



AGENDA

Board of Trustees Regular Meeting
Thursday, December 16, 2021 at 4:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment***
5. **Approval of Minutes**
 - a. [Regular Meeting of November 18, 2021](#)
6. **Reports and Communications**
 - a. [Director Report](#) | [Departmental Reports](#)
 - b. Financial Report – [Expenses](#) | [Revenues](#)
 - c. Member Library Reports – FLPL | [IPL](#) | [PCL](#)
 - d. Committee Reports
 - a. Finance & Facilities and Services Committee – [December 7, 2021](#)
 - b. Policy and Personnel Committee – [December 7, 2021](#)
 - e. Other Reports and Communications
 1. Friends' Report – Doug Weaver, President Friends of TADL
7. **Old Business**
 - a. [Policy Revision: 2.2 Purchasing and Contracting Policy](#)
 - b. [Policy Revision: 3.2 Borrowing Parameters and Delinquent Charges Policy](#)
 - c. [Policy Revision: 4.1 Behavior Policy](#)
 - d. [2021 Budget Amendment Resolution](#)
 - e. [Security Officer Estimate](#)
8. **New Business**
 - a. [Transfer Request from Public Improvement Fund](#)
 - b. Director Evaluation
 - c. Member Library Agreement – IPL
 - d. Holiday Closure on December 26, 2021
 - e. Officer and Committee Nominations Discussion
9. **Public Comment***
10. **Trustee Comment**
11. **Adjournment**

* If you wish to speak during the Public Comment section of the meeting, please (1) wait until you are recognized; (2) approach the podium and use the microphone; (3) state your name and the county and township or city in which you reside; and (4) limit your comments to 5 minutes. Please sign in at the podium.

The Traverse Area District Library will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon 3 days notice to the Library. Individuals with disabilities requiring auxiliary aids should contact the Library Administration, 610 Woodmere Ave., Traverse City, MI 49686; (231) 932-8500 (voice/fax); libadmin@tadl.org (e-mail).



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, November 18, 2021 at 4:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. **Call to Order**

The meeting was called to order by President Jones at 4:05pm. Present were: Jones (President); Odgers (Vice President attended remotely); Pakieser (Secretary); Sullivan (Treasurer); and Vickery and Westcott (Trustees). Also present were: Howard (Director); Radjenovich (Business Manager); and Carpenter (Staff).

2. **Pledge of Allegiance**

All members in attendance recited the Pledge of Allegiance to the Flag of the United States of America.

3. **Approval of the Agenda**

It was MOVED by Sullivan, SUPPORTED by Wescott, to approve the agenda as presented. A roll call vote was taken with the following results:

Jones – aye	Odgers – aye (remote)	Vickery – aye
Pakieser – aye	Sullivan – aye	Wescott – aye

Motion CARRIED.

4. **Land Acknowledgement Reading**

As recommended by the Policy and Personnel Committee, President Jones, read the following land acknowledgement in honor Native American Heritage Month and to recognize those that came before us:

We stand here on Turtle Island, our precious earth, this beautiful land of Michigan, cherished and maintained for generations by the Anishinaabe people. We wish to recognize those whose traditional land we are gathered upon today as the land on which the Grand Traverse Band of Ottawa and Chippewa Indians have resided for thousands of years. To recognize the land is an expression of gratitude and appreciation to those whose territory you reside on, and a way of honoring the Indigenous people who have been living and working on the land from time immemorial (*existing since beyond the reach of memory*). It is important to understand the long-standing history that has brought us to reside on the land, and to seek to understand our place within that history. We thank the Anishinaabe people for sacrificing for us to be here today.

5. **Public Comment**

President Jones opened the floor for public comment. The following people addressed the board: Heather Brady, TADL Marketing and Communications Manager, presented a giant library card well-lit with multiple miniature lights as a visual enticement and invitation to join the TADL staff in a walking float in the Downtown Holiday Light Parade.

6. **Public Hearing on the 2022 Budget**

It was MOVED by Jones SUPPORTED by Vickery and Odgers to open the Public Hearing on the 2022 Budget. A roll call vote was taken with the following results:

Jones – aye	Odgers – aye (remote)	Vickery – aye
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Pakieser – aye
Motion CARRIED.

Sullivan – aye

Wescott – aye

a. *Introduction of the 2022 Budget Overview and Details*

Howard provided highlights from her written budget overview. The 2022 budget was developed around the goal of the Strategic Plan. Special emphasis will be on beginning the three-year Strategic Plan with the topics of Inclusivity and Purposeful Partnerships; continued presence in our communities and schools and providing library cards to students from additional schools in the area beyond TCAPS; maintaining current technology needs; upkeeping maintenance needs on an aging building; and providing a new bookmobile service. Howard reviewed anticipated revenue sources and noted that TADL will again pursue grants as they are available that allow the Library to provide new services and foster new partnerships in the community beyond the operating budget.

b. *Public Comment*

President Jones opened the floor for public comment on the 2022 Budget Hearing. There was none.

7. **2022 Budget Resolution**

It was MOVED by Jones SUPPORTED by Vickery President Jones read the 2022 Budget Resolution in full revealing a balanced budget totaling \$5,750,871. It was MOVED by President Jones, SUPPORTED by all trustees unanimously, to approve the 2022 Budget Resolution as presented. A roll call vote was taken with the following results:

Jones – aye

Odgers – aye (remote) Vickery – aye

Pakieser – aye

Sullivan – aye

Wescott – aye

Motion CARRIED.

Vickery expressed his appreciation for the hard work from multiple sources that goes into the Library budget, proven by TADL's glowing annual audits and the strategic efforts from a passionate staff who bring everything together.

It was MOVED by Pakieser, SUPPORTED by Odgers, to close the 2022 Budget Hearing. A roll call vote was taken with the following results:

Jones – aye

Odgers – aye (remote) Vickery – aye

Pakieser – aye

Sullivan – aye

Wescott – aye

Motion CARRIED.

8. **Approval of Minutes**

a. *Regular Meeting of October 21, 2021*

It was MOVED by Sullivan, SUPPORTED by Pakieser, to approve the regular meeting minutes of October 21, 2021 as presented. A roll call vote was taken with the following results:

Jones – aye

Odgers – aye (remote)

Vickery – aye

Pakieser – aye

Sullivan – aye

Wescott – aye

Motion CARRIED.

9. **Reports and Communications**

a. *Director Report | Departmental Reports*

Howard confirmed her written report and added the following:

- The new Uniform Chart of Accounts revision required by the State has been completed, well ahead of the December 2022 deadline. A big thank you was given to Radjenovich.

- Although TADL did not receive the ARPA grant, Kalkaska County Library did and is able to provide wi-fi access in downtown Kalkaska. TADL's Assistant Director of Technology, Morey, was a large contributor in that successful grant and implementation.
- In collaboration with Newton's Road and Habitat for Humanity, TADL is providing books to families in the new homes. Howard believes that a house isn't a house until there are books in it, and then it becomes a home.
- Grand Traverse County is interviewing for two TADL board positions available starting January 2022. President Jones' and the late trustee Budzinski's terms expire December 31, 2021.
- Howard will be taking the board retreat discussion to the policy committee for discussion.

b. *Financial Reports*

Radjenovich confirmed her written report and noted that at 83% through the year, and expenses are at 80%, right on track.

c. *Member Library Reports*

- Kendall Spratt, Director of Fife Lake Public Library (FLPL), reported that November's focus was on training several new staff members which has since freed up time to continue the goal to get into the schools and train teachers and school administrators on what the library can offer, providing storytimes, helping teachers with reluctant readers, and introducing library resources to the students. Spratt appreciated the budget help she received from Howard and Radjenovich.
- Jennifer Thomet, Director of Interlochen Public Library (IPL), expressed thanks for the support received from TADL. The ALA special grant for a program focusing on addiction was well attended. With a mini grant from Michigan Center for the Book, they will be able to give out gift bags and picture books to families in need.
- Vicki Shurly, Director of Peninsula Community Library (PCL), announced that PCL received a clean audit. The annual appeal letter went out in November to all Old Mission residents. Since moving to the new building, the appeal has been PCL's biggest fundraiser, last fiscal year bringing in \$31,000 in local gifts. The annual Books at the Boathouse dinner and auction is the second biggest fundraiser. PCL received a \$700 handmade quilt of Old Mission to hang in the children's area. Donations have allowed for 15 pedestal frames for the outdoor storywalk. Old Mission Associates has been contracted to fix the drainage issue which will include French drains and other diversion tactics.

President Jones noted that the member library agreement renewal negotiations has been completed. It was a job well done by the negotiators and completed with a common theme and common vision at the level that the district deserves to provide service to the different communities in the district and one that the board can be proud of.

d. *Committee Reports*

- Finance and Facilities Committee – Sullivan reported that the committee had met and two of the three member library negotiations have been finalized and ready for full board approval. Howard noted that the roof may be postponed another year due to a shortage in materials.

Since there has not been a request for proposal for insurance carriers in over 10 years, it was **MOVED** by Sullivan, **SUPPORTED** by Pakieser, to give Howard permission to investigate

requests for proposals for potential insurance carriers. A roll call vote was taken with the following results:

Jones – aye	Odgers – aye (remote)	Vickery – aye
Pakieser – aye	Sullivan – aye	Wescott – aye

Motion CARRIED.

- Policy and Personnel Committee – Pakieser reported that the committee had met and noted items later on the agenda for approval. The committee also discussed the land acknowledgement recognition. Discussion will continue as to whether to develop this recognition into a standard procedure. The committee is working on the Director evaluation and will bring it to the board at the December meeting.

e. Other Reports and Communications

- Friends' Report – Donna Hornberger, TADL Friends Board President
Hornberger reported that the Friends were given a \$3000 donation from a new couple in the area, with intention to use \$1000 for adult craft kits, \$1500 toward the Library of Things, and the rest to be used at the Director's discretion. The funds were given to the Friends since the donors' trust requires funds be distributed through 501c3, but will be redirected to TADL for expediting the donation request. Membership renewal letters and reminders will be sent soon. Following an inquiry from Odgers, Hornberger noted that the 'Under the Stairs' gift shop could not re-open partially due to lack of volunteers and a too-minimal profit.

10. Old Business

a. Policy Revision – 1.2 Electronic Communications for Trustees Policy

Howard explained that the ethics policy revision consisted of re-numbering and a clarification regarding use of trustee email accounts. It was **MOVED** by Vickery, **SUPPORTED** by Pakieser, to approve the revisions to 1.2 Electronic Communications for Trustees Policy as presented. A roll call vote was taken with the following results:

Jones – aye	Odgers – aye (remote)	Vickery – aye
Pakieser – aye	Sullivan – aye	Wescott – aye

Motion CARRIED.

b. Policy Revision – 1.4 Traverse Area District Library Trustee Ethics Statement

Vickery highlighted that the policy is essentially a backdrop and a commitment by the trustees to incorporate into the rest of the policies and to acknowledge this with an annual signature helps ensure that the trustees understand their obligation as a trustee. It was **MOVED** by Pakieser, **SUPPORTED** by Wescott, to adopt the change in 1.4 Traverse Area District Library Ethics Statement, as presented. A roll call vote was taken with the following results:

Jones – aye	Odgers – aye (remote)	Vickery – aye
Pakieser – aye	Sullivan – aye	Wescott – aye

Motion CARRIED.

c. Policy Revision – 1.8 Remote Participation at Meetings by Traverse Area District Library Board Members and the Public Policy

Zeits emphasized that there is no change and this policy is current law, despite proposals for change. Beginning in January 2022, the way that the Open Meetings Act was set up stipulates that the only reason a trustee can attend meetings remotely is for military duty. It was **MOVED** by Vickery, **SUPPORTED** by Pakieser, to approve the revisions to 1.8 Remote Participation at Meetings by Traverse Area District Library Board Member as presented. A roll call vote was taken with the following results:

Jones – aye Odgers – aye (remote) Vickery – aye
Pakieser – aye Sullivan – aye Wescott – aye
Motion CARRIED.

11. New Business

a. *Member Library Agreements: FLPL | PCL*

It was MOVED by Sullivan, SUPPORTED by Vickery and Odgers to accept the member library agreement between TADL and Fife Lake Public Library effective until December 31, 2031. A roll call vote was taken with the following results:

Jones – aye Odgers – aye (remote) Vickery – aye
Pakieser – aye Sullivan – aye Wescott – aye
Motion CARRIED.

It was MOVED by Sullivan, SUPPORTED by Vickery and Odgers to accept the member library agreement between TADL and Peninsula Community Library, effective until December 31, 2031. A roll call vote was taken with the following results:

Jones – aye Odgers – aye (remote) Vickery – aye
Pakieser – aye Sullivan – aye Wescott – aye
Motion CARRIED.

President Jones received an email earlier in the day that Interlochen Public Library board had accepted their member library agreement with TADL. It will be on the December agenda for TADL's board approval and signatures.

12. Public Comment

President Jones opened the floor for public comment. There was none.

13. Trustee Comment

President Jones recognized the achievements of several TADL individuals: Morey, Assistant Director for Technology, who has been with the library over 10 years and his outstanding oversight of the library's technology needs over the years; and Director Howard and Trustee Odgers, Northern Michigan influencers, who were featured as two of the 40 Most Influential Women in Northern Michigan.

Odgers recognized Brady, Marketing and Communications Manager, for expanding accessibility by adding audio descriptions and captions to select programming and services. Odgers also recognized the lovely memorial service honoring the life of late trustee Mary Budzinski.

14. Adjournment

With a motion to adjourn by Sullivan, supported by Wescott, President Jones adjourned at 5:35pm.

Respectfully submitted,

Approved by board vote on December 16, 2021



V. Carpenter, Recording Secretary



M. Pakieser, Board Secretary



Board of Library Trustees Regular Meeting
Library Director Report
 Meeting Date: **December 16, 2021**

Library Activity

For a graphical presentation of the statistical information included below, please visit the link: [online TADL dashboard](#).

Circulation Transactions			
Year-to-date activity			
As of month end	Print/audio/video Circulation	Electronic books/audio/video	Total Circulation/Electronic Usage
November 2019	1,029,410	188,761	1,218,171
November 2020	563,273	263,133	826,406
November 2021	754,646	256,732	1,011,378

Lending

Physical item circulation has increased 31.4% over last year. As you may notice, we passed the 1,000,000-circulation mark for 2021!

E-Book, magazine, downloadable audiobook and database utilization

While lagging behind November 2020, electronic use is significantly more popular than in November 2019.

Visitors – Woodmere, East Bay and Kingsley Facilities

The busiest day for November was Thursday, November 11 with 1,311 patrons. In November 2021, we had 24,966 visitors, averaging 861 visitors per day. In November 2021, we had 409 new patrons across the district: 1 Visitor, 4 Limited, 2 Computer Use Only, and 409 Patrons most of whom came from the Forest Area Community Schools partnership.

Public Computing

Computer Use has increased 120% in November of 2021 over November 2020 because the library closed due to Covid in November 2020. This equates to 1,585 computer sessions in November 2021 versus, in November 2020 there were 851 sessions.

Additions to the Collection

In November 2021, 2,552 items were added to the collection compared to November 2020 which added 2,987.

Finances

As done annually, the December Budget adjustments are in your packet and Deb has done a wonderful job explaining them in her report to the Board.

Additionally, in November, Heather Brady and I applied for a Tribal 2% grant to help defray the costs of Summer Reading Club. And I applied for some Technology Kits available from the Library of Michigan ARPA grants. Finally a whole team of TADL staff worked together to apply for a Moon, Mars and Beyond NASA grant.

Facilities

The best news is that the mobile shelving project is complete in the Local History collection!

The lighting project will be complete by the end of December, and we are diligently working to find Bruce's replacement which won't be easy.

Also being completed by December 2021 are some painting projects around the Main library and East Bay Branch Library, and hopefully the completion of the Youth Story Room.

Outreach Events & Partnerships

On November 3rd, I presented to the Sunrise Rotary about current events at the library. The Library was a Sponsor & Partner with the National Writers Series event with Youth Author Jason Reynolds. I attended the Leadership Lunch Club as a guest of Jean Derenzy.

I met with Representative Roth briefly to advocate for libraries. I also helped at Kingsley Branch Library's 1000 Books Kick off event, and meet with Kendall to help her with FLPL's budget.

The best event of November was marching in the Light Parade and hearing shout outs of love for our library system! Thanks to Heather who lead the charge for that event.

Covid Update

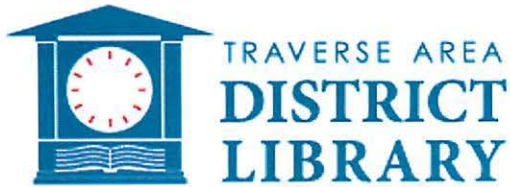
We continue to see declining patron numbers in programs as more patrons are weary about exposure and while we opened to 8pm, it is very, very quiet after 6pm. We have had the Mobile Health Unit to the library that allowed many staff to get their boosters.

TADL Operations

Please see the extensive departmental reports for a more in-depth look at what is happening at the Main Library and East Bay and Kingsley branches.

Happy Holidays!
Michele P. Howard





Administrative Reports
for the month of November
(December 16, 2021 Board Meeting)

Adult Services

- News from the Local History Center - staff met, a plan was developed, and materials were moved in preparation for the long-awaited installation of the compact shelving. Thankfully, this work was all done so quickly and efficiently by Robin Stanley, Bruce Bennett, and several of the pages in the Adult Services Dept, that we were prepared for the work to begin when the company moved the project forward by a week. Installation began on Tuesday, November 30th and was expected to take 3 days.
- Melissa attended the Quick Connect Networking Breakfast for Traverse Connect's Annual Economic Summit on November 2nd. She exchanged business cards and made contacts with people in the real estate, business, and government sectors. This sparked several ideas for partnerships and services for the future - programs for first-time homebuyers about credit and mortgages, reaching out to new homeowners in the area, and visits from NW MI Works from the apprenticeship department were just a few of the ideas. ([Purposeful Partnerships](#))
- Melissa also co-hosted an hour on Classical IPR with Music Director, Amanda Sewell during IPR's recent fund drive. We talked a lot about the music resources available at the library and the programming partnership we currently have with our once-a-month Sunday offerings at TADL. ([Purposeful Partnerships](#))
- Michele attended our staff meeting to answer questions about the upcoming Strategic Plan and how our work fits into the goals for the next 3 years.
- Staff held a FB Live event with a Transparent Language representative. We talked about the indigenous languages offered and gave an overview of how to use the service. This recording is available on the library's website and YouTube page. ([Inclusive Space/Innovative Engagement](#))
- In November, the Adult Services Dept. held the following programs:
 - 2 online book groups, Queer Tales and Books & Brewskis, with a total live attendance of 6.
 - 4 hybrid programs with an in-person attendance of 35 and an online attendance of 31
 - 6 in-person programs with attendance of 96 - this includes the 45 people who came to learn about and try to play the Theremin with Classical IPR and 36 people who came to hear local author Bob Downes speak!
 - 2 online only programs had an attendance of 14
 - We had 103 total views of our previous programs on YouTube
- November Adult Services Statistics:
 - Questions Answered In-Person - 1118
 - Questions answered via Phone - 482
 - Questions Answered via Email/Chat - 93
 - RA/Tech Help - 58

- o Craft Kits Distributed - 33 (1 new craft - Recycled Book Turkeys)

Respectfully submitted,
Melissa A. McKenna
Adult Services Coordinator

Youth Services



Youth Services spent much of November celebrating Native American Heritage Month. We created a Native American Peoples book and resource display, handed out Corn Girl craft kits as well as Make Your Own Fry Bread craft kits, created a Storywalk in our Walkthrough Garden on the book Josie Dances by Denise Lajimodiere, and created a Dial-a-Story using Josie Dances and read by Sierra Clark of the Grand Traverse Tribe. All this was in conjunction with our Big Read programming, sponsored by Arts Midwest.

In addition to the above activities, Department Head Andy Schuck was able to connect The Dennon Museum and TCAPS elementary schools for virtual visits centered around The Big Read children's companion title, Fry Bread by Kevin Maillard. Jason Dake, Deputy Director of Museum Programs and Learning at The Dennon, connected with K-2 classes in the TCAPS district, using artifacts from the museum to talk about themes of Family, Math, and Diversity. A recorded tour was also created. TADL will contribute one copy of Fry Bread to each of the classes.



Youth Services also created a Thankful Tree that we placed on our free wall. We encouraged patrons to write down what they were thankful for on a colorful leaf and then post it on our tree. In total, 238 leaves were placed on our tree and lots of goodwill was shared throughout our community (many more than are pictured here).

Youth Services also celebrated International Games Week with a Games Day celebration in our department. We spread board games and puzzles throughout the department. Twenty-six patrons enjoyed connecting "around the educational, recreational, and social value" of games ([IGW website](#)).

Staff continued storytimes and afterschool programs through November 22nd when we were directed to pause programming due to an increased number of school closings (due to COVID-19). We hosted 10 Early Literacy (Storytime) programs for 99 patrons. In addition, we hosted 10 afterschool and weekend programs for 72 patrons.

Families have mostly been cautious in coming to the library, though perhaps we'll see an uptick when more young children can become vaccinated. Desk statistics for November included 1,033 total questions, with 961 walk-in, 67 phone, and 5 digital. These totals were down roughly 10% from October.

Youth Services staff attended a virtual Storytimes for All training from the Library of Michigan. This training was spread out over the course of 3 consecutive Tuesdays. It was a great way to

connect with other Michigan Youth Services professionals, reconnect with the principles behind the 5 early literacy practices, and re-engage with intentionality (offering and demonstrating early literacy tips) in our Storytime programs.

Submitted by Andy Schuck
Department Head, Youth Services

Sight & Sound

The leaves have found their way to the ground. November was a lovely fall month filled with cha, cha, changes! It was also filled with great patron interactions and an unexpected donation to TADL and Sight & Sound for the Library of Things in 2022.

In recognition of National Indigenous Peoples Month we set up two displays to share our collection and some amazing cultural artwork. Here is a peek at how it looked.




My family and I marched in the Light Parade with Team TADL and had a great time! Like normal my dog Furgie was a big hit with the little kids along the route. Her costume was quite cute! Pug Life:} Thanks to Heather for all her work putting it together.



Ongoing Sight & Sound work:

- The New Library Calendar software configuration with with Scott & Bill

- 
- Mobile Hybrid Studio with with Scott & Bill
 - S&S Staff Appreciations and consumption of circular italian bread & cheese.
 - Huge progress on the next wave of Library of Things! Tools and so much more!
 - New genre signs to help patrons visually browse with more ease.
 - Ongoing evolution of the McGuire room as a multi use space in the Covid19 era.
 - Updating our meeting room reference services for patrons who need something we don't offer.
 - We are looking to link this directly when patrons can't find space here at TADL.
 - Simplified the AV System in the Youth Services Story Room. Not completed but much improved.

TADL Meeting Room Stats November 2021

Total: 114

TADL meetings: 44

Personal/Outside Group Meetings: 70

Paid Meetings: 0

Unpaid Meetings: 114

Walk-ins: 25

Advance Reservation: 89

Number of Meetings by Rm November 2021

McGuire Room: 20

Thirlby Room: 51


Study Room D: 43

Aaron's work: Meeting Room booking enhancements, S&S Staff training on AV systems, Library of Things collection development.

Thanks for reading.

Aaron

Circulation

- 
- Curbside pickups for November 2021: 65
 - Circulation Statistics for MeLCat, November 2021:
 - TADL items sent to borrowing institutions: 1281
 - TADL items received from lending institutions: 1841
 - Our integrated library system has been updated! We are now using Evergreen 3.7; library patrons should experience minimal disruptions, and changes to the staff interface are minor. With the new system in place, we will begin the transition away from an older interface which was still required for certain circulation processes.



Respectfully Submitted,

Josh Denby
Department Head, Circulation

Marketing and Communications

November went by quickly, highlights included an online library marketing conference, the Jason Reynolds National Writers' Series event (**Purposeful Partnerships**), a Facebook Live tutorial on our new Transparent Language online learning platform (**Inclusive Space/Innovative Engagement**), and more time creating closed captions for our YouTube channel tutorials (**Inclusive Space**). I've also been working on creating library card artwork to allow for different language preferences (**Inclusive Space**) - I have finished Ukrainian and Spanish, and as cards are completed we will print them for circulation.

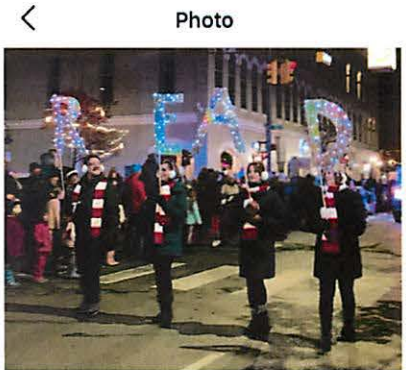
Assisted departments as requested for event support and promotion, attended the NOCL meeting (**Purposeful Partnerships**). Main hosted a soldier's table from Grand Traverse County again this year as well as a lovely art exhibit in the atrium featuring artwork from area veterans (**Innovative Engagement**). The Light Parade was a great community event (**Innovative Engagement**), we enjoyed seeing lots of familiar faces and listening to little voices spelling out READ all along the route!

I would like to share a special thank you to the circulation department, who set up a table to sell old summer reading t-shirts. They've done a great job clearing them out and helping make more space on the 3rd floor - in addition to enthusiastically working to help sell library store items.

Media:

Upnorthlive - Nov. 30, Naloxone Kit Filming at the Main Library

Website: 11,400 users



15 likes

Absolutely my favorite part of the @downtown_tc Light Parade. Nailed it, @notjustbooks 🙌💙
50 minutes ago



We built all the props for the parade in-house using mainly upcycled materials.

Heather Brady
Marketing & Communications Manager

HR & Finance

Human Resources – Our November In-Service training was on digital resources. We got some great tips from our Tech Dept on using a Password Manager, Enabling Two Factor Authentication, Phishing, and Backing Up Your Files. We learned a little about the harmful side of Social Media but on the flip side, Heather gave us some great tips on how to use Social Media more effectively. We advertised for a Desk Attendant position in the Tech Center to pick up a few hours and Emma Carley (a former TADL page) will be starting in December to fill that spot. We have advertised the Facilities Manager position and will start those interviews in December with the intent to have someone in place by mid-January at the latest.

Finance – Looking at the financial update, on the Revenue side, we picked up another \$2320 in Sales, \$1880 from Fines/Fees, and a whopping \$19,296 in donations! Most of the donations came in within two days and had us absolutely amazed at the generosity of our Patrons, Friends and Business Community. Our millage is what supports our operations but our donations are the icing on top that we use for special programs and projects that we might not have been able to do without that support.

On the Expenditure side, this is always the time of year that gives me the most stress and it has nothing to do with Christmas shopping (which is only partly done). Trying to control and project what is going to happen in the last month of the fiscal year is giving me wrinkles. Under the Personnel category, we look really good. Michele and I had high hopes last year that we would be back to our full regular hours and we budgeted accordingly. Since that did not happen as planned, we will have some money left over in that category even with a month of wages and retirement benefits left to pay. All of our insurance is paid in advance so the numbers that you see are final for the year. In the Supplies category, all purchasing has been completed for the year but we still have some of those purchases yet to come in and therefore have not been paid for. I estimate that we should be right on budget with the Materials portion of the Supplies.

However, as we moved from a \$500 threshold for Fixed Assets to a \$5000 threshold, many of the purchases that would have been made under Capital Outlay were moved to Supplies. Therefore, to ensure that we don't go over that line item budget we will be moving some money from our extra Personnel funds into that category to cover those purchases. The next main category, Other Services and Charges, is large and includes most of the remaining line items. Professional/Contractual Services will have funds left as there are some line items that are unknown amounts when we are budgeting such as Attorney Fees, outside Consulting Fees, and outside Computer Support Fees. This also includes programming fees which will be under for the year as we have not gotten back into full programming yet. Education and Travel is the next line item with a larger balance left as we still did not do a lot of the conferences and travel that we had budgeted for. Looking at our Utilities, I am projecting that we'll have about \$10,000 left in that budget at year end. We are looking forward to lower costs in the new year with the new lighting! The next big unknown is in Building and Grounds Maintenance. I'm projecting that we'll have money left in this category but every time it snows, we have a little less. We have been spending some funds out of this category to do some end of year painting in the Children's Story Room, East Bay Branch, and the Local History Collection. All in all, we will have money left in this category from which we will be moving some into the Capital Outlay category. While some of the money that was going to be spent from here went into Supplies, we also had some purchases that weren't budgeted for such as the shelving for the Local History Collection and therefore we need to add to this budget line. In all, the bottom line is looking good.

Deb Radjenovich
Business Manager

Facilities

- As part of the History Center renovation I helped move the materials and existing shelving to the 3rd floor and McGuire Room. I then had the walls painted and tore out the carpet in preparation for the new high density shelving install.
- I had the walls in the story room painted and arranged for new flooring to be installed. The project should be finished in December.
- The lighting retrofit is moving along nicely. I expect it to be completed by the end of December.

Bruce Bennett
Facilities Manager

Technology

New Public Computers - We have begun the process of replacing the public desktop computers used at most of the locations in the district. The old computers served us well for almost six years, but have begun to show their age especially when it comes to 4k video streaming. The new models are currently being configured and tested in the technology center at the main library and once we are confident in their setup they will be deployed to locations across the district. Though many users either bring their own devices or make use of our in-building laptops, we know that many other patrons also rely on / enjoy being able to access a traditional computer lab. I'd like to thank Mitch Holm for taking the lead on this effort.

Room Reservation - Event Calendar Software - Though demand for our public meeting

spaces has wavered in the face of the pandemic, we expect once things return to a more normal state, we will again see a lot of people wanting to use our rooms for meetings and events. To make the room reservation process easier for patrons and more manageable for staff, we are in the process of rolling out new room reservation and event management software. After doing an in depth market survey, we selected LibraryCalendar and thus far have been very happy with that decision. The new software will allow patrons to book and pay for their meeting rooms online, let staff know their desired room setup, and send automated reminders. The software also has powerful tools for library staff to manage our own events, including registration functionality for events with limited capacity. Additionally, the licensing structure of the software will allow us to deploy the solution to any branch or member library's that would like to take advantage of the functionality it provides. We expect to launch this service in early January 2022.

Evergreen Upgrade - After many delays, I am happy to report that we are now running the latest version of Evergreen (the software we use to checkout items, maintain our catalog, etc.). Because of the many customizations we have made and the many different library systems we serve (8 public libraries and 7 school libraries), upgrading is never an easy process. This was complicated further by disruptions related to the pandemic that resulted in us falling several updates behind. Despite these obstacles, we were able to upgrade from version 3.1 to 3.7 with very little disruption to service and the new version is getting good reviews from staff / has resolved a few troublesome bugs that were present in the old software. Going forward, we will try to stay as up to date as possible to avoid having to take such a big leap in the future. Jeff Godin deserves a lot of credit for his work on this project. Thank you Jeff!

- Scott Morey, Asst. Director for Technology

TADL Talking Book Library

The Braille and Talking Book Library partnered with the Library of Michigan to offer Braille Enhanced Storywalks. There was a limited number available but TADL was lucky enough to get one of them. The book was "The Watermelon Seed" by Greg Pizzoli and it was in the garden the second half of November.

This month our Tuesday @ Two book group discussed "The Library Book" by Susan Orlean. We had a great discussion and the group would like to do a tour of the "workings" of the library.

Anita Chouinard
Talking Book Library Manager

TRAVERSE AREA DISTRICT LIBRARY
CONSOLIDATED EXPENSES
MONTH ENDING
NOVEMBER 30, 2021

<i>CATEGORY</i>	<i>BUDGET</i>	<i>2021 YTD</i>	<i>2020 YTD</i>	<i>VARIANCE</i>	<i>% OF BUDGET</i>
Salaries & Wages	2,431,419	2,114,876	2,010,668	316,543	87.0%
Social Security/Medicare	68,125	54,492	53,927	13,633	80.0%
Health/Hospitalization	375,446	336,020	279,593	39,426	89.5%
Vision Insurance	4,035	4,003	2,548	32	99.2%
Dental Insurance	28,908	28,194	18,612	714	97.5%
Life Insurance	9,295	7,575	6,670	1,720	81.5%
MERS Defined Contribution Retirement	153,995	133,790	127,926	20,205	86.9%
MERS Unfunded Liability	320,000	310,000	220,000	10,000	96.9%
401K Retirement Contribution	115,820	95,896	90,942	19,924	82.8%
Unemployment Comp.	1,500	0	7,146	1,500	0.0%
Workers' Compensation	10,000	7,860	7,860	2,140	78.6%
Disability Insurance	8,425	6,842	6,210	1,583	81.2%
Office/Cat./General Supplies/Postage	119,795	126,781	86,947	(6,986)	105.8%
Covid-19 Supplies	7,000	3,756	23,207	3,244	53.7%
Books/Media/Online Resources	626,100	578,330	524,992	47,770	92.4%
Repair & Maintenance Supplies	6,750	5,196	2,167	1,554	77.0%
Professional & Contractual Services	270,355	188,117	172,111	82,238	69.6%
Communications	37,790	26,769	19,715	11,021	70.8%
Education & Travel	45,460	22,600	29,311	22,860	49.7%
Printing & Microfilming	3,900	3,075	1,751	825	78.8%
Advertising & Outreach	17,500	15,137	8,996	2,363	86.5%
Insurance & Bonds	33,746	33,563	30,818	183	99.5%
Utilities	118,200	91,285	77,051	26,915	77.2%
Covid-19 Building Maintenance			32,352		
General Building & Grounds Maintenance	355,170	231,556	179,071	123,614	65.2%
Member Allocations	569,721	569,720	550,188	1	100.0%
Miscellaneous	3,500	59	682	3,441	1.7%
Property Tax Reimbursement	6,500	6,504	928	(4)	100.1%
Furniture/Equipment/Software	85,925	85,507	51,404	418	99.5%
Contingency	7,000	0	0	7,000	0.0%
TOTAL EXPENDITURES	5,841,380	5,087,504	4,623,790	753,876	87.1%
2021 APPROVED BUDGET					
EXPENSES BY CATEGORY					
Personnel	3,526,968	3,099,549	2,832,100	427,419	87.9%
Supplies	759,645	714,063	637,313	45,582	94.0%
Other Services and Charges	1,461,842	1,188,385	1,102,973	273,457	81.3%
Capital Outlay	92,925	85,507	51,404	7,418	92.0%
TOTAL EXPENDITURES	5,841,380	5,087,504	4,623,790	753,876	87.1%
This statement reflects activity through the eleventh month of the 2021 fiscal year.					
Percentage of the year completed 92%.					
Certain items with higher percentages may have been paid quarterly or annually for the fiscal year.					

**TRAVERSE AREA DISTRICT LIBRARY
REVENUE
MONTH ENDING
NOVEMBER 30, 2021**

CATEGORY DESCRIPTION	BUDGET	2021 YTD	2020 YTD	VARIANCE	% OF BUDGET
Property Tax (Current, Delinquent, Other)	5,164,735	5,170,516	4,988,789	(5,781)	100.1%
State Aid - Library	83,750	84,472	77,974	(722)	100.9%
State Aid - TBL	41,075	41,072	41,073	3	100.0%
Local Support - TBL & Other Grants	18,400	112,284	22,209	(93,884)	610.2%
Fees/Services	42,150	41,903	40,895	247	99.4%
Sales	20,000	20,443	15,313	(443)	102.2%
Penal Fines - \$196,000 for this Category per budget		0			
Penal Fines - Grand Traverse Co.	168,250	147,612	168,240	20,638	87.7%
Penal Fines - Leelanau Co.	5,900	6,604	5,888	(704)	111.9%
Penal Fines - Benzie Co.	21,850	20,549	21,855	1,301	94.0%
Overdue Fines/Replacement Fees	32,000	15,709	27,820	16,291	49.1%
Interest & Dividends/Gains/Losses on Inv.	15,000	1,887	25,247	13,113	12.6%
Rents & Royalties	2,200	0	450	2,200	0.0%
Contributions	24,570	64,714	29,184	(40,144)	263.4%
Misc Revenue & Reimbursements	1,500	28,000	1,456	(26,500)	1866.7%
TOTAL REVENUE	5,641,380	5,755,764	5,466,393	(114,384)	102.0%
Transfer In	200,000	200,000	110,000	0	
Use of Fund Balance				0	
TOTAL	5,841,380	5,955,764	5,576,393	(114,384)	102.0%
TOTAL REVENUE, TRANSFERS & USE OF FB	5,841,380	5,955,764	5,576,393	(114,384)	102.0%
TOTAL EXPENDITURES	5,841,380	5,087,504	4,623,790	753,876	87.1%
REVENUE OVER (UNDER) EXPENSE		868,260	952,603		
This statement reflects activity through the eleventh month of the 2021 fiscal year.					
Percentage of the year completed is 92%.					



9411 Tenth Street, Interlochen, MI 49643
231-276-6767

DECEMBER DIRECTOR'S REPORT—JENNIFER THOMET

The magic is happening at IPL



For a second year, IPL is handing out Make A Gift, Jr crafts. Each week kiddos can pick up a kit that includes all the supplies needed to make one gift for a special person.



Light Up Interlochen is this Friday, December 10, at Tom's Food Market. Festivities will be from 3-7 pm and will include sleigh rides, a beer and wine tent, a grilling tent, and the Friends of IPL will be passing out goody bags.



We have a Make and Take craft available for adults and teens on December 17. It is a necklace or keychain holder made with wine corks.



December 18 is a Harp and Viola concert by Joan and Dave Holland. This concert is in memory of Lois Driscoll. Christmas readings for the kiddos will take place before the show in the library by the Christmas Tree.



Our Christmas tree is decorated with Memory Snowflakes. Anyone who has lost a loved one or friend is invited to make a Memory Snowflake to add to our tree or take home.



IPL is closed Friday, December 24th and 25th. We will be closing at 1 pm on Friday, December 31, and will be closed all day on January 1st.

All of us here at IPL wish you a happy and healthy holiday!


Circulation Nov 2021: 4,882; (Nov 2019: 5,260)
Hold Transit Counts Nov 2021: 619 to other libraries; 1102 from other libraries to IPL
Programs: Nov 2021: 59 programs, 517 General Attendance;
Patron Count: November 2021: 2,939
Curbside Pickup: November: 2021: 3
Questions Answered: November: 794
Computer Use: November: 109
Total New Library Cards Issued in Nov: 16



It is the most wonderful time of the year.

But sometimes bad things happen. The shootings at Oxford High School were the first shooting in Michigan in decades and the first since the pandemic to claim the lives of multiple students. Our local children and families are still processing what happened in Oxford and how that tragedy will affect our school safety measures, our stance on mental illness, and how we respond to trauma.

Events like this can trigger our trauma, and it's ok to acknowledge this.




Everyone has experienced some trauma in their lives, and being aware of our own personal trauma can help us understand our kiddos' fears and anxiety each day as they return to school. The CDC and other reporting agencies see a sharp increase in childhood trauma and major depressive episodes. According to the 2021 Mental Health America report 13.84 percent of youth (age 12-17) report suffering from at least one major depressive episode (MDE) in the past year. That is an increase of 206,000 from last year's dataset. An equivalent to over 47 million Americans, or 19 percent, of adults, experienced a mental illness.

We are here to help you find the information you need.

Local resources are available to the public for trauma, grief, and other mental health needs. If you or a loved one struggle to find or access information about locally available resources, please call or come into IPL.

Available on IPL's website is *Communicating with your kids about Traumatic events* by youth services counselor Kathryn Flannery, LLP, along with downloadable resources. Anyone in Michigan, including students concerned about a school safety issue, should contact the OK2SAY Tip Line at 1-855-565-2729, text 652729, or email ok2say@mi.gov.



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DECEMBER 2021 DIRECTOR'S REPORT - VICTORIA SHURLY

Our quarterly "snail mail" newsletter has been mailed to all Old Mission residents.

We have received a donation of a new Desktop magnifier valued at \$3000. It will be available in the library for sight-impaired patrons to use in the library.

We are working on a Library of Things which so far will include a sound system, an LCD projector, a large party cooler, a large coffee maker, a telescope, a movie screen and more.

We have recently added Explorer Bags for children. Each bag will contain a book about a given subject as well as hands on manipulatives. For example, the Let's Explore Space bag has a small projector with disks of different constellations, a star chart and a book about planets and stars. We are starting out with eight bags in the trial run and will add more if they prove popular.

We are working with an artist on a historically accurate coloring book based on the real boyhood life of donor Tim Carroll on an Old Mission cherry farm. The money for the project was gifted by Tim and it is our hope to have it available by the first of the year. It will be offered to the third graders at Old Mission Peninsula School who are studying Michigan history, as well as others.

We are also planning to collaborate with the school on an All School Reads for the month of February. The book we chose is *The Hundred Dresses*, an older book that is nonetheless timeless, the story of a girl who is bullied because she is different. We will be reading the book aloud over the address system. Related activities are planned throughout the month.

We will be closed December 24, 25, 31 and January 1.

On behalf of the Board and Staff of Peninsula Community Library, we wish you safe and happy holidays!

Circulation Nov 2021: 2480 + 64 manual checkouts, Nov 2020: 1892

Nov Volunteers: 16 people, 36 hours of time to PCL. Curbside pickups: 4 New library cards: 5

Hold Transit Counts Nov 2021: 562 to other libraries from PCL, 343 from other libraries to PCL

Programs Nov 2021: 15 Program Participation Nov 2021: 281 Reference Questions: 302

1000 Books: 2 Born to Read: 2 Website Hits: 2054



TADL Board of Trustees Finance & Facilities Committee

December 7, 2021
4:00 pm ~ Thirlby Room and Zoom

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: S. Odgers and C. Sullivan Trustees, D. Radjenovich, and M. Howard, staff.

Agenda Approval: The agenda was approved as amended removing Director Compensation and Adding Homeless Patrons.

Minutes Approval: Minutes from the November 2, 2021 Finance and Facilities and Services Committee were approved.

Public Comment: No public comment.

Facilities:

Roof Update:

Bennett has finally gotten a hold of the architect and he promised to have the complete plans to Jeff at Spence Brothers by December 19th. Fred Campbell, the architect has been incredibly hard to get a hold of and hard to get the plans from.

Local History Collection Update:

Howard informed the Trustees that the shelving project was completed ahead of schedule on December 2nd. Everyone is very pleased with the results.

Lighting Update

Howard informed the Trustees that the Lighting Project will be complete at the end of the month. There has only been one patron complaint that they are too bright. Howard has had a few concerns from staff about the brightness in certain work areas, so Bennett is going to install a dimmer to test if it is effective.

Homeless Patrons

Howard mentioned the two news articles lately and the negative effect that some homeless individuals are having on the library. Odgers mentioned it was important to remember the mission of the library is not to be a shelter. Howard has mentioned the physical damage and bodily fluids that are left around at the library including vomit in and outside the library, food waste and human waste including someone leaving excrement all over the train in the children's garden. There was much discussion about balancing being inclusive and a place for the whole community and preserving the value of the library and the safety of staff and patrons.

Finance:

End of Year Budget Adjustments

Radjenovich and Howard presented the end of year budget adjustments. The adjustments were discussed and thought to be prudent. Howard and Radjenovich will present this information at the December meeting for Board Approval.

2.2 Purchasing Policy

As discussed at previous Committee and Board meetings, Howard added paragraph 8 to Policy 2.2 Purchase Policy to conform with the Auditor recommendation to raise the Capital Asset amount from \$500 to \$5,000.

Next Meeting Date / Time: January 4, 2022 at 4:00pm.

Next Meeting Topic Suggestions: Director Compensation

Public Comment: No public comment.

Adjournment: The meeting adjourned at 5:21 pm



TADL Board of Trustees Policy and Personnel Committee

December 7, 2021
10:00 am Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: M. Vickery, Chair. M. Pakieser, Trustees; M. Myers. D. Radjenovich, M. Howard, staff.

Absent: J. Wescott, Trustee

Agenda Approval: The agenda was approved as amended with Howard adding Policy 3.2 and Assistant Direct of Finance and Human Resources to Personnel.

Minutes Approval: The minutes of the November 2, 2021 meeting were approved.

Public Comment: There was none.

Policy:

Board Retreat

Howard was unsure of whom to bring the idea of a Board Retreat to. There was much discussion about what would be involved. Howard will present these ideas to President J. Jones and Vice President S. Odgers. The proposed date will be before the January Board meeting depending on availability.

Bylaws Amendments

After some discussion the Trustees decided that this would be a good discussion item for the Retreat.

2.2 Purchasing Policy

As discussed at previous Committee and Board meetings, Howard added paragraph 8 to Policy 2.2 Purchase Policy to conform with the Auditor recommendation to raise the Capital Asset amount from \$500 to \$5,000.

Land Acknowledgement

After some discussion the Trustees decided that this would be a good discussion item for the Retreat.

Review of the Ethics Statement

Carpenter created a document based on the Ethics Policy. This document complies with the policy and has a signature line as desired by the Committee. All approved it and it will be distributed at the January Annual meeting.

Homeless Patrons

Howard, Radjenovich and the Trustees all discussed the latest events at the library in relation to Safe Harbor opening. There was much discussion about the library's mission and goals. Also about who can help with this issue. Vickery will draft a resolution for the Board to sign and send to the City and County regarding the need for involvement with the homeless community. Pakieser pointed out that while Howard and the staff are using empathy, it is not a replacement for the therapy many of these patrons need.

Everyone supported and agreed for Howard to contract with a Security Firm. Howard also mentioned a meeting for the Safe Harbor Committee is scheduled for December 14th at 5:30pm in the McGuire Room.

As a part of the discussion Howard would like to modify part of the Behavior Policy 4.1 to make a portion of Category A, "using and possessing" to a Category B offense. The Trustees agreed and Howard will put it on the December Board agenda.

Personnel:

Director Review

Vickery has compiled the answers and will distribute to the Trustees. He asked that it be added to the December Agenda for discussion.

Assistant Director of Finance and Human Resources

Howard indicated that she will be making Radjenovich the Assistant Director of Finance and Human Resources. This position was not filled after Ms. Parson Juett left it to become director. Howard acknowledges Radjenovich's hard work and library knowledge. In the event of Howard being out of work for a duration, Howard believes Radjenovich and Morey would work well together to run the library.

Next Meeting Date / Time: January 4, 2022 at 10:00 am.

Next Meeting Topic Suggestions: Director Evaluation; Continued Policy Review

Public Comment: None

Adjournment: The meeting adjourned at 11:23 am.

2.2 Purchasing and Contracting Policy

Purchasing and contracting for the Traverse Area District Library (“TADL”) shall be handled in a manner which promotes the best interests of TADL while providing a fair opportunity for businesses to participate in the purchasing and contracting process.

1. **Quantity Purchases.** Goods discounted for large quantity purchases shall be planned for and purchased whenever practical.
2. **Overdrafts Prohibited.** No purchase will be authorized which would overdraw a budgetary account. If the Library Director anticipates that a purchase will exceed a budgetary account, a request must be submitted to the Board of Trustees to request that the necessary budget amendment be completed prior to initiating such a purchase.
3. **Quality.** Quality of goods and services is as important as price and can be ensured by preparing precise specifications for competitive bidding describing quality requirements. All such specifications shall permit competition whenever practicable. Bids shall be evaluated and awarded on the basis of the overall best value to the TADL.
4. **Public Records.** All specifications, bid documents (after the specified time for bid opening), purchase orders, and supporting documents are public records which shall be made available to the public upon request and consistent with Michigan’s Freedom of Information Act.
5. **Endorsement.** No TADL employee shall endorse or in any way permit the employee’s name or position, or grant permission for the TADL’s name to be used and advertised to support a product or a vendor without Board approval. No TADL employee shall use TADL’s name, or the employee’s position at TADL, to obtain special consideration in a personal purchase.
6. **Records Retention.** TADL shall retain copies of all purchase orders, service orders, requisitions, and bid files consistent with TADL’s records retention policy
7. **Capital Assets.** In accordance with current general accounting standards, all assets for the library which cost more than \$5,000 be tagged and recorded in a list which is kept up to date, and shall include the purchase date, description, serial number(s) if applicable, tag number, and cost.
8. **Special Considerations.**
 - a. The Library’s intent is to purchase from and contract with responsible vendors that maintain a presence within the district whenever feasible. To ensure local participation, the Library will make reasonable attempts to notify local vendors of the opportunity to provide goods and services and to include quotes from the same.
 - b. As a political subdivision of the State of Michigan and member of the Mid-Michigan Library League, Michigan Library Association, American Library Association, and

Michigan Library Consortium, the Library is privy to a number of negotiated agreements for the provision of goods and services, the cost of which may be fiscally beneficial to the Library.

- c. The Library will make every effort to consider all of these relationships when determining purchase decisions

9. Transactions over \$15,000. The Library Director or his or her designee, seeking to purchase goods, products, or services that will cost over \$15,000 shall either:

- a. Prepare or have prepared precise specifications describing the item and submit them for handling through the competitive bid procedure described herein; or
- b. If otherwise approved by the Library Director consistent with this policy, place an order for the goods, products, or services.
- c. Competitive bidding shall not be required when the Library Director and the Board determine that the public interest will be best served by purchase from or jointly with another unit of government; when an emergency exists; or when the public interest will be best served without obtaining bids, such as in the employment of professional services.

10. Competitive Bidding Procedure.

- a. **Sealed Bids.** Sealed bids are required in transactions involving expenditures of more than \$15,000, unless otherwise authorized by the Library Director as provided herein. A "sealed bid" means a written response to a solicitation which requires a public bid opening. Sealed bids shall strictly comply with submission criteria to protect the integrity of the sealed bid process. It is the bidder's responsibility to ensure compliance with submission requirements. The Library Director may disqualify a sealed bid that does not conform to the submission requirements.
- b. **Initiation of Competitive Bidding Procedure.** The Library Director or his or her designee shall initiate this procedure by submitting a written request to the Board, along with a vendor's list and specifications. The Library Director may seek assistance from library staff or legal counsel in preparing specifications. Whenever possible, specifications shall include a proposed contract or service order, insurance requirements, and bond requirements, if any.
- c. **Publication.** The Library Director shall publish an advertisement for bid in a local newspaper on at least two dates. The final publication day shall not be later than one week prior to the bid opening date.
- d. **Bid Opening.** The Library Director shall select the time and place of the bid opening. The Library Director or his designee shall attend the bid opening and record the bids received. Bid openings shall be public unless otherwise stated in the bid specifications. At the bid opening, the Library Director or his designee may request

clarification of a bid from any vendor attending the bid opening. No bids shall be accepted after the deadline indicated.

- e. **Bid Award.** The Library Director or his designee shall provide a request and recommendation of the bid award, along with the requisition (if appropriate). After approval by the TADL Board, the Library Director shall complete the purchase order, service order, or contract. The bid will be awarded based on the overall best value to TADL, and price will not necessarily be the sole consideration.
- f. **Sole Bidders.** In the event only one bid is received, the Library Director may recommend award of the sole bid if the following conditions have been met:
 - i. Due diligence has been performed in soliciting bids according to these policies and procedures; and,
 - ii. The bid has been evaluated and determined to be reasonable based on the history of past purchases and evaluation of the market.

11. Comparative Quote Process.

- a. Goods or services with a projected value of between \$5,000 and \$10,000: At least three informal quotes are required.
- b. Goods or services with a projected value of between \$10,000 and \$15,000: At least three formal quotes are required.
- c. These quotes shall be procured from valid, reputable sources in a manner consistent with sound purchasing procedure.

12. Exceptions. Unless otherwise addressed herein, the expenditures listed below are exempt from the quote/bid provisions of this policy. Exempt are purchases:

- a. less than \$5,000;
- b. to alleviate an emergency condition which is a threat to public health, welfare or safety; or where immediate expenditure is necessary for operational continuance;
- c. for the acquisition of library materials (books, CDs, DVDs, periodicals, online services, etc.)
- d. for the acquisition of general expendable supplies;
- e. required by local, state or federal statute;
- f. required by contractual arrangement approved by the Board of Trustees, including labor agreements;
- g. economically procurable from only one source;
- h. a unique opportunity for substantial savings;
- i. at auction;
- j. required for professional services;
- k. a contract for the maintenance or service of equipment which is entered into with the manufacturer or authorized service agents of that equipment;

- l. procured from another governmental agency;
- m. which no other responsive offer has been received;
- n. for computer equipment or peripherals when required for consistency or inter-operability; or,
- o. those when the Library Director and the Board determine that the public interest is best served without a competitive bid.

Regardless of these exceptions, Library administration will make reasonable attempts to make certain that all purchases meet the purpose of this policy employing verbal or written quotes, advertised prices, comparison shopping, requests for proposals, or bids, depending upon the circumstances and whichever method is most beneficial to the Library.

12. Real Estate. All purchases of real estate, improved or unimproved, will be made only with prior consent of the Board of Trustees.

13. Credit Card Purchases. For those purchases that are not handled through competitive bid process, the Library Director may utilize the Library’s credit card so long as any such credit card is issued and utilized consistent with TADL’s credit card policy.

14. Purchasing Goods or Services When a Conflict of Interest May Be Present. Purchases by the TADL of supplies, materials, or services from an employee or member of the Board, or from members of employee’s or a Board member’s immediate family, shall be documented to provide a record for the public establishing that the purchase was made in the best interest of the Library, price and other factors considered. Any such purchase shall be in compliance with TADL’s Conflict of Interest Policy.

15. Delegation of Authority. The Library Director has discretion to authorize delegation of authority for any permissible expenditure under this policy to any Library employee.

Revised April 9, 2009; Revised December 16, 2021

Motion by: Vickery

Adopted: Yes No

Support by: Wescott

 M. Pakieser

 12/16/2021

M. Pakieser, Board Secretary

Date

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 - b. As a political subdivision of the State of Michigan and member of the Mid-Michigan Library League, Michigan Library Association, American Library Association, and

Michigan Library Consortium, the Library is privy to a number of negotiated agreements for the provision of goods and services, the cost of which may be fiscally beneficial to the Library.

- c. The Library will make every effort to consider all of these relationships when determining purchase decisions

9. Transactions over \$15,000. The Library Director or his or her designee, seeking to purchase goods, products, or services that will cost over \$15,000 shall either:

- a. Prepare or have prepared precise specifications describing the item and submit them for handling through the competitive bid procedure described herein; or
- b. If otherwise approved by the Library Director consistent with this policy, place an order for the goods, products, or services.
- c. Competitive bidding shall not be required when the Library Director and the Board determine that the public interest will be best served by purchase from or jointly with another unit of government; when an emergency exists; or when the public interest will be best served without obtaining bids, such as in the employment of professional services.

10. Competitive Bidding Procedure.

- a. **Sealed Bids.** Sealed bids are required in transactions involving expenditures of more than \$15,000, unless otherwise authorized by the Library Director as provided herein. A "sealed bid" means a written response to a solicitation which requires a public bid opening. Sealed bids shall strictly comply with submission criteria to protect the integrity of the sealed bid process. It is the bidder's responsibility to ensure compliance with submission requirements. The Library Director may disqualify a sealed bid that does not conform to the submission requirements.
- b. **Initiation of Competitive Bidding Procedure.** The Library Director or his or her designee shall initiate this procedure by submitting a written request to the Board, along with a vendor's list and specifications. The Library Director may seek assistance from library staff or legal counsel in preparing specifications. Whenever possible, specifications shall include a proposed contract or service order, insurance requirements, and bond requirements, if any.
- c. **Publication.** The Library Director shall publish an advertisement for bid in a local newspaper on at least two dates. The final publication day shall not be later than one week prior to the bid opening date.
- d. **Bid Opening.** The Library Director shall select the time and place of the bid opening. The Library Director or his designee shall attend the bid opening and record the bids received. Bid openings shall be public unless otherwise stated in the bid specifications. At the bid opening, the Library Director or his designee may request

clarification of a bid from any vendor attending the bid opening. No bids shall be accepted after the deadline indicated.

- e. **Bid Award.** The Library Director or his designee shall provide a request and recommendation of the bid award, along with the requisition (if appropriate). After approval by the TADL Board, the Library Director shall complete the purchase order, service order, or contract. The bid will be awarded based on the overall best value to TADL, and price will not necessarily be the sole consideration.
- f. **Sole Bidders.** In the event only one bid is received, the Library Director may recommend award of the sole bid if the following conditions have been met:
 - i. Due diligence has been performed in soliciting bids according to these policies and procedures; and,
 - ii. The bid has been evaluated and determined to be reasonable based on the history of past purchases and evaluation of the market.

11. Comparative Quote Process.

- a. Goods or services with a projected value of between \$5,000 and \$10,000: At least three informal quotes are required.
- b. Goods or services with a projected value of between \$10,000 and \$15,000: At least three formal quotes are required.
- c. These quotes shall be procured from valid, reputable sources in a manner consistent with sound purchasing procedure.

12. Exceptions. Unless otherwise addressed herein, the expenditures listed below are exempt from the quote/bid provisions of this policy. Exempt are purchases:

- a. less than \$5,000;
- b. to alleviate an emergency condition which is a threat to public health, welfare or safety; or where immediate expenditure is necessary for operational continuance;
- c. for the acquisition of library materials (books, CDs, DVDs, periodicals, online services, etc.)
- d. for the acquisition of general expendable supplies;
- e. required by local, state or federal statute;
- f. required by contractual arrangement approved by the Board of Trustees, including labor agreements;
- g. economically procurable from only one source;
- h. a unique opportunity for substantial savings;
- i. at auction;
- j. required for professional services;
- k. a contract for the maintenance or service of equipment which is entered into with the manufacturer or authorized service agents of that equipment;

- l. procured from another governmental agency;
- m. which no other responsive offer has been received;
- n. for computer equipment or peripherals when required for consistency or inter-operability; or,
- o. those when the Library Director and the Board determine that the public interest is best served without a competitive bid.

Regardless of these exceptions, Library administration will make reasonable attempts to make certain that all purchases meet the purpose of this policy employing verbal or written quotes, advertised prices, comparison shopping, requests for proposals, or bids, depending upon the circumstances and whichever method is most beneficial to the Library.

12. Real Estate. All purchases of real estate, improved or unimproved, will be made only with prior consent of the Board of Trustees.

13. Credit Card Purchases. For those purchases that are not handled through competitive bid process, the Library Director may utilize the Library’s credit card so long as any such credit card is issued and utilized consistent with TADL’s credit card policy.

14. Purchasing Goods or Services When a Conflict of Interest May Be Present. Purchases by the TADL of supplies, materials, or services from an employee or member of the Board, or from members of employee’s or a Board member’s immediate family, shall be documented to provide a record for the public establishing that the purchase was made in the best interest of the Library, price and other factors considered. Any such purchase shall be in compliance with TADL’s Conflict of Interest Policy.

15. Delegation of Authority. The Library Director has discretion to authorize delegation of authority for any permissible expenditure under this policy to any Library employee.



Revised April 9, 2009; Revised December 16, 2021

Motion by: _____

Adopted: Yes No

Support by: _____

M. Pakieser, Board Secretary

Date

3.20 Borrowing Parameters and Delinquent Charges

Background

In order to exercise good stewardship over the lending collections, borrowing parameters are set by Traverse Area District Library. TADL aims to keep books and other media in hands of people who want them, as long as they need them, while encouraging on-time return of borrowed materials for use by others. TADL policies and procedures are designed to foster the highest possible utilization of the lending collection, a limited resource.

Materials are to be returned by the end of the day on which they are due. Notices are to be issued to inform borrowers of delinquent status of accounts.

Borrowing privileges are suspended when fines and fees exceed \$10. Borrower may bring fees below the \$10 cap with partial payments.

Directors of the libraries within the District are authorized to enforce loan periods and fines. Loan periods, fines and notices are to be uniformly applied throughout the district.

Replacement of Lost and Damaged Materials

A replacement fee is charged to the borrower account if an item is lost or damaged and beyond repair. Items not returned 45 days past the due date are defined as Lost. If a missing part cannot be individually replaced, the full replacement cost is billed to the borrower account. Overdue fines are over-ridden by replacement cost.

Fees and Fines for Minors

A person less than 18 years old and the parent or guardian of any person less than 18 years old is responsible for any fees, fines, damage to the library or its collections, or other costs incurred by the minor at the library and return of materials borrowed by the minor. The Library Record of a minor may be released to either the minor or the parent or guardian.

Material Recovery Agency

The Library Director is authorized to utilize a material recovery agency to assist with seriously delinquent accounts. Accounts are referred to the agency 60 days after the due date when the account balance exceeds \$25.00. The account is billed an additional one-time service charge when submitted to the agency based on the agency fees.

Policy 3.20 "Borrowing Parameters and Delinquent Charges" replaces former policies "Overdue Service Charges and Notice Fees" of January 2003 & "Charges for Damaging Library Materials" of March 10, 2005. Updated May 13, 2010; Revised April 21, 2011; Revised June 16, 2011; Revised December 13, 2012; Revised February 19, 2015; Revised February 16, 2017; Revised August 15, 2019; Revised May 21,

2020; Revised December 16, 2021

Motion by: Wescott

Adopted: Yes No

Support by: Pakieser

M. Pakieser

12/16/21

M. Pakieser, Board Secretary

Date

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2020; Revised December 16, 2021

Motion by: _____

Adopted: Yes No

Support by: _____

M. Pakieser, Board Secretary

Date

4.1 Behavior Policy

The Mission of the Traverse Area District Library is to provide dynamic resources and innovative services to stimulate intellectual curiosity, facilitate lifelong learning, promote literacy, and nurture personal enrichment. The Traverse Area District Library Board has authority to establish and enforce reasonable regulations for the benefit of patrons of the Library, in keeping with its mission. The Library Director and his or her representatives shall be responsible for enforcing this policy.

In observance of its mission and to make Library facilities and services available to everyone on a safe and equitable basis, to ensure the ability of staff members to conduct Library business and to safeguard Library property against misuse or abuse, the following rules for behavior are established by the Traverse Area District Library Board. These rules apply to TADL facilities in Traverse City, the Village of Kingsley and East Bay Township.

In determining the number of violations for purposes of withholding Library privileges as set forth in this Policy, only the number of violations a person has per each Category shall be used. Past violations in any Category are removed if a patron has no violations within any Category for two (2) years from the date the patron's library privileges were restored as a result of the patron's last violation. All suspensions shall begin on the date of incident.

Category A

For Public Safety and Security, the Traverse Area District Library prohibits:

1. Stealing or vandalizing on Library property;
2. Giving away or selling alcohol, marijuana or any illegal substance on Library property;
3. Improper use or abuse of Library materials or equipment;
4. Engaging in sexual acts or behaviors or indecent exposure;
5. Harassment, intimidation or threat of any person by word or act;
6. Fighting or provoking fighting or engaging in any act of violence;
7. Unlawful possession of a weapon.

Persons who violate the above rules for safety and security are subject to the withholding of Library privileges as follows:

First Category A violation: Library privileges are suspended for six months; police will be called if necessary.

Second Category A violation: Library privileges are suspended for one year; police will be called immediately.

Subsequent Category A violation: Library privileges suspended for one year; police will be called immediately.

Category B

To ensure proper use of Library Facilities, the Traverse Area District Library prohibits:

1. Using, possessing, or being under the obvious influence of alcohol, marijuana or any illegal substance on Library property;
2. Profane, obscene, injurious or abusive language;
3. Noisy or boisterous conduct inappropriate to the Library location;
4. Cell phone conversations in areas designated as "quiet" areas, or overly loud conversations in any area of the library;
5. Animals unless involved in a Library-approved event or service animals as defined in 28 CFR 36.104;
6. Failing to wear shirt, pants, and/or shoes;
7. Personal hygiene or body odor so offensive as to constitute a nuisance to other persons;
8. Sleeping in the Library;
9. Petitioning, canvassing (e.g., seeking signatures on a petition), conducting surveys, distributing written material, or soliciting donations, selling merchandise, or otherwise raising funds anywhere on Library property, unless approved in advance by TADL;
10. Violation of the Library internet policy;
11. Entering areas designated "private" or "staff only" unless approved by TADL staff;
12. Refusing to leave the Library at closing time;
13. Beverages in the Library unless secured in a container with a lid, or in designated areas;
14. Food inside the Library, except in designated areas;
15. Any violation of the Smoke and Tobacco Free Campus Policy;
16. Restrooms used for washing clothes, shaving or bathing (simply washing one's hands and face is not considered "bathing");
17. Unattended personal property unrelated to Library purposes;
18. Use of skateboards, roller blades, or other similar items inside the Library or on Library property;
19. Failing to wear required Personal Protective Equipment such as face coverings and/or maintaining six (6) feet physical distancing, as required by federal, state or local law, rule, regulation, recommendation, or order.

Persons who violate the above rules are subject to the withholding of Library privileges as follows:

First Category B violation: Paragraphs 3-19 Library privileges suspended for rest of day;
 Paragraphs 1-2 Library privileges suspended for seven (7) days;

Second Category B violation: Library privileges suspended for one month;

Subsequent Category B violation: Library privileges suspended for one year.

For all suspected violations

1. Police will be called if the Library believes a crime has been committed.
2. Police will be called when a violator refuses to comply with Library rules.
3. Police will be called if violator refuses to show identification.

4. Police will be called if a patron suspended under this policy appears on Library property.
5. Violators may be photographed by Library personnel.
6. If patrons return while under suspension, that suspension shall be increased to the next violation level.

Right to Appeal and Appeals Process

1. The right to appeal is based on the right to due process of law guaranteed in the 14th Amendment of the U.S. Constitution and the right of access to public libraries guaranteed to all citizens in the Michigan Constitution (Art. VIII, Sec. 9).
2. If the Library has an address on record or the suspended patron provides an address, the Library Director shall provide written notice to any individual whose Library privileges have been suspended within five (5) business days of the date of the violation, and shall include a copy of this policy with the notice. If the Library does not have an address on record and the patron refuses or fails to provide an address, verbal notice on the day of the violation shall be sufficient notice of the suspension, and the patron shall be hand-delivered a copy of this policy.
3. An individual who wishes to appeal a suspension must do so in writing to the Library Board within 10 days of the postmark of the Director's letter or the date of the verbal notice if no letter is sent. The notification of appeal must provide current contact information (address and phone number) and state the grounds upon which the appeal is based.
4. Upon receiving a request for an appeal, the Board shall hold a hearing to consider the appeal within one month. The Board may consider the appeal at a regularly scheduled Board meeting or at a special Board meeting, at the earliest opportunity, called for the purpose of a hearing.
5. The Board President will ensure the Appellant receives reasonable notice of the hearing.
6. Prior to the hearing the Board will be provided copies of the Appellant's letter appealing the decision and requesting a hearing. The Board and Appellant will also receive copies of the Library Director's letter giving notice of the suspension which describes the offense. Supporting information gathered in the administration's investigation shall be made available, including but not limited to all incident and police reports completed by Library staff, witnesses and the Director. The Board shall have access to Library records necessary to make an informed decision on the appeal. Any Library record (as defined in the Michigan Library Privacy Act) shall remain confidential and shall not be disclosed to the public unless in compliance with the Michigan Library Privacy Act.
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12. The decision of the Board is final.
13. In no case shall the filing of an appeal pursuant to this Policy act as a stay of the suspension imposed unless the Library Director makes a specific finding that the suspension would result in manifest injustice under the total circumstances.

The Library shall post this entire policy in at least two prominent areas in the Main Library building and in each branch Library building.

Adopted July 15, 2004; Revised October 14, 2010; Revised January 20, 2011; Revised February 16, 2012; Revised July 18, 2013; Revised June 20, 2019; Revised September 19, 2019; Revised February 20, 2020; Revised June 18, 2020; Revised August 20, 2020; Revised October 15, 2020; Revised December 16, 2021

Motion by: Vickery

Adopted: Yes No

Support by: Pakieser

 M. Pakieser

M. Pakieser, Board Secretary

 12-16-2021

Date

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Motion by: _____

Adopted: Yes No

Support by: _____

M. Pakieser, Board Secretary

Date

Traverse Area District Library 2021 Final Budget Amendment Resolution

It is resolved, that the estimated revenues and total available to appropriate for 2021 are amended as follows, have arrived and are deemed to be within expectations:

	General Fund			
	Original Budget	Prior Amendments	Final Amendment	Final Budget
Estimated revenues	5,641,380		125,000	5,766,380
Operating transfers in	-	200,000		200,000
Appropriable fund balance	-	-		-
Total available to appropriate	5,641,380	200,000	125,000	5,966,380

Further, it is resolved that as expenditures may exceed appropriations in some categories, the following amounts are to be amended to reconcile these differences:

Personnel	3,326,968	200,000	(150,000)	3,376,968
Supplies	759,645	-	150,000	909,645
Other services and charges	1,461,842	-	(52,000)	1,409,842
Capital outlays/Contingencies	92,925	-	20,000	112,925
Transfers to Public Improvement Fund	-	-	157,000	157,000
	5,641,380	200,000	125,000	5,966,380

Further, that the Library Director is authorized to reallocate detail line item amounts as listed on the above budget so long as the amounts appropriated in the above categories are not exceeded.

Further, that any funds contributed specifically toward the Teen Services/Business Center, Talking Book Library, Local History Collection Project, Main Library Sign Project and from the Sight & Sound Saunders bequest, be transferred to the Public Improvement Fund to use for the projects in future fiscal years.

	Public Improvement Fund		
	Original	Change	Final
PIF restricted net assets designated for			
Bookmobile	-	62,000	62,000
Administration - Acct Program		80,000	80,000
Administration - Donations		15,000	15,000

Motion to adopt the resolution was introduced by:

Pakieser

and supported by:

Wescott and Jones

Motion adopted on December 16, 2021 Y / N

Marylee Pakieser

Marylee Pakieser, Board Secretary

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Administration - Donations		15,000	15,000

Motion to adopt the resolution was introduced by:

and supported by:

Motion adopted on December 16, 2021 Y / N

Marylee Pakieser, Board Secretary

DEC 16 2021



Estimate



Prepared by Calvin Rusch, VP Business Development, Partner
 989-326-0660 / calvin@sttsecuritycorp.com

Client Traverse Area District Library **Date** 12/8/2021

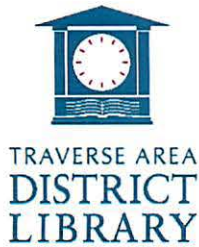
Requestor Michele Howard - Library Director

Assignment Unarmed Security Officer: Mon-Fri Noon-6pm, Sat 11-6pm and Sun Noon to 5pm. Commitment of 6 months.

Service	Bill Rate/HR	Hours		Cost Per Week
Unarmed Security Officer	\$28.50	42	\$	1,197.00
Total 26 Weeks			\$	31,122.00

Notes/Terms:

Estimate valid for 30 days. NET 30 payments invoiced weekly, 1.5% fee for balances over 30 days.



RESOLUTION

McGuire Room Audiovisual Upgrade Project Additional Funding Request

December 16, 2021

WHEREAS, proposed microphone upgrades in the McGuire Room were presented to the board at the December 19, 2019; and

WHEREAS, in a Board Memo September 14, 2020, Director Howard requested review and approval of a budget amendment of up to \$14,000 for those microphone upgrades to be taken from the Public Improvement Fund; and

WHEREAS, at the Board of Trustees meeting held on September 17, 2020 the TADL Board of Trustees approved an amount up to \$14,000 from the Public Improvement Fund for microphone upgrade project; and

WHEREAS, due to COVID-19 pandemic mandated building closures in 2020, and subsequent supply chain issues and price increases leading into the project completion, the upgrade project was not completed until mid-summer of 2021 at additional cost;

BE IT RESOLVED, that an amount not to exceed \$1000 is required to cover the increase and shall be taken from the Public Improvement Fund.

Motion to adopt the resolution was introduced by: Vickery

And supported by: Pakieser

Motion adopted Yes / No

12-16-2021
(date)

M. Pakieser, Board Secretary



RESOLUTION

**McGuire Room Audiovisual
Upgrade Project Additional Funding Request**

December 16, 2021

WHEREAS, proposed microphone upgrades in the McGuire Room were presented to the board at the December 19, 2019; and

WHEREAS, in a Board Memo September 14, 2020, Director Howard requested review and approval of a budget amendment of up to \$14,000 for those microphone upgrades to be taken from the Public Improvement Fund; and

WHEREAS, at the Board of Trustees meeting held on September 17, 2020 the TADL Board of Trustees approved an amount up to \$14,000 from the Public Improvement Fund for microphone upgrade project; and

WHEREAS, due to COVID-19 pandemic mandated building closures in 2020, and subsequent supply chain issues and price increases leading into the project completion, the upgrade project was not completed until mid-summer of 2021 at additional cost;

BE IT RESOLVED, that an amount not to exceed \$1000 is required to cover the increase and shall be taken from the Public Improvement Fund.

Motion to adopt the resolution was introduced by: _____

And supported by: _____

Motion adopted Yes / No _____

(date)

M. Pakieser, Board Secretary

MEMBER LIBRARY AGREEMENT

This Agreement is made this ___ day of 12/20/2021, 2021, by and between the **Traverse Area District Library**, a Michigan district library, whose address is 610 Woodmere, Traverse City, Michigan 49686 (“TADL”) and **Interlochen Public Library**, a Michigan township library, whose address is ~~9700~~ 9411 ~~Riley Rd.~~, Interlochen, MI 49643 (“Member Library”).
10th St.

RECITALS

WHEREAS, the Traverse Area District Library is a Michigan district library pursuant to Act 24 of the Public Acts of 1989, and has legal authority to enter into contracts for services with libraries and municipalities within or without its district; and

WHEREAS, the Interlochen Public Library is a Michigan township library pursuant to Act 164 of the Public Acts of 1877 as amended, and has authority to enter into contracts for services with libraries and municipalities within or without its service area; and

WHEREAS, TADL and the Member Library have historically maintained a contractual relationship to enhance the library services for library patrons within TADL’s service area; and

WHEREAS, the historical affiliation between TADL and the Member Library has resulted in enhanced library services for library patrons, and TADL and the Member Library desire to continue the affiliation; and

WHEREAS, TADL wishes to extend library services with enhanced service in specific geographic areas within TADL’s district (“District”) in recognition that legal public libraries in these areas pre-existed the formation of the District, and this contract is permissible as an Intergovernmental Contract between municipal corporations pursuant to MCL 124.1, et seq. and is not intended to be construed as an intergovernmental contract for jointly managed services;

NOW THEREFORE, in consideration of the mutual covenants, conditions, and promises contained herein, the parties understand and agree as follows:

1. **Autonomy.** The Member Library shall retain its separate identity as a public library eligible for state aid provided under the State Aid Act, Public Act 89 of 1997 as amended. Member Library shall simultaneously serve as a member library of TADL pursuant to this Agreement.

2. **TADL Responsibilities.** TADL shall provide the following to the Member Library:

A. Funding.

1. As used in this Section 2, the term "Library Support" shall include all operating revenue other than state and federal revenue including, but not limited to, the following categories of revenue: contract fees from TADL; services from TADL; penal fines allocated by the Library of Michigan through the State Treasurer and the Grand Traverse County Treasurer; interest on operating funds under the control of the Member Library; donations for the Member Library; other forms of financial support (including contributions from Member Library's township); and any miscellaneous fees for goods and services and fundraising efforts contributed to Member Library financially, excluding in-kind donations.

2. TADL agrees to compensate Member Library a contract amount for each calendar year during the term of this Agreement as set forth in this paragraph 2.A.2. For the calendar year 2022, TADL agrees to compensate Member Library a contract amount of \$225,000.00. The 2023 contract amount shall be determined by increasing (or decreasing as the case may be) the 2022 contract amount by the percentage of increase (or decrease) of TADL's revenue from property taxes, state aid and penal fines ("Basis Revenue") for 2022 as compared with TADL's Basis Revenue for 2021. Similarly, the contract amounts in all subsequent years during the term of this Agreement shall be determined by

increasing (or decreasing) the prior year's contract amount by the percentage of increase (or decrease) of TADL's Basis Revenue in the prior year as compared with TADL's Basis Revenue in the preceding year. All payments under this contract shall be contingent upon Member Library's acceptance of this Agreement and performance of its obligations provided herein. In addition to the contract amounts referenced above, TADL shall allocate within its budget sufficient funds in order to provide the Member Library with specific services enumerated in paragraph 2.B. herein.

3. Payments of the contract amount for each year during the term of this Agreement shall be paid in full by TADL to the Member Library in each calendar year within seven (7) days after the date of the January regular meeting of the TADL Board of Trustees for that calendar year.

B. Services Support. During the term of this Agreement, TADL will provide certain services in order to enhance patron service. Providing these services shall be in an amount, quality, and frequency as determined in the discretion of TADL but consistent with services provided uniformly throughout the District, and TADL shall have no financial liability to Member Library for any disruption related to said services caused by technological or other system failure. Those services include the following:

1. High speed network and internet connection;
2. Shared online catalog and automated circulation system;
3. Wireless internet access;
4. MeL delivery of books and other materials among various participating libraries;
5. Generate and provide library cards;
6. Generate overdue notices via phone and/or email, or via mail as necessary;
7. Purchase, install, and maintain TADL approved computer hardware, software, and related equipment and supplies;

8. Create and print miscellaneous forms (e.g., card applications, hours bookmarks, inter-library loan bands, etc.) as determined by TADL;

9. A limited license to utilize trademarks, trade names, and logos associated with the Traverse Area District Library;

10. Institutional membership in MLA maintained by TADL, and contractually available to Member Library pursuant to this Agreement.

C. Supplemental Funding.

1. 2022 Supplemental Funding. In addition to the contract amount for calendar year 2022, supplemental funding in the amount of \$10,000.00 shall be provided Member Library within seven (7) days after the date of the January, 2022 regular meeting of the TADL Board of Trustees.

2. Subsequent Years. Upon request by the Member Library, TADL may consider, in its sole discretion, providing supplemental funding to the Member Library at the request of the Member Library based upon a change of circumstance or other good cause. These requests will be evaluated by the TADL Board on a case by case basis, and any decision regarding supplemental funding requests will be left to the sole discretion of the TADL Board.

D. Funding Assurances. It is the intent of this Agreement that the Member Library have sufficient local funding to ensure its status as a “public library” entitling it to state aid under the State Aid Act, Public Act 89 of 1997 as amended. For purposes of evaluating local funding, all Library Support as herein defined will be used to calculate this figure. If the amount of the Member Library’s local funding jeopardizes its qualifications and eligibility for state aid pursuant to PA 89, TADL will make an additional monetary payment or provide library-related services in such amount as necessary to maintain the Member Library’s status as a public library eligible for state funding.

E. **Budget/Audit.** TADL shall transmit a copy of its annual budget within thirty (30) days of adoption to the Member Library, and shall further provide a copy of any audit (annual or otherwise) of its operations to the Member Library within thirty (30) days of acceptance by TADL.

F. **Identification of Funding.** TADL shall provide an annual accounting to the Member Library identifying all sources of its funding simultaneously with transmitting its annual budget to the Member Library.

3. **Member Library Responsibilities.** As part of this Agreement, and in recognition of the consideration provided by TADL, the Member Library shall provide member library services as follows:

A. **Autonomy.** Subject to the obligations in this Agreement, the Member Library shall be under the control of a local board established pursuant to the Public Act which authorizes its operation, and said board shall exclusively govern its operation, including payment of all expenses associated with the Member Library.

B. **District-wide Service.** The Member Library shall serve all Grand Traverse County (and City of Traverse City within Leelanau County) residents of the District by providing the same access to its lending materials and facilities that it provides to residents of the Member Library's jurisdiction as provided in paragraph 3.H. The Member Library shall also serve all geographic areas which have negotiated a penal fine contract with TADL and it shall be the responsibility of TADL to advise the Member Library of those participating geographic areas on an annual basis.

C. **State Aid.** The Member Library's cooperative state aid shall be retained by the Member Library.

D. **Library Cooperative Fees.** The Member Library shall be responsible for payment of its own Library Cooperative membership fees.

E. **Advisory Council.** Both the Member Library and TADL shall participate in the District Library Advisory Council. Said Council shall be

composed of the head librarians of TADL and each Member Library under contract to TADL, and shall meet periodically at reasonable times and locations as determined mutually by the representatives from TADL and each Member Library.

F. **TADL Identification.** Member Library shall identify itself as a member of TADL on all mutual signage, printed material, web sites and other printed materials as permitted by TADL. Notwithstanding the foregoing, Member Library may use existing signage and any existing stock of stationery or printed materials provided that Member Library shall comply with this paragraph when replacing such signage, stationery or printed materials after the effective date of this Agreement. This Agreement provides Member Library with a limited license for use of TADL logos and authorized proprietary materials.

G. **Hours of Operation.** Unless otherwise agreed by TADL, the Member Library shall be open to the public not less than 38 hours per week during the calendar year.

H. **Access to Materials and Facilities.** The Member Library shall provide access to its lending materials and facilities to all libraries associated with TADL. Examples of such access may include, but are not limited to the following: the ability of library patrons within the District to attend the Member Library's programs; the ability of library patrons within the District to borrow materials from the Member Library; and allowing items placed on reserve by the Member Library to be accessed through inter-library loan to any library associated with TADL. Member Library may provide access to its lending materials and facilities to seasonal residents as determined by the Member Library. Costs of District-wide systems upgrades will be borne by TADL, and any system changes affecting the physical layout of the Member Library will be undertaken only in consultation with the Member Library and with the Member Library's approval.

I. **Budget/Audit.** The Member Library shall transmit a copy of its annual budget within thirty (30) days of adoption to TADL, and shall further provide a copy of any audit (annual or otherwise) of its operations to TADL within thirty (30) days of acceptance by the Member Library.

J. **Identification of Funding.** The Member Library shall provide an annual accounting to TADL identifying all sources of its funding simultaneously with transmitting its annual budget to TADL.

K. **Use of Funds.** The Member Library acknowledges and affirms that funds provided by TADL pursuant to paragraph 2.A.2 of this Agreement shall be used for operations only, and may not be used to fund capital projects. Notwithstanding the foregoing, nothing in this Agreement shall be construed to prevent the Member Library from constructing a new library building, improving or renovating an existing building, or otherwise engaging in capital projects for library purposes provided that the funds provided by TADL annually pursuant to this Agreement shall be used for operating purposes only. The Member Library may use any available funds for its capital projects other than the amount of funds provided by TADL annually pursuant to paragraph 2.A.2 of this Agreement.

4. **Suspension of TADL Obligations.** In the event that Member Library ceases to maintain State aid eligibility under Act 89 of 1977, TADL's obligations under this Agreement shall cease until Member Library's eligibility is restored.

5. **Term of Agreement.** The term of this Agreement shall run from January 1, 2022, through December 31, 2031. This Agreement may be modified, extended, or terminated upon mutual agreement of TADL and the Member Library. The Member Library and TADL agree to enter into negotiations should either express dissatisfaction with this Agreement.

6. **Ownership of Assets.** All assets now owned and possessed by either TADL or the Member Library, and all assets hereafter acquired by either respective library, shall remain and be the property of that library. Notwithstanding the foregoing, upon termination of this Agreement, the Member

Library shall return to TADL all equipment, computer hardware, computer software, and other materials provided it by TADL on an in-kind basis, whether during the term of this Agreement or any predecessor to this Agreement. By executing this Agreement, the Member Library agrees to abide by all rules and requirements in the use of any license agreement or computer network system undertaken by TADL which is allocated to the Member Library pursuant to its status under this Agreement, and a copy of any rule, license or requirement pursuant thereto shall be made available to the Member Library upon request. Further, any access to any license or computer network provided to the Member Library by virtue of its relationship as a member of TADL shall cease and terminate upon termination of this Agreement.

7. **Employees.** The personnel employed by either party shall in no way be deemed to be employees of the other party and shall not be entitled to any fringe benefits of the other party and shall not hold themselves out as employees of the other party.

8. **Workers Compensation.** The parties shall maintain at all times while work is being performed under this Agreement, suitable Workers Compensation insurance pursuant to Michigan law and shall provide a certificate of insurance or a copy of state approval for self-insurance to the other party upon request.

9. **Non-discrimination.** The parties agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of that person's race, color, religion, national origin, age, sex, height, weight, sexual identity, gender identity, physical or mental disability, or marital status. Breach of this covenant may be regarded as a material breach of this Agreement.

10. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties and there are no valid promises, conditions, or understandings which are not contained herein. This Agreement supersedes and replaces all prior

agreements defining the Member Library's status and services to TADL which currently exist, or previously have existed between the parties.

11. **Amendments.** The parties agree to permit modifications of this Agreement from time to time, but such modifications shall be in writing and signed by both parties.

12. **Assignment.** The parties agree there shall be no assignment or transfer of this Agreement or any part thereof unless mutually agreed in writing by both parties.

13. **Insurance.** During the term of this Agreement, Member Library and TADL shall maintain Comprehensive General Liability Insurance in an amount not less than \$2,000,000 per occurrence for injuries, including accidental death, for each person; and subject to the same limit for each person, in an amount not less than \$2,000,000 per occurrence on account of each accident; and Property Damage Insurance in an amount not less than \$1,000,000 each occurrence; and combined Single Limit for Bodily Injury and Property Damage Liability in an amount not less than \$2,000,000 for each occurrence. Certified copies in duplicate, setting forth the limits and coverage shall be furnished annually to the other party. The policies shall contain endorsements stating that the other party, its board, officers, employees, and agents have been named as additional insureds onto such policy. TADL shall reimburse Member Library \$900.00 per year for this cost to maintain the limits required by this paragraph.

13. **Authority to Execute.** The parties agree that the signatories appearing below have the authority and are duly authorized to execute this Agreement on behalf of the party to the Agreement.

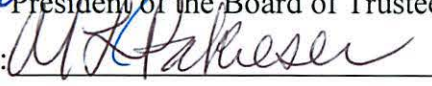
14. **Not a Joint Venture.** Other than the contractual commitments made in this Agreement, each party confirms that this Agreement shall not be construed to create a partnership or joint venture between them, and no benefits are conferred to any third party not otherwise a signatory to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective January 1, 2022.

Traverse Area District Library

By: 

Its: President of the Board of Trustees

By: 

Its: Secretary of the Board of Trustees

Interlochen Public Library

By: 

Its: President of I.P.L. Board of

By: 

Its: Secretary, I.P.L. Board

FOSTER SWIFT

Lansing | Southfield | Grand Rapids | Detroit | Holland | St. Joseph

Anne M. Seuryneck
ASeuryneck@fosterswift.com
P: 616.726.2240 F: 517.367.719

Suite 200
1700 East Beltline, NE
Grand Rapids, MI 49525

December 9, 2021

Metta Lansdale
Library Director
Traverse Area District Library
910 Woodmere Avenue
Traverse City, MI 49686

Re: Hourly Rate

Dear Metta:

Foster Swift Collins & Smith PC is grateful for our ongoing relationship with Traverse Area District Library and other public sector clients. We continue to be committed to providing excellent legal services for our clients in a prompt and efficient manner at reasonable rates.

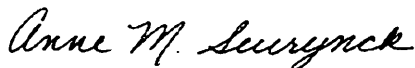
As part of our business plan, we periodically review our billing rates for our clients. Due to increased business expenses, we have found it necessary to adjust our hourly billing rate for Traverse Area District Library to \$225 effective February 1, 2022. The hourly billing rate for employee benefit work will remain capped at \$250. These rates will be effective through December 31, 2022. After 2022, there will be a yearly hourly rate increase of not more than 5% unless otherwise agreed to by the Library and the firm. The rate for bond work, if necessary, will be discussed with the Library at the time such work is required; the Library will obviously have the opportunity to discuss and agree to any bond related work. For certain matters, fees will be billed on a flat fee basis as agreed to between the firm and the Library. We would be happy to provide an estimate for any specific project. We believe that the new rate is still very reasonable, especially given our expertise and experience in providing legal services to Traverse Area District Library and other libraries throughout Michigan.

We value our client relationship with Traverse Area District Library. We will continue to work as efficiently as possible while providing outstanding legal services.

We ask that you present the increased rate to your board and send a signed copy of this letter back to us. If you have any questions, please do not hesitate to contact me.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC



Anne M. Seuryneck

Traverse Area District Library

By: _____
Signature

Title: _____
Please print title

Name: _____
Please print name

Date: _____, 202__



Our "holiday card" to the community - a story-tour of our fabulous district!

We invite you to watch it online:
<https://bit.ly/3q5gWXN>