



TRAVERSE AREA
DISTRICT
LIBRARY

PUBLIC NOTICE

The Traverse Area District Library
Regular Board Meeting
scheduled for

December 17, 2020 at 4:00pm

will be held remotely

due to Coronavirus Outbreak and
in the Interest of the Public, Health Safety and Welfare.

Members of the public can remotely attend the meeting via the following:

<https://us02web.zoom.us/j/5795909071>

Call-in: 1-312-626-6799 | Webinar ID: 579 590 9071

*Access code may change without notice, please verify updates by going to the Traverse Area District Library website at the following link: <https://www.tadl.org/online-board-meeting/>.

Due to the high number of users utilizing remote meeting platforms, you may experience delays or difficulties in calling in or accessing the online meeting platform. TADL will make reasonable efforts to ensure the platform is open and accessible before conducting a remote meeting. Please contact TADL by phone 231-932-8527 or email publiccomment@tadl.org if you experience any difficulty in accessing the conference call meeting.

Anyone wishing to give public comment will need to call in and wait in a "virtual waiting room" where their microphones will be muted until they are called upon.

Members of the TADL Board of Trustees may be contacted by members of the public by using the following dedicated email address: www.tadl.org/contact-the-board-of-trustees/ to provide input or ask questions on any business that will come before the TADL Board of Trustees at this meeting. To contact an individual board member use the following email addresses: Joseph Jones (President) jjones@tadl.org ; Susan Odgers (Vice President) sodgers@tadl.org ; Carol Sullivan (Treasurer) csullivan@tadl.org ; Michael Vickery (Trustee) mwickery@tadl.org ; Jeffery Wescott (Trustee) jwescott@tadl.org ; Marylee Pakieser (Secretary) mpakieser@tadl.org .

In addition, you may submit any comments that you have prior to the close of the public hearing and meetings to the following address: Traverse Area District Library, 610 Woodmere Ave., Traverse City, MI 49686; email ~ publiccomment@tadl.org.

Any written public comments received by mail or email prior to the close of the meeting will be read into the record. The AGENDA is available at tadl.org/governance and consists of the following items:

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment***

5. **Approval of Minutes**
 - a. [Regular Meeting of November 19, 2020](#)

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 8, 2020](#)
 - b. Policy and Personnel Committee – [December 1, 2020](#)
 - e. Other Reports and Communications
 1. Friends' Report – Doug Weaver, President Friends of TADL

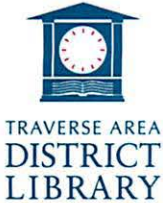
7. **Old Business**
 - a. [3.7 Wi-Fi Hotspot and Laptop Lending Policy](#)
 - b. [2020 Year-end Budget Amendment](#)
 - c. [1.8 Remote Meeting Policy](#)

8. **New Business**
 - a. [United For Libraries & Trustee Training Information](#)
 - b. [7.9 TADL Remote Work Policy](#)
 - c. [MERS DC Plan Adoption Agreement Addendum](#)
 - d. Consideration for Library Closure on December 26, 2020
 - e. Behavior Policy Appeal Hearing

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 by name or last four digits of your phone number; (2) you will be unmuted by the moderator; (3) while not required, state your name and the county and township or city in which you reside; and (4) limit your comments to 5 minutes. Please keep all comments respectful. Pursuant to the bylaws of the TADL any person addressing the Board who becomes disruptive, unduly repetitive, or impedes the orderly progress of the meeting may be limited by the President.

The Traverse Area District Library will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting upon at least 3 days' notice to the Library. Individuals with disabilities requiring auxiliary aids or services should contact the Library Administrative Office by emailing libadmin@tadl.org or calling 231-932-8500.



AGENDA

Board of Trustees Regular Meeting
Thursday, December 17, 2020 at 4:00pm

Virtual Meeting

<https://us02web.zoom.us/j/5795909071>

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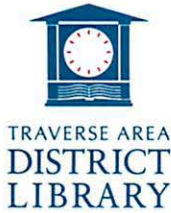
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Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, November 19, 2020 at 4:00pm
Virtual Meeting via Zoom

1. Call to Order

The meeting was called to order by President Jones at 4:00pm. By voice roll call, present were: Jones (President) attended from home in Fife Lake Township; Odgers (Vice President) attended from home in Traverse City; Sullivan (Treasurer) attended from home in Peninsula Township; Pakieser (Secretary) attended from home in Traverse City (left at 5:57pm); Wescott attended from home in Long Lake Township and Vickery attended from home in Traverse City (Trustees). Also present were: Zeits (Counsel), Howard (Director), Radjenovich (Business Manager), Olson (Zoom Moderator), and Carpenter (Staff).

2. Pledge of Allegiance

Because an American flag was not present and available to all members participating in the virtual meeting President Jones eliminated the Pledge of Allegiance from the November 19, 2020 agenda.

3. Approval of Agenda

It was MOVED by Odgers, SUPPORTED by Sullivan, to approve the agenda as presented. Howard noted that agenda item 10a, Behavior Policy Appeal Hearing, was to be postponed until the December meeting. Odgers, with support from Sullivan, then amended her motion to remove and table item 10a as noted by Howard. A roll call vote was taken with the following results:

Wescott – aye	Pakieser – aye	Vickery – aye
Sullivan – aye	Odgers – aye	Jones – aye

Motion CARRIED with 6 ayes.

4. Public Comment

President Jones opened the floor for public comment. There was none by a view only participant or by attendees McKenna, Brady, and Weaver, or submitted via email or chat.

Odgers commented that following the in-person October board meeting which she attended remotely as a listener only she had encountered concern from other community members with disabilities that she was unable to vote remotely. She was informed of an amendment to the Open Meetings Act SB1108 that would have allowed her to be marked as attending and to be a voting member at that meeting. President Jones noted that he would assign her concern to the Policy Committee to review for any needed changes in meeting procedure.

5. Public Hearing on the 2021 Budget

a. Introduction of the 2021 Budget – President Jones

President Jones thanked Howard and Radjenovich for their work and presentation of the budget preview at the committee level noting that the discussion on the direction of the library was beneficial for everyone. He then turned the floor over to Howard to present the proposed 2021 budget.

b. Budget Overview and Details –Director & Business Manager

Howard thanked Radjenovich, Business Manager, and all the department heads for the discussions and work put into developing the 2021 budget. She discussed the budget narrative and budget detail provided in the board packet at length, highlighting critical or contributing factors that shaped the proposed budget and individual line items. Howard answered questions from the board which were somewhat hypothetical in nature considering that 2021 will begin with uncertainty in the midst of the pandemic surge. She noted that the most vulnerable part of the budget is in property taxes, the biggest portion of the budget, however she has been watching the district property values and they seem to be stable, if not rising right now, and construction has not really slowed down. As for 2020, if all continues as anticipated through year-end, TADL should have approximately \$392K remaining which will be re-distributed according to policy.

It was MOVED by Westcott, SUPPORTED by Pakieser, to open the public hearing for public input on the proposed 2021 Budget. A roll call vote was taken with the following results:

Wescott – aye	Pakieser – aye	Vickery – aye
Sullivan – aye	Odgers – absent	Jones – aye

Motion CARRIED with 5 ayes, with 1 temporarily absent due to remote technical difficulties. President Jones then opened the public hearing on the 2021 Budget at 4:42pm.

c. *Public Comment*

There was none by a view only participant or by attendees McKenna, Brady, and Weaver, or submitted via email or chat.

It was then MOVED by Westcott, SUPPORTED by Odgers, to close the public hearing for public input on the proposed 2021 Budget. A roll call vote was taken with the following results:

Wescott – aye	Pakieser – aye	Vickery – aye
Sullivan – aye	Odgers – aye	Jones – aye

Motion CARRIED with 6 ayes. President Jones closed the public hearing on the 2021 Budget at 4:49pm.

6. **Decision and Action to Adopt the 2021 Budget**

a. *2021 Budget Resolution*

It was MOVED by Sullivan, SUPPORTED simultaneously by multiple trustees, to adopt the 2021 Budget Resolution as presented. Sullivan read aloud a portion of the resolution indicating that the budget available for appropriation through varied revenue sources in 2021 is estimated to be \$5,641,380 and shall be divided between personnel services, supplies, other services and charges, and capital outlays matching the \$5,641,380 estimated revenue. A roll call vote was taken with the following results:

Wescott – aye	Pakieser – aye	Vickery – aye
Sullivan – aye	Odgers – aye	Jones – aye

Motion CARRIED with 6 ayes. President Jones confirmed the 2021 Budget.

7. **Approval of Minutes**

a. *Regular Meeting of October 15, 2020*

It was MOVED by Sullivan, SUPPORTED by Pakieser, to approve the regular meeting minutes of October 15, 2020 as presented. A roll call vote was taken with the following results:

Wescott – aye	Pakieser – aye	Vickery – aye
Sullivan – aye	Odgers – aye	Jones – aye

Motion CARRIED with 6 ayes.

b. *Special Meeting of November 10, 2020*

It was MOVED by Pakieser, SUPPORTED by Odgers, to approve the regular meeting minutes of October 15, 2020 as presented. A roll call vote was taken with the following results:

Wescott – aye	Pakieser – aye	Vickery – aye
Sullivan – aye	Odgers – aye	Jones – aye

Motion CARRIED with 6 ayes.

8. Reports and Communications

a. Director Report

Howard confirmed her written report and added the following:

- Digital e-resource usage continues to be higher than last year and although book circulations are lower they are slowly increasing toward more normal. Visitor counts had been averaged 821 per day while open, however patrons continue to use curbside services during this second closure.
- Howard is excited to have an outreach social worker from Traverse City Health Clinic available in the building for staff and patrons in the near future. She is also proud that TADL, through a joint effort with BATA, is now offering 3 two-week bus passes per month to circulate to patrons who may be in need or would simply like to try BATA.
- GT County has not yet selected a new appointment for the open seat on the TADL board. Pakieser's term is also up for re-appointment.
- Howard is working with Northwestern Michigan College on furthering Equity Diversity and Inclusion (EDI) efforts. TADL will continue with a diversity audit of the collection. NMC and TADL also would like to offer form of community education and/or EDI events.
- The library continues to have some issues with mask refusal. One patron was aggressive and threatening toward staff and was suspended for 6 months per library policy.

President Jones noted that Administrative Reports were included in the board packet.

b. Financial Reports

Radjenovich provided a detailed written review of the financial reports in the board packet and highlighted the following:

- Expenses – No significant expenses of note. The year-end spending cut-off for materials and large purchases is next week.
- Revenues – TADL has received all revenues for the year except for a \$10K grant to help with the ionization unit and PPE, and any unknown year-end donations. Radjenovich thanked the Friends of TADL for funding Ancestry.com and the cost for TADL's monthly newsletter.

c. Member Library Reports

- Renee Kelchak, Director of Interlochen Public Library (IPL), noted her upcoming retirement and that this meeting was her last TADL board meeting she would attend. She announced Jennifer Thomet as the new Director of IPL beginning January 1, 2021. Thomet has worked for IPL for 5 years and will complete her MLIS in May 2021. Kelchak also noted that curbside service is in more demand than it was in the Spring. The IPL Board of Trustees has approved the 2021 Budget. Kelchak thanked the board for the financial support IPL receives from the TADL millage funding and thanked everyone for the support and friendship over the years. President Jones offered best wishes to Kelchak in her retirement.
- Vicki Shurly, Director of Peninsula Community Library (PCL) noted that curbside services have been nonstop and in higher demand than it was in the Spring. The day preceding the closure to curbside was extremely busy with homeschool families getting materials. Craft bags have been a hot item, doubling the numbers from Spring. Notary services are

suspended but the 2 Little Free Libraries outside the library are open and virtual programming presented by locals in the community has been well received. Despite the temporary closure to curbside services only; she has received many emails and phone calls thanking her for keeping the community safe at this time. The new PCL board consists of 3 continuing members: John Bercini, Lori Brickman, and Nikki Sobkowski, and 3 new members: Nancy Davy, Brit Eaton, and Todd Wilson. Shurly thanked the TADL board for all the financial, technology, resource, and personal support received from TADL and the TADL board.

No written or verbal report was provided this month from Julie Kintner, Director of Fife Lake Public Library (FLPL).

d. *Committee Reports*

- Finance and Faculties and Services Committee – Sullivan noted that the committee had met and discussed projects for 2021, ranking them in the following order: a new sorter because the warranty was expiring, lighting retrofits for cost savings, and remodeling the bathrooms. Sullivan thanked Howard and Radjenovich for all their hard work on the 2021 budget. The committee reviewed compensation following Howard’s annual review and recommends increasing her salary to a well-deserved \$95K, noting that this figure still leaves her as ranking 33rd out of 43 in salary range for Class 6 libraries in Michigan.
- Policy and Personnel Committee – Vickery noted that the committee had met and since there was a quorum of trustees present the meeting transitioned to a Special Meeting of the Board for the purposes of the Director Review. Those minutes were approved earlier on the agenda.

e. *Other Reports and Communications*

- Friends’ Report – Doug Weaver, TADL Friends Board President
Weaver reported that there were 50 participants in the Move-A-Thon fundraiser and had raised \$1500. So far there are 70 pre-orders for the Curbside Bag Book Sale with an average of 3-1/2 bags ordered per person. Weaver anticipates about 200 bag orders coming in. Book donations have been temporarily suspended since there is so much stock right now. The 2021 budget has been approved by the Friends Board which includes funding for Summer Reading Club, Ancestry.com digital resource, and the TADL Newsletter totaling \$14,000.

Vickery commended the TADL Friends for their creative solution, during unusual circumstances, to the popular and highly attended annual Fall Book Sale.

9. **Old Business**

a. *Director Review*

Vickery briefly explained the Director annual review process. He indicated that Howard had accomplished all that was asked of her this year by the board and then some well beyond anything that could have been planned for in this strange pandemic time. Howard performed her skills and talents with grace under pressure this past year. It was **MOVED** by Sullivan, **SUPPORTED** by Pakieser, to approve an increase in Director Howard’s compensation to \$95,000 beginning January 1, 2021 as recommended by the Finance Committee.

Odgers felt that the increase is more than warranted and was glad for many reasons for the increased compensation on the table. She remarked that she and other in the community felt that when the job was posted that the salary offering was not really adequate for many applicants, especially if a candidate would have had relocation costs. Pakieser highlighted that

when comparing all salaries of Directors in Class 6 libraries, the males had substantially higher salaries for the same job and same level of responsibilities than their female counterparts, which was concerning to her. Howard's job is equal to her peers. Jones felt that the increase was very generous and initially felt that he would rather support a 7% raise, however having seen more data since the Special Meeting President Jones recognized Howard's disparity in income and her ability to command and to adapt to change. A roll call vote was taken with the following results:

Wescott – aye	Pakieser – aye	Vickery – aye
Sullivan – aye	Odgers – aye	Jones – aye

Motion CARRIED with 6 ayes. President Jones thanked Howard for her service acknowledging her increased compensation was well earned.

Howard thanked the board for the increase in salary and expressed her appreciation for their vote of confidence. She feels it is an honor for her to serve the community in this capacity.

b. *District Library Agreement*

As a follow-up discussion from the November board meeting, the concern was whether TADL needed to submit an updated form and library plan to the Library of Michigan which allows TADL State Aid funding. Zeits (Counsel) reviewed the history of the district library law and TADL's submissions to the Library of Michigan since the district formation in 1988. It is the opinion of Counsel that TADL is fully in compliant with the legal requirements to continue receiving maximal State Aid funding from the Library of Michigan.

c. *TADL Response to COVID-19*

Odgers suggested possibly adding a regular update on TADL's COVID response to the board agenda. Howard provided a brief update and indicated that she would make a concerted effort to provide more detail in future Director Reports. Currently Howard is re-evaluating TADL's pandemic response plan since the Michigan Safe Start Plan Stages are no longer being recognized. She is looking at using contagion scales as a guide and is happy to be able to offer curbside services when many libraries have temporarily closed.

10. **New Business**

a. *Behavior Policy Appeal Hearing*

This item was removed from the agenda due to a request to move the hearing to the December board meeting.

11. **Public Comment**

President Jones opened the floor for public comment. There was none by a 'view only' participant or by attendee McKenna, or submitted via email. Carrier chatted a thank you to the trustees for recognizing Howard's exceptional work as Director.

12. **Trustee Comment**

President Jones reminded the trustees that the Grand Traverse County was holding interviews for the all county board vacancies on November 4th, beginning at 1:00, and hopes it results in a new appointee to complete the TADL board membership.

Happy Thanksgiving to all from the TADL Board of Trustees.

13. **Adjournment**

With a motion to adjourn by Sullivan, supported by Odgers, a roll call vote with the following results:

Wescott – aye	Pakieser – absent	Vickery – aye
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Sullivan – aye
Motion CARRIED with 6 ayes.

Odgers – aye

Jones – aye

President Jones adjourned the meeting at 6:02pm.

Respectfully submitted,

Approved by board vote on December 17, 2020



V. Carpenter, Recording Secretary

M. Pakieser, Board Secretary





TRAVERSE AREA DISTRICT
LIBRARY

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			
<u>As of month end</u>	<u>Print/audio/video Circulation</u>	<u>Electronic books/audio/video</u>	<u>Total Circulation/Electronic Usage</u>
November 2019	1,029,410	188,761	1,218,171
November 2020	563,273	263,133	826,406

Lending

Physical item circulation decreased 44% in November, from the previous year. Curbside service is keeping us very busy. MEL service is still being offered.

E-Book, magazine, downloadable audiobook and database utilization

In November, electronic use accounted for 31% of all collection utilization versus 15.4% for November, 2019. Year-to-date usage of electronic resources increased 58% from 2019.

Visitors – Woodmere, East Bay and Kingsley Facilities

On November 18, 2020, we again closed the library to the public and started offering curbside service. During the short time in November, an average of 857 visitors per day visited our main library and two branches down slightly from 821 in November. The average was 1,390 in November 2019. The busiest day was the day before we closed to curbside, Tuesday November 17th with 1,314 visitors. Overall, 11,999 people visit one of our locations in November.

Public Computing

Many public patrons have been using our computer appointments, printing and faxing service. If demand increases, we will add computers to meet the demand. Laptops will be ready to check out soon which will help our patrons immensely!

Additions to the Collection

In November 2020, 2,987 items were added to the collection compared to 2,835 in October 2019.

Finances

The 2020 Budget Amendment is being presented at the December meeting. State Aid is completed and ready to submit. A huge thanks to Deb Radjenovich and all the department heads in getting this done before year end!

Facilities

We are doing a few last-minute projects including repairs to two of our doors and painting the upstairs east wall.

Other News

Through a personal friend, I facilitated a meeting with representatives from the United National - International Organization for Migrants (UN-IOM) and the American Library Association to help promote [International Migrants Day](#) which is December 18th. Aside from their year-round work, the UN-IOM also sponsors an annual Global Migration Film Festival that I'd like to look at for films in 2021.

November and December are lots of budget and numbers months. Aside from the budget and year end resolution, Heather Brady and I also applied for a Tribal 2% grant to help fund compact shelving in the local history collection. I've completed our Annual State Aid report for funding from the Library of Michigan and the Census for Local Governments.

Covid Update: There has, like always, been some changes to the Covid rules and regulations on a Federal, State and Local level. Federally, we've seen a change to quarantine times. Statewide there have been some changes to state requirements for workplaces. There is also a bill in the Legislature that would amend recently passed changes to the Open Meetings Act. Locally, the City of Traverse City recently passed an emergency order that allows us to continue to meet remotely. This resulted in an update to our Pandemic Plan as required by MDHHS rules. We've also had to temporarily stop the TBA-ISD Students from coming to the library.

Finally I have to give the staff, especially the Circulation department, huge kudos for our move to curbside. It has truly been a full library team effort to make this work and keep our patrons happy and they are happy! Here are a few comments left on our Facebook page:

- A great service and greatly appreciated.
- Thank you so much for offering curbside!
- Your curbside service is great. Thanks very much!
- You've been awesome every time! So grateful for the whole team and the books for my family!
- Thank you! I feel like I'm receiving a gift each time I have a pick up.
- Thank You TADL Elves.
- We've been there 3 times so far for pick up!! Thank you for all you do.
- You guys are the best. Thank you and stay safe.
- Excellent service, always with a smile.
- Thank you so much for all the work you do to make it possible for us to be able to keep reading books. Also really appreciate the activity kits!

TADL Operations

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

Happy Holidays! Stay safe and well!

Michele P. Howard
Director



Administrative Reports
for the month of November
(December 17, 2020 Board Meeting)

Adult Services

- Betsy Myers, our primary programming librarian, spent a lot of time trying to figure out how to alter some of our most popular annual holiday programs for the virtual environment. The annual cookie exchange was obviously not able to operate in its normal fashion, so it was turned into a Zoom sharing event. Peter Begin, who performs every December in the library, was able to provide the library with a video of himself singing traditional holiday favorites while accompanying himself on piano for the library to show for a couple of weeks during the upcoming holiday season. So programming life continues, albeit in an adapted fashion.
- And then in the middle of the month, we all pivoted to begin providing virtual, phone, and curbside services only. Staff spent the days just prior to the library's closure working with IT to make sure the phones would operate in the way that would provide the best customer service possible during this difficult time and adjusting schedules to accommodate the mandatory order to work from home when able.
- Coordinator Melissa McKenna has been working to find a microfilm vendor, since TADL has taken over from NMC the task of microfilming the Traverse City Record Eagle for posterity. We will be working with Advantage Archives out of Cedar Rapids, Iowa. This was the same vendor NMC was going to migrate to, when they instead decided to offload their microfilm collection due to space constraints in their new building. We are also having this vendor prepare duplicate copies of 3 rare microfilm negatives of the Catholic Church birth, death, and marriage records from Peshawbestown that we also received as part of this NMC donation. We believe that we are now the only library in possession of these records and we want to make sure that they are preserved and available for continued and future use.
- Adult Services held 5 events for adults in November with a total attendance of 58. Our most popular program was Birding vs. Birdwatching with 32 people in attendance for the live Zoom event.
- November Adult Services Statistics:
 - Reference Questions answered
 - Walk-in - 317
 - Phone - 1,183
 - Digital - 212
 - Directional Questions Answered
 - Walk-in - 184
 - Phone - 710
 - Digital - 26
 - Readers' Advisory/Tech Help
 - Walk-in - 69

- Phone - 0
- Digital - 0
- Craft Kits Distributed - 88 (!)

Respectfully submitted,
Melissa A. McKenna
Adult Services Coordinator

Youth Services



Youth Services celebrated DiNovember by hosting a virtual kick-off party with paleontologist and children's author, Paleo Joe (Kchodl). Joe helped us be dinosaur detectives and learn what it is like to be on an excavation team. Our plan was to host 4 scavenger hunts in Youth Services, as 76 children had participated through 1 ½ weeks of the program. However, we closed down due to increasing Covid cases in Grand Traverse County and our numbers fell off, even though we made a DinoWalk in the Children's Garden behind the library.

Youth Services had planned to start socially distanced, in-person storytimes in November, but that plan changed due to rising Covid cases. Our goal was to use the entire McGuire Room, with spaces marked out for families to be 6 feet apart, as well as using digital projectors so families could see the books. Staff were excited for this opportunity to see children again in a program setting, but it was not to be.

We did continue to offer virtual programming, both storytime and afterschool. Attendance continues to be low, but we're plugging away at mastering the technology to make these attractive and engaging. The program videos were also saved to our TADL Kids Facebook page, where families can access them after the live program. We hosted 22 virtual programs in November. Attendance numbers will be updated shortly.

While we were still open to the public, we had the following service desk numbers: 470 total questions answered, including 398 walk-in, 64 phone and 7 digital.

Andy Schuck
Youth Services Coordinator

Sight & Sound

November can be a beautiful month, the stark change of the seasons normally gives one pause for the start of winter. This November has given us all more than our fair share of pause.

Then came the MI Governor's orders and the quick pivot to our new normal. I will say Michele's vigilance for the staff and public safety has been of immeasurable value to us all.

Job #1 supporting Anita and the Circ Dept. in the mission critical curbside service.

Along with many departments and staff we have stepped up to make curbside service a reality for our patrons. Ainta and her team are total "Rock Star Library Staff!" They hold up well under pressure and there has been lots of it.

Beyond supporting the Circ curbside service. Sight & Sound is busy with holds, holds and more holds. We've also been clearing the decks of any projects that are easier to attain when closed to the public. This includes repackaging, shelving location changes, signage, weeding, reconciliation.

Mobile Hotspots have been given an ID Tag update. Including perma links to the policy, quick instructions on use, QR access for the Manual, late fee warnings and a contents list for proper returns. We have seen an impressive amount of holds being placed on the Library of Things equipment through the curbside service.

Other items of note:

- Preparing surplus equipment for sale or disposal.
- Hosting TADL Board Meetings via zoom.
- Performance Evaluations. Thanks to Deb & Vicki this is much easier now.
- Preparing for virtual programming in early 2021

On Aaron's Desk: 2021 Virtual Programming, 2021 AV projects.

Wishing you and yours a safe and happy holiday season! Cheers to 2021!

Aaron

Circulation

Kate Parvel and Jody Wilson are now notaries.

BATA has donated 3 passes we can check out monthly to our patrons. Unfortunately, we received them 2 days before we switched to curbside only services.

We went to curbside only on Wednesday 11/18. On our busiest day we had 339 patrons use this service. We are averaging around 255 patrons a day.

TADL-wide we sent out 857 items in MelCat and received 1405.

Anita Chouinard
Circulation Coordinator

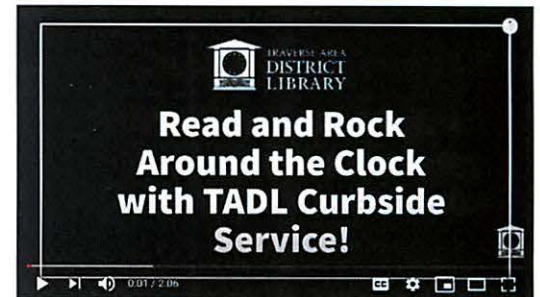
Marketing and Communications

During the first half of the month marketing supported the regular library programming, the Friends Book Sale, and I attended both the virtual *Communicating During a Crisis* (Rotary webinar) and the virtual Library Marketing Conference (sessions on branding, social media, and advertising) - lots of great ideas! The second half of the month was the conversion to curbside,

including new outreach videos, additional web work, and social media support. Feedback has been very positive on the curbside conversion, we're all working hard across departments to coordinate messaging and help patrons understand the process.

Press releases & published items:

- My North Feature 11/2/2020 ([Link](#))
- Veterans Program: Record-Eagle 11/8/2020 ([Link](#))
- Curbside Service Switch 11/18/2020 (upnorthlive [Link](#), Record-Eagle story [Link](#))
- Traverse Connect Social Marketing Campaign 11/12/2020



Website: 11,824 visitors for the month (67% New visitors)

Heather Brady
Marketing & Communications Manager

Facilities

- Changed bag filters in the air handlers
- Touchless hand sanitizer dispensers- Purchased five dispensers for the service desks and foyer. They use metered foaming sanitizer. This will hopefully save us money and lower the risk of transmitting germs.
- Closed system hand soap dispensers- We currently refill existing bottles which can breed bacteria over time. I have ordered dispensers that use sealed bottles of foaming soap which are much more sanitary. I hope to have them installed in December.
- Lighting retrofit- I am exploring pricing to replace our current fluorescent lighting with LED fixtures. I believe we can capture some real energy savings along with a significant rebate.

Bruce Bennett
Facilities Manager

Technology

E-Resource Portal for Greenspire School - We are happy to report the launch of a new service for Greenspire school that will allow their students and teachers to access the district's online services via their school issued email accounts. Expanding on a code base we had originally developed for TCAPS, the technology team was able to add new "virtual card" functionality that will allow the Greenspire community to use services like Libby and Kanopy that require library cards. We can now use this code to provide similar access to any other school in the district that uses the same Google powered email system with ease. Special thanks to Jeff Godin and William Rockwood for their work on this project.

New Server Infrastructure - The new servers that were approved for purchase by the board of

trustees in October, were delivered and have been assembled. We are already taking advantage of our new increased storage pool to help support the district's growing use of digital video. So far we have been able to migrate services over to the new equipment without any downtime, but a brief outage may be required to complete the transition. If that is the case, we will conduct the transition in the night time hours to avoid impacting staff and patron access.

- Scott Morey, Asst. Director for Technology

East Bay Branch Library

We were closed for the election on Tuesday, November 3rd and again on Wednesday November 4th for cleaning. We put away our StoryWalks for the year, after installing one outside the library and at Cherry Knoll School for their Annual Read-A-Thon.

We are training former TADL employee Robin Stanley to be a long term sub during Chantel Cook's maternity leave, which will begin sometime in December.

We have given away 118 Curbside Craft Bags with the themes Turkey Fun!, Fall Fun! And Dinovember. Each bag includes an all ages booklist, snack, at least two crafts and activities related to the theme. They are loved and appreciated by kids and parents alike!

We circulated 1,513 items, answered 650 phone calls, and served 339 unique patrons via our curbside service in the month of November.

Respectfully Submitted,

Rosie May, Branch Manager

Kingsley Branch Library

In early November, 78 people attended 5 early literacy programs; we partnered with the preschool at Kingsley Area Schools for 3 sessions and held our last outdoor Wiggles programs for the year.

Facebook posts, including one announcing our curbside service-only move, reached 3000 people this month and solicited over 150 engagements. Staff answered a number of questions for the community posted in both private and public Kingsley area Facebook groups.

After November 18th, we created and handed out 116 craft kits that included literacy activities. We averaged 12 curbside service pickups a day, and 2 computer sessions a day. Although the numbers do not indicate high demand, access to our computers and fax machine continues to be essential offerings at our location. Patrons were able to file for unemployment, arrange housing, apply for other assistance, and one was able to run their home business while their internet was down at home.

Respectfully submitted,

Amy Barritt
Branch Manager

TRAVERSE AREA DISTRICT LIBRARY
CONSOLIDATED EXPENSES
MONTH ENDING
NOVEMBER 30, 2020

<i>CATEGORY</i>	<i>BUDGET</i>	<i>2020 YTD</i>	<i>2019 YTD</i>	<i>VARIANCE</i>	<i>% OF BUDGET</i>
Salaries & Wages	2,412,415	2,010,668	2,073,375	401,747	83.3%
Social Security/Medicare	67,301	53,927	57,566	13,374	80.1%
Health/Hospitalization	337,541	279,593	286,804	57,948	82.8%
Vision Insurance	3,845	2,548	2,943	1,297	66.3%
Dental Insurance	26,140	18,612	20,040	7,528	71.2%
Life Insurance	9,085	6,670	7,749	2,415	73.4%
MERS Defined Contribution Retirement	149,050	127,926	129,807	21,124	85.8%
MERS Unfunded Liability	230,000	220,000	291,234	10,000	95.7%
401K Retirement Contribution	113,000	90,942	94,035	22,058	80.5%
Unemployment Comp.	7,240	7,146	0	94	98.7%
Workers' Compensation	7,500	7,860	7,357	(360)	104.8%
Disability Insurance	8,240	6,210	7,342	2,030	75.4%
Office/Cat./General Supplies/Postage	123,015	86,947	107,135	36,068	70.7%
Covid-19 Supplies	0	23,207	0		
Books/Media/Online Resources	601,980	524,992	545,551	76,988	87.2%
Repair & Maintenance Supplies	6,750	2,167	4,111	4,583	32.1%
Professional & Contractual Services	272,955	172,111	218,503	100,844	63.1%
Communications	29,290	19,715	16,359	9,575	67.3%
Education & Travel	63,920	29,311	27,543	34,609	45.9%
Printing	10,400	1,751	5,019	8,649	16.8%
Advertising & Outreach	20,400	8,996	24,645	11,404	44.1%
Insurance & Bonds	32,040	30,818	29,889	1,222	96.2%
Utilities	118,200	77,051	85,725	41,149	65.2%
Covid-19 Building Maintenance	0	32,352			
General Building & Grounds Maintenance	355,170	179,071	209,864	176,099	50.4%
Member Allocations	550,188	550,188	535,605	0	100.0%
Miscellaneous	3,500	682	617	2,818	19.5%
Property Tax Reimbursement	6,500	928	(51)	5,572	14.3%
Furniture/Equipment/Software	93,850	51,404	78,954	42,446	54.8%
Contingency	7,000	0	0	7,000	0.0%
TOTAL EXPENDITURES	5,666,515	4,623,790	4,867,721	1,098,284	81.6%
2020 APPROVED BUDGET					
EXPENSES BY CATEGORY					
Personnel	3,371,357	2,832,100	2,978,252	539,257	84.0%
Supplies	731,745	637,313	656,797	94,432	87.1%
Other Services and Charges	1,456,063	1,102,973	1,153,718	353,090	75.8%
Capital Outlay	107,350	51,404	78,954	55,946	47.9%
TOTAL EXPENDITURES	5,666,515	4,623,790	4,867,721	1,042,725	81.6%
This statement reflects activity through the eleventh month of the 2020 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, 2020

<i>CATEGORY DESCRIPTION</i>	<i>BUDGET</i>	<i>2020 YTD</i>	<i>2019 YTD</i>	<i>VARIANCE</i>	<i>% OF BUDGET</i>
Property Tax (Current, Delinquent, Other)	4,964,590	4,988,789	4,774,201	(24,199)	100.5%
State Aid - Library	77,350	77,974	78,065	(624)	100.8%
State Aid - TBL	41,075	41,073	41,073	2	100.0%
Local Support - TBL & Other Grants	10,000	22,209	14,670	(12,209)	222.1%
Fees/Services	42,000	40,895	41,459	1,105	97.4%
Sales	38,000	15,313	36,877	22,687	40.3%
Penal Fines - \$220,000 for this Category per budget		0			
Penal Fines - Grand Traverse Co.	190,900	168,240	198,917	22,660	88.1%
Penal Fines - Leelanau Co.	6,500	5,888	7,249	612	90.6%
Penal Fines - Benzie Co.	22,600	21,855	23,901	745	96.7%
Overdue Fines/Replacement Fees	100,000	27,820	112,271	72,180	27.8%
Interest & Dividends/Gains/Losses on Inv.	15,000	25,247	35,022	(10,247)	168.3%
Rents & Royalties	7,000	450	5,950	6,550	6.4%
Contributions	40,000	29,184	102,487	10,816	73.0%
Reimbursements	1,500	1,456	1,869	44	97.1%
TOTAL REVENUE	5,556,515	5,466,393	5,474,011	90,122	98.4%
Transfer In	110,000	110,000	200,000	0	
Use of Fund Balance				0	
TOTAL	5,666,515	5,576,393	5,674,011	90,122	98.4%
TOTAL REVENUE, TRANSFERS & USE OF FB	5,666,515	5,576,393	5,674,011	90,122	98.4%
TOTAL EXPENDITURES	5,666,515	4,623,790	4,867,721	1,042,725	81.6%
REVENUE OVER (UNDER) EXPENSE		952,603	806,290		
This statement reflects activity through the eleventh month of the 2020 fiscal year.					
Percentage of the year completed is 92%.					

**Fife Lake Public Library
Director's Report
December 9, 2020**

October/November Statistics

October Monthly Circulation:

2020	2019	New Patrons	Year to Date
1402	1987	14	

November Monthly Circulation:

2020	2019	New Patrons	Year to Date
594	1421	6	

(Closed 12 days for COVID and Thanksgiving)

Updates:

Senior Meals Curbside: Senior Meals has been transitioned to Meals on Wheels beginning December 1, 2020 and carrying through the winter months. We had an average of 10 participants continuously utilizing the meals. Winter conditions being what they are, the Grand Traverse Senior Center Network and the Library thought it would be better to enroll the participants in the Meals on Wheels program until spring. I would like to express a sincere appreciation to the senior center for the continuous care of the Fife Lake area Seniors. The seniors have been grateful for all the meals, special treats, and activities to keep them positive throughout these trying times.

The seniors are looking forward to being able to get together again for exercise and meals. They often express feelings of loneliness and isolation to us. We are hoping to be able to safely provide some small group chats in early 2021.

Community Room: The laminate flooring has been installed and looks wonderful. Patrons are excited with the upgrade. The room at this time is being utilized by appointment as a quiet meeting space.

Plowing: We received notice that Accurate outdoors will no longer be able to provide grounds services to us. They have been a wonderful company to work with. I have contacted Roger Gibson, who has given us a contract for plowing for the 2020/2021 season. I will seek quotes for 2021/2022 grounds maintenance in the spring.

Christmas in the Village: Christmas in the Village will look a little different this year, however the children will not miss the Holiday Cheer. The local businesses have collaborated with the legion to provide a "Drive thru holiday" at the American Legion. The Library will be providing new books and bags to be stuffed with prizes and snacks from local businesses. They handed out drive thru style to approximately 200 children. Kudos to Amy Everett and Stan Patrick for thinking outside the box and providing needed holiday celebrations for families.

School Book Deliveries: Kendall has made the first delivery to the school for the 11th and 12th grade English classes. The students have been able to pick up their books as they pick up their lesson packets from the teachers. They have been reaching out to us regarding how to get their books. We thought we might have to buy a horse to deliver due with many of them not able to come to the library, we are excited that the school is willing to hand them out. More details to come on this collaboration later, but let me say, this has been one of the highlights of the year. These students are ordering great books and so excited to pick out their own books.

TADL Virtual Strategic Plan: Michele Howard (TADL Director) has invited the member Library directors to participate in a virtual Strategic Planning Process with MCLS in January. This will be a great learning opportunity for us. Our Strategic Plan was updated in 2017. It is recommended that these be reviewed every year and updated regularly. Participating with the TADL and member libraries will be an asset to our libraries plan.

Staff Vacancy: Shannon Wilton has given official notice and will not be working at the Library in 2021. She has been offered a great opportunity and very excited for her future endeavors.

Fife Lake Township: We have submitted our request to the Township for \$1000.00. I have connected with the new Supervisor, Gerianne Street, and she is supportive of our library's importance in our community and is willing to submit the request on our behalf.. We are hoping to attend each other's meetings and share ideas in 2021.

Blood Drive: The blood drive scheduled for Friday November 20, 2020 was cancelled and rescheduled for Thursday, December 10.

Updated Services: Our Library has followed suit with adding additional caution to services. We are encouraging curbside delivery and monitoring patron usage inside the library closely to ensure safety guidelines are being followed. The community continuously expresses their gratitude for any services we are providing keeping them close to home.

COVID Closure: The Library closed on Wednesday, November 11, 2020 through Tuesday, November 23, 2020 due to a possible COVID exposure. The staff handles the closure quickly and efficiently. I will be working on updates to our plans and policies for closure procedures to keep our documents current and up to date.

Sincerely,
Julie Kintner, Director



DECEMBER 2020 DIRECTOR'S REPORT - VICTORIA SHURLY

On November 18, due to a surge in COVID-19 cases in our area, PCL reverted to curbside service along with TADL, its branches and the other member libraries. There is a temporary change in hours and adjustments to staff schedules due to updated Michigan Department of Health and Human Services rules and MIOSHA requirements. Book returns are open. We are offering curbside pick up of holds placed online or by phone, emergency notary service in the parking lot by appointment, and printing and faxing via email. Both Little Free Libraries are open and puzzle and free magazine bins are on the porch. We also now have iPads available for use in the parking lot thanks to the CARES grant we received this fall. Until Christmas, we have Santa's mailbox on the porch and Santa has promised to answer each letter personally if received by December 19. Staff are well-instructed in the safety rules for curbside service to keep both patrons and staff safe.

I have updated the Pandemic Response Plan to meet updated requirements from the Michigan Department of Health and Human Services and CDC recommendations. I was required to add a Remote Work Policy. As you gave me authority to make emergency changes during the pandemic, I did add that based on TADL's. We also are required now to have a Remote Participation Policy for Board meetings. We have a very general one in our by-laws, but it does not meet the updated Open Meetings Act requirements under PA 228. Anne Seuryneck of Foster Swift is offering to do it for \$110. If you approve, I will have her go at it. As it stands now, the pandemic ruling that allows you to meet virtually now expire at the end of the year. While I expect it will be extended, the new policy will take you beyond the health crisis, defining how and when a board member can meet remotely.

I trust all board members were able to set up their tadl.org emails. If not, they should be set up soon as I will be publishing that on our website, as well as sharing with you once committee assignments are in place.

Craft bags continue to be a huge draw. People are calling in advance to reserve them. They are offered twice a month for preschoolers in conjunction with our virtual Story Stew, twice a month for grade schoolers and once a month for adults. We have received nothing but positive feedback on these which helps to make up for the in-house programming we cannot currently offer. 250+ go out per month.

The flagpole is installed. The nameplate will go up on the building in memory of Robert Schermerhorn, a former trustee, the next time Image 360 is out this way.

We ran a fun WHODUNIT with library staff as the victim and suspects. Jane Boursaw picked it up in serial format for the Old Mission Gazette. 52 people participated and I ran it separately for the staff since they didn't know whodunit either. It was great fun and we received many thank you emails for the diversion.

I have been asked and have accepted a committee assignment on TADL's strategic planning committee which will begin in January. I am honored to be asked as an ongoing commitment to our relationship with TADL.

Finally, I would like to close December 26 and January 2. We are already closed December 24, 25 and 27 as well as December 31, January 1 and January 3. With the expected surge in COVID-19 cases during the holidays and people indicating that they are planning gatherings and travel despite the ban, I need to keep my staff safe. TADL is also closing the December 26, as well as I believe the other member libraries in the district.

Circulation November 2020: 1892

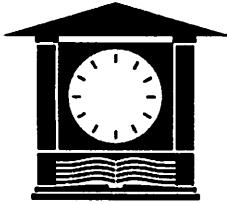
Circulation November 2019: 1813

Hold Transit Counts November 2020: 688 to other libraries, 384 from other libraries to PCL

Hold Transit Counts November 2019: 473 to other libraries, 227 from other libraries to PCL

Programs November 2020: 9

Program Attendance November 2020: 313



TRAVERSE AREA DISTRICT
LIBRARY

TADL Board of Trustees Finance & Facilities Committee

December 8, 2020
4:00 pm ~ via Zoom

610 Woodmere Ave. / Traverse City, MI / 49686

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

Agenda Approval: The agenda was approved.

Minutes Approval: Minutes from the November 10, 2020 Facilities Committee were approved.

Public Comment: No public comment.

Finance:

Year End Budget Resolution: Radjenovich presented the 2020 Year End Budget Resolution. This is done to update income and expenses before the end of the year in preparation for our audit and requires approval at the December meeting. A number of questions and discussion followed.

Member Library Agreement: The committee discussed the information provided by Howard in the packet. A list of questions and additional information was developed. Howard will work with legal counsel to answer the questions and move forward with Member negotiations.

Facilities:

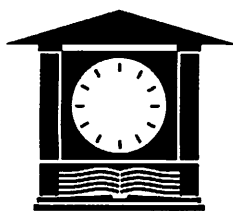
Lighting and Painting Projects for early 2021: Howard and Bennett are working on getting a few repairs and maintenance done in late 2020 or early 2021 including some painting on the second floor and some necessary door repairs. Odgers indicated a checklist of repairs would be handy. Howard and Bennett will prepare this for the January Committee meeting.

Next Meeting Date / Time: January 12, 2020 at 4:00pm

Next Meeting Topic Suggestions: Facilities Maintenance Plan, Member Agreements

Public Comment: No public Comment.

Adjournment: The meeting adjourned at 5:15 pm



TRAVERSE AREA DISTRICT
LIBRARY

TADL Board of Trustees Policy and Personnel Committee

December 1, 2020
10:30 am~ Zoom meeting

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: M. Vickery, J. Wescott, Trustees; M. Howard, Staff.

Agenda Approval: The agenda was approved.

Minutes Approval: The minutes of the November 10, 2020 Special Meeting/Policy and Personnel meeting were approved at the November 19, 2020 board meeting.

Public Comment: There was none.

Policy:

Remote Work Policy

MiOSHA is requiring all workplaces to have a Remote Work Policy. Howard drafted the original and had attorneys Zeits and Adams review it. The Committee recommends this to the Board for adoption at the December meeting.

Laptop and WiFi Policy

Howard secured a grant to purchase laptops for circulation. Since the laptops and WiFi Hotspots are very similar, Howard added Laptops to the existing 3.7 Policy for WiFi Hotspots. After some discussion about the filtering requirement, the Committee recommends this to the Board for adoption at the December meeting.

Fine Policy

Howard led a brief discussion about the Fine Policy still being suspended due to the building being closed because of the pandemic.

Youth Board Representative

A patron asked about a Youth Board Representative or a Youth Advisory Board. There was much discussion about the goals of such a program and comments were favorable to move forward. Howard will do some research and talk to staff about this and bring the information to the January meeting.

Personnel Issue:

Consideration of Closure on December 26th

Due to rising COVID numbers, the possibility of staff being in gatherings, and already being closed December 24, 25, and 27th, Howard asked the Committee to consider closing for the 26th and paying staff. While it is under Howard's authority to close during the pandemic, the Committee supported that decision and the recommendation to pay staff. The Committee recommended it be forward to the whole Board for decision on pay at the December meeting.

Next Meeting Date / Time: January 5, 2021 at 10:30am.

Next Meeting Topic Suggestions: Fine Policy, Youth Board Representative

Public Comment: There was none.

Adjournment: The meeting adjourned at 10:56 am.

3.7 Wi-Fi Hotspot and Laptop Lending Policy

Purpose

The Traverse Area District Library loans Wi-Fi hotspots and laptops for the purpose of providing patrons the ability to connect Wi-Fi enabled devices to the internet and home computing. Hotspots provide Internet access to smartphones, tablets, and other wireless enabled devices through the cellular network. Service is dependent on the availability of the various cellular networks where the hotspot is being used. There are no data plan limits. Laptops provide computing capabilities.

Guidelines for Borrowing and Use

- You must be 18 years of age or older to borrow a Wi-Fi hotspot or laptop.
- A valid Library Card in good standing with a current address on file, and photo identification must be presented at the time of checkout.
- You are limited to one (1) hotspot and one (1) laptop per account.
- Items can be checked out for one week.
- If you have placed a hold for a hotspot or laptop, after notification that the item is available, you will have 2 days (48 hours) to check out the item before your hold will be cancelled.
- You may renew Wi-Fi hotspot or laptop pursuant to library lending policies; however, they must be returned on their due date.
- Overdue hotspots will be deactivated at least within 4 days of their due date.
- Mobile hotspot and laptops should be kept in a temperature-controlled environment; do not leave it in a car.
- Do not remove the SIM card from the hotspot for any reason.
- The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of the device.
- Any use of a device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.
- The Library is not responsible for information accessed using this device or for personal information that is shared over the Internet.
- Users are encouraged to follow safe Internet practices.
- The Library is not responsible for any computer viruses that may be transferred to user storage devices.
- Tampering with library equipment, including bypassing security functions, is prohibited.
- Except as stated below, you must be 18 years of age or older.
- Internet content filtering is NOT provided through the wireless hotspot. In the event a person under the age of 18 utilizes the wireless hotspot, a parent or guardian shall be present and monitor the individual's access to the internet via the wireless hotspot.
- Per the Federal Funding that obtained the laptops as required by Children's Internet Protect Act (CIPA), the laptops are filtered. Library personnel may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes consistent with CIPA and state law.
- Upon return of a laptop all files created by the user will be deleted.

- Each laptop device is configured with a specific operating system and suite of applications. No additional software may be installed or downloaded.

Fines and Liability

- The cost for unreturned items is \$5/day, up to a maximum of replacement cost.
- Replacement costs will be assessed for any lost or unreturned devices, charging cable and/or carrying case.
- All components of the hotspot kit and laptop must be returned in order to be considered fully checked-in from your library account.
- The Library reserves the right to refuse to lend a hotspot or laptop to anyone who abuses equipment or is repeatedly late in returning electronic devices.
- Items **MUST** be returned to the circulation desk, **DO NOT** put the hotspot kits or laptop in the book drop. If the item is returned in the book drop, a \$10 fee will be charged. If the item is returned in the book drop, and broken, a replacement cost fee will be charged. Items must be returned to the library location where the item was checked out, it cannot be returned to other libraries.
- Patrons with an overdue hotspot or laptop will be fined and referred to a collections agency pursuant to library policy.

Additional Hotspot and Laptop Requirements

- Hotspots work on the cellular network. If you do not have cellular coverage the hotspot will not connect.
- The hotspots are password protected.
- All hotspot kits and laptops contain a member agreement with the loan information and fines & fees.
- By checking out a hotspot, you will be deemed to have accepted the terms and conditions of this Policy as well as the member agreement.
- By checking out a laptop, you will be deemed to have accepted the terms and conditions of this Policy, the member agreement, and TADL's Internet and Acceptable Use Policy, Policy 4.8.

New policy adopted February 20, 2020 / Revised December 17, 2020

Motion By: Odgers Support By: Sullivan

Adopted: Y N Date: 12-17-2020

M. Pakieser 1/11/21

Marylee Pakieser, Board Secretary

3.7 Wi-Fi Hotspot and Laptop Lending Policy

Purpose

The Traverse Area District Library loans Wi-Fi hotspots and laptops for the purpose of providing patrons the ability to connect Wi-Fi enabled devices to the internet and home computing. Hotspots provide Internet access to smartphones, tablets, and other wireless enabled devices through the cellular network. Service is dependent on the availability of the various cellular networks where the hotspot is being used. There are no data plan limits. Laptops provide computing capabilities.

Guidelines for Borrowing and Use

- You must be 18 years of age or older to borrow a Wi-Fi hotspot or laptop.
- A valid Library Card in good standing with a current address on file, and photo identification must be presented at the time of checkout.
- You are limited to one (1) hotspot and one (1) laptop per account.
- Items can be checked out for one week.
- If you have placed a hold for a hotspot or laptop, after notification that the item is available, you will have 2 days (48 hours) to check out the item before your hold will be cancelled.
- You may renew Wi-Fi hotspot or laptop pursuant to library lending policies; however, they must be returned on their due date.
- Overdue hotspots will be deactivated at least within 4 days of their due date.
- Mobile hotspot and laptops should be kept in a temperature-controlled environment; do not leave it in a car.
- Do not remove the SIM card from the hotspot for any reason.
- The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of the device.
- Any use of a device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.
- The Library is not responsible for information accessed using this device or for personal information that is shared over the Internet.
- Users are encouraged to follow safe Internet practices.
- The Library is not responsible for any computer viruses that may be transferred to user storage devices.
- Tampering with library equipment, including bypassing security functions, is prohibited.
- Except as stated below, you must be 18 years of age or older.
- Internet content filtering is NOT provided through the wireless hotspot. In the event a person under the age of 18 utilizes the wireless hotspot, a parent or guardian shall be present and monitor the individual's access to the internet via the wireless hotspot.
- Per the Federal Funding that obtained the laptops as required by Children's Internet Protect Act (CIPA), the laptops are filtered. Library personnel may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes consistent with CIPA and state law.
- Upon return of a laptop all files created by the user will be deleted.

- Each laptop device is configured with a specific operating system and suite of applications. No additional software may be installed or downloaded.

Fines and Liability

- The cost for unreturned items is \$5/day, up to a maximum of replacement cost.
- Replacement costs will be assessed for any lost or unreturned devices, charging cable and/or carrying case.
- All components of the hotspot kit and laptop must be returned in order to be considered fully checked-in from your library account.
- The Library reserves the right to refuse to lend a hotspot or laptop to anyone who abuses equipment or is repeatedly late in returning electronic devices.
- Items MUST be returned to the circulation desk, DO NOT put the hotspot kits or laptop in the book drop. If the item is returned in the book drop, a \$10 fee will be charged. If the item is returned in the book drop, and broken, a replacement cost fee will be charged. Items must be returned to the library location where the item was checked out, it cannot be returned to other libraries.
- Patrons with an overdue hotspot or laptop will be fined and referred to a collections agency pursuant to library policy.

Additional Hotspot and Laptop Requirements

- Hotspots work on the cellular network. If you do not have cellular coverage the hotspot will not connect.
- The hotspots are password protected.
- All hotspot kits and laptops contain a member agreement with the loan information and fines & fees.
- By checking out a hotspot, you will be deemed to have accepted the terms and conditions of this Policy as well as the member agreement.
- By checking out a laptop, you will be deemed to have accepted the terms and conditions of this Policy, the member agreement, and TADL's Internet and Acceptable Use Policy, Policy 4.8.

New policy adopted February 20, 2020 / Revised December 17, 2020

Motion By: _____ Support By: _____

Adopted: Y N Date: _____

Marylee Pakieser, Board Secretary

Traverse Area District Library 2020 Final Budget Amendment Resolution

It is resolved, that the estimated revenues and total available to appropriate for 2020 are amended as follows, have arrived and are deemed to be within expectations:

	General Fund			
	Original Budget	Prior Amendments	Final Amendment	
Estimated revenues	5,556,515		(88,515)	5,468,000
Operating transfers in	-	110,000		110,000
Appropriable fund balance	-	-		-
Total available to appropriate	5,556,515	110,000	(88,515)	5,578,000

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	3,261,357	110,000	(26,075)	3,345,282
Supplies	731,745	-	70,000	801,745
Other services and charges	1,462,563	-	(177,841)	1,284,722
Capital outlays/Contingencies	100,850	-	30,000	130,850
Transfers to Public Improvement Fund	-	-	15,401	15,401
	5,556,515	110,000	(88,515)	5,578,000

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			
Talking Book Library	-	5,000	5,000
Sight & Sound Dept - Saunders Donation	-	1,075	1,075
Local History Collection	-	9,326	9,326

Motion to adopt the resolution was introduced by:

and supported by:

Motion adopted on December 17, 2020 Y / N

Marylee Pakieser, Board Secretary

Traverse Area District Library 2020 Final Budget Amendment Resolution

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Talking Book Library	-	5,000	5,000
Sight & Sound Dept - Saunders Donation	-	1,075	1,075
Local History Collection	-	9,326	9,326

Motion to adopt the resolution was introduced by:

Sullivan

and supported by:

Pakieser & Odgers

Motion adopted on December 17, 2020 Y / N

Marylee Pakieser 1/11/21

Marylee Pakieser, Board Secretary

1.8 REMOTE PARTICIPATION AT MEETINGS BY TRAVERSE AREA DISTRICT LIBRARY BOARD MEMBERS AND THE PUBLIC

I. A Board member may participate in any meeting of the Traverse Area District Library (TADL) Board remotely as follows:

1. Through December 31, 2020 (or as may be extended by the Michigan Open Meetings Act or other law or order):

Remote meetings of the TADL Board or committees or remote attendance of a member may occur for any reason.

2. From January 1, 2021 through December 31, 2021 (or such other period as established by the Michigan Open Meetings Act or other law or order):

A. A member may attend remotely if the member’s physical absence is due to military duty.

B. A member may attend remotely if the member’s physical absence is due to a medical condition, which is defined as an illness, injury, disability or other health-related condition.

These circumstances (2. A. and B.) apply to individual members, and only those members may participate remotely. The other members of the TADL Board must be physically present to participate.

C. The TADL Board may meet remotely in the event of a declared Statewide or local state of emergency or state of disaster that would risk the personal health or safety of the public or members of the public body if the scheduled meeting location is within the area affected by the declared emergency or disaster or a member of the TADL Board resides in an area affected by the declared emergency or disaster.

3. After January 1, 2022 (or such other date as established by the Michigan Open Meetings Act or other law or order):

The member’s physical absence is due to military duty. This circumstance applies to individual members, and only those members may participate remotely. The other TADL Board members or committee members must be physically present to participate.

II. The following procedures shall be used for any remote meeting:

1. Notice of the meeting shall be posted as follows:

- A. The Library Director or designee shall post on the homepage of TADL’s website in a conspicuous location and at the Woodmere branch of the TADL Library, the following notice of the public meeting at least 18 hours in advance of the meeting:
 - a. An explanation of why the Board or committee is meeting remotely.
 - b. Contact information for all members attending remotely along with information about how the public may contact the member(s) to provide input on any business that will come before the Board or its committees.
 - c. The dial-in conference number or other necessary information for members of the public to utilize to access the meeting remotely.
 - d. The agenda for the meeting at least 18 hours prior to the meeting.
 - e. Procedures by which persons with disabilities may participate in the meeting.

- B. If any meeting includes a public hearing, all material that will be considered by the Board or committee at the public hearing shall be posted or linked on the homepage of TADL’s website in a conspicuous location as well as available for inspection at the Woodmere branch, not less than 18 hours prior to the public hearing or as otherwise required by law. This provision shall not apply to written public comments received by the Board or committee for the public hearing.

- 2. The technology being utilized shall allow the Board Member to see and communicate with any Board Member in attendance and any member of the public or staff attending and shall allow any Board Member, any member of the public, or staff attending to see the Board Member and communicate with the Board Member who is attending remotely. An exception to this rule shall be made for any Board Member attending remotely if it is not practicable for the Board Member to utilize video technology. In that case, a Board Member attending remotely may participate by technology that allows the Board Member to communicate with any other Board Member in attendance and any member of the public or staff attending and shall allow any Board Member, any member of the public, or staff attending to communicate with the Board Member who is attending remotely.

- 3. A Board Member’(s) remote attendance pursuant to this Policy shall be considered attendance for the purpose of establishing a quorum.

- 4. Any vote by a Board Member participating remotely pursuant to this Policy shall be counted in the total number of votes for any matter and shall not be held invalid for the reason that it was cast by a Board Member remotely.

- 5. If any member is participating remotely, all votes on any matter shall be taken by roll call vote.

- 6. For closed sessions conducted with any Board Member participating remotely, each Board Member attending remotely shall not allow anyone else to hear or view the

closed session. All Board Members attending remotely shall affirm, before the closed session begins, that they are in compliance with this section.

7. Emails, texting, or other forms of electronic communication by or between Board Members during the meeting shall not be allowed.
8. If an email, text or other form of electronic communication is received by a Board Member attending remotely, the email, text, or other electronic communication shall be read by the Board Member receiving the communication during the meeting.
9. A Board Member attending remotely shall disclose any person who is participating in the meeting in the same room or vicinity as the Board Member attending remotely, and, if attending remotely for a purpose other than for military duty, the member's physical location by stating the county, city, township or village and state or country from which they are attending remotely. This disclosure shall be included within the meeting minutes.
10. If a Board Member will be attending a meeting remotely, the agenda shall include the method that the public may utilize to contact the Board Member attending remotely to provide input to the Board Member on any business that will come before the Library Board at the meeting. The agenda with such information shall be posted and made available to the public at least 18 hours before any meeting where a Board Member will be attending remotely.
11. Immediately after calling a remote meeting of the TADL Board or committee to order, the chair of the meeting shall insure that the dial-in number for the public or other means for the public to attend the meeting remotely is working. If the dial-in number or other means of attending the meeting remotely is not working, the meeting shall be immediately adjourned by the chair of the meeting without any decision or deliberation on any matter.
12. If the dial-in number or other means of conducting the meeting remotely is working, attendance shall be taken for all persons attending, including members of the public if applicable. If the number of persons in attendance, including the TADL Board or committee members, exceeds the capacity of the remote meeting method, the meeting shall be immediately adjourned without deliberation or a decision on any matter except to adjourn the meeting. If members of the public remotely join the meeting during the course of the meeting, they will be asked, but not required, to identify themselves and shall be added to the public attendance list for the meeting. No member of the public shall be required to identify themselves except as necessary to permit the person to participate in public comment.
13. If any member of the public is attending a remote meeting remotely, each member of the public shall be provided an opportunity to provide public comment during the public

comment portion of the agenda and prior to TADL Board or committee action on any matter requiring a public hearing.

14. The opportunity for public comment shall be given by the chair of the meeting or such other person as designated by the chair asking each individual attending by name whether they have any public comment (the "Roll Call Method") or such other method to ensure each member of the public attending has an opportunity to provide public comment as allowed by the remote meeting platform being utilized.
 - A. Roll Call Method. If the Roll Call Method is utilized, the chair of the meeting or person designated by the chair shall not move to the next name or person for public comment unless the person verbally confirms that they have no comment or there is no response after at least thirty (30) seconds. At the conclusion of the Roll Call Method, the chair or person designated by the chair will inquire whether there is any further public comment of any member of the public attending that had not been called. Any member of the public not already called desiring to give public comment shall be permitted to provide public comment.
 - B. Other Method. If another method for providing public comment is utilized as allowed by the remote meeting platform, the chair or person designated by the chair shall utilize such methods as necessary to ensure all members of the public attending the meeting have an opportunity to provide public comment and shall not close public comment until the chair or person designated by the chair has ascertained that no member of the public has any further public comment.

15. The chair of the meeting shall control the order and duration of any public comment subject to appeal. The chair of the meeting shall have the authority to limit and terminate any public comment that becomes disruptive, obscene, unduly repetitive, or impedes the orderly progress of the meeting.

16. If any member of the public is attending a remote meeting of the Board or committee, and a closed session is called by the TADL Board or committee as permitted by the Open Meetings Act, a separate call in number or other electronic means of remotely participating shall be available for the TADL Board or committee to utilize for a closed session that is not available to the public, the chair of the meeting shall clearly indicate at what point in the agenda the closed session will occur, the projected length of the closed session, that the public will not be able to hear the TADL Board or committee or provide comment during the closed session, and the TADL Board or committee shall return to the public meeting following closed session to adjourn the meeting or take other action as necessary.

- III. The following procedures shall be used when any member of the Board or a committee is attending a meeting of the Board or committee at a non-remote meeting of the Board or committee:

When one or more members are participating remotely in a non-remote meeting of the TADL Board or committee as authorized by this Resolution or the Open Meetings Act, the procedures as set forth in Section II shall apply as applicable.

New Policy Adopted October 15, 2012; Revised December 17, 2020

Motion by: _____

Supported by: _____

Adopted: Y N

Date: _____

M. Pakieser, Board Secretary

1.8 REMOTE PARTICIPATION AT MEETINGS BY TRAVERSE AREA DISTRICT LIBRARY BOARD MEMBERS AND THE PUBLIC

I. A Board member may participate in any meeting of the Traverse Area District Library (TADL) Board remotely as follows:

1. Through December 31, 2020 (or as may be extended by the Michigan Open Meetings Act or other law or order):

Remote meetings of the TADL Board or committees or remote attendance of a member may occur for any reason.

2. From January 1, 2021 through December 31, 2021 (or such other period as established by the Michigan Open Meetings Act or other law or order):

- A. A member may attend remotely if the member’s physical absence is due to military duty.
- B. A member may attend remotely if the member’s physical absence is due to a medical condition, which is defined as an illness, injury, disability or other health-related condition.

These circumstances (2. A. and B.) apply to individual members, and only those members may participate remotely. The other members of the TADL Board must be physically present to participate.

- C. The TADL Board may meet remotely in the event of a declared Statewide or local state of emergency or state of disaster that would risk the personal health or safety of the public or members of the public body if the scheduled meeting location is within the area affected by the declared emergency or disaster or a member of the TADL Board resides in an area affected by the declared emergency or disaster.

3. After January 1, 2022 (or such other date as established by the Michigan Open Meetings Act or other law or order):

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II. The following procedures shall be used for any remote meeting:

1. Notice of the meeting shall be posted as follows:

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 - a. An explanation of why the Board or committee is meeting remotely.
 - b. Contact information for all members attending remotely along with information about how the public may contact the member(s) to provide input on any business that will come before the Board or its committees.
 - c. The dial-in conference number or other necessary information for members of the public to utilize to access the meeting remotely.
 - d. The agenda for the meeting at least 18 hours prior to the meeting.
 - e. Procedures by which persons with disabilities may participate in the meeting.
 - B. If any meeting includes a public hearing, all material that will be considered by the Board or committee at the public hearing shall be posted or linked on the homepage of TADL's website in a conspicuous location as well as available for inspection at the Woodmere branch, not less than 18 hours prior to the public hearing or as otherwise required by law. This provision shall not apply to written public comments received by the Board or committee for the public hearing.
2. The technology being utilized shall allow the Board Member to see and communicate with any Board Member in attendance and any member of the public or staff attending and shall allow any Board Member, any member of the public, or staff attending to see the Board Member and communicate with the Board Member who is attending remotely. An exception to this rule shall be made for any Board Member attending remotely if it is not practicable for the Board Member to utilize video technology. In that case, a Board Member attending remotely may participate by technology that allows the Board Member to communicate with any other Board Member in attendance and any member of the public or staff attending and shall allow any Board Member, any member of the public, or staff attending to communicate with the Board Member who is attending remotely.
 3. A Board Member'(s) remote attendance pursuant to this Policy shall be considered attendance for the purpose of establishing a quorum.
 4. Any vote by a Board Member participating remotely pursuant to this Policy shall be counted in the total number of votes for any matter and shall not be held invalid for the reason that it was cast by a Board Member remotely.
 5. If any member is participating remotely, all votes on any matter shall be taken by roll call vote.
 6. For closed sessions conducted with any Board Member participating remotely, each Board Member attending remotely shall not allow anyone else to hear or view the

closed session. All Board Members attending remotely shall affirm, before the closed session begins, that they are in compliance with this section.

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 - B. Other Method. If another method for providing public comment is utilized as allowed by the remote meeting platform, the chair or person designated by the chair shall utilize such methods as necessary to ensure all members of the public attending the meeting have an opportunity to provide public comment and shall not close public comment until the chair or person designated by the chair has ascertained that no member of the public has any further public comment.
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New Policy Adopted October 15, 2012; Revised December 17, 2020

Motion by: Vickery

Supported by: Odgers

Adopted: Y N

Date: 12-17-2020

M. Pakieser 1/11/21
M. Pakieser, Board Secretary



October 15, 2020

Dear Joseph,

On behalf of the Michigan Library Cooperative Director Association, we would like to thank you for your service as a trustee of the Traverse Area District Library Library.

Your library was established as a District Library

District libraries are authorized by Public Act 24 of 1989 (MCL 397.171, et seq.). Section 6 of that act (MCL 397.176) grandfathered into operation all district libraries established under the previous statute, Public Act 164 of 1955. District libraries are comprised of two or more municipalities, which have joined together to establish library service for their residents. The statute defines a municipality as a city, village, school district, township, or county. They have autonomous library boards, which may be elected (seven members) or appointed (five to eight members), as indicated by each district library's individual Organizational Plan or District Library Agreement. District libraries are different from other establishment types in that they are separate taxing authorities under the law and are not under the auspices of any one municipality. District libraries are completely self-governing.

This information is vital to understanding the laws and rules that govern your institution and we are here to help.

Established in Michigan by [PA 89 of 1977](#), Michigan library cooperatives were created to empower libraries for success by providing members with access to resource sharing, training, communications, library development, and advocacy support at the local and state level. The cooperative approach preserves local initiative and control while taking full advantage of the wealth of resources that a larger service area makes possible. Each year, Michigan cooperatives negotiate discounts which save libraries approximately \$10,000,000.00 on purchases. Cooperatives also organize training for nearly 4,000 library staff each year.

Michigan's eleven regional library cooperatives work in concert with partner organizations such as the Friends of Michigan Trustee Alliance, the Library of Michigan, and the Michigan Library Association, to facilitate access to library resources, programs and services throughout the state of Michigan. Each cooperative is governed by a nine-member board and serves a specific region/population of the great state of Michigan. Your library is a member of the Northland Library Cooperative.



Linda Adams, Cooperative Director
231-855-2206
900 Evergreen Ct, Petoskey, MI 49770
<https://www.nlc.lib.mi.us/>

The member libraries are:

Alcona County Library
Beaver Island District Library
Boyne District Library
Charlevoix Public Library
Cheboygan Area Public Library
Crooked Tree District Library
Elk Rapids District Library
Fife Lake Public Library
Indian River Area Library

Interlochen Public Library
Jordan Valley District Library
Kalkaska County Library
Mackinaw Area Public Library
Montmorency County Public
Libraries
Oscoda County Library
Otsego County Library
Peninsula Community Library

Petoskey District Library
Presque Isle District Library
Suttons Bay-Bingham District
Library
TaquamenonnArea Library
Topinabee Public Library
Traverse Area District Library
Wolverine Community Library

As cooperative directors, simply stated, we are here to serve, and we are happy to be a resource for:

- board and staff development
- trustee, director, and staff training
- strategic planning and long range planning
- director search assistance
- bylaws, policy, and procedure reviews

Please review the specific services of the Northland Library Cooperative on our website:
<https://www.nlc.lib.mi.us/services/>

We hope the enclosed *Roles & Responsibilities of Library Trustees* pamphlet will be helpful and informative. There are also valuable resources available on the Library of Michigan's Trustee Information webpage:

https://www.michigan.gov/libraryofmichigan/0,9327,7-381-88855_89735_89754---,00.html

including the Library of Michigan Trustee Handbook, Library Laws Handbook, the Public Library Financial Management Guide, the Open Meetings Act, and links to information about how libraries are funded.

Please feel free to contact your cooperative director to discuss any questions you may have or if you would like them to visit an upcoming board meeting.

Thank you again for serving as a library trustee.

Sincerely,

The Michigan Cooperative Directors' Association

**Detroit Library Cooperative
Lakeland Library Cooperative
The Library Network
Mideastern Michigan Library Cooperative
Mid-Michigan Library League
Northland Library Cooperative
Superiorland Library Cooperative
Southwest Michigan Library Cooperative
Suburban Library Cooperative
White Pine Library Cooperative
Woodlands Library Cooperative**

Upcoming Training for Trustees:

The Library of Michigan is offering a two-part training for Trustees.

Part 1: Library Trustee 101- on November 12, 10:00am-11:00am will cover the basics of library trustee service. If you are a new library trustee, or an experienced trustee that will be working with new trustees, or a library director that will be orienting new trustees, this session will provide the “must knows” of Public Library Trustee service.

Participants in this session will :

- 1) Learn the duties and responsibilities of Library Trustees
- 2) Understand the library's role as a public entity.
- 3) Know where to find additional information and answers to questions that they may have as they adjust to their new positions.

To register for this webinar, go to

<https://libraryofmichigan.z2systems.com/np/clients/libraryofmichigan/eventRegistration.jsp?event=337>

Part2: Library Trustee 102- Advanced Trustees- November 19, 10:00am-11:00am will cover more complex trustee work- Personnel issues, Open Meetings Act, and forging a good relationship with other board members as well as the library director. If you are a seasoned trustee, a new trustee with the basic training, or a director looking to foster better board relations, this session will include tips and information on managing some of the complex situations public library boards face.

Participants in this webinar will:

- 1) Learn the requirements of the Open Meetings Act and why it is important.
- 2) Explore trustee responsibilities with respect to personnel, public finance and politics.
- 3) Obtain tips on building and maintaining good relationships with the director and fellow board members.

To register for this webinar, go to

<https://libraryofmichigan.z2systems.com/np/clients/libraryofmichigan/eventRegistration.jsp?event=338>

Speakers:

Clare Membiela, Library Law Consultant, Library of Michigan

Special Guest: Shirley Bruursema, Chair, Kent District Library Board of Trustees

Lots of times we are afraid to ask our board members to do too much because we're afraid they will be scared off. I have long observed that more board members resign for lack of meaningful work, than from being overworked!

-Linda Lysakowski

You and Your Nonprofit Board



An effective group spirit on a board is one that attracts its members, makes them want to work with one another, and gives them a sense of pride and satisfaction.

-Cyril Houle

Governing Boards

VISION STATEMENT

As a valued resource, the Michigan Cooperative Directors Association is a state-wide innovator, empowering Michigan libraries to achieve success.

ROLES & RESPONSIBILITIES OF LIBRARY TRUSTEES

Library trustees are the stewards of the public interest

WORKING TOGETHER: ROLES & RESPONSIBILITIES GUIDELINES

RESPONSIBILITIES OF:

General Administrative

Policy

Planning

Fiscal

Advocacy

Meetings

LIBRARY BOARD

Recruit and employ a qualified library director, and provide guidance through policy. Maintain an ongoing performance appraisal process for the director. Communicate effectively with the director and other board members. Delegate daily management of library to director.

Adopt mission statement and written policies to govern the operation of the library.

Ensure the library has a strategic plan with implementation and evaluation components.

Seek adequate funds to carry out library operations. Approve annual budget and the expenditures of all funds.

Promote the mission of the library within the community. Advocate for the library to local officials and legislators.

Participate in all board meetings, maintain confidentiality, and observe the Open Meetings Act.

LIBRARY DIRECTOR

Administer daily operation of the library including personnel, collection development, fiscal, programming, and building and grounds. Act as an advisor to the board.

Apprise library board of need for new policies and policy revisions. Implement the policies of the library as adopted by the library board.

Coordinate and implement a strategic plan with input from library board, staff, and community.

Prepare annual budget as well as managing monthly receipts and expenditures.

Promote the mission of the library within the community. Educate the library board and community regarding local, state, and federal issues that impact the library.

Prepare for and participate in library board meetings. Attend other community and council meetings as appropriate.

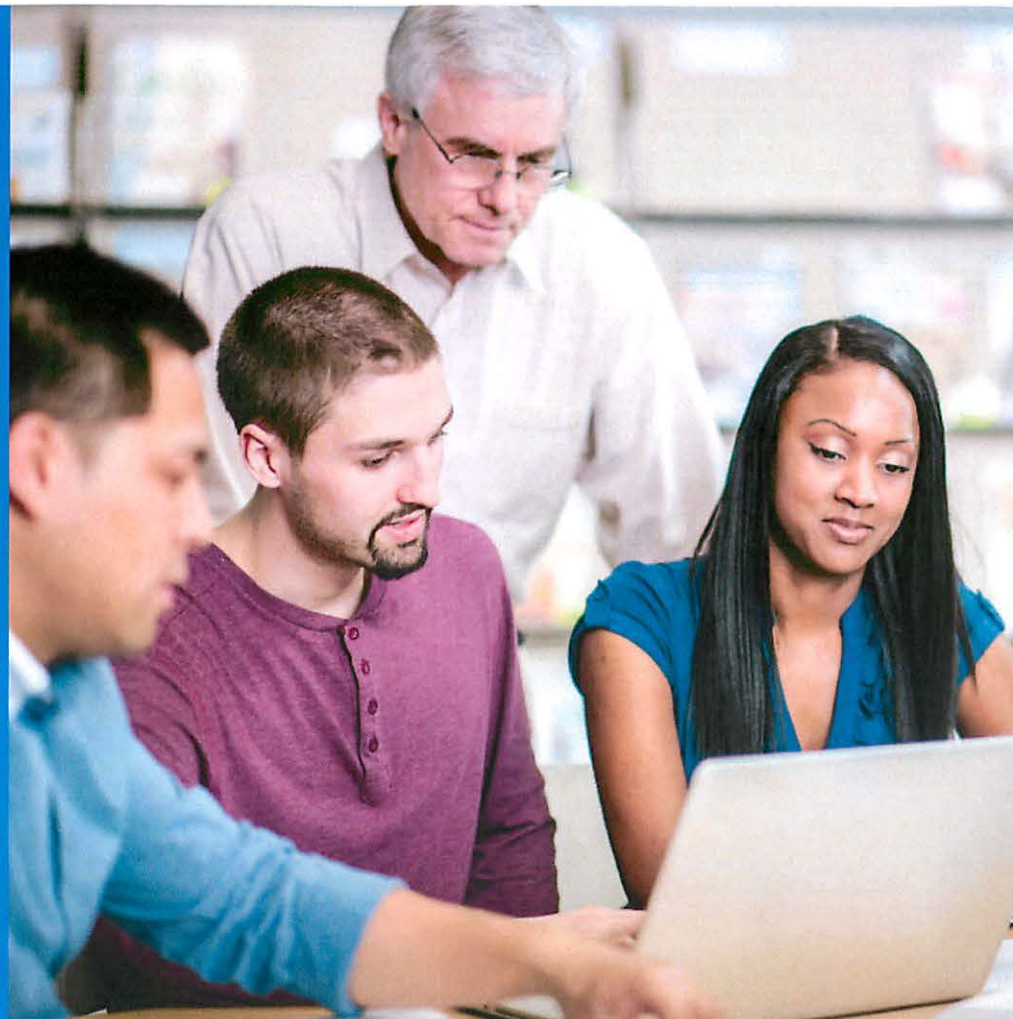
QUESTIONS OR NEED ASSISTANCE?

United for Libraries (800) 545-2433 ext. 2161 or united@ala.org
or contact the Library of Michigan at (517) 335-1516



Library of Michigan | 702 W. Kalamazoo St. | Lansing, MI 48915 | 517-335-1516
www.Michigan.gov/LibraryOfMichigan

This project is supported by the Library of Michigan with federal funds from the Institute of Museum and Library Services.



UNITED FOR LIBRARIES

TOOLS AND RESOURCES FOR TRUSTEES, FRIENDS, AND FOUNDATIONS



How To Guides • Tool Kits • Training • Webinars • Newsletters •
Digital Publications and so much more!

The Library of Michigan provides all public libraries in Michigan with membership in the American Library Association's United for Libraries division. Membership includes resources to support library trustees, friends and advocates.

STATEWIDE MEMBERSHIP INCLUDES:

The Voice for America's Libraries, a bi-monthly newsletter, from United for Libraries can be accessed online on the site and one copy is mailed to the library.

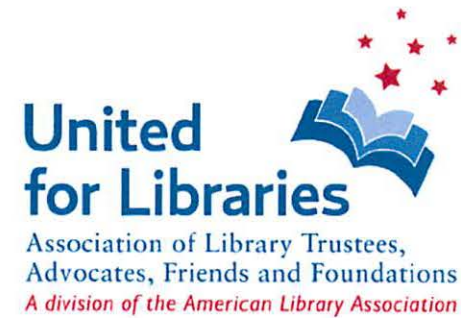
Short Takes for Trustees is a series of 10 short videos (8-10 minutes each) that can be shown during Trustee meetings to stimulate discussion about the important role that Trustees can play in the governance of their libraries.

The Trustee Academy is a series of online courses to help Trustees become exceptionally proficient in their roles on behalf of their libraries.

Engaging Today's Volunteers for Libraries and Friends is a three-part series of webcasts designed to inform library Friends, Trustees, and staff about a new generation of volunteers – how they are different from volunteers of the past, what they want from service opportunities, and how libraries and Friends can attract them.

Login to the United for Libraries site to access these and more additional members-only resources such as:

- *Organizational Tools for Friends to support tax-exempt status, online bookselling, and understanding the roles of Friends, Trustees and Library Directors* (toolkit)
- *Monthly Membership Forums*
- *Online Discussion Groups*



To access the resources visit www.ala.org/united

- Click on the **STATEWIDE ACCESS – FIND YOUR STATE** blue bar
- Scroll down to **MICHIGAN**
- **REGISTER** to use the resources
- For future access simply login to your account under **MICHIGAN**



- *Library Board Practical Guides for a new director search, strategic planning, evaluating the director, self-evaluation, and hiring outside experts* (digital publication)
- *Effective Meetings for Library Boards of Trustees* (toolkit)
- *Insurance for Libraries* (toolkit)
- *Getting Grants in Your Community* (digital publication)
- *101+ Great Ideas for Libraries and Friends* (digital publication)
- *Access to recordings of webinars for later viewing*
- *Ask a Trustee* (article)
- *Current and archived newsletters*

7.9 TADL Remote Work Policy

The Michigan Occupational Safety and Health Administration (MIOSHA) issued Emergency Rules related to COVID-19 on October 14, 2020 (MIOSHA Emergency Rules). In compliance with the MIOSHA Emergency Rules, the Traverse Area District Library (TADL) has implemented this Remote Work Policy. The purpose of this Remote Work Policy is to set forth TADL's remote work feasibility analysis for determining which employees must work remotely, which employees must report to work and perform work on-site, and which employees must perform some of their job duties in-person and other job duties remotely.

During the COVID-19 Pandemic, TADL shall institute the following Remote Work Policy, as mandated by state, federal and/or local authorities. This Remote Work Policy mandates that any work that can feasibly be performed at home must be performed at home. While TADL understands that it is the nature of the Library to serve the public and that many positions require staff to perform all or some of their job duties in-person, any staff that are not required to perform certain of their job duties (or all of their job duties) in-person shall be prohibited from working at the Library when performing such duties.

The following categories of work activities may feasibly be performed at home:

- Administrative work: Marketing, Human Resources, Financials, and Administrative Support (except for accounts payable duties)
- Technology Department work (except to support staff performing in-person work)
- Collection Management work, e.g. book ordering
- Program Planning and Implementation work
- Reference work

The following categories of work activities may not feasibly be performed at home and must be performed on-site in the Library:

- Collection Maintenance. This category of work activities cannot be performed at home as the books and materials are physically located in the Library and staff must be available to assist patrons in the Library to access on-site Library books and materials, and includes:
 - Work performed by Pages: processing returned books, shelving, and pulling books for patrons.
 - Reference work when it requires the use of on-site resources to answer questions and maintain the collection.
 - Processing Department work which requires being on-site to process new materials.
- Facility Management and Maintenance. This category of work activities must be performed on-site to regularly manage and maintain Library facilities and

physical assets.

- Technology Department supporting staff performing In-person work. These work activities must be performed on-site to ensure quick and efficient responses to technology needs of on-site employees, and to have ready access to on-site equipment to provide such support.
- Management as needed to supervise in-person staff. These work activities must be performed on-site to allow management to observe in-person staff in the performance of their work while on-site and to be able to quickly and efficiently respond to any on-site issues or problems that may arise.

Policy new on December 17, 2020

Motion by: Vickery

Adopted: Y N

Support by: Pakieser

Date: 12-17-2020

M. Pakieser 1/11/21

M. Pakieser, Board Secretary

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Policy new on December 17, 2020

Motion by: _____

Adopted: Y N

Support by: _____

Date: _____

M. Pakieser, Board Secretary

Defined Contribution Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Contribution (DC) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Traverse Area Dist Lib

Municipality number 280701

This is an amendment of the existing MERS Defined Contribution Agreement.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 280701110437

Division name FT Gnr1 aftr 11/1/16

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is included in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS, such as "Clerical staff working more than 160 hours in a month," "Elected Officials" or "Admin working >32 hours per week," etc.:

All full time employees. Regular Part Time employees who work over 20 hours a week, after 4 years of service.

Employee classification contains **public safety employees:** Yes No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Traverse Area Dist Lib

DIV: 280701110437

If you elect to include a special classification (chart below), then the employee will be required to participate in the employer and employee contributions adopted in your plan. An excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than <u>12</u> months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than <u>20</u> hrs per <u>week</u> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Probationary Periods (select one):

- Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

The probationary period will be _____ month(s).

Comments:

- Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Traverse Area Dist Lib

DIV:280701110437

IV. Provisions

1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

Note: Employers who determine vesting based on an “hours-reported” method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Traverse Area Dist Lib

DIV: 280701110437

2. Definition of Compensation

The Definition of Compensation is used to determine participant and employer contributions. Wages are strongly recommended to be reported with regular wage/contribution reports to MERS. Contributions cannot exceed IRS limitations.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	Base Wages	Box 1 Wages	Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Traverse Area Dist Lib

DIV: 280701110437

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

CUSTOM: If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

<input checked="" type="checkbox"/> Salary or hourly wage X hours	<input type="checkbox"/> On-call pay
<input checked="" type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)	<input type="checkbox"/> Other: _____

Other Wages apply: YES NO

<input type="checkbox"/> Shift differentials	<input type="checkbox"/> Severance issued over time (weekly/bi-weekly)
<input checked="" type="checkbox"/> Overtime	<input type="checkbox"/> Other: _____

Lump Sum Payments apply: YES NO

<input checked="" type="checkbox"/> PTO cash-out	<input type="checkbox"/> Educational degrees
<input checked="" type="checkbox"/> Longevity	<input type="checkbox"/> Moving expenses
<input type="checkbox"/> Bonuses	<input type="checkbox"/> Sick payouts
<input type="checkbox"/> Merit pay	<input type="checkbox"/> Severance (if issued as lump sum)
<input type="checkbox"/> Job certifications	<input type="checkbox"/> Other: _____

Taxable Payments apply: YES NO

<input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)	<input type="checkbox"/> Car allowance
<input type="checkbox"/> Prizes, gift cards	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Personal use of a company car	

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO

<input type="checkbox"/> Gun, tools, equipment, uniform	<input type="checkbox"/> Mileage reimbursement
<input type="checkbox"/> Phone	<input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement)
<input type="checkbox"/> Fitness	<input type="checkbox"/> Other: _____

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES NO

<input checked="" type="checkbox"/> 457 employee and employer contributions	<input checked="" type="checkbox"/> IRA contributions
<input checked="" type="checkbox"/> 125 cafeteria plan, FSAs and HSAs	<input type="checkbox"/> Other: _____

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES NO

<input type="checkbox"/> Health plan, dental, vision benefits	<input type="checkbox"/> Group term or whole life insurance < \$50,000
<input type="checkbox"/> Workers compensation premiums	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Short- or Long-term disability premiums	

Mandatory Contributions apply: YES NO

Taxable Fringe Benefits apply: YES NO

<input type="checkbox"/> Clothing reimbursement	<input type="checkbox"/> Group term life insurance > \$50,000
<input type="checkbox"/> Stipends for health insurance opt out payments	<input type="checkbox"/> Other: _____

Other Benefits / Lump Sum Payments apply: YES NO

<input type="checkbox"/> Workers compensation settlement payments	<input type="checkbox"/> Other: _____
-------------------------------------------------------------------	---------------------------------------

DEC 17 2020

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Traverse Area Dist Lib

DIV: 280701110437

3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Traverse Area District Library

at a Board Meeting which took place on: 12/17/2020
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____



DEC 17 2020