

## AGENDA

Board of Trustees Regular and Annual Meeting  
Thursday, January 16, 2020 at 4:00pm  
McGuire Community Room  
610 Woodmere Ave., Traverse City, MI 49686

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Welcome to new Trustees and Oath of Office** [Oath](#) | [Policy](#)
4. **Approval of Agenda**
5. **Public Comment\***
6. **Approval of Minutes**
  - a. [Regular Meeting of December 19, 2019](#)
7. **Annual Meeting**
  - a. [Election of Officers](#)
  - b. Committee Appointments
  - c. [Approval of Board Meeting Schedule February 2020 – January 2021](#)
  - d. [Approval of TADL Main Library and Branch Operational Hours and 2020 Closure Dates](#)
  - e. [Approval of TADL Main Library and Branch Operational Hours and 2021 Closure Dates](#)
  - f. [Annual Conflict of Interest Statement](#) | Annual Ethics Statement
8. **Reports and Communications**
  - a. [Director Report](#) | [Departmental Reports](#)
  - b. Financial Report – Expenses | Revenues
  - c. Member Library Reports – [FLPL](#) | [IPL](#) | [PCL](#)
  - d. Committee Reports
    - a. Facilities and Services Committee – did not meet
    - b. Finance Committee – did not meet
    - c. Personnel Committee – did not meet
    - d. Policy Committee – did not meet
  - e. Other Reports and Communications
    1. Friends' Report – Doug Weaver, President Friends of TADL
9. **Old Business**
  - a. MERS 457 Plan
  - b. Director 90-day Review
  - c. [MCLS Strategic Planning Agreement for Services](#)
10. **New Business**
  - a. [Resolution to approve Member Library Payments for 2020](#)
  - b. [Resolution to approve in advance health insurance and MERS invoices for 2020](#)
11. **Public Comment\***
12. **Adjournment**

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

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



TRAVERSE AREA  
DISTRICT  
LIBRARY

I do solemnly affirm that I will support the constitution of the United States, and the constitution of the State of Michigan, and that I will faithfully discharge the duties of Member of the Board of Trustees of Traverse Area District Library, according to the best of my ability.

*Carol Sullivan*

Trustee Signature

*January 16, 2020*

Date

*Carol Sullivan*

Trustee Name (printed)

*Vicki Carpenter*

Witness Signature

*1-16-2020*

Date

*Vicki Carpenter*

Witness Name (printed)



TRAVERSE AREA  
DISTRICT  
LIBRARY

I do solemnly affirm that I will support the constitution of the United States, and the constitution of the State of Michigan, and that I will faithfully discharge the duties of Member of the Board of Trustees of Traverse Area District Library, according to the best of my ability.

*Larry Wescott*  
Trustee Signature

*January 16, 2020*  
Date

*Jeffrey Wescott*  
Trustee Name (printed)

*Vicki Carpenter*  
Witness Signature

*1-16-2020*  
Date

*Vicki Carpenter*  
Witness Name (printed)



Policy

The Traverse Area District Library Board of Trustees requires each trustee to be sworn in by repeating an Oath of Office to the incumbent at the beginning of each new term on the Library Board.

Text of the Oath of Office

"I do solemnly affirm that I will support the constitution of the United States, and the constitution of the State of Michigan, and that I will faithfully discharge the duties of Member of the Board of Trustees of Traverse Area District Library, according to the best of my ability."

Process

The Oath will be administered at the beginning of the first regular board meeting at which the Trustee begins a new term. The Administrative Assistant or Board Secretary shall administer the Oath. After being sworn in, the Trustee will sign the Oath which will then become part of the TADL Board archive.

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Policy 1.3 *Oath of Office* is new on this date : 1-20-2011 (date)

Adopted: (Y) N

Tom Kachadurian  
Tom Kachadurian, Board Secretary

Motion by: Luyt

Support by: Fowle

January 20, 2011



**Board of Trustees Regular Meeting**  
MINUTES (approved)  
Thursday, December 19, 2019 at 5:00pm  
**McGuire Community Room**  
610 Woodmere Ave., Traverse City, MI 49686

1. **Call to Order**

The meeting was called to order by Vice President Vickery at 5:00pm. Present were: Vickery (Vice President); Gillman (Treasurer); Jones (Secretary); Odgers, Mathewson, and Sullivan (Trustees). President Gersch was absent. Also present were: Zeits (Counsel); Howard (Director); Radjenovich (Business Manager); and Carpenter (Staff).

2. **Pledge of Allegiance**

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

3. **Approval of Agenda**

It was MOVED by Mathewson, SUPPORTED by Jones, to approve the agenda as presented. Motion CARRIED.

4. **Public Comment**

Vice President Vickery opened the floor for public comment. There was none.

5. **Trustee Recognitions**

Vice President Vickery noted that this was the last meeting for two trustees; Gillman and Gersch. Gillman's term ends on December 31, 2019 and Gersch will be moving from the area and will be resigning from the board at year-end. Vice President Vickery expressed appreciation to them both for stepping up to the duties of citizenship and for their volunteering in a non-profit sector. He read, in full, the Certificates of Appreciation to be presented to Gillman and Gersch.

6. **Approval of Minutes**

a. *Regular Meeting and 2020 Budget hearing of November 21, 2019*

Gillman noted that in items 10 and 11, President Gersch, should be replaced with Vice President Vickery. Mathewson noted that under item 8d, the words 'Talbot donation' in the fourth line should be moved up to the third line following Marion L. It was MOVED by Gillman, SUPPORTED by Odgers, to approve the amended regular meeting and 2020 budget hearing minutes of November 19, 2019 as presented. Motion CARRIED.

7. **Reports and Communications**

a. *Director Report*

Howard confirmed her written report and added the following:

- Howard continues to monitor TIF funding discussions at the City Commission meetings.
- December's Fine Free returns month is going wonderfully. Howard attached a touching letter from a patron, one of many wonderful stories of gratitude from patrons. So far, the longest overdue book dated back to 2013 and TADL has been able to restore 757 patrons with borrowing privileges. The few patrons who had concerns about the fine free lending month were addressed by Howard.
- TADL added a Library of Things feature to the TADL website to draw attention to the items available and to hopefully increase circulation. Cloth borrowing bags will soon be available for checkout, eliminating plastic bags.

- TADL was awarded over \$3000 from the Michigan Space Grant Consortium for ExoLabs.
- TADL received approximately \$5700 from Networks Northwest to help with promoting and completing the 2020 Census.

Vice President Vickery noted that Administrative Reports were included in the board packet. There were no additions to those reports.

- *Financial Report*

Radjenovich confirmed the November 2019 reports and noted all revenues and expenses falling within budget and highlighted those items which are still active through year-end, such as general maintenance. Finances remain in a good place and are reflected in the year-end amendment for approval later on the agenda.

b. *Member Library Reports*

- Julie Kintner, Director of Fife Lake Public Library (FLPL), thanked Howard and the TADL Board for sharing Talbot donation funds to update the AWE machines. The Fine Free month has been going very well at FLPL and bringing more patrons back to the library. The Community Christmas event put on by the FLPL Friends group raised over \$5000. Kintner congratulated and thanked Gillman for his many years of service on the TADL board, to which Gillman responded that he was proud to stand with and work with the member libraries as well.

Written reports from Renee Kelchak, Director of Interlochen Public Library (IPL) and Vicki Shurly, Director of Peninsula Community Library (PCL) were included in the board packet.

c. *Committee Reports*

Vice President Vickery noted that the Facilities and Services Committee had not met.

- Finance Committee – Gillman reported that the committee had met and discussed items later on the agenda.
- Personnel Committee – Jones reported that the committee had met and discussed a MERS 457 plan that is intended to be brought before the board for approval in January. Jones will distribute 90-day director performance evaluation materials to the trustees for providing input to the committee before completing Howard's evaluation.
- Policy Committee – Mathewson reported that the committee had met and discussed and recommended items later on the agenda. They also discussed a new Wi-Fi policy that will be brought before the board in January.

d. *Other Reports and Communications*

- Friends' Report – Doug Weaver, TADL Friends Board President  
In Weaver's absence, Howard reported that the Friends passed a balanced budget at their last meeting. An after-hours Harry Potter themed fundraiser event for adults is planned for the coming year in addition to regular book sales. Vickery gave a celebratory shout out to the Friends of TADL for being a positive model for support groups of non-profits and public institutions.

8. **Old Business**

a. *Presenter Agreement*

Vickery noted that the presenter agreement revision brought before the board was reasoned after the board's recent experience and decision regarding alleged copyright issue complaints. The agreement presented was informational only and no action was required on the revision which was written by Counsel.

b. *3.21 Fines and Lending Periods*

Howard noted revisions to the fines and lending periods, including a catch-all category for TADL's growing the Library of Things as well as the changes needed as a result of eliminating fines for JUV and YA materials at the previous board meeting. It was MOVED by Mathewson, SUPPORTED by Odgers, to update the policy as presented. Motion CARRIED.

c. *Public Improvement Fund Draft Budget*

Howard included a draft budget to track and disclose money moved to and from the Public Improvement Fund and to detail plans for the money and any amendments made to the fund. Howard anticipates this information being included in future financial reporting to the board.

9. **New Business**

a. *Resolution – 2019 Year-end Budget Amendment*

Howard noted that the 2019 budget amendment is reflective of what will be by year-end and indicates a final 2019 budget of \$5,700,575. It was MOVED by Gillman, SUPPORTED by Sullivan, to approve the 2019 final year-end budget amendment as presented. A roll call vote was taken with the following results:

Sullivan – aye	Mathewson – aye	Odgers – aye
Gillman – aye	Jones – aye	Vickery – aye
Gersch – absent		

Motion CARRIED with 6 aye and 1 absent.

b. *3.6 TADL 3D Printer Policy*

As an introduction to the new 3D printer policy, Scott Morey, Assistant Director of Technology, provided several 3D objects made on the printer and talked about the vision of 3D services at TADL. He noted that the policy created was researched and modeled after those of other libraries who have successfully integrated 3D printers into their services. He talked about materials costs, production and programming possibilities, and local partnership potential with REMC Media Center, Newton's Road, and other local entities. Following a question from Jones about copyright issues, Morey stated that the policy gives TADL room to turn down projects when deemed appropriate. It was MOVED by Mathewson, SUPPORTED by Sullivan, to enthusiastically support and to approve the new 3D printer policy as presented. Motion CARRIED.

c. *MOU with Newton's Road*

Howard provided a brief review of her intent to formalize a partnership between TADL and Newton's Road to provide STEM Kits to libraries in the area. This partnership was started by TADL's Youth Services Librarian, Andy Schuck, and there is no financial commitment for TADL. It was MOVED by Gillman, SUPPORTED by Jones, to authorize Howard to sign and enter into a Memorandum of Understanding with Newton's Road as presented. Motion CARRIED.

d. *MOU to form a STEM Advisory Group*

Howard noted that by formally creating this mutual interest advisory group it allows TADL and other partner organizations to apply for federal grants. Howard and the others included in the memorandum of understanding hope to add seven other organizations to the list of participants. It was MOVED by Jones, SUPPORTED by Mathewson, to authorize Howard to sign and execute the Memorandum of Understanding for the Northwest Michigan STEM Ecosystem Collaborative. Motion CARRIED.

e. *Nominating Committee*

Vice President Vickery noted that in reference to the election of officers and committee assignments for 2020, a nominating committee needed to be selected to make appointment recommendations that will be brought to the board for approval at the annual meeting in January.

It was recommended and MOVED by Jones, SUPPORTED by Mathewson, that the nominating committee consist of President Gersch and Vice President Vickery. Motion CARRIED.

f. *2020 Board Meeting Dates*

In a memo from Howard to the TADL Board, she noted that there was discussion at previous meetings about possibly changing the meeting time of the TADL Board meetings. Howard noted that due to limited scheduling options, the meetings could be set at an earlier time, as early as 3pm, on the current Thursday schedule. Following a brief discussion, it was agreed by the board to move the January 16, 2020 meeting ahead to 4pm.

10. **Public Comment**

Vice President Vickery opened the floor for public comment. There was none.

Odgers noted that she had attended the recent interviews for TADL Board appointees and was happy to have Sullivan re-appointed to the board as well as new appointee Jeff Westcott.

Jones personally extended his appreciation for working together on the board with Trustee Gillman. He added that they didn't always see eye to eye, but they respected each other's opinions and feels that as a whole they were a better board because Gillman was a part of it.

Gillman followed Jones' sentiment, with having served for 9 years on the TADL Board, he has seen a lot of changes, a lot of intentions met, and each year the library getting better. He continually hears solid praise from the community. He believes the board is solid and that Director Howard is adored by the community. He also feels that the library is in a good financial position as well as a good position to serve the community. All of these things lend confidence to what he is leaving behind. Gillman offered his thanks to all.

11. **Adjournment**

With no further agenda items, Vice President Vickery adjourned the meeting at 5:54pm.

12. **Re-Convene and Adjournment**

Moments after adjournment, it was recognized that a formal motion was not made to change the time of the January 16, 2020 regular board meeting, which includes TADL's annual meeting. Vice President Vickery re-convened the meeting for the purpose of the motion.

It was MOVED by Odgers, SUPPORTED by Jones, to move the January <sup>16</sup>~~15~~, 2020 regular board meeting from 5:00pm to 4:00pm. Motion CARRIED.


With the motion concluded, Vice President Vickery adjourned the meeting at 5:55pm.

Respectfully submitted,

Approved by board vote on January 16, 2020



V. Carpenter, Recording Secretary



Board Secretary

S. Mathewson





TRAVERSE AREA DISTRICT  
LIBRARY

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**MINUTES**  
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**2. Pledge of Allegiance**

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

**3. Approval of Agenda**

It was **MOVED** by Mathewson, **SUPPORTED** by Jones, to approve the agenda as presented. Motion **CARRIED**.

**4. Public Comment**

Vice President Vickery opened the floor for public comment. There was none.

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Vice President Vickery noted that this was the last meeting for two trustees; Gillman and Gersch. Gillman's term ends on December 31, 2019 and Gersch will be moving from the area and will be resigning from the board at year-end. Vice President Vickery expressed appreciation to them both for stepping up to the duties of citizenship and for their volunteering in a non-profit sector. He read, in full, the Certificates of Appreciation to be presented to Gillman and Gersch.

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It was **MOVED** by Odgers, **SUPPORTED** by Jones, to move the January 1, 2020 regular board meeting from 5:00pm to 4:00pm. Motion **CARRIED**.

With the motion concluded, Vice President Vickery adjourned the meeting at 5:55pm.

Respectfully submitted,

Approved by board vote on January 16, 2020

V. Carpenter, Recording Secretary

Board Secretary



**Traverse Area District Library Board of Trustees  
2020 Election of Officers**

---

Nominating committee members: Caroline Gersch  
Micheal Vickery

The committee proposes the following Slate of Officers for 2020:

<u>Office</u>	<u>Nominee</u>
President	Joseph Jones
Vice President	Susan Odgers
Secretary	Stephanie Mathewson
Treasurer	Carol Sullivan

Motion By: Carol Sullivan

Support By: Stephanie Mathewson

Approved:  Y  N

Date: 1-16-20

J. Jones  
J. Jones, Board Secretary

S. Mathewson



## Traverse Area District Library Board of Trustees Committees 2020

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### Policy & Personnel Committees

S. Mathewson (Chair)  
MIKE VICKERY  
JEFF WESCOTT

(Meets 1<sup>st</sup> Tues. of the month, time TBD, on an as needed basis)

### Finance & Facilities and Services Committees

CAROL SULLIVAN (Chair)  
SUSAN ODGERS  
TBD

(Meets 2<sup>nd</sup> Tues. of the month, time TBD, on an as needed basis)

Motion By: Joe Jones

Support By: Carol Sullivan

Approved:  Y  N

[Signature]  
Board Secretary

Date: 1-16-20



TRAVERSE AREA  
DISTRICT  
LIBRARY

**PUBLIC NOTICE**  
**2020/2021 REGULAR BOARD MEETING DATES**

The Board of Trustees of the Traverse Area District Library meets in regular session the third Thursday of each month, unless otherwise indicated. Committee meetings are scheduled as needed. Special meetings may be called as necessary.

Date	Time	Location
<b>2020</b>		
Thursday, February 20	4:00 PM	Woodmere McGuire Room
Thursday, March 19	4:00 PM	Woodmere McGuire Room
Thursday, April 16	4:00 PM	Woodmere McGuire Room
Thursday, May 21	4:00 PM	Interlochen Public Library
Thursday, June 18	4:00 PM	Fife Lake Public Library
Thursday, July 16		No mtg
Thursday, August 20	4:00 PM	Woodmere McGuire Room
Thursday, September 17	4:00 PM	Kingsley Branch Library
Thursday, October 15	4:00 PM	Peninsula Community Library
Thursday, November 19	4:00 PM	Woodmere McGuire Room
Thursday, December 17	4:00 PM	Woodmere McGuire Room
<b>2021</b>		
Thursday, January 21 (includes Annual Meeting)	4:00 PM	Woodmere McGuire Room

Pursuant to Act 267 of the Public Acts of 1976, meetings are posted and, except as provided by law, the public is invited to observe and to comment during public comment sessions.

Motion: S. Mathewson

Passed: Y N

Support: S. Odgers

[Signature]  
Board Secretary

1-16-20  
Date



TRAVERSE AREA  
DISTRICT  
LIBRARY

**2020 LIBRARY SERVICE HOURS**

**Woodmere Branch** (open 71 hours/week)

Monday – Thursday 9:00 am – 9:00 pm  
Friday & Saturday 9:00 am – 6:00 pm  
Sunday 12:00 noon – 5:00 pm

**East Bay Branch** (open 41 hours/week)

Monday Closed  
Tuesday & Thursday 10:00 am – 8:00 pm  
Wednesday & Friday 10:00 am – 6:00 pm  
Saturday 10:00 am – 3:00 pm  
Sunday Closed

**Kingsley Branch** (open 48 hours/week)

Monday & Thursday 10:00 am – 7:00 pm  
Tuesday & Wednesday 9:00 am – 5:00 pm  
Friday 9:00 am – 5:00 pm  
Saturday 9:00 am – 3:00 pm  
Sunday Closed

**2020/2021 LIBRARY CLOSURE DATES**

Monday, February 17 President’s Day / Staff In-Service  
Tuesday, February 25 Election Day ~ East Bay Branch closed (*if needed for election precinct*)  
Sunday, April 12 Easter  
Tuesday, May 5 Election Day ~ East Bay Branch closed (*if needed for election precinct*)  
Monday, May 25 Memorial Day  
Saturday, July 4 Independence Day  
Saturday, July 11 Cherry Festival ~ Woodmere closed ‘til 2:00pm, Open: 2:00pm - 6:00pm  
Tuesday, August 4 Election Day ~ East Bay Branch closed (*if needed for election precinct*)  
Monday, September 7 Labor Day  
Tuesday, November 3 Election Day ~ East Bay Branch closed (*if needed for election precinct*)  
Wednesday, November 25 Thanksgiving Eve ~ close at 5:00pm  
Thursday, November 26 Thanksgiving  
Thursday, December 24 Christmas Eve Day  
Friday, December 25 Christmas Day  
Thursday, December 31 New Year’s Eve ~ close at 5:00pm  
Friday, Jan. 1, 2021 New Year’s Day

Motion: Carol Sullion

Passed: Y N

Support: Susan Odges

[Signature]  
Board Secretary

1-16-20  
Date





TRAVERSE AREA  
DISTRICT  
LIBRARY

**2021 LIBRARY SERVICE HOURS**

**Woodmere Branch** (open 71 hours/week)

Monday – Thursday 9:00 am – 9:00 pm  
Friday & Saturday 9:00 am – 6:00 pm  
Sunday 12:00 noon – 5:00 pm

**East Bay Branch** (open 41 hours/week)

Monday Closed  
Tuesday & Thursday 10:00 am – 8:00 pm  
Wednesday & Friday 10:00 am – 6:00 pm  
Saturday 10:00 am – 3:00 pm  
Sunday Closed

**Kingsley Branch** (open 48 hours/week)

Monday & Thursday 10:00 am – 7:00 pm  
Tuesday & Wednesday 9:00 am – 5:00 pm  
Friday 9:00 am – 5:00 pm  
Saturday 9:00 am – 3:00 pm  
Sunday Closed

**2021/2022 LIBRARY CLOSURE DATES**

Monday, February 15 President’s Day / Staff In-Service  
Tuesday, February 22 Election Day ~ East Bay Branch closed (*if needed for election precinct*)  
Sunday, April 4 Easter  
Tuesday, May 4 Election Day ~ East Bay Branch closed (*if needed for election precinct*)  
Monday, May 31 Memorial Day  
Sunday, July 4 Independence Day  
Saturday, July 10 Cherry Festival ~ Woodmere closed ‘til 2:00pm, Open: 2:00pm - 6:00pm  
Tuesday, August 3 Election Day ~ East Bay Branch closed (*if needed for election precinct*)  
Monday, September 6 Labor Day  
Tuesday, November 2 Election Day ~ East Bay Branch closed (*if needed for election precinct*)  
Wednesday, November 24 Thanksgiving Eve ~ close at 5:00pm  
Thursday, November 25 Thanksgiving  
Friday, December 24 Christmas Eve Day  
Saturday, December 25 Christmas Day  
Friday, December 31 New Year’s Eve ~ close at 5:00pm  
Saturday, Jan. 1, 2022 New Year’s Day

Motion: Susan Odgers

Passed: (Y) N

Support: Carol Sullivan

[Signature]  
Board Secretary

1-16-20  
Date

**TRAVERSE AREA DISTRICT LIBRARY  
CONFLICT OF INTEREST QUESTIONNAIRE**

Pursuant to the purposes and intent of the Traverse Area District Library's ("TADL") Conflict of Interest Policy, I hereby disclose that I, or members of my immediate family (spouse, child or parent) have the following affiliations or material financial interests which, when considered in conjunction with my position with or relationship to TADL, might possibly constitute a conflict of interest. (If none, write "None".)

1. **Members, Directors, Trustees, Employee, or Agents of Related Organizations:** Please list the organizations, profit and non-profit, in which you are a member, director, trustee, employee, or agent that have or may have any direct or indirect financial relationship with TADL.

*TREASURER FRIENDS OF FIVE LAKE LIBRARY*

With respect to each such organization, provide the following: name of organization, capacity (officer, etc.), effective dates and nature of relationship with TADL and your financial interest.

~~RE~~ *NONE*

2. **Investments:** If you have had an investment relationship with any of the organizations in 1. above, disclose the nature and amount of the investment.

*NONE*

3. Disclose any other activity or relationship which you, or members of you immediate family may have and that may be regarded as constituting a conflict, or potential conflict, of interest.

*NONE*

It shall be the duty of the trustees and employees of TADL to disclose on a regular basis the occurrence of any event which produces a conflict, or potential for conflict, between the dates of execution of any Conflict of Interest Questionnaire.

The undersigned hereby certifies that the information contained on the Conflict of Interest Questionnaire is complete and true.

Signature: *Joseph D Jones*

Print name: JOSEPH D JONES

Date: 1/16/2020

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1. **Members, Directors, Trustees, Employee, or Agents of Related Organizations:** Please list the organizations, profit and non-profit, in which you are a member, director, trustee, employee, or agent that have or may have any direct or indirect financial relationship with TADL.

*n/a*

With respect to each such organization, provide the following: name of organization, capacity (officer, etc.), effective dates and nature of relationship with TADL and your financial interest.

*n/a*

2. **Investments:** If you have had an investment relationship with any of the organizations in 1. above, disclose the nature and amount of the investment.

*n/a*

3. Disclose any other activity or relationship which you, or members of you immediate family may have and that may be regarded as constituting a conflict, or potential conflict, of interest.

*n/a*

It shall be the duty of the trustees and employees of TADL to disclose on a regular basis the occurrence of any event which produces a conflict, or potential for conflict, between the dates of execution of any Conflict of Interest Questionnaire.

The undersigned hereby certifies that the information contained on the Conflict of Interest Questionnaire is complete and true.

Signature: \_\_\_\_\_

*Carol Sullivan*

Print name: \_\_\_\_\_

*CAROL SULLIVAN*

Date: \_\_\_\_\_

*1-16-20*

**TRAVERSE AREA DISTRICT LIBRARY  
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With respect to each such organization, provide the following: name of organization, capacity (officer, etc.), effective dates and nature of relationship with TADL and your financial interest.

2. **Investments:** If you have had an investment relationship with any of the organizations in 1. above, disclose the nature and amount of the investment.
3. Disclose any other activity or relationship which you, or members of you immediate family may have and that may be regarded as constituting a conflict, or potential conflict, of interest.

It shall be the duty of the trustees and employees of TADL to disclose on a regular basis the occurrence of any event which produces a conflict, or potential for conflict, between the dates of execution of any Conflict of Interest Questionnaire.

The undersigned hereby certifies that the information contained on the Conflict of Interest Questionnaire is complete and true.

Signature: Michael Vickery

Print name: MICHAEL VICKERY

Date: 1/16/20

**TRAVERSE AREA DISTRICT LIBRARY  
CONFLICT OF INTEREST QUESTIONNAIRE**

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1. **Members, Directors, Trustees, Employee, or Agents of Related Organizations:**

Please list the organizations, profit and non-profit, in which you are a member, director, trustee, employee, or agent that have or may have any direct or indirect financial relationship with TADL.

*Northwestern Michigan College (NMC) - employee .  
I do not know of any financial relationship with TADL.*

With respect to each such organization, provide the following: name of organization, capacity (officer, etc.), effective dates and nature of relationship with TADL and your financial interest.

2. **Investments:** If you have had an investment relationship with any of the organizations in 1. above, disclose the nature and amount of the investment.

3. Disclose any other activity or relationship which you, or members of you immediate family may have and that may be regarded as constituting a conflict, or potential conflict, of interest.

It shall be the duty of the trustees and employees of TADL to disclose on a regular basis the occurrence of any event which produces a conflict, or potential for conflict, between the dates of execution of any Conflict of Interest Questionnaire.

The undersigned hereby certifies that the information contained on the Conflict of Interest Questionnaire is complete and true.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: January 16, 2020

**TRAVERSE AREA DISTRICT LIBRARY  
CONFLICT OF INTEREST QUESTIONNAIRE**

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With respect to each such organization, provide the following: name of organization, capacity (officer, etc.), effective dates and nature of relationship with TADL and your financial interest.

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It shall be the duty of the trustees and employees of TADL to disclose on a regular basis the occurrence of any event which produces a conflict, or potential for conflict, between the dates of execution of any Conflict of Interest Questionnaire.

The undersigned hereby certifies that the information contained on the Conflict of Interest Questionnaire is complete and true.

Signature: 

Print name: Stephanie Mathewson

Date: 1-16-20

## 7.1 Conflict of Interest Policy

### I. Purpose

The purpose of this Conflict of Interest Policy ("Policy") is to protect the interest of the Traverse Area District Library ("TADL") when it is contemplating entering into a transaction, contract, or other arrangement that could benefit the private interest of an officer, director, or employee of TADL. The Policy is intended to be consistent with Michigan's Contract of Public Servants with Public Entities Law found at MCL 15.321 et seq., and the Incompatible Public Offices Act, MCL 15.181 et seq. This Policy is intended to supplement, but not replace, any requirements of those statutes. In the event of any inconsistency between the Policy and the statute, the statute shall control.

### II. Definitions

- A. **Public Servant.** A Public Servant of TADL shall mean any current member of the Board of Trustees, officer, member of a committee with board delegated powers, or employee.
- B. **Financial Interest.** A Public Servant has a "Financial Interest" in a contract if the contract is between TADL and any of the following:
1. The Public Servant, him or herself;
  2. Any firm, meaning a co-partnership or other unincorporated association, of which the Public Servant is a partner, member, or employee;
  3. Any private corporation in which the Public Servant is a stockholder owning more than 1% of the total outstanding stock of any class if the stock is not listed on the stock exchange, or stock with a present total market value in excess of \$25,000 if the stock is listed on a stock exchange, or of which the Public Servant or his/her spouse or child is a director, officer, or employee;
  4. Any trust of which the Public Servant is a beneficiary or trustee.

### III. Procedure

- A. **Prohibited Conduct.** When a Public Servant has a Financial Interest in a contract or other arrangement with TADL; or when a Public Servant believes that his/her judgment could be impaired based upon his/her relationship with a person or company who has business before the TADL; then in such circumstances, a Public Servant shall not:
1. Take any part in the negotiations for the contract, or the renegotiation or amendment of the contract, or in the approval of the contract; or
  2. Represent either party in the transaction.
- B. **Duty to Disclose.** When a Public Servant could be interpreted to have a Financial Interest in a contract or other arrangement with TADL, or when his/her

independent judgment could be impaired in deciding matters pending before the TADL, then the Public Servant must disclose the existence of his/her Interest or Financial Interest as a matter of record in TADL's official proceedings in advance of the TADL Board voting to approve the contract. If a Public Servant is uncertain whether independent judgment can be exercised, he/she should contact the TADL's appointed legal counsel for assistance with such a review. The disclosure shall be made in one of two ways:

1. Disclose in writing to the TADL Board (or if the President is a Public Servant who is a party to the contract, to the Vice President), the relationship, Interest or Financial Interest in the contract at least seven days prior to the meeting at which a vote will be taken. The written disclosure shall be made public in the same manner as a public meeting notice; or
2. Disclose the Financial Interest at a public meeting of the TADL Board. The vote either approving or disapproving the contract shall be taken at a meeting of the TADL held at least seven days after the meeting at which the disclosure is made. If the Financial Interest to the Public Servant is more than \$5,000 in value, disclosure must be made as provided under this subparagraph.

**C. Procedures for Consideration of a Contract where a Public Servant has a Financial Interest.**

1. The Public Servant may not be involved in any official presentation to the TADL Board or any committee of the TADL.
2. The contract must be approved by a vote of not less than 2/3rds of the total number of trustees (and not just 2/3rds of a quorum) in an open session.
3. The Public Servant with a Financial Interest shall not vote.
4. The minutes of the meeting of the TADL must contain the following information:
  - (a) The name of the Public Servant involved in the contract.
  - (b) The terms of the contract, including duration, financial terms, facilities, or services of the public entity included in the contract, and the nature and degree of assignment of employees of the public entity for fulfillment of the contract.
  - (c) The nature of any Financial Interest by a Public Servant.
5. Disclosure may be made in the form of a sworn affidavit signed by the Public Servant with the Financial Interest if the following exist:
  - (a) The direct benefit to the Public Servant is less than \$250;



- (b) The direct benefit to the Public Servant is less than 5% of the public cost of the contract; and
  - (c) The contract is for emergency repairs or services.
6. Notwithstanding the above provisions, sealed bid procedures may be used as provided under MCL 15.324(1).

D. Procedures for consideration of a matter or action where a Public Servant's judgment will be impaired due to a relationship or Interest (which is not otherwise defined as a Financial Interest) with a matter or action pending.

- 1. After declaring the impairment of interest, the Public Servant will not:
  - (a) Take part in the discussion; and
  - (b) Shall not vote.

E. Violation of the Conflict of Interest Policy.

- 1. If the TADL has reasonable cause to believe that a Public Servant has failed to disclose actual or possible conflicts of interest, it shall inform the Public Servant of the basis for such belief and afford the Public Servant an opportunity to explain.
- 2. If, after hearing the response of the Public Servant and making any further investigation that may be warranted, the Board determines that the Public Servant has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**IV. Confirmation**

- A. Each Public Servant shall be provided with a copy of this policy <sup>and</sup> shall comply with its terms.

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Adopted September 13, 2007 / Revised April 18, 2013

Motion by: LUYT

Support by: BEASLEY

Adopted:  Y  N

Date: 04/18/13

  
\_\_\_\_\_  
Jason Gillman, Board Secretary

## **1.7 Traverse Area District Library Trustee Ethics Statement**

Traverse Area District Library Trustees are accountable for the resources of the Traverse Area District Library (TADL) as well as to see that TADL provides the best possible service to its community. Trustees recognize that their authority lies only within the legal actions of the Board and not with the individual actions of its members. Every TADL Trustee makes a personal commitment to contribute the time and energy to faithfully carry out their duties and responsibilities effectively and with absolute truth, honor and integrity. In order to protect the integrity of TADL deliberations and decisions, trustees, by their signature, accept their ethical obligations to:

- Comply with all local, State, Federal and Freedom of Information laws, rules and regulations that apply to them and TADL.
- Encourage and respect the opinions and participation of TADL trustees, staff, patrons, and members of the public in deliberation of matters before Board.
- Act independently of public pressure and partisan interests in fulfilling their responsibilities as Library Trustees.
- Support and protect all TADL patrons' rights to access and to privacy in the use of TADL's resources.
- Acknowledge and support the actions and decisions of the Board and to distinguish clearly in their public actions and statements between their personal opinions and attitudes and those of TADL.
- Respect and protect confidential information related to TADL business.
- Comply with TADL's Conflict of Interest Policy, avoiding any situation in which personal or financial benefits for either themselves or others could result from their position on the Board or access to privileged TADL information.
- Disqualify themselves immediately whenever the appearance of or a conflict of interest exists.
- Avoid actions that would result in unwarranted TADL privileges or advantages for themselves or anyone else who uses and does business with TADL.
- Support the Library Director and avoid actions that interfere with the Director's responsibility to manage TADL and supervise TADL staff.
- Support TADL librarians in responding to efforts by groups or individuals to censor library materials or programs.

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*Approved by the Traverse Area District Library Board of Trustees, March 21, 2019*

Motion By: MIKE VICKERY

Approved: Y / N

Support By: JASON GREENMAN

Date: 3/21/2019

[Signature]  
J. Jones, Board Secretary

## Statement from the Board of Trustees to Staff

In May of this year, the Board of Trustees for the Traverse Area District Library adopted a new Mission Statement and Goals to strengthen our commitment to hiring, retaining and developing a quality professional staff, and to encourage the administration and staff to lead through collaboration and innovation in the promotion of TADL.

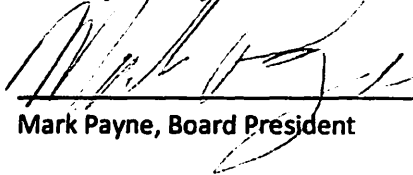
One of the many goals established to advance TADL's new mission statement is to:  
"Maintain a welcoming and desirable workplace to nurture current staff and attract new talent."

One of the ways that we are enacting this goal is through our commitment to offer competitive benefits and salaries to our staff. In addition to providing financial compensation and other benefits, we also are committed to creating a workplace at TADL where our employees feel valued, secure and enjoy their jobs. To that end, the TADL Board of Trustees is committed to seeing that:

- Every staff member is treated with dignity and respect;
- The Library Director and Administrative team are solely responsible for employee supervision; and
- Issues of concern that come to the attention of Trustees regarding the daily functions of the library shall be communicated to and handled by the Library Director.

The TADL Board of Trustees values your role as a member of the TADL staff and commends your dedicated service to our community. Your relationships with the public, daily efforts, and commitment to excellence have allowed TADL to achieve its level of success and highly-regarded reputation in the community.

Thank you for your commitment to TADL. We could not do it without you!



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Mark Payne, Board President




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Tom Kachadurian, Treasurer



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Jason Gillman, Trustee



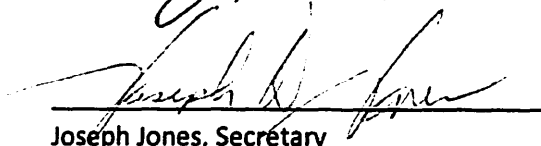
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Andy Marek, Trustee



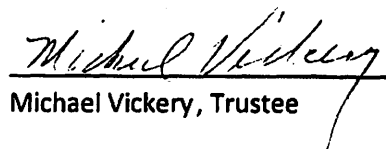
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Caroline Gersch, Vice President



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Joseph Jones, Secretary



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Michael Vickery, Trustee

Affirmed by the TADL Board of Trustees on November 15, 2018.



Board of Library Trustees Regular Meeting  
**Library Director Report**  
 Meeting Date: **January 16, 2020**

TRAVERSE AREA DISTRICT  
**LIBRARY**

**Library Activity**

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

<b>Circulation Transactions</b>			
<b>Year-to-date activity</b>			
<b>As of month end</b>	<b>Print/audio/video Circulation</b>	<b>Electronic books/audio/video</b>	<b>Total Circulation/Electronic Usage</b>
December 2018	1,113,736	206,248	1,319,984
December 2019	1,092,936	222,646	1,315,582

Lending

Physical item circulation decreased in December from the previous year by 2.9% TADL-wide. As of the end of November, circulation of physical items at the Main Library accounted for 82% of the total. Interlochen stands at 5.8% followed by Kingsley with 5.5%, East Bay with 3.3%, Peninsula with 2.0%, and Fife Lake with 1.4% of year-to-date circulation.

E-Book, magazine, downloadable audiobook and database utilization

In December, electronic use accounted for 17% of all collection utilization versus 15.6% for December, 2018. Year-to-date usage of electronic resources increased 8% from 2018.

Visitors – Woodmere, East Bay and Kingsley Facilities

In December 2019, an average of 1,380 visitors per day visited our main library and two branches vs. 1,432 in 2018. This represents a 4% decrease from last December. Wednesday, December 11th was the busiest day with 2,005 patrons walking through the doors of the Main Library and two branches. Overall, there were 40,034 visits to our libraries in December.

Public Computing

In December, there was a decrease in PC Usage by 8.3%. Chromebook use is significantly down in December 2019 to December 2018. We excited to launch the 3D Printers this month and the interest that will generate.

Additions to the Collection

In December 2019, 1,975 items were added to the collection compared to 1,939 in December 2018. Expenses remain on target as departments have finished year-end spending.

Finances

January is a busy month for Finances! We are wrapping up all of our bookkeeping for 2019 and are starting our budget for 2020. All spending is on target for 2019. I am finishing up our State Aid report and we meet with the auditors on January 13<sup>th</sup> to begin that process.

## **Facilities**

The humidifier sensors were installed and one humidifier is running. We had a malfunction with the second humidifier but that should be fixed and running soon.

Spence Brothers finished sealing the clock tower and added the fans. So far, results are mixed and the temperature has not dropped as much as we'd like. We are still waiting for some colder days to completely troubleshoot this.

The Atrium furniture being re-covered is done. Stop by and take a look. It really looks great!

## **Other News**

I am excited to announce that we purchased our ExoLabs and have been trained on how to use them for the next space launch and experiments on the International Space Station. These were purchased from a grant awarded to us by the Michigan Space Grant Consortium. Find out more at: <https://magnitude.io/>. Thank you to Andy Schuck for working to bring this exciting technology to TADL.

The Teen Services department worked diligently in December to make a large number of board games and other games available to borrow from our library. These will begin circulating in January. Colleen in Teen Services has procured a number of these from generous donations. I think these will be very popular.

In December we were also notified that we were one of ten organizations to receive a grant of over \$5,700 for the main, branches and member libraries to help with the 2020 Census. Staff will be trained at the February Staff In-Service on the Census FAQ so that we can be prepared for our important role in this census.

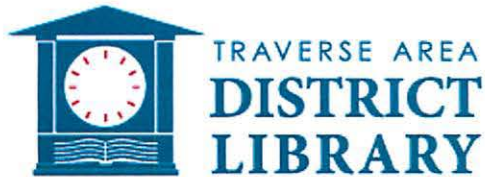
Finally, we have had incredible amounts of positive feedback about Fine Free December. We restored borrowing privileges to over 1,200 patrons. The oldest overdue book returned was due in April 2009! After that was in early 2013. We waved approximately \$26,500 in fines. We had approximately \$6,100 in items returned that were long overdue. All the Branches and Members have reported the wonderful positive goodwill December created with our patrons.

## **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 New Year to you all!

Michele P. Howard  
Library Director



**Administrative Reports**  
for the month of December  
(January 16, 2020 Board Meeting)

**Adult Services**

Adult Services had a very musical month. Our Sunday Holiday Music Series consisted of a total of 5 programs with over 450 people attending to enjoy the festive sounds. We received many compliments from those in attendance. It's just a perfect program for this time of year.

In addition, we held 6 other programs that entertained (*Monday Books to Movies*) and educated (*Beginning Knitting*) another 28 library patrons.

Long-time staff member, Betsy Myers contributed to the festive decorations around the library and, once again, put up the "book tree" in the new books area on the first floor. The contest to guess how many books were in the tree drew over 500 guesses and the winner received Library branded swag and candy.

This month annually sees maintenance happening with the adult magazine collection. We move the 2019 issues to the shelves in the back of the nonfiction section, label and rearrange the front shelving area for new and discontinued title subscriptions, and recycle the issues from 3 years ago. Part time Library Assistants Alicia Walker and Kate Parvel took the lead with the project for the first time this year. With the help of Jenette Halligan in Processing and Jeff Godin in IT, we were able to identify ways to streamline the process, eliminating about half the steps involved with weeding the older issues. This saved hours of staff time in both the Adult Services and Processing departments! Alicia made sure the entire magazine end-of-year process was documented, so that next year, we have a set of procedures to follow. This will make next year run even more smoothly than this year.

December has also been a month for preparing the nonfiction collection for a stack move. Adult Services Coordinator, Melissa McKenna is working with Facilities Manager, Bruce Bennett to make a plan to combine tiers and move stacks so that the entire regular nonfiction range of 000-999 will be in one continuous flow of shelves, eliminating the hop over to the front section you currently have to do to find the 921-999 books. As part of this process, the Graphic Novel collection will be moved to its own area, separate from the nonfiction collection, and more shelves will be added to allow this collection the space it needs to grow. The entire Adult Services staff has been helping to "right-size" the nonfiction collection, weeding some materials that haven't been used in over 5 years and identifying subject areas that need to have updated books purchased for them. The weeding process should be complete by mid-January and the stacks move will begin shortly thereafter. We expect the entire process to be complete around

the end of February.

Melissa held her bimonthly one-on-one meetings with the librarians and library assistants this month. Everyone was asked to set a large goal for their library work for 2020 and then smaller goals for every 2 months to work to achieve this larger goal. We are all looking forward to the new strategic plan, so that we can make sure our individual work goals tie into the larger library goals and big picture projects.

Melissa McKenna  
Adult Services Coordinator

### **Youth Services**

Youth Services had a festive time during the holiday season with several themed programs drawing families into the library. Holiday season traditions include our hugely popular Candy Houses program where families work (and sometimes, eat) together to make these colorful creations. This year's program had over 200 attendees. We are grateful to YS staff member Linda Thalman for organizing this every year, from buying the candy to organizing the volunteers to making sure the carpets do not suffer from all the candy and frosting in the room. Thank you, Linda! We also hosted a visit from Santa and Jenny the Storytelling Elf (local storyteller Jenifer Strauss), which drew families in for one last word with the jolly old elf. Festive bracelets and ribbons helped passed the time as families waited to talk with Santa.

In addition to holiday programs, we also hosted the kickoff program for the 2019-2020 Grand Traverse Battle of the Books. Each of the 48 teams (mostly from Grand Traverse County) participated in activities, games, and snacks to help build interest and momentum for this year's competition. We estimate over 350 4th and 5th graders and their families came to TADL that day. Thank you to BOTB organizer, Marcy Lindberg, and all of the kick-off volunteers for making this year the smoothest experience yet.

Youth Services took the last half of the month off in order to get ready for the holidays in a myriad of ways (including covering vacations and decorating the department). Our program totals for December are the following: 15 Early Literacy programs engaging 317 patrons, and 11 afterschool or weekend programs engaging 798 patrons. Desk stats for the month were in line with December 2018's, including: 1,071 questions, with 887 reference questions, 182 phone, and 2 digital.

Due to the expansive nature of our collection (including Storytime Kits and Readalong titles), Youth Services will soon remove off-season portions of their Holiday collection (similar to Sight & Sound and their Christmas CD collection). Thank you to staff member Christopher Spear for heading the charge and IT staff member Jeff Godin for his help on the cataloguing side.

We are delighted to announce that Library Assistant Matt Archibald will start working as a full-time staff member in Youth Services starting January 1. Matt has become a cherished member of the Youth Services team, both by fellow staff members and our public. His Sing & Stomp Storytimes are a favorite among our young families. His science and music backgrounds (and all around easygoing but "can do" nature) bring an added bonus to our program offerings. Welcome, Matt, and thank you to Director Howard for making this happen!



Andy Schuck  
Coordinator of Youth Services

### **Teen Services**

In December Teen Services held 15 programs with 110 attendees. We also had 2 outreach programs that reached 30 individuals. Our after hours program this month was a "Friends Game Night." We had a lot of fun playing giant Jenga and indoor lawn darts as well as various tabletop games. The Great Stories Club at Traverse City High School read *Ms. Marvel: No Normal* and the teens made hero pins to celebrate what makes them heroes.

Linda Smith  
Teen Services Coordinator

### **Sight & Sound**

Hark! The Herald Angels Sing! Oh... wait, it's just... Bruce, again! He sings like an angel.

Well another year has flown by. We have introduced the Library to countless new library patrons. Many of these folks have wonderful things to say. "This place is amazing, I've never seen a Library like this!" and "Wow, I can check out a guitar? Really?"

We kicked off the month with a fun documentary at Cinema Curiosa with the film *Jingle Bell Rock's*. This movie is about the lesser known side of Christmas music. Record collectors and mixed tape weirdos all expand on their love of this much complicated commercial music phenomenon. We had a great turnout of 29 patrons in attendance, with lots of positive feedback after the event.

Michele, Scott, Matt and Bill have all pitched in and helped to create a new web page for the much anticipated "Library of Things." This program has been extremely popular and well received. The web presence will make discovering the new items and the whole marketing effort much easier. We are happy to share all the "things" and the new [tadl.org/things](http://tadl.org/things) with our patrons.

Rich Milock has stepped up to take on a large portion of the new Library of Things equipment preparation. I order new items, then Rich and I decide how the packaging, ID Tags, replacement values and pre-record info is assembled. It's wonderful to have his support, knowledge and enthusiasm.

We have very busy supporting all the Christmas programming and new year 2020 program planning. One thing I can say for sure. This Library works hard to provide programming to our busy community.

I am thrilled to announce we have a full desk staff. In mid December we hired a long time substitute Mike Decker as a part time employee. We are busy getting all the tasks assigned and bringing everyone up to speed gradually. We are looking to replace another page position.

Keith and I have wrapped up the end of year purchasing. New items for the Library of Things are slowly coming on line.

It's the end of an era, as we bid farewell to the jewel box and all that plastic. We received the TADL Friends AV repackaging supplies. The transformation of this collection is underway. The space is opening up and the collection is looking so much better, cleaner and more modern.

Once again our AV monkey wrencher Keith has repaired the Elm-Eco Master. This time the loading mechanism needed to be rebuilt. Nice work Mr. Keith.

### **TADL Meeting Room Stats December 2019**

Total: 99

TADL meetings: 20

Personal/Outside Group Meetings: 79

Paid Meetings: 2

Unpaid Meetings: 96

Walk-ins: 40

Advance Reservation: 59

### **Number of Meetings by Rm December 2019**

McGuire Room: 22

Thirlby Room: 31

Study Room D: 46

On Aaron's Desk: New equipment preparation, Staff meetings, 2020 TADL & TADL event scheduling.

Thanks for reading & Happy New Year 2020!

Aaron

### **Circulation**

December was Fine Forgiveness month and our patrons really appreciated it. I would like to thank Michele and the board for approving this. It was more than a gift to our patrons but also to my team. We received a very touching letter from one patron and a lot of Thank Yous. My team felt so lucky to be able to do this for people.

Kelly Maxwell and I visited all the other TADL libraries to show them a few things with the new Web Evergreen and answer any questions they may have had about processing items, Evergreen in general, or MeLCat.

The library once again raised money for teens through the Salvation Army. The Social Committee held several fundraising events. Kelly Maxwell and I shopped for gifts and dropped them off in.

TADL-wide we sent out 1,535 items in MeLCat and received 1,890. For the year, we sent out 28,418 which is 9,506 more than last year. We received 22,725 item which is 3,025 more than last year.

Anita Chouinard  
Circulation Coordinator

### **Marketing and Communications**

We received notification on December 6 that TADL's Education Outreach Program Grant application was awarded \$3,186 from the Michigan Space Grant Consortium, to support the purchase of ExoLabs which will enhance STEM programming at the Main Library as well as the East Bay and Kingsley branch libraries.

On December 10, Michele and I appeared on the Christal Frost Show (WTCM AM580) for our 2019 Radio Book Club recap. We revisited the eleven books that we read and discussed our favorites. We already have a commitment to continue this media opportunity in 2020! The Christal Frost Radio Book Club airs live on the second Tuesday at 11:30 a.m. each month.

Sales of TADL drinkware and tote bags as holiday gifts was a huge success. We also added blank note cards featuring the color reproduction of Glenn Wolff's 2018 TADL Winter Scene artwork, which we sold out of twice.

We also designed and ordered new canvas tote bags which will be used for patron lending, replacing our courtesy plastic bags. These bags will be tagged and offered to patrons early in 2020.

### **Print & Online Media Activity**

- *Traverse Ticker* December 5, 2019 - [TADL Offering Fine Forgiveness in December](#)
- *GT Woman Magazine* (Nov/Dec 2019) [Ad \(p 25\) and feature in Holiday Gift Guide insert \(p 31\).](#)
- [Families First Monthly Dec/Jan 2019-20 \(Ad p.23\)](#)
- *Record-Eagle* [GT Scene - Holidays 2019 \(p 47\)](#)

### **Broadcast Media Activity**

- WTCM AM580 - December 10, 2019 Christal Frost Show (Book Club w/TADL) [A Year in Review](#)

Matt Wiliford  
Marketing & Communications Manager

## **HR & Finance**

**Finance** – I won't be giving a financial report at the meeting this month as we are still working on closing the year out. In place of that report I will touch on a few items here that I feel are noteworthy.

I believe it was in the September meeting that I mentioned I didn't think we would meet our budgeted Sales amount of \$38,000 for the year as we were short \$5000 at that point. I also challenged Matt to increase the sales of our Swag items. The challenge was accepted and not only did we meet our budget but we exceeded it by \$1965.00! I have visions of "Love my library" mugs and tote bags underneath many a Christmas tree this year.

Fine Free Month was a definite hit with the Patrons as well and, overall, did not make a huge difference to the bottom line. We are short of our budget line by \$9700 but only \$8100 less than last year so not a bad way to end the year.

Invoices are still trickling in but our expenses should end up about where we predicted.

With thanks to our Friends and donors, we were able to do some "extras" this year that weren't in our budget. A quick recap of just some of those extras is:

- New tables and chairs for the McGuire Meeting room
- A new book return for the East Bay Branch
- Bussing for some of our youngest patrons to get them started on a lifetime love of the library
- Access to Ancestry.com
- New AWE equipment for all branches and member libraries
- Reupholstering of Atrium furniture
- Purchase of items for the Library of Things

Overall, our financial status is sound going into 2020.

**Human Resources** – We talk a lot about our financial resources but our greatest resource is our employees. In total we had three employees retire this year with one of our managers at the East Bay Branch, Julie Kelly, working her last day in December before taking a couple weeks off prior to her retirement date. We will miss her and wish her well in retirement. We continue to try and fill our positions from within whenever we can and that was the case with Julie's position. Chantel Cook went from part time to full time at East Bay, leaving us with her part time position to fill.

We will also be starting the process to fill another position in Circulation for when another longtime employee, Melanie Ackerman, retires at the beginning of March.

Deb Radjenovich

Business Manager

## **Facilities**

Work on the icing/roof project continued in December. The humidifiers were started after new drains were installed. The clock tower was sealed and boxes are being built to hold the fans. When installed they should provide a chimney effect to draw any warm air out of the attic. The air balancing is finished and they have started on the water balancing. They hope to complete their work in January. As all the outside work has been completed, I had the carpet cleaned on both floors. They look much better.

The Friends bought East Bay one large book return to replace the two smaller, older ones. After some issues with shipping damage on the first one, Matt and I finally got the second one installed. I also had a post light added next to the stairs from the parking lot. The ladies were concerned about patrons tripping after it got dark.

The new blue meeting room chairs purchased by the Friends began to develop some color variations at stress points of the plastic. After talking with our sales representative, Steelcase sent people to replace all the seats and backs in a dark grey color. So far they seem to be holding up well. I also had seven of the easy chairs in the atrium recovered in vinyl. Michele picked out the colors and they look very nice.

As I had money left in my general building fund I replaced some items that were reaching the end of their life. I had the Clear Language Display on the RTAA chiller replaced as it was unreadable and the buttons didn't work. The wall washers in the McGuire Room that lit the art on the walls were beginning to fail. I had track lighting installed and went from 150w high intensity lamps to 35w LEDs. The light is much cleaner and we should see some energy savings. Finally, the compressor that powers the handicap doors was very loud and running constantly so I replaced it with a smaller contactors model.

Bruce Bennett  
Facilities Manager

### **Processing**

December wasn't as quiet for me as it usually is. There was a steady flow of items for the first half of the month. This included quite a few S.T.E.M. kits, not only for us but for East Bay and Kinglsey as well.

I took a day to travel with Anita Chouinard to all the members and branch libraries answering any and all questions they may have had about cataloguing. It was a pleasure for me because it was the first time for me seeing the new libraries of Peninsula and Interlochen...both are beautiful.

I also took a day with Anita to do the shopping for the Salvation Army teens that we adopt at Christmas time each year. Thanks to the generous donations of the staff we are able to brighten their holidays.

The last 2 weeks were slowed down....Jenette, Marci and I were all able to take some time off and enjoy the holidays with our families.

Looking forward to a great 2020!

Kelly Maxwell  
Processing Coordinator

### **Technology**

**Website Updates** - Based on staff requests and patron feedback, the technology department made several changes to the district's website (tadl.org). Major additions include a landing page for the district's "Library of Things" and a page that highlights the local history collection and related services. Changes were also made to the top level navigation menu with an aim to improve usability and promote new services that are coming online in 2020. We expect to do a major website update in third quarter of 2020.

**Windows 10** - Work continues to upgrade all district computers to Windows 10. Ed Barrett is leading this effort and we expect the work to be completed in early February. At the time of this writing the majority of the district's public computers have already been upgraded and we expect the remainder to be upgraded within the next week.

**3D Printing** - We remain on track to launch 3D printing services in January. A display case on the first floor has been selected to house one of the printers and the other will be temporarily located in the technology department. We've assembled and tested the multi-filament adapter that will allow us to print objects with multiple colors and have assembled a collection of different varieties of filament for patrons to select. A web form has also been designed that will allow patrons to submit print requests. We are very excited to launch this new service in the coming weeks and appreciate the boards support in adopting the 3D printing policy last month.

- Scott Morey, Assistant Director for Technology

### **TADL Talking Book Library**

On December 5th, we celebrated the season by hosting a holiday party for TBL patrons and Visually Impaired Persons support group members in the McGuire Community Room. Our merry group of 26 people enjoyed socializing, food, carols and a lively Christmas trivia game.


Strengthening community connections this month, I met with staff at the Disability Network to discuss events and trainings, referring patrons and opportunities for collaboration in the future.

Senior Outreach visits to patrons at Boardman Glens, Orchard Creek, Cherry Hill Haven and Bay Ridge senior living and assisted living facilities continued as usual this month. We served 67 patrons directly, who otherwise would not have access to library services. During the visits, I checked out materials, provided one-on-one readers' advisory and reference services, and personally delivered audiobooks to Talking Book Library patrons.

Our Tuesdays @ Two book discussion group had a break in December due to the holidays, but will resume as usual in January.

Polly O'Shea  
TBL Librarian

### **East Bay Branch Library**




December was a busy month at the East Bay Branch Library. Patrons were very happy about fine forgiveness month! Julie Kelly retired after 29 years of service to TADL. Patrons and friends said goodbye at our Holiday Open House on Dec. 7th, and her last day on the desk was Dec. 17th. Chantel Cook was promoted to full time Library Assistant 1 and Rosie May was officially made Branch Manager on January 1st 2020. The Friends of TADL purchased a new drop box, and it was finally installed in early December. We are very grateful to the friends and believe our new drop box will help keep library material from being damaged.

East Bay facilitated 11 programs with 255 attendees including a visit from Santa to our Wiggles Story Time, and we circulated 2,696 items and answered 1,224 questions. We have interviews scheduled for January to fill the part time Library Assistant 1 position and hope to find the right person who will become a permanent member of the East Bay team.

Rosie May  
Branch Manager  
East Bay Branch Library

### **Kingsley Branch Library**




Fine Forgiveness was a gift that kept on giving in the month of December! Anecdotally, we had five families that we know of who had not been to the library in several months to years because of outstanding fines. For these patrons, it was not about money but wiping away unnecessary guilt. Our patrons now understand that service to them is our first priority!


Kingsley Friends of the Library brought our favorite Santa to town for our annual Holiday Open House, which pulled over 225 patrons into the Library. Santa started his day with us reading stories and talking with children at Kingsley Elementary's preschool, then at our Wiggles storytime, and finally during our afternoon open house event. We appreciate that Santa always ties in literacy and learning while talking to our young patrons! Special thanks to Karen Pack for being of special assistance to the Friends, this is a program with many moving parts.

In keeping with the theme for 2019, we kept on with our Wiggles early literacy program longer than we usually do during the holiday season, and the response was overwhelming. Beth Anderson, our early literacy leader, reached over 380 children in the last month of the year, about 50 children more than our usual average in a given month in 2019. These children made connections between literacy and activity, and built foundations for a lifelong love of learning and libraries with every visit.

S.T.E.M. Kits occupied my thoughts this past month. Thanks to a grant written by Barb Termaat of Newton's Road, a late donation by a long-time patron, and the guidance of Andy Schuck and his staff in YS, we purchased and processed 22 S.T.E.M. Kits to circulate at our Branch. We soft-launched checkout in the last week of December, and we expect the buzz to grow! Brian Carey, assistant librarian, has also been hard at work with our "Library of Things" baking pan collection, which was quite popular during the holiday baking season!





Staff developed group goals for 2020, which involved a month of brainstorming in November, then refining ideas and making them SMART (Specific, Measureable, Achievable, Relevant, and Time-bound) in December. We now have a lovely action document that will ensure we address



some of our more pressing community and staff needs in the coming year. We will be tackling program development that encourages community and creativity, creating seating solutions in our oft-packed library, and organizing better workflow space in the staff area.

Respectfully,

Amy Barritt  
Kingsley Branch Library Manager

JAN 15 2020



Fife Lake Public Library  
Director's Report  
January 8, 2020

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December 2019 Statistics

Monthly Circulation:

2019	2018	New Patrons
1171	1153	4

Programs Offered

27

Programs Attendance

595

Monthly Programs

Fitness Over 50  
Senior Luncheon  
Tot Time  
Book Clubs  
Yoga Classes  
Book Sale  
Stealth Programming  
Knitting Group

Special Programs

Friends Community Christmas Celebration  
Senator Wayne Schmidt Coffee Chat  
Friends Christmas Caroling

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Updates:

It was wonderfully busy through the holidays at the Library. We cancelled many of our programs through the holidays, but we were busy with patrons utilizing our copy, faxing and internet services. Not to mention, enjoying our warm and cozy fireplace with a cup of coffee.

The Seniors enjoyed a festive Holiday celebration with Bingo, treats and gifts.

The Blood Drive for December was cancelled due to illnesses. We are planning on scheduling one in the spring.

I met with members of the new Fife Lake Area Genealogical Society to discuss partnering possibilities, including: programs, displays and information. I am excited for this new partnership providing services for the growing genealogical interest of our patrons.

Sincerely,  
Julie Kintner, Director

**Fife Lake Township Library  
2020 Budget**

		<b>2019 Budget</b>
<b>Revenue</b>		
581	TADL	159,624.00
582	State Aid	1,500.00
583	Penal Fines	5,000.00
584	Fife Lake Township	500.00
656	Fines, Card Replac, Misc	2,000.00
664	Interest	1,000.00
667	Community Room Rental	1,000.00
672	Donations	500.00
673	FLPL Friends	3,000.00
680	Retained Earnings Support	
<b>Total Revenue</b>		<b>174,124.00</b>
<b>Expenditures</b>		
726	726 General Office Supplies	3,400.00
728	728 Books	15,000.00
729	729 Magazines	1,000.00
730	730 Videos/DVDs	2,500.00
801	801 Professional Fees	6,000.00
802	802 Insurance	3,600.00
904	804 R & M - Grounds	8,000.00
810	810 Dues & Membership Fees	2,000.00
861	861 Building Improvements	
870	870 Mileage Reimbursement	1,000.00
920	920 Utilities	7,600.00
930	930 R & M - General Bldg	10,000.00
931	931 R & M - Equipment	3,000.00
955	955 Miscellaneous	
961	961 Workshops/Conferences	2,524.00
967	General Programs	1,000.00
967.1	Senior Programs	500.00
967.2	Summer Reading Program	2,000.00
961.3	Outreach	1,000.00
<b>Payroll Expenses</b>		
	Taxes	8,000.00
	Wages	96,000.00
<b>Total Expenditures</b>		<b>174,124.00</b>

(Approved: 12/11/2019 Trustee Mtg.)

JAN 15 2020



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

**December 2019 Report**

**Director's Report:**

<p><b><u>Statistics: December 2019</u></b></p> <p>Circulation 2019 –December- 4717 Circulation 2018 – December - 5571</p> <p>Patron Count 2019 – December - 3733 Patron Count 2018 – December - 3900</p> <p>New Library Cards 2019- December - 19 New Library Cards 2018- December - 36</p> <p>Computer Use 2019- December - 352 Computer Use 2018- December - 224</p> <p><b><u>Activity Attendance:</u></b></p> <p>Special Programs: 922 Adult Programs: 123 Teen Programs: 7 Children's Programs: 184</p>	<p><b><u>Monthly Programs</u></b></p> <p>*Let's Talk About It, Book Clubs Yarn Therapy, Knitting &amp; Crochet Group Art with a Heart Wool Crafting and Needlework Bridge Club Gentle Yoga *Children's Storytime *Baby Playtime Maker Kit &amp; Lego Program Denny &amp; Chaz *Reader Chef-Junior Veterans Affairs Coffee Talks 5 to One Neighborhood Playgroup @ IPL MOPS- Moms of Preschoolers</p>
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**For Your Information**

- The Friends of IPL present a "Soup Supper", January 22<sup>nd</sup> from 5-7 pm. Suggested donation \$10.00 per person, \$20.00 per family.
- Reader Chef: Junior- Lunch! Cooking and Nutrition for ages 10-15, February 16th, 4-5-pm.
- Make a Gift Program, Chocolate Potluck! Saturday, February 8th, 10-12 pm.
- Monthly Ukulele Play Along, featuring STRUM, February 27th, 6-7 pm.

Sincerely, Renee Kelchak  
Library Director

JAN 16 2020



## January 2019 Report

### Statistics for December

Circulation Dec. 2019 – 1605  
Outgoing Hold Transits – 427  
Incoming Hold Transits – 221  
Internet Users – Not Available  
Reference Questions – 431  
New Card Registrations – 10 (Temp 0)  
Special Requests – 9  
Manual Checkouts - 71  
Volunteer Hours – 25 Hours, 9 Volunteers  
Garden Volunteers – 0 Hours, 0 Volunteers

### December Activity Attendance

(528 @ 22 programs)

Story Stew (2 sessions) – 48  
Coffee & Craft - 15  
Pageturners Book Club – 20  
Threads (4 sessions) - 15  
Tech Help – 6  
Grief Support Group (2 sessions)- 17  
Tuesdays with Tim (0 sessions) – 0  
Reading Dog (2 sessions) - 10  
Table Crafts - 123  
French Group - 11  
Yoga (3 sessions) - 46  
Christmas in Our Hometown – 175  
Just Bee Yoga (1 session) - 9  
Chapter Chicks – 11  
Mindfulness - 22

### **ODDS AND ENDS**

The Board and Director have adopted a Facility Use Policy that allows reservation of the Community Room and Neahtawanta Meeting Room when they are available. Seven groups, individuals, organizations have applied since the January 2 kickoff. Purpose of requests so far range from meetings, programs and even a wedding shower. Demand is expected to be high. Library programming takes priority.

Our website at [www.peninsulacommunitylibrary.org](http://www.peninsulacommunitylibrary.org) is a work in progress. The site is offered through the Library of Michigan as a PLOUD site. The site is active, but we are still creating and adding. It is not quite where we want it to be, but we are getting there. The home page includes a carousel of regular programming. Our intent is to add a Local History Site a page for the Friends of PCL and more. While the site will be dynamic, our hope is to have a semi-finished site by February.

Our Annual Appeal has generated close to \$40,000 for the operating budget of the new library. In this first year after the build, we were not sure what to expect. We are grateful to our supporters for assuring we can run the new building!

Weather closures have changed now that we are out of the school we will now be on a two hour delay when Traverse City Area Public Schools are closed due to weather. At that point, a decision will be made to open or remain closed. Closures will be posted on our website and social media.

Many thanks to the Traverse Area District Library Technology team who have made so much happen at the new library. Thanks especially to Scott Morey and Ed Barrett who have assured that our small rural library has the best of big city tech services!

Our audit for last fiscal year (2018-2019) went well. All is in order with both operating and capital funds. A draft copy has been approved and final copies will be ready soon. The audit will be submitted to the State of Michigan by December 31 and will be accessible at [https://www.michigan.gov/treasury/0,4679,7-121-1751\\_31038---,00.html](https://www.michigan.gov/treasury/0,4679,7-121-1751_31038---,00.html)

## **FRIENDS OF THE TADL REPORT – Jan. 16, 2020**

*From Doug Weaver  
President*

### **Website update:**

The move to website-based donations through the Friends' new membership-management system is bearing fruit. The Friends received more than \$1,000 in donations through December; \$635 of those were sent via the website's donation's button. Thanks to Michele for promoting the donation in the TADL newsletter.

### **Fiscal finish, 2019**

Treasurer Mike Thomas reported a strong finish to fiscal '19. Our net operating income at year-end was up \$12,360 vs. budget. In addition to our usual donations to annual library programs, the Friends provided \$6,550 for the East Bay book drop, a \$3,000 first payment for the Sight and Sound sleeves, and \$36,590 for the McGuire Room's new tables and chairs.

### **Fund-raiser upcoming**

Amy Shamroe reported that on Friday, May 1, the Friends will hold an after-hours fundraiser. This Magical Night at the Library will have a Harry Potter/wizarding theme in honor of International Harry Potter Day (May 2) with an aim to attract a wide variety of library users to attend. The event will feature games, themed entertainment, live music, food, and drink with the goal of allowing book lovers to experience the library in a different way at a reasonable cost. Prices will be \$30/pp for FTADL members, \$35/pp for non-members, and \$60/couple. Purchases will be handled by Friends of TADL. Proceeds will go to FTADL with an emphasis on children's/young adult projects.

### **A lot of hours!**

Margaret Monsour noted that in 2019, the book-sorting committee volunteered for a total of 573 hours – an average of 63 hours per person – helping to catalog donated books and media, like CDs and books on tape. The Friends plan to host a luncheon for these hard-working folks.

### **Media sale**

Our annual media sale will be held on Friday and Saturday, March 13 and 14, in the McGuire Room. The Friday hours, for Friends members only, will be 6 to 8 p.m. Public hours on Saturday will be 9 a.m. to 4 p.m. Friends volunteer (and former FTADL president) Noel Watson reports we have more than 6,000 items ready for the sale. Last year, we made \$6,750 from the sale of media items.

### **Annual meeting**

The Friends annual meeting will be held on Wednesday, April 15, in the McGuire Room. Details to come. Guaranteed to take away your tax-return blues.

COPY

## MERS Uniform 457 Supplemental Retirement Program Resolution



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711

www.mersofmich.com

This Resolution, together with the MERS 457 Supplemental Retirement Program and Trust Master Plan Document and the MERS 457 Supplemental Retirement Program Participation Agreement and any Addendum thereto, constitute the entire MERS 457 Deferred Compensation Plan Document.

**WHEREAS**, the Municipal Employees Retirement Act of 1984, Section 36(2)(a), MCL 38.1536(2)(a) (MERS Plan Document (Section 36(2)(a)) authorizes the Municipal Employees' Retirement Board (the "Board") to "establish additional programs including but not limited to defined benefit, defined contribution, ancillary benefits, health and welfare benefits, and other postemployment benefit programs," and on November 8, 2011, the Municipal Employees' Retirement Board adopted the MERS 457 Deferred Compensation Plan.

**WHEREAS**, this Uniform Resolution has been approved by the Board under the authority of Section 36(2)(a), and the Board has authorized the MERS 457 Deferred Compensation Plan, which shall not be implemented unless in strict compliance with the terms and conditions of this Resolution.

**WHEREAS**, the Participating Employer, a participating "municipality" (as defined in Section 2b(2) in the Municipal Employees Retirement Act of 1984; MCL 38.1502b(2); Plan Document Section 2b(4)) or participating "court" (circuit, district or probate court as defined in Section 2a(4) – (6) of the Act, MCL 38.1502a(4) – (6); Plan Document Section 2a(4) – (6)) within the State of Michigan has determined that in the interest of attracting and retaining qualified employees, it wishes to offer a deferred compensation plan;

**WHEREAS**, the Participating Employer has also determined that it wishes to encourage employees' saving for retirement by offering salary reduction contributions;

**WHEREAS**, the Participating Employer has reviewed the MERS 457 Supplemental Retirement Program ("Plan");

**WHEREAS**, the Participating Employer wishes to participate in the Plan to provide certain benefits to its employees, reduce overall administrative costs, and afford attractive investment opportunities;

**WHEREAS**, the Participating Employer is an Employer as defined in the Plan;

**WHEREAS**, concurrent with this Resolution, and as a continuing obligation, this Governing Body has completed and approved, and submitted to MERS and the Board documents necessary for adoption and implementation of the Plan; and

**WHEREAS**, the Governing Body for and on behalf of the Participating Employer is authorized by law to adopt this Resolution approving the Participation Agreement on behalf of the Participating Employer. In the event any alteration of the terms or conditions stated in this Resolution is made or occurs, it is expressly recognized that MERS and the Retirement Board, as sole trustee and fiduciary of the Plan and its trust reserves, and whose authority is nondelegable, shall have no obligation or duty to continue to administer (or to have administered) the MERS 457 Supplemental Retirement Program for the Participating Employer.

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body adopts the MERS 457 Supplemental Retirement Program as provided below.

JAN 16 2020

## MERS Uniform 457 Supplemental Retirement Program Resolution

- I. The Participating Employer adopts the Plan for its Employees.
- II. The Participating Employer hereby adopts the terms of the Participation Agreement, which is attached hereto and made a part of this Resolution. The Participation Agreement sets forth the Employees to be covered by the Plan, the benefits to be provided by the Participating Employer under the Plan, and any conditions imposed by the Participating Employer with respect to, but not inconsistent with, the Plan. The Participating Employer reserves the right to amend its elections under the Participation Agreement, so long as the amendment is not inconsistent with the Plan or the Internal Revenue Code or other applicable law and is approved by the Board.
- III. The Participating Employer shall abide by the terms of the Plan, including amendments to the Plan made by the Board, all investment, administrative, and other service agreements of the Plan and the Trust, and all applicable provisions of the Internal Revenue Code and other applicable law.
- IV. The Participating Employer acknowledges that the Board is only responsible for the Plan and any other plans of the Employer administered by MERS and that the Board has no responsibility for other employee benefit plans maintained by the Employer that are not part of MERS.
- V. The Participating Employer accepts the administrative services to be provided by MERS and any services provided by a Service Manager as delegated by the Board. The Participating Employer acknowledges that fees will be imposed with respect to the services provided and that such fees may be deducted from the Participants' accounts.
- VI. The Participating Employer acknowledges that the Plan contains provisions for involuntary Plan termination.
- VII. The Participating Employer acknowledges that all assets held in connection with the Plan, including all contributions to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights shall be held in trust for the exclusive benefit of Participants and their Beneficiaries under the Plan. No part of the assets and income of the Plan shall be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries and for defraying reasonable expenses of the Plan. All amounts of compensation deferred pursuant to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights held as part of the Plan, shall be transferred to the Board to be held, managed, invested and distributed as part of the Trust Fund in accordance with the provisions of the Plan. All contributions to the Plan must be transferred by the Participating Employer to the Trust Fund. All benefits under the Plan shall be distributed solely from the Trust Fund pursuant to the Plan.
- VIII. This Resolution and the Participation Agreement shall be submitted to the Board for its approval. The Board shall determine whether the Resolution complies with the Plan, and, if it does, shall provide appropriate forms to the Participating Employer to implement participation in the Plan. The Board may refuse to approve a Participation Agreement by an Employer that does not possess State statutory authority to participate in the Plan. The Governing Body hereby acknowledges that it is responsible to assure that this Resolution and the Participation Agreement are adopted and executed in accordance with the requirements of applicable law.

COPY

### MERS Uniform 457 Supplemental Retirement Program Resolution

**BE IT FINALLY RESOLVED:** This Resolution shall have no legal effect under the Plan until a certified copy of this adopting Resolution is filed with MERS, and MERS determines that all necessary requirements under the 457 Supplemental Retirement Program Plan and Trust, the Participation Agreement, and this Resolution have been met. All dates for implementation of the Plan shall be determined by MERS from the date of filing with MERS of this Resolution in proper form and content. Upon MERS determination that all necessary documents have been submitted to MERS, MERS shall record its formal approval upon this Resolution, and return a copy to the Employer.

In the event an amendatory Resolution or other action by the municipality is required, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred by this Governing Body and MERS (and a third-party administrator, if applicable and necessary). The terms and conditions of this Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

I hereby certify that the above is a true copy of a Resolution adopted at the official meeting held on

January 16, 2020. *Stephanie Mathewson*  
(Signature of authorized official)

Printed name: Stephanie Mathewson Position title: Board Secretary  
(Authorized Official - printed) (Authorized Official- position)

Municipality name: Traverse Area District Library

**Received and Approved by the Municipal Employees' Retirement System of Michigan**

Dated: \_\_\_\_\_, 20\_\_\_\_  
(Authorized MERS signatory)

JAN 16 2020



COPY

# MERS 457 Participation Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707

www.mersofmich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS 457 Program provided by the Municipal Employees' Retirement System of Michigan, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. **Employer Name:** Traverse Area District Library  
(Name of municipality or court)

**Municipality Number:** 2807 **Division Number (if amendment):** \_\_\_\_\_

II. **Effective Date:** The MERS 457(b) Program will be effective as follows (choose one):

**Original Adoption.** The MERS 457(b) Program will be effective 02/20,  
(Month and year)

with respect to contributions upon approval by the Program Administrator.

To establish a new plan or replace current 457 carrier with the MERS 457 Program.

To add the MERS 457 Program in addition to: \_\_\_\_\_  
(Other plan provider)

VERY IMPORTANT: All eligible programs of a Participating Employer are considered to be a single plan for purposes of compliance with Code Section 457(b). Thus, if a Participating Employer has more than one eligible 457 (or additional investment options under a 457(b) arrangement with more than one vendor), the Participating Employer is responsible for ensuring that all of its arrangements, treated as a single program, comply with the 457(b) requirements. In order to fulfill its responsibility for monitoring coordination of multiple programs, the Participating Employer must carefully review the Master Plan Document provisions.

**Amendment and Restatement.** The amended and restated MERS 457(b) Program will be effective \_\_\_\_\_, with respect to contributions upon approval by the  
(Month and year)  
Program Administrator. *Please note:* You only need to mark *changes* to your plan throughout the remainder of this Agreement.

III. **Eligible Employees:** Only Employees as defined in the Program may be covered by the Participation Agreement. Subject to other conditions in the Program, this Agreement, and Addendum (if applicable), the following Employees are eligible to participate in the Program:  
all employees

IV. **Contributions will be submitted (check one):**

Contributions will be remitted according to Employer's "Payroll Period" which represents the actual period amounts are withheld from participant paychecks, or within the month during which amounts are withheld.

- |  |  |
|--|--|
| <input type="checkbox"/> Weekly                                  | <input type="checkbox"/> Semi-Monthly (twice each month) |
| <input checked="" type="checkbox"/> Bi-Weekly (every other week) | <input type="checkbox"/> Monthly                         |

JAN 16 2020

COPY

# MERS 457 Participation Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707

www.mersofmich.com

## Compensation

Employers may designate the definition of compensation per division participating in MERS 457(b) Supplemental Retirement Program Plan Document (check one):

- All income subject to income tax reported in Box 1 of Form W-2, plus elective deferrals
- Medicare taxable wages reported in Box 5 of Form W-2
- Base wages, to which any of the following may be included:
  - Longevity pay
  - Overtime pay
  - Shift differentials
  - Pay for periods of absence from work by reason of vacation, holiday, and sickness
  - Workers' compensation weekly benefits (if reported and are higher than regular earnings)
  - A member's pre-tax contributions to a plan established under Section 125 of the IRC
  - Transcript fees paid to a court reporter
  - A taxable car allowance
  - Short term or long term disability payments
  - Payments for achievement of established annual (or similar period) performance goals
  - Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications
  - Lump sum payments attributable to the member's personal service rendered during the FAC period
  - Other: \_\_\_\_\_
  - Other 2: \_\_\_\_\_

NOTE: For purposes of applying the Internal Revenue Code Section 415(c) limits on annual additions, compensation shall be defined as required under that law.

V. **Roth Deferral Contributions:**  shall be permitted       shall not be permitted

If Roth Deferral Contributions are elected, the Program will allow Roth rollover contributions from other designated Roth 457(b), 401(k), or 403(b) Plans. Roth in-plan rollovers will also be allowed. Roth in-plan rollovers allow a participant who has reached 70½ or who has incurred a severance from employment to elect to have all or a portion of his or her pre-tax contribution account directly rolled into a designated Roth rollover account under the plan if the amount would otherwise be permitted to be distributed as an eligible rollover distribution. Any amounts that are rolled to the Roth rollover account are considered to be irrevocable and may not be rolled back to the pre-tax account.

JAN 16 2020

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## MERS 457 Participation Agreement

VI. **Loans:**  shall be permitted  shall not be permitted

If Loans are elected, please complete and attach the *MERS 457 Loan Addendum*.

VII. **Automatic Enrollment:**  shall be permitted  shall not be permitted

If selected, please complete and attach the *MERS 457 Eligible Automatic Contribution Arrangement (EACA) Addendum*.

VIII. **Employer Contributions:**  shall be permitted  shall not be permitted

If selected, please complete and attach the *MERS 457 Employer Contribution Addendum*.

IX. **Modification of the Terms of the Participation Agreement**

If the employer desires to amend any of its elections contained in the Participation Agreement, including attachments/addendums, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Participation Agreement. The amendment of the new agreement is not effective until approved by MERS.

X. **Enforcement**

1. This Participation Agreement, including attachments/addendums may be terminated only in accordance with the Master Plan Document
2. The Employer hereby agrees to the provisions of the *MERS 457 Supplemental Retirement Program and Trust Master Plan Document*.
3. The employer hereby acknowledges it understands that failure to properly fill out this Participation Agreement may result in the ineligibility of the program.

XI. **Execution**

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

The foregoing Participation Agreement is hereby approved by Traverse Area District Library  
(Name of Approving Employer)  
on the 16 day of January, 2020.

Authorized signature: *Lydia M. ...*

Title: Board Secretary

### Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: \_\_\_\_\_, 20\_\_\_\_ Signature: \_\_\_\_\_  
(Authorized MERS Signatory)

JAN 16 2020

COPY

# Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals



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

www.mersofmich.com

This Resolution is entered into under the provisions of 1996 PA 220 and the Municipal Employees' Retirement System of Michigan ("MERS") Plan Document, as each may be amended.

This resolution applies to reporting unit(s) # \_\_\_\_\_ of the participating municipality listed below.

**WHEREAS**, Traverse Area District Library ("Employer") is a participating municipality with the Municipal Employees' Retirement System of Michigan ("MERS") and has adopted one or more retirement, insurance, investment or other post-employment benefit products administered by MERS;

**WHEREAS**, MERS requires signatures of an authorized representative of the Employer to execute contracts with MERS, the entry of which is authorized by the governing body and permitted under the applicable MERS Plan Document(s);

**WHEREAS**, the Employer wishes to designate certain job position(s), the holder(s) of which may sign MERS' contracts relating to the adoption, amendment and termination of MERS' products, and defined benefit service credit purchase approvals on behalf of Employer to implement decisions and actions of the governing body;

**WHEREAS**, this Resolution is not intended to apply to MERS forms or any other MERS document except as specifically mentioned herein,

Therefore, the Governing Body resolves:

The holders of the following job position(s) are hereby *Authorized Officials* that can sign: (1) MERS Adoption Agreements, Resolutions, Participation Agreements, Administrative Services Agreements, Withdrawal Agreements and any other contracts between MERS and the Employer with respect to Employer's participation in any MERS-administered product and any amendments and addendums thereto, and (2) MERS Defined Benefit service credit purchase approvals:

1. Board Secretary

Optional additional job positions:

2. Library Director
3. Business Manager

This Resolution may be revoked in writing or amended by the Governing Body at any time, provided that it will not be effective until such writing or amended Resolution is received by MERS. The Governing Body agrees that MERS may rely upon this Resolution as conferring signing authority upon the holders of the above job position(s) to bind Employer with respect to MERS.

Adopted at a regular/special meeting of the Governing Body on January 16, 2020.

Authorized signature (must be currently in a position named above): Stephanie Mathewson

Name: Stephanie Mathewson

Title: Board Secretary

Witness signature: Vicki Carpenter

Witness name: Vicki Carpenter

Witness title: Administrative Assistant



MIDWEST COLLABORATIVE  
*for* LIBRARY SERVICES  
Building better libraries

# Agreement for Services

Strategic Planning for Traverse Area District Library



## Executive Summary.

MCLS uses a model of planning that combines the aspirations of the community with the strengths of the library to create outcomes that are achievable and impactful. We seek community input through engagement tools developed by the Harwood Institute for Public Innovation, including facilitating community conversations. These are 90-minute conversations with community members about what they want their community to be; what challenges they face in realizing these aspirations; what changes are needed to overcome them; and how the library can contribute to meeting their aspirations. This process will help your library engage others, find partners, including schools and other community organizations, and develop strategies that strengthen the library's relevance and significance in the community. Using a SOAR framework (strengths, opportunities, aspirations, and results) we will assist your library in identifying key service priorities that are aligned with local community needs and library strengths, develop goals, measurable objectives, and timelines, resulting in a strategic plan that increases the library's relevance and visibility.

## Strategic Planning Process Summary

The process outlined below can be accomplished over approximately three to four months from a mutually agreed upon start date.



### Part 1: Preparation

The planning process, planning committee makeup, and timeline will be laid out in an initial 2-hour virtual meeting with the library director and key staff.

The Strategic Planning Committee should consist of 12-15 members and may include the director, key staff, up to three board members, and representatives of the Friends of the Library or other key stakeholder groups.

The role of the Strategic Planning committee will be to interview community leaders, identify groups that will be invited to participate in the community conversations during a 2-hour kickoff meeting, and to participate in a half-day retreat to identify the library's core values, vision, and key success factors.

### Part 2: Community engagement

We will use "public knowledge" (conversations and interviews with community leaders and members) to gather information about the community's needs relative to the library. The public knowledge will be gathered using the aspirations model of the Harwood Institute for Public Innovation.

- The strategic planning committee members will conduct interviews with approximately 30 community leaders, and MCLS will compile the notes into a summary report.
- MCLS will facilitate, record, and theme five Community Conversations to engage approximately 70-80 community stakeholders face-to-face. Community Conversations

are a series of 90-120 minute conversations with community members about what they want their community to be; what challenges they face in realizing these aspirations; what changes are needed to overcome them; and how the library can contribute to meeting their aspirations. This process will help your library engage others, find partners, and develop strategies that strengthen the library's relevance and significance in the community.

### Part 3: Planning

- MCLS will facilitate a half-day meeting with the planning committee to review the community input and use the SOAR methodology to develop the vision and core values, as well as the key priorities.
- MCLS will facilitate a half-day retreat during which the director and key staff members (12-15) review the community input, vision, values, and key priorities. At the retreat, staff will develop goals and brainstorm activities that the library might implement to accomplish the key priorities. At this time, they will address organizational competencies; things that must be taken care of at the organizational level to achieve the goals, such as policies, procedures, funding, technology, staffing, etc. They will also agree upon output and outcome measures for assessing progress. The product of this retreat will be a draft plan.
- Following the retreats, MCLS will work closely with the director to prepare the final plan document.
- MCLS will facilitate a final virtual meeting with director and key staff to develop an implementation timeline and measurement plan.



# Proposed Work Schedule

<b>Task</b>	<b>Planning Activity</b>	<b>Month</b>
Task 1	Design the planning process (meet virtually with consultant)	-
Task 2	Strategic Planning Committee kickoff meeting to identify stakeholders to include in engagement	June
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Task 3	Identify community needs (Interview community leaders, hold Community Conversations)	July
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Deliverables	Community engagement report	July
Task 4	Planning Committee selects Values/Vision statement and key service priorities (facilitated by consultant)	August
Task 5	Operational Retreat - goals and objectives, potential activities, organizational competencies (with key library staff - facilitated by consultant)	August
<hr/>		
Task 6	Write the strategic plan	September
Deliverables	Written Strategic Plan, Implementation Plan, Measurement Plan	September



# Project Staffing and Management Plan

The following MCLS staff make up the strategic planning team:

## Michelle Bradley

Michelle's career includes more than 20 years in public libraries working in various capacities, including public services, technical services, branch manager, assistant director and director. She brings this experience to the Midwest Collaborative for Library Services (MCLS) where she works with multi-types of libraries throughout Indiana and Michigan as the Manager for Engagement, Consulting, and Training.

Michelle has been trained as a Public Innovator through the ALA/Harwood Institute's Public Innovators Lab. She has given presentations at local, state and national conferences, and is also a graduate of the Public Library Association's "Results Bootcamp" for strategic planning. She has a Facilitation Skills Certificate, Consulting Skills Certificate, and Change Management Skills Certificate from the Association for Talent Development and is also a certified Appreciative Inquiry Facilitator through the Center for Appreciative Inquiry. Michelle's educational background includes a B.A. in Advertising from Purdue University, an M.L.S. from Indiana University, and a Graduate Certificate in Public Management from IUPUI.

## Cost

The costs for strategic planning services are outlined below and include a "not to exceed" cost for the full-service package. Prices include all clerical costs, consulting costs, data analysis costs, and travel.

### Engagement

- MCLS conducts 5 Community Conversations and compiles report combining data from the leader interviews and conversations \$6,000

### Meeting/Retreat Facilitation, Preparation, and Supplies

- 2-hour virtual meeting with library director to lay out process and timeline
- 2-hour kickoff meeting with strategic planning committee
- Half-day meeting with the planning committee to review the data and community input and to develop the mission, vision and values, as well as the key success factors.
- Half-day retreat during which the director and key staff members review the community input, mission, vision, values and key success factors. At the retreat, staff will develop goals, and brainstorm activities that the library might implement to accomplish the key success factors. They will also agree upon output and outcome measures for assessing progress. The product of this retreat will be a draft implementation plan.
- 2 additional 2-hour virtual meetings to complete written plan, implementation timeline and measurement plan

Meeting/Retreat Facilitation, Preparation, and Supplies Cost	\$10,000
<b>Written Plan</b>	<b>\$4,000</b>
<b>Total not to exceed cost for full-service planning</b>	<b>\$20,000</b>

Payment of the fee is broken down and tied to project deliverables:

\$6,000	Upon completion of the Community Conversations, creating the Engagement Report
\$10,000	Upon completion of the outlined planning meetings and retreats
\$4,000	Upon completion of the written plan

## Signatures

This agreement is made and entered into as of January 8, 2020 by and between the Midwest Collaborative for Library Services (MCLS) and the Traverse Area District Library. Agreed and accepted:

Midwest Collaborative for Library Services

Traverse Area District Library

\_\_\_\_\_  
Signature of authorized representative

\_\_\_\_\_  
Signature of authorized representative

\_\_\_\_\_  
Printed name

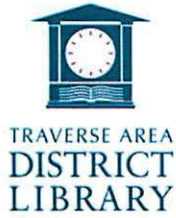
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Printed name

\_\_\_\_\_  
Title

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Title

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Date

\_\_\_\_\_  
Date



## RESOLUTION

### 2020 Member Library Payments

January 16, 2020

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Pursuant to *Part 2.A Funding* provisions of the *Member Library Agreements*, terms beginning Jan. 1, 2017 and ending Dec. 31, 2021, with Fife Lake Public Library, Interlochen Public Library, and Peninsula Community Library, the Traverse Area District Library Board authorizes its Director to make the 2020 payments in full as follows:

Fife Lake Public Library	\$159,658
Interlochen public Library	\$194,115
Peninsula Community Library	\$196,415

Motion by: M. Vickery

Support by: Susan Odgers

Approved:  Y  N

Date: 1-16-20

[Signature]

Board Secretary



## RESOLUTION

### Annual Approval of Routine Priority Health Insurance and MERS Invoices over \$25,000

January 16, 2020

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WHEREAS, the Traverse Area District Library policy requires prior approval by the Board of any disbursements of an amount greater than \$25,000; and

WHEREAS, at the May 28, 2013, Finance Committee Meeting the trustees agreed that monthly approval of routine invoices over \$25,000 was cumbersome and could be done on an annual basis;

It is RESOLVED that the Traverse Area District Library shall approve for payment all Priority Health Insurance and Municipal Employee Retirement System invoices for 2020 that exceed \$25,000.

Motion to adopt the resolution was introduced by: Joe Jones

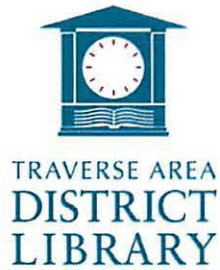
And supported by: Mike Vickery

Motion adopted  Yes / No 1-16-20

Date

  
\_\_\_\_\_  
Board Secretary

JAN 16 2020



## PUBLIC NOTICE

**The TIME of the  
TADL Board of Trustees Regular Meeting  
of January 16, 2020 at 5:00pm  
HAS BEEN CHANGED.**

**The meeting will begin at 4:00pm  
on January 16, 2020**

**Traverse Area District Library  
McGuire Community Room  
610 Woodmere Ave.  
Traverse City, MI**

Posted: 12-20-2019

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

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JAN 16 2020