



AGENDA

Board of Trustees Regular Meeting
Thursday, April 21, 2022 at 4:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment***
5. **Approval of Minutes**
 - a. [Regular Meeting of March 17, 2022](#)
6. **Reports and Communications**
 - a. [Director Report](#) | [Departmental Reports](#)
 - b. [Financial Narrative](#) & Reports – [Expenses](#) | [Revenues](#)
 - c. Member Library Reports – FLPL | IPL | [PCL](#)
 - d. Committee Reports
 - a. Finance & Facilities and Services Committee – [April 5, 2022](#)
 - b. Policy and Personnel Committee – [April 5, 2022](#)
 - e. Other Reports and Communications
 1. Friends' Report – Donna Hornberger, President Friends of TADL
7. **Old Business**
 - a. [Statement to Commissioners Regarding Day Shelter](#)
8. **New Business**
 - a. New Policy: [4.14 Mobile Library Services Policy](#)
 - b. Policy Revision: [4.1 Behavior Policy](#)
 - c. Resolution: [Approval of Bookmobile Interior Build-out Cost](#) | [Estimate](#)
 - d. Resolution: [Approval for Website Revision](#)
9. **Public Comment***
10. **Trustee Comment**
11. **Adjournment**

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



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, March 17, 2022 at 4:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. Call to Order

The meeting was called to order by President Odgers at 4:00pm. Present were: Odgers (President); Pakieser (Vice President); Sullivan (Treasurer); Vickery, Deyo, and Jones (Trustees). Wescott (Secretary) was absent. Also present were: Howard (Director); Radjenovich (Assistant Director for Finance and Human Resources); and Carpenter (Staff).

2. Pledge of Allegiance

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

3. Approval of the Agenda

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

4. Public Comment

President Odgers opened the floor for public comment. The following people addressed the board: Heather Brady, TADL Marketing and Communications Manager, highlighted the artwork in the McGuire Community Room, which was in the City tunnel and funded by a Grand Travers Band public art grant. It is on loan from the City through April and coincides with the culmination of the NEA Big Read.

5. Approval of Minutes

a. *Regular Meeting of February 17, 2022*

Jones noted a correction in the minutes under item 10, where the minutes read President Jones, but should read President Odgers. It was MOVED by Jones, SUPPORTED by Pakieser, to approve the regular meeting minutes of February 17, 2022 with the aforementioned amendment. Motion CARRIED.

b. *Study Session and Retreat of March 1, 2022*

It was MOVED by Jones, SUPPORTED by Pakieser, to approve the study session and retreat minutes of March 1, 2022 as presented. Motion CARRIED.

6. Reports and Communications

a. *Director Report | Departmental Reports*

Howard confirmed her written report and added the following:

- Due to health issues, the Joy Harjo event has moved to a virtual program.

Vickery inquired about the appearance of a trend in circulation figures and type of usage reported. Howard confirmed that there is a general trend toward more electronic material

usage. Moving forward Howard will continue to follow the current eBook market and cost challenges.

b. *Financial Reports*

Radjenovich confirmed her written report for February and noted the following:

- \$20,000 has been received from the Grand Traverse Band
- The 2021 audit is coming up mid-April.
- Howard and Radjenovich are finishing up their financial management course.

President Odgers noted that the wonderful new library history book, *Beyond Books*, is now available. Howard noted that the staff was very supportive of the endeavor and provided research assistance and information through curbside services during the pandemic. Sullivan found it very interesting and suggested that all board members purchase a copy.

c. *Member Library Reports*

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

There was no written or verbal report from Kendall Spratt, Director of Fife lake Public Library (FLPL). Howard noted that FLPL did not hold their last board meeting due to a lack of quorum present.

d. *Committee Reports*

- Finance and Facilities and Services Committee – Sullivan noted that the committee had not met, however Jass, TADL Facilities Manager, included a detailed report in his administrative report.
- Policy and Personnel Committee – Vickery noted that the committee had met and discussed what the board might want to interject into the community discussion of the need for a day shelter and meeting the needs of the behavioral concerns that the library is having in relation to the overall issue. The draft is on the agenda for discussion.

e. *Other Reports and Communications*

- Friends' Report – Donna Hornberger, TADL Friends Board President
Hornberger noted the Saunders Jazz Collection sale at the end of the month. The Sight & Sound staff will be helping with that. The annual meeting will be May 11, and a book sale is scheduled for June 3-5 and they are considering purchasing new iPads for credit card transactions. TADL board members are encouraged to become Friends of TADL members and are welcome to be a part of the Friends board as well.

7. **Old Business**

a. *Review Action Items from Retreat*

Howard had developed a list of the action items from the retreat. She read through them and suggested they be first addressed in the committee meetings. The board agreed that a regular annual or bi-annual retreat would be beneficial for long-term foresight discussions and that modifying the bylaws to include a consent calendar would allow time for generative discussions on a regular basis. Several other points were discussed, regarding shortening the length of time

for public comment from 5 minutes to 3 minutes, including recommendations from the committees in the reported minutes, and also taking the time to query the staff for their insight regarding challenges, industry forecasting, and other service ideas to keep the library on the forefront in the community. Odgers noted that a revision to the Director evaluation and trustee evaluation process was also discussed at the retreat. Jones expressed the importance of and a desire to maintain dedicated time on the agenda toward the Member Library and Friends reports.

b. *Discussion of Day Shelter Statement*

Howard explained that a new development had come about since the last discussion of the day shelter statement draft from the board. A special meeting was held at the Library with many key players involved and/or affected by Safe Harbor clientele and policies. Safe Harbor is planning to petition to modify their Special Land Use Permit (SLUP) to allow them to stay open until June 30. Howard noted that there doesn't seem to be much community support for the petition and the Library staff is also concerned about a modification. The library's security guards will be in place only until the end of June. Howard asked the board for permission to attend the upcoming petition meeting, to represent the Library, and ask the City Commission to deny SLUP extension to Safe Harbor.

Howard expressed that based on conversation at the special meeting, no one is taking responsibility to handle the day shelter situation which continues to put the Library in a reactionary position, and therefore, the statement from the board is an important support piece in developing a solution to a community-wide challenge.

Pakieser emphasized, for clarity and consistency, that TADL cares for those in the community but the Library is not the solution to the day shelter issue. Jones reinforced that the main problems come from misbehaviors of those under the influence and/or have addition issues with drugs and alcohol, many of whom are homeless and in need of a day shelter. Vickery added that the problems the Library is experiencing with behavioral infractions of some patrons at the library and the subsequent and notable discomfort of patrons/families using the library appropriately for its intended purpose is putting the community's public asset in peril.

After further discussion among the trustees, and confirmation from Zeits (Counsel) on the legal process of finalizing and signing the statement, it was MOVED by Pakieser, SUPPORTED by Vickery to adopt the draft statement as presented from the Policy Committee and reviewed by the full board to delegate to Howard final approval of the statement in both form and substance, and to authorize her to share and voice the TADL Board's unified concerns and interest in a day shelter solution with the City Commission and other appropriate bodies. Motion CARRIED.

Zeits noted that in addition to Howard representing the TADL board as a single voice, that individual board trustees may attend the same meetings and express their own opinions in the capacity as a private citizen only.

8. **Public Comment**

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

9. **Trustee Comment**

President Odgers noted that Howard contributed comments about banned books in the college newspaper, White Pine Press.

10. **Adjournment**

With a motion to adjourn by Sullivan, supported by Pakieser, President Odgers adjourned the meeting at 5:31pm.

Respectfully submitted,

Approved by board vote on April 21, 2022



V. Carpenter, Recording Secretary



J. Wescott, Board Secretary



Board of Library Trustees Regular Meeting
Library Director Report
 Meeting Date: **April 21, 2022**

Library Activity

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

Circulation Transactions			
Year-to-date activity			
As of month end	<u>Print/audio/video</u> Circulation	<u>Electronic</u> books/audio/video	<u>Total</u> Circulation/Electronic Usage
March 2021	141,717	75,866	217,583
March 2022	237,167	78,454	315,621

Lending

Physical item circulation has increased 68% over last year but is still below pre-pandemic levels of approximately 276,000 in 2018 and 2019. You'll remember we re-opened on March 1, 2021 after a winter closure.

E-Book, magazine, downloadable audiobook and database utilization

Digital usage continues to build as a combination of patron preference and added databases.

Visitors – Woodmere, East Bay and Kingsley Facilities

The busiest day for March was Tuesday the 29th (Spring Break) with 1,248 patrons. In March 2022, TADL had 34,260 visitors. In March 2022, we added 287 new patrons across the district.

Public Computing

There continues to be strong Computer Use. This equates to 2,008 computer sessions in March 2022 which is 318 more sessions than last month.

Additions to the Collection

In March 2022, 2,364 items were added to the collection compared to March 2021 which added 2,428.

Behavior Issues Update

There were 44 incidents in March 2022. This is 10 more than last month's record and the highest number of incidents in a month since Safe Harbor opened. This includes having to go to the Prosecutor for a patron who urinated on a display case in the lobby.

March Partnership & Community Activities

- Met Jay Meldrum about a possible rock display from Michigan Technical University (Heather is coordinator).
- Facilitated a donation of Polk Directories from the City of Traverse City. This will help filling missing volumes from our local history collection in the Nelson room. (Melissa McKenna and Katheryn Carrier are processing them for the collection.)
- Read a story for the Live from the Opera House, It's Storytime! A TCAPS, PBS program to be released this summer.
- Met with Traverse City Mayor, Richard Lewis regarding behavior incidents.
- Attended a webinar sponsored by Northland Library Cooperative regarding the Digital Public Library of America (Scott Morey and William Rockwood are implementing).

Webb Space Telescope Community Event Site

Kudos to Andy Schuck who applied for and was awarded this grant. TADL will be host to some of the first images from the Webb Space Telescope from NASA!

Leadership Book Club

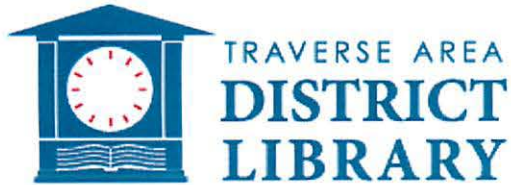
As part of our bimonthly leadership meeting we decided to do a book club and read Brene Brown's book Born to Lead. Thank you to Vicki Carpenter who facilitated the discussion of this important book. It has led to a number of in-depth and open-hearted conversations during our leadership meeting that will benefit us as a team, a staff as a whole, and the community we serve. Extra Kudos to Amy Barritt who read it twice!!!

Covid Update

Aside from a few staff members getting Covid, there has been no changes in the last month.

Think Spring!

Michele P. Howard, MILS



Administrative Reports
for the month of March
(April 21, 2022 Board Meeting)

Adult Services

- The Seed Library is OPEN for the 2022 season! Thanks to the ongoing work of library pages, as well as adult, teen, and NW Ed student volunteers, hundreds of seed packets have already been given away to area gardeners.
- Melissa attended the Public Library Association bi-annual conference in Portland, OR from March 23-25. She attended sessions to assist the library with its work towards the four pillars of TADL's Strategic Plan. Including ways to make the library more welcoming to LGBTQ+ patrons; instructions for completing an analysis and transfer of Women's, BIPOC, and immigrant histories from the 300s to the 900s; and ideas for ways to distribute discarded library materials throughout the community. She has reported out on what she learned to TADL Leadership and the Adult Services Dept staff.
- In March, the Adult Services Dept. held the following programs:
 - The book group Books & Brewskis was finally able to meet again in person! 8 people attended the discussion of *The Glass Hotel* by Emily St. John Mandel at Silver Spruce Brewery. Our other book group, Queer Tales, continues to meet online and had 4 people attend this month to play bingo and talk about *Bingo Love*, a graphic novel by Tee Franklin.
 - The TADL/IPR partnership was back on the second Sunday of the month. There was a performance by the Cherry Capital Men's Chorus barbershop quartet, followed by a showing of the movie *Quartet*, starring Dame Maggie Smith. 38 people came out to enjoy this event!
 - 1 hybrid program was held this month - the TAHS program with an in-person attendance of 30 and online attendance of 26.
 - TADL Stitchers met 5 times in-person with a total attendance of 36, including one person who drives all the way from Grayling to attend!
 - 24 people attended an online session the SCORE asked Melissa to co-present. The topic was Market Research & Planning and included demonstration of Reference Solutions, a powerful business database available to use through TADL.
- March Adult Services Statistics:
 - Questions Answered In-Person - 1274
 - Questions answered via Phone - 491
 - Questions Answered via Email/Chat - 104
 - RA/Tech Help - 98
 - Notary Signatures - 12, Tests Proctored - 1
 - Craft Kits Distributed - 52 (Paint Wood Coasters & Fidget Bracelets)

Respectfully submitted,
Melissa A. McKenna
Adult Services Department Head

Youth Services

Youth Services started back up with in-person storytimes at the start of March is Reading Month. We kept the room limit in the McGuire Community Room to 60 people but did not require masking. Patrons are excited to come back to storytimes with program attendance ranging from 10 to 32 people (with our only exceptions being programs geared toward babies and toddlers).



We were also happy to get back on track with several special programs that we previously did virtually, including our 1000 Books Before Kindergarten celebration. In total, 54 patrons came and celebrated reading to young children, playing games, reading books, decorating our sticky wall, and tracing favorite book characters down slides. We also had new families sign up for the program as well as our TALK (Text And Learn for Kindergarten) texting service.

Speaking of TALK, we now have 59 patrons signed up for the valuable texting service. We ran a promotion throughout March for anyone that signed up for TALK, 1000 Books Before Kindergarten, or checked in for the 1000 Books program and gave away two pizza gift cards to the more than 40 families who qualified.



Youth Services staff members Andy Schuck and Rosie Flickinger both conducted [Leap Into Science](#) programs (from the Franklin Institute) during March based on the principles of wind. The kids became the scientists in these programs, investigating different levels of wind from breezes to gusts while making wind detectors and pushing objects around wind made from squeeze bottles and fans.



Youth Services celebrated March is Reading Month with our annual March Book Madness contest held in Youth Services. Popular books from our Juvenile Easy, Favorite Characters, Graphic Novel, and Juvenile Fiction sections squared off in head to head matchups over several days to move through the bracket, until the championship where the Harry Potter series squared off with the Dogman series. After 4 days of voting, Harry Potter emerged victorious with 14 votes to 10. In total, 408 patrons voted during the book-flavored competition.

We could definitely feel and see an uptick of patron usage in Youth Services this month. We answered almost 1,500 questions this month (1,498 total), which was an increase of 28% over February and 36% from March 2021. We answered 1,386 walk-in reference questions, 108 phone questions, and 4 digital questions. In terms of programs, we hosted 30 total with 509 patrons attending. Of those programs, 16 were Early Literacy-oriented and engaged 183 patrons.

Andy Schuck

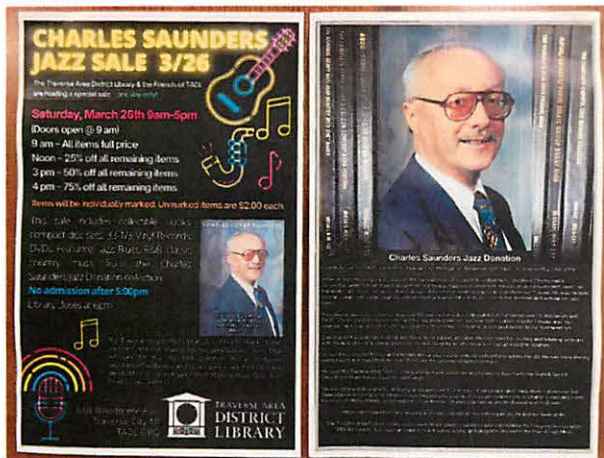
Head of Youth Services

Sight & Sound

March is the lead up to Spring Break at the end of the month. This is always a busy time where patrons are gathering up the items they need to rest and relax after a long busy winter of school and work. We always have a big rush followed by a lull after the break has begun.

Spring break was a great reunion with my 12 yr old daughter, and my parents after not seeing each other for 2 years. Such a relief just to connect and hang out together.

The big event in March was the Charlie Saunders Jazz Sale on Saturday March 26th. Sight & Sound partnered with the TADL Friends. S&S



did the prep work, helped Heather with promotions and finally the setup of the event. The TADL Friends handled the money and we split the take 50/50. The S&S portion will be used for developing the appreciation of Jazz music with programs and collection development. The day was very successful. Approximately half of this massive collection has been added to the S&S collections and we still have a few deals to close before it's all settled. We will keep you posted. I would like to thank Keith Schwartz, Rich Milock, Margaret Monsour, Reba Leiding and all the TADL Friends volunteers who helped us out on this

big day! The final thank you goes to Charles Saunders for bequeathing us his absolutely massive and beautiful collection. Here are some photos.



The McGuire Community room is back open to public service. This will officially be back in service in April. I did a lot of leg work to make that happen in March. Reaching out to several partnered organizations and regular users of the room. I learned quickly what settings needed to be adjusted to make the new Library Calendar software serve our patrons better. I also set up several non meeting room spaces for library programming: Adult Reference Fireplace, Youth Services Dept., Front Lawn, Atrium, Etc. in Library Calendar.

- Shannon Wilton set up a nice Women's History Month display.
- Rich Milock is working away on adding a new Library of Things.
- Mobile Hybrid tools are ready for deployment in McGuire.
- Ian Berry and Shannon Wilton are helping me with Local History DVDs in our collection project.

TADL Meeting Room Stats March 2022

Total: 143

TADL meetings: 72

Personal/Outside Group Meetings: 71

Paid Meetings: 0

Unpaid Meetings: 143

Walk-ins: 42

Advance Reservation: 101

Number of Meetings by Rm March 2022

McGuire Room: 46

Thirlby Room: 46

Study Room D: 51

Aaron: McGuire room reopening, performance evaluations, S&S Staff AV training, As always helping patrons.

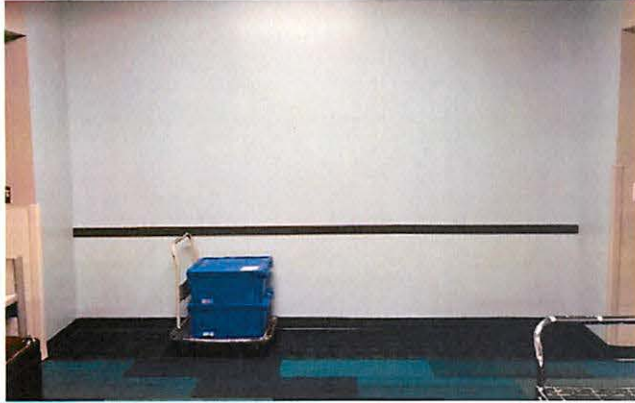
Thanks for reading.

Aaron

Circulation

- Curbside pickups for March 2022: 49
- Circulation Statistics for MeLCat, March 2022:
 - TADL items sent to borrowing institutions: 1351
 - TADL items received from lending institutions: 1886

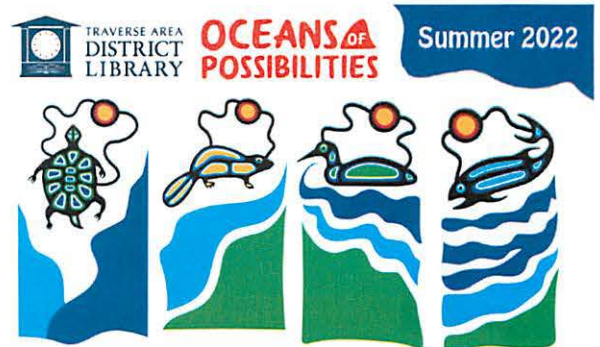
The Circulation department is getting a makeover! Paint is up on most of the walls, and looks great. Thanks very much to John Jass for painting!



Respectfully Submitted,
Josh Denby
Department Head, Circulation

Marketing and Communications

I attended several virtual sessions - Rotary Charities Convening & Committing to Change; Merchandising; and Library Law Spotlight: Policies Before Posting (Public Libraries & Social Media) - all three relate to **Innovative Engagement**. It was a month of intensive summer reading planning/production and Bookmobile Day prep (**all SP categories**) as well as support for other events as requested (Poets' Night Out, Joy Harjo, Community Conversations, upcoming Library Outreach Week, Jazz sale and more). Accepted art loan from the city (two month loan through the end of April) for Bobby MaGee Lopez series (**Purposeful Partnerships, Targeted Outreach**). Set up a local Women's History Month display on the first floor, stocked new items in store, assisted with prep for Grand Traverse Academy student library card program (**Targeted Outreach**).



Website: Users 11,771; Pageviews 38,813

Press: 9&10 News 2% Grant March 15, 2022; Z93 Spring Break at the Library Interview March 29, 2022

Heather Brady
Marketing & Communications Manager

Facilities

Roof: Intertek visited the site and conducted an inspection of the remediation work conducted to this point. Infrared photos were taken of the building to compare to pre-remediation photos taken at the beginning of the project. Visual inspections of the attic spaces and plenums were also conducted. Data logging devices were installed in numerous locations throughout the

building to measure temperature and humidity. All of this information will be utilized to evaluate the building's current ventilation performance.

East Bay: New furnace installed after an inspection of the existing unit found it to be beyond its useful life. As an added bonus, the new unit has air conditioning included in it.

Bathroom renovation: Designer continues to explore options for surfaces. Floor tiling replacement with larger tiles is not feasible due to floor slopes for drains. Epoxy coating options are being looked into.

Grounds maintenance: Bids are being secured for lawn mowing, asphalt repair and retaining wall rebuilding.

John Jass,
Facilities Manager

Technology

Local History Collection - The technology department is proud to report a couple new enhancements to the district's local history service. The first enhancement was working with representatives from the Digital Public Library of America (DPLA) to set up an automated system where items from our local history collection will be included in their database. This will allow researchers from across the globe to access our collection when searching DPLA. The second enhancement is setting up a system by which volunteers can transcribe items in our collection using a piece of software called Scripto. This software will allow people from organizations like the Traverse Area Historical Society or any other interested parties to transcribe content in the collection from home. William Rockwood deserves credit for his work on these projects. Excellent job Bill!

New Computers - Old computers across the district continue to be replaced with new, more powerful devices and better monitors. So far all the public computers in the Technology Center, at East Bay, and Fife Lake have been replaced. Next on the list are all the older desktops at Interlochen Public Library. Mitch Holm has been leading this effort. Great work Mitch!

Library Cards for Grand Traverse Academy - The technology department has been working with our colleagues at East Bay to provide library cards for all the students of Grand Traverse Academy (GTA). We have received all the needed student information from GTA, identified what students already have accounts, created accounts for those that did not already have one, and have begun packaging up library cards and handouts for distribution. Jeff Godin has led this effort and the system he has established to make this happen is both efficient and has safeguards in place to avoid errors. Kudos to Jeff!

- Scott Morey, Asst. Director for Technology

TADL Talking Book Library

I attended the virtual National Library Service (NLS) orientation for new Talking Book Library (TBL) personnel.

March is Women's History Month. There was a featured post on the TBL page of the website highlighting women and their achievements.

NLS has started offering virtual pop-up training. I attended the first one on Braille e-readers. NLS also hosts a monthly forum that I attended.

Anita Chouinard
Talking Book Library Manager

East Bay Branch Library

- We started Sing & Stomp back up during the month of March, and attendance has been growing as the word gets out.
- Chantel completed an online training titled *How to Build Diverse Collections* and started the first phase of East Bay's diversity audit. Our goal is to complete the audit of East Bay's entire collection this year.
- As part of their March is Reading Month celebration, the Grand Traverse Academy sent home a letter about signing up for our library card program. Only 15 families opted out, which means in April we will issue over 750 library cards to GTA students! By the end of April, we hope to have visited every classroom at the academy to talk to the students about the services that the library can offer them.
- Chantel led 10 patrons in an enthusiastic discussion of *The House in the Cerulean Sea* by TJ Klune. It was a departure from their usual fare, but most of the feedback about the book was positive.

Respectfully submitted,
Matt Archibald
Branch Manager

Kingsley Branch Library

March Reading Month is a joint program between our library and Kingsley Elementary School, all about promoting literacy and building students' confidence in using library resources. 24 KES classes visited over the course of the month, equalling 569 students! Each class received a tour of the library, a storytime with movement, and each student received a take-home kit with literacy-promoting materials. At the beginning of the month, we had 3 classes scheduled to visit weekly. The March Reading Month visits were overwhelmingly enjoyed by the classes, and now we have 8 scheduled! 22 new accounts were opened by students, and we had many visits outside of school hours as well.

National Scribble Day is an annual program that inspires people to be kind and accepting using creative visual art exercises. We handed out 108 kits to encourage youth engagement in this activity. Got Lego?, our STEM-focused building program, drew a crowd of 22 5-12 year-old burgeoning engineers! Regular programs, including the Afternoon Book Club, Teen Dungeons &

Dragons, and Needle Arts group, continue to be full and patrons report the programs are engaging and meet our socializing goals.

Respectfully submitted,

**Amy Barritt
Branch Manager**

Financial Report Analysis for March 2022

Revenue – Starting with Property Tax, Grand Traverse County has already disbursed the remaining taxes for the year. However, due to an oversight, the City of Traverse City did not exclude us from a TIF that we had opted out of. Therefore, we will be receiving another payment of \$21,259 for City property taxes. We have also not received the final payout from Leelanau County for the portion of Elmwood Township that is within the district. We have received the first half of the State Aid for the Talking Book Library.

The jump that you see under Local Support comes from the \$20,000 two percent grant that we received from the Grand Traverse Band. We look forward to putting those funds to good use!

Merchandise sales are doing well with sales of the library book bringing in a total of \$1527 so far for the Local History Collection.

Sadly, our investments continue to cause me heartburn.

On the bright side, we have started to book the McGuire Room and with the bookmobile finally here, we hope to bring in more donations to continue outfitting it for the road!

Expenditures – There isn't a lot to highlight this month that hasn't been pointed out previously. You will see activity under Education & Travel as we had an employee make the first trip to an in-person conference since the beginning of the pandemic.

General Building Maintenance is higher this year as this includes \$12,700 paid to date for our security guards.

Our percent of year complete is 25% and our expenditures are at 35.6%. Again, our higher rate of expenditures is due to upfront costs on various line items.

TRAVERSE AREA DISTRICT LIBRARY
CONSOLIDATED EXPENSES
MONTH ENDING
MARCH 31, 2022

CATEGORY	BUDGET	2022 YTD	2021 YTD	VARIANCE	% OF BUDGET
Salaries & Wages	2,534,599	695,198	472,119	1,839,401	27.4%
Social Security/Medicare	71,900	16,316	12,027	55,584	22.7%
Health/Hospitalization	378,330	146,224	132,329	232,107	38.6%
Vision Insurance	4,150	1,492	1,433	2,658	35.9%
Dental Insurance	30,150	9,539	9,316	20,611	31.6%
Life Insurance	8,850	2,765	1,911	6,085	31.2%
MERS Defined Contribution Retirement	160,000	46,423	30,069	113,577	29.0%
MERS Unfunded Liability	120,000	30,000	30,000	90,000	25.0%
401K Retirement Contribution	120,400	24,909	22,009	95,491	20.7%
Unemployment Comp.	0	0	0	0	0.0%
Workers' Compensation	8,000	0	0	8,000	0.0%
Disability Insurance	15,500	4,913	1,382	10,588	31.7%
Office/Cat./General Supplies/Postage	166,450	26,905	22,076	139,545	16.2%
Covid-19 Supplies	1,000	110	1,815	890	11.0%
Books/Media/Online Resources	606,300	199,580	166,446	406,720	32.9%
Repair & Maintenance Supplies	6,750	1,142	741	5,608	16.9%
Professional & Contractual Services	242,674	56,826	49,602	185,848	23.4%
Communications	36,480	7,755	7,969	28,725	21.3%
Education & Travel	55,657	3,494	1,207	52,163	6.3%
Printing & Microfilming	2,900	0	0	2,900	0.0%
Advertising & Outreach	19,250	1,540	2,474	17,710	8.0%
Insurance & Bonds	38,490	31,644	33,113	6,846	82.2%
Utilities	103,200	19,447	16,335	83,753	18.8%
General Building & Grounds Maintenance	320,991	68,651	64,179	252,340	21.4%
Member Allocations	629,000	639,000	569,720	(10,000)	101.6%
Miscellaneous	3,800	0	55	3,800	0.0%
Property Tax Reimbursement	6,500	279	51	6,221	4.3%
Furniture/Equipment/Software	53,550	13,897	13,604	39,653	26.0%
Contingency	6,000	0	0	6,000	0.0%
TOTAL EXPENDITURES	5,750,871	2,048,046	1,661,982	3,702,825	35.6%
2022 APPROVED BUDGET					
EXPENSES BY CATEGORY					
Personnel	3,451,879	977,777	712,595	2,474,102	28.3%
Supplies	780,500	227,736	191,078	552,764	29.2%
Other Services and Charges	1,458,942	828,635	744,705	630,307	56.8%
Capital Outlay	59,550	13,897	13,604	45,653	23.3%
TOTAL EXPENDITURES	5,750,871	2,048,046	1,661,982	3,702,825	35.6%
This statement reflects activity through the third month of the 2022 fiscal year.					
Percentage of the year completed 25%.					
Certain items with higher percentages may have been paid annually for the fiscal year.					

**TRAVERSE AREA DISTRICT LIBRARY
REVENUE
MONTH ENDING
MARCH 31, 2022**

CATEGORY DESCRIPTION	BUDGET	2022 YTD	2021 YTD	VARIANCE	% OF BUDGET
Property Tax (Current, Delinquent, Other)	5,323,447	5,314,782	4,978,804	8,665	99.8%
State Aid - Library	106,389	0	0	106,389	0.0%
State Aid - TBL	41,075	20,536	0	20,539	50.0%
Local Support - TBL & Other Grants	10,630	21,475	17,853	(10,845)	202.0%
Fees/Services	41,650	17,016	29,021	24,634	40.9%
Sales	19,080	7,968	2,808	11,112	41.8%
Penal Fines - \$154,900 for this Category per budget		0			
Penal Fines - Grand Traverse Co.	130,000	0	0	130,000	0.0%
Penal Fines - Leelanau Co.	5,900	0	0	5,900	0.0%
Penal Fines - Benzie Co.	19,000	0	0	19,000	0.0%
Overdue Fines/Replacement Fees	15,000	5,520	2,901	9,480	36.8%
Interest & Dividends/Gains/Losses on Inv.	5,650	(39,592)	(3)	45,242	-700.7%
Rents & Royalties	2,200	100	0	2,100	4.5%
Contributions	30,850	6,576	4,863	24,274	21.3%
Misc Revenue & Reimbursements	0	526	4,359	(526)	
TOTAL REVENUE	5,750,871	5,354,906	5,040,606	395,965	93.1%
Transfer In				0	
Use of Fund Balance				0	
TOTAL	5,750,871	5,354,906	5,040,606	395,965	93.1%
TOTAL REVENUE, TRANSFERS & USE OF FB	5,750,871	5,354,906	5,040,606	395,965	93.1%
TOTAL EXPENDITURES	5,750,871	2,048,046	1,661,982	3,702,825	35.6%
REVENUE OVER (UNDER) EXPENSE		3,306,860	3,378,624		
This statement reflects activity through the third month of the 2022 fiscal year.					
Percentage of the year completed is 25%.					



Our Books With the Boathouse fundraiser was a sellout event. Doug Kosch, owner of The Boathouse Restaurant donates the meals and wine. Ticket sales generated \$7680. In addition, a silent auction in conjunction with the event is expected to earn several thousand more. Meal pick up was in the PCL parking lot and our Men's Group helped run bags to cars.

Spring break week was very busy at PCL! Visitors saw us on Facebook and found their way in, some staying the day with our activities for children. We went through over 120 craft bags and multiple in-house crafts. One little girl who had spent the day with her family cried when it was time to leave and begged her mother to let her check out a book. The mother explained that they live out of state and would be going home soon with no way to return it. We let her choose a book as a gift from our sale shelf and she skipped out happy!

The Peninsula Township Fire Department Emergency Team offered a great program on what to do in an emergency until help arrives, how to use our AED, and how to know when to call 911. They will be back this summer with all the trucks and equipment to do a Summer Reading Club program for kids and will stay for some water fun afterward with the kids!

Storyteller Judy Sima joins us at 7 p.m. April 28th in honor of Holocaust Remembrance Day. Judy shares stories in her mother's voice of encounters with the Gestapo, Kristallnacht, her escape from Germany to America and her adjustment to a new life. Following the telling of her mother's story, Judy offers conversation starters to get the audience talking about their own parents. Her programs bring smiles and laughter as well as a few tears.

The outdoor memorial signs on the building are not holding up to the weather – for the second year in a row. Image360 will be replacing them with polymer signs that resemble the original wooden ones. Last year, they treated them with several coats of marine varnish, but our winds and rains have been so severe, they look worse than ever. Many thanks to Image360 for standing behind their work!

Room reservations are being accepted once again for the Neahtawanta Room (our small meeting room) and the Community Room. The Coffee Bar will reopen April 20.

The flag had to be replaced outside. The strong winds had reduced it almost to shreds. It took longer than expected for the new one to come in, but we wanted to hold out for a flag made in the United States. Bay Supply removed the old one, according it proper respect and hung the new one.

Fun fact about PCL: The very first community library on Old Mission was housed for 51 years in the parlor of an old Victorian farmhouse on Center Road. The house no longer exists, but the farmer who now owns that land remembers going in before it was burned due to decay and said there were book cases and a harp case so sheathed in moss that it was almost like being in a storybook.

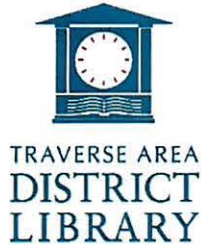
Circulation March 2022: 2432 + 37 manual checkouts, March 2021: 2842

March Volunteers: 8 people, 23 hours of time to PCL. Curbside pickups: 2. New library cards: 13

Hold Transit Counts March: 608 to other libraries from PCL, 353 from other libraries to PCL

Programs March: 20 Program Participation March: 290 Reference Questions: 360

Website Hits: 1765, Twilight Baby Bags: 0, 1000 Books Before Kindergarten: 2



TADL Board of Trustees Finance & Facilities Committee

April 5, 2022
4:00 pm ~ Thirlby Room and Zoom

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: P. Deyo, J. Jones, and C. Sullivan Trustees, D. Radjenovich, S. Morey, J. Jass, and M. Howard, staff.

Agenda Approval: The agenda was approved.

Minutes Approval: Minutes from the February 1, 2022 Finance and Facilities and Services Committee were approved as amended.

Public Comment: No public comment.

Facilities:

Roof Update:

Jass has contracted with Intertek to check the progress of the roofing project in terms of heat loss. Some significant improvements have been made. Jass is waiting to hear back from their engineer with more data and about proceeding further with mitigation techniques and needs for the roof deck.

Sign Discussion:

Jass contacted his former employer and got a rough quote of \$25,000 for the outside sign. Howard mentioned that the Friends of the Library are willing to help pay for this and TADL staff will fundraise to complete this project. Jass is getting a free design proposal from the sign company.

Bathroom RFP Process:

Jass is still moving forward with ideas for this process and costs to bring to the committee in the future. Jass is currently looking at epoxy floors to reduce odors and expedite cleaning.

Makers Space:

Trustee Deyo presented information about Makers Spaces and public libraries. Morey explained some of the initiatives TADL is doing and ideas for the future. Deyo has offered his expertise if it is needed to help.

Approval for Spending for Bookmobile Interior:

Howard and Brady are moving forward with the interior now that the exterior is done. Brady has not found many companies that work on interiors or have any openings to do this work. Howard

will bring 2 quotes to the April Board meeting and a request for a not to exceed amount and two quotes for the work.

Finance:

Quotes for Updating the Website and approval of Spending for the Website:

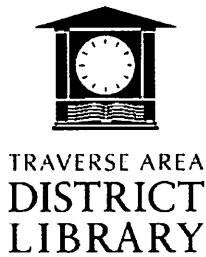
Morey and Radjenovich realized that money had not been put into the 2022 budget for a renovated website. Howard asked the Trustees to approve a not to exceed amount of \$35,000 from the Public Improvement Fund to pay for a renovated website. Motion was made by Jones and seconded by Deyo to bring this motion to the April Board meeting.

Next Meeting Date / Time: May 3, 2022 at 4:00pm.

Next Meeting Topic Suggestions: Roof Updates, Bathroom Updates,

Public Comment: No public comment.

Adjournment: The meeting adjourned at 5:08 pm



TADL Board of Trustees Policy and Personnel Committee

April 5, 2022
10:00 am Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: M. Pakieser, M. Vickery, J. Wescott, Trustees; M. Howard, D. Radjenovich, and M. Myers, staff.

Agenda Approval: The agenda was approved.

Minutes Approval: The minutes of the February 1 and March 8, 2022 meeting were approved.

Public Comment: There was none.

Policy:

Behavior Policy 4.1

Howard reviewed many libraries' behavior policies and revised TADL's policy to reflect the changing conditions with increased behavior policy violations and reflect more flexibility to respond to the many various behaviors. There was some discussion. It was motioned by M. Pakieser and supported by J. Wescott to forward the revised policy to the full Board for approval.

Bookmobile Policy

Howard and Carpenter completed the policy. There was some discussion. It was motioned by M. Pakieser and supported by J. Wescott to forward the new policy to the full Board for approval.

Bylaws Amendments

Howard distributed the latest proposed amendments. Trustees offered suggestions to move to a consent calendar. Howard will revise the bylaws and ask attorney Zeits to review them for the May committee meeting.

Board Statement regarding Community Effort regarding a Day Shelter

The committee discussed the statement. Howard will add all revisions and then re-distribute to all Trustees individually for input. Now that Safe Harbor has withdrawn their request to extend the season until June 30th, Howard has time to bring the revised statement to the full Board at the April meeting.

Next Meeting Date / Time: May 3, 2022 at 10:00 am.

Next Meeting Topic Suggestions: Continued Policy Review; Naming Policy: Bylaws

Public Comment: None

Adjournment: The meeting adjourned at 11:17 am.

Date: April 21, 2022

From: TADL Board of Trustees and Library Director, Michele P. Howard

To: City Commission, County Commission, Appropriate media forums

Re: Escalating Library Behavior Policy Violations

Executive Summary

The Traverse Area District Library (TADL) is funded by the taxpayers of its service district (which includes the City of Traverse City) to provide the entire community with safe access to library materials. As TADL's appointed Library Board it's our responsibility to provide fiscal oversight and policy to fulfill that mission. This mission is being threatened by escalating numbers and aggression of violations of the TADL Behavior Policy. Therefore, we would like to share the following, focusing exclusively on items related to our mission:

Overall

The documented rise in Behavior Policy violations stem from people with addictions and other disorders (a situation that often also contributes to homelessness), who have no place to go during the day. TADL has become the de facto day shelter.

- Due to increased frequency and increased abusive behavior and lack of safety, TADL Board approved security guards for the first time in December 2021. This unbudgeted expense is taking dollars away from our primary taxpayer-funded mission.
- It is also our responsibility to provide stewardship for library property - and we are seeing increasing incidents of damage to the building, furnishings, and grounds.

Concerns

- TADL staff are continually threatened and abused by patrons and feel unsafe in their jobs.
- Moral distress is felt by staff.
- Patrons have voiced concerns for safety and have resorted to not using the main library and not allowing their children to use the library due to behavior violations witnessed at the library.

Requested Actions

- Maintain the Safe Harbor SLUP with its established seasonal/April closure date and deny the extension of the Safe Harbor SLUP beyond its established seasonal/April closure date - Behavior violations in the library rise exponentially with the opening night shelter every year.
- Establish a joint task force with Grand Traverse County, City of Traverse City, and non-profit agencies with the express purpose of developing a day shelter - individuals with addiction issues need safe shelter during the day and a means to access/be connected with treatment resources - that, in conjunction with more permanent housing for individuals ready for it - is the only way to create a long-term solution.
- Support and Encourage surrounding areas of the greater northwest Michigan region to reopen their shelters and addiction treatment services.
- Allocate resources from the Traverse City Police Department to establish a community police officer to reduce disturbances, behavior violation, and drug traffic at the library.

Helpers are drawn to the library profession, who truly want to see everyone safe, well, happy, and healthy. We can, and must, do better as a community - but we can't do it alone and therefore, we respectfully ask for your help in this urgent matter.

FULL MEMO

From: TADL Board of Trustees and Library Director, Michele Howard

To: City Commission, County Commission, Appropriate media forums

Re: Escalating Library Behavior Policy Violations

Overall

TADL's Main Library welcomes over 1,200 people of all ages each day, from babies to senior citizens - it is a unique, shared public space that is open seven days (67 hours) a week. TADL's mission is to provide dynamic resources and innovative services to stimulate intellectual curiosity, facilitate lifelong learning, promote literacy, and nurture personal enrichment.

Concerns

The library is a place where all are welcome regardless of age, race, ethnicity, and housing status.

To facilitate the safe and equitable use of library materials and facilities, behavior policies (attached) are regularly reviewed and updated as a matter of operational routine. While problematic and disruptive behaviors occur in the library throughout the year, it is clear that from November to April behavior policy violations related to possession, use, and effects of alcohol, drugs – including verbal abuse, hostile and threatening behavior directed toward staff and other patrons, and property damage – increase dramatically. The number of such incidents in 2022 has surpassed all previous periods. See the attached datasheet.

It's important to stress that this memo is not directed at patrons facing housing insecurity but rather patrons with substance abuse and mental health issues who are frequently homeless and come to the library because they have nowhere else to go. These individuals are guests at Safe Harbor and are asked to leave every day at 8:00 am. Having nowhere else to go, they come to the library.

These incidents tend to be loud, very public, and create a situation where patrons (including children) witness behavior that is unacceptable in general but especially unacceptable at a library. This behavior includes expletives, verbal threats, bodily fluids, and excessively intoxicated individuals (some who are on the floor and unable to leave the library on their own). This leads to both patrons and staff feeling unsafe in the one place we should all feel safe: the public library.

The library has become a *de facto* day shelter during the winter months. With the migration of cold and dislocated persons to the warmth of the library come all the problems mentioned above. Therefore, the library board and staff had to react to help patrons and staff feel safe. In December 2021, TADL Board approved a contract with STT Security, this unbudgeted amount of \$33,000 could be spent on books and children's programs but must be spent to keep patrons and staff safe.

These patrons who violate the behavior policy have their library privileges suspended for up to a year. With nowhere to go, we often find them sneaking into the library for basic needs to use the restroom, which ultimately leads to more incidents needing to be addressed by law enforcement and emergency personnel as they refuse to leave or pass out in the restrooms.

To be a librarian is to be a professional helper. The library staff has been trained in various ways to respond to behavioral problems, including a three-hour training focusing on how to meet the needs and respond to the challenges of increasing numbers of homeless patrons during the winter months. However, the root causes and the physical manifestations of some patron behaviors are far outside the scope of librarians' training and expertise. Librarians end up being caught in a double bind, unable to help as a librarian or health and safety

professional. This leads to a condition called moral distress. Moral distress occurs when one knows the ethically correct action to take but feels powerless to take that action and or is put in a situation that they cannot improve upon because of external factors. Staff are helpers by nature, but these problems are not ours to solve. In addition, the disruption keeps us from serving the taxpayers in the job they are expecting us to perform.

While TADL has reacted appropriately to the real-time challenges it has faced this winter, a reactionary approach to these problems is simply an inadequate, temporary band-aid on the problem. No matter how many library patrons get suspended or removed from the library for violations of our behavior policies, when they leave the confines of the library they face the problems of where to go for shelter, help, and care even if they are able to spend the night at Safe Harbor. No one can solve this alone, it's going to take a concerted effort of governments, non-profits, and other interested parties - as well as the community as a whole. Other communities have accomplished it successfully, so there are models to evaluate as a starting point. This is the question that the community as a whole must now address.

The current situation poses unacceptable risks to public health and safety, diminishes the quality and value of the services the public wants from its critical civic infrastructure, and places continuing public support for public institutions in jeopardy.

Direct Risks to TADL Personnel and TADL's Mission:

- Disorderly, disruptive, or violent behavior directed toward other patrons and/or TADL staff. Library staff are being expected to work in physically unsafe circumstances
- Unwelcoming or upsetting environment for children, families, and other patrons
- Deficient availability of medical care
- Deficient availability of psychological care
- Increased and unbudgeted expenses to TADL for professional onsite security and/or health service personnel
-
- Erosion of public confidence in availability and quality of expected services
- Erosion of public confidence and negative perception of TADL as a welcoming, safe, and supportive space
- Erosion of public financial support for TADL services
- Diminished perceived quality and value of the regional library system as a public good.

The TADL Board of Trustees is sharing these thoughts with the public and with civic leaders in order to:

- Signal TADL's alarm about near- and long-term risks to TADL's mission associated with the community's failure to address this problem
- Respectfully request but strongly assert the urgent need for community leadership and for committed and sustained community-wide action
- Act consistent with the board's fiduciary duty to ensure that community assets and resources are protected and transferred to future citizens
- Offer TADL as a partner to necessary discussions and decisions

Requested Actions

While the library is happy to be part of the solution, TADL cannot be THE solution to the current problem of people in addiction and mental health crises who have no other place to go during the day.

- Maintain the Safe Harbor SLUP with its established seasonal/April closure date and deny the extension of the Safe Harbor SLUP beyond its established seasonal/April closure date - Behavior violations in the

library raise exponentially with the opening night shelter every year. Keeping individuals in close proximity to each other is not going to alleviate the underlying problems, and will only further stress the surrounding neighborhoods and facilities. TADL has repeatedly shared these concerns with Safe Harbor previously and Safe Harbor feels they bear no responsibility regarding the individuals who are their guests once they leave.

- Establish a joint task force with the City of Traverse City, Grand Traverse County, and other potentially responsive parties with the express purpose of developing a day shelter. Individuals with addiction issues need safe shelter during the day and a means to access treatment resources - that, in conjunction with more permanent housing for individuals ready for it - is the only way to create a long-term solution. We believe the TADL Board of Directors has a fiduciary responsibility to ensure the future viability of the public library system in our community. The city and county have a fiduciary responsibility to address systemic problems that put public assets at risk and threaten public welfare.

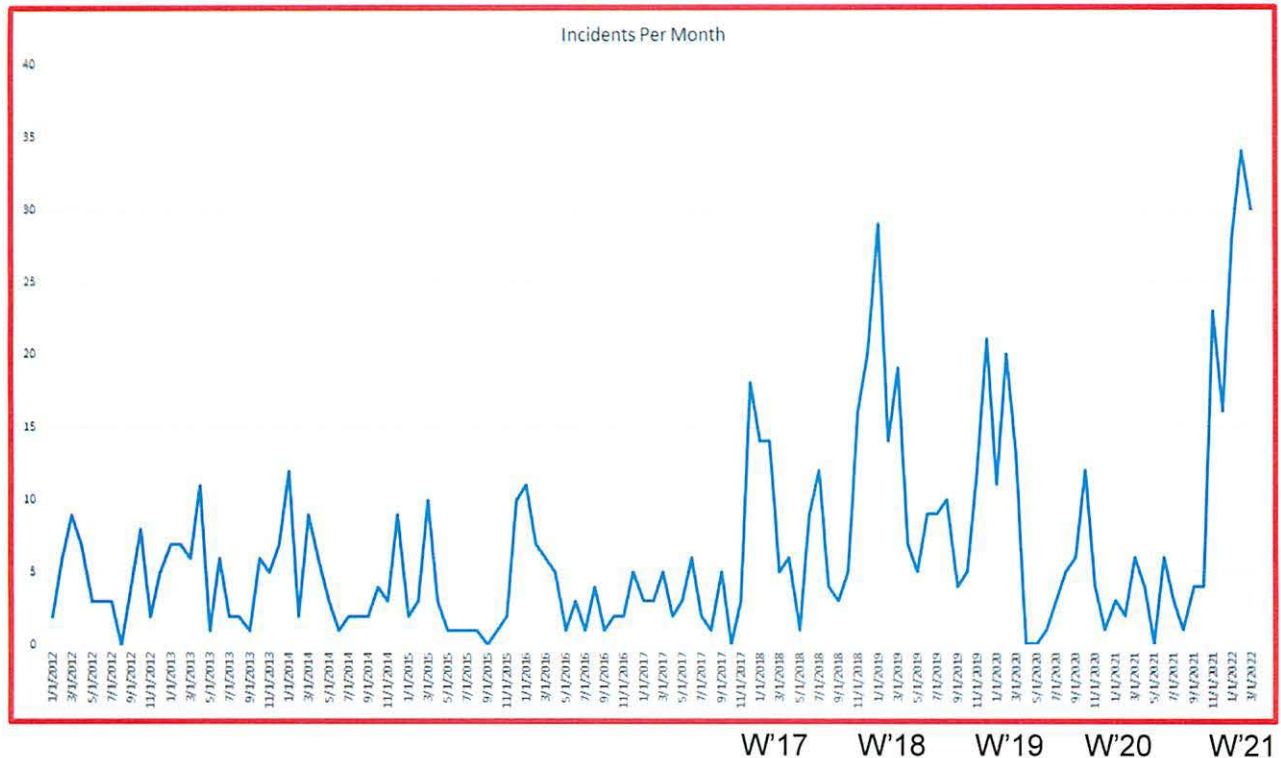
After patrons are suspended from the library for behavior violations they often try to return to the library to stay warm and use the bathroom. They are prohibited and law enforcement is called. Having a day shelter would meet these basic needs.

- Support and Encourage surrounding areas of the greater northwest Michigan region to reopen their shelters and addiction treatment services. We realize that TADL is not the only site where the absence of adequate housing and health care services places extraordinary demands on publicly funded spaces, organizations, and services. These demands directly impact publicly funded services, programs, and personnel. Many locations remain closed post-COVID and so Traverse City is hosting individuals from other areas with no resources elsewhere, in addition to those who have lived in our vicinity for a longer time.
- Allocate resources from the Traverse City Police Department to establish a community police officer to reduce disturbances and drug traffic at the library. As seen with other areas of the City such as the DDA, a community police officer assigned to the library, Safe Harbor and the regions surrounding the Boat House would greatly improve the area for all residents to enjoy and reduce the number of calls the police receive to these areas allowing them to do other important roles in the community.

Community input during TADL's recent Strategic Planning process made clear that the community wants TADL to be involved as a convener and facilitator of conversations about community issues, concerns, and opportunities. All messages to the public from TADL about these issues are intended to be in the spirit of that perceived role of TADL as a cornerstone civic institution.

In closing, our community is capable of better. While no one denies the complexity of the problems we cannot avoid sharing responsibility for how the community rises to the challenges. As stated above the TADL Board is a willing partner in this problem but we sincerely believe a broader task needs some entity to take the lead in finding solutions for our whole community.

Library Incident Data Sheet



As demonstrated in the graph above, Behavior incidents surge every year when Safe Harbor opens. The winter of 2020 was an exception, because the Main Library was at curbside service only from mid-November 2020 to March 1, 2021. Otherwise, please note that incidents continue to increase year after year with 2022 hitting new records for the number of incidents in a month.

I touched base with public library directors in areas that have existing day shelters. They consider 10 incidents a month excessive. At present we could see that many incidents in two days. March 2022 was again a new record with 44 incidents in one month.

For further details on the incidents, please contact Library Director, Michele P Howard (mhoward@tadl.org) directly. In addition to continual violations of our campus no-smoking policy, other major incidents are as follows.

Issues related to intoxication and other substance abuses:

- Public urination on library furnishings (multiple incidents); vomit both inside and outside the building
- Stolen and damaged library furnishings and equipment (including the Thirlby Room damage)
- Potential for major damage (fires set in bathrooms could trigger sprinkler system)
- Multiple EMS calls due to unresponsive and/or belligerent individuals
- Individuals of the opposite sex going into bathrooms together; inappropriate public displays of affection
- Bullying of library staff and malicious retaliatory behavior from individuals informed of behavior policy
- Harassment of other library users

4.14 Mobile Library Services Policy

Purpose and Principles

Mobile Library Services support the mission of Traverse Area District Library (TADL) as a branch of TADL in an outreach capacity and operates under district policies, as well as those listed below. Mobile Library Services also provides service to people in the community who cannot utilize library services due to physical, economic, social, geographic or other barriers.

TADL Mobile Library Services will participate in major community events whenever possible to promote the Library District and the resources, programs, services, and activities available for people of all ages. Visit requests are considered on an individual basis using the following criteria.

Services and Offerings

The service model for the Mobile Library Services is based upon three principles:

- **Portability:** Bringing information, ideas and excitement outside of our walls to the communities.
- **Accessibility:** Providing resources to patrons of diverse ages, languages, abilities, and backgrounds while introducing new users to their library.
- **Flexibility:** Offering library materials that are tailored specifically for the audience at the Mobile Library Service's destination.

Parameters and Priorities for Service:

Due to limited staffing, operating hours, and budgetary constraints, the Mobile Library Services cannot visit all areas of potential need. The following criteria will be used to prioritize and evaluate requests:

- Limited to TADL Service Area
- TADL Events take precedent over outside events
- Support the mission of TADL
- Scheduling availability
- Distance from a Library building
- Senior/Care/Youth Facilities
- Service needs
- Community events
- Number of potential people served
- Stops at private residences will *not* be considered

Location Requirements

- Maneuverability and parking on level, solid ground
- Accessible to all patrons
- Ample parking
- Adheres to public health and safety standards

- Visible location
- Stop time and location must be able to be advertised/promoted by the library and will be listed on TADL's website.

Disclaimers

- TADL staff cannot conduct financial transactions (accepting payment for fines, fees, etc.) through any Mobile Library Service.
- TADL reserves the right to cancel any event due to weather, unforeseen circumstances, and vehicle maintenance.
- TADL staff will regularly maintain the vehicle(s) per manufacturer recommendations.

New on April 21, 2022

Motion by: Jones

Adopted: Yes No

Support by: Pakieser

 J. Wescott
J. Wescott, Board Secretary

 4/21/22
Date

4.14 Mobile Library Services Policy

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- TADL staff will regularly maintain the vehicle(s) per manufacturer recommendations.

New on April 21, 2022

Motion by: _____

Adopted: Yes No

Support by: _____

J. Wescott, Board Secretary

Date

4.1 Behavior Policy

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

Category A

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

1. Stealing or vandalizing on Library property;
2. Being under the influence, consuming, possessing, giving away or selling alcohol, marijuana or any illegal substance on Library property; enticing or asking others to participate in the use of;
3. Improper use or abuse of Library materials or equipment;
4. Engaging in sexual acts or behaviors or indecent exposure;
5. Profane, obscene, injurious, or abusive language; written, verbal or physical harassment, intimidation or threat of any person by word or act;
6. Fighting or provoking fighting or engaging in any act of violence;
7. Unlawful possession of a weapon.

Category B

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

1. Leaving children at the Library unattended – with no guardian or responsible adult;
2. Noisy or boisterous conduct inappropriate to the Library location;
3. Using audible devices without headphones. Headphones must be at a volume that will not disturb others;
4. Cell phone conversations in areas designated as “quiet” areas, or overly loud conversations in any area of the library;
5. Animals unless involved in a Library-approved event or service animals as defined in 28 CFR 36.104;
6. Failing to wear shirt, pants, and/or shoes;
7. Fragrance, odor, or personal hygiene or body odor so offensive as to constitute a nuisance to other persons;
8. Lying down or appearing to sleep in the Library or on library grounds; having feet on furniture; or blocking aisles, exits or entrances;
9. Petitioning, canvassing (e.g., seeking signatures on a petition), conducting surveys, distributing written material, or soliciting donations, selling merchandise, or otherwise raising funds anywhere on Library property, unless approved in advance by TADL;
10. Violation of the Library internet policy;
11. Entering areas designated “private” or “staff only” unless approved by TADL staff;
12. Refusing to leave the Library and/or grounds as requested by TADL staff;
13. Littering;

14. Beverages in the Library unless secured in a container with a lid, or in designated areas;
15. Food inside the Library, except in designated areas or otherwise previously approved by TADL;
16. Any violation of the Smoke and Tobacco Free Campus Policy;
17. Misuse of restrooms, including but not limited to, washing clothes, shaving or bathing (simply washing one’s hands and face is not considered “bathing”);
18. Unattended personal property;
19. Use of wheeled or motorized devices inside the library, including but not limited to, skateboards, roller blades, scooters, grocery carts, or other similar items inside the Library or on Library property or on Library property unless it is an ADA assistive device or baby stroller necessary for child;
20. Gambling;
21. No camping or overnight parking on Library grounds;
22. Failing to wear required Personal Protective Equipment such as face coverings and/or maintaining six (6) feet physical distancing, as required by federal, state or local law, rule, regulation, recommendation, or order.

Penalties

Patrons who choose to violate the Behavior Policy could result in removal from the premises and expulsion from the library for a period of one day to indefinitely. Returning to the library while suspended and violations perceived as criminal in nature may result in an extended suspension, arrest and/or prosecution. Any expulsion may be appealed to the library Board per this policy.

For All Suspected Violations

1. Police will be called if the Library believes a crime has been committed.
2. Police will be called when a violator refuses to comply with Library rules.
3. Police will be called if a violator refuses to show identification.
4. Police will be called if a violator suspended under this policy appears on Library property.
5. Violators may be photographed by Library personnel.
6. If a violator returns while under suspension, that suspension shall be extended.

Right to Appeal and Appeals Process

1. The right to appeal is based on the right to due process of law guaranteed in the 14th Amendment of the U.S. Constitution and the right of access to public libraries guaranteed to all citizens in the Michigan Constitution (Art. VIII, Sec. 9).
2. If the Library has an address on record or the suspended patron provides an address, the Library Director shall provide written notice to any individual whose Library privileges have been suspended within five (5) business days of the date of the violation, and shall include a copy of this policy with the notice. If the Library does not have an address on record and the patron refuses or fails to provide an address, verbal notice on the day of the violation shall be sufficient notice of the suspension, and the patron shall be hand-delivered a copy of this policy.
3. An individual who wishes to appeal a suspension must do so in writing to the Library Board within 10 days of the postmark of the Director’s letter or the date of the verbal notice if no

letter is sent. The notification of appeal must provide current contact information (address and phone number) and state the grounds upon which the appeal is based.

4. Upon receiving a request for an appeal, the Board shall hold a hearing to consider the appeal within one month. The Board may consider the appeal at a regularly scheduled Board meeting or at a special Board meeting, at the earliest opportunity, called for the purpose of a hearing.
5. The Board President will ensure the Appellant receives reasonable notice of the hearing.
6. Prior to the hearing the Board will be provided copies of the Appellant’s letter appealing the decision and requesting a hearing. The Board and Appellant will also receive copies of the Library Director’s letter giving notice of the suspension which describes the offense. Supporting information gathered in the administration’s investigation shall be made available, including but not limited to all incident and police reports completed by Library staff, witnesses and the Director. The Board shall have access to Library records necessary to make an informed decision on the appeal. Any Library record (as defined in the Michigan Library Privacy Act) shall remain confidential and shall not be disclosed to the public unless in compliance with the Michigan Library Privacy Act.
7. The Appellant must have the opportunity to attend any hearing so scheduled personally or may make a written statement in support of his or her position. If the Appellant does not attend the hearing, the written statement must be received before the time set for the hearing.
8. The Appellant shall have the opportunity to present his/her claim for rejecting the Library Director’s decision. The Board may ask questions in order to bring to light all the facts and issues involved.
9. The Board may affirm or reject the decision to suspend Library privileges.
10. The Board will make its determination as soon as reasonably possible.
11. The Board will issue a written decision and provide a copy to the Appellant if an address is known.
12. The decision of the Board is final.
13. In no case shall the filing of an appeal pursuant to this Policy act as a stay of the suspension imposed unless the Library Director makes a specific finding that the suspension would result in manifest injustice under the total circumstances.

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

Adopted July 15, 2004; Revised October 14, 2010; Revised January 20, 2011; Revised February 16, 2012; Revised July 18, 2013; Revised June 20, 2019; Revised September 19, 2019; Revised February 20, 2020; Revised June 18, 2020; Revised August 20, 2020; Revised October 15, 2020; Revised December 16, 2021; Revised February 17, 2022; Revised April 21, 2022

Motion by: Jones
Support by: Wescott

Adopted: Yes No



J. Wescott, Board Secretary

 4/21/22
Date

4.1 Behavior Policy

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

Category A

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

1. Stealing or vandalizing on Library property;
2. Being under the influence, consuming, possessing, giving away or selling alcohol, marijuana or any illegal substance on Library property; enticing or asking others to participate in the use of;
3. Improper use or abuse of Library materials or equipment;
4. Engaging in sexual acts or behaviors or indecent exposure;
5. Profane, obscene, injurious, or abusive language; written, verbal or physical harassment, intimidation or threat of any person by word or act;
6. Fighting or provoking fighting or engaging in any act of violence;
7. Unlawful possession of a weapon.

Category B

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

1. Leaving children at the Library unattended – with no guardian or responsible adult;
2. Noisy or boisterous conduct inappropriate to the Library location;
3. Using audible devices without headphones. Headphones must be at a volume that will not disturb others;
4. Cell phone conversations in areas designated as “quiet” areas, or overly loud conversations in any area of the library;
5. Animals unless involved in a Library-approved event or service animals as defined in 28 CFR 36.104;
6. Failing to wear shirt, pants, and/or shoes;
7. Fragrance, odor, or personal hygiene or body odor so offensive as to constitute a nuisance to other persons;
8. Lying down or appearing to sleep in the Library or on library grounds; having feet on furniture; or blocking aisles, exits or entrances;
9. Petitioning, canvassing (e.g., seeking signatures on a petition), conducting surveys, distributing written material, or soliciting donations, selling merchandise, or otherwise raising funds anywhere on Library property, unless approved in advance by TADL;
10. Violation of the Library internet policy;
11. Entering areas designated “private” or “staff only” unless approved by TADL staff;
12. Refusing to leave the Library and/or grounds as requested by TADL staff;
13. Littering;

14. Beverages in the Library unless secured in a container with a lid, or in designated areas;
15. Food inside the Library, except in designated areas or otherwise previously approved by TADL;
16. Any violation of the Smoke and Tobacco Free Campus Policy;
17. Misuse of restrooms, including but not limited to, washing clothes, shaving or bathing (simply washing one's hands and face is not considered "bathing");
18. Unattended personal property;
19. Use of wheeled or motorized devices inside the library, including but not limited to, skateboards, roller blades, scooters, grocery carts, or other similar items inside the Library or on Library property or on Library property unless it is an ADA assistive device or baby stroller necessary for child;
20. Gambling;
21. No camping or overnight parking on Library grounds;
22. Failing to wear required Personal Protective Equipment such as face coverings and/or maintaining six (6) feet physical distancing, as required by federal, state or local law, rule, regulation, recommendation, or order.

Penalties

Patrons who choose to violate the Behavior Policy could result in removal from the premises and expulsion from the library for a period of one day to indefinitely. Returning to the library while suspended and violations perceived as criminal in nature may result in an extended suspension, arrest and/or prosecution. Any expulsion may be appealed to the library Board per this policy.

For All Suspected Violations

1. Police will be called if the Library believes a crime has been committed.
2. Police will be called when a violator refuses to comply with Library rules.
3. Police will be called if a violator refuses to show identification.
4. Police will be called if a violator suspended under this policy appears on Library property.
5. Violators may be photographed by Library personnel.
6. If a violator returns while under suspension, that suspension shall be extended.

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Motion by: _____

Adopted: Yes No

Support by: _____

J. Wescott, Board Secretary

Date



RESOLUTION

Bookmobile Interior Build-out Cost

April 21, 2022

WHEREAS, it has been identified board and the public that the Bookmobile will provide essential outreach to the community,

WHEREAS, the board approved a resolution on March 18, 2021 to apply for financial assistance from Rotary Charities of Traverse City through the Assets for Thriving Communities Grant program to finance a bookmobile,

WHEREAS, on May 18, 2021, Traverse Area District Library was awarded the Rotary Charities grant and subsequently acquired a bookmobile;

BE IT RESOLVED, that the Library Director be authorized to spend an amount not to exceed \$28,000 from the Public Improvement Fund to build and install the interior architecture of the bookmobile which is necessary to implement safe and efficient outreach materials transportation and display.

Motion to adopt the resolution was introduced by: Pakieser

And supported by: Wescott

Motion adopted Yes / No

4-21-2022
(date)



J. Wescott, Board Secretary



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April 21, 2022

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Motion to adopt the resolution was introduced by: _____

And supported by: _____

Motion adopted Yes / No _____
(date)

J. Wescott, Board Secretary

Capcity Customs
 8510 Rausch Drive Plain Cit
 Plain City, OH, 43064
 Phone: 614-504-3700
 Email: bobby@capcitycustoms.com



Estimate #	3410
P.O.	3546
Date	Feb 14, 2022
Time	04:42 pm

E S T I M A T E Page 1 of 3

Heather Brady	Year	2021	Mileage		Labor	\$15,920.37
	Make	CHEVROLET	Tag		Parts	\$9,918.00
	Model	EXPRESS 2500-3500 VAN	Vehicle #		Misc	\$0.00
	Engine				Subtotal	\$25,838.37
	VIN		Promised		Tax	\$1,808.69
	Parts	Return Old Parts			Total	\$27,647.06

Rate Type	Flat & Hourly	Payment Method	Check	Estimate Charge	\$0.00
Other Authorized Person				Phone	

Labor

Description	Price
Install Tommy Gate/Wheelchair lift ADA approved	\$10,500.00
Install support rails Low/Medium/High	\$514.00
Install commercial grade flooring	\$476.00
Install basic electric power panel	\$714.00
Install LED light package	\$238.00
Install Invertor 400 watt	\$476.00
Install 30 AMP shore cord w/adaptor	\$238.00
Install manual awning	\$595.00
Install Roof Rail mounting for WIFI/Weatherproof access hatch	\$790.16
Install Generator	\$238.00
Install Swing Arm Generator mount	\$357.00
Install WIFI Router	\$270.13
Install Reversible Maxxair Fan	\$514.08

The signature below is my authorization for the auto repair facility to complete the repair work indicated above including the necessary materials and sublet work. I also authorize employees of the facility to operate my vehicle for the purpose of testing, inspection, and delivery at my risk. I affirm that the facility is not responsible and shall be held harmless for loss or damage to my vehicle caused by fire, theft, or acts of nature.

SIGNED _____ DATE _____

Total	\$27,647.06
-------	-------------

Capcity Customs
 8510 Rausch Drive Plain Cit
 Plain City, OH, 43064
 Phone: 614-504-3700
 Email: bobby@capcitycustoms.com



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E S T I M A T E

Page 2 of 3

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	Parts	Return Old Parts			Total	\$27,647.06
	Rate Type	Flat & Hourly	Payment Method	Check	Estimate Charge	\$0.00
Other Authorized Person				Phone		

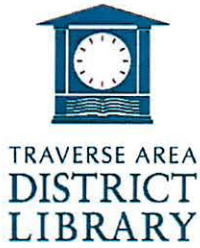
Parts

Part No	Description	Quantity	Unit Cost	Price
	Support Rails	1.00	\$1,185.00	\$1,185.00
	Commercial grade flooring	1.00	\$465.00	\$465.00
	Electric power panel	1.00	\$714.00	\$714.00
	LED Lights	1.00	\$450.00	\$450.00
	400-watt Invertor	1.00	\$650.00	\$650.00
	Shore cord w/adaptor	1.00	\$320.00	\$320.00
	Manual Awning	1.00	\$1,350.00	\$1,350.00
	Roof Rails/weatherproof hatch	1.00	\$585.00	\$585.00
	6500 Watt Generator	1.00	\$1,569.00	\$1,569.00
	Swing Arm mount	1.00	\$500.00	\$500.00
	WIFI Router	1.00	\$1,650.00	\$1,650.00
	Maxxair Fan	1.00	\$480.00	\$480.00

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SIGNED _____ DATE _____

Total	\$27,647.06
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RESOLUTION

Website Revision

April 21, 2022

WHEREAS, it has been identified that a revision of the TADL website will provide essential communication, and accessibility to the community;

BE IT RESOLVED, that the Library Director be authorized to spend an amount not to exceed \$35,000 from the Public Improvement Fund to secure a vendor for website revisions.

Motion to adopt the resolution was introduced by: Jones

And supported by: Pakieser

Motion adopted Yes / No

4-21-2022
(date)



J. Wescott, Board Secretary



RESOLUTION

Website Revision

April 21, 2022

WHEREAS, it has been identified that a revision of the TADL website will provide essential communication, and accessibility to the community;

BE IT RESOLVED, that the Library Director be authorized to spend an amount not to exceed \$35,000 from the Public Improvement Fund to secure a vendor for website revisions.

Motion to adopt the resolution was introduced by: _____

And supported by: _____

Motion adopted Yes / No _____
(date)

J. Wescott, Board Secretary