



TRAVERSE AREA
DISTRICT
LIBRARY

PUBLIC NOTICE

Due to unforeseen circumstances, the
TADL Board of Trustees Regular Meeting
scheduled on August 18, 2022, at 4pm
to be held at Peninsula Community Library

has been RE-LOCATED to the

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

Posted: 8-2-2022

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); (231) 932-8538 (fax); libadmin@tadl.org (e-mail).



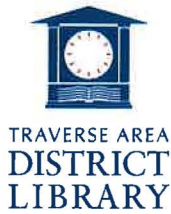
AGENDA

Board of Trustees Regular Meeting
Thursday, August 18, 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. **Consent Agenda**
 - a. Approval of Minutes – [Regular Meeting of June 16, 2022](#)
Closed Session of June 16, 2022
 - b. [Department Reports](#)
 - c. Finance and Facilities Committee Report – [August 2, 2022](#)
 - d. Policy and Personnel Committee Report – [August 2, 2022](#)
 1. [Policy Review: 4.3 Unattended Child Policy](#)
 2. [Renumber: 3D Printer Policy 3.6 to 3.2](#)
 - e. Financial Report – [Narrative](#) | Expenses: [June](#) & [July](#) | Revenues: [June](#) & [July](#)
 - f. Member Library Communications – FLPL | [JPL](#) | [PCL](#)
 - g. [Friends of TADL Report](#) – Donna Hornberger, President
 - h. Correspondence
6. **Items Removed from the Consent Calendar**
7. [Director Report](#)
8. **Old Business**
 - a. [Policy Revision: 1.8 Remote Participation at Meetings Policy](#)
 - b. [Policy Revision and Consolidation: 3.1 Borrowing and Library Account Policy](#)
 1. Policy Removals for Consolidation Include Former [3.1](#), [3.2](#), [3.21](#), [3.3](#), [3.4](#), [3.5](#)
 - c. Change In-service Closure Date to November 18, 2022
9. **New Business**
 - a. [New Policy: 3.3 Library of Things Policy](#)
 1. Policy Removal: [3.7 Wi-Fi Hotspot and Laptop Lending Policy](#)
 - b. [L-4029 Tax Rate Request Form](#)
 - c. [Resolution: MERS Payment from Internal Service Fund and Fund Closure](#)
 - d. [2022 MERS Officer and Employee Delegate Certification Form](#)
 - e. [Discussion: Guns in Libraries](#)
10. **Public Comment***
11. **Trustee Comment**
12. **Closed Session (if needed)**
13. **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 3 minutes. Please sign in at the podium.

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Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, June 16, 2022 at 4:00pm
Fife Lake Public Library
77 Lakecrest Ln., Fife Lake, MI 49633

1. Call to Order

The meeting was called to order by President Odgers at 4:05pm. Present were: Odgers (President); Sullivan (Treasurer); Vickery and Jones (Trustees); Deyo (Trustee, arrived at 4:19). Pakieser (Vice President) and Wescott (Secretary) were 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

Howard requested a removal of item 10a, Whistleblower Policy for approval since there were additional edits from Counsel. She also requested the addition of item 10e, an indirect state aid payment to Northland Library Cooperative. Howard noted that a Closed Session is recommended to review a memo from labor-relations Counsel, Janis Adams. No action is required following the review. It was MOVED by Sullivan, SUPPORTED by Jones, to approve the agenda as presented with the aforementioned amendments. Motion CARRIED.

4. Public Comment

President Odgers opened the floor for public comment. The following people addressed the board: Brett Boulter, TADL staff member, introduced himself as the new Faculties Manager. He's excited to be taking on this new position as soon as his current position in the Circulation Department is filled.

5. Consent Agenda

- a. *Regular Meeting of May 19, 2022*
- b. *Department Reports*
- c. *Finance and Facilities Committee Report – June 7, 2022*
- d. *Policy and Personnel committee report – June 7, 2022*
- e. *Financial Report – Narrative | Expenses | Revenues*
- f. *Member Library Communications – FLPL | IPL | PCL*
- g. *Friends of TADL Report – Donna Hornberger, President*
- h. *Correspondence*

It was MOVED by Vickery, SUPPORTED by Sullivan, to accept and affirm receipt of the Consent Calendar information. Motion CARRIED.

A typo was acknowledged by Sullivan, who MOVED, SUPPORTED by Jones, that the date of the minutes of the consent calendar should be May 19, 2022. The attached minutes are the correct date. Motion CARRIED.

6. Items Removed from the Consent Calendar

No items were removed from the Consent Calendar.

7. Director Report

Howard confirmed her written report and added the following:

- Howard was excited to report that a real mermaid will be at the library on June 20th reading to children for the Summer Library Challenge.
- There will be a live release viewing of the James Webb Telescope photos at TADL on July 12th. will be released.

8. Audit Report

Howard was pleased to report a clean audit. TADL received the highest rating and encountered no problems. Howard gave an overview of the audit, which was presented by the auditors at the Finance and Facilities meeting. Spending comparisons were challenging due to the pandemic, but everything is on track. The MERS Unfunded Liability is now funded at 97%. Howard noted that the member agreements and union contract were both settled and reflected in the audit. It was MOVED by Sullivan, SUPPORTED by Jones to accept the 2021 audit as presented. Motion CARRIED.

President Odgers inquired as to whether each board approval involving financial matters needed a roll call vote. Zeits explained that it is not required.

9. Old Business

a. *Policy Removal: 4.8.1 Public Access Laptops and Other Mobile Computer Devices*

Howard noted that the revision to policy 4.8 at the last board meeting rendered 4.8.1 unnecessary. It was MOVED by Vickery, SUPPORTED by Sullivan, to remove the redundant policy 4.8.1 as presented. Motion CARRIED.

b. *Policy Removal: 4.5 Bulletin Board and Brochure Policy*

Howard explained that the upkeep of the public bulletin board has become onerous for staff. Very few of the posters received fit the policy for posting since most have been paid events. Staff would like to use the bulletin board space as a communications space to support the library's mission and to showcase library events within the district. Most patrons look elsewhere for events in the area, such as Northern Express and the Ticker. Conversation ensued around whether there might be alternative spaces in the library to place public postings. It was MOVED by Jones, SUPPORTED by Vickery to remove the bulletin board and brochure policy at this time. Motion CARRIED.

c. *Library Closure October 14, 2022 for Staff In-service Day*

Howard reminded the board that per the Teamsters Union agreement, staff receives an annual in-service. TADL has secured speaker Michael Stephens for October 14, 2022. Fife Lake Public Library and Peninsula Community Library have decided to close for the in-service so that they may attend. It was MOVED by Jones, SUPPORTED by Deyo, to close TADL Main and the Branches on Friday, October 14, 2022 so that the staff can engage in an annual in-service. Motion CARRIED.

10. New Business

a. *New Policy: 7.10 Whistleblowers Policy*

This item was removed from the agenda.

b. *New Policy: 4.15 Social Media Policy*

Howard emphasized, that one aspect of the Social Media policy allows staff to respond to the identical behavioral incidents, such as hate speech, in the same way by removing the person from the library building or removing the media post from the library's social media page. Zeits (Counsel) briefly reviewed her revisions and suggested the board consider adding the board members to the employee responsibility section. This would hold both staff and trustees responsible to refrain from representing their post as the Official Library position, and when responding to posts(s) on TADL social media pages to include a disclaimer reflecting that the content contained therein is in no relation to their professional duties as an employee or trustee of TADL. It was agreed by the members that it would be prudent to include the board in the staff responsibility section as well. It was MOVED by Vickery, SUPPORTED by Sullivan to approve new policy 4.15 Social Media Policy with the amendment suggested by Counsel. Motion CARRIED.

c. *New Policy 2.9: Electronic Transactions Policy*

Per the Library of Michigan guidelines, TADL should have an electronic transactions policy. TADL has been following a consistent policy, although it has not been formal. Radjenovich wrote this policy as part of the Libraries Financial Management Certification Program that she and Howard completed in May. The policy authorizes and regulates the use of electronic transactions and Automatic Clearing House arrangements for TADL in compliance with Public Act 738 of 2002. It was MOVED by Jones, SUPPORTED by Vickery to adopt the policy as presented. Motion CARRIED.

d. *Resolution: Transfer of Funds to Michigan CLASS*

The trustees were presented with 2 resolutions on moving money between Fifth Third and MI CLASS. As discussed and agreed at the Finance and Facilities Committee meeting that due to low performance, that TADL should transfer \$400,000 from the Fifth Third Money Market to the Michigan CLASS investment account. The second option resolution would allow the Library Director and Assistant Director of Finance and Human Resources to transfer funds between the accounts as deemed necessary to achieve maximum monetary returns and to maintain TADL operations. A lengthy discussion was held regarding the need for managerial dexterity and nimbleness when situations change rapidly, and the concern that management was comfortable with those decisions outside of board approvals. Overall it was felt that the second option was best and most expeditious was to optimize operations. Jones read the resolution in full, in which the Library Director and the Assistant Director of Finance are authorized to move funds between accounts as deemed necessary, and MOVED, SUPPORTED by Sullivan, to adopt the resolution as read. Motion CARRIED.

e. *Approval of payment of Indirect State Aid to Northland Library Cooperative.*

As part of membership in the Northland Library Cooperative, all members give one-half of their State Aid to the Cooperative. Howard brought this before the board for approval since the amount is over her \$25,000 spending limit. It was MOVED by Vickery, SUPPORTED by Jones to approve payment in the amount of \$26,040.07 to Northland Library Cooperative. Motion CARRIED.

11. Public Comment

President Odgers opened the floor for public comment. The following people addressed the board: Noreen Broering, Fife Lake Public Library (FLPL) Board President, expressed appreciation for all that TADL provides to them.

12. Trustee Comment

Jones congratulated the TADL staff for getting library cards and providing tours to 33 first grade classrooms.

Vickery underscored the activities and achievements of staff. The Book Bike was surrounded by people at the Farmer's Market, and noted that those small things staff do are important in the community. He congratulated Howard and Radjenovich both for engaging in professional development and completing the Library Financial Management Certification.

Deyo, was pleased with the teen volunteer program and the opportunity for that age group to make contributions in the community.

13. Closed Session

It was MOVED by Vickery, SUJPPORTED by Deyo, to enter into Closed Session to consider written attorney-client communication regarding a personnel issue as permitted by MCL 15.268(a). A roll call was taken with the following results:

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

Audience members left the room at 5:00pm and the board entered into Closed Session.

The meeting reconvened at 5:23pm. No action was needed since the content of the closed session was informational only.

President Odgers reminded the Trustees and the public that there is no meeting in July. The next meeting is scheduled for August 18 at the Peninsula Community Library.

14. Adjournment

With a motion to adjourn by Jones, supported by Vickery, President Odgers adjourned the meeting at 5:24pm.

Respectfully submitted,

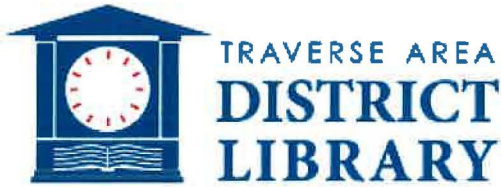


V. Carpenter, Recording Secretary

Approved by board vote on August 18, 2022



J. Wescott, Board Secretary Treasurer



Departmental Reports
for the months of June and July
(August 18, 2022 Board Meeting)

Adult Services

June Report:

- Melissa McKenna and Andy Schuck gave a presentation and tour of the Main Library to an ESL class run at one of the local churches. Although several of the students, whose ages ranged from babies to older adults, had library cards and were familiar with some of the things the library offers, everyone learned something new that the library has for them. The experience was a positive one for everyone involved and we plan to make this an annual event for this class and hope to reach out to other ESL classes happening in the area. (*Inclusive Space, Purposeful Partnerships, Targeted Outreach*)
- Melissa McKenna, Anita Chouinard, and Heather Brady met with Julie Kintner and Kelly O'Farrell from the Senior Center Network to discuss how to bring library programs, such as the Summer Library Challenge, to their constituents. Melissa gave an overview presentation of library services during a Lunch 'N Learn to their group on 6/22 (and saw three of the people the very next day at the library!) and Anita will be going to another in August to talk about TBL services. (*Purposeful Partnerships, Targeted Outreach*)
- TADL Summer Intern Nerissa Godfrey, Rosie May of the Youth Dept, and Melissa McKenna represented the library at the annual Juneteenth Celebration hosted by Northern MI E3.. (*Inclusive Space, Purposeful Partnerships, Targeted Outreach*)
- In June, the Adult Services Dept. held the following programs (available videos & related materials linked):
 - The third in the [Community Conversation: Addiction & Recovery](#) program series was held on Tuesday, 6/21 and 30 in-person and 3 online attendees heard about prevention services targeting local teens. We had 10 local organizations participate in the table discussions before and after the presentation again. This aspect of the series has proven to be extremely valuable for the orgs, since they are now aware of each other and collaborating more. (*Inclusive Space, Purposeful Partnerships*)
 - Aaron Selbig of Norte came on 6/30 to introduce author and cyclist Larry Walsh who presented about his two cross country bicycle journeys, one documented in [Suit to Saddle](#) and the second in his soon-to-be-released book Forty to Finish.
 - Books & Brewskis continues to build interest at Silver Spruce Brewery with 18 people attending the discussion of [Under the Whispering Door](#) by TJ Klune. (*Purposeful Partnerships, Targeted Outreach*) Queer Tales, continues to meet online and had 2 people attend this month to discuss [Witchmark](#) by CL Polk. (*Inclusive Space*)
 - This month, we had three local programs with a water focus to tie in with our

Summer Library Challenge theme and one additional:

- Diver/Photographers Chris Roxburgh and Dusty Kilfman showed off their latest shipwrecks through a month-long photo exhibit in the McGuire Room and a presentation on 6/8.
- Local author [Jerry Dennis read](#) from his 2022 MI Notable Book, [Up North in Michigan: A Portrait of Place in Four Seasons](#), and shared information about his life and writing on 6/9.
- The Watershed Center Grand Traverse Bay talked about Natural Shorelines and the Importance of Vegetation in our area during a Zoom program on 6/23.
- We had two crafty programs this month - Knit in Public Day was June 11th and the library participated by being the location for yarn-bombing and setting up a tent outside for the 35 people who knitted and crocheted. (*Innovative Engagement*) TADL Stitchers met 4 times in-person with a total attendance of 31.
- The Book Bike began its weekly trips to the Wednesday morning Sarah Hardy Farmers Market downtown this month. It made 5 trips in June and served an average of 100 people per visit. (*Targeted Outreach*)
- June Adult Services Statistics:
 - Questions Answered In-Person - 1203
 - Questions answered via Phone - 502
 - Questions Answered via Email/Chat - 109
 - RA/Tech Help - 58
 - Notary Signatures - 13
 - Craft Kits Distributed - 114 (Macrame Bags, Macrame Keychains, and Fidget Bracelets - Adult Summer Challenge hit us HARD and we got rid of all the leftovers from previous months.)

July Report:

- July was a month for getting out of the library. There was the return of the National Cherry Festival with several members of the Adult Services team participating in the Thursday evening parade and serving at the beer tent on Friday evening. The Book Bike continued its weekly visits to the Wednesday Farmers' Market and served an average of 100 people during each of its 3 visits. And Melissa joined Heather for another TCPS pop-up registration event with the Bookmobile on 7/14.
- In July, the Adult Services Dept. held the following programs (in addition to those mentioned above):
 - The fourth [Community Conversation: Addiction & Recovery program](#) was held on Tuesday, 7/19 and 37 in-person and 1 online attendees learned about Drug & Sobriety Courts, as well as all the services available from Northwest MI Works to help those with SUD find and hold a job. We had 9 local organizations participate in the table discussions before and after the presentation.
 - Books & Brewskis met again in person at Silver Spruce Brewery with 10 people attending the discussion of *Eat a Peach* by David Chang. Queer Tales, continues to meet online and had 4 people attend this month to discuss *I'm special* by Ryan

O'Connell.

- We had two water-themed programs this month to coincide with our Summer Library Challenge:
 - The Watershed Center Grand Traverse Bay held a hybrid session about Stormwater and its runoff on 7/14 with 7 people attending in person, 1 live via Zoom, and 2 views of the video before it was taken down.
 - Robert Wederich, a certified SCUBA diver, gave a fascinating presentation on underwater photography on 7/17 and had 4 people attend in-person and 2 views of the video
- TADL Stitchers met 3 times in-person with a total attendance of 23.
- July Adult Services Statistics:
 - Questions Answered In-Person - 1235
 - Questions answered via Phone - 591
 - Questions Answered via Email/Chat - 80
 - RA/Tech Help - 78
 - Notary Signatures - 18
 - Craft Kits Distributed - 90 (Needle Felted Sea Creatures, Macrame Leaves)

Respectfully submitted,

Melissa A. McKenna

Adult Services Department Head

Youth Services

Summer Library Challenge 2022 by the numbers:

- Program dates: June 1st - July 31st, 2022
- Pre-Reader program (ages birth to 5 years old at the Main Library):
 - Registrations: 422 (district-wide: 605)
 - Active Readers: 277 (district-wide: 389)
 - Completions: 144 (district-wide: 195)
 - Minutes read: 192,744 (district-wide: 258,127)
 - Book Reviews submitted: 38 (district-wide: 56)
- Reader program (ages 6 to 12 years old at the Main Library)
 - Registrations: 910 (district-wide: 1,426)
 - Active Readers: 609 (district-wide: 944)
 - Completions: 354 (district-wide: 526)
 - Minutes read: 656,473 (district-wide: 984,433)
 - Book reviews written: 212 (district-wide: 292)
- Programs
 - Number of programs: 62 (June: 27, July: 35)
 - Attendance (programs and outreach): 2,856 (June: 1,588; July: 1,268)

- Early Literacy program count: 14 (June: 4, July: 10)
- Early Literacy program attendance: 386 (June: 120, July: 266)
- Reference Questions
 - Total: 4,159 (June: 2,198, July: 1,961)
 - Reference - Walk-in: 3,919 (June: 2,069; July: 1,850)
 - Reference - Phone: 231 (June: 124, July: 107)
 - Reference - Digital: 9 (June: 5, July: 4)
- Craft Kits
 - Total: 2,424
 - Preschool (ages 0 - 5): 1,018
 - Early Elementary (ages 6-8): 965
 - Tween (ages 9 - 12): 441
- STEM Kits checked out (Main Library only)
 - Total: 700
 - June: 352, July: 348
- Prizes
 - Weekly Prize sponsors:
 - Burger King, Taco Bell, Culvers, Jimmy Johns, Wendy's, Cracker Barrel
 - Great Lakes Children's Museum, Horizon Books, Kilwin's, Third Coast, Moomers, Pirate's Cove, Music House Museum, The Dennon Museum
 - Summer Clubhouse snack sponsors:
 - Oryana and GoGo Squeez
 - Guessing Jar prize sponsor:
 - Downtown Traverse City
 - Family Prize sponsors at the Finale Party include:
 - Great Wolf Lodge
 - The Dennon Museum
 - YMCA
 - TC Paddle
 - Summer Library Challenge program sponsors:
 - Z93 FM - today's best hits
 - Grand Traverse Tribe of Ottawa and Chippewa Indians
 - Friends of TADL
- Volunteers
 - Volunteer shifts: 53
 - Volunteer hours: 145 hours

Thank you to the whole Youth Services staff and volunteers for their support, creativity, and

energy in putting together one stellar Summer Library Challenge. Even with the introduction of some new wrinkles to the program (a points-based system, new recording software being the most prominent), they did their work with generosity and kindness.

Please visit our Facebook page ([@TADLKids](#)) to view photos from the 2022 Summer Library Challenge.

We are sad to report that Polly O'Shea, our Early Literacy Librarian, decided to take another job. Polly was quick with a pun and a smile and always had the interests of children top of mind. We wish Polly the best in her next chapter and know we will see her around the library. A search for Polly's replacement has begun.

Andy Schuck
Head of Youth Services

Teen Services

In early June, Michele Howard, Heather Brady, Sofia Brady and I attended the Pride Carnival at NMC. We took the button maker and made just under 100 buttons. We also connected with various other organizations that were there and spoke with many community members.

During the six weeks of the Summer Library Challenge (SLC), Teen Services provided or had:

- 14 programs
- 178 Attendees
- 298 Craft Kits
- 42 Blind Book Boxes
- 143 SLC registrations (285 district wide)
 - 74 of these participated (134 district wide)
 - 44 of these completed (82 district wide)

Some highlights were: a henna tattoo program where teens learned the history of the art of henna, pour painting, watercolor painting with local artist Kristy Phillips and with the library's own artist Heather Brady, a scavenger hunt created by our intern Nerissa Godfrey, capture the flag in Hull Park and an escape room using the Breakout EDU materials. We also had a visit to the library by a girl's tech camp. TADL printed 3D figures created by these girls, I showed them around the building and Mitchell Holm talked to them about our tech services and answered their questions.

We ended the SLC by bringing back our most popular program, the Teen Lockin. It was a smaller group this year, only 27 teens, but everyone had a great time. It was staffed by: myself, Melissa McKenna, Colleen Hatch, Eric Hatch (volunteer,) Andy Schuck, Nerissa Godfrey, and Katheryn Carrier. Because of the large number of staff willing to help out, I was the only one who had to work setup to clean up and I got three hours off to rest. Hopefully we will build back up our number of participants and maintain the ability to split the night into shifts by continuing to get assistance from other departments in future years.

One program deserves special mention. During the school year Luca Schwalm, a local high school student, designed a program to educate library patrons about braille. This summer he ran the program here at the library. He did an excellent job! He was articulate and interesting. I think everyone who attended learned something new and had a fun time doing it. I hope other teens follow his example and work with us to create interesting programs. Luca was a participant in our teen volunteer program.

Linda Smith
Head of Teen Services

Sight & Sound

June arrived with a big Friends of TADL Book sale. It took a good amount of coordination with the Friends to make this all fit together. I think it was a big success. We did hand down many Jazz CDs left over from the Saunders Sale back in March.

I've been facilitating many Hybrid meetings over the course of the last year and I will say this. It's never the same issue twice, but it's always something. When things go well no one notices and when there are issues it's not much fun.

I met with the folks over at the new Common Ground music space called Alluvion. I would like to host in-store performances on the day of an Alluvion show. Promising possibility but nothing concrete as of yet.

- I'm helping on the new TADL website team.
- Local Creatives Directory is an idea that Scott and William are helping me bring to life. Thanks to Scott and William for all the help moving this forward.
- Summer Library Challenge started off with a bang!
- Meeting with RPM Records to clean up some old store credit.
- Allen Newton and I hung his Connections photo essay in the McGuire Room Foyer.
- My team is working away on TCFF list preparation and collection maintenance.
- The Instagram page continues to grow. It's a fun project.

TADL Meeting Room Stats June 2022

Total: 100

TADL meetings: 34

Personal/Outside Group Meetings: 66

Paid Meetings: 5

Unpaid Meetings: 95

Walk-ins: 25

Advance Reservation: 75

Number of Meetings by Rm June 2022

McGuire Room: 30

Thirlby Room: 36

Study Room D: 34

What, July... already? Who authorized this? We have been busy working on helping with SLC events in the McGuire Room. On Jul 12, 2022 TADL hosted the James Webb First images. I

was working alongside Andy to help make sure the Technology was all in order. The event was a big success. I was happy to be involved.

Working with the Traverse Area Community Media team to bring livestreaming to the TriCaster equipment in the McGuire Room. This will facilitate fall programs that will be livestreaming onto TACM and YouTube. I want to thank Soctt Morey, William Rockwood and Mitchell Holm for their help with this process.

I've been putting together the plan for Tiny Fest, our summertime music event on August 24, 2022. We are excited to share this event with the community. Hopefully it will be nice weather. You can find the event here: <https://events.tadl.org/event/tiny-fest>



- I met with AV Venders to talk about needed AV upgrades to the McGuire Room.
- We are looking at our options for DVD and CD repair. Keith is keeping the old machine alive as long as possible.
- Working with the TC Camera Club for a photography exhibit to start in September.
- New TADL Website project team.
- My team in S&S have been working diligently to keep everything moving along when I am away.

Michele and I helped to organize a community gathering for Metta T. Lansdale Jr., former TADL Director. Reynolds-Jonkhoff did a nice job, the family and friends of Metta were all pleased with the event. May she rest in eternal peace.



My daughter wrapped up three weeks of sailing at the TACS program. It's cool to look out the window and see her having a fantastic summer sailing experience.

TADL Meeting Room Stats July 2022

Total: 111
TADL meetings: 27
Personal/Outside Group Meetings: 84
Paid Meetings: 1
Unpaid Meetings: 110
Walk-ins: 32
Advance Reservation: 79
Number of Meetings by Rm July 2022
McGuire Room: 19
Thirlby Room: 49
Study Room D: 43

Aaron: Livestreaming Technology, S&S Staff meetings and AV training, As always helping patrons.

Thanks for reading.
Aaron

Circulation

June

Summer is in full swing, and Circulation is loving it! We have welcomed a lot of new patrons into the library, thanks to the Summer Library Challenge. We also welcome a new Circulation Page - Angela Foote joined the department and is a great addition to our team.

The new library cards which arrived in May have been a big hit - especially our district locations design. Patrons love that it reminds them of our Bookmobile! We now have laminated cards at the Welcome Desk to share all of the designs with new patrons.

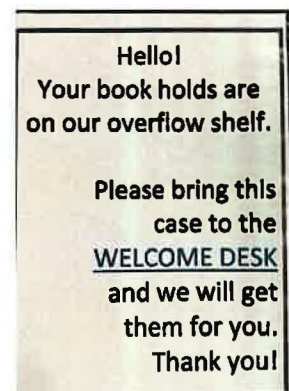
Circulation has also started a new Overflow Hold program for our power users. Whenever our hold shelves for books reach maximum capacity, we pull all book holds for patrons with multiple items and keep them in the back. A placeholder is left on the hold shelf, and patrons can bring this placeholder to the Welcome Desk so that Circulation staff can bring the holds out.



June

New patron accounts created: 270
Curbside pickups for June 2022: 41
Notary Public Service requests filled: 6
Circulation Statistics for MeLCat, June 2022:

- TADL items sent to borrowing institutions: 1257
- TADL items received from lending institutions: 1596



July

New patron accounts created: 232

Curbside pickups for July 2022: 21

Notary Public Service requests filled: 9

Circulation Statistics for MeLCat, July 2022:

- TADL items sent to borrowing institutions: 1267
- TADL items received from lending institutions: 1531

Respectfully Submitted,

Josh Denby

Department Head, Circulation

Marketing and Communications

June

Our new reading tracker rolled out along with Summer Library Challenge so June was a bit whirlwind getting all the materials in and then into the hands of the departments. It even included an unexpected closure due to the Woodmere repaving project! Outreach activities included the Pride Carnival at NMC (**targeted outreach**) and we spent a day with bookmobile at TCAPS outreach stops in Blair Twp. and the King's Court Mobile Home Community (**innovative engagement, targeted outreach**). Provided support as needed for kickoff party, new website project, James Webb First Images program, Veterans Expo (**targeted outreach**), Cherry Festival parade prep, and other requests by departments. We're also repainting the book bike so it will match the bookmobile!



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Press releases/media: Library of Things Interview (Coordination with 9&10 News) 6/14; Kickoff party coordination Z93 host onsite 6/20; James Webb 9&10 News 6/25

Website: 12,700 users; pageviews 42,874

July

It has been a great summer with both the Summer Library Challenge and our first opportunity to take the bookmobile out and out for traditional community events. This included the Cherry Festival parade on Thursday night as well as another visit with TCAPS outreach to Traverse Heights, Courtade, and Thirlby Field. Provided support for summer events and the First Images Reveal for the James Webb Space Telescope (tadl.org/webb) (**innovative engagement/purposeful partnerships**). I even got the opportunity to



conduct a watercolor class for the teen department - so I really had a front row seat to all the summer action. I also watched a webinar on developing approaches for adults with low literacy levels (targeted outreach) and a Smithsonian Institute National Education Summit on aspects related to learning.

Press releases/media: Shark Days 9&10 News 7/11; First Images/Planetarium 9&10 News 7/12; upnorthlive.com First Images 7/14; Z93 Shark Days Interview 7/7; Z93 Finale Interview 7/28

Website: 11,953 users; pageviews 37,130

Heather Brady
Marketing & Communications Manager

Human Resources & Finance

Human Resources - In June, we said good-bye to Jill Beauchamp (Technology Center) as she moved on to a full time position outside of the library. We also said good-bye to Megan Esckelson (Adult Services Page) as she moved on to new adventures. Replacing Jill in the Technology Center is Lyra Whinnery. For most of the summer, we've had a page substitute, Morgan Lammers, fill in for Megan, however, we should have a new page hired on as a permanent replacement for Megan starting in August. Other changes in June included hiring Angela Foote as a replacement for Amber Schroeder who has moved to a Library Aide position in Circulation.

But wait! There's more. Brittany Roeper, a Tech Center Desk Attendant, gave her notice in July as she will be moving on to a full time position outside of the library in August. We hope to have Brittany's replacement onboard for her to train prior to leaving. Also, in July, Ian Berry in the Sight and Sound Department gave his notice that it was time for him to move on. As luck would have it, Dale O'Brien, a Sight and Sound Page, had just retired from his full time job and happily applied for Ian's position. We tried to explain "retirement" to him but he still wanted the job so he will be training to replace Ian. Which means, of course, we now have to find a replacement for Dale. And, finally, in July we have been interviewing candidates to replace Polly O'Shea in the Youth Services department as our Early Literacy Librarian. We are closing in on that decision and hope to have someone hired by mid-August.

Other HR news of note are the ramifications of the court ruling that voided the state's current amendments to the Paid Medical Leave and Minimum Wage Act. Michele and I will be monitoring this and preparing for the budget ramifications in the coming years.

Finance – In the June Finance and Facilities committee meeting, we received the official report from our auditors. We also heard a presentation from a representative from MI Class Investments. As a result of the presentation, the decision was made to move money from the Money Market account into a MI Class account. Once all of the paperwork was submitted to MI Class, funds were moved mid-July.

Next thing on the list for Michele and I is the budget. That process will be starting soon!

For a more in-depth look at our finances, please see the analysis portion of my report attached

to the financial statements.

Deb Radjenovich
Assistant Director for Finance and Human Resources

Facilities

I was finally able to step into the Facilities Manager role full-time and begin pulling together loose ends, picking up where things were left off with the Roof Project, Bathroom Renovations, Door Repairs, new Manual Book Drop, getting updated Fire Suppression Reports and Fire Pump Checks, etc. Every Department has been understanding and helpful as the new Facilities Manager continues to settle into the role and address the to-do list and ongoing projects, with some highlights being:

June:

- Paving Project started (parking lot repairs)
- Book Bike redecoration (new paint and graphics)
- Flagpole repaired
- Felt Wall project in YS completed
- EBB weeded and SRC signage put up
- Woodmere weeding/mulching/trimming started
- Contacted and made introductions with vendors and contractors
- Monument Sign Project started

July:

- Paving Project completed (parking lot sealed & striped)
- Debugged temperature problem in McGuire room (too cold)
- Trimmed trees and removed old tree stakes
- Facilitated rooftop installation of "Sunset Webcam"
- New microwaves in kitchen, new refrigerator/icemaker research
- Assembled new shelves in Staff bathrooms
- Worked with Children's Garden on Lake Walk Path, tree trimming
- Repaired wind-damaged YS tents
- Monument Sign Project to RFP phase

Respectfully Submitted,
Bret Boulter, Facilities Manager

Technology

More Bandwidth District Wide: We are happy to report that all district locations now have access to far greater bandwidth due to the start of our new contracts with Merit Network and Charter Communications on July 1. Woodmere and Interlochen Public Library now have access to a 1 Gbps connection from Merit and the other district locations were upgraded to 800 Mbps connections from Charter. We were able to make these upgrades at no additional cost due to new pricing options and E-rate discounts. These increases in bandwidth will allow us to keep up with patron demand and improve the performance of cross network activity between sites.

Website Project Update: We are on track to launch a new and more accessible tadl.org on October 20. Working with the vendor, LibraryMarket, has been a great experience. Their expertise in working with libraries shows and the project has been extremely well managed. While there is still a lot of work to do and still room for design changes, I'd like to give you a

sneak peak of the new homepage design:



Clock Tower Camera Livestream: For years, both patrons and staff have marveled at the great view of Hull Park and the Boardman Lake from the second floor of Woodmere, especially when the sun sets. It was also suggested repeatedly that we install a camera to capture the beauty and share it with folks wherever they might be. I am happy to report that that dream is now a reality. You can now view a livestream of our “clock tower” camera at:

<https://www.tadl.org/live/>

I'd like to thank William Rockwood, Mitch Holm, and Bret Boulter for their work on this project and being brave enough to venture up on the roof.

Desktop Refresh Update: One of our goals this year was to replace all the computers that were five years old or older, district wide. We are happy to report that we have crossed the halfway point in reaching that target and are on track to complete the project by November if not sooner. In addition to deploying new desktops, we are also providing new monitors that are far easier on the eye and improving cable management to make staff and patron workspaces more efficient and aesthetically pleasing. Special thanks to William Rockwood and Mitch Holm for their work on this project.

TADL Talking Book Library

I did a presentation at the King's Court mobile home park. They expressed some interest in becoming one of my outreach stops. In July they became my newest outreach. The Cadillac Support group started meeting in person again. I attended their June meeting to introduce myself.

Attended a meeting with the Traverse City Senior Center about the Summer Library Challenge (SLC). Heather Brady made some flyers up for my TBL patrons on the SLC. I mailed them out

and I have had a few express interest and signed up one patron. Melissa McKenna and I were at the Veterans Expo. We talked to over 135 people and signed one up for the SLC.

I held two programs in June. The first was a nature walk at the Timbers Recreation Area. It was led by Steve Lagerquist from the Grand Traverse Regional Land Conservancy. We had 18 people show up for the walk. The second program was Intro to Tai Chi on the library's front lawn. Ann Parker from Health on the Move led the class. We had 32 people attend with some expressing interest in more classes.

In July, the VIPs (Visually Impaired Person support group), met for the first time in months. I attended and it was great to see everyone again. Linda Smith held a program on braille that I helped out with.

During the Cherry Festival, the library walked in the parade and worked a shift at the beer tent. I participated in both events.

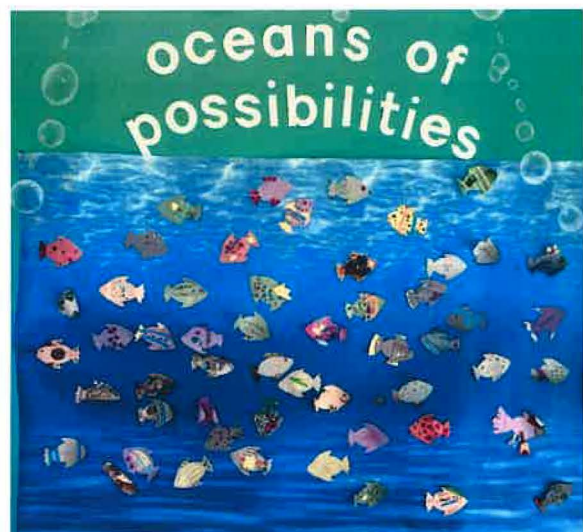
Anita Chouinard
Talking Book Library Manager

East Bay Branch Library

June and July have been busy months at the East Bay Branch. We started out June with a small Pride Month display for each age group we serve (children, teen, adult) that resulted in increased circulation for some of our newer materials. We also reinstated our monthly Adult Coloring Night, and we are already surpassing our pre-pandemic numbers. East Bay Book Club is going strong, with Chantel leading discussions of *The Storied Life of AJ Fikry* in June and *Firekeeper's Daughter* in July.

East Bay also enjoyed robust participation in Summer Library Challenge, with some sort of regular weekly program happening every day we were open for the entire six weeks:

- We played games and gave out snacks and free books to over 120 children and teens at our Summer Reading Clubhouse.
- Sing & Stomp attendance has increased every week during the entire summer, with 28 attendees on the last Wednesday of July.
- Our STEAM Fridays (including a visit from Renee at Challenge Island) ended up serving almost 100 patrons, having fun and learning about various aspects of STEAM.



We also had a number of successful special events:

- We had 10 teens in the library to learn the basics of watercolors with local artist and teacher Adam VanHouten.
- Jeanie secured a visit from 9&10's meteorologist Michael Stevens, who taught us and our patrons the importance of water in our area, including (but not limited to) its effect on the weather.
- The North Sky Raptor Sanctuary brought a few of its avian Ambassadors to show off to a crowd of over 50 patrons who endured a very hot and sunny afternoon to see these beautiful birds of prey.



Respectfully submitted,
Matt Archibald
East Bay Branch Manager

Kingsley Branch Library

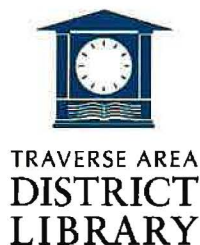
Our six weeks of Summer Library Challenge began a week before the Main Library's, so that occupied our collective efforts. We conducted weekly programs on the "Oceans of Possibilities" theme, supported a reading program for Kingsley Schools' summer programs and our daycare facilities, and conducted weekly storytimes. A favorite program was the return of Cirque Amongus, pictured here, a traveling circus troupe that encourages patrons to engage in teamwork, exploration, and self-expression. We also engaged the community during a number of outreach events, especially the weekly Farmer's Market, where I held workshops on local history, the Night Out In Kingsley event, where we brought the Bookmobile out for our patrons to see, and the Teen Lock-in, which encouraged a number of teen patrons and soon-to-be patrons to meet and build relationships.



We brought back our patrons' favorite reading incentive, Book Bucks! Patrons earn bucks throughout the summer by reading, and then can purchase the prizes that interest them most. Some children save up for the big prizes, some blow their earnings every week, but everyone leaves happy.

As we just wrapped up the program on August 1st, I will look forward in the coming weeks to compiling statistics from our program and comparing them to previous years' to see if we hit our retention goals. Staff were more than pleased with the turnout for programs; for example, we scooped over 210 sundaes for our annual ice cream social, whew! Anecdotally, we all felt that our numbers were on par with pre-pandemic numbers, if not better; our mostly empty bookshelves all summer attested to the volume of readers we supported!

Respectfully submitted,
Amy Barritt
Branch Manager



TADL Board of Trustees Finance & Facilities Committee

August 2, 2022
4:00 pm ~ Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

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

Agenda Approval: The agenda was approved.

Minutes Approval: Minutes from the June 7, 2022 Finance and Facilities and Services Committee were approved.

Public Comment: No public comment.

Finance:

MERS Annual Report – Tony Radjenovich

Tony gave a thorough explanation of the MERS Annual Actuarial Valuation Report ending on December 31, 2021. TADL was 83% funded at the end of 2020. TADL is now 90% funded. There were some Trustee questions and discussion but overall TADL is in a very good position regarding the unfunded portion of the pension.

Network Security Presentation – S. Morey

As requested by Trustee Deyo, Morey gave a detailed explanation of all levels of Network Security at TADL. There were some questions and discussion by the Trustees but all were impressed and feel confident in the level of network security employed by TADL.

Excess Funds from 2021 Decision

Working off the discussion regarding MERS, D. Radjenovich noted there is currently approximately \$114,00 in the Internal Service Fund. Based on the discussion with the Auditors, D. Radjenovich would like to close this account. Jones motioned to recommend to the Board to close the Internal Service Fund and pay the balance as an additional payment to MERS. Supported by Deyo, the motioned passed.

Fund Balance Discussion

Howard gave to the Trustees a chapter out of the Public Library Financial Management Guide regarding Fund Balances. This was just for information if the Board would like to develop a Fund Balance Policy. Howard suggested we work on this once the Roof has been resolved.

L-4029 Tax Rate Request

D. Radjenovich reported that as required, the L4029 report will be on the August Board meeting agenda. This document must be submitted in order for the library to collect the appropriate tax funds. TADL has again received a Headlee rollback from .9202 mils to .9044. Howard and Radjenovich will present the draft budget in October.

Michigan Class Update

Due to some problems with Fifth Third bank, Radjenovich was unable to transfer \$400,000 to Michigan Class on July 19, 2022. As of our last statement on July 31st, we had already earned \$231.00.

Facilities:

Roof Update

Boulter is still trying to get the final report from Intertek but preliminary conversation indicates no need for a cold roof. Once we get the report we will work Spence Brothers to complete any spots of additional insulation and discuss the need for a new roof.

Bathroom Update

Boulter, Howard and Brady met with Nan Meyers the designer we hired. We have readjusted some information she had received in the past. She is working a schematic and specifications for TADL to including an RFP.

Sign Update

The RFP was emailed out. Howard and Boulter set the date to open the bids at the September Finance and Facilities meeting.

Next Meeting Date / Time: September 6, 2022 at 4:00pm.

Next Meeting Topic Suggestions: Roof updates, bathroom RFP, RFP for the Sign

Public Comment: No public comment.

Adjournment: The meeting adjourned at 6:02 pm.



Municipal Employees' Retirement System of Michigan

Annual Actuarial Valuation Report
December 31, 2021 - Traverse Area Dist Lib (2807)





Spring, 2022

Traverse Area Dist Lib

In care of:

Municipal Employees' Retirement System of Michigan
1134 Municipal Way
Lansing, Michigan 48917

This report presents the results of the Annual Actuarial Valuation, prepared for Traverse Area Dist Lib (2807) as of December 31, 2021. The report includes the determination of liabilities and contribution rates resulting from the participation in the Municipal Employees' Retirement System of Michigan ("MERS"). This report contains the minimum actuarially determined contribution requirement, in alignment with the MERS Plan Document, Actuarial Policy, the Michigan Constitution, and governing statutes. Traverse Area Dist Lib is responsible for the employer contributions needed to provide MERS benefits for its employees and former employees.

The purposes of this valuation are to:

- Measure funding progress as of December 31, 2021,
- Establish contribution requirements for the fiscal year beginning January 1, 2023,
- Provide information regarding the identification and assessment of risk,
- Provide actuarial information in connection with applicable Governmental Accounting Standards Board (GASB) statements, and
- Provide information to assist the local unit of government with state reporting requirements.

This valuation assumed the continuing ability of the plan sponsor to make the contributions necessary to fund this plan. A determination regarding whether or not the plan sponsor is actually able to do so is outside our scope of expertise and was not performed.

The findings in this report are based on data and other information through December 31, 2021. The valuation was based upon information furnished by MERS concerning Retirement System benefits, financial transactions, plan provisions and active members, terminated members, retirees and beneficiaries. We checked for internal reasonability and year-to-year consistency, but did not audit the data. We are not responsible for the accuracy or completeness of the information provided by MERS.

AUG 18 2022

The Municipal Employees' Retirement Act, PA 427 of 1984 and the MERS' Plan Document Article VI Sec. 71 (1)(d), provides the MERS Board with the authority to set actuarial assumptions and methods after consultation with the actuary. As the fiduciary of the plan, the MERS Retirement Board sets certain assumptions for funding and GASB purposes. These assumptions are reviewed regularly through a comprehensive study, most recently in the Fall of 2021. The MERS Retirement Board adopted a Dedicated Gains Policy at the February 17, 2022 Board meeting. The Dedicated Gains Policy will automatically reduce the assumed rate of investment return in conjunction with recognizing excess investment gains to mitigate the impact on employer contributions the first year. The new policy is effective with this December 31, 2021 annual actuarial valuation, and is reflected in the funded status and fiscal year 2023 contributions as shown in the Executive Summary.

The Michigan Department of Treasury provides required assumptions to be used for purposes of Public Act 202 reporting. These assumptions are for reporting purposes only and do not impact required contributions. Please refer to the State Reporting page found at the end of this report for information for this filing.

For a full list of all the assumptions used, please refer to the division-specific assumptions described in table(s) in this report, and to the Appendix on the MERS website at:

<https://www.mersofmich.com/Portals/0/Assets/Resources/AAV-Appendix/MERS-2021AnnualActuarialValuation-Appendix.pdf>

The actuarial assumptions used for this valuation, including the assumed rate of investment return, are reasonable for purposes of the measurement.

This report reflects the impact of COVID-19 experience through December 31, 2021. It does not reflect the ongoing impact of COVID-19, which is likely to influence demographic and economic experience, at least in the short term. We will continue to monitor these developments and their impact on the MERS Defined Benefit and Hybrid plans. Actual future experience will be reflected in each subsequent annual valuation, as experience emerges.

This report has been prepared by actuaries who have substantial experience valuing public employee retirement systems. To the best of our knowledge, the information contained in this report is accurate and fairly presents the actuarial position of Traverse Area Dist Lib as of the valuation date. All calculations have been made in conformity with generally accepted actuarial principles and practices, with the Actuarial Standards of Practice issued by the Actuarial Standards Board, and with applicable statutes.

David T. Kausch, Rebecca L. Stouffer, and Mark Buis are members of the American Academy of Actuaries. These actuaries meet the Academy's Qualification Standards to render the actuarial opinions contained herein. The signing actuaries are independent of the plan sponsor. GRS maintains independent consulting agreements with certain local units of government for services unrelated to the actuarial consulting services provided in this report.



The Retirement Board of the Municipal Employees' Retirement System of Michigan confirms that the System provides for payment of the required employer contribution as described in Section 20m of Act No. 314 of 1965 (MCL 38.1140m).

This information is purely actuarial in nature. It is not intended to serve as a substitute for legal, accounting, or investment advice.

This report was prepared at the request of the MERS Retirement Board and may be provided only in its entirety by the municipality to other interested parties (MERS customarily provides the full report on request to associated third parties such as the auditor for the municipality). GRS is not responsible for the consequences of any unauthorized use. This report should not be relied on for any purpose other than the purposes described herein. Determinations of financial results, associated with the benefits described in this report, for purposes other than those identified above may be significantly different.

If you have reason to believe that the plan provisions are incorrectly described, that important plan provisions relevant to this valuation are not described, that conditions have changed since the calculations were made, that the information provided in this report is inaccurate or is in anyway incomplete, or if you need further information in order to make an informed decision on the subject matter in this report, please contact your Regional Manager at 1.800.767.MERS (6377).


Sincerely,
Gabriel, Roeder, Smith & Company



David T. Kausch, FSA, FCA, EA, MAAA



Rebecca L. Stouffer, ASA, FCA, MAAA



Mark Buis, FSA, FCA, EA, MAAA



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Executive Summary

Funded Ratio

The funded ratio of a plan is the percentage of the dollar value of the actuarial accrued liability that is covered by the actuarial value of assets. While the funded ratio may be a useful plan measurement, understanding a plan's funding trend may be more important than a particular point in time. Refer to Table 7 to find a history of this information.

	12/31/2021	12/31/2020
Funded Ratio*	90%	83%

* Reflects assets from Surplus divisions, if any.

Throughout this report are references to valuation results generated prior to the 2018 valuation date. Results prior to 2018 were received directly from the prior actuary or extracted from the previous valuation system by MERS's technology service provider.

Required Employer Contributions

Your required employer contributions are shown in the following table. Employee contributions, if any, are in addition to the employer contributions.

Effective for the December 31, 2021 valuation, the MERS Retirement Board has adopted a Dedicated Gains Policy which allows for recognition of asset gains in excess of a set threshold in combination with lowering the assumed rate of investment return (discussed below). Changes to these assumptions and methods are effective for contributions beginning in 2023. Effective with the 2020 and 2019 valuations respectively, the MERS Retirement Board adopted updated demographic and economic assumptions. The combined impact of the prior demographic and economic assumption changes may be phased in. The remaining combined phase-in period is three years for all assumption changes.

By default, MERS will invoice you based on the amount in the “No Phase-in” columns. This amount will be considered the minimum required contribution unless you request to be billed the “Phase-in” rates. If you wish to be billed using the phased-in rates, please contact MERS, at which point the alternate minimum required contribution will be the amount in the “Phase-in” columns.

	Percentage of Payroll				Monthly \$ Based on Projected Payroll			
	Phase-In	No Phase-In	Phase-In	No Phase-In	Phase-In	No Phase-In	Phase-In	No Phase-In
Valuation Date:	12/31/2021	12/31/2021	12/31/2020	12/31/2020	12/31/2021	12/31/2021	12/31/2020	12/31/2020
Fiscal Year Beginning:	January 1, 2023	January 1, 2023	January 1, 2022	January 1, 2022	January 1, 2023	January 1, 2023	January 1, 2022	January 1, 2022
Division 01 - GnrI	-	-	-	-	\$ 3,881	\$ 5,629	\$ 6,746	\$ 9,368
Total Municipality - Estimated Monthly Contribution					\$ 3,881	\$ 5,629	\$ 6,746	\$ 9,368
Total Municipality - Estimated Annual Contribution					\$ 46,572	\$ 67,548	\$ 80,952	\$ 112,416

Employee contribution rates:

Valuation Date:	Employee Contribution Rate	
	12/31/2021	12/31/2020
Division 01 - GnrI	0.00%	0.00%

The employer may contribute more than the minimum required contributions, as these additional contributions will earn investment income and may result in lower future contribution requirements. Employers making contributions in excess of the minimum requirements may elect to apply the excess contribution immediately to a particular division, or segregate the excess into one or more of what MERS calls “Surplus” divisions. An election in the first case would immediately reduce any unfunded accrued liability and lower the amortization payments throughout the remaining amortization period. An election to set up Surplus divisions would not immediately lower future contributions, however the assets from the Surplus division could be transferred to an unfunded division in the future to reduce the unfunded liability in future years, or to be used to pay all or a portion of the minimum required contribution in a future year. For purposes of this report, the assets in any Surplus division have been included in the municipality’s total assets, unfunded accrued liability, and funded status; however, these assets are not used in calculating the minimum required contribution.

MERS strongly encourages employers to contribute more than the minimum contribution shown above. With the implemented Dedicated Gains policy, market gains and losses will continue to be smoothed over five years; however, since excess return are being used to lower the investment assumption, there will be less gains to smooth in down markets. Having additional funds in Surplus divisions will assist plans with navigating any market volatility.



Assuming that experience of the plan meets actuarial assumptions:

- To accelerate to a 100% funding ratio in 10 years, estimated monthly employer contributions for the fiscal year beginning in 2023 for the entire employer would be \$7,710, instead of \$5,629.

How and Why Do These Numbers Change?

In a defined benefit plan, contributions vary from one annual actuarial valuation to the next as a result of the following:

- Changes in benefit provisions (see Table 2),
- Changes in actuarial assumptions and methods (see the Appendix), and
- Experience of the plan (investment experience and demographic experience); this is the difference between actual experience of the plan and the actuarial assumptions.

These impacts are reflected in various tables in the report. For more information, please contact your Regional Manager.

Comments on Investment Rate of Return Assumption

A defined benefit plan is funded by employer contributions, participant contributions, and investment earnings. Investment earnings have historically provided a significant portion of the funding. The larger the share of benefits being provided from investment returns, the smaller the required contributions, and vice versa. Determining the contributions required to prefund the promised retirement benefits requires an assumption of what investment earnings are expected to add to the fund over a long period of time. This is called the **Investment Return Assumption**.

The MERS Investment Return Assumption is **7.00%** per year. This, along with all of our other actuarial assumptions, is reviewed at least every five years in an Experience Study that compares the assumptions used against actual experience and recommends adjustments if necessary. If your municipality would like to explore contributions at lower assumed investment return assumptions, please review the “What If” projection scenarios later in this report.

Assumption and Method Change in 2021

Effective February 17, 2022, the MERS Retirement Board adopted a dedicated gains policy that automatically adjusts the assumed rate of investment return by using excess asset gains to mitigate large increases in required contributions to the Plan. Full details of this dedicated gains policy are available in the Actuarial Policy found on the MERS [website](#). Some goals of the dedicated gains policy are to:

- Provide a systematic approach to lower the assumed rate of investment return between experience studies, and
- Use excess gains to cover both the increase in normal cost and any increase in UAL payment the first year after implementation (i.e., minimize the first-year impact (i.e., increase) in employer contributions).

The dedicated gains policy has been implemented with the December 31, 2021 annual actuarial valuation. After initial application of the smoothing method, remaining market gains were used to lower the assumed rate of investment return from 7.35% to 7.00%. The December 31, 2021 valuation liabilities were developed using this new, lower assumption. Additionally, as a result of recognizing excess market gains, the valuation

assets used to fund these liabilities are 7.2% higher than if there were no dedicated gain policy. The combined impact of these changes will minimize the first-year impact on employer contributions and may result in an increase or a decrease in employer contributions.

Comments on Asset Smoothing

To avoid dramatic spikes and dips in annual contribution requirements due to short-term fluctuations in asset markets, MERS applies a technique called **asset smoothing**. This spreads out each year's investment gains or losses over the prior year and the following four years. After initial application of asset smoothing, remaining excess market gains are used to buy down the assumed rate of investment return and increase the level of valuation assets, to the extent allowed by the dedicated gains policy. This smoothing method is used to determine your actuarial value of assets (valuation assets), which is then used to determine both your funded ratio and your required contributions. **The (smoothed) actuarial rate of return for 2021 was 17.04%, while the actual market rate of return was 13.97%.** To see historical details of the market rate of return compared to the smoothed actuarial rate of return, refer to this report's Appendix or view the "[How Smoothing Works](#)" [video](#) on the [Defined Benefit resource page](#) of the MERS website.

As of December 31, 2021, the actuarial value of assets is just below 100% of market value due to asset smoothing and dedicated gains. This means that rate of return on the actuarial value of assets should exceed the actuarial assumption in the next few years provided that the annual market returns meet or exceed the 7.00% investment return assumption. When all assumptions are met, contribution rates are expected to stay approximately level as a percent of payroll (dollar amounts are expected to increase with wage inflation of 3.0% each year).

As of December 31, 2021, the market value of assets and actuarial value of assets are very similar, resulting in a funded percentage that is not materially different.

Alternate Scenarios to Estimate the Potential Volatility of Results ("What If Scenarios")

The calculations in this report are based on assumptions about long-term economic and demographic behavior. These assumptions will never materialize in a given year, except by coincidence. Therefore, the results will vary from one year to the next. The volatility of the results depends upon the characteristics of the plan. For example:

- Open divisions that have substantial assets compared to their active employee payroll will have more volatile employer contribution rates due to investment return fluctuations.
- Open divisions that have substantial accrued liability compared to their active employee payroll will have more volatile employer contribution rates due to demographic experience fluctuations.
- Small divisions will have more volatile contribution patterns than larger divisions because statistical fluctuations are relatively larger among small populations.
- Shorter amortization periods result in more volatile contribution patterns.

Many assumptions are important in determining the required employer contributions. In the following table, we show the impact of varying the Investment Return assumption. Lower investment returns would generally result in higher required employer contributions, and vice versa. The three economic scenarios below provide a quantitative risk assessment for the impact of investment returns on the plan's future financial condition for funding purposes.

The relative impact of the economic scenarios below will vary from year to year, as the participant



demographics change. The impact of each scenario should be analyzed for a given year, not from year to year. The results in the table are based on the December 31, 2021 valuation and are for the municipality in total, not by division. These results do not reflect a phase-in of the impact of the actuarial assumptions updated in the 2020 and 2019 valuations. There is no phase-in with dedicated gains.

It is important to note that calculations in this report are mathematical estimates based upon assumptions regarding future events, which may or may not materialize. Actuarial calculations can and do vary from one valuation to the next, sometimes significantly depending on the group's size. Projections are not predictions. Future valuations will be based on actual future experience.

12/31/2021 Valuation Results	Lower Future Annual Returns	Lower Future Annual Returns	Valuation Assumptions
Investment Return Assumption	5.00%	6.00%	7.00%
Accrued Liability	\$ 9,982,128	\$ 8,955,215	\$ 8,098,201
Valuation Assets ¹	\$ 7,287,547	\$ 7,287,547	\$ 7,287,547
Unfunded Accrued Liability	\$ 2,694,581	\$ 1,667,668	\$ 810,654
Funded Ratio	73%	81%	90%
Monthly Normal Cost	\$ 85	\$ 69	\$ 62
Monthly Amortization Payment	\$ 17,621	\$ 11,470	\$ 5,567
Total Employer Contribution²	\$ 17,706	\$ 11,539	\$ 5,629

¹ The Valuation Assets include assets from Surplus divisions, if any.

² If assets exceed accrued liabilities for a division, the division may have an overfunding credit to reduce the division's employer contribution requirement. If the overfunding credit is larger than the normal cost, the division's full credit is included in the municipality's amortization payment above but the division's total contribution requirement is zero. This can cause the displayed normal cost and amortization payment to not add up to the displayed total employer contribution.

Projection Scenarios

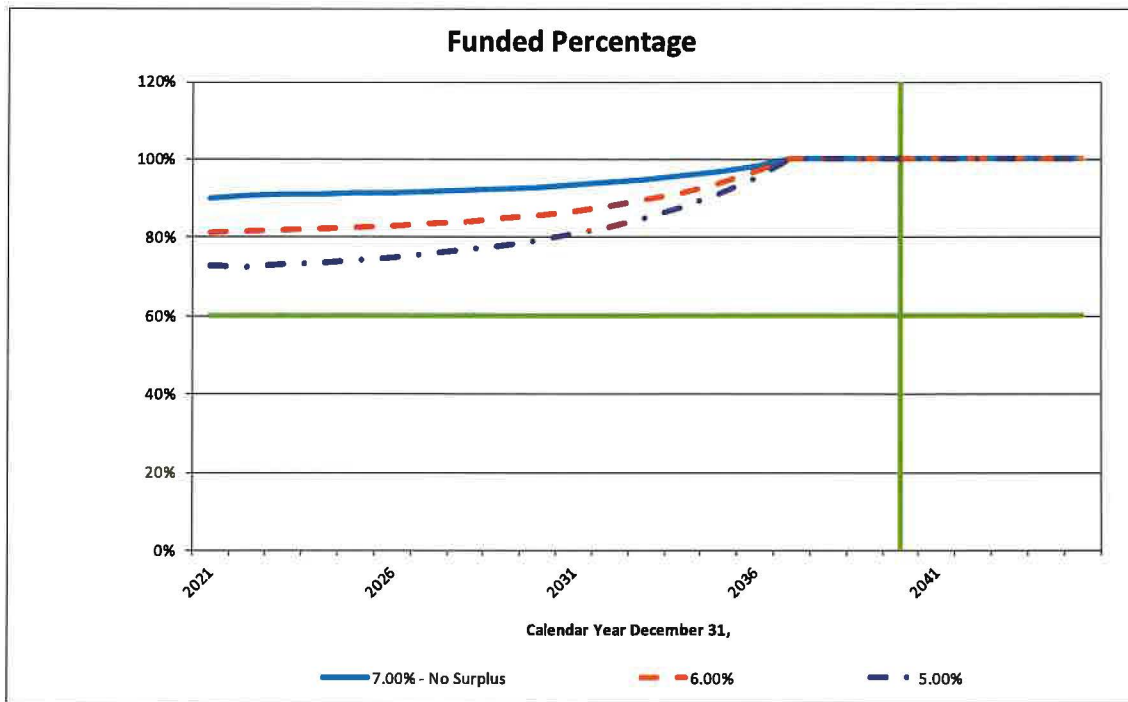
The next two pages show projections of the plan's funded ratio and computed employer contributions under the actuarial assumptions used in the valuation and alternate economic assumption scenarios. All three projections take into account the past investment experience that will continue to affect the actuarial rate of return in the short term.

The 7.00% scenario provides an estimate of computed employer contributions based on current actuarial assumptions, and a projected 7.00% market return. The other two scenarios may be useful if the municipality chooses to budget more conservatively and make contributions in addition to the minimum requirements. The 6.00% and 5.00% projection scenarios provide an indication of the potential required employer contribution if these assumptions were met over the long term.

Valuation Year Ending 12/31	Fiscal Year Beginning 1/1	Actuarial Accrued Liability	Valuation Assets ²	Funded Percentage	Estimated Annual Employer Contribution
7.00%¹ - NO PHASE-IN					
2021	2023	\$ 8,098,201	\$ 7,287,547	90%	\$ 67,548
2022	2024	\$ 8,060,000	\$ 7,320,000	91%	\$ 68,300
2023	2025	\$ 8,010,000	\$ 7,280,000	91%	\$ 70,300
2024	2026	\$ 7,940,000	\$ 7,240,000	91%	\$ 72,400
2025	2027	\$ 7,840,000	\$ 7,160,000	91%	\$ 74,400
2026	2028	\$ 7,710,000	\$ 7,060,000	92%	\$ 76,600
6.00%¹ - NO PHASE-IN					
2021	2023	\$ 8,955,215	\$ 7,287,547	81%	\$ 138,468
2022	2024	\$ 8,890,000	\$ 7,240,000	82%	\$ 141,000
2023	2025	\$ 8,810,000	\$ 7,210,000	82%	\$ 146,000
2024	2026	\$ 8,710,000	\$ 7,160,000	82%	\$ 150,000
2025	2027	\$ 8,580,000	\$ 7,090,000	83%	\$ 154,000
2026	2028	\$ 8,430,000	\$ 7,000,000	83%	\$ 159,000
5.00%¹ - NO PHASE-IN					
2021	2023	\$ 9,982,128	\$ 7,287,547	73%	\$ 212,472
2022	2024	\$ 9,880,000	\$ 7,170,000	73%	\$ 218,000
2023	2025	\$ 9,770,000	\$ 7,140,000	73%	\$ 224,000
2024	2026	\$ 9,630,000	\$ 7,100,000	74%	\$ 231,000
2025	2027	\$ 9,460,000	\$ 7,030,000	74%	\$ 238,000
2026	2028	\$ 9,270,000	\$ 6,950,000	75%	\$ 245,000

¹ Represents both the interest rate for discounting liabilities and the future investment return assumption on the Market Value of assets.

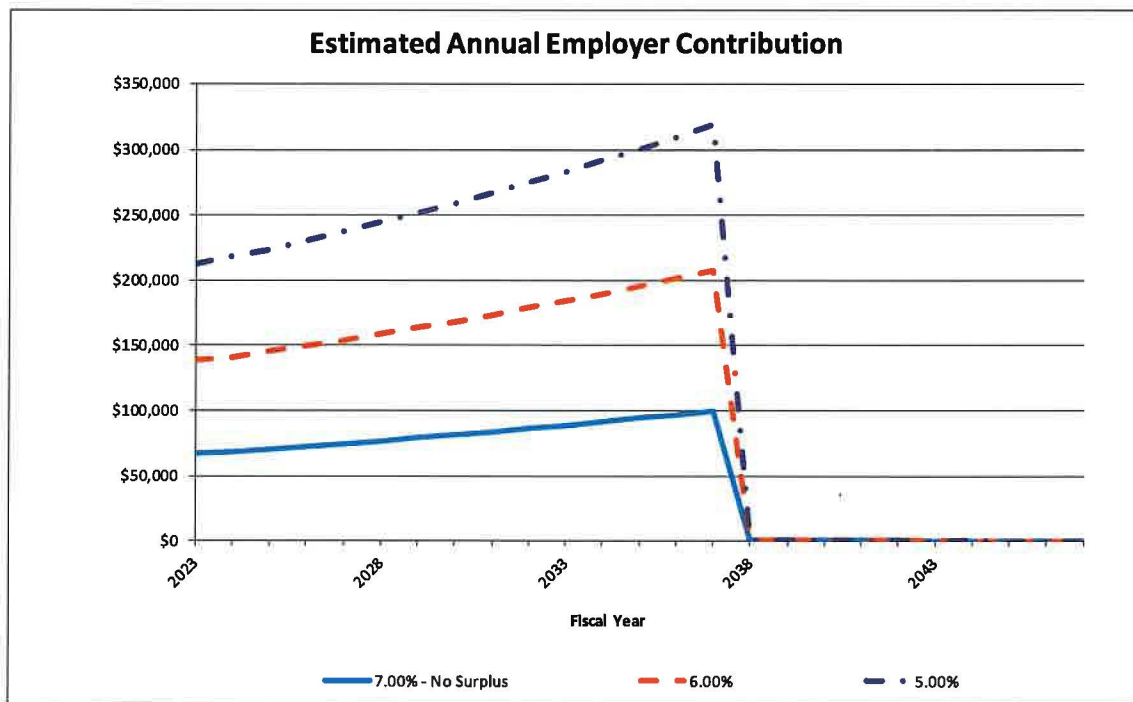
² Valuation Assets do not include assets from Surplus divisions, if any.



Notes:

All projected funded percentages are shown with no phase-in.

The green indicator lines have been added at 60% funded and 19 years following the valuation date for PA 202 purposes.



Notes:

All projected contributions are shown with no phase-in.

Table 1: Employer Contribution Details for the Fiscal Year Beginning January 1, 2023

Division	Total Normal Cost	Employee Contribut. Rate	Employer Contributions ¹			Computed Employer Contribut. With Phase-In	Blended ER Rate No Phase-In ⁵	Blended ER Rate With Phase-In ⁵	Employee Contribut. Conversion Factor ²
			Employer Normal Cost ⁶	Payment of the Unfunded Accrued Liability ⁴	Computed Employer Contribut. No Phase-In				
Percentage of Payroll									
01 - GnrI	0.08%	0.00%	-	-	-	-			
Estimated Monthly Contribution ³									
01 - GnrI			\$ 62	\$ 5,567	\$ 5,629	\$ 3,881			
Total Municipality			\$ 62	\$ 5,567	\$ 5,629	\$ 3,881			
Estimated Annual Contribution ³			\$ 744	\$ 66,804	\$ 67,548	\$ 46,572			

¹ The above employer contribution requirements are in addition to the employee contributions, if any.

² If employee contributions are increased/decreased by 1.00% of pay, the employer contribution requirement will decrease/increase by the Employee Contribution Conversion Factor. The conversion factor is usually under 1% because employee contributions may be refunded at termination of employment and not used to fund retirement pensions. Employer contributions will all be used to fund pensions.

³ For divisions that are open to new hires, estimated contributions are based on projected fiscal year payroll. Actual contributions will be based on actual reported monthly pays, and will be different from the above amounts. For divisions that will have no new hires (i.e., closed divisions), invoices will be based on the above dollar amounts which are based on projected fiscal year payroll. See description of Open Divisions and Closed Divisions in the Appendix.

⁴ Note that if the overfunding credit is larger than the normal cost, the full credit is shown above but the total contribution requirement is zero. This will cause the displayed normal cost and unfunded accrued liability contributions not to add across.

⁵ For linked divisions, the employer will be invoiced the Computed Employer Contribution No Phase-in rate shown above for each linked division (a contribution rate for the open division; a contribution dollar for the closed-but-linked division), unless the employer elects to contribute the Blended Employer Contribution rate shown above, by contacting MERS at 800-767-MERS (6377).

⁶ For divisions with a negative employer normal cost, employee contributions cover the normal cost and a portion of the payment of any unfunded accrued liability.

Please see the Comments on Asset Smoothing in the Executive Summary of this report.

Table 2: Benefit Provisions

01 - Gnrl: Closed to new hires

	2021 Valuation	2020 Valuation
Benefit Multiplier:	Frozen Benefit as of 11/1/2016	Frozen Benefit as of 11/1/2016
Normal Retirement Age:	60	60
Vesting:	6 years	6 years
Early Retirement (Unreduced):	55/25	55/25
Early Retirement (Reduced):	50/25	50/25
	55/15	55/15
Final Average Compensation:	5 years	5 years
Employee Contributions:	0.00%	0.00%
DC Plan for New Hires:	-	11/1/2016
Act 88:	Yes (Adopted 3/21/2013)	Yes (Adopted 3/21/2013)

Table 3: Participant Summary

Division	2021 Valuation		2020 Valuation		2021 Valuation		
	Number	Annual Payroll ¹	Number	Annual Payroll ¹	Average Age	Average Benefit Service ²	Average Eligibility Service ²
01 - Gnrl							
Active Employees ³	21	\$ 983,007	24	\$ 1,113,703	52.9	14.1	19.5
Vested Former Employees	4	47,448	3	20,439	52.9	8.2	13.6
Retirees and Beneficiaries	39	538,728	38	514,438	73.2		
Pending Refunds	4		4				
Total Municipality							
Active Employees	21	\$ 983,007	24	\$ 1,113,703	52.9	14.1	19.5
Vested Former Employees	4	47,448	3	20,439	52.9	8.2	13.6
Retirees and Beneficiaries	39	538,728	38	514,438	73.2		
Pending Refunds	4		4				
Total Participants	68		69				

¹ Annual payroll for active employees; annual deferred benefits payable for vested former employees; annual benefits being paid for retirees and beneficiaries.

² Descriptions can be found under Miscellaneous and Technical Assumptions in the Appendix.

³ Active employee counts include those that have benefits frozen in the Defined Benefit or Hybrid Plan and are active in the Defined Contribution Plan.

Table 4: Reported Assets (Market Value)

Division	2021 Valuation		2020 Valuation	
	Employer and Retiree ¹	Employee ²	Employer and Retiree ¹	Employee ²
01 - Gnrl	\$ 6,827,480	\$ 470,847	\$ 6,093,312	\$ 503,329
Municipality Total³	\$ 6,827,480	\$ 470,847	\$ 6,093,312	\$ 503,329
Combined Assets³	\$7,298,327		\$6,596,641	

¹ Reserve for Employer Contributions and Benefit Payments.

² Reserve for Employee Contributions.

³ Totals may not add due to rounding.

The December 31, 2021 valuation assets (actuarial value of assets) are equal to 0.998523 times the reported market value of assets (compared to 0.972357 as of December 31, 2020). Refer to the Appendix for a description of the valuation asset derivation and a detailed calculation of valuation assets.

Table 5: Flow of Valuation Assets

Year Ended 12/31	Employer Contributions		Employee Contributions	Investment Income (Valuation Assets)	Benefit Payments	Employee Contribution Refunds	Net Transfers	Valuation Asset Balance
	Required	Additional						
2011	\$ 202,326	\$ 0	\$ 80,026	\$ 221,523	\$ (286,113)	\$ 0	\$ 0	\$ 4,202,411
2012	221,903	0	84,349	210,501	(303,735)	0	0	4,415,429
2013	234,327	0	83,186	277,340	(333,637)	(5,158)	0	4,671,487
2014	244,174	0	81,865	277,080	(367,989)	0	24,739	4,931,356
2015	265,502	0	83,538	253,956	(389,185)	0	0	5,145,167
2016	279,923	375,000	68,879	345,599	(429,433)	0	0	5,785,135
2017	99,900	200,000	(123)	349,016	(431,735)	0	0	6,002,193
2018	99,372	200,000	0	218,028	(449,545)	(2,280)	0	6,067,768
2019	99,528	200,000	0	289,647	(448,086)	0	0	6,208,857
2020	82,824	147,176	0	480,654	(505,221)	0	0	6,414,290
2021	102,696	217,304	0	1,082,243	(528,986)	0	0	7,287,547

Notes:

Transfers in and out are usually related to the transfer of participants between municipalities, and to employer and employee payments for service credit purchases (if any) that the governing body has approved.

The investment income column reflects the recognized investment income based on Valuation Assets. It does not reflect the market value investment return in any given year.

The Valuation Asset balance includes assets from Surplus divisions, if any.

Years where historical information is not available will be displayed with zero values.

**Table 6: Actuarial Accrued Liabilities and Valuation Assets
as of December 31, 2021**

Division	Actuarial Accrued Liability					Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
	Active Employees	Vested Former Employees	Retirees and Beneficiaries	Pending Refunds	Total			
01 - Gnrl	\$ 2,553,513	\$ 436,674	\$ 5,093,330	\$ 14,684	\$ 8,098,201	\$ 7,287,547	90.0%	\$ 810,654
Total	\$ 2,553,513	\$ 436,674	\$ 5,093,330	\$ 14,684	\$ 8,098,201	\$ 7,287,547	90.0%	\$ 810,654

Please see the Comments on Asset Smoothing in the Executive Summary of this report.

The December 31, 2021 valuation assets (actuarial value of assets) are equal to 0.998523 times the reported market value of assets. Refer to the Appendix for a description of the valuation asset derivation and a detailed calculation of valuation assets.

Table 7: Actuarial Accrued Liabilities - Comparative Schedule

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2007	\$ 4,042,418	\$ 2,852,515	71%	\$ 1,189,903
2008	4,507,698	3,210,411	71%	1,297,287
2009	4,889,435	3,629,239	74%	1,260,196
2010	5,351,499	3,984,649	74%	1,366,850
2011	5,880,995	4,202,411	71%	1,678,584
2012	6,287,284	4,415,429	70%	1,871,855
2013	6,729,882	4,671,487	69%	2,058,395
2014	7,239,720	4,931,356	68%	2,308,364
2015	8,278,933	5,145,167	62%	3,133,766
2016	7,238,704	5,785,135	80%	1,453,569
2017	7,302,812	6,002,193	82%	1,300,619
2018	7,130,563	6,067,768	85%	1,062,795
2019	7,426,175	6,208,857	84%	1,217,318
2020	7,710,216	6,414,290	83%	1,295,926
2021	8,098,201	7,287,547	90%	810,654

Notes: Actuarial assumptions were revised for the 2008, 2009, 2010, 2011, 2012, 2015, 2019, 2020 and 2021 actuarial valuations.

The Valuation Assets include assets from Surplus divisions, if any.

Years where historical information is not available will be displayed with zero values.

Throughout this report are references to valuation results generated prior to the 2018 valuation date. Results prior to 2018 were received directly from the prior actuary or extracted from the previous valuation system by MERS's technology service provider.

Tables 8 and 9: Division-Based Comparative Schedules

Division 01 - Gnrl

Table 8-01: Actuarial Accrued Liabilities - Comparative Schedule

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2011	\$ 5,880,995	\$ 4,202,411	72%	\$ 1,678,584
2012	6,287,284	4,415,429	70%	1,871,855
2013	6,729,882	4,671,487	69%	2,058,395
2014	7,239,720	4,931,356	68%	2,308,364
2015	8,278,933	5,145,167	62%	3,133,766
2016	7,238,704	5,785,135	80%	1,453,569
2017	7,302,812	6,002,193	82%	1,300,619
2018	7,130,563	6,067,768	85%	1,062,795
2019	7,426,175	6,208,857	84%	1,217,318
2020	7,710,216	6,414,290	83%	1,295,926
2021	8,098,201	7,287,547	90%	810,654

Notes: Actuarial assumptions were revised for the 2011, 2012, 2015, 2019, 2020 and 2021 actuarial valuations.

The percent funded does not reflect valuation assets from Surplus divisions, if any.

Table 9-01: Computed Employer Contributions - Comparative Schedule

Valuation Date December 31	Active Employees		Computed Employer Contribution ¹	Employee Contribution Rate ²
	Number	Annual Payroll		
2011	41	\$ 1,719,095	13.00%	4.61%
2012	42	1,821,503	13.75%	4.61%
2013	39	1,746,541	14.69%	4.61%
2014	37	1,673,876	15.85%	4.61%
2015	37	1,785,090	19.19%	4.61%
2016	37	1,733,192	\$ 8,281	0.00%
2017	35	1,646,335	\$ 8,294	0.00%
2018	30	1,401,775	\$ 6,902	0.00%
2019	27	1,236,453	\$ 8,558	0.00%
2020	24	1,113,703	\$ 9,368	0.00%
2021	21	983,007	\$ 5,629	0.00%

1 For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

2 For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

Note: The contributions shown in Table 9 reflect the employer contribution requirement without phase-in. If applicable, the current phase-in contribution is shown in Table 1.

See the Benefit Provision History, later in this report, for past benefit provision changes.

Years where historical information is not available will be displayed with zero values.

Table 10: Division-Based Layered Amortization Schedule

Division 01 - Gnrl

Table 10-01: Layered Amortization Schedule

Type of UAL	Date Established	Original Balance ¹	Original Amortization Period ²	Amounts for Fiscal Year Beginning 1/1/2023		
				Outstanding UAL Balance ³	Remaining Amortization Period ²	Annual Amortization Payment
Initial	12/31/2015	\$ 3,133,766	23	\$ 3,155,089	15	\$ 280,212
(Gain)/Loss	12/31/2016	(303,929)	20	(317,460)	15	(28,200)
Amendment	12/31/2016	(1,470,894)	20	(1,536,333)	15	(136,452)
(Gain)/Loss	12/31/2017	(41,805)	19	(43,567)	15	(3,864)
(Gain)/Loss	12/31/2018	(237,420)	18	(247,580)	15	(21,984)
(Gain)/Loss	12/31/2019	(98,987)	17	(103,206)	15	(9,168)
Assumption	12/31/2019	272,226	17	280,305	15	24,900
Experience	12/31/2020	73,516	16	77,631	15	6,900
Experience	12/31/2021	(479,259)	15	(512,807)	15	(45,540)
Total				\$ 752,072		\$ 66,804

¹ For each type of UAL (layer), this is the original balance as of the date the layer was established.

² According to the MERS amortization policy, each type of UAL (layer) is amortized over a specific period (see Appendix on MERS website).

³ This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

The unfunded accrued liability (UAL) as of December 31, 2021 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2021 valuation to take into account the expected future contributions that are based on past valuations. Each type of UAL (layer) is amortized over the appropriate period. Please see the Appendix on the MERS website for a detailed description of the amortization policy.

Note: The original balance and original amortization periods prior to 12/31/2018 were received from the prior actuary.

GASB Statement No. 68 Information

The following information has been prepared to provide some of the information necessary to complete GASB Statement No. 68 disclosures. GASB Statement No. 68 is effective for fiscal years beginning after June 15, 2014. Additional resources, including an Implementation Guide, are available at <http://www.mersofmich.com/>.

Actuarial Valuation Date:	12/31/2021
Measurement Date of the Total Pension Liability (TPL):	12/31/2021

At 12/31/2021, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits:	39
Inactive employees entitled to but not yet receiving benefits (including refunds):	8
Active employees:	<u>21</u>
	68

Total Pension Liability as of 12/31/2020 measurement date:	\$ 7,526,380
Total Pension Liability as of 12/31/2021 measurement date:	\$ 7,906,138
Service Cost for the year ending on the 12/31/2021 measurement date:	\$ 786
Change in the Total Pension Liability due to:	
- Benefit changes ¹ :	\$ 0
- Differences between expected and actual experience ² :	\$ 100,318
- Changes in assumptions ² :	\$ 255,707

Average expected remaining service lives of all employees (active and inactive):	2
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¹ A change in liability due to benefit changes is immediately recognized when calculating pension expense for the year.

² Changes in liability due to differences between actual and expected experience, and changes in assumptions, are recognized in pension expense over the average remaining service lives of all employees.

Covered employee payroll (Needed for Required Supplementary Information):	\$ 983,007
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Note: Covered employee payroll may differ from the GASB Statement No. 68 definition.

Sensitivity of the Net Pension Liability to changes in the discount rate:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Change in Net Pension Liability as of 12/31/2021:	\$ 820,452	\$ 0	\$ (693,372)

Note: The current discount rate shown for GASB Statement No. 68 purposes is higher than the MERS assumed rate of return. This is because for GASB Statement No. 68 purposes, the discount rate must be gross of administrative expenses, whereas for funding purposes it is net of administrative expenses.



GASB Statement No. 68 Information

This page is for those municipalities who need to "roll-forward" their total pension liability due to the timing of completion of the actuarial valuation in relation to their fiscal year-end.

The following information has been prepared to provide some of the information necessary to complete GASB Statement No. 68 disclosures. GASB Statement No. 68 is effective for fiscal years beginning after June 15, 2014. Additional resources, including an Implementation Guide, are available at www.mersofmich.com.

Actuarial Valuation Date:		12/31/2021
Measurement Date of the Total Pension Liability (TPL):		12/31/2022
At 12/31/2021, the following employees were covered by the benefit terms:		
Inactive employees or beneficiaries currently receiving benefits:		39
Inactive employees entitled to but not yet receiving benefits (including refunds):		8
Active employees:		<u>21</u>
		68
Total Pension Liability as of 12/31/2021 measurement date:	\$	7,534,607
Total Pension Liability as of 12/31/2022 measurement date:	\$	7,868,776
Service Cost for the year ending on the 12/31/2022 measurement date:	\$	780
Change in the Total Pension Liability due to:		
- Benefit changes ¹ :	\$	0
- Differences between expected and actual experience ² :	\$	124,626
- Changes in assumptions ² :	\$	248,501
Average expected remaining service lives of all employees (active and inactive):		2

¹ A change in liability due to benefit changes is immediately recognized when calculating pension expense for the year.

² Changes in liability due to differences between actual and expected experience, and changes in assumptions, are recognized in pension expense over the average remaining service lives of all employees.

Covered employee payroll (Needed for Required Supplementary Information):	\$	983,007
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Note: Covered employee payroll may differ from the GASB Statement No. 68 definition.

Sensitivity of the Net Pension Liability to changes in the discount rate:

	1% Decrease <u>(6.25%)</u>	Current Discount Rate <u>(7.25%)</u>	1% Increase <u>(8.25%)</u>
Change in Net Pension Liability as of 12/31/2022:	\$ 795,715	\$ 0	\$ (674,561)

Note: The current discount rate shown for GASB Statement No. 68 purposes is higher than the MERS assumed rate of return. This is because for GASB Statement No. 68 purposes, the discount rate must be gross of administrative expenses, whereas for funding purposes it is net of administrative expenses.



Benefit Provision History

The following benefit provision history is provided by MERS. Any corrections to this history or discrepancies between this information and information displayed elsewhere in the valuation report should be reported to MERS. All provisions are listed by date of adoption.

01 - Gnrl

12/1/2016	Service Credit Purchase Estimates - Yes
1/1/2016	Non-Accelerated Amortization
3/21/2013	Covered by Act 88
1/1/2007	Benefit B-4 (80% max)
1/1/2007	Member Contribution Rate 4.61%
10/1/2005	Benefit B-2
1/1/1993	Day of work defined as 80 Hours a Month for Part Time employees.
5/1/1990	6 Year Vesting
9/11/1986	Exclude Temporary Employees
9/1/1986	Day of work defined as 6 Hours a Day for Full Time employees.
1/1/1984	Benefit FAC-5 (5 Year Final Average Compensation)
1/1/1984	10 Year Vesting
1/1/1984	Benefit C-1 (Old)
1/1/1984	Benefit F55 (With 25 Years of Service)
1/1/1984	Member Contribution Rate 0.00%
1/1/1984	Fiscal Month - January
	Defined Benefit Normal Retirement Age - 60
	Early Reduced (.5%) at Age 50 with 25 Years or Age 55 with 15 Years



Plan Provisions, Actuarial Assumptions, and Actuarial Funding Method

Details on MERS plan provisions, actuarial assumptions, and actuarial methodology can be found in the Appendix. Some actuarial assumptions are specific to this municipality and its divisions. These are listed below.

Increase in Final Average Compensation

Division	FAC Increase Assumption
All Divisions	1.00%

Miscellaneous and Technical Assumptions

Loads – None.

Amortization Policy for Closed Not Linked Divisions: The default funding policy for closed not linked divisions, including open divisions with zero active members, is to follow a non-accelerated amortization, where each closed period decreases by one year each year until the period is exhausted. In select instances, closed not linked division(s) may follow an accelerated amortization policy.

Risk Commentary

Determination of the accrued liability, the employer contribution, and the funded ratio requires the use of assumptions regarding future economic and demographic experience. Risk measures, as illustrated in this report, are intended to aid in the understanding of the effects of future experience differing from the assumptions used in the course of the actuarial valuation. Risk measures may also help with illustrating the potential volatility in the accrued liability, the actuarially determined contribution and the funded ratio that result from the differences between actual experience and the actuarial assumptions.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions due to changing conditions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period, or additional cost or contribution requirements based on the Plan's funded status); and changes in plan provisions or applicable law. The scope of an actuarial valuation does not include an analysis of the potential range of such future measurements.

Examples of risk that may reasonably be anticipated to significantly affect the plan's future financial condition include:

- **Investment Risk** – actual investment returns may differ from the expected returns;
- **Asset/Liability Mismatch** – changes in asset values may not match changes in liabilities, thereby altering the gap between the accrued liability and assets and consequently altering the funded status and contribution requirements;
- **Salary and Payroll Risk** – actual salaries and total payroll may differ from expected, resulting in actual future accrued liability and contributions differing from expected;
- **Longevity Risk** – members may live longer or shorter than expected and receive pensions for a period of time other than assumed; and
- **Other Demographic Risks** – members may terminate, retire or become disabled at times or with benefits other than assumed resulting in actual future accrued liability and contributions differing from expected.

The effects of certain trends in experience can generally be anticipated. For example, if the investment return since the most recent actuarial valuation is less (or more) than the assumed rate, the cost of the plan can be expected to increase (or decrease). Likewise, if longevity is improving (or worsening), increases (or decreases) in cost can be anticipated.

PLAN MATURITY MEASURES

Risks facing a pension plan evolve over time. A young plan with virtually no investments and paying few benefits may experience little investment risk. An older plan with a large number of members in pay status and a significant trust may be much more exposed to investment risk. Generally accepted plan maturity measures include the following:

	<u>12/31/2021</u>	<u>12/31/2020</u>	<u>12/31/2019</u>	<u>12/31/2018</u>
1. Ratio of the market value of assets to total payroll	7.4	5.9	5.0	4.0
2. Ratio of actuarial accrued liability to payroll	8.2	6.9	6.0	5.1
3. Ratio of actives to retirees and beneficiaries	0.5	0.6	0.8	1.0
4. Ratio of market value of assets to benefit payments	13.8	13.1	13.7	12.3
5. Ratio of net cash flow to market value of assets (boy)	-3.2%	-4.5%	-2.7%	-2.6%

RATIO OF MARKET VALUE OF ASSETS TO TOTAL PAYROLL

The relationship between assets and payroll is a useful indicator of the potential volatility of contributions. For example, if the market value of assets is 2.0 times the payroll, a return on assets 5% different than assumed would equal 10% of payroll. A higher (lower) or increasing (decreasing) level of this maturity measure generally indicates a higher (lower) or increasing (decreasing) volatility in plan sponsor contributions as a percentage of payroll.

RATIO OF ACTUARIAL ACCRUED LIABILITY TO PAYROLL

The relationship between actuarial accrued liability and payroll is a useful indicator of the potential volatility of contributions for a fully funded plan. A funding policy that targets a funded ratio of 100% is expected to result in the ratio of assets to payroll and the ratio of liability to payroll converging over time.

RATIO OF ACTIVES TO RETIREES AND BENEFICIARIES

A young plan with many active members and few retirees will have a high ratio of actives to retirees. A mature open plan may have close to the same number of actives to retirees resulting in a ratio near 1.0. A super-mature or closed plan may have significantly more retirees than actives resulting in a ratio below 1.0.

RATIO OF MARKET VALUE OF ASSETS TO BENEFIT PAYMENTS

The MERS' Actuarial Policy requires a total minimum contribution equal to the excess (if any) of three times the expected annual benefit payments over the projected market value of assets as of the participating municipality or court's Fiscal Year for which the contribution applies. The ratio of market value of assets to benefit payments as of the valuation date provides an indication of whether the division is at risk for triggering the minimum contribution rule in the near term. If the division triggers this minimum contribution rule, the required employer contributions could increase dramatically relative to previous valuations.

RATIO OF NET CASH FLOW TO MARKET VALUE OF ASSETS

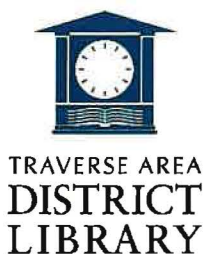
A positive net cash flow means contributions exceed benefits and expenses. A negative cash flow means existing funds are being used to make payments. A certain amount of negative net cash flow is generally expected to occur when benefits are prefunded through a qualified trust. Large negative net cash flows as a percent of assets may indicate a super-mature plan or a need for additional contributions.

State Reporting

The following information has been prepared to provide some of the information necessary to complete the Public Act 202 pension reporting requirements for the State of Michigan's Local Government Retirement System Annual Report (Form No. 5572). Additional resources are available at www.mersofmich.com and on the State [website](#).

Form 5572		
Line Reference	Description	Result
10	Membership as of December 31, 2021	
11	Indicate number of active members	21
12	Indicate number of inactive members (excluding pending refunds)	4
13	Indicate number of retirees and beneficiaries	39
14	Investment Performance for Calendar Year Ending December 31, 2021¹	
15	Enter actual rate of return - prior 1-year period	14.13%
16	Enter actual rate of return - prior 5-year period	9.96%
17	Enter actual rate of return - prior 10-year period	9.11%
18	Actuarial Assumptions	
19	Actuarial assumed rate of investment return ²	7.00%
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Level Percent
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any ³	15
22	Is each division within the system closed to new employees? ⁴	Yes
23	Uniform Assumptions	
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	\$6,746,259
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions ⁵	\$8,217,425
27	Actuarially Determined Contribution (ADC) using uniform assumptions, Fiscal Year Ending December 31, 2022	\$145,020

1. The Municipal Employees' Retirement System's investment performance has been provided to GRS from MERS Investment Staff and is included here for reporting purposes. The investment performance figures reported are net of investment expenses on a rolling calendar year basis for the previous 1-, 5-, and 10-year periods as required under PA 530.
2. Net of administrative and investment expenses.
3. Populated with the longest amortization period remaining in the amortization schedule, across all divisions in the plan. This is when each division and the plan in total is expected to reach 100% funded if all assumptions are met.
4. If all divisions within the employer are closed, "yes." If at least one division is open (including shadow divisions), "no."
5. Line 25 actuarial accrued liability is determined under PA 202 uniform assumptions which differ from the valuation assumptions. In particular, the assumed rate of return for PA 202 purposes is 6.85%.



TADL Board of Trustees Policy and Personnel Committee

August 2, 2022
10:00 am Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: M. Vickery, J. Wescott, Trustees; M. Howard and M. Myers, staff. M. Pakieser was excused.

Agenda Approval: The agenda was approved.

Minutes Approval: The minutes of the June 7, 2022 meeting were approved.

Public Comment: There was none.

Policy:

4.3 Unattended Child Policy

Howard explained there are no suggested changes and that this policy was presented for Board Review. No Trustee revisions were suggested. Based on it only being for review, it will be put on the Consent Calendar.

7.10 Whistleblower Policy

Howard explained that this policy was reviewed by legal counsel, Janis Adams, who offered a few edits. It was motioned by Vickery and supported by Wescott to forward this policy to the full Board for adoption.

1.8 Remote Participation at Meetings Policy

Attorney Zeits has amended this policy to accurately reflect the current state of the law. It was motioned by Vickery and supported by Wescott to forward this revised policy to the full Board for adoption.

3.1 Borrowing and Library Account Policy (Revision & Consolidation)

o Removal:

- 3.1 Borrowing Privileges
- 3.2 Borrowing Parameters and Delinquent Charges
- 3.21 Fines and Lending Periods
- 3.3 Limited Borrowing privileges
- 3.4 Confidentiality of Library Records
- 3.5 Mailing Lists Available to the Public

Howard explained that V. Carpenter and her have been working on revising and consolidating policies when available. The revised 3.1 consolidates many smaller policies into a more logical sequence in one policy. Additionally, the policy removes the specifics of the Fine and Lending Periods to allow for staff to make minor changes to the policy as an operational decision not as a Board decision. It was motioned by Vickery and supported by Wescott to forward this policy to the full Board for adoption.

Renumber: from 3.6 TADL 3D Printing Policy to 3.2 3D Policy Printing

Due to the consolidation of 3.1- 3.5, Policy 3.6 would need to be numbered to 3.2 to be consecutive. Based on it only being for a minor editorial change will be put on the Consent Calendar.

3.3 Library of Things Policy & Removal: 3.7 Wi-Fi Hotspot and Laptop Lending Policy

After a discussion with Trustee Deyo, Howard and Carpenter are again trying to consolidate policies. Based on examples of other libraries, Howard explained she would like to have one policy for all items in the Library of Things, and then have borrowing guidelines for specific items. This allows staff to adjust borrowing parameters without Board approval and without creating a specific policy for every item in the Library of Things. Additionally, this creates a waiver for patrons to sign to protect the library from liability. It was motioned by Vickery and supported by Wescott to forward this policy to the full Board for adoption.

Next Meeting Date / Time: September 6, 2022 at 10:00 am.

Next Meeting Topic Suggestions: Continued Policy Review; change meeting time

Public Comment: None

Adjournment: The meeting adjourned at 10:59 am.

4.3 Unattended Child Policy

Traverse Area District Library encourages children and their families to use the Library facility together. All children are welcome and the Library offers many programs for children with the goal of encouraging the lifelong appreciation of books and other resources.

Policy

Caregivers (Parents, guardians or assigned caregivers at least 14 years old) are responsible for the welfare and the behavior of children using the TADL facilities. Although staff will always respond with care and concern, the Library is not responsible for safety and comfort of unattended children.

No child under the age of 11 shall be left unattended without supervision of a caregiver.

- Children under the age of 8 must be in the same room and within direct sight of their caregiver;
- Children ages 8, 9 and 10 must have a caregiver in the library building.

Library staff may not transport or otherwise take custody of any unattended child outside of the building.

Protocol

When a child is discovered to be unattended, Library employees on duty are instructed to:

- Attempt to contact a caregiver to retrieve the child and explain the Unattended Child Policy.
- Call the Traverse City Police or Grand Traverse County Sherriff to take charge of the child if a caregiver cannot be located within 30 minutes.
- Assist any unattended child in contacting their caregivers 15 minutes before Closing time.
- At Closing, employees must check the grounds for unattended children. If a child is less than 11 years old or if they are older but uncomfortable being left behind, the child is considered unattended and abandoned.
- If a child is left unattended at Closing, TADL employees are to immediately notify Traverse City Police or Grand Traverse County Sherriff that a child has been abandoned at the library and ask authorities to come and take charge. Two Library employees must remain in attendance until the police have retrieved the child.
- An Incident Report is prepared by the senior employee managing the incident, documenting the date of the incident, name and age of the child, time child was discovered unattended, if and how employees attempted to reach parents, time authorities were called and when they arrived and the names of TADL employees who managed the incident.

The Library shall post this entire policy in the Woodmere library building and in each branch building.

Adopted October 14, 1993 / Revised April 12, 2001 / Reviewed 2003 / Revised October 20, 2011 /
Reviewed August 18, 2022

Motion by: Jones

Adopted: Yes No

Support by: Sullivan



J. Wescott, Board Secretary

 9/6/22
Date

3.2 3D Printing Policy

Purpose

The Traverse Area District Library has acquired a 3D Printer and has determined to make it available for patron use under certain terms and conditions and consistent with its purpose to provide access to facilitate research, learning, and recreational pursuits by furnishing materials of requisite and appropriate quality. The purpose of this policy is to set forth under what terms and conditions a library patron may access and utilize the Traverse Area District Library's 3D Printer.

Print Requirements

- Patrons can only use filament supplied by the library. A cost will be established to cover the cost of filament used, at a per gram rate.
- There is a minimum charge of \$1.00 per 3D print.
- The 3D printer must be used only for lawful purposes. It may not be utilized to create objects that:
 - Are prohibited by local, state, or federal law.
 - Are obscene or otherwise inappropriate for the library and public environment.
 - May cause harm, be unsafe, or pose an immediate danger or threat to oneself or the well-being of other community members.
 - Are subject to legal copyright, patent, or trademark.
- TADL will not print any object that is a weapon of any kind such as a sword, knife, gun, axe or other object appearing to be designed as a weapon.
- A TADL staff member shall review each object file before it is cleared for 3D printing, and the library retains the right to refuse or deny any 3D printing request.
- The print file submitted must be submitted digitally in a .stl format.
- Only one print request per person will be accepted and printed at a time.
- The print object must be smaller than 210mm high (z-axis) 210mm deep (y-axis) and 250mm wide (x-axis).
- Library staff reserve the right to resize projects unless dimensions are specific in the request.
- Color preferences may be submitted, but the library will determine the color of the filament based on availability.
- Items that are not picked up after one month (30 days) will become property of the Traverse Area District Library. Items must be picked up by the individual who submitted the project file.
- A charge in the amount of the print's cost will be added to the patron's library record account for any unclaimed items.

Scheduling

- Files are printed on a first-come first-served basis, and we cannot guarantee that prints will be completed by any given date or time.
- Priority printing will be given to library programs and events.

Disclaimers

- The Library Director, or designee, reserves the right to set a limit as to the maximum amount of time a print job may take.
- Only designated library staff, volunteers, and patrons that have satisfactorily completed required library training will have hands-on access to the 3D printer and 3D scanner.
- The Traverse Area District Library is not liable for injuries, property damage, or failure of function caused by objects or materials made through the utilization of our 3D printers.
- Due to the nature of 3D printing, no file is guaranteed to print successfully, and minor flaws and imperfections can be expected, such as small cracks and warping at the bottom of the print. The Library will not refund any prints with minor imperfections, but staff will do its best to notify patrons if a print is likely to have imperfections when they review the print file for approval. If the final print results in substantial portions of the model missing (such as a missing limb of an animal statue), library staff will notify the patron of the failure and remove the charge.
- Since 3D printing is a visual process, complete and total patron privacy is not a possibility. However, the library will not offer or provide information about a 3D print requester to third parties. Your submission of a 3D printing request shall constitute written consent to disclose the record to the extent that the information cannot be kept confidential due to the nature of the process.

The above policy is subject to change or amendment by the Traverse Area District Library Board at any time.

Adopted December 19, 2019 / *Reviewed and Renumbered from 3.6 to 3.2 August 18, 2022*

Motion by: Jones

Adopted: Yes No

Support by: Sullivan



J. Wescott, Board Secretary

 9/6/22
Date



JULY DIRECTOR'S REPORT—JENNIFER THOMET

so. much. fun.

Summer Reading started June 29th, and we haven't slowed down since. Our kick-off party with the mobile Children's Museum program was a blast, with over 100 kids in attendance! The kids participated in several STEM activities like making a stomp rocket, dissecting an owl pellet, and building a clothes pin car! Last week at our Staff Day and pizza party, the kids sang songs with Gwen Willson, made crafts, and enjoyed the sensory play.

Kids are encouraged to come to IPL for weekly prizes. Coming up, we have the John Ball Zoo animal program, Cirque Among Us, and Miriam Pico. We will wrap up SRC with Challenge Island at the Green Lake Township part on August 3rd.

Teens and adults also have journeys they can complete and enter to win a New Fire Tablet! Summer Reading is brought to us by the Friends of the Library, Green Lake Township, and donations from local businesses such as Sleeping Bear Motor Sports and Long Lake Marina.

A new writing series, Writing Through Loss, with Michael's Place, will begin July 18th from 1-3 pm. IPR's Sound Garden Project, we will be performing a night of musical storytelling at the Interlochen Public Library on July 21st at 7 pm. This free interactive performance has music and sharing for all ages. We hope to meet you there and hear more about YOUR story!

Tween and Teen Sketchbook Class is July 21st at 2 pm. Kids can make and collage a cover for a "string journal" to hold art and journal pages while learning the basics of drawing and design.

Make sure to check us out and have a little fun.

Circulation June 2022: 5,044
Hold Transit Counts June 2022: 620 to other libraries; 870 from other libraries to IPL
Programs: June 2022: 58 programs, 584 General Attendance, 150 SRC
Patron Count: June 2022: 3740
Questions Answered: June: 1360
Computer Use: June: 149
Total New Library Cards Issued in June: 20

Financial Report Analysis for June & July 2022

Revenue – The Property Tax revenue line is coming in over budget due to the receipt of more Delinquent Tax amounts than what was budgeted for and also higher amounts from Local Community Stabilization and PILOT payments. We have also received the second half of our State Aid for the Talking Book Library. Our Sales are going nicely and have surpassed the budget amount. We were conservative when we budgeted our Penal Fines and they are coming in slightly over that amount. We were also conservative with our Overdue Fines and Replacement Fee budget as we are now fine free for most of our materials and with five months left to go, it appears that we will go over on that budget also. That is the good news. The bad news comes from our investments which is a pain that everyone is feeling. We had a slight gain in July but it is looking doubtful that we will be able to gain back the losses from the first half of the year. Thankfully, some of these other numbers coming in over budget will offset to bring us in close to the overall budget for the year.

Expenditures - Personnel costs are on track for where they need to be. Our Worker's Comp plan came in slightly under budget but that was offset with some Unemployment costs that we didn't budget for. Our general supply line took a big jump as the departments spent their budgets on supplies for the Summer Library Challenge. This should ease off going into the second half of the year but is something that I will be tracking. Along with that is the budget line for material purchases. Our digital resources are a big part of this budget line but are not as easy to manage as it requires changes to the number of items that can be borrowed in a month. We will be making those changes as necessary. Education and Travel is still down slightly as we have more staff taking classes than are going to conferences. I will mention again that our utilities, while under budget so far, are higher than we were expecting. Our natural gas, especially, we expect to be over budget due to a price increase that we did not budget for. All other categories are where we expect them to be at this time.

In summary, our percent of year complete is 58.3% and our expenditures stand at 64.2%.

Deb Radjenovich

Assistant Director for Finance and Human Resources

**TRAVERSE AREA DISTRICT LIBRARY
EXPENDITURES
MONTH ENDING
JUNE 30, 2022**

CATEGORY	BUDGET	2022 YTD	2021 YTD	VARIANCE	% OF BUDGET
Salaries & Wages	2,534,599	1,262,528	1,104,058	1,272,071	49.8%
Social Security/Medicare	71,900	31,794	28,213	40,106	44.2%
Health/Hospitalization	378,330	229,723	208,729	148,607	60.7%
Vision Insurance	4,150	2,432	2,397	1,718	58.6%
Dental Insurance	30,150	16,344	16,472	13,806	54.2%
Life Insurance	8,850	4,706	4,390	4,144	53.2%
MERS Defined Contribution Retirement	160,000	82,357	70,255	77,643	51.5%
MERS Unfunded Liability	120,000	60,000	60,000	60,000	50.0%
401K Retirement Contribution	120,400	49,374	50,870	71,026	41.0%
Unemployment Comp.	0	0	0	0	0.0%
Workers' Compensation	8,000	0	0	8,000	0.0%
Disability Insurance	15,500	8,323	3,174	7,177	53.7%
Office/Cat./General Supplies/Postage	166,450	127,663	62,019	38,787	76.7%
Covid-19 Supplies	1,000	126	3,292	874	12.6%
Books/Media/Online Resources	606,300	383,025	342,438	223,275	63.2%
Repair & Maintenance Supplies	6,750	2,542	1,695	4,208	37.7%
Professional & Contractual Services	242,674	132,231	119,950	110,443	54.5%
Communications	36,480	12,893	12,749	23,587	35.3%
Education & Travel	55,657	14,965	7,929	40,692	26.9%
Printing & Microfilming	2,900	0	525	2,900	0.0%
Advertising & Outreach	19,250	2,567	8,738	16,683	13.3%
Insurance & Bonds	38,490	32,136	34,013	6,354	83.5%
Utilities	103,200	45,553	39,998	57,647	44.1%
General Building & Grounds Maintenance	320,991	159,510	119,031	161,481	49.7%
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	3,813	6,221	4.3%
Furniture/Equipment/Software	53,550	29,704	36,261	23,846	55.5%
Contingency	6,000	0	0	6,000	0.0%
TOTAL EXPENDITURES	5,750,871	3,329,775	2,910,783	2,421,096	57.9%
2022 APPROVED BUDGET					
EXPENDITURES BY CATEGORY					
Personnel	3,451,879	1,747,581	1,548,558	1,704,298	50.6%
Supplies	780,500	513,356	409,444	267,144	65.8%
Other Services and Charges	1,458,942	1,039,134	916,521	419,808	71.2%
Capital Outlay	59,550	29,704	36,261	29,846	49.9%
TOTAL EXPENDITURES	5,750,871	3,329,775	2,910,783	2,421,096	57.9%

This statement reflects activity through the sixth month of the 2022 fiscal year.

Percentage of the year completed 50%.

Certain items with higher percentages may have been paid annually for the fiscal year.

TRAVERSE AREA DISTRICT LIBRARY
EXPENDITURES
MONTH ENDING
JULY 31, 2022

CATEGORY	BUDGET	2022 YTD	2021 YTD	VARIANCE	% OF BUDGET
Salaries & Wages	2,534,599	1,448,408	1,286,630	1,086,191	57.1%
Social Security/Medicare	71,900	36,626	33,012	35,274	50.9%
Health/Hospitalization	378,330	256,206	232,200	122,124	67.7%
Vision Insurance	4,150	2,750	2,720	1,400	66.3%
Dental Insurance	30,150	18,603	18,691	11,547	61.7%
Life Insurance	8,850	5,353	5,000	3,497	60.5%
MERS Defined Contribution Retirement	160,000	94,207	81,789	65,793	58.9%
MERS Unfunded Liability	120,000	70,000	70,000	50,000	58.3%
401K Retirement Contribution	120,400	57,605	59,104	62,795	47.8%
Unemployment Comp.	0	427	0	(427)	0.0%
Workers' Compensation	8,000	7,725	7,860	275	96.6%
Disability Insurance	15,500	9,466	3,604	6,034	61.1%
Office/Cat./General Supplies/Postage	166,450	139,069	69,202	27,381	83.6%
Covid-19 Supplies	1,000	126	3,328	874	12.6%
Books/Media/Online Resources	606,300	417,998	444,397	188,302	68.9%
Repair & Maintenance Supplies	6,750	2,623	2,618	4,127	38.9%
Professional & Contractual Services	242,674	137,855	129,944	104,819	56.8%
Communications	36,480	14,207	14,979	22,273	38.9%
Education & Travel	55,657	18,642	11,539	37,015	33.5%
Printing & Microfilming	2,900	0	525	2,900	0.0%
Advertising & Outreach	19,250	4,375	11,742	14,875	22.7%
Insurance & Bonds	38,490	32,136	34,013	6,354	83.5%
Utilities	103,200	53,307	49,326	49,893	51.7%
General Building & Grounds Maintenance	320,991	188,010	138,202	132,981	58.6%
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	2,632	3,813	3,868	40.5%
Furniture/Equipment/Software	53,550	33,746	42,116	19,804	63.0%
Contingency	6,000	0	0	6,000	0.0%
TOTAL EXPENDITURES	5,750,871	3,691,101	3,326,127	2,059,770	64.2%
2022 APPROVED BUDGET					
EXPENDITURES BY CATEGORY					
Personnel	3,451,879	2,007,376	1,800,610	1,444,503	58.2%
Supplies	780,500	559,816	519,544	220,684	71.7%
Other Services and Charges	1,458,942	1,090,163	963,858	368,779	74.7%
Capital Outlay	59,550	33,746	42,116	25,804	56.7%
TOTAL EXPENDITURES	5,750,871	3,691,101	3,326,127	2,059,770	64.2%

This statement reflects activity through the seventh month of the 2022 fiscal year.

Percentage of the year completed 58.3%.

Certain items with higher percentages may have been paid annually for the fiscal year.

TRAVERSE AREA DISTRICT LIBRARY
REVENUE
MONTH ENDING
JUNE 30, 2022

CATEGORY DESCRIPTION	BUDGET	2022 YTD	2021 YTD	VARIANCE	% OF BUDGET
Property Tax (Current, Delinquent, Other)	5,323,447	5,340,236	5,168,318	(16,789)	100.3%
State Aid - Library	106,389	52,080	41,879	54,309	49.0%
State Aid - TBL	41,075	20,536	20,536	20,539	50.0%
Local Support - TBL & Other Grants	10,630	38,813	78,474	(28,183)	365.1%
Fees/Services	41,650	29,445	29,381	12,205	70.7%
Sales	19,080	18,901	8,782	179	99.1%
Penal Fines - \$154,900 for this Category		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	12,271	7,429	2,729	81.8%
Interest & Dividends/Gains/Losses on Inv.	5,650	(53,919)	3,891	59,569	-954.3%
Rents & Royalties	2,200	900	0	1,300	40.9%
Contributions	30,850	17,897	13,354	12,953	58.0%
Misc Revenue & Reimbursements	0	728	24,431	(728)	
TOTAL REVENUE	5,750,871	5,477,889	5,396,474	272,982	95.3%
Transfer In				0	
Use of Fund Balance				0	
TOTAL	5,750,871	5,477,889	5,396,474	272,982	95.3%
TOTAL REVENUE, TRANSFERS & USE OF FB	5,750,871	5,477,889	5,396,474	272,982	95.3%
TOTAL EXPENDITURES	5,750,871	3,329,775	2,910,783	2,421,096	57.9%
REVENUE OVER (UNDER) EXPENSE		2,148,114	2,485,691		
This statement reflects activity through the sixth month of the 2022 fiscal year.					
Percentage of the year completed is 50%.					

TRAVERSE AREA DISTRICT LIBRARY
REVENUE
MONTH ENDING
JULY 31, 2022

CATEGORY DESCRIPTION	BUDGET	2022 YTD	2021 YTD	VARIANCE	% OF BUDGET
Property Tax (Current, Delinquent, Other)	5,323,447	5,347,118	5,168,950	(23,671)	100.4%
State Aid - Library	106,389	52,080	41,879	54,309	49.0%
State Aid - TBL	41,075	41,073	41,072	2	100.0%
Local Support - TBL & Other Grants	10,630	40,388	89,431	(29,758)	379.9%
Fees/Services	41,650	29,507	29,387	12,143	70.8%
Sales	19,080	21,655	11,256	(2,575)	113.5%
Penal Fines - \$154,900 for this Category		0			
Penal Fines - Grand Traverse Co.	130,000	131,957	147,612	(1,957)	101.5%
Penal Fines - Leelanau Co.	5,900	7,237	6,604	(1,337)	122.7%
Penal Fines - Benzie Co.	19,000	0	0	19,000	0.0%
Overdue Fines/Replacement Fees	15,000	14,326	8,371	674	95.5%
Interest & Dividends/Gains/Losses on Inv.	5,650	(51,572)	4,060	57,222	-912.8%
Rents & Royalties	2,200	1,100	0	1,100	50.0%
Contributions	30,850	18,343	20,151	12,507	59.5%
Misc Revenue & Reimbursements	0	1,052	24,854	(1,052)	
TOTAL REVENUE	5,750,871	5,654,266	5,593,627	96,605	98.3%
Transfer In				0	
Use of Fund Balance				0	
TOTAL	5,750,871	5,654,266	5,593,627	96,605	98.3%
TOTAL REVENUE, TRANSFERS & USE OF FB	5,750,871	5,654,266	5,593,627	96,605	98.3%
TOTAL EXPENDITURES	5,750,871	3,691,101	3,326,127	2,059,770	64.2%
REVENUE OVER (UNDER) EXPENSE		1,963,165	2,267,500		
This statement reflects activity through the seventh month of the 2022 fiscal year.					
Percentage of the year completed is 58.3%.					



Thanks to the Cherry Capital Cycling Club, we now have a bicycle repair station. It is installed near the bike rack and is already being used.

Ten teens volunteered at PCL during the month of June. Some were working on volunteer requirements for civics classes or Honor Society, but most just decided they wanted to help out. They did everything from pull weeds to cut craft supplies to dusting shelves. Another teen will be building three birdhouses for us as part of an Eagle Scout project.

Work has begun on the drainage plan for the library's property. It will include French drains as well as rain swales to alleviate the massive runoff that happens following heavy rainfall. Once the project is complete, some of the mulch in the Children's Garden will be replaced with river rock. I have also asked that plants that did not make it through the runoff be replaced.

Many thanks to our Men's Group for taking on the job of lowering and raising our flag when ordered by the State of Michigan. The wind is often so strong that staff cannot control it.

Vicki participated in an MLA Connect webinar on How to respond to a Public Challenge. Great suggestions and ideas, as well as a sharing of legal advice.

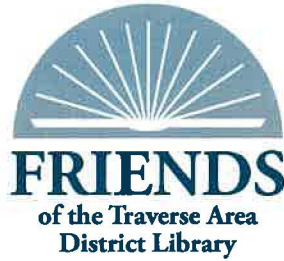
PCL participated in the Old Mission Peninsula Historical Society's annual Log Cabin Day event at the lighthouse. We offered a craft – a small floatable raft made from corks. The corks – 1000 of them – were donated by Chateau Grand Traverse.

An automobile/tractor accident at the corner of Island View and Center Roads occurred June 20th and involved a chemical spill since the tractor was carrying chemicals for fruit spraying. We were worried about the chemical making its way into our retention pond but were reassured by the Peninsula Township Fire Department that they were able to contain and remove it.

We will be hosting a Spanish Language Meetup at PCL the third Saturday of every month. The social gatherings will be an opportunity for people of all levels to develop or practice their Spanish skills.

Fun fact about PCL: The memorial bricks in our Children's Garden include one for each of the Reading Dogs who have served at PCL over the years. PCL had the first Reading Dog in TADL in 2006. Bear passed away but we have had five dogs since then, currently Lani and Rosie Gardner.

***Circulation June 2022: 2575 + 121 manual checkouts, June 2021: 2793
June Volunteers: 16 people, 51 hours of time to PCL. Curbside pickups: 6. New library cards: 8
Hold Transit Counts June: 615 to other libraries from PCL, 431 from other libraries to PCL
Programs June: 22 Program Participation June: 564 Reference Questions: 463
Website Hits: 2167, Twilight Baby Bags: 1, 1000 Books Before Kindergarten: 3
State of Michigan COVID Kit Distribution: 600 to date, COVID card protectors: 500 to date***



To: TADL Board

August 2022

The Friends of TADL have been working on revising our Book Sale so that the work is spread out among several people. At this point, we have created a position Book Sale Chair and then several positions to handle specific functions for the sale. That will make it easier for each person and less onerous for the Chair. These people will meet as a committee in advance of the book sale and decide on book prices and other things involved with the sale.

Our next book sale is scheduled for November 4-6 and we are evaluating some options for the sale.

Tricia Frey attended our August board meeting and I spoke with her after the meeting. She has told me that she will accept an appointment to the board to replace Doug Weaver. He resigned in May because he has become too busy with his other activities to remain on the board.

Donna S. Hornberger
President



**TRAVERSE AREA
DISTRICT
LIBRARY**

**Board of Library Trustees Regular Meeting
Library Director Report
Meeting Date: August 18, 2022**

Library Activity

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

Circulation Transactions			
<u>Year-to-Date Activity</u>			
<u>As of month end</u>	<u>Print/audio/video Circulation</u>	<u>Electronic Books/audio/video</u>	<u>Total Circulation/Electronic Usage</u>
July 2021	429,736	167,785	597,521
July 2022	577,018	181,661	758,679

Lending

Physical item circulation has increased 31.3% over last year and is almost at pre-pandemic levels of approximately 651,074 in 2019.

E-Book, magazine, downloadable audiobook and database utilization

Digital usage continues to build as a combination of patron preference and added databases with a 7.6% increase over 2021.

Visitors – Woodmere, East Bay and Kingsley Facilities

The busiest day for June and July was Monday, July 11th with 1,407 patrons. In June 2022 there were 36,479 visitors which is about 7,662 more visitors than May 2022. In July 2022, TADL had 34,600 visitors which is about 1,879 less than June. In June and July 2022, TADL added 547 new patrons at Main, Kingsley and East Bay!

Public Computing

Along with the rest of the library, the Technology Center saw an increase in visitors in June and July. This equates to 2,085 sessions in July and 2,082 sessions in June, as opposed to 1,724 computer sessions in May 2022. This is a 22.6% increase over July 2021.

Additions to the Collection

In June and July 2022, 5,018 items were added to the district.

Behavior Issues

There were 6 incidents in June and July that resulted in zero suspensions.

June & July Outreach, Partnership & Community Activities

Inclusive Spaces

- Drove the bookmobile and participated in the UpNorth Pride Carnival with Linda Smith and Heather Brady.

Purposeful Partnerships

- Met with BATA representatives regarding services and their importance to the library patrons.
- Actively participated in the Day Shelter committee (see the update below).
- Met with Richard Lewis and Peg Jonkhoff regarding the old Carnegie Library and the Con Foster Collection.
- Met with representatives from Community Mental Health about them having outreach hours at the library.
- Met with Christine Guitar from the Opera House about possible collaborations.

Innovative Engagement

- Helped at the Adams Fly Festival at the Kingsley Branch Library
- Presented to the Human Rights Commission regarding a grant application.
- Spoke at NMC during the James Webb Image Event on July 12th.
- Participated in the Cherry Festival Parade and Beer Tent with fellow library staff.
- Worked with Amy Barrrt and Beth Anderson at the Kingsley Night Out.

Homeless/Day Shelter Progress

In response to the Trustees letter, a coalition has formed to provide day shelter services starting Oct 15, 2022 which is the current start date for Safe Harbor. The coalition consists of representatives from the Traverse City Police Department, Safe Harbor, Jubilee House/Grace Church, the City of Traverse City, the Coalition to End Homelessness, Goodwill Inn, and me from the library. The current plan is for Jubilee House to be open Monday through Friday 9 am - 5 pm. Safe Harbor is asking the City Commission to amend their Special Land Use Permit to allow it to be open on weekends during the normal season. I wrote a letter in support. There is still a significant amount of volunteers and money needed for both locations before this becomes a reality. Therefore, I have library guards ready to start on Oct 15, 2022 .

The City of Traverse City is still in the process of hiring a sector officer for the Eight Street corridor and I look forward to meeting them when they are chosen.

Enjoy August!

Michele P. Howard, MILS

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

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

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

The member's physical absence is due to military duty.

The member is a qualified individual with a disability who has requested to attend remotely as an accommodation in order to participate in the meeting¹.

These circumstances apply to individual members, and only those members may attend the meeting remotely. The other TADL Board members or committee members must be physically present to attend the meeting; however, the Board may allow the physically absent Board member to participate in the meeting even though the physically absent Board member's participation will not be considered attendance at the meeting under the Open Meetings Act.

- II. A member of the public may attend a meeting of the Board remotely if the member of the public is a qualified individual with a disability who has requested to attend remotely as an accommodation in order to attend the meeting².
- III. The following procedures shall be used for any meeting where a Board member or member of the public is attending remotely:
- 1) Notice of the meeting shall be posted as follows:
 - a) The Library Director or designee shall post on the homepage of TADL's website in a conspicuous location and at the Woodmere branch of the TADL Library, the following notice of the public meeting at least 18 hours in advance of the meeting:
 - i. Contact information for all members attending remotely along with information about how the public may contact the member(s) to provide input on any business that will come before the Board or its committees.
 - ii. If members of the public will be attending remotely, the dial-in conference number or other necessary information for members of the public to utilize to access the meeting remotely.

¹ OAG, 2022, No. 7318 (February 4, 2022).

² *Id.*

- iii. The agenda for the meeting at least 18 hours prior to the meeting.
 - iv. Procedures by which persons with disabilities may participate in the meeting.
- 2) The technology being utilized shall allow the Board Member to see and communicate with any Board Member in attendance and any member of the public or staff attending and shall allow any Board Member, any member of the public, or staff attending to see the Board Member and communicate with the Board Member who is attending remotely. An exception to this rule shall be made for any Board Member attending remotely if it is not practicable for the Board Member to utilize video technology. In that case, a Board Member attending remotely may participate by technology that allows the Board Member to communicate with any other Board Member in attendance and any member of the public or staff attending and shall allow any Board Member, any member of the public, or staff attending to communicate with the Board Member who is attending remotely.
- 3) A Board Member'(s) remote attendance pursuant to this Policy shall be considered attendance for the purpose of establishing a quorum.
- 4) Any vote by a Board Member participating remotely pursuant to this Policy shall be counted in the total number of votes for any matter and shall not be held invalid for the reason that it was cast by a Board Member remotely.
- 5) If any member is participating remotely, all votes on any matter shall be taken by roll call vote.
- 6) For closed sessions conducted with any Board Member participating remotely, each Board Member attending remotely shall not allow anyone else to hear or view the closed session. All Board Members attending remotely shall affirm, before the closed session begins, that they are in compliance with this section.
- 7) Emails, texting, or other forms of electronic communication by or between Board Members during the meeting shall not be allowed.
- 8) If an email, text or other form of electronic communication is received by a Board Member attending remotely, the email, text, or other electronic communication shall be read by the Board Member receiving the communication during the meeting.
- 9) A Board Member attending remotely shall disclose any person who is participating in the meeting in the same room or vicinity as the Board Member attending remotely, and, if attending remotely for a purpose other than for military duty, the member's physical location by stating the county, city, township or village and state or country from which they are attending remotely. This disclosure shall be included within the meeting minutes.

- 10) If a Board Member will be attending a meeting remotely, the agenda shall include the method that the public may utilize to contact the Board Member attending remotely to provide input to the Board Member on any business that will come before the Library Board at the meeting. The agenda with such information shall be posted and made available to the public at least 18 hours before any meeting where a Board Member will be attending remotely.
- 11) If a member of the public has requested to attend remotely as an accommodation:
 - a. Immediately after calling a meeting of the TADL Board or committee to order, the chair of the meeting shall insure that the dial-in number for the public or other means for the public to attend the meeting remotely is working. If the dial-in number or other means of attending the meeting remotely is not working, the meeting shall be immediately adjourned by the chair of the meeting without any decision or deliberation on any matter.
 - b. If the dial-in number or other means of conducting the meeting remotely is working, attendance shall be taken for all persons attending, including members of the public if applicable. If the number of persons in attendance, including the TADL Board or committee members, exceeds the capacity of the remote meeting method, the meeting shall be immediately adjourned without deliberation or a decision on any matter except to adjourn the meeting. If members of the public remotely join the meeting during the course of the meeting, they will be asked, but not required, to identify themselves and shall be added to the public attendance list for the meeting. No member of the public shall be required to identify themselves except as necessary to permit the person to participate in public comment.
 - c. Each member of the public shall be provided an opportunity to provide public comment during the public comment portion of the agenda and prior to TADL Board or committee action on any matter requiring a public hearing.
 - d. The opportunity for public comment shall be given by the chair of the meeting or such other person as designated by the chair asking each individual attending by name whether they have any public comment (the "Roll Call Method") or such other method to ensure each member of the public attending remotely has an opportunity to provide public comment as allowed by the remote meeting platform being utilized.
 - i. Roll Call Method. If the Roll Call Method is utilized, the chair of the meeting or person designated by the chair shall not move to the next name or person for public comment unless the person verbally confirms that they have no comment or there is no response after at least thirty (30) seconds. At the conclusion of the Roll Call Method, the chair or

person designated by the chair will inquire whether there is any further public comment of any member of the public attending that had not been called. Any member of the public not already called desiring to give public comment shall be permitted to provide public comment.

- ii. Other Method. If another method for providing public comment is utilized as allowed by the remote meeting platform, the chair or person designated by the chair shall utilize such methods as necessary to ensure all members of the public attending the meeting have an opportunity to provide public comment and shall not close public comment until the chair or person designated by the chair has ascertained that no member of the public has any further public comment.

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

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

New on October 15, 2012 / Revised December 17, 2020 / Reviewed and Re-affirmed November 16, 2021 / Revised August 18, 2022

Motion by: Vickery
Support by: Jones

Adopted: Yes No

 J. Wescott
J. Wescott, Board Secretary

 9/6/22
Date

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

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

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

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

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

~~a) A member may attend remotely if the member's physical absence is due to military duty.~~

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

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

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

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

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

The member is a qualified individual with a disability who has requested to attend remotely as an accommodation in order to participate in the meeting¹.

¹ OAG, 2022, No. 7318 (February 4, 2022).

~~These~~ ~~is~~ ~~circumstances~~ ~~appli~~ ~~yes~~ to individual members, and only those members may ~~participate remotely~~ ~~attend the meeting remotely~~. The other TADL Board members or committee members must be physically present to attend the meeting; ~~however~~ ~~however~~, the Board may allow the physically absent Board member to participate in the meeting even though the physically absent Board member's participation will not be considered attendance at the meeting under the Open Meetings Act.

ii. A member of the public may attend a meeting of the Board remotely if the member of the public is a qualified individual with a disability who has requested to attend remotely as an accommodation in order to attend the meeting².

iii. The following procedures shall be used for any ~~remote~~ meeting where a Board member or member of the public is attending remotely:

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

a) The Library Director or designee shall post on the homepage of TADL's website in a conspicuous location and at the Woodmere branch of the TADL Library, the following notice of the public meeting at least 18 hours in advance of the meeting:

~~i. An explanation of why the Board or committee is meeting remotely.~~

ii. Contact information for all members attending remotely along with information about how the public may contact the member(s) to provide input on any business that will come before the Board or its committees.

~~iii. If members of the public will be attending remotely, the dial-in conference number or other necessary information for members of the public to utilize to access the meeting remotely.~~

iii. The agenda for the meeting at least 18 hours prior to the meeting.

~~iv. Procedures by which persons with disabilities may participate in the meeting.~~

iv.

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

² *Id.*

- 2) The technology being utilized shall allow the Board Member to see and communicate with any Board Member in attendance and any member of the public or staff attending and shall allow any Board Member, any member of the public, or staff attending to see the Board Member and communicate with the Board Member who is attending remotely. An exception to this rule shall be made for any Board Member attending remotely if it is not practicable for the Board Member to utilize video technology. In that case, a Board Member attending remotely may participate by technology that allows the Board Member to communicate with any other Board Member in attendance and any member of the public or staff attending and shall allow any Board Member, any member of the public, or staff attending to communicate with the Board Member who is attending remotely.
- 3) A Board Member'(s) remote attendance pursuant to this Policy shall be considered attendance for the purpose of establishing a quorum.
- 4) Any vote by a Board Member participating remotely pursuant to this Policy shall be counted in the total number of votes for any matter and shall not be held invalid for the reason that it was cast by a Board Member remotely.
- 5) If any member is participating remotely, all votes on any matter shall be taken by roll call vote.
- 6) For closed sessions conducted with any Board Member participating remotely, each Board Member attending remotely shall not allow anyone else to hear or view the closed session. All Board Members attending remotely shall affirm, before the closed session begins, that they are in compliance with this section.
- 7) Emails, texting, or other forms of electronic communication by or between Board Members during the meeting shall not be allowed.
- 8) If an email, text or other form of electronic communication is received by a Board Member attending remotely, the email, text, or other electronic communication shall be read by the Board Member receiving the communication during the meeting.
- 9) A Board Member attending remotely shall disclose any person who is participating in the meeting in the same room or vicinity as the Board Member attending remotely, and, if attending remotely for a purpose other than for military duty, the member's physical location by stating the county, city, township or village and state or country from which they are attending remotely. This disclosure shall be included within the meeting minutes.
- 10) If a Board Member will be attending a meeting remotely, the agenda shall include the method that the public may utilize to contact the Board Member attending remotely to provide input to the Board Member on any business that will come

before the Library Board at the meeting. The agenda with such information shall be posted and made available to the public at least 18 hours before any meeting where a Board Member will be attending remotely.

11) If a member of the public has requested to attend remotely as an accommodation:

- ~~11)~~ a. Immediately after calling a ~~remote~~ meeting of the TADL Board or committee to order, the chair of the meeting shall insure that the dial-in number for the public or other means for the public to attend the meeting remotely is working. If the dial-in number or other means of attending the meeting remotely is not working, the meeting shall be immediately adjourned by the chair of the meeting without any decision or deliberation on any matter.
- ~~12)~~ b. If the dial-in number or other means of conducting the meeting remotely is working, attendance shall be taken for all persons attending, including members of the public if applicable. If the number of persons in attendance, including the TADL Board or committee members, exceeds the capacity of the remote meeting method, the meeting shall be immediately adjourned without deliberation or a decision on any matter except to adjourn the meeting. If members of the public remotely join the meeting during the course of the meeting, they will be asked, but not required, to identify themselves and shall be added to the public attendance list for the meeting. No member of the public shall be required to identify themselves except as necessary to permit the person to participate in public comment.
- ~~13)~~ c. ~~If any member of the public is attending a remote meeting remotely,~~
eEach member of the public shall be provided an opportunity to provide public comment during the public comment portion of the agenda and prior to TADL Board or committee action on any matter requiring a public hearing.
- ~~14)~~ fd. The opportunity for public comment shall be given by the chair of the meeting or such other person as designated by the chair asking each individual attending by name whether they have any public comment (the "Roll Call Method") or such other method to ensure each member of the public attending remotely has an opportunity to provide public comment as allowed by the remote meeting platform being utilized.
- i. Roll Call Method. If the Roll Call Method is utilized, the chair of the meeting or person designated by the chair shall not move to the next name or person for public comment unless the person verbally confirms that they have no comment or there is no response after at least thirty (30) seconds. At the conclusion of the Roll Call Method, the chair or person designated by the chair will inquire whether there is any further public comment of any member of the public attending that had not

been called. Any member of the public not already called desiring to give public comment shall be permitted to provide public comment.

a.

b. ii. Other Method. If another method for providing public comment is utilized as allowed by the remote meeting platform, the chair or person designated by the chair shall utilize such methods as necessary to ensure all members of the public attending the meeting have an opportunity to provide public comment and shall not close public comment until the chair or person designated by the chair has ascertained that no member of the public has any further public comment.

~~15~~12) The chair of the meeting shall control the order and duration of any public comment subject to appeal. The chair of the meeting shall have the authority to limit and terminate any public comment that becomes disruptive, obscene, unduly repetitive, or impedes the orderly progress of the meeting.

~~16~~13) If any member of the public is attending a remote meeting of the Board or committee, and a closed session is called by the TADL Board or committee as permitted by the Open Meetings Act, a separate call in number or other electronic means of remotely participating shall be available for the TADL Board or committee to utilize for a closed session that is not available to the public, the chair of the meeting shall clearly indicate at what point in the agenda the closed session will occur, the projected length of the closed session, that the public will not be able to hear the TADL Board or committee or provide comment during the closed session, and the TADL Board or committee shall return to the public meeting following closed session to adjourn the meeting or take other action as necessary.

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

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

New on October 15, 2012 / Revised December 17, 2020 / Reviewed and Re-affirmed November 16, 2021
[/ Revised August 18, 2022](#)

Motion by: _____

Adopted: Yes No

Support by: _____

[M. PakieserJ. Wescott](#), Board Secretary

Date

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

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

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

The member's physical absence is due to military duty.

The member is a qualified individual with a disability who has requested to attend remotely as an accommodation in order to participate in the meeting¹.

These circumstances apply to individual members, and only those members may attend the meeting remotely. The other TADL Board members or committee members must be physically present to attend the meeting; however, the Board may allow the physically absent Board member to participate in the meeting even though the physically absent Board member's participation will not be considered attendance at the meeting under the Open Meetings Act.

- II. A member of the public may attend a meeting of the Board remotely if the member of the public is a qualified individual with a disability who has requested to attend remotely as an accommodation in order to attend the meeting².
- III. The following procedures shall be used for any meeting where a Board member or member of the public is attending remotely:

- 1) Notice of the meeting shall be posted as follows:

- a) The Library Director or designee shall post on the homepage of TADL's website in a conspicuous location and at the Woodmere branch of the TADL Library, the following notice of the public meeting at least 18 hours in advance of the meeting:

- i. Contact information for all members attending remotely along with information about how the public may contact the member(s) to provide input on any business that will come before the Board or its committees.
- ii. If members of the public will be attending remotely, the dial-in conference number or other necessary information for members of the public to utilize to access the meeting remotely.

¹ OAG, 2022, No. 7318 (February 4, 2022).

² *Id.*

- iii. The agenda for the meeting at least 18 hours prior to the meeting.
 - iv. Procedures by which persons with disabilities may participate in the meeting.
- 2) The technology being utilized shall allow the Board Member to see and communicate with any Board Member in attendance and any member of the public or staff attending and shall allow any Board Member, any member of the public, or staff attending to see the Board Member and communicate with the Board Member who is attending remotely. An exception to this rule shall be made for any Board Member attending remotely if it is not practicable for the Board Member to utilize video technology. In that case, a Board Member attending remotely may participate by technology that allows the Board Member to communicate with any other Board Member in attendance and any member of the public or staff attending and shall allow any Board Member, any member of the public, or staff attending to communicate with the Board Member who is attending remotely.
- 3) A Board Member'(s) remote attendance pursuant to this Policy shall be considered attendance for the purpose of establishing a quorum.
- 4) Any vote by a Board Member participating remotely pursuant to this Policy shall be counted in the total number of votes for any matter and shall not be held invalid for the reason that it was cast by a Board Member remotely.
- 5) If any member is participating remotely, all votes on any matter shall be taken by roll call vote.
- 6) For closed sessions conducted with any Board Member participating remotely, each Board Member attending remotely shall not allow anyone else to hear or view the closed session. All Board Members attending remotely shall affirm, before the closed session begins, that they are in compliance with this section.
- 7) Emails, texting, or other forms of electronic communication by or between Board Members during the meeting shall not be allowed.
- 8) If an email, text or other form of electronic communication is received by a Board Member attending remotely, the email, text, or other electronic communication shall be read by the Board Member receiving the communication during the meeting.
- 9) A Board Member attending remotely shall disclose any person who is participating in the meeting in the same room or vicinity as the Board Member attending remotely, and, if attending remotely for a purpose other than for military duty, the member's physical location by stating the county, city, township or village and state or country from which they are attending remotely. This disclosure shall be included within the meeting minutes.

- 10) If a Board Member will be attending a meeting remotely, the agenda shall include the method that the public may utilize to contact the Board Member attending remotely to provide input to the Board Member on any business that will come before the Library Board at the meeting. The agenda with such information shall be posted and made available to the public at least 18 hours before any meeting where a Board Member will be attending remotely.
- 11) If a member of the public has requested to attend remotely as an accommodation:
- a. Immediately after calling a meeting of the TADL Board or committee to order, the chair of the meeting shall insure that the dial-in number for the public or other means for the public to attend the meeting remotely is working. If the dial-in number or other means of attending the meeting remotely is not working, the meeting shall be immediately adjourned by the chair of the meeting without any decision or deliberation on any matter.
 - b. If the dial-in number or other means of conducting the meeting remotely is working, attendance shall be taken for all persons attending, including members of the public if applicable. If the number of persons in attendance, including the TADL Board or committee members, exceeds the capacity of the remote meeting method, the meeting shall be immediately adjourned without deliberation or a decision on any matter except to adjourn the meeting. If members of the public remotely join the meeting during the course of the meeting, they will be asked, but not required, to identify themselves and shall be added to the public attendance list for the meeting. No member of the public shall be required to identify themselves except as necessary to permit the person to participate in public comment.
 - c. Each member of the public shall be provided an opportunity to provide public comment during the public comment portion of the agenda and prior to TADL Board or committee action on any matter requiring a public hearing.
 - d. The opportunity for public comment shall be given by the chair of the meeting or such other person as designated by the chair asking each individual attending by name whether they have any public comment (the "Roll Call Method") or such other method to ensure each member of the public attending remotely has an opportunity to provide public comment as allowed by the remote meeting platform being utilized.
 - i. Roll Call Method. If the Roll Call Method is utilized, the chair of the meeting or person designated by the chair shall not move to the next name or person for public comment unless the person verbally confirms that they have no comment or there is no response after at least thirty (30) seconds. At the conclusion of the Roll Call Method, the chair or

person designated by the chair will inquire whether there is any further public comment of any member of the public attending that had not been called. Any member of the public not already called desiring to give public comment shall be permitted to provide public comment.

- ii. Other Method. If another method for providing public comment is utilized as allowed by the remote meeting platform, the chair or person designated by the chair shall utilize such methods as necessary to ensure all members of the public attending the meeting have an opportunity to provide public comment and shall not close public comment until the chair or person designated by the chair has ascertained that no member of the public has any further public comment.

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

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

New on October 15, 2012 / Revised December 17, 2020 / Reviewed and Re-affirmed November 16, 2021 / Revised August 18, 2022

Motion by: _____

Adopted: Yes No

Support by: _____

J. Wescott, Board Secretary

Date

3.1 Borrowing and Library Account Policy

Scope

In order to exercise good stewardship over the lending collections, borrowing parameters are set by Traverse Area District Library (TADL). TADL aims to keep books and other media in hands of people who want them, as long as they need them, while encouraging on-time return of borrowed materials for use by others. TADL policies and procedures are designed to foster the highest possible utilization of the lending collection, a limited resource. The Library Director has authority to establish any procedures needed to implement this policy. Loan periods, fines and notices are to be uniformly applied throughout the District.

Confidentiality of Library Records

Pursuant to “The Library Privacy Act” (MCL 397.603), library records are not subject to disclosure without the written consent of the person liable for payment for or return of the materials identified in that library record.

The Library will refuse the issuance or enforcement of any process, order or subpoena for library records or portions thereof protected by the Library Privacy Act until such time as the proper showing of good cause has been made in a court of competent jurisdiction.

Mailing lists maintained by TADL which are derived from library card applications are for library use only and are also protected by the Library Privacy Act. Mailing lists of cardholders will not be sold or given to the general public.

Borrowing Classifications

All library borrowing card applicants are required to show proof of their identity with a current photo ID and provide proof their current address/residency before a card will be issued.

- **Resident Borrowing**

Residents eligible for full borrowing privileges with no fee must reside within the Library’s taxing district (Grand Traverse County, Elmwood Township in Leelanau County, and Almira and Inland Townships in Benzie County).

Residents residing in counties that are part of the Northland Library Cooperative (Alcona, Benzie, Charlevoix, Cheboygan, Emmet, Kalkaska, Leelanau, Montmorency, Oscoda, Otsego, Presque Isle, and Wexford) are eligible for a library card with no fee. However, per licensing agreements, certain online database services are not available outside the TADL taxing district. Borrowing from the Library of Things is also not available.

Outside of the above counties, existing library card holders may maintain their TADL library cards as a Non-resident borrowing status. No cards will be issued to *new* patrons from those areas.

- **Non-resident Borrowing**

Non-resident cards are available, one per household, at the rate of \$100 per year, or \$50 for (6) six months or less. A Non-resident is defined as persons outside of the Resident Borrowing and Short-term Resident/Visitor classifications above. A “household” includes all the persons who occupy a housing unit as their usual place of residence. The fee must be paid by cash or credit card at the time the card is issued. Non-residents do not have access to certain online database services, interlibrary loans, or items from the Library of Things. TADL will only issue one card per household.

- **Limited Borrowing**

- **Short-term Residents and Visitors**

Library cards with reduced borrowing limits may be issued to applicants currently residing in short-term housing or those visiting the area. Short-term and visitor status is defined as a place a person on the average would stay less than a month, which include, but are not limited to hotels, motels, halfway houses, campgrounds or temporary shelters, and relatives/friend homes. Limited cards expire after three (3) months, whereupon residence must be re-verified for renewal.

- **Youth**

Youth under 16 years old who are not accompanied by their legal guardian may be issued library cards which provide access to computers, online resources, and a borrowing limit of (3) items. Special identification accommodations may be made for this group. Parent(s)/Guardians may request to update the minor’s account from the limited status to a full patron account at any time after issuance.

- **Computer Use Only**

For patrons living outside of the TADL service area or living in transient housing, computer use only library cards provide access to computers in all (6) six libraries in the TADL district and are valid for (1) one year.

Parameters of Card Eligibility and Privileges

- **Library Card Eligibility**

Proof of identity and address/residency must be provided in order to apply for, or renew, a borrowing card. Procedures for proving eligibility shall be established by the Circulation Department and approved by the Director.

- **Borrowing Privileges**

An established account is required in order to borrow materials from the Library. Library account holders that forget their card, may still exercise full borrowing privileges

using a valid Michigan driver's license or Michigan ID. Borrowers are limited to three items who use any other current picture ID.

- **No Age Discrimination**

The Library does not distinguish between a youth or an adult card when items are borrowed. Youth are permitted to borrow any type of library material.

- **Borrowing Periods and Conditions**

The Library Director, in collaboration with Leadership staff and collection usage statistics, may determine lending item limits, lending time limits, and renewal limits that support good stewardship. Materials are to be returned by the end of the day on which they are due. Borrowers are to be informed of delinquent status of accounts.

- **Special Service Limitations**

Some digital service contracts require that, in order to access the digital resource, the cardholder reside in the taxing district as defined under Borrowing Classifications.

- **Suspension of Borrowing Privileges**

Borrowing privileges will be suspended for accounts with more than ten overdue items or with owed fee balances of \$10 or more. Borrowers may bring fees below the \$10 cap with partial payments.

Fines and Fees

Items in the regular library collection are free from overdue fines. TADL may charge fines or fees for specific library items and functions including, but not limited to: items classified as "Hot", current year magazines, kits, presentation equipment, and lending items from the Library of Things. Maximum fines shall not exceed the cost of the item.

Replacement of Lost and Damaged Materials

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

Responsibility for Youth Borrowing and Library Account

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

Material Recovery Agency

The Library Director is authorized to utilize a material recovery agency to assist with seriously delinquent accounts. Accounts are referred to the agency 60 days after the due date when the

account balance exceeds \$25.00. The account is billed an additional one-time service charge when submitted to the agency based on the agency fees.

Policy new on August 18, 2022, combining former policies: 3.1 Borrowing Privileges; 3.2 Borrowing Parameters and Delinquent Charges; 3.21 Fines and Lending Periods; 3.3 Limited Borrowing Privileges; 3.4 Confidentiality of Library Records; and 3.5 Mailing Lists Available to the Public

Motion by: Jones

Adopted: Yes No

Support by: Vickery



J. Wescott, Board Secretary

 9/6/22
Date

3.1 Borrowing and Library Account Policy

Scope

In order to exercise good stewardship over the lending collections, borrowing parameters are set by Traverse Area District Library (TADL). TADL aims to keep books and other media in hands of people who want them, as long as they need them, while encouraging on-time return of borrowed materials for use by others. TADL policies and procedures are designed to foster the highest possible utilization of the lending collection, a limited resource. The Library Director has authority to establish any procedures needed to implement this policy. Loan periods, fines and notices are to be uniformly applied throughout the District.

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Pursuant to “The Library Privacy Act” (MCL 397.603), library records are not subject to disclosure without the written consent of the person liable for payment for or return of the materials identified in that library record.

The Library will refuse the issuance or enforcement of any process, order or subpoena for library records or portions thereof protected by the Library Privacy Act until such time as the proper showing of good cause has been made in a court of competent jurisdiction.

Mailing lists maintained by TADL which are derived from library card applications are for library use only and are also protected by the Library Privacy Act. Mailing lists of cardholders will not be sold or given to the general public.

Borrowing Classifications

All library borrowing card applicants are required to show proof of their identity with a current photo ID and provide proof their current address/residency before a card will be issued.

- **Resident Borrowing**

Residents eligible for full borrowing privileges with no fee must reside within the Library’s taxing district (Grand Traverse County, Elmwood Township in Leelanau County, and Almira and Inland Townships in Benzie County).

Residents residing in counties that are part of the Northland Library Cooperative (Alcona, Benzie, Charlevoix, Cheboygan, Emmet, Kalkaska, Leelanau, Montmorency, Oscoda, Otsego, Presque Isle, and Wexford) are eligible for a library card with no fee. However, per licensing agreements, certain online database services are not available outside the TADL taxing district. Borrowing from the Library of Things is also not available.

Outside of the above counties, existing library card holders may maintain their TADL library cards as a Non-resident borrowing status. No cards will be issued to *new* patrons from those areas.

- **Non-resident Borrowing**

Non-resident cards are available, one per household, at the rate of \$100 per year, or \$50 for (6) six months or less. A Non-resident is defined as persons outside of the Resident Borrowing and Short-term Resident/Visitor classifications above. A “household” includes all the persons who occupy a housing unit as their usual place of residence. The fee must be paid by cash or credit card at the time the card is issued. Non-residents do not have access to certain online database services, interlibrary loans, or items from the Library of Things. TADL will only issue one card per household.

- **Limited Borrowing**

- **Short-term Residents and Visitors**

Library cards with reduced borrowing limits may be issued to applicants currently residing in short-term housing or those visiting the area. Short-term and visitor status is defined as a place a person on the average would stay less than a month, which include, but are not limited to hotels, motels, halfway houses, campgrounds or temporary shelters, and relatives/friend homes. Limited cards expire after three (3) months, whereupon residence must be re-verified for renewal.

- **Youth**

Youth under 16 years old who are not accompanied by their legal guardian may be issued library cards which provide access to computers, online resources, and a borrowing limit of (3) items. Special identification accommodations may be made for this group. Parent(s)/Guardians may request to update the minor’s account from the limited status to a full patron account at any time after issuance.

- **Computer Use Only**

For patrons living outside of the TADL service area or living in transient housing, computer use only library cards provide access to computers in all (6) six libraries in the TADL district and are valid for (1) one year.

Parameters of Card Eligibility and Privileges

- **Library Card Eligibility**

Proof of identity and address/residency must be provided in order to apply for, or renew, a borrowing card. Procedures for proving eligibility shall be established by the Circulation Department and approved by the Director.

- **Borrowing Privileges**

An established account is required in order to borrow materials from the Library. Library account holders that forget their card, may still exercise full borrowing privileges

using a valid Michigan driver's license or Michigan ID. Borrowers are limited to three items who use any other current picture ID.

- **No Age Discrimination**

The Library does not distinguish between a youth or an adult card when items are borrowed. Youth are permitted to borrow any type of library material.

- **Borrowing Periods and Conditions**

The Library Director, in collaboration with Leadership staff and collection usage statistics, may determine lending item limits, lending time limits, and renewal limits that support good stewardship. Materials are to be returned by the end of the day on which they are due. Borrowers are to be informed of delinquent status of accounts.

- **Special Service Limitations**

Some digital service contracts require that, in order to access the digital resource, the cardholder reside in the taxing district as defined under Borrowing Classifications.

- **Suspension of Borrowing Privileges**

Borrowing privileges will be suspended for accounts with more than ten overdue items or with owed fee balances of \$10 or more. Borrowers may bring fees below the \$10 cap with partial payments.

Fines and Fees

Items in the regular library collection are free from overdue fines. TADL may charge fines or fees for specific library items and functions including, but not limited to: items classified as "Hot", current year magazines, kits, presentation equipment, and lending items from the Library of Things. Maximum fines shall not exceed the cost of the item.

Replacement of Lost and Damaged Materials

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

Responsibility for Youth Borrowing and Library Account

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

Material Recovery Agency

The Library Director is authorized to utilize a material recovery agency to assist with seriously delinquent accounts. Accounts are referred to the agency 60 days after the due date when the

account balance exceeds \$25.00. The account is billed an additional one-time service charge when submitted to the agency based on the agency fees.

Policy new on August 18, 2022, combining former policies: 3.1 Borrowing Privileges; 3.2 Borrowing Parameters and Delinquent Charges; 3.21 Fines and Lending Periods; 3.3 Limited Borrowing Privileges; 3.4 Confidentiality of Library Records; and 3.5 Mailing Lists Available to the Public

Motion by: _____

Adopted: Yes No

Support by: _____

J. Wescott, Board Secretary

Date

3.1 Borrowing Privileges

3.10 General Borrowing Privileges

Residents of the District and of the counties with library membership in the Northland Library Cooperative are eligible to apply for a borrower's card. Residents of our contiguous counties of Leelanau, Benzie and Wexford will be eligible for a TADL library card. Outside of these areas, existing library card holders will be able to maintain their cards, but no cards will be issued to new patrons from those areas.

We do not distinguish between a children's card and an adult card. Children are permitted to borrow any type of library material.

3.11 Account Required

An established account is required in order to borrow materials from the Library. You may use a card issued by the Library or use your valid Michigan Driver's License or Michigan ID card to establish your account. If you forget your card, you may still borrow using a valid Michigan driver's license or Michigan ID. You may borrow up to three items with any other current picture ID.

3.111 Proof of Eligibility and Local Address

Proof of eligibility must be provided in order to apply for or renew a borrowing card. Procedures for proving eligibility shall be established by the Circulation Department and approved by the Director.

3.12 Suspension of Borrowing Privileges

Borrowing privileges will be suspended for accounts with more than ten overdue items or with owed fee balances of \$10.

3.13 Non-Resident Cards.

Annual Non-resident cards are available for \$100 per household. A card for six months or less is available for \$50 per household. A Non-Resident is defined as persons who are not eligible for borrowing privileges as set forth in 3.10. All applicants are required to show proof of their identity and provide their current address before a card will be issued. Non-residents will not have access to electronic materials or interlibrary loans. The fee must be paid by cash or credit card at the time the card is issued. TADL will only issue one card per household. A "household" includes all the persons who occupy a housing unit as their usual place of residence.

Approved June 16, 2011 / Revised December 16, 2011 / Revised October 18, 2012 / Revised August 18, 2016 / Revised November 21, 2019 / Revised February 20, 2020 / Revised May 21, 2020

Motion By: Odgers

Support By: Sullivan

Adopted: Y N

Date: 5-21-2020

[Signature]
Stephanie Mathewson, Board Secretary

3.20 Borrowing Parameters and Delinquent Charges

Background

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

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

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

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

Replacement of Lost and Damaged Materials

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

Fees and Fines for Minors

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

Material Recovery Agency

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

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

2020; Revised December 16, 2021

Motion by: Wescott

Adopted: Yes No

Support by: Pakieser

M. Pakieser

12/16/21
Date

M. Pakieser, Board Secretary

3.21 Fines and Lending Periods

<u>Format</u>	<u>Loan Period</u>	<u>Item Limits</u>	<u>Renewals</u>	<u>Holds</u>	<u>Daily Fines</u>	<u>Maximum Fines & Charges Per Item</u>
Regular Collection (includes everything not listed below)	4 weeks		Up to 4	Y	0.00	Replacement Value
Special Materials:						
Entertainment DVDs	1 week		Up to 4	Y	0.00	Replacement Value
TV Series more than 5 hours run time	2 weeks		Up to 4	Y	0.00	Replacement Value
TV Series less than 5 hours run time	1 week		Up to 4	Y	0.00	Replacement Value
Current Year Magazines	2 weeks		No	Y	\$0.25	\$10.00
"Hot Books"	2 weeks		No		\$1.00	\$10.00
"Hot DVDs"	4 days	7	No	Y	\$1.00	\$10.00
"Hot CDs" / Video Games	1 week	7	No	Y	\$1.00	\$10.00
Puppets	4 weeks		No		\$0.00	Replacement Value
Storytime Kits & STEM Kits	2 weeks	2	No	Y	\$0.00	Replacement Value
Book Club Kits	6 weeks		No	Y	\$1.00	\$10.00
Lending Equipment/Library of Things	1 week	4	Up to 4	Y	\$5.00	Replacement Value
Presentation Equipment - Reservation only	1 day	3	No		\$10.00	Replacement Value
Board Games	2 weeks		Up to 4	Y	\$0.00	Replacement Value
Cloth Borrower Bags	4 weeks		Up to 4	N	\$0.00	Replacement Value
MEL & Interlibrary Loan Materials:						
All materials	4 weeks		Up to 4		Per lending institution	Replacement Value

*Regular Collection, Juvenile and Young Adult Materials no overdue fines. Charges for lost or damaged items, returned check fees, or collection agency fees are the responsibility of the library cardholder.

- Limit of 40 total items on account at any time.
- Items will be automatically renewed up to 4 times unless item is on hold.
- Renewals not allowed if on hold for other patrons. Fines remain if renewal is late.
- Holiday materials are placed in "Hot" status during season.
- Maximum fine shall not exceed cost of item.
- Loans, fines and limits are uniform throughout TADL.
- Lending equipment/Library of Things includes but is not limited to: Telescope, AV Equipment, Musical Equipment, Science Equipment, Wi-Fi Hotspots, Household items, etc.

Revised 10-18-2012; Revised 3-21-2013; Revised 2-19-2015; Revised 2-16-2017; Revised 9-21-2017;

Revised 8-15-2019; Revised 12-19-2019; Revised 2-20-2020; *Revised 6/17/2021*

Adopted: Y N

Motion by: _____

M Pakieser, Board Secretary

Support by: _____

Date: _____

3.3 Limited Borrowing Privileges

Short-term Limited Accounts

Cards for accounts with reduced borrowing limits will be issued to applicants currently residing in short-term housing. We define "short-term" as a place a person on the average would stay less than a month. Examples of short-term housing include: hotels, motels, halfway houses, campgrounds or temporary shelters.

Verification of the address can be made by seeing a picture ID plus a room receipt, rent receipt, or recent mail to that address. Visitors to the area will be required to produce for library records a permanent address verified by a valid state driver's license or state ID.

With this limited card the customer may have up to three (3) items checked out at a time, excluding any Lending Equipment or Presentation Equipment. The limited card expires after three months, whereupon residence must be re-verified for renewal.


Reviewed January 2003 / Revised March 17, 2011 / Revised February 20, 2020

Motion by: Joe Sims

Support by: Carol Sullivan

Adopted: Y N

Date: 2-20-20


Stephanie Mathewson, Board Secretary

3.4 Confidentiality of Library Records

Pursuant to "The Library Privacy Act" (MCL 397.603), library records are not subject to disclosure without the written consent of the person liable for payment for or return of the materials identified in that library record.

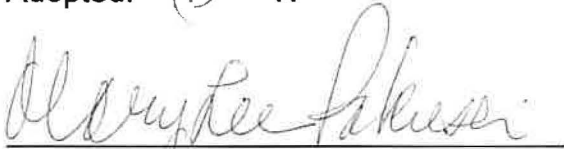
The Library will refuse the issuance or enforcement of any process, order or subpoena for library records or portions thereof protected by the Library Privacy Act until such time as the proper showing of good cause has been made in a court of competent jurisdiction.

Reviewed January 2003
Revised February 16, 2012
Revised March 18, 2021

Motion by: Vickery

Support by: Wescott

Adopted: Y N



M. Pakieser, Board Secretary

Date: 3-18-2021

3.5 Mailing Lists Available to the Public Policy

Mailing lists maintained by the District Library are derived from card applications, the information from which is for Library Use Only and protected by the Library Privacy Act.

Mailing lists of cardholders will not be sold or given to the general public.

Adopted on August 13, 1992 / Reviewed January 2003 / Revised October 21, 2021

Motion by: Pakieser

Adopted: Yes No

Support by: Odgers

 M. Pakieser

M. Pakieser, Board Secretary

 10-21-21

Date

3.3 Library of Things Policy

Purpose

The Traverse Area District Library 'Library of Things' is a collection of non-traditional library items (herein referred to as a Thing or Things) that complement the Library's mission of providing dynamic resources and innovative services to stimulate intellectual curiosity, facilitate lifelong learning, promote literacy, and nurture personal enrichment.

Borrowing and Use

- Things must be checked out from and returned directly to the same Service Desk of the lending library from which the Things were borrowed.
- A fine will be added to the borrowers account if any Things are returned to the book drop or left somewhere outside or inside the library.
- A valid TADL library card with no suspensions imposed per Library and Account Policy is required to borrow a Thing.
- Some Things require that borrowers must be 18 years or older including but not limited to some tools, Wi-Fi hotspots and laptops.
- By checking out a Thing, borrower agrees to follow all Library policies and all state and federal laws governing the use of that item.
- If circumstances warrant, the Library reserves the right to refuse a borrower the use of items from the Library of Things or to discontinue borrowing privileges for items in the Library of Things collection.

Lending Periods and Fines

- Loan periods for Things can vary by item.
- Things may be renewed unless another patron has a hold on the it.
- Please see the Fines and Lending Periods for more details.
- Overdue fines vary depending on the Thing. The maximum overdue fine will equal the replacement cost.
- Based on Michigan Penal Code, Act 328 of 1931, MCL 750.362 and 362a, which provide that any person who converts for their own use or fails to return rented tangible library property shall be guilty of larceny, and be prosecuted for a misdemeanor: If the Thing is more than 30 days overdue, it will be considered lost or converted to personal use and the borrower will receive a bill to cover the replacement cost of the Thing. If a billed item is returned in good condition, the bill will be removed from the borrower's account, but the borrower will be responsible for all overdue fines.

Responsibility and Liability

- The borrower must read and sign the TADL 'Library of Things' Lending Rules and Agreement prior to borrowing any Things.

- The borrower is solely responsible for the Thing and will be billed for the repair or replacement cost associated with any damage or loss of a Thing and/or accessories excluding normal wear and tear.
- The library is not responsible for any defects in any borrowed Library of Things.
- If any borrowed Thing becomes unsafe or in a state of disrepair, the patron must immediately discontinue use of the item and notify the library of the issue upon returning the Thing.
- A list of replacement costs of Things is maintained by the Library and is available for viewing upon request.
- The Library is not responsible for the loss of data while using a Thing.
- The Library is not responsible any consequences for the borrower’s actions while using the Thing.
- The Library will apply any required rules or regulations to its Things.

Care and Operation

- The Thing may only be used, operated, and cleaned in compliance with TADL’s policies, intended use, and manufacturer’s guidelines.
- Borrower shall not make any modifications or alterations to the Thing.
- Use care and safety when handling and using the Thing.
- Return the Thing with all parts, components and accessories.
- Do not attempt to repair a Thing.

New on August 18, 2022

Motion by: Vickery
Support by: Jones

Adopted: Yes No

J. Wescott
J. Wescott, Board Secretary

9/6/22
Date

3.3 Library of Things Policy

Purpose

The Traverse Area District Library 'Library of Things' is a collection of non-traditional library items (herein referred to as a Thing or Things) that complement the Library's mission of providing dynamic resources and innovative services to stimulate intellectual curiosity, facilitate lifelong learning, promote literacy, and nurture personal enrichment.

Borrowing and Use

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- A fine will be added to the borrowers account if any Things are returned to the book drop or left somewhere outside or inside the library.
- A valid TADL library card with no suspensions imposed per Library and Account Policy is required to borrow a Thing.
- Some Things require that borrowers must be 18 years or older including but not limited to some tools, Wi-Fi hotspots and laptops.
- By checking out a Thing, borrower agrees to follow all Library policies and all state and federal laws governing the use of that item.
- If circumstances warrant, the Library reserves the right to refuse a borrower the use of items from the Library of Things or to discontinue borrowing privileges for items in the Library of Things collection.

Lending Periods and Fines

- Loan periods for Things can vary by item.
- Things may be renewed unless another patron has a hold on the it.
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- Overdue fines vary depending on the Thing. The maximum overdue fine will equal the replacement cost.
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Responsibility and Liability

- The borrower must read and sign the TADL 'Library of Things' Lending Rules and Agreement prior to borrowing any Things.

- The borrower is solely responsible for the Thing and will be billed for the repair or replacement cost associated with any damage or loss of a Thing and/or accessories excluding normal wear and tear.
- The library is not responsible for any defects in any borrowed Library of Things.
- If any borrowed Thing becomes unsafe or in a state of disrepair, the patron must immediately discontinue use of the item and notify the library of the issue upon returning the Thing.
- A list of replacement costs of Things is maintained by the Library and is available for viewing upon request.
- The Library is not responsible for the loss of data while using a Thing.
- The Library is not responsible any consequences for the borrower’s actions while using the Thing.
- The Library will apply any required rules or regulations to its Things.

Care and Operation

- The Thing may only be used, operated, and cleaned in compliance with TADL’s policies, intended use, and manufacturer’s guidelines.
- Borrower shall not make any modifications or alterations to the Thing.
- Use care and safety when handling and using the Thing.
- Return the Thing with all parts, components and accessories.
- Do not attempt to repair a Thing.

New on August 18, 2022

Motion by: _____

Adopted: Yes No

Support by: _____

J. Wescott, Board Secretary

Date

3.7 Wi-Fi Hotspot and Laptop Lending Policy

Purpose

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

Guidelines for Borrowing and Use

- You must be 18 years of age or older to borrow a Wi-Fi hotspot or laptop.
- A valid Library Card in good standing with a current address on file and photo identification must be presented at the time of checkout.
- You are limited to one (1) hotspot and one (1) laptop per account.
- Items can be checked out for one week.
- If you have placed a hold for a hotspot or laptop, after notification that the item is available, you will have 7 days to check out the item before your hold will be cancelled.
- You may renew Wi-Fi hotspot or laptop pursuant to library lending policies and availability.
- Wi-Fi hotspots and laptops must be returned on their due date to avoid fines.
- Overdue Wi-Fi hotspots will be deactivated within 4 days after their due date.

- Wi-Fi hotspot and laptops should be kept in a temperature-controlled environment; do not leave them in a car.
- Do not remove the SIM card from the hotspot for any reason.
- The Library is not responsible for any liability, damages or expense resulting from use or misuse of these devices, connection of the devices to other electronic devices, or data loss resulting from use of these devices.

- Users are encouraged to follow safe Internet practices.
- The Library is not responsible for information accessed using these devices or for personal information that is shared over the Internet.
- Any use of a device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.
- The Library reserves the right to refuse to lend a Wi-Fi hotspot or laptop to anyone who abuses equipment or is repeatedly late in returning electronic devices.
- The Library is not responsible for any computer viruses that may be transferred to user storage devices.

- Tampering with library equipment, including bypassing security functions, is prohibited.
- Internet content filtering is NOT provided through the Wi-Fi hotspot. In the event a person under the age of 18 utilizes the Wi-Fi hotspot, a parent or guardian shall be present and monitor the individual's access to the internet via the Wi-Fi hotspot.

- Per the Federal Funding that obtained the laptops as required by Children’s Internet Protect Act (CIPA), the laptops are filtered. Library personnel may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes consistent with CIPA and state law.

Fines and Liability

- The cost for unreturned items is \$5/day, up to a maximum of replacement cost.
- Replacement costs will be assessed for any lost or unreturned devices, charging cable and/or carrying case.
- All components of the Wi-Fi hotspot kit and laptop must be returned in order to be considered fully checked-in from your library account.
- Items MUST be returned to the location where you checked them out. They cannot be returned to other libraries.
- DO NOT put the Wi-Fi hotspot kits or laptop in the book drop. If the item is returned in the book drop, a \$10 fee will be charged, and if the item is returned in the book drop, and broken, a replacement cost fee will be charged
- Patrons with an overdue hotspot or laptop will be fined and referred to a collections agency pursuant to library policy.

Additional Wi-Fi Hotspot and Laptop Requirements

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

New policy adopted February 20, 2020 / Revised December 17, 2020 / Revised March 18, 2021 / Revised August 19, 2021.

Motion by: Vickery

Adopted: Yes No

Support by: Pakieser

M. Pakieser

8/19/21

M. Pakieser, Board Secretary

Date

AUG 18 2022

COPY

Michigan Department of Treasury
614 (Rev. 02-22)

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

L-4029

2022 Tax Rate Request (This form must be completed and submitted on or before September 30, 2022)
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penally applies.

County(ies) Where the Local Government Unit Levies Taxes Grand Traverse And Leelanau	2022 Taxable Value of ALL Properties in the Unit as of 5-23-2022 6,431,092,363
Local Government Unit Requesting Millage Levy Traverse Area District Library	For LOCAL School Districts: 2022 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2022 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2022 Current Year "Headlee" Millage Reduction Fraction	(7) 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Voted	Operating	8/2/16	1.1000	.9202	.9829	.9044	1.0000	.9044	-----	.9044	12/25

Prepared by Deb Radjenovich	Telephone Number (231) 932-8549	Title of Preparer Asst Director for Finance & HR	Date 7/11/22
---------------------------------------	---	--	------------------------

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/>	Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/>	Secretary		Jeffrey Wescott	9/6/22
<input type="checkbox"/>	Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/>	President		Marylee Pakieser	8/18/22

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2022 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

2022 Tax Rate Request (This form must be completed and submitted on or before September 30, 2022)

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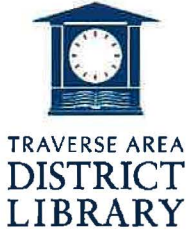
<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		Jeffrey Wescott	
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		Susan Odgers	

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Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

AUG 18 2022



RESOLUTION

Municipal Employees' Retirement System of Michigan Unfunded Pension Liability Payment

August 18, 2022

WHEREAS, the Traverse Area District Library Board of Trustees (the "Board") established an Internal Service Fund in December 2014. Excess funds, as determined by the end of the year Final Budget Amendment, would be set aside for payment toward the Traverse Area District Library's (the "Library") unfunded pension liability as established by the Municipal Employees Retirement System of Michigan ("MERS") and confirmed by the Library's annual audit; and

WHEREAS, at the August 2, 2022 Finance and Facilities Committee meeting, the committee received a MERS Annual Actuarial Valuation Report revealing that TADL is now 90% funded and recommends that the Board close the Internal Service Fund and pay the balance as an additional payment to MERS unfunded liability.

WHEREAS, the balance in the Internal Service Fund stood at \$114,173.30 as of July 31, 2022;

NOW THEREFORE, it is resolved as follows:

1. The Director shall remit to MERS the sum of \$114,173.30, which will be transferred from the Internal Service Fund to the General Fund for disbursement, the budget for the Unfunded Liability Account shall be increased by that same amount, and the Internal Service Fund shall be closed.

Motion to adopt the resolution was introduced by: Jones

And supported by: Sullivan

Roll Call Vote:	Aye	No	Aye	No
President Odgers	<u>(absent)</u>	___	Trustee Vickery	<u>✓</u> ___
Vice President Pakieser	<u>✓</u>	___	Trustee Jones	<u>✓</u> ___
Secretary Wescott	<u>(absent)</u>	___	Trustee Deyo	<u>✓</u> ___
Treasurer Sullivan	<u>✓</u>	___		

Resolution adopted Yes / No

Date: 9/6/22

I hereby certify that the above resolution was adopted on August 18, 2022, by the Traverse Area District Library board of trustees, at a regular meeting held in Traverse City, Michigan.


J. Wescott, Board Secretary



Municipal Employees' Retirement System of Michigan
 1134 Municipal Way • Lansing, MI 48917
 800.767.MERS (6377) • Fax: 517.703.9707
 www.mersofmich.com

2022 Officer and Employee Delegate Certification Form

MERS Annual Business Meeting | September 2022

Please print clearly • Scan and attach this file when you register online • Retain a copy for your records

IMPORTANT: If you are not electing/appointing delegates to vote during the MERS Annual Business Meeting, please **DO NOT** submit this form. A **delegate** is **NOT** confirmed to have voting rights until this form has been uploaded with their online registration.

The voting delegate representative must be a MERS member, defined as an **active employee on payroll** who is enrolled in either a MERS Defined Benefit Plan, Defined Contribution Plan or Hybrid Plan.

1. Officer (and alternate) delegate information

The officer delegate (or alternate) shall be a MERS member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative, executive, or judicial branch of government.

Officer Delegate name

Scott Morey

Officer Alternate name

Linda Smith

Officer delegate and alternate listed above were appointed to serve during the 2022 MERS Annual Business Meeting by official action of the governing body (or chief judge for a participating court) on August 4, 2022.

2. Employee (and alternate) delegate information

The employee delegate (or alternate) shall be an employee member who is not responsible for management decisions, receives direction from management and, in general, is not directly responsible to the legislative, executive, or judicial branch of government.

Employee Delegate name

Vicki Carpenter

Employee Alternate name


Rosie May

Employee delegate and alternate listed above were elected to serve during the 2022 MERS Annual Business Meeting by secret ballot election conducted by an authorized officer on August 1, 2022.

3. Certification

NOTE: Certification should be signed by a member of the governing body or chief administrative officer, or the chief judge for a participating court. **An electronic signature is permissible.**

I certify that the officer delegate and alternate selections are true and correct, and the secret ballot election results for the employee delegate and alternate are true and correct.

Employer/municipality name*		Municipality number*	Email address	
Traverse Area District Library		2807		
Employer address	Employer city	Employer state	Employer zip code	
610 Woodmere Ave	Traverse City	MI	49686	
Printed name	Title of authorized authority*			
Marylee Pakieser	Board Vice President			
Authorized signature*	Date			
	8/18/2022			

* Required field



1. You may complete it electronically (an electronic authorized signature is permissible), then save it and upload it when registering your delegate(s) – OR –
2. You may print it off and complete it, then scan and upload it to your computer for uploading when you register your delegate(s).



Municipal Employees' Retirement System of Michigan
 1134 Municipal Way • Lansing, MI 48917
 800.767.MERS (6377) • Fax: 517.703.9707
 www.mersofmich.com

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MERS Annual Business Meeting | September 2022

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The voting delegate representative must be a MERS member, defined as an **active employee on payroll** who is enrolled in either a MERS Defined Benefit Plan, Defined Contribution Plan or Hybrid Plan.

1. Officer (and alternate) delegate information

The officer delegate (or alternate) shall be a MERS member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative, executive, or judicial branch of government.

Officer Delegate name
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Officer Alternate name
Linda Smith

Officer delegate and alternate listed above were appointed to serve during the 2022 MERS Annual Business Meeting by official action of the governing body (or chief judge for a participating court) on August 4, 2022.

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Employee Alternate name
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I certify that the officer delegate and alternate selections are true and correct, and the secret ballot election results for the employee delegate and alternate are true and correct.

Employer/municipality name*		Municipality number*	Email address	
Traverse Area District Library		2807		
Employer address	Employer city	Employer state	Employer zip code	
610 Woodmere Ave	Traverse City	MI	49686	
Printed name	Title of authorized authority*			
Marylee Pakieser	Board Vice President			
Authorized signature*			Date	

* Required field



1. You may complete it electronically (an electronic authorized signature is permissible), then save it and upload it when registering your delegate(s) – OR –
2. You may print it off and complete it, then scan and upload it to your computer for uploading when you register your delegate(s).



Statement of Principle – Guns in Libraries

Adopted by the MLA Board of Directors on September 10, 2021

Libraries have an interest in serving all members of the community, but also in keeping those community members safe as they take advantage of the resources and programming offered. Libraries, as places of public accommodation, are frequented by large numbers of people, and highly vulnerable to the potential ills that a purposeful or accidental firearms incident would create. Every day, more than one hundred Americans are killed with guns, and hundreds more are wounded. The effects of gun violence are far-reaching and impact many of the individuals we serve in the library. MLA acknowledges that those individuals who have suffered trauma due to gun violence may not feel safe and welcome in the library if another patron is openly carrying a firearm.

Currently under Michigan law, public libraries created as districts, or by cities, townships, villages and counties, are unable to institute a ban on firearm possession on library premises - inclusive of both open carry and concealed carry of weapons.

In contrast, school libraries fall under a different set of laws that allow school districts to ban firearm possession on school property. Like schools, public libraries are places where thousands of children and teens come every day for homework help, research and entertainment. The mental anguish to children who are intimidated and fearful of open carry shouldn't be taken lightly.

While public libraries are precluded from an outright ban on firearms, they are allowed to enact certain policies that are permitted under 1990 PA 319. These include:

- prohibiting employees from carrying firearms at work,
- prohibiting criminal conduct involving firearms,
- requiring supervision of individuals with firearms below the age of 16, and
- prohibiting those individuals with firearms from brandishing them in a threatening manner with the intent to induce fear.

Out of 50 states, a significant number have banned all firearms in libraries. MLA acknowledges that firearm regulation is a hotly debated and polarizing issue. We know that there are many respectful gun carriers who have been trained, hold a lawful license, and/or exhibit common

sense. Yet our public libraries have grave concerns over open carry from those with ill intent, and/or those that use public accommodations as a place to display and boast their Second Amendment Rights.

An example of egregious open carry behavior happened in December 2010 at the downtown Lansing branch of the Capital Area District Library. “A man carrying what appeared to be a rifle or shotgun over his shoulder walked around the 1st and 2nd floors before police arrived in response to a terrified patron’s call.”¹ A lawsuit was filed to uphold the policy of the district library, but in the end, CADL’s weapons policy that prohibited firearms in the library was struck down.

Regardless of their decision, the Court expressed concern for carrying guns in public libraries when they wrote:

“Our job is not to weigh in on who has the better moral argument regarding when and where it is appropriate to carry guns. Instead, we are obligated to interpret and apply the law, regardless of whether we personally like the outcome...Certainly, at a time where this country has witnessed tragic and horrific mass shootings in places of public gathering, the presence of weapons in a library where people of all ages –particularly our youth – gather is alarming and issue of great concern.”²

With that in mind, MLA has opened discussion amongst our library members to gain input into the tenor of reforming state law. In early 2021, MLA surveyed our membership and found that 78% support, and indicate as a high priority, that MLA advocate to reform state law prohibiting the open carry of firearms on library premises.

MLA will work proactively to support any new legislation that prohibits the open carry of firearms at public libraries.

¹ Diana Gleason. “2015 Update: Can I Bring My Gun? A Fifty State Survey of Firearm Laws Impacting Policies Prohibiting Handguns in Public Libraries,” University of Idaho College of Law Library, Moscow, ID. Page 1.

² Ibid. Page 2.



Yes, You Can Open Carry In The Library

Nichole Jongsma Derks

Foster Swift Municipal Law News

January 2013

PRACTICE AREAS

Municipal & Public Entity

Municipal Law

The Michigan Court of Appeals recently struck down a district library's policy which banned weapons from library premises in *Capital Area District Library v Michigan Open Carry, Inc.* Capital Area District Library (CADL) is a district library established by an agreement between a city and a county. Once established, the district library is essentially an independent public body with the authority to establish its own policies. Pursuant to CADL's policy, all weapons were banned from the library to the fullest extent permitted by law.

Michigan Open Carry, Inc. (MOC) is a nonprofit corporation with the stated purpose to educate the public about the lawful carrying of a firearm. On multiple occasions in late 2011, members of MOC openly carried guns in one of CADL's branches. CADL desired to enforce its policy; however, the Lansing police refused to remove a person from a CADL branch without a court order.

On February 15, 2011, CADL filed suit seeking a declaratory judgment establishing the validity of its weapons policy and injunctive relief to enforce the policy. CADL received the requested relief but MOC appealed. On appeal, the Court stated that the Library's "no weapons" policy was preempted by state law and therefore unenforceable.

The Court applied the standards of "preemption," which means either:

1. the local regulation directly conflicts with the state statutes or
2. that the state exclusively occupies the field of regulation and that local units of government have no authority to regulate even if there is no direct conflict.

Addressing the first prong, the Legislature adopted a series of statutes that prevented "local units of government" from adopting local policies regarding firearm regulations. Under the statute, "local unit of government" meant a "city, village, township or county." MCL 123.1101(a). From the strict reading of the definition, district libraries or "authorities" were not specifically defined. Here, there was no direct conflict under the first prong because a district library was not prohibited by statute from adopting the no weapons policy.



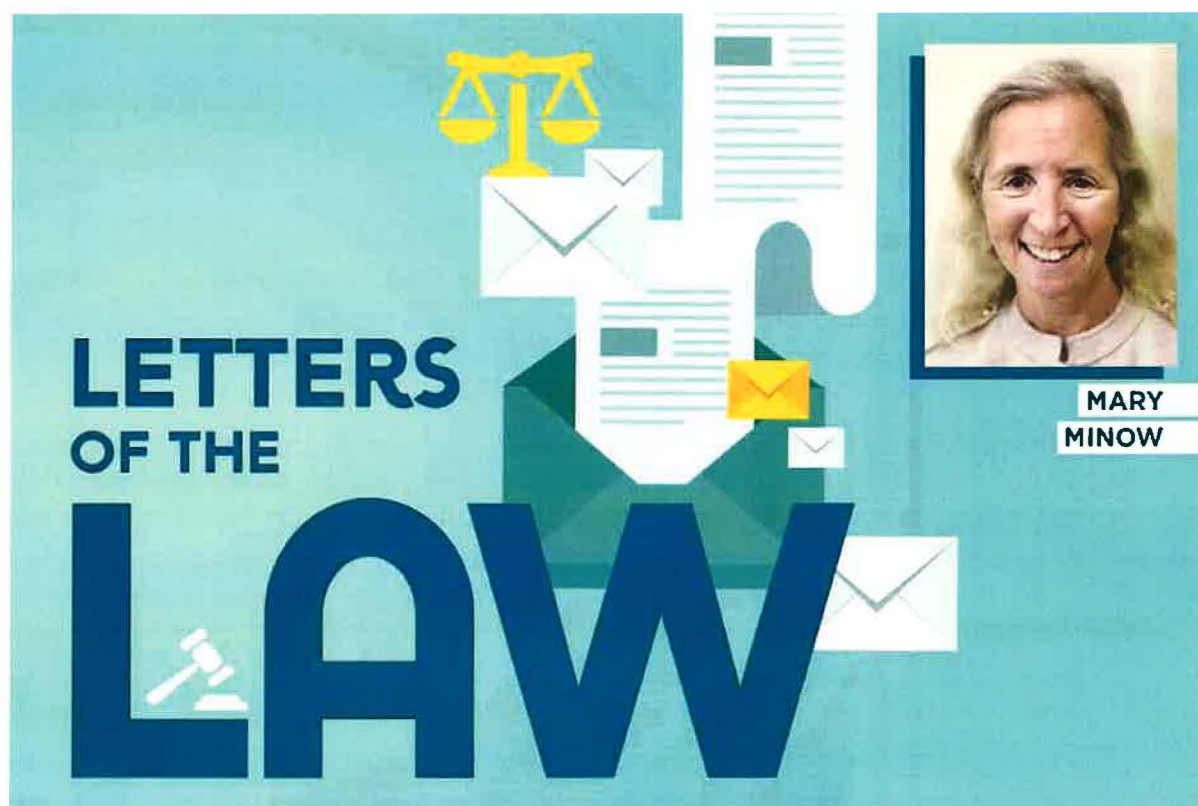
However, the Court found the district library was preempted under the second prong of the preemption analysis. Simply stated, the Court reasoned that the regulation of firearm possession is a matter better left to the state legislature rather than allowing a multitude of local governmental policies to exist.

The State Legislature could take up the issue and pass specific laws which regulate weapon possession in a library, but no such proposals have been made yet.

Can My Library Ban Guns?

Lawyer-librarian fields legal questions

By [Mary Minow](#) | October 17, 2019



Letters of the Law is a new online column exploring a wide range of legal issues that arise in libraries, from a pair of leading authorities: Mary Minow, a librarian who became a lawyer, and Tomas A. Lipinski, a lawyer who became a librarian. Together they have authored four books on the subject, including *The Library's Legal Answer Book* (ALA Editions, 2003, with a new edition forthcoming in 2021), and led forums at American Library Association (ALA) conferences in collaboration with the Public Library Association (PLA).

Few librarians enter the profession expecting to confront life-or-death situations in the workplace. But as the parallel epidemics of opioid abuse and gun violence touch nearly every community in this country and strain health systems, law enforcement, and,

increasingly, public libraries, library professionals may find themselves taking on [unexpected roles](#).

Mary Minow weighs in on the liabilities and protections around administering Narcan and restricting guns in libraries. Look for a new column by Lipinski in December. Send questions or topics you'd like to hear about to Associate Editor Sallyann Price at sprice@ala.org.

Do library employees or volunteers face liability if they administer Narcan to a patron who appears to have overdosed on opiates?

The good news is that individual staff members and volunteers should be well covered under state Good Samaritan laws. State laws vary in their details but all protect good-faith efforts by individuals who come to another's aid, even if they make reasonable mistakes. These laws kick in when nonprofessional rescuers are in a situation of imminent peril. Although consent is generally required, it is not expected if physically impossible. Once a rescue has begun, however, the individual typically has an obligation to remain until help arrives or until giving aid becomes unsafe.

[Good Samaritan laws have been enhanced in most states](#) over the past five years to specifically protect private citizens who administer overdose reversal medication. It has become easier for nonmedical personnel to get access to reversal drugs without a prescription, and drug users are generally shielded from prosecution when seeking help for a companion who has overdosed.

Depending on the state, however, the library as an entity may not be considered an individual protected under that state's Good Samaritan law and may therefore not be protected by it. This year the Michigan Library Association, the Library of Michigan, and the Michigan Department of Education successfully advocated for libraries to be granted the same immunity as public schools and first responders. Other states wishing to follow suit should take a close look at the Michigan law.

"The prior Naloxone laws required each government entity to obtain a separate law to receive the ability to obtain Narcan and receive the liability protections," says Library of

Michigan Legal Consultant Clare Donnelly Membiela. [“The new law](#) rewrote the Narcan policy to include government entities. Without the amendment, public libraries risked exposure to liability as an entity and were unable to acquire Narcan in the name of the public library. This gap in the law hindered Michigan public libraries trying to implement institutional Narcan policies and procedures. With the new legislation, public libraries can now move ahead with Narcan trainings and policies without worrying about liability.”

Public libraries should [research their own state laws](#) and consider working with library legislative committees to petition for extending existing legislation that may protect schools and other institutions. It’s as simple as inserting the words “and libraries” in the laws. Public libraries can also avail themselves of PLA and OCLC resources through the [Public Libraries Respond to the Opioid Crisis with Their Communities](#) project.

May my public library ban guns on its premises?

It depends on your state law but increasingly, the answer is no.

In 2012, [a state appellate court ruled against a district library in Michigan](#) that banned guns on its premises. The court wrote that state law overrode the library’s policy. Michigan state law bans firearms, both concealed and unconcealed, on the premises of schools, churches, courts, daycare centers, and a few other locations, but it does not ban them on library premises. Further, localities in Michigan (and many other states, see below) do not have the authority to issue their own bans.

The diversity of state gun laws means each library must be sure to read its own state law when reviewing its policy concerning firearms. To help you understand your state law and its application for libraries, look closely at the state provisions for open carry (especially exceptions to them) and for preemption (that is, whether the state law trumps any library-set rules).

[A helpful survey for libraries](#) compiled by Diana Gleason in 2015 found that at least 28 states at that time did not allow public libraries to ban guns. The survey also showed that 44 states preempted local governments (as in Michigan) but, in an important twist,

21 of these states had some wiggle room—that is, they offered some exceptions to the state preemption. The devil is in the details; some allowed local ordinances that banned guns in public buildings, or ordinances that predated the state law. Gleason found that seven states did not preempt local government, meaning the municipality and perhaps even the library could set its own rules.

At least one state library association has successfully amended its state law to give public libraries local control over bans. In 2017, Missouri became the 11th state to pass “constitutional carry,” a policy that allows residents to carry a firearm openly or concealed without advanced training, law enforcement background checks, or permits. The [Missouri Library Association \(MLA\) responded by stating:](#)

“MLA will continue to monitor legislative action under Missouri Revised Statutes Section 571.107.1 in the list of premises onto which no person may carry concealed firearms, even with a concealed carry permit. The goal is to get public libraries included on the list of entities that can restrict firearms. The list currently includes schools, and like schools, libraries are where thousands of children and teens come every day for homework help, research, and entertainment. For that reason, MLA feels public libraries should be added to the list.”

Gun laws are frequently expanded and contracted because active pro- and anti-gun lobbies, so keeping up with state laws can be a challenge. [The Giffords Law Center to Prevent Gun Violence](#) is a detailed and up-to-date resource. To determine whether municipalities (and municipal libraries) can ban guns locally, look under its section on “location restrictions.” [The National Rifle Association Institute for Legislative Action](#) is a resource for current information from the pro-gun lobby.

Additional considerations and resources for libraries dealing with gun issues include:

- **Concealed versus open carry.** All 50 states allow individuals to carry concealed guns, with widely varying restrictions on who can carry guns where. Only a few states prohibit open carry, and a [recent federal appellate decision in the Ninth Circuit may invalidate those laws](#). Other states allow open carry of

handguns, long guns, or both, though these [laws often have restrictions in locations such as schools and public places](#).

- **Libraries in higher education.** If your library is part of a higher educational institution, take a look at [this survey by the National Conference on State Legislatures](#). As of August 2018, 10 states have provisions allowing the carrying of concealed weapons on campus, while 16 ban firearms on campuses statewide. Twenty-three states allow campuses to decide individually. Utah is the only state with a statute restricting the authority of public universities to ban guns.
- **State library guidance.** It's possible your state library has studied the issue and offers legal guidance for libraries, such as the [State Library of Iowa's resources](#).
- **American Library Association resolutions.** The American Library Association passed the [Resolution on Gun Violence](#) in 2015, which stated that it would work with state chapters and affiliates to support legislation that allows the prohibition of the carrying of guns in or near libraries and other educational institutions. In 2017 the ALA Council adopted the [Resolution on Gun Violence Affecting Libraries, Library Workers, and Library Patrons](#).

The information in this column does not constitute legal advice, nor does it necessarily reflect the views of ALA or PLA. It is meant to serve as a starting point for librarians and library lawyers who wish to research the law and consider its applications. Different jurisdictions will have different laws and may even apply the same laws differently. If you require legal advice or expert assistance, we urge you to seek out the services of a competent legal professional.

MSP

Prohibited Premises

Individuals licensed to carry a concealed pistol by Michigan or another state are prohibited from carrying a concealed pistol or a portable device that uses electro-muscular disruption technology on the following premises:

Please refer to [MCL 28.425o](#) for the complete statutory text

1. Schools or school property but may carry while in a vehicle on school property while dropping off or picking up if a parent or legal guardian
2. Public or private day care center, public or private child caring agency, or public or private child placing agency.
3. Sports arena or stadium
4. A tavern where the primary source of income is the sale of alcoholic liquor by the glass consumed on the premises
5. Any property or facility owned or operated by a church, synagogue, mosque, temple, or other place of worship, unless the presiding official or officials allow concealed weapons
6. An entertainment facility that the individual knows or should know has a seating capacity of 2,500 or more
7. A hospital
8. A dormitory or classroom of a community college, college, or university

"Premises" does not include the parking areas of the places listed above.

9. A Casino

A pistol is subject to immediate seizure if the CPL holder is carrying a pistol in a prohibited area. The pistol is only subject to seizure if the holder is carrying it concealed, except in casinos. In a casino the pistol is subject to seizure whether carried concealed or exposed. The following penalties may also be imposed:

- First offense: State Civil Infraction, \$500 fine, CPL permit suspended 6 months
- Second offense: 90-day misdemeanor, \$1000 fine, CPL permit revoked
- Third and subsequent offenses: 4-year felony, \$5000 fine, CPL permit revoked

Furthermore, effective March 29, 2001, per Administrative Order 2001-1 of the Michigan Supreme Court:

- "Weapons are not permitted in any courtroom, office, or other space used for official court business or by judicial employees unless the chief judge or other person designated by the chief judge has given prior approval consistent with the court's written policy."



Prohibited Premises

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DISCUSSION QUESTIONS 8/2022

Gun Safety

1. What did you learn?
2. Questions or concerns related to this issue.
3. How do we maintain a culture of welcome and safety to all (staff /patrons)?
4. How do we communicate our concerns about this very polarizing issue to the community?
5. Do we need to create a policy or update any policies on this issue?