

AGENDA

Board of Trustees Regular and Annual Meeting
Thursday, February 17, 2022 at 4:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Re-appointment of Trustee, Joseph Jones, and Oath of Office** [Oath](#) | [Policy](#)
4. **Approval of Agenda**
5. **Public Comment***
6. **Approval of Minutes**
 - a. [Regular Meeting of January 20, 2022](#)
7. **Reports and Communications**
 - a. [Director Report](#) | [Departmental Reports](#)
 - b. Financial Report – [Expenses](#) | [Revenues](#)
 - c. Member Library Reports – FLPL | IPL | [PCL](#)
 - d. Committee Reports
 - a. Finance & Facilities and Services Committee – [February 1, 2022](#)
 - b. Policy and Personnel Committee – [February 1, 2022](#)
 - e. Other Reports and Communications
 1. Friends' Report – Donna Hornberger, President Friends of TADL
8. **Old Business**
 - a. [4.1 Behavior Policy](#)
 - b. Retreat Topics: Board Best Practices, Bylaws re: Consent Calendar, Board statement Regarding a Day Shelter, Land Acknowledgement
9. **New Business**
 - a. [Memorandum of Understanding Between Traverse Area District Library \(TADL\) and Grand Traverse Academy \(GTA\) for Issuing TADL Library Cards to GTA Students](#)
 - b. Waiver of Competitive Bid Procedure for Website Renovation/Update
 - c. NWS Omission Update
10. **Public Comment***
11. **Trustee Comment**
12. **Adjournment**

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



TRAVERSE AREA
DISTRICT
LIBRARY

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

Joseph D Jones
Trustee Signature

2/17/22
Date

JOSEPH D JONES
Trustee Name (printed)

Jeffrey Wescott
Witness Signature

2/17/22
Date

Jeffrey Wescott
Witness Name (printed)

1.3 Oath of Office for Trustees Policy

The Traverse Area District Library Board of Trustees requires each new or re-appointed trustee to be sworn in by repeating or affirming the Oath of Office at the beginning of each new term on the Library Board.

Oath of Office

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

Process

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

New on January 20, 2011 / Revised October 21, 2021

Motion by: Pakieser

Adopted: Yes No

Support by: Wescott

 M. Pakieser
M. Pakieser, Board Secretary

 10/21/21
Date



Board of Trustees Regular and Annual Meeting

MINUTES (approved)

Thursday, January 20, 2022 at 4:00pm

McGuire Community Room

610 Woodmere Ave., Traverse City, MI 49686

1. **Call to Order**

The meeting was called to order by President Jones at 4:05pm. Present were: Jones (President); Odgers (Vice President); Sullivan (Treasurer), Vickery (Trustee) and Deyo (incoming Trustee). Pakieser (Secretary) and Westcott (Trustee) 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. **Welcome New Trustee (Deyo) Oath of Office**

President Jones welcomed incoming trustee Paul Deyo, appointed by Grand Traverse County, to the TADL Board of Trustees and administered the Oath of Office, with affirmation from Deyo.

4. **Approval of the Agenda**

It was MOVED by Sullivan, SUPPORTED by Vickery, to approve the agenda as presented. Motion CARRIED.

5. **Public Comment**

President Jones opened the floor for public comment. The following people addressed the board: Bruce Bennet, TADL Facilities Manager, announced his retirement at the end of the month and introduced the new Facilities Manager, John Jass. Bennett thanked the past and present Board of Trustees for their support and confidence in him over the past 11 years and noted it was a pleasure working at TADL.

6. **Approval of Minutes**

a. *Regular Meeting of December 16, 2020*

It was MOVED by Odgers, SUPPORTED by Vickery, to approve the regular meeting minutes of December 16, 2021 as presented. Motion CARRIED.

7. **Annual Meeting**

a. *Election of Officers*

President Jones read the proposed 2022 Slate of Officers consisting of: Odgers, President; Pakieser, Vice President; Sullivan, Treasurer; and Westcott, Secretary. It was MOVED by President Jones, SUPPORTED by Vickery, to approve the officers as was read and presented. Motion CARRIED.

Following the election of new officers, Jones turned the meeting over to newly elected President Odgers.

b. *Committee Appointments*

(approved)

Page 1 of 4

President Odgers inquired if any trustees had a preference of which committee to serve on. Following a brief discussion, it was determined that Sullivan, Jones and Deyo will serve on the Finance and Facilities Committee and Vickery, Pakieser, and Wescott will serve on the Policy and Personnel Committee. It was MOVED by Sullivan, SUPPORTED by Jones, to adopt the committee assignments as presented. Motion CARRIED.

c. *Approval of Board Meeting Schedule February 2022-2023*

Howard noted that the monthly meeting schedule includes branch and member library hosting locations and hopes that the pandemic situation allows for those to happen. It was MOVED by Jones, SUPPORTED by Sullivan, to approve the 2022-2023 board meeting schedule as presented. Motion CARRIED.

d. *Approval of TADL Main Library and Branch Operational Hours and 2022 Closure Dates*

Howard noted that full operational hours are listed on the document for approval, but that the libraries are currently operating under Covid reduced hours. Holiday closures are consistent with the new union agreement. It was MOVED by Jones, SUPPORTED by Vickery, to approve the TADL Main and Branch library operational hours and closure dates for 2022 as presented. Motion CARRIED.

e. *Approval of TADL Main Library and Branch Operational Hours and 2023 Closure Dates*

It was MOVED by Jones, SUPPORTED by Deyo, to approve both the TADL Main and Branch library operational hours and closure dates for 2023 as presented. Motion CARRIED.

f. *Annual Conflict of Interest Statement | Annual Ethics Statement*

Vickery noted that the Policy Committee felt that the TADL Ethics Statement was not assumed under the Conflict of Interest Policy guidelines and that to correctly implement both documents the board should read, confirm, and sign each statement independently and on an annual basis. The signed documents are included in the official record.

8. Reports and Communications

a. *Director Report | Departmental Reports*

Howard confirmed her written report and added the following:

- Howard directed attention to the list of accomplishments and proud moments for 2021 as reported and compiled by the staff.
- Some Michigan libraries have closed branches and further reduced hours in response to the rise of Covid cases in the area. Howard noted that at TADL some staff have worked longer hours to fill-in for sick employees.
- The board retreat facilitator has given a range of available dates, Howard is still trying to find the date that works for everyone. The facilitator has been selected for several reasons including her wide range of experience, understanding of municipalities, and successful work with local entities such as BATA.

b. *Financial Reports*

Radjenovich reviewed the year-end financial report. All 2021 revenues have been received, but there are a few straggling bills. She noted that on the end of the year budget adjustment there was a typo and personnel should have read \$100,000 not \$150,000. She apologized for the error and there is a revision for approval later on the agenda. She also noted that following the LED lighting upgrade the December lighting bill went down 23%. Several unexpected year-end donations were greatly appreciated. Radjenovich expects about \$250,000 left at the end of the year, however the final figures will not be known until the audit is complete.

c. *Member Library Reports*

Written reports were included in the board packet from Jennifer Thomet, Director of Interlochen Public Library (IPL), and Vicki Shurly, Director of Peninsula Community Library (PCL). No written or verbal report was provided from Kendall Spratt, Director of Fife Lake Public Library (FLPL).

d. *Committee Reports*

- Finance and Facilities and Services Committee – Sullivan noted that the committee had met and discussed the effectiveness of the new Security Officers who have been handling behavioral incidents at the Main Library. The committee also discussed and made a recommendation for the Director compensation item later on the agenda. Sullivan welcomed the new Facilities Manager, John Jass.

Jass then provided information on his background, having 30 years of facilities experience at a resort, studied sculpture as well as landscape architecture. Jass is drawn to the generational commitment aspect of a community building and is extremely excited to see and work in all the nooks and crannies of the library and to move forward with pending projects like the roof. He is also interested in working with the outdoor aspect of the library and seeing how it can be expanded to more than just decoration for the patrons.

- Policy and Personnel Committee – Vickery noted that the committee had met and discussed the housing and homeless situation, the possibility of coordinated public service to address those needs in the community, and the extent that the problem adversely affects the library and the library users and staff experiences. A lengthy discussion of the breadth of the issue ensued. The committee is working on crafting a statement from the board to the City and County Commissions urging them to take actions toward the issue of homelessness that could deter and reduce the increased behavioral issues from homeless individuals and provide a needed Day Shelter in the community.

e. *Other Reports and Communications*

- Friends' Report – Donna Hornberger, TADL Friends Board President
No verbal or written report was provided.

9. **New Business**

a. *Resolution – 2021 Budget Amendment Correction*

Radjenovich had revealed the typographical error and necessity for the correction both in her written and verbal financial reports. It was MOVED by Jones, SUPPORTED by Vickery, to adopt the corrected 2021 Budget Amendment dated January 20, 2022 as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

b. *Resolution to Approve Member Library Payments for 2022*

It was MOVED by Jones, SUPPORTED by Sullivan, to approve and disperse member library agreement payments in the amounts of \$175,000 to Fife Lake Public Library, \$225,000 plus a \$10,000 supplemental payment to Interlochen Public Library, and \$229,000 to Peninsula Community, per the member library agreements and as presented. A roll call vote was taken with the following results:

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

(approved)

Motion CARRIED with 5 ayes.

c. *Resolution to Approve in Advance Health Insurance and MERS Invoices for 2022*

It was MOVED by Jones, SUPPORTED by Vickery, to approve the Resolution to Approve in Advance Health Insurance and MERS Invoices for 2022 as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

d. *Director Compensation*

Sullivan noted that the Finance Committee had looked at comparable Director salaries, recognized that Howard had secured numerous grants throughout the year, acknowledged that Howard not only handles Branch libraries but works closely with Member libraries in the district, and noted that department heads were given 5% increases among many other appreciated efforts and qualities. The committee recommended Howard receive a 5% increase retroactive to January 1, 2022. It was MOVED by Sullivan, SUPPORTED by Jones, to approve and administer a 5% increase in Director Howard's salary as presented. A roll call vote was taken with the following results:

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Motion CARRIED with 5 ayes. Howard thanked the board for the recognition and increase.

10. **Public Comment**

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

11. **Trustee Comment**

Sullivan thanked Jones for his past years of presidency on the board and felt that he had done an excellent job, in particular with the member library agreements. Vickery echoed those sentiments and added that Jones's clarity, good sense in all circumstances, and humor were appreciated. *President Odgers then presented Jones with a card and TADL totebag filled with TADL swag items, as a personal thank you from the members of the board.* Jones noted that he had received several thank you cards to the TADL board from the library staff for the holiday gift card they had received.

12. **Adjournment**

With a motion to adjourn by Sullivan, supported by Jones, President Odgers adjourned the meeting at 5:14pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on February 17, 2022



J. Wescott, Board Secretary



Board of Trustees Regular and Annual Meeting MINUTES - DRAFT

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3. **Welcome New Trustee (Deyo) Oath of Office**

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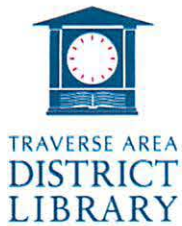
With a motion to adjourn by Sullivan, supported by Jones, President Odgers adjourned the meeting at 5:14pm.

Respectfully submitted,

Approved by board vote on February 17, 2022

V. Carpenter, Recording Secretary

J. Wescott, Board Secretary



Board of Library Trustees Regular Meeting
Library Director Report
 Meeting Date: **February 17, 2022**

Library Activity

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

Circulation Transactions			
Year-to-date activity			
As of month end	<u>Print/audio/video</u> Circulation	<u>Electronic</u> books/audio/video	<u>Total</u> Circulation/Electronic Usage
January 2020	91,512	21,380	112,566
January 2021	36,052	25,584	61,636
January 2022	76,650	25,826	100,804

Lending

Physical item circulation has increased 212% over last year because all TADL buildings were closed and operating curbside service only during January 2021.

E-Book, magazine, downloadable audiobook and database utilization

Usage has surpassed January 2021, electronic use is significantly more popular than in January 2020. We have recently added [LOTE:Language Other Than English](#) database. This database is for children and allows families to explore the magic of books from home in over 84 World Languages. (**Diversity**).

Visitors – Woodmere, East Bay and Kingsley Facilities

The busiest day for January was Monday, January 3 with 987 patrons. In January 2022, TADL had 22,360 visitors. In January 2022, we had 235 new patrons across the district: 5 Limited, 12 Juvenile Limited, and 218 regular patrons.

Public Computing

Computer Use has drastically increased in January 2022 over January 2021 because the library closed due to Covid on November 18, 2020. This equates to 1,408 computer sessions in January 2022 versus, in January 2020 there were 205 sessions.

Additions to the Collection

In January 2022, 2,065 items were added to the collection compared to January 2021 which added 2,237. After not ordering during the month of December, everyone is happy to be ordering again!

Behavior Issues Update

There were 28 incidents in January 2022. This is the second highest number of incidents with January 2019 having 29 incidents. The security guards have been excellent.

Facilities

I wanted to share the news that the Friends of TADL have voted to approve up to \$6,500 for improvement to the Youth Story room. While the floor and walls are complete, the Friends are generously helping with some finishing touches like seating, a rug, and wallpaper for the closets.

The Bookmobile has finally arrived at Benzie Watson Ford! We are finishing up our insurance paperwork and will hopefully have it soon. It will then go to the company that will finish the outer shell and then we'll have it sent to the company to install the inside.

Open Meetings Act Update

There have been two developments regarding virtual attendance in compliance with the Open Meetings Act. The first is Rep. John Damoose introduced legislation ([HB 5689](#)) that would allow library boards and cooperatives to meet virtually. The bill was referred to Committee on [Local Government and Municipal Finance](#).

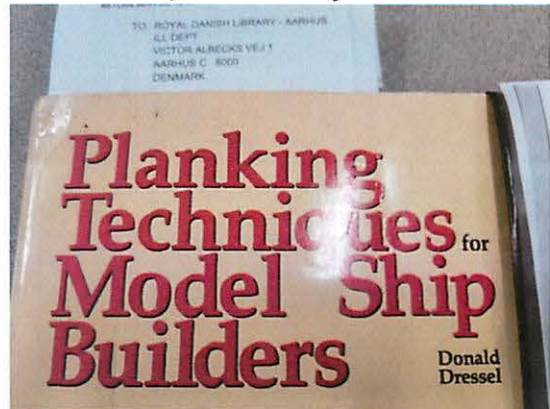
Second, Michigan Attorney General Dana Nessel penned a legal opinion that would allow virtual participation in public meetings for individuals with disabilities. I will be working with legal counsel to amend our policy as necessary.

Covid Update

While some libraries continue to be only curbside service and I am proud to say we continue to be open and available to our community. I am hopeful, as Covid numbers are decreasing, that we might return to some normalcy soon. We have had a few staff out who are very sick and will continue our mitigation practices. I am very thankful for how the staff has worked together to cover for those who have been out sick.

Fun Fact

TADL recently loaned a book to the Royal Danish Library via Interlibrary Loan! (See the picture right.)



Book Suggestion

Just a reminder if you'd like to suggest a book, please use the webform on our website <https://www.tadl.org/contact/>. Please do not email staff directly.

TADL Operations

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

Stay Warm!

Michele P. Howard, MILS

Adult Services

- This month everyone in Adult Services was preparing for 2022. We are planning programs to entertain, inform, and start conversations. We are looking at how our work fits into the 4 focus points of the Strategic Plan. We are taking care of our collections, ensuring materials are properly housed, such as in the Local History Collection. We are helping patrons find their books or needed information. More and more every day, we are reintroducing people to the library and services as they come out of their pandemic induced slumps. We are looking forward to 2022!
- Melissa spoke to Michelle Perez, host of WTCM's Saturday morning radio show *Intermission*, about the annual Poets' Night Out program on her January 22nd's show. The event will return to its in-person format this year and will be at the Opera House on Sunday, April 3rd at 7pm. Entries for this year's contest exceeded the number we received in 2020, so we're off to a great start!
- In January, the Adult Services Dept. held the following programs:
 - 2 online book groups, Queer Tales and Books & Brewskis, with a total live attendance of 8.
 - 1 hybrid program, Monthly TAHS Program, with an in-person attendance of 14 and an online attendance of 35
 - 1 in-person program, TADL Stitchers, with attendance of 5
 - 2 online only programs, Sustainability and Vision Boards, had an attendance of 22
 - We had 45 total views of our previous programs on YouTube
- January Adult Services Statistics:
 - Questions Answered In-Person - 1173
 - Questions answered via Phone - 572
 - Questions Answered via Email/Chat - 130
 - RA/Tech Help - 117
 - Craft Kits Distributed - 55 (2 crafts: Vision Boards-30 & Cat Activity Mat-25)

Respectfully submitted,
Melissa A. McKenna
Department Head
Adult Services

Youth Services

Youth Services had planned to restart Storytimes and Afterschool programs after the New Year but with the wave of the omicron variant impacting our region we reconsidered and canceled programming for the month. Our hope was to return to some form of virtual programming, but due to illnesses and staffing shortages, we decided to wait until February to restart these.



We did continue with one January programming tradition in our community, the celebration of Martin Luther King, Jr. Day with our friends at the United Way Northwest Michigan. Youth Service's own Rosie May conducted a Zoom storytime honoring the late Civil



Administrative Reports
for the month of January
(February 17, 2022 Board Meeting)

Rights leader and each of our branch and member libraries handed out a craft and activity bag in honor of this Day of Service. Each book contained a book, an early literacy activity booklet, a craft from TADL, information about Martin Luther King, and community resources around early literacy.



Staff members also collaborated with the 5toOne and Great Start Collaborative on their community Snow Sculpture Stroll. Youth staff took over the front lawn with fun snow activities including frozen sculptures, an obstacle course and snowman building activity. Patron turnout was light but fun was had by all who attended.



Early Literacy Librarian Polly O'Shea created a fun and interactive display for families in our department around penguins. Families were encouraged to create their own penguin at a crafting table and hang it on our wall. Then family members could view the variety of penguins (from stuffed to LEGO to 3D printed and more) in our display case and try to estimate the number there. In total, 79 craft penguins were made and hung on our wall (countless others crafted and taken home) and 223 guesses were placed in our guessing jar. The winning guess won a life-size plush penguin with a guess of 126 penguins.

Youth Staff members spent much of January weeding various sections of the department. Every section needed to be weeded with some (Juvenile Easy, Board Books and Juvenile Graphic Novels) needing much more attention. We are happy that these books can potentially find a second life in someone's home collection via the Friends Book Sale. Hopefully spring and warmer weather brings more little feet in to check out all the great books we have on our shelves.

Craft kits continue to be a big part of our service to our families. We continue to make craft kits for three age ranges: preschool, early elementary, and tween. The preschool kits are the most popular with over 100 made and handed out each month.

Our other big activity for the month involved the planning and redesign of our StoryRoom. Colorful paint has been added to the walls and a bright vinyl floor accentuates that. Additional colorful flourishes will be added in the form of new furniture, new wallpaper for our cabinets, and a mural. Pictures will be added to next month's write-up.

For January, we held one in-person program (8 attendees) and one virtual Storytime (17 attendees). Patron usage of the department was fairly high with 1,307 reference questions asked, including 1,160 walk-in questions, 139 phone questions, and 8 digital questions.

Andy Schuck
Department Head, Youth Services

Sight & Sound

New year, new beginnings. The month was a productive one with many long range projects getting the focus and attention they deserve. I'm happy to report that we do have wonderful patron experiences to share. "That is so cool, that I can borrow tools from the library." Yes, from baking pans to stud finders, patrons are loving the Library of Things.

To enhance our public awareness of Sight & Sound I started a new Instagram page. It's a fun way to feature new music, videos and things. We highlight many of the interesting things in our department. Please, feel free to follow and share. [instagram.com/tadl_sight_sound/](https://www.instagram.com/tadl_sight_sound/)

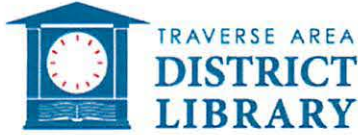


The library of things got more good press this last month. Thanks to Heather for sending Monika Zachara from 9&10 news program "The Four." I'm not well rehearsed, but I do my best as a true library nerd. Enjoy! [Watch the 9&10 News spot on TADL Library of Things.](#)

The new Library Calendar software got a big push in the last month. We are moving right along now with Scott handling the training with our Marketplace rep. Dustin. William and I are focused on prepping the configurations. More on this in February.

- Keith processed a huge number of donations in January. 1300 DVD titles in one donation.
- Keith once again with the help of our vendor has repaired the elm ECO Master.
- Aaron and Keith have been working on Saunders Sale Plan & Prep with TADL Friends
- Shannon and I started a long overdue equipment spreadsheet to track communication and legal steps.
- Rich has done an amazing job with pre-catalog work on the Library of Things.
- Ian Berry is continuing with his reconciliation and our patrons really appreciate this repair work.

TADL Meeting Room Stats January 2022



Administrative Reports
for the month of January
(February 17, 2022 Board Meeting)

Total: 110

TADL meetings: 19
Personal/Outside Group Meetings: 91
Paid Meetings: 0
Unpaid Meetings: 110
Walk-ins: 38
Advance Reservation: 72

Number of Meetings by Rm January 2022

McGuire Room: 8
Thirlby Room: 56
Study Room D: 46

Aaron: Library Calendar, S&S Staff AV Training, Tracking long overdue equipment.

Thanks for reading.
Aaron

Circulation

- Curbside pickups for January 2022: 88
- Circulation Statistics for MeLCat, January 2022:
 - TADL items sent to borrowing institutions: 1511
 - TADL items received from lending institutions: 2066

Circulation has been gearing up for a new contest! Starting February 2nd, current members can send a card to their friends and family, inviting them to get a new library card. When the new patron comes in, they get a coupon to choose one book from the "Under the Stairs" Book Sale. Both the current member and the new member can also enter a drawing to win a Love My Library t-shirt. The contest runs through the end of February. Thanks to Heather Brady for her help in planning and the Friends of the Library for allowing us to provide books from their sale!

Respectfully Submitted,
Josh Denby
Department Head, Circulation



Administrative Reports
for the month of January
(February 17, 2022 Board Meeting)

Marketing and Communications

The new year got off to a busy start - I assisted departments as requested for events and promotions, coordinated on tech upgrades, and planning started for SRC 2022. Social media traffic dropped off a bit right after the holiday but started to pick back up mid-month. The bookmobile exterior design committee started to meet, as the dealership noted our vehicle delivery would not be getting bumped again as it has been since last summer. Created a pitch deck for the upcoming TC New Tech meeting (**Targeted Outreach/Innovative Engagement**) and started a conversation with the Traverse Bay Children's Advocacy Center (**Purposeful Partnerships**) about getting library information to families in their sphere of care.

Created new banners for book sale area, as well as over circulation (including strategic plan promotion). Connected with an esports program producer about future potential features (**Innovative Engagement**). Worked with Tech to install a new video event display over the indoor book return (**Inclusive Space/Innovative Engagement**).

January 2022 was the first newsletter to also have an audio version (**Inclusive Space**).

Press: 9&10 News - Library of Things Feature (Jan. 8 - response to social media post); Record-Eagle - Cabin fever feature photos and information (yet to publish); Traverse Ticker Strategic Plan Feature Jan. 13)

Website: 12,384 users

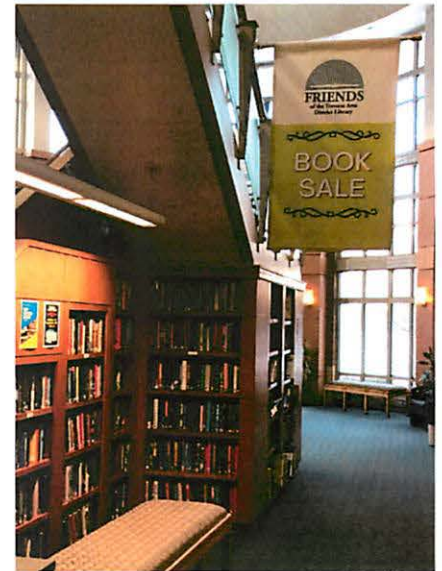
Heather Brady
Marketing & Communications Manager

HR & Finance

Human Resources - Our year of online In-Service training has ended but the training remains on the employee portal to refer back to. We are in the process of determining the method of training for 2022.

I have joined Sonder DEI which is the Grand Traverse Region's DEI Action Network. We have Zoom meetings once a month to discuss and work on community DEI initiatives. I hope that this group continues to grow and produce meaningful change within the community. (**Purposeful Partnerships**)

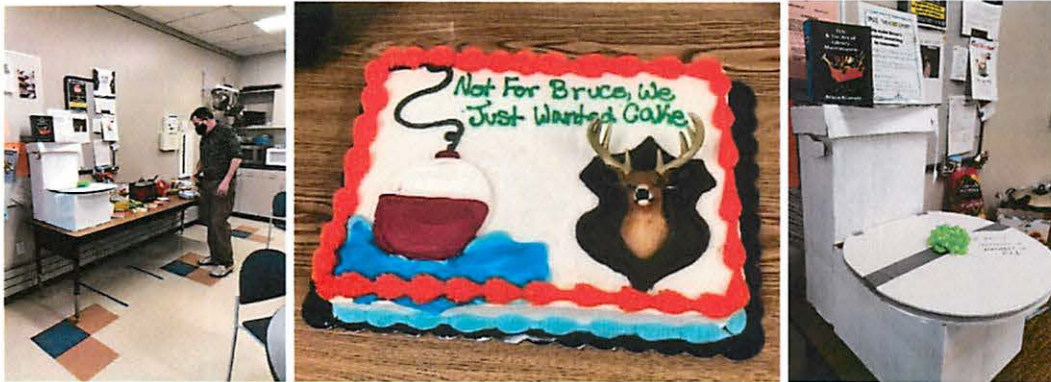
After having a slight lull in hiring, we seem to have gone back to doing some regular hiring.



Administrative Reports
for the month of January
(February 17, 2022 Board Meeting)

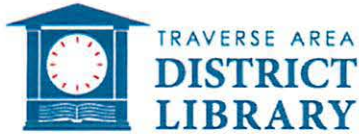
Mike Decker from our Circulation Department has made the decision to make a move out east. We will certainly miss Mike and wish him lots of luck in his new endeavors. Stepping into Mike's shoes will be Bret Boulter. Bret is already working in the Circulation Dept but will be moving into a full-time position. We are currently seeking a replacement to fill Bret's position. We are also replacing 2 page positions who have resigned to take full-time work at other employers. We wish them the best of luck!

Last but certainly not least, we said good-bye to our long time employee Bruce Bennett as our Facilities Manager. Bruce insisted that he did not want any kind of retirement party so instead we had a week of "potties" with all of his favorite snacks available throughout each day of the week for staff to enjoy. Thank you to Heather for creating the "potty". Employees were encouraged to write their well wishes on pieces of toilet paper and put them into the "potty" for Bruce to take with him. Staff also wore Flannel shirts on Bruce's last day in his honor.



Finance – As we start out a new fiscal year, there isn't a lot to talk about. You'll see that we have a good start on our tax collections. This will continue until the end of February. At which point, any taxes not received by the townships will be turned over to the County for collection. The County Treasurer will then make a payment to us for the remainder of the taxes that are due. We normally will see this final payment in April. There are really only two areas that need comment on. You'll see that our investments are not starting out the year in a happy place. One reason this looks as bad as it does is that we recognize Unrealized Gains & Losses throughout the year as they happen. This is the method that our auditors like us to use. Hopefully, this trend will turn around soon. The other area of interest is a little happier as you will see that we received almost \$5000 in donations during the month of January. We have started to see more donations from community businesses that we haven't seen in the past. We received a wonderful donation of \$500 from Oryana Food Coop. A huge thank you to them. (Purposeful Partnerships) We also received a nice \$1000 private donation and several smaller donations that add up big! The undesignated donations that are coming in are being directed to the Bookmobile as, now that it has arrived, we have to get it outfitted and on the road!

On the expenditure side, you'll see a greater use of funds in the supply accounts as departments are refreshing their supplies and ordering new materials. You'll also see that the Member Allocations are short \$10,000. The Member contracts were not yet finalized when our



Administrative Reports
for the month of January
(February 17, 2022 Board Meeting)

budgets were being finalized so the additional amount given to Interlochen was not in the original budget. Other than that, everything is going smoothly for this early in the year.

Deb Radjenovich
Assistant Director for Finance & HR

Facilities

Facilities Manager transition went smoothly. Bruce was extremely helpful in familiarizing me with all aspects, schedules and priorities of the job. All vendors have been notified of the change and primary ones have been met face to face.

Roof project has been put on hold. I will be working with past contractors as well as new resources to determine the best course forward to eliminate the ice dam issue. Re-roofing of the building planned for 2023.

In consultation with the Director, a list of short term, (2022) projects has been created and prioritized. Designers and vendors are being consulted for rough pricing to determine the extent of work possible this year. Projects include: Public bathroom renovations, carpet replacement, parking lot maintenance and the creation of an exterior sign, among others.

A big thanks to everyone here at TADL for the kindness, generosity and patience you have shown me during these first few weeks. It is truly a pleasure to be working with all of you. I can honestly say that I look forward to coming to work every morning. I'm excited for the future possibilities that this organization has to offer the community and am grateful to be able to be a part of it.

John Jass
Facilities Manager

TADL Talking Book Library

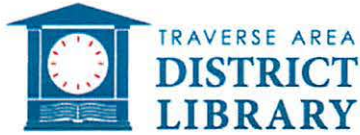
January is Braille Literacy month. January 4th is World Braille day in honor of Louis Braille's birthday. I created book lists that featured characters with visual impairments and shared them with the other departments. For Youth, I also shared Write Your Name in Braille craft kits.

Heather Brady made some large print calendars. I have given out a couple so far and they were greatly appreciated.

For the first time in a few months I was able to go to all 3 of my Senior outreaches.

This month our Tuesday @ Two book group discussed "Killers of the Flower Moon" by David Grann.

Anita Chouinard



Administrative Reports
for the month of January
(February 17, 2022 Board Meeting)

Talking Book Manager

East Bay Branch Library

Programming:

- East Bay has put all in-person programming on hold until further notice, though when we start up meeting in-person again, we will continue to use the North Conference Room at the East Bay Township Hall.
- Chantel hosted her monthly book club virtually, and eight patrons joined her for an enjoyable discussion of *The Reading List* by Sara Nisha Adams.

Partnerships:

- We continue to participate in the planning for the East Bay Community Garden project.
- We are eager to begin our formal partnership with the Grand Traverse Academy.

Facility:

- East Bay just had our main room repainted, and the carpet cleaned. It's looking very fresh and new!
- Next project: updating shelving in the children's room.

Respectfully Submitted,
Matt Archibald
East Bay Branch Manager



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

<i>CATEGORY</i>	<i>BUDGET</i>	<i>2022 YTD</i>	<i>2021 YTD</i>	<i>VARIANCE</i>	<i>% OF BUDGET</i>
Salaries & Wages	2,534,599	100,604	107,434	2,433,995	4.0%
Social Security/Medicare	71,900	2,619	2,623	69,281	3.6%
Health/Hospitalization	378,330	97,960	83,953	280,370	25.9%
Vision Insurance	4,150	856	793	3,294	20.6%
Dental Insurance	30,150	5,004	4,761	25,146	16.6%
Life Insurance	8,850	1,330	1,259	7,520	15.0%
MERS Defined Contribution Retirement	160,000	6,502	6,888	153,498	4.1%
MERS Unfunded Liability	120,000	10,000	10,000	110,000	8.3%
401K Retirement Contribution	120,400	4,512	5,104	115,888	3.7%
Unemployment Comp.	0	0	0	0	0.0%
Workers' Compensation	8,000	0	0	8,000	0.0%
Disability Insurance	15,500	2,367	908	13,133	15.3%
Office/Cat./General Supplies/Postage	166,450	8,148	4,074	158,302	4.9%
Covid-19 Supplies	1,000	27	523	973	2.7%
Books/Media/Online Resources	606,300	107,372	68,307	498,928	17.7%
Repair & Maintenance Supplies	6,750	0	172	6,750	0.0%
Professional & Contractual Services	242,674	27,397	25,130	215,277	11.3%
Communications	36,480	4,506	4,726	31,974	12.4%
Education & Travel	55,657	573	123	55,084	1.0%
Printing & Microfilming	2,900	0	0	2,900	0.0%
Advertising & Outreach	19,250	900	886	18,350	4.7%
Insurance & Bonds	38,490	36,016	33,113	2,474	93.6%
Utilities	103,200	906	1,005	102,294	0.9%
General Building & Grounds Maintenance	320,991	9,677	26,904	311,314	3.0%
Member Allocations	629,000	639,000	0	(10,000)	101.6%
Miscellaneous	3,800	0	0	3,800	0.0%
Property Tax Reimbursement	6,500	149	0	6,351	2.3%
Furniture/Equipment/Software	53,550	9,248	6,307	44,302	17.3%
Contingency	6,000	0	0	6,000	0.0%
TOTAL EXPENDITURES	5,750,871	1,075,676	394,991	4,675,195	18.7%
2022 APPROVED BUDGET					
EXPENSES BY CATEGORY					
Personnel	3,451,879	231,755	223,723	3,220,124	6.7%
Supplies	780,500	115,547	73,076	664,953	14.8%
Other Services and Charges	1,458,942	718,976	91,887	739,966	49.3%
Capital Outlay	59,550	9,398	6,307	50,152	15.8%
TOTAL EXPENDITURES	5,750,871	1,075,676	394,993	4,675,195	18.7%
This statement reflects activity through the first month of the 2022 fiscal year.					
Percentage of the year completed 8.3%.					
Certain items with higher percentages may have been paid quarterly or annually for the fiscal year.					

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

CATEGORY DESCRIPTION	BUDGET	2022 YTD	2021 YTD	VARIANCE	% OF BUDGET
Property Tax (Current, Delinquent, Other)	5,323,447	2,933,166	2,823,312	2,390,281	55.1%
State Aid - Library	106,389	0	0	106,389	0.0%
State Aid - TBL	41,075	0	0	41,075	0.0%
Local Support - TBL & Other Grants	10,630	0		10,630	0.0%
Fees/Services	41,650	17,006	17,000	24,644	40.8%
Sales	19,080	1,721	251	17,359	9.0%
Penal Fines - \$154,900 for this Category per budget		0			
Penal Fines - Grand Traverse Co.	130,000	0	0	130,000	0.0%
Penal Fines - Leelanau Co.	5,900	0	0	5,900	0.0%
Penal Fines - Benzie Co.	19,000	0	0	19,000	0.0%
Overdue Fines/Replacement Fees	15,000	1,829	702	13,171	12.2%
Interest & Dividends/Gains/Losses on Inv.	5,650	(11,382)	6,044	17,032	-201.5%
Rents & Royalties	2,200	0	0	2,200	0.0%
Contributions	30,850	4,965	878	25,885	16.1%
Misc Revenue & Reimbursements	0	54	31	(54)	#DIV/0!
TOTAL REVENUE	5,750,871	2,947,359	2,848,218	2,803,512	51.3%
Transfer In				0	
Use of Fund Balance				0	
TOTAL	5,750,871	2,947,359	2,848,218	2,803,512	51.3%
TOTAL REVENUE, TRANSFERS & USE OF FB	5,750,871	2,947,359	2,848,218	2,803,512	51.3%
TOTAL EXPENDITURES	5,750,871	1,075,676	394,991	4,675,195	18.7%
REVENUE OVER (UNDER) EXPENSE		1,871,683	2,453,227		
This statement reflects activity through the first month of the 2022 fiscal year.					
Percentage of the year completed is 8.3%.					



PCL has contracted with Windemuller to install a building generator. With the many power outages on the Peninsula and in our role as a community center in a semi-rural area, this will give residents a place to warm up, get a hot beverage, access internet and recharge digital devices. Cost is in the range of \$21,000, most of which is coming from donations.

Our Annual Appeal generated almost \$38,000 in operating funds and \$20,000 in capital funds. We are so very grateful to our community here on the Peninsula and off who support and love our small library!

We have had major issues with our digital phone service, which was provided courtesy of the Traverse Area District Library, since the power outage mid-December. TADL Tech has tried relentlessly to find a solution through their provider to no avail, short of changing the telephone number which we have had since our inception. I have therefore initiated at PCL's expense a switch back to AcenTek which was our provider in the school and also here in the new building for our FAX line. Many thanks to the TADL techs – especially Ed Barrett who worked so hard to find a solution and are working with AcenTek to assure a smooth transfer.

I am hoping to return to in-library programming in March depending on COVID numbers. I will make an assessment March 1 and decide from there. Aside from our Reading Dog Lani who will return February 22 to our Children's Area, programming for February will be virtual and takeout.

Our annual Books at the Boathouse fundraiser will take place April 12 and will be take out again this year. Tickets will go on sale at the end of February. Price will be \$150 for a fabulous dinner for two including wine. While we usually hold a live auction at the Boathouse the evening of the event, this year will include a silent auction all that week. I am looking for auction donations so please let me know if you have anything to donate!

Our new Explorer Bags for kids are ready to go out this month. They contain a book and themed hands on manipulatives to enhance learning by play. We are starting out with twelve bags, but will add more if they prove popular!

I would like to explore having our lawn care company mow a trail around our 5.25 acres. People are using the meadow and area around the retention pond currently for walking and this would be a nice addition to our role as community center.

Many thanks to the Board of the Traverse Area Public Library for the new 10-year Member Library Agreement and the first year's funding check. We are most grateful for their generosity and look forward to serving our shared communities in new and innovative ways!

Circulation Jan 2022: 2174 + 65 manual checkouts, Jan 2021: 1247

Jan Volunteers: 12 people, 31 hours of time to PCL. Curbside pickups: 11. New library cards: 10

Hold Transit Counts Jan: 700 to other libraries from PCL, 453 from other libraries to PCL

Programs Jan: 15 Program Participation Jan: 226 Reference Questions: 324

Website Hits: 1233, Twilight Baby Bags: 1, 1000 Books Before Kindergarten: 3



TADL Board of Trustees Finance & Facilities Committee

February 1, 2022
4:00 pm ~ Thirlby Room and Zoom

610 Woodmere Ave. / Traverse City, MI / 49686

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

Agenda Approval: The agenda was approved.

Minutes Approval: Minutes from the January 4, 2022 Finance and Facilities and Services Committee were approved as amended.

Public Comment: No public comment.

Facilities:

General Facilities Update:

Jass gave a quick update regarding projects including replacing the circulation work area, painting at East Bay Branch Library, the lighting project and moving our gas service to DTE to save money.

Roof Update:

Jass and Bennett met with the architect Campbell and Jeff Berden from Spence to talk about the roof. Jass is recommending we hold off on the roof to 2023 to try to mitigate the heat loss from various areas of the building that are still problematic. Jass will explore finding engineers and architects to work on the heat loss issue.

Bathroom RFP Process:

Howard and Jass are starting the process for completing an RFP to renovate the bathrooms. Howard is hoping to use the money left from 2021 budget to complete this project as it would go to the Public Improvement fund anyway. Deyo suggested looking at hand dryer instead of paper towel.

Finance:

Quotes for Updating the Website

Morey and Howard discussed the need to renovate the website and how a full RFP project would result in bids from unqualified web designers because of the unique needs of library websites to integrate multiple formats. According to Finance Policy 2.2(9)(c), Howard is asking to waive the competitive bid process because this is a specialized professional service. Jones made the motion to approve this waiver of the competitive bid process. Sullivan supported. All

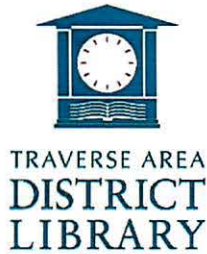
were in favor to forward for full Board approval at the February meeting.

Next Meeting Date / Time: April 5, 2022 at 4:00pm. Retreat will be March 1, 2022.

Next Meeting Topic Suggestions: Website Quotes, Roof Updates, Bathroom Updates,

Public Comment: No public comment.

Adjournment: The meeting adjourned at 5:02 pm



TADL Board of Trustees Policy and Personnel Committee

February 1, 2022
10:00 am Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: M. Pakieser, Trustee; M. Howard and D. Radjenovich, staff.

Agenda Approval: The agenda was **reviewed. No quorum was established.**

Minutes Approval: The minutes of the January 4, 2022 meeting were **reviewed.**

Public Comment: There was none.

Policy:

Board Statement regarding Community Effort regarding a Day Shelter

This item was tabled and will be discussed at the Retreat.

Policy Goals/Topics for Retreat

Howard mentioned the following topics for the retreat. Pakieser agreed that this was what was discussed at past meetings.

1. Board Best Practices
2. Bylaws and moving to a consent calendar format (Carver Model)
3. Board statement regarding a Day Shelter
4. Land Acknowledgement

Bookmobile Policy

Howard and Carpenter are working on a Bookmobile Policy and Howard presented a draft for discussion. A completed policy will be discussed at the April meeting.

Naming Policy

A patron and donor suggested TADL name the Local History Collection the Petertyl Collection after Julius Petertyl, a significant contributor to the original collection. Howard will research Naming Policies for the April meeting.

Long overdue items and referring to Law Enforcement.

Unfortunately, TADL has experienced about 8 patrons who have failed to return high value (over \$100 and up to \$1000) items from the Library of Things. Attorney Zeits

confirmed that we are within our rights to refer these patrons to Law Enforcement. Howard will send a final letter notifying them. Pakieser was in agreement that this was an important practice to protect taxpayer funded assets.

Next Meeting Date / Time: April 5, 2022 at 10:00 am.

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

Public Comment: None

Adjournment: The meeting adjourned at 11:25 am.

BOARD MEMO

TO: TADL BOARD

FROM: MICHELE P HOWARD

SUBJECT: 4.1 BEHAVIOR POLICY

DATE: 2/7/2022

At the December 16, 2021 Board meeting, I asked to change our Behavior Policy 4.1 to reduce the suspension for persons who possess alcohol. The well-meaning behind this change was an empathetic approach to dealing with a community problem. Originally, possession of drugs or alcohol resulted in a 6 months suspension. The board approved this reduction to 7 days by my request.

Unfortunately, the good intentions of this changed has resulted in more incidents and staff and security being continually subject to poor behavior and escalating verbal abuse. What we have observed is that the patrons who possess alcohol will be suspended for 1 week, often returning with no memory of the suspension. They are asked to leave and will then return after 1 week, to continue this behavior and be suspended for 1 month and then 1 year per our policy.

I did not address this with the Policy Committee, and there will not be another Committee meeting until April, so I am hopeful you all can address this at the February Board meeting. I would like to reverse December's policy revision by moving the behaviors "using, possessing" from Category B-1, back to a Category A-2.

- Category A-2 would read: "Using, possessing, giving away or selling alcohol, marijuana or any illegal substance on Library property." {1st violation 6 month suspension}
- Category B-1 would read: "Being under the obvious influence of alcohol, marijuana, or any illegal substance on Library property." {1st violation 7 day suspension}

4.1 Behavior Policy

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

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

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

Category A

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

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

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

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

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

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

Category B

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

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

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

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

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

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

For all suspected violations

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

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

Right to Appeal and Appeals Process

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


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

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

Motion by: Wescott

Adopted: Yes No

Support by: Jones



M. Pakieser, Board Secretary
J. Wescott

2/17/22
Date

MEMORANDUM OF AGREEMENT

Between

Traverse Area District Library

And

Grand Traverse Academy

**For the Purpose of Issuing Traverse Area District Library Cards to
Every Grand Traverse Academy Student**

Introduction

Traverse Area District Library ("TADL" or Library) seeks to create a program in cooperation with Grand Traverse Academy School ("GTA") that makes available a Traverse Area District Library card to every GTA student from pre-kindergarten through 12th grade. The Library Card Program will automatically provide a library card to each student, unless that student's parent-guardian elects that his/her student opt-out of the program. The card allows for "full access" to all TADL resources. Each student will receive a unique TADL card/account number. All GTA students who participate in the program are expected to adhere to current TADL circulation regulations, fines and fees policies, and will be responsible for any lost or damaged TADL materials.

Agreement

TADL and GTA enter into this Memorandum of Agreement (MOA or Agreement), whereby GTA will provide TADL with names and identifying information (*See, 4.b.*) for those students whose parent/guardian has not opted the student out of the program, under the following terms and conditions:

1. Purpose

- a. To enrich and support school instruction by complementing the resources available through school libraries with access to all TADL ~~physical and electronic~~ resources.
- b. To reduce barriers potentially associated with registering for library cards, visiting the Traverse Area District Library, and accessing its collections.
- c. To promote the benefits of visiting a public library, checking out books, developing one's literacy skills, and creating an appreciation for reading.

2. Eligible Participants

- a. Any student enrolled at GTA who has not reached the age of 18 years, or who has reached the age of 18 years but has a legally appointed guardian and who is in compliance with all of TADL's borrowing and library use policies. Before providing any information to TADL under Section 4.b, GTA will advise each enrolled student's parent or legal guardian that the parent/guardian's child will be given a TADL Card unless the parent/guardian opts out of the Library Card Program. If a parent/guardian timely opts out of the Library Card Program, GTA will not provide the information identified in Section 4.b to TADL, and TADL will not provide a Card to the opted out student via the Library Card program. If the parent/guardian does not timely opt his/her student out of the Library Card

Program, TADL will enter the student into the Library Card Program upon receiving the information described in Section 4.b.

3. Services

- a. Every Library Card Participant shall have a Traverse Area District Library full access library card ("Card"), providing access to all TADL resources.
- b. This agreement shall not be construed to adversely affect any joint programs in which the parties are already participating.

4. GTA Obligations

- a. GTA shall provide TADL evidence that each enrolled student's parent/legal guardian has been advised of, and given the opportunity to, opt his/her student out of the Library Card Program.
- b. To the extent permitted by law, and for any enrolled GTA student who has not timely opted-out, GTA shall electronically provide to TADL the following information: Name, Address, Phone, Parent Email, Grade, School, and Birthdate. This data constitutes "education records" under the Family Educational Rights and Privacy Act (FERPA), and constitutes "Directory Information," the disclosure of which has not been restricted under the terms of FERPA.
- c. GTA shall update the list of students (and the information in 4.b.) to TADL in XXX and at any additional mutually agreed upon time each year, if feasible, to include any new students who may be added to the Library Card Program, and to identify any students who are no longer enrolled at GTA, so that those students may be removed from the Library Card Program.

5. TADL Obligations

- a. TADL shall provide a Card to each eligible GTA student.
- b. At program startup in XXX, and in an effort to reduce obstacles for GTA students wishing to utilize their Library Card at TADL, the Library will remove all late fines and fees for all students enrolled for the XXX school year. New students added in XXX and in subsequent years will also be eligible for an initial one-time removal of late fines and fees.
- c. After the initial, one-time removal of fines and fees for each student, the subsequent occurrence of any accumulation of fines will be the responsibility of the cardholder parents or guardians.
- d.
- e. TADL shall facilitate an annual evaluation of the program in coordination with GTA staff.
- f. TADL shall provide initial and annual instructions to GTA faculty and staff, ensuring the Library Card Program is understood, and its usage is encouraged and promoted as a value for all students.
- g. Relying on information received from GTA, TADL shall maintain accurate and up to date information for Card-holding students, and TADL may inactivate accounts for those Card-holders who are verified to no longer attend GTA and reside outside TADL district boundaries.
- h. Consistent with TADL's policies for revocation or suspension of borrowing privileges. TADL may inactivate the accounts for Card-holding students who are in violation of TADL's borrowing or library use policies.

- i. TADL shall be solely responsible for the collection of any late fees, fees for lost, damaged, or destroyed TADL materials, or other similar fees and shall hold GTA harmless for the same.
- j. TADL shall adhere to all applicable laws and regulations, including the Federal Library Privacy Act and Michigan Library Privacy Act.
- k.

6. Student and Patron Information

- a. All Directory Information provided by GTA will be treated as a library record under the Library Privacy Act by TADL.
- b. GTA acknowledges that absent a court/administrative order, TADL cannot release any library record, as defined by the Library Privacy Act, to GTA or any other person/entity without the written consent of the patron or their parent or guardian.
- c. These obligations of confidentiality shall survive termination of this Agreement. Any party who is required by law or court/administrative order to disclose a library record shall notify the other party prior to such disclosure.

7. Termination

- a. This Agreement can be terminated at any time by mutual agreement of the parties. The Agreement can also be terminated by either party with or without cause with thirty (30) days prior written notice. This Agreement may be terminated for cause by any party by providing ten (10) business days notice of a breach of contract to the breaching party. This Agreement will not be terminated if the breaching party cures the breach prior to the conclusion of the ten (10) business days' notice period and both parties agree to the continuation of the Agreement.

8. Indemnification

- a. Relative to the performance of this Agreement, and to the extent permitted by law, each party shall indemnify, defend and hold harmless the other party from any and all liability, loss and costs arising out of or resulting from the acts and omissions of each party's officers, employees and/or agents up to and to the extent of the parties' insurance coverage for such liabilities, losses, or costs, except that neither party will be responsible to the other party for the other party's negligence on a comparative basis of fault.

9. Severability

- a. This Agreement shall be governed by the laws of the State of Michigan. If any part of this Agreement is held to be invalid or unenforceable, the remaining provisions shall be enforceable to the maximum extent permitted by law; provided, however, that such remaining provisions effectuate fully the intent of the parties as manifested herein.

10. Amendment; Waivers

- a. This Agreement may be amended or modified, and any of the terms, covenants, representations, warranties, or conditions herein may be waived, only by a written instrument executed by each of the parties hereto. Any waiver by any party of any condition, or of the breach of any provision, term, covenant, representation, or warranty contained in this Agreement shall not be deemed nor construed as a

continuing waiver of any such condition, or breach of any other provision, term, covenant, representation, or warranty of this Agreement.

11. Third Party Beneficiaries.

- a. This Agreement confers no rights or remedies on any third party, other than the parties to this Agreement.

12. Digital Signatures.

- a. The parties hereto acknowledge and agree under the Uniform Electronic Transactions Act, MCL 450.832, et seq. that this Agreement may be executed with the electronic signature of any person authorized and required to sign on behalf of the parties hereto.

13. Execution in Counterparts.

- a. This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.

14. Authority

- a. The undersigned represents and warrants that each has all requisite power and authority to enter into this Agreement and the responsibilities contemplated hereby. GTA and TADL represent and warrant that this Agreement has been duly and validly authorized by all necessary action on the part of GTA and TADL, respectively, and constitutes a legal, valid and binding agreement between the parties, enforceable in accordance with its terms.

Grand Traverse Academy

By:  _____

Date: 2/2/22 _____

Traverse Area District Library

By:  _____

Date: 2/17/22 _____

MEMORANDUM OF AGREEMENT

Between

Traverse Area District Library

And

Grand Traverse Academy

For the Purpose of Issuing Traverse Area District Library Cards to
Every Grand Traverse Academy Student

Introduction

Traverse Area District Library (“TADL” or Library) seeks to create a program in cooperation with Grand Traverse Academy School (“GTA”) that makes available a Traverse Area District Library card to every GTA student from pre-kindergarten through 12th grade. The Library Card Program will automatically provide a library card to each student, unless that student’s parent-guardian elects that his/her student opt-out of the program. The card allows for “full access” to all TADL resources. Each student will receive a unique TADL card/account number. All GTA students who participate in the program are expected to adhere to current TADL circulation regulations, fines and fees policies, and will be responsible for any lost or damaged TADL materials.

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TADL and GTA enter into this Memorandum of Agreement (MOA or Agreement), whereby GTA will provide TADL with names and identifying information (*See*, 4.b.) for those students whose parent/guardian has not opted the student out of the program, under the following terms and conditions:

1. Purpose

- a. To enrich and support school instruction by complementing the resources available through school libraries with access to all TADL ~~physical and electronic~~ resources.
- b. To reduce barriers potentially associated with registering for library cards, visiting the Traverse Area District Library, and accessing its collections.
- c. To promote the benefits of visiting a public library, checking out books, developing one’s literacy skills, and creating an appreciation for reading.

2. Eligible Participants

- a. Any student enrolled at GTA who has not reached the age of 18 years, or who has reached the age of 18 years but has a legally appointed guardian and who is in compliance with all of TADL’s borrowing and library use policies. Before providing any information to TADL under Section 4.b, GTA will advise each enrolled student’s parent or legal guardian that the parent/guardian’s child will be given a TADL Card unless the parent/guardian opts out of the Library Card Program. If a parent/guardian timely opts out of the Library Card Program, GTA will not provide the information identified in Section 4.b to TADL, and TADL will not provide a Card to the opted out student via the Library Card program. If the parent/guardian does not timely opt his/her student out of the Library Card

Program, TADL will enter the student into the Library Card Program upon receiving the information described in Section 4.b.

3. Services

- a. Every Library Card Participant shall have a Traverse Area District Library full access library card (“Card”), providing access to all TADL resources.
- b. This agreement shall not be construed to adversely affect any joint programs in which the parties are already participating.

4. GTA Obligations

- a. GTA shall provide TADL evidence that each enrolled student’s parent/legal guardian has been advised of, and given the opportunity to, opt his/her student out of the Library Card Program.
- b. To the extent permitted by law, and for any enrolled GTA student who has not timely opted-out, GTA shall electronically provide to TADL the following information: Name, Address, Phone, Parent Email, Grade, School, and Birthdate. This data constitutes “education records” under the Family Educational Rights and Privacy Act (FERPA), and constitutes “Directory Information,” the disclosure of which has not been restricted under the terms of FERPA.
- c. GTA shall update the list of students (and the information in 4.b.) to TADL in XXX and at any additional mutually agreed upon time each year, if feasible, to include any new students who may be added to the Library Card Program, and to identify any students who are no longer enrolled at GTA, so that those students may be removed from the Library Card Program.

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- e. TADL shall facilitate an annual evaluation of the program in coordination with GTA staff.
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- i. TADL shall be solely responsible for the collection of any late fees, fees for lost, damaged, or destroyed TADL materials, or other similar fees and shall hold GTA harmless for the same.
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Grand Traverse Academy

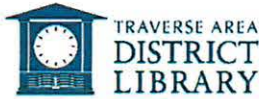
Traverse Area District Library

By: 

By: _____

Date: 2/2/22

Date: _____

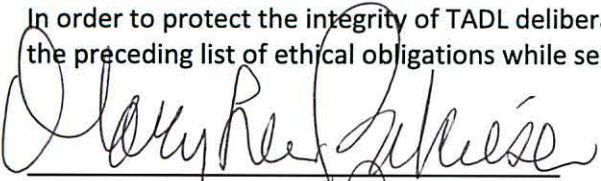


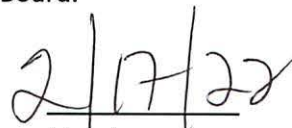
TADL TRUSTEE ETHICS STATEMENT SIGNATURE FORM

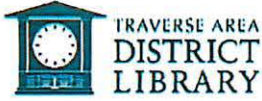
Traverse Area District Library Trustees are accountable for the resources of the Traverse Area District Library (TADL) as well as to see that TADL provides the best possible service to its community. Trustees recognize that their authority lies only within the legal actions of the Board and not with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

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

In order to protect the integrity of TADL deliberations and decisions, trustees, by my signature, accept the preceding list of ethical obligations while serving as Trustee on the TADL Board.


(signature)
Marylee Pakieser
(print name)


(date)



CONFLICT DISCLOSURE STATEMENT

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

1. Members, Director, Trustees, Employees, or Agents of Related Organizations:

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

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

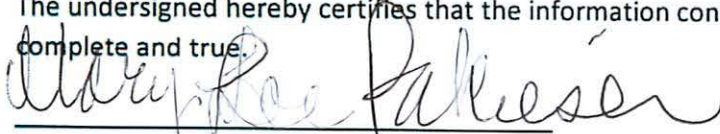
2. Investments: If you have had an investment relationship with any of the organizations in 1.

Above, disclose the nature and amount of the investment.

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

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

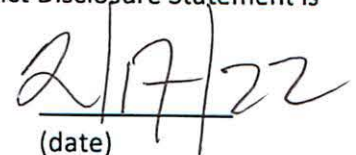
The undersigned hereby certifies that the information contained on the Conflict Disclosure Statement is complete and true.



(signature)



(print name)



(date)




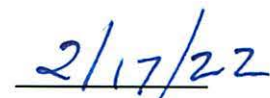
TADL TRUSTEE ETHICS STATEMENT SIGNATURE FORM

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

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

In order to protect the integrity of TADL deliberations and decisions, trustees, by my signature, accept the preceding list of ethical obligations while serving as Trustee on the TADL Board.


(signature)
Jeffrey Wescott
(print name)


(date)



CONFLICT DISCLOSURE STATEMENT

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

1. Members, Director, Trustees, Employees, or Agents of Related Organizations:

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

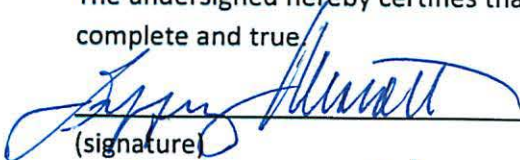
With respect to each such organization, provide the following: name of organization, capacity (officer, etc.), effective dates and nature of relationship with TADL and your financial interest.

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

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

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

The undersigned hereby certifies that the information contained on the Conflict Disclosure Statement is complete and true.



(signature)

2/17/22
(date)

Jeffrey Wescott
(print name)