



TRAVERSE AREA
DISTRICT
LIBRARY

PUBLIC NOTICE

The Traverse Area District Library Board of Trustees Regular Meeting will be held on May 19, 2022 at 4:00pm.
The meeting will be held at Interlochen Public Library,
9411 Tenth St., Interlochen MI, 49643.

**The agenda will include proposed amendments
to the Bylaws of the Board of Trustees.**

A full agenda packet will be available
on Friday, May 13, 2022 on the TADL website at the following
link: www.tadl.org/governance.

Posted: 5/10/2022

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



AGENDA

Board of Trustees Regular Meeting
Thursday, May 19, 2022 at 4:00pm
Interlochen Public Library Community Room
9411 Tenth St., Interlochen, MI 49643

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment***
5. **Approval of Minutes**
 - a. [Regular Meeting of April 21, 2022](#)
6. **Presentation** – Ashley Halladay-Schmandt,
Director of the Northwest Michigan Coalition to End Homelessness | [Communication](#)
7. **Reports and Communications**
 - a. [Director Report](#) | [Departmental Reports](#)
 - b. [Financial Narrative](#) & Reports – [Expenses](#) | [Revenues](#)
 - c. Member Library Reports – FLPL | IPL | [PCL](#)
 - d. Committee Reports
 - a. Finance & Facilities and Services Committee – [May 3, 2022](#)
 - b. Policy and Personnel Committee – [May 3, 2022](#)
 - e. Other Reports and Communications
 1. Friends' Report – Donna Hornberger, President Friends of TADL
8. **Old Business**
 - a. Policy Revision: [1.1 Bylaws of Traverse Area District Library Board of Trustees](#)
 - b. Policy Revision: [2.4 Disposal of Materials Furniture and Equipment Policy](#)
& Policy Removal: [5.2 Disposal of Withdrawn Collection Materials Policy](#)
 - c. Policy Revision: [4.8 Digital Device and Internet Acceptable Use Policy](#)
 - d. Policy Review: [4.10 Opioid Antagonist Administration Policy and Procedures](#)
 - e. [Renewal of the McNaughton Book Leasing Program](#)
 - f. [Resolution: Increase in Approved Amount for the Bookmobile Interior](#)
9. **New Business**
 - a. [Discussion Regarding Banned/Challenged Books](#)
 - b. [Proposed Forum Article](#)
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.

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

1. Call to Order

The meeting was called to order by President Odgers at 4:00pm. Present were: Odgers (President); Pakieser (Vice President); Wescott (Secretary, arrived at 4:02); Vickery, Deyo, and Jones (Trustees). Sullivan (Treasurer) was absent. Also present were: Howard (Director); Radjenovich (Assistant Director for Finance and Human Resources); and Carpenter (Staff).

2. Pledge of Allegiance

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

3. Approval of the Agenda

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

4. Public Comment

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

5. Approval of Minutes

a. *Regular Meeting of March 17, 2022*

It was MOVED by Jones, SUPPORTED by Pakieser, to approve the regular meeting minutes of March 17, 2022 as presented. Motion CARRIED.

6. Reports and Communications

a. *Director Report | Departmental Reports*

Howard confirmed her written report and added the following:

- Poet Laureate, Joy Harjo's event presented with the National Writer's Series was very well attended. Harjo's fee was paid by an NEA Big Read grant which TADL received.
- The Poet's Night Out event was a great success. A long-time staff member, Jeff Godin, and his family is the foundation for this great event. The event is posted on TADL's YouTube channel, TADLnotjustbooks.

President Odgers requested that the board be included in the distribution list for press releases and be apprised of other appropriate opportunities or events that the board may want to attend in addition to their board attendance.

b. *Financial Reports*

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

- Revenues: All property taxes have been received with the exception of \$21,000 the City of TC owes back due to a clerical TIF error. Interest and dividends on investments are not doing well at this time. Sales and room rentals are doing well.
- Expenses: Staff is finally back to in-person conferences again since the pandemic began in 2020.

In response to trustee questions, Howard briefly explained tax increment funding (TIF), which TADL has opted out of and noted that she will send a handout to all trustees for a more detailed explanation of TIF. She also will ask the MI Class investment representative to speak to the Finance Committee so they can review their investment strategy options.

c. *Member Library Reports*

- Vicki Shurly, Director of Peninsula Community Library, reported that their fundraiser Books at the Boathouse raised just under \$8000. The silent auction raised another \$2000. PCL put together a cookbook fundraiser over the winter. The generator is on track for installation in July. Shurly thanked the board for including PCL on the bookmobile design wrap and the ability to use it for outreach as well.

A written report was included in the board packet from Jennifer Thomet, Director of Interlochen Public Library (IPL). There was no written or verbal report from Kendall Spratt, Director of Fife lake Public Library (FLPL).

d. *Committee Reports*

- Finance and Facilities and Services Committee – Jones noted that the committee had met and discussion was focused mainly on the roof and restroom upgrades. Deyo talked about Makerspaces in the library, which the committee felt would also generate good additions for the Library of Things.
- Policy and Personnel Committee – Vickery noted that the committee had met and the majority of the discussion was about moving forward with a consent agenda which was discussed at the board retreat.

e. *Other Reports and Communications*

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

7. Old Business

a. *Statement to Commissioners Regarding Day Shelter*

Vickery gave an introduction of the question as to whether or not the TADL Board could enter the public domain through a statement of the board's interest in supporting a process that would address increasing community-wide systemic problems which result in behavioral issues at the library, putting the library, a public asset, under a financial burden as well as pose safety and security concerns for staff and patrons alike. The problems impede the library from being able to effectively carry out its mission and services to the community.

After an in-depth discussion, it was **MOVED** by Jones, **SUPPORTED** by Pakieser, to confirm and support the final version of the Statement as presented and to support the Director in distributing the statement to the City and County Commissioners and other entities, such as

township boards, Safe Harbor, Goodwill Inn, churches, media forums, and others, in order to foster a dialog between all stakeholders.

Odgers expressed appreciation for the work of all the trustees, Howard's and Deyo's extra research, that lead to the unified statement and commitment to address community issues.

8. New Business

a. *New Policy: 4.14 Mobile Library Services Policy*

Howard noted that the policy, recommended by the Policy Committee, governs all mobile services. It was **MOVED** by Jones, **SUPPORTED** by Pakieser, to approve the new policy 4.14 Mobile Library Services Policy as presented. Motion **CARRIED**

b. *Policy Revision: 4.1 Behavior Policy*

It was **MOVED** by Jones, **SUPPORTED** by Wescott, to approve the revision to 4.1 Behavior Policy. Vickery appreciated the simplified version, backing away from over specificity. Motion **CARRIED**.

c. *Resolution: Approval of Bookmobile Interior Build-Out Cost*

Howard noted that getting interior build-out quotes was in process and she would like to move quickly once the rest of the quotes come in, therefore was requesting a 'not to exceed amount' for the interior build based on the information received to date. It was **MOVED** by Pakieser, **SUPPORTED** by Wescott, to approve and authorize the Director to spend an amount not to exceed \$28,000 from the Public Improvement Fund to build and install the interior architecture of the bookmobile as presented. A roll call was taken with the following results:

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

Motion **CARRIED** with 6 ayes.

Howard indicated that the bookmobile destinations so far have been one-offs, but once the interior is done there will be a formal schedule and a location stop request process. The plan is to have the build-outs complete and have the bookmobile in the Cherry Festival parade. The auto insurance covers specific TADL employees only to be drivers.

d. *Resolution: Approval for Website Revision*

Howard indicated that she and Morey are looking at references from a few select companies now and that she is asking the board to approve and authorize her to sign a contract with a final company in a 'not to exceed amount' so as to expedite the process of securing a website vendor. Morey, Assistant Director for Technology, answered several questions about the vendors and scope of work expected. There was a wide range in vendor bidding since they all offered different things. Morey explained what type of package most suited TADL. It was **MOVED** by Jones, **SUPPORTED** by Pakieser, to approve and authorize the Director to spend an amount not to exceed \$35,000 from the Public Improvement Fund to secure a vendor for website revisions. A roll call was taken with the following results:

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

9. **Public Comment**

President Odgers opened the floor for public comment. The following people addressed the board: Melissa McKenna, talked about Community Conversation programs that will be taking place in the McGuire Community Room.

10. **Trustee Comment**

Pakieser noted that she was pleased with the focus and depth of the meeting. Wescott noted that he would like the board to address book banning at a future meeting. Odgers encouraged including discussion topic information in the board folders that might be addressed at future meetings.

11. **Adjournment**

With a motion to adjourn by Wescott, supported by Pakieser, President Odgers adjourned the meeting at 5:49pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on May 19, 2022



J. Wescott, Board Secretary



Date: May 2, 2022

From: Northwest Michigan Coalition to End Homelessness (NWCEH) and NWCEH Director Ashley Halladay-Schmandt

To: Traverse Area District Library Board of Trustees and TADL Director Michele Howard

CC: City of Traverse City Commission, Grand Traverse County Commission

Re: Communication on Homeless Impact at Traverse City Library April 21, 2022

We are grateful to the Traverse Area District Library Board and its Director for their recent communication and for being a willing partner in building solutions that help end homelessness. The Northwest Michigan Coalition to End Homelessness is made up of every organization in the area working to end homelessness. We coordinate the services, strategies, and funding to ensure homelessness becomes rare, brief, and one-time across Northwest Michigan. We share TADL's concerns about the incidents at the library and are a willing partner in efforts to make the library a safe place for its staff and patrons.

We applaud the library for taking steps to support its employees and our critical public resources. The Coalition has also taken action with the City of Traverse City and other partners to increase safety at the library and in the North Boardman area, including:

- **Increasing Housing Options:** The NWCEH helps about 20 individuals and families move from homelessness into permanent housing every month—16 last month in March. That number would have been larger if more affordable units were available. Happily, one of the individuals involved in multiple incidents at the library is now living in a safe home, supported by a case manager. We prioritize our work with the community to increase housing options for the people we serve. Just this week the Coalition announced seven new rental homes dedicated to people experiencing homelessness.
- **Adding a Community Police Officer:** TCPD is supporting the addition of a Community Police Officer for the North Boardman area who will be part of Coalition efforts to help people find permanent housing solutions. A group of community funders is helping to secure funding for a pilot position for a new officer who will work with local organizations, businesses, and residents and will focus on solving problems before they become issues.



Serving Antrim, Benzie, Charlevoix, Emmet, Grand Traverse,
Kalkaska, Leelanau, Manistee, Missaukee, and Wexford Counties
231-499-1019 | ashley@endhomelessnessmi.org | www.endhomelessnessmi.org

- **Adding a Social Worker:** The Traverse City Police Department is working to add a social worker to its ranks to work with vulnerable community members in crisis and address larger issues including helping people find housing.
- **Adding Outreach Workers:** Goodwill Northern Michigan is working to add two Street Outreach workers, with one solely dedicated to the North Boardman area. Outreach workers help people experiencing homelessness find ways to obtain housing.
- **Optimizing Shelter Services:** Our community's two largest temporary emergency homeless shelters, the Goodwill Inn and Safe Harbor, are working through staffing shortages and policy shifts to implement and maintain best-practice solutions that optimize homeless shelter services and provide temporary emergency shelter for everyone who needs and wants it year-round.
- **Increasing Day Shelter Options:** The Basic Needs Coalition, a group of mainly faith-based organizations supporting people experiencing homelessness, is working to increase day shelter options where unhoused neighbors are welcome during the day. Some of these spaces are just now coming back online after COVID. In addition, the Coalition is convening a group of community partners to discuss further options.

TADL has requested additional actions that we also support:

- **Joint Task Force with the City of Traverse City and Grand Traverse County on the issue of chronic homelessness in Traverse City.**

A Joint Task Force is a great idea we fully support. We agree with the TADL Board and Director that homelessness is something the whole community must address, because no one can solve it alone. The public health challenge of homelessness extends far beyond the library and day shelter issues. The library is facing real and very concerning challenges because it is serving as a de facto homeless day shelter on afternoons and weekends. Our community's emergency response system is overburdened. People experiencing homelessness are suffering in horrible conditions across the region. The Coalition welcomes any opportunity to engage with community leaders to find solutions.

Ultimately, we know the answer to an end to homelessness is for people to move from homelessness into housing. Everyone is ready for permanent housing. Some people need a support system to hold on to their housing, and the Coalition provides this support through housing-based case managers. But right now, people wait up to 200 days for housing options to open up in our area. Providing shelter, support, and services to unhoused people is costly and complicated.

A joint task force of the City and County focused on chronic homelessness (people with disabilities who have been experiencing homelessness for more than a year) could make a meaningful impact on reducing incidents at the library by directing resources to the housing solutions people experiencing chronic homelessness need to move off the streets.

- **Supporting Mental Health and Substance Abuse Services**

Our community needs more mental health services. The Coalition and its members actively support an increase in available services, including a proposed crisis center. For this also we are grateful for the library's support.

Mental health and substance abuse issues have a devastating effect on too many of our neighbors, family members, and friends on a daily basis. Behaviors that result from mental health and substance abuse issues are painful to witness and difficult to handle. The rise in incidents at the library mirrors what we are seeing throughout our community, at the hospital, in schools, in jail, and in emergency homeless shelters.

We could learn more about the impact of unhoused people on incidents at the library and throughout downtown by reviewing police incidents and homeless response system data along with the library's data. Related issues can make it hard to discern cause and effect.

Importantly, police data shows that assaults, rapes, theft, and violence perpetrated against people experiencing homelessness all rise dramatically during the months when our community doesn't have enough shelter for people to sleep inside at night. Can we find a way to provide enough emergency shelter to keep people safe year-round, while also making sure the library does not experience negative impacts? We want to be part of that solution.

Most community members who suffer from mental health and substance abuse are not homeless. Most have private homes where they can do the hard work of recovering away from public view. For people experiencing homelessness, in almost every single case, having a safe place to live is a *prerequisite* to reaching their goals for physical and mental health. Increasing housing options for our most vulnerable community members is the most effective action we can take to help people get to a healthier place.

Across sectors, our community is mobilizing around the issue of housing for all. From municipal partners to faith-based organizations, from nonprofits to citizen coalitions, we are truly coming together. We celebrate the good news coming from multiple projects, while we know that we will not find any quick fixes. Nationwide, we are 7 million units short of affordable housing units. In our region, we need at least 4,000. But we are making progress.

We look forward to taking action together with the library, the City of Traverse City, Grand Traverse County, and the entire community to protect public health and our most vulnerable neighbors.

With sincere thanks and gratitude,



Ashley Halladay-Schmandt
Director, Northwest Michigan Coalition to End Homelessness



Board of Library Trustees Regular Meeting
Library Director Report
 Meeting Date: May 19, 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			
<u>As of month end</u>	<u>Print/audio/video Circulation</u>	<u>Electronic books/audio/video</u>	<u>Total Circulation/Electronic Usage</u>
April 2021	205,809	99,715	305,524
April 2022	318,717	104,710	423,427

Lending

Physical item circulation has increased 52.9% over last year and is almost at pre-pandemic levels of approximately 368,000 in 2018 and 2019.

E-Book, magazine, downloadable audiobook and database utilization

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

Visitors – Woodmere, East Bay and Kingsley Facilities

The busiest day for April was Monday the 25th with 1,198 patrons. In April 2022, TADL had 28,613 visitors. In April 2022, we added 599 new patrons at Main, Kingsley and East Bay. The bulk of those are from the student cards issued based on the agreement with Grand Traverse Academy.

Public Computing

There continues to be strong Computer Use. This equates to 2,034 computer sessions in April 2022 which is 26 more sessions than last month.

Additions to the Collection

In April 2022, 2,201 items were added to the collection compared to April 2021 which added 2,727.

Behavior Issues Update

There were 25 incidents in April 2022. Four of those incidents involved some teens and the parents have been contacted. Safe Harbor closed on April 30, 2022. Everyone appreciates a quieter month.

Northland Library Cooperative

I continue to serve as Treasure and the Cooperative is an important group of colleagues to share ideas with. The benefit of the cooperative is evident right now because TADL gained

numbers in the Census while many other areas have lost population number which will result in a net financial gain of \$45,000 for the Cooperative which helps all libraries maintain services. A committee of board members has decided to raise every libraries enhancement grants by 13% and decided to pay for every library's digital magazines which will result in an addition amount of \$16,800 to TADL.

April Partnership & Community Activities

- Met with Ashley Hallady-Schmandt to discuss the Board memo and the Coalition's response.
- Met with Nate Alger at Grand Traverse County to discuss the Board memo. While nothing is in stone, the County hopes to use some of the Opioid Settlement money and ARPA funds for resources to help people in mental health crisis.
- Met with Michael McDonald and Brad from Safe Harbor which resulted in no action because we can't share patron information.
- Met with Chief O'Brien and Captain Keith Gillis regarding behavior problems at the library.
- Met with City Commissioner Amy Shamroe regarding the Safe Harbor extension of services and behavior problems at the library.
- Had a phone conversation with City Commissioner Ashlea Walters regarding the Safe Harbor extension of services and behavior problems at the library.
- Attended Poet's Night Out.
- Participated as a Community Leader at the Traverse City Central High School Senior Paper presentations.
- Attended the Grand Traverse Academy Student Library card delivery of over 700 library cards.
- Helped set-up at MakerFest which had over 600 attendees.

Covid Update

Even though Grand Traverse County has returned to a "high" level of contagion, we are not requiring patrons to wear masks to avoid conflicts and it is not required by the Michigan Department of Health and Human Services.

Correspondence and articles of interest are attached.

Enjoy the blooming flowers and trees!
Michele P. Howard, MILS

5-3-2022

Thank you Anita!

Because of your devotion to the Talking Book Library
my daughter, [REDACTED] is now getting regular DVR's ☺
You'll never know how grateful I am for all of
your hard work.

Finally, the sounds and stories have made
for a peaceful home again!

We appreciate you,
Have a blessed day

[REDACTED]

In your honor, Anita,
a tree is being planted in
one of America's forests.

4/30/22

Michele P. Howard
Director- TADL

Dear Ms. Howard,

I have been a library supporter and involved user my whole life. For me, the health of a library is really the litmus of the health of the community of which it serves. It is for that reason that I have enjoyed the Woodmere library so completely. It's a fun place, with great energy that has a deep collection and the resources to get deeper. The TADL system in whole, and the Woodmere branch in particular, are truly involved in the community and reflect the Traverse areas excitement and investment in the future. Bravo!

Perhaps my strongest and most long lived passion is music. As an audiophile and music collector myself, the sight and sound department at Woodmere is one of its shining jewels. The depth of the collection and its sheer size have provided countless hours of enjoyment for me and many other audiophiles. Sight and sound at Woodmere has quite a reputation, and that brings me to the purpose of this letter. I wanted to let you know of how valuable Keith Schwartz is to the department. The amount of musical knowledge in his possession can be at times astonishing. Whenever I want a deeper dive into a specific genre, I go to him. That he works at Sight and Sound makes perfect sense I guess, however employees that fit so well in their jobs are becoming increasingly rare. I hope you realize this and appropriately reward him for the expertise and knowledge he brings to the department. He brings prodigious musical knowledge to the department and is appreciated by many who follow music in a serious fashion.

Sincerely,

Edward 



YOUR VIEWS

Crisis at the library

Your recent article on disruption at the Traverse Area District Library by homeless indigents is sadly true. This is an ongoing crisis that ~~should~~ have been addressed years ago.

As a frequent library patron, I have observed police visits, profane outbursts abusing library staff and often lots of chatter disturbing other patrons. As your article stated, the library has become an adult day care center for indigents turned out of Safe Harbor each day. They need an alternative place to go that is safe and warm with wi-fi and mental health services, but not our library, where the mission of books and learning is in serious jeopardy.

Bob Downes Traverse City



Traverse Street May 2022 \$1 Suggested Donation or Always for Free!

The overnight homeless shelter Safe Harbor closed their season on April 30th. But the real story was on page one, top of the fold of the Traverse City Record-Eagle the day before.

The focus was the issue of homelessness problems at the Traverse City main library.

I have been quite aware of them with discussions with my "political and policy friend" TADL Director Michelle Howard. I have known her since she headed up the Government Documents division at Northwest Michigan College.

She once asked me to be a part of a State Theatre panel that featured the movie "The Public" a fictional account of homelessness at a library, which starred the actor Emilio Estavez. I decided to just be part of the Q&A in the audience.

The point is that Michelle and her library staff have been methodical, sincere and empathetic about homelessness, but this past season was exceptionally dire, discomfiting and frankly dangerous to her staff. (Additionally, I compare notes with friend and advocate, TADL Board President Susan Odgers).

Yet what really jumped out to many outreach administrators, volunteers and Safe Harbor guests in this April 29th R-E article was SH Executive Director Mike McDonald saying their operating budget was a *half million dollars* for the six months of November to April !?

Safe Harbor is a confederation of 20-plus churches where the church volunteers buy the food, prepare the food and then serve the food themselves; in other words, not part of the SH operating budget. They are the Steering Committee, not the Executive Board. Many of these volunteers past and present have become dear friends.

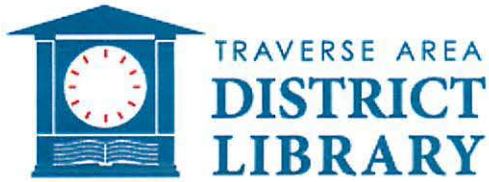
The Executive Board has closed meetings, claiming it is a private entity and not a public one. As the City of Traverse City Commission offered this Wellington Street property as-is at a below-market rate (basically a public subsidy) and requires SH to provide management updates (basically a public regulation) some dollar questions need to be answered; \$500k divided by a 180 day season equals more than \$2,500 a day seems on the very high side even during a pandemic becoming an endemic.

First, Safe Harbor needs to open their Executive Board meetings to not only the churches comprising the Steering Committee but also the public. Former Mayor Mike Estes once claimed the SH shelter issue was "the most contentious of his tenure"; all the reason for transparency among its neighbors.

Second, cut out the whiz-bang technology at the shelter; anyhow the sleeping areas and bathrooms are not even camera-ed up.

Third, SH must be open to public funding if it even thinks to expand its calendar and take the heat off our local library. To paraphrase historic political figure William Jennings Bryan, it cannot continue to crucify the community on the cross of supposedly being a private entity to itself.

I am George Golubovskis
TSPress003@gmail.com



Departmental Reports
for the month of April
(May 19, 2022 Board Meeting)

Adult Services

- Our celebration of the NEA Big Read ended on Tuesday, April 19th with the live online Joy Harjo interview event, held jointly with The Dennon Museum at NMC and National Writers' Series. Holly T. Bird, Co-Executive Director of Title Track, introduced Ms. Harjo, asked her questions about her work and advocacy, and helped to tie all this information back to our local community. Over 300 people attend this virtual celebration of poetry, indigenous arts, and history.
- On Monday, April 25th, with the help of Scott Morey, TADL IT Asst. Director, and Nancy Dow with Addiction Treatment Services, the first Community Conversation about Addiction & Recovery Services in the TC area was attended by around 80 people! We had 10 organizations tabling in the library's atrium providing information and resources. We also heard from a few of the students and teacher Jody Mackey who created the documentary *Predator & Prey* at TC East Middle school back in 2018. The documentary was then viewed by all in attendance and, finally, there was an important panel discussion about the current effects of substance abuse disorder on our community today, how far we've come, and what still needs to be done. Panelists included Chief O'Brien, Dr McGreaham with NMORC, Chris Hindbaugh and Nancy from ATS, and other local community members directly affected by substance use disorder. The panel was moderated by 86th District Court Chief Judge Cooney. This was the first of a monthly series that will highlight different aspects of and support services available to those who are themselves or who have friends/family struggling with addiction.
- The 24th annual Poets' Night Out event was held on Sunday, April 3rd at the City Opera House. This was the first in-person PNO event since 2019! Over 120 people attended to hear poetry read aloud by the selected prize-winners and those competing for the two audience prizes. The 2022 and recent previous annual chapbooks, as well as the first and second 10-year anthologies are for sale at the Library's Circulation Desk and for check-out in the adult collection.
- Melissa was involved in the following community & media activities in April:
 - Along with Linda Smith, Dept Head Teen Services, spoke with a group of Boy Scouts looking to earn their DEI badge about the importance of diversity and equity in the library on 4/9.
 - [Was interviewed](#) about outdated subject headings and call numbers in library collections by WCMU radio on 4/1 & 4/15.
 - [Appeared live](#) on "the four" on 9&10 on 4/21 to talk about the Community Conversations: Addiction & Recovery - Predator & Prey event.
- In April, the Adult Services Dept. held the following programs (in addition to those

mentioned above):

- Books & Brewskis met again in person at Silver Spruce Brewery with 13 people attending the discussion of *An American Sunrise* by Joy Harjo. Queer Tales, continues to meet online and had 1 person attend this month to discuss the graphic novel, *Heartstopper* by Alice Oseman.
- The Morel King, Anthony Williams, divulged the secrets of morel hunting to 67 people on 4/23.
- TADL Stitchers met 3 times in-person with a total attendance of 15.
- April Adult Services Statistics:
 - Questions Answered In-Person - 1206
 - Questions answered via Phone - 539
 - Questions Answered via Email/Chat - 77
 - RA/Tech Help - 43
 - Notary Signatures - 12, Tests Proctored - 2
 - Craft Kits Distributed - 69 (Fidget Bracelets)

Respectfully submitted,
Melissa A. McKenna
Adult Services Department Head

Youth Services



The TADL MakerFest returned to being an in-person event in April and it was a great success. This event was our first outdoor MakerFest at the Grand Traverse County Civic Center, taking over the pavilion and amphitheater space with activities ranging from rope making to slime making to music making to a coding station to inflatable archery and much, much more. Special thanks to our [22 exhibitors](#) (including 4 from TADL- Youth, Teen, Sight & Sound, and Tech) who provided unique and engaging activities for families. The weather occasionally proved tricky due to gusty conditions, but a good time was had by all in attendance, especially the 700 community members in attendance. Plans are underway for another MakerFest next spring, along with 2-3 smaller pop-up Maker events at regional partners in the coming year.



Youth Services also invited families to the library to celebrate our Bookmobile's birthday in early April. The weather was chilly but lots of families stopped by to get a look at the library's new mobile branch, create a birthday hat, have a snack, and say hi to the pigeon (of [Don't Let the Pigeon Drive the Bus](#) fame).

Youth Services continued with storytimes and other fun and informational events for families and the community, including our \$mart Money Storytime with TBA Credit Union, the TSO Tots program with the Traverse Symphony Orchestra, and the Beautifully Wrapped program (about wrapping hair) with presenter Zarinah Naeem. In total, Youth Services held 21 Early Literacy programs for 305 patrons. We also held 11 in-person programs engaging 1,069 community

members.

Youth Services is happy to report that while we were not able to host 1st grade classes for TCAPS classes in March, we are able to host them in May. So children who have not been on a field trip all year (and many of whom have not had a chance to visit the library) will be seeing us in May. We are delighted to see these friendly faces in our department!

Youth Services is also busy planning out the most active and exciting time of our calendar year, the Summer Library Challenge (formerly known as the Summer Reading Club). We are expecting higher participation than last year's program (nearly 3,500 district wide) and excited that the theme highlights a part of Northern Michigan that we all enjoy greatly- water (and lakes)! The official theme is "Oceans of Possibilities" but we are focusing our programming energy on freshwater lakes, rivers and ponds in our region. SLC starts up June 1st and runs through August 1st.

Our desk statistics for the month were as follows: 1,450 reference questions, with 1,316 of them being Walk-In questions, 123 being Phone, and 11 being Digital. Our desk staff continues to make and hand out craft kits for Preschool, Early Elementary and Tween age ranges, with Adult Services sharing crafts for caregivers to work on, as well. We hand out around 300 craft kits each month and expect to hand out more during the Summer Library Challenge.

Submitted by Andy Schuck
Head of Youth Services

Teen Services

Attendance at teen programs is slowly starting to return. We had a decent turnout for the last escape room, anime club, and teen leadership group. There was a lull in volunteer participation as the semester changed but it is picking back up again with teens registering daily. I expect it will fluctuate with the school year from here on out.

Along with the volunteers, we had a high school intern helping out in Teen Services. She planned a program, worked on our diversity audit, and helped assemble the prizes for this summer's reading program. She also worked on a project for Michele.

There are less magazines available in print than there used to be and we have moved some of the magazines regularly used by adults upstairs. This has freed up a shelf for displays and created a spot for craft kits that is more accessible. The craft kits are still extremely popular. When not helping patrons, Colleen and I have spent our time creating displays, coming up with craft kits, and getting ready for summer by scheduling programs and planning themed crafts.



Linda Smith
Head of Teen Services

Sight & Sound

April was a great month for library services here in S&S. Cold and wet weather makes for the perfect time to go to the library. No great surprise we have been busy. Sometimes we can't perceive things leaving the library, but we can surely see them when they return! Based on those check-out's and returns, I can say with certainty. The Library of Things is seeing a great amount of use. From Laptops and Hotspots to Guitars and digital tools. It's just constant motion and that is a good thing! We have some very exciting new items coming to the collection this month.

Some of those were gathered up in preparation for our first Maker Fest. Mr. Andy and Scott Morey invited us to participate in this year's event and it was a blast! Literally so windy, but we didn't let that mess with our good time! We had a constant stream of kids and their family's lined up to twist some knobs and make some noise!!

We even had a few thermini jam sessions with random people. All in all we loved it and are looking forward to going back again next year!! Here are a few photos. I'm holding onto the tent in the wind!



The Mobile Hybrid Technology Station has been fully configured and in the month of April Scott, Bill and I started working on the documentation. Bill did the large part of the configuration and documentation. Scott and Bill both supported Adult Services in some weekend programming. In the month of May I will be updating the document to include diagrams and photos to help my staff support the Adult Services dept in their hybrid programs. Teamwork is the dreamwork.

Worthy of note:

- I hosted Score in the McGuire on Thursday April 21. It was a big success.
- Shannon Wilton created a nice display for Mental Health Awareness.
- Ian is continuing to train on the Tri-caster
- Keith and I purchased 20 new CDs from the local Earthworks Record Label
- ARPA Grant Equipment is in house and in service.
- Rich continues to kick out the jams with the Library of Things. Good things to come!

TADL Meeting Room Stats April 2022

Total: 118

TADL meetings: 56

Personal/Outside Group Meetings: 62

Paid Meetings: 1

Unpaid Meetings: 117

Walk-ins: 25

Advance Reservation: 93

Number of Meetings by Rm April 2022

McGuire Room: 45

Thirlby Room: 38

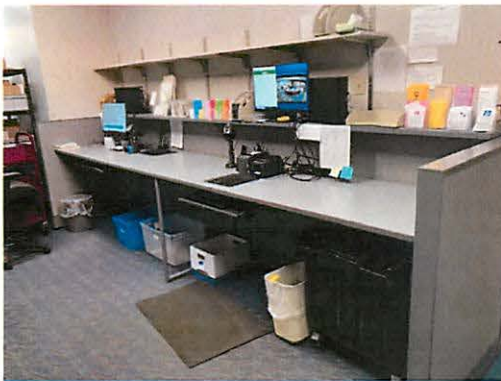
Study Room D: 35

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

Thanks for reading.

Aaron

Circulation



Spring is here, and Circulation is celebrating with some new furniture! A new counter was installed for our two main processing stations, providing more workspace for incoming materials to be checked in and deeper shelves for better storage of our high-use materials, like hold labels and receipts.

We're also very excited by our new Welcome Pamphlets for new patrons! Heather Brady gave us a brilliant new single-sheet pamphlet which has all the information from our old handouts and more, including a map of the library, information about the TADL Mobile App and the new TADL Beanstack App!



- Curbside pickups for April 2022: 58
- Circulation Statistics for MeLCat, April 2022:
 - TADL items sent to borrowing institutions: 1341
 - TADL items received from lending institutions: 1666

Respectfully Submitted,
 Josh Denby
 Department Head, Circulation

Marketing and Communications

After Poets' Night Out we rolled into two bookmobile celebrations and the finale for the NEA Big Read. Assisted with other programs and events as requested, printed brochures for Veterans Expo bags as well as signs and passports for MakerFest. Created an updated welcome brochure for circulation. Attended webinar on tribal library services, coordinated press and interviews for Safe Harbor letter/release, continued preparations for summer!

Website: 11,800 users
 Press releases
 Bookmobile: 9&10 News, Record-Eagle
 MakerFest: 9&10 News
 Safe Harbor Letter: IPR, Record-Eagle, Ticker, 9&10 News, upnorthlive, 104.5 FM

Heather Brady
 Marketing & Communications Manager

Human Resources

We've had a couple of changes over the last two months. We welcomed onboard Kellie Kohler to the Technology Center as a Desk Attendant, Jasmine Dean as a Page in Sight and Sound and Anne Yambor as a Substitute in March. In April, we were surprised at the sudden resignation of our new Facility Manager, John Jass. However, things happen for a reason and our next choice in that hiring had been an internal candidate that just hadn't had the same level

of experience. Luckily for us, he has agreed to fill the position. So, while he may not have had the same level of experience, our new Facility Manager more than makes up for it with his love for the library, knowledge of the mission and goals, and project management experience. Bret Boulter will be sorely missed in the Circulation department but we think he will make an excellent Facility Manager. We are currently in the process of hiring a replacement for him and in the meantime, retiree Bruce Bennet has agreed to lend a hand as needed. We have also signed on with a facility management company that we can call on for any immediate repairs if needed. Both have also agreed to assist in the training of Bret once we have filled his current position.

Finance – April was a very busy month with many things going on to include the audit! Things seemed to go quite smoothly in that area and they will be presenting the completed audit report to the Finance Committee in June. Spoiler alert. We finished out the 2021 fiscal year with an amount left unspent of \$208,173. With Board approval, this amount will be split between an extra payment to the MERS Defined Benefit balance and an amount set aside for future improvements and/or repairs to the library.

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

Deb Radjenovich
Asst. Director for Finance and HR

TADL Talking Book Library

April is Money Smart Week. I posted information on the website for the Ibill. The Ibill is a currency reader device provided at no cost for eligible blind or visually impaired persons through the Bureau of Engraving and Printing.

Outreach is still going well. This month Tuesdays @ Two book group discussed “The consequences of fear” by Jacqueline Winspear.

Anita Chouinard
Talking Book Library Manager

Financial Report Analysis for April 2022

Revenue – While we haven't yet received the remaining taxes from the TIF oversight, you'll see that we are now within \$6335 of our budget goal. Once we receive that final payment we should be over our budget for the year.

We also picked up a grant for \$213.12 from the Grand Traverse Regional Community Foundation this month that was applied to the Bookmobile as it starts it's adventures out into the community.

Sales of our library swag remains strong as Heather continues to offer new items.

Our area of concern remains our investments.

Finally, we have been receiving bookings for the McGuire room. We hope to be able to continue to offer this space but are again watching closely as our Covid-19 numbers for Grand Traverse County go up.

Expenditures – Again this month there isn't a lot to highlight that hasn't been pointed out previously. I do have just a couple of general comments when looking at the statements. Health/Hospitalization will always start out the year at a higher percentage of budget due to the fact that we pay a lump sum amount into the HSA accounts at the beginning of the year for any employee who chooses the HSA medical option. This is also coupled with the fact that all of the insurances are paid a month in advance and therefore, will always show a higher percentage of budget used compared to the amount of year that is complete. You'll see further down that our property and liability insurances are also paid in advance but annually. We also have a huge portion of our budget that gets paid out at the beginning of the year to the Member libraries.

All of this together brings our percentage of budget spent to an amount that is over the percentage of the year complete at this point in the year.

Taken as a whole, this makes this number of less concern until later in the year. Our percent of year complete is 33.3% and our expenditures are at 42.5%.

Deb Radjenovich
Assistant Director for Finance and HR

TRAVERSE AREA DISTRICT LIBRARY

EXPENDITURES

MONTH ENDING

APRIL 30, 2022

CATEGORY	BUDGET	2022 YTD	2021 YTD	VARIANCE	% OF BUDGET
Salaries & Wages	2,534,599	881,692	744,904	1,652,907	34.8%
Social Security/Medicare	71,900	21,317	19,051	50,583	29.6%
Health/Hospitalization	378,330	177,013	158,150	201,317	46.8%
Vision Insurance	4,150	1,302	1,747	2,848	31.4%
Dental Insurance	30,150	11,844	11,605	18,306	39.3%
Life Insurance	8,850	3,404	2,533	5,446	38.5%
MERS Defined Contribution Retirement	160,000	58,277	47,278	101,723	36.4%
MERS Unfunded Liability	120,000	40,000	40,000	80,000	33.3%
401K Retirement Contribution	120,400	32,942	34,589	87,458	27.4%
Unemployment Comp.	0	0	0	0	0.0%
Workers' Compensation	8,000	0	0	8,000	0.0%
Disability Insurance	15,500	6,020	1,830	9,480	38.8%
Office/Cat./General Supplies/Postage	166,450	57,282	26,439	109,168	34.4%
Covid-19 Supplies	1,000	110	2,024	890	11.0%
Books/Media/Online Resources	606,300	255,290	228,487	351,010	42.1%
Repair & Maintenance Supplies	6,750	1,711	1,228	5,039	25.4%
Professional & Contractual Services	242,674	61,900	55,495	180,774	25.5%
Communications	36,480	9,373	9,365	27,107	25.7%
Education & Travel	55,657	5,671	1,581	49,986	10.2%
Printing & Microfilming	2,900	0	0	2,900	0.0%
Advertising & Outreach	19,250	2,058	3,028	17,192	10.7%
Insurance & Bonds	38,490	31,686	33,113	6,804	82.3%
Utilities	103,200	27,367	23,638	75,833	26.5%
General Building & Grounds Maintenance	320,991	104,775	87,258	216,216	32.6%
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	279	51	6,221	4.3%
Furniture/Equipment/Software	53,550	16,530	20,192	37,020	30.9%
Contingency	6,000	0	0	6,000	0.0%
TOTAL EXPENDITURES	5,750,871	2,446,843	2,123,361	3,304,028	42.5%
2022 APPROVED BUDGET					
EXPENDITURES BY CATEGORY					
Personnel	3,451,879	1,233,810	1,061,687	2,218,069	35.7%
Supplies	780,500	314,394	258,178	466,106	40.3%
Other Services and Charges	1,458,942	882,109	783,304	576,833	60.5%
Capital Outlay	59,550	16,530	20,192	43,020	27.8%
TOTAL EXPENDITURES	5,750,871	2,446,843	2,123,361	3,304,028	42.5%

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

Percentage of the year completed 33.3%.

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

TRAVERSE AREA DISTRICT LIBRARY
REVENUE
MONTH ENDING
APRIL 30, 2022

CATEGORY DESCRIPTION	BUDGET	2022 YTD	2021 YTD	VARIANCE	% OF BUDGET
Property Tax (Current, Delinquent, Other)	5,323,447	5,317,112	5,159,107	6,335	99.9%
State Aid - Library	106,389	0	0	106,389	0.0%
State Aid - TBL	41,075	20,536	20,536	20,539	50.0%
Local Support - TBL & Other Grants	10,630	21,688	23,034	(11,058)	204.0%
Fees/Services	41,650	17,022	29,021	24,628	40.9%
Sales	19,080	10,691	4,592	8,389	56.0%
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	7,181	4,880	7,819	47.9%
Interest & Dividends/Gains/Losses on Inv.	5,650	(49,795)	898	55,445	-881.3%
Rents & Royalties	2,200	500	0	1,700	22.7%
Contributions	30,850	6,796	5,493	24,054	22.0%
Misc Revenue & Reimbursements	0	577	4,428	(577)	
TOTAL REVENUE	5,750,871	5,352,309	5,251,989	398,562	93.1%
Transfer In				0	
Use of Fund Balance				0	
TOTAL	5,750,871	5,352,309	5,251,989	398,562	93.1%
TOTAL REVENUE, TRANSFERS & USE OF FB	5,750,871	5,352,309	5,251,989	398,562	93.1%
TOTAL EXPENDITURES	5,750,871	2,446,843	2,123,361	3,304,028	42.5%
REVENUE OVER (UNDER) EXPENSE		2,905,466	3,128,628		
This statement reflects activity through the fourth month of the 2022 fiscal year.					
Percentage of the year completed is 33.3%.					



A lecture series in collaboration with the University of Michigan, cancelled two summers ago due to COVID, is a go for this summer. The series features physicians renowned in their fields the world over, with emphasis on issues pertinent to aging adults. Topics include Alzheimer's July 25, skin cancer August 15, and in the fall, hearing loss. All programs are scheduled for 3 pm. Further details will be shared later.

Our outdoor concert series is also happening this summer. A schedule will be shared soon. These were always popular when PCL was at the school. COVID prevented us from offering it at our new building, but it will once again be an event. Patrons will be invited to bring a picnic and blankets or chairs and enjoy the sounds of summer out of doors.

PCL's Finance Committee met to work on a budget for next fiscal year. It will be presented at a dedicated Board meeting in June and voted on later that month.

Our annual inspection by the Peninsula Township Fire Department went well. They found no issues to report.

Due to several problems, we have changed our room use policy in the Neahtawanta Room, the small meeting room. The room is now available for two hours, extended to four if no one is waiting with the session ending ½ hour before close. We had patrons who hoarded the room all day and others who refused to leave upon closing. Hopefully this helps. PCL's laptops now shutdown ½ hour before closing.

The historical coloring book project done with Tim Carroll who descends from one of the earliest farm families on Old Mission has been a resounding success. A program was held at Old Mission Peninsula School with Tim Carroll talking about the stories of his growing up years on Old Mission back in 1945 when he himself was a third grader. The plan is to offer this to future third graders at the school as well since that is the year they study Michigan history. The books are given to students free of charge and they are challenged to take a drive with their parents to see the various sites mentioned in the book. If they return the form before August 15, they receive a certificate for an ice cream cone at Buchan's Blueberry Hill. The book is available to all others for \$20 and they selling like hotcakes! Sorry! The ice cream certificate is for the third graders only! Thanks to Buchan's for supporting this program.

Clean up is scheduled for the Children's Garden this spring, with replacement of some plants that did not survive the winter. Thankfully, the second COVID Memorial Tree seems to be thriving. The Friends of PCL sponsored a bench under the tree and there will, when weather allows, be a pot of flowers. It is intended to be a quiet place to sit and remember those who we lost along the way.

As the Director left for vacation before the end of the month, circulation and service data is not included this month.



TADL Board of Trustees Finance & Facilities Committee

May 3, 2022
4:00 pm ~ Thirlby Room and Zoom

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: P. Deyo, and J. Jones, Trustees, D. Radjenovich, and M. Howard, staff. C. Sullivan was excused.

Agenda Approval: The agenda was approved as amended by Howard to include a change to the Approval for Spending for the Bookmobile Interior as approved in April.

Minutes Approval: Minutes from the April 15, 2022 Finance and Facilities and Services Committee were approved.

Public Comment: No public comment.

Facilities:

Personnel Update: Howard notified the Trustees of J. Jass's immediate resignation on Tuesday, April 26th. Howard let the Trustees know that there was a very qualified internal candidate when we interviewed in December. The job was offered to him and Howard was happy to report that Bret Boulter has accepted the position and will start after his current position in circulation is filled.

Roof Update:

Howard met with representatives from Intertek who will produce a report based on the heat sensor data collected in the attic. The report will include the progress of heat mitigation. Howard also spoke to Jeff Berden from Spence who will want to meet once that report is complete to discuss alternatives. Jeff is trying to find a company to complete the ceiling insulation work in the Nelson Room and the Technology Center. Spence also will repair the soffits that are falling out in the north-west corner.

Bathroom RFP Process:

This is on hold until the new Facility Manager is in place.

Sign Discussion:

There was much discussion regarding the sign. Howard will solicit designs and cost estimates from several companies to discuss at the June meeting.

Finance:

Audit Update:

Radjenovich reported that the auditors said it was a successful and fluid process this year. The auditors will attend the June Committee meeting to review the audit with the Trustees. We will meet in the McGuire room to allow room to space out. Radjenovich also included a discussion that there was approximately \$208,173 surplus from the 2021 budget. Radjenovich and Howard would like to directly use this money to pay \$104,086.50 to make an extra payment to MERS directly, instead of transferring it first to the Internal Service Fund. Howard would also like to use the other \$104,086.50 pay for the bathroom renovation. This discussion will continue in June after the official audit report.

McNaughton Book Service Renewal:

Howard reported that the McNaughton book services has been a success in both saving money and staff time, and would like to renew this service which costs, \$64,080. It was motioned by Deyo and seconded by Jones to recommend approval at the May Board meeting.

Public Improvement Fund Allocations:

Howard handed out a list of Board approved spending requests from funds other than the General Fund. Howard uses this document to track spending and approvals. Discussion included the goals of the Board regarding saving and paying off MERS.

Approval for Spending for Bookmobile Interior:

Unfortunately, costs have risen since our last request for the work to be done to the Interior of the Bookmobile. Howard requested an increase to not exceed \$35,000 for the interior structure for the bookmobile. It was motioned by Jones and seconded by Deyo to recommend approval at the May Board meeting.

Next Meeting Date / Time: June 7, 2022 at 4:00pm.

Next Meeting Topic Suggestions: Roof updates, bathroom updates, updated MERS debt amounts, balance of all the library funds, and the amount saved in lighting bills since the conversion of the lights.

Public Comment: No public comment.

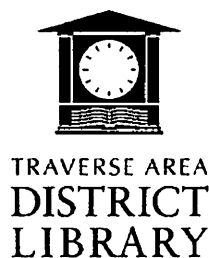
Adjournment: The meeting adjourned at 5:26 pm

**TADL
Fund Balance Classifications
12/31/2021**

General Fund		
Non-spendable		
Prepays	171,527	
Committed		
Children's programming	81,000	WP 5001
Employee benefit obligations	325,000	WP 5001
Remaining - unassigned	<u>1,166,653</u>	
2021 Fund Balance before required x-fers	1,744,180	WP 5002.1
<u>Uniform funding level of the Unassigned Fund Balance:</u>		
Total GF Expenditures per 2022 budget	5,750,871	WP 1043
	<u>16.66667%</u>	WP 8602 - 2 months
Targeted Unassigned Balance	958,479	
	<u>958,480</u>	
Unassigned > Target	208,173	X
	104,086.50	Transfer to PIF
	104,086.50	Transfer to ISF
	-	

X - Since this is a positive difference, the target fund balance of 2 months has been met, and therefore, the positive change in the General Fund balance will be split 50% to the Public Improvement Fund and 50% to the Internal Service Fund. See AJE#2

Date	Department	Project	Fund	Amount Approved	Amount Spent	Date spent
10-17-19	YS/Members	AWE computer	Marion Talbot donation	\$45,151.00	\$44,101.00	12/4/19
12-19-19	CIP Budget Introduced	Future approval coming				
	Admin	Roof	PIF	\$800,000.00	(postponed)	
	Circ	Circ Furniture	PIF	\$10,000.00	(postponed)	
	S&S	McGuire Room Upgrades	PIF	\$14,000.00	\$14,403.47	2021
	Admin	Atrium Furniture	PIF	\$6,000.00	(postponed)	
4-12-20	Adult	Microfilm reader from NMC	Lewis Trust	\$5,000.00	\$5,000.00	3/11/20
9-14-20	Admin	Venting/Soffit Replacement/Boiler Spance	PIF	\$208,916.76	\$208,916.76	9/23/20
9-14-20	S&S	McGuire Room Upgrades See below	PIF	\$14,000.00	see above	
10-15-20	Tech	Servers	Budget	\$44,000.00	\$39,157.86	12/2020
10-15-20	Admin	Ionizers	Budget + Grant	\$15,855.00	\$15,850.00	11/4/2020
1-21-21	Tech	Sorter	PIF	\$120,000.00	\$112,918.00	4/7/21, 7/28/21, & 10/20/21
4-15-21	Admin	Lighting - RFP Approved		\$182,410.00	\$154,033.00 (Rebate was \$17,376.84)	12/28/22
6-17-21	Adult	McNaughten Service	Budget		\$60,876.00	7/14/21
6-17-21	Admin	Bookmobile	Budget/Grant	\$45,000.00		
6-17-21	Adult	LHC Shelves	Budget/Grants	\$40,000.00	\$35,735.21	8/11/21 & 1/6/22
8-19-21	youth	Story Room Improvements - Painting	PIF	\$1,572.00	\$1,224.30	Used Fac. Budget instead
8-19-21	youth	Story Room Improvements - Floor	Slear	\$7,630.00	\$6,600.00	Used Fac. Budget instead
8-19-21	Admin	Changed Fixed Asset Amount	from \$500 -\$5,000			
9-16-21	Admin	Tyler Accounting Software	Budget	\$80,000.00	\$19,506.00	1/26/22
12-16-21	Admin	STT Security	Budget	\$31,122.00	\$5,621.63	1/12-2/9/22
12-16-21	S&S	McGuire Room Updates Increased expenses	PIF	\$1,000.00	\$403.47	2021
12-16-21	Admin	Bookmobile	To PIF Budget Resolution	\$62,000.00		
12-16-21	Admin	Accounting Tyler Software	to PIF Budget Resolution	\$80,000.00		
12-16-21	Admin	Donations	to PIF Budget Resolution	\$15,000.00		
1-20-22	Admin	Budget Resolution Correction				



TADL Board of Trustees Policy and Personnel Committee

May 3, 2022
10:00 am Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: M. Pakieser, M. Vickery, J. Wescott, Trustees; M. Howard, D. Radjenovich, and M. Myers, staff. Pakieser left at 11:10 am.

Agenda Approval: The agenda was approved.

Minutes Approval: The minutes of the April 5, 2022 meeting were approved.

Public Comment: There was none.

Personnel:

Facility Manager Update

Howard notified the Trustees of J. Jass's immediate resignation on Tuesday, April 26th. Howard let the Trustees know that there was a very qualified internal candidate when we interviewed in December that she will be talking to.

Policy:

Forum Article

Howard asked the Trustees if they are still interested in a Forum article submission to the Record Eagle. All agreed it was a good idea. Howard will email it out individually for feedback and put it in the Board packet for discussion.

Bylaws Amendments

Howard distributed the revised proposed amendments based on Trustee comments after the April Committee meeting. All Trustees agreed that they agree with the changes. Howard will ask attorney Zeits to review them for the May Board meeting.

2.4 Disposal of Scrap, Salvage, and Excess Items Policy (Revision)

Howard explained that the current policy makes it very difficult to dispose of items, especially technology, so it tends to sit on the 3rd floor. This revised policy is much simpler and would allow us to remove Policy 5.2 Disposal of Withdrawn Collection Materials as the information would be in one place. It was motioned by Vickery and seconded by Wescott to recommend adoption of 2.4 and removal of 5.2 to the full board at the May meeting.

4.8 Digital Device and Internet Acceptable Use Policy (Minor Revision)

Howard mentioned that this change is minor and changes the word Computer to Digital Device to more accurately reflect a wide range of devices that connect to the internet at the library. It was motioned by Vickery and seconded by Wescott to recommend adoption of the changes to the full board at the May meeting.

4.10 Opioid Antagonist Administration Policy and Procedure (Review only)

Howard and the Trustees saw no need for changes. Howard will make sure there have been no changes to the law.

4.13 Social Media Policy (New)

Tabled until the June meeting.

7.10 Whistleblower Policy (New)

Tabled until the June meeting.

Next Meeting Date / Time: June 7, 2022 at 10:00 am.

Next Meeting Topic Suggestions: Continued Policy Review; Naming Policy; Social Media Policy, Whistleblower Policy.

Public Comment: None

Adjournment: The meeting adjourned at 11:27 am.

1.1 Bylaws of the Traverse Area District Library Board of Trustees

ARTICLE I: Authority and Establishment of District

- 1.1 Authority.** The Traverse Area District Library (TADL) is a Michigan district library established in compliance with 1989 P.A. 24 (MCL 397.171 et seq.).
- 1.2 District Boundaries.** The TADL shall serve the City of Traverse City, and the County of Grand Traverse, Michigan.
- 1.3 Principal Office.** The principal office of TADL shall be 610 Woodmere Avenue, Traverse City, Michigan 49686. TADL may have such other offices and operate such other facilities within its district boundary as it may designate or as the business of TADL may require from time to time.

ARTICLE II: Trustees

- 2.1 Board of Trustees.** The Traverse Area District Library shall be governed by a Board of Trustees.
- 2.2 Composition.** The Board of Trustees of the Traverse Area District Library shall consist of seven (7) trustees, composed as follows: two (2) members appointed by the City Commission for the City of Traverse City, and five (5) members appointed by the County Board of Commissioners for Grand Traverse County. All Trustees shall be chosen for their fitness of office, and in accordance with the provisions of 1989 P.A. 24 §9 (MCL 397.179).
- 2.3 Term of Office.** Each member shall be appointed for a four (4) year term and shall be eligible for reappointment. A Trustee may serve until the appointment and qualification of a successor. A vacancy shall be filled for an unexpired term by the participating municipality that appointed the member whose position is vacant.
- 2.4 Compensation.** Trustees serve in a voluntary position. Members are not compensated for time, travel or other expenses.

ARTICLE III: Meetings

- 3.1 Regular Meetings.** Regular meetings shall be held each month at a date, hour, and location to be set by the Board at its annual meeting. Public notice of the Board's regular meetings will be posted in the main branch of the Library located at 610 Woodmere, Traverse City, Michigan, at all TADL branch and member libraries, on the Library web site and distributed to the clerks of the City of Traverse City and Grand Traverse County. If there is a change in the schedule of regular meetings, a public notice shall be posted within three (3) days after the meeting at which the change is made, announcing the new dates, times, and places of its regular meeting.

3.2 Annual Meeting. The annual meeting shall be conducted in January at a time and location specified by the President, and may include a regular business meeting of the Board. The purpose of the Annual Meeting shall be for the election of officers; to establish the schedule of Regular Board meetings, February through January; to establish regular Library hours and days the Library will be closed during the coming year, February through January.

3.3 Special Meetings. Special meetings may be called by the President, the Library Director, or at the request of three (3) trustees, for the transaction of business as stated in the call for the meeting. Notice of special meetings will be communicated as provided in Michigan's Open Meetings Act (MCL 15.261 et. seq.).

3.4 Quorum. A quorum for the transaction of business at any meeting shall consist of a simple majority of the appointed members of the Board of Trustees. In the event that a quorum is not present at the call to order of any Board meeting, a majority of the trustees present shall adjourn the meeting until a quorum can be obtained. The Secretary shall advise the trustees absent of any such adjournment.

3.5 Meetings Open to Public. All meetings of the Board of Trustees are open to the public except those meetings which may be held in closed session in accordance with the Michigan Open Meetings Act as set forth in MCL 15.261 et. seq.

3.6 Attendance. Each trustee is expected to attend all meetings. Any trustee missing three (3) consecutive regular meetings is deemed to have resigned, unless excused for compelling circumstances.

3.7 Order of Business. The order of business for regular meetings shall be:

1. Call to Order
2. Pledge of Allegiance
3. Agenda Approval
4. Public Comment
5. Consent Calendar*
 - a. Approval of the Minutes
 - b. Department Reports
 - c. Finance and Facilities Committee Report
 - d. Policy and Personnel Committee Report
 - e. Financial Report
 - f. Member Library Communications
 - g. Friends of TADL
 - h. Correspondence
6. Items Removed from the Consent Calendar
7. Director Report
8. Other Reports, Communications, and Presentations
9. Old Business
10. New Business

11. Public Comment
12. Trustee Comment
13. Closed Session (if needed)
14. Adjournment

* The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one TADL Board motion without discussion. Any member of the TADL Board, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for individual consideration by the TADL Board; and such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single TADL Board action adopting the consent calendar.

3.8 Voting. All votes will be taken by voice, except that a roll call is to be taken in the following instances:

- a. at the request of any trustee present; or
- b. if required by law or policy.

All votes shall be decided by majority vote, unless stated otherwise in these Bylaws or required by law. A majority vote is determined by the vote of a simple majority of Board members constituting a quorum and present at a meeting.

3.9 Agenda. A written agenda will be prepared by the Library Director and delivered to each Board member not less than two (2) days prior to the day of the regular meeting. Copies of the agenda will also be posted at the locations described in section 3.1 above. Items for the agenda must be submitted to the Library Director not less than seven (7) days prior to the day of the regularly scheduled meeting, unless waived at such meeting by a majority of trustees present. Agenda items for special meetings will be contained in the public notice of the special meeting.

No action will be taken on items other than those on the agenda unless, by a majority vote of those trustees present, the agenda is amended to reflect that decision. The minutes shall reflect the Board's reason(s) for such an amendment.

3.10 Minutes. The trustees shall keep minutes of each meeting showing the date, time, place, trustees present (including time of arrival and departure, if distinct from the open and close of the meeting), trustees absent, any decisions made, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. Minutes shall be public records open to public inspection, and shall be available at the Traverse Area District Library's administrative office. Copies of the minutes shall be available to the public at the reasonable estimated cost for printing and copying. Proposed minutes shall be available for public inspection not more than eight (8) business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved by the Board of Trustees.

3.11 Appearances by Members of the Public. Any interested person may address the Board on any agenda item when recognized by the presiding officer, or upon the request of any trustee. Any person may also address the Board during the agenda period of “public comment” on matters or issues that are relevant and germane to TADL as determined by the President. Any person addressing the Board must comply with the following policies:

- a. Identify themselves by name and address of residence;
- b. Limit themselves to not more than three (3) minutes; and
- c. Not become disruptive, unduly repetitive, or impede the orderly progress of the meeting
- d. Person may address the Board on matters or issues which are relevant and germane to the Traverse Area District Library as determined by the President.

ARTICLE IV: Officers

4.1 General. The officers of the Board of Trustees shall be a President, Vice President, Treasurer and Secretary elected by the Board of Trustees at the Annual Meeting each year. The President, Vice President and Treasurer shall serve as the Executive Committee of the Board.

4.2 Term. Officers shall serve a term of one (1) year from the meeting at which they are elected and until their successors are duly elected.

4.3 Powers and Duties of President. The President shall perform the following duties:

- a. Open all Board of Trustee meetings by taking the chair and calling the meeting to order;
- b. Consult with the Library Director to make all the necessary arrangements for the order of business of the meetings and prepare such information as may be required by the Board of Trustees or its committees;
- c. Announce the business before the Board in the order in which it is to be acted upon;
- d. Preside over the meeting following Robert’s Rules of Order as amended;
- e. Enforce on all occasions the observance of order and decorum among the trustees, deciding all questions of order (subject to an appeal to the Board);
- f. Inform the Board, when necessary, or when referred to for the purpose, on a point of order or practice pertinent to pending business;
- g. Authenticate, by signature, when necessary, all acts, orders, and proceedings of the Board declaring its will and obeying its command and shall sign all legal papers requiring the official signature of the Board;
- h. Appoint all committees not provided by statute and supervise absences of trustees.

4.4 Powers and Duties of Vice President. The Vice President shall perform the following duties:

- a. Act for the President in the latter's absence; and
- b. Assume such other responsibilities as may be delegated to the Vice President by the authority of the Board of Trustees.

4.5 Powers and Duties of Secretary. The Secretary shall perform the following duties:

- a. Be responsible for the records of the Board of Trustees, the minutes of all meetings, and the minutes and reports of the standing or ad hoc committees;
- b. Authenticate by signature, when necessary, all the acts, orders, and proceedings as may be directed by the Board or required by law, including attestation of any legal instrument.

4.6 Powers and Duties of Treasurer. The Treasurer shall perform the following duties:

- a. Chair the Finance Committee;
- b. Review all financial records of the Board of Trustees;
- c. Be responsible for review of the annual budget.

4.7 Library Director. The Board shall appoint a Library Director with appropriate professional and personal qualifications who shall be the administrative officer of the Board. The Library Director shall be responsible to the Board for carrying out its policies; for specifying duties of other employees and enforcing personnel policies of the Board; for supervision of staff; for care and maintenance of Library equipment and property; for selection, acquisition, and organization of books and other library materials; for the public relations of the Library or the trustees; for preparing a preliminary draft of budget and annual report for Board approval; and for assisting the Board in its decisions on policies, budget and other such matters, and other matters as assigned by the Board.

ARTICLE V: Committees

5.1 General. In most matters, the Board shall act as a committee of the whole. However, standing or ad hoc committees may be appointed from the trustees at the discretion of the President, subject to confirmation by the Board. Ad hoc committees will be discharged upon completion of their assignment and final report to the Board. All committees will conform to the Open Meetings Act and be open to the public.

5.2 Standing Committees. The following shall be standing committees of the Traverse Area District Library Board of Trustees:

- a. Executive Committee
- b. Finance and Facilities Committee
- c. Policy and Personnel Committee

ARTICLE VI: Contracts, Legal Documents, and Financial Transactions

6.1 Contracts and Legal Documents. All contracts, agreements, and legal documents of or for the Traverse Area District Library Board of Trustees shall be signed by the President, and when required by law or ordinance, by the Secretary or the Library Director for such contracts within the Library Director’s spending authority or as approved by the Board

6.2 Financial Transactions. All checks and/or transfers of funds shall be signed by the Director or Assistant Director for Technology or Acting Director.

ARTICLE VII: Amendments

7.1 **Amendments**. These Bylaws of the Board of Trustees may be amended at any regular meeting. Notice of the proposed amendment, modification, or addition shall be given in writing at least seven (7) days prior to the meeting at which the proposed amendment, modification, or addition is to be considered.

I hereby certify that these amended Bylaws were adopted by the Traverse Area District Library Board of Trustees at a regular meeting and by a vote of a majority of the Trustees present on May 19, 2022. These Bylaws rescind all prior Bylaws of the Board, and shall be the Bylaws of the Traverse Area District Library in their entirety as of the date of approval.



S. Odgers, Board President

Signed on: May 19, 2022

Amended March 14, 2002 / Amended May 13, 2010 / Amended June 21, 2012 / Amended June 13, 2013 / Amended August 18, 2016 / Amended October 20, 2016 / Amended May 19, 2022.

Motion by: Jones
Support by: Sullivan

Adopted: Yes No



J. Wescott, Board Secretary

 5/19/22
Date

1.1 Amended Bylaws of the Traverse Area District Library [Board of Trustees](#)

ARTICLE I: Authority and Establishment of District

- 1.1 Authority.** The Traverse Area District Library (TADL) is a Michigan district library established in compliance with 1989 P.A. 24 (MCL 397.171 et seq.).
- 1.2 District Boundaries.** The TADL shall serve the City of Traverse City, and the County of Grand Traverse, Michigan.
- 1.3 Principal Office.** The principal office of TADL shall be 610 Woodmere Avenue, Traverse City, Michigan 49686. TADL may have such other offices and operate such other facilities within its district boundary as it may designate or as the business of TADL may require from time to time.

ARTICLE II: Trustees

- 2.1 Board of Trustees.** The Traverse Area District Library shall be governed by a Board of Trustees.
- 2.2 Composition.** The Board of Trustees of the Traverse Area District Library shall consist of seven (7) trustees, composed as follows: two (2) members appointed by the City Commission for the City of Traverse City, and five (5) members appointed by the County Board of Commissioners for Grand Traverse County. All Trustees shall be chosen for their fitness of office, and in accordance with the provisions of 1989 P.A. 24 §9 (MCL 397.179).
- 2.3 Term of Office.** Each member shall be appointed for a four (4) year term and shall be eligible for reappointment. A Trustee may ~~shall~~ serve until the appointment and qualification of a successor. A vacancy shall be filled for an unexpired term by the participating municipality that appointed the member whose position is vacant.
- [2.4 Compensation. Trustees serve in a voluntary position. Members are not compensated for time, travel or other expenses.](#)**

ARTICLE III: Meetings

- 3.1 Regular Meetings.** Regular meetings shall be held each month at a date, hour, and location to be set by the Board at its annual meeting. Public notice of the Board's regular meetings will be posted in the main branch of the Library located at 610 Woodmere, Traverse City, Michigan, at all TADL branch and member libraries, on the Library web site and distributed to the [clerks of the City of Traverse City and Grand Traverse County. ~~Traverse City Governmental Center, 400 Boardman Avenue, Traverse~~](#)

City, Michigan. If there is a change in the schedule of regular meetings, a public notice shall be posted within three (3) days after the meeting at which the change is made, announcing the new dates, times, and places of its regular meeting.

3.2 Annual Meeting. The annual meeting shall be conducted in January at a time and location specified by the President, and may include a regular business meeting of the Board. The purpose of the Annual Meeting shall be for the election of officers; to establish the schedule of Regular Board meetings, February through January; to establish regular Library hours and days the Library will be closed during the coming year, February through January.

3.3 Special Meetings. Special meetings may be called by the President, the Library Director, or at the request of three (3) trustees, for the transaction of business as stated in the call for the meeting. Notice of special meetings will be communicated as provided in Michigan's Open Meetings Act (MCL 15.261 et. seq.).

3.4 Quorum. A quorum for the transaction of business at any meeting shall consist of a simple majority of the appointed members of the Board of Trustees. In the event that a quorum is not present at the call to order of any Board meeting, a majority of the trustees present shall adjourn the meeting until a quorum can be obtained. The Secretary shall advise the trustees absent of any such adjournment.

3.5 Meetings Open to Public. All meetings of the Board of Trustees are open to the public except those meetings which may be held in closed session in accordance with the Michigan Open Meetings Act as set forth in MCL 15.261 et. seq.

3.6 Attendance. Each trustee is expected to attend all meetings. Any trustee missing three (3) consecutive regular meetings is deemed to have resigned, unless excused for compelling circumstances.

3.7 Order of Business. The order of business for regular meetings shall be:

1. Call to Order ~~and roll call.~~
2. Pledge of Allegiance
3. Agenda Approval
4. Public Comment
5. **Consent Calendar***
 - a. **Approval of Minutes** ~~Reading corrections and adoption of the preceding meeting's minutes.~~
 - b. **Departmental Reports**
 - c. **Finance and Facilities Committee Report**
 - d. **Policy and Personnel Committee Report**
 - e. **Financial Report**
 - f. **Member Library Communications**
 - g. **Friends of TADL**
 - h. **Correspondence**

1.
 6. Items removed from the Consent Agenda
 7. Directors Report
 8. Other Reports, Communications, and Presentations
 9. Old business
 10. New business
 11. Public comment
 12. Trustee Comment
 13. Closed Session if needed
 14. Adjournment.

** The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one TADL Board motion without discussion. Any member of the TADL Board, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for individual consideration by the TADL Board; and such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single TADL Board action adopting the consent calendar.*

3.8 Voting. All votes will be taken by voice, except that a roll call is to be taken in the following instances:

- a. at the request of any trustee present; or
- b. if required by law or policy.

All votes shall be decided by majority vote, unless stated otherwise in these Bylaws or required by law. A majority vote is determined by the vote of a simple majority of Board members constituting a quorum and present at a meeting.

3.9 Agenda. A written agenda will be prepared by the Library Director and delivered to each Board member not less than two (2) days prior to the day of the regular meeting. Copies of the agenda will also be posted at the locations described in section 3.1 above. Items for the agenda must be submitted to the Library Director not less than seven (7) days prior to the day of the regularly scheduled meeting, unless waived at such meeting by a majority of trustees present. Agenda items for special meetings will be contained in the public notice of the special meeting.

No action will be taken on items other than those on the agenda unless, by a majority vote of those trustees present, the agenda is amended to reflect that decision. The minutes shall reflect the Board's reason(s) for such an amendment.

3.10 Minutes. The trustees shall keep minutes of each meeting showing the date, time, place, trustees present (including time of arrival and departure, if distinct from the open and close of the meeting), trustees absent, any decisions made, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. Minutes shall be public records open to public inspection, and shall be available at the Traverse Area District Library's administrative office. Copies of

the minutes shall be available to the public at the reasonable estimated cost for printing and copying. Proposed minutes shall be available for public inspection not more than eight (8) business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved by the Board of Trustees.

3.11 Appearances by Members of the Public. Any interested person may address the Board on any agenda item when recognized by the presiding officer, or upon the request of any trustee. Any person may also address the Board during the agenda period of “public comment-” on matters or issues that are relevant and germane to TADL as determined by the President. Any person addressing the Board must comply with the following policies:

- a. Identify him or herself by name and address of residence;
- b. Limit him or herself to not more than ~~five (5)~~ three (3) minutes; and
- c. Not become disruptive, unduly repetitive, or impede the orderly progress of the meeting.

ARTICLE IV: Officers

4.1 General. The officers of the Board of Trustees shall be a President, Vice President, Treasurer and Secretary elected by the Board of Trustees at the Annual Meeting each year. The President, Vice President and Treasurer shall serve as the Executive Committee of the Board.

4.2 Term. Officers shall serve a term of one (1) year from the meeting at which they are elected and until their successors are duly elected.

4.3 Powers and Duties of President. The President shall perform the following duties:

- a. Open all Board of Trustee meetings by taking the chair and calling the meeting to order;
- ~~—~~ Consult with the Library Director to make all the necessary arrangements for the order of business of the meetings and prepare such information as may be required by the Board of Trustees or its committees; and
- ~~a-b.~~
- ~~b-c.~~ Announce the business before the Board in the order in which it is to be acted upon;
- ~~c-d.~~ Preside over the meeting following Robert’s Rules of Order as amended;
- ~~d-e.~~ Enforce on all occasions the observance of order and decorum among the trustees, deciding all questions of order (subject to an appeal to the Board);
- ~~e-f.~~ Inform the Board, when necessary, or when referred to for the purpose, on a point of order or practice pertinent to pending business;
- ~~f-g.~~ Authenticate, by signature, when necessary, all acts, orders, and proceedings of the Board declaring its will and obeying its command and shall sign all legal papers requiring the official signature of the Board;

~~g.h.~~ Appoint all committees not provided by statute and supervise absences of trustees.

4.4 Powers and Duties of Vice President. The Vice President shall perform the following duties:

- a. Act for the President in the latter's absence; and
- b. Assume such other responsibilities as may be delegated to the Vice President by the authority of the Board of Trustees.

4.5 Powers and Duties of Secretary. The Secretary shall perform the following duties:

- a. Be responsible for the records of the Board of Trustees, the minutes of all meetings, and the minutes and reports of the standing or ad hoc committees;
- ~~b.a. Consult with the Library Director to make all the necessary arrangements for the order of business of the meetings and prepare such information as may be required by the Board of Trustees or its committees; and~~
- ~~e.b.~~ Authenticate by signature, when necessary, all the acts, orders, and proceedings as may be directed by the Board or required by law, including attestation of any legal instrument.

4.6 Powers and Duties of Treasurer. The Treasurer shall perform the following duties:

- a. Chair the Finance Committee;
- b. Review all financial records of the Board of Trustees;
- c. Be responsible for review preparation of the annual budget;
- ~~d. Report quarterly to the Finance Committee on the status of the budget;~~
- ~~e. Attend Finance Committee meetings.~~

4.7 Library Director. The Board shall appoint a Library Director with appropriate professional and personal qualifications who shall be the administrative officer of the Board. The Library Director shall be responsible to the Board for carrying out its policies; for specifying duties of other employees and enforcing personnel policies of the Board; for supervision of staff; for care and maintenance of Library equipment and property; for selection, acquisition, and organization of books and other library materials; for the public relations of the Library or the trustees; for preparing a preliminary draft of budget and annual report for Board approval; and for assisting the Board in its decisions on policies, budget and other such matters, and other matters as assigned by the Board.

ARTICLE V: Committees

5.1 General. In most matters, the Board shall act as a committee of the whole. However, standing or ad hoc committees may be appointed from the trustees at the discretion of the President, subject to confirmation by the Board. Ad hoc committees will be

discharged upon completion of their assignment and final report to the Board. All committees will conform to the Open Meetings Act and be open to the public.

5.2 Standing Committees. The following shall be standing committees of the Traverse Area District Library Board of Trustees:

- a. Executive Committee;
- b. Finance and Facilities Committee;
- c. Policy and Personnel Committee;
- d. ~~Policy Committee; and~~
- e. ~~Facilities and Services Committee.~~

ARTICLE VI: Contracts, Legal Documents, and Financial Transactions

6.1 Contracts and Legal Documents. All contracts, agreements, and legal documents of or for the Traverse Area District Library Board of Trustees shall be signed by the President, and when required by law or ordinance, by the Secretary or the Library Director for such contracts within the Library Director’s spending authority or as approved by the Board.

6.2 Financial Transactions. All checks and/or transfers of funds shall be signed by the Director or Assistant Director for ~~Public Service~~ **Technology** or Acting Director.

ARTICLE VII: Amendments

7.1 **Amendments.** These Bylaws of the Board of Trustees may be amended at any regular meeting. Notice of the proposed amendment, modification, or addition shall be given in writing at least ~~ten (10)~~ **seven (7)** days prior to the meeting at which the proposed amendment, modification, or addition is to be considered.

I hereby certify that these amended Bylaws were adopted by the Traverse Area District Library Board of Trustees at a regular meeting and by a vote of a majority of the Trustees present on ~~August 18, 2016~~ **May 19, 2022**. These Bylaws rescind all prior Bylaws of the Board, and shall be the Bylaws of the Traverse Area District Library in their entirety as of the date of approval.

J. ~~Gillman~~ **S. Odgers**, Board President

Signed on: ~~October 20, 2016~~ **May 19, 2022**

Amended March 14, 2002 / Amended May 13, 2010 / Amended June 21, 2012 / Amended June 13, 2013 /
Amended August 18, 2016 / Amended October 20, 2016 / *Amended May 19, 2022.*

Motion by: _____

Adopted: Yes No

Support by: _____

J. Wescott, Board Secretary

Date

2.4 Disposal of Materials, Furniture, and Equipment Policy

It is the policy of Traverse Area District Library (TADL) to dispose of library materials, furniture and equipment that are no longer functional or useful in a manner that serves the best interests of the Library and to the extent possible, the best interests of the community.

When an item or equipment no longer has value to the Library as determined by the Library Director and administrative staff, it will be removed from inventory. Items of interest or value to other libraries will be offered directly to those libraries before disposal in one of the following ways:

A. Library Collection Materials

Collection materials that have been weeded and withdrawn from the collection will be:

1. Discarded or recycled if they are in poor condition or contain information that has since been updated through further study, such as medical or other technical or scientific materials.
2. Offered to the Friends of TADL for inclusion in their book sales.
3. Items not accepted by the Friends of TADL will be properly discarded or recycled.
4. Discarded collection materials will not be offered directly to the public.

B. Furniture and General Use Equipment

Furniture and general use equipment no longer of use to the Library and of minor value may be donated to a non-profit, charitable organization.

C. Computer Equipment and Digital Devices

Disposal determinations and destinations of computer equipment and digital devices will be made by the Library Director and /or Assistant Director for Technology. These items, no longer of use to the Library but have a small residual value may be donated directly to another library, non-profit entity for use in educational programs, sold. In the event that it has no value will be disposed of through a technology recycling company.

D. Grant Items

The disposal or sale of items obtained through governmental grants shall be subject to the restrictions mandated for the acceptance by the Library of the grant.

Items not covered by the above will be sold through auction or publicly advertised sale, including Internet sale, with any proceeds from such sale being deposited to the Library's General Fund.

Items that have no marginal or no resale value, or does not sell through auction or publicly advertised sale will be recycled or discarded in the best interest of the Library.

Revised March 2005 / Revised May 19, 2022

Motion by: Sullivan

Adopted: Yes No

Support by: Jones



J. Wescott, Board Secretary

5/19/22
Date

2.4 Disposal of Materials, Furniture, and Equipment Policy

It is the policy of Traverse Area District Library (TADL) to dispose of library materials, furniture and equipment that are no longer functional or useful in a manner that serves the best interests of the Library and to the extent possible, the best interests of the community.

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Items that have no marginal or no resale value, or does not sell through auction or publicly advertised sale will be recycled or discarded in the best interest of the Library.

Revised March 2005 / Revised May 19, 2022

Motion by: _____

Adopted: Yes No

Support by: _____

J. Wescott, Board Secretary

Date

5.2 Disposal of Withdrawn Collection Materials Policy

Collection materials withdrawn from the collection will be handled as follows:

1. They will be discarded or recycled if they are in poor condition or contain information that has since been updated through further study, such as medical or other technical or scientific materials.
2. They may be sold online by TADL if it is determined that they have value in excess of \$50.00.
3. They will be offered to the Friends of the Traverse Area District Library for inclusion in their book sales.

Withdrawn collection materials will not be offered directly to the public.

Reviewed January 2003 / Revised September 15, 2016 / *Revised August 19, 2021*

Motion by: Pakieser

Adopted: Yes No

Support by: Wescott

 M. Pakieser

M. Pakieser, Board Secretary

 8/19/21

Date

4.8 Digital Device and Internet Acceptable Use Policy

1. The Traverse Area District Library offers its patrons free access to the Internet via Public Access Digital Devices and its Wireless or Wired Network. The Library is not responsible for the accuracy, currency or appropriateness of material found online. Library staff is available to assist in evaluating the information found on the Internet and can recommend sources that have been found to be reliable.
2. Pursuant to state and federal law and to create a safe environment for library patrons and staff, Internet access on all Public Access Digital Devices will be filtered. Different levels of filtering are enforced depending on the location of the Public Digital Devices and the age of the patron using a given computer. Filtering of Internet access on the Wireless or Wired Network will be set at levels that promote a safe environment for library patrons and staff and in compliance with state and federal laws.
3. Library staff will respect all patrons' rights to access constitutionally protected material. Unfiltered computing options will be made available in the Technology Center at the Main branch upon request by users over the age of 18 in a manner consistent with state and federal law.
4. Time limits will be used to provide equal access to public computers with the option for users to extend their computing session if no other users are in queue. Time limits and extension options will vary based on library location.
5. Public computing locations may be restricted by age.
6. A valid library account number is required for access to any type of TADL ^{digital device} ~~public computer~~; either in the form of a library issued library card, or a driver's license or state ID linked library account. Without a valid library account number, a temporary, one-time-use, guest pass is available for stationary computers only. Access to TADL digital devices by means of another person's account is strictly prohibited.
7. Borrowers with library account balances may be prohibited from access to public computers.
8. Library computer hardware, software or network infrastructure is not to be used for any unlawful purposes. Tampering with or altering Library software, hardware or network infrastructure is not permitted. The Library is not responsible for any data loss or corruption that may occur when using the TADL Public Access Digital Devices or Wired or Wireless Network.

- 9. Failure to comply with this will result in the loss of Internet and Digital Device Use privileges at Traverse Area District Library for a period of time, consistent with the TADL Behavior Policy.

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

Policy "Computer and Internet Acceptable Use Policy" replaces former "Internet Access Policy / Acceptable Use Agreement" of January 2003. / Adopted July 21, 2011 / Board Review August 16, 2012/ Board Approval Oct. 18, 2012 / Revised February 20, 2020 / Revised May 19, 2022

Motion by: Jones

Adopted: Yes No

Support by: Wescott



J. Wescott, Board Secretary

 5/19/22
Date

4.8 Digital Device and Internet Acceptable Use Policy

1. The Traverse Area District Library offers its patrons free access to the Internet via Public Access Digital Devices and its Wireless or Wired Network. The Library is not responsible for the accuracy, currency or appropriateness of material found online. Library staff is available to assist in evaluating the information found on the Internet and can recommend sources that have been found to be reliable.
2. Pursuant to state and federal law and to create a safe environment for library patrons and staff, Internet access on all Public Access Digital Devices will be filtered. Different levels of filtering are enforced depending on the location of the Public Digital Devices and the age of the patron using a given computer. Filtering of Internet access on the Wireless or Wired Network will be set at levels that promote a safe environment for library patrons and staff and in compliance with state and federal laws.
3. Library staff will respect all patrons' rights to access constitutionally protected material. Unfiltered computing options will be made available in the Technology Center at the Main branch upon request by users over the age of 18 in a manner consistent with state and federal law.
4. Time limits will be used to provide equal access to public computers with the option for users to extend their computing session if no other users are in queue. Time limits and extension options will vary based on library location.
5. Public computing locations may be restricted by age.
6. A valid library account number is required for access to any type of TADL digital device; either in the form of a library issued library card, or a driver's license or state ID linked library account. Without a valid library account number, a temporary, one-time-use, guest pass is available for stationary computers only. Access to TADL digital devices by means of another person's account is strictly prohibited.
7. Borrowers with library account balances may be prohibited from access to public computers.
8. Library computer hardware, software or network infrastructure is not to be used for any unlawful purposes. Tampering with or altering Library software, hardware or network infrastructure is not permitted. The Library is not responsible for any data loss or corruption that may occur when using the TADL Public Access Digital Devices or Wired or Wireless Network.

4.8 ~~Computer~~ Digital Device and Internet Acceptable Use Policy

1. The Traverse Area District Library offers its patrons free access to the Internet via Public Access ~~Computers~~ Digital Devices and its Wireless or Wired Network. The Library is not responsible for the accuracy, currency or appropriateness of material found online. Library staff is available to assist in evaluating the information found on the Internet and can recommend sources that have been found to be reliable.
2. Pursuant to state and federal law and to create a safe environment for library patrons and staff, Internet access on all Public Access ~~Computers~~ Digital Devices will be filtered. Different levels of filtering are enforced depending on the location of the Public ~~Computers~~ Digital Devices and the age of the patron using a given computer. Filtering of Internet access on the Wireless or Wired Network will be set at levels that promote a safe environment for library patrons and staff and in compliance with state and federal laws.
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7. Borrowers with library account balances exceeding \$5.00 in fees or fines may be prohibited from access to public computers.
8. Library computer hardware, software or network infrastructure is not to be used for any unlawful purposes. Tampering with or altering Library software, hardware or network infrastructure is not permitted. The Library is not responsible for any data loss or corruption that may occur when using the TADL Public Access ~~Computer~~ Digital Devices or Wired or Wireless Network.

- 9. Failure to comply with this will result in the loss of Internet and ~~Computer~~ Digital Device Use privileges at Traverse Area District Library for a period of time, consistent with the TADL Behavior Policy.

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

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Motion by: _____

Adopted: Yes No

Support by: _____

J. Wescott, Board Secretary

Date

4.10 Opioid Antagonist Administration Policy Procedures

STATEMENT OF CONCERN

The Traverse Area District Library (the Library) desires to participate in the administration of Opioid Antagonists as allowed by Michigan Public Act 39 of the Public Acts of 2019, effective September 24 2019, to combat the continuing rise in opioid deaths in Michigan and potentially save the lives of library patrons, volunteers, or staff.

PURPOSE

To establish guidelines and procedures governing the administration and use of an Opioid Antagonist by Employees or Agents of the Library. This document sets forth the policies and procedures necessary for the Library to maintain intranasal naloxone/Narcan on-site for ready and appropriate access to trained Employees or Agents of the Library and for Employees or Agents of the Library to administer an Opioid Antagonist to persons suspected to be experiencing an opioid or opioid related overdose at the Library.

MICHIGAN LEGAL FRAMEWORK

Michigan Public Act 39 of Public Acts 2019, "Administration of Opioid Antagonists Act," Approved Jun 26, 2019, effective September 24, 2019 (the "Act").

The Act provides both criminal and civil immunity to the Library for purchasing, possessing, or distributing an Opioid Antagonist under the Act and the Employees or Agents of the Library who possess or in good faith administer an Opioid Antagonist in compliance with the Act.

In accordance with the Act, the Traverse Area District Library Board authorizes the Library Director to proceed with instituting a board-sanctioned opioid overdose prevention program following the procedures outlined in this policy.

The capitalized terms as used in this policy shall have the same meaning as those terms defined in the Act.

- A. **Provision of Opioid Antagonist.** As permitted by the Act, the Library may provide and maintain on-site at the Library (including any of its branches) Opioid Antagonists to treat a case of suspected Opioid-Related Overdose in the Library or on Library Property.
- B. **Purchase and Possession.** The Library may purchase and possess an Opioid Antagonist for the purpose of implementing the Act.
- C. **Distribution and Administration of Opioid Antagonist.** An Employee or Agent may possess an Opioid Antagonist distributed to that Employee or Agent and may administer that Opioid Antagonist to an individual if both of the following apply:
 1. The Employee or Agent has been trained in the proper administration of that Opioid Antagonist; and
 2. The Employee or Agent has reason to believe that the individual is experiencing an Opioid-Related Overdose.

D. Training of Employees or Agents.

1. Employees or Agents of the Library who volunteer for training in the proper administration of an Opioid Antagonist shall be trained in the proper administration of an Opioid Antagonist.
2. The training shall be conducted by a person or organization that is accredited to train for the administration and use of an Opioid Antagonist.
3. After initial training, supplemental or additional training shall occur at least every two years.

E. Procurement and Storage of Opioid Antagonist.

1. Procurement. The Library Director or designee is authorized to procure the Opioid Antagonist as allowed by the Act.
2. Other Supplies. At minimum, the Library shall have the additional following supplies available for use by an Employee or Agent:
 - a. At least 2 doses of the Opioid Antagonist on each floor of the Library open to the public at each branch of the Library.
 - b. Gloves.
 - c. Face mask.
 - d. Step-by-Step instruction for the administration of the Opioid Antagonist.
 - e. Breathing barrier.
3. Storage. The following shall apply to the storage of Opioid Antagonist:
 - a. Opioid Antagonist will be clearly marked and stored in a secure location.
 - b. All Employees or Agents training to administer the Opioid Antagonist shall be informed of the location of the Opioid Antagonist and shall have access to the Opioid Antagonist.
 - c. The Library Director or designee will ensure that all other relevant staff are aware of the Opioid Antagonist storage location.
 - d. Opioid Antagonist will be stored in accordance with manufacturer's instruction to avoid extreme cold, heat, and direct sunlight.
 - e. Inspection of the Opioid Antagonist shall be conducted regularly, including checking the expiration date found on the box. An expired Opioid Antagonist shall be promptly removed and replaced.

F. Response Procedures.

1. SIGNS of POSSIBLE OVERDOSE
 - Person will not wake up or respond to voice (this is the #1 sign to look for)
 - Snoring or gurgling sounds
 - Breathing is very low, or irregular, or has stopped
 - Pupils are pinpoint
 - Blue lips and/or nail beds
 - Clammy skin
2. OPIOID ANTAGONISTIC PROTOCOL:
 - a. Assess the scene for your own safety. If the situation is unsafe, do not attempt to get to the victim.

- b. Call 911.
- c. If possible, alert other staff to the situation and ask for assistance, especially with crowd control.
- d. Put on gloves and breathing mask.
- e. Put the individual on their back. Do NOT attempt to move them from a chair to the floor.
- f. Administer a dose of Opioid Antagonist: read and follow directions on the box.
- g. If trained in rescue breathing, commence rescue breathing using an appropriate breathing barrier.
- h. If the person is on the floor, put them in the recovery position.
- i. Watch closely, but from a safe distance. Be aware that the effect of Opioid Antagonist is to cause immediate withdrawal from an opioid high. The person might be ill or confused. Offer reassurance and support, but do not compromise your safety. NEVER attempt to restrain the person.
- j. If the person does not respond within 2-3 minutes, administer another dose of Opioid Antagonist in the other nostril.
- k. Once EMS has arrived, take time for self-care. Allow another staff member to continue with crowd control and limiting gossip about the incident.
- l. Fill out the Library’s incident report and submit to the Library Director. The report is a Library Record as that term is defined in the Library Privacy Act.

This protocol will be updated as necessary after additional training. A copy of any updated protocol will be attached hereto and become a part hereof.

G. Distribution of Policy.

This policy and any updated protocols will be distributed to all trained Employees and Agents and will be available on the Library’s website.

New on February 20, 2020 / Reviewed on May 19, 2022

Motion by: Deyo

Adopted: Yes No

Support by: Wescott



J. Wescott, Board Secretary

 5/19/22
Date

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New on February 20, 2020 / Reviewed on May 19, 2022

Motion by: _____

Adopted: Yes No

Support by: _____

J. Wescott, Board Secretary

Date

13525027



McNaughton
A Division of Brodart Co.
500 Arch Street
Williamsport, PA 17701-7809

INVOICE NO: M196419

DATE	PAGE
04/03/2022	1

Phone: (800) 233-8467
(570) 326-2461
Fax: (800) 999-6799

Bill To Account No. 213110

Ship To Acct No. 2131107

TRAVERSE AREA DISTRICT LIBRARY
610 WOODMERE AVE
TRAVERSE CITY, MI 49686

TRAVERSE AREA DISTRICT LIBRARY
610 WOODMERE AVE
TRAVERSE CITY, MI 49686

Plan: ADULT

Terms: 2% Net 61

PO:

Charge Description	Extended Price
Service for July 2022 through June 2023	\$64,080.00

Invoice Subtotal: \$64,080.00
Tax Amount: \$.00
Invoice Total: \$64,080.00

Earn 2% cash discount if paid using EFT or check within 60 days of the invoice date.
Credit Card payments do not qualify for a discount.

13525027



McNaughton
A Division of Brodart Co.
500 Arch Street
Williamsport, PA 17701-7809

Bill To Account No. 213110
TRAVERSE AREA DISTRICT
LIBRARY

INVOICE NO: M196419
INVOICE DATE: 04/03/2022

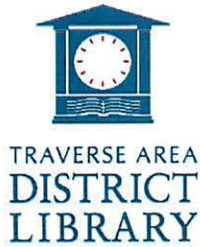
Include this remittance with your payment to:

Brodart Co.
L-3544
Columbus, OH 43260-0001
Fed. ID #23-2248758

Terms: 2% Net 61

Invoice Total: \$64,080.00

Amount Enclosed: _____



RESOLUTION

Bookmobile Interior Build-out Cost

Revision

May 19, 2022

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

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

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

WHEREAS, on April 21, 2022 based on initial bid ranges, the board authorized the Library Director to spend an amount not to exceed \$28,000 from the Public Improvement Fund to build and install the interior architecture of the bookmobile which is necessary to implement safe and efficient outreach materials transportation and display;

WHEREAS, final bid costs have increased since the April 21, 2022 request, and approval is recommended by the Finance Committee;

BE IT RESOLVED, that the Library Director be authorized to spend an amount not to exceed \$35,000 from the Public Improvement Fund to build and install the interior architecture of the bookmobile which is necessary to implement safe and efficient outreach materials transportation and display.

Motion to adopt the resolution was introduced by: Jones

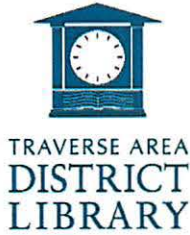
And supported by: Deyo

Motion adopted Yes / No

5/19/22
(date)



J. Wescott, Board Secretary



RESOLUTION

Bookmobile Interior Build-out Cost

Revision

May 19, 2022

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Motion to adopt the resolution was introduced by: _____

And supported by: _____

Motion adopted Yes / No _____
(date)

J. Wescott, Board Secretary



HOEKSTRA EQUIPMENT

260 36TH STREET SE
GRAND RAPIDS, MI 49548
Phone: (616) 241-6664 Fax: (616) 241-1111
F110210

Invoice No. E301008747
Date 4/29/2022
Order Type Service Estimate
Customer ID TRAVERSE AREA DISTRICT LIBRARY -
Sales Person BOREK, KEITH
Advisor BOREK, KEITH

BILL TO
TRAVERSE AREA DISTRICT LIBRARY
TRAVERSE CITY, MI 49684

DELIVER TO
TRAVERSE AREA DISTRICT LIBRARY -
HEATHER
TRAVERSE CITY, MI 49684
P: (231) 932-8533

DATE PROMISED	DATE INVOICE	SALES TYPE	UNIT ID	TERMS	CUSTOMER REFERENCE
4/26/2022 2:15:00PM		SACC	106485	C-CASH	

YEAR	MAKE	MODEL	VIN	CUSTOMER UNIT #	IN SERVICE	ODOMETER IN	ODOMETER OUT
TBD	FORD	TBD	VTACCES			0	0

Estimate Operations

ESTIMATE

JOB #1 A100 **SACC ACCESSORY LABOR**
SERVICE **ACCESSORY LABOR**

INSTALL ONBOARD POWER INVERTER
TRIPP-LITE PV1800HF 1800W

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
1	3012/ORRM1327	INVERTER-1800 WATT 12V	389.00	389.00
	LABOR A100	ACCESSORY LABOR	110.00	330.00
1	SHPSUP	MOUNTING KIT, HARDWARE, WIRE, CONNECTORS, MISC INSTALLATION.	250.00	250.00

JOB #2 E603 **SACC THIEMAN/WALTCO/TOMMY TUCK UNDER**
SERVICE **THIEMAN/WALTCO/TOMMY TUCK UNDER**

INSTALL TOMMY GATE CANTILEVER LIFT GATE

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
1	3015/TOMCVL-AE-1330 EF	1300# 53"X60" CANTILEVER LIFT TOMMY GATE CANTILEVER SERIES LIFT GATE TWO PIECE LATERALLY FOLDING PLATFORM EXTRUDED ALUMINUM 30" OF TRAVEL FITS RAM PRO MASTER 1300# CAPACITY 53" X 60" PLATFORM	7,525.00	7,525.00
	LABOR E603	THIEMAN/WALTCO FOLD UNDER	110.00	2,145.00
1	FRT	FREIGHT - INBOUND FREIGHT ESTIMATE	250.00	250.00



260 36TH STREET SE
 GRAND RAPIDS, MI 49548
 Phone: (616) 241-6664 Fax: (616) 241-1111
 F110210

Invoice No. E301098747
 Date 4/29/2022
 Order Type Service Estimate
 Customer ID TRAVERSE AREA DISTRICT LIBRARY -
 Sales Person BOREK, KEITH
 Advisor BOREK, KEITH

JOB #3 A100 SACC ACCESSORY LABOR
SERVICE ACCESSORY LABOR

ESTIMATE

INSTALL FLOOR, WHEEL, WALL, AND ROOF LINERS.
 INSTALL BUTTON TRACK AND KEEPERS ON WALL

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
1	3011/LEG1-WWC-11	SPRINTER WHEEL WELL COV SET	278.00	278.00
1	3011/LEG325-114-2613	DURATHERM CEILING LNR	930.00	930.00
1	3011/LEG641-135-6441	STABILIGRIP FLOOR RAM 159" WB	1,068.00	1,068.00
1	3011/LEG644-114-2613.HR	DURATHERM WALL LINER 1/4" PMST	1,350.00	1,350.00
4	3012/40467-33-144	12' BUTTON TRACK	200.00	800.00
10	3012/BTKEEPER	BUTTON TRACK KEEPER TIEDOWN	8.50	85.00
	LABOR A100	ACCESSORY LABOR	110.00	1,320.00
1	FRT	FREIGHT - INBOUND FREIGHT ESTIMATE	150.00	150.00

JOB #4 A100 SACC ACCESSORY LABOR
SERVICE ACCESSORY LABOR

INSTALL "RV" STYLE APPLICATIONS

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
1	1092	CONVERTER INSTALL W/ BREAKER PANEL	2,085.00	2,085.00
1	1092	GENERATOR - 3500W REMOTE START	1,489.00	1,489.00
1	1092	INSTALL 125V 15AMP OUTLETS	1,275.00	1,275.00
1	1092	INSTALL 30 AMP RECEPICAL	1,475.00	1,475.00
1	1092	INSTALL MANUAL AWNING	4,895.00	4,895.00
1	1092	INTALL MAXX AIR VENT WITH COVER	1,491.00	1,491.00
1	1092	ISNTALL LED LIGHTS	845.00	845.00
1	1092	PORTABLE WIFI UNIT - MOBILE WIFI 4G HOTSPOT	325.00	325.00
	LABOR A100	ACCESSORY LABOR	110.00	0.00

Estimate Operations Totals Prepay: \$0.00 Parts: \$12,425.00 Labor: \$3,795.00 Misc: \$650.00 Sublet: \$ \$30,750.00



HOEKSTRA EQUIPMENT

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Sales Person BOREK, KEITH
Advisor BOREK, KEITH

ESTIMATE

PLEASE NOTE

Thank you for your business. By my signature, I hereby agree to pay the charges as listed on my invoice, per the terms that have been set for my customer account. An inspection of the unit has been done by me for product content, workmanship, operation and is deemed acceptable and in proper working order.

Disclaimers of Warranties

Any warranties on the product sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose and the seller neither assumes nor authorizes any other person to assume for it any liability in connections with the sale of said merchandise.

Repair Facility License #F110210

QUOTE SUBJECT TO CHANGE BASED ON MANUFACTURER NOTICE OF PRICE INCREASE OR ADDED SURCHARGE.

	ESTIMATED	BILLED
LABOR	\$3,795.00	
PARTS	\$12,425.00	
MISC	\$650.00	
SUBLET	\$13,880.00	
PREPAY	\$0.00	
SUBTOTAL	\$30,750.00	

SHOP SUPPLIES	\$486.60
MISC SUPPLIES	\$0.00
TAX	\$1,646.50
TOTAL	\$32,883.10

Please Remit Payment to:
HOEKSTRA TRUCK EQUIPMENT
260 36TH STREET SE
Grand Rapids, MI 49548

SIGNATURE _____ DATE/TIME _____

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



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

E S T I M A T E Page 1 of 4

Heather Brady	Year	2021	Mileage		Labor	\$17,586.37
	Make	CHEVROLET	Tag		Parts	\$13,901.80
	Model	EXPRESS 2500-3500 VAN	Vehicle #		Misc	\$0.00
	Engine				Subtotal	\$31,488.17
	VIN		Promised		Tax	\$2,204.18
	Parts	Return Old Parts			Total	\$33,692.35

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

Labor

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

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SIGNED _____ DATE _____

Total	\$33,692.35
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Capcity Customs
 8510 Rausch Drive Plain Cit
 Plain City, OH, 43064
 Phone: 614-504-3700
 Email: bobby@capcitycustoms.com



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

E S T I M A T E Page 2 of 4

Heather Brady	Year	2021	Mileage		Labor	\$17,586.37
	Make	CHEVROLET	Tag		Parts	\$13,901.80
	Model	EXPRESS 2500-3500 VAN	Vehicle #		Misc	\$0.00
	Engine				Subtotal	\$31,488.17
	VIN		Promised		Tax	\$2,204.18
	Parts	Return Old Parts			Total	\$33,692.35

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

Labor

Description	Price
Installing walls and ceilings plus insulation	\$952.00

Parts

Part No.	Description	Quantity	Unit Cost	Price
	Support Rails	1.00	\$1,303.50	\$1,303.50
	Commercial grade flooring	1.00	\$511.50	\$511.50
	Electric power panel	1.00	\$785.40	\$785.40
	LED Lights	1.00	\$495.00	\$495.00
	400-watt Invertor	1.00	\$715.00	\$715.00
	Shore cord w/adaptor	1.00	\$352.00	\$352.00
	Manual Awning	1.00	\$1,485.00	\$1,485.00
	Roof Rails/weatherproof hatch	1.00	\$643.50	\$643.50
	6500 Watt Generator	1.00	\$1,725.90	\$1,725.90
	Swing Arm mount	1.00	\$550.00	\$550.00

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	VIN		Promised		Tax	\$2,204.18
	Parts	Return Old Parts			Total	\$33,692.35

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

Parts

DESCRIPTION	QUANTITY	UNIT COST	PRICE
WIFI Router	1.00	\$1,815.00	\$1,815.00
Maxxair Fan	1.00	\$528.00	\$528.00
GFI outlets with wiring	7.00	\$31.429	\$220.00
Wall Panels	1.00	\$1,320.00	\$1,320.00
Ceiling Panels	1.00	\$880.00	\$880.00
Insulation for walls/ceiling/floor	1.00	\$572.00	\$572.00

Misc.

DESCRIPTION	QUANTITY	UNIT COST	PRICE
No items			

Notes: Prices are subject to change due to finding more complex issues during diag. and also if parts pricing changes. We will keep in contact with any updates on changes before committing to approve changes.

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

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	Parts	Return Old Parts			Total	\$33,692.35

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

PLEASE READ CAREFULLY, CHECK ONE OF THE STATEMENTS BELOW, AND SIGN:
 I UNDERSTAND THAT, UNDER STATE LAW, I AM ENTITLED TO A WRITTEN ESTIMATE IF MY FINAL BILL WILL EXCEED \$100.

I REQUEST A WRITTEN ESTIMATE.

I DO NOT REQUEST A WRITTEN ESTIMATE AS LONG AS THE REPAIR COSTS DO NOT EXCEED \$____. THE SHOP MAY NOT EXCEED THIS AMOUNT WITHOUT MY WRITTEN OR ORAL APPROVAL.

I DO NOT REQUEST A WRITTEN ESTIMATE.

SIGNED _____ DATE _____

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SIGNED _____ DATE _____ Total \$33,692.35



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Guest Commentary

Opinion | We are Michigan librarians, and we'll stand up against book bans

 May 11, 2022

 [Ryan Wieber](#), [Dillon Geshel](#), & [Deborah Mikula](#)

 [Guest Commentary](#)

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Libraries fill a role in upholding rights that are guaranteed by the First Amendment of the United States and central to any functioning democracy: the rights of citizens to read, seek information, and speak freely. In the spirit of that role, we owe it to every community member to provide material of interest to them on our library shelves.



Ryan Wieber is president, Dillon Geshel is intellectual freedom task force chair, and Deborah Mikula is executive director of the Michigan Library Association.

Across our nation and here in Michigan, we are witnessing an unprecedented uptick in the number of book challenges to works engaging with concepts of race and gender. At school and public library board meetings in communities from Rochester in Oakland County, to those surrounding the Saginaw Bay area and Grand Rapids, to the Upper Peninsula, a vocal minority are advocating for censorship of titles they might personally find offensive in place of collection development policies that follow the professional ethics and practices of librarianship.

Libraries recognize that parents or guardians have the right and responsibility to make decisions about what materials are suitable for their own families. And we also stand united in our belief that no one has the right to make rules restricting what other people read, or to make decisions for other families.

The presence of any reading materials in a library collection does not imply endorsement of the ideas expressed in those materials. The library is simply doing its job to provide a wide variety of views and expression. If the library "endorses" anything, it is your right to access a broad selection of materials.

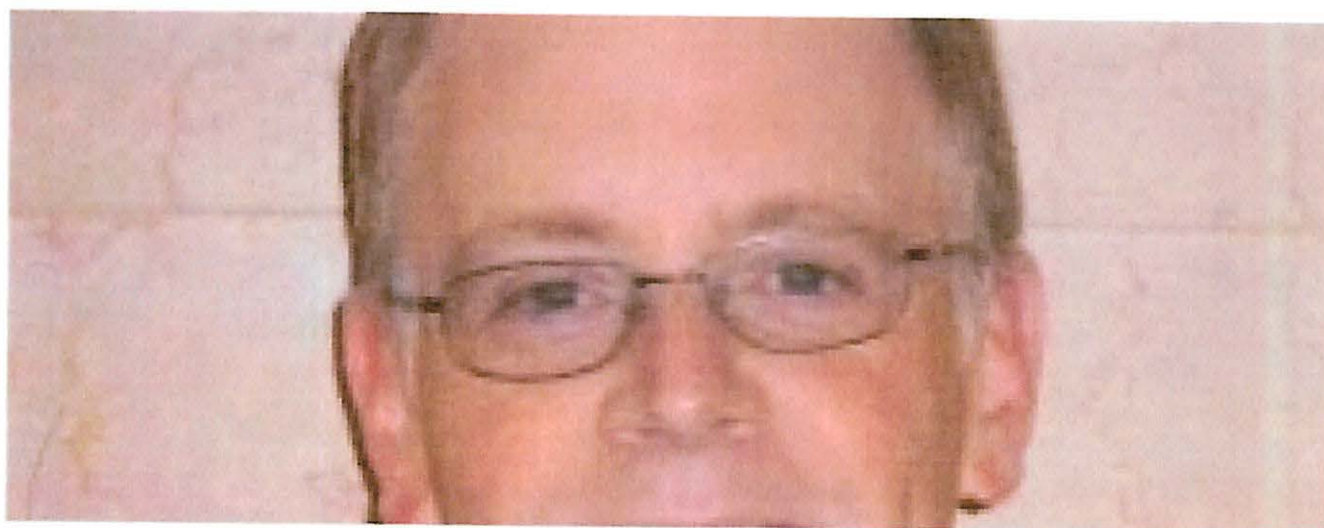
As champions of access, the Michigan Library Association is proud of the hard work being performed by trained and certified librarians across Michigan. They are committed to curating collections that allow every person to see themselves in the books and resources their libraries provide, choosing a broad range of subject matter that reflect diverse experiences.

This is a core tenant of librarianship and one that helps ensure America lives up to its constitutional promise to protect intellectual freedom.

Key findings from a March 2022 study conducted by Hart Research Associates and North Star Opinion Research on behalf of the American Library Association found that large majorities of voters (71 percent) oppose efforts to have books removed from their local public libraries, including a majority of Democrats (75 percent), independents (58 percent), and Republicans (70 percent). Most voters and parents hold librarians in high regard, have confidence in their local libraries to make good decisions about what books to include in their collections, and agree that libraries in their communities do a good job offering books that represent a variety of viewpoints.

In early May, [MIRightToRead.com](https://www.mirighttoread.com) was launched to bring focus to the right to read for all Michiganders. We urge parents, students, teachers, librarians, and anyone who supports intellectual freedom to visit the website and join the growing coalition.

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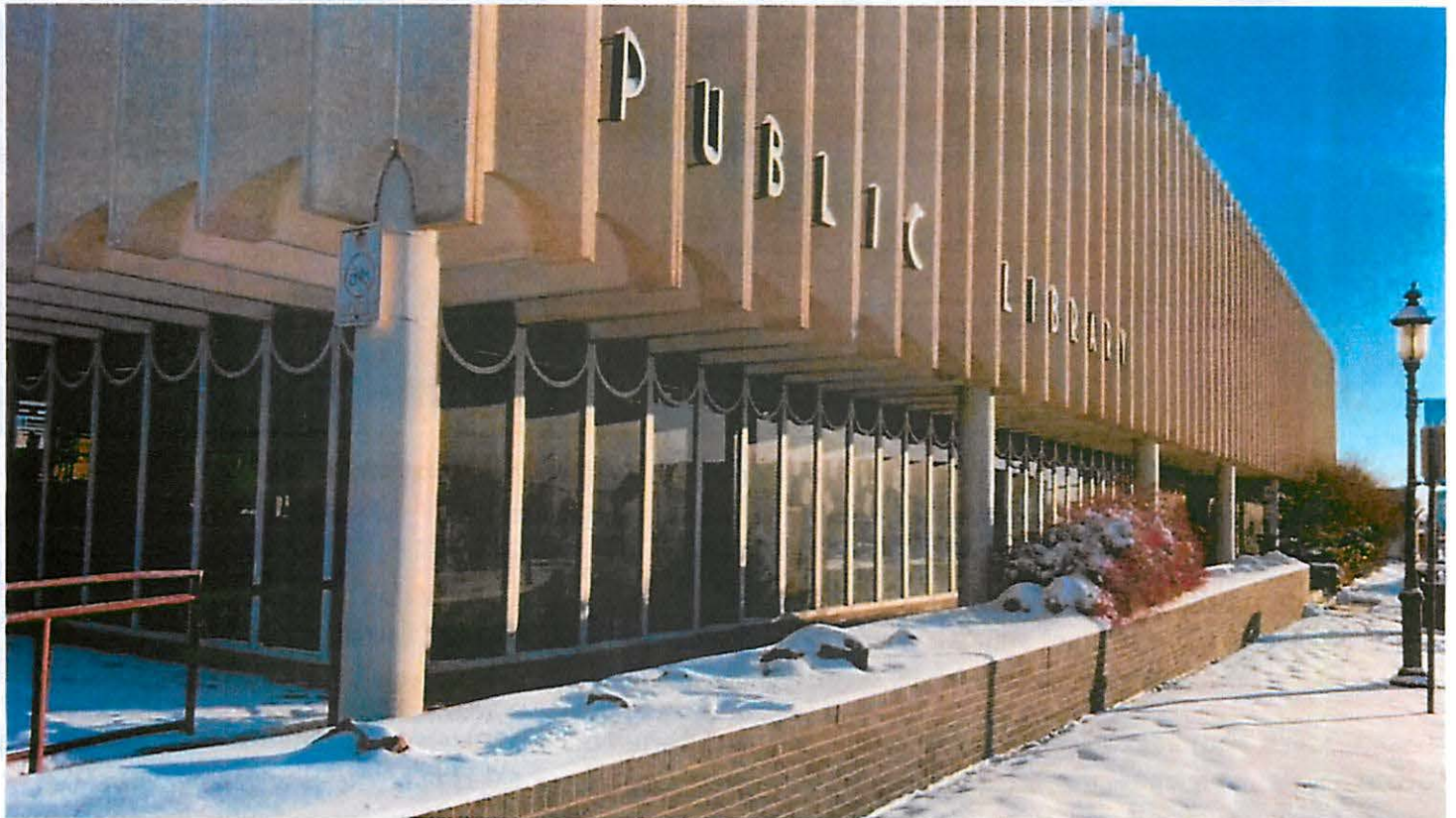
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A library's canceled romance book club calls attention to growing censorship

By [AJ Willingham](#), CNN

Published 9:40 AM EDT, Sat April 23, 2022



From Enid Public Library

The Enid Public Library is seen in this undated image from Twitter

(CNN) — A censorship battle at an Oklahoma library is calling attention to what critics say is the hypocrisy of legislative attempts to prohibit discussions and materials about LGBTQ issues.

Literary circles were up in arms after the Enid Public Library in Enid, Oklahoma, canceled a romance book club and a sexual assault awareness book display in response to the city's library board narrowly voting to ban displays and programs that featured content about sexuality.

However, the Public Library of Enid and Garfield County's Board of Directors initially said the book club and the sexual assault awareness book display could stay. According to Enid Public Library's interim director Theri Ray, library staff and city officials later nixed the projects "in accordance with the adopted policy."

"The library director is tasked with implementing the policy as written," Ray told CNN.

Though library staff have not publicly specified any motivation, literary advocates have taken their actions as commentary on how widely such a ban can be interpreted, despite originating with specifically LGBTQ content in mind.



From Enid Public Library

A display for National Sexual Assault Awareness Month from the Enid Public Library. The Sexual Assault Awareness program/display and the Shameless Romance book club discussion have both been canceled.

On its surface, the policy, written by board chair Joseph Fletcher, is very general. It states that library programs and exhibits should be "non-partisan" and "will not make as their object the study of sex, sexual activity, sexual perversion, sex-based classifications, sexual preferences, sexual identity, gender identity, or subjects that are of a sexual nature."

However, Cindy Nguyen, policy director of the American Civil Liberties Union of Oklahoma, pointed out that verbiage was specifically taken from a bill that is currently halted in the state's legislature. SB 1142 proposes to ban materials discussing sexuality in classrooms – a concept that critics see as similar to the controversial law, dubbed "Don't Say Gay" by critics, that has made headlines in Florida.

Nguyen and her team have been paying close attention to the events unfolding in Enid.

"We know it's pretty clearly linked," she told CNN.

The ties don't end there. Last summer, a Pride Month-themed display at the Enid Public Library drew outcry from several

citizens, and was widely discussed at a July 2021 library board meeting.

"We do not need to bring in divisive things into a public building," one Enid resident said, according to the [Enid News & Eagle](#). Fletcher, who eventually drafted the proposal that became the ban, reportedly said the issue was the promotion of certain topics, not access to them. (The new library policies would not require the removal of materials from the library's catalog.)

At the [April 11 board meeting](#) this year, which Nguyen and Ray attended, attendees debated what, exactly, constituted "sexuality" or "sex-based classifications."

"If we go through with this vote, there is going to be no displays ever," [one board member said](#).



RELATED ARTICLE

Republicans build momentum as they drive anti-LGBTQ legislation nationwide

Ray said at the meeting she would have to decide whether to include Mother's Day and Father's Day displays, for example, since the terms are technically gender- and sex-based classifications.

What's going on in this town of roughly 50,000 people may not stay local for long, Nguyen warned.

"We're expecting to see these policies pop up in legislatures across the country," she said. "Anything that can be connected to [critical race theory](#) or LGBTQ issues, there will be an attempt at chilling speech." ("Chilling speech" is a term that describes attempts to discourage First Amendment expression through vague laws or policies.)

According to a report from [literary and free expression organization PEN America](#), conservative legislatures have enacted roughly 1,600 book bans in school districts across 26 states since July 2021. That includes [713 bans in Texas](#), where students and educators are [currently pushing back](#) on an investigation launched by GOP State Rep. Matt Krause into hundreds of books largely related to race and sexuality.

Nguyen said the generality of policies like the one in Enid make them particularly dangerous, because they can be enforced as broadly or as specifically as local leaders see fit. To avoid running afoul of the rules, libraries may have to decide how widely concepts like sexuality or race can be interpreted – and what parts of those identities are most likely to be punished.

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Libraries see rise in book challenges, fueled by social controversies



By Capital News Service | February 4, 2022

By JADA PENN
Capital News Service

LANSING — Michigan has seen an increase in public library and school library books challenged by parents and patrons, especially titles related to the LGBTQ+ community, according to library officials.

The American Library Association says the critics argue that their intent is to protect children from exposure to explicit content and inappropriate language.

“George,” a LGBTQ+ novel by Alex Gino, is frequently the most-challenged book, according to the association. It’s a children’s novel about a young, transgender girl.

The American Library Association reported 156 book challenges in 2020, but officials have said the number for 2021 could be double or triple that. The 2021 report is expected to be completed in April.

Deborah Mikula, the executive director of the Michigan Library Association, said the state’s 396 public library systems create and follow their own policies in consultation with their attorneys.

Most libraries have policies in place for handling such challenges, Mikula said.

“We all have a right to go to our library that is tax-supported, and if we pick up something or children bring something home that they find offensive, they can challenge that book,” she said.

Mikula said the increase in challenges stems from political reasons and that efforts to improve diversity are not accepted in all households.

“If I don’t believe in diversity based on gender, where do I go first?” Mikula said, referring to some parents “who are upset by the presence of certain books in their libraries.”

If a complaint concerns school libraries, which have experienced the largest increase in complaints, “you would go to your school board,” she said.

Reasons for challenges include content with sexual abuse, conflict with religious viewpoints, profanity, drug use, alcoholism, “divisive language,” racial slurs, racist stereotypes and “anti-police messages,” according to the national association.

The state association is seeing conservative viewpoints that are well-funded through organizations that are political in nature and that assert conservative family values, according to Mikula.

The 2021 Traverse Area District Library’s Pride Week display in the children’s department spurred complaints, according to youth coordinator Andy Schuck.

“Over the course of two weeks, we had five different calls from community members about the display,” Schuck said. “They didn’t think it was appropriate for the kid’s department, but we kept the display.”

Despite last year’s grumblings, the library plans to have another LGBTQ+-related display in June, he said, adding, “I’m sure we will hear more complaints this year.”

Michigan is far from the only state with book challenge woes. Last month, for example, a Virginia legislative committee killed a proposal requiring parental consent before their children could check out sexually explicit books at school libraries.

Also last month, a Tennessee school board banned “Maus,” the Pulitzer Prize-winning graphic novel about the Holocaust, from its eighth-grade curriculum.

CHALLENGED BOOK LIST

10 of the most challenged books in 2020

1. “George,” by Alex Gino
2. “Stamped: Racism, Anti Racism, and You,” by Ibram X. Kendi and Jason Reynolds
3. “All American Boys,” by Jason Reynolds and Brendan Kiely
4. “Speak,” by Laurie Halse Anderson
5. “The Absolutely True Diary of a Part-Time Indian,” by Sherman Alexie
6. “Something Happened in Our Town: A Child’s Story About Racial Injustice,” by Marianne Celano, Marietta Collins, and Ann Hazzard, illustrated by Jennifer Zivoin
7. “To Kill a Mockingbird,” by Harper Lee
8. “Of Mice and Men,” by John Steinbeck
9. “The Bluest Eye,” by Toni Morrison
10. “The Hate U Give,” by Angie Thomas

Source: American Library Association

The 10 most frequently challenged library books in 2020.

Thomas Morgan, a communications consultant for the Michigan Education Association, said students need to hear all viewpoints and have a broad-based education to fully prepare for college and the workplace. The MEA is the state’s largest union of teachers and other school personnel.

“As an organization, we strongly support the First Amendment, and we believe that having a diverse education with a wide variety of sources is the best course for Michigan students. We strongly oppose politicians trying to ban books – that’s wholly un-American,” Morgan said.

Thais Rousseau, the collection development director at Capital Area District Library in Lansing, said she is seeing informal complaints from parents.

“Oftentimes it’s about items that they see on the news or that they’ve heard things about,” Rousseau said.

“They’re asking questions about their appropriateness for that part of the collection, and we explain that the library has items for everyone in our communities,” she said. If a family isn’t interested in those items, “we have plenty of other titles that we can help them find.”



Donate

Idaho librarians could face jail time for lending "harmful" books

Boise State Public Radio News | By [James Dawson](#)

Published March 3, 2022 at 4:05 PM MST



Scott Graf / Boise State Public Radio

House lawmakers could soon consider whether prosecutors could criminally charge librarians for allowing minors to check out sexually explicit materials.

BSPR News On Air

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Giving explicit material to kids has been a crime in Idaho since at least 1972, but public libraries, including those at colleges and universities, are exempted from that law.

Rep. Gayann DeMordaunt (R-Eagle) wants to cut that exemption, meaning librarians could face up to a year in prison and a \$1,000 fine any time they lend explicit materials to someone under 18.

"The increasingly frequent exposure of our children to obscene and pornographic materials in places that I as a parent assume are safe and free from these kinds of harmful materials is downright alarming," DeMordaunt said.

Kara Claridge, a mother from Coeur d'Alene, agrees. Last summer, Claridge said her daughter found a library book about a same-sex relationship between a prince and a knight.

"It escalates quickly to 'Auntie Uncle: [Drag Queen Hero],' middle-grade queer [books] and 'Lawn Boy,'" she said during a House committee hearing Thursday.

Critics have blasted "Lawn Boy," a semi-autobiographical book by Jonathan Evison, over claims it contains scenes of pedophilia.

As the book was pulled from – then subsequently returned to – shelves of Fairfax County Public Schools last year, Evison told the Washington Post the scene at issue is an adult man recounting a sexual encounter with a classmate while he was a fourth-grader.

"My daughter's innocence was violated, but what happens when kids start acting on these graphic behaviors put forth in these books," Claridge asked.

Another parent said she had filed a formal complaint against the West Ada School District over the book "Gender Queer: A Memoir."

"The school does not need to teach our children how to do oral sex," she said. "That's my job."

But Erin Kennedy, a librarian in Boise, said excerpts from books could be taken out of context. Kennedy used a Bible quote from the Book of Ezekiel to make her point.

"There she lusted after her lovers, whose genitals were like those of donkeys and whose emission was like those of horses, so you longed for the lewdness of your youth when in Egypt your bosom was caressed and your young breasts fondled," she read.

Opponents said the law is vague and open to interpretation. The statute outlaws anyone from making available "any other material harmful to minors" on top of pornography, nude art or books that include descriptions of sexual excitement.

The push and pull over which books should be available to children has a deep history in the United States. [The American Library Association's list of books that have been banned or burned](#) over the years include classics like "Of Mice and Men," "1984," and "To Kill a Mockingbird."

Most recently, a Tennessee school district banned the graphic novel "Maus," which depicts the Holocaust, [over its use of eight curse words and a depiction of a nude woman](#).

Lawmakers on the committee voted to recommend its approval Thursday on a party line vote. It now goes to the full House for consideration.

Follow James Dawson on Twitter [@RadioDawson](#) for more local news.

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James Dawson

I cover politics and a bit of everything else for Boise State Public Radio. Outside of public meetings, you can find me fly fishing, making cool things out of leather or watching the Seattle Mariners.

BSPR News On Air

1A

Censorship battles' new frontier: Your public library

Conservatives are teaming with politicians to remove books and gut library boards

By [Annie Gowen](#)

April 17, 2022 at 7:00 a.m. EDT

 **Listen to article** 14 min



LLANO, Tex. — In early November, an email dropped into the inbox of Judge Ron Cunningham, the silver-haired head chair of the governing body of Llano County in Texas's picturesque Hill Country. The subject line read “Pornographic Filth at the Llano Public Libraries.”

“It came to my attention a few weeks ago that pornographic filth has been discovered at the Llano library,” wrote Bonnie Wallace, a 54-year-old local church volunteer. “I’m not advocating for any book to be censored but to be RELOCATED to the ADULT section. ... It is the only way I can think of to prohibit censorship of books I do agree with, mainly the Bible, if more radicals come to town and want to use the fact that we censored these books against us.”

Wallace had attached an Excel spreadsheet of about 60 books she found objectionable, including those about transgender teens, sex education and race, including such notable works as “Between the World and Me,” by author and journalist Ta-Nehisi Coates, an exploration of the country’s history written as a letter to his adolescent son. Not long after, the county’s chief librarian sent the list to Suzette Baker, head of one of the library’s three branches.

“She told me to look at pulling the books off the shelf and possibly putting them behind the counter. I told them that was censorship,” Baker said.

Wallace’s list was the opening salvo in a censorship battle that is unlikely to end well for proponents of free speech in this county of 21,000 nestled in rolling hills of mesquite trees and cactus northwest of Austin.

Leaders have taken works as seemingly innocuous as the popular children’s picture book “In the Night Kitchen” by Maurice Sendak off the shelves, closed library board meetings to the public and named Wallace the vice chair of a

new library board stacked with conservative appointees — some of whom did not even have library cards.

With these actions, Llano joins a growing number of communities across America where conservatives have mounted challenges to books and other content related to race, sex, gender and other subjects they deem inappropriate. A movement that started in schools has rapidly expanded to public libraries, accounting for 37 percent of book challenges last year, according to the American Library Association. Conservative activists in several states, including Texas, Montana and Louisiana have joined forces with like-minded officials to dissolve libraries' governing bodies, rewrite or delete censorship protections, and remove books outside of official challenge procedures.

“The danger is that we start to have information and books that only address one viewpoint that are okayed by just one certain group,” said Mary Woodward, president-elect of the Texas Library Association.

“We lose that diversity of thought and diversity of ideas libraries are known for — and only represent one viewpoint that is the loudest,” said Woodward, noting that there have been an estimated 17 challenges leveled at public libraries in Texas recently and that she expects many more.

Leila Green Little, a parent and board member of the Llano County Library System Foundation, said her anti-censorship group obtained dozens of emails from county officials that reveal the outsize influence a small but vocal group of conservative Christian and tea party activists wielded over the county commissioners to reshape the library system to their own ideals.

In one of the emails, which were obtained through a public records request and shared with The Washington Post, Cunningham seemed to question whether public libraries were even necessary.

“The board also needs to recognize that the county is not mandated by law to provide a public library,” Cunningham wrote to Wallace in January.

He declined to comment for this story but said in a statement that the county was aware of citizen concerns and “is committed to providing excellent public library services to our patrons consistent with community expectations and standards, as well as operating within compliance of Texas and Federal statutes.”

Dissent over removing books

Cunningham, a two-term judge who was once part of the security detail for then-Gov. George W. Bush, acted quickly on the complaints. He strode into the main library a few weeks later and took two books off the shelves — Sendak’s “In the Night Kitchen” — because some parents had objected to the main character in the story, a little boy, appearing nude — and “It’s Perfectly Normal: Changing Bodies, Growing Up, Sex, and Sexual Health,” a sex education book for parents and children ages 10 and up, that includes color illustrations of the human body and sex acts.

He also ordered librarians to pause buying new material and to pull “any books with photos of naked or sexual conduct regardless if they are animated or actual photos,” emails reviewed by The Washington Post showed.

Texas school districts were already ablaze with book challenges in October, when state Rep. Matt Krause (R), chair of the General Investigating Committee, asked school districts for information on his own list of 850 books, most of them gender- and race-themed, that “might make children feel discomfort, guilt or anguish.” Gov. Greg Abbott (R) jumped into the fray, calling for an investigation of “pornography” in school libraries. One school district removed more than 100 books, although most were reviewed and returned.

EveryLibrary, a national political action committee for libraries that tracks such challenges, said it has seen “dozens of new attacks” on libraries, their governing bodies and policies since the first of the year — in Texas as well as ongoing cases in Montana and Louisiana. In some cases, the challengers are being assisted by growing national networks such as the parental rights group Moms for Liberty or spurred on by conservative public policy organizations like Heritage Action for America, the ALA has said.

At the county’s main library in Llano, director Amber Milum said in an interview that she had already taken it upon herself to put some books away in a file cabinet in her office as early as August, including two popular read-aloud picture books aimed at amusing kids: “I Need a New Butt!” and “Freddie the Farting Snowman.”

The moves circumvented the library’s established practices on objectionable content — including a challenge form to be reviewed by librarians. Isolating or removing books because of subjective or “personal opinions” — finding the content offensive or distasteful, for example — could open up a library to a First Amendment challenge, experts said.

“We didn’t fill out a form, everyone just came in and talked to me personally,” Milum said. “I took notes on everything that everybody was saying, and that’s how it happened.”

Meanwhile, Baker, head librarian at the library branch in the unincorporated community of Kingsland, about 23 miles from Llano, continued to push back. An Army veteran whose grandfather fought in World War II and who has a son in Afghanistan, said she is a firm believer in the Bill of Rights.

“I don’t think we should give in. If we give them even an inch, they will think they can do whatever they want,” she wrote in an email to Milum.

Then in December, the commissioners voted to suspend the county’s e-book system, OverDrive, because, they said, it lacked sufficient parental controls, which also cut off access for the elderly, people with disabilities or those otherwise unable to visit a physical library. Officials say they plan on replacing the system. They also shuttered the libraries for three days just before Christmas to review and reorganize the teen and children’s collections.

“God has been so good to us ... please continue to pray for the librarians and that their eyes would be open to the truth,” Rochelle Wells, a new member of the library board, wrote in an email. “They are closing the library for 3 days which are to be entirely devoted to removing books that contain pornographic content.”

Green Little said not much is known about what administrators did during the time the libraries were closed. The book “Caste: The Origins of Our Discontents,” a work about systemic racism by Pulitzer Prize-winning author and journalist Isabel Wilkerson, has mysteriously vanished, and the fate of several other works remains unknown, she said.

“When I heard books were being taken out of the library, that was a big-time problem for me,” she said. “For others it was the fact that the county was not operating transparently. A small group of private citizens had an inordinate amount of control over county workings.”

Green Little, a mother of two who lives with her family on an 1800s-era cattle ranch outside of town, said it was not easy to take a stand in conservative Llano County, where nearly 80 percent of the majority-White population voted for President Donald Trump in 2020. A Confederate flag still flies at the Civil War memorial.

Some friends stopped returning her calls. Social invitations dried up. Green Little recently threw a Beatrix Potter-themed fundraiser at a park to raise money for the library foundation — complete with a petting zoo with baby lambs. For counterprogramming, Wallace, the wife of the town’s hospital board president, hosted an “adults only” showing of a video of pedophile chasers. It was held at a hall next door to the park at the same time as the garden

party. Wallace declined to comment.

A new library board

In January, commissioners voted to dissolve the existing library board — whose members came from Friends of the Library groups and the Women’s Culture Club — and created a reconstituted board of mostly political appointees, including many of the citizens who had complained about books. A retired physician, Richard Day, a Democrat, was denied a seat despite having a master’s degree in library science and experience managing the rare books collection at the University of Texas Medical Branch in Galveston, he said.

Cunningham said in a statement that the restructuring of the library board was in keeping with Texas law and past practices to allow for “citizen participation from different perspectives.” The all-female board is overwhelmingly White and Republican, records show.

And the new board was ready to start focusing on its top priorities, including adding content of “academia, educational value and character building” and consulting with a local Christian school about their needs, Wells wrote in one email. Wells, a member of the local tea party who home-schools her six children, did not return calls for comment.

But she had one more complaint: “There were 3 or 4 patrons present taking notes,” at the group’s meeting, she wrote to one of the commissioners. “That surprised a few of us. Would you be able to persuade Judge Cunningham to keep the meetings closed?”

Last month the board voted to close meetings to the public, which could violate the Texas open meeting laws, experts have said. Panel members often stop to pray over questions brought up in meetings, and until the Lord answers, they can’t resolve them, according to county officials who spoke on the condition of anonymity because they feared repercussions.

The county has argued that although the board will now approve all book purchases going forward, it is operating in an “advisory capacity” only, which means it is not subject to open meeting laws. But if the commissioners simply rubber-stamp the recommendations, they could be, legal experts say.

John Chrastka, executive director of EveryLibrary, said library boards are designed to be independent to protect records, serve the entire community and protect patrons’ First Amendment rights.

“When boards become politicized, there are problems because they either favor one group over another or start to spend taxpayer money in less-than-transparent ways,” Chrastka said. “If a board is motivated by political ideology or a religious agenda, it stops being a public institution because it does not serve the whole public.”

Fired

Baker, who had been head librarian at the Kingsland branch for a year, continued to wage her own resistance. Inspired by a recent book-burning in Tennessee, she created a display in the library with banned titles like “To Kill a Mockingbird” and changed the letters on the variable message board out to front to say “We put the ‘lit’ in literature.” Milum told her to take down the display, then began ignoring her emails, she said.

On March 9, when Milum and the director of human resources appeared at the door of her library, Baker was ready. She knew she had caused waves. With a quaking voice, a visibly nervous Milum read Baker’s alleged

offenses: “insubordination,” “creating a disturbance” and “allowing personal opinions to interfere with job duties and procedures.”

Baker was being fired.

After Milum finished reading her termination notice, Baker handed over her timecard and began packing up her belongings — books, supplies for the art class she taught and a small plaque that said, “Your beliefs don’t make you a good person, your behavior does.” A co-worker burst into tears. Baker said goodbye and walked out into the warm spring day, leaving the place that had been a refuge since she left a troubled marriage in Colorado and moved back home to Texas in 2016.

She was sad, but has no regrets about defying the board’s orders, she said.

“You’re taking away people’s freedom to read books and that’s not right,” Baker said. “Your intellectual freedom, your mind, is one of the only things you ever truly own. You can’t go against that.”

‘Things I feared already came true’

One recent spring day, an overflow crowd packed the Llano County commissioners meeting as the panel debated the new library advisory board’s bylaws.

Many who spoke praised the commissioners for their recent work “saving the children of Llano County” from “pornography” and “pedophiles,” often breaking into enthusiastic applause and shouts of “Amen!” Tension erupted when latecomers stuck in the hallway attempted to speak. “I’d like to speak in the name of Jesus!” one man yelled.

When Cunningham spoke, he evoked past trials that the county had weathered — a historic flood, a historic freeze, a historic pandemic — and he sounded tired.

“This has gone way too big and way too heated,” he said. “Both sides need to take a breath. We’re going to get to a solution together.”

Throughout the debate, the commissioners deferred to Wallace, who showed up with an giant binder full of papers, including what appeared to be a color copy of an illustration from one of the offending books. Ultimately, each side scored a small victory — the head librarian would now be a member of the board, as the anti-censorship camp wanted, but the meetings would still be closed to the public.

Baker and Green Little were in the audience, but neither wanted to speak. Baker said she is exploring her legal options with an attorney. Cunningham declined to comment on personnel matters or potential litigation.

Green Little’s group is also consulting attorneys from the American Civil Liberties Union and elsewhere to see if there is any “legal accountability” for the commissioners’ actions.

She said they will keep fighting, but “the things I feared already came true. I expect more of the same — more censorship, more opacity, a library for all curated by the few.”

Magda Jean-Louis contributed to this report.

Proposed Forum Article

While there has been much discussion lately about the issues related to homelessness in our community, it's important to note that overnight shelters do not, by themselves, provide a path out of homelessness and addiction. A day shelter can fill that void. Day shelters currently exist, successfully, in many other locations - including Lansing, Ann Arbor, and Grand Rapids.

Day shelters provide a space to get help. In a day shelter environment vulnerable unhoused populations have a place to receive what they need to begin starting anew. This might be access to treatment for substance abuse or mental health issues. This environment also provides a means for assistance organizations to determine who is in a position to be a successful transitional housing candidate.

Day shelters buy time. It's no secret our area has a housing shortage at all levels - but especially in transitional and workforce housing. A recent Ticker article mentioned we are 15,000 units short and it will take years to fill that gap - which means we will not be flush with available housing anytime soon.

Day shelters provide safety and consistency with trained staff. Vulnerability does not end at daybreak. Forced to protect themselves in various ways vulnerable people seek shelter 24/7, and without a day shelter those options are often few and far between - especially in a pandemic or other public crisis.

Why is this letter coming from the library? Because over the past winter the Main Library has been the de facto day shelter. While everyone is welcome at the library, violations of our behavior policy stemming from addiction issues have reached a point where we must ask the community for help in order to fulfill our mission of safely providing library materials and services.

This is a community issue years in the making, and therefore it will take a broad-based, concerted, and extended approach in order to find a solution. The community might consider an approach similar to the Grand Vision - but fast-tracked - with a facilitator setting an overall agenda and a wide base of key stakeholders at the table, who arrive at an actionable regional plan that is both doable and fundable.

While there are many organizations and volunteers doing great work in our community in order to move this issue forward we need a champion to step up and marshall our resources. The current crisis is already costing the community - consuming a large amount of police and security resources and, speaking personally, consuming a

disproportionate amount of library staff time and unplanned costs. We want to do the job the community mandates us to do, the careers we've chosen, and we know as a community we can do better. We know a coalition is out there, we just need to find them.

Traverse Area Library Board of Trustees

Susan Odgers, President

Marylee Pakieser, Vice President

Jeffrey Wescott, Secretary

Carol Sullivan, Treasurer

Micheal Vickery, Trustee

Joseph Jones, Trustee

Paul Deyo, Trustee

Word count: 485/500

REVISED Proposed Forum Article

While there has been much discussion lately about the issues related to homelessness in our community, it's important to note that overnight shelters do not, by themselves, provide a path out of homelessness and addiction. A day shelter can fill that void. Day shelters currently exist, successfully, in many other locations - including Lansing, Ann Arbor, and Grand Rapids.

Day shelters provide a space to get help during working hours. In a day shelter environment, vulnerable unhoused populations have a place to receive the resources they need to begin starting anew including access to treatment for substance abuse or mental health issues. This environment also provides a means for assistance organizations to determine who is in a position to be a successful transitional housing candidate.

Day shelters buy time. It's no secret our area has a housing shortage at all levels - but especially in transitional and workforce housing. A recent *Ticker* article mentioned we are 15,000 units short and it will take years to fill that gap - which means we will not be flush with available housing anytime soon.

Day shelters provide safety and consistency with trained staff. Vulnerability does not end at daybreak. Forced to protect themselves in various ways, vulnerable people seek shelter 24/7, and without a day shelter those options are often few and far between - especially in a pandemic or other public crisis.

Why is this letter coming from the library? Over the past winter the Main Library has been the *de facto* day shelter. While everyone is welcome at the library, violations of our behavior policy stemming from addiction issues have reached a point where we must ask the community for help in order to fulfill our mission of safely providing library materials and services.

This is a community issue years in the making, and therefore it will take a broad-based, concerted, and extended approach in order to find a solution. The community might consider an approach similar to the Grand Vision - but fast-tracked - with a facilitator setting an overall agenda and a wide base of key stakeholders at the table, who arrive at an actionable regional plan that is both doable and fundable.

While there are many organizations and volunteers doing great work, we need a coalition to step up and marshal our resources. The current crisis is already costing

the community by consuming a large amount of police and security resources and, consuming a disproportionate amount of library staff time and unplanned costs. We want to do the job the community mandates us to do, and we know as a community we can do better. We know a coalition is out there, we just need to find them.

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Carol Sullivan, Treasurer

Micheal Vickery, Trustee

Joseph Jones, Trustee

Paul Deyo, Trustee

Word count: 446/500



Michele Howard <mhoward@tadl.org>

Traverse Area District Library Behavior Issue

MDARD-ORD <MDARD-ORD@michigan.gov>

Thu, May 5, 2022 at 3:11 PM

To: Michele Howard <mhoward@tadl.org>, MDARD-ORD <MDARD-ORD@michigan.gov>, Susan Odgers <sodgers@tadl.org>

Cc: "Lucas, Sarah (MDARD)" <LucasS5@michigan.gov>

Hi Michele and Susan,

Thank you for reaching out. I read about this in the Ticker recently, and appreciate what a tremendous challenge this is for all involved.

I came across [this article](#) a while back – you likely have seen some version of it, but I was intrigued by the idea of on-site mental health workers in the libraries. It doesn't specifically address homelessness but the model is interesting; it looks like you're considering something similar in respect to a community police officer. I'd be interested in your thoughts on this or other solutions you're considering, and if you have any thoughts on how I or the Office of Rural Development might be able to help. If you'd like to talk further, please let me know. I'll be in Traverse City for events this month, and could meet in person if you like, or happy to plan a call as well. My contact information is below, and I've copied my personal email so you have it.

Thanks!

Sarah

Sarah Lucas, Deputy Director

Office of Rural Development

Michigan Department of Agriculture & Rural Development

LucasS5@michigan.gov

517.331.7181

From: Michele Howard <mhoward@tadl.org>**Sent:** Thursday, April 28, 2022 11:25 PM**To:** MDARD-ORD <MDARD-ORD@michigan.gov>; Susan Odgers <sodgers@tadl.org>**Subject:** Traverse Area District Library Behavior Issue

CAUTION: This is an External email. Please send suspicious emails to abuse@michigan.gov

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