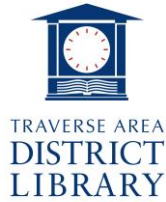


October 20, 2022

TADL Library Board Packet

Please refer to the agenda on the following page.
Disregard the links in the agenda, all the referenced
documentation follows the agenda in this pdf.

Thank you!



AGENDA

Board of Trustees Regular Meeting
Thursday, October 20, 2022 at 4:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment***
5. **[Michigan Library Appreciation Month October 2022 Resolution](#)**
6. **Consent Agenda**
 - a. Approval of Minutes – [Regular Meeting of September 15, 2022](#)
 - b. [Department Reports](#)
 - c. Finance and Facilities Committee Report – [October 4, 2022](#)
 - d. Policy and Personnel Committee Report – [October 4, 2022](#)
 - Policy Removals: 7.3 Recognitions Policy | 7.4 Volunteers | 7.6 Use of Supplemental Substitute Employees | 7.7 Discontinuance of TADL Email and Phone During Unpaid Leave | 7.8 Code of Ethics for TADL Employees
 - e. Financial Report – [Narrative](#) | [Expenses](#) | [Revenues](#)
 - f. Member Library Communications – FLPL | [JPL](#) | [PCL](#)
 - g. Friends of TADL Report – Donna Hornberger, President
 - h. Correspondence
7. **Items Removed from the Consent Calendar**
8. **[Director Report](#)**
9. **Old Business**
 - a. Policy Revision: [1.4 Traverse Area District Library Trustee Ethics Statement](#)
 - b. Policy Revision: [7.2 Drug-Free Workplace Policy](#)
 - c. [Acceptance of New Uniform Chart of Accounts](#)
 - d. [Monument Sign Approval](#)
 - e. [By-laws Change Regarding Temporary Assignment of Secretary Duties](#)
10. **New Business**
 - a. New Policy: [7.3 Workplace Relationship Policy](#)
 - b. [Approval for Director to Modify Agreement with Huntington Bank To Allow 401\(k\) Withdrawals for Disability](#)
 - c. Discussion: Favorite Library Memory
11. **Public Comment***
12. **Trustee Comment**
13. **Closed Session (if needed)**
14. **Adjournment**

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

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).



Michigan Library Appreciation Month October 2022 Resolution

Whereas, the Michigan Library Association (MLA) annually designates the month of October as a statewide observance to celebrate the contributions of Michigan's public, school, academic, tribal, cooperative and special libraries;

WHEREAS, Traverse City and Grand Traverse County have recognized the importance of libraries since 1869 with beginning of the Ladies Library until now, with a District wide system:

Whereas, Michigan's libraries continue to evolve and expand their services and now offer more programs, events, services, resources, and collections than ever to serve and support their communities;

Whereas, libraries are now dynamic centers of discovery and lifelong learning – serving as concert venues, art galleries, tourist destinations, meeting spaces, community living rooms, makerspaces, study rooms and more;

Whereas, libraries now offer patrons much more to borrow than books, including laptops, mobile hotspots, tools, games, movies, music and more – serving as an indispensable resource for children, teens, adults and seniors;

Whereas, libraries provide free access to information to millions of Michiganders allowing them to explore and discover a vast world of information and entertainment;

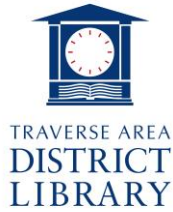
Whereas, libraries provide materials and programs that are as diverse as the people they serve, while protecting patron's privacy and supporting their right to read;

Whereas, libraries serve as the primary point of access for people without internet or access to computers, enabling everyone to connect to the people and ideas of the world;

Whereas, Michigan libraries are indispensable educational and cultural institutions in the heart of our communities, offering Michiganders a place to gather, socialize, study and learn;

Whereas, hundreds of libraries and millions of library supporters across Michigan are celebrating Michigan Library Appreciation Month this October; now, therefore, be it

Resolved that I, TADL President Susan Odgers, proclaim October 2022 as Michigan Library Appreciation Month. During this time, I encourage all residents to visit their library in person or virtually and connect to the numerous services, resources and collections their library now provides.



Board of Trustees Regular Meeting
MINUTES
Thursday, September 15, 2022 at 4:00pm
Kingsley Branch Library
213 S. Brownson Ave., Kingsley, MI 49649

1. Call to Order

The meeting was called to order by President Odgers at 4:04pm. Present were: Odgers (President); Pakieser (Vice President); Sullivan (Treasurer); Wescott (Secretary, arrived at 4:22pm); Vickery, Jones, and Deyo (Trustees). Also present were: Howard (Director); Radjenovich (Assistant Director for Finance and Human Resources); Smith, McKenna, Schuck, Barritt, Brady, Lentz, Olson, 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 Pakieser, SUPPORTED by Sullivan, to approve the agenda as presented. Motion CARRIED.

4. Public Comment

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

5. Consent Agenda

- a. *Approval of Minutes - Regular Meeting of August 18, 2022*
- b. *Department Reports*
- c. *Finance and Facilities Committee Report – September 6, 2022*
- d. *Policy and Personnel Committee Report – September 6, 2022*
- e. *Financial Report – Narrative | Expenses | Revenues*
- f. *Member Library Communications – FLPL | IPL | PCL*
- g. *Friends of TADL Report – Donna Hornberger, President*
- h. *Correspondence*

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

6. Items Removed from the Consent Calendar

No items were removed from the Consent Calendar.

7. Director Report

Howard confirmed her written report and added the following:

- Intern, Nerissa Godfrey, has also been trained as a substitute and continues to sub following the completion of her required hours for internship.

- Howard noted a general increase in materials challenges within libraries everywhere, often accusing librarians of corrupting children among a host of other negative comments.
- The Bookmobile has been on the road many times since its acquisition and the interior is getting installed now.

8. **Old Business**

a. *Discussion – Monument Sign RFP Results: Image 360 | Prolmage*

Howard noted that the monument sign RFP brought in three proposal, however one was received after the deadline and, at the advice of Counsel, was not opened. The remaining two companies were invited to the meeting. Kirk Phipps, from Prolmage, presented his proposal, explaining the thoughts behind the designs created as well as information on local codes on dimensions and materials to be used. The trustees discussed their opinions and asked many questions. One of the designs was preferred overall, and the trustees agreed that they would like Prolmage to make a few changes to the mock-up for review at the next Finance and Facilities Committee. There was no representative from Image 360. It was **MOVED** by Deyo, **SUPPORTED** by Sullivan, move forward with Prolmage as the chosen company with Prolmage providing a revised design mock-up as discussed and then bringing it back to the board for final approval. Motion **CARRIED**.

9. **New Business**

a. *New Policy: 7.4 Whistleblower Policy*

Howard noted that a whistleblower policy is required by the State of Michigan. The policy presented has been revised by Adams (Labor-Relations Counsel) and reviewed by the Policy and Personnel Committee. It was **MOVED** by Vickery, **SUPPORTED** by Pakieser, to adopt the new policy 7.4 Whistleblower Policy as presented. Motion **CARRIED**.

b. *Policy Removal: 7.9 Remote Work Policy*

Howard reminded the board that the remote workplace policy created in 2020 was a result of the MIOSHA emergency rule during the COVID pandemic and is no longer in effect. Vickery noted that the Policy Committee determined that this is an operational issue rather than a board level policy. Howard is working with Counsel on a necessary remote work policy language for the Employee Handbook. It was **MOVED** by Vickery, supported by Pakieser, to remove 7.9 Remote Work Policy. Motion **CARRIED**.

c. *Resolution: Authorization to Spend Up to \$32,118 from Public Improvement Fund*

Discussion was had regarding several projects that are near completion requiring further estimated expenditures, including: \$3500 for a mural in the Youth Story Room out of the Youth Services Restricted Fund; \$8200 for the purchase and installation of the permanent Story Walk signs out of the Unrestricted donations Fund; \$6000 for completion of the Circulation Work Area Phase 2 out of the Unrestricted donations fun; and \$14,418 for a new CD/DVD cleaner from the Unrestricted Donations Fund (Marion Talbot bequest). These funds are all currently held within the Public Improvement Fund. It was **MOVED** by Jones, **SUPPORTED** by Wescott, to approve the expenditure not to exceed \$32,118 from the Public Improvement Fund to complete the four (4) projects as discussed. A roll call vote was taken with the following results:

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

Motion **CARRIED** with seven (7) aye.

d. *Narcan Training*

Vice President Pakieser, MSN, RN, FNP-BC provided information on opioid addiction/overdose and training on the use of Narcan, an easily administered nasal spray used to quickly reverse a drug overdose by blocking the effects of an opioid. Howard noted that every service desk at the Main library and the Kingsley and East Bay branch libraries have Narcan kits and supplies for use in the event of an overdose emergency. Vice President Pakieser will also be providing the same training to all employees at the annual in-service in November.

e. *Discussion: Collection Development (TADL Policy)*

Following a request at a prior board meeting from Trustee Deyo to discuss and learn more about the materials selection process, the board had a lengthy discussion about how materials are selected, publishing industry challenges as it relates to acquisition, diversity audits, and how to be prepared for any challenges received. Howard emphasized that the public has a First Amendment right to read what they want to read and the library provides materials for that right. Librarians are passionate about that Constitutional right and will always fight for that right, using the First Amendment as the legal argument against a challenge. Simple offensiveness is not a legal argument to remove a book. Well-curated library collections likely have something to offend everyone.

The following staff discussed their selection process and thoughts and experiences with challenges: Linda Smith, Head of Teen Services; Melissa McKenna, Head of Adult Services, Aaron Olson, Head of Sight and Sound, Andy Schuck, Head of Youth Services; and Amy Barritt, Kingsley Branch Manager.

Board members expressed sincere appreciation for the discussion with staff. The job of collection development was shown to be very complex, well thought, with material and programming decisions made from a solid industry principled base. The perspective of passionate service was evident in all conversations. The discussion also revealed insight as to budget constraints. It was agreed that all board members felt better informed and had a deeper understanding of the process and the ideals that go into a library collection that represents who and what a public library is for: a diverse community of people and interests.

10. **Public Comment**

President Odgers opened the floor for public comment. The following people addressed the board: Heather Brady, TADL's Marketing and Communications Manager, noted that September is Library Card Sign-Up month. Banned Books Week, September 18-24 is a library tradition and many of the past years' banned books posters will be displayed throughout the library; Melissa McKenna, TADL's Head of Adult Services, invited everyone to the final Community Conversation on addiction recovery and noted that purple is the color to celebrate addiction recovery.

11. **Trustee Comment**

President Odgers thanked Deyo for pushing the questions and suggesting a discussion on the collection development process. Jones expressed gratitude that TADL would not remove books from the library simply due to a challenge.

President Odgers thanked everyone for their support during her breast cancer journey. She also thanked Kingsley Branch Library, for hosting the TADL board meeting at the Kingsley Branch Library.

12. **Closed Session**

A closed session was not needed.

13. **Adjournment**

With a motion to adjourn by Wescott, supported by Pakieser, President Odgers adjourned the meeting at 6:16pm.

Respectfully submitted,

Approved by board vote on October 20, 2022

V. Carpenter, Recording Secretary

J. Wescott, Board Secretary

DRAFT



Departmental Reports
for the month of September
(October 20, 2022 Board Meeting)

Adult Services

- The final program in the Community Conversation: Addiction & Recovery program series was a Community Celebration of Recovery held on the library's front lawn on Tuesday, 9/20. We had balloons, live music, open mic story sharing about recovery, the WKLT Thunder Truck, and Northwest MI Works sponsored the Moomers ice cream truck to provide free ice cream for all. We had 12 local organizations staff informational tables to talk with over 60 attendees. Melissa & Matt Zerelli, from Northern Lakes Community Mental Health, went on the road to make sure the community knew about the event, joining The Four on 9&10 on 9/19. (*Inclusive Space, Purposeful Partnerships*)
- Multiple departments and branches joined together to celebrate Banned Books Week this month with displays and booklists, stickers, and even a Beanstack reading challenge. This culminated with a TADL takeover of trivia night at Right Brain Brewery with a Banned Books theme on 9/21. Over 40 people attended the event. (*Innovative Engagement, Targeted Outreach, Inclusive Space, Purposeful Partnerships*)
- The Seed Library was VERY popular and successful in helping people grow their own fresh food for free this year. We handed out over 2,000 packets of seeds! (*Innovative Engagement*)
- Local History Collection News - Melissa met with representatives from the Friendly Garden Club so they could see how the LHC staff had organized the clubs' donated records and materials to be able to determine what they wanted to continue to collect and donate to the archives. A speaker for the Traverse Area Historical Society meeting used the online resources, with the help of staff, to locate photos he had helped to tag and accession for the archives when they belonged to TAHS to use as part of his presentation.
- Partnership Highlights:
 - Michele Howard and Melissa McKenna attended the dedication of another local Habitat for Humanity house on 9/27, bringing books for every member of the family in a TADL tote bag as a "welcome home" gift.
 - Melissa attended the annual SCORE Reconnect Event for volunteers and partners on 9/28. This was an interesting opportunity to network with members of the business and educational community.
- In September, the Adult Services Dept. held A LOT of programs (in addition to those listed above, available videos & related materials linked):
 - Two additional Community Conversations:
 - In partnership with Interlochen Public Radio, the hosts of the podcast, Unnatural Selections, gave a talk on their series about the effects of

- humans on the natural world on 9/8 to an audience of 9 in person and 2 online.
 - Staff from Munson Hospice provided resources and information to help those who are grieving on 9/29 to 8 people in person and 4 online.
 - Teen and Adult Services continued to partner on the Inclusive Gaming program series happening every 1st & 3rd Sunday for ages 15-25 and open to all abilities and neurodiversities. (*Inclusive Space*)
 - Two Local Authors Talks:
 - John Wemlinger spoke about his new book *The Cut* on 9/28 and had 16 people in the audience in-person and 3 online.
 - Mike Fornes regaled everyone with stories about Mackinac Island's Grand Hotel on 9/21. 17 people joined us in-person and another 17 were able to enjoy the program online.
 - For National Talk Like a Pirate Day, an online program about piracy on the Great Lakes gathered an audience of 17.
 - Tai Chi met only once due to inclement weather on the last scheduled date, with a total attendance of 14.
 - Books & Brewskis continues at Silver Spruce Brewery with 14 people attending the discussion of *Born a Crime* by Trevor Noah. (*Purposeful Partnerships, Targeted Outreach*) Queer Tales, continues to meet online and had 4 people attend this month to discuss *Gender Queer* by Maia Kobabe, in honor of Banned Books Week. (*Inclusive Space*)
 - TADL Stitchers met 4 times in-person with a total attendance of 33.
 - The Book Bike is still making weekly trips to the Wednesday morning Sarah Hardy Farmers Market. It made 3 trips this month (one was canceled because of rain) and continues to serve an average of over 100 people per visit. (*Targeted Outreach*)
 - The bookmobile went to the Traverse Heights Neighborhood Association Meeting on 9/22 and staff spoke with 20 people about library services.
 - Local partners, Traverse Area Historical Society and the Grand Traverse Genealogical Society, both held their September programs in the McGuire Room. (*Purposeful Partnerships*)
- September Adult Services Statistics:
 - Questions Answered In-Person - 1334
 - Questions answered via Phone - 555
 - Questions Answered via Email/Chat - 131
 - RA/Tech Help - 77
 - Notary Signatures - 21
 - Tests Proctored - 3
 - Craft Kits Distributed - 60 (Stamped hand towels)

Melissa McKenna
Adult Services Dept Head

Youth Services

Youth Services is delighted to announce that Courtnei Moyses has begun work in our department as the new Early Literacy Librarian for our department and district. Courtnei comes to us from the Kent District Library (Grand Rapids) where she worked as Branch Outreach and Programming Specialist and Youth Librarian for the last 4 years. Courtnei brings a lot of enthusiasm for outreach and working with children of all ages and we are beyond excited to have her working with us and our community partners. Courtnei will take Andy's place on the Read to Me and Literacy Hub group meetings.

We have been pleasantly surprised by the community interest in StoryTimes during September. Typically a slow time for storytimes, a spate of wet fall weather may have given families more incentive to get inside and engage in Storytimes. Each of our 5 desk staff (including Courtnei) have begun their Storytime programs, which we offer 5 days per week at 11 AM (with 1 Babytime program at 9:30 on Tuesday).



We were also invited back to the Civic Center as part of the Mighty Kids! Mighty Families! event hosted by the Great Start Collaborative. Youth Services brought the Bookmobile and our water tables over, engaging over 100 community members about our family programs, reading challenges, and even signing some for library cards (thank you, Josh from Circulation). It was a beautiful day and a wonderful event, which we look forward to participating in future years. The Bookmobile made participation a whole lot easier, as well.

Afterschool programming has also begun in Youth Services with our regular array of programming, including Make Something, Word Builder BINGO, Build and Create, Tween Scene, and Coding Club. Families aren't yet seeking out these programs, as staff frequently "round up" interested families in the department. This helps to spread the word, though, and encourages attendees to look for future opportunities to attend these programs and tell their friends.

Department Head Andy Schuck participated in the Born To Read Work Bee to stuff Welcome Baby packets for Munson Hospital as part of the September 28th Sunrise Rotary meeting. Andy has been part of the Born to Read committee throughout the pandemic and continues to work with the group to make reading to children between the ages of birth - 3 years a priority for families in our region.

Andy Schuck also began meeting with members of the Battle of the Books book selection committee. The initial meeting was to gather together books for the process of reading, reviewing, and winnowing down to 8 youth-oriented book selections for 4th and 5th grade teams. We will meet 1-2 more times after this initial meeting, in anticipation of a mid-January kickoff program.

Youth Services created displays, book lists, and a reading challenge (in Beanstack) for this year's Banned Book Week. Our Reading Challenge encouraged children and families to read Banned Books and consider reasons why community members might challenge these books in our libraries and also why it is important that these books remain available for our community.

We also started our Year-Round Reading Challenges after hearing from TCAPS' teachers that this was something missing from our current offerings. Included in the new online offerings through Beanstack are: the 1000 Books Before Kindergarten program (alternative to paper-based program), the K-2 Reading Challenge (100 books), and the grades 3 - 5 Reading Challenge (50 books).

During September, Youth Services hosted 18 Early Literacy programs for 239 community members. We hosted or participated in 12 other programs and outreach during the month, engaging 376 more community members. The department has also been very active with many community members making good use of our Preschool Interactive Learning Area (PILA) in the process. During the month, we answered 1,198 reference questions, including 1,094 in person, 100 via the phone, and 4 digital questions.

Andy Schuck
Head of Youth Services

Sight & Sound

It's still summer right? Well at least most of September was still summer! We have been busy with an influx of new patrons. New patron reactions make us smile. "Wow, I've been coming to the library for years and never wandered into this department. It's very cool here!"

I've been hard at work with many partnered organizations. League of Women Voters Grand Traverse Area held a program on Sept. 20 on Everything You Ever Wanted to Know About Voting – But Were Afraid to Ask! LWV-GTA / TADL. We partnered with Traverse Area Community Media to live stream the event directly to social media & live on Channel 189. It's a very promising partnership and I think it will bring a larger audience for all the work we do.



With help from Michele and the TADL Board and the Marion Talbot Donation we have purchased and received the Elm-Eco Master Optical Disc Repair unit. This happened very quickly, after working with the leased unit we have high confidence that this will make the condition of our collections work better for our patrons. After we complete the initializing work, we will set up a work calendar to help spread the work out. Keith

Schwartz did a lot of leg work in making this process go smoothly. Thank you to all who helped to make this a reality.



We also received a very generous donation of a new Orion StarBlast 4.5 Astro Reflector Telescope from the Grand Traverse Astronomical Society. Dr. Jerry Dobek delivered it to us in mid September. When we have it all packaged up we will share more photos. The interest in the telescopes has spiked after the release of NASA James Webb Telescope. So this new unit is right on time!

Notable:

- We bid farewell to our long time page Garrett Wilson, we all wish him well.
- We have welcomed two new Pages Chris Loomis and Luca Schwalm to our staff.
- Halloween music and movies are on display.
- Working with a new mural in S&S, stay tuned.
- I've been busy with the 2023 budget process.

TADL Meeting Room Stats September 2022

Total: 105

TADL meetings: 31

Personal/Outside Group Meetings: 74

Paid Meetings: 3

Unpaid Meetings: 102

Walk-ins: 30

Advance Reservation: 75

Number of Meetings by Rm September 2022

McGuire Room: 22

Thirlby Room: 52

Study Room D: 31

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

Thanks for reading.

Aaron

Circulation

September Circulation Numbers

New patron accounts created: 206

Curbside pickups for September 2022: 47

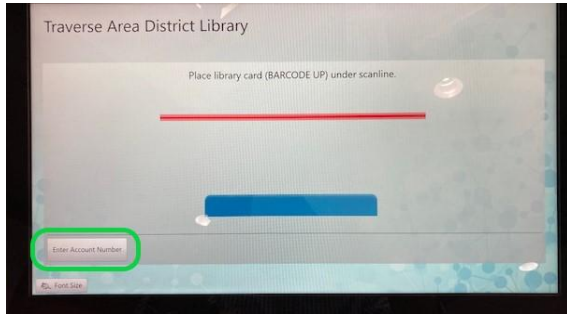
Notary Public Service requests filled: 13

Circulation Statistics for MeLCat, September 2022:

- TADL items sent to borrowing institutions: 1423
- TADL items received from lending institutions: 1910

I attended the Mighty Kids, Mighty Families event on Saturday, September 17 with our amazing Youth Services team! About a hundred people visited; they got to see the new Bookmobile, check out some cool sensory play items, and hear about lots of great programming in Youth Services. Most already had cards, but I signed up members for 2 new families from the Detroit area. I also attended the September Traverse Heights Neighborhood Association Meeting with Heather Brady. At the end of the meeting, I spoke with a couple of patrons about all the great services and materials available to our patrons - they really loved the Library of Things!

Patrons who know their library card number now have the option to manually enter this information at our Self-checkout machines - pictures of the Self-Check screens are below. We'll be listening to feedback from our patrons to see what they think of this new capability.



Respectfully Submitted,
Josh Denby
Department Head, Circulation

Marketing and Communications

September is a big month for libraries, between Library Card Signup Month and Banned Books Week (**targeted outreach**). We promoted both events, in addition to our other scheduled programs and services. Some key helpers helped me reframe our banned books posters from past years and I put them throughout the building. In the future we'll use them in meeting rooms and for exhibits when nothing else is on display.

I participated in several outreach events, including Banned Books Trivia Night at Right Brain Brewery (**innovative engagement**) and a stop at the Traverse Heights Neighborhood meeting (**targeted outreach, purposeful partnerships**). I also stopped by the open house at the REMC office in the Career Tech center, to support our networking with local education groups (**targeted outreach, purposeful partnerships**). Much of the month was devoted to creating pages for the new website (**inclusive space**), migrating existing content from our current platform over to the new one as well as converting our existing pdfs to accessible versions. We will be trying a new service, mailing a postcard to all "new movers" in the county, inviting them to check out the library (**innovative engagement, targeted outreach**). Our first mailing will cover the six months from April 2022 to September 2022, after that postcards will mail once a quarter.



Our email newsletter open rate continues to improve, inching up a bit each month. Current open rate is just over 33%, a figure that has doubled over the last 18 months (**targeted outreach**). Social media continues to improve as well, with our Facebook reach up 64% and Instagram reach up 146% for 2022.

Press: WriteMichigan Short Story Contest (Grand Rapids Magazine, 9/9); Community Conversation - Recovery Celebration (9&10 News, 9/21).

Website: Users - 11,305; Pageviews - 34,336

Heather Brady
Marketing & Communications Manager

Human Resources – It's Open Enrollment time! All benefit eligible employees were able to sit in on a live zoom meeting or watch a recording of the meeting to hear about the changes to their benefit options. There were no changes to our Dental or Vision plan and our Medical plan went up 6.4 % for the HSA plan and just 2.55% for the traditional plan. Enrollment closed September 15th and the new plans take effect on November 1st.

We also had zoom meetings with our MERS education specialist and our 401K education specialist so that employees could learn more about the options available to them. They also were given the opportunity to set up private discussions with the reps.

In September we said good-bye to Garrett Williams in the Sight & Sound department as he moved on to new adventures. Garrett's shoes are being filled by Luca Schwalm. Welcome to Luca! The Youth department is happy to announce that Courtnei Moyses has joined the team to make their department whole again! Courtnei comes to us from Kent District Library in Grand Rapids.

Finance – Michele, Danielle and I have been meeting with Department Heads and going over their budget requests for the upcoming year. We will be compiling numbers and finalizing the budget in the next couple of weeks.

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

Deb Radjenovich
Assistant Director for Finance & HR

Facilities

- Continued progress on Monument Sign project, Garden Wall repair, and Bathroom Renovation project;
- Continued Youth Services Storyroom redecorating with vinyl wallpapering, bench recovering, and prep for upcoming Mural project;
- Continued Bookmobile preparations including a driver checklist, cart strapping, emergency equipment, and promotional photoshoot;
- Ordered new Storywalk signs for Youth Services;
- Safety Committee met to review updates to the Emergency Procedure manual and all Department Safety Kits;
- Ordered new Staff Refrigerator for the Kitchen;

- Upgraded TBL back office with new paint and repurposed desk;
- Assembled new EBB shelves in their Youth Area; and
- Prepared for winter by researching a new Guard Desk.

Bret R Boulter
Facilities Manager

TADL Talking Book Library

September has Banned Book week. I shared a list of banned audiobooks on TBL's webpage.

This month we discussed "The Newcomer" by Mary Kay Andrews in the Tuesday @ Two book group.

Outreach is going strong. I visit five different senior communities and have 1 curbside.

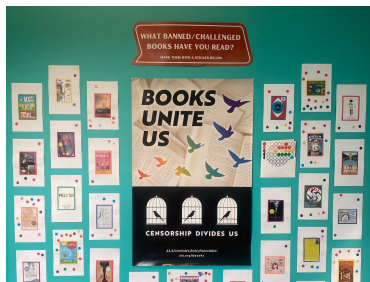
Anita Chouinard
Talking Book Manager

East Bay Branch Library

During August and September, The East Bay Branch continued some of its popular regular programs, including Adult Coloring Night, Sing & Stomp, STEM Saturdays, and East Bay Book Club, where Chantel led discussions of *The Invisible Life of Addie LaRue* by V. E. Schwab, and *Good Eggs* by Rebecca Hardiman. We also started a needle arts program called Stitch Together, where patrons can get together and knit, crochet, sew, etc. with each other.

In addition to these recurring programs, East Bay's staff took the Bookmobile over to the beginning-of-the-school-year Open House at Grand Traverse Academy, where we talked to almost 200 students and parents about the library, checked books out to students, and had a few activities for students to do in the shadow of the Bookmobile.

We also hosted our annual Ice Cream Social, where between 200-300 community members listened to live music, had their faces painted, bought used books and enjoyed free ice cream.



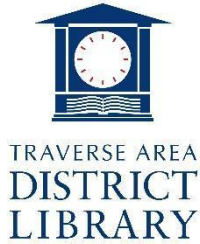
During Banned Book Week, we had an interactive display that sparked a lot of lively discussion, and had a Dear Banned Author event, where teens (and adults and children) could write letters of encouragement to their favorite writers who have had their books banned or challenged. We had displays for Constitution Week, Banned Books Week, Up North Pride Week, and Hispanic Heritage Month.



Also, the Teen and Juvenile Fiction sections got some

beautiful new shelving, thanks to a generous grant from the Northland Library Cooperative.

Respectfully Submitted,
Matt Archibald
East Bay Branch Library



TADL Board of Trustees Finance & Facilities Committee

October 4, 2022
4:00 pm ~ Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: P. Deyo, and J. Jones, Trustees. Trustee C. Sullivan was excused. B. Boulter, V. Carpenter, D. Radjenovich, H. Brady, and M. Howard, staff.

Agenda Approval: The agenda was approved as amended.

Minutes Approval: Minutes from the September 6, 2022 Finance and Facilities and Services Committee were approved.

Public Comment: No public comment.

Facilities

Library Monument Sign

Trustees reviewed the additional drafts from Prolmage, settling on image 1C. There was some discussion about the specifics of the sign. Deyo made the motion that Boulter will follow up with Prolmage for a final draft to take to the October Board meeting. Second by Jones. Motion passed.

Roof Update

Boulter reported that Spence Brothers continues to look for a company to complete our indoor insulation project. Howard and Boulter are working on more information regarding solar panels on the roof.

25th Anniversary Date:

Howard explained that the building is marked as built in 1998 yet the building wasn't open to the public until January 1999. Howard inquired if the Trustees had a preference regarding when to celebrate the building's 25th anniversary. Jones suggested following the pattern set by the 20th anniversary. Howard will begin planning ideas for the year 2024, the same year of the millage.

Finance:

Draft Budget 2023:

Radjenovich and Howard explained that the budget was coming along nicely. Members will get a 3.09% increase this year. It is planned to keep MERS payments at \$10,000 per month even though the requirement is \$6,746. Howard noted an area of the budget that needs more money allocated to it is e-books. Prices continue to rise and it is straining the budget. Howard is looking at reducing Hoopla to 4 or 5 check-out per month to control costs.

Resolution to Change Agreement with Huntington Bank Allowing 401(k) Withdrawals for Disability:

Under our current plan, staff enrolled in the 401(k) are not allowed to make early withdrawals for qualifying disabilities. Howard would like to change this. It was motioned by Jones and seconded by Deyo for Howard to put the necessary resolution on the October Board Agenda.

New Uniform Chart of Accounts:

Howard and Radjenovich explained the new Uniform Chart of Accounts is required by the State of Michigan. Howard will put this on the October Board Meeting Agenda for approval.

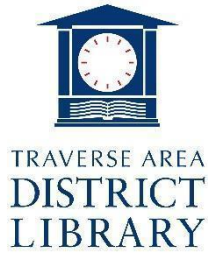
Michigan Class: Howard passed out the latest earnings statement from Michigan Class.

Next Meeting Date / Time: November 1, 2022 at 4:00pm.

Next Meeting Topic Suggestions: 2023 Preliminary Budget, RFP Insurance

Public Comment: No public comment.

Adjournment: The meeting adjourned at 4:50 pm



TADL Board of Trustees Policy and Personnel Committee

October 4, 2022
10:00 am Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

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

Agenda Approval: The agenda was approved as amended.

Minutes Approval: The minutes of the September 6, 2022 meeting were approved.

Public Comment: There was none.

Policy:

Revision: 1.4 Traverse Area District Library Trustee Ethics Statement revised to Trustee Statement and Code of Ethics and Remove: 7.8 Code of Ethics for TADL Employees

Based on the September Committee meeting, Howard revised policy 1.4 and is suggesting the removal of 7.8 since the content is and will be covered in the employee Handbook. After some discussion, Trustees suggested this policy be forwarded to the October Board meeting for approval.

New Policy 7.2 Drug Free Workplace

Attorney Janis Adams revised this policy. Howard will ask a few clarifying questions of Adams. Trustees suggested this policy be forwarded to the October Board meeting for approval.

Remove: 7.3 Recognitions Policy

Per Trustee discussion and recommendations by Attorney Adams, this policy is no longer valid. Trustees suggested this policy be forwarded to the October Board meeting for removal.

Remove: 7.4 Volunteers

Per Trustee discussion and recommendations by Attorney Adams, this policy is no longer valid. Trustees suggested this policy be forwarded to the October Board meeting for removal.

Remove: 7.6 Use of Supplemental Substitute Employees

Per Trustee discussion and recommendations by Attorney Adams, this policy is covered by the Employee Handbook. Trustees suggested this policy be forwarded to the October Board meeting for removal.

Remove: 7.7 Discontinuance of TADL Email and Phone during Unpaid Leave

Per Trustee discussion and recommendations by Attorney Adams, this policy is covered by the Employee Handbook. Trustees suggested this policy be forwarded to the October Board meeting for removal.

New Policy 7.3 Relationships Policy

Attorney Janis Adams crafted this policy as it was identified as important and missing in the policy manual. Trustees discussed and would suggest the only change being to add Workplace to the title of the policy. Trustees suggested this policy be forwarded to the October Board meeting for approval.

Bylaws change regarding Temporary Assignment of Secretary Duties

Howard will contact Attorney Zeits regarding revising the Bylaw to appoint a temporary Secretary during meetings when the Secretary is not present with the ordering being first the Vice President, then the Treasurer.

Discuss Proposed Committee Agenda and Scheduling for 2023

Due to the work over the last two years to fully revise the Policy Manual, Howard is suggesting a meeting schedule of every-other-month unless for 2023 for the Policy and Personnel Committee. This schedule is appropriate for the Personnel portion of the meeting as well. Trustees were in favor of this idea and will discuss it at a future board meeting.

Personnel:

Director Review

Howard contacted Kate Greene with Human Resource Partners. She was going to attend the committee meeting but was unable. Howard has been the director for 3 years, and Trustees are looking for broader input for her review. Howard will email Greene and Trustee Vickery about contracting Greene to do a more extensive review of the director and the need for clarification about prices, scope, and timing.

Next Meeting Date / Time: November 1, 2022 at 10:00 am.

Next Meeting Topic Suggestions: Continued Policy Review; including Finance Policies to then be forward to the Finance Committee in December.

Public Comment: None

Adjournment: The meeting adjourned at 11:18 am.

Financial Report Analysis for September 2022

Revenue – There aren't many changes to Revenue once we get to this point in the year. The only set revenue amount left to bring in is for a Support Contract. Other than the \$12,000 from that contract, we only have variable revenue left such as Sales items, Material Fines, Meeting Room rentals, Donations and Interest. Most of our variable revenue has been doing well and I expect that will continue through the end of the year. Our investments in our MI Class account have been doing well, confirming our decision to move money into that account. Our Fifth Third Bank and Multi-Bank investments are showing hefty losses though. These are unrealized losses which means that the value of the investment has gone down since it was purchased but the loss isn't realized unless the investment is sold. GASB (Governmental Accounting Standards Board) standards require that we recognize losses or gains monthly. This takes place within our Revenue and has not greatly affected our budget in the past. However, with the extent of our current "paper" losses, this is now affecting our available revenue to the extent that it is in turn affecting our spending ability. After discussing this with our auditors, their opinion was that since this is not a cash transaction nor is it a short term (in the current year budget) item, that we do not need to reduce our budgeted expenditures. Instead, if we have a shortfall at year end due to this "paper" loss, that we cover the difference from our fund balance.

Expenditures – Personnel costs are currently on budget. However, looking forward to the end of the year, we may run a little short due to our payout of the Reserve Sick Leave at the beginning of the year. We have funds set aside in our Employee Benefit Obligations fund for this reason so we will be pulling funds from there as we get closer to year end. Our Supply category, as predicted is starting to run over due to the extra spending that came with the increased revenue from grant money. The Books/Media/Online Resources line is currently on budget as the departments base their purchases on eleven months versus twelve. However, our various online databases are putting pressure on the budget as patrons are using them more, especially going into the holidays when people are doing more traveling. We are looking at making some adjustments to the databases to curtail the spending and also spending less on purchasing physical books to stay within our budget and using more of our leased books. I don't foresee any unusual spending in the Professional and Contractual Services category going into the last quarter and we hope to continue with just regular monthly maintenance around the building.

Overall, the percentage of the year completed is 75% and our costs are at 79.2%.

Deb Radjenovich

Assistant Director for Finance and Human Resources

7.3 Workplace Relationship Policy

TADL strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is necessary for effective Library operations. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries pertaining to how such relationships are conducted during working hours and within the working environment.

Direct-Reporting Relationships

Employees in supervisory or managerial roles and those with authority over the terms and conditions of a subordinate employee with whom they are having a dating or romantic relationship are subject to more stringent requirements under this policy. An employee in a supervisory position is *never permitted* to be in a dating, romantic or sexual relationship *with a subordinate employee who the employee supervises* and is required to immediately inform the TADL Director and the Human Resources Manager of the relationship.

Indirect Reporting Relationships

An employee in a supervisory position in a dating, romantic or sexual relationship *with a subordinate employee who the supervisory employee does not supervise* is also required to immediately inform the TADL Director and the Human Resources Manager of the relationship. The reported relationship will be reviewed by the Director and Human Resources Manager and a determination will be made as to what actions are necessary to ensure that the relationship maintains clear boundaries between the employees’ personal and business interactions necessary for effective business operations.

TADL reserves the right to determine what actions will be taken including alternative placement of an employee when possible, having the employees in the relationship sign an acknowledgement of a consensual relationship, release of one or both of the employees, or other remediation determined on a case by case basis. Further, TADL reserves the right to apply this policy to situations where there is a conflict or the potential for conflict (actual or apparent) because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

Failure to notify the Director and Human Resources Manager of the relationship as required under this policy or any other violation of this policy will subject the employee to disciplinary action, up to and including termination.

New on October 20, 2022

Motion by: _____

Adopted: Yes No

Support by: _____

J. Wescott, Board Secretary

Date

TRAVERSE AREA DISTRICT LIBRARY
EXPENDITURES
MONTH ENDING
SEPTEMBER 30, 2022

CATEGORY	BUDGET	2022 YTD	2021 YTD	VARIANCE	% OF BUDGET
Salaries & Wages	2,534,599	1,912,849	1,749,540	621,750	75.5%
Social Security/Medicare	71,900	49,152	44,855	22,748	68.4%
Health/Hospitalization	378,330	306,016	248,407	72,314	80.9%
Vision Insurance	4,150	3,359	3,390	791	80.9%
Dental Insurance	30,150	22,899	23,384	7,251	76.0%
Life Insurance	8,850	6,637	6,250	2,213	75.0%
MERS Defined Contribution Retirement	160,000	123,259	110,532	36,741	77.0%
MERS Unfunded Liability	234,173	204,173	290,000	30,000	87.2%
401K Retirement Contribution	120,400	77,744	79,810	42,656	64.6%
Unemployment Comp.	0	427	0	(427)	0.0%
Workers' Compensation	8,000	7,766	7,860	234	97.1%
Disability Insurance	15,500	11,739	4,502	3,761	75.7%
Office/Cat./General Supplies/Postage	166,450	167,795	93,595	(1,345)	100.8%
Covid-19 Supplies	1,000	126	3,670	874	12.6%
Books/Media/Online Resources	606,300	482,782	490,334	123,518	79.6%
Repair & Maintenance Supplies	6,750	3,203	3,188	3,547	47.5%
Professional & Contractual Services	242,674	184,984	170,454	57,690	76.2%
Communications	36,480	17,183	19,253	19,297	47.1%
Education & Travel	55,657	26,171	19,135	29,486	47.0%
Printing & Microfilming	2,900	0	525	2,900	0.0%
Advertising & Outreach	19,250	5,986	12,730	13,264	31.1%
Insurance & Bonds	38,490	32,136	33,563	6,354	83.5%
Utilities	103,200	68,791	67,153	34,409	66.7%
General Building & Grounds Maintenance	320,991	235,867	185,297	85,124	73.5%
Member Allocations	629,000	639,000	569,720	(10,000)	101.6%
Miscellaneous	3,800	0	55	3,800	0.0%
Property Tax Reimbursement	6,500	2,852	5,118	3,648	43.9%
Furniture/Equipment/Software	53,550	53,594	60,242	(44)	100.1%
Contingency	6,000	0	0	6,000	0.0%
TOTAL EXPENDITURES	5,865,044	4,646,490	4,302,564	1,218,554	79.2%
2022 APPROVED BUDGET					
EXPENDITURES BY CATEGORY					
Personnel	3,566,052	2,726,021	2,253,082	840,031	76.4%
Supplies	780,500	653,906	574,514	126,594	83.8%
Other Services and Charges	1,458,942	1,212,970	1,045,361	245,972	83.1%
Capital Outlay	59,550	53,594	60,242	5,956	90.0%
TOTAL EXPENDITURES	5,865,044	4,646,490	3,930,693	1,218,554	79.2%
This statement reflects activity through the ninth month of the 2022 fiscal year.					
Percentage of the year completed 75%.					
Certain items with higher percentages may have been paid annually for the fiscal year.					

TRAVERSE AREA DISTRICT LIBRARY
REVENUE
MONTH ENDING
SEPTEMBER 30, 2022

<i>CATEGORY DESCRIPTION</i>	<i>BUDGET</i>	<i>2022 YTD</i>	<i>2021 YTD</i>	<i>VARIANCE</i>	<i>% OF BUDGET</i>
Property Tax (Current, Delinquent, Other)	5,323,447	5,352,064	5,170,231	(28,617)	100.5%
State Aid - Library	106,389	104,893	84,472	1,496	98.6%
State Aid - TBL	41,075	41,073	41,072	2	100.0%
Local Support - TBL & Other Grants	10,630	59,243	104,191	(48,613)	557.3%
Fees/Services	41,650	29,813	29,799	11,837	71.6%
Sales	19,080	27,694	15,524	(8,614)	145.1%
Penal Fines - \$154,900 for this Category		0			
Penal Fines - Grand Traverse Co.	130,000	131,957	147,612	(1,957)	101.5%
Penal Fines - Leelanau Co.	5,900	7,237	6,604	(1,337)	122.7%
Penal Fines - Benzie Co.	19,000	21,118	20,549	(2,118)	111.1%
Overdue Fines/Replacement Fees	15,000	20,537	11,835	(5,537)	136.9%
Interest & Dividends/Gains/Losses on Inv.	5,650	(71,709)	5,864	77,359	-1269.2%
Rents & Royalties	2,200	2,000	0	200	90.9%
Contributions	30,850	19,857	23,092	10,993	64.4%
Misc Revenue & Reimbursements	0	1,327	27,540	(1,327)	
TOTAL REVENUE	5,750,871	5,747,105	5,688,384	3,766	99.9%
Transfer In	114,173	114,173	200,000	0	
Use of Fund Balance				0	
TOTAL	5,865,044	5,861,278	5,888,384	3,766	99.9%
TOTAL REVENUE, TRANSFERS & USE OF FB	5,865,044	5,861,278	5,888,384	3,766	99.9%
TOTAL EXPENDITURES	5,865,044	4,646,490	4,302,564	1,218,554	79.2%
REVENUE OVER (UNDER) EXPENSE		1,214,788	1,585,820		
This statement reflects activity through the ninth month of the 2022 fiscal year.					
Percentage of the year completed is 75%.					



OCTOBER DIRECTOR'S REPORT—JENNIFER THOMET

"I am so glad I live in a world with Octobers." L. M. Montgomery, Anne of Green Gables.

Me too, Anne. Pumpkins, cider, sweaters, and fall colors are all signs that the season of slowing down and hunkering in is on the horizon. If you need something to keep you occupied during these rainy fall days, check out what is happening at IPL.

Throwback time.

You'll love what we have added to the collection if you're like me and no longer have a device to play CDs. We have new items in our Libraries of Things, like a portable cd player, a disk man, and a vinyl record player. I had to google how to use a record player (sorry, dad).

No School Preschool

For families choosing to homeschool their tots and preschooler, IPL has the perfect setup. We moved things around in the children's library to allow parents and caregivers to utilize the preschool classroom's structure. All free play toys and activities are now by the outside windows, and the more structured activities are by the whiteboard table near the interior windows. The Tween and STEM room has new activities for tweens and STEM kits.

The Friends of IPL's Craft Supply Sale is coming up! Shopping starts this Friday, October 14th, at 9 am! You may get inspired! Make sure to check out our beautiful quilts on display at IPL. All proceeds go towards programs and other services provided by IPL. Thank you to the Friends of IPL for organizing this fundraiser and to everyone you donated and volunteered.

IPL is teaming up with IPR's Kid's Commute on October 15th from 12 to 2 pm. Our robotic and coding kits will be available for kids to use. Reading from space and flight books will take place before the concert.

Medicare Information Session is on October 20th from 6-7 pm. Options can be confusing-- drug plans, Medicare healthcare changes, doctor and specialist availability. Put the pieces together with this information session led by licensed professional Rory Baker. Medicare Annual Election Period is from October 15-December 7, 2022.

Get ready for fall harvest time in northern Michigan! October 26th from 4-5 pm, Jane and Michelle from MSU Extension are coming back to show us how to use fall fruits and vegetables in tasty recipes. They will provide tips on preparing your locally grown and favorite fall produce.

Circulation Sept 2022: 5,443

Hold Transit Counts Sept 2022: 604 to other libraries; 730 from other libraries to IPL

Programs: Sept 2022: 62 programs, 736 General Attendance

Patron Count: Sept 2022: 2550

Questions Answered: Aug: 728

Computer Use: Sept: 172

Total New Library Cards Issued in Sept: 24

Jane Rapin, RD, and Michelle Smith, RD, will teach our class, both registered dietitians. Jane and Michelle are Michigan State University (MSU) Extension Community Nutrition Instructors who work within MSU's Supplemental Nutrition Assistance Program.

Register for the class <https://forms.gle/ewpkc4vKZxbK5dV26>

A Health & Wellness: Live Your Best Life class. The Allen Foundation funded it.

A family fun Halloween party is Saturday, October 29th, from 2-4 pm. Dress up and start your festivities with us! The Friends of IPL provides hot dogs, crafts, and goodies.

Coming in November:

H&W Be Healthy, Be Active Community Cooking Workshops start with chef Susanne. We show a few techniques, and then they cook the whole recipe from start to finish. It's hands-on learning. The workshops include supplemental materials for living your best life. IPL will offer each workshop again because classes are limited to 10 people. Registration is required. Call IPL to sign up, or Click [HERE](#).

Reader Chef, Jr is starting November 17th from 4-5 pm. Classes are open to children aged 10- 14 years old. Classes will be held on the third Thursday of each month and are limited to 10 kids per class. Registration is required. Kids will learn a new recipe each month and be able to cook the meal from start to finish. It's a way to give the kids life skills and have fun. It is not required for kids to participate in all of the classes. Month sign-up sheets are available. Call IPL to sign up, or click [HERE](#).

Make a Gift Workshop is November 19th from 1-3 pm. This event combines Make a Gift and Make a Gift, Jr. Craft supplies and volunteers will be available for kiddos and adults to make a few gifts this holiday season. The Friends of IPL provides materials and volunteers.



OCTOBER 2022 DIRECTOR'S REPORT - VICTORIA SHURLY

PCL will be closed October 18 for the final phase of the whole building generator. Many thanks to the Friends of PCL for funding \$10,000 of the \$20,600 cost.

The sign at the corner of Peninsula Drive and Island View, shared with Old Mission Peninsula School, is worn. An anonymous donor has offered to fund its replacement with a sign that is more durable and long lasting. Image 360 has designed a beautiful new sign with both logos!

The Hobbit Hole Tunnel is finally scheduled to be delivered this month. Old Mission Associates will handle the installation. Plantings will be on hold until spring!

Old Mission Peninsula School partnered with PCL on National Walk to School Day October 12. Parents dropped students off in the PCL parking lot to walk through the fields the rest of the way to school. PCL provided allergy friendly granola bars for each student. Many thanks to Jeremiah Warren for mowing a path.

The University of Michigan Lecture Series was such a resounding success that we are planning on three new talks next year. If you didn't catch it, U of M put together a phenomenal video about their partnership with PCL. It may be accessed on VIMEO at <https://vimeo.com/735943530?ref=em-v-share> Many thanks to TADL's Scott Morey and Mitch Holm for their help with our video/sound system for these programs! Their assistance was invaluable!

Local musicians Doc and Donna Probes join us for our last concert of the year October 17 at 7 pm for music from the Age of Aquarius. Weather will determine an indoor or outdoor venue!

Storyteller Jenifer Strauss headlines our Harvest Festival October 29 at 10 am with tales and songs of autumn. She will offer a family craft of a mummy candle holder. Stay for donuts, cider and more!

PCL Fun Fact: *PCL opened on the school stage on July 15, 1957 with a collection of 656 items. Today, our collection stands at over 20,000 items!*

Circulation September 2022: 2547 + 137 manual checkouts, September 2021: 2448

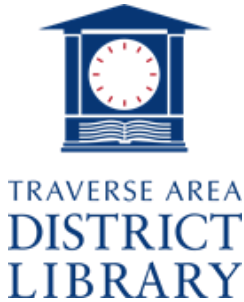
September Volunteers: 11 people, 21.5 hours of time to PCL. Curbside pickups: 1. New library cards: 15

Hold Transit Counts September 2022: 680 to other libraries from PCL, 465 from other libraries to PCL

Programs September: 18 Program Participation September: 417 Reference Questions: 392

Website Hits: 1862, Twilight Baby Bags: 0, 1000 Books Before Kindergarten: 1

State of Michigan COVID Kit Distribution: 1000 to date, COVID card protectors: 650 to date



**Board of Library Trustees Regular Meeting
Library Director Report
Meeting Date: October 20, 2022**

Library Activity

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

Circulation Transactions			
<u>Year-to-Date Activity</u>			
<u>As of month end</u>	<u>Print/audio/video Circulation</u>	<u>Electronic Books/audio/video</u>	<u>Total Circulation/Electronic Usage</u>
September 2021	597,663	211,027	808,690
September 2022	752,292	236,082	988,374

Lending

Physical item circulation has increased 25.8% over last year and is getting closer to pre-pandemic levels of approximately 823,355 in 2019.

E-Book, magazine, downloadable audiobook, and database utilization

Digital usage continues to increase as patrons are enjoying our digital selections. By comparison, in September 2019 only 167,587 digital items were borrowed. This is creating some focus on our budget as the demand has greatly increased and we want to meet that demand with limited resources. Costs for ebooks are substantially higher than print books.

Visitors – Woodmere, East Bay, and Kingsley Facilities

The busiest day for September was Monday, the 6th, with 1,063 patrons. In September 2022, there were 28,614 visitors. This is less than August which is expected as school resumes. In September 2022, TADL added 229 new patrons at Main, Kingsley, and East Bay, and 275 total district-wide.

Public Computing

The Technology Center and other computer services saw a slight decrease in visitors over August. This equates to 2,112 sessions. This is a 38% increase over September 2021.

Additions to the Collection

In September 2022, 2,533 items were added to the district.

Behavior Issues

There were 9 incidents in September that resulted in the suspensions of two unidentified teen patrons. The incident involved hate symbols and racial slurs being written on the teen doodle wall. Police were called.

Request for Reconsideration/Challenges

We recently received a Request for Reconsideration regarding the DVD, [Nitram](#). The description is: *Based on a true story, Nitram is an isolated young man living with his parents in Australia until he meets an eccentric heiress. What follows is a gripping portrait of nihilism and violence.*

I followed our protocol for Requests for Reconsideration by meeting with a committee. The person who filed the Request for Reconsideration put little information on the paperwork except that they were worried that it would encourage others to behave the same (violent murder). They only wrote, "Give them ideas". After reviewing a number of factors including reviews for the movie, nominations for awards, and the holds list, the committee decided to not remove the DVD from the collection. The patron has been notified that TADL will not be removing the DVD.

Library Advocacy and Funding (LAF) Conference

I applied for a scholarship through the Library of Michigan to attend this conference and was chosen. It was very educational with topics including Fighting for the First Amendment, Building Coalitions, Empowered against Book Bans, Mitigating the Library E-Book Conundrum, and Board Effectiveness.

Homeless/Day Shelter Progress

I continue to help the Day Shelter Committee with grants and attend meetings to fund the two day shelters during the winter months. The City of Traverse City has hired Officer Justin Nowland as the North Boardman Community Policy Officer and they are still to announce the name of the social worker to the area. I'm proud of the work being done, none of which would have been possible without the Board's letter last winter/spring. Thank you.

September Outreach, Partnership & Community Activities

Purposeful Partnerships

- Attended the Recovery Event at TADL. Congratulations to [Melissa McKenna](#) for her hard work and compassion to bring these events to the Community.
- Melissa McKenna and I attended a Habitat for Humanity house dedication and brought books for the children and mother.

Innovative Engagement

- Vicki Carpenter and I scooped ice cream for 2 hours at the East Bay Branch Ice Cream Social.

Happy Library Appreciation Month!

Michele P. Howard, MILS

1.4 Traverse Area District Library Trustee Ethics Statement

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

Library Trustees have a vital ~~sacred~~ duty to foster and protect intellectual freedom and freedom of access to the information, ideas, and creative expression upon which a free society depends. Our political system depends on the judgement and guidance of an informed and enlightened citizenry. Public libraries have a profound public responsibility to select, organize, preserve, and provide free and open access to information and ideas that serve the interests of present and future generations.

Ethical dilemmas occur when values are in conflict. This Ethics Statement articulates the values to which we, as Trustees, are committed, and the ethical responsibilities of the profession to serve the public. In order to protect the integrity of TADL deliberations and decisions, trustees, by their signature, accept their ethical obligations to:

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

- 10. Support the Library Director and avoid actions that interfere with the Director’s responsibility to manage TADL and supervise TADL staff.
- 11. Uphold the principles of intellectual freedom, resist efforts to censor library resources, and support TADL librarians in responding to efforts by groups or individuals to censor library materials or programs.

Approved March 21, 2019 / Re-affirmed November 16, 2021 / Revised October 20, 2020

Motion by: _____

Adopted: Yes No

Support by: _____

J. Wescott, Board Secretary

Date

7.2 Drug-Free Workplace Policy

TADL is committed to providing a safe, healthy, and productive work environment. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. This policy is established to maintain a safe, healthy, productive, and drug-free environment for all employees and the public, and to protect TADL property, equipment, and operations from the negative effects of alcohol, marijuana, and controlled substances taken for medical and non-medical purposes.

The use and effects of controlled substances, alcohol, and marijuana pose very serious problems. Not only can the use and/or abuse of controlled substances, alcohol, or marijuana jeopardize the health, safety, and well-being of the individual user, it can also endanger the safety of our employees and the general public. In view of these concerns, TADL wants to clearly set forth the terms of its drug-free workplace policy to accurately detect and to deter the use of alcohol, marijuana, and other drugs that impair the user in our work environment, through testing and/or disciplinary action, up to and including termination of employment.

Illegal Controlled Substances and Legal Prohibited Controlled Substances

Employees shall not use, possess, purchase, sell, manufacture, distribute, or be under the influence of alcohol, marijuana, or any illegal controlled substance or any legal prohibited controlled substance while on TADL property, while in a TADL vehicle, or while performing TADL business. Possession of related drug paraphernalia is also prohibited. Violation of this policy will result in disciplinary action, up to and including termination of employment.

An “illegal controlled substance” includes a controlled substance that is not legally obtained and/or a controlled substance not being used for its intended purpose or its prescribed quantity.

“Legal prohibited controlled substances” include prescription and non-prescription controlled substances that may impair working ability and/or create a safety hazard in the workplace. Any employee who is taking a legal controlled substance must notify their supervisor of any potential for impairment that would render employee unable to perform the essential functions of his/her job or pose a potential threat to the safety of others.

Employees who possess a medical marijuana registry card or who use legal recreational marijuana may not possess or use marijuana in the workplace, may not perform work for TADL while under the influence of marijuana, and must otherwise comply with this policy in all respects.

Testing

To enforce this policy, TADL may implement drug or alcohol testing: (1) as a pre-employment screening device pursuant to a conditional offer of employment; (2) as required by law, including but not limited to any drug and alcohol testing requirements for employees subject to Department of Transportation and other applicable federal or state drug and alcohol testing

regulations; (3) when TADL has a reasonable suspicion that an employee has violated this policy; (4) in accordance with an agreement with an employee who previously violated this policy that provides for testing (a “Last Chance Agreement”); and (5) when an employee suffers an on-the-job injury or accident, including a traffic accident, or a safety violation, provided there is a reasonable possibility that alcohol, marijuana, or other drug use by the employee could have been a contributing factor to the reported injury, accident, or violation.

For example purposes, with respect to testing after an accident, there would be a reasonable possibility that alcohol, marijuana, or other drug use could have been a contributing factor to the incident if an employee violates a safety standard. On the other hand, if an employee is injured by lifting a box, for example, there is likely not a reasonable possibility of alcohol, marijuana, or other drug use contributing to the injury unless there are additional factors suggesting otherwise.

With respect to reasonable suspicion testing, reasonable suspicion may arise from, among other factors, supervisory observation, co-worker reports or complaints, demeanor, appearance, performance decline, attendance or behavior changes, erratic behavior (such as involvement in an accident resulting in significant property damages), physical symptoms, and results of a search or other detection methods.

If an employee refuses to cooperate with or submit to any drug or alcohol test or investigation, or tampers with a test sample, at TADL’s sole discretion, he/she may be subject to disciplinary action, up to and including termination.

Any employee who tests positive on a drug or alcohol test will be offered the opportunity of a second test on the original sample. If a current employee tests positive on a drug or alcohol test, including a test for the presence of marijuana, TADL shall take any and all additional disciplinary actions it deems necessary and appropriate, up to and including termination of employment.

Confidentiality

Information and records relating to test results and legitimate medical explanations provided to the medical review officer shall be kept confidential to the extent required by law and maintained in secure medical files separate from employee personnel files.

5-Day Notification Period for Drug-Related Criminal Convictions

All employees are required, as a condition of employment, to report any drug-related criminal convictions, including but not limited to convictions for operating a motor vehicle while under the influence or while intoxicated. Employees must notify TADL Administration no later than five (5) days after a conviction. Federal contracting agencies will be notified when appropriate.

Safety Concerns

To protect the safety of all employees and others, any employee who TADL reasonably suspects

has violated this policy may not be allowed to complete his/her shift. Safe transportation will be arranged for the employee.

Adopted 2003 / Revised October 20, 2022

Motion by: _____

Adopted: Yes No

Support by: _____

J. Wescott, Board Secretary

Date

INTRODUCTION

SECTION 1

This version of the Uniform Chart of Accounts is a full revision of the entire chart of accounts. All previous versions are now obsolete and should be destroyed.

The Uniform Chart of Accounts for Local Units of Government (Counties, Cities, Villages and Townships; and Authorities and Commissions established by counties, cities, villages and townships) has been developed by the Community Engagement and Finance Division of the Michigan Department of Treasury with the assistance of the Michigan Committee on Governmental Accounting and Auditing.

All local units of government in Michigan must use the Uniform Chart of Accounts. However, some governments may choose to implement a chart of accounts that is more complex than this chart (use of additional digits, etc.). This is acceptable as long as the chart used is consistent with this Chart of Accounts.

The Community Engagement and Finance Division is responsible for general oversight of the financial administration and related audits of local units of government. The Division issues guidance to assist local units in implementing new legislation that affects the accounting and auditing responsibilities of the units and provides instruction on the appropriate methods and procedures to be used when filing statutorily mandated financial reports. These responsibilities are established primarily by the Uniform Budgeting and Accounting Act, 1968 Public Act (PA) 2 and 1919 PA 71.

1968 PA 2, Michigan Compiled Laws (MCL) 141.421 states:

(1) The state treasurer shall prescribe uniform charts of accounts for all local units of similar size, function, or service designed to fulfill the requirements of good accounting practices relating to general government. Such chart of accounts shall conform as nearly as practicable to the uniform standards as set forth by the governmental accounting standards board or by a successor organization that establishes national generally accepted accounting standards and is determined acceptable to the state treasurer. The official who by law or charter is charged with the responsibility for the financial affairs of the local unit shall insure that the local unit accounts are maintained and kept in accordance with the chart of accounts. The state treasurer may also publish standard operating procedures and forms for the guidance of local units in establishing and maintaining uniform accounting.

To access the full text of any Michigan Public Act or MCL section, go to the Michigan Legislature Web site at legislature.mi.gov.

The Uniform Chart of Accounts provides a systematic arrangement and means for the uniform accumulation, recording, and reporting of financial information and transactions for all local units of government in Michigan. This system follows Generally Accepted Accounting Principles (GAAP) and Michigan law. If used consistently and properly, it will facilitate the preparation of prescribed reports and will assure responsible local officials and the general public that similar transactions are recorded in the same manner, not only within a local unit but also among local units.

INTRODUCTION

The Uniform Chart of Accounts is presented as a “Table of Funds, Activities, and Account Numbers and Names”. See the table of contents for the location. The table provides funds, activities, account numbers, and the designated descriptive name to be used for all FUNDS, ACTIVITIES, BALANCE SHEET ACCOUNTS, REVENUE ACCOUNTS, and EXPENDITURE/EXPENSE ACCOUNTS.

The Uniform Chart of Accounts is designed to serve basic legislative, budgetary, and accounting objectives. In addition, it provides a means for local units to meet additional legal requirements of the unit for budgeting and uniform accounting and reporting, regardless of the size of the unit.

BUDGETS AND THE UNIFORM CHART OF ACCOUNTS

1968 PA 2 established budgeting requirements and prohibits deficit spending by local units of government in Michigan. Further, legislation concerning the requirement of local units to adopt a budget resulted in the enactment of 1978 PA 621, an amendment to 1968 PA 2.

The Budget Act requires all local units of government in Michigan to adopt balanced budgets, to establish responsibilities and define the procedure for the preparation, adoption, and maintenance of the budget, and to require certain information for the budget process.

Proper accounting and auditing in accordance with the Uniform Chart of Accounts greatly enhances the ability of the local unit to prepare and approve a budget that accurately reflects the financial condition of the unit to ensure that services are provided within available means.

For specific legal requirements pertaining to budgets, please refer to the Uniform Budget Manual for Local Units of Government. This manual is available on Treasury’s Web site at https://www.michigan.gov/treasury/0,4679,7-121-1751_2194-171570--,00.html under Manuals for Accounting Guidance .

FINANCIAL REPORTING AND THE UNIFORM CHART OF ACCOUNTS

In addition to budget requirements, local governments are required to prepare annual (biennial for certain local units) financial statements in accordance with Generally Accepted Accounting Principles and obtain an audit of these financial statements. Local units of government will find that adhering to the Uniform Chart of Accounts will facilitate the preparation and audit of the required financial statements.

The [Governmental Accounting Standards Board \(GASB\)](#) is the primary standard-setting body for acceptable accounting principles for state and local government entities.

The [American Institute of Certified Public Accountants \(AICPA\)](#) has formally recognized the GASB ([See GASB Statement No. 75](#)) in this capacity and established a hierarchy for applying other sources of guidance. Local governments must follow the GASB standards and consider the applicability of the other accounting guidance to receive an unmodified opinion on the audited financial statements. Detailed information concerning basic financial records, documents, and procedures applicable to all local units of government in Michigan may be found in the “Michigan “which was developed under the authority of 1968 PA 2 and 1919 PA 71.

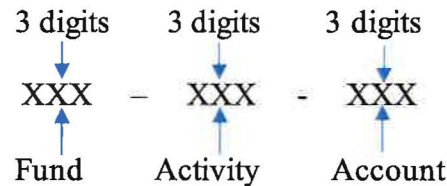
CREATING AN ACCOUNT NUMBER

SECTION 2

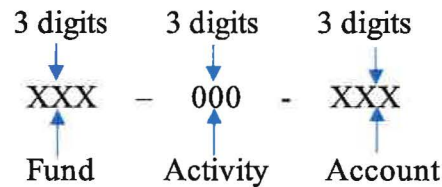
In the section, the concept of three sets of three digits is introduced. The definitions of fund, activities, and account numbers and how to create an account are provided. Several examples demonstrating how to create an account number are provided. A local unit of government should seek the counsel of their certified public accountant or the Community Engagement and Finance Division of the Michigan Department of Treasury if assistance with the Uniform Chart of Accounts is needed.

What an Account Number should look like:

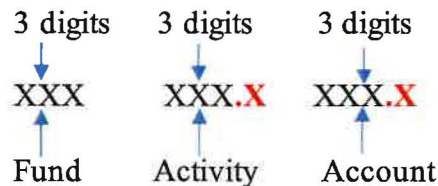
- 1) The major structure of an account number is comprised of three sets of three digits, which are a three-digit fund number, a three-digit activity number, and a three-digit account number. Please see below:



- 2) For funds that do not need detailed activity information, the activity number can be replaced with three zeros as the second set of three digits. Please see below:



- 3) For local units that do have needs for tracking detailed information on activities and accounts, they could use the POINT OFF¹ option (explained in the following paragraphs). They may choose to POINT OFF activity and/or account numbers. Please see below:



¹ This is no limit to the number of digits one uses. Also, the actual use of the decimal is optional.

TADL Chart of Accounts - General Fund

Account Number	Description
CURRENT ASSETS	
101-000-001	Cash
101-000-002	Cash - Money Market Account
101-000-003.1	CD's - Multi Bank - Slear Trust
101-000-003.2	CD's - Multi Bank - Gen Fund
101-000-004	Imprest Cash
101-000-017.1	Investments - Fifth Third
101-000-017.2	Investments - MI Class
RECEIVABLES	
101-000-018	Accounts Receivable
101-000-020	Property Taxes Receivable
101-000-056	Accrued Interest Receivable - Investments
101-000-084.1	Due from Lewis Trust
101-000-084.2	Due from PIF
OTHER CURRENT ASSETS	
101-000-123	Prepaid Expenditures
NON CURRENT ASSETS	
DEFERRED OUTFLOWS	
CURRENT LIABILITIES	
101-000-202	Accounts Payable
101-000-204	Accounts Payable - Payroll
101-000-211	Contracts Payable - Retainage
101-000-214.1	Due to Lewis Trust
101-000-214.2	Due to PIF
101-000-228	State Income Tax Payable
101-000-229.01	Federal Income Tax Payable
101-000-229.02	Social Security Payable
101-000-229.03	Medicare Payable
101-000-231.01	MERS DC Payable
101-000-231.02	401K Payable
101-000-231.03	401K Loan Payable
101-000-231.04	MERS 457 Payable
101-000-231.05	HSA Payable
101-000-231.06	Supplemental Insurance Payable
101-000-231.07	Union Dues Payable
101-000-257	Accrued Wages Payable

101-000-258.01	Accrued Taxes Payable (Payroll)
101-000-258.02	Sales Tax Payable
101-000-259	Accrued Accounts Payable
101-000-266	Child Support Payable
101-000-268	Unclaimed Money Payable
101-000-269	Garnishments Payable
101-000-276	Patron Receipts Refundable
101-000-277	B&T Employee Payable
101-000-278	Retiree Medical Payable
101-000-279	Retiree Dental Payable
101-000-280	Retiree Vision Payable
101-000-281	COBRA Benefits Payable

DEFERRED INFLOWS

101-000-360	Deferred Tax Revenue
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UNASSIGNED

101-000-390	Fund Balance - General
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ASSIGNED

101-000-385	Fund Balance - Donations - Non Designated
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COMMITTED

101-000-380	Fund Balance - Employee Benefit Obligations
101-000-381	Fund Balance - Slear Trust - Children's Programming
101-000-382	Fund Balance - Capital Projects & Equipment

RESTRICTED

101-000-375	Fund Balance - Talking Book Library
101-000-376	Fund Balance - Local History Collection
101-000-377	Fund Balance - Department Donations Aggregated

Spreadshee

Revenue

101-000-403	Current Property Tax
101-000-411	Delinquent Property Tax
101-000-432	Payment in Lieu of Taxes - PILT
101-000-503	Federal Grants - General
101-000-503.102	Federal Grants - AS
101-000-503.103	Federal Grants - YS
101-000-503.106	Federal Grants - TBL
101-000-503.108	Federal Grants - TS
101-000-503.301	Federal Grants - KBL

101-000-540	State Aid Grant - Library
101-000-541	State Aid Grant - TBL
101-000-542	State Grants - General
101-000-542.102	State Grants - AS
101-000-542.103	State Grants - YS
101-000-542.108	State Grants - TS
101-000-542.301	State Grants - KBL
101-000-573	Local Community Stabilization
101-000-581	Penal Fines
101-000-582	Local Unit Contributions - TBL
101-000-583	Local Unit Contributions
101-000-602	Contract Services
101-000-603	Non Resident Fees
101-000-604	Card Replacement Fees
101-000-605	Returned Check Fees
101-000-606	Misc Fees
101-000-628	Overdue Fees
101-000-629	Replacement Fees - Lost or Damaged
101-000-642	Sales
101-000-644	Postage
101-000-645	Photocopies
101-000-645.201	Photocopies - EB
101-000-645.301	Photocopies - KBL
101-000-646	3-D Printing
101-000-653	Meeting Room Rental Fees
101-000-653.01	AV Equip Rental Fees
101-000-665	Money Market Acct Interest
101-000-665.01	Investment Interest
101-000-669	Investment Unrealized Gains/Losses
101-000-674.101	Donations - ADM
101-000-674.102	Donations - AS
101-000-674.103	Donations - YS
101-000-674.104	Donations - S&S
101-000-674.106	Donations - TBL
101-000-674.108	Donations - TS
101-000-674.201	Donations - EB
101-000-674.301	Donations - KBL
101-000-674.401	Donations - BKMBL
101-000-674.901	Donations - LHC
101-000-675.101	Friends Contributions - ADM
101-000-675.102	Friends Contributions - AS
101-000-675.103	Friends Contributions - YS
101-000-675.104	Friends Contributions- S&S
101-000-675-108	Friends Contributions - TS
101-000-675.201	Friends Contributions - EB
101-000-675.301	Friends Contributions - KBL
101-000-675.401	Friends Contributions - BKMBL
101-000-675.901	Friends Contributions - LHC

101-000-676	Reimbursements
101-000-677	Misc Revenue
101-000-677.102	Poet's Night Out - AS
101-000-699	Transfers In

Expenditures

101-790.101-702	Salaries & Wages - ADM
101-790.102-702	Salaries & Wages - AS
101-790.103-702	Salaries & Wages - YS
101-790.104-702	Salaries & Wages - S&S
101-790.105-702	Salaries & Wages - CIRC
101-790.106-702	Salaries & Wages - TBL
101-790.107-702	Salaries & Wages - TCSVR
101-790.108-702	Salaries & Wages - TS
101-790.109-702	Salaries & Wages - TC
101-790.110-702	Salaries & Wages - TECH
101-790.111-702	Salaries & Wages - FACIL
101-790.201-702	Salaries & Wages - EB
101-790.301-702	Salaries & Wages - KBL
101-790.901-702	Salaries & Wages - LHC
101-790.101-710	Social Security -ADM
101-790.102-710	Social Security -AS
101-790.103-710	Social Security -YS
101-790.104-710	Social Security -S&S
101-790.105-710	Social Security - CIRC
101-790.106-710	Social Security - TBL
101-790.107-710	Social Security - TCSRV
101-790.108-710	Social Security - TS
101-790.109-710	Social Security - TC
101-790.110-710	Social Security - TECH
101-790.111-710	Social Security - FACIL
101-790.201-710	Social Security - EB
101-790.301-710	Social Security - KBL
101-790.901-710	Social Security - LHC
101-790.101-711	Medicare - ADM
101-790.102-711	Medicare - AS
101-790.103-711	Medicare - YS
101-790.104-711	Medicare - S&S
101-790.105-711	Medicare - CIRC
101-790.106-711	Medicare - TBL
101-790.107-711	Medicare - TCSRV
101-790.108-711	Medicare - TS
101-790.109-711	Medicare - TC
101-790.110-711	Medicare - TECH
101-790.111-711	Medicare - FACIL
101-790.201-711	Medicare - EB
101-790.301-711	Medicare - KBL

101-790.901-711	Medicare - LHC
101-790.101-712	HSA Expense - ADM
101-790.102-712	HSA Expense - AS
101-790.103-712	HSA Expense - YS
101-790.104-712	HSA Expense - S&S
101-790.105-712	HSA Expense - CIRC
101-790.106-712	HSA Expense - TBL
101-790.107-712	HSA Expense - TCSR
101-790.108-712	HSA Expense - TS
101-790.110-712	HSA Expense - TECH
101-790.111-712	HSA Expense - FACIL
101-790.201-712	HSA Expense - EB
101-790.301-712	HSA Expense - KBL
101-790.101-713	Medical Insurance - ADM
101-790.102-713	Medical Insurance - AS
101-790.103-713	Medical Insurance - YS
101-790.104-713	Medical Insurance - S&S
101-790.105-713	Medical Insurance - CIRC
101-790.106-713	Medical Insurance - TBL
101-790.107-713	Medical Insurance - TCSR
101-790.108-713	Medical Insurance - TS
101-790.110-713	Medical Insurance - TECH
101-790.111-713	Medical Insurance - FACIL
101-790.201-713	Medical Insurance - EB
101-790.301-713	Medical Insurance - KBL
101-790.101-714	Dental Insurance - ADM
101-790.102-714	Dental Insurance - AS
101-790.103-714	Dental Insurance - YS
101-790.104-714	Dental Insurance - S&S
101-790.105-714	Dental Insurance - CIRC
101-790.106-714	Dental Insurance - TBL
101-790.107-714	Dental Insurance - TCSR
101-790.108-714	Dental Insurance - TS
101-790.110-714	Dental Insurance - TECH
101-790.111-714	Dental Insurance - FACIL
101-790.201-714	Dental Insurance - EB
101-790.301-714	Dental Insurance - KBL
101-790.101-715	Vision Insurance - ADM
101-790.102-715	Vision Insurance - AS
101-790.103-715	Vision Insurance - YS
101-790.104-715	Vision Insurance - S&S
101-790.105-715	Vision Insurance - CIRC
101-790.106-715	Vision Insurance - TBL
101-790.107-715	Vision Insurance - TCSR
101-790.108-715	Vision Insurance - TS
101-790.110-715	Vision Insurance - TECH
101-790.111-715	Vision Insurance - FACIL
101-790.201-715	Vision Insurance - EB

101-790.301-715	Vision Insurance - KBL
101-790.101-716	Life Insurance - ADM
101-790.102-716	Life Insurance - AS
101-790.103-716	Life Insurance - YS
101-790.104-716	Life Insurance - S&S
101-790.105-716	Life Insurance - CIRC
101-790.106-716	Life Insurance - TBL
101-790.107-716	Life Insurance - TCSR
101-790.108-716	Life Insurance - TS
101-790.110-716	Life Insurance - TECH
101-790.111-716	Life Insurance - FACIL
101-790.201-716	Life Insurance - EB
101-790.301-716	Life Insurance - KBL
101-790.101-717	Disability Insurance - ADM
101-790.102-717	Disability Insurance - AS
101-790.103-717	Disability Insurance - YS
101-790.104-717	Disability Insurance - S&S
101-790.105-717	Disability Insurance - CIRC
101-790.106-717	Disability Insurance - TBL
101-790.107-717	Disability Insurance - TCSR
101-790.108-717	Disability Insurance - TS
101-790.110-717	Disability Insurance - TECH
101-790.111-717	Disability Insurance - FACIL
101-790.201-717	Disability Insurance - EB
101-790.301-717	Disability Insurance - KBL
101-790.101-718	FSA Expense - ADM
101-790.101-719	EAP Expense - ADM
101-790.101-720	401K - ADM
101-790.102-720	401K - AS
101-790.103-720	401K - YS
101-790.104-720	401K - S&S
101-790.105-720	401K - CIRC
101-790.106-720	401K - TBL
101-790.107-720	401K - TCSR
101-790.108-720	401K - TS
101-790.110-720	401K - TECH
101-790.111-720	401K - FACIL
101-790.201-720	401K - EB
101-790.301-720	401K - KBL
101-790.101-721	MERS DC - ADM
101-790.102-721	MERS DC - AS
101-790.103-721	MERS DC - YS
101-790.104-721	MERS DC - S&S
101-790.105-721	MERS DC - CIRC
101-790.106-721	MERS DC - TBL
101-790.107-721	MERS DC - TCSR
101-790.108-721	MERS DC - TS
101-790.110-721	MERS DC - TECH

101-790.111-721	MERS DC - FACIL
101-790.201-721	MERS DC - EB
101-790.301-721	MERS DC - KBL
101-790.101-722	MERS DB Unfunded Liability - ADM
101-790.101-723	Workers' Comp - ADM
101-790.101-724	Unemployment - ADM
101-790.101-728	General Operating Supplies -ADM
101-790.102-728	General Operating Supplies - AS
101-790.103-728	General Operating Supplies - YS
101-790.104-728	General Operating Supplies - S&S
101-790.105-728	General Operating Supplies - CIRC
101-790.106-728	General Operating Supplies - TBL
101-790.107-728	General Operating Supplies - TCSR
101-790.108-728	General Operating Supplies - TS
101-790.109-728	General Operating Supplies - TC
101-790.110-728	General Operating Supplies - TECH
101-790.201-728	General Operating Supplies - EB
101-790.301-728	General Operating Supplies - KBL
101-790.401-728	General Operating Supplies - BKMBL
101-790.901-728	General Operating Supplies - LHC
101-790.101-729	Postage - ADM
101-790.201-729	Postage - EB
101-790.301-729	Postage - KBL
101-790.101-730	Program Supplies - ADM
101-790.102-730	Program Supplies - AS
101-790.103-730	Program Supplies - YS
101-790.104-730	Program Supplies - S&S
101-790.106-730	Program Supplies - TBL
101-790.108-730	Program Supplies - TS
101-790.201-730	Program Supplies - EB
101-790.301-730	Program Supplies - KBL
101-790.101-731	Marketing Supplies - ADM
101-790.101-732	Fundraising Supplies - ADM
101-790.107-733	Cataloging/Processing Supplies - TCSR
101-790.101-734	Furniture/Office Equip/AV Equip - ADM
101-790.102-734	Furniture/Office Equip/AV Equip - AS
101-790.103-734	Furniture/Office Equip/AV Equip - YS
101-790.104-734	Furniture/Office Equip/AV Equip - S&S
101-790.105-734	Furniture/Office Equip/AV Equip - CIRC
101-790.106-734	Furniture/Office Equip/AV Equip - TBL
101-790.107-734	Furniture/Office Equip/AV Equip - TCSR
101-790.108-734	Furniture/Office Equip/AV Equip - TS
101-790.109-734	Furniture/Office Equip/AV Equip - TC
101-790.110-734	Furniture/Office Equip/AV Equip - TECH
101-790.111-734	Furniture/Office Equip/AV Equip - FACIL
101-790.201-734	Furniture/Office Equip/AV Equip - EB
101-790.301-734	Furniture/Office Equip/AV Equip - KBL
101-790.110-735	Computer Equipment - TECH

101-790.501-735	Computer Equipment - FLPL
101-790.601-735	Computer Equipment - IPL
101-790.701-735	Computer Equipment - PCL
101-790.801-735	Computer Equipment - KCL
101-790.111-736	Bldg/Equip/Grounds Maint. Supplies - FACIL
101-790.201-736	Bldg Maint Supplies - EB
101-790.301-736	Bldg Maint Supplies - KBL
101-790.102-741	Books - AS
101-790.103-741	Books - YS
101-790.108-741	Books - TS
101-790.201-741	Books - EB
101-790.203-741	Books - EB Juv
101-790.208-741	Books - EB Teen
101-790.301-741	Books - KBL
101-790.303-741	Books - KBL Juv
101-790.308-741	Books - KBL Teen
101-790.102-742	Reference Materials - AS
101-790.103-742	Reference Materials - YS
101-790.102-743	Periodicals- AS
101-790.103-743	Periodicals - YS
101-790.104-743	Periodicals - S&S
101-790.108-743	Periodicals - TS
101-790.201-743	Periodicals - EB
101-790.301-743	Periodicals - KBL
101-790.101-744	Database Expense - ADM
101-790.102-744	Database Expense - AS
101-790.103-744	Database Expense - YS
101-790.104-744	Database Expense - S&S
101-790.201-744	Database Expense - EB
101-790.301-744	Database Expense - KBL
101-790.501-744	Database Expense - FLPL
101-790.601-744	Database Expense - IPL
101-790.102-746	Video Resources - AS
101-790.103-746	Video Resources - YS
101-790.104-746	Video Resources - S&S
101-790.108-746	Video Resources - TS
101-790.201-746	Video Resources - EB
101-790.301-746	Video Resources - KBL
101-790.102-747	Audio Books - AS
101-790.103-747	Audio Books - YS
101-790.108-747	Audio Books - TS
101-790.201-747	Audio Books - EB
101-790.301-747	Audio Books - KBL
101-790.103-748	Music - YS
101-790.104-748	Music - S&S
101-790.104-749	Video Games - S&S
101-790.102-750	Large Print - AS
101-790.108-750	Large Print - TS

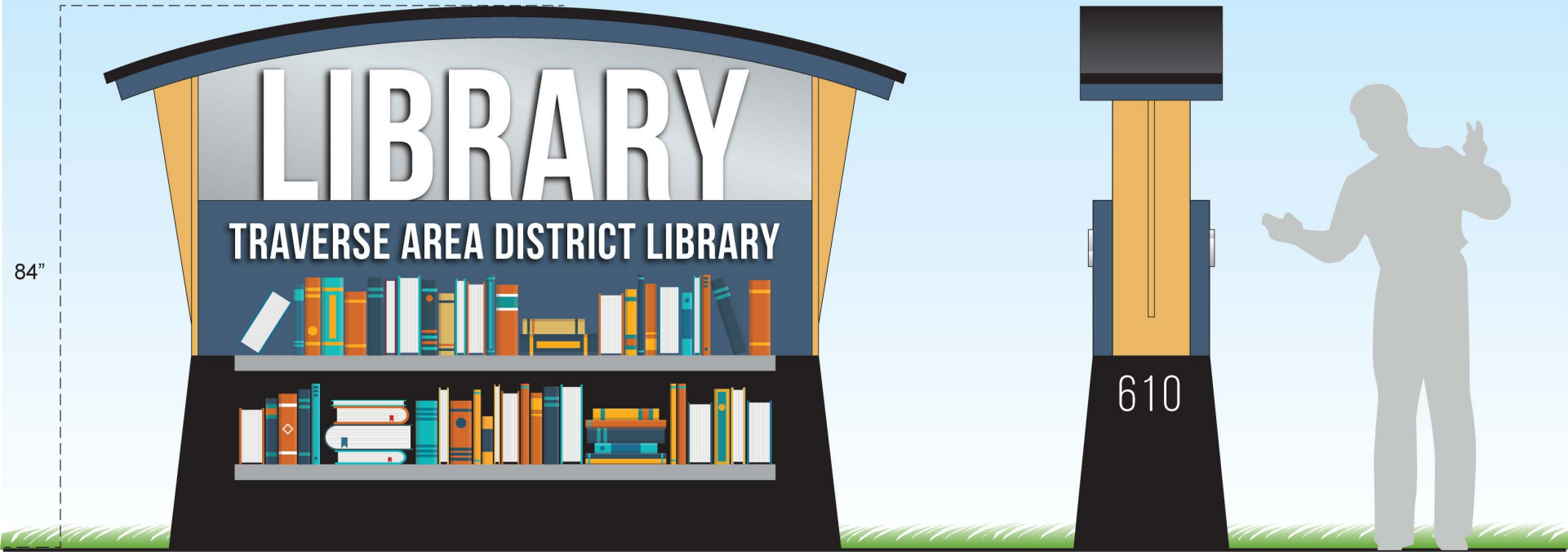
101-790.102-751	Graphic Novels - AS
101-790.103-751	Graphic Novels - YS
101-790.108-751	Graphic Novels - TS
101-790.102-752	Non-English Language - AS
101-790.103-752	Non-English Language - YS
101-790.108-752	Non-English Language - TS
101-790.102-753	Low-Literacy - AS
101-790.102-754	Downloadable Audio Books - AS
101-790.103-754	Downloadable Audio Books - YS
101-790.108-754	Downloadable Audio Books - TS
101-790.102-755	Downloadable E-Books - AS
101-790.103-755	Downloadable E-Books - YS
101-790.108-755	Downloadable E-Books - TS
101-790.102-756	Professional Collection - AS
101-790.108-756	Professional Collection - TS
101-790.110-756	Professional Collection - TECH
101-790.401-757	Materials - BKMBL
101-790.102-758	Rebinding - AS
101-790.103-760	Library of Things - YS
101-790.104-760	Library of Things - S&S
101-790.108-760	Library of Things - TS
101-790.201-760	Library of Things - EB
101-790.301-760	Library of Things - KBL
101-790.101-801	Attorney Fees
101-790.101-802	Banking/Service Fees
101-790.102-803	Interlibrary Loan Fees - AS
101-790.105-803	MelCat Fees - CIRC
101-790.101-804	Marketing Support/Advertising - ADM
101-790.101-805	Outside Support Services - ADM
101-790.102-805	Outside Support Services - AS
101-790.104-805	Outside Support Services - S&S
101-790.105-805	Outside Support Services - CIRC
101-790.107-805	Outside Support Services - TCSRVS
101-790.110-805	Outside Support Services - TECH
101-790.201-805	Outside Support Services - EB
101-790.301-805	Outside Support Services - KBL
101-790.501-805	Outside Support Services - FLPL
101-790.701-805	Outside Support Services -PCL
101-790.102-806	Programming Fees - AS
101-790.103-806	Programming Fees - YS
101-790.104-806	Programming Fees - S&S
101-790.108-806	Programming Fees - TS
101-790.201-806	Programming Fees - EB
101-790.301-806	Programming Fees - KBL
101-790.101-807	Insurance - ADM
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101-790.301-807	Insurance - KBL
101-790.601-807	Insurance - IPL

101-790.110-808	Software - TECH
101-790.801-808	Software - KCL
101-790.802-808	Software - ICA
101-790.803-808	Software - SBBDL
101-790.111-809	Bldg Maintenance Contracts/Svs - FACIL
101-790.201-809	Bldg Maintenance Contracts/Svs - EB
101-790.301-809	Bldg Maintenance Contracts/Svs - KBL
101-790.111-810	Grounds Maintenance Contracts/Svs - FACIL
101-790.201-810	Grounds Maintenance Contracts/Svs - EB
101-790.301-810	Grounds Maintenance Contracts/Svs - KBL
101-790.101-811	Equip Maint/Repair Contracts - ADM
101-790.104-811	Equip Maint/Repair Contracts - S&S
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101-790.201-811	Equip Maint/Repair Contracts - EB
101-790.301-811	Equip Maint/Repair Contracts - KBL
101-790.101-812	Equipment Lease - ADM
101-790.104-812	Equipment Lease - S&S
101-790.110-812	Equipment Lease - TECH
101-790.110-850	Mobile Hotspots
101-790.110-851	Communication Expenses - TECH
101-790.201-851	Communication Expenses - EB
101-790.301-851	Communication Expenses - KBL
101-790.501-851	Communication Expense - FLPL
101-790.601-851	Communication Expense - IPL
101-790.701-851	Communication Expense - PCL
101-790.801-851	Communication Expense - KCL
101-790.802-851	Communication Expense - ICA
101-790.803-851	Communication Expense - SBBDL
101-790.110-852	Phone Service - TECH
101-790.201-852	Phone Service - EB
101-790.301-852	Phone Service - KBL
101-790.401-860	Vehicle Expenses - BKMBL
101-790.101-880	Library Promotion/Outreach - ADM
101-790.111-921	Electricity - FACIL
101-790.201-921	Electricity - EB
101-790.301-921	Electricity - KBL
101-790.111-922	Water & Sewer - FACIL
101-790.201-922	Water & Sewer - EB
101-790.301-922	Water & Sewer - KBL
101-790.111-923	Waste/Recycling Collection - FACIL
101-790.201-923	Waste/Recycling Collection - EB
101-790.301-923	Waste/Recycling Collection - KBL
101-790.111-924	Natural Gas - FACIL
101-790.201-924	Natural Gas - EB
101-790.301-924	Natural Gas - KBL
101-790.111-940	Rentals - FACIL
101-790.201-940	Rentals - EB
101-790.101-955	Membership Fees - ADM

101-790.102-955	Membership Fees - AS
101-790.103-955	Membership Fees - YS
101-790.104-955	Membership Fees - S&S
101-790.105-955	Membership Fees - CIRC
101-790.106-955	Membership Fees - TBL
101-790.107-955	Membership Fees - TCSR
101-790.108-955	Membership Fees - TS
101-790.110-955	Membership Fees - TECH
101-790.201-955	Membership Fees - EB
101-790.301-955	Membership Fees - KBL
101-790.101-956	Staff Training - ADM
101-790.102-956	Staff Training - AS
101-790.103-956	Staff Training - YS
101-790.104-956	Staff Training - S&S
101-790.105-956	Staff Training - CIRC
101-790.106-956	Staff Training - TBL
101-790.107-956	Staff Training - TCSR
101-790.108-956	Staff Training - TS
101-790.109-956	Staff Training - TC
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101-790.201-956	Staff Training - EB
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101-790.101-957	Education Reimbursement - ADM
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101-790.103-957	Education Reimbursement - YS
101-790.104-957	Education Reimbursement - S&S
101-790.105-957	Education Reimbursement - CIRC
101-790.106-957	Education Reimbursement - TBL
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101-790.110-957	Education Reimbursement - TECH
101-790.111-957	Education Reimbursement - FACIL
101-790.201-957	Education Reimbursement - EB
101-790.301-957	Education Reimbursement - KBL
101-790.101-958	Staff Recognition - ADM
101-790.301-959.01	Maintenance Escrow - KBL
101-790.501-959.02	Member Library Allocation - FLPL
101-790.601-959.03	Member Library Allocation - IPL
101-790.701-959.04	Member Library Allocation - PCL
101-790.101-964	Property Tax Reimbursements - ADM
101-790.101-965	Travel Expenses - ADM
101-790.102-965	Travel Expenses - AS
101-790.103-965	Travel Expenses - YS
101-790.104-965	Travel Expenses - S&S
101-790.105-965	Travel Expenses - CIRC
101-790.106-965	Travel Expenses - TBL
101-790.107-965	Travel Expenses - TCSR

101-790.108-965	Travel Expenses - TS
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101-790.111-965	Travel Expenses - FACIL
101-790.201-965	Travel Expenses - EB
101-790.301-965	Travel Expenses - KBL
101-790.101-969	Mileage Reimbursement - ADM
101-790.102-969	Mileage Reimbursement - AS
101-790.103-969	Mileage Reimbursement - YS
101-790.104-969	Mileage Reimbursement - S&S
101-790.105-969	Mileage Reimbursement - CIRC
101-790.106-969	Mileage Reimbursement - TBL
101-790.107-969	Mileage Reimbursement - TCSR
101-790.108-969	Mileage Reimbursement - TS
101-790.110-969	Mileage Reimbursement - TECH
101-790.111-969	Mileage Reimbursement - FACIL
101-790.201-969	Mileage Reimbursement - EB
101-790.301-969	Mileage Reimbursement - KBL
101-790.801-969	Mileage Reimbursement - KCL
101-790.802-969	Mileage Reimbursement - ICA
101-790.803-969	Mileage Reimbursement - SBBDL
101-790.101-971	Capital Equipment Expense - ADM
101-790.102-971	Capital Equipment Expense - AS
101-790.103-971	Capital Equipment Expense - YS
101-790.104-971	Capital Equipment Expense - S&S
101-790.105-971	Capital Equipment Expense - CIRC
101-790.106-971	Capital Equipment Expense - TBL
101-790.107-971	Capital Equipment Expense - TCSR
101-790.108-971	Capital Equipment Expense - TS
101-790.109-971	Capital Equipment Expense - TC
101-790.110-971	Capital Equipment Expense - TECH
101-790.111-971	Capital Equipment Expense - FACIL
101-790.201-971	Capital Equipment Expense - EB
101-790.301-971	Capital Equipment Expense - KBL
101-790.401-971	Capital Equipment Expense - BKMBL
101-790.901-971	Capital Equipment Expense - LHC
101-790.111-972	Capital Building Expense - FACIL
101-790.101-995	Transfer Out

Option E- Day



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CLIENT:	DESCRIPTION:	ORDER NUMBER:	APPROVAL DATE:
Traverse Area District Library	Monument Sign	EST# 99426	

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Option E - Night



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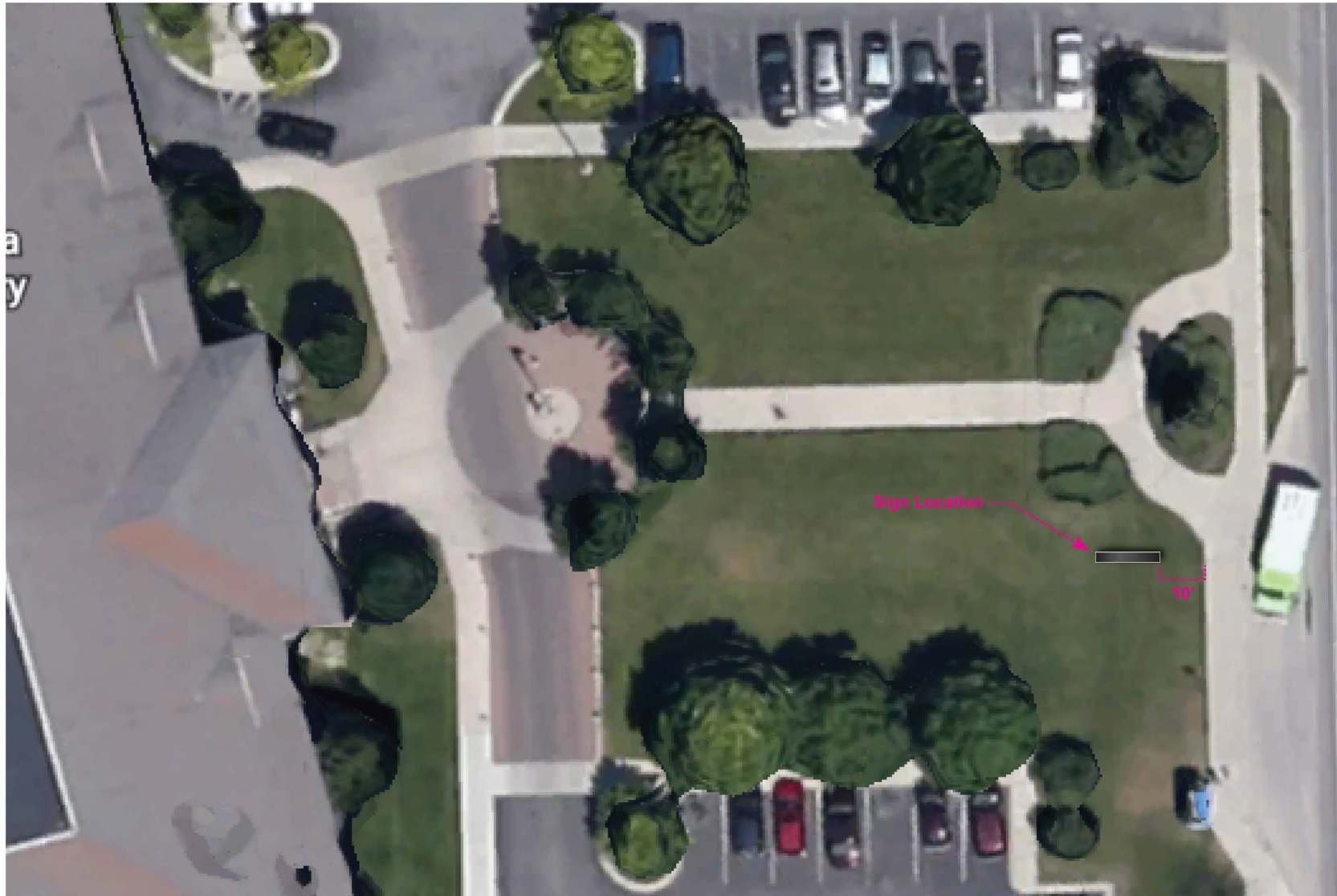
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Option E - Night

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CLIENT:	DESCRIPTION:	ORDER NUMBER:	APPROVAL DATE:
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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.

All or any portion of the duties of the Secretary may be delegated to any other Trustee or the Library Director by the Board for any time period directed by the Board.

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 **October 20, 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: October 20, 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 / *Amended October 20, 2022*

Motion by: _____

Adopted: Yes No

Support by: _____

J. Wescott, Board Secretary

Date

**ACTION BY THE BOARD OF DIRECTORS
RESTATEMENT OF QUALIFIED RETIREMENT PLAN**

The undersigned, on behalf of the Board of Directors, hereby certifies that at a meeting of the Board of Directors of Traverse Area District Library (“Employer”), the following resolutions were approved:

WHEREAS, the Employer has maintained the Traverse Area District Library Employee's Investment Plan (“Plan”) since 6-1-1985 for the benefit of eligible employees;

WHEREAS, the Employer is restating the above-referenced Plan to comply with the requirements of the 2017 IRS Cumulative List (IRS Notice 2017-37), the American Taxpayer Relief Act of 2012, the Tax Cuts and Jobs Act of 2017 and other applicable guidance (collectively referred to herein as the Cycle 3 restatement); and

WHEREAS, the Employer wishes to affirm the appointment of The Huntington National Bank as Trustee(s) of the Plan.

NOW, THEREFORE, BE IT RESOLVED that the Employer hereby adopts the Traverse Area District Library Employee's Investment Plan as the complete Cycle 3 restatement of the prior Plan, to be effective on 1-1-2022;

RESOLVED FURTHER that the undersigned members of the Board of Directors authorize the execution of the restated Plan document and authorize the performance of any other actions necessary to implement the adoption of the Cycle 3 Plan restatement. The members of the Board of Directors may designate any members of the Board of Directors (or other authorized person) to execute the restated Plan document and perform the necessary actions to adopt the restated Plan. The Employer will maintain a copy of the restated Plan, as approved by the members of the Board of Directors, along with a copy of the prior Plan, in its files;

RESOLVED FURTHER that the Employer will act as administrator of the Plan and will be responsible for performing all actions necessary to carry out the administration of the Plan. The Employer may designate any other person or persons to perform the actions necessary to administer the Plan; and

RESOLVED FURTHER that Plan participants shall be provided with a summary of the Plan provisions within a reasonable period of time following the adoption of the restated Plan.

The undersigned hereby certifies that he/she is an Authorized Representative of the Employer and that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Directors, and that said meeting was held in accordance with state law and the Bylaws of the above-named Employer.

IN WITNESS WHEREOF, I have executed my name below as an Authorized Representative of the Employer.

Michele P Howard

[Name of Authorized Representative]

Michele P Howard

Michele P Howard (Feb 7, 2022 08:52 EST)

[Signature (Electronically signed)]

Feb 7, 2022

[Date]