

## AGENDA

Board of Trustees Regular and Annual Meeting

Thursday, January 21, 2021 at 4:00pm

Virtual Meeting

<https://us02web.zoom.us/j/5795909071>

Call-in: 1-312-626-6799 | Webinar Code: 579 590 9071

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1. **Call to Order**
2. **Pledge of Allegiance**
3. **Welcome New Trustee (Budzinski) and Reaffirmation (Pakieser) Oaths of Office** [Oath](#) | [Policy](#)
4. **Approval of Agenda**
5. **Public Comment\***
6. **Approval of Minutes**
  - a. [Regular Meeting of December 17, 2020](#)
7. **Annual Meeting**
  - a. [Election of Officers](#)
  - b. [Committee Appointments](#)
  - c. [Approval of Board Meeting Schedule February 2021 – January 2022](#)
  - d. [Approval of TADL Main Library and Branch Operational Hours and 2021 Closure Dates](#)
  - e. [Approval of TADL Main Library and Branch Operational Hours and 2022 Closure Dates](#)
  - f. [Annual Conflict of Interest Statement](#) | [Annual Ethics Statement](#)
8. **Reports and Communications**
  - a. [Director Report](#) | [Departmental Reports](#)
  - b. Financial Report – [Expenses](#) | [Revenues](#)
  - c. Member Library Reports – [FLPL](#) | [IPL](#) | [PCL](#)
  - d. Committee Reports
    - a. Finance & Facilities and Services Committee – [January 12, 2021](#)
    - b. Policy and Personnel Committee – did not meet
  - e. Other Reports and Communications
    1. Friends' Report – Doug Weaver, President Friends of TADL
9. **Presentation – Library History Project: Anne Magoun, Ann Swaney, Heather Schumaker**
10. **New Business**
  - a. [Northland Library Cooperative Annual Report](#) (Informational)
  - b. [Resolution to Approve Member Library Payments for 2021](#)
  - c. [Resolution to Approve in Advance Health Insurance and MERS Invoices for 2021](#)
  - d. [Resolution to Approve Purchase of New Sorter](#)
11. **Public Comment\***
12. **Trustee Comment**
13. **Adjournment**

\* If you wish to speak during the Public Comment section of the meeting, please (1) wait until you are recognized by name or last four digits of your phone number; (2) you will be unmuted by the moderator; (3) while not required, state your name and the county and township or city in which you reside; and (4) limit your comments to 5 minutes. Please keep all comments respectful. Pursuant to the bylaws of the TADL any person addressing the Board who becomes disruptive, unduly repetitive, or impedes the orderly progress of the meeting may be limited by the President.



TRAVERSE AREA  
DISTRICT  
LIBRARY

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

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Trustee Signature

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Date

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Trustee Name (printed)

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Witness Signature

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Date

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Witness Name (printed)

Policy

The Traverse Area District Library Board of Trustees requires each trustee to be sworn in by repeating an Oath of Office to the incumbent at the beginning of each new term on the Library Board.

Text of the Oath of Office

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

Process

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

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Policy 1.3 *Oath of Office* is new on this date : 1-20-2011 (date)

Adopted:  Y  N

Tom Kachadurian  
Tom Kachadurian, Board Secretary

Motion by: Luyt

Support by: Fowle

January 20, 2011



**Board of Trustees Regular Meeting**  
**MINUTES (approved)**  
**Thursday, December 17, 2020 at 4:00pm**  
**Virtual Meeting via Zoom**

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**1. Call to Order**

The meeting was called to order by President Jones at 4:02pm. By voice roll call, present were: Jones (President) attended from home in Fife Lake Township; Odgers (Vice President) attended from home in Traverse City; Sullivan (Treasurer) attended from home in Traverse City; Pakieser (Secretary) attended from home in Traverse City (left at 6:02pm); and Vickery (Trustee) attended from home in Traverse City. Wescott (Trustee) was absent. Also present were: Zeits (Counsel), Howard (Director), Radjenovich (Business Manager), Olson (Zoom Moderator), and Carpenter (Staff).

**2. Pledge of Allegiance**

Because an American flag was not present and available to all members participating in the virtual meeting President Jones eliminated the Pledge of Allegiance from the December 17, 2020 agenda.

**3. Approval of Agenda**

It was MOVED by Odgers, SUPPORTED by Sullivan, to approve the agenda as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

**4. Public Comment**

President Jones opened the floor for public comment. There was none by attendees Weaver, McKenna, and Brady, or submitted via email or chat.

**5. Approval of Minutes**

a. *Regular Meeting of November 19, 2020*

It was MOVED by Sullivan, SUPPORTED by Pakieser, to approve the regular meeting minutes of November 19, 2020 as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

**6. Reports and Communications**

a. *Director Report*

Howard confirmed her written report and added the following:

- Howard and Radjenovich continue to watch for any changes to the CARES Act or Families First Act as well as any EEOC information or regulations regarding vaccination for employers.
- At the local Joint Operations Committee meeting Howard volunteered the use of the Woodmere location as a vaccine administration site if needed. TADL has often been a site for blood drives and being a vaccination site would fall in line with that precedent.

- The Grand Traverse County Commission has appointed Mary Budzinski to the TADL Board. Budzinski is a retired, former Traverse City resident who has moved back to the area. She also worked at the Chelsea District Library.
- TADL inherited a collection of three unique reels of microfilm containing Native American birth, marriage, and death records from Peshawbestown. Once the information has been digitized, the originals will be given back to the Tribe.
- With sorrow, Howard reported that the son of a current, long-term employee had recently passed away due to health issues, which followed the death of his other son just a year ago. The staff is rallying around his family to help them through this difficult time.
- With joy, Howard reported that another current, long-time staff member gave birth to a beautiful and healthy baby girl. The staff was happy to have a new little member in the TADL family.

President Jones noted that Administrative Reports were included in the board packet. McKenna added that the three reels of microfilm came from a larger donation of microfilm from Northwestern Michigan College. There will be no optical character recognition since the original documents were handwritten. McKenna believes that at least one of the reels is the only copy in known existence.

**b. *Financial Reports***

Radjenovich noted that, although a small amount of revenue is streaming in, there were no significant changes in the revenue or expense reports from last month since it is year end. A \$6000 grant was recently received and will be reflected in the December financials. Some 2021 property tax revenues are starting to come in but are not part of this year's budget.

**c. *Member Library Reports***

Written reports, only, were provided this month from Vicki Shurly, Director of Peninsula Community Library (PCL) and from Julie Kintner, Director of Fife Lake Public Library (FLPL). No written or verbal report was provided this month from Renee Kelchak, Director of Interlochen Public Library (IPL).

**d. *Committee Reports***

- Finance and Facilities and Services Committee – Sullivan noted that the committee had met and commended Radjenovich and Howard for their excellent work with the financial challenges this year. The committee will begin meeting with member libraries in the next few next months to work on expiring member library agreements.
- Policy and Personnel Committee – Vickery noted that the committee had met and discussed, and recommend for adoption, the policies later on the agenda. He noted that the committee is one member short and looking forward to a full committee after the new trustee starts. In response to Odgers' inquiry, Vickery confirmed that the committee was looking into a youth advisory board representative but that the conversation is in beginning stages. There is no plan yet for how that would work.

**e. *Other Reports and Communications***

- Friends' Report – Doug Weaver, TADL Friends Board President  
Weaver reported that Curbside Bag Book Sale was a success. There were 145 orders with about 500 bags sold. The Friends received many positive follow-up emails on the sale. The sale raised about \$2700 and are very close to meeting their budget this year. There may be an opportunity to raise funds with the remaining Charles Saunders Jazz Collection donated a

few years ago that had not been curated for TADL's collection. Ann Swaney and Anne Magoun, who are putting together a TADL History book, have raised about \$10,000 for the project and the Friends of TADL will be giving a \$3,000 matching donation.

**7. Old Business**

**a. 3.7 Wi-Fi Hotspot and Laptop Lending Policy**

Howard reported that laptops were purchased with a grant from the Library of Michigan. Since the lending parameters are similar to the Wi-Fi Hotspots the existing policy was revised to include the laptops. It was MOVED by Odgers, SUPPORTED by Sullivan, to adopt 3.7 Wi-Fi Hotspot and Laptop Lending Policy as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

**b. 2020 Year-end Budget Amendment**

Radjenovich provided detail on the year-end budget amendment and an explanation of which funds were moved to the Public Improvement Fund in order to earmark those for specific expenses. With no issues raised, it was MOVED by Sullivan, SUPPORTED by Pakieser and Odgers to approve and adopt the 2020 Year-end Budget Amendment Resolution as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

**c. 1.8 Remote Meeting Policy**

Zeits (Counsel) presented an update on the recent amendments to the Open Meetings Act. It was MOVED by Vickery, SUPPORTED by Odgers to approve the revision to 1.8 Remote Meeting Policy as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

**8. New Business**

**a. United For Libraries & Trustee Training Information**

Howard stated that this information was provided from the Director of Northland Library Cooperative to make sure all trustees are aware of training opportunities available to them.

**b. 7.9 TADL Remote Work Policy**

Howard explained that, due to the current state of emergency, Michigan OSHA requires the library to have a remote work policy in place and the policy has already been put into action as required. The contents have been reviewed and recommended by the Policy Committee and approved by Zeits (Counsel). The policy defines and clarifies essential work activities that can be performed remotely and those that cannot. Vickery suggested that the board possibly consider adopting some form of remote work policy in a non-emergency setting in the future. It was MOVED by Vickery, SUPPORTED by Pakieser, to adopt 7.9 TADL Remote Work Policy as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

c. *MERS DC Plan Adoption Agreement Addendum*

Radjenovich noted that the MERS addendum, the agreement between the TADL board and MERS, is merely housekeeping on the part of MERS. Nothing has changed in the plan. All investing members are being asked to fill out new addendums. It was **MOVED** by Pakieser, **SUPPORTED** by Odgers, to give approval to Howard, the qualified signer, to sign and send in the MERS DC Plan Adoption Agreement Addendum as presented. A roll call vote was taken with the following results:

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

Motion **CARRIED** with 5 ayes.

d. *Consideration for Library Closure on December 26, 2020*

Howard asked the board to consider closing the Main library, East Bay Branch, and Kingsley Branch Library on Saturday, December 26, 2020 and Saturday, January 2, 2021 in the interest of staff and community health and safety to help reduce the spread of COVID-19 following holiday gatherings. The Main location is already under a temporary closure through December 28, 2020 due to a positive COVID test of a staff member. All three libraries are also currently closed on Sundays. Vickery stated that the request was reasonable and the extra time off would be a nice recognition to staff during a difficult year. It was **MOVED** by Sullivan, **SUPPORTED** by Odgers, to support and approve closure of the Kingsley and East Bay Branch libraries on December 26, 2020 and closure of the Main library, Kingsley and East Bay Branch libraries on January 2, 2021. A roll call vote was taken with the following results:

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

Motion **CARRIED** with 5 ayes.

e. *Behavior Policy Appeal Hearing*

Zeits (Counsel) informed the board that she had received a signed document from the Appellant, Ms. Darcie Pickren, waiving her right to a closed session hearing and allowing her appeal, along with her patron record, to be discussed in an open session setting of the board of trustees meeting on December 15, 2020.

It was **MOVED** by Pakieser, **SUPPORTED** by Sullivan, to open Ms. Pickren’s appeal hearing. A roll call vote was taken with the following results:

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

Motion **CARRIED** with 5 ayes. President Jones opened the hearing at 5:06pm.

Zeits commenced the hearing detailing the rules that were previously sent to the full board of trustees as part of a confidential document along with attorney-client privilege information regarding the appeal.

Zeits continued to provide the known details of an alleged violation of TADL’s Behavior Policy 4.1, category B19, by Ms. Pickren occurring on October 12, 2020. Ms. Pickren allegedly was not wearing a face covering while in the Main Library and claimed to have a medical exemption. Ms. Pickren was advised of the face covering policy and that to accommodate her inability to wear a face covering she would be able to use the library services either by curbside services for materials, use the Wi-Fi services within the parking lot, or wear a face shield that covered her full face below the chin.

Zeits reviewed the Behavior Policy's subsections in question and the consequences of the violation(s) with the board, also noting that the policy provides an alleged violator the right to an appeals process. She confirmed that Ms. Pickren requested her appeal in a timely manner on October 26, 2020. In her letter or appeal, Ms. Pickren also asked that the violation be stricken from her record and to receive an apology.

Zeits instructed the board to deliberate and either affirm or reject the Director's determination and application of the Behavior Policy 4.1 for the incident involving Ms. Pickren on October 12, 2020 based on evidence and circumstances as presented.

All evidence was presented, Ms. Pickren's written statement was read into record by Ziets, and medical documents provided by Ms. Pickren's were considered. Further questions were asked of the Director and witnesses present.

It was then MOVED by Pakieser, SUPPORTED by Sullivan, to close the Behavior Policy 4.1, category B19 violation appeal hearing. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes. President Jones closed the hearing at 5:34pm.

After reviewing the Director's determination, the Appellant's presentation and evidence, and other evidence, the Board finds that:

1. Category 19 of TADL's Behavior Policy 4.1 does require the wearing of Personal Protective Equipment in the Library, such as face coverings pursuant to local or state law, regulation, rule, or order.

A roll call confirmation of the findings was taken with the following results:

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

CARRIED with 5 ayes.

2. Based on the evidence reviewed and presented, including the following: a) employees witnessed Ms. Pickren not wearing a face mask while in the library; and b) video footage of Ms. Pickren in the Main Library on October 12, 2020 clearly showed she was not wearing a face mask while in the library.

A roll call confirmation of the findings was taken with the following results:

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

CARRIED with 5 ayes.

3. The following evidence demonstrates that, although Ms. Pickren was medically exempt from wearing a face covering in the library, in the interest of the health, safety, and welfare of the public, patrons, and staff, Ms. Pickren was provided the ability to receive library services via alternative methods: a) the Behavior Policy 4.1 explicitly provides accommodation for those who cannot wear a face covering in the interest of public safety which enabled Ms. Pickren to obtain library services without being inside the library without a face covering; and b) in addition to postings within the library, staff told Ms. Pickren of the alternative service options if she could not medically tolerate a face covering.



A roll call confirmation of the findings was taken with the following results:

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

CARRIED with 5 ayes.

Therefore, on October 12, 2020, Ms. Pickren did violate category B19 of TADL's Behavior Policy 4.1 and the Library Director's determination is affirmed. A roll call confirmation of the findings was taken with the following results:

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

CARRIED with 5 ayes.

Zeits confirmed that the decision of the Board is final and the board President is authorized to execute a written decision consistent with this opinion and provide a copy to Ms. Pickren.

9. **Public Comment**

President Jones opened the floor for public comment. There was none by attendee McKenna, or submitted via email.

10. **Trustee Comment**

The board expressed their deepest condolences to the Schwartz family. And, on behalf of the board, President Jones wished everyone a happy holiday season.

11. **Adjournment**

With a motion to adjourn by Sullivan, supported by Odgers, a roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

President Jones adjourned the meeting at 6:02pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on January 15, 2021



M. Pakieser, Board Secretary



**Traverse Area District Library Board of Trustees  
2021 Election of Officers**

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Nominating committee members: Joseph Jones  
Susan Odgers

The committee proposes the following Slate of Officers for 2021:

<u>Office</u>	<u>Nominee</u>
President	Joseph Jones
Vice President	Susan Odgers
Secretary	Marylee Pakieser
Treasurer	Carol Sullivan

Motion By: Jones

Support By: Vickery & Sullivan

Approved:  Y  N

Date: 1-21-2021

Marylee Pakieser  
M Pakieser, Board Secretary



## Traverse Area District Library Board of Trustees Committees 2021

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### Policy & Personnel Committees

Michael Vickery ( Chair )

Jeffrey Wescott

Marylee Pakieser

*(Meets 1<sup>st</sup> Tues. of the month, at 10:30am, on an as needed basis)*

### Finance & Facilities and Services Committees

Carol Sullivan ( Chair )

Susan Odgers

Mary Budzinski

*(Meets 2<sup>nd</sup> Tues. of the month, at 4:00pm, on an as needed basis)*

Motion By:         Jones        

Support By:         Sullivan        

Approved:  Y  N

        Marylee Pakieser          
M. Pakieser, Board Secretary

Date:         1-21-2021



TRAVERSE AREA  
DISTRICT  
LIBRARY

**PUBLIC NOTICE**  
**2021/2022 REGULAR BOARD MEETING DATES**

The Board of Trustees of the Traverse Area District Library meets in regular session the third Thursday of each month, unless otherwise indicated. Committee meetings are scheduled as needed. Special meetings may be called as necessary.

Date	Time	Location
<b>2021</b>		
Thursday, February 18	4:00 PM	Woodmere McGuire Room
Thursday, March 18	4:00 PM	Woodmere McGuire Room
Thursday, April 15	4:00 PM	Woodmere McGuire Room
Thursday, May 20	4:00 PM	Woodmere McGuire Room
Thursday, June 17	4:00 PM	Woodmere McGuire Room
Thursday, July 15		No mtg
Thursday, August 19	4:00 PM	Woodmere McGuire Room
Thursday, September 16	4:00 PM	Woodmere McGuire Room
Thursday, October 21	4:00 PM	Woodmere McGuire Room
Thursday, November 18	4:00 PM	Woodmere McGuire Room
Thursday, December 16	4:00 PM	Woodmere McGuire Room
<b>2022</b>		
Thursday, January 20 (includes Annual Meeting)	4:00 PM	Woodmere McGuire Room

Pursuant to Act 267 of the Public Acts of 1976, meetings are posted and, except as provided by law, the public is invited to observe and to comment during public comment sessions.

Motion: Jones

Passed: (Y) N

Support: Wesgott

Mary Lee Pakieser  
M. Pakieser, Board Secretary

1-21-2021  
Date



TRAVERSE AREA  
DISTRICT  
LIBRARY

**2021 LIBRARY SERVICE HOURS**

\*subject to change due to unforeseen circumstances

**Woodmere Branch** (open 71 hours/week)

Monday – Thursday 9:00 am – 9:00 pm  
Friday & Saturday 9:00 am – 6:00 pm  
Sunday 12:00 noon – 5:00 pm

**East Bay Branch** (open 41 hours/week)

Monday Closed  
Tuesday & Thursday 10:00 am – 8:00 pm  
Wednesday & Friday 10:00 am – 6:00 pm  
Saturday 10:00 am – 3:00 pm  
Sunday Closed

**Kingsley Branch** (open 48 hours/week)

Monday - Wednesday & Friday 9:00 am – 5:00 pm  
Thursday 9:00 am – 7:00 pm  
Saturday 9:00 am – 3:00 pm  
Sunday Closed

**2021/2022 LIBRARY CLOSURE DATES**

~~Monday, February 15~~ ~~President's Day / Staff In-Service~~  
~~Tuesday, February 22~~ ~~Election Day ~ East Bay Branch closed (if needed for election precinct)~~  
Sunday, April 4 Easter  
Tuesday, May 4 Election Day ~ East Bay Branch closed (if needed for election precinct)  
Monday, May 31 Memorial Day  
Sunday, July 4 Independence Day  
Saturday, July 10 Cherry Festival ~ Woodmere closed 'til 2:00pm, Open: 2:00pm - 6:00pm  
Tuesday, August 3 Election Day ~ East Bay Branch closed (if needed for election precinct)  
Monday, September 6 Labor Day  
Tuesday, November 2 Election Day ~ East Bay Branch closed (if needed for election precinct)  
Wednesday, November 24 Thanksgiving Eve ~ close at 5:00pm  
Thursday, November 25 Thanksgiving  
Friday, December 24 Christmas Eve Day  
Saturday, December 25 Christmas Day  
Friday, December 31 New Year's Eve ~ close at 5:00pm  
Saturday, Jan. 1, 2022 New Year's Day

Motion: Jones

Passed: (Y) N

Support: Pakieser  
M. Pakieser

M. Pakieser, Board Secretary

1-21-2021  
Date



TRAVERSE AREA  
DISTRICT  
LIBRARY

**2022 LIBRARY SERVICE HOURS**

\*subject to change due to unforeseen circumstances

**Woodmere Branch** (open 71 hours/week)

Monday – Thursday 9:00 am – 9:00 pm  
Friday & Saturday 9:00 am – 6:00 pm  
Sunday 12:00 noon – 5:00 pm

**East Bay Branch** (open 41 hours/week)

Monday Closed  
Tuesday & Thursday 10:00 am – 8:00 pm  
Wednesday & Friday 10:00 am – 6:00 pm  
Saturday 10:00 am – 3:00 pm  
Sunday Closed

**Kingsley Branch** (open 48 hours/week)

Monday - Wednesday & Friday 9:00 am – 5:00 pm  
Thursday 9:00 am – 7:00 pm  
Saturday 9:00 am – 3:00 pm  
Sunday Closed

**2022/2023 LIBRARY CLOSURE DATES**

Monday, February 21 President’s Day / Staff In-Service  
Tuesday, February 28 Election Day ~ East Bay Branch closed (*if needed for election precinct*)  
Sunday, April 17 Easter  
Tuesday, May 3 Election Day ~ East Bay Branch closed (*if needed for election precinct*)  
Monday, May 30 Memorial Day  
Monday, July 4 Independence Day  
Saturday, July 9 Cherry Festival ~ Woodmere closed ‘til 2:00pm, Open: 2:00pm - 6:00pm  
Tuesday, August 2 Election Day ~ East Bay Branch closed (*if needed for election precinct*)  
Monday, September 5 Labor Day  
Tuesday, November 8 Election Day ~ East Bay Branch closed (*if needed for election precinct*)  
Wednesday, November 23 Thanksgiving Eve ~ close at 5:00pm  
Thursday, November 24 Thanksgiving  
Saturday, December 24 Christmas Eve Day  
Sunday, December 25 Christmas Day  
Saturday, December 31 New Year’s Eve ~ close at 5:00pm  
Sunday, Jan. 1, 2023 New Year’s Day

Motion:                     Jones                    

Passed: (Y) N

Support:                     Pakieser                      
                    M. Pakieser                    

                    1-21-2021                      
Date

M. Pakieser, Board Secretary

**TRAVERSE AREA DISTRICT LIBRARY  
CONFLICT OF INTEREST QUESTIONNAIRE**

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

1. **Members, Directors, Trustees, Employee, or Agents of Related Organizations:** Please list the organizations, profit and non-profit, in which you are a member, director, trustee, employee, or agent that have or may have any direct or indirect financial relationship with TADL.

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

2. **Investments:** If you have had an investment relationship with any of the organizations in 1. above, disclose the nature and amount of the investment.
3. Disclose any other activity or relationship which you, or members of you immediate family may have and that may be regarded as constituting a conflict, or potential conflict, of interest.

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

The undersigned hereby certifies that the information contained on the Conflict of Interest Questionnaire is complete and true.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

## 7.1 Conflict of Interest Policy

### I. Purpose

The purpose of this Conflict of Interest Policy ("Policy") is to protect the interest of the Traverse Area District Library ("TADL") when it is contemplating entering into a transaction, contract, or other arrangement that could benefit the private interest of an officer, director, or employee of TADL. The Policy is intended to be consistent with Michigan's Contract of Public Servants with Public Entities Law found at MCL 15.321 et seq., and the Incompatible Public Offices Act, MCL 15.181 et seq. This Policy is intended to supplement, but not replace, any requirements of those statutes. In the event of any inconsistency between the Policy and the statute, the statute shall control.

### II. Definitions

- A. **Public Servant.** A Public Servant of TADL shall mean any current member of the Board of Trustees, officer, member of a committee with board delegated powers, or employee.
- B. **Financial Interest.** A Public Servant has a "Financial Interest" in a contract if the contract is between TADL and any of the following:
1. The Public Servant, him or herself;
  2. Any firm, meaning a co-partnership or other unincorporated association, of which the Public Servant is a partner, member, or employee;
  3. Any private corporation in which the Public Servant is a stockholder owning more than 1% of the total outstanding stock of any class if the stock is not listed on the stock exchange, or stock with a present total market value in excess of \$25,000 if the stock is listed on a stock exchange, or of which the Public Servant or his/her spouse or child is a director, officer, or employee;
  4. Any trust of which the Public Servant is a beneficiary or trustee.

### III. Procedure

- A. **Prohibited Conduct.** When a Public Servant has a Financial Interest in a contract or other arrangement with TADL; or when a Public Servant believes that his/her judgment could be impaired based upon his/her relationship with a person or company who has business before the TADL; then in such circumstances, a Public Servant shall not:
1. Take any part in the negotiations for the contract, or the renegotiation or amendment of the contract, or in the approval of the contract; or
  2. Represent either party in the transaction.
- B. **Duty to Disclose.** When a Public Servant could be interpreted to have a Financial Interest in a contract or other arrangement with TADL, or when his/her



**independent judgment could be impaired in deciding matters pending before the TADL, then the Public Servant must disclose the existence of his/her Interest or Financial Interest as a matter of record in TADL's official proceedings in advance of the TADL Board voting to approve the contract. If a Public Servant is uncertain whether independent judgment can be exercised, he/she should contact the TADL's appointed legal counsel for assistance with such a review. The disclosure shall be made in one of two ways:**

- 1. Disclose in writing to the TADL Board (or if the President is a Public Servant who is a party to the contract, to the Vice President), the relationship, Interest or Financial Interest in the contract at least seven days prior to the meeting at which a vote will be taken. The written disclosure shall be made public in the same manner as a public meeting notice; or**
- 2. Disclose the Financial Interest at a public meeting of the TADL Board. The vote either approving or disapproving the contract shall be taken at a meeting of the TADL held at least seven days after the meeting at which the disclosure is made. If the Financial Interest to the Public Servant is more than \$5,000 in value, disclosure must be made as provided under this subparagraph.**

**C. Procedures for Consideration of a Contract where a Public Servant has a Financial Interest.**

- 1. The Public Servant may not be involved in any official presentation to the TADL Board or any committee of the TADL.**
- 2. The contract must be approved by a vote of not less than 2/3rds of the total number of trustees (and not just 2/3rds of a quorum) in an open session.**
- 3. The Public Servant with a Financial Interest shall not vote.**
- 4. The minutes of the meeting of the TADL must contain the following information:**
  - (a) The name of the Public Servant involved in the contract.**
  - (b) The terms of the contract, including duration, financial terms, facilities, or services of the public entity included in the contract, and the nature and degree of assignment of employees of the public entity for fulfillment of the contract.**
  - (c) The nature of any Financial Interest by a Public Servant.**
- 5. Disclosure may be made in the form of a sworn affidavit signed by the Public Servant with the Financial Interest if the following exist:**
  - (a) The direct benefit to the Public Servant is less than \$250;**

(b) The direct benefit to the Public Servant is less than 5% of the public cost of the contract; and

(c) The contract is for emergency repairs or services.

6. Notwithstanding the above provisions, sealed bid procedures may be used as provided under MCL 15.324(1).

D. Procedures for consideration of a matter or action where a Public Servant's judgment will be impaired due to a relationship or Interest (which is not otherwise defined as a Financial Interest) with a matter or action pending.

1. After declaring the impairment of interest, the Public Servant will not:

(a) Take part in the discussion; and

(b) Shall not vote.

E. Violation of the Conflict of Interest Policy.

1. If the TADL has reasonable cause to believe that a Public Servant has failed to disclose actual or possible conflicts of interest, it shall inform the Public Servant of the basis for such belief and afford the Public Servant an opportunity to explain.

2. If, after hearing the response of the Public Servant and making any further investigation that may be warranted, the Board determines that the Public Servant has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### IV. Confirmation

A. Each Public Servant shall be provided with a copy of this policy <sup>and</sup> shall comply with its terms.

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Adopted September 13, 2007 / Revised April 18, 2013

Motion by: LUYT

Support by: BEASLEY

Adopted:  Y  N

Date: 04/18/13

  
\_\_\_\_\_  
Jason Gillman, Board Secretary

## **7.8 Code of Ethics for the Traverse Area District Library**

**As employees and Trustees of the Traverse Area District Library, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.**

**Ethical dilemmas occur when values are in conflict. This Code of Ethics articulates the values to which we are committed, and the ethical responsibilities of the profession to serve the public.**

**Libraries and library professionals have a 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.**

**The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.**

- I. We are dedicated to fostering a culture of service to the public. We strive to provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous interactions with all library users.**
- II. We uphold the principles of intellectual freedom and resist efforts to censor library resources.**
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.**
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.**
- V. We treat patrons and co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.**
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.**
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to information resources and all library collections.**

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

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*Adopted by the Traverse Area District Library Board of Trustees, December 18, 2018*

Motion By: Jason Gillman

Adopted: Y/N

Support By: Andy Marek

Date: 12/18/18

J. Jones  
J. Jones, Board Secretary



TRAVERSE AREA DISTRICT  
**LIBRARY**

Board of Library Trustees Regular Meeting  
**Library Director Report**  
Meeting Date: **January 21, 2021**

**Library Activity**

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

<b>Circulation Transactions</b>			
<b>Year-to-date activity</b>			
<b>As of month end</b>	<b>Print/audio/video Circulation</b>	<b>Electronic books/audio/video</b>	<b>Total Circulation/Electronic Usage</b>
December 2019	1,092,936	222,646	1,315,582
December 2020	591,121	286,482	877,603

Lending

Physical item circulation decreased 46% in December, from the previous year. Curbside service is keeping us very busy. MEL service is still being offered.

E-Book, magazine, downloadable audiobook and database utilization

In December, electronic use accounted for 32% of all collection utilization versus 17% for December, 2019. Year-to-date usage of electronic resources increased 56% from 2019.

Visitors – Woodmere, East Bay and Kingsley Facilities

On November 18, 2020, we again closed the library to the public and started offering curbside service. There were zero visitors in December.

Public Computing

Many public patrons have been using our computer appointments, printing and faxing service. Twenty-seven patrons used our appointment service. We continue to offer printing pickup, 3D printing for pick-up and appointments. We are offering vital services as we see increases in unemployment and foreclosures. S. Morey is posed to deploy our census computers into the community to be Vaccination Sign-up stations at local locations to help GT County with the vaccination efforts.

Additions to the Collection

In December 2020, 1,576 items were added to the collection compared to 1,975 in December 2019.

Finances

We are still resolving bills from 2020 and will have better year-end numbers in February but as you will see we finished with a significant amount of money. This was in part to many

factors including shorter hours, being conservative with our spending and grant money received. Bravo to Deb Radjenovich and all the department heads with keeping costs down while still providing excellent services!

We are also in the process of applying for a 2% grant from the Tribe for compact shelving in our Local History Collection, a grant from the Traverse City Human Rights Commission to add EDI books to our Book Club Kits, a grant for a Community Read from the National Endowments for the Arts that will be a collaboration of TADL, NMC and hopefully the Tribe and NWS, and finally we are working on a Rotary Grant for a bookmobile.

### **Facilities**

We are working with the architect and Spence brother with the hopes of having a plan of action to complete the roof at the February meeting. We are desperately in need of some cold weather and snow to assess the work that was done and move forward! Bruce is also getting quotes for the lighting upgrade for February. This project should have a return of investment within a few years.

### **Other News**

**Covid Update:** A big question on all our minds is when will we reopen. The numbers I am watching are provided by the State of Michigan [Safe Start Map](#). We are currently at 12.8 % positivity. For comparison, on October 23, 2020, we were at 4.1% positivity rate. Today, Munson hospital re-opened their second COVID ward. Until we see a large and continued decline in numbers, the best course of action is to continue our current status as it is working beautifully.

I am happy to report that we had zero infections from staff COVID exposure of 14 employees which means our diligence with masks, cleaning and air ionization are working.

The Strategic Planning committee will start on 1/20/21 and we are looking forward to that process.

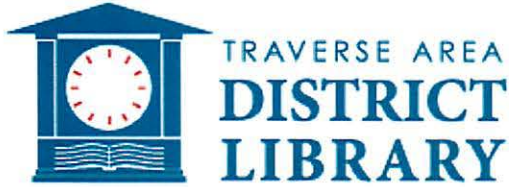
Finally, we've resumed the TBA-ISD Students coming to the library which is a great help!

### **TADL Operations**

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

Happy New Year to you all! Stay safe and well!

Michele P. Howard  
Director



**Administrative Reports**  
for the month of December  
(January 21, 2021 Board Meeting)

**Adult Services**

- When the library closed for the 2 week period, Adult Services staff pivoted quickly to be able to provide telephone, email, and online live chat reference services. With the swift help of the IT Dept, especially Scott Morey and Ed Barrett, we were able to get software installed on the Adult Services laptops to enable the staff to be able to answer the library's ringing phone from home. This has proven to be a benefit to the department in many ways, allowing for increased support of in-library staff by the staff who are working from home.
- Adult Services staff held 5 programs in December with 170 live attendees and 433 video views. By far the most popular program was Traverse Area Historical Society's Mi Shipwrecks program. We maxed out Zoom meeting attendance at 100 with still more people wanting in. We now know to offer shipwreck programs as a webinar and not a meeting!
- TADL's partnership with NW MI Works was formally kicked off with a press release announcing their generous grant to the library and the expansion of our services by joining forces, including the new TADL job hunting web page. We also hosted NW MI Works in the library for 3 days in December to record short videos about online interviewing tips and tricks. We look forward to these additions to the content on TADL's website, as well as the library's YouTube channel.
- December Adult Services Statistics:
  - Questions answered via Phone - 1701
  - Questions Answered via Email/Chat - 258
  - Readers' Advisory/Tech Help - 85
  - Craft Kits Distributed - 45

Respectfully submitted,  
Melissa A. McKenna  
Adult Services Coordinator

**Youth Services**



Youth Services continued weekday, virtual programming for the first 2 weeks of the month. Each of our staff members conducted storytime and afterschool programs for the preschool and K-6 age groups, though live viewing numbers are down considerably from the spring. In total, we had 36 live viewers for our 19 virtual programs, though 1 minute views were fairly high (153), and shares and likes were also somewhat high (120,). We believe families have been enduring screen fatigue for too long. Our goal is to cut back on virtual Storytime programming in 2021 and add a

Build Your Own Storytime element to our Early Literacy and Learning pages. After school programs will remain the same.



We did have one chance to celebrate the holiday season with a live audience and performers- and we did it in style! Our December 13th Holiday Drive-Through program was a 5 station, stay-in-your-car event for families to: help raise the Christmas spirit; eat milk and cookies; tune in via FM transmitter to storyteller, Jenifer Strauss; visit with Santa (in front of a beautiful Air Stream); and pick up a book and a Christmas craft. A big “thank you” to all of the volunteers and staff who decorated, set-up, stood outside for 2 hours, and helped us break down the program. Over 150 patrons drove-through in almost 40 cars to get a little Holiday joy, courtesy of TADL. If we have to do this again next year, we know that we can accommodate even more families each hour.

### **Sight & Sound**

In early December Keith and I with Michele's approval organized a sale for a small portion of the Saunders Jazz Collection. The next plan is to work with the TADL Friends to do a 50/50 sale, ½ to the Saunders Jazz Fund and ½ to the TADL Friends. The details for this will be developed over the next few weeks.

December 2020 has been a season to remember. After a contentious national election, ongoing global health crisis and another library closure. Sight & Sound and TADL Family are in mourning. Keith and Kathy Scwhartz have lost their second and last child. We are collectively devastated by this tragedy.



Jason was 31 years old (upper left) he passed on Dec. 13th 2020. Kody (lower right) passed on Nov. 29, 2019. Together this loss is an unfathomable burden for our dear colleague Keith and his beautiful wife Kathy. Keith has been an essential part of the S&S Dept. and the TADL team for the last 22+ years. I have personally known both boys from the age of toddlers. Speaking as a parent, I have never known more devoted and loving parents.

We have extended our love and condolences to the Schwartz family in the form of cards, flowers and meals and friendship. Both Keith and

Kathy know that they have the love and support of their TADL Family to help them along the way.



As we move forward, hold these dear people in your hearts. Sending our love to Keith and Kathy.

After we reopened curbside service on Dec. 29 it's been our goal to continue our support for the mission critical service with Anita and her Circulation team. Circ is a strong group of hard working dedicated individuals.

Other items of note:

- Michele and I increased circulation limits to 6 from 4 on the streaming video service Kanopy!
- During the closure I hosted the TADL Board meeting of Dec. 17th.
- Expanded shelving for Documentary DVDs & relocation of Music DVDs.
- We did get two chairs in our department reupholstered with help from Bruce and Deb.
- Virtual programming test runs for 2021.
- Library of Things collection development. New & useful stuff in 2021!
- Completed the years Performance Evaluations.
- Video editing support for Adult Services programs.
- Holiday Music has come and gone.

On behalf of my Department. We would like to thank you all for the gift cards, and Michele for lunch! Yum:) We wish you and yours a healthy, happy and productive new year 2021.

On Aaron's Desk: 2021 Collection development, Staff meetings, developing and supporting new programming for 2021, Strategic Planning prep.

Thanks for reading.  
Aaron

### **Circulation**

We were only open for 15 days, but we still had 4,002 patrons use the curbside pick up. We also had a few patrons who used curbside to only pick up craft kits, 3-d printing, and more.

TADL-wide we sent out 1,104 items in MeLCat and borrowed 1,235. For the year we sent out 8,598 items which is down 10,314 and borrowed 11,818 items which is down 7,882 from 2019.

Anita Chouinard  
Circulation Coordinator

### **Marketing and Communication**



December had a lot of events and activities - new web pages and support for our Michigan Works! Collaboration, promoted new store items, and I assisted Youth Services with the Santa event. Created communications chain for closure Dec. 14, and updated social media throughout the remaining month to promote digital services. Thank you to staff for joining my

snowflake campaign - our windows were beautiful and festive for the Santa event!

Social media: 1,800 new followers for 2020

Website traffic: 11,000 users

Press Releases

- Joint release with Michigan Works!: [9&10News](#), [Record-Eagle](#)
- Other mentions include [new history book](#), [Battle of the Books](#)
- Closure notices



Here's a sample of an infographic from social media.

Heather Brady  
Marketing & Communications Manager

## HR & Finance

**Human Resources** - As we well know, this has been one unusual year. It has been an extremely busy and eventful year in the field of HR despite the fact that we did very little hiring. The constant tracking of Executive Orders, Health Dept Orders, changes to federal laws, etc. etc. etc., has consumed hours of our time. It has also been a stressful year just keeping our employee's work environment safe. We are very grateful that we were able to continue paying all of our employees during the spring stay at home order and that we have been able to continue to pay employees who have had to quarantine at various times. We feel that this is a huge factor in controlling cases of the virus in the library and subsequently keeping the library chugging along doing curbside service. Our temporary shutdown in December taught us even more about how we were conducting our curbside and subsequent changes have been made. I just want to give a shout out here to the Tech Dept and the Circ Dept for coming up with a pretty slick operation for curbside. I jumped in to help out for an hour last week and it was pretty impressive how they came up with a system that would run smoothly while keeping everyone safely distanced.

Other than losing a few of our "mature" pages this year to an understandable desire to stay home and safe, we have not had a turnover in employees. However, coming into the new year we are looking at losing a long term KBL employee to the wonderful state of retirement. Karen Pack will be retiring at the end of February and we are starting the process of finding someone

to fill those very large shoes.

Also on our plates right now, we are working on a way to provide employees with some necessary training while not gathering in our usual format for In-Service. Repeat after me, Change is Good.

**Finance** - You have been provided with the usual monthly financial reports. I do want to caution you that these are not the final numbers. There are still invoices coming in that will be charged back to 2020. We are processing approximately \$30,000 in bills this week alone that will be put back to 2020. That said, we are still in a good position for the end of the year. Much of this can be attributed to the fact that we have been on reduced hours this year due to Covid. We are seeing savings in our Payroll and in Building Maintenance and Utilities. We did take advantage of some of this surplus and the fact that we were closed in December to have some painting done on the second floor. We were also able to do an update to our Servers without having to dip into our Public Improvement funds.

When looking at your reports, please note that the budget changes that were approved at the December meeting have been made to the reports. Also noteworthy are the line items on the Revenue sheet that show a huge difference from prior years. Michele really killed it with Grants this year. Our Sales are down drastically but I feel this is only because we have been closed to the public. Heather has done a wonderful job of getting an online store going so I hope to see this increase again for 2021. Penal Fines were down due to Covid and we expect this to continue into 2021 if not beyond. This line of revenue has been trending down each year. Overdue Fines also shows a huge drop off due to Covid. This is perhaps one of those silver linings that has come out of this year by showing us that we can survive without this revenue and that we do still get our books back! Interest and Dividends was another huge change from last year which is why we stay conservative when budgeting this line item. Contributions are down drastically from last year but this is only because we had a huge donation of \$81,000 last year that jumped that number up. All in all, our revenue is less than the original budget number of \$5,666,515 but not by much. I call that a win.

On the Expense side, there really isn't anything of note as everything is skewed to some extent by Covid and the adjustments we had to make.

Deb Radjenovich  
Business Manager

### **Facilities**

- I had a parking lot light replaced
- Preventative maintenance on chillers was completed
- Preventative maintenance on humidifiers was completed
- Parts replaced in the VAV in the administration office
- I installed the closed system hand soap dispensers in the public restrooms
- One of the front exterior doors was repaired
- A leaky drain pipe was fixed
- The entire east wall on the second floor was painted

- Looking forward: resolution of the roof issue, getting quotes for lighting and bathrooms.

Bruce Bennett  
Facilities Manager

### **TADL Talking Book Library**

A link to the Georgia Tech COVID-19 Accessible Resources Microsite was added to TADL's COVID-19 resource list. Researched and maintained by the Georgia Tech Center for Inclusive Design and Innovation and the CDC, it offers a range of accessible materials for the public including Braille materials, machine readable documents, American Sign Language videos and minimized text complexity documents for those with lower level literacy skills.

I had the opportunity to attend the National Conference of Librarians Who Serve Blind and Print Disabled Individuals via Zoom this month. Many exciting technology advances are expected in the coming year for digital audiobook downloading from the National Library Service, as well as a greater focus on representing diverse voices in book narration.

We continue to offer our version of audiobook and large print curbside pick-up service for TBL patrons, caregivers, and residents of senior living facilities. Our Tuesdays @ Two book discussion group, where TBL and TADL patrons gather together, also continues via Zoom.

Polly O'Shea  
TBL Librarian

### **East Bay Branch Library**

We continued to offer curbside service throughout the month of December. Our branch stayed open to offer library service to our community despite the closure of TADL Main during the last weeks of December. We answered at least 580 phone calls and delivered books to at least 415 unique patrons. We also distributed over 200 Curbside Craft Bags to kids and families. We had our busiest curbside day to date on December 29th with 39 unique appointments, and we closed an hour early that day! Library Assistant Chantel Cook gave birth to a healthy baby girl named Maple Evelyn Lentz on December 13th and will be on maternity leave for 12 weeks. Thankfully former TADL employee Robin Stanley is here working as a long term substitute.

### **Kingsley Branch Library**



Our first recorded children-teaching-children class, "Cooking with Jordan," posted December 10th. Jordan Williams, our 8th-grade volunteer, walked patrons through a simple sugar cookie recipe and offered many helpful tips! 89 families picked up a sugar cookie-making kit from KBL to follow along with Jordan; baking is an excellent literacy and confidence-building activity. Over 427 viewers watched during the month of December, and several patrons shared their success photos with us on Facebook.

Around 300 Kingsley residents attended “Christmas in Kingsley” on December 12th, a village- wide event led by KBL, Village staff, local businesses, and faith centers, which featured giveaways, lights and decorations, and a visit with Santa. Kingsley Friends of the Library funded children's books and craft kits for the event. KBL staff handed out 177 books and kits that evening, and 156 additional books and kits were distributed at local food pantries and faith events held the following week.



325 patrons used curbside and 25 patrons used computer services. Wi-fi hotspots, STEM kits, and Storytime kits continue to be heavily-circulated.

Respectfully submitted,

Amy Barritt  
Branch Manager

**TRAVERSE AREA DISTRICT LIBRARY  
CONSOLIDATED EXPENSES  
MONTH ENDING  
DECEMBER 31, 2020**

<b>CATEGORY</b>	<b>BUDGET</b>	<b>2020 YTD</b>	<b>2019 YTD</b>	<b>VARIANCE</b>	<b>% OF BUDGET</b>
Salaries & Wages	2,386,340	2,255,968	2,302,685	130,373	94.5%
Social Security/Medicare	67,301	60,287	64,046	7,014	89.6%
Health/Hospitalization	337,541	306,640	303,991	30,901	90.8%
Vision Insurance	3,845	3,331	3,221	514	86.6%
Dental Insurance	26,140	21,427	21,627	4,713	82.0%
Life Insurance	9,085	7,929	7,749	1,156	87.3%
MERS Defined Contribution Retirement	149,050	143,563	144,148	5,487	96.3%
MERS Unfunded Liability	230,000	230,000	299,528	0	100.0%
401K Retirement Contribution	113,000	102,075	104,163	10,925	90.3%
Unemployment Comp.	7,240	7,146	0	94	98.7%
Workers' Compensation	7,500	7,860	7,357	(360)	104.8%
Disability Insurance	8,240	7,118	7,342	1,122	86.4%
Office/Cat./General Supplies/Postage	123,015	96,288	133,376	26,727	78.3%
Covid-19 Supplies	25,000	23,533	0		
Books/Media/Online Resources	646,980	577,034	627,989	69,946	89.2%
Repair & Maintenance Supplies	6,750	2,304	9,074	4,446	34.1%
Professional & Contractual Services	222,955	177,072	230,952	45,883	79.4%
Communications	29,290	22,220	17,489	7,070	75.9%
Education & Travel	51,079	29,483	31,192	21,596	57.7%
Printing	10,400	2,383	5,967	8,017	22.9%
Advertising & Outreach	20,400	11,342	27,344	9,058	55.6%
Insurance & Bonds	32,040	30,818	29,889	1,222	96.2%
Utilities	118,200	84,848	100,180	33,352	71.8%
Covid-19 Building Maintenance	0	32,352			
General Building & Grounds Maintenance	240,170	196,860	258,205	43,310	82.0%
Member Allocations	550,188	550,188	535,605	0	100.0%
Miscellaneous	3,500	2,242	3,254	1,258	64.1%
Property Tax Reimbursement	6,500	928	(51)	5,572	14.3%
Furniture/Equipment/Software	123,850	91,694	152,928	32,156	74.0%
Contingency	7,000	0	0	7,000	0.0%
<b>TOTAL EXPENDITURES</b>	<b>5,562,599</b>	<b>5,084,933</b>	<b>5,429,250</b>	<b>508,550</b>	<b>91.4%</b>
<i>Transfer Out</i>	<b>15,401</b>	<b>15,401</b>	<b>23,000</b>		
<b>TOTAL</b>	<b>5,578,000</b>	<b>5,100,334</b>	<b>5,452,250</b>		
<b>2020 APPROVED BUDGET</b>					
<b>EXPENSES BY CATEGORY</b>					
Personnel	3,345,282	3,153,344	3,265,857	191,938	94.3%
Supplies	801,745	699,158	770,439	102,587	87.2%
Other Services and Charges	1,284,722	1,140,736	1,240,026	143,986	88.8%
Capital Outlay	130,850	91,694	152,928	39,156	70.1%
Transfer Out	15,401	15,401	23,000		
<b>TOTAL EXPENDITURES</b>	<b>5,578,000</b>	<b>5,100,334</b>	<b>5,452,250</b>	<b>477,666</b>	<b>91.4%</b>
This statement reflects activity through the twelfth month of the 2020 fiscal year.					
Percentage of the year completed 100%.					
Certain items with higher percentages may have been paid quarterly or annually for the fiscal year.					

**TRAVERSE AREA DISTRICT LIBRARY**

**REVENUE**

**MONTH ENDING**

**DECEMBER 31, 2020**

<i>CATEGORY DESCRIPTION</i>	<i>BUDGET</i>	<i>2020 YTD</i>	<i>2019 YTD</i>	<i>VARIANCE</i>	<i>% OF BUDGET</i>
Property Tax (Current, Delinquent, Other)	4,964,590	4,988,837	4,774,201	(24,247)	100.5%
State Aid - Library	77,350	77,974	78,065	(624)	100.8%
State Aid - TBL	41,075	41,073	41,073	2	100.0%
Local Support - TBL & Other Grants	10,000	45,975	14,670	(35,975)	459.7%
Fees/Services	42,000	40,895	41,547	1,105	97.4%
Sales	38,000	16,510	39,965	21,490	43.4%
Penal Fines - \$220,000 for this Category per budget		0			
Penal Fines - Grand Traverse Co.	168,240	168,240	198,917	0	100.0%
Penal Fines - Leelanau Co.	5,888	5,888	7,249	0	100.0%
Penal Fines - Benzie Co.	21,856	21,855	23,901	1	100.0%
Overdue Fines/Replacement Fees	35,501	28,156	115,264	7,345	79.3%
Interest & Dividends/Gains/Losses on Inv.	15,000	23,890	51,214	(8,890)	159.3%
Rents & Royalties	7,000	450	5,950	6,550	6.4%
Contributions	40,000	33,510	114,602	6,490	83.8%
Reimbursements	1,500	1,456	1,997	44	97.1%
<b>TOTAL REVENUE</b>	<b>5,468,000</b>	<b>5,494,709</b>	<b>5,508,615</b>	<b>(26,709)</b>	<b>100.5%</b>
Transfer In	110,000	110,000	200,000	0	
Use of Fund Balance				0	
<b>TOTAL</b>	<b>5,578,000</b>	<b>5,604,709</b>	<b>5,708,615</b>	<b>(26,709)</b>	<b>100.5%</b>
<b>TOTAL REVENUE, TRANSFERS &amp; USE OF FB</b>	<b>5,578,000</b>	<b>5,604,709</b>	<b>5,708,615</b>	<b>(26,709)</b>	<b>100.5%</b>
<b>TOTAL EXPENDITURES</b>	<b>5,578,000</b>	<b>5,100,334</b>	<b>5,452,250</b>	<b>477,666</b>	<b>91.4%</b>
<b>REVENUE OVER (UNDER) EXPENSE</b>		<b>504,375</b>	<b>256,365</b>		
This statement reflects activity through the twelfth month of the 2020 fiscal year.					
Percentage of the year completed is 100%.					

**Fife Lake Public Library  
Director's Report  
January 13, 2021**

---

**December Statistics**

**Monthly Circulation:**

2020	2019	New Patrons
996	1153	60

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**Updates:**

**General Updates:** The Library has been quiet this month. Patrons who are coming in continue to show appreciation for our services, specifically computer accessibility and printing services. Access to technology continues to be a disadvantage to our community. Even though we have been open for services for many months we continue to have comments of surprise that we are open and providing services. Awareness of the digital divide in rural communities is becoming at the forefront of many discussions. We are hopeful for solutions in 2021.

**Fife Lake Township Donation:** The Fife Lake Township approved our request for a \$1,000 donation. The payment will be made in January.

**Proctoring exams:** We continue to provide free proctoring for online courses. We are seeing an increase in local students utilizing this service.

**Community Room:** Local educators have utilized our community room for private meetings with virtual students and caregivers.

**TADL Strategic Plan:** TADL is participating in a virtual Strategic Planning Process with MCLS in January. The member library directors have been invited and accepted to participate in the process.

**TADL Contract Year:** The TADL/Member contract expires December 31,2021. TADL Trustees will be reaching out to the member libraries in the next few months to begin conversations. I look forward to continuing this beneficial and positive relationship.

**COVID Vaccine:** Michele Howard contacted the Health Department on our behalf for clarification to determine where librarians will fall in line to receive the vaccine. We will keep the staff and patrons informed as we receive information from the health department and other relevant agencies.

**Love Locker Location:** The library was contacted as a possible location for a "Love Locker". Love Lockers are small, portable, outside storage units, for giving out free clothing to local patrons in the community. Kaylee Maize is heading up the project and Dave Gonyer has offered to build the outside unit. They reached out to the library due to our location and security system. I will discuss this with the board further for approval.

**Senior Activities:** Many seniors have expressed feelings of disconnect and loneliness and are requesting opportunities for small gatherings. We are anticipating the ability to begin a few senior activities in February. These will be on a small scale by RSVP and with all safety requirements in place.

Sincerely,  
Julie Kintner, Director





9411 Tenth Street, Interlochen, MI 49643  
231-276-6767

## JANUARY DIRECTOR'S REPORT—JENNIFER THOMET

IPL is off to a great start to 2021! The friends group mitten tree was featured on 9 & 10 news and that segment helped collect more items for the mitten tree. Staff at IPL enjoyed an extended holiday this season, the extra time off was practical for Covid purposes and also well-deserved by staff. Curbside is keeping the ladies very busy and it feels like our phone is ringing off the hook! Curbside hours are now extended Monday, Tuesday, Friday, and Saturday 10 am-4 pm. Wednesday and Thursday 10 am - 6 pm.

Miss Ann's virtual story hour has a regular following and we pass out 162 story hour craft kits. Our Make a Gift, Jr craft program was successful with 98 craft kits given out. 10 Kid's Activity kits were circulated. We started giving patrons dog biscuits during curbside pickup and that has been well received by both staff and patrons. Two new social activity programs have started: Yarn Therapy and Yahtzee.

I'm very pleased to announce that IPL was selected to be a part of ALA's Libraries Transforming Communities: Focus on Small and Rural Libraries. This \$3000 grant will provide a four-part book discussion on addiction. Janette Ransom, IPL's Health and Wellness Program Coordinator, and I have selected the first two books. Tiffany Jenkins, *High Achiever* and local author Patricia Steele's *The Gift of Second Chances*. We are very eager to facilitate good community discussion around a topic that has impacted our community.

IPL has applied for a mini-grant through Michigan Center for the Book. I proposed using the funds for a tween book bag giveaway to encourage tween to read Michigan authors. Each book kit will include a novel by a Michigan author and a companion graphic novel. The novels will be paired with similar content. One kit will include the titles "Bud, Not Buddy" by Christopher Paul Curtis and "New Kid" by Jerry Craft. The second kit will include the titles "Homeless Bird" by Gloria Whelan and "Pashmina" by Nadhi Chanani. Along with the two novels, the kit will include a Rubik cube for a stress relief activity, a fun bendy pencil, and a bag of chips to engage the children while they are reading.

IPL is now a Great Michigan Read partner. I requested 30 copies of this year's selected book, *What the Eyes Don't See* by Dr. Mona Hanna-Attisha.

Circulation December 2020: 2,332

Hold Transit Counts December 2020: 755 to other libraries, 1,039 from other libraries to IPL

Programs December 2020: 9

Program Attendance December 2020: 331

Curbside Pickup December 2020: 669



## **JANUARY DIRECTOR'S REPORT - VICTORIA SHURLY**

Curbside has been busier than ever. Often all three staff members on duty need to attend to patrons in the parking lot. Patrons are very grateful for pickup and craft and activity bags as well as notary service. Puzzles on the porch continue to be a hit. We are checking in occasionally with a few vulnerable patrons by phone to make sure they are okay. That has also been well received. I did have two incidents with semi-aggressive patrons who I did not recognize. They insisted that they needed to come inside to choose from the shelves. In the end, both backed off, got in their cars and drove off. One actually thanked me in the end for giving him options. Have not seen either of them since.

I contacted Anne Seuryck of Foster Swift about the Remote Meetings Policy required under the amendments to the Open Meetings Act. I have not heard back, but will have a go it myself with the new Policy Committee. As it stands now, the pandemic ruling that allows you to meet virtually expires March 31. While I expect it will be extended, the new policy will take you beyond the health crisis, defining how and when a board member can meet remotely.

As of this meeting, I will no longer be using PCL trustees' personal emails for Board business. Thanks to TADL tech for setting them up!

I have had wonderful community comments about our new flag. I sent a picture to Flo Schermerhorn who sponsored it in memory of her husband Bob, a former PCL Trustee. I need to find a volunteer to lower it when it is required to fly at half-mast. My staff and I cannot handle it because of the wind and its size. So far, I have just let it fly at full mast, but I know that someone is going to say something eventually. I will call the American Legion and see if they have ideas. We are already notified by the Governor's office when it should be lowered so knowing when is not an issue.

Santa answered 2 dozen letters from Old Mission children who left their notes in the special mailbox on the porch. We do this every year and it is always well received. Holiday thanks go as well to Lee and Candy Gardner who once again dressed an outdoor tree with lights for all driving by to enjoy.

I have been asked and have accepted a committee assignment on TADL's strategic planning committee which will begin in January. I am honored to be asked as an ongoing commitment to our relationship with TADL.

***Circulation December 2020: 1290***

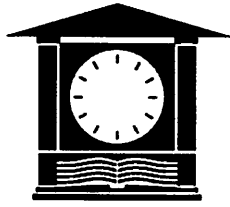
***Circulation December 2019: 1650***

***Hold Transit Counts December 2020: 638 to other libraries, 485 from other libraries to PCL***

***Hold Transit Counts December 2019: 427 to other libraries, 223 from other libraries to PCL***

***Programs December 2020: 9***

***Program Attendance December 2020: 225***



TRAVERSE AREA DISTRICT  
**LIBRARY**

## **TADL Board of Trustees Finance & Facilities Committee**

January 12, 2020  
4:00 pm ~ via Zoom

610 Woodmere Ave. / Traverse City, MI / 49686

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**Attendance:** M. Pakieser, S. Odgers, and C. Sullivan Trustees. B. Bennett, D. Radjenovich and M. Howard, staff.

**Agenda Approval:** The agenda was approved with one addition.

**Minutes Approval:** Minutes from the December 8, 2020 Facilities Committee were approved.

**Public Comment:** No public comment.

### **Facilities:**

Facilities Maintenance Plan: Howard and Bennett are creating a Maintenance Plan to better anticipate work that needs to be done around the library and adjust the budget. Bennett is working with the architect and builder to hopefully have a proposed solution of the roof by the February board meeting.

In-service Cancelled on February 15, 2021: Staff has suggested Howard cancel the In-Service due to Zoom Fatigue and not being able to gather together which is a crucial part of that day. Howard is working with Radjenovich, Carpenter and Brady to create a Staff Newsletter for that day to celebrate work anniversaries and lay the groundwork for a revised in-service training format that will occur throughout the year. The library will be open that day.

### **Finance:**

Approval of a New Sorter: As previously discussed S. Morey indicated the library will need a new sorter soon. It is essential to our services. Motioned by Pakieser and supported by Odgers, for Morey to purchase a new sorter in the amount not to exceed \$120,000. This will be put on the January agenda.

Changes in disbursement amounts in Policy 2.1 and 2.2: Howard has noticed that bills are starting to exceed the current spending limits set in 2009 and 2010. Motioned by Pakieser, seconded by Odgers that Policy 2.1 be changed to \$30,000 and Policy 2.2 be changed to \$20,000. Howard will bring this Policy change to the Policy Committee in February.

Committee Membership: There was discussion that new Trustee Budzinski would like to be on the Finance Committee due to her extensive experience. Pakieser volunteered to move to the Personnel and Policy Committee.

**Next Meeting Date / Time: February 9, 2021 at 4:00pm**

**Next Meeting Topic Suggestions:** Facilities Maintenance Plan, Member Agreements, Year End Financial Summary; Roof Update, and Bathroom Update.

**Public Comment:** No public Comment.

**Adjournment:** The meeting adjourned at 4:50 pm

## **Annual Report**

Northland Library Cooperative

FY 2019-2020

### **Organizational:**

- Linda Adams, former director of the Charlevoix Public Library hired contractually as part time NLC Director.
- Received training from Library of Mi and outgoing director, Roger Mendel
- Updated website, list of services, spreadsheets to track services, mailing lists, contact lists
- Created and board approved Purchasing Policy
- Participated in MCDA meetings and informal chats
- Managed Audit
- Evaluated and updated insurance policies
- Received \$5000 HOPE grant
- Created a list of available substitute/interim librarians in the region

### **Consultant Services:**

- Two Board trainings
- On-site visits to 22 member libraries
- USF application approved to fund internet connectivity for nine member libraries for three years
- Helped in organizing director searches, onboarding and continued support of new directors
- Helped all libraries in navigating changes associated with COVID-19
- Answered questions for directors, board members and Friends
- Focus on communication to members via emails, director reports, website, and new Facebook Group
- Press releases on how to support your local library, digital services and identifying fake news
- Organized weekly NLC Chats for directors to ask questions and share answers
- Attended MLA, LM, ALA, and other organizational webinars. The goal is to stay informed to better answer member inquiries.

### **ILL/Melcat: Resource Sharing:**

- Provided three libraries with OCLC ILL subscriptions
- Those three libraries handled individual ILL requests for the rest of the members
- Maintained reciprocal borrowing agreements with 16 libraries

### **Delivery:**

- Supported the cost of delivery (RIDES) for its member libraries based on size. Reimbursed one local library delivery for the actual cost of delivery

### **Library performers booking service:**

- Reimbursed MMLC for booking 21 programs for member libraries

**Continuing Education:**

- Sponsored 13 Continuing Education Grants to members: \$4,917
- With MCDA, sponsored Big Disruptions Lead to Big Opportunities: 17
- Held weekly NLC Chats, with four having focused educational topics: 31

**Library Enhancement Program:**

- Sponsored 29 Library Enhancement Grants: \$73,263. Projects included digital materials (hoopla, overdrive, LinkenIn Learning and RB Digital), Hardware and software upgrades and program support.

**Discount Program:**

- Shared discount opportunities

**Up North Digital Consortium:**

- Coordinated services and billing for Overdrive Services to 19 member libraries. The service provides better pricing, collection development teams, and consolidated billing.

**Advocacy:**

- Attended multiple webinars, MLA Virtual Advocacy Day, and created an NLC Advocacy committee to explore meeting with area legislators in 20/21. Shared and responded to advocacy alerts.



## RESOLUTION

### 2021 Member Library Payments

January 21, 2021

---

Pursuant to *Part 2.A Funding* provisions of the *Member Library Agreements*, terms beginning Jan. 1, 2017 and ending Dec. 31, 2021, with Fife Lake Public Library, Interlochen Public Library, and Peninsula Community Library, the Traverse Area District Library Board authorizes its Director to make the 2021 payments in full as follows:

Fife Lake Public Library	\$165,326
Interlochen public Library	\$201,006
Peninsula Community Library	\$203,388

Motion by: Jones

Support by: Sullivan, Wescott, & Odgers

Approved:  Y  N

Date: 1-21-2021

Marydee Pakieser

M Pakieser, Board Secretary



## RESOLUTION

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January 21, 2021

---

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Interlochen public Library	\$201,006
Peninsula Community Library	\$203,388

Motion by: \_\_\_\_\_

Support by: \_\_\_\_\_

Approved:    Y    N

Date: \_\_\_\_\_

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M Pakieser, Board Secretary





## RESOLUTION

### Annual Approval of Routine Priority Health Insurance and MERS Invoices over \$25,000

January 21, 2021

---

WHEREAS, the Traverse Area District Library policy requires prior approval by the Board of any disbursements of an amount greater than \$25,000; and

WHEREAS, at the May 28, 2013, Finance Committee Meeting the trustees agreed that monthly approval of routine invoices over \$25,000 was cumbersome and could be done on an annual basis;

It is RESOLVED that the Traverse Area District Library shall approve for payment all Priority Health Insurance and Municipal Employee Retirement System invoices for 2020 that exceed \$25,000.

Motion to adopt the resolution was introduced by: Jones

And supported by: Pakieser

Motion adopted  Yes / No

1-21-2021

Date

Marylee Pakieser

M. Pakieser, Board Secretary



## RESOLUTION

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and MERS Invoices over \$25,000

January 21, 2021

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It is RESOLVED that the Traverse Area District Library shall approve for payment all Priority Health Insurance and Municipal Employee Retirement System invoices for 2020 that exceed \$25,000.

Motion to adopt the resolution was introduced by: \_\_\_\_\_

And supported by: \_\_\_\_\_

Motion adopted      Yes / No      \_\_\_\_\_

Date

---

M. Pakieser, Board Secretary



# RESOLUTION

Sorter Equipment Purchase

January 21, 2021

---

WHEREAS it has been identified that the Sorter is essential and needs to be replaced,

BE IT RESOLVED, that the Library Director be authorized to spend an amount not to exceed \$120,000 for the purchase of Sorter equipment.

*from the Public Improvement Fund*

Motion to adopt the resolution was introduced by: Pakieser

And supported by: Wescott

Motion adopted  Yes / No 1-21-2021  
(date)

*Marylee Pakieser*  
M. Pakieser, Board Secretary



# RESOLUTION

## Sorter Equipment Purchase

January 21, 2021

---

WHEREAS it has been identified that the Sorter is essential and needs to be replaced,

BE IT RESOLVED, that the Library Director be authorized to spend an amount not to exceed \$120,000 for the purchase of Sorter equipment.

Motion to adopt the resolution was introduced by: \_\_\_\_\_

And supported by: \_\_\_\_\_

Motion adopted Yes / No \_\_\_\_\_  
(date)

---

M. Pakieser, Board Secretary

## Customer Official System Quote

Quote Date: 09/18/2020  
Quote Number: QUO-149589-S6V8, Rev: 0

### Customer Bill To:

Traverse Area District Library - Main (Woodmere)

610 Woodmere Ave.  
Traverse City MI 49686  
United States of America

smorey@tadl.org

Tel: 2313600226

### Quote Details

flex AMH Upgrade Purchase

Quote includes De-Install of old AMH, 1 Year Service Agreement, Shipping, and Installation. Year 2 service renewal price is \$12,745.22

If applicable, the hardware and software includes 12-month warranty, set-up and configuration

### Location Information:

Traverse Area District Library - Main (Woodmere) -  
Traverse Area District Library  
Scott Morey  
610 Woodmere Ave.  
Traverse City MI 49686  
United States of America

Sales Contact: Zachary Huth

Sales Phone: +1-678-336-7980 X 313

Sales Email: z.huth@bibliotheca.com

Prices are in US Dollars

Quote expires (60) days from Quote Date above.

Item ID	Item Type	Quantity	Sale Price	Sub Total
SHP000001-000-US	SHIPPING AND ADMINISTRATION Shipping is estimated on one receiving location, unless otherwise noted, and on current rates and proposal.	1	\$5,555.450	\$5,555.45
AMH200041-000-US	AMH Bin large 900 x 600 x 865mm	5	\$1,199.000	\$5,995.00
SVC000008-000-US	EQUIPMENT UNINSTALL FEE	1	\$0.000	\$0.00
SWR000040-000-US	libraryConnect devices, 1 year subscription, 1-5 devices	1	\$0.000	\$0.00
FLX000001-000-US	flexAMH System Standard Payment Terms: 50% on Order 40% on Shipment 10% on Acceptance	1	\$101,367.550	\$101,367.55
<b>Total (Less Sales Tax):</b>				<b>\$112,918.00</b>

### Additional Details

All prices including Service and Maintenance do not include any applicable sales tax. If tax exempt, A copy of Tax Exemption Certificate is required with purchase order for all tax-exempt customers.

Terms are NET 30 Days from Date of Invoice. Invoice is generated at the time of Shipment.

Quotations are good for 60 days. All dates are based on ship dates. Order must ship within the 60-day window.

After 60 days, quotation expires. Contact Bibliotheca for a New Quotation.

A 20% restocking fee, in addition to in-bound and out-bound shipping, will be charged for all returns.

GST/HST N° 859257321RT0001

**Bibliotheca, LLC**  
3169 Holcomb Bridge Road, NW, Suite 200,  
Norcross, GA 30071, USA

Phone No - 877-207-3127  
Fax No - 1-877 689 2269  
www.bibliotheca.com

## Customer Official System Quote

*Submit Purchase Order by fax to 877-689-2269 or by email to [orders-us@bibliotheca.com](mailto:orders-us@bibliotheca.com).*

Accepted By: \_\_\_\_\_

Accepted Date: \_\_\_\_\_

Customer Purchase Order Number: \_\_\_\_\_



TRAVERSE AREA DISTRICT  
LIBRARY

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

Mary Lee Pakieser  
Trustee Signature

4/1/2021  
Date

MARY LEE PAKIESER  
Trustee Name (printed)

Vicki Carpenter  
Witness Signature

4-1-2021  
Date

Vicki Carpenter  
Witness Name (printed)



TRAVERSE AREA  
DISTRICT  
LIBRARY

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

Mary S Budzinski  
Trustee Signature

1/21/2021  
Date (Virtual mtg)

MARY S BUDZINSKI  
Trustee Name (printed)

V. Carpenter  
Witness Signature

2-5-2021  
Date

V. Carpenter  
Witness Name (printed)



~~CONFIDENTIAL~~  
**CONFLICT OF INTEREST QUESTIONNAIRE**

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

1. **Members, Directors, Trustees, Employee, or Agents of Related Organizations:** Please list the organizations, profit and non-profit, in which you are a member, director, trustee, employee, or agent that have or may have any direct or indirect financial relationship with TADL.

none

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

none

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

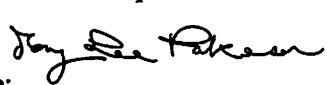
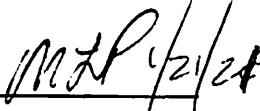
NONE

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

NONE

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

The undersigned hereby certifies that the information contained on the Conflict of Interest Questionnaire is complete and true.

Signature:  

Print name: MARYLEE PAKIESER

Date: 1/21/2021

**TRAVERSE AREA DISTRICT LIBRARY  
CONFLICT OF INTEREST QUESTIONNAIRE**

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

1. **Members, Directors, Trustees, Employee, or Agents of Related Organizations:** Please list the organizations, profit and non-profit, in which you are a member, director, trustee, employee, or agent that have or may have any direct or indirect financial relationship with TADL.

NONE

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

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

NONE

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

NONE

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The undersigned hereby certifies that the information contained on the Conflict of Interest Questionnaire is complete and true.

Signature: Mary S. Budzinski

Print name: MARY S. BUDZINSKI

Date: 1/21/2021



**TRAVERSE AREA DISTRICT LIBRARY  
CONFLICT OF INTEREST QUESTIONNAIRE**

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

1. **Members, Directors, Trustees, Employee, or Agents of Related Organizations:** Please list the organizations, profit and non-profit, in which you are a member, director, trustee, employee, or agent that have or may have any direct or indirect financial relationship with TADL.

Member, Grace Episcopal Church  
Adjunct Faculty, NMC

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

—

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

—

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

—

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

The undersigned hereby certifies that the information contained on the Conflict of Interest Questionnaire is complete and true.

Signature: Jeffrey Wescott  
Print name: Jeffrey Wescott

Date: 2/1/21

COMMITTEE ON INVESTMENT QUESTIONNAIRE  
THE LIBRARY AREA DISTRICT LIBRARY

I warrant to the purpose and intent of the Trustees Area District Library's ("TADL") Conflict of Interest Policy, I hereby declare that I or member of my immediate family (as defined in the policy) have the following affiliations or material financial interests which, when considered in conjunction with my position with or relationship to TADL, might possibly constitute a conflict of interest. ("I" and "my" mean "I and my family")

1. I am a member of the Board of Directors of the American Library Association (ALA) and have been since 2011. I have also been a member of the Board of Directors of the American Library Association (ALA) since 2011. I have also been a member of the Board of Directors of the American Library Association (ALA) since 2011. I have also been a member of the Board of Directors of the American Library Association (ALA) since 2011.

Adrianne F. Brown, Director  
American Library Association  
1000 17th Street, NW  
Washington, DC 20036

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

3. If you have had an investment relationship with any of the organizations in a three-year period, disclose the name and amount of the investment.

4. Disclose any other activity or relationship which you or member of your immediate family may have and that may be regarded as constituting a conflict or potential conflict of interest.

It shall be the duty of the trustees and employees of TADL to disclose on a regular basis the existence of any event which produces a conflict or potential for conflict between the duties of execution of any Conflict of Interest Questionnaire.

The undersigned hereby certifies that the information contained on the Conflict of Interest Questionnaire is complete and true.

Signature: Adrianne F. Brown  
Date: 4/1/21