

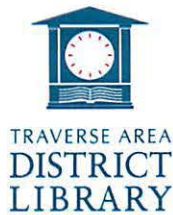


AGENDA

Board of Trustees Regular Meeting
Thursday, October 21, 2021 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. **Approval of Minutes**
 - a. [Regular Meeting of September 16, 2021](#)
6. **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 – [October 5, 2021](#)
 - b. Policy and Personnel Committee – [October 5, 2021](#)
 - e. Other Reports and Communications
 1. Friends' Report – Donna Hornberger, President Friends of TADL
7. **Presentation ~ MERS of Michigan, Tony Radjenovich**
8. **Old Business**
 - a. Policy Revision - [1.3 Oath of Office for Trustees Policy](#)
 - b. Policy Revision - [1.5 Authority of Committees Policy](#)
 - c. Policy Revision - [2.3 Credit Card Use Policy](#)
 - d. Policy Revision - [3.5 Mailing Lists Available to the Public Policy](#)
 - e. Policy Revision - [6.2 City Directory Information Policy](#)
 - f. Policy Revision - [7.1 Conflict of Interest Policy](#)
9. **Public Comment***
10. **Trustee Comment**
11. **Adjournment**

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



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, September 16, 2021 at 4:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. **Call to Order**

The meeting was called to order by President Jones at 4:00pm. Present were: Jones (President); Odgers (Vice President); Pakieser (Secretary); Sullivan (Treasurer) Vickery and Wescott (Trustees) were absent. Also present were: Howard (Director); Radjenovich (Business Manager); Morey, Myers, Carey, 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 Sullivan, SUPPORTED by Odgers, to approve the agenda as presented. Motion CARRIED.

4. **Public Comment**

President Jones opened the floor for public comment. The following people addressed the board: Matt Archibald, Traverse City, introduced himself as the new East Bay Branch Manager. Archibald has been with TADL for several years and is excited to be a part of the library services at East Bay Branch.

President Jones welcomed Archibald to his new position.

5. **Approval of Minutes**

a. *Regular Meeting of August 19, 2021*

It was MOVED by Odgers, SUPPORTED by Pakieser, to approve the regular meeting minutes of August 19, 2021 as presented. Motion CARRIED.

6. **Reports and Communications**

• *Director Report | Departmental Reports*

Howard confirmed her written report and added the following:

- Eighteen staff members attended a virtual program on inclusivity in the library. A range of methods discussed in the program will be implemented at TADL.
- Heather, Michele, and several volunteers spread mulch in the garden area for The United Way Day of Caring.
- The outside bike racks and benches have been power washed and painted.

• *Financial Reports*

Radjenovich confirmed her written report and highlighted the following:

- Revenues – Sales are going well and will likely meet the budgeted amount, although overdue fines will likely not because overdue fines have been removed. Interest and dividends is not what it should be given the economic conditions and rents and royalties

are down since the meeting room has not yet re-opened for public meetings. Another \$12,000 is due from Suttons Bay library from the technology services agreement.

- Expenses - Expenses are right in line with expectations. Any necessary budget adjustments will be made in December.
- **Member Library Reports**
 - Kendall Spratt, Interim Director of Fife Lake Public Library (FLPL), announced that she has officially taken the position of Library Director. The FLPL Board approved to adopt a 457 municipal retirement program. Three new staff members have been hired. Collaborating with the school is still a big priority and FLPL is starting to do story time at the school. Spratt thanked TADL for the support, especially during her transition to Director.

Written reports from Vicki Shurly, Director of Peninsula Community Library (PCL), and Jennifer Thomet, Director of Interlochen Public Library (IPL) were included in the board packet.

- **Committee Reports**
 - Finance and Facilities Committee – Sullivan reported that the committee had met and noted that the committee will now meet on the first Tuesday of the month instead of the second Tuesday. The committee will continue discussions regarding a Green Plan and a memorial tree for those in the community who have lost loved ones to the Coronavirus. The State of Michigan requirements to adopt a new Uniform Chart of Accounts have resulted in the need for TADL to purchase new accounting software as the current software will not support the new requirements. The committee also discussed the ratified union contract later on the agenda for approval.
 - Policy and Personnel Committee – Pakieser reported that the committee had met and discussed extensive revisions to policy 5.1 later on the agenda for approval.
- **Other Reports and Communications**
 - Friends' Report – Donna Hornberger, TADL Friends Board President
Charlene Lutes spoke in Hornberger's absence. The Friends are prepared for the upcoming media and book sale. It will be inside and follow safety protocols. They recently acquired a collection of over 1000 books from an estate of a gentleman who wanted all the books he'd collected over 70 years to go to TADL. Printing of the library history book *Beyond Books* that has been in the works has been delayed due to a paper shortage. The Friends are now one of the charitable organization options on AmazonSmile.

7. **Presentation: Fifth Third Bank Representative**

Fred Ruffin, Vice President out of Toledo, Ohio, introduced himself as the administrative counsel and is involved with the investment management service with the library. Brian Lee, investment portfolio manager for TADL's investments accounts provided the Board with a handout and update on the current status of the TADL's investment. TADL has invested in a good quality portfolio of fixed income securities consistent with MI Public Act 20. These are very conservative and investment parameters determined by the state. Lee discussed the current economy and the impact of COVID, so the drop in returns is not unique to TADL. Lee assured the board that investments as a rule run in cycles and that the returns will be good, on average, over time. Howard noted that MI Class, the investment firm which TADL discussed using in the past, is not doing any better with their investments and returns either because as a government agency the investment range is limited.

8. **New Business**

- a. *5.1 Collection Materials Selection Policy*

Howard explained that the Collection Materials Policy is the guiding principle on how the library selects collection materials. It also helps protect the library and staff against censorship requests. Howard reviewed many other library collection policies and TADL staff has reviewed the revisions. Howard feels the policy hits the mark as to who TADL is and what we do. In answer to Odgers' question regarding the recently approved rental collection agreement, the policy does not exclude the library from selecting books through that type of book service. It was **MOVED** by Pakieser, **SUPPORTED** by Odgers, to approve the revision to 5.1 Collection Materials Selection Policy as presented. Motion **CARRIED**.

b. *Agreement Between TADL and Teamsters State, County and Municipal Workers Local 214, effective January 1, 2022 thru December 31, 2024*

Howard noted that negotiations were amicable. She then reviewed the memo from TADL's labor relations attorney, Janis Adams, regarding the material terms of the TADL and Teamsters ratified union agreement dated January 1, 2022 through December 31, 2024. Wage increases continue at the present rate of 3% per year and Short-term disability was added as a new benefit. A one-time Reserve Sick Leave payout will take place in 2022 for eligible employees whose leave banks were frozen in the 2012-2015 agreement as a result of a conversion to a new PTO system, educational assistance has been capped at a dollar amount, two paid holidays were added to the calendar, as well as an increase of approximately one week was added to PTO accrual and carry-over time. New in this agreement, was the removal of manager level positions from the union as a resolution to an existing discrepancy pertaining to certain manager-level positions being held by union employees and other manager-level positions being held by non-union/salary employees. Each union member holding a management-level position opted to move to a non-union/salary position with a commensurate percentage increase in pay.

Staff union representative, Betsy Myers, agreed that the negotiations were amicable. The union was sorry to see the management level members leave the union but the decision was well thought out and perhaps should have happened long ago due to the discrepancy.

It was **MOVED** by Sullivan, **SUPPORTED** by Odgers, to approve the agreement between TADL and the Teamsters Union, effective January 1, 2022 through December 31, 2024 as presented.

Jones – aye

Odgers – aye

Vickery – absent

Pakieser – aye

Sullivan – aye

Wescott – absent

Motion **CARRIED**.

c. *Accounting Software*

Radjenovich discussed the need for a new accounting software that will support the State's new Uniform Chart of Accounts requirement. Despite the effort it will take, the end result will be beneficial to the libraries, auditors, and the tax payers. Three companies were demoed based on her research and recommendations by other library systems of similar size. The deadline for this change is December 31, 2022 and there is a substantial installation and training time involved, therefore Radjenovich would like to begin the process now using \$19,000 from the general fund. Radjenovich briefly discussed each of the three companies selected and how that compares to current costs. Tyler Technologies outshined the other two with its recommendations, software, service, usability, growth ability, and future cost-savings. There is also a component that would make the audit easier. Morey, TADL's Assistant director for Technology, reported that all three companies with good, but agreed that the Tyler Technologies software would enable staff to be more efficient and was supportive of the cloud-based software choice. It was **MOVED** by Sullivan, **SUPPORTED** by Pakieser, to support and approve the Director to contract with Tyler Technologies as TADL's governmental accounting software system in an amount not to exceed \$80,000. A roll call vote was taken with the following results:

(approved)

Page 3 of 4

Jones – aye
Pakieser – aye
Motion CARRIED.

Odgers – aye
Sullivan – aye

Vickery – absent
Wescott – absent

9. **Public Comment**

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

10. **Trustee Comment**

Odgers noted that many in the community have told her that they are thrilled that the library is now open on Sundays again.

11. **Adjournment**

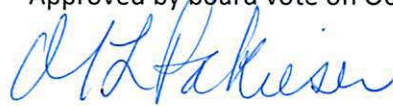
With a motion to adjourn by Sullivan, President Jones adjourned at 5:34pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on October 21, 2021



M. Pakieser, Board Secretary



Board of Library Trustees Regular Meeting
Library Director Report
 Meeting Date: **October 17, 2021**

Library Activity

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

Circulation Transactions			
Year-to-date activity			
As of month end	<u>Print/audio/video</u> Circulation	<u>Electronic</u> books/audio/video	<u>Total</u> Circulation/Electronic Usage
September 2019	832,355	167,587	999,942
September 2020	438,610	218,408	657,018
September 2021	597,663	211,027	808,690

Lending

Physical item circulation has increased 34% over last year. Patrons are truly enjoying getting books in person.

E-Book, magazine, downloadable audiobook and database utilization

While lagging behind September 2020, electronic use is significantly more popular than in September 2019. I think this will be a constant trend as more patrons started using digital resources during the pandemic.

Visitors – Woodmere, East Bay and Kingsley Facilities

Things have slowed down a bit from summer but our patrons are still coming to the library and enjoying our resources. The busiest day being Saturday, September 25 with 1,502 patrons. This was the Friends of the Library book sale so I'm sure that accounts for the visitors. In August 2021, we had 31,565 visitors, averaging 1,127 visitors per day. This is a 48% increase from September 2020. In September 2021, we had 250 new patrons across the district: 1 Computer Use Only, 2 Visitor, 2 Limited, 2 Juvenile Limited, and 243 Patrons.

Public Computing

Computer Use continues to be popular Districtwide with increases of 13% with large increases in usage in Peninsula, East Bay, and Main Library teen area. This equates to 1,641 computer sessions in September 2021 versus, in September 2020 there were 1,601 sessions.

Additions to the Collection

In September 2021, 1,993 items were added to the collection compared to September 2020 which added 2,734. We have been made aware of some serious paper shortages and warehouse staffing shortages, so we will see many delays in books in late 2021 and

throughout 2022. Deb and I are watching this and will probably have significant end of year adjustments to make.

Finances

Budgeting is going to be tricky for 2022. Every 10 years the library's per capita service area is adjusted based on the Census data. This number affects both our State Aid and Penal fines. Based on unofficial numbers, we have seen a large increase in population for Grand Traverse County of about 10,000 people. Additionally, the Legislature increased funding to State Aid by \$2 million! I'll have final numbers in November but if you have time, send an email to Senator Wayne Schmidt and Representative John Roth, thanking them for the increase!

Speaking of our elected representatives, I have also requested a meeting with Representative Roth and Senator Schmidt to see if there is any way to get an appropriation to help pay for the much need improvements at Woodmere including the roof, bathrooms, and elevators.

Finally, Deb and I continue to work on our Library Finance Cohort Certificate which is a lot of work but we are both learning a ton!

Facilities

The lighting project starts Monday, October 18th. We are looking forward to this being complete for our bottom line and the environment.

Covid Update

While the library is still very, very quiet after 6pm and no one has requested it, on November 1st, I plan to open to 8pm Monday – Thurs. This will bring us back to almost normal hours.

Grant Updates

I continue to wait for notice about the large ARPA Grant I applied for. While the money has been appropriated we are still waiting on the Treasury.

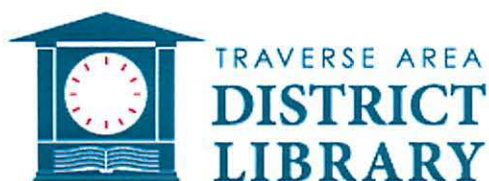
Director Out and About

In August Linda Smith and I attended and briefly spoke at the TCAPS Back to School Kickoff event and handed out school supplies at Kingsley's 'Night Out in Kingsley'. In September I was out and about the District helping scoop ice cream at East Bay. My family attended Tiny Fest and enjoyed the evening of music. I was outside gardening on the Day of Care and helped at the Friends Book Sale. While these activities are not always done by library directors, I truly enjoy meeting our patrons with the bonus of patrons telling how much they love our library!

TADL Operations

Please see the extensive departmental reports for a more in-depth look at what is happening at the Main Library and East Bay and Kingsley branches. We have been busy this summer!

Happy Fall!
Michele P. Howard
Director



Administrative Reports
for the month of September
(October 21, 2021 Board Meeting)

Adult Services & Local History Collection

- In the LHC, Robin Stanley continues to work on stabilizing the collection to prepare it for the move to compact shelving. The order for the shelving has gone in and we are just waiting for it to arrive.
- The library received some good press for the digitalization of the microfilmed records of the Immaculate Conception Church at Peshawbetown. There was a [front page story](#) in the Traverse City Record Eagle on Saturday, September 25th.
- Melissa McKenna and Heather Brady worked on a poster exhibit commemorating the 20th anniversary of 9/11. The posters were printed from files distributed by the 9/11 Memorial & Museum. The posters were displayed in sequence along the walls in the Mcguire Room, allowing people a quiet space to contemplate, as well as ensuring that people did not come upon disturbing images without being prepared. To make the exhibit more accessible, Heather recorded a descriptive walk-through of the posters and read their captions. She then had the video closed-captioned for those with hearing impairments. This was posted on the libraries website and YouTube channel where it has received 49 views.
- The library partnered with the Grand Traverse Area League of Women Voters for a voter registration table on September 28th.
- In September, the Adult Services Dept. held 2 online book groups, Queer Tales and Books & Brewskis, with a total live attendance of 9. Two programs of historical interest - the monthly Traverse Area Historical Society monthly meeting had 15 attendees live online and 4 video views, while the author visit from Donna Searight Simons regarding her book on copper mining in the UP had 15 people attend the online program and 17 video views. The American Red Cross Preparedness Series of 4 online sessions drew 20 live participants and 29 video views. Also, the Book Bike made 5 visits to the farmers market where it served between 150-300 patrons on each visit! We're looking forward to holding in-person programs in October!
- September Adult Services Statistics:
 - Questions Answered In-Person - 1081
 - Questions answered via Phone - 611
 - Questions Answered via Email/Chat - 120
 - RA/Tech Help - 146
 - Craft Kits Distributed - 50 (1 craft-confetti bowl)

Respectfully submitted,
Melissa A. McKenna
Adult Services Coordinator

Youth Services

Youth Services continued with hosting our Storytime and Afterschool programs on the front lawn of the Main Library. Even though a few programs needed to be cancelled due to rainy weather, we have had nice turnouts for the programs we were able to hold. We also hosted a Back to School tent on Saturday, September 23rd, complete with crafts, snacks, and books. Families appreciate the open air aspect of these programs, even as it takes a little more setup on our end. In total, 107 children and their adults attended our 12 outdoor Storytime programs in September. Our afterschool and weekend programs attracted 311 children and their adults to our 7 programs [19 total YS programs with 418 in attendance].

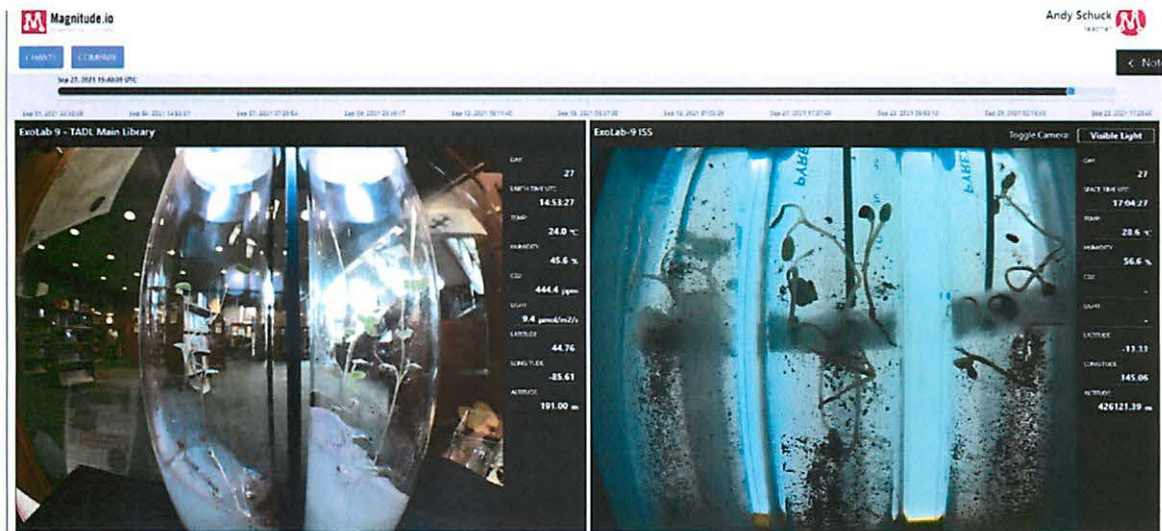
In October, we will move our programs indoors into the McGuire Community Room, where we can space out accordingly while the weather gets cooler and wetter. We have spent a lot of time thinking about how these programs will look and feel like and are excited to welcome families back indoors for as long as we are able.



Early Literacy Librarian Polly O' Shea and Youth Services Department Head Andy Schuck attended the Early Childhood event on September 10th hosted by [5toOne](#) at the Grand Traverse Civic Center. The weather abided and we met almost 100 people during the program, engaging with them about all the great Early Literacy resources available at their library. The Book Bike and Circulation staff member Kate Parvel attended as well, creating 12 new cards and checking out 21 items.

Work continues (slowly) on the Story Room as we receive quotes for painting the walls, removing the carpet, installing tiles, and adding windows to our doors. We would like to have the paint completed first and must wait until that vendor completes several outdoor projects. Our goal is to have this done by the end of November and to invite families back into our space for storytimes and afterschool programs then.

Youth Services and branch libraries East Bay and Kingsley all participated in the ExoLab 9 space science experiment via our partnership with [Magnitude.io](#).



The goal again for this experiment was to try growing nodules on the red clover plants here on planet Earth as well as see the effects of microgravity on the ExoLab growth chamber hosted on the International Space Station. We put an ExoLab 9 display in front of Youth Services, along with a space book display, and sticky notes for weekly observations. We were also happy to engage three different schools in this experiment: TCAPS West Middle School, Kingsley Elementary School, and Grand Traverse Academy.



Youth Services started a soft launch of our new early literacy texting initiative, [TALK](#) (Texting And Learning for Kindergarten). This model sends up to 2 developmentally appropriate messages per week to parents of children ages 0 - 5. All families need to do is text TALK to 75547. This program was developed by the Ypsilanti District Library in partnership with MCLS and the Institute of Museum and Library Services. Our current texting service, operated by TADL's IT

department, will end in October.

With school starting back up and families getting back into school year routines, daily activity in Youth Services slowed down. Reference questions answered included: 998 walk-in, 110 phone, and 6 digital for a total of 1,114 questions.

Andy Schuck
Department Head, Youth Services

Teen Services

In September Teen Services moved our programs back inside. At this point all of our programs have a small group of attendees, which works well for holding them at our study table. The attendees are all students that first started attending teen programs this summer. Pre-closure teens have not yet returned for the most part.

Our new year round reading challenge launched the first day of school. Prior to the launch, Michele Howard and I passed out information for this program and others at the TCAPS back-to-school kick off for staff. Middle school and high school students are challenged to read 25 books a year, 75 before high school and 100 before graduations, and can participate through a new online interface developed by Scott Morey or by journaling. Heather Brady created an awesome example page for the journals and put together all of the promotional materials.

The Teen Advisory group is very excited about the upcoming pumpkin contest. This is the first group to give serious consideration to what the toddlers would be drawn to. It doesn't hurt that there is pizza for the winning team. They are very motivated!

Linda Smith
Department Head Teen Services



Sight & Sound

September is back to school and traditionally a time when we try to focus on programming, patrons, with a little budget prep mixed in for good measure. We're always happy to share good news, we have new visitors who comment on how they "can't believe" how great the collections in Sight & Sound are! We agree!

Good news for our collections: Compact Discs are good for music artists. Even though vinyl and streaming services are more popular. The artists & musicians have started a movement encouraging music fans to buy CDs due to the direct effect of supporting the music creators we all know and love. Let's put it this way, if cassette tapes can have a renaissance then CDs may be with us for years to come.

On September 8 we were all set to host our first Tiny Fest! Unfortunately, the weather didn't cooperate. We re-scheduled for Wed. Sept. 29 and it was beautiful! We couldn't have asked for a nicer day to prepare it all and the night was magical! A big thank you to Michele for supporting the program, Rich for performing as the inspired opening act, and of course Micah (as solo: Breathe Owl Breathe) for sharing his musical gift with us all. We had around 25 in attendance. Good times, here are a few pictures to give you a peak.



Worthy of note:

- We developed McGuire room setup diagrams to help provide clear options for staff.
- Waara our AV vendor is finalizing McGuire Rm installation after supply side delays.
- I edited and uploaded 2 Adult Services programs to YouTube to support them while Heather was away.
- We are working out the best options for Hybrid meetings with Scott and Betsy.
- I handed in the S&S 2022 Budget to Michele and Deb.
- We are ordering the last of our cataloging and processing supplies for 2021.
- Keith and Rich finalized the work on our new shelving location: Performing Arts, this contains stage performance, dance, theater & stand up comedy; it will live next to Opera performances on DVD.
- Shannon and Ian have been diligently reconciling Popular Music.

TADL Meeting Room Stats September 2021

Total: 89
 TADL meetings: 22
 Personal/Outside Group Meetings: 67
 Paid Meetings: 0
 Unpaid Meetings: 89
 Walk-ins: 33
 Advance Reservation: 56

Number of Meetings by Rm September 2021

McGuire Room: 14

Thirlby Room: 35
Study Room D: 40

Aaron is working on: Meeting Room booking enhancements, S&S Staff training on AV systems, Library of Things collection development.

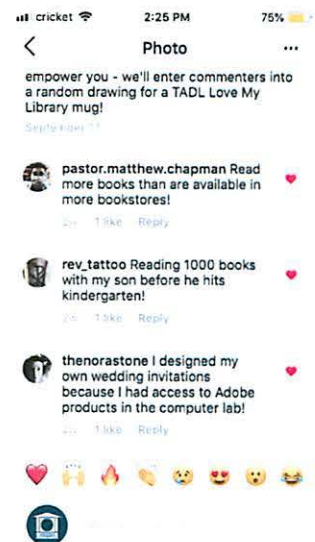
Thanks for reading.
Aaron

Circulation

- Curbside pickups for September 2021: 48
- Curbside pickup is now available on Sundays from noon - 3 pm.
- Circulation Statistics for MeLCat, September 2021:
 - TADL items sent to borrowing institutions: 1399
 - TADL items received from lending institutions: 1763
- The self-check stations have been updated so that patrons with accounts that require updating are given an accurate message explaining why they need to visit the staff at the front desk. Previously, the message was unclear, only directing patrons to take their items to the desk without explanation.

Respectfully Submitted,
Josh Denby
Department Head, Circulation

Marketing and Communications



September had it all - lots of varied events and interesting projects. I installed a 9/11 memorial

poster display in the McGuire Room and created an accessible narration video for it. In addition, I created a transcript of our September newsletter for the website. Traveled to all the libraries in our network to create virtual tour videos for our October in-service (teamwork and training), attended a webinar on increasing website accessibility, worked on items to support the NEA Big Read, assisted with events (LWV voter registration) and World Sight Day preparation. Coordinated a fall front garden spruce up, included two volunteers who worked with us on United Way Day of Caring. Although there is always more to do, the front gardens are responding well and are helping to create the welcoming place we want to be!

Press releases: Free COVID vaccines (Record-Eagle 9/8/21); Hours update (Record-Eagle 9/12/21); Write Michigan (statewide distribution); Unique Management Services award (Record-Eagle 9/23/21); Peshawbestown church records digitization (Record-Eagle 9/23/21); classical music trivia (IPR 9/28/21); STEM Kits (upnorthlive 9/27/21)

Website: Pageviews 41,477

Heather Brady
Marketing & Communications Manager

HR & Finance

Human Resources – Things are starting to get busier as we get to the end of the year. In anticipation of opening on Sundays again, we hired four more pages to get our departments back up to pre-pandemic staffing levels.

We started Open Enrollment for benefits which will close on 10/11/21. Our benefit year starts on 11/1/21. Our medical HSA plan went up 1.7% but with additional riders for Durable Medical Equipment and Chronic Condition prescriptions. Our medical HMO plan went up just under 4% with the new riders. Our dental plan went down 8% and our vision plan remained the same. As part of the new union contract, we also added Short Term Disability to our benefits. All in all, we are very pleased with the benefits that we are able to offer our employees this year.

We were also very happy to bring back Sue Fluette this month to finally celebrate her retirement appropriately with a cake. Sue had scheduled her retirement for April of 2020 after 20 plus years with the library. She left work on March 13th of 2020 not realizing that she would not be returning and therefore losing that much needed closure. Thank you for your service Sue!

And finally, the smack talk has begun! In offices across the country, football trash talk rules the watercooler conversations this time of year. TADL also has its trash talk this time of year. Only our trash talk involves who will reign supreme in the great pumpkin decorating contest!!!! Let

Your 4 photos got 35797 total views in the last month

This was your most popular photo in that period:



the challenge begin!

Finance - Revenue changed very little from last month. We received a payment of \$605 from the state for Renaissance Zone reimbursement. As with many of our revenue streams, this too has been going down each year. Overdue fines and Interest and Dividends crept up slightly. The sale of swag items is staying steady and we are on track to meet our budget goal. Contributions continue to come in and we should meet that goal also.

On the expense side, while our general supplies and materials are slightly over for the percent of year complete, the rest of our expenses have so far been holding steady at just under our percent of year complete. This will change some as we have decided to increase our technology purchases for this year as rumors are flying that anything techy may be hard to come by next year or at the very least, will be at a premium price. As Michele and I work through the budget, we are also looking at a tighter budget next year adding to the incentive to buy what we can this year at a lower cost. We are also hearing rumors that the paper shortage could be impacting our book purchases. The pandemic continues to create chaos with our budgets and planning!

Deb Radjenovich
Business Manager

Facilities

- The charcoal filters for the air handlers arrived at the end of the month and I will install them in October.
- We had several plumbing issues. The four inch backflow preventer on the fire pump had to be rebuilt as it was leaking. A different backflow preventer for the humidifiers had to be installed because of some changes in city water codes. And finally, a toilet flange had to be replaced after the old one rusted away.
- Our annual fire pump inspection was completed and everything is working as required.
- The benches and bike racks on either side of the entrance were media blasted last month and they have been stained/painted. They look great.
- Michele and I met with Dean Connors(landscape architect) and a forester about the health of some of the trees out in front of the library. They are losing their leaves at the top branches. She suggested we contact an urban arborist for a consultation. We arranged a meeting for next month.
- Finally, because of covid we are scheduling more outdoor events that require power. Therefore I purchased a generator to allow us to utilize the entire property and not just near the building. I am sure it will get a lot of use.

Bruce Bennett
Facilities Manager

TADL Talking Book Library

This was my first full month in TBL. I am still learning but getting more familiar and comfortable in my new position.

I met the Visually Impaired Person's (VIP) group. I introduced myself and let them know that besides our regular services, I could also offer them Notary services.

This month our Tuesdays @ Two book group met and discussed *All I Know About Animal Behavior I Learned in Loehmann's Dressing Room* by Erma Bombeck.

Anita Chouinard
Talking Book Library Manager

East Bay Branch Library

The East Bay Branch has engaged their patrons with a variety of programming in September:

- Chantel conducted East Bay's ExoLab experiment in partnership with Annie Callahan's science classes at Grand Traverse Academy. The students had a great time comparing their Red Clover plants with those at the library and those on the International Space Station.
- We brought back our annual Ice Cream Social this year, and we estimate 200 patrons enjoyed face painting by The Painted Lady, music by Jesse Jefferson, and of course Moomers Ice Cream!



- East Bay celebrated Banned Books Week with two displays, a Banned Books storytime, and a series of posts on Facebook highlighting some banned and challenged books. We enjoyed quite a few questions from patrons regarding the purpose of Banned Books Week and our displays.



Respectfully submitted,
Matt Archibald
Branch Manager

Kingsley Branch Library

- Brian Carey conducted this season's ExoLab experiment with Kendra Bell, a fifth-grade science teacher at Kingsley Middle School. Five of her classes completed the experiment!
- KBL started our new, expanded hours on September 7th. We have had a lot of positive feedback from the community, mostly on how our new hours have a consistent opening time (9am, Monday through Saturday).
- Robin Stanley and Brian Carey both engaged in continuing education opportunities, and developed skills in community engagement, meetings facilitation, engaging senior patrons, and caring for special collections.
- Chef Tom Sisco returned to in-person programming this month, and showed us how to cook a wonderful Filipino beef dish. Wiggles Storytimes continue to draw 20 patrons on average, for both our Tuesday and Wednesday sessions; although we are currently meeting in Brownson Park, we are preparing our families to move indoors for the winter. Teen Dungeons & Dragons is back to full-force now that school is in session, and we average 16 teens for this bi-weekly program. Our Afternoon Book Club held our first in-person session of the year and had a rousing discussion on Joy Harjo's "American Sunrise: Poems."

Respectfully submitted,

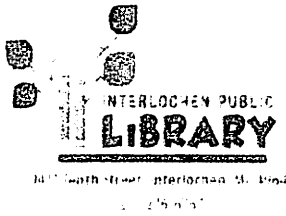
Amy Barritt
Branch Manager

TRAVERSE AREA DISTRICT LIBRARY
CONSOLIDATED EXPENSES
MONTH ENDING
SEPTEMBER 30, 2021

CATEGORY	BUDGET	2021 YTD	2020 YTD	VARIANCE	% OF BUDGET
Salaries & Wages	2,431,419	1,749,540	1,580,946	681,879	72.0%
Social Security/Medicare	68,125	44,855	43,024	23,270	65.8%
Health/Hospitalization	375,446	248,407	235,180	127,039	66.2%
Vision Insurance	4,035	3,390	2,456	645	84.0%
Dental Insurance	28,908	23,384	16,970	5,524	80.9%
Life Insurance	9,295	6,250	6,634	3,045	67.2%
MERS Defined Contribution Retirement	153,995	110,532	100,200	43,463	71.8%
MERS Unfunded Liability	320,000	290,000	200,000	30,000	90.6%
401K Retirement Contribution	115,820	79,810	71,364	36,010	68.9%
Unemployment Comp.	1,500	0	7,146	1,500	0.0%
Workers' Compensation	10,000	7,860	7,860	2,140	78.6%
Disability Insurance	8,425	4,502	6,176	3,923	53.4%
Office/Cat./General Supplies/Postage	119,795	93,595	63,641	26,200	78.1%
Covid-19 Supplies	7,000	3,670	21,184	3,330	52.4%
Books/Media/Online Resources	626,100	490,334	438,491	135,766	78.3%
Repair & Maintenance Supplies	6,750	3,188	1,897	3,562	47.2%
Professional & Contractual Services	270,355	170,454	161,120	99,901	63.0%
Communications	37,790	19,253	15,627	18,537	50.9%
Education & Travel	45,460	19,135	25,498	26,325	42.1%
Printing & Microfilming	3,900	525	1,438	3,375	13.5%
Advertising & Outreach	17,500	12,730	5,252	4,770	72.7%
Insurance & Bonds	33,746	33,563	30,993	183	99.5%
Utilities	118,200	67,153	60,269	51,047	56.8%
Covid-19 Building Maintenance			16,502		
General Building & Grounds Maintenance	355,170	185,297	147,874	169,873	52.2%
Member Allocations	569,721	569,720	550,188	1	100.0%
Miscellaneous	3,500	55	0	3,445	1.6%
Property Tax Reimbursement	6,500	5,118	564	1,382	78.7%
Furniture/Equipment/Software	85,925	60,242	39,639	25,683	70.1%
Contingency	7,000	0	0	7,000	0.0%
TOTAL EXPENDITURES	5,841,380	4,302,564	3,858,132	1,538,816	73.7%
2021 APPROVED BUDGET					
EXPENSES BY CATEGORY					
Personnel	3,526,968	2,568,530	2,277,957	958,438	72.8%
Supplies	759,645	590,788	525,213	168,857	77.8%
Other Services and Charges	1,461,842	1,083,004	1,015,324	378,838	74.1%
Capital Outlay	92,925	60,242	39,639	32,683	64.8%
TOTAL EXPENDITURES	5,841,380	4,302,564	3,858,132	1,538,816	73.7%
This statement reflects activity through the ninth month of the 2021 fiscal year.					
Percentage of the year completed 75%.					
Certain items with higher percentages may have been paid quarterly or annually for the fiscal year.					

TRAVERSE AREA DISTRICT LIBRARY
REVENUE
MONTH ENDING
SEPTEMBER 30, 2021

<i>CATEGORY DESCRIPTION</i>	<i>BUDGET</i>	<i>2021 YTD</i>	<i>2020 YTD</i>	<i>VARIANCE</i>	<i>% OF BUDGET</i>
Property Tax (Current, Delinquent, Other)	5,164,735	5,170,231	4,988,788	(5,496)	100.1%
State Aid - Library	83,750	84,472	77,974	(722)	100.9%
State Aid - TBL	41,075	41,072	41,073	3	100.0%
Local Support - TBL & Other Grants	18,400	104,191	22,209	(85,791)	566.3%
Fees/Services	42,150	29,799	28,889	12,351	70.7%
Sales	20,000	15,524	11,043	4,476	77.6%
Penal Fines - \$196,000 for this Category per budget		0			
Penal Fines - Grand Traverse Co.	168,250	147,612	168,240	20,638	87.7%
Penal Fines - Leelanau Co.	5,900	6,604	5,888	(704)	111.9%
Penal Fines - Benzie Co.	21,850	20,549	21,855	1,301	94.0%
Overdue Fines/Replacement Fees	32,000	11,835	25,258	20,165	37.0%
Interest & Dividends/Gains/Losses on Inv.	15,000	5,864	25,481	9,136	39.1%
Rents & Royalties	2,200	0	750	2,200	0.0%
Contributions	24,570	23,092	21,948	1,478	94.0%
Misc Revenue & Reimbursements	1,500	27,540	1,456	(26,040)	1836.0%
TOTAL REVENUE	5,641,380	5,688,384	5,440,852	(47,004)	100.8%
Transfer In	200,000	200,000	110,000	0	
Use of Fund Balance				0	
TOTAL	5,841,380	5,888,384	5,550,852	(47,004)	100.8%
TOTAL REVENUE, TRANSFERS & USE OF FB	5,841,380	5,888,384	5,550,852	(47,004)	100.8%
TOTAL EXPENDITURES	5,841,380	4,302,564	3,858,132	1,538,816	73.7%
REVENUE OVER (UNDER) EXPENSE		1,585,820	1,692,720		
This statement reflects activity through the ninth month of the 2021 fiscal year.					
Percentage of the year completed is 75%.					



OCTOBER DIRECTOR'S REPORT—JENNIFER THOMET

Did you know fentanyl was found in weed?

Last month at the Long Road to Recovery Panel Discussion, a peer recovery coach shared that he lost another peer recovery coach to an accidental overdose. This person lost their five-year sobriety in a moment of weakness, which ultimately cost them their life. They had no idea the weed they were smoking was laced with fentanyl. There was so much fentanyl in the weed that seven Narcan (overdose-reversal medication) was used, which failed to reverse the opioid overdose.

Before the Long Road to Recovery book series started, I didn't know much about prescription or street drug misuse. I am so far removed from the drug world that I don't know what a kilo looks like (is that like metric?). The thought of me buying street drugs is comical. *Friends, I am what the kids call basic.*

Why should we care if there is fentanyl in weed?

There are several reasons we should care. The most prevalent is because kids like to experiment with drugs, and typically weed is the first drug of choice for young people. Also, we could inadvertently be supporting a drug habit and not recognize the dangers—we can prevent this by using prescription medication Lockboxes and safely disposing of unused medications. Lastly, we should care because this is our community, and this summer, a local child lost her life due to her parent's addiction.

How can we talk about addiction to others?

One stopping block in understanding the full scope of this addiction crisis might be because we are not necessarily personally affected by it. Conversely, this topic might be too personal for others and trigger emotional trauma. We chose a book discussion to facilitate this topic because it can be easier for some people to talk about addiction when they are not talking about themselves or their trauma, but rather objectively through another's lens or story. It's not our personal stories we're sharing, so we may feel more receptive to share our thoughts and start exploring new ideas or connecting to others' lived experiences.

I hope you can join us for our fourth installment of this series, *Hey, Kiddo* by Jarrett Krosoczka, on October 21st at 5 pm.

Circulation Sept 2021: 4,897; (Sept 2019: 5,420)
Hold Transit Counts Sept 2021: 639 to other libraries; 611 from other libraries to IPL
Programs: Sept 2021: 60 programs, 576 General Attendance;
Patron Count: September 2021: 3,181
Curbside Pickup: September: 2021: 2
Questions Answered: September: 986
Computer Use: September: 152
Total New Library Cards Issued in Sept: 22

Thank you to our Friends of IPL

The Fall Into Money Management Workshops are underway, and through this series, participants learn about money management and personal finances. Yes, each class builds on the previous curriculum, but there is no need to attend all of them to learn something new. Classes are each Wednesday at 5:30-7:30 pm.

Five Rivers: Life Writing through the Senses-- A special Writers Workshop will be Tuesday, October 26th from 4-5:30 pm with an author reading from *ELEMENTAL: Michigan Voices*. This workshop is by award-winning author Anne-Marie Oomen and is in honor of the late Lois Parson Driscoll.

Spread the Words

Adult and Teen Make and Take craft for October is Pumpkin Cookies! IPL will provide a cookie and decorations to make a special treat or make a decorative stuffed pumpkin!

Tween Tuesday for October is finishing up diamond art and brownies! Tweens meet every Tuesday from 3:30-4:30. Once a month, we will have surprise food treats.

Rory Baker will be offering a Medicare informational session on Saturday, October 23rd, at 2 pm. Medicare Annual Election Period is from October 15-December 7, 2021. Options can be confusing. Do you have questions regarding the recent changes to Medicare, drug plans, or what doctor you can see? Put the pieces together with this information session led by licensed professional Rory Baker. If you are on Medicare or becoming Medicare eligible, this information session is for you.

Boooooooks!

IPL will have Halloween fun and activities Thursday, October 28th through the 30th. Stop by our Teen and Tween room for a haunted library, and feel free to wear our costumes for Tot Time and Baby Time!

Health and Wellness

Tricks and Treats Cooking Class. Saturday, October 30th from 1-2:30 pm

Are you 6-12 years old? Want to learn how to make hauntingly healthy and gruesomely good Halloween snacks? Join us at our chilling and thrilling cooking class, and we will show you how to make some frightfully fun and easy-to-make Halloween snacks! Be sure to wear a costume and bring your best beastly friend!

Circulation Sept 2021: 4,897; (Sept 2019: 5,420)
Hold Transit Counts Sept 2021: 639 to other libraries; 611 from other libraries to IPL
Programs: Sept 2021: 60 programs, 576 General Attendance;
Patron Count: September 2021: 3,181
Curbside Pickup: September: 2021: 2
Questions Answered: September: 986
Computer Use: September: 152
Total New Library Cards Issued in Sept: 22



MIOSHA is encouraging all employers to follow updated CDC guidance to contain the spread of COVID. Staff, all vaccinated, are wearing masks. We are requiring masks for program attendance, meetings and use of the meeting rooms. For general library use, we strongly encourage masks, but do not require.

Our Chart of Accounts is now updated to the new one required by the State of Michigan for municipal entities. The deadline for us, based on our fiscal year, is June 30, 2020 so we are ahead of schedule.

We have resumed some indoor programming. Masks are required and there have been no complaints. People are happy that we are offering these again as well as doing our best to keep them safe. Pageturners Book Club has returned to ZOOM for a bit at the request of attendees. We will reevaluate in a few months. The advantage is that as snowbirds start to leave, they can still participate. We may look at hybrid programs down the road with both in person and virtual.

The Friends of Peninsula Community Library wrapped up a great book sale with a final profit of approximately \$6000. Many thanks to all who gave so much time to help, but especially Chair Madelyn Ryan, Co-chair Marcia Decker and Friends' President Mary Kennedy. The Friends of PCL are a continual source of support for the library for which we are most grateful!

A bench is on its way for under the Covid Memorial Tree. It was made possible through a generous donation given by the Friends of PCL. The tree itself is not doing well, but will be replaced free of charge by Kirk Knobloch, owner of KLM Landscaping across from the library, who donated the current tree. Next spring, we will add a large pot of flowers to create a peaceful spot to contemplate and remember those who didn't make it through the pandemic.

The StoryWalk Exhibit Signs have been shipped. There are 15 of them, donated by patron Ellen Kerr. They need to be permanently installed. They will allow us to change the outdoor stories frequently, as well as create rotating exhibits for various topics.

Volunteers very much make PCL run smoothly, filling in gaps for a staff that is only a 2.63 fulltime staff equivalent. We have always had teens on a sporadic basis, but we now have three regulars. Nice to have young people give back to their community!

The Library Board is helping with a community thank you event on Saturday, October 23 from 10-noon. Fall in Love with Your Library @ PCL will take place in the Children's Garden. We will have complimentary cider and doughnuts, a DIY craft, a skeleton zoo throughout the garden, DIY activities and décor. Miriam Pico will be providing live music on the back porch from 10:15 - 11:15 am.

Circulation Sept 2020: 2364, Sept 2021: 2448: + 37 manual checkouts

Sept Volunteers: 14 people, 35 hours of time to PCL. Curbside pickups: 7. New library cards: 18

Hold Transit Counts Sept 2021: 563 to other libraries from PCL, 356 from other libraries to PCL

Programs Sept 2021: 14 Program Participation Sept 2021: 340 Reference Questions: 326

Website Hits: 1160



TADL Board of Trustees Finance & Facilities Committee

October 5, 2021
4:00 pm ~ Thirlby Room and Zoom

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: S. Odgers and C. Sullivan Trustees. D. Radjenovich, and M. Howard, staff. J. Jones, Board President and K. Zeits, legal counsel, were also in attendance.

Agenda Approval: The agenda was approved.

Minutes Approval: Minutes from the September 14, 2021 Finance and Facilities and Services Committee were approved.

Public Comment: No public comment.

Finance:

Member Library Negotiation

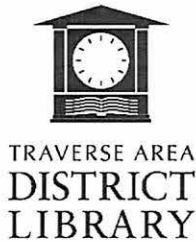
Howard, Zeits, and Sullivan led a discussion about the Member Negotiation. Howard will draft letters for the Negotiation Team to present to the individual Member Library's Negotiating team.

Next Meeting Date / Time: November 2, 2021 at 4:00pm. The committee will be moving to the first Tuesday of the month.

Next Meeting Topic Suggestions: Fifth Third fees and communications from the September 2021 Board meeting.

Public Comment: No public Comment.

Adjournment: The meeting adjourned at 4:49 pm



TADL Board of Trustees Policy and Personnel Committee

October 5, 2021
10:00 am Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: M. Pakieser, J. Wescott, Trustees; M. Myers, D. Radjenovich, M. Howard, staff. M. Vickery Chair, excused absent

Agenda Approval: The agenda was approved.

Minutes Approval: The minutes of the September 7, 2021 meeting were approved.

Public Comment: There was none.

Policy:

These policies are a continuation of the policy review being conducted. Email comments of M. Vickery were reviewed by the committee.

1.1 Authority of Committees

Howard indicated there were only minor changes. The committee approved the changes and the policy will be brought to the whole Board for approval at the October meeting.

1.3 Oath of Office for Trustees

Howard indicated there were only minor changes. The committee approved the changes and the policy will be brought to the whole Board for approval at the October meeting.

2.3 Credit Card Use

Howard indicated that there was a need to make this policy more flexible to add staff members with credit cards. The committee approved the changes, with M. Pakieser catching an important error, and the policy will be brought to the whole Board for approval at the October meeting.

3.5 Mailing Lists Available to the Public

Howard indicated there were only minor changes. The committee approved the changes and the policy will be brought to the whole Board for approval at the October meeting.

6.2 City Directory Information

Howard indicated there were only minor changes that update this policy to current times and technologies. The committee approved the changes and the policy will be brought to the whole

Board for approval at the October meeting.

7.1 Conflict of Interest Policy

Howard indicated there were only minor changes that included language that the TADL Conflict Disclosure policy be annually signed with a deadline. The committee approved the changes and the policy will be brought to the whole Board for approval at the October meeting.

Personnel:

Director Review

Pakieser acknowledged Vickery's email with regard to past Director review questions. There was discussion that Howard will bring a Self-Review to the next meeting and the committee will discuss the Board Review process.

Next Meeting Date / Time: November 2, 2021 at 10:00 am.

Next Meeting Topic Suggestions: Section 1 of TADL Policies and Director Review

Public Comment: There was none.

Adjournment: The meeting adjourned at 11:08 am.

1.3 Oath of Office for Trustees Policy

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

Oath of Office

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

Process

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

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

Motion by: Pakieser

Adopted: Yes No

Support by: Wescott

Marydee Pakieser
M. Pakieser, Board Secretary

10/21/21
Date

1.3 Oath of Office for Trustees Policy

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

Oath of Office

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

Process

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

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

Motion by: _____

Adopted: Yes No

Support by: _____

M. Pakieser, Board Secretary

Date

1.5 Authority of Committees Policy

Standing or ad hoc committees of the Traverse Area District Library shall be advisory in nature only, and shall be incapable of binding the full Board to any decision. Notwithstanding the above, the full Board may grant authority which is limited in scope and duration to a committee for a specific purpose, so long as the same is recorded in the minutes of the Board. In the event a committee is given such authority, the committee shall be required to follow all requirements of the Open Meetings Act, including notice of meetings, conduct of open meetings, and the keeping of minutes.

Adopted on October 10, 2002 / Revised October 21, 2021

Motion by: Pakieser

Adopted: Yes No

Support by: Wescott

 M. Pakieser

M. Pakieser, Board Secretary

 10-21-21
Date

1.5 Authority of Committees Policy

Standing or ad hoc committees of the Traverse Area District Library shall be advisory in nature only, and shall be incapable of binding the full Board to any decision. Notwithstanding the above, the full Board may grant authority which is limited in scope and duration to a committee for a specific purpose, so long as the same is recorded in the minutes of the Board. In the event a committee is given such authority, the committee shall be required to follow all requirements of the Open Meetings Act, including notice of meetings, conduct of open meetings, and the keeping of minutes.

Adopted on October 10, 2002 / Revised October 21, 2021

Motion by: _____

Adopted: Yes No

Support by: _____

M. Pakieser, Board Secretary

Date

2.3 Credit Card Use Policy

The Traverse Area District Library wishes to use credit cards to streamline and enhance the purchase of Library materials and services and Public Act 266 of 1995 requires that local units of government adopt a credit card policy. It is the policy of the Traverse Area District Library that:

1. The Library Director shall be responsible for the issuance, monitoring, and retrieval of the Library credit cards and for overseeing compliance with this Credit Card Use Policy. The Business Manager shall be responsible for reconciliation of all credit card bills.
2. Credit cards shall be used only by an employee holding a managerial position or position requiring a purchasing function at the Traverse Area District Library and shall be used only for the purchase of goods or services for the official business of the Traverse Area District Library.
3. The total combined authorized credit limit of all Library credit cards shall not exceed 5% of the total budget for the current fiscal year.
4. Limits will be placed on each card based on budget and role of each authorized user. Pre-approval of credit card usage may be required per limits established in internal guidelines.
5. The balance due shall be paid on or prior to the due date by automatic deduction from the Library checking account only after review by the Business Manager and approval by the Library Director.
6. An employee using a Library credit card is responsible for the protection and custody of the card and shall immediately notify the Traverse Area District Library if the card is lost or stolen.
7. An employee using a Library credit card must submit to the Business Manager a form showing an itemized list of goods or services purchased with the card, the cost of purchase, date of purchase and official business for which purchased. The original sales receipt must be signed by the employee cardholder and should be attached to the form. Forms will be submitted in a timely manner in order to reconcile credit card statements.
8. Unauthorized use of a Library credit card by any employee shall be cause for disciplinary action up to and including dismissal. The employee will be held responsible for the payment of unauthorized purchases.
9. Employees must surrender the Library credit card immediately upon termination.

Adopted on April 12, 2011 / Revised April 21, 2016 / Revised October 21, 2021

Motion by: Pakieser

Adopted: Yes No

Support by: Odgers

M. Pakieser

10/21/21

M. Pakieser, Board Secretary

Date

2.3 Credit Card Use Policy

The Traverse Area District Library wishes to use credit cards to streamline and enhance the purchase of Library materials and services and Public Act 266 of 1995 requires that local units of government adopt a credit card policy. It is the policy of the Traverse Area District Library that:

1. The Library Director shall be responsible for the issuance, monitoring, and retrieval of the Library credit cards and for overseeing compliance with this Credit Card Use Policy. The Business Manager shall be responsible for reconciliation of all credit card bills.
2. Credit cards shall be used only by an employee holding a managerial position or position requiring a purchasing function at the Traverse Area District Library and shall be used only for the purchase of goods or services for the official business of the Traverse Area District Library.
3. The total combined authorized credit limit of all Library credit cards shall not exceed 5% of the total budget for the current fiscal year.
4. Limits will be placed on each card based on budget and role of each authorized user. Pre-approval of credit card usage may be required per limits established in internal guidelines.
5. The balance due shall be paid on or prior to the due date by automatic deduction from the Library checking account only after review by the Business Manager and approval by the Library Director.
6. An employee using a Library credit card is responsible for the protection and custody of the card and shall immediately notify the Traverse Area District Library if the card is lost or stolen.
7. An employee using a Library credit card must submit to the Business Manager a form showing an itemized list of goods or services purchased with the card, the cost of purchase, date of purchase and official business for which purchased. The original sales receipt must be signed by the employee cardholder and should be attached to the form. Forms will be submitted in a timely manner in order to reconcile credit card statements.
8. Unauthorized use of a Library credit card by any employee shall be cause for disciplinary action up to and including dismissal. The employee will be held responsible for the payment of unauthorized purchases.
9. Employees must surrender the Library credit card immediately upon termination.

Adopted on April 12, 2011 / Revised April 21, 2016 / Revised October 21, 2021

Motion by: _____

Adopted: Yes No

Support by: _____

M. Pakieser, Board Secretary

Date

3.5 Mailing Lists Available to the Public Policy

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

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

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

Motion by: Pakieser

Adopted: Yes No

Support by: Odgers

 M. Pakieser

 10-21-21

M. Pakieser, Board Secretary

Date

3.5 Mailing Lists Available to the Public Policy

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

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

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

Motion by: _____

Adopted: Yes No

Support by: _____

M. Pakieser, Board Secretary

Date

6.2 Directory Information Policy

While all information in the Library is available for public use, the Library has the responsibility to determine the proper access to and delivery of that information: normal circulation, limited circulation, in-house use only, in person, mobile services, phone, text email, mail, other forms of electronic communications.

We do not give out information from the City Directory or directory type of information.

It is our policy not to give out published or unpublished information on private individuals.

Adopted November 17, 1992 / Reviewed January 2003 / Revised October 21, 2021

Motion by: Pakieser

Adopted: Yes No

Support by: Odgers

 M. Pakieser

M. Pakieser, Board Secretary

 10-21-21

Date

6.2 Directory Information Policy

While all information in the Library is available for public use, the Library has the responsibility to determine the proper access to and delivery of that information: normal circulation, limited circulation, in-house use only, in person, mobile services, phone, text email, mail, other forms of electronic communications.

We do not give out information from the City Directory or directory type of information.

It is our policy not to give out published or unpublished information on private individuals.

Adopted November 17, 1992 / Reviewed January 2003 / *Revised October 21, 2021*

Motion by: _____

Adopted: Yes No

Support by: _____

M. Pakieser, Board Secretary

Date

7.1 Conflict of Interest Policy

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.

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.

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.

Confirmation

- A. Each Public Servant shall be provided with a copy of this policy and shall comply with its terms.
- B. Each Public Servant shall annually complete the TADL Conflict Disclosure Statement and return it to Administration within 30 days of receipt.

Adopted on September 13, 2007 / Revised April 18, 2013 / Revised October 21, 2021

Motion by: Pakieser

Adopted: Yes No

Support by: Wescott

M. Pakieser

10/21/21
Date

M. Pakieser, Board Secretary



CONFLICT DISCLOSURE STATEMENT

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

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

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

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

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

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

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

(signature)

(date)

(print name)