

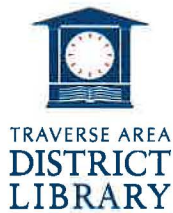


AGENDA

Board of Trustees Regular Meeting
Thursday, September 16, 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 August 19, 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 – September 14, 2021
 - b. Policy and Personnel Committee – [September 7, 2021](#)
 - e. Other Reports and Communications
 1. Friends' Report – Donna Hornberger, President Friends of TADL
7. **Presentation – Fifth Third Representatives**
8. **New Business**
 - a. Policy Revision – [5.1 Collection Materials Selection Policy](#)
 - b. [Agreement Between TADL and Teamsters State, County and Municipal Workers Local 214, effective January 1, 2022 thru December 31, 2024](#)
 - c. Accounting Software
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, August 19, 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); Vickery and Wescott (Trustees). Sullivan (Treasurer) and Budzinski (Trustee) were absent. Also present were: Zeits (Counsel); Howard (Director); Radjenovich (Business Manager); Denby, Bennett, McKenna, Brady, 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

Howard requested two amendments to the agenda: 1) Addition of New Business item m, 2021 Officer and Employee Delegate Certification Form; 2) removal of New Business item d, approval to amend fixed asset amount from \$500 to \$5000 since this may need to be written into policy rather than an isolated approval. It was **MOVED** by Odgers, **SUPPORTED** by Pakieser, to approve the agenda along with the aforementioned amendments as presented. Motion **CARRIED**.

4. Public Comment

President Jones opened the floor for public comment. The following people addressed the board: Josh Denby, Long Lake Township, introduced himself as the new Circulation Coordinator at TADL, noting that he was from Houston Texas, had spent 12 years at the University of Houston campus library, and was excited to be part of the Traverse Area District Library.

President Jones welcomed Denby to the area and to the library staff.

5. Approval of Minutes

a. *Regular Meeting of June 17, 2021*

It was **MOVED** by Odgers, **SUPPORTED** by Pakieser, to approve the regular meeting minutes of June 17, 2021 as presented. Motion **CARRIED**.

6. Reports and Communications

• *Director Report | Departmental Reports*

Howard confirmed her written report and added the following:

- Howard was happy to report a busy summer and back to historically normal circulation and visitor counts.
- Following Labor Day, the library will reopen on Sundays. There has been no demand yet for later hours during the weekdays.
- Plans for a teen advisor on the board have been delayed due to the drop in teen visits to the library over the past months. The new book boxes and other programs will hopefully draw them back in and getting involved again.

Odgers noted that she really appreciates all the departmental reports and thanked everyone for their efforts. She also liked the photos in the electronic newsletter showing multi-generational programming at the library.

Vickery underscored the depth and details of the reports and gave testimonial to the spectacular summer programs that his grandchildren and he attended.

- *Financial Reports*

Radjenovich confirmed her written report and highlighted the following:

- Revenues are at 99.5% of the budgeted amounts. This is great considering penal fines are coming in under budget. Despite going fine free, revenues will hit budget. Radjenovich noted that thankfully a lot of grants and donations were received this year.
- Expenses – Workman’s Comp came in under budget. Materials budgeting took a hit with the introduction of the book leasing program but will turn around and show a return on investment in the future.

- *Member Library Reports*

- Kendall Spratt, Interim Director of Fife Lake Public Library (FLPL), introduced herself as FLPL’s Interim Director since July of 2020 and would possibly become Director in September. FLPL is concentrating efforts on projects with the schools, updating the school collections and being a resource for teachers and students.
- Vicki Shurly, Director of Peninsula Community Library (PCL), reported an incredibly busy summer with higher circulation stats than when the library was located in the Old Mission Peninsula school. The typical average number of participants finishing the Summer Reading Club program is 35-40, but this year there were 85 finishers. Shurly expressed great appreciation for everything TADL does for PCL. While PCL is a small Class 2 library, through their relationship with TADL they are able to offer big city things to a small-town group such as digital services, 24/7 Wi-Fi, and many things that are not normal offerings in a small library. She especially appreciates the great tech team who are supportive, kind, and understanding and also Director Howard who has been a great resource and a friend.

Odgers highlighted the remembrance tree, donated by a local farmer, that will be planted at PCL to honor Old Mission Peninsula residents whose lives were lost to COVID-19. The Friends of PCL will be purchasing a bench to be placed near the tree. Odgers wished that more would follow suit in the same way. President Jones concurred.

A written report from Jennifer Thomet, Director of Interlochen Public Library (IPL) was included in the board packet.

- *Committee Reports*

- Finance and Facilities and Services Committee – Odgers reported that the committee had met and negotiations with IPL and PCL have taken place. The committee hopes to meet with FLPL in the next month. She also noted that the new bike repair station is not only used by cyclists but also by those with mobility assistance like wheelchairs or strollers.
- Policy and Personnel Committee – Pakieser reported that the committee had met and had reviewed and recommended the policy revisions later on the agenda. Most had no significant changes. These were the first group of policies to be reviewed in the committee’s plan to review and/or revise all policies in the library’s Policy Manual.

- *Other Reports and Communications*

- Friends' Report – Donna Hornberger, TADL Friends Board President
Hornberger noted the Friends board held a hybrid meeting in August. They will be looking for another board member soon. The library history book in the making now has a title; Beyond Books. Jazz CD sales are winding down. A book and media sale is still planned for September.

7. Old Business

a. *Approval of Contract for Lighting Project*

Howard noted that Zeits (Counsel) was helpful in forming RFP bid request. There were six interested companies and three submitted bids. The bid amounts are good for a limited 30 days because of the supply chain shortage. Both Windemuller and Keen are good companies with similar bids and TADL has successfully worked with both companies before. Facilities Manager Bennett and the Facilities Committee both recommend awarding the bid to the lowest bidder of the two mentioned. It was **MOVED** by Vickery, **SUPPORTED** by Odgers to accept and approve the bid from Windemuller, in the amount of \$182,410 for the LED Retrofit Lighting Project. A roll call vote was taken with the following results:

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

Motion **CARRIED**.

8. New Business

a. *Approval of L-4029 Tax Rate Request*

Howard noted this standard L-4029 form is filled out each year. There is a Headlee rollback included in the request. This tax rate will bring in almost an extra \$150K to the budget. It was **MOVED** by Wescott, **SUPPORTED** by Pakieser, to accept and approve the 2021 Tax Rate Request of .9202mils as presented. A roll call vote was taken with the following results:

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

Motion **CARRIED**.

b. *Resolution to Pay MERS \$200,000 from Internal Service Fund and Revision of the Budget*

Howard noted that following the 2020 audit in June and per budget amendment guidelines, she was requesting approval to remit \$200,000 to MERS toward the unfunded pension liability. It was **MOVED** by Wescott, **SUPPORTED** by Vickery, to correct the spelling of his name on the resolution and to approve the transfer of \$200K from the Internal Services Fund to the General Fund for disbursement, and the budget for the Unfunded Liability Account shall be increased by that same amount to proceed with the payment. A roll call vote was taken with the following results:

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

Motion **CARRIED**.

c. *Approval of Spending for Improvement to the Youth Story Room*

To make improvements to the Youth Story Room in the Main Library Howard made a request to use \$1572 from the Public Improvement Fund for painting and \$7630 from the Slear Fund interest accrued for flooring. Bennett is getting more quotes on flooring. It was **MOVED** by Pakieser, **SUPPORTED** by Wescott, to approve the spending request for improvements to the Youth Story Room in the amounts not to exceed those presented. A roll call vote was taken with the following results:

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

Motion CARRIED.

- d. *Approval to Amend the Fixed Asset Amount from \$500 to \$5000*
This item was removed from the agenda.
- e. *Policy Revision – 3.7 Wi-Fi Hotspot and Laptop Lending Policy*
President Jones introduced the first of multiple policies revisions that are on the agenda for approval, which are mostly tidying up the policies rather than significant changes. Discussion and clarification was made regarding the hold time for the hotspots and lending laptops that they would be the same as for regular materials so that all items operate under the same hold policy. It was MOVED by Vickery, SUPPORTED by Pakieser, to approve the revisions to 3.7 Wi-Fi Hotspot and Laptop Lending Policy as presented. Motion CARRIED
- f. *Policy Revision – 5.2 Disposal of Withdrawn Materials*
Howard acknowledged credit to Carpenter for assisting in cleaning up consistency details of the policies presented for review. She also noted that policy 5.2 had not been reviewed in 5 years. It was MOVED by Vickery, SUPPORTED by Pakieser, to approve the revisions to 5.2 Disposal of Withdrawn Materials as presented. Motion CARRIED.
- g. *Policy Revision – 5.3 Access to Collection Materials Based on Age*
Howard noted that this policy had not been reviewed since 2003, and that the word media had been changed to the broader term, materials, which also includes media. It was MOVED by Pakieser, SUPPORTED by Odgers, to approve the revision to 5.3 Access to Collection Materials Based on Age Policy. Motion CARRIED.
- h. *Policy Revision – 5.4 American Library Association’s The Freedom to Read*
President Jones was pleased to bring The Freedom to Read Policy as updated by the American Library Association to the board for approval as it is important that the board stand behind and support the freedom to read. Vickery inquired whether this document should be policy or a resolution, and after discussion, it was unanimously agreed that being policy would be more appropriate since policies are readily available to the public and it would allow the Director and staff to use it as back-up if materials were challenged. It was MOVED by Wescott and Odgers, SUPPORTED by Vickery, to support and approve the revised 5.4 Freedom to Read Policy as presented. Motion CARRIED.
- i. *Policy Revision – 5.5 American library Associations’ Freedom to View Statement*
It was MOVED by Pakieser, SUPPORTED by Odgers, to support the American Library Association’s updated Freedom to View statement as presented and approve 5.5 Freedom to View Policy. Motion CARRIED.
- j. *Policy Revision – 5.6 American Library Associations’ Library Bill of Rights*
It was noted by Vickery that he was wholly in favor of including the explicit commitment to all people’s access as updated in the American Library Association’s update of the Library Bill of Rights. It was MOVED by President Jones, SUPPORTED by Odgers and Wescott, to support and approve the revision to 5.6 Library Bill of Rights Policy. Motion CARRIED.
- k. *Policy Revision – 7.5 Nepotism*
President Jones noted that the current policy did not allow for hiring of such persons as an employee’s spouse, for example, and that the major change to the nepotism policy brought before the board allows the Director to hire those once forbidden employee relations as long as the relations are made known and those employees are not in a direct reporting relationship.

Howard also added that the current policy was restrictive and did not allow situations such as an employee's renters. Howard reviewed the revisions with TADL's labor attorney who approved of the changes. It was MOVED by Pakieser, SUPPORTED by Vickery, to approve the revisions to 7.5 Nepotism Policy as presented. Motion CARRIED.

1. *CRT Critical Race Theory (Item Request by Trustee Odgers)*

Odgers commented on how well the new digital resource, Social Justice, ties into the strategic plan. Discussion ensued on ways the library is planning for and currently providing programming and educational opportunities to support an inclusive community.

m. *2021 Officer and Employee Delegate Certification Form*

It was MOVED by President Jones, SUPPORTED by Vickery, to approve the nomination and selection of MERS conference Officer Delegate attendee Michele Howard and alternate Deb Radjenovich, and the MERS conference Employee Delegate attendee Kristi Jackowski and alternate Rosie May as indicated on the 2021 Officer and Employee Delegate Certification Form. Motion CARRIED.

9. **Public Comment**

President Jones opened the floor for public comment. The following people addressed the board: Heather Brady, TADL Marketing and Communications Manager, thanked the board for approving and wholeheartedly approving the policies because it helps TADL be everything a library should be and paves the way for the upcoming Big Read program as well as future collaborations and partnerships.

10. **Trustee Comment**

Vickery expressed a deep appreciation and support for the work and thoughtfulness gone in to all the things that took place on the agenda but in particular the policies that articulate the libraries vision of itself as a conduit and sacred space in our civil life at a time when things seems fractured and frayed.

Odgers extended well wishes and thoughts to the two board members undergoing health issue treatments. She gave kudos to Brady on her work in the entrance garden and suggested having more videos of things going on at the library. Howard noted that Brady plans on attaching a Go Pro to a book and making a video of the book going through the check-in sorter very soon.

Denby added that since he has spent his library career in an academic setting he had never seen what went on behind the scenes in a public library setting and seeing the check-in sorter in action at TADL was really amazing to watch and he plans to share Brady's video with all his friends who 'won't believe it!'.

11. **Adjournment**

With a motion to adjourn by Wescott, President Jones adjourned at 5:25pm.

Respectfully submitted,

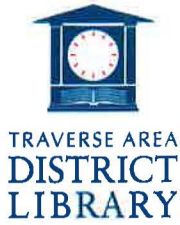


V. Carpenter, Recording Secretary

Approved by board vote on September 16, 2021



M. Pakieser, Board Secretary



Board of Library Trustees Regular Meeting
Library Director Report
 Meeting Date: **September 16, 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	Print/audio/video Circulation	Electronic books/audio/video	Total Circulation/Electronic Usage
August 2020	370,506	196,729	567,235
August 2021	517,654	189,503	707,153

Lending

Physical item circulation has increased 38% over last year. Patrons are truly enjoying getting books in person.

E-Book, magazine, downloadable audiobook and database utilization

In August, we saw electronic use continue to drop compared to 2020. August is traditionally a low month for electronic usage as people are outside enjoying the weather.

Visitors – Woodmere, East Bay and Kingsley Facilities

We are still a very busy place! The busiest day being Monday, August 2nd with 1,664 patrons. This was also our Summer Reading Club Finale day so I'm sure that accounts for the visitors. In August 2021, we had 34,065 visitors, averaging 799 visitors per day. This is a 64% increase from August 2020. In August 2021, we had 252 new patrons across the district: 7 Visitor, 2 Limited, and 242 Patrons.

Public Computing

Computer Use continues to be popular District wide with increases of 41.6% with large increases in usage in Peninsula and Main Library teen area. This equates to 1,883 computer sessions in August 2021 versus, in August 2020 there were 1,584 sessions.

Additions to the Collection

In August 2021, 2,484 items were added to the collection compared to August 2020 which added 2,694. This is expected as the budget is about the same as 2020 and we encourage staff to spend the money throughout the year.

Finances

You will notice that representatives from Fifth Third will be at the meeting to update the Board about our investments which have slow returns right now due to many market factors. They will be available for questions.

Also on this agenda is an request for approval to purchase of new Accounting software.

Facilities

The order has been placed for the lighting and we'll know an estimated installation timetable soon.

Covid Update

I continue to watch numbers of community spread of Covid. Munson recently returned to Code Orange and is taking increased precautions. Like most libraries in our region, TADL is only offering outdoor or virtual programming. It is disappointing after such wonderful programming and participation this summer. We'll reassess once school settles for October programming. As of September 12, the main library is again open on Sundays, Kingsley Branch Library has returned to normal hours, and East Bay has expanded hours.

We continue to offer vaccination clinics in conjunction with Northwest Michigan Health Services.

Grant Updates

I continue to wait for notice about the large ARPA Grant I applied for. The money is being held until the Legislators release the funds. The timing of that is uncertain.

We did recently apply for and receive a Work Force Development Book Collection from the Library of Michigan made possible in part by the Institute of Museum and Library Services. Each location has a collection and patrons are really finding them useful.

Personnel

I am very happy to announce the Teamsters Union unanimously ratified the new contract on Sunday, September 12th. Overall, it was an amical process and I want to sincerely thank Betsy Myers, Brian Carey, Tony Pletscher (Teamsters Business Representative), Deb Radjenovich, and Janis Adams for all their hard work to bring agreement to the Board for approval.

Attorney Janis Adams will be preparing a memo explaining the major components of the agreement that you will receive this week before the meeting.

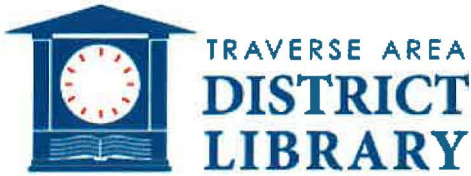
TADL Operations

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!

The picture left was taken at the Farmer's Market where the book bike visits.

Happy Fall!
Michele P. Howard
Director





Administrative Reports
for the month of August
(September 16, 2021 Board Meeting)

Adult Services

- Adult Services would like to welcome two not-so-new pages to our department. Megan Eskelson was a page previously in Adult Services from 2013-2016 and Charlie Wunsch is a regular user of the library. We are excited to have them as part of our team!
- In preparation of the new pages' start dates, Melissa McKenna and Kim Wiggins, AS Librarian, with input from current page staff, updated the page training process and instruction manual. We're hoping that this streamlines and simplifies the process, making the training process proceed more quickly and effectively.
- Adult Summer Reading totals are in! We had 438 adults register for the program at Woodmere. 190 participants "finished" the program by reading at least 600 minutes over the course of the summer. And over 500,000 minutes were read by Woodmere adults this summer! For probably the first time ever, at the Summer Reading Finale Party, Adult Summer Reading had a table specifically for the adults. There were giveaways and a raffle for prizes that evening, in addition to the ones for completing the Adult Summer Reading program. Feedback from the adults in attendance at the event was positive. They were excited to have this one thing for themselves, instead of absolutely everything being for the kids. We were also able to share the existence of a summer reading program for adults with several others who were unaware. We spoke with over 40 adults that evening.
- The library teamed up with Norte to be a partner for one of their Slow Rolls this month. When we were rained out on the August 11th date, we rescheduled for August 25th. Andy Schuck from the Youth Services Dept took the Book Bike over to F&M park prior to the beginning of the ride with craft supplies so that riders could decorate their bikes. And then Michele Howard and Melissa McKenna staffed the Book Bike out in front of the library for anyone who happened to roll on by!
- In August, the Adult Services Dept. held 2 online book groups, Queer Tales and Books & Brewskis, with a total live attendance of 8. Also, the Book Bike made 2 visits to the farmers market where it served 170 patrons. The book bike also participated in the Norte Slow Roll on 8/25.
- August Adult Services Statistics:
 - Questions Answered In-Person - 1327
 - Questions answered via Phone - 927
 - Questions Answered via Email/Chat - 256
 - Craft Kits Distributed - 68 (2 different crafts-braided dog toy & fabric book weight)

Respectfully submitted,
Melissa A. McKenna
Adult Services Coordinator

Youth Services

Youth Services is happy to welcome Polly O'Shea, our new Early Literacy Librarian, to the department. Polly interviewed for and was awarded the job back in early June, but could not start full-time due to other job vacancies at TADL. We are excited to have our first Early Literacy



Administrative Reports
for the month of August
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Librarian, helping to direct and advise on Early Literacy programs and services like Storytimes, 1000 Books Before Kindergarten, Early Literacy Texting, and StoryTime Kits, as well as be a sounding board for community partners and outreach to daycares and preschools. Polly comes with 10+ years of experience in these areas and has already hit the ground running. Welcome, Polly!

Summer Reading Club (SRC) wrapped up with two wonderfully attended Finale Parties and two bonus weeks in August for families who didn't finish during June and July. SRC was super successful this year (beyond our wildest dreams) with 3,467 registrations across the district, 1,166 finishers, and 2.29 million minutes read. Youth Services also made and handed out over 2,500 crafts this summer. During SRC, we hosted 25 early literacy programs for 387 patrons and 39 family programs for 1,702 patrons.

Staff alternated taking time off after such a busy SRC and Youth Services hosted limited programming during August, mostly Storytimes and community collaborations with our friends at the Grand Traverse Area Children's Garden, Norte and the STEAM/Maker Alliance (Newton's Road). In total, we hosted 6 programs for 730 patrons during August.

The department floor also slowed down during August as reflected by the following decrease in patron questions: 1,230 walkin, 108 phone, and 10 digital for 1,348 total (all down between 35 - 50% from July).

Youth Services staff spent much of the month preparing for the fall programming season, with several outdoor options for family during this time of Covid.

Andy Schuck
Youth Services Coordinator

Sight & Sound

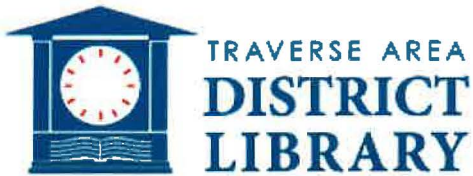
August was a whirlwind of summertime activities. First and foremost we were delighted to be involved in the Summer Reading Finale party. Shannon and I designed a simple game for kids to enjoy. Pin the Tails on the Lemur, Ian was our host and kids loved it! They also enjoyed the gummy "tails" worms. It was a blast!

We are working on our plans for meeting room use under the ever changing reality of Covid-19. We will continue to host limited events in the McGuire Room like TADL Board Meetings, TADL Friends book sale and blood drives.

On August 18th, Michele and I worked together to host an organizational meeting on the Library of Things. The objective was to Improve the coordination on collection development and to improve the collections searchability and overall visibility for patrons and staff alike. This is an ongoing process and incremental steps are being taken. Improvements are on the way.

Worthy of note:

- We are pleased to welcome our newest S&S Page Kaz Balderach. Kaz started on 8/30.



Administrative Reports
for the month of August
(September 16, 2021 Board Meeting)

- Wifi Hotspot & Lending Laptop policy changes are updated for patrons use.
- Worked with TADL Programmers for fall and winter events. Many of these are now switched out to outside or virtual.
- Keith processed huge donations and continues to maintain the ELM machine that conditions all our DVDs and CDs.
- Shannon and Ian reconciled the foreign film list for patron browsing ease.
- Personally I took some time off in August to spend with my daughter before her return to school. It was a needed and wonderful time.

TADL Meeting Room Stats August 2021

Total: 89
TADL meetings: 23
Personal/Outside Group Meetings: 66
Paid Meetings: 0
Unpaid Meetings: 89
Walk-ins: 22
Advance Reservation: 67

Number of Meetings by Rm August 2021

McGuire Room: 12
Thirlby Room: 40
Study Room D: 37

On Aaron's Desk: 2022 S&S Budget, Performance Evaluations, Developing and supporting new programming.

Thanks for reading.
Aaron

Circulation

- The circulation department welcomes a new page; Briar Raye is the newest member of our staff! Briar is a regular visitor to the library and is working with our cool new sorting machine.
- Curbside pickups for August 2021: 80
- Circulation Statistics for MeLCat, August 2021:
 - TADL items sent to borrowing institutions: 1480
 - TADL items received from lending institutions: 1875
- The screen for the Book Drop has been updated. Previously, the screen showed each item that the patron returned. Some items could not be checked in successfully (due to faulty tags or items from lenders which do not use tags), and patrons were visiting the desk, concerned by the message on the screen for these items. The item updates portion of the Book Drop screen has been removed. We will modify the screen further based on patron and employee feedback.

Josh Denby



Administrative Reports
for the month of August
(September 16, 2021 Board Meeting)

Circulation Coordinator

Marketing and Communications



In August marketing assisted with the [SRC finale parties](#), preparations for the upcoming Big Read events, and several [Purposeful Partnerships](#) events and introductions (NORTE Slow Roll, TC Dance Project, [Write Michigan](#) project with Kent District Library/Canton Public Library/Hancock-Houghton Public Library). In response to staff preference/opportunity to save budget dollars, marketing/IT completed migrating documents off the LucidPress platform. Successfully completed an initial video transcription/captioning test, which will allow us to establish future budgets to make our online materials more accessible ([Strategic Plan - Inclusive Space](#)). Completed joint marketing campaign of Michigan Activity Pass with The Denno's Museum, in lead up to the new Sept. exhibits and provided support materials (teacher flyers, year-round reading challenge promotions) for TCAPS teacher 2021-2022 kickoff event Aug. 30 ([Purposeful Partnerships](#)).

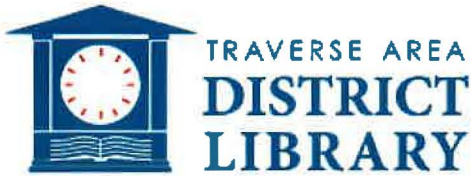
Press: SRC radio campaign with Midwestern Broadcasting; IPR Classical Music Series (Interlochen Public Radio 8/17); Mobile Children's Museum Visit (Record-Eagle 8/18, Ticker 8/19); Michigan Activity Pass (Northern Express, 8/29); EV Charging Stations (9&10 News 8/29)

Website: 12,200 visitors; 42,233 pageviews

Heather Brady
Marketing & Communications Manager

HR & Finance

Human Resources – Things were a little quieter in August other than bringing in Josh to the Circulation Dept. and hiring a new Desk Attendant in the Technology Center (Nicole Wenstrup). We also brought Julie Kelly (retired from East Bay) back on board as a substitute! However,



Administrative Reports
for the month of August
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that was just the calm before the storm as we will be hiring several pages at the beginning of September to support our increase in hours. We have come to some tentative agreements in the Union contract negotiations and hope to have that wrapped up in September. Michele and I also met with Raquel from Peterson McGregor to go over our benefit options in advance of our Open Enrollment in September. The Social Committee also hosted our first potluck since the beginning of the pandemic. It was great to get back together (carefully) and eat some good food.

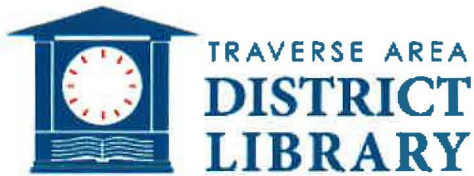
Finance – We received our second State Aid payment in August along with our Penal Fines from Benzie County which were under budget by 6% and about 14% less than in 2019. However, you'll see an increase on the Local Support line as we received just under \$14,000 in grant funds for the NEA Big Read. As you can see by looking at this line, Michele and several of the staff have been pounding out the grant requests this year and getting many of the ones they applied for! Grants are such an important revenue stream for libraries and we are very lucky to have some great grant writers on staff! On the other hand, it is not looking like we will be picking up any revenue from meeting room rentals. Unfortunately, the pandemic continues to create havoc with some of our revenue streams. Lastly, you'll see an increase again in the Misc Revenue and Reimbursement line. We received a rebate of \$2640.00 from DTE for putting in more energy efficient boilers last year. (or was it two years ago already??)

There isn't much to say on the expense side. We are looking very good going into the last part of the year. When we were budgeting last fall, we had no idea how this year would play out with Covid and I suspect that will be the same this year when we budget. The unknowns are very hard to predict right now so we will stick to a more conservative approach.

Deb Radjenovich
Business Manager

Facilities

- We hope to begin the work as soon as the fixtures arrive for the lighting project.
- I had the interior windows in the atrium and all the exterior windows cleaned.
- The semi-annual test of the fire suppression system in the server room was completed and everything is working fine.
- The circulation office for the new manager was painted.
- The bike racks and benches in front of the library were cleaned by a company using a portable media blaster. This is similar to sandblasting only he uses a mixture of water and multiple types of media such as recycled glass. It is eco-friendly and the residue washes away. He will be painting the bike racks and staining the benches as soon as the weather dries up.



Administrative Reports
for the month of August
(September 16, 2021 Board Meeting)

- I ordered charcoal filters for the air handlers. They are very expensive but luckily they only need to be changed every seven years. I will install them when they arrive in September.

Bruce Bennett
Facilities Manager

TADL Talking Book Library

I officially started in TBL on August 20. I am excited to start this adventure.

We have returned to another of our senior outreach locations. We are now visiting 3 and still providing curbside service for those who are not ready yet to come into the building.

This month our Tuesdays @ Two book group met and discussed *Little Shop of Found Things* by Paula Brackston.

Anita Chouinard
Talking Book Library Manager

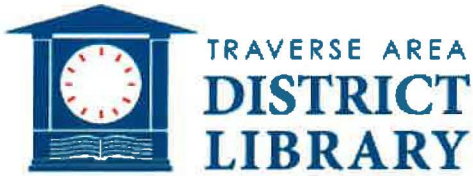
East Bay Branch Library

- East Bay Branch participated in the Summer Reading Club Finale parties in Hull Park.
- We also continued outdoor programming this month:
 - Attendance at Sing & Stomp storytime continues to grow, with an average of 15 attendees each week during August. We will continue holding these outdoors for as long as the weather permits.
 - Chantel's book club held a special in-person, outdoor meeting with author Tricia Frey. The group read Frey's book *River Love*.



- Our 20th annual Ice Cream Social will be held on Saturday, September 11, from 1-3. We're very excited to welcome our patrons to a large, safe, fun, outdoor event!

Respectfully submitted,
Matt Archibald



Administrative Reports
for the month of August
(September 16, 2021 Board Meeting)

Branch Manager

Kingsley Branch Library

Our staff engaged the community at large and our patrons in several high-visibility outreach activities, including the SRC Finale Party in Hull Park, Kingsley DDA-sponsored Night Out in Kingsley entertainment event, the Kingsley Heritage Days Festival, Parade, and 5K Fun Run, and the Kingsley Area Schools' Open House.

Teen Dungeons & Dragons remains popular with our core group of 15 participants. We also restarted our evening Reader's Digest book club after a summer hiatus. Wigglers Storytime took a break for August, but we will resume on September 7th and will be hosting two outdoor storytimes on Tuesdays and Wednesdays, weather permitting.

Respectfully submitted,

Amy Barritt
Branch Manager

**TRAVERSE AREA DISTRICT LIBRARY
CONSOLIDATED EXPENSES
MONTH ENDING
AUGUST 31, 2021**

CATEGORY	BUDGET	2021 YTD	2020 YTD	VARIANCE	% OF BUDGET
Salaries & Wages	2,431,419	1,476,544	1,410,622	954,875	60.7%
Social Security/Medicare	68,125	37,926	38,562	30,199	55.7%
Health/Hospitalization	375,446	256,174	238,424	119,272	68.2%
Vision Insurance	4,035	3,059	2,590	976	75.8%
Dental Insurance	28,908	20,968	15,146	7,940	72.5%
Life Insurance	9,295	5,632	5,984	3,663	60.6%
MERS Defined Contribution Retirement	153,995	93,133	89,241	60,862	60.5%
MERS Unfunded Liability	320,000	280,000	80,000	40,000	87.5%
401K Retirement Contribution	115,820	67,731	63,682	48,089	58.5%
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	4,056	5,574	4,369	48.1%
Office/Cat./General Supplies/Postage	119,795	83,241	56,796	36,554	69.5%
Covid-19 Supplies	7,000	3,496	17,740	3,504	49.9%
Books/Media/Online Resources	626,100	485,003	398,531	141,097	77.5%
Repair & Maintenance Supplies	6,750	2,774	1,214	3,976	41.1%
Professional & Contractual Services	270,355	160,387	128,530	109,968	59.3%
Communications	37,790	17,210	11,398	20,580	45.5%
Education & Travel	45,460	16,587	24,628	28,873	36.5%
Printing & Microfilming	3,900	525	1,316	3,375	13.5%
Advertising & Outreach	17,500	13,216	4,598	4,284	75.5%
Insurance & Bonds	33,746	34,013	30,993	(267)	100.8%
Utilities	118,200	58,875	50,822	59,325	49.8%
Covid-19 Building Maintenance			6,280		
General Building & Grounds Maintenance	355,170	169,656	126,794	185,514	47.8%
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	1	1,382	78.7%
Furniture/Equipment/Software	85,925	57,736	38,912	28,189	67.2%
Contingency	7,000	0	0	7,000	0.0%
TOTAL EXPENDITURES	5,841,380	3,930,693	3,413,572	1,910,687	67.3%
2021 APPROVED BUDGET					
EXPENSES BY CATEGORY					
Personnel	3,526,968	2,253,082	1,733,542	1,273,886	63.9%
Supplies	759,645	574,514	413,347	185,131	75.6%
Other Services and Charges	1,461,842	1,045,361	898,171	416,481	71.5%
Capital Outlay	92,925	57,736	31,244	35,189	62.1%
TOTAL EXPENDITURES	5,841,380	3,930,693	3,076,304	1,910,687	67.3%
This statement reflects activity through the eighth month of the 2021 fiscal year.					
Percentage of the year completed 66.7%.					
Certain items with higher percentages may have been paid quarterly or annually for the fiscal year.					

TRAVERSE AREA DISTRICT LIBRARY
REVENUE
MONTH ENDING
AUGUST 31, 2021

Revised

<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	5,169,627	4,989,475	(4,892)	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	103,313	15,309	(84,913)	561.5%
Fees/Services	42,150	29,693	28,539	12,457	70.4%
Sales	20,000	13,040	9,210	6,960	65.2%
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	10,191	23,564	21,809	31.8%
Interest & Dividends/Gains/Losses on Inv.	15,000	5,695	24,773	9,305	38.0%
Rents & Royalties	2,200	0	850	2,200	0.0%
Contributions	24,570	22,159	21,738	2,411	90.2%
Misc Revenue & Reimbursements	1,500	27,539	1,456	(26,039)	1835.9%
TOTAL REVENUE	5,641,380	5,681,565	5,429,944	(40,185)	100.7%
Transfer In	200,000	200,000		0	
Use of Fund Balance				0	
TOTAL	5,841,380	5,881,565	5,429,944	(40,185)	100.7%
TOTAL REVENUE, TRANSFERS & USE OF FB	5,841,380	5,881,565	5,429,944	(40,185)	100.7%
TOTAL EXPENDITURES	5,841,380	3,930,693	3,413,572	1,910,687	67.3%
REVENUE OVER (UNDER) EXPENSE		1,950,872	2,016,372		
This statement reflects activity through the eighth month of the 2021 fiscal year.					
Percentage of the year completed is 66.7%.					

TRAVERSE AREA DISTRICT LIBRARY
REVENUE
MONTH ENDING
AUGUST 31, 2021

CATEGORY DESCRIPTION	BUDGET	2021 YTD	2020 YTD	VARIANCE	% OF BUDGET
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TOTAL REVENUE, TRANSFERS & USE OF FB	5,841,380	5,881,565	5,429,944	(40,185)	100.7%
TOTAL EXPENDITURES	5,641,380	3,326,127	3,413,572	2,315,253	59.0%
REVENUE OVER (UNDER) EXPENSE		2,555,438	2,016,372		
This statement reflects activity through the eighth month of the 2021 fiscal year.					
Percentage of the year completed is 66.7%.					



SEPTEMBER DIRECTOR'S REPORT—JENNIFER THOMET

Interlochen Public Library to Sponsor Money Management Workshop Presented by Northwest Michigan Community Action Agency

Interlochen Public Library invites the public to Northwest Michigan Community Action Agency's Money Management Workshops. It is a series of workshops facilitated by regional experts, offering a unique guidance of the basics of money management, improving credit and debt reduction, consumer protection and fair housing/lending, banking basics and developing a spending plan, and student loans and insurance.

The Money Management Workshops offer an opportunity for those who want to strengthen their money management skills. There will be door prizes for each workshop and a drawing for those who attend multiple workshops for a grand prize. The Money Management Workshops are every Wednesday starting October 6 – November 3, 5:30 pm – 7:30 pm at the Interlochen Public Library. Registration is available online at nmcaa.net/workshops or you may register at the Interlochen Public Library. This program series is provided by the Friends of IPL.

Thank you to the Friends of IPL

August's family program, "Voices of Our Past" by Lynn Johnson was a great success. Our audience witnessed the lifeways and traditional skills of the people who opened up Michigan's vast wilderness to exploration and settlement. Listeners were taken on a journey back in time to 1634, the year Jean Nicolet arrived to the Straits area. Interaction between French and Native peoples incorporate an engaging story of first contact – beginning the French Fur Trade time period. A collection of reproduction artifacts was displayed to enhance this imaginary journey into Michigan's past.

Summer Reading Club Wrap-up

SRC had a successful run again this year. We hosted six programs, which included both indoor and outdoor locations. We had drums, raptors, singing, a petting zoo, and a pizza party! Kindle Fires were given out to Tween, Teens, and adults as prizes for finishing a reading journey. The children were awarded a prize book which they can take to the participating business to redeem for a prize. Prizes and programs for SRC are supported by our awesome Friends group and with the generosity from our local business. Thank you for investing in our children and our community.

Circulation August 2021: 5,324; (August 2019: 6,272)

Hold Transit Counts August 2021: 639 to other libraries; 658 from other libraries to IPL

Programs: August 2021: 49 programs, 565 General Attendance; **SRC: 1 Programs, 135 General Attendance**

Patron Count: August 2021: 3,586

Curbside Pickup: August: 2021: 4

Questions Answered: August: 896

Computer Use: August: 180

Total New Library Cards Issued in 2021: 160



MIOSHA is encouraging all employers to follow updated CDC guidance to contain the spread of COVID. Staff, all of whom are vaccinated, are back to wearing masks. We are requiring masks for all program attendance, meetings and use of the meeting rooms. For general use of the library, we strongly encourage the wearing of masks, but staff does not demand it of those who don't.

Two new employees have joined our staff. They are Denise Olson, a former Paraprofessional Library Media Aide at East Middle School, and Kim Lakes-Morman, a former high school math teacher and retired bank officer. Both are proficient in technology, people friendly and excited to be a part of our team! 17 people applied for these part-time positions. The two positions replace the hours of two staff members who are still working Saturdays by choice, but have taken on other fulltime positions elsewhere. It seems no one wants to fully leave PCL!

We held a Volunteer Thank You Evening in our Children's Garden at the end of August. A harpist played on the back porch and we offered wine and nibbles for a pleasant evening to thank board members, gardeners, craft preparers, shelvees, Friends members and more.

We are still giving out Covid vaccination card protection sleeves. We had to order another 100, having given out 350 to date. We anticipate that when children can be vaccinated, the demand will increase.

Staff member Mary is working on a coloring book project for the Local History Room. It is based on Tim Carroll's boyhood on an Old Mission farm. Tim had donated funds toward the project pre-Covid. We hope to do a program for Old Mission Peninsula School's third graders as well as here at the library.

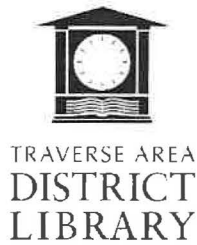
Staff member Thena is now editing our quarterly newsletter. It has a fresh new look. The tree in the corners, reminiscent of the cherry tree on PCL newsletters of old, will change with the seasons. The autumn newsletter features falling leaves. The newsletter is mailed to all 3400 Old Mission households.

We applied for & received a Work Force Development Book Collection from the Library of Michigan, made possible in part by the Institute of Museum & Library Services. They are patron popular.

The Friends of PCL donated funds toward a bench, STEM kits, games, console tables for the circ desk, Explorer Bags and a bookcase. Their annual book sale is this month. We are so grateful for all they do.

In collaboration with the Old Mission Peninsula Historical Society, a Covid Memorial tree was planted near the Carriage House. OM residents who have lost loved ones to the pandemic were invited to write letters on biodegradable paper which were planted with the tree. The ceremony included a welcome by the Historical Society, the reading of a poem, a short dedication by me and violin music. 28 attended.

***Circulation August 2020: 2317, August 2021: 3298: + 135 manual checkouts
August Volunteers: 12 people, 32 hours of time to PCL. Curbside pickups: 3. New library cards: 29
Hold Transit Counts August 2021: 570 to other libraries from PCL, 396 from other libraries to PCL
Programs August 2021: 12 Program Participation August 2021: 365 Reference Questions: 372
Website Hits: 1624***



TADL Board of Trustees Finance & Facilities Committee

September 14, 2021
4:00 pm ~ Thirlby Room and Zoom

610 Woodmere Ave. / Traverse City, MI / 49686

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

Agenda Approval: The agenda was approved but was amended during the meeting.

Minutes Approval: Minutes from the August 3, 2021 Finance and Facilities and Services Committee were approved.

Public Comment: No public comment.

Facilities

Green Plan Ideas:

There was a discussion about ways to make TADL more sustainable and “green”. Odgers had just recently toured Ann Arbor Public Library and had many ideas to share with the committee.

Ideas generated are:

- Windmills on the clock tower
- Updated bathrooms for water conservation
- Ideas from Australia Library and Information Association Sustainable Libraries
- Have Heather Share our current initiatives: EV chargers, check out bags, water fountains, lights, bike fix it station, etc. and information about yoga, gardens, etc.
 - Maybe get an article in a free paper like Northern Express (press release when new lights are in) and ask for input especially from kids.
- We need to reduce our carbon footprint and model behavior for our community
- Stress to public that using the Library is a “green” activity instead of buying everything.
- No doors on the bathroom to make more accessible (like at airports)
- We need to think long term/sustainable.

Covid Memory Idea

Odgers was impressed with the Covid Memory Tree at PCL. She would like TADL to think about a similar project/idea.

Finance:

Union Negotiation

Howard updated Trustees about the main points of the now ratified Union Agreement. This will be on the September Board meeting for approval. These include:

- Keeping the 3% raise
- Adding New Year's Eve as a paid holiday and the employee's birthday as a Floating Holiday
- Adding additional PTO days
- Added Short Term Disability
- Capped the Education Benefit at \$5,000
- Agreed to payout the staff with Reserve Sick Leave
- Agreed to allow Supervisors to leave the Union (all did)
- Minor language clarification changes.

New Account Software Purchase

As discussed last month, due to the State of Michigan adopting a new Uniform Chart of Accounts, Howard explained that TADL will need to reorganize and renumber all of our budget accounts and it must be adopted by December 31, 2022. Unfortunately, the accounting software we currently use will not conform to the new requirements. Radjenovich found 3 companies and got quotes and did demos for all three. These are very expensive. Radjenovich, Morey and Howard agreed that Tyler Technologies has the best product which will cost us roughly an additional \$4,000 annually but the initial set-up will cost \$55,730. Howard and Radjenovich will have final numbers for Thursday's Board meeting. It was motioned by Sullivan and seconded by Odgers to recommend the Board approve this software purchase.

Member Library Negotiation

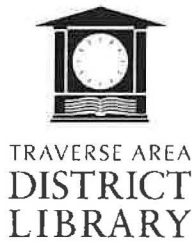
Odgers mentioned information about an October 7th meeting. Howard will investigate and get back to the Trustees.

Next Meeting Date / Time: October 5, 2021 at 4:00pm. The committee will be moving to the first Tuesday of the month.

Next Meeting Topic Suggestions: Green Plan, Member Negotiation, Budget

Public Comment: No public Comment.

Adjournment: The meeting adjourned at 5:00 pm



TADL Board of Trustees Policy and Personnel Committee

September 7, 2021
10:00 am Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

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

Agenda Approval: The agenda was approved.

Minutes Approval: The minutes of the August 3, 2021 meeting were approved.

Public Comment: There was none.

Policy:

5.1 Collection Materials Selection Policy

Howard presented proposed changes to the Trustees. All changes were vetted by staff. There was discussion regarding the importance of this policy and some minor changes were made. The policy will be brought to the whole Board for approval at the September meeting.

Personnel:

Union Negotiation

Howard was happy with the progress of the negotiation. Aside from clarification, the major issues resolved with the negotiation are as follows:

- 3% raise (Same raise as the last contract.
- Adding and adjusting PTO levels and banks
- Adding New Year's Eve as a paid and closed holiday. Adding an employee's birthday as a floating paid holiday.
- Added Short-term disability.
- Reduced and capped the Education Benefit.
- Payout for anyone who has a Reserve Sick Leave bank.
- All supervisors have elected to leave the union.

Trustees were supportive of these terms. The union will hold a ratification vote on Sunday, September 12 at 5pm. If it passes, the contract will be on the September Board Agenda for approval.

Next Meeting Date / Time: October 5, 2021 at 10:00 am.

Next Meeting Topic Suggestions: Continued Policy Revisions

Public Comment: There was none.

Adjournment: The meeting adjourned at 10:38 am.

5.1 Collection Materials Selection Policy

Introduction

The purpose of the Collection Materials Selection Policy is to guide librarians in building and maintaining the library collection and to inform the public about the principles upon which selections are made.

The word materials includes all circulating and reference only materials such as books, magazines, newspapers, pamphlets, video recordings, audio recordings, e-resources, Library of Things items, and digital devices.

The word selection refers to both the acquisition of new material for the collection and the retention of material already in the collection.

Goal

The Traverse Area District Library (TADL) strives to connect people to the transforming power of knowledge. The Library strives to provide current, credible, and authoritative informational, educational, cultural and recreational materials in all media, both published and unpublished, within the constraints of budget and space, while recognizing the personal, educational, and, and cultural diversity of the residents of the communities it serves.

This policy operates in conjunction with the documents of the American Library Association approved by the TADL Board of Trustees:

- The Library Bill of Rights Policy
- Freedom to Read Policy
- Freedom to View Statement Policy

Responsibilities

Final responsibility for materials selection is vested in the Library Director by authority of the Board of Trustees. Direct responsibility for the selection, maintenance, re-evaluation, and withdrawal of materials is delegated to professional librarians and staff.

Selection Criteria

The selection of any material should not be construed as an endorsement, by the Library, of the views contained therein. Consideration of potential selections shall be guided by the following criteria:

General Criteria (not in priority order)

- Insight into human and social conditions
- Suitability of subject and style for the intended audience
- Present and potential relevance to community needs and interests
- Timeliness or permanent value

- Relation to the existing collection
- Attention of critics and reviewers
- Scarcity of information in the subject area
- Availability of materials elsewhere in the community
- Cost
- Format
- Demand
- Diversity of point of view

Specific Criteria for Works of Information and Opinion:

- Authority
- Ease of use
- Comprehensiveness and depth of treatment
- Clarity, accuracy and logic of presentation
- Statement of challenging or original point of view

Specific Criteria for Works of Imagination:

- Representation of significant literary or social trends
- Vitality and originality
- Artistic presentation
- Authenticity of historical, regional or social setting
- Sustained interest and entertainment

Selection Criteria for Select Formats and Topics

Genealogy

Histories of specific, non-local, small geographic areas and genealogies of individual families will not be added to the collection. The TADL genealogy collection concentrates on the geographic Great Lakes region, as well as regions east of the Mississippi River and the eastern provinces of Canada.

Human Sexuality

The Library has a responsibility to obtain materials suitable for the lay person at various levels of educational background and social skills. Materials are selected as to accuracy, simplicity and dignity of presentation.

Law

Provision of law materials for the professional lawyer is beyond the scope of the public library.

The Library will limit its law selection to materials that are authoritative, current, and understandable on common legal matters for the lay person.

Local History/Archival Collection

The archival collections are composed of original materials of a documentary nature centered on the Greater Grand Traverse area. This may include the following, but is not restricted to; individual and organizational records, diaries, church records, maps, visual images of various formats, oral histories, scrapbooks, and Traverse and surrounding area newspapers.

The library generally does not collect materials that are considered realia, or three-dimensional objects, and does not collect the official records of the City of Traverse City.

Local Works

Due to such factors as limited availability, local significance and the lack of published reviews, special consideration will be given to works by local authors and artists. Whenever possible, a preview copy will be obtained for examination for purchase consideration.

Mass-Market Paperbacks

Mass-market paperbacks, most of which are donated to the Library, will be considered for the collection if in suitable condition and warranted by popular demand (temporary in nature).

Medicine

Provision of medical materials for the healthcare professional is beyond the scope of the public Library. The Library will limit its medical selection to materials that are authoritative, factual, current, and understandable on common health and hygiene matters for the lay person.

Politics

The Library will not purchase partisan works promoting current candidates or political agendas unless a balanced selection can be maintained.

Religion

As an unbiased institution, the Library recognizes an obligation to identify and eliminate sectarian propaganda and proselytizing which tend to foster intolerant attitudes toward other groups. The selection must be broad and tolerant.

Collection Considerations

Challenged Materials

Challenges to library collection material(s) are required to be presented on a "Request for Reconsideration of Library Collection Materials" form (supplement attached), signed and dated by the person challenging the item, and returned to the Library as directed. The item(s) will be reviewed by a committee composed of the Director and a minimum of two members of the library Leadership Team. The committee will decide whether to retain the item(s) or remove it/them from the collection. The challenger will be notified in writing, explaining the reasons for the decision. If the challenger wishes to appeal, they may schedule an appearance before the Board of Trustees whose decision will be final.

Curricular Materials

While the collection should contain materials for varying levels of literacy on many subjects, the Library will not attempt to provide curricula or multiple copies of other materials just to satisfy demand caused by school assignments. School libraries should be the primary source for materials for school assignments. Consideration will be given, however, to provide materials for people engaged in independent study.

Duplication

Multiple copies of items in popular demand will be provided but will generally be limited to one copy for every four reserves.

Exclusion of Materials

The library recognizes that some materials are controversial in nature and may offend some patrons. However, disapproval of an item by an individual or group should not be the criteria which dictate denial of that item to all individuals or groups.

Although materials written solely to exploit sensationalism are not knowingly added to the collection, materials that otherwise satisfy the selection criteria (above) will not be excluded simply because of frankness, language or description.

Gifts and Donations

Unconditional collection material gifts, donations, and memorials are accepted without commitment as to their final disposition. The same criteria used to select gifted materials for the collection will follow the same criteria used to select purchased and adhere to the Library Gift Policy.

Labeling

The library collection will be organized, cataloged, and marked for the primary purpose of helping people find the materials they want. The library does not label, alter, or shield materials due to the nature of the content or imagery. The library does not add or remove evaluative labels from library materials, such as MPAA ratings on some motion pictures, or language ratings on some audio materials.

Patron Suggestions

Suggestions are welcome and often provide valuable information about community interests and unmet collection needs of patrons. All suggestions are assessed with the same selection criteria as other items added to the collection.

Re-evaluation and Withdrawal

Materials are subject to periodic re-evaluation and discard, including non-fiction that contains obsolete or dated information, and fiction no longer in demand. Factors to be considered include physical condition, number of copies available, use, adequate coverage in the field, and availability of similar material. Withdrawn materials are handled according to the Library's Disposal of Withdrawn Materials Policy.

Replacements

While the Library attempts to have copies of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that apply to original selection will apply also to replacements.

Rental Collection

In order to satisfy temporary demand, the Library may maintain a rental collection holding multiple copies of current best-sellers and other items of timely interest.

Review and Revision

This policy will be reviewed periodically by the staff, and revised as needed. It will also be formally reviewed by the Board of Trustees at least every five years.

Revised on February 13, 2003 / Revised on September 16, 2021

Motion by: Pakieser

Adopted: Yes No

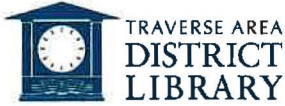
Support by: Adgers

 Mary Lee Pakieser

 9/16/21

M. Pakieser, Board Secretary

Date



**Request for Reconsideration
of Library Collection Materials**

Most of the items we add to our collection are done so based on professional evaluation, critical reviews, and the needs of our community. We also understand that not everyone shares the same viewpoints and tastes. By submitting this form, you are asking TADL to remove a particular work from the collection because of some objection you have to it. Please be as specific as possible and remember that you must sign and date the form as well.

Name _____

Address _____

City, State & Zip _____

Phone _____ Email _____

Please check the material format: Print Audio Video E-Resource Other

Which Library did you borrow this from? Main Library East Bay Branch Kingsley Branch

Item Title _____

Author/Performer _____

Publisher/Producer _____

The following questions are to be answered after you have read, listened to, or watched the work in its entirety. If you need more room, please attach additional sheets.

To what in the material do you object? (please be specific, citing pages, minutes into a movie, tracks on a CD, etc.)

What do you believe is the theme or purpose of this material?

What did you find worthwhile in this material?

What do you think might be the result of someone using this material?

What recommendations do you have for other titles on the same subject and in the same format?

Signature _____ Date _____

Printed Name _____

Completed forms may be dropped off: In-person at any service desk of the Main Library; Mailed to the Library Director at Reconsideration Request, Traverse Area District Library, 610 Woodmere Ave, Traverse City, MI 49686; or Emailed to mhoward@tadl.org.

We will review the item that you are requesting we reconsider. You should expect a written response to your request for reconsideration of library collection material(s) within thirty days of receipt. *Thank-you for your interest in the library.*

(page 2 of 2)

For Office Use ONLY: Received on _____ Initials _____

AGREEMENT



Between

TRAVERSE AREA DISTRICT LIBRARY

And



**TEAMSTERS STATE, COUNTY &
MUNICIPAL WORKERS LOCAL 214**

Effective: January 1, 2022 through December 31, 2024

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AGREEMENT

THIS AGREEMENT, effective January 1, 2022, by and between the TRAVERSE AREA DISTRICT LIBRARY, hereinafter referred to as the "Library" or "Employer" and TEAMSTERS STATE, COUNTY AND MUNICIPAL WORKERS LOCAL 214, (hereinafter referred to as the "Union"), expresses all mutually agreed covenants between the parties.

ARTICLE I **GENERAL PURPOSE AND INTENT**

The general purpose of this Agreement is to set forth terms and conditions of employment and to promote orderly and peaceful labor relations for the mutual interest of the Employer, the Employees and the general public. Pursuant to the authority of Act 379 of the Public Acts of 1965 as amended. It is the purpose of this Agreement to promote harmonious relations between the Employer and the Union, and to establish rates of pay, hours of work, and other specified conditions of that employment. The parties recognize that the interest of the community and the job security of the employees depends upon the Employer's success in establishing proper service to the community. To these ends the Employer and the Union encourage, to the fullest degree, friendly and cooperative relations between the respective representatives at all levels and among all employees.

It is the further purpose of this Agreement to promote the mutual interest of the Employer and its employees and to provide for the operation of services provided by the Library under methods which will further, to the fullest extent possible, service to the public, economy and efficiency of operation, safety of the employees, and cooperation of the parties to secure the advancement and achievement of these purposes.

ARTICLE II **RECOGNITION**

The Union is hereby recognized as the exclusive bargaining agent for all regular employees of the Library, excluding supervisory, management, and confidential employees, temporary employees, non-union part-time employees, and all employees specifically covered by other collective bargaining agreements.

ARTICLE III **DEFINITION OF EMPLOYEES**

Section 1. Regular Full-Time Employees. Employees normally scheduled on a regular basis to work thirty-seven (37) to forty (40) hours per week shall be considered as regular full-time employees and shall be subject to all the terms of this Agreement.

Section 2. Regular Part-Time Employees. Employees normally scheduled on a regular basis to work at least twenty (20) but no more than twenty-nine and one-half (29.5) hours per week shall be considered as regular part-time employees and shall be subject to all the terms of this Agreement unless otherwise specified elsewhere in this Agreement.

Section 3. Temporary Employees. Employees who are scheduled for temporary employment (this is employment clearly understood to be of limited duration) shall be classified as temporary employees and shall not be subject to the provisions of this Agreement. Appointment to temporary positions may be for periods not to exceed twelve (12) continuous months. Employees hired as a result of temporary project-oriented state and/or federally funded programs shall be considered temporary employees. If, during the duration of a temporary position the position is changed from a temporary to a regular status, appointment to fill the regular position will be made in conformity with the procedure for filling vacancies. All temporary employees who become permanent employees shall have as credit to their probationary period all time worked after date of hire in the same position.

Section 4. Non-Union Part-Time Employees. Those employees hired as part-time not meeting the criteria for regular part-time are classified as non-union part-time, and shall not be subject to the terms of this Agreement.

Section 5. Probationary Employees. New employees covered by this Agreement shall be on probationary status for the first ninety (90) days of employment. If an employee is absent from work during such probationary period due to illness or other reasons for a period of seven (7) days or longer, such period of absence shall be added to the ninety (90) day probationary period. An employee's probationary period may, by mutual agreement, be extended for an additional ninety (90) days provided the Library Director gives advance notice of such request for said extension and the reasons therein. Upon completion of the probationary period, the employee shall be put on the seniority list and such seniority shall commence from the date of hire. Probationary employees may be laid off or dismissed without recourse to the grievance procedure. The Steward will be given notice of the termination of a probationary employee. At the conclusion of the first ninety (90) day probationary period, the employee shall become a regular employee eligible for health, dental, and optical benefits, and life insurance benefits, as described in other Articles of this Agreement.

Section 6. State and/or Federally Funded Employees. Employees hired as a result of state and/or federally funded programs not excluded by Section 3 above, shall be subject to all the terms of this Agreement, as limited by the restrictions contained in said state and/or federal programs.

ARTICLE IV **UNION SECURITY AND DUES DEDUCTION**

Section 1. Union Membership. Membership in the Union is not compulsory. Employees are not required as a condition of obtaining or continuing employment to become or remain a member of the Union, or to pay Union dues. All employees have a right to join, not join, maintain or drop their membership in the Union as they see fit. The Union recognizes, however, that it is required under this agreement to represent all employees included within the collective bargaining unit fairly and equally without regard to whether the employee is a member of the Union. The terms of this Agreement shall apply to all employees in the collective bargaining unit, regardless of whether the employee chooses to be a member of the union.

Section 2. Dues Deduction.

A. During the life of this agreement, the Employer agrees to deduct Union membership dues and initiation fees from each Employee's pay (who have chosen to join the union), provided the Employee has filed with the Employer a proper check off authorization form as supplied by the Union.

B. Dues and initiation fee will be authorized, levied and certified by the Secretary Treasurer in accordance with the Constitution and by-laws of the Union. Each employee who is a member of the Union hereby authorizes the Union and Employer, without recourse to rely upon and to honor certificates, furnished by the Secretary Treasurer of the Local Union, regarding the amounts to be deducted and the legality of deducting such union dues and/or initiation fees. The Employer agrees to provide this deduction service without charge to the Employees or the Union.

C. Upon receiving a properly executed check off authorization form from the Union, the Employer shall deduct dues as applicable from that Employee's pay.

D. Deduction of dues for any calendar month shall be made from the first pay period of that month, provided the Employee has sufficient net earnings to cover the dues and/or initiation fees. Any change in the amount of deduction for an individual must be submitted to the Employer by the Union. Deductions for any calendar month shall be remitted to the designated Secretary Treasurer of the Union not later than the 15th day of each month.

E. In cases where a deduction is made which duplicates a payment already made to the Union by an Employee, or where a deduction does not conform with the Union's constitution or by-laws, refunds owed to the Employee shall be made by the Union.

F. The Union shall notify the Employer in writing the proper amount of dues and/or initiation fees and any subsequent changes in such amounts.

G. Employees who choose to revoke their authorization to pay Union dues shall provide the Union and Employer ninety (90) days written notice of their decision to no longer pay dues. Upon such notice, the Employer shall stop deducting Union dues from Employee.

H. The Union shall indemnify, defend, and hold the Employer harmless against any and all claims, demands, suits or other forms of liabilities that shall arise out of or as a result of any conduct by the Employer for the purposes of complying with Sections 1 and 2 of this Article.

ARTICLE V
NO STRIKE – NO LOCKOUT

Section 1. No Strike/No Lockout. It is agreed that during the term of this Agreement, and while both parties are willing to continue negotiations for the renewal of this Agreement, there shall be no lockouts, strikes, stoppages or work slowdowns or interruptions of service. All matters in dispute shall be handled in the manner provided by grievance procedure and other contract provisions.

Section 2. Waiver of Liability. The Library agrees, as a part of the consideration of this Agreement, that neither the Union, its officers or official representatives shall be liable for damages for unauthorized picketing, strikes, concerted failure to report to work, slowdowns or stoppages of work if the Union gives written notice to the Library and the employees involved within twenty-four (24) hours of such action that it has not authorized the stoppage, strike, slowdown or suspension of work and such written notice directs the employees involved to return promptly to their jobs and cease any further violation of this Agreement.

Section 3. Publication Through Media. The Library and the Union agree that the parties may jointly or separately publicize through the media the unauthorized walkout or work stoppage.

Section 4. Penalty. Any individual employee or group of employees who violate or disregard the prohibition of this Article may be summarily discharged by the Library without liability on the part of the Library or the Union.

ARTICLE VI **NEGOTIATING COMMITTEE**

Members of the Union may be represented by a negotiating team consisting of not more than two (2) employees. Selection of these employees shall be in any manner determined by the Union. One (1) member of the committee shall be a Steward. The other member of the committee shall be the other Steward or the Alternate Steward. When bargaining occurs during their normal work shifts, they shall be released for such purposes without loss of time or pay. In no event will the Library compensate an employee for hours spent for bargaining purposes beyond their normal work shift.

ARTICLE VII **MANAGEMENT RIGHTS**

Section 1. Sole and Exclusive Rights Reserved. The Union recognizes that the Employer retains the sole and exclusive right to manage and operate the Library in all of its operations and activities, except as otherwise specifically and expressly provided in this Agreement. The enumeration of management's rights in this Article is not to be construed as being all-inclusive, but rather as indicating the type of rights inherent to management.

Section 2. Right to Operate and Manage. The Union recognizes the exclusive right of the Library to operate and manage its affairs, to direct its workforce, to maintain order and efficiency, and to determine all matters pertaining to the services to be furnished and the methods, processes and procedures required to provide such services; to hire, promote, assign, transfer, suspend, discipline, discharge, lay off and recall personnel; to establish classifications of work and the number of personnel required; to re-classify existing positions based on assigned duties and responsibilities, or make changes in assigned duties and responsibilities, it being understood by the parties that only the principal duties and range of skills are enumerated in class specifications and job descriptions, and that incidental duties similarly related, although not enumerated, are intended to be performed by employees; to schedule overtime work as required and consistent with the provisions of this Agreement; to lay off employees for lack of work or

funds or the occurrence of conditions beyond the control of the Employer or where such continuation of work would be wasteful and unproductive; to determine methods, means and personnel necessary for operations, and to control budgets; to administer pay and fringe benefit plans; to determine the nature and number of facilities and departments to be operated and their locations; to continue and maintain its operations as in the past, to study and use improved methods and equipment, and in all respects to carry out the ordinary and customary functions of management; to determine workloads and work locations; and to provide and assign relief personnel.

Section 3. Work Rules and Regulations. The Union recognizes the exclusive right of the Library to establish reasonable work rules and regulations governing the conduct of employees, to set work standards, as set forth in the TADL Employee Handbook, as revised, and to require the observance of such rules, policies, regulations and standards. The Employer agrees to furnish employees with a copy of all rules, regulations and policies which apply to their employment.

Section 4. Work Schedules. The Library has the right to establish work schedules, to determine the hours of work, including starting and quitting time and length of work week, and to determine work locations.

Section 5. Contracting and Subcontracting. The Union recognizes that the Library has statutory rights and obligations to contract and subcontract for matters relating to Library operations. However, when contracting or subcontracting no union employee shall be laid off.

Section 6. Emergency Work Assignments. It is recognized that the Library is in the business of providing public services, and that during an emergency work assignment, personnel and procedures may be modified in any way necessary to meet the demands of the emergency. Emergency shall include any circumstances or a combination of circumstances which calls for immediate action, including severe storms, floods, or other "acts of God," riots, epidemics, or other conditions beyond the control of management or declarations of emergency called by the governmental official authorized to do so.

ARTICLE VIII **UNION RIGHTS**

Authorized representatives of the Union shall be permitted to visit the operation of the Employer during working hours to talk with the Stewards of the Local Union and/or representatives of the Employer concerning matters covered by this Agreement without interfering with the progress of the work force. The Union will arrange with the Employer for the time and place prior to the occurrence of such visits.

ARTICLE IX **SPECIAL CONFERENCES**

Special conferences on important matters will be arranged between the Union and a representative of the Library upon the request of either party. Such meetings shall be between the Employer and representatives of the Union unless otherwise mutually agreed. Arrangements for such conferences shall be made in advance and an agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in special

conferences shall be confined to those matters included in the agenda, unless both parties agree to include other items.

ARTICLE X **REPRESENTATION**

Section 1. Stewards. The Library agrees to recognize two (2) Stewards and one (1) Alternate Steward who shall be regular Library employees in the bargaining unit. The Alternate Steward shall only act in the capacity of the Steward in the Steward's absence. Stewards will have the necessary time to act in their Union capacity without loss of pay where in so acting they lose time from their regular scheduled work.

Section 2. Steward Duties and Responsibilities. The authority of the Stewards and Alternate Steward shall be limited to and shall not exceed the following duties and activities:

- A. Attending all Special Conferences, as defined in Article IX.
- B. The investigation and presentation of a grievance with the designated Library representative in accordance with the provisions of this Agreement.
- C. The transmission of messages and information which shall originate with, and are authorized by the Local Union or its officers, provided such messages and information:
 - 1. Have been reduced to writing; or
 - 2. If not reduced to writing, are of a routine nature and do not involve work stoppage, slowdowns, refusal to handle goods, or any other interference with the Library's business.
- D. Signing up new employees for membership or agency fee.

Section 3. Pledge of Cooperation. The Union agrees that Stewards will not let their stewardship interfere with their duties or the operations of the Library and the Library agrees to give the Stewards reasonable time and access to other employees to fulfill their obligations hereunder.

Section 4. Procedure for Stewards. Stewards shall request permission of their immediate supervisor when leaving their work area for the above purposes and such permission shall be granted within twenty-four (24) hours of the request, with the exception of times of extraordinary work pressure or periods of emergency. The privileges of the Steward leaving the Steward's work during working hours without loss of time or pay are subject to the understanding that the time will be devoted to the proper processing of grievances, or other listed duties and will not be abused. Employees abusing such time shall be subject to disciplinary action up to and including discharge. The Stewards and Alternate Steward may be required to record time spent on processing grievances. No overtime shall be paid for Union activities. Union Stewards and Alternates shall not meet on Library time to confer on matters not specifically permitted under the terms of this Agreement.

Section 5. Written Notification. The Union shall furnish the Employer in writing with the names of its authorized representatives who are employed within the unit and such changes as may occur from time to time in such personnel so that the Employer may at all times be advised as to the authority of the individual representative of the Union with whom it may be dealing.

ARTICLE XI **DISCIPLINARY ACTION**

Disciplinary action, up to and including suspension, demotion, or discharge may be made for just cause. It is recognized, however, that the principles of progressive discipline will normally be followed, except in serious cases. All written and verbal reprimands along with coaching memos will be taken out of the employee's personnel file after three (3) years if the employee has not had additional reprimands relating to the initial discipline.

ARTICLE XII **GRIEVANCE PROCEDURE**

Section 1. Definition of Grievance. A grievance shall be defined as any complaint or dispute which may arise with respect to the application or interruption of this Agreement and may be taken up for settlement in accordance with the procedure set forth below:

Section 2. Steps in the Grievance Procedure.

Step 1. Any employee having a complaint in connection with the employee's employment pertaining to the provisions of this Agreement shall first present the complaint to employee's immediate supervisor for discussion and possible resolution within five (5) work days from actual discovery of the basis for said grievance or from the date when the basis for the grievance should have been reasonably discovered. The complaint shall be in writing on a grievance form as supplied by the Union. The employee, Steward and supervisor are required to sign and date the form. The supervisor shall provide the grievant with a written response within two (2) work days of the Step 1 discussion.

Step 2. If the matter is not resolved at Step 1, the Steward and/or employee may move the grievance to Step 2 by notifying the Library Director or the Library Director's designee within five (5) work days of the Step 1 response. The form shall clearly identify the grievance as a Step 2 grievance, and state the date the Step 1 discussion was held with the supervisor. The Employer shall answer said grievance within five (5) work days of receipt of same.

Step 3. If the matter is not settled at Step 2, the Union may, within five (5) work days after receipt of the Employer's answer, request a meeting between Union representatives, consisting of the Local Union representative, the grievant, the Steward, and the Library Director or the Director's representative to review the matter. Such meeting will be held

within ten (10) work days after the date of the written request to move to a Step 3 grievance, unless extended, as mutually agreed by the Employer and the Union. The Employer will render its decision within ten (10) work days from the meeting, with a copy of the decision to the Union and employee.

Section 3. Time Limitations. For purposes of this section all reference to days shall be work days and shall not include Saturdays, Sundays or holidays. Grievances not filed or appealed within the designated time period shall be considered settled on the basis of the last determination by management. Grievances not answered by management within the designated time limits shall be considered denied on the last day of the contractual time period for a management response and may be appealed to the next step, or if at Step 2, to arbitration, if such appeal is submitted within the specified time limits for appeal. The time limits established in the grievance procedure may be extended by mutual agreement in writing.

Section 4. Arbitration. If the grievance is not settled in the last step above, either party to this Agreement may submit such grievance to arbitration. This submission is to be made within forty-five (45) days after receipt of the Step 3 answer. Each grievance submitted to arbitration shall be submitted via the Federal Mediation and Conciliation Service ("FMCS") in accordance with its voluntary rules and regulations at the time of submission, within the time specified above. The FMCS rules shall govern the arbitration hearing, unless stated otherwise in this Article, or as mutually agreed upon by the parties. The arbitrator shall be selected from a panel of arbitrators obtained from the FMCS by each party alternately striking a name from the panel with the remaining name serving as the arbitrator. Alternatively, the parties may mutually agree on the selection of an arbitrator.

The arbitrator shall have no power or authority to alter, amend, add to or subtract from the terms of this Agreement, establish wage scales, except as those provided in this Agreement, or to require the Library to purchase buildings, equipment or material. In the event a case is appealed to an arbitrator on which the arbitrator has power to rule, it shall be referred back to the parties without decision or recommendation on its merits. There shall be no appeal of an arbitrator's decision. It shall be final and binding on the Union, its members, the employee(s) involved, and the Library. The compensation and expenses of the arbitrator shall be shared equally by the Library and the Union. The fees and wages of each party's witnesses and representatives shall be borne by the party incurring them. The Employer shall not be required to pay for any time spent in arbitration by bargaining unit employees; provided, however, that the Steward and grievant shall be paid for such time, not to exceed a regular eight (8) hour day.

Section 5. Access to Records. The Union shall have the right to examine time sheets and other records pertaining to the computation of compensation for an employee who has submitted a specific grievance relative to such compensation. Other records pertaining to a specific dispute may be examined by the Union upon specific grievance subject to the applicable state and federal laws.

Section 6. Grievance Form. Grievance forms shall be supplied by the Union. Written grievances shall include the following:

- A. The name of the aggrieved employee. A “class action” grievance must include the name of at least two (2) employees.
- B. The date of the alleged dispute or controversy.
- C. The provision of the Agreement alleged to have been violated.
- D. Signed by aggrieved employee(s), and Steward or Union Representative.

ARTICLE XIII
SENIORITY

Section 1. Definitions.

Library seniority (overall seniority) - The continuous length of time an employee within the bargaining unit has been employed by the Library in any job classification, commencing from the most recent date of hire and shall be used to determine benefits.

Classification seniority - The length of time an employee has been employed in a particular classification.

Bargaining unit seniority - The length of time an employee has been employed in the bargaining unit.

Both “classification seniority” and “bargaining unit seniority” shall be frozen if an employee moves to a non-bargaining unit position in the library.

Section 2. Seniority List. The seniority list as of the date of this Agreement will show the names and job titles of all employees of the unit entitled to seniority. The Employer will keep the seniority list up-to-date and posted annually in a conspicuous place in the Library, and will provide the Local Union membership with up-to-date copies. The Employer shall notify the affected Steward of any change on the seniority list within thirty (30) days of such changes.

Section 3. Loss of Seniority. An employee shall lose employee’s seniority with the Library and employee’s employment shall terminate for the following reasons:

- A. Employee quits, retires or receives a pension under the Library;
- B. Employee is discharged for just cause, and the discharge is not reversed through the procedures set forth in this Agreement;
- C. Employee is absent without authorization for three (3) consecutive working days (voluntary quit);
- D. Employee fails to report to work as required following notice of recall;

E. Employee fails to return to work within three (3) consecutive days of the date following a leave of absence or vacation, unless a satisfactory reason is given or because of an emergency situation;

F. Employee is laid off for a continuous period of more than eighteen (18) months or the length of employee's seniority, whichever is less;

G. Employee is on an unpaid leave of any type other than layoff for more than one (1) year or the length of employee's seniority, whichever is less; or

H. Employee gives a false reason in requesting a leave of absence, or engages in other employment during such leave of absence.

Section 4. Promotion Outside the Bargaining Unit. An employee in a classification represented by the Union who has been in the past, or will be in the future, promoted to a position outside the bargaining unit, may return to the bargaining unit in the same position from which employee left without loss of seniority for a trial period of ninety (90) calendar days.

This provision shall not preclude the Employer, during this initial ninety (90) day trial period, from demoting the employee to employee's former position if, in the opinion of the Employer, the employee is not performing satisfactorily. In this case, the employee will return to employee's former position and seniority status.

After completion of the initial ninety (90) day trial period, a promoted employee no longer in the bargaining unit may regain seniority status in the bargaining unit if there is an open position which employee has previously held prior to employee's promotion. Upon return to the bargaining unit, the employee shall maintain the classification seniority he/she held prior to the promotion to the non-bargaining unit position.

All vacancies created by promotions outside the bargaining unit shall be of a provisional status during the initial ninety (90) day trial period. Upon completion of the ninety (90) day trial period, all provisional appointments shall become permanent.

ARTICLE XIV **PROMOTIONS, TRANSFERS AND VACANCIES**

Section 1. Definitions. A promotion is defined as a status change from an employee's present wage range and classification to a higher wage range and classification. A transfer is defined as a lateral move to the same wage range and classification in another branch location or different department. A transfer does not constitute a promotion.

Section 2. Posting. Within seven (7) days after Employer decides to fill a vacancy, a posting shall be made for seven (7) days in the Library before other posting or outside advertising takes place. The Library will provide notice to bargaining unit employees of jobs through posting on the Library's staff portal system and via e-mail to all employees.

Posting shall include the wage range and classification of the position, the job description, and the minimum qualifications as set by the Employer. The minimum qualifications are provided to give potential applicants the necessary minimum level of skill, ability, and education and training required for the position. Application for the position shall be made on a Library application form as outlined in the posting for the position. Lateral transfers are not required to be posted.

Section 3. Candidates for Position. Promotions to a higher (or lower classification, if applied for) shall be based on ability, skills, and education or training (if necessary for the particular position). Merit shall also be considered. Merit includes demonstrated consistent performance on the current job, including initiative, reliability and the ability to learn new skills. Ability shall include having the appropriate skills for the promotion under consideration, being able to perform the essential functions of the position, and the ability to interact with other people. Every attempt will be made to standardize tests, if utilized, so that applicants are equally aware of the criteria, weight and expectations, and the same basic interview questions will be asked of all candidates.

Qualified employees may apply according to Article XIV. If no qualified applicant applies, an assignment may be made by the Library. After reviewing the applications of current employees within the Library, the Employer may advertise the position publicly, based on the same above criteria.

If two or more applicants are considered to be equal in terms of the above criteria, and are adjudged to be the best candidates for the position, selection shall be made in the following order:

1. Current bargaining unit employees.
2. Outside applicants.

If two (2) or more top applicants are from one of the above groups, bargaining unit seniority shall determine the order of placement within the order of selection indicated.

An explanation as to why a candidate was not selected for the position will be provided upon request. To the extent possible, unsuccessful candidates will be notified prior to the release of such information to the general public. Nothing in this Article shall be construed so as to limit the Employer's authority to assign appropriate duties to employees working within their classification.

Section 4. Promotions for Part-Time Employees. Regular part-time employees shall have the same opportunity for advancement into wage ranges and classifications as regular full-time employees.

Section 5. Provisional Appointment/Trial Period. All promotions shall be provisional for a period of ninety (90) days. An employee's probationary period may, by mutual agreement, be extended for an additional ninety (90) days provided the Library Director gives advance notice of such request for said extension and the reasons therein. During this time, the employee

may opt to return to employee's prior classification without loss of seniority. The Employer may return the employee to employee's prior classification without loss of seniority if the employee's performance in the new classification is unsatisfactory or, if due to a chain of bumping, the provisional appointee in the next higher classification returns to employee's prior position.

Section 6. Wage Increases For Promotions/Vacancies. Future pay increases will be according to this Agreement. An employee promoted to a higher wage range and classification shall be placed at the step which affords employee an increase from employee's current rate of pay. The employee's anniversary date shall become the date of promotion for the purpose of classification seniority.

An employee who has applied for and has been chosen for a position in a lower wage range and classification shall be placed at the employee's current seniority step.

Employees receiving a promotion to a higher classification within the unit may receive a one-time adjustment that will ensure the employee a pay raise within the pay scale as determined by the Library.

Section 7. Out-of-Class Work Assignments. Where an employee is qualified for and is temporarily required by a supervisor to serve in, and accepts the responsibility for all work in a higher classification, such employee shall be paid at the higher rate of the classification being assumed. The higher rate will apply immediately upon accepting these duties.

An employee may be temporarily assigned to work in any related position in the same or lower class ranges without change in pay.

Section 8. Irregular Temporary Hours. When the Library has less than three (3) days' notice of the need for additional hours the following procedure will be used:

Irregular temporary hours will be offered to bargaining unit and/or non-bargaining unit employees at the discretion of the Library in the manner in which the Library deems in its sole discretion to be the most efficient and effective use of Library personnel and resources.

When the Library has three (3) or more days' notice of the need for additional hours the following procedure will be used:

Irregular temporary hours will be offered to bargaining unit members by seniority on a rotation basis within the department, and next to other qualified bargaining unit members, before being offered to subs or other non-bargaining unit employees.

The addition of irregular hours will not result in overtime, nor will it be a basis for change in the regular benefit status of employees working additional irregular hours.

ARTICLE XV
LAYOFF AND RECALL PROCEDURE

Section 1. Rights and Definitions. The Library reserves the right to layoff employees for lack of work, lack of funds, the occurrence of conditions beyond the control of the Library, or where such continuation of work would be wasteful or unproductive. The Employer shall determine the type of activities to be curtailed and the classifications or positions to be affected.

Section 2. Layoff by Classification. Layoffs shall be by classification. The first bargaining unit employees to be laid off in the affected classification shall be those employees with the least amount of "classification seniority," as defined in Article XIII, Section 1.

Section 3. Order of Layoffs. The order of layoffs within an affected classification shall be:

- A. First, non-bargaining unit employees;
- B. Second, probationary employees;
- C. Third, regular employees (part-time and full-time) will be laid off last.

Section 4. Part-Time Bumping. In such a case where a regular part-time employee has more classification seniority than a regular full-time employee and the part-time employee bumps the full-time employee, that position shall not change to a part-time position.

Section 5. Bumping. In the event a laid-off employee is the least senior person in the classification affected by the layoff, employee may bump the least senior employee in any lower classification provided the employee has more bargaining unit seniority than the employee bumped.

Section 6. Qualifications for Bumping. It is understood that in every case of displacement, the displacing employee must have the ability, with minimal training, to perform the work. Any and all employees displacing other employees due to layoff will have thirty (30) working days within which to demonstrate their ability to perform the work. Failure on the part of the employee to demonstrate employee's ability to perform the work required will result in being laid-off without further recourse.

Section 7. Placement Upon Bumping. Employees bumping into another classification will receive the rate of pay and benefits for that classification. No bumping into a higher class or rate of pay is permitted. It is understood that the employee will have no choice of assignment, but must displace the appropriate employee with the least bargaining unit seniority.

Section 8. Opportunity for Non-Bargaining Unit Work During Layoff. If regular full-time employees with seniority are laid off, it is understood that they will be offered the opportunity for any available non-union part-time or temporary jobs they may be qualified to

perform at the applicable rates of pay and benefits for those jobs. It is agreed that a laid off employee working in such a position during employee's layoff will be credited with the equivalent amount of time worked to extend the recall limitations referenced in Article XIII (Seniority), Section 3(F).

Section 9. No Expansion of Duties. During a period of a layoff, the Library will not substantially expand the duties of non-union part-time or temporary employees simply to avoid rehiring permanent employees on layoff. It is understood that this provision is to be interpreted reasonably, as some part-time or temporary job duties may overlap with full-time job duties.

Section 10. Order of Recall. When it is determined that the Library will recall, recall will be done in inverse order of layoff in the classification affected by the recall. It is understood that the Library retains the right to decide which services are to be resumed, and to recall those employees appropriate to the resumed services.

Section 11. Notice of Recall. In the event of a layoff, an employee so laid off shall be given two (2) work weeks' notice of recall to work, mailed to the employee's last known address by registered or certified mail. In the event the employee fails to make themselves available for work or fails to notify employee's supervisor at the end of this two (2) work week period of good cause for employee's unavailability, employee shall be deemed to have waived employee's rights to reemployment. During a layoff an employee should inform management if employee is to leave employee's place of residence for any extended time, and when and how employee might be contacted in the event of recall.

Section 12. Alternatives to Layoff. Nothing herein shall be construed in such a way as to preclude negotiations between the Library and the Union aimed at avoiding layoff by exercising such alternatives as shortened work days, work weeks, or pay reductions.

Section 13. Steward's Super Seniority. The Steward shall continue to work notwithstanding the Steward's position on the seniority list as long as there is a job in the Steward's classification that the Steward has the present ability to perform. This provision shall not apply to the Alternate Steward.

ARTICLE XVI **SAFETY, ACCIDENTS AND REPORTS**

Section 1. Safety Committee. A Building and Safety Committee will be established to address health and safety concerns on an as-needed basis and shall be composed of two (2) members of the bargaining unit, and two (2) members of management. This committee will meet quarterly unless the situation needs immediate attention.

Section 2. Equipment Deficiency Notification. It is the duty of employees to immediately report any hazardous circumstances or equipment defects to their immediate supervisor. If the supervisor does not consider these reports, the employee may take the matter

up with the Building and Safety Committee who will convene a meeting to discuss the matter with the Employer.

Section 3. Accident Reporting. Any employee involved in any accident shall immediately report the accident and any physical injury sustained to their supervisor. The employee shall make out an accident report in writing on forms furnished by the Employer and shall turn in all available names and addresses of witnesses to any accidents. Failure to comply with this provision shall subject such employee to disciplinary action by the Employer.

ARTICLE XVII
WAGES

Section 1. Wage Ranges and Classifications. The classifications and corresponding wage ranges are as follows:

<u>Pay Range</u>	<u>Classification</u>
1	None
2	General Clerk 1
3	Library Aide
4	Library Assistant 1
5	Library Assistant 2
6	Library Assistant 3
7	Librarian 1/Library Assistant 4
8	Librarian 2/Library Assistant 5
9	None

Section 2. Wage Rates. As of the effective date of the Agreement, and for each subsequent year of the Agreement, employees shall receive annual increases in wages, if any, as indicated in **Appendix A** of this Agreement.

ARTICLE XVIII
HOURS OF WORK AND PREMIUM PAY

Section 1. Normal Work Schedule. A normal two-week pay period for regular full-time employees shall consist of seventy-four (74) to eighty (80) hours. A normal two-week pay period for regular part-time employees shall consist of at least forty (40) hours and no more than fifty-nine (59) hours.

Section 2. Flexible Hours. The Employer shall continue to schedule employees as has been customary in the recent past. Unless scheduled otherwise by the Employer, employees may work more or less than eight (8) hours per day for up to forty (40) hours per week without receiving overtime compensation or suffering loss of pay, provided that the pay period limitations are not exceeded. The hours worked may also be non-consecutive.

Section 3. Overtime Assignments.

A. Overtime assignments shall be made among employees engaged in similar work as far as practical on a rotating basis while still maintaining efficiency of operation. The Employer shall consider bargaining unit seniority in making such overtime assignments when initially invoking the above rotational system. All overtime must be authorized by the Library Director or the Library Director's designee.

B. It is understood that this Section does not apply to hours worked immediately prior to or after a regularly scheduled shift, and shall not require the minimum two (2) hour call back.

C. The Employer shall not arbitrarily change the schedules of work to avoid payment of overtime.

D. Employees who work overtime without authorization to do so from the Library Director or the Library Director's designee will be subject to disciplinary action.

Section 4. Overtime Pay. Employees required to work in excess of forty (40) hours per work week shall be paid at the rate of one and one-half (1 ½) times the regular hourly rate of pay. For purposes of overtime, a work week shall commence at 12:01 a.m. on Sunday.

Section 5. Changes in Pay Period Length. Should the pay period change from two (2) calendar weeks, the limits shall be adjusted accordingly.

Section 6. Call Back and Call In Pay. Employees required to return after their regular scheduled work day shall receive a minimum of two (2) hours call back time pay and be compensated at the rate of one and one-half (1 ½) times the regular rate of pay. Employees who are called in outside of their regular work schedule shall receive a minimum of two (2) hours call in pay.

Section 7. Rest Breaks. Employees shall be permitted to take one (1) fifteen (15) minute paid break for every four (4) to six (6) hour shift, and an additional thirty (30) minute unpaid lunch break for a shift of six (6) hours or more. Rest breaks shall not be combined, and shall not be used to reduce the length of the shift to leave early or to extend lunches.

ARTICLE XIX
NEW CLASSIFICATIONS AND/OR CHANGE OF CLASSIFICATION

Section 1. New or Revised Classification. It is within the sole discretion of the Library to establish a new or revised classification based on business and operational needs. When the Library establishes a new or revised classification, it shall establish the pay rate, job description(s) within the classification, and minimum qualifications for the classification deemed appropriate. A classification is separate from a job description; any classification may contain different job descriptions. The Library shall notify the Union of such changes. In the case of a new or revised classification, the Library shall provide the Union with a copy of the job description, minimum requirements and assigned pay range. Within ten (10) days after notification, the Union shall have the right to initiate negotiations with respect to such rates of pay. Failure to reach agreement on the new rate of pay shall be subject to the Grievance Procedure beginning at Step 3.

If no notice of intent to negotiate is given to the Library by the Union within the ten (10) day period, the rate of pay established by the Library shall be final.

Section 2. Posting. The Library agrees that any proposed increase in duties and/or responsibilities which will result in a promotional opportunity, and for which a number of bargaining unit employees may be qualified, will be posted consistent with Article XIV to ensure that all employees have equal access to said promotional opportunities.

ARTICLE XX
HOLIDAY PAY

Section 1. Recognized Holidays. Eligible employees shall be entitled to holiday leave with pay on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve Day, Christmas, New Year's Eve, and Birthday (floating holiday). The Birthday (floating holiday) can be used during the month of employee's birthday prior to the end of the month. Eligible employees shall also participate in an in-service day, to be selected by the Library annually.

Section 2. Eligibility for Holiday Pay. Employees must work their scheduled day before and their scheduled day after a holiday or be on authorized leave in order to be paid for the holiday.

Section 3. Holiday Pay. Eligible employees who perform no work on a holiday shall observe these holidays with the time off at regular pay. Regular full-time employees will be paid for eight (8) hours of work. Regular part-time employees who regularly work at least twenty (20) hours and no more than twenty-five (25) hours will be paid for four (4) hours of work; regular part-time employees who regularly work over twenty-five (25) hours and no more than thirty (30) hours will be paid for five (5) hours of work.

Section 4. Work on a Holiday. When an employee is called back to work on a holiday, employee shall be paid straight time for hours worked in addition to holiday pay.

Section 5. Floating Holiday. In the event one of the above holidays falls on a day the Library is closed, and if the Library does not recognize the holiday by closing on another day, employees will be allowed a floating holiday (separate from their Birthday floating holiday) that shall be taken anytime within thirty (30) days of the holiday.

Section 6. Penalty for Missing Scheduled Holiday Work. Holiday pay will not be allowed an employee who, without authorization, does not work when employee is scheduled on the holiday.

ARTICLE XXI **LEAVES AND PAID TIME OFF**

Section 1. Paid Time Off (PTO). Paid time off (“PTO”) shall be used by eligible employees when an employee misses work for any reason, including without limitation, for vacation, personal or sick time. PTO may also be used for time related to an employee’s or employee family member’s illness, injury, or health condition and any related diagnosis, care or treatment; time to attend an employee’s or employee family member’s preventative medical, dental, and vision appointments; time to seek care, counseling, victim services, legal services, or relocate or participate in civil or criminal proceedings related to domestic violence or sexual assault against an employee or employee family member; time to cover absences related to closure of the workplace or the employee’s child’s school due to a public health emergency; and time to cover absences related to any employee’s or employee family member’s exposure to a communicable disease. Employees working at least twenty (20) hours per week on a regular basis are eligible to accrue PTO.

Section 2. Accrual of PTO. PTO is accrued based upon the employee’s length of service and hours worked. In determining length of service, an employee who completes twelve (12) months of employment with the Library is deemed to have completed one year of service. Regular full-time and regular part-time employees are eligible to earn PTO hours on a pro-rated basis, according to the accrual rate per hour. Length of service determines the rate at which the employee will accrue PTO. Eligible employees will accrue PTO time beginning on their first day of employment, and are permitted to begin using accrued PTO in accordance with the other terms of the Agreement on the ninetieth (90th) calendar day after commencing employment, regardless of whether they are in probationary status at that time. PTO hours do not accrue while on unpaid leaves of absence, or on overtime hours. No PTO hours will accrue on hours worked in excess of forty (40) hours per week or two thousand eighty (2080) hours per year. The accrual rates are as follows:

<u>Years of Service</u>	<u>Accrual Rate/Hour</u>	<u>Maximum Annual Accrual</u>
0 to <2	1 PTO Hour/13.00 Hours Worked	160
2 to < 5	1 PTO Hour/10.40 Hours Worked	200
5 to < 10	1 PTO Hour/8.66 Hours Worked	240
10+	1 PTO Hour/7.43 Hours Worked	280

Section 3. PTO Bank. PTO not used by the end of the calendar year may be carried over into the following year. However, employees are not permitted to maintain more than a total of five hundred sixty (560) hours in their accrued PTO bank at any time.

Section 4. Scheduled PTO Leave. Employees are asked to submit requests for scheduled PTO to their direct supervisor as far in advance as possible. For scheduled PTO of five (5) days or longer, employees shall be required to submit their requests at least ten (10) working days in advance of the requested leave. For scheduled PTO of less than five (5) days, the employee shall submit the request five (5) working days in advance of the requested leave. A request for scheduled PTO time for medical reasons will be granted consistent with federal law. When such a request is made in conjunction with the Family Medical Leave Act, it shall be made directly to the Library Director or the Library Director's designee. Approval or denial of a request for scheduled PTO time for non-medical reasons will be made at the discretion of the employees' direct supervisor and shall not be arbitrary or capricious. To the extent that documentation is requested for the use of accrued PTO, employees will be provided with at least three (3) days to provide requested documentation.

Section 5. Unscheduled PTO Leave. Employees requiring unscheduled PTO time for unanticipated needs must inform their direct supervisor as soon as possible. If unscheduled leave is for more than one day, employees must inform their direct supervisor as soon as possible each day of any continued unscheduled absence. The Library may require the employee to provide a statement from employee's health care provider for authorization to return to work. An employee may not use PTO hours for missed time due to tardiness. An employee who has eight (8) or more days of unscheduled absences within a three (3) month period may be subject to non-disciplinary verbal counseling with employee's direct supervisor. Following counseling, continued excessive use of unscheduled PTO time may result in disciplinary action, up to and including termination.

Section 6. Incremental Usage. PTO hours may be used in increments as low as one-quarter (1/4) hour that does not go over the scheduled hours in a work week.

Section 7. Historical Conversion to PTO. As of January 1, 2013, employees will accrue only PTO time. Employee Reserve Sick Leave Banks were frozen as of December 31, 2012 and Reserve Sick Leave Bank time has not be added to PTO accruals since that date.

Section 8. Coordination of Benefits. An employee may use any portion of employee's PTO time for absences due to injuries or illness resulting from employment to provide an amount equivalent to full pay when combined with Worker's Compensation Insurance and any other Library disability plans. PTO leave will be charged only for the amount necessary to provide full compensation.

If all PTO time is exhausted, employees will receive compensation in accordance with Worker's Compensation Insurance and any other Library disability plans. An employee may use any or all of employee's current PTO time for absences due to non-work related accidents or illnesses to provide an amount equal to full pay when combined with any other Library disability plan.

Section 9. Use of PTO During FMLA Leave. An employee granted leave under the Family Medical Leave Act must use employee's accrued PTO time during the leave; any remainder of the leave period will consist of unpaid leave unless employee takes FMLA for employee's own serious health condition and is eligible to use any Library disability plan.

Section 10. Use of PTO – Unpaid Holidays and Bereavement Leave. An employee may also use PTO time to cover non-open, non-holiday unpaid days (days which the Library is closed that are not negotiated holidays), such as Easter and Cherry Festival Parade Day, to provide protection against a loss of pay.

If an employee is on a PTO leave and during such leave employee becomes eligible for bereavement leave, the employee's leave request may be amended to reflect bereavement leave.

Section 11. Pay Out. Upon voluntary or involuntary termination, retirement, or death, an employee's accrued PTO hours will be paid out at the employee's current rate of hourly pay.

Section 12. Reserve Sick Leave Bank Payout. Bargaining unit employees who began their employment with the Library prior to January 1, 2013 were allowed to transfer Current Leave not used by the end of the year into a "Reserve Sick Leave Bank" and bank up to one thousand forty (1040) hours of reserve sick leave. For all employees with a Reserve Sick Leave Bank, between January 22, 2022 and March 15, 2022, the Library shall pay all such employees one-half (50%) of their current rate of pay, not to exceed 1040 hours ("RSL Payout"). The RSL Payout shall be made in one check, which will be deposited separately from any other compensation. Employees who began their employment with the Library on or after January 1, 2013 are not subject to this Section.

ARTICLE XXII
SHORT TERM AND LONG TERM DISABILITY INSURANCE

The Library shall provide at its expense, upon eligibility for fringe benefits, for all regular employees and regular part-time employees, short term disability insurance providing a benefit of sixty percent (60%) of the employee's base compensation/salary after eight (8) days of continuous disability up to twenty-six (26) weeks. The Library shall also provide at its expense, upon eligibility for fringe benefits, for all regular full-time and regular part-time employees, sixty percent (60%) of employee's base compensation/salary following one hundred eighty days (180) of continuous disability, subject to specific plan benefit durations based on age at the time disability begins.

ARTICLE XXIII
BEREAVEMENT LEAVE

Up to three (3) days bereavement leave with pay will be granted to an employee in the case of the death of a member of the employee's immediate family. "Immediate family" shall be defined as a spouse, domestic partner, child, parent, parent of child, sibling, grandparent, grandchild, parent-in-law, brother/sister-in-law, son/daughter-in-law, step-child, step-parent, aunt/uncle, or member of the employee's immediate household. An employee desiring additional days off may use PTO time for said extension. A "day" of bereavement leave will be calculated in the same manner as in Holiday Pay above.

ARTICLE XXIV
JURY DUTY

Employees shall be granted a leave of absence with pay when they are required to report for jury duty. Employees shall be paid the difference between any jury duty compensation they receive and their regular wages for time necessarily spent in jury service. Seniority will continue to accrue to the employee while on jury duty. Employees will be paid for the full day after endorsing the jury check to the Employer, less mileage allowances. An employee released from jury duty during their regularly scheduled work hours shall report to work, however, such employees are never required to work more than their regularly scheduled work hours, including time spent in jury duty.

ARTICLE XXV
MILITARY LEAVE

Employees who enter active duty with the Armed Forces of the United States or National Guard shall be granted a leave of absence without pay for the period of service or duty required and granted reemployment rights in accordance with applicable laws and regulations.

ARTICLE XXVI
EXTENDED PERSONAL LEAVES

The Library, for good cause shown, may grant an extended personal leave of absence without pay for up to sixty (60) days. No PTO leave time shall accrue during such leave. No step increases with the salary range credits that accrue during the leave shall issue if such leave

exceeds thirty (30) days. The Library has discretion to grant or deny such leave requests. All requests must be made to the Library Director or the Library Director's designee.

ARTICLE XXVII HEALTH INSURANCE

Section 1. Health Insurance Benefit. The Library shall provide health insurance coverage comparable to the current plan, subject to budgetary and varying market conditions. Health insurance coverage shall be available to all regular, full-time employees covered by this Agreement who are actively working for the Library. Health insurance coverage shall also be available to all regular, part-time employees who are covered by this Agreement, actively working for the Library, and are regularly scheduled to work at least twenty (20) hours but not more than twenty-nine and one-half (29.5) hours per week.

Section 2. Employee Contribution. The regular, full-time employee premium co-payment will be ten (10%) of the applicable premium. The regular part-time employee premium co-payment will be fifty (50%) of the applicable premium. The applicable premiums are set forth in accordance with Large Group Rates, which are subject to the required number of full-time employees as set by the Affordable Care Act (ACA).

Section 3. Notice to Union of Increase. The Employer shall provide the Union with written notice of any increase in health insurance premiums at least thirty (30) days prior to the effective date of the increase, if possible, and the Union and the Employer reserve the right to reopen negotiations on health insurance, upon written request to the other party, to consider alternate coverage to lessen the premium increase. The Employer agrees to meet with the Union within thirty (30) days of such request.

If negotiations are requested by the Union or the Employer under this section, the employees shall not be responsible for the increased premium costs until thirty (30) days following written notice to the Union of such increase, or the effective date of the increase, whichever is later; provided, however, the parties shall have the option of negotiating with regard to alternative benefit levels and/or providers to lessen the premium increase.

Section 4. Dependent Coverage. Subject to the premium co-payment, the Library shall pay the premium for the employee, employee's spouse and dependent children up to age twenty-six (26) as may be applicable under coverage provisions.

Participation in this plan requires properly signed application forms by each employee. Effective date of coverage for new employees will be in accordance with the carrier's provisions.

Employees are responsible for notifying the Employer of changes affecting coverage including the birth or death of a dependent, marriage, divorce, and when a dependent reaches the age of twenty-six (26) as may be applicable under coverage provisions.

Section 5. Health Insurance for Retirees. The Employer will make available to all retirees, at retiree's cost, health insurance continuation through the Employer's then-current

health insurance provider at the then-current rate. An employee who desires to continue on Employer's health insurance as a retiree is required to notify Employer at least thirty (30) days prior to employee's retirement date in order to ensure that employee is eligible for such continuation. A retiring employee who is under the age of 65 and not Medicare eligible may continue with employee's current health insurance plan until employee reaches the age of 65 and becomes Medicare eligible. If, at the time of retiring, employee is eligible for the health plan but has a spouse who is age 65 or over and Medicare eligible, only the employee shall be eligible to continue under the Employer's health plan. A retiring employee who is 65 or over and eligible for Medicare and employee's spouse (of any age) shall be eligible to continue if the Employer's current health plan includes a Medicare option. A retiree who is eligible for continued health insurance under the Employer's plan shall be required to make monthly health insurance continuation payments to Employer on or before the tenth (10th) day of the month prior to the upcoming month of coverage. A retiree who continues with the Employer's health insurance plan but fails to make timely payments, as required, or decides to leave the Employer's plan prior to age 65, shall not be allowed to re-establish health insurance coverage under the Employer's plan, subject to applicable laws and regulations.

Section 6. Cafeteria Plan In Lieu of Health Insurance Coverage. Subject to the requirements of the plan, regular full-time employees who are eligible for health insurance shall receive up to nine hundred dollars (\$900.00) annually, to be paid in quarterly installments if they elect not to be covered by the Employer's health insurance program. Subject to the carrier's rules, employees will still be eligible for Employer paid dental and optical coverage. Employees electing the payment must be covered by health insurance from another source to be eligible, and must sign an Employer waiver form. Such employees are subject to the open enrollment periods designated by the Employer's current health insurance carriers.

ARTICLE XXVIII
DENTAL AND OPTICAL INSURANCE

Section 1. Dental Insurance for Full-Time Employees. The Library shall provide dental insurance coverage comparable to the current plan, subject to budgetary and varying market conditions. Dental insurance shall be available to all regular full-time employees who are covered by this Agreement and actively working for the Library.

Section 2. Dental Insurance Premiums. There shall be no deductions toward dental insurance premiums. The Employer shall provide the Union with written notice of any increase in dental insurance premiums at least thirty (30) days prior to the effective date of such increase.

The Union reserves the right to reopen negotiations on dental insurance, upon written notification to the Employer, to consider alternate coverage in lieu of a premium increase. The Employer agrees to meet with the Union within thirty (30) days of such notification.

If an increase in premium would cause an employee to contribute to the premium, the employee shall not be responsible for such contribution until thirty (30) days following written notice to the Union of such increase, or the effective date of the increase, whichever is later. Provided

however, the employees shall have the option of selecting alternative benefit levels and/or providers in lieu of contributing to the premium.

Section 3. Dental Insurance for Dependents. The Library shall pay the full premium for the employee, employee's spouse and dependent children up to age twenty-six (26) as may be applicable under coverage provisions. Participation in this plan requires properly signed application forms by each employee. Effective date of coverage for new employees will be in accordance with the carrier's provisions.

Employees are responsible for notifying the Employer of changes affecting coverage including the birth or death of a dependent, marriage, divorce, and when a dependent reaches the age of twenty-six (26) as may be applicable under coverage provisions.

Section 4. Dental Insurance for Part-Time Employees. A regular part-time employee, at employee's option, may participate in dental insurance coverage with the cost of the premium divided between the Library and the employee. For employees regularly scheduled to work at least twenty (20) hours per week but no more than twenty-nine and one-half (29.5) hours per week, the Library shall pay fifty percent (50%) of the premium.

Section 5. Optical Insurance for Employees. The Employer shall provide optical insurance for employees comparable to the current plan, subject to budgetary and varying market conditions. Optical insurance coverage shall be available to all employees who are covered by this Agreement and actively working for the Library. Employees may add spouses and/or children at employee's cost.

Section 6. Dental and Optical Insurance for Retirees. The Employer will make available to all retirees, at the retiree's cost, optical and dental insurance at the then-current rate. An employee who desires to continue on Employer's dental and/or optical insurance as a retiree is required to notify Employer at least thirty (30) days prior to employee's retirement date in order to ensure that employee is eligible for such continuation. A retiree who is eligible for continued dental and/or optical insurance under the Employer's plan shall be required to make monthly premium continuation payments to Employer on or before the tenth (10th) day of the month prior to the upcoming month of coverage. A retiree who continues with the Employer's dental and/or optical insurance plan but fails to make timely payments, as required, or decides to leave the plan at any time, shall not be allowed re-establish dental and/or optical insurance coverage under the Employer's plan, subject to applicable laws and regulations.

ARTICLE XXIX **LIFE INSURANCE**

The Library shall provide at its expense term life insurance in the amount of twice the employee's annual wages up to a maximum benefit of \$150,000 and term accidental death and dismemberment insurance in the same amount for each regular employee of the unit.

ARTICLE XXX
CONTINUATION OF INSURANCE PREMIUMS

Section 1. Continuation of Premiums. The Library shall pay the required insurance premium for life insurance, health insurance, dental and optical insurance for the first (1st) full month following the date that an employee takes an authorized leave of absence. If the leave of absence is for a disability sustained while working for the Library, the Library shall pay the required premium for either six (6) months, or until the employee terminates employment, whichever comes first. Upon cessation of the Library's payment of insurance premiums, an employee shall assume responsibility for the full cost of the required insurance premiums to maintain coverage. The Library agrees to notify the employee thirty (30) days before any employer paid premiums would be terminated pursuant to this understanding.

Section 2. Insurance Coverage During Unpaid Leaves. In the event that an employee is on an unpaid extended personal leave pursuant to Article XXVI, the Library agrees to continue to provide health insurance and life insurance coverage at the employee's expense up to sixty (60) days.

ARTICLE XXXI
WORKERS' COMPENSATION INSURANCE

The Library shall provide Workers' Compensation protection for all employees as required by law.

ARTICLE XXXII
DEFINED CONTRIBUTION PLAN

Section 1. MERS Defined Contribution Plan. Effective November 1, 2016, or as soon thereafter as the Plan is established by MERS, regular full-time employees shall participate in the Municipal Employees' Retirement System of Michigan ("MERS") Defined Contribution Plan, a qualified retirement plan under Section 401(a) of the IRS Code. Regular part-time employees after having worked for four (4) years shall be considered as working thirty (30) hours per week for the purposes of MERS, and shall, therefore, be eligible for MERS coverage.

The Library shall contribute 8.0% of employees' compensation into the MERS Defined Contribution Plan. Regular full-time employees shall contribute 3.0% of their compensation into the Defined Contribution Plan.

The MERS Defined Benefit Plan, which employees were covered by prior to the effective date of this Agreement, was frozen as of November 1, 2016. Employees will maintain their benefits pursuant to the MERS Defined Benefit Plan (Plan B-4, Benefit F-55/25 Option and the V-6 Rider).

Section 2. Employee 401(k) Plan. The Employer shall also establish and maintain an auxiliary retirement plan under IRS section 401(k) in which employees may participate.

If an employee contributes at least five percent (5%) of employee's base pay to the Plan, the Employer will contribute five and one-half percent (5 1/2%) of the employee's base pay to the Plan. If an employee contributes less than five percent (5%) to the Plan, the Employer will contribute two percent (2%) of the employee's base pay to the Plan.

Section 3. Changes in Tax Law. If the required contribution to Social Security exceeds the amount currently paid as of the effective date of this Agreement, minus the Medicare contribution, the Employer agrees to increase the 401(k) contribution to an amount at least equal to said Social Security contribution. Should changes in the tax law reduce this benefit, the Library agrees to negotiate the effects of such changes on this benefit.

ARTICLE XXXIII LONGEVITY

In addition to the base pay of the employee, additional payment shall be made depending upon the continuous length of time an employee within the bargaining unit has been employed by the Library in any job classification.

Longevity shall be paid according to the following schedule in a lump sum payment at the beginning of employee's anniversary year. Should an employee leave employment by the Library before receiving full payment for earned longevity pay under this Article, the balance of the earned longevity pay will be paid to employee, as follows:

Ten (10) years:	\$300.00 annually
Fifteen (15) years:	\$500.00 annually
Twenty-five (25) years:	\$700.00 annually

In determining continuous service, any employee who voluntarily leaves the employment of the Library and subsequently returns to employment with the Library, for purposes of this Article, shall start from the date of employee's re-employment.

ARTICLE XXXIV EDUCATIONAL INCENTIVES

Section 1. Reimbursement. The Library will provide tuition reimbursement, per calendar year, for eligible employees' successful completion of educational courses taken towards obtaining an Associate's, Bachelor's or Master's degree that are related to the employee's current job description, deemed to improve job qualifications related to potential advancement opportunities within the Library and/or otherwise benefit the Library, as determined by the Library. The Library will provide tuition reimbursement to eligible full-time employees up to Five Thousand Dollars (\$5,000) per calendar year. For eligible regular part-time employees, the Library will provide tuition reimbursement up to Two Thousand Five Hundred Dollars (\$2,500). Reimbursement shall be for actual tuition costs only; costs related to books, supplies and other course-related expenses are not reimbursable. Reimbursement shall be restricted to accredited educational institutions, subject to approval of the Library. Employee shall be required to submit appropriate documentation demonstrating a minimum grade point of 2.0 or a "pass" designation if the course is graded as "pass/fail" in order to be reimbursed for the

course. Employees desiring to take advantage of this educational assistance program must complete an application, provide a course description, and sign an acknowledgment stating that they are not receiving any duplicative, non-reimbursable funds through other programs for the same course(s) they seek reimbursement for from the Library, and agree to the repayment obligations set forth in Section 2. Employees are required to submit their application for educational assistance benefits to the Library on or before September 15th in accordance with budgetary considerations. The Library Director or the Library Director's designee shall approve/deny applications for educational reimbursement within fifteen (15) days of submittal of all required information. Employees who pursue their continued education while employed by the Library through this program or otherwise shall not be allowed to work on coursework during scheduled work hours, excluding regular meal or other breaks.

Section 2. Maximum Benefit. Employees who voluntarily leave their employment with the Library within twenty-four (24) months of receipt of reimbursement for completion of their course(s) under this program shall be required to reimburse the Library on a pro rata repayment basis as follow: (i) employee who leaves within 6 months, shall be required to repay 100% of the total amount; (ii) employee who leaves within 6-12 months, shall be required to repay 75% of total amount; (iii) employee who leaves within 12-18 months, shall be required to repay 50% of the total amount; and (iv) employee who leaves after 18 months, shall be required to repay 25% of the total amount.

Section 3. Annual In-Service. The Employer agrees to enhance educational opportunities for bargaining unit members by providing an annual in-service.

ARTICLE XXXV **CAR ALLOWANCE**

Employees who are required by the Library to use their own automobile while on Library business shall be compensated at the then current Federal Standard Mileage Rate.

ARTICLE XXXVI **INCLEMENT WEATHER AND/OR UNSCHEDULED CLOSINGS**

If the Library is closed due to inclement weather or power outage, or for any other unscheduled reason, employees who were scheduled to work will be paid for the time the Library was closed and they were scheduled to work. The Employer will announce a close down of functions to local radio stations, social media and its website. All employees will be notified by their supervisors. If the Library is open, and in the event that an employee is unable to report to work after a good faith effort due to inclement weather, the employee shall have the following options:

- A. Take the day off without pay; or
- B. Use PTO leave time.
- C. Or make up hours during same pay period as scheduled by Employer.

ARTICLE XXXVII
MISCELLANEOUS

Section 1. IRS Section 125. Subject to the requirements of the plan, the Library will provide a Section 125 Flexible Spending Arrangement for payment of qualifying un-reimbursed medical and dependent care expenses.

Section 2. Yearly Calendar. In January of each year, the Library agrees to provide, one year in advance, a working calendar for the year, including extra holidays, days closed and in-service days, in accordance with Library Board by-laws.

Section 3. Leave Totals. The Library will provide a running total of each employee's current paid time off (PTO) on employee's pay check stub subject to the availability of this service by the Library's vendor at no cost to the Library.

Section 4. Home Department. Any employee not assigned to a regular department shall be supervised by the Administrative Department.

Section 5. Captions. The captions used herein are for descriptive purposes only and do not constitute a substantive part of this Agreement.

ARTICLE XXXVIII
SAVINGS CLAUSE

If during the life of this Agreement, any provision contained herein is deemed to be invalid by operation of law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any provisions should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement shall not be affected thereby. In the event any provision herein contained is so rendered invalid, the parties shall immediately enter into collective bargaining for the purpose of negotiating a mutually satisfactory replacement for such provision.

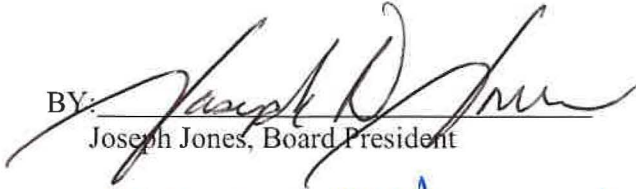
ARTICLE XXXIV
TERMINATION

This Agreement shall continue in full force and effect from January 1, 2022 through December 31, 2024. If either party desires to amend and/or terminate this Agreement, it shall, sixty (60) days prior to the above termination date, give the other party written notice. If no notice is given, this Agreement shall continue in effect from year to year thereafter.

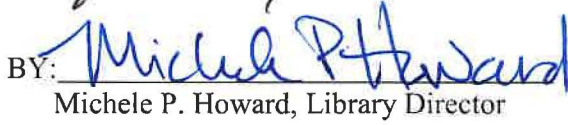
SIGNATORIES

TRAVERSE AREA DISTRICT LIBRARY

TEAMSTERS STATE, COUNTY AND
MUNICIPAL WORKERS LOCAL 214

BY: 
Joseph Jones, Board President

BY: _____
Tony Pletscher, Business Representative

BY: 
Michele P. Howard, Library Director

BY: _____
Margaret E. Myers, Steward

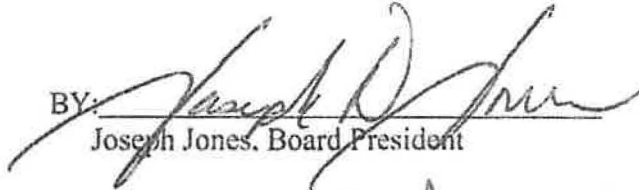
BY: 
Brian Carey, Steward

SIGNATORIES

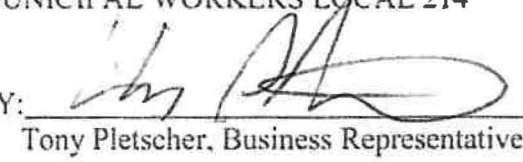
TRAVERSE AREA DISTRICT LIBRARY

TEAMSTERS STATE, COUNTY AND
MUNICIPAL WORKERS LOCAL 214

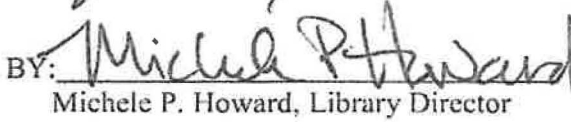
BY:


Joseph Jones, Board President

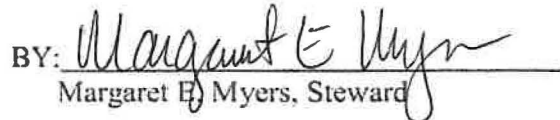
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Tony Pletscher, Business Representative

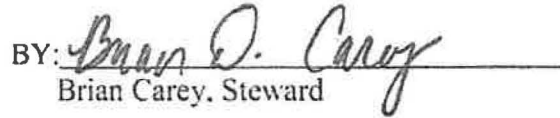
BY:


Michele P. Howard, Library Director

BY:


Margaret E. Myers, Steward

BY:


Brian Carey, Steward

APPENDIX A – WAGE SCALES

EFFECTIVE JANUARY 1, 2022

(3% increase)

	Start	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years
Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 13.11	\$ 13.57	\$ 14.01	\$ 14.47	\$ 14.91	\$ 15.35	\$ 15.81	\$ 16.25	\$ 16.71	\$ 17.14
2	\$ 16.47	\$ 17.04	\$ 17.61	\$ 18.18	\$ 18.75	\$ 19.32	\$ 19.89	\$ 20.46	\$ 21.02	\$ 21.60
3	\$ 17.51	\$ 18.13	\$ 18.75	\$ 19.37	\$ 19.99	\$ 20.62	\$ 21.23	\$ 21.87	\$ 22.50	\$ 23.09
4	\$ 18.58	\$ 19.23	\$ 19.89	\$ 20.54	\$ 21.21	\$ 21.87	\$ 22.52	\$ 23.19	\$ 23.82	\$ 24.49
5	\$ 19.73	\$ 20.44	\$ 21.13	\$ 21.83	\$ 22.53	\$ 23.22	\$ 23.93	\$ 24.63	\$ 25.31	\$ 26.01
6	\$ 20.98	\$ 21.70	\$ 22.46	\$ 23.20	\$ 23.94	\$ 24.67	\$ 25.41	\$ 26.14	\$ 26.88	\$ 27.62
7	\$ 22.21	\$ 22.99	\$ 23.76	\$ 24.54	\$ 25.34	\$ 26.11	\$ 26.89	\$ 27.67	\$ 28.45	\$ 29.23
8	\$ 22.89	\$ 23.68	\$ 24.49	\$ 25.31	\$ 26.11	\$ 26.91	\$ 27.73	\$ 28.53	\$ 29.34	\$ 30.15
9	\$ 23.61	\$ 24.42	\$ 25.22	\$ 26.04	\$ 26.86	\$ 27.67	\$ 28.48	\$ 29.29	\$ 30.10	\$ 30.90

EFFECTIVE JANUARY 1, 2023

(3% increase)

	Start	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years
Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 13.50	\$ 13.98	\$ 14.43	\$ 14.90	\$ 15.36	\$ 15.81	\$ 16.28	\$ 16.74	\$ 17.21	\$ 17.65
2	\$ 16.96	\$ 17.55	\$ 18.14	\$ 18.73	\$ 19.31	\$ 19.90	\$ 20.49	\$ 21.07	\$ 21.65	\$ 22.25
3	\$ 18.04	\$ 18.67	\$ 19.31	\$ 19.95	\$ 20.59	\$ 21.24	\$ 21.87	\$ 22.53	\$ 23.18	\$ 23.78
4	\$ 19.14	\$ 19.81	\$ 20.49	\$ 21.16	\$ 21.85	\$ 22.53	\$ 23.20	\$ 23.89	\$ 24.53	\$ 25.22
5	\$ 20.32	\$ 21.05	\$ 21.76	\$ 22.48	\$ 23.21	\$ 23.92	\$ 24.65	\$ 25.37	\$ 26.07	\$ 26.79
6	\$ 21.61	\$ 22.35	\$ 23.13	\$ 23.90	\$ 24.66	\$ 25.41	\$ 26.17	\$ 26.92	\$ 27.69	\$ 28.45
7	\$ 22.88	\$ 23.68	\$ 24.47	\$ 25.28	\$ 26.10	\$ 26.89	\$ 27.70	\$ 28.50	\$ 29.30	\$ 30.11
8	\$ 23.58	\$ 24.39	\$ 25.22	\$ 26.07	\$ 26.89	\$ 27.72	\$ 28.56	\$ 29.39	\$ 30.22	\$ 31.05
9	\$ 24.32	\$ 25.15	\$ 25.98	\$ 26.82	\$ 27.67	\$ 28.50	\$ 29.33	\$ 30.17	\$ 31.00	\$ 31.83

EFFECTIVE JANUARY 1, 2024

(3% increase)

	Start	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years
Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 13.91	\$ 14.40	\$ 14.86	\$ 15.35	\$ 15.82	\$ 16.28	\$ 16.77	\$ 17.24	\$ 17.73	\$ 18.18
2	\$ 17.47	\$ 18.08	\$ 18.68	\$ 19.29	\$ 19.89	\$ 20.50	\$ 21.10	\$ 21.70	\$ 22.30	\$ 22.92
3	\$ 18.58	\$ 19.23	\$ 19.89	\$ 20.55	\$ 21.21	\$ 21.88	\$ 22.53	\$ 23.21	\$ 23.88	\$ 24.49
4	\$ 19.71	\$ 20.40	\$ 21.10	\$ 21.79	\$ 22.51	\$ 23.21	\$ 23.90	\$ 24.61	\$ 25.27	\$ 25.98
5	\$ 20.93	\$ 21.68	\$ 22.41	\$ 23.15	\$ 23.91	\$ 24.64	\$ 25.39	\$ 26.13	\$ 26.85	\$ 27.59
6	\$ 22.26	\$ 23.02	\$ 23.82	\$ 24.62	\$ 25.40	\$ 26.17	\$ 26.96	\$ 27.73	\$ 28.52	\$ 29.30
7	\$ 23.57	\$ 24.39	\$ 25.20	\$ 26.04	\$ 26.88	\$ 27.70	\$ 28.53	\$ 29.36	\$ 30.18	\$ 31.01
8	\$ 24.29	\$ 25.12	\$ 25.98	\$ 26.85	\$ 27.70	\$ 28.55	\$ 29.42	\$ 30.27	\$ 31.13	\$ 31.98
9	\$ 25.05	\$ 25.90	\$ 26.76	\$ 27.62	\$ 28.50	\$ 29.36	\$ 30.21	\$ 31.08	\$ 31.93	\$ 32.78

MEMORANDUM

TO: TADL Board of Trustees

From: Janis L. Adams

Date: September 16, 2021

Re: Material Terms of the TADL and Teamsters Ratified Union Agreement

The Teamsters Local 214 State, County & Municipal Workers (“Teamsters”) and the Traverse Area District Library (“TADL”) negotiated the terms of their new Agreement, as the current Agreement was set to expire on December 31, 2021. On September 12, 2021, the Union members ratified the new Agreement. The Agreement, which is contained within the Board packet, has been submitted for adoption by the Board of Trustees (the “Board”) as an agenda item at the September 16, 2021 Board meeting. This Memorandum shall set forth the material terms of the Agreement, as follows:

- Term: The term of the Agreement is for a period of three (3) years (January 1, 2022 to December 31, 2024).
- Annual Wage Increase: Three percent (3%) annual wage increases each year. This represents no change from the current Agreement, which was in place for four (4) years and extended for an additional two (2) years.
- Increase in PTO Accrual and Carry-over: Increased the annual accrued Paid Time Off (PTO) by approximately one (1) week for all union members, and the maximum PTO accrual that can be carried over from year to year from 520 to 560 hours.
- Payout of Reserved Sick Leave (RSL): The RSL amount for eligible employees was frozen as part of the 2012-2015 Agreement as a result of conversion from separate paid time off banks for vacation, sick and personal leave, to just one PTO bank. The employee RSL accounts, which only terminated through retirement or death, created an ongoing liability for TADL over the last 10 years. The RSL payout will end this liability carryover from year to year. Additionally, the early payout of the RSL accounts of eligible union members’ current rate of pay will cost TADL less than pay out at their future rates of pay. The early RSL payout also allows eligible union members the opportunity to invest their lump sum payout amount in the retirement account(s) of their choice.
- Increase in Paid Holidays: New Year’s Eve and Employee’s Birthday (as a Floating Holiday to be used within the birthday month) were added as paid holidays.
- Short-Term Disability: Short-term disability (STD) up to 180 days (following 8 days of disability) was added as a new benefit. Employees who remain disabled after 180 days may apply for benefits under TADL’s long-term disability plan (LTD).
- Educational Assistance: The maximum annual educational assistance benefit available for full-time employees is capped at \$5,000 and at \$2,500 for part-time employees. Employees awarded educational assistance are required to remain employed with TADL for two (2)

Accounting Program Update

	Implementation & Training	Software Cost	Annual Fee	ADP Contract Buyout	Total Start Up Costs	Annual ADP Cost Savings
Incode - On Premise	\$55,730.00	\$23,970.00	\$11,019.00	\$3,000.00	\$93,719.00	\$12,000.00
Incode - SaaS	\$55,730.00		\$19,821.00	\$3,000.00	\$78,551.00	\$12,000.00

On-Premise

License Fees: License fees (\$23,970) are invoiced as follows: (a) 25% on the Effective Date (signed contract); (b) 60% on the date the applicable software is made available to us for downloading; and (c.) 15% on the earlier of use of the software in live production or 180 days after the Available Download Date

Maintenance and Support Fees: Year 1 maintenance and support fees are waived through the earlier of (a) availability of the Tyler Software for use in a live production environment; or (b) one (1) year from the Effective Date.

Implementation and Other Professional Services: Implementation and other professional services are billed and invoiced as delivered, at the rates set forth in the Investment Summary.

SaaS/Cloud

SaaS Fees (\$19,821) are invoiced on an annual basis, beginning on the commencement of the initial term. This is because they are providing and supporting a cloud environment from onset of implementation.

Implementation and Other Professional Services: Implementation and other professional services are billed and invoiced as delivered, at the rates set forth in the Investment Summary

Motion: That the Director be allowed to contract with Tyler Technologies for Governmental Accounting Services for an amount not to exceed \$80,000.00.

TRAVERSE AREA DISTRICT LIBRARY
REVENUE
MONTH ENDING
AUGUST 31, 2021

*Corrected
copy*

<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	5,169,627	4,989,475	(4,892)	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	103,313	15,309	(84,913)	561.5%
Fees/Services	42,150	29,693	28,539	12,457	70.4%
Sales	20,000	13,040	9,210	6,960	65.2%
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	10,191	23,564	21,809	31.8%
Interest & Dividends/Gains/Losses on Inv.	15,000	5,695	24,773	9,305	38.0%
Rents & Royalties	2,200	0	850	2,200	0.0%
Contributions	24,570	22,159	21,738	2,411	90.2%
Misc Revenue & Reimbursements	1,500	27,539	1,456	(26,039)	1835.9%
TOTAL REVENUE	5,641,380	5,681,565	5,429,944	(40,185)	100.7%
Transfer In	200,000	200,000		0	
Use of Fund Balance				0	
TOTAL	5,841,380	5,881,565	5,429,944	(40,185)	100.7%
TOTAL REVENUE, TRANSFERS & USE OF FB	5,841,380	5,881,565	5,429,944	(40,185)	100.7%
TOTAL EXPENDITURES	5,841,380	3,930,693	3,413,572	1,910,687	67.3%
REVENUE OVER (UNDER) EXPENSE		1,950,872	2,016,372		
This statement reflects activity through the eighth month of the 2021 fiscal year.					
Percentage of the year completed is 66.7%.					



INVESTMENT REVIEW

September 09, 2021

Traverse Area District Library

Presented by:
Brian Lee

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Economic and Financial Market Overview

Fixed Income Market Overview

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Reconciliation Summary

Disclosure Page

Your Fifth Third Bank Team

	Officer	Phone	Email
Portfolio Manager	Brian Lee	(616) 653-5423	briant.lee@53.com
Relationship Manager	Fred Ruffin	(419) 259-0310	fred.ruffin@53.com

Economic and Financial Market Overview

Data as of 8/31/2021

Current and Projected Real GDP Growth Rates:						
Component	% of Economy	4th Quarter 2020	1st Quarter 2021	2nd Quarter 2021	Consensus* 2021	Consensus* 2022
Private Consumption	69.0%	3.4%	11.4%	11.9%	8.2%	3.9%
Government	17.7%	-0.5%	4.2%	-1.9%	1.1%	1.6%
Private Investment	17.3%	24.7%	-2.3%	-4.0%	8.9%	6.4%
Exports	10.8%	22.5%	-2.9%	6.6%	4.9%	6.0%
Imports	-14.7%	31.3%	9.3%	6.7%	13.5%	5.0%
Total	100%	4.5%	6.3%	6.6%	6.1%	4.3%

Source: Bloomberg, as of 8/31/2021

*Bloomberg monthly economist survey

Viewpoint for Investors

Economic Numbers:

- > The U.S. economy expanded at an annualized 6.6% rate in the second quarter, according to data from the Bureau of Economic Analysis. Personal consumption, the largest contribution to GDP, increased at an annualized rate of 11.9%, one of the largest gains in decades. Economists currently expect growth to progress as the U.S. economy continues to reopen.
- > Prior to the outbreak of the virus, the U.S. economy was experiencing positive momentum driven by the easing of trade tensions, improvements in manufacturing, and strength in the housing sector. The housing and manufacturing sectors in particular have been experiencing renewed strength in recent months.
- > While the pace of the domestic economic recovery is uncertain, our view remains that the domestic recession of 2020 is over. The combination of the domestic healthcare response, Federal Reserve monetary action, Government fiscal initiatives, and the continued reopening of commerce will lead to the resumption of economic growth in 2021 and beyond.

Global Economic Update:

- > The COVID-19 pandemic has continued to have a major impact on life across the globe, and therefore economic activity, employment, and corporate earnings. Governments around the world are beginning to tighten COVID-19 related guidelines as global cases mount.
- > Lingering COVID-19 economic restrictions, vaccine distribution and administration data, government fiscal stimulus measures, central bank policy actions, geopolitical tensions, and inflation measures are topics that the Investment Management Group is monitoring.

Fixed Income Market Overview

Data as of 8/31/2021

Index	1-Month	3-Months	YTD	1-Year	3-Years*	5-Years*
BC U.S. Intm Gov/Credit	-0.16	0.68	-0.30	0.17	4.69	2.75
BC Global Agg excl. USD	-0.61	-1.15	-3.57	0.75	3.66	1.81
BC U.S. TIPS	-0.18	3.11	4.26	5.56	7.32	4.60
BC U.S. Municipal Bonds	-0.37	0.74	1.53	3.40	5.08	3.30
BC U.S. High Yield Bonds	0.51	2.25	4.55	10.14	7.11	6.66

Source: Bloomberg, as of 8/31/2021

*Annualized return

Fixed Income Market Comments

- > Intermediate term yields rose in August. The yield on the benchmark 10-year U.S. Treasury rose 9 basis points in August to end the month at 1.31% and remains 40 basis points higher than at year-end 2020.
- > After a significant rise through March 2021, interest rates have been range-bound and may stay near current levels in the near-term, as accommodative global central bank policies and modest inflation remain in place.
- > Global central banks continued to support the global economy by maintaining low interest rates and implementing programs to increase market liquidity.

YTD trends in the U.S bond market:

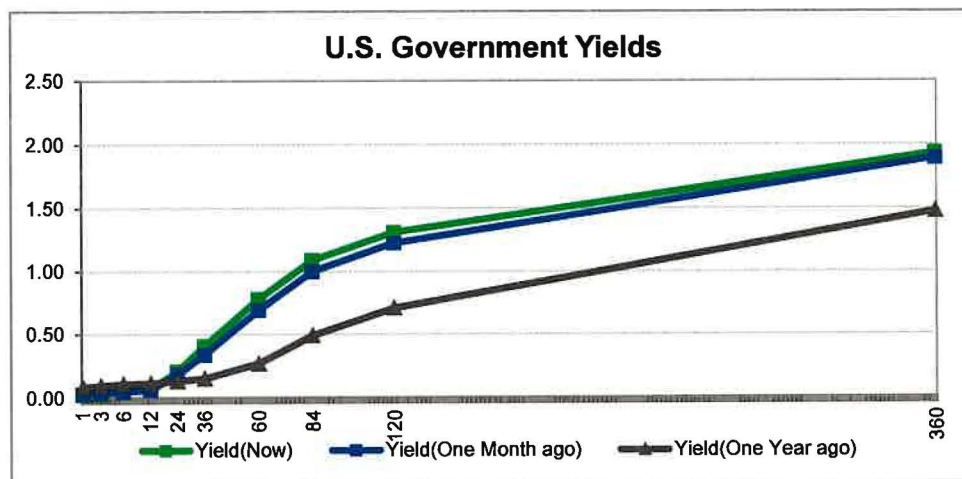
- > High Yield over U.S. Investment Grade
- > Municipals over Treasuries
- > U.S. over ex-U.S.

Leading BC bond sectors YTD:

- > High Yield 4.55%
- > TIPS 4.26%
- > Municipals 1.53%

Lagging BC bond sectors YTD:

- > Global Aggregate ex-U.S. -3.57%
- > Treasuries -1.43%
- > U.S. Aggregate Gov't -1.43%



Source: Bloomberg

Investment Policy and Asset Allocation Summary

As of 08/31/2021

Account Name: TRAVERSE AREA DIST LIBRARY Account Number: xx-xx-xxx-xxx7825

1. Risk Posture

Asset Class	Risk Posture "Reference"	Market Value	Current Position	Policy Target	Variance	Policy Range Min - Max	(1)	Policy Notes
Equity		-	-	0%	-			
Fixed Income	BofAML 1-3 Year Gov	2,319,610	100.0%	100%	-		p	
Total Portfolio		2,319,610	100.0%					

2. Asset Classes (1-5) & Categories

Asset Class/Category	"Policy" & "Strategic" Benchmarks	Market Value	Current Position	Policy Target	Variance	Policy Range Min - Max	% of Class	(1)	(2)	Policy Notes
1. Equity		-	-	0%	-		-			
Large Cap Domestic		-	-	0%	-		-		e	
Small & Mid Cap Domestic		-	-	0%	-		-		e	
Developed International		-	-	0%	-		-		e	
Emerging Markets		-	-	0%	-		-		e	
Other Equity		-	-	0%	-		-			
2. Fixed Income	BofAML 1-3 Year Gov	2,308,525	99.5%	100%	(0.5)%		100%	p		
Domestic	BofAML 1-3 Year Gov	2,308,525	99.5%	100%	(0.5)%		100%	p	f	
International		-	-	0%	-		-		f	
High Yield		-	-	0%	-		-		f	
Inflation Indexed		-	-	0%	-		-		f	
Other Fixed Income		-	-	0%	-		-			
3. Real Assets		-	-	0%	-		-			
REITs		-	-	0%	-		-		e	
Global Infrastructure		-	-	0%	-		-		e	
Other Real Assets		-	-	0%	-		-		e	
4. Alternative Strategies		-	-	0%	-		-			
Diversifying Strategies		-	-	0%	-		-		e	
Opportunistic		-	-	0%	-		-		e	
5. Cash & Equivalents		11,085	0.5%	0%	0.5%		100%			

(1) "P" indicates Client policy item; otherwise, Fifth Third guidelines assigned (2) Market value of categories are assigned to Equity and/or Fixed Income for risk posture calculation

* Individual securities via Separately Managed Account (SMA); otherwise, mutual fund or ETF/ETN

Holdings Summary

As of 08/31/2021

Account Name: TRAVERSE AREA DIST LIBRARY Account Number: xx-xx-xxx-xxx7825

	CUSIP / Ticker	Units	Price	Market Value	% of Holdings	Total Cost	Unrealized Gain or Loss	Est Annual Income	Current Yield	
Marketable Holdings										
Traditional Asset Classes										
Cash and Equivalents				\$11,085.11	0.48%	\$11,085.11	\$0.00	\$3.33	0.03%	
Taxable Cash				\$11,085.00	0.48%	\$11,085.00	\$0.00	\$3.33	0.03%	
Taxable Money Market Funds				\$11,085.00	0.48%	\$11,085.00	\$0.00	\$3.33	0.03%	
FEDERATED GOVERNMENT OBLIGATIONS PREMIER		99FEDGOP6	11,085.00	\$1.00	\$11,085.00	0.48%	\$11,085.00	\$0.00	\$3.33	0.03%
Cash Uninvested				\$0.11	0.00%	\$0.11	\$0.00	\$0.00	N.A.	
UNINVESTED CASH		999999CA1	0.00	\$0.00	\$0.11	0.00%	\$0.11	\$0.00	\$0.00	N.A.
Fixed Income				\$2,308,525.10	99.52%	\$2,304,552.29	\$3,972.81	\$25,187.50	1.09%	
Domestic Fixed Income				\$2,308,525.10	99.52%	\$2,304,552.29	\$3,972.81	\$25,187.50	1.09%	
Domestic Fixed Income Government Bonds				\$2,308,525.10	99.52%	\$2,304,552.29	\$3,972.81	\$25,187.50	1.09%	
US TREASURY NOTE 05/31/17 1.750 05/31/22		912828XR6	35,000.00	\$101.24	\$35,434.70	1.53%	\$34,922.07	\$512.63	\$612.50	1.73%
FEDERAL HOME LOAN BANK 06/12/15 2.375 06/10/22		3130A5P45	80,000.00	\$101.81	\$81,449.60	3.51%	\$81,144.80	\$304.80	\$1,900.00	2.33%
FEDERAL HOME LOAN BANK 06/01/12 2.125 06/10/22		313379Q69	55,000.00	\$101.56	\$55,860.75	2.41%	\$55,092.90	\$767.85	\$1,168.75	2.09%
US TREASURY NOTE 07/15/19 1.750 07/15/22		9128287C8	100,000.00	\$101.44	\$101,445.00	4.37%	\$100,523.44	\$921.56	\$1,750.00	1.73%
FEDERAL HOME LN BKS 08/14/20 0.125 08/12/22		3130AJY52	75,000.00	\$100.03	\$75,024.00	3.23%	\$74,855.25	\$168.75	\$93.75	0.12%
UNITED STS TREAS NTS 08/31/20 0.125 08/31/22		91282CAG6	25,000.00	\$100.05	\$25,011.75	1.08%	\$24,986.33	\$25.42	\$31.25	0.12%
FEDERAL HOME LOAN BANK 08/13/12 2.000 09/09/22		313380GJ0	30,000.00	\$101.96	\$30,588.90	1.32%	\$30,429.00	\$159.90	\$600.00	1.96%
US TREASURY NT 10/15/19 1.375 10/15/22		912828YK0	65,000.00	\$101.42	\$65,924.30	2.84%	\$64,601.37	\$1,322.93	\$893.75	1.36%
US TREASURY NT 11/15/12 1.625 11/15/22		912828TY6	55,000.00	\$101.82	\$56,001.00	2.41%	\$55,036.52	\$964.48	\$893.75	1.60%
FEDERAL HOME LN BKS 11/13/12 1.875 12/09/22		313381BR5	40,000.00	\$102.20	\$40,878.40	1.76%	\$40,252.80	\$625.60	\$750.00	1.83%
FANNIE MAE		3135G0T94	50,000.00	\$103.08	\$51,540.00	2.22%	\$52,192.00	(\$652.00)	\$1,187.50	2.30%

	CUSIP / Ticker	Units	Price	Market Value	% of Holdings	Total Cost	Unrealized Gain or Loss	Est Annual Income	Current Yield
01/23/18 2.375 01/19/23									
US TREASURY NOTE 01/31/16 1.750 01/31/23	912828P38	25,000.00	\$102.29	\$25,572.25	1.10%	\$25,694.34	(\$122.09)	\$437.50	1.71%
FEDERAL HOME LOAN BANKS 02/21/20 1.375 02/17/23	3130AJ7E3	60,000.00	\$101.84	\$61,104.60	2.63%	\$60,343.20	\$761.40	\$825.00	1.35%
FEDERAL HOME LOAN BANK 02/08/13 2.125 03/10/23	313382AX1	100,000.00	\$102.97	\$102,970.00	4.44%	\$103,191.50	(\$221.50)	\$2,125.00	2.06%
FREDDIE MAC 04/20/20 0.375 04/20/23	3137EAEQ8	100,000.00	\$100.45	\$100,449.00	4.33%	\$99,917.20	\$531.80	\$375.00	0.37%
FREDDIE MAC 05/07/20 0.375 05/05/23	3137EAER6	130,000.00	\$100.31	\$130,400.40	5.62%	\$130,236.05	\$164.35	\$487.50	0.37%
FANNIE MAE 05/22/20 0.250 05/22/23	3135G04Q3	85,000.00	\$100.14	\$85,120.70	3.67%	\$84,886.60	\$234.10	\$212.50	0.25%
FEDERAL HOME LOAN BANK 05/09/13 2.125 06/09/23	3133834G3	30,000.00	\$103.44	\$31,032.30	1.34%	\$31,363.50	(\$331.20)	\$637.50	2.05%
FREDDIE MAC 06/26/20 0.250 06/26/23	3137EAES4	90,000.00	\$100.06	\$90,058.50	3.88%	\$89,772.80	\$285.70	\$225.00	0.25%
FANNIE MAE 07/10/20 0.250 07/10/23	3135G05G4	45,000.00	\$100.09	\$45,041.40	1.94%	\$44,903.25	\$138.15	\$112.50	0.25%
UNITED STATES TREAS NTS 07/31/16 1.250 07/31/23	912828S92	65,000.00	\$102.03	\$66,320.15	2.86%	\$66,706.25	(\$386.10)	\$812.50	1.23%
FEDERAL HOME LN MTG CORP 08/21/20 0.250 08/24/23	3137EAEV7	75,000.00	\$100.03	\$75,023.25	3.23%	\$74,972.50	\$50.75	\$187.50	0.25%
FEDERAL HOME LN BKS 10/17/14 2.375 09/08/23	3130A3DL5	85,000.00	\$104.32	\$88,672.85	3.82%	\$89,995.38	(\$1,322.53)	\$2,018.75	2.28%
FREDDIE MAC 09/04/20 0.250 09/08/23	3137EAEW5	35,000.00	\$100.12	\$35,040.95	1.51%	\$34,988.45	\$52.50	\$87.50	0.25%
FREDDIE MAC 11/05/20 0.250 11/06/23	3137EAEZ8	55,000.00	\$100.00	\$54,999.45	2.37%	\$54,950.50	\$48.95	\$137.50	0.25%
UNITED STS TREAS NTS 11/15/20 0.250 11/15/23	91282CAW1	55,000.00	\$100.00	\$55,000.00	2.37%	\$55,025.78	(\$25.78)	\$137.50	0.25%
FANNIE MAC 11/25/20 0.250 11/27/23	3135G06H1	125,000.00	\$100.06	\$125,073.75	5.39%	\$124,969.90	\$103.85	\$312.50	0.25%
FREDDIE MAC 12/04/20 0.250 12/04/23	3137EAFA2	60,000.00	\$99.97	\$59,980.80	2.59%	\$59,940.60	\$40.20	\$150.00	0.25%
UNITED STATES TREASURY NOTE 01/15/21 0.125 01/15/24	91282CBE0	70,000.00	\$99.61	\$69,729.10	3.01%	\$69,729.30	(\$0.20)	\$87.50	0.13%
US TREASURY NOTES DUE 04/15/24	91282CBV2	75,000.00	\$100.10	\$75,073.50	3.24%	\$75,125.98	(\$52.48)	\$281.25	0.37%
UNITED STATES TREAS NTS 04/30/19 2.250 04/30/24	9128286R6	50,000.00	\$105.06	\$52,531.50	2.26%	\$52,900.39	(\$368.89)	\$1,125.00	2.14%

	CUSIP / Ticker	Units	Price	Market Value	% of Holdings	Total Cost	Unrealized Gain or Loss	Est Annual Income	Current Yield
UNITED STATES TREAS NTS 04/30/17 2.000 04/30/24	912828X70	50,000.00	\$104.44	\$52,220.50	2.25%	\$52,470.70	(\$250.20)	\$1,000.00	1.91%
UNITED STATES TREAS NTS 05/31/17 2.000 05/31/24	912828XT2	50,000.00	\$104.51	\$52,254.00	2.25%	\$52,519.53	(\$265.53)	\$1,000.00	1.91%
UNITED STATES TREAS NTS 07/31/17 2.125 07/31/24	9128282N9	75,000.00	\$105.07	\$78,799.50	3.40%	\$78,996.09	(\$196.59)	\$1,593.75	2.02%
US TREASURY NT 08/31/19 1.250 08/31/24	912828YE4	75,000.00	\$102.53	\$76,898.25	3.32%	\$76,916.02	(\$17.77)	\$937.50	1.22%
Total Marketable Holdings				\$2,319,610.21	100.00%	\$2,315,637.40	\$3,972.81	\$25,190.83	1.09%
Total Holdings				\$2,319,610.21	100.00%	\$2,315,637.40	\$3,972.81	\$25,190.83	1.09%

Fixed Income: Individual Holdings

As of 08/31/2021

Account Name: TRAVERSE AREA DIST LIBRARY Account Number: xx-xx-xxx-xxx7825

Category	% Total Fixed Income	Market Value	Estimated Annual Income	Current Yield
Domestic Fixed Income Government Bonds	100.00%	\$2,308,525.10	\$25,187.50	1.09%
Domestic Fixed Income Mortgage Backed	0.00%	\$0.00	N.A.	N.A.
Total Indiv Fixed Income Holdings	100.00%	\$2,308,525.10	\$25,187.50	1.09%
Total Fixed Income Holdings	100.00%	\$2,308,525.10	\$25,187.50	1.09%

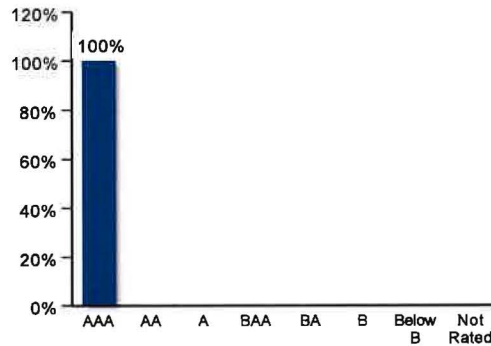
Individual Holdings by Category
(% of Total Fixed Income)



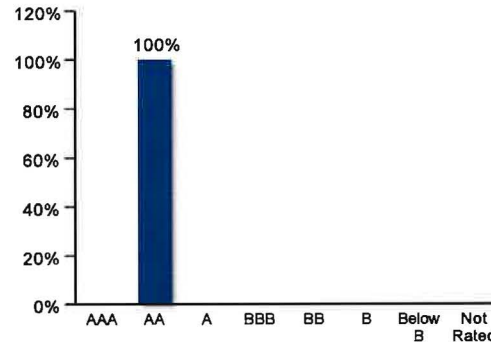
Indiv Fixed Income Statistics

Average YTM (%):	0.20
Average Maturity (yrs):	1.84
Average Moody's Quality:	AA1
Average S & P Quality:	AA+
Average Coupon (%):	1.12
Average Duration (yrs):	1.82

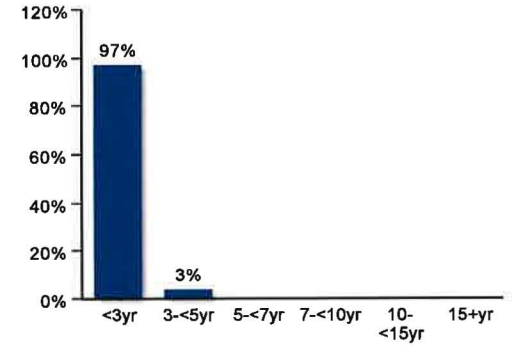
Moody's Credit Quality



S&P Credit Quality



Maturity Schedule



Statistics (Avg YTM, Avg Maturity, Avg Duration) and Maturity Schedule may not reflect revised maturity date of securities that have been pre-refunded, are callable or have mandatory put dates. Some assets may utilize implied credit ratings

Performance Summary: Asset Class

As of 07/31/2021

Account Name: TRAVERSE AREA DIST LIBRARY Account Number: xx-xx-xxx-xxx7825 Investment Objective: EXTERNALLY MANAGED - FIXED INCOME-100% Fixed Income

Category Benchmark	Policy Range	% of Holdings	Benchmark Allocation	Market Value	1 Mo	3 Mo	YTD	1 Yr	3 Yr	5 Yr	10 Yr	ITD 06/01/2004
Marketable Holdings												
Traditional Asset Classes:		100.0%										
Cash and Equivalents	N/A	0.4%	0%	\$8,628.39	0.0%	0.0%	0.0%	0.0%	0.6%	0.4%	0.2%	1.3%
<i>ICE BofAML 91 Day Treasury</i>					0.0%	0.0%	0.0%	0.1%	1.3%	1.2%	0.6%	1.3%
Fixed Income	0% - 0%	99.6%	100%	\$2,317,843.65	0.2%	0.1%	0.1%	-0.0%	2.6%	1.6%	1.6%	2.9%
<i>ICE BofAML 1-3 Year Gov</i>					0.2%	0.1%	0.1%	0.2%	2.7%	1.7%	1.2%	2.2%
Total Marketable Holdings (Net of Fees)		100.0%		\$2,326,472.04	0.1%	0.0%	-0.0%	0.0%	2.5%	1.5%	1.4%	2.6%

Total Holdings	\$2,326,472.04
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Reconciliation Summary

From: 01/01/2021 To: 08/31/2021

Account Name: TRAVERSE AREA DIST LIBRARY Account Number: xx-xx-xxx-xxx7825

Total Holdings on 01/01/2021		\$2,327,659.71
Beginning Marketable Holdings on 01/01/2021		\$2,319,860.02
Beginning Accrued Income		\$7,799.69
Beginning Value		\$2,327,659.71
	Contributions	
	Cash Contributions	\$166.42
	Asset Receipts	\$0.00
	Other Contributions	\$0.00
	Total Contributions	\$166.42
	Withdrawals	
	Cash Withdrawals	\$0.00
	Asset Delivery	(\$0.05)
	Fees	(\$3,850.57)
	Total Withdrawals	(\$3,850.62)
	Income Earned	
	Interest Collected	\$19,050.05
	Dividends Collected	\$0.00
	Other Income	\$0.00
	Net Accrued Income	(\$1,365.94)
	Total Income Earned	\$17,684.11
	Net Change	(\$15,615.66)
Ending Marketable Holdings on 08/31/2021		\$2,319,610.21
Ending Accrued Income		\$6,433.75
Ending Value		\$2,326,043.96
Total Holdings on 08/31/2021		\$2,326,043.96
	Total Earnings	\$2,068.45

Disclosure Page

Economic Indicators: The **U.S. GDP (Gross Domestic Product)** is the total market value of all final goods and services produced in the United States in a given year, equal to total consumer, investment and government spending, plus the value of exports, minus the value of imports. The **Consumer Price Index (CPI)** is an inflationary indicator that measures the change in the cost of a fixed basket of products and services, including housing, electricity, food and transportation. The CPI is published monthly and is also called cost-of-living index. **Gold Index** is the U.S. dollar per Troy ounce as reported from FactSet. The **U.S. Industrial Production Index** is a monthly Federal Reserve Board statistic for the total output of U.S. mines, utilities and factories. Reference year is 2012 at 100. The **U.S. ISM Manufacturing Purchasing Managers' Index (PMI)** is a monthly index released by the Institute of Supply Management which tracks the amount of manufacturing activity that occurred in previous month. If the index has a value below 50, it tends to indicate a contraction in the economy. A value substantially above 50 indicates economic growth. Value is between 0 and 100. The **Unemployment Rate** tracks the number of unemployed persons as a percentage of the labor force (the total number of employed plus unemployed). The **NFIB Small Business Optimism Index** is an index derived from 10 components using monthly surveys from a large sample of respondents drawn from the membership of the National Federation of Independent Business. **West Texas Intermediate (WTI) Crude** is a grade of crude oil used as a benchmark for oil pricing.

Equity Indices: The **Standard & Poor's (S&P) 500 Stock Index** is a composite of 500 of the largest companies in the United States and it is often used as a measure of the overall U.S. stock market. The **S&P 100 Index**, a sub-set of the S&P 500®, measures the performance of large cap companies in the United States. The Index comprises 100 major, blue chip companies across multiple industry groups. Individual stock options are listed for each index constituent. The **Russell 2500 Index** measures the performance of the smallest 2,500 companies in the Russell 3000 Index. This index is constructed to give a comprehensive and unbiased barometer for the small and mid-cap segment of the U.S. equity universe. The **Morgan Stanley Capital International Index (MSCI) EAFE Index** captures large and mid-cap representation across 21 Developed Markets countries around the world, excluding the US and Canada. The index covers approximately 85% of the free float-adjusted market capitalization in each country.

The **MSCI Emerging Markets Index** captures large and mid-cap representation across 27 Emerging Markets (EM) countries. The index covers approximately 85% of the free float-adjusted market capitalization in each country... The **MSCI All Country World Index (ACWI)** captures large and midcap representation across 23 Developed Markets (DM) and 27 Emerging Markets (EM) countries. The index covers approximately 85% of the global investable equity opportunity set.

Fixed Income Indices: The **Bloomberg Barclays U.S. Intermediate Government/Credit Bond Index** is composed of all investment grade, U.S. dollar-denominated, fixed-rate Treasuries, government-related and corporate securities. Total return comprises price appreciation/depreciation and income as a percentage of the original investment. The **Bloomberg Barclays US Corporate High Yield Index** measures the USD-denominated, high-yield, fixed-rate corporate bond market. Securities are classified as high-yield if the middle rating of Moody's, Fitch, and S&P is Ba1/BB+/BB+ or below. The index excludes emerging markets debt. The **Bloomberg Barclays Global Aggregate Index** is a flagship measure of global investment grade debt from 24 local currency markets. It is comprised of the U.S. Aggregate, Pan-Europe Aggregate, Asian-Pacific Aggregate and Canadian Aggregate Indices. The **Bloomberg Barclays US Municipal Bond Index** covers the USD-denominated long-term tax exempt bond market. The **Bloomberg Barclays Quality Intermediate Municipal Bond Index** tracks the performance of municipal bonds issued after December 31, 1990 with remaining maturities between two and 12 years and at least \$5 million in principal outstanding. The **JPMorgan Emerging Markets Bond Index (EMBI) Global** tracks total returns for traded external debt instruments in the emerging markets, including U.S. dollar-denominated Brady bonds, loans and Eurobonds with an outstanding face value of at least \$500 million.

Cash & Equivalent Indices: The **Bank of America (BOFA) Merrill Lynch 91-Day Treasury Bill Index** is an unmanaged index consisting of U.S. Treasury Bills maturing in 90 days. The **U.S. Dollar Index** indicates the general international value of the U.S. dollar by averaging the exchange rates between the U.S. dollar and six major world currencies. The **FINEX** computes this by using the rates supplied by some 500 banks. The **iMoneyNet Government Institutional Money Market Funds** includes all national institutional money market funds. The index excludes restricted funds and funds with assets less than \$100 million. Only domestic share classes and master classes funds are reported to iMoneyNet. The **iMoneyNet Tax-Free National Institutional Money Market Funds** includes all national institutional and municipal money market funds. Portfolio holdings of tax-free funds include rated and unrated demand notes, rated and unrated general market notes, commercial paper, put bonds – six months or less, put bonds – over six months, Alternative Minimum Tax (AMT) paper and other tax-free holdings. A tax-free money market fund is tax-free at the federal level for the majority of investors. For a fund to call itself "tax-free," no more than 20% of its assets may be invested in paper that is subject to AMT.

Real Asset Indices: **S&P U.S. Real Estate Investment Trust (REIT) Composite Index** tracks the market performance of the U.S. real estate investment trusts, known as REITs. The REIT Composite consists of approximately 100 REITs with at least \$100 million in market capitalization, chosen for their liquidity and represents a balance of property types and geographic locations. Mortgage REITs are not eligible for inclusion. **S&P Global Infrastructure NR** tracks 75 companies from around the world chosen to represent the listed infrastructure industry and includes three distinct infrastructure clusters: energy, transportation and utilities. The **Real Asset Benchmark** is a custom-blended real assets benchmark consisting of 100% Standard & Poor's US REIT Composite Index as of 1/1/21 and a blend of the S&P U.S. REIT and the S&P Global Infrastructure NR prior to 1/1/21 (see detailed descriptions above in Real Asset Indices).

Alternative Indices: The **Thompson Reuters/Core Commodity – CRB Index** is based on Exchange Traded Futures. The Index represents 19 commodities, grouped by liquidity into 4 groups. Petroleum products capped at 33%, other 3 groups equal weighted. The **S&P GSCI** is widely recognized as the leading measure of general commodity price movements and inflation in the world economy. The **S&P GSCI Gold Total Return Index**, a sub-index of the S&P GSCI, provides investors with a reliable and publicly available benchmark tracking the COMEX gold future. The index is designed to be tradable, readily accessible to market participants and cost efficient to implement. The **HFRI Global Hedge Fund Index** is designed to be representative of the overall composition of the hedge fund universe. It is comprised of all eligible hedge fund strategies, including but not limited to convertible arbitrage, distressed securities, equity hedge, equity market neutral, event driven, macro, merger arbitrage, and relative value arbitrage. The strategies are asset weighted based on the distribution of assets in the hedge fund industry.

Proprietary Benchmarks: The **Reference Benchmark** consists of the S&P 500 and the Bloomberg Barclays U.S. Intermediate Government/Credit Bond index weighted based on the investment objective of the account. The **Strategic Benchmark** consists of the representative asset class benchmarks weighted based on the policy allocation of the account.

Investments in foreign markets entail special risks such as currency, political, economic and market risks. Small company investing involves specific risks not necessarily encountered in large company investing, such as increased volatility. Midcap stocks generally have higher risk characteristics than large cap stocks. All bonds are subject to availability and yields are subject to change. Market value will fluctuate. Bond values will decline as interest rates rise. The bond's income may be subject to certain state and local taxes depending upon your tax status and/or the federal alternative minimum tax.

Indices defined above are reflective of standard benchmarks used for performance reporting or market overviews. If you have requested that we use different or custom benchmark for your performance measurements, that benchmark will not be defined above. Contact your portfolio manager for information regarding the benchmark. Net of fee performance will include only fees paid or rebated directly. Fees paid by invoice or charged to another account are not included in this calculation. Performance since 1/1/17 is calculated using daily prices and reported monthly. Prior to this time, performance was calculated based on month-end pricing. Changes in asset categorization, opening

and closing of accounts and transferring of assets between accounts could impact reporting of performance results. Index performance shown within this presentation is not representative of a managed account. You cannot invest directly in an index. Indices are unmanaged and do not incur investment management fees. Past performance is no guarantee of future results.

MainStreet Investment Advisors, LLC a wholly-owned subsidiary and Franklin Street Advisors, Inc. an indirect subsidiary of Fifth Third Bank, National Association are affiliated companies within the Fifth Third Bank Wealth & Asset Management division. ClearArc Capital, Inc. was a wholly-owned subsidiary of Fifth Third Bank, National Association and was affiliated with the Fifth Third Bank Wealth & Asset Management division through 12/31/19. On 1/1/20, ClearArc Capital, Inc. merged into MainStreet Investment Advisors, LLC.

Effective 1/1/20, 5/3 Dividend Growth and 5/3 Dividend Growth PI are managed by Franklin Street Advisors, Inc., and are renamed Franklin Street Dividend Growth and Franklin Street Premium Income, respectively. Prior to 1/1/20, these strategies were managed by Fifth Third's Investment Management Group from 12/1/18 – 12/31/19 and ClearArc Capital, Inc. from inception to 11/30/18. There is a 30 bp fee associated with these strategies in addition to Fifth Third investment management fees (excluding ERISA and IRA accounts).

Franklin Street ESG is managed by Franklin Street Advisors, Inc. There is a 30 bp fee associated with these strategies in addition to Fifth Third investment management fees (excluding ERISA and IRA accounts).

MSA S&P 500 Equity Index SRI is managed by MainStreet Investment Advisors, LLC. Prior to 1/1/20, the strategy was managed by ClearArc Capital, Inc. There is a 30 bp fee associated with these strategies in addition to Fifth Third investment management fees (excluding ERISA and IRA accounts).

Equity and S&P 500 Characteristics are provided by FactSet. Credit quality and maturity schedule information for fixed income funds is provided by Morningstar and FactSet.

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Fifth Third Bank may rely on outside sources for various components of valuation and indexing information. Fifth Third Bank has exercised reasonable professional care in the preparation of this performance report. However, we cannot guarantee the accuracy/completeness of all information and we are not responsible for any clerical, computational, or other errors contained within the report.

Where applicable, the market values on performance reports include accruals. Accruals are not included in the market value of other reports. Positions are reported as of trade-date (not settle date).

Market values listed reflect the most recent price information or estimate available. The method and frequency of pricing assets varies depending on the type of asset; therefore, the price shown on your statement for certain assets may not be a current value as of the statement date.

Asset Allocation does not assure or guarantee better performance and cannot eliminate the risk of investment loss. Alternative Strategies and hedging are subject to a higher degree of market risk than a well-diversified portfolio. An investor should understand the costs, cash flows and risks inherent in a strategy prior to making any investment decision. There are no guarantees that any strategy presented will perform as intended.

Information in the enclosed materials may include historical investment performance for accounts in which Fifth Third Bank may have full investment authority, shared investment responsibility, or may not have any investment responsibility at all. The governing document for the account delineates the role and investment responsibility that Fifth Third Bank has for these assets and should be reviewed if there are any questions.

The opinions expressed herein are those of Fifth Third Bank and may not actually come to pass. This information is current as of the date of this presentation and is subject to change at any time, based on market and other conditions. This information is intended for educational purposes only and does not constitute the rendering of investment advice or specific recommendations on investment activities and trading. The mention of a specific security within this presentation is not intended as a solicitation to buy or sell the specific security.

Representatives of Fifth Third Bank do not offer or provide legal, accounting or tax advice. Please consult with your attorney, accountant and/or tax professional as needed.

Investments and investment services are offered through or made available by one or more of Fifth Third Bancorp's indirect subsidiaries, including Fifth Third Bank, National Association. Investments, Investment Services and Insurance:

Are Not FDIC Insured	Offer No Bank Guarantee	May Lose Value
Are Not Insured By Any Federal Government Agency		Are Not A Deposit

Insurance products made available through Fifth Third Insurance Agency, Inc.

Morning Market Report



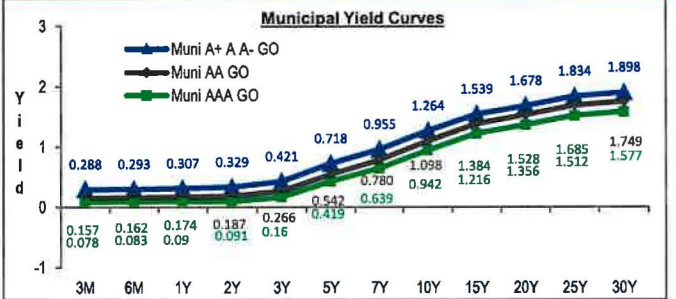
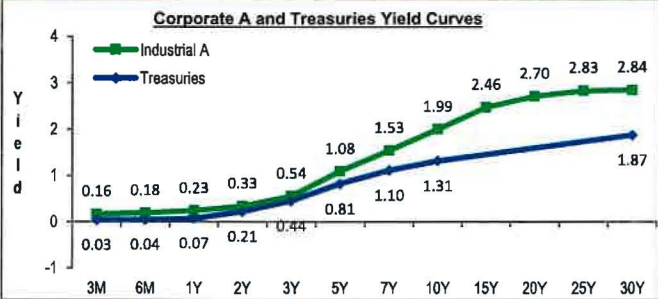
FIFTH THIRD BANK

Compiled by: Investment Strategy Team

9/16/21 9:10 AM

Equity Markets (Total Returns (change in closing price + dividend yield))					
Index	Level	Daily	MTD	YTD	1-Year
MSCI AC World	737.08	0.26%	-0.47%	15.69%	30.56%
MSCI World	3127.71	0.38%	-0.34%	17.90%	32.38%
S&P 500	4480.70	0.85%	-0.86%	20.52%	33.70%
S&P 400	2701.63	1.07%	-1.80%	18.13%	44.59%
S&P 100	2059.69	0.83%	-0.88%	20.97%	32.57%
Russell 2500	919.58	1.08%	-1.24%	16.05%	45.63%
Russell 2000	2234.45	1.11%	-1.68%	13.87%	46.72%
DJIA	34814.39	0.68%	-1.45%	15.34%	26.74%
NASDAQ	15161.53	0.82%	-0.61%	18.21%	36.48%
MSCI EAFE	2372.26	-0.75%	0.81%	12.93%	27.36%
Stoxx Europe 600	463.91	-0.80%	-1.41%	19.13%	28.63%
MSCI EM	1288.68	-0.56%	-1.41%	1.47%	18.48%
S&P U.S. REIT	1753.58	0.31%	-1.54%	28.01%	36.28%
Alerian MLPI	293.62	0.52%	1.47%	37.34%	70.89%
S&P Global Infrastr	2692.11	-0.21%	-0.14%	8.15%	20.70%
HFRX Global HF	1438.48	0.01%	0.22%	4.20%	9.53%
Fifth Third (FITB)	40.27	3.31%	3.63%	48.14%	91.02%

Other Markets					
Index	Level	Daily	MTD	YTD	1-Year
U.S. Dollar	92.55	-0.08%	-0.08%	2.90%	-0.54%
Gold (oz.)	1794.06	-0.58%	-1.08%	-5.49%	-8.19%
Silver (oz.)	23.84	-0.06%	-0.22%	-9.70%	-12.14%
Oil (barrel)	72.61	3.05%	6.00%	49.65%	89.68%
Commodity (CRB)	557.75	0.48%	-0.34%	25.67%	37.43%
Bitcoin (USD)	47941.58	2.38%	1.98%	65.34%	341.15%
Bberg Muni	1358.71	0.00%	0.03%	1.56%	3.42%
Bberg Int. G/C.	2373.48	-0.06%	0.04%	-0.26%	0.14%
Bberg 1-3Y G/C.	1374.38	0.00%	0.00%	0.18%	0.39%
Bberg Agg.	2381.38	-0.10%	0.25%	-0.44%	0.02%
Bberg High Yield	2455.65	0.03%	0.46%	5.03%	10.93%
Bberg U.S. TIPS	368.95	-0.02%	0.45%	4.73%	6.51%
Bberg ex. USD	514.23	0.00%	0.06%	-3.51%	0.87%
JPM EM Bond	1005.36	0.05%	0.30%	1.03%	4.33%
LIBOR 1-month:	0.08%	3-month:	0.12%	12-month:	0.22%
Secured Overnight Financing Rate (SOFR):	0.05%	Fed Funds:	0.25%		
Bankrate.com 30yr fixed mortgage average:	3.02%	Prime Rate:	3.25%		



Overnight News

- U.S. equity futures were mixed pre-market and Treasury yields jumped. The dollar rose. Australia will acquire nuclear submarines in a deal with the U.S. and Britain in response to the recent developments in the Pacific region and worry of Chinese influence.
- European stocks rose while bond yields dipped. The U.K. will get about 10 billion pounds in investments over the next five years from the UAE. Clean energy, infrastructure and technology will all be a part of the commitment.
- Shares across the Asia Pacific region were down. Normal operations will continue at China's Ningbo port after the Typhoon hazards have passed. Around 200 ships, including container ships, were waiting to enter the port.
- West Texas Intermediate (WTI) futures and Brent Crude steadied along with Natural Gas. Brent edged up toward \$76 a barrel in early morning pricing. Gold fell for a second day. Copper and aluminum also pulled-back.
- The European Central Bank will investigate trading operations of large lenders as well as study reputational and operational risks banks face next year as part of climate stress tests.

Economic Reports

- Retail sales in August unexpectedly grew 0.7% month-over-month, better than estimates of a decline of 0.7%. Autos were the primary detractor from the reading as retail sales excluding autos grew 1.8%.
- Initial Jobless Claims and Continuing Claims were 332k and 2.665 million, respectively. Jobless claims came in above estimates of 322k and continuing claims were below expectations of 2.740 million.
- Export growth in Japan slowed to 26% in August from July's 37% pace. The reading missed estimates and was the third consecutive month of declines with car shipments slow. Imports grew 45%, up from 29% in July.
- The Philadelphia Fed business outlook jumped to 30.7 in September, above estimates of 19.0.

Company News

- Southwest Airlines (LUV) introduced a new incentive program to help urge employees to get vaccinated. The airline company will offer increased pay for staff who show proof of full vaccination by the middle of November.
- DoorDash (DASH) received an upgraded rating of buy from Bank of America (BAC). The bank claimed there is "robust" five-year growth opportunity in DoorDash, and mentioned the company's upside to 2021 estimates. Shares of DoorDash were up 3% pre-market.
- Cisco (CSCO) received multiple outperform and overweight calls from Wall Street after its investor day. Credit Suisse upgraded its rating of the company, citing Cisco's ability to increase recurring revenue streams. Shares of Cisco Systems were up pre-market.
- The auto industry is continuing to be crippled by the global chip shortage as the industry is losing an estimated 20-30% of potential sales each month. Ford (F) dealers in India may face legal action from customers after factories in the country were shut down.
- Wynn Resorts (WYNN) and Las Vegas Sands (LVS) continued to fall as the Macau-related companies presented worries for investors. JPMorgan (JPM) downgraded both firms to neutral weight saying the uncertainty in China is worrisome.

2.7 INVESTMENT POLICY STATEMENT

(Surplus Funds Subject to Michigan Public Act 20 of 1943)

I. Statement of Purpose

It is the policy of Traverse Area District Library ("TADL") to invest its funds in a manner that will provide the highest investment return with the maximum security, while meeting the daily cash flow needs of TADL, and complying with all state statutes governing the investment of public funds.

II. Scope of the Policy

This investment policy applies to all financial assets of TADL that are not employee retirement funds. These funds include the general fund, special revenue funds, debt service funds, capital project funds, trust and agency funds and any new fund established by TADL subject to the above limitation.

III. Investment Objectives

In priority order, the primary objective of TADL investment activities under this policy statement shall be:

- a. **Safety:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- b. **Diversification:** The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- c. **Liquidity:** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- d. **Return on investment:** The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

IV. Delegation of Authority to Make Investments

Authority to manage the investment program is derived from MCL 41.76 and TADL Board resolutions designating depositories. Management responsibility for the investment program is hereby delegated to the TADL Director ("Director"), who shall establish written procedures and internal controls for operating the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by TADL. The Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

V. Authorized Investment Instruments

TADL is limited to investments authorized by Michigan Public Act 20 of 1943 (1943 PA 20), as amended, and may invest in the following:

- a. Certificates of deposit, savings accounts, deposit accounts or depository receipts of a financial institution. The financial institution must:

- i. Be a state or nationally chartered bank or a state or nationally chartered savings and loan association, savings bank or credit union whose deposits are insured by an agency of the United States Government, and
- ii. Maintain a principal office or branch office located in the State of Michigan under the laws of this state or the United States.
- b. Bonds, securities or other obligations of the United States or an agency or instrumentality of the United States.
- c. Commercial paper rated at the time of purchase within the two highest classifications by at least two standard rating services and that matures not more than 270 days after the date of purchase.
- d. Repurchase agreements of the United States or an agency or instrumentality of the United States.
- e. Bankers' acceptances of United States banks.
- f. Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- g. Mutual funds registered under the federal Investment Company Act of 1940, composed of the investment vehicles described above.
- h. Obligations described above if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- i. Investment pools organized under the Surplus Funds Investment Pool Act (1982 PA 367, MCL 129.111 to 129.118).
- j. Investment pools organized under the Local Government Investment Pool Act (1985 PA 121, MCL 129.141 to 129.150).

VI. Safekeeping and Custody

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by TADL shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the Director and evidenced by safekeeping receipts as determined by the Director.

VII. Standard of Prudence

Investments shall be made with judgment and care, under the circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

Adopted February 12, 1998 / Revised April 21, 2016

Motion by: Kachadurian

Support: Jones

Adopted: Y N

 4-21-16
Date



Jerry Beasley, Board Secretary

Accounting Program Update

	Implementation & Training	Software Cost	Annual Fee	ADP Contract Buyout	Total Start Up Costs		Annual ADP Cost Savings
Incode - On Premise	\$55,730.00	\$23,970.00	\$11,019.00	\$3,000.00	\$93,719.00		\$12,000.00
Incode - SaaS	\$55,730.00		\$19,821.00	\$3,000.00	\$78,551.00		\$12,000.00

On-Premise

License Fees: License fees (\$23,970) are invoiced as follows: (a) 25% on the Effective Date (signed contract); (b) 60% on the date the applicable software is made available to us for downloading; and (c.) 15% on the earlier of use of the software in live production or 180 days after the Available Download Date

Maintenance and Support Fees: Year 1 maintenance and support fees are waived through the earlier of (a) availability of the Tyler Software for use in a live production environment; or (b) one (1) year from the Effective Date.

Implementation and Other Professional Services: Implementation and other professional services are billed and invoiced as delivered, at the rates set forth in the Investment Summary.

SaaS/Cloud

SaaS Fees (\$19,821) are invoiced on an annual basis, beginning on the commencement of the initial term. This is because they are providing and supporting a cloud environment from onset of implementation.

Implementation and Other Professional Services: Implementation and other professional services are billed and invoiced as delivered, at the rates set forth in the Investment Summary

Motion: That the Director be allowed to contract with Tyler Technologies for Governmental Accounting Services for an amount not to exceed \$80,000.00.



**HERE
EVERYONE IS WELCOME
INCLUSIVE SPACE**
Enhance gathering spaces
where people can be
**themselves, connect with
one another, and have more
access to diverse materials,
programs, and services.**
tinyurl.com/tadlplan2021

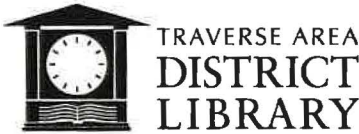
Strategic Plan 2021 - 2024

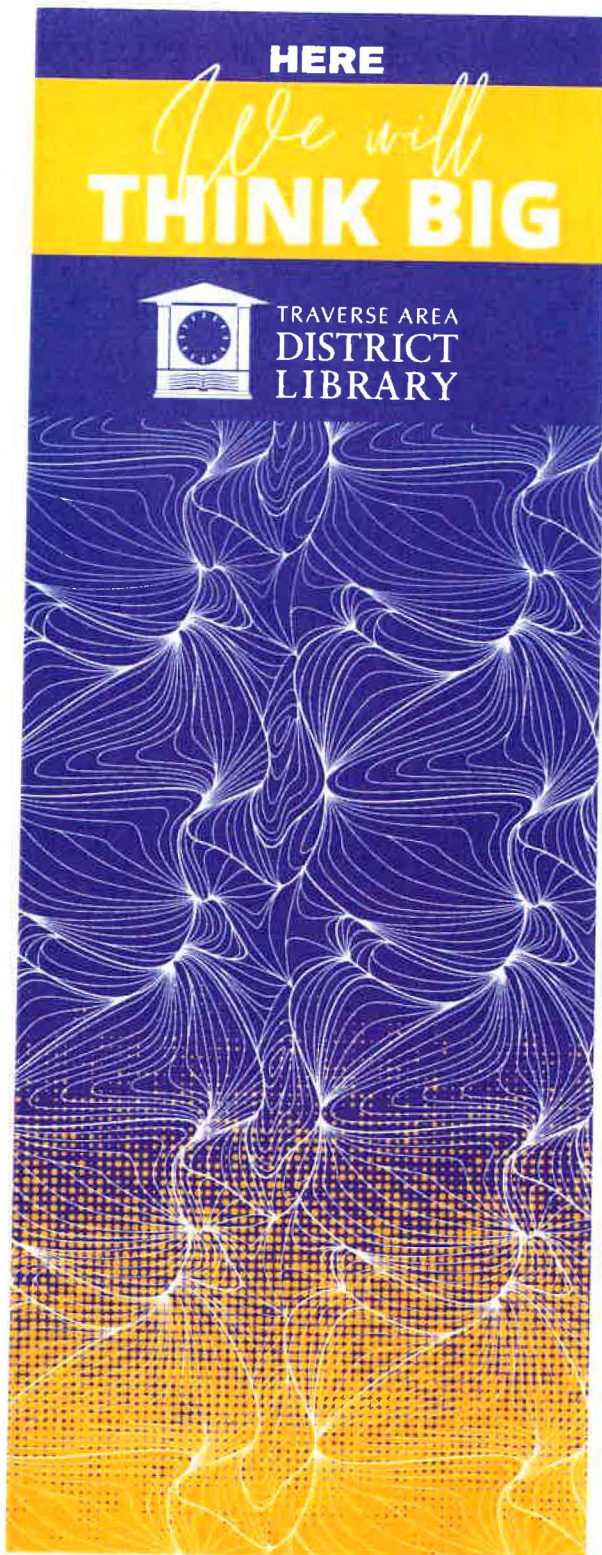
Vision

We are a forward-thinking
and responsive hub that
connects, supports, and
strengthens our community.

Core Values

Diversity, Open Access
Flexibility, Innovation,
Teamwork, Stewardship





HERE
We Will THINK BIG
**INNOVATIVE
ENGAGEMENT**
Excite and energize the
community by expanding the
idea of what a library can be
and provide.
tinyurl.com/tadlplan2021

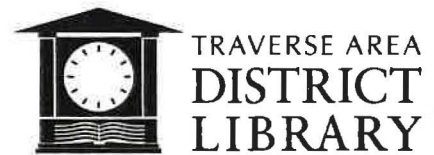
Strategic Plan 2021 - 2024

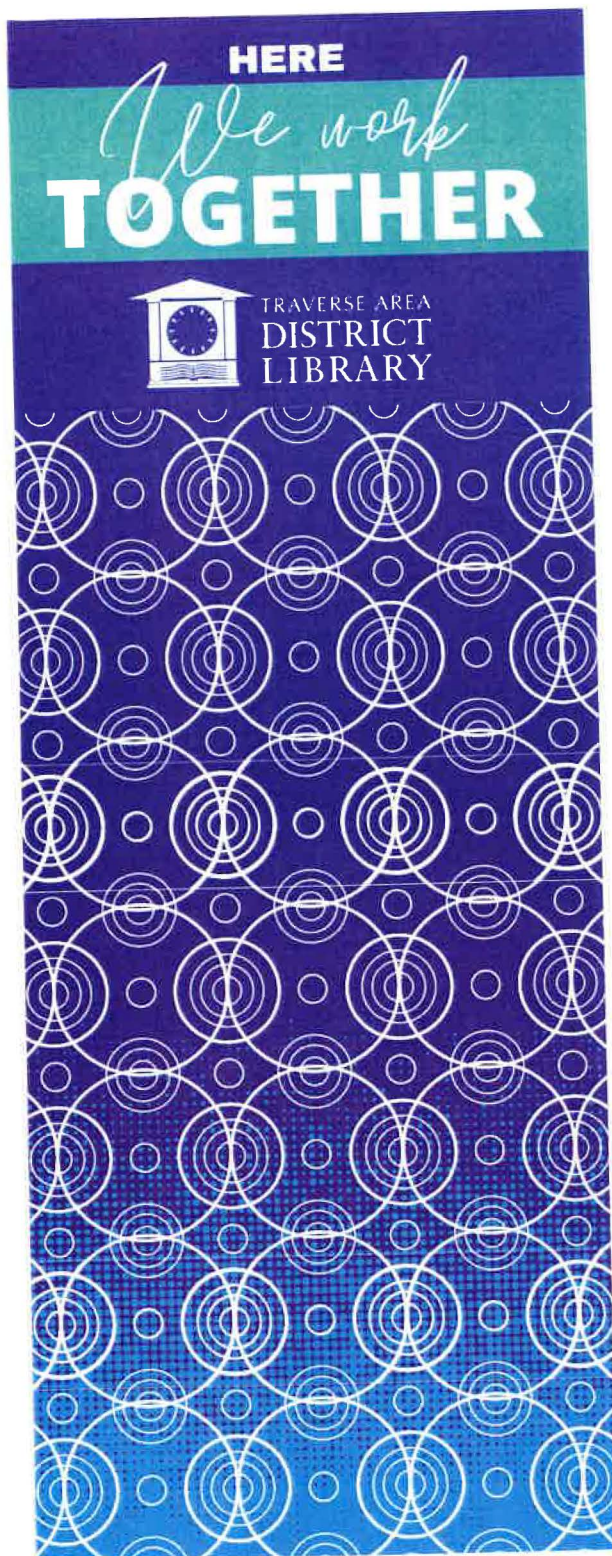
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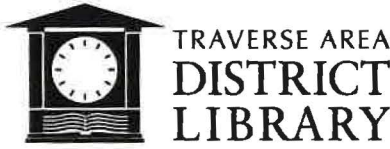
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