



TRAVERSE AREA
DISTRICT
LIBRARY

PUBLIC NOTICE

The Traverse Area District Library
Regular Board Meeting
scheduled for

April 16, 2020 at 4:00pm

will be held remotely
due to Coronavirus Outbreak and
in the Interest of the Public, Health Safety and Welfare.

Members of the public can remotely attend the meeting via the following:

<https://zoom.us/j/92581987820>

Access Code* 925 8198 7820

Call-in: 1-646-558-8656

*Access code may change without notice, please verify updates by going to the Traverse Area District Library website at the following link: <https://www.tadl.org/online-board-meeting/>.

Due to the high number of users utilizing remote meeting platforms, you may experience delays or difficulties in calling in or accessing the online meeting platform. TADL will make reasonable efforts to ensure the platform is open and accessible before conducting a remote meeting. Please contact TADL by phone 231-932-8527 or email publiccomment@tadl.org if you experience any difficulty in accessing the conference call meeting.

Anyone wishing to give public comment will need to call in and wait in a "virtual waiting room" where their microphones will be muted until they are called upon.

Members of the TADL Board of Trustees may be contacted by members of the public by using the following dedicated email address: www.tadl.org/contact-the-board-of-trustees/ to provide input or ask questions on any business that will come before the TADL Board of Trustees at this meeting. To contact an individual board member use the following email addresses: Joseph Jones (President) jjones@tadl.org ; Susan Odgers (Vice President) sodgers@tadl.org ;

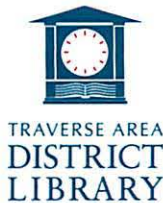
Carol Sullivan (Treasurer) csullivan@tadl.org ;Stephanie Mathewson (Secretary) smathewson@tadl.org ; Michael Vickery (Trustee) mvickery@tadl.org ; Jeffery Wescott (Trustee) jwescott@tadl.org ; Marylee Pakieser (Trustee) mpakieser@tadl.org .

In addition, you may submit any comments that you have prior to the close of the public hearing and meetings to the following address: Traverse Area District Library, 610 Woodmere Ave., Traverse City, MI 49686; email ~ publiccomment@tadl.org.

Any written public comments received by mail or email prior to the close of the meeting will be read into the record. The AGENDA is available at tadl.org/governance and consists of the following items:

1. **Call to Order**
2. **Meeting Process Explanation**
3. **[Resolution Establishing Rules for Remote Meeting Attendance](#)**
4. **Pledge of Allegiance**
5. **Approval of Agenda**
6. **Public Comment***
7. **Approval of Minutes**
 - a. [Regular Meeting of February 20, 2020](#)
8. **Reports and Communications**
 - a. Director Report – [March](#) | [April](#)
Departmental Reports – [February](#) | [March](#)
 - b. Financial Reports – February [Expenses](#) | [Revenues](#)
March [Expenses](#) | [Revenues](#)
 - c. Member Library Reports – FLPL | [IPL](#) | PCL
 - d. Committee Reports
 1. Finance & Facilities and Services Committee – [March 10, 2020](#)
 2. Policy & Personnel Committee – did not meet
 - e. Other Reports and Communications
 1. Friends' Report – Doug Weaver, President Friends of TADL
9. **New Business**
 - a. [Affirmation of the Director Decision to Close Indefinitely](#)
 - b. [Lewis Trust Expenditure – Microfilm Reader](#)
10. **Public Comment***
11. **Adjournment**

The Traverse Area District Library will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting upon at least 3 days' notice to the Library. Individuals with disabilities requiring auxiliary aids or services should contact the Library Administrative Office by emailing publiccomment@tadl.org or calling 231-932-8500.



AGENDA

Board of Trustees Regular Meeting

Thursday, April 16, 2020 at 4:00pm

Virtual Meeting via Zoom

<https://zoom.us/j/92581987820>

Access Code: 925 8198 7820 | Call-in: 1-646-558-8656

1. **Call to Order**
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 - a. [Affirmation of the Director Decision to Close Indefinitely](#)
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10. **Public Comment***
11. **Adjournment**

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



RESOLUTION

Resolution Establishing Rules for Remote Attendance
by Board and Committee Members and Members of the Public
at Meetings Due to Coronavirus Pandemic

April 16, 2020

WHEREAS, on March 10, 2020, Governor Whitmer declared a state of emergency as a result of the Coronavirus outbreak; and

WHEREAS, on March 11, 2020, the World Health Organization declared the Coronavirus outbreak a pandemic; and

WHEREAS, on March 13, 2020, the President declared a National Emergency as a result of the Coronavirus outbreak; and

WHEREAS, the Michigan Department of Health and Human Services (MDHHS) has issued Interim Recommendations for COVID-19 Community Mitigation Strategies; and

WHEREAS, such strategies include encouraging staff to tele-work when feasible and implementing social distancing measures as feasible, including limiting in-person meetings, and to limit large work-related gatherings; and

WHEREAS, on March 18, 2020, Governor Whitmer issued Executive Order 2020-15 to suspend rules and procedures relating to physical presence at meetings and hearings of public bodies to allow for public bodies to continue to conduct public business during the COVID-19 emergency and the general public to continue to participate in government decision making without unduly compromising public health, safety, and welfare; and

WHEREAS, to implement MDHHS's mitigation strategies, allow the Board and its appointed committees to continue public business, and to allow the public to attend meetings of the Traverse Area District Library (TADL) Board and its appointed committees remotely if they desire, consistent and in compliance with Executive Order 2020-15, the Board desires to establish rules to authorize and allow its members and members of the public to attend meetings of the Board and its appointed committees by telephone or other electronic means as set forth in this Resolution;

WHEREAS, on April 9, 2020, Governor Whitmer with Executive Order 2020-42 extended all previous orders until April 30, 2020; and

NOW THEREFORE BE IT RESOLVED, that the Board immediately authorizes its members and members of its committees, and members of the public to attend all meetings of the Board or its committees by telephone or other electronic means and establishes rules as follows:

A. NOTICE OF MEETINGS:

1. For every meeting to be held remotely pursuant to this Resolution, the Library Director or designee shall post on the homepage of TADL's website in a conspicuous location and at TADL's main branch, the following:
 - a. An explanation of why the Board or committee is meeting remotely.
 - b. Contact information for all members along with information about how the public may contact the member(s) to provide input on any business that will come before the Board or committee.
 - c. The dial-in conference number or other necessary information for members of the public to utilize to access the meeting remotely.
 - d. The agenda for the meeting at least 18 hours prior to the meeting.
 - e. Procedures by which persons with disabilities may participate in the meeting.
2. If any meeting includes a public hearing, all material that will be considered by the Board or committee at the public hearing shall be posted or linked on the homepage of TADL's website in a conspicuous location as well as available for inspection at the TADL's main branch, not less than 18 hours prior to the public hearing or as otherwise required by law. This provision shall not apply to written public comments received by the Board or committee for the public hearing.

B. CONDUCT OF THE MEETING BY MEMBERS:

1. The telephone or other electronic technology being utilized shall allow the member to communicate to any other member in attendance and any member of the public or staff attending and shall allow any member, any member of the public, or staff attending to communicate with any member attending.
2. A members' remote attendance shall be considered attendance for the purpose of establishing a quorum.
3. Any vote by a member participating remotely pursuant to this resolution shall be counted in the total number of votes for any matter and shall not be held invalid for the reason that it was cast by a member remotely.
4. If any member is participating remotely, all votes on any matter shall be taken by roll call vote.

5. Adjournment of a meeting shall occur only on a roll call vote of the Board or committee.
6. A member participating remotely shall disclose any person or persons present in the same room as the member during their remote attendance. For closed sessions conducted under this policy, each member and authorized attendee of the closed session shall not allow anyone else to hear or view the closed session. All members and authorized attendees of the closed session shall affirm, before the closed session begins, that they are in compliance with this subsection.
7. Emails, texting, or other forms of electronic communication by or between members during the meeting shall not be allowed.
8. If an email, text or other form of electronic communication is received by a member, the Board or committee prior to the meeting or during the meeting related to any item on the agenda for the meeting, the email, text, or other electronic communication shall be read by the Board or committee or the member receiving the communication during the agenda item and it shall be addressed by the Board or committee as appropriate during the meeting.

C. ATTENDANCE BY MEMBERS OF THE PUBLIC:

1. Immediately after calling the meeting to order, the chair of the meeting shall insure that the dial-in number or other means of conducting the meeting remotely is working. If the dial-in number or other means of conducting the meeting remotely is not working, the meeting shall be immediately adjourned by the chair of the meeting without any decision or deliberation on any matter.
2. If the dial-in number or other means of conducting the meeting remotely is working, attendance shall be taken for all persons attending, including members of the public. If the number of persons in attendance, including Board or committee members, exceeds 100 the meeting shall be immediately adjourned without deliberation or a decision on any matter except to adjourn the meeting. If members of the public remotely join the meeting during the course of the meeting, they will be asked, but not required, to identify themselves and shall be added to the public attendance list for the meeting. No member of the public shall be required to identify themselves except as necessary to permit the person to participate in public comment.
3. If any member of the public is attending remotely, each member of the public shall be provided an opportunity to provide public comment during a public comment portion of the agenda pursuant to the rules of the Board or committee on public comment. Such opportunity shall be given by the chair of the meeting or such other

person as designated by the chair asking each individual attending by name whether they have any public comment (the "Roll Call Method") or such other method to ensure each member of the public attending has an opportunity to provide public comment as allowed by the remote meeting platform being utilized.

- a. **Roll Call Method.** If the Roll Call Method is utilized, the chair of the meeting or person designated by the chair shall not move to the next name or person for public comment unless the person verbally confirms that they have no comment or there is no response after at least thirty (30) seconds. At the conclusion of the Roll Call Method, the chair or person designated by the chair will inquire whether there is any further public comment of any member of the public attending that had not been called. Any member of the public not already called desiring to give public comment shall be permitted to provide public comment.
 - b. **Other Method.** If another method for providing public comment is utilized as allowed by the remote meeting platform, the chair or person designated by the chair shall utilize such methods as necessary to ensure all members of the public attending the meeting have an opportunity to provide public comment and shall not close public comment until the chair or person designated by the chair has ascertained that no member of the public has any further public comment.
4. If any member of the public is attending, and a closed session is called by the Board or committee as permitted by the Open Meetings Act, a separate call in number or other electronic means of remotely participating shall be available for the Board or committee to utilize for a closed session that is not available to the public, the chair of the meeting shall clearly indicate at what point in the agenda the closed session will occur, the projected length of the closed session, that the public will not be able to hear the Board or committee or provide comment during the closed session, and the Board or committee shall return to the public meeting following closed session to adjourn the meeting or take other action as necessary.

This Resolution is intended to establish rules for and authorize participation by remote access by members of TADL's Board and TADL's appointed committees and attendance by remote access by members of the public in the interest of the public health, safety, and welfare during the Coronavirus outbreak while preserving meaningful access to meetings and communication for the Board and its appointed committee members and members of the public, including members of the press and other news media.

In the event of a conflict between this Resolution and the rules of TADL or its appointed committees, the terms of this Resolution shall control.

This Resolution shall be effective immediately and shall remain in effect ~~until April 30, 2020 at 11:59 pm or so long as Executive Order 2020-42 is in effect, whichever is longer.~~ *for so long as an Executive Order allowing for remote meetings in in effect. (amended by Counsel)*

Ayes: 6

Opposed: none

Absent: 1

I, Stephanie Mathewson, Secretary of the Traverse Area District Library Board, do hereby certify that on April 16, 2020, the preceding resolution was adopted by the Traverse Area District Library Board.

Motion to adopt the resolution was introduced by: Odgers

And supported by: Vickery

Motion adopted Yes / No April 16, 2020 via virtual meeting
(date)

S. Mathewson, Board Secretary



RESOLUTION

Resolution Establishing Rules for Remote Attendance
by Board and Committee Members and Members of the Public
at Meetings Due to Coronavirus Pandemic

April 16, 2020

WHEREAS, on March 10, 2020, Governor Whitmer declared a state of emergency as a result of the Coronavirus outbreak; and

WHEREAS, on March 11, 2020, the World Health Organization declared the Coronavirus outbreak a pandemic; and

WHEREAS, on March 13, 2020, the President declared a National Emergency as a result of the Coronavirus outbreak; and

WHEREAS, the Michigan Department of Health and Human Services (MDHHS) has issued Interim Recommendations for COVID-19 Community Mitigation Strategies; and

WHEREAS, such strategies include encouraging staff to tele-work when feasible and implementing social distancing measures as feasible, including limiting in-person meetings, and to limit large work-related gatherings; and

WHEREAS, on March 18, 2020, Governor Whitmer issued Executive Order 2020-15 to suspend rules and procedures relating to physical presence at meetings and hearings of public bodies to allow for public bodies to continue to conduct public business during the COVID-19 emergency and the general public to continue to participate in government decision making without unduly compromising public health, safety, and welfare; and

WHEREAS, to implement MDHHS's mitigation strategies, allow the Board and its appointed committees to continue public business, and to allow the public to attend meetings of the Traverse Area District Library (TADL) Board and its appointed committees remotely if they desire, consistent and in compliance with Executive Order 2020-15, the Board desires to establish rules to authorize and allow its members and members of the public to attend meetings of the Board and its appointed committees by telephone or other electronic means as set forth in this Resolution;

WHEREAS, on April 9, 2020, Governor Whitmer with Executive Order 2020-42 extended all previous orders until April 30, 2020; and

NOW THEREFORE BE IT RESOLVED, that the Board immediately authorizes its members and members of its committees, and members of the public to attend all meetings of the Board or its committees by telephone or other electronic means and establishes rules as follows:

A. NOTICE OF MEETINGS:

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 - a. An explanation of why the Board or committee is meeting remotely.
 - b. Contact information for all members along with information about how the public may contact the member(s) to provide input on any business that will come before the Board or committee.
 - c. The dial-in conference number or other necessary information for members of the public to utilize to access the meeting remotely.
 - d. The agenda for the meeting at least 18 hours prior to the meeting.
 - e. Procedures by which persons with disabilities may participate in the meeting.
2. If any meeting includes a public hearing, all material that will be considered by the Board or committee at the public hearing shall be posted or linked on the homepage of TADL's website in a conspicuous location as well as available for inspection at the TADL's main branch, not less than 18 hours prior to the public hearing or as otherwise required by law. This provision shall not apply to written public comments received by the Board or committee for the public hearing.


B. CONDUCT OF THE MEETING BY MEMBERS:

1. The telephone or other electronic technology being utilized shall allow the member to communicate to any other member in attendance and any member of the public or staff attending and shall allow any member, any member of the public, or staff attending to communicate with any member attending.
2. A members' remote attendance shall be considered attendance for the purpose of establishing a quorum.
3. Any vote by a member participating remotely pursuant to this resolution shall be counted in the total number of votes for any matter and shall not be held invalid for the reason that it was cast by a member remotely.
4. If any member is participating remotely, all votes on any matter shall be taken by roll call vote.

5. Adjournment of a meeting shall occur only on a roll call vote of the Board or committee.
6. A member participating remotely shall disclose any person or persons present in the same room as the member during their remote attendance. For closed sessions conducted under this policy, each member and authorized attendee of the closed session shall not allow anyone else to hear or view the closed session. All members and authorized attendees of the closed session shall affirm, before the closed session begins, that they are in compliance with this subsection.
7. Emails, texting, or other forms of electronic communication by or between members during the meeting shall not be allowed.
8. If an email, text or other form of electronic communication is received by a member, the Board or committee prior to the meeting or during the meeting related to any item on the agenda for the meeting, the email, text, or other electronic communication shall be read by the Board or committee or the member receiving the communication during the agenda item and it shall be addressed by the Board or committee as appropriate during the meeting.


C. ATTENDANCE BY MEMBERS OF THE PUBLIC:

1. Immediately after calling the meeting to order, the chair of the meeting shall insure that the dial-in number or other means of conducting the meeting remotely is working. If the dial-in number or other means of conducting the meeting remotely is not working, the meeting shall be immediately adjourned by the chair of the meeting without any decision or deliberation on any matter.
2. If the dial-in number or other means of conducting the meeting remotely is working, attendance shall be taken for all persons attending, including members of the public. If the number of persons in attendance, including Board or committee members, exceeds 100 the meeting shall be immediately adjourned without deliberation or a decision on any matter except to adjourn the meeting. If members of the public remotely join the meeting during the course of the meeting, they will be asked, but not required, to identify themselves and shall be added to the public attendance list for the meeting. No member of the public shall be required to identify themselves except as necessary to permit the person to participate in public comment.
3. If any member of the public is attending remotely, each member of the public shall be provided an opportunity to provide public comment during a public comment portion of the agenda pursuant to the rules of the Board or committee on public comment. Such opportunity shall be given by the chair of the meeting or such other



person as designated by the chair asking each individual attending by name whether they have any public comment (the "Roll Call Method") or such other method to ensure each member of the public attending has an opportunity to provide public comment as allowed by the remote meeting platform being utilized.

- a. Roll Call Method. If the Roll Call Method is utilized, the chair of the meeting or person designated by the chair shall not move to the next name or person for public comment unless the person verbally confirms that they have no comment or there is no response after at least thirty (30) seconds. At the conclusion of the Roll Call Method, the chair or person designated by the chair will inquire whether there is any further public comment of any member of the public attending that had not been called. Any member of the public not already called desiring to give public comment shall be permitted to provide public comment.
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4. If any member of the public is attending, and a closed session is called by the Board or committee as permitted by the Open Meetings Act, a separate call in number or other electronic means of remotely participating shall be available for the Board or committee to utilize for a closed session that is not available to the public, the chair of the meeting shall clearly indicate at what point in the agenda the closed session will occur, the projected length of the closed session, that the public will not be able to hear the Board or committee or provide comment during the closed session, and the Board or committee shall return to the public meeting following closed session to adjourn the meeting or take other action as necessary.



This Resolution is intended to establish rules for and authorize participation by remote access by members of TADL's Board and TADL's appointed committees and attendance by remote access by members of the public in the interest of the public health, safety, and welfare during the Coronavirus outbreak while preserving meaningful access to meetings and communication for the Board and its appointed committee members and members of the public, including members of the press and other news media.

In the event of a conflict between this Resolution and the rules of TADL or its appointed committees, the terms of this Resolution shall control.

This Resolution shall be effective immediately and shall remain in effect ~~until April 30, 2020 at 11:59 pm or so long as Executive Order 2020-42 is in effect, whichever is longer.~~
for an Executive Order allowing for remote meetings is in effect.

Ayes: 6
Opposed: 0

I, Stephanie Mathewson, Secretary of the Traverse Area District Library Board, do hereby certify that on April 16, 2020, the preceding resolution was adopted by the Traverse Area District Library Board.

Motion to adopt the resolution was introduced by: Odgers

And supported by: Vickery

Motion adopted Yes / No 4-16-20
(date)


S. Mathewson, Board Secretary



RESOLUTION

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at Meetings Due to Coronavirus Pandemic

April 16, 2020

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WHEREAS, such strategies include encouraging staff to tele-work when feasible and implementing social distancing measures as feasible, including limiting in-person meetings, and to limit large work-related gatherings; and

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In the event of a conflict between this Resolution and the rules of TADL or its appointed committees, the terms of this Resolution shall control.

This Resolution shall be effective immediately and shall remain in effect until April 30, 2020 at 11:59 pm or so long as Executive Order 2020-42 is in effect, whichever is longer.

Ayes:

Opposed:

I, Stephanie Mathewson, Secretary of the Traverse Area District Library Board, do hereby certify that on April 16, 2020, the preceding resolution was adopted by the Traverse Area District Library Board.

Motion to adopt the resolution was introduced by: _____

And supported by: _____

Motion adopted Yes / No _____
(date)

S. Mathewson, Board Secretary



TRAVERSE AREA DISTRICT

LIBRARY

Board of Trustees Regular Meeting

MINUTES (approved)

Thursday, February 20, 2020 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), Mathewson (Secretary), Sullivan (Treasurer), Wescott and Vickery (Trustees). Also present were: Zeits (Counsel – arrived at 4:34pm), Howard (Director); Radjenovich (Business Manager); and Carpenter (Staff).

2. Pledge of Allegiance

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

3. Welcome of new Trustees and Oath of Office

President Jones welcomed Marylee Pakieser, new trustee as appointed by the City of Traverse City, for a term ending December 31, 2020. Secretary Mathewson performed the Oath of Office with Pakieser responding affirmatively.

4. Approval of Agenda

It was MOVED by Vickery, SUPPORTED by Odgers, to approve the agenda as presented. Motion CARRIED.

5. Public Comment

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

6. Approval of Minutes

a. Regular Meeting of December 19, 2019

It was MOVED by Westcott SUPPORTED by Sullivan to approve the regular meeting minutes of January 16, 2020 as presented. Motion CARRIED.

7. Reports and Communications

a. Director Report

Howard confirmed her written report and added the following:

- Howard was pleased to report that visitors to the library increased by 2% in January, which is the first increase in quite a while.
- Several staff members were commended and thanked for their quick response and action assisting in administering life-saving chest compressions for a patron in a serious medical situation until the EMS arrived and took over.
- Howard will be attending the annual Public Library Association Conference at the end of the month and will be participating in the MLA Leadership Class of 2020 in March. She values the importance of education and believes these opportunities will be beneficial as strategic planning gets underway.
- Multiple staff members will be attending the Small and Rural Library Conference in April and paid for with grant money from Northland Library Cooperative.
- Howard spoke with a local group of women who were instrumental to the Citizens For Libraries who plan to compile and preserve the stories of the history of the library in our community in the form of a book.

President Jones noted appreciation for the inclusion of the monthly Administrative Reports in the board packet. A brief discussion ensued regarding some of the content from the reports and Jones gave recognition to staff members Hatch, on pioneering a board game collection at TADL, and to O'Shea for her skill in finding a rare MP3 file in Ukrainian to fulfill a patron request.

b. *Financial Reports*

Radjenovich provided a review of the 2019 year-end expense and revenue reports. She reported that overall TADL did a lot of great things throughout 2019 and stayed under budget. Revenues over expenses are approximately \$256K, with final figures available following the upcoming audit.

Radjenovich then provided brief commentary on the January 2020 financials noting that revenues are over \$505K to date, which is average for this point in the year. Sales were down over last year; however the 20th Anniversary Gala had taken place at this time last year making sales higher for 2019. Expenses are on par as well. Health and hospital expenses appear high because employee HSA payouts are made at the beginning of the year. Radjenovich also noted that the MERS unfunded pension liability payment is at a higher rate due to prior board approval to pay the higher amount.

Following a question about pending tax captures, Zeits confirmed that TADL has committed to filing a resolution to opt out of those that may be requested by the City.

Wescott inquired whether or not the library has had, or would consider, an endowment fund. Discussion followed with no commitment at this time.

c. *Member Library Reports*

- Julie Kintner, Director of Fife Lake Public Library (FLPL), reported that all seats on the FLPL board are up for election in 2020. Kintner expressed appreciation for the contractual money received as a member library and for all the support and sharing that allows the small library of Fife Lake to operate like a large Class 6 library. Kintner noted that the Census will be a very important for the community since many do not have internet access and will rely on the library for participation.

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

d. *Committee Reports*

President Jones noted that the newly combined Finance and Facilities and Services Committee had not met.

- Policy and Personnel Committee –Mathewson reported that the committee had met and discussed and recommends all polices later on the agenda. She also noted that after receiving all the Director evaluations forms from the trustees they will be compiled and discussed prior to providing a performance review to Director Howard.

e. *Other Reports and Communications*

- Friends' Report – Doug Weaver, TADL Friends Board President
Weaver reported that the Friends have a multitude of events coming, including the annual media sale on March 13-14 with over 6000 items for sale and they are planning a Harry Potter fundraiser for adults with games, food music and more. The annual meeting is scheduled for April 15th and will be similar in format to the past year. There will be two vacancies on the Friends board at the end of May.

President Jones inquired whether the Friends had considered creating a Foundation. Weaver will take the idea back to the Friends board for discussion.

8. Old Business

a. *March 10, 2020 East Bay Branch Closure for Election Precinct Approval*

It was MOVED by Odgers, SUPPORTED by Wescott to amend the 2020/2021 Closure Dates Schedule to include March 10, 2020 East Bay Branch closure if it is needed for an election precinct. Motion CARRIED.

b. *Policy Revision – 3.1 Borrowing Privileges*

Howard noted that the revisions to the borrowing policy were housekeeping measures in the language and type of payment option available. It was MOVED by Sullivan, SUPPORTED by Mathewson to approve the amendments to policy 3.1 Borrowing Privileges as recommended by the Policy Committee. Motion CARRIED.

c. *Policy Revision – 3.21 Fines and Lending Periods*

Howard noted that the small changes to the fines and lending periods requested must be made by board approval as per policy, however can be a cumbersome and untimely process and that the policy committee is considering allowing these types of changes in the future to fall under the scope of operational decisions by the library Director. It was MOVED by Mathewson, SUPPORTED by Westcott to approve amendments to policy 3.21 Fines and Lending Periods as recommended by the Policy Committee. Motion CARRIED.

d. *Policy Revision – 3.3 Unlimited borrowing Privileges*

Howard noted that lending and presentation equipment has been excluded under the borrowing privileges with a limited card due to the potential hardship of loss and the difficulty in retrieving an item since most of the limited use borrowers are transient in nature. It was MOVED by Jones, SUPPORTED by Sullivan to approve the amendments to policy 3.3 Limited Borrowing Privileges as recommended by the Library Director. Motion CARRIED.

e. *Policy Revision – 4.1 Behavior Policy*

Howard noted that following an incident where a patron's items were stolen it was discovered that the policy did not allow the library to take any recourse regarding the offense and by adding the word 'on' to item 1 under Category A would resolve that limitation in the future. It was MOVED by Wescott, SUPPORTED by Odgers to approve the amendment to policy 4.1 Behavior Policy as recommended by the Library Director. Motion CARRIED.

f. *Policy Revision – 4.8 Computer and Internet Acceptable Use Policy*

Howard noted that the revision to the computer internet acceptable use policy was to allow those without some form of ID, as is required for full computer accessibility, to still have some form of computer access. It was MOVED by Mathewson, SUPPORTED by Sullivan to approve the amendment to policy 4.8 Computer and Internet Acceptable Use Policy as recommended by the Policy Committee. Motion CARRIED.

g. *MOU between TADL and TCAPS*

Howard provided a brief review of the agreement, noting that the agreement has been passed by one committee at TACPS already. Zeits also noted that the students would also initially have their current fines waived once they get a TADL library card. It was MOVED by Wescott, SUPPORTED by Mathewson that the Library Director execute a Memorandum of Understanding with Traverse City Area Public Schools (TCAPS) providing library cards to TCAPS students with such agreements subject to approval as to their substance by the Library Director and their form by the Library Attorney. Motion CARRIED.

9. **New Business**

a. *New Policy – 3.7 Wi-Fi Hotspot Lending Policy*

Howard noted that the new Wi-Fi policy presented for approval was drafted along with Zeits and was a combination of hotspot lending policies used by comparable libraries. Morey, Assistant Director for Technology, provided insight as to the details and process of reaching this point in the possibility of offering hotspots for TADL patrons and he noted that the hotspots will not be a solution for those without access to cellular services, as is the case for some areas in the Fife Lake community. It was MOVED by Wescott, SUPPORTED by Mathewson to approve the new policy 3.7 Wi-Fi Hotspot Lending as recommended by the policy Committee. Motion CARRIED.

b. *New Policy – 4.10 Opioid Antagonist Administration Policy and Procedures*

Howard noted as the opioid epidemic has increased, Michigan has passed a law that would hold the library staff immune from any criminal and civil liability for administering an opioid antagonist in the event of a perceived overdose. Narcan, and opioid training, was provided to the staff at the February staff in-service however staff can't be required to administer the antagonist. It was MOVED by Mathewson, SUPPORTED by Vickery to approve the new policy 4.10 Opioid Antagonist Administration Policy and Procedures as recommended by the Policy Committee. Motion CARRIED.

Pakieser, a Registered Nurse, emphasized that CPR is most important, no matter what the medical scenario, if a person is found not breathing, and suggested that all staff have some kind of CPR and first aid training.

c. *Resolution -2019 Revised Final Budget Amendment*

Howard noted that a new revised amendment resolution was given to the trustees at the start of the meeting, wherein a final budgetary adjustment and transfer of \$30K from Other Services and Charges to Supplies was requested. It was MOVED by Sullivan, SUPPORTED by Westcott to adopt the Revised 2019 Final Budget amendment as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 aye.

10. **Public Comment**

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

Jones suggested that a formal photo be taken of the entire board of trustees to use for communication purposes along with a TADL board membership news release. The trustees agreed to do that at the next board meeting.

11. **Adjournment**

With a motion by Odgers, supported by Wescott, President Jones adjourned the meeting at 5:31pm.

Respectfully submitted,

Approved by board vote on April 16, 2020

V. Carpenter, Recording Secretary

S. Mathewson, Board Secretary



Board of Library Trustees Regular Meeting
Library Director Report
 Meeting Date: **March 19, 2020**

TRAVERSE AREA DISTRICT
LIBRARY

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
February 2019	179,914	37,636	217, 550
February 2020	178,397	39,867	218, 264

Lending

Physical item circulation slightly decreased in February from the previous year by -.01% TADL-wide. As of the end of February, circulation of physical items at the Main Library accounted for 81.2% of the total. Interlochen stands at 5.9% followed by Kingsley with 5.5%, East Bay with 3.7%, Peninsula with 2.1%, and Fife Lake with 1.6% of year-to-date circulation.

E-Book, magazine, downloadable audiobook and database utilization

In February, electronic use accounted for 18.2% of all collection utilization versus 17.2% for February 2019. Year-to-date usage of electronic resources increased 6% from 2019.

Visitors – Woodmere, East Bay and Kingsley Facilities

In February 2020, an average of 1,571 visitors per day visited our main library and two branches vs. 1,504 in 2019. This represents a 4.43% increase from last February. Wednesday, February 19th was the busiest day with 2,000 patrons walking through the doors of the Main Library and two branches. Overall, there were 43,979 visits to our libraries in February.

Public Computing

In January, there was an increase in PC Usage by 9.6%. Chromebook use is up 22% in February 2020 compared to February 2019.

Additions to the Collection

In February 2020, 2,510 items were added to the collection compared to 2,231 in February 2019. Adult Services has started shifting the nonfiction collection so it's a little disorganized right now but will be better soon!

Finances

February has been spent starting up the New Fiscal Year and still closing out January. Deb will have a complete report at our meeting.

Facilities



We are still waiting for final assessment of the roof. With the Coronavirus pandemic upon us, we are diligently working to clean and sanitize the library as often as possible.

Please see Bruce's report for a full listing of facilities projects.

Other News

February was busy for me attending the Public Library Association Conference. It was wonderful in so many ways. The pre-conference about strategic planning was particularly useful. I made some good connections with other librarians and got to see a truly remarkable public library: Nashville Public Library.

After returning from Nashville, Nicco Pandolfi a librarian from NMC and I did a presentation about Misinformation and Disinformation in conjunction with the League of Women Voters. It was well received by the audience.

The Census 2020 is ready to kick-off. We are working with our community partners for a big launch on April 1st.

Lastly, with the Coronavirus pandemic upon us, we are focusing ways to maintain a healthy and safe environment for staff and patrons.

TADL Operations

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



Think Spring!

Michele P. Howard
Library Director





Board of Library Trustees Regular Meeting

Library Director Report

Meeting Date: April 16, 2020

TRAVERSE AREA DISTRICT

LIBRARY

Library Activity

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Circulation Transactions			
Year-to-date activity			
As of month end	Print/audio/video Circulation	Electronic books/audio/video	Total Circulation/Electronic Usage
March 2019	277,313	57,778	335,091
March 2020	222,814	60,161*	282,975

Lending

Physical item circulation only decreased in March from the previous year by -19% TADL-wide even though we were closed for over half the month due to the Coronavirus pandemic! I think it was because of the last-minute rush to get books before we closed. As of the end of March, circulation of physical items at the Main Library accounted for 80.9% of the total. Interlochen stands at 5.9% followed by Kingsley with 5.5%, East Bay with 3.8%, Peninsula with 2.2%, and Fife Lake with 1.7% of year-to-date circulation.

E-Book, magazine, downloadable audiobook and database utilization

*These number are incomplete but will be updated in May. In March, electronic use accounted for 21.2% of all collection utilization versus 17% for March 2019. Year-to-date usage of electronic resources increased 4.5% from 2019.

Visitors – Woodmere, East Bay and Kingsley Facilities

In March 2020, an average of 1,647 visitors per day visited our main library and two branches vs. 1,559 in 2019. This represents a 5.66% increase from last March per day. Tuesday, March 3rd was the busiest day with 2,082 patrons walking through the doors of the Main Library and two branches. Overall, there were 21,415 visits to our libraries in March which is a 55.7% decrease in visitors because of the pandemic closure.

Public Computing

In March, there was a decrease in PC Usage by 55.8% because of the pandemic closure. Chromebook use is down 59% in March 2020 to March 2019.

Additions to the Collection

In March 2020, 1,799 items were added to the collection compared to 2,149 in March 2019.

Finances

March has been a difficult month for finances. While we see decreases in costs because we are closed, there is definitely some apprehension about other revenues that are expected. Deb and I are working closely to create scenarios to adjust the budget.

Facilities

Bruce and I met with the whole crew about the roof just as the Stay-At-Home Order was announced by the governor. We have a plan to move forward once we can get crews back in the building. The architect is confident we will not need a cold roof but will know more once we can get the finishing tests done in the roof/cold space.

Please see Bruce's report for a full listing of facilities projects.

Minor Policy Changes

Recently a few errors of form (typos) were discovered in two policies, 3.7 Wi-Fi Hotspot Lending Policy Revisions and 4.10 Opioid Antagonist Administration Policy and Procedures. These are minor changes and do not require a full Board vote, but I am merely acknowledging these changes to the policies that will be updated and signed by Board Secretary Mathewson.

Other News

What started as a wonderful month with me attending the Michigan Library Association Leadership Conference, and a visit from an astronaut to our library, ended with the strangest events in our library's history and all of our lives.

As you know on March 13th, I made the decision to close the library with the consultation of President Jones. I will tell you, running a closed library is more work than running an open library. Plus everyone thinks we are not working but many of us are working harder than ever! There are endless emails, law changes, Zoom meetings, and many other things to consider. The staff is working incredibly hard to maintain services as you read in their department reports. While our doors are closed, we are still working very hard to meet the needs of our community.

On March 14th, I was invited to join the GT County Joint Operations Committee. We have met every day since then at 10am. It is a group of about 50-70 community leaders and members who are working together during the Coronavirus pandemic. It is useful for me to listen to the group and offer help where needed. Based on those meetings, the staff and I have done the following:

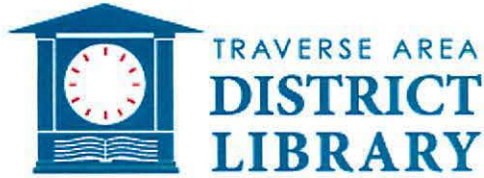
- Expanded access to many of the existing TADL databases
- Expanded our video tutorials including knitting
- We continue to work on Census 2020 grantee group
- Loaned out 2 Wi-Fi hot spots to City of Traverse City Staff
- Loaned out 6 Chromebooks to help BATA staff working from home
- Dropped off books, puzzles and other items to the Kingsley School Staff to distribute to kids
- Updated our website to assist patrons finding relevant resources
- Donated a car load of puzzles to the Commission on Aging to be distributed with food for seniors
- Donated a box of books, puzzles and coloring sheets to Safe Harbor
- Collaborated with NWS to include essays submitted to our Digital Local History Collection
- Distributed 3D printed face shields to the Health Department.
- Been in contact with TCAPS about Wi-Fi services for students.

TADL Operations

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

Stay Well!

Michele P. Howard
Library Director



Administrative Reports
for the month of February
(March 19, 2020 Board Meeting)

Adult Services

Adult Services offered 28 programs during the month of February with almost 200 patrons attending. The Jigsaw Puzzle Tournament and ConsiderThis discussion both had around 40 people in attendance. In addition, there were 2 outreach events, one book group and MakerFest, where we reached an additional 412 people.

AS Coordinator Melissa attended the Public Library Association (PLA) Conference in Nashville this month. She attended at least a dozen information sessions and author presentations. Her favorite sessions (besides the ones where she got to hear authors tell humorous stories about their lives and books) were one on helping staff to set healthy boundaries with patrons and another about two libraries that created a binder and a database to help staff with procedures and phrases for dealing with difficult situations. Melissa is excited to share what she learned with staff and figure out how it might be applicable at TADL.

This month Adult Services staff, with a major assist from Bruce Bennett, began the immense project of shifting and moving the nonfiction collection. The goal of this project is to reorganize and simplify the flow of the call numbers. This will allow for easier browsing and finding by patrons and shelving by page staff. Based on a suggestion by Librarian Katheryn Carrier, Melissa contacted the TCAPS High School National Honor Society Faculty Advisor and put in a request for volunteers to help with the shifting. By the end of the month, we had 10 members of the TCAPS HS National Honor Society come for a total of almost 20 hours of volunteer time. Their help has certainly enabled the project to move along much faster than initially anticipated. Two pages, Raechel Lenz and Chloe Lick, have been working really hard to move the nonfiction books with the volunteers, while the remainder of the page staff have been picking up their pace with shelving returned materials while their colleagues are working on this special project.

We answered 2,448 questions during the month of February.

Melissa McKenna
Adult Services Coordinator

Youth Services

Youth Services had a banner month of programming during February, as we kicked off the ExoLab on the ISS program, celebrated our reading families with our annual 1000 Books Before Kindergarten celebration, and collaborated and created at the 4th annual TADL MakerFest.

The ExoLab on the ISS is a joint program between TADL's Main Library and the East Bay and Kingsley Branch Libraries in collaboration with Magnitude.io aimed at inspiring curiosity about

space in learners of all ages and persuasions. ExoLab 7, Magnitude.io's current iteration, focus on the effects of microgravity on the cowpea or black eyed pea, a nutrient-rich bean which may prove useful to longer space missions. Our experiment is on display in front of the Youth Department, with a monitor comparing the Earth version and the International Space Station version. Recent coverage on 9&10 News morning program and the 4 has increased patron and regional interest. We are grateful to Magnitude.io's continued support as well as the support of the Michigan Space Grant Consortium in bringing this experiment to TADL, the first public library Magnitude.io has worked with. Our experiment will be on display through April 2nd and TADL Youth staff will continue with space-oriented programming throughout March.

Youth Services also celebrated families in our [1000 Books Before Kindergarten](#) program. Families engaged in several "1000" themed activities, including the 1000 bubble stomp, 1000 object wall, 1000 dots page, and many more. Each family also received a book to take home. We finished the day with a celebratory slideshow of our 80+ program finishers. In total, the program has encouraged over 165,000 books read to preschool aged children.

Youth Services also celebrated the 4th annual [TADL MakerFest](#) on February 29th at the Grand Traverse Resort and Spa, due to collaborations with Quarkmine STEM Education, the VEX Robotics State Championship, and the STEAM/Maker Alliance of Northwest Michigan. Forty different regional STEAM and Making exhibitors were on hand in the Michigan Ballroom that day engaging families of all ages in hands-on activities, science, and making. Collaborations with the Great Lakes Children's Museum and 5toOne Great Start led to an immensely expanded and supported Littles MakerSpace (ages 2-6). New to this year's MakerFest was the Student Project Forum, with projects from middle and high school students across the 5 county region. Almost 1,200 community members attended this year's MakerFest and feedback about the event was very positive. We look forward to organizing next year's event and are hoping to continue our collaboration with each of our partners.

In February, we engaged 561 community members (young, middle, and grandparents) during our 22 Early Literacy programs. For our afterschool programs, we saw over 1,535 community members during 17 programs (the vast majority being for the TADL MakerFest). We also answered 1,387 questions at the Youth Services desk, including 1,106 walk-in, 268 phone, and 13 digital.

Submitted by Andy Schuck
Coordinator of Youth Services

Marketing and Communications

While the marketing manager position is open, Michele is doing all Marketing and Communications. Listed below are some of the media coverage in February 2020.

- [GTPulse: Traverse Area District Library Debuts the City's First Public 3D Printer](#) TV 9&10 Feb. 3, 2020
- [Seoul Sisters: Women adopted in Michigan find out they're related through DNA test](#) UpNorthLive.com Feb. 3, 2020
- [Traverse Area District Library features 3D printer for public use UpNorthLive.com](#) Feb. 10, 2020

- [Traverse City Library Staff Helps Unresponsive Woman Found on Bathroom Floor](#) TV 9& 10, February 24, 2020
- [TADL staff save woman from OD](#). Record Eagle, February 23. 2020
- [Editorial: Librarians save the day](#) Record Eagle, February 25, 2020

Sight & Sound

We continue to get great patron interactions with the Library of Things and 3D printer displays in the two S&S display cabinets. Patrons approach the S&S Service desk with all sorts of fun comments. "Wow, I had no idea a Library could offer me all these cool services!" and "This is an amazing service!"

- Cinema Curiosa presented: Blue Note Records: Beyond the Notes, this documentary was well received and we hosted 66 patrons. I've received many compliments at each of the CC screenings this year.
- Keith and our amazing staff have stepped up and changed out 14 thousand old yellow, brittle, jewel boxes in the second round of our TADL Friends media repackaging effort. It's nice to have Friends!!
- All that change precipitated lots of consolidation of the collections, so they take up ½ the space on the shelf. Keith and our crew have done a fantastic job of consolidating and shifting our collections. Yea!
- Keith and I ordered a year's worth of DVD Packaging from our vendors.
- Keith has processed heavy Donations in the last month. Boxes and boxes of new media for the TADL Friends.
- I ordered a round of new equipment for the Library of Things. Extra copies of Glockenspiels (kids xylophones), keyboards, photo scanners. I also added some new items: mini amps, thumb pianos and Tibetan singing bowls. The new item's have been very popular!
- I worked with Scott, Bill and Betsy to add the full public meeting room application to the OPAC computers in S&S for McGuire Room applications. We also added a Staff meeting room application specifically suited to the needs of TADL Programing Staff.

TADL Meeting Room Stats February 2020

Total: 155

TADL meetings: 20

Personal/Outside Group Meetings: 135

Paid Meetings: 5

Unpaid Meetings: 150

Walk-ins: 62

Advance Reservation: 93

Number of Meetings by Rm February 2020

McGuire Room: 17

Thirlby Room: 64

Study Room D: 74

On Aaron's Desk: McGuire Room AV audio, Performance Evaluations, New equipment

preparation, Staff meetings.

Thanks for reading. Aaron

Circulation

We had some changes in Circ. Melanie Ackerman retired on March 1st. We are happy for her but she will be missed! We held interviews for her position plus a new position in Circulation. I would like to welcome Pam Mingus and Bret Boulter to the team.

TADL had our annual in-service on 2/17. It was a good one.

TADL-wide we sent out 1,577 items and received 1,990.

Anita Chouinard
Circulation Coordinator

Facilities

Inspections

1. The Inergen Fire System in the server room was tested. We have one tank which is losing pressure and may need to be replaced.
2. The emergency phone in the staff elevator was repaired.

Repairs & Replacements

1. I replaced the pre-filters in both air handlers. This is done twice a year.
2. The last of the easy chairs on the 2nd floor were reupholstered. They were all done with waterproof crypton cloth.
3. When pressure gauges were installed on the humidifiers water feed lines it was determined the pressure was too high. We will be adding pressure reducing valves and water hammer arresters to solve the problem.

Icing/Ventilation Project

1. As we still have too much heat in the attic, we will be getting a quote on pressurizing the building and using thermal imaging to identify heat sources in the unconditioned space. We will also be looking for ways to exhaust more air from the attic area.
2. Because it has been such a mild winter it has been difficult to determine how well we have affected the icing problem. I hope to have an informed recommendation by next month on whether we should re-shingle the roof this year.

Bruce Bennett
Facilities Manager

Technology

MakerFest - The technology department was happy to participate in TADL's MakerFest at the Grand Traverse Resort on 2/29. Two members of the technology team were onsite for the event demonstrating the district's new 3D printing service. Our table got a lot of visitors, many of whom had never seen a 3D printer before. Several visitors indicated that they were very excited that the library provided access to this kind of technology and planned to start using the service.

We also noticed an uptick in 3D printing requests directly after the event.

Web Accessibility - In early 2019, we received notification that Kalkaska County Library (KCL) had received a complaint from the Office of Civil Rights (OCR) regarding website accessibility. We never heard anything further until a few weeks ago. After a conference call with an attorney from OCR, it became clear that complaint was part of mass filing and was likely not due to any specific issues a patron had with KCL's website. That said, there were a series of changes we needed to make to resolve the complaint. At the time of this writing most of the requested changes have been made and we anticipate having all work complete within the next day or two. After that we will let OCR know, they will review our work, and hopefully dismiss the complaint without further

- Scott Morey, Asst. Director for Technology

TADL Talking Book Library

Senior Outreach visits to patrons at Boardman Glens, Orchard Creek, Cherry Hill Haven and Bay Ridge senior living and assisted living facilities continued as usual this month. We served 69 patrons directly, who otherwise would not have access to library services. During the visits, I checked out materials, provided one-on-one readers' advisory and reference services, and personally delivered audiobooks to Talking Book Library patrons.

At Tuesdays @ Two book club, where TBL and TADL patrons gather together, a group of 8 discussed *Treasure Island* by Robert Louis Stevenson. Reviews of the novel were mixed, but we did enjoy discussing its historical and cultural context as well as our favorite chapter books from childhood.

This month I began experimenting with Braille labeling, using a specialized Braille label maker with adhesive tape. My intention is to eventually provide Braille labels for our custom downloaded book cartridges that are created in-house. While our Braille readers are a relatively small group, I hope to provide the best support for using and reading our materials in a meaningful way.

At the February gathering of the Visually Impaired Persons support group, we discussed upcoming training and technology opportunities, a new local rehabilitation practice, and self defense training for those with low to no vision.

Polly O'Shea
TBL Librarian

East Bay Branch Library

Special events at East Bay in the month of February included several drop in programs including Valentine making, a Valentine party, and a MakerFest Craft day. Our regular story time programs, and GTI partnered programs and our monthly book club were also very well attended. We are participating in the ExoLab program with TADL Main and Kingsley Branch Libraries replicating a cowpea growth experiment on the International Space Station. We hosted 14 programs and events, answered 958 questions and circulated 3,200 items this month.



Rosie May
Branch Manager
East Bay Branch Library

Kingsley Branch Library


Passive programming at Kingsley included the ExoLab program, in conjunction with TADL Main and East Bay Branch, with an accompanying display, and a display for Black History Month. Special programs included a visit from the traveling planetarium of the Michigan Science Center as a joint program between Kingsley Area Schools' preschool and our own Wiggles program, which was sponsored by PNC Bank of Traverse City; our monthly "Drop Everything and Craft!" program saw record attendance, with 2 teens and 8 adults, and the growth of this program is all thanks to word-of-mouth by attendees; and a "Frozen II" release party, where many of our young patrons dressed up and enjoyed a themed popcorn bar, literacy-oriented crafts and games, as well as a showing of the movie.

We are looking forward to March Reading Month, which is another fantastic collaborative program between our library and Kingsley Area Schools!

Respectfully submitted,



Amy Barritt
Kingsley Branch Manager



APR 16 2020



Board of Library Trustees Regular Meeting
Library Director Report
 Meeting Date: **April 16, 2020**

TRAVERSE AREA DISTRICT
LIBRARY

Library Activity

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March 2020	222,814	60,161*	282,975

Lending

Physical item circulation only decreased in March from the previous year by -19% TADL-wide even though we were closed for over half the month due to the Coronavirus pandemic! I think it was because of the last-minute rush to get books before we closed. As of the end of March, circulation of physical items at the Main Library accounted for 80.9% of the total. Interlochen stands at 5.9% followed by Kingsley with 5.5%, East Bay with 3.8%, Peninsula with 2.2%, and Fife Lake with 1.7% of year-to-date circulation.

E-Book, magazine, downloadable audiobook and database utilization

*These number are incomplete but will be updated in May. In March, electronic use accounted for 21.2% of all collection utilization versus 17% for March 2019. Year-to-date usage of electronic resources increased 4.5% from 2019.

Visitors – Woodmere, East Bay and Kingsley Facilities

In March 2020, an average of 1,647 visitors per day visited our main library and two branches vs. 1,559 in 2019. This represents a 5.66% increase from last March per day. Tuesday, March 3rd was the busiest day with 2,082 patrons walking through the doors of the Main Library and two branches. Overall, there were 21,415 visits to our libraries in March which is a 55.7% decrease in visitors because of the pandemic closure.

Public Computing

In March, there was a decrease in PC Usage by 55.8% because of the pandemic closure. Chromebook use is down 59% in March 2020 to March 2019.

Additions to the Collection

In March 2020, 1,799 items were added to the collection compared to 2,149 in March 2019.

Finances

March has been a difficult month for finances. While we see decreases in costs because we are closed, there is definitely some apprehension about other revenues that are expected. Deb and I are working closely to create scenarios to adjust the budget.

Facilities

Bruce and I met with the whole crew about the roof just as the Stay-At-Home Order was announced by the governor. We have a plan to move forward once we can get crews back in the building. The architect is confident we will not need a cold roof but will know more once we can get the finishing tests done in the roof/cold space.

Please see Bruce's report for a full listing of facilities projects.

Minor Policy Changes

Recently a few errors of form (typos) were discovered in two policies, 3.7 Wi-Fi Hotspot Lending Policy Revisions and 4.10 Opioid Antagonist Administration Policy and Procedures. These are minor changes and do not require a full Board vote, but I am merely acknowledging these changes to the policies that will be updated and signed by Board Secretary Mathewson.

Other News

What started as a wonderful month with me attending the Michigan Library Association Leadership Conference, and a visit from an astronaut to our library, ended with the strangest events in our library's history and all of our lives.

As you know on March 13th, I made the decision to close the library with the consultation of President Jones. I will tell you, running a closed library is more work than running an open library. Plus everyone thinks we are not working but many of us are working harder than ever! There are endless emails, law changes, Zoom meetings, and many other things to consider. The staff is working incredibly hard to maintain services as you read in their department reports. While our doors are closed, we are still working very hard to meet the needs of our community.

On March 14th, I was invited to join the GT County Joint Operations Committee. We have met every day since then at 10am. It is a group of about 50-70 community leaders and members who are working together during the Coronavirus pandemic. It is useful for me to listen to the group and offer help where needed. Based on those meetings, the staff and I have done the following:

- Expanded access to many of the existing TADL databases
- Expanded our video tutorials including knitting
- We continue to work on Census 2020 grantee group
- Loaned out 2 Wi-Fi hot spots to City of Traverse City Staff
- Loaned out 6 Chromebooks to help BATA staff working from home
- Dropped off books, puzzles and other items to the Kingsley School Staff to distribute to kids
- Updated our website to assist patrons finding relevant resources
- Donated a car load of puzzles to the Commission on Aging to be distributed with food for seniors
- Donated a box of books, puzzles and coloring sheets to Safe Harbor
- Collaborated with NWS to include essays submitted to our Digital Local History Collection
- Distributed 3D printed face shields to the Health Department.
- Been in contact with TCAPS about Wi-Fi services for students.

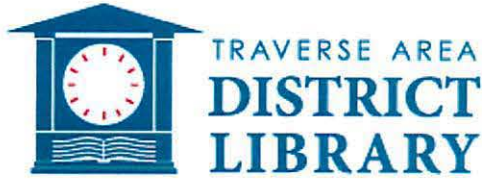


TADL Operations

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

Stay Well!

Michele P. Howard
Library Director



Administrative Reports
for the month of March
(April 16, 2020 Board Meeting)

Adult Services

Adults Services staff is continuing to provide services to our patrons by monitoring and answering the emails sent to ask@tadl.org, returning phone voicemails, conducting Zoom programming, and posting/interacting on social media.

- We've developed a schedule for staff to respond to emails and phone calls 7 days a week.
- We are all contributing social media ideas to a shared document and Betsy Myers is taking care of posting them for the Adult Services Dept.
- Library Assistant Kate Parvel is conducting a knitting lesson via Zoom for anyone who had signed up for the in person classes and those on the waiting list for the very popular class series.
- Kate also created a series of videos that have been posted to the Library's YouTube site and shared on our social media that walked patrons through the process of accessing their library account and then utilizing OverDrive, Hoopla, and RB Digital.
- Melissa has been given access to edit the web page and has made contributions to the "Distractions" section on the home page.

We are keeping in contact with each other via texts and emails. Melissa hopes to schedule Zoom meetings in the coming weeks, both for the entire department and as individual one on one check-in meetings.

Melissa McKenna
Adult Services Coordinator

Youth Services

Youth Services has responded to the COVID-19 pandemic by creating a "Bummer Before Summer BINGO Program" for families to engage their children in. Both Pre-Reader (ages birth to 5 years old) and Reader (ages 6-12) BINGO sheets were created with the goal of finding fun ways to inject early literacy into a family's stay at home day (0-5 age group) as well as creating a fun, at-home reading atmosphere for youth (ages 6-12 have a goal to read 20 minutes each day). Copies of the BINGO sheets can be found on TADL's website.

Youth Services staff members have been leading weekday storytimes from home via Facebook Live since the COVID-19 crisis started. Youth Coordinator Andy Schuck has been doing 3 of these per week and staff members Linda Thalman and Matt Archibald

each lead 1 per week. Our families really enjoy being able to see regular library staff each week and also to hear books, sing songs, and recite rhymes that go toward a healthy early literacy childhood. We typically have between 18 and 25 viewers for these weekday programs.

Prior to our departure from the library due to COVID-19, we hosted two great programs around our [ExoLab on the ISS](#) project with Magnitude.io. Astronaut Greg Johnson talked at the Main Library to a near capacity audience on March 3rd and also participated in a news feature on 9&10 News to help promote the ExoLab project. We also invited a group of Girl Scouts to explore what life is like on the International Space Station (ISS) for a standalone ExoLab program. Several members of our public also attended in what was a sensory-opening experience!

Youth Services also continued our March Book Madness program, going virtual in the middle of the month. The winner of the picture book bracket was *The Very Hungry Caterpillar* by Eric Carle, while the winner of the fiction book bracket was the Harry Potter series by J.K. Rowling. *The Very Hungry Caterpillar* took the top vote this year over perennial fiction favorite, Harry Potter.

Staff continue to work from home, researching Summer Reading Club program ideas, creating book orders, reviewing Youth Services-related webinars on WebJunction and ALSC, and creating Storytime Kits (though not ordering them), among other things. We look to add relevant Facebook Live programming for our families during the afternoon time slot (similar to our afterschool programs during regular time periods).

I hope you and all of yours are well and safe.

Andy Schuck
Youth Coordinator

Teen Services

Since the library closed in mid March, Teen Services has been teaming up with Kingsley Branch to offer programming to all the teens in the district. The first thing I did when we closed was to change up our teen webpage to better accommodate fully online services. I added a live kitten cam for relaxation, an exercise and a craft video that gets changed out weekly, an escape room game that is changed out every two weeks, added links on the Book Lists page to free ebooks for those who don't have access to Overdrive and Hoopla, and updated our homework page. We have a daily 10:00 Challenge for Teens that goes on the web page as well as onto Facebook and Instagram. Every weekday at 2:00 teens are invited to join our Discord server where they can chat with each other as well as myself, Amy, or Brian. Colleen has a virtual game program that is now ready to launch. We have a group document where we all add ideas for new challenges and other virtual programming. I have been bouncing

ideas off of and getting ideas from many Librarians including Amy, Brian, Colleen, Kim, and Betsy.

I start my mornings setting up a diorama to illustrate our 10:00 challenge. Julian Bashir, Elim Garak, Cinna the Dragon and Effie the Lizard have been very accommodating with my photo requests.



In addition to the virtual programming, I have been adding titles to our Overdrive collection and preparing physical book orders for when we are open. I am still getting emailed book requests from patrons! I have also been talking with other Teen Librarians on the Teen Services Underground Facebook group as we all try to figure out how summer reading programs will be handled based on how much in person contact is permitted. Working by myself at home has led to more unique collaborations than I could have imagined.

Linda Smith
Teen Services Coordinator

Sight & Sound

Early March was busy as usual. Patrons were loving the services and telling us all about it.

We just placed many new Library of Things into the Display Cases at the entrance to the dept. All systems were good.

- Cinema Curiosa presented Friday March 6 @ 8 pm: Jay Myself - an amazing documentary about the life and times of one of NYC most successful photographers Jay Maisel and his 36 thousand sq. ft. home in the bowery. The film was very well received and had 54 people in attendance.
- Keith continues to drive the repackaging effort. Our staff has really pulled together and worked hard to keep this moving forward. We are nearing the ½ point in the process. We can see that there will be an end. It's a long way off, but all good things will come to those who work hard for it... or something like that.
- The collection is shifting, it is shrinking in size so Celeste has been helping me keep the public signage up to date.
- The rest is history.

TADL Meeting Room Stats March 2020

Total: 76

TADL meetings: 22

Personal/Outside Group Meetings: 54
Paid Meetings: 1
Unpaid Meetings: 73
Walk-ins: 24
Advance Reservation: 52

Number of Meetings by Rm March 2020

McGuire Room: 11
Thirlby Room: 31
Study Room D: 34

On Aaron's Desk: Preparing for the near term future.

Thanks for reading.
Aaron

Circulation

March is the month that all the first grade classes visit. We did have two weeks of classes coming in and getting new cards before we closed on 3/13/20.

I have been coming in to check phone messages and calling patrons back during this time.

Anita Chouinard
Circulation Coordinator

Marketing and Communications

We were overwhelmed by the amazing group of applicants we received when we posted this position. Unfortunately, we have suspended that search because of the Stay-At-Home order and not being able to do in person interviews. We look forward to proceeding with that as soon as possible.

With this position open, we have taken a team approach to doing our social media with everyone working together to promote our services. I have been doing all Press Releases and Newsletters. Before we closed we had some wonderful press about our early March events. Listed below are some of the places the library was mentioned in the media.

- [Astronaut gives talk March 1st, 2020 Record Eagle.](#)
- [2020 Census Temp Jobs Still available Across Region March 3, 2020 Record Eagle](#)

- [Traverse Area District Library Partners With International Space Station for Out of this World Experiment TV9&10](#) March 5, 2020
- [Young readers complete in Battle of the Books March 6, 2020 Record-Eagle](#)
- [Traverse Area District Library Hosts Experiment with International Space Station TV 9&10](#) March 6, 2020
- [AntiViral -March 7th. Northern Express](#)
- [NMC Moves Classes Online, TADL Closes All Branches Indefinitely](#) March 14, 2020 The Ticker.

Michele P. Howard
Director

HR & Finance

And, in the blink of an eye, the world changes. What looked to be an exciting year ahead for the library just a little over a month ago, is now a very different reality. Coming into the library a couple of times a week to handle certain items of business that just aren't possible from home, is somewhat depressing. Previously there were many days where I had wished for just one day of peace and quiet to get things accomplished and off my desk. There is a saying about watching what you wish for. I miss seeing the employees and the patrons and oddly enough, I seem to be busier now than before! The list of laws and orders coming out on a daily basis is mind boggling to understand and manage from an HR perspective. Our number one focus right now is making sure that we are taking care of our employees. Michele and I communicate daily on new laws and Executive Orders to ensure that we are complying with all new requirements.

Prior to the Governor's EO, our director made the very difficult decision to close the library for the safety of our patrons and our employees. As things were progressing almost by the hour, Michele saw the issues and the dangers of staying open for business. There can be few things harder for a librarian to do then to close their library. It can be likened to a doctor not being able to treat a patient. I say this because I wish for the public to understand just how difficult a decision that was. Following that decision, the next logical discussion was, "What about the employees?". Not knowing how long we would need to be closed, we decided to continue to pay our regularly scheduled employees for their normal schedule. As things continued to progress and the order was given to stay at home, we again debated our options.

We discussed laying off employees which according to the the Library of Michigan would require Board approval. After extensive discussion we made the decision to not ask the Board to layoff our employees. While the budget was a huge part of this discussion, the decision was made based on the following reasons:

1. First and foremost, we felt our staff didn't need the added stress of worrying about getting paid and taking care of their families.

2. Our employees are trained professionals. We need them to be here and ready to go when we are allowed to open back up.

3. While we need to be fiscally responsible and aware of our budgetary needs, we felt that laying off employees would be taking inappropriate advantage of the system. Taxpayers have already paid for the wages of our employees. The library is a reimbursing employer for unemployment purposes. This means that we don't pay into the system on an ongoing basis. We pay in only when there is a claim. The way that we understand the current Covid-19 claim process to work, the claims will not be charged against the employer's account. Therefore, we would not be charged for the claims. We can only assume that the taxpayers (or the library) would at some point be picking up this tab.

4. We did not want to add to the already overwhelmed unemployment system.

5. And finally, many of our employees are working from home to provide what services we can to our patrons. We have employees doing live streaming storytimes, knitting classes, answering reference questions. We have employees who are interacting with the patrons through Facebook posts. Our tech department is working hard to keep us all connected so that we can provide all of the services that we possibly can. Our patrons need us to be here for them right now.

Finance – Naturally, our discussions right now also deal with adjusting our expenses based on what we feel will be a change in our revenue coming in. Looking at the Property Tax line item, we have received 96% of our tax revenue. Once the townships have settled with the county, we should receive most of what is remaining due. You will see that we have received half of our State Aid for the Talking Book Library. However, we don't know what will happen with the remaining State Aid that we had expected. Also a big question mark as far as Revenue is our Penal Fines. Penal Fines are collected from July of the prior year to June of the current year. With that in mind, a third of this year's fines will be during the shutdown due to Covid-19. Therefore, I would expect our budget to be reduced by at least a third. Our Fees and Services will take only a minor hit as we are still providing these services. Sales and overdue fines will obviously be non-existent until we are once again open for business. Overdue fines are currently not being charged as patrons cannot return their items. You will see when you look at the Revenue report that our Interest and Dividends are already over budget. This is based on the fact that we track the market gains and losses and not just cash from interest. With that in mind, I would expect to see this drop back down in the coming months in keeping with the downward trend in the market right now. Rents and Royalties will also take a hit as we refund some of our room rentals and are unable to rent out. We started out the year with strong Contributions but with the dip in the economy this will also dip as people need their cash for necessities.

Looking at the expense side, our Personnel costs should remain on or below budget. This means that our adjustments are going to have to come from our other categories. With the shutdown, our office, general and programming supplies will go down naturally.

Our material supply budget will move from physical items over to more digital resources for right now. Overall, that portion of the budget will probably have to be cut but by how much remains to be determined. Professional and Contractual will not change much as we still have Attorney, Auditing, Support and Leasing contracts and costs. Education and Travel costs will drop some as we work to get refunds for conferences that have been cancelled and travel costs already paid for. Utilities are already down from last year and we are hoping for a drastic drop over the next couple of months with the buildings closed due to the shutdown. The majority of general building and grounds maintenance, however, will continue as normal to maintain the property. Overall, despite being shut down there aren't many areas available to cut but rest assured that all possibilities are being explored.

Deb Radjenovich
Business Manager

Facilities

Right before the stay at home order went into effect we had a meeting with the architect, project manager, and the air balance company. We developed a plan to use the relief fans to exhaust air from the attic to test if we could lower the temperature in that space. We also talked about sealing some more areas of heat loss. Unfortunately, due to the continuing health emergency we are unable to execute the plans. The work will go forward as soon as possible after the restrictions are lifted.

Our cleaning company has continued to work in the building while we are closed. They have been doing an extensive deep cleaning of the entire library followed by a thorough disinfection. We have also contracted for a Quaternary Disinfectant Electrostatic Spraying. This is a process which will disinfect every inch of the library and its furnishings. We plan on having this done right before we open.

Bruce Bennett
Facilities Manager

Technology

With our facilities closed, the technology department has focused on assisting staff who are working from home, keeping the district's online services updated and running, ensuring our parking lot wireless connections are strong, and helping people who fill out the online library card applications get access to e-resources. In addition to these activities, we have begun 3D printing components for face shields and are hoping to be able to donate 100 face masks to those on the front lines of this pandemic within the next week.

- Scott Morey, Asst. Director for Technology

East Bay Branch Library

Before the library closure on March 13th, we were closed on Tuesday March 10th for the primary election. East Bay Township owns the library building and uses it to count ballots off site on election days. In early March we had no programming scheduled, but we were sad to have to cancel our annual St. Patrick's Day Party on 3/14, Wigglers Story Times, Book Club, Adult craft Night and Ukrainian Egg Decorating just to name a few. We continue to connect with our patrons through social media and point people to the library website and ask@tadl.org for more technical questions.

I continue to return phone calls and answer questions for patrons, keep the facebook page updated, and plan for the future. We also continue promoting our ExoLab, most recently by inviting patrons to design a mission patch for the International Space Station. Also I participated in a Zoom Meeting about STEM Kits with Andy Shuck and Barb Termaat from Newtons Road as we look for ways to bring more STEM learning to libraries in Northern Michigan. We really miss our patrons and library friends, and look forward to reopening soon.


Sincerely,

Rosie May
Branch Manager
East Bay Branch Library

Kingsley Branch Library

In early March, we were in the midst of one of our most successful March Reading Month (MRM) programs to date! We partner with Kingsley Area Schools to ensure each preschool through fourth grade class gets a chance to visit the library, where we host storytimes, movement learning games, scavenger hunts, "ask the librarian" prompts, and other engagement programs as appropriate for the students' age. Unfortunately, only 12 of 28 classes were able to visit before March 14th. I am already touching base with teachers about fall visits.


During MRM, the Kingsley Friends of the Library annually invite a speaker to visit Kingsley Elementary School to engage students with some aspect of reading, writing, and storytelling. This year they invited Brianne Farley, children's author and illustrator, who guided the preschool through 4th grade students on how they too can be authors and illustrators. The key takeaway for the students was learning the word: Revision! One student in particular told me he had no idea an illustrator had to redraw the pages so many times to get the story told "just right." Brianne also led a workshop for 5th through 8th grade students. They talked about story arcs, character development, and using illustration effectively. Each student had the chance to create a book to take home, and many shared their early pages with the group. All students were very attentive and enjoyed the programs, despite the fact they were aware school was closing that afternoon.



At KBL, all of our young patrons were invited to complete a Reading Bingo Challenge sheet during MRM, and those who complete the sheet win prizes. Many patrons took home a printed sheet, we gave one to each student in the elementary school, and I posted the sheet on our Facebook to encourage families to continue the Challenge. We will honor those who finish with prizes when we reopen.


Special thanks are due to volunteers from Forest Area Federal Credit Union, a local business with a big heart! For the first two weeks in March, the volunteers attended our Wiggles program, and read stories to the children and participated in craft-making and play time. The children and volunteers alike enjoyed socializing with new faces!

While we are closed, staff continue their duties. Karen Pack is monitoring collection development and will have us ready to order when the doors reopen. She is also very busy sewing masks for medical personnel in need with the Seamstresses for Safety local group, which as of early April had churned out over 6500 masks! Beth Anderson engages remotely with her Wiggles and their families to encourage reading and purposeful movement and play. She has also been actively volunteering with the effort to feed all our school children at home. Brian Carey has also volunteered with that effort, in addition to being a resource for our teens through the daily Teen Study Break at 2pm on our library Discord server. Thank you to Linda Smith in Teen Services and the Technology Department for making that happen! I have kept on with my administrative duties, managing our social media, and am working with the Kingsley Lions Club to support our local food banks with needed supplies.



Respectfully submitted,

Amy Barritt
Kingsley Branch Manager



APR 16 2020

TRAVERSE AREA DISTRICT LIBRARY

REVENUE

MONTH ENDING

FEBRUARY 29, 2020

CATEGORY DESCRIPTION	BUDGET	2020 YTD	2019 YTD	VARIANCE	% OF BUDGET
Property Tax (Current, Delinquent, Other)	4,964,590	4,221,233	4,116,578	743,357	85.0%
State Aid - Library	77,350	0	0	77,350	0.0%
State Aid - TBL	41,075	0	0	41,075	0.0%
Local Support - TBL & Other Grants	10,000	6,430	1,357	3,571	64.3%
Fees/Services	42,000	16,100	16,081	25,900	38.3%
Sales	38,000	4,881	14,383	33,119	12.8%
Penal Fines - \$220,000 for this Category per budget		0			
Penal Fines - Grand Traverse Co.	190,900	0	0	190,900	0.0%
Penal Fines - Leelanau Co.	6,500	0	0	6,500	0.0%
Penal Fines - Benzie Co.	22,600	0	0	22,600	0.0%
Overdue Fines/Replacement Fees	100,000	13,162	18,907	86,838	13.2%
Interest & Dividends/Gains/Losses on Inv.	15,000	7,449	1,500	7,551	49.7%
Rents & Royalties	7,000	1,450	1,000	5,550	20.7%
Contributions	40,000	5,902	2,177	34,098	14.8%
Reimbursements	1,500	0	15	1,500	0.0%
TOTAL REVENUE	5,556,515	4,276,607	4,171,998	1,279,908	77.0%
Transfer In				0	
Use of Fund Balance				0	
TOTAL	5,556,515	4,276,607	4,171,998	1,279,908	77.0%
TOTAL REVENUE, TRANSFERS & USE OF FB	5,556,515	4,276,607	4,171,998	1,279,908	77.0%
TOTAL EXPENDITURES	5,556,515	1,311,571	1,234,563	4,244,944	23.6%
REVENUE OVER (UNDER) EXPENSE		2,965,036	2,937,435		
This statement reflects activity through the second month of the 2020 fiscal year.					
Percentage of the year completed is 16.7%.					

TRAVERSE AREA DISTRICT LIBRARY
CONSOLIDATED EXPENSES
MONTH ENDING
MARCH 31, 2020

CATEGORY	BUDGET	2020 YTD	2019 YTD	VARIANCE	% OF BUDGET
Salaries & Wages	2,412,415	485,524	484,601	1,926,891	20.1%
Social Security/Medicare	67,301	13,585	13,592	53,716	20.2%
Health/Hospitalization	337,541	100,342	136,099	237,199	29.7%
Vision Insurance	3,845	835	827	3,010	21.7%
Dental Insurance	26,140	7,677	7,909	18,463	29.4%
Life Insurance	9,085	2,655	2,546	6,430	29.2%
MERS Defined Contribution Retirement	149,050	30,135	31,134	118,915	20.2%
MERS Unfunded Liability	120,000	30,000	24,882	90,000	25.0%
401K Retirement Contribution	113,000	21,935	22,124	91,065	19.4%
Unemployment Comp.	7,240	0	0	7,240	0.0%
Workers' Compensation	7,500	0	1,790	7,500	0.0%
Disability Insurance	8,240	2,493	2,411	5,747	30.3%
Office/Cat./General Supplies/Postage	123,015	26,875	16,069	96,140	21.8%
Books/Media/Online Resources	601,980	175,452	159,109	426,528	29.1%
Repair & Maintenance Supplies	6,750	403	1,361	6,347	6.0%
Professional & Contractual Services	272,955	39,287	49,681	233,668	14.4%
Communications	29,290	4,180	7,212	25,110	14.3%
Education & Travel	63,920	6,064	5,484	57,856	9.5%
Printing	10,400	19	347	10,381	0.2%
Advertising & Outreach	20,400	1,769	3,849	18,631	8.7%
Insurance & Bonds	32,040	30,093	29,889	1,947	93.9%
Utilities	118,200	17,362	20,436	100,838	14.7%
General Building & Grounds Maintenance	355,170	53,686	42,415	301,484	15.1%
Member Allocations	550,188	550,188	535,605	0	100.0%
Miscellaneous	3,500	0	617	3,500	0.0%
Property Tax Reimbursement	6,500	1	0	6,499	0.0%
Furniture/Equipment/Software	93,850	24,478	15,767	69,372	26.1%
Contingency	7,000	0	0	7,000	0.0%
TOTAL EXPENDITURES	5,556,515	1,625,038	1,615,756	3,931,477	29.2%
2019 APPROVED BUDGET					
EXPENSES BY CATEGORY					
Personnel	3,261,357	695,181	727,915	2,566,176	21.3%
Supplies	731,745	202,730	176,539	529,015	27.7%
Other Services and Charges	1,456,063	702,647	695,535	753,416	48.3%
Capital Outlay	107,350	24,479	15,767	82,871	22.8%
TOTAL EXPENDITURES	5,556,515	1,625,038	1,615,756	3,931,477	29.2%
This statement reflects activity through the third month of the 2020 fiscal year.					
Percentage of the year completed 25%.					
Certain items with higher percentages may have been paid quarterly or annually for the fiscal year.					

TRAVERSE AREA DISTRICT LIBRARY

**REVENUE
MONTH ENDING
MARCH 31, 2020**

<i>CATEGORY DESCRIPTION</i>	<i>BUDGET</i>	<i>2020 YTD</i>	<i>2019 YTD</i>	<i>VARIANCE</i>	<i>% OF BUDGET</i>
Property Tax (Current, Delinquent, Other)	4,964,590	4,775,275	4,570,521	189,315	96.2%
State Aid - Library	77,350	0	0	77,350	0.0%
State Aid - TBL	41,075	20,536	20,536	20,539	50.0%
Local Support - TBL & Other Grants	10,000	6,430	1,357	3,571	64.3%
Fees/Services	42,000	16,136	16,139	25,864	38.4%
Sales	38,000	6,538	16,690	31,462	17.2%
Penal Fines - \$220,000 for this Category per budget		0			
Penal Fines - Grand Traverse Co.	190,900	0	0	190,900	0.0%
Penal Fines - Leelanau Co.	6,500	0	0	6,500	0.0%
Penal Fines - Benzie Co.	22,600	0	0	22,600	0.0%
Overdue Fines/Replacement Fees	100,000	17,655	29,554	82,345	17.7%
Interest & Dividends/Gains/Losses on Inv.	15,000	16,859	3,958	(1,859)	112.4%
Rents & Royalties	7,000	1,400	1,450	5,600	20.0%
Contributions	40,000	9,865	4,570	30,135	24.7%
Reimbursements	1,500	600	15	900	40.0%
TOTAL REVENUE	5,556,515	4,871,294	4,664,790	685,221	87.7%
Transfer In				0	
Use of Fund Balance				0	
TOTAL	5,556,515	4,871,294	4,664,790	685,221	87.7%
TOTAL REVENUE, TRANSFERS & USE OF FB	5,556,515	4,871,294	4,664,790	685,221	87.7%
TOTAL EXPENDITURES	5,556,515	1,625,038	1,615,758	3,931,477	29.2%
REVENUE OVER (UNDER) EXPENSE		3,246,256	3,049,032		
This statement reflects activity through the third month of the 2020 fiscal year.					
Percentage of the year completed is 25%.					

Director's Report:

January 2020 Statistics

Circulation 2020 –January- 5641
Circulation 2019– January- 6427

Patron Count 2020 – January- 4082
Patron Count 2019– January- 5800
New Library Cards 2020 – January- 20
New Library Cards 2019– January- 41

Computer Use 2020 – January- 444
Computer Use 2019– January- 375

January Program Attendance:

Adult Programs: 210
Teen Programs: 28
Children's Programs: 203

Statistics: February 2020

Circulation 2020 –February 5099
Circulation 2019– February 5837

Patron Count 2020 – February 4293
Patron Count 2019– February 5300

New Library Cards 2020 – February 28
New Library Cards 2019– February 45

Computer Use 2020 – February 408
Computer Use 2019– February 335

February Attendance:

Adult Programs: 314
Teen Programs: 7
Children's Programs: 256

Monthly Programs

*Let's Talk About It, Book Clubs
Yarn Therapy, Knitting & Crochet Group
Art with a Heart
Wool Crafting and Needlework
Bridge Club
Gentle Yoga
Veterans Affairs Coffee Talks
Ukulele Play Along
5 to One Neighborhood Playgroup @ IPL
MOPS- Moms of Preschoolers
*Children's Storytime
*Baby Playtime
Maker Kit & Lego Program
Denny & Chaz
*Reader Chef-Junior

For Your Information

- We now have Gentle Yoga on Tuesdays and Fridays at 10 am.
- Introduction to Watercolor Painting, February 12, 19, 26 and March 4th 1:00 pm.
- Make a Gift Program, Saturday, March 14th, 10-12 pm.
- Reader Chef: Junior- Cooking and Nutrition for ages 10-15, March 19th, 4-5-pm- Dinner!
- Resume Writing Class by MI Works, Friday, March 20th at 2:00 pm.
- Friends of IPL present a concert by ICA Concerto Winners to benefit IPL, April 18th 7:00 pm.

Sincerely,
Renee Kelchak
Library Director



TRAVERSE AREA DISTRICT
LIBRARY

TADL Board of Trustees Finance & Facilities Committee

March 10, 2019
4:00 pm ~ Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: C. Sullivan, D. Radjenovich and M. Howard, staff. Excused: M. Pakieser
Absent: S. Odgers.

Agenda Approval: The agenda was approved as presented.

Minutes Approval: Minutes from the October 24, 2019 Facilities Committee were approved.

Minutes from the December 3, 2019 Finance Committee were not approved.

Public Comment: No public comment.

Facilities:

Building Sign: Howard brought the idea about a sign out front for the committee. After some discussion it was decided that Howard will talk to the Friends to gauge if they are still interested in helping with this project.

Roof Update: Howard updated the committee about what was happening with the roof. Hopefully some of these issues will be resolved by the April Board meeting and the architect will have a recommendation of how to move forward.

Atrium Furniture: The final quote is in for the coffee bar tables in the Atrium. It is slightly above budget by about \$1,000 from the original \$5,600 estimate. The committee will recommend to the Board to approve this expenditure.

Finance:

TIF Extension Statement: This will be discussed at the next Committee meeting.

Lewis Trust Expenditure: Adult Services would like to use some of the money in the Lewis Trust to purchase a used microfilm reader from NMC. The cost is \$5000. The

committee approves this expenditure and will recommend it to the complete Board.

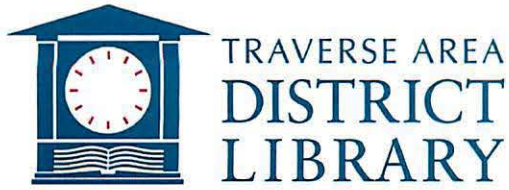
Next Meeting Date / Time: April 14, 2019 at 4:00pm

Next Meeting Topic Suggestions: Sample of Check Register for possible inclusion in Board Packets, TIF Extension Statement

Public Comment: No public Comment.

Adjournment: The meeting adjourned at 4:51 pm

APR 15 2020



MEMORANDUM

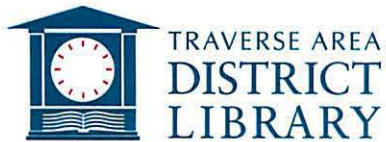
To: TADL Board of Trustees
From: M. Howard, Director
Date: April 12, 2020

Re: Affirmation of the Director decision to close indefinitely

Our legal counsel recommended that the Board affirm my decision to close the library indefinitely in response to the Coronavirus pandemic. While this closure was my decision as Director, I did consult with many other library directors, Board President Joe Jones, staff and other civic leaders. Closing TADL was one of the hardest and most heartbreaking decisions I have ever made, and it was the safety of our staff and patrons that ended up being the most important factor in that decision. With over 2,000 visitors per day at our library, we knew we would be exposing our patrons and staff to the potential dangers that the Governor's Executive Order, at that time, was forbidding with groups over 100 people. On March 16th the Governor's Executive Order 2020-20 closed all Michigan libraries until April 13, 2020, at 11:59 PM. This includes any curbside or delivery services. Governor Whitmer's Executive Order 2020-42 extended the closure until April 30, 2020.

MOTION:

That the Traverse Area District Library Board of Trustees affirms Director Michele P. Howard's decision to close the library indefinitely in response to the Coronavirus pandemic.



MEMORANDUM

To: TADL Board of Trustees
From: M. Howard, Director
Date: April 12, 2020

Re: Lewis Trust Expenditure

Years ago, the Adult Services department was given \$20,000 from the Lewis Family. The interest from the generous donation is available to the Adult Service Department and is approximately \$9,084. The Adult Service Department would like to use \$5,000 of this money to purchase a gently used microfilm reader from NMC library. This was supported by the Finance Committee.

MOTION:

That the Library Director be authorized to spend \$5,000 out of the income from the Lewis Trust for a new microfilm reader for the Adult Services Department.

APR 16 2020

3.7 Wi-Fi Hotspot Lending Policy

Purpose

The Traverse Area District Library loans Wi-Fi hotspots for the purpose of providing patrons the ability to connect Wi-Fi enabled devices to the internet. Hotspots provide Internet access to smartphones, tablets, and other wireless enabled devices through the cellular network. Service is dependent on the availability of the various cellular networks where the hotspot is being used. There are no data plan limits.

Guidelines for Borrowing and Use

- You must be 18 years of age or older to check out a hotspot.
- A valid Library Card in good standing with a current address on file, and photo identification must be presented at the time of checkout.
- You are limited to one hotspot per account.
- Wi-Fi hotspots can be checked out for one week.
- If you have placed a hold for a hotspot, after notification that the hotspot is available, you will have 2 days (48 hours) to check out the hotspot before your hold will be cancelled.
- You may renew Wi-Fi hotspot pursuant to library lending policies; however they must be returned on their due date.
- Overdue hotspots will be deactivated at least within 4 days of their due date.
- Mobile hotspot should be kept in a temperature controlled environment; do not leave it in a car.
- Do not remove the SIM card from the hotspot for any reason.
- The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of the device.
- Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.
- The Library is not responsible for information accessed using this device or for personal information that is shared over the Internet.
- Hotspot users are encouraged to follow safe Internet practices.
- The Library is not responsible for any computer viruses that may be transferred to user storage devices.
- Tampering with library equipment, including bypassing security functions, is prohibited.
- Except as stated below, you must be 18 years of age or older to use the hotspot.
- Internet content filtering is NOT provided through the wireless hotspot. In the event a person under the age of 18 utilizes the wireless hotspot, a parent or guardian shall be present and monitor the individual's access to the internet via the wireless hotspot

Fines and Liability

- The cost for unreturned hotspots is \$5/day, up to a maximum of replacement cost.
- Replacement costs will be assessed for any lost or unreturned hotspot devices, charging cable and/or carrying case.

- All components of the hotspot kit must be returned in order to be considered fully checked-in.
- The Library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning electronic devices.
- Hotspots MUST be returned to the circulation desk, DO NOT put the hotspot kits in the book drop. If the hotspot is returned in the book drop, a \$10 fee will be charged. If the hotspot is returned in the book drop, and broken, a replacement cost fee will be charged. Hotspots must be returned to the library location where the hotspot was checked out, it cannot be returned to other libraries.
- Patrons with and overdue hotspot will be fined and referred to a collections agency pursuant to library policy.

Additional Hotspot Requirements

- Hotspots work on the cellular network. If you do not have cellular coverage the hotspot will not connect.
- The hotspots are password protected.
- All hotspot kits contain a member agreement with the loan information and fines & fees.
- By checking out a hotspot, you will be deemed to have accepted the terms and conditions of this Policy as well as the member agreement.

New policy adopted February 20, 2020

Motion By: Wescott

Support By: Mathewson

Adopted: Y N

Date: 2-20-2020

Typographical Amendment Addressed and Made, April 16, 2020



Date: 4-16-2020

Stephanie Mathewson, Board Secretary

TRAVERSE AREA DISTRICT LIBRARY

4.10 Opioid Antagonist Administration Policy and Procedures

STATEMENT OF CONCERN

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

PURPOSE

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

MICHIGAN LEGAL FRAMEWORK

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

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

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

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

A. Provision of Opioid Antagonist. As permitted by the Act, the Library may provide and maintain on-site at the Library (including any of its branches) Opioid Antagonists to treat a case of suspected Opioid-Related Overdose in the Library or on Library Property.

B. Purchase and Possession. The Library may purchase and possess an Opioid Antagonist for the purpose of implementing the Act.

C. Distribution and Administration of Opioid Antagonist. An Employee or Agent may possess an Opioid Antagonist distributed to that Employee or Agent and may administer that Opioid Antagonist to an individual if both of the following apply:

1. The Employee or Agent has been trained in the proper administration of that Opioid Antagonist; and
2. The Employee or Agent has reason to believe that the individual is experiencing an Opioid-Related Overdose.

D. Training of Employees or Agents.

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

E. Procurement and Storage of Opioid Antagonist.

1. Procurement. The Library Director or designee is authorized to procure the Opioid Antagonist as allowed by the Act.

2. Other Supplies. At minimum, the Library shall have the additional following supplies available for use by an Employee or Agent:

1. At least 2 doses of the Opioid Antagonist on each floor of the Library open to the public at each branch of the Library.
2. Gloves.
3. Face mask.
4. Step-by-Step Instructions for the administration of the Opioid Antagonist.
5. Breathing barrier.

3. Storage. The following shall apply to the storage of Opioid Antagonist.

- a. Opioid Antagonist will be clearly marked and stored in a secure location.
- b. All Employees or Agents trained to administer the Opioid Antagonist shall be informed of the location of the Opioid Antagonist and shall have access to the Opioid Antagonist.
- c. The Library Director or designee will ensure that all other relevant staff are aware of the Opioid Antagonist storage location.
- d. Opioid Antagonist will be stored in accordance with manufacturer’s instructions to avoid extreme cold, heat, and direct sunlight.
- e. Inspection of the Opioid Antagonist shall be conducted regularly, including checking the expiration date found on the box. Any expired Opioid Antagonist shall be promptly removed and replaced.

F. Response Procedures.

1. SIGNS OF POSSIBLE OVERDOSE

- person will not wake up or respond to voice (this is the #1 sign to look for)
- snoring or gurgling sounds
- breathing is very slow, or irregular, or has stopped
- pupils are pinpoint

- blue lips and/or nail beds
- clammy skin

2. OPIOID ANTAGONISTIC PROTOCOL:

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

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

G. Distribution of Policy.

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

New policy adopted February 20, 2020

Motion by: Mathewson
Adopted: Y N

Supported by: Vickery
Date: 2-20-2020

Typographical Amendment Addressed and Made, April 16, 2020


Stephanie Mathewson, Board Secretary

Date: 4-16-2020