



AGENDA

Board of Trustees Regular Meeting
Thursday, August 20, 2020 at 4:00pm
Virtual Meeting via Zoom

<https://us02web.zoom.us/j/81831804800?pwd=bzNWN1AvN1RhV2JmTXBOa2hCUE8xdz09>

Call-in: 1-312-626-6799 | Webinar Code: 818 3180 4800 | Passcode: 062688

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment***
5. **Trustee Resignation | [Resolution of Appreciation – Trustee, Stephanie Mathewson](#)**
 - a. Selection of Secretary Successor
 - b. Re-assignment of Policy and Personnel Committee Chair
6. **Approval of Minutes**
 - a. [Regular Meeting of June 18, 2020](#)
7. **Reports and Communications**
 - a. [Director Report](#) | [Departmental Reports](#)
 - b. Financial Reports – [Expenses](#) | [Revenues](#)
 - c. Member Library Reports – [FLPL](#) | IPL | PCL
 - d. Committee Reports
 1. Finance & Facilities and Services Committee – did not meet in July | [August 4, 2020](#)
 2. Policy & Personnel Committee – did not meet in July | [August 4, 2020](#)
 - e. Other Reports and Communications
 1. Friends' Report – Doug Weaver, President Friends of TADL
8. **Old Business**
 - a. [Policy Revision - 4.1 Behavior Policy](#)
9. **New Business**
 - a. [Approval of L-4029 Tax Rate Request](#)
 - b. [Resolution to Pay MERS \\$110,000 from Internal Service Fund and Revision of the Budget](#)
10. **Public Comment***
11. **Trustee Comment**
12. **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.

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.

COPY

Traverse Area District Library
RESOLUTION of APPRECIATION
STEPHANIE MATHEWSON

WHEREAS, Stephanie Mathewson began serving as Library Trustee in 2019; and,

WHEREAS, during her tenure she capably demonstrated her concern for the well-being of the Library and the community it serves; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Traverse Area District Library does hereby recognize Stephanie Mathewson's years of dedicated service to the Library; and,

BE IT FURTHER RESOLVED that the Board encourages her involvement with the library to continue as a citizen; and,

FINALLY, BE IT RESOLVED that the original of this document be conveyed to her with the Board's sincerest thanks and appreciation.

Adopted by the Board, August 20, 2020.


Board President




Library Director

Traverse Area District Library
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Board President



Library Director



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, June 18, 2020 at 4:00pm
Virtual Meeting via Zoom

1. Call to Order

The meeting was called to order by President Jones at 4:05pm. Present were: Jones (President), Odgers (Vice President), Mathewson (Secretary), Sullivan (Treasurer), Pakieser and Vickery (Trustees). Wescott (Trustee) was absent. Also present were: Zeits (Counsel), Howard (Director), Radjenovich (Business Manager), Morey (Zoom Moderator), and Carpenter (Staff).

2. Pledge of Allegiance

Because an American flag was not present and available to all members participating in the virtual meeting President Jones eliminated the Pledge of Allegiance from the June 18, 2020 agenda.

3. Approval of Agenda

Howard requested an amendment to the agenda adding New Business, item 8c, Borrower Fine Limit Revision. It was MOVED by Odgers, SUPPORTED by Mathewson, to approve the agenda as presented including the additional agenda item 8c requested by Howard. A roll call vote was taken with the following results:

| | | |
|-------------------|---------------|-----------------|
| Pakieser – aye | Vickery – aye | Mathewson – aye |
| Sullivan – aye | Odgers – aye | Jones – aye |
| Westcott – absent | | |

Motion CARRIED with 6 ayes.

4. Public Comment

President Jones opened the floor for public comment. There was none by attendees or submitted via email or chat.

5. Approval of Minutes

a. *Regular Meeting of May 21, 2020*

Mathewson noted a misspelled name on pg 2, item 6c: Kechak is spelled Kelchack. It was MOVED by Odgers, SUPPORTED by Sullivan, to approve the regular meeting minutes of May 21, 2020 including the corrected spelling noted. A roll call vote was taken with the following results:

| | | |
|-------------------|---------------|-----------------|
| Pakieser – aye | Vickery – aye | Mathewson – aye |
| Sullivan – aye | Odgers – aye | Jones – aye |
| Westcott – absent | | |

Motion CARRIED with 6 ayes.

6. Reports and Communications

a. *Director Report*

Howard confirmed her written report and added the following:

- All hands were on deck to coordinate and execute curbside service. Howard could not be more proud of the work staff has done to prepare and begin re-opening the library in phases. Patrons were overjoyed to receive their items curbside.
- Howard will walk through the re-opening plan with the Grand Traverse County Health Department to ensure that all health and safety requirements are covered.
- Howard plans to re-open to the public on Wednesday, June 24th with the following reduced hours: Mon-Thurs 10-7: Fr-Sat 10-5: closed Sundays, the slowest day of the week

and to allow the library about 40 hours undisturbed and quarantined. All staff members are cleaning throughout the day and the building will be disinfected with electrostatic spray Monday thru Friday nights.

President Jones noted appreciation for the inclusion of the monthly Administrative Reports in the board packet and inquired about two staff members would not be returning to work following the pandemic closure. Howard noted that one of them was retiring from the library and one was put on unpaid leave due to health reasons.

Odgers asked whether the dashboard statistics reflected streaming services which were used heavily during the pandemic closure. Morey, TADL's Technology Coordinator confirmed that the auto-generated dashboard only reflected physical items due to where the stats are pulled from and that electronic stats are listed elsewhere in the board packet. He felt that electronic stats could likely be added to the dashboard manually in the future.

b. *Financial Reports*

Radjenovich provided a detailed written review of the financial reports in the board packet and highlighted the following:

- Expenses – Personnel costs are down due to employees who had left just before the pandemic closure and were not immediately replaced. Professional and contractual figures are down due to a significant contract re-negotiation by Howard. Education and travel was up since three employees were going to school and were able to take advantage of the downtime during the pandemic closure to focus academically.
- Revenues – TADL received the first ½ of State Aid, of which half of that contractually goes to the Northland Library Cooperative. The Talking Book Library has also received half of their state Aid. TADL also received a contractual payment from Interlochen Arts Academy. Penal fine revenues will not be known until sometime in July. Radjenovich hopes that as patrons return to the building that they will resume purchasing TADL swag items.

Vickery inquired as to whether there was any indication of what might occur in the state as far as library funding and if there was anything the board could do at this point. Howard feels that TADL will not likely see the second half of the state aid payments and that it may depend in part whether the federal government helps bail out the states. Howard reviewed the impact of the 2008 recession, noting that the library did not feel the impact until about 3 years later, but is optimistic that with upcoming downtown projects it will add to the income base for the city and lessen the pandemic's financial impact for the library. She has also written letters to Michigan's federal and state representatives emphasizing the importance of libraries and encouraging their support. Radjenovich and Howard continue to monitor the budget while also recognizing that there are extra costs in re-opening after a pandemic closure such as the recommended HVAC system flush to PPEs, etc., and are making spending adjustments where possible.

c. *Member Library Reports*

- Julie Kintner, Director of Fife Lake Public Library (FLPL), noted the death of key long-time employee Sara Boven, who will be deeply missed. The family named FLPL as a recipient of memorial donations.
- Renee Kelchak, Director of Interlochen Public Library (IPL), announced that she will be retiring on December 31st. Kelchak is grateful to have been part of IPL for many years, for all that she has learned, and the many friendships that she's made. President Jones thanked her for her contributions to the library community over the years.

Neither a written or verbal report was provided from Vicki Shurly, Director of Peninsula Community Library (PCL).

d. *Committee Reports*

- Finance and Facilities and Services Committee – Sullivan reported that the committee had met with the auditors to review the 2019 audit and were happy with the clean rating that was given to the library. A request was also made to proceed with getting more information on renovating the bathrooms to make them more handicapped accessible.
- Policy and Personnel Committee – Mathewson reported that the committee had met and discussed a possible remote meeting policy. Howard will be inquiring with Counsel and researching similar policies from other libraries for consideration. The committee also reviewed the COVID-19 Exposure Preparedness and Response Plan and felt it was well written and clear. The behavior policy was revised to include that patrons must wear a mask or other PPE as directed by an Executive Order and the committee recommends approval of the revised policy. Howard is investigating a sick patron policy that may come back to the committee at a later date.

e. *Other Reports and Communications*

- Friends' Report – Doug Weaver, TADL Friends Board President
Weaver reported that the new expanded board met and established committee memberships. The next big topic will be fundraising, in particular how to handle book sales in the wake of the pandemic closure.
- Marketing and Communications Manager Introduction, Heather Brady
Howard introduced TADL's new Marketing and Communications Manager, Heather Brady. Brady expressed her excitement to be a part of the TADL team. She has some library work experience, is an avid library lover and user, and has recently looked into pursuing a Library Science program of study. On her first day the governor announced that libraries would be opening to the public which led to a flurry of related communications tasks surrounding an unprecedented re-opening plan. Brady gave a few brief examples of ideas she would like to implement after getting more familiar with TADL's current operational style.

7. **New Business**

a. *2019 Audit Report – Jake Schierbeek, CPA (Dennis Gartland and Niergarth*

TADL received a clean audit. Schierbeek provided a general review of the audit and financial statements and answered related questions from the trustees. He also noted that he had no difficulty performing the audit and appreciated that he received information quickly and efficiently in this unconventional time. It was recommended in the audit related communications letter to strengthen internal controls of journal entries. Howard noted that a solution has already taken place. It was **MOVED** by Mathewson, **SUPPORTED** by Sullivan, to accept the 2019 audit completed by Dennis Gartland and Niergarth as presented. A roll call vote was taken with the following results:

| | | |
|-------------------|---------------|-----------------|
| Pakieser – aye | Vickery – aye | Mathewson – aye |
| Sullivan – aye | Odgers – aye | Jones – aye |
| Westcott – absent | | |

Motion **CARRIED** with 6 ayes.

b. *Exposure Prevention, Preparedness and Response Plan*

The Exposure Prevention, Preparedness and Response Plan included was for informational purposes. Howard noted that all staff were given a copy of the plan and are required to certify that they have been given a plan, had an opportunity to ask questions, and understand the information and directives of the plan. Per law, the plan is accessible on the TADL website and copies will be available at several service desks. Any updates to the plan will be distributed in the same manner to all staff and changes will be made to the public copies.

c. *4.1 Behavior Policy Revision*

Following the governor's request that all citizens wear face coverings in public buildings, Howard recommended that the library's behavior policy be revised accordingly. In addition, the

revision would also provide staff in the position to enforce a face covering rule a tool to back them up if necessary. Discussion ensued. Howard emphasized that for those who refuse or cannot wear a mask, reasonable service alternatives would be provided. It was MOVED by Mathewson, SUPPORTED by Sullivan, to approve a revision to policy 4.1 as presented, which would require patrons to wear required Personal Protective Equipment such as masks, as required by federal or state law rule, regulation, or order or Grand Traverse County Health Department Emergency Order or directive. A roll call vote was taken with the following results:

| | | |
|-------------------|---------------|-----------------|
| Pakieser – aye | Vickery – aye | Mathewson – aye |
| Sullivan – aye | Odgers – aye | Jones – aye |
| Westcott – absent | | |

Motion CARRIED with 6 ayes.

8. Public Comment

President Jones opened the floor for public comment. There was none by attendees Myers and Kingsley Branch Library, or submitted via email or chat.

President Jones suggested adding a Trustee Comment section for comments not specifically related to agenda items. After brief discussion, the trustees agreed to add a trustee comment section following public comment and before adjournment.

Odgers, expressing her condolences, noted that Sara Boven of Fife Lake added a level of professionalism to the Fife Lake Public Library that will be deeply missed.

9. Adjournment

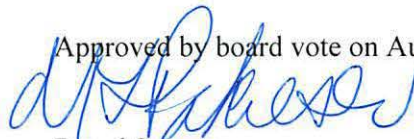
With a motion by Odgers, supported by Jones, and a roll call vote with the following unanimous results:

| | | |
|-------------------|---------------|-----------------|
| Pakieser – aye | Vickery – aye | Mathewson – aye |
| Sullivan – aye | Odgers – aye | Jones – aye |
| Westcott – absent | | |

Motion CARRIED with 6 ayes.

Respectfully submitted,


V. Carpenter, Recording Secretary

Approved by board vote on August 20, 2020

Board Secretary



Board of Library Trustees Regular Meeting
Library Director Report
 Meeting Date: August 20, 2020

TRAVERSE AREA DISTRICT
LIBRARY

Library Activity

For a graphical presentation of the statistical information included below, please visit the link: [online TADL dashboard](#). Library closed indefinitely on Friday, March 13, 2020.

| Circulation Transactions | | | |
|---------------------------------|--------------------------------------|-------------------------------------|---|
| Year-to-date activity | | | |
| As of month end | Print/audio/video Circulation | Electronic books/audio/video | Total Circulation/Electronic Usage |
| July 2019 | 654,990 | 117,151 | 772,141 |
| July 2020 | 302,353 | 173,359 | 475,712 |

Lending

Physical item circulation decreased 53% in July from the previous year due to the Coronavirus pandemic.

E-Book, magazine, downloadable audiobook and database utilization

In July, electronic use accounted for 36% of all collection utilization versus 15% for July 2019. Year-to-date usage of electronic resources increased 48% from 2019.

Visitors – Woodmere, East Bay and Kingsley Facilities

In July 2020, an average of 757 visitors per day visited our main library and two branches vs. 1,956 in 2019. A decrease of 61%. The busiest day was Tuesday, July 21st with 927 visitors.

Public Computing

While our public computing is open and a vital part of our services, we have seen a 79% decrease in use. This is in part of patrons only being allowed to use the computers for 1 hour at a time.


Additions to the Collection

In July 2020, 2,737 items were added to the collection compared to 3,014 in July 2019.

Finances

As Deb mentioned in her report, financials are a bit rosier than when we met in May. Some highlights are below:

- We received our full amount of State Aid even though it was projected to only receive 50% the money!
- We received our Penal Fines from GT County and it was only 12% under what we had originally budgeted.



I have also been actively working on a number of grants. I applied for an ALA/PLA/Google grant for \$2,000 and was awarded that grant to help job seekers find jobs. Then MichiganWorks! generously matched that grant with another \$2,000!

I applied for the State of Michigan COVID Safety grant that will help cover costs of PPE and HVAC improvements including an ionization system. This grant is for up to \$10,000 and we should know about that soon.

Facilities


We continue to clean on a regular schedule. Fortunately, we received \$1,100 for the Library of Michigan CARES grant for cleaning products which are getting more expensive.

Other News

Since our last Board meeting in May, so much has happened. We started offering curbside service on June 15 and opened our doors June 24th to patrons who have resoundingly responded positively to being open. They missed us!

Besides the grants mentioned above, we received \$4,900 from the Library of Michigan CARES act to help meeting Digital Equity needs so we are purchasing laptops for check-out. This works well to leverage our other grant funds to help people find jobs.

With the help of Aaron Olson and Heather Brady, we are moving forward working with Traverse Area Community Media (TACM) to stream all of our programs to TACM which will increase the reach of all of our wonderful programs.



With school returning in different forms for students, we are preparing for what that will look like for us and our space. We are looking into expanding hours based on demand and patrons feedback.

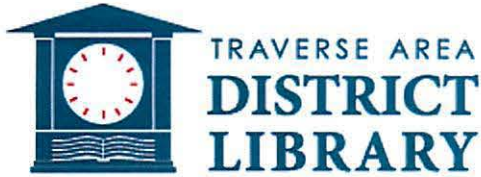
Finally, I continue to stay abreast of new executive orders, local/regional COVID trends, and research to continue to be prepared for whatever lays ahead for the library.

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.

Enjoy the last of Summer!

Michele P. Howard
Library Director



Administrative Reports
for the months of June and July
(August 20, 2020 Board Meeting)

Adult Services

Staff were happy to see each other (appropriately distanced, of course, and in shifts at first) when we all returned to working in-library in June. Keeping up with all the changes and Governor's Executive Orders has been interesting to say the least. And the cleaning seems to be a never ending task. But staff are doing their best to meet both the needs and wants of the patrons, as well as for themselves and each other.

Over the last 2 months, Adult Services has ventured even further into online services with the online discussion of the Queer Tales and Books & Brewskis Book Discussion groups, as well as some interesting and informative programs, including gardening and cheesmaking sessions and a community digital art show. We're looking forward to continuing to provide this type of service to our patrons this fall, and for as long as we are unable to hold in-person programs. A few to be on the lookout for: decluttering advice from Michigan's only professional organizer certified in the Marie Kondo method, online job hunting advice and information, and local history programs.

We are all very excited to welcome Kelly Haug to the Adult Services team as our newest part-time Library Assistant. Kelly is filling the position vacated by Kate Parvel, who moved to a full-time position in Circulation as of June 1st. Kelly was previously a sub for TADL and also works at the library at NMC, so she comes with experience, as well as some great creativity and energy. Kelly's first day with AS was July 13th.

Adult Services is pleased with the number of adults registered and recording minutes for Summer Reading this year. Yes, the number may be lower than last year, but those who registered are reading lots more. We also decided to follow the lead of the Youth Services Dept and offer Adult Summer Readers badges for completing 100 and 300 minutes each week. Those badges are online in their summer reading accounts, but they could also pick up physical badges in the form of buttons commemorating each week's accomplishments. Staff and patrons alike have enjoyed these pins.

AS staff have been working with Marketing, IT, Teen, and Youth Services staff to create content for the new Topics section of the TADL website. So far pages for Pride and Anti-Racism have been created. These pages highlight items from the library's collection, as well as linking to "librarian-approved" outside resources.

Here are our statistics for the month of June:

- 227 emails answered
- 205 phone calls returned or forwarded
- 4 virtual programs held
- 16 "live" program attendees

- 76+ views of recorded virtual programs (YouTube erases stats for expiring videos, so we don't have an accurate number for this month.)
- 2 reference chat sessions
- 8 reading recommendation form requests fulfilled

And for the month of July:

- 1018 in-person questions answered
- 177 emails answered
- 746 phone calls returned or forwarded
- 3 virtual programs held
- 37 "live" program attendees
- 14+ views of recorded virtual programs (YouTube erases stats for expiring videos, so we don't have an accurate number for this month.)
- 1 reference chat sessions
- 6 reading recommendation form requests fulfilled

Melissa A. McKenna
Adult Services Coordinator

Youth Services

Youth Services has been adapting our Summer Reading Club and services for families over the last two months due to Covid-19. This adaptation has been on a week-by-week and, sometimes, day-by-day basis. All of our regular programs were pushed to virtual offerings, mostly on TADL's Facebook page, with special programs offered on the library's Zoom account. Live attendance was often hit or miss, but families enjoyed being able to view the programs after the fact on TADL's Facebook page and our YouTube channel (TADL NotJustBooks).

The biggest news to our department was the extension of Summer Reading Club through the month of August. It made sense to offer this to our families who were just getting comfortable coming back into public spaces. It also made sense for us, as numbers (specifically, sign-ups, reading minutes and program attendance) were over 50% lower (and some as much as 70% lower) than in recent years. Extending Summer Reading Club also meant Youth Services staff do not take a break from August programming to plan for our fall programming, but we're learning to juggle our duties and stay safe.



As part of our adaptedness for this summer, we offered craft kits to take home from three of our weekly programs (The Magic of STEAM, Nature Makers, and Fantastic Fairytales). The kits were very popular with our families and we made 100+ each week to pass out at the Youth Services desk and other locations (more on this later). We are thankful to all of our staff members and volunteers who put in hours of work to make these kits available in a safe, healthy, and efficient way for our families to work on at home.



When it became obvious that families weren't comfortable coming into our space, we decided to put ourselves in outdoor spaces where families were comfortable. Starting in July, this included Mondays at Traverse

Heights Elementary, during their Summer Food Program where we handed out books and crafts to families from TADL's Book Bike. We also began our Summer Reading Clubhouse stationed on TADL Main's front lawn in July. We handed out free books, crafts, and snacks to families and found we interacted with many more of our patrons there than we did in our department. Families were very appreciative to find some common ground to visit or be visited by the library.

Another Youth Services offering that was adapted for families in the time of Covid was our Dial-a-Story service (231-642-8385). Fairytales read by library staff members were recorded on audio and then transferred to IT team member Ed Barrett, who created a phone line full of stories for families to listen to at their convenience. Featured storytimes coincided with that week's Fantastic Fairytale and Storywalk, as well. Youth Services and District staff members were really excited about the Dial-a-Story offerings and look forward to regular stories read on it during the coming fall and winter months.

Summer Reading Club wouldn't be the same for our families without prizes. We made fun buttons this year that coincided with the "Imagine Your Story" theme of fantasy, mythology, and medieval. We are also very grateful to area businesses for donating prizes that kept our readers coming back for more. The following businesses donated prizes or snacks this year: GoGo Squeeze; Oryana Food Co-op; Third Coast Bakery; Horizon Books; Burger King; Taco Bell; Culver's; The BeatLab; Jimmy John's; and Bardon's Ice Cream. Thank you to all!

Submitted by Andy Schuck
Youth Services Coordinator

Teen Services

Teen Services started June with a few online programs that failed to get any traction with the teens so we quickly pivoted to our take home craft kits. Over June and July we passed out 425 craft kits. Each week we had a different craft kit available to pick up in house or at curbside. We have received positive responses from young people for the instructions videos. One young person brought in the mask she had hand sewn and thanked me for the video because she hadn't known how to sew before completing the project.



Our department has not seen a lot of teens hanging out. Our computers are used infrequently and the teens who come in get their crafts and books and leave. We will see if this continues when the weather gets colder. For now, few teens are spending any more time inside the library than necessary to finish what they need to do. In the meantime, we are getting materials and resources together to assist them with their schooling in the fall.

Linda Smith
Teen Services Coordinator

Sight & Sound **June 2020**

The month started out with stay at home zoom meetings and the occasional in Library work. Getting prepared for the re-opening effort.

On June 8th I organized a working team to take on a personal enemy of mine! Part of the original design of the room was a 20+ year old, overbuilt set of accordion shelves that created confusion for patrons and made physical distancing virtually impossible. The big issue was the shelves had heavy pressboard countertop material on the top about 6 feet up in the air. The first unit we took down overwhelmed the 5 guys and weighed in at 600lbs. It was awkward and much heavier than we expected. Next up I got the power tools out and cut the sections into smaller, more manageable pieces. After creating a huge mess the shelves were gone. The new shelving stack is simple, basic and provides for exactly 6 feet of physical isle space on either side. Patrons find this much easier to navigate and find material. It's visual and logical. We are all greatly relieved.

The next few weeks were all about making it look as if it had always been set up this way. We relocated the HOT, New and Game collections. Much of our attention has been keeping the HOT DVD collection flush with new materials.

Patrons immediately told us how much they love the new room arrangements. Yes, us too!

July 2020

Keith led the charge on repackaging some 38 thousand CD cases. This marks the formal end of the CD Jewel Box as we know it. We do still get new material in this case format so we will have some on hand.

Keith and I also mapped out a new organization to the room with all the space that this repackaging effort has opened up. The staff has been amazing about keeping this process moving forward. The room is now full of clean easy to find material. No more little hiding spots and difficult to reach collections.

- Due to the touch intensive material and the inability to use disinfectants on guitars. The Library of Things has its own 7 day quarantine process.
- Kajetan Morman is moving on from his page position, he is going off to school at Kendall School of Design. We wish him well.
- We are excited to welcome our newest page Wesley Bales.
- No meeting room activity for June or July.

On Aaron's Desk: Video production work with Heather and Matt Kern, Performance Evaluations.

Thanks for reading,
Aaron Olson
Sight & Sound Coordinator

Circulation

It was great to come back to work in June, and we were extremely busy! My team prepared for curbside service and the opening of the dropbox. We set up quarantined areas for returns in different parts of the library. We also set up the McGuire room for curbside service. Even though

we were closed, patrons were still requesting items. We had over 3,500 available requests to process!

The week of June 15th we started curbside service only. Patrons scheduled a pickup time and day. We were scheduling 9 pickups for every 15 minutes. That first day we had 130 patrons pick up items. Our busiest day that week was 199 patrons. It was non-stop and it wasn't just the curbside service. We had opened the drops the week of June 8th. We had record highs of items being returned those first few weeks. At the same time, we were processing all the requests. It was organized chaos. I want to thank my team and everyone else who helped out. It was a totally new experience for us and our patrons, but with everyone working together, it was like we had done this for a long time. Everything flowed smoothly and patrons were very grateful.

The week of June 22nd we had plans to open the library. We adjusted curbside hours to Wednesdays and Saturdays. The demand dropped when patrons were able to come in.

We did lose two pages. Anne Fielstra left for another job and Cathleen Elkington decided not to come back when the library reopened. Morgan Lammers, a former Reference page, was back from school. We hired her for the summer to help out.

In July we made another change to our curbside service. The demand had decreased greatly. We decided that patrons no longer needed to schedule a pick up time and made it drop in. We also changed it to 3 hour blocks every day we are open instead of only Wednesdays and Saturdays. This is working really well.

I completed a MelCat survey. MCLS wanted to see when the majority of libraries would be ready to start up MelCat again. Patrons will be able to start requesting items through MelCat again on August 10th.

Anita Chouinard
Circulation Coordinator

Marketing and Communications

June was my first full month at the library! With the librarians focused on developing new procedures for materials and processing returning materials I chipped in to assist with PPE. We fitted the departments with panels and I've been creating COVID signage throughout the main building. We've made some adjustments as dictated by use, and will likely continue to do so. We did take advantage of the reopen to generate some positive PR coverage. I had one-on-one meetings with all departments to get an idea of their needs and wishes moving forward, and I visited both Kingsley and East Bay libraries.

As you can see on our YouTube channel, I've been working on outreach with other organizations and large companies in the area - we have Summer Reading Club PSAs from both the Cherry Queen Sierra Moore (posted Cherry Festival Week) and Tonya Wildfong from Team Elmer's (posted for Castle Build Week). It's my goal with these PSAs to emphasize the importance of reading for both fun and "real-world" professions, and also by joint-posting on partner social media platforms we can amplify our message. I'm working closely with Youth Services to increase our promotional content for early literacy programs and make connections

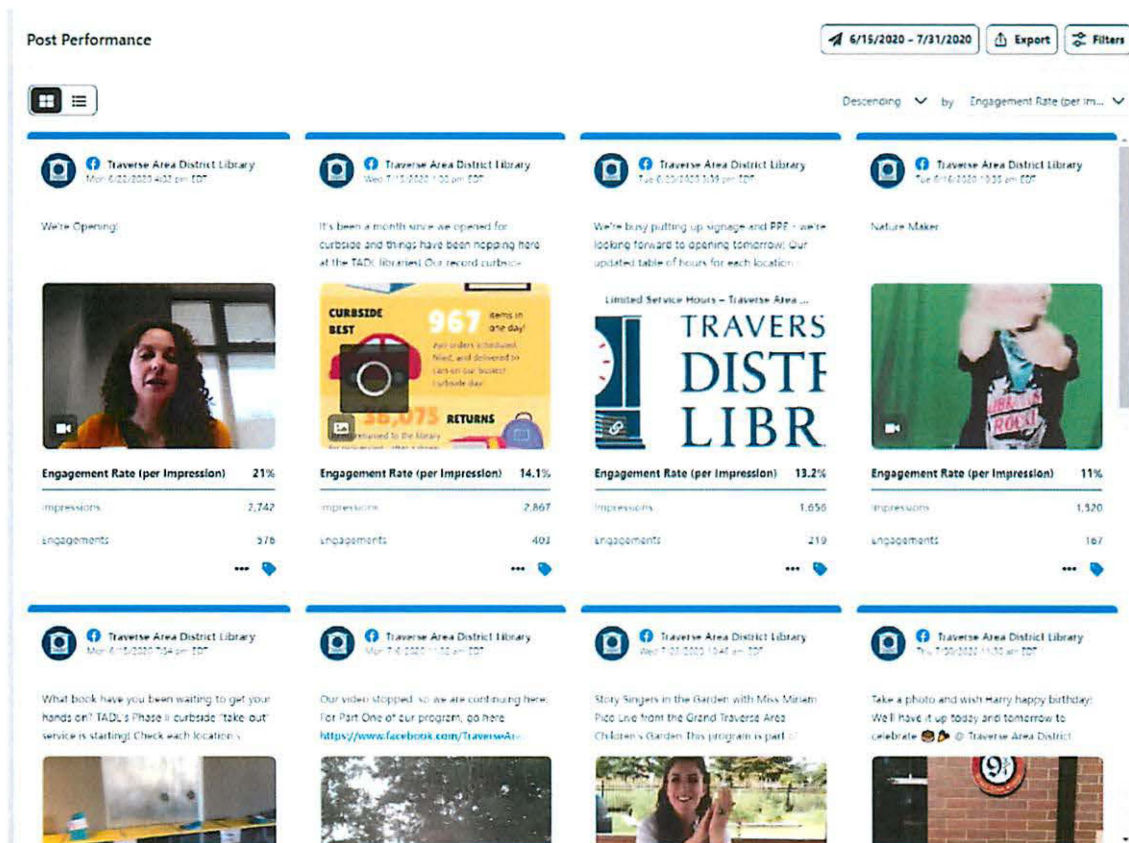
with Munson to get the information into their system (they posted SRC in their employee newsletter) and posters for local pediatrician offices.

In July, with most of the PPE work behind us, I turned my attention to more traditional marketing tasks. We've been promoting Census 2020, our Virtual Art Show, the Democracy MVP initiative, Book Bike Week, and planning ahead for Library Card Month and Banned Books Week. I've had a great time getting out and meeting patrons at the Traverse Heights lunchtime book giveaways and at the Summer Reading Clubhouse activities!

- **Social Media**

I anticipate the fall election season to have a (hopefully short-term) negative impact on overall social media use, so to compensate I've started to look elsewhere for supplemental programming marketing outreach - including discussions with Channel 189. I've started to more thoroughly coordinate the library's social media posting program, test some different types of posts, and set up a service that will help us get a better idea of our social media landscape before we move into the fall election season.

Sample Social Media Report from New Dashboard - Facebook Performance



Using the new social media dashboard we can also benchmark ourselves against other libraries! We choose any library with a social media presence as a comparison, I chose a few libraries that are similar to us in size and then I chose a couple who are aspirational (for example, Seattle is a recent Library of the Year winner).

Facebook Competitors

6/15/2020 - 7/31/2020

Export Filters

Grand Rapids Public Library Public Library of Cincinnati and Hamilton County The Seattle Public Library

Stats by Page

| Facebook Page | Published Posts | Received Messages | Post Disapproval | Public Engagements | Public Engagements per Post |
|--|-----------------|-------------------|------------------|--------------------|-----------------------------|
| Competitor Average | 92.2 | 2.2 | 14 32.2 37 | 1,840 | 19.78 |
| Traverse Area District Library Business Page | 64 | 17 | 11 18 29 | 1,051 | 25.8 |
| Ann Arbor District Library Business Page | 46 | 3 | 13 81 2 | 959 | 20.85 |
| Capital Area District Libraries Business Page | 100 | 2 | 4 69 88 | 2,109 | 20.45 |
| Grand Rapids Public Library Business Page | 118 | 0 | 33 35 29 | 1,352 | 11.46 |
| Public Library of Cincinnati and Hamilton County Business Page | 108 | 4 | 1 61 33 | 8,414 | 86.15 |
| The Seattle Public Library Business Page | 91 | 1 | 77 63 4 | 1,267 | 13.92 |

The new dashboard system also makes it much more efficient for me to track social media messaging, because it pulls messages from all platforms into one Inbox.

- **Mailing List**

The library's existing mailing list is very old (most of it seems to date from 2014) and so I've started a survey to refresh the list. The survey will give us a better idea of what people want to see in their newsletter, and hopefully improve our newsletter open rate - or indicate another form of newsletter entirely.

- **TADL Merchandise**

We've built a new online store in conjunction with Alfie, accessible via a link on our home page. I've taken inventory of existing stock on the 3rd floor and we're working to get everything listed. It's my goal to offer a holiday line of limited-edition, locally sourced items in addition to the regular TADL items already for sale. One of the big online benefits - we're able to increase merchandise sales while cutting back on staff handling dollars/credit cards and we can continue sales throughout any closure.

- **Website**

I've been working on page updates, assisting departments in adding their programming information and building some new pages for new needs (displays, marketing posters, etc.). I'm working with IT on planning for a site overhaul, this is still in early stages and we'll provide regular updates as things progress.

Print Coverage

Traverse City Record-Eagle, August 4, [Job Seekers Grow with Google Grant](#)
 Traverse City Record-Eagle, August 4, Photo of Cardboard Castle Build Day 1
 Mynorth.com, June 4, [Book Drops Reopen](#)
 upnorthlive.com/7&4 News, June 5, [Reopen](#)

Traverse Ticker, June 4, [Reopen](#)
9 & 10 News, June 3, [Reopen](#); June 24 [Building Reopen](#)

Heather Brady
Marketing & Communications Manager

HR & Finance

Human Resources – Things have returned to some normalcy since the last time I wrote. Employees are back in the building and we have been open to the public since towards the end of June. While it isn't business as usual, it is business as usual during a pandemic. Masks are worn by employees at all times when in the building and cleaning at regular intervals is now part of our job.

We have hired two new employees to work in the PCC (Public Computing Center) to replace Bret who has moved to a new position in Circulation and to replace an employee who has taken a position at the Glen Lake Community Library. We have also hired a new page to work in our Sight & Sound department to replace another departing employee. We welcome and applaud them for accepting a position which is in such a public facility when many people are pulling back from such public positions.

In accordance with the Governor's EO's, we continue to have some employees work from home when it is feasible.

Finance – Things are looking a little rosier than we expected back in June. On the Revenue side, we are very happy to report that we have received the full amount of State Aid for both the Main library and the Talking Book Library. This was a huge relief to us as the State Aid not only supports TADL but is also part of the support that goes to our Member libraries and to the Northland Coop. We also received the second half of a grant from Antrim County for the Talking Book Library in the amount of \$1429.50. We are extremely appreciative of the funds provided by Antrim county in support of the services that the Talking Book Library provides to the taxpayers of their county. The Talking Book Library supports eight counties within northern Michigan. (Grand Traverse, Leelanau, Benzie, Antrim, Kalkaska, Manistee, Missaukee and Wexford)

We also received in July our Penal fines for Grand Traverse and Leelanau counties. Benzie county was received at the beginning of August. As expected, fines were down from what was budgeted. Fines have been creeping down over the last few years and we had budgeted for this expectation but with Covid-19 we saw a reduction of 15% from what we received last year and 11% less than what we budgeted.

In donations, we received a large donation by the Women's History Project of NW Michigan. As they completed their project, they had funds left over in the amount of \$7452 which they kindly donated to support the Local History Collection.

While this is a rosier picture than we expected, we are still going to be under budget where our revenue is concerned. At this time, we are looking at a shortfall of roughly \$135,000. Some of this shortfall could be made up with Overdue Fines and some with the sale of our swag items.

Our new Marketing and Communications Manager, Heather, has set up a new online store to make it even easier for patrons to show their love and support for their library!

When looking at our expenses to date, with 58.3% of the year complete you'll see that our overall expenses are at 55.4%. This is good news considering that our insurances are at 66.7% complete and there are several line items which are at 100% for the year. Several line items will most likely remain under budget due to Covid-19 constraints such as Education & Travel. Employees will not be attending any conferences in person which will save us money on travel and lodging expenses. However, some of this money will be needed to cover extra costs that we are incurring due to the pandemic. As you read about the Facilities, you will see that some of the things we are doing to provide more air circulation will cause an increase in our utility costs. We also have increased costs to our supply budget due to increased cleaning and sanitation requirements and the need for PPE for both employees and patrons. As of the end of July, the additional costs related directly to Covid-19 is at \$14,265.

So, we continue to be careful in the use of our available funds while still looking for more ways to provide the services our patrons both need and want. I also think Michele is becoming an expert in grant writing as she looks for every penny that is available to us!

Deb Radjenovich
Business Manager

Facilities

June was all about reopening the library. CDC and ASHRE guidelines call for increased outside airflow into the building to prevent stagnant air. I had Trane program our building control system to increase the percentage of outside air being brought into the building while we are open from 10% to 30%. Also, at 3:00 am we are pulling in 100% outside air for 1 hour to totally flush the building. While this will improve the air quality I anticipate increased energy costs from our chillers and the boilers in the winter. We are also looking into other ways to increase the air quality such as ionization and UV lighting.

I have been spending some time searching out various PPE products we need to keep our patrons and staff safe. These include hand sanitizer, isopropyl alcohol, disinfectant wipes, masks, and gloves. They are becoming difficult to obtain and increasingly expensive but so far we are well supplied.

Our air/water balance vendor continued running tests in June and July and hopes to have his final report finished in August. My Trane controls technician was here assisting them and replaced a control board on one of the VAVs. He also adjusted the chillers to run more efficiently with the increased outside air intake.

Finally, TCL&P replaced a transformer on the south side of the building. This entailed shutting off power to a section of the building for a brief period of time and checking the rotation of the fire suppression pump when it came back on line. Everything went smoothly and we were up and running quickly.

Bruce Bennett
Facilities Manager

Technology

Hotspots for Checkout - Wireless hotspots are now available for checkout in the Public Computing Center at the Woodmere branch. We had hoped to launch this service in April, but needed to delay due to the lockdown. During the library's closure, TADL provided these hotspots to staff working from home and to other outside organizations like BATA to help support their operations. Once the library reopened we were able to collect these borrowed hotspots, get them processed, and train staff on how to securely check in and checkout the devices. We began circulating them to the public in late July and plan to deploy additional hotspots to Kingsley and East Bay once we have gotten some experience with the process at Woodmere.

Kalkaska Public Schools Project - Kalkaska County Library (KCL) won a grant to begin providing library services at three elementary schools in the Kalkaska Public Schools (KPS) system. Through our service contract with KCL, the technology department will provide technical support for this effort. We will be creating accounts for all KPS students similar to what we did for TCAPS, but will also set up our software so that KCL and KPS staff will be able to request and checkout books at school locations. We are excited to assist KCL with this exciting project and look forward to gaining experience through this effort that will help us in collaborating with other school districts down the road.

Public Computing Center Staffing - We are proud to welcome two new lab attendants, Jill Beauchamp and Isaac Vanderwal in the Public Computing Center. David Ulirch, who helped train both new employees, has left the PCC to accept a position at Glen Lake Community Library. We wish David the best of luck in this new venture and thank him for his contributions to the district.


- Scott Morey, Asst. Director for Technology

TADL Talking Book Library

Like the rest of the building, the TBL office was reconfigured to accommodate for social distancing. Many social distancing signs and floor taped "6 feet apart" indicators are not accessible for everyone, so for our patrons in particular, we provide additional verbal guidance and accommodation for caregivers.

While our usual outreach services are in temporary hibernation, we have continued to serve our patrons at Boardman Glens, Orchard Creek, Cherry Hill Haven and Bay Ridge senior living and assisted living facilities by circulating specially curated collections through curbside pick-up and by delivering boxes of free bestseller books for facility libraries. We also introduced our version of curbside pick-up service for TBL patrons and their caregivers.

June's gathering of the Visually Impaired Persons support group was again conducted via conference call. There were 10 of us present to discuss current events, recent changes in our experiences during the pandemic and interesting online learning opportunities. We had a break in July, but will pick up again in August.




I attended eight sessions of the virtual National Federation of the Blind Conference which offered a wide variety of subjects to explore, including advancements in self-driving vehicle technology, at-home braille instruction for kids, website accessibility testing and programming ideas for seniors. I also attended the American Federation for the Blind's virtual leadership conference which concluded with a fascinating discussion with author and first deaf-blind graduate from Harvard Law School, Haben Girma.

Polly O'Shea
TBL Librarian

East Bay Branch Library

The East Bay Branch Library remains "Curbside Only" with limited curbside pick up hours. We have been scheduling appointments every fifteen minutes, and this system has been working well for us and our patrons. Answering questions, recommending books and helping patrons find information over the phone has replaced face to face encounters, but we are also answering patrons questions as we deliver materials to them in the parking lot, counting these as "walk ins" in our statistics.




We have given away more than 250 Take & Make Summer Reading Club craft activity bags, and we plan on continuing to offer Take & Make Craft Activity Bags as long as we are doing curbside. We had 57 patrons complete Summer Reading Club logging at least 600 minutes each, while this number is down by about 50%, we were happy with the level of engagement and participation. I was able to read the Very Smart Pea and the Princess to Be by Mini Grey for the TADL Dial -A-Story, which is one of our East Bay StoryWalks.

I want to acknowledge my team at East Bay, Chantel Cook, Jeanie Rhoades and Cathie Sixbey for coming to work every day rain or shine (or extreme heat) with a great attitude no matter what the day throws our way. Helping our patrons is our number one goal and these ladies do it with grace and humility. Thanks for all you do!

Rosie May
Branch Manager

Kingsley Branch Library

Summer Reading Club make-and-take activities were very well-received. Over 400 kits were created and handed to patrons during in-person and curbside interactions. Staff Karen Pack and Beth Anderson focused on creating activities that required literacy engagement, movement, and teamwork, such as double-dutch jump rope challenges, family race games, etc., to inspire our youth to disengage from technology and move! Patrons young and not-so were very appreciative, and many reported that they were inspired to develop their own games.



Participation in SRC statistically is disheartening, compared to previous years. However, we are taking quality over quantity, as most of our avid readers are just as engaged as ever! In addition to the grand prizes, Kingsley is also awarding a Top Reader prize this year for our readers, teens, and adult categories. We have several "competitive readers" in our community, so we

expect a race for the finish!

Simply Delicious with Chef Tom is now available in a new format! Staff Brian Carey, our in-house director/videographer/editor extraordinaire, films Chef Tom preparing a dish as he has done in the Kingsley Community Room for over a decade, and then uploads the final product to the Kingsley Facebook page, <https://www.facebook.com/TADLKingsley/>. Patrons are engaging with our posts and enjoy the program. Chef Tom has recently told us that he would like to take the program live, so Brian is exploring our options for that.

In response to East Bay Branch remaining curbside-only with amended hours, and to better balance staff work hours, we opened with an amended schedule (11am-7pm Tuesday-Friday, 10a-3p Saturday), shifting our availability to our community for later in the day as we expected to receive more after-work traffic during the summer hours. Feedback has been positive, but with the caveat from most community members that they would like us to return to an open schedule more inline with what we offered pre-pandemic once school resumes. Expect that change to occur mid-September. Patrons are, for the most part, visiting to accomplish what they need to but not lingering. However, the number of visitors to the library seem to tick upwards every week.

In August, we are celebrating the ratification of the 19th Amendment with a display created by the National Archives and a small collection we developed covering many aspects of the fight for women's suffrage in the United States. Staff Brian Carey was largely responsible for that initiative and application to the National Archives for the display. We are also partnering with community leaders at The Rock of Kingsley and A. Papanos' Pizza of Kingsley for a Back-to-School in the Park event, where we will be passing out school supplies donated by the community and registering students for library cards. Finally, we are developing a collection of circulating materials to support our students and their families, wherever their education paths take them this school year.

Respectfully submitted,

Amy Barritt
Branch Manager

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

| CATEGORY | BUDGET | 2020 YTD | 2019 YTD | VARIANCE | % OF BUDGET |
|---|------------------|---------------------|---------------------|------------------|------------------------|
| Salaries & Wages | 2,412,415 | 1,238,465 | 1,276,143 | 1,173,950 | 51.3% |
| Social Security/Medicare | 67,301 | 33,892 | 35,273 | 33,409 | 50.4% |
| Health/Hospitalization | 337,541 | 216,217 | 226,414 | 121,324 | 64.1% |
| Vision Insurance | 3,845 | 2,314 | 2,288 | 1,531 | 60.2% |
| Dental Insurance | 26,140 | 13,270 | 15,161 | 12,870 | 50.8% |
| Life Insurance | 9,085 | 5,319 | 5,180 | 3,766 | 58.5% |
| MERS Defined Contribution Retirement | 149,050 | 78,137 | 80,207 | 70,913 | 52.4% |
| MERS Unfunded Liability | 120,000 | 70,000 | 258,058 | 50,000 | 58.3% |
| 401K Retirement Contribution | 113,000 | 55,965 | 58,064 | 57,035 | 49.5% |
| Unemployment Comp. | 7,240 | 7,146 | 0 | 94 | 98.7% |
| Workers' Compensation | 7,500 | 7,860 | 7,357 | (360) | 104.8% |
| Disability Insurance | 8,240 | 4,957 | 4,900 | 3,283 | 60.2% |
| Office/Cat./General Supplies/Postage | 123,015 | 63,791 | 56,723 | 59,224 | 51.9% |
| Books/Media/Online Resources | 601,980 | 348,761 | 356,471 | 253,219 | 57.9% |
| Repair & Maintenance Supplies | 6,750 | 795 | 2,870 | 5,955 | 11.8% |
| Professional & Contractual Services | 272,955 | 124,600 | 159,375 | 148,355 | 45.6% |
| Communications | 29,290 | 9,133 | 10,524 | 20,157 | 31.2% |
| Education & Travel | 63,920 | 19,546 | 12,460 | 44,374 | 30.6% |
| Printing | 10,400 | 1,140 | 982 | 9,260 | 11.0% |
| Advertising & Outreach | 20,400 | 4,392 | 19,424 | 16,008 | 21.5% |
| Insurance & Bonds | 32,040 | 30,993 | 29,889 | 1,047 | 96.7% |
| Utilities | 118,200 | 40,627 | 60,934 | 77,573 | 34.4% |
| General Building & Grounds Maintenance | 355,170 | 117,553 | 118,848 | 237,617 | 33.1% |
| 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 | 31,244 | 37,672 | 62,606 | 33.3% |
| Contingency | 7,000 | 0 | 0 | 7,000 | 0.0% |
| TOTAL EXPENDITURES | 5,556,515 | 3,076,304 | 3,371,439 | 2,480,211 | 55.4% |
| | | | | | |
| 2020 APPROVED BUDGET | | | | | |
| EXPENSES BY CATEGORY | | | | | |
| Personnel | 3,261,357 | 1,733,542 | 1,969,045 | 1,527,815 | 53.2% |
| Supplies | 731,745 | 413,347 | 416,064 | 318,398 | 56.5% |
| Other Services and Charges | 1,456,063 | 898,171 | 948,658 | 557,892 | 61.7% |
| Capital Outlay | 107,350 | 31,244 | 37,672 | 76,106 | 29.1% |
| TOTAL EXPENDITURES | 5,556,515 | 3,076,304 | 3,371,439 | 2,480,211 | 55.4% |
| This statement reflects activity through the seventh month of the 2020 fiscal year. | | | | | |
| Percentage of the year completed 58.3%. | | | | | |
| Certain items with higher percentages may have been paid quarterly or annually for the fiscal year. | | | | | |
| | | | | | |

TRAVERSE AREA DISTRICT LIBRARY

**REVENUE
MONTH ENDING
JULY 31, 2020**

| <i>CATEGORY DESCRIPTION</i> | <i>BUDGET</i> | <i>2020 YTD</i> | <i>2019 YTD</i> | <i>VARIANCE</i> | <i>% OF BUDGET</i> |
|---|------------------|---------------------|---------------------|------------------|------------------------|
| Property Tax (Current, Delinquent, Other) | 4,964,590 | 4,988,647 | 4,772,239 | (24,057) | 100.5% |
| State Aid - Library | 77,350 | 77,974 | 38,655 | (624) | 100.8% |
| State Aid - TBL | 41,075 | 41,073 | 41,073 | 2 | 100.0% |
| Local Support - TBL & Other Grants | 10,000 | 13,309 | 7,713 | (3,309) | 133.1% |
| Fees/Services | 42,000 | 28,179 | 28,869 | 13,821 | 67.1% |
| Sales | 38,000 | 10,935 | 28,627 | 27,065 | 28.8% |
| Penal Fines - \$220,000 for this Category per budget | | 0 | | | |
| Penal Fines - Grand Traverse Co. | 190,900 | 168,240 | 198,917 | 22,660 | 88.1% |
| Penal Fines - Leelanau Co. | 6,500 | 5,888 | 7,249 | 612 | 90.6% |
| Penal Fines - Benzie Co. | 22,600 | 0 | 23,901 | 22,600 | 0.0% |
| Overdue Fines/Replacement Fees | 100,000 | 21,636 | 70,947 | 78,364 | 21.6% |
| Interest & Dividends/Gains/Losses on Inv. | 15,000 | 20,820 | 18,617 | (5,820) | 138.8% |
| Rents & Royalties | 7,000 | 1,400 | 3,700 | 5,600 | 20.0% |
| Contributions | 40,000 | 20,381 | 7,136 | 19,619 | 51.0% |
| Reimbursements | 1,500 | 1,456 | 15 | 44 | 97.1% |
| TOTAL REVENUE | 5,556,515 | 5,399,939 | 5,247,658 | 156,576 | 97.2% |
| Transfer In | | | 200,000 | 0 | |
| Use of Fund Balance | | | | 0 | |
| TOTAL | 5,556,515 | 5,399,939 | 5,447,658 | 156,576 | 97.2% |
| TOTAL REVENUE, TRANSFERS & USE OF FB | 5,556,515 | 5,399,939 | 5,447,658 | 156,576 | 97.2% |
| TOTAL EXPENDITURES | 5,556,515 | 3,076,304 | 3,371,439 | 2,480,211 | 55.4% |
| REVENUE OVER (UNDER) EXPENSE | | 2,323,635 | 2,076,219 | | |
| This statement reflects activity through the seventh month of the 2020 fiscal year. | | | | | |
| Percentage of the year completed is 58.3%. | | | | | |
| | | | | | |
| | | | | | |

July Statistics

Monthly Circulation:

| 2020 | 2019 | New Patrons |
|------|------|-------------|
| 412 | 1656 | 5 |

| Programs Offered | Programs Attendance |
|------------------|---------------------|
| 2 | 50 |

| Monthly Programs | Special Programs |
|------------------|------------------------|
| | Summer Reading Program |
| | Senior Lunches |

Updates:

Library Services: We have noticed the building becoming busier by the day. The community continues to utilize the variety of services we provide at our library. We are continuing to adjust services to meet the needs. We continue to offer curbside services but our finding patrons are enjoying coming in and browsing again.

New Staff: I am pleased to announce we have hired two new staff members. Kendall Spratt will be our new programs and outreach coordinator. She comes to us with a variety of experiences in working with many age groups and enthusiasm to continue our outreach in the community. Jessica Delancey will be a substitute clerk for us. She is employed as a teacher with the Forest Area and will be an asset to fill in nights, weekends and summer shifts. Please stop by and introduce yourselves and meet the new staff.

Outreach: Thanks to the generous donation by WCMU Public Broadcasting, Kendall and I were able to hand out many books to the area students. We rode the school bus that delivers meals to area students and as they distributed the meals, we distributed free books. Home libraries have a direct correlation with building early literacy skills and we were so pleased to be able to contribute to this project in our community.

Senior Programs: We continue to deliver meals curbside, weekly, to our area seniors. We are not able to have inside programming for seniors at this time, but we're working on how to safely provide programs for them to socialize in the near future.

MelCat/Rides: Melcat will be available Monday, August 10, 2020. Our patrons have been patiently waiting and are anxious to utilize the service once again.

State Aid: We have received both the first and second state aid payments for this year. Many thanks to the Library of Michigan and other library organizations for working so hard to advocate for us.

Penal Fines: We received our penal fines payment from Grand Traverse County. The payment was down about 18%, but we have been seeing a decrease over the last few years and with the stay at home orders and less people on the roads, this was not a surprise.

Summer Reading: We continued to hand out project bags with creative projects for families to take home. We also encouraged families to view TADL.org for many virtual programs.

Building/Property Maintenance: We have hired a new cleaning service, LA Professional Cleaning Service. The company comes highly recommended with many years experience and we have noticed improvements already. Along with inside cleaning, they power washed the outside of the building which was needed. It looks great. The parking lot has also been resurfaced on schedule, according to our Capital Improvements Plan, by Accurate Outdoors. We have used this company before and they have proved to be reliable. Community members, in our subdivision, have volunteered to make upgrades to the Friends property. They have been working on the grass and repainting the sign that has shown many years of wear. We are always very thankful for our volunteers!

Sincerely,
Julie Kintner, Director

AUG 20 2020



TRAVERSE AREA DISTRICT
LIBRARY

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

August 4, 2020
4:00 pm ~ via Zoom

610 Woodmere Ave. / Traverse City, MI / 49686

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

Agenda Approval: The agenda was approved as presented.

Minutes Approval: Minutes from the June 9, 2020 Facilities Committee were approved as amended.

Public Comment: No public comment.

Finance:


Finances Update: Howard and Radjenovich provided an update to the Committee about the revenues in the budget. They are happy to say that project revenue is only down about 11% but that taking into account other cost saving measures, the budget is only about \$135,000 or 2% short. Some of this is due to lost sales and overdue fines because of the closure.

Howard was happy to report TADL is the recipient of several grants including the Grow with Google grant and Antrim County grant for the Talking Book Library.

L-4029 Form: Howard and Radjenovich provided information to the Committee about the L-4029 Form which is submitted to various taxing authorities and includes our current millage rate. Again, we will see a Headlee Rollback from .9382 to .9292.

TIF Extension Statement: In a past meeting Odgers mentioned exploring the idea of the board making a statement about the TIF 97 Extension. After discussion, it was decided to not recommend making any statement as a board at this time.

Facilities:



Grounds Update: Bennett mentioned that there is a lot of work being done in the Children's Garden right now to remove some plants that have gotten too big or overgrown. Thanks to gardeners Jeremy Treadwell and Kim Conaghan for their work. In the Spring, we will need to work on the retaining walls in that area.

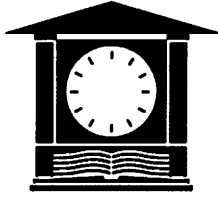
Roof Update: Bennett provided an update about the roof. We need to wait until the weather gets cold again to test the work that was done last year. It needs to be overnight temperatures in the 30's and 40's to test the insulation and ventilation. After that we'll know how to proceed with the roof.

Next Meeting Date / Time: September 8, 2020 at 4:00pm

Next Meeting Topic Suggestions: Bathroom updates; Facilities Maintenance Plan

Public Comment: No public Comment.

Adjournment: The meeting adjourned at 5:01 pm



TRAVERSE AREA DISTRICT
LIBRARY

TADL Board of Trustees Policy and Personnel Committee Minutes

August 4, 2020
10:30 am~ Zoom meeting

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: M. Vickery and J. Wescott, Trustees; D. Radjenovich and M. Howard, Staff.

Agenda Approval: The agenda was approved as presented.

Minutes Approval: The minutes of the June 2, 2020 Policy and Personnel meeting were approved.

Public Comment: There was none.

Policy Issues:

TADL Wedding and Picture Policy (Discussion)

Howard brought up the idea of allowing weddings at the library. There was discussion about pros and cons. Howard will do some more research for discussion at the September Committee Meeting.

Patron Behavior Policy 4.1 Patrons required to wear Masks

Howard discussed the issue of adding the statement into our behavior policy about facial coverings, that patrons must distance by 6 feet if required by Executive Order. Vickery and Wescott were in agreement this was a simple but important addition to make. Howard will bring this to the August Board Meeting for discussion and possible approval.

Exhibit and Display Policy

Based on past programming ideas, Howard asked attorney Zeits to draft an Art Exhibition Policy. There was discussion about the difference between a contract and the policy. Vickery mentioned that it's important to keep policies simple. Wescott agreed and wanted to edit the "Grant of License" clause to protect the interests of both the artists and the library while encouraging artists to participate. Howard will do some editing and for bring it back for discussion at the September Committee Meeting.

Remote Access for Board Meetings

Howard presented a sample policy to the committee. There was much discussion and the need for some clarifying legal questions such as guaranteeing the identity of the board member. Howard will discuss this with legal counsel, and bring this to the September Policy Meeting.

Fine Forgiveness (Discussion)

As explained in past Board meetings, the library has not been charging fines to patrons for overdue materials during the pandemic uncertainties. While we are phasing this back in there was discussion about waving fines on anything not considered: HOT, new, or part of the lending equipment. There is a desire among trustees to both not impede patrons from using the collection and to charge fines to encourage items to return. Howard will survey the Member libraries and do some more research to discuss at the September Policy Meeting.

Next Meeting Date / Time: September 1, 2020 at 10:30am.

Next Meeting Topic Suggestions: Wedding/Video/Photographing patrons and staff; Exhibit and Display Policy; Fine Forgiveness; Sick Patron Policy

Public Comment: There was none.

Adjournment: The meeting adjourned at 11:26 am

4.1 Behavior Policy

The Mission of the Traverse Area District Library is to provide dynamic resources and innovative services to stimulate intellectual curiosity, facilitate lifelong learning, promote literacy, and nurture personal enrichment. The Traverse Area District Library Board has authority to establish and enforce reasonable regulations for the benefit of patrons of the Library, in keeping with its mission. The Library Director and his or her representatives shall be responsible for enforcing this policy.

In observance of its mission and to make Library facilities and services available to everyone on a safe and equitable basis, to ensure the ability of staff members to conduct Library business and to safeguard Library property against misuse or abuse, the following rules for behavior are established by the Traverse Area District Library Board. These rules apply to TADL facilities in Traverse City, the Village of Kingsley and East Bay Township.

In determining the number of violations for purposes of withholding Library privileges as set forth in this Policy, only the number of violations a person has per each Category shall be used. Past violations in any Category are removed if a patron has no violations within any Category for two (2) years from the date the patron’s library privileges were restored as a result of the patron’s last violation. All suspensions shall begin on the date of incident.

Category A. For Public Safety and Security, the Traverse Area District Library prohibits:

1. Stealing or vandalizing on Library property;
2. Using, possessing, giving away or selling alcohol, marijuana or any illegal substance on Library property;
3. Improper use or abuse of Library materials or equipment;
4. Engaging in sexual acts or behaviors or indecent exposure;
5. Harassment, intimidation or threat of any person by word or act;
6. Fighting or provoking fighting or engaging in any act of violence;
7. Unlawful possession of a weapon.

Persons who violate the above rules for safety and security are subject to the withholding of Library privileges as follows:

- | | |
|---|--|
| <u>First Category A violation:</u> | Library privileges are suspended for six months; police will be called if necessary. |
| <u>Second Category A violation:</u> | Library privileges are suspended for one year; police will be called immediately. |
| <u>Subsequent Category A violation:</u> | Library privileges suspended for one year; police will be called immediately. |

Category B. To ensure proper use of Library Facilities, the Traverse Area District Library prohibits:

1. Being under the obvious influence of alcohol, marijuana or any illegal substance on Library property;
2. Profane, obscene, injurious or abusive language;
3. Noisy or boisterous conduct inappropriate to the Library location;

4. Cell phone conversations in areas designated as “quiet” areas, or overly loud conversations in any area of the library;
5. Animals unless involved in a Library-approved event or service animals as defined in 28 CFR 36.104;
6. Failing to wear shirt, pants, and/or shoes;
7. Personal hygiene or body odor so offensive as to constitute a nuisance to other persons;
8. Sleeping in the Library;
9. Petitioning, canvassing (e.g., seeking signatures on a petition), conducting surveys, distributing written material, or soliciting donations, selling merchandise, or otherwise raising funds anywhere on Library property, unless approved in advance by TADL;
10. Violation of the Library internet policy;
11. Entering areas designated “private” or “staff only” unless approved by TADL staff;
12. Refusing to leave the Library at closing time;
13. Beverages in the Library unless secured in a container with a lid, or in designated areas;
14. Food inside the Library, except in designated areas;
15. Any violation of the Smoke and Tobacco Free Campus Policy;
16. Restrooms used for washing clothes, shaving or bathing (simply washing one’s hands and face is not considered “bathing”);
17. Unattended personal property unrelated to Library purposes;
18. Use of skateboards, roller blades, or other similar items inside the Library or on Library property;
19. Failing to wear required Personal Protective Equipment such as face coverings and/or maintaining six (6) feet social distancing, as required by federal or state law, rule, regulation, or order or Grand Traverse County Health Department Emergency Order or directive.

Persons who violate the above rules are subject to the withholding of Library privileges as follows:

- | | | |
|---|-----------------|--|
| <u>First Category B violation:</u> | Paragraphs 3-19 | Library privileges suspended for rest of day; |
| | Paragraphs 1-2 | Library privileges suspended for seven (7) days; |
| <u>Second Category B violation:</u> | | Library privileges suspended for one month; |
| <u>Subsequent Category B violation:</u> | | Library privileges suspended for one year. |

For all suspected violations

8. Police will be called if the Library believes a crime has been committed.
9. Police will be called when a violator refuses to comply with Library rules.
10. Police will be called if violator refuses to show identification.
11. Police will be called if a patron suspended under this policy appears on Library property.
12. Violators may be photographed by Library personnel.
13. If patrons return while under suspension, that suspension shall be increased to the next violation level.

Right to Appeal and Appeals Process

1. The right to appeal is based on the right to due process of law guaranteed in the 14th Amendment of the U.S. Constitution and the right of access to public libraries guaranteed to all citizens in the Michigan Constitution (Art. VIII, Sec. 9).

2. If the Library has an address on record or the suspended patron provides an address, the Library Director shall provide written notice to any individual whose Library privileges have been suspended within five (5) business days of the date of the violation, and shall include a copy of this policy with the notice. If the Library does not have an address on record and the patron refuses or fails to provide an address, verbal notice on the day of the violation shall be sufficient notice of the suspension, and the patron shall be hand-delivered a copy of this policy.
3. An individual who wishes to appeal a suspension must do so in writing to the Library Board within 10 days of the postmark of the Director’s letter or the date of the verbal notice if no letter is sent. The notification of appeal must provide current contact information (address and phone number) and state the grounds upon which the appeal is based.
4. Upon receiving a request for an appeal, the Board shall hold a hearing to consider the appeal within one month. The Board may consider the appeal at a regularly scheduled Board meeting or at a special Board meeting, at the earliest opportunity, called for the purpose of a hearing.
5. The Board President will ensure the Appellant receives reasonable notice of the hearing.
6. Prior to the hearing the Board will be provided copies of the Appellant’s letter appealing the decision and requesting a hearing. The Board and Appellant will also receive copies of the Library Director’s letter giving notice of the suspension which describes the offense. Supporting information gathered in the administration’s investigation shall be made available, including but not limited to all incident and police reports completed by Library staff, witnesses and the Director. The Board shall have access to Library records necessary to make an informed decision on the appeal. Any Library record (as defined in the Michigan Library Privacy Act) shall remain confidential and shall not be disclosed to the public unless in compliance with the Michigan Library Privacy Act.
7. The Appellant must have the opportunity to attend any hearing so scheduled personally or may make a written statement in support of his or her position. If the Appellant does not attend the hearing, the written statement must be received before the time set for the hearing.
8. The Appellant shall have the opportunity to present his/her claim for rejecting the Library Director’s decision. The Board may ask questions in order to bring to light all the facts and issues involved.
9. The Board may affirm or reject the decision to suspend Library privileges.
10. The Board will make its determination as soon as reasonably possible.
11. The Board will issue a written decision and provide a copy to the Appellant if an address is known.
12. The decision of the Board is final.
13. In no case shall the filing of an appeal pursuant to this Policy act as a stay of the suspension imposed unless the Library Director makes a specific finding that the suspension would result in manifest injustice under the total circumstances.

The Library shall post this entire policy in at least two prominent areas in the Main Library building and in each branch Library building.

Adopted July 15, 2004; Revision Adopted October 14, 2010; Revised January 20, 2011; Revised February 16, 2012; Revised July 18, 2013; Revised June 20, 2019; Revised September 19, 2019; Revised February 20, 2020; Revised June 18, 2020; Revised August 20, 2020

Motion by: Vickery

Supported by: Wescott

Adopted: Y N

Date: 8-20-2020


Board Secretary

4.1 Behavior Policy

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6. Failing to wear shirt, pants, and/or shoes;
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19. Failing to wear required Personal Protective Equipment such as ~~masks~~ face coverings and/or maintaining six (6) feet social distancing, as required by federal or state law, rule, regulation, or order or Grand Traverse County Health Department Emergency Order or directive.

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Adopted July 15, 2004; Revision Adopted October 14, 2010; Revised January 20, 2011; Revised February 16, 2012; Revised July 18, 2013; Revised June 20, 2019; Revised September 19, 2019; Revised February 20, 2020; Revised June 18, 2020; Revised August 20, 2020

Motion by: _____

Supported by: _____

Adopted: Y N

Date: _____

Board Secretary

AUG 20 2020

Michigan Department of Treasury
614 (Rev. 01-20)

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s) **L-4029**
COPY TO: Each township or city clerk

2020 Tax Rate Request (This form must be completed and submitted on or before September 30, 2020)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

| | |
|--|---|
| County(ies) Where the Local Government Unit Levies Taxes Grand Traverse and Leelanau | 2020 Taxable Value of ALL Properties in the Unit as of 5-26-2020 5,691,588,961 |
| Local Government Unit Requesting Millage Levy Traverse Area District Library | For LOCAL School Districts: 2020 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. |

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2020 tax roll.

| (1) Source | (2) Purpose of Millage | (3) Date of Election | (4) Original Millage Authorized by Election Charter, etc. | (5) ** 2019 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (6) 2020 Current Year "Headlee" Millage Reduction Fraction | (7) 2020 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction | (9) Maximum Allowable Millage Levy * | (10) Millage Requested to be Levied July 1 | (11) Millage Requested to be Levied Dec. 1 | (12) Expiration Date of Millage Authorized |
|---------------|---------------------------|-------------------------|--|--|---|---|---|---|---|---|---|
| Voted | Operating | 8/2/16 | 1.1000 | .9382 | .9905 | .9292 | 1.0000 | .9292 | ----- | .9292 | 12/25 |
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| Prepared by Deb Radjenovich | Telephone Number (231) 932-8549 | Title of Preparer Business Manager | Date 8/20/20 |
|---------------------------------------|---|--|------------------------|

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

| | | | |
|---|---|---------------------|-----------------|
| <input type="checkbox"/> Clerk | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> Secretary |  | M. PAKIER | 9/3/2020 |
| <input type="checkbox"/> Chairperson | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> President |  | Joseph Jones | 8/20/20 |

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

| | |
|--|------|
| Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2020 for instructions on completing this section. | |
| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) | Rate |
| For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal | |
| For Commercial Personal | |
| For all Other | |

AUG 20 2020

Michigan Department of Treasury
614 (Rev. 01-20)

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

L-4029

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| | |
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| Local Government Unit Requesting Millage Levy Traverse Area District Library | For LOCAL School Districts: 2020 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. |

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|---------------|---------------------------|-------------------------|--|--|---|---|---|---|---|---|---|
| Voted | Operating | 8/2/16 | 1.1000 | .9382 | .9905 | .9292 | 1.0000 | .9292 | ----- | .9292 | 12/25 |
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|---------------------------------------|---|--|------|
| Prepared by Deb Radjenovich | Telephone Number (231) 932-8549 | Title of Preparer Business Manager | Date |
|---------------------------------------|---|--|------|

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

| | | | |
|---|-----------|---------------------|------|
| <input type="checkbox"/> Clerk | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> Secretary | | | |
| <input type="checkbox"/> Chairperson | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> President | | Joseph Jones | |

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

| | |
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| Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2020 for instructions on completing this section. | |
| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) | Rate |
| For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal | |
| For Commercial Personal | |
| For all Other | |



TRAVERSE AREA DISTRICT
LIBRARY

RESOLUTION

Municipal Employees' Retirement System of Michigan Unfunded Pension Liability Payment

August 20, 2020

WHEREAS, the Traverse Area District Library Board of Trustees (the "Board") established an Internal Service Fund in December, 2014 into which excess funds, as determined by the 2019 Final Budget Amendment, would be set aside for payment toward the Traverse Area District Library's (the "Library") unfunded pension liability as established by the Municipal Employees Retirement System of Michigan ("MERS") and confirmed by the Library's annual audit; and

WHEREAS, the balance in the Internal Service Fund stood at \$125,950 as of July 1, 2020;

NOW THEREFORE, it is resolved as follows:

1. The Director shall remit to MERS the sum of \$110,000, which will be transferred from the Internal Service Fund to the General Fund for disbursement, and the budget for the Unfunded Liability Account shall be increased by that same amount.

Motion to adopt the resolution was introduced by: Sullivan

And supported by: Pakieser

| Roll Call Vote: | Aye | No |
|-----------------------------|------------|-----|
| President Jones | <u>x</u> | ___ |
| Vice President Odgers | <u>x</u> | ___ |
| Secretary <u>Pakieser</u> | <u>x</u> | ___ |
| Treasurer Sullivan | <u>x</u> | ___ |
| Trustee Vickery | <u>x</u> | ___ |
| Trustee Pakieser | <u>N/A</u> | ___ |
| Trustee Westcott | <u>x</u> | ___ |

Resolution adopted Yes / No

8-20-2020

Date

I hereby certify that the above resolution was adopted on August 20, 2020, by the Traverse Area District Library board of trustees, at a regular meeting held virtually in Traverse City, Michigan.

Board Secretary



TRAVERSE AREA DISTRICT
LIBRARY

RESOLUTION

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August 20, 2020

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Motion to adopt the resolution was introduced by: _____

And supported by: _____

| Roll Call Vote: | Aye | No |
|-----------------------|-----|-----|
| President Jones | ___ | ___ |
| Vice President Odgers | ___ | ___ |
| Secretary | ___ | ___ |
| Treasurer Sullivan | ___ | ___ |
| Trustee Vickery | ___ | ___ |
| Trustee Pakieser | ___ | ___ |
| Trustee Westcott | ___ | ___ |

Resolution adopted Yes / No _____

Date

I hereby certify that the above resolution was adopted on July 18, 2019, by the Traverse Area District Library board of trustees, at a regular meeting held at Fife Lake Public Library in Fife Lake, Michigan.

Board Secretary



TRAVERSE AREA
DISTRICT
LIBRARY

PUBLIC NOTICE

The Traverse Area District Library
Regular Board Meeting
scheduled for

August 20, 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://us02web.zoom.us/j/81831804800?pwd=bzNWN1AvN1RhV2JmTXBOa2hCUE8xdz09>
Call-in: 1-312-626-6799 | Webinar ID: 818 3180 4800 | Passcode: 062688

*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 ; Michael Vickery (Trustee) mwickery@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. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment***
5. **Trustee Resignation | [Resolution of Appreciation – Trustee, Stephanie Mathewson](#)**
 - a. Selection of Secretary Successor
 - b. Re-assignment of Policy and Personnel Committee Chair
6. **Approval of Minutes**
 - a. [Regular Meeting of June 18, 2020](#)
7. **Reports and Communications**
 - a. [Director Report | Departmental Reports](#)
 - b. Financial Reports – [Expenses](#) | [Revenues](#)
 - c. Member Library Reports – [FLPL](#) | IPL | PCL
 - d. Committee Reports
 1. Finance & Facilities and Services Committee – did not meet in July | [August 4, 2020](#)
 2. Policy & Personnel Committee – did not meet in July | [August 4, 2020](#)
 - e. Other Reports and Communications
 1. Friends' Report – Doug Weaver, President Friends of TADL
8. **Old Business**
 - a. [Policy Revision - 4.1 Behavior Policy](#)
9. **New Business**
 - a. [Approval of L-4029 Tax Rate Request](#)
 - b. [Resolution to Pay MERS \\$110,000 from Internal Service Fund and Revision of the Budget](#)
10. **Public Comment***
11. **Trustee Comment**
12. **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.