

AGENDA

Board of Trustees Regular Meeting
Thursday, February 20, 2020 at 4:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Welcome to new Trustees and Oath of Office** [Oath](#) | [Policy](#)
4. **Approval of Agenda**
5. **Public Comment***
6. **Approval of Minutes**
 - a. [Regular Meeting of January 16, 2020](#)
7. **Reports and Communications**
 - a. [Director Report](#) | [Departmental Reports](#)
 - b. Financial Reports: 2019 Year-end – [Expenses](#) | [Revenues](#)
2020 – [Expenses](#) | [Revenues](#)
 - c. Member Library Reports – FLPL | [IPL](#) | [PCL](#)
 - d. Committee Reports
 - 1) Finance & Facilities and Services Committee – did not meet
 - 2) Policy & Personnel Committee – [February 4, 2020](#)
 - e. Other Reports and Communications
 - 1) Friends' Report – Doug Weaver, President Friends of TADL
8. **Old Business**
 - a. March 10, 2020 East Bay Branch Closure for Election Precinct Approval
 - b. [Policy Revision – 3.1 Borrowing Privileges](#)
 - c. [Policy Revision – 3.21 Fines and Lending Periods](#)
 - d. [Policy Revision – 3.3 Limited Borrowing Privileges](#)
 - e. [Policy Revision – 4.1 Behavior Policy](#)
 - f. [Policy Revision – 4.8 Computer and Internet Acceptable Use Policy](#)
 - g. [MOU between TADL/TCAPS](#)
9. **New Business**
 - a. [New Policy – 3.7 Wi-Fi Hotspot Lending Policy](#)
 - b. [New Policy – 4.10 Opioid Antagonist Administration Policy and Procedures](#)
 - c. [Resolution – 2019 Revised Final Budget Amendment](#)
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; (2) approach the podium and use the microphone; (3) state your name and the county and township or city in which you reside; and (4) limit your comments to 5 minutes. Please sign in at the podium.



TRAVERSE AREA
DISTRICT
LIBRARY

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

Marylee Pakieser
Trustee Signature

2/20/2020
Date

MaryLee PAKIESER
Trustee Name (printed)

Vicki Carpenter
Witness Signature

2/20/2020
Date

Vicki Carpenter
Witness Name (printed)

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

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

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

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

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

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

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

Signature: Marylee Pakieser

Print name: Marylee PAKIESEN

Date: 2/20/2020



TRAVERSE AREA
DISTRICT
LIBRARY

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

Trustee Signature

Date

Trustee Name (printed)

Witness Signature

Date

Witness Name (printed)

Policy

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

Text of the Oath of Office

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

Process

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

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

Adopted: Y N

Tom Kachadurian
Tom Kachadurian, Board Secretary

Motion by : Luyt

Support by: Fowle

January 20, 2011



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, January 16, 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 Secretary Jones at 4:15pm. Present were: Jones (Secretary); Odgers, Mathewson, and Sullivan (Trustees). Vice President Vickery arrived at 4:28pm. Also present were: 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**

Secretary Jones welcomed Jeffrey Wescott, new trustee as appointed by the Grand Traverse County Commissioners for a term ending December 31, 2023. He also recognized Carol Sullivan's re-appointment to the TADL Board of Trustees through December 31, 2023. Jones performed the Oath of Office for Wescott and Sullivan, with both responding affirmatively.

4. **Approval of Agenda**

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

5. **Public Comment**

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

6. **Approval of Minutes**

a. *Regular Meeting of December 19, 2019*

Jones noted a date correction within the motion of item 12, in which the meeting of January 1 should be January 16. It was MOVED by Odgers SUPPORTED Sullivan to approve the regular meeting minutes of December 19, 2019 with the aforementioned amendment. CARRIED.

7. **Annual Meeting**

a. *Election of Officers*

Secretary Jones noted that the nominating committee consisting of President Gersch and Vice President Vickery proposed the following Slate of Officers for 2020:

President - Jones
Vice President – Odgers
Secretary – Mathewson
Treasurer – Sullivan.

With all in acceptance of their proposed position, it was MOVED by Sullivan, SUPPORTED by Mathewson, to approve the 2020 Slate of Officers as presented. Motion CARRIED. Secretary Jones continued the remainder of the meeting as President.

b. *Committee Appointments*

President Jones indicated that a change was suggested to combine the Policy and Personnel Committees into one committee and the Finance and Facilities and Services Committee into

another. The trustees discussed who would serve on these committees and it was MOVED by Jones, SUPPORTED by Sullivan to make the following committee assignments:

- Policy and Personnel: Mathewson (Chair), Vickery, and Wescott
- Finance and Facilities and Services: Sullivan (Chair), Odgers, and the final assignment being filled by the trustee yet to be selected by the City.

Motion CARRIED.

c. *Approval of Board Meeting Schedule February 2020 – January 2021*

It was MOVED by Mathewson, SUPPORTED by Odgers to approve the board meeting schedule of February 2020 through January 2021 as presented. Motion CARRIED.

d. *Approval of TADL Main Library and Branch Operational Hours and 2020 Closure Dates*

It was MOVED by Sullivan, SUPPORTED by Odgers, to approve the 2020 TADL main library and branch operational hours and closure dates as presented. Motion CARRIED.

e. *Approval of TADL Main Library and Branch Operational Hours and 2021 Closure Dates*

It was MOVED by Odgers, SUPPORTED by Sullivan, to approve the 2021 TADL main library and branch operational hours and closure dates as presented. Motion CARRIED.

f. *Annual Conflict of Interest / Annual Ethics Statement*

President Jones highlighted the conflict of interest form that each trustee must sign annually per policy. For the benefit of the newer trustees, both Jones and Vickery highlighted the ethics statement that had been approved by the board in 2019 and emphasized that by accepting the oath of office and that by signing the conflict of interest it would indicate that the individual trustees would also hold themselves accountable to the principles in the board ethics statement as well.

8. **Reports and Communications**

g. *Director Report*

Howard confirmed her written report and added the following:

- Howard read a suggestion from a patron regarding not allowing people to politic at the front entrance.
- Howard and Assistant Director for Technology, Scott Morey, met with TCAPS personnel again and hope to have an agreement ready to bring to the TADL board for approval in February and to the TCAPS board in March. The agreement would provide every TCAPS student a library card in the TADL system.
- The Northwestern Michigan College Library is moving and has offered TADL their microfilm collection.
- TADL has launched a new local history page on the TADL website. Howard thanked Morey and the tech team, as well as Special Collections Librarian and Kingsley Branch Manager, Amy Barritt for their extensive work on and accomplishment of the project.
- Poet's Night Out poetry must be submitted by January 25th. The annual Poets Night Out event is held the last Sunday in March, just before National Poetry month.

Howard inquired whether the board would like the TADL staff to continue monthly departmental reporting or if they would prefer quarterly reports. With strategic planning on the horizon, the reports are beneficial but the board recognized the time it takes to do them. Howard will ask for staff input before a decision is made.

- *Financial Report*

Radjenovich is in the process of closing out the year and will provide year-end 2019 reports as well as revenue and expense reports for January 2020 at the next board meeting.

h. *Member Library Reports*

- Vicki Shurly, Director of Peninsula Community Library (PCL), reported that the new library has received a wide range of community room use applications and that the PCL Board recently adopted a new facility use policy, with library programming taking top priority. Shurly expects that PCL's new website will be up and running by the end of February. An annual appeal letter was distributed at the end of 2019 which generated over \$40K. Shurly thanked TADL's tech team for their support and expertise, making PCL feel that patrons receive the benefit of big city service in a small library and she also noted that the annual audit is complete.

Written reports from Renee Kelchak, Director of Interlochen Public Library (IPL) and Julie Kintner, Director of Fife Lake Public Library (FLPL) were included in the board packet.

i. *Committee Reports*

President Jones noted that none of the committees had met since the December 2019 meeting.

j. *Other Reports and Communications*

- Friends' Report – Doug Weaver, TADL Friends Board President
A written report was include in the board packet.

9. **Old Business**

a. *MERS 45Plan*

Howard noted that the MERS 457 Plan was available to any governmental agency and, if approved by the board, any staff member can participate in the plan even if they are not eligible for the MERS retirement benefit plan under the union contract. There is no cost for TADL. It was MOVED by Jones, SUPORTED by Odgers and Sullivan, to adopt the MERS Uniform 457 Supplemental Retirement Program Resolution as drafted by MERS to provide a 457 Plan option to employees of the Traverse Area District Library and that Michele Howard and Deb Radjenovich be authorized to administer the plan. Motion CARRIED.

b. *Director 90-Day Review*

President Jones noted that each trustee would receive a Director Evaluation form which had been used in the past and supports using the same evaluation form moving forward. He requested that all evaluations be filled out and returned the Personnel Committee Chair to compile and discuss the results by the February meeting.

c. *MCLS Strategic Planning Agreement for Services*

Howard indicated that the agreement presented was for informational purposes only and that the strategic planning process will be underway starting in June. President Jones felt that including member libraries on the planning committee would provide TADL with beneficial insight during the process. Vickery agreed.

10. **New Business**

a. *Resolution to Approve Member Library Payments for 2020*

It was MOVED by Vickery, SUPPORTED by Odgers to authorize Director Howard to make member library payments in full as determined by the member library contracts, as follows: Fife Lake Pubic Library, \$159,658; Interlochen Public Library, \$194,115; and Peninsula Community Library, \$196,415. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 aye.

b. *Resolution to Approve in Advance Health Insurance an MERS invoices for 2020*

It was MOVED by Jones, SUPPORTED by Vickery to approve payment for all Priority Health Insurance and Municipal Employment Retirement System invoices for 2020 that exceed \$25K. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 aye.

11. **Public Comment**

President Jones opened the floor for public comment. The following people addressed the board: Vicki Shurly, PCL Director and on behalf of all the member libraries, thanked the board for their support noting the uniqueness of the district library system and how it adds to the richness of TADL for which they are proud to be a part of.

Following Shurly's comment, President Jones expressed interest in getting an early start on renewing member library agreements which expire in 2021.

12. **Adjournment**


With a motion by Odgers, supported by Vickery, President Jones adjourned the meeting at 5:06pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on February 20, 2020



S. Mathewson, Board Secretary



Board of Library Trustees Regular Meeting
Library Director Report
 Meeting Date: February 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](#).

Circulation Transactions			
Year-to-date activity			
As of month end	Print/audio/video Circulation	Electronic books/audio/video	Total Circulation/Electronic Usage
January 2019	92,963	19,603	112,566
January 2020	91,512	21,380	112,892

Lending

Physical item circulation slightly decreased in January from the previous year by -1.3% TADL-wide. As of the end of January, circulation of physical items at the Main Library accounted for 80.8% of the total. Interlochen stands at 6.2% followed by Kingsley with 5.3%, East Bay with 4.0%, Peninsula with 2.0%, and Fife Lake with 1.7% of year-to-date circulation.

E-Book, magazine, downloadable audiobook and database utilization

In January, electronic use accounted for 18.9% of all collection utilization versus 17.4% for January 2019. Year-to-date usage of electronic resources increased 9% from 2019.

Visitors – Woodmere, East Bay and Kingsley Facilities

In January 2020, an average of 1,520 visitors per day visited our main library and two branches vs. 1,490 in 2019. This represents a 2% increase from last January. Thursday, January 2nd was the busiest day with 2,032 patrons walking through the doors of the Main Library and two branches. Overall, there were 44,702 visits to our libraries in January. This is the first month in a long time that we had an increase in visitors! I'm going to credit our great programs, staff and fine forgiveness.

Public Computing

In January, there was an increase in PC Usage by 6.4%. Chromebook use is down 14% in January 2020 to January 2019 but the number of users is about the same. We've had a successful launch of the 3D Printers this month! Please see more details in Scott Morey's report.

Additions to the Collection

In January 2020, 3,540 items were added to the collection compared to 2,990 in January 2019. Adult Services is working on weeding and updating parts of our non-fiction collection which is part of the increase over last year, and after not buying books for a month, every is ready to get some new items!

Finances

January is a busy month for Finances! We wrapped up all of our bookkeeping for 2019 and as you'll see with the budget we had an excess \$256,368. Per our policy that money will be split between the Public Improvement Fund and paying down our MERS unfunded pension liability. I have finished filing our State Aid report and we meet with Auditors on January 13th to begin that process.

Facilities

We are still waiting for some colder days to completely troubleshoot the roof/icing/ventilation problem. Keep you fingers crossed for some cold and snowy days to test our current system. (I know that seems like a weird request!)

We are working on finalizing the coffee bar seating plans for the Atrium furniture that was approved last year. That is going to bring a nice change to the seating options in a beautiful spot in the library.

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

Other News

I am excited that ExoLabs are about to launch!! Our experiment should be almost to the International Space Station at the time of our meeting. The ExoLab will soon be in the lobby with a screen to the experiment on the Space Station. As a reminder, these were purchased from a grant awarded to us by the Michigan Space Grant Consortium. Find out more at: <https://magnitude.io/>. Thank you again to Andy Schuck and staff for working to bring this exciting technology to TADL.

Board games are circulating and our patrons couldn't be happier! Colleen Hatch in Teen Services has procured a number of these from generous donations and a lot of hard work.

Staff will be fully trained in Census information at In-Service on Monday February 17th. After that we will begin launching our Census programming to get patrons to complete the Census. Other In-Service topics include: Google Drive, 3D Printing, MERS 457 plan information, Mindfulness, Opioid Training, Story Time Training, and a session on Implicit Bias.

Fine Free for YA and Juvenile books have been well received by our patrons! We hope to see increases in our circulating materials for those collections! Thank you again for supporting that policy change!

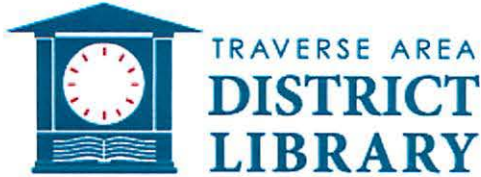
Finally, I was approached by a group of ladies who were part of the Citizens for Libraries group who headed a successful campaign to support our new library building on Woodmere. They are interested in helping write a book about the many libraries in Traverse City before that knowledge is lost. They are meeting with the Friends to discuss options for this book.

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 Warm!

Michele P. Howard
Library Director



Administrative Reports
for the month of January
(February 20, 2020 Board Meeting)

Adult Services

- Adult Services ramped up its programming in January and held 30 programs with 238 patrons attending. Highlights included 52 participants in 2 sessions making personal Vision Boards for 2020 and 36 people sitting in a circle learning about Reiki Energy Healing as part of the New Year, New You series.
- In January, we answered 2607 questions by phone, email and in person. (More than a few of those questions were "Do you have the tax forms, yet?" They have not arrived yet. Pray for us.)
- Adult Services Coordinator Melissa McKenna met with Kerrey Woughter, Director of Library services for NMC on January 23rd to discuss the transfer of microfilm for the Record Eagle and a few other historical newspapers from Osterlin Library to TADL. Osterlin Library is moving to a renovated building on campus and their new location has a much smaller footprint so they need to discard some of their less used items. They contacted us to see if we would pick up the task of microfilming and being the local archive of the Record Eagle. Director Michele Howard and Melissa discussed it and said yes. We will be filling any gaps in our current holdings with their film and acquiring some other local resources. Space needs have been measured and we expect the transfer to take place in March 2020. In addition, NMC is selling us their microfilm reader/printer that is only a year old at a much reduced cost. Our patrons will be happy to have the entire run of the Record Eagle in one location for their use and to have a new microfilm machine to use it on!

Submitted by Melissa McKenna, Adult Services Coordinator

Youth Services

- Youth Services co-hosted our first STEM Kit Kick-off event with the East Bay Branch Library, Kingsley Branch Library, and Elk Rapids District Library (with a big helping hand from Newton's Road). While STEM Kits have been at the Main Library for two years, Newton's Road wrote a grant to help buy kits for East Bay, Kingsley, and Elk Rapids. Their goal, with TADL's help, is to get STEM Kits in 20 regional northern libraries. Interlochen Public Radio's Noelle Riley came out and did a radio story for their Points North broadcast and also wrote an article on our STEM Kits. Both are available here:
 - <https://www.interlochenpublicradio.org/post/points-north-ep-43-glen-arbor-propos-ed-development-veganism-and-stem-kits-kids>
- Regular programming started up after the holiday break. Our storytime programming continues to be a valuable resource for our community. We held 32 storytime (or early literacy) programs which were attended by 774 community members. We also held 15 additional afterschool and weekend programs, attended by 353 community members.

- Desk statistics peaked during January with all of the positive vibes from Director Howard's Fine Forgiveness initiative and our STEM Kits exposure. We answered 1,374 questions in Youth Services, including 1,110 walk-in questions, 259 phone questions, and 6 digital questions. This was a 28% increase over December 2019 and 5% increase over January 2019.
- Seasonal holiday books will now only be available during that particular season. This allows us to move our StoryTime Kits and Read-Along (formerly Vox) Books closer to the early learning audience that gets the most value out of them.
- Youth Coordinator Andy Schuck has been busy planning for two big February programs, the 4th annual TADL MakerFest (held this year at the Grand Traverse Resort) and our ExoLab on the ISS program, funded in part by the Michigan Space Grant Consortium. We are excited to bring these hands-on STEAM, Maker, and space learning opportunities to our community.
- We welcomed a new page to our department this month, Marilyn Metiza.

Submitted by Andy Schuck, Youth Services Coordinator

Teen Services

In January Teen Services held 19 programs with 134 attendees. This month we were very excited to start circulating board games and tabletop games to the public. This was a project that was many months in the making. Colleen Hatch expressed interest in creating this collection soon after being hired. She researched what other libraries were doing, contacted companies for donations and figured out how to package the various items.

Well over 100 games were donated to the library by game publishers. The remainder of the games and the packaging materials were purchased using money generously donated by Dr. Marion Talbot. About 60 games hit the shelf on January 20 and more are constantly being added as they are processed.

The Record Eagle wrote an article about the games that came out January 31 and demand for the games has increased since then. Games check out for two weeks at a time and can be placed on hold to be picked up at any TADL location.



Linda Smith
Teen Services Coordinator

Sight & Sound

Greetings, the long form version of this report has been in question, so I'm going to press forward with a mostly outline form. If anyone has any questions, please feel free to ask.

- Cinema Curiosa Friday, Jan. 10 The World Before Your Feet. We had 97 patrons in attendance. Patrons loved this film, "what a perfectly delightful film to start a new year!" Yes, I think so too!

- We have a strong team of staff members in the special environment here in Sight & Sound! New subs are also being trained to work in the department when needed.
- Media repackaging, with a little help from our TADL Friends is a game changer here in the AV stacks! A new round of packaging is on its way and the results are going to be wonderful! Much more space to browse and it all looks so much neater. Patrons and staff are loving it!
- Keith has helped me by overseeing the implementation of moving and changing our physical shelving locations. We are creating a more consolidated and cohesive browsing experience for the patrons.
- I have been carefully selecting new lending equipment for the Library of Things. Each item is selected on the price, usefulness and overall quality of experience that it will provide to the patron.
- The huge job of sorting out all the TADL Partner organization and the TADL programming use for McGuire Room in 2020 is done and everyone is happy. This is a big personal achievement. Yay!
- We are making ongoing improvements to the patron and staff meeting room booking process. More on this next month.

TADL Meeting Room Stats JAN 2020

Total: 142

TADL meetings: 28

Personal/Outside Group Meetings: 114

Paid Meetings: 3

Unpaid Meetings: 139

Walk-ins: 60

Advance Reservation: 82

Number of Meetings by Rm JAN 2020

McGuire Room: 19

Thirlby Room: 50

Study Room D: 73

Thanks for reading... my outline:)

Aaron Olson

Sight & Sound Coordinator

Circulation

January began with no more fines for Youth and Young Adult materials. Thank You! Patrons really appreciate this.

We added canvas totes for patrons to check out. Woodmere has 70 totes and all but 4 were checked out in less than two weeks.

Melanie Ackerman is retiring March 1st. She will be missed. Interviews were held to fill her position and Jody Wilson, who is currently part-time in Circulation, has accepted Melanie's full time position.

TADL-wide we sent out 1,846 items in MelCat and received 2,418.

Anita Chouinard
Circulation Coordinator

Marketing and Communications

The month of January has been a flurry of launching new initiatives at the library, including: Fine Free Juvenile and YA materials, Board Game lending, canvas bag lending, and 3D printing. In all, we've had no less than eight media stories (one digital, one print/digital, and six TV) in the last thirty days (Jan. 17 - Feb. 12).

Preparation and promotion of upcoming late winter programs such as ExoLab-7 and TADL MakerFest are in full swing. As are plans for encouraging library patrons to participate in the 2020 Census. Early planning for Summer Reading Club promotions and materials design has commenced. We've already applied to once again participate in the National Cherry Festival Heritage Parade on July 7, 2020.

Print & Online Media Activity

- [Families First Monthly Dec/Jan 2019-20 \(Ad p.23\)](#)
- *Record-Eagle* January 17, 2020 - [The Lively Arts: Libraries deftly navigate the digital age](#)
- *Traverse Ticker* January 27, 2020 - [3D Printing, Board Games, Instruments & More: TADL Expands Far Beyond Books](#)
- *Record-Eagle* January 31, 2020 - [Tabletop games, 3-D printer part of TADL's Library of Things](#)

Broadcast Media Activity

- WTCM AM580 - January 14, 2020 [Christal Frost Show \(Book Club w/TADL\) Trust Exercise by Susan Choi](#)
- 9and10News January 27, 2020 - [Traverse City Library Now Offers 3D Printing](#)

Matt Wiliford
Marketing & Communications Manager

Facilities

Inspections

- 1) EPS tested the fire alarm system.
- 2) Summit inspected the fire extinguishers at Woodmere and East Bay. We will need to have several pressure-tested next year.
- 3) The elevators were inspected by the state and one of the emergency phones was not working. It will need to be reinspected when the problem is fixed.

Repairs & Replacements

- 1) Hurst replaced gears on two VAVs which the air balance company found were malfunctioning. They also repaired a pump motor on air handler #1.
- 2) The humidifier canister on the Liebert unit in the server room was replaced. The microprocessor thermostat is also failing but they no longer make that part. The conversion kit for a new thermostat is very expensive so I am exploring other options.
- 3) The electric baseboard thermostat in the Thirlby Room was replaced.
- 4) I installed a new ceiling light in the bathroom at East Bay.
- 5) I put new cloth wheels on the disk cleaner at East Bay.

Icing/Ventilation Project

- 1) The fans were installed in the clock tower. After running for several weeks we haven't seen an appreciable difference in temperature in the attic. The fans were tested and seem to be operating to specifications so we are looking at identifying and eliminating additional heat sources in the unconditioned space.
- 2) The new humidifiers have been intermittently shutting down at night and in the early morning. My technician has been troubleshooting with the manufacturer and done some programming of the maintenance functions. He suspects it may be a water pressure issue. We are installing pressure gauges to help pinpoint the problem.

Bruce Bennett
Facilities Manager

Technology

3D Printing - The district's 3D printing service went live on January 27 and since that time we've had over 40 print requests and lots of questions from interested patrons. A variety of local and state wide media outlets have done reports on the new service as well. Special thanks goes to William Rockwood for leading the efforts on this front. Great work Bill!

TADL - TCAPS - We've received a set of sample / fake student data from TCAPS and have begun writing scripts that will allow us to take this data and use it to create and update library accounts. While we have experience doing this through our service contract with Interlochen Center for the Arts, TCAPS uses a different student information system so there was some concern on this front. Fortunately, we've found the data provided by TCAPS to be in very good shape and their technology department has been very easy to work with.

- Scott Morey, Asst. Director for Technology

TADL Talking Book Library

Did you know we host a magnifier exchange at the TBL? We are happy to accept donations of handheld magnifiers (at least 4x), digital CCTV readers, free-standing magnifiers etc. to pass along to other patrons who can use them, free of charge. This month, we gave a CCTV reader to a longtime TBL patron who was overwhelmed with emotion when she realized she could read and enjoy family photos again.

One of my favorite unusual requests of the month, was for an audio version of the Bible in Ukrainian. While this version of the Bible was not available through the NLS nor the several other databases we frequent, I was able to track down a usable MP3 file, download it to a book cartridge, and send it off for the patron to enjoy. I also facilitated the recording of a training manual for one of our patrons, who is looking to qualify for a specific certification at work. Many thanks to the community volunteers!

At Tuesdays @ Two book club, where TBL and TADL patrons gather together, we discussed *Isadore's Secret* by Mardi Link. We had an interesting conversation about the history of our area and the intrigue of this true crime novel.

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 63 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.

Polly O'Shea
TBL Librarian

East Bay Branch Library

In January we welcomed Jeanie Stanton to East Bay, filling our part time Library Assistant 1 position. We kicked off the new year with STEM Kit Day on January 4th. We added 20 circulating STEM Kits thanks to a generous grant from Newton's Road. We also partnered with the United Way of Northwest Michigan to celebrate MLK Jr Day with a special story time featuring the book *The Snowy Day* by Ezra Jack Keats. Chantel Cook has taken over our book club and had a great turn out at her first meeting which featured the book *The Great Alone* by Kristin Hannah. Wiggles Story Time continues to be very popular with our young families, and we also welcomed newcomers to our miniature group and our needle arts club. We answered 1,178 questions at East Bay, we welcomed 85 participants at 4 early literacy programs and 38 participants at 12 different adult oriented programs.

Rosie May
Branch Manager
East Bay Branch Library

Kingsley Branch Library

On Saturday, January 4th, we celebrated the addition of our STEM Kit lending collection, as well as East Bay Branch Library's, to the STEM Kit lending family in the region. Prior members included Traverse Area District Library and Elk Rapids District Library. During the event, many families visited each location (approximately 8 families at our Branch) to explore the hands-on learning toys and games that they can now check out and take home. Since then, consistently half of our kits are checked out, which we think is a real success! We owe many thanks to our community partners Newton's Road and the Elk Rapids and TC Sunrise Rotary Clubs for helping to make the expansion of this program a reality.

17 teens joined us for our first winter season, end of the marking period teen lock-in, which included seven hours of escape rooms, minute-to-win-it games, food, reading, cookie decorating, video games, and making friends and connections! Several of the teens had come to our summer season lock-in and brought friends with them this time, the true mark of a successful teen program. The winter season can be especially wearying for our rural patrons with limited social access. It is a joy for us to get to know our teens better and build programs for them that they find engaging and worthwhile.

Respectfully submitted,

Amy Barritt
Kingsley Branch Manager

TRAVERSE AREA DISTRICT LIBRARY
CONSOLIDATED EXPENSES
MONTH ENDING
DECEMBER 31, 2019

CATEGORY	BUDGET	2019 YTD	2018 YTD	VARIANCE	% OF BUDGET
Salaries & Wages	2,365,150	2,302,685	2,253,437	62,465	97.4%
Social Security/Medicare	63,800	64,046	55,065	(246)	100.4%
Health/Hospitalization	332,465	303,991	319,767	28,474	91.4%
Vision Insurance	3,510	3,221	4,733	289	91.8%
Dental Insurance	23,475	21,627	24,980	1,848	92.1%
Life Insurance	8,100	7,749	7,378	351	95.7%
Retirement Fund Contribution	153,225	144,148	145,996	9,077	94.1%
MERS Unfunded Liability	299,550	299,528	299,372	22	100.0%
401K Retirement Contribution	112,650	104,163	104,146	8,487	92.5%
Unemployment Comp.	1,000	0	0	1,000	0.0%
Workers' Compensation	5,700	7,357	5,399	(1,657)	129.1%
Disability Insurance	8,875	7,342	6,805	1,533	82.7%
Office/Cat./General Supplies/Postage	135,625	133,376	86,575	2,249	98.3%
Books/Media/Online Resources	606,565	627,989	572,980	(21,424)	103.5%
Repair & Maintenance Supplies	6,700	9,074	4,829	(2,374)	135.4%
Professional & Contractual Services	253,685	230,952	199,638	22,733	91.0%
Communications	20,450	17,489	23,454	2,961	85.5%
Education & Travel	46,735	31,192	27,777	15,543	66.7%
Printing	11,050	5,967	5,165	5,083	54.0%
Advertising & Outreach	27,400	27,344	21,838	56	99.8%
Insurance & Bonds	29,360	29,889	28,778	(529)	101.8%
Utilities	117,300	100,180	104,586	17,120	85.4%
General Building & Grounds Maintenance	332,200	258,205	286,614	73,995	77.7%
Member Allocations	535,605	535,605	521,520	0	100.0%
Miscellaneous	3,500	3,254	2,072	246	93.0%
Property Tax Reimbursement	6,500	(51)	5,537	6,551	-0.8%
Furniture/Equipment/Software	156,900	152,928	91,409	3,972	97.5%
Contingency	10,500	0	0	10,500	0.0%
TOTAL EXPENDITURES	5,677,575	5,429,247	5,209,850	248,328	95.6%
Transfer Out	23,000	23,000			
TOTAL	5,700,575	5,452,247			
2019 APPROVED BUDGET					
EXPENSES BY CATEGORY					
Personnel	3,377,500	3,265,855	3,227,078	111,645	96.7%
Supplies	748,890	770,438	664,384	(21,548)	102.9%
Other Services and Charges	1,383,785	1,240,077	1,226,979	143,708	89.6%
Capital Outlay	167,400	152,877	91,409	14,523	91.3%
Transfer Out	23,000	23,000			
TOTAL EXPENDITURES	5,700,575	5,452,247	5,209,850	248,328	95.6%
This statement reflects activity through the twelfth month of the 2019 fiscal year.					
Percentage of the year completed 100%. Salary related items 100%; employee insurance 100%.					
Certain items with higher percentages may have been paid quarterly or annually for the fiscal year.					

TRAVERSE AREA DISTRICT LIBRARY
REVENUE
MONTH ENDING
DECEMBER 31, 2019

<i>CATEGORY DESCRIPTION</i>	<i>BUDGET</i>	<i>2019 YTD</i>	<i>2018 YTD</i>	<i>VARIANCE</i>	<i>% OF BUDGET</i>
Property Tax (Current, Delinquent, Other)	4,786,000	4,774,201	4,634,573	11,799	99.8%
State Aid - Library	72,000	78,065	71,423	(6,065)	108.4%
State Aid - TBL	41,075	41,073	41,072	2	100.0%
Local Support - TBL & Other Grants	10,000	14,670	14,126	(4,670)	146.7%
Fees/Services	43,000	41,547	42,681	1,453	96.6%
Sales	38,000	39,965	29,323	(1,965)	105.2%
Penal Fines - \$240,000 for this Category per budget					
Penal Fines - Grand Traverse Co.	206,000	198,917	205,607	7,083	96.6%
Penal Fines - Leelanau Co.	8,500	7,249	8,513	1,251	85.3%
Penal Fines - Benzie Co.	25,500	23,901	25,929	1,599	93.7%
Overdue Fines/Replacement Fees	125,000	115,264	123,397	9,736	92.2%
Interest & Dividends/Gains/Losses on Inv.	15,000	51,214	15,619	(36,214)	341.4%
Rents & Royalties	8,000	5,950	7,550	2,050	74.4%
Contributions	121,000	114,602	36,161	6,398	94.7%
Reimbursements	1,500	1,997	2,411	(497)	133.1%
TOTAL REVENUE	5,500,575	5,508,615	5,258,385	(8,040)	100.1%
Transfer In	200,000	200,000	200,000	0	
Use of Fund Balance				0	
TOTAL	5,700,575	5,708,615	5,458,385	(8,040)	100.1%
TOTAL REVENUE, TRANSFERS & USE OF FB	5,700,575	5,708,615	5,458,385	(8,040)	100.1%
TOTAL EXPENDITURES	5,700,575	5,452,247	5,209,850	248,328	95.6%
REVENUE OVER (UNDER) EXPENSE		256,368	248,535		
This statement reflects activity through the twelfth month of the 2019 fiscal year.					
Percentage of the year completed is 100%.					

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

CATEGORY	BUDGET	2020 YTD	2019 YTD	VARIANCE	% OF BUDGET
Salaries & Wages	2,412,415	117,926	128,057	2,294,489	4.9%
Social Security/Medicare	67,301	3,280	4,399	64,021	4.9%
Health/Hospitalization	337,541	79,523	93,376	258,018	23.6%
Vision Insurance	3,845	693	677	3,152	18.0%
Dental Insurance	26,140	4,058	4,057	22,082	15.5%
Life Insurance	9,085	1,266	1,250	7,819	13.9%
MERS Defined Contribution Retirement	149,050	7,681	8,384	141,369	5.2%
MERS Unfunded Liability	120,000	10,000	8,294	110,000	8.3%
401K Retirement Contribution	113,000	5,249	5,916	107,751	4.6%
Unemployment Comp.	7,240	0		7,240	0.0%
Workers' Compensation	7,500	0	1,790	7,500	0.0%
Disability Insurance	8,240	1,203	1,186	7,037	14.6%
Office/Cat./General Supplies/Postage	123,015	7,930	1,154	115,085	6.4%
Books/Media/Online Resources	601,980	71,594	64,211	530,386	11.9%
Repair & Maintenance Supplies	6,750	121	221	6,629	1.8%
Professional & Contractual Services	272,955	22,849	30,957	250,106	8.4%
Communications	29,290	3,002	1,468	26,288	10.3%
Education & Travel	63,920	1,892	1,010	62,028	3.0%
Printing	10,400	0	0	10,400	0.0%
Advertising & Outreach	20,400	870	0	19,530	4.3%
Insurance & Bonds	32,040	30,093	29,889	1,947	93.9%
Utilities	118,200	5,972	6,316	112,228	5.1%
General Building & Grounds Maintenance	355,170	13,096	2,427	342,074	3.7%
Member Allocations	550,188	550,188	535,605	0	100.0%
Miscellaneous	3,500	(809)	0	4,309	-23.1%
Property Tax Reimbursement	6,500	0	0	6,500	0.0%
Furniture/Equipment/Software	93,850	15,740	725	78,110	16.8%
Contingency	7,000	0	0	7,000	0.0%
TOTAL EXPENDITURES	5,556,515	953,417	931,369	4,603,098	17.2%
2019 APPROVED BUDGET					
EXPENSES BY CATEGORY					
Personnel	3,261,357	230,880	257,386	3,030,477	7.1%
Supplies	731,745	79,645	65,586	652,100	10.9%
Other Services and Charges	1,456,063	627,153	607,672	828,910	43.1%
Capital Outlay	107,350	15,740	725	91,610	14.7%
TOTAL EXPENDITURES	5,556,515	953,417	931,369	4,603,098	17.2%
This statement reflects activity through the first month of the 2020 fiscal year.					
Percentage of the year completed 8.3%.					
Certain items with higher percentages may have been paid quarterly or annually for the fiscal year.					

TRAVERSE AREA DISTRICT LIBRARY

REVENUE

MONTH ENDING

JANUARY 31, 2020

CATEGORY DESCRIPTION	BUDGET	2020 YTD	2019 YTD	VARIANCE	% OF BUDGET
Property Tax (Current, Delinquent, Other)	4,964,590	2,626,161	2,535,334	2,338,429	52.9%
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	52	16,054	41,948	0.1%
Sales	38,000	2,257	12,645	35,743	5.9%
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	6,484	9,442	93,516	6.5%
Interest & Dividends/Gains/Losses on Inv.	15,000	1,061	1,183	13,939	7.1%
Rents & Royalties	7,000	900	700	6,100	12.9%
Contributions	40,000	3,894	808	36,106	9.7%
Reimbursements	1,500	0	0	1,500	0.0%
TOTAL REVENUE	5,556,515	2,647,238	2,577,523	2,909,277	47.6%
Transfer In				0	
Use of Fund Balance				0	
TOTAL	5,556,515	2,647,238	2,577,523	2,909,277	47.6%
TOTAL REVENUE, TRANSFERS & USE OF FB	5,556,515	2,647,238	2,577,523	2,909,277	47.6%
TOTAL EXPENDITURES	5,619,575	953,417	931,371	4,666,158	17.0%
REVENUE OVER (UNDER) EXPENSE		1,693,821	1,646,152		
This statement reflects activity through the first month of the 2020 fiscal year.					
Percentage of the year completed is 8.3%.					



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

January 2020

Director's Report:

Statistics: January 2020

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

Activity Attendance:

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

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.
- Reader Chef: Junior- Cooking and Nutrition for ages 10-15, March 19th, 4-5-pm- Dinner!
- Make a Gift Program, Saturday, March 14th, 10-12 pm.
- Introduction to Watercolor Painting, February 12, 19, 26 and March 4th 1:00 pm.
- Friends of IPL present a concert by ICA Concerto Winners to benefit IPL, April 18th 7:00 pm.

Sincerely, Renee Kelchak
Library Director



Statistics for January

Circulation Jan. 2020 – 1836 (1918 in 2019)
Outgoing Hold Transits – 590
Incoming Hold Transits – 239
Internet Users – Not Available
Reference Questions – 391
New Card Registrations – 15 (Temp 0)
Special Requests – 12
Manual Checkouts – 77
Volunteer Hours – 24 Hours, 9 Volunteers
Garden Volunteers – 0 Hours, 0 Volunteers

January Activity Attendance

(386 @ 30 programs)

Story Stew (2 sessions) – 19
Coffee & Craft - 7
Pageturners Book Club (2 sessions) – 24
Threads (4 sessions) - 12
Tech Help – 4
Grief Support Group (2 sessions)- 11
Tuesdays with Tim - 8
Reading Dog (1 session) - 4
Table Crafts - 103
French Group - 0
Yoga (5 sessions) - 97
Census Taker App (2 sessions) – 7
Just Bee Yoga (1 session) - 5
Chess (3 sessions)– 6
Men’s Group – 12
Friends Meeting – 18
MLK Story Hour with United Way – 12
Gather Magazine Game Night – 8
BINGO - 29

ODDS AND ENDS

We recently received a gift from the Old Mission Women’s Club to purchase an outdoor xylophone for our Children’s Garden. It will be installed this spring and was given through funds donated in memorial to Sallie Campbell but will be in honor of all the women of the club. The garden is expected to be completed late spring and a garden party will happen sometime this summer.

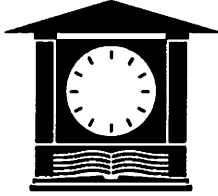
We are planning to add a seed library this spring. It will be housed in our old card catalog.

A group of Old Mission Peninsula School students, principals and administrators presented PCL with a certificate of recognition for support and assistance during their closure for an electrical issue.

We have added a new Mahjong Group and Chess Club at patron request. The Mahjong Group is especially popular.

The Northwest Michigan Wine Industry has formed an advisory board that includes members from P45 and the Michigan Wine Collaborative to partner with PCL. The goal is “to create the best library holdings on Wine/Vineyard/Winemaking topics in the state of Michigan as well as to create from time to time exhibits on our local wine history and wine education as time, interest and resources permit.” We look forward to working with these experts in the field. The collection will be housed in the Neahtawanta Meeting Room.

Discussions have resumed with Old Mission Peninsula School on transporting the kids to the library on a regular basis during the school day. A trail is possibly in the works between the two buildings. Several teachers have collaborated with PCL on programs they will present in our community room to the public, including one called Meet the Paleontologists. Library staff served as judges for the creative portion of the school’s cardboard sled race. The partnership between OMPS and PCL is alive and well.



TRAVERSE AREA DISTRICT
LIBRARY

TADL Board of Trustees Policy & Personnel Committee Minutes

February 4, 2019
10:30 am~ Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: M. Vickery and S. Mathewson, Trustees; D. Radjenovich and M. Howard, Staff.

Agenda Approval: The agenda was approved as presented.

Minutes Approval: The minutes of the December 5, 2019 Policy meeting were approved. The minutes of the December 10, 2019 Personnel meeting were approved.

Public Comment: There was none.

Policy Issues:

3.21 Fines and Lending Periods – Amendments

Howard and staff would like to make Book Club Kits holdable and change the limit of Lending Equipment from 2 to 3 items. The Committee agreed. Howard will bring it to the February Board Meeting.

Howard will look at policies from other libraries to make this easier to manage lending policies without Board Approval for operational types of changes, and bring this to the next Policy Meeting.

4.1 Behavior Policy - Video/Photographing patrons and staff

Howard has read about patrons coming to the libraries and videoing or photographing other patrons they don't know without their permission. Much discussion followed about balancing patron rights to privacy in the library and other patron rights to photograph. Howard will work with attorney Zeits about implications of this policy and bring it back to the March Policy Committee Meeting.

4.8 Computer and Internet Acceptable Use Policy-Amendment

Howard would like to offer temporary, one time use guest passes in the computer labs. The staff have mentioned it would be helpful for our forgetful teens, visitors who only need to use the computer lab/genealogy services for 1 day, and our homeless patrons who lack proper identification to get a card. Much discussion followed about the benefits and potential losses to doing this, and stressing the importance of tracking these passes. Howard will bring this change to the February Board Meeting for approval.

3.6 3D Printing Policy - Weapon accessories

Howard explained that a request to print a weapon accessory was received by the library. The print request was denied based on our existing policy. There was much discussion about whether the policy needed to be changed. The Committee felt the policy was good as it was written.

3.13 Non-Resident Card and accept credit cards

Staff brought to Howard's attention a few changes to the 3.13 Policy including changing the language about the MEL cards since it is covered in other places of the policy and removing the ability to pay by check and replacing it with a credit card. Howard will bring these amendments to the February Board Meeting for approval.

(New)Wi-Fi HotSpot Lending Policy

Howard has been working on the WiFi Hotspot Lending Policy. There was some discussion about the policy but all were satisfied with the policy. Howard will bring it to the February Board meeting for approval.

(New) Opioid Antagonist Policy

Howard presented a draft that her and Ms. Zeits are working on. The committee approved the basics of the draft knowing a few items will change. Howard is also investigating how much it will cost to add Opioid Antagonist Administration to the insurance policy since it is not covered. Howard will bring the final version to the February Board Meeting for approval.

Personnel Issues:

Director Review

Mathewson will compile the results from the survey that was distributed to Trustees. Howard will put together a list of goals she has accomplished and hopes to accomplish in the next year as we build toward a Strategic Plan. Howard will look through old minutes for any other formal recordings/minutes about past Director Reviews.

Next Meeting Date / Time: March 3 at TBD.

Next Meeting Topic Suggestions: Video/Photographing patrons and staff

Public Comment: There was none.

Adjournment: The meeting adjourned at 11:43 am

3.1 Borrowing Privileges

3.10 General Borrowing Privileges

Residents of the District and of the counties with library membership in the Northland Library Cooperative are eligible to apply for a borrower's card. Residents of our contiguous counties of Leelanau, Benzie and Wexford will be eligible for a TADL library card. Outside of these areas, existing library card holders will be able to maintain their cards, but no cards will be issued to new patrons from those areas.

We do not distinguish between a children's card and an adult card. Children are permitted to borrow any type of library material.

3.11 Account Required

An established account is required in order to borrow materials from the Library. You may use a card issued by the Library or use your valid Michigan Driver's License or Michigan ID card to establish your account. If you forget your card, you may still borrow using a valid Michigan driver's license or Michigan ID. You may borrow up to three items with any other current picture ID.

3.111 Proof of Eligibility and Local Address

Proof of eligibility must be provided in order to apply for or renew a borrowing card. Procedures for proving eligibility shall be established by the Circulation Department and approved by the Director.

3.12 Suspension of Borrowing Privileges

Borrowing privileges will be suspended for accounts with more than ten overdue items or with owed fee balances of \$5.00.

3.13 Non-Resident Cards.

Annual Non-resident cards are available for \$100 per household. A card for six months or less is available for \$50 per household. A Non-Resident is defined as persons who are not eligible for borrowing privileges as set forth in 3.10. All applicants are required to show proof of their identity and provide their current address before a card will be issued. Non-residents will not have access to electronic materials or interlibrary loans. The fee must be paid by cash or credit card at the time the card is issued. TADL will only issue one card per household. A "household" includes all the persons who occupy a housing unit as their usual place of residence.

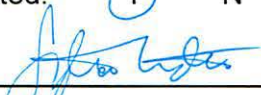
Approved June 16, 2011 / Revised December 16, 2011 / Revised October 18, 2012 / Revised August 18, 2016 / Revised November 21, 2019 / Revised February 20, 2020

Motion By: Caul Sullivan

Support By: Stephanie Mathewson

Adopted: Y N

Date: 2-20-20


Stephanie Mathewson, Board Secretary

3.1 Borrowing Privileges

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Approved June 16, 2011 / Revised December 16, 2011 / Revised October 18, 2012 / Revised August 18, 2016 / Revised November 21, 2019 / Revised February 20, 2020

Motion By: _____

Support By: _____

Adopted: Y N

Date: _____

Stephanie Mathewson, Board Secretary

3.21 Fines and Lending Periods

<u>Format</u>	<u>Loan Period</u>	<u>Item Limits</u>	<u>Renewals</u>	<u>Holds</u>	<u>Daily Fines</u>	<u>Maximum Fines Per Item</u>
Regular Collection (includes everything not listed below)	4 weeks		Up to 4	Y	\$0.25*	\$10.00
Special Materials:						
Entertainment DVDs	1 week		Up to 4	Y	\$0.25	\$10.00
TV Series more than 5 hours run time	2 weeks		Up to 4	Y	\$0.25	\$10.00
TV Series less than 5 hours run time	1 week		Up to 4	Y	\$0.25	\$10.00
Current Year Magazines	2 weeks		No	Y	\$0.25	\$10.00
"Hot Books"	2 weeks		No		\$1.00	\$10.00
"Hot DVDs"	4 days	7	No	Y	\$1.00	\$10.00
"Hot CDs" / Video Games	1 week	7	No	Y	\$1.00	\$10.00
Puppets	4 weeks		No		\$0.00	\$10.00
Storytime Kits & STEM Kits	2 weeks	2	No	Y	\$0.00	\$10.00
Book Club Kits	6 weeks		No	Y	\$1.00	\$10.00
Lending Equipment	1 week	4	Up to 4	Y	\$5.00	Replacement Value
Presentation Equipment - Reservation only	1 day	3	No		\$10.00	Replacement Value
Board Games	2 weeks		Up to 4	Y	\$0.25	Replacement Value
Cloth Borrower Bags	4 weeks		Up to 4	N	\$0.00	Replacement Value

*Juvenile and Young Adult Materials: No overdue fines for J, JE, JUV, JBR or YA materials. Charges for lost or damaged items, returned check fees, or collection agency fees are the responsibility of the library cardholder.

Limit of 40 total items on account at any time.

Renewals not allowed if on hold for other patrons. Fines remain if renewal is late.

Holiday materials are placed in "Hot" status during season.

Maximum fine shall not exceed cost of item.

Loans, fines and limits are uniform throughout TADL.

Lending equipment includes but is not limited to: Telescope, AV Equipment, Musical Equipment, Science Equipment, WiFi Hotspots, Household items, etc.

Revised 10-18-2012; Revised 3-21-2013; Revised 2-19-2015; Revised 2-16-2017; Revised 9-21-2017;
Revised 8-15-2019; Revised 12-19-2019

Adopted: Y N

Motion by: Stephanie Mathewson

Stephanie Mathewson
J. Jones, Board Secretary

Support by: Jeffrey Westcott

Date: 2-20-20

3.21 Fines and Lending Periods

<u>Format</u>	<u>Loan Period</u>	<u>Item Limits</u>	<u>Renewals</u>	<u>Holds</u>	<u>Daily Fines</u>	<u>Maximum Fines Per Item</u>
Regular Collection (includes everything not listed below)	4 weeks		Up to 4	Y	\$0.25*	\$10.00
Special Materials:						
Entertainment DVDs	1 week		Up to 4	Y	\$0.25	\$10.00
TV Series more than 5 hours run time	2 weeks		Up to 4	Y	\$0.25	\$10.00
TV Series less than 5 hours run time	1 week		Up to 4	Y	\$0.25	\$10.00
Current Year Magazines	2 weeks		No	Y	\$0.25	\$10.00
"Hot Books"	2 weeks		No		\$1.00	\$10.00
"Hot DVDs"	4 days	7	No	Y	\$1.00	\$10.00
"Hot CDs" / Video Games	1 week	7	No	Y	\$1.00	\$10.00
Puppets	4 weeks		No		\$0.00	\$10.00
Storytime Kits & STEM Kits	2 weeks	2	No	Y	\$0.00	\$10.00
Book Club Kits	6 weeks		No	Y	\$1.00	\$10.00
Lending Equipment	1 week	2 4	Up to 4	Y	\$5.00	Replacement Value
Presentation Equipment - Reservation only	1 day	3	No		\$10.00	Replacement Value
Board Games	2 weeks		Up to 4	Y	\$0.25	Replacement Value
Cloth Borrower Bags	4 weeks		Up to 4	N	\$0.00	Replacement Value

*Juvenile and Young Adult Materials: No overdue fines for J, JE, JUV, JBR or YA materials. Charges for lost or damaged items, returned check fees, or collection agency fees are the responsibility of the library cardholder.

Limit of 40 total items on account at any time.

Renewals not allowed if on hold for other patrons. Fines remain if renewal is late.

Holiday materials are placed in "Hot" status during season.

Maximum fine shall not exceed cost of item.

Loans, fines and limits are uniform throughout TADL.

Lending equipment includes but is not limited to: Telescope, AV Equipment, Musical Equipment, Science Equipment, WiFi Hotspots, Household items, etc.

Revised 10-18-2012; Revised 3-21-2013; Revised 2-19-2015; Revised 2-16-2017; Revised 9-21-2017;
 Revised 8-15-2019; Revised 12-19-2019; Revised 2-20-2020

Adopted: Y N

Motion by: _____

Support by: _____

 Stephanie Mathewson, Board Secretary

Date: _____

3.3 Limited Borrowing Privileges

Short-term Limited Accounts

Cards for accounts with reduced borrowing limits will be issued to applicants currently residing in short-term housing. We define “short-term” as a place a person on the average would stay less than a month. Examples of short-term housing include: hotels, motels, halfway houses, campgrounds or temporary shelters.

Verification of the address can be made by seeing a picture ID plus a room receipt, rent receipt, or recent mail to that address. Visitors to the area will be required to produce for library records a permanent address verified by a valid state driver’s license or state ID.

With this limited card the customer may have up to three (3) items checked out at a time, excluding any Lending Equipment or Presentation Equipment. The limited card expires after three months, whereupon residence must be re-verified for renewal.

Reviewed January 2003 / Revised March 17, 2011 / Revised February 20, 2020

Motion by: Joe Jones

Support by: Caul Sullivan

Adopted: Y N

Date: 2-20-20

Stephanie Mathewson
Stephanie Mathewson, Board Secretary

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Reviewed January 2003 / Revised March 17, 2011 / Revised February 20, 2020

Motion by: _____

Support by: _____

Adopted: Y N

Date: _____

Stephanie Mathewson, Board Secretary

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:

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

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

- | | | |
|--|-----------------|--|
| <u>First Category B violation:</u> | Paragraphs 3-18 | 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

Motion by: Jeff Wescott

Supported by: Susan Osgood

Adopted: Y N

Date: 2-20-20

Stephanie Mathewson
Stephanie Mathewson, Board Secretary

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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;
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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*

Motion by: _____

Supported by: _____

Adopted: Y N

Date: _____

Stephanie Mathewson, Board Secretary

4.8 Computer and Internet Acceptable Use Policy

1. The Traverse Area District Library offers its patrons free access to the Internet via Public Access Computers and its Wireless or Wired Network. The Library is not responsible for the accuracy, currency or appropriateness of material found online. Library staff is available to assist in evaluating the information found on the Internet and can recommend sources that have been found to be reliable.
2. Pursuant to state and federal law and to create a safe environment for library patrons and staff, Internet access on all Public Access Computers will be filtered. Different levels of filtering are enforced depending on the location of the Public Access Computers and the age of the patron using a given computer. Filtering of Internet access on the Wireless or Wired Network will be set at levels that promote a safe environment for library patrons and staff and in compliance with state and federal laws.
3. Library staff will respect patron's rights to access constitutionally protected material. Unfiltered computing options will be made available in the Public Computing Center at the Woodmere branch upon request by users over the age of 18 in a manner consistent with state and federal law.
4. Time limits will be used to provide equal access to public computers with the option for users to extend their computing session if no other users are in queue. Time limits and extension options will vary based on library location.
5. Public computing locations may be restricted by age.
6. A valid library account number is required for access to any type of TADL public computer; either in the form of a library issued library card, or a driver's license or state ID linked library account. Without a valid library account number, a temporary, one-time-use, guest pass is available for stationary computers only. Access to TADL public computers by means of another person's account is strictly prohibited.
7. Borrowers with account balances exceeding \$5.00 in fees or fines may be prohibited from access to public computers.
8. Library computer hardware, software or network infrastructure is not to be used for any unlawful purposes. Tampering with or altering Library software, hardware or network infrastructure is not permitted. The Library is not responsible for any data loss or corruption that may occur when using the TADL Public Access Computer or Wired or Wireless Network.

- 9. Failure to comply with this will result in the loss of Internet and Computer Use privileges at Traverse Area District Library for a period of time, consistent with the TADL Behavior Policy.

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

Policy "Computer and Internet Acceptable Use Policy" replaces former "Internet Access Policy / Acceptable Use Agreement" of January 2003. / Adopted July 21, 2011 / Board Review August 16, 2012/ Board Approval Oct. 18, 2012 / Revised February 20, 2020

Adopted: Y N

Support by: Stephanie Mathewson

Date: 2-20-20

Motion by : Cowl Sullivan

Stephanie Mathewson
Stephanie Mathewson, Board Secretary

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Policy "Computer and Internet Acceptable Use Policy" replaces former "Internet Access Policy / Acceptable Use Agreement" of January 2003. / Adopted July 21, 2011 / Board Review August 16, 2012/ Board Approval Oct. 18, 2012 / Revised February 20, 2020

Adopted: Y N

Support by: _____

Date: _____

Motion by : _____

Stephanie Mathewson, Board Secretary

MEMORANDUM OF AGREEMENT

Between

Traverse Area District Library

And

Traverse City Area Public Schools

**For the Purpose of Issuing Traverse Area District Library Cards to
Every Traverse City Area Public Schools Student**

Introduction

Traverse Area District Library (“TADL” or Library) seeks to create a program in cooperation with Traverse City Area Public Schools (“TCAPS”) that makes available a Traverse Area District Library card to every TCAPS student from pre-kindergarten through 12th grade. The Library Card Program will automatically provide a library card to each student, unless that student’s parent-guardian elects that his/her student opt-out of the program. The card allows for “full access” to all TADL resources. Each student will receive a unique TADL card/account number. All Traverse City Area Public Schools students who participate in the program are expected to adhere to current TADL circulation regulations, fines and fees policies, and will be responsible for any lost or damaged TADL materials.

Agreement

Traverse Area District Library and Traverse City Area Public Schools enter into this Memorandum of Agreement (MOA or Agreement), whereby TCAPS will provide TADL with names and identifying information (*See*, 4.b.) for those students whose parent/guardian has not opted the student out of the program, under the following terms and conditions:

1. Purpose

- a. To enrich and support school instruction by complementing the resources available through school libraries with access to all TADL ~~physical and electronic~~ resources.
- b. To reduce barriers potentially associated with registering for library cards, visiting the Traverse Area District Library, and accessing its collections.
- c. To promote the benefits of visiting a public library, checking out books, developing one’s literacy skills, and creating an appreciation for reading.

2. Eligible Participants

- a. Any student enrolled in the TCAPS District who has not reached the age of 18 years, or who has reached the age of 18 years but has a legally appointed guardian and who is in compliance with all of TADL’s borrowing and library use policies. Before providing any information to TADL under Section 4.b, TCAPS will advise each enrolled student’s parent or legal guardian that the parent/guardian’s child will be given a TADL Card unless the parent/guardian opts out of the Library Card Program. If a parent/guardian timely opts out of the Library Card Program, TCAPS will not provide the information identified in Section 4.b to TADL, and TADL will not provide a Card to the opted out student via the Library Card program. If the parent/guardian does not timely opt his/her student out of the

Library Card Program, TADL will enter the student into the Library Card Program upon receiving the information described in Section 4.b.

3. Services

- a. Every Library Card Participant shall have a Traverse Area District Library full access library card (“Card”), providing access to all TADL resources.
- b. This agreement shall not be construed to adversely affect any joint programs in which the parties are already participating.

4. TCAPS Obligations

- a. TCAPS shall provide TADL evidence that each enrolled student’s parent/legal guardian has been advised of, and given the opportunity to, opt his/her student out of the Library Card Program.
- b. To the extent permitted by law, and for any enrolled District student who has not timely opted-out, TCAPS shall electronically provide to TADL the following information: Name, Address, Phone, Parent Email, Grade, School, and Birthdate. This data constitutes “education records” under the Family Educational Rights and Privacy Act (FERPA), and constitutes “Directory Information,” the disclosure of which has not been restricted under the terms of FERPA.
- c. TCAPS shall update the list of students (and the information in 4.b.) to TADL in XXX and at any additional mutually agreed upon time each year, if feasible, to include any new students who may be added to the Library Card Program, and to identify any students who are no longer enrolled in TCAPS, so that those students may be removed from the Library Card Program.

5. TADL Obligations

- a. TADL shall provide a Card to each eligible TCAPS student.
- b. At program startup in XXX, and in an effort to reduce obstacles for TCAPS students wishing to utilize their Library Card at TADL, the Library will remove all late fines and fees for all students enrolled for the XXX school year. New students added in XXX and in subsequent years will also be eligible for an initial one-time removal of late fines and fees.
- c. After the initial, one-time removal of fines and fees for each student, the subsequent occurrence of any accumulation of fines will be the responsibility of the cardholder parents or guardians.
- d. TADL shall provide TCAPS with an annual summary of statistics showing aggregated usage by grade and school building.
- e. TADL shall facilitate an annual evaluation of the program in coordination with TCAPS staff.
- f. TADL shall provide initial and annual instructions to TCAPS faculty and staff, ensuring the Library Card Program is understood, and its usage is encouraged and promoted as a value for all students.
- g. Relying on information received from TCAPS, TADL shall maintain accurate and up to date information for Card-holding students, and TADL may inactivate accounts for those Card-holders who are verified to no longer attend TCAPS and reside outside TADL district boundaries.
- h. Consistent with TADL’s policies for revocation or suspension of borrowing privileges. TADL may inactivate the accounts for Card-holding students who are in violation of TADL’s borrowing or library use policies.

- i. TADL shall be solely responsible for the collection of any late fees, fees for lost, damaged, or destroyed TADL materials, or other similar fees and shall hold TCAPS harmless for the same.
- j. TADL shall adhere to all applicable laws and regulations, including the Federal Library Privacy Act and Michigan Library Privacy Act.
- k. TADL will provide TCAPS with the identity of all third party vendors used by TADL that have access to student information (For example: Unique Management Services used only for overdue mailing) and shall procure from such vendors confidentiality agreements at least as stringent as TADL's confidentiality obligation under this Agreement and deliver such agreements to TCAPS.

6. Student and Patron Information

- a. All Directory Information provided by TCAPS will be treated as a library record under the Library Privacy Act by TADL.
- b. TCAPS acknowledges that absent a court/administrative order, TADL cannot release any library record, as defined by the Library Privacy Act, to TCAPS or any other person/entity without the written consent of the patron or their parent or guardian.
- c. These obligations of confidentiality shall survive termination of this Agreement. Any party who is required by law or court/administrative order to disclose a library record shall notify the other party prior to such disclosure.

7. Termination

- a. This Agreement can be terminated at any time by mutual agreement of the parties. The Agreement can also be terminated by either party with or without cause with thirty (30) days prior written notice. This Agreement may be terminated for cause by any party by providing ten (10) business days notice of a breach of contract to the breaching party. This Agreement will not be terminated if the breaching party cures the breach prior to the conclusion of the ten (10) business days' notice period and both parties agree to the continuation of the Agreement.

8. Indemnification

- a. Relative to the performance of this Agreement, and to the extent permitted by law, each party shall indemnify, defend and hold harmless the other party from any and all liability, loss and costs arising out of or resulting from the acts and omissions of each party's officers, employees and/or agents up to and to the extent of the parties' insurance coverage for such liabilities, losses, or costs, except that neither party will be responsible to the other party for the other party's negligence on a comparative basis of fault.

9. Severability

- a. This Agreement shall be governed by the laws of the State of Michigan. If any part of this Agreement is held to be invalid or unenforceable, the remaining provisions shall be enforceable to the maximum extent permitted by law; provided, however, that such remaining provisions effectuate fully the intent of the parties as manifested herein.

10. Amendment; Waivers

- a. This Agreement may be amended or modified, and any of the terms, covenants, representations, warranties, or conditions herein may be waived, only by a written instrument executed by each of the parties hereto. Any waiver by any party of any condition, or of the breach of any provision, term, covenant, representation, or warranty contained in this Agreement shall not be deemed nor construed as a continuing waiver of any such condition, or breach of any other provision, term, covenant, representation, or warranty of this Agreement.

11. Third Party Beneficiaries.

- a. This Agreement confers no rights or remedies on any third party, other than the parties to this Agreement.

12. Digital Signatures.

- a. The parties hereto acknowledge and agree under the Uniform Electronic Transactions Act, MCL 450.832, et seq. that this Agreement may be executed with the electronic signature of any person authorized and required to sign on behalf of the parties hereto.

13. Execution in Counterparts.

- a. This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.

14. Authority

- a. The undersigned represents and warrants that each has all requisite power and authority to enter into this Agreement and the responsibilities contemplated hereby. TCAPS and TADL represent and warrant that this Agreement has been duly and validly authorized by all necessary action on the part of TCAPS and TADL, respectively, and constitutes a legal, valid and binding agreement between the parties, enforceable in accordance with its terms.

Traverse City Area Public Schools

Traverse Area District Library

By: _____

By: _____

Date: _____

Date: _____

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.


Adopted February 20, 2020

Motion By: Stephanie Jeff wesetti

Support By: Stephanie Mathewson

Adopted: Y N

Date: 2-20-2020



 Stephanie Mathewson, Board Secretary

3.7 Wi-Fi Hotspot Lending Policy

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- 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.
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Adopted February 20, 2020

Motion By: _____

Support By: _____

Adopted: Y N

Date: _____

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 shall 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. Provision of Opioid Antagonist. 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: Stephanie Mathewson
~~Jeff Wescott~~

Supported by: Michael Vickary
~~Stephanie Mathewson~~

Adopted: Y N

Date: 2-20-20

Stephanie Mathewson
Stephanie Mathewson, Board Secretary

TRAVERSE AREA DISTRICT LIBRARY

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New policy adopted February 20,2020

Motion by: _____

Supported by: _____

Adopted: Y N

Date: _____

Stephanie Mathewson, Board Secretary

Traverse Area District Library 2019 Revised Final Budget Amendment Resolution

It is resolved, that the estimated revenues and total available to appropriate for 2019 are amended as follows, have arrived and are deemed to be within expectations:

	General Fund			
	Original Budget	Prior Amendments	Final Amendment	Final Budget
Estimated revenues	5,419,575	81,000		5,500,575
Operating transfers in	-	200,000		200,000
Appropriable fund balance	-	-		-
Total available to appropriate	5,419,575	281,000	-	5,700,575

Further, it is resolved that as expenditures may exceed appropriations in some categories, the following amounts are to be amended to reconcile these differences:

Personnel	3,192,500	185,000		3,377,500
Supplies	727,890	21,000	30,000	778,890
Other services and charges	1,379,785	4,000	(30,000)	1,353,785
Capital outlays/Contingencies	119,400	48,000		167,400
Transfers to Public Improvement Fund	-	23,000		23,000
	5,419,575	281,000	-	5,700,575

Further, that the Library Director is authorized to reallocate detail line item amounts as listed on the above budget so long as the amounts appropriated in the above categories are not exceeded.

Further, that any funds contributed specifically toward the Teen Services/Business Center, Talking Book Library, Local History Collection Project, Main Library Sign Project and from the Sight & Sound Saunders bequest, be transferred to the Public Improvement Fund to use for the projects in future fiscal years.

	Public Improvement Fund		
	Original	Change	Final
PIF restricted net assets designated for Talking Book Library	-	5,000	5,000
PIF Unrestricted - Marion Talbot	-	18,000	18,000

Motion to adopt the resolution was introduced by:

Carol Sullivan

and supported by:

Jeff Neswitt

Motion adopted on February 20, 2020 Y N

Stephanie Mathewson
Stephanie Mathewson, Board Secretary

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Motion to adopt the resolution was introduced by:

and supported by:

Motion adopted on February 20, 2020 Y / N

Stephanie Mathewson, Board Secretary

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updated

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Motion to adopt the resolution was introduced by:

and supported by:

Motion adopted on February 20, 2020 Y / N

Stephanie Mathewson, Board Secretary