



TRAVERSE AREA  
DISTRICT  
LIBRARY

**PUBLIC NOTICE**

The Traverse Area District Library  
**Regular Board Meeting**  
scheduled for

**May 21, 2020 at 4:00pm**  
at Interlochen Public Library

**will be held remotely**

due to Coronavirus Outbreak and  
in the Interest of the Public, Health Safety and Welfare.

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

<https://us02web.zoom.us/j/86991864212>

Access Code\* 869 9186 4212

Call-in: 1-312-626-6799

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

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

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

Members of the TADL Board of Trustees may be contacted by members of the public by using the following dedicated email address: [www.tadl.org/contact-the-board-of-trustees/](mailto:www.tadl.org/contact-the-board-of-trustees/) to provide input or ask questions on any business that will come before the TADL Board of Trustees at this

meeting. To contact an individual board member use the following email addresses: Joseph Jones (President) [jjones@tadl.org](mailto:jjones@tadl.org) ; Susan Odgers (Vice President) [sodgers@tadl.org](mailto:sodgers@tadl.org) ; Carol Sullivan (Treasurer) [csullivan@tadl.org](mailto:csullivan@tadl.org) ;Stephanie Mathewson (Secretary) [smathewson@tadl.org](mailto:smathewson@tadl.org) ; Michael Vickery (Trustee) [mwickery@tadl.org](mailto:mwickery@tadl.org) ; Jeffery Wescott (Trustee) [jwescott@tadl.org](mailto:jwescott@tadl.org) ; Marylee Pakieser (Trustee) [mpakieser@tadl.org](mailto:mpakieser@tadl.org) .

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

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment\***
5. **Approval of Minutes**
  - a. [Regular Meeting of April 16, 2020](#)
6. **Reports and Communications**
  - a. [Director Report](#) | [Departmental Reports](#)
  - b. Financial Reports – [Expenses](#) | [Revenues](#)
  - c. Member Library Reports – FLPL | IPL | PCL
  - d. Committee Reports
    1. Finance & Facilities and Services Committee – did not meet
    2. Policy & Personnel Committee – did not meet
  - e. Other Reports and Communications
    1. Friends' Report – Doug Weaver, President Friends of TADL
7. **Old Business**
  - a. Remove Library Closure Hours on July 11, 2020 due to National Cherry Festival Cancellation
8. **New Business**
  - a. [4.11 Library Pandemic Response Policy](#)
  - b. [Bibliotheca, LLC Invoice Payment Approval](#)
9. **Public Comment\***
10. **Adjournment**

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



## AGENDA

Board of Trustees Regular Meeting

Thursday, May 21, 2020 at 4:00pm

Virtual Meeting via Zoom

<https://us02web.zoom.us/j/86991864212>

Access Code: 869 9186 4212 | Call-in: 1-312-626-6799

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

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MAY 21 2020



**Board of Trustees Regular Meeting**  
**MINUTES (approved)**  
**Thursday, April 16, 2020 at 4:00pm**  
**Virtual Meeting via Zoom**

**1. Call to Order**

The meeting was called to order by President Jones at 4:07pm. Present were: Jones (President), Odgers (Vice President), Mathewson (Secretary - departed at 4:45pm), Sullivan (Treasurer), Pakieser and Vickery (Trustees). Wescott was absent. Also present were: Zeits (Counsel), Howard (Director), Radjenovich (Business Manager), Morey (Zoom Moderator), and Carpenter (Staff).

President Jones acknowledged the recent passing of past board member George Galic. Galic was great supporter of libraries, not only in the area but throughout Michigan, and was a member of the Friends of Michigan Libraries. He will be greatly missed.

**2. Meeting Process Explanation**

Zeits (Counsel) provided a review of the resolution for approval which acknowledges events, since mid-March, leading up to the necessity of adoption of the rules describing the conduct of remote meetings. The resolution lays out rules for establishing meeting notice requirements, conduct of members, and attendance by members of the public. Remote attendance of the board members is considered attendance for purposes of a quorum and all items for vote require a roll call vote in the virtual meeting format. Closed session meetings not accessible by the public must be held in a separate virtual meeting while still adhering to the rules of the Open Meetings Act. TADL must ensure the remote platform is working and must determine who is in attendance for the purposes of conducting public comment. All persons present in the room of an attendee that are participating in the meeting must be acknowledged and any text, email, or other form of communications received from members of the public that are related to agenda items prior to or during the meeting shall be disclosed during public comment.

Zeits recognized Governor Whitmer's Executive Order 2020-48, issued after the public notice of the TADL board meeting and agenda, supersedes Executive Order 2020-15 allowing for entirely remote meeting by the board in order to hold a public meeting of a public body. Based on the new Executive Order Zeits amended the resolution to be effective immediately and shall remain in effect 'for so long as an Executive Order allowing for remote meetings is in effect'.

**3. Resolution Establishing Rules for Remote Meeting Attendance**

Vickery noted that, following the pandemic, the board might want to consider some form of remote attendance allowances under certain circumstances in the future. President Jones acknowledged the validity of the points raised in his comment and referred further discussion to the Policy Committee. It was MOVED by Odgers, SUPPORTED by Vickery, to support and approve the resolution establishing rules for remote meeting attendance as presented and amended by Zeits (Counsel).

Zeits suggested a public comment roll call prior to a vote on the resolution presented. President Jones then opened the floor for public comment. The following members of the public attended the virtual meeting but had no comment: Linda Smith, Julie Kintner, Vicki Shurly, Rudy Wright, Brian Carey, Doug Weaver, and Amy Barritt.

Approval of the resolution establishing rules for remote meeting attendance continued with a roll call vote of the trustees with the following results:

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

Wescott – absent  
Motion CARRIED with 6 ayes and 1 absent.

**4. Pledge of Allegiance**

Because an America flag was not present and available to all members participating in the virtual meeting President Jones eliminated the Pledge of Allegiance from the April 16, 2020 agenda.

**5. Approval of Agenda**

It was MOVED by Vickery, SUPPORTED by Mathewson, to approve the agenda as presented. Odgers offered a second possible motion suggesting that in the interest of operating under essential business only, eliminating several items from the agenda including departmental and member library reports, the Friends of TADL report, and discussion of the Lewis Trust expenditure. Jones countered with the importance of the departmental reports providing essential information during the library closure period, and that member libraries need an opportunity to address issues they may have, and presumed, with confirmation from Howard, that there was a time sensitivity concern regarding the Lewis Trust expenditure. With Odgers' motion receiving no support, the original motion by Vickery, supported by Mathewson, was restated for approval and a roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes, 1 nay, and 1 absent.

**6. Public Comment**

President Jones opened the floor for public comment. The following members of the public attended the virtual meeting but had no comment: Linda Smith, Julie Kintner, Vicki Shurly, Rudy Wright, Brian Carey, Doug Weaver, and Amy Barritt.

**7. Approval of Minutes**

**a. Regular Meeting of February 20, 2020**

It was MOVED by Sullivan, SUPPORTED by Odgers to approve the regular meeting minutes of February 20, 2020 as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 ayes and 1 absent. Odgers then requested for future meeting minutes, that the words “stood and” be removed from the Pledge of Allegiance notes and instead read as “All members in attendance recited the Pledge of the United States of America”. President Jones confirmed the adjustment should be made in future minutes.

**8. Reports and Communications**

**a. Director Report**

Howard confirmed her written report and added the following:

- Howard noted that the circulation stats are low for the month of March when the library closure began and will be skewed in proportion to the COVID-19 closure dates in future reports. She noted that staff is working hard to stay relevant and meet the community needs when and where they are able to. She recognized some patrons are not happy with the closure, but staff is also not happy because they love being there to serve the public.
- Howard acknowledged a few errors of form (typos) in two policies, 3.7 Wi-Fi Hotspot Lending Policy and 4.10 Opioid Antagonist Administration Policy and Procedures, noting that they did not require a full board vote to make the changes. The policies will be updated and signed by Board Secretary Mathewson.

- Howard was excited to announce that she and Morey met with TCAPS and they will be moving forward with the long discussed plan of action to provide library cards and electronic resources to all TCAPS students.
- Howard has been participating in weekly meetings with the Northland Library Co-op and other library leaders in the state. Although TADL has received most of its funding for 2020, the state funding forecast for 2021 is not looking good following the COVID-19 pandemic and resulting economic downturn. Hard financial decisions will be coming for Michigan libraries and Howard has alerted TADL's leadership staff about this situation and has asked them to determine which services are essential services and to consider creative ways to confront the expected deficit head on. The public will need libraries more than ever when the country begins to open things back up.
- Howard has also been participating in the county JOC (Joint Operations Committee) and as offered assistance where feasible. One way TADL has been able to provide help locally is by printing plastic headband pieces on TADL's 3D printer in collaboration with Image 360, who provides the clear plastic face shield, for distribution to those in our community who cannot access them, such a food service workers serving to seniors.

President Jones noted appreciation for the inclusion of the monthly Administrative Reports in the board packet, highlighting a few key points of interest including how the staff has responded and provided basic and newly created services during the temporary closure. Howard answered additional questions from trustees about how some of the essential tasks were being done.

**b. *Financial Reports***

Radjenovich provided detailed written review of the financial reports in the board packet along with the recent changes in human resources laws and regulations since the COVID-19 pandemic erupted and stay-at-home executive orders were mandated by Governor Whitmer. She noted that penal fines are expected to be about a third less than budgeted since aide from penal fines is based on traffic ticket fees, etc which are likely not growing during the stay-at-home order. She is also not expecting the balance of state aide; therefore it will be necessary to determine expense items that could be reduced such as materials and supplies; however some areas like grounds and building maintenance cannot be easily reduced due to the nature of the expense. Radjenovich emphasized that the good news is that most of the property tax revenues have already been received.

President Jones noted that if TADL's revenues take a hit that the percentage decrease extends to the member library agreement allocations as well. Howard confirmed that she and the member library Directors are in frequent contact and working together to get through the crisis.

Odgers inquired about the ability of the public to make monetary donations to TADL if they wished. Radjenovich said that checks could be mailed to the library and also referred to the 'donate' button on the TADL website.

**c. *Member Library Reports***

- Julie Kintner, Director of Fife Lake Public Library (FLPL), thanked Howard and the TADL tech team for their support during the COVID-19 crisis. Although the library is closed, FLPL has been able to continue providing meals for local seniors.
- Vicki Shurly, Director of Peninsula Community Library (PCL) reported that she is the only one currently allowed in the library and has been stocking the Little Free Library outside of the building with books and will begin leaving a tub of puzzles outside for patrons to take home. Shurly was also thankful for all the tech support received from TADL. She is working on PCL's budget, with their fiscal year ending June 30 and is developing a re-opening

strategy. She recognized that their member allocation from TADL will likely be reduced, but believes the district is in this together.

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

d. *Committee Reports*

President Jones noted that the newly combined Policy and Personnel Committee had not met.

- Finance and Facilities and Services Committee – Sullivan reported that the committee had met and discussed the Lewis Trust expenditure later on the agenda. Work on the TIF extension was postponed due to member absences.

e. *Other Reports and Communications*

- Friends' Report – Doug Weaver, TADL Friends Board President  
Weaver reported that the Media Sale scheduled for March 13 and 14 was cancelled due to COVID-19 concerns and the library closure. The sale will be re-scheduled at a later date. The April board meeting as well as their annual meeting have been cancelled and will be conducted via Zoom meetings in May. There are now four new board members on the Friends of TADL board. Megan Heator will become the new Treasurer.

In response to an inquiry from Odgers regarding helping TADL with needs due to COVID-19, Weaver confirmed that though they have funds set aside for the Teen Services department, the Friends have other funds that they can apply to short-term needs of the library due to COVID-19.

9. **New Business**

a. *Affirmation of the Director Decision to Close Indefinitely*

President Jones explained the process, time, care, and consultation with library directors, civic leaders, and himself that went into Howard's decision to close the library indefinitely due to threat of exposure to the Coronavirus by the high volume of visitors to the library daily. It was **MOVED** by President Jones, **SUPPORTED** by Vickery, that the Traverse Area District Library Board of Trustees affirms Director Michele P. Howard's decision to close the library indefinitely in response to the Coronavirus pandemic.

Vickery strongly agreed with Howard's decision, as difficult as it was. He believes Howard handled the decision correctly and appreciated her quick response and due diligence in the matter. Odgers supported Howard's decision but was not clear on the best practices in this type of situation and would have liked to have had the opportunity to affirm the decision before it was made. She urged development of a more formalized emergency plan and to begin looking at a re-opening plan.

A roll call vote on the motion made by President Jones was taken with the following results:

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

Motion **CARRIED** with 4 ayes, 1 nay, and 2 absent.

b. *Lewis Trust Expenditure Microfilm Reader*

Howard explained that years ago the Adult Services department was given \$20,000 from the Lewis Family and was able to use the interest gained from the donated funds. Adult Services would like to purchase a gently used microfilm reader Northwestern Michigan College with the funds.

It was moved by President Jones, SUPPORTED by Sullivan, to approve the expenditure of \$5000 of the \$9084 available funds from the Lewis Trust to purchase a used microfilm reader from Northwestern Michigan College. Odgers noted that she was for the purchase of the microfilm reader but not right now due to budget uncertainty going forward. Howard emphasized that the funds could only be used for purchases for the Adult Services Department and that the NMC library was slated to move to their new building in May. Due to the Coronavirus closure delay, NMC will now likely be on tighter timeframe to get the microfilm reader out of their library when the move begins. A roll call vote was taken with the following results:

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

Motion CARRIED with 4 ayes, 1 nay, and 2 absent.

Odgers brought a suggestion to the membership on another resolution addressing Howard's closure decision, the governor's directives, the board's affirmation of the library closure, and procedures for re-opening. She believed that the language of the resolution could be drafted by the Policy Committee rather than during the current board meeting. President Jones, recognizing that there is now a vehicle to meet together at the committee level, asked Odgers to bring her request to the next Policy Committee meeting.

#### 10. Public Comment

President Jones opened the floor for public comment. The following members of the public attended the virtual meeting and addressed the board: Rudy Wright, Director of Indian River Public Library, noted that Howard has been a role model for him and other libraries in the area and offered his thanks to Howard. The following members of the public attended the virtual meeting but had no comment: Linda Smith, Julie Kintner, Vicki Shurly, Doug Weaver, Melissa McKenna, an unidentified Samsun phone caller, Brian Carey, and Amy Barritt.

Odgers thanked President Jones for thanking Howard, the TADL staff and everyone affiliated with the TADL system as she felt that his sentiments spoke for her and all members of the board. She sometimes brings up things that are uncomfortable because she absolutely believes in the library and appreciates everything that everyone is doing.

#### 11. Adjournment

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

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

President Jones adjourned the meeting at 5:19pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on May 21, 2020,



S. Mathewson, Board Secretary





Board of Library Trustees Regular Meeting  
**Library Director Report**  
 Meeting Date: **May 21, 2020**

TRAVERSE AREA DISTRICT  
**LIBRARY**

**Library Activity**

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

<b>Circulation Transactions</b>			
<b>Year-to-date activity</b>			
<b><u>As of month end</u></b>	<b><u>Print/audio/video Circulation</u></b>	<b><u>Electronic books/audio/video</u></b>	<b><u>Total Circulation/Electronic Usage</u></b>
April 2019	368,183	77,060	445,243
April 2020	1,160	88,609	89,769

Lending

Physical item circulation decreased in April from the previous year due to the Coronavirus pandemic. There was almost zero circulation of any items at any branches due to our closure.

E-Book, magazine, downloadable audiobook and database utilization

In April, electronic use accounted for 98.7% of all collection utilization versus 17% for April 2019.

Visitors – Woodmere, East Bay and Kingsley Facilities

In April 2020, an average of 0 visitors per day visited our main library and two branches vs. 1,676 in 2019.

Public Computing

In April there was no use of our public computing in-house. Wi-Fi reception is available to any patron within the parking lot. External building Wi-Fi usage has not been tracked during the closure.

Additions to the Collection

In April 2020, 303 items were added to the collection compared to 2,644 in April 2019.

**Finances**

April has been a month of waiting for Finances. We have received more than estimated in property taxes. We have not had any estimates about Penal Fines but expect those to be down by half to one third. Deb and I will provide a revised budget after we receive the Penal Fines in July.

**Facilities**

Based on the Stay-At-Home order, no work crews were allowed in the building, there is almost nothing to report for the month of April. There is some very deep cleaning happening all around the library.

### **Other News**

Our staff continues to provide incredible services to our community during the pandemic. I am so proud! One quick highlight is the Adult Services department which has been doing an amazing job providing reference services, and innovating new services during this time.

We continue to support the PPE needs of our community with our 3D printer. We are supporting children and families with story times, our teens with virtual hangouts, and relaxing music mixes from our Sight and Sound department. It's impressive how even though we are not together, we still work as a team supporting each other and our patrons.

I am looking at applying for, or have already applied for, numerous grants to help us cover financial losses due to the pandemic. I recently applied for a very large EBSCO Solar Grant for \$100,000 that would pay for solar panels at the library. This would offset the cost of shingles for part of the roof and provide renewable energy to offset our electric costs. I am also working on 2 grants from the Library of Michigan and a federal IMLS grant to reduce digital inequity.

Delaying the Strategic Plan until 2021. I spoke with our representative from MCLS and they are obviously behind schedule. We discussed various options including less expensive options and no direct community meetings. We recognize most people are very stressed right now and we don't think it's a good idea to get feedback. MCLS will contact me once they have a tentative schedule and see when we can fit into it.

The biggest accomplishment this month was the finalizing of the Memorandum of Understanding with TCAPS at the end of the month. Years in the making, it brings me incredible joy to be able to provide library cards to 10,000 children. Thank you, Trustees, for your support on this!

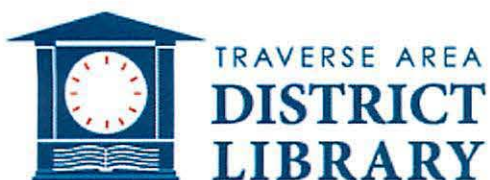
I continue to listen to webinars and attend Zoom meetings locally, regionally and nationally but all virtually. Library Directors across our nation are grappling with the many facets of how we open and how to we keep our staff and patrons safe from coronavirus.

### **TADL Operations**

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

Stay Well!

Michele P. Howard  
Library Director



**Administrative Reports**  
for the month of April  
(May 21, 2020 Board Meeting)

**Adult Services**

- This month Adult Services staff re-launched two virtual services. The [Fine Print blog](#) is now up and running again with weekly posts, sharing reading ideas. [Virtual Reference Chat Service](#) is now available everyday, during specific time windows.
- We also began a new-to-TADL service providing reading recommendations to our patrons via a form on TADL's website. If someone would like to have staff suggest books they might like to read, they fill out [this form](#) with information about their reading preferences and they receive an email within 3 days containing a list of ideas. This form is being used by Youth Services, Teen, and Adult Services, so everyone can get recommendations, no matter what their age!
- Staff has been attending webinars regarding COVID-19 updates, online services, program development, and skills building. Everyone is attending an average of 2 webinars per week.
- Melissa held one-on-one meetings with the reference desk staff, either via Zoom, Facetime, or a phone call. These meetings served as a time to check on everyone's well being, and we also discussed goals and tasks for each person during our stay-at-home time. Melissa also contacted the AS page staff via text to touch base with them a couple of times during April.
- Melissa has been attending TADL Leadership meetings and sharing the pertinent info with her staff. With so many unknowns and still the need to make plans for reopening, staff are thirsty for any news and information they can get. To help with communication and information sharing, we created an Adult Services Google Chat Room.
- Adult services staff continue to reply to emails sent to the main [ask@tadl.org](mailto:ask@tadl.org) address, return phone messages, post on TADL's social media, order materials for print and digital platforms, hold well-attended virtual programs, document processes for a forthcoming procedures binder, and figure out the technology needed to library-from-home effectively.
- Here are our statistics for the month of April:
  - 255 emails answered
  - 42 phone calls returned
  - 71 attendees for virtual knitting sessions
  - 9 reference chat sessions (begun April 19)
  - 4 reading recommendation form requests fulfilled (begun April 19)

Respectfully Submitted,  
Melissa A. McKenna  
Adult Services Coordinator

## **Youth Services**

Youth Services continued to offer family programming via our Facebook page and Facebook Live account. Three staff members (Andy Schuck, Linda Thalman, and Matt Archibald) hosted 5 storytimes each week during April from our various homes. Coordinating author and publisher permissions has been the most challenging part of this, but it has proven a great way for staff to interact with families and for families to safely receive the early literacy experience they have grown accustomed to receiving in person.

In total, we have had 520 sustained live views for our Facebook Live storytimes during the event. This total does not include families with more than one child, either. We are keeping track of statistics for storytime views after the storytime date as well, though publishers vary on how long we are able to keep storytimes with their books on our Facebook page.

Youth Services has also been offering an afternoon craft session on Wednesdays. Mr. Andy and his son, Ezra, have been offering different STEM-related crafts including Make Your Own Maze, Make Your Own Book, and Make Your Own Catapult. Each craft is done with crafts that most families have at home. Our two April sessions had 19 sustained live views via our Facebook Live page.

Youth Services staff have been busy with Summer Reading Club planning, pivoting to a more virtual, less in-person experience. We are excited about the ways we will continue to respond to our community's needs, including online and virtual reporting, virtual programming, Storytime Kits, Dial-a-Story, STEM Kits and Craft Packets to go, Summer Food Service, and virtual prizes. We are continuing to develop relationships with community partners like TCAPS, Born to Read, and more to make sure families will have books, learning, and food this summer. It will be a new Summer Reading Club experience for all involved but one that will go down with the library as a compassionate and integral part of our community.

Youth Services staff continue to meet on a weekly basis to check in with Youth Coordinator, Andy Schuck. Staff are busy attending webinars, including the Library of Michigan's weekly #MiYouth planning sessions. We mainly discuss Summer Reading Club, but also discuss protocol for returning to the building and keeping everyone safe. We know that health and safety is the priority for our community right now.

Youth Coordinator Andy Schuck is working with Newton's Road executive Barb Termaat on an Improving Access to Information grant through the Library of Michigan to fund STEM Kits to small and rural libraries in our region. The grant proposal is due in mid-June and notifications of awards are released later in the summer.

Youth Coordinator Andy Schuck also submitted a proposal for the 2020 MLA Conference on TADL's involvement with the ExoLab project. If selected, he will present with Director Howard and, if possible, Magnitude.io CEO Ted Tagami. The conference is scheduled for late October in Kalamazoo.

Andy Schuck  
Youth Coordinator

### **Sight & Sound**

April was a very long month. Here is a brief summary of the work I performed for TADL in the month of April 2020.

- Meeting Room Administration: I'm up to date with patrons who had reservations, applications or questions. Refunds and or credits for payments are in the next chapters.
- Performance Evaluations: I'm mostly up to date on these.
- TADL Board Meeting Production: I downloaded the Zoom meeting (thank you Scott), added titles, completed upload to the TADL YouTube Channel: TADL Not Just Books [youtube.com/user/TADLnotjustbooks](https://youtube.com/user/TADLnotjustbooks) Then I completed the submission process for certified producers at Traverse Area Community Media / [tacm.tv](https://tacm.tv)
- Social Media: I have done a few Friday music & movie related posts.
- New DVD Orders: Keith and I have new HOT & New DVDs on order.
- Communication: I have kept my staff up to date. Made sure anyone who had questions that I could help with got answers.

Be well, Aaron

### **Marketing and Communications**

We have finished six interviews for this position and all the candidates were incredibly impressive and very well qualified in marketing, social media, web development and writing. We are narrowing our decision this week and will have a decision soon. In the meantime, TADL staff continues to make the news!

- [National Writers Series launches website to collect pandemic stories](#). *LMTOnline*, April 2, 2020
- [Machine-building contest slated](#). *Record Eagle*, April 3, 2020
- [Homegrown Seeds](#). *edible Grand Traverse*, Winter 2020
- [NWS project offers chance to share personal experiences about living during pandemic](#). *Record Eagle*, April 17, 2020
- [Knitting Event](#). *Record Eagle*, April 18, 2020
- [Companies contribute face shields](#). *Record Eagle*, April 19, 2020
- [Traverse Area District Library Offering Online Resources/Programs](#). *TV 9&10*, April 24, 2020
- [Students to get virtual library card and access to resources](#). *UpNorthLive.com*, April 28, 2020
- [Traverse Area District Library Gives Free Library Cards to Local Students](#). *TV9&10*, April 28, 2020
- [Every TCAPS Student to Receive TADL Library Card Under New Partnership](#), *TC Ticker*, April 29, 2020

Michele P. Howard, Director

## **HR & Finance**

**Human Resources** - This year has seen three retirements so far with the last one coming during the Stay at Home order. Sue Fluette had announced her retirement in February before our world turned upside down. I'm sure Sue never imagined that when the library closed down on that Friday that it would be her last day at her desk. She was robbed of her time to mentally transition from work life to retired life. Her desk remains as it was when she went home on that Friday. Her retirement at the beginning of April was also another life event that we weren't able to properly celebrate. We all wish her well and hope that she is able to stay safe at home! Oddly enough, Sue's daughter Kristi applied for and was selected to replace her mother once we are all back to work. Kristi has been a fixture at the Circulation Desk for many a year and a favorite with the patrons. To fill those large shoes, Kate Parvel was selected and will be moving from Adult Services. At this time, we don't plan to fill Kate's position but once we are again able to open up to the public, we will need to. In the meantime, the Leadership team is busy working on a plan to start curbside service as soon as it is allowed.

We have also moved forward finally with Zoom interviews for the open Marketing position and hope to have that filled soon. This position will be key to providing clear information to our patrons on what the library will look like in the coming months.

**Finance** – Looking at our finances, you'll see that we have received all of our Property Tax revenue and then some. This is great news as we no longer know exactly what our State Aid will be this year. It isn't reflected on this month's revenue sheet but we did receive the first half of the budgeted State Aid amount. Our contributions received a boost this month thanks to contributions made recently in memory of former board member George Galic. From this point on our revenue falls into the "unknown" category which seems to be where everything falls right now.

Looking at expenses, personnel costs are where we would expect them. Supplies are higher than last year at this time but that is due to purchases made prior to COVID-19. Sight and Sound had been purchasing and phasing in new cases before we got shut down. Our books/media/online resources are higher than last year mainly due to an increase in digital usage. Unfortunately we'll have to offset this by not spending what we normally would on print material. Under Professional & Contractual, we are considerably under what we were last year but that is because Michele has been negotiating a contract for our cataloguing fees that we normally would have paid by now. We should be getting an invoice with those new rates soon.

Education & Travel is higher than last year at this time as we had two people participate in a conference in Nashville prior to the shutdown. We also paid in advance for a flight to another convention this month that we have not gotten reimbursed for as yet. Utilities were a category that I had high hopes for and I am very disappointed in the results so far. Overall, our utilities are lower than last year. However, after closer review, our electricity and sewer and water costs are actually higher than last year this time. Our natural gas costs, however, are down approximately \$3800.00 from last year. This would be exciting news if we had been open because it would have been an indicator of the work that has been done to the building. However, with the building closed for the last couple of months, the comparison becomes skewed. Overall, Utilities and Building Maintenance remain under budget for the year to date.

In general, if there is a silver lining to be found in this pandemic, it's that it happened earlier in our budget year versus later. We have time to make adjustments.

Deb Radjenovich  
Business Manager

### **Facilities**

Bruce is out having surgery so I'll be doing his report this month. As you can imagine, nothing much happened because by law only essential staff are allowed in the building for the whole month of April. Since essential staff include cleaning staff, the library is getting a deep down cleaning to all areas, chairs, windows and floors. We look forward to being allowed to continue the roofing project in May.

Michele P. Howard for Bruce Bennett

### **Technology**

The technology department continues to support district operations despite working primarily from our homes. In addition to assisting staff and troubleshooting patron accounts, the technology department has begun assembling and configuring computers that will be deployed to a handful of grocery stores across the county. These machines will be available for the public to use for things like filing for unemployment and completing the 2020 Census. The project to supply all TCAPS students with library cards continues to move forward and we continue to have a great experience working with their technology department to share the data needed to create and maintain accounts for over 9,000 students. We also have continued to print PPE gear using the district's 3D printer.

- Scott W. Morey, Asst. Director for Technology

### **TADL Talking Book Library**

As I've continued to interact with TBL patrons through email, many thanks go to TADL Reference and Technology staff, and KBL's Amy Barritt for fielding and forwarding TBL questions as they come in through other channels. While service may be a bit slowed at times, we continue to complete requests and reader's advisory questions, sending books to patrons through the Braille and Talking Book Library in Lansing. Many thanks to them as well!

This month, I've also attended technology webinars and listened to pertinent podcasts specific to the experience of people with low- to no-vision during the pandemic.

Polly O'Shea  
Librarian  
Talking Book Library

### **East Bay Branch Library**

It has been a quiet month at the East Bay Branch Library. We continue to plan for reopening and what that might entail, including hours of operation, staffing, and setting up for curbside

services, opening book returns and transporting materials. We are also rethinking our Summer Reading Club plans and continue to meet weekly with the SRC committee to ensure that we provide services that our community will find useful and meaningful. I have also been returning phone calls and assisting patrons with passwords, digital resources and downloading e-resources as well as other questions they might have. Planning for summer and beyond is my top priority, and I look forward to serving our patrons in the not too distant future.

Sincerely,  
Rosie May  
Branch Manager  
East Bay Branch Library

### **Kingsley Branch Library**

KBL was awarded a Michigan Center for the Book Grant for our "March Reading Month with Brianne Farley" outreach program! MCFB is an affiliate of the National Center for the Book at the Library of Congress. A select number of grants are awarded in a given year, to promote an awareness of books, reading, literacy, authors and Michigan's rich literary heritage, and they are always highly competitive. As mentioned in a previous board report, Farley conducted two large assemblies and one writing workshop for students at Kingsley Area Schools on creative thinking and book creation. Brian Carey, library assistant at KBL, did a wonderful job with seeing the application process through and is looking forward to his next grant-writing opportunity! Also, Kingsley Friends of the Library provided the matching funding for the grant, so many thanks to them.

Patron contacts are still fairly low, but meaningful. KBL staff continue to reach out to patrons we know need the interaction. Polly O'Shea has assisted me several times with shared TBL/public library patrons in the past couple of weeks, so many thanks to her. I also fielded about 8 local history queries in the past month, and having time to delve into the research has been a joy!

On the homefront, Beth Anderson and her family have formed a work brigade and volunteer their time assisting community members with outdoor projects. In the same vein, Karen Pack continues to sew her fingers to the bone on masks for medical personnel in need across the country, as well as TADL staff. The whole of Kingsley is grateful for their huge hearts!

Summer Reading Club planning is moving forward. With several Kingsley businesses having already stepped forward to support our prize choices this year, I expect interest will be high despite the current crisis! Brian Carey has been attending a number of webinars in preparation for program development for the summer and beyond, as have I, so we are sharing notes and ideas virtually. Karen Pack has been happily ordering new materials in anticipation of reopening, and Beth continues to develop craft make-and-take ideas for SRC.

I have met with the Village Manager, Dan Hawkins, and his staff on a few occasions to discuss reopening procedures, as our library shares a building and entry points with the Village of Kingsley.

Respectfully submitted,  
Amy Barritt, Branch Manager  
Kingsley Branch Library





**TRAVERSE AREA DISTRICT LIBRARY**  
**REVENUE**  
**MONTH ENDING**  
**APRIL 30, 2020**

<b>CATEGORY DESCRIPTION</b>	<b>BUDGET</b>	<b>2020 YTD</b>	<b>2019 YTD</b>	<b>VARIANCE</b>	<b>% OF BUDGET</b>
Property Tax (Current, Delinquent, Other)	4,964,590	4,978,431	4,758,862	(13,841)	100.3%
State Aid - Library	77,350	0	0	77,350	0.0%
State Aid - TBL	41,075	20,536	20,536	20,539	50.0%
Local Support - TBL & Other Grants	10,000	6,430	6,357	3,571	64.3%
Fees/Services	42,000	16,136	28,195	25,864	38.4%
Sales	38,000	6,538	22,570	31,462	17.2%
Penal Fines - \$220,000 for this Category per budget		0			
Penal Fines - Grand Traverse Co.	190,900	0	0	190,900	0.0%
Penal Fines - Leelanau Co.	6,500	0	0	6,500	0.0%
Penal Fines - Benzie Co.	22,600	0	0	22,600	0.0%
Overdue Fines/Replacement Fees	100,000	17,781	40,322	82,219	17.8%
Interest & Dividends/Gains/Losses on Inv.	15,000	19,669	5,646	(4,669)	131.1%
Rents & Royalties	7,000	1,400	2,000	5,600	20.0%
Contributions	40,000	10,915	6,347	29,085	27.3%
Reimbursements	1,500	600	15	900	40.0%
<b>TOTAL REVENUE</b>	<b>5,556,515</b>	<b>5,078,436</b>	<b>4,890,850</b>	<b>478,079</b>	<b>91.4%</b>
Transfer In				0	
Use of Fund Balance				0	
<b>TOTAL</b>	<b>5,556,515</b>	<b>5,078,436</b>	<b>4,890,850</b>	<b>478,079</b>	<b>91.4%</b>
<b>TOTAL REVENUE, TRANSFERS &amp; USE OF FB</b>	<b>5,556,515</b>	<b>5,078,436</b>	<b>4,890,850</b>	<b>478,079</b>	<b>91.4%</b>
<b>TOTAL EXPENDITURES</b>	<b>5,556,515</b>	<b>2,034,491</b>	<b>1,984,750</b>	<b>3,522,024</b>	<b>36.6%</b>
<b>REVENUE OVER (UNDER) EXPENSE</b>		<b>3,043,945</b>	<b>2,906,100</b>		
This statement reflects activity through the fourth month of the 2020 fiscal year.					
Percentage of the year completed is 33.3%.					

## 4.11 Library Pandemic Response Policy

### Purpose:

The purpose of this policy is to authorize the Library Director to quickly respond to rapidly changing circumstances during a pandemic or other health crisis (infectious disease outbreak) and to provide general guidance for action consistent with the Pandemic Response Plan incorporated herein by reference.

### Guidelines for Library Closure:

- The Library Director will adhere to all State of Michigan Executive Orders and all federal, state, and local laws and regulations.
- The Library Director will consult with the Library Board President, the Chair of the Finance, Facilities, and Services Committee, the Library of Michigan, the Michigan Library Association, Member Library directors, and other statewide library directors, as appropriate, when deciding to close the library, but shall have the discretion to close the Library as the Library Director determines necessary for the health and safety of the staff and the public. The Library Director will notify the Trustees in the event of closure.
- Consultation shall not be required in the event a State of Michigan Executive Order or federal, state, or local law, regulation, or directive mandates closure.
- The Library Director will follow procedures in the established Pandemic Response Plan and all applicable Grand Traverse Health Department orders.
- The Library Director, in collaboration with administrative staff, will determine which, if any, services may remain available throughout a closure consistent with the Response Plan and in the interest of Library staff and the public's health, safety, and welfare.

### Guidelines for Reopening Library:

- The Library Director will consult with the Library Board President, the Chair of the Finance, Facilities, and Services Committee, the Library of Michigan, the Michigan Library Association, Member Library directors, and other statewide library directors, as appropriate, when deciding about reopening of the Library, but shall have the discretion to reopen the Library as the Library Director determines necessary for the health and safety of the staff and the public.
- The Library Director may adjust levels of services as indicated by the Pandemic Response Plan based on the pandemic circumstances existing at the time and in the interest of Library staff and the public's health, safety, and welfare.
- The Library Director may reopen the library when allowed by the relevant governmental entities while ensuring the safety of staff and patrons in the Library.
- The Library Director may adjust staffing levels when necessary.

- The Library Director may cancel or limit Library programs, and/or close or limit hours of operation based on the pandemic circumstances existing at the time.
- The Library Director may adapt and revise the Pandemic Response Plan as new scientific information is available and in response to changes in best practices.


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*New policy adopted May 21, 2020*

Motion by: Vickery

Supported by: Sullivan

Adopted:  Y  N

  
Stephanie Mathewson, Board Secretary

Date: 5-21-2020

**Traverse Area District Library  
Pandemic Response Levels of Service  
DRAFT 4/27/2020**

Pandemic Response:	LEVEL 5 <i>Virtual Only</i>	LEVEL 4 <i>No Direct Public Contact</i>	LEVEL 3 <i>Minimal Public Contact</i>	LEVEL 2 <i>Precautionary Public Contact</i>	LEVEL 1 <i>Full Service</i>
	Virtual TADL	Curbside TADL	Grab & Go TADL	Six Foot TADL	Even Better TADL
	Stay at Home Order/Essential Staff	Staff Only	Gatherings of < 10 people	Gatherings of <100 people	
<b>Priorities:</b>	<ol style="list-style-type: none"> <li>1. Protect staff and public safety and health.</li> <li>2. As an <i>essential</i> community service, sustain library operations to the fullest extent possible.</li> <li>3. Communicate clearly, factually, and frequently.</li> </ol>				
<b>Safety guidelines/exec. orders:</b>					
Stay at home	x				
Social distancing at 6'+	x	x	x	x	
Face masks in public	x	x	x	x	
Temperature check		?	?		
Gathering/capacity limits	x	x	x		
Hours of Operation	Closed	Closed to public	9am-7pm	✓	✓
<b>Supplies required to operate:</b>					
Toilet paper		x	x	x	x
Soap	x	x	x	x	x
Hand sanitizer	x	x	x	x	x
Disposable gloves	x	x	x	x	
Disposable keyboard covers		x	x	x	
Disposable mice covers		x	x	x	
Disinfectant wipes	x	x	x	x	x
Face masks or shields	n/s	required in case staff forget to check at home	required in case staff forget to check at home	x	
Touch free thermometers					
Sneeze guards			x	x	
COVID-19 test kits		?	?	?	
COVID-19 treatment/vacc.				or no active spread for 30 days	or no active spread for 30 days
<b>People allowed in buildings:</b>					
Library staff*	by appointment, as authorized	capacity limit, social distancing	capacity limit, social distancing	social distancing	✓
Delivery/service personnel*	by appointment, as authorized	✓	✓	✓	✓
Cleaning staff*	by appointment, as authorized	✓	✓	✓	✓
Volunteers - Friends*		minimum as authorized	minimum as authorized	social distancing	✓
Volunteers - general*		minimum as authorized		social distancing	✓
General public	n/a	n/a	capacity limit?, social distancing, masks suggested, sick individuals asked not to enter, food and beverages prohibited	social distancing, masks suggested, sick individuals asked not to enter	✓

**Traverse Area District Library  
 Pandemic Response Levels of Service  
 DRAFT 4/27/2020**

Pandemic Response:	LEVEL 5 Virtual Only	LEVEL 4 No Direct Public Contact	LEVEL 3 Minimal Public Contact	LEVEL 2 Precautionary Public Contact	LEVEL 1 Full Service
<b>Staff shared spaces:</b>					
Workrooms	social distancing	social distancing using public spaces if necessary	social distancing with sneezeguards between desks if necessary	social distancing with sneezeguards between desks if necessary	✓
Lounges	n/a	meal preparation only	social distancing	social distancing	✓
Restrooms	n/a	recommend using public restrooms without doors (M),(S)	✓	✓	✓
<b>Public access to spaces:</b>					
Stacks	n/a	n/a	social distancing??	social distancing	✓
General seating	n/a	n/a	all public seating removed	reduced seating spaced 6' apart	✓
Computers/labs	n/a	n/a	?	social distancing	✓
Restrooms	n/a	n/a	single room restrooms closed; doors to multistall restrooms propped open??	✓	✓
Story time/prg rooms	n/a	n/a	n/a	n/a	✓
Thirby Room	n/a	n/a	n/a	no advance reservations, doors remain propped open, capacity limit of 2	✓
Nelson Local history room	n/a	n/a	access to collection upon request	capacity limit of 2	✓
Study A, B, C & D	n/a	n/a	n/a	capacity limit of 1	✓
McGuire	n/a	n/a	used to store removed public seating	used to store removed public seating	✓
<b>Services:</b>					
Hours of service	24-hour turnaround for requests	✓	✓	✓	✓
Special Service Hours - Vulnerable	n/a	n/a	? 9-10am	? 9-10am	n/a
Library cards	issued to residents via webform with short expiration date	issued to residents via webform with short expiration date	✓	✓	✓
Reference/readers advisory	voicemail, email, webforms	phone, voicemail, email, webforms	phone, voicemail, email, webforms, service desks with social distancing and sneeze guards	phone, voicemail, email, webforms, service desks with social distancing and sneeze guards	✓
Technology assistance	voicemail, email, webforms, virtual forum	phone, voicemail, email, webforms, virtual forum	phone, voicemail, email, webforms, virtual forum, via chat/remote access, no handling of customer-owned devices	phone, voicemail, email, webforms, virtual forum, via chat/remote access, no handling of customer-owned devices	✓
Exam proctering	n/a	n/a	n/a	✓	✓
TBL	voicemail, email, Lansing fills all download requests	phone, voicemail, email, USPS mail	phone, voicemail, email, service desk with social distancing and sneeze guards	phone, voicemail, email, service desk with social distancing and sneeze guards	✓

**Traverse Area District Library  
 Pandemic Response Levels of Service  
 DRAFT 4/27/2020**

Pandemic Response:	LEVEL 5 Virtual Only	LEVEL 4 No Direct Public Contact	LEVEL 3 Minimal Public Contact	LEVEL 2 Precautionary Public Contact	LEVEL 1 Full Service
<b>Outreach</b>	voicemail, email, virtual programs	phone, voicemail, email, virtual programs, deposit collection dropoff	phone, voicemail, email, virtual programs, deposit collection dropoff	phone, voicemail, email, virtual programs, small group (under 30) in-person programs, deposit collection dropoff and pickup (with 3+ day quarantine)	virtual whenever practical + ✓
<b>Public computers</b>	n/a	n/a	minimal quantity, 30-minute time limit	limited quantity, 60-minute time limit, by appointment only?, social distancing	✓
<b>WiFi</b>	✓	✓	✓	✓	✓
<b>Printing</b>	n/a	if customers can print remotely?, charge to library account?	✓	✓	✓
<b>3D Printing</b>	n/a	if customers can print remotely?, charge to library account?	✓	✓	✓
<b>Copier, fax, scanner</b>	n/a	n/a	n/a	with wipedown schedule and sign suggesting handwashing after use	✓
<b>OPACs</b>	n/a	n/a	n/a	with wipedown schedule	✓
<b>Youth tablets (EB)</b>	n/a	n/a	n/a	n/a	✓
<b>Cash handling</b>	n/a	n/a	n/a	✓	✓

Traverse Area District Library  
 Pandemic Response Levels of Service  
 DRAFT 4/27/2020

Pandemic Response:	LEVEL 5 Virtual Only	LEVEL 4 No Direct Public Contact	LEVEL 3 Minimal Public Contact	LEVEL 2 Precautionary Public Contact	LEVEL 1 Full Service
<b>Materials:</b>					
Processing	digital, orders placed with suspended delivery	newly processed items quarantined for 3 days?	✓	✓	✓
Ordering	digital focus, only physical high demand items	digital focus,	✓	✓	✓
Weeding	digital only	confirm storage capacity	confirm storage capacity, social distancing	confirm storage capacity, social distancing	✓
Returns	highly discouraged	all but "to-go kits" and puppets	✓	✓	✓
Quarantine	3+ days	3+ days	3+ days	3+ days	✓
Due dates	extended to up to 3 weeks after date of anticipated reopening	extended to up to 3 weeks after date of anticipated reopening	✓	✓	✓
Fines	wavied	wavied	wavied	✓	✓
Holds	holds lists frozen, new holds may be placed	✓ (reused rubberbands quarantined 3+ days or eliminated)	✓ (reused rubberbands quarantined 3+ days or eliminated)	✓ (reused rubberbands quarantined 3+ days or eliminated)	✓
Checkout method	digital only	digital, staff	digital, "touchless" self-checkouts with staff mediation	digital, self-checkouts with wipedown schedule	✓
Delivery - curbside	n/a	for holds and on request	n/a	n/a	n/a
Shelving, shelf reading, etc.	n/a	social distancing	low use times or when closed, temporarily block off stack area??	social distancing	✓
Magazines and newspapers	n/a	n/a	n/a	✓	✓
Free Publications	n/a	quarantined 3+ days, provided upon request as available	✓	✓	✓
STEM and early lit. kits	n/a	✓	no in-library use	no in-library use	✓
Puppets and early lit. toys, listening stations, globe	n/a	n/a	n/a	n/a	✓
MelCat interlibrary loan	n/a	✓	✓	✓	✓
U.S. mail	held, staff pick-up, quarantined paper 24 hrs; plastic 3+ days	quarantined paper 24 hrs; plastic 3+ days	quarantined paper 24 hrs; plastic 3+ days	quarantined paper 24 hrs; plastic 3+ days	✓
Donations	highly discouraged	discouraged	discouraged	accepted; quarantined 3+ days	✓
<b>Programs:</b>					
Format	virtual only	virtual only	virtual only	virtual, in-person programs only if can be conducted with social distancing	virtual whenever practical + ✓
Summer reading prizes	n/a	✓	✓	✓	✓
Takeaway program kits	n/a	✓	✓	✓	✓
Friends' used book sales	n/a	n/a	online only	online only	✓
<b>Meetings:</b>					
Library Board	virtual as permitted by law	virtual as permitted by law; in-person with library closed to the public	in-person with social distancing in large meeting room	in-person with social distancing in large meeting room	✓



**Traverse Area District Library  
 Pandemic Response Levels of Service  
 DRAFT 4/27/2020**

Pandemic Response:	LEVEL 5 Virtual Only	LEVEL 4 No Direct Public Contact	LEVEL 3 Minimal Public Contact	LEVEL 2 Precautionary Public Contact	LEVEL 1 Full Service
<b>Friends' Board</b>	virtual	virtual	virtual or in-person with social distancing in large meeting room	virtual or in-person with social distancing in large meeting room	✓
<b>Staff</b>	virtual	virtual or in-person with social distancing in large meeting room	virtual or in-person with social distancing in large meeting room	virtual or in-person with social distancing in large meeting room	virtual whenever practical + ✓
<b>Public - see public access</b>					
<b>Communications:</b>					
<b>Public</b>	bulk messages to all customers with email addresses (resident and nonresident versions), Virtually Yours print edition of <i>Library Matters</i> , Virtual CMPL section on website, social media, newsletters, automated attendant/voicemail messages, signs on front doors	bulk message to all customers with email addresses (resident and nonresident versions), social media, newsletters, website, automated attendant and voice mail messages, signs on front doors	bulk message to all customers with email addresses (resident and nonresident versions), social media, newsletters, website, automated attendant and voice mail messages, signs on front doors	bulk message to all customers with email addresses (resident and nonresident versions), social media, newsletters, website, automated attendant and voice mail messages, signs on front doors	✓
<b>TBL customers</b>	?	?	?	✓	✓
<b>Staff</b>	bulk email messages, virtual monthly all staff updates, virtual weekly managers' meetings	bulk email messages, virtual monthly all staff updates, virtual weekly managers' meetings	bulk email messages, virtual monthly all staff updates, virtual weekly managers' meetings	✓	✓
<b>Cleaning regimen:</b>					
<b>Staff areas</b>	library staff per guidelines	cleaning staff with an emphasis on staff areas	✓	✓	✓
<b>Public areas</b>		as needed	staff to wipe down high contact touchpoints midday, cleaning staff emphasize these areas nightly	✓	✓
<b>In case of COVID-19 report</b>	building closed for 24 hours followed by professional cleaning and disinfecting	building closed for 24 hours followed by professional cleaning and disinfecting	building closed for 24 hours followed by professional cleaning and disinfecting	building closed for 24 hours followed by professional cleaning and disinfecting	building closed for 24 hours followed by professional cleaning and disinfecting
<b>Staffing:</b>					
<b>Method of working</b>	teleworking, critical onsite functions only	limited teleworking as authorized, rotating shifts to facilitate social distancing and any capacity limits	limited teleworking as authorized, rotating shifts to facilitate social distancing and any capacity limits	✓	✓
<b>Work schedule</b>	completely flexible other than being available to attend virtual meetings	very flexible although coverage required to provide full hours of service and to ensure safety in minimum and maximum number of employees working at a time	✓	✓	✓
<b>Productivity expectations</b>	trust staff to do their best with available resources	✓	✓	✓	✓

**Traverse Area District Library  
 Pandemic Response Levels of Service  
 DRAFT 4/27/2020**

Pandemic Response:	LEVEL 5 Virtual Only	LEVEL 4 No Direct Public Contact	LEVEL 3 Minimal Public Contact	LEVEL 2 Precautionary Public Contact	LEVEL 1 Full Service
Compensation	full compensation for all staff for hours scheduled to work	✓	✓	✓	✓
In case of COVID-19 report	<a href="#">employees working in close contact (6') for prolonged periods should follow CDC guidelines to self isolate or quarantine</a>	<a href="#">employees working in close contact (6') for prolonged periods should follow CDC guidelines to self isolate or quarantine</a>	<a href="#">employees working in close contact (6') for prolonged periods should follow CDC guidelines to self isolate or quarantine</a>	<a href="#">employees working in close contact (6') for prolonged periods should follow CDC guidelines to self isolate or quarantine</a>	<a href="#">employees working in close contact (6') for prolonged periods should follow CDC guidelines to self isolate or quarantine</a>
"✓" denotes standard operating procedures.					



TRAVERSE AREA  
DISTRICT  
LIBRARY

PURCHASE ORDER

Date: 5/13/2020

Purchase Order #: 051320

610 Woodmere Avenue, Traverse City, MI 49686  
(231) 932-8500 | fax (231) 932-8500  
Scott Morey Email: smorey@tadl.org

VENDOR Bibliotheca, LLC  
3169 Holocomb Bridge Rd, NW, Suite 200  
Norcross, GA 30071

SHIP Traverse Area District Library  
TO 610 Woodmere Ave  
Traverse City, MI 49686  
(231) 932-8500

QTY	ITEM #	DESCRIPTION	UNIT PRICE	SUBTOTAL
1	SUP000002-000-US	Annual Support and Maintenance 8/6/2020 - 8/5/2021	\$25,314.66	\$25,314.66
<b>TOTAL</b>				<b>\$25,314.66</b>

- Please send two copies of your invoice.
- Enter this order in accordance with the prices, terms, delivery method and specifications listed above.
- Please notify us immediately if you are unable to ship as specified.
- Send all correspondence to:  
Scott Morey | Traverse Area District Library  
610 Woodmere Ave  
Traverse City, MI 49686  
(231) 932-8500

  
Authorized by 5/13/2020  
Date

  
Library Director Authorization 5/14/20  
Date

SM  
Tech - Circ Equip Maint.



# Service and Maintenance/Extended Warranty Quote

Quote Date: 05/08/2020  
Quote Number: QUO-141232-L6B6

**Licensee Bill To:**

Traverse Area District Library - Main (Woodmere)  
Scott Morey  
610 Woodmere Ave.  
Traverse City MI 49686  
United States of America

**System Licensee:**

Traverse Area District Library - Main (Woodmere) -  
Scott Morey  
610 Woodmere Ave.  
Traverse City MI 49686  
United States of America

smorey@tadl.org  
Tel: 2313600226

**Sales Contact:** Contract Team  
**Sales Phone:** 800-328-0067  
**Sales Email:** [service-renewals-us@bibliotheca.com](mailto:service-renewals-us@bibliotheca.com)

Contract: US-89710-D4G4  
Term: 8/6/2020 - 8/5/2021  
Renewal and Consolidation

Quote expires (180) days from Quote Date above.

Item ID	Item Type	Quantity	Sale Price	Sub Total
SUP000002-000-US	ANNUAL SUPPORT & MAINTENANCE Contract Term: Aug 06, 2020 - Aug 05, 2021	1	\$25,314.664	\$25,314.66
			<b>Total</b>	\$25,314.66
			<b>(Less Sales Tax):</b>	
			<b>Grand Total:</b>	\$25,314.66

3M Library Systems has merged with Bibliotheca LLC. Together, our customers will enjoy the best of both worlds. If you are a former 3M Library System customer, please note that your Service & Maintenance contract will be managed and serviced by Bibliotheca LLC.

*Service and Maintenance prices exclude any applicable sales tax. Please provide Tax Exempt Certificate, if applicable.*

**Bibliotheca, LLC**  
3169 Holcomb Bridge Rd., Ste. 200  
Norcross, GA 30071, USA

Telephone - 877-207-3127  
[www.bibliotheca.com](http://www.bibliotheca.com)

MAY 21 2020

## Service and Maintenance/Extended Warranty Quote

Location	Asset Name	Serial #1	Qty	Start Date	End Date	Price
Traverse Area District Library - Main (Woodmere)	2812 AMH Induction	28120010	1	08/06/20	08/05/21	\$5,071.09
Traverse Area District Library - Main (Woodmere)	2830 AMH Induction	28300049	1	08/06/20	08/05/21	\$4,745.34
Traverse Area District Library - Main (Woodmere)	2850 FX AMH Sortation	28500119	1	08/06/20	08/05/21	\$1,251.98
Traverse Area District Library - Main (Woodmere)	2850 FX AMH Sortation	28500209	1	08/06/20	08/05/21	\$1,251.98
Traverse Area District Library - Main (Woodmere)	2855 FX AMH Controller	28550074	1	08/06/20	08/05/21	\$2,990.15
Traverse Area District Library - Main (Woodmere)	2860 FX AMH Conveyance	28600114R	1	08/06/20	08/05/21	\$939.58
Traverse Area District Library - Main (Woodmere)	2864 FX AMH Conveyance	28600209	1	08/06/20	08/05/21	\$939.58
Traverse Area District Library - Main (Woodmere)	RFID workstation shielded	6604689	1	08/06/20	08/05/21	\$199.00
Traverse Area District Library - Main (Woodmere)	877 SmartChute	87700406	1	08/06/20	08/05/21	\$3,035.12
Traverse Area District Library - Main (Woodmere)	Enterprise: Command Center	90100241	1	08/06/20	08/05/21	\$1,943.60
Traverse Area District Library - Main (Woodmere)	9103BC Detection System	91300898	1	08/06/20	08/05/21	\$2,631.57
Traverse Area District Library - Main (Woodmere)	bibliotheca RFID workstation™ 120V	P12R000413	1	10/11/20	08/05/21	\$163.02
Traverse Area District Library - Main (Woodmere)	bibliotheca RFID workstation™ 120V	P12R000418	1	10/30/20	08/05/21	\$152.66

### 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 \$10.

#### 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.

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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 / Revised May 21, 2020

Motion By: Odgers

Support By: Sullivan

Adopted:  Y  N

Date: 5-21-2020

Stephanie Mathewson  
Stephanie Mathewson, Board Secretary

### **3.20 Borrowing Parameters and Delinquent Charges**

#### **Background**

In order to exercise good stewardship over the lending collections, borrowing parameters are set by Traverse Area District Library. TADL aims to keep books and other media in hands of people who want them, as long as they need them, while encouraging on-time return of borrowed materials for use by others. TADL policies and procedures are designed to foster the highest possible utilization of the lending collection, a limited resource.

Materials are to be returned by the end of the day on which they are due. Notices are to be issued to inform borrowers of delinquent status of accounts.

Borrowing privileges are suspended when fines and fees exceed \$10. Borrower may bring fees below the \$10 cap with partial payments.

Directors of the libraries within the District are authorized to enforce loan periods and fines. Loan periods, fines and notices are to be uniformly applied throughout the district.

#### **Replacement of Lost and Damaged Materials**

A replacement fee is charged to the borrower account if an item is lost or damaged and beyond repair. Items not returned 45 days past the due date are defined as Lost. If a missing part cannot be individually replaced, the full replacement cost is billed to the borrower account. Overdue fines are over-ridden by replacement cost.

#### **Fees and Fines for Minors**

A person less than 18 years old and the parent or guardian of any person less than 18 years old is responsible for any fees, fines, damage to the library or its collections, or other costs incurred by the minor at the library and return of materials borrowed by the minor. The Library Record of a minor may be released to either the minor or the parent or guardian.

#### **Material Recovery Agency**

The Library Director is authorized to utilize a material recovery agency to assist with seriously delinquent accounts. Accounts are referred to the agency 60 days after the due date when the account balance exceeds \$25.00. The account is billed an additional one-time \$15.00 service charge when submitted to the agency.

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*Policy 3.20 Borrowing Parameters and Delinquent Charges* replaces former policies "Overdue Service Charges and Notice Fees" of January 2003 and "Charges for Damaging Library Materials" of 10 March

2005. Updated 5-13-2010; Revised 4-21-2011; Revised 6-16-2011; Revised 12-13-2012; Revised 2-19-2015; Revised 2-16-2017; Revised 8-15-2019; Revised 5-21-2020

Motion by: Odgers

Support by: Sullivan

Adopted:  Y  N

Date: 5-21-2020

  
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Stephanie Mathewson, Board Secretary