



TRAVERSE AREA  
DISTRICT  
LIBRARY

## **PUBLIC NOTICE**

The Traverse Area District Library  
**Regular Board Meeting & Public Hearing on the 2021 Budget**  
scheduled for

**November 19, 2020 at 4:00pm**

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

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

<https://us02web.zoom.us/j/5795909071>  
Call-in: 1-312-626-6799 | Webinar ID: 579 590 9071

\*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) ; Michael Vickery (Trustee) [mwickery@tadl.org](mailto:mwickery@tadl.org) ; Jeffery Wescott (Trustee) [jwescott@tadl.org](mailto:jwescott@tadl.org) ; Marylee Pakieser (Secretary) [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. **Public Hearing on the 2021 Budget**
  - a. Introduction of the 2021 Budget – President Jones
  - b. [Budget Overview and Details](#) – Director
  - c. Public comment\*
  
6. **Discussion and Action to Adopt the 2021 Budget**
  - a. [2021 Budget Resolution](#)
  
7. **Approval of Minutes**
  - a. [Regular Meeting of October 15, 2020](#)
  - b. [Special Meeting of November 10, 2020](#)
  
8. **Reports and Communications**
  - a. [Director Report](#) | [Departmental Reports](#)
  - b. Financial Report – [Expenses](#) | [Revenues](#)
  - c. Member Library Reports – FLPL | IPL | [PCL](#)
  - d. Committee Reports
    - a. Finance & Facilities and Services Committee – [November 10, 2020](#)
    - b. Policy and Personnel Committee – held as Special Board Meeting November 10, 2020
  - e. Other Reports and Communications
    1. Friends' Report – Doug Weaver, President Friends of TADL
  
9. **Old Business**
  - a. Director Review
  - b. [District Library Agreement](#)
  - c. TADL Response to COVID-19
  
10. **New Business**
  - a. Behavior Policy Appeal Hearing
  
11. **Public Comment\***
12. **Trustee Comment**
13. **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 [libadmin@tadl.org](mailto:libadmin@tadl.org) or calling 231-932-8500.



# AGENDA

## Board of Trustees Regular Meeting & 2021 Budget Hearing

Thursday, November 19, 2020 at 4:00pm

Virtual Meeting

<https://us02web.zoom.us/j/5795909071>

Call-in: 1-312-626-6799 | Webinar Code: 579 590 9071

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12. **Trustee Comment**
13. **Adjournment**

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

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NOV 19 2020



## 2021 Operational Budget Overview

Budget Hearing: November 19, 2020

### To the TADL Board and Community:

I am pleased to present the draft 2021 Operational Budget to the Traverse Area District Library Board of Trustees. This budget provides administrative expectations for operational expenses that will support public library services online and in six facilities in addition to operations for the TADL Talking Book Library. This is a balanced budget; the operational expense expectations fall within expected revenues for year 2021.

### Budget Packet:

1. Budget Resolution: This represents the budget presented for approval and provides the four Budget lines that the Director must observe, as required in the [TADL Budget Adjustment and Disbursement Policy](#).
2. Budget Details: This report is similar to what the TADL Board receives each month in the form of a financial report, but is expressed in six columns to show 2019 Actuals, Original 2020 Budget, Amended 2020 Budget, Projected 2020 Year-End amounts, 2021 Expected Revenue and Expense, and the percentage difference between 2020 and 2021.

### Overall Budget Environment and Budget Objectives in 2021:

- Maintain stable operations and strong a financial position.
  - Hold down operational costs while ensuring continuous improvements to customer service.
  - Increase spending for online and lending collections.
  - Increase fundraising, use of grant opportunities and cultivate relationships with donors.
  - Provide adequate budget to maintain facilities and technology as needs increase with aging infrastructure and changes in technology.
  - Judiciously use fund balances for capital expenses and to pay down unfunded pension liabilities.
- Assure the highest possible return on public investment through full use of the public library.
  - Continue application of technology and digital resources to reach the connected service population and its changing needs.
  - Reach out to increase the number of registered account holders in the service area.
  - Use strong promotional techniques to keep residents informed about the availability of traditional and new or changing services.
  - Conduct a Strategic Plan to determine what residents truly use and value and adjust in accordance with the results.

### Special Emphasis in 2021:

- Begin the Strategic Planning process to identify Board, staff and community goals.
- An increased presence in our communities and schools, through outreach and collaboration, to promote library use and develop a greater understanding of the many services the library provides to our partner public and charter schools.
- Increase our technology presence in our communities by providing access to emerging technologies including laptop lending, and increased WiFi access.
- The enhancement of services to children and teens to increase usage and encourage the establishment of lifelong learning with expanded programs.
- Developing outreach programs targeted toward our mature population.
- Addressing upcoming building maintenance needs at the Main Library facility.
- Strengthening our existing, and building new, collaborative relationships with community partner organizations.

### Revenues

The current [TADL millage rate](#) is .9292 mills for operations. Our debt service bond was repaid during 2017, so there is no levy for debt retirement. Local municipalities, including TADL, are again seeing an increase in property tax revenue due to rising property values; however, this year's levy was rolled back from .9382 mills due to requirements of the Headlee Amendment which calls for millage reductions when property values increase more than the level of inflation. This is the fourth year in a row for a rollback.

<u>TADL Revenues</u>	<u>Property Tax</u>	<u>State Aid/ Penal Fines</u>	<u>Fines/Fees Services</u>	<u>Other Revenue</u>	<u>TADL Revenue</u>
2011 actual	4,098,864	382,752	106,248	174,057	4,761,921
2012 actual	4,016,643	386,721	123,329	140,748	4,667,441
2013 actual	4,037,344	345,641	151,366	102,000	4,636,351
2014 actual	4,129,538	374,065	137,917	249,163	4,890,683
2015 actual	4,264,013	388,374	149,658	158,062	4,960,107
2016 actual	4,333,605	388,890	140,313	101,902	4,964,710
2017 actual	4,532,111	353,891	219,052	142,602	5,247,656
2018 actual	4,634,573	366,670	195,401	61,741	5,258,385
2019 actual	4,724,499	363,874	196,776	223,466	5,508,615
2020 projection	4,937,353	337,239	84,593	109,641	5,468,826
2021 proposed	5,126,735	339,225	94,150	81,270	5,641,380

2020 Property Tax revenue increased again this year through the regular levy and Personal Property Tax reimbursement. While State Aid was up, Penal Fine receipts have dropped 10.9%. Income from Services is down because our contractual arrangements to provide technology services to three other library systems in the area have been fully implemented, and they are now paying just an annual fee for maintenance. Income from Fines and Services are down as a result of the COVID-19 pandemic. In 2020 we again transferred in funds from our Internal Service Fund to make a significant payment to the Municipal Employees' Retirement System (MERS) for our current unfunded pension liability. This \$110,000 is not a part of our General Fund budget, and therefore not reflected in the chart above.

2021 Property Tax revenue is projected to rise despite the Headlee millage reduction because of increased property values. We will continue to receive the Personal Property Tax reimbursement though these are drastically trending down. State Aid has increased since as last year, and Penal Fines remain questionable as they vary widely from year to year.

**Personnel Cost Projections**

In 2021, the overall percentage of personnel cost will decrease slightly. Wage increases are budgeted because of the contractual agreement and merit raises as well as increases above minimum wage in an effort to retain page and substitute staff. Health care costs increased 4 percent. Retirement and 401k costs are down due to retirements and new personnel. We are responsible for actuarially determined payments toward TADL’s unfunded accrued pension liability which will vary from year to year based on market performance, employee retirements, and mortality. In 2019, the Board voted to make payments above the minimum required amount. For 2021, the MERS monthly payment will be \$10,000. All told, personnel expenses account for about 58.9% of the library’s budget in 2021.

<u>Personnel</u>	<u>Wages</u>	<u>Benefits</u>	<u>Total Pers. Expense</u>
2011 actual	2,100,803	719,187	2,819,990
2012 actual	2,105,008	782,543	2,887,551
2013 actual	2,088,307	743,764	2,832,071
2014 actual	2,049,502	745,822	2,795,324
2015 actual	2,027,358	737,385	2,764,713
2016 actual	2,037,947	1,149,879*	3,187,826
2017 actual	2,139,422	954,750*	3,094,172
2018 actual	2,253,432	973,646*	3,227,078
2019 actual	2,302,685	963,170*	3,265,855
2020 projection	2,280,000	911,135*	3,191,135
2021 budget	2,453,472	873,514	3,326,968

\*Includes amounts paid to Municipal Employees’ Retirement System (MERS) for unfunded accrued pension liabilities with funds transferred in from the Internal Service Fund in the amount of \$110,000 in 2020. These extra payments, made five years in a row, have resulted in decreased unfunded pension liability. Specifically, in 2015 our pension was 62 percent funded, in 2016 it increased to 80 percent, and in 2017 it rose to 82 percent funded, in 2018 it again rose to 85% funded and in 2019 it was 84% due to changes in actuarial calculations. Our extra \$110,000 payment in 2020 will be recognized in the MERS actuarial report that we will receive in summer 2021.

**Other Notes**

Lending Collections and Electronic Resources: Due to COVID-19 and more patrons using our digital collections, TADL continues to strengthen its electronic resources as statistics show usage has increased in comparison to the physical collection. We have added significant funding to our digital resources as that is where our statistics show our patrons are loving what we offer. We are committed to budgeting at least 10% of our annual budget for lending materials. This 2021 budget proposal reflects materials spending increasing to 11 % of the expenses.

**Children's Library Services:** TADL will continue to emphasize development of children's library services with increased attention on program development, promotions, and outreach for this important age group. In 2020 through the hard work of Youth Services Coordinator Andy Schuck, we have collaborated with partner organizations to provide STEM kits to area libraries funded by an LSTA grant. While times are uncertain and some projects were delayed because of constraints from COVID-19, we continue to provide services to our young readers and families. While not currently in use, we hope to in 2021 to use the remaining funds from the Preschool Interactive Learning Area Project to make necessary improvements to our Story Room in anticipation of returning to live story times.

**Maintenance and Repair:** The Main Library continues to show its age as a 23-year-old building. Until we know the results of the soffit work completed in the fall of 2019, roofing improvements are on hold. Once we have identified what further action needs to occur with the roof, we will proceed using Public Improvement Funds for this project, with Board approval. Beginning in 2021, we plan improvements to Staff work areas and renovations of our public restrooms to improve accessibility and update the fixtures.

**Supplies:** The Office Supply budget has been increased by 3.1 percent as we are planning to replace the computers in the Public Computing Center.

**Outreach/Advertising/Printing:** We have a significant decrease in this budget as COVID-19 has greatly restricted our outreach. There are also no significant social events planned due to the pandemic.

**Member Library Allocations:** These annual payments will be increasing once again this year by 3.55 percent. Increases (or decreases) are based on a formula which compares receipts from Property Taxes, Penal Fines, and State Aid from year to year.

**Technology:** The Technology Department staff has many projects planned for 2021. As mentioned above the computers in the computer lab will be replaced in 2021. There is a significant increase in communications as we are paying for WiFi hotspots that now circulate. Technology will also be replacing the sorter which we will need come out of the Public Improvement Fund.

**Technology Services to Other Libraries:**

We continue to provide technology services to Kalkaska County Library, Bonisteel Library at the Interlochen Center for the Arts, and Suttons Bay-Bingham District Library. Budgets for these contractual agreements include direct and indirect costs. Funds not expended will be set aside for contingencies to support our systems to provide stable uninterrupted service for TADL and our partners. The Technology Department is helping Kalkaska County Library with their work in the Kalkaska Public Schools libraries. The Technology Department has also completed smaller projects for other libraries in the area and for members of the Northland Library Cooperative. Other library systems continue to show interest in the possibility of contracting with us for our Evergreen Integrated Library System and other related services.

**Contributions:** While unable to hold their annual book and media sales, the Friends of TADL continue their generous support of busing for first grade students in Grand Traverse County to visit the Main

Library, support for our newsletter, Ancestry.com, and the Summer Reading Club. The Kingsley Friends of the Library also provide substantial support to the Kingsley Branch Library for supplies and programming as needed. We continue to seek donations and other sources of funding to improve the shelving in the Local History Collection area, relocation of the Teen Services department upstairs, modernizing the services and technological tools available in the Public Computing Center at the Main Library, and beginning to raise funds for a roadside sign at the Main Library.

Capital Expenses and Use of Fund Balance: Some future projects include roof replacement, a lighting retrofit with LED lighting, renovating the bathrooms, library sign outside, new carpet, and painting. Some of these projects will be funded through our operating budget, and we will be requesting funding from appropriate fund balances. We hope to prioritize and address each of these issues over the next couple of years with the caveat that other urgent needs could arise at any time, requiring immediate action.

Thank you for your consideration of the 2021 budget proposal.

Michele P. Howard  
Library Director  
Traverse Area District Library



**2021 Annual & 2020 Amended Budget**

**Traverse Area District Library**

**General Fund**

**Draft Budget - 11/19/20**

	<b>Actual 2019</b>	<b>Original 2020 Budget</b>	<b>Amended 2020 Budget</b>	<b>Projected 12/31/2020</b>	<b>Proposed 2021 Budget</b>	<b>% Diff. 2020 v. 2021</b>
<b>Revenue</b>						
Levied Tax	4,724,449	4,924,590	4,924,590	4,937,353	5,126,735	4.1%
PILT/Delinquent PPT, Other	49,752	40,000	40,000	51,435	38,000	-5.0%
State Aid - TADL	78,065	77,350	77,350	77,974	83,750	8.3%
State Aid - Talking Book Library	41,073	41,075	41,075	41,073	41,075	0.0%
Local Grants	14,670	10,000	10,000	22,209	18,400	84.0%
Fees/Services	41,515	42,000	42,000	40,893	42,150	0.4%
Sales	39,965	38,000	38,000	16,550	20,000	-47.4%
Overdue Fines	115,296	100,000	100,000	27,150	32,000	-68.0%
Penal Fines	230,066	220,000	220,000	195,983	196,000	-10.9%
Interest & Dividends	51,214	15,000	15,000	27,500	15,000	0.0%
Rental Fees	5,950	7,000	7,000	750	2,200	-68.6%
Contributions	114,603	40,000	40,000	28,500	24,570	-38.6%
Reimbursements	1,997	1,500	1,500	1,456	1,500	0.0%
<b>Total Revenue</b>	<b>5,508,615</b>	<b>5,556,515</b>	<b>5,556,515</b>	<b>5,468,826</b>	<b>5,641,380</b>	<b>1.5%</b>
Transfer In			110,000	110,000		
Use of Fund Balance						
<b>Revenue from All Sources</b>	<b>5,508,615</b>	<b>5,556,515</b>	<b>5,666,515</b>	<b>5,578,826</b>	<b>5,641,380</b>	<b>0</b>

- Levied Tax includes Current Local Tax minus tax captures
- PILT/Delinquent PPT, Other - information not available about additional distribution in May
- Local Grants represent funds from counties and other agencies for TBL and Library Cooperative grant
- Fees/Services include annual fees for contractual technology agreements with other libraries
- Sales includes photocopy receipts, postage, bags, books, auction proceeds & miscellaneous sales
- Overdue Fines are fines, replacement fees and charges for damaged material
- Penal Fines combines Grand Traverse, Benzie and Leelanau counties down about 4%
- Interest & Dividends include investment, checking and savings account interest
- Rental Fees are meeting room and equipment rental fees
- Contributions include donations from Friends, estates, misc. donors
- Reimbursement line is for overpayments and refunds from prior year expenses
- Transfer in from Internal Service Fund for payment of Unfunded Pension Liability

Expenses	Actual 2019	Original 2020 Budget	Amended 2020 Budget	Projected 12/31/2020	Proposed 2021 Budget	% Diff. 2020 v. 2021
<b>Personnel</b>						
Salaries	2,302,685	2,412,415	2,412,415	2,280,000	2,453,472	1.7%
Social Security/Medicare	64,046	67,301	67,301	65,000	69,425	3.2%
Medical Insurance	302,762	336,090	336,090	315,000	356,685	6.1%
EAP/FSA	1,229	1,451	1,451	1,200	1,491	2.8%
Vision Insurance	3,221	3,845	3,845	3,600	4,045	5.2%
Dental Insurance	21,627	26,140	26,140	24,000	28,140	7.7%
Life Insurance	7,749	9,085	9,085	9,085	9,245	1.8%
MERS DC Retirement	144,148	149,050	149,050	140,000	149,995	0.6%
MERS DB Unfunded Liability	299,528	120,000	230,000	230,000	120,000	-47.8%
401(k) Retirement	104,163	113,000	113,000	100,000	114,620	1.4%
Unemployment	0	7,240	7,240	7,150	1,500	-79.3%
Workers' Comp.	7,357	7,500	7,500	7,860	10,000	33.3%
Disability Insurance	7,342	8,240	8,240	8,240	8,350	1.3%
<b>Total Personnel</b>	<b>3,265,855</b>	<b>3,261,357</b>	<b>3,371,357</b>	<b>3,191,135</b>	<b>3,326,968</b>	<b>-1.3%</b>
<b>Supplies</b>						
Office Supplies	134,073	123,015	123,015	123,015	126,795	3.1%
Library Materials	627,989	601,980	601,980	601,980	626,100	4.0%
Rep & Mnt. Supplies	9,074	6,750	6,750	4,000	6,750	0.0%
<b>Total Supplies</b>	<b>771,135</b>	<b>731,745</b>	<b>731,745</b>	<b>728,995</b>	<b>759,645</b>	<b>3.8%</b>
<b>Other Services and Charges</b>						
Professional Services	230,951	272,955	272,955	186,000	270,355	-1.0%
Communications	17,489	29,290	29,290	29,290	37,790	29.0%
Travel & Education	31,192	63,920	63,920	31,000	45,460	-28.9%
Outreach/Advertising/Printing	33,311	30,800	30,800	30,000	21,400	-30.5%
Insurance & Bonds	29,889	32,040	32,040	31,200	33,746	5.3%
Utilities	100,180	118,200	118,200	90,000	118,200	0.0%
Repairs & Maintenance	258,205	355,170	355,170	221,000	355,170	0.0%
Member Libraries	535,605	550,188	550,188	550,188	569,721	3.6%
Awards & Recognition (Misc.)	1,805	2,500	2,500	2,500	2,500	0.0%
Property Tax Reimbursement	-51	6,500	6,500	600	6,500	0.0%
Use Tax	1,449	1,000	1,000	1,000	1,000	0.0%
<b>Total Other Services &amp; Charges</b>	<b>1,240,026</b>	<b>1,462,563</b>	<b>1,462,563</b>	<b>1,172,778</b>	<b>1,461,842</b>	<b>0.0%</b>
<b>Capital Outlay</b>	<b>152,839</b>	<b>93,850</b>	<b>93,850</b>	<b>93,850</b>	<b>85,925</b>	<b>-8.4%</b>
<b>Contingency</b>	<b>0</b>	<b>7,000</b>	<b>7,000</b>	<b>0</b>	<b>7,000</b>	<b>0.0%</b>
<b>Total Expenses</b>	<b>5,429,856</b>	<b>5,556,515</b>	<b>5,666,515</b>	<b>5,186,758</b>	<b>5,641,380</b>	<b>-0.4%</b>
<b>Revenue / Expense</b>	<b>78,759</b>	<b>0</b>	<b>0</b>	<b>392,068</b>	<b>0</b>	

- Slightly higher wages due to union agreement, merit increases, increases for retention of pages and subs & payouts at retirement
- Increase in some rates for health insurance & staff opt-in
- Increase in life & disability insurance based on higher payroll
- Increase in retirement, 401k and workers comp based on higher payroll
- Decrease in outreach/advertising/printing for community outreach
- Repairs & maintenance stable for planned maintenance & built in contingency as no planned events
- Property tax reimbursement decrease based on current trend
- Contingency to set aside funds for technology needs for contractual agreements



# RESOLUTION

2021 Budget Resolution

November 19, 2020

Resolved, that the estimated revenues for 2021 result in the following total amount available for appropriation:

Tax Levy	5,126,735
Other Taxes	38,000
State Aid	124,825
Grants	18,400
Fees/Services/Sales/Rentals	64,350
Overdue Fines	32,000
Penal Fines	196,000
Interest & Dividends	15,000
Contributions	24,570
Reimbursements	1,500
Total available to appropriate	<u>5,641,380</u>

Further, that from the total available, the following appropriations are made:

Personnel Services	3,326,968
Supplies	759,645
Other services and charges	1,461,842
Capital outlays	92,925
	<u>5,641,380</u>

Motion to adopt the resolution was introduced by: Sullivan

And supported by: multiple trustees simultaneously

Motion adopted:  Yes / No NOV. 19, 2020  
(date)

Marylee Pakieser #1/21/21  
Marylee Pakieser, Board Secretary



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	<u>5,641,380</u>

Motion to adopt the resolution was introduced by: \_\_\_\_\_

And supported by: \_\_\_\_\_

Motion adopted: Yes / No \_\_\_\_\_  
(date)

\_\_\_\_\_  
Marylee Pakieser, Board Secretary



**Board of Trustees Regular Meeting**  
**MINUTES (approved)**  
Thursday, October 15, 2020 at 4:00pm  
**McGuire Community Room**  
**610 Woodmere Ave. Traverse City, MI 49686**

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**1. Call to Order**

The meeting was called to order by President Jones at 4:00pm. Present were: Jones (President), Odgers (Vice President), Sullivan (Treasurer), Wescott and Vickery (Trustees). Pakieser (Trustee) was absent. Odgers (Vice President) was physically absent, attended the meeting via telephone audio, and did not participate as a Trustee. Also present were: Zeits (Counsel), Howard (Director), Radjenovich (Business Manager), Olson (Moderator), Morey and Carpenter (Staff).

**2. Pledge of Allegiance**

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

**3. Approval of Agenda**

It was MOVED by Sullivan, SUPPORTED by Vickery, to approve the agenda as presented. Howard requested an addition to the agenda under New Business, item e, bipolar ionization system. Sullivan then MOVED again, with SUPPORT from Vickery, to approve the agenda with the aforementioned amendment. Motion CARRIED.

**4. Public Comment**

President Jones opened the floor for public comment. He announced that Trustee Odgers, who was unable to attend the meeting in person, was listening via phone but not acting in the capacity of a full voting Trustee. Odgers addressed the board and encouraged passage of the remote participation policy later on the agenda. There was no other public comment.

**5. Approval of Minutes**

a. *Regular Meeting of September 17, 2020*

It was MOVED by Vickery, SUPPORTED by Westcott, to approve the regular meeting minutes of September 17, 2020 as presented. Motion CARRIED.

**6. Reports and Communications**

a. *Director Report*

Howard confirmed her written report and added the following:

- At the urging of the Policy and Personnel Committee to take care of the staff during this unprecedented pandemic, she described a mental health Care Kit, which was given to each staff member. Created by Carpenter and Howard, each Care Kit consisted of a small bag of fun and useful items to boost the well-being and moral of the staff along with a letter of thanks and support from Howard. Staff members were surprised and happy to receive them. Howard thanked the trustees for encouraging that gesture for the staff.
- Howard is waiting on the outcome of a Senate Bill allowing remote meetings of public bodies.
- Staff continues to encourage mask wearing and exercising patience, and notes that with the recent activity in the Michigan courts, more people are coming in not wearing a mask. Howard noted that there have been a few incidences of upset patrons either not wearing, or continually wearing a mask improperly, and staff is doing their best to diffuse escalation of the occurrences. One incident in particular was briefly discussed in which

Howard found it necessary to contact the authorities and seek the advice of Counsel. The board supported Howard's action on the matter.

President Jones noted that Administrative Reports were included in the board packet highlighting a great month of effort and activity.

b. *Financial Reports*

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

- Expenses – Personnel costs have gone down due to a couple retirements around the start of the COVID shutdown whose positions were not replaced right away. Also a few staff members did not return after the shutdown combined with reduced service hours added to the reduction in personnel costs. A significant portion of the general supplies budget is getting used up for required PPE supplies. The materials budget is expected to be used in full, while the professional contracts budget will not be depleted since the strategic plan scheduled for the Spring was put on hold due to the pandemic. Educational opportunities and conferences have all gone virtual for most of the year which do not necessitate travel fees.
- Revenues – Revenues are staying stagnant at this point in time. \$12K is due next month for invoiced Tech service agreement fees. Minimal amounts are coming in for materials replacement fees. Sales will likely increase through year end for items purchase through TADL's new online store. Marketing and Communications Manager, Heather Brady, has developed some unique library support holiday gift baskets featuring local items that will be available in the online store soon.

Radjenovich estimates that overall TADL has fallen short about \$95K on the revenue side, but because of staff efforts to conserve has resulted in making up a significant portion of the difference on the expense side. She expects there will be money that can be moved to the Public Improvement Fund at year end.

c. *Member Library Reports*

A written report from Vicki Shurly, Director of Peninsula Community Library (PCL) was included in the board packet. No written or verbal reports were provided this month by Julie Kintner, Director of Fife Lake Public Library (FLPL), and Renee Kelchak, Director of Interlochen Public Library.

d. *Committee Reports*

- Finance and Facilities and Services Committee – The September report was given at the last board meeting.
- Policy and Personnel Committee – Vickery reported that the committee had met and revisited items they had been continuing to look at and deferred further discussion as many of the items appear later on the agenda.

e. *Other Reports and Communications*

- Friends' Report – Doug Weaver, TADL Friends Board President  
Howard reported in the absence of Weaver that the Friends were having a holiday bag book sale on December 5<sup>th</sup>. Online orders for bags of books, CDs, and DVDs can be made ahead of time and then picked up curbside at the Woodmere library location. The Friends have temporarily stopped accepting book donations since they have no more room to house them at this time. To celebrate their 23<sup>rd</sup> anniversary, the Friends are holding a 23 mile move-a-thon event in October and so far have raised over \$1000. Fundraisers, book groups and budgeting are next on the agenda.

7. **Old Business**

a. *Policy Revision – 4.1 Behavior Policy*

Vickery noted that it was important to the staff to have a policy to back-up their effort to encourage patrons to be respectful of the public health response that the library is making. A revision was made to item 19 of the behavior, replacing the words social distancing with physical distancing and the identification of applicable public health and safety ruling authorities was updated. It was MOVED by Vickery, SUPPORTED by Sullivan, to approve the revisions to 4.1 Behavior Policy as presented. Motion CARRIED.

b. *Policy Revision – 4.5 Bulletin Board and Brochures Policy*

Vickery noted that much of the language of the policy was cleaned up to more accurately reflect current practice and guidelines for posting and removing informational posters and brochures on bulletin boards or other community informational areas in the library. It was MOVED by Vickery, SUPPORTED by Sullivan, to approve the revision to 4.5 Bulletin Board and Brochure Policy as presented. Motion CARRIED.

c. *Policy Approval – 1.8 Remote Participation Policy*

Vickery introduced 1.8 Remote Participation at Meetings by Traverse Area District Library Board Members and the Public. The policy would allow participation consistent with the Open Meetings Act and also respond to ADA considerations. TADL has the necessary technology that would allow for remote participation in the manner outlined in the policy and the board would be able to hold full board meetings with the required quorum if any or all of the trustees had a need to participate remotely.

It was MOVED by Vickery, SUPPORTED by Wescott, to adopt policy 1.8 as presented.

Discussion ensued to clarify and answer questions regarding details of the policy. Zeits (Counsel) explained that the policy would be a temporary measure since the recent Supreme Court ruling invalidated remote meetings of public bodies under the Governor's executive order; however there is a Senate Bill currently on the Governor's desk that would allow those meeting to be held remotely through December 31, 2020. With uncertainty whether the bill will in fact be signed, the policy for approval before the board is essentially a band aid to get TADL through to January 2021 and see what develops with the Senate bill.

Vickery raised the question whether the policy should instead be a resolution for the time period in question. Howard emphasized that the main concern was to have an approved format in which to be able to hold the 2021 Budget Hearing at the November regular board meeting and to seek approval of the required budget amendments at the December board meeting and remain in compliance with the law. The policy approval is important to protect the library through its public hearing and year-end financial obligations.

Additional concerns were addressed before President Jones asked for a vote on the original motion to approve the policy as presented. Motion CARRIED unanimously.

d. *District Library Agreement Update*

Howard noted that Vice President Odgers had a question as to whether the 2013 Memorandum of Understanding between the City and the County amending the distribution of the library trustee appointments between the entities was filed according to Library of Michigan law which could affect TADL's ability to collect State Aid. Zeits (Counsel) provided review of the formation of the district library in 1982 and laws and/or legal actions that have followed. It is the opinion of counsel that TADL is in compliance with all current district library law and that the original, recognized and legally established, district plan defined a board structure made up of seven (7) appointed board members on the TADL Board of Trustees. There was no distinction as to how many would come from the City and how many would come from the County, and therefore there has been no effective change in the board structure because of the 2013 Memo of Understanding.

TADL has also filed for and received State Aid and penal fine revenue since that time, also confirming TADL's compliance.

President Jones noted he would move forward on the agenda, but that Odgers may have more questions for discussion on the issue at the next meeting.

## 8. New Business

### a. *New Policy – 4.12 Display Case Policy*

Howard noted that the display case policy number should be amended to 4.13 rather than 4.12. It was MOVED by Wescott, SUPPORTED by Sullivan, to adopt the new policy, 4.13 Display Case Policy, as amended. Motion CARRIED.

### b. *Future Board Meeting Format Discussion*

Board members in attendance were polled by President Jones as to their preferred meeting format for the immediate future with the following results: Sullivan, in person; Vickery, remote; Wescott, in person.

### c. *Close East Bay Branch Library on Wednesday, November 4, 2020 for Election Ballot Counting*

A request was made from the East Bay Township Clerk to extend use of the East Bay Branch Library as a voting precinct on November 3<sup>rd</sup> through November 4<sup>th</sup> for ballot counting. It was MOVED by President Jones, SUPPORTED by Vickery, to approve the closure of East Bay Branch Library on Wednesday, November 4, 2020 for election ballot counting.

### d. *Purchase Approval of New Servers of an Amount Not to Exceed \$44,000*

Scott Morey, Assistant Director for Technology, discussed the use of servers at TADL and explained that the new servers would handle TADL's check-out system and online catalog, the local history repository, among other things. Replacing the current servers is more cost effective than extending service and storage. The new, industry standard servers have a robust capacity and built in efficiency multipliers. They will be easier for the staff to manage and maintain technology services to TADL and its ongoing technology service agreements with neighboring libraries as well as memorandums of understanding with TCAPS for student access to library materials. Morey is confident that the new servers will efficiently handle TADL's current needs and have the capacity to accommodate future agreements and collaborations. It was MOVED by Jones, SUPPORTED by Westcott, to approve the purchase of new servers of an amount not to exceed \$44,000 as presented. Motion CARRIED.

### e. *Bipolar Ionization System*

Howard received three quotes for a bipolar ionization system based on an article issued from the CDC as a method to help purify the air inside buildings and fight infectious air particles. The system would also reduce energy costs by reducing the number of times necessary to do an air exchange, bringing outside air inside, also putting more wear on the system. TADL also uses HEPA filters to maximize air quality in the building. Howard selected the least expensive quote which was from a company that also helped the library get a grant toward the purchase. The total service cost was \$15,885, just above the Director's allowable purchase amount of \$15K per policy 2.2 Purchasing and Contracting Policy.

It was MOVED by Jones, SUPPORTED by Wescott, to support the Director's effort to improve the health, safety and welfare of staff and patrons while at the library and to approve the purchase and installation of the bipolar ionization system as presented. Motion CARRIED.

## 9. Public Comment

President Jones opened the floor for public comment. The following people addressed the board: Odgers, TADL Trustee, appreciated the inclusion of item 7d and would expand on it at a future meeting. There was no further public comment.



10. **Trustee Comment**

Vickery noted that the Policy and Personnel Committee planned to discuss the Director review at its next meeting expected to be held on November 10<sup>th</sup>.

Howard noted that there has been no activity regarding the assignment of a new trustee to the board.

11. **Adjournment**

With a motion to adjourn by Vickery, supported by Sullivan, President Jones adjourned the meeting at 5:46pm.

12. **Reconvene and Adjournment**

Realizing that a voice approval was taken for items 8d and 8e, instead of the required roll call vote, President Jones quickly brought the meeting back into session for the purposes of the formal roll calls at 5:48pm.

President Jones re-opened the motion for item 8d, purchase approval of new servers of an amount not to exceed \$44,000. A roll call was taken with the following results:

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

Motion CARRIED with 4 ayes.

President Jones re-opened the motion for item 8e, bipolar ionization system. A roll call was taken with the following results:

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

Motion CARRIED with 4 ayes.

Upon a motion by Vickery, with support from Wescott, President Jones adjourned the meeting at 5:50pm.

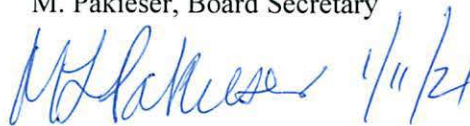
Respectfully submitted,

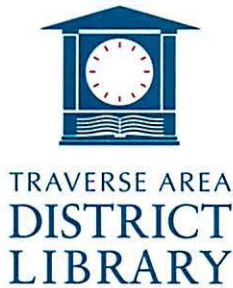
Approved by board vote on November 19, 2020



V. Carpenter, Recording Secretary

M. Pakieser, Board Secretary





**TADL Board of Trustees  
Special Meeting Minutes (approved)**  
(Policy and Personnel Committee Meeting  
had a quorum of the board in attendance)

November 10, 2020  
10:30 am~ Zoom meeting

610 Woodmere Ave. / Traverse City, MI / 49686

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**Attendance:** M. Vickery, J. Wescott, J. Jones, M. Pakieser, S. Odgers, and C. Sullivan, Trustees; M. Howard, Staff.

**Agenda Approval:** The agenda was approved.

**Minutes Approval:** The minutes of the October 6, 2020 Policy and Personnel meeting were approved.

**Public Comment:** There was none.

**Personnel Issue:**

**Director 1 Year Review**

Vickery distributed and compiled evaluations from the Trustees. The Director was evaluated on the following topics: Relationship with Board of Trustees, Goals and Objectives, Community Relationships, Personnel Matters, Business and Finance, Personal Quality, and Goals going forward. Howard met, exceeded, or far exceeded expectations.

Howard presented her personal evaluation followed by a discussion with Trustees of areas of growth for Howard and the library. Comments were very positive. All are looking forward to a Strategic Planning starting in January. There was some discussion about compensation which was referred to the Finance Committee.

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

**Next Meeting Topic Suggestions:** Laptop Policy, Fine Policy

**Public Comment:** There was none.

**Adjournment:** The meeting adjourned at 11:58 am.

Respectfully submitted,

*Michele Howard*  
M. Howard, Recording Secretary

Approved by board vote on November 19, 2020,

*M. Pakieser 1/11/21*  
M. Pakieser, Board Secretary



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

TRAVERSE AREA DISTRICT  
**LIBRARY**

**Library Activity**

For a graphical presentation of the statistical information included below, please visit the link: [online TADL dashboard](#).

<b>Circulation Transactions</b>			
<b><u>Year-to-date activity</u></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>
October 2019	940,094	170,328	1,110,422
October 2020	507,040	242,041	749,081

Lending

Physical item circulation decreased 45% in October, from the previous year. Circulation is increasing as last month the decrease was 47.2%. While I don't see us matching 2019 numbers, patrons are definitely returning to us our books and MEL lending which continues to have almost normal numbers.

E-Book, magazine, downloadable audiobook and database utilization

In October, electronic use accounted for 32% of all collection utilization versus 16.8% for October, 2019. Year-to-date usage of electronic resources increased 58% from 2019.

Visitors – Woodmere, East Bay and Kingsley Facilities

In October, 2020, an average of 821 visitors per day visited our main library and two branches down slightly from 853 in September. The average was 1,563 in October 2019. With EBB library being closed to patrons, Main Library saw a 52% decrease and Kingsley Branch library only saw a 39% decrease in visitors. The busiest day was Tuesday October, 6th with 965 visitors. Overall, 22,175 people visit one of our locations in October.

Public Computing

While still significantly below our normal numbers because we were closed for over 3 months, we are seeing a stabilization of use in the computer lab. We have a 69% decrease in use as compared to 2019 and last month it was also 69% decrease. Allowing patrons additional time is helping both our patrons and our use of the computer lab. In-house chromebook use is down 76% from last year.

Additions to the Collection

In October 2020, 2,593 items were added to the collection compared to 3,331 in October 2019.

### **Finances**

The 2021 Budget is done and will be presented at the November meeting with any 2020 Budget Amendments being presented at the December meeting. A huge thanks to Deb Radjenovich and all the department heads in getting this done by November.

### **Facilities**

We are preparing for the final results of the roof project. We are also looking into the future to plan for other facilities needs in 2021 and beyond. For a complete listing of everything happening, please see Bruce's facility report in the Department Reports.

### **Other News**

Many staff members and myself attended the Virtual Michigan Library Association meeting. There were some very informative and inspirational speakers. I also had the pleasure of presenting with staff members Andy Schuck, Rosie May, and Brian Carey and CEO of Magnitude.io, Ted Tagami. Our presentation about our ExoLabs was very well received.

TADL was recently given a Certificate of Appreciation from TCAPS for our role in helping with their very successful program, Storytime at the Opera House.

We are planning to have an Outreach Social Worker in the library one day a week in the coming months. This is a joint effort by Traverse Health Clinic Community Health Center and TADL. The social worker will be available to patrons and staff at no cost to help with issues that arise, to direct patrons to community resources, and to be a visible part of our community.

It has been wonderful having the TBA/ISD Special Education Student Volunteers in the library. They are learning about library systems and helping us along the way. I joined the Youth Services crew and had a fun Saturday afternoon helping at the Pumpkin Program.

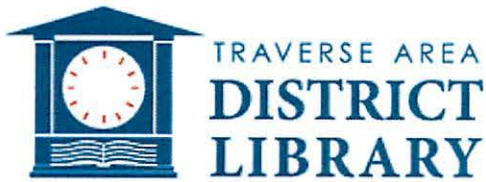
Finally, I was notified that TADL did receive the Michigan COVID Safety Grant for \$10,000 that will cover half the cost of the ionization system, PPE at the Kingsley Branch and cloth face masks for staff.

### **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.

Happy Thanksgiving!

Michele P. Howard  
Library Director



**Administrative Reports**  
for the month of October  
(November 19, 2020 Board Meeting)

**Adult Services**

- Heather Brady, Melissa McKenna, and Michele Howard met with representatives from MI Works and we will be partnering to promote services for job seekers by both organizations. In addition to MI Works providing \$2,000 to support the library's purchase of additional hotspots and laptops for lending out of the library, TADL will be creating a new job hunting web page including resources from both organizations; informational short videos about job search topics will be shot in the library by MI Works and made available on the library's web site, YouTube page and community TV; posters advertising MI Works services will be posted in the library, and the library will be creating an online interviewing space that job hunters can reserve for their interviews. Both organizations are excited about this partnership!
- Two Adult Services staff members began the process to become notaries - Katheryn Carrier & Melissa McKenna.
- Due to Kelly Haug's planning, organizing and crafting skills, we have begun to offer Adult Craft Kits. We're following a biweekly schedule, just as Youth and Teen are doing. 31 kits were given out in the month of October. People made yarn pumpkin garlands and macrame key chains.
- Online programs this month included Manitou Mysteries Shipwreck Adventure, History and Future of Michigan Forests, and Michigan Creatures of the Midwest: Bigfoot to Vampires. Through joint marketing efforts of Heather Brady, Betsy Myers, and Kelly Haug attendance at these Zoom events continues to increase. Our Queer Tales and Books & Brewskis book clubs continue to meet monthly with the excellent facilitation of Kim Wiggins.
- Alicia Walker and Kelly Haug worked together to analyze the book topics in each row of the nonfiction collection, summarized them down to 1-3 topics per row and then Alicia added them to the signs on each endcap. We hope that this will improve the experience of patrons browsing our nonfiction collection.
- Displays in the department for October highlighted Spooky Halloween Reads and Hispanic Heritage Month.
- Side note: Adult Services will begin planning next year's pumpkin contest entry in February!

Respectfully Submitted,  
Melissa McKenna  
Adult Services Coordinator

**Youth Services**

October was a month to celebrate the changing of the seasons in a myriad of ways for Youth

## Services.



We combined our now regular round of virtual programming along with several outdoor programs for families. Because the weather was relatively warm and dry, two Storytimes for Bigs were held on the front lawn. Youth Assistant Michele Rudd came up with the idea to host a Pumpkin Program for families as well, which we hosted on a Saturday. Over 80 community members attended and enjoyed pumpkin bowling, pumpkin and squash tic-tac-toe, pumpkin decorating, and much more.



Youth Services hosted a Pumpkin Decorating contest for families as well. During the above-mentioned Pumpkin Program, we handed out small pumpkins and foam decorating materials for families interested in participating. Sixty pumpkins were handed out and we had 17 official entries through the [ask@tadl.org](mailto:ask@tadl.org) and TADLKids Facebook pages. We gave out Downtown Bucks based on staff votes for family and kid pumpkin designs, as well as a "people's choice" vote based on likes from our Facebook page.



In addition, we collaborated with the Grand Traverse Area Children's Garden (GTACG) on two programs. One was a Yoga in the Children's Garden program with Just Bee Yoga. Just Bee also recorded a video for families who wanted to do the program at home. The GTACG also invited Youth Services to create a plot in the Children's Walkthrough Garden behind the library along with several other organizations as a fundraiser for the GTACG. Youth Services based their plot off the book [Goodnight Goon](#) by Adam Rex and even included a Dial-a-Story so families could listen to the story, as well.

We were happy to host a Face Costume program with Jillian Votova from Stand Out Stirling on Zoom and Facebook Live. She showed families how to make dragon, cat, jack o'lantern and more costumes out of disposable masks.

Youth Services also hosted a Halloween Scavenger Hunt both in and out of the building on Halloween day. We received some nice publicity from 9 & 10 News in the days prior. Over the course of that Saturday over 90 families participated and received some fun Halloween crafts and treats. Thank you to Marketing Manager Heather Brady for her help in planning and promoting these Halloween and Pumpkin programs. All activities were just in time to put a fun spin on an otherwise quiet Halloween holiday for our community.

Members of TADL's Main, East Bay, and Kingsley Branch Libraries presented at the Michigan Library Association annual conference on *ExoLab: Two Beans, Three Libraries and the ISS*. Director Michele Howard, Youth Coordinator Andy Schuck, East Bay Branch Manager Rosie May, and Kingsley Library Assistant Brian Carey all participated along with [Magnitude.io](https://magnitude.io) CEO and founder, Ted Tagami. This collaboration with Magnitude.io allowed us to connect with the International Space Station for 2 months. We encouraged more Michigan libraries to get

involved. Look for TADL to participate in the February 2021 ExoLab, [Legumes in Space](#).

Youth Coordinator Andy Schuck is participating in the book selection process for the fourth consecutive year for this year's Battle of the Books virtual competition. It's always an exciting time to get 4th and 5th graders excited about reading and we are delighted that the National Writers Series and their partners are moving forward with the program.

Department statistics were not available for October due to a server outage that occurred in early November. Our report in December will show desk and program statistics for each of October and September.

Andy Schuck  
Coordinator of Youth Services

### **Sight & Sound**

October was a scary month. Just kidding, it was a month filled with pumpkins, pumpkins and more pumpkins. Shannon took on the task of the S&S pumpkin contest entry and she rocked it! We had scary movie themed pumpkins. Unlike other departments who simply pander to young children, we stand with our dignity intact. Halloween should be a "little" scary, mission accomplished!



I'm working on the transition for the Hotspots from the Public Computing Center down to Sight & Sound. Just bringing my team up to speed on the detail oriented process. I am making a few small changes to the ID Tags and routing returns direct to S&S. It's good timing as we prepare storage and charging space for the forthcoming laptops for circulation.

Reviewing 2021 Budget finalization. We will work hard to make it a good year for staff and patrons alike.

I've created a shared document to help our staff who host virtual meetings how to use zoom to record a one-take finished program. This is really just a central document for staff to link to articles teaching them on how to title, record and publish Zoom meetings.

I also spent time working preparing for the October in person TADL Board Meeting and related post production. I've reviewed the future upgrades to the McGuire Room AV and Board microphones with Michele and Scott more on this in early 2021.

We did co-host a successful blood drive with Versiti Blood in the McGuire Room on Oct. 14.

On Aaron's Desk: Performance evaluations, Wifi Hotspot and Laptop lending workflow.  
Thanks for reading.  
Aaron

### **Circulation**

Kate Parvel designed a new Welcome Packet to hand out to new patrons with the help of Heather Brady.

I attend MLA's virtual conference. It was different, but still good.

143 patrons used the curbside service.

TADL-wide we sent out 934 MeLCat items and received 1433 items.

Anita Chouinard  
Circulation Coordinator

### **Marketing and Communications**

Notable items for the month of October included finishing design and production of new welcome packets; assisted with department events as requested including Youth Services Halloween programming; planning for a TCAPS library card mailer; new webpages for job search resources; interview with Rotary Charities on a grant application for STEM kits; assembled and delivered outreach packages to nearby daycare/preschools; video production and support. Attended MLA virtual conference (sessions on branding, social media, and inclusivity) and *How Libraries can Promote Healthy, Thriving, Livable Communities* webinar.

Press releases & published items:

- Student Portal & IMLS STEM Kit grants: Record-Eagle Cheers 10/16/2020 & 10/17/2020 ([Link](#))
- October Move-A-Thon Promo Assistance: Record-Eagle 10/23/2020; 10/29/2020 ([Link](#))
- Family Pumpkin Contest: Record-Eagle 10/25/2020 ([Link](#))
- Halloween Garden 9 & 10 News: 10/27/2020 ([Link](#))
- Family Scavenger Hunt: GT Pulse 10/30/2020 ([Link](#))
- Live at the Opera House, It's Storytime! - National School Public Relations Association Newsletter

Website: 11,900 visitors for the month

Heather Brady  
Marketing & Communications Manager

### **HR & Finance**

**Human Resources** - I think that for the first time since I started working at the library, we did



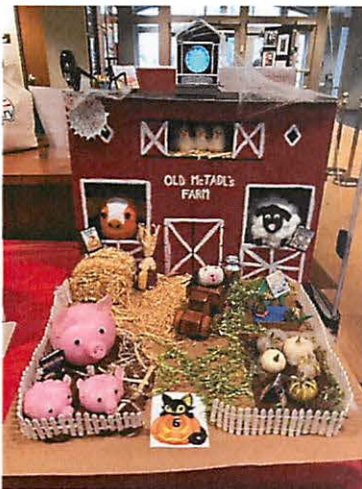
not say goodbye to an employee or hire a new employee! I like this trend!

**Finance** - On the revenue side, we picked up \$3100 in sales this month. Heather's early sale of holiday gift packs to our newsletter readers brought in a quick \$900 alone. Our Overdue Fines and Replacement Fees brought in another \$1600. Our biggest increase was from our Friends as they kindly paid for our Ancestry database and our newsletter costs. However, Michele just received another grant that we will hopefully receive the money from this year yet. That is another \$10,000 that will go towards the Covid -19 costs that we have incurred, specifically, the ionization, plexiglass installation at Kingsley, and face masks for the staff.

On the expense side, Salaries and Wages took a jump but only because we had three payrolls this month. We are still under budget for the year due to reduced hours. Supplies went up as the departments are making sure they have what they need to finish out the year. Materials went up but we do expect it to go up more as we ask the departments to use all of this budget. We will also see increases to the Building and Maintenance and also to the Capital expenditures as we pay for the ionization and the Evergreen servers yet this year.

We've come up with some preliminary numbers of what we will use yet this year and you will see those on the 2021 Proposed Budget and 2020 Amended Budget sheet. However, those numbers may change some prior to the final budget amendment in December.

Oh, and Admin took second place in the pumpkin contest!



Deb Radjenovich  
Business Manager

### Facilities

- Bi-polar Ionization Generators- We had 12 Ionization Generators installed in the air duct system. They are self-cleaning and use very little power. They should contribute to cleaner, germ free air in the building.

- Front entrance gutter cleanout- The gutter was clogged over the front entrance causing a waterfall when it rained. A lift was brought in and the gutters were unplugged.
- Irrigation system was winterized.
- Carpets were cleaned- The new carpet on the first floor in the Lobby, and the Youth Department were professionally steam cleaned. I am having the newer carpet cleaned twice a year and the older carpet once.
- Fire Department walk around- Firemen from several stations did a walk around to familiarize themselves with the building and gather information i.e. locations of fire panel, hydrant and hose hookup etc.
- Acoustic Issues- Michele and I met with an architect about options to address the noise issues related to the open space over the welcome desk.
- Ongoing roof icing project- Now that it is getting colder we are going to continue testing ways to reduce unwanted heat in the attic. The goal is to bring the temperature difference between the attic and the outside within ten degrees.

Bruce Bennett  
Facilities Manager

### **Technology**

**Server Purchase Update** - We are happy to report that three new servers that the board approved for purchase in October have been ordered. We were able to decrease the cost of these servers substantially by purchasing RAM and hard disk separately rather than paying a premium for Dell to install the RAM and drives for us. At this point we are projecting that the total cost for these new servers will be ~\$5,000 less than projected.

**School Projects** - The technology team has completed our part of Kankaska County Library's effort to provide library services to Kankaska County School's two elementary schools. We've re-engaged TCAPS in regards to providing physical cards to all TCAPS students and to create accounts for students who have joined TCAPS since last spring. After getting a request form a faculty member, we've also begun work to make it easier for students at the Greenspire School to access the district's electronic resources.

- Scott Morey, Asst. Director for Technology

### **TADL Talking Book Library**

For Meet the Blind month, we celebrated Braille! A fun and informative display was installed in the youth display case, highlighting history, writing tools, Brailled games and household items, and of course our new collection of circulating Braille books for kids. Accessibility features included full narration of the display and a machine-readable transcript, both available through QR code. Thanks to the creativity of Heather Brady, a "Write Your Name in Braille" craft kit was available for kids to further explore writing with Braille.

Polly O'Shea  
TBL Librarian

### **East Bay Branch Library**

In October we collaborated with the Cherry Knoll PTO for their Annual Read-A-Thon. We shared

a virtual story and set up a StoryWalk at the school. We also set up a Seasonal Story Walk at East Bay, with a coordinated Curbside Craft Bag, and we gave out over 150 craft bags. Rosie May joined the Virtual ExoLab Panel Presentation at MLA with Andy Shuck, Michele Howard, and Brian Carey from TADL, and Teg Tagami from Magnitude.io. East Bay continues Curbside Pick-Up, serving 368 unique patrons this month, and we answered over 600 phone calls. Respectfully submitted,

Rosie May  
Branch Manager

### **Kingsley Branch Library**

447 students from 19 pre-K through 5th-grade classrooms at Kingsley Elementary School met with early literacy coordinator Beth Anderson as part of the Schools' inaugural October school-wide reading program for literacy-themed entertainment in the park.

Paradise Emergency Services visited our Wigglers storytime to answer questions, talk about fire safety, and show off their fire truck for Fire Prevention Month.

The Rock, our community youth center, partnered with us to house a Little Free Library inside their building for this school year, giving our teens more access to books and graphic novels where they congregate.

Kingsley Friends of the Library purchased 225 books which we gave away at the Village of Kingsley Halloween Trunk or Treat event, along with candy and a TADL bookmark. Thanks to KFOL also for funding the Simply Delicious with Chef Tom program. Using our new equipment and staff member Brian Carey's burgeoning skills as our in-house videographer, Chef Tom recorded his fifth virtual class this month, which is now available on our Facebook page and has already clocked over 200 views.

Amy Barritt  
Kingsley Branch Manager

**TRAVERSE AREA DISTRICT LIBRARY**  
**CONSOLIDATED EXPENSES**  
**MONTH ENDING**  
**OCTOBER 31, 2020**

<b>CATEGORY</b>	<b>BUDGET</b>	<b>2020 YTD</b>	<b>2019 YTD</b>	<b>VARIANCE</b>	<b>% OF BUDGET</b>
Salaries & Wages	2,412,415	1,838,450	1,896,139	573,965	76.2%
Social Security/Medicare	67,301	49,572	52,464	17,729	73.7%
Health/Hospitalization	337,541	283,648	262,313	53,893	84.0%
Vision Insurance	3,845	2,719	2,686	1,126	70.7%
Dental Insurance	26,140	18,829	18,508	7,311	72.0%
Life Insurance	9,085	6,634	7,098	2,451	73.0%
MERS Defined Contribution Retirement	149,050	116,918	119,146	32,132	78.4%
MERS Unfunded Liability	230,000	210,000	282,940	20,000	91.3%
401K Retirement Contribution	113,000	83,142	86,100	29,858	73.6%
Unemployment Comp.	7,240	7,146	0	94	98.7%
Workers' Compensation	7,500	7,860	7,357	(360)	104.8%
Disability Insurance	8,240	6,176	6,724	2,064	74.9%
Office/Cat./General Supplies/Postage	123,015	77,599	81,703	45,416	63.1%
Covid-19 Supplies	0	21,640	0		
Books/Media/Online Resources	601,980	481,951	492,996	120,029	80.1%
Repair & Maintenance Supplies	6,750	1,967	3,694	4,783	29.1%
Professional & Contractual Services	272,955	165,994	209,009	106,961	60.8%
Communications	29,290	22,569	15,599	6,721	77.1%
Education & Travel	63,920	27,896	22,052	36,024	43.6%
Printing	10,400	1,733	4,734	8,667	16.7%
Advertising & Outreach	20,400	8,708	21,938	11,692	42.7%
Insurance & Bonds	32,040	30,708	29,889	1,332	95.8%
Utilities	118,200	69,323	78,833	48,877	58.6%
Covid-19 Building Maintenance	0	16,502			
General Building & Grounds Maintenance	355,170	165,428	191,529	189,742	46.6%
Member Allocations	550,188	550,188	535,605	0	100.0%
Miscellaneous	3,500	277	617	3,223	7.9%
Property Tax Reimbursement	6,500	928	(51)	5,572	14.3%
Furniture/Equipment/Software	93,850	49,448	57,845	44,402	52.7%
Contingency	7,000	0	0	7,000	0.0%
<b>TOTAL EXPENDITURES</b>	<b>5,666,515</b>	<b>4,323,951</b>	<b>4,487,467</b>	<b>1,380,706</b>	<b>76.3%</b>
<b>2020 APPROVED BUDGET</b>					
<b>EXPENSES BY CATEGORY</b>					
Personnel	3,371,357	2,631,092	2,741,475	740,265	78.0%
Supplies	731,745	583,158	578,393	148,587	79.7%
Other Services and Charges	1,456,063	1,060,252	1,109,754	395,811	72.8%
Capital Outlay	107,350	49,448	57,845	57,902	46.1%
<b>TOTAL EXPENDITURES</b>	<b>5,666,515</b>	<b>4,323,951</b>	<b>4,487,467</b>	<b>1,342,564</b>	<b>76.3%</b>
This statement reflects activity through the tenth month of the 2020 fiscal year.					
Percentage of the year completed 83%.					
Certain items with higher percentages may have been paid quarterly or annually for the fiscal year.					

**TRAVERSE AREA DISTRICT LIBRARY**  
**REVENUE**  
**MONTH ENDING**  
**OCTOBER 31, 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	4,988,789	4,774,195	(24,199)	100.5%
State Aid - Library	77,350	77,974	78,065	(624)	100.8%
State Aid - TBL	41,075	41,073	41,073	2	100.0%
Local Support - TBL & Other Grants	10,000	22,209	14,670	(12,209)	222.1%
Fees/Services	42,000	28,893	41,365	13,107	68.8%
Sales	38,000	14,148	37,101	23,852	37.2%
Penal Fines - \$220,000 for this Category per budget		0			
Penal Fines - Grand Traverse Co.	190,900	168,240	198,917	22,660	88.1%
Penal Fines - Leelanau Co.	6,500	5,888	7,249	612	90.6%
Penal Fines - Benzie Co.	22,600	21,855	23,901	745	96.7%
Overdue Fines/Replacement Fees	100,000	26,858	102,667	73,142	26.9%
Interest & Dividends/Gains/Losses on Inv.	15,000	25,285	26,866	(10,285)	168.6%
Rents & Royalties	7,000	750	5,600	6,250	10.7%
Contributions	40,000	28,257	100,753	11,743	70.6%
Reimbursements	1,500	1,456	1,869	44	97.1%
<b>TOTAL REVENUE</b>	<b>5,556,515</b>	<b>5,451,675</b>	<b>5,454,291</b>	<b>104,840</b>	<b>98.1%</b>
Transfer In	110,000	110,000	200,000	0	
Use of Fund Balance				0	
<b>TOTAL</b>	<b>5,666,515</b>	<b>5,561,675</b>	<b>5,654,291</b>	<b>104,840</b>	<b>98.1%</b>
<b>TOTAL REVENUE, TRANSFERS &amp; USE OF FB</b>	<b>5,666,515</b>	<b>5,561,675</b>	<b>5,654,291</b>	<b>104,840</b>	<b>98.1%</b>
<b>TOTAL EXPENDITURES</b>	<b>5,666,515</b>	<b>4,323,951</b>	<b>4,487,469</b>	<b>1,342,564</b>	<b>76.3%</b>
<b>REVENUE OVER (UNDER) EXPENSE</b>		<b>1,237,724</b>	<b>1,166,822</b>		
This statement reflects activity through the tenth month of the 2020 fiscal year.					
Percentage of the year completed is 83%.					



## **NOVEMBER 2020 DIRECTOR'S REPORT - VICTORIA SHURLY**

I welcome our new Board of Trustees whose first meeting is December 10. They take the oath of office by noon on November 20. The new Board is: John Bercini, Lori Brickman, Nancy Davy, Brit Eaton, Nikki Sobkowski, Todd Wilson. A training session with library law attorney Anne Seuryneck of Foster Swift will be held for the PCL Board via Zoom December 2 at 1 p.m. I have Board binders ready for pick up with bylaws, policies, budget and Trustee information.

Handwritten letters were mailed to all of last year's major donors with a small packet of marigold seeds from our garden. Many called or wrote notes of thanks for the small thank you!

Witch Wendy did her annual storytelling via Zoom before Halloween with 65 participants including OMPS classes, homeschoolers and others. Not quite as exciting as the pumpkin lit walk through the woods, it was well enjoyed.

Staff member Cruz Paniagua offered a Day of the Dead program based on her family's own celebration. There were 62 Zoom attendees. Craft bags were distributed the week before with everything participants needed to follow along including hot chocolate packets, sugar skulls and craft supplies.

Wiring for the flagpole was installed for downward facing lighting as required by Peninsula Township. The pole is at the factory being anodized in a finish to match the trim on the rest of the building and will be shipped shortly. A memorial plate with Robert Schermerhorn's name, a former trustee, will be installed on the building the next time Image 360 is on the Peninsula. His family gave the funds for the pole during the building campaign. Last winter's weather and Covid prevented earlier installation.

We are still working on the drainage issue. John, Lori and Ralph Brickman and I met with Jordan Valdmanis of Old Mission Associates. As we are looking for a long-term solution rather than a quick fix, we would like to have the new drain commissioner take a look once he has settled into office. It might be best to wait to decide until spring.

A contract is signed with Down to Earth, an Old Mission company for snow removal this year. They did a great job last year and pricing is similar.

Vicki and six employees attended the virtually held annual Michigan Library Association conference. The theme was A New Course Together, appropriate for this year. Great sessions!

We are running a fun WHODUNIT via email and the Old Mission Gazette this month with PCL staff as the suspects and victim. It has been well received. At the end of the month, anyone who submits all the correct answers to several questions will be entered into a drawing for some Old Mission goodies. Many thanks to Jane Boursaw of the Gazette for writing the 'breaking news article' for the corny mystery I wrote.

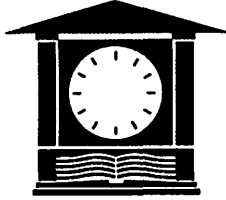
***Circulation October 2020: 2418***

***Circulation October 2019: 2564***

***Hold Transit Counts October 2020: 562 to other libraries, 457 from other libraries to PCL***

***Programs October 2020: 11***

***Program Attendance October 2020: 361***



TRAVERSE AREA DISTRICT  
**LIBRARY**

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

November 10, 2020  
4:00 pm ~ via Zoom

610 Woodmere Ave. / Traverse City, MI / 49686

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

**Agenda Approval:** The agenda was approved as amended.

**Minutes Approval:** Minutes from the September 15, 2020 Facilities Committee were approved.

**Public Comment:** No public comment.

### **Facilities:**

Possible Projects for 2021 and beyond: Howard and Bennett brought up some projects that need to be completed for discussion of priorities of the Trustees. The projects include: a new Sorter, Lighting, Roof, Bathroom, Sign, Closing the "Hole" in the second floor and new carpet. After some discussion the priorities are 1) the sorter, 2) improved lights and 3) bathroom renovations.

### **Finance:**

2021 Budget: Howard and Radjenovich presented the 2021 Budget and answered any questions about the budget. The budget hearing will be at the November meeting.

Director Compensation: Howard presented her research of comparative salaries both locally and with peer libraries (below). After much discussion, the Finance Committee will recommend to the Board of Trustees a salary increase to \$95,000.

Organization	Budget	Staff	Salary
DDA	\$4m	5	\$85,000+ ( 2018)
TART	\$1.4 million	8	\$71,000
Seeds	\$1.2 million	20+	\$71,000
GT County	\$38.9 m	500	\$130,000
Bloomfield Township PL	\$8.3m	87	\$108,000
Canton Public Library	\$6.1m	93	\$70k-105k
PL of Saginaw	\$5.4m	78	\$87-\$105
Troy Public	\$4.1m	78	\$126-180k
Williard Public (Battle Creek)	\$5.9m	73	\$100,171

TADL is 37th out of 43 Class 6 Libraries for Director Salary.  
A raise to \$95,000 makes TADL 33 out of 43 Class 6 Libraries.

Metta Lansdale in 2014	\$92,352.00	\$101,536.64	In today's dollars w/o raises
Gail Parson in 2019	\$92,700.00	\$95,481.00	with a 3% raise

4% raise of current salary	\$87,880.00
5%	\$88,725.00
6%	\$89,570.00
7%	\$90,415.00

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

**Next Meeting Topic Suggestions: Facilities Maintenance Plan, Member Agreements**

**Public Comment: No public Comment.**

**Adjournment: The meeting adjourned at 5:24 pm**





# Library of Michigan

P. O. Box 30007, 717 West Allegan Street, Lansing, MI 48909  
Administration: 517-373-1580. Information: 517-373-5400.

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4 December 1989

Ms. Debra J. Mason, Chair  
Board of Trustees  
Traverse Area District Library  
322 Sixth Street  
Traverse City, MI 49684

Dear Ms. Mason:

This is to notify you that the Traverse Area District Library is recognized by the Library of Michigan as a legally established district library pursuant to Sec. 6, 1989 P.A. 24.

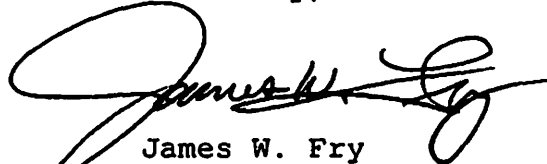
Your District Library Organizational Plan, dated 30 November 1989, is hereby approved as follows:

- (1) The participating municipalities include the City of Traverse City and Grand Traverse County.
- (2) The district library board is made up of seven (7) appointed board members.

Please note that any future changes to district library boundaries or board structure must be done in accordance with 1989 P.A. 24.

If you have any questions regarding the district library law, including changes in boundaries, board structure, or district-wide millages, please feel free to contact Ruth Dukelow, Library Establishment Specialist, at the Library of Michigan.

Sincerely,



James W. Fry  
State Librarian

JWF:mj  
cc: Ruth H. Dukelow



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# Legal / Public Notices

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## LEGAL NOTICE

TRAVERSE AREA DISTRICT LIBRARY  
NOTICE OF PUBLIC HEARING ON THE 2021 BUDGET

THE MEETING WILL BE HELD VIRTUALLY VIA  
<https://us02web.zoom.us/j/5795909071>  
Call-in: 1-312-626-6799 | Meeting ID: 579 590 9071

The Board of Trustees of the Traverse Area District Library will hold a public hearing on the proposed 2021 Budget at the Regular Board Meeting virtually on Thursday, November 19, 2020 at 4:00pm.

**The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.**

Public comments are welcome at the Public Hearing.

A copy of the proposed budget, including the proposed property tax millage rate, is available for public inspection on the Library's website at [www.tadl.org/budgets](http://www.tadl.org/budgets) and at the 2nd floor public service desk of the Library at 610 Woodmere Avenue, Traverse City, MI 49686.

Pursuant to the Open Meetings Act, as amended by 2020 PA 228, the Library gives notice of the following:

- Reason for Virtual Meeting. The meeting and public hearing are being held virtually due to the Coronavirus Outbreak and in the interest of the Public, Health Safety and Wellfare.
- The public may participate in the meeting electronically and may make public comment. Join online at: [publiccomment@tadl.org](mailto:publiccomment@tadl.org) or call: 231-932-8527.
- Contact information. For those persons who desire to contact members of the Library Board to provide input or ask questions on any business that will come before the Board at the meeting, please contact [www.tadl.org/contact-the-board-of-trustees/](http://www.tadl.org/contact-the-board-of-trustees/) or individually at 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); Michael Vickery (Trustee) [mickery@tadl.org](mailto:mickery@tadl.org); Jeffery Wescott (Trustee) [jwescott@tadl.org](mailto:jwescott@tadl.org); Marylee Pakieser (Trustee) [mpakieser@tadl.org](mailto:mpakieser@tadl.org).
- The Traverse Area District Library will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting upon at least 48 hours' notice to the Library. Individuals with disabilities requiring auxiliary aids or services should contact the Library Administrative Office by emailing [libadmin@tadl.org](mailto:libadmin@tadl.org) or calling 231-932-8500.

November 13, 2020-1T

556281

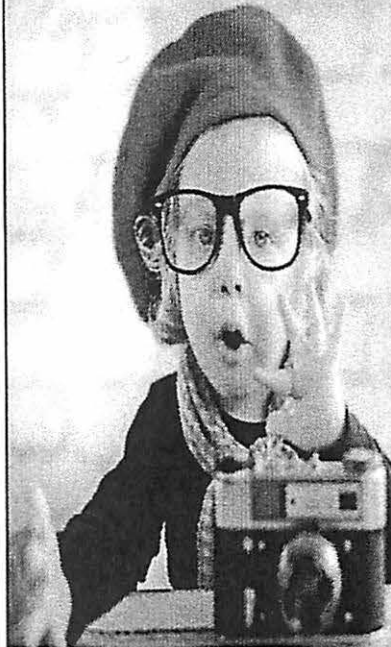
## LEGAL NOTICE

TRAVERSE CITY PLANNING COMMISSION  
NOTICE OF PUBLIC HEARINGS

Please take notice that the Traverse City Planning Commission has scheduled Public Hearings for 7:00 p.m. on Tuesday, December 1, 2020, via remote meeting through Zoom app, to consider the following:

- A staff initiated amendment to Chapter 1347 Development Districts to revise building regulations in terms of size, width and height; revise building setbacks and first floor window requirements; use limitations in regards to Vacation home rentals and Lodging facilities in Uses Allowed; require people occupied spaces to face the public street (parking, storage and utilities must be in the basement or back of building).

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## Letter of Thanks

Holy Spirit, you who make me see everything and show me the way to reach my ideal. You who give me the divine gift to forgive and forget the wrongs that is done. And you who are in all instances of my life with me. I in the short dialogue, want to thank you for everything and confirm once more that I never want to be separated from you no matter how much the material desire may be. I want to be with you and my loved ones in your perpetual glory. Amen. Thank You for your love towards me and my loved ones. Persons must pray this 3 consecutive days without asking your wish. After the third day your wish will be granted no matter how difficult it may be. Promise to publish this dialogue as soon as your favor has been granted.

## Happy Notes?



We can help!