



AGENDA

Board of Trustees Regular and Annual Meeting
Thursday, January 20, 2022 at 4:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Welcome New Trustee, Paul Deyo, and Oath of Office** [Oath](#) | [Policy](#)
4. **Approval of Agenda**
5. **Public Comment***
6. **Approval of Minutes**
 - a. Regular Meeting of [December 16, 2021](#)
7. **Annual Meeting**
 - a. [Election of Officers](#)
 - b. Committee Appointments
 - c. [Approval of Board Meeting Schedule February 2022 – January 2023](#)
 - d. [Approval of TADL Main Library and Branch Operational Hours and 2022 Closure Dates](#)
 - e. [Approval of TADL Main Library and Branch Operational Hours and 2023 Closure Dates](#)
 - f. [Annual Conflict of Interest Statement](#) | [Annual Ethics Statement](#)
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 – [January 4, 2022](#)
 - b. Policy and Personnel Committee – [January 4, 2022](#)
 - e. Other Reports and Communications
 1. Friends' Report – Doug Weaver, President Friends of TADL
9. **Old Business**
 - a. [Resolution - 2021 Budget Amendment Correction](#)
10. **New Business**
 - a. [Resolution to approve Member Library Payments for 2022](#)
 - b. [Resolution to approve in advance health insurance and MERS invoices for 2022](#)
 - c. Director Compensation
11. **Public Comment***
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; (2) approach the podium and use the microphone; (3) state your name and the county and township or city in which you reside; and (4) limit your comments to 5 minutes. Please sign in at the podium.



TRAVERSE AREA
DISTRICT
LIBRARY

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

Paul R. Dejo

Trustee Signature

1/20/22

Date

PAUL R. DEJO

Trustee Name (printed)

Joseph D Jones

Witness Signature

1/20/22

Date

JOSEPH D JONES

Witness Name (printed)

1.3 Oath of Office for Trustees Policy

The Traverse Area District Library Board of Trustees requires each new or re-appointed trustee to be sworn in by repeating or affirming the Oath of Office at the beginning of each new term on the Library Board.

Oath of Office

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

Process

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

New on January 20, 2011 / Revised October 21, 2021

Motion by: Pakieser

Adopted: Yes No

Support by: Wescott

Marydee Pakieser
M. Pakieser, Board Secretary

10/21/21
Date



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, December 16, 2021 at 4:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. Call to Order

The meeting was called to order by President Jones at 4:04pm. Present were: Jones (President); Pakieser (Secretary); Vickery and Westcott (Trustees). Odgers (Vice President) and Sullivan (Treasurer) were absent. Also present were: Howard (Director); Radjenovich (Business Manager); 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 the Agenda

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

4. Public Comment

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

5. Approval of Minutes

a. Regular Meeting of November 18, 2021

It was MOVED by Vickery, SUPPORTED by Westcott, to approve the regular meeting minutes of November 18, 2021 as presented. Motion CARRIED.

6. Reports and Communications

a. Director Report | Departmental Reports

Howard confirmed her written report and added the following:

- Howard received a letter from attorneys Foster Swift Collins & Smith, P.C. regarding a rate increase from \$225 to \$250 per hour. With permission from Howard, TADL's legal counsel occasionally consults the firm since they are considered the expert in the state on library issues.

b. Financial Reports

Radjenovich confirmed her written report and added the following:

- Revenues – Credit went to Howard and Brady for securing multiple grants throughout the year which helped out tremendously. A small amount of revenue is still coming in, from sales, tech work at Benzie Shores, etc. A pleasant surprise, contributions of approximately \$19,000 came in within a single week. Despite a lack of room rentals, decreased overdue fines, and lower returns on investment, revenues are finishing up strong.
- Expenses – Expenses were budgeted to be back to full-time hours of service and operations, but that didn't happen and overall costs were under budget. Money will be put aside into the Public Improvement Fund for specific items in the future.

c. Member Library Reports

- Jennifer Thomet, Director of Interlochen Public Library (IPL), reviewed several upcoming holiday programs. The IPL Friends gave out over 200 goodie bags with a book to families at the Light Up Interlochen event. The IPL Friends are also collecting hats, mittens, and gloves to give to the local elementary school.

A written report from Vicki Shurly, Director of Peninsula Community Library, was included in the packet. No written or verbal report was provided from Kendall Spratt, Director of Fife Lake Public Library.

President Jones noted that highlighting activity regarding the focus points of the strategic plan in the Departmental Reports was helpful and appreciated.

d. Committee Reports

- Finance and Facilities Committee – Howard reported that the committee had met and received updates of physical projects in the building, discussed the end of the year budget adjustments, and had a long discussion about behavioral incidents in the building.
- Policy and Personnel Committee – Vickery reported that the committee had met and discussed when to hold a board retreat and what topics to focus on, and the committee reviewed and recommended several policies later on the agenda.

A long discussion ensued regarding the homeless population: impact on the library and the library staff, how to address increasing behavioral issues at the library during the winter months, the need for a big picture view and plan alongside key changemakers, the rising mental health crisis, and how the trustees can support the library needs and address the community problem, etc.

Recognizing the need to dive deeper into conversation and a possible plan of action, President Jones TABLED the homelessness conversation to be discussed more in depth at committee meetings, or possibly as a topic for the retreat.

e. Other Reports and Communications

- Friends’ Report – Donna Hornberger, TADL Friends Board President
Hornberger reported that the Friends were beneficiaries to several recent donations. Judd Barclay is a new member on the board. The Friends are planning a special media sale in mid-April of 2022. It was decided to request more set-up and break-down time in the coming year due to the amount of work involved in the book and media sales. A new book discussion group will be held on Saturday mornings January thru March.

7. Old Business

a. Policy Revision – 2.2 Purchasing and Contracting Policy

Vickery noted that a change was made to increase the capital asset value from \$500 to \$5000 as recommended by the auditors. It was MOVED by Vickery, SUPPORTED by Wescott, to approve the revisions to 2.2 Purchasing and Contracting Policy as presented. A roll call vote was taken with the following results:

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

Motion CARRIED.

b. Policy Revision – 3.2 Borrowing Parameters and Delinquent Charges Policy

Vickery explained that fees charged were modified to reflect the collection agency fee, instead of charging a flat fee. It was MOVED by Wescott, SUPPORTED by Pakieser, to adopt the revision

to 3.2 Borrowing Parameters and Delinquent Charges Policy as presented. A roll call vote was taken with the following results:

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

Motion CARRIED.

c. *Policy Revision – 4.1 Behavioral Policy*

Vickery noted that ‘using and possessing alcohol, marijuana or any illegal substance on Library property’ was moved to a lesser penalty offense category for consistency among the kind of violation and its impact on the library. It was MOVED by Vickery, SUPPORTED by Pakieser, to approve the revisions to 4.1 Behavior Policy as presented. A roll call vote was taken with the following results:

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

Motion CARRIED.

d. *2021 Budget Amendment Resolution*

It was MOVED by Pakieser, SUPPORTED by Wescott and Jones, to approve the 2021 Final Budget Amendment Resolution as presented. A roll call vote was taken with the following results:

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

Motion CARRIED.

e. *Security Officer Estimate*

President Jones related the security estimate to the earlier discussion of behavioral issues on the rise at the library. An estimate was provided by STT Security for 42 hours of security presence over 7 days. Questions were raised whether reserve police officers could help or community mental health personnel added, however those were not feasible. The trustees recognized the stress that library staff are under to handle issues that often times require professionals outside of the scope of the library staff’s training and expectations, also reducing their ability to provide valuable library services to all patrons. The homelessness issue as it relates to the library has gotten some recent press and Howard noted that some patrons/families are beginning to feel uncomfortable at the library. It was MOVED by Jones, SUPPORTED by Wescott and Pakieser, to approve the use of a Security Officer as presented in the estimate provided by SST Security, in an amount not to exceed \$31, 122 for a time period of six months with an assessment of the impact to be conducted at the end of the 6 months. A roll call vote was taken with the following results:

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

Motion CARRIED.

8. **New Business**

a. *Transfer Request from Public Improvement Fund*

Howard explained that, pre-pandemic, the board approved an upgrade of the McGuire Community Room microphones. However, since the approval and mandated closures, the original estimate was less than the actual costs when the work could be completed due to supply chain issues as a result of the pandemic. As a matter of transparency, Howard asked for approval for an additional \$1000 from the Public Improvement Fund to cover the increased cost. It was MOVED by Vickery, SUPPORTED by Pakieser to approve the resolution for \$1000 from the Public Improvement Fund to cover the additional cost of the microphone upgrade. A roll call vote was taken with the following results:

Jones – aye
Pakieser – aye

Vickery – aye
Wescott – aye

Odgers – absent
Sullivan – absent

Motion CARRIED.

b. *Director Evaluation*

Vickery reported that reviews were collected from all trustees and it was a clear and unanimous opinion by the board that Howard is an exemplary Director and has grown well into the position. Howard has been leading through very challenging times and has consistently responded well with as many or more celebrations to be recognized alongside the challenges presented by the pandemic. Vickery said it is quite wonderful and a pleasure to work with Howard. President Jones added that expectations were exceeded and also noted that he enjoys his time on the board working with Howard.

Howard responded that she appreciated the board's support, felt that employees are happy with the direction of the library, and she thanked the board for a great year.

President Jones noted that compensation would be discussed at the next Finance Committee meeting after the start of the year. Zeits (Counsel) then asked the board to clarify if their intent was that any salary increase established at that meeting would be made retroactive back to January 1, 2022. It was MOVED by Pakieser, SUPPORTED by Wescott, that it is the intent of the board to approve Howard's salary raise, as determined by the Finance Committee, to be effective as of January 1, 2022. All agreed. Motion CARRIED.

c. *Member library Agreement – Interlochen Public Library*

Howard noted that IPL will sign the agreement between TADL and IPL at their board meeting next week. It was MOVED by President Jones, SUPPORTED by Pakieser to approve the member library agreement between TADL and IPL as presented. A roll call vote was taken with the following results:

Jones – aye
Pakieser – aye

Vickery – aye
Wescott – aye

Odgers – absent
Sullivan – absent

Motion CARRIED.

d. *Holiday Closure on December 26, 2021*

Howard requested a closure on Sunday, December 26, 2021 at the Main library since every branch and member library is closed as well. It has been a stressful year for staff and the closure would give them a long weekend to share with loved ones. It was MOVED by President Jones, SUPPORTED by Wescott to approve closing the library on December 26, 2021. A roll call vote was taken with the following results:

Jones – aye
Pakieser – aye

Vickery – aye
Wescott – aye

Odgers – absent
Sullivan – absent

Motion CARRIED. Vickery, on behalf of everyone on the board, wished the staff a happy holiday.

e. *Officer and Committee Nominations Discussion*

President Jones announced his recommendations for a new officer slate in 2022, to be voted on at the annual meeting held in January: Odgers, President; Pakieser, Vice President; Sullivan, Treasurer; Wescott, Secretary. There were no objections.

In response to an inquiry from Wescott, President Jones also noted that his term would expire on December 31, 2021 as well as Budzinski's term. President Jones was re-appointed by the County, and Paul Deyo was appointed as a new board member to fill terms beginning in January.

9. **Public Comment**

President Jones opened the floor for public comment. The following people addressed the board: Sarah Redman, Traverse City, applauded the board's discussion and big picture approach to the community's homeless issue and emphasized how important the library is to the community.



10. **Trustee Comment**

Wescott proposed creating an agenda for the retreat and asked for more information on the plan for a retreat. Several topics ideas were suggested by board members. Howard will confirm dates that the consultant would be available, then will determine a date that works for everyone on the board with a formalized agenda.

11. **Adjournment**

With a motion to adjourn by Wescott, supported by Vickery, President Jones adjourned at 5:37pm.

Respectfully submitted,

V. Carpenter, Recording Secretary

Approved by board vote on January 20, 2022

J. Wescott, Board Secretary
M. Vickery



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MINUTES - DRAFT
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2. Pledge of Allegiance

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3. Approval of the Agenda

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

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Motion CARRIED.

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Respectfully submitted,

Approved by board vote on January 20, 2022

V. Carpenter, Recording Secretary

J. Wescott, Board Secretary



**Traverse Area District Library Board of Trustees
2022 Election of Officers**

Nominating committee members: Joseph Jones
Susan Odgers

The committee proposes the following Slate of Officers for 2022:

<u>Office</u>	<u>Nominee</u>
President	Susan Odgers
Vice President	Marylee Pakieser
Secretary	Jeffrey Wescott
Treasurer	Carol Sullivan

Motion By: Jones

Support By: Vickery

Approved: Y N

Date: 1/20/22

Michael Vickery (for J.W.)
J. Wescott, Board Secretary



Traverse Area District Library Board of Trustees 2022 Election of Officers

Nominating committee members: Joseph Jones
Susan Odgers

The committee proposes the following Slate of Officers for 2022:

<u>Office</u>	<u>Nominee</u>
President	Susan Odgers
Vice President	Marylee Pakieser
Secretary	Jeffrey Wescott
Treasurer	Carol Sullivan

Motion By: _____

Support By: _____

Approved: Y N

Date: _____

J. Wescott, Board Secretary



TRAVERSE AREA
DISTRICT
LIBRARY

PUBLIC NOTICE
2022/2023 REGULAR BOARD MEETING DATES

The Board of Trustees of the Traverse Area District Library meets in regular session the third Thursday of each month, unless otherwise indicated. Committee meetings are scheduled as needed. Special meetings may be called as necessary.

Date	Time	Location
2022		
Thursday, February 17	4:00 PM	Woodmere McGuire Room
Thursday, March 17	4:00 PM	Woodmere McGuire Room
Thursday, April 21	4:00 PM	Woodmere McGuire Room
Thursday, May 19	4:00 PM	Interlochen Public Library
Thursday, June 16	4:00 PM	Fife Lake Public Library
Thursday, July 21	4:00 PM	No Meeting
Thursday, August 18	4:00 PM	Peninsula Community Library
Thursday, September 15	4:00 PM	Kingsley Branch Library
Thursday, October 20	4:00 PM	Woodmere McGuire Room
Thursday, November 17	4:00 PM	Woodmere McGuire Room
Thursday, December 15	4:00 PM	Woodmere McGuire Room
2023		
Thursday, January 19	4:00 PM	Woodmere McGuire Room

Pursuant to Act 267 of the Public Acts of 1976, meetings are posted and, except as provided by law, the public is invited to observe and to comment during public comment sessions.

Motion: Jones

Passed: Y N

Support: Sullivan

 Michael Volny (for J.W.)
J. Wescott, Board Secretary

 1/20/22
Date



TRAVERSE AREA
DISTRICT
LIBRARY

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2023		
Thursday, January 19	4:00 PM	Woodmere McGuire Room

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Motion: _____

Passed: Y N

Support: _____

J. Wescott, Board Secretary

Date



TRAVERSE AREA
DISTRICT
LIBRARY

2022 LIBRARY SERVICE HOURS

*subject to change due to unforeseen circumstances

Woodmere Branch (open 71 hours/week)

Monday – Thursday 9:00 am – 9:00 pm
Friday & Saturday 9:00 am – 6:00 pm
Sunday 12:00 noon – 5:00 pm

East Bay Branch (open 41 hours/week)

Monday Closed
Tuesday & Thursday 10:00 am – 8:00 pm
Wednesday & Friday 10:00 am – 6:00 pm
Saturday 10:00 am – 3:00 pm
Sunday Closed

Kingsley Branch (open 48 hours/week)

Monday - Wednesday & Friday 9:00 am – 5:00 pm
Thursday 9:00 am – 7:00 pm
Saturday 9:00 am – 3:00 pm
Sunday Closed

2022/2023 LIBRARY CLOSURE DATES

Tuesday, February 22 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
Sunday, April 17 Easter
Tuesday, May 3 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
Monday, May 30 Memorial Day
Monday, July 4 Independence Day
Tuesday, August 2 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
Monday, September 5 Labor Day
Tuesday, November 8 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
Wednesday, November 23 Thanksgiving Eve ~ close at 5:00pm
Thursday, November 24 Thanksgiving
Saturday, December 24 Christmas Eve Day
Sunday, December 25 Christmas Day
Saturday, December 31 New Year's Eve
Sunday, Jan. 1, 2023 New Year's Day

Motion: Jones

Passed: (Y) N

Support: Sullivan

 Michael Vickery (for M.P.)
M. Pakieser, Board Secretary

 1/20/22
Date



TRAVERSE AREA
DISTRICT
LIBRARY

2022 LIBRARY SERVICE HOURS

*subject to change due to unforeseen circumstances

Woodmere Branch (open 71 hours/week)

Monday – Thursday 9:00 am – 9:00 pm
Friday & Saturday 9:00 am – 6:00 pm
Sunday 12:00 noon – 5:00 pm

East Bay Branch (open 41 hours/week)

Monday Closed
Tuesday & Thursday 10:00 am – 8:00 pm
Wednesday & Friday 10:00 am – 6:00 pm
Saturday 10:00 am – 3:00 pm
Sunday Closed

Kingsley Branch (open 48 hours/week)

Monday - Wednesday & Friday 9:00 am – 5:00 pm
Thursday 9:00 am – 7:00 pm
Saturday 9:00 am – 3:00 pm
Sunday Closed

2022/2023 LIBRARY CLOSURE DATES

Tuesday, February 22 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
Sunday, April 17 Easter
Tuesday, May 3 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
Monday, May 30 Memorial Day
Monday, July 4 Independence Day
Tuesday, August 2 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
Monday, September 5 Labor Day
Tuesday, November 8 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
Wednesday, November 23 Thanksgiving Eve ~ close at 5:00pm
Thursday, November 24 Thanksgiving
Saturday, December 24 Christmas Eve Day
Sunday, December 25 Christmas Day
Saturday, December 31 New Year’s Eve
Sunday, Jan. 1, 2023 New Year’s Day

Motion: _____

Passed: Y N

Support: _____

M. Pakieser, Board Secretary

Date



TRAVERSE AREA
DISTRICT
LIBRARY

2023 LIBRARY SERVICE HOURS

*subject to change due to unforeseen circumstances

Woodmere Branch (open 71 hours/week)

Monday – Thursday 9:00 am – 9:00 pm
Friday & Saturday 9:00 am – 6:00 pm
Sunday 12:00 noon – 5:00 pm

East Bay Branch (open 41 hours/week)

Monday Closed
Tuesday & Thursday 10:00 am – 8:00 pm
Wednesday & Friday 10:00 am – 6:00 pm
Saturday 10:00 am – 3:00 pm
Sunday Closed

Kingsley Branch (open 48 hours/week)

Monday - Wednesday & Friday 9:00 am – 5:00 pm
Thursday 9:00 am – 7:00 pm
Saturday 9:00 am – 3:00 pm
Sunday Closed

2023/2024 LIBRARY CLOSURE DATES

Tuesday, February 28 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
Sunday, April 9 Easter
Tuesday, May 2 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
Monday, May 29 Memorial Day
Tuesday, July 4 Independence Day
Tuesday, August 8 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
Monday, September 4 Labor Day
Tuesday, November 7 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
Wednesday, November 22 Thanksgiving Eve ~ close at 5:00pm
Thursday, November 23 Thanksgiving
Sunday, December 24 Christmas Eve Day
Monday, December 25 Christmas Day
Sunday, December 31 New Year's Eve
Monday, Jan. 1, 2023 New Year's Day

Motion: Jones

Passed: (Y) N

Support: Deyo

Michael Veikery (Gov. J.A.)
J. Wescott, Board Secretary

1/20/22
Date



TRAVERSE AREA
DISTRICT
LIBRARY

2023 LIBRARY SERVICE HOURS

*subject to change due to unforeseen circumstances

Woodmere Branch (open 71 hours/week)

Monday – Thursday 9:00 am – 9:00 pm

Friday & Saturday 9:00 am – 6:00 pm

Sunday 12:00 noon – 5:00 pm

East Bay Branch (open 41 hours/week)

Monday Closed

Tuesday & Thursday 10:00 am – 8:00 pm

Wednesday & Friday 10:00 am – 6:00 pm

Saturday 10:00 am – 3:00 pm

Sunday Closed

Kingsley Branch (open 48 hours/week)

Monday - Wednesday & Friday 9:00 am – 5:00 pm

Thursday 9:00 am – 7:00 pm

Saturday 9:00 am – 3:00 pm

Sunday Closed

2023/2024 LIBRARY CLOSURE DATES

- Tuesday, February 28 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
- Sunday, April 9 Easter
- Tuesday, May 2 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
- Monday, May 29 Memorial Day
- Tuesday, July 4 Independence Day
- Tuesday, August 8 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
- Monday, September 4 Labor Day
- Tuesday, November 7 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
- Wednesday, November 22 Thanksgiving Eve ~ close at 5:00pm
- Thursday, November 23 Thanksgiving
- Sunday, December 24 Christmas Eve Day
- Monday, December 25 Christmas Day
- Sunday, December 31 New Year's Eve
- Monday, Jan. 1, 2023 New Year's Day

Motion: _____

Passed: Y N

Support: _____

J. Wescott, Board Secretary

Date

7.1 Conflict of Interest Policy

Purpose

The purpose of this Conflict of Interest Policy ("Policy") is to protect the interest of the Traverse Area District Library ("TADL") when it is contemplating entering into a transaction, contract, or other arrangement that could benefit the private interest of an officer, director, or employee of TADL. The Policy is intended to be consistent with Michigan's Contract of Public Servants with Public Entities Law found at MCL 15.321 et seq., and the Incompatible Public Offices Act, MCL 15.181 et seq. This Policy is intended to supplement, but not replace, any requirements of those statutes. In the event of any inconsistency between the Policy and the statute, the statute shall control.

Definitions

- A. **Public Servant**. A Public Servant of TADL shall mean any current member of the Board of Trustees, officer, member of a committee with board delegated powers, or employee.
- B. **Financial Interest**. A Public Servant has a "Financial Interest" in a contract if the contract is between TADL and any of the following:
 - 1. The Public Servant, him or herself;
 - 2. Any firm, meaning a co-partnership or other unincorporated association, of which the Public Servant is a partner, member, or employee;
 - 3. Any private corporation in which the Public Servant is a stockholder owning more than 1% of the total outstanding stock of any class if the stock is not listed on the stock exchange, or stock with a present total market value in excess of \$25,000 if the stock is listed on a stock exchange, or of which the Public Servant or his/her spouse or child is a director, officer, or employee;
 - 4. Any trust of which the Public Servant is a beneficiary or trustee.

Procedure

- A. **Prohibited Conduct**. When a Public Servant has a Financial Interest in a contract or other arrangement with TADL; or when a Public Servant believes that his/her judgment could be impaired based upon his/her relationship with a person or company who has business before the TADL; then in such circumstances, a Public Servant shall not:
 - 1. Take any part in the negotiations for the contract, or the renegotiation or amendment of the contract, or in the approval of the contract; or
 - 2. Represent either party in the transaction.

B. Duty to Disclose. When a Public Servant could be interpreted to have a Financial Interest in a contract or other arrangement with TADL, or when his/her independent judgment could be impaired in deciding matters pending before the TADL, then the Public Servant must disclose the existence of his/her Interest or Financial Interest as a matter of record in TADL's official proceedings in advance of the TADL Board voting to approve the contract. If a Public Servant is uncertain whether independent judgment can be exercised, he/she should contact the TADL's appointed legal counsel for assistance with such a review. The disclosure shall be made in one of two ways:

1. Disclose in writing to the TADL Board (or if the President is a Public Servant who is a party to the contract, to the Vice President), the relationship, Interest or Financial Interest in the contract at least seven days prior to the meeting at which a vote will be taken. The written disclosure shall be made public in the same manner as a public meeting notice; or
2. Disclose the Financial Interest at a public meeting of the TADL Board. The vote either approving or disapproving the contract shall be taken at a meeting of the TADL held at least seven days after the meeting at which the disclosure is made. If the Financial Interest to the Public Servant is more than \$5,000 in value, disclosure must be made as provided under this subparagraph.

C. Procedures for Consideration of a Contract where a Public Servant has a Financial Interest.

1. The Public Servant may not be involved in any official presentation to the TADL Board or any committee of the TADL.
2. The contract must be approved by a vote of not less than 2/3rds of the total number of trustees (and not just 2/3rds of a quorum) in an open session.
3. The Public Servant with a Financial Interest shall not vote.
4. The minutes of the meeting of the TADL must contain the following information:
 - a. The name of the Public Servant involved in the contract.
 - b. The terms of the contract, including duration, financial terms, facilities, or services of the public entity included in the contract, and the nature and degree of assignment of employees of the public entity for fulfillment of the contract.
 - c. The nature of any Financial Interest by a Public Servant.
5. Disclosure may be made in the form of a sworn affidavit signed by the Public Servant with the Financial Interest if the following exist:
 - a. The direct benefit to the Public Servant is less than \$250;

- b. The direct benefit to the Public Servant is less than 5% of the public cost of the contract; and
 - c. The contract is for emergency repairs or services.
 - 6. Notwithstanding the above provisions, sealed bid procedures may be used as provided under MCL 15.324(1).
- D. Procedures for consideration of a matter or action where a Public Servant’s judgment will be impaired due to a relationship or Interest (which is not otherwise defined as a Financial Interest) with a matter or action pending.
 - 1. After declaring the impairment of interest, the Public Servant will not:
 - a. Take part in the discussion; and
 - b. Shall not vote.
- E. Violation of the Conflict of Interest Policy.
 - 1. If the TADL has reasonable cause to believe that a Public Servant has failed to disclose actual or possible conflicts of interest, it shall inform the Public Servant of the basis for such belief and afford the Public Servant an opportunity to explain.
 - 2. If, after hearing the response of the Public Servant and making any further investigation that may be warranted, the Board determines that the Public Servant has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Confirmation

- A. Each Public Servant shall be provided with a copy of this policy and shall comply with its terms.
- B. Each Public Servant shall annually complete the TADL Conflict Disclosure Statement and return it to Administration within 30 days of receipt.

Adopted on September 13, 2007 / Revised April 18, 2013 / Revised October 21, 2021

Motion by: Pakieser

Adopted: Yes No

Support by: Wescott

 M. Pakieser

M. Pakieser, Board Secretary

 10/21/21

Date



CONFLICT DISCLOSURE STATEMENT

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

1. Members, Director, Trustees, Employees, or Agents of Related Organizations:

Please list the organizations, profit and non-profit, in which you are a member, director, trustee, employee, or agent that have or may have any direct or indirect financial relationship with TADL.

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

2. Investments: If you have had an investment relationship with any of the organizations in 1. Above, disclose the nature and amount of the investment.

3. Disclose any other activity or relationship which you, or members of our immediate family may have and that may be regarded as constituting a conflict, or potential conflict of interest.

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

The undersigned hereby certifies that the information contained on the Conflict Disclosure Statement is complete and true.

(signature)

(date)

(print name)



CONFLICT DISCLOSURE STATEMENT

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

1. Members, Director, Trustees, Employees, or Agents of Related Organizations:

Please list the organizations, profit and non-profit, in which you are a member, director, trustee, employee, or agent that have or may have any direct or indirect financial relationship with TADL.

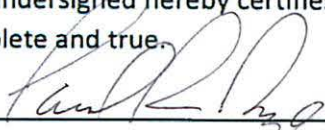
With respect to each such organization, provide the following: name of organization, capacity (officer, etc.), effective dates and nature of relationship with TADL and your financial interest.

2. Investments: If you have had an investment relationship with any of the organizations in 1. Above, disclose the nature and amount of the investment.

3. Disclose any other activity or relationship which you, or members of our immediate family may have and that may be regarded as constituting a conflict, or potential conflict of interest.

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

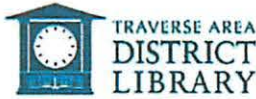
The undersigned hereby certifies that the information contained on the Conflict Disclosure Statement is complete and true.



(signature)

1/20/22
(date)

PAUL DEYO
(print name)



CONFLICT DISCLOSURE STATEMENT

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

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

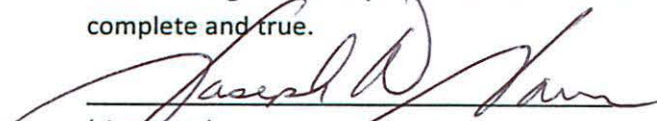
With respect to each such organization, provide the following: name of organization, capacity (officer, etc.), effective dates and nature of relationship with TADL and your financial interest.

- 2. **Investments:** If you have had an investment relationship with any of the organizations in 1. Above, disclose the nature and amount of the investment.

- 3. Disclose any other activity or relationship which you, or members of our immediate family may have and that may be regarded as constituting a conflict, or potential conflict of interest.

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

The undersigned hereby certifies that the information contained on the Conflict Disclosure Statement is complete and true.


(signature)

1/20/22
(date)

JOSEPH D JONES
(print name)



CONFLICT DISCLOSURE STATEMENT

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

1. Members, Director, Trustees, Employees, or Agents of Related Organizations:

Please list the organizations, profit and non-profit, in which you are a member, director, trustee, employee, or agent that have or may have any direct or indirect financial relationship with TADL.

2022-23

TC Human Rights Commission - Past Pres., member
MT Writers - Pres.
NMC Employee
Central Neighborhood VP

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

see above

2. Investments: If you have had an investment relationship with any of the organizations in 1.

Above, disclose the nature and amount of the investment.

NA

3. Disclose any other activity or relationship which you, or members of our immediate family may have and that may be regarded as constituting a conflict, or potential conflict of interest.

NA

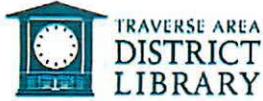
It shall be the duty of the trustees and employees of TADL to disclose on a regular basis the occurrence of any event which produces a conflict, or potential for conflict, between the dates of execution of any Conflict Disclosure Statement.

The undersigned hereby certifies that the information contained on the Conflict Disclosure Statement is complete and true.

Susan Odgers
(signature)

1/20/2022
(date)

SUSAN ODGERS
(print name)



CONFLICT DISCLOSURE STATEMENT

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

1. Members, Director, Trustees, Employees, or Agents of Related Organizations:

Please list the organizations, profit and non-profit, in which you are a member, director, trustee, employee, or agent that have or may have any direct or indirect financial relationship with TADL.

n/a

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

n/a

2. Investments: If you have had an investment relationship with any of the organizations in 1. Above, disclose the nature and amount of the investment.

n/a

3. Disclose any other activity or relationship which you, or members of our immediate family may have and that may be regarded as constituting a conflict, or potential conflict of interest.

n/a

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

The undersigned hereby certifies that the information contained on the Conflict Disclosure Statement is complete and true.

Carol Sullivan

(signature)

CAROL SULLIVAN

(print name)

1-20-22

(date)



CONFLICT DISCLOSURE STATEMENT

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

1. Members, Director, Trustees, Employees, or Agents of Related Organizations:

Please list the organizations, profit and non-profit, in which you are a member, director, trustee, employee, or agent that have or may have any direct or indirect financial relationship with TADL.

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

2. Investments: If you have had an investment relationship with any of the organizations in 1. Above, disclose the nature and amount of the investment.

3. Disclose any other activity or relationship which you, or members of our immediate family may have and that may be regarded as constituting a conflict, or potential conflict of interest.

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

The undersigned hereby certifies that the information contained on the Conflict Disclosure Statement is complete and true.

Michael Vickery
(signature)

1/20/21
(date)

MICHAEL VICKERY
(print name)

1.4 Traverse Area District Library Trustee Ethics Statement

Traverse Area District Library Trustees are accountable for the resources of the Traverse Area District Library (TADL) as well as to see that TADL provides the best possible service to its community. Trustees recognize that their authority lies only within the legal actions of the Board and not with the individual actions of its members. Every TADL Trustee makes a personal commitment to contribute the time and energy to faithfully carry out their duties and responsibilities effectively and with absolute truth, honor and integrity. In order to protect the integrity of TADL deliberations and decisions, trustees, by their signature, accept their ethical obligations to:

- **Comply with all local, State, Federal and Freedom of Information laws, rules and regulations that apply to them and TADL.**
- **Encourage and respect the opinions and participation of TADL trustees, staff, patrons, and members of the public in deliberation of matters before Board.**
- **Act independently of public pressure and partisan interests in fulfilling their responsibilities as Library Trustees.**
- **Support and protect all TADL patrons' rights to access and to privacy in the use of TADL's resources.**
- **Acknowledge and support the actions and decisions of the Board and to distinguish clearly in their public actions and statements between their personal opinions and attitudes and those of TADL.**
- **Respect and protect confidential information related to TADL business.**
- **Comply with TADL's Conflict of Interest Policy, avoiding any situation in which personal or financial benefits for either themselves or others could result from their position on the Board or access to privileged TADL information.**
- **Disqualify themselves immediately whenever the appearance of or a conflict of interest exists.**
- **Avoid actions that would result in unwarranted TADL privileges or advantages for themselves or anyone else who uses and does business with TADL.**
- **Support the Library Director and avoid actions that interfere with the Director's responsibility to manage TADL and supervise TADL staff.**
- **Support TADL librarians in responding to efforts by groups or individuals to censor library materials or programs.**

Approved March 21, 2019 / Re-affirmed November 16, 2021

Motion by: Vickery

Adopted: Yes No

Support by: Wescott

M. Pakieser

M. Pakieser, Board Secretary

11-18-2021
Date



**TADL TRUSTEE ETHICS STATEMENT
SIGNATURE FORM**

Traverse Area District Library Trustees are accountable for the resources of the Traverse Area District Library (TADL) as well as to see that TADL provides the best possible service to its community. Trustees recognize that their authority lies only within the legal actions of the Board and not with the individual actions of its members. Every TADL Trustee makes a personal commitment to contribute the time and energy to faithfully carry out their duties and responsibilities effectively and with absolute truth, honor and integrity.

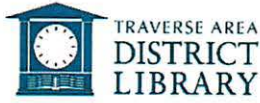
- Comply with all local, State, Federal and Freedom of Information laws, rules and regulations that apply to them and TADL.
- Encourage and respect the opinions and participation of TADL trustees, staff, patrons, and members of the public in deliberation of matters before Board.
- Act independently of public pressure and partisan interests in fulfilling their responsibilities as Library Trustees.
- Support and protect all TADL patrons' rights to access and to privacy in the use of TADL's resources.
- Acknowledge and support the actions and decisions of the Board and to distinguish clearly in their public actions and statements between their personal opinions and attitudes and those of TADL.
- Respect and protect confidential information related to TADL business.
- Comply with TADL's Conflict of Interest Policy, avoiding any situation in which personal or financial benefits for either themselves or others could result from their position on the Board or access to privileged TADL information.
- Disqualify themselves immediately whenever the appearance of or a conflict of interest exists.
- Avoid actions that would result in unwarranted TADL privileges or advantages for themselves or anyone else who uses and does business with TADL.
- Support the Library Director and avoid actions that interfere with the Director's responsibility to manage TADL and supervise TADL staff.
- Support TADL librarians in responding to efforts by groups or individuals to censor library materials or programs.

In order to protect the integrity of TADL deliberations and decisions, trustees, by my signature, accept the preceding list of ethical obligations while serving as Trustee on the TADL Board.

(signature)

(date)

(print name)



TADL TRUSTEE ETHICS STATEMENT SIGNATURE FORM

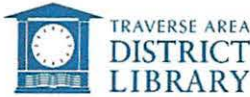
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- Comply with all local, State, Federal and Freedom of Information laws, rules and regulations that apply to them and TADL.
- Encourage and respect the opinions and participation of TADL trustees, staff, patrons, and members of the public in deliberation of matters before Board.
- Act independently of public pressure and partisan interests in fulfilling their responsibilities as Library Trustees.
- Support and protect all TADL patrons' rights to access and to privacy in the use of TADL's resources.
- Acknowledge and support the actions and decisions of the Board and to distinguish clearly in their public actions and statements between their personal opinions and attitudes and those of TADL.
- Respect and protect confidential information related to TADL business.
- Comply with TADL's Conflict of Interest Policy, avoiding any situation in which personal or financial benefits for either themselves or others could result from their position on the Board or access to privileged TADL information.
- Disqualify themselves immediately whenever the appearance of or a conflict of interest exists.
- Avoid actions that would result in unwarranted TADL privileges or advantages for themselves or anyone else who uses and does business with TADL.
- Support the Library Director and avoid actions that interfere with the Director's responsibility to manage TADL and supervise TADL staff.
- Support TADL librarians in responding to efforts by groups or individuals to censor library materials or programs.

In order to protect the integrity of TADL deliberations and decisions, trustees, by my signature, accept the preceding list of ethical obligations while serving as Trustee on the TADL Board.

Paul R. DeYO
(signature)
PAUL DEYO
(print name)

1/20/22
(date)



TADL TRUSTEE ETHICS STATEMENT SIGNATURE FORM

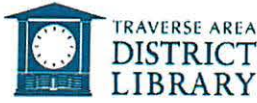
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- Comply with all local, State, Federal and Freedom of Information laws, rules and regulations that apply to them and TADL.
• Encourage and respect the opinions and participation of TADL trustees, staff, patrons, and members of the public in deliberation of matters before Board.
• Act independently of public pressure and partisan interests in fulfilling their responsibilities as Library Trustees.
• Support and protect all TADL patrons' rights to access and to privacy in the use of TADL's resources.
• Acknowledge and support the actions and decisions of the Board and to distinguish clearly in their public actions and statements between their personal opinions and attitudes and those of TADL.
• Respect and protect confidential information related to TADL business.
• Comply with TADL's Conflict of Interest Policy, avoiding any situation in which personal or financial benefits for either themselves or others could result from their position on the Board or access to privileged TADL information.
• Disqualify themselves immediately whenever the appearance of or a conflict of interest exists.
• Avoid actions that would result in unwarranted TADL privileges or advantages for themselves or anyone else who uses and does business with TADL.
• Support the Library Director and avoid actions that interfere with the Director's responsibility to manage TADL and supervise TADL staff.
• Support TADL librarians in responding to efforts by groups or individuals to censor library materials or programs.

In order to protect the integrity of TADL deliberations and decisions, trustees, by my signature, accept the preceding list of ethical obligations while serving as Trustee on the TADL Board.

(signature) [Handwritten signature]
JOSEPH D JONES
(print name)

1/20/22
(date)



**TADL TRUSTEE ETHICS STATEMENT
SIGNATURE FORM**

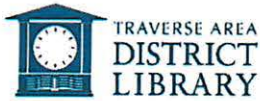
Traverse Area District Library Trustees are accountable for the resources of the Traverse Area District Library (TADL) as well as to see that TADL provides the best possible service to its community. Trustees recognize that their authority lies only within the legal actions of the Board and not with the individual actions of its members. Every TADL Trustee makes a personal commitment to contribute the time and energy to faithfully carry out their duties and responsibilities effectively and with absolute truth, honor and integrity.

- Comply with all local, State, Federal and Freedom of Information laws, rules and regulations that apply to them and TADL.
- Encourage and respect the opinions and participation of TADL trustees, staff, patrons, and members of the public in deliberation of matters before Board.
- Act independently of public pressure and partisan interests in fulfilling their responsibilities as Library Trustees.
- Support and protect all TADL patrons' rights to access and to privacy in the use of TADL's resources.
- Acknowledge and support the actions and decisions of the Board and to distinguish clearly in their public actions and statements between their personal opinions and attitudes and those of TADL.
- Respect and protect confidential information related to TADL business.
- Comply with TADL's Conflict of Interest Policy, avoiding any situation in which personal or financial benefits for either themselves or others could result from their position on the Board or access to privileged TADL information.
- Disqualify themselves immediately whenever the appearance of or a conflict of interest exists.
- Avoid actions that would result in unwarranted TADL privileges or advantages for themselves or anyone else who uses and does business with TADL.
- Support the Library Director and avoid actions that interfere with the Director's responsibility to manage TADL and supervise TADL staff.
- Support TADL librarians in responding to efforts by groups or individuals to censor library materials or programs.

In order to protect the integrity of TADL deliberations and decisions, trustees, by my signature, accept the preceding list of ethical obligations while serving as Trustee on the TADL Board.

Susan Odgers
(signature)
SUSAN ODGERS
(print name)

1/20/2022
(date)



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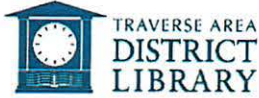
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Carol Sullivan
(signature)
CAROL SULLIVAN
(print name)

1-20-22
(date)



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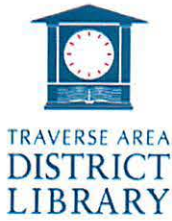
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Michael Vickery
(signature)
Michael Vickery
(print name)

1/20/22
(date)



Board of Library Trustees Regular Meeting
Library Director Report
 Meeting Date: **January 20, 2022**

Library Activity

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

Circulation Transactions			
Year-to-date activity			
As of month end	Print/audio/video Circulation	Electronic books/audio/video	Total Circulation/Electronic Usage
December 2019	1,092,936	222,646	1,315,582
December 2020	591,121	286,482	877,603
December 2021	829,088	278,715	1,107,803

Lending

Physical item circulation has increased 38.4% over last year. As you may notice, we passed the 1,000,000-circulation mark for 2021 in November!

E-Book, magazine, downloadable audiobook and database utilization

While lagging behind December 2020, electronic use is significantly more popular than in December 2019.

Visitors – Woodmere, East Bay and Kingsley Facilities

The busiest day for December was Friday, December 17 with 1,251 patrons. In December 2021, we had 27,019 visitors, averaging 965 visitors per day. In December 2021, we had 171 new patrons across the district: 2 Visitor, 3 Limited, and 166 regular patrons.

Public Computing

Computer Use has drastically increased in December of 2021 over December 2020 because the library closed due to Covid on November 18, 2020. This equates to 1,470 computer sessions in December 2021 versus, in December 2020 there were 90 sessions.

Additions to the Collection

In December 2021, 1,340 items were added to the collection compared to December 2020 which added 615. This is partly because of the McNaughton collection materials added.

Finances

Please see Deb’s Report for information regarding the budget amendment on the agenda. I am happy to announce TADL did get awarded a grant worth about \$3,000 for an Online Programming Kit and Outdoor Programming Kit from The Library Network and received about \$7,000 worth of content via Overdrive from the Lakeland Library Cooperative.

Security Guard Update

While we are still working out a few procedural issues, the Security Guards have been a wonderful addition and has greatly reduced stress for all of us. Behavioral issues remain on par with previous winters so far.

Facilities

I am happy to announce that we found our new Facility Manager. We had over 60 applications and Mr. John Jass had the best experience combined with an understanding of libraries that made him an excellent choice.

Sadly, we are saying good bye to Bruce Bennettafter 22 years of employment with TADL. He will be missed for many reasons including his “get it done” attitude and sense of humor and love of TADL. He definitely left TADL in a better place than when he started. We are hoping he comes back in due time to volunteer.

Due to illness, the East Bay painting project did not get completed in 2021 but will be completed in January 2022. The Youth Story room is looking bright and cheery!

Outreach Events & Partnerships

During December, TADL hosted the Northland Library Cooperative meeting. It was a hybrid meeting and was great to connect with colleagues from Northern Michigan. I also attended and helped at Kingsley's 1000 Books Kick Off, hosted the Safe Harbor Community Meeting, but the highlight was helping Andy and the Youth Service team when Santa and Jenny the Elf visited the library.



Covid Update

We are seeing our peers in other states have to close branches and locations due to staff illness. Kalamazoo Public Library just moved to only curbside service and Boyne District Library just closed for 5 days. We have a number of staff members out sick. In order to keep the library open, I am again allowing some staff to work from home to prevent a whole department from getting ill and requiring all staff to wear masks.

I have many contingency plans in place if necessary including reducing/restricting seating to keep the library open and reduce staff exposure.

TADL Operations

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

Looking forward to a great year!
Michele P. Howard

Adult Services

- The new compact shelving was installed in the Local History Collection and was finished the first week of December. Archivist Robin Stanley did an excellent job leading the move-out and move-in of the materials. The collection has been housed on the new shelves and is now in the final stages of organization and making sure the bound Record Eagle volumes are secured before moving onto their final spots on the shelves. Many thanks to all of the staff and the community partners that made this project come to fruition! This new shelving will house the Local History Collection safely and will allow for room for future additions to the collection.
- Adult Services continued the tradition of music in December for the holiday season on Sundays with concerts from Peter Bergin and the TLC Handbell Choir. Both were well attended with 55-60 people each. Most other programs were on hiatus for the month, except the TADL Stitchers met twice with a total attendance of 9. Lastly, our successful partnership with Classical IPR continued in December with a round of holiday music trivia that saw 23 people competing in 10 teams for the top prize.
- December Adult Services Statistics:
 - Total Questions Answered - 1760
 - Notary Signatures - 19
 - Craft Kits Distributed - 40 (1 new craft - 3D Snowflakes)

Respectfully submitted,
Melissa A. McKenna
Department Head
Adult Services

Youth Services

Youth Services continued to offer storytimes to our community, but decided with the uptick in Covid cases (and the vulnerability of our youngest patrons) that we would require masks for all patrons and limit the number of people in the room (no more than 25). Attendance was light, but those who attended were grateful for the continued service.

We tried to keep the holiday spirit alive and well during the month of December and offered families several opportunities to celebrate that and craft. In addition to a gingerbread house photo opportunity, we also hosted a snowflake making station that families could access anytime during the month. The snowflakes were very popular with many going home with families and many others making their way to our windows and walls.



We also continued our tradition of offering a holiday program with storyteller Jenifer Strauss and a visit by the jolly old elf himself. As we had done last year, we ran the event outdoors. Unlike last year, we rented a tent (good thing as it snowed!) and held the event in our curbside parking lot. Families were delighted by stories that warmed their hearts and faces lit up when Santa arrived for pictures and wonderful interactions. We decided that next year we would install a ticketing system so that Santa

wouldn't be overwhelmed with the amount of visitors. In total, 232 patrons attended the event (140 for Storytelling and the rest for Santa). Craft bags with cocoa and cookies were handed out to all guests, even those not willing to wait in line to visit with Santa.



Another holiday tradition at TADL is our annual Candy Houses program. Unfortunately, we were unable to host such a room-packing event this year, so we handed out 144 Candy House craft kits (without the candy and without the mess!) this year. All told, Youth Services created and handed out over 700 craft kits during the month.

In total, we hosted 7 early literacy programs with 30 patrons in attendance. We hosted 4 after school or weekend programs (including Santa) for 261 patrons. In terms of activity in the department, we answered 802 walk-in questions, 71 phone questions and 7 digital questions for a total of 880 questions.

We hope that everyone had a healthy and happy holiday season.

Andy Schuck
Head of Youth Services

Teen Services

I spent the month of November reworking our teen volunteer program. It was launched at the beginning of December. This reworking opens up volunteer opportunities to a wider range of teens. There are some tasks that can be done fully digitally, allowing those that can't easily get into the library a meaningful volunteer opportunity. Previously we had teens putting together craft kits, dusting shelves, and planning teen events by attending the Teen Advisory Board. Now there is a range of opportunities for them from cleaning up outside, designing craft kits, creating book lists, filming social media spots and more. Read the entire list of options can be viewed at <https://www.tadl.org/teen-volunteer-opportunities/>.

Our first teen signed up on the new volunteer platform December 4th. We now have 35 teen volunteers registered and 18 of them have already completed one or more hours. The most popular task at the moment is dusting the shelves. Beyond that we have had a few book lists turned in, some attendance at our leadership group, print ads for books created, a video ad for using curbside pickup made by a group of teens, and all of our external web links checked.

Linda Smith
Head of Teen Services

Sight & Sound

Twas, the Season. Our special collections and decorations went up early. The holiday movies and music remain hugely popular. For some patrons it's the annual viewing of A Christmas Story

or singing along to Motown Holiday Hits music, whatever works for them! We enjoy helping patrons gather up ingredients for a special holiday moment. That's what it's all about!

Well that, and so much more. I've been very impressed with the new vendor Library Market which will upgrade our reservation system. The product we are training on is called Library Calendar and our expert trainer Dustin Hood has been really great! I am sure Scott and William would agree. This is designed for library use from the ground up and it really shows. More on this in February.

The TADL Library of Things got some press in December. A photo was requested by MLA and it was surrounded by a nice [article from the Michigan Library Association](#).



Shannon Wilton put together a Sight & Sound Staff Pics display. I think it looks great! We plan to keep updating this with new staff suggestions. Fun stuff, let's keep that going. Thanks Shannon!

Noel Watson and I have been working on a new, more visible TADL Friends media sale area. The idea of a daily sales will hopefully help curb the title wave of donations. Right before Christmas I got to work on a display to draw attention to the display. Ever since the display went up at the start of the holidays, it's been hard to keep the shelf stocked. We are happy to see it working!

Other items of note:

- New Library of Things - Metal Detectors, CD/Cassette players, Laser Levels.
- Ongoing work on the Mobile Hybrid Studio.
- I reconfigured the Youth Services AV system and added an Apple TV we had Andy purchase.
- 7 days of eating, gift giving and lots of holiday cheer! It was over the top again this year!

I had a staff pizza party for all the hard work and pumpkin displays my wonderful staff has worked on this last fall. It's been a stressful time and everyone needs to be recognized and appreciated for their hard work. I am very proud of my team and I want them to know it!

TADL Meeting Room Stats December 2021

Total: 96

TADL meetings: 30

Personal/Outside Group Meetings: 66

Paid Meetings: 0
Unpaid Meetings: 96
Walk-ins: 27
Advance Reservation: 69

Number of Meetings by Rm December 2021

McGuire Room: 21
Thirlby Room: 39
Study Room D: 36

Aaron ongoing: Library Calendar training, S&S Staff training on AV systems, Library of Things collection development.

Thanks for reading.
Aaron

Circulation

- Curbside pickups for December 2021: 77
- Circulation Statistics for MeLCat, December 2021:
 - TADL items sent to borrowing institutions: 1133
 - TADL items received from lending institutions: 1649

Respectfully Submitted,
Josh Denby
Department Head, Circulation

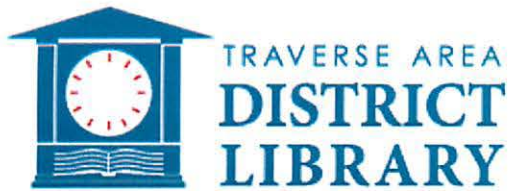
Marketing and Communications

It was a fun December decorating the library, the change seemed to be welcomed by patrons and staff both! After supporting the scheduled events as requested with decorations and other materials, as programming slowed for the holiday I took the opportunity to complete the closed captioning of many key videos on our YouTube channel ([Inclusive Space](#)), experimented with some new ways of marketing items in the swag shop - including pre-wrapped ready to give gifts; completed the "read around the district" holiday video ([Innovative Engagement](#)); and we started to work on the strategic plan rollout for the beginning of 2022.



Speaking of our YouTube channel - fun fact: we added 173 pieces of new content to our YouTube channel in 2021, an average of one new video every other day! (This number only includes videos that do not expire so the actual count was higher). Most popular - Rock





Administrative Reports
for the month of December 2021
(January 20, 2022 Board Meeting)

around the clock with TADL curbside service, 1,088 views so far! (**Targeted Outreach/Innovative Engagement**)

Press Releases & Other: Traverse Magazines GIVES Publication (Dec. 2021); Holiday Hours (Record-Eagle Dec. 23); Ticker Biggest Stories of the Year - Bookmobile (Dec. 27)

Website: 21,915 page views; 10,262 visitors

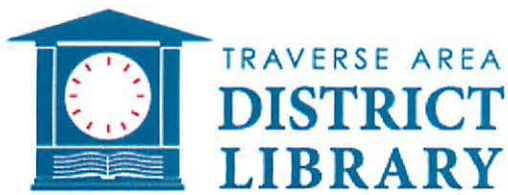
Happy 2022!
Heather Brady
Marketing & Communications Manager

HR & Finance

Human Resources – Our December In-Service training was all about safety. Our Safety Committee created a scavenger hunt for all employees to complete that included locating all fire alarms, fire extinguishers, the naloxone kits, the AED (Automatic External Defibrillator), and each department's safety kits and panic buttons. Training also included other videos and safety reminders. December is also the month that our Social Committee shines its brightest! We had the 7 days of Food Ins (also known as the 7 days of Gluttony) when various departments host lunch/snacks for their co-workers to enjoy. The Social Committee also has various fund-raising activities for staff designed for fun and to raise money which goes to the adoption of a family for Christmas. All activities designed to lighten the mood around the holidays and expand the waistline. Finally, in December we welcomed back Emma Carley (a former page) to work some hours in the Technology Center and some hours in the sorter room. We also interviewed and hired a replacement for Bruce who will be retiring at the end of January. We were very lucky and had over 60 applicants for the position. We are very excited to be bringing onboard John Jass as his replacement. Bruce has contributed 22 years to the library as both Circulation Manager and then Facilities manager. While we appreciate his hard work and dedication to the library over those years, we want to wish him a well-deserved happy retirement with lots of hunting, fishing and tennis!

Finance – In finance, we adjusted our revenue up and still managed to come in slightly over that amount. We brought in another \$6400 in Services for work that is being done by our IT department for the Benzie Shores District Library. We also surpassed our budgeted sales amount by \$2600. We also received another \$3835 in donations at the end of the year.

We are still receiving a few straggling bills but for the most part our costs are in. Even with the extra transfer of funds to the Public Improvement Fund we will still end up with a strong balance for the year end. For the new board members, TADL policy states that any unused funds at year end will be split evenly between the Public Improvement Fund to go toward future improvements and the Internal Service Fund to pay down the MERS unfunded liability. You will see a shortage in our personnel line category which is due to a typo when writing up the budget adjustment for the board's approval in December. I am extremely embarrassed by this and there will be a correcting adjustment at the meeting for the board's approval.



Administrative Reports
for the month of December 2021
(January 20, 2022 Board Meeting)

Deb Radjenovich
Assistant Director of Finance and HR

Facilities

- A new entrance mat was installed in the entryway to replace the old worn out one. It is lighter weight and should be much easier to remove, clean, and reinstall in the spring.
- The new vinyl plank flooring was installed in the youth storyroom. It looks amazing and should last for years. The base is on order and will be added in January.
- The lighting retrofit has been completed. All the fixtures in the building, except those in the public restrooms, have been converted to LED. I think they give a much brighter, cleaner, and consistent light. I am excited to see the savings we will realize on our electric bills. We didn't replace the bathroom lights as they are due for a complete remodel.
- The new high density shelving in the History Center was installed and Robin and I moved all the items back onto the shelves.
- Even though I was quarantined at home for two weeks around Christmas, I was able to participate in the interviews for my replacement over Zoom. We talked to several worthy candidates but the person we offered the position to seemed to fit the library culture like a glove. I am confident he will do the job with expertise, imagination, and most importantly a sense of humor.

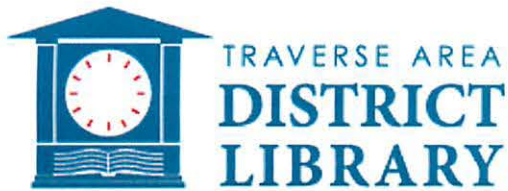
Finally, on a personal note, I want to thank the Board, both past and present, for all the support and confidence they have shown me over the years. I have loved working at the library and with all of the outstanding, dedicated people. We must be doing something right to have such a great place to work.

Thanks for everything,
Bruce Bennett
Facilities Manager

Technology

New 3D Printer - I am happy to report that we have purchased and assembled a new 3D printer. We purchased this new device because we started getting requests from both patrons and staff to print objects with fine details, like dice with braille print or miniature figurines, which is something our older 3D printers struggled with. This new printer is specifically designed to print in very fine detail using a technology called Stereolithography. I won't get into the fine details but it basically involves using light to cure liquid resin into solid plastic. It is very cool and we are excited to share it with our community. Right now we are going back over prints that didn't turn out well in old 3D printers, but once we have gotten through that backlog we will post new information about this device on the 3D printing website (<https://www.tadl.org/3d/>) and start using the device to print new requests. I'd like to thank Mitch Holm for his work on this project.

E-Rate 2022 - The districts 2022 E-rate requests have been filed! E-rate is a federal program that provides subsidies up to 75% of the cost of our internet connections and network equipment. While it is a labor intensive and complex process, it is definitely worth the effort and has saved the district hundreds of thousands of dollars over the last ten years. This year we are



Administrative Reports
for the month of December 2021
(January 20, 2022 Board Meeting)

seeking bids to double the bandwidth shared between the Main Branch, Interlochen Public Library, and Kalkaska County Library, a new contract for internet service at all other locations, and funds to install outdoor wireless access points at all locations (except the Main Branch that already has them). The open bidding process will conclude in February, we will make our decisions in March, and new services can begin as soon as June 1, 2022.

- Scott Morey, Asst. Director for Technology

TADL Talking Book Library

The TBL Holiday Party was held on December 2. 23 people attended and Matt Archibald graciously agreed to attend and sing Christmas carols for us. Good food, great music, fun games were enjoyed by all.

Most of the Senior outreach was cancelled due to covid. Bay Ridge was the only one I was able to go to. I did put together a couple of boxes of books for curbside pick up for a couple of the other outreaches.

Anita Chouinard
TBL Manager

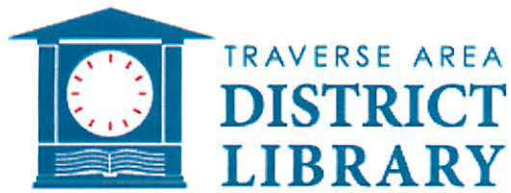
Kingsley Branch Library

Brian Carey assisted with a Village of Kingsley outreach program for recognizing veterans and current service members of the Armed Forces on November 11th for Veterans Day. A gathering of 100 community members, village leaders, and county and state representatives gathered for the ceremony. In addition to other assistance, Brian provided his videographer and editing skills to record and post the event on the Village's social media pages.

All KBL staff assisted in another Village of Kingsley outreach program, Christmas in Kingsley, on December 12th. This highly successful event contains a lot of moving parts, and over 300 families participated in the business Reindeer Trail, the fun run, and talking with Santa.

We re-launched 1000 Books Before Kindergarten, a reading challenge that helps prepare preschoolers for school and lifelong learning. We held two kick-off events on November 16th and 17th during our regular Wigglers Storytime. In addition to stories and movement, we gave out enticing literacy manipulatives and books, introduced new STEM kits, completed a craft, and engaged in vigorous play. Michele Howard came out to sing and dance with us at the Wednesday event, and she made some solid friends! Thanks are due to the Kingsley Friends of the Library for purchasing the literacy manipulatives and books that were given out. Approximately 40 children signed up for the program during the month of November. An additional 15 children signed up during December.

We launched a new program, Coffee 'Round the Fireplace, in December. Every Monday at 10 am, staff and patrons gather at the fireplace to meet each other and build a tighter community,



Administrative Reports
for the month of December 2021
(January 20, 2022 Board Meeting)

one conversation at a time!

Our Wigglers Storytimes, held twice-weekly, average 17 children per session. Teen Dungeons & Dragons continues to have 16 regular players. Chef Tom draws 10 participants for his monthly cooking class. Needle Arts Gathering averages 7 attendees weekly.

Respectfully submitted,

Amy Barritt
Branch Manager

TRAVERSE AREA DISTRICT LIBRARY
CONSOLIDATED EXPENSES
MONTH ENDING
DECEMBER 31, 2021

<i>CATEGORY</i>	<i>BUDGET</i>	<i>2021 YTD</i>	<i>2020 YTD</i>	<i>VARIANCE</i>	<i>% OF BUDGET</i>
Salaries & Wages	2,350,497	2,384,015	2,255,968	(33,518)	101.4%
Social Security/Medicare	61,525	61,312	60,287	213	99.7%
Health/Hospitalization	331,515	331,245	306,640	270	99.9%
Vision Insurance	3,803	3,778	3,331	25	99.4%
Dental Insurance	27,955	27,949	21,427	6	100.0%
Life Insurance	7,581	7,575	7,929	6	99.9%
MERS Defined Contribution Retirement	151,215	150,846	143,563	369	99.8%
MERS Unfunded Liability	320,000	320,000	230,000	0	100.0%
401K Retirement Contribution	108,170	107,783	102,075	387	99.6%
Unemployment Comp.	0	0	7,146	0	
Workers' Compensation	7,860	7,860	7,860	0	100.0%
Disability Insurance	6,847	6,842	7,118	5	99.9%
Office/Cat./General Supplies/Postage	147,795	138,307	96,288	9,488	93.6%
Covid-19 Supplies	7,000	3,780	23,533	3,220	54.0%
Books/Media/Online Resources	748,100	640,122	577,034	107,978	85.6%
Repair & Maintenance Supplies	6,750	5,222	2,304	1,528	77.4%
Professional & Contractual Services	218,355	196,705	177,072	21,650	90.1%
Communications	37,790	28,390	22,220	9,400	75.1%
Education & Travel	45,460	23,724	29,483	21,736	52.2%
Printing & Microfilming	3,900	5,702	2,383	(1,802)	146.2%
Advertising & Outreach	17,500	16,102	11,342	1,398	92.0%
Insurance & Bonds	33,746	33,563	30,818	183	99.5%
Utilities	118,200	99,286	84,848	18,914	84.0%
Covid-19 Building Maintenance			32,352		
General Building & Grounds Maintenance	355,170	266,466	196,860	88,704	75.0%
Member Allocations	569,721	569,720	550,188	1	100.0%
Miscellaneous	3,500	2,712	2,242	789	77.5%
Property Tax Reimbursement	6,500	8,679	928	(2,179)	133.5%
Furniture/Equipment/Software	112,925	111,883	91,694	1,042	99.1%
Contingency	0	0	0	0	
TOTAL EXPENDITURES	5,809,380	5,559,568	5,084,933	249,812	95.7%
Transfer Out	157,000	157,000	15,401		
TOTAL	5,966,380	5,716,568	5,100,334		
2021 APPROVED BUDGET					
EXPENSES BY CATEGORY					
Personnel	3,376,968	3,409,206	3,153,344	(32,238)	101.0%
Supplies	909,645	787,431	699,158	122,214	86.6%
Other Services and Charges	1,409,842	1,251,048	1,140,736	158,794	88.7%
Capital Outlay	112,925	111,883	91,694	1,042	99.1%
Transfer Out	157,000	157,000	15,401		
TOTAL EXPENDITURES	5,966,380	5,716,568	5,100,334	249,812	95.8%
This statement reflects activity through the twelfth month of the 2021 fiscal year.					
Percentage of the year completed 100%.					
Certain items with higher percentages may have been paid quarterly or annually for the fiscal year.					

**TRAVERSE AREA DISTRICT LIBRARY
REVENUE
MONTH ENDING
DECEMBER 31, 2021**

CATEGORY DESCRIPTION	BUDGET	2021 YTD	2020 YTD	VARIANCE	% OF BUDGET
Property Tax (Current, Delinquent, Other)	5,164,735	5,171,504	4,988,837	(6,769)	100.1%
State Aid - Library	83,750	84,472	77,974	(722)	100.9%
State Aid - TBL	41,075	41,072	41,073	3	100.0%
Local Support - TBL & Other Grants	105,500	112,284	45,975	(6,784)	106.4%
Fees/Services	42,150	48,335	40,895	(6,185)	114.7%
Sales	20,000	22,623	16,510	(2,623)	113.1%
Penal Fines - \$196,000 for this Category per budget		0			
Penal Fines - Grand Traverse Co.	168,250	147,612	168,240	20,638	87.7%
Penal Fines - Leelanau Co.	5,900	6,604	5,888	(704)	111.9%
Penal Fines - Benzie Co.	21,850	20,549	21,855	1,301	94.0%
Overdue Fines/Replacement Fees	32,000	17,322	28,156	14,678	54.1%
Interest & Dividends/Gains/Losses on Inv.	15,000	2,050	23,890	12,950	13.7%
Rents & Royalties	2,200	0	450	2,200	0.0%
Contributions	62,470	68,549	33,510	(6,079)	109.7%
Misc Revenue & Reimbursements	1,500	28,030	1,456	(26,530)	1868.7%
TOTAL REVENUE	5,766,380	5,771,006	5,494,709	(4,626)	100.1%
Transfer In	200,000	200,000	110,000	0	
Use of Fund Balance				0	
TOTAL	5,966,380	5,971,006	5,604,709	(4,626)	100.1%
TOTAL REVENUE, TRANSFERS & USE OF FB	5,966,380	5,971,006	5,604,709	(4,626)	100.1%
TOTAL EXPENDITURES	5,966,380	5,716,568	5,100,334	249,812	95.8%
REVENUE OVER (UNDER) EXPENSE		254,438	504,375		
This statement reflects activity through the twelfth month of the 2021 fiscal year.					
Percentage of the year completed is 100%.					



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

JANUARY DIRECTOR'S REPORT—JENNIFER THOMET

Tell our own story.

Everyone has a story to tell, especially during these difficult times. Our community has experienced a different way of living these past few years, and the time has come to share what we have lived. It is meaningful to capture these memories to help us remember how we felt, how we lived, and coped with this ongoing health crisis. IPL is here to help you learn how to tell your story.

Building on the success of our past book discussions and other programs, we would like to provide additional opportunities for our patrons to learn how to tell their own stories by offering storytelling and writing workshops and bookmaking programs.

My vision for this project is to inspire togetherness, compassion, and understanding.

To accomplish this IPL will offer a series of workshops to teach and encourage everyone to create their storybook. IPL will provide all the supplies for making an individual book. These books will vary as much as the creators themselves. Our goal is to offer the community members the chance to make their separate storybooks. We will then collect and compile stories from the community into an abridged community story.

In addition to written and verbal stories, IPL will expand our patrons' storytelling options to include audio and video recordings, providing a historical record of the stories. Patrons can then add their stories to an online digital oral history collection at the library. As part of the storytelling, several memorabilia that complement the oral history can be added to an online digitized collection connected to the oral history collection.

I look forward to hearing all the stories you have to tell.

Circulation Dec 2021: 4,745; (Dec 2019: 4,717)
Hold Transit Counts Dec 2021: 610 to other libraries; 705 from other libraries to IPL
Programs: Dec 2021: 69 programs, 432 General Attendance; 250 Light up Interlochen; 486 Make a Gift, Jr.
Patron Count: Dec 2021: 3,341
Curbside Pickup: December: 2021: 8
Questions Answered: December: 837
Computer Use: December: 99
Total New Library Cards Issued in Dec: 8

Jan 13 Book Discussion: The Women of Copper County at Interlochen Public Library

The community is invited to join us for a book discussion on Jan 13, 5-6 pm at Interlochen Public Library where we will discuss *The Women of Copper County* by Mary Doria Russell. This Great Michigan Read is presented by Michigan Humanities and Supported by National, Statewide, and Local Partners including the National Endowment for the Humanities and the Meijer Foundation.

Jan 26: A Health & Wellness Live Your Best Life Cooking Classes: Cooking Matters for Adults at Interlochen Public Library

Cooking Matters for Adults is a free six-week cooking class series where participants learn how to eat healthy, cook and grocery shop on a limited budget. The nutrition program is on Wednesdays from 2-4 pm, Jan 12 – Feb 16, Interlochen Public Library Community Room and Kitchen. With the help of two dieticians from MSU, participants will gain the skills and confidence to make healthy, budget friendly meals for their family. Each week, they will receive take-home food, which can be used at home to practice a recipe learned in class. This program has a 10-person limit and daycare is provided. This Health & Wellness: Live Your Best Life program is funded with a grant from the Allen Foundation. To sign up or for more info call the library at 231-276-6767.

Jan 18 A Health & Wellness Live Your Best Life Program: Comfort and Conversation Grief Support at Interlochen Public Library

When someone you love dies, it can be hard to understand your often complex and painful thoughts and feelings. Sharon A. Neumann, SPMC AdvDRS, Advanced Grief Recovery Specialist, will help you understand the journey of grief, providing professional and compassionate support. The community is invited to join us the 3rd Tue., every month starting Jan 18, 2–4 pm at Interlochen Public Library Community Room. This monthly support group is free and open to the public, and part of the library's *Health & Wellness: Live Your Best Life* program. Funded with a grant from the Allen Foundation. For more info call the library 231-276-6767.

Jan 29 Souper Saturday Fundraiser Hosted by the Friends of Interlochen Public Library

The Community is invited to warm up with a hot bowl of soup on a cold winter's day at the Friends Souper Saturday Fundraiser on Sat., Jan 29, 11 am – 2 pm, Interlochen Public Library's Community Room. Enjoy a soup lunch with bread, crackers, dessert and a beverage. Several soup choices available. \$5.00 per person, \$20.00 per family. Dine in or take out. Join us for food, fun and community. All proceeds benefit library programs. Hosted by and Sponsored by the Friends of Interlochen Public Library.

Circulation Dec 2021: 4,745; (Dec 2019: 4,717)
Hold Transit Counts Dec 2021: 610 to other libraries; 705 from other libraries to IPL
Programs: Dec 2021: 69 programs, 432 General Attendance; 250 Light up Interlochen; 486 Make a Gift, Jr.
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JANUARY 2022 DIRECTOR'S REPORT - VICTORIA SHURLY

Our Annual Appeal has, so far, taken in over \$37,000 in gifts to the operating fund and another \$20,000 to the capital fund. \$10,000 of the capital fund amount was an anonymous gift dedicated to a Hobbit Hole tunnel in our Children's Garden. Originally, a live willow tunnel was planned for that area, but after three tries, we have decided to go with a piece of playground equipment and a butterfly garden surrounding it. One donor, who gave \$10 and is not a library user, included a note saying that she couldn't afford to give any more but loves libraries so much she had to send something. Note that we budgeted \$32,000 for the annual appeal – all operating funds.

With the temporary surge in Covid cases, PCL has gone back to virtual programming, at least for the month of January. Take out craft bags continue to be popular. Early January featured a family project – a simple wooden birdfeeder to build with an adult along with bird facts, Hans Christian Anderson's *The Nightingale* and a starter bag of birdseed.

We are working on a Library of Things. The collection is not quite yet available but will include a portable speaker system, an LCD projector, a movie screen, a large capacity coffee maker, a large part sized cooler, a sewing machine, a metal detector, a telescope and outdoor games.

I would like to have a bicycle repair station installed this spring much like the one TADL has at Woodmere. Nicer weather brings many bicyclists to PCL and I think this would be a well-used and much appreciated addition.

Our Local History Room has had several interesting donations. We have acquired a box of letters written over the period of the 1920's & 30's home to an Old Mission Farm. We are in the process of surveying the collection. We are also hoping to acquire several boxes of school historical items dating back to 1913, including some, we are hoping, on the Archie one room schoolhouse. Bob Panter, who was principal at Old Mission from 1963-1984 took the items home with him when he retired and no one wanted them. He is now looking for a place that will keep them safe. We meet with him later this month.

Our phone system has not been working properly since December's power outage. Many thanks to TADL Tech – the guys have been working hard to find out what the elusive issue is.

Circulation Dec 2021: 2480 + 53 manual checkouts, Dec 2020: 1290

Nov Volunteers: 15 people, 32 hours of time to PCL. Curbside pickups: 4 New library cards: 5

Hold Transit Counts Dec 2021: 484 to other libraries from PCL, 353 from other libraries to PCL

Programs Dec 2021: 12 Program Participation Dec 2021: 325 Reference Questions: 317

1000 Books: 1 Born to Read: 1 Website Hits: 1504



TRAVERSE AREA
DISTRICT
LIBRARY

TADL Board of Trustees Finance & Facilities Committee

January 4, 2022
4:00 pm ~ Thirlby Room and Zoom

610 Woodmere Ave. / Traverse City, MI / 49686

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

Agenda Approval: The agenda was approved.

Minutes Approval: Minutes from the December 7, 2021 Finance and Facilities and Services Committee were approved.

Public Comment: No public comment.

Facilities:

Roof Update:

Fred Campbell did not deliver the plans by December 19th. Bennett is going to stop by his office to try to contact Campbell.

Facilities Manager Replacement:

Howard informed the Trustees after reviewing 60 applications, and doing many interviews, John Jass has been selected to replace Bennett when he retires on Feb. 1st. They are big shoes to fill but Howard is confident Jass will do great!

Security Personnel Update

Security Personnel started on 12/26/21 and has been met by support from staff and patrons. Many staff has expressed relief and are thankful to have the guards in the library so that they can do their library jobs while security patrol the library and handle Behavior Policy violations.

Finance:

Amendment to the End of Year Budget Adjustments

Radjenovich explain to the Trustees that she made a clerical error and transposed the wrong number when calculating the end-of-year budget adjustments. As a result, even though overall the budget will have \$400,000 extra, the Personnel line of the End of Year Budget adjustment will be underfunded. We have notified the auditors so it will be noted on the Audit. An Amended End of Year Budget Amendment will be on the January Board Agenda.

Director Compensation

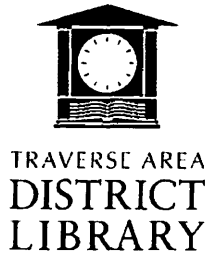
Trustees discussed the review of Howard. Howard presented some scenarios for the Trustees to discuss compensation. Howard recognized that she did receive a significant raise last year and thus had no direct request for compensation this year. Radjenovich explained that all union members received a 3% raise and most administrators received 5% per the Union negotiation. Odgers noted that some libraries were giving bonuses to their directors. Given the many considerations, Odgers made a motion that Howard get a 5% raise for 2022. Seconded by Sullivan to bring this to the January Board meeting. Howard was very thankful.

Next Meeting Date / Time: February 1, 2022 at 4:00pm.

Next Meeting Topic Suggestions: Review Capital Improvements for 2022 including the bathrooms and outdoor sign.

Public Comment: No public comment.

Adjournment: The meeting adjourned at 5:47 pm



TADL Board of Trustees Policy and Personnel Committee

January 4, 2022
10:00 am Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: M. Vickery, Chair. M. Pakieser and J. Wescott, Trustees; M. Howard, staff.

Agenda Approval: The agenda was approved.

Minutes Approval: The minutes of the December 7, 2021 meeting were approved.

Public Comment: There was none.

Policy:

Board Statement regarding Community Effort regarding a Day Shelter

Trustees and Howard discussed the audience, goals and language to use in drafting a letter to the City and County Commissions to urge them to action regarding the overwhelming number of incidents/behavior problems the library is having with homeless individuals and the need for a Day Shelter in Traverse City.

Next Meeting Date / Time: February 1, 2022 at 10:00 am.

Next Meeting Topic Suggestions: Continued Policy Review; Bookmobile Policy

Public Comment: None

Adjournment: The meeting adjourned at 11:21 am.



RESOLUTION

2021 Budget Amendment Correction

January 20, 2022

WHEREAS, the 2021 Final Budget Amendment Resolution, was approved on December 16, 2021.

WHEREAS, following the approval, a clerical error was identified and corrected as follows: Personnel and Supplies categories should have read \$100,000 instead of \$150,000 making no change to the final budget amendment total.

It is resolved, that the estimated revenues and total available to appropriate for 2021 are amended as follows, have arrived and are deemed to be within expectations:

	General Fund			
	Original Budget	Prior Amendments	Final Amendment	
Estimated revenues	5,641,380		125,000	5,766,380
Operating transfers in	-	200,000		200,000
Appropriable fund balance	-	-		-
Total available to appropriate	5,641,380	200,000	125,000	5,966,380

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

Personnel	3,326,968	200,000	(100,000)	3,426,968
Supplies	759,645	-	100,000	859,645
Other services and charges	1,461,842	-	(52,000)	1,409,842
Capital outlays/Contingencies	92,925	-	20,000	112,925
Transfers to Public Improvement Fund	-	-	157,000	157,000
	5,641,380	200,000	125,000	5,966,380

BE IT RESOLVED, the Board of Trustees recognizes and approves this correction to the 2021 Final Budget Amendment Resolution of December 16, 2021.

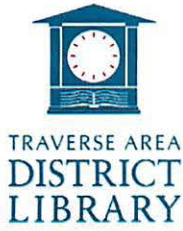
Motion to adopt the resolution was introduced by: _____

And supported by: _____

Motion adopted Yes / No _____

(date)

J. Wescott, Board Secretary



RESOLUTION

2022 Member Library Payments

January 20, 2022

Pursuant to *Part 2.A Funding* provisions of the *Member Library Agreements*, terms beginning Jan. 1, 2022 and ending Dec. 31, 2031, with Fife Lake Public Library, Interlochen Public Library, and Peninsula Community Library, the Traverse Area District Library Board authorizes its Director to make the 2022 payments in full as follows:

Fife Lake Public Library	\$175,000
Interlochen public Library	\$225,000 + \$10,000 Supplemental Payment
Peninsula Community Library	\$229,000

Motion by: Jones

Support by: Sullivan

Approved: Y N

Date: 1/20/22

Michael Wescott
J. Wescott, Board Secretary



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Fife Lake Public Library	\$175,000
Interlochen public Library	\$225,000 + \$10,000 Supplemental Payment
Peninsula Community Library	\$229,000

Motion by: _____

Support by: _____

Approved: Y N

Date: _____

J. Wescott, Board Secretary



RESOLUTION

Annual Approval of Routine Priority Health Insurance and MERS Invoices over \$25,000

January 20, 2022

WHEREAS, the Traverse Area District Library policy requires prior approval by the Board of any disbursements of an amount greater than \$25,000; and

WHEREAS, at the May 28, 2013, Finance Committee Meeting the trustees agreed that monthly approval of routine invoices over \$25,000 was cumbersome and could be done on an annual basis;

It is RESOLVED that the Traverse Area District Library shall approve for payment all Priority Health Insurance and Municipal Employee Retirement System invoices for 2022 that exceed \$25,000.

Motion to adopt the resolution was introduced by: Jones

And supported by: Vickery

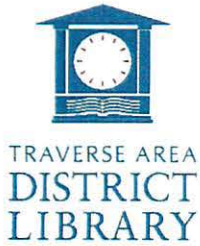
Motion adopted Yes / No

1/20/22

Date

Michael Vickery (for J.W.)

J. Wescott, Board Secretary



RESOLUTION

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January 20, 2022

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Appropriable fund balance	-	-		-
Total available to appropriate	5,641,380	200,000	125,000	5,966,380

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

Personnel	3,326,968	200,000	(100,000)	3,426,968
Supplies	759,645	-	100,000	859,645
Other services and charges	1,461,842	-	(52,000)	1,409,842
Capital outlays/Contingencies	92,925	-	20,000	112,925
Transfers to Public Improvement Fund	-	-	157,000	157,000
	5,641,380	200,000	125,000	5,966,380

BE IT RESOLVED, the Board of Trustees recognizes and approves this correction to the 2021 Final Budget Amendment Resolution of December 16, 2021.

Motion to adopt the resolution was introduced by: Jones

And supported by: Vickery

Motion adopted Yes / No

1/20/22
(date)

Michael Vickery (for J.W.)
J. Wescott, Board Secretary



RESOLUTION

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January 20, 2022

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It is RESOLVED that the Traverse Area District Library shall approve for payment all Priority Health Insurance and Municipal Employee Retirement System invoices for 2022 that exceed \$25,000.

Motion to adopt the resolution was introduced by: _____

And supported by: _____

Motion adopted Yes / No _____

Date

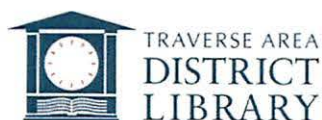
J. Wescott, Board Secretary

TADL 2021!!



List anything that TADL/your department/you as an employee has done to make you feel proud of 2021.

- ★ FINE FREE!!!
- ★ +9,000 library cards sent to TCAPS students!
- ★ Developed a close connection with the new Greenspire HS.
- ★ Jason Reynolds!
- ★ The very impressive food-in :D
- ★ Successful union contract renewal
- ★ Member library agreements approved - 10 year! Agreements
- ★ LHC shelving installed
- ★ New paint and flooring in Youth Services
- ★ Having mobile hotspots and laptops available for checkout
- ★ Fun/educational in-service
- ★ Getting Record-Eagles and Northern Express microfilmed
- ★ Colorful and informative book displays
- ★ Building the number of non-book items available for lending such as instruments, lawn games, and baking pans
- ★ Making Health Care kits available
- ★ The team effort put into curbside
- ★ Updating all the cd genre signs in S&S
- ★ Teen Blind Book Boxes
- ★ BOOKMOBILE Funding
- ★ NEA Big Read Grant secured
- ★ KBL completing a Libraries Transforming Communities grant



TADL 2021!!



- ★ Doing a complete inventory and adding at least 15 new shelving locations at EBBL
- ★ Initiating a partnership with Grand Traverse Academy
- ★ Automatic renewals!
- ★ Put our 3d Printer on display with a continuous printing routine!
- ★ Updated Tech Center signs w/ more fun visuals
- ★ New Tech Center computers
- ★ STEM Kits in 20 regional libraries!
- ★ Huge sign-up for Summer Reading Club and fun SRC Finale parties (2 this year)!
- ★ Great patron response to craft kits (and wonderful staff and volunteers who put them together)!
- ★ Indigenous People's Day storytime/celebration at The Denno's Museum, as part of the Big Read grant!
- ★ Another successful ExoLab experiment with Magnitude.io.
- ★ Painting updates - Adult Services (east wall), EBB
- ★ Started puzzle exchange
- ★ TV in Admin Conference Room
- ★ First digital holiday story (The Mitten by Jan Brett) read to the community - by reps from all libraries in the district
- ★ READ recognition/love received at the Downtown Light Parade.
- ★ Outdoor Santa event!
- ★ Super-fun Social Committee events :-)
- ★ New sorter (with screen)
- ★ Drive-up storytimes



TADL 2021!!



- ★ Debuted a Zoom reading of the *Importance of Being Ernest* through a partnership with Old Town Playhouse
- ★ Received Grant - from the Institute of Museum and Library Sciences through the Library of Michigan that enabled TADL to offer toolboxes for teens with supplies for completing the weekly craft kits
- ★ Transportation assistance added to property: Added a Bike-Fix-It-Station (donated by Cherry Capital Cycling) and Electric Vehicle Charging Stations (through TCL&P)
- ★ Reconfigured the Uniform Chart of Accounts required by the State of Michigan (ahead of schedule!)
- ★ Added the first library cards in other languages for native language segments of the district: Ukrainian and Spanish
- ★ Held first art exhibit featuring art by area local Veterans
- ★ Started offering Lending Laptops
- ★ Traverse City Human Rights Commission approved TADLs request for \$500 to support Book Club Kits that bring attention to racial and social justice.
- ★ Youth Services created a webpage for families with babies and toddlers called Create Your Own storytime that are interactive and screen-time-free.
- ★ Successful alternative indoor Halloween Walk Celebration
- ★ Over 250 people attended the outdoor chili cookoff
- ★ TADL received good press for digitization of the microfilmed records of the Immaculate Conception Church at Peshawbetown (9-25-21)

