

AGENDA

Board of Trustees Regular Meeting
Thursday, August 17, 2023 at 3:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment***

5. **Consent Agenda**
 - a. Approval of Minutes – Regular Meeting of June 15, 2023 | no meeting in July
 - b. Department Reports
 - c. Finance and Facilities Committee Report – did not meet in July | August 1, 2023
 - d. Policy and Personnel Committee Report – did not meet in July or August
 - e. Financial Report
 - f. Member Library Communications – FLPL | IPL | PCL
 - g. Friends of TADL Report – Jud Barclay, President
 - h. Correspondence
6. **Items Removed from the Consent Calendar**

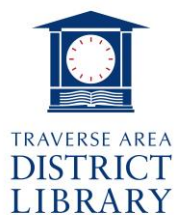
7. **Director Report**

8. **Old Business**
 - a. Millage

9. **New Business**
 - a. MERS Delegate
 - b. L-4029 Tax Rate Request From
 - c. Public Improvement Funds Request for Local History Collection
 - d. Naming Rights Request – Talking Book Library
 - e. Kingsley Branch Library Closure for Kingsley Heritage Days Parade Attendance
 - f. Discussion: Hide the Pride Event

10. **Public Comment***
11. **Trustee Comment**
12. **Closed Session (if needed)**
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 3 minutes. Please sign in at the podium.



Board of Trustees Regular Meeting MINUTES

Thursday, June 15, 2023 at 3:00pm

Fife Lake Public Library

77 Lakecrest Ln., Fife Lake, MI 49633

1. **Call to Order**

The meeting was called to order by President Odgers at 3:00pm. Present were: Odgers (President); Deyo (Secretary); Vickery, Wescott (arrived at 3:19pm), and Jones (Trustees). Pakieser (Vice President) and Sullivan (Treasurer) were absent. Also present were: Zeits (Council); Howard (Director); Baldwin, 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**

Howard requested two amendments to the agenda, adding New Business item b, a letter to Randy Riley, State Librarian of Michigan, and item c, a meeting location change for the August board meeting. It was MOVED by Jones, SUPPORTED by Deyo, to approve the agenda as amended. Motion CARRIED.

4. **Public Comment**

President Odgers opened the floor for public comment. The following people addressed the board: Kendall Spratt, Director of Fife Lake Public Library (FLPL), welcomed the TADL board and introduced FLPL board trustee Debbie McCool.

5. **Consent Agenda**

- a. *Approval of Minutes - Regular Meeting of May 18, 2023*
- b. *Department Reports*
- c. *Finance and Facilities Committee Report – June 13, 2023*
 1. *2022 Audit*
- d. *Policy and Personnel Committee Report – June 6, 2023*
 1. *Policy Revision: 3.3 Library of Things Policy*
 2. *New Policy: 4.10 Surveillance Policy*
 3. *Updated Employee Handbook*
- e. *Financial Report – Narrative | Budget Summary*
- f. *Member Library Communications – FLPL | IPL | PCL*
- g. *Friends of TADL Report – Jud Barclay, President*
- h. *Correspondence*

Deyo requested to remove item d1, 3.3 Library of Things Policy for clarifications; Howard requested to remove item f, for a member library report from FLPL; and Zeits suggested removing item c1, 2022 Audit, to hold a roll call acceptance vote.

It was MOVED by Jones, SUPPORTED by Deyo, to accept and affirm receipt of the consent calendar information, with the removal of items d1, f, and c1 for further discussion. Motion CARRIED.

6. **Items Removed from the Consent Calendar**

c) *Finance and Facilities Committee Report – 2022 Audit*

Howard noted that the 2022 Audit was presented to the Finance and Facilities Committee by TADL’s auditor, Marissa Milliron, from Dennis, Gartland & Niergarth accounting firm. It was a good, clean audit. The reported deficiency in internal controls exists simply because TADL does not have an accountant on staff and therefore DGN completes the qualified financial statements. The noted deficiency does not require action. It was MOVED by Jones, SUPPORTED by Vickery and Odgers, to accept the 2022 audit as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 4 ayes.

d) *Policy and Personnel Committee – 3.3 Library of Things Policy Revision*

Deyo asked a few clarifying questions regarding 3.3 library of Things Policy and then MOVED, SUPPORTED by Jones, to accept the policy as presented and recommended by the Policy Committee. Motion CARRIED.

f) *Member Library Communications*

Paul McCool, head of the Fife Lake Public Library’s building expansion Steering Committee, gave a comprehensive review of the community needs as well as the 7100 sq ft physical structure planned. The land for the expansion is an in-kind donation from the Friends of Fife Lake Public Library. Preliminary cost is estimated at \$1.2 million. Many fundraising events are planned.

7. **Director Report**

Howard confirmed her written report and provided the following comments:

- There have been no suspensions since Safe Harbor (SH) closed for the season. The weather has been warm and SH visitors have been staying outdoors instead of looking for a warm shelter in the cold weather at the library.
- The 2024 Michigan Library Association Conference will be held in Traverse City, October 16-18. This will be a good opportunity for many staff to attend. TADL will host a party for the conference attendees.
- TADL now has a TikTok presence. There were 500 likes on the 3rd post. This is a way to reach a younger audience. TADL’s Facebook presence attracts an older audience.
- The Community Foundation event held at the Main library was a nice event with 30 donor or funding agencies attending. Howard felt that several good connections came from the event.
- The Summer Library Challenge kick-off starts on June 19th. There are already 1300 pre-registered participants.
- The Girl Scouts will be doing landscape work in the front Learning Lawn garden beds. The Girl Scout volunteers will also help with educational signs for the garden. Benches for the Learning Lawn have been ordered and Howard is waiting on the City about installing a drinking fountain.

8. **Old Business**

a. *Millage Update*

Howard will gather more information to help the board determine the millage request amount. Consensus was to get millage language ready for the August 2024 election ballot. Zeits then noted that a resolution approving ballot language should be done no later than April of 2024. It was also agreed that a Yes Committee should also be formed as soon as possible.

b. *Bathroom Update and RFP Request*

Deyo gave a brief synopsis of the design and materials choices prepared by Nan Meyers of Meyers Interiors. The materials were of high quality and reasonably maintainable with a hands-free focus and enhanced usability features. The plan includes renovation of public restrooms on the first and second floors, both staff bathrooms, and the Youth Services family bathroom at the Main library. The Finance and Facilities Committee recommended moving ahead with an RFP process. It was MOVED by Wescott, SUPPORTED by Vickery to authorize the Director to proceed with an RFP for renovation of the bathrooms as presented. Howard noted that she has applied for a Capital Grant toward this project, which if awarded, construction would be able to start in October. Motion CARRIED.

9. **New Business**

a. *MACC Grant Application*

Jones read the resolution for application to the Michigan Arts and Culture Council Grant in the amount of \$60,000 for use toward the library bathroom renovation. It was MOVED by Jones, SUPPORTED by Wescott, to support and sign the resolution as read. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

b. *Welcome Letter for Randy Riley, State Librarian of Michigan*

It was MOVED by Vickery, SUPPORTED by Jones, to endorse a letter, on behalf of the board of trustees, to Randy Riley, State Librarian of Michigan, thanking him for his visit to the library network along with his caretaking role of the State's library resources, and inviting him to visit TADL. Motion CARRIED.

c. *August Board Meeting Location Change*

Howard noted that due to the Friends of Peninsula Community Library booksale the TADL board meeting cannot be held there as scheduled and will default back to the McGuire Community Room location.

10. **Public Comment**

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

11. **Trustee Comment**

Vickery thanked McCool for the FLPL building expansion presentation. Jones echoed that and looks forward to the construction.

Deyo noted excitement for the Summer Library Challenge kick-off and the continuing improvements to the front lawn.

President Odgers highlighted the fundraising event at Oryana, where TADL received a small portion of the sales for the day.

Baldwin was recognized for accomplishing an excellent audit in her new position. Baldwin noted that it was a pleasure to work with the auditors. The process was smooth and there were no issues of concern.

12. **Closed Session (if needed)**

A closed session was not needed.

13. **Adjournment**

With a motion to adjourn by Jones, supported by Wescott, President Odgers adjourned the meeting at 4:09pm.

Respectfully submitted,

Approved by board vote on August 17, 2023

V. Carpenter, Recording Secretary

P. Deyo, Board Secretary

DRAFT



Departmental Reports
for the month of June & July
(August 17, 2023 Board Meeting)

Adult Services

- Summer Library Challenge 2023 is over! Woodmere adults had over 250 readers contribute over 419,000 minutes to the challenge. At the finale party, we shared a table with TBL and gave out 50 more Pet Rock craft kits - Groovy Man! (*Innovative Engagement*)
 - Many thanks to Brilliant Books, sponsor of the Grand Prize - 12 months of Brilliant Books by Mail! The winner for this year was absolutely thrilled and can't wait to begin receiving her monthly selections.
- Book Bike is Back! June began the Sarah Hardy Farmers Market season and, in conjunction, Book Bike season. Every week the bike provides mobile library services to approximately 150 people. (*Targeted Outreach*)
- Partnership Highlights (*Purposeful Partnerships*):
 - On June 2nd, the Disability Network partnered with the library for an in-person Inclusive Gaming event. There were 9 people in attendance. (*Inclusive Space*)
 - GTAGS continues to meet monthly in the library sharing information about genealogy resources, including those in TADL's collection. 45 people attended their events over the last 2 months.
- In June & July, the following programs were held (in addition to those listed above):
 - TBL and Adults Services teamed up to offer a virtual travel experience for those unable to leave northern Michigan. Our tour guide, Alejandro, showed 7 attendees around Arenal Volcano National Park in Costa Rica on June 12th. The crowd was amazed by the flora and fauna he pointed out and shocked when he ate the ants for a snack along his walk! (*Inclusive Space*)
 - 25 people attended TADL's annual celebration of Knit in Public Day on June 10th. (*Innovative Engagement*)
 - 13 teens, adults, and their family members tie-dyed their summer library challenge shirts "All Together Now" on July 13th.
 - Author Suzanne Woods Fisher spoke to a group of 16 online about her writing and latest book on July 25th.
 - Local artist, photographer, and mountain climber, Paul Sinclair gave a talk to a group of 23 online and in-person on July 27th about his traveling experiences and how they influence his art.
 - Our two regular book discussion groups - Books & Brewskis (*Innovative Engagement*) and Queer Tales (*Inclusive Space*) met both months and have seen increased attendance in July.
 - TADL Stitchers, Books to Movies, and Tai Chi continue to meet regularly.

- June Adult Services Statistics:
 - Programs - 20 & Attendance - 120
 - Outreach - 4 & Attendance - 525
 - Questions Answered - 2247
 - Notary Signatures - 31
 - Craft Kits Distributed - 100 (Pet Rocks)
 - Volunteer Hours - 23.5
- July Adult Services Statistics:
 - Programs - 13 & Attendance - 136
 - Outreach - 3 & Attendance - 450
 - Questions Answered - 2203
 - Notary Signatures - 30
 - Craft Kits Distributed - 106 (Ocean paint & pour, Washi magnet clips)
 - Volunteer Hours - 72+

Local History Collection

- In June, Robin & Melissa spent time preparing and presenting training sessions for our Citizen Historians (LHC volunteer program). Eleven people trained in two areas for volunteering - tagging photos online in Omeka (the LHC online database) and inventorying the historical reference files. Our Citizen Historians have already put over 30 hours of volunteer time with the collections!
- Much of July was spent with the Petertyl Interns - Zoe & Arleta. Former museum administrator Terry Beamsley was contracted to instruct the interns in archival basics. The interns divided their time between instruction and hands-on with the collection completing a project. The group also took a field trip to the Leelanau Historical Society to meet with their staff and three summer interns. There was a lot of good discussion about the different types of archives and tasks that they do.
- Robin curated two displays for the month of July - one in the Atrium celebrating the history of the Cherry Festival and one on the second floor showcasing memories of Clinch Park.
- Robin & Melissa gave tours of the LHC to Randy Riley, visiting Librarian of Michigan and to a potential donor of historical records for a local organization. Both were impressed with the LHC and its new compact shelving.
- Reference staff answered 68 local history questions in June and 23 in July.



Respectfully Submitted,
 Melissa McKenna
 Head of Adult Services

Youth Services

The Summer Library Challenge was a huge success for the Youth Services department. As with years past, it is easier to show through numbers and pictures the impact our department had on families in our community this summer. So, without further ado:

- Program dates:
 - Registration: June 1st - June 18th
 - Patrons could register through the end of the program
 - Reporting dates: June 19th - July 30th, 2023

- Pre-Reader program (ages birth to 5 years old at the Main Library):
 - Registrations: 425 (**up** 1% from 2022)
 - District-wide: 679 (**up** 12% from 2022)
 - Completions: 128 (**down** 11% from 2022)
 - District-wide: 185 (**down** 5% from 2022)
 - Early Literacy activities completed: 2,971 (1st year tracking activities)
 - District-wide: 4,369

- Reader program (ages 6 to 12 years old at the Main Library)
 - Registrations: 977 (**up** 7% from 2022)
 - District-wide: 1,426 (**up** 2% from 2022)
 - Active Readers: 609 (**up** 8% from 2022)
 - District-wide: 950 (**up** 1% from 2022)
 - Completions: 388 (**up** 9% from 2022)
 - District-wide: 538 (**up** 2% from 2022)
 - Minutes read: 702,869 (**up** 7% from 2022)
 - District-wide: 971,286 (**down** 1% from 2022)
 - Book reviews written: 121 (**down** 43% from 2022)
 - District-wide: 144 (**down** 49% from 2022)

- Programs
 - Number of programs: 53 (June: 27, July: 26)
 - **Down** 15% from 2022
 - Attendance (programs and outreach): 4,513 (June: 2,080; July: 2,433)
 - **Up** 58% from 2022
 - Early Literacy program count: 17 (June: 6, July: 11)
 - Early Literacy program attendance: 472 (June: 197, July: 275)
 - **Up** 22% from 2022

- Reference Questions
 - Total: 3,614 (June: 1,970, July: 1,644)
 - **Down** 13% from 2022. Likely due to 1 year of experience using Beanstack.

- Reference - Walk-in: 3,302 (June: 1,800; July: 1,502)
- Reference - Phone: 295 (June: 163, July: 132)
 - **Up** 28% from 2022.
- Reference - Digital: 17 (June: 7, July: 10)

- Craft Kits (given away on bi-weekly basis in 2023)
 - Total: 930
 - **Down** 62% due to more participation in programs, lack of staff time, and lack of grant funding for supplies.
 - Preschool (ages 0 - 5): 300
 - Early Elementary (ages 6-8): 375
 - Tween (ages 9 - 12): 255

- STEM Kits checked out (Main Library only)
 - Total: 715
 - June: 327, July: 388
 - **Up** 2%, though it could have been higher if STEM Kits were part of the Pre-Reader BINGO Board.

- Prizes
 - Spins on the Weekly Prize Wheel: too many to count!
 - Weekly Prize sponsors:
 - Burger King, Taco Bell, Culvers, Jimmy Johns, Wendy's, Cracker Barrel
 - Great Lakes Children's Museum, Horizon Books, Third Coast, Moomers, Pirate's Cove, Music House Museum, The Dennon Museum
 - Weekly Prizes bought: Bardons', Third Coast
 - Summer Clubhouse snack sponsors:
 - Oryana
 - Guessing Jar prize sponsor:
 - Downtown Traverse City
 - Family Prize sponsors at the Finale Party include:
 - Great Wolf Lodge
 - The Dennon Museum
 - Discovery Cruises TC
 - TC Paddle
 - Snacks Around the World program sponsors
 - TC Latino Grocery
 - Traverse City Asian Market
 - Habibi Middle Eastern Coney Island & Curry
 - Oryana Community Co-op
 - Summer Library Challenge program sponsors:
 - Z93 FM - Hits from 90s to Now
 - 107.5 WCCW: The 70's Station

- Friends of TADL
- Volunteers
 - Scheduled Volunteer shifts: 105
 - Almost double from 2022
 - Scheduled Volunteer hours: 277.5 hours
 - Almost double from 2022
 - This likely contributed to reduction in Reference Questions.

Thank you to the whole Youth Services staff and volunteers for their support, creativity, and energy in putting together one groovy Summer Library Challenge for our families. This year, there was a palpable increase in energy and activity in our department and programs (which the numbers reflect) without the same increase in SLC participation. Perhaps the participation will increase with a few tweaks to our challenges (specifically, the Pre-Reader program). We are looking forward to a break in August before re-starting up programming after Labor Day.

Submitted by: Andy Schuck
Head of Youth Services

Teen Services

This summer participation in the Summer Library Challenge was back up to pre-covid numbers. We were often busy helping teens and their parents find books and with teens just hanging out in the room. The computers were the only service that wasn't as busy as it was in 2019.

At the Main location there were:

- 206 teens registered
- 108 of these participated
- 60 completed the program
- We passed out 490 crafts over the six weeks

Teen overall in Beanstack

- 318 registered
- 143 participated
- 91 completed

The escape room continues to be one of our most popular programs. The Summer Library Challenge themed programs that were popular were the Nerf program, the scavenger hunt, and the lock-in. The lock-in had 62 teens registered and 50 of them showed up. Staff from multiple departments and locations stepped up to help set up and chaperone the all night event. Teen services could not have put on the event without the support of so many of the library's dedicated employees stepping up to assist.

In June Teen and Youth Services staff attended the Pride carnival and spoke with just about 180 participants. Pride participants always enjoy stopping at our table to make a pronoun pin and find out what the library has to offer them. I also visited the New Vision Academy at the courthouse and accompanied Youth staff taking the bookmobile to Blair Township Park.

Linda Smith
Head of Teen Services

Sight & Sound

This summer has been a blast! We highlighted some great movies and music for patrons during the Summer Library Challenge, and provided some fun tunes for the Finale party.



To help our attendees make some music of their own, I brought instruments from our Library Of Things. These were a big hit - there were a lot of enthusiastic musicians-in-training!

We had a great display from the Great Lakes Scale Modelers in the display case during the month of July. Patrons were very impressed with these (Spider-man was my personal favorite).

On a personal note, I am very excited to take on the role of department head here in Sight and Sound! I have loved music my entire life; one of my earliest memories is of my mom playing the autoharp as we sang along with her. We have some great plans for the future here!

June Reference Questions

Digital: 148
Phone: 297
Walk-in:1557

TADL Meeting Room Stats June 2023

Total: 121
TADL meetings: 19
Personal/Outside Group Meetings: 102
Paid Meetings: 3
Unpaid Meetings: 118
Walk-ins: 21
Advance Reservation: 100

Number of Meetings by Room June 2023

McGuire Room: 31
Thirlby Room: 53
Study Room D: 37

July Reference Questions

Digital: 131
Phone: 334
Walk-in: 1614

TADL Meeting Room Stats July 2023

Total: 142
TADL meetings: 16
Personal/Outside Group Meetings: 126
Paid Meetings: 4
Unpaid Meetings: 138
Walk-ins: 29
Advance Reservation: 113

Number of Meetings by Room July 2023

McGuire Room: 27
Thirlby Room: 63
Study Room D: 52

Respectfully Submitted,
Josh Denby
Head of Sight and Sound

Circulation

I'm very excited to be welcomed to TADL as Head of Circulation and also would like to welcome Emily to our team of Library Assistants. Emily was previously a page in Adult Services and we are excited to have her in this new role. Congratulations also to Library Assistant Kate for the tremendous accomplishment of finishing her MLIS degree from Wayne State University!

June Circulation Numbers - Combined Branches (Woodmere, Kingsley, East Bay)

New patron accounts created: 341 (vs 299 last year - last year we had class visits in May, but they were in June this year!)

Curbside pickups for June 2023: 13

Notary Public Service requests filled: 8

Circulation Statistics for MeLCat, June 2023:

- TADL items sent to borrowing institutions: 1287 (vs 1257 last year)
- TADL items received from lending institutions: 1979 (vs 1596 last year)

July Circulation Numbers - Combined Branches (Woodmere, Kingsley, East Bay)

New patron accounts created: 269 (vs 248 last year)

Curbside pickups for July 2023: 6

Notary Public Service requests filled: 10

Circulation Statistics for MeLCat, July 2023:

- TADL items sent to borrowing institutions: 1330 (vs 1267 last year)
- TADL items received from lending institutions: 1955 (vs 1531 last year)

Respectfully Submitted,
Christina Meyers
Head of Circulation

Marketing and Communications



June

May and June are the busiest months of the library marketing calendar and this year was no exception. We managed to squeeze in a bathroom grant application before things got really busy. Oryana also boosted us by including TADL as a Chip-In Day recipient! The Girl Scouts of Troop 4960 arrived to assist with planting the new garden beds out front, just in time for kickoff day. Kickoff Day was VERY busy, our media sponsor Z93 brought 500 necklaces for children and quickly gave them all away.

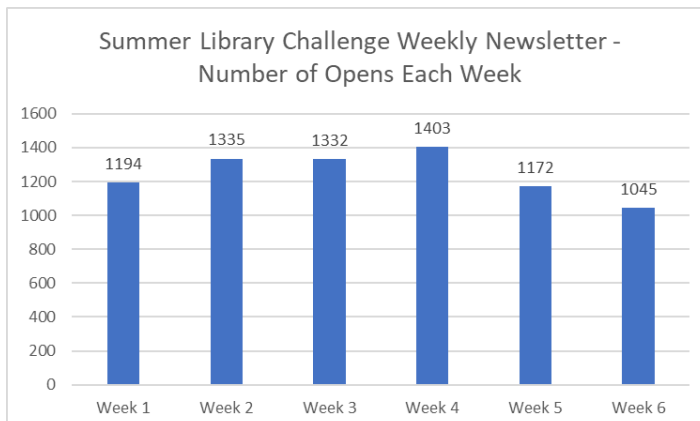
Marketing assisted the departments as needed with signage and items, as well as coordinating media for both appearances and interviews.



July

Once the Summer Library Challenge got underway it was time to assist with moving in a new exhibit (Paul Sinclair) and prep for the Cherry Festival. It was wonderful to have so many TADL libraries represented in our parade contingent and it's always heartwarming to hear all the library cheers as we roll through the parade. The next day a TADL group (including some parade participants!) volunteered at the beer tent - fielding lots of nice compliments about the library and the benefits of reading

books (including banned books :).



Summer is very high-demand marketing time, and efforts include a weekly newsletter for summer reading participants, in addition to our standard monthly newsletter for general library subscribers. The summer newsletter went out each Friday night and promoted events for the coming week. Our overall library newsletter has been doing very well this summer too, with a record number of readers in June and

very close to the record again in July.

Our busy summer was proven out even in our Google Analytics! We beat their forecast by over 1,100 event views for summer kickoff day. Our new event calendar is by far the most popular section of tatl.org - second only to the homepage itself. As of this writing our website is averaging 36 users a minute!

Heather Brady
Marketing & Communications Manager

Human Resources

June and July 2023 employee changes. Welcome to our new employees, congrats to internal transfers/promotions, and best wishes to employees leaving TADL!

New Employees:



Kenny Berends
PT Page, Adult Services



Olivia Dombrowski
PT Page, Adult Services



Christina Meyers
Head of Circulation

Temporary Interns:



Arleta Robinson
Petertyl Archival Intern



Zoe Schwartz
Petertyl Archival Intern

Employee Position Transfers:



Emily Botkin

PT Library Assistant, Circulation
Previously PT Page, Adult Services



Josh Denby

Head of Sight & Sound
Previously Head of Circulation

Employee Departures:

Aaron Olson, Head of Sight & Sound (Resignation)
Melani Pickel, PT Page, Circulation (Resignation)
Maureen Terbeek, FT Library Assistant, Circulation (Resignation)
Nicole Wenstrup, PT Library Assistant, Circulation (Resignation)

Respectfully Submitted,
Danielle Baldwin
Finance and Human Resources Manager

Facilities

June

- Successful “Great Clean Out” Yard Sale!
- Facilitated upgraded wiring at East Bay
- Arranged monthly Bookmobile washing
- Assembled and installed new front benches
- Installed new Teen Department sign
- Installed new whiteboard in Teen
- Hung CherryFest Historical display
- Replaced safety tape on atrium stairs

July

- Lots of Summer Reading Club support!
- Facilitated Touch-A-Truck day
- Coordinated alarm repair in Kingsley
- Regular Bookmobile maintenance and recall issue fixed
- Participated in National CherryFest Parade
- Added first round of donor names to Monument Sign
- Facilitated first stage of Building Controls HVAC upgrade
- Published Bathroom Project RFP

Respectfully submitted,
Bret R Boulter, Facilities Manager

TADL Talking Book Library

Outreaches-

- Took the Bookmobile to the Smart Commute breakfast hosted by the Disability Network
- Gave a presentation at the Gathering Place in Honor
- Attended the Cadillac Support group meeting for the visually impaired
- Leelanau County Commission on Aging held their first expo since COVID. It was great to see some of my patrons and talk to others who might be interested in our service.

Programs-

- Adult Reference and I held a virtual Costa Rica tour. Our guide took us through Arenal Volcano National Park. He was very informative and the park was beautiful.
- Chair Yoga continued in June and July. Patrons are enjoying it and it will continue through the end of the year.
- Tuesdays @ Two discussed "Death Comes to Pemberley" by P.D. James in June and "Radium Girls" by Kate Moore in July.
- TBL took part in the Summer Library Challenge again this year. At the kickoff party I helped register patrons in Beanstack. I borrowed a Braille enhanced Storywalk from the Library of Michigan. It was displayed on the front lawn. I took part in two Youth services clubhouse with a braille activity and craft kits. At the finale party, TBL shared a table with Reference where I gave away almost 100 craft kits.

Notary-

- June requests filled-5
- July requests filled- 2

Volunteered-

- I volunteered at 4 Pit Spitters games. It helped raise money for our Friends of the Library.
- I once again helped out at the beer tent during the Cherry Festival. It is always a fun time and it is great to see how supportive the community is to the library.

Anita Chouinard
Talking Book Library Manager

East Bay Branch Library



The East Bay Branch library had a very successful summer, with over 40 programs in June and July, including many early literacy storytimes and craft projects for pre-readers, STEAM programs and our Summer Clubhouse for youth, escape

rooms for teens, Book Club for adults, and even Chair Yoga (for anyone, but specifically targeted for seniors). We included some collaborative art, such as the tile collage pictured here.

Our Summer Library Challenge was a successful one as well, with 247 registrants, and 94 active readers who logged almost 130,000 minutes of reading over the six-week period! To top it off, 70 of our patrons completed the Challenge.

Our most well-attended program was a visit from the North Sky Raptor Sanctuary. Pictured here you can see a small portion of the more than 60 attendees, listening to Kaitlyn Bohnet talk with help from Nova, the beautiful red-tailed hawk.



Respectfully submitted,

Matt Archibald
Branch Manager

Kingsley Branch Library



Ask any Kingsley library patron what their favorite part about summer is, and the answer is always, “more time for reading!” Ask our librarians, and we’ll say, “more time for programming!” Pictured on the left are students from the Kingsley Summer School attending a program on folk music with Hawks & Owls String Band, featuring Liina (far left) and her sister Agnes (middle), two of our most musically talented patrons!

We had an incredibly successful summer of early literacy and youth programs, ranging in intensity from critical reasoning activities to those that are just for fun! But, even the fun programs are full of learning opportunities: community building, social skills, fostering confidence, making mistakes, trying new things, and learning how to support each other.

Here is a quick chart for comparing a typical slate of programming in the beginning of the year versus Summer Library Challenge programming at KBL:

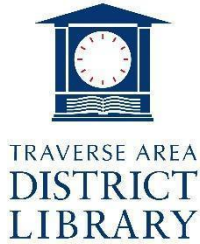
Programming 2023	Jan-May	Jan-May	June-July	June-July
Age Group	Number of Programs	Program Attendance	Number of Programs	Program Attendance
Family & Outreach	14	987	5	176
Youth	56	1515	57	2340
Teen	17	224	8	99
Adult	6	72	0	0



Picture of TC Double Bubble at Kingsley Branch Library's Ice Cream and Bubble Party 2023, courtesy of Vivien Snyder, Secretary of the Kingsley Friends of the Library. The Party was sponsored by our Friends and Northland Foods of Kingsley.

Respectfully submitted,

Amy Barritt
Branch Manager



TADL Board of Trustees Finance & Facilities Committee

June 13, 2023

2:00 pm ~ Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: P. Deyo, and J. Jones, Trustees. C. Sullivan was absent. M. Myers, D. Baldwin, B. Boulter, and M. Howard, staff.

Agenda Approval: It was motioned by Deyo and seconded by Jones to approve the agenda. All were in favor. The agenda was approved.

Minutes Approval: It was motioned by Jones and approved by Deyo that the minutes from the June 13, 2023 Finance and Facilities Committee be approved. All were in favor. The minutes were approved.

Public Comment: No public comment.

Finance:

- **MERS Annual Actuarial Valuation Report**
MERS Representative Tony Radjenovich explained key aspects of the Annual Actuarial Valuation Report. TADL is in a good position and moved from 90% funded to 91% funded. Next year's required monthly payment will be \$5,711 but TADL will continue to pay at least \$10,000 per month.
- **L-4029**
Baldwin presented the L-4029 as required to collect the TADL millage from the municipalities. There was no Headlee Rollback this year.
- **Funding Request from PIF for Local History Collection**
McKenna is requesting an amount not to exceed \$5,000 for the purchase of supplies and equipment to support the preservation of the Local History Collection materials, development of displays, and outreach efforts of the staff. It was motioned by Deyo and seconded by Jones to put this on the August Board Agenda. All were in favor.
- **Millage Date and Request Amount**
Howard and Baldwin presented some information regarding the millage. After some discussion, Jones and Deyo agreed to discuss this at the August Board meeting suggesting a return to the 1.1 mills which is TADL's original rate. The current millage rate is .9044.

Facilities:

- **Naming Rights of Talking Book Library.**
Howard discussed the memo regarding the naming of the Talking Book Library. Howard

will look at any applicable Federal Laws regarding naming and get the total amount Mr. Gorton has donated. It was motioned by Jones and seconded by Deyo to recommend that the TADL Board accept this donation and to recognize the donation by including appropriate signage.

- **Facility Updates:**

Boulter gave the following updates

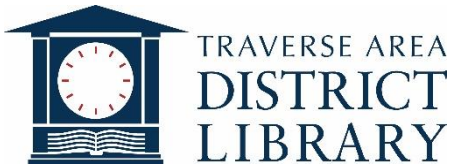
- Roof/Insulation: Alpers and Cook Sheet Metal are scheduled to come in this fall to complete the insulation project.
- Bathroom RFP: This is done and advertised.
- Front Lawn: This is coming along nicely. We are waiting to see if the City of Traverse City can help with the drinking fountain. After this, we'll review the budget for other improvements.
- Building Control System: Being installed and seems to be going well.

Next Meeting Date / Time: September 5, 2023

Next Meeting Topic Suggestions: Chillers RFP, Rehman Representative

Public Comment: No public comment.

Adjournment: It was motioned by Jones and seconded by Deyo to adjourn. The meeting adjourned at 3:18 pm.



Financial Report Analysis for June and July 2023

Revenue

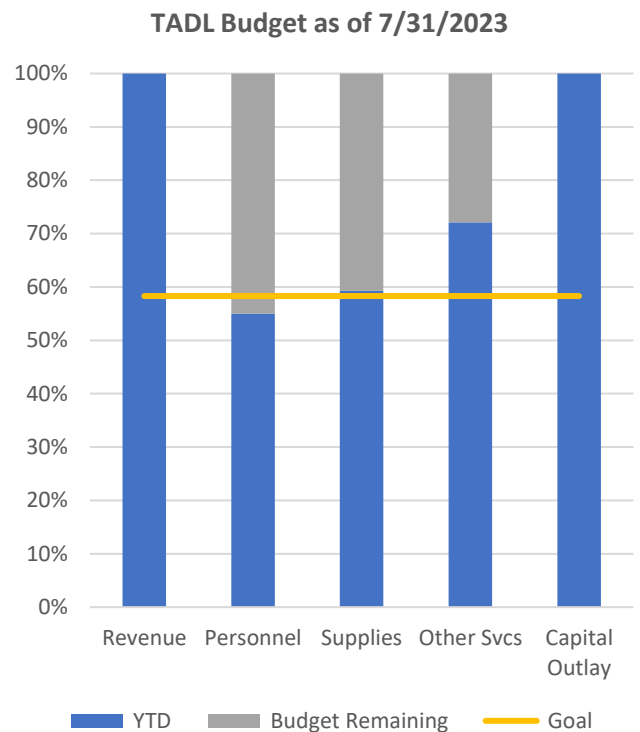
We have received all of our budgeted Property Tax revenue for this year as well as the first half of State Aid. The second half of State Aid was received August 3rd so it will be reflected in next month’s report. Our State Aid for Talking Book Library has been received in full now. We received our Penal Fines revenue in July totaling \$179,251. As a practice, we budget conservatively for other revenues such as Services, Fines, Sales, Meeting Rooms, and Donations as we do not want to overestimate what we ultimately bring in for the year. With the exception of Meeting Rooms, we are doing well toward our budgets for these revenues, many having already met budget figures.

Investment returns remained modest in June but were more positive in July. Interest & Unrealized Gains totaled \$2,837 in June and \$12,537 in July.

Expenditures

Note that percentage of Budget completed is 58.3% as of 7/31/2023. Line item details of interest:

- *Personnel*
Medical, dental, vision, life, and disability show higher percentages of budget used due to paying one month ahead. Our percentage of Budget completed for these line items is 66.7%. Remaining line items are in line with YTD expectations.
- *Supplies*
Repair and Maintenance Supplies show as 97%; however, a number of these purchases were for the Front Lawn/Sign Project and are therefore covered by grant and donation revenue. This line item without those expenditures is at 86% of budget used with \$2,086 remaining in the budget.
- *Other Services/Charges*
Insurance/Bonds and Member Library Allocations are paid once per year at the beginning of the year and tend to skew our Percentage of Budget used for this category until later in the year. Other individual line items are close to or under our target of 58.3% for the month of July.
- *Capital Outlay*
Using donated funds we have placed a deposit on an electric-assisted book bike, that will aid our staff in transporting materials to offer at the Farmer’s Market and other outings. A budget adjustment will be necessary for this purchase.



Respectfully submitted,
Danielle Baldwin
Finance and Human Resources Manager



RevenueCategory;SubCategor...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Revenue						
400 - Property Taxes - Current/Delinquent/Pilt	5,634,707.00	5,634,707.00	7,047.25	5,651,582.80	16,875.80	100.30%
500 - Grants - Federal/State/Other	27,475.00	27,475.00	0.00	37,068.29	9,593.29	134.92%
540 - State Aid Grant - Library	107,468.39	107,468.39	0.00	53,734.18	-53,734.21	50.00%
541 - State Aid Grant - TBL	41,073.00	41,073.00	0.00	20,536.00	-20,537.00	50.00%
581 - Penal Fines	152,900.00	152,900.00	0.00	0.00	-152,900.00	0.00%
602 - Fees/Services	41,650.00	41,650.00	302.00	29,378.00	-12,272.00	70.54%
607 - Overdue Fines/Replacement Fees	0.00	15,000.00	2,860.40	18,252.77	3,252.77	121.69%
642 - Sales	19,150.00	19,150.00	4,549.23	18,920.04	-229.96	98.80%
653 - Meeting Room Rental/Equip Fees	2,000.00	2,000.00	0.00	-100.00	-2,100.00	5.00%
665 - Interest & Gains/Losses	0.00	0.00	2,837.00	34,921.17	34,921.17	0.00%
674 - Donations/Contributions	26,200.00	26,200.00	7,643.55	24,492.97	-1,707.03	93.48%
676 - Misc Revenue & Reimbursements	0.00	0.00	3,279.81	4,184.88	4,184.88	0.00%
Revenue Total:	6,052,623.39	6,067,623.39	28,519.24	5,892,971.10	-174,652.29	97.12%
Expense						
Category: 70 - Personnel						
700 - Salaries & Wages	2,631,428.36	2,633,396.77	199,177.80	1,216,655.66	1,416,741.11	46.20%
710 - Social Security/Medicare	67,519.02	65,734.09	5,603.23	31,712.13	34,021.96	48.24%
712 - Medical Insurance	383,992.43	390,266.92	25,413.38	225,288.73	164,978.19	57.73%
713 - Dental Insurance	28,504.59	27,601.59	2,152.86	15,552.92	12,048.67	56.35%
715 - Vision Insurance	3,773.19	3,859.91	268.02	2,095.06	1,764.85	54.28%
716 - Life Insurance	8,909.10	8,764.70	603.43	4,375.18	4,389.52	49.92%
717 - Disability Insurance	15,558.59	15,300.47	1,080.10	7,788.48	7,511.99	50.90%
720 - 401K Retirement Contribution	121,111.05	118,965.45	8,184.24	52,158.88	66,806.57	43.84%
721 - MERS Defined Contribution Retirement	172,320.06	169,226.49	12,295.05	78,778.62	90,447.87	46.55%
722 - MERS DB Unfunded Liability	120,000.00	120,000.00	10,000.00	60,000.00	60,000.00	50.00%
723 - Worker's Compensation	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00%
Category: 70 - Personnel Total:	3,561,116.39	3,561,116.39	264,778.11	1,694,405.66	1,866,710.73	47.58%
Category: 72 - Supplies						
728 - General Operating Supplies	197,065.00	189,065.00	6,758.32	88,871.33	100,193.67	47.01%
736 - Repair & Maintenance Supplies	6,750.00	14,750.00	1,918.93	13,574.35	1,175.65	92.03%
741 - Books/Media/Online Resources/LoT	667,960.00	667,960.00	36,802.36	368,107.64	299,852.36	55.11%
Category: 72 - Supplies Total:	871,775.00	871,775.00	45,479.61	470,553.32	401,221.68	53.98%
Category: 80 - Other Services and Charges						
801 - Professional & Contractual Services	310,025.00	310,025.00	14,865.77	162,476.67	147,548.33	52.41%
804 - Advertising & Outreach	25,950.00	25,950.00	439.75	6,898.81	19,051.19	26.59%
807 - Insurance & Bonds	42,280.00	42,280.00	0.00	25,276.38	17,003.62	59.78%
809 - General Equip/Building/Grounds Maintenance	338,510.00	338,510.00	28,637.17	163,924.80	174,585.20	48.43%
850 - Communications	28,500.00	28,500.00	1,545.04	10,945.74	17,554.26	38.41%
921 - Utilities	109,700.00	109,700.00	7,491.34	45,117.64	64,582.36	41.13%
955 - Education & Travel	123,330.00	123,330.00	1,591.79	46,854.81	76,475.19	37.99%
959 - Member Library Allocations	648,437.00	648,437.00	0.00	648,437.00	0.00	100.00%
961 - Misc	0.00	1,500.00	0.00	0.00	1,500.00	0.00%
964 - Property Tax Reimbursements	8,000.00	6,500.00	0.00	2,360.01	4,139.99	36.31%
Category: 80 - Other Services and Charges Total:	1,634,732.00	1,634,732.00	54,570.86	1,112,291.86	522,440.14	68.04%
Expense Total:	6,067,623.39	6,067,623.39	364,828.58	3,277,250.84	2,790,372.55	54.01%
Report Surplus (Deficit):	-15,000.00	0.00	-336,309.34	2,615,720.26	2,615,720.26	0.00%



RevenueCategory;SubCategor...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Revenue						
400 - Property Taxes - Current/Delinquent/Pilt	5,634,707.00	5,634,707.00	2,998.99	5,654,581.79	19,874.79	100.35%
500 - Grants - Federal/State/Other	27,475.00	27,475.00	19,651.50	56,719.79	29,244.79	206.44%
540 - State Aid Grant - Library	107,468.39	107,468.39	0.00	53,734.18	-53,734.21	50.00%
541 - State Aid Grant - TBL	41,073.00	41,073.00	20,537.00	41,073.00	0.00	100.00%
581 - Penal Fines	152,900.00	152,900.00	179,251.41	179,251.41	26,351.41	117.23%
602 - Fees/Services	41,650.00	41,650.00	0.00	29,378.00	-12,272.00	70.54%
607 - Overdue Fines/Replacement Fees	0.00	15,000.00	3,516.83	21,769.60	6,769.60	145.13%
642 - Sales	19,150.00	19,150.00	3,061.55	21,981.59	2,831.59	114.79%
653 - Meeting Room Rental/Equip Fees	2,000.00	2,000.00	500.00	400.00	-1,600.00	20.00%
665 - Interest & Gains/Losses	0.00	0.00	12,537.28	47,458.45	47,458.45	0.00%
674 - Donations/Contributions	26,200.00	26,200.00	6,719.93	31,212.90	5,012.90	119.13%
676 - Misc Revenue & Reimbursements	0.00	0.00	259.35	4,444.23	4,444.23	0.00%
Revenue Total:	6,052,623.39	6,067,623.39	249,033.84	6,142,004.94	74,381.55	101.23%
Expense						
Category: 70 - Personnel						
700 - Salaries & Wages	2,631,428.36	2,633,396.77	194,279.01	1,410,934.67	1,222,462.10	53.58%
710 - Social Security/Medicare	67,519.02	65,734.09	4,925.99	36,638.12	29,095.97	55.74%
712 - Medical Insurance	383,992.43	390,266.92	25,413.38	250,702.11	139,564.81	64.24%
713 - Dental Insurance	28,504.59	27,601.59	2,120.91	17,673.83	9,927.76	64.03%
715 - Vision Insurance	3,773.19	3,859.91	275.68	2,370.74	1,489.17	61.42%
716 - Life Insurance	8,909.10	8,764.70	0.00	4,375.18	4,389.52	49.92%
717 - Disability Insurance	15,558.59	15,300.47	0.00	7,788.48	7,511.99	50.90%
720 - 401K Retirement Contribution	121,111.05	118,965.45	8,141.29	60,300.17	58,665.28	50.69%
721 - MERS Defined Contribution Retirement	172,320.06	169,226.49	12,777.95	91,556.57	77,669.92	54.10%
722 - MERS DB Unfunded Liability	120,000.00	120,000.00	10,000.00	70,000.00	50,000.00	58.33%
723 - Worker's Compensation	8,000.00	8,000.00	7,894.00	7,894.00	106.00	98.68%
Category: 70 - Personnel Total:	3,561,116.39	3,561,116.39	265,828.21	1,960,233.87	1,600,882.52	55.05%
Category: 72 - Supplies						
728 - General Operating Supplies	197,065.00	189,065.00	8,282.65	97,153.98	91,911.02	51.39%
736 - Repair & Maintenance Supplies	6,750.00	14,750.00	701.83	14,276.18	473.82	96.79%
741 - Books/Media/Online Resources/LoT	667,960.00	667,960.00	37,288.04	405,395.68	262,564.32	60.69%
Category: 72 - Supplies Total:	871,775.00	871,775.00	46,272.52	516,825.84	354,949.16	59.28%
Category: 80 - Other Services and Charges						
801 - Professional & Contractual Services	310,025.00	310,025.00	26,831.40	189,308.07	120,716.93	61.06%
804 - Advertising & Outreach	25,950.00	25,950.00	1,448.75	8,347.56	17,602.44	32.17%
807 - Insurance & Bonds	42,280.00	42,280.00	0.00	25,276.38	17,003.62	59.78%
809 - General Equip/Building/Grounds Maintenance	338,510.00	338,510.00	20,101.95	184,026.75	154,483.25	54.36%
850 - Communications	28,500.00	28,500.00	1,165.53	12,111.27	16,388.73	42.50%
921 - Utilities	109,700.00	109,700.00	8,806.69	53,924.33	55,775.67	49.16%
955 - Education & Travel	123,330.00	123,330.00	7,006.94	53,861.75	69,468.25	43.67%
959 - Member Library Allocations	648,437.00	648,437.00	0.00	648,437.00	0.00	100.00%
961 - Misc	0.00	1,500.00	0.00	0.00	1,500.00	0.00%
964 - Property Tax Reimbursements	8,000.00	6,500.00	1,518.64	3,878.65	2,621.35	59.67%
Category: 80 - Other Services and Charges Total:	1,634,732.00	1,634,732.00	66,879.90	1,179,171.76	455,560.24	72.13%
Category: 97 - Capital Outlay						
971 - Capital Furniture/Equipment/Building	0.00	0.00	2,825.00	2,825.00	-2,825.00	0.00%
Category: 97 - Capital Outlay Total:	0.00	0.00	2,825.00	2,825.00	-2,825.00	0.00%
Expense Total:	6,067,623.39	6,067,623.39	381,805.63	3,659,056.47	2,408,566.92	60.30%
Report Surplus (Deficit):	-15,000.00	0.00	-132,771.79	2,482,948.47	2,482,948.47	0.00%



Summer is off to a fast start. Every day is busy with regular patrons, visitors and tourists. People absolutely LOVE the library and its setting. A visitor who “escaped” the busyness of Cherry Festival with his family commented, “This is the best library I have ever been in!”

Thanks to a crew of volunteers, some long needed tasks were put to bed – furniture assembly, installation of memorial bricks and more. Five guys worked all morning all for the “pay” of a Bad Dog Deli lunch! We are so very grateful. Under the direction of Al Decker, we hope to have the climbing stones installed soon as well! In relation to the Children’s Garden, I have also ordered two playhouses – a story book cottage and a climbing castle. We have had our plastic oversized building bricks outside since school let out and those have been a huge hit with kids – and dads!

I would love to hire a retiree to do odd jobs for us, a few hours a week. These are tasks that I normally do as I have time (blowing the leaves in the garden, breaking down boxes, setting out chairs for large scale programs, changing furnace filters etc.). As we have become so much busier, it is becoming harder to make time for these tasks. I would be seeking, with Board approval, someone who wants to be a part of PCL in small ways and is looking for something to do of value for their community.

I had to cancel our Night at the Library program due to air quality. A portion of the program was to be outside and that evening, you could smell the smoke from the Canadian wildfires hanging in the air. We will reschedule in August or September, but families actually called to thank us.

We have had record numbers of kids, teens and adults sign up for our Summer Reading Club Program which is completely non-digital. We went with our own theme of Summer Fun instead of the state theme. Things are going extremely well. A camping/fishing display in the lobby attracts a huge number of parents taking pics of their kids. We have a tent set up there with a basket of summer themed books in a basket inside for kids to enjoy as well as a fake campfire, fake marshmallows and a cardboard canoe complete with fishing rod and wooden fish!

We are again collaborating with U of M’s Michigan Medicine on a lecture series with world renowned physicians. This year’s programs will include presentations on cardio health, diabetes and skin cancer. U of M has developed a great promotional video featuring a “small library and a world-renowned institution.” Check our website for details! Spots are filling up fast! Sign up soon!

PCL Fun Fact: Patrons ask about the Carriage House next to the library! Used mostly for storage, it serves for outdoor programming as well. People love that it has an upstairs with a great farm field view!

Circulation June 2023: 2660 + 121 manual checkouts, June 2022: 2575

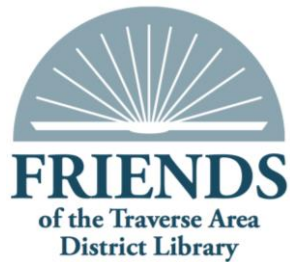
June Volunteers: 29 people (8 teens), 61 hours of time to PCL.

Curbside pickups: 3. Home delivery: 3. New library cards: 11

Hold Transit Counts June: 653 to other libraries from PCL, 450 from other libraries to PCL

Programs June: 24 Programs Participation June: 539 Reference Questions: 525

Website Hits: 2357 (1514 May), Twilight Baby Bags: 0, 1000 Books Before Kindergarten: 3



To: TADL Board

August 2023

The Friends of the Traverse Area District Library met in-person and via zoom on August 1, 2023. Margaret Monsour, Vice President, conducted the meeting due to the absence of Jud Barclay, Board President.

Margaret Monsour reviewed the brainstorming session that was scheduled on July 10th. The entire session was focused on increasing membership and membership benefits. The Membership Committee plans to review and improve the automated emails that are distributed via WildApricot. The Membership Committee also received training on WildApricot membership database.

Dates are being finalized for our fall book sale.

Jud Barclay

President



**Board of Library Trustees Regular Meeting
Library Director Report
Meeting Date: August 17, 2023**

Library Activity

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

Year to Date Circulation Activity			
<u>End of Month</u>	<u>Print/Audio/Video</u>	<u>Electronic Books/Audio/Video</u>	<u>TOTAL</u>
July 2022	577,018	168,888	745,906
July 2023	612,470	178,076	790,546

Lending

Physical Circulation is up by 6.5% from last year.

E-Book, magazine, downloadable audiobook, and database utilization

E-books continue to be popular as we search for solutions to keep within budget.

Visitors – Woodmere, East Bay, and Kingsley Facilities

The busiest day for June and July was Tuesday, the 11th, with 1,361 patrons. In June there were 33,268 visitors, and July 2023 there were 34,889 visitors at East Bay, Kingsley and the Main library. In June and July 2023, TADL added 690 new patrons district-wide.

Public Computing

In the Technology Center and other computer services throughout the district, there was another decrease in visitors in June but an increase in visitors in July. This equates to 1,887 and 2,142 session in June and July.

Additions to the Collection

In May 2023, 5,218 items were added to the district.

Behavior Issues

There were 11 incidents in June and July 2023 resulting 3 warnings, 2 stolen bikes (the culprit was caught by TCPD), and 3 suspensions including one indefinite suspension. TCPD continues to be an excellent partner with TADL to resolve these incidents.

Circulation Changes

I continue have been working with staff and the Member Libraries to adjust some of our circulation parameters to better suit the needs of our patrons and their borrowing habits. We will make sure to inform patrons of those changes.

Personnel

I am proud to welcome many new staff and the energy and new ideas they bring to their positions. This includes Josh Denby moving to Sight and Sound and welcoming Christina Meyer to Circulation. Conversely, we hate to see staff go but understand. I want to thank Aaron Olson for 26 years of service and creativity including Cinema Curiosa and Library of Things. We wish him and all the other staff who resigned the best of wishes on their new adventures.

Intellectual Freedom

All the books checked out have been returned by the patrons who participated in the Hide the Pride – CatholicVote.org campaign at TADL. Kirk Cameron was encouraging his followers to hold a Christian story time at public libraries in order to read “stories that teach values and have a biblical message”. No one rented any TADL rooms to conduct this event.

There has been some positive news in support of Intellectual Freedom:

- President Biden appointed an Anti-book ban Coordinator
- Illinois and California just passed anti-book banning legislation.
- Senator Jack Reed (D-RI) and Representative Raúl Grijalva (D-AZ-03) reintroduced the Right to Read Act on April 26, 2023. This legislation has the potential to impact millions of students across the country, providing a much-needed infusion of funding for school libraries, and a huge step forward in the fight against censorship.
- On June 13, 2023 Michigan’s State Board of Education voted to take a stance against book bans and in favor of students’ freedom to read diverse collections of literature.
- The Michigan Department of Civil Rights is seeking a clarifying opinion from Attorney General Dana Nessel as to whether book bans specifically targeting LGBTQ subjects are discriminatory in nature.

Professional Development

In June, I completed the Project Management Fundamental for Libraries coursework. This has already been useful as we approach projects at TADL. Thanks to Scott Morey, we have new Project Management software, Trello, to keep organized.

Also in June, I was part of an MLA panel, “Community Collaborations: Social Services in the Library”. I presented on all the great work we do at TADL with our community partners to provide for people in need. This includes Narcan distribution, the homeless shelter, and Wellness Wednesdays.

Finally, I completed a yearlong Cohort lead by University of Michigan Professor Kristin Fontichiaro as a federal ILMS grant. It brought together other Class IV, V and VI directors to read, talk and tackle some of the toughest issues currently confronting libraries. I made some wonderful friendships and gained a wealth of knowledge.

State Librarian Visit

We had a wonderful visit with Randy Riley, the State Librarian for the Library of Michigan. Thank you to Trustees Deyo and Jones who attended the reception for him.

Donations

TADL received several donations recently including \$10,000 from an anonymous donor and \$2,050 from Oryana's program Groceries for Good. We have already used some of these funds to purchase a new 3D Scanner, fund additional hours for our Local History Interns so that they can finish a project, and purchase a new e-book bike to assist with carrying the very heavy books.

Memorandums of Understanding

I signed an MOU with two local organizations to provide some programming support with TADL. They are Michigan Writers and Cherryland Amateur Radio Club. Both are well respected groups in our community and I am excited about these partnerships.

June & July Outreach, Partnership & Community Activities

Purposeful Partnerships

- Read stories to children at the Norte Balance Bike Program
- Handed out crafts at the Norte Slow Roll 80's style

Innovative Engagement

- Walked in the Parade and poured Beer at the Cherry Festival
- Volunteered at the Pit Spitters for the Friends of the Library
- Helped Chaperone the TADL Teen Lock-In from 3am -8:30am. Phew!

Community Activities

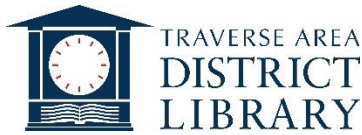
- Attended and assisted as many Summer Reading programs as my schedule would permit!!
- Attended the TC Community Development Coalition meeting

Finally, I will be taking about 10 days off to go backpacking on Isle Royale with my family. I will be unreachable as there is no cell coverage on the island. The library will be in the very capable hands of Scott Morey. He is supported by Amy Barritt and Melissa McKenna.

Enjoy August!

Michele P. Howard, MILS





2024 Millage Discussion



History:

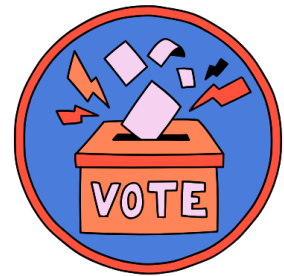
1996 Millage

Voters approved a 1.1000 millage for purposes of the library operations and resulting necessary staff increases from the new Woodmere building. A separate bond was voted on for the purchase and construction of the Woodmere building. Approval rates for these items were 62.7% and 61.9% respectfully.

Over the 20-year millage, Headlee rollbacks brought the rate down from 1.1000 to 0.9548.

2016 Millage

Voters approved a 0.9548 millage with a 75.5% approval rate. Headlee rollbacks have brought the rate down to 0.9044 for 2024.



Analysis:

A reliable estimate of revenue and expenditures for the 2025 fiscal year was established through a comprehensive analysis of past data and trends, including Grand Traverse County property value fluctuations, TADL salary cost of living increases, and inflation rates on non-personnel expenditures.

If a 1.1000 millage is approved by voters on 8/6/2024, we would levy that amount for our 2025 fiscal year with no Headlee rollback to impact it for 2025. Rollbacks would begin impacting the millage again for our 2026 fiscal year.

A 1.1000 rate would yield approximately **\$1,425,000** more than if we renew at the current 0.9044 rate. This would increase all member library contributions as well.

Options:

All costs are approximate

Opening an Acme/Williamsburg Branch Library

\$100,000 initial, \$330,000 annually

Acme Township 2020 Census: 4,456

Number of Staff: 4-5

Possible Locations: Bertha Vos – New Community Center

Options, cont:

Expanding Services:

Additional Staff \$600,000 annually
Ideas include adding positions such as Assistant Director of Public Service, Outreach Coordinator, year-round Security Guards on staff instead of through contracted vendor, three new full-time Library Assistants, and moving three current part-time Library Assistants to full-time.

Additional E-Resources \$100,000
Makerspace \$10,000
Baby Play Spaces \$3,000 each
Podcasting Studio \$25,000
Higher Member Payments \$200,000



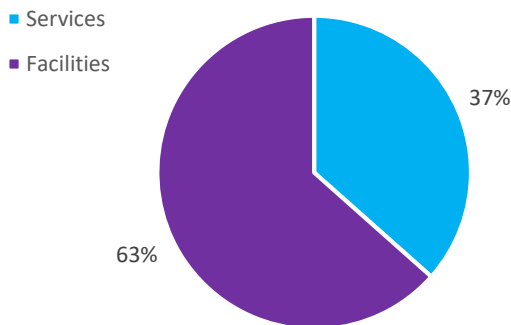
Renovations to Woodmere:

Moving Teen Services to the 2nd floor South end of building \$300,000
Moving Talking Book Library to space previously used by Teen \$25,000

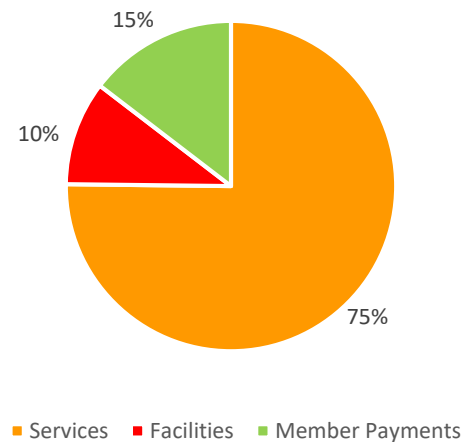
Bookmobile Needs:

Replacement in 2029 \$75,000
Carport \$2,000

One-time Expenses



Annual Expenses



Options, cont:

Facility Repair, Maintenance, and Renovation:

<i>Building Control System, Phase III</i>	\$37,500
<i>New Elevator Controller</i>	\$181,000
<i>ADA Compliant Sidewalk</i>	\$100,000
<i>Building Control System, Phase IV</i>	\$8,500
<i>Repaving of Parking Lot</i>	\$300,000
<i>New Carpet at Woodmere</i>	\$200,000
<i>Saving toward Roof Replacement</i>	\$100,000 annually
<i>Renovate McGuire/Technology</i>	\$110,000 initial, \$40,000 annually

These options total \$1,477,000 for one-time items and \$1,370,000 for annual expenses.

Projections:

If the TADL Board of Trustees decide to request a 1.1000 millage, the following estimated revenue and expense totals are expected. Included is data for 2023 & 2024 for comparison.

Year	2023	2024	2025	2026	2027
<i>Operating Levy</i>	<i>0.9044</i>	<i>0.9044</i>	<i>1.1000</i>	<i>1.0915</i>	<i>1.0830</i>
Total Revenue	\$6,067,623	\$6,592,695	\$8,513,644	\$9,090,564	\$9,705,767
Total Expenses	\$6,067,623	\$6,592,695	\$6,977,494	\$7,221,857	\$7,475,930
Remaining	\$0	\$0	\$1,536,150	\$1,868,707	\$2,229,837

Should Trustees decide to request a straight renewal at the 0.9044 rate for 2024, the following estimated totals are expected.

Year	2023	2024	2025	2026	2027
<i>Operating Levy</i>	<i>0.9044</i>	<i>0.9044</i>	<i>0.9044</i>	<i>0.8959</i>	<i>0.8874</i>
Total Revenue	\$6,067,623	\$6,592,695	\$7,087,408	\$7,552,524	\$8,047,253
Total Expenses	\$6,067,623	\$6,592,695	\$6,977,494	\$7,221,857	\$7,475,930
Remaining	\$0	\$0	\$109,914	\$330,667	\$571,323



Municipal Employees' Retirement System of Michigan
 1134 Municipal Way • Lansing, MI 48917
 800.767.6377
 www.mersofmich.com

2023 Officer and Employee Delegate Certification Form

MERS Annual Business Meeting | September 2023

Please print clearly • Scan and attach this file when you register online • Retain a copy for your records

IMPORTANT: If you are not electing/appointing delegates to vote during the MERS Annual Business Meeting, please **DO NOT** submit this form. A **delegate** is **NOT** confirmed to have voting rights until this form has been uploaded with their online registration.

The voting delegate representative must be a MERS member, defined as an **active employee on payroll** who is enrolled in either a MERS Defined Benefit Plan, Defined Contribution Plan or Hybrid Plan.

1. Officer (and alternate) delegate information

The officer delegate (or alternate) shall be a MERS member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative, executive, or judicial branch of government.

Officer Delegate name
 Danielle Baldwin

Officer Alternate name
 Michele Howard

Officer delegate and alternate listed above were appointed to serve during the 2023 MERS Annual Business Meeting by official action of the governing body (or chief judge for a participating court) on August 17, 2023.

2. Employee (and alternate) delegate information

The employee delegate (or alternate) shall be an employee member who is not responsible for management decisions, receives direction from management and, in general, is not directly responsible to the legislative, executive, or judicial branch of government.

Employee Delegate name
 Brian Carey

Employee Alternate name
 Kate Parvel

Employee delegate and alternate listed above were elected to serve during the 2023 MERS Annual Business Meeting by secret ballot election conducted by an authorized officer on August 17, 2023.

3. Certification

NOTE: Certification should be signed by a member of the governing body or chief administrative officer, or the chief judge for a participating court. **An electronic signature is permissible.**

I certify that the officer delegate and alternate selections are true and correct, and the secret ballot election results for the employee delegate and alternate are true and correct.

Employer/municipality name*		Municipality number*	Email address	
Traverse Area District Library		2807		
Employer address	Employer city	Employer state	Employer zip code	
610 Woodmere Ave	Traverse City	MI	49686	
Printed name	Title of authorized authority*			
Authorized signature*				Date
				8/17/2023

* Required field



1. You may complete it electronically (an electronic authorized signature is permissible), then save it and upload it when registering your delegate(s) – OR –
2. You may print it off and complete it, then scan and upload it to your computer for uploading when you register your delegate(s).

2023 Tax Rate Request (This form must be completed and submitted on or before September 30, 2023)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

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

County(ies) Where the Local Government Unit Levies Taxes Grand Traverse and Leelanau	2023 Taxable Value of ALL Properties in the Unit as of 5-22-2023 7,022,986,614
Local Government Unit Requesting Millage Levy Traverse Area District Library	For LOCAL School Districts: 2023 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2023 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2023 Current Year "Headlee" Millage Reduction Fraction	(7) 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Voted	Operating	8/2/16	1.1000	0.9044	1.0000	0.9044	1.0000	0.9044	-----	0.9044	12/25

Prepared by Danielle Baldwin	Telephone Number (231) 932-8549	Title of Preparer Finance and HR Manager	Date 07/10/2023
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date 07/10/2023
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

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

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

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2023 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

BOARD MEMO

TO: TADL BOARD

FROM: MICHELE P HOWARD, MILS

SUBJECT: EXPENDITURE FROM PIF FOR THE LOCAL HISTORY COLLECTION

DATE: 8/17/23

I would like to request an amount not to exceed \$5,000 from the Public Improvement Fund for the purchase of supplies and equipment to support the preservation of the Local History Collection materials, development of displays, and outreach efforts of the staff.

There is currently \$16,163 in the Public Improvement Fund for the Local History Collection.

BOARD MEMO

TO: TADL BOARD

FROM: MICHELE P HOWARD, MILS

SUBJECT: DONATION AND ENTRANCE NAME FOR THE TALKING BOOK LIBRARY

DATE: 8/17/23

TADL has been approached by a representative from the Biederman Foundation to make a \$10,000 donation specifically for the Talking Book Library's use, in exchange for naming rights above the entryway of the Talking Book Library in honor of Mr. Larry Gorton.

Mr. Larry Gorton was long-time trustee of the Les and Anne Biederman Foundation and passed away in June. Blind for most of his life, Mr. Gorton was a supporter of the Talking Book Library.

BOARD MEMO

TO: TADL BOARD

FROM: MICHELE P HOWARD, MILS

SUBJECT: UNSCHEDULE CLOSURE OF KINGSLEY BRANCH LIBRARY (KBL)

DATE: 8/17//23

The Kingsley Heritage Days is coming up (August 25-27); on Saturday, August 26th beginning at 11 am is the Heritage Parade. All of the KBL Staff would like to attend the parade.

I am requesting approval to close that day from 10:30am-12pm for the staff to participate in this important community event.

June 20, 2023

Traverse Area District Library

610 Woodmere Ave., Traverse City, MI

To the Board,

As taxpayers in the city of Grand Traverse County and longtime library patrons, we are writing to protest the 'Pride Month' display in the children's sections of the Woodmere Traverse Area District Library.

To protect our children and the community, we have checked out the books in the pride display. We plan to keep these books checked out until the library agrees to remove the inappropriate content from the shelves.

Flags, signs, and book displays based on how adults experience sexual attraction and gender identity have no place in an open and public space for children.

We believe that minor children have the right to belong to a community that respects their innocence and allows families to have conversations about sex and sexual attraction privately, and only when parents deem it appropriate.

As parents, we should be able to bring our children to the public library without exposing them to displays of adult pride.

We ask you to immediately take down your "Pride Month" displays, starting with those placed in children's and young adults' sections.

It's time for the American public libraries to once again be a respectful space for young children to freely explore great ideas that unite and inspire us all, rather than places where controversial and divisive new ideological movements are given free rein to promote their theories and policy positions about sexuality to children without the consent or notification of parents.

Respectfully,