

AGENDA

Board of Trustees Regular Meeting
Thursday, October 19, 2023 at 3:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Reading of Library Appreciation Month Certificate of Proclamation by President Odgers**
4. **Approval of Agenda**
5. **Public Comment***

6. **Consent Agenda**
 - a. Approval of Minutes – Regular Meeting of September 21, 2023
 - b. Department Reports
 - c. Finance and Facilities Committee Report – October 3, 2023
 - d. Policy and Personnel Committee Report – October 3, 2023
 - e. Financial Report
 - f. Member Library Communications – FLPL | IPL | PCL
 - g. Friends of TADL Report – Jud Barclay, President
 - h. Correspondence
7. **Items Removed from the Consent Calendar**

8. **Director Report**

9. **Old Business**
 - a. Treasurer Appointment Through Year End
 - b. Director Review Compensation
 - c. Security Contract Approval

10. **New Business**
 - a. Draft Budget
 - b. Discussion: Board Goals Through Year-end

11. **Presentation: Local History Collection, Melissa McKenna and Robin Stanley**
12. **Public Comment***
13. **Trustee Comment**
14. **Closed Session (if needed)**
15. **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.

STATE OF MICHIGAN



CERTIFICATE OF PROCLAMATION

ON BEHALF OF THE PEOPLE OF MICHIGAN,
I, Gretchen Whitmer, governor of Michigan, do hereby proclaim

October 2023

as

LIBRARY APPRECIATION MONTH

WHEREAS, the Michigan Library Association (MLA) annually designates the month of October as a statewide observance to celebrate the contributions of Michigan's public, school, academic, tribal, cooperative, and special libraries;

WHEREAS, Michigan's libraries are essential institutions that serve as cornerstones of knowledge, learning, and community engagement; and

WHEREAS, libraries play a vital role in fostering education, lifelong learning, and literacy for people of all ages, backgrounds, and abilities; and

WHEREAS, libraries provide a welcoming and inclusive environment that encourages exploration, discovery, and personal growth; and

WHEREAS, libraries offer access to a diverse array of resources including books, digital media, educational programs, and technology; and

WHEREAS, libraries play a significant role in promoting the right to read and the right to access information, enabling individuals to make informed decisions and engage in open discourse; and

WHEREAS, libraries provide essential services to underserved communities, bridging the digital divide and offering critical support for job seekers, students, and individuals seeking to improve their lives; and

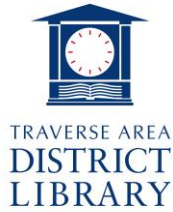
WHEREAS, hundreds of libraries and millions of library supporters across Michigan are celebrating Michigan Library Appreciation Month this October;

NOW, THEREFORE, I, Gretchen Whitmer, Governor of Michigan, do hereby proclaim October 2023 as Michigan Library Appreciation Month. During this time, I encourage all residents to visit their library in person or virtually to connect to the services, resources, and collections their library provides.

Gretchen Whitmer

Gretchen Whitmer
Governor





Board of Trustees Regular Meeting MINUTES

Thursday, September 21, 2023 at 3:00pm
McGuire Community Room
610 Woodmere Ave., MI 49686

1. **Call to Order**

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

President Odgers thanked Kingsley Branch Library for hosting the meeting and for providing wonderful homemade foods for everyone to enjoy.

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 item 4.5, appointment of an acting secretary for the meeting in Secretary Deyo's absence, and adding item 7.5 Girl Scout presentation. It was **MOVED** by Vickery, **SUPPORTED** by Jones, to approve the agenda including the two amendments. Motion **CARRIED**.

4. **Public Comment**

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

4.5 **Appointment of an Acting Secretary**

President Odgers asked Wescott to accept the temporary appointment of Acting Secretary for the meeting due Secretary Deyo's absence. Wescott agreed and it was **MOVED** by Jones, **SUPPORTED** by Vickery, to appoint Wescott as Acting Secretary for the meeting. Motion **CARRIED**.

5. **Consent Agenda**

- a. *Approval of Minutes - Regular Meeting of June 15, 2023*
- 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*

It was **MOVED** by Vickery, **SUPPORTED** by Pakieser, to remove item d, Policy and Personnel Committee Report, for further discussion and to accept and affirm receipt of the balance consent calendar information. Motion **CARRIED**.

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

- Item 5d, Policy and Personnel Committee Report

In addition to the written report, Vickery emphasized that because the board's intention following the last Director review was to align the review with budgeting, the trustees will receive a survey written by Axios, the survey firm used last year, to complete with a quick turnaround time so that it can be reviewed at both the Policy and Personnel Committee and the Finance and Facilities Committee in October. He also noted that the committee recommended doing a survey of the board prior to the retreat in 2024.

It was MOVED by Jones, SUPPORTED by Wescott, to accept and approve the Policy and Personnel Committee Report and accompanying policy revisions as presented. Motion CARRIED.

7. Director Report

Howard confirmed her written report and provided the following comments:

- The library has quieted down after the Summer Library Challenge.
- Howard drew attention to Governor Whitmer's Proclamation recognizing the work of public libraries.
- Howard received one patron concern over the LBGTQIA+ Book Club offered at the Main library. She spoke with the patron directly and had a good discussion. Nothing further transpired.
- TADL has received a number of very nice comments in the comments box from people visiting from all over the country. Howard appreciated that they were moved enough to write it down. Some of them have been shared in her report.
- Pakieser and Howard will be presenting at the Michigan Library Association's Annual Conference on the topic of community action. When the TADL board stepped up to address the increase in behavioral incidents happening at the library it resulted in several community helpers stepping up as well to address the local homelessness issue. Pakeiser and Howard are hoping that other libraries can springboard efforts in their communities by patterning the TADL board's influence on getting change in the community.

7.5 Presentation: Girl Scouts

Madeline and Addie, from Girl Scout Troop 4960, discussed their work on TADL's front lawn rain garden and thanked the board for allowing them to partake in the garden project which will help them to earn their Silver Badge. There were 5 girl scouts who worked on the garden, planting plants and designing signs to encourage visitors to learn about pollinators, with each sign incorporating a different pollinator's view of the garden. The scouts hoped to spark the community's interest in learning more about pollinators and the positive impact that they have on the ecosystem.

8. Presentation: Amy Barritt, Kingsley Branch Library Manager

Barritt shared experiences with partnerships between KBL and community agencies, including: The Village of Kingsley (received a \$1,000,000 grant to redo the park next to the library); 5toOne which is part of the Great Start Collaborative (All Around the World scavenger hunt and Peace Meal Solidarity, a free grab-an-go, globally inspired meal promoting literacy, family/cultural connection and community partnering); and providing a weekly children's program at the local Farmers Market. In addition, Barritt shared that the KBL staff is excited to reinvigorate the library space with better flow, lighting, a children's reading nook, better creative thinking/play area for youth, and much more. Following several heartwarming examples of impactful patron interactions with the library, Barritt thanked the TADL board for supporting an environment that allows staff to be a part of these wonderful happenings in the community.

9. **Old Business**

a. *Bathrooms Renovation RFP Bid Discussion & Renovation Closure Approval*

An RFP went out for the bathroom renovation project. Two companies came to the pre-bid walk-thru. One bid proposal was received from Spence Brothers. The general consensus was that TADL, like other entities, are subject to a lack of availability of contractors and workers, etc. Howard noted that the price is significantly higher than expected, but that the RFP asked for the top end with an expectation that there was room to modify requests for lesser cost items and the library is waiting on whether grants of up to \$90,000 will be awarded. She re-emphasized the board’s list of priorities as: top energy and water efficiency including touchless options, privacy partitions, improved counters to reduce the pooling of water on them, flooring due to the high amount of grout which absorbs odors, and wainscoting on the walls. Pakieser also mentioned the board’s intention to incorporate ADA compliant power doors and stressed the need to increase the hygienic factor of the bathrooms. Discussion ensued with Boulter, TADL Facilities Manager, and Zeits (Counsel) answering questions. All agreed that renovating the 25-year-old bathrooms was a top priority.

It was MOVED by Jones, SUPPORTED by Wescott, to authorize the Director to enter into contract with Spence Brothers for the renovation of seven (7) bathrooms at the Main Library, in an amount not to exceed \$288,450 as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

It was also MOVED by Jones, SUPPORTED by Wescott, to authorize the Director to make temporary building closures as needed for public safety and/or renovation logistics in order to complete the project in a timely manner. Motion CARRIED.

b. *October Board Meeting*

Howard reminded the board that she and Pakieser will be absent from the October 19th regular board meeting because they will be attending the Michigan Library Association Annual Conference and presenting the community action program she discussed in her director report. President Odgers confirmed that there would still be a quorum for the October meeting.

10. **New Business**

a. *Resolution: Millage Ballot Question Language Adoption and Certification for Submission*

Zeits presented the millage ballot language which was based on the board’s direction at the August board meeting. She made it clear that should the millage pass, that the first levy of 1.1 mills with no Headlee rollbacks would begin in December of 2024, and replace the balance of the current millage. Vickery highlighted the board’s intention to restore the library to its original millage which has been continually diminished due to the rollbacks. Zeits also confirmed that if the millage did not pass at 1.1 mills, then the levy would remain at .9044, unless there are Headlee rollbacks, until its expiration in 2026. It was MOVED by Jones, SUPPORTED by Pakieser and Vickery, to adopt the Millage Ballot Question Language Adoption and Certification for Submission Resolution as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

b. *Memo: Approval for Usage of Public Improvement Funds for Building Control System and Trane Pump Replacement*

Howard noted that the Smart Building System costing \$28,985 had been approved at a prior board meeting and that, since then, there are two replacement pumps needed for the heating system which total \$10, 254.30. Per policy, Howard requested that those fees be paid from the Public Improvement Fund. It was MOVED by Jones, SUPPORTED by Pakieser, to authorize the Director to use Public Improvement Funds to pay for the Smart Building System and Trane pump replacements in the amount of \$39,239.30 as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

c. *Discussion: Board Recruitment*

Since there is an open trustee seat, to be appointed by the County due to Sullivan’s resignation, President Odgers introduced a discussion regarding what the board could do or not do, as a board and/or as individuals, to encourage people to apply for the appointment. Howard noted that the open seat will be announced on TADL social media and in the TADL newsletter along with the application information. President Odgers also raised the question whether the board was interested in having a non-voting student member of the board. No decision was made.

11. **Public Comment**

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

12. **Trustee Comment**

Vickery noted his appreciation for holding board meetings in other library locations within the district since it allows the board to experience more of what the other libraries are doing.

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

A closed session was not needed.

14. **Adjournment**

With a motion to adjourn by Wescott, supported by Pakieser, President Odgers adjourned the meeting at 4:31pm.

Respectfully submitted,

Approved by board vote on October 19, 2023

V. Carpenter, Recording Secretary

P. Deyo, Board Secretary



Departmental Reports
for the month of September
(October 19, 2023 Board Meeting)

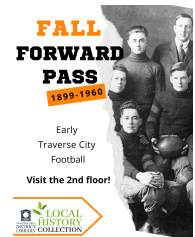
Adult Services

- This past summer Melissa applied for a PLA Digital Literacy Grant for TADL and was successful. This grant provides \$6,000 to approved libraries to pay for equipment, staff, and supplies to allow libraries to continue to bridge the digital divide. We used the funds to purchase a set of iPads and related equipment that Kim, Reference Librarian, is using to teach about devices and TADL resources while on outreaches to local senior facilities with the Bookmobile and TBL librarian, Anita. In addition to visiting about four places per month on the Bookmobile, Kim is also teaching two, 3-week series on computer basics in the library this Fall. Our goal to meet the grant qualifications is teaching 36 people about computers and/or devices by the end of 2023. We're already over 1/3 of the way there!
- After patron requests for more opportunities to discuss world events and a serendipitous meeting with 2 instructors from NMC's Extended Education program, TADL was able to partner with the individuals to offer an 8-week discussion series based on the [Great Decisions series](#) from the Foreign Policy Association. We are happy to report the program filled up past capacity, with a waiting list. We are hoping to continue this program in 2024.
- Partnership Highlights (*Purposeful Partnerships*):
 - Michigan Writers held their first event at TADL as a partner. The writers workshop on 9/9 drew in 30 aspiring writers.
 - Melissa helped Youth Services tabling at the Butterfly Foundation Trail Clean-up event on 9/22 in Hull Park.. (*Targeted Outreach*)
 - The Senior Center Hobby Group continues to meet weekly in the Thirlby Room. (*Inclusive Space*)
 - The [Traverse Area Historical Society](#) and [Grand Traverse Area Genealogical Society](#) both held their monthly programming meetings in the McGuire Room in September.
- In September, the following programs were held (in addition to those listed above):
 - Our two regular book discussion groups continue to see increased attendance - [Books & Brewskis](#) had 31 attendees (*Innovative Engagement*) and [Queer Tales](#) (*Inclusive Space*) had 10 participants. This was the first time for double-digit attendance for this book group!
 - Michigan Capitol Historian & Curator Valerie Marvin gave an inspiring talk about the history of women working in Lansing at the Capitol on 9/12 via Zoom.
 - Two wellness workshops - one on [Career Empowerment](#) and another on Self-Care Massage.

- TADL Stitchers and Tai Chi continue to meet regularly.
- The Book Bike continues to visit the Sarah Hardy Farmers Market every Wednesday morning and serves about 150 people on average each trip. (*Targeted Outreach*)
- September Adult Services Statistics:
 - Programs - 22 & Attendance - 257
 - Outreach - 5 & Attendance - 553
 - Questions Answered - 1926
 - Notary Signatures - 15
 - Craft Kits Distributed - 60 (Woven Bookmark)
 - Volunteer Hours - 24

Local History Collection

- Robin is working with Heather Brady, Marketing Manager; Vicki Carpenter, Administrative Assistant; Katheryn Carrier, Reference Librarian; and Melissa McKenna in preparation for celebrating TADL's 25th anniversary on Woodmere Ave and the 155th year of libraries in Traverse City. There will be multiple displays around the library during the months of December 2023 and January 2024 and all of them will be utilizing items and photographs from the Local History Collection at TADL.
- Robin curated a historical display on the second floor for the month of September about High School Football in Traverse City.
- Reference staff answered 27 local history questions in September. This number is less than half of August's tally, so I think our researching vacationers have gone back home!
- Citizen Historian hours this month continued to chip away at the inventory of the pamphlet files and gave about 24 hours of their time to TADL LHC in September.



Respectfully Submitted,
 Melissa McKenna
 Department Head, Adult Services

Youth Services

Youth Services welcomed patrons new and familiar to the library for storytimes this September. At the suggestion of Early Literacy Librarian Courtnei Moises, we moved back the start time for Storytimes from 11 AM to 10 AM. Despite fears that families might not adjust to the new time, the 10 AM start has been received with open arms. Families love that Storytimes do not push against lunch and nap schedules and Youth Services staff enjoy the extra hour of planning and meeting time. It's been a win-win for everyone!

We also instituted another change prior to storytimes to enhance family time in the library. Our AWE computers are quite the draw to children whenever they enter our department. Because these computers were always available, it could present a struggle for families wishing to do less screen-oriented activities (like storytime or picking out books together or playing together in

our Preschool Play Area) while in the library. Starting with our first week of Storytimes this month, we turned off the AWE computers until after Storytimes began. We find this small but significant change a boon for families at the library.

Total program attendance for the month included the following:

- 18 early literacy programs engaging 260 community members;
- 13 elementary and afterschool programs engaging 424 community members;
- 31 total programs engaging 684 community members.

Youth Services participated in several outreach events this September, reminding families of all the library has to offer, especially our storytime and afterschool programs. We attended the following events:

- Norte Balance Bikes at the Civic Center;
- Day of Transformation at Hull Park; and,
- Rainbow Storytime at The Dennon Museum.

In total, we engaged with 63 community members (34 children, 29 adults) at these outreach events.

The weather staying warm and school starting up didn't stop us from having an active department during the month. In total, we answered 840 reference questions, including 752 walk-in, 82 phone questions, and 6 digital questions.

Department Head Andy Schuck continues to serve on the Born to Read committee, as well as a new committee, Books from Birth, which seeks to raise funds so that every child born in the 5 county region is able to sign up for and receive the Dolly Parton Imagination Library. We are working with Born to Read, Sunrise Rotary of Traverse City, the Dolly Parton Imagination Library, and former Executive Director of 15 Minute ReadAloud, Bob Robbins, as well as multiple funders to make this a reality. The initiative recently received a grant from Impact 100, which will do wonders to spread the goodwill of reading in our region.

We are sad to report that Courtnei Moyses, our Early Literacy Librarian, is moving on to a new opportunity (Branch Manager) in the Grand Rapids Public Library system. Courtnei brought a whole bunch of energy and enthusiasm for Youth Services that was reflected in her many parent and kid fans. She created the monthly seek 'n find in Youth Services which has been a popular passive program for our many young patrons. She also had a great eye for developing our picture book collection into one which reflected all of the children in our region, as well as making our overall collections more appealing. We will miss Courtnei but know that she will do nothing but good things in Grand Rapids!

Respectfully submitted by
Andy Schuck, Head of Youth Services

Teen Services

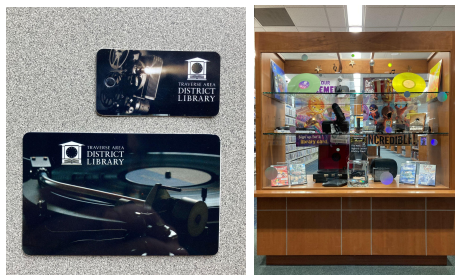
The end of August and the beginning of September are much the same in Teen Services. Books flow back into the department and few teens hang out as they get ready for the school year.

Teens pick up their laptops from the schools and don't need as much computer access as they do in the summer. We always have one or two teens who need our assistance setting up their school laptops and we enjoy helping them. The best part of September is that the writing program resumes. We have a very vibrant writing group led by Jaquie Burke. She is an experienced writer and her enthusiasm infects the teens. I appreciate her dedication to fostering a love of writing in young people.

Linda Smith
Head of Teen Services

Sight & Sound

The big news for Sight and Sound is our first ever library card! We had a lot of fun creating a display for New Card Sign Up Month as well:



The meeting rooms are picking up as the weather gets colder, with almost double the number of events and reservations in the McGuire Room compared to August!

September Reference Questions

Digital: 67
Phone: 268
Walk-in: 1370

TADL Meeting Room Stats September 2023

Total: **159**
TADL meetings: **25**
Personal/Outside Group Meetings: **134**
Paid Meetings: **10**
Unpaid Meetings: **149**
Walk-ins: **28**
Advance Reservation: **131**

Number of Meetings by Room September 2023

McGuire Room: **45**

Thirlby Room: **61**
Study Room D: **53**

Respectfully Submitted,
Josh Denby
Head of Sight and Sound

Circulation

We received the new Sight and Sound patron cards for New Card Sign Up month and they were a big hit! Patrons really love the design and a majority of the time those were chosen for new patron sign ups. We also have been getting lovely compliments on the Welcome Desk flower arrangements we receive weekly from The Farm at Cherry Hill. It puts a smile on many patrons' faces to see fun, fresh flowers as they come in!



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

New patron accounts created: **↓234** (vs 239 last year)

Curbside pickups for September 2023: 17

Notary Public Service requests filled: 11

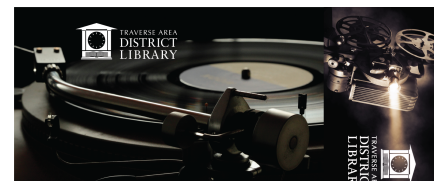
Circulation Statistics for MeLCat, September 2023:

- TADL items sent to borrowing institutions: **↓1289** (vs 1424 last year)
- TADL items received from lending institutions: **↑2168** (vs 1910 last year)

Respectfully Submitted,
Christina Meyers
Head of Circulation

Marketing and Communications

Happy fall! We have to hit the ground running after summer reading because hot on its heels are back-to-school, Library Card Signup Month, and Banned Books Week. I often consider how to appeal to people who think the library is not for them, and that's where I drew the inspiration for our limited-edition Sight & Sound card (**Targeted Outreach, Innovative Engagement**). I'm hoping it will capture the attention of people who are really into movies and music, and while they're here perhaps they will find an intriguing book too. Thank you to Circulation and Sight & Sound for enthusiastically jumping in for the promotion and adding fun elements to their departments!



For Banned Books Week we have new A Book Can Save a Life t-shirts to promote the core concept of why all books are crucial, "backed up" by our Library Bill of Rights (**Targeted Outreach, Innovative Engagement, Inclusive Space**). **AND**, the bookmobile



shelves (**Targeted Outreach, Innovative Engagement, Inclusive Space**) are in! These pictures do not do them justice. I can't say enough about how much care and attention Pete and the team at TC Millworks put into the design and construction. We will be showing off the fully-built-out Bookmobile to everyone at the Chili Cookoff Oct. 22 and I'll get better photos then. We hosted a display by Claud Miller in the McGuire Room that was well-received (thank you Paul Deyo), and I provided support services for the new Scott-coordinated Paws at the Library event 9/16 (**Purposeful Partnerships, Innovative Engagement**). Wave at the new TADL advertisement on the CommonGrounds BATA stop (**Targeted Outreach, Innovative Engagement, Inclusive Space, Purposeful Partnerships**) as you go by 😊 It's interactive - QR codes allow people waiting for the bus to browse our new titles and/or sign up for a library card.

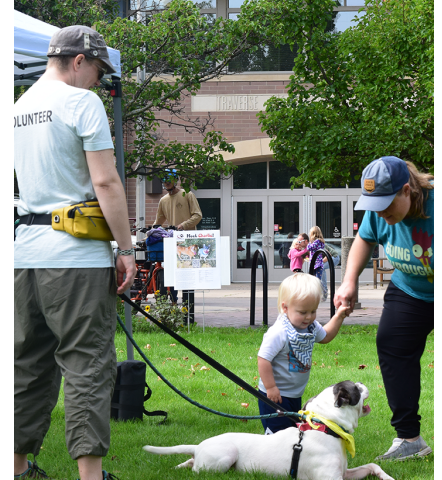
Website: 46,250 pageviews; 12,610 visitors

Teen continues its reign as one of the 10 most popular pages.

Calendar/events pages account for three of top 10 slots.

Fun fact: It's not unusual for tadl.org to average one website user every minute all day long!

Heather Brady
Marketing & Communications Manager



Human Resources

In September we had no new hires, terminations, or employee transfers within TADL.

Regardless, it was a busy month as we successfully conducted our annual Open Enrollment period from September 20th to 30th, ensuring all benefit-eligible employees had the chance to review and update their benefits packages for the upcoming benefit year that begins November 1st. With the help of Peterson McGregor Insurance, we facilitated informational sessions, distributed relevant materials, and provided individual support, which guaranteed a smooth and efficient process.

Also this month, Kingsley Library Assistant Brian Carey and I attended the MERS Annual Conference in Detroit from September 28th to 29th. This event offered a platform for retirement education, enabling us to be well-informed regarding the MERS retirement plans offered by TADL. Both of us attended the MERS business meeting where we voted for MERS board members and five educational breakout sessions where we gained valuable knowledge regarding various MERS plan information, how to manage unfunded liability, investment portfolio updates, how to prepare to retire, and recruiting and retaining talent. This conference not only enriched our knowledge base but also provided an excellent opportunity to network with peers, fostering valuable connections with municipal communities across the state of Michigan.

Danielle Baldwin
Finance and Human Resources Manager

Facilities

- Fall spider spray done and window cleaning done
- Clock Tower soffit repaired
- Researched multiple cooling solutions for Server Room
- Final meeting with City Rep re: drinking fountain placement
- East Bay Ice Cream Social! (applied tattoos)
- Filter changes in both Air Handling Units
- New sink faucet in East Bay
- Repaired monument sign flicker
- Installed slatwall for Teen Anime display
- Led a Car Maintenance Program at East Bay

Respectfully submitted,
Bret R Boulter, Facilities Manager

TADL Talking Book Library

Wexford County held their first senior expo since the shut down. It was very well attended and I talked to over 350 people.

Tuesdays @ Two book group read “The cold dish” by Craig Johnson

Notary requests were up this month. I filled 11 requests.

Visual Impaired Person Support group (VIPS) had a nature walk at the new Universal Access trail’ Mitchell Creek Meadows. It was a beautiful day and I almost stepped on a snake!

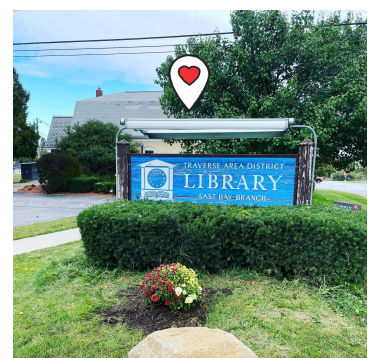
Anita Chouinard
Talking Book Library Manager

East Bay Branch Library

September was a busy month at the East Bay Branch! We started the month out with our Annual Ice Cream Social, and it was a great success, due in part to all our volunteers. Between the live music, ice cream, face painting, caricatures, book sale, and lots of fun activities for kids, everyone who attended (we estimate around 160 people) seemed to enjoy themselves.

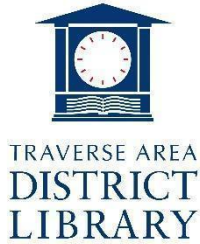
Janet Weaver, our chair yoga teacher, led an informational session about yoga therapy for us, and Sight & Sound’s own Josh Denby came and led a Tai Chi session. Rounding out our trio of guests is Bret Boulter, who led a program on vehicle preparedness. As far as our regular programs, we entertained and educated 123 young patrons and their caregivers at four Sing & Stomp storytimes, and enjoyed a relaxing Adult Coloring Night.

Also, this month we said goodbye and thank you to Ryan George, a long-time volunteer at East Bay, as he goes on to enjoy other endeavors.



As part of our desire to keep our patrons safe and healthy, Bret has procured for us a new air purifier, and we are handing out free at-home COVID tests, courtesy of MDHHS. And to keep the library looking nice, a big thank you to Bret, Heather, and Michele, who came out to help us clean up some of the outside, including the area surrounding the sign.

Respectfully submitted,
Matt Archibald
East Bay Branch Manager



TADL Board of Trustees Finance & Facilities Committee

October 3, 2023

2:00 pm ~ Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

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

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

Minutes Approval: It was motioned by Deyo and approved by Jones that the minutes from the September 3, 2023, Finance and Facilities Committee be approved. All were in favor. The minutes were approved.

Public Comment: No public comment.

Facilities:

- **Bathroom Update:**

Boulter has been in contact with Spence Bros. They will work on developing a timeline and breakdown of costs. Howard reported that they did not get any of the grants that she and Brady applied for.

- **Chiller Update.**

Boulter and Howard are still waiting to hear about an ARPA grant which could pay for a substantial portion of the chiller update. Boulter is currently working on a heating/cooling system for the server room.

- **Main Library as an Election Site**

Howard was contacted by the City of TC about TADL Main Library becoming a polling site for elections in 2024. The library will not be closed. Jones made a motion that this was within the purview of Howard's work to approve this request. Deyo seconded. Motion was approved.

Finance:

- **Draft Budget**

Baldwin introduced the draft budget. There is no Headlee rollback this year. The extra funds are being used on a few increases of staff hours from part-time to full-time, and adding one part-time staff member, and increasing digital and physical collections.

- **Director Review**

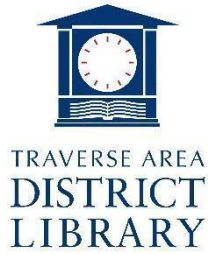
Howard appreciated the encouraging review she received. There was some discussion about her compensation. The Finance Committee will suggest a possible compensation change to the Board at the October meeting.

Next Meeting Date / Time: November 7, 2023

Next Meeting Topic Suggestions: Chillers Update, Budget, MERS Total Liability Calculator

Public Comment: No public comment.

Adjournment: It was motioned by Deyo and seconded by Jones to adjourn. The meeting adjourned at 2:42 p.m.



TADL Board of Trustees Policy and Personnel Committee

October 3, 2023
10:00 am Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: M. Vickery, J. Wescott, and M. Pakieser, Trustees. M. Myers, D. Baldwin, M. Howard, staff.

Agenda Approval: The agenda was approved.

Minutes Approval: The minutes of the September 5, 2023 meeting were approved.

Public Comment: There was none.

Policy Committee:

- **Proposed Americans with Disability Act Policy**
After the September meeting, Howard did some more research and drafted this proposed policy. All were in favor of this and suggested President Odgers review the policy and then send it to K. Zeits for review.
- **Policy 1.07 Collection Materials Policy - Revisions**
During many of the webinars regarding book challenges, the Library of Michigan advised libraries to include challenges to programs in their policy. Howard made those changes to the policy and the Request for Reconsideration of Library Collection Materials and Programs. Trustees were in favor of all the revisions. It was motioned by Vickery and supported by Pakieser to forward this to the Board for approval at the October Board meeting.

Personnel Committee:

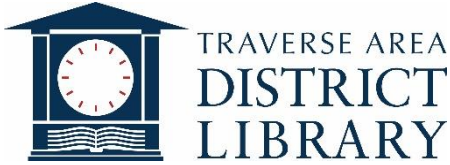
- **Director Review**
Howard appreciated the encouraging review she received. There was some discussion about her compensation but this is the responsibility of the Finance Committee.

Next Meeting Date / Time: November 7, 2023, at 10:00 a.m. (If needed.)

Next Meeting Topic Suggestions: List of programming partners

Public Comment: None

Adjournment: The meeting adjourned at 11:03 am.



Financial Report Analysis for September 2023

Revenue

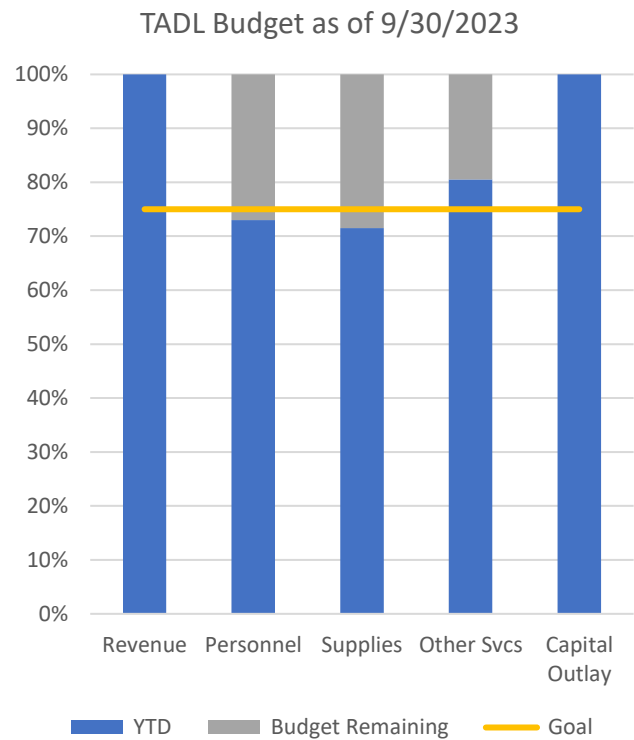
As of September, most of our revenue streams have been received in full. Delinquent Property Tax revenue is still trickling in. We received one grant totaling \$1,600 in September, to replace an outdated AED device. Many thanks to Rotary Club of Traverse City!

Investment returns were mixed in September, but ultimately totaled \$6,415 in the positive.

Expenditures

Note that percentage of Budget completed is 75% as of 9/30/2023. 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 83.3%. Remaining line items are in line with YTD expectations.
- Supplies*
 Repair and Maintenance Supplies show over budget; however, a number of these purchases were for the Front Lawn/Sign Project and are therefore covered by grant and donation revenue. Line item budgets will be adjusted in December with our end of year budget amendment.
- Other Services/Charges*
 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 under our target of 75% for the month of September.
- Capital Outlay*
 We reimbursed the City of Traverse City \$7,000 for the outdoor water fountain installation as part of the Front Lawn project. A budget amendment in December 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	0.64	5,656,964.40	22,257.40	100.40%
500 - Grants - Federal/State/Other	27,475.00	27,475.00	1,600.00	67,096.79	39,621.79	244.21%
540 - State Aid Grant - Library	107,468.39	107,468.39	0.00	108,227.82	759.43	100.71%
541 - State Aid Grant - TBL	41,073.00	41,073.00	0.00	41,073.00	0.00	100.00%
581 - Penal Fines	152,900.00	152,900.00	0.00	179,251.41	26,351.41	117.23%
602 - Fees/Services	41,650.00	41,650.00	300.00	29,678.00	-11,972.00	71.26%
607 - Overdue Fines/Replacement Fees	0.00	15,000.00	2,631.95	27,340.01	12,340.01	182.27%
642 - Sales	19,150.00	19,150.00	2,800.25	28,004.37	8,854.37	146.24%
653 - Meeting Room Rental/Equip Fees	2,000.00	2,000.00	-20.00	1,820.00	-180.00	91.00%
665 - Interest & Gains/Losses	0.00	0.00	6,414.62	64,279.93	64,279.93	0.00%
674 - Donations/Contributions	26,200.00	26,200.00	2,411.61	34,433.22	8,233.22	131.42%
676 - Misc Revenue & Reimbursements	0.00	0.00	14,228.28	18,811.19	18,811.19	0.00%
Revenue Total:	6,052,623.39	6,067,623.39	30,367.35	6,256,980.14	189,356.75	103.12%
Expense						
Category: 70 - Personnel						
700 - Salaries & Wages	2,631,428.36	2,633,396.77	293,114.19	1,904,196.68	729,200.09	72.31%
710 - Social Security/Medicare	67,519.02	65,734.09	7,504.07	49,410.48	16,323.61	75.17%
712 - Medical Insurance	383,992.43	390,266.92	26,458.25	301,717.90	88,549.02	77.31%
713 - Dental Insurance	28,504.59	27,601.59	2,139.66	21,913.21	5,688.38	79.39%
715 - Vision Insurance	3,773.19	3,859.91	275.68	2,906.78	953.13	75.31%
716 - Life Insurance	8,909.10	8,764.70	610.38	6,190.52	2,574.18	70.63%
717 - Disability Insurance	15,558.59	15,300.47	1,092.50	11,037.98	4,262.49	72.14%
720 - 401K Retirement Contribution	121,111.05	118,965.45	12,178.44	80,703.23	38,262.22	67.84%
721 - MERS Defined Contribution Retirement	172,320.06	169,226.49	19,210.75	123,753.31	45,473.18	73.13%
722 - MERS DB Unfunded Liability	120,000.00	120,000.00	10,000.00	90,000.00	30,000.00	75.00%
723 - Worker's Compensation	8,000.00	8,000.00	385.00	8,279.00	-279.00	103.49%
Category: 70 - Personnel Total:	3,561,116.39	3,561,116.39	372,968.92	2,600,109.09	961,007.30	73.01%
Category: 72 - Supplies						
728 - General Operating Supplies	197,065.00	189,065.00	9,683.97	116,397.54	72,667.46	61.56%
736 - Repair & Maintenance Supplies	6,750.00	14,750.00	146.53	14,961.50	-211.50	101.43%
741 - Books/Media/Online Resources/LoT	667,960.00	667,960.00	45,239.62	491,834.15	176,125.85	73.63%
Category: 72 - Supplies Total:	871,775.00	871,775.00	55,070.12	623,193.19	248,581.81	71.49%
Category: 80 - Other Services and Charges						
801 - Professional & Contractual Services	308,425.00	308,425.00	6,137.67	213,254.61	95,170.39	69.14%
804 - Advertising & Outreach	25,950.00	25,950.00	7,774.29	18,316.43	7,633.57	70.58%
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	340,110.00	340,110.00	27,584.50	230,783.04	109,326.96	67.86%
850 - Communications	28,500.00	28,500.00	1,364.48	14,841.46	13,658.54	52.08%
921 - Utilities	109,700.00	109,700.00	8,501.34	72,057.45	37,642.55	65.69%
955 - Education & Travel	123,330.00	123,330.00	2,685.85	89,659.42	33,670.58	72.70%
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	3,878.65	2,621.35	59.67%
Category: 80 - Other Services and Charges Total:	1,634,732.00	1,634,732.00	54,048.13	1,316,504.44	318,227.56	80.53%
Category: 97 - Capital Outlay						
971 - Capital Furniture/Equipment/Building	0.00	0.00	7,000.00	9,825.00	-9,825.00	0.00%
Category: 97 - Capital Outlay Total:	0.00	0.00	7,000.00	9,825.00	-9,825.00	0.00%
Expense Total:	6,067,623.39	6,067,623.39	489,087.17	4,549,631.72	1,517,991.67	74.98%
Report Surplus (Deficit):	-15,000.00	0.00	-458,719.82	1,707,348.42	1,707,348.42	0.00%



The driveway was resealed and striped last month and looks great. There were two small potholes that Molon was able to fix as well.

We have had some huge cooling bills of late so I had D&W, the company that installed the HVAC, system come out. The technician spent a good part of a day cleaning and testing. It turns out, one of the fans on the three furnace units was running all the time. That is now repaired. Also, he pointed out that the architect designed the copier station directly under an temperature sensor which explained why it was always so cold in the main part of the library. We cannot move the copier because the data ports are there, but the technician helped me pull the unit away from the wall which hopefully helps. I will be monitoring this.

It seems to have been repair month! The weathervane atop the Carriage House is losing its wing. I found an artisan welder who can repair it and am waiting on Grand Traverse Construction to come out with a cherry picker to get it down from the roof. The roof is too slippery and steep for someone to climb up with a ladder. Tim Carroll has kindly offered to reimburse PCL for any repairs as he donated the piece and it once was on a windmill at his family farm.

The last U of M program was another success. Numerous patrons have expressed gratitude for the series. U of M is already talking next year. While it is an extreme amount of work for the staff, I will consider it again with a few changes if U of M agrees. Many thanks to the volunteer parking assistants without whom parking would be chaos.

We are hosting a Harvest Fest October 21 with storytelling by Jenifer Strauss, crafts, treats and a walk through our skeleton garden. All are welcome. !0 am – noon.

Much programming is happening at PCL – always well attended. Check our website at peninsulacommunitylibrary.org for details!

PCL Fun Fact: Peninsula Community Library operated in the Peninsula Market for 18 months in 2005/2006 while Old Mission Peninsula School was undergoing a major renovation.

Circulation Sept 2023: 2091 + 91 manual checkouts, Sept 2022: 2547

Sept Volunteers: 28 people, 43 hours of time to PCL.

Curbside pickups: 3. Home delivery: 0. New library cards: 11

Hold Transit Counts Sept: 674 to other libraries from PCL, 357 from other libraries to PCL

Programs Sept: 22 Programs Participation Sept: 369 Reference Questions: 451

Website Hits: Not available this month Twilight Baby Bags: 0, 1000 Books Before Kindergarten: 1

Meeting Room Reservations: 13

Library Funding 101 – A Message From Your Library Director

By **Vicki Shurly** - September 12, 2023



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(Editor's Note: On Wednesday, Sept. 7, the Peninsula Township Board held a special meeting about the idea of switching our township governance from a general law township to a charter township. At the meeting, the budget of Peninsula Community Library was brought up. Library Director Vicki Shurly clarifies that information below, including what that number on your taxes means and where it goes. For more on the history of libraries in Grand Traverse County, check out the book "[Beyond Books: Stories of Traverse Area Libraries](#)," by Heather Shumaker. Of course, it's available at PCL. - jb)

I was not able to attend the township meeting Wednesday on the Charter Township discussion. However, it has come to my attention that there may have been a misperception when the library budget was mentioned in the course of a discussion over township taxes. I am grateful to PCL Board member Nancy Davy who brought this to my attention. So here we go, a lesson in *Library Funding 101* – but first, a little history!

Old Mission Gazette is Reader Supported. Click [Here](#) to Keep the Gazette Going.

[Peninsula Community Library](#) (PCL) opened on the stage of the then-new Old Mission Peninsula School in 1957. In 1958, by the vote of the people of Peninsula Township, PCL became a certified public township library under the laws of the State of Michigan and was established under State Act 164 of 1877 on Village and Township Libraries.

Things rolled along nicely for a number of years in a township that was still mostly rural. In 1984, what was then the Traverse City Library decided to ask the voters of Grand Traverse County if they could become a district library under state laws. The voters said yes, and the [Traverse Area District Library](#) (aka TADL) was born.

The new district, however, encompassed four pre-existing independent libraries – Fife Lake Public Library, Interlochen Public Library, Kingsley District Library, and your very own little Peninsula Community Library, which had moved off the stage of the school into a large area of its own. These independent libraries wanted to remain independent and petitioned the State to remain so. The State granted the request with the stipulation that they would operate within the new district, serving each other's patrons equally and contracting with TADL for services and funding.

Three of those libraries to this day remain independent with their own local elected boards making local decisions that reflect the best interests of their unique communities. Kingsley would later become a branch of TADL because library law was amended and a district library was no longer allowed within another district library. Just as a note, East Bay is also a branch of TADL. We are often mistaken for a branch, but we are not.

What did this mean for PCL and the other independent libraries that became known as Member Libraries? State law sets class of library by the population of the library's service community. Interlochen and Peninsula are Class 2, Fife Lake Class 1. By contrast, TADL is Class 6. State law mandates by class the minimum hours a library must be open to the public, as well as minimum funding.

Our contract with TADL not only provides more than the minimum funding for PCL, it also assures services and support unheard of in most Class 2 libraries: wireless access 24/7, computers for staff and laptops for patrons, a digital card catalog that is available in mobile format, digital books and movies and magazines, tech support and ... well, more than I can list here!

We are an amazing Class 2 library because of our unique and special relationship with the Traverse Area District Library. And we ARE unique! The member library system exists nowhere else in the state.

What does TADL receive in return? Service for patrons in far reaches of the county without the responsibility of governing additional branches. It is truly both a successful business relationship and a sincere friendship. That brings us up to today in our beautiful new building [constructed almost entirely on community donations](#), not a single tax dollar!

Back to your tax statement. The amount there actually goes fully to the Traverse Area District Library. They serve as the taxing entity. Via contract negotiated by PCL and TADL's boards, support comes back to PCL by way of operating funds, services and so much more.

That funding gives you access to the vast collections and programming of the District Library, as well as the libraries in Fife Lake, Interlochen, East Bay, Kingsley and, of course, Peninsula. Take a road trip sometime! Every institution is unique and special. Your library card is good at all of these!

How are the funds at PCL budgeted? That is, by state law, the role of your elected library trustees, who must be residents of Peninsula Township. While the Township holds most of the library's funds in a trust and agency account, it is the library board that determines how they are spent, and the library director who implements those expenditures. [Your board of six](#), elected every four years, does a great job!

PCL has an amazing collection of 25,000 items, and it also sponsors diverse programming based on a budget this year of \$335,300. That covers staffing, collection acquisition, programming, building and grounds maintenance, utilities, supplies, repairs, accounting services, equipment, legal services, staff training and communications, but does not include all the tech and advisory services that TADL so generously offers.

The vast majority of PCL's funding comes from that contract with TADL, but we also receive funds from state aid, donations, and miscellaneous support. It all adds up to a great community library that offers you so much!

Phew! That's a lot to digest. If you have any questions, feel free to contact me. My email is vshurly@tadl.org, or stop by the library sometime. I encourage all of you to use your library. It is truly the treasured heart of our community!

*Your Library Director,
Vicki Shurly*

Also Read...

Vicki Shurly

<http://www.peninsulacommunitylibrary.org/>

Vicki Shurly is director of the Peninsula Community Library, 2893 Island View Road on the Old Mission Peninsula near Traverse City, Michigan. Call the library at (231) 223-7700 or email Vicki at vshurly@tadl.org.

The group gathers on the front porch of the new Peninsula Community Library | Jane Boursaw Photo



Board of Library Trustees Regular Meeting
Library Director Report
Meeting Date: October 19, 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>
September 2022	752,292	236,082	988,374
September 2023	791,650	233,752	1,025,402

Lending

Physical Circulation is up by 5.2% from last year. You'll notice we've circulated over 1 million items a month earlier than last year!

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

For the first time since the pandemic, you'll notice digital usage is down from 2022.

Visitors – Woodmere, East Bay, and Kingsley Facilities

With summer over our visitor counts are lower as patrons are resuming their busy school schedules. The busiest day for September was Tuesday, the 26th, with 1,090 visitors. In September there were 29,657, vs 31,664 in August visitors East Bay, Kingsley and the Main library. In September 2023, TADL added 270 new patrons district-wide.

Public Computing

The Technology Center and other computer services throughout the district saw another decrease in September. This equates to 1,932 sessions as opposed to 2,105 in 2022 which is a 9% decrease.

Additions to the Collection

In September 2023, 3,077 items were added to the district.

Finance

September was spent with Danielle and myself meeting with all department heads as we begin our 2024 budget. As a result of not having a Headlee rollback this year, there is extra money to add to the Personnel and supplies budget.

Additionally, TADL was the fortunate recipient of a Rotary Good Works grant for an AED device at East Bay Branch Library. Unfortunately, we did not receive the \$60,000 grant for the bathrooms. Heather Brady and I continue to look for grants.

Behavior Issues

There were 3 incidents in September 2023 resulting in 1 suspension. TADL has been struggling with a very aggressive paid petitioner. He harasses people who refuse to sign his petition by calling them names including “Unamerican”. Ms. Zeits has been working with the prosecutor to make sure the police know they have authority to ask him to leave if he is harassing people.

Intellectual Freedom

A group of the leadership team watched remotely a program by the University of Michigan, Public Libraries – Contentious Times. It was informative for all of us.

September Outreach, Partnership & Community Activities

Purposeful Partnerships

- Joined as an Advisor to a University of Michigan Associate Professor doing research and creating a model of practice for public libraries helping formerly incarcerated individuals.
- Met with Stephe Luyt, Elementary Library Coordinator for TCAPS, regarding Literacy Initiatives.
- In conversation with the City of Traverse City to make the Main library an election site.

Innovative Engagement

- Scooped (and ate) Ice Cream at the East Bay Branch Library Ice Cream Social.

Community Activities

- Help Kingsley Branch Library celebrate the launch of this year’s 1000 books Before Kindergarten program.
- Attended the 100th Anniversary of the Friendly Garden Club (see the picture aside with Peg Jonkhoff and Mayor Lewis). As you might know, TADL Local History Collection holds all the records for the Friendly Garden Club.



Welcome Fall!

Michele P. Howard, MILS

BOARD MEMO

TO: TADL BOARD
FROM: MICHELE P HOWARD, MILS
SUBJECT: STT SECURITY CONTRACT
DATE: 10/18/23

TADL is signing a new contract with STT Security to renew their services. STT has been an important partner to keep the library behavior policy enforced during the winter months. STT is raising their rates \$1/hour.

Suggested Motion: To pay for STT Security the rate of \$29.50/hour for up to 56 hours per week as scheduled from October 2023 through April 2024.

2024 Annual Budget
Traverse Area District Library
General Fund

Draft Budget - 10/13/2023

	Actual 2022	Original 2023 Budget	Amended 2023 Budget	Proposed 2024 Budget	% Diff. 2023 v. 2024
Revenue					
Current Levied Property Taxes	5,293,788	5,604,207	5,604,207	6,114,804	9.1% ¹
PILT/Delinquent Tax, Other	63,737	30,500	30,500	40,500	32.8% ²
Grants - Federal/State/Other	60,643	27,475	27,475	29,450	7.2% ³
State Aid - TADL	104,893	107,468	107,468	107,468	0.0%
State Aid - Talking Book Library	41,073	41,073	41,073	41,073	0.0%
Penal Fines	160,312	152,900	152,900	150,900	-1.3%
Fees/Services	43,498	41,650	41,650	41,650	0.0%
Overdue Fines/Replacements	30,128	15,000	15,000	18,000	20.0% ⁴
Sales	35,857	19,150	19,150	22,650	18.3% ⁵
Meeting Room/Equip Rentals	3,200	2,000	2,000	2,000	0.0%
Interest & Gains/Losses	-58,380	0	0	7,500	0.0%
Donations/Contributions	95,140	26,200	26,200	26,200	0.0%
Misc Revenue & Reimbursements	1,635	0	0	0	0.0%
Total Revenue	5,875,525	6,067,623	6,067,623	6,602,195	8.8%
Transfer In	114,173				
Use of Fund Balance					
Revenue from All Sources	5,989,698	6,067,623	6,067,623	6,602,195	8.8%

1 - Property values increasing combined with no Headlee Rollback due to inflation rates equals a higher levy for 2024.

2 - Actual revenue amounts for both 2022 and 2023 have far exceeded the \$30,500 budget. We anticipate an increase in 2024.

3 - Increased grants from Northland Cooperative

4 - Despite going fine-free for the majority of our materials, we continue to have increases in our revenue for Overdue Hot Items and Replacements.

5 - We expect sales of merchandise to continue rising as we offer new items.

2024 Annual Budget
Traverse Area District Library
General Fund

Draft Budget - 10/13/2023

Expenditures	Actual 2022	Original 2023 Budget	Amended 2023 Budget	Proposed 2024 Budget	% Diff. 2023 v. 2024
Personnel					
Salaries & Wages	2,564,239	2,631,428	2,633,397	2,844,157	8.0% ⁶
Social Security/Medicare	65,781	67,519	65,734	66,495	1.2% ⁶
Medical Insurance	353,324	383,992	390,267	462,679	18.6% ⁷
Dental Insurance	27,006	28,505	27,602	27,149	-1.6%
Vision Insurance	3,756	3,773	3,860	4,078	5.7% ⁸
Life Insurance	7,928	8,909	8,765	9,426	7.5% ⁶
Disability Insurance	14,024	15,559	15,300	16,357	6.9% ⁶
401(k) Retirement	106,081	121,111	118,965	131,577	10.6% ⁶
MERS DC Retirement	165,078	172,320	169,226	183,731	8.6% ⁶
MERS DB Unfunded Liability	234,173	120,000	120,000	120,000	0.0% ⁶
Workers' Comp.	7,766	8,000	8,000	8,300	3.8% ⁶
Unemployment	427	0	0	0	0.0%
Total Personnel	3,549,583	3,561,116	3,561,116	3,873,950	8.8%
Supplies					
General Operating Supplies	203,429	197,065	189,065	215,450	14.0% ⁹
Rep & Mnt. Supplies	6,294	6,750	14,750	16,750	13.6% ¹⁰
Library Materials	623,192	667,960	667,960	742,305	11.1% ¹¹
Total Supplies	832,915	871,775	871,775	974,505	11.8%

6 - Wages are increasing due to 3% cost of living and union step increases, as well as raises for non-union staff including Pages, Desk Attendants, Substitutes, and Management. Additionally, we plan to increase staffing hours, resulting in changes to FTE's, this accounts for the remaining budget increase to Wages. Other Personnel expenditures automatically increase along with Wages.

7 - Medical Insurance is increasing 18.6% due to a combination of 5.8% increase in premiums and an increased cost due to changes in positions and resulting eligibility.

8 - Vision Insurance is increasing due to changes in positions and resulting eligibility.

9 - 14% increase is comprised of 2.5% increase for Summer Reading t-shirts, 5.5% increase for Summer Reading program supplies, and 6% increase for computer equipment.

10 - Budgeting an extra \$2,000 for maintenance supplies due to inflation.

11 - Library Materials are increasing 11.1%, the majority of which is an increase in the budget for Books. Additional increases are for Databases and downloadable e-Audio/e-Books. We are reducing our Music/CD budget.

2024 Annual Budget
Traverse Area District Library
General Fund

Draft Budget - 10/13/2023

Expenditures, continued	Actual 2022	Original 2023 Budget	Amended 2023 Budget	Proposed 2024 Budget	% Diff. 2023 v. 2024
Other Services and Charges					
Professional/Contractual Services	205,983	308,425	308,425	336,360	9.1%
Advertising & Outreach	14,932	25,950	25,950	43,500	67.6%
Insurance & Bonds	32,136	42,280	42,280	45,148	6.8%
Repairs & Maintenance	353,017	340,110	340,110	328,730	-3.3%
Communications	26,161	28,500	28,500	28,500	0.0%
Utilities	102,971	109,700	109,700	114,800	4.6%
Education & Travel	97,803	123,330	123,330	129,861	5.3%
Member Libraries	639,000	648,437	648,437	718,841	10.9%
Misc	276	0	1,500	1,500	0.0%
Property Tax Reimbursement	2,892	8,000	6,500	6,500	0.0%
Total Other Services & Charges	1,475,169	1,634,732	1,634,732	1,753,740	7.3%
Capital Outlay					
Total Capital Outlay	42,825	0	0	0	0.0%
Total Expenditures	5,900,491	6,067,623	6,067,623	6,602,195	0
Transfer Out					
Expenditures from All Sources	5,900,491	6,067,623	6,067,623	6,602,195	8.8%
Revenue / Expense	89,207	0	0	0	

12 - We are budgeting for slight increases in Attorney fees in preparation of union negotiations, Programming fees, and Software. The majority of this increase is for moving the Security Guards from the Repairs/Maintenance budget line item to this more appropriate Contractual Services budget.

13 - Budgeting an additional \$5,800 for outreach mailings to residents, and an additional \$10,500 for a Literacy Campaign.

14 - Both Insurance/Bonds and Utilities are budgeted to have slight increases for 2024.

15 - Increasing the Repairs/Maintenance budget by approximately \$20,000 (comprised of increases to building maintenance and grounds contractors) but also reducing it by moving the Security Guards out to another line item.

16 - Many staff attending MLA in TC, a few staff attending PLA in Ohio (biennial conference), and two staff to the MERS Conference.

17 - Member Library payments to increase 5.61%; however, with such an increase for Peninsula Community Library, they would be receiving equivalent to only 0.2639 mills, however, a requirement of State Aid is a minimum of 0.3 mills. We have therefore corrected this for PCL's State Aid requirement.