



## AGENDA

Board of Trustees Regular Meeting  
Thursday, April 18, 2024 at 4:00pm  
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 March 21, 2024
  - b. Department Reports
  - c. Finance and Facilities Committee Report – did not meet
  - d. Policy and Personnel Committee Report – did not meet
  - 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. **Presentation: Talking Book Library, Anita Chouinard**
8. **Director Report**
9. **Old Business**
  - a. Meeting Room AV Updates
10. **New Business**
  - a. Fife Lake DDA
  - b. Discussion: Millage Back-up Plan
11. **Public Comment\***
12. **Trustee Comment**
  - a. Sharing Ideas
13. **Closed Session (if needed)**
14. **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, March 21, 2024 at 4:00pm  
McGuire Community Room  
610 Woodmere Ave., MI 49686

---

### 1. **Call to Order**

The meeting was called to order by President Pakieser at 4:00pm. Present were: Pakieser (President); Jones (Vice President); Vickery (Secretary); Odgers (Treasurer); Beuthin and Gedman (Trustees). Deyo was absent. Also present were: 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**

It was MOVED by Odgers, SUPPORTED by Jones, to approve the agenda as presented. Motion CARRIED.

### 4. **Public Comment**

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

### 5. **Consent Calendar**

- a. *Approval of Minutes - Regular Meeting of January 18, 2024*
- b. *Department Reports*
- c. *Finance and Facilities Committee Report – February 6, 2024*
- d. *Policy and Personnel Committee Report – February 6, 2024*
- e. *Financial Report*
- f. *Member Library Communications – FLPL | IPL | PCL*
- g. *Friends of TADL Report – Jud Barclay, President*
- h. *Correspondence*

It was MOVED by Jones, SUPPORTED by Odgers, to remove item 5f, Member Library Communications, to allow for a verbal report from the Peninsula Community Library Director who was in attendance, and to accept and affirm receipt of the consent calendar information as presented. Motion CARRIED.

### 6. **Items Removed from the Consent Agenda**

Vicki Shirly, Peninsula Community Library Director, reported that Lori Brickman, a member of the PCL board had recently passed. A walking trail previously planned on the library's 5.25 acres of land will be name after Brickman in thanks for all that she has done for the PCL community. PCL will celebrate five years in the new building on September 5<sup>th</sup>. Shurly thanked the TADL board for all that they do for them.

### 7. **Presentation: Talking Book Library, Anita Chouinard**

Howard noted that this presentation was cancelled and would take place at the April meeting.

### 8. **Director Report**

Howard confirmed her report and highlighted the following:

- Howard showcased two items, an Iron Man-like helmet and a decorative mandala that were made with TADL’s new 3D printer. Morey, Assistant Director of Technology, added that the printer is capable of printing five different colors and/or materials at once.
- Howard and several staff members will be attending the PLA (Public Library Association) Conference the first week of April. There will be no board committee meetings that week.
- Safe Harbor has decided not to be open in the summer. There are no security guards scheduled at TADL for the summer but STT Security will be responsive should the need change.
- The voting location for Precinct 7 permanently moved to TADL this year. It was a quiet day of in-person voters.
- The bathroom remodel is going well. A small unexpected pipe leak occurred in the local history room but staff mobilized quickly, tarping and protecting all materials. Nothing was lost.
- TC Tourism is trying to make the Traverse City region a certified autism destination. TADL was approached about participating staff education and certification. TC Tourism will pay the cost of the course. All TADL staff will be participating.

**9. Old Business**

a. *Board Study Session & Retreat – Location and Draft Agenda*

Kingsley Branch has been selected as the location for the May 16<sup>th</sup> study session and retreat. A draft agenda was included in the packet, however if a copy and viewing rights become available for the documentary *ABC’s of Book Banning* it will be added to the agenda.

b. *Millage Fact Sheet*

A draft millage fact sheet was distributed to trustees. When completed, it will be used as an informational handout for patrons and be accessible on the website. The Yes Committee can also use these facts in a persuasive marketing piece. Richard Lewis and Amy Shamroe have committed to the Yes Committee and are working on generating funds for the committee’s millage campaign. The committee will consider yard signs, mailers, newspaper articles and more. Trustees can donate time and/or a donation to the Yes Committee as an individual, but not as a representative of TADL. Trustees would like to ensure that communications spotlight that the millage is a continuance of operation and not a new initiative.

**10. New Business**

a. *Bathroom Budget Approval*

Howard noted that a few additional expenses for ADA accessible power doors, changing tables, and menstrual products, have arisen for the bathroom renovation. She is asking the board to approve the expenses totaling \$24,809 to be taken from the Public Improvement Fund. She also noted that it might be necessary to change the bathroom lighting after the completion, and if so it would more likely be in 2025. It was MOVED by Beuthin, SUPPORTED by Gedman, to approve purchase of the items presented at a cost not to exceed \$25,000. A roll call vote was taken with the following results:

Jones – aye	Odgers – aye	Pakieser – aye	Deyo – absent
Gedman – aye	Beuthin – aye	Vickery – aye	

Motion CARRIED with 6 ayes.

b. *Discussion Item: TADL and Regional Literacy*

Howard provided an article on the problem of illiteracy in America. She posed the conversation around breaking the cycle of generational poverty and generational literacy. TADL offers a wealth of literacy programs and opportunities for youth, but could do more the adult literacy. A

conversation ensued on the broad issue of low literacy levels and what extent TADL can be a catalyst for change. Discussion will continue at the May study session and retreat.

**11. Public Comment**

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

**12. Trustee Comment**

a. *Sharing Ideas*

President Pakieser reminded the trustees that the power of the board is collectively during official public meetings, not as individuals in direct conversation with the Director. She asked that ideas to share be brought to a board meeting for group discussion. Jones added that the board does not govern the staff. All requests related to a staff tasks and workflow should go through the Director who has been entrusted to handle operations.

President Pakieser recognized and congratulated Odgers, who will be receiving the Bill Montgomery Award from the National Writer's Series in April.

Odgers noted that she nominated TADL for the Human Rights Award. Howard made a brief presentation to the Human Rights Commission as a candidate for the award. A decision on the award recipient will be made soon. Odgers was also asked to present a program at the Michigan Library Association Conference in October.

Beuthin suggested TADL offer education to reporters on how to connect with the library in pursuit of their stories. Howard also recognized the importance of journalism to democracy and agreed that this type of assistance could be beneficial for the community.

Vickery emphasized that the core enterprise of the library is literacy on many levels, including reading literacy, civic literacy, and media literacy to name a few. TADL is in a prime position to be a convener for conversations around literacy and to stimulate literacy partnerships.

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

A closed session was not needed.

**14. Adjournment**

With a motion to adjourn by Odgers, supported by Jones, President Pakieser adjourned the meeting at 5:12pm.

Respectfully submitted,

Approved by board vote on April 18, 2024

V. Carpenter, Recording Secretary

M. Vickery, Board Secretary



**Departmental Reports**  
for the month of March  
(April 18, 2024 Board Meeting)

**Adult Services**

- Adult Services was busy in March with a myriad of interesting programs to delight our patrons. (*Innovative Engagement*)
  - After many, many months of adults complaining that they don't get to do the fun stuff that the teens do, Kelly offered our very first Adult Escape Room to an eager and clever group of 16.
  - Melissa invited Barb Barton, author of MI Notable Book *Manoomin: The Story of Wild Rice in Michigan* and Tera John, GTB, Traditional Agriculture and Food Sovereignty Coordinator, to educate about the importance of this ancient grain.
  - Instant Pot Scott (as he shall henceforth be known) gave tailgating tips to a roomful of 40 hungry listeners.
  - And NMC professor, Dr Dobek gave a exhilarating presentation to prepare us for the astronomical event of 2024 - the April 8th Solar Eclipse.
- Partnership Highlights (*Purposeful Partnerships*):
  - The Grand Traverse Conservation District invited TADL's Seed Library to participate in their annual Seed Swap this year. On March 9th Melissa and Betsy represented TADL and swapped seeds with 55 people. It was rewarding to talk with participants and let them know the library has resources for their garden plots! (*Targeted Outreach*)
  - Traverse Area Historical Society continues their monthly local history programs.
  - The Senior Center Hobby and Current Events Discussion groups, as well as Yoga with Embody TC, continue to meet weekly here at the library. (*Inclusive Space*)
- In March, the following programs were held (in addition to those listed above):
  - Our two regular book discussion groups continue to see strong attendance - [Books & Brewskis](#) had 20 attendees, a lot for spring break week due to a visit from the author of the book they were discussing! (*Innovative Engagement*) and [Queer Tales](#) (*Inclusive Space*) had a record 11 participants!
  - Great Decisions @TADL, Digital Drop-Ins, Spanish Conversation Club, Books to Movies, TADL Stitchers, and Tai Chi continue to meet regularly. (*Innovative Engagement, Inclusive Space*)
- March Adult Services Statistics:
  - Programs - 39 & Attendance - 547
  - Outreach - 5 & Attendance - 67 (Four Digital Literacy trips to Senior Facilities with TBL on the Bookmobile and the GTCD Seed Swap) (*Targeted Outreach*)
  - Questions Answered - 2322
  - Notary Signatures - 30

- Craft Kits Distributed - 58 (Macrame Cord Wraps)
- Study Room Usages - 250

### **Local History Collection**

- Last fall, Fred Anderson reached out to Melissa with photos and information about the Martinek's Clock on Front Street and mentioned that it would be celebrating its 100th birthday in April 2024. Zoe, mentioned in the March report, was able to take Fred's information, search the LHC for additional info and pictures, and create [a fabulous blog post](#) for TADL's LHC web page. We hope to do more articles like this one celebrating Traverse City's unique history.
- The 2nd Floor display was a group of photographs of local ladies in their spring finery.
- Reference staff answered 21 local history questions in February.
- Citizen Historian volunteers logged 9 hours of work for the LHC.



Respectfully Submitted,  
Melissa McKenna  
Department Head, Adult Services

### **Youth Services**

March brought a ton of energy (not that we were lacking!) with first grade class visits from our friends at TCAPS. First graders, their teachers and several adult helpers learned about all of the great things you can check out from the library, met friendly library staff, toured the department, did a scavenger hunt in the department, and then picked out two books that they could take back to school or home with them. In all, 24 classes with 578 students visited the Youth Services department at TADL's Main Library.



March also meant Spring Break and a whole lot of fun with families and friends who stuck it out in the Midwest. From Challenge Island STEAM challenges to NERF Mobile Games to Storytimes to a Beach Party to a Drive In Movie in our own Youth Services department. Because Spring Break weather was more wintry than spring-y, lots of families made a lot of use of the free resource that is the library. In total, 559 community members attended 11 Youth Services programs during Spring Break.

The Bookmobile and Early Literacy Librarian Kate Parvel continue to make their way around Grand Traverse County showing off all the great things the library has to offer and signing up families for libraries. We have established a new relationship with Dolly Parton's Imagination Library and have invited them to school reading night visits at Courtade Elementary and Blair Elementary schools, where they sign up preschool-aged siblings for the DPIL program (1 free book for every month before the child turns 5 years old).



Among programs celebrating milestones this March, the 1000 Books Before Kindergarten program held its annual celebration in the Youth Services department. 80 community members were charmed by the

Under the Sea theme, met and danced with a mermaid, and added their 1000 Books reading logs.

We were also happy to welcome guest readers to the library during March is Reading Month, including State Rep. Betsy Coffia, Marc Schollet from 7&4 News, and Casey, the program manager from Sleeping Bear Dunes National Lakeshore.

A cold Spring Break kept things busy around our department all month long. From our March Book Madness to our Pot of Gold Seek n' Find to the Preschool Play Area and coloring pages, we were ready! Here are some statistics which reflect this:

- Total Early Literacy programs: 12
- Total attendance at Early Literacy programs: 407
- Total attendance at afterschool/first visit programs: 1,334
- Total afterschool/first visit programs: 35
- Total attendance at Bookmobile/outreach visits: 707
- Total Bookmobile/outreach visits: 8
- Total Reference questions: 1,456
  - Total walk-in questions: 1,349
  - Total phone questions: 101
  - Total virtual questions: 6
- Passive activities: 1,323
  - Total votes during March Book Madness: 841
  - Total Pot o' Gold seek and find finishers: 482

Respectfully submitted by  
Andy Schuck, Head of Youth Services

### **Sight & Sound**

As with many departments, March was busy in the Sight and Sound department!

In the McGuire Community Room, the Traverse Area Camera Club installed a beautiful show at the beginning of the month. We also had several great events, including live streams for Manoomin: Native Grain of Michigan and From Publication to the Public, A Library Book's Path to the Reader, an event in the LWVGTA Education series. Many thanks to the Traverse Area Community Media team for their assistance with this event!

We are now circulating Nintendo Switch video game consoles; patrons can check out everything they need to play games in our Nintendo Switch collection. Patrons are really excited about these, and we are too!

### **March Reference Questions**

Digital: **109**

Phone: **233**

Walk-in: **1649**

## TADL Meeting Room Stats MARCH 2024

Total: **187**  
TADL meetings: **39**  
Personal/Outside Group Meetings: **148**  
Paid Meetings: **6**  
Unpaid Meetings: **181**  
Walk-ins: **12**  
Advance Reservation: **175**

## Number of Meetings by Room MARCH 2024

McGuire Room: **44**  
Thirlby Room: **90**  
Study Room D: **53**

Respectfully Submitted,  
Josh Denby  
Department Head, Sight and Sound

## Circulation

March was a busy month in Circulation! Between seeing all of the 1st graders come and go for their class visits, training new substitute employees, and all the spring break programs, there was plenty to keep us occupied!

### *March Circulation Numbers - Combined Branches (Woodmere, Kingsley, East Bay)*

New patron accounts created: **↓339** (vs 548 last year - possibly more 1st grade sign ups)  
Curbside pickups for March 2024: 14

Circulation Statistics for MeLCat, March 2024:

- TADL items sent to borrowing institutions: **↓1300** (vs 1558 last year)
- TADL items received from lending institutions: **↓2203** (vs 2270 last year)

Respectfully Submitted,  
Christina Meyers  
Head of Circulation

## Marketing and Communications

March really came in like a lion in terms of events and activity at the library! Some earnest volunteers came in to help create the TADL Buds bags (for children to grow flowers for the front gardens), make Read-a-Thon packets and cut paper for the





bookmark contest. The 3/16 cookie contest proved very popular, brought smiles to many faces, and two young bakers/patrons took home the trophies!

By the end of March over 400 paper Read-a-Thon packets were out, and we had 100 registered participants in Beanstack. Preparation is well underway for two big events on the horizon - MakerFest and Summer Reading Club. We also launched two new services - Creativebug and ComicsPlus at the very end of the month.

Press: We appeared in the media (tv/print/online) 27 of the 31 days in March.

Website: Pageviews - 58,049; users 15,378

Heather Brady  
Marketing & Communications Manager



### **Human Resources**

Please join me in wishing congratulations to our new hires and internal transfers/promotions, and best wishes to employees leaving TADL!

#### *Newly Hired Employees:*

- None

#### *Employee Position Transfers:*

- None

#### *Employee Departures:*

- Mitchell Holm, Junior Systems Administrator

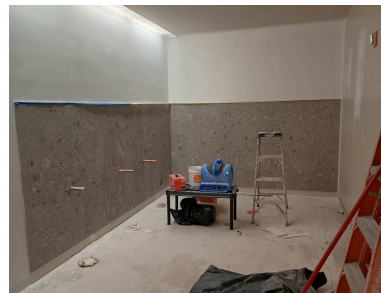
Respectfully submitted,  
Danielle Baldwin, Finance and Human Resources Manager

### **Facilities**

Bathroom renovations started! Phase I includes one staff bathroom, the Youth Services bathroom, and the two public restrooms on the second floor. Once those are completed, Phase II will start (being the second staff bathroom and two first floor public restrooms). A couple representative progress photos:



Demolition



New wall tile installed

Other highlights included:

- Carpet and window cleaning at East Bay Branch
- Annual air filter replacement (Woodmere HVAC bag filters)
- Flush valve repairs in both open public restrooms (old bathrooms failing)
- Add water/temperature sensors per Insurance recommendation

Respectfully submitted,  
Bret R Boulter, Facilities Manager

### **East Bay Branch Library**

The new 3D printer we received in February has led to a lot of exciting questions and conversations with patrons of all ages throughout the month of March! We received and completed our first patron request for a 3D print, a model of the Titanic. Following that, we received and printed 14 other requests for 9 different patrons!

We held our first ever paper quilling workshop, added a second weekly storytime on Fridays, had a fun-filled spring break week with a different youth-oriented program each day of the week, plus our regular program offerings.

Jody Wilson completed an Unemployment Insurance Navigator training through the State of Michigan Unemployment Insurance Agency (UIA). She then partnered with our region's UIA Community Liaison, Autumn VanderMolen, to facilitate a Community Connect Event where patrons could drop in to the library to ask questions and receive one-on-one assistance in completing claims. This kind of Assistance is available in Traverse City at MichiganWorks, but we wanted to offer a different format in the library, without appointments and with the possibility of extended help time. We even received a visit from the Director of the UIA, who was vacationing in Traverse City at the time of our event! We hope to continue this partnership with more of these sessions in the future.



In addition to our regular Bookmobile visit to Grand Traverse Academy, Matt Archibald joined the Youth Department's Michele Rudd in visiting Courtade Elementary for their Bedtime Story Hour. He also made a visit to Mill Creek Elementary to share some stories and begin the process of registering all of the students there for library cards.

Matt was also featured as one of the Fascinating People of 2024 in the March 2nd Issue of the Northern Express!

I want to throw in a special thank you to Bret Boulter for facilitating carpet and window cleaning, it's looking much brighter in the building.

Respectfully Submitted,

Chantel Lentz  
Branch Manager

### **Kingsley Branch Library**



March Reading Month with Kingsley Elementary School is always a blast, and this year was no exception! All 24 classrooms from preschool to 4th grade visited our library at least once for storytime, movement, and fun games. With those visits and our regular classrooms who come to check out books, we had over 760 school visitors in the month! We'll look forward to hosting an ice cream or pizza party for our MRM reading winners from Mrs. Jarrold's 1st grade class.

On top of the school visits, Ms. Beth held 17 pre-reader programs with 452 visitors, averaging 27 attendees per session. She also was a guest reader at Forest Area Elementary School and the preschool at St. Mary's of Hannah. Ms. Beth didn't let the grass grow under her feet!

We hosted our regular programming, with an extra-special "late night" session for our Teen Dungeons & Dragons players during spring break. Our Afternoon Book Club will be reading *Rental Person Who Does Nothing* by Shoji Morimoto for the next meeting on April 24th at 2 p.m. This book is one of the many amazing book club kits our colleagues in Adult Services created and maintains! We are so grateful for all the behind-the-scenes work and sharing that happens in our district, which lets our small branch provide more dynamic programming.

Respectfully Submitted,

Amy Barritt  
Branch Manager



RevenueCategory;SubCategor...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Revenue</b>						
400 - Property Taxes - Current/Delinquent/Pilt	6,155,304.00	6,155,304.00	371,932.93	5,916,955.14	-238,348.86	96.13%
500 - Grants - Federal/State/Other	29,450.00	29,450.00	0.00	11,796.50	-17,653.50	40.06%
540 - State Aid Grant - Library	107,468.39	107,468.39	0.00	0.00	-107,468.39	0.00%
541 - State Aid Grant - TBL	41,073.00	41,073.00	0.00	20,536.00	-20,537.00	50.00%
581 - Penal Fines	150,900.00	150,900.00	0.00	0.00	-150,900.00	0.00%
602 - Fees/Services	29,650.00	29,650.00	0.00	17,000.00	-12,650.00	57.34%
607 - Overdue Fines/Replacement Fees	18,000.00	18,000.00	1,725.86	6,505.38	-11,494.62	36.14%
642 - Sales	22,650.00	22,650.00	2,559.13	8,039.07	-14,610.93	35.49%
653 - Meeting Room Rental/Equip Fees	2,000.00	2,000.00	1,700.00	2,300.00	300.00	115.00%
665 - Interest & Gains/Losses	7,500.00	7,500.00	8,010.74	12,221.37	4,721.37	162.95%
674 - Donations/Contributions	26,200.00	26,200.00	1,165.00	2,120.27	-24,079.73	8.09%
676 - Misc Revenue & Reimbursements	505.00	505.00	61.00	1,680.09	1,175.09	332.69%
<b>Revenue Total:</b>	<b>6,590,700.39</b>	<b>6,590,700.39</b>	<b>387,154.66</b>	<b>5,999,153.82</b>	<b>-591,546.57</b>	<b>91.02%</b>
<b>Expense</b>						
<b>Category: 70 - Personnel</b>						
700 - Salaries & Wages	2,839,018.45	2,839,018.45	318,384.72	626,544.89	2,212,473.56	22.07%
710 - Social Security/Medicare	64,850.22	64,850.22	7,615.02	14,909.25	49,940.97	22.99%
712 - Medical Insurance	457,387.50	457,387.50	-4,289.68	133,694.25	323,693.25	29.23%
713 - Dental Insurance	27,149.51	27,149.51	2,179.87	8,871.13	18,278.38	32.68%
715 - Vision Insurance	4,078.20	4,078.20	310.08	1,402.00	2,676.20	34.38%
716 - Life Insurance	9,397.40	9,397.40	738.76	2,968.31	6,429.09	31.59%
717 - Disability Insurance	16,268.03	16,268.03	1,310.73	5,266.62	11,001.41	32.37%
720 - 401K Retirement Contribution	131,106.14	131,106.14	13,110.78	25,776.03	105,330.11	19.66%
721 - MERS Defined Contribution Retirement	185,086.79	185,086.79	21,295.58	42,159.49	142,927.30	22.78%
722 - MERS DB Unfunded Liability	120,000.00	120,000.00	10,000.00	30,000.00	90,000.00	25.00%
723 - Worker's Compensation	8,300.00	8,300.00	0.00	0.00	8,300.00	0.00%
<b>Category: 70 - Personnel Total:</b>	<b>3,862,642.24</b>	<b>3,862,642.24</b>	<b>370,655.86</b>	<b>891,591.97</b>	<b>2,971,050.27</b>	<b>23.08%</b>
<b>Category: 72 - Supplies</b>						
728 - General Operating Supplies	217,350.00	217,350.00	8,676.14	38,011.10	179,338.90	17.49%
736 - Repair & Maintenance Supplies	16,750.00	16,750.00	-9,923.84	2,738.51	14,011.49	16.35%
741 - Books/Media/Online Resources/LoT	749,705.00	749,705.00	59,650.61	233,476.47	516,228.53	31.14%
<b>Category: 72 - Supplies Total:</b>	<b>983,805.00</b>	<b>983,805.00</b>	<b>58,402.91</b>	<b>274,226.08</b>	<b>709,578.92</b>	<b>27.87%</b>
<b>Category: 80 - Other Services and Charges</b>						
801 - Professional & Contractual Services	336,360.00	336,360.00	28,899.23	128,562.63	207,797.37	38.22%
804 - Advertising & Outreach	43,500.00	43,500.00	572.50	1,845.02	41,654.98	4.24%
807 - Insurance & Bonds	30,574.49	30,574.49	0.00	28,337.00	2,237.49	92.68%
809 - General Equip/Building/Grounds Maintenance	328,730.00	328,730.00	39,743.91	86,211.67	242,518.33	26.23%
850 - Communications	28,500.00	28,500.00	704.73	6,877.15	21,622.85	24.13%
921 - Utilities	114,800.00	114,800.00	7,629.74	17,413.83	97,386.17	15.17%
955 - Education & Travel	129,947.66	129,947.66	1,137.37	9,218.44	120,729.22	7.09%
959 - Member Library Allocations	718,841.00	718,841.00	0.00	718,841.00	0.00	100.00%
961 - Misc	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00%
964 - Property Tax Reimbursements	6,500.00	6,500.00	951.61	951.61	5,548.39	14.64%
<b>Category: 80 - Other Services and Charges Total:</b>	<b>1,739,253.15</b>	<b>1,739,253.15</b>	<b>79,639.09</b>	<b>998,258.35</b>	<b>740,994.80</b>	<b>57.40%</b>
<b>Category: 97 - Capital Outlay</b>						
971 - Capital Furniture/Equipment/Building	5,000.00	5,000.00	0.00	2,825.00	2,175.00	56.50%
<b>Category: 97 - Capital Outlay Total:</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>2,825.00</b>	<b>2,175.00</b>	<b>56.50%</b>
<b>Expense Total:</b>	<b>6,590,700.39</b>	<b>6,590,700.39</b>	<b>508,697.86</b>	<b>2,166,901.40</b>	<b>4,423,798.99</b>	<b>32.88%</b>
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-121,543.20</b>	<b>3,832,252.42</b>	<b>3,832,252.42</b>	<b>0.00%</b>

**Revenue**

We have received 96% of our budgeted Property Tax revenue as of 3/31/24. In April, we've already received the remaining funds from Grand Traverse County putting us at 99.8%, so all we are waiting on now is a small amount from Leelanau County. Revenue for Overdue Fines, Sales, and Meeting Room Rentals are all trending above our 25% goal for 3/31. We received \$1,165 in Donations this month, most of which was a donation to replace the bench placed in memory of Sydney White. Thank you to our donors! Investments are doing well with \$8,010 received in interest and unrealized gains this month.

**Expenditures**

Note that percentage of budget completed is 25% as of 3/31/24. Line item details of note are below.

- Personnel*

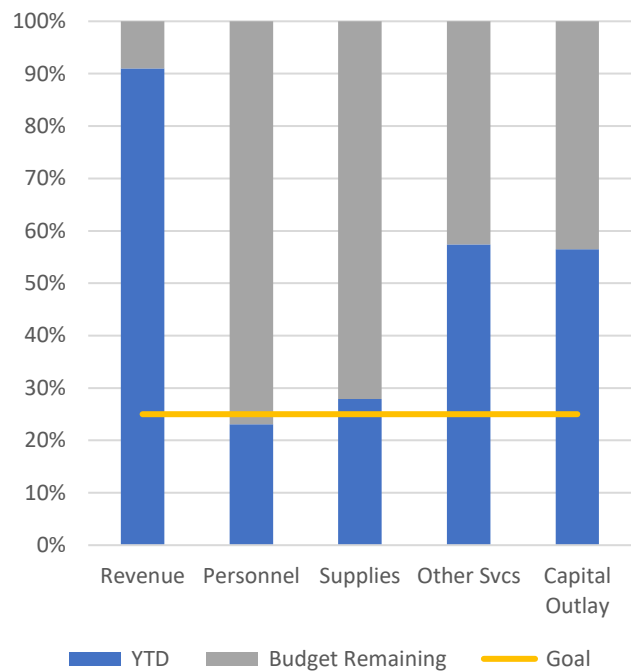
Our Goal percentages are different for this category with all payroll related line items (Salaries, FICA, retirement) having goals of 23% and all health benefits having goals of 33.3%. We are meeting these YTD goals well.
- Supplies*

Thanks to the TADL Board for approving the use of PIF funds to pay for the extra items for the bathroom remodel (changing tables and dispensers), this freed up our Maintenance Supplies line item considerably. We are slightly over goal for YTD Materials purchases (Books, Media, etc) due to annual prepaid charges and periodicals purchased in January.
- Other Services/Charges*

Insurance and Member Library Allocations have been paid in full this year with line item percentages reflecting such. Payments in 2023 for various software and self-check equipment rentals were prepaid and recognized in 2024's YTD expenses, so this tends to weight our percentage of Budget Used higher at the beginning of each fiscal year, specifically for Professional/Contractual Services, but it evens out as the year progresses.
- Capital Outlay*

No activity this month.

TADL Budget as of 3/31/2024



Respectfully submitted,  
Danielle Baldwin  
Finance and Human Resources Manager



## **MARCH 2024 DIRECTOR'S REPORT – VICTORIA SHURLY**

***The Board and Staff of PCL are sad to announce that PCL Board Trustee and Vice President, Lori Brickman, passed away March 3 unexpectedly. Lori had served on the Board since 2017 and saw the library through many changes including the construction of and move to the new building. Lori will be missed more than words can say. We will be hanging a plaque in her honor in the library in gratitude for all she has done.***

***Only 6 tickets remain for our 18<sup>th</sup> annual Books at the Boathouse fundraiser scheduled for April 22. Tickets are \$125 per person, available at PCL and include wine, appetizer, salad, main entrée and dessert. All funds earned support PCL. A live auction will be hosted by UpNorthLive news anchor Marc Schollett. Items offered include a gourmet meal prepared in your home and served with wine pairings for you and your guests, an afternoon sail with wine and appetizers, a feature article on your family in the Old Mission Gazette and more. Several hand turned wooden pieces will be auctioned including a bowl by Traverse Area District Library Board member Paul Deyo.***

***Our spring snail mail newsletter was sent out to 3800 households on Old Mission and to others by request. It is published quarterly.***

***March is Reading Month and patrons are invited to pick up a READING BINGO card at PCL. Read up, down, sideways or diagonally and turn the card in at PCL for a sweet treat. Old Mission Peninsula School students are participating as well!***

***Versiti hosted a blood drive at PCL February 14. 20 pints of blood were collected. The drive is held quarterly at PCL and patrons have expressed appreciation for not having to drive to town to donate. The next drive is set for June 19. The link to sign up is on our website at [www.peninsulacommunitylibrary.org](http://www.peninsulacommunitylibrary.org)***

***Our goal this summer is to make the walking trail around our 5.25 acres, already approved on our SUP, a reality. Siler's Lawn Service will be mowing the trail around the perimeter of the property. Signs will be posted requiring people to clean up after their pets. The trail will not be maintained in the winter.***

***PCL Fun Fact: The land that PCL sits on was purchased in 1990. The library build started in 2018 and we moved in September 2019. Good things to come to those who wait!***

***Circulation Feb 2024 1647 + 72 manual checkouts, Feb 2023: 1824***

***Feb Volunteers: 16 people (0 teens), 32 hours of time to PCL***

***Curbside pickups: 2. Home delivery: 0. New library cards: 7***

***Hold Transit Counts Feb: 689 to other libraries from PCL, 299 from other libraries to PCL***

***Programs Feb: 17 Participation Feb: 208 Reference Questions: 317***

***Website Hits: Not available this month Twilight Baby Bags: 0, 1000 Books Before Kindergarten: 3***

***Meeting Room Reservations: Wireless & computer users 106***

***PENINSULA COMMUNITY LIBRARY 2893 ISLAND VIEW ROAD, TRAVERSE CITY, MI 49686 231-223-7700***

***[www.peninsulacommunitylibrary.org](http://www.peninsulacommunitylibrary.org)***

***Like us on Facebook – Peninsula Community Library***



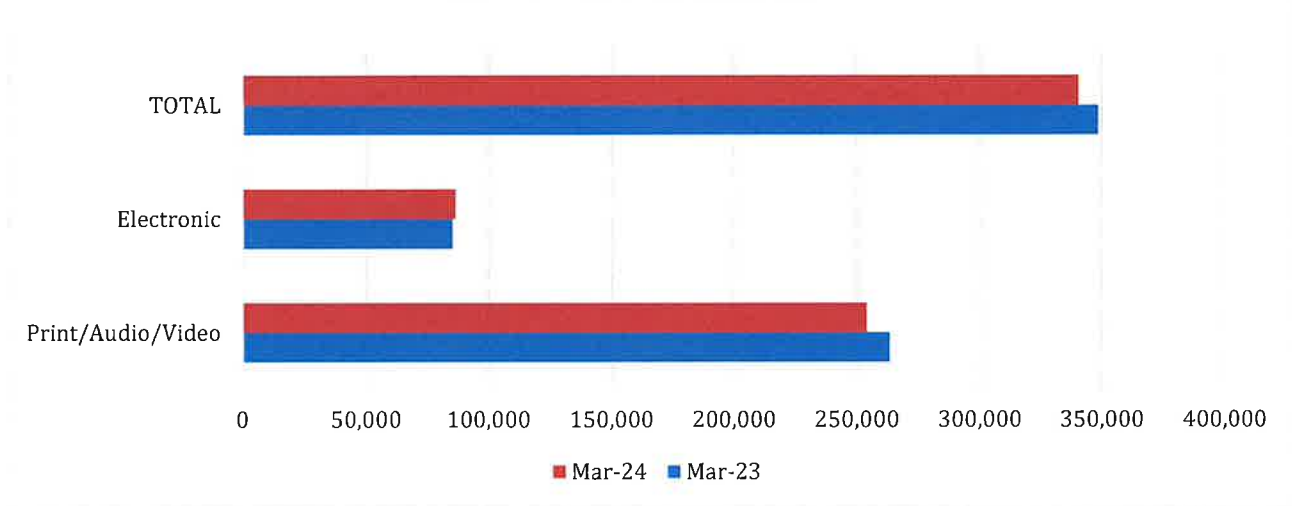
TRAVERSE AREA  
DISTRICT  
LIBRARY

**Board of Library Trustees Regular Meeting  
Library Director Report  
Meeting Date April 18, 2024**

**Library Activity**

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

Year to Date Circulation



Lending

Physical Circulation is down by 3% from last year.

Visitors – Woodmere, East Bay, and Kingsley Facilities

In March 2024, there were 31,516 visitors as opposed to 28,810 visitors in March 2023. The busiest day for March was Tuesday, the 26th, with 1,270 visitors. In March 2024, TADL welcomed 362 new patrons district-wide.

Public Computing

In March, there were 2,148 sessions as opposed to 2,230 in March 2023.

Additions to the Collection

In March 2024, 3,100 items were added to the district.

Behavior Issues

There were 6 incidents in March 2024 resulting in 1 suspension as opposed to 16 incidents in February. These incidents were from a strange mix of situations including emotional support animals, toe nail clipping, threatening behavior, and intoxication in the library.

## Book Banning

- Legislation has been proposed in at least 13 states that would disrupt library services and censor materials. Some bills include language that would allow for library employees and educators to be prosecuted on charges of “distributing” obscene materials.
- The ACLU of Michigan is tracking censorship. The website is:  
<https://www.aclumich.org/en/hostile-territory-mapping-michigans-anti-lgbtq-movement-other-government-acts-censorship>

## March Outreach, Partnership & Community Activities

### Purposeful Partnerships

- Partnered with TCAPS to show the documentary Trust Me. Trust Me addresses how media technology is changing society and how we can protect future generations and ourselves. The documentary is free on Kanopy with your library card.
- Partnering with TC Tourism for Autism Training for the Staff throughout the District.
- Attended the Human Rights Commission because TADL was nominated for an award.
- Met with Liz Vogel, City Manager and Sakura Takano, CEO of Rotary Charities regarding some issues with the unhoused population.

### Innovative Engagement

- Attended Scott Morey's Instant Pot program. It was excellent!

### Community Outreach

- Competed with my famous caramel brownies at the TADL Cookie “Bar Crawl”
- Was a panel member for the League of Women Voters discussion about Banned Books.

Welcome Spring!

Michele P. Howard, MILS





- Traverse Area District Library -

## We want to hear from YOU!

Collection Suggestion: [ Book \* Music \* Movie \* Video Game \* E-Resource \* Program \* Other ]

I can't say enough about this Traverse City Public Library. This program is so well run. The Bldg. is wonderful - such a location. And who ever runs the show is doing a

Comment: fantastic job. Patrons can check themselves out. Employees are so helpful. Special programs for children - and special places for kids. I don't know all the services, but I use LIBBY all the time. Staff have run down books for me not in the TC collection. Parking lot is

Date: \_\_\_\_\_

Name & contact info (optional):

always full. The outside window for book return. The bicycle pump and  
OVER

repair frame at the front door. —  
The on-line service and info & connections —  
staff are using internet so effectively —  
there are meeting rooms — there are  
computers available to patrons —  
again — I don't know who is in  
charge, but this public LIB is  
exceptionally well run — I can see the  
evidence of how you seem to be constantly  
seeking how to improve services (that  
are already outstanding).

Honestly — hats off to this organization  
and the experts who are running the  
show.

---

---

**BOARD MEMO**

---

---

**TO:** TADL BOARD  
**FROM:** MICHELE P HOWARD, MILS  
**SUBJECT:** MEETING ROOMS AUDIOVISUAL UPDATES  
**DATE:** 4/18/24

---

At the December 2023 meeting, the Board of Trustees approved a number of capital projects, one being \$60,000 to improve the Audiovisual equipment in the meeting rooms, McGuire, Thirlby and Youth Story room. These rooms are constantly used and the TADL Staff are challenged by the need to provide hybrid (in-person and virtual) meetings.

I've attached the quote from our preferred vendor EFP Productions for \$140,268.09, which is significantly above the initial approved amount. I've also included a quote from Waara Technologies that does not include the Thirlby and Youth Story Room of \$140,051.16.

Due to the daily use of these rooms, I would like to not work on the elevator updates (we still have 5 years to complete this work), and instead update the meeting rooms.

Finally, Scott Morey identified a few more costs not included in either quote that are the following.

vMix	\$700.00
Switch	\$2,000.00
Streaming Computer	\$2,500.00
Backup Computer	\$2,500.00

Total project cost would be: \$147,751

Suggested Motion: To pay EFP Productions to update the meeting rooms with funds from the Public Improvement Fund for the not to exceed amount of \$149,000.



Capital Improvement Budget for FY 2024

Beginning PIF Balance (as of 11/30/23) \$1,203,616.51

Project Description		RFP Necessary
Finishing Building Control System		
BCU Upgrade Phase II	\$63,000.00	Completed
Elevator Reconditioning	\$200,000.00	No - Single source
Meeting Room A/V Updates		
Consultant	\$10,000.00	No - Under limit
Equipment	\$50,000.00	No - Individually under limit
Youth Services Shelving/Seating	\$10,000.00	No - Under limit
New Carpet	\$200,000.00	Will be necessary
<u>Already Planned &amp; Approved:</u>		
Bathrooms Remaining Due	\$144,225.00	Completed
Accounting Software - Tyler Tech for 2024	\$19,500.00	Completed
<b>Total</b>	<b>\$696,725.00</b>	

PIF Balance after 2024 expenditures \$506,891.51

Future Years

Chillers	2025 or beyond	\$200,000.00	Will be necessary
----------	----------------	--------------	-------------------

Motion to adopt the resolution was introduced by: \_\_\_\_\_  
 And supported by: \_\_\_\_\_  
 Motion adopted Yes / No



616.902.0935

fitzpatrick.production@gmail.com

4394 Lake Ave Interlochen, MI 49643

---

**AUDIO VISUAL / STREAMING  
SYSTEMS UPGRADES  
PROPOSAL: VERSION 1  
4/6/2024**

**TRAVERSE AREA DISTRICT LIBRARY**

610 Woodmere Ave

Traverse City, MI 49686

Attn: Scott Morey

## **PROJECT DESCRIPTION:**

We are pleased to offer this proposal for the Traverse Area District Library. This quote is the culmination of several meetings and conversations with Scott Morey and the Sight & Sound team; we were engaged to provide a comprehensive systems upgrade plan for the McGuire, Story, and Thirlby Rooms

### **MCGUIRE COMMUNITY ROOM**

The goal of this project is to improve the quality of the room's built-in Audio and Video systems, with a particular focus on the systems' ability to capture and broadcast high-quality live video from public meetings and special events while improving end-user operability and maintenance. Central to this proposal are new, professional-quality audio and video processing equipment that will allow for utilizing the room's existing broadcast cameras for video conferencing and streaming. Central to this are infrastructure improvements that will allow for PC-based video mixing and streaming, as well as backup measures that will serve to ensure near-zero-downtime for live events. Additional considerations were given to improving the room's ability to be utilized without the need for technical staff on-site, as well as providing additional features for rental packages.

### **STORY ROOM**

In an effort to improve the overall quality of the space, as well as ease-of-use, we propose a new integrated AV control system. Additional considerations include a professional laser projector, surface-mounted directional speakers for improved audio coverage and intelligibility, and a mounted rack system to organize components and cabling.

### **THIRLBY MEETING ROOM**

To improve the AV abilities of this space, we propose a commercial 75" LED display with a professional audio soundbar. Control of this system will be managed by a wall-mounted push-button control processor that can manage all aspects of the AV components, as well as scheduled on/off of the display if desired.

### **OPTION - WIRELESS MICROPHONE SYSTEM UPGRADE FOR MCGUIRE ROOM**

This option-package provides a modern, digital wireless microphone solution that utilizes rechargeable wireless transmitters and network-based Dante audio for a low-latency, professional-quality meeting room audio solution that saves an entire equipment rack worth of space, with ultimate technical flexibility.

## **MCGUIRE COMMUNITY ROOM**

- **Extron Professional Control System**
  - Extron Control and Automation solutions simplify operation, streamline presentations, and automate your core infrastructure.
- **17-inch Capacitive-touch Control Panel**
  - Full-motion video preview and monitoring.
- **Portable Confidence Display**
  - 55" commercial display on low-profile rolling cart.
- **Custom Lectern with Audio, Video, and System Control**
  - Lectern with flip-up side table and casters; integrated network, HDMI/USB-C Video input, microphone, and AV System control button-station.
- **Extron Professional Video Switching**
  - All-in-one matrix switcher/scaler to manage all video inputs and outputs - 4K capable for future interoperability.
- **Extron Professional Audio DSP**
  - Processes all audio signal sources and outputs, includes integration with Dante Audio-over-IP, as well as twelve channels of Acoustic Echo Cancellation.
- **Full-Range Professional Speakers / Amplification**
  - Directional PA Speakers to better fill the room without microphone feedback; paired with solid-state low-noise amplification.
- **Intelligent Multi-Zone Room Microphone Array**
  - Ceiling-mounted microphone array with built-in intelligent, automatic steering to capture spoken word for recording and streaming.
- **Listen Technologies ADA Audio Receiver System**
  - Compliant with ADA requirements, this system digitally broadcasts system audio to wireless receivers, as well as users' smartphones / connected devices via the existing 802.11 wireless network.
- **Extron Professional Video Streaming Encoder / Recorder**
  - Hardware h.264 encoder with two-channel recording/ streaming for live streaming and/or internal web view. Also allows for direct recording to a USB drive with simple system use.
- **NDI AV-over-IP Integration**
  - Latest in Network-based video, allows for cameras and other video sources to be integrated with software-based switching and video conferencing.
- **Middle Atlantic Pro-AV Equipment Rack**
  - All components will be installed and integrated into a single equipment rack, saving space and better organizing gear for improved management and troubleshooting.

---

**PACKAGE TOTAL: \$83,614.72**

## **STORY ROOM**

- Extron Professional Control System
  - Push-button interface to control power, input, and volume.
- Epson Laser Projector
  - 5,200 Lumen Laser-light engine provides a bright, crisp image with virtually no needed maintenance. HDMI Native with network control.
- Extron Professional Audio
  - Surface-mounted speakers with solid-state, low noise amplification.
- Denon Professional Blu-Ray Player
  - Blu-Ray, DVD, CD, SD Media player - Rackmount.
- Middle-Atlantic Equipment Rack
  - Small Form Factor equipment rack to organize system components and cabling.

---

**PACKAGE TOTAL: \$11,151.00**

## **THIRLBY MEETING ROOM**

- Extron Professional Control System
  - Push-button interface to control power, input, and volume.
- LG Commercial Display
  - 75" UHD LED Display for bright, clear picture, excellent sightlines, and guaranteed uptime.
- Yamaha Professional Audio
  - Soundbar-style powered speaker array for full-range audio reproduction.
- Denon Professional Blu-Ray Player
  - Blu-Ray, DVD, CD, SD Media player - Rackmount.
- Middle-Atlantic Equipment Rack
  - Free-standing cabinet style rack to neatly house components.

---

**PACKAGE TOTAL: \$11,823.60**

## OPTION - MICROPHONE REPLACEMENT FOR MCGUIRE ROOM

- Extron Professional Audio Expansion Processor
  - Professional audio DSP expansion for additional digital inputs.
- Shure Microflex Wireless Transceiver System
  - Versatile digital wireless microphone system utilizing Dante Audio-over-IP.
- Desktop Wireless Transmitter with Gooseneck Microphone - Qty 10
  - Wireless desktop microphone base with mute-toggle button and LED status ring.
- Handheld Wireless Transmitter with SM58 Element - Qty 4
  - Traditional Handheld microphone with simple mute button and LED Status light.
- Bodypack Wireless Transmitter with Lavalier and Earset Microphone - Qty 2
  - Easy to use wireless body pack for speakers with option for both lavalier clip-on microphone capsule as well as ear-worn headset microphone capsule.
- Networked Charging Stations
  - Plug-and-go charging for all wireless microphone bases/transmitters.
- Labor Discount
  - Package total reflects a \$3,000 Labor/integration discount if installed at time of primary project.

---

**PACKAGE TOTAL: \$33,678.77**

## SUMMARY

MCGUIRE COMMUNITY ROOM -----	\$83,614.72
STORY ROOM -----	\$11,151.00
THIRLBY MEETING ROOM-----	\$11,823.60
OPTION - MCGUIRE MICROPHONE UPGRADE-----	\$33,678.77

---

**PROJECT TOTAL: \$140,268.09**

### Payment Schedule:

60% Project deposit // 30% once all materials have arrived // 10% at project completion



## **ABOUT US:**

*EFP was formed as the result of a great need in the state of Michigan: knowledgeable live-production and AV professionals, unhindered by high overhead costs, with the creative mindset needed for custom solutions and integrations.*

*We specialize in partnerships with Education, Houses of Worship, and other Not-for-profit enterprises. Our goal with every project is to come alongside our customers and help them to determine their precise needs, and custom design an end-product that fulfills those needs without exceeding the budgets of these important organizations.*

*Whether it is in the capacity of consulting, system design, or sales & installation, we are driven by our years of professional industry experience and strive to bring a unique perspective to our projects.*

*If you have any questions about this proposal or would like to discuss revisions, please do not hesitate to reach out.*

**AV Upgrade Preliminary**

Traverse Area District Library  
610 Woodmere Avenue  
Traverse City, MI 49686  
932.8534 Aaron-direct

2021-0206

09/06/2022

**Scope of Work**

---

Waara Technologies will provide and install AV in the Traverse Area District Library.

Extra labor charges may be applied due to unexpected retrofit complications.  
Prices and specifications in this proposal are based on information received to date.  
Prices are valid for 60 days from the date of this proposal.  
Hardware delivery is typically 30 days or less upon order placement.  
Any changes to the project after approval may affect the price of the proposal amount.  
Installation of any unspecified owner furnished equipment will be charged in addition.  
Waara Technologies is not responsible for manufacture software malfunctions.  
All electrical work must be done by a certified electrician and billed separately.

Waara Technologies wants to supply our customers with the best and most recent products as possible. Due to product demand, some new releases might take longer than expected to receive.

Due to the nature of product cycles and the length of a project, the products originally specified may no longer be available at the time of installation. In such an event, Waara Technologies will do their best to replace the original product with an equal or better product at no additional cost to the customer. If it is not feasible to do so, the customer will be notified of any additional charges that may be required. Client maybe responsible if legal fees occur.

There will be a 25% restocking fee on all custom orders that are returned.

**System Descriptions**

---

**Audio System**

*The Audio System provides the ability to listen to music and other audio sources. It includes speakers amplifiers and audio sources and audio distribution. The control interface may be separate since control is often integrated across multiple systems.*

**Control and Integration System**

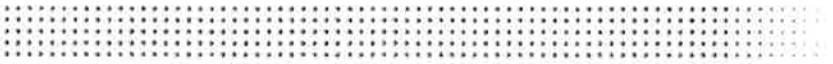
*The Control System is the user interface for control. It simplifies the operation of regular tasks and integrates the various audio, video and environmental systems. The presence of a control system does not by default mean that all systems will be controlled or that remote access is included. The scope of the control system is defined in the proposal.*

**Video System**

*The Video System allows you to watch video sources such as cable or Blu-ray video. It includes video displays, video sources and video distribution. The control interface may be separate since control is often integrated across multiple systems.*

**Wiring, Network and Equipment Management**

*The wiring includes the basic structured wiring and terminations necessary for all of the other systems to function. A network allows ethernet communication between all network devices and is one of the most important systems. Good wireless networks have a strong wired infrastructure. The network is comprised from*



**AV Upgrade Preliminary**

Traverse Area District Library  
610 Woodmere Avenue  
Traverse City, MI 49686  
932.8534 Aaron-direct

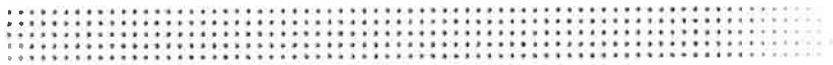
**Proposal**

2021-0206  
09/06/2022

**System Descriptions**

---

*modems, routers, switches, wireless access points, patch bays and more. All systems within a building rely on a strong and robust network for optimum performance. Equipment management includes racks and wire management devices to properly organize the equipment for clean and professional installation.*



## Proposal

### AV Upgrade Preliminary

Traverse Area District Library  
610 Woodmere Avenue  
Traverse City, MI 49686  
932.8534 Aaron-direct

2021-0206  
09/06/2022

### McGuire Room

---

*This proposal provides audio and video for the McGuire Room, broadcasting events, and a foundation for QSC in the building.  
The McGuire Room, a divisible room, will focus on presenting and broadcasting media. Three projectors will provide media visibility across the room and seamlessly split presentation capabilities when the room is separated, Networked A/V will provide users the ability to display A/V sources as well as camera feed to any projector screen or send to broadcasting. One physical laptop connection will be supported for each side of the room, in addition to three channels of remote connection through the Airtames. This proposal does not include equipment to integrate a portable cart.*

**12 Owner Furnished Speaker**

Owner Furnished Speaker

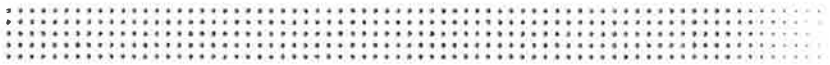
- 12 Waara Technologies Configuration Labor
- 2100 Wirepath NST-162-500-WH  
16-Gauge 2-Conductor Speaker Wire - 500 ft. Nest in Box (White)

**1 QSC CX-Q 8K8**



8-Channel Low-Z Power Amplifier

- 1 Waara Technologies Configuration Labor
- 1 Waara Technologies Programming Labor



**AV Upgrade Preliminary**

Traverse Area District Library  
610 Woodmere Avenue  
Traverse City, MI 49686  
932.8534 Aaron-direct

**Proposal**

2021-0206  
09/06/2022

**1 QSC Core 110f**

Multipurpose software based digital audio signal processor

- 1 QSC SL-QSE-110-P  
Scripting Engine software License, Perpetual
- 1 QSC SL-QUD-110-P  
Q-SYS Core 110 UCI Deployment software License, Perpetual
- 1 Waara Technologies Configuration Labor
- 1 Waara Technologies Programming Labor

**1 QSC QIO-IR1x4**

QSC endpoint for IR control



**3 QSC TSC-101-G3**

High Definition Touch Screen Controller

- 3 QSC TSC-710t-G3  
Table Top Mounting Accessory For Tsc-70-G3 And Tsc-101-G3
- 3 Waara Technologies Configuration Labor
- 3 Waara Technologies UCI Design Labor  
Labor for UCI Design and Deployment.



**AV Upgrade Preliminary**

Traverse Area District Library  
610 Woodmere Avenue  
Traverse City, MI 49686  
932.8534 Aaron-direct



**1 QSC TSC-70-G3**

High Definition Touch Screen Controller

- 1 QSC TSC-710t-G3  
Table Top Mounting Accessory For Tsc-70-G3 And Tsc-101-G3
- 1 Waara Technologies Configuration Labor
- 1 Waara Technologies UCI Design Labor  
Labor for UCI Design and Deployment.



**2 Sennheiser TeamConnect Ceiling 2 w/ Brackets**

TeamConnect Ceiling 2 Microphone  
kit. Includes (1) TeamConnect  
Ceiling 2 microphone, (1)Set of SL  
CM EB mounting brackets, and (1)  
TCC2 box kit.

- 2 Waara Technologies Configuration Labor
- 2 Waara Technologies Programming Labor



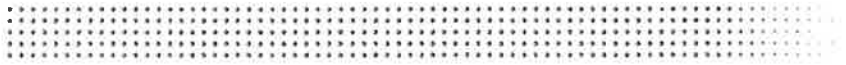
**1 Various Allowance for hardware**

Various hardware needed for retrofitting and supplementary cables

**3 Airtame Airtame 2**

Airtame is a device for streaming content wirelessly.

- 3 Waara Technologies Configuration Labor



**AV Upgrade Preliminary**

Traverse Area District Library  
610 Woodmere Avenue  
Traverse City, MI 49686  
932.8534 Aaron-direct

2021-0206  
09/06/2022



**3 AVProEdge AC-EX70-444-KIT**  
Ultra Slim 70m (100m HD) 4K60 4:4:4, HDR HDBaseT Extender

- 3 Waara Technologies Configuration Labor
- 3 Waara Technologies Programming Labor



**1 Black Magic Design MINI CONVERTER SDI TO HDMI 4K**  
Mini converter, standard/high definition, 3G, 6G-SDI video source to HDMI in standard/high definition

- 1 Waara Technologies Configuration Labor



**1 Blackmagic Design W-WPR-03**  
Blackmagic Web Presenter 4K

- 1 Waara Technologies Configuration Labor
- 1 Waara Technologies Programming Labor



**3 QSC NC-12x80**  
Network camera with motorized PTZ, 12x optical zoom and 80 field-of view

- 3 Waara Technologies Configuration Labor
- 3 Waara Technologies Programming Labor



**AV Upgrade Preliminary**

Traverse Area District Library  
610 Woodmere Avenue  
Traverse City, MI 49686  
932.8534 Aaron-direct

**3 QSC NV-32-H (Core Capable)**



Video, NV-32-H (Core Capable), Network Video Endpoint

- 6 Binary B6-4K2-1  
B6 Series 4K Ultra HD Premium Certified High Speed HDMI Cable with GripTek 1m
- 3 Waara Technologies Configuration Labor
- 3 Waara Technologies Programming Labor



**3 Sony VPL-FHZ75**

Sony 6500-Lumens WUXGA 3LCD Laser Projector (Black)

- 3 Peerless-AV PRG-UNV  
Precision Gear Projector Mount with Spider Universal Adapter Plate - BLACK
- 3 Sony VPLL-Z3032  
The VPLL-3032 Fixed Long Throw Lens from Sony is used with the VPL-FHZ65, VPL-FHZ60, VPL-FH65, and VPL-FH60 3LCD projectors. The lens offers a throw ratio of 3.18:1 to 4.84:1.
- 3 Waara Technologies Configuration Labor
- 3 Waara Technologies Programming Labor



**2 AVPro Edge AC-CXWP-KVM-KIT**

AC-CXWP-KVM-KIT HDMI Wall Plate Extender Kit with KVM Control...

- 2 Waara Technologies Configuration Labor





**AV Upgrade Preliminary**

Traverse Area District Library  
610 Woodmere Avenue  
Traverse City, MI 49686  
932.8534 Aaron-direct

**Proposal**

2021-0206  
09/06/2022

**1 Netgear GSM4248PX-100NAS**



40x1G PoE+ 960W and 8xSFP+ Managed Switch (Americas)

1 Waara Technologies Configuration Labor

1 Waara Technologies Programming Labor

**1 Waara Technologies Standard Labor**

Labor for retrofitting - the addition and removal of equipment.

**McGuire Room Total: \$111,710.99**



**Proposal**

**AV Upgrade Preliminary**

Traverse Area District Library  
610 Woodmere Avenue  
Traverse City, MI 49686  
932.8534 Aaron-direct

2021-0206  
09/06/2022

**Price by System** *(includes labor)*

Audio System	\$14,704.00
Control and Integration System	\$38,015.00
Video System	\$77,486.86
Wiring, Network and Equipment Management	\$9,845.63

**Price Detail**

<b>Equipment:</b>	<b>\$111,710.99</b>
<b>Labor:</b>	<b>\$28,340.50</b>
<b>Tax:</b>	<del><b>\$6,612.84</b></del>
<b>Grand Total:</b>	<b>\$146,664.33</b>
	\$ 140,051.16

Client: **Traverse Area District Library**

Date

Contractor: **Waara Technologies**

Date

---

---

**BOARD MEMO**

---

---

**TO:** TADL BOARD

**FROM:** MICHELE P HOWARD, MILS

**SUBJECT:** FIFE LAKE DDA TAX CAPTURE

**DATE:** 4/18/24

---

On April 11, 2024, I attended the Fife Lake DDA Special Meeting. The Chair of the DDA has reached out to me in the past inquiring about whether the Library would opt out of a DDA capture when it was able. At their meeting, I gave the Fife Lake DDA Board our policy regarding Tax Captures and a summary of the law that was passed in 2017. Both are attached to this memo.

While not a formal request, it is my understanding that the Fife Lake DDA hopes TADL will not opt out and allow the capture.

I have recently learned on a webinar that it is recommended that libraries opt out when available, and then enter into an MOU to provide the money to the DDA if the Board chooses. One option is that the Fife Lake Public Library Board could decide to enter into an MOU that if they choose, not the TADL Board would still opt out of the tax capture.

Below are the DDA's that currently capture money from TADL. Also note that providing the millage passes in August, TADL will be automatically exempt from capture.

City of Traverse City - TIF 97  
Fife Lake  
Interlochen  
Kingsley

	Tax Capture	TADL Reduced by:
<i>Traverse City</i>		
TIF 97	\$152,430,405	\$137,401
CSX	\$28,990,424	\$26,132
Traverse House	\$1,458,312	\$1,315
Blarney Castle	\$3,218,826	\$2,901
Commons	\$27,742,516	\$25,007
East Bay Plaza	\$3,597,087	\$3,242
TBA credit union	\$1,843,992	\$1,662
Graetz	\$225,894	\$204
Socks	\$2,084,141	\$1,879
Env 8th	\$6,660,918	\$6,004
Park Place	\$4,670,642	\$4,210
<i>Fife Lake</i>		
DDA	\$2,001,588	\$1,804
<i>Garfield</i>		
Commons	\$13,228,244	\$11,924
Kmart Curling	\$340,787	\$307
<i>Green Lake</i>		
DDA	\$6,221,639	\$5,608
<i>Long Lake</i>		
Brownfield Food for Thought	\$1,542,166	\$1,390
<i>Paradise</i>		
DDA	\$5,556,793	\$5,009
	<u>\$261,814,374</u>	<u>\$236,000</u>



## Michigan Governor Signs Law Excluding Library Taxes from Capture by Tax Increment Financing Entities

---

January 13, 2017

On Jan. 9, 2017, Michigan Governor Snyder signed into law a package of bills, all with immediate effect, that would exempt certain taxes levied for library purposes from being captured by tax increment financing authorities, including downtown development authorities (DDAs), tax increment finance authorities (TIFAs), local development finance authorities (LDFAs), and corridor improvement authorities (CIAs), (collectively, the "TIF Authorities"). The new laws do not affect the ability of brownfield redevelopment authorities to capture library millages.

The law automatically exempts taxes levied pursuant to library millages passed after Dec. 31, 2016, from capture by the TIF Authorities. Taxes collected pursuant to library millages levied before Jan. 1, 2017 are also exempt from capture under the law so long as all other obligations of the TIF Authority have been paid. A library board (or commission) may, however, allow the capture of all or a portion of the taxes levied by a millage passed before Jan. 1, 2017 pursuant to an agreement with the TIF Authority.

Libraries may also exempt taxes collected pursuant to library millages levied before Jan. 1, 2017 if the TIF Authority alters or amends the boundaries of the authority district or extends the duration of the existing finance plan. In order to exempt these millages, the library board (or commission) must adopt a resolution declaring all or a portion of its taxes exempt from capture within 60 days following the public hearing, and the resolution must be filed with the clerk of the municipality.

This change is notable for two reasons. First, when deciding whether to amend the boundaries of the authority district or extend the duration of the existing financing plan, TIF Authorities will need to consider the possibility that all of the taxes collected pursuant to library millages may be exempt from capture should the TIF Authority choose to make those changes.

Second, this change creates internal inconsistencies in the amended acts. There are two public hearing provisions in each of the amended acts that deal separately with amendments to the boundaries of the TIF Authorities and amendments to the financing plans. The language in the DDA, TIFA, and LDFA statutes was added to the sections that govern amendments to the boundaries of those TIF Authorities. This is problematic because the language also allows a library to opt-out of capture if the authority amends the duration of a *financing plan* "not later than 60 days after a public hearing is held *under this subsection*." Those sections, however, do not govern amendments to financing plans. The opposite problem exists in the CIA statute. The same language was added to the section of the CIA statute governing amendments to the financing plan, but that section does not govern amendments to the boundary of a CIA. Given these discrepancies, it is unclear what standard the legislature intended to apply.

Finally, certain city libraries are subject to additional restrictions in that any of the above described actions by the library board must also be approved by the chief executive officer of the city.

For more information about these changes to the law, contact any of the authors or your Miller Canfield attorney.

## 2.08 Tax Capture Policy

### Last Updated Date

December 15, 2022

### Policy Type

Finance

#### 1. General Statements Regarding Policy.

The Traverse Area District Library (“Library”) provides access to a broad range of information, services and resources to the citizens of the Library District. Taxpayers within the Library District have approved a dedicated library millage for the operation and support of the Library (“Library Millage”). As such, the Library Board adopts this policy to ensure that the Library Millage will continue to be used for Library purposes to the extent permitted by law.

#### 2. Opt Out of Tax Capture.

By law, municipalities located within the Library District may establish authorities, such as downtown development authorities, corridor improvement authorities and local finance development authorities, that may be funded in whole or in part through tax increment financing plans (“TIF Plans”). These TIF Plans would allow the authority to capture a portion of the Library Millage. It shall be the policy of the Library Board of Trustees that the Library exempt the Library Millage from capture whenever the ability to “opt out” is authorized by law. This includes, but is not limited to, opting out when any new tax capturing entity is formed or when any existing tax capturing entity’s district is expanded.

#### 3. Procedure for Opting Out.

The Library understands that it shall take any and all action to exempt the Library Millage from tax capture once the Library becomes aware that the Library Millage may be subject to capture. Such action shall include, but not be limited to:

1. Investigating whether the Library Millage will be captured by any new authority or TIF Plan or whether a change to the existing authority will result in new or increased tax capture.
2. If the Library’s Millage will be subject to capture, investigating whether the Library has the authority to opt out.
3. If the Library has authority to opt out, the Library shall take any and all action required by law to exempt the capture of the Library Millage. The Library Board shall follow all procedures required by Michigan law that are applicable to the entity that intends to capture the Library Millage, including, but not limited to, attending the public hearing and adopting any Resolution necessary to opt out of the tax capture or TIF Plan.

#### 4. Exception.

The Library Board may determine in a particular instance that permitting the capture of Library Millage is in the best interest of the Library. At such time, for reasons stated on the Library Board record, the Library may choose to allow the capture to occur.

*Reaffirmed December 15, 2022*

**Notice**

**Village of Fife Lake**

**Downtown Development Authority**

**April 11, 2024 at 6:30 p.m.- Informational Meeting**

**Fife Lake Village Hall, 616 Bates Street, Fife Lake, MI 49633**

---

**The Downtown Development Authority will be holding a special meeting as one of the required two informational meetings as outlined in PA57 of 2018.**

**The DDA currently has a thirty year Tax Increment Finance Plan which expires at the end of the 2028 tax collection.**

**For the past year, the DDA has been working with Networks Northwest to update our current plan to include additional projects. We will have a copy of this DDA TIF Plan Update available at this meeting. This development area plan identifies projects, provides cost estimates and project implementation through the financing plan which ends in 2028.**

**Our DDA Board has diligently worked over the past years to make improvements in our DDA District and has successfully completed many projects outlined in the 1998 – 2028 Tax Increment Plan. Over the years, since TIF collection began, the DDA spent \$872,939 on projects of which \$582,000 was from ISTE (Enhancement) grants. A federal grant program.**

**The DDA website is [fifelakedda.org](http://fifelakedda.org). You will find the annual TIF report to the State of Michigan on this site, plus additional pertinent information.**

---

***Fife Lake DDA Vision***

**Supporting and Encouraging a Positive Village Business Climate**

***Fife Lake DDA Mission***

**To Improve and Enhance the DDA District for our citizens and Visitors Alike**

See page 49, table 19 for estimated yearly captures 2023 through 2028

2023 tax captures\*:

Village	16,817
Township	1,809
FLT – Fire	4,107
FLT - Ambulance	2,413
FLT – Police	3,389
GT County – summer	8,968
GT County – winter	444
COA	1,100
Road Commission	1,885
Veterans	219
BATA	927
Library – Op.	1,751
NMC – Op.	<u>3,985</u>

Total DDA Capture \$47,814

Increases due to sales uncapping TV and COL increases.

\*Rounded figures