

AGENDA

Board of Trustees Regular Meeting
Thursday, November 21, 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 – October 24, 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. **Director Report**
8. **Old Business**
 - a. Revised Policy: 4.6 Public Meeting Rooms Policy
9. **New Business**
 - a. Authority to Close Kingsley Branch Library for Renovation
10. **Public Comment***
11. **Trustee Comment**
 - a. Sharing Ideas
12. **Closed Session (if needed)**
13. **Adjournment**

* If you wish to speak during the Public Comment section of the meeting, please (1) wait until you are recognized; (2) approach the podium and use the microphone; (3) state your name and the county and township or city in which you reside; and (4) limit your comments to 3 minutes. Please sign in at the podium.



Board of Trustees Regular Meeting & 2025 Budget Hearing MINUTES

Thursday, October 24, 2024 at 4:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. **Call to Order**

The meeting was called to order by President Pakieser at 4:00pm. Present were: Pakieser (President); Jones (Vice President); Vickery (Secretary); Beuthin, Gedman, and Deyo (Trustees). Odgers (Treasurer) attended remotely from Beaver Island. 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. **Resolution Reading: Michigan Library Appreciation Month**

President Pakieser read highlights from the resolution prepared by the Michigan Library Association proclaiming October 2024 as Michigan Library Appreciation Month. It was MOVED by Jones, SUPPORTED by Odgers, to support the resolution as noted. Motion CARRIED.

4. **Approval of the Agenda**

Howard requested the removal of item 11b, since the policy had not yet been reviewed by Counsel. It was MOVED by Jones, SUPPORTED by Vickery, to approve the amended agenda as presented. Motion CARRIED.

5. **Public Comment**

President Pakieser opened the floor for public comment. The following people addressed the board: Margaret Meyers, highlighted Howard's achievements and positive character as TADL Director, and supported a significant raise that would bring her compensation up to those in comparable positions.

It was MOVED by Deyo, SUPPORTED by Jones, to open the public hearing on the 2025 budget. Motion CARRIED.

6. **Public Hearing on the 2025 Budget**

a. *Introduction of the 2025 Budget*

Beuthin thanked Howard and staff for the intense process and work behind the proposed 2025 budget and inquired about the reserves. Baldwin explained that there is no special line item and reserves show up in the general fund and in the Public Improvement Fund. This makes for a more functional money management system by making it accessible within established policies and necessary board approvals. TADL does, by past board action, reserve two months of operating costs at all times.

Discussion of the budget continued. Regarding the cost for security guards, Vickery emphasized that the library is recognizing that security guard costs are real and rising on a permanent basis due to the community's unhoused population issues and the failure of

public governance to address those consequences. TADL has been paying for that issue which is evident within the budget.

b. *Budget Overview and Details*

Howard noted that the biggest increase in revenue is due to the passage of the millage back to the original 1.1mils, providing a 37% increase in the 2025 budget. She expects a small increase in State Aid, while penal fine revenues are always unpredictable and estimated figures are conservative. Another big revenue change from last year is a significant increase in interest rates because of the change in investments that were made.

Baldwin discussed some of the expenses. Personnel will increase by 10 positions, some full-time and some part-time. Medical insurance costs go up every year, and there was an 11% increase in dental and vision coverage. The Friends of TADL budgeted about \$18,000 to purchase specific materials and/or programs including Ancestry.com, grade school visits to the library, and others.

c. *Public Comment*

There was none.

7. **Discussion and Action to Adopt the 2024 Budget**

a. *2025 Budget Resolution*

It was MOVED by Jones, SUPPORTED by Deyo, to approve the budget resolution as presented of \$8,852,066 with the following appropriations: \$4,617,384 for Personnel Services; \$1,463,160 for Supplies; \$2,498,722 for Other Services and Charges; \$272,800 for Capital Outlays. A roll call vote was taken with the following results:

| | | | |
|----------------|-------------|---------------|---------------|
| Odgers – aye | Deyo – aye | Gedman – aye | Vickery – aye |
| Pakieser – aye | Jones - aye | Beuthin – aye | |

Motion CARRIED with 7 aye.

It was MOVED by Jones, SUPPORTED by Gedman, to close the public hearing on the 2025 budget. Motion CARRIED.

8. **Consent agenda**

- a. Approval of Minutes: Regular Meeting – September 19, 2024
- b. Department Reports
- c. Finance and Facilities Committee Report – October 1, 2024
- d. Policy and Personnel Committee Report – September 16, 2024 | October 1
- e. Financial Reports
- f. Member Library Communications – FLPL | IPL | PCL
- g. Friends of TADL Report – Jud Barclay, President
- h. Correspondence

It was MOVED by Beuthin, SUPPORTED by Deyo, to affirm receipt and acceptance of the consent calendar information as presented. Motion CARRIED.

9. **Items removed from the Consent Calendar**

There were none.

10. **Director Report**

Howard confirmed her report and highlighted the following:

- TADL is a voting precinct and staff is preparing for the election day, making sure safety measures and procedures are addressed. Although she doesn't anticipate problems, all precincts have been advised to be watchful for any threats or safety issues that could arise in a highly contentious election.
- TADL is partnering with NorthEd again providing life skills learning tasks that will help developmentally disabled students grow and engage in meaningful relationships within the community.
- TADL hosted the Annual Michigan Library Conference Reception for over 250 librarians. It was a disco theme and everyone had a good time, gave compliments about what a beautiful library we have, and one trustee from another library was very impressed with the joy he felt walking into the building.

11. Old Business

a. *STT Contract*

Howard noted that the year-round security guard contract presented was for a period of three years and was discussed in the Finance and Facilities Committee. She suggested a one-year contract instead to see how it goes and renew next year if desired. Discussion was had around a possible price increase for one-year versus three years. Howard suggested making a one-year contract motion not to exceed \$80,000. It was MOVED by Beuthin, SUPPORTED by Vickery, to follow the Director's recommendation and approve a one-year contract with STT Security for security services not to exceed \$80,000. A suggestion was made by Deyo to limit the amount to \$75,000 to keep the cost increase down. Beuthin then amended her motion to not exceed \$75,000. More discussion ensued. Gedman felt that it should stay at \$80,000 with the understanding that Howard would negotiate the best rate for the year. Beuthin then expressed trust in Howard's ability to negotiate the rate and she MOVED, with SUPPORT by Vickery, to return to her original motion to approve a one-year contract with STT Security for security guard services in an amount not to exceed \$80,000 as recommended by the Director. A roll call vote was taken with the following results:

| | | | |
|----------------|-------------|---------------|---------------|
| Odgers – aye | Deyo – aye | Gedman – aye | Vickery – aye |
| Pakieser – aye | Jones - aye | Beuthin – aye | |

Motion CARRIED with 7 aye.

b. *Policy Revision: 4.6 Meeting Room Policy*

This item was removed from the agenda.

12. New Business

a. *MERS Contribution*

The Finance and Facilities Committee recommended that the board consider designating 50% of the 2023 fiscal year surplus of \$384,598 for a payment toward the MERS Unfunded Accrued Liability. As the unfunded liability has been continually decreasing with this payment past-practice, Howard noted that MERS representative, Tony Radjenovich, had in the past explained that while it is possible to fully pay off the current liability at any point in the future it could be over or under-funded at any time because that balance is reliant on the market. It was MOVED by Vickery, SUPPORTED by Jones, to designate 50% of the surplus funds from 2023 to be applied toward the MERS Unfunded Accrued Liability in the amount of \$192,299. A roll call vote was taken with the following results:

| | | | |
|----------------|-------------|---------------|---------------|
| Odgers – aye | Deyo – aye | Gedman – aye | Vickery – aye |
| Pakieser – aye | Jones - aye | Beuthin – aye | |

Motion CARRIED with 7 aye.

b. *TBL PIF Request*

Howard noted that Chouinard, Larry Gorton TBL Manager, would like to use some of the department's Public Improvement Funds to purchase a desktop video magnifier for TBL patrons to use. It was MOVED by Vickery, SUPPORTED by Deyo, to allow the Director to pay for a Vispero High Definition Desktop Video Magnifier with funds from the Public Improvement Fund – TBL for the not to exceed amount of \$3,300 as presented. A roll call vote was taken with the following results:

| | | | |
|----------------|-------------|---------------|---------------|
| Odgers – aye | Deyo – aye | Gedman – aye | Vickery – aye |
| Pakieser – aye | Jones - aye | Beuthin – aye | |

Motion CARRIED with 7 aye.

c. *Local History Collection Resolution of Support*

Howard explained that despite the new compact shelving, the Local History Collection will outgrow the space it is in. She would like to move forward with board support to seek an alternative space for the collection. There is interest in moving it to the Carnegie building on Sixth Street, or another location, and combine the collection with a local history/cultural center/museum which the community is lacking in. She noted that TADL has the staff to accommodate this kind of change. It was MOVED by Jones, SUPPORTED by Beuthin, to support the Director in looking at alternative locations for the local history collection. Motion CARRIED.

Gedman inquired about grant funding opportunities. Howard noted that there is a lot of money available for historical preservation. Odgers also noted that there are a lot of local history items in the area in basements and other storage scenarios that would be appropriate items for TADL's local history collection so a space in a historical building would seem appropriate.

d. *Staff Holiday Party Approval*

Howard requested approval to serve food and alcohol on the premises, December 6th, for an after-hours staff holiday party. The food and drink would be paid for by Howard and the party would give staff a time to celebrate together. It was MOVED by Beuthin, SUPPORTED by Jones, to approve the serving of alcohol at the Main library for the staff holiday party. Motion CARRIED.

e. *Annual Director Review & Compensation*

Howard said that she was honored to be TADL's Director for another year and appreciates the board leadership and the staff's hard work. She believes that there is no bar higher than passing a millage and that was accomplished. The voters approved TADL's 10-year millage with a 65% approval rate, affirming that TADL is on the right track and the public wants the library to keep going. She noted that Baldwin, Finance and Human Resources Manager, compiled a wage study for the TADL board to use in considering compensation.

Buethin thanked Baldwin for the comparison stats. Vickery emphasized the need for a formal set of benchmark principals to use, now and in the future, for review and justification of compensation from a fiduciary and fiscal point of view that focuses on concepts including commitment to excellence driven by the values of the library, leadership temperament and initiative, industry experience and expertise, equity, merit, and the interplay of social and cultural components. Howard noted that she uses the union staff agreement as a benchmark for the leadership team compensation increases. Beginning in 2025 that means a 4% increase for union staff, plus a step scale for newer staff and a longevity payment for long-term staff amounting to 3%, totaling a 7% increase. President Pakieser said the board

was given a challenge to determine a set of guidelines that could not be figured out at this meeting, but could be worked out over the next six months. The trustees agreed to that plan of action.

The recommendation from the Finance and Facilities Committee settled at a 9% pay increase. Much discussion was had adjusting the percentage that corresponded to the aspirational attributes discussed earlier and how it corresponds with the wage study. It was MOVED by Beuthin, SUPPORTED by Vickery, to give the Director a raise up to \$141,906 commensurate with the 25th percentile in regional comparison reflecting longevity and her agenda to advance the interest of the library. She emphasized that Howard would be difficult to replace in the community. More discussion ensued. President Pakieser highlighted that in full transparency, the purpose of the increase is to recognize the excellent work Howard is doing with an understanding that the board must be responsible using public money. The board would expect this same performance from Howard or any other Director. Jones noted that although Howard started at a lower rate, which was fair and accepted at the time, the board can be conservative as long as it is fair. Following the discussion Beuthin amended her motion and MOVED, SUPPORTED by Vickery, to award Howard compensation of \$134,809, beginning January 1, 2025, a 17.2% raise reflecting the middle point with 5 years longevity as presented in the wage study. Odgers felt that the base midlevel wage of 127,711 was a fair offer. A roll call vote was taken with the following results:

| | | | |
|----------------|-------------|---------------|---------------|
| Odgers – nay | Deyo – aye | Gedman – aye | Vickery – aye |
| Pakieser – aye | Jones - nay | Beuthin – aye | |

Motion CARRIED with 5 aye, 2 nay.

13. Public Comment

President Pakieser opened the floor for public comment. The following people addressed the board: Betsy Myers, thanked the board for discussion regarding director compensation. Melissa McKenna, Head of Adult Services, thanked the board for passing the 2025 budget with an increase in staff because the current staff has been working really hard, and in order to continue running at the same high level of achievement and efficiency that means more staff.

14. Trustee Comment

Vickery noted that with the approval of the millage return to 1.1 mils indicates that library services are valued in the community. The commitment of the library to provide extraordinary programs, materials, and services means that staff must be the highest priority, where wage increases recognize what it takes to maintain the library as a touchstone center of the community.

President Pakieser thanked the staff for their work in hosting the MLA reception. The conference was a great experience for her and she encouraged all trustees to attend at least one during their time as a trustee. She also commended Odgers for her insightful conference lecture on disabilities.

Odgers thanked the Finance and Facilities Committee for their work regarding the Director compensation. She appreciated the conversation and is proud to be a part of the board.

15. Closed Session (if needed)

A closed session was not needed.

16. Adjournment

With no more business to address and a motion by Vickery, President Pakieser adjourned the meeting at 5:49pm.

Respectfully submitted,

Approved by board vote on November 21, 2024

V. Carpenter, Recording Secretary

M. Vickery, Board Secretary

DRAFT



Departmental Reports
for the month of October
(November 21, 2024 Board Meeting)

Adult Services

- Adult Services staff are very grateful to our community for passing the millage back in August and to the TADL Board for approving the budget set forth by Danille and Michele at the October meeting. This new budget and the accompanying new staff positions are very much needed to be able to give current staff the opportunity to breathe and think and work on other programs and services for our patrons!
- All AS desk staff attended MLA in mid-October and came back with so many great ideas and inspiration. We can't wait to share them with the community! And the library really shone during the MLA party. Melissa sat at the reference desk all evening answering questions from colleagues around the state. They were so impressed with the library, the view, and everything we have to offer!
- Partnership Highlights (*Purposeful Partnerships*):
 - The Grand Traverse Area Genealogy Society continues their monthly local history programs and the Traverse Area Historical Society returned from their summer hiatus to begin their usual monthly programming in our space.
 - PWR! Moves exercise sessions offered through our partnership with MI Parkinson Foundation are continuing. (*Inclusive Space*)
 - The Senior Center Hobby and Current Events Discussion groups continue to meet weekly here at the library. (*Inclusive Space*)
- Programming Highlights:
 - Our two regular book discussion groups continue to see strong attendance - [Books & Brewskis](#) had 25 attendees (*Innovative Engagement*) and [Queer Tales](#) (*Inclusive Space*) had 9 participants.
 - Digital Drop-Ins, Spanish Conversation Club, Books to Movies, TADL Stitchers, Yoga, and Tai Chi continue to meet regularly. (*Innovative Engagement, Inclusive Space*)
- October Adult Services Statistics:
 - Programs - 39 & Attendance - 347
 - Outreach - 2 & Attendance - 5 (Digital Literacy trips to Senior Facilities with TBL on the Bookmobile) (*Targeted Outreach*)
 - Questions Answered - 2020
 - Notary Signatures - 59
 - Craft Kits Distributed - 145 (Cheesecloth Ghosts)
 - Study Room Usages - 182

Local History Collection

- Robin and Zoe hung out in the LHC during the MLA party hosted by TADL at the Woodmere library on 10/17. They got to speak to many colleagues from around the state about the wonderful things we are doing. So many people mentioned how impressed they were by how organized the collection is and the mobile shelving. Even Biz Gallo, Statewide Digitization Initiatives Coordinator from the Library of Michigan, stopped by and gave compliments.
- There was not a 2nd floor display this month due to the reservation of the display case by the Grand Traverse Dyslexia Association. The display and accompanying blog post will return in November.
- Reference staff answered 29 local history questions in September.
- Citizen Historian volunteers contributed over 17 hours to the LHC.

Respectfully Submitted,
Melissa McKenna
Department Head, Adult Services

Youth Services

October is a very fun month in Youth Services as we welcome cooler weather and more families into storytimes and afterschool programs. It is also the month of Halloween which means costumes and dress up and decorations- things this department thrives on!



On Halloween day, we held our annual Halloween Parade on the first floor for our patrons, with 8 different stations as well as a photo opportunity for families in the Youth Services department with real hay and corn stalks. Thanks to all of the library staff who participated, helped with setup, and were on call to make sure that this was the funnest Halloween event of the year! Thanks as well to our volunteers who showed up in costume and ready to help - we needed all of them as busy as we were. 177 community members came out to celebrate Halloween

with us.

October also meant that the Michigan Library Association annual conference was in town and staff were excited for the opportunity to attend and learn from our library and Youth Services colleagues around the state. All of our desk staff attended MLA sessions in some fashion and many helped with cleaning and upkeep of the department to make it look as good as possible.



We are also saying thank you and good-bye to good friend and colleague, Rosie Vreeland-Flickinger, as she moves into retirement and onto the next book in her life (she sees her life as more of a trilogy than a single book- go, Rosie!). Her good cheer, bounty of library knowledge (30 years as well as coming from a family of librarians), thousands of storytimes, wonderful community connections and so much more will be missed everyday here. We are happy to announce that Carrie Urbain has been hired to fill Rosie's Library Assistant position in Youth Services

and are excited to begin working with her in continuing to serve our community to the highest level we can.



Program Statistics:

- Early Literacy program: 21
- Early Literacy attendance: 695 (up 37.6% from October 2023)
- Afterschool and weekend programs: 18
- Afterschool and weekend attendance: 454 (down 36.9% from October 2023)

Desk Statistics:

- Total reference questions: 944
 - Walk-in: 832
 - Phone: 97
 - Digital: 15

Passive Activities

- Bluey Scavenger Hunt: 465 participants
- Little Free Library books taken: 65

Kit Circulations:

- STEM Kits checked out: 240
- CARES Kits: 49
- Storytime Kits: 26

Respectfully submitted by Andy Schuck
Head of Youth Services

Sight & Sound

Things have really been hopping in Sight and Sound during October; we hosted the League of Women Voters of the Grand Traverse Area as they presented some really interesting and informative panel discussions. The Grand Traverse Genealogical Society and the Traverse Area Historical Society both had hybrid events using our new A/V equipment as well.

The Michigan Library Association party was held here at the library, and tons of librarians visited Sight and Sound; everyone was impressed with our collection!

We also had a ton of fun with our Readathon finishers. They were really excited by the Library of Things items I had available to interact with.

October Reference Questions

Digital: 94
Phone: 283
Walk-in: 1548

TADL Meeting Room Stats October 2024

Total:168
TADL meetings:36
Personal/Outside Group Meetings: 132
Paid Meetings: 9
Unpaid Meetings: 159

Walk-ins: 24
Advance Reservation: 144

Number of Meetings by Room October 2024

McGuire Room: 52
Thirlby Room: 72
Study Room D: 64

Respectfully Submitted,
Josh Denby
Department Head, Sight and Sound

Circulation

October Circulation Numbers

New patron accounts created: ↓228 (vs 256 last year) - *Combined Branches (Woodmere, Kingsley, East Bay)*

Curbside pickups for October 2024: 11

Circulation Statistics for MeLCat, October 2024:

- TADL items sent to borrowing institutions: ↑1491 (vs 1329 last year)
- TADL items received from lending institutions: ↑2261 (vs 2245 last year)

Respectfully Submitted,
Christina Meyers
Head of Circulation

Marketing and Communications

October was a big month! The new BATA book bus is on the road, out and about on the Bayline route. We celebrated all of our Ultimate 155 Community Readathon finishers (127). Our finishers were nearly evenly divided between youth/teen and adults. It was wonderful seeing the paper logs come in, some readers turned them into real works of art! About half of our finishers attended the after-hours party on Oct. 11, thank you to all the TADL team members who helped make the night so fun for this epic group of readers. I'll share just a few comments:

Readathon Comments

"This was so much fun to do! My thanks to the library for bringing back memories of grade school. I'm 78 and it made me feel like a kid again. Great fun!"

"had an absolute blast and thought the party was so special. I never realized just how big the library really is. We really appreciate all the hard work you all put into the event. Thank you so much for everything! You all did so awesome and the epic event did NOT disappoint.)"

Readathon party photos



Above: Pizza and treats in the McGuire Room



Left: Adult services' pretty book tasting display in the atrium

Then it was time to get the library ready to welcome 300+ librarians Oct. 17! MLA's visit to Traverse City was a great way to network with other librarians, share ideas, and see our library through the eyes of someone on their first visit.

Press releases: The library appeared in print or online 65% of the days in October. Special feature - [WCMU TADL BATA Book Bus](#)

Website: 14,743 users (+8% over 2023 - 13,518); 49,670 pageviews (negligible change ver 2023)

Heather Brady
Marketing & Communications

Human Resources

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

[Newly Hired Employees and Position Transfers/Promotions:](#)



Jan Ranger
*PT Page
Circulation*



Carrie Urbain
*FT Library Assistant
Youth Services*
Promotion from Substitute

Employee Departures:

Karry Barolo, Substitute

Respectfully submitted,
Danielle Baldwin
Finance and Human Resources Manager

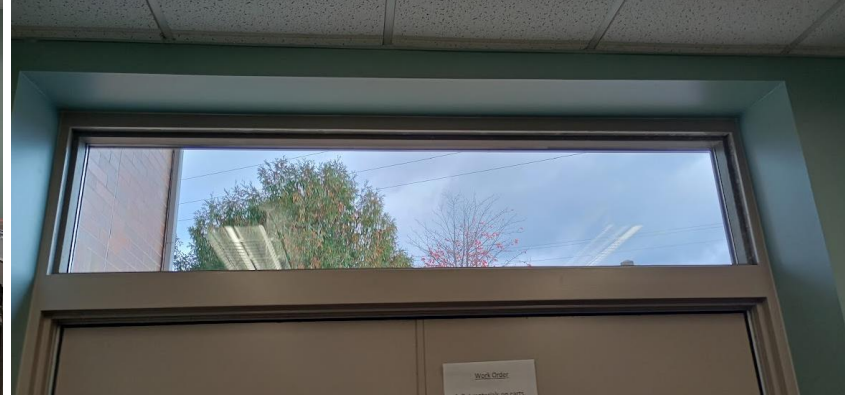
Facilities

An Indoor Air Ventilation Program from the Michigan Department of Health and Human Services (MDHHS) provided us with 10 HEPA/activated carbon air purifier units to place throughout the building, further enhancing the quality of our indoor air; replacement air filters were also provided, all free of charge.



Medify Air MA-112

Another environmental improvement was in the Book Return Sorting Room, which has never had windows. Glass has finally been installed over the transom of the exterior doors, allowing in natural light and a little bit of a view.



Other highlights included:

- A power outage on Sunday, 10/13/24 caused a one-hour delay in opening
- All lightswitches in the building replaced (after 25 years, they were failing one by one)
- New book decals on front doors (and old decals removed)
- New outdoor seating and tool shed ordered for East Bay
- Additional camera installed on 3rd floor, and security monitor added by staff door
- Safety stripes added to all Atrium stairs
- Generator setup and maintenance for chili cookoff event 10/20/24

Thank you!

Bret R Boulter, Facilities Manager

TADL Talking Book Library

I attended the virtual Adaptive Umbrella Workshop. It is a daylong workshop on accessibility topics.

TADL hosted a reception during MLA. During the reception, I got to show off our award winning TBL. Besides talking about the service, I displayed our collection of Braille/Low vision board games, some of the adaptive technology we have in the Library of Things, and our newest addition, Companion Pets.

Programs-

- World Sight Day was Thursday 11/10. I held a board game program with the new Braille/Low vision games. 5 people attended.
- Chair Yoga-16
- Ageless Grace-13
- Tuesdays @ Two read "Lost in Shangri-La" by Mitchell Zuckoff. 14 people attended.
- TBL and Processing shared a table for the Halloween parade. It is always fun and there were so many cute costumes. 172 patrons stopped by our table.

Outreach-

- I reached out to the Life of Riley senior living facility. They are interested in the Bookmobile coming for a monthly visit. There are two different buildings and we are working on what day and time will work best.
- At the 11 regular monthly outreaches, we helped 126 people.

Anita Chouinard
Talking Book Library Manager

East Bay Branch Library

The East Bay Branch welcomed the fall season with a few new additions to our offerings, including:

- A weekly grief support group/class led by Advanced Grief Recovery Method Specialist, Sharon Neumann, and facilitated by Jody Wilson, running now through mid-December.
- A light therapy lamp now available for checkout.
- A blood pressure monitor cuff now available for checkout.

Other programs throughout the month included Adult Coloring Night, seven occurrences of Sing & Stomp Storytime (With a new record high of 84 total attendees in one week!) Girl Power, a celebration of International Day of the Girl Child, Tai Chi, Chair Yoga, East Bay Stitchers, Book Club, and outreach with the Bookmobile to Grand Traverse Academy to check out books to 186 students.

Our annual Fall Harvest Festival drew 95 patrons to join us for live music with SkyeLea, seasonal treats, cider, Halloween costumes, and spooky slime making. We doubled our attendance from last year!



SkyeLea performing at the Fall Harvest Festival



Matt Archibald served on the planning committee for the Michigan Library Association annual conference at Grand Traverse Resort, where he and I also presented our Escape Room For Librarians as a Breakout Session. It was voted attendee's favorite session in post-conference surveys!

Respectfully submitted,
Chantel Lentz
Branch Manager

Kingsley Branch Library

We're "Falling into Reading" at Kingsley Branch Library! Our annual collaborative program with Kingsley Elementary School was an amazing success, with over 400 children (18 classrooms) visiting our Library in the last two weeks of October to support their reading goals. Honestly, visits to our Library are so fun, most of the teachers use them as an incentive to encourage good behavior! Imagine that!



**Kingsley Elementary Wins
Summer Reading Championship,
Beating 26 County Schools**

Beth Anderson and I had the pleasure of addressing the Board of Trustees at Kingsley Area Schools and the public during their regular October meeting, where I provided an update on our collaborative efforts with Kingsley Elementary School on their annual “Fall Into Reading” program AND announced our big news: Kingsley is #1! The highest percentage of students from Kingsley Elementary participated in the TADL Summer Reading Club, better than any other school in the District! Whoop whoop!

Our Tuesday and Wednesday Wigglers programs now average 40 attendees per session! Our Homeschool “Big Kids Storytime” on Thursdays averages 15 attendees. We are so proud of the work we’ve accomplished in building these relationships and having thriving programs.

Finally, thank you to the Kingsley Friends of the Library for funding our annual Book Giveaway during the Village’s Trunk or Treat. Over 350 books were put in the hands of our community’s children!

Respectfully submitted,

Amy Monette
Branch Manager

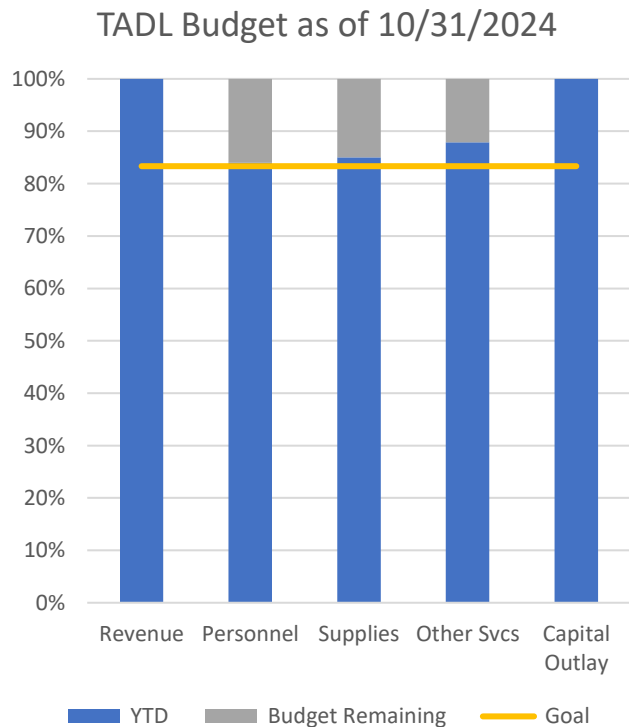
Revenue

As of 10/31 every one of our revenue streams have been received in full. Revenue for Overdue Fines, Sales, and Meeting Room Rentals are all trending well above our goal of 83%. We received \$22,340 in donations in October, thank you to our donors! The majority of donations came from our Friends group, which funds our subscription to Ancestry.com, pays for our monthly newsletters, the bussing of TCAPS first graders to Woodmere, the Summer Reading Club, and more. Thank you Friends of TADL! Investments saw losses this month mostly due to the Fed interest rate reduction in September; however, we are still trending well over our budgeted amount for 2024 investments.

Expenditures

Note that percentage of budget completed is 83% as of 10/31/24. 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 81% and all health benefits having goals of 92%. We are meeting these YTD goals well. A budget adjustment will need to be made in December to account for the additional MERS DB payment authorized by the Board in October '24.
- *Supplies*
We are at 85% of our budget for supplies which includes all general operating supplies, maintenance supplies, and materials such as physical books, DVDs, e-books, databases and more. We are slightly over budget with 83% of the year having finished.
- *Other Services/Charges*
Individual line items are mostly hitting our 83% target; with Insurance and Member Library Allocations having been paid in full at the beginning of the year which skews our total category percentage up to 88%. This will further even out as we move toward the end of this fiscal year.
- *Capital Outlay*
We had no expenditures for this category in October.



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 | 6,155,304.00 | 6,155,304.00 | 0.00 | 6,171,553.04 | 16,249.04 | 100.26% |
| 500 - Grants - Federal/State/Other | 29,450.00 | 29,450.00 | 0.00 | 31,559.00 | 2,109.00 | 107.16% |
| 540 - State Aid Grant - Library | 107,468.39 | 107,468.39 | 0.00 | 108,920.70 | 1,452.31 | 101.35% |
| 541 - State Aid Grant - TBL | 41,073.00 | 41,073.00 | 0.00 | 41,073.00 | 0.00 | 100.00% |
| 581 - Penal Fines | 150,900.00 | 150,900.00 | 0.00 | 211,035.57 | 60,135.57 | 139.85% |
| 602 - Fees/Services | 29,650.00 | 29,650.00 | 12,000.00 | 29,602.00 | -48.00 | 99.84% |
| 607 - Overdue Fines/Replacement Fees | 18,000.00 | 18,000.00 | 2,440.74 | 22,048.81 | 4,048.81 | 122.49% |
| 642 - Sales | 22,650.00 | 22,650.00 | 4,489.20 | 31,212.38 | 8,562.38 | 137.80% |
| 653 - Meeting Room Rental/Equip Fees | 2,000.00 | 2,000.00 | 1,520.00 | 9,720.00 | 7,720.00 | 486.00% |
| 665 - Interest & Gains/Losses | 7,500.00 | 7,500.00 | -5,027.94 | 114,866.45 | 107,366.45 | 1,531.55% |
| 674 - Donations/Contributions | 26,200.00 | 26,200.00 | 22,341.16 | 62,982.40 | 36,782.40 | 240.39% |
| 676 - Misc Revenue & Reimbursements | 505.00 | 505.00 | 68.40 | 3,779.90 | 3,274.90 | 748.50% |
| Revenue Total: | 6,590,700.39 | 6,590,700.39 | 37,831.56 | 6,838,353.25 | 247,652.86 | 103.76% |
| Expense | | | | | | |
| Category: 70 - Personnel | | | | | | |
| 700 - Salaries & Wages | 2,839,018.45 | 2,839,018.45 | 214,591.70 | 2,217,708.77 | 621,309.68 | 78.12% |
| 710 - Social Security/Medicare | 64,850.22 | 64,850.22 | 5,100.30 | 53,710.29 | 11,139.93 | 82.82% |
| 712 - Medical Insurance | 457,387.50 | 457,387.50 | 34,156.00 | 385,757.67 | 71,629.83 | 84.34% |
| 713 - Dental Insurance | 27,149.51 | 27,149.51 | 5,803.86 | 25,444.20 | 1,705.31 | 93.72% |
| 715 - Vision Insurance | 4,078.20 | 4,078.20 | 991.51 | 3,797.41 | 280.79 | 93.11% |
| 716 - Life Insurance | 9,397.40 | 9,397.40 | 647.27 | 8,085.76 | 1,311.64 | 86.04% |
| 717 - Disability Insurance | 16,268.03 | 16,268.03 | 1,277.79 | 14,475.65 | 1,792.38 | 88.98% |
| 720 - 401K Retirement Contribution | 131,106.14 | 131,106.14 | 9,032.95 | 91,215.69 | 39,890.45 | 69.57% |
| 721 - MERS Defined Contribution Retirement | 185,086.79 | 185,086.79 | 14,390.47 | 147,685.15 | 37,401.64 | 79.79% |
| 722 - MERS DB Unfunded Liability | 120,000.00 | 120,000.00 | 202,299.00 | 292,299.00 | -172,299.00 | 243.58% |
| 723 - Worker's Compensation | 8,300.00 | 8,300.00 | 0.00 | 3,926.00 | 4,374.00 | 47.30% |
| Category: 70 - Personnel Total: | 3,862,642.24 | 3,862,642.24 | 488,290.85 | 3,244,105.59 | 618,536.65 | 83.99% |
| Category: 72 - Supplies | | | | | | |
| 728 - General Operating Supplies | 217,350.00 | 217,350.00 | 35,541.92 | 161,907.49 | 55,442.51 | 74.49% |
| 736 - Repair & Maintenance Supplies | 16,750.00 | 16,750.00 | 859.84 | 7,967.47 | 8,782.53 | 47.57% |
| 741 - Books/Media/Online Resources/LoT | 749,705.00 | 749,705.00 | 76,155.20 | 666,634.25 | 83,070.75 | 88.92% |
| Category: 72 - Supplies Total: | 983,805.00 | 983,805.00 | 112,556.96 | 836,509.21 | 147,295.79 | 85.03% |
| Category: 80 - Other Services and Charges | | | | | | |
| 801 - Professional & Contractual Services | 336,360.00 | 336,360.00 | 21,684.96 | 269,154.59 | 67,205.41 | 80.02% |
| 804 - Advertising & Outreach | 43,500.00 | 43,500.00 | 4,707.36 | 20,434.94 | 23,065.06 | 46.98% |
| 807 - Insurance & Bonds | 30,574.49 | 30,574.49 | 0.00 | 29,062.00 | 1,512.49 | 95.05% |
| 809 - General Equip/Building/Grounds Maintenance | 328,730.00 | 328,730.00 | 25,567.99 | 262,607.84 | 66,122.16 | 79.89% |
| 850 - Communications | 28,500.00 | 28,500.00 | 2,449.34 | 20,886.28 | 7,613.72 | 73.29% |
| 921 - Utilities | 114,800.00 | 114,800.00 | 17,782.38 | 87,628.55 | 27,171.45 | 76.33% |
| 955 - Education & Travel | 129,947.66 | 129,947.66 | 17,239.92 | 114,631.39 | 15,316.27 | 88.21% |
| 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 | 0.00 | 5,246.27 | 1,253.73 | 80.71% |
| Category: 80 - Other Services and Charges Total: | 1,739,253.15 | 1,739,253.15 | 89,431.95 | 1,528,492.86 | 210,760.29 | 87.88% |
| Category: 97 - Capital Outlay | | | | | | |
| 971 - Capital Furniture/Equipment/Building | 5,000.00 | 5,000.00 | 0.00 | 6,706.37 | -1,706.37 | 134.13% |
| Category: 97 - Capital Outlay Total: | 5,000.00 | 5,000.00 | 0.00 | 6,706.37 | -1,706.37 | 134.13% |
| Expense Total: | 6,590,700.39 | 6,590,700.39 | 690,279.76 | 5,615,814.03 | 974,886.36 | 85.21% |
| Report Surplus (Deficit): | 0.00 | 0.00 | -652,448.20 | 1,222,539.22 | 1,222,539.22 | 0.00% |



We have received an air purification unit at no cost through a program offered by the Michigan Department of Health and Human Services. The unit provides massive coverage but is on wheels so can be moved. It captures 99.9% of harmful particles per the manufacturer's flyer and is ozone-free. Currently, it is in the main library but can be moved easily for programs in the Community Room. We also received a free supply of filters, with each filter lasting 3-5 months. Energy use is expected to be no more than an energy efficient refrigerator.

The sign to the Lori Brickman Walking Trail is installed and a plaque has been ordered. A small dedication will be held the first part of December. Patrons are already enjoying the walk! The installation of the sign was donated by Old Mission Associates. They have been incredible support to PCL!

We will be offering wireless hotspots for loan in the near future, courtesy of the federal government's E-rate program and the Traverse Area District Library. We are grateful to TADL for including the Member Libraries in this program.

Our annual audit was completed October 23 and everything is in good order. More on this when the final reports arrive. The auditors will submit this to the state and the audit will be accessible at <https://treas-secure.state.mi.us/DocumentSearch>

Our annual Fall Harvest Festival was attended by 64 people. Stories, crafts, cider and doughnuts made for a fun filled morning. Some children came dressed in costume.

In anticipation of colder weather, a volunteer teen has packed away the stepping stones, fairy garden, and other small toys from the Children's Garden. They are safe in the Carriage House until warm days return.

Santa arrives at PCL via Peninsula Township Fire Truck December 1. The program will include crafts and treats as well as visits with Santa. This is co-sponsored by the PCL Friends!

PCL Fun Fact: The very first book truck used by PCL back in 1957 was purchased with donated Michigan Blue Trading Stamps!

Circulation Oct 2024: 2111 + 71 manual checkouts, Oct 2023: 2043

Oct Volunteers: 34 people (1 teens), 39 hours of time to PCL

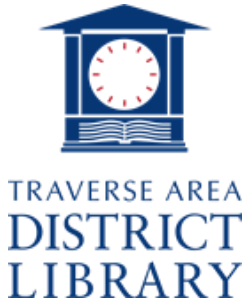
Curbside pickups: 6. Home delivery: 0. New library cards: 7. Guest cards: 0

Hold Transit Counts Oct: 673 to other libraries from PCL, 328 from other libraries to PCL

Programs Oct: 27 Participation Oct: 688 Reference Questions: 342

Website Hits: Not available this month Twilight Baby Bags: 0, 1000 Books Before Kindergarten: 2

Wireless Users: not reported Meeting Room Reservations: 10



**Board of Library Trustees Regular Meeting
Library Director Report
Meeting Date: November 21, 2024**

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> |
| October 2023 | 875,468 | 223,842 | 1,099,310 |
| October 2024 | 858,326 | 279,406 | 1,137,732 |

Lending

Physical Circulation is down by 2% from last year. E-books usage has increased 24% over last year.

Additions to the Collection

In October 2024, 2,995 items were added to the district.

Visitors – Woodmere, East Bay, and Kingsley Facilities

After a quiet September, in October the library saw an increase in visitors. The busiest day for October was Friday, the 11th, with 1,114 patrons which was the after-hours Reader Appreciation Party for the 155 Challenge. In October there were 30,261 visitors at East Bay, Kingsley and the Main library which is a 7.9% increase over September. In October 2024, TADL added 255 new patrons district-wide with our year total being 4,423.

Public Computing

Computing services throughout the district saw a slight decrease in October but it is a 21% increase over 2023. This is 2,218 sessions in October.

Behavior Issues

There were 23 incidents in October 2024 (as opposed to 4 in September) some resulting in contact with TCPD. Most incidents were minor including a smoking, misbehaving dog, disruptive behavior, but some did involve patrons being suspended for intoxication, and threatening staff and other patrons. We are happy to have the STT guards back at the library.

Assistant Director of Outreach

Please help me congratulate Melissa McKenna as the new Assistant Director of Outreach and Adult Services. Librarian Kim Wiggins will serve as the Adult Services Team Lead. Kim will assume some of Melissa's duties to allow time for Melissa to do her work as Assistant Director of Outreach.

Michigan Library Association Annual Meeting

We had 26 staff members attend some part of the conference. It was a great opportunity for the staff to learn from and meet other librarians. Based on reviews the TADL party was rated the highest for Networking Activities. Matt Archibald and Chantel Lenz's presentation on Escape Rooms was the highest rated program! Susan Odgers keynote speech also received positive comments.



October Outreach, Partnership & Community Activities

Purposeful Partnerships

- Working with representatives from the Airport to have a Little Free Library there.

Innovative Engagement

- Gave "Behind the Scenes" tours to patrons at the 155 Reading Challenge Party.
- Helped at the Youth Services Indigenous Storytime at the Dennon Museum.
- Hosted a Doughnuts with the Director on October 24th.
- Led the Tuesdays at 2 book club for Anita and TBL patrons.

Community Activities

- Attended the BATA Grand Opening.
- Attended a Women's Leadership group lunch.
- Attended the Safe Harbor Community Meeting.
- Attended the Leadership Lunch meeting.

Board Retreat Updates:

The topics below were on the sticky-notes at the May Board retreat. An update for each follows.

- Revisit Adult Literacy Needs. I am excited to announce we've hired Alicia Walker to be the new Adult Literacy Librarian as a part of the 2025 Budget. Alicia has worked in various positions at TADL and is currently working in the Adult Services department while almost finished with the MILS from Wayne State University.
- Volunteering at the library- Connecting volunteers w/ Communities. Melissa McKenna is reaching out again to the United Way.
- Strategic planning Process & how community/staff will be involved: The RFP has been issued and we'll hopefully have bids to review for the Finance and Facilities meeting in December.
- Expand role of library and park relationship. This is on the agenda as a discussion topic.

Respectfully submitted,
Michele P. Howard, MILS

4.6 Public Meeting Rooms Policy

General

TADL Library facilities, including public meeting rooms, are intended to be used to support the Library's mission and to maximize services to the community. Rooms available at the Main Library include: McGuire Community Room, Thirlby Room, and Study Rooms. Kingsley Branch Library shares Village Hall's public meeting space which is scheduled through the Village of Kingsley. East Bay Branch Library does not have a public meeting room.

When meeting rooms at the Main Library are not in use for library purposes, they are available for community use by individuals and groups under the following guidelines and/or responsibilities:

1. The meeting rooms are available only during hours the Library is open to the public.
2. All meetings held in TADL facilities must be free and open to the public.
3. Individuals and groups approved to use Library meeting rooms shall not discriminate with respect to access to Library space against any individual on the basis of actual or perceived race, color, religion, housing status, sex (including sexual orientation, gender identity, gender expression, and pregnancy), national origin, age, disability, genetic information, marital status, veteran status, height, weight, and any other characteristic protected by applicable law.
4. Use of facilities does not imply Traverse Area District Library endorsement of the group or of the ideas presented at the meeting. A written disclosure is required in all advertising from outside groups that use advertising to promote their meeting. Verbal disclosure is required for all others. The following statement is required: "This program is neither sponsored nor endorsed by the Traverse Area District Library."
5. Presentations by a candidate or official ballot question committee, both as defined in the Michigan Campaign Finance Act, MCL 169.201 et seq, or any non-partisan organization regarding candidates or ballot questions, are allowed.
6. When screening a film as part of a public program, a Public Performance License is necessary from a licensing agent granting the right to screen (each) film publicly at TADL. This license is required even if the screening is offered to the public at no charge and is educational in nature. A copy of the license specifying the title and screening date of the approved film must be provided to TADL at least 24 hours prior to the screening.
7. Individuals reserving a meeting room for themselves or on behalf of their group:
 - a. Must be 18 years of age or older.
 - b. Must provide complete setup details at the time the room reservation is made. Certain last-minute changes may or may not be permitted, but must be requested at least one day or 24 hours in advance of the meeting time.
 - c. Shall be responsible for supervision and security during the use of the meeting room. Any damage to the room arising from the use by any individual or organization shall be billed directly to the individual who secured use of the room.

- 8. All minors using a meeting room must be under supervision by an adult 18 years of age or older in attendance at all times.
- 9. In the event of an unforeseen emergency the Library reserves the right to cancel or preempt any public meeting room reservations along with a full refund under those circumstances.

Limitations

- 1. Use of the meeting rooms may not interfere with normal library functions or operations and must be in accordance with the library behavior policy.

~~Use of the meeting rooms is limited to non-profit and community organizations.~~

- 2. An admission fee may not be charged to attendees of events in library meeting rooms, nor is the request for "free will" donations allowed.
- 3. No promotions or sales of services, products, merchandise, materials, or other items are allowed, including uses. ~~No seminars where the purpose is to entice or encourage people to purchase the speakers products/services.~~ Sales of service or merchandise are not permitted except during library programs. Pro-bono or fee-free services that are expressly acknowledged as such may be acceptable provided that the user agrees that the provision of these services shall not be used to develop potential client lists or databases for future commercial solicitation. ~~Use of meeting rooms for depositions is not permitted.~~
- 4. No commercial services may be conducted in library meeting rooms, which includes depositions, tutoring, and other fee-based services.
- 5. Library meeting rooms and facilities may not be used for weddings, funerals, or private parties.
- 6. Rooms may not be reserved more than three months in advance. No organization or individual may reserve a room more than forty-eight (48) times in a single year or ~~more than up to~~ four (4) times per month. Meeting rooms are booked on a first-come, first-served basis. Payment is required to secure use of the McGuire Room. Walk-in use is defined as immediate and in-person. Reservations made over the phone are defined as advance reservations.

- 7. Use of alcohol or controlled substances on TADL property, including meeting rooms, is prohibited per the Library's Smoke, Tobacco, Alcohol, and Drug Free Campus policy.

~~7-8. Users shall not distribute personal or group literature, brochures, and other materials to Library patrons outside of the Meeting Rooms. Users shall not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Policy.~~

Commented [SA1]: This may be too vague. Do they have to be incorporated as a non-profit corporation or 501. Is a "community organization" another term for non-profit or can it be any organized entity located in the service area. This would preclude individuals from using as well. What is the reason for this? For profit companies may put on programs that would be considered for the community. Another option is as follows:

"The mission of the Library is to provide quality Library services that support the cultural, educational, and informational needs and interests of the community. In keeping with this mission, the Library provides facilities for Library programs consistent with this mission.

Formatted: Font: 12 pt

Formatted: Indent: Left: 0.5", Space Before: 0 pt, After: 10 pt, Line spacing: Multiple 1.15 li, No bullets or numbering

Commented [SA2]: Commercial speech is easier to regulate for public bodies.

Commented [SA3]: I would consider moving this out of this section into its own section about how and when to reserve.

Formatted: Font: 14 pt

Formatted: Font: 12 pt

Fees

1. Advance reservations are secured upon receipt of a completed agreement and payment of rental fees. Rental fees are charged in accordance with the current room and resources fee schedule as indicated in the Meeting Room Agreement.
2. Individuals or groups that do not leave reserved rooms by Library closing or in time for the next scheduled use of the room will be charged an Overuse Fee.
3. Individuals or groups that fail to leave any room in a clean, undamaged condition; or fail to leave the rooms in their original condition; or fail to clean the kitchen, may forfeit the right to use of the Library meeting rooms in the future and will be charged a cleaning service fee.

Refunds

A refund shall be granted for any reservation cancelled at least seven (7) days prior to the scheduled day of the event.

Delegation

The Executive Director or designee is granted full authority to decide any exception to this policy and to establish procedures and fees necessary to implement it.

Indemnification

Individuals responsible for reserving the use of a meeting room shall indemnify and hold harmless the Traverse Area District Library, its board members, employees, agents and representatives, from any and all suits, actions, claims or demands of any kind, character or nature arising out of or brought on account of any injuries or damages sustained by any person or property as a consequence or result of using the meeting room, its furnishings or its equipment. TADL takes no responsibility for personal items that are lost, stolen or otherwise missing from public spaces.

Individuals responsible for reserving the use of a meeting room shall release, waive any claims against, discharge the Traverse Area District Library and all affiliated entities, their directors, officers, trustees, agents and employees (Releasees) from all liability to the Individual or attendees for any and all loss or damage or any claim or demand on account of injury to persons or property of the individual or attendees whether caused by the negligence of the Releasees or otherwise and shall assume and accept full responsibility for any risk of personal injury, property damage or property loss arising out of or related to the use of the meeting room, whether caused by the negligence of Releasees or otherwise.

[Violations and Appeals](#)

The Library Director or the Director's designee may restrict access to Library facilities, including the Library Meeting Rooms, by immediately dismissing the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this policy. If necessary, the local police may be called to intervene.

- A. Incident Reports. Library Staff shall record in writing in the form of an Incident Report any violation of this policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions, in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
- B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this policy, (see Section C below), the Library shall handle violations as follows:
1. Initial Violation: Library patrons observed violating this policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
 2. Subsequent Violations: The Director or the Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- C. Violations that Affect Safety and Security: Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
1. Initial Violation: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate one (1) month suspension of Library privileges. The Incident Report shall specify the nature of the violation.
 2. Subsequent Violations: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

D. Reinstatement: The User whose privileges have been limited or revoked shall attend a meeting with the Library Director or the Director's designee to review the Policy before their privileges may be reinstated. The Library reserves the right to reinstate with reasonable conditions.

E. Damages: If the User violates the policy by causing damage to Library property, the User shall be assessed the actual costs.

F. Right of Appeal:

Users may appeal a decision in writing to the Library Director within 10 working days of the date of the letter stating why Library privileges should be restored.

The Library Director or a designee will respond to the appeal in writing within 10 working days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days. The decision of the Library Board is final.

Right to Appeal – Please add

Revised 9-9-2010; Revised 3-15-2018; Revised 9-19-2019; Revised February 16, 2023; Revised September 21, 2023

Motion by: _____

Adopted: Yes No

Support by: _____

P. Deyo, Board Secretary

Date

4.6 Public Meeting Rooms Policy

General

TADL Library facilities, including public meeting rooms, are intended to be used to support the Library's mission and to maximize services to the community. Rooms available at the Main Library include: McGuire Community Room, Thirlby Room, and Study Rooms. Kingsley Branch Library shares Village Hall's public meeting space which is scheduled through the Village of Kingsley. East Bay Branch Library does not have a public meeting room.

When meeting rooms at the Main Library are not in use for library purposes, they are available for community use by individuals and groups under the following guidelines and/or responsibilities:

1. The meeting rooms are available only during hours the Library is open to the public.
2. All meetings held in TADL facilities must be free and open to the public.
3. Individuals and groups approved to use Library meeting rooms shall not discriminate with respect to access to Library space against any individual on the basis of actual or perceived race, color, religion, housing status, sex (including sexual orientation, gender identity, gender expression, and pregnancy), national origin, age, disability, genetic information, marital status, veteran status, height, weight, and any other characteristic protected by applicable law.
4. Use of facilities does not imply Traverse Area District Library endorsement of the group or of the ideas presented at the meeting. A written disclosure is required in all advertising from outside groups that use advertising to promote their meeting. Verbal disclosure is required for all others. The following statement is required: "This program is neither sponsored nor endorsed by the Traverse Area District Library."
5. Presentations by a candidate or official ballot question committee, both as defined in the Michigan Campaign Finance Act, MCL 169.201 et seq, or any non-partisan organization regarding candidates or ballot questions, are allowed.
6. When screening a film as part of a public program, a Public Performance License is necessary from a licensing agent granting the right to screen (each) film publicly at TADL. This license is required even if the screening is offered to the public at no charge and is educational in nature. A copy of the license specifying the title and screening date of the approved film must be provided to TADL at least 24 hours prior to the screening.
7. Individuals reserving a meeting room for themselves or on behalf of their group:
 - a. Must be 18 years of age or older.
 - b. Must provide complete setup details at the time the room reservation is made. Certain last-minute changes may or may not be permitted, but must be requested at least one day or 24 hours in advance of the meeting time.
 - c. Shall be responsible for supervision and security during the use of the meeting room. Any damage to the room arising from the use by any individual or organization shall be billed directly to the individual who secured use of the room.

8. All minors using a meeting room must be under supervision by an adult 18 years of age or older in attendance at all times.
9. In the event of an unforeseen emergency the Library reserves the right to cancel or preempt any public meeting room reservations along with a full refund under those circumstances.

Reservations

Meeting rooms are booked on a first-come, first-served basis. Rooms may not be reserved more than three months in advance. No organization or individual may reserve a room more than forty-eight (48) times in a single year or more than four (4) times per month.

Reservations made over the phone are defined as advance reservations. Walk-in use is defined as immediate and in-person. Payment is required to secure use of the McGuire Room.

Limitations

1. Use of the meeting rooms may not interfere with normal library functions or operations and must be in accordance with the library behavior policy.
2. The mission of the library is to provide quality library services that support the cultural, education, and informational needs and interests of the community. In keeping with the mission, the Library provides facilities for library programs consistent with the mission.
3. An admission fee may not be charged to attendees of events in library meeting rooms, nor is the request for “free will” donations allowed.
4. No promotions or sales of services, products, merchandise, materials, or other items are allowed, including commercial speech where the purpose is to entice or encourage people to purchase the speaker’s products/services. Sales of service or merchandise are not permitted except during library programs. Pro-bono or fee-free services that are expressly acknowledged as such may be acceptable provided that the user agrees that the provision of these services shall not be used to develop potential client lists or databases for future commercial solicitation.
5. No commercial services may be conducted in library meeting rooms, which includes depositions, tutoring, and other fee-based services.
6. Library meeting rooms and facilities may not be used for weddings, funerals, or private parties.
7. Use of alcohol or controlled substances on TADL property, including meeting rooms, is prohibited per the Library’s Smoke, Tobacco, Alcohol, and Drug Free Campus policy.

8. Users shall not distribute personal or group literature, brochures, and other materials to Library patrons outside of the Meeting Rooms. Users shall not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Policy.

Fees

1. Advance reservations are secured upon receipt of a completed agreement and payment of rental fees. Rental fees are charged in accordance with the current room and resources fee schedule as indicated in the Meeting Room Agreement.
2. Individuals or groups that do not leave reserved rooms by Library closing or in time for the next scheduled use of the room will be charged an Overuse Fee.
3. Individuals or groups that fail to leave any room in a clean, undamaged condition; or fail to leave the rooms in their original condition; or fail to clean the kitchen, may forfeit the right to use of the Library meeting rooms in the future and will be charged a cleaning service fee.

Refunds

A refund shall be granted for any reservation cancelled at least seven (7) days prior to the scheduled day of the event.

Delegation

The Executive Director or designee is granted full authority to decide any exception to this policy and to establish procedures and fees necessary to implement it.

Indemnification

Individuals responsible for reserving the use of a meeting room shall indemnify and hold harmless the Traverse Area District Library, its board members, employees, agents and representatives, from any and all suits, actions, claims or demands of any kind, character or nature arising out of or brought on account of any injuries or damages sustained by any person or property as a consequence or result of using the meeting room, its furnishings or its equipment. TADL takes no responsibility for personal items that are lost, stolen or otherwise missing from public spaces.

Individuals responsible for reserving the use of a meeting room shall release, waive any claims against, discharge the Traverse Area District Library and all affiliated entities, their directors, officers, trustees, agents and employees (Releasees) from all liability to the Individual or attendees for any and all loss or damage or any claim or demand on account of injury to persons or property of the individual or attendees whether caused by the negligence of the Releasees or otherwise and shall assume and accept full responsibility for any risk of personal

injury, property damage or property loss arising out of or related to the use of the meeting room, whether caused by the negligence of Releasees or otherwise.

Violations and Appeals

The Library Director or the Director's designee may restrict access to Library facilities, including the Library Meeting Rooms, by immediately dismissing the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this policy. If necessary, the local police may be called to intervene.

- A. Incident Reports. Library Staff shall record in writing in the form of an Incident Report any violation of this policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions, in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
- B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this policy, (see Section C below), the Library shall handle violations as follows:
 1. *Initial Violation*: Library patrons observed violating this policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
 2. *Subsequent Violations*: The Director or the Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- C. Violations that Affect Safety and Security: Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
 1. *Initial Violation*: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate one (1) month suspension of Library privileges. The Incident Report shall specify the nature of the violation.
 2. *Subsequent Violations*: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal

prosecution may ensue. The Director or the Director's authorized designee, may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

D. Reinstatement: The User whose privileges have been limited or revoked shall attend a meeting with the Library Director or the Director's designee to review the Policy before their privileges may be reinstated. The Library reserves the right to reinstate with reasonable conditions.

E. Damages: If the User violates the policy by causing damage to Library property, the User shall be assessed the actual costs.

F. Right of Appeal:

Users may appeal a decision in writing to the Library Director within 10 working days of the date of the letter stating why Library privileges should be restored.

The Library Director or a designee will respond to the appeal in writing within 10 working days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days. The decision of the Library Board is final.

Revised 9-9-2010; Revised 3-15-2018; Revised 9-19-2019; Revised February 16, 2023; Revised September 21, 2023; Revised November 21, 2024

Motion by: _____

Adopted: Yes No

Support by: _____

M. Vickery, Board Secretary

Date