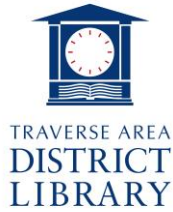


AGENDA

Board of Trustees Regular Meeting
Thursday, December 12, 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 – November 21, 2024
 - b. Department Reports
 - c. Finance and Facilities Committee Report – December 3, 2024
 - d. Policy and Personnel Committee Report – December 3, 2024
 - 1) 4.6 Public Meeting Rooms Policy
 - 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. **Demonstration of Meeting Room Technology, by Josh Denby**
9. **Old Business (none)**
10. **New Business**
 - a. Policy Revision: 1.7 Collection Materials Selection Policy
 - b. Resolution - 2024 Budget Amendment
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, November 21, 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); Odgers (Treasurer); Vickery (Secretary); Gedman and Deyo (Trustees). Beuthin was absent. Also present were: Howard (Director); and Carpenter (Staff).

2. Pledge of Allegiance

All members in attendance recited the Pledge of Allegiance to the Flag of the United States of America.

3. Approval of the Agenda

Howard requested an amendment to add item 9b, Human Resources and Payroll Software Purchase. It was **MOVED** by Odgers, **SUPPORTED** by Jones, to approve the amended agenda as presented. Motion **CARRIED**.

4. Public Comment

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

5. Consent agenda

- a. Approval of Minutes: Regular Meeting – did not meet
- b. Department Reports
- c. Finance and Facilities Committee Report – did not meet
- d. Policy and Personnel Committee Report – did not meet
- e. Financial Reports
- 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 affirm receipt and acceptance of the consent calendar information as presented. Motion **CARRIED**.

6. Items removed from the Consent Calendar

There were none.

President Pakieser welcomed the civics class students who attended the meeting to observe democracy in action.

7. Director Report

Howard confirmed her report and highlighted the following:

- Howard acknowledged and congratulated President Pakieser, who has been reappointed by the City for an additional 4-year term on the TADL board.
- E-book usage is up 24% while print materials were down 2% the past month. An additional investment in e-books was made following the millage approval.

- Following the opening of Safe Harbor, behavioral incidents in the library increased from 4 to 23 last month. Police assistance was called a couple of times. Some suspensions were issued due to intoxication and threats of violent behavior.
- Melissa McKenna, Head of Adult Services, has been promoted to Assistant Director of Outreach and Adult Services. To absorb her additional duties, a full-time staff member on McKenna's team has been promoted to team lead for the department.
- A full-time librarian for adult literacy and a part-time librarian has been added to the Adult Services department.
- Matt Archibald and Chantel Lentz of the East Bay Branch Library did a presentation on Escape Rooms at the Michigan Library Association annual conference in October and was the highest rated program at the conference per feedback responses.
- The Library of Things now includes two Companion Pets that are very popular for dementia patients. The board got to experience the cat companion Howard brought for show-and-tell.
- TADL recently lost power and needed to open hour late. The outage was due to a tree branch that took out the power line. The City fixed it quickly.
- The new cyber security services and staff training included are already paying off. A very sophisticated phishing attempt targeted the library recently. Staff was suspicious of the link and did not engage, successfully avoiding the scam and any dire consequences.

8. **Old Business**

a. *Revised Policy: 4.6 Public Meeting Rooms Policy*

Howard explained the reason behind the proposed revisions to the meeting room policy with respect to commercial enterprises using the public meeting rooms. Discussion ensued and the board wanted to discuss it more at the committee level. President Pakieser assigned the policy revision presented to the Policy and Personnel Committee for further review with a final copy to come back to the board at the next meeting.

9. **New Business**

a. *Authority to Close Kingsley Branch Library for Renovation*

Howard noted that the board had previously approved renovations at the Kingsley Branch Library (KBL) which will begin soon. Howard asked for permission to close KBL during the renovations, estimated at approximately two weeks. She did not have specific dates yet. It was **MOVED** by Jones, **SUPPORTED** by Odgers to authorize the director to close the Kingsley Branch Library for renovation purposes for at least two weeks or longer as necessary to complete the project. Vickery suggested that the bookmobile could be used at KBL to provide some basic library services during the closure. Motion **CARRIED**.

b. *Human Resources and Payroll Software Purchase*

Howard asked the board to waive the competitive bid requirement for selecting a human resources service company that could provide payroll services plus some new features to aid in streamlining, digitalizing, and enhancing onboarding and staff experience beyond what the current system, ADP, is contracted for. She and Baldwin had researched three companies in addition to ADP that would be able to meet the library's specific payroll needs and then checked references for those companies. Howard emphasized that a few payroll service software systems do not have the ability to accommodate entities, like TADL and other government agencies, who do not pay into social security. Paycor can handle all of TADL's needs and was preferred by Howard and Baldwin for its features, ease of use, positive reviews, and comparable price. It was **MOVED** by Jones, **SUPPORTED** by Odgers, to authorize the director to waive the competitive bid requirement and enter into contract with Paycor HR and Payroll Solutions. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 aye, 1 absent.

10. **Public Comment**

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

11. **Trustee Comment**

Odgers requested a demo of the new technology in the meeting room for the December meeting agenda. She also inquired about wait times for laptops and asked if staff has ordered more. Howard explained the Holds ratio purchase guidelines used and noted that a 3-week wait isn't long in terms of the industry standard for libraries. Odgers also asked how TADL was supporting Bellaire Library regarding their recent book banning challenge. Howard and President Pakieser both reached out to the Bellaire Library and are waiting on a response.

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

A closed session was not needed.

13. **Adjournment**

With a MOTION by Odgers, SUPPORTED by Jones, President Pakieser adjourned the meeting at 4:46pm.

Respectfully submitted,

Approved by board vote on December 12, 2024

V. Carpenter, Recording Secretary

M. Vickery, Board Secretary



Departmental Reports
for the month of November
(December 12, 2024 Board Meeting)

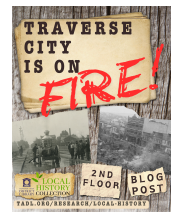
Adult Services

- Adult Services will be welcoming two new staff members soon! Thanks to the deft leadership of Michele, the budgeting expertise of Danielle, and the passing of the millage in August, we were able to add both a full time and part time librarian to the department. Alicia was promoted from part time Library Assistant to the full time librarian position and Allison Donnelly-Sheridan was selected as the new part time librarian. This leaves the vacated part time Library Assistant position yet to fill. Also, Melissa was promoted to Assistant Director of Outreach and Adult Services and will be taking on a bigger role coordinating and initiating partnerships for TADL. To help support this new role, Kim was promoted to Librarian II-Team Lead in Adult Services and will take on the role of department scheduler and the direct supervision of the department's seven pages.
- Staff have been learning and developing this month. The annual staff inservice day was both entertaining and enlightening. Plus with the additional staff and new roles within the department, we are taking this time to reassess job duties and are all swapping, transferring, and learning tasks.
- UV Filtering was installed on the second floor North and South facing windows. This is going to be a wonderful benefit for all the books that live on those far end shelves. They had been baking for years under the hot glare of the sun. We no longer have to worry about the bindings drying out, cracking, and breaking causing the repurchasing of materials. Many thanks to Michele and Bret for making this happen!
- It's annual review time. All Adult Services and LHC staff met with Melissa this month to discuss successes from 2024 and make plans for next year. We are all excited for a tremendous 2025!
- This month we spent a LOT of time finishing out the materials budgets for the year. SO many new books!
- Melissa began a new outreach, taking Poets' Night Out and TADL to Espresso Bay's poetry open mic nights. PNO chapbooks from previous years were taken and offered for sale, plus 4 new poets were given info to submit for PNO 2025. We decided to brand this as a PNO event to lengthen the impact of that larger program to more year-round usage.
 - Other Partnership Highlights (*Purposeful Partnerships*):
 - The Grand Traverse Area Genealogy Society is on hiatus until the spring and the Traverse Area Historical Society continues their monthly local history informational programs.
 - 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 20 attendees (*Innovative Engagement*) and [Queer Tales](#) (*Inclusive Space*) continues to grow with 12 participants!
- Digital Drop-Ins, French & Spanish Conversation Clubs, Books to Movies, TADL Stitchers, and Tai Chi continue to meet regularly. (*Innovative Engagement, Inclusive Space*)
- November Adult Services Statistics: (*abbreviated due to shortened time frame for reports this month*)
 - Non-Bookmobile Outreach - 2 & Attendance - 30 (Books & Brewskis and PNO @Espresso Bay)
 - Bookmobile Outreach - 3 & Attendance - 2 (Digital Literacy trips to Senior Facilities with TBL) (*Targeted Outreach*)
 - Craft Kits Distributed - 70 (Felted Mushrooms - all gone by 11/21!)

Local History Collection

- We're happy to announce that the LHC received funding for a second full time position in the department this month. (Many, many thanks to Danielle & Michele!) Robin has been promoted to the position of Curator of the Local History Collection. In this role she will take on a greater role working with the Citizen Historians (volunteers) and guide the work of accessioning and digitizing more materials in the LHC. Melissa still serves as the supervisor for the department, overseeing the development of the staff; accepting donations and serving as the patron liaison for the collection; and managing the budget and purchasing. And we're extremely happy to share that Zoe Schwartz, former Petertyl intern from 2023, has accepted the full time position in the LHC vacated by Robin's promotion. Zoe will work on helping to scan and make accessible more of the collection in 2025, as well as writing blog posts and supporting Robin's work with the monthly displays.
- TC is on Fire! The second floor display showcased the history of firefighting in Traverse City. Robin selected some lovely images and items from the Local History Collection and Zoe wrote an accompanying [blog post](#). We hope you got to check out both!



Respectfully Submitted,
 Melissa McKenna
 Asst Dir for Outreach & Adult Services

Sight & Sound

In November, Sight and Sound hosted some great events!

The Friends of the Library had their Book Sale at the beginning of the month. The Art of Recovery: The Human Journey, an exhibit of art curated by the Northern Lakes Community Mental Health Authority, was on display in the McGuire Community Room

On November 5th, the library was a voting location for precinct 7 in the general election.

The Tuesdays at Two Book Club had a really cool event with Karen Dionne, the author of *The Marsh King's Daughter*! Karen joined the club via Zoom and answered questions about the book and the movie. Our new AV equipment allowed Karen to hear audience questions without needing to pass around a microphone, which was great!

November Reference Questions

Digital: 63
Phone: 284
Walk-in: 1670

TADL Meeting Room Stats November 2024

Total: 165
TADL meetings: 21
Personal/Outside Group Meetings: 144
Paid Meetings: 10
Unpaid Meetings: 155
Walk-ins: 16
Advance Reservation: 149

Number of Meetings by Room November 2024

McGuire Room: 40
Thirlby Room: 63
Study Room D: 62

Respectfully Submitted,
Josh Denby
Department Head, Sight and Sound

Circulation

Circulation staff have been joining other departments on outreaches more lately! Emily teamed up with Youth for the Fall Festival at the YMCA, Christina joined Linda from Teen on a school outreach at Central High School, and Christina also joined Amanda from Youth to the Traverse City Children's Book Festival at the City Opera House.

November Circulation Numbers

New patron accounts created: ↑209 (vs 196 last year) - *Combined Branches (Woodmere, Kingsley, East Bay)*

Curbside pickups for November 2024: 11

Circulation Statistics for MeLCat, November 2024:

- TADL items sent to borrowing institutions: ↑1359 (vs 1178 last year)
- TADL items received from lending institutions: ↑2076 (vs 2017 last year)

Respectfully Submitted,
Christina Meyers
Head of Circulation

Marketing and Communications

Thank you to downtown Traverse City for once again granting our application to be a part of Shop Your Community Day (**Purposeful Partnerships**) and giving us a spot in the Light Parade (**Innovative Engagement**). I created a new wrap for the Bookmobile that will hopefully be easier to not only read at night but also easier to install for future parades. I assisted with decorations and a station at the Harry Potter Night event (**Targeted Outreach**), it was wonderful to see that this series is now becoming a generationally beloved story. Many parents were dressed for the theme in addition to the younger readers! Our first floor was standing room only on a Friday night! Now it's time to get the library into a festive mood for the cozy reading season and follow up on some ideas from the MLA Conference and our in-service (**Inclusive Space**).



Press: TADL appeared in print or online 17 of the 30 days in November.

Website: Users - 13,893 (**up 7%** over 11/2023); Pageviews - 53,082 (**up 6%** over 11/2023)

Heather Brady
Marketing & Communications Manager

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:



Chris Loomis
FT Library Assistant
Sight & Sound
Promotion from Part Time



Melissa McKenna
FT Assistant Director of Outreach
and Adult Services
Promotion from Department Head



Robin Stanley
FT Local History Curator
Local History
Promotion from Library Assistant

Employee Departures:

Rosie May, Youth Services Library Assistant (Retirement)

Respectfully submitted,
Danielle Baldwin
Finance and Human Resources Manager

Facilities

- All carpets cleaned throughout the building
- Assisted Kingsley with cabinet installation
- Repaired front door actuators for auto-openers
- Continued contractor follow-ups for additional auto-openers and final bathroom items
- Diagnosed Bookmobile battery problem, got repaired in time for the Light Parade, prepped for winter (snow tires)
- Facilitated office furniture for new employees
- New US flag per request from Suggestion Box

Respectfully submitted,
Bret R Boulter, Facilities Manager

TADL Talking Book Library

I would like to welcome Ellie Morgan to the TBL team! Ellie has been a patron of TBL since she was a child. She will be a great addition.

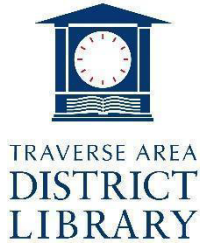
TADL had its annual inservice. The TC VIPS, (Visually Impaired Persons) presented a session on Guidelines for interacting with people who are visually impaired. They were very informative and humorous at times.

We helped 122 patrons at our 11 regular monthly outreach stops.

Programs-

- Chair Yoga -23
- Ageless Grace- 14
- Tuesday @ Two read "The Marsh King's Daughter" by Karen Dionne. Karen joined us virtually. 15 people attended.

Anita Chouinard
Talking Book Library Manager



TADL Board of Trustees
Finance & Facilities Committee
December 3, 2024
2:00 pm ~ Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: P. Deyo, J. Jones in person and S. Odgers virtually. M. Howard, staff.

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

Minutes Approval: It was motioned by Deyo and seconded by Jones that the minutes from the October 1, 2024, Finance and Facilities Committee be approved. All were in favor. The minutes were approved.

Public Comment: No public comment.

Facilities:

1. Strategic Planning RFP

Odgers began the discussion with some clarifying questions regarding past Strategic Plan RFP processes, this RFP process and the budget. Trustees and Howard gave their top choices based on vendor knowledge, written RFP documents, and price. After much discussion, 4 companies were selected to move forward with the process. They are Fast Forward for Libraries, Ivy, MCLS, and Strategiz. Howard will reach out to references and schedule these 4 companies for 25-minute zoom interviews to be held on January 7th, 2025 starting at 2pm.

2. Senior Center

After some calling around, Odgers found out there will be a “soft” opening in December for the Senior Center. Howard will reach out to Julie Kintner to follow-up with perhaps a Little Free Library and/or outreach with Anita to the new Senior Center, and invites to the openings.

3. Bathrooms

Odgers gave Howard a list of suggestions from herself and other patrons regarding the bathrooms. There were many compliments but some areas to be addressed. Howard will address those with Bret Boulter.

Trustee Comments:

Deyo mentioned that he thought it would be good idea to look into generator costs and capacity with the inclement weather upon us. Howard agreed and will follow-up.

Odgers mentioned that it would be helpful to have an ADA brochure and a place on our website to list our ADA improvements. Howard agree to work on this with Brady.

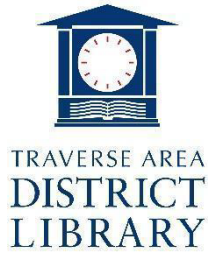
Jones asked if Howard knew what meeting the bathrooms were approved. Howard will find out.

Next Meeting Date / Time: January 7, 2024 at 2:00 pm

Next Meeting Topic Suggestions: Strategic Planning Consultants interviews.

Public Comment: None.

Adjournment: It was motioned by Deyo and seconded by Jones to adjourn. The motion passed and the meeting adjourned at 3:20 p.m.



TADL Board of Trustees Policy and Personnel Committee

December 3, 2024
11:00 am Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: J. Beuthin, Trustee. M. Myers, M. Howard, staff.

Agenda Approval: The agenda was approved.

Minutes Approval: Due to a lack of quorum, the minutes of the October 1, 2024 meeting were not approved.

Public Comment: There was none.

Policy Committee:

- **Revision: Policy 4.6 Public Meeting Room Policy** Howard explained the changes suggested by the TADL attorney. After some discussion, Beuthin was in favor of this change and forwarding to the Board for approval at the December meeting.
- **Proposed Policy 5.9 Library Director Succession Plan**
Discussion delayed until February 2025 meeting.
- **Revision: 1.7 Collection Materials Selection Policy**
Howard explained a suggested small but important change to the Challenged Materials section of the Collection Policy. There was some discussion as to how it related to potential legislation currently being considered in the Lamé Duck session of the Michigan Legislature. Beuthin was in favor of the change and forwarding to the Board for approval at the December meeting.

Personnel Committee: (none)

Next Meeting Date / Time: February 4, 2025 at 11:00 am.

Next Meeting Topic Suggestions: Director succession policy.

Public Comment: None.

Adjournment: The meeting adjourned at 11:41 am.

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.

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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.

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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 uses 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; *Revised December 12, 2024*

Motion by: _____
Support by: _____

Adopted: Yes No

M. Vickery, Board Secretary

Date

Revenue

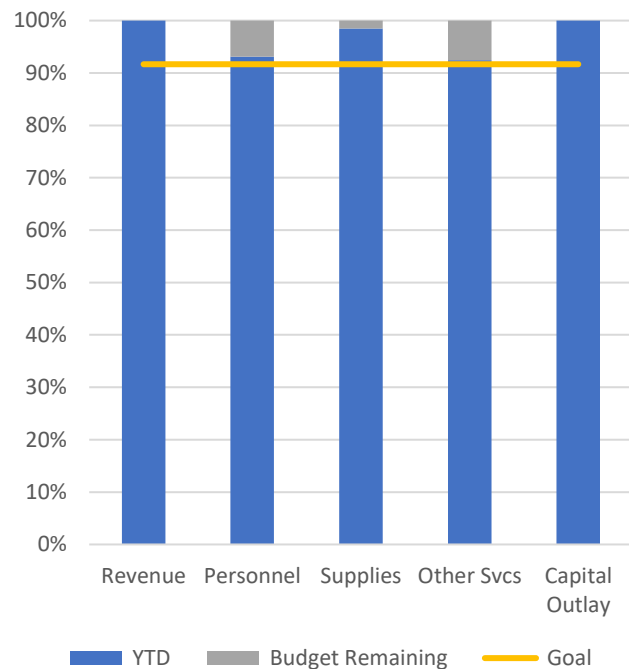
As of 11/30 every one of our revenue streams have been received in full. Revenue for Overdue Fines, Sales, and Meeting Room Rentals are all trending well above our goal of 92%. We received \$126.05 in donations in November, thank you to our donors! Investments saw small gains this month; however, we will continue to budget very conservatively and (hopefully) be pleasantly surprised when our investments gains are realized larger in the future.

Expenditures

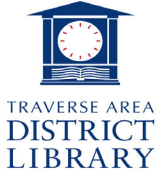
Note that percentage of budget completed is 92% as of 11/30/24. Line item details of note are below.

- *Personnel*
Our Goal percentages are different for this category with all payroll related line items (Salaries, FICA, retirement) having goals of 89% and all health benefits having goals of 100%. We are meeting these YTD goals well. A budget adjustment will need to be made this month to account for the additional MERS DB payment authorized by the Board in November '24.
- *Supplies*
We are at 98.5% 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 92% of the year having finished. Most of our ordering is done by early November with invoicing completed within the month. A few more invoices will trickle in during December. Still, we are projected to be overbudget in this category due to increases in the Materials and Database budgets after the successful passage of the '24 Millage, in addition to having extra revenue coming in throughout the year. Namely, this Fall the overspend can be accounted for with increased expenditures for books, e-books, e-audiobooks, and Hoopla.
- *Other Services/Charges*
Individual line items are mostly hitting our 92% target; with Insurance and Member Library Allocations having been paid in full at the beginning of the year, overall, we are hitting the category goal of 92%.
- *Capital Outlay*
We had no expenditures for this category in November. The final budget amendment will consider our overage in this category.

TADL Budget as of 11/30/2024



Respectfully submitted,
Danielle Baldwin
Finance and Human Resources Manager



RevenueCategory;SubCategory	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	98.09	6,171,651.13	16,347.13	100.27%
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	0.00	29,602.00	-48.00	99.84%
607 - Overdue Fines/Replacement Fees	18,000.00	18,000.00	1,756.59	23,805.40	5,805.40	132.25%
642 - Sales	22,650.00	22,650.00	1,232.86	32,445.24	9,795.24	143.25%
653 - Meeting Room Rental/Equip Fees	2,000.00	2,000.00	500.00	10,220.00	8,220.00	511.00%
665 - Interest & Gains/Losses	7,500.00	7,500.00	3,552.49	118,418.94	110,918.94	1,578.92%
674 - Donations/Contributions	26,200.00	26,200.00	126.05	63,108.45	36,908.45	240.87%
676 - Misc Revenue & Reimbursements	505.00	505.00	0.00	3,779.90	3,274.90	748.50%
Revenue Total:	6,590,700.39	6,590,700.39	7,266.08	6,845,619.33	254,918.94	103.87%
Expense						
Category: 70 - Personnel						
700 - Salaries & Wages	2,839,018.45	2,839,018.45	271,118.33	2,488,827.10	350,191.35	87.67%
710 - Social Security/Medicare	64,850.22	64,850.22	5,862.17	59,572.46	5,277.76	91.86%
712 - Medical Insurance	457,387.50	457,387.50	31,085.85	416,843.52	40,543.98	91.14%
713 - Dental Insurance	27,149.51	27,149.51	3,276.25	28,720.45	-1,570.94	105.79%
715 - Vision Insurance	4,078.20	4,078.20	431.86	4,229.27	-151.07	103.70%
716 - Life Insurance	9,397.40	9,397.40	633.09	8,718.85	678.55	92.78%
717 - Disability Insurance	16,268.03	16,268.03	1,249.80	15,725.45	542.58	96.66%
720 - 401K Retirement Contribution	131,106.14	131,106.14	11,056.50	102,272.19	28,833.95	78.01%
721 - MERS Defined Contribution Retirement	185,086.79	185,086.79	18,878.26	166,563.41	18,523.38	89.99%
722 - MERS DB Unfunded Liability	120,000.00	120,000.00	10,000.00	302,299.00	-182,299.00	251.92%
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	353,592.11	3,597,697.70	264,944.54	93.14%
Category: 72 - Supplies						
728 - General Operating Supplies	217,350.00	217,350.00	53,787.98	215,695.47	1,654.53	99.24%
736 - Repair & Maintenance Supplies	16,750.00	16,750.00	1,956.07	10,447.62	6,302.38	62.37%
741 - Books/Media/Online Resources/LoT	749,705.00	749,705.00	76,087.94	742,722.19	6,982.81	99.07%
Category: 72 - Supplies Total:	983,805.00	983,805.00	131,831.99	968,865.28	14,939.72	98.48%
Category: 80 - Other Services and Charges						
801 - Professional & Contractual Services	336,360.00	336,360.00	12,486.83	281,641.42	54,718.58	83.73%
804 - Advertising & Outreach	43,500.00	43,500.00	1,008.70	21,443.64	22,056.36	49.30%
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	49,763.29	312,371.13	16,358.87	95.02%
850 - Communications	28,500.00	28,500.00	1,087.80	21,974.08	6,525.92	77.10%
921 - Utilities	114,800.00	114,800.00	8,118.50	95,747.05	19,052.95	83.40%
955 - Education & Travel	129,947.66	129,947.66	6,941.68	121,573.07	8,374.59	93.56%
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	79,406.80	1,607,899.66	131,353.49	92.45%
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	564,830.90	6,181,169.01	409,531.38	93.79%
Report Surplus (Deficit):	0.00	0.00	-557,564.82	664,450.32	664,450.32	0.00%



**Board of Library Trustees Regular Meeting
Library Director Report
Meeting Date: December 12, 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>
November 2023	954,109	289,232	1,243,341
November 2024	938,940	305,575	1,244,515

Lending

Physical Circulation is down by 1.6% from last year. E-books usage has increased 5% over last year.

Additions to the Collection

In November 2024, 2,574 items were added to the district.

Visitors – Woodmere, East Bay, and Kingsley Facilities

The busiest day for November was Friday, the 15th, with 1,588 patrons which was the after-hours Harry Potter Party. In November there were 28,833 visitors at East Bay, Kingsley and the Main library which is a 4.8% decrease over October. In November 2024, TADL welcomed 233 new patrons district-wide with our year total being 4,596.

Public Computing

Computing services throughout the district saw another decrease in November but it is very close to the same as 2023. This equates to 1,857 sessions in November vs 2,218 sessions in October.

3D Printing

Orders: 65 (7 of which are resin, 2 multicolor); 9 orders cancelled
 Individuals: 57
 Quantity: 303
 Unique Items: 99
 Amount of filament: about 5,185g

Behavior Issues

There were 19 incidents in November 2024 (as opposed to 23 in October) some resulting in contact with TCPD. There were some efforts at book censorship at East Bay Branch Library by hiding books in the bathroom, and some duct tape was placed on any revealing drawings in a graphic novel at the Main Library. Other incidents include intoxication, smoking, strong odor, and trespassed patrons returning.

TADL In-Service

We had a wonderful In-Service with staff from every library but Interlochen.

The topics this year included:

- Creating Limitless Culture with local speaker Ben Whiting
- Workplace Stress Management with Sean Egan, LEO
- Guidelines for interacting with People who are Visually Impaired
- AI and Libraries with TADL's own, Scott Morey

November Outreach, Partnership & Community

Activities

Purposeful Partnerships

- Road 2 Reentry Meeting. This is the UM Doctoral students working on best practices for public libraries helping formerly incarcerated individuals use public libraries.
- Participated in the community input session for the next Superintendent for NorthEd.

Innovative Engagement

- Walked in the downtown light parade with the Bookmobile.
- Met with representatives from EveryLibrary with John Roberts (Director of Kalkaska County Library) about how to reach 'no' voters and non-library users.

Community Activities

- Helped at the Friends Book Sale.
- Stayed late with Bret Boulter for the election.
- Met with the Women CEO's leadership group.
- Attended a presentation about the new Mental Health Crisis Center. This is going to be very helpful to our community.

Seasons (g)Readings!

Michele P. Howard, MILS



1.7 Collection Materials Selection Policy

Introduction

The purpose of the Collection Materials Selection Policy is to guide librarians in building and maintaining the library collection and to inform the public about the principles upon which selections are made.

The word materials includes all circulating and reference only materials such as books, magazines, newspapers, pamphlets, video recordings, audio recordings, e-resources, Library of Things items, and digital devices.

The word selection refers to both the acquisition of new material for the collection and the retention of material already in the collection.

Goal

The Traverse Area District Library (TADL) strives to connect people to the transforming power of knowledge. The Library strives to provide current, credible, and authoritative informational, educational, cultural and recreational materials in all media, both published and unpublished, within the constraints of budget and space, while recognizing the personal, educational, and, and cultural diversity of the residents of the communities it serves.

This policy operates in conjunction with the documents of the American Library Association approved by the TADL Board of Trustees:

- The Library Bill of Rights Policy
- Freedom to Read Policy
- Freedom to View Statement Policy

Responsibilities

Final responsibility for materials selection is vested in the Library Director by authority of the Board of Trustees. Direct responsibility for the selection, maintenance, re-evaluation, and withdrawal of materials is delegated to professional librarians and staff.

Final responsibility for materials checked out/viewed/listened to/read/ rests with the patron and/or parent or legal guardian if the patron is under 18 years of age.

Selection Criteria

The selection of any material should not be construed as an endorsement, by the Library, of the views contained therein. Consideration of potential selections shall be guided by the following criteria:

General Criteria (not in priority order)

- Insight into human and social conditions
- Suitability of subject and style for the intended audience

- Present and potential relevance to community needs and interests
- Timeliness or permanent value
- Relation to the existing collection
- Attention of critics, reviewers, and professional recognition
- Scarcity of information in the subject area
- Availability of materials elsewhere in the community
- Cost
- Format
- Demand
- Diversity of point of view

Specific Criteria for Works of Information and Opinion:

- Authority
- Ease of use
- Comprehensiveness and depth of treatment
- Clarity, accuracy and logic of presentation
- Statement of challenging or original point of view

Specific Criteria for Works of Imagination:

- Representation of significant literary or social trends
- Vitality and originality
- Artistic presentation
- Authenticity of historical, regional or social setting
- Sustained interest and entertainment

Selection Criteria for Select Formats and Topics

Genealogy

Histories of specific, non-local, small geographic areas and genealogies of individual families will not be added to the collection. The TADL genealogy collection concentrates on the geographic Great Lakes region, as well as regions east of the Mississippi River and the eastern provinces of Canada.

Human Sexuality

The Library has a responsibility to obtain materials suitable for the lay person at various levels of educational background and social skills. Materials are selected as to accuracy, simplicity and dignity of presentation.

Law

Provision of law materials for the professional lawyer is beyond the scope of the public library.

The Library will limit its law selection to materials that are authoritative, current, and understandable on common legal matters for the lay person.

Local History/Archival Collection

The archival collections are composed of original materials of a documentary nature centered on the Greater Grand Traverse area. This may include the following, but is not restricted to; individual and organizational records, diaries, church records, maps, visual images of various formats, oral histories, scrapbooks, and Traverse and surrounding area newspapers.

The library generally does not collect materials that are considered realia, or three-dimensional objects, and does not collect the official records of the City of Traverse City or Traverse City Area Public Schools. Given that space for housing these collections is at a premium and materials are seldom withdrawn, material consideration will necessarily be highly selective.

Local Works

Due to such factors as limited availability, local significance and the lack of published reviews, special consideration will be given to works by local authors and artists. Whenever possible, a preview copy will be obtained for examination for purchase consideration.

Mass-Market Paperbacks

Mass-market paperbacks, most of which are donated to the Library, will be considered for the collection if in suitable condition and warranted by popular demand (temporary in nature).

Medicine

Provision of medical materials for the healthcare professional is beyond the scope of the public Library. The Library will limit its medical selection to materials that are authoritative, factual, current, and understandable on common health and hygiene matters for the lay person.

Politics

The Library will not purchase partisan works promoting current candidates or political agendas unless a balanced selection can be maintained.

Religion

As an unbiased institution, the Library recognizes an obligation to identify and eliminate sectarian propaganda and proselytizing which tend to foster intolerant attitudes toward other groups. The selection must be broad and tolerant.

Collection Considerations

Challenged Materials

Challenges to library collection material(s) are provided consideration under due process. The challenges to library materials are required to be presented on a "Request for Reconsideration of Library Collection Materials" form (supplement attached), signed and dated by the person challenging the item, and returned to the Library as directed. The item(s) will be reviewed by a committee composed of the Director and a minimum of two members of the library Leadership Team. The committee will decide whether to retain the item(s) or remove it/them from the collection. The challenger will be notified in writing, explaining the reasons for the decision. If the challenger wishes to appeal, they may schedule an appearance before the Board of Trustees whose decision will be final.

Requests for Reconsideration will not be considered if the reason for the request arises out of discrimination defined in the Michigan Elliott-Larsen Civil Rights Act of Michigan, MCL 37.201 et seq.

Curricular Materials

While the collection should contain materials for varying levels of literacy on many subjects, the Library will not attempt to provide curricula or multiple copies of other materials just to satisfy demand caused by school assignments. School libraries should be the primary source for materials for school assignments. Consideration will be given, however, to provide materials for people engaged in independent study.

Duplication

Multiple copies of items in popular demand will be provided but will generally be limited to one copy for every four reserves.

Exclusion of Materials

The library recognizes that some materials are controversial in nature and may offend some patrons. However, disapproval of an item by an individual or group should not be the criteria which dictate denial of that item to all individuals or groups.

Although materials written solely to exploit sensationalism are not knowingly added to the collection, materials that otherwise satisfy the selection criteria (above) will not be excluded simply because of frankness, language or description.

Gifts and Donations

Unconditional collection material gifts, donations, and memorials are accepted without commitment as to their final disposition. The same criteria used to select gifted materials for the collection will follow the same criteria used to select purchased and adhere to the Library Gift Policy.

Labeling

The library collection will be organized, cataloged, and marked for the primary purpose of helping people find the materials they want. The library does not label, alter, or shield materials due to the nature of the content or imagery. The library does not add or remove evaluative labels from library materials, such as MPAA ratings on some motion pictures, or language ratings on some audio materials.

Patron Suggestions

Suggestions are welcome and often provide valuable information about community interests and unmet collection needs of patrons. All suggestions are assessed with the same selection criteria as other items added to the collection.

Re-evaluation and Withdrawal

Materials are subject to periodic re-evaluation and discard, including non-fiction that contains obsolete or dated information, and fiction no longer in demand. Factors to be considered include physical condition, number of copies available, use, adequate coverage in the field, and availability of similar material. Withdrawn materials are handled according to the Library's Disposal of Withdrawn Materials Policy.

Replacements

While the Library attempts to have copies of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that apply to original selection will apply also to replacements.

Rental Collection

In order to satisfy temporary demand, the Library may maintain a rental collection holding multiple copies of current best-sellers and other items of timely interest.

Review and Revision

This policy will be reviewed periodically by the Director, and revised as needed with review and approval by the TADL Board of Trustees.

Revised February 13, 2003 / Revised September 16, 2021 / Revised December 15, 2022 / Revised *December 12, 2024*

Motion by: _____

Adopted: Yes No

Support by: _____

M. Vickery, Board Secretary

Date

Traverse Area District Library 2024 Final Budget Amendment Resolution

It is resolved, that the estimated revenues and total available to appropriate for 2024 are amended as follows, have arrived and are deemed to be within expectations:

	General Fund			
	Original Budget	Prior Amendments	Final Amendment	Final Budget
Estimated revenues	6,590,700	-	263,901	6,854,601
Operating transfers in	-	-	-	-
Appropriable fund balance	-	-	192,299	192,299
Total available to appropriate	6,590,700	-	456,200	7,046,900

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

Personnel	3,862,642	-	195,577	4,058,219
Supplies	983,805	-	193,568	1,177,373
Other services and charges	1,739,253	-	52,981	1,792,234
Capital outlays/Contingencies	5,000	-	2,000	7,000
Transfers to Restricted Funds	-	-	12,074	12,074
	6,590,700	-	456,200	7,046,900

Further, that the Library Director is authorized to reallocate detail line item amounts as listed on the above budget so long as the amounts appropriated in the above categories are not exceeded.

Further, that any funds contributed specifically toward East Bay Branch, Kingsley Branch, Local History, Talking Book Library, Teen Services, and Youth Services, be transferred to the Restricted/Assigned Funds to use for projects in future fiscal years.

	Restricted/Assigned Funds		
	Original	Change	Final
Following funds designated for			
Restricted Fund - Department Donations Aggregated	-	12,074	12,074

Motion to adopt the resolution was introduced by:

and supported by:

Motion adopted on December 12, 2024 Y / N

Micheal Vickery, Board Secretary