



## AGENDA

Board of Trustees Regular & Annual Meeting  
Thursday, January 15, 2026 at 4:00pm  
McGuire Community Room  
610 Woodmere Ave., Traverse City, MI 49686

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1. **Call to Order**
2. **Pledge of Allegiance**
3. **New Trustee Appointment: Marika Bevier & Re-appointment: Paul Deyo, Oath of Office | Policy**
4. **Approval of Agenda**
5. **Public Comment\***
6. **Annual Meeting**
  - a. Election of Officers
  - b. Committee Appointments
  - c. Approval of Board Meeting Schedule February 2026 – January 2027
  - d. Approval of TADL Main Library and Branch Operational Hours and 2026 Closure Dates
  - e. Approval of TADL Main Library and Branch Operational Hours and 2027 Closure Dates
  - f. Annual Conflict of Interest Statement | Annual Ethics Statement
7. **Consent Agenda**
  - a. Approval of Minutes – Regular Meeting of December 11, 2025
  - 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
8. **Items Removed from the Consent Calendar**
9. **Director Report**
10. **New Business**
  - a. Resolution – 2026 Member Library Agreement Payments
  - b. Resolution – Annual Approval of Routine Invoices over \$25,000
11. **Public Comment\***
12. **Trustee Comment**
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.



TRAVERSE AREA  
**DISTRICT**  
**LIBRARY**

## Oath of Office

I do solemnly affirm that I will support the constitution of the United States, and the constitution of the State of Michigan, and that I will faithfully discharge the duties of Member of the Board of Trustees of Traverse Area District Library, according to the best of my ability.

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Trustee Signature

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Date

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Trustee Name (printed)

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Witness Signature

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Date

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Witness Name (printed)

## 1.3 Oath of Office for Trustees Policy

The Traverse Area District Library Board of Trustees requires each new or re-appointed trustee to be sworn in by repeating or affirming the Oath of Office at the beginning of each new term on the Library Board.

### Oath of Office

"I do solemnly affirm that I will support the constitution of the United States, and the constitution of the State of Michigan, and that I will faithfully discharge the duties of Member of the Board of Trustees of Traverse Area District Library, according to the best of my ability."

### Process

The Oath of Office will be administered at the beginning of the first regular board meeting at which the Trustee begins a new term. The Board Secretary, Board President, or Administrative Assistant shall administer the Oath of Office. After being sworn in, the Trustee will sign the Oath of Office which will then become part of the TADL Board permanent records.

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New on January 20, 2011 / Revised October 21, 2021

Motion by: Pakieser

Adopted:  Yes  No

Support by: Wescott

Marydee Pakieser  
M. Pakieser, Board Secretary

10/21/21  
Date



## Traverse Area District Library Board of Trustees

### 2026 Election of Officers

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Nominating committee members: Marylee Pakieser  
Paul Deyo

The committee proposes the following Slate of Officers for 2023:

<u>Office</u>	<u>Nominee</u>
President	
Vice President	
Secretary	
Treasurer	

Motion By: \_\_\_\_\_

Support By: \_\_\_\_\_

Approved: Y N

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

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Board Secretary



# Traverse Area District Library Board of Trustees Committees 2026

## **Policy & Personnel Committees** \_\_\_\_\_ ( Chair )

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( Chair )

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(Meets 1<sup>st</sup> Tues. of the month, at 10:30am, on an as needed basis)

## **Finance & Facilities and Services Committees** \_\_\_\_\_ ( Chair )

\_\_\_\_\_ ( Chair )

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(Meets 1<sup>st</sup> Tues. of the month, at 2:00pm, on an as needed basis)

### Motion By:

### Support By:

Approved: Y N

Date:

## Board Secretary



TRAVERSE AREA  
DISTRICT  
LIBRARY

## **PUBLIC NOTICE 2026/2027 REGULAR BOARD MEETING DATES**

The Board of Trustees of the Traverse Area District Library meets in regular session the third Thursday of each month, unless otherwise indicated. Committee meetings are scheduled as needed. Special meetings may be called as necessary.

Date	Time	Location
<b>2026</b>		
Thursday, February 19	4:00 PM	Woodmere McGuire Room
Thursday, March 19	4:00 PM	Woodmere McGuire Room
Thursday, April 16	4:00 PM	Woodmere McGuire Room
Thursday, May 21	4:00 PM	Woodmere McGuire Room
Thursday, June 18	4:00 PM	Fife Lake Public Library
Thursday, July 16	4:00 PM	No Meeting
Thursday, August 20	4:00 PM	Kingsley Branch Library
Thursday, September 17	4:00 PM	Peninsula Community Library
Thursday, October 15	4:00 PM	Woodmere McGuire Room
Thursday, November 19	4:00 PM	Woodmere McGuire Room
Thursday, December 10	4:00 PM	Woodmere McGuire Room
<b>2026</b>		
Thursday, January 21	4:00 PM	Woodmere McGuire Room

Pursuant to Act 267 of the Public Acts of 1976, meetings are posted and, except as provided by law, the public is invited to observe and to comment during public comment sessions.

Motion: \_\_\_\_\_

Passed:      Y      N

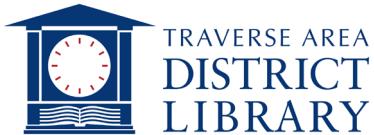
Support: \_\_\_\_\_

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Board Secretary

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Date



## 2026 LIBRARY SERVICE HOURS

\*subject to change due to unforeseen circumstances

### **Main Branch** (open 67 hours/week)

Monday – Thursday	9:00 am – 8:00 pm
Friday & Saturday	9:00 am – 6:00 pm
Sunday	12:00 noon – 5:00 pm

### **East Bay Branch** (open 41 hours/week)

Monday	Closed
Tuesday & Thursday	10:00 am – 7:00 pm
Wednesday & Friday	10:00 am – 5:00 pm
Saturday	10:00 am – 3:00 pm
Sunday	Closed

### **Kingsley Branch** (open 48 hours/week)

Monday - Wednesday & Friday	9:00 am – 5:00 pm
Thursday	9:00 am – 7:00 pm
Saturday	9:00 am – 3:00 pm
Sunday	Closed

## 2026/2027 LIBRARY CLOSURE DATES

Sunday, April 5	Easter
Tuesday, May 5	Election Day ~ East Bay Branch closed ( <i>if needed</i> )
Monday, May 25	Memorial Day
Saturday, July 4	Independence Day
Tuesday, Aug. 4	Election Day ~ East Bay Branch closed ( <i>if needed</i> )
Monday, Sept. 7	Labor Day
Tuesday, Nov. 3	Election Day ~ East Bay Branch closed ( <i>if needed</i> )
Friday, Nov. 13	Annual Staff In-service
Wednesday, Nov. 25	Thanksgiving Eve ~ close at 5:00pm
Thursday, Nov. 26	Thanksgiving
Thursday, Dec. 24	Christmas Eve Day
Friday, Dec. 25	Christmas Day
Mon-Wed, Dec. 28-30	*close at 6:00pm
Thursday, Dec. 31	New Year's Eve
Friday, Jan. 1, 2027	New Year's Day

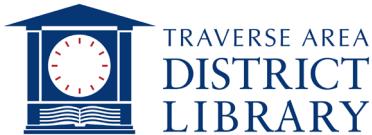
Motion: \_\_\_\_\_

Passed: Y N

Support: \_\_\_\_\_

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date



TRAVERSE AREA  
DISTRICT  
LIBRARY

## 2027 LIBRARY SERVICE HOURS

\*subject to change due to unforeseen circumstances

### Main Branch (open 67 hours/week)

Monday – Thursday	9:00 am – 8:00 pm
Friday & Saturday	9:00 am – 6:00 pm
Sunday	12:00 noon – 5:00 pm

### East Bay Branch (open 41 hours/week)

Monday	Closed
Tuesday & Thursday	10:00 am – 7:00 pm
Wednesday & Friday	10:00 am – 5:00 pm
Saturday	10:00 am – 3:00 pm
Sunday	Closed

### Kingsley Branch (open 48 hours/week)

Monday - Wednesday & Friday	9:00 am – 5:00 pm
Thursday	9:00 am – 7:00 pm
Saturday	9:00 am – 3:00 pm
Sunday	Closed

## 2027/2028 LIBRARY CLOSURE DATES

Sunday, March 28	Easter
Tuesday, May 4	Election Day ~ East Bay Branch closed ( <i>if needed</i> )
Monday, May 31	Memorial Day
Sunday, July 4	Independence Day
Tuesday, Aug. 3	Election Day ~ East Bay Branch closed ( <i>if needed</i> )
Monday, Sept. 6	Labor Day
Tuesday, Nov. 2	Election Day ~ East Bay Branch closed ( <i>if needed</i> )
Friday, Nov. 12	Annual Staff In-service
Wednesday, Nov. 24	Thanksgiving Eve ~ close at 5:00pm
Thursday, Nov. 25	Thanksgiving
Friday, Dec. 24	Christmas Eve Day
Saturday, Dec. 25	Christmas Day
Mon-Thurs, Dec. 27-30	*close at 6:00pm
Friday, Dec. 31	New Year's Eve
Saturday, Jan. 1, 2028	New Year's Day

Motion: \_\_\_\_\_

Passed: Y N

Support: \_\_\_\_\_

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date



## CONFLICT DISCLOSURE STATEMENT

Pursuant to the purposes and intent of the Traverse Area District Library's ("TADL") Conflict of Interest Policy within the TADL policy Manual, I hereby disclose that I, or members of my immediate family (spouse, child or parent), have the following affiliations or material financial interests which, when considered in conjunction with my position with or relationship to TADL, might possibly constitute a conflict of interest. (If none, write "None".)

1. **Members, Director, Trustees, Employees, or Agents of Related Organizations:**

Please list the organizations, profit and non-profit, in which you are a member, director, trustee, employee, or agent that have or may have any direct or indirect financial relationship with TADL.

With respect to each such organization, provide the following: name of organization, capacity (officer, etc.), effective dates and nature of relationship with TADL and your financial interest.

2. **Investments:** If you have had an investment relationship with any of the organizations in 1. Above, disclose the nature and amount of the investment.

3. Disclose any other activity or relationship which you, or members of our immediate family may have and that may be regarded as constituting a conflict, or potential conflict of interest.

It shall be the duty of the trustees and employees of TADL to disclose on a regular basis the occurrence of any event which produces a conflict, or potential for conflict, between the dates of execution of any Conflict Disclosure Statement.

The undersigned hereby certifies that the information contained on the Conflict Disclosure Statement is complete and true.

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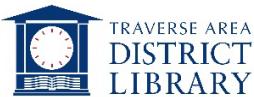
(signature)

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(date)

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(print name)



## **TADL TRUSTEE ETHICS STATEMENT SIGNATURE FORM**

Traverse Area District Library Trustees are accountable for the resources of the Traverse Area District Library (TADL) as well as to see that TADL provides the best possible service to its community. Trustees recognize that their authority lies only within the legal actions of the Board and not with the individual actions of its members. In accordance with the Traverse Area District Library's Policy Manual, policy number 1.4, Traverse Area District Library Trustee Ethics Statement, trustees are committed to the following values, and the ethical responsibilities of the profession to serve the public:

1. Comply with all local, State, Federal and Freedom of Information laws, rules and regulations that apply to them and TADL.
2. Encourage and respect the opinions and participation of TADL trustees, staff, patrons, and members of the public in deliberation of matters before Board.
3. Act independently of public pressure and partisan interests in fulfilling their responsibilities as Library Trustees.
4. Support and protect all TADL patrons' rights to access and to privacy in the use of TADL's resources.
5. Acknowledge and support the actions and decisions of the Board and to distinguish clearly in their public actions and statements between their personal opinions and attitudes and those of TADL.
6. Respect and protect confidential information related to TADL business.
7. Comply with TADL's Conflict of Interest Policy, avoiding any situation in which personal or financial benefits for either themselves or others could result from their position on the Board or access to privileged TADL information.
8. Disqualify themselves immediately whenever the appearance of or a conflict of interest exists.
9. Avoid actions that would result in unwarranted TADL privileges or advantages for themselves or anyone else who uses and does business with TADL.
10. Support the Library Director and avoid actions that interfere with the Director's responsibility to manage TADL and supervise TADL staff.
11. Uphold the principles of intellectual freedom, resist efforts to censor library resources, and support TADL librarians in responding to efforts by groups or individuals to censor library materials or programs.

In order to protect the integrity of TADL deliberations and decisions, I, by my signature, accept the preceding list of ethical obligations while serving as Trustee on the TADL Board.

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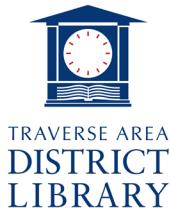
(signature)

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(date)

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(print name)



## Board of Trustees Regular Meeting MINUTES

Thursday, December 11, 2025 at 4:00pm  
McGuire Community Room  
610 Woodmere Ave., Traverse City, MI 49686

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### 1. Call to Order

The meeting was called to order by President Pakieser at 4:00pm. Present were: Pakieser (President); Deyo (Vice President); Odgers (Treasurer, arrived at 4:05); Gedman (Secretary); Vickery, Jones (Trustees). Beuthiin was absent. Also present were: Howard (Director); Baldwin, and Carpenter (Staff).

### 2. Pledge of Allegiance

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

### 3. Approval of the Agenda

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

### 4. Public Comment

President Pakieser opened the floor for public comment. The following people addressed the board: Marika BeVier, introduced herself as the new TADL trustee appointed by the County. BeVier has been a patron of TADL for 20 years and a Friends of the Library board member for eight years.

### 5. Consent Calendar

#### a. Approval of Minutes:

*Regular Meeting of October 16, 2025*  
*Closed Session Minutes of October 16, 2025*

#### b. Department Reports

#### c. Finance and Facilities Committee Report – November 4, 2025

#### d. Policy and Personnel Committee Report – November 11, 2025

#### e. Financial Report

#### f. Member Library Communications – FLPL | IPL | PCL

#### g. Friends of TADL Report – Jud Barclay, President

#### h. Correspondence

Howard suggested removing item f, Member Library Communications, since a representative from Fife Lake Public Library was present. It was MOVED by Jones, SUPPORTED by Gedman to remove item f, and to accept and affirm receipt of the balance of the Consent Calendar items as presented. Motion CARRIED.

### 6. Items Removed from the Consent Calendar

Cheyenne Wilcox, Director of Fife Lake Public Library (FLPL), noted that FLPL continues to serve the Grand Traverse Senior Network and continues to support the local school's programming. She thanked TADL for the hotspots provided to them this year and, on behalf of FLPL and the FLPL Friends, Wilcox thanked Trustee Jones for his service on the TADL Board as well as his support of FLPL and service on the FLPL Friends Board.

## 7. Director Report

Howard confirmed her written report and added the following:

- Long-time librarian Katheryn Carrier has retired. She was a reference librarian at TADL for over 35 years. The staff wished her well with a small party. Several past retirees attended.
- The book bike was filled nearly everyday and multiple trips were made to donate the food to Father Fred.

Howard shared a newly finished marketing video. The voice-over was done by TADL employee, Matt Archibald, and the people featured are local library users. The video and extra footage will be able to be used in a variety of ways in future marketing efforts. The board was impressed with the heartfelt message, quality, and professionalism presented in the video.

Odgers made note of the new billboards and loved the link to saving money by using the library.

## 8. Old Business

### a. Strategic Plan

Howard introduced the completed Strategic Plan for 2026-2028. Many thanks went to Brady, Carpenter, and Boulter for their extra efforts in the process. She noted that the four categories of focus include: Leading with Intention and Joy (which will be a focus throughout the three years); Optimize Physical Spaces (main focus year 2026); Foster Understanding (main focus year 2027); and Cultivate Connections (main focus year 2028). A measurement plan was included with the plan and will be completed throughout the plan years. There was some discussion about the plan with Vickery noting appreciation for the plan process as a moment for the board to do aspirational thinking allowing the board and staff to be proactive rather than reactive to the future of the library. It was MOVED by Jones, SUPPORTED by Odgers, to approve the strategic plan presented that will serve as a helpful guide to move the library forward over the next 3 years. Motion CARRIED

## 9. New Business

### a. *Resolution: 2025 Final Budget Amendment*

Baldwin provided a brief overview of the 2025 final budget amendment and answered questions. It was MOVED by Deyo, SUPPORTED by Vickery to accept the 2025 final budget amendment as presented. A roll call was taken with the following results:

Odgers – aye

Gedman – aye

Pakieser – aye

Deyo – aye

Vickery – aye

Jones – aye

Beuthin – absent

Motion CARRIED with 6 aye and 1 absent.

## 10. Acknowledgement and Celebration of Trustee Joseph Jones' Service to the Library

Jones resigned his position on the TADL Board, effective December 31, 2025. He was presented with a plaque to honor his 12 years of service on the TADL Board, including two years as President. Pakieser noted that he took his appointment seriously but was also able to bring humor to the table at times. Vickery thanked Jones for being a light that guided the way for him as a new board member. His interpersonal skills are at a level of admiration. Deyo also thanked Jones for his guidance and leadership and appreciated his good efforts for the community. Gedman reiterated prior thoughts and appreciated his generosity, service, and kindness. Odgers read a story and then presented Jones with a chair from all the trustees that he had always wanted which he could sit in and watch for shooting stars and Venus. She emphasized his passion for libraries and the Freedom to Read, thanked him for his service and wished him everything that is good in the world.

Jones thanked everyone for the gift and the well wishes. He explained that when he started there was some division between the libraries in the district. His main goal was to make sure the member libraries were represented and their resources weren't allocated to other entities, believing that what good things came to the Main library should also come to those in the district. It took many years to develop but he is proud to have accomplished his goal of good working relationships within the district.

Pakieser stood to give Jones a standing ovation for his extraordinary work over 12 years and Vickery made claim that Trustees don't go away, they just slowly turn the page.

**11. Public Comment**

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

**12. Trustee Comment**

Gedman brought to the board's attention that there is some lobby activity again for the 'ax my tax' initiative. Thus far there are 180 signatures in support and if such a law passed eliminating property tax it would also eliminate millage funding.

**13. Closed Session**

A closed session was not needed.

**14. Adjournment**

Upon a motion by Jones, supported by Deyo, for adjournment, President Pakieser adjourned the meeting at 4:40pm.

Respectfully submitted,

V. Carpenter, Recording Secretary

Approved by board vote on January 15, 2026

Board Secretary



**Departmental Reports**  
for the month of December 2025  
(January 15, 2026 Board Meeting)

**Adult Services**

- December is always a month for staff to take much needed time off to be with families and to reset for the new year. All Adult Services staff had their annual evaluation meetings this month with Melissa, or Kim if they are a page. This allowed us to begin planning for the new year in earnest.
- This month we said goodbye to longtime TADL Librarian Katheryn Carrier with a retirement party. We were then happy to welcome Allison Donnelly-Sheridan to the Full Time Librarian 1 position, a promotion from her previous PT Librarian 1 position.
- The sounds of holiday music once again rang throughout the library (or at least the McGuire Room) in December. We were joined by Peter Bergin, the TCAPS Choral-Aires, and the TLC Handbell Choir. Hundreds packed the room to listen to these groups as part of the celebration of the season. A new partnership for this season was offered to us by the student-led group The Art of Giving Back from Interlochen Center for the Arts. This group of students planned a variety of programs and activities for kids and families during the afternoon of December 6th. We look forward to continuing this partnership and holding this program again next year!
- Adult Services Statistics at a glance:
  - Programs - 24 & Attendance - 515
  - Outreach - 0 & Attendance - 0
  - Questions Answered - 1745
  - Notary Signatures - 5 (paused service to reevaluate for 2026)
  - Craft Kits Distributed - 62 (Needle felted xmas tree ornament)
  - Study Room Usages - 202

Respectfully submitted,  
Melissa McKenna  
Assistant Director for Outreach & Adult Services

**Youth Services**



December is an exciting time of year in our community and around the world for young people. We try to make it merry and bright for everyone visiting Youth Services this time of year. In addition, we conduct our core holiday programming consisting of the popular Candy Houses program and A Visit with Santa and Jenny the Storytelling Elf. Added to the month's festivities was a holiday event with students from the Interlochen Center for the Arts Art of Giving Back club. It was delightful to see all of the

holiday fun and cheer at TADL throughout the month.

We stopped hosting our storytime programs on December 19th to allow families time to focus on togetherness and preparations for the holidays. We did host two Playgroup programs, which are low in terms of prep time but always welcomed by families seeking to get out of the house for something free, engaging and fun.



Youth Services added a Pokemon Club to our monthly program offerings, courtesy of a collaboration between the Association for Library Services to Children (ALSC) and the creators of Pokemon. The first two clubs in November and December have attracted 33 patrons, including many Tweens. With our participation in this club, we received a nice set of Pokemon cards, games, and promotional materials from the company.

Youth Services also began promotion and registration for the Winter Reading Club, a version of the Summer Reading Club for children aged 0 to 12 years old. The Club starts on Sunday,

January 4th, so we incentivized signing up with a pizza night gift card. More information to come in January's department report.

Statistics for December:

- Early Literacy programs: 22
- Early Literacy attendance: 441
- Afterschool and weekend programs: 16
- Afterschool and weekend program attendance: 626
- Outreach- 1- and attendance- 57
- Desk questions: 897 (up 25% from December 2024)
  - Walk-in: 748
  - Phone: 136 (up 30% from December 2024)
  - Digital: 13

Andy Schuck  
Head of Youth Services

### **Teen Services**

This has been a great year in Teen Services. Our three person team has meshed well and we all complement each other nicely. In 2025 we:

- Put together 245 blind book boxes
- Assembled 1,262 craft kits, passing on 168 to East Bay Branch
- Held 116 programs
- Went on 6 outreaches
- Had 128 teen volunteers register
  - We record our volunteers by school year to make it match their needs.
  - Last school year our volunteers donated 666.75 hours of their time.

In addition we found next reads for teens, assisted parents selecting books, helped young people use the computers, discussed literacy with both parents and teachers, showed students how to find

resources for school projects, curated reading lists, wrote blogs, created displays, decorated for the seasons, had multiple “how was your day” conversations, and spent a lot of time enjoying the company of teenagers.

A few weeks into December we had a group of students from Grand Traverse Academy visit. The very next day one of the students took the bus to the library to get a card. We had a great conversation about his previous visit and what he can do at the library with his card. He commented that, “this place is amazing...it’s so relaxing and nice!” He said he would be a new regular and come after school when he doesn’t have robotics. My favorite comment was. “I never knew a library can be so fun!” Interactions like this remind us of the joy basic library services can bring to the community.

Linda Smith  
Head of Teen Services

### **Sight & Sound**

December brings snow and holiday cheer! Sight and Sound closed out the year with some great events, including a holiday-themed ukulele program. The TCAPS Choral Aires, the Cherry Capitol Men’s Chorus, the TLC Handbell Choir and pianist/vocalist Peter Bergin all provided wonderful holiday music. Jane Austen’s birthday was celebrated in the McGuire Community Room with “Bust a Move with Lizzie Bennett” - participants learned historical dances that were appropriate to the era (and mentioned in Austen’s novels).

### **TADL Meeting Room Stats December 2025**

Total: 188  
TADL meetings: 16

Personal/Outside Group Meetings: 173  
Paid Meetings: 5  
Unpaid Meetings: 183

Walk-ins: 40  
Advance Reservation: 148

### **Number of Meetings by Room December 2025**

McGuire Room: 41  
Thirlby Room: 75  
Study Room D: 72

### **December Reference Questions**

Digital: 59  
Phone: 202  
Walk-in: 1112

Respectfully Submitted,  
Josh Denby  
Department Head, Sight and Sound

## **Circulation**

December was a fun month with lots of moving parts as always. Christina helped cover an outreach to the Pavilions and took a MARC introduction course with other library staff; we welcomed a new Circulation Page to our team, Chloe Flatley; and lots of staff were able to take time off to enjoy the holidays thanks to our robust and responsive substitute group!

### *December Circulation Numbers*

New patron accounts created: **↓142** (vs 148 last year) - *Combined Branches (Woodmere, Kingsley, East Bay)*

Curbside pickups for December 2025: 10

Circulation Statistics for MeLCat, December 2025:

- TADL items sent to borrowing institutions: **↓942** (vs 1117 last year)
- TADL items received from lending institutions: **↑1950** (vs 1947 last year)

### *2025 Circulation Numbers*

New patron accounts created: **↓2987** (vs 4329 in 2024) - *Combined Branches (Woodmere, Kingsley, East Bay)*

Curbside pickups for 2025: 157

Circulation Statistics for MeLCat 2025:

- TADL items sent to borrowing institutions: **↑16,681** (vs 15,897 last year)
- TADL items received from lending institutions: **↑27,729** (vs 26,011 last year)

## **Marketing and Communications**

December is always a fun and festive time at TADL, and this year it was especially so with the Jane Austen birthday events. As is always the case, all the branch libraries put their own fun spin on the celebration - with whist, tea, movies, crafts, and historic dancing! The new billboard program is getting started, and I'm looking forward to seeing how this can raise our profile in the community.

I attended an outreach at Traverse Heights Elementary with Andy and also made weekly trips to Father Fred to deliver the community food donations - it seemed like each trip had more boxes and bags than the last. I

hosted the last volunteer happy hour of 2025. I've tried this event on different days of the week at different times, and I'm happy to say we've had different engaged groups of volunteers each time. Since this format is more popular I'll be continuing it into 2026. As you can see from the



volunteer happy hour photo, we're already leaning into our cozy, joyous new strategic plan vibe!

**Website:** Pageviews - 98,736; users - 61,523

- Fun fact - [tadl.org/beinfosavvy](http://tadl.org/beinfosavvy) is getting popular! In December it was the #6 most popular page, just behind the events page.

**Press:** We appeared in print or online 23 of December's 31 days. This included one national mention, as Michele's quote about IMLS funding was picked up in Newsweek!

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:*



**Allison Donnelly-Sheridan**  
FT Librarian, Adult Services  
Promotion from Part Time



**Chloe Flatley**  
PT Page, Circulation  
New Hire



**Shelby Goode**  
PT Page, Youth Services  
New Hire

*Employee Departures:*  
None

Respectfully submitted,  
Danielle Baldwin  
Finance and Human Resources Manager

### **TADL Talking Book Library**

We held our annual Holiday Party for our TBL patrons. There was great food, fun, and trivia! 33 people attended.

The library adopted a Generation Ahead family. We held a few fund raising events. We were able to not only help our family but also donated \$250 to the Cherryland Humane Society. Thank you to the generosity of the library staff!

Programs:

- Ageless Grace - 15 people attended
- Chair Yoga - 11 people attended

We helped 110 people at our regular monthly outreaches.

Anita Chouinard  
TBL Manager

### **East Bay Branch Library**

December at East Bay was a wonderful ending to a really fun year. I personally feel so grateful for everything our team has done together this year and all of the warmth and appreciation felt in return from our lovely patrons!

In December we held 20 programs, with a total of 395 attendees, and served 274 students at our monthly bookmobile outreach at GTA. Some highlights include:

- 58 patrons attended our Holiday Open House to decorate cookies, play games, and listen to our very own Matt Archibald play some holiday tunes!
- We celebrated the 250th anniversary of Jane Austen's birth with three events:
  - A birthday party complete with tea, cookies, Jane Austen trivia, and whist lessons.
  - A new monthly program, Afternoon Tea & Stitch, for fiber artists to gather to work on their crafts and socialize over tea.
  - A craft program where participants made traditional Dorset crosswheel button ornaments.
- We held a two-week-long food drive/pop-up food pantry.
- We increased accessibility to our building with the installation of an automatic front door!
- We hosted a 2-person performance of A Christmas Carol.

It was a great year, and we're really excited to keep the momentum going in 2026!

Sincerely,  
Chantel Lentz  
Branch Manager

## **Facilities**

Although the Facilities Manager cleverly took two weeks' vacation in December, a number of items were still completed:

- Successful Fire Department corrective actions (100% compliance at 1/5/26 inspection)
- ADA door openers installed at East Bay and Kingsley branches
- Continued communication with Library Design Associates for Building Refresh Project
- Assisted Marketing with the awesomely successful Food Drive
- Engaged proactive pest control with sniffer dogs
- Rearranged a few employee desk situations
- Adjusted the extremely heavy Youth Services sliding door
- Facilitated Local History Collection quarantine areas
- Picked up a surplus bookshelf from Brilliant Books for Youth Services
- Great fun helping Youth Services prepare for "Candy Houses" event

And Facilities is looking forward to the many building improvements planned for 2026!

Respectfully Submitted,  
Bret R Boulter, Facilities manager



## Revenue

As of 12/31, our revenue for Overdue Fines, Sales, and Meeting Room Rentals are all trending well above our YTD budgetary goals. We received \$3,700 in donations, most of which (\$3,000) came from six donors with \$500 donations each. Thank you to our generous donors! Investments gained \$7,710. Local Unit Contributions/Grants shows a decrease of \$893.07 due to an account allocation error. This was an October payment from Northland Cooperative that listed "Enhancement Grant" on the check; however, it was actually for TADL's OCLC Interlibrary Loan fees and Google Apps that we pay for and Northland reimburses us.

## Expenditures

Note that percentage of budget completed is 100% as of 12/31/25. Overall we currently show \$1,138,000 under budget; however, after further invoices for expenditures are paid in January and possibly February, we estimate our total under budget to be approximately \$875,000. Line item details of note are below.

- *Personnel*

We have almost finished the year with personnel expenditures, the only remaining expenses to be incurred are the final days worked in 2025, December 28<sup>th</sup> through December 31<sup>st</sup> (although we were closed, regular staff will receive holiday pay for 12/31). Those 4 days will be paid on 1/16/26. This will put us at closer to 95% of budget.

- *Supplies*

We are at 79.16% of our budget for this category, and while we do have invoices remaining to be paid for 2025, with close to \$340,000 of the budget remaining in this category, we will be well within our budget. We estimate approximately another \$100,000 in '25 outstanding invoices remain.

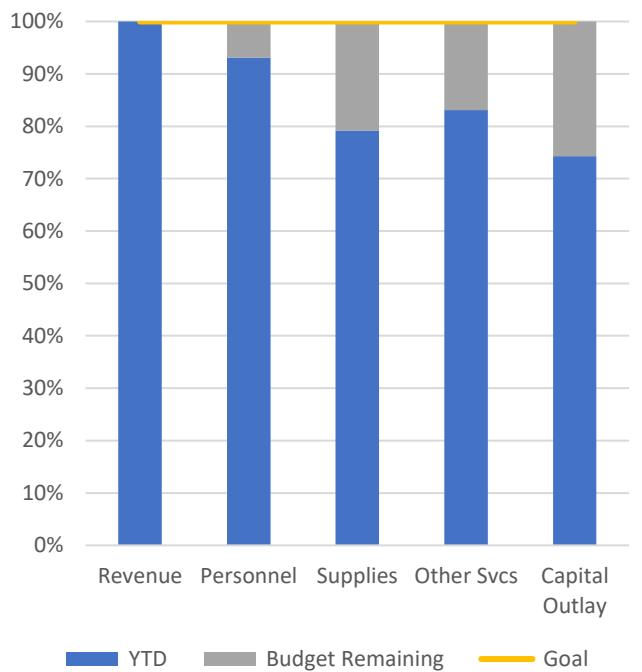
- *Other Services/Charges*

We are at 83.11% of our budget for this category, and will have various back-billed invoices such as cleaning for December, attorney invoices for December, etc. After these expenditures are paid, we will undoubtedly remain within our budget for the category.

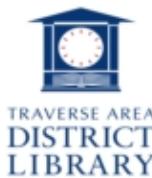
- *Capital Outlay*

No expenditures in this category were made this month.

TADL Budget as of 12/31/2025



Respectfully submitted,  
Danielle Baldwin  
Finance and Human Resources Manager



## Traverse Area District Library

# Budget Report

## Group Summary

For Fiscal: 2025 Period Ending: 12/31/2025

RevenueCategory;SubCategory	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Revenue</b>						
400 - Property Taxes - Current/Delinquent/Pilt	8,410,868.00	8,411,471.59	140.51	8,411,612.10	140.51	100.00%
500 - Grants - Federal/State/Other	30,314.00	43,663.07	-893.07	42,770.00	-893.07	97.95%
540 - State Aid Grant - Library	114,407.07	115,949.02	0.00	115,949.02	0.00	100.00%
541 - State Aid Grant - TBL	41,073.00	41,072.00	0.00	41,072.00	0.00	100.00%
581 - Penal Fines	148,900.00	184,844.80	0.00	184,844.80	0.00	100.00%
602 - Fees/Services	29,650.00	32,950.00	12,000.00	32,950.00	0.00	100.00%
607 - Overdue Fines/Replacement Fees	18,000.00	24,404.88	1,917.89	26,322.77	1,917.89	107.86%
642 - Sales	22,650.00	35,567.00	3,540.78	39,108.26	3,541.26	109.96%
653 - Meeting Room Rental/Equip Fees	2,000.00	12,340.00	200.00	12,540.00	200.00	101.62%
665 - Interest & Gains/Losses	7,504.00	59,032.09	7,710.02	66,742.11	7,710.02	113.06%
674 - Donations/Contributions	26,200.00	112,526.44	3,711.34	116,237.78	3,711.34	103.30%
676 - Misc Revenue & Reimbursements	500.00	3,937.11	277.69	4,214.80	277.69	107.05%
	<b>Revenue Total:</b>	<b>8,852,066.07</b>	<b>9,077,758.00</b>	<b>28,605.16</b>	<b>9,094,363.64</b>	<b>16,605.64</b>
						<b>100.18%</b>
<b>Expense</b>						
<b>Category: 70 - Personnel</b>						
700 - Salaries & Wages	3,420,922.87	3,605,863.05	391,782.16	3,344,026.70	261,836.35	92.74%
710 - Social Security/Medicare	83,114.95	89,905.90	9,640.75	83,385.96	6,519.94	92.75%
712 - Medical Insurance	520,813.11	522,614.52	-7,076.07	499,602.06	23,012.46	95.60%
713 - Dental Insurance	44,278.64	45,705.86	-250.38	43,040.22	2,665.64	94.17%
715 - Vision Insurance	6,329.26	6,141.02	-223.02	5,782.88	358.14	94.17%
716 - Life Insurance	11,434.20	12,083.97	0.00	9,104.63	2,979.34	75.34%
717 - Disability Insurance	19,522.63	23,661.62	0.00	17,832.52	5,829.10	75.36%
720 - 401K Retirement Contribution	164,775.43	147,941.73	16,443.61	137,203.07	10,738.66	92.74%
721 - MERS Defined Contribution Retirement	217,592.95	236,298.39	25,721.49	219,240.59	17,057.80	92.78%
722 - MERS DB Unfunded Liability	120,000.00	120,000.00	10,000.00	120,000.00	0.00	100.00%
723 - Worker's Compensation	8,600.00	6,594.59	0.00	6,209.98	384.61	94.17%
724 - Unemployment Compensation	0.00	1,926.35	0.00	1,814.00	112.35	94.17%
	<b>Category: 70 - Personnel Total:</b>	<b>4,617,384.04</b>	<b>4,818,737.00</b>	<b>446,038.54</b>	<b>4,487,242.61</b>	<b>331,494.39</b>
						<b>93.12%</b>
<b>Category: 72 - Supplies</b>						
728 - General Operating Supplies	468,029.74	430,857.80	12,570.35	319,955.69	110,902.11	74.26%
736 - Repair & Maintenance Supplies	8,750.00	14,030.08	178.37	12,040.15	1,989.93	85.82%
741 - Books/Media/Online Resources/LoT	986,380.00	1,184,770.12	91,559.49	958,041.09	226,729.03	80.86%
	<b>Category: 72 - Supplies Total:</b>	<b>1,463,159.74</b>	<b>1,629,658.00</b>	<b>104,308.21</b>	<b>1,290,036.93</b>	<b>339,621.07</b>
						<b>79.16%</b>
<b>Category: 80 - Other Services and Charges</b>						
801 - Professional & Contractual Services	588,030.45	548,619.22	18,162.75	446,090.83	102,528.39	81.31%
804 - Advertising & Outreach	58,240.00	41,300.06	6,256.24	35,124.96	6,175.10	85.05%
807 - Insurance & Bonds	33,221.43	37,417.60	0.00	31,823.00	5,594.60	85.05%
809 - General Equip/Building/Grounds Maintenance	546,121.03	622,452.05	30,360.16	357,423.29	265,028.76	57.42%
850 - Communications	30,900.00	33,020.42	2,101.45	28,083.27	4,937.15	85.05%
921 - Utilities	118,773.00	124,204.72	7,822.28	105,633.89	18,570.83	85.05%
955 - Education & Travel	152,601.38	144,838.95	5,732.88	122,982.91	21,856.04	84.91%
959 - Member Library Allocations	962,835.00	962,835.00	0.00	962,835.00	0.00	100.00%
961 - Misc	1,500.00	0.00	0.00	0.00	0.00	0.00%
964 - Property Tax Reimbursements	6,500.00	4,386.98	759.80	3,731.05	655.93	85.05%
	<b>Category: 80 - Other Services and Charges Total:</b>	<b>2,498,722.29</b>	<b>2,519,075.00</b>	<b>71,195.56</b>	<b>2,093,728.20</b>	<b>425,346.80</b>
						<b>83.11%</b>
<b>Category: 97 - Capital Outlay</b>						
971 - Capital Furniture/Equipment/Building	272,800.00	97,356.00	0.00	72,355.77	25,000.23	74.32%

**Budget Report****For Fiscal: 2025 Period Ending: 12/31/2025**

RevenueCategory;SubCategory	Original	Current	Period	Fiscal	Variance	Percent
	Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	
Category: 97 - Capital Outlay Total:	272,800.00	97,356.00	0.00	72,355.77	25,000.23	74.32%
Expense Total:	8,852,066.07	9,064,826.00	621,542.31	7,943,363.51	1,121,462.49	87.63%
Report Surplus (Deficit):	0.00	12,932.00	-592,937.15	1,151,000.13	1,138,068.13	8,900.40%



*Trustee and PCL Board President John Bercini has resigned due to his appointment as treasurer of the Grand Traverse Regional Community Foundation. We are grateful for his years of service, especially through the building project, to PCL! We wish him the best as he contributes to the greater community in new ways! A new board member will be appointed by the Board. That appointee will need to run in the November 2026 election. The Board will be conducting interviews of interested candidates. Interested candidates may submit a resume to the Board in care of the Library Director.*

*The adult LEGO kits in our Library of Things are extremely popular! We now have 22 of them and a few patrons have put together every one! These kits are a challenge – great brain games – but the many pieces make it hard to know if pieces are missing when they are returned. Patrons have been great about reporting a missing piece or two and we are able to order replacement parts through LEGO. Kits include skylines of London and Paris, Galileo's study, Jane Austin's library, a typewriter, a vintage Polaroid camera and more.*

*We have been having trouble again with the same toilet in the Women's Restroom. D&W has been out twice and it seems to be working now. We are still looking for a fix on the flag lighting. Once the snow clears, my husband is going to replace the bulb though we have been told that is not the issue. As no one has tried that yet, it seems we should at least give it a go!*

*Donations are still coming in from our Annual Appeal letter sent out the last week in November. I will have a final count at the end of this month, but we are on track for the budgeted \$35,000. Many checks came with notes praising the library and telling us what a big part of their lives we are.*

*Santa wrote sent reply letters to 41 children this December! Santa's helpers are careful not to promise anything specific on Santa's behalf!*

*Michigan Movie Mania continues with Somewhere in Time (Mackinac Island) 1/22 & Frozen Stupid (ice fishing comedy with OMP producer/director Rich Brauer in attendance) 2/26.*

*The Annual State Report was submitted December 30<sup>th</sup>, well ahead of the January 31<sup>st</sup> deadline.*

*PCL Fun Fact: The play market in PCL's Children's Area was donated by Tom's Food Markets with a child size grocery cart. They had the awning on the market redone to read "Tom's Food Market"*

*Circulation Dec 2025: 1681 + 52 manual checkouts, Dec 2024: 1673*

*Dec Volunteers: 27 adults, 31 hours of time to PCL*

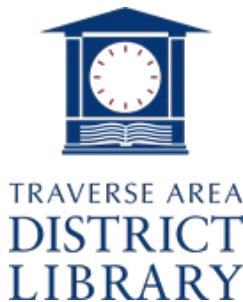
*Curbside pickups: 1. Home delivery: 0. New library cards: 5. Guest cards: 0*

*Hold Transit Counts Dec: 557 to other libraries from PCL, 265 from other libraries to PCL*

*Programs Dec: 20 Participation Dec: 370 Table crafts: 201 Reference Questions: 381*

*1000 Books Before Kindergarten: 1*

*Meeting Room Reservations: 12 Website Hits: 1412*



**Board of Library Trustees Regular Meeting  
Library Director Report  
Meeting Date: January 15, 2026**

### **Library Activity**

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

<b><u>Year to Date Circulation Activity</u></b>			
<b><u>End of Month</u></b>	<b><u>Print/Audio/Video</u></b>	<b><u>Electronic Books/Audio/Video</u></b>	<b><u>TOTAL</u></b>
December 2024	1,014,840	337,157	1,351,997
December 2025	1,024,210	434,777	1,458,987

#### Lending

Demand for materials continues to increase over last year. Physical Circulation is up .9% from last year. E-materials circulations has increased 25.2% from last year.

#### Visitors – Woodmere, East Bay, and Kingsley Facilities

In December, with holiday closures, library visits slowed slightly. The busiest day for December was Tuesday, the 16th, with 995 patrons. In December there were 24,971 visitors at East Bay, Kingsley and the Main library. In December 2025, TADL added 159 new patrons district-wide.

#### Public Computing

The computing services (1,771 uses in December) are a little higher as last year (1,550) but lower than last month (1,879).

#### Additions to the Collection

In December 2025, 2,178 items were added to the district. November ends the purchasing time in order to have all orders final for the end of year budget amendment but orders still arrive throughout the end of the year.

#### Behavior Issues

There were 14 incidents resulting in zero suspensions in December. This includes loud/inappropriate behavior, many people calling EMS on themselves, and on a patron who rescued a chicken and was using our vestibule to warm up.

### 3-D Printing

December 2025	November 2025
57 Regular Patron Orders 8 multicolor 1 resin 0 3D scans 4 cancelled 0 Free 3D Assistive Device Orders 0 Free 3D Fidgets for Local IBCCES Partners Orders  Quantity: 84 Unique Items: 46 Amount of filament: 4,074 g Amount of resin: 13 mL	51 Regular Patron Orders 5 multicolor 0 resin 3 3D scans 7 cancelled 0 Free 3D Assistive Device Orders 0 Free 3D Fidgets for Local IBCCES Partners Orders  Quantity: 66 Unique Items: 40 Amount of filament: 11,907 g Amount of resin: 0 mL

### Literacy

MLA President, Jenny Marr, and I attended the Governor's first literacy conference on December 13, 2025 at the Michigan Science Center in Detroit. As previously reported, Michigan currently ranks 44<sup>th</sup> in literacy for 4<sup>th</sup> grade reading. As a result, Governor Whitmer has set literacy as her number one priority during her final year in office. She mentioned that literacy means freedom and power. Raising literacy rates could boost the Michigan economy and bring companies to the state. She had a list of ideas to improve literacy and the first one she mentioned is to Fund Local Libraries. It was exciting to hear this and hopefully it will result in more state funding for libraries.

### Director Out and About

- Presented at the Central Neighborhood monthly meeting about TADL's interest in the Carnegie Library and the Con Foster Collection.
- Said hello to Santa and helped at the Kingsley Library Holiday gathering.
- Helped spread holiday cheer and eat cookies at the East Bay Holiday Party.
- Attended the library program about historic dance, featuring dancing from the Jane Austen era. It was a great time and highly recommended.
- Thank you to two generous donors, the staff had a wonderful night of fellowship and karaoke to celebrate the holidays together.
- Participated in a research interview from the University of Pennsylvania School of Medicine where they are doing research about library's responses to drug overdoses and use of Narcan.
- Helped at various departments during the month.



## State Librarian, Randy Riley Passed

I'm sorry to report that State Librarian Randy Riley passed away suddenly on Saturday January 3<sup>rd</sup>. He worked at the Library of Michigan since 1989 and has been State Librarian since 2014. Randy will be missed for his vast knowledge, kind words, and sense of humor. He was a true advocate for libraries and literacy.

### ANNOUNCEMENT



STATE LIBRARIAN RANDY RILEY

1962 - 2026

The Library of Michigan is sad to announce the passing of Michigan State Librarian Randy Riley. Randy served as the State Librarian since 2014. He joined the Library of Michigan in 1989 and held several positions, including reference librarian, head of Special Collections, and MEL Coordinator. More details will soon be announced.



## Looking toward 2026

### Strategic Plan Focus

#### 1. Lead with Intention and Joy

Embracing public trust and supporting an informed and engaged community

#### 2. Optimize Physical Spaces

Developing and adapting our service spaces to best meet the needs of our community.

### Summer Reading Club Theme

Unearth a Story: Desenterra una Historia – Dinosaurs/Archaeology/Paleontology

### Capital Improvements

1. Carpet/Building Refresh
2. Parking Lot Repave & Sidewalk brick repair
3. Front Door Replacement
4. Masonry (Building Foundation)
5. Water Heater (\$13,000 in 1999, 15–30-year lifespan)
6. Begin Roof Replacement Planning

### Capital Projects

1. Stormwater/Rain Musical Garden
2. Play Area Upgrades (Possible. In conjunction with the Grand Traverse Area Children's Garden)
3. Review possibilities for the Local History Collection to move to another space.

### Requests for Proposals

Cleaning Services for TADL (Main, East Bay and Kingsley)

Respectfully submitted,  
Michele P. Howard, MILS



TRAVERSE AREA  
DISTRICT  
LIBRARY

## RESOLUTION

### 2026 Member Library Payments

January 15, 2026

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Pursuant to *Part 2.A Funding* provisions of the *Member Library Agreements*, terms beginning Jan. 1, 2022 and ending Dec. 31, 2031, with Fife Lake Public Library, Interlochen Public Library, and Peninsula Community Library, the Traverse Area District Library Board authorizes its Director to make the 2026 payments in full as follows:

Fife Lake Public Library	\$267,025.00
Interlochen public Library	\$343,318.00
Peninsula Community Library	\$397,086.00

Motion by: \_\_\_\_\_

Support by: \_\_\_\_\_

Approved:    Y    N

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

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\_\_\_\_\_, Board Secretary



TRAVERSE AREA  
DISTRICT  
LIBRARY

## RESOLUTION

### Annual Approval of Routine Invoices over \$25,000

January 15, 2026

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WHEREAS, the Traverse Area District Library policy requires prior approval by the Board of any disbursements of an amount greater than \$25,000; and

WHEREAS, at the May 28, 2013, Finance Committee Meeting the trustees agreed that monthly approval of routine invoices over \$25,000 was cumbersome and could be done on an annual basis;

It is RESOLVED that the Traverse Area District Library shall approve payment for 2026 invoices from Priority Health Insurance, Municipal Employee Retirement System, Bibliotheca Inc, Brodart Co., Municipal Underwriters of West Michigan, Inc., and Northland Library Cooperative that exceed \$25,000.

Motion to adopt the resolution was introduced by: \_\_\_\_\_

And supported by: \_\_\_\_\_

Motion adopted Yes / No \_\_\_\_\_

Date \_\_\_\_\_

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\_\_\_\_\_, Board Secretary