

AGENDA

Board of Trustees Regular & Annual Meeting
Thursday, January 18, 2024 at 3:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. **Call to Order**
2. **Pledge of Allegiance**
3. **New Trustee Appointments: Jennifer Beuthin and Sam Gedman, 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 2024 – January 2025
 - d. Approval of TADL Main Library and Branch Operational Hours and 2024 Closure Dates
 - e. Approval of TADL Main Library and Branch Operational Hours and 2025 Closure Dates
 - f. Annual Conflict of Interest Statement | Annual Ethics Statement
7. **Consent Agenda**
 - a. Approval of Minutes – Regular Meeting of December 14, 2023
 - 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. **Old Business**
 - a. Millage Dos and Don'ts
11. **New Business**
 - a. Resolution – 2024 Member Library Agreement Payments
 - b. Resolution – Annual Approval of Routine Invoices over \$25,000
 - c. Legal Services Changes
 - d. Discussion: Board Retreat Details
12. **Public Comment***
13. **Trustee Comment**
14. **Closed Session (if needed)**
15. **Adjournment**

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



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.

Trustee Signature

Date

Trustee Name (printed)

Witness Signature

Date

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.

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 2024 Election of Officers

Nominating committee members: Susan Odgers
Marylee Pakieser

The committee proposes the following Slate of Officers for 2023:

<u>Office</u>	<u>Nominee</u>
President	Marylee Pakieser
Vice President	Joe Jones
Secretary	Michael Vickery
Treasurer	Susan Odgers

Motion By: _____

Support By: _____

Approved: Y N

Date: _____

M. Vickery, Board Secretary



Traverse Area District Library Board of Trustees Committees 2024

Policy & Personnel Committees

Michael Vickery (Chair)

Sam Gedman

Jennifer Beuthin

(Meets 1st Tues. of the month, at 10:00am, on an as needed basis)

Finance & Facilities and Services Committees

Susan Odgers (Chair)

Joseph Jones

Paul Deyo

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

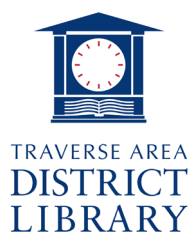
Motion By: _____

Support By: _____

Approved: Y N

M. Vickery, Board Secretary

Date: _____



PUBLIC NOTICE

2024/2025 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
2024		
Thursday, February 15	3:00 PM	Woodmere McGuire Room
Thursday, March 21	12:00 PM	Study Session & Retreat (No Regular Meeting) Location TBD
Thursday, April 18	3:00 PM	Woodmere McGuire Room
Thursday, May 16	3:00 PM	Interlochen Public Library
Thursday, June 20	3:00 PM	Fife Lake Public Library
Thursday, July 18		No Meeting
Thursday, August 15	3:00 PM	Peninsula Community Library
Thursday, September 19	3:00 PM	Kingsley Branch Library
Thursday, October 24	3:00 PM	Woodmere McGuire Room
Thursday, November 21	3:00 PM	Woodmere McGuire Room
Thursday, December 12	3:00 PM	Woodmere McGuire Room
2025		
Thursday, January 16	3:00 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.

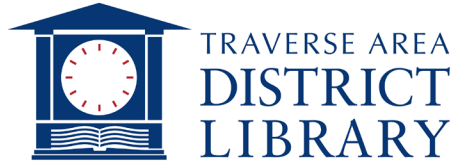
Motion: _____

Passed: Y N

Support: _____

M. Vickery, Board Secretary

Date



TRAVERSE AREA
DISTRICT
LIBRARY

2024 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

2024/2025 LIBRARY CLOSURE DATES

Tuesday, February 27 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
Sunday, March 31 Easter
Tuesday, May 7 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
Monday, May 27 Memorial Day
Thursday, July 4 Independence Day
Tuesday, August 6 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
Monday, September 2 Labor Day
Thursday, October 17 Michigan Library Association Conference Reception
Tuesday, November 5 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
Friday, November 8 Annual Staff In-service
Wednesday, November 27 Thanksgiving Eve ~ close at 5:00pm
Thursday, November 28 Thanksgiving
Tuesday, December 24 Christmas Eve Day
Wednesday, December 25 Christmas Day
Thursday, December 26 close at 6:00pm
Monday, December 30 close at 6:00pm
Tuesday, December 31 New Year’s Eve
Wednesday, Jan. 1, 2025 New Year’s Day

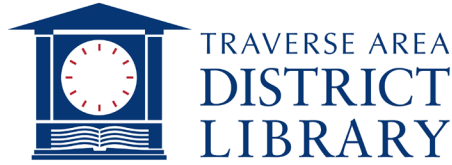
Motion: _____

Passed: Y N

Support: _____

M. Vickery, Board Secretary

Date



TRAVERSE AREA
DISTRICT
LIBRARY

2025 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

2025/2026 LIBRARY CLOSURE DATES

Tuesday, February 25 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
 Sunday, April 20 Easter
 Tuesday, May 6 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
 Monday, May 26 Memorial Day
 Friday, July 4 Independence Day
 Tuesday, August 5 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
 Monday, September 1 Labor Day
 Tuesday, November 4 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
 Friday, November 14 Annual Staff In-service
 Wednesday, November 26 Thanksgiving Eve ~ close at 5:00pm
 Thursday, November 27 Thanksgiving
 Wednesday, December 24 Christmas Eve Day
 Thursday, December 25 Christmas Day
 Monday, December 29 close at 6:00pm
 Tuesday, December 30 close at 6:00pm
 Wednesday, December 31 New Year’s Eve
 Thursday, Jan. 1, 2026 New Year’s Day

Motion: _____

Passed: Y N

Support: _____

 M. Vickery, 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.

(signature)

(date)

(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.

(signature)

(date)

(print name)



Board of Trustees Regular Meeting MINUTES

Thursday, December 14, 2023 at 3:00pm
McGuire Community Room
610 Woodmere Ave., MI 49686

1. **Call to Order**

The meeting was called to order by President Odgers at 3:00pm. Present were: Odgers (President), Deyo (Secretary), Jones (Treasurer), and Wescott (Trustee). Pakieser (Vice President) and Vickery (Trustee) were absent. Also present were: Zeits (Council); 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**

Howard requested an amendment to add New Business item 8g, Capital Improvement Budget Plan for approval. It was MOVED by Jones, SUPPORTED by Deyo, to approve the agenda as presented and amended. Motion CARRIED.

4. **Public Comment**

President Odgers opened the floor for public comment. The following people addressed the board: Margaret Myers, TADL Reference librarian and Staff Union Steward, thanked the board for their work and emphasized the importance of the one-time bonus for staff retention and recognition on the agenda for approval.

5. **Consent Calendar**

- a. *Approval of Minutes - Regular Meeting of November 16, 2023*
- b. *Department Reports*
- c. *Finance and Facilities Committee Report – December 5, 2023*
- 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*

It was MOVED by Wescott, SUPPORTED by Jones, to accept and affirm receipt of the consent calendar information. Motion CARRIED.

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

No items were removed from the consent calendar.

7. **Director Report**

Howard highlighted the following:

- Circulation is in record territory for the year, already hitting one million in October for the first time. The increased checkout limits may have contributed to the statistic.

- When the Michigan Legislature resumes in January or February a bill will be introduced called the Michigan Freedom to Read Act. Trustees were encouraged to contact elected officials in support of this bill.
- Howard attended a webinar on book banning. The tone was positive in that the more community members are taking charge and getting on boards to support libraries.
- Staff was offered a self-defense training class.
- The Ladies Library Association was inducted into the Michigan Women’s Hall of Fame.
- A decision on the two open board seats will be made at the County Commission meeting on December 20th.
- Howard thanked the board for the card and flowers she received from them. She was completely surprised and appreciated the gesture.

In response to President Odgers inquiry, Howard noted that TADL will now be a polling site for the City and will remain open to the public during elections.

8. **New Business**

a. *Nominating Committee*

President Odgers requested that trustees let her know what officer and committee appointments they are interested in for 2024. The slate will be presented at the January 2024 annual meeting.

b. *Resolution – 2023 Budget Amendment*

A revised resolution was provided to the trustees at the meeting as there were a few last minutes changes following the packet distribution. It was MOVED by Deyo, SUPPORTED by Wescott, to adopt the revised 2023 Final Budget Amendment provided. A roll call vote was taken with the following results:

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

Motion CARRIED with 4 ayes.

c. *Staff Retention Bonuses*

Howard noted that the one-time discretionary staff retention and recognition bonus was discussed at the Finance and Facilities Committee. These have been given to employees at other libraries and municipalities. A letter of agreement between TADL and the Teamsters Union Local 214 has been drafted for signature by Zeits upon approval of the bonus by the board. Baldwin explained that there was a \$100,000 surplus in the personnel budget, addressed turnover rates, and noted that this would be part of the employees’ wages for the year and taxed. Discussion among the trustees ensued. It was MOVED by Jones, SUPPORTED by Wescott, to approve the letter of agreement with the Teamsters for the one-time discretionary bonus and allow the Director to issue the bonus under the amounts as follows: part-time Irregular Employees \$500 each; part-time Union Employees \$750 each; full-time Union Employees and Salary Staff \$1000 each with wages of \$54,500 and fringe costs of \$6753.75 totaling \$61,257.75. Bonuses would not include the Director, Substitutes Employees, and any staff member who began at TADL within the last 3 months. A roll call vote was taken with the following results:

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

Motion CARRIED with 4 ayes.

d. *Northland Library Cooperative Reciprocal Borrowing Agreement*

Howard reviewed the Northland Library Cooperative (NLC) Reciprocal Borrowing Agreement which allows anyone in the NLC to borrow material from TADL excluding the Library of Things items and Digital Resources. A signature by the Board Chair is required on the document. It was MOVED by Jones, SUPPORTED by Wescott to approve and sign the NLC borrowing agreement. Motion CARRIED.

e. *Discussion: March Retreat Topics*

Wescott suggested tabling this discussion until the January meeting when the full board would be present. President Odgers noted some of her thoughts and agreed to hold the discussion in January of 2024.

f. *Staff Holiday Party Approval*

Howard noted that an anonymous patron donated \$1000 to recognize staff and provide some sort of celebration. Howard would like to provide a pizza party after closing with the anonymous donation and asked permission to have beer and wine available. TADL's insurance provider confirmed that including alcoholic beverages was covered under policy. It was MOVED by Wescott, SUPPORTED by Jones to approve the requested after hours holiday party for staff and to wish everyone a Merry Christmas and Happy Holidays. Motion CARRIED.

g. *Capital Improvement Budget Approval*

Howard shared a capital improvement plan and budget for 2024 as discussed at the Finance Committee meeting. The plan ensures necessary issues and upgrades will be taken care of with foresight in mind. It was MOVED by Jones, SUPPORTED by Wescott, to approve the Capital Improvement Budget for FY 2024 as presented. A roll call vote was taken with the following results:

Jones – aye

Odgers – aye

Pakieser – absent

Deyo – aye

Wescott – aye

Vickery – absent

Motion CARRIED with 4 ayes.

9. **Public Comment**

President Odgers opened the floor for public comment. The following people addressed the board: Margaret Myers again thanked the board for all they do.

10. **Trustee Comment**

The board unanimously wished everyone Happy Holidays. President Odgers added that it has been an incredible year for the board, staff, and the library. The group is incredibly committed to the library and our community.

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

A closed session was not needed.

12. **Adjournment**

With a motion to adjourn by Wescott, supported by Jones, President Odgers adjourned the meeting at 4:05pm.

Respectfully submitted,

Approved by board vote on January 18, 2024

V. Carpenter, Recording Secretary

M. Vickery, Board Secretary



Departmental Reports
for the month of December 2023
(January 18, 2024 Board Meeting)

Adult Services

- One of the highlights of the month was seeing 100 people pack the McGuire Room to listen to the TLC Handbell Choir. It's just a lovely reminder of what's important this season - community. And music.
- Partnership Highlights (*Purposeful Partnerships*) in addition to those listed above:
 - The Senior Center Hobby Group and Current Events Discussion group continue to meet weekly here at the library. (*Inclusive Space*)
- In December, the following programs were held (in addition to those listed above):
 - Books to Movies had a pre-program this month. Before the showing of *Little Women*, the community was invited to engage in a Silent Reading Book Club. We had a couple of people join us in an hour of quiet reading time. (*Innovative Engagement*)
 - In addition to the handbells choir, holiday programming included two presentations of A Christmas Carol and musician Peter Bergin.
 - Our two regular book discussion groups continue to see strong attendance - [Books & Brewskis](#) had 15 attendees (*Innovative Engagement*) and [Queer Tales](#) (*Inclusive Space*) had 6 participants.
 - TADL Stitchers, and Tai Chi continue to meet regularly.
- December Adult Services Statistics:
 - Programs - 19 & Attendance - 282
 - Outreach - 3 & Attendance - 5 (Digital Literacy trips to Senior Facilities with TBL on the Bookmobile)
 - Questions Answered - 1846
 - Notary Signatures - 32
 - Craft Kits Distributed - 69 (3D paper stars)
 - Friends Volunteer Hours - 122.75
 - Study Room Usages - 174

Local History Collection

- Robin curated and installed three displays for TADL's 155th Anniversary of library services in Traverse City and the 25th Birthday for the Woodmere Library building. There is a display on the 2nd floor of the library about the Great Site Fight for deciding where the original Carnegie library should be built. The atrium holds a display about the construction of the Woodmere Library, including a timelapse video. And the history of the storytellers in Youth Services are lovingly showcased in the cabinet outside of that department. These displays tell the wonderful story of some of the history of TADL and show the impact that it has had on the community, and vice versa.
- Reference staff answered 43 local history questions in December.

- Citizen Historian volunteers logged 8 hours of work for the LHC.

Respectfully Submitted,
 Melissa McKenna
 Department Head, Adult Services

Youth Services

- Program Statistics for December
 - Number of Afterschool Programs: 9
 - Total Attendance at Programs: 934
 - 29.7% increase from December 2022
 - Most Popular Programs: Candy Houses (4 time slots), A Visit with Santa and Jenny the Storytelling Elf (see pictures below), Happy Noon Year
 - Early Literacy Programs: 16
 - Early Literacy Attendance: 195
 - 11.4% increase from December 2022



- Desk Statistics for December
 - Total Number of Questions: 1,045
 - 16.8% increase from December 2022
 - Number of in-person questions: 938
 - 14% increase from December 2022
 - Number of phone questions: 96
 - 33% increase from December 2022
 - Number of digital questions: 11
 - STEM Kits checked out: 308
 - 13.6% increase from December 2022
 - CARES (Children Acquiring Rich Experiences and Skills) Kits checkouts: 29
 - 20% increase from December 2022
 - Passive Activities
 - Seek and Find: 450 participants
 - [TALK](#) (Text and Learn for Kindergarten)
 - 16 children registered via 12 caregivers

We are busy engaging with several community organizations, including planning and selecting

books for the Battle of the Books (4th and 5th grade reading competition), advising on the Books from Birth campaign (via the Grand Traverse arm of the Dolly Parton Imagination Library), and aiding with the redesign of the Welcome Baby packets with our friends from Born to Read. We are also happy to report that 30 organizations have already signed up for this year's MakerFest event, held in conjunction with Recycle Smart at Grand Traverse County's Howe Arena.

Submitted by Andy Schuck, Head of Youth Services

Sight & Sound

December was a wonderful month in Sight and Sound! The Anime collection was moved from Teen Services, making room for an expansion of their collections. We also moved our New and Hot items into the same area with all of our New and Hot Books, creating a one-stop area where patrons can browse all the coolest new material the library has to offer.

We had great holiday events as well, thanks to Youth Services - the Candy Houses were especially cool!

December Reference Questions

Digital: 67
Phone: 245
Walk-in: 1405

TADL Meeting Room Stats December 2023

Total: 138

TADL meetings: 13
Personal/Outside Group Meetings: 125
Paid Meetings: 1
Unpaid Meetings: 137
Walk-ins: 19
Advance Reservation: 119

Number of Meetings by Room December 2023

McGuire Room: 34
Thirlby Room: 54
Study Room D: 50

Respectfully Submitted,
Josh Denby
Department Head, Sight and Sound

Circulation

Heather did a lovely display for a Holiday swag sale that patrons really enjoyed and took advantage of. Lots of items found homes as either gifts for the patrons themselves or for others. Looking forward to the new items to come!

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

New patron accounts created: ↑187 (vs 145 last year)

Curbside pickups for December 2023: 16

Circulation Statistics for MeLCat, December 2023:

- TADL items sent to borrowing institutions: ↑1108 (vs 1083 last year)
- TADL items received from lending institutions: ↑1818 (vs 1750 last year)

Respectfully Submitted,
Christina Meyers
Head of Circulation

Marketing and Communications

Photo: Polar Express Movie/Train Craft (McGuire)

I took a walk down memory lane this month, finishing the timeline display, a narration (**inclusive space**) and photographing items so we can create a virtual exhibit (**innovative engagement**) after the physical items are off display. I also continued planning for the January birthday celebration and hosted a volunteer workbee (**innovative engagement**), not to mention - summer reading planning is already underway (**all plan areas**). At the invitation of Summer Baldwin, Linda Smith and I took the bookmobile to a storytelling event with the TCAPS Indigenous Education Program (**inclusive space, targeted outreach**) and welcomed some new cardholders to TADL! It's a personal goal of mine to continue to work on building positive connections between the library and the GTB (**targeted outreach**).



Thank you to circulation for assisting with a holiday swag sale - we wanted to get TADL items under patron trees and also make room for 2024 library heritage items. I'm very much looking forward to rolling out more exciting initiatives in 2024 in accordance with the last year of our strategic plan!

Heather Brady
Marketing & Communications Manager

Human Resources

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

New Employees:



Zoe Schwartz
PT Desk Attendant, Tech Center
(Rehired, previously LHC Intern)

Employee Position Transfers:



Kelly Haug
FT Library Assistant, Adult Services
(Previously PT Lib. Asst, Ad. Svcs)



Kellie Kohler
PT Makerspace Specialist, Technology
(Previously PT Desk Attend. Tech Ctr)



Amanda Tobian
FT Library Assistant, Youth Services
(Previously PT Lib. Asst, Youth Svcs)

Employee Departures:

Nerissa Godfrey, Substitute

Respectfully submitted,
Danielle Baldwin, Finance and Human Resources Manager

Facilities

December was a busy month as multiple infrastructure projects were wrapped up before the end of the year:

- Finished window blind installation in the Tech Center and the Talking Book Library;
- Finished painting TBL, Quiet Room, staff offices, and the Kitchen/Lounge area;
- Finished installation of new mini-split temperature control for the Server Room;
- Facilitated Atrium card catalog photo-op display;
- Finished insured fire panel replacement after October lightning strike;
- Repaired alarm system ground fault;
- Moved Facilities office to more suitable location;

- Finished roof remediation insulation work; final duct work scheduled for January;
- New drinking fountain installed at East Bay Branch.

Respectfully submitted,
Bret R Boulter, Facilities Manager

TADL Talking Book Library

The Talking Book Library's Holiday party was on 12/7/23. Kelly Maxwell helped out. 34 patrons enjoyed wonderful food provided by the Filling Station. There was a lively trivia game, giveaways, and chocolate!

The Traverse Area District Library staff adopted a family from Generation Ahead. The TADL staff is truly amazing with their generosity. We were able to give our Generation Ahead family a very Merry Christmas.

Notary requests-9

Anita Chouinard
Talking Book Library Manager

East Bay Branch Library

The East Bay Branch hosted a very successful and fun Holiday Open House, where those in attendance enjoyed crafts, games, hot chocolate, live music, and decorating cookies! In addition, December saw most of our usual offerings: Sing & Stomp, Adult Coloring Night, Chair Yoga, and Tai Chi. We also served hundreds of students when we took the Bookmobile to Grand Traverse Academy, and hosted a very well-attended Drop-In LEGO Time during the week after Christmas.

And a special thanks to Bret Boulter for facilitating the installation of our new drinking fountain and water bottle filler!

Respectfully submitted,
Matt Archibald
East Bay Branch Manager



Kingsley Branch Library



Kingsley's partnership with the Food Pantry at Kingsley United Methodist celebrated its two year anniversary (Purposeful Partnerships)! This month, we provided 25 early reader engagement bags to be given to visiting families, which include books, manipulatives, puppets, and other tools parents can use to engage young readers. We estimate that we've given out about 250 of these bags total! Our partners at the pantry noticed an uptick in older children as well, so we provided our first 25 young teen bags this month, each with popular titles and fun activities. We hope these will be as successful as our early reader bags (Targeted Outreach).

The Kingsley Friends of the Library hosted a very successful Holiday Open House on December 7th! Our dear friends spent the week before the event putting up our entryway tree, making the community festive, and generally decorating every nook and cranny of the library. It was truly magical, and we are so grateful for their efforts. Our visitors, young and old

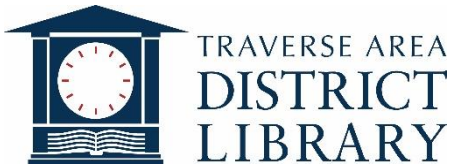
were engaged and made cheery by the beauty of their work. Over 350 Kingsley residents were on hand to visit with Santa and his best elf Mary (who moonlights as the Village of Kingsley's President!), enjoy homemade cookies, participate in crafting, and check out books!

Finally, we welcomed new feathered friends from the Skegemog Raptor Center at the end of December, and an astonishing 125 library patrons turned out for this event! The raptors and their handlers taught us all about the birds and how we can support their presence in the wild. Many thanks to the Center for a truly awe-inspiring afternoon!

Respectfully submitted,

Amy Barritt
Branch Manager





Financial Report Analysis for December 2023

Revenue

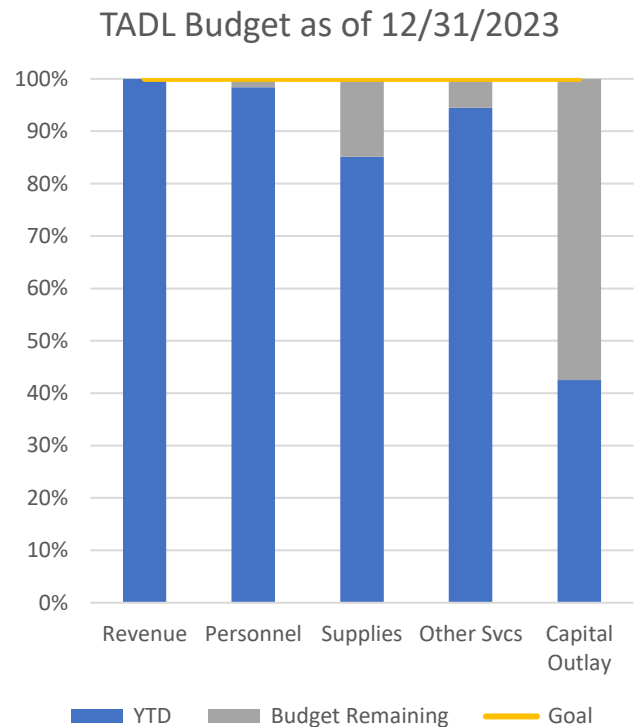
During the last month of our fiscal year, we received \$1,700 in overdue fines and replacement fees, nearly \$3,000 in sales and just under \$4,500 in donations. Donations individually ranged from \$50 to \$2,000 – thank you donors and community investors! Investment returns were again very positive in December totaling \$27,690.

Our fiscal year has now ended and we received \$312,840 more in revenue than we had originally budgeted!

Expenditures

While percentage of budget is 100%, please note that final expenditure totals cannot yet be reported; as some invoices have not yet been received.

- *Personnel*
 Nearly all payroll expenses have been accounted for, with the exception of the New Years Eve holiday which is paid for union staff. NYE was a Sunday, so there won't be many employees using the holiday on 12/31/23. Those who do will be paid with the 1/19/24 payroll. Anyone not regularly scheduled to work on Sundays is allowed to float the holiday hours to use a different day.
- *Supplies*
 Despite extending the deadline for orders placed by Dec. 8th, our line items for Operating supplies, Maintenance supplies, and Books/Other materials are well under budget currently. We were able to utilize the extra revenue this year to increase our collection both with physical media and electronic items. Our Holds Ratios are looking much happier.
- *Other Services/Charges*
 Also due to the extra revenue this year, we were able to refresh the paint around the library in various staff areas. This line item (809 Building Maintenance) is higher this month than usual also due to payments toward our cleaning contractor (paid in January '24 and accrued back), the server room mini-split and having the fire alarm panel serviced due to lightning damage for which our insurance will reimburse.
- *Capital Outlay*
 Our Budget Amendment approved last month gave us room to account for various capital asset expenditures throughout 2023. Our total for the year, \$19,115 will decrease due to the electronic book bike not being delivered by year end. We placed a 50% deposit on it in '23 but since we didn't obtain the asset that year, I'll need accrue it forward to '24.



Respectfully submitted,
 Danielle Baldwin
 Finance and Human Resources Manager



RevenueCategory;SubCategor...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Revenue						
400 - Property Taxes - Current/Delinquent/Pilt	5,634,707.00	5,661,131.35	0.00	5,661,131.35	0.00	100.00%
500 - Grants - Federal/State/Other	27,475.00	67,201.79	0.00	67,201.79	0.00	100.00%
540 - State Aid Grant - Library	107,468.39	108,227.82	0.00	108,227.82	0.00	100.00%
541 - State Aid Grant - TBL	41,073.00	41,073.00	0.00	41,073.00	0.00	100.00%
581 - Penal Fines	152,900.00	179,251.41	0.00	179,251.41	0.00	100.00%
602 - Fees/Services	41,650.00	42,528.00	0.00	42,528.00	0.00	100.00%
607 - Overdue Fines/Replacement Fees	0.00	32,782.92	1,700.90	34,483.82	1,700.90	105.19%
642 - Sales	19,150.00	34,210.21	2,981.16	37,191.37	2,981.16	108.71%
653 - Meeting Room Rental/Equip Fees	2,000.00	2,620.00	300.00	2,920.00	300.00	111.45%
665 - Interest & Gains/Losses	0.00	89,039.81	27,691.19	116,731.00	27,691.19	131.10%
674 - Donations/Contributions	26,200.00	57,791.63	11,971.22	69,762.85	11,971.22	120.71%
676 - Misc Revenue & Reimbursements	0.00	19,796.20	163.89	19,960.09	163.89	100.83%
Revenue Total:	6,052,623.39	6,335,654.14	44,808.36	6,380,462.50	44,808.36	100.71%
Expense						
Category: 70 - Personnel						
700 - Salaries & Wages	2,631,428.36	2,659,999.99	348,632.19	2,644,156.08	15,843.91	99.40%
710 - Social Security/Medicare	67,519.02	75,000.00	8,965.04	68,294.42	6,705.58	91.06%
712 - Medical Insurance	383,992.43	360,000.00	-4,164.70	356,440.07	3,559.93	99.01%
713 - Dental Insurance	28,504.59	29,999.99	-167.63	26,153.27	3,846.72	87.18%
715 - Vision Insurance	3,773.19	4,000.02	-161.68	3,384.48	615.54	84.61%
716 - Life Insurance	8,909.10	8,000.00	0.00	7,650.18	349.82	95.63%
717 - Disability Insurance	15,558.59	14,999.99	0.00	13,653.10	1,346.89	91.02%
720 - 401K Retirement Contribution	121,111.05	120,000.01	14,073.74	111,024.74	8,975.27	92.52%
721 - MERS Defined Contribution Retirement	172,320.06	187,834.99	22,570.55	171,899.09	15,935.90	91.52%
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	8,000.00	8,000.00	0.00	7,767.20	232.80	97.09%
Category: 70 - Personnel Total:	3,561,116.39	3,587,834.99	399,747.51	3,530,422.63	57,412.36	98.40%
Category: 72 - Supplies						
728 - General Operating Supplies	197,065.00	224,999.99	15,903.63	167,542.21	57,457.78	74.46%
736 - Repair & Maintenance Supplies	6,750.00	35,000.00	3,634.40	23,540.29	11,459.71	67.26%
741 - Books/Media/Online Resources/LoT	667,960.00	763,242.01	67,014.27	679,850.74	83,391.27	89.07%
Category: 72 - Supplies Total:	871,775.00	1,023,242.00	86,552.30	870,933.24	152,308.76	85.12%
Category: 80 - Other Services and Charges						
801 - Professional & Contractual Services	308,425.00	268,342.02	15,705.03	246,504.57	21,837.45	91.86%
804 - Advertising & Outreach	25,950.00	32,000.00	1,728.52	26,463.59	5,536.41	82.70%
807 - Insurance & Bonds	42,280.00	25,900.00	492.99	25,769.37	130.63	99.50%
809 - General Equip/Building/Grounds Maintenance	340,110.00	420,000.00	79,205.59	377,080.53	42,919.47	89.78%
850 - Communications	28,500.00	30,000.00	8,134.56	26,554.41	3,445.59	88.51%
921 - Utilities	109,700.00	120,949.99	9,148.90	106,365.93	14,584.06	87.94%
955 - Education & Travel	123,330.00	118,999.97	11,208.40	115,892.65	3,107.32	97.39%
959 - Member Library Allocations	648,437.00	648,437.00	0.00	648,437.00	0.00	100.00%
964 - Property Tax Reimbursements	8,000.00	5,250.00	191.02	5,199.16	50.84	99.03%
Category: 80 - Other Services and Charges Total:	1,634,732.00	1,669,878.98	125,815.01	1,578,267.21	91,611.77	94.51%
Category: 97 - Capital Outlay						
971 - Capital Furniture/Equipment/Building	0.00	45,000.00	9,290.00	19,115.00	25,885.00	42.48%
Category: 97 - Capital Outlay Total:	0.00	45,000.00	9,290.00	19,115.00	25,885.00	42.48%
Expense Total:	6,067,623.39	6,325,955.97	621,404.82	5,998,738.08	327,217.89	94.83%
Report Surplus (Deficit):	-15,000.00	9,698.17	-576,596.46	381,724.42	372,026.25	3,936.05%



JANUARY 2024 DIRECTOR'S REPORT – VICTORIA SHURLY

For the 14th year, PCL has donated books from our weeded items and our book sales to three school libraries in rural Nigeria as well The Children's Centre Library at the University of Nigeria. Various donors pay for the mailing of the books. The mission of the libraries in the small village communities is to provide a positive learning environment for young at-risk children.

Please reserve April 22 for our 18th annual Books at the Boathouse fundraiser. Many thanks to Doug Kosch and his crew for spearheading this for PCL. I am looking for unique high-end items for the live auction. Please contact me if you have something great to offer. All funds earned support PCL!

Winter blues set in? Hugh Pool will be at PCL as a part of his Cabin Fever Mini Tour, February 19th at 7 p.m. Join us for a cup of chili and music that harks back to 60's blues. Pool has played in 20 countries, has numerous movie credits and is a member of the New York Blues Hall of Fame as a Master Artist! Both concert and chili are free of charge.

Thanks to the Friends of PCL, we now offer Stay Sharp Kits for patrons in memory care. Each themed kit contains simple illustrated books, games, puzzles and/or other activities to stimulate the brain. These have proved popular. Of the ten kits we own, half are generally out at any given time. I will look at purchasing more of these soon!

Our Library of Things continues to grow, also thanks to the Friends of PCL! We recently added 20 folding chairs, a small DVD player and a DVD player for the car.

Wages will increase to \$20/hour for all hourly staff beginning with the January 15th paycheck. Many thanks to the PCL Board for approving this. PCL is fortunate to have a talented part time hourly staff: all are degreed, over half have master's degrees, one has a PhD and three have library backgrounds and are retired from other major institutions. They are a huge factor in making PCL the special place it is!

We continue to collaborate with Versiti for blood donations. All blood collected stays in Michigan. Our next drive is Valentine's Day – the perfect gift of life. Sign up at <https://donate.michigan.versiti.org/donor/schedules/zip> .

PCL Fun Fact: All of the artwork at PCL is by Old Mission artists, depicting life on Old Mission.

Circulation Dec 2023: 1824 + 72 manual checkouts 68, Dec 2023: 2456

Dec Volunteers: 26 people (3 teens), 39 hours of time to PCL

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

Hold Transit Counts Dec: 537 to other libraries from PCL, 290 from other libraries to PCL

Programs Dec: 18 Programs Participation Dec: 429 Reference Questions: 403

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

Meeting Room Reservations: 8

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

www.peninsulacommunitylibrary.org

Like us on Facebook – Peninsula Community Library



TRAVERSE AREA
DISTRICT
LIBRARY

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

Library Activity

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

<u>Year to Date Circulation Activity</u>			
<u>End of Month</u>	<u>Print/Audio/Video</u>	<u>Electronic Books/Audio/Video</u>	<u>TOTAL</u>
December 2022	914,880	323,824	1,238,704
December 2023	1,028,757	318,693	1,347,450

Lending

Physical Circulation is up by 4.4% from last year. You'll see we've reached a new circulation record!

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

Demand for e-books has leveled out a bit from 2022.

Visitors – Woodmere, East Bay, and Kingsley Facilities

In December, there were 28,908 visitors vs 28,489 visitors in November for East Bay, Kingsley and the Main library. The busiest day for December was Friday, the 29th, with 1,213 visitors. In December 2023, TADL added 227 new patrons district-wide.

Public Computing

In December, there were 1,822 sessions as opposed to 1,837 in 2022.

Additions to the Collection

In December 2023, 2,584 items were added to the district.

Behavior Issues

There were 11 incidents in December 2023 resulting in 3 suspensions. These suspension were from abusive behavior toward staff, alcohol and intoxication in the library.

December Outreach, Partnership & Community Activities

Purposeful Partnerships

- Trustee Vickery and I attended a power discussion about the importance of local news in our region. I made many valuable connections and am working on community listening sessions with the media and citizens.
- I attended a unique educational opportunity from MLA called Think Space. It was very informative and I made connections with other library directors in the state.

Innovative Engagement

- Again, this year I helped at the Candy Houses event. It was a wonderful day for families to build candy house together before the holidays.

Community Outreach

- I was honored to accept the award in honor of the Ladies Library Association being inducted into the Women's History Hall of Fame. At the picture to the right is Ann Swaney and Anne Magoun who nominated the Ladies Library Association for the Award.
- Attended the North Boardman Holiday Cheer Party.



Looking forward for 2024

- Summer Reading Club Theme: Adventure Begins at your Library
- Strategic Planning Focus: Inclusive Space and Targeted Outreach
- Millage Election: August 6, 2024
- Michigan Library Association Conference: October 16-18, 2024 @ the Grand Traverse Resort

Happy New Year!

Michele P. Howard, MILS



MichiganWomenForward

MICHIGAN WOMEN'S HALL OF FAME 2023 INDUCTEES



GOVERNOR GRETCHEN WHITMER

is a lifelong Michigander who is focused on getting things done that will make a real difference in people's lives and build a Michigan where everyone can envision a bright future for themselves. As governor, she has signed over 1,000 bipartisan bills and four balanced, bipartisan budgets to deliver on the kitchen-table issues, grow the economy, and create good-paying jobs in every region of the state.

HONORABLE DENISE LANGFORD-MORRIS

is a true trailblazer, who has had a remarkable career. Despite being a teen mother, Judge Langford Morris worked as a social worker investigating and prosecuting abuse and neglect cases involving children and adults in Wayne County. After receiving her law degree, she worked as an assistant prosecutor, a litigation attorney, and an assistant U.S. attorney before becoming a circuit court judge.



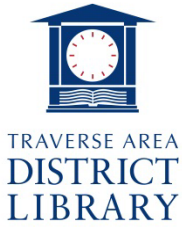
KELLY ROSSMAN-MCKINNEY

was the CEO and principal of Truscott Rossman, a full-service public relations agency that represents local, statewide and nationwide clients. A nationally accredited public relations counselor, Rossman-McKinney started her business in 1988 and was the first woman in the field of strategic communications. She pioneered issue management and pursued cutting-edge work in the field across the state.

TRAVERSE CITY LADIES' LIBRARY ASSOCIATION

In 1870 a dedicated group of women designed and managed a library and public space to benefit a small, developing community. It was self-sustaining and run by volunteers. By 1878 the Ladies owned their own building, which besides housing a small library also served for many years as the first public theater and largest meeting hall in the area.





RESOLUTION

2024 Member Library Payments

January 18, 2024

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 2024 payments in full as follows:

Fife Lake Public Library	\$191,503.00
Interlochen public Library	\$247,221.00
Peninsula Community Library	\$283.857.00

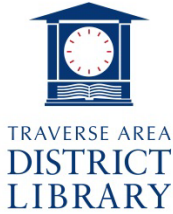
Motion by: _____

Support by: _____

Approved: Y N

Date: _____

M. Vickery, Board Secretary



RESOLUTION

Annual Approval of Routine Invoices over \$25,000

January 18, 2024

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 2024 invoices from Priority Health Insurance, Municipal Employee Retirement System, Biblioteca 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

M. Vickery, Board Secretary

BOARD MEMO

TO: TADL BOARD

FROM: MICHELE P HOWARD, MILS

SUBJECT: LEGAL SERVICES

DATE: 1/18/2024

I have been notified by both our attorneys that they will no longer be able to provide TADL with legal services. Ms. Zeits has taken a job as in-house counsel for the Airport Authority thus leaving Sondee, Racine, and Doren. Ms. Adams has retired from Danbrook, Raymond and Adams.

Both attorney's firms have other attorneys at their firms who are willing to keep TADL as a client. I have worked with both potential new attorneys and am confident they can meet TADL's various legal needs.

Jeff Jocks works at Sondee, Racine and Doren. He graduated from Michigan State University College of Law Summa Cum Laude. He represents individuals, municipalities, non-profit organizations, and business entities throughout the State of Michigan. Mr. Jocks assists his municipal clients with a wide range of matters including zoning ordinances, utilities, sewer, water, medical marihuana, health insurance, Open Meetings Act, and Freedom of Information Act.

Lindsay Raymond is an experienced management-side labor and employment law attorney who counsels public and private employers regarding workplace and personnel compliance, including, without limitation, policy development and implementation, hiring, employment and collective bargaining agreements, performance management, separation, wage and hour issues, discrimination and harassment matters, equity and inclusion, disability and pregnancy and religious accommodations, leave issues, safety compliance, restrictive covenants and trade secret matters, contract and business tort disputes, and employment litigation and labor arbitration. Lindsay conducts complaint investigations and workplace culture assessments, and provides management and employee compliance training.

I would like to personally thank both of these intelligent women for their years of legal services. They both will be missed!