

**Big Rapids Community Library
Library Board Meeting Agenda
OCTOBER 9, 2025**

- Call to order
- Reading and approval of September 2025 minutes
- Correspondence and Communications
- Public comment
- Director's Report
- Old/Unfinished business:

Strategic Plan

- New business:
 - Curtis Chin Author Talk at ArtWorks with Great Michigan Read
 - Update from State Library about MEL
- Unscheduled Business
- Public Comment
- Adjournment
- Next Meeting: NOVEMBER 13, 2025, at 5:30 pm

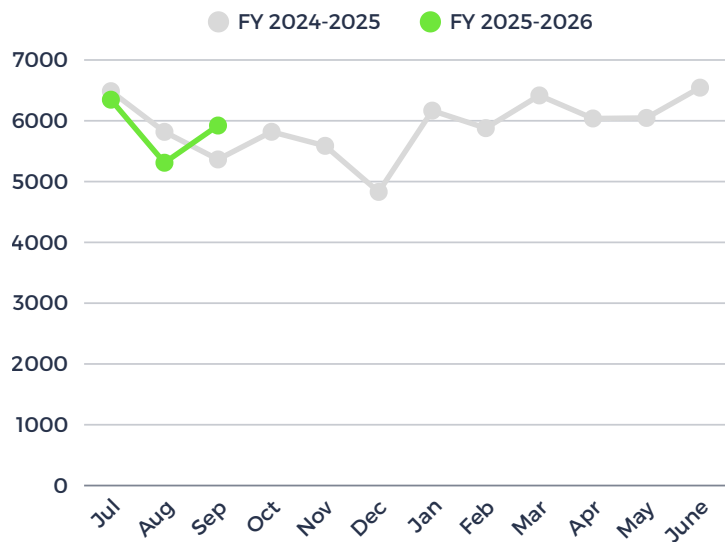


Big Rapids Community Library

MONTHLY REPORT FOR SEPTEMBER 2025

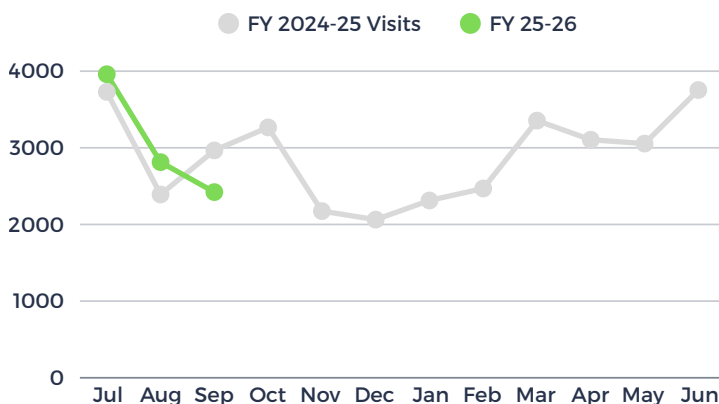
CHECKOUTS

Our checkout numbers for **SEPTEMBER** are improving from last year at **5,922**.



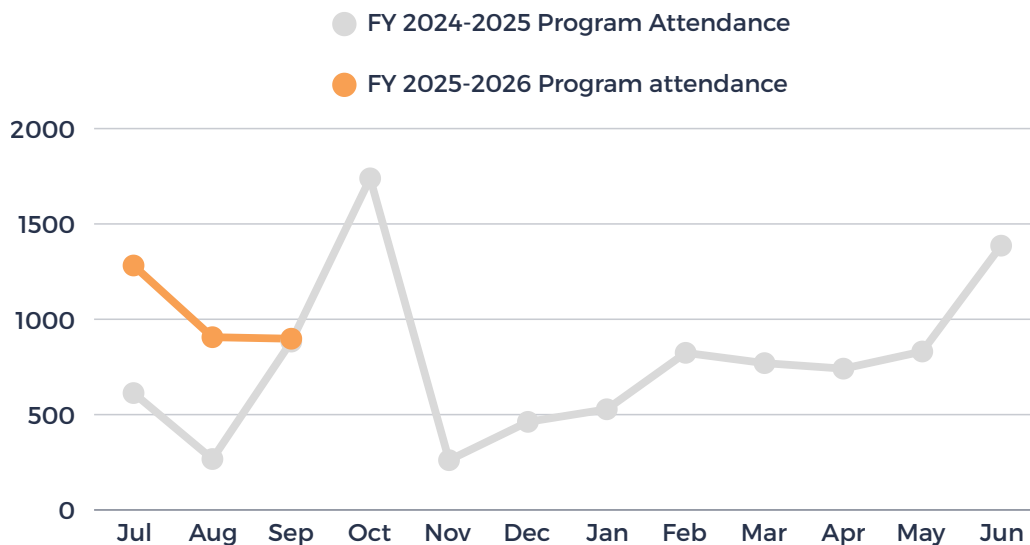
PATRON VISITS

For **SEPTEMBER** 2025, we had **2,422** patron visits. This was an estimate because the sensor was offline. It may be slightly lower than the actual count. This month, we added **67** new library cards to the system and renewed **71**.



PROGRAMS

In **SEPTEMBER 2025** we held **25** programs, with **898** attendees. Special programs included: Summer Reading Program,



TAKEAWAYS

Programs are well-attended and passive programs like the Scavenger Hunt keep the kids coming back each month. People walking through the door seems to be declining, but as things shift more toward Libby and digital platforms for borrowing material we may see some of this trending down.

2,422

Patron Visits

5,922

Items checked out

898

Program attendees

581

Public computer sessions

67

New library cards

71

renewed library cards

REVENUE AND EXPENDITURE REPORT FOR CITY OF BIG RAPIDS

Balance As of 09/30/2025

% Fiscal Year Completed: 25.21

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	25-26 Amended Budget	YTD Balance 09/30/2025	Activity For 09/30/2025	Available Balance 09/30/2025	% Bdgt Used
Fund: 271 LIBRARY FUND						
Account Category: Revenues						
Department: 000 SUBTOTAL						
271-000-402.000	PROPERTY TAX-CURRENT ALLOCATED	206,800.00	197,905.13	0.00	8,894.87	95.70
271-000-412.000	PROPERTY TAX-PRIOR YEARS	0.00	13.96	0.00	(13.96)	100.00
271-000-567.000	STATE AID	17,000.00	0.00	0.00	17,000.00	0.00
271-000-642.000	SALES & SERVICES/GENERAL	1,000.00	439.12	189.87	560.88	43.91
271-000-642.300	SALES & SERVICE/NON-RESIDENT FEE	7,500.00	2,100.00	375.00	5,400.00	28.00
271-000-642.400	SALES & SERVICE/PHOTOCOPY	2,500.00	887.99	328.05	1,612.01	35.52
271-000-642.600	SALES & SERVICE/CCA	1,700.00	1,700.00	0.00	0.00	100.00
271-000-643.007	BIG RAPIDS TWP- 2/10 MILLAGE	35,000.00	0.00	0.00	35,000.00	0.00
271-000-658.100	COURT PENAL FINES	40,000.00	0.00	0.00	40,000.00	0.00
271-000-658.200	LIBRARY FINES	1,000.00	52.99	26.99	947.01	5.30
271-000-674.017	LIBRARY GRANTS	5,000.00	0.00	0.00	5,000.00	0.00
271-000-679.019	DONATIONS	3,000.00	73.02	13.15	2,926.98	2.43
271-000-679.600	DONATIONS-INCOME TAX	100.00	0.00	0.00	100.00	0.00
271-000-680.000	MISCELLANEOUS INCOME	1,000.00	0.00	0.00	1,000.00	0.00
271-000-687.000	INSURANCE REFUNDS	200.00	0.00	0.00	200.00	0.00
Total Dept 000 - SUBTOTAL		321,800.00	203,172.21	933.06	118,627.79	63.14
Department: 008 INTEREST & RENTS						
271-008-665.000	INTEREST EARNED	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 008 - INTEREST & RENTS		1,000.00	0.00	0.00	1,000.00	0.00
Department: 931 TRANSFER BETWEEN FUNDS-IN						
271-931-699.101	CONTRIBUTION FROM GENERAL	224,900.00	53,650.00	53,650.00	171,250.00	23.86
Total Dept 931 - TRANSFER BETWEEN FUNDS-IN		224,900.00	53,650.00	53,650.00	171,250.00	23.86
Revenues		547,700.00	256,822.21	54,583.06	290,877.79	46.89
Account Category: Expenditures						
Department: 265 PUBLIC BUILDINGS						
271-265-705.000	SALARIES-SEASONAL	200.00	0.00	0.00	200.00	0.00
271-265-710.000	DPW SERVICES	10,000.00	2,499.99	833.33	7,500.01	25.00
271-265-715.000	EMPLOYER FICA	100.00	0.00	0.00	100.00	0.00
271-265-732.000	OPERATIONAL SUPPLIES	100.00	78.38	57.90	21.62	78.38
271-265-801.000	CONTRACTED SERVICES	3,200.00	215.05	0.00	2,984.95	6.72
271-265-801.012	CONTRACTED SERVICES ELEVATOR	3,200.00	438.90	219.45	2,761.10	13.72
271-265-920.000	PUBLIC UTILITIES	18,500.00	4,486.01	1,367.73	14,013.99	24.25
271-265-930.000	OPERATIONAL REPAIRS & MAINT.	17,200.00	17,205.45	13,790.00	(5.45)	100.03
271-265-943.000	EQUIPMENT RENTAL	2,000.00	131.36	0.00	1,868.64	6.57
271-265-977.000	EQUIPMENT	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 265 - PUBLIC BUILDINGS		56,500.00	25,055.14	16,268.41	31,444.86	44.35
Department: 790 COMMUNITY LIBRARY						
271-790-702.000	SALARIES	129,200.00	28,371.57	9,687.92	100,828.43	21.96
271-790-703.000	SALARIES/PART-TIME	85,000.00	25,848.86	8,092.17	59,151.14	30.41
271-790-715.000	EMPLOYER FICA	17,000.00	4,168.14	1,310.39	12,831.86	24.52
271-790-717.000	EMPLOYER HEALTH INSURANCE PREMIUMS	38,400.00	7,415.34	2,471.78	30,984.66	19.31
271-790-718.000	INSURANCE-UNEMPLOYMENT COMP.	100.00	10.43	10.43	89.57	10.43
271-790-719.000	INSURANCE-WORKERS COMP.	600.00	0.00	0.00	600.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF BIG RAPIDS

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GL Number	Description	25-26 Amended Budget	YTD Balance 09/30/2025	Activity For 09/30/2025	Available Balance 09/30/2025	% Bdgt Used
Fund: 271 LIBRARY FUND						
Account Category: Expenditures						
Department: 790 COMMUNITY LIBRARY						
271-790-720.000	DB MERS RETIREMENT	28,900.00	8,314.41	2,771.47	20,585.59	28.77
271-790-720.300	DC MERS EMPLOYER CONTRIBUTIONS	12,900.00	2,809.06	959.20	10,090.94	21.78
271-790-732.000	OPERATIONAL SUPPLIES	8,000.00	1,250.80	0.00	6,749.20	15.64
271-790-732.013	FREE LIBRARY SUPPLIES/MATERIALS	2,500.00	0.00	0.00	2,500.00	0.00
271-790-801.000	CONTRACTED SERVICES	500.00	0.00	0.00	500.00	0.00
271-790-808.000	INDEPENDENT AUDIT FEES	300.00	0.00	0.00	300.00	0.00
271-790-814.000	INSURANCE COVERAGES	2,900.00	0.00	0.00	2,900.00	0.00
271-790-822.200	LTD/LIFE/ADD	700.00	156.51	52.17	543.49	22.36
271-790-860.000	TRAVEL EXPENSES	500.00	0.00	0.00	500.00	0.00
271-790-870.100	TRAINING	500.00	0.00	0.00	500.00	0.00
271-790-881.000	MARKETING	1,500.00	10.00	0.00	1,490.00	0.67
271-790-957.000	SUBSCRIPTIONS	9,000.00	571.94	472.00	8,428.06	6.35
271-790-958.000	MEMBERSHIPS	21,000.00	800.00	0.00	20,200.00	3.81
271-790-980.000	OFFICE EQUIPMENT & FURNITURE	3,000.00	0.00	0.00	3,000.00	0.00
271-790-982.000	BOOKS	28,000.00	4,074.81	4,039.86	23,925.19	14.55
271-790-982.300	AUDIO VISUAL	15,000.00	1,297.79	628.77	13,702.21	8.65
271-790-982.400	CHILDREN'S STORYTIME	2,000.00	143.37	0.00	1,856.63	7.17
271-790-982.600	SUMMER READING PROGRAM	3,000.00	1,695.00	0.00	1,305.00	56.50
271-790-982.700	ADULT PROGRAMMING	2,000.00	0.00	0.00	2,000.00	0.00
271-790-982.900	E BOOKS	24,000.00	24,000.00	0.00	0.00	100.00
Total Dept 790 - COMMUNITY LIBRARY		436,500.00	110,938.03	30,496.16	325,561.97	25.42
Department: 966 TRANSFER BETWEEN FUNDS-OUT						
271-966-995.101	CONTRIBUTION TO GENERAL	54,700.00	13,675.00	13,675.00	41,025.00	25.00
Total Dept 966 - TRANSFER BETWEEN FUNDS-OUT		54,700.00	13,675.00	13,675.00	41,025.00	25.00
Expenditures		547,700.00	149,668.17	60,439.57	398,031.83	27.33
Fund 271 - LIBRARY FUND:						
TOTAL REVENUES		547,700.00	256,822.21	54,583.06	290,877.79	46.89
TOTAL EXPENDITURES		547,700.00	149,668.17	60,439.57	398,031.83	27.33
NET OF REVENUES & EXPENDITURES:		0.00	107,154.04	(5,856.51)	(107,154.04)	

FY26 Michigan Budget Update from the Library of Michigan

Thanks to the hard work of the library community, the Library of Michigan staff, MDE legislative liaisons and leadership, and MLA, along with their lobbyist, the Library of Michigan and Michigan libraries appear to have fared well overall in the FY25/26 budget. The budget is being sent to the Governor for signature. Highlights include:

- Amidst cuts elsewhere in the state's budget, State Aid to public libraries remained flat
- LSTA (IMLS) allotted funding was approved for expenditure
- The Library of Michigan did not lose any positions
- Funding for MeL increased by around 100K
- The budget includes a one-time additional \$900K for MeL

Reductions include:

- Renaissance Zone Reimbursements were reduced by around 370K
- Funding for the Michigan Poet Laureate program was eliminated
- Library of Michigan General Fund Operations were reduced by 50K
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We appreciate the patience, advocacy, and support the library community has shown during this challenging budget year, and we look forward to continuing to serve and support Michigan's libraries.

Thank you everyone!

Randy Riley
State Librarian

Big Rapids Community Library - Library Board Meeting

Held in the Community Room at the Big Rapids Community Library

September 11, 2025, at 5:30 PM

1. Call to Order

- The Library Board Meeting was called to order by Lauren Perkins at 5:33 pm.
- Board Members in attendance: **Chair** Sarah Lucas, Sandra Braden-Worth, Ralph Crew, and Laura Herrell
- Board Members absent: Mike Ryan
- Quorum present: yes
- Library staff in attendance: Lauren Perkins (Library Director) and Sarah Welch (Head of Programs and Services)

2. Reading and Approval Minutes

- The August 2025 Meeting Minutes were reviewed.
- Sandra Braden-Worth motioned to approve the minutes as presented. Ralph Crew seconded. All members in favor. Motion carried.

3. Correspondence and Communication

- United for Libraries

4. Public Comment

- none

5. Report of the Library Director

- Monthly Report reviewed
 - Summer Reading Program update
- Financial Report reviewed

6. Old/Unfinished Business

- Strategic Plan
 - Pillars, Mission Statement, Core Values, and Vision discussion
 - Long-term Goals, Yearly Objectives, and Action Plans discussion

7. New Business

- Elect Vice Chair
 - Sarah Lucas nominates Sandra Braden-Worth.
 - Ralph Crew motions to elect Sandra Braden-Worth to be Vice Chair. Laura Herrell seconds. All members in favor. Motion carried.
- 2026 Meeting Schedule
 - Second Thursday of the month. There are no meetings in March, July, or December.

8. Unscheduled Business

- none

9. Public Comment

- none

10. Next Meeting

- The next meeting is scheduled for Thursday, October 9, 2025, at 5:30 pm.

11. Adjournment

- Sarah Lucas adjourned the meeting at 6:57 pm.