

**Big Rapids Community Library  
Library Board Meeting Agenda  
JUNE 12, 2025**

- Call to order
- Reading and approval of MAY 2025 minutes
- Correspondence and Communications
- Public comment
- Director's Report
- Old/Unfinished business:  
    QSAC – Services – Ralph Crew  
    Summer Reading Update – Sarah
- New business:  
    QSAC – Services – Ralph Crew  
    Summer Reading Update – Sarah
- Unscheduled Business
- Public Comment
- Adjournment
- Next Meeting: AUGUST 14, 2025 at 5:30 pm
- **Reminder: NO JULY MEETING**

**Big Rapids Community Library - Library Board Meeting**  
Held in the Community Room at the Big Rapids Community Library  
May 8, 2025, at 5:30 PM

**1. Call to Order**

- The Library Board Meeting was called to order by Sarah Lucas at 5:30 pm.
- Board Members in attendance: **Chair** Sarah Lucas, Laura Herrell, and Mike Ryan
- Members absent: Ralph Crew
- Quorum present: yes
- Library staff in attendance: Lauren Perkins (Library Director) and Sarah Welch (Head of Programs and Services)
- Staff of City of Big Rapids in attendance: Michelle Stenger (Director of Community Development)

**2. Reading and Approval Minutes**

- The April 2025 Meeting Minutes were reviewed.
- Laura Herrell motioned to approve of the minutes as presented. Mike Ryan seconded. All members are in favor. Motion carried.

**3. Correspondence and Communication**

- Boiler inspection certificate

**4. Public Comment**

- Bird City Committee
- ARC support between school and library, in discussion.

**5. Report of the Library Director**

- Financial Report
- April 2025 Monthly Report
- Stem Lab and Family Stem Night partnership with Ferris, Michigan School of Optometry

**6. Old/Unfinished Business**

- QSAC Assignment
- Administration - Sarah Lucas
  - The library needs to make a strategic plan.

- Planned giving - endowment FOTL.
- Community Survey
- Collection Dev. - Laura Herrell
  - 20% or 25% of the collection acquired in the last five years.
  - The library spends 15% on materials.
- Services - Ralph Crew
  - Board Member absent
- Volunteer Job Description

**7. New Business**

- none

**8. Unscheduled Business**

- none

**9. Public Comment**

- none

**10. Next Meeting**

- The next meeting is scheduled for Thursday, June 12, 2025, at 5:30 pm.

**11. Adjournment**

- Sarah Lucas adjourned the meeting at 6:16 pm.

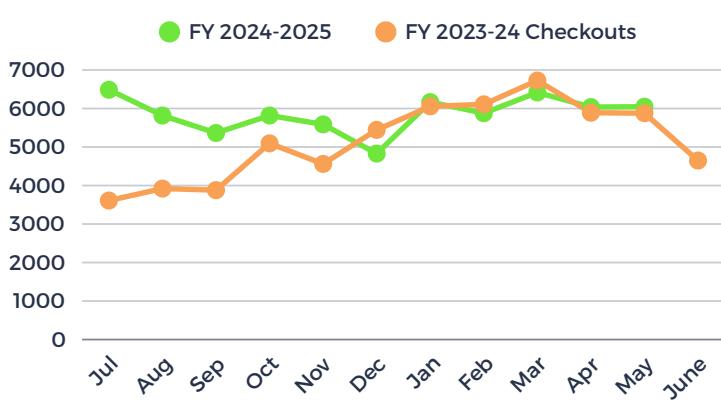


# Big Rapids Community Library

## MONTHLY REPORT FOR MAY 2025

### CHECKOUTS

Our checkout numbers for **May** have increased over last year at **6,047**. (This number includes checkouts and e-resource usage; renewals are not included beginning in January 2024).



### PATRON VISITS

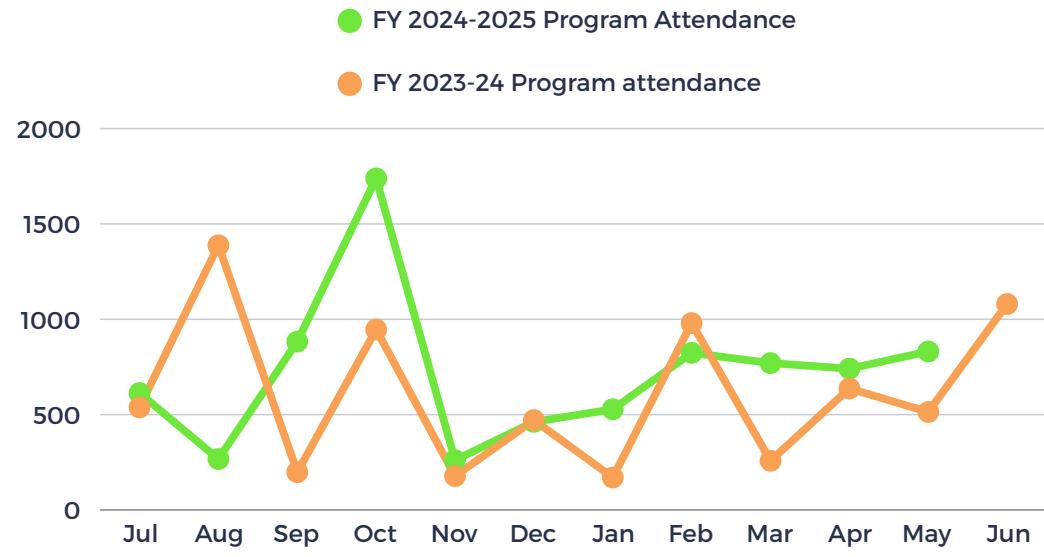
For **May** 2025, we had **3,055** patron visits. This month, we entered **77** new library cards into the system and renewed **62**.



### PROGRAMS

In May 2025 we held **28** programs, with **831** attendees.

Special programs included: Grow an Herb Garden w/Bevin Cohen, Discovery Garden Club, Family STEM Night, Pizza & Pages, and Afterschool Robots presented by the Robotics Club from St. Mary's School.



### TAKEAWAYS

In May, we hosted several 2nd-grade class visits from Brookside Elementary School and Riverview Kindergarten classes and library tours. Our intern, Emma, an environmental biology student at Ferris, worked with MSU Extension to prepare the garden and plant vegetables and flowers.

**3,055**

Patron Visits

**6,047**

Items checked out

**831**

Program attendees

**376**

Public computer sessions

**77**

New library cards

**62**

renewed library cards

**REVENUE AND EXPENDITURE REPORT FOR CITY OF BIG RAPIDS**

Balance As of 05/31/2025

% Fiscal Year Completed: 91.78

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

GL Number	Description	24-25 Amended Budget	YTD Balance	Activity For	Available Balance	% Bdgt Used		
		05/31/2025	05/31/2025	05/31/2025	05/31/2025			
<b>Fund: 271 LIBRARY FUND</b>								
<b>Account Category: Revenues</b>								
<b>Department: 000 SUBTOTAL</b>								
271-000-402.000	PROPERTY TAX-CURRENT ALLOCATED	195,900.00	191,350.15	0.00	4,549.85	97.68		
271-000-567.000	STATE AID	17,000.00	6,077.18	0.00	10,922.82	35.75		
271-000-642.000	SALES & SERVICES/GENERAL	1,000.00	669.97	0.00	330.03	67.00		
271-000-642.300	SALES & SERVICE/NON-RESIDENT FEE	5,800.00	5,925.00	375.00	(125.00)	102.16		
271-000-642.400	SALES & SERVICE/PHOTOCOPY	2,500.00	3,267.44	218.40	(767.44)	130.70		
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	36,384.53	0.00	(1,384.53)	103.96		
271-000-658.100	COURT PENAL FINES	71,000.00	21,015.54	0.00	49,984.46	29.60		
271-000-658.200	LIBRARY FINES	2,600.00	1,051.52	0.00	1,548.48	40.44		
271-000-674.017	LIBRARY GRANTS	10,000.00	1,797.59	0.00	8,202.41	17.98		
271-000-676.000	REIMBURSEMENTS	0.00	1,046.39	496.39	(1,046.39)	100.00		
271-000-679.019	DONATIONS	3,000.00	14,206.99	15.10	(11,206.99)	473.57		
271-000-679.600	DONATIONS-INCOME TAX	500.00	126.06	0.00	373.94	25.21		
271-000-680.000	MISCELLANEOUS INCOME	2,000.00	5.00	0.00	1,995.00	0.25		
271-000-687.000	INSURANCE REFUNDS	200.00	0.00	0.00	200.00	0.00		
Total Dept 000 - SUBTOTAL		348,200.00	284,623.36	1,104.89	63,576.64	81.74		
<b>Department: 008 INTEREST &amp; RENTS</b>								
271-008-665.000	INTEREST EARNED	200.00	353.76	0.00	(153.76)	176.88		
Total Dept 008 - INTEREST & RENTS		200.00	353.76	0.00	(153.76)	176.88		
<b>Department: 931 TRANSFER BETWEEN FUNDS-IN</b>								
271-931-699.101	CONTRIBUTION FROM GENERAL	287,000.00	215,250.00	0.00	71,750.00	75.00		
Total Dept 931 - TRANSFER BETWEEN FUNDS-IN		287,000.00	215,250.00	0.00	71,750.00	75.00		
Revenues		635,400.00	500,227.12	1,104.89	135,172.88	78.73		
<b>Account Category: Expenditures</b>								
<b>Department: 265 PUBLIC BUILDINGS</b>								
271-265-705.000	SALARIES-SEASONAL	200.00	25.70	0.00	174.30	12.85		
271-265-710.000	DPW SERVICES	6,000.00	5,500.00	500.00	500.00	91.67		
271-265-715.000	EMPLOYER FICA	100.00	1.96	0.00	98.04	1.96		
271-265-732.000	OPERATIONAL SUPPLIES	2,000.00	668.08	142.07	1,331.92	33.40		
271-265-801.000	CONTRACTED SERVICES	2,500.00	2,453.89	7.15	46.11	98.16		
271-265-801.012	CONTRACTED SERVICES ELEVATOR	2,700.00	2,357.25	219.45	342.75	87.31		
271-265-920.000	PUBLIC UTILITIES	16,500.00	16,931.77	1,423.61	(431.77)	102.62		
271-265-930.000	OPERATIONAL REPAIRS & MAINT.	5,000.00	4,113.07	962.09	886.93	82.26		
271-265-943.000	EQUIPMENT RENTAL	1,500.00	1,386.25	0.00	113.75	92.42		
271-265-977.000	EQUIPMENT	7,500.00	1,829.30	0.00	5,670.70	24.39		
Total Dept 265 - PUBLIC BUILDINGS		44,000.00	35,267.27	3,254.37	8,732.73	80.15		
<b>Department: 790 COMMUNITY LIBRARY</b>								
271-790-702.000	SALARIES	122,900.00	110,862.12	10,371.05	12,037.88	90.21		
271-790-703.000	SALARIES/PART-TIME	77,500.00	85,389.00	6,958.54	(7,889.00)	110.18		
271-790-715.000	EMPLOYER FICA	15,400.00	14,600.57	1,275.94	799.43	94.81		
271-790-717.000	EMPLOYER HEALTH INSURANCE PREMIUMS	37,200.00	35,893.74	2,471.78	1,306.26	96.49		
271-790-718.000	INSURANCE-UNEMPLOYMENT COMP.	150.00	40.38	0.00	109.62	26.92		
271-790-719.000	INSURANCE-WORKERS COMP.	500.00	487.87	46.49	12.13	97.57		

**REVENUE AND EXPENDITURE REPORT FOR CITY OF BIG RAPIDS**

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		05/31/2025	05/31/2025	05/31/2025	05/31/2025			
<b>Fund: 271 LIBRARY FUND</b>								
<b>Account Category: Expenditures</b>								
<b>Department: 790 COMMUNITY LIBRARY</b>								
271-790-720.000	DB MERS RETIREMENT	30,100.00	27,591.30	2,508.30	2,508.70	91.67		
271-790-720.300	DC MERS EMPLOYER CONTRIBUTIONS	12,200.00	10,978.59	1,026.84	1,221.41	89.99		
271-790-732.000	OPERATIONAL SUPPLIES	8,000.00	6,877.93	361.74	1,122.07	85.97		
271-790-732.008	COLLECTIONS-LIBRARY	525.00	334.90	59.10	190.10	63.79		
271-790-732.013	FREE LIBRARY SUPPLIES/MATERIALS	1,500.00	804.19	366.13	695.81	53.61		
271-790-801.000	CONTRACTED SERVICES	1,000.00	180.47	82.02	819.53	18.05		
271-790-808.000	INDEPENDENT AUDIT FEES	700.00	692.30	0.00	7.70	98.90		
271-790-814.000	INSURANCE COVERAGES	2,400.00	(78.00)	(2,612.00)	2,478.00	(3.25)		
271-790-822.200	LTD/LIFE/ADD	650.00	573.49	52.17	76.51	88.23		
271-790-860.000	TRAVEL EXPENSES	1,000.00	1,055.15	0.00	(55.15)	105.52		
271-790-870.100	TRAINING	500.00	327.00	0.00	173.00	65.40		
271-790-881.000	MARKETING	2,000.00	1,009.64	10.00	990.36	50.48		
271-790-957.000	SUBSCRIPTIONS	8,000.00	7,940.12	0.00	59.88	99.25		
271-790-958.000	MEMBERSHIPS	21,000.00	16,993.30	0.00	2,700.50	87.14		
271-790-960.000	POSTAGE	50.00	0.00	0.00	50.00	0.00		
271-790-977.901	SECURITY CAMERAS	5,000.00	5,000.00	0.00	0.00	100.00		
271-790-980.000	OFFICE EQUIPMENT & FURNITURE	1,000.00	407.92	0.00	592.08	40.79		
271-790-982.000	BOOKS	25,000.00	23,527.85	0.00	1,472.15	94.11		
271-790-982.001	ALA GRANT EXP	10,000.00	8,357.54	0.00	1,642.46	83.58		
271-790-982.300	AUDIO VISUAL	15,000.00	13,659.54	364.93	1,340.46	91.06		
271-790-982.400	CHILDREN'S STORYTIME	1,000.00	444.89	108.93	555.11	44.49		
271-790-982.600	SUMMER READING PROGRAM	2,000.00	0.00	0.00	2,000.00	0.00		
271-790-982.700	ADULT PROGRAMMING	2,000.00	1,531.45	543.29	468.55	76.57		
271-790-982.900	E BOOKS	18,000.00	17,996.98	0.00	3.02	99.98		
Total Dept 790 - COMMUNITY LIBRARY		422,275.00	393,480.23	23,995.25	27,488.57	93.18		
<b>Department: 966 TRANSFER BETWEEN FUNDS-OUT</b>								
271-966-995.101	CONTRIBUTION TO GENERAL	102,700.00	51,350.00	0.00	51,350.00	50.00		
271-966-995.303	CONTRIBUTION TO LIBRARY DEBT SERVICE	66,300.00	49,725.00	0.00	16,575.00	75.00		
Total Dept 966 - TRANSFER BETWEEN FUNDS-OUT		169,000.00	101,075.00	0.00	67,925.00	59.81		
<b>Expenditures</b>								
<b>Fund 271 - LIBRARY FUND:</b>								
TOTAL REVENUES		635,400.00	500,227.12	1,104.89	135,172.88	78.73		
TOTAL EXPENDITURES		635,275.00	529,822.50	27,249.62	104,146.30	83.40		
NET OF REVENUES & EXPENDITURES:		125.00	(29,595.38)	(26,144.73)	31,026.58			

## SERVICES

### Essential CORE Quality Measures – Required

1. The library offers all legal service area members, regardless of age, access to all its materials and services, in person and remotely, unless otherwise restricted by federal, state or local law.
2. The library's minimum number of unduplicated open hours, reflecting a mixture of weekday, evening, and weekend hours are as follows: Class I - 15 hours per week; Class II - 20 hours per week; Class III - 30 hours per week; Class IV - 40 hours per week; Class V - 50 hours per week; and Class VI - 55 hours per week.
3. The library offers renewal of library materials and the option of extended loan periods.
4. The library sends out notification to a user that the item is ready for pick up within two business days of it becoming available. The library allows a user to request materials and have the items held for them for pick up.
5. The library participates in patron or library initiated interlibrary loan with other Michigan libraries. The library staff offers interlibrary loan service with every request not met by the library or library system's collection. [Note: Unless the library prefers to purchase the material requested.]
6. The library focuses on customer service by providing prompt service regardless of the method with which the user requests assistance. A user waits no more than five minutes to get service assistance in person, on the phone or through a real time electronic service. If the library is unable to help the patron within five minutes, the library gives the user the option to leave a message. A user waits no more than 24 hours for assistance for a response to their message, email or letter.
7. The library offers programs for users of all age groups during the year. Such programs may include summer reading programs, story times, book clubs, craft groups, computer classes, and so forth, and may be held in the library or at other community locations.
8. To identify and meet the service needs of its community the library conducts an in-house survey of users every three years to determine if its hours, services, collections, technology and programs are adequately serving its users.
9. The library gathers statistics as a means of determining, over a period of time, if its present services, programs, technology and collections are serving its users. [See Services Appendix C for a list of useful statistics.]
10. Library staff “works” the library, actively seeking patrons to help and assist.

11. The library has policies and procedures to provide services to hearing-impaired, speech-impaired and blind users. See the following documents for assistance.
  - *The Americans with Disabilities Act Title II Technical Assistance Manual Covering State and Local Government Programs and Services* at [www.ada.gov/taman2.html](http://www.ada.gov/taman2.html).
  - *FCC Michigan TRS Page* (lists Michigan telephone relay service numbers) at [www.fcc.gov/cgb/dro/trs\\_michigan.html](http://www.fcc.gov/cgb/dro/trs_michigan.html)
  - *Disability Etiquette: Tips on Interacting With People With Disabilities* at [www.unitedspinal.org/pdf/DisabilityEtiquette.pdf](http://www.unitedspinal.org/pdf/DisabilityEtiquette.pdf).
12. The library provides a clear path for persons to request ADA accommodations that will enable to participate fully in library programs.
13. The library incorporates activities that support early and family literacy into their programs, such as providing early literacy tips to families attending lapsit programs.
14. The library refrains from asking patrons their gender on forms.
15. The library provides inclusive seating options, such as the option to sit at the front of the room, space for wheelchairs, or space to stand, during library programs and activities.

Essential ELECTIVE Quality Measures – CHOOSE THREE

1. The library provides at least one entertainment or educational program per quarter free of charge. The library considers community demographics, the mission of the library, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
2. The library promotes the services of the Braille and Talking Book Library using posters, flyers, and verbal recommendations. Contact [btbl@michigan.gov](mailto:btbl@michigan.gov) for materials.
3. The library has a service plan to provide materials and reference services for those unable to visit the library. Staff gathers material for the homebound of all ages. [Note: Family members, friends or volunteers can provide delivery of materials.]

4. To identify and meet the service needs of its community, library personnel meet with other local community agencies, institutions and organizations once every two years concerning library services and their effectiveness in meeting community needs. Examples of other local agencies include public and private schools, local historical societies, community centers, youth coalitions, and Friends of the Library.
5. The library provides information on free legal assistance and financial counseling for people interested in becoming US Citizens and information on free legal services for immigrants.
6. The library offers programming at different times of day and various days of the week, including nights and weekends.

## **SERVICES**

### Enhanced CORE Quality Measures - Required

1. The library's minimum number of unduplicated open hours, reflecting a mixture of weekday, evening, and weekend hours are as follows: Class I - 25 hours per week; Class II - 35 hours per week; Class III - 40 hours per week; Class IV - 50 hours per week; Class V - 55 hours per week; Class VI - 60 hours per week.
2. The library offers patron or library initiated interlibrary loan with other Michigan libraries. Library initiated interlibrary loan requests are placed by the next business day.
3. Based on its strategic plan, the library targets and serves selected segments of the community by developing programs to meet their needs. Segments of the community can refer to patrons of specific age groups, such as parents, young adults, seniors. It can also refer to those of a specific ethnic background, such as Hispanic, Native American, or Scandinavian. It can also be those sharing a common interest, such as genealogy, local history, or reading fiction.
4. The library incorporates activities that support adult literacy and English as a second language into their programs, such as collaborating with and promoting literacy councils.
5. Library staff refers users to an appropriate agency, organization or other library if an information request cannot be fully satisfied.
6. The library provides information on free legal assistance and financial counseling for people interested in becoming US Citizens and information on free legal services for immigrants.

### Enhanced ELECTIVE Quality Measures – CHOOSE THREE

1. The library welcomes displays of local art and other special collections.
2. The library visits local elementary schools to promote the summer motivational reading program
3. The library strategic plan includes a program evaluation component that focuses on the impact the library program has on the user. The library evaluates at least one program a year through an outcome-focused evaluation technique. The method of the actual evaluation may be formal or informal, as is appropriate for the specific program.
4. The library creates pathfinders, subject guides or reader's advisory bookmarks related to topics of interest to diverse communities (LGBTQ, immigrants, neurodiverse people, etc.).
5. The library provides sensory friendly programs.
6. The library offers programs that celebrate a wide variety of heritages and cultural events.
7. The programming policy includes a diversity or inclusivity statement.
8. The library offers free classes for people who want to improve their English or literacy skills.
9. The library offers discreet information, such as shortcuts to local services on computer desktops about sensitive topics.
10. The library recruits Advisory Boards to allow better understanding of the needs and interests of various populations.

## **SERVICES**

### **Excellent CORE Quality Measures – Required**

1. The library's minimum number of unduplicated open hours, reflecting a mixture of weekday, evening, and weekend hours are as follows: Class I - 30 hours per week; Class II - 40 hours per week; Class III - 45 hours per week; Class IV - 55 hours per week; Class V - 60 hours per week; Class VI - 65 hours per week.
2. The library provides services or access to services to patrons of all ages with disabilities in formats they can use. The library works and consults with people with disabilities for long-term service planning to ensure they receive services they can use.
3. The library strategic plan includes a program evaluation component that focuses on the impact the library program has on the user. The library evaluates at least one program a year through an outcome-focused evaluation technique. The

method of the actual evaluation may be formal or informal, as is appropriate for the specific program.

4. The library incorporates activities that support improved literacy for secondary and higher education students, such as connecting students with area or school literacy services.
5. The library provides sensory friendly programs.
6. The library includes an inclusion statement on promotional materials.
7. When applicable, the library's programs and services reflect the local immigrant community needs and offer a variety of print materials (books, magazines, newspapers), as well as media (CDs, DVDs) in the language of the immigrant community for all ages, and online resources.
8. The library provides ADA accommodations for presenters and attendees.
9. The library offers discreet information, such as shortcuts to local services on computer desktops, about sensitive topics.

Excellent ELECTIVE Quality Measures – CHOOSE THREE

1. The library initiates community-wide literary programs and collaborates with other similar community, regional or statewide initiatives.
2. Library maintains a homebound delivery program.
3. The library is a member of MeLCat or has applied for membership.
4. If the library is a MeLCat member, it allows AV lending or visiting patron borrowing.
5. The library offers programming in languages other than English.
6. The library offers diverse programming relating to race, ethnicity, gender, sexual orientation, language, and culture.
7. The library provides touchscreen devices for internet for communication purposes.