

**Big Rapids Community Library
Library Board Meeting Agenda
May 8, 2025**

- ❖ Call to order
- ❖ Reading and approval of APRIL 2025 minutes
- ❖ Correspondence and Communications
- ❖ Public comment
- ❖ Director's Report
- ❖ Old/Unfinished business
 - QSAC Assignment:
 - Administration – Sarah Lucas
 - Collection Dev. – Laura Herron
 - Services – Ralph Crew
 - Volunteer Job Description
- ❖ New business
- ❖ Unscheduled Business
- ❖ Public Comment
- ❖ Adjournment
- ❖ Next Meeting: JUNE 12, 2025 at 5:30 pm

Big Rapids Community Library - Library Board Meeting

Held in the Community Room at the Big Rapids Community Library

April 10, 2025, at 5:30 PM

1. Call to Order

- Sarah Lucas called the Library Board Meeting to order at 5:30 pm.
- The following Board Members were in attendance: **Chair** Sarah Lucas, **Vice-Chair** Chelsea Mitchell, Ralph Crew, Mike Ryan, and Laura Herron.
- Board Members absent none.
- Quorum present: yes
- Library staff in attendance: Lauren Perkins (Library Director)
- Staff of City of Big Rapids in attendance: Michelle Stenger (Director of Community Development)

2. Reading and Approval Minutes

- February 2025 Meeting Minutes were reviewed.
- Ralph Crew motioned to approve the minutes as presented. Mike Ryan seconded. All members are in favor. Motion carried.

3. Correspondence and Communication

- Notes from National Library Week

4. Public Comment

- M. Stenger

5. Report of the Library Director

- Monthly Report for Feb/March 2025
- Financial Report

6. Old/Unfinished Business

- QSAC Study Session
- Technology – Chelsea Mitchell: Wave evaluation, accessibility button, general ADA, and accessibility for website update

Facilities and Equipment – Mike Ryan: Maintain a schedule of regular emergency preparedness drills, update policy and procedure binders, review emergency procedures quarterly, conduct active shooter training, conduct CPR training, and use a light meter to determine whether we comply with QSAC guidance (Staff areas – 50 foot candles, ETC.).

7. New Business

- Volunteer Job Descriptions – updated, but the policy must also be updated to reflect the changes.

Public Comment Study Session with Michiele Stenger

Policy for Public Comment with corrections? Motion by Mike Ryan, 2nd Ralph Crew. All in favor. Motion carries
-Advocacy and resource discussion – libguides.ala.org/ala.org/advocacy

Display Policy revisions: combined with the bulletin board policy. Motion to amend the display policy to include bulletin boards and free materials. Motion Chelsea, second Ralph Crew. All in favor. Motion passes.

8. Unscheduled Business

- Update Circ Policy to reflect changes due to going late fine-free. Accept policy motion by Mike Ryan, second Ralph Crew. All in favor. Motion passes.

9. Public Comment

- none

10. Next Meeting

- The next meeting is scheduled for Thursday, May 8, 2025, at 5:30 pm.

11. Adjournment

- Sarah Lucas adjourned the meeting at 6:28 pm.

REVENUE AND EXPENDITURE REPORT FOR CITY OF BIG RAPIDS

Balance As of 04/30/2025

% Fiscal Year Completed: 83.29

*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		
		04/30/2025	04/30/2025	04/30/2025	04/30/2025			
Fund: 271 LIBRARY FUND								
Account Category: Revenues								
Department: 000 SUBTOTAL								
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	6,077.18	10,922.82	35.75		
271-000-642.000	SALES & SERVICES/GENERAL	1,000.00	669.97	75.97	330.03	67.00		
271-000-642.300	SALES & SERVICE/NON-RESIDENT FEE	5,800.00	5,550.00	450.00	250.00	95.69		
271-000-642.400	SALES & SERVICE/PHOTOCOPY	2,500.00	3,049.04	418.21	(549.04)	121.96		
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	36,384.53	(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	19.99	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	550.00	0.00	(550.00)	100.00		
271-000-679.019	DONATIONS	3,000.00	14,191.89	191.36	(11,191.89)	473.06		
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	283,518.47	43,617.24	64,681.53	81.42		
Department: 008 INTEREST & RENTS								
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		
Department: 931 TRANSFER BETWEEN FUNDS-IN								
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	499,122.23	43,617.24	136,277.77	78.55		
Account Category: Expenditures								
Department: 265 PUBLIC BUILDINGS								
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	5,000.00	500.00	1,000.00	83.33		
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	526.01	0.00	1,473.99	26.30		
271-265-801.000	CONTRACTED SERVICES	2,500.00	2,446.74	73.10	53.26	97.87		
271-265-801.012	CONTRACTED SERVICES ELEVATOR	2,700.00	2,137.80	219.45	562.20	79.18		
271-265-920.000	PUBLIC UTILITIES	16,500.00	15,508.16	1,582.36	991.84	93.99		
271-265-930.000	OPERATIONAL REPAIRS & MAINT.	5,000.00	3,150.98	0.00	1,849.02	63.02		
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	32,012.90	2,374.91	11,987.10	72.76		
Department: 790 COMMUNITY LIBRARY								
271-790-702.000	SALARIES	122,900.00	100,491.07	9,361.05	22,408.93	81.77		
271-790-703.000	SALARIES/PART-TIME	77,500.00	78,430.46	7,933.97	(930.46)	101.20		
271-790-715.000	EMPLOYER FICA	15,400.00	13,324.63	1,273.28	2,075.37	86.52		
271-790-717.000	EMPLOYER HEALTH INSURANCE PREMIUMS	37,200.00	33,421.96	2,471.78	3,778.04	89.84		
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	441.38	0.00	58.62	88.28		

REVENUE AND EXPENDITURE REPORT FOR CITY OF BIG RAPIDS

Balance As of 04/30/2025

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GL Number	Description	24-25 Amended Budget	YTD Balance	Activity For	Available Balance	% Bdgt Used		
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Fund: 271 LIBRARY FUND								
Account Category: Expenditures								
Department: 790 COMMUNITY LIBRARY								
271-790-720.000	DB MERS RETIREMENT	30,100.00	25,083.00	2,508.30	5,017.00	83.33		
271-790-720.300	DC MERS EMPLOYER CONTRIBUTIONS	12,200.00	9,951.75	926.83	2,248.25	81.57		
271-790-732.000	OPERATIONAL SUPPLIES	8,000.00	6,032.44	0.00	1,967.56	75.41		
271-790-732.008	COLLECTIONS-LIBRARY	525.00	275.80	0.00	249.20	52.53		
271-790-732.013	FREE LIBRARY SUPPLIES/MATERIALS	1,500.00	260.93	0.00	1,239.07	17.40		
271-790-801.000	CONTRACTED SERVICES	1,000.00	98.45	0.00	901.55	9.85		
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	2,534.00	0.00	(134.00)	105.58		
271-790-822.200	LTD/LIFE/ADD	650.00	521.32	52.17	128.68	80.20		
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	831.24	0.00	1,168.76	41.56		
271-790-957.000	SUBSCRIPTIONS	8,000.00	7,689.80	0.00	310.20	96.12		
271-790-958.000	MEMBERSHIPS	21,000.00	16,993.30	0.00	4,006.70	80.92		
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	2,119.97	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	13,294.61	2,375.59	1,705.39	88.63		
271-790-982.400	CHILDREN'S STORYTIME	1,000.00	220.67	0.00	779.33	22.07		
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	876.63	225.00	1,123.37	43.83		
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	368,178.56	29,247.94	54,096.44	87.19		
Department: 966 TRANSFER BETWEEN FUNDS-OUT								
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		
Expenditures								
Fund 271 - LIBRARY FUND:								
TOTAL REVENUES		635,400.00	499,122.23	43,617.24	136,277.77	78.55		
TOTAL EXPENDITURES		635,275.00	501,266.46	31,622.85	134,008.54	78.91		
NET OF REVENUES & EXPENDITURES:		125.00	(2,144.23)	11,994.39	2,269.23			

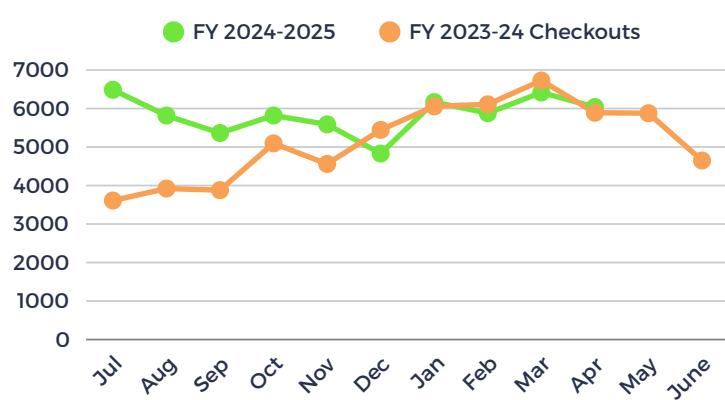


Big Rapids Community Library

MONTHLY REPORT FOR APRIL 2025

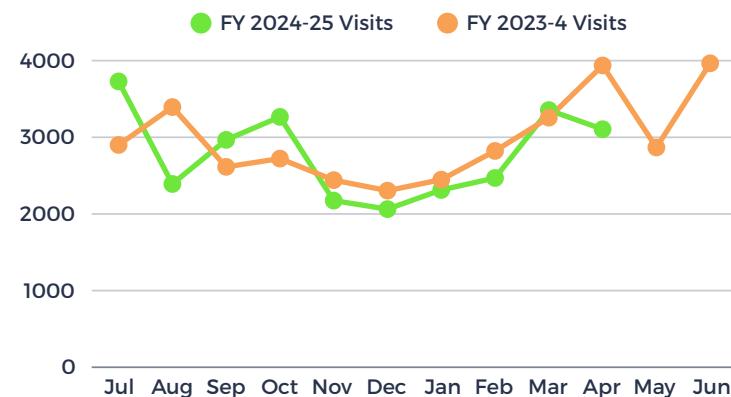
CHECKOUTS

Our checkout numbers for **April** have increased over last year at **6,038**. (This number includes checkouts and e-resource usage; renewals are not included beginning in January 2024).



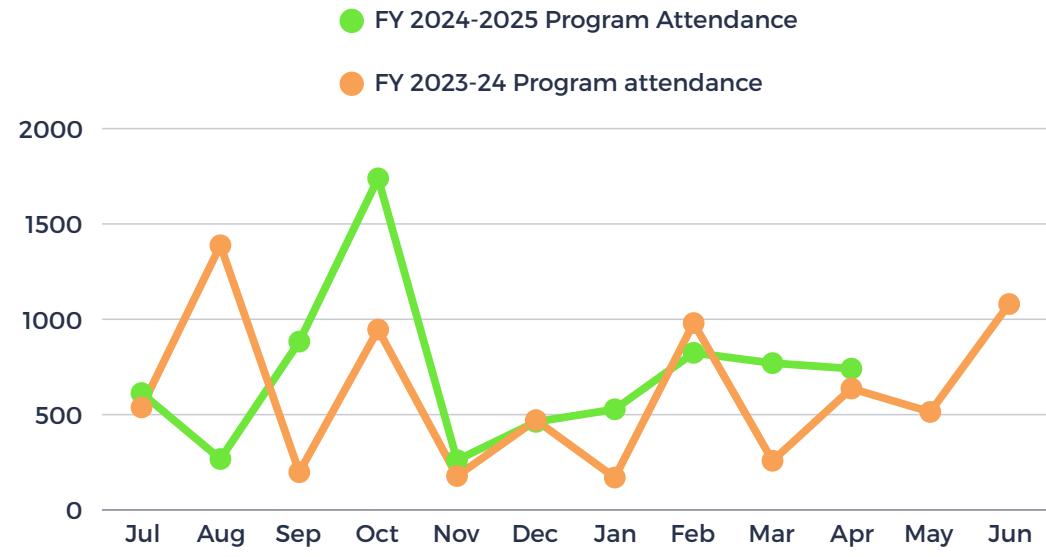
PATRON VISITS

For April 2025, we had **3,105** patron visits. This month, we entered **75** new library cards into the system and renewed **77**.



PROGRAMS

In April 2025 we held **31** programs, with **741** attendees. Including: Storytimes, Poetry Walk, STEM Lab: Eyeball Dissection... Pet Cents had over 30 people in attendance to learn about financial responsibility for pets and meet pets from Astra's Pet Store.



TAKEAWAYS

April was Poetry Month, and we installed a Poetry Walk in the park. Patrons took 17 Narcan and 15 COVID-19 tests and 263 seed packets. Traffic decreased over last year because we were giving away free eclipse glasses in 2024.

3,105

Patron Visits

6,038

Items checked out

741

Program attendees

378

Public computer sessions

75

New library cards

77

renewed library cards

Big Rapids Community Library
426 South Michigan Avenue
Big Rapids, MI 49307

**Big Rapids Community Library
Policy Regarding
the Use of Volunteers**

The Big Rapids Community Library may use volunteers for a variety of tasks or projects. Volunteers do not displace established staff positions and do not have unsupervised access to staff computers. Care is taken that assignments do not infringe upon the responsibilities of regular paid staff.

Volunteers must be age 14 or older. Volunteers younger than 18 years of age must complete an application and have it signed by a parent or guardian. Adult volunteers must complete an application including a criminal background check.

All volunteers receive orientation and training. A volunteer may work on a short-term project or serve on a regular basis. Volunteers are recognized by the public as representatives of the Library and shall be guided by the same work, dress, and behavior code as employees. All volunteers must wear volunteer ID.

Community Service

Community Service is another form of volunteerism. We are willing to take community service workers who are age 14 and older on an individual basis at the discretion of the Library Director. Younger children can do community service as a group project or as part of a program. We take community service for the following reasons:

- Housing
- School
- Organizational (churches, social groups, etc.)
- Court-mandated

Community service time spent at the library for schooling, housing, and organizing are usually routine things that range from program setup, cleaning, cutting out materials, yardwork, and helping organize and staff events like book sales.

By our policy we do not take court-ordered community service workers with the following offense(s):

- Sexual predators
- Violent crimes
- Grand theft

The Library Director reserves the right to turn anyone away for court-ordered community service.

All volunteers are required to sign in and out for their shift. Since many volunteers turn in hours to another organization, a member of the Library staff must initial the time sheets, or the time does not count.

The library has a volunteer sign-in sheet that we keep track of all volunteer hours. Volunteers can request a copy of the sign-in sheet from Library staff.

To set up community service hours, please come in or call and speak to the Library Director at 231-796-5234.

ROBERT'S RULES OF ORDER CHEAT SHEET

Robert's Rules of Order is a manual of parliamentary procedures that governs most organizations with boards of directors. Robert's Rules of Order are a provision of each of the SMPS chapter's bylaws normally stated as the following:

"The rules contained in the most recent edition of Robert's Rules of Order shall provide the rules of procedure for the Chapter where they are not inconsistent with the provisions of the Articles of Incorporation or these bylaws."

TYPES OF MOTIONS

- **Main Motion:** Introduce a new item
- **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
- **Privileged Motion:** Urgent or important matter unrelated to pending business
- **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
- **Motion to Table:** Kills a motion
- **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

EVERY MOTION HAS 6 STEPS

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

TIP! If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions. If a member objects, first ask for debate, then vote and then announce the vote.

REQUESTING POINTS OF SOMETHING

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry, or Point of Personal Privilege.

- **Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.
- **Point of Information:** A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make fully informed votes.

- **Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better voting decisions.
- **Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

TIPS AND REMINDERS FOR CHAIRPERSONS

Robert's Rules of Order, which is also widely known as parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic and orderly. A skilled chairperson allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following tips and reminders will help chairpersons to run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving toward its goals.
- Let the group do its own work; don't overcommand.
- Control the flow of the meeting by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect, and insist that others do the same.
- Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.

Action	What to say	Can speaker be interrupted?	Need a second?	Can this be debated?	Can this be amended?	Votes needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by..."	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair's decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	No	Yes	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by _____ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a motion	"I move to table..."	No	Yes	No	No	Majority
Verity voice vote with count	"I call for a division."	No	No	No	No	No vote
Object to considering some undiplomatic matter	"I object to consideration of this matter..."	Yes	No	No	No	2/3
Take up a previously tabled item	"I move to take from the table..."	No	Yes	No	No	Majority
* Reconsider something already disposed of	"I move to reconsider our action to..."	Yes	Yes	Yes	Yes	Majority
Consider something out of it scheduled order	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3
Close the meeting for executive session	"I move to go into executive session."	No	Yes	No	No	Majority

*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.