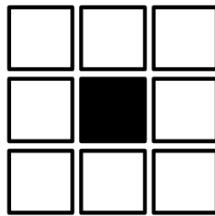


December 9, 2025
Graham Cracker Trains



December 16, 2025
Family Destress Night



DIRECTOR'S REPORT

December 2025

Library Events/Programming Highlights

- The Community Center held the annual modular train show hosted by the Holland Modular Railroad Club and the library held a Gingerbread Train building program for families to compliment the train show.
- The library offered a free warm beverage bar serving hot cocoa and hot chai from 10am to 2pm the week of December 15th.
- We provided a teen hang out room on the Zeeland Public School half-day December 12th – 91 kids attended.
- Held a Holiday Card Watercolor Workshop for adults, 10 in attendance.
- Displayed 133 holiday coloring sheets on the Circulation desk wall – Best in Show was chosen for different age groups, the winners received a small gift.
- Held Movie Morning events the week of Christmas, 30 attended.
- Held a Holiday Family Destress night with a visiting therapy dog, Jersey – 62 attended.

Staff Highlights

- Annual staff reviews have begun, and the goal is to have them completed by the end of January.
- Kate Kraak was hired as of December 19, 2025, as a Library Page, working 6-9 hours per week.
- The Director compiled a year in review report for City Council. This will be shared at the next LAB meeting on January 20, 2026.
- The Director asked staff for ideas for using the Library Endowment funds on special projects in the future for Board consideration. This list will be shared at the next LAB meeting on January 20, 2026.
- Staff have migrated away from using Baker & Taylor as their primary resource for books to Ingram as the primary book supplier going forward due to B&T closing their book vending operations as of early December 2025.

City of Zeeland 2025 Strategic Action Plan – Library Operational Goals Updates

Operational goals for the Library for 2025 include:

1. Select a website content manager and designer to redesign the Library website and begin to reimagine our content - **COMPLETED**

Outcome indicator: Determine which provider is best for library purposes with input from City IT and Marketing.

Outcome indicator: Work with content manager to streamline website Information.

Successful website launch on 10/15/25.

2. Explore sound-absorption options for library to treat acoustic issues - **ONGOING**

Outcome indicator: Obtain multiple quotes from vendors for design, purchase, and installation of acoustic panels for wall surfaces, hanging baffles throughout spaces and insulation above ceiling tiles over study room area.

Signed a contract with Acoustic By Design Engineering and Design, Inc. to perform acoustic testing of the atrium in the library and determine the best way to mitigate sound problems in the space. Testing will happen in January.

3. Raise public awareness of benefits of library services for all service areas - **ONGOING**

Outcome indicator: Develop a media campaign to highlight the benefits and services provided by HML to our patrons.

- Amanda Hanon attended the Blendon Township Board meeting to present all the services provided by the library to Blendon residents to encourage their support for placing the library millage proposal on their ballot in 2026 for voters.

Update on HML Strategic Plan Goals

1. Strengthen community engagement through robust core services

Outcome indicator: Library Market to complete the design and content updates to the HML website.

- Website complete and launched.

2. Enhance library spaces and operations for maximized usage

Outcome indicator: Expand outreach services and community collaborations to better reach new audiences and create lifelong library users.

- Met with representative from Feed America to consider offering meal service to those in need through the library programs in the summer of 2026.

3. Prioritize organizational culture

Outcome indicator: Focus on optimizing organizational effectiveness by cultivating internal trust, equity, and collaboration.

- 4 staff members participated in 3 online learning professional development classes.
- Hosted the Summer Reading Workshop at the library for the Lakeland Library Cooperative with 2 staff in attendance.

Looking Forward

- Acoustics By Design sound specialists will perform acoustic testing of the atrium in the library on January 11, 2026. This information will be used to inform their recommendations for sound abatement acoustic finishes to be added to the building.
- The Director will participate in the City Council Strategic Planning process at the end of January.
- Budget review and planning to begin in January for FY 2026-2027.

HML by the Numbers – December 2025

	December		
	2025	2024	% Change
Visitors	8,627	8,287	4%
Curbside Delivery	11	17	-35%
Digital Downloads	6,205	5,325	17%
Physical Items (Circulation)	24,825	25,573	-3%
Computer Sessions	396	366	8%

Children's Programs:

- 12 programs – 308 participants

Teen Programs:

- 3 programs – 102 participants

Adult Programs:

- 1 program – 11 participants

Outreach Programs:

- N/A

Passive Programs:

- 1 program - 133 participants

Howard Miller Community Center Usage Statistics – December 2025

Number of events: 30

Number of events with fee-exempt room usage: 19

Number of monthly attendees: 639

(estimate based on what event organizers reported – some events do not report attendees)

Community Center Events/Updates: None