

Howard Miller Public Library

Library Advisory Board Meeting

September 17, 2024

4:30 p.m.

East Activity Room - Community Center

- I. Call to Order
- II. Approval of Minutes for May 21, 2024, meeting (*motion and approval, Minutes attached*)
- III. Staff Introduction: Catherine Broadbooks, Librarian I
- IV. Director's Report (*attached*)
- V. Board Comment
- VI. Old Business
 - a. Summer Programming Review (*informational, Infographic attached*)
- VII. New Business
 - a. Review of Staff Development Day activities (*informational, Agenda attached*)
 - b. Need a recommendation from LAB to City Council to close Library to public for Staff Development Day, Monday October 14th (*motion and approval, Memo attached*)
 - c. Overview of Olive Township library millage failure in August elections (*informational, Letters attached*)
- VIII. Public Comment
- IX. Board Comment
- X. Adjournment

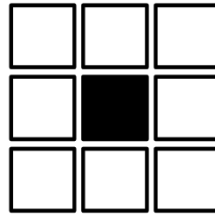
Next Regularly Scheduled Meeting:

Tuesday October 15, 2024

4:30 p.m.

East Activity Room – Community Center

New Seating



DIRECTOR'S REPORT

August 2024

New Seating



Library Events/Programming Highlights

- Final numbers for the Summer Reading Program participation and completion:

2024 : Adventure Begins at the Library			<i>As of 8/3/24 Final</i>
Age Group	Readers Registered	Readers Completed	% Completed
Adult (18+)	298	177	59%
Children (7-12 yrs)	429	276	64%
Little Readers (0-6 yrs)	311	145	47%
Teen (13-17 yrs)	107	70	65%
Totals	1145	668	58%

2023 : All Together Now			<i>Final Count</i>
Age Group	Readers Registered	Readers Completed	% Completed
Adult (18+)	241	150	62%
Children (5-10 yrs)	437	293	67%
Early Lit (0-4 yrs)	227	121	53%
Teen (11-17 yrs)	172	115	67%
Totals	1077	679	63%

Please remember that the national average for reported SRP completions is around 35%, so to experience a 58% completion rate for HML is still phenomenal!

- August programming was limited to the final events scheduled for the Summer Reading Program. Staff use the rest of the month to prepare for Fall programming and regular stortimes.

Staff Highlights

- Lindsey Sneller, Librarian I, resigned to take a fulltime position with the Zeeland School District and this position was filled by AnnMarie Willette. AnnMarie's training is progressing on track.
- Debra Vojak, Librarian II, retired from the library on August 16th. We hope to fill this position with an internal candidate in the near future.

Zeeland Record Newspaper Digitization Project Update

- Digitization efforts are moving along as expected. We will not hear any more updates until they near completion of the project towards the end of 2024.

City of Zeeland 2024 Strategic Action Plan – Library Operational Goals Updates

- Progress working towards the operational goals for the Library to be completed within 2024 include:
 1. **Increase community partnerships and collaborations**
 - a. Planning has been finalized for the Fall Lakeshore Local Author Meet and Greet happening in early October. Over a dozen local authors have confirmed their participation in our event to help promote their work.
 - b. With the unfortunate failure of the library millage to pass in Olive Township in August, library service to approximately 1,300 patrons will end when their current service contract expires. Date of expiration to be determined with legal counsel.
 2. **Refresh/update library space to encourage usage and enhance comfort for patrons**
 - a. New tables, chairs, side tables, and lamps have been installed upstairs to increase seating and working areas for patrons.
 - b. 4 new educational computers have been installed in the Children's area to host the online subscription to Magic Desktop which provides games and tools for children under 12. These are now fully operational.
 3. **Optimize training opportunities for all staff including part-time employees**
 - a. Planning has been finalized for the Staff Development day happening this year on October 14th. The Library will be closed to the public so that all staff have a chance to participate fully in the activities.

Looking Forward

- Library staff will participate in the Zeeland Festivals activities for the Fall in September and October
- Fall programming at the Library to begin September 4th

HML by the Numbers – August 2024

	July		
	2024	2023	% Change
Visitors	10,742	9,599	12%
Curbside Delivery	18	10	80%
Digital Downloads	5,752	5,832	-1%
Physical Items (Circulation)	35,241	32,672	8%
Computer Sessions	434	310	40%

Children's Programs:

- 5 programs – 189 participants
- 1 passive program – Snoop for Snoop Activity 102 participants

Adult Programs:

- 1 program - 4 participants

Outreach Programs:

- N/A

**Howard Miller Library Advisory Board
Meeting Minutes
May 21st, 2024**

Present: Terry Allen, Amanda Hanson (staff), Mary Wilkos (Chair), Kate Kraak, MaryBeth Timmer, Lynette Lam, Barb Dannenberg

Absent: Alison Reese

Meeting called to order 4:30pm

Minutes from the April 16th, 2024 meeting were approved as written.
M-MaryBeth Timmer, S-Kate Kraak- Passed Unanimously.

Director's Report:

- April was the last month for spring programming and saw high attendance numbers, even during Spring Break with a total of 544 participants-numbers are back up to pre-covid levels!
- The library partnered with Zeeland Public Schools for the StoryWalk that was set up in VandeLuyster Square.
- The library passed out 500 eclipse glasses.
- The contracts from Central Michigan University for the digitization process have been signed and filed with the City Clerk and City Attorney's office and the project will begin in the fall of 2024.
- The library has been working hard to achieve the Operational Goals, which are part of the 2024 Strategic Action Plan. Amanda met with Lynette Lam regarding partnering with Zeeland Festivals for the Zeelmania and Pumpkinfest events. Julie R and Leann Parker have been working in the Teen/Tween section of the library to make books more accessible, along with more seating space.

Old Business:

1. The Lakeland Library App is officially up and running! It allows for the syncing of patron cards and is extremely easy to use!

New Business:

1. Review of signage for public responsibilities list for building
 - a. The motion to state "Community Center/entire building" on the public responsibility signage list motioned by Mary Wilkos and 2nd by MaryBeth Timmer. Passed unanimously.
2. Summer Programming Highlights
 - a. There is a fun lineup of events for all ages during the Summer that go along with the "Adventure" theme!

Public Comment: None

Board Comment: None

Meeting adjourned at 5:00pm

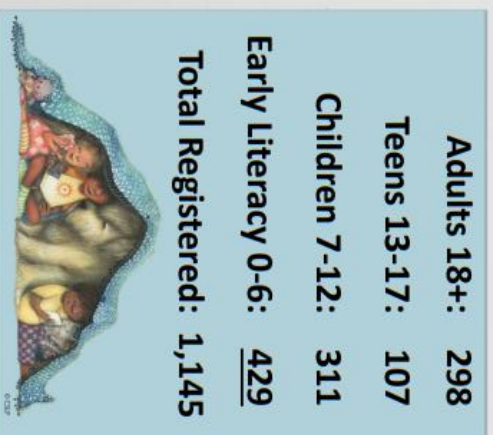
Next Regularly Scheduled Meeting: Tuesday, September 17th, 2024

2024 Summer Reading

Snapshots



Total Programs



Total Participants



Library Visitors
(June & July)



ADVENTURE *BEGINS AT YOUR* **LIBRARY** TM

HML Staff Day Agenda

October 14, 2024

8:30 am – 9:00 am



Item Check-In and Paging
Library Staff

9:00 am – 1:00 pm

4-hour Working Genius Training Session
Gordeaux Consulting
Robyn Schopp



1:00 pm – 1:30 pm



1:30 am – 2:00 pm



Book Drop Check-In
Library Staff

2:00 pm – 3:00 pm

Trivia Event with Gordeaux Consulting



3:00 pm – 4:30 pm

Zentangle with Amy Kam



4:30 pm – 5:00 pm



Item Check-In and Paging



21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-6400 • FAX (616) 772-5352

To: Kevin Plockmeyer, ACM/Finance Director

CC: Tim Klunder, City Manager, City of Zeeland, Mayor Klynstra, and the Zeeland City Council

From: Amanda Hanson, Director, Howard Miller Library & Community Center

Date: June 2, 2025

Re: Howard Miller Library Closing for Staff Inservice/Professional Development

Every year the Howard Miller Library closes to the public so that all Library staff can benefit from a day of planned training and professional development. This year the Library will be closed for this purpose on Monday October 14th and reopen on Tuesday October 15th for its normal hours of operation, 9am to 8pm. The Library Advisory Board has been made aware of and is in full support of this closure for staff enrichment.

This year's agenda is as follows:

8:30-9:00	Item Check-In and Paging
9:00-1:00	Working Genius Training with consultant Robyn Schopp from Gordeaux Consulting
1:00-1:30	Lunch Break
1:30-2:00	Book Drop Check-In
2:00-3:00	Working Genius Trivia Event with Gordeaux Consulting
3:00-4:30	Zentangle Session with Amy Kam
4:30-5:00	Item Check-In and Paging

The public will be notified of this planned closure one week in advance. The Community Center will be open for rental business. Please let me know if there are any questions or concerns.

HOWARD MILLER LIBRARY

14 S. CHURCH STREET • ZEELAND, MI 49464 • 616-772-0874

Al Nienhuis, Supervisor, and the Township Board of Trustees
Olive Township
6480 136th Avenue
Holland, MI 49424

September 9, 2024

Dear Mr. Nienhuis and Members of the Olive Township Board of Trustees,

I am writing to inform you that the contract for library services between Olive Township and the City of Zeeland through the Howard Miller Library will come to an end on September 30, 2024. According to the terms of the original service contract, the last payment made to the City of Zeeland on March 19, 2024, covered the cost of full library services from October 1, 2023, through September 30, 2024.

However, the Howard Miller Library will provide reduced library services to Olive Township residents through November 5, 2024, to provide the opportunity for the Township to decide how to proceed. Contractually, the Howard Miller Library is prohibited from offering full services because of a contract between the Howard Miller Library and the Lakeland Library Cooperative.

The changes to library services for Olive Township residents with a Howard Miller library card as of October 1, 2024, through November 5, 2024, are listed below.

- Borrowing privileges will be for Howard Miller items only.
- Interlibrary loan services are not available.
- Access to electronic resources will be stopped. This includes Libby/Overdrive and Hoopla access to electronic items.
- Automatic renewal services will cease.

As noted above, the Howard Miller Library is required to offer reduced services because of its contract with the Lakeland Library Cooperative by which extended library services are made available.

All Olive Township resident library cards through the Howard Miller Library will completely expire as of November 6, 2024 unless we receive a letter of intent from Olive Township to reinstate the contract for full library services with the City of Zeeland through the Howard Miller Library.

For your information going forward, Olive Township residents who want access to library services after November 5, 2024, will need to purchase a Non-Resident library card from any library that offers this service. However, it is important to note that these non-resident cards often come with service restrictions. The range of services available with this type of

card may be significantly limited compared to the full range of services provided through the expiring contract with the City of Zeeland and the Howard Miller Library.

Howard Miller Library offers a Non-Resident library card to patrons who live outside our legal service area. These are purchased on an individual basis, no family card exists, for \$50 per card. The card is valid for one year and the patron may only use materials owned by the Howard Miller Library. Interlibrary loan of items is not possible. Electronic materials, i.e. access to titles through Libby/Overdrive and Hoopla, are not available with a Non-Resident Library Card from the Howard Miller Library.

Howard Miller Library remains committed to serving the Olive Township community through the next election cycle to the best of our ability.

If you have further questions, please feel free to contact me directly at (616) 748-5901 or at my email address: ahanson@cityofzeeland.com.

Thank you for your attention to this important matter.

Sincerely,

A handwritten signature in cursive script that reads "Amanda Hanson".

Amanda Hanson
Director, Howard Miller Library & Community Center

Cc: Kevin Plockmeyer, Interim City Manager/Finance Director
James Donkersloot, Zeeland City Attorney
Carol Dawe, Director, Lakeland Library Cooperative
Joseph Hamlin, Library Data & State Aid/Penal Fines Coord., Library of Michigan
Diane Kooiker, Director, Herrick Library District

HOWARD MILLER LIBRARY

14 S. CHURCH STREET • ZEELAND, MI 49464 • 616-772-0874

September 9, 2024

Dear Howard Miller Library Patron,

I am writing to inform you that the contract for library services between Olive Township and the City of Zeeland through the Howard Miller Library will come to an end on September 30, 2024.

The Howard Miller Library is willing to provide reduced library services to Olive Township residents through November 5, 2024, to provide the opportunity for the Township to decide how to proceed.

You can expect the following changes to library services as of October 1, 2024, through November 5, 2024:

- Borrowing privileges will be limited to Howard Miller's physical items only, and must be checked out at the Howard Miller Library.
- Interlibrary loan services will not be available.
- Access to electronic resources will be stopped. This includes Libby/Overdrive and Hoopla access to electronic items.
- Automatic renewal services will cease.

All Olive Township resident library cards through the Howard Miller Library will completely expire as of November 6, 2024, unless we receive a letter of intent from the Olive Township administrators to reinstate the expiring contract for full library services with the City of Zeeland through the Howard Miller Library.

Howard Miller Library remains committed to serving the Olive Township community through the next election cycle to the best of our ability.

If you have further questions, please feel free to contact me directly at (616) 748-5901 or at my email address: ahanson@cityofzeeland.com.

Thank you for your attention to this important matter.

Sincerely,



Amanda Hanson
Director, Howard Miller Library & Community Center