

**LIBRARY BOARD OF TRUSTEES**

**Meeting Agenda**

January 5, 2026 4:30pm

Community Room

**Purpose:** The library is dedicated to providing access to the information and resources essential for exploring the world, envisioning new possibilities, encouraging imagination, and embracing lifelong learning while fostering connections among individuals

**Vision:** The library strives to be a vital hub of trust and knowledge at the heart of our community, where everyone is embraced and empowered to come together for personal growth and collective enrichment.

Topic	Pages	Motion & Vote
1. Call to order		
2. Agenda	pp. 1-2	<input checked="" type="checkbox"/>
3. Approval of Minutes		
a. December 1, 2025	pp. 3-4	<input checked="" type="checkbox"/>
4. Correspondence		
a. n/a		
5. Financial Reports		
a. November 2025 Revenue & Expense with Notes	pp. 5-8	<input checked="" type="checkbox"/>
b. November 2025 Invoice Recap	pp. 9	
c. November Balance Sheet	p. 10	
6. Library Director's Report		
a. December 2025	pp. 11-15	
b. November 2025 Infographic	p. 16	
7. Committees		
a. Budget and Finance: n/a		
b. Building and Grounds: n/a		
c. Personnel: n/a		
d. Policy: n/a		



## HASTINGS PUBLIC LIBRARY

Explore • Imagine • Grow

e. Marketing: n/a		
8. Unfinished Business		
a. n/a		
9. New Business		
a. 2026 Board Officer elections		
b. BCF and the Library's Endowment with Bonnie Gettys		
c. ReciteMe Web Browser Accessibility Toolbar		
d. Window Update		
e. Year-end Solicitation Update		
10. Public Comments		
11. Board Member Comments		
12. Adjourn		

**Hastings Public Library Board of Trustees**  
**DRAFT Minutes**  
**Date: December 1, 2025 - 4:30PM**  
**Location: Hastings Public Library, 227 E. State St., Hastings, MI 49058**  
**Community Room**

**1. CALL TO ORDER**

The Meeting was called to order by Kelli Newberry at 4:31 p.m.

- Board members present: Jane Cybulski, Kelli Newberry, Sam Cale, Amanda Mattson, Ann Devroy, Ellyn Main, Rebecca Lectka, and Cloe Oliver. Not present was Carol Dwyer.
- Also present was David Edelman and Tess Allerding.

**2. AGENDA:**

- 3. MINUTES:** Ann Devroy motioned to approve the November 3, 2025, minutes, seconded by Cloe Oliver. Motion approved.

**4. FINANCIALS**

- a. October invoices and Budget Report: Cloe Oliver motioned to approve the financials, seconded by Rebecca Lectka. Motion approved.

**5. LIBRARY DIRECTOR REPORTS**

- a. November 2025
- b. November 2025 Infographic

**6. COMMITTEES**

- a. Budget and Finance –
- b. Building and Grounds -
- c. Personnel –
- d. Policy-
- e. Marketing-

**7. UNFINISHED BUSINESS: None**

**8. NEW BUSINESS:**

- a. Interim Board President Election for January 2026 – Sam Cale nominated Kelli Newberry to be the interim President in January, seconded by Ellyn Main. Motion approved.
- b. 2026 Library Holiday closures – Amanda Mattson motioned to accept the proposal to add Veteran's day to the list of closures for 2026, seconded by Sam Cale. Motion approved.
- c. 2026 Board Meeting dates – Cloe Oliver motioned to accept the proposed meeting dates, seconded by Sam Cale. Motion approved.
- d. Strategic Plan Marketing, reviewed by the board.
- e. End of Year Solicitation – Cloe Oliver moved that we accept the year end solicitation letter, seconded by Ann Devroy. Motion approved.
- f. 2026 Summer Library Program, reviewed by the board.

9. PUBLIC COMMENTS

10. BOARD MEMBER COMMENTS

11. NEXT MEETING

- Next board meeting on Monday, January 5, 2026, at 4:30 p.m.

12.ADJOURNMENT: Meeting was adjourned at 5:30 p.m.

DRAFT

HASTINGS PUBLIC LIBRARY  
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2025  
 42 % OF THE FISCAL YEAR HAS ELAPSED

FUND 271 - LIBRARY FUND

OPERATING REVENUES	Fund	THIS MONTH ACTUAL 30-Nov-25	THIS YEAR FISCAL YTD 30-Nov-25	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 30-Nov-24	REVISED BUDGET 2024-2025	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-100-502-000	UNIVERSAL SERVICE FUND - ERATE	-	9,548	16,367	58%	12,832	16,320	79%	21,629
271-100-540-000	STATE AID	-	7,435	13,500	55%	6,988	12,750	55%	14,235
271-100-583-000	CONTRIBUTIONS FROM OTHR TWNSHP	-	74,540	435,000	17%	(637)	400,000	0%	423,095
271-100-649-000	PRINTING/FAX FEES	1,472	4,778	8,100	59%	3,841	8,100	47%	9,460
271-100-651-000	NON-RESIDENT FEES	75	250	850	29%	700	850	82%	1,900
271-100-658-000	PENAL FINES	-	7,236	7,600	95%	7,674	13,000	59%	7,674
271-100-659-000	OVERDUE FINES	102	844	1,200	70%	643	1,200	54%	1,491
271-100-665-000	INTEREST EARNED ON DEP & INVST	3,250	13,248	10,000	132%	9,890	12,000	82%	22,432
271-100-667-000	FACILITY RENTALS	10	470	1,200	39%	735	1,100	67%	1,475
271-100-672-000	OTHER REVENUE	290	2,141	2,000	107%	859	4,000	21%	3,149
271-100-674-000	PRIVATE CONTRIBTNS & DONATIONS	3,300	10,917	18,000	61%	7,899	15,000	53%	43,988
271-100-674-010	BCF CONTRIBUTIONS	-	-	16,000	0%	-	16,000	0%	17,074
271-100-677-000	INSURANCE CLAIMS/REIMBURSEMENT	-	-	-	0%	-	-	0%	53,327
271-100-699-101	TRANSFERS IN - GENERAL FUND	-	180,124	180,124	100%	-	173,196	0%	173,196
TOTAL OPERATING REVENUES		8,500	311,530	709,941	44%	51,423	673,516	8%	794,126

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL 30-Nov-25	THIS YEAR FISCAL YTD 30-Nov-25	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 30-Nov-24	REVISED BUDGET 2024-2025	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-702-000	FULL-TIME WAGES	8,760	45,755	113,880	40%	42,709	111,059	38%	109,815
271-790-703-000	ADMINISTRATR/SUPERVSR SALARIES	3,846	21,155	50,003	42%	24,224	74,913	32%	75,534
271-790-704-000	PART-TIME WAGES	9,384	45,923	114,977	40%	39,685	102,271	39%	113,623
271-790-704-010	PART-TIME WAGES- LIBRARY MAINT	1,187	5,079	7,560	67%	6,160	16,119	38%	11,844
271-790-709-000	SOCIAL SECURITY TAXES	1,797	9,151	21,910	42%	8,635	23,471	37%	23,891
271-790-712-000	CASH IN LIEU OF BENEFITS	369	2,031	2,400	85%	1,015	2,400	42%	3,507
271-790-713-000	OVERTIME	13	52	50	104%	24	50	48%	133
271-790-716-000	MERS DEFINED CONTRIBUTIONS	530	2,941	6,277	47%	2,072	4,997	41%	5,914
271-790-717-000	MERS DEFINED BENEFIT PLAN	-	-	-	0%	24,122	60,505	40%	46,464
271-790-717-010	MERS DEFINED BENEFIT HYBRID PLN	769	4,226	10,111	42%	2,717	6,108	44%	7,511
271-790-718-000	HEALTH INSURANCE - PREMIUMS	2,645	11,759	53,976	22%	21,138	55,340	38%	42,702
271-790-718-010	HEALTH INSURANCE - HSA	171	856	2,054	42%	1,434	-	0%	2,700
271-790-719-000	DENTAL INSURANCE PREMIUM	242	1,212	3,571	34%	1,438	3,503	41%	3,180
271-790-724-000	LIFE INSURANCE	38	188	510	37%	200	485	41%	465
271-790-751-000	PROCESSING SUPPLIES	158	1,067	1,400	76%	448	1,400	32%	938
271-790-756-000	REPAIR & MAINTENANCE SUPPLIES	7	20	350	6%	74	350	21%	119
271-790-760-000	MAINTENANCE SUPPLS - CUSTODIAL	325	483	438	110%	368	350	105%	706
271-790-761-000	BUILDING SUPPLIES	280	707	1,650	43%	967	1,500	64%	2,497
271-790-762-000	WELLNESS/MEDICAL SUPPLIES	-	7	275	3%	349	225	155%	357
271-790-765-000	SMALL TOOLS	-	43	-	0%	-	-	0%	26
271-790-766-000	DISPOSABLE TECHNOLOGY	21	476	1,750	27%	468	1,300	36%	1,800
271-790-767-000	CLOTHING	-	(84)	400	-21%	43	175	25%	888

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271-790-770-000	PROGRAMMING SUPPLIES	541	1,473	3,250	45%	1,590	2,750	58%	3,969
271-790-772-000	PROMOTIONS SUPPLIES	-	-	300	0%	-	300	0%	302
271-790-777-000	OFFICE SUPPLIES	17	211	850	25%	343	1,350	25%	1,091
271-790-778-000	PAPER	47	134	580	23%	311	400	78%	570
271-790-791-000	SUBSCRIPTIONS AND PUBLICATIONS	115	1,276	2,048	62%	1,317	1,900	69%	1,686
271-790-792-000	SOFTWARE SUBSCRIPTIONS	30	2,150	7,788	28%	2,000	7,245	28%	6,199
271-790-793-000	OVERDRIVE	-	9,002	9,002	100%	9,144	8,961	102%	9,144
271-790-802-000	PROFESSIONAL SERVICES	-	-	1,500	0%	65	1,200	5%	686
271-790-806-000	LEGAL SERVICES	4,248	4,248	500	850%	-	500	0%	9,758
271-790-809-000	CONTRACTED IT SERVICES	1,200	4,800	14,400	33%	3,600	14,400	25%	14,400
271-790-812-000	PRE-EMPLOYMENT SCREENINGS	-	-	350	0%	151	350	43%	867
271-790-813-000	DELIVERY SERVICES	-	1,498	2,700	55%	1,363	2,800	49%	2,807
271-790-816-000	SECURITY SERVICES	-	300	325	92%	300	325	92%	300
271-790-817-000	LAKELAND LIBRARY CO-OP SERVICE	-	1,426	2,900	49%	1,342	2,900	46%	2,623
271-790-818-000	MAINTENANCE CONTRACTS	1,413	2,827	8,603	33%	2,827	7,953	36%	8,599
271-790-823-000	OTHER CONSULTING SERVICES	8,233	8,583	1,750	490%	350	350	100%	2,118
271-790-825-000	LATE/SERVICE FEES	-	11	-	0%	-	25	0%	-
271-790-829-000	CUSTODIAL/CLEANING SERVICES	-	933	10,920	9%	-	-	0%	2,962
271-790-850-000	TELEPHONE	617	2,475	5,540	45%	2,434	5,485	44%	6,023
271-790-851-000	MAIL/POSTAGE	-	78	250	31%	472	225	210%	472
271-790-852-000	INTERNET/TELECOMM SERVICES	178	1,693	7,019	24%	2,525	7,020	36%	7,019
271-790-861-000	TRANSPORTATION - MILEAGE REIMB	450	883	940	94%	-	750	0%	175
271-790-879-000	WEBSITE	-	123	1,113	11%	838	935	90%	838
271-790-881-000	ADVERTISING	-	36	1,058	3%	125	1,145	11%	405
271-790-887-000	SPEAKERS/PERFORMERS	-	200	2,000	10%	435	2,500	17%	885
271-790-890-000	ILS FEES	-	6,099	14,180	43%	3,011	14,080	21%	11,855
271-790-891-000	LICENSES AND FEES	-	886	860	103%	510	1,905	27%	510
271-790-892-000	SOFTWARE LICENSES	-	-	1,905	0%	644	680	95%	1,922
271-790-900-000	PRINTING AND PUBLISHING	-	84	730	12%	40	220	18%	397
271-790-906-000	PROMOTIONS/MARKETING	-	54	500	11%	-	100	0%	900
271-790-909-000	TRAINING	-	-	600	0%	133	550	24%	204
271-790-910-000	PROFESSIONAL DEVELOPMENT	-	404	300	135%	-	300	0%	-
271-790-911-000	CONFERENCES	30	1,130	2,850	40%	2,586	2,200	118%	3,301
271-790-912-000	MEETINGS	120	258	400	65%	-	75	0%	24
271-790-915-000	MEMBERSHIPS	-	295	1,529	19%	210	1,714	12%	1,558
271-790-916-000	DUES AND FEES	-	805	1,435	56%	-	1,435	0%	151
271-790-918-000	WATER/SEWER	531	2,551	5,500	46%	2,466	5,000	49%	5,389
271-790-919-000	WASTE DISPOSAL	50	233	602	39%	250	350	72%	601
271-790-920-000	ELECTRIC	2,102	12,812	28,035	46%	13,597	26,700	51%	26,927
271-790-921-000	NATURAL GAS	296	689	5,500	13%	939	3,000	31%	6,570
271-790-929-000	GROUNDS REPAIR AND MAINTENANCE	1,375	1,587	4,500	35%	130	1,800	7%	5,210

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271-790-929-010	SNOWPLOWING/SNOW REMOVAL	-	-	900	0%	-	1,500	0%	450
271-790-930-000	BUILDING REPAIR & MAINTENANCE	3,290	9,545	6,150	155%	2,486	1,950	128%	49,254
271-790-931-000	EQUIPMENT REPAIR & MAINTENANCE	-	57	1,200	5%	918	2,300	40%	1,043
271-790-933-000	SOFTWARE MAINTENANCE AGREEMENTS	-	521	-	0%	-	-	0%	-
271-790-935-000	PROPERTY LIABILITY INSURANCE	-	7,782	14,400	54%	13,792	12,000	115%	13,792
271-790-939-000	WORKERS COMPENSATION INSURANCE	-	213	735	29%	358	1,100	33%	717
271-790-941-000	PRINTER/COPIER LEASE/MAINT	-	1,020	4,100	25%	1,020	4,100	25%	4,081
271-790-944-000	INSPECTION SERVICES	-	420	680	62%	530	960	55%	1,409
271-790-950-000	COLLECTION SERVICES	-	30	300	10%	89	340	26%	286
271-790-955-000	MISCELLANEOUS	-	120	-	0%	-	-	0%	-
271-790-962-000	LOST/DAMAGED MATERIALS FEES	81	114	100	114%	51	100	51%	128
271-790-965-000	PROPERTY TAX REIMBURSEMENT	-	-	100	0%	114	100	114%	114
271-790-975-000	BLDNGS AND BUILDING IMP - DEPR	-	39,520	110,000	36%	-	11,000	0%	-
271-790-975-010	BLDG & BLDG IMP - NON-DEPRECB	-	2,026	-	0%	-	-	0%	-
271-790-978-000	TECHNOLOGY - DEPRECIABLE	-	-	-	0%	461	-	0%	-
271-790-978-010	TECHNOLOGY - NON-DEPRECIABLE	-	19	3,000	1%	2,396	2,000	120%	5,650
271-790-980-000	EQUIPMENT/FURNITURE - DEPREC	-	5,455	-	0%	2,823	-	0%	-
271-790-980-010	EQUIPMENT/FURNITURE - NON-DEPR	645	5,362	3,400	158%	111	450	25%	8,794
271-790-982-000	COLLECTION MATERIALS - BOOKS	1,828	8,617	17,000	51%	5,479	17,000	32%	21,028
271-790-982-010	COLLECTION MATERIALS - A/V	286	1,112	2,250	49%	433	2,250	19%	1,032
271-790-982-020	COLLECTION MATS - BEYOND BOOKS	-	620	1,000	62%	174	1,250	14%	1,146
TOTAL LIBRARY OPERATIONS		58,266	307,844	713,969	43%	265,571	656,799	40%	712,956
TOTAL REVENUE & INCOMING TRANSFERS		8,500	311,530	709,941	44%	51,423	673,516	8%	794,126
TOTAL EXPENDITURES & OUT TRANSFERS		58,266	307,844	713,969	43%	265,571	656,799	40%	712,956
NET REVENUES OVER EXPENDITURES		(49,766)	3,686	(4,028)		(214,148)	16,717		81,169

November 2025 R&E Notes

		THIS MONTH ACTUAL	THIS YEAR FISCAL YTD 31-Oct-25	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	Notes
OPERATING REVENUES	Fund					
271-100-665-000	INTEREST EARNED ON DEP & INVST	3,250	13,248	10,000	132%	continues to grow providing unplanned income

		THIS MONTH ACTUAL	THIS YEAR FISCAL YTD 31-Oct-25	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	Notes
LIBRARY OPERATIONS	Fund					
271-790-806-000	LEGAL SERVICES	4,248	4,248	500	850%	still tracking to seek some reimbursement once windows are resolved
271-790-823-000	OTHER CONSULTING SERVICES	8,233	8,583	1,750	490%	still tracking to seek some reimbursement once windows are resolved
271-790-930-000	BUILDING REPAIR & MAINTENANCE	3,290	9,545	6,150	155%	\$3,100 moisture survey was budgeted but overall we're seeing more unexpected expenses and are over-budget TY
271-790-980-010	EQUIPMENT/FURNITURE - NON-DEPR	645	5,362	3,400	158%	will be over budget TY but a patron donation is offsetting \$1K of it; purchased phone chargers this month



HASTINGS PUBLIC LIBRARY  
Invoices for November 2025  
Prepared for the January 5, 2025 Board Meeting

Account Name	Vendor	Amount	Total	Notes
Salaries & Wages			\$ 23,558.73	
Social Security Taxes			\$ 1,797.06	
Fringe Benefits			\$ 4,394.63	
Total Wages and Benefits:			\$ 29,750.42	
Supplies			\$ 1,375.06	
	Processing	\$ 157.67		
	Building/Repair/Maint	\$ 611.77		
	Programming	\$ 541.16		
	Office	\$ 17.47		
	Paper	\$ 46.99		
Collection Materials - Books			\$ 1,828.43	
	ALA	\$ 62.52		
	Brodart	\$ 536.44		
	Amazon	\$ 413.05		
	Junior Library Guild	\$ 756.45		\$696.45 annual standing order renewal
	Cengage Large Print	\$ 59.97		
Collection Materials - AV			\$ 285.75	
Utilities & Services			\$ 3,775.51	
	City - water & sewer	\$ 531.28		
	Consumers - electric	\$ 2,102.26		
	Consumers - natural gas	\$ 296.40		
	MEI Internet	\$ 58.42		
	MEI Phones	\$ 313.50		
	Fusion Land Lines	\$ 303.59		
	Mobile Beacon (Hotspots)	\$ 120.00		
	Granger Waste Services	\$ 50.06		recycling
Contracted IT Services			\$ 1,200.00	monthly IT
Building Repair & Maintenance			\$ 3,290.21	
	DHE	\$ 156.36		Energy Recovery Wheel semi-annual maintenance
	Weatherproofing Technologies	\$ 3,133.85		roof thermal scan
Legal Services			\$ 4,248.00	
Subscriptions & Publications			\$ 114.99	
	The Atlantic	\$ 114.99		Annual renewal; offset by patron donation
Disposable Technology			\$ 21.09	
Maintenance Contracts			\$ 1,413.25	
	DHE Plumbing & Mechanical	\$ 1,413.25		quarterly maintenance
Consulting Services			\$ 8,232.50	
	dbHMS	\$ 8,232.50		window consultant
Transportation - mileage reimburs.			\$ 450.10	mileage and parking for MLA in October
Conf/wkshop, Profess. Dev, Training			\$ 30.00	
	MLA	\$ 30.00		misc costs at MLA in October
Meetings			\$ 120.20	food for staff training day in October
Grounds Repair and Maintenance			\$ 1,375.00	
	Kenowa Companies	\$ 175.00		irrigation system winter prep
	Harder & Warner	\$ 1,200.00		winter landscaping prep
Software Subscriptions			\$ 30.00	Monthly Duo 2-factor authentication for VPN (2FA)
Lost/Damaged Materials Fees			\$ 81.34	patron refunds
Equipment/Furniture - non-depreciable			\$ 644.61	phone chargers (\$519.27) offset by patron donation
Total Invoices (without wages & benefits):			\$ 28,516.04	

# CITY OF HASTINGS

BALANCE SHEET  
AS OF NOVEMBER 30, 2025

## FUND 271 - LIBRARY FUND

		<i>FISCAL YTD</i> <i>30-NOV-25</i>	<i>FISCAL YTD</i> <i>30-NOV-24</i>
<b>ASSETS</b>			
271-000-001-001	CHECKING ACCOUNT - COMMON CASH	( 811.09)	( 274,523.19)
271-000-001-002	CHECKING ACCOUNT - PAYPAL CONT	.00	500.00
271-000-004-000	PETTY CASH	468.00	468.00
271-000-017-000	INVESTMENTS - AMERICN DEP MGMT	63,108.23	60,889.28
271-000-017-050	INVESTMENTS - MI CLASS POOLED	535,082.32	511,510.00
<b>TOTAL ASSETS</b>		<b>597,847.46</b>	<b>298,844.09</b>
<b>LIABILITIES AND FUND BALANCE</b>			
<b>FUND BALANCE</b>			
271-000-375-000	FUND BALANCE - RESTRICTED	294,161.39	212,992.24
271-000-380-000	COMMITTED FUND BALANCE	300,000.00	300,000.00
	REVENUE OVER EXPENDITURES - YTD	3,686.07	( 214,148.15)
<b>TOTAL FUND BALANCE</b>		<b>597,847.46</b>	<b>298,844.09</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>		<b>597,847.46</b>	<b>298,844.09</b>

## Library Director's Report - December 2025 January 5, 2026 Board Meeting

### Highlights

December started with lots of excitement at the Holiday Market on December 5. Tess's report has more detail, but we were very busy with over 950 people coming through the doors that night to shop and be entertained with live Christmas music. The gingerbread contest entry voting was also very popular that night.



The next day saw our annual Cookies with Santa and face-painting. He seemed especially jolly this year and the kids all enjoyed their free cookie provided by the Friends of HPL.



On the Strategic Planning front, we are getting ready to formally publish the new 2026-2029 Plan on the website, in the building, and on social media in early January. The team is hard at work on action plan items and will provide our first quarterly update in April 2026.

Personally, I am happy to say that I completed my Master in Library and Information Science degree and graduated from Wayne State University in December 2025.

I am sad to announce that our long-time cleaner, Reg, has decided to retire. He has been here for about the last 8 years and will be missed. For now, we have contracted Key Cleaning to clean the building and will evaluate whether or not to hire again internally.

Finally, I am very excited that Chloe is returning from maternity leave in January, bringing the staff back up to full strength. I am very proud and thankful for everyone on the team who stepped up to fill in her shifts and helped cover some of her tasks for the last two months.

## Project Updates

**Automatic Bathroom Doors:** One minor teak remains to be resolved for the family bathroom, but all three downstairs bathrooms' openers are fully functional and being used.

**Study Rooms:** Feedback during Strategic Planning indicated interest in additional study room space. We have engaged an architect to provide a rough idea on the cost to repurpose some existing space for 1-2 study rooms, as well as to provide a rough estimate on costs to create a dedicated makerspace. A focus on makerspace and innovation is also part of the new Strategic Plan, so this is an initial step as we explore how to move forward and build an implementation timeline.

## Training

Here is what the staff did in December:

- **Naturalist in Residence:** David watched this webinar from the Sustainable Libraries Initiative that we recently joined. It's a fascinating idea on how to better connect people to nature, and given our location in Barry County, I think it's a program we will explore for future implementation. Essentially, it is an in-depth program for only a few months led by an "expert" to educate participants on a topic, such as birding, hiking, outdoor survival, water conservation, etc. The point is to connect people to nature.

## Assistant Director Tess Allarding's Report

December started off with a bang! We hosted our annual Holiday Market on Friday, December 5th. I think we had a record number of 45 booths with 34 unique vendors selling their wares! There was a nearly 50/50 split of returning and new vendors this year, and many of the new vendors expressed interest in returning next year. We had about 12 Friends members helping throughout the night with setup and teardown, and our door counters recorded 1,416 visits throughout the day! For last year's Holiday Market, we recorded 926 visits the day of the event, so we definitely saw more traffic this year! I received a lot of positive feedback from vendors throughout the evening. To try to increase traffic to the vendors upstairs, which has been a challenge in the past, I printed off maps listing where each vendor was located for shoppers to use. We also incorporated signage on our display TVs and computers encouraging shoppers to check out the vendors on the second floor. I do think this was helpful, and I plan to utilize these tools again for the 2026 Holiday Market.

I completed the collection development training I enrolled in this month, and I am really excited about the ideas that were presented in it. One of the requirements from the Library of Michigan, who provided funding for me to attend the training, is to create a summary report of what I learned. I am hoping to use my summary as a guidebook moving forward on growing and weeding the various parts of the collection. I am hoping to dive into our collection more in the new year, specifically the nonfiction section, to see which areas may be lacking and can be added to. We

received patron feedback during our Strategic Planning surveys and focus groups that patrons want more variety in our nonfiction collection, so I'm looking forward to growing the collection!

I submitted our application for the Libraries Transforming Communities grant through the American Library Association this month. As I mentioned in a previous report, libraries awarded the grant will be given either \$10,000 or \$20,000 to fund projects to increase accessibility. Should we be awarded the \$10,000 grant, we plan to install an adult-size changing table in our family restroom on the first floor. If we are awarded the \$20,000 grant, we plan to create two handicap-accessible parking spaces and put a ramp in the sidewalk at the south entrance. We received letters of support from both The Ability Collective of Barry County and the Barry ISD. We should hear back by March if we have been awarded the grant. Keep your fingers crossed!!

### Youth Librarian Erin Quada's Report

December is a busy month for everyone and Youth Services is no exception. While we didn't host a lot of programs, Lake and I worked on preparing for our winter programs, planned for the upcoming Summer Library Program, and continued to work on ongoing projects.

Programs were hit and miss over the month. We had fluctuating attendance at storytimes and varying attendance at our other events. We hosted our first Build Bash for youth and families and it seemed to be a hit. We had lots of interest on social media and requests to make it a regular thing. Though we don't currently have any more scheduled, we will consider adding some down the road. We hosted a Half Day Movie on the last day of school before the winter break. Though the program was aimed at teens and none attended, a couple families asked if they could watch and I agreed. They were appreciative of the activity. Canvases for our annual Tiny Art Show became available on December 15 and will be on display mid-January through the end of the month. We had a generous patron donate an addition 14 canvases and easels to be handed out for people to participate. So far, 46 people have signed up. Completed works are due back by January 9.

While we don't offer youth programs over the school winter break, we participated as a pick-up location for winter break kits. This program had been spearheaded by Great Start Collaborative in the past, but with their dissolution, Pierce Cedar Creek Institute took it on this year. Patrons are always eager to pick up their kits and Sara Syswerda from PCCI is wonderful about keeping us stocked for all of the age groups. I also provided outreach at Y Time at their new facility for both preschool and school-aged kids. This is a great time to interact with kids from the community and expose many of them to Library activities for the first time.





## Marketing and Programming Coordinator Barbara Haywood's Report Events Summary

**MI Michigan Story** – Dec 9: Seventeen participants took part in an evening of live storytelling, with four individuals interviewed or sharing their personal Michigan stories. Many of these stories will be featured in upcoming episodes of the MI Michigan Story Podcast. This event celebrated real stories told by the people who lived them. MI Michigan Story is a radio show, podcast, and live storytelling series dedicated to showcasing authentic, personal narratives from across the state. The focus is on the stories themselves—not true crime or formal history lessons, but heartfelt, funny, moving, and unforgettable moments from everyday Michiganders.



**Visual Storying Telling and Tiny Art** – Dec 29: Eight participants took part in Mini Masterpieces: Visual Storytelling in Tiny Spaces, an evening of creativity and inspiration focused on the art of visual storytelling on a miniature canvas. Led by artist Rue Sparks, this interactive workshop guided participants through techniques for creating meaningful artwork in small formats.

## Marketing Summary

January is a quarterly calendar cycle, which includes:

- A quarterly events calendar distributed with the city water bill and included in the city's online newsletter.
- A quarterly printed flyer highlighting Library programs and events.

The Library's Strategic Plan marketing initiatives are currently under review to ensure alignment with long-term goals and community engagement priorities.

Marketing efforts for to patrons have expanded with the launch of two special interest newsletters designed to reach specific user groups while increasing awareness of Library programs, services, and resources:

- Winter Makerspace Events at HPL, highlighting upcoming art, craft, and cooking programs
- Digitarians Newsletter 2025, featuring information about the new Libby reciprocal lending library and other digital resource updates

## Circulation Supervisor Chloe Lewis' Report

Chloe is out on Maternity Leave.

## Upcoming Programs and Events – January 2026

As we've done for many years, the library will be a remote viewing location for Calvin University's January Series. Anyone is welcome to come here to watch any of the sessions broadcast the last two weeks of January at 12:30pm, Monday – Friday. Check out the schedule of speakers at <https://calvin.edu/january-series/january-speakers>.



Other events include:

- 7, Wednesday, 2pm: Podcasts, Find Your Next Favorite Listen – Digital Literacy
- 7, Wednesday, 4pm: STEAM at the Library
- 8, Thursday, 3:30pm: Sew Much Fun Youth Sewing Workshop
- 10, Saturday, 1pm: Rustic Bread & Rolls
- 15, Thursday, 3:30pm: Sew Much Fun Youth Sewing Workshop
- 16, Friday, 3:30pm: Teen Video Game Tournament
- 17, Saturday, 9am-7pm: Gamequest – 10 Hours of Gaming
- 19-23, Monday-Friday, 12:30pm: January Series
- 19, Monday, 6pm: Beginning Stitches Embroidery Workshop
- 20, Tuesday, 10am: Tea & Treats (with Peggy!)
- 21, Wednesday, 6pm: MI Michigan Story Open Mic Night
- 22, Thursday, 3:30pm: Sew Much Fun Youth Sewing Workshop
- 26-30, Monday-Friday, 12:30pm: January Series
- 26, Monday, 6pm: Craft & Laugh Night
- 27, Tuesday, 3:30pm: Youth Board Game Play
- 28, Wednesday, 2pm: Walk-in Tech Help
- 29, Thursday, 3:30pm: Sew Much Fun Youth Sewing Workshop
- 30, Friday, 6pm: Teen Mini-Golf

## Monthly Statistics - November 2025

### Net Promoter Score\*: 79



#### Physical Library Visits

LY Month	2,718
TY Month	5,273
YTD	29,998



#### Library Card Holders

	City	Hastings Twp	Rutland Twp	Non-Resident
Total	2,834	850	1,097	93
New	14	9	5	2



#### Volunteer Hours

LY Month	127
TY Month	78
YTD	782



#### Item Circulation

	Children's	Non-Children's	Mobile	Total
LY Month	2,280	2,222	-	4,502
TY Month	2,207	2,269	-	4,476
YTD	13,078	12,666	377	26,121



#### Wireless Sessions

LY Month	652
TY Month	842
YTD	4,964



#### Inter-Library Loans

	To HPL	From HPL	Total
LY Month	401	316	717
TY Month	424	330	754
YTD	2,248	2,157	4,405



#### Library of Things Circs

	TY Month	YTD
LoT	28	238
Hotspots	22	127
Museums	0	2



#### Programs

	Youth		Adult & General	
	Offered	Attendance	Offered	Attendance
TY Month	23	341	12	149
YTD	97	1,752	62	997



#### Digital Downloads

LY Month	2,340
TY Month	2,612
YTD	14,156



#### Computer Sessions

	Adult	Kids	Teen	MI Room
LY Month	275	113	90	3
TY Month	317	75	43	1
YTD	2,046	854	303	10

#### Miscellaneous

	TY Month	YTD
Princh Documents	195	1,416
Study Room Usage	40	243
Non-HPL Community Room Usage	31	121



#### Websites

		Sessions	Users	Page Views
HPL	LY Month	2,277	1,669	3,413
	TY Month	4,609	4,187	5,657
	YTD	16,369	13,211	23,165
BCHP	TY Month	1,035	946	3,864
	YTD	1,957	1,669	7,973