

HASTINGS PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Agenda
December 5, 2022 4:30pm
Community Room

1. Call to order
2. Agenda p. 1
3. Public Comments
4. Correspondence – none
5. Approval of Minutes p. 2-3
 - a. December 5, 2022
6. Financial Reports p. 4-5
 - a. October invoices p. 6-9
 - b. October budget report p. 10-11
 - c. November invoices p. 12-15
 - d. November budget report
7. Library Director's Report p. 16-19
 - a. January
8. Committees
 - a. Budget and Finance
 - b. Building and Grounds
 - c. Personnel
 - d. Policy
 - e. Marketing
 - f. Capital Campaign
9. Unfinished Business
 - a. None
10. New Business p. 20
 - a. Annual election of officers.
 - b. Assign board members to standing committees.
 - c. Set date for Budget & Finance committee meeting.
 - d. Request a motion to rescind the Patron Social Distancing Policy and the Policy Regarding Use of the Library for Extended Sessions During COVID-19 Restrictions. p. 21-24
 - e. Request a motion to approve updates to the Emergency Policy. p. 25
 - f. Request a motion to approve updates to the Michigan Room Policy. p. 26-27
 - g. Request a motion to approve updates to the Teen Room Policy. p. 28-29
 - h. Request a motion to approve updates to the Public Relations Policy. p. 30-32
 - i. Request a motion to approve the Service Animals in Library Policy. p. 33-34
11. Board Member Comments
12. Adjourn

**Hastings Public Library Board of Trustees
Minutes**

Date: December 5, 2022 – 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 Newberry at 4:31 p.m.

- Board members present: Kelli Newberry, Jeff Kniaz, John Resseguie, Cloe Oliver, Dave Koons, Jane Cybulski, and Chloe Kelly. Not present: Norma Jean Acker and Audrey Burton.
- Also present was Peggy Hemerling.

2. Agenda– Motion to change agenda made by Jeff Kniaz, seconded by Chloe Kelly regarding moving the January 2023 Library Board Meeting from Monday, January 2, to January 9, 2023.

3. APPROVAL OF MINUTES October 3, 2022. Motion to approve the minutes as presented by Jeff Kniaz, seconded by Jane Cybulski. Motion approved.

4. FINANCIALS: (October was not available yet) SEPTEMBER FINANCIAL REPORTS and INVOICES – Jeff Kniaz moved we accept the financial reports as presented, seconded by Dave Koons. Motion approved.

5. LIBRARY DIRECTOR'S REPORT –

- a. Peggy Hemerling notified us that Norma Jean Acker resigned her position as Library Trustee effective immediately The mayor will appoint a replacement.

6. COMMITTEES

- a. Budget and Finance
- b. Building and Grounds
- c. Personnel
- d. Policy – set meeting date of Tuesday, January 3, 2023, at 3:30 p.m.
- e. Marketing
- f. Capital Campaign: we have reached the one \$1,000,000 mark, and we have an anonymous donor that will match funds for the next \$100,000 raised.

7. NEW BUSINESS

- a. Trustee Training: It will take place immediately following the board meeting on February 6, 2023, and should last approximately one and half hours.
- b. Request to move the July 2023 library board meeting from Monday, July 3rd to Monday, July 10, 2023, to accommodate board members who will be unavailable due to the July 4th holiday. Jeff Kniaz motioned to approve

moving the July 3, 2023, board meeting to July 10, 2023. John Resseguie seconded motion. Motion approved.

- c. Request to move the January 2024 meeting from Monday, January 1st to Monday, January 8, 2024, to accommodate the New Year's Holiday. Jeff Kniaz motioned to approve moving the meeting from January 1, 2024, to January 8, 2024. Motion seconded by John Resseguie. Motion approved.
- d. Jeff Kniaz moved to hire Jeff Mansfield to serve as the onsite manager of the window project at \$38.37 per hour, John Resseguie seconded motion. Discussion took place. Jeff Kniaz moved to amend the motion to hire Jeff Mansfield to serve as the onsite manager for the window project, at an hourly rate of \$38.37, to be capped at \$15,000, John Resseguie seconded the motion. Amended motion approved.
- e. Motion to move January 2023 meeting was no longer needed, as that meeting date had already been voted and approved earlier this year.

8. NEXT MEETING DATE

- a. Next board meeting on January 9, 2023, at 4:30 p.m.

9. ADJOURNMENT: Meeting was adjourned at 5:18 p.m.

HASTINGS PUBLIC LIBRARY
Invoices for October 2022
Prepared for January 9, 2023 Board meeting

Account	Vendor	Amount	Total
Salaries & Wages			\$ 20,565.72
	October	\$ 20,565.72	
Social Security Taxes			\$ 1,518.21
	October	\$ 1,518.21	
Fringe Benefits			\$ 10,248.79
	Benefits	\$ 10,248.79	
Supplies:			\$ 888.88
	Lansing Sanitary Service	\$ 266.74	
	Culligan	\$ 25.20	
	Quill	\$ 205.54	
	Amazon	\$ 369.45	
	ACE	\$ 21.95	
Wellness/Medical Supplies			\$ 116.53
	Amazon	\$ 84.95	
	Quill	\$ 31.58	
Disposable Technology			\$ 1,221.39
	Amazon	\$ 1,221.39	
Program Supplies			\$ 175.49
	Amazon	\$ 19.99	
	Barbara Haywood	\$ 7.36	
	J-Ad Printing Plus	\$ 84.80	
	David Edelman	\$ 18.46	
	Paige Brandli	\$ 44.88	
Subscriptions & Publications			\$ 87.91
	Wall Street Journal	\$ 54.99	
	Mother Earth News mag.	\$ 12.95	
	Popular Mecanics	\$ 19.97	
Software Subscriptions			\$ 190.84
	Zoom	\$ 116.22	
	I Drive	\$ 74.62	
Electronic Media			\$ 665.08
	Midwest Tape - Hoopla	\$ 665.08	
Professional Services			\$ 198.00
	Kennari Consulting	\$ 198.00	
Legal			\$ 333.00
	Dickinson Wright PLLC	\$ 333.00	
Contracted IT Services			\$ 1,500.00
	Clark Tech. Services	\$ 1,500.00	
Pre-employment screening			\$ 146.00
	Spectrum Health Occupat. Services	\$ 146.00	

Lakeland Lib. Co-op Services			\$ 4,205.25
	Delivery charges	\$ 616.75	
	Admin. services	\$ 693.75	
	ILS Fees	\$ 2,894.75	
Maintenance Contracts			\$ 1,590.00
	T.H. Eifert	\$ 1,590.00	
Consulting Services			\$ 87.50
	Elite Fund	\$ 87.50	
Telephone & Fax			\$ 208.20
	Fusion	\$ 208.20	
Internet			\$ 720.00
	Mobile Beacon	\$ 720.00	
Transportation - mileage reimburs.			\$ 54.06
	David Edelman	\$ 54.06	
Community Promo & Ads			\$ 598.60
	Hastings Banner	\$ 54.00	
	The Reminder	\$ 92.88	
	Indeed	\$ 145.16	
	4 imprint	\$ 210.56	
	WBCH	\$ 96.00	
Software Licenses			\$ 122.50
	The Library Network-Deep Freeze		
Conf/wkshop, Profess. Dev, Training			\$ 683.79
	MLA Annual Confer - Peggy	\$ 275.00	
	MLA Confer hotel - David	\$ 286.38	
	The Cookie Store - training lunch	\$ 122.41	
Public Utilities			\$ 226.96
	City - water & sewer	\$ 226.96	
Waste Disposal			\$ 10.66
	Les's Sanitary Service	\$ 10.66	
Grounds Repair & Maintenance			\$ 37.10
	Cotants	\$ 37.10	
Printer/Copier Lease/Maint			\$ 1,067.64
	Konica Minolta	\$ 1,067.64	
Equipment/Furniture-ND			\$ 1,175.99
	Hastings ACE	\$ 49.99	
	Traf-Sys Inc.	\$ 1,126.00	
Collection Materials - Books			\$ 515.48
	Baker & Taylor	\$ 462.04	
	Amazon	\$ 23.44	
	YMCA of Barry County	\$ 30.00	
Collection Materials - AV			\$ 75.84
	Baker & Taylor		
	Amazon	\$ 75.84	
Total Invoices			\$ 49,235.41

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2022

FUND 271 - LIBRARY FUND

OPERATIONS

	THIS MONTH ACTUAL 31-OCT-22	THIS YEAR FISCAL YTD 31-OCT-22	REVISED BUDGET 2022-2023	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-OCT-21	REVISED BUDGET 2021-2022	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
OPERATING REVENUES								
271-100-502-000 UNIVERSAL SERVICE FUND - ERATE	.00	2,376.00	15,439	15%	2,817.98	6,000	47%	5,193.98
271-100-528-000 FEDERAL GRANTS - OTHER	4,000.00	4,068.05	0	0%	.00	0	0%	.00
271-100-540-000 STATE AID	.00	6,687.35	10,000	67%	5,786.97	10,000	58%	12,381.53
271-100-583-000 STATE GRANT - LIBRARY OF MICH	.00	900.00	0	0%	.00	0	0%	.00
271-100-637-000 CONTRIBUTIONS FROM OTHER TOWNSHIP	74.12	74.12	390,000	0%	876.54	420,000	0%	403,524.93
271-100-649-000 FOIA FEES	.00	.00	0	0%	.00	0	0%	146.00
271-100-651-000 PRINTING/FAX FEES	811.70	2,772.95	7,000	40%	2,579.67	5,000	52%	7,636.42
271-100-658-000 NON-RESIDENT FEES	50.00	500.00	1,000	50%	675.00	400	169%	1,425.25
271-100-658-000 PENAL FINES	4.50	8,264.13	10,000	83%	9,994.84	8,500	118%	9,994.84
271-100-659-000 OVERDUE FINES	68.64	481.42	1,500	32%	849.88	200	425%	2,032.25
271-100-655-000 INTEREST EARNED ON DEP & INVST	1,510.65	4,350.27	250	1740%	34.27	4,750	1%	1,184.07
271-100-667-000 FACILITY RENTALS	245.00	255.00	1,000	26%	460.00	200	230%	900.00
271-100-672-000 OTHER REVENUE	740.73	3,391.92	2,000	170%	1,780.92	1,700	105%	6,538.34
271-100-674-010 PRIVATE CONTRIBUTNS & DONATIONS	36.00	1,334.75	20,000	7%	4,473.69	20,000	22%	52,470.35
271-100-676-000 BCF CONTRIBUTIONS	.00	.00	715,000	0%	.00	16,250	0%	16,462.00
271-100-699-101 REIMBURSEMENT OF EXPENDITURES	.00	.00	0	0%	.00	50	0%	.00
271-100-699-101 TRANSFERS IN - GENERAL FUND	.00	.00	158,605	0%	.00	151,170	0%	151,170.00
TOTAL OPERATING REVENUES	7,540.34	35,455.96	1,331,794	3%	30,329.76	644,220	5%	671,059.96
TOTAL REVENUE & INCOMING TRANSFERS	7,540.34	35,455.96	1,331,794	3%	30,329.76	644,220	5%	671,059.96

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2022
FUND 271 - LIBRARY FUND

OPERATIONS

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR FULL YEAR ACTUAL
	ACTUAL 31-OCT-22	FISCAL YTD 31-OCT-22	BUDGET 2022-2023	% OF BUDGET	FISCAL YTD 31-OCT-21	BUDGET 2021-2022	% OF BUDGET	
LIBRARY OPERATIONS								
271-790-702-000 FULL-TIME WAGES	8,118.48	32,822.70	105,557	31%	30,961.19	97,544	32%	100,084.29
271-790-703-000 ADMINISTRATORS/SUPERVISR SALARIES	4,245.26	19,041.84	55,188	35%	18,547.28	53,581	35%	53,581.05
271-790-704-000 PART-TIME WAGES	7,136.31	28,235.71	81,898	34%	29,373.34	91,505	32%	86,280.86
271-790-704-010 PART-TIME WAGES- LIBRARY MAINT	1,052.29	4,163.36	15,779	26%	4,129.81	12,051	34%	13,085.92
271-790-709-000 SOCIAL SECURITY TAXES	1,518.21	6,201.53	19,770	31%	6,041.95	19,483	31%	18,634.66
271-790-713-000 OVERTIME	13.38	42.54	0	0%	43.56	0	0%	133.66
271-790-716-000 MERS DEFINED CONTRIBUTIONS	.00	785.36	6,588	12%	1,510.77	5,540	27%	3,928.00
271-790-717-000 MERS DEFINED BENEFIT PLAN	4,456.92	17,019.89	49,710	34%	15,059.89	65,592	23%	50,379.65
271-790-717-010 MERS DEFINED BENEFIT HYBRID PLN	731.00	2,131.17	3,959	54%	1,609.64	4,214	38%	5,429.17
271-790-718-000 HEALTH INSURANCE - PREMIUMS	4,733.30	18,933.20	59,000	32%	18,155.61	55,717	33%	55,849.09
271-790-718-010 HEALTH INSURANCE - HSA	.00	.00	0	0%	.00	0	0%	1,300.92
271-790-719-000 DENTAL INSURANCE PREMIUM	287.62	1,150.48	3,460	33%	1,150.48	3,460	33%	3,451.44
271-790-724-000 LIFE INSURANCE	39.95	159.80	510	31%	159.80	510	31%	479.40
271-790-751-000 PROCESSING SUPPLIES	12.95	648.81	1,400	46%	704.44	1,400	50%	2,219.95
271-790-756-000 REPAIR & MAINTENANCE SUPPLIES	43.19	161.16	500	32%	47.52	700	7%	902.31
271-790-760-000 MAINTENANCE SUPPLS - CUSTODIAL	.00	121.89	300	41%	13.35	350	4%	238.98
271-790-761-000 BUILDING SUPPLIES	564.10	779.41	1,300	60%	175.80	1,300	14%	2,077.87
271-790-762-000 WELLNESS/MEDICAL SUPPLIES	116.53	116.53	270	43%	.00	530	0%	232.52
271-790-766-000 DISPOSABLE TECHNOLOGY	1,221.39	1,993.62	1,275	156%	646.20	1,900	34%	2,054.35
271-790-767-000 CLOTHING	.00	.00	125	0%	.00	300	0%	.00
271-790-770-000 PROGRAMMING SUPPLIES	175.49	417.35	1,900	22%	490.49	1,750	28%	2,098.43
271-790-772-000 PROMOTIONS SUPPLIES	59.99	59.99	300	20%	.00	500	0%	.00
271-790-777-000 OFFICE SUPPLIES	208.65	623.47	900	69%	121.34	1,100	11%	613.95
271-790-778-000 PAPER	.00	144.99	500	29%	57.98	500	12%	385.87
271-790-791-000 SUBSCRIPTIONS AND PUBLICATIONS	87.91	520.58	1,700	31%	666.63	1,430	47%	1,743.19
271-790-792-000 SOFTWARE SUBSCRIPTIONS	190.84	2,909.04	5,175	56%	2,539.90	4,455	57%	3,921.90
271-790-793-000 OVERDRIVE	.00	8,340.67	8,352	100%	6,111.64	7,350	83%	6,111.64
271-790-794-000 HOOPLA	665.08	1,252.17	5,000	25%	1,394.85	4,250	33%	5,903.02
271-790-796-000 MISCELLANEOUS ELECTRONIC ACCES	.00	1,793.62	1,745	103%	1,741.38	1,745	100%	1,741.38
271-790-798-000 LIBRARY CARDS	.00	.00	0	0%	21.90	0	0%	21.90
271-790-802-000 PROFESSIONAL SERVICES	198.00	243.00	0	0%	12,400.00	0	0%	38,882.50
271-790-806-000 LEGAL SERVICES	333.00	333.00	350	95%	1,080.00	150	720%	1,080.00

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2022
FUND 271 - LIBRARY FUND

OPERATIONS

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL 31-OCT-22	FISCAL YTD 31-OCT-22	BUDGET 2022-2023	YTD % OF BUDGET	FISCAL YTD 31-OCT-21	BUDGET 2021-2022	YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-809-000	1,500.00	6,250.00	24,500	26%	5,235.03	24,275	22%	23,435.03
271-790-812-000	146.00	146.00	146	100%	536.00	100	536%	816.00
271-790-813-000	616.75	1,231.00	2,725	45%	1,065.00	1,912	56%	2,293.50
271-790-816-000	.00	299.88	350	86%	299.88	325	92%	299.88
271-790-817-000	693.75	1,367.00	2,840	48%	1,409.00	3,158	45%	2,755.50
271-790-818-000	1,590.00	3,180.00	9,048	35%	3,180.00	8,510	37%	8,487.43
271-790-823-000	87.50	87.50	400	22%	113.50	1,550	7%	801.00
271-790-825-000	.00	.00	50	0%	41.92	25	168%	41.92
271-790-850-000	208.20	1,448.01	5,300	27%	1,285.15	4,760	27%	4,864.89
271-790-851-000	.00	256.16	400	64%	57.25	400	14%	331.86
271-790-852-000	720.00	1,710.00	7,800	22%	3,060.00	7,620	40%	8,115.00
271-790-861-000	54.06	54.06	300	18%	.00	300	0%	51.36
271-790-879-000	.00	.00	250	0%	.00	210	0%	.00
271-790-880-000	210.56	210.56	300	70%	.00	600	0%	48.00
271-790-881-000	388.04	486.50	500	97%	340.95	400	85%	1,036.55
271-790-887-000	.00	.00	0	0%	.00	0	0%	85.00
271-790-890-000	.00	1,470.00	1,000	147%	375.00	1,000	38%	975.00
271-790-891-000	2,894.75	6,039.50	14,080	43%	5,619.00	11,667	48%	13,350.17
271-790-892-000	.00	470.43	460	102%	122.86	460	27%	275.85
271-790-900-000	122.50	643.75	800	80%	763.75	750	102%	763.75
271-790-902-000	.00	216.00	217	100%	.00	150	0%	725.00
271-790-906-000	.00	.00	0	0%	.00	400	0%	45.00
271-790-907-000	.00	20.06	200	10%	.00	450	0%	.00
271-790-909-000	.00	.00	100	0%	.00	100	0%	.00
271-790-910-000	122.41	122.41	300	41%	10.00	400	3%	363.50
271-790-911-000	.00	.00	400	0%	1,806.00	500	361%	1,806.00
271-790-912-000	561.38	836.38	2,450	34%	.00	2,550	0%	711.29
271-790-915-000	.00	37.95	150	25%	.00	75	0%	.00
271-790-916-000	.00	992.72	1,300	76%	899.97	1,228	73%	1,369.97
271-790-918-000	226.96	1,029.74	3,000	34%	155.00	1,350	11%	999.50
271-790-919-000	10.66	67.98	350	19%	965.32	3,000	32%	3,106.20
271-790-920-000	.00	8,580.24	23,500	37%	64.64	330	20%	322.54
271-790-921-000	.00	230.67	4,500	5%	8,858.30	22,000	40%	25,192.71
					149.61	4,250	4%	4,346.95

FOR ADMINISTRATION USE ONLY

34 % OF THE FISCAL YEAR HAS ELAPSED

12/21/2022

10:27AM

PAGE: 3

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2022
FUND 271 - LIBRARY FUND

OPERATIONS

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL 31-OCT-22	FISCAL YTD 31-OCT-22	BUDGET 2022-2023	YTD % OF BUDGET	FISCAL YTD 31-OCT-21	BUDGET 2021-2022	YTD % OF BUDGET	FULL YEAR ACTUAL
271-790-929-000	37.10	37.10	14,650	0%	1,600.00	2,475	65%	1,600.00
271-790-929-010	.00	.00	2,000	0%	.00	2,000	0%	855.00
271-790-930-000	.00	4,646.82	8,100	57%	6,187.91	33,150	19%	56,710.20
271-790-931-000	.00	.00	1,800	0%	.00	1,300	0%	30.00
271-790-935-000	.00	7,517.00	10,000	75%	8,263.00	9,000	92%	8,263.00
271-790-939-000	.00	433.14	1,375	32%	173.20	900	19%	722.93
271-790-941-000	1,067.64	1,067.64	4,300	25%	1,067.64	4,275	25%	4,270.56
271-790-944-000	.00	.00	490	0%	.00	600	0%	620.00
271-790-950-000	.00	97.35	200	49%	35.80	200	18%	292.70
271-790-962-000	.00	.00	150	0%	51.00	150	34%	136.39
271-790-965-000	.00	65.55	100	66%	.00	100	0%	1,135.21
271-790-975-000	.00	.00	1,100,000	0%	.00	0	0%	.00
271-790-978-010	.00	.00	0	0%	.00	600	0%	.00
271-790-978-000	.00	.00	25,800	0%	.00	0	0%	.00
271-790-978-010	.00	.00	8,500	0%	907.82	8,800	10%	3,792.82
271-790-980-000	.00	.00	0	0%	.00	0	0%	10,718.72
271-790-980-010	1,175.99	2,409.94	230	1048%	1,939.96	11,730	17%	3,488.95
271-790-982-000	515.48	2,611.36	15,000	17%	4,685.56	15,000	31%	16,323.05
271-790-982-010	75.84	6,384.76	2,000	319%	814.34	2,000	41%	6,654.25
271-790-982-020	.00	.00	1,000	0%	1,894.37	2,000	95%	2,047.17
TOTAL LIBRARY OPERATIONS	49,235.41	213,902.04	1,737,347	12%	218,990.47	637,992	34%	688,327.17
TOTAL EXPENDITURES & OUT TRANSFERS	49,235.41	213,902.04	1,737,347	12%	218,990.47	637,992	34%	688,327.17
NET REVENUES OVER EXPENDITURES	(41,695.07)	(178,446.08)	(405,553)		(188,660.71)	6,228		(17,267.21)

HASTINGS PUBLIC LIBRARY
Invoices for November 2022
 Prepared for January 9, 2023 Board meeting

Account	Vendor	Amount	Total
Salaries & Wages			\$ 20,720.25
	November	\$ 20,720.25	
Social Security Taxes			\$ 1,540.30
	November	\$ 1,540.30	
Supplies:			\$ 72.67
	Baker & Taylor	\$ 23.16	
	Demco	\$ 32.93	
	ACE	\$ 16.58	
Disposable Technology			\$ 4,359.36
	CDW-G		
	CDW-G	\$ 4,359.36	
Software Subscriptions			\$ 30.00
	U.S. Internet Corp.	\$ 30.00	
Electronic Media			\$ 644.25
	Midwest Tape - Hoopla	\$ 644.25	
Contracted IT Services			\$ 1,850.00
	Clark Tech. Services	\$ 1,850.00	
Telephone & Fax			\$ 452.80
	MEI Telecom	\$ 452.80	
Internet			\$ 1,257.81
	MEI Telecom	\$ 1,257.81	
Transportation - mileage reimburs.			\$ 279.25
	David Edelman	\$ 43.00	
	Emma Seif	\$ 140.00	
	Peggy Hemerling	\$ 96.25	
Community Promo & Ads			\$ 376.60
	Hastings Banner	\$ 67.50	
	The Reminder	\$ 143.10	
	H.S. Yearbook Ad	\$ 70.00	
	WBCH	\$ 96.00	
Speakers & Performers			\$ 87.50
	Karen Culver	\$ 87.50	
Waste Disposal			\$ 56.66
	Les's Sanitary Service	\$ 56.66	
Inspection Services			\$ 200.00
	New energy Solutions	\$ 200.00	
Collection Services			\$ 19.70
	Unique Management	\$ 19.70	
Equipment/Furniture-ND			\$ 336.31
	Clark Technical Services	\$ 267.96	
	Demco	\$ 68.35	

Collection Materials - Books			\$ 2,260.06
	Baker & Taylor	\$ 1,154.87	
	Tamarack Dist. Library	\$ 17.55	
	Hastings High School	\$ 55.00	
	Rosen Publishing	\$ 976.40	
	Cengage	\$ 26.24	
	Saranac Public Library	\$ 30.00	
Collection Materials - AV			\$ 103.53
	Baker & Taylor	\$ 103.53	
Total Invoices			\$ 34,647.05

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022
FUND 271 - LIBRARY FUND

OPERATIONS

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL 30-NOV-22	FISCAL YTD 30-NOV-22	BUDGET 2022-2023	YTD % OF BUDGET	FISCAL YTD 30-NOV-21	BUDGET 2021-2022	YTD % OF BUDGET	FULL YEAR ACTUAL
OPERATING REVENUES								
271-100-502-000 UNIVERSAL SERVICE FUND - ERATE	1,591.96	3,967.96	15,439	26%	2,817.98	6,000	47%	5,193.98
271-100-528-000 FEDERAL GRANTS - OTHER	.00	4,068.05	0	0%	.00	0	0%	.00
271-100-540-000 STATE AID	.00	6,687.35	10,000	67%	5,786.97	10,000	58%	12,381.53
271-100-566-000 STATE GRANT - LIBRARY OF MICH	.00	900.00	0	0%	.00	0	0%	.00
271-100-583-000 CONTRIBUTIONS FROM OTHER TOWNSHIP	.00	74.12	390,000	0%	876.54	420,000	0%	403,524.93
271-100-637-000 FOIA FEES	.00	.00	0	0%	.00	0	0%	146.00
271-100-649-000 PRINTING/FAX FEES	538.45	3,311.40	7,000	47%	3,343.53	5,000	67%	7,636.42
271-100-651-000 NON-RESIDENT FEES	.00	500.00	1,000	50%	725.00	400	181%	1,425.25
271-100-658-000 PENAL FINES	2.50	8,266.63	10,000	83%	9,994.84	8,500	118%	9,994.84
271-100-659-000 OVERDUE FINES	38.44	519.86	1,500	35%	951.77	200	476%	2,092.25
271-100-665-000 INTEREST EARNED ON DEP & INVST	.00	4,350.27	250	1740%	44.66	4,750	1%	1,184.07
271-100-667-000 FACILITY RENTALS	(20.00)	235.00	1,000	24%	560.00	200	280%	900.00
271-100-672-000 OTHER REVENUE	1,014.33	4,406.25	2,000	220%	2,203.48	1,700	130%	6,538.34
271-100-674-000 PRIVATE CONTRIBUTIONS & DONATIONS	25.00	1,359.75	20,000	7%	25,498.89	20,000	127%	52,470.35
271-100-674-010 BCF CONTRIBUTIONS	.00	.00	715,000	0%	.00	16,250	0%	16,462.00
271-100-676-000 REIMBURSEMENT OF EXPENDITURES	10.00	10.00	0	0%	.00	50	0%	.00
271-100-699-101 TRANSFERS IN - GENERAL FUND	.00	.00	158,605	0%	.00	151,170	0%	151,170.00
TOTAL OPERATING REVENUES	3,200.68	38,656.64	1,331,794	3%	52,803.66	644,220	8%	671,059.96
TOTAL REVENUE & INCOMING TRANSFERS	3,200.68	38,656.64	1,331,794	3%	52,803.66	644,220	8%	671,059.96

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022
FUND 271 - LIBRARY FUND
OPERATIONS

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL	FISCAL YTD	BUDGET	YTD % OF BUDGET	FISCAL YTD	BUDGET	YTD % OF BUDGET	FULL YEAR ACTUAL
	30-NOV-22	30-NOV-22	2022-2023		30-NOV-21	2021-2022		
271-790-702-000	8,118.49	40,941.19	105,557	39%	38,428.97	97,544	39%	100,084.29
271-790-703-000	4,245.26	23,287.10	55,188	42%	22,668.90	53,581	42%	53,581.05
271-790-704-000	7,379.59	35,615.30	81,898	43%	36,399.09	91,505	40%	86,280.86
271-790-704-010	976.91	5,140.27	15,779	33%	5,089.29	12,051	42%	13,085.92
271-790-709-000	1,540.30	7,741.83	19,770	39%	7,470.65	19,483	38%	18,634.66
271-790-713-000	.00	42.54	0	0%	50.06	0	0%	133.66
271-790-716-000	.00	785.36	6,598	12%	1,677.50	5,540	30%	3,928.00
271-790-717-000	.00	17,019.89	49,710	34%	19,661.45	65,592	30%	50,379.65
271-790-717-010	.00	2,131.17	3,959	54%	2,230.36	4,214	53%	5,429.17
271-790-718-000	.00	18,933.20	59,000	32%	22,716.10	55,717	41%	55,849.09
271-790-718-010	.00	.00	0	0%	.00	0	0%	1,300.92
271-790-719-000	.00	1,150.48	3,460	33%	1,438.10	3,460	42%	3,451.44
271-790-724-000	.00	159.80	510	31%	199.75	510	39%	479.40
271-790-751-000	56.09	704.90	1,400	50%	1,039.38	1,400	74%	2,219.95
271-790-756-000	.00	161.16	500	32%	165.47	700	24%	902.31
271-790-760-000	.00	121.89	300	41%	143.22	350	41%	238.98
271-790-761-000	16.58	795.99	1,300	61%	702.57	1,300	54%	2,077.87
271-790-762-000	.00	116.53	270	43%	.00	530	0%	232.52
271-790-766-000	4,359.36	6,352.98	1,275	498%	740.94	1,900	39%	2,054.35
271-790-767-000	.00	.00	125	0%	.00	300	0%	.00
271-790-770-000	.00	417.35	1,900	22%	546.16	1,750	31%	2,098.43
271-790-772-000	.00	59.99	300	20%	.00	500	0%	.00
271-790-777-000	.00	623.47	900	69%	141.95	1,100	13%	613.95
271-790-778-000	.00	144.99	500	29%	57.98	500	12%	385.87
271-790-791-000	.00	520.58	1,700	31%	903.56	1,430	63%	1,743.19
271-790-792-000	30.00	2,939.04	5,175	57%	2,539.90	4,455	57%	3,921.90
271-790-793-000	.00	8,340.67	8,352	100%	6,111.64	7,350	83%	6,111.64
271-790-794-000	644.25	1,896.42	5,000	38%	1,894.89	4,250	45%	5,903.02
271-790-796-000	.00	1,793.62	1,745	103%	1,741.38	1,745	100%	1,741.38
271-790-798-000	.00	.00	0	0%	21.90	0	0%	21.90
271-790-802-000	.00	243.00	0	0%	18,200.00	0	0%	38,882.50
271-790-806-000	.00	333.00	350	95%	1,080.00	150	720%	1,080.00

FOR ADMINISTRATION USE ONLY

42 % OF THE FISCAL YEAR HAS ELAPSED

01/04/2023 05:00PM

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CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022
FUND 271 - LIBRARY FUND

OPERATIONS

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL 30-NOV-22	FISCAL YTD 30-NOV-22	BUDGET 2022-2023	YTD % OF BUDGET	FISCAL YTD 30-NOV-21	BUDGET 2021-2022	YTD % OF BUDGET	FULL YEAR ACTUAL
271-790-809-000	1,500.00	7,750.00	24,500	32%	6,965.03	24,275	29%	23,435.03
271-790-812-000	.00	146.00	146	100%	536.00	100	536%	816.00
271-790-813-000	.00	1,231.00	2,725	45%	1,065.00	1,912	56%	2,293.50
271-790-816-000	.00	299.88	350	86%	299.88	325	92%	299.88
271-790-817-000	.00	1,367.00	2,840	48%	1,409.00	3,158	45%	2,755.50
271-790-818-000	.00	3,180.00	9,048	35%	3,180.00	8,510	37%	8,487.43
271-790-823-000	.00	87.50	400	22%	113.50	1,550	7%	801.00
271-790-825-000	.00	.00	50	0%	41.92	25	168%	41.92
271-790-850-000	452.80	1,900.81	5,300	36%	1,925.16	4,760	40%	4,864.89
271-790-851-000	.00	256.16	400	64%	70.00	400	18%	331.86
271-790-852-000	1,257.81	2,967.81	7,800	38%	3,555.00	7,520	47%	8,115.00
271-790-861-000	279.25	333.31	300	111%	.00	300	0%	51.36
271-790-879-000	.00	.00	250	0%	.00	210	0%	.00
271-790-880-000	.00	210.56	300	70%	.00	600	0%	48.00
271-790-881-000	376.60	863.10	500	173%	509.63	400	127%	1,036.55
271-790-887-000	.00	.00	0	0%	.00	0	0%	85.00
271-790-890-000	87.50	1,557.50	1,000	156%	375.00	1,000	38%	975.00
271-790-891-000	.00	6,039.50	14,080	43%	5,619.00	11,667	48%	13,350.17
271-790-892-000	.00	470.43	460	102%	122.86	460	27%	275.85
271-790-900-000	.00	643.75	800	80%	763.75	750	102%	763.75
271-790-902-000	.00	216.00	217	100%	.00	150	0%	725.00
271-790-906-000	.00	.00	0	0%	.00	400	0%	45.00
271-790-907-000	.00	20.06	200	10%	.00	450	0%	.00
271-790-909-000	.00	.00	100	0%	.00	100	0%	.00
271-790-910-000	.00	122.41	300	41%	128.50	400	32%	363.50
271-790-911-000	.00	.00	400	0%	1,806.00	500	361%	1,806.00
271-790-912-000	.00	836.38	2,450	34%	.00	2,550	0%	711.29
271-790-915-000	.00	37.95	150	25%	.00	75	0%	.00
271-790-916-000	.00	992.72	1,300	76%	899.97	1,228	73%	1,369.97
271-790-918-000	.00	.00	1,415	0%	155.00	1,350	11%	999.50
271-790-919-000	.00	1,029.74	3,000	34%	1,248.88	3,000	42%	3,106.20
271-790-920-000	56.86	124.64	350	36%	109.28	330	33%	322.54
271-790-921-000	.00	8,580.24	23,500	37%	10,922.16	22,000	50%	25,192.71
	.00	230.67	4,500	5%	298.75	4,250	7%	4,346.95

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022
FUND 271 - LIBRARY FUND

OPERATIONS

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL 30-NOV-22	FISCAL YTD 30-NOV-22	BUDGET 2022-2023	YTD % OF BUDGET	FISCAL YTD 30-NOV-21	BUDGET 2021-2022	YTD % OF BUDGET	FULL YEAR ACTUAL
271-790-929-000	.00	37.10	14,650	0%	1,600.00	2,475	65%	1,600.00
271-790-929-010	.00	.00	2,000	0%	.00	2,000	0%	855.00
271-790-930-000	.00	4,646.82	8,100	57%	6,187.91	33,150	19%	56,710.20
271-790-931-000	.00	.00	1,800	0%	.00	1,300	0%	30.00
271-790-935-000	.00	7,517.00	10,000	75%	8,263.00	9,000	92%	8,263.00
271-790-939-000	.00	433.14	1,375	32%	346.40	900	38%	722.93
271-790-941-000	.00	1,067.64	4,300	25%	1,067.64	4,275	25%	4,270.56
271-790-944-000	200.00	200.00	490	41%	.00	600	0%	620.00
271-790-950-000	19.70	117.05	200	59%	62.65	200	31%	292.70
271-790-962-000	.00	.00	150	0%	51.00	150	34%	138.39
271-790-965-000	.00	65.55	100	66%	.00	100	0%	1,135.21
271-790-975-000	.00	.00	1,100,000	0%	.00	0	0%	.00
271-790-975-010	.00	.00	0	0%	.00	600	0%	.00
271-790-978-000	.00	.00	25,800	0%	.00	0	0%	.00
271-790-978-010	.00	.00	8,500	0%	907.82	8,800	10%	3,792.82
271-790-980-000	350.00	350.00	0	0%	.00	0	0%	10,718.72
271-790-980-010	336.31	2,746.25	230	1194%	1,939.96	11,730	17%	3,488.95
271-790-982-000	2,260.06	4,871.42	15,000	32%	5,979.87	15,000	40%	16,323.05
271-790-982-010	103.53	6,488.29	2,000	324%	980.66	2,000	49%	6,654.25
271-790-982-020	.00	.00	1,000	0%	2,038.08	2,000	102%	2,047.17
TOTAL LIBRARY OPERATIONS	34,647.05	248,549.09	1,737,347	14%	265,605.42	637,992	42%	688,327.17
TOTAL EXPENDITURES & OUT TRANSFERS	34,647.05	248,549.09	1,737,347	14%	265,605.42	637,992	42%	688,327.17
NET REVENUES OVER EXPENDITURES	(31,446.37)	(209,892.45)	(405,553)	(212,801.76)	6,228	(17,267.21)		

15



HASTINGS PUBLIC LIBRARY

Explore • Imagine • Grow

Library Director's Report for the January 9, 2023 Board Meeting

December found the Library full of excitement and opportunities to serve our community.

The month started with the excitement of Jingle & Mingle kicking it off Friday evening with our Art @ the Library craft show. This year we hosted thirty-four vendors with crafts varying from jewelry to doll clothes and live greens to peanut brittle, with many other things in between. We had 275-300 people attend the event. The Friends of the Library made just over \$275 on the drawing for items the vendors donated.

On Saturday the festivities continued, including Cookies with Santa and face painting upstairs. Santa was very popular, receiving 425 visitors consisting of children accompanied by many adults. Face painting was also a big hit.

On December 14 we held a party to thank all our wonderful volunteers for their work and dedication to the Library. We have a great group of volunteers who donated over 2,100 hours during 2022. They help make our library the wonderful place it is and we would have a difficult time accomplishing everything we do without them.

Like everywhere else, many of the staff missed work due to illness over the month. I was home sick most of the week before Christmas, as much to keep from spread my germs than because I felt so terrible. This was true of others as well. I want to compliment and thank the whole staff for their willingness to fill in for those who were sick. I feel fortunate to work with such a responsive group of people who are always willing to step up when needed.

Here is an update on the capital campaign. As of January 4, 2023, we have raised \$1,080,723 toward our goal of \$1.2 M. The Library Board has planned and saved for this and the community has been generous. We only need to raise the remaining \$120,000 to reach our goal. The campaign committee will be meeting to consider ideas for additional fundraisers.

I want to remind you we have trustee training scheduled following our February 6 board meeting. Carol Dawe, the director of the Lakeland Library Cooperative, will be providing the training. We will hold the business meeting at our regular time and then move immediately into the training. Please plan on the whole meeting lasting from 4:30-6:30. Carol has important information to share. Please make every effort to attend.

Assistant Director, David Edelman's report:

A number of small projects were tackled in December:

- Uploading of the digitized Hastings Banner to the portal continued. As of Saturday, 12/31, all issues from 1856-1922 were online. Only 99 more years to go!
- Response to our Digital Literacy classes has been fantastic. We have exceeded the goal of 18 learners by March 2023 with 22 already through December 2022. Given the interest,

we are looking at continuing with computer classes past the grant end date in March. More to come.

- Our volunteer Christmas thank you party was held on December 14. I think it was one of the best we've hosted in a while with great food and lots of discussion. The volunteers seemed to really enjoy themselves.
- The two display TVs near each entrance, that promote events, are now being driven from a computer instead of a thumb drive, so we can update content more frequently to keep it fresh.

Marketing & Adult Services, Barbara Haywood

Most of December was spent in preparation for Winter Reading Challenge and preparing for Calvin University January Speaker Series.

During December: A Wrap N Yap gift wrapping event had 1 attendee that was so grateful that the library has events for all ages and that she could wrap her gifts without her little ones trying to help. Ugly Sweater Day was a social media post that encouraged people to come to the Library dressed in Holiday Garb for a candy bar.

I worked on our Read-A-Latte Winter Reading Challenge, which will run from Jan. 23 to March 31. We invite participants to read or listen to five books during that time to earn a Read-A-Latte mug, a library beverage and an entry into our Winter Reading Challenge drawing for a hot beverage maker. Participants will be able to track their reading on Beanstack or with a paper log. I am in conversation with the owner of Left Field Coffee House about him doing a program about hot beverages. I'm excited to see what program we come up with to go along with the "Read-A-Latte" theme.



The January Series is a FREE 15-day award-winning lecture series that takes place each year at Calvin University. The series aims to cultivate deep thought and conversations about important issues of the day, to inspire cultural renewal and make us better global citizens. The January Series will be streamed live in the Library's community room on week days at 12:30pm Jan. 9-27. Please review the January Series Display on the main credenza in the Library for more information.

Youth Services Librarian, Paige Brandli's report:

Most of December was spent planning for 2023. Including March is Reading Month and Summer Reading. During the month I was able to finalized bookings for nearly all of my summer reading presenters, including a magician, science storytellers, a children's musician and a geologist who brings geodes that he breaks open for participants to take home. (Personally, I'm really excited for the Geode guy)

We had a few story times early in the month, before the holiday break. I was also able to squeeze in visits to the 4-year-old preschoolers and kindergarteners at St. Rose. A visit to Head Start was rescheduled for January due to illness, including many of their students and my volunteers.

Sarah Proulx, circulation supervisor, Emma Seif, teen assistant, and I have been working on developing a reading program to encourage our patrons to expand their reading to include books by and about marginalized groups. The "Read and Grow" reading challenge went live New Year's weekend. This is an ongoing challenge where folks can earn badges at their own pace by reading books based on the following categories:

- Black Voices
- Arab and Muslim Voices
- Asian American Voices
- Diverse Abilities
- Female Voices
- Hispanic American Voices
- Immigration
- LGBTQ+ Voices
- Native American Voices
- Voices of those Experiencing Poverty & Homelessness



Each badge includes links to a reading list curated by HPL staff, other resources to find diverse books, and long form articles and/or podcasts related to the badge's topic. Sarah, Emma, and I will continue to update reading lists throughout the year. Reading lists include titles from picture books, chapter, teen, adult fiction and non-fiction books. If you have a title that you think should be included on these lists- let us know! Sarah will also highlight different badges throughout the year with in house displays.

Coming up in January we have the Dog Man K9 Training School, Family Promise Partnership for Warmth, Head Start School Visits, Outreach at Central, and more!

January Special Programs:

- 7th – Dog Man K9 Training School, 10:00 am-noon
- 9th-13th – Calvin University January Series, noon-1:30 pm
- 11th – Family Promise Partnership for Warmth, 3:00-6:00 pm
- 16th-20th – Calvin University January Series, noon-1:30 pm
- 18th – Arm Chair Travel: Destination Duel: London vs. Paris
- 23rd-27th – Calvin University January Series, noon-1:30 pm
- 26th-31st – Book donation accepted for Friends book sale.
- Feb. 2nd-4th – Friends book sale, Thur. & Fri. 10:00 am-6:00 pm, Sat. 10:00 am-noon.

Monthly Statistics - November 2022
Net Promoter Score*: 89

Physical Library Visits [^]		Library Card Holders			
LY Month	TY Month	City	Hastings Twp	Rutland Twp	Non-Resident
3,847	4,113	3,285	855	1,153	92
24,570		27	5	10	
Total		New			

Volunteer Hours		Item Circulation			
LY Month	TY Month	Children's	Non-Children's	Mobile	Total
153	177	2,265	2,419	-	4,684
1,001		2,958	2,805	500	6,263
		19,563	18,099	3,378	41,040

Wireless Sessions		Inter-Library Loans		
LY Month	TY Month	To HPL	From HPL	Total
949	911	382	461	843
6,177		509	348	857
		2,738	2,059	4,797

Ancestry Usage		Virtual Programs			In Person	
LY Month	TY Month	Offered	Attendance	Offered	Attendance	
53	-	-	-	45	459	
139				193	3,384	MI Room

Digital Downloads		Computer Sessions			
LY Month	TY Month	Adult	Kids	Teen	MI Room
1,550	1,406	345	48	21	4
9,559		378	44	31	3
		1,915	322	223	12

HPL Website		Princh Documents			
LY Month	TY Month	Sessions	Users	Page Views	Documents
226	353	1,656	945	2,843	56
1,975		1,935	1,245	3,622	109
		11,993	7,755	22,362	664
BCHP~		108	61	736	
		205	115	1,302	

[^] New people counters installed November 2022 providing more accurate library visit statistics
 ~ BCHP = Barry County History Portal which went live in November 2022
 * Net Promoter Score based on patron feedback on weekly email survey (started week of 8/15/21); 80+ = world class, 50-79 = excellent, 20-49 = favorable, 0-19 = good

Hastings Public Library 2022 Officers & Committee Assignments

President – Kelli Newberry
Vice President – Jeff Kniaz
Secretary – Jane Cybulski

Budget & Finance

Kelli Newberry – ex officio
Norma Jean Acker
Jane Cybulski

Building & Grounds

Kelli Newberry – ex officio
John Resseguie
David Koons

Personnel

Kelli Newberry – ex officio
Audrey Burton
Cloe Oliver

Policy

Kelli Newberry – ex officio
Jeff Kniaz
David Koons
Chloe Kelly

Marketing

Kelli Newberry – ex officio
Norma Jean Acker
Cloe Oliver

HASTINGS PUBLIC LIBRARY

Patron Social Distancing Policy

Due to the Public Health emergency caused by the Covid-19 pandemic, recommendations by the Centers for Disease Control and Prevention (CDC) and requirements put in place by the Michigan Department of Health and Human Services (MDHHS) and the Barry-Eaton District Health Department, the Hastings Public Library (the "Library"), has enacted policies to help keep patrons and staff safe.

The Library has implemented the following social distancing requirements that patrons must follow while in the Library building:

- Patrons and family groups (including children) must remain 6 feet (or approximately 2 meters) away from staff and other patrons and family groups (including children) using the library. The library has marked the floor in frequently used areas to assist in gauging appropriate distance. Please use these markings.
- Patrons must comply with posted signage and visible markers while moving through the library. Some changes have been made to alter traffic flow to reduce possible contact with other patrons and staff.
- Chairs at tables and other seating areas have been modified or removed to reduce close contact. Please refrain from moving chairs or tables, or disturbing covers or barriers.
- Respect the safety of the staff and keep 6' of distance between you and them.
- Plexiglas barriers have been installed to protect patrons as well as staff, please do not walk around or lean over them.
- There are Hand Sanitizer Bottles/Stations located throughout the library. Please utilize them as often as you wish.
- If using library equipment (computers, copiers, online catalog stations, self-checkout machines, etc.) patrons are required to wipe down all touched surfaces (keyboards, monitors, control panels, etc.) with the sanitizing wipes provided near the equipment. Please discard the wipes immediately after use in the waste receptacles provided. Staff is available to assist.
- If utilizing touchable, climbable, or rideable items in the children's area, patrons are required to wipe down these items after use with the sanitizing wipes provided near the equipment. Please discard the wipes immediately after use in the waste receptacles provided. Please do not permit children to handle wipes. Staff is available to assist.
- Public bathrooms are open. Please adhere to hygiene requirements and appropriately wash hands after entering the bathroom. Please leave the stalls as you find them. Capacity of bathrooms may be limited. If there are any problems or concerns with the bathrooms, please notify available staff.
- Anyone requiring assistance or accommodations with regards to these policies, are requested to contact library staff.

This policy, as with other patron behavior policies, will be enforced in the manner described in the Patron Code of Conduct, available on the Library's website and in hard-copy at a service desk.

HASTINGS PUBLIC LIBRARY

Patron Social Distancing Policy

Patrons refusing to comply with this policy may be asked to exit the library.

This policy is in effect whenever social distancing is required by Executive Order, MDHHS directive or other lawful directive.

Patrons with questions regarding this policy are asked to contact the Library Director.

Hastings Public Library

Policy Regarding Use of the Library for Extended Study Sessions During COVID-19 Restrictions

Given the new reliance by many local families on remote learning for children during the coronavirus pandemic, the Library has created this policy to support them and their need for WiFi access.

This policy overrides the existing Unattended Child Policy only with regard to use of designated study spaces as referenced below.

Purpose

While COVID-19 restrictions from Michigan Governor's Executive Orders are in place, patrons are limited from using the Library for extended periods of time. This policy allows children and a designated responsible person to remain in the library in designated spaces for extended periods of time expressly for the purpose of using the library's Wi-Fi to work on school related activities.

Who May Participate

School age children remotely attending Kindergarten – 12th grade classes, who live within the Hastings School District boundaries, may be signed up for this program. Children do not have to attend public school. Private and "traditional" home schooling children are also eligible.

Library cards are not required for participation in this program.

To use the designated study spaces, a parent or guardian must sign children up and complete an agreement form.

Children in Kindergarten through 5th grade must be accompanied by a designated responsible person at all times. A designated responsible person for this age group can be a parent, adult caregiver or a responsible teen 16 years old or older.

Children in grades 6-12 may use reserved study space without a designated responsible person present once a parent or guardian has completed the initial program agreement form.

Note: there will be a limit placed on the number of people allowed in each study space per study session, so the Library can follow capacity guidelines as outlined by the Executive Orders.

Where Can Children Use the Library for Extended Study Sessions?

The Library will designate space within the building expressly for extended study sessions.

Any family members accompanying the child/children studying, need to remain in or near the designated study spaces unless they are using the Library's public computers or looking for books or other materials.

How do People Sign Up to Use the Study Spaces?

The Library will have a registration process for parents/guardians to sign up their children to reserve study spaces. Once registered, parents/guardians, as well as students in 6th-12th grades may reserve study space.

Usage Guidelines

All participants must:

- Follow existing social distancing and mask/face covering policies and procedures while in the Library.
- Adhere to the published Library Code of Conduct. Violation of that policy can include loss of library privileges, including use of designated study spaces.
- Use the designated space and allotted time for school related work. Participants can be asked by staff to leave the library and lose future use privileges for significant and/or repeated usage violations.
- Follow guidelines documented in the program agreement.

Hastings Public Library

Emergency Policy

When emergency requires immediate action, staff will follow the procedures in the Emergency Manual (Building, Medical and Security) as closely as possible during the emergency deferring to emergency responders in all instances.

As soon as possible after all emergency procedures are complete, staff handling the emergency need to inform the Library ~~Administrator~~ Director (if not present) and the ~~Library~~ Board president for any follow-up actions needed. All appropriate incident reports and insurance report information should be routed to the Library ~~Administrator~~ Director.

In the event of an emergency closing that is not immediate (arising from excessive snow, building problems, heat, air conditioning, etc.) the Library ~~Administrator~~ Director will make the decision to call and update the Board as to the rationale for closing. If the Library ~~Administrator~~ Director is away from the library and unavailable for immediate access by library staff during a non-immediate emergency situation, the Library Board President or Acting Library Board President must be contacted prior to the ~~Library~~ Board being closed ~~with the members of~~ to inform the Board ~~informed~~ as to the rationale for closing. Once the decision is made to close staff will follow the procedures in the Emergency Manual as above.

Hastings Public Library

Michigan Room Policy

Purpose

The Michigan Room is open to the public and intended to be used for genealogical research, local history research and as a quiet space where patrons can read, study, or work remotely. ~~a place for aspiring entrepreneurs to find the resources they need to start and maintain their own businesses.~~

Room Reservations and Usage

The Michigan Room may *not* be reserved except for Library sponsored events.

The Library reserves the right to schedule groups into the room if all other appropriate space is in use. When this happens, groups must abide by the rules below.

Patrons are asked not to simply "hang out" in the room or use it as a socializing space. Patrons can use appropriate spaces on the first floor for those activities, such as the Wi-Fi Lounge, reading tables, children's room or teen room.

Any member of the public may use the room for genealogy, history or business research ~~at any time~~ the above stated purposes during normal library hours. The room can also be used for other library appropriate activities so long as the rules below are followed.

The Michigan Room doors are kept open at all times so any patron may use the space.

Rules

1. No food may be consumed in the room.
2. Drinks must be covered.
- ~~1.~~
- 2.3. No sleeping in the room.
- 3.4. Noise should be kept to normal levels so as not to disturb other patrons using the room.
5. Adhere to all other published Library rules and policies, including the Patron Code of Conduct.
- ~~4. Adhere to all other published Library rules and policies.~~

~~The Michigan Room is open to the public and intended to be used for genealogical and local history research. It is also a quiet space where patrons can read, study, or work remotely.~~

Hastings Public Library

Michigan Room Policy

~~Patrons are asked not to simply "hang out" in the room or use it as a socializing space. Patrons can use appropriate spaces on the first floor for these activities, such as the Wi-Fi Lounge, reading tables, children's room or teen room.~~

~~All patrons are asked to follow the above usage guidelines and the below rules:~~

- ~~1. No food may be consumed in the room.~~
- ~~2. Drinks must be covered.~~
- ~~3. No sleeping in the room.~~
- ~~4. Noise should be kept to normal levels to not disturb other patrons in the room.~~
- ~~5.1. Adhere to all other published Library rules and policies, including the Patron Code of Conduct.~~

Anyone not following these guidelines may be asked to leave the Michigan Room.

~~Please keep the Michigan Room doors open at all times so any patron may use the space.~~

Hastings Public Library

Teen Room Policy

The Hastings Public Library Teen Room is a space in the community for teenagers to spend time while feeling safe and welcome. The social nature and unique characteristics of this age group require a separate space designed for their needs.

Patrons of all ages utilizing the ~~Teen Room~~ or any Library space are expected to follow all Library policies, including the Library Code of Conduct, Internet Use Policy and WiFi Policy.

Patrons of all ages are welcome to browse and check out materials from the Teen Room. However, the space is for patrons in 6th through 12th grades. The teen room is open for general use from 9:00 am - 2:30 pm on weekdays, during the Hastings Area School System calendar year, and if no teens are present. During all other times, teens have priority access to the room, including all tables and meeting areas. Teen computers are reserved only for teen-use by 13-17 year olds.

Patrons of other ages may still access the Teen Room to find and check out materials. Adults or children not accompanied by a teen are expected to find seating, computers and work space elsewhere in the library. The Library reserves the right to ask ~~these~~ patrons to leave the Teen Room at any time.

~~Appropriate activities for the Teen Room include: reading; studying; doing homework; working on school projects; using computers in an appropriate manner, as defined by our internet use policy; appropriate recreation and communication. Covered drinks are allowed, except by the computers.~~

Teens are expected to respect the overall library environment, and may not engage in activities or communications that disrupt other library users or staff. All other library policies apply to the Teen Room. The Library reserves the right to limit the use of the library by teens who, in the judgment of the library staff, are infringing upon the rights of other library users by inappropriate behavior.

~~Teen Room Guidelines~~

- ~~1. Teens shall respect each other, library staff and other patrons in word and action.~~
- ~~2. The Teen Area should be used only for its intended purposes, therefore, no rough housing, no running, no hitting, no spitting, no public displays of affection, and no swearing or abusive language will be permitted.~~
- ~~3. Verbal or physical abuse of staff or patrons such as cursing, rude or demeaning comments, talking back to library staff or customers, hitting, biting, kicking, punching, teasing other patrons or similar behaviors are not permitted.~~
- ~~4. Any behavior considered aggressive by the staff may result in the police being notified and further actions may be taken.~~
- ~~5. Vandalism, theft or damage of library property or to library grounds is a legal matter and the police will be notified.~~

~~Teens~~Anyone in violation of the Teen Room Policy or the Library's Code of Conduct ~~and Responsibilities~~ will be given a warning. Extreme behavior or repeated violations

Hastings Public Library

Teen Room Policy

may result in the loss of library privileges and ~~the~~ teen violators may be required to be accompanied by an adult when on library property.

Hastings Public Library

Public Relations Policy

The Hastings Public Library Director is responsible for the development and coordination of the public relations and information activities of the library. The Marketing Coordinator and other designated staff may create material and implement public relations/marketing tactics under the guidance of the Director.

The objectives of the public relations program of the Hastings Public Library are:

1. To promote community awareness of library services.
2. To stimulate public interest in and usage of the library.
3. To develop public understanding and advocacy to support the library and its role in the community.

The Library Director, Marketing Coordinator and other Sr. Staff shall develop annual goals and objectives. Goals will be shared with the Library Board for input.

All staff members play a part in maintaining good public relations. Every effort should be made to be attentive, cheerful, and helpful in serving library patrons and every staff member will be expected to represent and speak positively for the Library and its programs while in the community. Library staff are encouraged to develop ideas for public relations.

Tactics used to achieve public relations goals and objectives may include:

- Maintaining personal and informational group contacts with government officials, professional educators and their students, opinion leaders, service clubs, civic associations, and other community organizations by the Library Director, the Library Board of Trustees and other Library staff.
- Utilizing local media ~~shall~~ to keep the public aware of and informed about the resources and services of the Hastings Public Library.
- Distributing newsletters, brochures, and other library promotional materials to the community.
- Utilizing the Library web site, email and social media to keep the public aware of and informed about the resources and services of the Library.
- Developing programs, classes, exhibits and other library-centered activities to promote the Library and engage the community.
- Partnering with other groups in the Library's service area that share the same commitment to improving the educational, cultural, informational and recreational opportunities to develop meaningful programs and activities.

Media

Contact with the local media is essential to promoting the Library. While all staff and trustees may represent the library in the community, the Library Director, Board

Hastings Public Library

Public Relations Policy

President, and Marketing Coordinator or other designee will act as the Library's official spokesperson in matters of a sensitive or controversial nature.

Individual staff may not speak to the public or media on behalf of the Library unless authorized to do so.

Instances where staff may be authorized to speak to the media on behalf of the Library fall into the area of operational inquiries:

- Answering a reference question or providing materials from Library collections.
- Talking about a particular program, exhibit, or service for which the staff member is responsible

All other media inquiries should be directed to the Library Director, Marketing Coordinator, Board president or other designated staff member. If these contacts are unavailable to take the request, Library staff will take a message from the media representative and convey it to a contact person at the earliest convenience.

The objectives of the public relations program of the Hastings Public Library are:

1. To promote community awareness of library services.
2. To stimulate public interest in and usage of the library.
3. To develop public understanding and support of the library and its role in the community.

The Library Director for the Hastings Public Library is the designated staff member whose responsibility it is to develop and coordinate the public relations and information activities of the library.

The Library Director and the Library Board's Marketing Committee shall develop goals and activities on an annual basis and this group will also evaluate the library's public relations program annually.

Every staff member plays a part in maintaining good public relations. Every effort should be made to be attentive, cheerful, and helpful in serving library patrons and every staff member will be expected to represent and speak positively for the library and its programs while in the community. Library staff is encouraged to develop ideas for public relations.

— Personal and informational group contacts shall be maintained with government officials, professional educators and their students, opinion leaders, service clubs, civic associations, and other community organizations by the Library Director and the Library Board of Directors.

— The local media shall be utilized to keep the public aware of and informed about

Hastings Public Library

Public Relations Policy

~~the resources and services of the Hastings Public Library.~~

- ~~— Newsletters, brochures, and other library promotional materials shall be produced and distributed to the community.~~
- ~~— The Library web site and email shall be utilized to keep the public aware of and informed about the resources and services of the Library.~~
- ~~— The Library shall develop programs, classes, exhibits and other library-centered activities to promote the library.~~

~~In partnership with other groups in the service area that share the same commitment to improving the educational, cultural, informational and recreational opportunities, the Library will develop meaningful programs and activities.~~

Crisis Communication

In the case of media interest in controversial, negative, or crisis issues, every effort should be made to contact the Library Director, the Board President, or Marketing Coordinator immediately. The Library Director or designee will prepare an informed statement which can be given when questions arise about particularly sensitive issues.

Personal Opinion

When speaking to the public or the media about the Library, Library trustees and staff should be careful to define when their remarks represent personal opinion. It should be clearly stated and understood that they do not represent the Library at that time.

Hastings Public Library

Service Animals in the Library

To ensure safety for Hastings Public Library (the “Library” or “HPL”) staff and patrons, the Board of Directors has adopted the following policy regarding animals on the Library grounds and inside the library facility.

Guidelines

Animals, except for specially trained service animals (see section below), are not allowed in the building without the prior approval of the Library Director or Assistant Library Director. Animals may not be left unattended on library grounds.

Animals may not be tied to doors, railings, fences, bike racks, trees, shrubs, or other items on library grounds.

Animals used for law enforcement purposes will be allowed on Hastings Public Library property in accordance with all local, state, and federal laws.

Any animal on HPL property must be under control of the owner or handler at all times. Animals must be leashed, harnessed, crated, or carried in a way that maintains control over the animal.

Any animal that displays behavior that poses a direct threat to the health or safety of other will be asked to leave the library. This behavior includes vicious behavior towards humans or other animals, barking, snarling or growling or other aggressive behavior.

Animals that are not housebroken or that urinate or defecate in the library will be asked to leave.

Service Animals

A service animal is considered an accommodation by federal and Michigan laws and is defined by the federal Americans with Disabilities Act (ADA) of 1990 and the ADA Amendment Act of 2008 as a dog that is specially trained to assist a person with a disability. Examples of how a service animal may assist a person include, but are not limited to, assisting with a vision, hearing, or physical disability, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, reminding a person with mental illness to take prescribed medications, or performing other duties.

A service animal must be restrained with a leash or harness unless it cannot perform its function if leashed, harnessed, or tethered. The work performed by the service animal must be directly related to the handler's disability.

Vaccination and license information must be readily available for service animals on a tag or certificate. Without such verification, the handler may be asked to remove the animal from the library.

Michigan Law identifies interfering with a working service animal or to harass or abuse it as a misdemeanor.

Hastings Public Library

Service Animals in the Library

Dogs in training to become a service animal are welcome at the Hastings Public Library as long as the animal is clearly identified (by vest, ID card or some other means). The animal's trainer should identify himself or herself to HPL staff upon entering the Library.

Emotional support animals and therapy animals do not meet the ADA standard of a service animal and are not allowed in the Hastings Public Library. The owner or handler of any animal that is not a service animal will be asked to remove the animal from HPL and its grounds.

Violation of this Policy

Persons found to be in violation of this policy will be subject to a loss of Library privileges as set forth in the Hastings Public Library Code of Conduct.