

# HASTINGS PUBLIC LIBRARY BOARD OF TRUSTEES

## Meeting Agenda

February 6, 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. January 9, 2023
6. Financial Reports p. 4-5
  - a. December invoices
  - b. December budget report p. 6-9
7. Library Director's Report p. 10-14
  - a. February
  - b. Annual Report p. 15-22
8. Committees
  - a. Budget and Finance – change meeting date.
  - b. Building and Grounds
  - c. Personnel
  - d. Policy
  - e. Marketing
  - f. Capital Campaign
9. Unfinished Business
  - a. None
10. New Business p. 23-24
  - a. Consider approval of the proposal from Smith Imaging Solutions to digitize the Sun & News newspaper for the years 1981-2022 for \$10,591.00.
  - b. Assign board member Stacy to a standing committee. p. 25
11. Board Member Comments
12. Adjourn

**Hastings Public Library Board of Trustees  
Minutes**

**Date: January 9, 2023 – 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 4:30 p.m.

  - Board members present: Kelli Newberry, Dave Koons, Audrey Burton, Cloe Oliver, Jane Cybulski, Jeff Kniaz, and Chloe Kelly.
  - Also present was Peggy Hemerling, David Edelman and Bill Nesbit.
2. Agenda approved as written.
3. **MINUTES:** Motion to approve the minutes as written made by Dave Koons, seconded by Chloe Kelly. Motion approved.
4. **FINANCIAL REPORTS:** Reviewed both October and November 2022 Reports and invoices – Audrey Burton moved we accept the financial reports as presented, seconded by Dave Koons. Motion approved.
5. **LIBRARY DIRECTORS REPORT:** January 2023
6. **COMMITTEES**
  - a. Budget and Finance
  - b. Building and Grounds
  - c. Personnel
  - d. Policy
  - e. Marketing
  - f. Capital Campaign: Only need \$120,000.00 more to meet the goal of \$1.2 M. Committee will meet again to explore last fundraiser push.
7. **NEW BUSINESS**
  - a. Annual Election of Officers: Motion to keep the current officers in place made by Audrey Burton, seconded by Dave Koons. Kelli Newberry/President, Jeff Kniaz/Vice-President, Jane Cybulski/Secretary.
  - b. Assign board members to standing committees. The president of the Board is ex officio on all committees:
    - i. Budget and Finance: Jeff Kniaz, Jane Cybulski, Kelli Newberry-.
    - ii. Personnel: Audrey Burton, Cloe Oliver, Kelli Newberry
    - iii. Marketing: Audrey Burton, Cloe Oliver, Kelli Newberry.
    - iv. Policy: Jeff Kniaz, David Koons, Chloe Oliver, Kelli Newberry.
    - v. Building & Grounds: David Koons, Bill Nesbit, Kelli Newberry.
  - c. Set date for budget and finance meeting: February 13, 2023, at 4:30 p.m.

- d. Motion to rescind the Patron Social Distancing Policy and the Policy Regarding Use of the Library for Extended Sessions During COVID\*19 Restrictions made by Jeff Kniaz, seconded by David Koons. Motion approved.
- e. Motion to approve updates to the Emergency Policy made by Jeff Kniaz, seconded by Audrey Burton. Motion approved.
- f. Motion to approve updates to the Michigan Room Policy made by Jane Cybulski, seconded by Audrey Burton. Motion approved.
- g. Motion to approve updates to the Teen Room Policy made by Jeff Kniaz, seconded by Cloe Oliver. Motion approved.
- h. Motion to approve updates to the Public Relations Policy made by Jeff Kniaz, seconded by Cloe Oliver. Motion approved.
- i. Motion to approve the Service Animals in Library Policy made by Audrey Burton, seconded by Jeff Kniaz. Motion approved.

8. NEXT MEETING DATE

- a. Next board meeting on February 6, 2023, at 4:30 p.m. This meeting will have Trustee training immediately after for approximately an hour and a half.

9. ADJOURNMENT: Meeting was adjourned at 4:55 p.m.

**HASTINGS PUBLIC LIBRARY**  
**Invoices for December 2022**  
 Prepared for February 6, 2023 Board meeting

<b>Account</b>	<b>Vendor</b>	<b>Amount</b>	<b>Total</b>
<b>Salaries &amp; Wages</b>			<b>\$ 20,618.31</b>
	December	\$ 20,618.31	
<b>Social Security Taxes</b>			<b>\$ 1,522.20</b>
	December	\$ 1,522.20	
<b>Fringe Benefits</b>			<b>\$ 9,948.81</b>
	Benefits	\$ 9,948.81	
<b>Supplies:</b>			<b>\$ 373.11</b>
	Demco	\$ 75.86	
	Culligan	\$ 13.60	
	Quill	\$ 127.55	
	Amazon	\$ 146.80	
	ACE	\$ 9.30	
<b>Program Supplies</b>			<b>\$ 8.99</b>
	Amazon	\$ 8.99	
<b>Software Subscriptions</b>			<b>\$ 534.21</b>
	U.S. Internet Corp.	\$ 360.00	
	First Telecommunications	\$ 174.21	
<b>Electronic Media</b>			<b>\$ 690.35</b>
	Midwest Tape - Hoopla	\$ 690.35	
<b>Contracted IT Services</b>			<b>\$ 1,500.00</b>
	Clark Tech. Services	\$ 1,500.00	
<b>Telephone &amp; Fax</b>			<b>\$ 204.02</b>
	MEI Telecom	\$ 204.02	
<b>Mail/Postage</b>			<b>\$ 416.12</b>
	Peggy Hemerling	\$ 416.12	
<b>Internet</b>			<b>\$ 504.95</b>
	MEI Telecom	\$ 504.95	
<b>Community Promo &amp; Ads</b>			<b>\$ 205.68</b>
	Hastings Banner	\$ 64.80	
	The Reminder	\$ 92.88	
	WBCH	\$ 48.00	
<b>Public Utilities</b>			<b>\$ 3,062.80</b>
	City - water & sewer	\$ 292.86	
	Consumers - electric	\$ 2,231.99	
	Consumers - natural gas	\$ 537.95	
<b>Grounds Repair &amp; Maintenance</b>			<b>\$ 114.89</b>
	Hastings ACE	\$ 114.89	
<b>Workers Comp. Insurance</b>			<b>\$ 216.57</b>
	Worker's Comp Fund	\$ 216.57	
<b>Inspection Services</b>			<b>\$ 125.00</b>
	State of MI - elevator	\$ 125.00	

<b>Collection Services</b>			<b>\$ 29.55</b>
	Unique Management	\$ 29.55	
<b>Lost/Damaged Materials Fees</b>			<b>\$ 22.99</b>
	Muskegon Area Dist. Lib.	\$ 22.99	
<b>Equipment/Furniture-ND</b>			<b>\$ 24.44</b>
	Amazon	\$ 24.44	
<b>Collection Materials - Books</b>			<b>\$ 2,518.73</b>
	Baker & Taylor	\$ 243.61	
	Saranac Clarksville Dist. Lib	\$ 10.00	
	Center Point Large Print	\$ 2,265.12	
<b>Collection Materials - AV</b>			<b>\$ 3,337.54</b>
	Amazon	\$ 151.42	
	Smith Imaging Solutions	3186.12	
<b>Total Invoices</b>			<b>\$ 45,979.26</b>

**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING DECEMBER 31, 2022**  
**FUND 271 - LIBRARY FUND**

**OPERATIONS**

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL 31-DEC-22	FISCAL YTD 31-DEC-22	BUDGET 2022-2023	YTD % OF BUDGET	FISCAL YTD 31-DEC-21	BUDGET 2021-2022	YTD % OF BUDGET	FULL YEAR ACTUAL
<b>OPERATING REVENUES</b>								
271-100-502-000 UNIVERSAL SERVICE FUND - ERATE	.00	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 TOWNSHP	8,238.91	8,313.03	390,000	2%	9,462.31	420,000	2%	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	517.25	3,828.65	7,000	55%	3,820.63	5,000	76%	7,636.42
271-100-651-000 NON-RESIDENT FEES	50.00	550.00	1,000	55%	850.00	400	213%	1,425.25
271-100-658-000 PENAL FINES	122.14	8,388.77	10,000	84%	9,994.84	8,500	118%	9,994.84
271-100-659-000 OVERDUE FINES	320.83	840.69	1,500	56%	1,002.51	200	501%	2,032.25
271-100-665-000 INTEREST EARNED ON DEP & INVST	.00	5,948.28	250	2379%	57.61	4,750	1%	1,184.07
271-100-667-000 FACILITY RENTALS	10.00	245.00	1,000	25%	680.00	200	340%	900.00
271-100-672-000 OTHER REVENUE	1,021.51	5,427.76	2,000	271%	2,660.71	1,700	157%	6,538.34
271-100-674-000 PRIVATE CONTRIBUTNS & DONATIONS	13,786.83	15,146.58	20,000	76%	30,308.89	20,000	152%	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	.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
<b>TOTAL OPERATING REVENUES</b>	<b>24,067.47</b>	<b>64,322.12</b>	<b>1,331,794</b>	<b>5%</b>	<b>67,442.45</b>	<b>644,220</b>	<b>10%</b>	<b>671,059.96</b>
<b>TOTAL REVENUE &amp; INCOMING TRANSFERS</b>	<b>24,067.47</b>	<b>64,322.12</b>	<b>1,331,794</b>	<b>5%</b>	<b>67,442.45</b>	<b>644,220</b>	<b>10%</b>	<b>671,059.96</b>

**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING DECEMBER 31, 2022**

**FUND 271 - LIBRARY FUND**

**OPERATIONS**

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL 31-DEC-22	FISCAL YTD 31-DEC-22	BUDGET 2022-2023	YTD % OF BUDGET	FISCAL YTD 31-DEC-21	BUDGET 2021-2022	YTD % OF BUDGET	FULL YEAR ACTUAL
271-790-702-000	8,118.43	49,059.62	105,557	46%	45,901.08	97,544	47%	100,084.29
271-790-703-000	4,245.23	27,532.33	55,188	50%	26,790.52	53,581	50%	53,581.05
271-790-704-000	7,166.19	42,781.49	81,898	52%	43,133.54	91,505	47%	86,280.86
271-790-704-010	1,088.46	6,228.73	15,779	39%	6,112.35	12,051	51%	13,085.92
271-790-709-000	1,522.20	9,264.03	19,770	47%	8,895.83	19,483	46%	18,634.66
271-790-713-000	.00	42.54	0	0%	55.51	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	4,403.27	25,869.52	49,710	52%	24,158.15	65,592	37%	50,379.65
271-790-717-010	484.67	3,125.85	3,959	79%	2,644.43	4,214	63%	5,429.17
271-790-718-000	4,733.30	28,399.80	59,000	48%	27,449.29	55,717	49%	55,849.09
271-790-718-010	.00	.00	0	0%	.00	0	0%	1,300.92
271-790-719-000	287.62	1,725.72	3,460	50%	1,725.72	3,460	50%	3,451.44
271-790-724-000	39.95	239.70	510	47%	279.65	510	55%	479.40
271-790-751-000	75.86	1,227.68	1,400	88%	1,280.14	1,400	91%	2,219.95
271-790-756-000	2.12	163.28	500	33%	182.43	700	26%	902.31
271-790-760-000	.00	121.89	300	41%	143.22	350	41%	238.98
271-790-761-000	59.69	889.56	1,300	68%	1,058.71	1,300	81%	2,077.87
271-790-762-000	.00	116.53	270	43%	45.84	530	9%	232.52
271-790-766-000	.00	6,709.46	1,275	526%	753.90	1,900	40%	2,054.35
271-790-767-000	.00	.00	125	0%	.00	300	0%	.00
271-790-770-000	8.99	1,008.17	1,900	53%	556.34	1,750	32%	2,098.43
271-790-772-000	.00	59.99	300	20%	.00	500	0%	.00
271-790-777-000	189.44	817.49	900	91%	287.75	1,100	26%	613.95
271-790-778-000	.00	144.99	500	29%	119.10	500	24%	385.87
271-790-791-000	66.00	641.57	1,700	38%	1,013.50	1,430	71%	1,743.19
271-790-792-000	534.21	3,473.25	5,175	67%	2,751.90	4,455	62%	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	690.35	2,586.77	5,000	52%	2,289.58	4,250	54%	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%	20,700.00	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

50 % OF THE FISCAL YEAR HAS ELAPSED

01/31/2023

04:02PM

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**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING DECEMBER 31, 2022**

**FUND 271 - LIBRARY FUND**

**OPERATIONS**

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL 31-DEC-22	FISCAL YTD 31-DEC-22	BUDGET 2022-2023	YTD % OF BUDGET	FISCAL YTD 31-DEC-21	BUDGET 2021-2022	YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-809-000	1,500.00	9,250.00	24,500	38%	8,705.03	24,275	36%	23,435.03
271-790-812-000	.00	146.00	146	100%	670.00	100	670%	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	204.02	2,325.13	5,300	44%	2,349.53	4,760	49%	4,864.89
271-790-851-000	416.12	672.28	400	168%	80.00	400	20%	331.86
271-790-852-000	504.95	3,472.76	7,800	45%	4,050.00	7,620	53%	8,115.00
271-790-861-000	.00	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	205.68	1,068.78	500	214%	526.48	400	132%	1,036.55
271-790-886-000	.00	.00	0	0%	.00	0	0%	85.00
271-790-887-000	.00	1,557.50	1,000	156%	375.00	1,000	38%	975.00
271-790-890-000	.00	6,039.50	14,080	43%	5,619.00	11,667	48%	13,350.17
271-790-891-000	.00	470.43	480	102%	122.86	480	27%	273.85
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
271-790-907-000	.00	20.06	0	0%	.00	400	0%	45.00
271-790-906-000	.00	.00	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	974.02	2,450	40%	.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%	406.25	1,350	30%	999.50
271-790-919-000	292.86	1,615.46	3,000	54%	1,468.64	3,000	49%	3,106.20
271-790-920-000	.00	124.64	350	36%	119.28	330	36%	322.54
271-790-921-000	2,231.99	12,537.09	23,500	53%	13,086.66	22,000	59%	25,192.71
	537.95	1,018.84	4,500	23%	776.43	4,250	18%	4,346.95

FOR ADMINISTRATION USE ONLY

50 % OF THE FISCAL YEAR HAS ELAPSED



**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING DECEMBER 31, 2022**  
**FUND 271 - LIBRARY FUND**

**OPERATIONS**

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL 31-DEC-22	FISCAL YTD 31-DEC-22	BUDGET 2022-2023	YTD % OF BUDGET	FISCAL YTD 31-DEC-21	BUDGET 2021-2022	YTD % OF BUDGET	FULL YEAR ACTUAL
271-790-929-000	114.89	151.99	14,650	1%	1,600.00	2,475	65%	1,600.00
271-790-929-010	.00	.00	2,000	0%	90.00	2,000	5%	855.00
271-790-930-000	.00	4,646.82	8,100	57%	14,502.17	33,150	44%	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	216.57	649.71	1,375	47%	519.60	900	58%	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	125.00	325.00	490	66%	.00	600	0%	620.00
271-790-950-000	29.55	146.60	200	73%	89.50	200	45%	292.70
271-790-962-000	22.99	22.99	150	15%	64.00	150	43%	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
271-790-978-010	.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	350.00	0	0%	.00	0	0%	10,718.72
271-790-980-010	24.44	2,770.69	230	1205%	2,359.96	11,730	20%	3,488.95
271-790-982-000	2,518.73	7,390.15	15,000	49%	7,234.28	15,000	48%	16,323.05
271-790-982-010	3,337.54	9,870.75	2,000	494%	1,346.06	2,000	67%	6,654.25
271-790-982-020	.00	.00	1,000	0%	2,038.08	2,000	102%	2,047.17
<b>TOTAL LIBRARY OPERATIONS</b>	<b>45,979.26</b>	<b>308,715.07</b>	<b>1,737,347</b>	<b>18%</b>	<b>317,105.69</b>	<b>637,992</b>	<b>50%</b>	<b>688,327.17</b>
<b>TOTAL EXPENDITURES &amp; OUT TRANSFERS</b>	<b>45,979.26</b>	<b>308,715.07</b>	<b>1,737,347</b>	<b>18%</b>	<b>317,105.69</b>	<b>637,992</b>	<b>50%</b>	<b>688,327.17</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>( 21,911.79)</b>	<b>( 244,392.95)</b>	<b>( 405,553)</b>		<b>( 249,663.24)</b>	<b>6,228</b>		<b>( 17,267.21)</b>



# HASTINGS PUBLIC LIBRARY

Explore • Imagine • Grow

## Library Director's Report for the February 6, 2023 Board Meeting

It's hard to believe January is over. I think it flew by because the staff was so busy.

We started offering a new service in January. It's called Patron Point. It gives residents the ability to apply for a library card online. Patron Point is able to authenticate their address to make sure they live in our service area and then assign them a library card number. This will give them access to our digital collection. If they want to check out our physical items they can either download our app, which provides them with a scannable barcode, or come to the Library and get an actual library card. We're excited to make getting a library card so easy. We are able to offer this service through our membership in the Lakeland Library Cooperative.

The month of December is always so busy that the staff decided to postpone their holiday gathering until after the first of the year. It took place on Feb. 3 after the Library closed for the day and included a sock exchange. We had an enjoyable time meeting in a relaxed atmosphere, sharing good food and laughing together.

The window replacement project is moving forward. The Christman Company is putting together the request for proposals (RFPs) for the windows, HVAC system and painting. As soon as they're done they will be sent to me, then we will add our information. Once I send them back to Christman they should be posted and sent out within a week. We haven't set a date for the bid opening yet. I will keep you informed.

I want to update you on our experience with Princh, the company providing our Wi-Fi printing. They pay us quarterly for all printing done through them. So far, this fiscal year, we have received \$315. The cost of the service for the year was \$359, so in two quarters it's nearly paid for itself. Recently, a patron came in to pick up a print job that someone in Florida had sent to our printer, paying for it before it was sent. All our patron had to do was walk in the door and pick up his print job. The service is not only paying for itself, but also providing income.

At the August 1<sup>st</sup> board meeting a remote work policy was approved with the stipulation that I report quarterly on how much staff is working from home. From October through December four people worked from home a total of eight times. Three were because they were sick, although not bad enough to prevent them from working. They just didn't want to expose the rest of the staff to their germs. Several others times were due to sick kids or kids having snow days. Two were caused by transportation issues. The staff with work that can be done from home use this privilege sparingly and wisely.

The Friends spent the last week of January getting ready for their semiannual book sale. The officially accepted book donations the January 26-31, although they still took books in on February 1. There were a lot of books donated. I'll give the results of the sale in my next report. Their next sale is scheduled for July 13-15, so mark it on your calendars.

## **Assistant Director, David Edelman's report:**

Just a few notes for January projects:

- The 2022 Banners have been scanned and will soon also go online. Uploading is now complete through 1970.
- The Nashville News scanning is complete and will go online once the Banners are finished. A big thank you to the Nashville Historical Society who raised enough money to cover the entire \$4,276 cost of this project. That enables us to scan even more.
- The Sun and News newspapers have been given to the scanning company, ETA 2-3 months.
- With 2023-2024 budget planning beginning, I am building a Digital Content Strategy to guide us on how to best spend money to support patrons using digital content. More to come.

## **Marketing & Adult Services, Barbara Haywood**

January Series 2023 from Calvin University was another hit with all attendees. Even with many using the view from home option, we had 104 people viewing 15 speakers on various subjects.

Arm Chair Travel in January enjoyed a Rick Steves' Destination Duel: London vs. Paris which did engage the eleven attendees in discussion and voting. Overall London won for ease of travel and desire to return, but Paris rated higher on food, art and overall experience. All the attendees would return to both locations and attendees that haven't traveled yet have these destinations at the top of their list.

Read-A-Latte Winter Reading Challenge started on January 23 and will end March 31. The Challenge has 23 people signed up so far, 22 people over the age of 18 and one under 16 have signed up. Participants have read 33 books so far.

Hoopla is celebrating February as a Bonus Borrow Month and Libby has added another library to our partnership allowing our patrons to borrow from 7 digital catalogs from across the state. This greatly increases the availability of popular books.

Marketing wise, I am working on a Libby Quick Start Guide, welcome packet upgrade, welcome to Library email campaign, and a Hoopla Quick Start Guide.

## **Youth Services Librarian, Paige Brandli's report:**

January began the build back into the busy season for youth services. Story times started back up, including the Itsy Bitsy Book Club and Preschool Storytime. The month included a Science Storytime with Ellen Holste from Pierce Cedar Creek Institute. We ventured outside on a snowy Friday to read and learn about owls. All participants were sent home with owl pellets to dissect. The families who have attended our outdoor story times in the winter always have a wonderful time and this was no exception. Unfortunately, due to snow days we had to cancel several story times in January.

The Tiny Art Show is on display on one side of the main floor showcase. This started as a way to use up leftover mini-canvases from previous crafts. It has been so well received by the community that we plan to host it on a larger scale next winter.

Early in the month we held a Dog Man K-9 Training School based on the book series by Dav Pilkey. Participants completed 8 stations including a smell test, DIY comic books, creating undercover personas, and inventing weapons. We had a lovely time and everyone that came left with some Dog Man pencils and a new book.



Top Left: Families work to create a weapon and develop a plan to defeat any enemies who use that weapon.

Top Right: Creating aliases and optical illusions.

Left: Some of the participants post-graduation. Part of the graduation ceremony included presenting items they made during the event.

Last but certainly not least, Emma Seif and I attended the Lakeland Co-op's Summer Reading Workshop Friday, January 27. Being on the planning committee makes me biased, but it was a great event. We had a morning session with Clare Membiela, the Library Law Consultant with the Library of Michigan. She spoke about issues related to the first amendment including censorship, first amendment audits and more. Other activities included round table discussions and break outs related to summer reading.

### **Circulation Supervisor, Sarah Proulx**

For January, staff underwent several reviews of procedures including handling hotspots and Library of Things items for check out and check in. We created a resource to coincide with our Service Animal Policy for staff. Staff also got training for Patron Point. We are in the process of updating our Patron Management Procedures to include Patron Point and get rid of the previous web application process we no longer use.

I also worked on reviewing and updating the following procedures to coincide with recent decisions and changes approved by the senior staff:

- Hold shelf
- Pick list
- Marking items as damaged

I am almost done with revising the institutional card marketing materials, which should be ready by early February to start re-promoting. The materials will aid in outreach for youth services to the local schools and children's groups/businesses.

Emma Seif and I are working on creating signs for the shelves to help patrons find books on topics for which they are seeking information. We are still in the beginning process of this and haven't set a completion date.

I have started a much-needed weed of our Adult Non-Fiction Collection, which has prompted us to look at our current collection development plan and community outreach. Again, we are still in talking stages with this, but I foresee great things!

February Special Programs:

2<sup>nd</sup>-4<sup>th</sup> – Friends book sale

8<sup>th</sup> – Friends of the Library meeting and lunch, 12:00 pm

8<sup>th</sup> – Digital Literacy Class – Android mobile devices, 2:00-3:00 pm

8<sup>th</sup> – Family Science Night, 5:00-8:00 pm

15<sup>th</sup> – Arm Chair Travel: Stockholm, Sweden, 6:00-7:30 pm

**Monthly Statistics - December 2022**  
**Net Promoter Score\*: 92**

Physical Library Visits <sup>^</sup>	Library Card Holders				
	LY Month	TY Month	City	Hastings Twp	Rutland Twp
5,186	3,307	865	1,165	93	
4,094	24	10	12	1	
24,570	Total New				

Volunteer Hours	Item Circulation				
	LY Month	TY Month	Children's	Non-Children's	Mobile
99	2,126	2,249	-	484	4,375
188	2,663	2,768	484	5,915	
1,189	19,563	18,099	3,378	41,040	

Wireless Sessions	Inter-Library Loans				
	LY Month	TY Month	To HPL	From HPL	Total
898	474	475	949	863	5,660
748	541	322			
6,177	3,279	2,381			

Ancestry Usage	Programs			
	LY Month	TY Month	Virtual	In Person
344	Offered	Attendance	Offered	Attendance
11	-	-	38	1,068
139	TY Month		231	4,452

Digital Downloads	Computer Sessions				
	LY Month	TY Month	Adult	Kids	Teen
1,522	261	41	10	7	
1,449	299	48	6	5	
9,559	2,214	370	229	17	

HPL Website	Princh			
	Sessions	Users	Page Views	Documents
1,683	961	3,129	86	
1,660	1,086	3,157	87	
11,993	7,755	22,362	664	

BCHP~	Princh			
	TY Month	Users	Page Views	Documents
97	54	566		
205	115	1,302		

<sup>^</sup> New people counters installed November 2022 providing more accurate library visit statistics  
 ~ BCHP = Barry County History Portal 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



**LIBRARY BOARD OF DIRECTORS 2022**

PRESIDENT: *Kelli Newberry*

VICE-PRESIDENT: *Jeff Kniaz*

SECRETARY: *Jane Cybulski*

**MEMBERS:**

*Norma Jean Acker*

*Audrey Burton*

*Chloe Kelly*

*David Koons*

*Cloe Oliver*

*John Resseguie*

**HASTINGS PUBLIC LIBRARY STAFF**

**as of December 2022**

Peggy Hemerling - Library Director

David Edelman - Assistant Director

Paige Brandli - Youth Services Librarian

Marty Byington - Processing Supervisor

Sarah Proulx – Circulation Supervisor

Barbara Haywood – Marketing & Programs Coordinator

Celeste Dyehouse – Library Assistant

Sharon Elzinga – Library Assistant

Zachary Franklin– Library Assistant

Megan Gould – Library Assistant

Christie Pollet – Library Assistant

Emma Seif –Teen Services & Library Assistant

Tammy Wilde – Library Assistant

Reg Howard – Maintenance and Janitorial Services



# Hastings Public Library – Annual Report 2021-2022

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## OPERATIONS

POPULATION SERVED:	14,285	
	<u>2021-2022</u>	<u>2020-2021</u>
REGISTERED BORROWERS:		
City of Hastings:	3,617	3,823
Hastings Charter Township:	918	929
Rutland Charter Township:	1,251	1,305
Paid Non-residents:	<u>92</u>	<u>65</u>
Total:	5,878	6,122
COLLECTION GROWTH:		
Total print books:	38,258	38,768
Total audio CDs:	2,218	2,200
Total DVDs:	4,856	5,007
Total other physical items	684	686
Total electronic books	691,883	510,154
Total electronic audio	194,992	160,692
Total electronic video	52,290	44,426
Total other electronic items	<u>304,559</u>	<u>276,962</u>
Total Count:	1,289,740	1,038,895
INTERLIBRARY LOANS:		
To other libraries:	5,815	6,167
From other libraries:	<u>5,513</u>	<u>5,701</u>
Total Count:	11,331	11,868
SERVICES AND ACTIVITIES:		
Number of Programs:	366*	72*
Program attendance:	5,048	2,579
Patron visits to building:	49,457	21,665
Volunteer hours:	1,742	348
Uses of the Computers:	4,068	2,833
Uses of Wi-Fi:	12,106	12,714

\*Some programs in fiscal year 2021-2022 were held virtually.

## Hastings Public Library – Annual Report 2021-2022

The 2021-2022 fiscal year saw the Library staff working hard to get programs and services back to pre-Covid conditions.

After being closed for Covid and then operating with reduced hours, by July we were finally back to being open our full hours. Visits to the building increased slowly and during July and August we started to hold some in-person programs again. Masks were required for all programs and the staff was still masked while on duty.

The summer reading program had started in June and participation was up from the previous year. With Covid numbers still high we made the decision to not offer in-person summer reading events. Even without the events, parents and kids were happy to be back in the building to pick out books.

There is always a need to communicate with our patrons and the community to let them know about our programs and services. To help us do that, in July we began using Savannah, a customer relationship management (CRM) software. It allows us to send emails, including newsletters; provide statistics to better analyze library usage; and offered integrate surveys for our use. Savannah has provided us with valuable information to help us improve services.

In August 2021 we celebrated our 125<sup>th</sup> anniversary. We invited the community to celebrate with us at a foam party at the Thornapple Plaza, with cookies and ice cream to help celebrate. We had great fun with the 190 people who joined us to commemorate this significant milestone.



## Hastings Public Library – Annual Report 2021-2022

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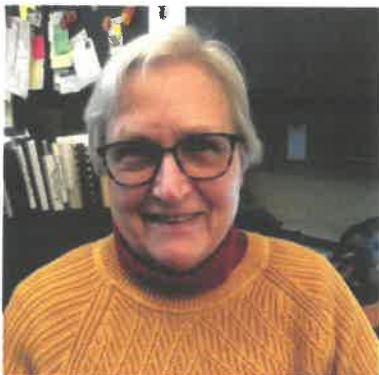
During August and September, we had three staff members resign. Two of them left to take jobs with higher pay and more hours. The third person left to pursue other interests. Fortunately, by the end of September we were able to hire three very capable people to replace them.

In the summer of 2021 the Library Board received an estimate for the cost of replacing the Library's windows. The estimate was developed by the Christman Company in conjunction with work done by C2AE, the Library's architectural firm. The estimate was large enough to justify engaging a professional fundraising consultant. In September, Kennari Consulting was hired, a capital campaign committee was formed and the work of fundraising got underway.

During the fall, Paige Brandli, youth librarian; Marty Byington, processing supervisor; and David Edelman, circulation supervisor, worked to begin the process of reorganizing our picture book collection. At the time the books were shelved by the author's last name. That made it challenging for children to find books on a particular topic. We decided to group the books by subject, so when a child comes in looking for truck or horse books they would be shelved together. They estimated the project would take about a year to complete.

Next came our annual Art @ the Library craft show to kick off Jingle & Mingle weekend in December. Because of the ongoing threat of Covid we reduced the number of vendors and kept all activities on the first floor. We still had a wonderful variety of items for sale and over 400 people came to shop.

We sent out end-of-year solicitation letters in early December, asking for donations to fund the digitization of our collection of Hastings Banners. Once digitized the papers would be in a searchable format and we would be able to make them available on our website. The response was wonderful. We received enough in donations to pay for the work on the Banners and to get many of the other county newspapers digitized. This is an ongoing project.



Diane Hawkins, longtime assistant director, retired at the end of the year. She joined the staff in 2003. In her eighteen years she worked with patrons at the circulation desk, she was the assistant director for most of the time and had become our local history expert. Fortunately, she has continued to come in, volunteering to help us organize our local history collection. Even so, we miss seeing her more regularly.

When Diane retired, David Edelman moved from being the circulation supervisor to assistant director and library assistant Sarah Proulx became the circulation supervisor. Both did a great job taking over their new responsibilities.

## **Hastings Public Library – Annual Report 2021-2022**

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January saw the beginning of the adult winter reading program, along with hosting of Calvin University's January Series, a fifteen-day lecture series offered in person on campus and also live streamed remotely. This has been popular with members of our community for years. Attendees not only enjoyed the lectures, but also the in-person discussions that often followed.

In February a new phone system was installed. The original one was starting to fail one area at a time. Part of the installation was the addition of phones in the community and Michigan rooms. These allow staff to be contacted while working in these rooms and also to alert people in case of an emergency. They have been a good addition.

Once again, the Library was a location for the Volunteer Income Tax Assistance (VITA) program provided by Barry County United Way. People depend on this important service to help them get their taxes filed. During the tax season VITA volunteers assisted 272 people with their taxes and helped them get back a total of \$415,679 in refunds, homestead property tax credit and home heating credit. The library has been a VITA site for about fifteen years and each year we look forward to furnishing the space for this to take place

The theme for our March reading club was "Carnival of Reading. Kids and teens signed up for the opportunity to win prizes for reading books of their choosing. The kids loved picking out their prizes.

In March we accepted Requests for Proposals (RFP) to replace the lights in the high ceiling and the lighting controls. Engineered Electrical Systems LLC (EES) won the bid. The work on the lights was completed at the beginning of June. Unfortunately, the parts for the light controls weren't available and were back ordered. EES did what was necessary to keep the lights functioning and were unable to complete the work by the end of the fiscal year.

Through 2021 and the first part of 2022 we continued offering virtual programs, in addition to those presented in person. The last regular virtual story time was held April 27, 2022. All story times after that have been presented in person. We were grateful to be able to continue offering virtual programs during the Covid crisis as a way to engage members of the community. Once people became comfortable meeting in person they lost interest in virtual programming.

The windows in the building continued to deteriorate over the year. To that end, the Capital Campaign Committee worked diligently throughout the year and raised \$700,000 by the end of May. They continued to meet and work on other fundraising ideas to reach the goal of \$1.2 million for the project.

## Hastings Public Library – Annual Report 2021-2022

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Paige Brandli and Barbara Haywood spent much time in May of 2022 getting ready for our summer reading program, which started in June. The theme was “Oceans of Possibilities.” Water was a great theme. It offered many ideas for programming and displays. This was the first year since Covid that Paige was able to visit the schools and other children’s events for, to promote the program. We even allowed early registration for the first time and had 129 people signed up before the end of May.



After the challenges of Covid in 2020 and early 2021, it was wonderful to get the Library back to full hours and services again, as well as having more people in the building. There is a lot of satisfaction and delight in hearing children playing and getting excited about books; helping patrons find the book they were looking for or introducing them to a book they end up loving; providing hot spots to people without internet access; and seeing the building busy with activity. It was a good year at the Library.



**HASTINGS PUBLIC LIBRARY**

Explore • Imagine • Grow

# HPL BY THE NUMBERS

## JULY 2021 - JUNE 2022

Programming  
367 Programs  
5,786 Attendees

What's your favorite Oreo?  
94 people voted at our taste test  
in March 2022.  
Birthday Cake won!



More than  
49,000 people  
came to the  
library.



20,223 Digital Downloads

**Most Popular Hoopla Item**

Hamilton Soundtrack

**Most Popular Libby Item**

Murder on the Orient Express: Hercule Poirot  
Series, Book 9

LIBRARY

### HPL QUICK FACTS

**LIBRARY CARD  
HOLDERS**  
5,878

**PHYSICAL  
COLLECTION**  
46,016

**DIGITAL  
COLLECTION**  
1,243,724

**PUBLIC  
COMPUTER  
SESSIONS**  
4,068



**WIRELESS  
SESSIONS**  
12,106

**VOLUNTEER  
HOURS**  
1,742

**PHYSICAL  
CIRCULATIONS**  
66,859

More than 15,000  
users accessed our  
website with over  
44,000 page views.

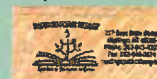


We added 1,794 new books, dvds and  
audiobooks to the collection.



We received over \$38K in donations to  
support programming, purchase materials, and  
for the newspaper digitizing initiative.

We opened 528 new  
library accounts.



## Hastings Public Library

### Proposal For:

**Preliminary pricing for Scanning of 28,000 Pages of Hard Copy News Print  
2,000 Issues averaging of 14 pages per Issue**

### Scope of Work:

- 1.Scanning of 28,000 Pages of Standard Newsprint of Sun & News
- 2.The OCR of 28,000 Images
3. Indexing 2000 issues

### Estimated Cost:

Pick-up and delivery: Company Vehicle .....	\$	50.00
Hard Copy Scanning @ 300dpi: 28,000 x \$0.34/image.....	\$	9,520.00
OCR of 28,000 images @ \$0.013/image .....	\$	364.00
Indexing: 2,000 indexes @ \$0.264/Index .....	\$	528.00
Image by Image Clean up: .....	\$	N/A
Publishing: 1Terabyte hard drive .....	\$	129.00

**Total Estimated Cost for News Paper conversion to indexed and full text  
searchable PDF's on your network or website: \$10,591.00**

### Terms:

Please allow 3 months from time of order to completion of this solution.  
4-hour scan on demand service \$10.00 per request.

# SMITH IMAGING SOLUTIONS

## EQUIPMENT ORDER AGREEMENT

<b>BILL TO</b>	<b>SHIP TO *</b>
SAME AS SHIP TO;	Hastings Public Library
	227 E State Street
	Hastings, Mi 49058
	Attn: David Edelman
PURCHASE ORDER ...	269-945-4263      SHIP TO FAX #

**TERMS OF PAYMENT**  
TERMS ARE 15 days from delivery

QTY	PRODUCT CODE	DESCRIPTION	UNIT PRICE	EXTD PRICE
1		Pick up and Delivery		\$ 50.00
1		Hard Copy Scanning 28,000 Images x \$0.34		\$9,520.00
1		OCR of 28,000 Images @ \$0.013/Image		\$ 354.00
1		Indexing: 2000 Indexes @ 0.264/Index		\$ 528.00
1		Publishing: 1 Terabyte Portable Hard Drive		\$ 129.00
		<b>Total from Accessories Sheet</b>		

<b>CUSTOMER CONTACT FOR CREDIT INFORMATION</b>			<b>PURCHASE PRICE</b> (EXCLUDING TAXES): STATE SALES/ USE TAX: INSTALLATION / DELIVERY CHARGE:	\$10,591.00 Exempt \$10,591.00
NAME				
PHONE#				
<b>TRADE-IN EQUIPMENT</b> (List Main Unit First)				
QTY	DESCRIPTION	NET ALLOWED		
<b>SPECIAL INSTRUCTIONS</b>				

**CUSTOMER ACCEPTANCE**

AUTHORIZED CUSTOMER SIGNATURE \_\_\_\_\_ SalesREP: Bruce Smith

SIGNER'S NAME (printed) \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Bruce Smith**  
**616-550-4823**

**Smith Imaging Solutions**  
180 E Main #1, Rockford Mi.  
Brucesmith.mi@gmail.com



## **Hastings Public Library 2023 Officers & Committee Assignments**

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

### Budget & Finance

Kelli Newberry – ex officio  
Jeff Kniaz  
Jane Cybulski

### Building & Grounds

Kelli Newberry – ex officio  
Bill Nesbitt  
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  
Audrey Burton  
Cloe Oliver