

# HASTINGS PUBLIC LIBRARY BOARD OF TRUSTEES

February 7, 2022 4:30pm

1. CALL TO ORDER
2. APPROVAL OF AGENDA p. 1
3. COMMENTS FROM THE PUBLIC
4. COMMUNICATIONS
5. APPROVAL OF MINUTES  
    a. January 3, 2022 p. 2-3
6. FINANCIAL REPORTS AND INVOICES  
    a. December invoices p. 4-5  
    b. December budget report p. 6-10
7. COMMITTEES  
    a. Budget and Finance  
    b. Building and Grounds  
    c. Personnel  
    d. Policy  
    e. Marketing  
    f. Capital Campaign - report
8. LIBRARY DIRECTOR'S REPORT  
    a. January monthly report p. 11-14  
    b. 2021 Annual report p. 15-23
9. UNFINISHED BUSINESS – business explanation p. 24  
    a. none
10. NEW BUSINESS  
    a. Foster Swift client agreement p. 25  
    b. Customized Cleaning Services tile restoration estimate p. 26-28
11. BOARD MEMBER COMMENTS
12. ADJOURNMENT

# MINUTES OF THE HASTINGS PUBLIC LIBRARY BOARD OF TRUSTEES

January 3, 2022 - 4:30PM

## 1. CALL TO ORDER

The meeting was called to order by Kniaz at 4:32 pm.

- a. Board members present were Norma Jean Acker, Cloe Oliver, Audrey Burton, Jeff Kniaz, Kelli Newberry and John Resseguie.
- b. Also present was Peggy Hemerling,
- c. Members absent were: Jane Cybulski, Dave Koons and Mary Rivett.

## 2. APPROVAL OF AGENDA

It was moved by Resseguie, supported by Newberry, that the agenda be approved. **Motion Approved.**

## 3. COMMENTS FROM THE PUBLIC: none

## 4. COMMUNICATIONS: none

## 5. APPROVAL OF MINUTES of December 6, 2021

It was moved by Acker, supported by Newberry, that the minutes of December 6, 2021 be approved as written. **Motion Approved.**

## 6. FINANCIAL REPORTS AND INVOICES

- a. November invoices
- b. November budget report
- c. It was moved by Newberry, supported by Resseguie, to approve the November invoices and budget report as presented. **Motion Approved.**

## 7. COMMITTEES

- a. Budget and Finance:  
Set meeting date for January: Monday, January 24 at 4:30 pm
- b. Building and Grounds - none
- c. Personnel – none
- d. Policy - none
- e. Marketing -- none
- f. Capital Campaign – report by Burton and Hemerling

## 8. LIBRARY DIRECTOR'S REPORT

## 9. UNFINISHED BUSINESS:

- a. Phone RFP documents and signatures: It was moved by Newberry, supported by Burton to accept the RFP and purchase agreement from First

Telecommunications for the installation of a new phone system. **Motion Approved.**

10. NEW BUSINESS –

- a. Election of Officers: It was voted to approve the 2022 slate of officers:

President – Kelli Newberry

Vice President – Jeff Kniaz

Secretary – Norma Jean Acker

- b. Committee assignments:

- 1) Budget & Finance

Newberry

Acker

Cybulski

- 2) Building & Grounds

Newberry

Koons

Resseguie

- 3) Personnel

Newberry

Burton

Oliver

- 4) Policy

Newberry

Kniaz

Koons

- 5) Marketing

Newberry

Acker

Oliver

Rivett

- c. Meeting dates: Due to how holidays will fall on the first Monday of the month, it was approved to change these meeting dates at 4:30 pm:

- 1) Monday, July 4<sup>th</sup> to Tuesday, July 5

- 2) Monday, Sept. 5 (Labor Day) to Monday, Aug. 29

- 3) Monday, Jan. 2, 2023 (New Year's holiday) to Monday, Jan 9

11. BOARD MEMBER COMMENTS: none

12. ADJOURNMENT:

It was moved by Resseguie, supported by Acker, to adjourn the meeting at 5:19 pm.

**HASTINGS PUBLIC LIBRARY****Invoices for December 2021**

Prepared for February 7, 2022 Board meeting

<b>Account</b>	<b>Vendor</b>	<b>Amount</b>	<b>Total</b>
<b>Salaries &amp; Wages</b>			<b>\$ 19,351.24</b>
	December	\$ 19,351.24	
<b>Social Security Taxes</b>			<b>\$ 1,425.18</b>
	December	\$ 1,425.18	
<b>Overtime</b>			<b>\$ 5.45</b>
	Mangrove Payroll Services	\$ 5.45	
<b>Fringe Benefits</b>			<b>\$ 9,971.53</b>
	Benefits	\$ 9,971.53	
<b>Supplies:</b>			<b>\$ 820.78</b>
	Baker & Taylor	\$ 40.53	
	Culligan	\$ 34.39	
	Quill	\$ 61.12	
	Amazon	\$ 402.24	
	Demco	\$ 200.23	
	Smart Sign	\$ 42.32	
	ACE	\$ 39.95	
<b>Wellness/Medical Supplies</b>			<b>\$ 45.84</b>
	Quill	\$ 45.84	
<b>Disposable Technology</b>			<b>\$ 12.96</b>
	Amazon	\$ 12.96	
<b>Program Supplies</b>			<b>\$ 10.18</b>
	Dollar Tree	\$ 10.18	
<b>Subscriptions &amp; Publications</b>			<b>\$ 109.94</b>
	Wall Street Journal	\$ 49.99	
	Sports Illustrated for Kids	\$ 39.95	
	Car and Driver	\$ 20.00	
<b>Software Subscriptions</b>			<b>\$ 212.00</b>
	Enfold system (website)	\$ 212.00	
<b>Electronic Media</b>			<b>\$ 394.69</b>
	Midwest Tape - Hoopla	\$ 394.69	
<b>Professional Services</b>			<b>\$ 2,500.00</b>
	Kennari Consulting	\$ 2,500.00	
<b>Contracted IT Services</b>			<b>\$ 1,740.00</b>
	Clark Tech. Services	\$ 1,740.00	
<b>Pre-employment screening</b>			<b>\$ 134.00</b>
	Spectrum Health Pennock	\$ 134.00	
<b>Telephone &amp; Fax</b>			<b>\$ 424.37</b>
	MEI Telecom	\$ 214.22	
	Fusion	\$ 210.15	
<b>Mail/Postage</b>			<b>\$ 10.00</b>
	U.S.P.S.	\$ 10.00	
<b>Internet</b>			<b>\$ 495.00</b>

	MEI Telecom	\$ 495.00	
	Mobile Beacon		
<b>Community Promo &amp; Ads</b>			<b>\$ 16.85</b>
	Indeed	\$ 16.85	
<b>Dues &amp; Fees</b>			<b>\$ 251.25</b>
	Kiwanis	\$ 251.25	
<b>Public Utilities</b>			<b>\$ 2,861.94</b>
	City - water & sewer	\$ 219.76	
	Consumers - electric	\$ 2,164.50	
	Consumers - natural gas	\$ 477.68	
<b>Waste Disposal</b>			<b>\$ 10.00</b>
	Les's Sanitary Service	\$ 10.00	
<b>Snowplowing/Snow Removal</b>			<b>\$ 90.00</b>
	P.S. Fencing	\$ 90.00	
<b>Building Repair &amp; Maintenance</b>			<b>\$ 8,314.26</b>
	Advantage Plumbing	\$ 330.26	
	Michael Kinney Plumbing	\$ 154.00	
	Schindler	\$ 7,830	
<b>Workers Comp. Insurance</b>			<b>\$ 173.20</b>
	Worker's Comp Fund	\$ 173.20	
<b>Collection Services</b>			<b>\$ 26.85</b>
	Unique Management	\$ 26.85	
<b>Lost/Damaged Materials Fees</b>			<b>\$ 13.00</b>
	Heather Albright	\$ 13.00	
<b>Equipment/Furniture-ND</b>			<b>\$ 420.00</b>
	Amazon	\$ 420.00	
<b>Collection Materials - Books</b>			<b>\$ 1,254.41</b>
	Baker & Taylor	\$ 1,130.96	
	Amazon	\$ 123.45	
<b>Collection Materials - AV</b>			<b>\$ 365.40</b>
	Baker & Taylor	\$ 315.46	
	Amazon	\$ 49.94	
<b>Total Invoices</b>			<b>\$ 51,460.32</b>

**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING DECEMBER 31, 2021**

**FUND 271 - LIBRARY FUND**

**OPERATIONS**

	THIS MONTH ACTUAL 31-DEC-21	THIS YEAR FISCAL YTD 31-DEC-21	REVISED BUDGET 2021-2022	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-DEC-20	REVISED BUDGET 2020-2021	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
<b>OPERATING REVENUES</b>								
271-100-502-000	.00	1,332.98	6,000	22%	4,917.00	6,418	77%	7,293.00
271-100-523-000	.00	.00	0	0%	1,823.50	0	0%	1,823.50
271-100-528-000	.00	1,485.00	0	0%	1,354.00	0	0%	1,354.00
271-100-540-000	.00	5,786.97	10,000	58%	5,342.16	7,000	76%	11,032.16
271-100-566-000	.00	.00	0	0%	.00	1,860	0%	.00
271-100-583-000	8,585.77	9,462.31	420,000	2%	10,789.28	375,000	3%	394,951.47
271-100-649-000	477.10	3,820.63	5,000	76%	2,149.32	8,500	25%	5,048.76
271-100-651-000	125.00	850.00	400	213%	225.00	300	75%	675.25
271-100-658-000	.00	10,994.84	8,500	129%	8,904.70	4,500	198%	8,904.70
271-100-659-000	50.74	1,002.51	200	501%	694.04	1,000	69%	1,494.68
271-100-665-000	12.95	57.61	4,750	1%	2,389.79	5,000	48%	2,548.75
271-100-667-000	120.00	620.00	200	310%	.00	350	0%	.00
271-100-672-000	457.23	2,720.71	1,700	160%	1,016.46	1,700	60%	2,689.07
271-100-674-000	4,810.00	29,308.89	20,000	147%	12,631.50	21,200	60%	51,445.80
271-100-674-010	.00	.00	16,250	0%	.00	16,000	0%	10,000.00
271-100-674-020	.00	.00	0	0%	.00	3,050	0%	.00
271-100-676-000	.00	.00	50	0%	84.49	50	169%	259.49
271-100-687-000	.00	.00	0	0%	.00	200	0%	.00
271-100-699-101	.00	.00	151,170	0%	112,610.00	112,610	100%	112,610.00
<b>TOTAL OPERATING REVENUES</b>	<b>14,638.79</b>	<b>67,442.45</b>	<b>644,220</b>	<b>10%</b>	<b>164,931.24</b>	<b>564,738</b>	<b>29%</b>	<b>612,128.63</b>
<b>TOTAL REVENUE &amp; INCOMING TRANSFERS</b>	<b>14,638.79</b>	<b>67,442.45</b>	<b>644,220</b>	<b>10%</b>	<b>164,931.24</b>	<b>564,738</b>	<b>29%</b>	<b>612,128.63</b>

# CITY OF HASTINGS

DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2021

## FUND 271 - LIBRARY FUND

### OPERATIONS

	LIBRARY OPERATIONS							
	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	
	ACTUAL 31-DEC-21	FISCAL YTD 31-DEC-21	BUDGET 2021-2022	YTD % OF BUDGET	FISCAL YTD 31-DEC-20	BUDGET 2020-2021	YTD % OF BUDGET	
271-790-702-000	7,472.11	45,901.08	97,544	47%	43,390.83	91,738	47%	
271-790-703-000	4,121.62	26,790.52	53,581	50%	25,996.40	52,016	50%	
271-790-704-000	6,734.45	43,133.54	91,505	47%	38,234.66	91,876	42%	
271-790-704-010	1,023.06	6,112.35	12,051	51%	5,857.02	12,729	46%	
271-790-709-000	1,425.18	8,895.83	19,483	46%	8,319.76	18,999	44%	
271-790-713-000	5.45	55.51	0	0%	.00	0	0%	
271-790-716-000	.00	1,677.50	5,540	30%	1,485.78	4,303	35%	
271-790-717-000	4,496.70	24,158.15	65,592	37%	21,154.42	40,008	53%	
271-790-717-010	414.07	2,644.43	4,214	63%	2,394.64	4,872	49%	
271-790-718-000	4,733.19	27,449.29	55,717	49%	23,828.10	41,623	57%	
271-790-718-010	.00	.00	0	0%	2,814.06	12,314	23%	
271-790-719-000	287.62	1,725.72	3,460	50%	1,725.72	2,703	64%	
271-790-724-000	39.95	239.70	510	47%	239.70	490	49%	
271-790-726-000	.00	.00	0	0%	.00	1,422	0%	
271-790-727-000	.00	.00	0	0%	.00	215	0%	
271-790-751-000	240.76	1,280.14	1,400	91%	1,122.89	1,500	75%	
271-790-756-000	16.96	182.43	700	26%	613.63	300	205%	
271-790-760-000	.00	143.22	350	41%	147.56	700	21%	
271-790-761-000	356.14	1,058.71	1,300	81%	372.29	2,950	13%	
271-790-762-000	45.84	45.84	530	9%	397.03	280	142%	
271-790-766-000	12.96	753.90	1,900	40%	3,966.36	2,050	193%	
271-790-767-000	.00	.00	300	0%	.00	0	0%	
271-790-770-000	10.18	569.09	1,750	33%	751.79	3,050	25%	
271-790-772-000	.00	.00	500	0%	.00	50	0%	
271-790-777-000	145.80	287.75	1,100	26%	540.91	1,250	43%	
271-790-778-000	61.12	119.10	500	24%	99.00	500	20%	
271-790-791-000	109.94	1,013.50	1,430	71%	543.81	1,500	36%	
271-790-792-000	212.00	2,751.90	4,455	62%	237.89	1,870	13%	
271-790-793-000	.00	6,111.64	7,350	83%	5,264.72	5,500	96%	
271-790-794-000	394.69	2,289.58	4,250	54%	1,513.92	4,000	38%	
271-790-795-000	.00	.00	0	0%	.00	1,400	0%	
271-790-796-000	.00	1,741.38	1,745	100%	1,741.38	1,750	100%	
				</				

# CITY OF HASTINGS

## DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 6 MONTHS ENDING DECEMBER 31, 2021

### FUND 271 - LIBRARY FUND

#### OPERATIONS

	THIS MONTH ACTUAL 31-DEC-21	THIS YEAR FISCAL YTD 31-DEC-21	REVISED BUDGET 2021-2022	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-DEC-20	REVISED BUDGET 2020-2021	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-798-000 LIBRARY CARDS	.00	21.90	0	0%	.00	0	0%	.00
271-790-802-000 PROFESSIONAL SERVICES	2,500.00	20,700.00	0	0%	.00	0	0%	.00
271-790-806-000 LEGAL SERVICES	.00	1,080.00	150	720%	.00	150	0%	.00
271-790-809-000 CONTRACTED IT SERVICES	1,740.00	8,705.03	24,275	36%	13,444.50	21,280	63%	28,008.50
271-790-812-000 PRE-EMPLOYMENT SCREENINGS	134.00	670.00	100	670%	158.00	200	78%	158.00
271-790-813-000 DELIVERY SERVICES	.00	1,085.00	1,912	56%	571.00	500	114%	1,472.50
271-790-816-000 SECURITY SERVICES	.00	299.88	325	92%	299.88	325	92%	299.88
271-790-817-000 LAKELAND LIBRARY CO-OP SERVICE	.00	1,409.00	3,158	45%	1,346.50	2,577	52%	2,817.00
271-790-818-000 MAINTENANCE CONTRACTS	.00	3,180.00	8,510	37%	3,180.00	7,690	41%	8,456.76
271-790-823-000 OTHER CONSULTING SERVICES	.00	113.50	1,550	7%	295.50	550	54%	470.50
271-790-825-000 LATE/SERVICE FEES	.00	41.92	25	188%	.00	50	0%	.00
271-790-850-000 TELEPHONE	424.37	2,349.53	4,760	49%	2,146.51	4,700	46%	4,823.63
271-790-851-000 MAIL/POSTAGE	10.00	67.25	400	17%	205.73	450	46%	465.93
271-790-852-000 INTERNET/TELECOMM SERVICES	495.00	4,050.00	7,620	53%	3,330.00	6,000	56%	6,975.00
271-790-861-000 TRANSPORTATION - MILEAGE REIMB	.00	.00	300	0%	.00	300	0%	.00
271-790-879-000 WEBSITE	.00	.00	210	0%	326.17	206	158%	326.17
271-790-880-000 COMMUNITY PROMOTIONS	.00	.00	600	0%	.00	400	0%	100.00
271-790-881-000 ADVERTISING	16.85	526.48	400	132%	143.98	400	36%	280.45
271-790-887-000 SPEAKERS/PERFORMERS	.00	375.00	1,000	38%	.00	1,000	0%	187.50
271-790-890-000 ILS FEES	.00	5,619.00	11,667	48%	7,711.42	13,989	55%	12,659.59
271-790-891-000 LICENSES AND FEES	.00	122.86	460	27%	.00	500	0%	406.00
271-790-892-000 SOFTWARE LICENSES	.00	763.75	750	102%	640.00	750	85%	640.00
271-790-900-000 PRINTING AND PUBLISHING	.00	.00	150	0%	120.00	150	80%	155.00
271-790-902-000 NEWSLETTER	.00	.00	400	0%	.00	400	0%	405.00
271-790-906-000 PROMOTIONS/MARKETING	.00	.00	450	0%	.00	100	0%	.00
271-790-907-000 SPONSORSHIPS/DONATIONS	.00	.00	100	0%	.00	100	0%	.00
271-790-909-000 TRAINING	.00	128.50	400	32%	15.00	400	4%	124.00
271-790-910-000 PROFESSIONAL DEVELOPMENT	.00	1,806.00	500	361%	287.95	500	58%	287.95
271-790-911-000 CONFERENCES	.00	.00	2,550	0%	410.00	2,000	21%	540.00
271-790-912-000 MEETINGS	.00	.00	75	0%	.00	75	0%	.00
271-790-915-000 MEMBERSHIPS	.00	899.97	1,228	73%	1,061.04	1,053	101%	1,212.30
271-790-916-000 DUES AND FEES	251.25	406.25	1,350	30%	226.00	1,250	18%	586.00
271-790-918-000 WATER/SEWER	219.76	1,468.64	3,000	49%	1,419.33	3,000	47%	2,603.63
271-790-919-000 WASTE DISPOSAL	10.00	119.28	330	36%	69.28	210	33%	267.84



# CITY OF HASTINGS

DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2021

## FUND 271 - LIBRARY FUND

### OPERATIONS

	THIS MONTH ACTUAL 31-DEC-21	THIS YEAR FISCAL YTD 31-DEC-21	REVISED BUDGET 2021-2022	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-DEC-20	REVISED BUDGET 2020-2021	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-920-000 ELECTRIC	2,164.50	13,086.66	22,000	59%	9,615.10	24,000	40%	20,330.44
271-790-921-000 NATURAL GAS	477.68	776.43	4,250	18%	926.26	4,500	21%	4,153.63
271-790-929-000 GROUNDS REPAIR AND MAINTENANCE	.00	1,600.00	2,475	65%	256.19	1,000	26%	256.19
271-790-929-010 SNOWPLOWING/SNOW REMOVAL	90.00	90.00	2,000	5%	.00	2,100	0%	885.00
271-790-930-000 BUILDING REPAIR & MAINTENANCE	8,314.26	14,502.17	33,150	44%	8,062.39	9,125	88%	24,584.43
271-790-931-000 EQUIPMENT REPAIR & MAINTENANCE	.00	.00	1,300	0%	.00	300	0%	.00
271-790-935-000 PROPERTY LIABILITY INSURANCE	.00	8,263.00	9,000	92%	8,536.00	8,000	107%	8,536.00
271-790-939-000 WORKERS COMPENSATION INSURANCE	173.20	519.60	900	58%	568.86	760	75%	1,028.66
271-790-941-000 PRINTER/COPIER LEASE/MAINT	.00	1,067.64	4,275	25%	1,067.64	4,275	25%	4,270.56
271-790-944-000 INSPECTION SERVICES	.00	.00	600	0%	.00	1,710	0%	596.10
271-790-950-000 COLLECTION SERVICES	26.85	89.50	200	45%	134.25	200	67%	250.60
271-790-962-000 LOST/DAMAGED MATERIALS FEES	13.00	64.00	150	43%	23.00	200	12%	121.95
271-790-965-000 PROPERTY TAX REIMBURSEMENT	.00	.00	100	0%	.00	100	0%	.00
271-790-974-010 LAND IMPROVEMENTS - NON-DPRCBL	.00	.00	0	0%	2,450.00	0	0%	2,450.00
271-790-975-000 BLDGS AND BUILDING IMP - DEPR	.00	.00	0	0%	.00	24,000	0%	.00
271-790-975-010 BLDG & BLDG IMP - NON-DEPRECB	.00	.00	600	0%	.00	0	0%	.00
271-790-978-010 TECHNOLOGY - NON-DEPRECIABLE	.00	907.82	8,800	10%	5,178.36	14,500	36%	13,282.99
271-790-980-010 EQUIPMENT/FURNITURE - NON-DEPR	420.00	2,359.96	11,730	20%	.00	0	0%	20,941.11
271-790-982-000 COLLECTION MATERIALS - BOOKS	1,254.41	7,234.28	15,000	48%	6,922.93	15,000	46%	17,311.71
271-790-982-010 COLLECTION MATERIALS - A/V	365.40	1,346.06	2,000	67%	851.66	2,000	43%	1,296.92
271-790-982-020 COLLECTION MATS - BEYOND BOOKS	.00	2,038.08	2,000	102%	2,797.26	1,000	280%	3,723.91
<b>TOTAL LIBRARY OPERATIONS</b>	<b>51,460.32</b>	<b>317,065.74</b>	<b>637,992</b>	<b>50%</b>	<b>277,551.96</b>	<b>587,983</b>	<b>47%</b>	<b>594,524.22</b>
<b>TOTAL EXPENDITURES &amp; OUT TRANSFERS</b>	<b>51,460.32</b>	<b>317,065.74</b>	<b>637,992</b>	<b>50%</b>	<b>277,551.96</b>	<b>587,983</b>	<b>47%</b>	<b>594,524.22</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>( 36,821.53 )</b>	<b>( 249,623.29 )</b>	<b>6,228</b>		<b>( 112,620.72 )</b>	<b>( 123,245 )</b>		<b>17,604.41</b>

# CITY OF HASTINGS

BALANCE SHEET  
AS OF DECEMBER 31, 2021

## FUND 271 - LIBRARY FUND

		FISCAL YTD 31-DEC-21	FISCAL YTD 31-DEC-20
<b><u>ASSETS</u></b>			
271-000-001-002	CHECKING ACCOUNT - PAYPAL CONT	500.00	3,733.88
271-000-004-000	PETTY CASH	468.00	468.00
271-000-017-050	INVESTMENTS - MI CLASS POOLED	376,723.90	492,888.18
	<b>TOTAL ASSETS</b>	<b>377,691.90</b>	<b>497,090.06</b>
<b><u>LIABILITIES AND FUND BALANCE</u></b>			
<b><u>FUND BALANCE</u></b>			
271-000-370-000	FUND BAL - NONSPND - PREPAIDS	.00	767.00
271-000-375-000	FUND BALANCE - RESTRICTED	327,315.19	408,943.78
271-000-380-000	COMMITTED FUND BALANCE	300,000.00	200,000.00
	REVENUE OVER EXPENDITURES - YTD	( 249,623.29)	( 112,620.72)
	<b>TOTAL FUND BALANCE</b>	<b>377,691.90</b>	<b>497,090.06</b>
	<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>377,691.90</b>	<b>497,090.06</b>



# HASTINGS PUBLIC LIBRARY

**1896 - 2021**

***Serving Our Community for 125 years***

## Library Director's Report for the February 7, 2022 Board Meeting

The first month of 2022 is behind us. COVID is still with us and the Library staff continues to happily serve our community in many ways.

David Edelman became the assistant director as of January 1 and Sarah Proulx replace David as circulation supervisor. They are both learning about and adapting to their new rolls. They are already doing great jobs.

### Winter Reading Challenge 2022

**JANUARY 3 - FEBRUARY 28**

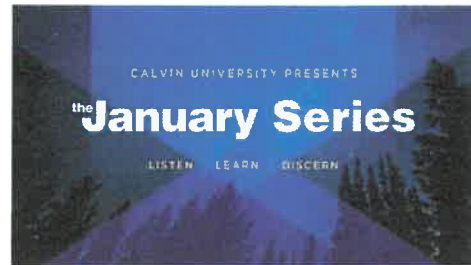


**Become a Reading Master!  
Complete 5 Challenges  
Win a Tote Bag  
Enter for the Grand Prize**



The Winter Reading Club for adults kicked off the month. This year's reading challenge runs from January 2 - February 28. There are fifteen badges participants can earn just by reading. Everyone who completes at least five of the badges becomes a winter reading master and earns an insulated tote bag. Members can continue to read and earn badges for more chances to win one of three grand prizes. Reading is a great way to spend time during these cold winter months.

Once again we hosted one of the remote, live streamed locations for the Calvin University's January Series. This year Calvin offered three options for viewing the fifteen lectures: live on the University's campus; live streamed at fifty-five locations in the U.S. and Canada; and new this year, live streamed to individuals who signed up with the University. Many of the people who watched the series at the Library in years past chose to view it at home this year. Because of that, our attendance was down. Pre-COVID, in January 2020 we had 350 people watch in our community room. This year 85 people chose to come to the Library for the presentations. We heard many comments about how great the speakers were. I want to thank Barbara Haywood for her hard work in making this happen.



I submitted our annual State Aid report on January 25. This report is required in order for the Library to receive money from the State, including state aid and grants.

Work to remediate the mold caused by the leak in the teen room took place the last week of the month. We would have had it done sooner, but this was the earliest we could get someone in to repair the drywall after the affected drywall was removed. We

had to take out two sections of shelving, as well as part of the drop ceiling. The painter will be in the first week of February, so the room will be put back together no later than February 5.

Work on re-organizing of our picture book collection took a big step forward in January. Marty Byington, our processing supervisor, starting training a new volunteer who is wonderful. Pam Schmiedicke began pulling books from the shelf by category and changing all the labeling on the spine to reflect the new location where the books will be shelved. With her help the project is rapidly moving forward. What would have most likely taken a year to complete will probably be done in six months. We are very thankful she joined our team when she did.

David has been working with First Telecommunications on the new phone system installation. Some of the equipment arrived on Tuesday, February 1 and the rest will be here in the next two weeks. They will be adding three phones, one on each side of the community room and one in the Michigan room. These will allow staff to contact each other and to alert people in those rooms in case of an emergency. These phones will require a code in order to dial outside the building. We hope the whole project will be completed by the middle of February.

The capital campaign committee has been meeting regularly and working on securing the \$1.1 million needed to replace the windows and HVAC system. As of the end of January we have raised \$655,000.

The newspaper digitization project is moving forward. We have a quote from one vendor for the cost of converting the Hastings Banners from 1856-2021. We are waiting for a quote from a second vendor, which I hope to have before the Board meeting in March. I talked with the donor who offered to underwrite the cost of this project and she has confirmed her commitment. That is very exciting.

In addition to her donation, we have received a little over \$18,000 from other donors to help with digitization. There are seven other newspapers from around the county we would also like to make available online and these generous gifts will allow us to get a large portion of them digitized.

The last week of January the Friends accepted book donations in preparation for their February 3-5 book sale. People from the community generously donated their unwanted books. A rough estimate of the number of books donated was 3,500-4,000. All the money taken in will be used to pay for library programs and activities. We are fortunate to have the support of such a dedicated group of volunteers.



January saw changes in staff responsibilities, a large increase in visitors in the building, people joining our winter reading challenge, and generous donations. It was a good month to be serving our community.



## Monthly Statistics - December 2021

### Net Promoter Score\*: 89



 Physical Library Visits		 Library Card Holders				
LY Month	TY Month	Total				
40	5,186	City	Hastings Twp	Rutland Twp	Non-Resident	
YTD	26,676	3,475	861	1,214	78	
		New	19	13	4	3

 Volunteer Hours		 Item Circulation**				
LY Month	TY Month	Children's Non-Children's				
20	99	1,172	1,480	Mobile	Total	
YTD	699	2,126	2,249	n/a	2,652	
		17,294	17,557	-	4,375	
				1,124	7,027	

 Wireless Sessions		 Inter-Library Loans				
LY Month	TY Month	To HPL From HPL				
1,107	898	588	523	Total		
YTD	6,949	474	475	1,111	949	
		2,687	3,180	5,867		

 Ancestry Usage		 Programs				
LY Month	TY Month	Virtual Attendance				
10	344	Offered	Attendance	Offered	Attendance	
YTD	1,215	6	47	13	151	
			47	13	151	

 Digital Downloads		 Computer Sessions				
LY Month	TY Month	Adult Kids Teen MI Room				
1,484	1,522	39	-	-	15	
YTD	11,189	261	41	10	7	
		1,678	268	102	30	

 Digital Downloads		 Website				
LY Month	TY Month	Sessions Users Page Views				
240	250	1,874	1,000	3,483	Princh Orders	
YTD	1,741	1,683	961	3,129	n/a	
		13,463	7,831	24,548	62	
					270	

\* 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  
\*\* Mobile circulation stats are included as of July 2021. No breakdown by childrens/non-childrens is yet available.

Hastings Public Library  
Board Members  
January 2022

**Norma Jean Acker - Secretary**

105 W. Muriel St.  
Hastings, MI 49058  
269-945-2332  
269-908-0870 cell  
dnjacker@sbcglobal.net  
City – Budget & Finance, Marketing  
1<sup>st</sup> term expires: 12/31/2024

Audrey Burton  
2515 Chippewa Tr.  
Hastings, MI 49058  
269-953-0977  
serenity500@hotmail.com  
Rutland Twp. – Marketing, Personnel  
1<sup>st</sup> term expires: 12/31/2023

Jane Cybulski  
1310 Waukazoo Tr.  
Hastings, MI 49058  
269-908-3808  
Ms\_jane65@hotmail.com  
Rutland Twp. – Budget  
1<sup>st</sup> term expires: 12/31/2024

**Jeff Kniaz – Vice President**

605 W Green Street  
Hastings, MI 49058  
269-945-8750  
Carpe\_tao@protonmail.com  
City – Policy  
2<sup>nd</sup> term expires 12/31/2023

David Koons  
1610 N. Church Street  
Hastings, MI 49058  
269-945-9497  
616-460-1126 cell  
City – Policy, Building & Grounds  
2<sup>nd</sup> term expires: 12/31/23

**Kelli Newberry - President**

3517 River Rd.  
Hastings, MI 49058  
269-838-5537  
knewberry@hassk12.org  
Hastings Twp. – Personnel, Budget &  
Finance  
1<sup>st</sup> term expires: 12/31/23

Oliver, Cloe  
427 S. Young St.  
Hastings, MI 49058  
269-908-6307  
[cloerose@gmail.com](mailto:cloerose@gmail.com)  
City – Marketing, Personnel  
1<sup>st</sup> term expires: 12/31/2024

John Resseguie  
819 E Thorn Street  
Hastings, MI 49058  
269-945-7889  
City – Building & Grounds  
[johnresseguie1i@gmail.com](mailto:johnresseguie1i@gmail.com)  
2<sup>nd</sup> term expires 12/31/2022

Mary Rivett  
553 Meadow Lane  
Hastings, MI 49058  
269-945-7510  
[mrivett@hastingsmfg.com](mailto:mrivett@hastingsmfg.com)  
Hastings Twp. – Marketing  
1<sup>st</sup> term expires: 12/31/22

Peggy Hemerling – Library Director  
421 N Taffee Drive  
Hastings, MI 49058  
Wk. 269-945-4263  
Cell 269-838-9828  
[phemerling@hastingspubliclibrary.org](mailto:phemerling@hastingspubliclibrary.org)





## **LIBRARY BOARD OF DIRECTORS 2021**

PRESIDENT: *Jordan Brehm*

VICE-PRESIDENT: *Jeff Kniaz*

SECRETARY: *Kim Bosma*

### **MEMBERS:**

*Norma Jean Acker*

*Audrey Burton*

*David Koons*

*Kelli Newberry*

*John Resseguie*

*Mary Rivett*

## **HASTINGS PUBLIC LIBRARY STAFF**

**as of December 31, 2021**

Peggy Hemerling - Library Director

Diane Hawkins - Assistant Director

Paige Brandli - Youth Services Librarian

Marty Byington - Processing Supervisor

David Edelman – Circulation Supervisor

Barbara Haywood – Marketing and Programs Coordinator

Celeste Dyehouse – Library Assistant

Megan Gould – Library Assistant

Christie Pollet – Library Assistant

Martha Ports – Library and Teen Services Assistant

Sarah Proulx – Library and Marketing Assistant

Tammy Wilde – Library Assistant

Reg Howard – Maintenance and Janitorial Services



## **Hastings Public Library – Annual Report 2020-2021**

---

### **OPERATIONS**

POPULATION SERVED:	14,285	
	<u>2020-2021</u>	<u>2019-2020</u>
REGISTERED BORROWERS:		
City of Hastings:	3,823	3,683
Hastings Charter Township:	929	906
Rutland Charter Township:	1,305	1,259
Paid Non-residents:	<u>65</u>	<u>56</u>
Total:	6,122	5,904
COLLECTION GROWTH:		
Total print books:	38,768	39,466
Total audio CDS:	2,200	2,180
Total DVDs:	5,007	4,997
Total electronic books	510,154	477,420
Total electronic audio	160,692	157,056
Total electronic video	<u>44,426</u>	<u>41,818</u>
Total Count:	761,247	722,937
INTERLIBRARY LOANS:		
To other libraries:	6,167	4,450
From other libraries:	<u>5,701</u>	<u>3,692</u>
Total Count:	11,868	8,142
SERVICES AND ACTIVITIES:		
Number of Programs:	72*	173
Program attendance:	2,579	3,909
Patron visits to building:	21,665	22,813
Volunteer hours:	348	379
Uses of the Internet:	2,833	2,757
Uses of Wi-Fi:	12,714	11,682

\*All programs in fiscal year 2020-2021 were held virtually.

## Hastings Public Library – Annual Report 2020-2021

It seems good to have last year behind us. 2021 presented an assortment of challenges like a leaking roof; the building being closed and only offering drive thru services; hosting virtual programming; and providing safe, in-person services and programming.

The year started with the building closed to patrons due to Covid. We closed the doors on November 18, 2020, but continued to provide drive thru service. Patrons missed being able to browse the shelves, but appreciated still being able to check out materials. We re-opening February 1, 2021. Both staff and patrons were very happy to be back to face-to-face interactions.

We began 2021 with our Winter Reading Club “*Around the States in 90 Days*.” This year the club was a single program for all ages and ran from January 1<sup>st</sup>-March 31<sup>st</sup>. Our March is Reading month was included with the program. Participants were encouraged to read books taking place in different regions of the country and book written by authors from different regions.



We were excited to announce the availability of our new library app in January. Patrons could now take care of most of their library business on their phones or other mobile devices. The features people were most excited to discover were:

- Access to the online catalog
- Ability to place holds
- Library card always available
- Ability to check out items with their device
- Easily access digital collection
- Renew their library card

In February, Great Decisions, the national, grassroots foreign policy discussion program that has met in the Library for over ten years, moved their weekly meetings online. The Library provided the WiFi service and a place for the hosts of the discussions to do the Zoom meetings. The group was grateful the Library offered them a way to continue to meet.

The Library once again was a location for people to get their income taxes prepared through the Volunteer Income Tax Assistance (VITA) program. VITA is under the umbrella of United Way and helps hundreds of people get free help submitting their tax returns. Every year we make it a priority to have the community room available for this vital service to the community.

## Hastings Public Library – Annual Report 2020-2021

---

There has been a problem with the Library's windows for some time. The Library Board has watched as the spotting and fogging became progressively worse, to the point that moisture has started to condense inside some windows. During the winter of 2021 it was determined it was time to find a solution and get the process of replacing the windows underway.



*View from a window in the children's area*

Brian Crissman of the Christman Company was contacted in February to ask for help finding the best options for replacing the windows. After several discussions, Dennis Bekken, one of the building's architects from C2AE, was contacted. The Library Board decided to hire C2AE to research and find windows that insulate as well as the current ones. Working with the architect, Mr. Crissman would then present the Board with a budget for the project.

It took several months for the work plan to be completed. The total cost was determined to be around \$1.1 million. With that information the Library Board formed a capital campaign committee to begin the fundraising.

In March WiFi printing was added to the services the Library offers. People had been requesting this printing option for a long time. Patrons were now able to print from their laptops and mobile devices with the choice of paying via credit card or cash. It was great to find Princh, a company that has made the process easy for all involved

## Hastings Public Library – Annual Report 2020-2021

---

June saw the launch of our summer reading program. The theme was *Tails and Tales*. Participants registered online on Beanstack, our reading challenge app. They earned virtual badges and actual prizes, as well as being entered into drawings for additional prizes. Our local sponsors were Dairy Queen, Hungry Howie's, Kiwanis, the High School FFA, Pizza Hut, Hastings Mutual Insurance Co., Barry County Farm Bureau and Friends of the Library. We feel very fortunate to have such wonderful support for this important literacy program.



Along with prizes, any student who had a *KickStart to Career* account through the Barry Community Foundation and finishes the reading program could have \$5.00 added to their savings account.

We had 200 children, 49 teens and 106 adults register to participate, for a total of 355. One hundred sixty-four finished the challenge.

During the peak of COVID, the Library stopped accepting book donations due to space limitations and quarantine requirements. All through the pandemic, patrons called asking if they could bring in their unwanted books. When told no, many said they would save their books until we could accept them again. That meant we would most likely be inundated with books once word got out we were accepting them.

On May 24, 2021 quarantining of returned items was finally discontinued, which made it possible to begin accepting book donations again. Knowing we would be inundated with donations, the best solution seemed to be to hold a book sale right away. So, the Friends of the Library held a sale June 10-12. It was a resounding success, netting the group nearly \$1,400. This even spurred a change to hold twice yearly sales and not accept bulk donations until just prior to each sale.

Along with the book sale, two other projects were completed in June. The first was the LED conversion of the lights on the lower ceilings in the building. The lights on the second floor were converted during 2020. In June the last of the main floor lights were done. We have budgeted to convert the lights in the high ceiling in 2022.

The second project replaced the original fourteen-year-old security cameras system. Some cameras no longer worked and the images in the remaining ones were unclear and pixelated. Riverside Integrated Systems was hired to remove the old cameras, cables and DVR, replacing them with new cabling, 1080p cameras and an NVR. We added six additional cameras, including two located outside. One shows the parking lot



## Hastings Public Library – Annual Report 2020-2021

---

and the other a view of the patio. The new system has made monitoring activities in the building much easier.



*Here's a picture of staff members Christie Pollet and Megan Gould taken with one of our new cameras.*

In June two leaks were discovered in the ceiling of the teen room. It appeared to be a problem with the live roof over the area. It was determined a water test of the membrane under the soil and plants on the roof was needed to see if or where it was leaking. A company specializing in live roofs ran the test and found there were no leaks in the live roof, but water entered the building when they sprayed around the door onto the live roof. The caulking around the door had deteriorated to the point it was allowing water to run into the building. Once the caulking was replaced the problem was solved.

July saw the return of some in-person programs in the building. The chess and mahjong groups began meeting weekly. In August Movie, Memories and Milestones started meeting on Thursday evenings again. It was requested that attendees to all events wear masks while they were meeting.

In July we started using Savannah Customer Relationship Management (CRM) software. It helps analyze patron usage of library materials, provides analytics, and integrates surveys and email marketing. The staff continues to learn more about the many tools the software offers.

Tracy Stoline joined the team as a library assistant in mid-July. She moved to Hastings in the spring and thought the Library would be a great place to work. She has been a great fit with the rest of the staff.

## Hastings Public Library – Annual Report 2020-2021

---

The big event of the year was the Library's 125<sup>th</sup> Anniversary celebration in August. It was held at the Thornapple Plaza and 190 people showed up to help celebrate. Dave Storms provided a foam party where participants slid down the foam-covered hill.



Along with the giant slip-and-slide, there were yard games, as well as ice cream and cookies. Former director Barbara Schondelmayer, who was in attendance, commented that she thought this was a great way to celebrate this milestone with the community.

Emily Hayward and Angela Ledesma resigned in August to pursue other interests and Emily Reed gave her resignation in September to begin working full time for the County. That left three openings on the staff. Fortunately, qualified candidates were found. Christie Pollet was hired as a library assistant; Martha Ports joined the staff as a library and teen services assistant and Sarah Proulx was added as a library and marketing assistant. They have all been great additions to the team.

September found Paige Brandli back to co-hosting Itsy Bitsy Book Club, a virtual story time for toddlers and preschoolers. She and Ellen Holste of Pierce Cedar Creek Institute also returned to offering Science Story Times once a month, usually virtually.

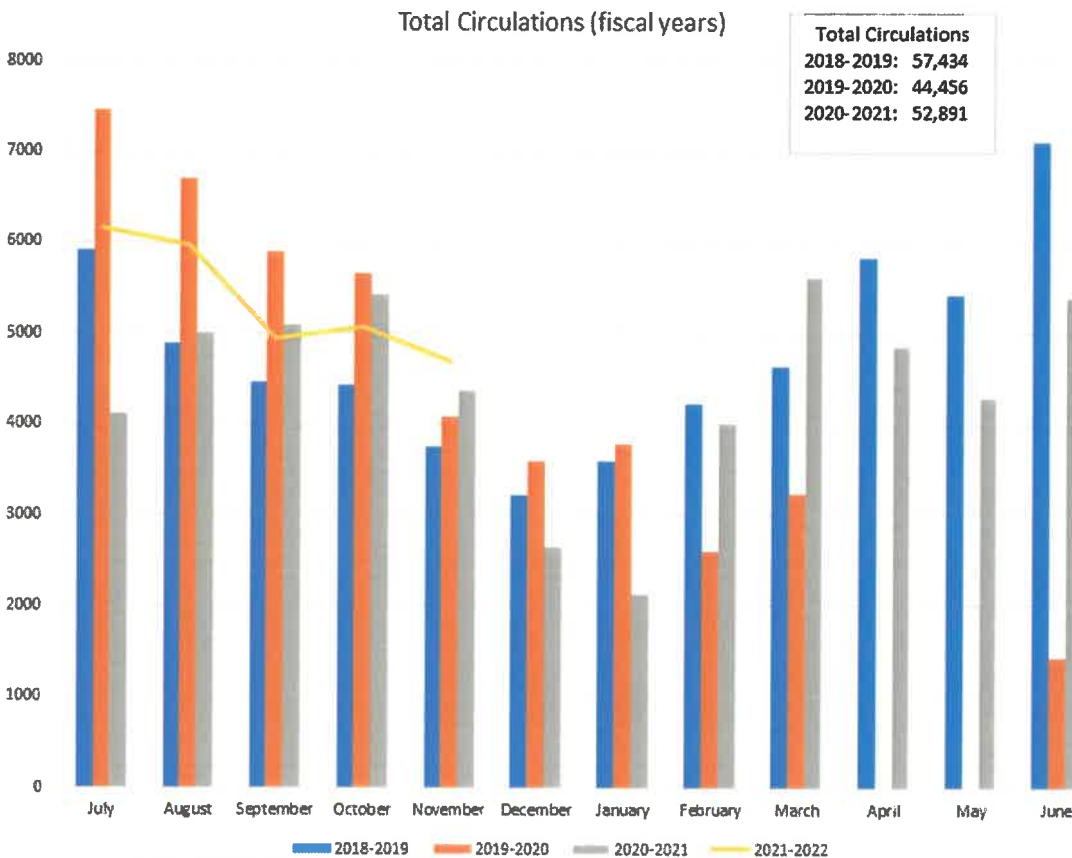
In November Paige held her first in-person program for kids since the pandemic started. It was LEGO Club. The kids were happy to be back building their imaginative creations.

## Hastings Public Library – Annual Report 2020-2021

A variety of virtual programs took place throughout the year. Along with Paige's kids' program some of the others were:

- Lauren Ezzo – a voice over actor
- Finance 101 – a monthly educational program presented by Ashley Fueri from Thornapple Credit Union
- Virtual escape rooms
- Grab and Go activity packs
- Backyard Birding – presented by Greg Bodker
- Libby Copeland – an award winning author

Circulation of Library items has been interesting over the last three and a half years. We haven't returned to pre-Covid circulation numbers yet, but 2021-2022 is off to a great start.



**Notes:**

- Library was closed 2 weeks in March 2020 and all of April & May 2020
- Library closed to the public but offered drive-thru service June 2020 and November to January 2021

The year 2021 was challenging. There was a lot of uncertainty and confusion concerning how to deal with the pandemic, particularly in how to keep everyone safe. The Library staff strove to provide as many services as possible in the most professional way possible. We are committed to doing the same in 2022.

## HPL Board Meeting Explanations

February 7, 2022

### Old Business Explanations:

- a. none

### New Business Explanations:

- a. Foster Swift client agreement: Foster Swift is the law firm we use when we have issues pertaining to library law. One of their lawyers, Anne Seurynck, is a library law expert and is hired by libraries all over the state, including the Library of Michigan, the Michigan Library Association and the Lakeland Library Cooperative. In recent years the only time we have hired Foster Swift was to have them write the ballot language for our millage proposals. Otherwise, I consult with the City attorney.

Foster Swift is raising their rates across the board. Most, if not all of their clients received a letter like this. I'm asking you to give me approval to sign the letter, so if we need to hire them there won't be any delays in getting service.

- b. Customized Cleaning Services tile restoration estimate: I don't know if you've been in any of our restrooms lately, but the grout in all of them needs serious attention. The discolored grout has been an ongoing problem. The tile and the grout are porous and even though it gets cleaned regularly, over time it becomes discolored and looks dirty. We have had the floors in all the restrooms professionally cleaned and seal twice since we moved into the building and it needs to be done again.

Customized Cleaning Services (CCS) is the company that did the work on our stairs when they needed to be repaired. They have a tile restoration process and sealer that Dan Waswick, the owner, guarantees will make the tile look like new and will hold up. My husband told me CCS did the restrooms and locker room at Viking Corp. and it was amazing the difference. CCS also has a sanitizing cleaner they recommend and will instruct Reg on the best way to clean and maintain the tile.

When I spoke with Mr. Waswick I also asked him to clean and seal the stairs. The estimate for the tile is \$5,048 and the stairs will be \$500. I am asking for your approval to have the work done.



**Anne M. Seurnyck**  
ASeurnyck@fosterswift.com  
P: 616.726.2240 F: 517.367.719

Suite 200  
1700 East Beltline, NE  
Grand Rapids, MI 49525

December 9, 2021

Barbara Schondelmayer  
Library Director  
Hastings Public Library  
121 S. Church Street  
Hastings, MI 49058

Re: Hourly Rate

Dear Barbara:

Foster Swift Collins & Smith PC is grateful for our ongoing relationship with Hastings Public Library and other public sector clients. We continue to be committed to providing excellent legal services for our clients in a prompt and efficient manner at reasonable rates.

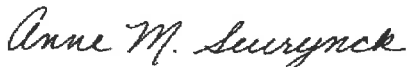
As part of our business plan, we periodically review our billing rates for our clients. Due to increased business expenses, we have found it necessary to adjust our hourly billing rate for Hastings Public Library to \$225 effective February 1, 2022. The hourly billing rate for employee benefit work will remain capped at \$250. These rates will be effective through December 31, 2022. After 2022, there will be a yearly hourly rate increase of not more than 5% unless otherwise agreed to by the Library and the firm. The rate for bond work, if necessary, will be discussed with the Library at the time such work is required; the Library will obviously have the opportunity to discuss and agree to any bond related work. For certain matters, fees will be billed on a flat fee basis as agreed to between the firm and the Library. We would be happy to provide an estimate for any specific project. We believe that the new rate is still very reasonable, especially given our expertise and experience in providing legal services to Hastings Public Library and other libraries throughout Michigan.

We value our client relationship with Hastings Public Library. We will continue to work as efficiently as possible while providing outstanding legal services.

We ask that you present the increased rate to your board and send a signed copy of this letter back to us. If you have any questions, please do not hesitate to contact me.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC



Anne M. Seurnyck

Hastings Public Library

By:

\_\_\_\_\_  
*Signature*

Title:

\_\_\_\_\_  
*Please print title*

Name:

\_\_\_\_\_  
*Please print name*

Date:

\_\_\_\_\_, 202\_\_

Customized Cleaning Services, Inc.  
1310 1/2 E. State St.  
PO Box 245  
Hastings, MI 49058

# Estimate

Date	Proposal #
1/21/2020	11787

Name / Address
Hastings Public Library 227 East State St. Hastings, MI 49058

Ship To
Hastings Public Library 227 East State St. Hastings, MI 49058 Attn: Peggy Hemerling

P.O. No.	Terms
	Net 10 END OF MONTH

Description	Total
Proposal to use the SaniGLAZE Process as follows:	
A1) SaniGLAZE SurfaceGLAZE Process with SaniMAX on the Men's First floor restroom tile. SF-189M	1,059.50
A2) OPTION 2 - SaniGLAZE EnduraGLAZE Process on the Men's First floor restroom tile (\$1322.00) SF-189MO	0.00
B1) SaniGLAZE SurfaceGLAZE Process with SaniMAX on the Women's First floor restroom tile. SF-189W	1,059.50
B2) OPTION 2 - SaniGLAZE EnduraGLAZE Process on the Women's First floor restroom tile (1322.00) SF-189WO	0.00
C1) SaniGLAZE SurfaceGLAZE Process with SaniMAX on the Family floor restroom tile. SF-56F	405.00
C2) OPTION 2 - SaniGLAZE EnduraGLAZE Process Family floor restroom tile (\$468.00) SF-56FO	0.00
D1) SaniGLAZE SurfaceGLAZE Process with SaniMAX-C on the Staff floor restroom tile. SF-56S	405.00
D2) OPTION 2 - SaniGLAZE EnduraGLAZE Process Staff floor restroom tile (\$468.00) SF-56SO	0.00
E1) SaniGLAZE SurfaceGLAZE Process with SaniMAX-C on the Men's 2nd Staff floor restroom tile. SF-189M	1,059.50
E2) OPTION 2 - SaniGLAZE EnduraGLAZE Process Men's 2nd Staff floor restroom tile (\$1322.00) SF-189MO	0.00
F1) SaniGLAZE SurfaceGLAZE Process with SaniMAX on the Women's 2nd Staff floor restroom tile. SF-189WS	1,059.50
F2) OPTION 2 - SaniGLAZE EnduraGLAZE Process Women's 2nd Staff floor restroom tile (\$1322.00) SF-189WS	0.00

Let me know if there is anything more I can provide for you!

**Subtotal**

**Sales Tax (6.0%)**

**Total**



Signature

Phone #	Fax #
269-945-2600	269-945-2626

NTE \$500  
for Stairs Clean  
& Seal

Customized Cleaning Services, Inc.  
1310 1/2 E. State St.  
PO Box 245  
Hastings, MI 49058

# Estimate

Date	Proposal #
1/21/2020	11787

Name / Address
Hastings Public Library 227 East State St. Hastings, MI 49058

Ship To
Hastings Public Library 227 East State St. Hastings, MI 49058 Attn: Peggy Hemerling

P.O. No.	Terms
	Net 10 END OF MONTH

Description	Total
<p><b>OPTION 1:</b> Complete Preparation of floor using alkaline and acid washes, glazing of grout lines, and SaniMAX Clear sealer to be applied to all tile and grout surfaces. TOTAL COST OF THIS OPTION \$5,048.00</p> <p><b>OPTION 2:</b> Complete cleaning &amp; preparation of floor using alkaline and acid washes. Glazing of grout lines with a darker color such as Granite #2. SaniMAX Clear sealer to be applied to all tile and newly grouted surfaces. TOTAL COST OF THIS OPTION \$6,224.00</p> <p>Attachments to Proposal:</p> <p>1) The results demonstrate that treatment with SaniMAX with textite dramatically improved slip-resistance of the original tile in a wet condition. An average improvement of over 220% was observed with the various SaniMAX w/ Textite treatments. The range of improvement was between 139% and 311% for the various treatments.</p> <p>2) SaniMAX-C is a new evolution in hard floor care surface protection. It is based on a unique, newly developed polymer technology called Xolite, which is formulated to provide superior protection and extraordinary ease of cleaning for tile and grout surfaces.</p> <p>3) SaniMAX-C is resistant to staining, scuffing, scratching, and scorching (up to 1,000 Deg. F -making it ideal for kitchen use)</p> <p>4) SaniMAX's non-stick Teflon -like property makes it almost impossible for bacteria to attach and propagate.</p> <p>5) SaniMAX-C now comes in more color choices than our regular grout glazing compound, 187 to be exact! We will have the perfect match for any project.</p>	

Let me know if there is anything more I can provide for you!	<b>Subtotal</b>
	<b>Sales Tax (6.0%)</b>
	<b>Total</b>

Signature

Phone #	Fax #
269-945-2600	269-945-2626

Customized Cleaning Services, Inc.  
 1310 1/2 E. State St.  
 PO Box 245  
 Hastings, MI 49058

# Estimate

Date	Proposal #
1/21/2020	11787

Name / Address
Hastings Public Library 227 East State St. Hastings, MI 49058

Ship To
Hastings Public Library 227 East State St. Hastings, MI 49058 Attn: Peggy Hemerling

P.O. No.	Terms
	Net 10 END OF MONTH

Description	Total
Just like other areas of your facility that you maintain regularly, such as vinyl flooring (strip and refinish) or carpets (periodic cleaning) the SaniGLAZE Process gives you a way to keep your tile and grout surfaces clean, sanitary, and in a "like new" condition all the time with proper care.	

Let me know if there is anything more I can provide for you!	<b>Subtotal</b> \$5,048.00
	<b>Sales Tax (6.0%)</b> \$0.00
	<b>Total</b> \$5,048.00

Phone #	Fax #
269-945-2600	269-945-2626

Signature \_\_\_\_\_