



## LIBRARY BOARD OF TRUSTEES

### Meeting Agenda

March 2, 2026 4:30pm

Community Room

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

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

Topic	Pages	Motion & Vote
1. Call to order		
2. Agenda	pp. 1-2	<input checked="" type="checkbox"/>
3. Approval of Minutes a. February 2, 2026	pp. 3-4	<input checked="" type="checkbox"/>
4. Correspondence a. See recap	p. 5	
5. Financial Reports a. January 2026 Revenue & Expense with Notes b. January 2026 Invoice Recap c. January 2026 Balance Sheet d. February Endowment Statement	pp. 6-9 pp. 10-11 p. 12 p. 13	<input checked="" type="checkbox"/>
6. Library Director's Report a. February 2026 b. January 2025 Infographic	pp. 14-21 p. 22	
7. Committees a. Budget and Finance: i. Schedule March 2026 meeting for 2026-2027 budget review (before 3/24/2026)		



<ul style="list-style-type: none"> <li>b. Building and Grounds: n/a</li> <li>c. Personnel: <ul style="list-style-type: none"> <li>i. recap Feb 2026. mtg.</li> </ul> </li> <li>d. Policy: <ul style="list-style-type: none"> <li>i. recap Feb 2026. mtg.</li> </ul> </li> <li>e. Marketing: n/a</li> <li>f. Fundraising: n/a</li> </ul>		
<ul style="list-style-type: none"> <li>8. Unfinished Business <ul style="list-style-type: none"> <li>a. n/a</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>9. New Business <ul style="list-style-type: none"> <li>a. Consider Approving Updated Policies <ul style="list-style-type: none"> <li>a. Collection Management (formerly Collection Development) pp. 23-32 <input checked="" type="checkbox"/></li> <li>b. Reconsideration of Materials Policy pp. 33-40 <input checked="" type="checkbox"/></li> <li>c. Investment pp. 41-53 <input checked="" type="checkbox"/></li> <li>d. Public Computer and Internet pp. 54-57 <input checked="" type="checkbox"/></li> </ul> </li> <li>b. Consider Approving New Policies <ul style="list-style-type: none"> <li>a. Liability Waiver p. 58 <input checked="" type="checkbox"/></li> </ul> </li> <li>c. Board Education Update – 2026 Plan pp. 59-60</li> <li>d. Discuss long-term Princh contract savings p. 61 <input checked="" type="checkbox"/></li> <li>e. Grant Updates: <ul style="list-style-type: none"> <li>a. Online Health Literacy</li> <li>b. ALA Transforming Communities</li> <li>c. Barry County Recycles</li> <li>d. BCF Belonging in the Community</li> </ul> </li> <li>f. Consumers Energy Easement</li> <li>g. Water Bottle Filling Station update</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>10. Public Comments</li> </ul>		
<ul style="list-style-type: none"> <li>11. Board Member Comments</li> </ul>		
<ul style="list-style-type: none"> <li>12. Adjourn</li> </ul>		

**Hastings Public Library Board of Trustees**  
**DRAFT Minutes**  
**Date: February 2, 2026 - 4:30PM**  
**Location: Hastings Public Library, 227 E. State St., Hastings, MI 49058**  
**Community Room**

1. CALL TO ORDER

The Meeting was called to order by Kelli Newberry at 4:30 p.m.

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

2. AGENDA:

3. MINUTES: Ann Devroy motioned to approve the January 5, 2026, minutes, seconded by Cloe Oliver. Motion approved.

4. FINANCIALS

- a. November invoices and Budget Report: Carol Dwyer motioned to approve the financials, seconded by Ann Devroy. Motion approved.

5. LIBRARY DIRECTOR REPORTS

- a. February 2025
- b. December 2025 Infographic
- c. 2025 Annual Report

6. COMMITTEES

- a. Budget and Finance –
- b. Building and Grounds -
- c. Personnel – meeting set for February 16, 2026, at 4:30 p.m.
- d. Policy-meeting set for February 24, 2026, at 3:30 p.m.
- e. Marketing-

7. UNFINISHED BUSINESS: None

8. NEW BUSINESS:

- a. Reviewed employee assistance program (EAP) for full-time as well as part-time staff members
- b. Carol Dwyer motioned to form an endowment committee, seconded by Sam Cale. Motion approved. Committee members are Ann Devroy, Jane Cybulski, and Kelli Newberry
- c. Revisit Saturday closures. Ann Devroy motioned that we close the library on Saturday, December 26, 2026, seconded by Cloe Oliver. Motion approved.
- d. Window update-further testing and repairs delayed by weather
- e. Year End Solicitation Update - \$6,094.00

9. PUBLIC COMMENTS

10. BOARD MEMBER COMMENTS

11. NEXT MEETING

- Next board meeting on Monday, March 2, 2026, at 4:30 p.m.

12. ADJOURNMENT: Meeting was adjourned at 5:22 p.m.

DRAFT



March 2, 2026  
Library Board of Trustees Meeting

## Patron Comments from February 2026

### Family Science Night, February 18

- Family Science Night was so fun. My girls absolutely loved it! They also really loved the sewing series and are so proud of the bags that they made. The Library is offering so much good stuff, we all just love all you're doing.
- "THANK YOU, THANK YOU, THANK YOU!!! We had our granddaughter and came to Science night! It was delightful. A number of enthusiastic volunteers helping children with Science projects and explaining things. A+ night!"
- In reference to Family Science Night: "The event went great! I really appreciated the staff person (Lake) who was going around and checking in with exhibitors. Although I didn't need any help, it was really great knowing that it was available."

In general, we're receiving very positive comments about the breadth of the programming variety we are currently offering.

**Tea & Treats:** One commenter on Facebook said "Finally something for us tea drinkers. Love it." They will surely appreciate that this event is already moving to weekly instead of monthly after only 2 months.

**Dungeons & Dragons and Warhammer:** One participant commented at the March event that they were very appreciative that we allow them to play here at the library.

HASTINGS PUBLIC LIBRARY  
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JANUARY 31, 2026  
 59 % OF THE FISCAL YEAR HAS ELAPSED

FUND 271 - LIBRARY FUND

OPERATING REVENUES	Fund	THIS MONTH ACTUAL 31-Jan-26	THIS YEAR FISCAL YTD 31-Jan-26	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-Jan-25	REVISED BUDGET 2024-2025	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-100-502-000	UNIVERSAL SERVICE FUND - ERATE	-	16,368	16,367	100%	19,651	16,320	120%	21,629
271-100-540-000	STATE AID	-	7,435	13,500	55%	6,988	12,750	55%	14,235
271-100-566-000	STATE GRANT - LIBRARY OF MICH	324	324	-	0%	-	-	0%	-
271-100-583-000	CONTRIBUTIONS FROM OTHR TWNShP	97,163	180,012	435,000	41%	227,610	400,000	57%	423,095
271-100-649-000	PRINTING/FAX FEES	520	5,872	8,100	72%	5,190	8,100	64%	9,460
271-100-651-000	NON-RESIDENT FEES	25	300	850	35%	900	850	106%	1,900
271-100-658-000	PENAL FINES	-	7,236	7,600	95%	7,674	13,000	59%	7,674
271-100-659-000	OVERDUE FINES	109	1,179	1,200	98%	829	1,200	69%	1,491
271-100-665-000	INTEREST EARNED ON DEP & INVST	1,165	15,627	10,000	156%	12,307	12,000	103%	22,432
271-100-667-000	FACILITY RENTALS	85	735	1,200	61%	1,015	1,100	92%	1,475
271-100-672-000	OTHER REVENUE	298	2,688	2,000	134%	1,199	4,000	30%	3,149
271-100-674-000	PRIVATE CONTRIBTNs & DONATIONS	2,576	18,642	18,000	104%	16,344	15,000	109%	43,988
271-100-674-010	BCF CONTRIBUTIONS	-	-	16,000	0%	-	16,000	0%	17,074
271-100-677-000	INSURANCE CLAIMS/REIMBURSEMENT	-	-	-	0%	43,470	-	0%	53,327
271-100-699-101	TRANSFERS IN - GENERAL FUND	-	180,124	180,124	100%	-	173,196	0%	173,196
TOTAL OPERATING REVENUES		102,264	436,542	709,941	61%	343,179	673,516	51%	794,126

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL 31-Jan-26	THIS YEAR FISCAL YTD 31-Jan-26	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-Jan-25	REVISED BUDGET 2024-2025	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-702-000	FULL-TIME WAGES	13,393	67,912	113,880	60%	61,006	111,059	55%	109,815
271-790-703-000	ADMINISTRATR/SUPERVSR SALARIES	6,153	31,154	50,003	62%	56,302	74,913	75%	75,534
271-790-704-000	PART-TIME WAGES	13,180	67,314	114,977	59%	62,997	102,271	62%	113,623
271-790-704-010	PART-TIME WAGES- LIBRARY MAINT	634	6,780	7,560	90%	7,222	16,119	45%	11,844
271-790-709-000	SOCIAL SECURITY TAXES	2,586	13,434	21,910	61%	14,336	23,471	61%	23,891
271-790-712-000	CASH IN LIEU OF BENEFITS	554	2,954	2,400	123%	1,661	2,400	69%	3,507
271-790-713-000	OVERTIME	-	52	50	104%	31	50	61%	133
271-790-716-000	MERS DEFINED CONTRIBUTIONS	820	4,291	6,277	68%	3,120	4,997	62%	5,914
271-790-717-000	MERS DEFINED BENEFIT PLAN	-	-	-	0%	34,154	60,505	56%	46,464
271-790-717-010	MERS DEFIND BENEFIT HYBRID PLN	777	5,799	10,111	57%	3,759	6,108	62%	7,511
271-790-718-000	HEALTH INSURANCE - PREMIUMS	2,482	16,887	53,976	31%	29,700	55,340	54%	42,702
271-790-718-010	HEALTH INSURANCE - HSA	137	1,164	2,054	57%	1,844	-	0%	2,700
271-790-719-000	DENTAL INSURANCE PREMIUM	210	1,664	3,571	47%	2,023	3,503	58%	3,180
271-790-724-000	LIFE INSURANCE	38	263	510	52%	468	485	96%	465
271-790-751-000	PROCESSING SUPPLIES	200	1,281	1,400	92%	549	1,400	39%	938
271-790-756-000	REPAIR & MAINTENANCE SUPPLIES	218	238	350	68%	87	350	25%	119
271-790-760-000	MAINTENANCE SUPPLS - CUSTODIAL	15	540	438	123%	427	350	122%	706
271-790-761-000	BUILDING SUPPLIES	5	749	1,650	45%	1,603	1,500	107%	2,497
271-790-762-000	WELLNESS/MEDICAL SUPPLIES	-	7	275	3%	349	225	155%	357
271-790-765-000	SMALL TOOLS	-	43	-	0%	-	-	0%	26
271-790-766-000	DISPOSABLE TECHNOLOGY	-	476	1,750	27%	960	1,300	74%	1,800

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271-790-767-000	CLOTHING	-	(84)	400	-21%	43	175	25%	888
271-790-770-000	PROGRAMMING SUPPLIES	262	1,877	3,250	58%	1,673	2,750	61%	3,969
271-790-772-000	PROMOTIONS SUPPLIES	-	-	300	0%	-	300	0%	302
271-790-777-000	OFFICE SUPPLIES	85	502	850	59%	623	1,350	46%	1,091
271-790-778-000	PAPER	17	245	580	42%	397	400	99%	570
271-790-791-000	SUBSCRIPTIONS AND PUBLICATIONS	-	1,311	2,048	64%	1,362	1,900	72%	1,686
271-790-792-000	SOFTWARE SUBSCRIPTIONS	612	3,152	7,788	40%	2,360	7,245	33%	6,199
271-790-793-000	OVERDRIVE	-	9,002	9,002	100%	9,144	8,961	102%	9,144
271-790-802-000	PROFESSIONAL SERVICES	-	-	1,500	0%	65	1,200	5%	686
271-790-806-000	LEGAL SERVICES	-	4,656	500	931%	5,613	500	1123%	9,758
271-790-809-000	CONTRACTED IT SERVICES	1,200	7,200	14,400	50%	7,200	14,400	50%	14,400
271-790-812-000	PRE-EMPLOYMENT SCREENINGS	-	-	350	0%	302	350	86%	867
271-790-813-000	DELIVERY SERVICES	776	2,274	2,700	84%	2,085	2,800	74%	2,807
271-790-816-000	SECURITY SERVICES	-	300	325	92%	300	325	92%	300
271-790-817-000	LAKELAND LIBRARY CO-OP SERVICE	786	2,212	2,900	76%	1,983	2,900	68%	2,623
271-790-818-000	MAINTENANCE CONTRACTS	-	2,827	8,603	33%	2,827	7,953	36%	8,599
271-790-823-000	OTHER CONSULTING SERVICES	-	8,583	1,750	490%	350	350	100%	2,118
271-790-825-000	LATE/SERVICE FEES	-	11	-	0%	-	25	0%	-
271-790-829-000	CUSTODIAL/CLEANING SERVICES	-	933	10,920	9%	-	-	0%	2,962
271-790-850-000	TELEPHONE	578	3,837	5,540	69%	3,170	5,485	58%	6,023
271-790-851-000	MAIL/POSTAGE	156	234	250	94%	472	225	210%	472
271-790-852-000	INTERNET/TELECOMM SERVICES	985	3,708	7,019	53%	3,655	7,020	52%	7,019
271-790-861-000	TRANSPORTATION - MILEAGE REIMB	(596)	317	940	34%	45	750	6%	175
271-790-879-000	WEBSITE	-	123	1,113	11%	838	935	90%	838
271-790-881-000	ADVERTISING	-	36	1,058	3%	207	1,145	18%	405
271-790-887-000	SPEAKERS/PERFORMERS	50	250	2,000	13%	435	2,500	17%	885
271-790-890-000	ILS FEES	3,088	9,187	14,180	65%	6,022	14,080	43%	11,855
271-790-891-000	LICENSES AND FEES	-	886	860	103%	510	1,905	27%	510
271-790-892-000	SOFTWARE LICENSES	123	123	1,905	6%	698	680	103%	1,922
271-790-900-000	PRINTING AND PUBLISHING	111	195	730	27%	57	220	26%	397
271-790-906-000	PROMOTIONS/MARKETING	-	54	500	11%	450	100	450%	900
271-790-909-000	TRAINING	-	-	600	0%	133	550	24%	204
271-790-910-000	PROFESSIONAL DEVELOPMENT	-	404	300	135%	-	300	0%	-
271-790-911-000	CONFERENCES	652	1,782	2,850	63%	2,586	2,200	118%	3,301
271-790-912-000	MEETINGS	-	258	400	65%	-	75	0%	24
271-790-915-000	MEMBERSHIPS	-	420	1,529	27%	295	1,714	17%	1,558
271-790-916-000	DUES AND FEES	307	1,112	1,435	78%	-	1,435	0%	151
271-790-918-000	WATER/SEWER	-	-	5,500	0%	3,219	5,000	64%	5,389
271-790-918-590	SEWER	267	2,363	-	0%	-	-	0%	-
271-790-918-591	WATER	178	1,164	-	0%	-	-	0%	-
271-790-919-000	WASTE DISPOSAL	81	356	602	59%	350	350	100%	601

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271-790-920-000	ELECTRIC	2,470	17,142	28,035	61%	18,359	26,700	69%	26,927
271-790-921-000	NATURAL GAS	1,483	2,809	5,500	51%	3,663	3,000	122%	6,570
271-790-929-000	GROUPS REPAIR AND MAINTENANCE	-	1,587	4,500	35%	130	1,800	7%	5,210
271-790-929-010	SNOWPLOWING/SNOW REMOVAL	-	55	900	6%	135	1,500	9%	450
271-790-930-000	BUILDING REPAIR & MAINTENANCE	523	11,172	6,150	182%	34,364	1,950	1762%	49,254
271-790-931-000	EQUIPMENT REPAIR & MAINTENANCE	-	57	1,200	5%	1,043	2,300	45%	1,043
271-790-933-000	SOFTWARE MAINTENANCE AGREEMNTS	-	521	-	0%	-	-	0%	-
271-790-935-000	PROPERTY LIABILITY INSURANCE	-	7,782	14,400	54%	13,792	12,000	115%	13,792
271-790-939-000	WORKERS COMPENSATION INSURANCE	-	320	735	43%	538	1,100	49%	717
271-790-941-000	PRINTER/COPIER LEASE/MAINT	1,020	2,040	4,100	50%	2,040	4,100	50%	4,081
271-790-944-000	INSPECTION SERVICES	-	420	680	62%	530	960	55%	1,409
271-790-950-000	COLLECTION SERVICES	39	99	300	33%	148	340	43%	286
271-790-955-000	MISCELLANEOUS	-	120	-	0%	-	-	0%	-
271-790-962-000	LOST/DAMAGED MATERIALS FEES	16	130	100	130%	85	100	85%	128
271-790-965-000	PROPERTY TAX REIMBURSEMENT	-	-	100	0%	114	100	114%	114
271-790-975-000	BLDNCS AND BUILDING IMP - DEPR	-	39,520	110,000	36%	-	11,000	0%	-
271-790-975-010	BLDG & BLDG IMP - NON-DEPRECBL	12,256	14,282	-	0%	-	-	0%	-
271-790-978-000	TECHNOLOGY - DEPRECIABLE	-	-	-	0%	461	-	0%	-
271-790-978-010	TECHNOLOGY - NON-DEPRECIABLE	-	19	3,000	1%	2,396	2,000	120%	5,650
271-790-980-000	EQUIPMENT/FURNITURE - DEPREC	-	5,455	-	0%	2,823	-	0%	-
271-790-980-010	EQUIPMENT/FURNITURE - NON-DEPR	-	5,444	3,400	160%	294	450	65%	8,794
271-790-982-000	COLLECTION MATERIALS - BOOKS	974	11,721	17,000	69%	8,805	17,000	52%	21,028
271-790-982-010	COLLECTION MATERIALS - A/V	92	1,285	2,250	57%	663	2,250	29%	1,032
271-790-982-020	COLLECTION MATS - BEYOND BOOKS	8	1,142	1,000	114%	223	1,250	18%	1,146
<b>TOTAL LIBRARY OPERATIONS</b>		<b>70,000</b>	<b>417,933</b>	<b>713,969</b>	<b>59%</b>	<b>432,671</b>	<b>656,799</b>	<b>66%</b>	<b>712,956</b>
<b>TOTAL EXPENDITURES &amp; OUT TRANSFERS</b>		<b>70,000</b>	<b>417,933</b>	<b>713,969</b>	<b>59%</b>	<b>432,671</b>	<b>656,799</b>	<b>66%</b>	<b>712,956</b>
<b>TOTAL REVENUE &amp; INCOMING TRANSFERS</b>		<b>102,264</b>	<b>436,542</b>	<b>709,941</b>	<b>61%</b>	<b>343,179</b>	<b>673,516</b>	<b>51%</b>	<b>794,126</b>
<b>NET REVENUES OVER EXPENDITURES</b>		<b>32,265</b>	<b>18,609</b>	<b>(4,028)</b>		<b>(89,492)</b>	<b>16,717</b>		<b>81,169</b>

January 2026 R&E Notes

OPERATING REVENUES	Fund	THIS MONTH ACTUAL	THIS YEAR FISCAL YTD 31-Jan-26	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	Notes
271-100-566-000	STATE GRANT - LIBRARY OF MICH	324	324	-	0%	reimbursement from Library of Michigan for Tess' Collection Development course (offsets account 271-790-910-000)

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL	THIS YEAR FISCAL YTD 31-Jan-26	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	Notes
271-790-751-000	PROCESSING SUPPLIES	200	1,281	1,400	92%	account will be over budget TY; increased book purchases have caused some increased supply need and vendor sales drove additional buying; will be offset by other savings
271-790-930-000	BUILDING REPAIR & MAINTENANCE	523	11,172	6,150	182%	bathroom light sensor repair, bathroom heating repair automatic bathroom doors; technically covered by donations from last 2 years that resdie in the fund balance, but currently is within TY budget. Only comes
271-790-975-010	BLDG & BLDG IMP - NON-DEPRECBL	12,256	14,282	-	0%	from the fund balance if we exceed budget.

Account Name	Vendor	Amount	Total	Notes
<b>Salaries &amp; Wages</b>			\$ 33,913.49	
<b>Social Security Taxes</b>			\$ 2,585.92	
<b>Fringe Benefits</b>			\$ 4,464.49	
<b>Total Wages and Benefits:</b>			<b>\$ 40,963.90</b>	
<b>Supplies</b>			\$ 803.49	
	Processing	\$ 199.94		
	Building/Repair/Maint	\$ 238.20		
	Programming	\$ 262.07		
	Office	\$ 85.80		
	Paper	\$ 17.48		
<b>Collection Materials - Books</b>			\$ 974.33	
	Brodart	\$ 460.29		
	Amazon	\$ 311.09		
	Libraria	\$ 142.98		new children's book vendor
	Cengage Large Print	\$ 59.97		
<b>Collection Materials - AV</b>			\$ 92.39	
<b>Collection Materials - Library of Things</b>			\$ 7.59	
<b>Utilities &amp; Services</b>			\$ 6,040.59	
	City - water	\$ 177.64		
	City - sewer	\$ 267.24		
	Consumers - electric	\$ 2,469.52		
	Consumers - natural gas	\$ 1,482.57		
	MEI Internet	\$ 504.95		
	MEI Phones	\$ 201.44		
	Fusion Land Lines	\$ 376.41		
	Mobile Beacon (Hotspots)	\$ 480.00		hotspot service renewal (4 - Friends reimburse)
	Granger Waste Services	\$ 80.82		recycling
<b>Contracted IT Services</b>			\$ 1,200.00	monthly IT
<b>Building Repair &amp; Maintenance</b>			\$ 522.50	
	DHE	\$ 322.50		heating repair for upstairs bathrooms
	Advantage Electrical	\$ 200.00		bathroom sensor repair
<b>Lakeland Lib. Co-op Services</b>			\$ 4,650.35	Quarterly costs
	Delivery charges	\$ 776.00		
	Admin. services	\$ 786.10		
	ILS Fees	\$ 3,088.25		
<b>Mail/Postage</b>			\$ 156.00	stamps
<b>Transportation - mileage reimburs.</b>			\$ (596.05)	
		\$ (651.95)		debit to shift conference mileage expense to conference acct
		\$ 55.90		monthly LLC meeting
<b>Speakers &amp; Performers</b>			\$ 50.00	Deposit for summer library program presenter
<b>Conf/wkshop, Profess. Dev, Training</b>			\$ 651.95	
	Mileage	\$ 651.95		reclassification from mileage acct.
<b>Dues &amp; Fees</b>			\$ 307.25	
	Rotary	\$ 156.00		
	Kiwanis	\$ 151.25		
<b>Software Subscriptions</b>			\$ 611.66	
	Duo	\$ 30.00		Monthly Duo 2-factor authentication for VPN (2FA)
	Zoobean (Beanstack)	\$ 581.66		Online reading chalebng and traiing platform (Friends cover half the expense)
<b>Software Licenses</b>			\$ 122.50	annual DeepFreeze renewal - public PC lockdown software
<b>Printing Expense</b>			\$ 111.00	Logoed Envelopes
<b>Printer/Copier Lease/Maint</b>			\$ 1,020.24	quarterly

Account Name	Vendor	Amount	Total	Notes
Collection Services			\$ 39.40	
Lost/Damaged Materials Fees			\$ 15.99	patron refund
Bldings & Blding Imp. Non-Depreciable			\$ 12,255.76	automatic bathroom door installation (unbudgeted but covered via donations in this and last fiscal year)
<b>Total Invoices (without wages &amp; benefits):</b>			<b>\$ 29,036.94</b>	

# CITY OF HASTINGS

## BALANCE SHEET SUMMARY AS OF JANUARY 31, 2026

### *FUND 271 - LIBRARY FUND*

	THIS YEAR FISCAL YTD 31-JAN-26	LAST YEAR FISCAL YTD 31-JAN-25
<b>ASSETS</b>		
<hr/>		
CASH AND INVESTMENTS	611,656.00	423,500.06
RECEIVABLES	.00	.00
DUE FROM OTHER FUNDS	.00	.00
DUE FROM OTHER GOVERNMENTS	.00	.00
<b>TOTAL ASSETS</b>	611,656.00	423,500.06
<b>LIABILITIES</b>		
<hr/>		
ACCOUNTS PAYABLE	.00	.00
DUE TO OTHER FUNDS	.00	.00
ACCRUED COSTS PAYABLE	.00	.00
RESERVES AND OTHER LIABILITIES	.00	.00
PERFORMANCE DEPOSITS	50.00	.00
<b>TOTAL LIABILITIES</b>	50.00	.00
<b>EQUITY</b>		
<hr/>		
RESERVES	594,161.39	512,992.24
REVENUE OVER EXPENDITURES YTD	17,444.61	( 89,492.18)
<b>TOTAL EQUITY</b>	611,606.00	423,500.06
<b>TOTAL LIABILITIES AND EQUITY</b>	611,656.00	423,500.06



**Summary of Fund Activity**  
**Paul & Rosellen Siegel Fund for the Hastings Public Library -#00104**

Fund Statement: 1/1/2026 through 2/26/2026

<b>Beginning Fund Balance</b>		<b>537,962.92</b>
<b>Revenue</b>		
4020 NonSpendable Contributions		100.00
Investment Gains/Losses		12,787.82
Dividends		73.53
<b>Total Revenue</b>		<b>12,961.35</b>
<b>Expenses</b>		
5220...5225 Bank Service Charges		(3.20)
<b>Total Expenses</b>		<b>(3.20)</b>
Total Change In Fund Balance		12,958.15
<b>Ending Fund Balance</b>		<b>550,921.07</b>
3000 Current Spending		17,689.95
3005 Spendable Contributions		26,462.15
3010 Investment Earnings		102,153.24
3020 NonSpendable		404,615.73
<b>Gift Summary</b>		
<b>Donor:</b>	<b>Date:</b>	
4110 Joint Investment Allocation	01/31/26	12,861.35
4020	02/19/26	100.00
		<b>100.00</b>
<b>Grant Summary</b>		
<b>Grantee:</b>	<b>Date:</b>	<b>Amount:</b>
[G/L Account No.] [Akoya Memo]	[Posting Date]	0.00
<b>Other Expense Summary</b>		
<b>Vendor:</b>	<b>Date:</b>	<b>Amount:</b>
5220 Credit Card	02/19/26	(3.20)
		<b>(3.20)</b>



## Library Director's Report - February 2026 March 2, 2026 Board Meeting

### Highlights

February saw the start of programming dedicated to 3D printing at HPL. Ken Petto, one of our Library Assistants, led two classes, one on 3D Printing Basics, and one on 3D Modeling. Both were well received and we intend to hold additional classes moving forward. Additionally, Ken, Erin, and I met to discuss our Makerspace Roadmap and are starting to finalize plans for building more awareness and increased programming around makerspaces this year. Look for more information soon, as well as a new makerspace logo.

The Friends of HPL held their Winter meeting on February 14. After a tasty taco bar lunch, they approved some additional expense reimbursements for HPL and finalized a number of upcoming events, including the book sale for February 26-28, and the Victorian Tea scheduled in April.

HPL's new Genealogy Series has been very popular with 10+ attendees at the first two sessions, with six sessions in total scheduled. I have also applied for HPL to become a FamilySearch Affiliate Location. If approved, our patrons will get access to hundreds of thousands of additional records not publicly available, at no cost to HPL.

I am working on budgeting and will be bringing the 2026-2027 proposed budget to the Budget & Finance Committee in March, followed by discussion with the City on March 24. A key focus for this year's budget is appropriating funding in support of Strategic Commitments.

### Project Updates

**Water Bottle Filling Station:** Installation has been awarded to TCS Plumbing based in Hastings and is tentatively scheduled for March 4. I am also excited to say HPL received a \$1,000 mini-grant from the Barry County Materials Management Planning Committee to help cover the costs of this project in recognition of its impact on plastic bottle usage.

### Training and Informational Webinars

Here is what the staff did in February:

- **Library Trustees & Advocacy:** David attended the webinar looking for tips.
- **Foundations of the Science of Reading:** Erin attended this two-part webinar to help with HPL's literacy efforts and her own professional development. See her report below for more details.
- **Savannah Academy – Messaging:** Barbara attended this session on messaging with our CRM software and gained some insights on messaging to occasional library users, ideas on refreshing existing message campaigns, and learned about some new tools.
- **Beyond the Basics: Unlocking the Magic of Libby:** Chloe participated to learn new tips and tricks to help staff as they work with patrons.



- **Responding to ICE at the Library:** David attended and got some good information on how to handle any potential ICE visit to the library to ensure the safety of all and patron privacy as required by law.

### Assistant Director Tess Allerdin's Report

A lot of my time this month has been dedicated to digitizing our collection of postcards depicting the Hastings area, which has been a really fun project to dive into! We have 71 postcards in total that I have scanned and am currently working on creating detailed descriptions of, to eventually add to the Barry County History Portal. As of this writing, I have scanned all of the postcards and am a little over halfway through creating descriptions for them. It has been so fun to peek into the past and read the messages on these cards! Of the cards I have made my way through so far, the oldest ones date back to the early 1900s. I've included a photo of the front of one of the postcards in the collection, which depicts the Parker House Hotel. Keep an eye out in the future for more of these!



On February 12<sup>th</sup>, I attended the virtual MLA Advocacy Hour, where they discussed potential changes to the distribution of Michigan penal fines. Right now, all penal fines go to public and county law libraries. In November 2025, Michigan's Alternative Funding for Trial Courts Workgroup released a paper proposing that all penal fines be redirected to trial courts. If this change were to be enacted, we would lose that source of funding. The conversation was led by MLA lobbyist Samantha Zandee, and she provided some reassurance that at this time, this is merely a proposal. It would have to go through the legislative process for any change to actually occur, and right now she is not confident that it would receive the support needed to be signed into law. While this is a small reassurance, this is still something we need to keep our eyes on.

David, Erin, and I spent a couple weeks reviewing and making some pretty significant changes to what were previously called our Collection Development Policy and Library Materials Challenge Policy. Based on what David and I have both learned in various collection management courses, we chose to change the name from Collection Development Policy to Collection Management Policy, as it better encompasses the purpose of the policy. I also proposed changing the Library Materials Challenge Policy to Request for Reconsideration of Library Materials Policy. Not only is this name less potentially abrasive, it falls in line with the name of the Request for Reconsideration of Library Materials Form. We worked together to make these policies a bit more robust, reflecting our new vision and purpose statements and the overall goals of the collection.

David, Erin, Barbara, and I met to discuss our progress on community partners for Summer Library Program support. I have been in contact with Brian O'Keefe, who is a Rotarian and works in public radio, on doing a presentation on public media for the library. I was inspired by a presentation that he did for Rotary, and I think our patrons will be really excited by the information he has to share. We are working on creating a series of media literacy programs to run from late spring to early fall.



I volunteered through Rotary at the Barry County Career Fest on February 17<sup>th</sup>, and had a great conversation with a woman who sang the library's praises and could not stop gushing about our community puzzle in the Wi-Fi Lounge. It was great to hear positive feedback from a community member!

## Youth Librarian Erin Quada's Report

### Professional Development

At the end of January and beginning of February I took a two-part webinar Foundations of the Science of Reading. I learned a lot about the steps that are necessary to read fluently, including the pre-reading skills that kids need to be successful later on. A lot of resources were shared, ideas for collection notes to support developing readers, and skills and information that I can share with parents and educators to help bridge the gaps between home and school. This was just the tip of the ice berg and I would love to explore this topic more to offer more resources for our community.

At the end of February I will be attending a webinar about intergenerational programming. We are partnering with the COA on some upcoming events and I am hoping that this webinar will help us create successful intergenerational programs.

### Collection

We have received a lot of positive feedback about the youth large print collections. The gratitude from our patrons as well as the circulation statistics prompted me to purchase over a dozen additional titles for juvenile, tween, and teen collections. This was made possible by a generous donation from a patron.

Last fall, when my Junior Library Guild subscription was up for renewal, I added a high school nonfiction category to help ensure that we are providing a variety of quality materials for teens. The books from that standing order started arriving this month and helps us fulfil one of the action items from the strategic plan.

### Programs

Storytimes have continued to bring people in, with new families attending almost every session. There have been around 18-20 kids attending each session, both Wednesday and Friday, with their caregivers, which offers lots of interaction and fun for all!



On Saturday, February 7, we participated in the national initiative Take Your Child to the Library Day for the second year.

We provided passive activities for kids of all ages, all day and



offered crafts and activities from 10am-12pm. We had kids of all ages visit the Library to make slime, build to a variety of options, and make a funny fowl craft. People were appreciative of the opportunities and activities that we provided.



Our annual Family Science Night was a very successful event! We had 22 mostly local organization spread throughout the Library providing hands on science activities for kids and families.



We hosted about 210 people for the event and everyone seemed happy with the result.



## Marketing and Programming Coordinator Barbara Haywood's Report

February programming at Hastings Public Library reflected strong community engagement across civic dialogue, cultural history, storytelling, and hands-on learning.

The **Lift Every Voice (LEV)** series continued to be a major draw, with three programs averaging 39 attendees.

- **LEV – Health Care (38 attendees)** featured Bill Hoefler and Janine Dalman presenting *Federal Policy & Rural Health Care: Rural Health Care and the Big Beautiful Bill*. Attendees gained insight into current federal policy discussions and the real-world impact on rural communities, connecting national legislation to local healthcare access.



- **LEV – Adoption (39 attendees)**, *Multi-Ethnic Adoption: Spreading the Love and Growing Families*, included the Gibbons and Schipper families of Hastings and the Crandalls of Holland. Presenters shared both adoptive parent and adoptee perspectives, fostering meaningful conversation about identity, family, and lived experience.
- **LEV – African American Quilt Guild (39 attendees)**, *Bound by Thread: Quilting Traditions That Connect Us*, featured Kaye Whittington of the Great Lakes African American Quilters Network. Participants learned about GLAAQN's mission to support African American and other ethnic fiber artists, provide quilts to those in need, and preserve quilting traditions through education and design. The program highlighted quilting as both artistic expression and cultural preservation.



**Mi Michigan Story @ the Fireplace (7 attendees)** provided an intimate evening of personal storytelling focused on Michigan life and creative journeys, strengthening community connection through shared narratives. Szumowski's Adoption Story was on the first Saturday of the February on 90.5 FM, streamed live at [wkar.org](http://wkar.org) and now available in the MI Michigan Story website.



Fiber arts programming demonstrated continued momentum and skill progression:

- **Catch Me Up Embroidery (3 attendees)** – One participant attended with Kylie and Lake and suggested a future program focused on haircare and braiding skills for caregivers of children with ethnic hair and for families without any hair experience to draw from.
- **Next Stitches Embroidery (11 attendees)** – Most participants were returning from the Beginning Stitches class the prior month, with two new attendees planning to enroll in March's session.

**Family Science Night – Trees & Upcoming Library Programs** saw strong family engagement. Many families registered for Neighborhood Forest tree saplings, with 74 trees confirmed as of February 23 for children in Barry and Kent Counties. This program connected environmental education and expanded awareness of all upcoming library programs and other offerings. This also allowed staff and presenting organizations to talk & plan more partnership opportunities.



## Meetings

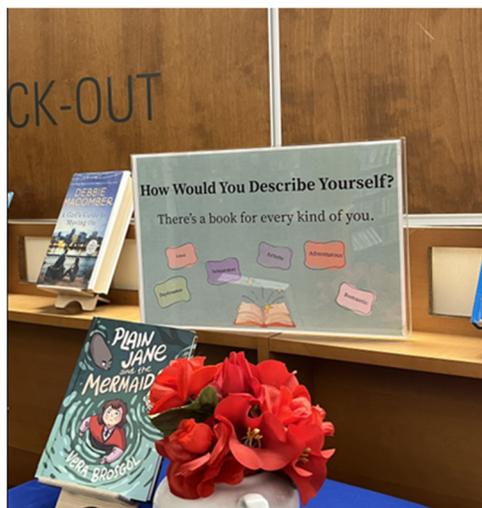
I attended numerous meetings as the Library representative, including the Hastings Business Connection, Barry County Resource Network, Lakeland Library Cooperative Adult Services Committee Meeting, Round Table Companions for Racial Equity (Lift Every Voice Lifestories), and the Barry County Earth Alliance, focused on developing upcoming programs, partnerships, and community connections.

## Circulation Supervisor Chloe Lewis' Report

The Inventory Project is wrapping up with only the MI Room, storage, and the office area left to complete.

**Displays:** During the month of February, Sharon and I began increasing the size of our display signage to enhance visibility and attract more attention. This adjustment has made the displays easier to read and more engaging. Moving forward, we will continue with the larger sized signs and ensure that all displays remain accessible, clear, and easy to understand.

**Staff Onboarding Training:** We have found some areas where more clarification would benefit staff understanding. While no major changes are needed, I am currently working to incorporate those updates and make the necessary adjustments as we continue to search for ways to better our process and support staff while having consistency.



## Upcoming Programs and Events – March 2026

March 31 – April 10 will be HPL's Public Poetry Contest. Patrons can submit a poem for public voting in April with prizes to be awarded. April will have poetry events in honor of Poetry Month.

- 3, Tuesday:
  - 10am: Tea and Treats
  - 3:30pm: Paws for Reading
- 4, Wednesday:
  - 10:30am: Itsy Bitsy Book Club
  - 2pm: Google Forms Basics – Digital Literacy
  - 4pm: STEAM at the Library
  - 6:30pm: Writers Night
- 5, Thursday
  - 1pm: Great Decisions
  - 5pm: Movie Memories



- 6pm: MI Michigan Story Open Mic Night
- 6, Friday:
  - 10:30am: Pre-school Storytime
  - 1pm: VITA (Volunteer Income Tax Assistance)
- 7, Saturday, 9am: VITA (Volunteer Income Tax Assistance)
- 9, Monday:
  - 10am: Crafting Passions
  - 6pm: Thomas Walk Mental Health - Better Well Being through Art
- 10, Tuesday:
  - 10am: Tea and Treats
  - 2pm: Mahjong
  - 5pm: Chess
  - 6:30pm: Lift Every Voice Book Club
- 11, Wednesday:
  - 10:30am: Itsy Bitsy Book Club
  - 6pm: Craft & Laugh Night
- 12, Thursday:
  - 1pm: Great Decisions
  - 5pm: Movie Memories
  - 6pm: Genealogy Series: Cemetery History and Find a Grave
- 13, Friday:
  - 10:30am: Pre-school Storytime
  - 4pm: Family Fun Night
- 14, Saturday, 1pm: Author Visit with Alison Wintermute
- 16, Monday:
  - 10am: Crafting Passions
  - 6pm: Rain Gardens 101
- 17, Tuesday:
  - 10am: Tea and Treats
  - 2pm: Mahjong
  - 5pm: Chess
  - 6pm: Beginning Cross Stitch
- 18, Wednesday:
  - 10:30am: Itsy Bitsy Book Club
  - 3:30pm: Teen LEGO Play
  - 6:30pm: Writers Night
- 19, Thursday:
  - 1pm: Great Decisions
  - 6pm: Genealogy Series: FamilySearch and Ancestry Memories
- 20, Friday:



- 10:30am: Pre-school Storytime
- 1pm: VITA (Volunteer Income Tax Assistance)
- 21, Saturday:
  - 9am: VITA (Volunteer Income Tax Assistance)
  - 10am: Dungeons & Dragons and Warhammer
- 23, Monday:
  - 10am: Crafting Passions
  - 6pm: Beginning Stitches Embroidery Workshop
- 24, Tuesday:
  - 10am: Tea and Treats
  - 2pm: Mahjong
  - 5pm: Chess
  - 3:30pm: Youth Board Game Play
  - 5pm: Beginning Sewing – Patchwork Hotpad
- 25, Wednesday:
  - 10:30am: Itsy Bitsy Book Club
  - 2pm: Walk-in Tech Help
  - 3:30pm: Cookies & Crafts – Crochet
  - 5pm: Acoustic Jam
  - 6pm: Pesticide-Free Gardening
- 26, Thursday:
  - 1pm: Great Decisions
  - 6pm: Genealogy Series: Fun Genealogy
  - 6pm: MI Michigan Story Open Mic Night
- 27, Friday:
  - 10:30am: Pre-school Storytime
  - 5pm: Family Storytime & Stuffed Animal Sleep Over
- 28, Saturday:
  - 9am: Paws for Reading
  - 10:30am: Rockin' Tots
  - 12pm: Lessons in Low Vision
- 30, Monday:
  - 10am: Crafting Passions
  - 4:30pm: Adult Music Bingo
  - 6pm: Speed Friending
- 31, Tuesday:
  - 10am: Tea and Treats
  - 2pm: Mahjong
  - 5pm: Chess
  - 6pm: Michigan Lighthouses & Women Lighthouse Keepers



## Monthly Statistics - January 2026

### Net Promoter Score\*: 82



#### Physical Library Visits

LY Month	6,148
TY Month	5,653
YTD	45,168



#### Library Card Holders

	City	Hastings Twp	Rutland Twp	Non-Resident
Total	2,883	862	1,112	96
New	34	8	10	2



#### Volunteer Hours

LY Month	90
TY Month	96
YTD	1,043



#### Item Circulation

	Children's	Non-Children's	Mobile **	Total
LY Month	2,184	2,556	-	4,740
TY Month	2,113	2,366	-	4,479
YTD	17,202	17,432	1,429	36,063



#### Wireless Sessions

LY Month	718
TY Month	672
YTD	6,278



#### Inter-Library Loans

	To HPL	From HPL	Total
LY Month	490	462	952
TY Month	394	531	925
YTD	3,041	3,051	6,092



#### Library of Things Circs

	TY Month	YTD
LoT	51	338
Hotspots	28	182
Museums	0	2



#### Programs

	Youth		Adult & General	
	Offered	Attendance	Offered	Attendance
TY Month	27	344	23	227
YTD	146	2,348	92	1,320



#### Digital Downloads

LY Month	2,742
TY Month	3,623
YTD	20,886



#### Computer Sessions

	Adult	Kids	Teen	MI Room
LY Month	532	81	81	2
TY Month	373	87	41	5
YTD	2,778	1,050	385	15

#### Miscellaneous

	TY Month	YTD
Princh Documents	251	1,947
Study Room Usage	60	340
Non-HPL Community Room Usage	35	187



#### Websites

		Sessions	Users	Page Views
HPL	LY Month	2,468	1,685	4,097
	TY Month	4,942	4,151	6,799
	YTD	25,848	21,337	35,672
BCHP	TY Month	2,111	2,012	4,149
	YTD	5,870	5,329	17,588

\*\* Mobile data for January 2026 not yet available

\* 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

## Collection ~~Management~~Development Policy

### Objective

The Hastings Public Library is the community's primary resource for information and knowledge. ~~The Library~~To fulfill its mission of "promoting life-long learning and enlightening citizens in a changing world" it has a ~~Collection Management~~development Policy founded on the principles of intellectual freedom and equal access for all. ~~This allows the Library to fulfill its purpose of "providing access to the information and resources essential for exploring the world, envisioning new possibilities, encouraging imagination, and embracing lifelong learning while fostering connections among individuals."~~ The ~~Library~~library strives to provide a collection that balances viewpoints from across a spectrum of opinions and provides access to subject matter in formats that meet the needs of the community. The ~~Library~~library uses selection practices that are flexible and responsive to the changing needs of the community.

### Scope

~~This policy applies to the Library's entire collection, encompassing all age groups and genres. The Hastings Public Library~~Community Library is primarily a popular materials library, maintaining a varied and up-to-date collection that provides a wide range of literary, cultural, educational, informational, and recreational materials. Collections are ~~patron-focused and include popular and in-demand materials, as well as special formats, such as large-print books and other~~lower reading-level materials designed to assist those with reading challenges.

~~The Library does not collect textbooks, deep-research focused materials, or highly specialized scientific materials not useful to the layperson.-~~

Commented [DME1]: This is from my collection policy assignment, might be applicable. See what you think

### Intellectual Freedom and Open Access to Information

~~Hastings Public Library supports the American Library Association's (ALA) position that all individuals have a right to read, and strives to develop its collections in support of this position. The ALA states, in part, that:~~

- ~~The freedom to read is essential to our democracy.~~
- ~~Free communication is essential to the preservation of a free society and a creative culture.~~
- ~~Every American community must jealously guard the freedom to publish and circulate, in order to preserve its own freedom to read.~~
- ~~The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them.~~

# Hastings Public Library

## Collection Management~~Development~~ Policy

The entire Freedom to Read Statement can be viewed online at: <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Along with the freedom to read, Hastings Public Library believes that everyone needs open access to ideas and information, even when they differ from any one person's individually held beliefs. The Library will provide access to information from all points of view, including items which may reflect controversial, unorthodox, or even unpopular ideas. Materials are chosen for all age groups and are intended to be available to everyone, regardless of ethnicity, gender, language, education, age, or personal beliefs.

In support of open access to information, the Library subscribes to the ALA's Library Bill of Rights, which states, in part:

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

The entire Library Bill of Rights can be viewed online at: <https://www.ala.org/advocacy/intfreedom/librarybill>.

Hastings Public Library endorses the American Library Association's Bill of Rights:

### ALA Bill of Rights

~~The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.~~

- ~~I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.~~
- ~~II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.~~
- ~~III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.~~
- ~~IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.~~

## Hastings Public Library Collection ~~Management~~Development Policy

- V. ~~A person's right to use a library should not be denied or abridged because of origin, age, background, or views.~~
- VI. ~~Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.~~
- VII. ~~All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.~~

~~Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.  
Inclusion of "age" reaffirmed January 23, 1996.~~

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights at:-  
<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>  
<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations>.

The Library will not limit access to specific items or collections based on age. Parents/guardians are responsible for determining what their children may read/listen to/watch, but should not infringe on other parents/guardians' rights to choose differently for their own children.

The Library, the Library Board, and ~~Library~~the staff will not censor or ban legally available materials that meet the selection criteria in this policy. The Library strives to present information on ~~all~~both sides of issues, where possible, so that patrons may create informed opinions for themselves. The selection of material for the Library does not indicate an endorsement of the ideas presented in the material or a judgment of its ultimate worth. Only the reader/user can determine if the material has value to them.

Commented [DME2]: For consideration

### Collection Management

The primary goal of the Hastings Public Library is to provide an up-to-date, organized, and attractive collection, both print and non-print, that is balanced and represents all fields of knowledge and all sides of issues in a neutral, unbiased manner. ~~with the financial resources available.~~ The ~~Library~~library will provide items that are in current demand based on available financial resources.

# Hastings Public Library

## Collection Management~~Development~~ Policy

### Selection

Selection refers to the decision to retain as well as to add to the collection. It is based upon awareness of the diverse needs and interests of the individuals who use the Library, balanced with evaluation of the material and knowledge of the collections' strengths and weaknesses. Selection decisions are also influenced by budget and space consideration and the availability and accessibility of alternative information resources.

### Responsibilities

Ultimate responsibility for materials management decisions which shape the development of the collections rests with the Library Director, who functions within the policies established by the Board of Trustees. The Director is the final authority for materials selection, preservation, weeding, storage, budgeting resource allocation, and resource sharing.

The Director may delegate broad responsibility for collection development and oversight of the general collections to trained staff. Duties may include day-to-day selection activities such as perusal of reviews in professional library journals, withdrawal of materials, initiation of acquisitions, and monitoring of expenditures. The public is also encouraged to recommend titles. However final purchases and financial oversight is the responsibility of the Director.

The Youth Services Librarian will have responsibility for selecting and managing the children's and young adult collections, however final purchases and financial oversight is the responsibility of the Director.

### Selection Criteria

Collection development staff use their training, knowledge and expertise along with the following general criteria to select materials for the collection:

Criteria:

- a. Relevance to interests and needs of the community
- b. Permanent value as a source material
- c. Vitality and originality of thought
- d. Contemporary significance
- e. Artistic excellence
- f. Entertainment presentation and value
- g. Accuracy and objectivity
- h. ~~Suitability of physical form to library use~~
- i. Skill, competence, and purpose of the author
- j. Relationship to other materials and existing areas of coverage in order to maintain a well-balanced collection
- k. Technical quality in selection of non-print materials
- l. Critics' reviews

**Commented [DME3]:** Perhaps q below is a better, all-encompassing statement?

# Hastings Public Library

## Collection ~~Management~~Development Policy

- ~~m.~~ Significance of the author
- ~~n.~~ Importance as a document of the times
- ~~o.~~ Currency of information
- ~~p.~~ Relation to existing collections
- ~~q.~~ Format, durability and ease of use
- ~~r.~~ Scarcity or availability of materials elsewhere
- ~~s.~~ Multiple copies of popular titles will be provided within the confines of the budget

Commented [DME4]: Sounds a lot like j above

Specific sub-categories or genres of material may vary based on the above criteria, but at a high level, the Library will collect and maintain collections as follows:

- **Fiction:** The Library maintains a representative collection of novels and works of fiction to satisfy a wide range of interests. Some materials represent “core” titles of classic literature, while others reflect popular in-demand titles that are often represented on various Best Sellers lists. What constitutes literary merit varies significantly from person to person, so the Library purchases fiction across many genres and/ categories.
- **Non-fiction:** The Library strives to provide materials across a wide assortment of topics to support both casual interest, practical usage, and educational needs. The Library cannot offer the depth of a larger public or academic institution, but it will cover popular and desired topics.  
~~—The Library will not collect textbooks or highly specialized materials not useful to the layperson.~~
- **Youth (Under 18):** Materials are selected to facilitate the joy of reading, to promote early literacy, and to provide educational support. The collection includes materials covering a wide range of knowledge and reading levels in both fiction and non-fiction.
- **Media:** The Library will provide material across a range of currently popular and viable media formats. As new media formats are introduced, they will be evaluated for inclusion and use by patrons. Older media formats may be removed from the collection, as they fall into disuse or become unmanageable to maintain. See Collection Maintenance and Weeding.
- **Periodicals:** The Library will collect both physical and/or digital versions of popular periodicals, as available, and based on demand. Materials may include, but are not limited to, magazines, journals, and newspapers.
- **Digital/Electronic:** Digital materials selected by Hastings Public Library are selected using the same criteria as print/physical materials. As new technologies

Commented [TA5]: This is referenced above under Scope, so I removed it here.

# Hastings Public Library

## Collection Management~~Development~~ Policy

and/or delivery methods become available, they will be evaluated for inclusion in the collection. Please note that many digital items collected on web-based platforms (e.g. Libby) are selected at the consortium level, and therefore final decisions on what is collected on those platforms may be outside of the control of Hastings Public Library.

- **Databases:** The Library will provide access to online information databases as demand, cost, and availability allow. These databases are intended to supplement the Library's in-house resources, and availability is subject to change. Please note that some databases (e.g. MeLCat eResources) are selected at the consortium level, and therefore final decisions on what is collected may be outside of the control of Hastings Public Library.
- **Objects:** The Library collects and makes available unique physical objects that patrons may not typically have access to. These are often high-priced items and/or items patrons do not need on a continual basis. Adding objects to the collection provides access to tools, resources, or technology that are intended to be helpful or enriching in some way.

### Notes on Series

Whenever possible, the Library will purchase all related editions of any given book, movie, television show, or other "series" of materials. This is intended to minimize the occurrence of "orphaned" items that prevent patrons from reading, viewing, or otherwise consuming the entire "series." Purchases will still primarily depend on availability, ~~and cost, and demand.~~ "Series" may also be purchased across multiple material types, such as some book copies in regular print and some in large print editions.

Note that due to high costs and potential availability challenges, the digital collection may not contain a complete "series."

### Notes on Authors

The Library will purchase new titles by authors already contained in the collection based on availability, ~~and cost, and demand,~~ as well as other selection criteria where appropriate. Resources are ultimately limited, so every title by a given author cannot be guaranteed to be purchased.

The Library will consistently look to present new authors to patrons to provide fresh perspectives and new voices.

### Selection Process

In most cases, the Library will not purchase self-published materials and/or materials that have not been reviewed in appropriate industry publications. Exceptions may be made for items of local interest, whether current or historical.

Commented [DME6]: Also from assignment. Prof liked content like tgis in policy I see some value

# Hastings Public Library

## Collection ~~Management~~Development Policy

All materials selected must:

1. ~~1) Meet the criteria defined above.~~
2. ~~2) Be able to be managed/manageable by Library staff without creating undue burdens, or complicated new processes, and~~
3. ~~3) Have reviews available from qualified industry personnel and publications, except as noted above.~~

Reviews for print and digital materials should be available in, but not limited to, respected sources like Kirkus Reviews, Library Journal/School Library Journal, New York Times Book Review, Publishers Weekly, BookPage, etc. User reviews on popular retail websites, such as Amazon, or library-adjacent websites like LibraryThing, may be considered, but should not be the sole resource justification for purchase.

Object purchases may be informed by reviews in industry periodicals, such as Popular Mechanics or Consumer Reports, reputable online sources, trade journals, or local expert opinions.

Database purchases may be part of a larger group purchase with other libraries or made specifically by Hastings Public Library/the Community Library. These will still be evaluated, among other criteria, for the accuracy and timeliness of information, ease of use, demand, and cost.

Personnel making material selections will briefly document the sources leveraged to justify all acquisitions, should future questions arise, and/or if materials become subject to reconsideration.

Patrons may also request specific materials be purchased by formal and informal methods, as made available by the Library. This might include, but not be limited to, email, suggestion box notes, phone calls, website requests, and any other viable means the Library offers. Requests are not guaranteed to be purchased and must still follow the normal selection process. If purchased, the requesting patron can request to be the first to have access to the material once it is processed.

**Commented [DME7]:** Might be good to mention how things are selected.

### Generative Artificial Intelligence (AI)

Materials created, either partially or completely, with or by Generative Artificial Intelligence (AI) may be added to the collection if they meet the selection criteria listed above. These materials will not be rejected based solely on the work being created with or by Generative AI. However, materials created with or by Generative AI that are added to the collection will be given increased scrutiny regarding the quality and accuracy of the work, given the known limitations of Generative AI technology.

# Hastings Public Library

## Collection ManagementDevelopment Policy

### Access

The Librarylibrary is committed to unrestricted access to the collection and on-line resources. The Librarylibrary adheres to Michigan State law concerning Internet access to minors (MCL 397.606) which states that the library must use one of two ways to restrict access and prevent minors from “viewing obscene matter or sexually explicit matter that is harmful to minors.” The Librarylibrary meets this requirement by appropriately filtering computers available to minors and by making all public computers available with age restrictions. Children’s Areaarea computers may be used by those ages 12 and under. Teen Room computers may be used by those aged 13-17 and adult computers may be used by those 18 and older.

Processing and shelving of materials shall in no way reflect a value judgment of the materials.

- There will be no labeling of any item to indicate its point-of-view. Labels will be used to identify special collections such as holiday and award books, or to identify a primary genre to aid browsing, such as “mystery” or “western.”
- All materials will be shelved on open shelves, freely accessible to the public.
- Patrons are free to accept or reject for themselves any item in the collection.
- Children are not limited to the juvenile collection or young adult collections. Responsibility for a child’s reading must rest with the parent or guardian.

The Hastings Public Library will maintain stand-alone access computers to the online catalogOn-line Catalog of HPL materials in locations convenient to the fiction and non-fiction collections.

To provide easy access into collection accessibility Hastings Public Library provides a link to the onlineon-line catalog of materials on its websiteweb-site, <https://hastings.bibliocommons.com/>. Interlibrary loan holds are placed through the library’s catalog or MeLCat at <https://elibrary.mel.org>.

### Format

The Library acquires materials in a variety of formats including hardcovers, paperbacks, periodicals, newspapers, pamphlets, microforms, CDs, DVDs, downloadable resources, electronic databases and non-traditional collections. In certain circumstances the same work may be acquired in more than one format, i.e. bookBook and CDgraphic novel. Local newspapers will be collected and preserved in various formats for historic and genealogical research.

### Requests

All requests for specific titles or subjects will be considered.

## Hastings Public Library

### Collection ~~Management~~ ~~Development~~ Policy

Whenever there is enough demand or interest in a title or subject, an item with unfavorable reviews may be purchased unless it is deemed to be without literary or social value or is already adequately covered by better materials.

Specialized materials of limited community interest will not ordinarily be purchased or added, and the requestor will be referred to interlibrary loan sources. Supplementary materials for students and information for specialists are provided in a limited number of fields.

#### Replacement and Maintenance

The Library continuously evaluates the collections to keep it vital and up-to-date. When materials no longer fit the collection, they are withdrawn, or "weeded."

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition
- No longer relevant to the needs and interest of the community
- Infrequent use and lack of demand
- No longer accurate
- Unnecessary duplication
- Availability elsewhere, including other libraries and online

Materials weeded due to damage/condition issues, or if they are lost or otherwise missing, may not be replaced. Examining their historical use, current demand, replacement cost, availability through inter-library loan, and other selection criteria may result in a decision not to replace an item.

Exceptions to the weeding guidelines may include items of historical interest, items within a "series" if the remaining items are being retained, award-winning titles, and materials considered core to the Library's collection, such as classic literature. Other exceptions can be made at the Director's discretion.

Digital collections may be managed by personnel external to the Library. ~~in the case of group purchases.~~ They may therefore be subject to different weeding guidelines and timelines outside the Library's control. Any digital material purchased and owned by the Library, however, is subject to weeding following the same guidelines as just like physical materials.

#### Disposal of Materials Guidelines

Items removed from the collection, as well as refused donations that donors do not want returned, will be disposed of in the most appropriate manner. Disposal methods can include, but are not limited to: transfer to the Friends of the Library, donation to charity/Goodwill, donating to schools or social support organizations, selling the item as the law allows, or recycling/trashing based on the item's condition.

Approved by the Library Board January 19, 2009 Page 9 of 10  
 Amended June 21, 2010, amended December 16, 2013, amended July 1, 2019, Amended May 2, 2022; Amended August 1, 2022; edited May 2, 2023 (Directors to Trustees)

Commented [DME8]: For your consideration

# Hastings Public Library

## Collection ~~Management~~Development Policy

### Materials Not in Collections

The library has access to interlibrary loan through the Lakeland Library Cooperative's catalog and the statewide "MeLCat" catalog. Requests for materials may be placed electronically directly by patrons in each of these catalogs. Assistance in placing requests is available from library staff.

### Gifts and Donations of Materials

The Hastings Public Library accepts gifts for its collection that fall within needed subject categories as determined by the Director/their designee, and the Youth Services Librarian. For an item to be added, it must meet the same selection criteria as purchased materials.

See the Gift Acceptance policy for full details on accepting donations for the collection.

### Request for Reconsideration

All requests for reconsideration of materials are subject to the guidelines and procedures as outlined in the Request for Reconsideration of Library Materials ~~Challenge~~ Policy.

# Hastings Public Library

## Request for Reconsideration of Library Materials ~~Library Materials Challenge~~ Policy

Hastings Public Library materials are selected through the process described in the Library's Collection ~~Management~~~~Development~~ Policy. The Library acknowledges that occasionally patrons may have ~~complaints or~~ concerns about individual materials ~~or categories of materials~~ in the Library's collection.

Patrons who object to the presence of ~~certain specific~~ materials in the collection may submit a Request for Reconsideration of Library Materials Form to the Library Director. Forms can be obtained at the Library or from the Library's website.

This ~~Request for Reconsideration of Library Materials Policy~~~~Library Materials Challenge Policy~~ aligns with ~~defends~~ the freedom to read, view, and hear, ~~as outlined by the American Library Association's (ALA) Freedom to Read Statement and Library Bill of Rights~~. ~~For more information, please see the Library's Collection Management Policy.~~

Other than through the standard removal/weeding process outlined in the Library's Collection Management Policy, ~~No~~ material shall be removed from the collection except under the procedure given here.

### Initiating a Request for Reconsideration

For a Request for Reconsideration to be considered, all of the following criteria must be met:

- 1) The complainant must be properly identified on the Request for Reconsideration of Library Materials Form ~~and~~
- 2) The form must be completed in full, ~~and~~
- 3) Complainants must have read/viewed/listened to the ~~challenged~~ item in its entirety.

No action shall be taken before the ~~request~~~~challenge~~ is ~~brought~~~~provided~~ to the Director. ~~Materials~~ ~~named~~ ~~in~~ ~~requests~~~~Challenged~~ ~~material~~ shall not be removed from the ~~Library's~~ collection until a final decision is made by the Director or the Board of Trustees ("Board") as necessary.

The Library will not consider the removal of an item on grounds of obscenity or for any other reason covered by law unless a court of competent jurisdiction has ruled against ~~the~~ ~~item.~~ ~~it.~~

An item will be considered for removal only once every 365 days, effective from the date of any previous determination from the Director or Library Board for the same item.

### The Request for Reconsideration of Library Materials ~~Challenged Material~~ Review Process

Once a Request for Reconsideration of Library Materials Form is received, the Director will:

**Commented [TA1]:** I'm proposing changing the title of this policy. I feel like the use of both "Materials Challenge Policy" and "Request for Reconsideration" is confusing, and may lead staff and patrons to think these are two different things. I know we went with "Request for Reconsideration" because it is less abrasive than "Challenge," so I think we should stick with that for the name of this policy. But I'm open to thoughts and suggestions.

## Hastings Public Library

### Request for Reconsideration of Library Materials~~Library Materials~~ Challenge Policy

- Read, listen to, or view the material in its entirety;
- Consider the specific objections voiced by the complainant;
- Weigh the values ~~and faults~~ of the **challenged** material as a whole in itself and in relation to the collection;
- Consider critical literary reviews~~what literary critics and reviewers think~~ of the material;
- Consider the ~~challenged~~ material in relation to the Collection Management Development Policy.

Commented [TA2]: I'm open to another word here, but I don't love the word 'faults.'

The Director will respond to the complainant in writing within thirty (30) days of receipt of their form. If the complainant or other patron has the material in question checked out, the Director will not begin the evaluation process until the material is returned and available for review. The thirty (30) day response window will then begin at that point.

The Director's written response will include their decision and recommended action regarding the **challenged** material, along with information on how to appeal the decision to the Board, if desired. The Director may:

- Retain the **challenged** material in the collection,
- Retain the **challenged** material, but move it to another location,
- Withdraw the **challenged** material.

### Appealing to the Library Board

If the complainant wishes to appeal the Director's decision to the Board, they shall write to the Board President, in care of the Library, including a copy of the original Request for Reconsideration of Library Materials Form, and an explanation as to why they feel the Director's response is not adequate.

If the complaint is received at least ten (10) days prior to the next regularly scheduled board meeting, discussion ~~on~~ the complaint will be added to that meeting's agenda. If the complaint is not received in time, the Board may defer discussion to the following regularly scheduled meeting. The Board President will inform the complainant in writing as to the date, time, and place of the meeting where the matter will be discussed.

### Library Board Request for Reconsideration of Library Challenged Materials Review Process

Once a Request for Reconsideration discussion is on the agenda, the Board shall decide by a majority vote of the members present, ~~whether~~ if it wishes to further consider the ~~request~~ challenge. If the Board votes to consider the matter further, an ad hoc review panel will be selected by the Board President to evaluate the **challenged** material, and the matter will be placed on the agenda for a regular meeting within sixty (60) days for a final Board vote.

## Hastings Public Library

### Request for Reconsideration of Library Materials~~Library Materials Challenge~~ Policy

If the Board does not vote to consider the request further, the matter is closed.

#### Ad Hoc Review Panel

The ad hoc review panel is composed of at least three (3), but not more than four (4) members of the Library's Board of Trustees. Members of the review panel will individually:

- Read, listen to, or view the material in its entirety;
- Consider the specific objections voiced by the complainant;
- Weigh the values ~~and faults~~ of the ~~challenged~~ material as a whole in itself and in relation to the collection;
- Consider ~~what critical literary reviews literary critics and reviewers think~~ of the material;
- Consider the ~~challenged~~ material in relation to the Collection Management Development Policy.

After coming to individual conclusions, the committee will meet to discuss the material and recommend one of several actions to the Director and the full Board, with reference to the fundamental principles of intellectual freedom:

- Retain the ~~challenged~~ material in the collection;
- Retain the ~~challenged~~ material, but move it to another location;
- Withdraw the ~~challenged~~ material.

At a scheduled regular meeting of the Board of Trustees within sixty (60) days of agreeing to review the complaint, the ad hoc review panel will present their recommendation to the Board for consideration. The Board President will inform the complainant in writing as to the date, time and place of the meeting where the matter will be decided. At this meeting:

- The Board of Trustees shall vote on the disposition of the ~~challenged~~ material.
- A consensus vote of the Board members present equal to or greater than a full Board majority is required to remove materials from the Library's collection, to move materials from one location to another, or to otherwise restrict access to materials.
  - For example, if the board consists of nine (9) members and seven (7) are at the meeting to vote, if five (5) vote yes/no and two (2) vote no/yes, the five (5) represents a majority of the full Board and the vote is valid.
  - If the vote was four (4) to three (3), the vote is not valid as absent Board members could still impact the outcome.
- If the full Board is not able to attend the meeting and/or a majority consensus vote cannot be obtained, the vote will be delayed to the next meeting and the complainant notified.

# Hastings Public Library

## Request for Reconsideration of Library Materials~~Library Materials Challenge~~ Policy

The decision of the Board of Trustees is final. Whatever the decision, the principles of the Library Bill of Rights will be reiterated, as well as how the decision is in accordance with those principles.

# Hastings Public Library

## Request for Reconsideration of Library Materials~~Library Materials Challenge~~ Policy

### Request for Reconsideration of Library Materials Form

This form applies to one (1) item. If you are requesting reconsideration of multiple items, a separate form must be completed for each item.

Name of Complainant:

\_\_\_\_\_

Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Do you have an active Hastings Public Library Card? Yes / No

Have you read Hastings Public Library's Collection ~~Management Development~~ Policy?

Yes / No

Have you read Hastings Public Library's Request for Reconsideration of Library Materials~~Library Materials Challenge~~ Policy? Yes / No

Are you making this ~~request~~challenge as:  an individual, or  the representative of an organization.

If you are speaking on behalf of an organization, give the name and address of the organization:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For what type of item are you ~~requesting reconsideration~~challenging? (Please fill out a separate form for each item challenged)

Book  Audiobook  Video  Magazine  Newspaper  Other:

\_\_\_\_\_

Is the item:  physically at the Library, or  in electronic/digital form

If electronic, which service is it on (i.e. Libby, etc.): \_\_\_\_\_

Was this material required by a class, for work or other such activity? Yes / No

Title of Item:

\_\_\_\_\_

Hastings Public Library  
Request for Reconsideration of Library  
Materials~~Library Materials Challenge~~ Policy

Publisher/Distributor: \_\_\_\_\_ Date of Publication or Release: \_\_\_\_\_

# Hastings Public Library

## Request for Reconsideration of Library Materials ~~Library Materials Challenge~~ Policy

### ~~Request for Reconsideration of Library Materials Form~~

Author (if applicable):

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What brought this item to your attention?

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Is your objection to this item based upon your own exposure and reaction to it, upon complaints about it made directly to you by others, or upon reports you have heard about it?

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Have you read, viewed, or listened to this item in its entirety? Yes / No  
If not, what portion have you read, viewed, or listened to? (List portions by page number(s), time into video, or other identification)

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To what specific aspects of the item do you object? Cite specific pages, passages, or scenes. Can you suggest any materials to provide additional information or other viewpoints on this topic? Attach additional pages if necessary.

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**Hastings Public Library**  
**Request for Reconsideration of Library**  
**Materials~~Library Materials Challenge~~ Policy**

What harmful effect do you feel might be/were the result of reading/viewing/listening to this item? Attach additional pages if necessary.

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**~~Request for Reconsideration of Library Materials Form~~**

- Do you believe this item serves any of the following purposes?
- Promotes understanding of other cultures or lifestyles? Yes / No
  - Promotes discussion of societal issues? Yes / No

---

Signature of Complainant \_\_\_\_\_ Date \_\_\_\_\_

# Hastings Public Library Investment Policy

The Hastings Public Library, as a department within the City of Hastings, Michigan, does not actively manage any investments independent of the City. All investment management that may benefit the Library is managed on its behalf by the City and pursuant to the City of Hastings' investment policies as described below. Should the City policy update, the Library is subject to those changes and will update this policy once notified.

Commented [d1]: New verbiage

To Comply with Public Act 20 of 1943, As Amended  
Effective December 31, 1998  
Revised January 1, 2006  
Revised October 1, 2007  
~~REVISED Revised February EBRUARY 28, 2011~~  
Revised January 12, 2026

## Purpose

It is the policy of the City of Hastings to invest its funds in a manner that will provide the highest investment return consistent with optimal security while meeting the daily cash flow needs of the City and complying with all state statutes and the requirements of this policy governing the investment of public funds while conforming to Michigan Public Act 20 of 1943.

~~It is the policy of the City of Hastings to invest its funds in a manner which will provide the highest investment return consistent with optimal security while meeting the daily cash flow needs of the City and complying with all state statutes and the requirements of this policy governing the investment of public funds.~~

## Scope

This investment policy applies to financial assets of the City of Hastings. in the various funds of the City of Hastings and include the general fund, special revenue funds, debt service funds, component unit funds, enterprise funds, internal service funds, trust and agency funds, and any new fund established by the Hastings City Council.

Assets contained in the retiree health and pension funds are not included in this policy. The City's pension funds are invested with the Michigan Municipal Employees Retirement System. Their Pension Investment Policy may be reviewed on their website at [www.mersofmich.com](http://www.mersofmich.com). The City's retiree health care funds are invested with the Michigan Municipal Employees Retirement System's Health Care Funding Vehicle, and investments may be made in conformance with the Uniform Resolution establishing the retiree health care fund.

# Hastings Public Library

## Investment Policy

~~This investment policy applies to all financial assets of the City of Hastings. These assets are accounted for in the various funds of the City of Hastings and include the general fund, special revenue funds, debt service funds, component unit funds, enterprise funds, internal service funds, trust and agency funds and any new fund established by the Hastings City Council.~~

### Delegation of Authority to Make Investments

~~In accord with Section 8.10 of the Hastings City Charter, the Clerk/Treasurer, under the direction of the City Manager, is designated as the investment officer of the City and is responsible for depositing City funds and carrying out investment decisions and activities. The Clerk/Treasurer, under the direction of the City Manager, will develop and maintain written administrative procedures for the operation of the investment program, consistent with these policies. In the absence of the Clerk/Treasurer, all duties will be performed by the City Manager.~~

~~The Investment Officer may delegate the authority to conduct investment transactions and to manage the operation of the investment portfolio to other specifically authorized persons. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Investment Officer. In the event that investment activities are delegated by the Investment Officer to other employees, ultimate responsibility for the transactions shall remain with the Investment Officer. The City may engage the support services of outside professionals in regard to its financial program, so long as it can be demonstrated that these services produce a net financial advantage or necessary financial protection of the City's resources. Such services may include engagement of investment advisors in conjunction with debt issuance, portfolio management, special legal representation, third party custodial services, and appraisals by independent rating services. Investment advisors must be registered with the SEC~~

~~In accord with Section 8.10 of the Hastings City Charter, the Clerk/Treasurer, under the direction of the City Manager, is designated as the investment officer of the City and is responsible for depositing City funds and carrying out investment decisions and activities. The Clerk/Treasurer, under the direction of the City Manager, will develop and maintain written administrative procedures for the operation of the investment program, consistent with these policies. In the absence of the Clerk/Treasurer, all duties will be performed by the City Manager.~~

### Objectives

~~The primary objectives, in priority order, of the City Clerk/Treasurer's investment activities will be:~~

- ~~1) Safety: Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to avoid losses of capital in the overall portfolio, whether from securities defaults or erosion of market value. To attain~~

## Hastings Public Library Investment Policy

this objective, investments will be diversified to the extent practicable to control the risk of loss resulting from over concentration of assets in a specific maturity, issuer, instrument, dealer, or financial institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio. The objective will be to minimize credit risk and interest rate risk.

### a. Credit Risk (Custodial Credit Risk and Concentration Credit Risk)

The City will minimize Custodial Credit Risk, which is the risk of loss due to the failure of the security issuer or backer, by limiting investments to the types of securities listed in this Investment Policy; and pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with which the City will do business in accord with this Investment Policy.

The City will minimize Concentration of Credit Risk, which is the risk of loss attributed to the magnitude of the City's investment in a single issuer, by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

### b. Investment Rate Risk

The City will minimize Interest Rate Risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by: a) structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities in the open market; and, b) investing operating funds primarily in shorter-term securities, liquid asset funds, money market mutual funds, or similar investment pools and limiting the average maturity in accordance with the City's cash requirements and the specific limits of this policy.

### c. Foreign Currency Risk

The City is not authorized to invest in investments which have this type of risk.

## Hastings Public Library Investment Policy

From time to time, securities may be traded for other similar securities to improve yields, adjust maturity or reduce risk. For these transactions, a loss may be incurred for accounting purposes, provided any of the following occurs with respect to the replacement security:

- i. The net projected yield has been increased;
- ii. Maturity has been favorably adjusted, or
- iii. Quality of the investment has been improved.

2) Liquidity: The investment portfolio will remain sufficiently liquid to meet all operating requirements that can be reasonably anticipated. This is accomplished by structuring the portfolio so that maturities are concurrent with anticipated cash flow demands. A portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds

3) Return on Investment: The investment portfolio will be designed with the objective of obtaining a positive rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

The primary objectives, in priority order, of the City Clerk/Treasurer's investment activities will be:

1) Safety: Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to avoid losses of capital in the overall portfolio, whether from securities defaults or erosion of market value. To attain this objective, investments will be diversified to the extent practicable to control the risk of loss resulting from over concentration of assets in a specific maturity, issuer, instrument, dealer, or financial institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio. The objective will be to minimize credit risk and interest rate risk.

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## Hastings Public Library Investment Policy

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### ~~b. Investment Rate Risk~~

~~The City will minimize Interest Rate Risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by: a) structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities in the open market; and, b) investing operating funds primarily in shorter-term securities, liquid asset funds, money market mutual funds, or similar investment pools and limiting the average maturity in accordance with the City's cash requirements and the specific limits of this policy.~~

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~~From time to time, securities may be traded for other similar securities to improve yields, adjust maturity or reduce risk. For these transactions, a loss may be incurred for accounting purposes, provided any of the following occurs with respect to the replacement security:~~

- ~~i. The net projected yield has been increased;~~
- ~~ii. Maturity has been favorably adjusted, or~~
- ~~iii. Quality of the investment has been improved.~~

- ~~2) Liquidity: The investment portfolio will remain sufficiently liquid to meet all operating requirements that can be reasonably anticipated.~~
- ~~3) Return on Investment: The investment portfolio will be designed with the objective of obtaining a positive rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.~~

## Prudence

~~The standard of prudence to be applied by an investment officer who is an employee or official of the City will be the "prudent investor" rule, which states:~~

## Hastings Public Library Investment Policy

"Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

The investment officer acting in accordance with written procedures and exercising due diligence will be relieved of personal responsibility for an individual security's performance, provided that deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Any person or firm hired or retained to invest, monitor, or advise concerning these assets will be held to the higher standard of "Prudent Expert." This is a revised version of the Prudent Person standard required by ERISA to guide managers of pension and profit sharing portfolios. The main addition is that the manager must act as someone with familiarity with matters relating to the management of money, not just prudence. The standard is that:

". . . in investing and reinvesting moneys and in acquiring, retaining, managing, and disposing of investments of these funds, the person or firm will exercise the judgment, care, skill, prudence, and diligence under the circumstances then prevailing, which persons of prudence, discretion, and intelligence, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims by diversifying the investments of the funds, so as to minimize the risk, considering the probable income as well as the probable safety of their capital."

The standard of prudence to be applied by an investment officer who is an employee or official of the City will be the "prudent investor" rule, which states:

"Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

The investment officer acting in accordance with written procedures and exercising due diligence will be relieved of personal responsibility for an individual security's performance

## Hastings Public Library Investment Policy

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### Ethics

~~The investment officer, Members of the City Council, and the City Manager, will refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. The investment officer will disclose to the public any material financial interest in financial institutions that conduct business within the City, and they will further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio. The investment officer will subordinate their personal investment transactions to those of the City, particularly with regard to the timing of purchases and sales.~~

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### Monitoring and Adjusting the Portfolio

~~The investment officer will routinely monitor the contents of the portfolio, the available markets and the relative values of competing instruments, and will adjust the portfolio accordingly.~~

## Hastings Public Library Investment Policy

~~The investment officer will routinely monitor the contents of the portfolio, the available markets and the relative values of competing instruments, and will adjust the portfolio accordingly.~~

### Arbitrage

~~The Tax Reform Act of 1986 provides limitations on the City's yield from investing the proceeds of tax-exempt General Obligation and Utility bond and debt service funds. These restrictions require extreme precision in the monitoring and record keeping of investments, particularly in computing yields to ensure compliance. The investment officer will take all necessary action to comply with these requirements.~~

~~The City's policy relative to arbitrage restrictions is to continue pursuing the maximum yield on applicable investments while ensuring the safety of capital and liquidity. It is a fiscally sound position to continue maximization of yield and to rebate excess earnings if necessary.~~

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### Internal Controls

~~The investment officer will propose to City Council a system of written internal controls and administrative procedures covering investment activity and transactions for their approval. These controls and procedures will be reviewed annually by the independent auditors. The controls will be designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions.~~

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### Instruments

## Hastings Public Library Investment Policy

All investments for the City shall be made in accordance with Michigan State statutes: Act 20 of 1943 as amended, M.C.L. 129.91-129.96, Investment of Surplus Funds of Political Subdivisions, and Act 40 of 1932 as amended, M.C.L. 129.12, Depositories for Public Moneys.

It is the intent of the City that this list of authorized securities be strictly interpreted. Securities that have been downgraded to a level that is below the minimum ratings described herein may be sold or held at the City's discretion. The portfolio will be brought back into compliance with Investment Policy guidelines as soon as is practical.

### (a) Types of Securities

The City following types of securities and transactions are eligible for use by the City pursuant to Public Act 20 MCL 129.91:

- Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- Certificates of deposit, savings accounts, or depository receipts of a financial institution, but only if the financial institution complies with MCL 129.91 subsection (2); certificates of deposit obtained through a financial institution as provided in MCL 129.91 subsection (5); or deposit accounts of a financial institution as provided in MCL 129.91 subsection (6).
- Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.
- Repurchase agreements consisting of instruments listed in MCL 129.91 subdivision (a); specifically bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- Bankers' acceptances of United States Banks
- Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.
- Mutual funds registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of any of the following:
  - The purchase of securities on a when-issued or delayed delivery basis.
  - The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
  - The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.

## Hastings Public Library Investment Policy

- ~~Obligations described in MCL 129.91 subdivisions (a) through (g) if purchased through an interlocal agreement under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.~~
- ~~Investment pools organized under the surplus funds investment pool act, 1982 PA 367, MCL 129.111 to 129.118.~~
- ~~The investment pools organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150.~~

~~The investment officer will invest surplus funds of the City in the following instruments only, subject to the concentration limits specified:~~

- ~~a) Certificates of deposit, savings accounts, and deposit accounts of a bank which is a member of the Federal Deposit Insurance Corporation and which is also eligible to be a depository of surplus funds belonging to the state under section 6 of Act No. 105 of the Public Acts of 1855, as amended, being section 21.146 of the Michigan Compiled Laws. No maturity will extend beyond five years.~~

~~No individual banking institution will hold more than \$1,500,000 or 25% of the total volume invested in certificates of deposit (whichever is less).~~

~~No individual banking institution for which the average of the ratings of Bauer Financial Services and bankRate.com is less than or equal to 2.0 will hold more than \$500,000 or 10% of the total volume invested in certificates of deposit (whichever is less).~~

~~No individual banking institution will hold more than \$750,000 in savings or money market type deposit accounts. Savings or money market type deposits will not be placed in banking institutions for which the average of the ratings of Bauer Financial Services and bankRate.com is less than or equal to 2.0.~~

~~Excepting amounts in the Tax Collection restricted account, no individual banking institution will hold more than \$1,500,000 in cash equivalent accounts. Cash equivalent deposits will not be placed in banking institutions for which the average of the ratings of Bauer Financial Services and bankRate.com is less than or equal to 2.0.~~

~~The combined total of all deposits in any individual banking institution (including cash equivalents, savings or money market type accounts, and certificates of deposits) will not exceed \$2,500,000.~~

- ~~b) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States which will have remaining maturities of two years or less on the date of purchase. Total investment in such instruments, taken collectively, will not exceed 30% of the City's portfolio.~~

## Hastings Public Library Investment Policy

- ~~e) Investment pools composed of investment vehicles which are legal for direct investment by local units of government in Michigan organized in accordance with Act No. 367 of the Public Acts of 1982. Total investment in such pools, taken collectively, will not exceed 60% of the City's portfolio.~~
- ~~d) Investment vehicles which are legal for direct investment by local units of government in Michigan purchased through an interlocal agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512. Total investment in such pools, taken collectively, will not exceed 60% of the City's portfolio.~~
- ~~e) Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase. Total investment in such instruments, taken collectively, will not exceed 30% of the City's portfolio.~~

~~The City will not invest more than \$500,000 in the offerings of any individual issuing entity.~~

### Diversification

~~Whenever possible, the investment officer will diversify use of investment instruments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions, or maturities.~~

- ~~• Investments shall be diversified by:~~
- ~~• Avoiding over concentration in any one financial institution, broker/dealer, or specific security issuer (excluding U.S. Treasury securities);~~
- ~~• Limiting investments that have higher credit risks;~~
- ~~• Varying investment maturities; and~~
- ~~• Continuously investing a portion of the portfolio in readily available funds such as local government investment pools, money market funds or other approved short-term funding vehicles to ensure that appropriate liquidity is maintained.~~

~~Whenever possible, the investment officer will diversify use of investment instruments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions, or maturities.~~

### Maturity Scheduling

~~Investment maturities will be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures, as well as considering sizeable blocks of anticipated revenue. Unless matched to a specific cash flow liability and approved by the Investment Officer in writing the City will not invest in securities maturing more than five years from the date of trade settlement, and the weighted average final maturity of the portfolio should average three years.~~

~~Investment maturities will be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures, as well as considering sizeable blocks of anticipated revenue.~~

# Hastings Public Library

## Investment Policy

### Qualified Institutions

The City will maintain a list of financial institutions which are approved for investment purposes. In addition, a list of approved security broker/dealers selected by creditworthiness will also be maintained. All financial institutions that desire to become qualified for investment must supply the following, as appropriate:

- Audited financial statements
- Proof of state registration
- Completed broker/dealer questionnaire
- Certification of having read and understood and agreeing to comply with the City's investment policy.

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the investment officer. All qualified institutions will be approved by the City Council.

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- ~~• Completed broker/dealer questionnaire~~
  - ~~• Certification of having read and understood and agreeing to comply with the City's investment policy.~~

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~~All qualified institutions will be approved annually by the City Council.~~

### Safekeeping and Custody

Securities will be in the custody of the investment officer and placed in a locked safe located with the main vault of City Hall or held in safekeeping by the financial institution.

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### Performance Evaluation and Reporting

The Clerk/Treasurer will produce monthly reports for the City Council listing each investment by fund. The report will show the amount of investment, the institution,

## Hastings Public Library Investment Policy

~~maturity date, and interest rate. A summary of all investments will be shown at the end of each report, listed by institution and type of investment. The monthly report will comply with the requirements of the~~

~~quarterly report specified by law. An annual summary of investment activity and performance will be prepared and presented after the completion of the annual independent audit.~~

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Commented [d2]: City policy copied into ours

### Policy Considerations

~~Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.~~

~~This policy is to be adopted by resolution of the Hastings City Council. The Investment Officer shall review this Investment Policy annually and recommend any necessary amendments to the City Council.~~

# Hastings Public Library

## Public Computer and Internet Policy

### Overview

Hastings Public Library is committed to providing access to informational, educational, recreational, and cultural resources for library users of all ages and backgrounds in the Hastings area. The Library's public computers provide an opportunity to offer electronic resources from information networks around the world via the internet.

The internet offers unlimited global access to information. However, not all information on the internet is accurate, complete, current, legal, or appropriate for children. While it allows access to ideas, information, and commentary that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some materials that may be offensive, disturbing, and/or controversial to some. ~~Hastings Public Library filters all public internet computers with additional filtering applied to computers designated for children and teens.~~

Hastings Public Library filters all publicly accessible library computers as required by the Children's Internet Protection Act (CIPA) detailed in the Internet Safety section below, which also satisfies the requirements of Michigan law. These policies also govern the use of public internet computers at the library.

These filters are not guaranteed to be 100% effective and are not a substitute for parental supervision of Internet use by a child.

### Computer Usage

Software and other files downloaded from the Internet may contain viruses or spyware that may infect other computers. Hastings Public Library is not responsible for damage or loss that may occur from use of the Library's computers to downloaded files that are then used on personal or other computers and devices outside the Library.

Since the Internet is not secure, patrons are responsible to ensure that their personal data is not compromised. Sending any information, including credit card numbers, via the Internet is at the sole risk of the user. The Hastings Public Library has no control over the security of this data.

Each individual is allowed to use the Library's public computers up to two (2) hours per day with up to three (3) separate log-ins. No ID or library card is required for public computer access. If all computers are in use and a waiting list exists, per session usage is limited to one (1) hour so other patrons may use a computer. Once the waiting list is no longer needed, patrons who have not yet used their two (2) hours per day can log into a computer again. Extensions for additional time are at staff discretion based on the patron's needs. Additional time is not granted for web browsing, email, or games. School work, job research and applications, exams, legal research and form completion, and

# Hastings Public Library

## Public Computer and Internet Policy

work-related tasks are examples of tasks eligible for additional time if computers are available.

All computers will be automatically shut down fifteen (15) minutes before the Library closes.

A fee will be charged for material printed from HPL computers.

### Patron Computer Assistance

Library staff will assist patrons if needed with logging into computers, accessing a web browser, or the initial steps of loading a productivity application such as Microsoft Word or Excel. Staff will also provide guidance for printing from public computers and in usage of any existing third-party printing service.

For both patron privacy and the efficiency of Library operations, staff cannot:

- Complete online forms for patrons.
- Type documents for patrons.
- Enter or view patrons' confidential data, including, but not limited to, financial information, credit card numbers, driver's licenses, and passwords.
- Spend significant time teaching computer basics to patrons, including how to use a mouse, access the internet, or use productivity software.
- Help with creating email accounts or other website accounts.
- Offer legal or financial advice.
- Handle a patron's personal mobile device(s).

### Internet Speed

Internet speeds accessible by patrons are not guaranteed and are subject to the limitations of the total available bandwidth. Speeds can slow as more computers and mobile devices access the internet at the same time.

The Library limits the maximum available speed on public Wi-Fi and public computers to prevent monopolization of bandwidth by any user(s) uploading or downloading large files, such as video, and to minimize the risk of its network being used for illegal file transfers.

Patrons with a legitimate need for faster internet access speeds may request temporary access from the Library Director who may make higher speeds available for short time periods.

### **Violations**

The Library's computers, network, and Internet connection may not be used for any illegal activity or in an unauthorized manner in violation of this Public Internet Policy. Illegal acts may be prosecuted to the full extent of the law.

# Hastings Public Library

## Public Computer and Internet Policy

Users violating this Policy will first be asked to comply. For individuals who repeatedly violate this Policy after previous warnings, the Library reserves the right to prohibit use of the Library's computers, network, Internet connection, and/or the Library for a period up to seventy-two (72) hours by action of the Library Director or the staff member in charge. An individual may appeal this decision to the Library Board.

The Library also reserves the right to prohibit use of the Library's computers, network, Internet connection, and/or the Library for a period of time exceeding seventy-two (72) hours by action of the Library Director. In such instances, an individual will be informed of the decision in writing, and may appeal this decision in writing within seven (7) days to the Library Director, or the Library Board, whose decision shall be final.

### Internet Safety

It is the policy of The Hastings Public Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the CIPA.

### Definitions

Key terms are as defined in the Children's Internet Protection Act.

### Access to Inappropriate Material

In accordance with Federal and State law the [Children's Internet Protection Act](#), 47 USC §254 and 20 USC §101, and Section 6 of the [Privacy Act](#), all Library computers with Internet access are filtered. Note, however, that no filter is 100% effective. Parents or legal guardians are responsible for their minor child's reading, listening, and viewing of Library material, including the Internet.

Compliance with the Children's Internet Protection Act (CIPA) requires filters that block access to visual depictions that are obscene or child pornography, as defined by 47 USC §254. CIPA also requires protection against access by patrons under age 17 to visual depictions that are harmful to minors, as defined by 47 USC §254. Subject to staff supervision, a patron who is at least ~~17~~8 years of age may request ~~that the Director the disabling-disableof~~ software used to filter visual depictions on a computer used by that patron, provided that he/she will use the unfiltered computer for bona fide research or other lawful purposes. Library staff will not inquire into the reasons for disabling the filter.

Patrons are responsible for complying with this Policy when accessing the Internet. In addition to other provisions of this Policy, patrons (including minors) shall not access visual depictions that are obscene or child pornography as defined by Federal law (47 USC §254(h)(7)(E), (F)) and shall not access or view obscene matter as defined in §2 of [1984 PA 343, MCL 752.362 \(PA 343\)](#). In addition, patrons who are minors for purposes

# Hastings Public Library

## Public Computer and Internet Policy

of Federal law shall not access visual depictions that are harmful to minors as defined by Federal law (47 USC §254(h)(7)(G)) and patrons who are minors under State law shall not access or view sexually explicit matter that is harmful to minors as defined in PA 343.

### Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Hastings Public Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### Education, Supervision and Monitoring

It shall be the responsibility of all members of the Hastings Public Library staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of staff.



## General Release and Waiver of Liability

By the use of the facilities and services offered by the City of Hastings ("City") and the Hastings Public Library ("Library") and/or by my attendance at the program, activity, trip, or function or receipt of prize as indicated on this form, I expressly agree to the following:

1. **Release and Waiver of Liability.** I agree that the City and the Library shall have no liability, responsibility, obligation, or duty whatsoever in connection with my involvement or participation in the below specified program, activity, trip, prize, or function (the "Programs") hosted by the Library. I hereby release and discharge the City and the Library and their employees, elected and appointed officials, officers, agents, attorneys, successors, and assigns, from any and all claims, demands, suits, liabilities, damages, costs, expenses, actions, rights or causes of action of any kind or nature, whether known or unknown, foreseen or unforeseen, accrued or contingent, arising from or by reason of or in any way connected with my and/or the below specified minor's involvement or participation in the Programs. I hereby waive all claims for liability against the City and the Library.
2. **Hold Harmless.** I agree to defend and hold harmless the City and the Library (and their employees, elected and appointed officials, officers, agents, attorneys, successors, and assigns) from and against all suits, damages, expenses, and consequences of liability imposed on the City and the Library that are caused by my acts and/or the below specified minor's acts or omissions in connection with the Programs.
3. **Reimbursement.** I agree to reimburse the City and the Library for all reasonable costs for any damage to City or Library facilities, vehicles and equipment resulting from my or the below specified minor's acts or omissions in connection with the Programs, to the extent not caused by the negligence or willful misconduct by the City or the Library.

I have carefully read this General Release and Waiver of Liability and fully understand its contents. I am aware that this is a release of liability and a contract between the City of Hastings, the Hastings Public Library and me, and I sign it of my own free will.

Participant's Printed Name: \_\_\_\_\_

Participant's Signature \_\_\_\_\_

Guardian's Printed Name (if participant is under 18): \_\_\_\_\_

Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Event/Program: \_\_\_\_\_

Event Date: \_\_\_\_\_

Hastings Public Library - 227 E. State St. - Hastings, MI 49058 - 269-945-4263

DRAFT 9/26/25



## 2026 Board Training Outline

### Purpose

To ensure HPL Board of Trustees members both fully understand their role on the board and their commitment to the Library, and have access to training and resource material.

### Methodology

- Most material will be organized online via Beanstack, the system used for reading challenges and staff training.
- Board members can access it at any time and proceed at their own pace, plus refer back at any time for a refresh.
- As new or updated material becomes available, Beanstack will be updated.
- Some training and discussions will be conducted live at board meetings.

### 2026 Schedule (subject to change)

- February 2026:
  - Request Board to register for the two new overview webinars and watch in next 30-60 days if not attending live.
    - Note: webinars were cancelled by LoM.
- March 2026:
  - For April: Review sections of the Trustee Manual from the Library of Michigan.
    - Chapters 1, 5, 6,
    - [https://mel.org/ld.php?content\\_id=76965541](https://mel.org/ld.php?content_id=76965541)
- April 2026:
  - For May: Review sections of the Trustee Manual from the Library of Michigan.
    - Chapters 2, 4, 13 (City Library only), Appendix K (section 1 City Library)
    - [https://mel.org/ld.php?content\\_id=76965541](https://mel.org/ld.php?content_id=76965541)
  - Introduction to Beanstack for training resources and tracking (live at Board Meeting)
- June 2026:
  - (Tentative) John McNaughton, Grand Rapids Public Library Director, meets with the Board to discuss his perspective and experience.
  - Introduce and assign Workplace Genius for the July meeting.
- July 2026:
  - Workplace Genius Discussion
  - Watch appropriate fundraising webinars/trainings as background before Bonnie returns in August (TBD)
  - For August: Review chapter 7 of the Trustee Manual from the Library of Michigan.
    - [https://mel.org/ld.php?content\\_id=76965541](https://mel.org/ld.php?content_id=76965541)
- August 2026:
  - Fundraising with Bonnie from BCF



- Strategies, goals, tactics
  - For September: Review sections of the Trustee Manual from the Library of Michigan.
    - Chapters 3, 9, 14
    - [https://mel.org/ld.php?content\\_id=76965541](https://mel.org/ld.php?content_id=76965541)
- September 2026:
  - Roll out new Board Member Agreement
    - Clearer explanation of expectations and responsibilities than in prior years.
    - Intended to take effect for new terms starting Jan 1, 2027.
  - Watch specific videos/webinars on library advocacy from WebJunction and/or United for Libraries (TBD)
- October 2026
  - Discuss Library Board Advocacy
- November 2026
  - TBD
- December 2026
  - TBD



March 2, 2026  
Library Board of Trustees Meeting

### Update on Princh

Princh is the 3<sup>rd</sup>-party service HPL uses to enable patrons to print from their phones, tablets, and laptops via Wi-Fi, and even from home. Princh has proven very popular and income each year is more than double the annual \$399 cost.

HPL's current subscription expires soon, and Princh has offered discounts for long-term contracts. If we continue to pay annually, but agree to a 2-5 year contract, the current price is locked in. If we *pre-pay*, we can receive up to a 15% discount for each year:

- **2-year contract:** lock in your price on both years' subscription fee
  - \$399 per year
- **3-year contract:** lock in your price or pay upfront and receive a price lock with a 5% discount on all three years' subscription fee
  - Pay upfront, save \$20 per year (\$379), total of \$1,137
- **4-year contract:** lock in your price or pay upfront and receive a price lock with a 10% discount on all four years' subscription fee
  - Pay upfront, save \$40 per year (\$359), total of \$1,436
- **5-year contract:** lock in your price or pay upfront and receive a price lock with a 15% discount on all five years' subscription fee
  - Pay upfront, save \$60 per year (\$339), total of \$1,695

### Recommendation

At this time, I have no concerns about Princh or their long-term viability. There are similar services available, but none seem to offer any technical superiority, and pricing across platforms is competitive.

Given our success with this service and current patron/staff comfort with it, I am planning to agree to a 4-year contract for the \$160 total savings. I am hesitant about a 5-year contract for anything technology focused considering the pace of change, but will do so if the Board prefers to recoup the \$300 savings instead.

Pre-paying will significantly overspend this year's budget for this line-item, but should be offset by other savings within the total budget.

Respectfully,

David Edelman  
Library Director