



LIBRARY BOARD OF TRUSTEES

Meeting Agenda

March 31, 2025 4:30pm
Community Room

Topic	Pages	Motion & Vote
1. Call to order		
2. Agenda	pp. 1-2	<input checked="" type="checkbox"/>
3. Approval of Minutes a. March 3, 2025	pp. 3-4	<input checked="" type="checkbox"/>
4. Correspondence a. Patron email on March 10, 2025	p. 5	
5. Financial Reports a. February 2025 R&E and Notes b. February 2025 Invoice Recap	pp. 6-9 p. 10	<input checked="" type="checkbox"/>
6. Library Director's Report a. March 2025 b. February 2025 Infographic	pp. 11-16 p. 17	
7. Committees a. Budget and Finance: i. Recap March budget mtg. b. Building and Grounds: i. Need to schedule April walk. c. Personnel: n/a d. Policy: i. Need to schedule April meeting. e. Marketing: n/a		
8. Unfinished Business a. n/a		
9. New Business		

Library Board of Trustees Meeting Agenda - March 31, 2025

Hastings Public Library Board of Trustees
Draft Minutes
Date: March 3, 2025 - 4:30PM
Location: Hastings Public Library, 227 E. State St., Hastings, MI 49058
Community Room

1. CALL TO ORDER

The Meeting was called to order by Kelli Newberry at 4:32 p.m.

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

2. AGENDA: Approved.

3. MINUTES: Ann Devroy motioned to approve the February 3, 2025 minutes, seconded by Carol Dwyer. Motion approved.

4. INTRODUCTION OF NEW BOARD MEMEBER:

- a. Amanda Mattson - Hastings City Representative, joined the Building & Grounds committee

5. FINANCIALS

- a. January invoices and Budget Report: Ann Devroy motioned to approve the financials, seconded by Sam Cale. Motion approved.

6. LIBRARY DIRECTOR REPORTS

- a. February 2025
- b. January 2025 Infographic

7. COMMITTEES

- a. Budget and Finance – Scheduled meeting March 10, 4:00 p.m.
- b. Building and Grounds -
- c. Personnel -
- d. Policy-
- e. Marketing-

8. NEW BUSINESS:

- Strategic Planning Update. Meetings set with staff on March 4th, and partners on March 19th, then a survey will go out in May.
- Capital Improvement Plans and Battery Backup Replacement Discussion
 - Further investigation needed and additional quotes for the Roof replacement estimated to be needed in 2027.
 - David will put together an RFP for the battery backup replacement.
- Window Update: The call is scheduled for both parties to come to an agreement on the timetable for the testing of the proposed solution.

9. NEXT MEETING DATE

- Next board meeting on Monday, March 31, 2025, at 4:30 p.m.

10.ADJOURNMENT: Meeting was adjourned at 5:20 p.m.

DRAFT

David Edelman

From: Lake Seif
Sent: Monday, March 10, 2025 3:10 PM
To: HPL_Staff
Subject: A request and thanks

Hello all,

I'd like to put together a display in the teen room of Staff Picks, so please send me one or two titles for your favorite YA or Tween books. No blurbs needed, just titles. If this sounds familiar, I did ask about this last month but only sent it to staffuser, so I'm checking back in.

In unrelated but very nice news, we got a phone call from a patron today asking if we intend to remove banned books from our collection. She's an older member of the community who's been hearing about book bans across the country. She asked whether we're doing anything similar here, and was very pleased to hear that we're not, nor do we plan to.

She had very nice things to say about our library and the importance of making books freely accessible, and I wanted to pass along her thanks to everyone here!

Lake

HASTINGS PUBLIC LIBRARY
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025
 67 % OF THE FISCAL YEAR HAS ELAPSED

FUND 271 - LIBRARY FUND
 OPERATIONS

OPERATING REVENUES	Fund	THIS MONTH ACTUAL 28-Feb-25	THIS YEAR FISCAL YTD 28-Feb-25	REVISED BUDGET 2024-2025	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 29-Feb-24	REVISED BUDGET 2023-2024	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-100-502-000	UNIVERSAL SERVICE FUND - ERATE	-	19,651	16,320	120%	23,600	12,000	197%	23,600
271-100-540-000	STATE AID	-	6,988	12,750	55%	6,900	12,000	58%	13,704
271-100-583-000	CONTRIBUTIONS FROM OTHR TWNSHP	117,079	344,689	400,000	86%	325,452	400,000	81%	464,346
271-100-649-000	PRINTING/FAX FEES	905	6,095	8,100	75%	5,296	8,000	66%	8,510
271-100-651-000	NON-RESIDENT FEES	150	1,050	850	124%	550	1,200	46%	1,050
271-100-658-000	PENAL FINES	-	7,674	13,000	59%	6,959	12,000	58%	6,959
271-100-659-000	OVERDUE FINES	201	1,030	1,200	86%	1,130	1,300	87%	1,970
271-100-665-000	INTEREST EARNED ON DEP & INVST	-	4,896	12,000	41%	19,341	5,000	387%	27,858
271-100-667-000	FACILITY RENTALS	185	1,200	1,100	109%	1,010	1,000	101%	1,210
271-100-672-000	OTHER REVENUE	292	1,491	4,000	37%	3,422	5,000	68%	4,690
271-100-674-000	PRIVATE CONTRIBTNS & DONATIONS	1,179	17,524	15,000	117%	75,603	15,000	504%	96,623
271-100-674-010	BCF CONTRIBUTIONS	-	-	16,000	0%	391,011	736,000	53%	717,157
271-100-677-000	INSURANCE CLAIMS/REIMBURSEMENT	-	43,470	-	0%	250	-	0%	250
271-100-699-101	TRANSFERS IN - GENERAL FUND	-	-	173,196	0%	-	164,949	0%	164,949
TOTAL OPERATING REVENUES		119,991	455,758	673,516	68%	860,526	1,373,449	63%	1,532,876
TOTAL REVENUE & INCOMING TRANSFERS		119,991	455,758	673,516	68%	860,526	1,373,449	63%	1,532,876

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL 28-Feb-25	THIS YEAR FISCAL YTD 28-Feb-25	REVISED BUDGET 2024-2025	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 29-Feb-24	REVISED BUDGET 2023-2024	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-702-000	FULL-TIME WAGES	5,498	70,610	111,059	64%	67,328	107,667	63%	108,395
271-790-703-000	ADMINISTRATR/SUPERVSR SALARIES	3,846	60,148	74,913	80%	36,427	55,741	65%	55,723
271-790-704-000	PART-TIME WAGES	11,432	78,164	102,271	76%	70,470	107,639	65%	109,731
271-790-704-010	PART-TIME WAGES- LIBRARY MAINT	103	7,938	16,119	49%	9,395	15,352	61%	15,290
271-790-709-000	SOCIAL SECURITY TAXES	1,627	16,610	23,471	71%	13,620	21,913	62%	21,701
271-790-712-000	CASH IN LIEU OF BENEFITS	369	2,031	2,400	85%	185	-	0%	1,015
271-790-713-000	OVERTIME	83	114	50	228%	17	50	34%	29
271-790-716-000	MERS DEFINED CONTRIBUTIONS	551	3,671	4,997	73%	2,880	4,306	67%	4,422
271-790-717-000	MERS DEFINED BENEFIT PLAN	12,092	46,246	60,505	76%	35,382	56,467	63%	53,256
271-790-717-010	MERS DEFINED BENEFIT HYBRID PLN	1,009	4,769	6,108	78%	4,237	6,248	68%	6,501
271-790-718-000	HEALTH INSURANCE - PREMIUMS	4,334	34,034	55,340	61%	42,798	70,606	61%	59,709
271-790-718-010	HEALTH INSURANCE - HSA	171	2,015	-	0%	1,969	-	0%	3,350
271-790-719-000	DENTAL INSURANCE PREMIUM	297	2,321	3,503	66%	1,926	3,520	55%	3,167
271-790-724-000	LIFE INSURANCE	(129)	338	485	70%	320	480	67%	479
271-790-751-000	PROCESSING SUPPLIES	45	594	1,400	42%	652	1,400	47%	1,259
271-790-756-000	REPAIR & MAINTENANCE SUPPLIES	21	108	350	31%	672	300	224%	903
271-790-760-000	MAINTENANCE SUPPLS - CUSTODIAL	55	482	350	138%	276	300	92%	298
271-790-761-000	BUILDING SUPPLIES	61	1,664	1,500	111%	872	1,500	58%	2,683
271-790-762-000	WELLNESS/MEDICAL SUPPLIES	-	349	225	155%	283	200	142%	283
271-790-766-000	DISPOSABLE TECHNOLOGY	278	1,238	1,300	95%	694	2,000	35%	1,017
271-790-767-000	CLOTHING	-	43	175	25%	-	150	0%	(90)
271-790-770-000	PROGRAMMING SUPPLIES	24	1,697	2,750	62%	919	2,000	46%	2,803
271-790-772-000	PROMOTIONS SUPPLIES	-	-	300	0%	-	300	0%	-

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL 28-Feb-25	THIS YEAR FISCAL YTD 28-Feb-25	REVISED BUDGET 2024-2025	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 29-Feb-24	REVISED BUDGET 2023-2024	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-777-000	OFFICE SUPPLIES	156	780	1,350	58%	1,010	1,500	67%	1,264
271-790-778-000	PAPER	-	397	400	99%	292	400	73%	386
271-790-791-000	SUBSCRIPTIONS AND PUBLICATIONS	260	1,621	1,900	85%	1,264	1,660	76%	1,519
271-790-792-000	SOFTWARE SUBSCRIPTIONS	2,388	4,748	7,245	66%	2,460	4,900	50%	7,337
271-790-793-000	OVERDRIVE	-	9,144	8,961	102%	8,207	8,207	100%	8,207
271-790-794-000	HOOPLA	-	-	-	0%	(14)	-	0%	(14)
271-790-802-000	PROFESSIONAL SERVICES	-	65	1,200	5%	16,411	33,100	50%	17,145
271-790-806-000	LEGAL SERVICES	-	5,613	500	1123%	-	350	0%	-
271-790-809-000	CONTRACTED IT SERVICES	-	7,200	14,400	50%	11,550	19,000	61%	19,050
271-790-812-000	PRE-EMPLOYMENT SCREENINGS	158	460	350	131%	302	150	201%	453
271-790-813-000	DELIVERY SERVICES	-	2,085	2,800	74%	1,897	2,675	71%	2,538
271-790-816-000	SECURITY SERVICES	-	300	325	92%	741	375	198%	741
271-790-817-000	LAKELAND LIBRARY CO-OP SERVICE	-	1,983	2,900	68%	2,098	2,775	76%	2,800
271-790-818-000	MAINTENANCE CONTRACTS	1,413	4,240	7,953	53%	3,180	8,980	35%	7,476
271-790-823-000	OTHER CONSULTING SERVICES	-	350	350	100%	1,470	400	368%	1,758
271-790-825-000	LATE/SERVICE FEES	-	-	25	0%	-	25	0%	-
271-790-829-000	CUSTODIAL/CLEANING SERVICES	762	762	-	0%	-	-	0%	-
271-790-850-000	TELEPHONE	806	3,976	5,485	72%	3,761	5,220	72%	5,717
271-790-851-000	MAIL/POSTAGE	-	472	225	210%	60	300	20%	92
271-790-852-000	INTERNET/TELECOMM SERVICES	985	4,640	7,020	66%	5,120	7,740	66%	7,499
271-790-861-000	TRANSPORTATION - MILEAGE REIMB	-	45	750	6%	244	750	32%	244
271-790-879-000	WEBSITE	-	838	935	90%	212	250	85%	212
271-790-880-000	COMMUNITY PROMOTIONS	-	-	-	0%	-	250	0%	-
271-790-881-000	ADVERTISING	-	207	1,145	18%	763	1,225	62%	962
271-790-887-000	SPEAKERS/PERFORMERS	-	435	2,500	17%	724	2,000	36%	1,074
271-790-890-000	ILS FEES	-	6,022	14,080	43%	8,541	14,500	59%	11,364
271-790-891-000	LICENSES AND FEES	-	510	1,905	27%	500	460	109%	835
271-790-892-000	SOFTWARE LICENSES	-	698	680	103%	1,320	700	189%	2,520
271-790-900-000	PRINTING AND PUBLISHING	-	57	220	26%	-	217	0%	30
271-790-906-000	PROMOTIONS/MARKETING	-	450	100	450%	20	100	20%	20
271-790-907-000	SPONSORSHIPS/DONATIONS	-	-	-	0%	-	100	0%	-
271-790-909-000	TRAINING	71	204	550	37%	168	400	42%	168
271-790-910-000	PROFESSIONAL DEVELOPMENT	-	-	300	0%	153	200	77%	392
271-790-911-000	CONFERENCES	175	2,761	2,200	125%	1,349	2,620	51%	1,797
271-790-912-000	MEETINGS	-	-	75	0%	40	300	13%	40
271-790-915-000	MEMBERSHIPS	285	580	1,714	34%	1,491	1,796	83%	2,687
271-790-916-000	DUES AND FEES	151	151	1,435	11%	866	1,400	62%	1,168
271-790-918-000	WATER/SEWER	418	3,637	5,000	73%	2,815	3,000	94%	4,236
271-790-919-000	WASTE DISPOSAL	50	400	350	114%	232	350	66%	390
271-790-920-000	ELECTRIC	-	18,359	26,700	69%	18,609	24,000	78%	27,779
271-790-921-000	NATURAL GAS	-	3,663	3,000	122%	3,267	4,500	73%	5,652
271-790-929-000	GROUNDS REPAIR AND MAINTENANCE	-	130	1,800	7%	472	1,550	30%	3,042
271-790-929-010	SNOWPLOWING/SNOW REMOVAL	225	360	1,500	24%	305	1,500	20%	305
271-790-930-000	BUILDING REPAIR & MAINTENANCE	-	34,364	1,950	1762%	9,167	2,100	437%	50,609
271-790-931-000	EQUIPMENT REPAIR & MAINTENANCE	-	1,043	2,300	45%	3,689	1,800	205%	4,827
271-790-935-000	PROPERTY LIABILITY INSURANCE	-	13,792	12,000	115%	7,509	9,000	83%	7,509
271-790-939-000	WORKERS COMPENSATION INSURANCE	-	538	1,100	49%	841	1,100	76%	841
271-790-940-000	EQUIPMENT FUND RENTAL	-	-	-	0%	94	-	0%	94
271-790-941-000	PRINTER/COPIER LEASE/MAINT	-	2,040	4,100	50%	1,555	4,300	36%	3,618
271-790-944-000	INSPECTION SERVICES	-	530	960	55%	470	690	68%	618
271-790-950-000	COLLECTION SERVICES	30	177	340	52%	217	300	72%	305
271-790-962-000	LOST/DAMAGED MATERIALS FEES	-	85	100	85%	152	100	152%	248
271-790-965-000	PROPERTY TAX REIMBURSEMENT	-	114	100	114%	104	100	104%	104

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL 28-Feb-25	THIS YEAR FISCAL YTD 28-Feb-25	REVISED BUDGET 2024-2025	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 29-Feb-24	REVISED BUDGET 2023-2024	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-974-000	LAND IMPROVEMENTS-DEPRECIABLE	-	-	-	0%	-	-	0%	39,283
271-790-974-010	LAND IMPROVEMENTS - NON-DPRCBL	-	-	-	0%	-	17,000	0%	-
271-790-975-000	BLDNGS AND BUILDING IMP - DEPR	-	-	11,000	0%	773,066	1,021,500	76%	903,505
271-790-975-010	BLDG & BLDG IMP - NON-DEPRECBL	-	-	-	0%	-	-	0%	4,780
271-790-978-000	TECHNOLOGY - DEPRECIABLE	-	461	-	0%	3,876	-	0%	5,347
271-790-978-010	TECHNOLOGY - NON-DEPRECIABLE	739	3,135	2,000	157%	-	6,000	0%	1,250
271-790-980-000	EQUIPMENT/FURNITURE - DEPREC	-	2,823	-	0%	9,159	-	0%	9,159
271-790-980-010	EQUIPMENT/FURNITURE - NON-DEPR	280	574	450	128%	1,637	-	0%	8,232
271-790-982-000	COLLECTION MATERIALS - BOOKS	1,060	9,864	17,000	58%	12,769	15,000	85%	17,107
271-790-982-010	COLLECTION MATERIALS - A/V	120	783	2,250	35%	822	10,100	8%	1,446
271-790-982-020	COLLECTION MATS - BEYOND BOOKS	-	223	1,250	18%	2,595	1,000	259%	2,481
TOTAL LIBRARY OPERATIONS		52,299	494,070	656,799	75%	1,220,938	1,708,154	71%	1,662,172
TOTAL REVENUE & INCOMING TRANSFERS		119,990.66	455,757.77	673,516	68%	860,525.75	1,373,449	63%	1,532,876.44
TOTAL EXPENDITURES & OUT TRANSFERS		52,299.26	494,070.42	656,799	75%	1,220,938.10	1,708,154	71%	1,662,171.69
NET REVENUES OVER EXPENDITURES		67,691	(38,313)	16,717		(360,412.35)	(334,705)		(129,295)

Account	Fund	THIS MONTH ACTUAL 28-Feb-25	THIS YEAR FISCAL YTD 28-Feb-25	REVISED BUDGET 2024- 2025	THIS YEAR YTD % OF BUDGET	Notes
Revenue						
271-100-658-000	PENAL FINES	0	7,674	13,000	59%	Trend over last 2 years is <=\$7,700 and paid in July; I don't expect any more this fiscal year
Expenses						
271-790-713-000	OVERTIME	83	114	50	228%	One person struggles tracking their time; I'm working with them to get it under control.
271-790-978-010	TECHNOLOGY - NON-DEPRECIABLE	739	3135	2000	157%	Feb spend for new self-check PC; other money was security camera work in August 2024

HASTINGS PUBLIC LIBRARY
Invoices for February 2025
Prepared for the March 31, 2025 Board Meeting

Account Name	Vendor	Amount	Total	Notes
Salaries & Wages			\$ 25,178.62	
Social Security Taxes			\$ 1,626.72	
Fringe Benefits			\$ 18,324.80	
Total Wages and Benefits:			\$ 45,130.14	
Supplies			\$ 362.67	
	Processing	\$ 45.19		
	Building/Repair/Maint	\$ 137.28		
	Programming	\$ 23.95		
	Office	\$ 156.25		
Collection Materials - Books			\$ 1,059.76	
	Baker & Taylor	\$ 611.91		
	Amazon	\$ 423.81		
	Cengage	\$ 24.04		
Collection Materials - AV			\$ 119.74	
Utilities & Services			\$ 2,258.57	
	City - water & sewer	\$ 417.66		
	Consumers - electric	\$ -		
	Consumers - natural gas	\$ -		
	MEI Internet	\$ 504.95		
	MEI Phones	\$ 207.26		
	Fusion Land Lines	\$ 598.65		2 months
	Mobile Beacon (Hotspots)	\$ 480.00		4 hotspots
	Granger Waste Services	\$ 50.05		
Subscriptions & Publications			\$ 259.74	Grand Rapids Press - 6 months
Pre-employment screening			\$ 158.00	
Disposable Technology			\$ 278.19	\$239 new self-check monitor
Maintenance Contracts			\$ 1,413.25	
	DHE Plumbing & Mechanical	\$ 1,413.25		quarterly maintenance
Custodial/Cleaning Services	Key Cleaning		\$ 761.54	January's invoice
Software Licenses/subscriptions			\$ 2,388.43	\$2,165 VIPRE anti-virus; \$192 phone system support
Conf/wkshop, Profess. Dev, Training			\$ 246.10	
	ALA webinar	\$ 71.10		
	Spring Institute (Lake)	\$ 175.00		
Membership			\$ 285.00	
	Chamber	\$ 200.00		
	Quill	\$ 85.00		
Dues & Fees			\$ 151.25	
	Kiwanis	\$ 151.25		
Snowplowing/Snow Removal			\$ 225.00	
Collection Services			\$ 29.55	
Technology - non-depreciable			\$ 738.75	new self-check PC
Equipment/Furniture-ND			\$ 279.98	Cart for 3D printer (covered by Friends)
Total Invoices (without wages & benefits):			\$ 11,015.52	



Library Director's Report March 31, 2025 Board Meeting

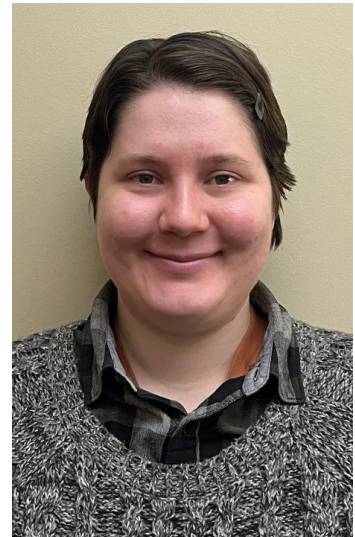
Overview

Perhaps the biggest news for March was President Trump's signing of an Executive order on March 14 that effectively disables and lays the groundwork to eliminate the Institute for Museum and Library Services (IMLS). There are no immediate impacts to us, but long-term could see the loss of the Michigan Electronic Library (MeL) and interlibrary loan system MelCat. As I learn more, I will keep the Board and public updated.

After the monthly Lakeland Board and Advisory Council meetings on March 13, I was part of a panel discussion on managing challenging patrons, dealing with vandalism, and police situations. Turnout was good and I had a few takeaways from my fellow panelists from the Henika District Library, Muskegon Area District Library, and the Grand Rapids Public Library. I will likely be suggesting some further tweaks to our patron Code of Conduct.

I also met with Bonnie Gettys this month at the Barry Community Foundation. We had a good discussion around the library funds held there, especially HPL's endowment, and I will bring thoughts to the Board.

Lastly, we had some unplanned spend on technology this month. A second self-check all-in-one computer had a hard drive crash, so a new unit has been purchased and is now in use. And after 18 years of continuous operation (there is no power switch), the digital zone processor in the A/V rack in the Community Room died. A new one, which unfortunately cost \$799.00, has been purchased and installed.



Staffing

We welcomed new team member Hannah Klein in March, photo at right. She has completed her initial training and begun working desk shifts. Please welcome her when you see her on your next visit.

Reg asked for two more weeks before coming back 5 days per week to clean, so Key Cleaning continued cleaning the building through Friday, March 28.

Collection Updates

Library of Things: We have weeded a few items that rarely, if ever, check out. At the same time, we are adding new items which are currently being processed. See Tess Allarding's report for more details, but look for the new items to hit the shelves later in April, along with redesigned displays.

New Books and Movies: In January we finally received a much-needed supply of item barcodes which finally enabled us to work through a backlog of new material. Between January 1 and March



24, 439 new items have been processed. Thank you to Marty, the Processing Supervisor, Tammy who helps cover new books, and volunteer Marji who also covers and performs quality checks.

Digital Catalog: We are part of the Midwest Collaborative for Library Services (MCLS) for OverDrive, our eBook, audiobook and magazine platform. The consortium is losing a member, but voted in March to increase digital spend by 5% for the upcoming fiscal year. We see over 2,000 digital checkouts every month by our patrons across all 13 available consortia catalogs.

Project Updates

Strategic Planning: Community partners met with our strategic planning facilitator, Carol Dawe, on Wednesday March 19. Their feedback, combined with board and staff feedback, will inform creation of the community survey. We will begin crafting that in April with the intention of bringing a draft to the Board at the May meeting.

Budgeting: Once approved by the Board at the March 31 meeting, I will submit a final budget to the city.

Storybook Walk: We are finalizing plans and securing the last of the funding for the planned Storybook Walk along the Thornapple River. The City will be installing the fixtures for us with a target completion date by the end of May. This will be the culmination of plans to honor a long-time library supporter, Jane Arnold, in whose memory the library received significant donations in 2024.

Staff Reports

Assistant Director Tess Allering's Report

In March we did some shopping to add some new Library of Things items to our collection, both in the general Library of Things collection, and in Library of Things Jr. Some of our new additions include a pickleball set, a vehicle diagnostic code scanner, a 3D pen kit, a Scanmarker translator and reading pen for individuals with dyslexia and other reading comprehension challenges, and a Little Tikes Story Dream Machine (see photos). We will get these items out for circulation over the next month or so, especially as the weather warms up and people become more active.





We have talked about revamping thy displays for Library of Things for quite a while as we wanted something that showed what items we have in the collection at all times, even when they are checked out. With our current DVD case system, when an item is checked out, the DVD case displaying the item is removed from

the shelves and put behind the Info desk. It does not make it easy for patrons to see what we have available, and therefore place holds on items that may be checked out. Our new solution is to have a clear acrylic picture frame with a photo and description of the item that will stay out on the shelves, even when the item is checked out. There will be a clear pocket attached to the front of the frame holding a laminated card that patrons can bring to the desk to check the item out. We are hoping that this new method of displaying what is available through Library of Things will boost circulation and interest in the collection.



I attended a collection diversity audit webinar on March 12, and it contained some valuable information. I have been interested in doing a diversity audit on our collection for quite some time, but have never known how to go about it. The goal of a diversity audit is to discover how well the community is represented in the collection, as well as to expose readers to diverse people and voices that they may not have otherwise encountered. The webinar explained how two different libraries conducted their diversity audits using either Google forms or Excel. It also provided resources for discovering the demographics of the community. I plan to start working on this later in 2025.

Youth Librarian Erin Quada's Report

March is Reading Month

- March is Reading Month is nearing its end at the time of this writing and we had over 100 youth participate with about 80% actively reading and tracking!
- The theme this year was "Get Lost in a Book" so the paper reading log had two mazes on it and prizes included things like toy maze balls and finger flashlights.
- As usual, all people that completed the reading challenge- logging 600 minutes of reading throughout the month- also received a book of their choice among their other prizes.
- I am very appreciative to The South Jefferson General Store for offering a \$2 coupon to everyone who completed the challenge.

Paws for Reading

- This program is continuing to grow and was booked solid on Saturday, March 22.
- Most people that come and read once sign up again!



- Michal Enders and her therapy dog, Jace, volunteer their time for this program and I am very grateful! They are pictured here with one of our readers.



Poetry Contest

- In honor of World Poetry Day (March 21) and National Poetry Month (April), we are hosting our first poetry contest! Anyone in 6th grade or older can participate and winner will be chosen in three categories: middle school, high school, and adult.
- The contest opened on March 21 and entries are submitted online through April 11. Voting is open to the public online and in the Library from April 14-April 27. Winners will be announced on April 29.

STEAM at the Library

- We had a great time at our engineering workshop on March 24 and the kids didn't want to stop!
- Sara Syswerda from Pierce Cedar Creek Institute (PCCI) joined us to explain the engineering process before we put it to the test with aluminum foil boats and spaghetti and marshmallow towers!



Outreach

- March is a busy time for outreach with the schools going full tilt with March is Reading Month as well as reading emphasis at Community Action Head Start.
- I visited all of the Head Start and Great Start Readiness Program classes this month for Reading is Fundamental (RIF). I read a story, *Abracadabra, It's Spring!*, provided a craft, and gave books to each child to take home for their home library. My volunteers and funding from Friends of the Library for the purchase of books make this program possible.



- I participated in Family Reading Nights at local elementary schools with Great Start Collaborative, MSU Extension, and PCCI.
- This photo is after the event at Northeastern with our community partners. Pictured from the left are me, Sara Syswerda from PCCI, Geneva Knapp and LeeAnn Miller-Busson from Great Start Collaborative.



Marketing and Programming Coordinator Barbara Haywood's Report

Here is a recap of some recent programs:

- **Winter Reading Program:** With 50 people signed up, 36 active readers logged a total of 1,032 days, promoting daily reading for 15 minutes, either through a paper log or Beanstack.
- **Earth Day Tree Planting:** 109 kids signed up to plant free trees for Earth Day 2025 in partnership with Neighborhood Forest and Barry County Earth Alliance. Trees will be available for pick-up at the Barry County Business & Community Expo on April 20.
- **Grandma's Braid Breadmaking Class:** 13 people attended and learned how to make a unique Easter Braid bread. The class emphasized the double-braid method for a special look and texture.
- **Beginning Gardening Classes:** 10 attendees participated in two sessions led by Master Gardener Garry Cruse, focused on basic gardening. This ties into the upcoming "Why Homestead" series and a Foraging Walk in partnership with PCCI at the Hastings Food Forest.



- **Lift Every Voice Book Discussion:** The group discussed *Warrior Girl Unearthed* by Angeline Boulley, with a record 17 attendees. This event was held in partnership with the Round Table Companions for Racial Equity – Barry County and their Lift Every Voice group.
- **Vet Science Program:** 15 youth attended a Vet Tech certificate program in partnership with the Barry County K-9 4-H Klub, learning about the path to earning Vet Tech accreditation before finishing high school.

Circulation Supervisor Chloe Lewis' Report

The Hiring process for the Library Assistant position has concluded, and we are pleased to say that the position has been offered and accepted by Hannah Klein. She began Wednesday, March 19th and has been an efficient learner. We are all excited to have her join our team and look forward to the contributions she will make in the days ahead.

On February 26th, I attended my first Circulation Committee Meeting. A wide range of topics were discussed and new ideas were introduced, including the possibility of offering patron payment plans especially for damaged items, which some libraries have already implemented. I would like to explore what that process might look like and how we could approach it.

The Cooperative as a whole has begun an inventory process for all libraries, with a completion goal of March 2026. Tess and I have started discussions on how to approach this and we will begin formal planning in the coming weeks.



In addition, I have begun shifting sections of the Nonfiction collection in order to improve accessibility and fill in gaps as much as possible. One key change was separating the beginning of the general nonfiction from the biographies. This will help streamline the browsing experience for our patrons and ensure a more logical flow of materials

Upcoming Programs and Events

- Poetry Contest March & April!
- Wednesday, April 2 6pm: Digital Literacy – The Michigan Electronic Library (MeL)
- Thursday, April 3 1pm: Spring Break Movie
- Saturday, April 5 10am: Breadmaking, Garlic Twist
- Saturday, April 5, 2pm: Friends of the Library Ladies' Tea at the Green Street Church
- Monday, April 7 6:30pm: Poetry from the Shadows (live author reading)
- Tuesday, April 8 10am: LEGO Day
- Tuesday, April 8 1pm: Teen Movie
- Tuesday, April 8 6:30pm: Lift Every Voice Book Club
- Wednesday, April 9: Board Game Day (Kids @ 10am, Teen @ 2pm)
- Tuesday, April 15 6pm: Why Homestead?
- Monday, April 21 6pm: Earth Day Movie
- Thursday, April 24 – Friday, April 25: Jazz Fest

Monthly Statistics - February 2025



Net Promoter Score*: 80


	Physical Library Visits			Library Card Holders			
	LY Month	7,332		City	Hastings Twp	Rutland Twp	Non-Resident
	TY Month	6,420		Total	2,866	810	1,066
	YTD	48,017		New	24	4	11

	Volunteer Hours			Item Circulation			
	LY Month	315		Children's	Non-Children's	Mobile	Total
	TY Month	236		LY Month	2,496	2,563	-
	YTD	1,245		TY Month	2,390	2,603	-

	Wireless Sessions			Inter-Library Loans		
	LY Month	792		To HPL	From HPL	Total
	TY Month	634		LY Month	377	458
	YTD	7,662		TY Month	468	365

	Library of Things Circs				Programs				
		TY Month	YTD			Youth	Adult & General		
	LoT	46	310			Offered	Attendance	Offered	Attendance
	Hotspots	27	165		TY Month	21	501	6	173
	Museums	2	8		YTD	123	2,495	93	2,481

	Digital Downloads			Computer Sessions			
	LY Month	2,445		Adult	Kids	Teen	MI Room
	TY Month	2,390		LY Month	-	-	-
	YTD	18,536		TY Month	419	115	73

Miscellaneous				Websites		
TY Month	YTD			Sessions	Users	Page Views
Princh Documents	161	1,844		HPL	LY Month	2,705
Study Room Usage	57	320		TY Month	2,184	1,845

YTD	18,293	12,962	29,199
BCHP	TY Month	311	177
YTD	3,245	1,550	2,018
			20,564

City of Hastings	FUND 271 - LIBRARY								
		2022-23	2023-24	2024-25	2024-25	2024-25	2025-26	Notes	
Account Number	Title	Actual	Actual	Actual (YTD 2/28)	% of budget	Budget	Request	UPDATE AS NEEDED	
Revenue									
Federal Sources									
271-100-502-000	Universal Service Fund - eRate fees	\$ 6,861.46	\$ 23,600	\$ 19,651	120%	\$ 16,320.00	\$ 16,368	MEI internet \$4,847+ \$11,520 for CTS	
271-100-523-000	Federal Grants - Rec & Cultural	\$ -	\$ -	\$ -	0%	\$ -	\$ -		
271-100-528-000	Federal Grants - Other	\$ 4,068.05	\$ -	\$ -	0%	\$ -	\$ -		
		\$ 10,929.51	\$ 23,600	\$ 19,651		\$ 16,320.00	\$ 16,368		
State Sources									
271-100-540-000	State Aid	\$ 13,491.35	\$ 13,704	\$ 6,988	55%	\$ 12,750.00	\$ 13,500	estimate based on LY, recent trend, and increase in multiplier for new FY	
271-100-566-000	State Grant - Library of Michigan	\$ 900.00	\$ -	\$ -	0%	\$ -	\$ -		
		\$ 14,391.35	\$ 13,704	\$ 6,988		\$ 12,750.00	\$ 13,500		
Intergovernmental Sources									
271-100-583-000	Contributions from other townships	\$ 412,795.35	\$ 464,346	\$ 344,689	86%	\$ 400,000.00	\$ 400,000	keeping flat to 2024	
		\$ 412,795.35	\$ 464,346	\$ 344,689		\$ 400,000.00	\$ 400,000		
Charges for Services									
271-100-637-000	FOIA Fees	\$ -	\$ -	\$ -	0%	\$ -	\$ -		
271-100-649-000	Printing/Fax Fees	\$ 7,837.43	\$ 8,510	\$ 6,095	75%	\$ 8,100.00	\$ 8,100	keeping flat to 2024	
271-100-651-000	Non-resident Fees	\$ 1,325.00	\$ 1,050	\$ 1,050	124%	\$ 850.00	\$ 850	keeping flat to 2024	
		\$ 9,162.43	\$ 9,560	\$ 7,145		\$ 8,950.00	\$ 8,950		
Fines and Forfeits									
271-100-658-000	Penal Fines	\$ 15,733.10	\$ 6,959	\$ 7,674	59%	\$ 13,000.00	\$ 7,600	Trend over last 2 years is <=\$7,700, dropping from 24/25 budget of 13,000	
271-100-659-000	Overdue Fines	\$ 1,579.39	\$ 1,970	\$ 1,030	86%	\$ 1,200.00	\$ 1,200	keeping flat to 2024, too much potential variance to assume higher	
		\$ 17,312.49	\$ 8,930	\$ 8,704		\$ 14,200.00	\$ 8,800		
Investment Income and Rentals									
271-100-665-000	Interest Earned on Deposits and Investments	\$ 25,400.11	\$ 27,858	\$ 4,896	41%	\$ 12,000.00	\$ 10,000	By the beginning of the 2024-25 fiscal year we spent down about 1/4 of our fund balance, so the interest and dividend will be lower.	
271-100-667-000	Facility Rentals	\$ 805.00	\$ 1,210	\$ 1,200	109%	\$ 1,100.00	\$ 1,200	raised slightly based on being over budget as of February 2025	
		\$ 26,205.11	\$ 29,068	\$ 6,096		\$ 13,100.00	\$ 11,200		
Other Revenue									
271-100-672-000	Other Revenue	\$ 8,318.73	\$ 4,690	\$ 1,491	37%	\$ 4,000.00	\$ 2,000	dropped from 2,500 based on lower average monthly Riverside Energy amount for FY 2024/25 (\$160); that is the bulk of misc/other income	
271-100-674-000	Private Contributions and Donations	\$ 33,535.44	\$ 96,623	\$ 17,524	117%	\$ 15,000.00	\$ 15,000	keeping flat to 2024, lots of potential fluctuation and had some high donations TY for memorials	
271-100-674-010	Barry Community Foundation Contributions	\$ 16,839.53	\$ 717,157	\$ -	0%	\$ 16,000.00	\$ 16,000	flat based on trend	
271-100-674-020	Donations - Self-checkout Replacement	\$ -	\$ -	\$ -	0%	\$ -	\$ -		
271-100-676-000	Refund of Expenditures	\$ 10.00	\$ -	\$ -	0%	\$ -	\$ -		
271-100-677-000	Insurance Claims/Reimbursement	\$ -	\$ 250	\$ 43,470	0%	\$ -	\$ -		
271-100-687-000	Refunds/Rebates	\$ -	\$ -	\$ -	0%	\$ -	\$ -		
		\$ 58,703.70	\$ 818,720	\$ 62,485		\$ 35,000.00	\$ 33,000		
	Total Revenue	\$ 549,499.94	\$ 1,367,927	\$ 455,758		\$ 500,320.00	\$ 491,818		
Other Financing Sources									
Transfers In									
271-100-699-101	Transfers In - General Fund	\$ 158,605.00	\$ 164,949	\$ -	0%	\$ 173,196.00	\$ 180,124	Calculated a 4% increase based on previous years; in line with data from City Finance Director	
		\$ 158,605.00	\$ 164,949	\$ -		\$ 173,196.00	\$ 180,124		
	Total Revenue & Other Financing Sources	\$ 708,104.94	\$ 1,532,876	\$ 455,758		\$ 673,516.00	\$ 671,941		

City of Hastings	FUND 271 - LIBRARY								
		2022-23	2023-24	2024-25	2024-25	2024-25	2025-26	Notes	
Account Number	Title	Actual	Actual	Actual (YTD 2/28)	% of budget	Budget	Request	UPDATE AS NEEDED	
Revenue									
Expenditures									
Personal Services									
271-790-702-000	Full-time Wages	\$ 105,896.19	\$ 108,395	\$ 70,610	64%	\$ 111,059.00	\$ 116,220		
271-790-703-000	Administrator/Supervisor Salaries	\$ 55,126.48	\$ 55,723	\$ 60,148	80%	\$ 74,913.00	\$ 52,500	2024 included \$17,500 in pay out for Peggy's accumulated sick leave at retirement.	
271-790-704-000	Part-time Wages	\$ 95,214.06	\$ 109,731	\$ 78,164	76%	\$ 102,271.00	\$ 117,417		
271-790-704-010	Part-time Wages - Library Maintenance	\$ 13,945.43	\$ 15,290	\$ 7,938	49%	\$ 16,119.00	\$ 7,695	Calculated based on REG retiring in December 2025; added cleaning service in account 271-790-829-000	
271-790-709-000	Social Security Taxes	\$ 19,931.98	\$ 21,701	\$ 16,610	71%	\$ 23,471.00	\$ 25,267	FY 25 - Calculates GL Codes (702, 703, 704, 709, 713) * 7.65%	
271-790-712-000	Cash in Lieu of Benefits	\$ -	\$ 1,015	\$ 2,031	85%	\$ 2,400.00	\$ 4,800	2025 Erin and Tess do not take insurance	
271-790-713-000	Overtime	\$ 70.58	\$ 29	\$ 114	228%	\$ 50.00	\$ 50		
271-790-716-000	MERS Defined Contributions	\$ 4,046.23	\$ 4,422	\$ 3,671	73%	\$ 4,997.00	\$ 4,997	keeping flat as of 3/10; cannot finalize until City gives me #	
271-790-717-000	MERS Defined Benefit Plan	\$ 52,389.70	\$ 53,256	\$ 46,246	76%	\$ 60,505.00	\$ 60,505	keeping flat as of 3/10; cannot finalize until City gives me #	
271-790-717-010	MERS Defined Benefit Hybrid Plan	\$ 6,314.12	\$ 6,501	\$ 4,769	78%	\$ 6,108.00	\$ 6,108	keeping flat as of 3/10; cannot finalize until City gives me #	
271-790-718-000	Health Insurance - Premiums	\$ 62,082.54	\$ 59,709	\$ 34,034	61%	\$ 55,340.00	\$ 55,340	keeping flat as of 3/10; cannot finalize until City gives me #	
271-790-718-010	Health Insurance - Health Savings Account	\$ 1,278.54	\$ 3,350	\$ 2,015	0%	\$ -	\$ 2,868	roughly \$239/month YTD 12/31; budgeting that monthly 2025-26	
271-790-719-000	Dental Insurance - Premiums	\$ 3,451.44	\$ 3,167	\$ 2,321	66%	\$ 3,503.00	\$ 3,503	keeping flat as of 3/10; cannot finalize until City gives me #	
271-790-724-000	Life Insurance	\$ 479.40	\$ 479	\$ 338	70%	\$ 485.00	\$ 485	keeping flat as of 3/10; cannot finalize until City gives me #	
		\$ 420,226.69	\$ 442,767	\$ 329,008		\$ 461,221.00	\$ 457,755		
Supplies									
271-790-751-000	Processing Supplies	\$ 1,639.48	\$ 1,259	\$ 594	42%	\$ 1,400.00	\$ 1,400		
271-790-756-000	Repair and Maintenance Supplies	\$ 229.17	\$ 903	\$ 108	31%	\$ 350.00	\$ 350		
271-790-760-000	Maintenance Supplies - Custodial	\$ 384.90	\$ 298	\$ 482	138%	\$ 350.00	\$ 438	increased 25%	
271-790-761-000	Building Supplies	\$ 2,113.20	\$ 2,683	\$ 1,664	111%	\$ 1,500.00	\$ 1,650	increased 10%	
271-790-762-000	Wellness/Medical Supplies	\$ 165.53	\$ 283	\$ 349	155%	\$ 225.00	\$ 275	raised slightly based on LY spend and cost increases	
271-790-766-000	Disposable Technology	\$ 8,945.23	\$ 1,017	\$ 1,238	95%	\$ 1,300.00	\$ 1,750		
271-790-767-000	Clothing	\$ 422.00	\$ (90)	\$ 43	25%	\$ 175.00	\$ 400	16 SR shirts @ \$25 each	
271-790-770-000	Programming Supplies	\$ 2,006.66	\$ 2,803	\$ 1,697	62%	\$ 2,750.00	\$ 3,250	added \$500 from speaker budget	
271-790-772-000	Promotions Supplies	\$ 59.99	\$ -	\$ -	0%	\$ 300.00	\$ 300		
271-790-777-000	Office Supplies	\$ 1,149.14	\$ 1,264	\$ 780	58%	\$ 1,350.00	\$ 850	LY seems high at \$1350	
271-790-778-000	Paper	\$ 406.22	\$ 386	\$ 397	99%	\$ 400.00	\$ 580	raised 45% based on LY spend and costs + anticipated strat plan printing	
271-790-791-000	Subscriptions and Publications	\$ 1,506.51	\$ 1,519	\$ 1,621	85%	\$ 1,900.00	\$ 2,048	WSJ now annual sub to save some \$ but costs stil rising; added SLJ ad 10% increase for GR Press, WSJ, SLJ	
271-790-792-000	Software Subscription	\$ 6,632.93	\$ 7,337	\$ 4,748	66%	\$ 7,245.00	\$ 7,788	added \$850 for Veam backup; added 5% to VIPRE, rest flat	
271-790-793-000	Overdrive	\$ 8,542.46	\$ 8,207	\$ 9,144	102%	\$ 8,961.00	\$ 9,002	5% increase voted by MCLS keeping group flat to LY based on loss of Royal Oak member	
271-790-794-000	Hoopla	\$ 6,914.61	\$ (14)	\$ -	0%	\$ -			
271-790-795-000	Digital Collection	\$ -	\$ -	\$ -	0%	\$ -	\$ -		
271-790-796-000	Miscellaneous Electronic Access	\$ 1,793.62	\$ -	\$ -	0%	\$ -			
271-790-798-000	Library Cards	\$ 968.86	\$ -	\$ -	0%	\$ -	\$ -		
		\$ 43,880.51	\$ 27,854	\$ 22,865		\$ 28,206.00	\$ 30,081		
Other Charges and Services									
271-790-802-000	Professional Services	\$ 18,854.74	\$ 17,145	\$ 65	5%	\$ 1,200.00	\$ 1,500	\$1,000 digitizing + 500 strat plan support	
271-790-803-000	Administrative Services	\$ -	\$ -	\$ -	0%	\$ -			
271-790-806-000	Legal Services	\$ 1,313.00	\$ -	\$ 5,613	1123%	\$ 500.00	\$ 500		
271-790-809-000	Contracted IT Services	\$ 35,620.00	\$ 19,050	\$ 7,200	50%	\$ 14,400.00	\$ 14,400	contracted as of 12/2024	
271-790-812-000	Pre-employment Screenings	\$ 146.00	\$ 453	\$ 460	131%	\$ 350.00	\$ 350		
271-790-813-000	Delivery Services	\$ 2,464.50	\$ 2,538	\$ 2,085	74%	\$ 2,800.00	\$ 2,700	co-op 3x week for books and library loans; 24/25 flat to LY, adding small amt to forecasted spend to cover 5% potential increase; LLC has not forecasted yet to predict changes; if IMLS funding loss causes MeLCat to end, costs should drop	
271-790-816-000	Security Services	\$ 299.88	\$ 741	\$ 300	92%	\$ 325.00	\$ 325		
271-790-817-000	Lakeland Library Co-op services	\$ 4,955.50	\$ 2,800	\$ 1,983	68%	\$ 2,900.00	\$ 2,900	24/25 forecasted @ 2,800, leaving flat to 24/25 budget to cover potential small increase	
271-790-818-000	Maintenance Contracts	\$ 9,385.13	\$ 7,476	\$ 4,240	53%	\$ 7,953.00	\$ 8,453	validating Schindler, should drop cost	
271-790-823-000	Other Consulting Services	\$ 262.50	\$ 1,758	\$ 350	100%	\$ 350.00	\$ 1,750	regular \$350 Erate + more based on anticipated cat 2 requests for 2026-2027	
271-790-825-000	Late Fees	\$ -	\$ -	\$ -	0%	\$ 25.00	\$ -		
271-790-829-000	Custodial/Cleaning		\$ -	\$ 762	0%		\$ 10,920	6 months (Jan-Jun 2026) per monthly rate from Key Cleaning on 3/10/25	
271-790-850-000	Telephone	\$ 5,359.13	\$ 5,717	\$ 3,976	72%	\$ 5,485.00	\$ 5,485	based on YTD 2/28 spend, keeping flat	
271-790-851-000	Mail/Postage	\$ 699.43	\$ 92	\$ 472	210%	\$ 225.00	\$ 250		
271-790-852-000	Internet/Telecomm Services	\$ 7,462.46	\$ 7,499	\$ 4,640	66%	\$ 7,020.00	\$ 7,019	Last year on MEI contract + 8 hotspots	
271-790-861-000	Transportation - Mileage Reimbursement	\$ 559.94	\$ 244	\$ 45	6%	\$ 750.00	\$ 940		

City of Hastings	FUND 271 - LIBRARY								
		2022-23	2023-24	2024-25	2024-25	2024-25	2025-26		Notes
Account Number	Title	Actual	Actual	Actual (YTD 2/28)	% of budget	Budget	Request		UPDATE AS NEEDED
Revenue									
271-790-879-000	Website	\$ 212.40	\$ 212	\$ 838	90%	\$ 935.00	\$ 1,113		
271-790-880-000	Community Promotion	\$ 210.56	\$ -	\$ -	0%	\$ -	\$ -		
271-790-881-000	Advertising	\$ 2,036.95	\$ 962	\$ 207	18%	\$ 1,145.00	\$ 1,058		
271-790-886-000	Photography/Videography	\$ -	\$ -	\$ -	0%	\$ -	\$ -		
271-790-887-000	Speakers/Performers	\$ 2,972.50	\$ 1,074	\$ 435	17%	\$ 2,500.00	\$ 2,000		
271-790-890-000	ILS Fees	\$ 11,069.67	\$ 11,364	\$ 6,022	43%	\$ 14,080.00	\$ 14,180		=12,765 projected FY 24/25 cost + 6% based on LY increase
271-790-891-000	Licenses and Fees	\$ 553.60	\$ 835	\$ 510	27%	\$ 1,905.00	\$ 860		
271-790-892-000	Software License	\$ 643.75	\$ 2,520	\$ 698	103%	\$ 680.00	\$ 1,905		
271-790-900-000	Printing and Publishing	\$ 216.00	\$ 30	\$ 57	26%	\$ 220.00	\$ 730		anticipated printing for strategic planning flyers, brochures, etc. + 200 misc + labor posters
271-790-902-000	Newsletter	\$ -	\$ -	\$ -	0%	\$ -			
271-790-906-000	Promotions/Marketing	\$ 20.06	\$ 20	\$ 450	450%	\$ 100.00	\$ 500		additional Summer Reading graphics + social media
271-790-907-000	Sponsorships/Donations	\$ -	\$ -	\$ -	0%	\$ -	\$ -		
271-790-909-000	Training	\$ 296.99	\$ 168	\$ 204	37%	\$ 550.00	\$ 600		
271-790-910-000	Professional Development	\$ 25.00	\$ 392	\$ -	0%	\$ 300.00	\$ 300		
271-790-911-000	Conferences	\$ 1,904.70	\$ 1,797	\$ 2,761	125%	\$ 2,200.00	\$ 2,850		\$2,000 MLA, \$850 SPI
271-790-912-000	Meetings	\$ 37.95	\$ 40	\$ -	0%	\$ 75.00	\$ 400		\$100 for HPL meetings and \$300 for startegic planning meetings
271-790-915-000	Memberships	\$ 1,537.71	\$ 2,687	\$ 580	34%	\$ 1,714.00	\$ 1,529		
271-790-916-000	Dues and Fees	\$ 1,142.34	\$ 1,168	\$ 151	11%	\$ 1,435.00	\$ 1,435		Rotary and Kiwanis - validating; Friends cover
271-790-918-000	Sewer & Water Service	\$ 3,306.72	\$ 4,236	\$ 3,637	73%	\$ 5,000.00	\$ 5,500		added 10%
271-790-919-000	Waste Disposal	\$ 344.91	\$ 390	\$ 400	114%	\$ 350.00	\$ 438		added 25%
271-790-920-000	Electric	\$ 24,044.62	\$ 27,779	\$ 18,359	69%	\$ 26,700.00	\$ 28,035		added 5%
271-790-921-000	Natural Gas	\$ 4,479.70	\$ 5,652	\$ 3,663	122%	\$ 3,000.00	\$ 4,200		increased 40% based on YTD January 2025 @ \$3,600
271-790-929-000	Grounds Repair and Maintenance	\$ 702.22	\$ 3,042	\$ 130	7%	\$ 1,800.00	\$ 1,500		need to find landscaper for quote
271-790-929-010	Snowplowing/Snow Removal	\$ 605.00	\$ 305	\$ 360	24%	\$ 1,500.00	\$ 900		20 days at \$45 each
271-790-930-000	Building Repair and Maintenance	\$ 7,044.84	\$ 50,609	\$ 34,364	1762%	\$ 1,950.00	\$ 2,650		raised from 24/25 budget, seeing more issues
271-790-931-000	Equipment Repair and Maintenance	\$ -	\$ 4,827	\$ 1,043	45%	\$ 2,300.00	\$ 1,200		Tech repair calls, furniture, scrubber, etc.
271-790-935-000	Property Liability Insurance	\$ 7,517.00	\$ 7,509	\$ 13,792	115%	\$ 12,000.00	\$ 13,800		Linda suggested budgeting based on 24/25 actual; waiting on final estimate # from City
271-790-939-000	Workers Compensation Insurance	\$ 866.28	\$ 841	\$ 538	49%	\$ 1,100.00	\$ 900		consistently below \$900 for 3 years, dropped from LY budget; waiting on final estimate # from City
271-790-941-000	Printer/Copier Leases/Maintenance	\$ 4,270.56	\$ 3,618	\$ 2,040	50%	\$ 4,100.00	\$ 4,100		
271-790-944-000	Inspection Services	\$ 1,076.00	\$ 618	\$ 530	55%	\$ 960.00	\$ 680		
271-790-950-000	Collection Services (Unique)	\$ 294.35	\$ 305	\$ 177	52%	\$ 340.00	\$ 300		
271-790-955-000	Miscellaneous	\$ 20.00	\$ -	\$ -	0%	\$ -			
271-790-962-000	Lost/Damaged Materials Fees	\$ 133.93	\$ 248	\$ 85	85%	\$ 100.00	\$ 100		
271-790-965-000	Property Tax Reimbursement	\$ 65.55	\$ 104	\$ 114	114%	\$ 100.00	\$ 100		
		\$ 165,034.07	\$ 198,866	\$ 124,335		\$ 133,422.00	\$ 151,355		
Capital Outlay									
271-790-974-000	Land Improvements-Depreciable		\$ 39,283	\$ -	0.00	\$ -	\$ -		
271-790-974-010	Land Improvement - Non-depreciable	\$ -	\$ -	\$ -	0%	\$ -	\$ -		
271-790-975-000	Building Improvement - Depreciable	\$ 5,085.18	\$ 903,505	\$ -	0%	\$ 11,000.00	\$ 50,000		based on cost quote to replace battery backup
271-790-975-010	Building Improvement - Non-depreciable	\$ -	\$ 4,780	\$ -	0%	\$ -	\$ -		
271-790-978-000	Technology - Depreciable	\$ -	\$ 5,347	\$ 461	0%	\$ -	\$ -		
271-790-978-010	Technology - Non-depreciable	\$ 2,595.98	\$ 1,250	\$ 3,135	157%	\$ 2,000.00	\$ 3,000		planning 2 PCs + 1 self-check
271-790-980-000	Equipment/Furniture - Depreciable	\$ 3,523.90	\$ 9,159	\$ 2,823	0%	\$ -	\$ -		
271-790-980-010	Equipment/Furniture - Non-depreciable	\$ 4,072.95	\$ 8,232	\$ 574	128%	\$ 450.00	\$ 3,400		\$400 misc book stands, sign holders, etc.; \$3,000 new signs across building; confirming cost quotes as of 3/10 for signing
271-790-982-000	Collection Materials - Books	\$ 15,550.53	\$ 17,107	\$ 9,864	58%	\$ 17,000.00	\$ 17,000		maintain
271-790-982-010	Collection Materials - Audio/Visual	\$ 15,267.70	\$ 1,446	\$ 783	35%	\$ 2,250.00	\$ 2,250		maintain
271-790-982-020	Collection Materials - Beyond Books	\$ 627.92	\$ 2,481	\$ 223	18%	\$ 1,250.00	\$ 1,000		drop by \$250
		\$ 46,724.16	\$ 992,591	\$ 17,863		\$ 33,950.00	\$ 76,650		
	Total Expenditures	\$ 675,865.43	\$ 1,662,078	\$ 494,070	75%	\$ 656,799.00	\$ 715,840		
	Net increase (decrease)	\$ 32,239.51	\$ (129,201)	\$ (38,312.65)		\$ 16,717.00	\$ (43,898)		Expenses higher than income due to captial outlay for battery backup system; difference comes from Fund Balance
	Beginning Restricted Fund Balance	\$ 610,047.79		\$ 512,992		\$ 512,992.05	\$ 529,709		Final starting # not known until FY 2024/25 closes out but expectd to be higher than \$529K

City of Hastings	FUND 271 - LIBRARY								
		2022-23	2023-24	2024-25	2024-25	2024-25	2025-26		Notes
Account Number	Title	Actual	Actual	Actual (YTD 2/28)	% of budget	Budget	Request		UPDATE AS NEEDED
Revenue									
	Addition to/(Use of) Fund Balance	\$ 32,239.51	\$ (129,201)	\$ (38,313)		\$ 16,717.00	\$ (43,898)		
	Ending Restricted Fund Balance	\$ 642,287.30	\$ 512,992	\$ 474,679		\$ 529,709.05	\$ 485,811		



March 25th, 2025

Job Number: E520283
Estimate Date: 3/25/2025
Estimator: Bob S

Hastings Public Library

Attn: David Edelman
227 E. State Street
Hasting, MI 49058
(269.945.4263
dedelman@hastingspubliclibrary.org

Thank you for the opportunity to submit this quotation. Please call if you have questions or need to make changes.

Hastings Library Bookshelf Directional Signage

Bookshelf Genre Headers

Quantity = 80 (12 versions at various quantities)
19.75"x4" White, 1-sided no bleeds on 3mm Black Sintra
Price = \$558.25

Genre Header Base

Quantity = 60
3.75"x2" NO PRINT on 6mm Black Sintra
Router cut
Price = \$255.38

Bookshelf Dividers Large

Quantity = 18 (12 graphic versions)
8.75"x13.25" White + 4color process, 2-sided on 3mm Black Sintra
Contour cut with heat bend base
Price = \$425.15

Bookshelf Letter Dividers

Quantity = 72 (3 each of 24 versions)
7"x10" White, 2-sided on 3mm Black Sintra
Contour cut with heat bend base
Price = \$930.74

Design Budget:

Layout/Design/File Set Up- **\$800**
2 rounds of Revisions - **\$300** (*if needed*)
Final File Prep - **\$250**

\$3,520 potential grand total

Arnie to deliver

We appreciate the opportunity.

Thank you,

Arnie Lorenz



CE Fast, LLC DBA FASTSIGNS of Grand
3582 29th Street SE STE 101
Grand Rapids, MI 49512
(616) 949-7446

ESTIMATE
EST-146790

fastsigns.com/467

Payment Terms: Due Upon Receipt

Created Date: 3/15/2025

DESCRIPTION: Display Signage

Bill To: Hastings Public Library
227 E. State St.
Hastings, MI 49058
US

Requested By: David Edelman
Email: dedelman@hastingspubliclibrary.org
Work Phone: (269) 945-4263

Salesperson: Wesley Bekins
Email: Wesley.Bekins@fastsigns.com

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Book Shelf Dividers - 8.5" w X 10" h - Black PVC 3mm	18	\$28.01	\$504.12
2	Letter Dividers - 5" w X 6" h - Black PVC 3mm (3 sets of 24x)	72	\$18.38	\$1,323.57
3	Headers - 19.75" w X 4" h - Black PVC 3mm	80	\$19.80	\$1,583.85
4	Base - 4" w X 2" h - Black PVC 12mm	40	\$16.11	\$644.22
5	PrePress Checks and Set Up File and final layout preparation for production	1	\$25.00	\$25.00

We appreciate the opportunity to provide you this estimate. Please review this carefully for sizes and materials to ensure accuracy. Please do not hesitate to let us know if you have any questions.

Subtotal:	\$4,080.76
Taxes:	\$235.25
Grand Total:	\$4,316.01