

HASTINGS PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Agenda

March 6, 2022 4:30pm

Community Room

1. Call to order
2. Agenda p. 1
3. Public Comments
4. Correspondence – p. 2-3
5. Approval of Minutes p. 4-5
 - a. February 6, 2023
6. Financial Reports p. 6-7
 - a. January invoices p. 8-11
 - b. January budget report
7. Library Director's Report p. 12-18
 - a. March
8. Committees
 - a. Budget and Finance – set meeting date
 - b. Building and Grounds
 - c. Personnel
 - d. Policy
 - e. Marketing
 - f. Capital Campaign
9. Unfinished Business
 - a. Assign board member Stacy to a standing committee
10. New Business
 - a. Discuss possible board member presence at window bid opening and participation in the interview process.
11. Board Member Comments
12. Adjourn

Peggy Hemerling

From: Stephen Kesler <stephen3464@att.net>
Sent: Wednesday, March 1, 2023 1:01 PM
To: Peggy Hemerling
Subject: [EXTERNAL email]:RE: fyi of upcoming book to order for this series. FW: [EXTERNAL email]:Finished books

CAUTION: This email originated from outside of the library. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you for your consideration.

I owe thanks to Barbara who was the one who introduced to the series. And I have started reading the additional resource books listed at the end of them so Barbara has provided the momentary pulse of thought that sends readers off in a new direction to explore new vistas.

She was able to work with an old curmudgeon to get him into the digital world where he always has a reading companion as he goes on his daily solitary walks. We are all fortunate to have Barbara in our library. No telling what good deeds she will bring to others in the future.

Stephen

From: Peggy Hemerling [mailto:phemerling@hastingspubliclibrary.org]
Sent: Tuesday, February 28, 2023 5:41 PM
To: stephen3464@att.net
Subject: RE: fyi of upcoming book to order for this series. FW: [EXTERNAL email]:Finished books

Hi Stephen,

I will order the book, so we get it as soon as it come out in November. I will put a hold on it for you, so you are the first one to check it out.

Thank you for suggesting the book.

Peggy Hemerling
Library Director
Hastings Public Library
227 E. State St.
Hastings, MI 49058
(269) 945-4263

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From: Barbara Haywood <bhaywood@hastingspubliclibrary.org>
Sent: Friday, February 24, 2023 10:24 AM
To: Peggy Hemerling <phemerling@hastingspubliclibrary.org>
Subject: fyi of upcoming book to order for this series. FW: [EXTERNAL email]:Finished books

We have Alice Henderson books on the shelf and through MCLS.

Barbara

From: Stephen Kesler [<mailto:stephen3464@att.net>]
Sent: Thursday, February 23, 2023 8:58 PM
To: Barbara Haywood <bhaywood@hastingspubliclibrary.org>
Subject: [EXTERNAL email]:Finished books

CAUTION: This email originated from outside of the library. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Barbara

I finished the last of the three books in the series by Alice Henderson "A Ghost of a Caribou" yesterday. At the end of her books are sources for additional information on species in the book. I have enjoyed them very much.

Her next book "A Prowl of Jaguars" goes on sale in November this year.

Stephen

**Hastings Public Library Board of Trustees
Minutes**

Date: February 6, 2023 – 4:30PM

**Location: Hastings Public Library, 227 E. State St., Hastings, MI 49058
Community Room**

1. CALL TO ORDER

The Meeting was called to order by Newberry at 4:31 p.m.

- Board members present: Kelli Newberry, Dave Koons, Audrey Burton, Cloe Oliver, Jane Cybulski, Jeff Kniaz, Bill Nesbitt, and Chloe Kelly.
- Absent was Brenda Stacy.
- Also present was Peggy Hemerling and David Edelman.

2. Motion to approve the agenda as amended made by Jeff Kniaz, seconded by Audrey Burton.

3. MINUTES: Amend minutes to correct name spelling on the Policy and Personnel committees. Record should reflect that Cloe Oliver is on the policy committee and Chloe Kelly is on the personnel committee. Motion to approve the minutes as amended made by Jeff Kniaz, seconded by Chloe Kelly. Motion approved.

4. FINANCIAL REPORTS: Review December, 2022, Invoices & budget reports – Jeff Kniaz moved we accept the financial reports as presented, seconded by Audrey Burton. Motion approved.

5. LIBRARY DIRECTORS REPORT: February 2023

6. COMMITTEES

- a. Budget and Finance – change meeting date to February 27, 2023, 4:45p.m.
- b. Building and Grounds
- c. Personnel
- d. Policy
- e. Marketing
- f. Capital Campaign: Moving along well, RFP should be finalized and sent out in mid-February.

7. NEW BUSINESS

- a. Consider approval of the proposal from Smith Imaging Solutions to digitize the Sun & News newspaper for the years 1981-2022 for \$10,591.00. Jeff Kniaz moved to approve the proposal from the Smith Imaging Solutions to digitize the Sun & News newspaper for the years 1981-2022 for the cost of \$10,591.00, seconded by Dave Koons. Motion approved.

- b. Assign board member, Brenda Stacy, to a standing committee. Audrey Burton motioned to table since board member was absent, Jeff Kniaz seconded. Motion approved.
- c. Consider approving the Clark Technical Services invoice for the installation and configuring of two new servers. Motion made by Jeff Kniaz, seconded by Cloe Oliver. Motion approved.

8. NEXT MEETING DATE

- a. Next board meeting on March 6, 2023, at 4:30 p.m.

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

HASTINGS PUBLIC LIBRARY
Invoices for January 2023
Prepared for March 6, 2023 Board meeting

Account	Vendor	Amount	Total
Salaries & Wages			\$ 21,015.77
	January	\$ 21,015.77	
Social Security Taxes			\$ 1,585.63
	January	\$ 1,585.63	
Fringe Benefits			\$ 162.95
	Benefits	\$ 162.95	
Supplies:			\$ 336.10
	Lansing Sanitary Service	\$ 131.35	
	Demco	\$ 179.55	
	Culligan	\$ 25.20	
Software Subscriptions			\$ 895.00
	Zoobean Inc	\$ 895.00	
Electronic Media			\$ 733.82
	Midwest Tape - Hoopla	\$ 733.82	
Contracted IT Services			\$ 1,500.00
	Clark Tech. Services	\$ 1,500.00	
Lakeland Lib. Co-op Services			\$ 4,205.25
	Delivery charges	\$ 616.75	
	Admin. services	\$ 693.75	
	ILS Fees	\$ 2,894.75	
Maintenance Contracts			\$ 1,757.58
	T.H. Eifert	\$ 1,590.00	
	Schindler	\$ 167.58	
Consulting Services			\$ 87.50
	Elite Fund	\$ 87.50	
Community Promo & Ads			
	Hastings Banner	\$ 60.00	\$ 296.88
	The Reminder	\$ 92.88	
	WBCH	\$ 144.00	
Membership			\$ 85.00
	MLA membership- Paige Brandli	\$ 85.00	
Waste Disposal			\$ 51.25
	Granger Waste Services	\$ 51.25	
Snowplowing/Snow Removal			\$ 280.00
	Pacillo Lawn Care	\$ 280.00	
Building Repair & Maintenance			\$ 297.50
	T. H. Eifert	\$ 297.50	
Collection Services			\$ 49.25
	Unique Management	\$ 49.25	
Bldgs & Blding Imp.			\$ 5,085.18
	Engineered Electrical Systems	5085.18	

Collection Materials - Books			\$ 2,640.56
	Baker & Taylor	\$ 1,128.64	
	Fruitport District Library	\$ 10.00	
	Junior Library Guild	\$ 1,501.92	
Collection Materials - AV			\$ 4,276.00
	Smith Imaging Solutions	4276.00	
Total Invoices			\$ 45,341.22

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023
FUND 271 - LIBRARY FUND

OPERATIONS

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR FULL YEAR ACTUAL
	ACTUAL 31-JAN-23	FISCAL YTD 31-JAN-23	BUDGET 2022-2023	YTD % OF BUDGET	FISCAL YTD 31-JAN-22	BUDGET 2021-2022	YTD % OF BUDGET	

OPERATING REVENUES

271-100-502-000	UNIVERSAL SERVICE FUND - ERATE	.00	3,967.96	15,439	26%	5,193.98	6,000	87%	5,193.98
271-100-528-000	FEDERAL GRANTS - OTHER	.00	4,068.05	0	0%	.00	0	0%	.00
271-100-540-000	STATE AID	.00	6,687.35	10,000	67%	5,786.97	10,000	58%	12,381.53
271-100-566-000	STATE GRANT - LIBRARY OF MICH	.00	900.00	0	0%	.00	0	0%	.00
271-100-583-000	CONTRIBUTIONS FROM OTHER TOWNSHIP	93,433.75	101,746.78	390,000	26%	201,825.91	420,000	48%	403,524.93
271-100-637-000	FOIA FEES	.00	.00	0	0%	.00	0	0%	146.00
271-100-649-000	PRINTING/FAX FEES	628.90	4,457.55	7,000	64%	4,429.13	5,000	89%	7,636.42
271-100-651-000	NON-RESIDENT FEES	175.00	725.00	1,000	73%	850.00	400	213%	1,425.25
271-100-658-000	PENAL FINES	5,692.12	14,080.89	10,000	141%	9,994.84	8,500	118%	9,994.84
271-100-659-000	OVERDUE FINES	127.44	968.13	1,500	65%	1,406.62	200	703%	2,032.25
271-100-665-000	INTEREST EARNED ON DEP & INVST	.00	5,948.28	250	2379%	73.34	4,750	2%	1,184.07
271-100-667-000	FACILITY RENTALS	120.00	365.00	1,000	37%	740.00	200	370%	900.00
271-100-672-000	OTHER REVENUE	1,188.28	6,616.04	2,000	331%	3,926.73	1,700	231%	6,538.34
271-100-674-000	PRIVATE CONTRIBUTNS & DONATIONS	17.00	15,163.58	20,000	76%	44,443.89	20,000	222%	52,470.35
271-100-674-010	BCF CONTRIBUTIONS	.00	.00	715,000	0%	.00	16,250	0%	16,462.00
271-100-676-000	REIMBURSEMENT OF EXPENDITURES	.00	10.00	0	0%	.00	50	0%	.00
271-100-699-101	TRANSFERS IN - GENERAL FUND	.00	.00	158,605	0%	.00	151,170	0%	151,170.00
TOTAL OPERATING REVENUES		101,382.49	165,704.61	1,331,794	12%	278,671.41	644,220	43%	671,059.96
TOTAL REVENUE & INCOMING TRANSFERS		101,382.49	165,704.61	1,331,794	12%	278,671.41	644,220	43%	671,059.96

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023
FUND 271 - LIBRARY FUND
OPERATIONS

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR	LAST YEAR
	ACTUAL	FISCAL YTD	BUDGET	YTD % OF BUDGET	FISCAL YTD	BUDGET	YTD % OF BUDGET	FULL YEAR ACTUAL	
	31-JAN-23	31-JAN-23	2022-2023		31-JAN-22	2021-2022			
271-790-702-000 FULL-TIME WAGES	8,118.46	57,178.08	105,557	54%	53,578.78	97,544	55%	100,084.29	
271-790-703-000 ADMINISTRATORS/SUPERVISOR SALARIES	4,245.26	31,777.59	55,188	58%	30,912.14	53,581	58%	53,581.05	
271-790-704-000 PART-TIME WAGES	7,552.81	50,334.30	81,898	61%	52,198.77	91,505	57%	86,280.86	
271-790-704-010 PART-TIME WAGES- LIBRARY MAINT	1,082.42	7,311.15	15,779	46%	7,100.73	12,051	59%	13,085.92	
271-790-709-000 SOCIAL SECURITY TAXES	1,585.63	10,849.66	19,770	55%	10,512.02	19,483	54%	18,634.66	
271-790-713-000 OVERTIME	16.82	59.36	0	0%	55.51	0	0%	133.66	
271-790-716-000 MERS DEFINED CONTRIBUTIONS	.00	785.36	6,598	12%	2,195.74	5,540	40%	3,928.00	
271-790-717-000 MERS DEFINED BENEFIT PLAN	.00	26,869.52	49,710	52%	28,821.87	65,592	44%	50,379.65	
271-790-717-010 MERS DEFINED BENEFIT HYBRID PLN	.00	3,125.85	3,959	79%	3,058.66	4,214	73%	5,429.17	
271-790-718-000 HEALTH INSURANCE - PREMIUMS	.00	28,399.80	59,000	48%	27,449.29	55,717	49%	55,849.09	
271-790-718-010 HEALTH INSURANCE - HSA	162.95	162.95	0	0%	1,300.92	0	0%	1,300.92	
271-790-719-000 DENTAL INSURANCE PREMIUM	.00	1,725.72	3,460	50%	2,013.34	3,460	58%	3,451.44	
271-790-724-000 LIFE INSURANCE	.00	239.70	510	47%	279.65	510	55%	479.40	
271-790-751-000 PROCESSING SUPPLIES	179.55	1,407.23	1,400	101%	1,429.07	1,400	102%	2,219.95	
271-790-756-000 REPAIR & MAINTENANCE SUPPLIES	.00	163.28	500	33%	182.43	700	26%	902.31	
271-790-760-000 MAINTENANCE SUPPLS - CUSTODIAL	.00	121.89	300	41%	168.80	350	48%	238.98	
271-790-761-000 BUILDING SUPPLIES	156.55	1,046.11	1,300	80%	1,058.71	1,300	81%	2,077.87	
271-790-762-000 WELLNESS/MEDICAL SUPPLIES	.00	116.53	270	43%	169.84	530	32%	232.52	
271-790-766-000 DISPOSABLE TECHNOLOGY	.00	6,709.46	1,275	526%	1,054.29	1,900	55%	2,054.35	
271-790-767-000 CLOTHING	.00	.00	125	0%	.00	300	0%	.00	
271-790-770-000 PROGRAMMING SUPPLIES	.00	1,008.17	1,900	53%	728.95	1,750	42%	2,098.43	
271-790-772-000 PROMOTIONS SUPPLIES	.00	59.99	300	20%	.00	500	0%	.00	
271-790-777-000 OFFICE SUPPLIES	.00	817.49	900	91%	287.75	1,100	26%	613.95	
271-790-778-000 PAPER	.00	144.99	500	29%	119.10	500	24%	385.87	
271-790-791-000 SUBSCRIPTIONS AND PUBLICATIONS	.00	641.57	1,700	38%	1,200.48	1,430	84%	1,743.19	
271-790-792-000 SOFTWARE SUBSCRIPTIONS	895.00	4,368.25	5,175	84%	2,751.90	4,455	62%	3,921.90	
271-790-793-000 OVERDRIVE	.00	8,340.67	8,352	100%	6,111.64	7,350	83%	6,111.64	
271-790-794-000 HOOPLA	733.82	3,320.59	5,000	66%	2,796.99	4,250	66%	5,903.02	
271-790-796-000 MISCELLANEOUS ELECTRONIC ACCES	.00	1,793.62	1,745	103%	1,741.38	1,745	100%	1,741.38	
271-790-798-000 LIBRARY CARDS	.00	.00	0	0%	21.90	0	0%	21.90	
271-790-802-000 PROFESSIONAL SERVICES	.00	243.00	0	0%	23,200.00	0	0%	38,882.50	
271-790-806-000 LEGAL SERVICES	.00	333.00	350	95%	1,080.00	150	720%	1,080.00	

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CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023
FUND 271 - LIBRARY FUND
OPERATIONS

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL	FISCAL YTD	BUDGET	% OF BUDGET	FISCAL YTD	BUDGET	% OF BUDGET	FULL YEAR ACTUAL
	31-JAN-23	31-JAN-23	2022-2023		31-JAN-22	2021-2022		
271-790-809-000	1,500.00	10,750.00	24,500	44%	9,845.03	24,275	41%	23,435.03
271-790-812-000	.00	146.00	146	100%	670.00	100	670%	816.00
271-790-813-000	616.75	1,847.75	2,725	68%	1,679.25	1,912	88%	2,293.50
271-790-816-000	.00	299.88	350	86%	299.88	325	92%	299.88
271-790-817-000	693.75	2,060.75	2,840	73%	2,082.25	3,158	66%	2,755.50
271-790-818-000	1,757.58	4,937.58	9,048	55%	4,770.00	8,510	56%	8,487.43
271-790-823-000	87.50	175.00	400	44%	288.50	1,550	19%	801.00
271-790-825-000	.00	.00	50	0%	41.92	25	168%	41.92
271-790-850-000	.00	2,325.13	5,300	44%	2,767.23	4,760	58%	4,864.89
271-790-851-000	.00	672.28	400	168%	196.00	400	49%	331.86
271-790-852-000	.00	3,472.76	7,800	45%	4,545.00	7,620	60%	8,115.00
271-790-861-000	.00	333.31	300	111%	.00	300	0%	51.36
271-790-879-000	.00	.00	250	0%	.00	210	0%	.00
271-790-880-000	.00	210.56	300	70%	.00	600	0%	48.00
271-790-881-000	296.88	1,365.66	500	273%	549.63	400	137%	1,036.55
271-790-886-000	.00	1,557.50	1,000	156%	375.00	1,000	38%	85.00
271-790-887-000	2,894.75	8,934.25	14,080	63%	10,205.42	11,667	87%	13,350.17
271-790-891-000	.00	470.43	460	102%	122.86	460	27%	275.85
271-790-892-000	.00	643.75	800	80%	763.75	750	102%	763.75
271-790-900-000	.00	216.00	217	100%	350.00	150	233%	725.00
271-790-902-000	.00	.00	0	0%	.00	400	0%	45.00
271-790-906-000	.00	20.06	200	10%	.00	450	0%	.00
271-790-907-000	.00	.00	100	0%	.00	100	0%	.00
271-790-909-000	.00	122.41	300	41%	128.50	400	32%	363.50
271-790-910-000	.00	.00	400	0%	1,806.00	500	361%	1,806.00
271-790-911-000	.00	974.02	2,450	40%	.00	2,550	0%	711.29
271-790-912-000	.00	37.95	150	25%	.00	75	0%	.00
271-790-915-000	85.00	1,077.72	1,300	83%	899.97	1,228	73%	1,369.97
271-790-916-000	.00	.00	1,415	0%	406.25	1,350	30%	999.50
271-790-918-000	.00	1,615.46	3,000	54%	1,752.20	3,000	58%	3,106.20
271-790-919-000	51.25	175.89	350	50%	163.92	330	50%	322.54
271-790-920-000	.00	12,537.09	23,500	53%	15,079.32	22,000	69%	25,192.71
271-790-921-000	.00	1,018.84	4,500	23%	1,326.02	4,250	31%	4,346.95

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023
FUND 271 - LIBRARY FUND
OPERATIONS

	THIS MONTH ACTUAL 31-JAN-23	THIS YEAR FISCAL YTD 31-JAN-23	REVISED BUDGET 2022-2023	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-JAN-22	REVISED BUDGET 2021-2022	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-929-000	.00	151.99	14,650	1%	1,600.00	2,475	65%	1,600.00
271-790-929-010	280.00	280.00	2,000	14%	90.00	2,000	5%	855.00
271-790-930-000	297.50	4,944.32	8,100	61%	16,074.70	33,150	48%	56,710.20
271-790-931-000	.00	.00	1,800	0%	.00	1,300	0%	30.00
271-790-935-000	.00	7,517.00	10,000	75%	8,263.00	9,000	92%	8,263.00
271-790-939-000	.00	649.71	1,375	47%	519.60	900	58%	722.93
271-790-941-000	.00	1,067.64	4,300	25%	2,135.28	4,275	50%	4,270.56
271-790-944-000	.00	326.00	490	66%	.00	600	0%	620.00
271-790-950-000	49.25	195.85	200	98%	89.50	200	45%	292.70
271-790-962-000	.00	22.99	150	15%	80.00	150	53%	138.39
271-790-965-000	.00	65.55	100	66%	.00	100	0%	1,135.21
271-790-975-000	5,085.18	5,085.18	1,100,000	0%	.00	0	0%	.00
271-790-975-010	.00	.00	0	0%	.00	600	0%	.00
271-790-978-000	.00	.00	25,800	0%	.00	0	0%	.00
271-790-978-010	.00	.00	8,500	0%	907.82	8,800	10%	3,792.82
271-790-980-000	.00	350.00	0	0%	6,431.23	0	0%	10,718.72
271-790-980-010	.00	2,770.69	230	1205%	3,293.96	11,730	28%	3,488.95
271-790-982-000	2,640.56	10,030.71	15,000	67%	11,199.61	15,000	75%	16,323.05
271-790-982-010	4,276.00	14,146.75	2,000	707%	1,441.49	2,000	72%	6,654.25
271-790-982-020	.00	.00	1,000	0%	2,038.08	2,000	102%	2,047.17
TOTAL LIBRARY OPERATIONS	45,341.22	354,056.29	1,737,347	20%	378,858.84	637,992	59%	688,327.17
TOTAL EXPENDITURES & OUT TRANSFERS	45,341.22	354,056.29	1,737,347	20%	378,858.84	637,992	59%	688,327.17
NET REVENUES OVER EXPENDITURES	56,041.27	(188,351.68)	(405,553)		(100,187.43)	6,228		(17,267.21)



HASTINGS PUBLIC LIBRARY

Explore • Imagine • Grow

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

February was crazy busy. Through most of the month we had many people in the building. There were days when we ran out of space to accommodate all the people looking for places to meet. This was a wonderful thing to have happen.

As I mentioned at the February meeting, the Friends had a very successful book sale at the beginning of the month. They had more books donated for the sale than they've had in years. It took place Feb. 2-4 and people came to buy. In fact, several people came more than once. Their net profit was \$2,550. Even with sales that great, they still had over ninety boxes of books left over. I want to thank community members for donating their books. I especially want to thank our Friends group for all their hard work getting it set up, working at the sale and then tearing it down. Between all those who helped, they put in almost 120 hours of volunteer time to pull it off. They are an amazing group of people who do a lot to support the Library.



Another way the Friends have supported the Library was by participating in the Spartan Nash *Direct Your Dollars* community fundraising program which ended on Feb. 28, 2023 after six and a half years.

The program began September of 2016, which was when nonprofit organizations could start collecting Spartan Nash receipts to be turned in at an affiliate store to receive a monetary reward. By November 13, 2017 they had collected the required \$150,000 in receipts for which they received a \$1,000 check.

With the help of library patrons and other community members they were able to gather enough receipts over the years to turn in \$150,000 worth five more times. Between times collecting receipts for themselves they helped these other organizations reach their goal:

- Kiwanis
- The Community Music School
- Pierce Cedar Creek Institute
- The Hastings Women's Club
- Barry County Cares
- Southeastern Elementary School
- Serenity House
- Central Elementary School
- The American Legion

At the end of January, Spartan Nash announced they would be discontinuing the program and groups had until Feb. 28 to turn in receipts one last time. Partnering with the Hastings Elks Lodge, the Friends turned in one last bundle of receipts and will split the \$1,000 with the Elks. When it's all done, the Friends will have earned a total of \$6,500 through the program. They have used the money to generously support Library programs and purchases.



Receiving the first check on behalf of the Friends of the Library are Solvej Waggoner, Diane Hawkins, Judy Kensington, Anita Shaw, Kathy LaVictor and the manager of our local Family Fare, Sam Botello.

We received some very nice feedback from Library visitors in February. Family Science Night, which Paige will talk about in her report, took place February 8. The next day we were contacted by a mom who attended the event with her son. The day of the event was his birthday, but she didn't have the money to take him out or do very much for him. She decided to bring him to Family Science Night where he had a wonderful time. He stopped at all the stations where he met animals, did some experiments and made quite a few things. His mom told us she was very thankful for the event and how it made her son's birthday a very special day.

We got this post on our Facebook page on February 21. Emma Seif was the staff member they encountered.



Diana Lydy Heath

I want to take a moment to appreciate your staff. Yesterday I was able to bring my 9 year old nephew in for the first time. He was given a personal tour, and book recommendations according to his likes. The young lady in the teen room took her time and conversated with him enthusiastic . (he is very shy) Thank you ! We are both looking forward to our next outing. 🙏

Like Reply Hide [Send Message](#) 1m

The Christman Company, our general contractor for the window project, has assigned Dawson Forner as our project manager. I met with him for the first time on Wednesday, Feb. 15. We toured the building so he could get a feel for the project and get more information to help him complete the Request for Proposal (RFP). I gave him additional information and clarify some aspects of the project. We discussed the bidding process and timeline. He will oversee the whole job and Jeff Mansfield will report to him. I believe Mr. Forner will do a good job for us.

The RFP went out to potential contractors on Thursday, Feb. 23. It included information for the windows, HVAC replacement, and painting requirements. The pre-bid walk through took place Tuesday, Feb. 28. There was a good turnout. Joining us were two window companies, four painting companies and 6-8 mechanical contractors. I know of one mechanical company not represented who will be bidding for the job. It was great to see that much interest in the project.

Contractors will contact Mr. Forner with any questions. The bid opening will take place on Wednesday, March 22 at 2:05 pm. Once the bids are open we'll determine the two lowest offers for each part of the project and those companies will be interviewed before determining who we will hire. I'm hopeful the bids will come in within our budget.

Assistant Director, David Edelman's report:

Here are a few status updates on current projects:

- Digital Literacy classes have been well received since they began in October 2022. With approximately \$1,000 remaining from the grant we received being used for future

advertising and trainers, plus new class content coming any day, additional classes are being planned through 2023. We have also become a Google partner to use their materials to teach how to use Google tools like Google Docs and Calendar.

- Hastings Banner uploads to the history portal are complete through 2013 with the remaining years to be finished in the next couple of weeks. Nashville News uploads have also begun.
- Through volunteer efforts, local history content in the Admin office has been almost fully inventoried. The storage room is next. Once complete, we will be better able to locate materials to aid patrons in history and genealogy research.

Circulation Supervisor, Sarah Proulx's report:

Unfortunately, Sarah has had to take some time off to deal with her father's unexpected death, so she was unavailable to provide her report.

Youth Services Librarian, Paige Brandli's report:

February was a busy month in the youth services department! We held our usual story times, despite several cancelations due to weather. Our biggest program finally came back after being on hiatus for 2021 & 2022- Family Science Night! We had 14 community groups participate in the event, each group hosted a booth with various science related activities. The night was a great success with over 200 people attending. Pictures from the event are below.



Barry County Substance Abuse Task Force



Barry County Recycles and the Pollet children



Maddie, Kenzie & Kylie McKeough with free books they received from the Great Start Collaborative



Kellogg Community College



Battle Creek Outdoor Education Center staff with animals

Another large project that started this month was the creation of a tween section. This included lots of shifting, sorting, and debating about which books belong in what section. The tween section is geared towards 10-13 year olds. We wanted to have a space for those who are able to

read at a higher level, but are not ready for the content included in young adult and adult titles. Emma Seif, youth assistant, has been vital to making this project come to fruition, doing much of the heavy lifting (at times- literally). Stop by the teen room to check out the changes!

Last but not least, I was finally able to visit Head Start classes for Reading is Fundamental last Monday of the month. After two cancelations we were very excited to make it in to their classes. A volunteer and myself visited 6 classes, read to 68 students and gave away around 75 books.

PS: Please vote for your favorite children's book characters on the children's area as part of the March Madness Book Character Tournament!

Marketing & Adult Services, Barbara Haywood's report:

February's Arm Chair Travel program welcomed eleven people to enjoy watching Rick Steve's travel to Stockholm.

Blind Date with a Book went well this year. Of the ___ mystery books wrapped in brown paper all but two were checked out and read.

The advertising for the Friends book sale and Family Science Night seemed to be effective, because both events had great turnouts.

Marketing wise: The Libby Quick Start Guide I was working on in January turned into a full guide/brochure in February. I revised and condensed the welcome packet we give to new library card holders and I began work on a new flyer for the Friends of HPL.

February Special Programs:

1st – Digital Literacy: Computer Basics Windows 10, 2-4:00 pm

8th – Teen Book Making, 3:30-4:30 pm

8th – Knocking Your Coffee Out of the Park-presented by Left Field Coffee Bar, 6-7:00 pm

11th – NASA @ the Library, 10:00 am-12:00 pm

18th – Arm Chair Travel: New Zealand, 6-7:30 pm

22nd – Window project bid opening, 2:05 pm

29th – Open computer lab, 2-4:00 pm



HASTINGS PUBLIC LIBRARY
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Monthly Statistics - January 2022

Net Promoter Score*: 95

Physical Library Visits ^A		Library Card Holders			
LY Month	TY Month	City	Hastings Twp	Rutland Twp	Non-Resident
3,592	4,717	3,344	870	1,176	95
YTD	35,195	New	34	5	14

Volunteer Hours		Item Circulation			
LY Month	TY Month	Children's	Non-Children's	Mobile	Total
202	167	1,945	2,694	145	4,784
YTD	1,357	22,085	21,053	406	5,882

Wireless Sessions		Inter-Library Loans		
LY Month	TY Month	To HPL	From HPL	Total
898	-	559	539	1,098
YTD	6,967	3,838	2,830	6,668

Ancestry Usage		Programs		
LY Month	TY Month	Virtual	In Person	Offered
23	60	Offered	Attendance	Offered
YTD	214	-	-	50

Digital Downloads		Computer Sessions		
LY Month	TY Month	Adult	Kids	Teen
1,686	1,715	227	34	5
YTD	12,826	398	52	25

HPL Website		Princh Documents		
LY Month	TY Month	Sessions	Users	Page Views
264	402	2,119	1,287	3,950
YTD	2,738	16,711	10,886	31,020

BCHP~		Princh Documents		
TY Month	YTD	MI Room	MI Room	MI Room
128	613	221	473	2,113
YTD	5,632	30	124	959

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