

# HASTINGS PUBLIC LIBRARY BOARD OF TRUSTEES

March 7, 2022 4:30pm

1. CALL TO ORDER
2. APPROVAL OF AGENDA p. 1
3. COMMENTS FROM THE PUBLIC
4. COMMUNICATIONS
5. APPROVAL OF MINUTES p. 2-3
  - a. February 7, 2022
6. FINANCIAL REPORTS AND INVOICES p. 4-5
  - a. January invoices p. 6-9
  - b. January budget report
7. COMMITTEES
  - a. Budget and Finance
  - b. Building and Grounds
  - c. Personnel
  - d. Policy
  - e. Marketing
  - f. Capital Campaign - report
8. LIBRARY DIRECTOR'S REPORT p. 10-12
  - a. February monthly report
9. UNFINISHED BUSINESS
10. NEW BUSINESS – business explanation p. 13
  - a. Hastings Banner Digitization Project p. 14-15
  - b. Repair parking lot light p. 16
11. BOARD MEMBER COMMENTS
12. ADJOURNMENT

# MINUTES OF THE HASTINGS PUBLIC LIBRARY BOARD OF TRUSTEES

February 7, 2022 - 4:30PM

## 1. CALL TO ORDER

The meeting was called to order by Kelli Newbery at 4:30 PM.

- a. Board members present were Audrey Burton, Jeff Kniaz, David Koons, Kelli Newberry, Jane Cybulski, Chloe Oliver and John Resseguie.
- b. Also present were Peggy Hemerling and David Edelman.
- c. Absent were Norma Jean Acker and Mary Rivett.

## 2. APPROVAL OF AGENDA

It was moved by Kniaz, supported by Burton, that the agenda be approved.

**Motion Approved**

## 3. COMMENTS FROM THE PUBLIC: none

## 4. COMMUNICATIONS: none

## 5. APPROVAL OF MINUTES of January 3, 2022

It was moved by Kniaz, supported by Resseguie, that the minutes of January 3, 2022 be approved as written. **Motion Approved.**

## 6. FINANCIAL REPORTS AND INVOICES

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

## 7. COMMITTEES

- a. Budget and Finance:
- b. Building and Grounds:
- c. Personnel:
- d. Policy:
- e. Marketing:
- d. Capital Campaign:
  - i. Burton: flyer created, working on a letter, will offer tours to anyone interested in seeing the windows on a Saturday after closing, date TBD.
  - ii. Hemerling: contacting local businesses for donations; talking to Christman Construction Co. about when to order windows; verifying if costs might increase more than originally predicted due to external conditions.

- iii. Resseguie: suggested contacting Gun Lake Casino as a donor for windows.

8. LIBRARY DIRECTOR'S REPORT

- a. The February report was in the board packet.
- b. 2021 Annual Report was in the board packet.

9. UNFINISHED BUSINESS:

- a. none

10. NEW BUSINESS:

- a. Foster Swift client agreement
  - i. Moved by Kniaz, supported by Resseguie, to let Hemerling sign the updated agreement **Motion approved.**
- b. Customized Cleaning Services tile restoration estimate
  - i. Moved by Resseguie, supported by Koons, to approve the quote and hire Customized Cleaning to work on all the Library's restrooms cleaning and sealing the tile and grout for the discounted price of \$4,902 + clean and seal the stair treads and risers not to exceed \$500. **Motion approved**

11. BOARD MEMBER COMMENTS: none

12. ADJOURNMENT:

It was moved by Jeff Kniaz, supported by John Resseguie, to adjourn the meeting at 4:57 PM. **Motion approved.**

**HASTINGS PUBLIC LIBRARY****Invoices for January 2022**

Prepared for March 7, 2022 Board meeting

<b>Account</b>	<b>Vendor</b>	<b>Amount</b>	<b>Total</b>
<b>Salaries &amp; Wages</b>			<b>\$ 21,852.93</b>
	January	\$ 21,852.93	
<b>Social Security Taxes</b>			<b>\$ 1,616.19</b>
	January	\$ 1,616.19	
<b>Fringe Benefits</b>			<b>\$ 7,184.75</b>
	Benefits	\$ 7,184.75	
<b>Supplies:</b>			<b>\$ 174.51</b>
	Baker & Taylor	\$ 5.79	
	Quill	\$ 25.58	
	Demco	\$ 143.14	
<b>Wellness/Medical Supplies</b>			<b>\$ 124.00</b>
	Aventric Technologies	\$ 124.00	
<b>Disposable Technology</b>			<b>\$ 300.39</b>
	CDW-G	\$ 300.39	
<b>Program Supplies</b>			<b>\$ 172.61</b>
	Barry County Chamber	\$ 40.00	
	Amazon	\$ 43.39	
	Family Fare	\$ 89.22	
<b>Subscriptions &amp; Publications</b>			<b>\$ 186.98</b>
	Wall Street Journal	\$ 49.99	
	School Library Journal	\$ 136.99	
<b>Electronic Media</b>			<b>\$ 507.41</b>
	Midwest Tape - Hoopla	\$ 507.41	
<b>Professional Services</b>			<b>\$ 2,500.00</b>
	Kennari Consulting	\$ 2,500.00	
<b>Contracted IT Services</b>			<b>\$ 1,140.00</b>
	Clark Tech. Services	\$ 1,140.00	
<b>Lakeland Lib. Co-op Services</b>			<b>\$ 5,873.92</b>
	Delivery charges	\$ 614.25	
	Admin. services	\$ 673.25	
	ILS Fees	\$ 4,586.42	
<b>Maintenance Contracts</b>			<b>\$ 1,590.00</b>
	T.H. Eifert	\$ 1,590.00	
<b>Consulting Services</b>			<b>\$ 175.00</b>
	Elite Fund	\$ 175.00	
<b>Telephone &amp; Fax</b>			<b>\$ 417.70</b>
	MEI Telecom	\$ 212.54	
	Fusion	\$ 205.16	
<b>Mail/Postage</b>			<b>\$ 116.00</b>
	U.S.P.S.	\$ 116.00	
<b>Internet</b>			<b>\$ 495.00</b>
	MEI Telecom	\$ 495.00	

<b>Community Promo &amp; Ads</b>			<b>\$ 23.15</b>
	Indeed	\$ 23.15	
<b>Printing &amp; Publishing</b>			<b>\$ 350.00</b>
	Progressive Graphics	\$ 350.00	
<b>Public Utilities</b>			<b>\$ 2,825.81</b>
	City - water & sewer	\$ 283.56	
	Consumers - electric	\$ 1,992.66	
	Consumers - natural gas	\$ 549.59	
<b>Waste Disposal</b>			<b>\$ 44.64</b>
	Les's Sanitary Service	\$ 44.64	
<b>Building Repair &amp; Maintenance</b>			<b>\$ 1,572.53</b>
	T.H. Eifert	\$ 1,572.53	
<b>Printer/Copier Lease/Maint</b>			<b>\$ 1,067.64</b>
	Konica Minolta	\$ 1,067.64	
<b>Lost/Damaged Materials Fees</b>			<b>\$ 16.00</b>
	Lapeer District Library	\$ 16.00	
<b>Equipment/Furniture - Deprec</b>			<b>\$ 6,431.23</b>
	First Telecommunications	\$ 6,431.23	
<b>Equipment/Furniture-ND</b>			<b>\$ 934.00</b>
	Riverside Integrated Systems	\$ 934.00	
<b>Collection Materials - Books</b>			<b>\$ 3,965.33</b>
	Baker & Taylor	\$ 370.91	
	Amazon	\$ 145.80	
	Junior Library Guild	\$ 1,241.10	
	Center Point Lg. Print	\$ 2,207.52	
<b>Collection Materials - AV</b>			<b>\$ 95.43</b>
	Baker & Taylor	\$ 13.62	
	Amazon	\$ 81.81	
<b>Total Invoices</b>			<b>\$ 61,753.15</b>

# CITY OF HASTINGS

## DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 7 MONTHS ENDING JANUARY 31, 2022

### FUND 271 - LIBRARY FUND

#### OPERATIONS

THIS MONTH ACTUAL 31-JAN-22	THIS YEAR FISCAL YTD 31-JAN-22	REVISED BUDGET 2021-2022	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-JAN-21	REVISED BUDGET 2020-2021	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
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#### OPERATING REVENUES

271-100-502-000	UNIVERSAL SERVICE FUND - ERATE	2,376.00	3,708.98	6,000	62%	4,917.00	6,418	77%	7,293.00
271-100-523-000	FEDERAL GRANTS - REC & CULTURL	.00	.00	0	0%	1,823.50	0	0%	1,823.50
271-100-528-000	FEDERAL GRANTS - OTHER	.00	1,485.00	0	0%	1,354.00	0	0%	1,354.00
271-100-540-000	STATE AID	.00	5,786.97	10,000	58%	5,342.16	7,000	76%	11,032.16
271-100-586-000	STATE GRANT - LIBRARY OF MICH	.00	.00	0	0%	.00	1,860	0%	.00
271-100-583-000	CONTRIBUTIONS FROM OTHER TOWNSHP	192,363.60	201,825.91	420,000	48%	79,515.21	375,000	21%	394,951.47
271-100-649-000	PRINTING/FAX FEES	608.50	4,429.13	5,000	89%	2,286.07	8,500	27%	5,048.76
271-100-651-000	NON-RESIDENT FEES	.00	850.00	400	213%	225.00	300	75%	675.25
271-100-658-000	PENAL FINES	625.00	11,619.84	8,500	137%	8,904.70	4,500	198%	8,904.70
271-100-659-000	OVERDUE FINES	404.11	1,406.62	200	703%	758.04	1,000	76%	1,494.68
271-100-665-000	INTEREST EARNED ON DEP & INVST	15.73	73.34	4,750	2%	2,421.25	5,000	48%	2,546.75
271-100-667-000	FACILITY RENTALS	.00	620.00	200	310%	.00	350	0%	.00
271-100-672-000	OTHER REVENUE	1,326.02	4,046.73	1,700	238%	1,172.00	1,700	69%	2,689.07
271-100-674-000	PRIVATE CONTRIBTNS & DONATIONS	13,510.00	42,818.89	20,000	214%	17,481.50	21,200	82%	51,445.80
271-100-674-010	BCF CONTRIBUTIONS	.00	.00	16,250	0%	.00	16,000	0%	10,000.00
271-100-674-020	OTHER CONTRIBUTIONS & DONATNS	.00	.00	0	0%	.00	3,050	0%	.00
271-100-676-000	REIMBURSEMENT OF EXPENDITURES	.00	.00	50	0%	84.49	50	169%	259.49
271-100-687-000	REFUNDS AND REBATES	.00	.00	0	0%	.00	200	0%	.00
271-100-699-101	TRANSFERS IN - GENERAL FUND	.00	.00	151,170	0%	112,610.00	112,610	100%	112,610.00

#### TOTAL OPERATING REVENUES

211,228.96	278,671.41	644,220	43%	238,894.92	564,738	42%	612,128.63
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#### TOTAL REVENUE & INCOMING TRANSFERS

211,228.96	278,671.41	644,220	43%	238,894.92	564,738	42%	612,128.63
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# CITY OF HASTINGS

## DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 7 MONTHS ENDING JANUARY 31, 2022

### FUND 271 - LIBRARY FUND

#### OPERATIONS

	THIS MONTH ACTUAL 31-JAN-22	THIS YEAR FISCAL YTD 31-JAN-22	REVISED BUDGET 2021-2022	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-JAN-21	REVISED BUDGET 2020-2021	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
LIBRARY OPERATIONS								
271-790-702-000 FULL-TIME WAGES	7,677.70	53,578.78	97,544	55%	53,974.84	91,738	59%	92,088.85
271-790-703-000 ADMINISTRATOR/SUPERVISOR SALARIES	4,121.62	30,912.14	53,581	58%	31,988.80	52,016	62%	52,006.80
271-790-704-000 PART-TIME WAGES	9,065.23	52,198.77	91,505	57%	47,570.59	91,876	62%	84,913.82
271-790-704-010 PART-TIME WAGES- LIBRARY MAINT	988.38	7,100.73	12,051	59%	7,001.71	12,729	55%	9,883.51
271-790-709-000 SOCIAL SECURITY TAXES	1,616.19	10,512.02	19,483	54%	10,291.94	18,999	54%	17,471.61
271-790-713-000 OVERTIME	.00	55.51	0	0%	.00	0	0%	33.73
271-790-716-000 MERS DEFINED CONTRIBUTIONS	518.24	2,195.74	5,540	40%	1,485.78	4,303	35%	1,816.72
271-790-717-000 MERS DEFINED BENEFIT PLAN	4,663.72	28,821.87	65,592	44%	24,637.86	40,008	62%	42,074.30
271-790-717-010 MERS DEFINED BENEFIT HYBRID PLN	414.25	3,058.68	4,214	73%	2,769.31	4,872	57%	4,849.96
271-790-718-000 HEALTH INSURANCE - PREMIUMS	.00	27,449.29	55,717	49%	28,302.24	41,623	68%	51,306.39
271-790-718-010 HEALTH INSURANCE - HSA	1,300.92	1,300.92	0	0%	2,814.06	12,314	23%	2,814.06
271-790-719-000 DENTAL INSURANCE PREMIUM	287.62	2,013.34	3,460	58%	2,013.34	2,703	74%	3,451.44
271-790-724-000 LIFE INSURANCE	.00	279.65	510	55%	279.65	490	57%	479.40
271-790-726-000 SHORT-TERM DISABILITY	.00	.00	0	0%	.00	1,422	0%	.00
271-790-727-000 LONG-TERM DISABILITY	.00	.00	0	0%	.00	215	0%	.00
271-790-751-000 PROCESSING SUPPLIES	148.93	1,429.07	1,400	102%	1,122.89	1,500	75%	1,290.98
271-790-756-000 REPAIR & MAINTENANCE SUPPLIES	.00	182.43	700	26%	618.62	300	206%	835.86
271-790-760-000 MAINTENANCE SUPPLS - CUSTODIAL	25.58	168.80	350	48%	147.56	700	21%	338.01
271-790-761-000 BUILDING SUPPLIES	.00	1,058.71	1,300	81%	417.81	2,950	14%	2,509.72
271-790-762-000 WELLNESS/MEDICAL SUPPLIES	124.00	169.84	530	32%	416.67	280	149%	691.77
271-790-766-000 DISPOSABLE TECHNOLOGY	300.39	1,054.29	1,900	55%	4,060.86	2,050	198%	5,602.67
271-790-767-000 CLOTHING	.00	.00	300	0%	.00	0	0%	.00
271-790-770-000 PROGRAMMING SUPPLIES	172.61	741.70	1,750	42%	1,193.15	3,050	39%	2,304.80
271-790-772-000 PROMOTIONS SUPPLIES	.00	.00	500	0%	.00	50	0%	459.56
271-790-777-000 OFFICE SUPPLIES	.00	287.75	1,100	26%	540.91	1,250	43%	980.49
271-790-778-000 PAPER	.00	119.10	500	24%	99.00	500	20%	375.88
271-790-791-000 SUBSCRIPTIONS AND PUBLICATIONS	186.98	1,200.48	1,430	84%	627.80	1,500	42%	1,378.53
271-790-792-000 SOFTWARE SUBSCRIPTIONS	.00	2,751.90	4,455	62%	437.89	1,870	23%	2,809.39
271-790-793-000 OVERDRIVE	.00	6,111.64	7,350	83%	5,264.72	5,500	96%	5,908.28
271-790-794-000 HOOPLA	507.41	2,796.99	4,250	66%	1,987.75	4,000	50%	4,591.35
271-790-795-000 DIGITAL COLLECTION	.00	.00	0	0%	.00	1,400	0%	765.63
271-790-796-000 MISCELLANEOUS ELECTRONIC ACCES	.00	1,741.38	1,745	100%	1,741.38	1,750	100%	1,741.38

# CITY OF HASTINGS

## DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET

### FOR THE 7 MONTHS ENDING JANUARY 31, 2022

#### FUND 271 - LIBRARY FUND

#### OPERATIONS

	THIS MONTH ACTUAL 31-JAN-22	THIS YEAR FISCAL YTD 31-JAN-22	REVISED BUDGET 2021-2022	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-JAN-21	REVISED BUDGET 2020-2021	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-798-000 LIBRARY CARDS	.00	21.90	0	0%	.00	0	0%	.00
271-790-802-000 PROFESSIONAL SERVICES	2,500.00	23,200.00	0	0%	.00	0	0%	.00
271-790-806-000 LEGAL SERVICES	.00	1,080.00	150	720%	.00	150	0%	.00
271-790-809-000 CONTRACTED IT SERVICES	1,140.00	9,845.03	24,275	41%	15,829.50	21,280	74%	28,008.50
271-790-812-000 PRE-EMPLOYMENT SCREENINGS	.00	670.00	100	670%	158.00	200	79%	158.00
271-790-813-000 DELIVERY SERVICES	614.25	1,679.25	1,912	88%	571.00	500	114%	1,472.50
271-790-816-000 SECURITY SERVICES	.00	299.88	325	92%	299.88	325	92%	299.88
271-790-817-000 LAKELAND LIBRARY CO-OP SERVICE	673.25	2,082.25	3,158	66%	1,346.50	2,577	52%	2,817.00
271-790-818-000 MAINTENANCE CONTRACTS	1,590.00	4,770.00	8,510	56%	4,770.00	7,690	62%	8,456.76
271-790-823-000 OTHER CONSULTING SERVICES	175.00	288.50	1,550	19%	383.00	550	70%	470.50
271-790-825-000 LATE/SERVICE FEES	.00	41.92	25	168%	.00	50	0%	.00
271-790-850-000 TELEPHONE	417.70	2,767.23	4,760	58%	2,330.61	4,700	50%	4,823.63
271-790-851-000 MAIL/POSTAGE	116.00	183.25	400	46%	365.95	450	81%	465.93
271-790-852-000 INTERNET/TELECOMM SERVICES	495.00	4,545.00	7,620	60%	3,330.00	6,000	56%	6,975.00
271-790-861-000 TRANSPORTATION - MILEAGE REIMB	.00	.00	300	0%	.00	300	0%	.00
271-790-879-000 WEBSITE	.00	.00	210	0%	326.17	206	158%	326.17
271-790-880-000 COMMUNITY PROMOTIONS	.00	.00	600	0%	.00	400	0%	100.00
271-790-881-000 ADVERTISING	23.15	549.63	400	137%	143.98	400	36%	280.45
271-790-887-000 SPEAKERS/PERFORMERS	.00	375.00	1,000	38%	.00	1,000	0%	187.50
271-790-890-000 ILS FEES	4,586.42	10,205.42	11,667	87%	7,711.42	13,989	55%	12,659.59
271-790-891-000 LICENSES AND FEES	.00	122.86	460	27%	.00	500	0%	406.00
271-790-892-000 SOFTWARE LICENSES	.00	763.75	750	102%	640.00	750	85%	640.00
271-790-900-000 PRINTING AND PUBLISHING	350.00	350.00	150	233%	120.00	150	80%	155.00
271-790-902-000 NEWSLETTER	.00	.00	400	0%	.00	400	0%	405.00
271-790-906-000 PROMOTIONS/MARKETING	.00	.00	450	0%	.00	100	0%	.00
271-790-907-000 SPONSORSHIPS/DONATIONS	.00	.00	100	0%	.00	100	0%	.00
271-790-909-000 TRAINING	.00	128.50	400	32%	15.00	400	4%	124.00
271-790-910-000 PROFESSIONAL DEVELOPMENT	.00	1,806.00	500	361%	287.95	500	58%	287.95
271-790-911-000 CONFERENCES	.00	.00	2,550	0%	410.00	2,000	21%	540.00
271-790-912-000 MEETINGS	.00	.00	75	0%	.00	75	0%	.00
271-790-915-000 MEMBERSHIPS	.00	899.97	1,228	73%	1,146.04	1,053	109%	1,212.30
271-790-916-000 DUES AND FEES	.00	406.25	1,350	30%	326.00	1,250	26%	586.00
271-790-918-000 WATERSEWER	283.56	1,752.20	3,000	58%	1,621.03	3,000	54%	2,603.63
271-790-919-000 WASTE DISPOSAL	44.64	163.92	330	50%	103.92	210	49%	267.84



# CITY OF HASTINGS

## DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET

### FOR THE 7 MONTHS ENDING JANUARY 31, 2022

#### FUND 271 - LIBRARY FUND

#### OPERATIONS

	THIS MONTH ACTUAL 31-JAN-22	THIS YEAR FISCAL YTD 31-JAN-22	REVISED BUDGET 2021-2022	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-JAN-21	REVISED BUDGET 2020-2021	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-920-000 ELECTRIC	1,992.66	15,079.32	22,000	69%	11,502.63	24,000	48%	20,330.44
271-790-921-000 NATURAL GAS	549.59	1,326.02	4,250	31%	1,708.08	4,500	38%	4,153.63
271-790-929-000 GROUNDS REPAIR AND MAINTENANCE	.00	1,600.00	2,475	65%	256.19	1,000	26%	256.19
271-790-929-010 SNOW/PLOWING/SNOW REMOVAL	.00	90.00	2,000	5%	.00	2,100	0%	885.00
271-790-930-000 BUILDING REPAIR & MAINTENANCE	1,572.53	16,074.70	33,150	48%	8,865.15	9,125	97%	24,584.43
271-790-931-000 EQUIPMENT REPAIR & MAINTENANCE	.00	.00	1,300	0%	.00	300	0%	.00
271-790-935-000 PROPERTY LIABILITY INSURANCE	.00	8,263.00	9,000	92%	8,536.00	8,000	107%	8,536.00
271-790-939-000 WORKERS COMPENSATION INSURANCE	.00	519.60	900	58%	568.86	760	75%	1,028.66
271-790-941-000 PRINTER/COPIER LEASE/MAINT	1,067.64	2,135.28	4,275	50%	2,135.28	4,275	50%	4,270.56
271-790-944-000 INSPECTION SERVICES	.00	.00	600	0%	.00	1,710	0%	596.10
271-790-950-000 COLLECTION SERVICES	.00	89.50	200	45%	143.20	200	72%	250.60
271-790-962-000 LOST/DAMAGED MATERIALS FEES	16.00	80.00	150	53%	57.00	200	29%	121.95
271-790-965-000 PROPERTY TAX REIMBURSEMENT	.00	.00	100	0%	.00	100	0%	.00
271-790-974-010 LAND IMPROVEMENTS - NON-DPRCBL	.00	.00	0	0%	2,450.00	0	0%	2,450.00
271-790-975-000 BLDGS AND BUILDING IMP - DEPR	.00	.00	0	0%	.00	24,000	0%	.00
271-790-975-010 BLDG & BLDG IMP - NON-DEPRECIABLE	.00	.00	600	0%	.00	0	0%	.00
271-790-978-010 TECHNOLOGY - NON-DEPRECIABLE	.00	907.82	8,800	10%	10,675.77	14,500	74%	13,282.99
271-790-980-000 EQUIPMENT/FURNITURE - DEPREC	6,431.23	6,431.23	0	0%	.00	0	0%	.00
271-790-980-010 EQUIPMENT/FURNITURE - NON-DEPR	934.00	3,293.96	11,730	28%	.00	0	0%	20,941.11
271-790-982-000 COLLECTION MATERIALS - BOOKS	3,965.33	11,199.61	15,000	75%	10,043.38	15,000	67%	17,311.71
271-790-982-010 COLLECTION MATERIALS - AV	95.43	1,441.49	2,000	72%	957.52	2,000	48%	1,296.92
271-790-982-020 COLLECTION MATS - BEYOND BOOKS	.00	2,038.08	2,000	102%	2,797.26	1,000	280%	3,723.91
<b>TOTAL LIBRARY OPERATIONS</b>	<b>61,753.16</b>	<b>378,858.84</b>	<b>637,992</b>	<b>59%</b>	<b>334,749.40</b>	<b>587,983</b>	<b>57%</b>	<b>594,524.22</b>
<b>TOTAL EXPENDITURES &amp; OUT TRANSFERS</b>	<b>61,753.16</b>	<b>378,858.84</b>	<b>637,992</b>	<b>59%</b>	<b>334,749.40</b>	<b>587,983</b>	<b>57%</b>	<b>594,524.22</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>149,475.81</b>	<b>( 100,187.43)</b>	<b>6,228</b>		<b>( 95,854.48)</b>	<b>( 23,245)</b>		<b>17,604.41</b>



# HASTINGS PUBLIC LIBRARY

Explore • Imagine • Grow

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

February was a great month for programming. It kicked off with the return of two events, a Friends of the Library used book sale and Blind Date with a Book.

The book sale was one of the most successful the group has had in years. Over the three-day event they netted \$1,700. Even with sales going that well there were many books left. Fortunately, they've found a company with an online book store willing to pick up the leftover books at no cost. The next sale is planned for July.



You know Blind Date with a Book is back when there are multiple books wrapped in brown paper on display by the circulation desk. The disguised books included adult and teen fiction and non-fiction titles, as well as graphic novels. Adventurous patrons chose a "date" with no idea what book they were getting. Each book had a slip of paper in it asking the readers to rate how they liked the "date" they'd chosen. Whether they liked it or not, if they read at least two chapters and returned the slip they were entered into a drawing for \$10 in Barry Bucks. We had 15 people participate and they went on a total of 19 blind dates. Personally, I had one good date.

### Winter Reading Challenge 2022

JANUARY 3 - FEBRUARY 28

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



Our adult Winter Reading Challenge concluded on Feb. 28. This year participants need to read five books during the months of January and February in order to earn an insulated tote bag and be entered in drawings for some bigger prizes. Most of the people who joined kept track of their reading using Beanstack, our online tracking software. For those who wanted a more traditional approach we had paper reading logs. There were

reading category suggestions on Beanstack and paper logs, but everyone was free to read whatever they liked. We had 75 people participate, with 22 finishers.

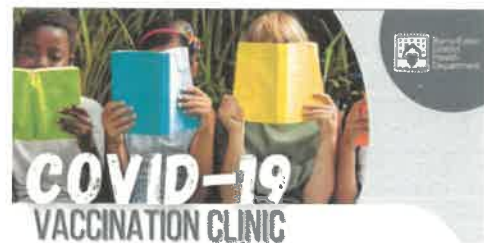
The Great Decisions discussion group began meeting on Tuesdays in February. This current affairs discussion program is sponsored by the Foreign Policy Association "to serve as a catalyst for developing awareness, understanding and informed opinions on U.S. foreign policy and global issues. They meet once a week for eight weeks and discussion a different topic each time. We are fortunate to have two women from the community volunteering to coordinate the program. Twenty-three people registered this year.

The monthly Grab & Go packs, filled with literacy activities, have become very popular. February's theme was pets. The included materials are geared for kids in preschool through 2<sup>nd</sup> grade. Paige puts them together each month, then puts them on display where they are picked up on a first come first served basis. Paige makes twenty-five each month and they are gone in just a few days. Kids and their parents are really enjoying them.

VITA volunteers returned to the community room to help people get their taxes filed. I was informed they have a record number of people who have made appointments this year. They also help people at several of the other public libraries in the county.

The Barry Eaton Health Dept. ask us if we would be willing to give out free N19 masks to anyone who wants them. We were happy to help and received 500 masks. We put them on the table near the parking lot entrance and people were free to take individual masks or a pack of ten. They were gone in two weeks. We received another 500 on Friday, March 4, so we have them for anyone who needs them.

Along with helping the Health Department give out masks we will also be hosting a COVID-19 vaccination clinic on March 16 from 3:00-6:00 pm. It will be open to any Michigan resident 5 and older. It will include 1<sup>st</sup> and 2<sup>nd</sup> doses as well as boosters. We happy to assist the Health Dept. with their efforts.



The Library's much needed new phone system was installed during the month. Along with restoring the PA system and being able to change the after-hours announcement, phones were installed in the MI room and both ends of the community room. This will allow us to easily contact staff working in these rooms, especially if there is an emergency. It's great to have a fully functioning phone system again.

Our newest staff member began work on Feb. 17. Sharon Elzinga comes to us with a wealth of work experience and a lot of enthusiasm. She is working as a library assistant, taking over the desk hours previously worked by Emily Reed. She is a quick study and will be done with her training the second week of March, at which time she will begin working her regular schedule.



This is a report about Princh from David Edelman, assistant director:

Princh is a wireless print service widely utilized by libraries across the world. The Hastings Public Library subscribed to the service in April 2021 to provide patrons a way of printing from wireless devices, such as phones and tablets, as well as to provide the ability to pay for printing with a credit card. HPL launched the service to patrons in May 2021 after a few weeks of installation and testing.

From April 1, 2021 through February 28, 2022:

- 2,056 pages were printed
- Cash income was \$285.50
- Credit Income was \$288.00



Given the \$400.00 annual subscription fee, the credit income alone will cover most of the annual subscription fee by the time we annualize in May 2022. This is also print income we may not have realized if patrons were unable to use credit vs. cash. Combined, the income far exceeds the annual cost.

Several updates to the service in 2022 are making it easier for patrons to use, and cheaper for HPL:

- Printing can now be done via a QR code without need to install an app on the patron's phone
- Credit card processing fees are reducing by 25% around May 2022
- Apple Pay went live in February 2022 with Google Pay expected by April.

With the pending service renewal in May 2022, Princh is offering a discount if we pre-pay multiple years:

- 10% off for a 2-year contract
- 15% off for a 3-year contract
- 25% off for a 5-year contract

Given the popularity of the service, the convenience to patrons, the reduced workload on staff and the potential for the service to more than pay for itself, we plan to renew for 2 additional years to save an extra \$40 each year.

Here are some of the upcoming March programs:

- **Oreo Taste Testing**, March 7, 3-6:00 pm – in celebration of the 100 anniversary of the invention of the cookie.
- **Science Storytime**, March 18, 10:30 am at the pocket park across the street from the Library.
- **12 Hours of Gaming**, March 19, 9:00 am-9:00 pm. Pizza will be provided by Thornapple Sports Cards & Games.

I invite you to make a special effort to see the display case during the month of March. We are showcasing some of Terry Dennison's movie memorabilia.

The month of February was full of programs, activities, giving out information and serving the community. It was great to be almost back to "normal."

## HPL Board Meeting Explanations

March 7, 2022

### Old Business Explanations:

- a. none

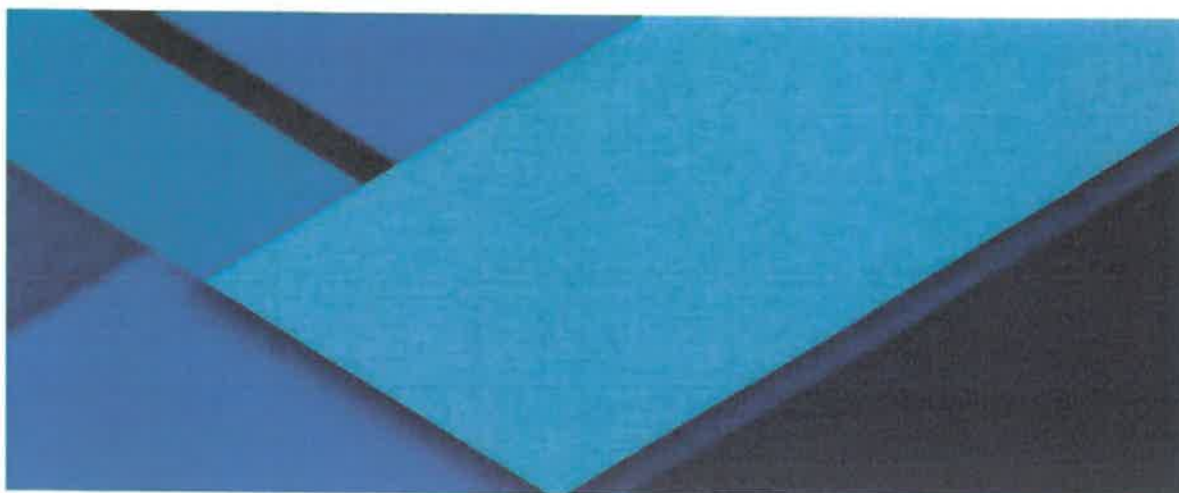
### New Business Explanations:

- a. **Hastings Banner Digitization Project:** I worked with two companies to get quotes for getting the Banners digitized, Smith Imaging and Micrographic Solutions and Graphic Sciences. We have the Banners on microfilm, CD and hard copy from 1856 to the present. We asked both companies to quote a price to digitized all three formats, turning them into searchable PDFs and indexing them.

Both companies were sent selection of the newspapers in all three formats for them to scan to determine how much it would cost. When they were done they sent us samples of their work, which we compared for readability and searchability. There were definitely difference in the quality of the hardcopy samples, although the microfilm and CD samples were about the same.

David, Diane and I looked at all the samples, asked for clarification about the quotes and discussed which company would give us the best product at the best price. The three of us recommend we hire Smith Imaging for the project at the maximum price of \$14,417, which is \$1,600 less than the quote from Graphic Sciences and we were happier with the quality from Smith Imaging.

- b. **Repair parking lot light:** The light in our parking lot is out and Gary Haskin, our electrician, is unable to fix it. Gary is now working for Advantage Electrical and he believes they have staff who can fix it. Gary gave me a quote of \$3,000 for the repair. This would be the maximum it would cost, but he thinks it will be less. We really need to get this fixed. I am asking for your approval of this expense.



# Smith Imaging and Micrographic Solutions

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**Pricing Information Prepared for:**

**Hastings Public Library**

**Bruce Smith**

**Imaging Specialist**

[brucesmith.mi@gmail.com](mailto:brucesmith.mi@gmail.com)

**(616) 550-4823**

**"Leave your imaging needs to us."**



## Proposal For: Hastings Public Library

**Preliminary pricing for Microfilm and hardcopy conversion for staff and public use hosted on your network.**

### Scope of Work:

1. Scanning & OCR & Indexing of 122 rolls of 35mm microfilm-estimating 113,000 images representing ~~150~~ years-5,980 issues or Indexes
2. Scanning & OCR & Indexing 8 years and 4 months of hardcopy newsprint-estimating 6880 images and 430 Issues or indexes
3. OCR & Indexing of 7 years and 4 months of images from CD estimating 6,048 images and 378 Issues or indexes.

### Estimated Cost:

Pick-up and delivery: Company truck .....	\$ 180.00
Scanning 35mm microfilm@ 300dpi:	
Rolls 1-46 x 1,000 Images x \$0.12(Image x Image Clean-up).....	\$ 5,520.00
Rolls 47-122 x 882 Images x \$0.046 .....	\$ 3,082.00
Scanning hardcopy newsprint@300dpi: 6,880 images x \$0.32/image...	\$ 2,202.00
Indexing: 6,788 indexes(issues)x \$0.264/index.....	\$ 1,792.00
OCR-Full Text Searchable PDF's: 126,288 images x \$0.013/images .....	\$ 1,492.00
Image by Image Clean up: .....	\$ Included
Publishing: 1 terabyte hard drive .....	\$ 149.00

Total Estimated Cost for microfilm and hardcopy conversion to indexed and full text searchable PDF's on network or website: **\$14,417.00**

**Special Note: Total Cost without Microfilm Conversion would be: \$2,764.00**

### Terms:

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



1690 E State St., Hastings, MI 49058

## Quote

Date	Quote #
3/3/2022	W051520-906

Phone #	(269) 945-0300
Fax #	(269) 948-4932

<b>Name / Address</b> Hastings Public Library 227 E. State St. Hastings, MI 49058		<b>SITE ADDRESS</b> Hastings Public Library 227 E. State St. Hastings, MI 49058	
		<b>Customer Phone</b>	269-945-4263
<b>Description</b>		<b>Total</b>	
Quoted Electrical Job (Labor & Materials)  - Trace pipe & repair parking lot circuit.		3,000.00	
<b>Payment is due full upon acceptance, prior to commencement of work. (Unless specified differently)</b>		<b>Total</b> \$3,000.00	
		QUOTE VALID FOR 30 DAYS	

Upon acceptance, a signed contract and payment must be received before stated work will begin (Unless specified differently). Quote does not include any additional costs that may be due to circumstances not apparent upon evaluation. Please call the office if you have any questions. Thank you for the opportunity to serve you!