

LIBRARY BOARD OF TRUSTEES

Meeting Agenda

April 6, 2026 4:30pm

Community Room

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

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

Topic	Pages	Motion & Vote
1. Call to order		
2. Agenda	pp. 1-2	<input checked="" type="checkbox"/>
3. Approval of Minutes a. March 2, 2026	pp. 3-4	<input checked="" type="checkbox"/>
4. Correspondence a. Patron Comments for March	pp. 5-6	
5. Financial Reports a. February 2026 Revenue & Expense with Notes b. February 2026 Invoice Recap c. February 2026 Balance Sheet d. March Endowment Statement	pp. 7-10 pp. 11-12 p. 13 p. 14	<input checked="" type="checkbox"/>
6. Library Director's Report a. March 2026 b. February 2025 Infographic	pp. 15-24 p. 25	
7. Committees a. Budget and Finance: Recap March 2026 mtg. b. Building and Grounds: schedule April/May 2026 walk c. Personnel: n/a		



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<ul style="list-style-type: none"> d. Policy: n/a e. Marketing: n/a f. Fundraising: n/a 		
<ul style="list-style-type: none"> 8. Unfinished Business <ul style="list-style-type: none"> a. n/a 		
<ul style="list-style-type: none"> 9. New Business <ul style="list-style-type: none"> a. Review the Director’s Evaluation b. Consider Approving the 2026-2027 Library Budget <ul style="list-style-type: none"> a. Director’s Notes b. Budget Details c. Capital Improvement Plans d. Consider Dissolution of the Existing Personnel Services Agreement with the City <ul style="list-style-type: none"> a. Director’s Explanation b. Copy of the Agreement e. Q1 Action Plan Update f. Handicap Parking Update g. Discuss Canceling the May 4, 2026 Board Meeting h. Discussion on March Trustee Manual Readings i. May/June Board Training Reminder: Review sections of the Trustee Manual from the Library of Michigan. <ul style="list-style-type: none"> a. Chapters 2, 4, 13 (City Library only), Appendix K (section 1 City Library) b. https://mel.org/ld.php?content_id=76965541 	<p>pp. 26-29</p> <p>pp. 30-32</p> <p>pp. 33-37</p> <p>pp. 38-39</p> <p>pp. 40-46</p> <p>pp. 47-48</p>	<p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>
<ul style="list-style-type: none"> 10. Public Comments 		
<ul style="list-style-type: none"> 11. Board Member Comments 		
<ul style="list-style-type: none"> 12. Adjourn 		

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

1. CALL TO ORDER

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

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

2. AGENDA:

3. MINUTES: Ann Devroy motioned to approve the February 2, 2026, minutes, seconded by Cloe Oliver. Motion approved.

4. FINANCIALS

- a. December invoices and Budget Report: Cloe Oliver motioned to approve the financials, seconded by Ann Devroy. Motion approved.

5. LIBRARY DIRECTOR REPORTS

- a. February 2025
- b. January 2025 Infographic

6. COMMITTEES

- a. Budget and Finance – Meeting set for March 16, 4:30 p.m.
- b. Building and Grounds -
- c. Personnel – recap February meeting
- d. Policy-recap February meeting
- e. Marketing-
- f. Endowment-

7. UNFINISHED BUSINESS: None

8. NEW BUSINESS:

- a. Consider Approving Updated Policies
 - a. Ann Devroy motioned to adopt the policy updates and name change to the Collection Management Policy (formerly known as the Collection Development Policy), seconded by Sam Cale. Motion approved.
 - b. Sam Cale motioned to adopt the policy updates to the Request for Reconsideration of Library Materials (formerly known as Library Material Challenge), seconded by Rebecca Lectka. Motion approved.
 - c. Sam Cale motioned to adopt the policy updates to the Investment

- Policy, seconded by Rebecca Lectka. Motion approved.
- d. Cloe Oliver motioned to adopt the policy updates to the Public Computer and Internet policy, seconded by Ann Devroy. Motion approved.
 - b. Jane Cybulski motioned to consider approving the new policy, Liability Waiver, seconded by Sam Cale. Motion approved.
 - c. Board education update – 2026 Board Training Plan
 - d. Ann Devroy motioned to accept the four-year Princh contract, seconded by Cloe Oliver. After discussion, Ann Devroy motioned to amend the motion to the five-year Princh contract to obtain substantial savings, seconded by Sam Cale. Motion approved.
 - e. Grant updates:
 - a. Online Health Literacy
 - b. ALA Transforming Communities
 - c. Barry County Recycles
 - d. BCF Belonging in the Community
 - f. Consumers Energy Easement
 - g. Water Bottle Filling Station update

9. PUBLIC COMMENTS

10. BOARD MEMBER COMMENTS

11. NEXT MEETING

- Next board meeting on Monday, April 6, 2026, at 4:30 p.m.

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

April 6, 2026
Library Board of Trustees Meeting

Patron Comments from March 2026

- A community partner thanked Barbara for her efforts at connecting her to other groups and for so much help with programming that she was involved in at HPL.
- A patron praised Sharon and Kylie for being so friendly and helpful to her, especially with Princh.
- Notes from Lake about two patron interactions on 3/17/26:
 - “We had two wonderful patron interactions that encouraged everything we’ve been trying to do with our Youth collections. A patron who had just set up a non-resident card asked for any books we might have to help her teen. This teen was recently diagnosed with epilepsy, and struggling to come to terms with the changes that brought. The patron was very happy to find that we had a couple of books specifically on that subject, and several more on life with disabilities or grieving big life changes. She left with a variety from our fiction, non-fiction, and graphic sections for her teen to choose from, plus about twenty other books! “
 - “Shortly thereafter, another patron asked for books she could read with her grandson. He’s in middle school but reading at lower elementary level, and she wanted something easy that would still engage him subject-wise. We found her a selection of easy adventure books, graphic novels, and some favorites from the Children’s Large Print section, which she was very excited to learn about.”

Stuffed Animal Sleepover on March 27

Per Erin, the Youth Librarian: “We held a family storytime and stuffed animal sleepover with great success. We had eight kids leave stuffed animals for the night and pick them up the next day. We provided a photo book of the activities that the stuffed animals participated in during the sleep over and I have had a remarkably positive response from the parents and kids. One parent told me how proud her daughter was of the experience and that was carrying the book of photos around, showing everyone, and explaining all the activities that her stuffed

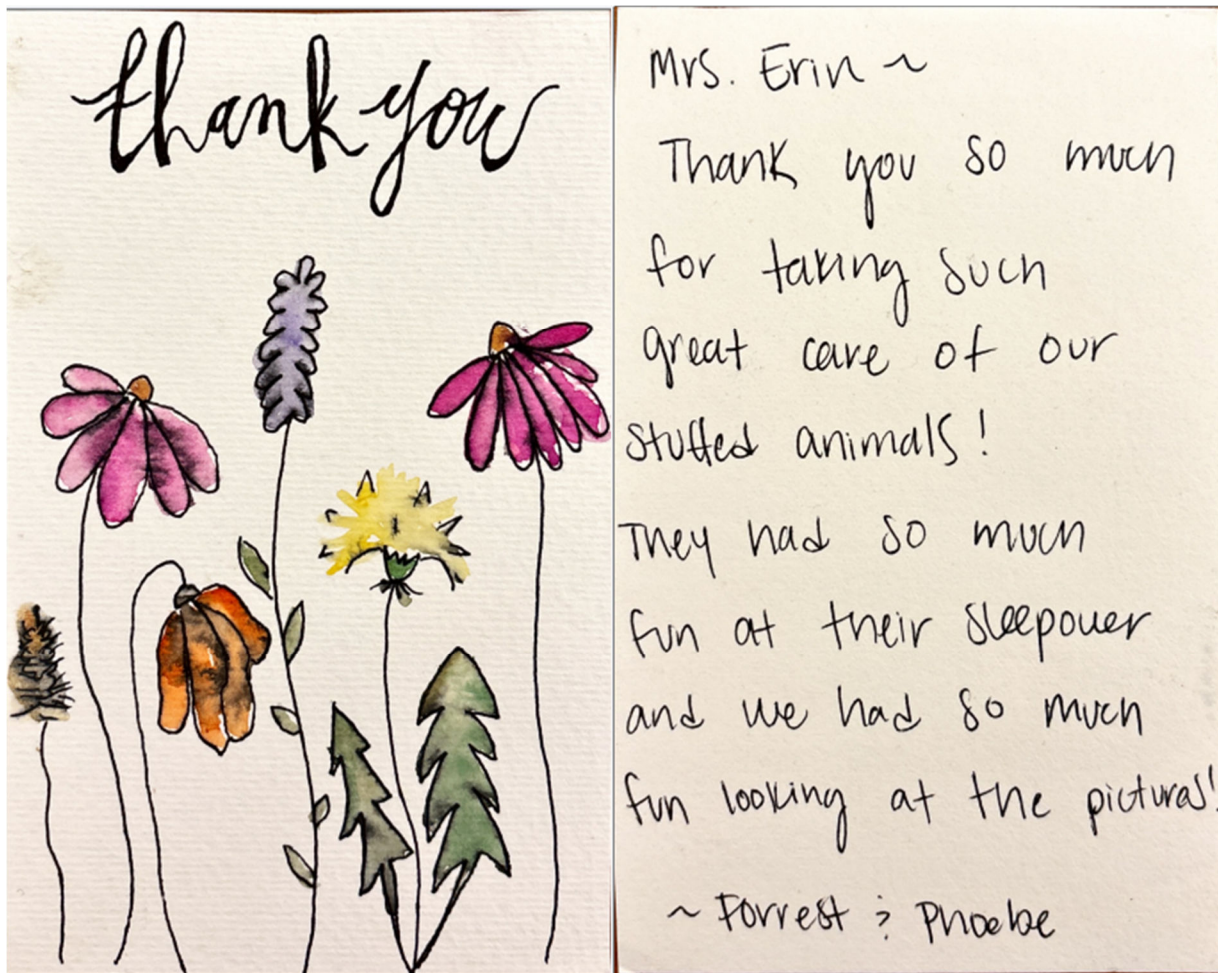




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animal participated in and how much fun he (the stuffed animal) had. A regular storytime parent said, "Holy cow, I just got a chance to see that stuffed animal sleepover book. Thank you so much for putting that on and doing that for the kids, that was super awesome. We really appreciate you." Another family even stopped by with a hand-made thank you card! It was a positive experience for everyone involved and Lake and I have discussed making it an annual event."



HASTINGS PUBLIC LIBRARY
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2026
 67 % OF THE FISCAL YEAR HAS ELAPSED

FUND 271 - LIBRARY FUND

OPERATING REVENUES	Fund	THIS MONTH ACTUAL 28-Feb-26	THIS YEAR FISCAL YTD 28-Feb-26	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 28-Feb-25	REVISED BUDGET 2024-2025	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-100-502-000	UNIVERSAL SERVICE FUND - ERATE	-	16,368	16,367	100%	19,651	16,320	120%	21,629
271-100-540-000	STATE AID	-	7,435	13,500	55%	6,988	12,750	55%	14,235
271-100-566-000	STATE GRANT - LIBRARY OF MICH	-	324	-	0%	-	-	0%	-
271-100-583-000	CONTRIBUTIONS FROM OTHR TWNSHP	214,695	394,707	435,000	91%	344,689	400,000	86%	423,095
271-100-649-000	PRINTING/FAX FEES	1,140	7,012	8,100	87%	6,095	8,100	75%	9,460
271-100-651-000	NON-RESIDENT FEES	250	550	850	65%	1,050	850	124%	1,900
271-100-658-000	PENAL FINES	-	7,236	7,600	95%	7,674	13,000	59%	7,674
271-100-659-000	OVERDUE FINES	55	1,234	1,200	103%	1,030	1,200	86%	1,491
271-100-665-000	INTEREST EARNED ON DEP & INVST	1,068	16,695	10,000	167%	13,740	12,000	115%	22,432
271-100-667-000	FACILITY RENTALS	-	735	1,200	61%	1,200	1,100	109%	1,475
271-100-672-000	OTHER REVENUE	369	3,057	2,000	153%	1,491	4,000	37%	3,149
271-100-674-000	PRIVATE CONTRIBTNS & DONATIONS	3,832	22,474	18,000	125%	17,524	15,000	117%	43,988
271-100-674-010	BCF CONTRIBUTIONS	-	-	16,000	0%	-	16,000	0%	17,074
271-100-677-000	INSURANCE CLAIMS/REIMBURSEMENT	-	-	-	0%	53,327	-	0%	53,327
271-100-699-101	TRANSFERS IN - GENERAL FUND	-	180,124	180,124	100%	-	173,196	0%	173,196
TOTAL OPERATING REVENUES		221,409	657,951	709,941	93%	474,458	673,516	70%	794,126

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL 28-Feb-26	THIS YEAR FISCAL YTD 28-Feb-26	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 28-Feb-25	REVISED BUDGET 2024-2025	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-702-000	FULL-TIME WAGES	9,032	76,944	113,880	68%	66,503	111,059	60%	109,815
271-790-703-000	ADMINISTRATR/SUPERVSR SALARIES	4,230	35,384	50,003	71%	60,148	74,913	80%	75,534
271-790-704-000	PART-TIME WAGES	10,196	77,510	114,977	67%	74,429	102,271	73%	113,623
271-790-704-010	PART-TIME WAGES- LIBRARY MAINT	-	6,780	7,560	90%	7,326	16,119	45%	11,844
271-790-709-000	SOCIAL SECURITY TAXES	1,818	15,252	21,910	70%	15,963	23,471	68%	23,891
271-790-712-000	CASH IN LIEU OF BENEFITS	369	3,323	2,400	138%	2,031	2,400	85%	3,507
271-790-713-000	OVERTIME	7	58	50	117%	114	50	228%	133
271-790-716-000	MERS DEFINED CONTRIBUTIONS	556	4,847	6,277	77%	3,671	4,997	73%	5,914
271-790-717-000	MERS DEFINED BENEFIT PLAN	-	-	-	0%	46,246	60,505	76%	46,464
271-790-717-010	MERS DEFIND BENEFIT HYBRID PLN	1,193	6,993	10,111	69%	4,769	6,108	78%	7,511
271-790-718-000	HEALTH INSURANCE - PREMIUMS	2,732	19,619	53,976	36%	34,034	55,340	61%	42,702
271-790-718-010	HEALTH INSURANCE - HSA	137	1,302	2,054	63%	2,015	-	0%	2,700
271-790-719-000	DENTAL INSURANCE PREMIUM	210	1,874	3,571	52%	2,321	3,503	66%	3,180
271-790-724-000	LIFE INSURANCE	38	301	510	59%	338	485	70%	465
271-790-751-000	PROCESSING SUPPLIES	25	1,306	1,400	93%	594	1,400	42%	938
271-790-756-000	REPAIR & MAINTENANCE SUPPLIES	-	238	350	68%	108	350	31%	119
271-790-760-000	MAINTENANCE SUPPLS - CUSTODIAL	-	540	438	123%	482	350	138%	706
271-790-761-000	BUILDING SUPPLIES	-	749	1,650	45%	1,664	1,500	111%	2,497
271-790-762-000	WELLNESS/MEDICAL SUPPLIES	-	7	275	3%	349	225	155%	357
271-790-765-000	SMALL TOOLS	-	43	-	0%	-	-	0%	26
271-790-766-000	DISPOSABLE TECHNOLOGY	-	476	1,750	27%	1,238	1,300	95%	1,800

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271-790-767-000	CLOTHING	-	(84)	400	-21%	43	175	25%	888
271-790-770-000	PROGRAMMING SUPPLIES	152	2,029	3,250	62%	1,697	2,750	62%	3,969
271-790-772-000	PROMOTIONS SUPPLIES	-	-	300	0%	-	300	0%	302
271-790-777-000	OFFICE SUPPLIES	20	522	850	61%	780	1,350	58%	1,091
271-790-778-000	PAPER	-	245	580	42%	397	400	99%	570
271-790-791-000	SUBSCRIPTIONS AND PUBLICATIONS	327	1,637	2,048	80%	1,621	1,900	85%	1,686
271-790-792-000	SOFTWARE SUBSCRIPTIONS	223	3,375	7,788	43%	4,748	7,245	66%	6,199
271-790-793-000	OVERDRIVE	-	9,002	9,002	100%	9,144	8,961	102%	9,144
271-790-802-000	PROFESSIONAL SERVICES	-	-	1,500	0%	65	1,200	5%	686
271-790-806-000	LEGAL SERVICES	405	5,061	500	1012%	5,613	500	1123%	9,758
271-790-809-000	CONTRACTED IT SERVICES	2,250	9,450	14,400	66%	7,200	14,400	50%	14,400
271-790-812-000	PRE-EMPLOYMENT SCREENINGS	-	-	350	0%	460	350	131%	867
271-790-813-000	DELIVERY SERVICES	-	2,274	2,700	84%	2,085	2,800	74%	2,807
271-790-816-000	SECURITY SERVICES	-	300	325	92%	300	325	92%	300
271-790-817-000	LAKELAND LIBRARY CO-OP SERVICE	-	2,212	2,900	76%	1,983	2,900	68%	2,623
271-790-818-000	MAINTENANCE CONTRACTS	1,413	4,240	8,603	49%	4,240	7,953	53%	8,599
271-790-823-000	OTHER CONSULTING SERVICES	2,141	10,724	1,750	613%	350	350	100%	2,118
271-790-825-000	LATE/SERVICE FEES	-	11	-	0%	-	25	0%	-
271-790-829-000	CUSTODIAL/CLEANING SERVICES	2,700	3,633	10,920	33%	762	-	0%	2,962
271-790-850-000	TELEPHONE	584	4,420	5,540	80%	3,976	5,485	72%	6,023
271-790-851-000	MAIL/POSTAGE	-	234	250	94%	472	225	210%	472
271-790-852-000	INTERNET/TELECOMM SERVICES	505	4,213	7,019	60%	4,640	7,020	66%	7,019
271-790-861-000	TRANSPORTATION - MILEAGE REIMB	-	317	940	34%	45	750	6%	175
271-790-879-000	WEBSITE	-	123	1,113	11%	838	935	90%	838
271-790-881-000	ADVERTISING	-	36	1,058	3%	207	1,145	18%	405
271-790-887-000	SPEAKERS/PERFORMERS	-	250	2,000	13%	435	2,500	17%	885
271-790-890-000	ILS FEES	-	9,187	14,180	65%	6,022	14,080	43%	11,855
271-790-891-000	LICENSES AND FEES	-	886	860	103%	510	1,905	27%	510
271-790-892-000	SOFTWARE LICENSES	-	123	1,905	6%	698	680	103%	1,922
271-790-900-000	PRINTING AND PUBLISHING	-	195	730	27%	57	220	26%	397
271-790-906-000	PROMOTIONS/MARKETING	-	54	500	11%	450	100	450%	900
271-790-909-000	TRAINING	-	-	600	0%	204	550	37%	204
271-790-910-000	PROFESSIONAL DEVELOPMENT	-	404	300	135%	-	300	0%	-
271-790-911-000	CONFERENCES	-	1,782	2,850	63%	2,761	2,200	125%	3,301
271-790-912-000	MEETINGS	-	258	400	65%	-	75	0%	24
271-790-915-000	MEMBERSHIPS	200	620	1,529	41%	580	1,714	34%	1,558
271-790-916-000	DUES AND FEES	-	1,112	1,435	78%	151	1,435	11%	151
271-790-918-000	WATER/SEWER	-	-	5,500	0%	3,637	5,000	73%	5,389
271-790-918-590	SEWER	318	2,681	-	0%	-	-	0%	-
271-790-918-591	WATER	213	1,377	-	0%	-	-	0%	-
271-790-919-000	WASTE DISPOSAL	65	421	602	70%	400	350	114%	601
271-790-920-000	ELECTRIC	2,556	19,698	28,035	70%	18,359	26,700	69%	26,927
271-790-921-000	NATURAL GAS	1,608	4,417	5,500	80%	3,663	3,000	122%	6,570
271-790-929-000	GROUNDNS REPAIR AND MAINTENANCE	-	1,587	4,500	35%	130	1,800	7%	5,210
271-790-929-010	SNOWPLOWING/SNOW REMOVAL	715	770	900	86%	360	1,500	24%	450

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271-790-930-000	BUILDING REPAIR & MAINTENANCE	819	11,991	6,150	195%	34,364	1,950	1762%	49,254
271-790-931-000	EQUIPMENT REPAIR & MAINTENANCE	-	57	1,200	5%	1,043	2,300	45%	1,043
271-790-933-000	SOFTWARE MAINTENANCE AGREEMNTS	-	521	-	0%	-	-	0%	-
271-790-935-000	PROPERTY LIABILITY INSURANCE	-	7,782	14,400	54%	13,792	12,000	115%	13,792
271-790-939-000	WORKERS COMPENSATION INSURANCE	-	320	735	43%	538	1,100	49%	717
271-790-941-000	PRINTER/COPIER LEASE/MAINT	-	2,040	4,100	50%	2,040	4,100	50%	4,081
271-790-944-000	INSPECTION SERVICES	-	420	680	62%	530	960	55%	1,409
271-790-950-000	COLLECTION SERVICES	20	118	300	39%	177	340	52%	286
271-790-955-000	MISCELLANEOUS	-	120	-	0%	-	-	0%	-
271-790-962-000	LOST/DAMAGED MATERIALS FEES	-	130	100	130%	85	100	85%	128
271-790-965-000	PROPERTY TAX REIMBURSEMENT	217	217	100	217%	114	100	114%	114
271-790-975-000	BLDNGS AND BUILDING IMP - DEPR	-	39,520	110,000	36%	-	11,000	0%	-
271-790-975-010	BLDG & BLDG IMP - NON-DEPRECBL	-	14,282	-	0%	-	-	0%	-
271-790-978-000	TECHNOLOGY - DEPRECIABLE	-	-	-	0%	461	-	0%	-
271-790-978-010	TECHNOLOGY - NON-DEPRECIABLE	-	19	3,000	1%	3,135	2,000	157%	5,650
271-790-980-000	EQUIPMENT/FURNITURE - DEPREC	-	5,455	-	0%	2,823	-	0%	-
271-790-980-010	EQUIPMENT/FURNITURE - NON-DEPR	1,279	6,724	3,400	198%	574	450	128%	8,794
271-790-982-000	COLLECTION MATERIALS - BOOKS	998	12,720	17,000	75%	9,864	17,000	58%	21,028
271-790-982-010	COLLECTION MATERIALS - A/V	103	1,388	2,250	62%	783	2,250	35%	1,032
271-790-982-020	COLLECTION MATS - BEYOND BOOKS	124	1,266	1,000	127%	223	1,250	18%	1,146
TOTAL LIBRARY OPERATIONS		50,499	468,432	713,969	66%	484,970	656,799	74%	712,956
TOTAL EXPENDITURES & OUT TRANSFERS		50,499	468,432	713,969	66%	484,970	656,799	74%	712,956
TOTAL REVENUE & INCOMING TRANSFERS		221,409	657,951	709,941	93%	474,458	673,516	70%	794,126
NET REVENUES OVER EXPENDITURES		170,910	189,519	(4,028)		(10,512)	16,717		81,169

February 2026 R&E Notes

OPERATING REVENUES	Fund	THIS MONTH ACTUAL	THIS YEAR FISCAL YTD 31-Jan-26	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	Notes
271-100-665-000	INTEREST EARNED ON DEP & INVST	1,068	16,695	10,000	167%	Interest continues to increase

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL	THIS YEAR FISCAL YTD 31-Jan-26	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	Notes
271-790-806-000	LEGAL SERVICES	405	5,061	500	1012%	still tracking for future reimbursement disucssions when windows are complete
271-790-823-000	OTHER CONSULTING SERVICES	2,141	10,724	1,750	613%	window consultant - still tracking for future reimbursement disucssions when windows are complete
271-790-965-000	PROPERTY TAX REIMBURSEMENT	217	217	100	217%	unable to forecast if/when a reimbursement will hit and for how much
271-790-980-010	EQUIPMENT/FURNITURE - NON-DEPR	1,279	6,724	3,400	198%	light table & accessories plus coffee maker

HASTINGS PUBLIC LIBRARY
 Invoices for February 2026
 Prepared for the April 6, 2026 Board Meeting

Account Name	Vendor	Amount	Total	Notes
Salaries & Wages			\$ 23,834.04	
Social Security Taxes			\$ 1,817.67	
Fringe Benefits			\$ 4,866.74	
Total Wages and Benefits:			\$ 30,518.45	
Supplies			\$ 197.13	
	Processing	\$ 25.40		
	Programming	\$ 151.74		
	Office	\$ 19.99		
Collection Materials - Books			\$ 998.30	
	Brodart	\$ 407.87		
	Amazon	\$ 252.26		
	LLC	\$ 300.69		group buy for VOX books
	Cengage Large Print	\$ 37.48		
Collection Materials - AV			\$ 102.82	
Collection Materials - Library of Things			\$ 124.06	
Subscriptions & Publications			\$ 326.51	
	Grand Rapids Press	\$ 259.74		
	Food Magazine Renewal	\$ 34.97		
	Sports Illustrated Renewal	\$ 31.80		
Utilities			\$ 5,848.86	
	City - water	\$ 213.04		
	City - sewer	\$ 318.24		
	Consumers - electric	\$ 2,555.69		
	Consumers - natural gas	\$ 1,608.30		
	MEI Internet	\$ 504.95		
	MEI Phones	\$ 201.44		
	Fusion Land Lines	\$ 382.22		
	Granger Waste Services	\$ 64.98		recycling
Contracted IT Services			\$ 2,250.00	
	Clark Technical Services	\$ 1,200.00		monthly IT
	BSB	\$ 1,050.00		Phone system upgrade to newest software version
Software Subscriptions			\$ 223.20	
	Duo	\$ 30.00		Monthly Duo 2-factor authentication for VPN (2FA)
	BSB	\$ 193.20		Phone system annual maintenance/support
Equipment/Furniture - non-depreciable			\$ 1,279.30	
	Amazon	\$ 109.99		LEGO storage, covered by donation
	Amazon	\$ 109.00		new public coffee maker (Friends cover)
	Lakeshore Learning	\$ 428.96		defective coffee maker (returned, credit pending)
	Lakeshore Learning	\$ 631.35		children's light table accessories (year end solicitation)
	Lakeshore Learning	\$ 631.35		children's light table (year end solicitation)
Custodial/Cleaning Services	Key Cleaning		\$ 2,700.00	
Building Repair & Maintenance			\$ 818.97	
	Locksmith	\$ 318.97		
	Bareman & Associates	\$ 500.00		Community Room divider maintenance
Maintenance Contracts			\$ 1,413.25	
	DHE Plumbing & Mechanical	\$ 1,413.25		quarterly maintenance
Snowplowing/Snow Removal			\$ 715.00	
Legal Services			\$ 405.00	city attorney for windows
Consulting Services			\$ 2,141.25	
	dbHMS	\$ 2,141.25		window consultant
Memberships			\$ 200.00	
	Barry County Chamber	\$ 200.00		covered by Friends

HASTINGS PUBLIC LIBRARY
 Invoices for February 2026
 Prepared for the April 6, 2026 Board Meeting

Account Name	Vendor	Amount	Total	Notes
Collection Services			\$ 19.70	
Property Tax Reimbursement			\$ 217.35	
Total Invoices (without wages & benefits):			\$ 19,980.70	

CITY OF HASTINGS

BALANCE SHEET
AS OF FEBRUARY 28, 2026

FUND 271 - LIBRARY FUND

	<i>FISCAL YTD</i> 28-FEB-26	<i>FISCAL YTD</i> 28-FEB-25
ASSETS		
<hr/>		
271-000-001-001 CHECKING ACCOUNT - COMMON CASH	181,575.78	(74,737.43)
271-000-001-002 CHECKING ACCOUNT - PAYPAL CONT	.00	500.00
271-000-004-000 PETTY CASH	468.00	468.00
271-000-017-000 INVESTMENTS - AMERICN DEP MGMT	63,287.66	60,889.28
271-000-017-050 INVESTMENTS - MI CLASS POOLED	538,349.22	515,360.47
	<hr/>	<hr/>
TOTAL ASSETS	783,680.66	502,480.32
	<hr/> <hr/>	<hr/> <hr/>
LIABILITIES AND FUND BALANCE		
<hr/>		
FUND BALANCE		
<hr/>		
271-000-375-000 FUND BALANCE - RESTRICTED	294,161.39	212,992.24
271-000-380-000 COMMITTED FUND BALANCE	300,000.00	300,000.00
REVENUE OVER EXPENDITURES - YTD	189,519.27	(10,511.92)
	<hr/>	<hr/>
TOTAL FUND BALANCE	783,680.66	502,480.32
	<hr/>	<hr/>
TOTAL LIABILITIES AND FUND BALANCE	783,680.66	502,480.32
	<hr/> <hr/>	<hr/> <hr/>



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

Fund Statement: 3/1/2026 through 3/31/2026

Beginning Fund Balance	557,266.25	
Revenue		
4020 NonSpendable Contributions	200.00	
4110 Dividends	0.00	
Total Revenue	200.00	
Expenses		
Total Change In Fund Balance	200.00	
Ending Fund Balance	557,466.25	
3000 Current Spending	17,689.95	
3005 Spendable Contributions	26,449.93	
3010 Investment Earnings	108,510.64	
3020 NonSpendable	404,815.73	
Gift Summary		
Donor:	Date:	
4020	03/04/26	
	200.00	
	200.00	
Grant Summary		
Grantee:	Date:	Amount:
[G/L Account No.] [Akoya Memo]	[Posting Date]	0.00
Other Expense Summary		
Vendor:	Date:	Amount:

Library Director's Report - March 2026 April 6, 2026 Board Meeting

Highlights

The City of Hastings launched a new program in early 2026 called Citizens Academy that covered many topics across city government. HPL was the last stop in the program where Tess and David explained library operations to the participants. Seven people attended, plus the City Manager and Assistant City Manager. The group was quite engaged with the presentation content and seemed to enjoy the library tour.



Fred Jacobs from J-Ad contacted me about donating some material and equipment to the Library. After meeting with him, I accepted several books for our local history collection, four folio sized collections of the Hastings Herald from about 1901-1906, and some storage cabinets and chairs. Thank you, Fred, for your generosity and support!

Lake Seif and Sharon Elzinga oversee our Seed library which just launched for 2026. In less than one month, patrons have already picked up more than 250 seed packets. Currently we're offering 81 varieties of flowers, herbs, veggies, and fruits, with more still to be processed. We also participate in the "One State, One Seed" program in Michigan and will receive an allotment of "Pacific Beauty" Calendula soon. Thank you, Lake and Sharon, for all of the hard work on this the last few years; patrons love this program that you two created.



Figure 1 - Calendula image courtesy of Small House Farm who donates seeds to the state-wide program

Strategic Plan Updates

I am scheduled to introduce our Strategic Plan to both townships soon. I will be at Hastings Charter Township's Board Meeting on April 14 and Rutland Charter Township's Board Meeting on May 13. The Hastings City Council saw the plan at the March 9 meeting.

The team continues to work on Action Plan items from the new Strategic Plan, and has had a lot of early success. A full recap is in the April 6 board meeting packet and will be posted on the library's website soon, but a few key accomplishments include:

- Installing automatic door openers on the downstairs bathrooms.

- Installing a new filtered water bottle filler and drinking fountains downstairs.
- Subscribing to Comics Plus! which provides a new digital resource for graphic novels for all ages.
- Improving website accessibility (see Project Updates below)
- Becoming a Family Search affiliate location to provide HPL patrons more access to Family Search's vast genealogy database.
- Adding two new 3D printing classes and multiple embroidery/sewing/stitching classes.
- Adding an Employee Assistance Program for HPL staff.

Project Updates

Water Bottle Filling Station: The new water bottle filler was installed on March 4 and is seeing good usage from patrons already. The Reminder also printed a nice article on it. The \$2,180 rebate request has been submitted to the Barry County Materials Management Planning Committee based on their grant approval to help cover our cost.

ReciteMe Accessibility Toolbar: Our new website accessibility toolbar went live on March 26. We're excited to provide this to patrons and are working on promotional marketing and training information. This first year is a test of usage and need, with the cost covered by a patron donation and a \$1,000 grant from the Barry Community Foundation's Belonging in Barry grant program. We will evaluate usage to inform a renewal in 2027.



Training and Informational Webinars

Here is what the staff did in March:

- Using AI Tools in Marketing: David and Barbara attended the webinar and identified a few potential tools and processes HPL can use.
- Fundraising for Library and Community Programs: David attended this webinar but did not gather any new insights.
- RZ Assist: David attended this webinar on an alternate website accessibility tool. ReciteMe is still the best option for us at present.
- Polaris Demo: David, Tess, and Erin watched a demo of a potential new ILS (the software that manages patron and material data) for LLC. It looks promising, but no decisions have been made by Lakeland yet on whether and when to upgrade.
- Digital Preservation: Tess attended, see her report for more.

Assistant Director Tess Allerding's Report

March has been another very busy month! To celebrate March Is Reading Month, I spent one day each week reading to BISD classes. The opportunity to volunteer for this was made possible through Rotary. I had a lot of fun, and read to classes at the BISD West Learning Campus, as well as BISD classes at Star Elementary and the CERC. It was fun choosing books to read to the classes, and answering their questions about the library. When reading to the Young Adult class at the CERC, I was able to share a little more information about how the library can be a resource to the students there, and I read a couple chapters from the novel they were reading, *The Maze Runner* by James Dashner. Many of the students expressed interest in our monthly Dungeons &

Dragons and Warhammer group, so I sent more information about that to the teacher to share with the class.

Early in the month, Erin and I met with Megan Baker, a local tattoo artist at Tuff Love Arts about collaborating for the Summer Library Program. Megan was very enthusiastic about working with the library, and she will be helping Erin with a program over the summer, as well as providing some prizes for SLP. For a youth prize, Megan will be offering a temporary tattoo and soda party at her studio for one winner and their friends, and for adults, she will be offering a gift card for an hour's worth of work on a tattoo. We're really excited to be offering unique prizes that benefit local businesses, and we look forward to doing more collaborations with Megan in the future!

On March 16th, library assistant Ken Petto accompanied me to Rotary to present on 3D printing, and he did a fantastic job! Ken had a very engaging presentation on the history of 3D printing and what the library can offer. The audience was very engaged, and Ken fielded many questions from them. We brought along some of the items we have printed here so attendees could see what is possible, and Ken shared about the free assistive devices that we can print for patrons, which the audience was really interested in.

In training news, I attended a Digital Preservation 101 webinar that was given by the Digital Preservation Outreach and Education Network. Since I have been working on digitizing some of our postcards, I was hoping to get more insight on best practices for digital preservation. Unfortunately, the webinar was a bust, and I didn't walk away with any information that I didn't already have from other classes I have taken.

I have been utilizing what I learned in the Making a Collection Count course that I took back in October through December, and have started weeding nonfiction using some new practices. I'm not sure the last time our adult nonfiction collection has been closely looked at, but there are some items hanging around from long ago! Rather than just running a list of things that haven't circulated in the last three to five years and pulling them, I have taken what I learned from that course and have pulled a full list of what we have in a specific Dewey Decimal range. From there, I have looked at each item on the list and assessed how long we have had it, how many times it has checked out, when it last checked out, and the physical condition of the item. I have pulled a few items that have circulated recently, but are in awful condition because they have circulated so much. With these items, I've looked to see if they are still current, and if it is warranted to replace them. So far, I have made it through our Biography section and the 000s, 100s, and 200s. As I work my way through nonfiction, I will get a better idea of what we still have left on the shelves, so I can see what gaps need to be filled in. We received feedback during our strategic planning that patrons want more and varied nonfiction titles, and having a better understanding of what we currently have will help guide my purchases. I also plan on creating a simple procedural document on how I'm handling weeding, so it can be replicated in the future.

Youth Librarian Erin Quada's Report

March is a month full of reading and programming in support of March is Reading Month. We offered a reading challenge for all youth with a goal of reading for 600 minutes, generously supported by the Friends of the Library and The South Jefferson Street General Store. As of this writing, we had 136 kids register, with 76 of them actively reading with a total of more than 36,000

minutes of reading! The number of active readers will increase as the month ends and people return their paper logs and pick up their prizes.

I have been working hard on our Summer Library Program (SLP), developing the reading challenges in Beanstack, meeting with individuals and organizations in the community to form partnerships and secure prizes. I am so grateful for our community and their support of the Library and all we are trying to do. The people I meet with always want to help, to partner on a program, and offer a prize- I have never been told no. I spoke about the importance of the SLP at Kiwanis and the changes we are making, as they have been continuous supporters of the program and have already committed to giving again this year. On a different SLP note, we had a peek at our new graphics created by Ellie Matthai and are waiting for the final pieces to be delivered. They are fantastic and we are excited to add them to the collection.

Programs

- We held our monthly STEAM at the Library program in partnership with Pierce Cedar Creek and Barry County 4-H discussing rocks and minerals and exploring using different hands on activities. We even created our own sedentary “rocks” using crayons that we melted to demonstrate the process. The kids (and parents) were very enthusiastic and walked away with a rock that brought them joy.
- Local author and former creative writing student at Pierce Cedar Creek Institute, Alison Wintermute visited the Library, sharing her story. She included an interactive activity about creating your own story rooted in nature. The attendees were able to ask question, make predictions about the juvenile fiction story, and draw and image that transformed into an entire story. It was fun for kids and adults!



- We held our first ever Stuffed Animal Sleepover at the end of march. Kids can parents came to storytime at 5pm in their pajamas, then made a button name tag for their stuffed animal,

who then stayed the night and had fun at the library. Every kid then got a photo book of all the activities their stuffy participated in.

- We had two LEGO programs, our usual monthly LEGO Club and a Teen LEGO Play. Both were very successful with chatty teens and several families attending for the first time. The monthly builds for LEGO Club are on display in the Children's Room.



Outreach

I was busy out in the community this month, visiting the Great Start Readiness Program preschool classes within the elementary schools and all of the Community Action Head Start classes for Reading is Fundamental. With the help of volunteers, I read a story to each class and provided a craft to complete while we are there. Then each child can choose a book to add to their home library. We handed out almost 160 books, spending time reading the books in the classroom.

I also was invited to be a guest reader at Northeastern, with the classes in each grade rotating through to hear a story and learn about the Library. One of my favorite parts about visiting the schools is when I walk in and people already recognize me from the Library or when they visit the Library and remember me reading to their class.

I attended the Family Reading Nights at Southeastern, Star, and Northeastern this month, too! Central holds theirs in May, which is already on my calendar. I provided information and an activity, along with a little something for the kids to pick out (stickers, temporary tattoos, and erasers). These events provide a great opportunity to interact with families that may not realize that they are welcome in the library, with or without a card, and that everyone is welcome to attend programs, participate in reading challenges, and utilize the space.

Marketing and Programming Coordinator Barbara Haywood's Report

Programs & Events:

In March, the library offered a variety of engaging programs for all ages, focusing on gardening, crafts, arts, and community connection.

Gardening & Environmental Programs

- Winter Sowing & Snail Sowing (5 attendees) and Pesticide-Free Gardening (9 attendees) taught low-cost, eco-friendly methods for growing healthy plants.
- Rainscaping Rain Gardens in partnership with LGROW and Barry Conservation District (14 attendees) covered design, planting, and maintenance of rain gardens, with volunteer opportunities in Hastings.
- Neighborhood Forest engaged 125 children, who registered 127 trees for Earth Day distribution.

Craft & Stitching Programs

- Cross Stitch (6 attendees), Basic Embroidery (23 attendees), Sewing Hot Pad (7 attendees), and Sit & Stitch at the Fireplace (0–4 attendees per session) provided beginner-friendly instruction and hands-on projects, with participants leaving equipped to continue at home.
- Craft & Laugh Night (2 attendees) combined crafting with community and classic TV viewing.



Arts & Storytelling:

- Poetry & Mental Health (4 in-person; 572 livestream views) featured Thomas Walk's original poetry and art with discussion.
- Mi Michigan Story @ the Fireplace (3 attendees) offered intimate personal storytelling experiences.

Social & Community Events:

- Bingo with COA (18 attendees) provided music, prizes, and friendly competition for adults.
- Speed Friending and Lighthouses & Ladies of the Night had no attendees despite reservations.

Community & Partnership Engagement:

In addition to hosting programs, I personally attended several community and partnership meetings in March, including Hastings Business Connection, Round Table Companions for Racial Equity (Lift Every Voice Lifestories), and the Barry County Earth Alliance. These meetings focused on planning

upcoming programs, strengthening partnerships, and fostering community connections. I also attended the Faces of Conservation Banquet to connect with local conservation initiatives and identify potential program presenters.

Circulation Supervisor Chloe Lewis' Report

Inventory: First off, a HUGE thank you to our incredible volunteers, Karen and Mindy. Their time, energy, and dedication made all of this possible!

On February 27, 2025, the Lakeland Library Cooperative sent out an email to inform us of a cooperative-wide inventory, in which each member library would conduct a full inventory of its entire collection. I eagerly took on this project, as I have prior experience managing inventory in a library.

In the beginning, I went through a section, scanning each book myself, so as to get a better understanding of what our volunteers could expect, what problems they might run into, and how long this may take. After the initial inventorying of items, our volunteers completed most of the scanning. We began scanning items on April 14, 2025 and completed Inventory on March 27, 2026.

Volunteer Work Overview:

- Estimated Total Volunteer Hours Worked: 125
- Total Staff and Volunteers Involved: 4
- Average Volunteer Hours per Week: 4
- Total Days Volunteers Worked: 69

Interesting Discoveries During Inventory:

- Many lost items were found.
- Some withdrawn items were located in the collection.
- Items belonging to other libraries were found on our shelves and returned.
- Records for items that were removed long ago were still in our system and have now been deleted.
- Items not in our system were discovered on the shelves and were added after being located.
- A Playaway was found in our storage from another library, and they informed me that they got rid of their Playaway collection 10 years ago!
- There was a record for a thumb drive that we do not have and it had not been updated since 2013.

- An item that was located in our upstairs storage had the status listed as being “In Transit” since April 2025.

Overall, I am very happy that we were able to complete Inventory on time and resolve many issues we were previously unaware of. The Inventory process was tweaked and adjusted multiple times over the past year, and we eventually found our groove and completed it just in time.

Display: For the month of March we had a special display by Robert Burghdoff of his hand-crafted instruments made in part from matchsticks! It was well enjoyed by patrons as soon as it set, attracting a lot of attention.



Upcoming Programs and Events – April 2026

March 31 – April 10 will be HPL’s Public Poetry Contest. Patrons can submit a poem for public voting in April with prizes to be awarded.

- 1, Wednesday:
 - 10:30am: Itsy Bitsy Book Club
 - 4pm: STEAM at the Library
 - 6pm: Web Browsers – “Standard” vs. AI Powered – Digital Literacy
 - 6pm: Poetry Workshop with Austin Wines
- 2, Thursday
 - 5pm: Movie Memories
 - 5pm: Sit & Stitch Crafting Group
- 3, Friday, 10:30am: Pre-school Storytime
- 6, Monday:
 - 10am: Crafting Passions
 - 4pm: Board Meeting
- 7, Tuesday:
 - 10am: Tea and Treats
 - 10am: Spring Break Kids LEGO Day
 - 10am: Baby Cafe

- 5pm: Mahjong
- 5pm: Chess
- 6pm: Discovering a Love for Poetry
- 9, Thursday:
 - 5pm: Movie Memories
 - 5pm: Sit & Stitch Crafting Group
- 10, Friday, 4pm: Bread Making – Cinnamon Rolls
- 11, Saturday:
 - 1pm: Fused Glass
 - 1pm: Friends of the Library Spring Tea (offsite, sold out)
- 13, Monday:
 - 10am: Crafting Passions
 - 1pm: VITA (Volunteer Income Tax Assistance)
 - 6pm: Morels and Other Spring Mushrooms
- 14, Tuesday:
 - 10am: Tea and Treats
 - 10am: Baby Café
 - 3:30pm: Bad Art Afternoon
 - 5pm: Mahjong
 - 5pm: Chess
 - 6:30pm: Lift Every Voice Book Club
- 15, Wednesday:
 - 10:30am: Itsy Bitsy Book Club
 - 6pm: 3D Printing Basics
 - 6:30pm: Writers Night
- 16, Thursday:
 - 1pm: Novel ideas Book Club
 - 5pm: Movie Memories
 - 5pm: Sit & Stitch Crafting Group
 - 6pm: MI Michigan Story open Mic Night
- 17, Friday, 10:30am: Pre-school Storytime
- 18, Saturday, 10am: Dungeons & Dragons and Warhammer
- 20, Monday:
 - 10am: Crafting Passions
 - 4pm: LEGO Club
 - 6pm: Solo Female Travel w/Rick Steve
- 21, Tuesday:
 - 10am: Tea and Treats
 - 10am: Baby Café
 - 3:30pm: Teen Cupcake Decorating



- 5pm: Mahjong
- 5pm: Chess
- 22, Wednesday:
 - 10:30am: Itsy Bitsy Book Club
 - 5pm: Acoustic Jam
 - 5:30pm: Earth day Movie – *Bad River*
- 23, Thursday (Jazz Fest), 5pm: Sit & Stitch Crafting Group
- 24, Friday (Jazz Fest), 10:30am: Pre-school Storytime
- 25, Saturday (Jazz Fest), 9am: Paws for Reading
- 27, Monday:
 - 10am: Crafting Passions
 - 3:30pm: Paws for Reading
 - 6pm: Next Stitched Embroidery Workshop
- 28, Tuesday:
 - 10am: Tea and Treats
 - 10am: Baby Café
 - 3:30pm: Youth Board Game Play
 - 2pm: Mahjong
 - 5pm: Chess
 - 6pm: Poetry Slam
- 29, Wednesday
 - 10:30am: Itsy Bitsy Book Club
 - 2pm: Walk-in Tech Help
 - 6:30pm: Writers Night
- 30, Thursday:
 - 5pm: Movie Memories
 - 5pm: Sit & Stitch Crafting Group

Monthly Statistics - February 2026

Net Promoter Score*: 95



Physical Library Visits

LY Month	6,420
TY Month	6,970
YTD	52,138



Library Card Holders

	City	Hastings Twp	Rutland Twp	Non-Resident
Total	2,897	872	1,124	97
New	12	10	11	1



Volunteer Hours

LY Month	239
TY Month	231
YTD	1,399



Item Circulation

	Children's	Non-Children's	Mobile	Total
LY Month	2,390	2,603	-	4,993
TY Month	2,334	2,399	107	4,840
YTD	19,536	19,831	1,643	41,010



Wireless Sessions

LY Month	634
TY Month	774
YTD	7,052



Inter-Library Loans

	To HPL	From HPL	Total
LY Month	468	365	833
TY Month	341	482	823
YTD	3,382	3,533	6,915



Library of Things Circs

	TY Month	YTD
LoT	59	397
Hotspots	21	203
Museums	2	4



Programs

	Youth		Adult & General	
	Offered	Attendance	Offered	Attendance
TY Month	23	628	19	326
YTD	169	2,976	111	1,646



Digital Downloads

LY Month	2,390
TY Month	2,724
YTD	23,610



Computer Sessions

	Adult	Kids	Teen	MI Room
LY Month	419	115	73	2
TY Month	458	112	29	1
YTD	3,236	1,162	414	16

Miscellaneous

	TY Month	YTD
Princh Documents	380	2,327
Study Room Usage	57	397
Non-HPL Community Room Usage	30	217



Websites

		Sessions	Users	Page Views
HPL	LY Month	2,184	1,466	3,661
	TY Month	4,286	3,561	5,839
	YTD	30,134	24,898	41,511
BCHP	TY Month	1,587	1,464	4,341
	YTD	7,457	6,793	21,929

* 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

2026-2027 Budget Notes

Prepared for the Board of Trustees

April 6, 2026 Meeting

2026-2027 Overview

The 2026-2027 budget proposal contains a number of new expenses, both one-time and recurring. It also reflects anticipated increases, primarily utilities and payroll. Some contributing factors include:

- The final State of Michigan minimum wage increase effective January 1, 2027
- Expected utility cost increases
- Planned network infrastructure updates
- Strategic Plan related increases in services and materials
- Building improvement projects

Most accounts listed on the accompanying budget detail include notes describing the components of each expense. Some categories are expanded on in this document to provide more detail.

A few general notes:

- Several expense items are estimates and I expect will ultimately be lower, but I estimated a bit high to be safe.
- Private donations almost always come in higher than forecast, but it's impossible to know. Forecasting higher risks inflating income and could be misleading.

Budget Process Timing

- March 16, 2026: Director reviews the budget proposal with the Budget & Finance Committee for feedback and changes.
- March 24, 2026: Director reviews budget proposal with the City Manager and Finance Director.
- April 6, 2026: Director and Budget & Finance Committee present proposed budget to the entire Board for approval.
- May 11, 2026: City Council approves all department budgets (HPL is included but not officially subject to council approval).

Account Notes

271-100-502-000 Universal Service Fund - eRate (R)

eRate is the Federal Government's rebate program to schools and libraries for certain infrastructure expenses. HPL receives an 80% rebate for qualified expenses which is determined by the % of Hastings school children eligible for free lunches.

HPL receives a rebate annually for internet access costs and IT support. This year HPL will receive rebates for hardware upgrades detailed in the budget detail.

271-100-583-000 Contributions From Othr Twnshp (R)

These are payments to HPL from Hastings and Rutland Township based on the voter approved millage. It is a difficult number to definitively calculate. Budget is currently slightly lower than 2025-2026 actual TYD through March 17. Some estimates place it higher, but is risky as Headlee rollback and changes in property tax values could reduce the total revenue. If it comes in higher, that money will help cover any overages in expense and ultimately add to the Fund Balance.

271-100-699-101 Transfers In - General Fund (R)

This is the revenue to HPL from the City, and since 2021, has been calculated as a roughly 4% increase each year. Prior to that it was calculated differently. I am working with the City to formalize a calculation going forward and expect a revised number to be calculated in May 2026 after they have all of the data points required.

Staff Wages

271-790-702-000 Full-time Wages (E)

271-790-703-000 Administratr/Supervsr Salaries (E)

271-790-704-000 Part-time Wages (E)

Estimated part-time wages include three new costs:

- A 25-hour per week marketing position (\$24,895 estimated)
 - Currently one full-time staff member covers marketing and all non-youth programming. This has become more unmanageable as marketing continues to demand more attention and programming volume has increased. One person cannot accomplish two 25+ hour per week jobs in 40 hours.
 - The current team member will focus on programming, along with some other shifted and new responsibilities. They were consulted on this change and are both comfortable and excited to focus on programming.
 - The new marketing position will manage the library's marketing calendar, marketing development, social media, and other associated responsibilities.
 - This part-time position will receive pro-rated vacation and sick time, but not health insurance.
- Four hours weekly for makerspace coverage (\$6,115 estimated)
 - Once the makerspace is live, we plan to host one or two 2-hour open sessions weekly which need staff coverage. This is a high-side estimate as some coverage will be absorbed into existing hours or covered by full-time staff. Some weeks will not have any open hours.
- Six hours for additional processing coverage (\$9,594 estimated)
 - The current new material processor typically works Mon-Wed, an accommodation that works with their personal/family needs. Hiring an additional helper will enable more materials to be processed throughout the week, along with special projects assistance.

All wage categories include planned raises taking effect January 1, 2027, due to the next increase in minimum wage. As in the last two years, all staff wages have been increased to maintain appropriate separations based on responsibilities, experience, and seniority. There are no announced increases currently known for minimum wage beyond 2027, but it is possible we will see small increases to provide some inflation relief. As they occur, we will review them for impact.

Minimum wage increased to \$13.73 in January 2026, and is increasing to \$15.00 in January 2027. I firmly believe we need to raise wages as planned and do the right thing for the staff with the minimum wage increase, but we need to be cognizant of the future impacts.

Future Wage Increases

Wage increases in 2028 and beyond will be challenging within the current budget structure. Based on planned 2027 wages, a 2% wage increase for all staff in 2028 adds approximately \$15,900 in expense. After 3-4 years of 2% increases, this could eliminate any cushion within the budget, especially when considering other potential increases in utilities, healthcare, technology, and infrastructure needs. It is also important to note that when monies are removed from the Fund Balance to pay for the roof in the next several years, that will reduce the interest income received from the City.

Potential relief mechanisms might include:

- Increased endowment income: this is dependent on an increase in donations, and until they are more significant, will have a very small impact on revenue.
- Millage renewal in 2028: if this is renewed at the original 1.6, HPL will see increased revenue from the townships for several years, but Headlee rollback will still ultimately reduce this over time.

Grants will continue to be pursued, but these are rarely ever able to cover existing operating expenses and will be for special projects, programs, and technology purchases.

271-790-771-000 Makerspace Supplies (E)

271-790-975-010 Bldg & Bldg imp – Non-depreciable (E)

Makerspaces have grown in popularity and usage in libraries across the U.S. over the last 5-10 years. They provide patrons access to equipment they might not be able to afford and expose them to resources and experiences they may never have heard of. Typical equipment includes high-tech devices like 3D printers and laser engravers, low-tech activities like button making and painting, and crafts like sewing, embroidery, quilting, etc.

HPL committed to exploring creation of a makerspace in its 2026-2029 Strategic Plan, and the staff has identified a low-cost way to make it happen. The current Tech Office is under-utilized, with our IT contractor in once per week for less than a full day. Given that IT can work from anywhere in the building, we plan to repurpose the office into a makerspace.



If IT needs desk space, we can create desk space in the storage areas, and they can utilize the training desk in the administrative office or sit at the upstairs worktable.

Planned Changes

\$6,000 has been budgeted for minimal remodel work and some basic furniture. Expectations are that actual expenses will be lower.

- Install a partial wall to separate the Tech Office space from the upstairs workroom.
- Move the door from the Tech Office to the partial wall to provide workroom access
- Have an electrician evaluate whether to upgrade the capacity of the Tech Office to handle high amp equipment.
- Print signs for the hallway guiding patrons to the Makerspace from the stairway.
- Purchase support equipment for the makerspace: a fold-down worktable, dry-erase board, chairs, possible storage cabinets/carts for equipment.
- Move the reclining chair into the storage room for occasional staff usage.
- Create IT staging & work space in storage to hold spare parts and equipment, leveraging the existing table in storage and file cabinets from the Tech Office.
- The existing desk along the wall, upper cabinets, and some lower cabinets will be used for makerspace equipment and storage.



Makerspace Supplies is a new expense category to track spend on materials to be utilized in makerspace programs. This includes 3D filament, button making supplies, sewing/quilting materials, etc.

Respectfully,

David Edelman
Library Director

Account	Title	2026-2027 Proposed	2025-2026 YTD as of April 1	2025-2026 Budget	2024-2025	2023-2024	Notes
Revenue							
271-100-502-000	Universal Service Fund - eRate (R)	\$ 26,813	\$ 16,368	\$ 16,367	\$ 21,629	\$ 23,600	MEI internet rebate 4,847, IT services rebate 11,520, internet hardware/installation rebate 7,188; UPS purchase and install rebate 3,258
271-100-540-000	State Aid (R)	\$ 14,000	\$ 14,680	\$ 13,500	\$ 14,235	\$ 13,704	expected flat to LY
271-100-581-222	County Grants (R)	\$ -	\$ -	\$ -	\$ -	\$ -	New account as of 3/13/2026
271-100-583-000	Contributions From Othr Twnshp (R)	\$ 455,000	\$ 483,204	\$ 435,000	\$ 423,095	\$ 464,346	As of 3/16/26, actual received combined = \$462,695; raised forecast to \$455,000 to be closer to current year total but allow room for Headlee rollback and reductions.
271-100-584-000	General Grants – Other (R)	\$ 20,000	\$ 1,000	\$ -	\$ -	\$ -	New account as of 3/13/2026 - \$20K for ALA handicap parking grant
271-100-649-000	Printing/Fax Fees (R)	\$ 9,000	\$ 8,158	\$ 8,100	\$ 9,460	\$ 8,510	
271-100-651-000	Non-resident Fees (R)	\$ 800	\$ 750	\$ 850	\$ 1,900	\$ 1,050	
271-100-658-000	Penal Fines (R)	\$ 7,000	\$ 7,236	\$ 7,600	\$ 7,674	\$ 6,959	
271-100-659-000	Overdue Fines (R)	\$ 1,200	\$ 1,374	\$ 1,200	\$ 1,491	\$ 1,970	
271-100-665-000	Interest Earned On Dep & Invst (R)	\$ 20,000	\$ 16,695	\$ 10,000	\$ 22,432	\$ 27,858	City typically provides this #; YOY has been \$20K plus, but is hard to forecast
271-100-667-000	Facility Rentals (R)	\$ 1,200	\$ 1,140	\$ 1,200	\$ 1,475	\$ 1,210	
271-100-672-000	Other Revenue (R)	\$ 2,500	\$ 3,498	\$ 2,000	\$ 3,149	\$ 4,690	Almost 100% based on earnings from stock in a Michigan oil company, monthly checks fluctuate and make it hard to forecast; \$2,500 based on average of \$208 per month
271-100-674-000	Private Contribtns & Donations (R)	\$ 20,000	\$ 30,486	\$ 18,000	\$ 43,988	\$ 96,623	General donations, including approximately \$10K from Friends
271-100-674-010	BCF Contributions (R)	\$ 17,000	\$ -	\$ 16,000	\$ 17,074	\$ 717,157	endowment interest
271-100-674-792	Private Cont & Dnrs - Cap Cmpg (R)	\$ -	\$ -	\$ -	\$ -	\$ -	
271-100-675-792	Private Contrb & Donors - BCF (R)	\$ -	\$ -	\$ -	\$ -	\$ -	
271-100-677-000	Insurance Claims/Reimbursement (R)	\$ -	\$ -	\$ -	\$ 53,327	\$ 250	
271-100-699-101	Transfers In - General Fund (R)	\$ 187,329	\$ 180,124	\$ 180,124	\$ 173,196	\$ 164,949	added 4% based on prior years unless/until we identify a solid calculation; expecting to revise in May 2026
		\$ 781,842	\$ 764,713	\$ 709,941	\$ 794,126	\$ 1,532,876	
Payroll and Healthcare Expenses							
271-790-702-000	Full-time Wages (E)	\$ 123,812	\$ 85,976	\$ 113,880	\$ 109,815	\$ 108,395	
271-790-703-000	Administratr/Supervsr Salaries (E)	\$ 56,100	\$ 39,615	\$ 50,003	\$ 75,534	\$ 55,723	
271-790-704-000	Part-time Wages (E)	\$ 170,495	\$ 87,638	\$ 114,977	\$ 113,623	\$ 109,731	Estimate for current staff 129,891, Estimate for new marketer 24,895, Estimate for 2 staff, 2 hrs/wk for makerspace 6,115, Estimate for additional processor (6 hrs/wk) 9,594
271-790-704-010	Part-time Wages- Library Maint (E)	\$ -	\$ 6,780	\$ 7,560	\$ 11,844	\$ 15,290	
271-790-709-000	Social Security Taxes (E)	\$ 24,550	\$ 17,065	\$ 21,910	\$ 23,891	\$ 21,701	
271-790-712-000	Cash in Lieu of Benefits (E)	\$ 4,800	\$ 3,692	\$ 2,400	\$ 3,507	\$ 1,015	
271-790-713-000	Overtime (E)	\$ 100	\$ 72	\$ 50	\$ 133	\$ 29	
271-790-716-000	MERS Defined Contributions (E)	\$ 10,909	\$ 5,404	\$ 6,277	\$ 5,914	\$ 4,422	
271-790-717-000	MERS Defined Benefit Plan (E)	\$ -	\$ -	\$ -	\$ 46,464	\$ 53,256	
271-790-717-010	MERS Defind Benefit Hybrid Pln (E)	\$ 7,614	\$ 7,803	\$ 10,111	\$ 7,511	\$ 6,501	
271-790-718-000	Health Insurance - Premiums (E)	\$ 40,000	\$ 22,351	\$ 53,976	\$ 42,702	\$ 59,709	
271-790-718-010	Health Insurance - HSA (E)	\$ 1,815	\$ 1,439	\$ 2,054	\$ 2,700	\$ 3,350	
271-790-719-000	Dental Insurance Premium (E)	\$ 2,800	\$ 2,083	\$ 3,571	\$ 3,180	\$ 3,167	
271-790-724-000	Life Insurance (E)	\$ 550	\$ 338	\$ 510	\$ 465	\$ 479	
		\$ 443,545	\$ 280,257	\$ 387,279	\$ 447,283	\$ 442,767	
Operating Expenses							
271-790-751-000	Processing Supplies (E)	\$ 1,600	\$ 1,552	\$ 1,400	\$ 938	\$ 1,259	
271-790-756-000	Repair & Maintenance Supplies (E)	\$ 400	\$ 238	\$ 350	\$ 119	\$ 903	
271-790-760-000	Maintenance Suppls - Custodial (E)	\$ 450	\$ 566	\$ 438	\$ 706	\$ 298	not increasing unless/until cleaning is brought in-house again; external cleaner uses their own supplies

Account	Title	2026-2027 Proposed	2025-2026 YTD as of April 1	2025-2026 Budget	2024-2025	2023-2024	Notes
271-790-761-000	Building Supplies (E)	\$ 1,750	\$ 979	\$ 1,650	\$ 2,497	\$ 2,683	added \$100 for water fountain bottle filler filter
271-790-762-000	Wellness/Medical Supplies (E)	\$ 200	\$ 7	\$ 275	\$ 357	\$ 283	
271-790-765-000	Small Tools (E)	\$ 50	\$ 43	\$ -	\$ 26	\$ -	
271-790-766-000	Disposable Technology (E)	\$ 2,200	\$ 476	\$ 1,750	\$ 1,800	\$ 1,017	New backup drives 1,000; Misc (monitors, small accessories) 1,200
271-790-767-000	Clothing (E)	\$ 400	\$ (84)	\$ 400	\$ 888	\$ (90)	potentially new summer reading shirts
271-790-770-000	Programming Supplies (E)	\$ 3,500	\$ 1,811	\$ 3,250	\$ 3,969	\$ 2,803	seeing increases in basic supplies and accounting for price increases New acct as of 3/13/2026 - seeing increases in crafting needs, plannign dedicate makerspace which will require more supplies
271-790-771-000	Makerspace Supplies (E)	\$ 750	\$ 391	\$ -	\$ -	\$ -	
271-790-772-000	Promotions Supplies (E)	\$ 300	\$ -	\$ 300	\$ 302	\$ -	
271-790-777-000	Office Supplies (E)	\$ 850	\$ 558	\$ 850	\$ 1,091	\$ 1,264	
271-790-778-000	Paper (E)	\$ 750	\$ 330	\$ 580	\$ 570	\$ 386	
271-790-791-000	Subscriptions and Publications (E)	\$ 2,330	\$ 1,980	\$ 2,048	\$ 1,686	\$ 1,519	WSJ 800; GR Press 630; Magazines 350; BookPage (\$125 hardcopy, \$50 digital; Friends reimburse \$250)175; SLJ 175; PW 200
271-790-792-000	Software Subscriptions (E)	\$ 8,988	\$ 5,919	\$ 7,788	\$ 6,199	\$ 7,337	VIPRE (anti-virus/malware) 2,273; VEAM Backup 850; When 2 Work (scheduling) 350; Savannah (CRM)2,000; Securence (email security) 360; BSB Communications (phone system support) 195; Zoobean (Beanstack) 600; Duo (VPN 2FA) 360; PDF accessibility 2,000 placeholder for now) #s finalized on MCLS call 3/11/2026; 5% increase on books/audio, magazines flat to LY
271-790-793-000	Overdrive (E)	\$ 9,343	\$ 9,002	\$ 9,002	\$ 9,144	\$ 8,207	Comics Plus Subscription
271-790-795-000	Digital Collection (E)	\$ 1,082	\$ -	\$ -	\$ -	\$ -	
271-790-798-000	Library Cards (E)	\$ 1,200	\$ -	\$ -	\$ -	\$ -	unknown cost; will find partners in LLC to order and reduce overall expense
271-790-799-000	Miscellaneous Supplies (E)	\$ -	\$ -	\$ -	\$ -	\$ -	digitizing Banner and Sun & News 600; engineering for handicap work offset by grant 3,500
271-790-802-000	Professional Services (E)	\$ 4,150	\$ -	\$ 1,500	\$ 686	\$ 17,145	\$5K for potential legal fees
271-790-806-000	Legal Services (E)	\$ 5,500	\$ 6,556	\$ 500	\$ 9,758	\$ -	Monthly IT support 14,400; internet infrastructure installation 5,940; UPS installation 1,320
271-790-809-000	Contracted IT Services (E)	\$ 21,660	\$ 10,650	\$ 14,400	\$ 14,400	\$ 19,050	Pre-employment screenings (3 @ \$175)
271-790-812-000	HR Contracted Services-EAP (E)	\$ 360	\$ 340	\$ 350	\$ 867	\$ 453	Added 10% to LY actual as estimate
271-790-813-000	Delivery Services (E)	\$ 3,125	\$ 2,274	\$ 2,700	\$ 2,807	\$ 2,538	EAP
271-790-814-000	Pre-employment Screenings (E)	\$ 525	\$ -	\$ -	\$ -	\$ -	
271-790-816-000	Security Services (E)	\$ 325	\$ 300	\$ 325	\$ 300	\$ 741	added 10%; likely closer to 5
271-790-817-000	Lakeland Library Co-op Service (E)	\$ 3,190	\$ 2,212	\$ 2,900	\$ 2,623	\$ 2,800	DHE Plumbing & Mechanical (HVAC) 6,225; Schindler Elevator 2,950
271-790-818-000	Maintenance Contracts (E)	\$ 9,175	\$ 4,240	\$ 8,603	\$ 8,599	\$ 7,476	eRate consultant plus \$5K for potential window consultant fees
271-790-823-000	Other Consulting Services (E)	\$ 5,400	\$ 10,724	\$ 1,750	\$ 2,118	\$ 1,758	
271-790-825-000	Late/Service Fees (E)	\$ -	\$ 11	\$ -	\$ -	\$ -	
271-790-829-000	Custodial/Cleaning Services (E)	\$ 25,200	\$ 5,999	\$ 10,920	\$ 2,962	\$ -	full year + floor scrubbing 2x/month in winter, 1x other Fusion running \$383/month as of December 2025; budgeting higher until alternatives are found; added 10% to MEI; MEI 2,485; Fusion 4,600
271-790-850-000	Telephone (E)	\$ 7,085	\$ 5,010	\$ 5,540	\$ 6,023	\$ 5,717	4 rolls + postcard stamps
271-790-851-000	Mail/Postage (E)	\$ 400	\$ 234	\$ 250	\$ 472	\$ 92	MEI Internet 6,665; Mobile Beacon Hotspots 960
271-790-852-000	Internet/Telecomm Services (E)	\$ 7,625	\$ 4,718	\$ 7,019	\$ 7,019	\$ 7,499	added 20%
271-790-861-000	Transportation - Mileage Reimb (E)	\$ 1,128	\$ 317	\$ 940	\$ 175	\$ 244	Website (Enfold) 275; Rooms & Calendar (Local Hop) 850; ReciteMe Toolbar 1,800
271-790-879-000	Website (E)	\$ 2,925	\$ 363	\$ 1,113	\$ 838	\$ 212	
271-790-880-000	Community Promotions (E)	\$ -	\$ -	\$ -	\$ -	\$ -	
271-790-881-000	Advertising (E)	\$ 1,070	\$ 36	\$ 1,058	\$ 405	\$ 962	HS Yearbook 70; Digital Lit 500; Job Postings (Indeed) 200; Other 300
271-790-886-000	Photography/Videography (E)	\$ -	\$ -	\$ -	\$ -	\$ -	
271-790-887-000	Speakers/Performers (E)	\$ 2,500	\$ 250	\$ 2,000	\$ 885	\$ 1,074	
271-790-890-000	ILS Fees (E)	\$ 14,889	\$ 9,187	\$ 14,180	\$ 11,855	\$ 11,364	added 10%; likely closer to 5
271-790-891-000	Licenses and Fees (E)	\$ 900	\$ 886	\$ 860	\$ 510	\$ 835	Swank (movie)350; MPLC (movie) 200; Elevator License (State of MI) 350
271-790-892-000	Software Licenses (E)	\$ 1,350	\$ 123	\$ 1,905	\$ 1,922	\$ 2,520	Deep Freeze (TLN - public PCs) 125; Self-checks (TechLogic) 1,225

Account	Title	2026-2027 Proposed	2025-2026 YTD as of April 1	2025-2026 Budget	2024-2025	2023-2024	Notes
271-790-900-000	Printing and Publishing (E)	\$ 500	\$ 195	\$ 730	\$ 397	\$ 30	business cards, labor posters, misc. needs
271-790-906-000	Promotions/Marketing (E)	\$ 500	\$ 54	\$ 500	\$ 900	\$ 20	additional summer reading graphics/misc. needs
271-790-909-000	Training (E)	\$ 750	\$ 80	\$ 600	\$ 204	\$ 168	
271-790-910-000	Professional Development (E)	\$ 600	\$ 404	\$ 300	\$ -	\$ 392	
271-790-911-000	Conferences (E)	\$ 3,050	\$ 1,782	\$ 2,850	\$ 3,301	\$ 1,797	\$2,200 MLA + \$850 SPI
271-790-912-000	Meetings (E)	\$ -	\$ 258	\$ 400	\$ 24	\$ 40	
271-790-915-000	Memberships (E)	\$ 1,665	\$ 720	\$ 1,529	\$ 1,558	\$ 2,687	MLA (Library) 90; MLA (3 individual) 255; MCLS 125; ALA 125; Chamber of Commerce 200; Quill Plus 70; MI Historical Society 100
271-790-916-000	Dues and Fees (E)	\$ 1,550	\$ 1,112	\$ 1,435	\$ 151	\$ 1,168	Kiwanis (Director) 825; Rotary 625; BCRN 100
271-790-918-590	Sewer (E)	\$ 4,200	\$ 2,948	\$ -	\$ -	\$ -	
271-790-918-591	Water (E)	\$ 3,100	\$ 1,554	\$ -	\$ -	\$ -	
271-790-919-000	Waste Disposal (E)	\$ 803	\$ 486	\$ 602	\$ 601	\$ 390	
271-790-920-000	Electric (E)	\$ 31,024	\$ 22,159	\$ 28,035	\$ 26,927	\$ 27,779	added 10%; city will provide final #
271-790-921-000	Natural Gas (E)	\$ 6,956	\$ 5,650	\$ 5,500	\$ 6,570	\$ 5,652	added 10%; city will provide final #
271-790-929-000	Grounds Repair and Maintenance (E)	\$ 2,950	\$ 1,587	\$ 4,500	\$ 5,210	\$ 3,042	2 \$1300 prep visits from Harder & Warner plus 2 \$175 visits for irrigation
271-790-929-010	Snowplowing/Snow Removal (E)	\$ 1,900	\$ 770	\$ 900	\$ 450	\$ 305	Snow plowing (20 @ \$55) 1,100; City snow removal (2 @ \$400) 800
271-790-930-000	Building Repair & Maintenance (E)	\$ 7,500	\$ 11,991	\$ 6,150	\$ 49,254	\$ 50,609	increased as more issues are occurring as building ages
271-790-931-000	Equipment Repair & Maintenance (E)	\$ 750	\$ 57	\$ 1,200	\$ 1,043	\$ 4,827	AED replacement parts + misc.
271-790-933-000	Software Maintenance Agreemnts (E)	\$ 525	\$ 521	\$ -	\$ -	\$ -	Cassie (Librarica - public PCs) 525
271-790-935-000	Property Liability Insurance (E)	\$ 8,172	\$ 7,782	\$ 14,400	\$ 13,792	\$ 7,509	
271-790-939-000	Workers Compensation Insurance (E)	\$ 800	\$ 426	\$ 735	\$ 717	\$ 841	city will provide final #
271-790-941-000	Printer/Copier Lease/Maint (E)	\$ 4,100	\$ 2,040	\$ 4,100	\$ 4,081	\$ 3,618	26-27 is final year of current contract
271-790-944-000	Inspection Services (E)	\$ 940	\$ 420	\$ 680	\$ 1,409	\$ 618	Fire Extinguishers (Fire Fighter Sales) 340; Fire Suppression (VFP) 420; Elevator (State of MI) 180
271-790-950-000	Collection Services (E)	\$ 300	\$ 148	\$ 300	\$ 286	\$ 305	
271-790-955-000	Miscellaneous (E)	\$ -	\$ 120	\$ -	\$ -	\$ -	
271-790-955-010	Conveyed to Barry Cmm Fndtn (E)	\$ -	\$ -	\$ -	\$ -	\$ -	
271-790-962-000	Lost/Damaged Materials Fees (E)	\$ 150	\$ 147	\$ 100	\$ 128	\$ 248	
271-790-965-000	Property Tax Reimbursement (E)	\$ 125	\$ 217	\$ 100	\$ 114	\$ 104	
271-790-974-000	Land Improvements-Depreciable (E)	\$ -	\$ -	\$ -	\$ -	\$ 39,283	
271-790-974-010	Land Improvements - Non-dprcbl (E)	\$ 16,500	\$ -	\$ -	\$ -	\$ -	Estimated construction costs for handicap parking + \$1K contingency (offset by grant \$)
271-790-975-000	Bldngs and Building Imp - Depr (E)	\$ -	\$ 43,190	\$ 110,000	\$ -	\$ 903,505	
271-790-975-010	Bldg & Bldg Imp - Non-deprecl (E)	\$ 6,000	\$ 14,282	\$ -	\$ -	\$ 4,780	\$6K Makerspace estimate to repurpose tech office: wall off opening at workroom, move tech office door, some potential electrical work, some furniture
271-790-978-000	Technology - Depreciable (E)	\$ -	\$ -	\$ -	\$ -	\$ 5,347	
271-790-978-010	Technology - Non-Depreciable (E)	\$ 9,603	\$ 19	\$ 3,000	\$ 5,650	\$ 1,250	3 PCs 3,500; server switch 1,500; 5 access points 1,100; Cloud key and rack mount 450; Credit Card Terminal (PayPal) 300; UPS 2,753; all but CC terminal and PCs offset by 80% ERate rebates)
271-790-980-000	Equipment/Furniture - Deprec (E)	\$ -	\$ 5,455	\$ -	\$ -	\$ 9,159	
271-790-980-010	Equipment/Furniture - Non-Depr (E)	\$ 2,000	\$ 6,697	\$ 3,400	\$ 8,794	\$ 8,232	book stands, misc. signage & equipment
271-790-982-000	Collection Materials - Books (E)	\$ 20,400	\$ 14,106	\$ 17,000	\$ 21,028	\$ 17,107	added 20% per strategic plan (5% based on cost increases + 15% additional budget)
271-790-982-010	Collection Materials - A/V (E)	\$ 2,500	\$ 1,600	\$ 2,250	\$ 1,032	\$ 1,446	
271-790-982-020	Collection Mats - Beyond Books (E)	\$ 2,000	\$ 1,282	\$ 1,000	\$ 1,146	\$ 2,481	\$250 children's museum pass (Friends hopefully reimburse); \$1750 other
	Total Revenue	\$ 781,842	\$ 764,713	\$ 709,941	\$ 794,126	\$ 1,532,876	
	Total Expense	\$ 740,083	\$ 518,715	\$ 708,469	\$ 707,567	\$ 1,657,856	
	Net	\$ 41,759	\$ 245,998	\$ 1,472	\$ 86,559	\$ (124,980)	



April 6, 2026
Library Board of Trustees Meeting

Capital Improvement Plans Explanation

The City of Hastings compiles an annual list of potential plans for capital expenditures to improve/update infrastructure, services, and equipment. The Library participates in this process as a City Department.

Included in the April Board Meeting Packet are copies of the potential Capital Improvement Plans (CIP) affecting the Library which were due in mid-February, 2026. These plans are not a commitment to the indicated projects, timing, or the associated funding. They are only an indication of the potential.

Since submission, plans have already changed for some projects. For Board reference, these are all of the CIPs that were submitted:

- Complete Roof Replacement
- Remodel Tech office into Two Study Rooms: this project has changed into a plan to repurpose the tech office into a Makerspace (see the budget notes for details).
- Makerspace Remodel: this project is on indefinite hold pending proof of need and further discussion on funding options
- Add Handicap Parking on State St.: this project is moving forward now after confirmation of grant funding.

Respectfully,

David Edelman
Library Director

City of Hastings – Capital Improvement Plan Project Application Form



Project Title: _____

Project ID #: _____ CIP ID #: _____

Department: _____ Anticipated Start Date: _____

Date Prepared: _____

Project Description: Provide a brief physical description of the project. Please be specific.

Project Need: Provide a brief explanation of why the project is necessary.

Planning: Is the project included in a prior program, plan, or policy? If so, identify the plan here:

Does the project share space or overlap with other CIP projects? Please describe.

Project Cost: _____

Potential Funding Sources:

Please check one of the following for cost basis:

- Cost of comparable facility/equipment
- Cost estimate from engineer/architect
- Rule of thumb indicator/unit cost
- Preliminary estimate
- Ballpark "guesstimate"

List of Attachments (quotes, photos, etc.):

City of Hastings – Capital Improvement Plan Project Application Form



Project Title: _____

Project ID #: _____ CIP ID #: _____

Department: _____ Anticipated Start Date: _____

Date Prepared: _____

Project Description: Provide a brief physical description of the project. Please be specific.

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- Preliminary estimate
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List of Attachments (quotes, photos, etc.):

City of Hastings – Capital Improvement Plan Project Application Form



Project Title: _____

Project ID #: _____ CIP ID #: _____

Department: _____ Anticipated Start Date: _____

Date Prepared: _____

Project Description: Provide a brief physical description of the project. Please be specific.

Project Need: Provide a brief explanation of why the project is necessary.

Planning: Is the project included in a prior program, plan, or policy? If so, identify the plan here:

Does the project share space or overlap with other CIP projects? Please describe.

Project Cost: _____

Potential Funding Sources:

Please check one of the following for cost basis:

- Cost of comparable facility/equipment
- Cost estimate from engineer/architect
- Rule of thumb indicator/unit cost
- Preliminary estimate
- Ballpark "guesstimate"

List of Attachments (quotes, photos, etc.):

City of Hastings – Capital Improvement Plan Project Application Form



Project Title: _____

Project ID #: _____ CIP ID #: _____

Department: _____ Anticipated Start Date: _____

Date Prepared: _____

Project Description: Provide a brief physical description of the project. Please be specific.

Project Need: Provide a brief explanation of why the project is necessary.

Planning: Is the project included in a prior program, plan, or policy? If so, identify the plan here:

Does the project share space or overlap with other CIP projects? Please describe.

Project Cost: _____

Potential Funding Sources:

Please check one of the following for cost basis:

- Cost of comparable facility/equipment
- Cost estimate from engineer/architect
- Rule of thumb indicator/unit cost
- Preliminary estimate
- Ballpark "guesstimate"

List of Attachments (quotes, photos, etc.):



April 6, 2026
Library Board of Trustees Meeting

Personnel Services Agreement Dissolution

What is the Personnel Services Agreement?

This is an official agreement between the City of Hastings and the Hastings Public Library, signed in 2006, that established certain responsibilities of both parties related to the City's handling of personnel functions for the Library, along with procedures to be followed. It specifically discusses payroll handling, health benefits, pension, and tax filing. The agreement does not grant the City any authority over the Library or its personnel.

See the separate attachment for a copy of the full agreement.

This agreement auto-renews every 10 years and is due for renewal on July 1, 2026.

What is the Question on the Agreement?

The agreement contains references to processes and procedures that are outdated based on updates in City procedures in the last several years. After review with the City Manager and Finance Director, it has been determined that this Agreement is no longer applicable to the current relationship between the City and the Library. As the Library is a City Department, the City, by default, will manage the library's HR processes.

The City Manager suggested the Library Board of Trustees request to dissolve this agreement as detailed on page 2, section 2. A dissolution request can be made by either party, at any time, for any reason, and takes effect after 90 days.

Recommendation

It is my recommendation to submit a letter to the City requesting dissolution of this agreement. A proposed letter is provided on the next page of this document for review.

Respectfully,

David Edelman
Library Director



HASTINGS PUBLIC LIBRARY

Explore • Imagine • Grow

April 6, 2026

Sarah Moyer-Cale
City Manager
City of Hastings
201 East State St.
Hastings, MI 49058

RE: Dissolution of the Personnel Services Agreement between the City of Hastings and the Hastings Public Library

Dear Sarah:

The Hastings Public Library Board of Trustees has been made aware of the existence of a Personnel Services Agreement between the City of Hastings and the Hastings Public Library, dated November 27, 2006. See a copy of the Agreement attached.

The Board understands that the processes and procedures described therein are outdated and/or inaccurate. Given that information, the Board has voted to dissolve this Agreement, with the understanding that the City of Hastings will continue to manage HR functions for the Library as with any other City Department..

Please accept this dissolution request, dated April 6, 2026, and fully effective after 90 days on July 6, 2026, per the Agreement's terms.

The Board appreciates your attention to this matter and looks forward to your response. If you have any questions, please contact me, Kelli Newberry, the Library Board President, or communicate through David Edelman, the Library Director.

Thank you,

Kelli Newberry
Hastings Public Library Board President

COPY

PERSONNEL SERVICES AGREEMENT

This PERSONNEL SERVICES AGREEMENT (the "Agreement") is made effective Nov 27, 2006 ("Effective Date"), by and between the CITY OF HASTINGS, a Michigan municipal corporation, and the HASTINGS PUBLIC LIBRARY, a Michigan Public Library (collectively "the Parties").

Recitals

WHEREAS, the City of Hastings (the "City") has established the Hastings Public Library (the "Library") pursuant to Public Act No. 164 of 1877, as amended (the "Act"); and

WHEREAS, Section 50-2 of Chapter 50 of the Hastings Code of Ordinances established the Hastings Public Library Board (the "Board"); and

WHEREAS, the Hastings Public Library Board derives its general powers and duties pursuant to Public Act No. 164 of 1877, as amended ("Act 164"), and Chapter 50 of the Hastings Code of Ordinances; and

WHEREAS, the City of Hastings derives its general powers and duties pursuant to the Michigan Constitution of 1963, article 7, section 21 through 34; the Home Rule City Act, MCL 117.1 *et seq.*, and the Hastings City Charter; and

WHEREAS, the parties wish to clarify and define the relationships, roles and responsibilities of the Hastings Public Library, and its Board, staff and officers, and the City of Hastings and its staff and officers; and

NOW, THEREFORE, the Parties agree to the following Terms:

Terms

1. Services Provided. Subject to the terms of this Agreement, the City agrees to provide the Library, and the Library agrees to utilize from the City, all payroll and benefits administration services for all Library employees listed on Exhibit A, attached to this Agreement, consistent with the City's administration of payroll and benefits provided to the City employees.
 - A. In connection with the provision of such services, the City agrees the City will be responsible for, without limitation, compiling, preparing and filing all payroll and employee information, the payment of all federal, state and local employment taxes and the filing of all related tax returns.
 - B. The City also agrees to provide the same workers' compensation coverage and funding of all pension and health benefits programs for Library employees as it provides to City employees, and to provide

customary fringe benefits programs for Library employees as requested by the Library.

- C. The City agrees to pay all such items and expenses as they become due and will provide the Library, upon written request, with documentation demonstrating that all tax and benefit payments have been paid to the respective agencies or entities on behalf of the Library.
 - D. The City agrees to comply with all applicable state and federal laws in performing its obligations under this Agreement, including but not limited to wage and hour, employee benefit and nondiscrimination laws.
 - E. The Parties agree that Exhibit A shall be modified by the Library in the event that employees are added or eliminated from the Library's employment.
2. Term of Agreement. The term of this Agreement shall commence on July 1st, 2006 and, subject to the provisions of Paragraph 11 below, shall remain in full force and effect until June 30th, 2016 or until terminated at any time by either party hereto, with or without cause, by giving ninety (90) calendar days advance written notice to the other party. This Agreement shall be automatically renewed for any additional ten (10) year term unless either party gives ninety (90) calendar days advance written notice of non-renewal to the other party.
3. Fees to be Paid. In consideration for the personnel services provided by the City under this Agreement, the Parties agree:
- A. Each pay period, the City shall deduct from the Library Fund an amount equal to the gross payroll and costs of all pension, health and fringe benefits of Library employees during such pay period at the compensation amount fixed by the Library.
 - B. In addition, the City shall deduct monthly from the Library Fund an amount equal to Library's proportionate cost of the Administrative Services provided by the City (the "Administrative Fee").
 - C. By entering into this Agreement, the Library expressly authorizes the City to withdraw the funds referenced in subparagraph A of this section and the Administrative Fee referenced in subparagraph B of this section.
 - D. The Library Director appointed by the Board or the Library Director's designee shall report to the City all time worked by all the Library's employees each pay period and shall provide the City with written verification of the same (the "Payroll Report"). The Library shall provide the Payroll Report no later than the deadline for City employee payroll submittals. The Library's failure to provide a

Payroll Report in a timely or accurate manner (a "Payroll Error") shall relieve the City of any liabilities resulting from the tardy or inaccurate Payroll Report.

- E. The Library shall reimburse the City for services not contemplated by this Agreement as mutually agreed upon.

4. Insurance.

- A. The City shall furnish and keep in full force and effect at all times during the Term of this Agreement, general liability, automobile liability, and workers' compensation insurance covering all Library employees to the same extent that City employees are covered. The City shall issue or obtain a certificate of insurance evidencing such coverage when requested by the Library in writing.
- B. The City shall charge the Library's fund for the cost of furnishing all such insurance.

5. Employee Selection and Supervision.

- A. The City agrees that the Library reserves the exclusive right to exercise all power and control over its employees belonging to an employer at common law and by statute, including, without limitation, the following rights: the right to determine whether an employee is to be hired or retained; the right to supervise; the right of direction and control of employees' work; the right to reprimand, suspend, terminate or otherwise discipline employees; the right to expand, reduce, alter, combine, transfer, assign or otherwise change work assignments; and the right to determine, direct and control such other terms and conditions as are incidental to employment, including the right to establish all wages, benefits, salaries, and bonuses. The Library's right to direct benefits is subject to the City's ability to implement these benefits.
- B. The Library shall have exclusive authority to determine its personnel policies and shall comply with all laws and regulations governing employees of public bodies. The Library shall provide the City with documentation of all such policies and any changes in the terms and conditions of the employment of its employees.
- C. No employment relationship is created between the City and an employee of the Library as a result of or established by the performance of this Agreement.

6. Indemnification and Attorney Fees.

A. The City agrees to indemnify, defend and hold harmless the Library from any and all claims, obligations, losses, liabilities, damages, recoveries and deficiencies (including interest, penalties and actual reasonable attorney fees, costs and expenses) unrelated to Payroll Errors which the Library may suffer or incur as a result of: (i) the negligent nonpayment of any payroll expense, employment tax or any other tax, assessment or expense that is payable by the City in connection with the claims brought by Library employees; and (ii) any claims or suits against the Library in connection with claims brought by the Library employees that arise from the negligence of the City. The City shall also pay to the Library all actual reasonable attorney fees, costs and expenses incurred by the Library, in enforcing the indemnification. Provided, however, that the City shall not be obligated to indemnify, defend or hold harmless the Library with respect to any claims or suits arising as the result of actions of the Library, including without limitation, Payroll Errors. Further, if the Library submits a claim for indemnification to the City, then the Library shall give the City prompt notice of any claim or suit with respect to which such indemnification claim relates, and the City shall have the right to control the litigation and/or possible settlement of such underlying claim.

B. The Library agrees to indemnify, defend and hold harmless the City from any and all claims, obligations, losses, liabilities, damages, recoveries and deficiencies (including interest, penalties and actual reasonable attorney fees, costs and expenses) which the City may suffer or incur as a result of any claims or suits against the City: (i) in connection with the enforcement of any obligation of the Library under this Agreement; and (ii) in connection with claims brought by the Library employees that arise from actions of the Library. The Library shall also pay to the City all actual reasonable attorney fees, costs and expenses incurred by the City in enforcing the indemnification. Provided, however, that the Library shall not be obligated to indemnify, defend or hold harmless the City with respect to any claims or suits arising as the result of actions of the City. Further, if the City submits a claim for indemnification to the Library, then the City shall give the Library prompt notice of the claim or suit with respect to which such indemnification claim relates, and the Library shall have the right to control the litigation and/or possible settlement of such underlying claim.

7. COBRA/PHSA. The Library agrees to provide continuation of health insurance coverage to the extent required by the Continuation Omnibus Budget Reconciliation Act (COBRA) or the Public Health Service Act (PHSA) for any former employees of the Library, the cost of which shall be paid by the Library under Section 3 above. Upon termination of this Agreement, if the City shall be

required by COBRA/PHSA to provide continuation of health insurance coverage to any of the Library employees, then any administrative or other incremental costs incurred by the City to offer such continuation coverage to former Library employees shall be paid by the Library under Section 3, to the extent the former Library employees do not otherwise reimburse the City for such costs.

8. Assignment. No party may assign any rights under this Agreement or transfer this Agreement, in whole or in part, without the express prior written consent of the other party.
9. Waiver. Failure by either party at anytime to require performance by the other party or to claim a breach of any provision of this Agreement shall not be construed as a waiver of any subsequent breach of this Agreement or of the effectiveness of this Agreement or any part thereof, nor shall such failure prejudice any party with respect to any subsequent action.
10. Notices. Any notices or demands to be given under this Agreement shall be effective by personal delivery in writing or by certified mail, postage prepaid, return receipt requested. Any mailed notices or demands shall be deemed communicated three (3) calendar days after mailing. Mailed notices shall be addressed to the City Manager and the Library President.
11. Default.
 - A. The following acts by the Library shall constitute default:
 - (1) Failure to pay any fee to the City within seven (7) days after it is due under this Agreement;
 - (2) Failure to comply within seven (7) days of any directive by the City, which directive is made necessary by a federal or state government body, department or agency's statute, ordinance or ruling; or an insurance carrier providing coverage to the City or its employees;
 - (3) Violation by the Library of any provision of this Agreement.
 - (4) A Payroll Error.
 - B. The following acts by the City shall constitute default:
 - (1) Failure to timely make payroll payments, group health coverage premiums, life insurance premiums, pension contributions or other payments necessary to maintain the City's or Library's employee benefit programs, unless the failure is due to a Payroll Error.

- C. If either party defaults under any provision of this Agreement, which default is not cured within seven (7) calendar days following written demand for cure, then the nondefaulting party may, by written notice to the defaulting party, and without limitation on the nondefaulting party's other remedies, terminate this Agreement.
12. Cooperation. The Library agrees to cooperate fully when requested or required to assist the City in defending itself against any claims or litigation resulting from personnel decisions or job actions relating to the City's performance or failure to perform hereunder, including but not limited to unemployment compensation claims, workers' compensation claims and grievances. The Library's cooperation shall include, but not be limited to, the completion of termination reports and, if requested, attendance at hearings, depositions or trials as a witness, answering of questions or interrogatories under oath or otherwise and providing access to any of the Library's documents relating to the City's defense against such claims or litigation. This obligation shall survive the termination of this Agreement.
 13. Governing Law. This Agreement shall be interpreted, construed and governed by and under the laws of the state of Michigan.
 14. Section Headings. The section headings of this Agreement are for convenience of reference only, and shall not be considered in the interpretation of this Agreement.
 15. Severability. Should any term, covenant, condition or provision of this Agreement be held to be invalid or unenforceable, such term, covenant, condition or provision shall be enforced to the extent enforceable, and the balance of this Agreement shall remain in full force and effect as if the unenforceable provision, or portion thereof, did not exist.
 16. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the subject matter of this Agreement.
 17. Amendments. This Agreement may be changed only by a written amendment signed by the Library and the City.
 18. Authority. The individuals executing this Agreement and understanding below personally warrant to the other that such individual, in executing this Agreement, is acting with the full authority to bind their respective Parties to the terms of this Agreement, and that evidence of such authority shall be submitted upon request.
 19. Successors. This Agreement shall inure to the benefit of and be binding upon the Parties and their respective successors and assigns.

20. No Third Party Rights. This Agreement is between the City and the Library and creates no individual or third party beneficiary rights to the employees against the Library or the City.
21. Remedies. To the extent not prohibited by law, the Parties agree that the sole jurisdiction and venue for any action brought pursuant to or to enforce this Agreement shall be in the state courts in Barry County, Michigan, and the prevailing party in any such action shall, in addition to any remedies to which the party is entitled at law or in equity, be entitled to recover its actual costs to bring, maintain or defend any such action, including, without limitation, attorney fees and other legal expenses.

IN WITNESS WHEREOF, the Parties have executed this agreement and understanding as of this 4th day of December, 2006.

CITY OF HASTINGS, MICHIGAN

By Robert L. May
 Robert L. May
 Its Mayor

By Thomas E. Emery
 Thomas E. Emery
 Clerk

STATE OF MICHIGAN)
) ss.
 COUNTY OF BARRY)

On this 4th day of December, 2006, before me, a notary public in and for said county, personally appeared all of the above named persons, who are personally known to me ~~or who have produced their _____ as identification,~~ and who executed the foregoing instrument and acknowledged the same to be their free act and deed.

Marcy R. Huver
 Notary Public, Barry County, Michigan
 Acting in Barry County
 My commission
 expires: 12-01-2007

Strategic Plan 2026 – 2029

Q1 2026 Action Plan Update



Resources: Enrich the resources available to the community

Completed

Physical Collection:

- Increased the Book Budget for the 2026–2027 fiscal year by 20%.
- Increased the DVD Budget for the 2026–2027 fiscal year by \$250.
- Increased the Library of Things Budget for the 2026–2027 fiscal year by \$1,000.
- Added a High School non-fiction subscription to expand the teen assortment during 2026.
- Explored Adding Video Games: Research identified a high cost for entry into this category, high rates of loss, and high costs to maintain and expand the category as new platforms are introduced. HPL will not add video games to the collection at this time.

Digital Collection:

- HPL subscribed to Comics Plus, adding digital access to thousands of graphic novels and comic books for all ages.
- HPL became an affiliate of Family Search, providing patrons access to tens of thousands of genealogy records not available to the general public.

Building:

- Automatic door openers installed on all three downstairs bathrooms, increasing accessibility.
- A filtered water bottle filler and new drinking fountains were installed downstairs.

In Progress

Building:

- Receipt of a grant from the American Library Association has enabled us to pursue adding handicapped accessible parking in front of the library on State St. Initial design work has been started.

See the Appendix for details on each Strategic Commitment and its goals.

Strategic Plan 2026 – 2029

Q1 2026 Action Plan Update



Innovation: Explore innovative approaches to educate, entertain, and inform the varied communities we serve

Completed

Programming/Makerspace:

- Added four 3D printing digital literacy classes in the first half of 2026 with more planned.
- Added new embroidery/cross stitch programs in February and March that filled up, along with a new bi-weekly Sit & Stitch crafting group on Thursdays.

Technology:

- Added a new website accessibility tool called ReciteMe for patron use

Operations: Expand organizational capacity to support future growth and lasting community impact

Completed

Financial Sustainability:

- Successfully applied for three grants totaling \$23,180 to support special projects and new tools.

Staff Support:

- Registered HPL with the Pennock Wellness Center as a Corporate Partner (no cost), enabling discounted access for staff to the wellness center's pool and fitness center.
- Added an Employee Assistance Program through Pine Rest for all staff, enabling access to counseling services and other life-enriching resources.

Board Support:

- Established a Board training program to support the trustees in their role.

See the Appendix for details on each Strategic Commitment and its goals.