

**HASTINGS PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Agenda**  
May 1, 2023 4:30pm  
Community Room

1. Call to order
2. Agenda p. 1
3. Public Comments
4. Correspondence - none
5. Approval of Minutes
  - a. April 3, 2023 p. 2-3
  - b. April 19, 2023 special meeting p. 4
6. Financial Reports
  - a. March invoices p. 5-6
  - b. March budget report p. 7-10
7. Library Director's Report
  - a. April p.11-16
8. Committees
  - a. Budget and Finance
  - b. Building and Grounds
  - c. Personnel
  - d. Policy
  - e. Marketing
  - f. Capital Campaign
9. Unfinished Business
  - a. none
10. New Business – meeting business explanations
  - a. Consider approving the Library budget for fiscal year 2023-2024. p. 17-22
  - a. Consider approving the updated Library Board of Trustees Bylaws. p. 23-27
  - b. Consider approving the updated Circulation policy p. 28-31
  - c. Consider approving the updated Public Internet policy p. 32-34
  - d. Consider approving the updated Local History Collection Development policy p. 35-39
11. Board Member Comments
12. Adjourn

**Hastings Public Library Board of Trustees**  
**DRAFT Minutes**  
**Date: April 5, 2023 – 4:30PM**  
**Location: Hastings Public Library, 227 E. State St., Hastings, MI 49058**  
**Community Room**

1. CALL TO ORDER

The Meeting was called to order by Newberry at 4:33 p.m.

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

2. MINUTES: Motion to approve the minutes as written made by Kniaz, seconded by Burton. Motion approved.

3. FINANCIAL REPORTS: Review February 2023, Reports and Invoices – Kniaz moved we accept the financial reports as presented, seconded by Oliver. Motion approved.

4. LIBRARY DIRECTORS REPORT: April 2023

5. COMMITTEES

- a. Budget and Finance –
- b. Building and Grounds –
- c. Personnel
- d. Policy –
- e. Marketing
- f. Capital Campaign: waiting on ~\$92K of committed money not yet received

6. UNFINISHED BUSINESS

- a. none

7. NEW BUSINESS

- a. First reading of the proposed updated Library Board of Trustees Bylaws.
- b. Motion by Nesbitt to approve the bid from Battle Creek Glass for removal and installation of the building's exterior windows for \$600,000, seconded by Kniaz. Motion approved.
- c. Motion by Kniaz to approve the bid from Eckhoff & DeVries Painting to paint the interior of the building, as well as replace and repair drywall for \$61,485, seconded by Kelly. Motion approved
- d. Motion by Burton to approve the bid from DHE Plumbing and Mechanical to replace the HVAC system for \$247,360, seconded by Kelly. Motion approved.

- e. Motion by Burton to approve \$75,000 as a contingency for possible unforeseen expenses for the window project, seconded by Oliver. Motion approved.
- f. Motion by Kelly to approve the purchase of a picnic table with solar canopy to be placed on a concrete pad in the rain garden for \$6,635, seconded by Kniaz. Motion approved.
- g. Motion by Burton to move the spendable money from the capital funds at the Barry Community Foundation to interest bearing accounts at Highpoint Community Bank under the recommendation of the financial institution with review and approval by the library board president. Seconded by Kelly. Motion approved
- h. Motion by Kniaz to approve the updates to the Friends of the Library Policy. Seconded by Stacy. Motion approved
- i. Motion by Oliver to approve the updates to Security & Key Policy, adding that the Library Director or a designee will issue keys and accept returned keys. Seconded by Stacy. Motion approved
- j. Motion by Kniaz to approve the updates to Volunteer Policy. Seconded by Burton. Motion approved.
- k. Motion by Oliver to approve the new Board Meeting Public Comment Policy with the change of public comment time from five minutes to three minutes per person. Seconded by Stacy. Motion approved
- l. Motion by Kelly to close the Library on Monday, July 3, 2023. Seconded by Stacy. Motion approved.

8. NEXT MEETING DATE

- a. Next board meeting on Monday May 1, 2023, at 4:30 p.m.

9. ADJOURNMENT: Meeting was adjourned at 5:43 p.m.

**Hastings Public Library Board of Trustees**  
**DRAFT Minutes, Special Board Meeting**  
**Date: April 19, 2023 – 4:45PM**  
**Location: Hastings Public Library, 227 E. State St., Hastings, MI 49058**  
**Community Room**

1. CALL TO ORDER

The Meeting was called to order by Newberry at 4:33 p.m.

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

2. OLD BUSINESS

- a. Motion by Kniaz to not move window money from BCF to Highpoint Bank, but have BCF move the money into a money market account. Seconded by Burton. Motion approved.

3. NEW BUSINESS

- a. Motion by Kniaz to hire C2AE for up to \$10,000 to do a study to determine if proposed HVAC system will adequately heat and cool the building. Seconded by Stacy. Motion approved.
- b. Motion by Kniaz to approve the proposed budget for mechanical upgrades from DHE for \$48,000. Seconded by Oliver. Motion approved.

4. NEXT MEETING DATE

- a. Next board meeting on Monday May 1, 2023, at 4:30 p.m.

5. ADJOURNMENT: Meeting was adjourned at 5:0 p.m.

**HASTINGS PUBLIC LIBRARY**  
**Invoices for March 2023**  
**Prepared for May 1, 2023 Board meeting**

<b>Account</b>	<b>Vendor</b>	<b>Amount</b>	<b>Total</b>
<b>Salaries &amp; Wages</b>			<b>\$ 31,247.87</b>
	March	\$ 31,247.87	
<b>Social Security Taxes</b>			<b>\$ 2,285.15</b>
	March	\$ 2,285.15	
<b>Fringe Benefits</b>			<b>\$ 11,105.84</b>
	Benefits	\$ 11,105.84	
<b>Supplies:</b>			<b>\$ 548.53</b>
	Baker & Taylor	\$ 17.37	
	Lansing Sanitary Service	\$ 94.34	
	Demco	\$ 69.14	
	Quill	\$ 30.17	
	Amazon	\$ 158.65	
	ACE	\$ 178.86	
<b>Wellness/Medical Supplies</b>			<b>\$ 14.00</b>
	Culligan	\$ 14.00	
<b>Disposable Technology</b>			<b>\$ 1,103.25</b>
	CDW-G	\$ 609.32	
	Amazon	\$ 375.93	
	Walmart	\$ 118.00	
<b>Program Supplies</b>			<b>\$ 234.03</b>
	Amazon	\$ (0.93)	
	David Edelman	\$ 6.04	
	4 imprint	\$ 228.92	
<b>Subscriptions &amp; Publications</b>			<b>\$ 54.99</b>
	Wall Street Journal	\$ 54.99	
<b>Software Subscriptions</b>			<b>\$ 220.00</b>
	When to Work	\$ 220.00	
<b>Electronic Media</b>			<b>\$ 744.86</b>
	Midwest Tape - Hoopla	\$ 744.86	
<b>Contracted IT Services</b>			<b>\$ 1,500.00</b>
	Clark Tech. Services	\$ 1,500.00	
<b>Maintenance Contracts</b>			<b>\$ 298.37</b>
	CDW-G	\$ 166.77	
	Lenovo	\$ 131.60	
<b>Telephone &amp; Fax</b>			<b>\$ 424.09</b>
	MEI Telecom	\$ 204.26	
	Fusion	\$ 219.83	
<b>Internet</b>			<b>\$ 504.95</b>
	MEI Telecom	\$ 504.95	

<b>Conf/wkshop, Profess. Dev, Training</b>			<b>\$ 282.38</b>
	Aldi	\$ 32.38	
	Spring Institute - Emma Seif	\$ 250.00	
<b>Membership</b>			<b>\$ 69.99</b>
	Quill	\$ 69.99	
<b>Public Utilities</b>			<b>\$ 2,891.97</b>
	City - water & sewer	\$ 226.96	
	Consumers - electric	\$ 1,854.46	
	Consumers - natural gas	\$ 810.55	
<b>Waste Disposal</b>			<b>\$ 82.08</b>
	Granger Waste Services	\$ 82.08	
<b>Snowplowing/Snow Removal</b>			<b>\$ 199.92</b>
	Pacillo Lawn Care	\$ 120.00	
	Hastings ACE	\$ 79.92	
<b>Building Repair &amp; Maintenance</b>			<b>\$ 171.65</b>
	TCS Plumbing	\$ 171.65	
<b>Workers Comp. Insurance</b>			<b>\$ 216.57</b>
	Worker's Comp Fund	\$ 216.57	
<b>Printer/Copier Lease/Maint</b>			<b>\$ 253.44</b>
	Konica Minolta	\$ 253.44	
<b>Technology - non-depreciable</b>			<b>\$ 2,595.98</b>
	Lenovo	\$ 1,456.00	
	CDW-G	\$ 1,139.98	
<b>Equipment/Furniture-ND</b>			<b>\$ 14.47</b>
	Demco	\$ 14.47	
<b>Collection Materials - Books</b>			<b>\$ 512.85</b>
	Baker & Taylor	\$ 293.29	
	Amazon	\$ 219.56	
<b>Collection Materials - AV</b>			<b>\$ 324.77</b>
	Baker & Taylor	\$ 80.63	
	Amazon	\$ 244.14	
<b>Collection Materials - Lib. of Things</b>			<b>\$ 377.92</b>
	Amazon	\$ 377.92	
<b>Total Invoices</b>			<b>\$ 58,279.92</b>

**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING MARCH 31, 2023**  
**FUND 271 - LIBRARY FUND**  
**OPERATIONS**

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL	FISCAL YTD	BUDGET	YTD % OF BUDGET	FISCAL YTD	BUDGET	YTD % OF BUDGET	FULL YEAR ACTUAL
	31-MAR-23	31-MAR-23	2022-2023		31-MAR-22	2021-2022		
271-790-929-000	199.92	351.91	14,650	2%	1,600.00	2,475	65%	1,600.00
271-790-929-010	.00	490.00	2,000	25%	855.00	2,000	43%	855.00
271-790-930-000	171.65	5,581.84	8,100	69%	21,944.83	33,150	66%	56,710.20
271-790-931-000	.00	.00	1,800	0%	30.00	1,300	2%	30.00
271-790-935-000	.00	7,517.00	10,000	75%	8,283.00	9,000	92%	8,283.00
271-790-939-000	216.57	866.28	1,375	63%	722.93	900	80%	722.93
271-790-941-000	253.44	1,321.08	4,300	31%	2,135.28	4,275	50%	4,270.56
271-790-944-000	.00	805.00	490	164%	240.00	600	40%	620.00
271-790-960-000	.00	195.85	200	98%	179.00	200	90%	292.70
271-790-962-000	.00	69.94	150	47%	109.95	150	73%	138.39
271-790-965-000	.00	65.55	100	66%	1,135.21	100	1135%	1,135.21
271-790-975-000	.00	5,085.18	1,100,000	0%	.00	0	0%	.00
271-790-975-010	.00	.00	0	0%	.00	600	0%	.00
271-790-978-000	.00	.00	25,800	0%	.00	0	0%	.00
271-790-978-010	2,595.98	2,595.98	8,500	31%	907.82	8,800	10%	3,792.82
271-790-980-000	.00	.00	0	0%	10,718.72	0	0%	10,718.72
271-790-980-010	14.47	2,785.16	230	1211%	3,293.96	11,730	28%	3,488.95
271-790-982-000	512.85	11,188.72	15,000	75%	13,527.42	15,000	90%	16,323.05
271-790-982-010	324.77	14,569.61	2,000	728%	1,757.26	2,000	88%	6,654.25
271-790-982-020	377.92	377.92	1,000	38%	2,047.17	2,000	102%	2,047.17
<b>TOTAL LIBRARY OPERATIONS</b>	<b>58,279.92</b>	<b>488,982.00</b>	<b>1,737,347</b>	<b>28%</b>	<b>487,284.30</b>	<b>637,992</b>	<b>76%</b>	<b>688,327.17</b>
<b>TOTAL EXPENDITURES &amp; OUT TRANSFERS</b>	<b>58,279.92</b>	<b>488,982.00</b>	<b>1,737,347</b>	<b>28%</b>	<b>487,284.30</b>	<b>637,992</b>	<b>76%</b>	<b>688,327.17</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>56,136.08</b>	<b>( 73,725.14)</b>	<b>( 405,553)</b>		<b>65,890.46</b>	<b>6,228</b>		<b>( 17,267.21)</b>

**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING MARCH 31, 2023**  
**FUND 271 - LIBRARY FUND**  
**OPERATIONS**

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR FULL YEAR ACTUAL
	ACTUAL 31-MAR-23	FISCAL YTD 31-MAR-23	BUDGET 2022-2023	YTD % OF BUDGET	FISCAL YTD 31-MAR-22	BUDGET 2021-2022	YTD % OF BUDGET	
<b>OPERATING REVENUES</b>								
271-100-502-000 UNIVERSAL SERVICE FUND - ERATE	.00	3,967.96	15,439	26%	5,193.98	6,000	87%	5,193.98
271-100-528-000 FEDERAL GRANTS - OTHER	.00	4,068.05	0	0%	.00	0	0%	.00
271-100-540-000 STATE AID	.00	6,687.35	10,000	67%	5,786.97	10,000	58%	12,381.53
271-100-566-000 STATE GRANT - LIBRARY OF MICH	.00	900.00	0	0%	.00	0	0%	.00
271-100-583-000 CONTRIBUTIONS FROM OTHR TWMNSHP	102,815.40	338,439.50	390,000	87%	321,442.38	420,000	77%	403,524.93
271-100-637-000 FOIA FEES	.00	.00	0	0%	.00	0	0%	146.00
271-100-649-000 PRINTING/FAX FEES	557.60	5,638.73	7,000	81%	5,612.33	5,000	112%	7,636.42
271-100-651-000 NON-RESIDENT FEES	75.00	1,075.00	1,000	108%	975.25	400	244%	1,425.25
271-100-658-000 PENAL FINES	143.66	14,224.55	10,000	142%	9,994.84	8,500	118%	9,994.84
271-100-659-000 OVERDUE FINES	138.99	1,211.47	1,500	81%	1,566.75	200	783%	2,032.25
271-100-665-000 INTEREST EARNED ON DEP & INVST	.00	5,948.28	250	2379%	222.99	4,750	5%	1,184.07
271-100-667-000 FACILITY RENTALS	10.00	625.00	1,000	63%	740.00	200	370%	900.00
271-100-672-000 OTHER REVENUE	614.70	7,236.74	2,000	362%	4,689.88	1,700	276%	6,538.34
271-100-674-000 PRIVATE CONTRIBTNS & DONATIONS	10,060.65	25,224.23	20,000	126%	45,779.39	20,000	229%	52,470.35
271-100-674-010 BCF CONTRIBUTIONS	.00	.00	715,000	0%	.00	16,250	0%	16,462.00
271-100-676-000 REIMBURSEMENT OF EXPENDITURES	.00	10.00	0	0%	.00	50	0%	.00
271-100-699-101 TRANSFERS IN - GENERAL FUND	.00	.00	158,605	0%	151,170.00	151,170	100%	151,170.00
<b>TOTAL OPERATING REVENUES</b>	<b>114,416.00</b>	<b>415,256.86</b>	<b>1,331,794</b>	<b>31%</b>	<b>553,174.76</b>	<b>644,220</b>	<b>86%</b>	<b>671,059.96</b>
<b>TOTAL REVENUE &amp; INCOMING TRANSFERS</b>	<b>114,416.00</b>	<b>415,256.86</b>	<b>1,331,794</b>	<b>31%</b>	<b>553,174.76</b>	<b>644,220</b>	<b>86%</b>	<b>671,059.96</b>





**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING MARCH 31, 2023**  
**FUND 271 - LIBRARY FUND**

**OPERATIONS**

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR	
	ACTUAL	FISCAL YTD	BUDGET	YTD % OF BUDGET	FISCAL YTD	BUDGET	YTD % OF BUDGET	FULL YEAR ACTUAL	
	31-MAR-23	31-MAR-23	2022-2023		31-MAR-22	2021-2022			
<b>LIBRARY OPERATIONS</b>									
271-790-702-000	FULL-TIME WAGES	12,177.67	77,474.19	105,557	73%	73,282.69	97,544	75%	100,084.29
271-790-703-000	ADMINISTRATOR/SUPERVISR SALARIES	6,367.88	42,390.73	55,188	77%	41,216.19	53,581	77%	53,581.05
271-790-704-000	PART-TIME WAGES	11,086.21	68,877.53	81,898	84%	66,517.91	91,505	73%	86,280.86
271-790-704-010	PART-TIME WAGES- LIBRARY MAINT	1,616.11	9,913.23	15,779	63%	9,560.12	12,051	79%	13,085.92
271-790-709-000	SOCIAL SECURITY TAXES	2,285.15	14,680.76	19,770	74%	14,004.01	19,483	72%	18,634.66
271-790-713-000	OVERTIME	.00	64.97	0	0%	62.01	0	0%	133.66
271-790-716-000	MERS DEFINED CONTRIBUTIONS	.00	937.58	6,598	14%	2,713.72	5,540	49%	3,928.00
271-790-717-000	MERS DEFINED BENEFIT PLAN	4,464.49	39,036.32	49,710	79%	37,989.75	65,592	58%	50,379.65
271-790-717-010	HEALTH INSURANCE - HYBRID PLAN	4,869.90	4,583.08	3,959	116%	3,920.88	4,214	93%	5,429.17
271-790-718-000	HEALTH INSURANCE - PREMIUMS	5,613.79	45,241.17	59,000	77%	41,649.19	55,717	75%	55,849.09
271-790-718-010	HEALTH INSURANCE - HSA	213.09	639.27	0	0%	1,300.92	0	0%	1,300.92
271-790-719-000	DENTAL INSURANCE PREMIUM	287.62	2,588.58	3,460	75%	2,588.58	3,460	75%	3,451.44
271-790-724-000	LIFE INSURANCE	39.95	359.55	510	71%	359.55	510	71%	479.40
271-790-751-000	PROCESSING SUPPLIES	86.51	1,516.90	1,400	108%	1,793.36	1,400	128%	2,219.95
271-790-756-000	REPAIR & MAINTENANCE SUPPLIES	.00	174.45	500	35%	198.79	700	28%	902.31
271-790-760-000	MAINTENANCE SUPPLS - CUSTODIAL	124.51	246.40	300	82%	208.99	350	60%	238.98
271-790-761-000	BUILDING SUPPLIES	202.27	1,537.73	1,300	118%	1,591.35	1,300	122%	2,077.87
271-790-762-000	WELLNESS/MEDICAL SUPPLIES	14.00	165.53	270	61%	181.81	530	34%	232.52
271-790-766-000	DISPOSABLE TECHNOLOGY	1,103.25	7,824.69	1,275	614%	986.90	1,900	52%	2,054.35
271-790-767-000	CLOTHING	.00	.00	125	0%	.00	300	0%	.00
271-790-770-000	PROGRAMMING SUPPLIES	234.03	1,284.89	1,900	68%	903.90	1,750	52%	2,098.43
271-790-772-000	PROMOTIONS SUPPLIES	.00	59.99	300	20%	.00	500	0%	.00
271-790-777-000	OFFICE SUPPLIES	135.24	962.24	900	107%	313.69	1,100	29%	613.95
271-790-778-000	PAPER	.00	144.99	500	29%	119.10	500	24%	385.87
271-790-791-000	SUBSCRIPTIONS AND PUBLICATIONS	54.99	1,271.61	1,700	75%	1,568.22	1,430	110%	1,743.19
271-790-792-000	SOFTWARE SUBSCRIPTIONS	220.00	4,858.28	5,175	94%	2,751.90	4,455	62%	3,921.90
271-790-793-000	OVERDRIVE	.00	8,340.67	8,352	100%	6,111.64	7,350	83%	6,111.64
271-790-794-000	HOOPLA	744.86	4,065.45	5,000	81%	3,796.92	4,250	89%	5,903.02
271-790-796-000	MISCELLANEOUS ELECTRONIC ACCES	.00	1,793.62	1,745	103%	1,741.38	1,745	100%	1,741.38
271-790-798-000	LIBRARY CARDS	.00	.00	0	0%	21.90	0	0%	21.90
271-790-802-000	PROFESSIONAL SERVICES	.00	243.00	0	0%	25,700.00	0	0%	38,882.50
271-790-806-000	LEGAL SERVICES	.00	333.00	350	95%	1,080.00	150	720%	1,080.00

FOR ADMINISTRATION USE ONLY

75 % OF THE FISCAL YEAR HAS ELAPSED

04/26/2023

08:00AM

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**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING MARCH 31, 2023**  
**FUND 271 - LIBRARY FUND**

**OPERATIONS**

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR FULL YEAR ACTUAL
	ACTUAL 31-MAR-23	FISCAL YTD 31-MAR-23	BUDGET 2022-2023	% OF BUDGET	FISCAL YTD 31-MAR-22	BUDGET 2021-2022	% OF BUDGET	
271-790-809-000	1,500.00	29,620.00	24,500	121%	11,900.03	24,275	49%	23,435.03
271-790-812-000	.00	146.00	146	100%	816.00	100	816%	816.00
271-790-813-000	.00	1,847.75	2,725	68%	1,679.25	1,912	88%	2,293.50
271-790-816-000	.00	299.88	350	86%	299.88	325	92%	299.88
271-790-817-000	.00	2,060.75	2,840	73%	2,082.25	3,158	66%	2,755.50
271-790-818-000	298.37	5,235.95	9,048	58%	4,770.00	8,510	56%	8,487.43
271-790-823-000	.00	175.00	400	44%	288.50	1,550	19%	801.00
271-790-825-000	.00	.00	50	0%	41.92	25	168%	41.92
271-790-850-000	929.04	4,212.91	5,300	79%	3,399.35	4,760	71%	4,864.89
271-790-851-000	.00	699.43	400	175%	273.86	400	68%	331.86
271-790-852-000	.00	4,842.66	7,800	62%	5,535.00	7,620	73%	8,115.00
271-790-861-000	.00	333.31	300	111%	.00	300	0%	51.36
271-790-879-000	.00	212.40	250	85%	.00	210	0%	.00
271-790-880-000	.00	210.56	300	70%	.00	600	0%	48.00
271-790-881-000	.00	1,756.23	500	351%	848.19	400	212%	1,036.55
271-790-886-000	.00	.00	0	0%	.00	0	0%	85.00
271-790-887-000	.00	1,557.50	1,000	156%	375.00	1,000	38%	975.00
271-790-890-000	.00	10,375.92	14,080	74%	10,205.42	11,667	87%	13,350.17
271-790-891-000	.00	470.43	460	102%	205.86	460	45%	275.85
271-790-892-000	.00	643.75	800	80%	763.75	750	102%	763.75
271-790-900-000	.00	216.00	217	100%	350.00	150	233%	725.00
271-790-902-000	.00	.00	0	0%	45.00	400	11%	45.00
271-790-906-000	.00	20.06	200	10%	.00	450	0%	.00
271-790-907-000	.00	.00	100	0%	.00	100	0%	.00
271-790-909-000	32.38	296.99	300	99%	253.50	400	63%	363.50
271-790-910-000	.00	.00	400	0%	1,806.00	500	361%	1,806.00
271-790-911-000	250.00	1,474.02	2,450	60%	400.00	2,550	16%	711.29
271-790-912-000	.00	37.95	150	25%	.00	75	0%	.00
271-790-915-000	69.99	1,537.71	1,300	118%	1,219.97	1,228	99%	1,359.97
271-790-916-000	.00	214.00	1,415	15%	999.50	1,350	74%	999.50
271-790-918-000	226.96	2,418.84	3,000	81%	2,255.52	3,000	75%	3,106.20
271-790-919-000	82.08	257.97	350	74%	218.56	330	66%	322.54
271-790-920-000	1,854.46	18,873.85	23,500	80%	19,291.42	22,000	88%	25,192.71
271-790-921-000	810.55	3,456.76	4,500	77%	3,257.65	4,250	77%	4,346.95

FOR ADMINISTRATION USE ONLY

75 % OF THE FISCAL YEAR HAS ELAPSED

04/26/2023

08:00AM

PAGE: 3



# HASTINGS PUBLIC LIBRARY

Explore • Imagine • Grow

## Library Director's Report for the May 1, 2023 Board Meeting

As they say, "April showers bring May flower," and we definitely had showers in April. Whenever it floods I'm always thankful the Library sits well above the river.

I'm sure you know the Library, along with most of the City, was without natural gas for several days earlier this month. It quit working during the night of Wednesday, April 5. When the staff arrived on Thursday morning the building was still warm and because the fans were running we were unaware we didn't have heat. Once I realized what was going on I call T.H. Eifert, our mechanical contractor, to see if there was something they could do to keep the heat in the building for as long as possible. They closed the dampers to reduce the amount of air being drawn in from the outside and made it so we were mostly recirculating the air. That got us through Thursday.

I left for vacation early Friday morning, April 7. I called the Library around 12:30 pm to see how things were going. The building had cooled down to 65° and was continuing to get colder. Staff members were starting to get uncomfortable, putting on sweaters and coats to try to stay warm. Only a few people had come into the build all day. It was just going to get colder, so I spoke with Board President, Kelli Newberry, to get permission to close, then informed the rest of the Board. The building closed at 1:30 pm.

We ended up being closed Friday, April 7 through Monday, April 10. The tech from Consumers re-lit the pilots around 8:30 am Tuesday. We opened the doors at 9:00 am and we were back in business.

The window project is moving forward. Bids for the window and HVAC replacements, along with for drywall repair and interior painting were approved at the April 5 Board meeting. After meeting the project team, Dawson Forner, Jeff Mansfield, David Edelman and I, met for further discussion. We determined we need clarification from the architect about the size HVAC system needed considering the insulating ability of the replacement windows we selected.

A special Board meeting was called on April 19 to seek approve to hire C2AE for an HVAC study and to ask approval for an upsize to the new HVAC system should C2AE determine one is needed. We needed to do this so the contractors with the winning bids could be informed before the bid period ended, otherwise we would need to re-bid the project. I am still hopeful that the windows will be replaced this fall.

On April 22 the Friends of the Library hosted a tea as a fundraiser. It was held in the community room. Eight Friends volunteered to host and set tables that would seat up to eight guests. Others stepped up to make the food. I'm happy to say we had fifty-six people join us for the event.

Our speaker was Jennie Sykes, owner of Bee Eclectic Studio & Emporium in downtown Hastings. Jennie is world renowned for her doll mastery. She creates, makes, sells and repairs all kinds of dolls china dolls, but specializes in china dolls. She spoke about how she got started in the doll

industry and shared some of her knowledge and experiences. Her program was very well received.

The tea was so successful that plans for next year are already in the works.







As you will read in Barb's and Paige's report, as well as the happenings I've shared, you can see that April was full of activities and events. It was a great month to serve our community.

**Assistant Director, David Edelman's report:**

Here are a few updates from April:

- A press release went out and J-Ad is planning an article on HPL's online digital newspapers.
- The new picnic table with solar powered canopy is ordered, ETA June/July.
- The Gerald Ford Museum contacted me and we have now become part of their free pass program for patrons. The best part? It's free.
- A setup issue with the devices counting patrons in & out of the building has finally been identified and fixed. Stats as of May will be complete 2023.
- History related items for sale are now displayed in the Michigan Room.
- Randall Schaefer has partnered with J-Ad to do classic movie reviews. He donated to HPL and we augmented that with funds to purchase movies from his list that we did not have. He will send patrons to us to check out the movies he reviews.

**Circulation Supervisor, Sarah Proulx's report:**

April saw the building busy with the programs and activities Paige and Barb had planned. They brought a lot of people into the building, many who were visiting for the first time. The circulation staff did a great job assisting all the visitors and keeping things running smoothly.

Weeding of the adult non-fiction collection continued. We also had some eye catching display related to celebrations that took place in March.

**Marketing & Adult Services, Barbara Haywood's report:**

The library hosted a virtual Spark Joy Charlotte organizing workshop on April 11. We had ten people show up in person and there were at least two people who attended through Zoom. Everyone enjoyed the program and many spoke animatedly about their organizing desires.

On April 21 seven volunteer and I sorted and packed 260 white pine saplings for the Earth Day celebration at the Barry Business & Community Expo on April 22. They were pre-ordered by families to be picked up at the Expo. Our partnership with the Barry County Earth Day 2023 group and Barry County Chamber & Economic Development Alliance resulted in a much larger attendance than expected at the Expo.

The Crafting Group that meets on Monday mornings, the Tuesday Mahjong group and our Novel Ideas Book Club are all experiencing growth spirts. This is great to see after having the same loyal attendees for a long while.

**Youth Services Librarian, Paige Brandli's report:**

April was a busy month for the youth department! We started the month off with spring break activities that were very well attended. On Tuesday we had open Lego play which brought in over 100 people! With only half the community room available we set folks up in the hallway and the Michigan room. The follow day we had an Egg Drop challenge in partnership with Pierce Cedar Creek. Despite there being a tornado watch when the program started we still have 39 people attend. Finally, on Thursday- with no heat- we had 46 people in to watch The Bad Guys movie. These are some of the biggest spring break numbers we've ever had, even before Covid. It was a great way to connect with the community and everyone was very kind and excited to be there despite overcrowding, severe storms, and no heat.



*Photos from LEGO Day!*

School visit season is back in full swing. This month I did Reading is Fundamental (RIF) visits with all the GSRP classes. We read to over 70 students and handed out even more books. We had the CERC preschool in for a field trip and they were able to receive free trees from our Earth Day event. We also hosted Community Action/Head Starts family literacy night & RIF one evening here at the Library. We read stories, handed out books and did activities with children and their families.

Upcoming May Special Programs:

- 7<sup>th</sup> – History Hounds (virtual) – “Let’s Go Fishing, Tales from the North Woods, 7:00 pm
- 10<sup>th</sup> – Friends of the Library Annual Meeting, 6:00 pm
- 12<sup>th</sup> – Science Story Time – Watermelon, 10:30 am
- 16<sup>th</sup> – Working with Stained Glass, 6:30 pm
- 20<sup>th</sup> – GameQuest 12 Hours of Gaming, 9:00 am-9:00 pm

**Monthly Statistics - March 2023**  
**Net Promoter Score\*: 85**

Physical Library Visits**		Library Card Holders			
LY Month	TY Month	City	Hastings Twp	Rutland Twp	Non-Resident
5,185	5,817	3,401	893	1,202	99
41,012		29	14	13	3
		Total New			

Volunteer Hours		Item Circulation			
LY Month	TY Month	Children's	Non-Children's	Mobile	Total
174		2,864	2,926	379	6,169
#N/A	#N/A	3,043	3,320	498	6,861
		27,741	27,261	4,714	59,716

Wireless Sessions		Inter-Library Loans		
LY Month	TY Month	To HPL	From HPL	Total
1,034	790	479	558	1,037
7,757		671	506	1,177
		5,101	3,744	8,845

Ancestry Usage		Virtual Programs			
LY Month	TY Month	Offered	Attendance	In Person <sup>a</sup>	Attendance
37	46	2	89	77	715
260		2	89	387	5,999

Digital Downloads		Computer Sessions			
LY Month	TY Month	Adult	Kids	Teen	ML Room
913	1,894	323	29	34	4
14,720		439	123	116	4
		3,353	601	420	41

HPL Website		Princh			
LY Month	TY Month	Sessions	Users	Page Views	Documents
248	231	2,368	1,612	3,989	51
2,969		2,783	1,925	4,423	149
		19,494	12,811	35,443	1,108
BCHP~		341	138	3,326	
YTD		954	611	8,958	

<sup>a</sup> Updated tracking for attendance and programs per Library of Michigan standard; reduces number of eligible programs as of February 2023  
 ~ BCHP = Barry County History Portal which went live in November 2022  
 \*\* Traffic counters have been deleting some older data as new data was recorded; setup error has been fixed but some data for March & April is missing so visits are under-stated  
 \* 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



FUND 271 - LIBRARY

Title	2019-20	2020-21	2021-22	2022-23	2022-23	2022-23	2023-24
	Actual	Actual	Actual	Y-T-D (02/28)	Budget	Budget	Budget Request
Universal Service Fund - eRate fees	4,926.22	7,293.00	5,193.98	3,967.96	15,439.00	12,000.00	12,000.00
Federal Grants - Rec & Cultural	0.00	1,823.50	0.00	0.00	0.00	0.00	0.00
Federal Grants - Other	0.00	1,354.00	0.00	4,068.05	0.00	0.00	0.00
	4,926.22	10,470.50	5,193.98	8,036.01	15,439.00	12,000.00	12,000.00
State Aid	10,606.58	11,032.16	12,381.53	6,687.35	10,000.00	12,000.00	12,000.00
State Grant - Library of Michigan	0.00	0.00	0.00	900.00	0.00	0.00	0.00
	10,606.58	11,032.16	12,381.53	7,587.35	10,000.00	12,000.00	12,000.00
Contributions from other townships	405,694.47	394,951.47	403,524.93	235,624.10	390,000.00	400,000.00	400,000.00
	405,694.47	394,951.47	403,524.93	235,624.10	390,000.00	400,000.00	400,000.00
FOIA Fees	0.00	0.00	146.00	0.00	0.00	0.00	0.00
Printing/Fax Fees	6,400.27	5,048.76	7,636.42	5,081.13	7,000.00	8,000.00	8,000.00
Non-resident Fees	375.80	675.25	1,425.25	1,000.00	1,000.00	1,200.00	1,200.00
	6,776.07	5,724.01	9,207.67	6,081.13	8,000.00	9,200.00	9,200.00
Penal Fines	7,327.89	8,904.70	9,994.84	14,080.89	10,000.00	12,000.00	12,000.00
Overdue Fines	3,125.36	1,494.68	2,032.25	1,072.48	1,500.00	1,300.00	1,300.00
	10,453.25	10,399.38	12,027.09	15,153.37	11,500.00	13,300.00	13,300.00
Interest Earned on Deposits and Investments	10,529.71	2,546.75	1,184.07	5,948.28	250.00	5,000.00	5,000.00
Facility Rentals	0.00	0.00	900.00	615.00	1,000.00	1,000.00	1,000.00
	10,529.71	2,546.75	2,084.07	6,563.28	1,250.00	6,000.00	6,000.00
Other Revenue	3,760.54	2,689.07	6,538.34	6,622.04	2,000.00	5,000.00	5,000.00
Private Contributions and Donations	34,145.44	51,445.80	52,470.35	15,163.58	20,000.00	15,000.00	15,000.00
Barry Community Foundation Contributions	16,471.00	10,000.00	16,462.00	0.00	0.00	736,000.00	736,000.00
Donations - Self-checkout Replacement	1,909.61	0.00	0.00	0.00	0.00	0.00	0.00
Refund of Expenditures	355.45	259.49	0.00	10.00	0.00	0.00	0.00
Refunds/Rebates	494.00	0.00	0.00	0.00	0.00	0.00	0.00
	57,136.04	64,394.36	75,470.69	21,795.62	22,000.00	756,000.00	756,000.00
<b>Total Revenue</b>	<b>506,122.34</b>	<b>499,518.63</b>	<b>519,889.96</b>	<b>300,840.86</b>	<b>458,189.00</b>	<b>1,208,500.00</b>	<b>1,208,500.00</b>

FUND 271 - LIBRARY

Title	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Y-T-D (02/28)	2022-23 Budget	2023-24 Budget Request
Transfers In - General Fund	290,155.00	112,610.00	151,170.00	0.00	158,605.00	164,949.00
	290,155.00	112,610.00	151,170.00	0.00	158,605.00	164,949.00
<b>Total Revenue &amp; Other Financing Sources</b>	<b>796,277.34</b>	<b>612,128.63</b>	<b>671,059.96</b>	<b>300,840.86</b>	<b>616,794.00</b>	<b>1,373,449.00</b>

\*Funds budgeted in FY 2023 from Barry County Foundation for the Library window/HVAC/painting project moved to FY 2024.

FUND 271 - LIBRARY

Title	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24
	Actual	Actual	Actual	Y-T-D (02/28)	Budget	Budget Request
Full-time Wages	93,196.36	92,088.85	100,084.29	65,296.52	105,557.00	107,667.00
Administrator/Supervisor Salaries	50,510.40	52,006.80	53,581.05	36,022.85	55,188.00	55,741.00
Part-time Wages	91,092.12	84,913.82	86,280.86	57,791.32	81,898.00	107,639.00
Part-time Wages - Library Maintenance	12,749.72	9,883.51	13,085.92	8,297.12	15,779.00	15,352.00
Social Security Taxes	18,280.05	17,471.61	18,634.66	12,395.61	19,770.00	21,913.00
Overtime	0.00	33.73	133.66	64.97	0.00	50.00
MERS Defined Contributions	3,328.37	1,816.72	3,928.00	785.36	6,598.00	4,306.00
MERS Defined Benefit Plan	53,012.40	42,074.30	50,379.65	25,869.52	49,710.00	56,467.00
MERS Defined Benefit Hybrid Plan	3,251.30	4,849.96	5,429.17	3,125.85	3,959.00	6,248.00
Health Insurance - Premiums	36,652.89	51,306.39	55,849.09	33,243.08	59,000.00	70,606.00
Health Insurance - Health Savings Account	10,861.35	2,814.06	1,300.92	426.18	0.00	0.00
Dental Insurance - Premiums	3,398.22	3,451.44	3,451.44	2,013.34	3,460.00	3,520.00
Health Care Savings Plan	0.00	0.00	0.00	0.00	0.00	0.00
Life Insurance	507.33	479.40	479.40	279.65	510.00	480.00
Short-term Disability	0.00	0.00	0.00	0.00	0.00	0.00
Long-term Disability	0.00	0.00	0.00	0.00	0.00	0.00
	376,840.51	363,190.59	392,618.11	245,611.37	401,429.00	449,989.00
Processing Supplies	1,231.06	1,290.98	2,219.95	1,430.39	1,400.00	1,400.00
Repair and Maintenance Supplies	191.57	835.86	902.31	174.45	500.00	300.00
Maintenance Supplies - Custodial	859.37	338.01	238.98	121.89	300.00	300.00
Building Supplies	1,909.97	2,509.72	2,077.87	1,335.46	1,300.00	1,500.00
Wellness/Medical Supplies	779.10	691.77	232.52	151.53	270.00	200.00
Small Tools	0.00	0.00	0.00	0.00	0.00	0.00
Disposable Technology	2,192.08	5,602.67	2,054.35	6,721.44	1,275.00	2,000.00
Clothing	198.13	0.00	0.00	0.00	125.00	150.00
Programming Supplies	1,914.11	2,304.80	2,098.43	1,050.86	1,900.00	2,000.00
Promotions Supplies	0.00	459.56	0.00	59.99	300.00	300.00
Office Supplies	1,341.40	980.49	613.95	827.00	900.00	1,500.00
Paper	428.85	375.88	385.87	144.99	500.00	400.00
Subscriptions and Publications	1,195.49	1,378.53	1,743.19	897.89	1,700.00	1,660.00
Software Subscription	2,423.50	2,809.39	3,921.90	4,638.28	5,175.00	4,900.00
Overdrive	4,984.84	5,908.28	6,111.64	8,340.67	8,352.00	8,207.00
Hoopla	3,889.58	4,591.35	5,903.02	3,320.59	5,000.00	0.00
Digital Collection	3,540.32	765.63	0.00	0.00	0.00	0.00
Miscellaneous Electronic Access	1,674.40	1,741.38	1,741.38	1,793.62	1,745.00	0.00
Library Cards	0.00	0.00	21.90	0.00	0.00	0.00

FUND 271 - LIBRARY

20

Title	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Y-T-D (02/28)	2022-23 Budget	2023-24 Budget Request
Professional Services	28,753.77	32,584.30	30,267.26	31,009.05	30,742.00	24,817.00
Administrative Services	0.00	0.00	38,882.50	243.00	0.00	33,100.00
Legal Services	137,620.00	0.00	0.00	0.00	0.00	0.00
Contracted IT Services	0.00	0.00	1,080.00	333.00	350.00	350.00
Pre-employment Screenings	25,598.75	28,008.50	23,435.03	28,120.00	24,500.00	19,000.00
Delivery Services	79.00	158.00	816.00	146.00	146.00	150.00
Security Services	473.75	1,472.50	2,293.50	1,847.75	2,725.00	2,675.00
Lakeland Library Co-op services	299.88	299.88	299.88	299.88	350.00	375.00
Maintenance Contracts	2,294.75	2,817.00	2,755.50	2,060.75	2,840.00	2,775.00
Other Consulting Services	8,390.16	8,456.76	8,487.43	4,937.58	9,048.00	8,980.00
Late Fees	526.50	470.50	801.00	175.00	400.00	400.00
Telephone	54.26	0.00	41.92	0.00	50.00	25.00
Mail/Postage	3,546.07	4,823.63	4,864.89	2,861.65	5,300.00	5,220.00
Internet/Telecomm Services	509.84	465.93	331.86	699.43	400.00	300.00
Transportation - Mileage Reimbursement	7,714.94	6,975.00	8,115.00	4,337.71	7,800.00	7,740.00
Website	0.00	0.00	51.36	333.31	300.00	750.00
Community Promotion	0.00	326.17	0.00	212.40	250.00	250.00
Advertising	44.00	100.00	48.00	210.56	300.00	250.00
Photography/Videography	316.15	280.45	1,036.55	1,756.23	500.00	1,225.00
Speakers/Performers	0.00	0.00	85.00	0.00	0.00	0.00
ILS Fees	350.00	187.50	975.00	1,557.50	1,000.00	2,000.00
Licenses and Fees	11,878.92	12,659.59	13,350.17	10,375.92	14,080.00	14,500.00
Software License	497.55	406.00	275.85	470.43	460.00	460.00
Registration Fees/Annual Certification	4,517.49	640.00	763.75	643.75	800.00	700.00
Printing and Publishing	0.00	0.00	0.00	0.00	0.00	0.00
Newsletter	27.00	155.00	725.00	216.00	217.00	217.00
Promotions/Marketing	371.25	405.00	45.00	0.00	0.00	0.00
Sponsorships/Donations	125.00	0.00	0.00	20.06	200.00	100.00
Training	0.00	0.00	0.00	0.00	100.00	100.00
Professional Development	354.79	124.00	363.50	193.51	300.00	400.00
Conferences	1,043.80	287.95	1,806.00	0.00	400.00	200.00
Meetings	260.00	540.00	711.29	1,224.02	2,450.00	2,620.00
Memberships	0.00	0.00	0.00	37.95	150.00	300.00
Dues and Fees	1,134.70	1,212.30	1,369.97	1,312.72	1,300.00	1,796.00
Sewer & Water Service	640.00	586.00	999.50	214.00	1,415.00	1,400.00
Waste Disposal	2,745.12	2,603.63	3,106.20	1,908.32	3,000.00	3,000.00
Electric	242.48	267.84	322.54	175.89	350.00	350.00
	20,896.88	20,330.44	25,192.71	14,895.28	23,500.00	24,000.00

4/26/2023

FUND 271 - LIBRARY

Title	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24
	Actual	Actual	Actual	Y-T-D (02/28)	Budget	Budget Request
Natural Gas	3,797.92	4,153.63	4,346.95	1,932.14	4,500.00	4,500.00
Grounds Repair and Maintenance	3,444.21	256.19	1,600.00	151.99	14,650.00	1,550.00
Snowplowing/Snow Removal	2,230.00	885.00	855.00	490.00	2,000.00	1,500.00
Building Repair and Maintenance	26,182.86	24,584.43	56,710.20	5,410.19	8,100.00	2,100.00
Equipment Repair and Maintenance	297.10	0.00	30.00	0.00	1,800.00	1,800.00
Property Liability Insurance	7,466.00	8,536.00	8,263.00	7,517.00	10,000.00	9,000.00
Workers Compensation Insurance	809.72	1,028.66	722.93	649.71	1,375.00	1,100.00
Printer/Copier Leases/Maintenance	4,678.54	4,270.56	4,270.56	1,067.64	4,300.00	4,300.00
Inspection Services	894.64	596.10	620.00	805.00	490.00	690.00
Collection Services (Unique)	143.20	250.60	292.70	195.85	200.00	300.00
Lost/Damaged Materials Fees	190.50	121.95	138.39	69.94	150.00	100.00
Property Tax Reimbursement	92.22	0.00	1,135.21	65.55	100.00	100.00
	282,779.94	139,742.69	222,416.84	100,174.61	152,646.00	162,748.00

FUND 271 - LIBRARY

Title	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Y-T-D (02/28)	2022-23 Budget	2023-24 Budget Request
Land Improvement - Non-depreciable	0.00	2,450.00	0.00	0.00	0.00	17,000.00
Building Improvement - Depreciable	0.00	0.00	0.00	5,085.18	0.00	1,021,500.00
Building Improvement - Non-depreciable	0.00	0.00	0.00	0.00	0.00	0.00
Technology - Depreciable	3,170.03	13,282.99	0.00	0.00	25,800.00	0.00
Technology - Non-depreciable	0.00	0.00	3,792.82	0.00	8,500.00	6,000.00
Equipment/Furniture - Depreciable	0.00	0.00	10,718.72	0.00	0.00	0.00
Equipment/Furniture - Non-depreciable	5,455.17	20,941.11	3,488.95	2,770.69	230.00	0.00
Collection Materials - Books	17,715.43	17,311.71	16,323.05	10,675.87	15,000.00	15,000.00
Collection Materials - Audio/Visual	2,494.52	1,296.92	6,654.25	14,244.84	2,000.00	10,100.00
Collection Materials - Beyond Books	754.40	3,723.91	2,047.17	0.00	1,000.00	1,000.00
	29,589.55	59,006.64	43,024.96	32,776.58	52,530.00	1,070,600.00
<b>Total Expenditures</b>	<b>717,963.77</b>	<b>594,524.22</b>	<b>688,327.17</b>	<b>409,571.61</b>	<b>637,347.00</b>	<b>1,708,154.00</b>

Net increase (decrease) (17,267.21) (20,553.01) (334,705.00)

<b>Beginning Restricted Fund Balance</b>	<b>627,315.00</b>	<b>610,047.79</b>	<b>589,494.78</b>
<b>Addition to/(Use of) Fund Balance</b>	<b>(17,267.21)</b>	<b>(20,553.01)</b>	<b>(334,705.00)</b>
<b>Ending Restricted Fund Balance</b>	<b>627,315.00</b>	<b>610,047.79</b>	<b>254,789.78</b>

# Hastings Public Library

## Board of ~~Directors~~ Trustees Bylaws

### Article I NAME AND LOCATION

The name of this organization shall be the Hastings Public Library Board of ~~Directors~~ Trustees. Where and when appropriate in the publications of the library it shall indicate that Hastings Public Library is a member of the Lakeland Library Cooperative.

The main library is located at 227 E. State Street, Hastings, Michigan 49058.

### Article II AUTHORITY

The City of Hastings, ~~Hastings Charter Township, and Rutland Charter Township~~ and each participating municipality establish the Board of ~~Directors~~ Trustees of the Hastings Public Library as a joint Library Board pursuant to PA 164 of 1877, Sections 13 and 15 of the Joint Library Board agreement effective November 1, 2009 and as therefore renewed and amended.

### Article III MEMBERSHIP

**Section 1:** Members of the Hastings Public Library Board consist of the following:

**City of Hastings Board Members:** The mayor, with the approval of the city council, shall appoint five (5) members who are qualified electors of the city of Hastings to the joint Library Board. The members shall serve terms of three years based on staggered rotation appointments culminating in new appointments being generated annually. An individual may be appointed for two (2) consecutive terms. An individual may be considered for appointment again after an interval of three (3) years. Any if an individual who is appointed to fill the unexpired term caused by a vacancy, that individual may finish out the unexpired term and then be ~~less than a three (3) year term on the initial Library Board created by the agreement shall be eligible to be~~ appointed for two (2) consecutive three (3) year terms.

~~**Hastings Charter Township Board Members:** The township ~~board~~ shall appoint two (2) members who are qualified electors to Hastings Township to the joint Library Board. The members shall serve terms of three (3) years based on staggered rotation appointments. Any individual who is appointed to less than a three (3) year term on the initial Library Board shall be eligible to be appointed for two (2) consecutive three (3) year terms.~~

~~**Rutland Charter Township Board Members:** The township ~~board~~ shall appoint two (2) members who are qualified electors to Rutland Charter Township to the joint Library Board. The members shall serve terms of three (3) years based on staggered rotation appointments. Any individual who is appointed to less than a three (3) year term on the initial Library Board shall be eligible to be appointed for two (2) consecutive three (3) year terms.~~

# Hastings Public Library

## Board of ~~Directors~~ Trustees Bylaws

### Participating Municipality Board Members:

Each participating municipality shall appoint two (2) members who are qualified electors of that municipality to the Joint Library Board. The members shall serve terms of three (3) years based on staggered rotation appointments. An individual may be appointed to two (2) consecutive terms. An individual may be considered for appointment again after an interval of three (3) years. If an individual is appointed to fill the unexpired term caused by a vacancy, that individual may finish out the unexpired term and then be appointed for two (2) consecutive three (3) year terms

**Section 2:** All Library Board members shall have the same rights, privileges, and duties including, but not limited to, voting on matters before the Joint Library Board.

**Section 3:** A quorum for meetings consists of the attendance of five Hastings Public Library Board ~~Directors~~Trustees. A majority of the quorum is necessary to adopt minutes, policies or other Board decisions.

**Section 4:** Any vacancies on the Hastings Public Library Board shall be replaced by the relevant government entity.

**Section 5:** Removal of a Library Board member is the responsibility of the relevant government entity.

**Section 6:** Library ~~b~~Board may reimburse a ~~b~~Board member for necessary expenses that the member incurs in the performance of official duties, however, Library Board membership is voluntary and members receive no remuneration for their services.

**Section 7:** Library ~~b~~Board members shall attend all monthly meetings and notify the Library ~~Administrator~~Director in advance of the monthly meeting of an absence.

**Section 8:** All meetings will comply with the Michigan Open Meetings Act. According to the Michigan Meetings Act, a two-thirds majority vote of the Board is necessary to convene a closed session of the Board.

**Section 9:** The order of business may be, but is not necessarily limited to the following:

- A. Call to order
- B. Comments from the public
- C. Communications
- D. Approval of minutes of the previous meeting
- E. Review of financial statements
- F. Committee reports
- G. Report of the ~~l~~Library Director
- H. Unfinished business
- I. New business



# Hastings Public Library

## Board of ~~Directors~~Trustees Bylaws

- J. Board member comment
- K. Adjournment

**Section 10:** Robert's Rules of Order, latest ed., shall be the parliamentary authority on all matters not covered by these by-laws.

### **Article IV LIBRARY BOARD DUTIES AND RESPONSIBILITIES**

In open meeting the Library Board shall determine and establish, in accordance with U.S. and Michigan state laws and City of Hastings ordinances, the basic policies and procedures of the Hastings Public Library which include:

- a. Appropriation and budgeting of funds.
- b. Establishment and maintenance of the library and its services.
- c. The acquisition, improvement, maintenance, insurance, use and disposition of properties.
- d. The hiring, compensation, and responsibilities of staff including the personnel practices concerning the library Director and other employees.
- e. The collection development plan for Hastings Public Library resources, Lakeland Library Cooperative resources, and acceptance of gifts.

The policies adopted by the Library Board shall remain in effect until changed or rescinded by further action of the bBoard. Members of the Library Board are responsible for communicating all Library Board policies and procedures back to the government entity they represent and a formal report is to be presented to the Hastings City Council in accordance with section 13.56. The library Director shall compile all operating policies and distribute policies to the library staff and general public as needed.

The Hastings Public Library Board shall meet monthly from January through December at the Hastings Public Library. The day and time of the monthly meetings will be set each January by the bBoard. The January meeting will be considered the annual meeting of the Hastings Public Library Board.

### **Article V OFFICERS**

**Section 1:** Election. The officers will be elected at the January meeting of the Hastings Public Library Board and serve for a term of one year. Officers will serve no more than two consecutive terms in the same office. Each of said officers shall have such powers and duties as are prescribed by these bylaws or by special action of the Library Board from time to time. An interim-Board president will be elected in December to preside over the Board in January until a permanent president is elected.

**Section 2:** President. The president shall preside at all meetings of the Hastings Library Board. The president shall, in consultation with the library Director and committee chairperson, determine the agenda for each meeting. The president may call special meetings of the bBoard or special meetings may be called upon written request by two or more members of the bBoard. Library Board members must be

# Hastings Public Library

## Board of ~~Directors~~Trustees Bylaws

contacted about the special meeting two days prior to the meeting. The president shall sign, on behalf of the ~~b~~Board, all documents and purchase agreements as authorized by the ~~b~~Board and as provided by the ~~B~~Board's purchasing policy.

**Section 3:** Vice President. In the absence or disability of the president, the vice president shall assume the duties of the president.

**Section 4:** The Secretary. The secretary shall review and sign the minutes of the meetings of the ~~b~~Board. The secretary shall attest to the signatures and authority of the president or vice president and co-sign writings executed by them as required.

### Article VI STANDING AND SPECIAL COMMITTEES

The president shall appoint all committees and committee chairpersons with the consent of the ~~b~~Board. The president shall be an ex-officio member of each committee.

### Article VII LIBRARY ~~ADMINISTRATOR~~Director

**Section 1:** The ~~b~~Board shall appoint and fix the compensation of the ~~L~~Library Director who shall be the chief Director and head librarian of the ~~L~~Library. The ~~L~~Library Director's duties and responsibilities include, but are not limited to:

- a. The administration and operation of the ~~L~~Library in accordance with the objectives and policies adopted by the Hastings Public Library Board.
- b. The care of all buildings, equipment, and technology.
- c. Developing and maintaining the ~~L~~Library's public relations.
- d. Administering the employment and daily management of the ~~L~~Library staff.
- e. Adhering to the collection development policies and procedures adopted by the ~~b~~Board.
- f. Communicating to the ~~b~~Board program needs, facility needs, and desirable expenditures of ~~L~~Library funds.
- g. Communicating to the ~~b~~Board information dealing with special achievements or problems requiring action by or approval of the ~~b~~Board.
- h. Providing a monthly report to the ~~b~~Board concerning the work of the ~~L~~Library and submits for the ~~b~~Board's consideration recommendations requiring action and places these recommendations on the agenda for the ~~b~~Board meeting.
- i. Attending all ~~b~~Board meetings except those executive sessions at which time the ~~L~~Library Director's appointment, or salary, or evaluation is to be discussed or decided.

**Section 2:** The ~~L~~Library Director shall serve at the discretion of the ~~b~~Board.

**Section 3:** The Hastings Board of ~~Directors~~Trustees shall evaluate the ~~L~~Library Director's job performance annually and recommend compensation accordingly.

**Section 4:** The ~~L~~Library Director shall possess an MLS from an American Library

# Hastings Public Library

## Board of ~~Directors~~ Trustees Bylaws

Association accredited institution.

**Section 5:** The Library Director shall possess certification from the State of Michigan.

### **Article VIII MISCELLANEOUS**

**Section 1:** These bylaws shall be amended by a 2/3 vote of appointed and serving members (6). Amendments are presented at a regular or special meeting for review (First Reading). Amendments are voted upon at the next regular or specially scheduled meeting (Second Reading).

# Hastings Public Library

## Circulation Policies

The circulation policies of the Hastings Public Library ("HPL") facilitate community access to the materials and information in the library's collections, while protecting these same collections. The Hastings Public Library is a member of the Lakeland Library Cooperative and as a member of this cooperative abides by the Circulation Policies that were adopted by the Cooperative Board July 10, 2010, including all subsequent amendments.

### Library Cards

Standard full access library cards will be issued to patrons living within HPL's service area defined by those cities or townships supporting the Library through millages and/or property taxes.

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Full access library cards will be issued immediately to anyone 18 years or older who can produce, at the time of registration for a library card, a current state or federal identification document with current address or other acceptable documentation as outlined by the Lakeland Library Cooperative's Circulation Policy. Patrons may also apply for library cards through the Library's mobile app or the Cooperative's website.

Note: homebound patrons may apply for a card under the terms of the Homebound Delivery Policy.

For users under age 18, a parent or legal guardian must be present with the necessary identification. See Restricted Student Cards below for the only exception.

All patrons 18 years of age and older are required to provide an electronic signature agreeing to the terms of use for having a library card as documented in the Digital Signature Agreement.

Standard full access cards are good for two (2) years before needing to be renewed.

In addition to the Cooperative's minimum requirements for obtaining a library card, these requirements will apply to Hastings Public Library patron registrations:

- Library cards cannot will not be issued to minors whose parent/guardian(s) library account is in collections.
- Library cards will be issued to minors who are at least five years old or attending kindergarten.

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### Non-resident Library Cards

HPL will follow the guidelines in the Cooperative's non-resident policy and only issue this card to patrons living outside of HPL's service area and who are not covered by another Lakeland Library Cooperative location.

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Non-resident cards do not have access to interlibrary loan or MeL but do have full access to HPL's physical and digital collection.

# Hastings Public Library

## Circulation Policies

Non-resident cards can be activated for a single quarter or three (3) months, or any longer timeframe desired in full quarter increments. See the Fee Schedule for current non-resident fees.

Non-resident cards are active for the length of service paid for by the patron and can be renewed by paying for an additional length of time.

### Restricted Student Library Cards

HPL will issue restricted cards to students in grades 6-12 residing within its service area who are unable to obtain a parent or legal guardian's signature on a full access library card account. These cards provide access to materials owned by HPL as well as its digital collection. Checkouts are limited to two items at any one time. No interlibrary loan within the cooperative or from MeL is possible. Restricted cards can be upgraded to full access cards with a signature and appropriate ID from a parent or legal guardian.

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Restricted cards are good for one (1) year before needing renewal.

### Institutional Library Cards

Local institutions located within HPL's service area may request a library card for use by the institution, its staff, and its membership. The Director of the institution may request the card by completing an application form. The Director must specify which staff members of the institution are granted access to check out materials. Materials checked out on institutional cards must remain on the institution's premises.

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Commented [LO2]: My understanding of institutional cards is the materials borrowed are to remain on the institutions premises. In other words, a teach can check out books, but the kids aren't allowed to take them home from the classroom.

Institutional cards are good for one (1) year before needing renewal.

### Lost Library Cards

Until the library is notified of a lost or stolen card, a library card is valid and its owner is responsible for all use of the card and for any lost or overdue materials and fees incurred. In case of children under age 18 who have a full access library card, the parent or legal guardian is the responsible party. HPL assumes responsibility for lost materials checked out on a restricted student card.

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For a fee, HPL will replace a patron's physical library card with a new one if lost. See the Fee Schedule for current rates.

### Library Card Renewals

Patrons can renew cards in person at HPL or via HPL's mobile app. Some patrons may also see renewals happen automatically via an email notification from Lakeland Library Cooperative if their address was able to be verified through a third-party service engaged by LLC.

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## Material Circulation and Renewals

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# Hastings Public Library

## Circulation Policies

Most items owned by HPL can be borrowed for three (3) weeks, including most books, audiobooks, and many Library of Things (LoT) items. Videos, magazines, some LoT items, WiFi hotspots and children's holiday books can be checked out for one (1) week.

Most items will renew automatically if no other patron has placed a hold request on that item. Items can auto-renew twice beyond the initial checkout. LoT items, WiFi hotspots and some holiday items are non-renewable and must be returned by their initial due date.

Digital materials may check out for different loan periods based on the service utilized.

Some materials are designated reference and cannot be taken from the Library.

Patrons are limited to checking out up to fifteen (15) videos and ninety-nine (99) other items at any one time.

Hastings Public Library is not responsible for any injury, loss, or damage that may occur from the use of checked out items.

### **Interlibrary Loans**

Patrons may request materials to be held from HPL's collection, from other Cooperative libraries, and from the statewide MeLCat system. HPL staff will assist with hold requests as needed.

Once a held item is available for pickup at HPL, the patron will be notified via email, phone or SMS text depending on their preferred communication method. HPL does not call patrons when held items are ready. Holds will remain at HPL for a minimum of 7-10 days for pickup. If not checked out by the patron by that time, the item(s) will be returned to their home library.

### **Overdue Materials**

HPL does not charge overdue fines for HPL owned materials returned after their due date. If an item is not returned at all or is returned damaged, charges will be assessed. See [Lost and Damaged Materials](#) below.

Materials obtained from other libraries within the Lakeland Library Cooperative or through the MeLCat statewide service may be subject to overdue fines at the discretion of the owning library. Any fines assessed can be paid at the Hastings Public Library.

Patrons will be blocked from checking out physical and digital materials if fines on their account total \$10.00 or more. Fines can be paid in the patron's online account at <https://hastings.bibliocommons.com/>, by mailing a check to HPL, or in person at any Lakeland Library Cooperative location.

### **Lost and Damaged Materials**

## Hastings Public Library Circulation Policies

Once items are overdue long enough, they are considered lost and replacement charges will be systematically assessed on the patron's record. Timeframes can vary from five (5) days for WiFi hotspots to thirty-five (35) days for most other library materials. Patrons will receive billing notices via email or standard USPS mail. If replacement fines are not paid for timely, depending on the total amount owed, the patron's account information may be provided to a collection agency for recovery. Once this happens, an additional collection charge is assessed on their account. Return of missing materials in good condition will eliminate replacement charges, but collection charges must still be paid.

Damaged materials will be evaluated by Library staff for condition and whether the item can still be circulated to other patrons. Patrons will be contacted once damages are assessed and informed as to pertinent charges which can include full replacement costs. If patrons are charged for replacement, they may have the damaged item once the fine is paid.

If patrons know that an item is lost or damaged, they can inform Library staff and request to pay for the item without waiting for systematic billing or further evaluation.

If patrons find a lost item within six (6) months of paying the replacement fine, they can return the item to HPL and if it is in good condition, request a refund.

In addition to the Cooperative's statements on lost materials the following timeframes will apply to Hastings Public Library circulation transactions:

- Six (6) months or more after the item is lost and paid it will become status withdrawn, and ~~we HPL will may no longer~~ offer a refund at its discretion if the patron finds the item. ~~— it is theirs to keep.~~
- After an item has been missing for twelve (12) months, it will become status withdrawn.
- Twelve (12) months after items have been billed they will be withdrawn. The billing charge and information remains on the patron's record.

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# Hastings Public Library

## Public Internet Policy

### Overview

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

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

Hastings Public Library filters library computers as required by the Children's Internet Protection Act (CIPA) detailed in the Internet Safety ~~Policy section~~ below, which also satisfies the requirements of Michigan law. ~~In the Libraries and the Law section of this policy, the federal CIPA is explained.~~ These policies also govern the use of public internet computers at the library.

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

### Computer Usage

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

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

Each individual is allowed to use the Library's public computers two (2) hours per day with up to three (3) separate log-ins. More time may be allowed if computer stations are free. Extensions for additional time are done automatically and/or by library staff at patron request.

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

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



# Hastings Public Library

## Public Internet Policy

### Violations

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

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

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

### Internet Safety

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

### Definitions

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

### Access to Inappropriate Material

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

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

# Hastings Public Library

## Public Internet Policy

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

Field 6

### Inappropriate Network Usage

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

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

### Education, Supervision and Monitoring

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

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

# Hastings Public Library

## Local History Collection Development Policy

### Mission

~~The Hastings Public Library is a gathering place connecting people with resources and opportunities to explore, imagine, and grow.~~

### Collection Statement

To collect, organize, preserve, and provide access to a non-circulating collection of documents and other materials relating to the history of Barry County, its townships, its major villages (Delton, Freeport, Middleville, Nashville, and Woodland), and the city of Hastings. The collection mainly serves the general public, but also supports the research activities of scholars and students.

### Primary Areas of Collecting

Primary areas of collecting include, but are not necessarily limited to, the following:

- Materials that record the history, laws, culture, and industry of Barry County and the city of Hastings.
- Materials that record the history, experiences, and ancestry of Barry County individuals and families. Photographs are an important part of this collection, specifically those relating to local photographers.
- Materials that record the history of Barry County organizations and institutions.
- Materials that record the history of the area's geography, demographics, and architecture.
- Materials that assist researchers in tracing their family backgrounds and/or researching individual county residents
- Materials that provide instruction in the practice of genealogy, local history, preservation, oral history, and similar topics.
- Select materials that record the history of the State of Michigan and add depth to the materials about Barry County.

Acquisitions from any time period and in any language may be considered. The geographic scope of the collection focuses specifically on Barry County, however, existing materials relating to nearby counties or the greater state of Michigan may be retained.

~~Current strengths of the collection include the history of the settlement and early families of Barry County, records that document the military service of Barry County residents, local newspapers and newspaper article clippings, and records that document the natural history, geography, and development of the area.~~

Formats collected include, but are not limited to:

- Books, booklets, and binders
- Photographs
- Brochures and pamphlets
- Family Trees

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# Hastings Public Library

## Local History Collection Development Policy

- Vital Record indexes (birth, marriage, divorce, naturalization, and death)
- Cemetery records
- Census records
- Veteran records
- Atlases, Plat maps, and road indexes
- Business and residence directories
- Newspapers, newspaper clippings, and historical columns
- Scrapbooks and diaries
- Yearbooks, alumni records, and school records
- Institution and organization records and minutes
- Court and city documents
- Patents
- Digital files
- Postcards
- Art

### Selection Criteria

The following criteria are used to select items for inclusion in the local history collection:

- Relevance to Barry County history and suitability of the subject to the collection.
- Authenticity and completeness of the material.
- Documented provenance.
- Quality and condition of the material.
- Non-duplication of existing material.
- Available space and resources required to house and care for materials.
- Cost required to store, preserve, and care for materials.
- Ease of use for patrons.
- Security requirements.
- Restrictions by donor.

Records are accepted in every format, whether in manuscript, printed or machine-readable form; also photographs, pictures and films, CD, DVD, and oral histories. Photographs and documents may be removed from their frames if accepted into the collection. Three dimensional artifacts will not be added to the collection unless, in rare instances, they are deemed appropriate to the collection and can be properly housed and displayed. The Library may assist the donor in finding a more suitable institution for their items.

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### Donations

The Hastings Public Library welcomes donations to its Local History Collection.

Each donation to the collection will be recorded in a donor file that will contain a copy of the Deed of Gift and all correspondence and memoranda relating to the transaction. All donors must complete a Deed of Gift in order to establish the transfer of ownership of donated materials (and copyright, if appropriate) to the library. Once the Deed of Gift is

# Hastings Public Library

## Local History Collection Development Policy

signed by the donor, the donated material becomes the unrestricted property of the Hastings Public Library. A copy of the Deed of Gift signed by both the donor and a representative of the library will be provided to the donor.

The Hastings Public Library reserves the right to refuse an offered donation. The Library will not accept material that shows damage from mold, mildew, water, insects, smoke, or dirt, as such material can harm other items in the collection. The Library may also refuse a donation based on the Selection Criteria. The Library also reserves the right to decide how the donated material will be displayed, stored or used, and how long it may be retained. Donated materials may be scanned and placed on the internet for viewing or otherwise reformatted. They may also be moved from the Local History Collection to another section of the library, sold, transferred to another library or appropriate institution, or discarded.

The library wishes the public to have access to all materials in the local history collection. Materials which have restrictions placed upon them limiting such access may be accepted, but only when the restrictions are reasonable and deemed necessary to protect the legitimate rights and interests of the donor. Any restrictions will be recorded in the deed of gift and will be adhered to by the library. Such restrictions to public access should specify a date when full access will be granted.

The Library will not, and cannot, conduct any monetary appraisals for donors nor give tax advice. If donors plan to take a tax deduction for their donations, they should consult a tax account or attorney. Any monetary appraisals are the responsibility of the donor and should be conducted before transferring materials to the Library.

### **Loans and Items Not Transferred to Library Ownership**

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The Library does not accept loans of items for the local history collection. All items must be donated with a signed Deed of Gift.

The Library does not loan its items out for long-term use by third-parties, but will discuss short-term usage for presentations, displays and research purposes. A Loan Agreement must be completed if materials will be provided for use outside the Library and out of control of Library personnel.

The Library may agree to house materials on behalf of other local organizations depending on the applicability of the items under the Library's selection criteria for permanent items and storage availability. When this happens, a Memorandum of Understanding must be completed or the Library will not house the material. At any point, the Library can cancel the agreement and request the organization remove their materials or consider donating them to the library.

### **Access**



# Hastings Public Library

## Local History Collection Development Policy

The Local History Collection is primarily housed in the Michigan Room or in storage, as much of it is fragile and irreplaceable. A portion of the collection has also been digitized and is available through the Library website. All materials held in the Michigan Room will be identified as reference materials and must remain within the Michigan Room unless special permission is given by the Director of the Library to remove it temporarily. ~~The Michigan Room will be available at all times to those doing local history research, genealogy searching, and those looking for a quiet place to study. [The Michigan Room will not be scheduled for regular meetings except for monthly meetings of the Genealogy Club and the Barry County Historical Society.] All groups who use the room must be advised it will remain open to anyone who wishes to use the room for its intended purpose.~~

Some local history material is housed in non-public storage locations for various reasons including space limitations, item condition/fragility and processing status. Patrons may request access to any local history item owned by the Library. Materials will be brought to the patron for use in the Michigan Room, or the patron may be asked to use the material in another location within the building. The Library Director or other designated representative will determine whether Library staff need to be present while the patron uses material not out for public access.

Anyone who copies or reproduces materials from the collection should be aware of Title 17 and especially the provisions of Section 108 of the U.S. Code (Copyright Law) and takes full responsibility for complying with it. A Library staff member can help point users to resources that can aid in determining a work's copyright status. Exceptions to the above procedures, such as loans to other organizations for educational or publication purposes, may be made at the discretion of the Library Director.

Library staff will assist patrons with research requests as necessary but cannot perform extensive research. Library staff will facilitate access to the local history collection materials, but will not interpret the contents of the collection.

### Review and Deaccession

From time to time, the Local History Collection will be reviewed, and the deaccession of some materials may take place. An object may be deaccessioned if it meets one of the following criteria:

- It does not fall within the scope of the Library's mission or its Collections Development Policy.
- It lacks provenance.
- It cannot be salvaged, even with conservation, because of advanced deterioration.
- It is not authentic.
- A better example exists in the collection.
- The Library is unable to maintain it.
- It poses a threat to the safety of the public or other collections.

# Hastings Public Library

## Local History Collection Development Policy

- It is subject to a legislative mandate, e.g. repatriation.

Disposal of materials will be by one of the following methods:

- Gift, sale, or exchange to other local historical or educational institutions.
- Sale, preferably by public auction or specialized dealers (when working with dealers, efforts should be made to obtain at least three opinions of the material's value:).
- Destruction and disposal in a sensitive manner (of deteriorated material). Two members of the Library staff must be present at the disposal.

All ID numbers and other references to the Library will be removed or defaced as possible before the material leaves the Library's premises. All proceeds from the deaccessioned material are to be used for the purchase of materials for the local history collection or its conservation. Deaccessioned materials are not to be given or sold privately to an individual without public notice.

### Care

The Hastings Public Library strives to organize, preserve, and provide access to its collection according to standard archival procedures and practices. A finding aid will be prepared for each collection and will be accessible to the public. The materials in each collection are organized according to the original order (when applicable), and placed in archival containers. The Michigan Room will follow the security practices and disaster planning set by the Library to protect the collection from potential loss or damage.