

HASTINGS PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Agenda

June 5, 2023 4:30pm

Community Room

1. Call to order
2. Agenda p. 1
3. Public Comments
4. Correspondence – video from Neighborhood Forest
5. Approval of Minutes p. 2-3
 - a. May 1, 2023
6. Financial Reports p. 4-5
 - a. April invoices p. 6-9
 - b. April budget report
7. Library Director's Report p. 10-15
 - a. May p. 16-23
 - b. Annual Donation & Volunteer Report
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 p. 24-26
 - a. Consider approving changing the word Directors to Trustees in all Library policies.
 - b. Consider approving the Memorandum of Understanding for Partner Archival Materials Storage Agreement
11. Board Member Comments
12. Take picture of Board members
13. Adjourn

**Hastings Public Library Board of Trustees
Minutes**

Date: May 1, 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 4:30 p.m.

- Board members present: Kelli Newberry, Dave Koons, Audrey Burton, Cloe Oliver, Jane Cybulski, Jeff Kniaz, Bill Nesbitt, Chloe Kelly.
- Not present was Brenda Stacy.
- Also present were Peggy Hemerling and David Edelman.

2. Agenda amendment, added request to hiring C2AE to do a study of HVAC requirement for new windows. Motion to accept amended agenda made by Jeff Kniaz, seconded by Cloe Oliver.

3. MINUTES: Motion to approve both April 5th and April 19th minutes as amended made by Audrey Burton, seconded by Cloe Oliver. Motion approved.

4. FINANCIAL REPORTS: Reviewed March 2023 budget report and invoices – Jeff Kniaz moved we accept the financial reports as presented, seconded by Bill Nesbitt. Motion approved.

5. LIBRARY DIRECTORS REPORT: April 2023

6. COMMITTEES

- a. Budget and Finance –
- b. Building and Grounds –
- c. Personnel –
- d. Policy –
- e. Marketing –
- f. Capital Campaign –

7. NEW BUSINESS

- a. Jeff Kniaz motioned to approve the library budget for the upcoming year, seconded by Chloe Kelly. Motion approved.
- b. Bill Nesbitt motioned to approve the Library Board of Trustees Bylaws update, Audrey Burton seconded. Motion approved.
- c. Audrey Burton motioned to approve the updated Circulation Policy, seconded by Chloe Kelly. Motion approved.
- d. Audrey Burton motioned to approve the updated Public Internet Policy, seconded by Cloe Oliver. Motion approved.
- e. Jeff Kniaz motioned to approve the Local History Collection Development Policy, seconded by Chloe Kelly. Motion approved.

- f. Jeff Kniaz motioned to accept the C2ae proposal of services for HVAC study, seconded by Cloe Oliver. Motion approved.

8. NEXT MEETING DATE

- a. Next board meeting on Monday June 5, 2023, at 4:30 p.m.

9. ADJOURNMENT: Meeting was adjourned at 5:00 p.m.

HASTINGS PUBLIC LIBRARY
Invoices for April 2023
Prepared for June 5, 2023 Board meeting

| Account | Vendor | Amount | Total |
|---|------------------------------|---------------|---------------------|
| Salaries & Wages | | | \$ 21,039.23 |
| | April | \$ 21,039.23 | |
| Social Security Taxes | | | \$ 1,539.30 |
| | April | \$ 1,539.30 | |
| Fringe Benefits | | | \$ 11,317.60 |
| | Benefits | \$ 11,317.60 | |
| Supplies: | | | \$ 383.14 |
| | Woodland Lib. Co-op | \$ 27.00 | |
| | Quill | \$ 226.10 | |
| | Amazon | \$ 130.04 | |
| Disposable Technology | | | \$ 283.99 |
| | Amazon | \$ 151.99 | |
| | Mobile Beacon | \$ 132.00 | |
| Program Supplies | | | \$ 88.77 |
| | Amazon | \$ 63.77 | |
| | Illinois Library Association | \$ 25.00 | |
| Subscriptions & Publications | | | \$ 84.96 |
| | Wall Street Journal | \$ 54.99 | |
| | Popular Mechanics | \$ 29.97 | |
| Software Subscriptions | | | \$ 1,395.00 |
| | When to Work | \$ 220.00 | |
| | Vipre | \$ 1,175.00 | |
| Electronic Media | | | \$ 1,552.45 |
| | Overdrive | \$ 201.79 | |
| | Midwest Tape - Hoopla | \$ 1,350.66 | |
| Library Cards | | | \$ 968.86 |
| | RNL Graphic Solutions | \$ 968.86 | |
| Professional Services | | | \$ 75.00 |
| | Smith Imaging Solutions | \$ 75.00 | |
| Contracted IT Services | | | \$ 1,500.00 |
| | Clark Tech. Services | \$ 1,500.00 | |
| | LLC IT services | | |
| Lakeland Lib. Co-op Services | | | \$ 4,205.25 |
| | Delivery charges | \$ 616.75 | |
| | Admin. services | \$ 693.75 | |
| | ILS Fees - Capira | \$ 2,894.75 | |
| Maintenance Contracts | | | \$ 1,590.00 |
| | T.H. Eifert | \$ 1,590.00 | |
| Consulting Services | | | \$ 87.50 |
| | Elite Fund | \$ 87.50 | |

| | | | |
|--|--------------------------------|-------------|---------------------|
| Telephone & Fax | | | \$ 204.02 |
| | MEI Telecom | \$ 204.02 | |
| Internet | | | \$ 1,104.95 |
| | MEI Telecom | \$ 504.95 | |
| | Mobile Beacon | \$ 600.00 | |
| Transportation - mileage reimburs. | | | \$ 137.55 |
| | Paige Brandli | \$ 137.55 | |
| Community Promo & Ads | | | \$ 105.97 |
| | The Reminder | \$ 105.97 | |
| Speakers & Performers | | | \$ 90.00 |
| | Sturgis Dist. Lib - Spark Joy | \$ 90.00 | |
| Licenses & Fees | | | \$ 83.17 |
| | Amazon Prime Membership | \$ 83.17 | |
| Conf/wkshop, Profess. Dev, Training | | | \$ 430.68 |
| | Paige Brandli - S.I. hotel | \$ 430.68 | |
| Dues & Fees | | | \$ 151.25 |
| | Kiwanis | \$ 151.25 | |
| Public Utilities | | | \$ 2,560.50 |
| | City - water & sewer | \$ 292.86 | |
| | Consumers - electric | \$ 1,679.85 | |
| | Consumers - natural gas | \$ 587.79 | |
| Waste Disposal | | | \$ 28.98 |
| | Granger Waste Services | \$ 28.98 | |
| Grounds Repair & Maintenance | | | \$ 33.98 |
| | Hastings ACE | \$ 33.98 | |
| Snowplowing/Snow Removal | | | \$ 115.00 |
| | Pacillo Lawn Care | \$ 115.00 | |
| Printer/Copier Lease/Maint | | | \$ 253.44 |
| | Konica Minolta | \$ 253.44 | |
| Inspection Services | | | \$ 146.00 |
| | Fire Fighter Sales & Service | \$ 146.00 | |
| Collection Services | | | \$ 19.70 |
| | Unique Management | \$ 19.70 | |
| Lost/Damaged Materials Fees | | | \$ 34.99 |
| | White Cloud Community Lib. | \$ 17.00 | |
| | Muskegon Area Dist. Lib. | \$ 17.99 | |
| Collection Materials - Books | | | \$ 971.63 |
| | Baker & Taylor | \$ 361.64 | |
| | Cengage | \$ 584.99 | |
| | Flat River Community Lib. | \$ 25.00 | |
| Collection Materials - AV | | | \$ 27.80 |
| | Amazon | \$ 27.80 | |
| Collection Materials - Lib. of Things | | | \$ 250.00 |
| | Grand Rapids Children's Museum | \$ 250.00 | |
| Total Invoices | | | \$ 52,860.66 |

CITY OF HASTINGS

DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET

FOR THE 10 MONTHS ENDING APRIL 30, 2023

FUND 271 - LIBRARY FUND

OPERATIONS

OPERATING REVENUES

| | |
|-----------------|-----------------------------------|
| 271-100-502-000 | UNIVERSAL SERVICE FUND - ERATE |
| 271-100-528-000 | FEDERAL GRANTS - OTHER |
| 271-100-540-000 | STATE AID |
| 271-100-566-000 | STATE GRANT - LIBRARY OF MICH |
| 271-100-583-000 | CONTRIBUTIONS FROM OTHER TOWNSHIP |
| 271-100-637-000 | FOIA FEES |
| 271-100-649-000 | PRINTING/FAX FEES |
| 271-100-651-000 | NON-RESIDENT FEES |
| 271-100-658-000 | PENAL FINES |
| 271-100-659-000 | OVERDUE FINES |
| 271-100-665-000 | INTEREST EARNED ON DEP & INVST |
| 271-100-667-000 | FACILITY RENTALS |
| 271-100-672-000 | OTHER REVENUE |
| 271-100-674-000 | PRIVATE CONTRIBUTNS & DONATIONS |
| 271-100-674-010 | BCF CONTRIBUTIONS |
| 271-100-676-000 | REIMBURSEMENT OF EXPENDITURES |
| 271-100-699-101 | TRANSFERS IN - GENERAL FUND |

TOTAL OPERATING REVENUES

TOTAL REVENUE & INCOMING TRANSFERS

| THIS MONTH ACTUAL 30-APR-23 | THIS YEAR FISCAL YTD 30-APR-23 | REVISED BUDGET 2022-2023 | THIS YEAR YTD % OF BUDGET | LAST YEAR FISCAL YTD 30-APR-22 | REVISED BUDGET 2021-2022 | LAST YEAR YTD % OF BUDGET | LAST YEAR FULL YEAR ACTUAL |
|-----------------------------------|--------------------------------------|--------------------------------|---------------------------------|--------------------------------------|--------------------------------|---------------------------------|----------------------------------|
| 1,056.00 | 5,023.96 | 15,439 | 33% | 5,193.98 | 6,000 | 87% | 5,193.98 |
| .00 | 4,068.05 | 0 | 0% | .00 | 0 | 0% | .00 |
| 6,804.00 | 13,491.35 | 10,000 | 135% | 5,786.97 | 10,000 | 58% | 12,381.53 |
| .00 | 900.00 | 0 | 0% | .00 | 0 | 0% | .00 |
| 68,048.03 | 406,487.53 | 390,000 | 104% | 392,840.83 | 420,000 | 94% | 403,524.93 |
| .00 | .00 | 0 | 0% | 146.00 | 0 | 0% | 146.00 |
| 673.20 | 6,311.93 | 7,000 | 90% | 6,304.58 | 5,000 | 126% | 7,636.42 |
| 25.00 | 1,100.00 | 1,000 | 110% | 1,075.25 | 400 | 269% | 1,425.25 |
| .00 | 14,224.55 | 10,000 | 142% | 9,994.84 | 8,500 | 118% | 9,994.84 |
| 274.62 | 1,486.09 | 1,500 | 99% | 1,826.83 | 200 | 913% | 2,032.25 |
| .00 | 5,948.28 | 250 | 2379% | 411.29 | 4,750 | 9% | 1,184.07 |
| .00 | 625.00 | 1,000 | 63% | 840.00 | 200 | 420% | 900.00 |
| 444.27 | 7,681.01 | 2,000 | 384% | 5,280.40 | 1,700 | 311% | 6,538.34 |
| 2,140.31 | 27,364.54 | 20,000 | 137% | 50,589.05 | 20,000 | 253% | 52,470.35 |
| .00 | .00 | 715,000 | 0% | .00 | 16,250 | 0% | 16,462.00 |
| .00 | 10.00 | 0 | 0% | .00 | 50 | 0% | .00 |
| .00 | .00 | 158,605 | 0% | 151,170.00 | 151,170 | 100% | 151,170.00 |
| 79,465.43 | 494,722.29 | 1,331,794 | 37% | 631,460.02 | 644,220 | 98% | 671,059.96 |
| 79,465.43 | 494,722.29 | 1,331,794 | 37% | 631,460.02 | 644,220 | 98% | 671,059.96 |

CITY OF HASTINGS

DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 10 MONTHS ENDING APRIL 30, 2023

FUND 271 - LIBRARY FUND

OPERATIONS

| | THIS MONTH ACTUAL 30-APR-23 | THIS YEAR FISCAL YTD 30-APR-23 | REVISED BUDGET 2022-2023 | THIS YEAR YTD % OF BUDGET | LAST YEAR FISCAL YTD 30-APR-22 | REVISED BUDGET 2021-2022 | LAST YEAR YTD % OF BUDGET | LAST YEAR FULL YEAR ACTUAL |
|---|-----------------------------------|--------------------------------------|--------------------------------|---------------------------------|--------------------------------------|--------------------------------|---------------------------------|----------------------------------|
| LIBRARY OPERATIONS | | | | | | | | |
| 271-790-702-000 FULL-TIME WAGES | 8,125.91 | 85,600.10 | 105,557 | 81% | 80,754.38 | 97,544 | 83% | 100,084.29 |
| 271-790-703-000 ADMINISTRATOR/SUPERVISOR SALARIES | 4,245.25 | 46,635.98 | 55,188 | 85% | 45,337.81 | 53,581 | 85% | 53,581.05 |
| 271-790-704-000 PART-TIME WAGES | 7,589.09 | 76,466.62 | 81,898 | 93% | 72,013.41 | 91,505 | 79% | 86,280.86 |
| 271-790-704-010 PART-TIME WAGES- LIBRARY MAINT | 1,073.37 | 10,986.60 | 15,779 | 70% | 10,519.60 | 12,051 | 87% | 13,085.92 |
| 271-790-709-000 SOCIAL SECURITY TAXES | 1,539.30 | 16,220.06 | 19,770 | 82% | 15,334.39 | 19,483 | 79% | 18,634.66 |
| 271-790-713-000 OVERTIME | 5.61 | 70.58 | 0 | 0% | 94.67 | 0 | 0% | 133.66 |
| 271-790-716-000 MERS DEFINED CONTRIBUTIONS | .00 | 937.58 | 6,588 | 14% | 3,224.22 | 5,540 | 58% | 3,928.00 |
| 271-790-717-000 MERS DEFINED BENEFIT PLAN | 4,436.15 | 43,472.47 | 49,710 | 87% | 42,543.16 | 65,592 | 65% | 50,379.65 |
| 271-790-717-010 MERS DEFINED BENEFIT HYBRID PLN | 722.00 | 5,310.08 | 3,959 | 134% | 4,357.62 | 4,214 | 103% | 5,429.17 |
| 271-790-718-000 HEALTH INSURANCE - PREMIUMS | 5,613.79 | 50,854.96 | 59,000 | 86% | 46,382.49 | 55,717 | 83% | 55,849.09 |
| 271-790-718-010 HEALTH INSURANCE - HSA | 213.09 | 852.36 | 0 | 0% | 1,300.92 | 0 | 0% | 1,300.92 |
| 271-790-719-000 DENTAL INSURANCE PREMIUM | 287.62 | 2,876.20 | 3,460 | 83% | 2,876.20 | 3,460 | 83% | 3,451.44 |
| 271-790-724-000 LIFE INSURANCE | 39.95 | 399.50 | 510 | 78% | 399.50 | 510 | 78% | 479.40 |
| 271-790-751-000 PROCESSING SUPPLIES | .00 | 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 | 44.16 | 290.56 | 300 | 97% | 238.98 | 350 | 68% | 238.98 |
| 271-790-761-000 BUILDING SUPPLIES | 27.00 | 1,564.73 | 1,300 | 120% | 1,811.90 | 1,300 | 139% | 2,077.87 |
| 271-790-762-000 WELLNESS/MEDICAL SUPPLIES | .00 | 165.53 | 270 | 61% | 181.81 | 530 | 34% | 232.52 |
| 271-790-766-000 DISPOSABLE TECHNOLOGY | 283.99 | 8,108.68 | 1,275 | 636% | 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 | 88.77 | 1,373.66 | 1,900 | 72% | 1,662.48 | 1,750 | 95% | 2,098.43 |
| 271-790-772-000 PROMOTIONS SUPPLIES | .00 | 59.99 | 300 | 20% | .00 | 500 | 0% | .00 |
| 271-790-777-000 OFFICE SUPPLIES | 85.88 | 1,048.12 | 900 | 116% | 313.69 | 1,100 | 29% | 613.95 |
| 271-790-778-000 PAPER | 226.10 | 371.09 | 500 | 74% | 151.09 | 500 | 30% | 385.87 |
| 271-790-791-000 SUBSCRIPTIONS AND PUBLICATIONS | 84.96 | 1,356.57 | 1,700 | 80% | 1,633.21 | 1,430 | 114% | 1,743.19 |
| 271-790-792-000 SOFTWARE SUBSCRIPTIONS | 1,395.00 | 6,253.28 | 5,175 | 121% | 3,921.90 | 4,455 | 88% | 3,921.90 |
| 271-790-793-000 OVERDRIVE | 201.79 | 8,542.46 | 8,352 | 102% | 6,111.64 | 7,350 | 83% | 6,111.64 |
| 271-790-794-000 HOOPLA | 1,350.66 | 5,416.11 | 5,000 | 108% | 4,296.48 | 4,250 | 101% | 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 | 968.86 | 968.86 | 0 | 0% | 21.90 | 0 | 0% | 21.90 |
| 271-790-802-000 PROFESSIONAL SERVICES | 75.00 | 318.00 | 0 | 0% | 30,700.00 | 0 | 0% | 38,882.50 |
| 271-790-806-000 LEGAL SERVICES | .00 | 333.00 | 350 | 95% | 1,080.00 | 150 | 720% | 1,080.00 |

CITY OF HASTINGS

DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 10 MONTHS ENDING APRIL 30, 2023

FUND 271 - LIBRARY FUND

OPERATIONS

| | THIS MONTH ACTUAL 30-APR-23 | THIS YEAR FISCAL YTD 30-APR-23 | REVISED BUDGET 2022-2023 | THIS YEAR YTD % OF BUDGET | LAST YEAR FISCAL YTD 30-APR-22 | REVISED BUDGET 2021-2022 | LAST YEAR YTD % OF BUDGET | LAST YEAR FULL YEAR ACTUAL |
|--|-----------------------------------|--------------------------------------|--------------------------------|---------------------------------|--------------------------------------|--------------------------------|---------------------------------|----------------------------------|
| 271-790-809-000 CONTRACTED IT SERVICES | 1,500.00 | 31,120.00 | 24,500 | 127% | 15,210.03 | 24,275 | 63% | 23,435.03 |
| 271-790-812-000 PRE-EMPLOYMENT SCREENINGS | .00 | 146.00 | 146 | 100% | 816.00 | 100 | 816% | 816.00 |
| 271-790-813-000 DELIVERY SERVICES | 616.75 | 2,464.50 | 2,725 | 90% | 2,293.50 | 1,912 | 120% | 2,293.50 |
| 271-790-816-000 SECURITY SERVICES | .00 | 299.88 | 350 | 86% | 299.88 | 325 | 92% | 299.88 |
| 271-790-817-000 LAKELAND LIBRARY CO-OP SERVICE | 2,894.75 | 4,955.50 | 2,840 | 174% | 2,755.50 | 3,158 | 87% | 2,755.50 |
| 271-790-818-000 MAINTENANCE CONTRACTS | 1,590.00 | 6,825.95 | 9,048 | 75% | 6,360.00 | 8,510 | 75% | 8,487.43 |
| 271-790-823-000 OTHER CONSULTING SERVICES | 87.50 | 262.50 | 400 | 66% | 376.00 | 1,550 | 24% | 801.00 |
| 271-790-825-000 LATE/SERVICE FEES | .00 | .00 | 50 | 0% | 41.92 | 25 | 168% | 41.92 |
| 271-790-850-000 TELEPHONE | 204.02 | 3,911.98 | 5,300 | 74% | 3,813.24 | 4,760 | 80% | 4,864.89 |
| 271-790-851-000 MAIL/POSTAGE | .00 | 699.43 | 400 | 175% | 273.86 | 400 | 68% | 331.86 |
| 271-790-852-000 INTERNET/TELECOMM SERVICES | 1,104.95 | 6,452.56 | 7,800 | 83% | 6,135.00 | 7,620 | 81% | 8,115.00 |
| 271-790-861-000 TRANSPORTATION - MILEAGE REIMB | 137.55 | 470.86 | 300 | 157% | .00 | 300 | 0% | 51.36 |
| 271-790-879-000 WEBSITE | .00 | 212.40 | 250 | 85% | .00 | 210 | 0% | .00 |
| 271-790-880-000 COMMUNITY PROMOTIONS | .00 | 210.56 | 300 | 70% | 48.00 | 600 | 8% | 48.00 |
| 271-790-881-000 ADVERTISING | 105.97 | 1,862.20 | 500 | 372% | 966.55 | 400 | 242% | 1,036.55 |
| 271-790-886-000 PHOTOGRAPHY/VIDEOGRAPHY | .00 | .00 | 0 | 0% | .00 | 0 | 0% | 85.00 |
| 271-790-887-000 SPEAKERS/PERFORMERS | 90.00 | 1,647.50 | 1,000 | 165% | 375.00 | 1,000 | 38% | 975.00 |
| 271-790-890-000 ILS FEES | 693.75 | 11,069.67 | 14,080 | 79% | 13,350.17 | 11,667 | 114% | 13,350.17 |
| 271-790-891-000 LICENSES AND FEES | 83.17 | 553.60 | 460 | 120% | 275.85 | 460 | 60% | 275.85 |
| 271-790-892-000 SOFTWARE LICENSES | .00 | 643.75 | 800 | 80% | 763.75 | 750 | 102% | 763.75 |
| 271-790-900-000 PRINTING AND PUBLISHING | .00 | 216.00 | 217 | 100% | 350.00 | 150 | 233% | 725.00 |
| 271-790-902-000 NEWSLETTER | .00 | .00 | 0 | 0% | 45.00 | 400 | 11% | 45.00 |
| 271-790-906-000 PROMOTIONS/MARKETING | .00 | 20.06 | 200 | 10% | .00 | 450 | 0% | .00 |
| 271-790-907-000 SPONSORSHIPS/DONATIONS | .00 | .00 | 100 | 0% | .00 | 100 | 0% | .00 |
| 271-790-909-000 TRAINING | .00 | 286.99 | 300 | 99% | 333.50 | 400 | 83% | 365.50 |
| 271-790-910-000 PROFESSIONAL DEVELOPMENT | .00 | .00 | 400 | 0% | 1,806.00 | 500 | 361% | 1,806.00 |
| 271-790-911-000 CONFERENCES | 430.68 | 1,904.70 | 2,450 | 78% | 711.29 | 2,550 | 28% | 711.29 |
| 271-790-912-000 MEETINGS | .00 | 37.95 | 150 | 25% | .00 | 75 | 0% | .00 |
| 271-790-915-000 MEMBERSHIPS | .00 | 1,537.71 | 1,300 | 118% | 1,369.97 | 1,228 | 112% | 1,369.97 |
| 271-790-916-000 DUES AND FEES | 151.25 | 365.25 | 1,415 | 26% | 999.50 | 1,360 | 74% | 999.50 |
| 271-790-918-000 WATER/SEWER | 292.86 | 2,711.70 | 3,000 | 90% | 2,539.08 | 3,000 | 85% | 3,106.20 |
| 271-790-919-000 WASTE DISPOSAL | 28.98 | 286.95 | 350 | 82% | 229.22 | 330 | 69% | 322.54 |
| 271-790-920-000 ELECTRIC | 1,679.85 | 20,553.70 | 23,500 | 87% | 21,397.26 | 22,000 | 97% | 25,192.71 |
| 271-790-921-000 NATURAL GAS | 587.79 | 4,044.55 | 4,500 | 90% | 3,816.59 | 4,250 | 90% | 4,346.95 |

CITY OF HASTINGS

DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET

FOR THE 10 MONTHS ENDING APRIL 30, 2023

FUND 271 - LIBRARY FUND

OPERATIONS

| | THIS MONTH ACTUAL 30-APR-23 | THIS YEAR FISCAL YTD 30-APR-23 | REVISED BUDGET 2022-2023 | THIS YEAR YTD % OF BUDGET | LAST YEAR FISCAL YTD 30-APR-22 | REVISED BUDGET 2021-2022 | LAST YEAR YTD % OF BUDGET | LAST YEAR FULL YEAR ACTUAL |
|---|-----------------------------------|--------------------------------------|--------------------------------|---------------------------------|--------------------------------------|--------------------------------|---------------------------------|----------------------------------|
| 271-790-929-000 | 33.98 | 385.89 | 14,650 | 3% | 1,600.00 | 2,475 | 65% | 1,600.00 |
| 271-790-929-010 | 115.00 | 605.00 | 2,000 | 30% | 855.00 | 2,000 | 43% | 855.00 |
| 271-790-930-000 | .00 | 5,581.84 | 8,100 | 69% | 26,670.97 | 33,150 | 80% | 55,710.20 |
| 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% | 8,263.00 | 9,000 | 92% | 8,263.00 |
| 271-790-939-000 | .00 | 866.28 | 1,375 | 63% | 722.93 | 900 | 80% | 722.93 |
| 271-790-941-000 | 253.44 | 1,574.52 | 4,300 | 37% | 3,202.92 | 4,275 | 75% | 4,270.56 |
| 271-790-944-000 | 146.00 | 951.00 | 490 | 194% | 490.00 | 600 | 82% | 620.00 |
| 271-790-950-000 | 19.70 | 215.55 | 200 | 108% | 223.75 | 200 | 112% | 292.70 |
| 271-790-962-000 | 34.99 | 104.93 | 150 | 70% | 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 | .00 | 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 | .00 | 2,785.16 | 230 | 1211% | 3,488.95 | 11,730 | 30% | 3,488.95 |
| 271-790-982-000 | 971.63 | 12,160.35 | 15,000 | 81% | 14,420.89 | 15,000 | 96% | 16,323.05 |
| 271-790-982-010 | 27.80 | 14,597.41 | 2,000 | 730% | 1,860.35 | 2,000 | 93% | 6,654.25 |
| 271-790-982-020 | 250.00 | 627.92 | 1,000 | 63% | 2,047.17 | 2,000 | 102% | 2,047.17 |
| TOTAL LIBRARY OPERATIONS | 52,860.66 | 541,842.66 | 1,737,347 | 31% | 546,483.17 | 637,992 | 86% | 688,327.17 |
| TOTAL EXPENDITURES & OUT TRANSFERS | 52,860.66 | 541,842.66 | 1,737,347 | 31% | 546,483.17 | 637,992 | 86% | 688,327.17 |
| NET REVENUES OVER EXPENDITURES | 26,604.77 | (47,120.37) | (405,553) | | 84,976.85 | 6,228 | | (17,267.21) |



HASTINGS PUBLIC LIBRARY

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Library Director's Report for the June 5, 2023 Board Meeting

It's June and summer is just around the corner and that means school is done and summer reading is starting. It also means more families in the Library and more programs for all ages.

This year summer reading runs June 5 – August 19 and our theme is "Reading Beyond the Beaten Path." Paige, Barb and other staff members have been working feverishly planning events, determining prizes, and making sure there is something for everyone. You'll learn more about what we have planned in Paige's report. Be sure to sign up on June 5 when you're in the building for our meeting or use the Beanstack app to do it online.

The window project is moving ahead. By the middle of the first week of June the contracts will be signed with the three companies we've hired for the project. We are making a final push to finish raising the needed funds.

Battle Creek Glass is planning to start replacing windows the first week of September. It will take about two months to complete the job. I have requested they replace the windows and door onto the vegetative roof over the teen area first. Water is leaking into the teen room, which appears to be coming from the window wall. The problem will be solved as soon as it is replaced. In the mean time we are taking steps to limit the water getting into the building.

We expect to have the results of the HVAC study from C2AE by the second week of June, then DHE Plumbing and Mechanicals will order the new system. Once ordered there is a six-month lead time before the roof top units will arrive. The boiler may be installed sooner.

David has put together a Request for Quote (RFQ) for the landscaping removal and installation. Much of the landscaping around the building needs to be taken out to make the windows accessible. In the RFQ we are asking for two quotes, one to remove the plantings obstructing the windows and the other one to replant the landscaping Spring 2024. Companies can submit quotes for either or both jobs. We will distribute the RFQ on Friday, June 2.

Staff from Barry County Mental Health have inquired about possible volunteer opportunities for some of their clients. David, as our volunteer coordinator, discussed the options we had available with the case worker and they decided weeding around the build and in the rain garden would be a good task for them to do. Karen Dyer, who

oversees the work in the rain garden, will train and direct the group. They are scheduled to begin on June 8 and plan to work on Thursday mornings, weather permitting.

Attached to this report is information David compiled. It is the 2022 Donation & Volunteer Report. It gives us a great look at how much we received in donation and how volunteers impact what we do. I would like to take a little time at the meeting to discuss it if you have any questions or comments you would like to share. I want to thank David for the time and effort it took to put the report together.

Please see the reports from other staff for more information about what took place during May.

Assistant Director, David Edelman's report:

Here's what's new in May:

- A new section on the website launched May 19, see the top menu bar and go to Support Us. One page is about ways to give to HPL and the other talks about larger donor supported projects. More info will be added soon.
- The initial Local History inventory is almost complete - so far, we've accounted for over 1,600 items. Several hundred more will be added in the next few weeks and there are still hundreds more to examine in detail to expand on current generic entries.
- Michigan Room Display: We found a great antique display case for the Michigan Room (thanks Peggy!) and are getting it spruced up to put out in June. This will give us a much more professional presentation for artifacts we own and allow some space for patrons to display items. The money spent came from the \$10K donation we received a few months ago.
- Save the date! The summer volunteer party is Friday July 21 at 6:30pm. The Grand Rapids Symphony will be playing at the plaza across the street.

Circulation Supervisor, Sarah Proulx's report:

Here is the news from the circulation department:

- We are proactively prepping for Summer reading and PRIDE month. We have been getting displays planned and set up. On the displays we are putting books that capture both the summer reading and PRIDE themes.
- I have created a Weeding schedule to help with collection maintenance that seems to be working out well. The schedule is a timeline to go through the entire adult collection to determine what books are outdated and could be both harmful to patrons (in the case of health and science) and irrelevant (as is the case of travel guides and business books). The schedule was added because maintaining the collection is just as important as adding to it and having a schedule to work from will allow consistent and constant monitoring that can be done by anyone on staff.

- I have been in talks with Jillian Foster from the Barry Community foundation to develop an adult leadership book club partnership with the library. The first meeting is scheduled for September in the Community room, book TBD.
- Staff Evaluations are underway, all staff have returned their self-evaluation forms and they are currently under review. This year I am focusing on goals and confidence building among staff to help foster a well-rounded, high functioning team using Trauma Informed Librarianship strategies.

Marketing & Adult Services, Barbara Haywood's report:

May's adult event featured stained glass artist, Jennie DeWitt, whose work was in our display case during the month of April. Her program was about stained-glass artwork. There was one attendee, but she made a connection with Jennie to repair a family heirloom and plans to join Jennie in her studio to get back into the art of stained glass herself. So, she was the right person to attend.



GameQuest – 12 Hours of Gaming had thirty-five attendees Saturday June 20, which was amazing considering what a sunny and pleasant day it was. This is the last year we will host a dedicated computer gaming session, but the organizers are already planning for a winter event expanding into other gaming areas.

Novel Ideas Book Club & Movie Memories and Milestones had some last-minute shifting of scheduled items this summer that made marketing more interesting than I like and took more time than expected during the month

May was a month of preparation for Summer Reading. After all our planning and discussing it was now time to put rubber to the road and get the projects done. Library staff is excited about the artwork, theme, events and prizes for this summer and it shows. View the painted windows in the children's area, the display over the south entrance and get your very own Hastings Public Library water bottle sticker to start off a great summer of reading. Be sure to sign up on June 5 when you're here for the Board meeting.



Youth Services Librarian, Paige Brandli's report:

May was a very busy month in the youth department! Although we cut back on programming, the time was quickly filled with outreach and summer reading preparations. I did manage to squeeze in two preschool storytime, one of which was a Science Storytime.

We hosted the last indoor Itsy Bitsy Book Club for the season. The group has since moved to Tyden Park for the summer. Starting June 7, a maternal mental health & post-partum depression group will meet after Itsy Bitsy. Stacey Lavery (Lavery Lactation, LLC and Family Support Center (FSC) Board Member) and Maggie Bayerl (Social Worker at FSC) will host the meetings with plans to provide lunch for families. I've been working with them to figure out the best time and place to meet in conjunction with Itsy Bitsy Book Club. Many of our families at book club have expressed interest in participating.

Summer Reading starts Monday June 5th and runs through Saturday August 19th. Our reading challenges are open to anyone, from babies to adults. The goal is to read 40 of the 75 days- this includes audiobooks, e-books, graphic novels, magazines etc. Days read do not have to take place all in a row. This year we're allowing adults who read to children to count that as part of the adult summer reading program; for many parents of young children that is their only opportunity to read.

Participants will receive a canvas tote after reading for 5 days, then for every 5 days read they will earn a patch, button, or sticker to decorate their bag. Youth participants also have the opportunity to earn tickets to see the West Michigan Whitecaps, Grand Rapids Griffins, to get ice cream from Dairy Queen, personal pizzas from Pizza Hut and more!

We have a bunch of great programs throughout the season such as a hiking club for kids in 3rd-5th grade, large all age presenters including magicians, musicians, a geologist who breaks open geodes and more! Some specialty events include an I Survived (popular chapter book series) themed escape room, reptile day, and two No Family Left Indoors events.

Passive programs include pizza drawings for adults that bring children to the library, I-Spy in the display case, and animal tails hidden throughout the library. Regular programs such as storytimes and LEGO club will be held throughout the summer.

This is our first summer fully 'back' from Covid and we're very excited! As of this writing, we have 120 folks registered on Beanstack with about 50 more registered using paper logs.

We were able to do many school visits this spring including Central and Star Elementary spring picnics, along with reading to students at St. Rose. Community Action Head Start and Great Start Readiness Program preschoolers had end of year celebrations we attended providing fun activities and an opportunity to register for summer reading. We also had all the kindergarteners from Southeastern and the 2nd & 3rd graders from Northeastern here for field trips. It was very busy and very fun. Our staff & volunteers were extremely helpful in making those visits a success.

As the school year came to an end, so did our Reach Out and Read program. This year was a great success and truly demonstrated the need for this program. Several volunteers read to more than the usual 3-4 students, because many of the kids demonstrated a need for extra support. Typically, the library provides book for readers to give to the students they read with during the school year; about 4-5 books per classroom. This year the Friends of the Library, several ROAR readers, and generous donors provided enough funds for us to purchase a book for every young kindergarten and kindergarten student in Hastings Area Schools. Books were sent home along with a letter thanking teachers & volunteers, and providing information about summer reading.

Finally, Emma has made some excellent progress contacting the high school. They're working with teacher, Greer Putnam and the Gender & Sexualities Alliance (GSA) to facilitate a book club that will run throughout the summer. Some of the club members have contacted us with purchase requests for our collection, others have assisted with making buttons for summer reading. They're hoping to build a relationship with the book club and then get some of those students to volunteer and form a teen advisory board.

Upcoming June Special Programs:

- 5th – Summer Reading Begins
- 7th – Kate Carpenter, Children's Musician, 2:00-3:00 pm
- 13th – Seed Bomb Making, 3:00-4:30 pm
- 20th – Camping 101, 6:30-8:00 pm
- 21st – Mr. Jim, Magic Show, 2:00-3:00 pm
- 23rd – I Survived Escape Room, 2:00-5:00 pm
- 24th – I Survived Escape Room, 10:00 am-2:00 pm
- 26th – Take 30-30 B.C. Trails for 30 Minutes, 6:30-8:00 pm
- 28th – Talewise Science & Storytelling, 2:00-3:00 pm



HASTINGS PUBLIC LIBRARY
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Monthly Statistics - April 2023

Net Promoter Score*: 93



Physical Library Visits**
LY Month 5,968
TY Month 3,810
YTD 44,822



Library Card Holders

| | City | Hastings Twp | Rutland Twp | Non-Resident |
|-------|-------|--------------|-------------|--------------|
| Total | 3,423 | 898 | 1,209 | 99 |
| New | 23 | 6 | 6 | 1 |



Volunteer Hours
LY Month 97
TY Month 187
YTD 2,102



Item Circulation

| | Children's | Non-Children's | Mobile | Total |
|----------|------------|----------------|--------|--------|
| LY Month | 2,867 | 3,087 | 432 | 6,386 |
| TY Month | 2,908 | 3,036 | 361 | 6,305 |
| YTD | 30,649 | 30,297 | 5,075 | 66,021 |



Wireless Sessions
LY Month 1,031
TY Month 843
YTD 8,600

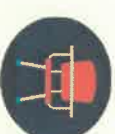


Inter-Library Loans

| | To HPL | From HPL | Total |
|----------|--------|----------|-------|
| LY Month | 608 | 408 | 1,016 |
| TY Month | 525 | 409 | 934 |
| YTD | 5,626 | 4,153 | 9,779 |



Ancestry Usage
LY Month 86
TY Month 18
YTD 278



Computer Sessions

| | Virtual Programs | In Person^ | | |
|----------|------------------|------------|---------|------------|
| | Offered | Attendance | Offered | Attendance |
| TY Month | - | 2 | 42 | 431 |
| YTD | 2 | 91 | 387 | 6,710 |



Digital Downloads
LY Month 951
TY Month 1,936
YTD 17,073



Computer Sessions

| | Adult | Kids | Teen | ML Room |
|----------|-------|------|------|---------|
| LY Month | 313 | 38 | 15 | 5 |
| TY Month | 365 | 83 | 77 | 8 |
| YTD | 3,718 | 684 | 497 | 49 |



HPL Website
LY Month 277
TY Month 228
YTD 3,197



HPL Website

| | Sessions | Users | Page Views | Princh Documents |
|----------|----------|--------|------------|------------------|
| LY Month | 1,952 | 1,279 | 3,607 | 79 |
| TY Month | 2,218 | 1,532 | 4,102 | 102 |
| YTD | 21,712 | 14,343 | 39,545 | 1,210 |



BCHP~
TY Month 247
YTD 1,201

^ 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 were deleting some older data as new data was recorded; setup error has been fixed but some data for April is missing so visits are understated
* 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



HASTINGS PUBLIC LIBRARY

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Annual Donation and Volunteer Report Calendar Year 2022

Report Date: June 2, 2023

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A Message from the Director

The Hastings Public Library could not do all that we do without the dedication of the volunteers who give us their time, and the tremendous financial support we receive from the community. We are very lucky that so many believe in our mission and want to help us deliver programming and resources beyond what our normal budget allows.

We so often hear compliments on our building, the quality of our staff, and the breadth of our offerings. Some of that is because of the support we receive from our patrons and the wider community.

Your donations help us purchase more books than we could on our own, send staff to training sessions and conferences, build our digital collection to present and preserve local history, and maintain a welcoming building for all to enjoy.

Your volunteer hours are integral to maintaining our rain garden & landscaping, organizing the local history collection, performing genealogy research, making summer reading and other programs easier to manage and helping the staff focus on patron needs by re-shelving returned books for us.

We are excited to see what 2023 will bring and are thankful that you will be alongside us. On behalf of the Library Staff, I thank you.



Peggy Hemerling
Library Director

Donation Summary

Donations from Library supporters enable HPL to:

1. Offer programs and services we could not otherwise afford.
2. Buy equipment and supplies in support of programming.
3. Make our money "go farther".

In calendar year 2022, HPL received financial donations in excess of \$448,000.

| Category | Amount |
|----------------------------|-------------------|
| Book SHARE | \$ 20 |
| Children's Books | \$ 275 |
| Honor / Memorial | \$ 891 |
| Summer Reading | \$ 925 |
| Technology | \$ 1,600 |
| Adult Books | \$ 1,841 |
| General | \$ 1,944 |
| Friends Donations | \$ 4,133 |
| Other | \$ 16,474 |
| Local History Preservation | \$ 22,832 |
| Window Replacement | \$ 397,165 |
| Total | \$ 448,100 |

With these donations, among other things we:

- ♥ Purchased over \$3,000 in youth, adult and large print adult books beyond the budgeted amount.
- ♥ Provided wi-fi hotspot service to the community.
- ♥ Renewed the movie licenses that enable us to show movies every Thursday evening and at other times.
- ♥ Digitized newspapers.

A significant amount of these donations went to the Window Replacement Project described later in this report.

Volunteer Summary

We could not accomplish all that we do at HPL without the dedication and assistance from our amazing group of volunteers. We receive help from patrons, community members, and service organizations:

- ♥ Pierce Cedar Creek Institute helps maintain our rain garden.



- ♥ Volunteers help with landscaping maintenance and weeding.
- ♥ The United Way sends volunteers to help with projects inside and outside.
- ♥ Many individuals run programs held at HPL like chess, weekly movies and more.

We especially want to thank all of the dedicated Friends of Hastings Public Library members who give so much of their time to help make our Library a special place. See more about them in the next section.

Our Volunteers Did a Lot in 2022:

- ♥ # of participants: more than 45 regular volunteers
- ♥ # of hours: 2,439

Some of the programs and projects they helped make possible included:

- ♥ 2022 Summer Reading Events that served more than 700 community members.
- ♥ Teen Nailed It! Baking Competition.
- ♥ Rain Garden and Landscaping Maintenance
 - ♥ Big shout out to Karen D. who spent a lot of time in the rain garden and helping with the overall landscaping maintenance.
- ♥ Window Fundraising Events.
- ♥ Reading is Fundamental & Reach Out and Read School Visits.
- ♥ Local History and Genealogy Research and Organization Assistance.
- ♥ New Item Quality Checks and Book Covering (over 100 hours!).
- ♥ Picture Book Reorganization
 - ♥ Thank you, Pam S. for the hundreds of hours you gave to this project.
- ♥ Sanitizing Children's Toys.



- ♥ **Digital Literacy Classes**

- ♥ A special call out to Dale S., Karen C., Tony C., and Dustin L. who donated their time to teach these important classes.



We are also proud to be able to help those needing to complete community service. We like that we can help them meet their obligations while they help us.

Friends of the Hastings Public Library

Everyone needs Friends! Including libraries.

Our Friends group is full of extremely dedicated people who are always willing to help, no matter the ask. They give so much of their time and energy to us, we are forever grateful.

Without this group, many programs and library tasks would not happen at all, or would be much more challenging to execute, including:

- ♥ Summer Reading Events
- ♥ Cookies with Santa
- ♥ Book Re-shelving: Friends re-shelved **over 30,000 items** in 2022!



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The Friends hold many fundraising events throughout the year. The money raised is then made available to the Library to help cover everything from supplies and equipment, to books, and even training sessions and conference fees. Some of 2022's fundraisers included:

- ♥ Three used book sales.
- ♥ Selling parking spaces at the annual Barry Roubaix bicycle race.
- ♥ The annual October Wine Pairing and Basket Auction at Seasonal Grille.
- ♥ Art @ the Library raffles.
- ♥ Holiday candy sales.



All of the Friends deserve recognition, but we especially want to call out a few who devote so much of their time to HPL:

- ♥ Judy K.
- ♥ Tammy W.
- ♥ Ellyn M.
- ♥ Ed S.
- ♥ Marcia S.
- ♥ Kristine M.
- ♥ Kathy L.
- ♥ Karen D.

- ♥ Rita B.
- ♥ Diane H.
- ♥ Kelli N.
- ♥ Gwen M.
- ♥ Pam S.
- ♥ Diane S.
- ♥ Patricia W.
- ♥ Tammy N.

We Miss You Audrey

We also want to pay special tribute to Audrey Renner, a long-time Friend and HPL supporter who passed away in early 2023.

Audrey was a fixture at the library, giving her time and money to support us for many, many years. She loved coming in to help re-shelve books, volunteered her time at children's programs, and donated regularly to support the purchase of children's materials.

We all loved having Audrey around and miss her deeply.



Success Stories

We accomplished a lot in 2022 with the donations given to us and with the help of our volunteers. Here are a few key wins:

Newspaper Digitization

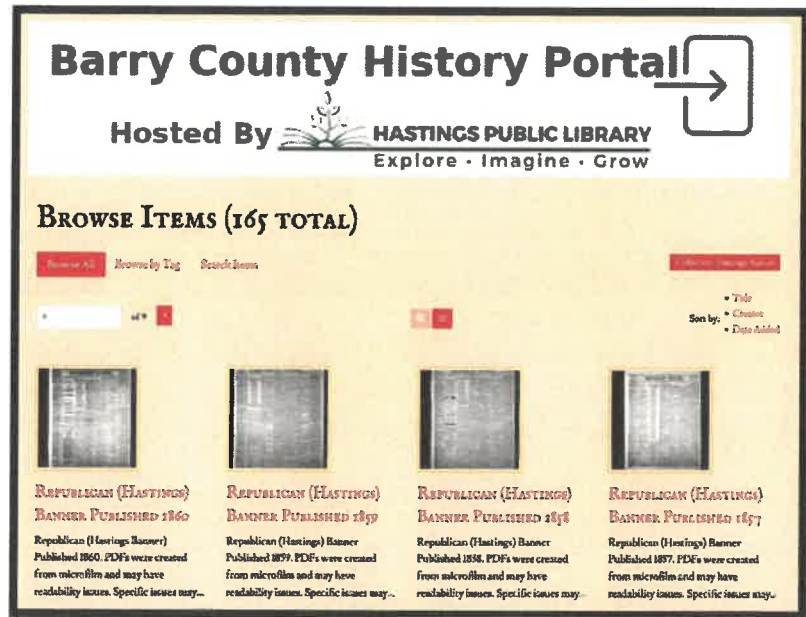
HPL is a repository of local history for all of Barry County. Newspapers are a critical part of the historical record, and we hold thousands of papers on microfilm, CD and in hardcopy. In 2021 we decided it was time to digitize as much of the collection as possible to both preserve it and make it more publicly accessible.

With money raised at the end of 2021, and additional funds received in 2022, HPL began work on digitizing the Hastings Banner. We expected the funds raised to cover that cost with a bit left over.

The generosity of the community overwhelmed us as a single donor offered to pay for all of the Banner costs, leaving the original amount untouched. The Nashville Historical Society then raised money to cover the costs of digitizing the Nashville News, again leaving the original amount untouched.

With the remaining funds, we began digitizing the Middleville Sun & News and will be able to also have most, if not all, of the Maple Valley News digitized.

In all, between 2022's efforts and the remaining work in 2023, we will have spent over \$36,000 on newspaper digitization, all donated by the community.



Summer Reading



2022's theme was an Ocean of Possibilities. Many local businesses donated to support summer programming including: Southside Pediatrics; Thornapple Credit Union; Bellabay Realty, Dream Home Team; Bright Start Pediatrics; Cakes By Shannon; Greenmark Equipment;

Highpoint Community Bank; Hungry Howies; and Dairy Queen. Many volunteers also gave their time to help make the programs a success.

Almost \$1,000 was donated to support programs and supplies needed to keep summer reading fun.

Among other events, we sang and danced with Sue Picking, learned about the ocean with oceanographer Ellen Prager, discovered scuba diving with Marty Buehler and experienced ocean magic with Mr. Jim.



Early Literacy

HPL has two reading programs in partnership with local schools: Reading is Fundamental (RIF) and Reach Out and Read (ROAR). Both programs rely heavily on volunteers to visit schools, sometimes with the youth librarian and help kids with literacy skills. In 2022:

- ♥ 12 volunteers read to kids in 11 classrooms across 4 elementary schools.
 - Total time spent reading exceeded 44 hours!
- ♥ The first post-COVID RIF visits happened in November 2022. The Youth Librarian and 4 volunteers visited 5 preschool classes, distributed 80 free books, read stories, and worked with the kids on crafts.

HPL also holds two separate story time events each week. Emily H. from the YMCA and Geneva W. from Barry County Great Start donate their time to help with the Wednesday Itsy Bitsy Book Club, while Ellen H. from Pierce Cedar Creek Institute helps with periodic Friday Science Story Times.

Window Replacement

An unfortunate design flaw in the Library's original windows forced initiation of a replacement project that commenced fundraising in late 2021. The windows were allowing moisture between the panes of glass, which caused the coatings to oxidize and "fog" the windows. Many generous donors gave over \$700,00, adding to the \$300,000 the Library Board set aside for the project. Some key happenings included:

- ♥ The Magical Mystery Garden Event in July 2022: Local citizens and artists donated their efforts to decorating windows that were auctioned off. We raised \$20,000.



- ♥ Volunteers helped stuff envelopes for donation mailings.
- ♥ A professional consultant was hired to help guide the process.

Bids for glass and HVAC replacement were received and winners awarded in April 2023. As of June 2023, project timing is still being finalized, but is expected to begin in September 2023.



HASTINGS PUBLIC LIBRARY

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THIS MEMORANDUM OF UNDERSTANDING RELATING TO STORAGE OF ARCHIVAL MATERIALS FOR PARTNER ORGANIZATIONS (“Agreement”) is made as of [REDACTED], between the **HASTINGS PUBLIC LIBRARY**, 227 E. State Street, Hastings, MI 49058 (“Library”), and **[INSERT LEGAL NAME OF PARTNER]**, of **[INSERT ADDRESS]** (“Partner Organization”) (collectively, the “Parties”).

Consistent with its vision of a literate society where people use information and knowledge to enrich their lives and its mission of being a gathering place connecting people with resources and opportunities to explore, imagine, and grow, the Library is willing, pursuant to the terms of this Agreement, to offer its excess storage capacity to provide storage for materials of historical value and public interest relating to Hastings, Michigan.

1. Acceptance of Collection Materials; Additional Materials. The Library agrees to store on its premises the materials described in Appendix A (“Collection Materials”). If the Partner Organization subsequently desires to store additional materials, the Library will consider amending this Agreement on a case-by-case basis.

2. Term. This Agreement shall become effective as of the date of its execution and shall continue in effect until it is terminated pursuant to this section. Either of the Parties may terminate this Agreement by giving notice in writing specifying the date of such termination, which shall not be less than 60 days after the date of giving such notice unless otherwise agreed. Upon the date set forth in such notice, the Partner Organization shall promptly take custody of the Collection Materials and remove them from the Library’s premises. Under no circumstance shall the Library be responsible for the continued storage of Collection Materials following termination.

3. Partner Organization Warranties and Representations. The Partner Organization warrants and represents, to the best of its knowledge, that (a) the Partner Organization is the sole lawful owner or an authorized representative of the sole lawful owner of the Collection Materials; and (b) Partner Organization has the legal right and authority to enter into this Agreement.

4. Storage and Access. During the term of this Agreement, the Library agrees (a) to take reasonable steps to minimize risk of loss or damage to the Collection Materials (normal wear and tear excepted); (b) to provide the Partner Organization access to the Collection Materials, with reasonable notice, during normal business hours; and (c) to prohibit off-premises loans of the Collection Materials except to an individual authorized by the Partner Organization. For purposes of this Agreement, reasonable steps to minimize risk of loss or damage is limited to treating the Collection Materials in a manner substantially similar to the Library’s treatment of its permanent collections. The Partner Organization is responsible for providing appropriate storage equipment (e.g., Hollinger boxes, acid-free paper, etc.) to preserve and protect their materials.

5. Insurance/Assumption of Risk. The Partner Organization agrees, at its sole expense, to maintain insurance coverage on the Collection Materials equal to actual cash value against all perils, without exception. The Partner Organization assumes all risk of loss or damage for any reason whatsoever.



6. **Consideration.** The Library will not charge the Partner Organization for Collection Materials stored pursuant to this Agreement. The Parties agree that the storage and relative safekeeping of materials of historical value and public interest provides a mutual benefit.

7. **Public Access.** The Partner Organization acknowledges that the Library is a public body subject to the Freedom of Information Act, Act 442 of 1976, as amended, and other laws governing the use of public funds and that Collection Materials are subject to possible disclosure. The Partner Organization also (a) agrees that the Collection Materials may be made available for research purposes and may be reproduced; and (b) authorizes the Library to further catalog and inventory the Collection Materials to facilitate public access. Except as otherwise provided in this Agreement, the Library, within its sole discretion, may provide access to the Collection Materials pursuant to accepted professional standards and its mission and vision using various means and methods, including, but not limited to, exhibition or digitization. The Partner Organization shall inform the Library if the Collection Materials contains any sensitive or private information, such as social security numbers, medical records, birth dates, etc.

8. **Future Permanent Transfer.** If at any time the Partner Organization desires to permanently transfer ownership of the Collection Materials to the Library, the Library will consider acceptance on terms mutually agreed upon in a separate agreement.

9. **Covenant Not to Sue; Indemnification.** The Partner Organization hereby covenants that it will not commence or maintain any suit against the Library or the City of Hastings, whether at law or in equity. Except if due to the sole negligence or willful misconduct of the Library, the Partner Organization shall indemnify and hold harmless the Library, the City of Hastings, and their officers, directors, council members, employees, and agents, from and against any and all liabilities, obligations, losses, damages, penalties, claims, action, suits, costs, expenses and disbursements (including attorneys' fees and expenses and court costs whether or not litigation is commenced and, if litigation is commenced, during all trial and appellate phases of such litigation) of any kind and nature whatsoever which may be imposed on, incurred by, or asserted against them in any way relating to, arising out of, connected with, or resulting from this Agreement. This section shall extend to the successors and assigns of the Partner Organization, if any, and survive termination of this Agreement.

10. **Notices and Point of Contact.** All notices, requests, and other communications will be via email to either the Library Director and/or Assistant Director or in writing and will be delivered personally or by United States mail via first-class, certified, or registered, with postage prepaid, and, when possible, return receipt requested, to the other party at its address as set forth in the first paragraph of this Agreement or to another address as designated by notice given pursuant to this section. The Library's Director shall be the primary point of contact, with the Assistant Director designated as an authorized representative. The Partner Organization shall be responsible for designating the name and address of two persons with authority to act on behalf of the Partner Organization consistent with this Agreement.

11. **Miscellaneous.** This is the entire Agreement of the Parties as to this subject matter. It shall not be amended or modified except in writing signed by both Parties. It shall not be affected by any course of dealing and the waiver of any breach shall not constitute a waiver of any subsequent breach of the same or any other provision of this Agreement. This Agreement and the rights and



obligations under this Agreement shall not be assigned or otherwise transferred. This Agreement shall be construed in all aspects in accordance with the laws of the State of Michigan. This Agreement shall not constitute a partnership, joint venture, or agency. Neither Party shall have the authority to make any statements, representations, or commitments of any kind, or take any action, which shall be binding on the other, without the prior consent of such other Party. All appendices referenced in this Agreement are incorporated into and made a part of this Agreement. Both Parties agree to execute any additional documents or provide additional information necessary to carry out the intent of this Agreement.

IN WITNESS WHEREOF, the Library and the Partner Organization have caused this Agreement to be signed as of the date and year first written above.

HASTINGS PUBLIC LIBRARY

[INSERT NAME OF PARTNER ORGANIZATION]

By: _____
Its: _____

By: _____
Its: _____