

# HASTINGS PUBLIC LIBRARY BOARD OF TRUSTEES

## Meeting Agenda

August 7, 2023 4:30pm

Community Room

1. Call to order
2. Agenda p. 1
3. Public Comments
4. Correspondence
  - a. Email from Traci Downs p. 2
  - b. Email from Sue Otto p. 3
5. Approval of Minutes
  - a. July 10, 2023 p. 4-5
6. Financial Reports
  - a. June invoices p. 6-7
  - b. June budget report p. 8-11
7. Library Director's Report
  - a. July p. 12-16
8. Committees
  - a. Budget and Finance
  - b. Building and Grounds
  - c. Personnel
  - d. Policy
  - e. Marketing
9. Unfinished Business
  - a. none
10. New Business – meeting business explanations
  - a. Consider approving the updates to the Patron Code of Conduct Policy. p. 17-21
  - b. Considering approving the updates to the Personnel Policy. p. 22-28
  - c. Consider closing the drive through lane during construction to allow Battle Creek Glass to place storage container(s), a dumpster and two lifts there for ease of access.

11. Board Member Comments

12. Adjourn

## Peggy Hemerling

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**From:** Sarah Proulx  
**Sent:** Tuesday, July 18, 2023 12:24 PM  
**To:** Peggy Hemerling; David Edelman  
**Subject:** FW: [EXTERNAL email]:Thank you

Just thought I would share what she emailed me this morning 😊

Sarah Proulx

She/Her

Circulation Supervisor

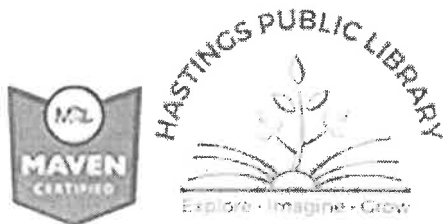
Hastings Public Library

227 E. State St.

Hastings, MI 49058

(269) 945-4263

<https://www.HastingsPublicLibrary.org>



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**From:** Traci Downs <tddowns@sbcglobal.net>  
**Sent:** Tuesday, July 18, 2023 12:21 PM  
**To:** Sarah Proulx <sproulx@hastingspubliclibrary.org>  
**Subject:** [EXTERNAL email]:Thank you

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

Good afternoon Sarah,

I want to thank you and Zach for everything this past weekend. Zach was such a huge help and very kind. The shower went perfectly, and again, just wanted to say thank you again. If I am owed my deposit back, could you maybe keep it on my account. I plan to schedule my daughter's senior open house with you, since I absolutely loved everything about the space.

Please let me know, and again, thank you for everything.

Traci

## Peggy Hemerling

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**From:** Barbara Haywood  
**Sent:** Monday, July 24, 2023 10:57 AM  
**To:** Peggy Hemerling; David Edelman  
**Subject:** FW: [EXTERNAL email]:Re: This Week at the Library

**From:** Staff User  
**Sent:** Monday, July 24, 2023 10:33 AM  
**To:** Barbara Haywood <bhaywood@hastingspubliclibrary.org>  
**Subject:** FW: [EXTERNAL email]:Re: This Week at the Library

**From:** Sue Otto <previouslypink@yahoo.com>  
**Sent:** Monday, July 24, 2023 9:57 AM  
**To:** Staff User <staff@hastingspubliclibrary.org>  
**Subject:** [EXTERNAL email]:Re: This Week at the Library

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

What a great library we have in this town. Nice job ladies!

Sue Otto  
Previously Pink Boutique  
Have an amazing PINK day!  
269-945-9605

On Jul 22, 2023, at 12:02 PM, Hastings Public Library <staff@hastingspubliclibrary.org> wrote:



[Catalog](#) | [My Account](#) | [Digital](#) | [Book Bundles](#) | [Next Read](#)

[Click on event images for more information](#)

**Hastings Public Library Board of Trustees  
Minutes**

**Date: July 10, 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, Brenda Stacy.
- Also present were Peggy Hemerling and David Edelman.

**2. AGENDA:** Jeff Kniaz motioned to accept agenda as amended for the library to close the entire day of October 18,2023. Seconded by Brenda Stacey. Approved.

**3. MINUTES:** Audrey Burton motioned to approve the June 5, 2023 board minutes, seconded by Jeff Kniaz. Motion approved.

**4. FINANCIAL REPORTS: REVIEW MAY 2023, REPORTS and INVOICES –** Jeff Kniaz moved we accept the financial reports as written, seconded by Brenda Stacey. Motion approved.

**5. LIBRARY DIRECTORS REPORT: June 2023**

**6. COMMITTEES**

- a. Budget and Finance –
- b. Building and Grounds –
- c. Personnel – Committee meeting date set for July 31,2023 at 4:30 p.m.
- d. Policy – Committee meeting date set for July 20,2023 at 3:00 p.m.
- e. Marketing-
- f. Capital Campaign-

**7. NEW BUSINESS**

- a. Jeff Kniaz moved to approve closing the library on October 18, 2023, all day, for the purpose of staff training and development, seconded by Audrey Burton. CPR and censorship are on the agenda. Motion approved.
- b. Jeff Kniaz motioned to approve bids from Katerberg Verhage for the removal and installation of the landscaping as it pertains to the window project. Motion seconded by Cloe Oliver. Roll call vote: Cloe Oliver – Yes, Bill Nesbitt – Yes, Dave Koons – Yes, Jeff Kniaz - Yes, Audrey Burton – Yes, Jane Cybulski – Yes, Chloe Kelly – Yes, Brenda Stacey – Yes. Motion carried.
- c. Jeff Kniaz motioned to increase the cap on what the library director can spend from \$5,000.00 to \$10,000.00 to only be used solely for unexpected expenses pertaining to the window project. Motion seconded by Chloe

Kelly. Jeff Kniaz motioned to amend the request to increase the spending limit from \$5,000.00 to \$10,000.00 to be limited to two times before the board has to approve further fund expenditures, and with input and approval of the Board President. Seconded by Chloe Kelly. Roll call vote: Bill Nesbitt – Yes, Jeff Kniaz – Yes, Dave Koons – Yes, Audrey Burton – Yes, Jane Cybulski – Yes, Chloe Kelly – Yes, Brenda Stacey – Yes, Cloe Oliver – Yes. Motion carried.

8. NEXT MEETING DATE

- a. Next board meeting on Monday August 7, 2023, at 4:30 p.m.

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

**HASTINGS PUBLIC LIBRARY**  
**Invoices for June 2023**  
**Prepared for August 7, 2023 Board meeting**

<b>Account</b>	<b>Vendor</b>	<b>Amount</b>	<b>Total</b>
<b>Salaries &amp; Wages</b>			<b>\$ 21,147.09</b>
	June	\$ 21,147.09	
<b>Social Security Taxes</b>			<b>\$ 1,547.51</b>
	June	\$ 1,547.51	
<b>Fringe Benefits</b>			<b>\$ 5,489.16</b>
	Benefits	\$ 5,489.16	
<b>Supplies:</b>			<b>\$ 470.43</b>
	Medler Electric	\$ 138.30	
	Quill	\$ 129.47	
	Amazon	\$ 76.09	
	ACE	\$ 3.99	
	Demco	\$ 122.58	
<b>Disposable Technology</b>			<b>\$ 26.58</b>
	Amazon	\$ 26.58	
<b>Clothing</b>			<b>\$ 422.00</b>
	Court-Side	\$ 422.00	
<b>Program Supplies</b>			<b>\$ 527.57</b>
	StickerApp	\$ 203.00	
	ToteBagFactory.com	\$ 255.26	
	American Button Machines	\$ 69.31	
<b>Subscriptions &amp; Publications</b>			<b>\$ 59.99</b>
	Wall Street Journal	\$ 59.99	
<b>Electronic Media</b>			<b>\$ 499.56</b>
	Midwest Tape - Hoopla	\$ 499.56	
<b>Professional Services</b>			<b>\$ 5,361.74</b>
	Smith Imaging Solutions	\$ 5,361.74	
<b>Contracted IT Services</b>			<b>\$ 3,000.00</b>
	Clark Tech. Services	\$ 3,000.00	
<b>Telephone &amp; Fax</b>			<b>\$ 469.88</b>
	MEI Telecom	\$ 204.02	
	Fusion	\$ 265.86	
<b>Internet</b>			<b>\$ 504.95</b>
	MEI Telecom	504.95	
<b>Transportation - mileage reimburs.</b>			<b>\$ 89.08</b>
	Sarah Proulx	\$ 89.08	
<b>Community Promo &amp; Ads</b>			<b>\$ 174.75</b>
	J-Ad Graphics	\$ 174.75	

<b>Speakers &amp; Performers</b>			<b>\$ 1,325.00</b>
	Kate Carpenter	\$ 400.00	
	Jim Merrills	\$ 375.00	
	Talewise	\$ 375.00	
	Audubon Society	\$ 25.00	
	Humane Society	\$ 50.00	
	Left Field Coffee Bar	\$ 100.00	
<b>Conf/wkshop, Profess. Dev, Training</b>			<b>\$ 25.00</b>
	Peggy - MLA webinar	\$ 25.00	
<b>Dues &amp; Fees</b>			<b>\$ 374.59</b>
	Rotary	\$ 374.59	
<b>Public Utilities</b>			<b>\$ 2,255.79</b>
	City - water & sewer	\$ 292.86	
	Consumers - electric	\$ 1,817.51	
	Consumers - natural gas	\$ 145.42	
<b>Waste Disposal</b>			<b>\$ 28.98</b>
	Granger Waste Services	\$ 28.98	
<b>Grounds Repair &amp; Maintenance</b>			<b>\$ 225.00</b>
	Murray's Asphalt	\$ 225.00	
<b>Building Repair &amp; Maintenance</b>			<b>\$ 1,463.00</b>
	T. H. Eifert	\$ 897.86	
	TCS Plumbing	\$ 215.64	
	Advantage Electrical	\$ 250.00	
	Advantage Plumbing	\$ 99.50	
<b>Collection Services</b>			<b>\$ 49.25</b>
	Unique Management	\$ 49.25	
<b>Lost/Damaged Materials Fees</b>			<b>\$ 15.00</b>
	White Cloud Comm. Lib.	\$ 15.00	
<b>Equipment/Furniture - Deprec</b>			<b>\$ 3,523.90</b>
	TMC Furniture	\$ 3,523.90	
<b>Equipment/Furniture-ND</b>			<b>\$ 1,259.79</b>
	Treasure Keepers	\$ 1,259.79	
<b>Collection Materials - Books</b>			<b>\$ 2,042.30</b>
	Baker & Taylor	\$ 1,016.90	
	Amazon	\$ 115.08	
	Scholastic	\$ 880.16	
	Walmart	\$ 5.67	
	Cengage	\$ 24.49	
<b>Collection Materials - AV</b>			<b>\$ 260.79</b>
	Amazon	\$ 260.79	
<b>Total Invoices</b>			<b>\$ 52,638.68</b>

**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING JUNE 30, 2023**  
**FUND 271 - LIBRARY FUND**  
**OPERATIONS**

	THIS MONTH ACTUAL 30-JUN-23	THIS YEAR FISCAL YTD 30-JUN-23	REVISED BUDGET 2022-2023	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 30-JUN-22	REVISED BUDGET 2021-2022	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
<b>OPERATING REVENUES</b>								
271-100-502-000 UNIVERSAL SERVICE FUND - ERATE	.00	5,023.96	15,439	33%	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	13,491.35	10,000	135%	12,381.53	10,000	124%	12,381.53
271-100-566-000 STATE GRANT - LIBRARY OF MICH	.00	900.00	0	0%	.00	0	0%	.00
271-100-583-000 CONTRIBUTIONS FROM OTHER TOWNSHIP	.00	412,795.35	390,000	106%	403,524.93	420,000	96%	403,524.93
271-100-637-000 FOIA FEES	.00	.00	0	0%	146.00	0	0%	146.00
271-100-649-000 PRINTING/FAX FEES	592.00	7,837.43	7,000	112%	7,636.42	5,000	153%	7,636.42
271-100-651-000 NON-RESIDENT FEES	50.00	1,325.00	1,000	133%	1,425.25	400	356%	1,425.25
271-100-658-000 PENAL FINES	1,308.55	15,733.10	10,000	157%	9,994.84	8,500	118%	9,994.84
271-100-659-000 OVERDUE FINES	49.50	1,579.39	1,500	105%	2,032.25	200	1016%	2,032.25
271-100-665-000 INTEREST EARNED ON DEP & INVST	.00	5,948.28	250	2379%	1,184.07	4,750	25%	1,184.07
271-100-667-000 FACILITY RENTALS	30.00	805.00	1,000	81%	950.00	200	475%	900.00
271-100-672-000 OTHER REVENUE	367.93	8,318.73	2,000	416%	6,538.34	1,700	385%	6,538.34
271-100-674-000 PRIVATE CONTRIBTNS & DONATIONS	389.75	33,535.44	20,000	168%	52,470.35	45,780	115%	52,470.35
271-100-674-010 BCF CONTRIBUTIONS	16,839.53	16,839.53	715,000	2%	16,462.00	16,250	101%	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	158,605.00	158,605.00	158,605	100%	151,170.00	151,170	100%	151,170.00
<b>TOTAL OPERATING REVENUES</b>	<b>178,232.26</b>	<b>686,815.61</b>	<b>1,331,794</b>	<b>52%</b>	<b>671,109.96</b>	<b>670,000</b>	<b>100%</b>	<b>671,059.96</b>
<b>TOTAL REVENUE &amp; INCOMING TRANSFERS</b>	<b>178,232.26</b>	<b>686,815.61</b>	<b>1,331,794</b>	<b>52%</b>	<b>671,109.96</b>	<b>670,000</b>	<b>100%</b>	<b>671,059.96</b>

8



**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING JUNE 30, 2023**  
**FUND 271 - LIBRARY FUND**

	OPERATIONS													
	THIS MONTH		THIS YEAR		REVISED		THIS YEAR		LAST YEAR		REVISED		LAST YEAR	
	ACTUAL	FISCAL YTD	BUDGET	YTD % OF	BUDGET	YTD % OF	FISCAL YTD	BUDGET	YTD % OF	FISCAL YTD	BUDGET	YTD % OF	FULL YEAR ACTUAL	
	30-JUN-23	30-JUN-23	2022-2023		30-JUN-22	2021-2022								

LIBRARY OPERATIONS	271-790-702-000	8,118.43	101,836.97	105,557	96%	96,494.96	97,544	99%	100,084.29
	271-790-703-000	4,245.25	55,126.48	55,188	100%	53,581.05	53,581	100%	53,581.05
	271-790-704-000	7,592.42	91,325.00	81,898	112%	83,754.36	91,505	92%	86,280.86
	271-790-704-010	1,190.98	13,347.47	15,779	85%	12,583.06	12,051	104%	13,085.92
	271-790-709-000	1,547.51	19,288.53	19,770	98%	18,128.33	19,483	93%	18,634.66
	271-790-713-000	.00	70.58	0	0%	133.66	0	0%	133.66
	271-790-716-000	.00	937.58	6,598	14%	3,928.00	5,540	71%	3,928.00
	271-790-717-000	4,463.84	52,389.70	49,710	105%	50,379.65	65,592	77%	50,379.65
	271-790-717-010	484.66	6,314.12	3,959	159%	5,429.17	4,214	129%	5,429.17
	271-790-718-000	.00	62,082.54	59,000	105%	55,849.09	55,717	100%	55,849.09
	271-790-718-010	213.09	1,278.54	0	0%	1,300.92	0	0%	1,300.92
	271-790-719-000	287.62	3,451.44	3,460	100%	3,451.44	3,460	100%	3,451.44
	271-790-724-000	39.95	479.40	510	94%	479.40	510	94%	479.40
	271-790-751-000	122.58	1,639.48	1,400	117%	2,219.95	1,400	159%	2,219.95
	271-790-756-000	.00	211.61	500	42%	890.33	700	127%	902.31
	271-790-760-000	94.34	384.90	300	128%	238.98	350	68%	238.98
	271-790-761-000	138.30	1,729.03	1,300	133%	2,077.87	1,300	160%	2,077.87
	271-790-762-000	.00	165.53	270	61%	232.52	530	44%	232.52
	271-790-766-000	26.58	8,945.23	1,275	702%	2,054.35	1,900	108%	2,054.35
	271-790-767-000	422.00	422.00	125	338%	.00	300	0%	.00
	271-790-770-000	527.57	1,947.96	1,900	103%	1,875.13	1,750	107%	2,098.43
	271-790-772-000	.00	59.99	300	20%	.00	500	0%	.00
	271-790-777-000	80.08	1,149.14	900	128%	613.95	1,100	56%	613.95
	271-790-778-000	35.13	406.22	500	81%	385.87	500	77%	385.87
	271-790-791-000	59.99	1,506.51	1,700	89%	1,743.19	1,430	122%	1,743.19
	271-790-792-000	.00	6,632.93	5,175	128%	3,921.90	4,455	88%	3,921.90
	271-790-793-000	.00	8,542.46	8,352	102%	6,111.64	7,350	83%	6,111.64
	271-790-794-000	499.56	6,415.51	5,000	128%	5,372.76	4,250	126%	5,903.02
	271-790-796-000	.00	1,793.62	1,745	103%	1,741.38	1,745	100%	1,741.38
	271-790-798-000	.00	968.86	0	0%	21.90	0	0%	21.90
	271-790-802-000	5,361.74	5,679.74	0	0%	36,382.50	40,000	91%	36,382.50
	271-790-806-000	.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 12 MONTHS ENDING JUNE 30, 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	FISCAL YTD	BUDGET	YTD % OF	FULL YEAR
	30-JUN-23	30-JUN-23	2022-2023	BUDGET	30-JUN-22	2021-2022	BUDGET	ACTUAL
271-790-809-000	3,000.00	34,120.00	24,500	139%	21,425.03	24,275	88%	23,435.03
271-790-812-000	.00	146.00	146	100%	816.00	100	816%	816.00
271-790-813-000	.00	2,464.50	2,725	90%	2,293.50	1,912	120%	2,293.50
271-790-816-000	.00	299.88	350	86%	299.88	325	92%	299.88
271-790-817-000	.00	4,955.50	2,840	174%	2,755.50	3,158	87%	2,755.50
271-790-818-000	.00	9,385.13	9,048	104%	8,487.43	8,510	100%	8,487.43
271-790-823-000	.00	262.50	400	66%	801.00	1,550	52%	801.00
271-790-825-000	.00	.00	50	0%	41.92	25	168%	41.92
271-790-850-000	469.88	5,359.13	5,300	101%	4,660.27	4,760	98%	4,864.89
271-790-851-000	.00	699.43	400	175%	331.86	400	83%	331.86
271-790-852-000	504.95	7,462.46	7,800	96%	7,620.00	7,620	100%	8,115.00
271-790-861-000	89.08	559.94	300	187%	51.36	300	17%	51.36
271-790-879-000	.00	212.40	250	85%	.00	210	0%	.00
271-790-880-000	.00	210.56	300	70%	48.00	600	8%	48.00
271-790-881-000	474.75	2,336.95	500	467%	1,036.55	400	259%	1,036.55
271-790-886-000	.00	.00	0	0%	85.00	0	0%	85.00
271-790-887-000	1,325.00	2,972.50	1,000	297%	975.00	1,000	98%	975.00
271-790-890-000	.00	11,089.67	14,080	79%	13,350.17	11,667	114%	13,350.17
271-790-891-000	.00	553.60	460	120%	275.85	460	60%	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%	725.00	150	483%	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	.00	296.99	300	99%	363.50	400	91%	363.50
271-790-910-000	25.00	25.00	400	6%	1,806.00	500	361%	1,806.00
271-790-911-000	.00	1,904.70	2,450	78%	711.29	2,550	28%	711.29
271-790-912-000	.00	37.95	150	25%	.00	75	0%	.00
271-790-915-000	.00	1,537.71	1,300	118%	1,369.97	1,228	112%	1,369.97
271-790-916-000	374.59	1,142.34	1,415	81%	999.50	1,350	74%	999.50
271-790-918-000	292.86	3,306.72	3,000	110%	3,106.20	3,000	104%	3,106.20
271-790-919-000	28.98	344.91	350	99%	286.54	330	87%	322.54
271-790-920-000	1,817.51	24,044.62	23,500	102%	25,192.71	22,000	115%	25,192.71
271-790-921-000	145.42	4,479.70	4,500	100%	4,346.95	4,250	102%	4,346.95

FOR ADMINISTRATION USE ONLY

100% OF THE FISCAL YEAR HAS ELAPSED

**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING JUNE 30, 2023**  
**FUND 271 - LIBRARY FUND**

**OPERATIONS**

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL 30-JUN-23	FISCAL YTD 30-JUN-23	BUDGET 2022-2023	YTD % OF BUDGET	FISCAL YTD 30-JUN-22	BUDGET 2021-2022	YTD % OF BUDGET	FULL YEAR ACTUAL
271-790-929-000	225.00	702.22	14,650	5%	1,600.00	2,475	65%	1,600.00
271-790-929-010	.00	605.00	2,000	30%	855.00	2,000	43%	855.00
271-790-930-000	1,463.00	7,044.84	8,100	87%	32,326.92	50,158	64%	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%	8,263.00	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	.00	3,202.92	4,300	74%	3,202.92	4,275	75%	4,270.56
271-790-944-000	.00	1,076.00	490	220%	620.00	600	103%	620.00
271-790-950-000	49.25	274.65	200	137%	282.85	200	141%	292.70
271-790-955-000	.00	20.00	0	0%	.00	0	0%	.00
271-790-962-000	15.00	133.93	150	89%	138.39	150	92%	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%	16,449.64	0	0%	.00
271-790-975-010	.00	.00	0	0%	6,805.18	600	1134%	.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%	3,792.82	8,800	43%	3,792.82
271-790-980-000	3,523.90	3,523.90	0	0%	10,718.72	0	0%	10,718.72
271-790-980-010	1,259.79	4,072.95	230	1771%	3,488.95	11,730	30%	3,488.95
271-790-982-000	2,042.30	15,550.53	15,000	104%	16,139.28	15,000	108%	16,323.05
271-790-982-010	260.79	15,287.70	2,000	763%	6,654.25	2,000	333%	6,654.25
271-790-982-020	.00	627.92	1,000	63%	2,047.17	2,000	102%	2,047.17
<b>TOTAL LIBRARY OPERATIONS</b>	<b>52,938.68</b>	<b>646,165.22</b>	<b>1,737,347</b>	<b>37%</b>	<b>672,801.27</b>	<b>695,000</b>	<b>97%</b>	<b>688,327.17</b>
<b>TOTAL EXPENDITURES &amp; OUT TRANSFERS</b>	<b>52,938.68</b>	<b>646,165.22</b>	<b>1,737,347</b>	<b>37%</b>	<b>672,801.27</b>	<b>695,000</b>	<b>97%</b>	<b>688,327.17</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>125,293.58</b>	<b>40,650.39</b>	<b>( 405,553)</b>	<b>( 1,691.31)</b>	<b>( 25,000)</b>	<b>( 17,267.21)</b>		



# HASTINGS PUBLIC LIBRARY

Explore • Imagine • Grow

## Library Director's Report for the August 7, 2023 Board Meeting

July saw the Library busy with programs, kids and adults having fun getting prizes for our summer reading challenge, staff change and working with the contractors to make sure everything is set to start construction in September. All of this activity has been exciting and fun.

I'll start with the programs and summer reading. I've been working on the desk a little more than usual and it has been wonderful to see how much fun kids and adults are having picking out their prizes. I've really enjoy seeing all of Paige's and Barb's planning and hard work being so well received and appreciated. Not only are people enjoying the reading challenge, but the programs as well. They will tell you more about it in their reports.

On July 10 Sarah Proulx, circulation supervisor, turned in her letter of resignation. She gave us about two weeks' notice, but her last day on the job ended up being July 19. Since we wanted to get the position filled as quickly as possible we posted it the week she resigned. Amazingly, the first two people who applied had library and management experience and a few days later a third person with library experience applied. There were more applicants, but we chose to interview these three over the next week. All of them had many attributes that qualified them for the job, but one candidate stood out. We offered the job to Teresa (Tess) Allering on Friday, July 28 and she accepted. She needed to give one of her current jobs two weeks' notice, but she was able to get her employment physical and paperwork with the City done. We're excited to welcome Tess to our team.

We have been working with the contractors to keep the window project moving forward and get everything ready for construction to begin. After another walk around with Battle Creek Glass (BCG) we made final changes to the shop drawings and approved them. That released them to order the glass. While they were here, we discuss the space they will need for a storage container, a dumpster and two outdoor lifts. For safety and accessibility, it was determined we'll need to house all of it on site. Logistically, the only place to do this without using all the spaces in the parking lot is to close the drive through lane and store it there. While not my first choice it seems the only viable solution. Closing the lane means the book drops won't be accessible, but I found one we can borrow. I will be asking you to approve this under new business during the meeting.

Before the windows can be replaced most of the current landscaping will be removed or drastically pruned. Katerberg VerHage, our landscaper, is scheduled to do the work the week of August 28.

While looking at the windows with BCG, David and I realized the building is quite dirty. We decided we should have it power washed before the landscaping is removed and windows are installed. I contacted Brian Ellens who owns Crystal Clean Window Cleaning to see if he could do it before August 28. Brian has been cleaning our windows for over ten years and does a great job. He assured me he can get it done before the work on the landscaping begins.

The timeline for replacing the boiler has been moved from August to the end of September. I will keep you posted.

I am sad to report that Dawson Forner is no longer our Project Manager. He left in the middle of July to take a job in Florida. He worked very hard to have as much work done on our project as he could before leaving. He was great to work with and really helped move the project along.

The Friends of the Library book sale was a success. The community generously donated a room full of books and over two and a half days the Friends made over \$1,900. You know that's a lot of books when you consider that most of them sold for \$1.00-\$2.00 and some for 50¢. The fifty-four boxes of books that were left over were picked up by an online book seller the Friends work with.

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

A focus in July was preparing for the window project to begin. A project overview has been drafted and given to staff for review and discussion at our July 8 staff meeting. A task list has been built tracking the myriad of things we have to do as the project progresses, things like moving furniture and communicating impacts to patrons during each phase. Sign templates have been created for use around the building and marketing plans, including a press announcement, are being finalized. A few other updates include:

- After the sudden resignation of Sarah, the Circulation Supervisor, we managed to post the job, interview and offer the position to her replacement who should start on or around 8/14. Teressa (Tess) Allerding has library experience at the Lake Odessa Library (where she will still work part-time as well), and a strong background in social work. We are very excited to have her join the team soon.
- The Volunteer Party on 7/21 was well attended with nearly 40 people enjoying brats, hotdogs and the Grand Rapids Symphony.
- The City should have poured the concrete for the picnic table by the time you read this, so unless there is further delay, the table is planned to be installed the week of 8/14.
- Digital Literacy is taking August off but returning on 9/13 with Android Basics and then on 10/4 with Excel Basics

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

Feedback from the adult Summer Reading Challenge has been very positive and all ages seem very excited about the larger end prizes, as well as enjoying the multitude of choices of stickers, patches and pins.

Take a Hike with North Country Trail Association (NCTA) Chief Noonday Chapter had sixteen participants who were very engaged and repeatedly thanked the library staff and the NCTA speakers for the program.

The Acoustic Jam group was in front of the fireplace this month for campfire songs. Thirteen musicians participated, and more people came to listen and enjoying the light music.

Computer Lab has become a depended upon time period by many patrons. Thank you, David, for devoting time to this program.

Our "Useful Plants" walk took place at Bliss park on July 27. Christin Othmer, pharmacist and herbalist, led the group through Bliss Riverside Park showing them edible and medicinal plants as they enjoyed an evening by the Thornapple River.

Comments on our summer programming have been about the variety of the programs and the interesting topics chosen. There's been something for everyone.

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

July continued to be a busy and successful month in the youth services department. We held Itsy Bitsy Book Club in Tyden Park and Preschool storytime at the Library throughout the month. Each program averaged between 15-20 people. Storytime is always fun and we had a great summer.

This month we held two large Wednesday programs including the Humane Society of West Michigan speaking on dog safety and Prof. Steve Tchozeski, from Great Lakes Geoscience, spoke about geology. He also brought geodes that we broke open and the kids could take home. This event was very well received by patrons with many requests to have him return.



**Geode Day!**  
(David had a cool geode with iron flakes inside)

The Great Start Collaborative's Ready Readers Workgroup, made up of staff from Pierce Cedar Creek Institute, Barry County Great Start, 4H, Hastings Library and the YMCA, planned and hosted Stroll and Read at Fish Hatchery park. We had book giveaways, games, mini-storytimes,

and free pizza! Just over 90 people attend the one-hour event. This program was part of the No Family Left Indoors series hosted by Pierce Cedar Creek.



Way back in March of 2020 we had a reptile show scheduled for the middle of the month. As you can imagine, that did not happen. Finally, we were able to host the Michigan Society of Herpetologists on Saturday July 8<sup>th</sup>. There were several snakes and lizards for patrons to visit (and hold). We had 244 people stop in throughout the day! The group was very excited to be here and share their enthusiasm for reptiles and that was obvious in the way they engaged with our patrons.



As summer reading comes to an end we are tallying our numbers and handing out lots of prizes. This year we've received great feedback from patrons re: prizes and how the challenge was set up. A patron survey will go out this fall to get a better understanding of what our community wants in their summer programming at the library.

**Monthly Statistics - June 2023**  
**Net Promoter Score\*: 91**

Physical Library Visits**		Library Card Holders			
LY Month	TY Month	City	Hastings Twp	Rutland Twp	Non-Resident
4,115	7,781	3,471	926	1,246	99
YTD	58,507	New	27	17	13

Volunteer Hours		Item Circulation				
LY Month	TY Month	Children's	Non-Children's	Mobile	Total	
174	102	4,026	3,003	492	7,521	
YTD	2,634	3,368	3,278	482	7,128	
		YTD	36,774	36,163	6,063	79,000

Wireless Sessions		Inter-Library Loans			
LY Month	TY Month	To HPL	From HPL	Total	
1,122	1,070	563	401	964	
YTD	10,604	551	522	1,073	
		YTD	6,666	5,096	11,762

Ancestry Usage		Programs			
LY Month	TY Month	Virtual	In Person <sup>A</sup>	Attendance	
-	44	Offered	Attendance	Offered	
YTD	472	-	-	37	
		YTD	2	91	495
					530
					7,519

Digital Downloads		Computer Sessions				
LY Month	TY Month	Adult	Kids	Teen	MI Room	
1,574	1,971	324	147	59	-	
YTD	21,135	363	215	109	12	
		YTD	4,517	979	699	64

HPL Website		Princh Documents			
LY Month	TY Month	Sessions	Users	Page Views	
269	217	2,261	1,474	4,339	
YTD	3,658	2,688	1,723	4,881	
		YTD	26,475	17,476	48,541
					1,538

BCHP~	
TY Month	YTD
-	1,384
	819
	13,385

<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 went live in November 2022; no data for June 2023 due to a website upgrade  
 \*\* 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

## Patron Code of Conduct Policy

### Purpose

To ensure that all patrons of the Hastings Public Library may safely and freely use the Library, patrons are expected to behave in a manner that does not interfere with the mission of the Library, the rights of others, damage to the Library or cause injury to others.

This Policy covers behavior on Library property. Inside it includes the lobbies, restrooms, meeting rooms, and all first and second floor spaces both public and private. Outside, it includes areas adjacent to the building up to, but not including public sidewalks: entrances, lawns & gardens, benches, parking lot & driveway, and walking paths. The library is considered a limited public forum.

### Guidelines for Library Use

- Be considerate of others.
- Be respectful of the facility, equipment and materials.
- Be responsible for your children.
- Be responsible for personal belongings; do not leave them unattended.

### No Patron Shall:

Commit or attempt to commit any activity that constitutes a violation of Federal, State or Local criminal statute or ordinance, including but not limited to:

- Endangering the health and safety of other patrons or staff by not complying with existing laws, Executive Orders and/or public health official directives during, but not limited to, times of public emergency.
- Destroying, defacing or stealing Library or another patron's property.
- Displaying or using an unholstered/unsheathed weapon in a threatening or dangerous manner. Open carry of firearms and knives is legal in Michigan so long as they remain holstered/sheathed and are safely controlled by the owner.
- Viewing pornographic material, whether on library computers or personal devices.
- Threatening or harassing patrons or staff, including sexual harassment or misconduct.
- Engaging in sexual conduct.
- Being intoxicated, smoking, chewing tobacco or using e-cigarettes on Library property, inside or outside, other than on public sidewalks or in private vehicles.
- Drinking alcoholic beverages, other than at Library approved after-hours events.
- Using illegal drugs or other substances on Library property.

### Abandon or leave children unattended in the Library

- Library staff cannot legally assume the role of parent or caregiver.

# Hastings Public Library

## Patron Code of Conduct Policy

- [See PAT-3 Library Policies Regarding Children.](#)

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### Engage in disruptive, disorderly, or unsafe conduct, including but not limited to:

- [Displaying boisterous behavior including running, throwing things, pushing, shoving, fighting, climbing and jumping.](#)
- [Eating in unapproved areas or drinking beverages without a spill-proof container.](#)
- [Using the restrooms to bathe, shave or change clothes where it unreasonably interferes with other patrons' use, or staff use of the restroom, or involves willful and lewd exposure in violation of ordinances and state law. It is not a violation for a person to change a dependent's diaper.](#)

### Threaten, harass, harm, or violate the rights of library users and/or staff, including but not limited to:

- [Offensive, abusive, or threatening language, gestures or physical acts, including profanity and hate speech.](#)
- [Unwelcome contact between people.](#)
- [Stalking, staring or invading personal space.](#)

### Interfere with others' use of the Library or willfully violate related Library policies, including but not limited to:

- [Selling or soliciting on Library property without Library authorization, including posting material on library bulletin boards.](#)
- [Sleeping on Library property. Staff regularly conduct wellness checks and may need to report sleeping for health and safety purposes.](#)
- [Not wearing shoes and shirts inside the Library.](#)
- [Abusing computer and/or internet privileges: see TEC-1 Public Internet Policy and TEC-4 WiFi Policy.](#)
- [Using unauthorized wheeled vehicles inside the Library: see PAT-9 Wheeled Vehicle Guidelines.](#)
- [Leaving animals unattended outside the library, or bringing animals into the library with the exception of service animals and for authorized programming activities: see PAT-10 Service Animals in the Library Policy.](#)
- [Unauthorized photography and/or filming: see PAT-4 Photo & Video Policy.](#)

## Policy Enforcement

# Hastings Public Library

## Patron Code of Conduct Policy

The Library Board of Trustees has delegated the authority to the Library Director and staff to enforce these rules and exclude people from the building. to the Library Director and staff. Every effort will be made to respond to potentially difficult circumstances of user behavior in a timely, respectful, direct, and open manner that is consistent and fair.

~~Any patron who is unwilling to modify unacceptable behavior will be asked to leave the premises. The library uses video surveillance cameras to assist in monitoring behavior. The police will be called immediately when a patron's conduct is thought to be illegal or when a patron has been requested to leave the library and refuses to do so.~~

In accordance with the Michigan Statute (MCL 397.206), ~~the Library Board~~ any or all patrons who willfully violate the Code of Conduct adopted by the Library Board may be excluded ~~excluded from using te of the lLibrary. any or all persons who willfully violate the Code of Conduct adopted by the Library Board.~~ Such exclusion from the Hastings Public Library shall occur on the orders of the Library Director or the Director's duly authorized representative(s).

Any patron who is unwilling to modify unacceptable behavior will be asked to leave the premises. The library uses video surveillance cameras to assist in monitoring behavior. The police will be called immediately when a patron's conduct is thought to be illegal or when a patron has been requested to leave the library and refuses to do so. In the case of a minor being excluded, attempts will be made to contact the minor's parent or guardian to give notice of the exclusion.

In a situation where a group of people are implicated in a conduct violation, library staff will make efforts to ascertain who is responsible. There may be cases where the whole group is treated as equally responsible.

For violations unlikely to cause immediate harm to others and not perceived to be threatening, the patron(s) violating the rules will receive at least one (1) warning at the discretion of library staff.

For violations of these rules that cause or are likely to cause immediate harm to others, the patron(s) violating the rules may be immediately excluded from the library without first being given a warning.

The ~~following~~ following loss of library privileges will be enforced for library patrons who have been asked to leave the library. Depending on the circumstances, patrons may still be able to use library services available via the drive-thru window and digital access.:

- 1<sup>st</sup> offense: Patron will be asked to not return until the next day the library is open.
- 2<sup>nd</sup> offense: No inside library privileges for one (1) week.
- 3<sup>rd</sup> offense: No inside library privileges for one (1) month.
- 4<sup>th</sup> offense: No inside library privileges for ~~one six (16)~~ year months.

# Hastings Public Library

## Patron Code of Conduct Policy

- 5<sup>th</sup> offense: No inside library privileges for one (1) year.

Refusal to leave when asked may cause loss of privileges at the next level of offense, i.e. a first-time offense and refusal to leave may immediately increase the loss of privileges from one day to one week. This is at the discretion of the Director or their duly authorized representative. ~~Aggrieved patrons may have any loss of privileges decision reviewed by the Library Board.~~

### Appeal

A patron who has been excluded from the library may appeal the exclusion in writing to the Library Director within 10 days of the exclusion. The Library Director will schedule a hearing, which shall not take place more than one week after receipt of the written request. The hearing will be informal, and the Library Director will consider testimony from library staff involved in the incident, from the patron requesting the hearing, and from any other witnesses to the incident. At the conclusion of the hearing, the Library Director may affirm, modify, or cause the exclusion to be canceled. A written copy of the decision will be delivered or mailed within 10 days to the patron making the appeal. This decision may be appealed to the Library Board of Trustees. That appeal must be in writing to the Board President and delivered to the Library within 10 days of issuance of the Library Director's decision. The appeal process shall be the same as the appeal to the Library Director, with Board members as assigned by the Board President conducting the hearing. Decisions by the Board are final. ~~Conduct that is considered unacceptable includes, but is not limited to:~~

- ~~Endangering the health and safety of other patrons or staff by not complying with existing laws, Executive Orders and/or public health official directives during, but not limited to, times of public emergency.~~
- ~~Abandoning or leaving children contrary to the unattended children policy.~~
- ~~Vandalizing or deliberately damaging library property.~~
- ~~Threatening or harassing patrons or staff, including sexual harassment or misconduct.~~
- ~~Use of offensive or abusive language.~~
- ~~Intoxication, smoking, chewing tobacco or using e-cigarettes on Library property, inside or outside, other than on public sidewalks or in private vehicles.~~
- ~~Eating in unapproved areas [(LO1)] or drinking beverages without a spill-proof container.~~
- ~~Displaying or using an unholstered/unsheathed weapon in a threatening or dangerous manner. Open carry of firearms and knives is legal in Michigan so long as they remain holstered/sheathed and are safely controlled by the owner.~~
- ~~Boisterous behavior, i.e. running, skateboarding, whistling, singing.~~
- ~~Selling or soliciting on Library property without Library authorization.~~

# Hastings Public Library

## Patron Code of Conduct Policy

- ~~Sleeping.~~
- ~~Leaving animals unattended outside the library or bringing animals into the library with the exception of service animals/programming activities.~~
- ~~Not wearing shoes or shirts inside the Library.~~
- ~~Viewing pornographic material, whether on library computers or personal devices.~~
- Theft.

### 3. Employment

#### 3.10 DEFINITION OF EMPLOYEE STATUS

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment at-will relationship at any time is retained by both the employee and the Library.

**Nonexempt employees** are entitled to minimum wage and overtime pay as required by applicable federal and state law.

**Exempt employees** are not entitled to overtime pay.

1. The Library has established the following categories for both nonexempt and exempt employees: A "regular full-time employee" is one who is regularly scheduled to work forty (40) hours or more per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.
2. A "regular part-time employee" is one who has an ongoing, established employment relationship lasting, or expected to last, indefinitely, who is regularly scheduled to work less than forty (40) hours per week. Regular part-time employees shall not work more than nine (9) -eight (8) hour days in a calendar month. Regular part-time employees are eligible to share in benefits only as specifically provided in these Policies.

~~Seasonal employees are those who generally begin work at the same time of year and their employment is no longer than six (6) months. Examples include summer interns, seasonal desk staff, etc. Temporary employees are hired for a special project and can begin at any time of year but who are not hired for more than six (6) months. Both seasonal and temporary employees are not eligible for benefits regardless of the number of hours worked.~~  
Seasonal employees are those who generally begin work at the same time of year and their employment is no longer than six (6) months. Examples include summer interns, seasonal desk staff, etc. Temporary employees are hired for a special project and can begin at any time of year but who are not hired for more than six (6) months. Both seasonal and temporary employees are not eligible for benefits regardless of the number of hours worked.

### 4. Employee Benefits

## 4.1 TIME OFF

### 4.1.3 Sick Time

Sick time shall be used for personal illness, medical reasons or disability due to an off-the-job injury to the extent it is available, or any reason covered under the Michigan Paid Medical Leave Act. The Library may request a statement from a medical provider verifying the illness.

Sick time may not be used for vacation purposes.

Full-time employees shall receive eighty (80) hours of credit to be used as sick time leave on July 1 and may accumulate an unlimited number of hours. Use of sick time shall be reported on all employees' time records for the pay period it was used. New [full-time](#) employees will earn eight (8) hours of paid sick time per month following the first month of service to a maximum of eighty (80) hours.

Part-time employees regularly working twenty-five (25) or more hours per week, shall receive two weeks' worth of credit to be used as sick time leave on July 1 and may accumulate an unlimited number of hours. For example, an employee who normally works twenty-five (25) hours per week would receive fifty (50) hours of sick time credit. An employee who normally works thirty (30) hours per week will receive sixty (60) hours of sick time credit. New [part-time](#) employees will earn ~~eight~~ [four](#) (84) hours of paid sick time per month following the first month of service to a maximum of two weeks' worth of hours based on their normal work week as demonstrated above.

Use of sick time shall be reported on all employees' time records for the pay period it was used.

In the judgement of the Library, an employee's continued presence must pose no significant risk to the health of the employee, other employees or customers, otherwise use of sick time will be required. If an employee disputes the Library's determination that such a risk exists, the employee must submit a statement from his or her health care provider that the employee's continued presence poses no significant risk to the employee, other employees or patrons.

Upon retirement, exempt, salaried employees shall be entitled to be paid for 50%, and all other full-time and part time (25 hours+) employees shall be entitled to be paid for 30% of a maximum of 800 accumulated sick time hours at the end of their employment with the Library. This benefit shall not apply to employees in case of discharge or voluntary termination of employment by the employee other than in the case of retirement.

Exempt, salaried employees will account for sick time on their record of time worked, which will be submitted to the Library Director the first day worked following the leave.

4.1.4 Vacation

The amount of paid vacation for which regular full-time employees become eligible is as follows:

Length of Continuous Service During First Year	Number of Vacation Hours May earn up to 80 hours
1 Year	80 hours
5 Years	120 hours
10 Years	160 hours
12 Years	176 hours
15 Years	184 hours
17 Years	192 hours
20 Years	200 hours

A part-time employee, with at least twenty-five (25) regularly scheduled hours each week may will receive pro-rated vacation time; i.e. an employee who works twenty-five (25) hours per week would receive:

Length of Continuous Service	Number of Vacation Hours
1 Year	2-weeks equivalent
5 Years	3-weeks equivalent
10 Years	4-weeks equivalent
20 Years	5-weeks equivalent

For example, a regular, part-time employee with one year of service who works 30 hours per week would receive 0.75 x 80 hours of vacation, or 60 hours.

A part-time employee regularly working at least twenty-five (25) hours per week, and receiving pro-rated vacation time, who then begins working full-time, shall receive non-pro-rated vacation calculated from when s/he began working twenty-five (25) hours per week.



Vacation will be awarded on July 1 of each year and eligibility will be computed on the basis of years of service as of July 1. When an employee reaches a new tier of years of eligibility following July 1, they will receive additional vacation days on a prorated basis according to the number of vacation hours specified in their new tier.

For example, a full time employee who had four (4) years of service as of July 1 of a given year will be given 80 hours of vacation on July 1. If that employee 's anniversary is January 1 and they achieve five (5) years of service at that time, the employee would receive an additional 20 hours of vacation on their anniversary date.  $120 - 80 = 40$  hours.  $40/12$  months x 6 months (January – June) = 20 hours.

Every attempt will be made to grant vacation days as requested, dependent on other employee requests and workload within the Library as determined by the Library Director. All vacation days must be utilized within the year in which they are accrued, except that twenty-four (24) hours of vacation time may be carried forward to the following year, to be used prior to October 1st. Part-time employees may not carry over any vacation time from year to year<sup>(d2)</sup>. In the event that an employee leaves the employ of the Library in accord with all other provisions of these Policies, payment of accrued, unused vacation for the year of separation will be made.

#### **For July 2021 only:**

~~To compensate employees for the shift of vacation accrual timing from January to July:~~

- ~~• Each employee will have one-half (1/2) of eligible vacation days added to their current balance of vacation days on July 1, 2021.~~
- ~~• Employee will have until June 30, 2022 to use this balance of vacation days.~~

Full-time eEmployees who are hired after July 1 of any given year will be credited with eight (8) hours of vacation time per full month worked, up to a maximum of eighty (80) hours of earned vacation time, such vacation time to be taken before June 30th. Effective the next July 1, the employee will be deemed eligible for eighty (80) hours of vacation that following year and in future years will have their eligibility for vacations determined on the basis of full years of service, with a full year of credit for that first partial year of employment.

Part-time employees who are hired after July 1 of any given year will be credited with four (4) hours of vacation time per full month worked, up to a maximum of fifty (50) hours of earned vacation time, such vacation time to be taken before June 30th. Effective the next July 1, the employee will be deemed eligible for their two-week equivalent accrual of hours of vacation that following year and in future years will have their eligibility for vacations determined on the basis of full years of service, with a full year of credit for that first partial year of employment.

Exempt, salaried employees will account for vacation time in their time records. Such records of use of leave time will be submitted to the Library Director for the pay period during which the compensation is to be received.

#### 4.13 [HEALTH BENEFITS](#)

Eligible Hastings Public Library employees are offered [health](#) benefits through the City of Hastings.

All City sponsored employee [health](#) benefits are provided for each employee who is regularly scheduled to work at least 30 or more hours per week. Such coverage shall be effective the first of the month following the commencement of employment and discontinue upon termination date. All terms and conditions of benefits are subject to the specifications of the policy as detailed in the Summary Plan Description. See the City of Hastings Personnel Department for further information on coverages.

Some coverage may be provided by the City or may include a shared premium with the employee and some coverage is voluntary and paid by the employee. The level of all benefits, co-payments, funding mechanisms for the benefit programs, and/or carriers may change periodically.

Employees may opt-out of the City's Health Benefit program by signing a waiver of enrollment and providing proof of other health insurance coverage. Employees opting out of the City's Health Benefit program shall receive additional monthly wage compensation.

Future retirees hired on or prior to April 3, 2006 may continue to be covered by the City's health benefits after the effective date of their retirement until such time as they become eligible for Medicare. Retirees with at least 10 years of employment with the Library, who are fully vested in the MERS plan, who are eligible for, and who enroll for and receive MERS un-reduced retirement benefits immediately following the termination of their employment with the Library, will be granted a benefits plan subject to any restrictions, limitations, or requirements of the health benefits carrier(s), State, and Federal Law. When a retiree or future retiree who is otherwise qualified to receive post-employment benefits under this paragraph becomes eligible for Medicare, the City will provide them with a contribution of \$100 per month into a Health Care Savings Plan account in lieu of any further insurance coverage by the City. Premiums for such health benefits for retirees shall be shared between the City and the retiree as follows:

<u>Years of Library Employment</u>	<u>City Share</u>	<u>Retiree Share</u>
At least 10 but less than 15	50%	50%
At least 15 but less than 20	70%	30%
20 or more	90%	10%

Eligible retirees may opt out of the health benefits and receive a monthly stipend only if they are not Medicare eligible.

Employees who are not fully vested and/or do not enroll in the MERS Plan to receive un-reduced MERS retirement benefits immediately following termination of employment with the Library, will not be entitled to post-retirement health benefits.

**4.16 LONGEVITY AND SERVICE RECOGNITION**

Employees who have been continuously employed at the City of Hastings for the periods described in the below table shall be eligible for a token of recognition valued at the amounts below described. This recognition is provided by and paid for by the City of Hastings and not directly by the Library.

<u>5 Years</u>	<u>\$50</u>
<u>10 Years</u>	<u>\$75</u>
<u>15 Years</u>	<u>\$100</u>
<u>20 Years</u>	<u>\$150</u>
<u>25 Years</u>	<u>\$200</u>
<u>30 Years</u>	<u>\$250</u>
<u>45 Years</u>	<u>\$350</u>

**5. LIBRARY POLICIES, PROCEDURES, AND EXPECTATIONS**

**5.3 PREGNANT WORKERS**

The Library will provide reasonable accommodations for qualified employees and job applicants with temporary physical or mental limitations due to pregnancy, childbirth, or related conditions in accordance with the Federal Pregnant Worker’s Fairness Act. Employees needing accommodation should contact the Library Director.

**5.6 BREAKS AND LUNCHES**

The State of Michigan does not mandate the availability or length of break and lunch periods. The Hastings Public Library believes it is important that staff have opportunities to take breaks and created this policy. Non-salaried staff are eligible for a paid fifteen (15) minute break for every four (4) hours worked. For example, an employee working:

<u>Shift length</u>	<u>Break(s)</u>
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<u>3 – 3.5 hours</u>	<u>No break</u>
<u>4 – 7.5 hours</u>	<u>One 15-minute</u>
<u>8 hours</u>	<u>Two 15-minute</u>

Breaks should be taken away from the main desks. Break time can be spent in the workrooms, employee lounge, browsing the library, outside and/or away from the building. Employees are expected to be back in their scheduled location when their break is over.

Employees on a break may be asked to assist with library functions if necessary as they are still on the clock. Once requested tasks are complete, the employee is entitled to resume their break. If an employee is eligible for two breaks, they can be combined together with supervisor approval.

Non-salaried staff are entitled to an unpaid, thirty (30) minute lunch period if they work eight and one-half (8.5) hours or more of continuous time on any given day. Lunch breaks are in addition to break time. Employees should not add break time to lunch breaks without supervisor approval.

Salaried staff should follow the same break and lunch guidelines as non-salaried staff. Given that salaried staff are not subject to time-keeping, they may occasionally take longer breaks and/or lunches, so long as their work for the week is complete and the Library Director approves.

**5.75 OVERTIME**

While it is the Library’s policy to avoid overtime, from time to time it may be necessary for employees to work beyond their regularly scheduled hours. ~~—~~In these cases, the supervisor or Library Director will attempt to give enough notice concerning scheduled overtime. Employees designated as exempt are paid a fixed salary and are not entitled to overtime pay. Overtime is paid to non-exempt employees at the rate of time and one-half for all hours ~~you have~~the employee has been authorized to work in excess of forty (40) hours in any work week. Vacation, sick, and personal and holiday hours not actually worked will not be considered as hours worked for the purpose of computing overtime pay. Employees who work unauthorized over time may be subject to corrective action.