



LIBRARY BOARD OF TRUSTEES

Meeting Agenda

October 6, 2025 4:30pm
Community Room

Topic	Pages	Motion & Vote
1. Call to order		
2. Agenda	pp. 1-2	<input checked="" type="checkbox"/>
3. Approval of Minutes		
a. September 8, 2025	pp. 3-4	<input checked="" type="checkbox"/>
4. Correspondence		
a. n/a		
5. Financial Reports		
a. August 2025 R&E and Notes	pp. 5-8	<input checked="" type="checkbox"/>
b. August 2025 Invoice Recap	pp. 9-10	
6. Library Director's Report		
a. September 2025	pp. 11-17	
b. September 2025 Infographic	p. 18	
7. Committees		
a. Budget and Finance: n/a		
b. Building and Grounds: discuss a Fall walkthrough		
c. Personnel: n/a		
d. Policy: Recap September 29, 2025 meeting		
e. Marketing: n/a		
8. Unfinished Business		
a. Discuss Board email addresses and FOIA		
9. New Business		
a. Strategic Planning:		
a. Consider approving the Draft 2026-2029 Strategic Plan consisting of the Library's Purpose	pp. 19-24	<input checked="" type="checkbox"/>



& Vision Statements, Strategic Commitments, and Goals.		
b. Consider approving the following policies as recommended by the Policy Committee:		
a. Updated Community Room Policy with changes to payment and refund processes	pp. 25-29	<input checked="" type="checkbox"/>
b. Updated Fee Schedule with updated Community Room payment and refund costs and process	pp. 30-32	<input checked="" type="checkbox"/>
c. New FOIA Policy	p. 33	<input checked="" type="checkbox"/>
d. New Parental Leave Policy to remain consistent with the City of Hastings' Policy	pp. 34-35	<input checked="" type="checkbox"/>
e. Updated Personnel Policy with reference to the Parental Leave Policy	pp. 36	<input checked="" type="checkbox"/>
i. Note only 1 page with changes is included.		
c. Building Updates		
a. Windows Update		
b. Roof Update		
d. State Budget/IMLS/MeLCat Update		
10. Public Comments		
11. Board Member Comments		
12. Adjourn		

Hastings Public Library Board of Trustees
DRAFT Minutes
Date: September 8, 2025 - 4:30PM
Location: Hastings Public Library, 227 E. State St., Hastings, MI 49058
Community Room

1. CALL TO ORDER

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

- Board members present: Jane Cybulski, Kelli Newberry, Sam Cale, Carol Dwyer, Ann Devroy, Ellyn Main, Rebecca Lectka, Cloe Oliver, and Amanda Mattson.
- Also present was David Edelman and Tess Allering.

2. AGENDA: Approved with additions of a roof update and a sprinkler update. Motion to approve made by Ann Devroy, and seconded by Carol Dwyer.

3. MINUTES: Ann Devroy motioned to approve the August 4, 2025, minutes, seconded by Rebecca Lectka. Minutes edited to remove Tess Allering as present at the meeting. Motion approved.

4. FINANCIALS

- a. July invoices and Budget Report: Carol Dwyer motioned to approve the financials, seconded by Sam Cale. Motion approved.

5. LIBRARY DIRECTOR REPORTS

- a. August 2025
- b. August 2025 Infographic

6. COMMITTEES

- a. Budget and Finance –
- b. Building and Grounds -
- c. Personnel –
- d. Policy- Scheduled a meeting September 29 at 3:30p.m.
- e. Marketing-

7. UNFINISHED BUSINESS: None

8. NEW BUSINESS:

- a. Carol Dwyer motioned to approve considering adopting the Personnel Committee's recommendation for the updated Director's annual review process, seconded by Ellen Main. Motioned approved.
- b. Rebecca Leckta motioned to consider closing the Library on Tuesday, October 21, for all day staff training, seconded by Ann Devroy. Motion approved.
- c. Strategic Planning update
 - 1. Focus Groups and Survey Feedback
 - 2. Plan Outline <<< need final doc >>>

- d. HPL accessibility report from The Ability Collective
- e. Discuss Board email addresses and FOIA – Topic tabled.
- f. Building Updates
 - 1. Signing Project Update – final version of signs has arrived.
 - 2. Server Room Air Conditioner – new unit installed.
 - 3. Battery Backup/Inverter Install – still pending.
 - 4. Windows Update – still pending communication from BCG.
 - 5. Roof Update – current leak to be repaired.
 - 6. Indoor Sprinkler Update – small repairs needed.

9. PUBLIC COMMENTS

10. BOARD MEMBER COMMENTS

11. NEXT MEETING DATE

- Next board meeting on Monday, October 6, 2025, at 4:30 p.m.

12.ADJOURNMENT: Meeting was adjourned at 6:04 p.m.

HASTINGS PUBLIC LIBRARY
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 2025
 17 % OF THE FISCAL YEAR HAS ELAPSED

FUND 271 - LIBRARY FUND

OPERATING REVENUES	Fund	THIS MONTH ACTUAL 31-Aug-25	THIS YEAR FISCAL YTD 31-Aug-25	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-Aug-24	REVISED BUDGET 2024-2025	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-100-502-000	UNIVERSAL SERVICE FUND - ERATE	9,548	9,548	16,367	58%	12,832	16,320	79%	21,629
271-100-540-000	STATE AID	-	7,435	13,500	55%	6,988	12,750	55%	14,235
271-100-583-000	CONTRIBUTIONS FROM OTHR TWNSHP	18,098	74,335	435,000	17%	(637)	400,000	0%	423,095
271-100-649-000	PRINTING/FAX FEES	805	1,477	8,100	18%	1,502	8,100	19%	9,460
271-100-651-000	NON-RESIDENT FEES	50	125	850	15%	300	850	35%	1,900
271-100-658-000	PENAL FINES	7,236	7,236	7,600	95%	7,674	13,000	59%	7,674
271-100-659-000	OVERDUE FINES	238	329	1,200	27%	220	1,200	18%	1,491
271-100-665-000	INTEREST EARNED ON DEP & INVST	-	2,173	10,000	22%	4,888	12,000	41%	22,432
271-100-667-000	FACILITY RENTALS	65	115	1,200	10%	580	1,100	53%	1,475
271-100-672-000	OTHER REVENUE	571	1,116	2,000	56%	329	4,000	8%	3,149
271-100-674-000	PRIVATE CONTRIBTNS & DONATIONS	335	693	18,000	4%	7,605	15,000	51%	43,988
271-100-674-010	BCF CONTRIBUTIONS	-	-	16,000	0%	-	16,000	0%	17,074
271-100-677-000	INSURANCE CLAIMS/REIMBURSEMENT	-	-	-	0%	-	-	0%	53,327
271-100-699-101	TRANSFERS IN - GENERAL FUND	-	-	180,124	0%	-	173,196	0%	173,196
TOTAL OPERATING REVENUES		36,946	104,581	709,941	15%	42,281	673,516	6%	794,126

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL 31-Aug-25	THIS YEAR FISCAL YTD 31-Aug-25	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-Aug-25	REVISED BUDGET 2024-2025	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-702-000	FULL-TIME WAGES	13,140	21,900	113,880	19%	21,188	111,059	19%	111,496
271-790-703-000	ADMINISTRATR/SUPERVSR SALARIES	5,770	9,616	50,003	19%	10,976	74,913	15%	75,534
271-790-704-000	PART-TIME WAGES	14,391	24,368	114,977	21%	19,879	102,271	19%	110,337
271-790-704-010	PART-TIME WAGES- LIBRARY MAINT	1,015	1,838	7,560	24%	3,135	16,119	19%	11,844
271-790-709-000	SOCIAL SECURITY TAXES	2,662	4,475	21,910	20%	4,225	23,471	18%	23,768
271-790-712-000	CASH IN LIEU OF BENEFITS	554	923	2,400	38%	462	2,400	19%	3,507
271-790-713-000	OVERTIME	26	26	50	52%	6	50	12%	133
271-790-716-000	MERS DEFINED CONTRIBUTIONS	795	1,352	6,277	22%	938	4,997	19%	5,914
271-790-717-000	MERS DEFINED BENEFIT PLAN	-	-	-	0%	9,410	60,505	16%	46,464
271-790-717-010	MERS DEFINED BENEFIT HYBRID PLN	772	1,513	10,111	15%	985	6,108	16%	7,511
271-790-718-000	HEALTH INSURANCE - PREMIUMS	2,889	5,779	53,976	11%	8,455	55,340	15%	42,702
271-790-718-010	HEALTH INSURANCE - HSA	171	342	2,054	17%	584	-	0%	2,700
271-790-719-000	DENTAL INSURANCE PREMIUM	242	485	3,571	14%	575	3,503	16%	3,180
271-790-724-000	LIFE INSURANCE	38	75	510	15%	80	485	16%	465
271-790-751-000	PROCESSING SUPPLIES	385	693	1,400	50%	191	1,400	14%	938
271-790-756-000	REPAIR & MAINTENANCE SUPPLIES	13	13	350	4%	27	350	8%	119
271-790-760-000	MAINTENANCE SUPPLS - CUSTODIAL	-	29	438	7%	1	350	0%	706
271-790-761-000	BUILDING SUPPLIES	121	185	1,650	11%	436	1,500	29%	2,497
271-790-762-000	WELLNESS/MEDICAL SUPPLIES	7	7	275	3%	-	225	0%	357
271-790-765-000	SMALL TOOLS	-	10	-	0%	-	-	0%	26
271-790-766-000	DISPOSABLE TECHNOLOGY	205	375	1,750	21%	406	1,300	31%	1,800
271-790-767-000	CLOTHING	-	(84)	400	-21%	43	175	25%	888

HASTINGS PUBLIC LIBRARY
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 2025
 17 % OF THE FISCAL YEAR HAS ELAPSED

FUND 271 - LIBRARY FUND

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL 31-Aug-25	THIS YEAR FISCAL YTD 31-Aug-25	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-Aug-25	REVISED BUDGET 2024-2025	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-770-000	PROGRAMMING SUPPLIES	192	856	3,250	26%	1,511	2,750	55%	3,969
271-790-772-000	PROMOTIONS SUPPLIES	-	-	300	0%	-	300	0%	302
271-790-777-000	OFFICE SUPPLIES	144	182	850	21%	86	1,350	6%	1,091
271-790-778-000	PAPER	5	5	580	1%	77	400	19%	570
271-790-791-000	SUBSCRIPTIONS AND PUBLICATIONS	1,161	1,161	2,048	57%	1,187	1,900	62%	1,686
271-790-792-000	SOFTWARE SUBSCRIPTIONS	30	2,060	7,788	26%	2,000	7,245	28%	6,199
271-790-793-000	OVERDRIVE	-	9,002	9,002	100%	9,144	8,961	102%	9,144
271-790-802-000	PROFESSIONAL SERVICES	-	-	1,500	0%	-	1,200	0%	686
271-790-806-000	LEGAL SERVICES	-	-	500	0%	-	500	0%	9,758
271-790-809-000	CONTRACTED IT SERVICES	1,200	1,200	14,400	8%	-	14,400	0%	14,400
271-790-812-000	PRE-EMPLOYMENT SCREENINGS	-	-	350	0%	151	350	43%	867
271-790-813-000	DELIVERY SERVICES	-	722	2,700	27%	640	2,800	23%	2,807
271-790-816-000	SECURITY SERVICES	-	300	325	92%	300	325	92%	300
271-790-817-000	LAKELAND LIBRARY CO-OP SERVICE	-	640	2,900	22%	702	2,900	24%	2,623
271-790-818-000	MAINTENANCE CONTRACTS	1,413	1,413	8,603	16%	1,413	7,953	18%	8,599
271-790-823-000	OTHER CONSULTING SERVICES	-	350	1,750	20%	350	350	100%	2,118
271-790-825-000	LATE/SERVICE FEES	11	11	-	0%	-	25	0%	-
271-790-829-000	CUSTODIAL/CLEANING SERVICES	933	933	10,920	9%	-	-	0%	2,962
271-790-850-000	TELEPHONE	526	1,038	5,540	19%	969	5,485	18%	6,023
271-790-851-000	MAIL/POSTAGE	-	-	250	0%	405	225	180%	472
271-790-852-000	INTERNET/TELECOMM SERVICES	505	1,010	7,019	14%	1,010	7,020	14%	7,019
271-790-861-000	TRANSPORTATION - MILEAGE REIMB	122	181	940	19%	-	750	0%	175
271-790-879-000	WEBSITE	-	-	1,113	0%	-	935	0%	838
271-790-881-000	ADVERTISING	-	36	1,058	3%	104	1,145	9%	405
271-790-887-000	SPEAKERS/PERFORMERS	100	100	2,000	5%	435	2,500	17%	885
271-790-890-000	ILS FEES	-	3,011	14,180	21%	-	14,080	0%	11,855
271-790-891-000	LICENSES AND FEES	539	539	860	63%	-	1,905	0%	510
271-790-892-000	SOFTWARE LICENSES	-	-	1,905	0%	521	680	77%	1,922
271-790-900-000	PRINTING AND PUBLISHING	-	84	730	12%	-	220	0%	397
271-790-906-000	PROMOTIONS/MARKETING	-	54	500	11%	-	100	0%	900
271-790-909-000	TRAINING	-	-	600	0%	-	550	0%	204
271-790-910-000	PROFESSIONAL DEVELOPMENT	324	324	300	108%	-	300	0%	-
271-790-911-000	CONFERENCES	975	975	2,850	34%	600	2,200	27%	3,301
271-790-912-000	MEETINGS	51	51	400	13%	-	75	0%	24
271-790-915-000	MEMBERSHIPS	85	210	1,529	14%	125	1,714	7%	1,558
271-790-916-000	DUES AND FEES	227	227	1,435	16%	-	1,435	0%	151
271-790-918-000	WATER/SEWER	522	963	5,500	18%	967	5,000	19%	5,389
271-790-919-000	WASTE DISPOSAL	50	83	602	14%	100	350	29%	601
271-790-920-000	ELECTRIC	3,105	5,825	28,035	21%	7,574	26,700	28%	26,927
271-790-921-000	NATURAL GAS	55	161	5,500	3%	173	3,000	6%	6,570
271-790-929-000	GROUNDS REPAIR AND MAINTENANCE	212	212	4,500	5%	90	1,800	5%	5,210

HASTINGS PUBLIC LIBRARY
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 2025
 17 % OF THE FISCAL YEAR HAS ELAPSED

FUND 271 - LIBRARY FUND

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL 31-Aug-25	THIS YEAR FISCAL YTD 31-Aug-25	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-Aug-25	REVISED BUDGET 2024-2025	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-929-010	SNOWPLOWING/SNOW REMOVAL	-	-	900	0%	-	1,500	0%	450
271-790-930-000	BUILDING REPAIR & MAINTENANCE	619	1,456	6,150	24%	1,888	1,950	97%	49,254
271-790-931-000	EQUIPMENT REPAIR & MAINTENANCE	-	-	1,200	0%	580	2,300	25%	1,043
271-790-933-000	SOFTWARE MAINTENANCE AGREEMNTS	521	521	-	0%	-	-	0%	-
271-790-935-000	PROPERTY LIABILITY INSURANCE	7,782	7,782	14,400	54%	13,792	12,000	115%	13,792
271-790-939-000	WORKERS COMPENSATION INSURANCE	107	107	735	14%	179	1,100	16%	717
271-790-941-000	PRINTER/COPIER LEASE/MAINT	-	-	4,100	0%	-	4,100	0%	4,081
271-790-944-000	INSPECTION SERVICES	-	-	680	0%	-	960	0%	1,409
271-790-950-000	COLLECTION SERVICES	20	20	300	7%	30	340	9%	286
271-790-962-000	LOST/DAMAGED MATERIALS FEES	-	-	100	0%	-	100	0%	128
271-790-965-000	PROPERTY TAX REIMBURSEMENT	-	-	100	0%	114	100	114%	114
271-790-975-000	BLDNGS AND BUILDING IMP - DEPR	-	-	110,000	0%	-	11,000	0%	-
271-790-978-010	TECHNOLOGY - NON-DEPRECIABLE	-	-	3,000	0%	2,396	2,000	120%	5,650
271-790-980-000	EQUIPMENT/FURNITURE - DEPREC	-	-	-	0%	2,823	-	0%	-
271-790-980-010	EQUIPMENT/FURNITURE - NON-DEPR	37	37	3,400	1%	-	450	0%	8,794
271-790-982-000	COLLECTION MATERIALS - BOOKS	1,875	3,126	17,000	18%	1,689	17,000	10%	21,028
271-790-982-010	COLLECTION MATERIALS - A/V	166	375	2,250	17%	134	2,250	6%	1,032
271-790-982-020	COLLECTION MATS - BEYOND BOOKS	344	344	1,000	34%	43	1,250	3%	1,146
TOTAL LIBRARY OPERATIONS		67,152	121,606	713,969	17%	136,305	656,799	21%	711,229
TOTAL REVENUE & INCOMING TRANSFERS		36,946	104,581	709,941	15%	42,281	673,516	6%	794,126
TOTAL EXPENDITURES & OUT TRANSFERS		67,152	121,606	713,969	17%	136,305	656,799	21%	711,229
NET REVENUES OVER EXPENDITURES		(30,206)	(17,025)	(4,028)		(94,024)	16,717		82,896

August 2025 R&E Notes

	Fund	THIS MONTH ACTUAL 31-Aug-25	THIS YEAR FISCAL YTD 31-Aug-25	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	Notes
271-100-583-000	CONTRIBUTIONS FROM OTHR TWNSHP	18,098	74,335	435,000	17%	Hastings Charter paid additional millage from property tax credits dating back to 2018; unbudgeted additional income for 2025-2026
271-100-658-000	PENAL FINES	7,236	7,236	7,600	95%	lower than budgeted; no additional expected
271-790-704-000	PART-TIME WAGES	14,391	24,368	114,977	21%	
271-790-704-010	PART-TIME WAGES- LIBRARY MAINT	1,015	1,838	7,560	24%	These categories are outpacing the year which is only 17% past, but is due to August having 3 pay periods; we're not overspent, it's just timing
271-790-709-000	SOCIAL SECURITY TAXES	2,662	4,475	21,910	20%	
271-790-712-000	CASH IN LIEU OF BENEFITS	554	923	2,400	38%	

HASTINGS PUBLIC LIBRARY
Invoices for August 2025
Prepared for the October 6, 2025 Board Meeting

Account Name	Vendor	Amount	Total	Notes
Salaries & Wages			\$ 34,895.00	
Social Security Taxes			\$ 2,661.72	
Fringe Benefits			\$ 4,907.38	
Total Wages and Benefits:			\$ 42,464.10	
Supplies			\$ 866.97	
	Processing	\$ 385.32		
	Building/Repair/Maint	\$ 133.66		
	Programming	\$ 191.71		
	Wellness	\$ 6.95		
	Office	\$ 144.34		
	Paper	\$ 4.99		
Collection Materials - Books			\$ 1,875.42	
	Baker & Taylor	\$ 852.61		
	Amazon	\$ 874.35		
	Junior Library Guild	\$ 65.00		
	Micromarketing	\$ 21.99		
	Cengage Large Print	\$ 61.47		
Collection Materials - AV			\$ 166.40	
Collection Materials - Library of Things			\$ 343.96	\$250 Children's Museum annual pass and misc. LoT needs
Utilities & Services			\$ 4,762.82	
	City - water & sewer	\$ 522.28		
	Consumers - electric	\$ 3,104.81		
	Consumers - natural gas	\$ 54.78		
	MEI Internet	\$ 504.95		
	MEI Phones	\$ 207.80		
	Fusion Land Lines	\$ 318.15		
	Granger Waste Services	\$ 50.05		recycling
Contracted IT Services			\$ 1,200.00	monthly IT
Building Repair & Maintenance			\$ 619.15	
	DHE	\$ 429.00		repair of HVAC RTU-1 causing leak in children's
	TCS Plumbing	\$ 190.15		replacement of toilet valve missed in fall 2024
Subscriptions & Publications			\$ 1,160.62	
	Grand Rapids Press	\$ 259.74		6 month subscription
	Midwest Living	\$ 22.00		annual subscription
	School Library Journal	\$ 159.00		annual subscription
	Wall Street Journal	\$ 719.88		annual subscription
Disposable Technology			\$ 204.99	\$135 mini-pc for print release station; \$70 new display tv
Maintenance Contracts			\$ 1,413.25	
	DHE Plumbing & Mechanical	\$ 1,413.25		quarterly maintenance
Custodial/Cleaning Services	Key Cleaning		\$ 932.77	coverage while Reg was off for family emergency
Transportation - mileage reimburs.			\$ 121.87	
Speakers & Performers			\$ 100.00	Summer Reading presenter
Conf/wkshop, Profess. Dev, Training			\$ 1,299.00	
	MLA (October 2025)	\$ 975.00		Registrations for David, Erin, Tess; most to be reimbursed by the Friends
	Professional Development	\$ 324.00		Collection Management class for Tess; will be reimbursed by Library of Michigan
Meetings			\$ 50.99	Snacks for Strategic Planning Focus Groups

HASTINGS PUBLIC LIBRARY

Invoices for August 2025

Prepared for the October 6, 2025 Board Meeting

Account Name	Vendor	Amount	Total	Notes
Membership			\$ 85.00	
	MLA	\$ 85.00		MLA renewal for Tess
Dues & Fees			\$ 776.53	
	Kiwanis	\$ 226.75		partial year; will be reimbursed by Friends
	Elevator License Fee	\$ 345.05		
	MPLC Movie License	\$ 194.04		annual fee
	Late fees	\$ 10.69		assessed in error, working with City AP to resolve
Grounds Repair and Maintenance			\$ 212.00	
	Kenowa Companies	\$ 212.00		irrigation sprinkler head repair
Software Subscriptions			\$ 30.00	Monthly Duo 2-factor authentication for VPN (2FA)
Software Maint Agreements			\$ 521.25	Annual maintenance & support renewal for public computer management software
Property Liability Insurance			\$ 7,782.00	
Workers Comp. Insurance			\$ 106.51	
Collection Services			\$ 19.70	
Equipment/Furniture - non-depreciable			\$ 36.54	
Total Invoices (without wages & benefits):			\$ 24,687.74	



Library Director's Report - September, 2025 October 6, 2025 Board Meeting

Highlights

The team has great updates in their sections about programs and events, so I won't repeat here, but I want to call out all of the hard work they put into making HPL the success that it is. It's truly a team effort – without them and all of our dedicated volunteers, we could not do everything we do.



And speaking of volunteers, I want to send a **BIG THANK YOU** to all of the people who came to the Library on United Way's Day of Caring. We had more than 30 people from businesses all

around the area come and help clean up the building. They weeded, dusted, cleaned windows, shined chrome, and helped make us sparkle. Thank you to Laura Jarman, The Substance Abuse Task Force, Rehmann, Lighthouse Title, Flexfab, HPS, and Union Bank.



A last note on volunteers, we are having a **Volunteer Party on Friday October 24 at 4:30pm**. It's one way we say thank you to all of those who volunteer to help make this building run. This year we've got some new activities, including pumpkin painting and smores! Invitations were mailed and emailed the last week of September. And don't forget, the Board is always included at this event.

I am also excited to say that I think our Strategic Planning process is nearing the end. A draft of the final plan goes to the Board at the October meeting for final discussion and approval. Then the hard work really starts! An action plan is being worked on to start meeting the ambitious goals we've set for ourselves to raise the bar in how we serve the community.

Building Updates

Signing: New signing has been installed across the building, including letter dividers, headers, and category dividers (children's non-fiction only). We are also planning to 3D print additional new signs to replace





some of the older category signs that have holders still attached to the book shelving that cannot be easily removed.



Community Room Divider: The room divider in the Community Room has needed maintenance for some time and has finally been addressed. The panels are now much easier to move and slide along the track, so any staff member should be able to set or take down the divider.

Project Updates

Strategic Planning: A final strategic plan with updated Vision, a new Purpose, and Strategic Commitments with Goals is going to the Library Board for final approval this month. The staff is building an action plan to accomplish the goals with intent to publish all relevant content to the public in December 2025.

Automatic Bathroom Doors: Electrical has been run and we are now waiting for an installation date for the door hardware.

Training

Here is what the staff did in September:

- Erin, Ken and David: we all attended a Makerspace Conference in Rochester Hills on September 12. Not only was it free, and they fed us 😊, but we brought back a lot of extremely useful information. We have a lot of programming ideas and ways to grow our makerspace program, which happens to be a goal on the new Strategic Plan.

Assistant Director Tess Allerdig's Report

September was a busy month! On September 12th and 13th, we hosted local author, and Hastings native, Sydney Wiswell for two events: a guide to independent publishing and a writing workshop. Between the two events, we had over 20 attendees! We also partnered with The Wild Wood bookstore where Sydney did a reading of her debut novel on September 13th following the event at the library. Sydney was a dynamic speaker who took time to interact with all attendees, and we are looking forward to having her back in the future!





I attended a few webinars this month, some of which were more helpful than others. The first one I attended was regarding linked data for libraries. Linked data is something that occurs on more of the cataloging and processing side of things, and just provides more detail about an item to make it more accessible and discoverable within a library's catalog. Since I have taken over supervising Marty, our Processing Supervisor, I think this was beneficial for me to be aware of. I also attended the Michigan Library Association's Advocacy Hour, where they discussed ongoing budget issues, and a potential state government shutdown. Since that webinar, it sounds like budget agreements have been reached, but I have not heard anything further about how that will affect mel.org and MeLCat. Staff from the Library of Michigan were on the call, and they advised that even if a line item for IMLS funding was not included in this year's budget, MeL.org eResources are paid for through September 2026. Finally, I sat in on a State Aid webinar with David so that I could become more familiar with the process. In that webinar, they reviewed the online tool that we will use to complete the State Aid report later this year.

Erin and I collaborated this month to create a presentation and talking points that senior staff can share with local organizations and businesses on our newly revamped Summer Library Program that will be kicking off in 2026. We are working toward a more sustainable program that provides patrons with more experiential prizes, less stuff that eventually gets thrown away, and more investment in the community. We will be sharing this information at various meetings over the coming months (Kiwanis, Rotary, etc.) to forge more partnerships with local organizations and businesses, and hopefully get support via donations, prizes, and experiences for our patrons who participate in the Summer Library Program. Next summer will be a soft launch of the new program, and we hope to build on it in subsequent years.

The Local Authors project is continuing to progress. During the United Way Day of Caring, we had some volunteers help us rearrange the furniture in the Wi-Fi Lounge to accommodate this new collection. I'm very happy with the new furniture layout, and I hope patrons will appreciate the change of scenery! The final step in the Local Authors project, actually getting the books on the shelves, should be completed by my next report!

Youth Librarian Erin Quada's Report

September saw the return of programming in youth services with our regular programs like storytimes and LEGO Club along with special programming for youth of all ages.

Programs

- Our Teen Videogame Tournament had a fantastic turnout with several youth who were new to the Library. We had the competitive screen set up using the projector and screen and another station for teens to play for fun while waiting their turns. Snacks were provided and the winner received an item we printed on the 3D printer.



- Paws for Reading started back up again with Jace the therapy dog, and his handler, Michal Enders. We had four kids read with Jace on a Saturday morning ranging from just turned 2 through 10 years old. Besides the kids that sign up to read with Jace, he is popular with other patrons visiting the library.
- Science Storytime with Ms. Emma from Pierce Cedar Creek Institute (PCCI) was a lot of fun as we discussed the harvest over in Pocket Park. This was Ms. Emma's last event with us as it was also her last day at PCCI. Science Sara (Sara Syswerda) will be taking over the partnership for our next program in November.



Collection

- Space in the Teen room has been a hot commodity with the addition of the Spanish and large print collections. To generate some extra shelf space, we relocated a small shelf from near the entrance to near the tween fiction shelves. Another shelving unit was moved from near the Wi-Fi lounge to be in-line with the shelf that currently holds the teen graphic novels to provide more shelf space. Part of the rearranging required the removal of one of the smaller tables from the



Teen Room. It was relocated to the Children's Rotunda and has seen a lot of use by parents working or studying while their children play. We have heard many compliments and comments of appreciation from patrons.

Outreach

- I had the privilege of attending Family Reading Night at Central Elementary this month. It was a lively event with lots of fun and activities. I interacted with dozens of families and always love hearing about people's experiences with the library or letting them know that they are always welcome, library card or not!



Professional Development

- I attended the MI Youth zoom meeting this month which covered a variety of topics ranging from summer reading through the budget upheaval at both the national and state levels. Many resources available on mel.org were shared.
- The first annual Guild of Library Makers Conference (GOLMCON) was held this month and I attended with David and Ken. I gained a lot of insight about ways to create a makerspace without a space, types of equipment that are most popular, and ways to use a makerspace to create programming for people of all ages. This long day was chock full of helpful information as well as the sharing of information and resources to help us be successful as we explore a makerspace at HPL.

Marketing and Programming Coordinator Barbara Haywood's Report Events Summary

- **Chicken Keeping 101 • Sept 8 |**
Attendance: 8
Intro to backyard chickens with local author, Kathryn Christie in partnership with her educational start-up, An Earful of Agriculture. Covered brooder setup, breeds, coops, winter care, and city permits.
- **“Useful” vs. “Likely to Kill You” Mushroom Identification 101 with Dr. Ellen Holste, PCCI Partner • Sept 15 |** Attendance: 15
Dr. Ellen Holste, PCCI Partner, led a workshop on identifying edible vs. poisonous mushrooms. Included hands-on specimens and Q&A.
- **Discover Treasures of Historic Hollywood • Sept 24 |**
Attendance: 6
Preview of a new museum featuring classic film memorabilia and lesser-known Hollywood stars. Hosted by collector Terry Dennison.





- **Regenerative Agriculture • Sept 29 | Attendance: 28**
Virginia Bolshakova shared how sustainable farming practices like composting and cover crops can strengthen communities. Program in partnership with Barry County Earth Alliance & PCCI.

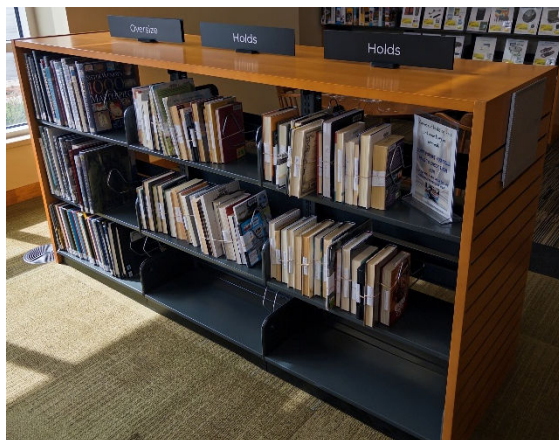
I also hosted an overnight hammock camping trip that was won by a local family as an adult Summer Reading prize. We all had a great time roasting hotdogs and smores over a campfire and sleeping in hammocks under the stars. They especially expressed how excited they were to have experiences available as prizes, saying they “don’t need more stuff.” This is a great example of why we are revamping the Summer Reading program for next year to reduce the stuff and add experiences.

Circulation Supervisor Chloe Lewis’ Report

NEW Books Shelf: We’ve made some positive changes around the library recently!

After discussions with senior staff and Sharon, who creates our displays, we decided to remove the display shelf located between the New Books and the Hold Shelf.

This creates more space for the growing number of new books we are ordering, makes our New Spanish Books more visible, and improves the browsing experience by reducing crowding in that area.



While expanding the NEW space, we also moved Holds to the low fixture adjacent to New in the Wi-Fi Lounge. This is also where Local Author books will soon be displayed.



Room Reservation Payments: Staff is now trained on the new process for handling room reservation fees and deposits. We are now ringing all deposits through the register for better financial tracking and accountability. The transition has gone smoothly and only required a minor adjustment for everyone. Moving forward, this process will help us keep track of everything more efficiently.

Upcoming Programs and Events – October 2025

- 7, Tuesday, 4:30pm: Senior Bingo Night
- 10, Friday, 3:30pm: Kids Video Game Play
- 11, Saturday, 11am: Drive Electric Car Show
- 13, Monday, 6pm: Lift Every Voice Speaker Series – Veteran Advocacy
- 14, Tuesday, 3:30pm: Teen Button Making
- 14, Tuesday, 6pm: Lift Every Voice Book Club
- 15, Wednesday, 6:30pm: Charcuterie Board Workshop
- 20, Monday, 6pm: Lift Every Voice Speaker Series – Native American life stories with the Gun Lake Tribe
- 22, Wednesday, 6pm: Parliamentary Procedure
- 24, Friday, 4:30pm: Volunteer Party
- 27, Monday, 3:30pm: Spooky Cookie Decorating
- 28, Tuesday, 3:30pm: Book Release for author Katie Christie
- 29, Wednesday, 3pm: Teen Makerspace

Monthly Statistics - August 2025

Net Promoter Score*: 78



Physical Library Visits

LY Month	7,739
TY Month	6,065
YTD	11,502



Library Card Holders

	City	Hastings Twp	Rutland Twp	Non-Resident
Total	2,822	823	1,067	86
New	24	8	8	1



Volunteer Hours

LY Month	118
TY Month	95
YTD	390



Item Circulation

	Children's	Non-Children's	Mobile	Total
LY Month	2,751	2,698	-	5,449
TY Month	2,532	2,647	195	5,374
YTD	5,760	5,388	377	11,525



Wireless Sessions

LY Month	1,294
TY Month	1,032
YTD	2,045



Inter-Library Loans

	To HPL	From HPL	Total
LY Month	404	452	856
TY Month	393	453	846
YTD	863	932	1,795



Library of Things Circs

	TY Month	YTD
LoT	43	114
Hotspots	24	50
Museums	0	0



Programs

	Youth		Adult & General	
	Offered	Attendance	Offered	Attendance
TY Month	5	71	10	115
YTD	31	615	23	382



Digital Downloads

LY Month	2,175
TY Month	2,823
YTD	5,608



Computer Sessions

	Adult	Kids	Teen	MI Room
LY Month	487	250	188	-
TY Month	458	177	62	3
YTD	977	485	122	4

Miscellaneous

	TY Month	YTD
Princh Documents	326	667
Study Room Usage	52	117
Non-HPL Community Room Usage	28	40



Websites

	Sessions	Users	Page Views
HPL			
LY Month	2,403	1,753	3,724
TY Month	2,384	1,752	3,686
YTD	5,058	3,612	8,006
BCHP			
TY Month	-	-	-
YTD	177	99	1,312

**No data available for BCHP for month of August. Updates were made to the website that affected Google Analytics.

Strategic Plan 2026 – 2029

Executive Summary



Overview

The Hastings Public Library engaged with key stakeholders in 2025 to learn what the community needs from us. That feedback led to an updated *Vision* statement, a new *Purpose* statement, and a new 4-year *Strategic Plan*. Our new *Strategic Commitments* will guide us as we maintain our role as a vital hub of learning, enrichment, and connections for the community at large.

These two statements define who we are as an library:

Purpose

Why We Exist

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

Vision

What We Strive For

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

We reviewed input from multiple sources to identify how we can best serve the community, our partners, and our internal team.

These **Strategic Commitments** will guide us moving forward:

Commitment	Description & Key Focuses
Resources	Enrich the resources available to the community. <ul style="list-style-type: none"> Physical & Digital Collections and the Physical Building
Partnerships	Enhance existing partnerships and establish new connections. <ul style="list-style-type: none"> Schools, Non-Profit Partners, BCF, and Healthcare Partners
Innovation	Explore innovative approaches to educate, entertain and inform the varied communities we serve. <ul style="list-style-type: none"> Programming, Makerspace/STEAM, Community Outreach, and Unique Services
Operations	Expand organizational capacity to support future growth and lasting community impact. <ul style="list-style-type: none"> Financial Sustainability, Staff & Board Support, Marketing & Social Media

Strategic Plan 2026 – 2029

Strategic Commitments

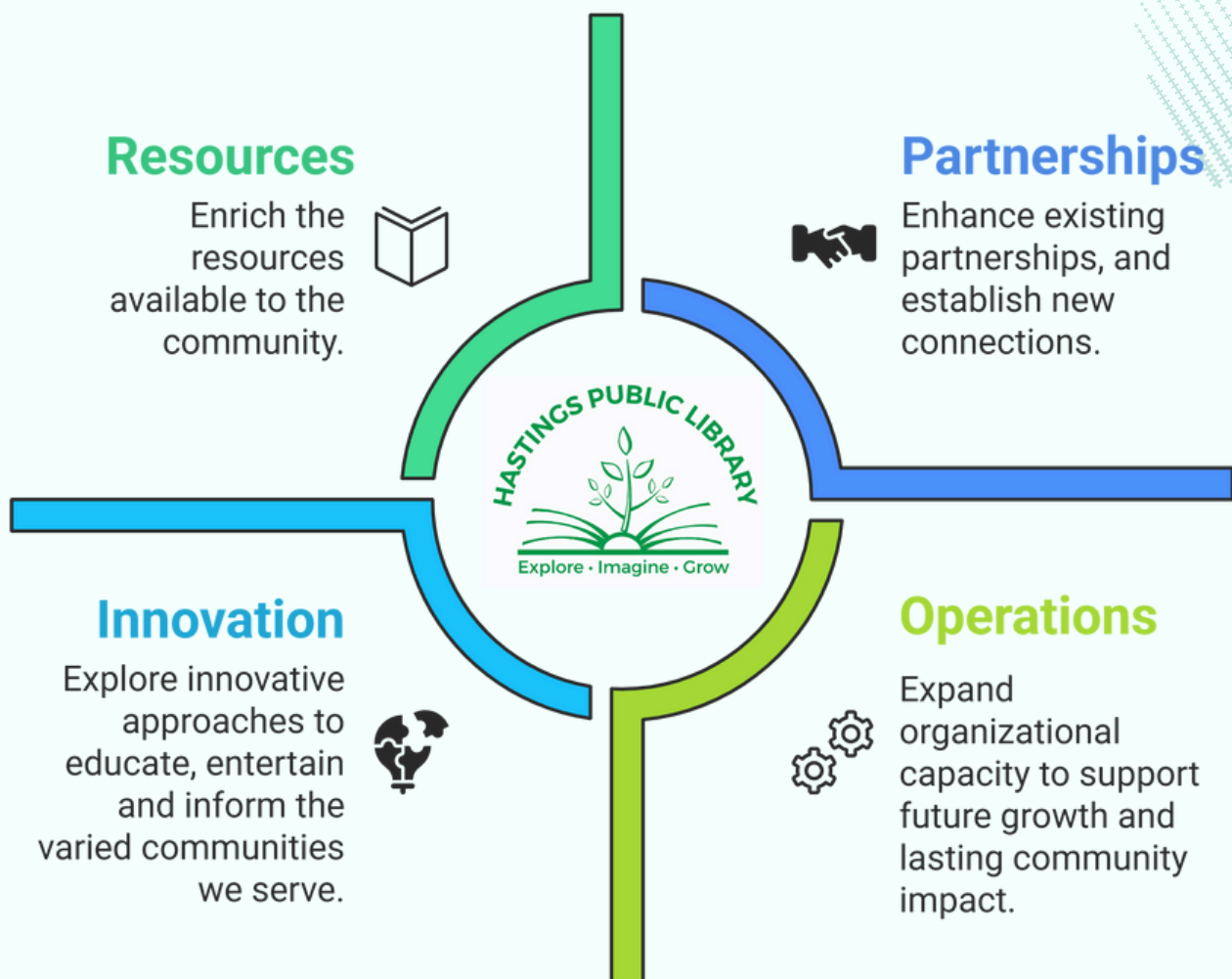


Careful review of all feedback from the community, staff, partners, and the Library Board of Trustees identified several common themes. Some of those themes became the four *Commitments* that make up the Strategic Plan.

Why Commitments?

Strategic Plans frequently refer to focuses, priorities, pillars, and similar words. HPL chose to call its focus areas *Commitments*, because we see this plan as our commitment to the community, our partners, our staff, and the Board. The work we do is for all of those core groups, and we remain committed to doing everything we can to best serve the community at large.

HPL's Strategic Commitments



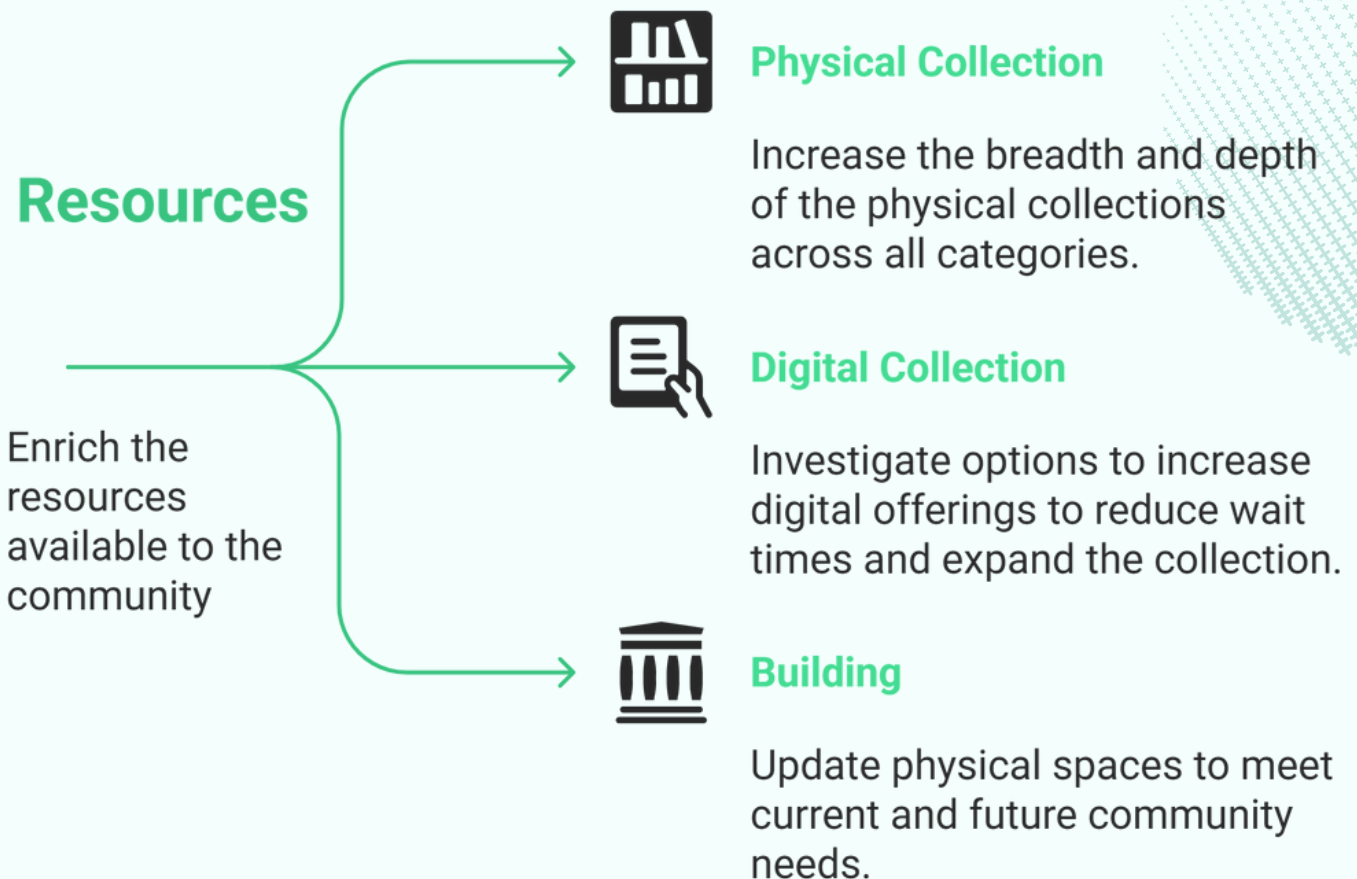
Strategic Plan 2026 – 2029

Goals – Resources



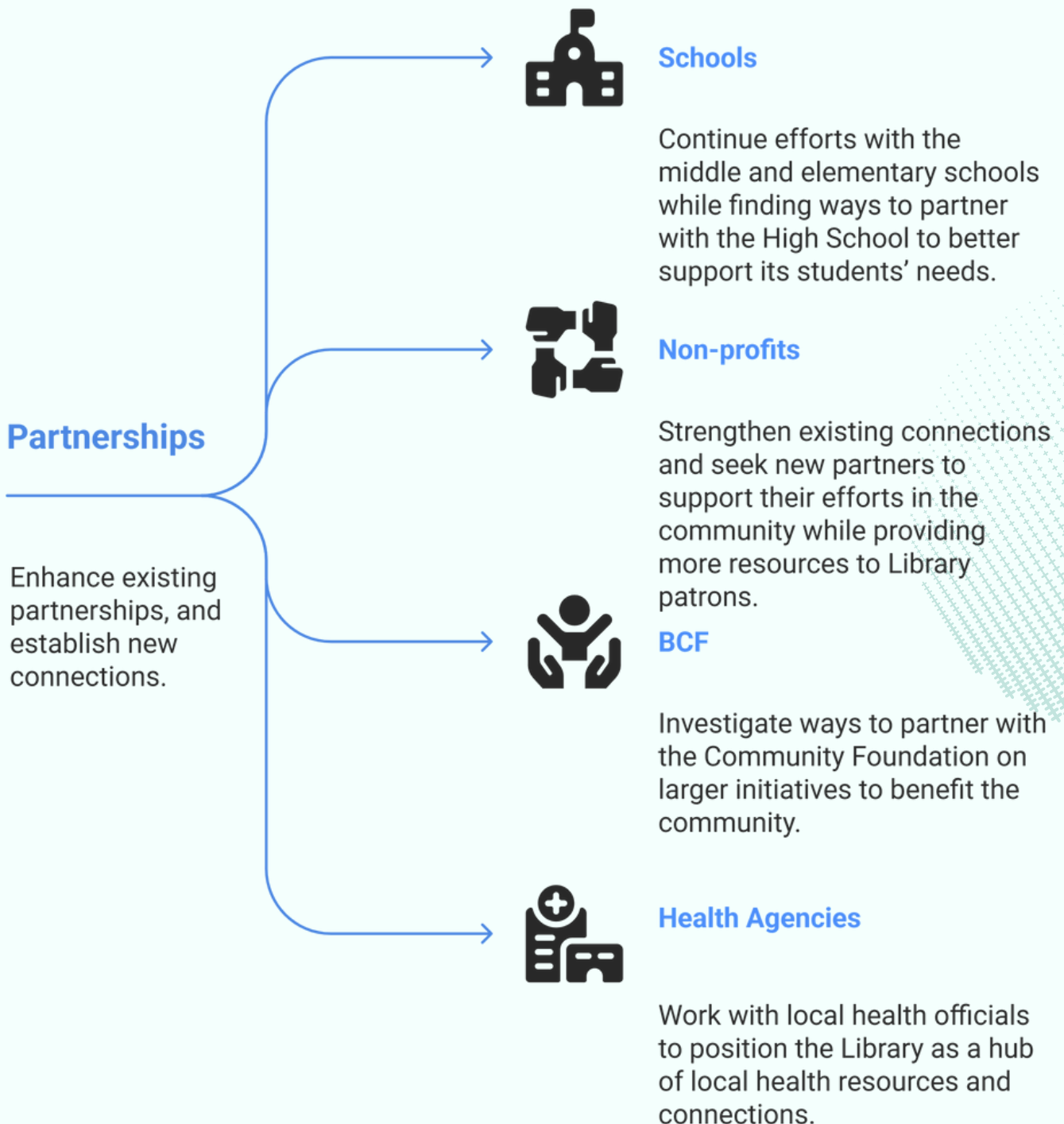
Each Strategic Commitment is comprised of several high-level goals. These are reflective of the themes and feedback identified throughout the Strategic Planning process. Some of them address opportunities for improvement, while others focus on efforts to further strengthen what the library is already doing well.

Over the next four years, HPL will tackle projects big and small to further the goals described in the following pages for each Strategic Commitment. See the Action Plan Overview on page xx for more information about how HPL will publish updates on our progress.



Strategic Plan 2026 – 2029

Goals – Partnerships



Strategic Plan 2026 – 2029

Goals – Innovation



Innovation

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



Expand Programming

Build on past successes to further expand our offerings to a wider cross-section of the community, while maintaining the in-demand core offerings.



Enhance Makerspace/STEAM

Explore options and find partners to expand our current offerings to build capacity for programs and education on emerging technologies and STEAM initiatives.



Community Outreach

Explore new ways to engage with the community outside of the physical library space.



Unique Services

Explore technologies and services to increase Library ease of use.

Strategic Plan 2026 – 2029

Goals – Operations



Operations

Expand organizational capacity to support future growth and lasting community impact.



Financial Sustainability

Investigate ways to increase long-term library funding to help offset rising costs, retain and attract staff, and provide funding for new initiatives.



Staff Support

Improve access to training and personal development resources to increase staff expertise, satisfaction, and wellness.



Board Support

Expand board training and education to increase their knowledge of public libraries and elevate their effectiveness.



Marketing Evaluation

Evaluate current marketing and social media platforms and strategies to increase the effectiveness of the Library's marketing efforts.

Hastings Public Library

Community Room Policy

Purpose

As a community service, the Library makes its Community Room & Patio available for use by the public when it is not being used for library-related activities.

Community Room/Patio Use

1. The public may use the Community Room/Patio for meetings, private events, or to present programs for the general public.
 - a. Groups using the Community Room/Patio must not disrupt the normal functions of the Library.
 - b. Use of the Patio must be specifically requested when making a reservation.
2. All groups should reserve the room at least one (1) month and no more than five (5) months in advance via the online reservation system on the Library's website. Reservations for after-hours use should be requested three (3) months in advance.
3. Groups may telephone to check on room availability, but space is not held until the online reservation is requested. Space is not guaranteed until the reservation request is approved.
 - a. The reserving person assumes full responsibility for any damages to the facility or equipment. This person may not be less than 18 years old.
 - a. ~~The reserving person will be responsible for all costs associated with repairing any damage to the library or its equipment.~~
 - b. There may be a fee for use of the Community Room/Patio. All applicable fees and deposits should be paid as soon as possible, but must be paid to the Library no later than one (1) week prior to the event.
 - c. Library-related activities will be given priority when rooms are being scheduled.
4. The library must be notified about cancellations no later than twenty-four (24) hours prior to daytime events or seventy-two (72) hours for after-hours events. All ~~applicable money monies~~ is will be refunded if appropriate notice is given.
 - a. For events during normal Library business hours: If 24-hour (24) notice is not given, a \$10 cancellation fee may be charged or withheld from deposits and the library has the right to re-rent the room.
 - b. For after-hours events: If ~~a~~ 72-hour (72) notice is not given, a \$50 cancellation fee may be charged or withheld from deposits and the library has the right to re-rent the room.

Formatted: Strikethrough

Formatted

Hastings Public Library Community Room Policy

5. The Library reserves the right to cancel any reservation due to conditions described in the library closing policy, i.e. inclement weather. In such an event, all fees will be refunded.
6. Beer and wine may be served at private events under these conditions:
 - a. No alcohol can be in the building or served until the Library closes to the public.
 - b. Private events with no admission fee can serve beer and/or wine with no special license or insurance requirements. The private party/business' insurance covers liability for the event.
 - c. Private events charging any admission which includes access to beer and/or wine, or directly selling beer and/or wine, must provide HPL proof of an insurance rider for alcohol sales and a copy of a State of Michigan issued liquor license authorizing sale of beer and/or wine. Both documents are needed one (1) week prior to the event or alcohol will be prohibited from being served.
7. The Library has tables and chairs available for groups to use.
 - a. If set-up is needed, it should be detailed when making the online reservation.
 - b. If set-up is not indicated on the reservation application, library staff will not leave their assigned duties to assist in set-ups.
 - c. The room divider may not be moved without staff present.
8. Library audio/visual equipment use must be requested on the reservation application.
 - a. Library films used must be obtained for use through normal library circulation procedures.
 - b. Staff will be responsible for set up and turning on/off all Library audio/visual equipment.
9. Meetings may not begin before the Library opens for normal business (unless pre-approved by the Director or their designee) and must be concluded fifteen (15) minutes before the Library closes (except approved after-hours events).
10. Use of the Community Room/Patio is subject to the general policies of the Library.
11. Approval for use of the Community Room/Patio is at the discretion of the Director.

Rules and Responsibilities:

1. Hastings Public Library provides smoke-free facilities and grounds.
2. Alcoholic beverages are prohibited in the Library except beer & wine at approved after-hours events.
3. The storage of any materials in the Community Room is prohibited unless the group has made prior arrangements with the library staff.

Hastings Public Library Community Room Policy

4. The kitchenette is used solely for library programming/activities unless otherwise arranged. Approved kitchenette use only includes warming or reheating of food. No cooking is permitted.
5. Refreshments provided must be eaten inside the Community Room or on the Patio.
6. **Adult supervision is required when children under 18 are using the room.**
7. Normal operation of the Library is not to be disrupted by users of the Community Room/Patio.
8. Groups may not exceed the capacity of the Community Room/Patio maximum capacity.
9. Users of the Patio must not walk on the planted area.
10. Users of the Patio must stay off the wall and must not use the wall as a countertop.
11. All objects must remain within the confines of the Community Room/Patio.
12. Materials are not to be attached to walls, windows, doors, or furnishings unless authorized by Library staff.
13. Promotional or informational materials may not be left in the Community Room and the name, address ~~or~~and telephone number of the Hastings Public Library and its staff may not be used as the point of contact ~~person~~ in any informational material.
14. Groups are prohibited from making statements that indicate library sponsorship.
15. Parking is available on State St., in the Library parking lot, in the city lot by the fire station, and at Thornapple Plaza across from the Library.
16. Violations of this policy will result in cancellation of Community Room privileges.
17. The Library is not liable for injuries to people, damage to their property, or loss of property belonging to individuals or groups using the Community Room/Patio.
18. The library reserves the right to refuse reservation of the Community Room/Patio at the Director's discretion. The Library is considered a limited public forum.
19. The Library will maintain statistics on meeting room use.
20. Groups must adhere to all other published Library rules and policies.

User/Renter Responsibility:

1. Room set-up if not performed by staff. Staff will handle all A/V setup.
2. Providing all food service products including cups, flatware, and plates.
3. No food may be cooked in the community room, but the stove and microwave may be used for warming food. Refreshments or meals must be carry-in. Coffee or punch may be prepared using renter's supplies. No RED, PURPLE OR BLUE punch/drink allowed.

Approved by the Library Board March 16, 2009

Page 3 of 5

Amended by the Library Board July 20, 2009, February 20, 2012, July 15, 2013, July 2, 2018; Amended August 1, 2022, Amended August 29, 2022, Amended October 7, 2024

Hastings Public Library

Community Room Policy

4. Renters must provide their own drop cloths, tablecloths or appropriate substitutes for any events involving art & crafts that might stain or damage library equipment, including, but not limited to use of paint, markers, chemicals, and glue.
- 3-1. Use of any potentially hazardous materials must be reviewed with the Library prior to the event and receive Director authorization to proceed.
- 4-5. Supplies may not be stored in the community room without prior agreement with the Library Director.
- 5-6. Coffee maker and minimal refrigerator space are available for use and must be emptied and cleaned out after each use.
- 6-7. Items from the Community Room/Patio may not be taken outside of the Library.
- 7-8. Trash must be collected and left by the community room doors completely tied up.
- 8-9. Tables, chairs, counters, and floors must be cleaned to remove debris, spills, trash, and any residue.

Fees and Deposits

- All fees and deposits should be paid prior to the date of room reservation.
 - Fees and deposits can be paid by cash, checks made payable to The Hastings Public Library, or by credit card if and when the library can accept them.
 - If paying by check or credit card, applicable fees and deposits can should be combined together.
 - Any fees and/or deposits to be refunded after an event will be refunded via a check issued from the City of Hastings.
 - The food/cleaning deposit will be refunded if all the above listed user rules and responsibilities are met/satisfied. No food/cleaning deposit will be refunded in the event that if more than cursory cleaning is required by library staff after room use
 - Refunds may be reduced to cover damage to the space or for late cancellations.
 - If fees and/or deposits were paid for via credit card, refunds will be reduced by any credit card processing fees incurred by the Library.
 - Refunds can take two (2) to four (4) weeks to process.
9. The cleaning deposit will be refunded after two (2) BUSINESS days if all the above responsibilities are met. No refund will be given in the event that cleaning is required by library staff after room use. Deposits must be picked up within thirty (30) days of notification or they will be forfeited.

Formatted

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Bulleted + Level: 2 + Aligned at: 0.75" + Indent at: 1"

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Normal, No bullets or numbering

Formatted: Justified, Space After: 12 pt

Formatted: Justified

Hastings Public Library Community Room Policy

DRAFT

Hastings Public Library

Fee Schedule

Fines

- No overdue fines are charged for any materials checked out from the Hastings Public Library.
- Replacement charges will be assessed for any materials not returned to the Library or returned with damage preventing the item from being circulated to other patrons.
- Damage charges will be assessed for any materials returned damaged but in acceptable condition to be re-circulated to other patrons.
- Replacement charges may include a processing fee, see Materials Replacement Processing.

Copies

- Black & White: \$0.25/page/side for copier, scanner and computer printers.
- Color: \$0.75/page/side for color copies and computer printouts.
- The library will not reimburse patrons for any copying errors or mistakes made by the patron.

Community Room Rental

During Business Hours:

- Non-Profits Organizations, Non-Governmental Organizations, and "non-profit seeking" individuals at the discretion of the Library Director or a designee:
 - \$0 rental plus:
 - a \$10.00 non-refundable food fee if food is served.
 - A \$50 refundable cleaning fee for arts & crafts events as described in the Community Room Policy.
- Private rentals (including but not limited to commercial organizations and private/closed to the public events) For Profit Organizations and Individuals:
 - Community Room only: \$25.00/hour.
 - Community Room & Patio: \$40.00/hour.
 - All reservations also require a \$50.00 refundable deposit-cleaning fee if food is served and/or the event is an arts & crafts event as described in the Community Room Policy.
- Depositions:
 - \$50.00 per three (3) hour block and a \$50.00 refundable deposit if food is served.
- ~~Non-Profit:~~
 - ~~\$0 rental plus a \$10.00 non-refundable food fee if food is served.~~

Formatted

Hastings Public Library

Fee Schedule

After Business Hours:

- All: \$50.00/hour and a \$50.00 refundable ~~deposit-cleaning fee~~ if food is served and/or the event is an arts & crafts event as described in the Community Room Policy.

Formatted: Indent: Left: 0.5", No bullets or numbering

Cancellation Policy

Unless 24-hour notice is given or the event is cancelled by library staff due to conditions described in the library closing policy, a cancellation fee of \$10.00 may be charged or withheld from deposits for failure to cancel a reservation, and no further reservations will be honored until the fee is paid.

For after-hours events: If a 72-hour notice is not given, a \$50.00 cancellation fee may be charged or withheld from deposits and the library has the right to re-rent out the room. No further reservations will be honored until the fee is paid.

Formatted: Space After: 8 pt, Line spacing: Multiple 1.08 li

Formatted: Normal

Fax

- \$1.00/page, excluding cover sheet, to send the first five (5) pages.
- \$0.50/page to send after the first five (5) pages.
- \$0.25/page to receive.

Returned Checks

- \$30.00 per instance.

Collection Agency Fee

- \$9.85 per instance.
- This fee is automatically assessed in the ILS system and is standard across the Lakeland Library Cooperative.

Replacement Library Card

- \$2.00 per instance.

Materials Replacement Processing

- \$5.00 per instance at the discretion of the Library.

Non-resident

- \$100.00 per household per year.

Hastings Public Library Fee Schedule

- A year is defined from the day of library card purchase.
- \$25.00 per household per three (3) months.

Change of Home Library

- \$40.00 per household per year – change of home library within LLC where an agreement exists between the Hastings Public Library and other LLC libraries.

3D Printing

- \$0.05 per gram of filament used to print 3D objects for patrons and staff if not part of a library program. Cost is based on total filament used, not just the weight of the object(s) printed.
 - Costs are subject to change.
 - Use of more expensive filaments may be charged a higher per gram rate.

Hastings Public Library

FOIA Policy

Overview

The Hastings Public Library (HPL or the “Library”) adheres to the public policy set forth in the [Michigan Freedom of Information Act, 1976 PA 442](#) (“FOIA”), that all persons, except those persons incarcerated in state, county or federal correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with the FOIA.

Official Documents

The Library maintains copies of many official library documents for the current fiscal year on the library’s website. These documents are available for review at any time and may include: minutes of library board meetings, monthly Director’s Reports, monthly financial reports, approved library budgets, and some of the most commonly requested Library Board approved policies.

Many commonly requested policies are pre-printed and available at the Library service desks upon request. Any policy not pre-printed may be requested to be printed or emailed to the requester at no charge.

All official documents are maintained in the library director’s office and may be reviewed upon request and with at least one (1) day’s notice to the Director.

Patron Records

Pursuant to Michigan’s [Library Privacy Act](#) (1982 PA 455), a patron’s records are confidential in nature and such records will not be made available to any other individual or to any agency of government without written authorization of the patron. The Library will resist the issuance or enforcement of any process, order, or subpoena until such time as the proper showing of good cause has been made in a court of competent jurisdiction.

FOIA Requests

As a department of the City of Hastings, all FOIA requests for Library records are managed through the City’s FOIA captain and follow the City’s procedures.

Requests for information must be in accordance with the City of Hastings’ written public summary pursuant to the requirements of Section 4(4) of the Michigan Freedom of Information Act. The written public Summary of the Freedom of Information Act Procedures and Guidelines, the full Procedures and Guidelines, the FOIA Cost Worksheet, and a FOIA Request Form can be viewed online at the City’s website in the [Document Center](#). A complete copy of the Freedom of Information Act Procedures and Guidelines can also be requested at the Library located at 227 E. State St., Hastings, MI 49058 and is linked on the Library’s website.

Hastings Public Library

Paid Parental Leave Policy

Purpose

The purpose of the Paid Parental Leave Policy is to afford eligible, full-time employees with maternal care and parental bonding time with their newly born or adopted child without loss of wages for the defined leave term. The Paid Parental Leave Policy is intended as a supplement to and be coordinated under the Hastings Public Library's (HPL or the "Library") existing FMLA policy, as amended.

Eligibility

Permanent, full-time employees of HPL for at least twelve (12) months and who work thirty-five (35) or more hours per week are eligible for Paid Parental Leave benefits in accordance with this policy.

Paid Parental Leave Benefits will only be available once in a twelve-month period calculated from the exact date of birth of an eligible Library employee's child or from the exact date on which physical custody of a minor child is transferred to an eligible Library employee pursuant to an adoption agreement.

If an eligible Library employee gives birth to multiple children in a single pregnancy or simultaneously adopts multiple children, such events will be considered a single qualifying event entitling the employee to Parental Leave Benefits.

Serving as a surrogate mother, sperm donor, or foster parent does not qualify for Paid Parental Leave Benefits. A voluntary or involuntary loss of custody of a newborn will terminate the Parental Leave Benefits leave term as of the date physical custody is lost.

To be eligible, a Library employee must comply with all requirements of this Policy.

Requirements

An eligible Library employee shall provide at least thirty days' written notice to the Library Director. This notice period may be shortened by the Library Director based on extenuating circumstances beyond the Library employee's control.

All Parental Leave Benefits notices will be reviewed for potential Family and Medical Leave Policy guidelines and impacts for the employees of the Library.

An eligible Library employee shall provide proof of the exact date of birth or exact date of taking physical custody of a minor child pursuant to an adoption agreement within 15 calendar days after the Effective Date as provided below.

Effective Date

Eligibility for Parental Leave Benefits shall begin on the exact date of birth of an eligible Library employee's child or on the exact date on which physical custody of a minor child is transferred to the employee through an adoption agreement.

Commented [DME1]: Added to clarify language, was confusing – varies from the City document

Hastings Public Library

Paid Parental Leave Policy

Parental Leave Benefits

Paid Parental Leave Benefits are available to eligible Library employees who are either the birthing mother, non-birthing parent, or adoptive parent of a child. Eligible employees shall be entitled to four (4) weeks of Paid Parental Leave starting from the Effective Date.

Rules for Administering Parental Leave Benefits

- A. The Parental Leave Benefits leave term will run concurrent with FMLA leave terms. After expiration of the applicable Parental Leave Benefits leave term, an eligible Library employee is eligible for any remaining benefits provided for under FMLA or Short-Term Disability; provided, the eligible employee satisfies all applicable requirements. Under no circumstances shall an eligible employee utilize the Parental Leave Benefit leave term to extend the terms of FMLA or Short-Term Disability for the same qualifying birth or adoption.
- B. Parental Leave Benefits must be utilized by an eligible Library employee commencing immediately following the Effective Date and cannot be used intermittently.
- C. The Parental Leave Benefits will be calculated using the eligible Library employee's base salary and normal work week.
- D. Employees on Parental Leave Benefits leave are not eligible for overtime pay because they are not actually working.
- E. Should a paid holiday fall within the Parental Leave Benefits leave term, the holiday will not be paid to the eligible Library employee in lieu of the Parental Leave Benefits. An eligible employee shall not be able to utilize other accrued leave time to extend the leave term for Parental Leave Benefits.
- F. Eligible Library employees who elect to work alternative employment during the leave term are ineligible for Parental Leave Benefits.
- G. During the Parental Leave Benefits leave term, an eligible Library employee is also eligible to accrue all other forms of leave time in accordance with the applicable personnel policy.
- H. A Library employee is not eligible for unemployment benefits during the Parental Leave Benefits leave term because there is no wage loss and employment is readily available but for the employee's voluntary choice to receive Parental Leave Benefits.
- I. The Library Director or Library Board of Trustees reserves the right to amend or suspend this policy, or any portion thereof, at any time.

4.2.10 Other Provisions

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the Library has approved the employment under its Outside Employment policy and the employee's reason for FMLA leave does not preclude the outside employment.

4.2.11 Unlawful Acts by Employers

The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA; or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

4.2.12 Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

4.3 PARENTAL LEAVE

The Hastings Public Library offers paid Parental Leave to eligible employees that works in conjunction with FMLA. See the separate Parental Leave Policy for details.

Formatted: Normal

4.43 MILITARY LEAVE

The Hastings Public Library supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the Library Director, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the Library Director as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

4.54 BEREAVEMENT LEAVE

An employee may receive up to a maximum of five (5) days per occurrence of bereavement leave with pay to arrange for and/or attend the funeral of an employee's family member. Any part-time employee is eligible for up to the five (5) days' worth of pay