

**HASTINGS PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Agenda**  
October 3, 2022 4:30pm

1. Call to order
2. Agenda p. 1
3. Public Comments
4. Correspondence - none
5. Approval of Minutes p. 2-3
  - a. August 29, 2022
6. Financial Reports p. 4-5
  - a. August invoices p. 6-9
  - b. August budget report
7. Library Director's Report p. 10-15
8. Committees
  - a. Building committee – set date for fall building walk through
  - b. Capital Campaign - report
9. Unfinished Business
  - a. None
10. New Business
  - a. Consider having the Library closed for Christmas holiday on Friday, December 23.
11. Board Member Comments
12. Adjourn

**Hastings Public Library Board of Trustees  
Minutes**

**Date: August 29, 2022 – 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 4:32 p.m.

- Board members present: Kelli Newberry, Norma Jean Acker, Jeff Kniaz, Audrey Burton, John Resseguie, Cloe Oliver, Jane Cybulski and Chloe Kelly.  
Absent: Dave Koons
- Also present staff members: Peggy Hemerling and David Edelman.

**2. AGENDA**

Agenda approved as written.

**3. APPROVAL OF MINUTES August 1, 2022.** John Resseguie motioned to approve the minutes as written, seconded by Audrey Burton. Motion approved.

**4. LIBRARY DIRECTOR'S REPORT –**

- a. **JUNE AND JULY FINANCIAL REPORTS and INVOICES** - Jeff Kniaz moved we accept the financial reports, seconded by John Resseguie. Motion approved.

**5. COMMITTEES**

- a. Budget & Finance
- b. Building and Grounds
- c. Personnel
- d. Policy
- e. Marketing
- f. **Capital Campaign:** Net proceeds from July's Magical Mystery Garden Event were \$36,595. More donations for the window project continue to come in, notably \$8,000 and \$60,000 gifts over the last few weeks through donor advised funds at the Barry Community Foundation. We were not awarded the federal grant for which we applied.

**6. NEW BUSINESS**

- a. **Policy Reviews:**
  - i. **Community Room Policy** – John Resseguie made a motion to approve the community room policy as changed, seconded by Norma Jean Acker. Motion approved
  - ii. **Home Bound Delivery Policy:** Jeff Kniaz motions to approve the home bound policy, seconded by John Resseguie. Motion approved.

- iii. Program Presenter Policy: Jeff Kniaz motioned to approve the program presenter policy, seconded by Norma Jean Acker. Motion approved.
- iv. Disposal Policy: John Resseguie motioned to approve the disposal policy, seconded by Audrey Burton. Motion approved.

7. NEXT MEETING DATE

- a. Trustee training on September 12, 2022, at 4:30 p.m.
- b. Next board meeting on October 3, 2022, at 4:30 p.m.

8. ADJOURNMENT:

- Meeting was adjourned at 5:06 p.m.

**HASTINGS PUBLIC LIBRARY**  
**Invoices for August 2022**  
**Prepared for October 3, 2022 Board meeting**

<b>Account</b>	<b>Vendor</b>	<b>Amount</b>	<b>Total</b>
<b>Salaries &amp; Wages</b>			<b>\$ 29,794.68</b>
	August	\$ 29,794.68	
<b>Social Security Taxes</b>			<b>\$ 2,198.41</b>
	August	\$ 2,198.41	
<b>Overtime</b>			<b>\$ 22.43</b>
	Mangrove Payroll Services	\$ 22.43	
<b>Fringe Benefits</b>			<b>\$ 10,304.51</b>
	Benefits	\$ 9,474.43	
<b>Supplies:</b>			<b>\$ 357.45</b>
	Baker & Taylor	\$ 52.11	
	Lansing Sanitary Service	\$ 143.24	
	Easykey.com	\$ 10.75	
	Grand Valley Business Machines	\$ 11.25	
	Quill		
	Amazon	\$ 81.99	
	ACE	\$ 32.91	
	Culligan	\$ 25.20	
<b>Subscriptions &amp; Publications</b>			<b>\$ 286.73</b>
	Wall Street Journal	\$ 54.99	
	Woodcraft magazine	\$ 19.99	
	Grand Rapids Press	\$ 211.75	
<b>Electronic Media</b>			<b>\$ 587.09</b>
	Midwest Tape - Hoopla	\$ 587.09	
<b>Contracted IT Services</b>			<b>\$ 3,250.00</b>
	Clark Tech. Services	\$ 3,250.00	
<b>Telephone &amp; Fax</b>			<b>\$ 406.41</b>
	MEI Telecom	\$ 204.62	
	Fusion	\$ 201.79	
<b>Internet</b>			<b>\$ 495.00</b>
	MEI Telecom	\$ 495.00	
<b>Speakers &amp; Performers</b>			<b>\$ 125.00</b>
	Tracy Deanna Herrell	\$ 125.00	
<b>Licenses &amp; Fees</b>			<b>\$ 147.43</b>
	MPLC	\$ 147.43	
<b>Software Licenses</b>			<b>\$ 521.25</b>
	Librarica	\$ 521.25	
<b>Printing &amp; Publishing</b>			<b>\$ 168.00</b>
	Progressive Graphics	\$ 168.00	
<b>Promotions/Marketing</b>			<b>\$ 20.06</b>
	State of Michigan	20.06	

<b>Conf/workshop &amp; Profess. Dev,</b>			<b>\$ 275.00</b>
	MLA Annual Confer - David	\$ 275.00	
<b>Public Utilities</b>			<b>\$ 2,338.62</b>
	City - water & sewer	\$ 290.76	
	Consumers - electric	\$ 2,026.32	
	Consumers - natural gas	\$ 21.54	
<b>Waste Disposal</b>			<b>\$ 10.66</b>
	Les's Sanitary Service	\$ 10.66	
<b>Building Repair &amp; Maintenance</b>			<b>\$ 1,496.59</b>
	T. H. Eifert	\$ 1,496.59	
<b>Collection Services</b>			<b>\$ 9.85</b>
	Unique Management	\$ 9.85	
<b>Property Tax Reimbursement</b>			<b>\$ 65.55</b>
	Hastings Charter Township	\$ 65.55	
<b>Equipment/Furniture-ND</b>			<b>\$ 985.98</b>
	Hastings ACE	\$ 119.98	
	EurMax Canopy	\$ 866.00	
<b>Collection Materials - Books</b>			<b>\$ 1,109.20</b>
	Baker & Taylor	\$ 1,009.89	
	Amazon	\$ 99.31	
<b>Collection Materials - AV</b>			<b>\$ 6,081.75</b>
	Baker & Taylor	\$ 197.27	
	Amazon	\$ 53.02	
	Smith Imaging Solutions	5831.46	
<b>Total Invoices</b>			<b>\$ 61,057.65</b>

**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING AUGUST 31, 2022**  
**FUND 271 - LIBRARY FUND**

**OPERATIONS**

	THIS MONTH ACTUAL 31-AUG-22	THIS YEAR FISCAL YTD 31-AUG-22	REVISED BUDGET 2022-2023	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-AUG-21	REVISED BUDGET 2021-2022	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
--	-----------------------------------	--------------------------------------	--------------------------------	---------------------------------	--------------------------------------	--------------------------------	---------------------------------	----------------------------------

**OPERATING REVENUES**

271-100-502-000	UNIVERSAL SERVICE FUND - ERATE	2,376.00	2,376.00	15,439	15%	1,332.98	6,000	5,193.98
271-100-528-000	FEDERAL GRANTS - OTHER	68.05	68.05	0	0%	.00	0	.00
271-100-540-000	STATE AID	.00	6,687.35	10,000	67%	5,786.97	10,000	12,381.53
271-100-566-000	STATE GRANT - LIBRARY OF MICH	.00	900.00	0	0%	.00	0	.00
271-100-583-000	CONTRIBUTIONS FROM OTHR TOWNSHP	.00	.00	390,000	0%	876.54	420,000	403,524.93
271-100-637-000	FOIA FEES	.00	.00	0	0%	.00	0	146.00
271-100-649-000	PRINTING/FAX FEES	708.90	1,302.15	7,000	19%	1,425.87	5,000	7,636.42
271-100-651-000	NON-RESIDENT FEES	175.00	425.00	1,000	43%	500.00	400	1,425.25
271-100-658-000	PENAL FINES	1,000.00	8,259.63	10,000	83%	9,994.84	8,500	9,994.84
271-100-659-000	OVERDUE FINES	35.87	275.94	1,500	18%	304.99	200	2,032.25
271-100-665-000	INTEREST EARNED ON DEP & INVST	969.91	1,715.90	250	686%	17.05	4,750	1,184.07
271-100-667-000	FACILITY RENTALS	10.00	10.00	1,000	1%	410.00	200	900.00
271-100-672-000	OTHER REVENUE	961.23	1,699.42	2,000	85%	1,052.13	1,700	6,538.34
271-100-674-000	PRIVATE CONTRIBUTNS & DONATIONS	34.75	119.75	20,000	1%	4,297.69	20,000	52,470.35
271-100-674-010	BCF CONTRIBUTIONS	.00	.00	715,000	0%	.00	16,250	16,462.00
271-100-676-000	REIMBURSEMENT OF EXPENDITURES	.00	.00	0	0%	.00	50	.00
271-100-699-101	TRANSFERS IN - GENERAL FUND	.00	.00	158,605	0%	.00	151,170	151,170.00
	<b>TOTAL OPERATING REVENUES</b>	<b>6,339.71</b>	<b>23,839.19</b>	<b>1,331,794</b>	<b>2%</b>	<b>25,999.06</b>	<b>644,220</b>	<b>671,059.96</b>

	<b>TOTAL REVENUE &amp; INCOMING TRANSFERS</b>	<b>6,339.71</b>	<b>23,839.19</b>	<b>1,331,794</b>	<b>2%</b>	<b>25,999.06</b>	<b>644,220</b>	<b>671,059.96</b>
--	---	-----------------	------------------	------------------	-----------	------------------	----------------	-------------------

**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING AUGUST 31, 2022**

**FUND 271 - LIBRARY FUND**

**OPERATIONS**

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR FULL YEAR ACTUAL
	ACTUAL 31-AUG-22	FISCAL YTD 31-AUG-22	BUDGET 2022-2023	% OF BUDGET	FISCAL YTD 31-AUG-21	BUDGET 2021-2022	% OF BUDGET	
<b>LIBRARY OPERATIONS</b>								
271-790-702-000	12,177.74	16,585.71	105,557	16%	12,302.75	97,544	13%	100,084.29
271-790-703-000	6,367.89	10,551.32	55,188	19%	8,243.24	53,581	15%	53,581.05
271-790-704-000	9,658.56	14,008.16	81,898	17%	11,389.55	91,505	12%	86,280.86
271-790-704-010	1,590.49	1,994.76	15,779	13%	1,627.07	12,051	14%	13,085.92
271-790-709-000	2,198.41	3,164.21	19,770	16%	2,428.97	19,483	12%	18,634.66
271-790-713-000	22.43	22.43	0	0%	.00	0	0%	133.66
271-790-716-000	305.28	633.14	6,598	10%	676.66	5,540	12%	3,928.00
271-790-717-000	4,460.93	8,109.90	49,710	16%	7,198.55	65,592	11%	50,379.65
271-790-717-010	477.43	914.16	3,959	23%	780.32	4,214	19%	5,429.17
271-790-718-000	4,733.30	9,466.60	59,000	16%	9,120.98	55,717	16%	55,849.09
271-790-718-010	.00	.00	0	0%	.00	0	0%	1,300.92
271-790-719-000	287.62	575.24	3,460	17%	575.24	3,460	17%	3,451.44
271-790-724-000	39.95	79.90	510	16%	79.90	510	16%	479.40
271-790-751-000	52.11	114.08	1,400	8%	424.61	1,400	30%	2,219.95
271-790-756-000	44.92	63.14	500	13%	34.11	700	5%	902.31
271-790-760-000	.00	.00	300	0%	7.00	350	2%	238.98
271-790-761-000	178.43	215.31	1,300	17%	9.58	1,300	1%	2,077.87
271-790-762-000	.00	.00	270	0%	.00	530	0%	232.52
271-790-766-000	.00	99.99	1,275	8%	443.26	1,900	23%	2,054.35
271-790-767-000	.00	.00	125	0%	.00	300	0%	.00
271-790-770-000	.00	.00	300	0%	.00	500	0%	613.95
271-790-772-000	.00	241.86	1,900	13%	103.59	1,750	6%	2,098.43
271-790-777-000	.00	100.66	900	11%	7.96	1,100	1%	882.50
271-790-778-000	.00	144.99	500	29%	.00	500	0%	385.87
271-790-791-000	286.73	341.72	1,700	20%	49.99	1,430	3%	1,743.19
271-790-792-000	.00	2,718.20	5,175	53%	2,390.00	4,455	54%	3,921.90
271-790-793-000	.00	8,340.67	8,352	100%	6,111.64	7,350	83%	6,111.64
271-790-794-000	587.09	587.09	5,000	12%	476.49	4,250	11%	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	.00	0	0%	21.90	0	0%	21.90
271-790-862-000	.00	45.00	0	0%	9,900.00	0	0%	38,882.50
271-790-806-000	.00	.00	350	0%	880.00	150	587%	1,080.00

**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING AUGUST 31, 2022**

**FUND 271 - LIBRARY FUND**

**OPERATIONS**

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL 31-AUG-22	FISCAL YTD 31-AUG-22	BUDGET 2022-2023	YTD % OF BUDGET	FISCAL YTD 31-AUG-21	BUDGET 2021-2022	YTD % OF BUDGET	FULL YEAR ACTUAL
271-790-809-000	3,250.00	3,250.00	24,500	13%	2,564.50	24,275	11%	23,435.03
271-790-812-000	.00	.00	146	0%	134.00	100	134%	816.00
271-790-813-000	.00	614.25	2,725	23%	450.75	1,912	24%	2,293.50
271-790-816-000	.00	299.88	350	86%	299.88	325	92%	299.88
271-790-817-000	.00	673.25	2,840	24%	735.25	3,158	23%	2,755.50
271-790-818-000	.00	1,590.00	9,048	18%	1,590.00	8,510	19%	8,487.43
271-790-823-000	.00	.00	400	0%	87.50	1,550	6%	801.00
271-790-825-000	.00	.00	50	0%	41.92	25	168%	41.92
271-790-850-000	406.41	828.98	5,300	16%	643.07	4,750	14%	4,864.89
271-790-851-000	.00	132.00	400	33%	.00	400	0%	331.86
271-790-852-000	495.00	495.00	7,800	6%	990.00	7,620	13%	8,115.00
271-790-861-000	.00	.00	300	0%	.00	300	0%	51.36
271-790-879-000	.00	.00	250	0%	.00	210	0%	.00
271-790-880-000	.00	.00	300	0%	.00	600	0%	48.00
271-790-881-000	.00	.00	500	0%	140.00	400	35%	1,036.55
271-790-886-000	.00	.00	0	0%	.00	0	0%	85.00
271-790-887-000	125.00	1,245.00	1,000	125%	375.00	1,000	38%	975.00
271-790-890-000	.00	3,144.75	14,080	22%	2,474.25	11,667	21%	13,350.17
271-790-891-000	147.43	147.43	460	32%	.00	460	0%	275.85
271-790-892-000	521.25	521.25	800	65%	521.25	750	70%	763.75
271-790-900-000	168.00	216.00	217	100%	.00	150	0%	725.00
271-790-902-000	.00	.00	0	0%	.00	400	0%	45.00
271-790-906-000	20.06	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	.00	300	0%	.00	400	0%	363.50
271-790-910-000	.00	.00	400	0%	.00	500	0%	1,806.00
271-790-911-000	275.00	275.00	2,450	11%	.00	2,550	0%	711.29
271-790-912-000	.00	.00	150	0%	.00	75	0%	.00
271-790-915-000	.00	992.72	1,300	76%	899.97	1,228	73%	1,369.97
271-790-916-000	.00	.00	1,415	0%	155.00	1,350	11%	999.50
271-790-918-000	290.76	510.52	3,000	17%	462.00	3,000	15%	3,106.20
271-790-919-000	10.66	21.32	350	6%	10.00	330	3%	322.54
271-790-920-000	2,026.32	3,969.32	23,500	17%	4,330.81	22,000	20%	25,192.71
271-790-921-000	21.54	67.04	4,500	1%	65.08	4,250	2%	4,346.95



**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING AUGUST 31, 2022**  
**FUND 271 - LIBRARY FUND**

**OPERATIONS**

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL 31-AUG-22	FISCAL YTD 31-AUG-22	BUDGET 2022-2023	YTD % OF BUDGET	FISCAL YTD 31-AUG-21	BUDGET 2021-2022	YTD % OF BUDGET	FULL YEAR ACTUAL
271-790-929-000	.00	.00	14,650	0%	.00	2,475	0%	1,600.00
271-790-929-010	.00	.00	2,000	0%	.00	2,000	0%	855.00
271-790-930-000	1,496.59	2,384.19	8,100	29%	2,674.84	33,150	8%	56,710.20
271-790-931-000	.00	.00	1,800	0%	.00	1,300	0%	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	216.57	1,375	16%	173.20	900	19%	722.93
271-790-941-000	.00	.00	4,300	0%	.00	4,275	0%	4,270.56
271-790-944-000	.00	.00	490	0%	.00	600	0%	620.00
271-790-950-000	9.85	97.35	200	49%	.00	200	0%	292.70
271-790-962-000	.00	.00	150	0%	15.00	150	10%	138.39
271-790-965-000	65.55	65.55	100	66%	.00	100	0%	1,135.21
271-790-975-000	.00	.00	1,100,000	0%	.00	0	0%	.00
271-790-975-010	.00	.00	0	0%	.00	600	0%	3,792.82
271-790-978-010	.00	.00	34,300	0%	.00	8,800	0%	10,718.72
271-790-980-000	.00	.00	0	0%	.00	0	0%	0.00
271-790-980-010	985.98	1,233.95	230	537%	1,939.96	11,730	17%	3,488.95
271-790-982-000	1,109.20	2,013.13	15,000	13%	1,643.56	15,000	11%	16,323.05
271-790-982-010	6,081.75	6,259.00	2,000	313%	413.77	2,000	21%	6,654.25
271-790-982-020	.00	.00	1,000	0%	.00	2,000	0%	2,047.17
<b>TOTAL LIBRARY OPERATIONS</b>	<b>61,057.65</b>	<b>119,712.37</b>	<b>1,737,347</b>	<b>7%</b>	<b>109,118.30</b>	<b>637,992</b>	<b>17%</b>	<b>688,327.17</b>
<b>TOTAL EXPENDITURES &amp; OUT TRANSFERS</b>	<b>61,057.65</b>	<b>119,712.37</b>	<b>1,737,347</b>	<b>7%</b>	<b>109,118.30</b>	<b>637,992</b>	<b>17%</b>	<b>688,327.17</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>( 54,717.94)</b>	<b>( 95,873.18)</b>	<b>( 405,553)</b>		<b>( 83,119.24)</b>	<b>6,228</b>		<b>( 17,267.21)</b>



### Library Director's Report for the October 3, 2022 Board Meeting

Autumn was definitely in the air as we began the fall programming schedule.

Staff development day took place on Thursday, Sept. 22 from 8:30 am-1:00 pm. The building was closed in the morning, opening to the public at 1:00 pm. The time training with the staff was well spent. Some team building took place and there was a lot of information discussed. See more about the day in Sarah's report.

The capital campaign committee is working on the next phase of fundraising. We will be inviting people to sponsor a window. There will be five levels of sponsorship. The sponsorship form is attached to my report. We are optimistic that this giving opportunity will be the push to get us to our goal.

This year we budgeted to purchase a new server. Tony Clark, our IT consultant, is currently pricing options for us. He recommends we purchase a refurbished server, which would be much less expensive than buying new. He has done this for other clients and it has worked well. We need a new server, because we have just about run out of space on what we currently have. We also need more room so we can accommodate the new Barry County History portal, which will house the digitized newspapers, along with other digitized local historic documents we are working on. Since the price for the server will be so much lower than we anticipated, I am recommending to Tony that we purchase two, then we are sure to have enough space to fit everything we plan to add to the system.

It's that time of year again. Our Friends of the Library have been busy getting ready for their Wine Pairing & Basket Auction. After having to cancel it the last two years, it will take place Thursday, October 13 at Seasonal Grille starting at 6:30 pm. Everyone is excited to have it back and the baskets for the auction are pouring in. There are still a few tickets left, so if you're planning to attend be sure to reserve tickets right away.

Fall is off to a great start. We have a full staff roster for the first time in over a year, with everyone trained and working independently. We have new programs in the works and we're seeing more people in the building. This month we checked out over 1,100 more items than we did the same month last year. Business is good.

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

September has been busy with preparations for several new launches:

- The new online Barry County History Portal is nearly complete with initial content loaded for the James Dibble World War II Fighter Pilot exhibit. The portal will go public in October prior to the live presentation on November 7 for Veteran's Day.
- Digitizing the Hastings Banners is nearly complete. The vendor had a delay due to staffing and equipment challenges, but we expect them back around the end of the month.

- Digitizing the Nashville News is delayed, but we hope the vendor can begin in November. I met with the Nashville Historical Society on September 17 to discuss this project. It appears they will be funding most, if not all of the roughly \$4,200 cost, allowing us to spend our current digitizing money on other projects.
- Digital Literacy Classes: all prep is nearly complete with the first class on Cybersecurity Wednesday Oct 5 at 2pm. Additional classes will be the first Wednesday of each month through March 2023, including Email Basics, Video Conferencing & Zoom, Mobile Devices (iOS and Android) and Computer Basics (Windows 10).
- Homebound Delivery is progressing. Process documentation is in the final stages of edits, supplies are being ordered now, and I will be discussing the launch with the COA soon.



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

This month, has been a whirlwind for staff and the library floor.

We did a complete weeding of the self-help books in the adult non-fiction area. Next, we started weeding the teen audio books and anticipate starting on another adult non-fiction section at the beginning of October.

Staff had an in-service last week where we reviewed policies and procedures, along with discussing patron accounts, MeL, the Michigan room and more. Staff went away with a packet of information to aide them if help is needed in these areas in the future, as well as some more knowledge about growth mindset and why it is important in an ever-changing environment such as a public library.

Emma Seif (they, them), our new Youth Services assistant has completed their training as of September 23. They have already shown initiative in coming up with creative ideas for the teens in the community. They have completed taking an inventory of the Teen collection, as well as getting ready for a shift in that room to include a tween section. They have also suggested putting large book series in the teen room together in an area outside of the shelves. I think they are going to be a great addition to our team. They will be taking over our credenza display space in November to draw attention to an upcoming teen programming initiative.



So far, our new on-boarding process seems to be working well. I will be going over the next steps in the timeline after Emma returns from vacation. It is easily adaptable by individual skill and experience level while maintaining consistency with all new hires. Emma is the "official" first person to go through all the steps, Zach Franklin, new library assistant, has been going through some of them, specifically when it comes to his 30, 60, and 90-day evaluations and it seems to be useful for both staff and myself. Once we've finished testing with Emma, I will be putting it into a printable format usable from here on out.

Previous vendors, who've had booths at Art at the Library, have been contacted in regards to their application status for this year's craft show. There were surprisingly only a handful of

returning vendors. We received applications from many new vendors and I will be sending out notification to them this week. Next, I will draft a floor plan and schedule musicians.

I have been having Sharon Elzinga and Zach assist with the weeding process, as well as display and book-list creation. Zach has also started helping Barb with some marketing. I have asked him to start thinking about his interests in areas of the library, so at his 90-day review we can set goals and give more permanent assignments. Sharon will start learning Canva, to help with extra display projects. I am going to start working on outsourcing, or finding staff interested in social media, specifically Instagram account takeover so I can focus more on staff and collection development as our collection could use some love. Desk staff have really stepped up and helped with shelf checks and other delegated tasks. They have also been very communicative with me in giving suggestions, opinions, ideas, and feedback. I am very proud of them. I have thrown a lot of change at them in a relatively short time and they have adapted well.

Hopefully now that we are fully staffed and everyone is back from vacation, in the next couple weeks I can focus more on the management side of things and less on covering the desk.

### **Marketing & Adult Services, Barbara Haywood**

September was Library Card Sign-up Month. Libraries all over the country hosted activities and promotions to inform their communities about the value of having a library card and all it provides.

As part of our Card Sign-up celebration we invited current card holders to get their old and/or beat up cards replaced for free. Many people took advantage of this and enjoyed getting a nice new card. It also gave staff a chance to inform patrons about the Lakeland Library App and other cool things we offer.

Our celebration also included a Friends store daily book giveaway. Each day of the month patrons were invited to fill out a drawing slip and put it in a bucket just outside of the store. One slip was pulled each day and the lucky winner got to select a book from the store. As of Sept. 28, 60 patrons had entered for the daily free giveaway. It has been enjoyable for staff to call our drawing winners. This contest has highlighted the location and availability of our book store to many long-time library users who didn't realize it was there.

Those who attended the Arm Chair Travel program in September enjoyed *90 Days in Europe Post Covid*, one of Rick Steves offerings. In October they will watch Ben Green, one of Rick Steves travelers, share insights into Russian and Finnish civilization and tell the tale of his exodus on one of the last flights out of St. Petersburg at the beginning of the war with Ukraine.

Novel Ideas Book Club read the Great Michigan Read book *The Women of Copper Country* by Mary Doria Russell. Club members enjoyed receiving free books and discussion guides provided by the Michigan Humanities.

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

Paige was on vacation and then out sick, so her report will be abbreviated this month.

Preschool Story Time started again after taking a recess during August. We've had 15-20 participants each week. The first week there were more dads and grandpas than women who brought kids to the program. Everyone seems happy to be back.

After a two-year break, the Reach Out And Read (ROAR) program is starting again. This program provides mentors who visit and read one-on-one with kids in Young Kindergarten (YK) and

Kindergarten. We have a number of new volunteers, but we're still looking for more if anyone is interested. The Library has been sponsoring this program since 2004,

Paige has spent much of September training Emma and prepping for events and program for this year. She has been very busy!

**October Programs:**

Oct. 1 – Drive Electric Event, Library parking lot, 10:00 am

Oct. 5 – Cybersecurity Digital Literacy Class, 2:00 pm

Oct. 8 – Dog Man K9 Training School, 10:00 am

Face painting in kids' area, 11:00 am

Oct. 19 – Arm Chair Travel: St. Petersburg, Finland & the Last Plane

Out of Russia, 6:00 pm

Oct. 26 – Open Computer Lab, 2:00 pm

# Sponsor a Window



**HASTINGS PUBLIC LIBRARY**

Explore • Imagine • Grow

**Yes! I want to sponsor a window to help protect the integrity of the Library building.**

Donor:

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Date \_\_\_\_\_

Levels:

Benefactor \$2,500

Patron \$1,500

Partner \$1,000

Supporter \$500

Friend \$250

Other \_\_\_\_\_

Please designate my gift

in memory of \_\_\_\_\_

in honor of \_\_\_\_\_

donor's name \_\_\_\_\_

I do not wish to be recognized

- Make checks payable to *Barry Community Foundation*

Please include " *Library Capital Fund*" on memo line

- Scan QR code to donate securely online



- Credit Card

Name on card \_\_\_\_\_

Card number \_\_\_\_\_

Expiration date \_\_\_\_\_ CVV \_\_\_\_\_

Mail gifts to:

Hastings Public Library

Attn: Peggy Hemerling

227 E. State St.

Hastings, MI 49058

Hastings Public Library is a tax-exempt organization

Gifts of \$250 or more will be recognized on a plaque in the Library.

If you have already donated \$250 or more your name will be included on a plaque.

*Acknowledgement of gifts will be publicly displayed in the building at least ten (10) years.*



**Monthly Statistics - August 2022**  
**Net Promoter Score\*: 91**

Physical Library Visits		Library Card Holders			
LY Month	3,701	City	Hastings Twp	Rutland Twp	Non-Resident
TY Month	4,109	Total	934	1,270	96
YTD	8,181	New	37	7	10
					2

Volunteer Hours		Item Circulation		
LY Month	128	Children's	Non-Children's	Mobile
TY Month	188	2,922	2,666	382
YTD	601	3,369	3,156	587
		7,753	6,201	1,266
				Total
				5,970
				7,112
				15,220

Wireless Sessions		Inter-Library Loans		
LY Month	1,216	To HPL	From HPL	Total
TY Month	1,310	495	563	1,058
YTD	2,438	571	456	1,027
		1,119	881	2,000

Ancestry Usage		Programs			
LY Month	439	Virtual		In Person	
TY Month	18	Offered	Attendance	Offered	Attendance
YTD	58	-	-	34	478
				82	1,840

Digital Downloads		Computer Sessions				
LY Month	1,601	Adult	Kids	Teen	MI Room	
TY Month	1,737	364	60	22	6	6
YTD	3,466	451	62	46	1	1
		782	162	88	3	3

Website		Princh <sup>^</sup>		
LY Month	268	Sessions	Users	Page Views
TY Month	373	2,201	1,282	3,840
YTD	643	2,089	1,384	3,748
		4,434	2,950	8,056
				Orders
				35
				161
				223

<sup>^</sup> Princh statistics changed in August 2022 to reflect total documents printed, instead of orders. This yields a higher and more accurate usage number.  
\* 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