



LIBRARY BOARD OF TRUSTEES

Meeting Agenda

November 3, 2025 4:30pm
Community Room

Topic	Pages	Motion & Vote
1. Call to order		
2. Agenda	pp. 1-2	☒
3. Approval of Minutes		
a. October 6, 2025	pp. 3-4	☒
4. Correspondence		
a. n/a		
5. Financial Reports		
a. September 2025 R&E	pp. 5-7	☒
b. September 2025 Invoice Recap	pp. 8	
6. Library Director's Report		
a. October 2025	pp. 9-18	
b. October 2025 Infographic	p. 19	
7. Committees		
a. Budget and Finance: n/a		
b. Building and Grounds: n/a		
c. Personnel: m/a		
d. Policy: n/a		
e. Marketing: schedule mtg to discuss Strategic Plan marketing		
8. Unfinished Business		
a. n/a		
9. New Business		
a. Consider approving the Strategic Plan communication documents	Separate attachment	☒



b. 2026 Board		
a. Term continuation		
b. 2026 officers		
c. Building Updates:		
a. Roof		
b. Windows		
10. Public Comments		
11. Board Member Comments		
12. Adjourn		

Hastings Public Library Board of Trustees
DRAFT Minutes
Date: October 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 4:31 p.m.

- Board members present: Jane Cybulski, Kelli Newberry, Sam Cale, Carol Dwyer, Ann Devroy, Ellyn Main, Rebecca Leckta, and Cloe Oliver. Not present was Amanda Mattson.
- Also present was David Edelman and Tess Allerding.

2. AGENDA:

- 3. MINUTES:** Ann Devroy motioned to approve the September 8, 2025, minutes, seconded by Cloe Oliver. Motion approved.

4. FINANCIALS

- a. August invoices and Budget Report: Carol Dwyer motioned to approve the financials, seconded by Cloe Oliver. Motion approved.

5. LIBRARY DIRECTOR REPORTS

- a. September 2025
- b. September 2025 Infographic

6. COMMITTEES

- a. Budget and Finance –
- b. Building and Grounds -
- c. Personnel –
- d. Policy-Recap meeting on September 29, 2025
- e. Marketing-

7. UNFINISHED BUSINESS: Recap Board email addresses and FOIA

8. NEW BUSINESS:

- a. Strategic Planning update
 - 1. Rebecca Leckta motioned to consider approving the 2026-2029 Strategic Plan draft consisting of the Purpose and Vision statements, Strategic Commitments, and Goals. Seconded by Cloe Oliver. Motion approved.
 - b. Consider approving the following policies as recommended by the Policy Committee.
 - 1. Carol Dwyer motioned to approve the updated community room policy with changes to the payment and refund processes, seconded by Sam Cale. Motion approved.
 - 2. Cloe Oliver motioned to approve the updated fee schedule with updated Community Room payment and refund costs and process, seconded by Sam Cale. Motion approved.

3. Sam Cale motioned to approve the New FOIA policy, seconded by Cloe Oliver. Motion approved.

4. Cloe Oliver motioned to approve the New Parental Leave Policy to remain consistent with the City of Hastings policy, seconded by Carol Dwyer.

Motioned not approved. Ann Devroy motioned to amend the New Parental Leave Policy to include part-time employees working at least 25 hours per week, seconded by Jane Cybulski. Motion approved.

5. Ann Devroy made a motion to accept the updated Personnel Policy with reference to the Parental Leave Policy, seconded by Sam Cale. Motion approved

c. Building updates

1. Windows update

2. Roof update

d. State of Michigan Budget/IMLS/MelCat Update

9. PUBLIC COMMENTS

10. BOARD MEMBER COMMENTS

11. NEXT MEETING

- Next board meeting on Monday, November 3, 2025, at 4:30 p.m.

12.ADJOURNMENT: Meeting was adjourned

HASTINGS PUBLIC LIBRARY
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2025
 25 % OF THE FISCAL YEAR HAS ELAPSED

FUND 271 - LIBRARY FUND

OPERATING REVENUES	Fund	THIS MONTH ACTUAL 30-Sep-25	THIS YEAR FISCAL YTD 30-Sep-25	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 30-Sep-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	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	-	74,335	435,000	17%	(637)	400,000	0%	423,095
271-100-649-000	PRINTING/FAX FEES	1,125	2,602	8,100	32%	2,432	8,100	30%	9,460
271-100-651-000	NON-RESIDENT FEES	25	150	850	18%	600	850	71%	1,900
271-100-658-000	PENAL FINES	-	7,236	7,600	95%	7,674	13,000	59%	7,674
271-100-659-000	OVERDUE FINES	179	508	1,200	42%	444	1,200	37%	1,491
271-100-665-000	INTEREST EARNED ON DEP & INVST	1,993	6,381	10,000	64%	6,899	12,000	57%	22,432
271-100-667-000	FACILITY RENTALS	325	440	1,200	37%	675	1,100	61%	1,475
271-100-672-000	OTHER REVENUE	416	1,532	2,000	77%	712	4,000	18%	3,149
271-100-674-000	PRIVATE CONTRIBTNS & DONATIONS	6,311	7,004	18,000	39%	7,693	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		10,374	117,171	709,941	17%	46,310	673,516	7%	794,126

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL 30-Sep-25	THIS YEAR FISCAL YTD 30-Sep-25	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 30-Sep-24	REVISED BUDGET 2024-2025	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-702-000	FULL-TIME WAGES	8,760	28,235	113,880	25%	25,624	111,059	23%	109,815
271-790-703-000	ADMINISTRATR/SUPERVSR SALARIES	3,846	13,462	50,003	27%	15,392	74,913	21%	75,534
271-790-704-000	PART-TIME WAGES	9,571	26,919	114,977	23%	24,223	102,271	24%	113,623
271-790-704-010	PART-TIME WAGES- LIBRARY MAINT	1,481	2,706	7,560	36%	3,769	16,119	23%	11,844
271-790-709-000	SOCIAL SECURITY TAXES	1,833	5,539	21,910	25%	5,279	23,471	22%	23,891
271-790-712-000	CASH IN LIEU OF BENEFITS	369	1,292	2,400	54%	646	2,400	27%	3,507
271-790-713-000	OVERTIME	6	32	50	65%	6	50	12%	133
271-790-716-000	MERS DEFINED CONTRIBUTIONS	530	1,881	6,277	30%	1,316	4,997	26%	5,914
271-790-717-000	MERS DEFINED BENEFIT PLAN	-	-	-	0%	14,445	60,505	24%	46,464
271-790-717-010	MERS DEFINED BENEFIT HYBRID PLN	1,161	2,674	10,111	26%	1,727	6,108	28%	7,511
271-790-718-000	HEALTH INSURANCE - PREMIUMS	690	6,469	53,976	12%	12,683	55,340	23%	42,702
271-790-718-010	HEALTH INSURANCE - HSA	171	514	2,054	25%	823	-	0%	2,700
271-790-719-000	DENTAL INSURANCE PREMIUM	242	727	3,571	20%	863	3,503	25%	3,180
271-790-724-000	LIFE INSURANCE	38	113	510	22%	120	485	25%	465
271-790-751-000	PROCESSING SUPPLIES	4	697	1,400	50%	208	1,400	15%	938
271-790-756-000	REPAIR & MAINTENANCE SUPPLIES	-	13	350	4%	54	350	16%	119
271-790-760-000	MAINTENANCE SUPPLS - CUSTODIAL	-	29	438	7%	72	350	21%	706
271-790-761-000	BUILDING SUPPLIES	72	257	1,650	16%	436	1,500	29%	2,497
271-790-762-000	WELLNESS/MEDICAL SUPPLIES	-	7	275	3%	-	225	0%	357
271-790-765-000	SMALL TOOLS	26	36	-	0%	-	-	0%	26
271-790-766-000	DISPOSABLE TECHNOLOGY	-	375	1,750	21%	468	1,300	36%	1,800
271-790-767-000	CLOTHING	-	(84)	400	-21%	43	175	25%	888

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271-790-770-000	PROGRAMMING SUPPLIES	-	856	3,250	26%	1,547	2,750	56%	3,969
271-790-772-000	PROMOTIONS SUPPLIES	-	-	300	0%	-	300	0%	302
271-790-777-000	OFFICE SUPPLIES	12	194	850	23%	186	1,350	14%	1,091
271-790-778-000	PAPER	82	87	580	15%	194	400	49%	570
271-790-791-000	SUBSCRIPTIONS AND PUBLICATIONS	-	1,161	2,048	57%	1,207	1,900	64%	1,686
271-790-792-000	SOFTWARE SUBSCRIPTIONS	-	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%	65	1,200	5%	686
271-790-806-000	LEGAL SERVICES	-	-	500	0%	-	500	0%	9,758
271-790-809-000	CONTRACTED IT SERVICES	1,200	2,400	14,400	17%	1,200	14,400	8%	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	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	-	0%	-	25	0%	-
271-790-829-000	CUSTODIAL/CLEANING SERVICES	-	933	10,920	9%	-	-	0%	2,962
271-790-850-000	TELEPHONE	515	1,553	5,540	28%	1,454	5,485	27%	6,023
271-790-851-000	MAIL/POSTAGE	-	-	250	0%	472	225	210%	472
271-790-852-000	INTERNET/TELECOMM SERVICES	505	1,515	7,019	22%	1,515	7,020	22%	7,019
271-790-861-000	TRANSPORTATION - MILEAGE REIMB	252	433	940	46%	-	750	0%	175
271-790-879-000	WEBSITE	123	123	1,113	11%	-	935	0%	838
271-790-881-000	ADVERTISING	-	36	1,058	3%	125	1,145	11%	405
271-790-887-000	SPEAKERS/PERFORMERS	-	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	347	886	860	103%	170	1,905	9%	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	80	404	300	135%	-	300	0%	-
271-790-911-000	CONFERENCES	-	975	2,850	34%	600	2,200	27%	3,301
271-790-912-000	MEETINGS	-	51	400	13%	-	75	0%	24
271-790-915-000	MEMBERSHIPS	-	210	1,529	14%	210	1,714	12%	1,558
271-790-916-000	DUES AND FEES	-	227	1,435	16%	-	1,435	0%	151
271-790-918-000	WATER/SEWER	525	1,488	5,500	27%	1,467	5,000	29%	5,389
271-790-919-000	WASTE DISPOSAL	50	133	602	22%	150	350	43%	601
271-790-920-000	ELECTRIC	2,730	8,555	28,035	31%	7,574	26,700	28%	26,927
271-790-921-000	NATURAL GAS	72	233	5,500	4%	173	3,000	6%	6,570
271-790-929-000	GROUNDS REPAIR AND MAINTENANCE	-	212	4,500	5%	90	1,800	5%	5,210

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271-790-929-010	SNOWPLOWING/SNOW REMOVAL	-	-	900	0%	-	1,500	0%	450
271-790-930-000	BUILDING REPAIR & MAINTENANCE	14	1,470	6,150	24%	1,888	1,950	97%	49,254
271-790-931-000	EQUIPMENT REPAIR & MAINTENANCE	-	-	1,200	0%	875	2,300	38%	1,043
271-790-933-000	SOFTWARE MAINTENANCE AGREEMNTS	-	521	-	0%	-	-	0%	-
271-790-935-000	PROPERTY LIABILITY INSURANCE	-	7,782	14,400	54%	13,792	12,000	115%	13,792
271-790-939-000	WORKERS COMPENSATION INSURANCE	-	107	735	14%	358	1,100	33%	717
271-790-941-000	PRINTER/COPIER LEASE/MAINT	-	-	4,100	0%	-	4,100	0%	4,081
271-790-944-000	INSPECTION SERVICES	420	420	680	62%	350	960	36%	1,409
271-790-950-000	COLLECTION SERVICES	-	20	300	7%	39	340	12%	286
271-790-962-000	LOST/DAMAGED MATERIALS FEES	8	8	100	8%	21	100	21%	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%	-
271-790-978-000	TECHNOLOGY - DEPRECIABLE	-	-	-	0%	2,185	-	0%	-
271-790-978-010	TECHNOLOGY - NON-DEPRECIABLE	19	19	3,000	1%	2,396	2,000	120%	5,650
271-790-980-000	EQUIPMENT/FURNITURE - DEPREC	5,455	5,455	-	0%	2,823	-	0%	-
271-790-980-010	EQUIPMENT/FURNITURE - NON-DEPR	8	45	3,400	1%	111	450	25%	8,794
271-790-982-000	COLLECTION MATERIALS - BOOKS	887	4,013	17,000	24%	2,939	17,000	17%	21,028
271-790-982-010	COLLECTION MATERIALS - A/V	119	495	2,250	22%	227	2,250	10%	1,032
271-790-982-020	COLLECTION MATS - BEYOND BOOKS	100	444	1,000	44%	161	1,250	13%	1,146
TOTAL LIBRARY OPERATIONS		42,323	153,102	713,969	21%	170,532	656,799	26%	712,956
TOTAL REVENUE & INCOMING TRANSFERS		10,374	117,171	709,941	17%	46,310	673,516	7%	794,126
TOTAL EXPENDITURES & OUT TRANSFERS		42,323	153,102	713,969	21%	170,532	656,799	26%	712,956
NET REVENUES OVER EXPENDITURES		(31,950)	(35,931)	(4,028)		(124,222)	16,717		81,169

HASTINGS PUBLIC LIBRARY
Invoices for September 2025
Prepared for the November 3, 2025 Board Meeting

Account Name	Vendor	Amount	Total	Notes
Salaries & Wages			\$ 24,034.07	
Social Security Taxes			\$ 1,833.34	
Fringe Benefits			\$ 2,831.96	
Total Wages and Benefits:			\$ 28,699.37	
Supplies			\$ 209.40	
	Processing	\$ 3.99		
	Building/Repair/Maint	\$ 85.52		
	Office	\$ 11.98		
	Small Tools	\$ 25.99		
	Paper	\$ 81.92		
Collection Materials - Books			\$ 886.59	
	Baker & Taylor	\$ 228.01		
	Amazon	\$ 621.10		
	Cengage Large Print	\$ 37.48		
Collection Materials - AV			\$ 119.47	
Collection Materials - Library of Things			\$ 99.75	
Utilities & Services			\$ 4,397.11	
	City - water & sewer	\$ 525.28		
	Consumers - electric	\$ 2,729.74		
	Consumers - natural gas	\$ 71.96		
	MEI Internet	\$ 504.95		
	MEI Phones	\$ 207.80		
	Fusion Land Lines	\$ 307.32		
	Granger Waste Services	\$ 50.06		recycling
Contracted IT Services			\$ 1,200.00	monthly IT
Transportation - mileage reimburs.			\$ 251.72	David: Makerspace conference in Detroit, August LLC mtg in Grand Rapids
Website			\$ 123.00	website calendar
Conf/wkshop, Profess. Dev, Training			\$ 80.00	
	Management Class	\$ 80.00		for Chloe
Dues & Fees			\$ 347.00	
	SWANK Movie License	\$ 347.00		annual renewal
Inspection Services	VFP Fire Systems		\$ 420.00	Fire Suppression System Inspection
Lost/Damaged Materials Fees			\$ 8.00	
Technology - non-depreciable			\$ 18.99	
Equipment/Furniture - depreciable	DHE		\$ 5,455.00	new server room air conditioner
Equipment/Furniture - non-depreciable			\$ 7.98	
Total Invoices (without wages & benefits):			\$ 13,624.01	



Library Director's Report - October, 2025 November 3, 2025 Board Meeting

Highlights

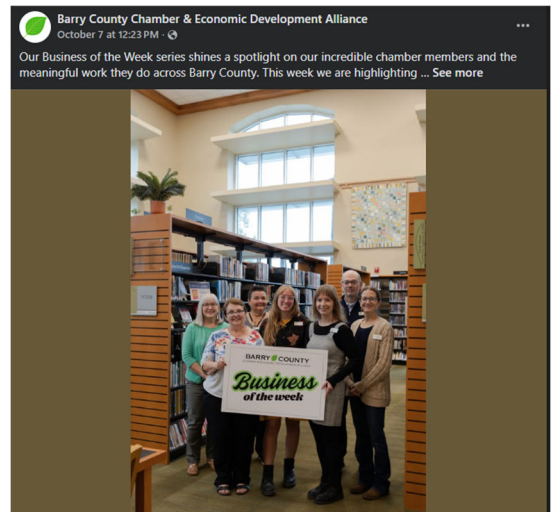
October has been a *very* busy month:

- On Oct. 6, a roof moisture survey was completed (see Building Updates).
- On Oct. 7, the Library was the Barry County Chamber of Commerce's "Business of the Week". Check out the post on their Facebook page.
- Oct. 9 was the Friends of the Library's annual Wine Pairing and Auction. This is typically the largest fundraiser the Friends have for the Library. This year it raised over \$6,000 that will help support library programming and other needs.
- On Oct. 14, the new battery backup was installed (see Building Updates)
- On Oct. 16, I attended Barry County's first Forge the Future Conference. Hosted by the Barry County Chamber of Commerce, it brought together leaders from across the county to talk about leadership with expert consultants, a discussion panel, and learning more about personal strengths.
- On Oct. 21, we held a day-long staff training which Tess will tell you more about in her report.
- On Oct. 21, BCG was also here conducting tests on the windows to identify solutions to the previously identified leak concern.
- On Oct. 22, our new clock was installed after being purchased with funds received in memory of a regular patron's recently deceased husband.



purchased with donated funds intended to help with some of HPL's wish list items. The chargers are located in the Wi-Fi Lounge and by the fireplace.

- On Oct. 24, two phone charging stations were installed for patron use. These were





- On Oct. 24, we hosted a volunteer appreciation party, see Tess's report for more details.
- On Oct. 29-31, Tess, Erin, and I attended the annual Michigan Library Association Conference in Lansing. We will recap that in the December report.

Building Updates

Battery Backup/Inverter: The new unit was installed on October 14 after being updated by the manufacturer for the correct voltage. It cannot be fully tested without shutting off power to the building, but it has been checked for functionality and was officially started up by the manufacturer, which extended our warranty by one year.

Roof: We have leveraged Tremco as a roofing consultant over the last couple of years and engaged them for a moisture survey. This is an infrared scan of the roof to reveal where moisture may have leaked in and potentially damaged the roof structure. The more moisture detected, the more potential damage there could be, leading to a costlier roof replace/repair. The good news is the damage appears minimal, indicating no need for a complete roof tear-down and replacement. We are a good candidate for simpler repair or restoration. Options will be explored and a timeline developed for when work might be needed.



Carpeting: Peirce Cedar Creek Institute generously allowed us to borrow their HOST carpet cleaner for a few weeks. Reg did a deep clean on the children's and teen rooms, along with the Community Room where some big carpet stains unfortunately occurred.

Project Updates

Strategic Planning: The final Strategic Plan document has been finished by the staff and is being presented to the Board for final approval at the November 3 meeting. Action Plan items have been identified, and will continuously evolve over time. The staff is finalizing the items now for 2026.

Automatic Bathroom Doors: Installation is scheduled for November 3 at the time this report was written. It will hopefully be complete by the Board Meeting so we can all see them working.

Training

Here is what the staff did in September:

- Tess, Erin, and David: all attended the annual Michigan Library Association Conference in Lansing.
- David watched a webinar on Generative AI and Libraries. It was very interesting and strongly promoted the idea that librarians and libraries need to help lead and guide adoption before AI overwhelms us and our patrons. We've ordered the book written by the speaker.



- Tess started a Collection Development class which she discusses below.

Assistant Director Tess Allarding's Report

October has been a very busy month! We learned this month that Baker & Taylor, one of the largest and oldest book vendors for libraries, plans to cease business by the end of 2025. Thankfully we recently created an account another vendor, Brodart, and we have been very pleased with their timeliness and quality. On October 1st, I attended an Amazon for Libraries webinar, as Amazon is working on supplying to the library market. Amazon has already started providing discounts to libraries that are on par with what other vendors are offering, typically 40%-45% off list price. In this webinar, I learned that Amazon is working toward mimicking a lot of the features that Baker & Taylor offered on their website, including release calendars. Unfortunately, Amazon does not currently have the ability to ship items out before their release dates, so libraries can have them processed and ready for patrons to check out on the release date. However, they are hoping to make that a possibility in the future. David, Erin, and I have been exploring other options for vendors as well, so that we have a variety of options to choose from. Thankfully I had the premonition to get us set up with Brodart when I did, and we have not seen any significant impacts in our ability to receive materials with the news of Baker & Taylor's closure.

In a previous board report, I shared that I signed up for a collection development class through the University of Wisconsin-Madison. That class began this month, and will run in weekly modules until December. The first few modules have focused on creating and maintaining a solid Collection Development Policy. The instructor shared that some libraries call and view their policy as a Collection Management Policy, as it encompasses more than just acquiring items for the collection. Collection development really involves the whole life cycle of an item, from acquiring it, to processing it, to shelving it, to eventually retiring it from the collection, and replacing it if needed. I'm looking forward to continuing this class and learning more about how I can improve upon our collection development/management process.

I have been attending Rotary meetings as Cloe Oliver's guests for the past couple months in hopes of becoming a member and representing the library. I am very happy to report that on Monday, October 13th, I was inducted as a member of the Hastings Rotary Club. I am very excited to continue to network with the members of the club and serve the community in various ways!

Progress on the Local Authors project has slowed a bit. I was hoping to have the books out on the Local Authors shelf by the time of this report, but unfortunately other obligations have gotten in the way. I have pulled all the items that we currently own that need to be processed as part of that collection, and will have our Processing Supervisor and/or her volunteer work on relabeling these items. This is the last step in the process, other than continuing to acquire new items by Local Authors, so I am very excited to see this project come to fruition!

Our annual Staff Training Day was held on Tuesday, October 21st, and was attended by all staff members. We focused on various topics, including handling patron accounts and damaged items, new/updated processes and policies, and even had a surprise baby shower for Chloe! We also had Ines from the courthouse here to help staff understand how we can help patrons who are often sent here to print legal documents. Overall it was a successful training day in my opinion, and staff were very engaged in the topics we covered.



We held a Volunteer Appreciation Party on Friday, October 24th to celebrate all the work and time our volunteers have dedicated to the library over the past year. The event featured delicious food prepared by HPL staff, a s'mores bar, pumpkin painting, and a gratitude tree, where HPL staff shared why we are so grateful for our volunteers. After a couple failed attempts at having the Volunteer Appreciation Party in the summer and winter, we think that having it in the fall is our best option for the future. I was very pleased with the turnout we had, of about 30 volunteers. The volunteers who attended shared that they had a great time at the party!





Youth Librarian Erin Quada's Report

October was a very busy month for me, from programming and routine tasks to multiple outreach activities, from staff training to attending MLA's Annual Conference. I also attended many meetings with community partners and organizations for a variety of reasons. One of the biggest topics was the elimination of funds for Great Start Collaborative (GSC) and how to fill that gaps that their discontinuation will create. GSC has been partnering with the Library for Itsy Bitsy Book Club, our Wednesday storytime, for years. We already miss Geneva Knapp, who attended weekly and offered wonderful resources to the families that attend. Pictured here is Geneva with Winry Eggleston and her dad, Bryan, who are regular attendees of Itsy Bitsy, other library programs, and many of the events offered by GSC. We have also partnered with GSC on many other events including Stroll and Read, Family Science Night, Very Barry, and so much more. They provided funds to purchase books for Reading is Fundamental (RIF), which provides books to children to build their home libraries to increase literacy in our community.



Programs

- The month started off with my first kids' tea party at the Library! We had 14 kids and their caregivers attend our T-Rex Tea party where we read Tea Rex by Molly Idle, sipped tea and lemonade, enjoyed a delicious lunch, and played dinosaur themed games. Each child received a dinosaur egg and "flexi-rexi" (a flexible t-rex) printed on our 3D printer. Fun was had by all, including the wonderful volunteers that helped to make it a success!



- We offered our first video game event for elementary school aged kids and had a great turnout and lots of fun! While we didn't make this a competition, we rotated play so that people could play against other participants. I was most excited to have more than one attendee who had never been to a library event before!
- Teen button making was popular again this year and some of the teens requested that we make it a regular program. We have found that hosting this even in the Teen Room increases participation and engagement with teens in the space overall.



Outreach

- As part of our strategic plan, I have begun to increase the outreach that I am doing in the community. This month I visited the Y Time program twice and was also invited to their national Lights on After School event, which bring community leaders into their facility to meet and engage with the kids in their after-school program.
- I visited all seven Great Start Readiness Program (GSRP) classes to read a story, provide a craft, and give each child a book of their choice (87 books total) to keep as part of RIF. Pictured is one of the classrooms at Central Elementary.
- Head Start at both the Hastings Center and Sue Drummond facility were also part of my RIF outreach, where I visited all 6 classes with the same plan as the GSRP classes, again providing books to all the kids.
- Tess attended Trick or Treat on the Trails with me at Pierce Cedar Creek Institute. We were a stop along the trail and provided a variety of treats for all of the participants.



Collection

- I continued to update and add to the collection in October. With the unexpected closure of Baker & Taylor, I spoke with representatives from other vendors including Follett and Libraria, who have been in the K-12 school market for years but have been branching into not only public libraries, but adult collections as well.
- The youth large print collections have been circulating well and we have received multiple comments expressing appreciation for having large print books for all ages. Based on this feedback, I plan to continue adding new materials in this format.

Marketing and Programming Coordinator Barbara Haywood's Report

Programming

Senior Bingo Night – Active Aging Week

Date: October 7, 2025 | **Attendance:** 21

Hosted in partnership with the Barry County Commission on Aging and B. Healthy Barry County, Senior Bingo Night brought together 21 older adults for an evening of fun, prizes, and community connection. The event fostered social engagement and celebrated active aging in a lively and inclusive environment.





Drive Electric Car Show – KEVA Drive Electric Event

Date: October 11, 2025 | **Attendance:** 43 participants, 16 vehicles

Partners: KEVA (Kalamazoo Electric Vehicle Association) & Barry County Earth Alliance

Held in the library parking lot, this event highlighted the benefits of electric vehicles and sustainable transportation. Attendees explored EV models, spoke with owners, and enjoyed ride-along experiences. The program promoted environmental awareness and community engagement through strong local partnerships.



Lift Every Voice Speaker Series – Pathways in Partnerships-Another Side Of Government: Veterans

Date: October 13, 2025 | **Attendance:** 27

Partners: Round Table Companions for Racial Equity

This impactful session featured Carla Wilson-Neil, Veterans Authority Board member, and Willie Taylor, Director of I Carried the Cross Foundation. Both shared stories of advocacy and support for veterans. The event encouraged meaningful dialogue on service, equity, and community partnerships and was livestreamed on the library's Facebook page.

Lift Every Voice Book Club

Date: October 14, 2025 | **Attendance:** 10

The group discussed *The Small & Mighty* by Sharon McMahon, exploring themes of resilience and empowerment. The discussion fostered inclusion, understanding, and shared connection among participants, reinforcing the club's mission to highlight diverse voices and perspectives.



Build-a-Board: A Charcuterie Workshop with Chef Bridgette Rhaine

Date: October 15, 2025 | **Attendance:** 15

Chef Bridgette Rhaine led participants through crafting their own charcuterie boards, learning pairing techniques and presentation skills—including creating decorative “meat roses.” The hands-on session offered a relaxed, social atmosphere combining creativity, food education, and community fun.



Lift Every Voice Speaker Series – Pathways in Partnerships: Another Side of Government — Michigan Native American Affairs

Date: October 20, 2025 | **Attendance:** 25

Partners: Round Table Companions for Racial Equity

Representatives from the Gun Lake Tribe shared insights into tribal governance, cultural preservation, and intergovernmental partnerships. The program deepened public understanding of Native American affairs and continued to advance the series' mission of inclusion and equity.



Mastering Meetings: Lead the Room with Parliamentary Procedure

Date: October 22, 2025 | **Attendance:** 4 (3 adults, 1 teen)

Presenter: Kathryn Christie, An Ear Full of Agriculture

This interactive session introduced participants to parliamentary procedure fundamentals, teaching them how to run organized, respectful meetings. Despite the small group, engagement was strong, and attendees left with practical leadership and meeting management skills.



Book Release Party – Hibernating Combine by Katie Christie

Date: October 28, 2025 | **Time:** 3:30–6:00 PM

Partner: An Earful of Agriculture

The library will host local author Katie Christie for the release of her new children's book, *Hibernating Combine*. The event will include a read-aloud, themed crafts, farm-inspired activities, and a book signing. This free, family-friendly program promotes literacy, creativity, and agricultural education.

Marketing Summary

As programming continues to grow, marketing and scheduling demands have expanded. Weekly, monthly, and quarterly newsletters and calendars require increased time and coordination. We continue to focus on streamlining communication, ensuring consistent outreach across platforms, and maintaining engagement momentum. Research is ongoing into how other organizations promote their Strategic Plans, with the goal of adapting effective methods for the library. **Hannah Klein** has joined marketing efforts, assisting with newsletter review and coordination, and helping to revitalize the library's Instagram presence to strengthen community connection and visibility. **Chloe**, with assistance from **Kylie**, is updating current handouts and flyers to ensure materials remain accurate, cohesive, and visually engaging.

Circulation Supervisor Chloe Lewis' Report

Displays: In October I met with Sharon, who creates most of our displays, to discuss future displays and how we can better align them with the library's strategic plan and goals. I'm looking forward to collaborating with Sharon even more in the coming year as we design displays that reflect our strategic commitments and engage our community.

Staff Training and Updated Staff Procedures: On October 21st, we held our staff training. I dedicated time this month to preparing for the training by refreshing staff on several key processes and procedures. In that preparation, the Assistant Director Tess and I, discovered several process and procedure instructions that needed to be updated or added.

From my perspective, the training went very well. It allowed all staff, including myself, to review and clarify procedures that can become confusing, ensuring that we remain consistent and effective in assisting patrons.

Welcome Brochure: During staff training, I was excited to share our updated welcome brochure, which has gone through multiple rounds of edits and feedback from senior staff. A special thank-you to Kylie for her hard work and thoughtful contributions throughout the





process. We aimed to create a brochure that is both clear and approachable for staff and patrons alike. Feel free to ask for a copy at the desk to see the resources it highlights!

Tasks and Training: In October, I met with various staff members to train them on responsibilities they will be covering during my absence. Everything has gone smoothly so far, and I'm very appreciative of everyone's support and willingness to step in.

Upcoming Programs and Events – November 2025

- 4, Tuesday, 6pm: MI Michigan Story
- 5, Wednesday, 2pm: Video Conferencing – Digital Literacy
- 5, Wednesday, 6:30pm: Allery-Smart Cooking Workshop
- 8, Saturday, 10am: Kids Sensory Hour
- 8, Saturday, 11am: Teen Sensory Hour
- 8, Saturday, 12pm: Adult Sensory Hour
- 11, Tuesday, 3:30pm: Teen Make Your Own Lip Balm
- 11, Tuesday, 6:30pm: Lift Every Voice Book Club
- 12, Wednesday, 6pm: Holiday Fused Glass Class
- 14, Friday, 4pm: Family Movie Night – Dog Man

Remember the Library is closed for Thanksgiving Thursday Nov. 27 – Sat. Nov. 29.

And finally, don't forget about the Holiday Market held at HPL that helps kick off the Jingle & Mingle weekend downtown. This year's event on Friday Dec. 5 has over 40 vendor booths signed up! Come and shop for some unique holiday gifts.



Monthly Statistics - September 2025

Net Promoter Score*: 78



Physical Library Visits

LY Month	7,069
TY Month	6,466
YTD	17,968



Library Card Holders

	City	Hastings Twp	Rutland Twp	Non-Resident
Total	2,791	827	1,079	90
New	18	12	10	1



Volunteer Hours

LY Month	118
TY Month	112
YTD	502



Item Circulation

	Children's	Non-Children's	Mobile	Total
LY Month	2,388	2,615	-	5,003
TY Month	2,643	2,570	-	5,213
YTD	8,403	7,958	377	16,738



Wireless Sessions

LY Month	1,262
TY Month	1,035
YTD	3,080



Inter-Library Loans

	To HPL	From HPL	Total
LY Month	391	395	786
TY Month	488	480	968
YTD	1,351	1,412	2,763



Library of Things Circs

	TY Month	YTD
LoT	45	159
Hotspots	24	74
Museums	2	2



Programs

	Youth	Adult & General
	Offered	Attendance
TY Month	21	366
YTD	52	981
		11
		136
		34
		518



Digital Downloads

LY Month	2,238
TY Month	2,592
YTD	8,200



Computer Sessions

	Adult	Kids	Teen	MI Room
LY Month	395	122	136	-
TY Month	380	152	47	2
YTD	1,357	637	169	6

Miscellaneous

	TY Month	YTD
Princh Documents	264	931
Study Room Usage	44	161
Non-HPL Community Room Usage	21	61



Websites

		Sessions	Users	Page Views
HPL	LY Month	2,208	1,600	3,398
	TY Month	2,491	1,866	3,854
	YTD	7,549	5,478	11,860
BCHP	TY Month	-	-	-
	YTD	177	99	1,312

**No data available for BCHP for month of September. Website updates affected Google Analytics.

* 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