

# HASTINGS PUBLIC LIBRARY BOARD OF TRUSTEES

## Meeting Agenda

November 6, 2023 4:30pm

Community Room

1. Call to order
2. Agenda p. 1
3. Correspondence - none
4. Approval of Minutes p. 2
  - a. August 28, 2023
5. Financial Reports p. 3-6
  - a. Report from Chris Bever, City Treasurer
  - b. 2022-2023 Revenues & Expenditure summary
6. Library Director's Report p. 7-12
  - a. September p. 13-20
  - b. October
7. Committees
  - a. Budget and Finance
  - b. Building and Grounds
  - c. Personnel – report on Oct. 16 meeting.
  - d. Policy
  - e. Marketing
8. Unfinished Business
  - a. none
9. New Business p. 21-26
  - a. Consider approving changes Library Materials Challenge Policy and Request for Reconsideration form.
10. Public Comments
11. Board Member Comments
12. Adjourn

## Hastings Public Library Board of Trustees

### Minutes

Date: August 28, 2023 – 4:30PM

Location: Hastings Public Library, 227 E. State St., Hastings, MI 49058  
Community Room

#### 1. CALL TO ORDER

The Meeting was called to order by Newberry at 4:41 p.m.

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

#### 2. AGENDA: Approved.

3. MINUTES: Jeff Kniaz motioned to approve the August 7, 2023, minutes, seconded by Bill Nesbitt. Motion approved.

4. LIBRARY DIRECTORS REPORT: August 2023, financials will be ready at the next meeting.

#### 5. COMMITTEES

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

#### 6. NEW BUSINESS

- a. Jeff Kniaz moved that we consider approving digitization of Maple Valley News, by Smith Imaging Solutions for a cost of \$8,427.00. Seconded by Dave Koons. Motion approved; roll call vote: Dave Koons - Yes, Jeff Kniaz - Yes, Bill Nesbitt - Yes, Jane Cybulski - Yes, Kelli Newberry - Yes.
- b. Bill Nesbitt motioned to consider moving public comment to the end of the agenda, just before board member comments. Seconded by Jeff Kniaz. Motioned approved.
- c. Bill Nesbitt motioned to excuse the absence of the following board members for tonight's meeting: Audrey Burton, Brenda Stacey, Chloe Kelly, Cloe Oliver. Seconded by Jeff Kniaz. Motion approved.

#### 7. NEXT MEETING DATE

- a. Next board meeting on Monday, October 2, 2023, at 4:30 p.m.

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

# PRELIMINARY AND UNAUDITED

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

	OPERATIONS									
	THIS MONTH ACTUAL 30-JUN-23	THIS YEAR FISCAL YTD 30-JUN-23	REVISED BUDGET 2022-2023	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 30-JUN-22	REVISED BUDGET 2021-2022	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL		
<b>OPERATING REVENUES</b>										
271-100-502-000 UNIVERSAL SERVICE FUND - ERATE	.00	6,861.46	5,439	126%	5,193.98	6,000	87%	5,193.98		
271-100-528-000 FEDERAL GRANTS - OTHER	.00	4,068.05	5,000	81%	.00	0	0%	.00		
271-100-540-000 STATE AID	.00	13,491.35	15,000	90%	12,381.53	10,000	124%	12,381.53		
271-100-566-000 STATE GRANT - LIBRARY OF MICH	.00	900.00	0	0%	.00	0	0%	.00		
271-100-583-000 CONTRIBUTIONS FROM OTHER TOWNSHIP	.00	412,795.35	412,796	100%	403,524.93	420,000	96%	403,524.93		
271-100-637-000 FOIA FEES	.00	.00	0	0%	146.00	0	0%	146.00		
271-100-649-000 PRINTING/FAX FEES	.00	7,837.43	7,000	112%	7,636.42	5,000	153%	7,636.42		
271-100-651-000 NON-RESIDENT FEES	.00	1,325.00	1,000	133%	1,425.25	400	356%	1,425.25		
271-100-658-000 PENAL FINES	.00	15,733.10	16,000	98%	9,994.84	8,500	118%	9,994.84		
271-100-659-000 OVERTIME FINES	.00	1,579.39	1,500	105%	2,032.25	200	1016%	2,032.25		
271-100-665-000 INTEREST EARNED ON DEP & INVST	.00	25,400.11	9,660	263%	1,184.07	4,750	25%	1,184.07		
271-100-667-000 FACILITY RENTALS	.00	805.00	1,000	81%	900.00	200	450%	900.00		
271-100-672-000 OTHER REVENUE	.00	8,318.73	2,000	416%	6,538.34	1,700	385%	6,538.34		
271-100-674-000 PRIVATE CONTRIBUTNS & DONATIONS	.00	33,535.44	35,000	96%	52,470.35	45,780	115%	52,470.35		
271-100-674-010 BCF CONTRIBUTIONS	.00	16,839.53	20,000	84%	16,462.00	16,250	101%	16,462.00		
271-100-676-000 REIMBURSEMENT OF EXPENDITURES	.00	10.00	0	0%	.00	50	0%	.00		
271-100-699-101 TRANSFERS IN - GENERAL FUND	.00	158,605.00	158,605	100%	151,170.00	151,170	100%	151,170.00		
<b>TOTAL OPERATING REVENUES</b>	<b>.00</b>	<b>708,104.94</b>	<b>690,000</b>	<b>103%</b>	<b>671,059.96</b>	<b>670,000</b>	<b>100%</b>	<b>671,059.96</b>		
<b>TOTAL REVENUE &amp; INCOMING TRANSFERS</b>	<b>.00</b>	<b>708,104.94</b>	<b>690,000</b>	<b>103%</b>	<b>671,059.96</b>	<b>670,000</b>	<b>100%</b>	<b>671,059.96</b>		

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**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING JUNE 30, 2023**      **Month 13**  
**FUND 271 - LIBRARY FUND**

**LIBRARY OPERATIONS**

	THIS MONTH ACTUAL 30-JUN-23	THIS YEAR FISCAL YTD 30-JUN-23	REVISED BUDGET 2022-2023	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 30-JUN-22	REVISED BUDGET 2021-2022	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-702-000 FULL-TIME WAGES	.00	105,896.19	105,557	100%	100,084.29	97,544	103%	100,084.29
271-790-703-000 ADMINISTRATOR/SUPERVISOR SALARIES	.00	55,126.48	55,188	100%	53,581.05	53,581	100%	53,581.05
271-790-704-000 PART-TIME WAGES	.00	95,214.06	81,898	116%	86,280.86	91,505	94%	86,280.86
271-790-704-010 PART-TIME WAGES- LIBRARY MAINT	.00	13,945.43	15,779	88%	13,085.92	12,051	109%	13,085.92
271-790-709-000 SOCIAL SECURITY TAXES	.00	19,931.98	19,770	101%	18,634.66	19,483	96%	18,634.66
271-790-713-000 OVERTIME	.00	70.58	0	0%	133.66	0	0%	133.66
271-790-716-000 MERS DEFINED CONTRIBUTIONS	.00	4,046.23	6,598	61%	3,928.00	5,540	71%	3,928.00
271-790-717-000 MERS DEFINED BENEFIT PLAN	.00	52,389.70	49,710	105%	50,379.65	65,592	77%	50,379.65
271-790-717-010 MERS DEFINED BENEFIT HYBRID PLAN	.00	6,314.12	3,959	159%	5,429.17	4,214	129%	5,429.17
271-790-718-000 HEALTH INSURANCE - PREMIUMS	.00	62,082.54	59,000	105%	55,849.09	55,717	100%	55,849.09
271-790-718-010 HEALTH INSURANCE - HSA	.00	1,278.54	0	0%	1,300.92	0	0%	1,300.92
271-790-719-000 DENTAL INSURANCE PREMIUM	.00	3,451.44	3,460	100%	3,451.44	3,460	100%	3,451.44
271-790-724-000 LIFE INSURANCE	.00	479.40	510	94%	479.40	510	94%	479.40
271-790-751-000 PROCESSING SUPPLIES	.00	1,639.48	1,400	117%	2,219.95	1,400	159%	2,219.95
271-790-756-000 REPAIR & MAINTENANCE SUPPLIES	.00	229.17	500	46%	902.31	700	129%	902.31
271-790-760-000 MAINTENANCE SUPPLS - CUSTODIAL	.00	384.90	300	128%	238.98	350	68%	238.98
271-790-761-000 BUILDING SUPPLIES	.00	2,113.20	1,300	163%	2,077.87	1,300	180%	2,077.87
271-790-762-000 WELLNESS/MEDICAL SUPPLIES	.00	165.53	270	61%	232.52	530	44%	232.52
271-790-766-000 DISPOSABLE TECHNOLOGY	.00	8,945.23	1,275	702%	2,054.35	1,900	108%	2,054.35
271-790-767-000 CLOTHING	.00	422.00	125	338%	.00	300	0%	.00
271-790-770-000 PROGRAMMING SUPPLIES	.00	2,006.66	1,900	106%	2,098.43	1,750	120%	2,098.43
271-790-772-000 PROMOTIONS SUPPLIES	.00	59.99	300	20%	.00	500	0%	.00
271-790-777-000 OFFICE SUPPLIES	.00	1,149.14	900	128%	613.95	1,100	56%	613.95
271-790-778-000 PAPER	.00	406.22	500	81%	385.87	500	77%	385.87
271-790-791-000 SUBSCRIPTIONS AND PUBLICATIONS	.00	1,506.51	1,700	89%	1,743.19	1,430	122%	1,743.19
271-790-792-000 SOFTWARE SUBSCRIPTIONS	.00	6,632.93	5,175	128%	3,921.90	4,455	88%	3,921.90
271-790-793-000 OVERDRIVE	.00	8,542.46	8,352	102%	6,111.64	7,350	83%	6,111.64
271-790-794-000 HOOPLA	.00	6,914.61	5,000	138%	5,903.02	4,250	139%	5,903.02
271-790-796-000 MISCELLANEOUS ELECTRONIC ACCES	.00	1,793.62	1,745	103%	1,741.38	1,745	100%	1,741.38
271-790-798-000 LIBRARY CARDS	.00	968.66	0	0%	21.90	0	0%	21.90
271-790-802-000 PROFESSIONAL SERVICES	.00	18,854.74	0	0%	38,882.50	40,000	97%	38,882.50
271-790-806-000 LEGAL SERVICES	.00	1,313.00	350	375%	1,080.00	150	720%	1,080.00

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100 % OF THE FISCAL YEAR HAS ELAPSED

10/31/2023

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

**OPERATIONS**

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL 30-JUN-23	FISCAL YTD 30-JUN-23	BUDGET 2022-2023	YTD % OF BUDGET	FISCAL YTD 30-JUN-22	BUDGET 2021-2022	YTD % OF BUDGET	FULL YEAR ACTUAL
271-790-809-000 CONTRACTED IT SERVICES	.00	35,620.00	24,500	145%	23,435.03	24,275	97%	23,435.03
271-790-812-000 PRE-EMPLOYMENT SCREENINGS	.00	146.00	146	100%	816.00	100	816%	816.00
271-790-813-000 DELIVERY SERVICES	.00	2,464.50	2,725	90%	2,293.50	1,912	120%	2,293.50
271-790-816-000 SECURITY SERVICES	.00	299.88	350	86%	299.88	325	92%	299.88
271-790-817-000 LAKELAND LIBRARY CO-OP SERVICE	.00	4,955.50	2,840	174%	2,755.50	3,158	87%	2,755.50
271-790-818-000 MAINTENANCE CONTRACTS	.00	9,385.13	9,048	104%	8,487.43	8,510	100%	8,487.43
271-790-823-000 OTHER CONSULTING SERVICES	.00	262.50	400	66%	801.00	1,550	52%	801.00
271-790-825-000 LATE/SERVICE FEES	.00	.00	50	0%	41.92	25	168%	41.92
271-790-850-000 TELEPHONE	.00	5,359.13	5,300	101%	4,864.89	4,760	102%	4,864.89
271-790-851-000 MAIL/POSTAGE	.00	699.43	400	175%	331.86	400	83%	331.86
271-790-852-000 INTERNET/TELECOMM SERVICES	.00	7,462.46	7,800	96%	8,115.00	7,620	106%	8,115.00
271-790-861-000 TRANSPORTATION - MILEAGE REIMB	.00	559.94	300	187%	51.36	300	17%	51.36
271-790-879-000 WEBSITE	.00	212.40	250	85%	.00	210	0%	.00
271-790-880-000 COMMUNITY PROMOTIONS	.00	210.56	300	70%	48.00	600	8%	48.00
271-790-881-000 ADVERTISING	.00	2,036.95	500	407%	1,036.55	400	259%	1,036.55
271-790-886-000 PHOTOGRAPHY/VIDEOGRAPHY	.00	.00	0	0%	85.00	0	0%	85.00
271-790-887-000 SPEAKERS/PERFORMERS	.00	2,972.50	1,000	297%	975.00	1,000	98%	975.00
271-790-890-000 ILS FEES	.00	11,069.67	14,080	79%	13,350.17	11,667	114%	13,350.17
271-790-891-000 LICENSES AND FEES	.00	553.60	460	120%	275.85	460	60%	275.85
271-790-892-000 SOFTWARE LICENSES	.00	643.75	800	80%	763.75	750	102%	763.75
271-790-900-000 PRINTING AND PUBLISHING	.00	216.00	217	100%	725.00	150	483%	725.00
271-790-902-000 NEWSLETTER	.00	.00	0	0%	45.00	400	11%	45.00
271-790-906-000 PROMOTIONS/MARKETING	.00	20.06	200	10%	.00	450	0%	.00
271-790-907-000 SPONSORSHIP/DONATIONS	.00	.00	100	0%	.00	100	0%	.00
271-790-909-000 TRAINING	.00	296.99	300	99%	363.50	400	91%	363.50
271-790-910-000 PROFESSIONAL DEVELOPMENT	.00	25.00	400	6%	1,806.00	500	361%	1,806.00
271-790-911-000 CONFERENCES	.00	1,904.70	2,450	78%	711.29	2,550	28%	711.29
271-790-912-000 MEETINGS	.00	37.95	150	25%	.00	75	0%	.00
271-790-915-000 MEMBERSHIPS	.00	1,537.71	1,300	118%	1,369.97	1,228	112%	1,369.97
271-790-916-000 DUES AND FEES	.00	1,142.34	1,415	81%	999.50	1,350	74%	999.50
271-790-918-000 WATER/SEWER	.00	3,306.72	3,000	110%	3,106.20	3,000	104%	3,106.20
271-790-919-000 WASTE DISPOSAL	.00	344.91	350	99%	322.54	330	98%	322.54
271-790-920-000 ELECTRIC	.00	24,044.62	23,500	102%	25,192.71	22,000	115%	25,192.71
271-790-921-000 NATURAL GAS	.00	4,479.70	4,500	100%	4,346.95	4,250	102%	4,346.95

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

	OPERATIONS													
	THIS MONTH		THIS YEAR		REVISED		THIS YEAR		LAST YEAR		REVISED		LAST YEAR	
	ACTUAL	FISCAL YTD	BUDGET	YTD % OF	FISCAL YTD	BUDGET	YTD % OF	FISCAL YTD	BUDGET	YTD % OF	FULL YEAR	ACTUAL		
271-790-929-000	0.00	702.22	14,650	5%	1,600.00	2,475	65%	1,600.00			1,600.00			
271-790-929-010	0.00	605.00	2,000	30%	855.00	2,000	43%	855.00			855.00			
271-790-930-000	0.00	7,044.84	8,100	87%	56,710.20	50,158	113%	56,710.20			56,710.20			
271-790-931-000	0.00	.00	1,800	0%	30.00	1,300	2%	30.00			30.00			
271-790-935-000	0.00	7,517.00	10,000	75%	8,263.00	9,000	92%	8,263.00			8,263.00			
271-790-939-000	0.00	866.28	1,375	63%	722.93	900	80%	722.93			722.93			
271-790-941-000	0.00	4,270.56	4,300	99%	4,270.56	4,275	100%	4,270.56			4,270.56			
271-790-944-000	0.00	1,076.00	490	220%	620.00	600	103%	620.00			620.00			
271-790-950-000	0.00	294.35	200	147%	292.70	200	146%	292.70			292.70			
271-790-955-000	0.00	20.00	0	0%	.00	0	0%	.00			.00			
271-790-962-000	0.00	133.93	150	89%	138.39	150	92%	138.39			138.39			
271-790-965-000	0.00	65.55	100	66%	1,135.21	100	1135%	1,135.21			1,135.21			
271-790-975-000	0.00	5,085.18	40,000	13%	.00	0	0%	.00			.00			
271-790-978-000	0.00	.00	0	0%	.00	600	0%	.00			.00			
271-790-978-010	0.00	2,595.98	25,800	0%	.00	0	0%	.00			.00			
271-790-980-000	0.00	3,523.90	8,500	31%	3,792.82	8,800	43%	3,792.82			3,792.82			
271-790-980-010	0.00	4,072.95	230	1771%	10,718.72	0	0%	10,718.72			10,718.72			
271-790-982-000	0.00	15,550.53	15,000	104%	16,323.05	15,000	109%	16,323.05			16,323.05			
271-790-982-010	0.00	15,267.70	2,000	763%	6,654.25	2,000	333%	6,654.25			6,654.25			
271-790-982-020	0.00	627.92	1,000	63%	2,047.17	2,000	102%	2,047.17			2,047.17			
<b>TOTAL LIBRARY OPERATIONS</b>	<b>0.00</b>	<b>675,865.43</b>	<b>677,347</b>	<b>100%</b>	<b>688,327.17</b>	<b>695,000</b>	<b>99%</b>	<b>688,327.17</b>			<b>688,327.17</b>			
<b>TOTAL EXPENDITURES &amp; OUT TRANSFERS</b>	<b>0.00</b>	<b>675,865.43</b>	<b>677,347</b>	<b>100%</b>	<b>688,327.17</b>	<b>695,000</b>	<b>99%</b>	<b>688,327.17</b>			<b>688,327.17</b>			
<b>NET REVENUES OVER EXPENDITURES</b>	<b>0.00</b>	<b>32,239.51</b>	<b>12,653</b>		<b>( 17,267.21)</b>	<b>( 25,000)</b>		<b>( 17,267.21)</b>			<b>( 17,267.21)</b>			



### Library Director's Report for the October 2, 2023 Board Meeting

September; another month and a lot of good things going on. Programs started up again, final measurements for the windows were taken, we received a grant, and the new family work center arrived. We had some great interactions with patrons and the front doors were locked for half the month due to the City's streetscape project. These have all been good things.

I'll start with the programs. Paige started offering her toddler and preschool story times again, after taking the month of August off. Barb hosted two programs in September. Both had good attendance.

Battle Creek Glass came and did their final measurements of the windows. They also spent time investigating what will be necessary to remove the current windows. In the process they found places with some water damage. They won't know the extent of the damage until they get into the project. They won't be able to give us a definite start date until the aluminum and glass arrives. I will keep you posted.

This summer we were contacted by two members of the Hastings Elks Club with a grant opportunity. They wanted to support the Library with a grant for \$2,000 through their state organization. They were hoping to support our children's programming and services. One of the projects on our wish list was to have a Library of Things (LoT) Junior collection. These would be non-traditional items for kids to check out, similar to our current LoT. They loved the idea! Paige's report has more details.

Construction, or really the de-construction, for the City's streetscape project started in front of the Library on Sept. 11. Our drive thru lane closed on Sept. 19, so they could take out the sidewalk and ramp onto the street. The lane should reopen the week of Oct. 2. We put the portable book return beside the ramp up to the parking lot doors and patrons starting using it right away. We'll remove it once the lane can be used, but we know it will take care of patron needs when it goes back out during the window construction.

The Friends of the Library held their September meeting on the 13<sup>th</sup>. Twenty people attended. They finalized the plans for their upcoming Wind Pairing & Basket Auction fundraiser, discussed other fundraisers and volunteer opportunities including a book sale in February. We are fortunate to have such a dedicated group supporting us!

United Way held their annual Day of Caring on Sept. 14. I had signed the Library up with a project in July. Our project was mulching the rain garden. At 9:30 am on the 14<sup>th</sup> ten people from Miller Real Estate showed up to work. They were amazing! They covered the whole area around the bowl of the garden with cardboard board first and then spread the mulch over that. They worked very hard and finished almost the whole thing in two and a half hours. They spread about 18 yards of mulch. I anticipated it taking much longer, so had another group schedule to work in the afternoon.

On September 19, the University of Michigan School of Information Science and the Library of Michigan hosted a Public Librarianship in Contentious Times symposium. This was a one-day event that through a grant, it was free to attend. It was held on U Of M's campus, as well as virtually. Emma attended in person, while David and I attended virtually. Speakers included several faculty from the School of Information; Len Niehoff, Professor of Practice, who teaches First Amendment and media law; and the Deborah Mikula, executive director of the Michigan Library Association. This is some of the information we found helpful:

- Current discussions on 1<sup>st</sup> Amendment rights when it comes to reading materials.
- Those there in person discussed common tense situation in libraries and learned de-escalation techniques.
- Information was given about current court cases dealing with book challenges and some of the decisions courts have made.
- Emma attended a round table where they discussed the stress and emotional effects book challenges and 1<sup>st</sup> Amendment audit is having on staff at libraries, whether they have actually had to deal with these situations or just the threat of them.

The information gained will help us be prepared if these situations happen at our library.

All in all, many good things happened in September.

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

Happy Fall to All!

First, and most importantly, my vacation Labor Day week went well. 😊

Immediately upon returning, we held a Digital Literacy class on Android with 5 attendees who all expressed great satisfaction with what they learned. Volunteer Dale Svihl led the class while I supported. The next class on October 4 is Excel Basics which I am leading.

The Affordable Connectivity Program (ACP) Workshop promotions are in full swing with several people already signed up for the October 11 and November 11 dates. ACP is the government subsidy program for internet access for which we received a grant to host workshops to educate the public.

The Michigan Room display case contents swapped out September 28 for a display on the Great Chicago Fire of 1871, presented by a patron. I plan to offer display space to patrons going forward for history related material. We also recently received a donation of a painting of William Wallace, former High School principal, for whom the library was named when it was in the school in 1955. This will be displayed once the walls are repainted from the window project.

Lastly, the local history inventory process continues with a deep dive on some content originally classified as just "x number of photos" or "box of \_\_\_\_\_". The collection now has 5,200 items listed, with several thousand more to go.

**Circulation Supervisor, Tess Allarding's report:**



- As of 9/26/2023, we have had 59 new library card sign-ups for the month of September!
- I am currently working with Sharon on displays, and the display calendar for 2024 has been finalized. The Lighthouse display in the main display cases by the south entrance has garnered a lot of patron attention and interest – please feel free to check it out while it is still here!
- I am gearing up to begin weeding the Adult Non-Fiction section, and will be creating a more formal weeding schedule soon.

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

September was a busy month.

Programming:

- September was Library Card Sign Up Month. In the Hastings Banner and on social media we publicized many of the cool library features and services that we offer to entice people to get a library card. We also invited current card holders to upgrade their old beat up cards to shiny new ones for free.
- Arm Chair Travel started again. Marty Buehler, retired high school science teacher, presented on Conservation Travel to Dominica & Croatia.
- Our Preserving the Harvest program was a partnership with representatives from MSU Extension and Blue Zones. Nineteen people came to learn about food preservation techniques and safety.
- The Barry County Chamber & Economic Development Alliance hosted Tech Week 2023 Sept. 18-22 and we partnered with them for two events. On Monday the "What the Tech" event took place in our community, then we coordinated the Library's annual Drive Electric Event. Consumers Energy brought vehicle charger displays, Paul Pancella, from the Kalamazoo Electric Vehicle Assoc. and Physics Professor at WMU, arranged for there to be nine electric vehicles to be there, with drivers available to provide information to the thirty attendees.
- Our Warhammer and Dungeons & Dragons groups are growing. There were twenty-one players there this month.

Marketing:

Worked on:

- A new advertising for Affordable Connectivity Programs
- A Michigan Activity Pass (MAP) Start Guide
- Library of Things Junior.

Libby by Overdrive has added Mideastern Michigan Library Cooperative's digital library as a partner, see the full list of additional cooperatives on the newest Libby Start Guides.

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

September in the youth department continued to be a month of preparation for the rest of fall. In the teen area- Emma attended the first Gender & Sexuality Alliance (GSA) meeting at the high school to discuss continuing their book club. The group also discussed a possible Teen Advisory Board (TAB), and volunteer opportunities for teens at the library. Emma has a number of excellent programs taking place this fall!

Our preschool and Itsy Bitsy Book Club storytimes began after Labor Day. Itsy Bitsy continues to have excellent turn out with 15-30 participants each week. We've had a decent influx of new members in the Facebook group which will hopefully result in an increase of in person attendance. Preschool storytime has been smaller but that generally happens in the fall, this year several of our regular attendees are now in school on Fridays. None the less, we've had lots of fun with obstacle courses, pirate scavenger hunts and apple taste testing at science storytime.

Currently, I am coordinating with volunteers, teachers, and school administration to begin the Reach Out and Read (ROAR) program for the 2023-2024 school year. This program matches volunteers to Young Kindergarten and Kindergarten classrooms. Volunteers spend an hour each week reading one-on-one with selected students. Great Start of Barry County has agreed to provide funds for us to purchase all new books and early literacy materials for the program. Requests have been submitted and we're waiting for state approval after October 1. Last year we had volunteers in all the classrooms in all four elementary schools; with some teachers having multiple volunteers in their class.

I've also been preparing for Reading is Fundamental visits to Great Start Readiness Program and Head Start classrooms. I visit classes with volunteers and we read a book, do a craft related to the story, and have the children pick out a book to keep. Both programs rely on volunteers in order to be a success, if you're interested in helping let me know or tell Peggy!

Other events that I've been prepping for are school literacy nights. We have two in October at Central Elementary and Noah's Ark Preschool. We also received a \$2,000 grant from the Elks to fund the Library of Things Jr. We're currently ordering and prepping items with hopes that they will be ready for circulation mid to late October. Some of the things included are snap circuits, board games, play mats, coding robots and more.

There are a few physical changes in the children's room and collection. The non-fiction is currently being weeded and slowly being filled it with new, up to date books. We also received over two dozen new Read along books from the state for free. Typically, it's between \$40-50 per book; this was a wonderful addition to an already very popular collection. Finally, we spent donor money and a new infant corral and computer desk in the children's area. This desk allows caregivers to use a computer and have a place for their babies and children to play. Many parents, myself included, have struggled to manage a baby while using library computer and printing services. This addition will allow parents who work from home, are in school, or just need to print thing the opportunity to do so without the stress of trying to keep a crying baby quiet in their carrier.




Not pictured are two small activity panels that will go in the baby play area.

**October Special Activities:**

- 11<sup>th</sup> – Affordable Connectivity Program Workshop, 6:00pm.
- 11<sup>th</sup> – Learn to Crochet, 6:00pm.
- 12<sup>th</sup> – Friends Wine Pairing and Basket Auction, 6:30pm, at Seasonal Grille


## Monthly Statistics - August 2023

### Net Promoter Score\*: 75



**Physical Library Visits**

LY Month	4,109
TY Month	7,204
YTD	14,847

**Library Card Holders**

Total	City	Hastings Twp	Rutland Twp	Non-Resident
2,968	29	826	9	1,114
New				18



**Volunteer Hours**

LY Month	196
TY Month	91
YTD	255


**Item Circulation**

LY Month	Children's	Non-Children's	Mobile	Total
TY Month	3,364	3,102	587	7,053
YTD	3,064	3,218	669	6,951
	6,571	6,493	1,065	14,129



**Wireless Sessions**

LY Month	1,310
TY Month	1,079
YTD	2,146


**Inter-Library Loans**

LY Month	To HPL	From HPL	Total
TY Month	571	456	1,027
YTD	373	315	688
	840	757	1,597



**Library of Things**

LY Month	TY Month	YTD
Lot	32	69
Hotspots	31	64
Museums	0	0



**Virtual Programs**

TY Month	Offered	Attendance
YTD	-	-



**In Person Programs**

TY Month	Offered	Attendance
YTD	26	247
	58	974



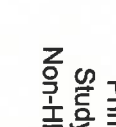
**Digital Downloads\*\***

LY Month	1,801
TY Month	2,140
YTD	4,227


**Computer Sessions**

LY Month	Adult	Kids	Teen	ML Room
TY Month	451	62	46	1
YTD	482	119	149	2
	902	266	222	5



**Miscellaneous**

TY Month	YTD
Princh Documents	135
Study Room Usage	32
Non-HPL Community Room Usage	51
	16
	29

**Websites**

Sessions	Users	Page Views
HPL	2,089	1,384
LY Month	2,228	1,446
TY Month	4,538	2,925
BCHP~	569	151
TY Month	889	257
YTD		8,761

~ BCHP = Barry County History Portal went live in November 2022; no data for June 2023 due to a website upgrade  
 \*\* Removed Hoopla effective July 2023  
 \* Net Promoter Score based on patron feedback on weekly email survey (started week of 8/15/23); 80+ = world class, 50-79 = excellent, 20-49 = favorable, 0-19 = good



# HASTINGS PUBLIC LIBRARY

Explore • Imagine • Grow

## Library Director's Report for the November 6, 2023 Board Meeting

Many exciting things happened at the Library in October and a sad one. The Friends Wine Pairing and Basket Auction was a resounding success, the front doors of the building were locked for three weeks as work on the City's streetscape got underway, the boiler was replaced, work on the windows started, and more. I'll get to the sad thing later,

First the exciting things. On October 12 the Friends had their 13<sup>th</sup> annual Wine Pairing & Basket Auction. They sold 101 tickets and 99 people attended. As always, it was held at Seasonal Grille. Thirty baskets with diverse themes were donated for the silent auction. All of the baskets sold well, but one basket went for an amazing amount. It was donated by the family of one of the Library's biggest supporters who passed away last January. Through the course of the evening, members of the family bid against each other until the basket sold for \$15,000. This was their way of donating to the Friends, because their mother loved the Library and the Friends organization. We are very grateful for their generosity. In total, the event brought in \$21,710, which will be used to support Library programs and services. It was truly amazing!





The Library was closed on October 18 for staff training, which ran from 9:00 am – 5:00 pm. We fit a lot of information into that time. We started with an overview of the Barry County History Portal/Historical newspapers collection and then did some customer service training. Next came active shooter training with Jim Yarger, Barry County Emergency Management Coordinator. In the afternoon, there was more instruction on library related topics with a break for CPR training with Lani Forbes in the middle. It was a very productive day. I want to thank the Board for allowing us the time to do more in-depth training.

The boiler and pumps were replaced and the unit up and running by mid-October. The whole process took longer than anticipated, but it has been functioning smoothly. There will be more work to do on the controllers once the roof top units (RTUs) are installed. We are waiting for DHE to let us know when the work on the RTUs will begin.

When Katerberg VerHage started the streetscape on Sept. 11 we kept the street side doors locked since they couldn't be accessed due to the construction. They remained locked until the middle of Oct. Katerberg has been great to work with and we heard very few complaints from patrons about the inconvenience. Even though the doors have been open for a couple weeks, there is still very little parking on the street due to unfinished elements of the streetscape and the window construction. Still, the streetscape will look great when it's finished.

That brings me to the most exciting thing. Battle Creek Glass (BCG) began replacing the windows on Oct. 23! With Katerberg having the parking in front of the building blocked off, this could have made it difficult for BCG to access the building. Instead, Katerberg invited BCG to use that space for their lifts and to park their equipment. Thank you, Katerberg. It has worked out really well. We have only needed to block off the drive thru lane intermittently. For the convenience of our patrons we are leaving the portable book return out all the time, so there is no interruption of drop off service.

BCG started by replacing the window wall onto the vegetative roof over the teen room, because that's where we had the leak. It took a little longer than they anticipated, since this was their first experience removing the current windows. They learned a lot, so the replacement of the windows onto the patio off the community room went much faster. The BCG foreman has been very communicative, keeping us informed every step of the way.



*Old windows*



*New windows*

The windows in the two rotundas were next on BCG's schedule. They started in the teen room on Oct. 30. It took a week to complete it. They put plastic up to close off their work area, which has helped keep the mess contained and the building warmer.

It is working out very well having Jeff Mansfield as our project manager. His knowledge of building projects and procedures has been invaluable. We are depending on his expertise more and more as the project progresses.

At the October Co-op Advisory Council meeting it was voted to not renew the contract for Capira Mobile App. We have been offering this app to our patrons to provide easy mobile access to our catalog and their accounts. Unfortunately, the app does not return accurate catalog search results and the company has not made the improvements it promised nor kept the app updated. Our contract with Capira ends in December. Our patrons will only be without an app for about three months, since the Council also voted to purchase the BiblioApp to replace it. The BiblioApp has a much better interface and provides more features. It will go active at the beginning of March and will cost us about half as much as Capira.

Now for the sad thing. In mid-October, Paige let us know she would be leaving her position as youth librarian to start a new adventure. She and her husband will be opening a book and music store where Second Hand Corners used to be. I am excited for them and wish them every success, but I am very sad for us and our patrons, because Paige has done an amazing job. Luckily, she won't be leaving for a few months. This gives us time to find someone to take her place.

We decided to start the search for her replacement right away. We posted the job on Indeed and we've had nineteen applications submitted. Unfortunately, only three of them had the right qualifications. My daughter is one of those three, so I have removed myself from the hiring process. The hiring committee will include, David, Paige, two board members and the Lakeland Library Cooperative director. They plan to hold interviews the first full week of November and

make an offer before Thanksgiving. We would like the new hire start on January 2, which gives them time to give notice to their current employer and celebrate the holidays. Paige has graciously agreed to stay through the first two weeks of January. This will give her time to train and introduce the new person to the people and organizations with whom she partners. Paige will be greatly missed.

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

October was a very busy month as the window project got closer to starting. I'll let Peggy recap that, but I spent time managing preparation tasks and staff coordination. I'm happy to say we are off to a good start. Other things that happened included:

- Affordable Connectivity Program Workshop on Oct 11: only one patron attended the workshop, but after a second meeting with him we got him qualified and he should soon be getting free internet at home. Additional workshops are 11/11 and 12/11 at HPL and 11/28 at the COA.
- Excel Basics: Four patrons attended and indicated they learned a lot. We covered data entry and editing, basic formatting and simple formulas. Upcoming classes are Cybersecurity on 11/1, Email basics on 12/6 and Excel Basics part 2 on 1/10.
- Library of Things Jr.: Items are being processed after purchasing with the grant from the Hastings Elks. We anticipate completion by Thanksgiving and will have over 25 new items out just for kids. The assortment includes coding robots, educational games, RC cars, snap circuits and much more.
- Chicago Fire Display: artifacts on loan from a patron about the Chicago Fire of 1871 have been on display in the MI Room all month. They will remain up for at least part of November as it appears an article about them may be published in The Reminder soon.

#### **Circulation Supervisor, Tess Allarding's report:**

Barbara and I attended the Michigan Library Association Annual Conference in Kalamazoo October 19-20. I attended many informative breakout sessions and heard several good keynote speakers.

One of the keynote speakers was Ellen Hopkins, an author whose books are some of the most challenged and banned in the country and one of my personal favorite authors. She spoke on the dangers of censorship in both school and public libraries. I had the pleasure of meeting her and getting a book signed by her. Attached are some photos.

One of the breakout sessions I attended gave an update on advocacy efforts in Michigan. They discussed MI Right to Read, a coalition that is fighting to end censorship in Michigan. There will hopefully be legislation introduced soon that will not allow a book to be banned based on it depicting any protected classes (height, weight, race, sexuality, gender identity/expression, religious affiliation, etc.). Their website is <https://www.mirighttoread.com>.

Other things I'm working on:

- I am working with David to learn the cash drawers and deposit process, so I can serve as a backup as needed. We plan to have me go through the process once every 4-6 weeks just to stay fresh.
- We were asked by our Cooperative to be a pilot site for BiblioSuggest, which will allow our patrons to submit book suggestions through our online catalog. We will be discussing this more with all staff at the staff meeting on 11/7.



- I have completed multiple MeIcat webinars to be able to be our contact person for all things MeL. We plan to review the MeL procedure with staff at the upcoming staff meeting, so everyone is on the same page.
- Sharon has agreed to take charge of updating the bulletin boards in the entryways. She, Christie, and I are in communication to get that started.
- I have created a tracker for any materials challenges so we can have a record of them, should any come up. The tracker will allow us to identify any trends that we may be seeing in challenged materials.

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

#### Programming:

- Emma lead a crocheting class of six people, helping them increasing their skills or learn a new skill.
- Tess and I attended the Michigan Library Association Annual conference to learn and make connections. I am still digesting the information.

#### Marketing:

- Wine Pairing & Basket Auction was advertised on social media this year and sold out well before the actual event. The event was very well organized and a splendid night.
- In moving to a quarterly mailing of the water bill and a new monthly digital calendar, the City will be sharing library events with residences in several ways. I provide them with our events each month.
- In process: creating marketing for and adding the Library of Things Jr. to library handouts.
- In process: removing Capira Library App from library handouts.

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

October was a busy month for youth services! Storytimes were back in full swing with Itsy Bitsy Book Club being as popular as ever. We average 20-25 participants each week. Preschool storytime has a smaller group averaging 6-8 people. This is typical for the cycle of storytimes- especially in the fall when a new group starts preschool or kindergarten.

On October 25 we held a family Halloween event at Tyden Park during the Itsy Bitsy Book Club. Families were invited to dress up and we invited special guests- Sara Syswerda, education director for Pierce Cedar Creek Institute and Julie Severns, coordinator of the Great Start Readiness Program (GSRP). Geneva Knapp from the Great Start Collaborative provided books to give away, cider, doughnuts, and pizza. Sara brought playdough and the library provided mini-pumpkins for painting. There's a lovely video of the event on our Facebook page: <https://fb.watch/o3pFrBSKW2/>.

School outreach season has officially begun. The Reach Out And Read (ROAR) program is mostly underway and will be in full swing in November. We have enough volunteers to have someone reading in every young kindergarten and kindergarten class. We also had a literacy night at Noah's Ark preschool last week. It was a great opportunity to see some families, encourage visits to library, and make bookmarks. Also, in October we did our first round of Reading is Fundamental (RIF) visits to the GSRP classrooms. We read to six classes, made creepy carrots, and handed out about 80 books. We also had lots of

fun handing out bookmarks, pencils, and candy to friends at Trick or Treating on the Trails at Pierce Cedar Creek Institute.

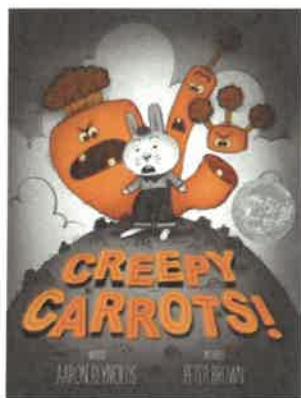
### RIF Distribution Pictures



*Mary Atkinson reading to some friends*



*Mary & I helping with the craft*



*Creepy carrots the kids made. Creeping!*

The Young Authors program launched this month with 9 participants in 3<sup>rd</sup>-5<sup>th</sup> grades. The students will be writing, and if they choose, illustrating a short book. We meet every Tuesday for 90 minutes. We've had three speakers visit the sessions so far: Maggie Murphy talked about the writing process, while Mary Murphy and Jenny Haywood talked about illustrations. Students have learned about plot outlines, character development, illustrations, storyboards, and layout. We have some very interesting stories in progress and I cannot wait to share them with the community. Once the kids are done we will have their books "published" and hold a book signing. We're excited to offer this opportunity.

Emma has been busy in teen services as well. They hosted a beginning to crochet program that was very well received. Emma regularly meets with the GSA at the high school and assists with running a book club for their members. They're currently working at re-vamping the Read & Grow reading challenge for 2024.

November Special Activities:

- 6<sup>th</sup> – Celebrate Nat'l Saxophone Day w/Bob Hartig, 6:00pm.
- 11<sup>th</sup> – Affordable Connectivity Program (ACP) workshop, 10:00am.
- 15<sup>th</sup> – Armchair Travel - Vietnam & Cambodia River Cruise, 6:00pm.
- 18<sup>th</sup> – GameQuest – 10 Hours of Gaming, 10:00am-7:00pm.
- 23<sup>rd</sup>-25<sup>th</sup> – Closed for Thanksgiving Holiday.
- 28<sup>th</sup> – ACP Workshop, 1:00pm.

December:

- 1<sup>st</sup> – Art @ the Library, 5:00-8:00pm.
- 2<sup>nd</sup> – Cookies with Santa, 11:00am-2:00pm
- 2<sup>nd</sup> – Jingle & Mingle Face Painting, 11:00am-2:00pm.

## Monthly Statistics - September 2023

### Net Promoter Score\*: 74



**Physical Library Visits**

LY Month	4,091
TY Month~*	3,947
YTD	18,794


**Library Card Holders**

	City	Hastings Twp	Rutland Twp	Non-Resident
Total	2,998	840	1,125	88
New	33	13	10	-




**Volunteer Hours**

LY Month	172
TY Month	73
YTD	327



**Item Circulation**

	Children's	Non-Children's	Mobile	Total
LY Month	3,164	3,040	585	6,789
TY Month	3,124	3,001	500	6,625
YTD	9,695	9,494	1,565	20,754



**Wireless Sessions**

LY Month	1,052
TY Month	1,157
YTD	3,303

**Inter-Library Loans**

	To HPL	From HPL	Total
LY Month	544	435	979
TY Month	319	305	624
YTD	1,159	1,062	2,221



**Library of Things**

	TY Month	YTD
LOT	37	106
Hotspots	17	81
Museums	0	0


**Virtual Programs**

	Offered	Attendance
TY Month	-	-
YTD	-	-


**In Person Programs**

	Offered	Attendance
TY Month	31	366
YTD	89	1,340



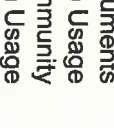
**Digital Downloads\*\***

	LY Month	TY Month	YTD
	1,609	1,936	6,163



**Computer Sessions**

	Adult	Kids	Teen	MI Room
LY Month	365	45	41	2
TY Month	436	63	132	10
YTD	1,338	329	354	15



**Miscellaneous**

	TY Month	YTD
Pinch Documents	286	549
Study Room Usage	16	67
Non-HPL Community Room Usage	10	39

**Websites**

	Sessions	Users	Page Views
HPPL	1,956	1,202	3,859
	TY Month	2,394	1,572
	YTD	6,932	4,497
BCHP~	455	137	5,284
	TY Month	1,344	394
	YTD	1,344	14,045

~ BCHP = Barry County History Portal went live in November 2022; no data for June 2023 due to a website upgrade  
 ~\* North people tracker did not record entry/exit for most of September due to human error; stats are understated  
 \*\* Removed Hoopla effective July 2023  
 \* Net Promoter Score based on patron feedback on weekly email survey (started week of 8/15/21); 80+ = world class, 50-79 = excellent, 20-49 = favorable, 0-19 = good

# Hastings Public Library

## Library Materials Challenge Policy

Hastings Public Library materials are selected through the process described in the Library's Collection Development Policy. The Library acknowledges that occasionally patrons may have complaints or concerns about individual materials or categories of materials in the Library's collection.

Patrons who object to the presence of certain materials in the collection may submit a Challenge of Library Materials Form to the Library Director. Forms can be obtained at the Library or from the library's website.

This Library Materials Challenge Policy defends the freedom to read, view, and hear. No material shall be removed from the collection except under the procedure given here.

### Initiating a Challenge

For a challenge to be considered:

- 1) The complainant must be properly identified on the Challenge of Library Materials Form and
- 2) The form must be completed in full.
- 2)3) Complainants must have read/viewed/listened to the challenged item in its entirety.

No action shall be taken before the challenge is brought to the Director. Challenged material shall not be removed from the library's collection until a final decision is made by the Director or the Board of Trustees ("Board") as necessary.

The Library will not consider the removal of an item on grounds of obscenity or for any other reason covered by law unless a court of competent jurisdiction has ruled against it. An item will be considered for removal only once every 365 days effective from the date of any previous determination from the Director or Library Board for the same item~~An item will be considered for removal only once in a twelve-month period.~~

### The Challenged Material Review Process

Once a Challenge of Library Materials Form is received, the Director will:

- Read, listen to, or view the material in its entirety,
- Consider the specific objections voiced by the complainant,
- Weigh the values and faults of the challenged material as a whole in itself and in relation to the collection,
- Consider what literary critics and reviewers think of the material,
- Consider the challenged material in relation to the Collection Development Policy.

The Director will respond to the complainant in writing within thirty (30) days of receipt of their form. If the complainant or other patron has the material in question checked out,

# Hastings Public Library

## Library Materials Challenge Policy

the Director will not begin the evaluation process until the material is returned and available for review. The thirty (30) day response window will then begin at that point.

The Director's response will include their decision and recommended action regarding the challenged material, along with information on how to appeal the decision to the Board, if desired. The Director may:

- Retain the challenged material in the collection,
- Retain the challenged material, but move it to another location,
- Withdraw the challenged material.

### **Appealing to the Library Board**

If the complainant wishes to appeal the Director's decision to the Board, they shall write to the Board President, in care of the Library, including a copy of the original Challenge of Library Materials Form, and an explanation as to why they feel the Director's response is not adequate.

If the complaint is received at least ten (10) days prior to the next regularly scheduled board meeting, discussion on the complaint will be added to that meeting's agenda. If the complaint is not received in time, the Board may defer discussion to the following regularly scheduled meeting. The Board President will inform the complainant in writing as to the date, time and place of the meeting where the matter will be discussed.

### **Library Board Challenged Materials Review Process**

Once a Challenged Material discussion is on the agenda, the Board shall decide by a majority vote of the members present, whether it wishes to further consider the challenge. If the Board votes to consider the matter further, an ad hoc review panel will be selected by the Board President to evaluate the challenged material, and the matter will be placed on the agenda for a regular meeting within sixty (60) days for a final Board vote.

If the Board does not vote to consider the request further, the matter is closed.

### **Ad Hoc Review Panel**

The ad hoc review panel is composed of at least three members of the Library's Board of Trustees. Members of the review panel will individually:

- Read, listen to, or view the material in its entirety,
- Consider the specific objections voiced by the complainant,
- Weigh the values and faults of the challenged material as a whole in itself and in relation to the collection,
- Consider what literary critics and reviewers think of the material,
- Consider the challenged material in relation to the Collection Development Policy.

# Hastings Public Library

## Library Materials Challenge Policy

After coming to individual conclusions, the committee will meet to discuss the material and recommend one of several actions to the Director and the full Board, with reference to the fundamental principles of intellectual freedom:

- Retain the challenged material in the collection,
- Retain the challenged material, but move it to another location,
- Withdraw the challenged material.

At a scheduled regular meeting of the Board of Trustees within sixty (60) days of agreeing to review the complaint, the ad hoc review panel will present their recommendation to the Board for consideration. The Board President will inform the complainant in writing as to the date, time and place of the meeting where the matter will be decided. At this meeting:

- The Board of Trustees shall vote on the disposition of the challenged material.
- A consensus vote of the Board members present equal to or greater than a full Board majority is required to remove materials from the Library's collection, to move materials from one location to another, or to otherwise restrict access to materials.
  - For example, if the board consists of nine (9) members and seven (7) are at the meeting to vote, if five (5) vote yes/no and two (2) vote no/yes, the five (5) represents a majority of the full Board and the vote is valid.
  - If the vote was four (4) to three (3), the vote is not valid as absent Board members could still impact the outcome.
- If the full Board is not able to attend the meeting and/or a majority consensus vote cannot be obtained, the vote will be delayed to the next meeting and the complainant notified.

The decision of the Board of Trustees is final. Whatever the decision, the principles of the Library Bill of Rights will be reiterated, as well as how the decision is in accordance with those principles.

# Hastings Public Library

## Library Materials Challenge Policy

### Challenge Request for Reconsideration of Library Materials Form

Name of Complainant:

\_\_\_\_\_

Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Do you have an active Hastings Public Library Card? Yes / No

Have you read Hastings Public Library's Collection Development Policy? Yes / No

Have you read Hastings Public Library's Library Materials Challenge Policy? Yes / No

Are you making this challenge as: an individual, or the representative of an organization.

If you are speaking on behalf of an organization, give the name and address of the organization:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What type of item are you challenging? **(Please fill out a separate form for each item challenged)**

Book      Audiobook      Video      Magazine      Newspaper      Other:

\_\_\_\_\_

Is the item: physically at the Library, or in electronic/digital form

If electronic, which service is it on (i.e. [Hoopla](#), Libby, etc.): \_\_\_\_\_

Was this material required by a class, for work or other such activity? Yes / No

Title of Item:

\_\_\_\_\_

Publisher/Distributor: \_\_\_\_\_ Date of Publication or Release: \_\_\_\_\_



# Hastings Public Library

## Library Materials Challenge Policy

Author (if applicable):

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What brought this item to your attention?

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Is your objection to this item based upon your own exposure and reaction to it, upon complaints about it made directly to you by others, or upon reports you have heard about it?

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Have you read, viewed, or listened to this item in its entirety? Yes / No  
If not, what portion have you read, viewed, or listened to? (List portions by page number(s), time into video, or other identification)

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To what specific aspects of the item do you object? Cite specific pages, passages, or scenes. Can you suggest any materials to provide additional information or other viewpoints on this topic? Attach additional pages if necessary.

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What harmful effect do you feel might be/were the result of reading/viewing/listening to this item?

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Do you believe this item serves any of the following purposes?

- Promotes understanding of other cultures or lifestyles? Yes / No

Promotes discussion of societal issues? Yes / No

• \_\_\_\_\_

# Hastings Public Library

## Library Materials Challenge Policy

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Signature of Complainant

Date