



LIBRARY BOARD OF TRUSTEES

Meeting Agenda

December 1, 2025 4:30pm
Community Room

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

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

Topic	Pages	Motion & Vote
1. Call to order		
2. Agenda	pp. 1-2	<input checked="" type="checkbox"/>
3. Approval of Minutes		
a. November 3, 2025	pp. 3-4	<input checked="" type="checkbox"/>
4. Correspondence		
a. n/a		
5. Financial Reports		
a. October 2025 Revenue & Expense with Notes	pp. 5-8	<input checked="" type="checkbox"/>
b. October 2025 Invoice Recap	pp. 9-10	
6. Library Director's Report		
a. November 2025	pp. 11-17	
b. November 2025 Infographic	p. 18	
7. Committees		
a. Budget and Finance: n/a		
b. Building and Grounds: n/a		
c. Personnel: n/a		
d. Policy: n/a		
e. Marketing: n/a		



8. Unfinished Business		
a. n/a		
9. New Business		
a. Interim Board President Election for January 2026		
b. 2026 Holiday Closures	p. 19	<input checked="" type="checkbox"/>
c. 2026 Board Meeting Dates	p. 20	<input checked="" type="checkbox"/>
d. Strategic Plan Marketing	p. 21	
e. End of Year Solicitation	pp. 22-23	<input checked="" type="checkbox"/>
f. 2026 Summer Library Program	p. 24	
10. Public Comments		
11. Board Member Comments		
12. Adjourn		

Hastings Public Library Board of Trustees
DRAFT Minutes
Date: November 3, 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, Amanda Mattson, Ann Devroy, Ellyn Main, Rebecca Lectka, and Cloe Oliver. Not present were Ann Devroy and Carol Dwyer.
- Also present was David Edelman and Tess Allerding.

2. AGENDA:

- 3. MINUTES:** Cloe Oliver motioned to approve the October 6, 2025, minutes, seconded by Sam Cale. Motion approved.

4. FINANCIALS

- a. September invoices and Budget Report: Cloe Oliver motioned to approve the financials, seconded by Ellyn Main. Motion approved.

5. LIBRARY DIRECTOR REPORTS

- a. October 2025
- b. October 2025 Infographic

6. COMMITTEES

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

7. UNFINISHED BUSINESS: None

8. NEW BUSINESS:

- a. Strategic Plan: Rebecca Lectka motioned to consider approving the Strategic Plan communication documents, seconded by Sam Cale. Motioned approved.
- b. 2026 Board
Term Continuation, no members are at term in 2026
2026 Officers to be elected in January 2026
- c. Building updates
 - 1. Roof update: moisture survey came back with good overall results
 - 2. Window update: BCG performed testing in the kids' area.
BCG will be pulling windows and caulk in the kids' area. Then they will redo the plugs, caulk, reinstall windows, and perform testing again.

9. PUBLIC COMMENTS

10. BOARD MEMBER COMMENTS

11. NEXT MEETING

- Next board meeting on Monday, December 1, 2025, at 4:30 p.m.

12.ADJOURNMENT: Meeting was adjourned at 5:16 p.m.

DRAFT

HASTINGS PUBLIC LIBRARY
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2025
 34 % OF THE FISCAL YEAR HAS ELAPSED

FUND 271 - LIBRARY FUND

OPERATING REVENUES	Fund	THIS MONTH ACTUAL 31-Oct-25	THIS YEAR FISCAL YTD 31-Oct-25	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-Oct-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	205	74,540	435,000	17%	(637)	400,000	0%	423,095
271-100-649-000	PRINTING/FAX FEES	703	3,305	8,100	41%	3,103	8,100	38%	9,460
271-100-651-000	NON-RESIDENT FEES	25	175	850	21%	625	850	74%	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	234	742	1,200	62%	552	1,200	46%	1,491
271-100-665-000	INTEREST EARNED ON DEP & INVST	3,617	9,998	10,000	100%	8,531	12,000	71%	22,432
271-100-667-000	FACILITY RENTALS	20	460	1,200	38%	725	1,100	66%	1,475
271-100-672-000	OTHER REVENUE	318	1,850	2,000	93%	726	4,000	18%	3,149
271-100-674-000	PRIVATE CONTRIBTNS & DONATIONS	613	7,617	18,000	42%	7,749	15,000	52%	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	180,124	180,124	100%	-	173,196	0%	173,196
TOTAL OPERATING REVENUES		185,859	303,030	709,941	43%	48,867	673,516	7%	794,126

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL 31-Oct-25	THIS YEAR FISCAL YTD 31-Oct-25	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-Oct-24	REVISED BUDGET 2024-2025	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-702-000	FULL-TIME WAGES	8,760	36,995	113,880	32%	34,166	111,059	31%	109,815
271-790-703-000	ADMINISTRATR/SUPERVSR SALARIES	3,846	17,309	50,003	35%	19,808	74,913	26%	75,534
271-790-704-000	PART-TIME WAGES	9,620	36,539	114,977	32%	32,167	102,271	31%	113,623
271-790-704-010	PART-TIME WAGES- LIBRARY MAINT	1,187	3,892	7,560	51%	5,036	16,119	31%	11,844
271-790-709-000	SOCIAL SECURITY TAXES	1,815	7,354	21,910	34%	6,971	23,471	30%	23,891
271-790-712-000	CASH IN LIEU OF BENEFITS	369	1,661	2,400	69%	831	2,400	35%	3,507
271-790-713-000	OVERTIME	6	39	50	78%	6	50	12%	133
271-790-716-000	MERS DEFINED CONTRIBUTIONS	530	2,411	6,277	38%	1,693	4,997	34%	5,914
271-790-717-000	MERS DEFINED BENEFIT PLAN	-	-	-	0%	19,482	60,505	32%	46,464
271-790-717-010	MERS DEFIND BENEFIT HYBRID PLN	783	3,458	10,111	34%	2,222	6,108	36%	7,511
271-790-718-000	HEALTH INSURANCE - PREMIUMS	2,645	9,114	53,976	17%	16,911	55,340	31%	42,702
271-790-718-010	HEALTH INSURANCE - HSA	171	685	2,054	33%	1,062	-	0%	2,700
271-790-719-000	DENTAL INSURANCE PREMIUM	242	969	3,571	27%	1,150	3,503	33%	3,180
271-790-724-000	LIFE INSURANCE	38	150	510	29%	160	485	33%	465
271-790-751-000	PROCESSING SUPPLIES	48	909	1,400	65%	208	1,400	15%	938
271-790-756-000	REPAIR & MAINTENANCE SUPPLIES	-	13	350	4%	73	350	21%	119
271-790-760-000	MAINTENANCE SUPPLS - CUSTODIAL	129	158	438	36%	361	350	103%	706
271-790-761-000	BUILDING SUPPLIES	170	427	1,650	26%	928	1,500	62%	2,497
271-790-762-000	WELLNESS/MEDICAL SUPPLIES	-	7	275	3%	349	225	155%	357
271-790-765-000	SMALL TOOLS	7	43	-	0%	-	-	0%	26
271-790-766-000	DISPOSABLE TECHNOLOGY	80	455	1,750	26%	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	76	932	3,250	29%	1,590	2,750	58%	3,969
271-790-772-000	PROMOTIONS SUPPLIES	-	-	300	0%	-	300	0%	302
271-790-777-000	OFFICE SUPPLIES	-	194	850	23%	236	1,350	17%	1,091
271-790-778-000	PAPER	-	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	30	2,120	7,788	27%	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	3,600	14,400	25%	2,400	14,400	17%	14,400
271-790-812-000	PRE-EMPLOYMENT SCREENINGS	-	-	350	0%	151	350	43%	867
271-790-813-000	DELIVERY SERVICES	776	1,498	2,700	55%	1,363	2,800	49%	2,807
271-790-816-000	SECURITY SERVICES	-	300	325	92%	300	325	92%	300
271-790-817-000	LAKELAND LIBRARY CO-OP SERVICE	786	1,426	2,900	49%	1,342	2,900	46%	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	305	1,858	5,540	34%	1,946	5,485	35%	6,023
271-790-851-000	MAIL/POSTAGE	-	78	250	31%	472	225	210%	472
271-790-852-000	INTERNET/TELECOMM SERVICES	-	1,515	7,019	22%	2,020	7,020	29%	7,019
271-790-861-000	TRANSPORTATION - MILEAGE REIMB	-	433	940	46%	-	750	0%	175
271-790-879-000	WEBSITE	-	123	1,113	11%	838	935	90%	838
271-790-881-000	ADVERTISING	-	36	1,058	3%	125	1,145	11%	405
271-790-887-000	SPEAKERS/PERFORMERS	100	200	2,000	10%	435	2,500	17%	885
271-790-890-000	ILS FEES	3,088	6,099	14,180	43%	3,011	14,080	21%	11,855
271-790-891-000	LICENSES AND FEES	-	886	860	103%	510	1,905	27%	510
271-790-892-000	SOFTWARE LICENSES	-	-	1,905	0%	644	680	95%	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	-	404	300	135%	-	300	0%	-
271-790-911-000	CONFERENCES	-	1,100	2,850	39%	600	2,200	27%	3,301
271-790-912-000	MEETINGS	75	138	400	35%	-	75	0%	24
271-790-915-000	MEMBERSHIPS	85	295	1,529	19%	210	1,714	12%	1,558
271-790-916-000	DUES AND FEES	578	805	1,435	56%	-	1,435	0%	151
271-790-918-000	WATER/SEWER	531	2,019	5,500	37%	1,966	5,000	39%	5,389
271-790-919-000	WASTE DISPOSAL	50	183	602	30%	200	350	57%	601
271-790-920-000	ELECTRIC	2,154	10,709	28,035	38%	11,649	26,700	44%	26,927
271-790-921-000	NATURAL GAS	159	392	5,500	7%	475	3,000	16%	6,570
271-790-929-000	GROUND'S REPAIR AND MAINTENANCE	-	212	4,500	5%	130	1,800	7%	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	4,690	6,255	6,150	102%	1,888	1,950	97%	49,254
271-790-931-000	EQUIPMENT REPAIR & MAINTENANCE	57	57	1,200	5%	875	2,300	38%	1,043
271-790-933-000	SOFTWARE MAINTENANCE AGREEMENTS	-	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	213	735	29%	358	1,100	33%	717
271-790-941-000	PRINTER/COPIER LEASE/MAINT	1,020	1,020	4,100	25%	1,020	4,100	25%	4,081
271-790-944-000	INSPECTION SERVICES	-	420	680	62%	530	960	55%	1,409
271-790-950-000	COLLECTION SERVICES	10	30	300	10%	49	340	14%	286
271-790-955-000	MISCELLANEOUS	-	120	-	0%	-	-	0%	-
271-790-962-000	LOST/DAMAGED MATERIALS FEES	25	33	100	33%	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	39,520	39,520	110,000	36%	-	11,000	0%	-
271-790-975-010	BLDG & BLDG IMP - NON-DEPRECB	1,800	2,026	-	0%	-	-	0%	-
271-790-978-000	TECHNOLOGY - DEPRECIABLE	-	-	-	0%	461	-	0%	-
271-790-978-010	TECHNOLOGY - NON-DEPRECIABLE	-	19	3,000	1%	2,396	2,000	120%	5,650
271-790-980-000	EQUIPMENT/FURNITURE - DEPREC	-	5,455	-	0%	2,823	-	0%	-
271-790-980-010	EQUIPMENT/FURNITURE - NON-DEPR	4,101	4,718	3,400	139%	111	450	25%	8,794
271-790-982-000	COLLECTION MATERIALS - BOOKS	2,716	6,789	17,000	40%	4,272	17,000	25%	21,028
271-790-982-010	COLLECTION MATERIALS - A/V	331	826	2,250	37%	371	2,250	16%	1,032
271-790-982-020	COLLECTION MATS - BEYOND BOOKS	110	620	1,000	62%	171	1,250	14%	1,146
TOTAL LIBRARY OPERATIONS		94,928	249,577	713,969	35%	220,332	656,799	34%	712,956
TOTAL REVENUE & INCOMING TRANSFERS		185,859	303,030	709,941	43%	48,867	673,516	7%	794,126
TOTAL EXPENDITURES & OUT TRANSFERS		94,928	249,577	713,969	35%	220,332	656,799	34%	712,956
NET REVENUES OVER EXPENDITURES		90,931	53,452	(4,028)		(171,465)	16,717		81,169

October 2025 R&E Notes

		THIS MONTH ACTUAL 31-Oct-25	THIS YEAR FISCAL YTD 31-Oct-25	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	Notes
OPERATING REVENUES	Fund					
271-100-665-000	INTEREST EARNED ON DEP & INVST	3,617	9,998	10,000	100%	Budget was a guess from the city; we expect to see double or more this FY

		THIS MONTH ACTUAL 31-Oct-25	THIS YEAR FISCAL YTD 31-Oct-25	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	Notes
LIBRARY OPERATIONS	Fund					
271-790-930-000	BUILDING REPAIR & MAINTENANCE	4,690	6,255	6,150	102%	roof leak repair, sprinkler system, repair, community room divider maintenance
271-790-975-000	BLDNGS AND BUILDING IMP - DEPR	39,520	39,520	110,000	36%	battery backup (under the \$50K budgeted)
271-790-980-010	EQUIPMENT/FURNITURE - NON-DEPR	4,101	4,718	3,400	139%	new signs were \$3,700

HASTINGS PUBLIC LIBRARY
Invoices for October 2025
Prepared for the December 1, 2025 Board Meeting

Account Name	Vendor	Amount	Total	Notes
Salaries & Wages			\$ 23,788.14	
Social Security Taxes			\$ 1,814.56	
Fringe Benefits			\$ 4,409.30	
Total Wages and Benefits:			\$ 30,012.00	
Supplies			\$ 430.35	
	Processing	\$ 47.96		
	Building/Repair/Maint	\$ 299.53		
	Programming	\$ 75.87		
	Small Tools	\$ 6.99		
Collection Materials - Books			\$ 2,715.87	
	Baker & Taylor	\$ 88.16		
	Brodart	\$ 823.28		
	Amazon	\$ 1,081.29		
	Junior Library Guild	\$ 60.00		
	ABDO	\$ 543.20		
	Cengage Large Print	\$ 119.94		
Collection Materials - AV			\$ 331.36	
Collection Materials - Library of Things			\$ 110.02	
Utilities & Services			\$ 3,199.58	
	City - water & sewer	\$ 531.28		
	Consumers - electric	\$ 2,154.38		
	Consumers - natural gas	\$ 158.90		
	Fusion Land Lines	\$ 304.97		
	Granger Waste Services	\$ 50.05		recycling
Contracted IT Services			\$ 1,200.00	monthly IT
Building Repair & Maintenance			\$ 4,690.00	
	VFP Fire Systems	\$ 2,565.00		sprinkler system repairs
	Bareman & Associates	\$ 625.00		Community Room divider maintenance
	Weatherproofing Technologies	\$ 1,500.00		Roof leak repair
Lakeland Lib. Co-op Services			\$ 4,650.35	Quarterly costs
	Delivery charges	\$ 776.00		
	Admin. services	\$ 786.10		
	ILS Fees	\$ 3,088.25		
Disposable Technology			\$ 79.99	
Speakers & Performers			\$ 100.00	
Meetings			\$ 74.81	
Membership			\$ 85.00	
	MLA	\$ 85.00		Erin MLA
Dues & Fees			\$ 578.25	
	Kiwanis	\$ 578.25		2 quarters
Equipment Repair & Maintenance			\$ 57.48	
Software Subscriptions			\$ 30.00	Monthly Duo 2-factor authentication for VPN (2FA)
Workers Comp. Insurance			\$ 106.51	
Printer/Copier Lease/Maint			\$ 1,020.24	quarterly
Collection Services			\$ 9.85	
Lost/Damaged Materials Fees			\$ 25.00	patron refund
Bldings & Blding Imp. Depreciable			\$ 39,520.00	new battery backup

HASTINGS PUBLIC LIBRARY
Invoices for October 2025
Prepared for the December 1, 2025 Board Meeting

Account Name	Vendor	Amount	Total	Notes
Bldings & Blding Imp. Non-Depreciable			\$ 1,800.00	electrical work for bathroom automatic doors
Equipment/Furniture - non-depreciable			\$ 4,101.44	\$3,781 for new signs
Total Invoices (without wages & benefits):			\$ 64,916.10	



Library Director's Report - November 2025 December 1, 2025 Board Meeting

Highlights

After seeing a presentation at the Michigan library Association's conference at the end of October, HPL has become a member of the Sustainable Libraries Initiative, and as an MLA member, we received a free year. SLI provides resources to help with sustainability, environmental stewardship, policy development, programming, and more. We will evaluate the effectiveness of the membership to see whether we want to pay for it in future years. You can learn more at <https://www.sustainablelibrariesinitiative.org>.



On November 5, I attended the 2025 Barry County Economic Success Summit sponsored by the Barry County Chamber of Commerce. Hearing about county-wide initiatives was quite instructional, and the discussion on economic conditions as explained by a GVSU economist was enlightening. It looks like there are still challenging times ahead, but the county is positioned to weather them better than many of our surrounding peers due to our lower reliance on the auto industry.

I also had the unique opportunity to attend a panel discussion with Michigan Attorney General Dana Nessel, one of her lead attorneys, Randy Riley, the Librarian of Michigan, Dillon Geshel, the interim Director of the Michigan Library Association, Lance Werner, Director of KDL, Jenny Marr, President of the MLA Board, and Carol Dawe, Director of the Lakeland Library Cooperative. It was interesting to hear AG Nessel's perspective on federal attempts to cut library funding, on book banning, and how the AG's office decides what court cases to pursue. She came across as a strong library supporter.



On November 12, Erin attended the weekly Kiwanis meeting and presented our plan for the revamped 2026 Summer Library Program. The group seemed engaged and we've already had a few offers for experience prizes from the members.

Building Updates

Winter Prep: Harder & Warner prepped the landscaping for winter, including trimming trees and bushes, pulling dying milkweed, and some light weeding. Kenowa winterized the irrigation system.

Project Updates

Strategic Planning: The marketing plan has been finalized and will be presented to the board in December. The staff is finalizing action plan items for 2025.



Automatic Bathroom Doors: Installation was mostly completed November 25 for all three downstairs bathrooms. The family restroom still needs one part, and the installer used the wrong button boxes. S. A. Morman should be out the week of 12/1 to correct this and complete the installation.

Windows: BCG remediated the windows in the children's rotunda and started on the picture book/Michigan Room wall. A new test will be conducted once complete to measure the changes for effectiveness before moving on to the rest of the windows in the building.

Training

Here is what the staff did in September:

- Michigan Library Association Annual Conference: Erin, Tess and David all attended MLA at the end of October in Lansing. There were many takeaways from the training sessions, including: ideas for "swap" programs, some AI insights, new employee onboarding, collection organization, proactive community engagement and website ideas, and much more. We plan to work some of the learnings into action plan items during 2026.
- Email Marketing: Barbara attended this webinar and picked up a lot of tips to improve our marketing. This fits perfectly with our strategic commitment to look at marketing as a whole.
- Expanding Possibilities - Public Libraries and Adult Learning: Barbara attended and had many takeaways. See her report for more information.

Assistant Director Tess Allerdin's Report

November has been an extremely busy month for me. Since Chloe had her baby and went on maternity leave at the end of October, many of her duties have been shifted back to me. While desk staff have helped with Library of Things tracking and running some reports, I have taken back over hotspot tracking, room reservations, MeLCat reports, damaged items, overseeing the inventory project, and supervising the library assistants.

At the end of October, I attended the annual MLA conference in Lansing with David and Erin. Many of the breakout sessions I attended covered topics of employee onboarding, retention, and wellness. I also attended a couple of sessions about different ways to organize non-fiction collections that are more user-friendly for patrons. Senior staff has not yet had a chance to debrief on what we learned at MLA, but I picked up some ideas that I would like to try regarding employee onboarding, including having more clear guidelines on when we would like new staff to achieve certain tasks. I am also interested in further exploring some of the ideas that were presented about re-organizing non-fiction using a system other than the Dewey Decimal system. That is not a project I plan to undertake soon, but it is definitely something I want to think about in the future!

I have been making my way through the online Making a Collection Count training that I signed up for and received funding from the Library of Michigan to participate in. The training will be wrapping up in the next couple weeks, and I have learned some really great things about collection management and development that I would like to employ here. One of my biggest takeaways so far is looking deeper into items that have not circulated recently, and asking why they haven't. The information in them may be outdated, they may be in poor condition and patrons do not want to bring them into their homes, or they may just not be of interest to our community. On the flipside, if



we have a really old book that has circulated a lot, we can ask questions about why that is. Is the information outdated, but it's the only thing we have on the topic, so patrons are just making do? Or is it truly an enduring work and we may need to buy a new copy? This training has really inspired me to look more closely at our collection, and not automatically weed an item just because it has not circulated recently; it has prompted me to ask why. I have really enjoyed the teacher of the class, and I'm looking forward to what other insight she will share over the coming weeks.

Sometime over the last month or so, Erin had mentioned a grant through the American Library Association that her previous library had been awarded twice: The Libraries Transforming Communities grant. This grant is for rural libraries to help them increase their accessibility for those with disabilities. We all agreed that it is something we would like to try and go after, as we could be awarded either \$10,000 or \$20,000. I have been working on a draft for the grant, and have contacted The Ability Collective of Barry County and the Barry ISD for letters of support. Our application is due December 11th, and we should hear back by March if we have been awarded.

By time you read this, we will be quickly approaching Holiday Market! I have 45 booth spaces this year, with a good variety of new and returning vendors. We decided to create a simple map listing all the vendors to hand out to shoppers the day of the event, in hopes of driving more traffic to the vendors on the second floor. I am also working on a presentation that we can play on our interior TVs during the event to showcase what the vendors are offering, in hopes of boosting traffic and sales.

Youth Librarian Erin Quada's Report

At the very end of October, I applied for a grant through BCF in partnership with The Ability Collective of Barry County. Our hope is to provide STEM programming for teens of all abilities. I haven't heard back from the committee yet. Other community partnerships continue to help us round out youth programming and provide different expertise and insights. I spoke at Kiwanis about our plans for revamping our Summer Library Program. The Kiwanians offered several ideas for programs and some expressed a willingness to give their time and talents for experience-based prizes. I attended the Lakeland Summer Reading workshop, held in Zeeland at Howard Miller Public Library. I networked with other Lakeland librarians, gained ideas for programs for summer 2026, and chatted with some organizations/performers that offer programs during the summer months.

Programs

- In November we began offering a passive Hot Cocoa Hour in the teen room where tweens and teens can help themselves to a cup of hot chocolate to sip and warm up while using the space. It has become popular offering and the kids are appreciative.



- On November 1 we partnered with 4H of Barry County and offered a Día de los Muertos celebration where people of all ages could learn about the Latin holiday, create a variety of items to create an ofrenda (alter) to honor and remember their family and friends that have passed. All 28 people that attended appreciated the experience and many stayed for the majority of the time.



- We hosted our first Sensory Hours with an hour for three different age groups: kids, teen, and adult. Parents of kids expressed their surprise and appreciation for having the program and offered a couple suggestions. We had two teens that stayed for the entire hour and utilized both the active and quiet sides of the Community Room. This was a great learning experience for us as it became clear that some items we provided will work better as collection items in Library of Things and some for general use in the Library.
- We held a Family Movie Night on the 14th and showed Dog Man. We had several families and individuals of all ages attend. After the movie we drew tickets to give away copies of books by Dav Pilkey (author of Dog Man) that we had received as part of a package for the promotion of Children's Book Week (Nov. 1-8). Everyone walked away with something as we also gave out Dog Man pencils and posters.



Marketing and Programming Coordinator Barbara Haywood's Report Events Summary

Book Release Party — *Hibernating Combine* by Katie Christie

Date: October 28, 2025 | **Attendance:** 30

Partner: Earful of Agriculture

HPL hosted local children's author Katie Christie for the release of her new book, *Hibernating Combine*. The celebration featured a live read-aloud, themed crafts, sensory bins, and farm-inspired activities, along with a book signing. This free, family-friendly event supported literacy, creativity, and agricultural education.



Upcycle T-Shirt Bag Workshop

Date: November 1, 2025 | **Attendance:** 12 participants (2 teen)

Partner: Barry County Earth Alliance

Participants at this no-sew t-shirt bag workshop, learned simple upcycling skills and ways to reduce textile waste. The Barry County Earth Alliance also pre-cut t-shirts donated by the SHACK during the event to prepare take-and-make packets for April's Earth Day. Attendees left with completed reusable bags and practical sustainability tips.

MI Michigan Story Podcast Open Mic Night

Date: November 4, 2025 | **Attendance:** 5 (including 1 elementary-age participant)

Partner: MI Michigan Story Podcast (can be reviewed at <https://mimichiganstory.com/>)

We hosted a MI Michigan Story Podcast Open Mic Night, where community members were invited to share real, personal stories from their lives. Known for showcasing heartfelt, funny, and memorable narratives, MI Michigan Story brought its engaging live format to the library, with the host drawing out true stories from both youth and adult participants.



Attendees listened, connected, and contributed, celebrating the power of personal storytelling to bring people together and reflect the diverse experiences of Michiganders.



Bring your Michigan stories to our next Open Mic Night on December 9 at 6pm.

Holiday Fused Glass Class — Hastings Public Library

Date: November 12, 2025 | **Attendance:** 26

HPL hosted a hands-on fused glass art class led by local artist Beth Tidd. Participants designed and created their own holiday-themed décor in a fun, creative, and engaging evening workshop.



Marketing & Programming Summary

Work continues on newsletters, calendars, and streamlining outreach, while also exploring effective promotional strategies. Hannah Klein is supporting newsletter and calendar review and coordination. Additional focus is being placed on planning new and varied programs for the upcoming winter and spring seasons, as well as preparing for both winter and summer program initiatives.

Recent professional development included attending the virtual program **“Effective Email Marketing Strategies for Libraries”** presented by Cordelia Anderson. Key takeaways emphasized shifting the mindset from viewing library emails as marketing to seeing them as **public service**, and personalizing communication so messages feel directed to “you.”

Another virtual program, **“Expanding Possibilities: Public Libraries and Adult Learning,”** highlighted significant barriers adults face—limited time, scheduling conflicts, lack of digital access or skills, transportation challenges, and childcare needs. Libraries also struggle with constraints, most notably insufficient funding (52.6%) and lack of staff (70.5%), with all major barriers connecting back to funding. Inspiring program ideas shared included Excel Adult High School (offering diplomas rather than GEDs), a Tech Week to highlight digital training with partnership providing refurbished devices, a Photo Walk class using cell phones, and a “How to YouTube Learn” workshop.

Do you, as individual board members, have hobbies, special interests, or skills you might be willing to share as a future library activity or program?

Circulation Supervisor Chloe Lewis’ Report

Chloe is out on Maternity Leave.



Upcoming Programs and Events – November 2025

- 3, Wednesday, 2pm: Library Apps – Digital Literacy
- 5, Friday, 5-8pm: Holiday Market
- 6, Saturday, 11am-2pm: Cookies with Santa
- 6, Saturday, 11am-2pm: Face Painting
- 9, Tuesday, 3:30pm: Cake in a Mug – Youth Grades 6-12
- 9, Tuesday, 6pm: MI Michigan Story
- 10, Wednesday, 3:30pm: Build Bash – Youth and Families
- 15, Monday: Tiny Art Show Canvas Pickup Begins
- 19, Friday, 11:30am: Youth Movie - Grades 6-12
- 29, Monday, 6pm: Visual Storytelling and Tiny Art

Remember the Library is closed 12/24 – 12/25 for Christmas, closes at 3pm on 12/31 for New Year's Eve, and is closed New Year's Day, 1/1.

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 - October 2025

Net Promoter Score*: 79



Physical Library Visits

LY Month	3,713
TY Month	6,757
YTD	24,725



Library Card Holders

	City	Hastings Twp	Rutland Twp	Non-Resident
Total	2,818	838	1,090	91
New	23	11	10	1



Volunteer Hours

LY Month	142
TY Month	105
YTD	704



Item Circulation

	Children's	Non-Children's	Mobile	Total
LY Month	2,551	2,623	-	5,174
TY Month	2,468	2,439	-	4,907
YTD	10,871	10,397	377	21,645



Wireless Sessions

LY Month	1,190
TY Month	1,042
YTD	4,122



Inter-Library Loans

	To HPL	From HPL	Total
LY Month	462	356	818
TY Month	473	415	888
YTD	1,824	1,827	3,651



Library of Things Circs

	TY Month	YTD
LoT	51	210
Hotspots	31	105
Museums	0	2



Programs

	Youth		Adult & General	
	Offered	Attendance	Offered	Attendance
TY Month	22	430	16	330
YTD	74	1,411	50	848



Digital Downloads

LY Month	2,388
TY Month	3,344
YTD	11,544



Computer Sessions

	Adult	Kids	Teen	MI Room
LY Month	446	137	135	2
TY Month	372	142	91	3
YTD	1,729	779	260	9

Miscellaneous

	TY Month	YTD
Princh Documents	290	1,221
Study Room Usage	42	203
Non-HPL Community Room Usage	29	90



Websites

		Sessions	Users	Page Views
HPL	LY Month	2,302	1,709	3,492
	TY Month	4,211	3,546	5,648
	YTD	11,760	9,024	17,508
BCHP	TY Month	745	624	2,797
	YTD	922	723	4,109



December 1, 2025
Library Board of Trustees Meeting

Proposed 2026 Holiday Closures

The current Personnel Policy states that the Library is closed for the following holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Friday After Thanksgiving
- Saturday After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve (Library closes at 3pm)

No Board vote is required to approve the above days.

HPL does not close for all federal holidays, but the Board can designate additional days if desired. The City of Hastings also typically closes for these holidays:

- Good Friday (Friday, April 3 in 2026)
- Veteran's Day (Wednesday, November 11 in 2026)

My suggestion is to add Veteran's Day as a closed day to honor those who have served. This is always on November 11, but the day of the week varies.

Respectfully,

David Edelman
Library Director



December 1, 2025
Library Board of Trustees Meeting

Proposed 2026 Board of Trustees Meeting Dates

The Board of trustees typically meets on the first Monday of each month at HPL. Based on holiday timing and if meetings will be too close together, several meetings are frequently shifted. The full schedule needs to be posted for the public by the start of 2026, so meeting dates need to be solidified. Changes during the year will be communicated to the public when necessary.

Proposed 2026 dates are:

- January 5
- February 2
- March 2
- April 6
- May 4
- June 1
- July 6
- August 3
- August 31
 - Labor Day is on the first Monday in September on the 7th, so a meeting on September 14 is very late and only 3 weeks from the October 5 meeting.
 - August 31 is 4 weeks from August 3.
- October 5
- November 2
- December 7



December 1, 2025
Library Board of Trustees Meeting

2026-2029 Strategic Plan - Marketing Plan

The Sr. Staff has identified the below tactics for promoting and publicizing the new Strategic Plan.

- Press Release: to be sent to The Banner/Reminder thanking the community for their input and discussing the plan at a high level.
- Road Show: multiple people will promote the plan to other organizations and key partners in targeted presentations. Some of the partners include the Barry Community Foundation, Kiwanis, Rotary, and the Commission on Aging.
- Flyer: we will create a half-sheet promo flyer to leave with partners and have available at the library highlighting the executive summary version of the plan.
- Website: the plan will reside on a dedicated web page and be featured periodically.
- Social Media: we will post to Facebook and other channels as they become available.
- Email: we will email all library users thanking them and highlighting the plan.
- In-Library Signs: 11x17 signs will be posted with high-level information and a QR code leading to the website.
- Copies of the Plan: we will place a few binders around the library with the entire plan for patrons to browse through.



December xx, 2025

Name
Address
Hastings, MI 49058

Dear

On behalf of the entire staff, I want to thank you for your past support of the Library and the work we do to serve our shared community. Together, we have made a difference.

One of the Library's commitments in our new Strategic Plan is continuing to improve accessibility and wellness. We are adding new items to help those with sensory challenges, have new large print sections for youth, and just completed installation of automatic door openers on all three downstairs bathrooms. Most of this was achieved with financial assistance from people like you.

We have identified several new improvements to further enhance the library's accessibility and to provide new resources. First, we want to install a filtered water bottle filling station downstairs at the water fountains. We have many patrons with water bottles, and Thornapple Trail walkers frequently stop in for refills. A refill station will not only encourage bottle use, and reduce plastic waste, but make it easier for everyone, including those with mobility challenges, to fill up and stay hydrated.



We also want to purchase a sensory light table and associated accessories for the children's area. Light tables are a wonderful way to engage and encourage interaction with patrons of all ages. Not only do they offer versatile learning and play opportunities, they provide sensory stimulation, can reduce anxiety, and help develop fine motor skills.

We need your help!

Will you please donate to support our continuing efforts to improve accessibility and wellness at HPL? Your assistance will help library patrons get easier access to water to stay hydrated and provide a light table for kids of all ages to learn, play, and grow.



Thank you for helping us make a difference here in Hastings.

Sincerely,

A handwritten signature in black ink, appearing to be "D Edelman", with a long, sweeping horizontal line extending to the right.

David Edelman
Library Director

P.S. Please return the enclosed donor card with your gift to help make a difference in the lives of everyone in our community.



ADVENTURE awaits_{AT HPL}

Summer Library Program

What is a Summer Library Program?

- Just like summer reading, but more!
- Encouraging members of the community to read, but also to try new experiences and explore the local area.

2026 Goals

- Focus on reading and learning for all ages
- Less 'stuff' and more experiential prizes
- Encouraging learning through experience
- Promote community exploration

How to be involved

- Partnerships
 - Programming, expertise, idea sharing
- Donations
 - Sponsorship or monetary donations
 - Branded swag from your organization
 - Experience-based prizes
 - Coupons/gift certificates/discounts



Scan here to express your interest in partnering with us.

<https://forms.gle/W7R57wkuqnckckwuPA>

