

# HASTINGS PUBLIC LIBRARY BOARD OF TRUSTEES

## Meeting Agenda

December 4, 2023 4:30pm

Community Room

1. Call to order
2. Agenda p. 1
3. Correspondence - none
4. Approval of Minutes p. 2
  - a. November 6, 2023
5. Financial Reports p. 3-4
  - a. October invoices p. 5-8
  - b. October budget report
6. Library Director's Report p. 9-14
  - a. November
7. Committees
  - a. Budget and Finance
  - b. Building and Grounds
  - c. Personnel
  - d. Policy
  - e. Marketing
8. Unfinished Business
9. New Business p. 15
  - a. Consider approving board meeting dates for 2024 p. 16-19
  - b. Consider approving the bid from DHE Plumbing & Mechanical for a two year contracted for preventative maintenance services on our HVAC system.
  - c. Consider approving the digitization of the majority of the copies of the Maple Valley News we have in our collection for the cost of \$8,427. p. 20
10. Public Comments
11. Board Member Comments
12. Adjourn

**Hastings Public Library Board of Trustees  
Minutes**

**Date: November 6, 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 4:30 p.m.

- Board members present: Jane Cybulski, Jeff Kniaz, Bill Nesbitt, Dave Koons, Audrey Burton, Brenda Stacy, Cloe Oliver, Chloe Kelly. Not present was Kelli Newberry. Jane Cybulski motioned to approve the absence of Kelly Newberry, seconded by Audrey Burton, approved.
- Also present were Peggy Hemerling, David Edelman, and Rebecca Lectka, who will be taking over for Audrey Burton in 2024 as a Rutland Township representative.

**2. AGENDA: Approved.**

**3. MINUTES:** Jane Cybulski motioned to approve the August 28, 2023, minutes, seconded by Bill Nesbitt. Motion approved.

**4. FINANCIALS:**

- a. Report from Chris Bever, City Treasurer
- b. 2022/23 Revenue and Expenditure Summary

**5. LIBRARY DIRECTOR REPORTS: September and October 2023**

**6. COMMITTEES**

- a. Budget and Finance –
- b. Building and Grounds –
- c. Personnel – Had a meeting on October 16, 2023
- d. Policy –
- e. Marketing-
- f. Capital Campaign-

**7. NEW BUSINESS**

- a. Chloe Kelly motioned to approve submitted changes to the Materials Challenge Policy and Requests for Reconsideration Form, Brenda Stacy seconded. Motion approved.

**8. NEXT MEETING DATE**

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

**9. ADJOURNMENT:** Meeting was adjourned at 4:49 p.m.

**HASTINGS PUBLIC LIBRARY****Invoices for October 2023**

Prepared for December 4, 2023 Board meeting

<b>Account</b>	<b>Vendor</b>	<b>Amount</b>	<b>Total</b>
<b>Salaries &amp; Wages</b>			<b>\$ 22,467.30</b>
	October	\$ 22,467.30	
<b>Social Security Taxes</b>			<b>\$ 1,648.52</b>
	October	\$ 1,648.52	
<b>Fringe Benefits</b>			<b>\$ 11,656.83</b>
	Benefits	\$ 11,656.83	
<b>Supplies:</b>			<b>\$ 498.56</b>
	Amazon	\$ 349.50	
	ACE	\$ 143.08	
	Reg Howard	\$ 5.98	
<b>Disposable Technology</b>			<b>\$ 76.78</b>
	Amazon	\$ 76.78	
<b>Program Supplies</b>			<b>\$ 24.98</b>
	Amazon	\$ 24.98	
<b>Electronic Media</b>			<b>\$ (14.45)</b>
	Midwest Tape - Hoopla	\$ (14.45)	
<b>Contracted IT Services</b>			<b>\$ 5,373.00</b>
	Clark Tech. Services	\$ 2,550.00	
	LLC IT services & ILS fees	\$ 2,823.00	
<b>Lakeland Lib. Co-op Services</b>			<b>\$ 1,342.25</b>
	Delivery charges	\$ 640.25	
	Admin. services	\$ 702.00	
<b>Maintenance Contracts</b>			<b>\$ 1,590.00</b>
	T.H. Eifert	\$ 1,590.00	
<b>Telephone &amp; Fax</b>			<b>\$ 252.97</b>
	Fusion	\$ 252.97	
<b>Transportation - mileage reimburs.</b>			<b>\$ 134.08</b>
	Emma Seif	\$ 134.08	
<b>Community Promo &amp; Ads</b>			<b>\$ 104.40</b>
	The Reminder	\$ 104.40	
<b>Conf/wkshop, Profess. Dev, Training</b>			<b>\$ 80.00</b>
	Tess - MCLS workshop	\$ 80.00	
<b>Dues &amp; Fees</b>			<b>\$ 251.25</b>
	Kiwanis	\$ 251.25	
<b>Public Utilities</b>			<b>\$ 2,443.61</b>
	City - water & sewer	\$ 355.26	
	Consumers - electric	\$ 2,003.32	
	Consumers - natural gas	\$ 85.03	
<b>Waste Disposal</b>			<b>\$ 28.98</b>

	Granger Waste Services	\$ 28.98	
<b>Building Repair &amp; Maintenance</b>			<b>\$ 233.06</b>
	TCS Plumbing	\$ 233.06	
<b>Printer/Copier Lease/Maint</b>			<b>\$ 194.81</b>
	Konica Minolta	\$ 194.81	
<b>Collection Services</b>			<b>\$ 49.25</b>
	Unique Management	\$ 49.25	
<b>Lost/Damaged Materials Fees</b>			<b>\$ 23.79</b>
	McBain Community Library	\$ 12.00	
	Muskegon Area District Library	\$ 11.79	
<b>Bldings &amp; Blding Imp.</b>			<b>\$ 134,671.50</b>
	Battle Creek Glass	\$ 134,671.50	
<b>Equipment/Furniture - Deprec</b>			<b>\$ 3,523.90</b>
	TMC Furniture	\$ 3,523.90	
<b>Collection Materials - Books</b>			<b>\$ 2,873.14</b>
	Baker & Taylor	\$ 620.90	
	Amazon	\$ 146.11	
	Scholastic	821.30	
	Cengage	\$ 102.16	
	Rosen	1182.67	
<b>Collection Materials - AV</b>			<b>\$ 112.83</b>
	Amazon	112.83	
<b>Collection Materials - Lib. of Things</b>			<b>\$ 1,405.19</b>
	Amazon	\$ 1,405.19	
<b>Total Invoices</b>			<b>\$ 191,046.53</b>

**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING OCTOBER 31, 2023**

**FUND 271 - LIBRARY FUND**

**OPERATIONS**

**OPERATING REVENUES**

	THIS MONTH ACTUAL 31-OCT-23	THIS YEAR FISCAL YTD 31-OCT-23	REVISED BUDGET 2023-2024	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-OCT-22	REVISED BUDGET 2022-2023	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-100-502-000	UNIVERSAL SERVICE FUND - ERATE	.00	17,183.97	12,000	143%	2,376.00	15,439	6,861.46
271-100-528-000	FEDERAL GRANTS - OTHER	.00	.00	0	0%	4,068.05	0	4,068.05
271-100-540-000	STATE AID	.00	6,900.16	12,000	58%	6,687.35	10,000	13,491.35
271-100-566-000	STATE GRANT - LIBRARY OF MICH	.00	.00	0	0%	900.00	0	900.00
271-100-583-000	CONTRIBUTIONS FROM OTHER TOWNSHIP	.00	13,691.00	400,000	3%	74.12	390,000	412,795.35
271-100-649-000	PRINTING/FAX FEES	656.30	2,828.00	8,000	35%	2,772.95	7,000	7,837.43
271-100-651-000	NON-RESIDENT FEES	50.00	300.00	1,200	26%	500.00	1,000	1,325.00
271-100-658-000	PENAL FINES	.00	13,345.44	12,000	111%	8,264.13	10,000	15,733.10
271-100-659-000	OVERDUE FINES	215.15	669.63	1,300	52%	481.42	1,500	1,579.39
271-100-665-000	INTEREST EARNED ON DEP & INVST	.00	.00	5,000	0%	10,734.82	250	25,400.11
271-100-667-000	FACILITY RENTALS	.00	435.00	1,000	44%	255.00	1,000	805.00
271-100-672-000	OTHER REVENUE	453.92	2,612.58	5,000	52%	3,391.92	2,000	8,318.73
271-100-674-000	PRIVATE CONTRIBTNS & DONATIONS	135,423.21	135,873.21	15,000	906%	1,334.75	20,000	33,535.44
271-100-674-010	BCF CONTRIBUTIONS	.00	25,356.80	736,000	3%	.00	715,000	16,839.53
271-100-676-000	REIMBURSEMENT OF EXPENDITURES	.00	.00	0	0%	.00	0	10.00
271-100-677-000	INSURANCE CLAIMS/REIMBURSEMENT	250.00	250.00	0	0%	.00	0	10.00
271-100-699-101	TRANSFERS IN - GENERAL FUND	.00	.00	164,949	0%	.00	158,605	158,605.00
	<b>TOTAL OPERATING REVENUES</b>	<b>137,048.58</b>	<b>219,445.79</b>	<b>1,373,449</b>	<b>16%</b>	<b>41,840.51</b>	<b>1,331,794</b>	<b>708,104.94</b>
	<b>TOTAL REVENUE &amp; INCOMING TRANSFERS</b>	<b>137,048.58</b>	<b>219,445.79</b>	<b>1,373,449</b>	<b>16%</b>	<b>41,840.51</b>	<b>1,331,794</b>	<b>708,104.94</b>

**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING OCTOBER 31, 2023**

**FUND 271 - LIBRARY FUND**

**OPERATIONS**

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL 31-OCT-23	FISCAL YTD 31-OCT-23	BUDGET 2023-2024	YTD % OF BUDGET	FISCAL YTD 31-OCT-22	BUDGET 2022-2023	YTD % OF BUDGET	FULL YEAR ACTUAL
<b>LIBRARY OPERATIONS</b>								
271-790-702-000 FULL-TIME WAGES	8,281.62	33,122.72	107,667	31%	32,822.70	105,557	31%	105,896.19
271-790-703-000 ADMINISTRATORS/SUPERVISR SALARIES	4,288.00	19,274.63	55,741	35%	19,041.84	55,188	35%	55,126.48
271-790-704-000 PART-TIME WAGES	8,704.53	32,671.45	107,639	30%	28,235.71	81,898	34%	95,214.06
271-790-704-010 PART-TIME WAGES- LIBRARY MAINT	1,193.15	4,846.40	15,352	32%	4,163.36	15,779	26%	13,945.43
271-790-709-000 SOCIAL SECURITY TAXES	1,648.52	6,563.34	21,913	30%	6,201.53	19,770	31%	19,931.98
271-790-713-000 OVERTIME	.00	11.44	50	23%	42.54	0	0%	70.58
271-790-716-000 MERS DEFINED CONTRIBUTIONS	337.90	1,476.77	4,306	34%	1,394.99	6,598	21%	4,046.23
271-790-717-000 MERS DEFINED BENEFIT PLAN	4,425.38	17,862.17	56,467	32%	17,019.89	49,710	34%	52,389.70
271-790-717-010 MERS DEFINED BENEFIT HYBRID PLN	739.10	2,199.82	6,248	35%	2,131.17	3,959	54%	6,314.12
271-790-718-000 HEALTH INSURANCE - PREMIUMS	5,613.79	22,455.16	70,606	32%	18,933.20	58,000	32%	62,082.54
271-790-718-010 HEALTH INSURANCE - HSA	213.09	852.09	0	0%	.00	0	0%	1,278.54
271-790-719-000 DENTAL INSURANCE PREMIUM	287.62	1,150.48	3,520	33%	1,150.48	3,460	33%	3,451.44
271-790-724-000 LIFE INSURANCE	39.95	159.80	480	33%	159.80	510	31%	479.40
271-790-751-000 PROCESSING SUPPLIES	.00	607.20	1,400	43%	648.81	1,400	46%	1,639.48
271-790-766-000 REPAIR & MAINTENANCE SUPPLIES	5.98	29.42	300	10%	161.16	500	32%	229.17
271-790-760-000 MAINTENANCE SUPPLS - CUSTODIAL	.00	157.00	300	52%	121.89	300	41%	384.90
271-790-761-000 BUILDING SUPPLIES	492.58	637.18	1,500	42%	779.41	1,300	60%	2,113.20
271-790-762-000 WELLNESS/MEDICAL SUPPLIES	.00	163.45	200	82%	116.53	270	43%	165.53
271-790-766-000 DISPOSABLE TECHNOLOGY	76.78	468.91	2,000	23%	1,993.62	1,275	156%	8,945.23
271-790-767-000 CLOTHING	.00	.00	150	0%	.00	125	0%	422.00
271-790-770-000 PROGRAMMING SUPPLIES	24.98	371.24	2,000	19%	417.35	1,900	22%	2,006.66
271-790-772-000 PROMOTIONS SUPPLIES	.00	.00	300	0%	59.99	300	20%	59.99
271-790-777-000 OFFICE SUPPLIES	.00	690.67	1,500	46%	623.47	900	69%	1,149.14
271-790-778-000 PAPER	.00	145.96	400	36%	144.99	500	29%	406.22
271-790-791-000 SUBSCRIPTIONS AND PUBLICATIONS	.00	567.69	1,660	34%	520.58	1,700	31%	1,506.51
271-790-792-000 SOFTWARE SUBSCRIPTIONS	.00	2,000.00	4,900	41%	2,909.04	5,175	56%	6,632.93
271-790-793-000 OVERDRIVE	.00	8,206.58	8,207	100%	8,340.67	8,352	100%	8,542.46
271-790-794-000 HOOPLA	( 14.45)	( 14.45)	0	0%	1,252.17	5,000	25%	6,914.61
271-790-796-000 MISCELLANEOUS ELECTRONIC ACCES	.00	.00	0	0%	1,793.62	1,745	103%	1,793.62
271-790-798-000 LIBRARY CARDS	.00	.00	0	0%	.00	0	0%	968.86
271-790-802-000 PROFESSIONAL SERVICES	.00	7,984.26	33,100	24%	243.00	0	0%	18,854.74
271-790-806-000 LEGAL SERVICES	.00	.00	350	0%	333.00	350	95%	1,313.00

FOR ADMINISTRATION USE ONLY

34 % OF THE FISCAL YEAR HAS ELAPSED

11/27/2023

11:27AM

PAGE: 2

**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING OCTOBER 31, 2023**

**FUND 271 - LIBRARY FUND**

**OPERATIONS**

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL 31-OCT-23	FISCAL YTD 31-OCT-23	BUDGET 2023-2024	YTD % OF BUDGET	FISCAL YTD 31-OCT-22	BUDGET 2022-2023	YTD % OF BUDGET	FULL YEAR ACTUAL
271-790-809-000	2,550.00	5,550.00	19,000	29%	6,250.00	24,500	26%	35,620.00
271-790-812-000	.00	151.00	150	101%	146.00	146	100%	146.00
271-790-813-000	640.25	1,257.00	2,675	47%	1,231.00	2,725	45%	2,464.50
271-790-816-000	.00	299.88	375	80%	299.88	350	86%	299.88
271-790-817-000	702.00	1,395.75	2,775	50%	1,367.00	2,840	48%	4,955.50
271-790-818-000	1,590.00	3,180.00	8,980	35%	3,180.00	9,048	35%	9,385.13
271-790-823-000	.00	1,470.00	400	368%	87.50	400	22%	262.50
271-790-825-000	.00	.00	25	0%	.00	50	0%	.00
271-790-850-000	252.97	1,637.42	5,220	31%	1,448.01	5,300	27%	5,359.13
271-790-851-000	.00	28.80	300	10%	256.16	400	64%	699.43
271-790-852-000	.00	1,514.85	7,740	20%	1,710.00	7,800	22%	7,462.46
271-790-861-000	134.08	187.14	750	25%	54.06	300	18%	559.94
271-790-879-000	.00	.00	250	0%	.00	250	0%	212.40
271-790-880-000	.00	.00	250	0%	.00	300	70%	210.56
271-790-881-000	104.40	355.15	1,225	29%	486.50	500	97%	2,036.95
271-790-887-000	.00	197.00	2,000	10%	1,470.00	1,000	147%	2,972.50
271-790-890-000	2,823.00	5,717.75	14,500	39%	6,039.50	14,080	43%	11,069.67
271-790-891-000	.00	499.52	460	109%	470.43	460	102%	553.60
271-790-892-000	.00	1,197.25	700	171%	643.75	800	80%	643.75
271-790-900-000	.00	.00	217	0%	216.00	217	100%	216.00
271-790-906-000	.00	19.99	100	20%	20.06	200	10%	20.06
271-790-907-000	.00	.00	100	0%	.00	100	0%	.00
271-790-909-000	80.00	55.00	400	14%	122.41	300	41%	296.99
271-790-910-000	.00	.00	200	0%	.00	400	0%	25.00
271-790-912-000	.00	.00	2,620	0%	836.38	2,450	34%	1,904.70
271-790-915-000	.00	40.00	300	13%	37.95	150	25%	37.95
271-790-916-000	.00	1,001.00	1,796	56%	992.72	1,300	76%	1,537.71
271-790-918-000	251.25	558.50	1,400	40%	.00	1,415	0%	1,142.34
271-790-919-000	355.26	1,467.94	3,000	49%	1,322.60	3,000	44%	3,306.72
271-790-920-000	28.98	115.92	350	33%	67.98	350	19%	344.91
271-790-921-000	2,003.32	9,357.39	24,000	39%	8,580.24	23,500	37%	24,044.62
271-790-929-000	85.03	184.36	4,500	4%	230.67	4,500	5%	4,479.70
271-790-929-010	.00	(192.00)	1,550	(12%)	37.10	14,650	0%	702.22
	.00	.00	1,500	0%	.00	2,000	0%	605.00

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**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING OCTOBER 31, 2023**

**FUND 271 - LIBRARY FUND**  
**OPERATIONS**

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL 31-OCT-23	FISCAL YTD 31-OCT-23	BUDGET 2023-2024	YTD % OF BUDGET	FISCAL YTD 31-OCT-22	BUDGET 2022-2023	YTD % OF BUDGET	FULL YEAR ACTUAL
271-790-930-000 BUILDING REPAIR & MAINTENANCE	233.06	488.08	2,100	23%	4,646.82	8,100	57%	7,044.84
271-790-931-000 EQUIPMENT REPAIR & MAINTENANCE	.00	3,366.08	1,800	187%	.00	1,800	0%	.00
271-790-935-000 PROPERTY LIABILITY INSURANCE	.00	7,509.00	9,000	83%	7,517.00	10,000	75%	7,517.00
271-790-939-000 WORKERS COMPENSATION INSURANCE	.00	.00	1,100	0%	433.14	1,375	32%	866.28
271-790-941-000 PRINTER/COPIER LEASEMAINT	194.81	194.81	4,300	5%	1,067.64	4,300	25%	4,270.56
271-790-944-000 INSPECTION SERVICES	.00	310.00	690	45%	.00	490	0%	1,076.00
271-790-950-000 COLLECTION SERVICES	49.25	128.05	300	43%	97.35	200	49%	294.35
271-790-955-000 MISCELLANEOUS	.00	.00	0	0%	.00	0	0%	20.00
271-790-962-000 LOST/DAMAGED MATERIALS FEES	23.79	23.79	100	24%	.00	150	0%	133.93
271-790-965-000 PROPERTY TAX REIMBURSEMENT	.00	.00	100	0%	65.55	100	66%	65.55
271-790-974-010 LAND IMPROVEMENTS - NON-DPRCBL	.00	.00	17,000	0%	.00	0	0%	.00
271-790-975-000 BLDNGS AND BUILDING IMP - DEPR	134,671.50	144,528.30	1,021,500	14%	.00	1,100,000	0%	5,085.18
271-790-978-000 TECHNOLOGY - DEPRICABLE	.00	3,876.30	0	0%	.00	25,800	0%	.00
271-790-978-010 TECHNOLOGY - NON-DEPRECIABLE	.00	.00	6,000	0%	.00	8,500	0%	2,595.98
271-790-980-000 EQUIPMENT/FURNITURE - DEPREC	3,523.90	9,158.90	0	0%	.00	0	0%	3,523.90
271-790-980-010 EQUIPMENT/FURNITURE - NON-DEPR	.00	49.99	0	0%	2,409.94	230	1048%	4,072.95
271-790-982-000 COLLECTION MATERIALS - BOOKS	2,873.14	5,431.66	15,000	36%	2,611.36	15,000	17%	15,550.53
271-790-982-010 COLLECTION MATERIALS - AV	112.83	378.31	10,100	4%	6,384.76	2,000	319%	15,287.70
271-790-982-020 COLLECTION MATS - BEYOND BOOKS	1,405.19	1,849.97	1,000	185%	.00	1,000	0%	627.92
<b>TOTAL LIBRARY OPERATIONS</b>	<b>191,046.53</b>	<b>379,191.23</b>	<b>1,708,154</b>	<b>22%</b>	<b>214,804.53</b>	<b>1,737,347</b>	<b>12%</b>	<b>675,865.43</b>
<b>TOTAL EXPENDITURES &amp; OUT TRANSFERS</b>	<b>191,046.53</b>	<b>379,191.23</b>	<b>1,708,154</b>	<b>22%</b>	<b>214,804.53</b>	<b>1,737,347</b>	<b>12%</b>	<b>675,865.43</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>( 53,997.96)</b>	<b>( 159,745.44)</b>	<b>( 334,705)</b>		<b>( 172,964.02)</b>	<b>( 405,553)</b>		<b>32,239.51</b>





### Library Director's Report for the December 4, 2023 Board Meeting

November was an interesting month. Along with work on the construction progressed, including the windows, electrical preparation for the installation for the new HVAC roof top units, interior painting and there was much more.

Work on the windows moved forward. Along with the windows on to the patios, there are new windows in both rotundas, the restrooms and the drive thru. Battle Creek Glass replaced the first section of the windows in the main part of the building the last week of the month. People in the community have already noticed the difference and are excited to see the project taking shape.

We received word from DHE Plumbing & Mechanical that they should receive delivery of the roof top units the second or third week of December. They sent their electrician to run wire and conduit required by the new units. Once the units have been delivered to them they will work with us to schedule the installation.

Eckhoff & De Vries started painting the Library's interior on November 29. They started in the Michigan room and the upstairs hallway. They plan to continue working around the build in areas where the windows are completed or where there are no windows. It's exciting to see all our planning becoming a reality.

During the month several staff members took advantage of two educational opportunities offered by our Library Co-op. The first took place in the middle of November. Emma Seif and Sharon Elzinga attended a Lunch N Learn session about seed libraries. Staff from four libraries share information about how they started and run their seed library. This is how it works; a library collects seeds and then makes them available to people in the community. They can be flower or vegetable seeds and those who take them are encourage to bring any seeds they didn't use back at the end of the season. It has been a successful program in many libraries.

Later in the month, Tess, Celeste, Christie and I attended a workshop put on by the Co-op entitled Back to Basics: Weeding, Reader's Advisory, and More. This was an all-day event in Grand Rapids with professional speakers who provided a wealth of valuable information. Since the event, the four of us have had discussions about how we can help manage the collection and provide better service as we help patrons find materials. We are also sharing this information with other staff members. Tess talks about what she took away from the workshop in her report.

A new youth librarian has been hired. Since my daughter was applying for the job I recused myself from the hiring process. David took the lead on it instead. He received nineteen applications for the position. Unfortunately, fifteen of them lacked the required education and experience we were looking for. He and Paige narrowed it down to three people. The interview committee was made up of David, Paige, two board members and our Co-op director. After interviewing all of them, the committee unanimously selected the person they thought would be best for the position, Erin Quada. She will begin work on January 2 and will overlap with Paige to help facilitate the transition. For full disclosure, Erin is my daughter and she will report directly to David.

Attached to my report is a memorandum from Jeff Mansfield concerning the roofs over the entries and the drive thru window. This is to make you aware of some unexpected and additional work that was done and other work that will need to be done as the entries are replaced.

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

Here's a quick summary of November's happenings:

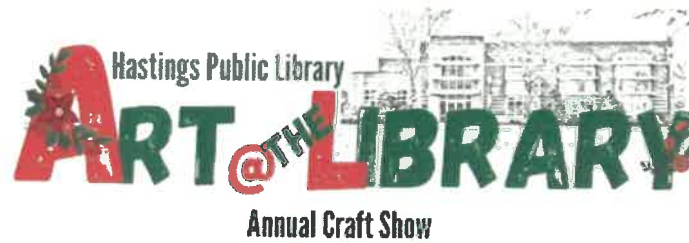
- The digitized Maple Valley News, except the last few hundred we didn't have funding for, was returned to the Library and will go online as time permits.
- Library of Things Jr. processing is almost complete with about 80% of the items ready to make available to patrons. We are coordinating a launch and promotion with the Elks who sponsored the program with a grant.
- An Affordable Connectivity Program (ACP) workshop was held on 11/11. One patron showed up but we got her qualified and she is now saving \$30 monthly on her internet. The 11/28 workshop at the COA was cancelled due to lack of interest.
- Windows and prep for the Art @ the Library show on Dec 1 have taken a good amount of time. I'll recap the show next month.
- Another patron donated local family photos from the 1800s which will be interesting to display in the MI Room after window work is complete.
- The Chicago Fire display in the MI Room has generated quite a bit of interest. Wayne Reed, the patron who loaned the artifacts, was interviewed by J-Ad and an article was in the Banner in late October.

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

On November 14, I attended a workshop provided by Lakeland Library Cooperative entitled Back to Basics: Weeding, Reader's Advisory, and More. For me personally, this training was extremely informative and inspiring, especially as I am gearing up to pick up on the weeding process where Sarah left off prior to her departure. I am optimistic about this endeavor, as it will allow us to provide our patrons with a more attractive, up-to-date, and easier-to-browse collection. The training also provided us with new resources for reader's advisory – providing our readers with suggestions of new reading material based on what they've read before. This is an area I can definitely grow in, so I was happy to receive the resources the training provided, so I can better serve our patrons.

One of our shelving units had to be taken down to accommodate the window construction, and the books that were housed on it are currently in temporary storage. I took the opportunity to weed that section of the collection (adult fiction by authors whose last names start with S), and was able to clear out many books that had not circulated recently. Some of them had not circulated since 2008! I plan to keep this momentum going, and have almost finished a spreadsheet that will help me track what sections have been weeded. I have also enlisted the help of other staff members by asking them to keep an eye out for any books that looks especially worn or outdated, so I can review them to see if they need to be weeded or replaced.

On November 29, I am attending my first Circulation Committee meeting through Lakeland. This meeting will take place via Zoom. I look forward to connecting with others on the committee, and plan to attend as many future meetings as I can.



Art @ the Library is on December 1. David has taken the lead for it this year, but I will be here helping out the day of. David will then pass the reins to me to run the event next year. I'm looking forward to seeing how the event runs so I can get a head-start on planning for next year!

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

**Events**

- National Saxophone Day was celebrated with an evening of jazz & history of the Saxophone with Bob Hartig. It took place by the fireplace.
- Arm Chair Travel visited Vietnam & Cambodia with Connie Haywood with 10 attendees.
- GameQuest 10 hours of Gaming had 50 participants enjoying a long Saturday of games and gaming.

**Marketing**

- Trying something new with the monthly bookmark having both November & December and now December & January calendars on one bookmark.
- City did digitally publish of the whole library calendar for December.
- Welcome packet has been updated removing the Capira Library App and adding the new Library of Things JR.
- In Process: Working on a short quarterly calendar for City's print newsletter due in January.
- In Process: National Puzzle Day January 29 - planning & marketing Jigsaw Puzzle Contests for Jan & Mar.
- In Process: Planning & marketing Winter Reading for Feb & Mar.

**Youth Services Librarian, Paige Brandli's and Emma Seif's, youth assistant, reports:**

Paige – The Young Author's participants program continued through the month. We continued to meet each Tuesday, and also at other times, to give our nine authors the time and help they needed as they worked to finish their books. The release/publication date for the young authors books will be March 19 and we'll be holding a release party then.

We held the first RIF distribution of the year with the Head Start classrooms on November 7. The kids loved picking out the books and hearing them read.

This year I was the chair of the Co-op's Youth Services summer reading workshop. It took place Nov. 17 in Zeeland. We had around forty librarians attend and a lot of good ideas were exchanged.

I was involved in finding my replacement. I helped reviewed the application and was present for the interviews. I will have the opportunity to work with our new youth librarian over a two-week period to show her the ropes and introduce her to the people I partner with for programs and outreach.

Emma – I attended and helped Paige at the summer reading workshop. Here two things that happened:

- we discussed potential new prize ideas with Maranda from Wood TV.
- I helped lead a roundtable on Teen programming, where Teen librarians exchanged program ideas and ideas for outreach to schools.

This month I solidified dates with Barb for some teen programs for this winter and spring, at least one inspired by that roundtable.

Sharon and I attended the seed library workshop offered by the Co-op. We are currently planning a seed library of our own, consulting with the Henika District Library in Wayland, who has had a seed library for several years. We hope to have it up and running in time for use this winter/spring planting season.

# MEMORANDUM

**DATE:** November 29, 2023

**TO:** Peggy Hemerling, Director

**FROM:** Jeff Mansfield

**SUBJECT:** HPL – Roof Inspection and Repair

In preparation for the fabrication and installation of the new window systems at the Hastings Public Library, representatives from Battle Creek Glass (BCG) completed a thorough inspection and detailed measurement of the existing window systems, window openings, and the connections between the windows and the building and roofing systems. Following that inspection, BCG recommended that the Library consider retaining a commercial roofing contractor to inspect the condition of the “lower” roof areas of the building (i.e. canopies and overhangs), and to work with BCG to reconnect the existing roofing to the new window systems once they are installed. BCG noted that the primary areas of concern for them were the condition and connections of the roofing and the protective canopies over the north and south entry doors, since they will need to detach the existing window systems from the roofing prior to installation of the new windows. BCG recommended that the existing roofing be reattached to the new windows by a qualified commercial roofing contractor. The Library subsequently contacted a local commercial roofing company (Quality Roofing) to obtain quotes to complete these tasks.

After consulting with BCG and inspecting the roofs, Quality Roofing provided an estimated cost of \$2,200.00 to tie the existing roofing on the canopies adjacent to the north and south entry doors into the new window systems in these areas. The Library intends to retain their services for this purpose. Quality Roofing also noted that the condition of the lower roofs was questionable, and that the roof drains serving those roofs were clogged with debris. Quality provided an estimated cost of \$750.00 to clean and temporarily repair the roofs on the canopies over the drive thru, as well as the north and south entry areas. The Library authorized this work to proceed. Quality Roofing completed this work in early November and then billed the Library \$550.00 for these services.

After cleaning and inspection of the roofs on the canopies noted above, Quality Roofing determined that the roofs are aged and in need of replacement at some time in the near future. However, the temporary repairs completed by Quality Roofing as noted above have “bought some time” and should be adequate in the near term. The Library has asked Quality Roofing to provide quotes for replacement of these lower roofs, and Quality has stated that they will do so in the near future. The Library has also asked Quality Roofing to review the upper level roofs on the top of the building and provide a report on their condition as well as recommendations related to any necessary repairs for these roof areas. Quality Roofing has stated that they will do so as weather allows, and provide a report in the coming months.

**Monthly Statistics - October 2023**  
**Net Promoter Score\*: 75**

Physical Library Visits		Library Card Holders			
LY Month	4,091	City	Hastings Twp	Rutland Twp	Non-Resident
TY Month~**	-	3,025	844	1,139	89
YTD	18,794	New	28	5	12

Volunteer Hours		Item Circulation		
LY Month	127	Children's	Non-Children's	Mobile
TY Month	141	3,008	3,189	543
YTD	486	2,789	2,770	577
		YTD	12,264	2,142
				Total
				6,740
				6,136
				26,890

Wireless Sessions		Inter-Library Loans		
LY Month	1,028	To HPL	From HPL	Total
TY Month	-	566	395	961
YTD	3,303	483	456	939
		YTD	1,518	3,160

Library of Things			Virtual Programs		
LOT	28	134	Offered	Attendance	In Person
Hotspots	24	105	-	-	Offered
Museums	1	1			Attendance
					1,621

Digital Downloads**		Computer Sessions			
LY Month	1,506	Adult	Kids	Teen	MI Room
TY Month	2,358	390	71	63	4
YTD	8,967	419	83	114	4
		YTD	412	468	19

Miscellaneous		Websites			
TY Month	YTD	Sessions	Users	Page Views	
Princh Documents	211	2,008	1,272	3,668	
Study Room Usage	20	2,136	1,512	3,383	
Non-HPL Community Room Usage	22	9,068	6,009	14,953	
	61	351	117	2,969	
		YTD	511	17,014	

~ 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 Hoopa effective July 2023  
 \* Net Promoter Score based on patron feedback on weekly email survey (started week of 8/5/21); 80+ = world class, 50-79 = excellent, 20-49 = favorable, 0-19 = good



**HASTINGS PUBLIC LIBRARY**

Explore • Imagine • Grow

**2024 Hastings Public Library Board Meeting Dates**

Meetings take place on the 1<sup>st</sup> Monday of the month at 4:30pm with the noted exception. Meetings are held in the Community Room on the second floor.

January 8 – 2<sup>nd</sup> Monday due to New Year's Day

February 5

March 4

April 1

May 6

June 3

July 1

August 5

September 9 – 2<sup>nd</sup> Monday due to Labor Day

October 7

November 4

December 2

# Smith Imaging Solutions

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# INVOICE

180 East Main Ste #1  
Rockford, Michigan 49341  
616-550-4823  
Brucesmith.mi@gmail.com

INVOICE NUMBER 1373  
DATE 10-2-2023

TO:  
Hastings Public Library  
227 E State Street  
Hastings, MI 49058  
Attn: David Edelman

INVOICE DUE DATE:  
OCTOBER 23, 2023

DISCRIPTION OF SERVICE  
NEWSPAPER CONVERSION WORK  
PARTIAL INVOICE MAPLE VALLEY NEWS


QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Conversion of the Maple Valley News		
	Pick- up and delivery		\$25.00
	Scanning of 22,100 Pages of Newsprint x \$0.34/page		\$7,514.00
	OCR of 22,100 Pages		\$287.00
	1,842 Indexes X \$0.264		\$486.00
	Image Clean Up – (Upon Completion)		\$0.00
	Publishing – 1 Terabyte (Upon Completion)		\$115.00
		<b>SUBTOTAL</b>	<b>\$8,427.00</b>
		SALES TAX	Exempt
		SHIPPING & HANDLING	Incl.
		<b>TOTAL DUE</b>	<b>\$8,427.00</b>

**Make all checks payable to Smith Imaging Solutions**

If you have any questions concerning this invoice,  
Contact Bruce Smith, 616-550-4823, [brucesmith.mi@gmail.com](mailto:brucesmith.mi@gmail.com)

THANK YOU FOR YOUR BUSINESS!





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 Grandville, MI 49418  
 (616) 896-8414

Tony Witte- HVAC Sales- **616-840-2109**- [Tonyw@dheplumbing.com](mailto:Tonyw@dheplumbing.com), Date: 11-9-2023

**\$5,653.00** for annual maintenance cost.

Billed at **\$1,413.25** per visit. Visit 4 times per yr. Contract start date: **02-01-2024**.

Customer Approval: \_\_\_\_\_ Date \_\_\_\_\_

**Benefits of maintenance agreements:** Reduces equipment breakdowns, improves energy efficiency, \$5.00 discount on all services, priority dispatching, extends equipment lifetime (20-22 years compared to 10-15), reduces equipment downtime (quick, easy fix compared to a long difficult one in the event something breaks down. Offering 2-year contracts locks the price in and avoids yearly labor/material increases.

**Benefits of using DHE:** Industrial trained service techs with unlimited knowledge of equipment (these are legit mechanics who get paid very well for their skills), one point of contact for all your mechanical needs, PM techs to handle all your equipment who will be familiar with the managers, staff, protocol, etc.

**With the Preventative Maintenance Program, you also have special pricing on other services.**

**Additional Cost Benefits for Plumbing and HVAC service:**

Standard Plumbing Service Non-PM	\$99.00
Standard Plumbing service Contract Customer	\$85.00
HVAC Service-Non-PM	\$115.00
HVAC Contract Customer	\$111.00
After hrs. HVAC & Plumbing Contract Customer <b>2 Hr. Minimum</b>	\$166.50
After hrs. HVAC & Plumbing - Non-PM <b>2 Hr. Minimum</b>	\$172.50
1st Back Flow Test	\$100.00
2nd Back Flow Test - At Same Location	\$75.00
Branch Drain Cleaning	\$250.00
Add. Cable Cleaning	\$150.00



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Branch Cleaning - After hrs.	\$375.00
After hrs. Add. Cable	\$225.00
Main Line Cable Cleaning	\$365.00
Main Line- After Hrs.	\$547.50
Camera Inspection	\$305.00
Add. Hourly Camera Insp.	\$150.00
Camera Insp-Aft hrs.	\$457.50
Camera Insp-Aft hrs.-Add	\$225.00
Hydro-Jetting Service	\$425.00
Add. Jetting Service	\$205.00
After hrs. Jetting Service	\$637.50
Aft hrs. Add Jetting Serv	\$307.50
Meter Pit Cleaning	\$475.00
Trip Charge	\$45.00
GR Safety Inspection	\$225.00
CSD-1 Test	\$225.00
Safety Equipment	\$60.00

### **Commercial / Industrial**

**Chemicals:** Boiler chemicals, tower chemicals, and/or loop chemicals are not included in this maintenance program

Boiler Rule R408.4027 – (Rule 27) Effective November 6, 2006 all boilers require annual inspection and documentation per ASME Standard CSD-1. Under this rule, it is the equipment owner's responsibility to have all commercial boilers up to 1,000,000 BTU/h and their safeties tested and certified by a mechanical licensee with category 5 or 6 authorization. Commercial boilers over 1,000,000 BTU/h require certification by a mechanical licensee with a category 6 certification.

### **Terms & Conditions:**

- This planned maintenance will be performed during normal working hours.
- Reasonable access must be provided by the customer for materials and labor.



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- This agreement does not include responsibility for system design deficiencies, such as, but not limited to poor air distribution, water flow imbalances, undersized equipment, etc.
- DHE shall not be responsible for any obligation to identify, investigate, remediate, or otherwise respond to the presence of any hazardous materials or environmental issues including asbestos or lead related substances.
- This agreement does not include the cleaning of ductwork or balancing of airflow.
- This planned maintenance program will be reviewed and automatically renewed at the end of the contract period and is cancelable by either party upon a 30-day written notice.
- This price is subject to change at the end of the contract period.

**Notes:**

- Because of varied weather conditions and urgency of tasks, all items listed may not be performed at each inspection.
- Coils, drain pans, etc., are limited to conventional "in place" cleaning. Removal of such items – if needed – will be an additional charge, with prior approval.
- All other services or repairs, if needed, will be performed on a time and material basis or per quoted repair after proper authorization is obtained.
- Mold and other air contamination is a continuing concern which we are neither trained nor responsible



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# MAINTENANCE AGREEMENT

BILLING LOCATION:

Hastings Public Library  
227 E. State St.  
Hastings, MI 49058

EQUIPMENT LOCATION

Hastings Public Library  
227 E. State St.  
Hastings, MI 49058

**Contact**

PHONE : Peggy Hemerling (269) 945-4263

Email : [Phemerling@hastingspubliclibrary.org](mailto:Phemerling@hastingspubliclibrary.org)

**Units serviced:**

QTY	Equipment	Manufacturer	Model	Size/SEER/AFUE	Location	Area Served
1	RTU-1	Aaon	RN-025-3-0	280 MBH	Roof	Library
1	RTU-2	Aaon	RN-013-8-0	148 MBH	Roof	Library
1	Boiler	Lochinvar	KBX0500	500K BTU	Mechanical	Library
1	Humidifier	Neptronic	SKE4-N14M-208	40lbs/hr	Mechanical	Library
1	Mini-Split	Daikin	FTK12NMV	10K Btu	Mechanical	Library

**PRECISION TUNE-UP PROCEDURES INCLUDE:**

- Clean and adjust burner.
- Clean and inspect ignition assembly
- Monitor refrigerant pressure.
- Test starting capabilities & safety controls.
- Change filter(s) & belt(s) filters each visit, belts 1/ yr.
- Merv 8 Filters
- Clean and adjust blower components.
- Adjust or correct air flow
- Check carbon monoxide
- Tighten electrical connections
- Measure volts / amps documented on the PM report
- Lubricate all moving parts.
- Inspect evaporator coil for cleanliness if accessible
- Clean condenser coil 1x/yr.
- Clean condensate drains
- Measure temperature difference documented on the PM report.
- Check gas pressure.
- Inspect heat exchanger

**Filters**

Unit	Qty	Changes/Yr	Size	Type
RTU	6 & 4	4	20x25x4	Merv 8
Humidifier	1	1	Chamber	Washable
Mini-Split	1	4	Internal	Washable

**Description of service**

Filters changed quarterly.

- Bearings lubricated quarterly.
- Belts changed annually.
- Power washing of the condensing coils annually.
- Backflow Preventers tested annually.
- CSD-1 testing performed annually.
- Check all boiler components including pumps, Spiro vents, air separators and expansion tanks.
- Check all Steam humidifier components. Clean steam chamber annually and replace gasket with cleaning.
- Wash mini-split filter quarterly.