

HASTINGS PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Agenda

December 5, 2022 4:30pm

Community Room

1. Call to order
2. Agenda p. 1
3. Public Comments
4. Correspondence – Jim Dibble p. 2
5. Approval of Minutes p. 3
 - a. October 3, 2022
6. Financial Reports p. 4-5
 - a. September invoices p. 6-9
 - b. September budget report
 - c. October financial report was unavailable
7. Library Director's Report p. 10-14
 - a. November p. 15-18
 - b. December
8. Committees
 - a. Budget and Finance
 - b. Building and Grounds
 - c. Personnel
 - d. Policy – set meeting date
 - e. Marketing
 - f. Capital Campaign - report
9. Unfinished Business
 - a. None
10. New Business
 - a. Set trustee training for January or February.
 - b. Request a motion to move the July 2023 library board meeting from Monday, July 3rd to Monday, July 10 to accommodate board members who will be unavailable due to the July 4th holiday.
 - c. Request a motion to move the January 2024 meeting from Monday, Jan. 1 to Monday, Jan. 8 to accommodate the New Year's holiday.
 - d. Consider hiring Jeff Mansfield as a library employee to serve as the onsite manager of the window project at a pay rate of \$38.37 per hour, with his work to be coordinated with staff from Christman Construction Company.
11. Board Member Comments
12. Adjourn

Peggy Hemerling

From: Peggy Hemerling
Sent: Tuesday, November 22, 2022 12:04 PM
To: Peggy Hemerling
Subject: Fw: [EXTERNAL email]:Hastings Library / 1st Lt. James P. Dibble

Put in board packet in communication

From: James Dibble <jwdibble@yahoo.com>
Sent: Monday, November 21, 2022 10:59:31 AM
To: graciekelli@hotmail.com; Peggy Hemerling
Cc: Teddy Dibble
Subject: [EXTERNAL email]:Hastings Library / 1st Lt. James P. Dibble

CAUTION: This email originated from outside of the library. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Kelli and Peggy,

I wanted to send you both a short note thanking you for the invitation to speak at the library November 7 about my Uncle. I was very happy to have had the opportunity to tell the audience about my Uncle, a true Hastings hero..

But more than that, I was incredibly happy to be able to archive 36 years of research that I have done at the Hastings Public Library. As my brother and I get older we have been searching for just the right place to park our work. And, you are the right place.

I want to thank Diane Hawkins who initially saw the value to the library and the community but I want to especially thank David Edelman who, more than anyone saw the projects value and importance to the community to have this research available to everyone. David's enthusiasm for this project was incredible and matched the interest and enthusiasm of any of my family members.

I have worked with many librarys, museums, curators, etc. during the past 36 years and I can honestly tell you that I have worked with no one as interested and knowledgeable as David. A project to archive and digitize a collection like the one I dropped off would normally take years and David had it completed in less that one. He not only got all the work done, but following our discussions I believe he also studied all the documentation and has also become an expert on the contents of the collection.

David is an incredible asset to the library and to the community at large and I wanted to make sure you were aware of his contribution to this project.

My hope is that this will lead to more collections of "Hastings History" and a continued interest in Hasting's past and all those people and events that have made this such a great community.

Again, thank you so much for what you have done to keep our Uncle's memory alive.

Sincerely,
Jim Dibble
631-793-4928

Hastings Public Library Board of Trustees
Minutes
Date: October 3, 2022 – 4:30PM
Location: Hastings Public Library, 227 E. State St., Hastings, MI 49058
Community Room

1. CALL TO ORDER

The Meeting was called to order by Newberry at 4:30 p.m.

- Board members present: Kelli Newberry, Jeff Kniaz, Audrey Burton, John Resseguie, Cloe Oliver, Dave Koons, Jane Cybulski, and Chloe Kelly.
Not present: Norma Jean Acker, Dave Koons
- Also present was Peggy Hemerling and David Edelman.

2. AGENDA

Motion to amend Agenda for new business, extending Kennari contract, made by Jeff Kniaz, Audrey Burton seconded. Motioned passed.

3. APPROVAL OF MINUTES August 29, 2022. Motion to approve the minutes as presented by Jeff Kniaz, seconded by Cloe Oliver. Motion approved.

4. AUGUST FINANCIAL REPORTS and INVOICES Jeff Kniaz moved financial reports be accept as presented, seconded by Audrey Burton. Motion approved.

5. LIBRARY DIRECTOR'S REPORT

No comments or questions from Board.

6. COMMITTEES

- a. Building and Grounds: Need to set committee meeting and walk thru date. Two dates were suggested by Newberry. Hemerling will check with Koons to set the date.
- b. Capital Campaign: Letter for sponsorship of Library window will be going out this week. We did receive a donation from Highpoint Community Bank of \$1500.

7. NEW BUSINESS

- a. Considering closing library on 12/23/22, since per personnel policy the full-time staff gets a full day off with holiday paid on both Friday and Monday. Motion made by John Resseguie to close the Library on Friday, 12/23/22, as well as Saturday 12/24/22, seconded by Audrey Burton. Motion approved.
- b. Jeff Kniaz moved that we extend the contract with Kennari for an addition three months, contingent on whether the capital campaign committee sees a need for the consultant's help. John Resseguie seconded the motion. Motion approved.

8. NEXT MEETING DATE

- a. Next board meeting on November 7, 2022, at 4:30 p.m.

9. ADJOURNMENT: Meeting was adjourned at 4:57 p.m.

HASTINGS PUBLIC LIBRARY
Invoices for September 2022
Prepared for December 5, 2022 Board meeting

Account	Vendor	Amount	Total
Salaries & Wages			\$ 20,571.32
	September	\$ 20,571.32	
Social Security Taxes			\$ 1,519.11
	September	\$ 1,519.11	
Overtime			\$ 6.73
	Mangrove Payroll Services	\$ 6.73	
Fringe Benefits			\$ 10,152.17
	Benefits	\$ 10,152.17	
Supplies:			\$ 1,012.66
	Demco	\$ 483.63	
	Broadway Vet. Clinic	\$ 37.25	
	Amazon	\$ 352.31	
	ACE	\$ 17.58	
	Proserve	\$ 121.89	
Disposable Technology			\$ 672.24
	Amazon	\$ 672.24	
Subscriptions & Publications			\$ 90.95
	Wall Street Journal	\$ 54.99	
	Readers' Digest Large Print	\$ 35.96	
Contracted IT Services			\$ 1,500.00
	Clark Tech. Services	\$ 1,500.00	
Telephone & Fax			\$ 410.83
	MEI Telecom	\$ 204.26	
	Fusion	\$ 206.57	
Mail/Postage			\$ 124.16
	USPS	\$ 124.16	
Internet			\$ 495.00
	MEI Telecom	\$ 495.00	
Community Promo & Ads			\$ 98.46
	Indeed	\$ 98.46	
Speakers & Performers			\$ 225.00
	John Dudley	\$ 225.00	
Licenses & Fees			\$ 323.00
	Swank Movie License	\$ 323.00	
Meetings			\$ 37.95
	The Cookie Store	\$ 37.95	
Public Utilities			\$ 2,827.46
	City - water & sewer	\$ 292.26	
	Consumers - electric	\$ 2,446.12	
	Consumers - natural gas	\$ 89.08	

Waste Disposal			\$ 36.00
	Les's Sanitary Service	\$ 36.00	
Building Repair & Maintenance			\$ 2,262.63
	Schindler	\$ 1,262.63	
	Bullseye Pest Defense	\$ 1,000.00	
Workers Comp. Insurance			\$ 216.57
	Worker's Comp Fund	\$ 216.57	
Collection Materials - Books			\$ 82.75
	Amazon	\$ 82.75	
Collection Materials - AV			\$ 49.92
	Amazon	\$ 49.92	
Total Invoices			\$ 42,714.91

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022
FUND 271 - LIBRARY FUND

	OPERATIONS									
	THIS MONTH ACTUAL 30-SEP-22	THIS YEAR FISCAL YTD 30-SEP-22	REVISED BUDGET 2022-2023	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 30-SEP-21	REVISED BUDGET 2021-2022	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL		
OPERATING REVENUES										
271-100-502-000 UNIVERSAL SERVICE FUND - ERATE	.00	2,376.00	15,439	15%	2,817.98	6,000	47%	5,193.98		
271-100-528-000 FEDERAL GRANTS - OTHER	.00	68.05	0	0%	.00	0	0%	.00		
271-100-540-000 STATE AID	.00	6,687.35	10,000	67%	5,786.97	10,000	58%	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	.00	390,000	0%	876.54	420,000	0%	403,524.93		
271-100-637-000 FOIA FEES	.00	.00	0	0%	.00	0	0%	146.00		
271-100-649-000 PRINTING/FAX FEES	659.10	1,961.25	7,000	28%	2,038.52	5,000	41%	7,636.42		
271-100-651-000 NON-RESIDENT FEES	25.00	450.00	1,000	45%	525.00	400	131%	1,425.25		
271-100-658-000 PENAL FINES	.00	8,259.63	10,000	83%	9,994.84	8,500	118%	9,994.84		
271-100-659-000 OVERDUE FINES	136.84	412.78	1,500	28%	375.84	200	188%	2,032.25		
271-100-665-000 INTEREST EARNED ON DEP & INVST	.00	1,715.90	250	686%	28.18	4,750	1%	1,184.07		
271-100-667-000 FACILITY RENTALS	.00	10.00	1,000	1%	410.00	200	205%	900.00		
271-100-672-000 OTHER REVENUE	951.77	2,651.19	2,000	133%	1,346.26	1,700	79%	6,538.34		
271-100-674-000 PRIVATE CONTRIBUTNS & DONATIONS	1,180.00	1,299.75	20,000	6%	4,388.69	20,000	22%	52,470.35		
271-100-674-010 BCF CONTRIBUTIONS	.00	.00	715,000	0%	.00	16,250	0%	16,462.00		
271-100-676-000 REIMBURSEMENT OF EXPENDITURES	.00	.00	0	0%	.00	50	0%	.00		
271-100-699-101 TRANSFERS IN - GENERAL FUND	.00	.00	158,605	0%	.00	151,170	0%	151,170.00		
TOTAL OPERATING REVENUES	2,952.71	26,791.90	1,331,794	2%	28,588.82	644,220	4%	671,059.96		
TOTAL REVENUE & INCOMING TRANSFERS	2,952.71	26,791.90	1,331,794	2%	28,588.82	644,220	4%	671,059.96		

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

FUND 271 - LIBRARY FUND

OPERATIONS

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL 30-SEP-22	FISCAL YTD 30-SEP-22	BUDGET 2022-2023	YTD % OF BUDGET	FISCAL YTD 30-SEP-21	BUDGET 2021-2022	YTD % OF BUDGET	FULL YEAR ACTUAL
LIBRARY OPERATIONS								
271-790-702-000 FULL-TIME WAGES	8,118.51	24,704.22	105,557	23%	23,503.63	97,544	24%	100,084.29
271-790-703-000 ADMINISTRATORS/SUPERVISR SALARIES	4,245.26	14,796.58	55,188	27%	14,425.66	53,581	27%	53,581.05
271-790-704-000 PART-TIME WAGES	7,081.24	21,099.40	81,898	26%	22,303.44	91,505	24%	86,280.86
271-790-704-010 PART-TIME WAGES- LIBRARY MAINT	1,116.31	3,111.07	15,779	20%	3,141.43	12,051	26%	13,085.92
271-790-709-000 SOCIAL SECURITY TAXES	1,519.11	4,683.32	19,770	24%	4,608.11	19,483	24%	18,634.66
271-790-713-000 OVERTIME	6.73	29.16	0	0%	32.67	0	0%	133.66
271-790-716-000 MERS DEFINED CONTRIBUTIONS	152.22	785.36	6,598	12%	1,011.04	5,540	18%	3,928.00
271-790-717-000 MERS DEFINED BENEFIT PLAN	4,453.07	12,562.97	49,710	25%	11,087.57	65,592	17%	50,379.65
271-790-717-010 MERS DEFINED BENEFIT HYBRID PLN	486.01	1,400.17	3,959	35%	1,194.28	4,214	28%	5,429.17
271-790-718-000 HEALTH INSURANCE - PREMIUMS	4,733.30	14,199.90	59,000	24%	13,595.12	55,717	24%	55,849.09
271-790-718-010 HEALTH INSURANCE - HSA	.00	.00	0	0%	.00	0	0%	1,300.92
271-790-719-000 DENTAL INSURANCE PREMIUM	287.62	862.86	3,460	25%	862.86	3,460	25%	3,451.44
271-790-724-000 LIFE INSURANCE	39.95	119.85	510	24%	119.85	510	24%	479.40
271-790-751-000 PROCESSING SUPPLIES	521.78	635.86	1,400	45%	663.91	1,400	47%	2,219.95
271-790-756-000 REPAIR & MAINTENANCE SUPPLIES	54.83	117.97	500	24%	44.07	700	6%	902.31
271-790-760-000 MAINTENANCE SUPPLS - CUSTODIAL	121.89	121.89	300	41%	7.00	350	2%	238.98
271-790-761-000 BUILDING SUPPLIES	.00	215.31	1,300	17%	32.84	1,300	3%	2,077.87
271-790-762-000 WELLNESS/MEDICAL SUPPLIES	.00	.00	270	0%	.00	530	0%	232.52
271-790-766-000 DISPOSABLE TECHNOLOGY	672.24	772.23	1,275	61%	364.26	1,900	19%	2,054.35
271-790-767-000 CLOTHING	.00	.00	125	0%	.00	300	0%	.00
271-790-770-000 PROGRAMMING SUPPLIES	.00	241.86	1,900	13%	478.71	1,750	27%	2,098.43
271-790-772-000 PROMOTIONS SUPPLIES	.00	.00	300	0%	.00	500	0%	.00
271-790-777-000 OFFICE SUPPLIES	314.16	414.82	900	46%	121.34	1,100	11%	613.95
271-790-778-000 PAPER	.00	144.99	500	29%	.00	500	0%	385.87
271-790-791-000 SUBSCRIPTIONS AND PUBLICATIONS	90.95	432.67	1,700	25%	491.69	1,430	34%	1,743.19
271-790-792-000 SOFTWARE SUBSCRIPTIONS	.00	2,718.20	5,175	53%	2,390.00	4,455	54%	3,921.90
271-790-793-000 OVERDRIVE	.00	8,340.67	8,352	100%	6,111.64	7,350	83%	6,111.64
271-790-794-000 HOOPLA	.00	587.09	5,000	12%	952.74	4,250	22%	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	.00	0	0%	21.90	0	0%	21.90
271-790-802-000 PROFESSIONAL SERVICES	.00	45.00	0	0%	9,900.00	0	0%	38,882.50
271-790-806-000 LEGAL SERVICES	.00	.00	350	0%	880.00	150	587%	1,080.00

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

FUND 271 - LIBRARY FUND

OPERATIONS

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR	LAST YEAR
	ACTUAL 30-SEP-22	FISCAL YTD 30-SEP-22	BUDGET 2022-2023	YTD % OF BUDGET	FISCAL YTD 30-SEP-21	BUDGET 2021-2022	YTD % OF BUDGET	FULL YEAR ACTUAL	
271-790-809-000	1,500.00	4,750.00	24,500	19%	3,854.50	24,275	16%	23,435.03	
271-790-812-000	.00	.00	146	0%	268.00	100	268%	816.00	
271-790-813-000	.00	614.25	2,725	23%	450.75	1,912	24%	2,293.50	
271-790-816-000	.00	299.88	350	86%	299.88	325	92%	299.88	
271-790-817-000	.00	673.25	2,840	24%	735.25	3,158	23%	2,755.50	
271-790-818-000	.00	1,590.00	9,048	18%	1,590.00	8,510	19%	8,487.43	
271-790-823-000	.00	.00	400	0%	87.50	1,550	6%	801.00	
271-790-825-000	.00	.00	50	0%	41.92	25	168%	41.92	
271-790-850-000	410.83	1,239.81	5,300	23%	1,070.93	4,760	22%	4,864.89	
271-790-851-000	124.16	256.16	400	64%	57.25	400	14%	331.86	
271-790-852-000	495.00	990.00	7,800	13%	1,485.00	7,620	19%	8,115.00	
271-790-861-000	.00	.00	300	0%	.00	300	0%	51.36	
271-790-879-000	.00	.00	250	0%	.00	210	0%	.00	
271-790-880-000	.00	.00	300	0%	.00	600	0%	48.00	
271-790-881-000	98.46	98.46	500	20%	237.44	400	59%	1,036.55	
271-790-886-000	.00	.00	0	0%	.00	0	0%	85.00	
271-790-887-000	225.00	1,470.00	1,000	147%	375.00	1,000	38%	975.00	
271-790-890-000	.00	3,144.75	14,080	22%	2,474.25	11,667	21%	13,350.17	
271-790-891-000	323.00	470.43	460	102%	122.86	460	27%	275.86	
271-790-892-000	.00	521.25	800	65%	521.25	750	70%	763.75	
271-790-900-000	.00	216.00	217	100%	.00	150	0%	725.00	
271-790-902-000	.00	.00	0	0%	.00	400	0%	45.00	
271-790-906-000	.00	20.06	200	10%	.00	450	0%	.00	
271-790-907-000	.00	.00	100	0%	.00	100	0%	.00	
271-790-909-000	.00	.00	300	0%	10.00	400	3%	363.50	
271-790-910-000	.00	.00	400	0%	156.00	500	31%	1,806.00	
271-790-911-000	.00	275.00	2,450	11%	.00	2,550	0%	711.29	
271-790-912-000	37.95	37.95	150	25%	.00	75	0%	.00	
271-790-915-000	.00	992.72	1,300	76%	899.97	1,228	73%	1,369.97	
271-790-916-000	.00	.00	1,415	0%	155.00	1,350	11%	999.50	
271-790-918-000	292.26	802.78	3,000	27%	681.76	3,000	23%	3,106.20	
271-790-919-000	36.00	57.32	350	16%	54.64	330	17%	322.54	
271-790-920-000	2,446.12	8,580.24	23,500	37%	6,681.94	22,000	30%	25,192.71	
271-790-921-000	89.08	230.67	4,500	5%	87.98	4,250	2%	4,346.95	

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

FUND 271 - LIBRARY FUND

OPERATIONS

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL 30-SEP-22	FISCAL YTD 30-SEP-22	BUDGET 2022-2023	YTD % OF BUDGET	FISCAL YTD 30-SEP-21	BUDGET 2021-2022	YTD % OF BUDGET	FULL YEAR ACTUAL
271-790-929-000	.00	.00	14,650	0%	1,600.00	2,475	65%	1,600.00
271-790-929-010	.00	.00	2,000	0%	.00	2,000	0%	855.00
271-790-930-000	2,262.63	4,646.82	8,100	57%	2,959.84	33,150	9%	56,710.20
271-790-931-000	.00	.00	1,800	0%	.00	1,300	0%	30.00
271-790-935-000	.00	7,517.00	10,000	75%	8,253.00	9,000	92%	8,263.00
271-790-939-000	216.57	433.14	1,375	32%	173.20	900	19%	722.93
271-790-941-000	.00	.00	4,300	0%	.00	4,275	0%	4,270.56
271-790-944-000	.00	.00	490	0%	.00	600	0%	620.00
271-790-950-000	.00	97.35	200	49%	17.90	200	9%	292.70
271-790-962-000	.00	.00	150	0%	15.00	150	10%	138.39
271-790-965-000	.00	65.55	100	66%	.00	100	0%	1,135.21
271-790-975-000	.00	.00	1,100,000	0%	.00	0	0%	.00
271-790-978-000	.00	.00	25,800	0%	.00	600	0%	.00
271-790-978-010	.00	.00	8,500	0%	.00	8,800	0%	3,792.82
271-790-980-000	.00	.00	0	0%	.00	0	0%	10,718.72
271-790-980-010	.00	1,233.95	230	537%	1,939.96	11,730	17%	3,488.95
271-790-982-000	82.75	2,095.86	15,000	14%	3,285.35	15,000	22%	16,323.05
271-790-982-010	49.92	6,308.92	2,000	315%	598.73	2,000	28%	6,654.25
271-790-982-020	.00	.00	1,000	0%	1,894.37	2,000	95%	2,047.17
TOTAL LIBRARY OPERATIONS	42,714.91	164,666.63	1,737,347	9%	163,193.56	637,992	26%	688,327.17
TOTAL EXPENDITURES & OUT TRANSFERS	42,714.91	164,666.63	1,737,347	9%	163,193.56	637,992	26%	688,327.17
NET REVENUES OVER EXPENDITURES	(39,762.20)	(137,874.73)	(405,553)		(134,604.74)	6,228		(17,267.21)



HASTINGS PUBLIC LIBRARY

Explore • Imagine • Grow

Library Director's Report for the November 7, 2022 Board Meeting

October was a great month with many activities and events.

At the start of the month the capital campaign committee worked to launch the next fundraising push for the window project. Materials and invitations were sent out inviting community members to sponsor-a-window. At the time of writing this report we have received about \$23,000 in sponsorships. I'm hopeful the donations will continue to come in.

On Oct. 12, Dave Hollens, from New Energy Solutions, came to inspect our solar installation. He looked over the whole system, including the thirty solar panels on the roof. After fourteen years, the panels are still running efficiently and they are in excellent shape, including all the wiring. The only area of concern are the cement blocks in the brackets holding the panels in place. Some of the blocks have deteriorated and need to be replaced. That work will be done before the first snow.

After three year hiatus, the Friends hosted their wine pairing and basket auction once again. It took place at Seasonal Grille on Oct. 13th. Supporters out did themselves by donating 38 baskets for the silent auction. They took in \$3,718 on basket sales, \$2,000 on the dinner Justin Straube donated and \$2,610 in ticket sales. After expenses their net profit was \$6,644. Everyone seemed to have a wonderful time and some people are already planning the baskets they will donate next year. I want to thank everyone who worked to make the evening such a success.

David Edelman and I attended the Michigan Library Association annual conference in Port Huron Oct. 19-21. It was the first in person conference we've attended since 2019. There were many interesting sessions offered and several of the keynote speakers were a wealth of information. It was also great to network with other librarians from around the State. We brought back ideas we are exploring with other staff members and some we look to implement in the next six months. I always feel energized and inspired after a conference.

When the amount in the capital campaign fund reached over \$900,000 and donations for the sponsor-a-window push were continuing to come in, I emailed Brian Crissman, our contact at The Christman Company. I told him our fundraising was going well and I wanted to discuss whether he thought it was time to get the request for proposals (RFPs) developed and ready to send out for bid. This was his response,

"Are you able to oversee the work yourself where we would just help you get pricing on the windows and HVAC unit and you would contract and work with the subs direct? We have obviously seen material increases on both the window and the HVAC unit so that approach could save you some money to help with that."

I let him know that I do not have the knowledge or the time to act as the project manager, but want to discuss how much he estimates the prices have increased and get his input on timing and how he thinks we should proceed. I have a meeting with him on Nov. 10.

Assistant Director, David Edelman's report:

A number of great things have happened in October:

- The new local history website has gone live! Go to www.BarryCountyHistoryPortal.org and check it out. There are four primary collections online now with many more to come. This is where the digitized Hastings Banners will soon be housed.
- PDF files of the Banners were given to us mid-October. Auditing them revealed 45 missing years, 43 of which have also now been provided. They were missed on the original download from their server. The last two missing years were never scanned by the vendor. We are shipping the microfilm to them to be worked on immediately.
- The Nashville News microfilm rolls have been given to the vendor for digitizing with an ETA of mid-December 2022.
- We've had lots of great press on the James Dibble presentation scheduled for November 7. Articles were published in the Reminder and Banner, plus the Reminder is planning an interview of Jim Dibble for the special Veteran's Day issue. Look at the display by the north entrance and come to the presentation Monday night 11/7 after the board meeting.
- The Archives of Michigan final report from the Save Michigan History grant has been received with recommendations for improvement to policy and process. I am reviewing it and have a Zoom call with the archivists on Friday, November 4.
- Digital Literacy classes are going well with the PLA/AT&T grant. The first class on Cybersecurity October 5 had 9 participants and 8 are signed up for Email basics on November 2.

Marketing & Adult Services, Barbara Haywood

We participated with Hastings Boo Fest, having an outdoor scarecrow, trick-or-treating, as well as coloring and crime scene selfie stations. Many themed displays were exhibited throughout the building.



Libby scarecrow



Crime selfie station

Our Arm Chair Travel Group was back with a trip to Russia and Finland courtesy of Rick Steves' Monday Night Travel videos. It was an interesting and informative presentation

A Write-In Group was started October 25 to celebrate November's NaNoWriMo (National Novel Writing Month). The group is led by Emma Seif, our teen services assistant. They will meet weekly through the month of November and then once a month after that.

Our Crafting Passions Group is growing. They meet Mondays from 10 am-2 pm and invite everyone to bring whatever craft they're working on and join the group to get to know other crafters. We hear a lot of laughter when they're together, so it appears they have a good time.

November is an exciting month with our digital collections. The Overdrive (Libby app) offerings just got bigger now that patrons can borrow from five different content groups. Along with that, it's time for Overdrive's Big Library Read. It's a free, global, digital book club! This year's title is *A Snake Falls to Earth* by Darcie Little Badger. It's available with no waitlists or holds from November 2-16, 2022. In addition, November is a Hoopla Bonus Borrow month.

Circulation Supervisor, Sarah Proulx's report:

This month I have concentrated on finishing the weeding of the teen audio book collection. There were many books on CD that haven't gone out for a long time. This project will be completed by the end of the month. With the collection slimmed down it will allow me to highlight our music collection to promote it and see if we can increase circulation.

Details for Art @ the Library are coming along. I'm working on the floor plan to find locations for the forty-two vendors who will be selling their creations at the start of the Jingle & Mingle weekend. The items the vendors have donated will be in the display case for viewing by the end of the first full week of November.

There is a lot more going on, but these are things that were priorities in October.

Youth Services Librarian, Paige Brandli's report:

October was spent getting back into the swing of things!

- Reach Out And Read (ROAR): The ROAR program has begun again for the first time since COVID, with volunteers in all four elementary schools reading one-on-one with pre-kindergarten and kindergarten students. There were lots of emailing, calling, and texting to get everyone scheduled. Readers started the week on October 24th and will continue to visit the schools weekly throughout the school year.
- Storytimes: We are still participating with two storytimes. Itsy Bitsy Book Club is slowly moving indoor, we had our last few completely outdoors visits this month. In November we'll be at the YMCA with hopes of squeezing in some fall hikes & stories before the snow comes.

Preschool storytime has been great fun! There were two special storytimes this month. Early in the month I did our quarterly Science Storytime with Ellen Holste from Pierce Cedar Creek Institute. This was a great opportunity for families that regularly participate in the library programs to learn about Pierce and vice-versa. We also had a spooky

celebration on Friday the 28th with potion making, extra crafts, and Halloween prizes for the kids.

- Outreach: A new season of school literacy nights has begun! My first visit was at Noah's Ark Preschool on Wednesday the 26th. I handed out information about our services, early sound letter matching crafts, and goodie bags. We shared the space with Pierce Cedar Creek Institute. We will continue to assist with these events throughout the school year. Typically visits take place at one of the elementary schools and staff from Barry County Great Start also participate.

We also handed out candy at Trick or Treat on the Trails at Pierce Cedar Creek Institute on Saturday the 29th. It was lots of fun to see kids from story time and Lego club out on the trails!

- Lego Club: Continues to happen every month. We have some really talented builders; I encourage all of you to take a peek at their builds in the youth area. They create those in one hour with no instructions.

November Programs:

Nov. 2 – Digital Literacy Class-Email Basics, 2:00 pm

Nov. 5 – Hastings History with David Miller, 9:00 am

Nov. 7 –National Saxophone Day celebration as Bob Hartig plays his sax, 3:00 pm

Nov. 16 – Arm Chair Travel: Africa (Guinea) with Becca Hawkins, 6:00 pm

Nov. 19 – Dungeons & Dragons, 10:00 am

Nov. 21 – LEGO Club


Nov. 30 – Open Computer Lab, 2:00 pm


Monthly Statistics - September 2022


Net Promoter Score*: 91

		Library Card Holders [^]			
		City	Hastings Twp	Rutland Twp	Non-Resident
 Physical Library Visits	LY Month	3,409			
	TY Month	4,091			
	YTD	12,272			
		Total	3,223	844	1,129
		New	24	17	11
					91
					1

		Item Circulation		Mobile		Total
		Children's	Non-Children's	264	585	4,943
 Volunteer Hours	LY Month	116				
	TY Month	112				
	YTD	713				
		LY Month	2,289	2,390	264	4,943
		TY Month	3,165	3,093	585	6,843
		YTD	10,918	9,294	1,851	22,063

		Inter-Library Loans		Total
		To HPL	From HPL	1,036
 Wireless Sessions	LY Month	976		
	TY Month	1,052		
	YTD	3,490		
		LY Month	472	564
		TY Month	544	435
		YTD	1,663	1,316
				2,979

		Programs		In Person	
		Virtual	Attendance	Offered	Attendance
 Ancestry Usage	LY Month	205			
	TY Month	66			
	YTD	124			
		Offered	-	-	27
		Attendance	-	-	109
					280
					2,120

		Computer Sessions			
		Adult	Kids	Teen	Mil Room
 Digital Downloads	LY Month	1,610	38	28	4
	TY Month	1,546	45	41	2
	YTD	5,012	207	129	5
		331	38	28	4
		365	45	41	2
		1,147	207	129	5

		Website		Princh	
		Sessions	Users	Page Views	Documents
 Hoopla	LY Month	228			
	TY Month	317			
	YTD	960			
		1,996	1,162	3,533	53
		1,956	1,202	3,859	109
		6,390	4,152	11,915	332

[^] Lakeland purged old inactive accounts in September so registered patron account numbers dropped
 * 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

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Library Director's Report for the December 5, 2022 Board Meeting

November was here and gone so fast it's a blur. Here are some of the highlights.

Did you know December 6th is National Saxophone Day? It takes place on the birthday of Antoine-Joseph 'Adolphe' Sax, the inventor of the saxophone. We celebrated it on Dec. 7 with local saxophonist, Bob Hartig, playing on the main floor for 30 minutes. Bob played beautifully and it was wonderful to hear his music throughout the building.



The capital campaign is going strong. In mid-October we introduced a Sponsor a Window drive to encourage people to support the campaign. As of Nov. 30, the drive has brought in \$31,925. By the second week of December we will be sending out Sponsor a Window solicitation letters to all library patrons 30 years old or older who haven't already been contacted.

With those donations, along with money the Friends of the Library have set aside for the windows, we passed the \$1 million fundraising mark just before Thanksgiving. That milestone started the \$100,000 match from an anonymous donor.

During the month I had two meetings with Brian Crissman from Christman Construction. At the first meeting we discussed hiring an owner representative to oversee the day to day work on the project, as well as some of the administrative work. We also decided it was time to get the RFPs for the windows, HVAC and painting prepared so they can go out to contractors early in January. The intent is to have contractors hired and materials ordered, so the construction can begin in late summer or early fall. It's projected all the work will take about two months to complete.

During discussions, Jeff Mansfield's name came up as a possible onsite manager for the project. I spoke with him and he is interested in helping us. We met with Mr. Crissman on Nov. 29 to determine what the job would entail for Jeff and how he would coordinate with people from Christman. Jeff is interested in helping the Library and I was impressed with his knowledge and experience. He is willing to work for a reasonable rate that will save the Library money, compared to what we would pay someone from the construction company for the same work. I believe he is the right person for the job. Along with being knowledgeable, he cares about the Library and will make sure everything is done well and right.

I want to thank John Resseguie for serving on the Board as the City Council representative for the last six years. Thank you for all the time you've given, POs you signed, advice you shared and for all the support. It has been a pleasure to work with you.

Assistant Director, David Edelman's report:

A grab bag of updates this month:

- The visiting archivist came again on November 22 with supplies and to help us begin inventorying our collection. Volunteers will help with this over the next 2-3 months. Next steps are then to begin prioritizing collections to digitize and/or post online, refining the collection policy, identifying those in need of preservation and those that do not match our collecting criteria.
- 11 years of The Hastings Banner are online as of November 28 with more being added as fast as I can. Expect an early 2023 completion.



- The Dibble WWII presentation on November 7 attracted 37 people and was very well received.
- New people counters were installed November 4. They will give much more accurate counts of patrons entering and leaving the Library and allow tracking of ins and outs by the hour. November statistics will reflect the new data.
- After the County removed their legal PC for lack of use, we installed a 7th adult computer for public access

Marketing & Adult Services, Barbara Haywood

Our Arm Chair Travel Group had 14 attendees who traveled with Becca Hawkins, a local patron and past library employee, as she shared photos, videos and information from her trip to Africa. She took the group to Morocco, Ghana, and Guinea; on an African safari; and hanging off the edge of Victoria's Falls. Becca was very educational and interesting. She gave great tips on how to prepare to travel to a less traveled area, what to pack and have on hand, as well as being entertaining.

NaNoWriMo – the Library's new writing group started at the end of October and met weekly through the month of November celebrating National Novel Writing Month. The group was led by Emma Seif, our teen library assistant. They have decided to continue to meet on the first & third Wednesdays of each month at 6:30pm with a new name "Writers' Nights". Get involved! Emma brings cookies for participants!

Circulation Supervisor, Sarah Proulx's report:

Working with the circulation staff, continued weeding of the collection and preparing for Art @ the Library have taken up most of my time this month. There is always something new to learn and ideas to investigate. With all of that, November flew by.

Youth Services Librarian, Paige Brandli's report:

Like a turkey to a tree, November flew by in the children's area. Itsy Bitsy Book Club (IBBC) and Storytime are going strong with 15-20 participants each week. We held IBBC at the YMCA lodge twice this month. This gave the kids in the SPROUTS preschool program an opportunity to join us in the fun.

With the help of some amazing volunteers I was able to visit all the Great Start Readiness Program (GSRP) preschool classrooms to read a story, make a turkey, and give out books to all the students. In total we visited 63 students and provided 80 books for all the children enrolled in the program. I also stopped by St. Rose's preschool to read a Thanksgiving story.

Unfortunately, an outreach event at Central Elementary and the Lakeland Co-op summer reading workshop were both postponed due to weather.



Marty Byington, volunteer Pam Schmiedicke, and I are very close to being done with the JE shift. We should be able to reach our goal of having it complete by the end of the year.

December Special Programs:



- 2nd – Art at the Library craft show, 5:00-8:00 pm
- 3rd – Cookies with Santa, 11:00 am-2:00 pm
- 3rd – Face painting, 11:00 am-2:00 pm
- 7th – Digital Literacy Workshop-videoconferencing, 2:00-4:00 pm
- 14th – Volunteer Appreciation Party, 4:30-6:00 pm
- 14th – Wrap & Yap, 5:30-7:30 pm



Monthly Statistics - October 2022
Net Promoter Score*: 90



	Physical Library Visits			
	LY Month	3,805		
	TY Month	4,091		
	YTD	16,363		
	Library Card Holders			
	Total	3,256		
	New	32		
		City	Hastings Twp	Rutland Twp
		849	5	12
				Non-Resident
				92
				1

	Volunteer Hours			
	LY Month	111		
	TY Month	112		
	YTD	825		
	Item Circulation			
	LY Month	2,490	2,571	
	TY Month	3,024	3,232	
	YTD	13,942	12,526	
		Children's	Non-Children's	Mobile
				Total
				5,061
				6,799
				28,862

	Wireless Sessions			
	LY Month	904		
	TY Month	1,028		
	YTD	4,518		
	Inter-Library Loans			
	LY Month	438	543	
	TY Month	566	395	
	YTD	2,229	1,711	
		To HPL	From HPL	Total
				981
				961
				3,940

	Ancestry Usage			
	LY Month	84		
	TY Month	4		
	YTD	128		
	Programs			
	TY Month			
	YTD			
		Virtual	In Person	
		Offered	Attendance	Offered
		-	-	39
				148
				805
				2,925

	Digital Downloads			
	LY Month	1,617		
	TY Month	1,435		
	YTD	6,447		
	Computer Sessions			
	LY Month	96	21	
	TY Month	390	71	
	YTD	1,537	278	
		Adult	Kids	Teen
				MI Room
				1
				4
				9

	Website			
	LY Month	255		
	TY Month	309		
	YTD	1,269		
	Website			
	LY Month	1,857	1,052	
	TY Month	2,008	1,272	
	YTD	8,398	5,424	
		Sessions	Users	Page Views
				Princh Documents
				59
				136
				468

* 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