



LIBRARY BOARD OF TRUSTEES

Meeting Agenda

July 7, 2025 4:30pm

Community Room

Topic	Pages	Motion & Vote
1. Call to order		
2. Agenda	pp. 1-2	<input checked="" type="checkbox"/>
3. Approval of Minutes a. June 2, 2025	pp. 3-4	<input checked="" type="checkbox"/>
4. Correspondence a. n/a		
5. Financial Reports a. May 2025 R&E and Notes b. May 2025 Invoice Recap	pp. 5-8 pp. 9	<input checked="" type="checkbox"/>
6. Library Director's Report a. June 2025 b. May 2025 Infographic	pp. 10-16 p. 17	
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. Strategic Planning update a. Surveys & Focus Groups b. Signing project update	pp. 18-21	



c. Automatic Bathroom Doors Discussion	pp. 22-23	
d. IMLS/MeL Update		
e. Window Update		
10. Public Comments		
11. Board Member Comments		
12. Adjourn		

**Hastings Public Library Board of Trustees
DRAFT Minutes
Date: June 2, 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 4:30 p.m.

- Board members present: Jane Cybulski, Kelli Newberry, Sam Cale, Amanda Mattson, Carol Dwyer, Ann Devroy, Ellyn Main, Cloe Oliver, Rebecca Lectka, and observing member Brooklyn Strickland.
- Also present were David Edelman and Tess Allerdig.

2. AGENDA: Approved.

3. MINUTES: Cloe Oliver motioned to approve the May 5, 2025, minutes, seconded by Ann Devroy. Motion approved.

4. FINANCIALS

- a. April invoices and Budget Report: Cloe Oliver motioned to approve the financials, seconded by Ann Devroy. Motion approved.

5. LIBRARY DIRECTOR REPORTS

- a. May 2025
- b. April 2025 Infographic

6. COMMITTEES

- a. Budget and Finance –
- b. Building and Grounds -
- c. Personnel – will work on new format for Library Director Review Process
- d. Policy-
- e. Marketing-

7. UNFINISHED BUSINESS

- New staff review project, Employee Insight Program, to start beginning this July.

8. NEW BUSINESS:

- Battery backup project
 - EES Submission
 - Advantage Plumbing and Electric submission
 - Hickey Electric Solution
 - Rebecca Lectka motioned to accept the quote from Hickey Electric for the alternate system proposed totaling \$38,900. Ann Devroy Seconded. Motioned approved via role call: Cloe Oliver – Yes, Amanda Mattson – Yes, Carol Dwyer – Yes, Sam Cale – Yes, Ellyn Main – Yes, Jane Cybulski – Yes, Rebecca Lectka – Yes, Ann

Devroy – Yes.

- Strategic Planning Update – Flyer Handout Volunteers needed
- Signing Project Update – Gilson will deliver signs in July
- Storybook Project Update – Fixtures are installed. Dedication is June 3.
- Roof Discussion
 - Tremco material reviewed
 - Weather Shield material reviewed.
 - Quality Roofing will be engaged for an inspection and moisture survey quote

9. NEXT MEETING DATE

- Next board meeting on Monday, July 7, 2025, at 4:30 p.m.

10.ADJOURNMENT: Meeting was adjourned at 5:27 p.m.

HASTINGS PUBLIC LIBRARY
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2025
 92 % OF THE FISCAL YEAR HAS ELAPSED

FUND 271 - LIBRARY FUND

OPERATING REVENUES	Fund	THIS MONTH ACTUAL 31-May-25	THIS YEAR FISCAL YTD 31-May-25	REVISED BUDGET 2024-2025	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-May-24	REVISED BUDGET 2023-2024	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-100-502-000	UNIVERSAL SERVICE FUND - ERATE	-	21,629	16,320	133%	23,600	12,000	197%	23,600
271-100-540-000	STATE AID	-	14,235	12,750	112%	13,704	12,000	114%	13,704
271-100-583-000	CONTRIBUTIONS FROM OTHR TWNSHP	-	423,095	400,000	106%	464,346	400,000	116%	464,346
271-100-649-000	PRINTING/FAX FEES	582	8,343	8,100	103%	7,465	8,000	93%	8,510
271-100-651-000	NON-RESIDENT FEES	275	1,725	850	203%	850	1,200	71%	1,050
271-100-658-000	PENAL FINES	-	7,674	13,000	59%	6,959	12,000	58%	6,959
271-100-659-000	OVERDUE FINES	13	1,347	1,200	112%	1,717	1,300	132%	1,970
271-100-665-000	INTEREST EARNED ON DEP & INVST	2,318	19,241	12,000	160%	25,193	5,000	504%	27,858
271-100-667-000	FACILITY RENTALS	10	1,435	1,100	130%	1,200	1,000	120%	1,210
271-100-672-000	OTHER REVENUE	309	2,488	4,000	62%	4,515	5,000	90%	4,690
271-100-674-000	PRIVATE CONTRIBTNS & DONATIONS	312	24,672	15,000	164%	83,001	15,000	553%	96,623
271-100-674-010	BCF CONTRIBUTIONS	-	-	16,000	0%	717,157	736,000	97%	717,157
271-100-677-000	INSURANCE CLAIMS/REIMBURSEMENT	-	53,327	-	0%	250	-	0%	250
271-100-699-101	TRANSFERS IN - GENERAL FUND	-	173,196	173,196	100%	164,949	164,949	100%	164,949
TOTAL OPERATING REVENUES		3,819	752,407	673,516	112%	1,514,907	1,373,449	110%	1,532,876

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL 31-May-25	THIS YEAR FISCAL YTD 31-May-25	REVISED BUDGET 2024-2025	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-May-24	REVISED BUDGET 2023-2024	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-702-000	FULL-TIME WAGES	5,840	88,136	111,059	79%	96,073	107,667	89%	108,395
271-790-703-000	ADMINISTRATR/SUPERVSR SALARIES	3,846	71,687	74,913	96%	51,435	55,741	92%	55,723
271-790-704-000	PART-TIME WAGES	11,967	115,510	102,271	113%	98,409	107,639	91%	109,731
271-790-704-010	PART-TIME WAGES- LIBRARY MAINT	1,148	10,678	16,119	66%	13,463	15,352	88%	15,290
271-790-709-000	SOCIAL SECURITY TAXES	1,719	21,832	23,471	93%	19,429	21,913	89%	21,701
271-790-712-000	CASH IN LIEU OF BENEFITS	369	3,138	2,400	131%	831	-	0%	1,015
271-790-713-000	OVERTIME	-	120	50	241%	29	50	57%	29
271-790-716-000	MERS DEFINED CONTRIBUTIONS	562	5,357	4,997	107%	4,080	4,306	95%	4,422
271-790-717-000	MERS DEFINED BENEFIT PLAN	-	46,464	60,505	77%	48,742	56,467	86%	53,256
271-790-717-010	MERS DEFINED BENEFIT HYBRID PLN	762	6,770	6,108	111%	5,978	6,248	96%	6,501
271-790-718-000	HEALTH INSURANCE - PREMIUMS	2,889	39,813	55,340	72%	55,481	70,606	79%	59,709
271-790-718-010	HEALTH INSURANCE - HSA	171	2,529	-	0%	2,314	-	0%	3,350
271-790-719-000	DENTAL INSURANCE PREMIUM	22	2,938	3,503	84%	2,879	3,520	82%	3,167
271-790-724-000	LIFE INSURANCE	(9)	428	485	88%	439	480	92%	479
271-790-751-000	PROCESSING SUPPLIES	22	616	1,400	44%	1,259	1,400	90%	1,259
271-790-756-000	REPAIR & MAINTENANCE SUPPLIES	-	119	350	34%	872	300	291%	903
271-790-760-000	MAINTENANCE SUPPLS - CUSTODIAL	224	706	350	202%	298	300	99%	298
271-790-761-000	BUILDING SUPPLIES	487	2,481	1,500	165%	2,633	1,500	176%	2,683
271-790-762-000	WELLNESS/MEDICAL SUPPLIES	-	357	225	159%	283	200	142%	283
271-790-766-000	DISPOSABLE TECHNOLOGY	55	1,646	1,300	127%	1,004	2,000	50%	1,017
271-790-767-000	CLOTHING	-	43	175	25%	(90)	150	-60%	(90)

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271-790-770-000	PROGRAMMING SUPPLIES	-	2,204	2,750	80%	1,889	2,000	94%	2,803
271-790-772-000	PROMOTIONS SUPPLIES	-	-	300	0%	-	300	0%	-
271-790-777-000	OFFICE SUPPLIES	64	915	1,350	68%	1,264	1,500	84%	1,264
271-790-778-000	PAPER	-	490	400	122%	386	400	97%	386
271-790-791-000	SUBSCRIPTIONS AND PUBLICATIONS	-	1,686	1,900	89%	1,454	1,660	88%	1,519
271-790-792-000	SOFTWARE SUBSCRIPTIONS	-	5,740	7,245	79%	7,337	4,900	150%	7,337
271-790-793-000	OVERDRIVE	-	9,144	8,961	102%	8,207	8,207	100%	8,207
271-790-794-000	HOOPLA	-	-	-	0%	(14)	-	0%	(14)
271-790-802-000	PROFESSIONAL SERVICES	-	686	1,200	57%	17,145	33,100	52%	17,145
271-790-806-000	LEGAL SERVICES	350	9,459	500	1892%	-	350	0%	-
271-790-809-000	CONTRACTED IT SERVICES	1,200	12,000	14,400	83%	16,050	19,000	84%	19,050
271-790-812-000	PRE-EMPLOYMENT SCREENINGS	-	618	350	177%	453	150	302%	453
271-790-813-000	DELIVERY SERVICES	-	2,807	2,800	100%	2,538	2,675	95%	2,538
271-790-816-000	SECURITY SERVICES	-	300	325	92%	741	375	198%	741
271-790-817-000	LAKELAND LIBRARY CO-OP SERVICE	-	2,623	2,900	90%	2,800	2,775	101%	2,800
271-790-818-000	MAINTENANCE CONTRACTS	4,359	8,599	7,953	108%	6,063	8,980	68%	7,476
271-790-823-000	OTHER CONSULTING SERVICES	288	638	350	182%	1,758	400	440%	1,758
271-790-825-000	LATE/SERVICE FEES	-	-	25	0%	-	25	0%	-
271-790-829-000	CUSTODIAL/CLEANING SERVICES	-	762	-	0%	-	-	0%	-
271-790-850-000	TELEPHONE	513	5,515	5,485	101%	5,231	5,220	100%	5,717
271-790-851-000	MAIL/POSTAGE	-	472	225	210%	60	300	20%	92
271-790-852-000	INTERNET/TELECOMM SERVICES	505	6,154	7,020	88%	6,634	7,740	86%	7,499
271-790-861-000	TRANSPORTATION - MILEAGE REIMB	-	139	750	18%	244	750	32%	244
271-790-879-000	WEBSITE	-	838	935	90%	212	250	85%	212
271-790-880-000	COMMUNITY PROMOTIONS	-	-	-	0%	-	250	0%	-
271-790-881-000	ADVERTISING	70	405	1,145	35%	962	1,225	79%	962
271-790-887-000	SPEAKERS/PERFORMERS	50	485	2,500	19%	724	2,000	36%	1,074
271-790-890-000	ILS FEES	-	9,032	14,080	64%	11,364	14,500	78%	11,364
271-790-891-000	LICENSES AND FEES	-	510	1,905	27%	835	460	181%	835
271-790-892-000	SOFTWARE LICENSES	-	1,922	680	283%	2,520	700	360%	2,520
271-790-900-000	PRINTING AND PUBLISHING	30	388	220	177%	30	217	14%	30
271-790-906-000	PROMOTIONS/MARKETING	450	900	100	900%	20	100	20%	20
271-790-907-000	SPONSORSHIPS/DONATIONS	-	-	-	0%	-	100	0%	-
271-790-909-000	TRAINING	-	204	550	37%	168	400	42%	168
271-790-910-000	PROFESSIONAL DEVELOPMENT	-	-	300	0%	392	200	196%	392
271-790-911-000	CONFERENCES	-	3,301	2,200	150%	1,797	2,620	69%	1,797
271-790-912-000	MEETINGS	-	24	75	32%	40	300	13%	40
271-790-915-000	MEMBERSHIPS	-	767	1,714	45%	2,352	1,796	131%	2,687
271-790-916-000	DUES AND FEES	-	151	1,435	11%	1,017	1,400	73%	1,168
271-790-918-000	WATER/SEWER	835	4,972	5,000	99%	3,881	3,000	129%	4,236
271-790-919-000	WASTE DISPOSAL	50	551	350	157%	340	350	97%	390
271-790-920-000	ELECTRIC	2,115	24,747	26,700	93%	27,779	24,000	116%	27,779

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271-790-921-000	NATURAL GAS	566	6,323	3,000	211%	5,652	4,500	126%	5,652
271-790-929-000	GROUNDNS REPAIR AND MAINTENANCE	5,079	5,210	1,800	289%	766	1,550	49%	3,042
271-790-929-010	SNOWPLOWING/SNOW REMOVAL	-	450	1,500	30%	305	1,500	20%	305
271-790-930-000	BUILDING REPAIR & MAINTENANCE	-	48,569	1,950	2491%	13,150	2,100	626%	50,609
271-790-931-000	EQUIPMENT REPAIR & MAINTENANCE	-	1,043	2,300	45%	4,827	1,800	268%	4,827
271-790-935-000	PROPERTY LIABILITY INSURANCE	-	13,792	12,000	115%	7,509	9,000	83%	7,509
271-790-939-000	WORKERS COMPENSATION INSURANCE	-	717	1,100	65%	841	1,100	76%	841
271-790-940-000	EQUIPMENT FUND RENTAL	-	-	-	0%	94	-	0%	94
271-790-941-000	PRINTER/COPIER LEASE/MAINT	-	3,061	4,100	75%	2,598	4,300	60%	3,618
271-790-944-000	INSPECTION SERVICES	-	530	960	55%	618	690	90%	618
271-790-950-000	COLLECTION SERVICES	-	236	340	70%	276	300	92%	305
271-790-962-000	LOST/DAMAGED MATERIALS FEES	5	128	100	128%	152	100	152%	248
271-790-965-000	PROPERTY TAX REIMBURSEMENT	-	114	100	114%	104	100	104%	104
271-790-974-000	LAND IMPROVEMENTS-DEPRECIABLE	-	-	-	0%	-	-	0%	39,283
271-790-974-010	LAND IMPROVEMENTS - NON-DPRCBL	-	-	-	0%	-	17,000	0%	-
271-790-975-000	BLDNGS AND BUILDING IMP - DEPR	-	-	11,000	0%	887,518	1,021,500	87%	903,505
271-790-975-010	BLDG & BLDG IMP - NON-DEPRECB	-	-	-	0%	-	-	0%	4,780
271-790-978-000	TECHNOLOGY - DEPRECIABLE	-	405	-	0%	5,347	-	0%	5,347
271-790-978-010	TECHNOLOGY - NON-DEPRECIABLE	799	5,245	2,000	262%	1,250	6,000	21%	1,250
271-790-980-000	EQUIPMENT/FURNITURE - DEPREC	-	2,823	-	0%	9,159	-	0%	9,159
271-790-980-010	EQUIPMENT/FURNITURE - NON-DEPR	7,353	8,621	450	1916%	5,832	-	0%	8,232
271-790-982-000	COLLECTION MATERIALS - BOOKS	3,184	17,642	17,000	104%	14,797	15,000	99%	17,107
271-790-982-010	COLLECTION MATERIALS - A/V	44	961	2,250	43%	1,145	10,100	11%	1,446
271-790-982-020	COLLECTION MATS - BEYOND BOOKS	35	891	1,250	71%	2,481	1,000	248%	2,481
TOTAL LIBRARY OPERATIONS		58,019	658,278	656,799	100%	1,504,933	1,708,154	88%	1,662,172
TOTAL REVENUE & INCOMING TRANSFERS		3,819	752,407	673,516	112%	1,514,907	1,373,449	110%	1,532,876
TOTAL EXPENDITURES & OUT TRANSFERS		58,019	658,278	656,799	100%	1,504,933	1,708,154	88%	1,662,172
NET REVENUES OVER EXPENDITURES		(54,201)	94,129	16,717		9,975	(334,705)		(129,295)

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL	THIS YEAR FISCAL YTD 31-May-25	REVISED BUDGET 2024-2025	THIS YEAR YTD % OF BUDGET	Notes
						Appears budget was not raised correctly when minimum wage increased; should have been \$108,231; also had one team member mis-informed of their hourly rate and had to provide almost \$700 in back pay; source of additional overage still TBD.
271-790-704-000	PART-TIME WAGES	11,967	115,510	102,271	113%	
271-790-712-000	CASH IN LIEU OF BENEFITS	369	3,138	2,400	131%	2 staff taking cash instead of one budgeted
271-790-806-000	LEGAL SERVICES	350	9,459	500	1892%	windows
271-790-818-000	MAINTENANCE CONTRACTS	4,359	8,599	7,953	108%	schindler (elevator) increased costs, was not budgeted
271-790-823-000	OTHER CONSULTING SERVICES	288	638	350	182%	additional eRate work
271-790-906-000	PROMOTIONS/MARKETING	450	900	100	900%	graphic design for summer reading; completely unbudgeted
271-790-921-000	NATURAL GAS	566	6,323	3,000	211%	cost increases out of our control
271-790-929-000	GROUNDS REPAIR AND MAINTENANCE	5,079	5,210	1,800	289%	spring landscape cleanup & mulch @ \$4,900; \$4,295 paid by donation and Friends
271-790-978-010	TECHNOLOGY - NON-DEPRECIABLE	799	5,245	2,000	262%	second unbudgeted self-check replacement
271-790-980-010	EQUIPMENT/FURNITURE - NON-DEPR	7,353	8,621	450	1916%	storywalk fixtures; fully offset by donations
271-790-982-000	COLLECTION MATERIALS - BOOKS	3,184	17,642	17,000	104%	will continue to increase; spending over budget due to donations specifically for book purchasing

HASTINGS PUBLIC LIBRARY
Invoices for May 2025
Prepared for the July 8, 2025 Board Meeting

Account Name	Vendor	Amount	Total	Notes
Salaries & Wages			\$ 23,170.39	
Social Security Taxes			\$ 1,718.87	
Fringe Benefits			\$ 4,396.98	
Total Wages and Benefits:			\$ 29,286.24	
Supplies			\$ 797.34	
	Processing	\$ 21.99		
	Building/Repair/Maint	\$ 711.63		toilet paper, trash bags, paper towels, cleaner
	Office	\$ 63.72		
Collection Materials - Books			\$ 3,184.30	
	Baker & Taylor	\$ 1,792.16		
	Amazon	\$ 260.83		
	Hastings High School	\$ 60.00		2024-2025 yearbook
	Cengage Large Print	\$ 1,071.31		
Collection Materials - AV			\$ 44.11	
Collection Materials - Library of Things			\$ 34.94	
Utilities & Services			\$ 4,584.18	
	City - water & sewer	\$ 835.32		2 months
	Consumers - electric	\$ 2,115.41		
	Consumers - natural gas	\$ 565.75		
	MEI Internet	\$ 504.95		
	MEI Phones	\$ 207.26		
	Fusion Land Lines	\$ 305.44		
	Granger Waste Services	\$ 50.05		recycling
Contracted IT Services			\$ 1,200.00	
Legal Services			\$ 350.00	windows
Disposable Technology			\$ 54.98	
Maintenance Contracts			\$ 4,359.49	
	DHE Plumbing & Mechanical	\$ 1,413.25		quarterly HVAC
	Schindler	\$ 2,946.24		annual elevator
Consulting Services			\$ 288.00	
	Elite Fund	\$ 288.00		E-Rate Consultant
Community Promo & Ads			\$ 70.00	High School Yearbook Ad
Speakers & Performers			\$ 50.00	Genealogy presentation
Printing & Publishing			\$ 30.00	Labor Law poster
Promotions/Marketing			\$ 450.00	2nd half payment for Summer Reading artwork
Grounds Repair and Maintenance			\$ 5,079.15	
	Kenowa Companies	\$ 179.15		irrigation system startup
				spring landscape cleanup and new mulch; \$3,945 from patron donation and \$350 from Friends offset most of the expense, donations processed in June
	Harder & Warner	\$ 4,900.00		
Lost/Damaged Materials Fees			\$ 4.99	payment to other library for a lost book
Technology - non-depreciable			\$ 799.00	replacement dbx sound processor in Community Room
Equipment/Furniture-ND			\$ 7,352.72	
	Vacker	\$ 7,335.00		storywalk fixturing
		\$ 17.72		correction for prior month account error
Total Invoices (without wages & benefits):			\$ 28,733.20	



Library Director's Report - June, 2025 July 7, 2025 Board Meeting

Highlights

We dedicated the Jane Arnold Storybook Walk on Tuesday June 3. Several dozen people came to honor Jane and be amongst the first to walk our first book. A BIG thank you to everyone who helped make this possible.

We are now finalizing the donation/sponsorship process for anyone interested in supporting future book purchases to keep a fresh story displayed. We plan to change quarterly at a minimum, but up to monthly as books and time are available.



3D Printing has gone LIVE to the public. We are now accepting requests for prints both in-person and via the website. Remember, cost is only \$0.05 per gram of filament used, so get your request in now! See info on the process at <https://www.hastingspubliclibrary.org/3d-printing>.

I am happy to say that I am now officially a member of Hastings Kiwanis and will be there regularly each week helping the cause while representing the Library. We are also re-joining Rotary soon after a hiatus for the last 18 months or so.

Erin and Barbara will speak more about Summer Reading, but we're off to a great start with good attendance at our initial events, including the Touch-a-Truck (230), Bubble Science Show (65), Tie-Dye (55), Fauxkemon (29), and the Climate Sisu film screening (25). So far 604 readers are registered and 289 have logged activity.

Project Updates

Strategic Planning: The Community Survey wrapped up June 22 with a total of 258 responses, including 20 teen/tween surveys. We are now analyzing the data to find common themes and look for wins & opportunities. Focus groups have been scheduled with those who expressed interest. They will take place here at the library from July 22 to July 25.

Battery Backup/Inverter Replacement: The new inverter has been ordered with an anticipated ship date of August 21. Installation will be scheduled soon after.

Library Signing: Gilson is working on our new signing with expected delivery in early July.



Training

Here is what the staff did in June:

- **Artificial Intelligence:** A timely session on 6/18 covered how to use AI to help analyze open-ended question answers from a survey. I will be using it to help recap and understand our community survey responses.
- **FOIA:** I attended a good webinar on the intricacies of the Freedom of Information Act. The City handles most of the logistics of FOIA for the library, but it is still critical to understand the process.
- **CPR:** Chloe attended CPR training from CoreWell.

Staff Reports

Assistant Director Tess Allerdin's Report

June was a busy month! With the start of Summer Reading, we have seen a *lot* of traffic in the building, and patrons excited to read and participate in our events! This month I helped Erin with Tie-Dye Day and Fauxkemon: Create Your Own Pokemon events, both of which had fantastic turnouts!

As we have done in years past, we chose to participate in MiLibraryQuest, a virtual escape room/scavenger hunt event at libraries throughout the state. The event runs from June 16 until July 31 and is targeted at teens. Our participation includes posting a clue for teens to find on our website to help them solve a riddle and progress in the quest. The clue is housed at the bottom of the Teen Room page on the library's website.



Painting 2: Hint 11 (Statement 10) Catherine of Aragon likes theater best so she does not want to go to Muskegon. That only leaves one city for her.

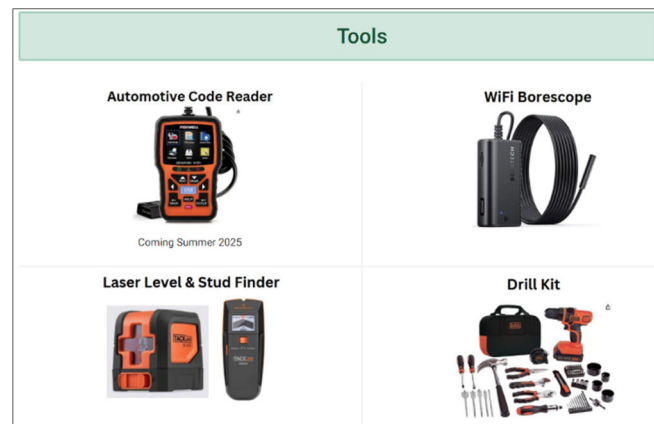
To return to the Quest, use your "go back" option to go back to the previous page or tab.

This clue is part of MiLibraryQuest: Summer 2025, a set of virtual puzzles for teens. To participate in the Quest, visit <https://milibraryquest.wixsite.com/quest1>.



The Library of Things portion of our website has also gotten a bit of a facelift, as Marty continues to process the new items we purchased in the spring. Check it out and see if any of our new items might interest you!

We have wanted to create a local authors collection for quite some time, and are working on making that a reality. At our last few senior staff meetings, we have started discussing what will constitute a local author, how we might catalog local authors' books, and where the collection will be housed. Our working definition of a local author is currently any author that primarily lives within Barry County, or any of the counties that touch it (Ionia, Eaton, Calhoun, Kalamazoo, Allegan, and Kent). This definition is certainly not set in stone, and there will likely be exceptions! I am working on compiling a list of items in our collection that fit this definition, so we can get an idea of what we currently have. Based on the number of items we have, we will then decide where we want to house this collection, and how we will maintain and grow it. Keep an eye out for more information as this project progresses!



I have been working on slowly weeding the adult fiction collection since last July, and I am happy to report that the project is officially complete. Best practice typically says to weed fiction books if they have not circulated in the last three years. In an effort to not decimate the collection, as it had not been weeded in a *long* time, I looked at items that had not circulated in the last five years. The shelves certainly have more breathing room, but they by no means look empty! I hope to do some shifting and eventually have some books front-facing on book easels to help draw patrons' eyes in more. All weeded books that are still in good condition will be going to the Friends sale coming up in July.

This month, David started training me on the statistics tracking process, which I will be taking over going forward. I also attended the monthly Lakeland Board of Directors meeting with David in June. It was great to be able to meet other directors in person, and learn more from the Lakeland staff. I will be attending the July meeting myself, as David has prior commitments.

Youth Librarian Erin Quada's Report

Youth services is in the midst of its busiest season with Summer Reading in full swing! If you haven't yet, stop into the teen and children's spaces to look at the decorations! People of all ages are continuing to register for the summer reading challenge or are stopping into collect their prizes for every ten days of reading. The Library is buzzing with activity every day!



Summer Reading Challenge

- Over 600 people are registered for the reading challenge, with almost 300 active readers.
- People have logged over 3200 days of reading so far this summer!
- Prizes for reading include a silicone bracelet and charms for all ages, custom HPL sticker with our summer reading graphic, and various prizes for kids. So far, people are very excited about the prizes this year!

Summer Reading Programs

- We held ten youth summer reading programs in June, with almost 500 people attending.
- Touch-a-Truck was a big event with over 200 people in attendance. The vehicles were a huge hit, as were the tables hosted by various community partners. The library had water available, gave out popsicles, and had information about summer reading available.
- Our Bubble Science Show & Lab was a huge hit with lots of audience participation and excitement from all ages. Even a couple of the teenagers in attendance were impressed with Miss Angelina created extra-large whale bubbles! All of the kids had a chance to be put inside a bubble and even David got in on the action catching microbubbles and more!
- Our Community Weaving piece garnered interest from all ages and was mostly full within two days! We had almost 100 strips of cloth added to the frame. Lake and I plan to finish it up with some white cloth to fill in a couple gaps and tuck in some ends and then get it hung in the upstairs hall across from the Community Room. A special thank you goes to Rick Hemerling for donating the supplies, time, and expertise creating the frame.
- Tie-Dye Day was a big hit again this year with all 40 bandanas (and a few items brought in by participants) being claimed in just over 30 minutes. Our layout for this event makes it simple and quick for people to participate and everyone walked away with their unique creation!
- The Faukémon: Create Your Own Pokémon program was a huge hit with so much enthusiasm and creativity, it was contagious! Both kids and adults got into the creation process and some fantastic Pokémon were created.
- Youth Makerspace is a repetitive program this summer with a different theme each session. We have had consistent attendance at our first three sessions which included crafty creations, upcycling, and wood crafts. Everything the kids make they get to take home!
- We have an additional passive program hiding four 3D printed frogs on lily pads each morning throughout the library for patrons to find. Each person that finds one gets to pick an item from the treasure box.





Regular Programs

- Most of our regular programs continue through to the summer, including storytimes, LEGO Club, Youth Garden Club, and Rockin' Tots.
- Itsy Bitsy Book Club, our storytime for younger littles, is held at Tyden Park when weather permits. Attendance has been very large with over 50 people attending two of the June sessions. We continue to see new families every week.
- The garden is growing! The lettuce is ready to harvest and soon we will be able to harvest zucchini and yellow squash! The tomatoes, peppers, and carrots are growing nicely and we still have more to plant.

Outreach

Very Barry Family Event was held on June 7 and, as part of the planning committee, it was a big day! Additionally, HPL had a tent and saw hundreds of kids and families, signed them up for summer reading, and shared information about the library. The library also provided a basket for the raffle at the end of the event. The basket was themed around cooking as family and included kid sized aprons, kid safe knives, a cookbook, and several other kitchen items. It was a beautiful day and we were thrilled with the turnout!

Collection

As the last month of the fiscal year, I focused on getting my last book orders in and maximizing new items for the collection. We had some generous donations that allowed me to expand the large print youth collections and get a few extra items for teens for upcoming programs!

Marketing and Programming Coordinator Barbara Haywood's Report Event Recap

Rain Gardens 101 – June 11, 2025

This workshop was a success despite the cloudy skies—perfect weather to talk about stormwater management! 11 attendees explored the library's own rain garden, reviewed planting plans, and saw firsthand how thoughtful design can transform a landscape while supporting pollinators and preventing erosion.

A big thank you to everyone who joined us for this green-thumb gathering!





Homestead Farm Tour – June 12, 2025

8 attendees enjoyed a guided tour of Christin Othmer's working homestead in Woodland, MI.

Participants explored the barn, garden, and greenhouse while learning firsthand how the Othmer family incorporates homesteading principles into everyday life. From sustainable growing practices to self-sufficiency, this hands-on experience offered a meaningful look into modern homesteading. Attendees also enjoyed farm made soft cheese, lamb sausage & pork brats after the tour.

Soaring Safety – Hot Air Balloon | June 16, 2025

13 attendees gathered at Hastings Public Library to learn from **Ralph Payne**, retired FAA Aviation Safety Inspector and Hot Air Balloon Instructor.

Through engaging stories and expert insights, Ralph shared the **magic, mechanics, and safety** behind hot air ballooning. Participants left with a deeper appreciation for this unique form of flight and the detailed preparation that keeps it safe and awe-inspiring.



Climate Sisu – June 18, 2025

25 attendees joined us for an inspiring evening focused on **climate resilience in Michigan**.

The event began with a presentation by **Professor Elena Lioubimtseva**, followed by a screening of *Climate Sisu: The Stories of Climate Resilience from Northern Michigan* — the first documentary to highlight how Michigan communities are responding to climate change.

Attendees heard powerful stories from farmers, educators, winemakers, and more, all working to create **local solutions to a global challenge**.





Circulation Supervisor Chloe Lewis' Report

As this is my first Summer Reading season at Hastings Public Library, I expected a busy and active environment; however I underestimated the true extent of how busy the library would be! Desk staff has been less able to assist with side projects and report research, but we're still getting everything done.

On June 9 our new hire Kylie Petto began her training and as her first two weeks went by, she quickly demonstrated that she is a valuable addition to the team. She has a strong ability to learn quickly and enthusiastically!

In working to continue improvement on our new hire training, Tess and I reviewed different versions of scavenger hunts that some libraries use for their new hires. We decided to move forward with creating one of our own, and I was able to develop it in time for Kylie to test it! The scavenger hunt has a well thought out combination encouraging staff to walk through the library to find physical resources as well as using our computer resources in order to best assist patrons. This will help new hires become familiar with common patron questions and how to effectively assist them, providing valuable experience before they are scheduled at the desk and expected to respond in real time.



I found it to be a great success—Kylie was able to discover new resources and learn the locations of key items. The plan is to make this a permanent part of our onboarding process for future staff, and I look forward to improving it further!

Upcoming Programs and Events

- AI Basics – Digital Literacy, Monday July 7, 6pm
- Youth Makerspace, Tuesdays 7/8, 7/22 10:30am
- Design Your Own Popsocket, Tuesday 7/8, 1pm
- Chalk the Walk, Wednesday 7/9, 2pm
- Youth on the North Country Trail, Wednesday 7/8, 6pm
- Friends Book Sale, Thursday 7/17 – Saturday 7/19
- Youth Financial Literacy, Monday 7/21, 2pm
- Wild Flower Air Dry Ornaments, Monday 7/21, 6pm
- Graffiti Party, Tuesday 7/22, 1pm
- Volunteer Party, Friday 7/25, 4:30pm
- Falconry, Saturday 7/26, 12pm
- Teen Art Studio, Tuesday 7/29, 1pm
- Candy Sushi, Wednesday 7/30, 2pm
- Scavenger Hunt Around Town, Saturday 8/2 – Saturday 8/9



Monthly Statistics - May 2025

Net Promoter Score*: 75



Physical Library Visits

LY Month	6,947
TY Month	6,413
YTD	68,714



Library Card Holders

	City	Hastings Twp	Rutland Twp	Non-Resident
Total	2,917	838	1,092	102
New	23	12	8	1



Volunteer Hours

LY Month	94
TY Month	116
YTD	1,596



Item Circulation

	Children's	Non-Children's	Mobile	Total
LY Month	2,127	2,306	-	4,433
TY Month	2,463	2,642	-	5,105
YTD	27,293	28,313	-	55,606



Wireless Sessions

LY Month	1,150
TY Month	908
YTD	10,154



Inter-Library Loans

	To HPL	From HPL	Total
LY Month	350	392	742
TY Month	397	366	763
YTD	4,739	4,386	9,125



Library of Things Circs

	TY Month	YTD
LoT	59	425
Hotspots	29	241
Museums	1	11



Programs

	Youth		Adult & General	
	Offered	Attendance	Offered	Attendance
TY Month	12	170	13	129
YTD	175	3,442	136	2,878



Digital Downloads

LY Month	2,063
TY Month	2,957
YTD	27,403



Computer Sessions

	Adult	Kids	Teen	MI Room
LY Month	405	75	81	3
TY Month	338	119	99	1
YTD	4,145	1,361	1,138	13

Miscellaneous

	TY Month	YTD
Princh Documents	211	2,491
Study Room Usage	58	474
Non-HPL Community Room Usage	29	343



Websites

		Sessions	Users	Page Views
HPL	LY Month	2,396	1,716	4,446
	TY Month	2,097	1,435	3,729
	YTD	25,212	17,873	40,710
BCHP	TY Month	355	195	1,993
	YTD	4,369	2,167	28,525

* 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

HEADER & DIVIDER DIRECTIONAL SIGNAGE - R2

GILSON

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DIRECTIONAL SIGNAGE

MINI A-Z SHELF DIVIDERS

Shelf Letter Dividers

345324 - Hastings Library - Shelf Letter Dividers - 7x10
(7x10)



DIRECTIONAL SIGNAGE

SHELF DIVIDERS

Shelf Dividers

345324_Hastings Library_Shelf Dividers_8.75x13.25
(8.75x13.25)



DIRECTIONAL SIGNAGE

GENRE HEADERS

Genre Headers
345324 - Hastings Library Directional Signage_Genre Headers_19.75x4
(19.75x4)

Biography	Fiction	Graphic Novels
Holiday	Large Print	Magazines
New	Non-Fiction	Picture Books
Local Authors	Movies	Movies - New
Movies - Anime	Movies - Non-Fiction	Movies - Kids
Library of Things	Library of Things Jr.	Early Reader
Spanish/Español	Audiobooks	Board Books
Holds		Oversize

QUOTATION / BID
AUTOMATIC EQUIPMENT
SALES & SERVICE, INC.

1747 Northridge Drive NW · Walker, MI 49544
Phone (616) 784-9645

QUOTATION NO.
070125-2SB

July 1, 2025

To: Hastings Public Library
Attn: David Edelman
Re: First-floor family restroom

WE ARE PLEASED TO QUOTE THE FOLLOWING:

- | | |
|---|--|
| 1 | Stanley M-Force automatic door operator. Surface applied. Clear anodized finish. |
| 1 | PBS1 hardwired push plate switches. |
| 1 | Restroom kit. |
| 1 | TDM relay to tie into electric strike. |
| 1 | IDEC power supply for electric strike. |
| 1 | HES 5200 electric strike. |

TOTAL COST OF MATERIAL AND INSTALLATION.....\$5,495.00

Option: For wireless push plate switches in lieu of hardwired switches please add.....\$467.00

Notes :

- Quotation good for 60 days.
- Electric to operators by other.
- Low voltage wiring from actuators to door operator locations and from electric hardware to operator locations to be furnished and run by other.
- Electric to be ready at time of installation.
- ½ payment due at time of order.

THIS PROPOSAL IS SUBJECT TO THE TERMS AND CONDITIONS SHOWN ON THIS AND OTHER PAGES AND IS SUBJECT TO REVISION OR WITHDRAWAL IF NOT ACCEPTED WITHIN 30 DAYS AFTER DATE OF BID.

Terms net 30 days for material delivered and work performed as of invoice date. Balance in full upon completion of this contract.++

ACCEPTED: _____
 Company

By: _____

Title: _____

AUTOMATIC EQUIPMENT
SALES AND SERVICE, INC.
BY: Steve Budnick
Steve Budnick

QUOTATION / BID
AUTOMATIC EQUIPMENT
SALES & SERVICE, INC.

1747 Northridge Drive NW · Walker, MI 49544
Phone (616) 784-9645

QUOTATION NO.
070125-3SB

July 1, 2025

To: Hastings Public Library
Attn: David Edelman
Re: First-floor men's and women's restrooms

WE ARE PLEASED TO QUOTE THE FOLLOWING:

- 2 Stanley M-Force automatic door operators. Surface applied. Clear anodized finish.
- 4 PBS1 hardwired push plate switches.

TOTAL COST OF MATERIAL AND INSTALLATION.....\$8,701.00

Option: For wireless push plate switches in lieu of hardwired switches please add.....\$933.00

Notes :

- Quotation good for 60 days.
- Electric to operators by other.
- Low voltage wiring from actuators to door operator locations and from electric hardware to operator locations to be furnished and run by other.
- Electric to be ready at time of installation.
- ½ payment due at time of order.

THIS PROPOSAL IS SUBJECT TO THE TERMS AND CONDITIONS SHOWN ON THIS AND OTHER PAGES AND IS SUBJECT TO REVISION OR WITHDRAWAL IF NOT ACCEPTED WITHIN 30 DAYS AFTER DATE OF BID.

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ACCEPTED: _____
Company

By: _____

Title: _____

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SALES AND SERVICE, INC.
BY: Steve Budnick
Steve Budnick