

# HASTINGS PUBLIC LIBRARY BOARD OF TRUSTEES

June 6, 2022 4:30pm

1. Call to order
2. Agenda p. 1
3. Public Comments
4. Approval of Minutes p. 2-3
  - a. May 2, 2022 p. 4
  - b. May 9, 2022
5. Financial Reports p. 5-6
  - a. April invoices p. 7-11
  - b. April budget report
6. Library Director's Report p.12-16
7. Committees
  - a. Budget and Finance
  - b. Building and Grounds
  - c. Personnel
  - d. Policy – Set meeting date for July
  - e. Marketing
  - f. Capital Campaign
8. Unfinished Business
  - a. None
9. New Business
  - a. Consider electing Jane Cybulski Secretary of the Board.
10. Board Member Comments
11. Adjourn



# HASTINGS PUBLIC LIBRARY

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## Hastings Public Library Board of Trustees Draft Minutes

Date: May 2, 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 4:34 PM.

- Board members present were Jeff Kniaz, Kelli Newberry, Jane Cybulski, John Resseguie, Chloe Kelly, Audrey Burton, Norma Jean Acker and David Koons.
- Also present were Peggy Hemerling and David Edelman.
- Board member(s) absent was Cloe Oliver.

### 2. APPROVAL OF MINUTES of April 4, 2022

- The minutes of April 4, 2022 were approved as written.

### 3. FINANCIAL REPORTS AND INVOICES

- It was moved by Burton to approve the March invoices and budget report as presented. **Motion Approved.**

### 4. COMMITTEES

- Budget and Finance:
  - i. Board scheduled an emergency board mtg for Monday 5/9 @ 4:30pm to approve the budget that was committee reviewed in April.
- Building and Grounds:
- Personnel:
- Policy:
- Marketing:
- Capital Campaign:
  - i. Planning July event with window auction for fundraiser, working on sponsors, looking for 150 attendees

### 5. UNFINISHED BUSINESS:

- Consider adapting the approved lighting RFP to provide for a complete functional lighting control system.
  - Kniaz motioned to accept the proposal from EES to revise the RFP to address the community room and emergency lighting function for an additional \$3,420.
    - Roll Call:
      - Kniaz: yes

- Newberry: yes
- Cybulski: yes
- Resseguie: yes
- Kelly: yes
- Burton: yes
- Acker: yes
- Koons: yes

#### 6. NEW BUSINESS:

- Consider approving updates to the Library's Personnel Policy as detailed in the packet. This will match changes to the City's personnel policy that affect Library employees.
  - Acker motioned to update the library policy in keeping with the city's most recent policy regarding personnel that affects library employees. **Motion Approved.**
- Consider approving a new Library Materials Challenge Policy. This policy spells out how Library materials may be challenged or requested to be removed from the shelves.
  - Kniaz motioned to accept the proposed Library Materials Challenge Policy. **Motion Approved.**
- Consider approving updates to the Library's Collection Development Policy, which removes all Reconsideration of Materials verbiage and refers to the new Library Materials Challenge Policy.
  - Resseguie motioned to accept the changes to the library's collection development policy. **Motion Approved.**
- Consider approving updates to the Library's Deed of Gift form as presented.
  - Burton motioned to accept the updated Deed of Gift form. **Motion Approved.**

#### 7. ADJOURNMENT:

- Meeting was adjourned at 5:18 pm.

**Hastings Public Library Board of Trustees  
Draft Minutes**

**Date: May 9, 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 were Kelly Newberry, Norma Jean Ackerson, Jeff Kniaz, Audrey Burton, John Resseguie, Chloe Kelly, Dave Koons.
- Also present was Peggy Hemerling.
- Not in attendance: Chloe Oliver

**2. NEW BUSINESS**

- It was moved by John Resseguie to approve the 2022/2023 Library operating budget submitted by Peggy Hemerling, seconded by Audrey Burton.

\* Roll call:

- \* Kniaz – aye
- \* Cybulski – aye
- \* Burton – aye
- \* Kelly – aye
- \* Resseguie – aye
- \* Ackerson – aye

**Motion Approved.**

**3. ADJOURNMENT:**

- Meeting was adjourned at 4:38 p.m.

**HASTINGS PUBLIC LIBRARY**  
**Invoices for April 2022**  
**Prepared for June 6, 2022 Board meeting**

<b>Account</b>	<b>Vendor</b>	<b>Amount</b>	<b>Total</b>
<b>Salaries &amp; Wages</b>			<b>\$ 18,048.29</b>
	April	\$ 18,048.29	
<b>Social Security Taxes</b>			<b>\$ 1,330.38</b>
	April		
<b>Overtime</b>			<b>\$ 32.66</b>
	Mangrove Payroll Services	\$ 32.66	
<b>Fringe Benefits</b>			<b>\$ 10,561.52</b>
	Benefits	\$ 10,561.52	
<b>Supplies:</b>			<b>\$ 282.53</b>
	Quill	\$ 31.99	
	Lakeland Lib. Co-op	\$ 17.00	
	Amazon	\$ 220.55	
	ACE	\$ 12.99	
<b>Program Supplies</b>			<b>\$ 758.58</b>
	Pro Source Specialties	\$ 692.73	
	ACE	\$ 17.97	
	Martha Ports	\$ 47.88	
<b>Subscriptions &amp; Publications</b>			<b>\$ 64.99</b>
	Wall Street Journal	\$ 54.99	
	Midwest Living magazine	\$ 15.00	
<b>Software Subscriptions</b>			<b>\$ 1,170.00</b>
	Vipre - anti-virus	\$ 1,170.00	
<b>Electronic Media</b>			<b>\$ 499.56</b>
	Midwest Tape - Hoopla	\$ 499.56	
<b>Professional Services</b>			<b>\$ 5,000.00</b>
	Kennari Consulting	\$ 5,000.00	
<b>Contracted IT Services</b>			<b>\$ 3,310.00</b>
	Clark Tech. Services	\$ 3,310.00	
<b>Lakeland Lib. Co-op Services</b>			<b>\$ 4,432.25</b>
	Delivery charges	\$ 614.25	
	Admin. services	\$ 673.25	
	ILS Fees	\$ 3,144.75	
<b>Maintenance Contracts</b>			<b>\$ 1,590.00</b>
	T.H. Eifert	\$ 1,590.00	
<b>Consulting Services</b>			<b>\$ 87.50</b>
	Elite Fund	\$ 87.50	
<b>Telephone &amp; Fax</b>			<b>\$ 413.89</b>
	Fusion	\$ 413.89	
<b>Internet</b>			<b>\$ 600.00</b>
	Mobile Beacon	\$ 600.00	
<b>Community Promo &amp; Ads</b>			<b>\$ 166.36</b>

	Indeed	\$ 118.36	
	Hodges Jewelry	\$ 48.00	
<b>Licenses &amp; Fees</b>			<b>\$ 69.99</b>
	Quill	\$ 69.99	
<b>Conf/workshop &amp; Profess. Dev,</b>			<b>\$ 391.29</b>
	MCLS training - Sarah Proulx	\$ 80.00	
	Spring Institute - Paige Brandli	\$ 203.42	
	Spring Institute - Martha Ports	\$ 107.87	
<b>Membership</b>			<b>\$ 150.00</b>
	Am. Lib. Assoc. - Peggy Hemerling	\$ 150.00	
<b>Public Utilities</b>			<b>\$ 2,948.34</b>
	City - water & sewer	\$ 283.56	
	Consumers - electric	\$ 2,105.84	
	Consumers - natural gas	\$ 558.94	
<b>Waste Disposal</b>			<b>\$ 10.66</b>
	Les's Sanitary Service	\$ 10.66	
<b>Building Repair &amp; Maintenance</b>			<b>\$ 4,726.14</b>
	Advantage Electric	\$ 4,726.14	
<b>Printer/Copier Lease/Maint</b>			<b>\$ 1,067.64</b>
	Konica Minolta	\$ 1,067.64	
<b>Inspection Services</b>			<b>\$ 250.00</b>
	Great Lakes Systems	\$ 250.00	
<b>Collection Services</b>			<b>\$ 44.75</b>
	Unique Management	\$ 44.75	
<b>Equipment/Furniture-ND</b>			<b>\$ 194.99</b>
	Amazon	\$ 194.99	
<b>Collection Materials - Books</b>			<b>\$ 893.47</b>
	Baker & Taylor	\$ 835.26	
	Amazon	\$ 38.23	
	Walmart	\$ 19.98	
<b>Collection Materials - AV</b>			<b>\$ 103.09</b>
	Baker & Taylor	\$ 27.25	
	Amazon	75.84	
<b>Total Invoices</b>			<b>\$ 59,198.87</b>

**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING APRIL 30, 2022**  
**FUND 271 - LIBRARY FUND**

**OPERATIONS**

**OPERATING REVENUES**

	THIS MONTH ACTUAL 30-APR-22	THIS YEAR FISCAL YTD 30-APR-22	REVISED BUDGET 2021-2022	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 30-APR-21	REVISED BUDGET 2020-2021	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-100-502-000	UNIVERSAL SERVICE FUND - ERATE	.00	5,193.98	6,000	0	4,917.00	6,418	7,293.00
271-100-523-000	FEDERAL GRANTS - REC & CULTURL	.00	.00	0	0	1,823.50	0	1,823.50
271-100-528-000	FEDERAL GRANTS - OTHER	.00	.00	0	0	1,354.00	0	1,354.00
271-100-540-000	STATE AID	.00	5,786.97	10,000	0	5,342.16	7,000	11,032.16
271-100-566-000	STATE GRANT - LIBRARY OF MICH	.00	.00	0	0	.00	1,860	.00
271-100-583-000	CONTRIBUTIONS FROM OTHER TOWNSHIP	71,398.45	392,840.83	420,000	0	394,906.79	375,000	394,951.47
271-100-637-000	FOIA FEES	146.00	146.00	0	.00	.00	0	.00
271-100-649-000	PRINTING/FAX FEES	692.25	6,304.58	5,000	3,922.61	8,500	46%	5,048.76
271-100-651-000	NON-RESIDENT FEES	100.00	1,075.25	400	325.00	300	108%	675.25
271-100-658-000	PENAL FINES	.00	12,119.84	8,500	8,904.70	4,500	198%	8,904.70
271-100-659-000	OVERDUE FINES	260.08	1,826.83	200	1,403.98	1,000	140%	1,494.68
271-100-665-000	INTEREST EARNED ON DEP & INVST	188.30	411.29	4,750	2,502.59	5,000	50%	2,546.75
271-100-667-000	FACILITY RENTALS	100.00	840.00	200	.00	350	0%	.00
271-100-672-000	OTHER REVENUE	590.52	5,280.40	1,700	1,919.47	1,700	113%	2,689.07
271-100-674-000	PRIVATE CONTRIBUTIONS & DONATIONS	4,809.66	48,464.05	20,000	30,351.30	21,200	143%	51,445.80
271-100-674-010	BCF CONTRIBUTIONS	.00	.00	16,250	.00	16,000	0%	10,000.00
271-100-674-020	OTHER CONTRIBUTIONS & DONATIONS	.00	.00	0	.00	3,050	0%	.00
271-100-676-000	REIMBURSEMENT OF EXPENDITURES	.00	.00	50	259.49	50	519%	259.49
271-100-687-000	REFUNDS AND REBATES	.00	.00	0	.00	200	0%	.00
271-100-699-101	TRANSFERS IN - GENERAL FUND	.00	151,170.00	151,170	112,610.00	112,610	100%	112,610.00
	<b>TOTAL OPERATING REVENUES</b>	<b>78,285.26</b>	<b>631,460.02</b>	<b>644,220</b>	<b>570,542.59</b>	<b>564,738</b>	<b>101%</b>	<b>612,128.63</b>
	<b>TOTAL REVENUE &amp; INCOMING TRANSFERS</b>	<b>78,285.26</b>	<b>631,460.02</b>	<b>644,220</b>	<b>570,542.59</b>	<b>564,738</b>	<b>101%</b>	<b>612,128.63</b>

**CITY OF HASTINGS**  
**FUND 271 - LIBRARY FUND**  
 OPERATIONS  
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 10 MONTHS ENDING APRIL 30, 2022

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL 30-APR-22	FISCAL YTD 30-APR-22	BUDGET 2021-2022	YTD % OF BUDGET	FISCAL YTD 30-APR-21	BUDGET 2020-2021	YTD % OF BUDGET	FULL YEAR ACTUAL
271-790-702-000	7,471.69	80,754.38	97,544	83%	75,485.21	91,738	82%	92,088.85
271-790-703-000	4,121.62	45,337.81	53,581	85%	44,003.60	52,016	85%	52,006.80
271-790-704-000	5,495.50	72,013.41	91,505	79%	68,815.56	91,876	75%	84,913.82
271-790-704-010	959.48	10,519.60	12,051	87%	8,306.97	12,729	65%	9,883.51
271-790-709-000	1,330.38	15,334.39	19,483	79%	14,375.62	18,999	76%	17,471.61
271-790-713-000	32.66	94.67	0	0%	33.73	0	0%	33.73
271-790-716-000	510.50	3,224.22	5,540	58%	1,651.25	4,303	38%	1,816.72
271-790-717-000	4,553.41	42,543.16	65,592	65%	35,504.65	40,008	89%	42,074.30
271-790-717-010	4,367.74	4,357.62	4,214	103%	3,911.64	4,872	80%	4,849.96
271-790-718-000	4,733.30	46,382.49	55,717	83%	42,185.41	41,623	101%	51,306.39
271-790-718-010	.00	1,300.92	0	0%	2,814.06	12,314	23%	2,814.06
271-790-719-000	287.62	2,876.20	3,460	83%	2,876.20	2,703	106%	3,451.44
271-790-724-000	39.95	399.50	510	78%	399.50	490	82%	479.40
271-790-726-000	.00	.00	0	0%	.00	1,422	0%	.00
271-790-727-000	.00	.00	0	0%	.00	215	0%	.00
271-790-751-000	.00	1,793.36	1,400	128%	1,122.89	1,500	75%	1,290.98
271-790-756-000	.00	198.79	700	28%	793.41	300	264%	835.86
271-790-760-000	29.99	238.98	350	68%	199.21	700	28%	338.01
271-790-761-000	220.55	1,811.90	1,300	139%	727.04	2,950	25%	2,509.72
271-790-762-000	.00	181.81	530	34%	691.77	280	247%	691.77
271-790-766-000	.00	986.90	1,900	52%	5,572.67	2,050	272%	5,602.67
271-790-767-000	.00	.00	300	0%	.00	0	0%	.00
271-790-770-000	758.58	1,662.48	1,750	95%	1,213.11	3,050	40%	2,304.80
271-790-772-000	.00	.00	500	0%	459.56	50	919%	459.56
271-790-777-000	.00	313.69	1,100	29%	746.09	1,250	60%	980.49
271-790-778-000	31.99	151.09	500	30%	375.88	500	75%	375.88
271-790-791-000	64.99	1,633.21	1,430	114%	992.71	1,500	66%	1,378.53
271-790-792-000	1,170.00	3,921.90	4,455	88%	2,410.39	1,870	129%	2,809.39
271-790-793-000	.00	6,111.64	7,350	83%	5,908.28	5,500	107%	5,908.28
271-790-794-000	499.56	4,296.48	4,250	101%	3,193.92	4,000	80%	4,591.35
271-790-795-000	.00	.00	0	0%	765.63	1,400	55%	765.63
271-790-796-000	.00	1,741.38	1,745	100%	1,741.38	1,750	100%	1,741.38



**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING APRIL 30, 2022**

**FUND 271 - LIBRARY FUND**

**OPERATIONS**

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
	ACTUAL 30-APR-22	FISCAL YTD 30-APR-22	BUDGET 2021-2022	YTD % OF BUDGET	FISCAL YTD 30-APR-21	BUDGET 2020-2021	YTD % OF BUDGET		
271-790-798-000 LIBRARY CARDS	.00	21.90	0	0%	.00	0	0%	.00	
271-790-802-000 PROFESSIONAL SERVICES	5,000.00	30,700.00	0	0%	.00	0	0%	.00	
271-790-806-000 LEGAL SERVICES	.00	1,080.00	150	720%	.00	150	0%	.00	
271-790-809-000 CONTRACTED IT SERVICES	3,310.00	15,210.03	24,275	63%	22,998.50	21,280	108%	28,008.50	
271-790-812-000 PRE-EMPLOYMENT SCREENINGS	.00	816.00	100	816%	158.00	200	79%	158.00	
271-790-813-000 DELIVERY SERVICES	614.25	2,293.50	1,912	120%	1,472.50	500	295%	1,472.50	
271-790-816-000 SECURITY SERVICES	.00	299.88	325	92%	299.88	325	92%	299.88	
271-790-817-000 LAKELAND LIBRARY CO-OP SERVICE	673.25	2,755.50	3,158	87%	2,817.00	2,577	109%	2,817.00	
271-790-818-000 MAINTENANCE CONTRACTS	1,590.00	6,390.00	8,510	75%	6,360.00	7,690	83%	8,456.76	
271-790-823-000 OTHER CONSULTING SERVICES	87.50	376.00	1,550	24%	470.50	550	86%	470.50	
271-790-825-000 LATE/SERVICE FEES	.00	41.92	25	168%	.00	50	0%	.00	
271-790-850-000 TELEPHONE	413.89	3,813.24	4,760	80%	3,759.65	4,700	80%	4,823.63	
271-790-851-000 MAIL/POSTAGE	.00	273.86	400	68%	472.74	450	105%	465.93	
271-790-852-000 INTERNET/TELECOMM SERVICES	600.00	6,135.00	7,620	81%	5,985.00	6,000	100%	6,975.00	
271-790-861-000 TRANSPORTATION - MILEAGE REIMB	.00	.00	300	0%	.00	300	0%	.00	
271-790-879-000 WEBSITE	.00	.00	210	0%	326.17	206	158%	326.17	
271-790-880-000 COMMUNITY PROMOTIONS	48.00	48.00	600	8%	100.00	400	25%	100.00	
271-790-881-000 ADVERTISING	118.36	966.55	400	242%	143.98	400	36%	280.45	
271-790-887-000 SPEAKERS/PERFORMERS	.00	375.00	1,000	38%	137.50	1,000	14%	187.50	
271-790-890-000 ILS FEES	3,144.75	13,350.17	11,667	114%	12,659.92	13,989	90%	12,659.59	
271-790-891-000 LICENSES AND FEES	69.99	275.85	460	60%	406.00	500	81%	406.00	
271-790-892-000 SOFTWARE LICENSES	.00	763.75	750	102%	640.00	750	85%	640.00	
271-790-900-000 PRINTING AND PUBLISHING	.00	350.00	150	233%	155.00	150	103%	155.00	
271-790-902-000 NEWSLETTER	.00	45.00	400	11%	405.00	400	101%	405.00	
271-790-906-000 PROMOTIONS/MARKETING	.00	.00	450	0%	.00	100	0%	.00	
271-790-907-000 SPONSORSHIPS/DONATIONS	.00	.00	100	0%	.00	100	0%	.00	
271-790-909-000 TRAINING	80.00	333.50	400	83%	109.00	400	27%	124.00	
271-790-910-000 PROFESSIONAL DEVELOPMENT	.00	1,806.00	500	361%	287.95	500	58%	287.95	
271-790-911-000 CONFERENCES	311.29	711.29	2,550	28%	540.00	2,000	27%	540.00	
271-790-912-000 MEETINGS	.00	.00	75	0%	.00	75	0%	.00	
271-790-915-000 MEMBERSHIPS	150.00	1,369.97	1,228	112%	1,212.30	1,053	115%	1,212.30	
271-790-916-000 DUES AND FEES	.00	999.50	1,350	74%	346.00	1,250	28%	586.00	
271-790-918-000 WATER/SEWER	283.56	2,539.08	3,000	85%	2,141.63	3,000	71%	2,603.63	
271-790-919-000 WASTE DISPOSAL	10.66	229.22	330	69%	178.56	210	85%	267.84	

**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING APRIL 30, 2022**

**FUND 271 - LIBRARY FUND**

**OPERATIONS**

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR	LAST YEAR
	ACTUAL	FISCAL YTD	BUDGET	YTD % OF BUDGET	FISCAL YTD	BUDGET	YTD % OF BUDGET	FULL YEAR ACTUAL	
	30-APR-22	30-APR-22	2021-2022		30-APR-21	2020-2021			
271-790-920-000 ELECTRIC	2,105.84	21,397.26	22,000	97%	16,981.30	24,000	71%	20,330.44	
271-790-921-000 NATURAL GAS	558.94	3,816.59	4,250	90%	3,789.55	4,500	84%	4,153.63	
271-790-929-000 GROUNDS REPAIR AND MAINTENANCE	.00	1,600.00	2,475	65%	256.19	1,000	26%	256.19	
271-790-929-010 SNOWPLOWING/SNOW REMOVAL	.00	855.00	2,000	43%	885.00	2,100	42%	885.00	
271-790-930-000 BUILDING REPAIR & MAINTENANCE	4,726.14	26,670.97	33,150	80%	15,813.13	9,125	173%	24,584.43	
271-790-931-000 EQUIPMENT REPAIR & MAINTENANCE	.00	30.00	1,300	2%	.00	300	0%	.00	
271-790-935-000 PROPERTY LIABILITY INSURANCE	.00	8,263.00	9,000	92%	8,536.00	8,000	107%	8,536.00	
271-790-939-000 WORKERS COMPENSATION INSURANCE	.00	722.93	900	80%	1,028.66	760	135%	1,028.66	
271-790-941-000 PRINTER/COPIER LEASE/MAINT	1,067.64	3,202.92	4,275	75%	3,202.92	4,275	75%	4,270.56	
271-790-944-000 INSPECTION SERVICES	250.00	490.00	600	82%	346.10	1,710	20%	596.10	
271-790-950-000 COLLECTION SERVICES	44.75	223.75	200	112%	232.70	200	116%	250.60	
271-790-962-000 LOST/DAMAGED MATERIALS FEES	.00	109.95	150	73%	102.95	200	51%	121.95	
271-790-965-000 PROPERTY TAX REIMBURSEMENT	.00	1,135.21	100	1135%	.00	100	0%	.00	
271-790-974-010 LAND IMPROVEMENTS - NON-DPRCBL	.00	.00	0	0%	2,450.00	0	0%	2,450.00	
271-790-975-000 BLDG & BLDG IMP - NON-DEPRCBL	.00	.00	0	0%	.00	24,000	0%	.00	
271-790-975-010 TECHNOLOGY - NON-DEPRECIABLE	.00	.00	600	0%	.00	0	0%	.00	
271-790-980-000 EQUIPMENT/FURNITURE - DEPREC	.00	907.82	8,800	10%	13,282.99	14,500	92%	13,282.99	
271-790-980-010 EQUIPMENT/FURNITURE - NON-DEPR	194.99	3,488.95	11,730	30%	78.11	0	0%	20,941.11	
271-790-982-000 COLLECTION MATERIALS - BOOKS	893.47	14,420.89	15,000	96%	14,228.77	15,000	95%	17,311.71	
271-790-982-010 COLLECTION MATERIALS - AV	103.09	1,860.35	2,000	93%	1,165.08	2,000	58%	1,296.92	
271-790-982-020 COLLECTION MATS - BEYOND BOOKS	.00	2,047.17	2,000	102%	3,723.91	1,000	372%	3,723.91	
<b>TOTAL LIBRARY OPERATIONS</b>	<b>59,198.87</b>	<b>546,483.17</b>	<b>637,992</b>	<b>86%</b>	<b>477,961.48</b>	<b>587,983</b>	<b>81%</b>	<b>594,524.22</b>	
<b>TOTAL EXPENDITURES &amp; OUT TRANSFERS</b>	<b>59,198.87</b>	<b>546,483.17</b>	<b>637,992</b>	<b>86%</b>	<b>477,961.48</b>	<b>587,983</b>	<b>81%</b>	<b>594,524.22</b>	
<b>NET REVENUES OVER EXPENDITURES</b>	<b>19,086.39</b>	<b>84,976.85</b>	<b>6,228</b>		<b>92,581.11</b>	<b>( 23,245)</b>		<b>17,604.41</b>	

# CITY OF HASTINGS

BALANCE SHEET  
AS OF APRIL 30, 2022

## FUND 271 - LIBRARY FUND

	FISCAL YTD 30-APR-22	FISCAL YTD 30-APR-21
<b><u>ASSETS</u></b>		
271-000-001-001 CHECKING ACCOUNT - COMMON CASH	.00	( 3,299.53)
271-000-001-002 CHECKING ACCOUNT - PAYPAL CONT	500.00	3,734.07
271-000-004-000 PETTY CASH	468.00	468.00
271-000-017-000 INVESTMENTS - AMERCN DEP MGMT	190,440.37	.00
271-000-017-050 INVESTMENTS - MI CLASS POOLED	520,883.67	701,389.35
	<b>712,292.04</b>	<b>702,291.89</b>
<b><u>LIABILITIES AND FUND BALANCE</u></b>		
<b><u>FUND BALANCE</u></b>		
271-000-370-000 FUND BAL - NONSPND - PREPAIDS	.00	767.00
271-000-375-000 FUND BALANCE - RESTRICTED	327,315.19	408,943.78
271-000-380-000 COMMITTED FUND BALANCE	300,000.00	200,000.00
REVENUE OVER EXPENDITURES - YTD	84,976.85	92,581.11
	<b>712,292.04</b>	<b>702,291.89</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>712,292.04</b>	<b>702,291.89</b>



# HASTINGS PUBLIC LIBRARY

Explore • Imagine • Grow

## Library Director's Report for the June 6, 2022 Board Meeting

May was a month devoted to getting ready for summer reading. The theme this year is "Oceans of Possibilities." Paige, Barbara, Martha and Sarah spent many hours working on getting programs scheduled, publicity developed and sent out, planning and acquiring decorations for the building, as well as having the staff train on Beanstack, our online reading challenge app. See Paige's report later in this report for more summer reading information.

May was also the month for leaks in the building. The first one was in the area between the walls of the men's and women's restroom on the main floor. It took three visits from the plumber and a hole in the wall to finally determine the source of the leak. Thankfully, the plumbing was easily fixed, but the water that leaked into the women's restroom and out into the hall way outside the restrooms contained urine. Once we determined that and made a call to Camelot Emergency Water Removal, the company was on site within an hour working to remove the water, sanitize the whole area and set up equipment to dry everything out.

Next the tubing carrying water to the ice maker in the staff lounge developed two small leaks. Reg was able to fix those. Two weeks later a larger hole appeared and we had a small flood. The tubing will be replaced and a shut off valve added.

VITA finished doing tax preparation for community members in April, but we received statistics for the year in May. They helped many people. The area bordered in yellow shows the work done in our community room. I want to thank all the VITA volunteers for donating their time and effort.



### Volunteer Income Tax Assistance 2022 Barry County Program Statistics (TY 2021)

	# Fed Returns	Federal Refund	# State Returns	State Refund	# HPTC	Homestead Property Tax Credit	# HHC	Home Heating Credit	Total	Total Clients Assisted
Barry County United Way	74	\$ 124,768	90	\$ 10,001	43	\$ 27,734	12	\$ 2,470	\$ 164,973	93
COA	95	\$ 144,008	138	\$ 15,598	95	\$ 53,572	24	\$ 4,749	\$ 217,927	145
Delton District Library	57	\$ 126,085	81	\$ 15,230	46	\$ 24,015	11	\$ 3,498	\$ 168,828	84
Hastings Public Library	167	\$ 267,219	258	\$ 33,393	164	\$ 102,584	62	\$ 12,483	\$ 415,679	272
Putnam District Library	48	\$ 76,850	70	\$ 10,219	44	\$ 22,295	16	\$ 3,499	\$ 112,863	71
TCU Middleville	31	\$ 61,657	51	\$ 10,510	22	\$ 16,773	8	\$ 1,026	\$ 89,966	51
Prior Year Returns	11	\$ 14,076	20	\$ 13,926					\$ 28,002	20
My Free Taxes									\$ -	0
	483								\$ 1,198,238	736

Data as of 4-19-22

No Barry County returns reported completed on My Free Taxes as of 3-28-22

The capital campaign committee for the window replacement project did a lot of work in May. Most of the work centered on preparations for the Magical Mystery Garden Event fundraiser being held on July 26. The main focus of the event will be silent and live auctions of nineteen old windows that have been transformed by local artists and community members. Here are a few that will be available at the even:



*Laura Ortiz-Lavelle*



*Karen Vandenburg*



*Jennifer Haywood*



*Nancy Munger Anderson*

So far, we have raised nearly \$700,000 toward the cost of project. Through Debbie Stabenow's office we applied for a federal grant which we should hear about by the end of the year. We continue to seek donation and apply for other grants as we become aware of them. I want to thank the members of the capital campaign committee for all their hard work.

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

- With the increase number of book challenges happening at libraries around the state, we are working to be more prepared if items at the Library are challenged. To that end, I watched a webinar on book challenges. Along with tips on handling challenges, I learned about non-traditional challenges such as patrons checking out materials they don't like and not returning them. We will be monitoring the collection for this on key controversial items.
- We received 8 new free Wi-Fi hotspots from our current service provider to upgrade some of our older ones. An additional 6 are also on the way, so all fourteen hotspots will be brand new at no cost to us.
- Peggy and I met with a representative from MiCAFE, an organization that helps people, primarily senior citizens with food aid assistance in Michigan. We are becoming an educational partner with them to provide patrons with information on the program.
- Finally, I am working on the Homebound Delivery program, with a first draft of policy, patron agreement and reader's advisory survey all complete for review. We expect to bring policy to the Policy Committee this summer. Much more to come on this.

**Circulation Supervisor, Sarah Proulx's report:**

May was been very productive.

- I have started working through the list of old missing books and purging them from our system, which is a big, time consuming project. I have also been working with Sheryl from the Lakeland Cooperative to clean up our MeL Cat/INN Reach Report lists.
- The staff has been diligently working to make sure they are well informed and up to speed in order to be ready for the Summer Reading Program to start June 1.
- I am continuing to work on and develop an on-boarding plan for new hires to ensure a smooth hiring and training process for their first 90 days. I am still in early development of this project; however, I am trying to work quickly as we currently have an open position for which we are interviewing.
- The upgrading of the Wi-Fi hot spots seemed like a good time to review and revise both the staff policy for checking in and out the hot spots, as well as updating the patron agreement that must be signed before a patron checks out a hot spot for the first time. I am also working on doing the same for the Library of Things policy and agreement.
- David and I are in the final stages of staff evaluations, getting them ready for Peggy to review. This year we have added a goal for all library assistants to improve in an area of their choice to continue to meet patron needs and create an ongoing learning culture within the library staff. I am also reviewing current staff duties to make sure there are not gaps in any areas in order to see where we can grow in services to the community.
- I am continuing my workshop training for my level 3 certification. I also attended my first Circulation Forum where I not only learned a lot, but gained some knowledge on systems we currently use and how to use them more productively. I'm excited to discuss some of these things with both Peggy and David in the upcoming weeks. I have done several webinars this month in regards to banned books and first amendment rights, along with one about a new grant being offered by the Public Library Association and ATT. This grant

would allow us to gain financial assistant to offer computer courses to the community that would coincide with our current M83 Grant.

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

The youth department has been busy preparing for summer reading! This year we were able to get back into the schools & attend end-of-year events. In the month of May we went to Literacy Night at Noah's Ark, Hastings Hard & Soft Ball Fundraiser, GSRP End-of-Year Celebration, Central Elementary Literacy Night, Class Visits at Star School, Central Elementary Family Picnic and Cub Scouts Blue & Gold Ceremony. We're also attending Head Start's End of Year Celebration on 6/1 and the Very Barry Family Event on 6/4. Information about summer reading was distributed to St. Rose, Barry County Christian, Y-Time Preschool, SPROUTS Preschool, Northeastern, and Southeastern.



The library is partnering with Central Elementary for their summer reading program. All the students from Central Elementary that complete our reading challenge will be entered into a drawing to win prizes from Central this fall. Prizes from Central include 5 scooters and various toys donated by the United Way. If this goes well, we'd like to see the other elementary school participate in a similar fashion.

Summer reading registrations as of May 27:

23 Adults

15 Teens

77 Kids

14 Little Ones

Martha Ports, teen assistant, is doing a great job making interactive displays and helping with class visits. Her teen Nailed It! Program registration is full with 6 teams registered. There are at least two teams on the waiting list.

**June special events:**

- June 8 – Sue Picking Music, 2:00-3:00 pm
- June 9 – Nailed It! Teen Edition, 1:00 pm
- June 13 – Great Lakes Water Safety – 6:30 pm
- June 21 – Ellen Prager: Oceanographer, 6:00-7:00 pm
- June 22 – Thornapple Woodlands: Beekeeping, 2:00-3:00 pm
- June 27 – Scuba, Oceans & Travel with Marty Buehler, 6:00-8:00 pm
- June 28 – NFLI: Wonderful Water, 6:30-7:30 pm

**Monthly Statistics - April 2022**  
**Net Promoter Score\*: 88**

Physical Library Visits		Library Card Holders			
LY Month	1,891	City	Hastings Twp	Rutland Twp	Non-Resident
TY Month	5,968	3,563	895	1,245	88
YTD	45,342	New	37	8	7
					3

Volunteer Hours		Item Circulation**		
LY Month	15	Children's	Non-Children's	Mobile
TY Month	97	2,493	2,355	n/a
YTD	1,467	2,867	3,087	432
		YTD	25,994	2,225
				53,453
				Total
				4,848
				6,386

Wireless Sessions		Inter-Library Loans		
LY Month	1,285	To HPL	From HPL	Total
TY Month	1,031	450	583	1,033
YTD	10,984	608	408	1,016
		YTD	5,091	9,624

Ancestry Usage		Programs			
LY Month	320	Virtual		In Person	
TY Month	86	Offered	Attendance	Offered	Attendance
YTD	1,338	5	59	32	338
		YTD	563	287	4,047

Digital Downloads		Computer Sessions			
LY Month	1,489	Adult	Kids	Teen	MI Room
TY Month	951	243	118	5	10
YTD	14,588	313	38	15	5
		YTD	426	190	49

Digital Downloads		Website			Princh	
LY Month	231	Sessions	Users	Page Views	Orders	
TY Month	277	1,766	938	3,229	32	
YTD	2,526	1,952	1,279	3,607	52	
		YTD	20,072	12,152	36,100	436

\* 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  
\*\* Mobile circulation stats are included as of July 2021.