

HASTINGS PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Agenda

August 29, 2022 4:30pm

1. Call to order
2. Agenda p. 1
3. Public Comments
4. Correspondence p. 2
5. Approval of Minutes
 a. August 1, 2022 p. 3-4
6. Financial Reports
 a. June invoices p. 5-6
 b. June budget report p. 7-11
 c. July invoices p. 12-13
 d. July budget report p. 14-18
7. Library Director's Report p. 19-24
8. Committees
 a. Budget and Finance
 b. Building and Grounds
 c. Personnel
 d. Policy
 e. Marketing
 f. Capital Campaign - report
9. Unfinished Business
 a. None
10. New Business
 a. Consider approving update to the Community Room Policy p. 25-28
 b. Consider approving the new Homebound Delivery Policy p. 29-35
 c. Consider approving the new Programs and Presenter Policy p. 36-41
 d. Consider approving the new Disposal Policy p. 42
11. Board Member Comments
12. Adjourn



Thank You

Ms. Hemerling,
on behalf of the Barry County Farm
Bureau I want to express a big thank you
for allowing our Policy Development
Committee to use the meeting room at
your location on Monday Aug. 22nd.

Sincerely,

George Hubka

BC Farm Bureau Policy Development
Chairman

P.S. please express our thanks to
your Library Bd. for providing this
service to the community.

**Hastings Public Library Board of Trustees
Minutes**

Date: August 1, 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 4:33 p.m.

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

2. AGENDA

Motion to approve the amended agenda with the addition of consideration of the Kennari Consulting Contract added under section 7, item k. motioned by J. Resseguie, second by A Burton. Motion approved.

3. APPROVAL OF MINUTES July 11, 2022. J. Resseguie motioned to approve, A. Burton seconded. Motion approved.

4. LIBRARY DIRECTOR'S REPORT – attached

5. MAY FINANCIAL REPORTS and INVOICES

- a. Financials not supplied by the city at this time.

6. COMMITTEES

- a. Budget & Finance
- b. Building and Grounds
- c. Personnel
- d. Policy – Next Meeting August 8, 2022 4:30 p.m.
- e. Marketing
- f. Capital Campaign: Garden/Window fundraiser event: Gross receipts \$39,000. Invoices still coming in. Net proceeds still to be determined. Window auction netted over \$4,000 of that total.

7. NEW BUSINESS

- a. Library closure for staff development: Motion by J. Resseguie to approve closing Library on September 22, from 8:30 a.m. – 1 p.m. for staff training. Library will open to the public at 1 pm, seconded by A. Burton. Motion approved.
- b. Policy reviews:
 - i. Update of Library fee schedule: motion to approve by J. Resseguie, seconded by N. Acker. Motion approved.
 - ii. Update of community room policy: J. Resseguie motioned to approve the updated policy, C. Oliver seconded. Motion approved.

- iii. Update of gifting policy: A. Burton motioned to approve updated policy, J. Resseguie seconded. Motion approved.
- iv. Update of collection development policy: Motion to approve the updated policy made by J. Resseguie, seconded by D. Koons. Motion approved.
- v. Update of display space policy: Motion to approve the updated policy made by J. Resseguie, seconded by A. Burton. Motion approved.
- vi. Update of Investment policy: Motion to approve the updated policy made by J. Resseguie, seconded by N. Acker. Motion approved.
- vii. Update of Budget policy: Motion to approve the updated policy made by A. Burton, seconded by J. Resseguie. Motion approved.
- viii. Update of Purchasing policy: Motion to approve the updated policy, with discussed amendments, made by J. Resseguie, seconded by A. Burton. Motion approved.
- ix. Remote work policy: Motion to approve the new policy made by A. Burton, seconded by C. Oliver. After discussion, there was a motion to amend policy to include the director tracking when remote work, including number of persons and number of hours remote work is performed. These statistics are to be reported quarterly to the Library Board. The motion was made by J. Resseguie, seconded by A. Burton. Motion approved.
- c. Kennari contract renewal: Motion to approve renewing a contract with Kennari Consulting continued fundraising help and advice. Kennari would be paid at a rate of \$150.00 per hour on an as needed basis for the term of August through October, 2022, made by A. Burton, seconded by J. Resseguie. After discussion a second motion was made by J. Resseguie to amended the contract to include a cap of \$500.00 for monthly expenditures, any more would require board approval, seconded by C. Oliver. Motion approved.

8. NEXT MEETING DATE

- a. Next board meeting on August 29, 2022, at 4:30 p.m.

9. ADJOURNMENT:

- Meeting was adjourned at 5:23 p.m.

HASTINGS PUBLIC LIBRARY
Invoices for June 2022
 Prepared for August 29, 2022 Board meeting

Account	Vendor	Amount	Total
Salaries & Wages			\$ 19,011.52
	June	\$ 19,011.52	
Social Security Taxes			\$ 1,399.30
	June	\$ 1,399.30	
Overtime			\$ -
	Mangrove Payroll Services	\$ -	
Fringe Benefits			\$ 10,395.95
	Benefits	\$ 10,395.95	
Supplies:			\$ 812.26
	Lansing Sanitary Service	\$ 163.23	
	Quill	\$ 234.78	
	Demco	\$ 54.10	
	Amazon	\$ 319.83	
	ACE	\$ 15.13	
	Culligan	\$ 25.20	
Wellness/Medical Supplies			\$ 50.71
	Quill	\$ 14.14	
	Amazon	\$ 36.57	
Disposable Technology			\$ 213.08
	CDW-G	\$ 196.15	
	Amazon	\$ 16.93	
Program Supplies			
	Amazon		\$ 157.77
	ACE	\$ 131.81	
	Gordon Food Service	\$ 25.96	
Subscriptions & Publications			\$ 54.99
	Wall Street Journal	\$ 54.99	
Electronic Media			\$ 516.54
	Midwest Tape - Hoopla	\$ 516.54	
Professional Services			\$ 2,500.00
	Kennari Consulting	\$ 2,500.00	
Contracted IT Services			\$ 4,100.00
	Clark Tech. Services	\$ 4,100.00	
Consulting Services			\$ 425.00
	Elite Fund	\$ 425.00	
Telephone & Fax			\$ 212.18
	MEI Telecom	\$ 212.18	
Mail/Postage			\$ 58.00
	USPS	\$ 58.00	
Internet			\$ 495.00
	MEI Telecom	\$ 495.00	

Transportation - mileage reimburs.			\$ 51.36
	Sarah Proulx	\$ 51.36	
Community Promo & Ads			\$ 70.00
	H.S. yearbook ad	\$ 70.00	
Photography/Videography			\$ 85.00
	Photographic Memory	\$ 85.00	
Speakers & Performers			\$ 600.00
	Susan Picking	\$ 250.00	
	Thornapple Woodlands	\$ 350.00	
Printing & Publishing			\$ 375.00
	Progressive Graphics	\$ 375.00	
Public Utilities			\$ 2,152.26
	City - water & sewer	\$ 283.56	
	Consumers - electric	\$ 1,721.53	
	Consumers - natural gas	\$ 147.17	
Waste Disposal			\$ 10.66
	Les's Sanitary Service	\$ 10.66	
Building Repair & Maintenance			\$ 253.95
	Camelot Emergency Water Removal	\$ 2,153.73	
	TCS Plumbing	\$ 484.45	
	Brush Works	\$ 160.00	
	Insurance reimbursement	\$ (2,544.23)	
Inspection Services			\$ 130.00
	State of MI - boiler inspection	\$ 130.00	
Collection Services			\$ 49.25
	Unique Management	\$ 49.25	
Bldings & Blding Imp.			\$ 6,805.18
	Engineered Electrical Systems	6805.18	
Technology - non-depreciable			\$ 2,885.00
	Lenovo	\$ 2,885.00	
Collection Materials - Books			\$ 966.17
	Baker & Taylor	\$ 941.78	
	Amazon	\$ 9.00	
	Cengage	\$ 15.39	
Collection Materials - AV			\$ 4,714.00
	Smith Imaging Solutions	\$ 4,714.00	
Total Invoices			\$ 59,550.13

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2022

FUND 271 - LIBRARY FUND

OPERATIONS

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL 30-JUN-22	FISCAL YTD 30-JUN-22	BUDGET 2021-2022	YTD % OF BUDGET	FISCAL YTD 30-JUN-21	BUDGET 2020-2021	YTD % OF BUDGET	FULL YEAR ACTUAL
OPERATING REVENUES								
271-100-502-000 UNIVERSAL SERVICE FUND - ERATE	.00	5,193.98	6,000	87%	7,293.00	6,418	114%	7,293.00
271-100-523-000 FEDERAL GRANTS - REC & CULTURL	.00	.00	0	0%	1,823.50	0	0%	1,823.50
271-100-528-000 FEDERAL GRANTS - OTHER	.00	.00	0	0%	1,354.00	0	0%	1,354.00
271-100-540-000 STATE AID	.00	12,381.53	10,000	124%	11,032.16	7,000	158%	11,032.16
271-100-566-000 STATE GRANT - LIBRARY OF MICH	.00	.00	0	0%	.00	1,860	0%	.00
271-100-583-000 CONTRIBUTIONS FROM OTHR TWNSSH	10.11	403,524.93	420,000	96%	394,951.47	375,000	105%	394,951.47
271-100-637-000 FOIA FEES	.00	146.00	0	0%	.00	0	0%	.00
271-100-649-000 PRINTING/FAX FEES	566.79	7,636.42	5,000	153%	5,048.76	8,500	59%	5,048.76
271-100-651-000 NON-RESIDENT FEES	225.00	1,425.25	400	356%	675.25	300	225%	675.25
271-100-668-000 PENAL FINES	.00	9,994.84	8,500	118%	8,904.70	4,500	198%	8,904.70
271-100-669-000 OVERDUE FINES	74.12	2,032.25	200	1016%	1,494.68	1,000	149%	1,494.68
271-100-665-000 INTEREST EARNED ON DEP & INVST	421.23	1,184.07	4,750	28%	2,546.75	5,000	51%	2,546.75
271-100-667-000 FACILITY RENTALS	110.00	950.00	200	475%	.00	350	0%	.00
271-100-672-000 OTHER REVENUE	144.00	6,538.34	1,700	385%	2,689.07	1,700	158%	2,689.07
271-100-674-000 PRIVATE CONTRIBTNS & DONATIONS	716.50	52,470.35	20,000	262%	51,445.80	21,200	243%	51,445.80
271-100-674-010 BCF CONTRIBUTIONS	16,462.00	16,462.00	16,250	101%	10,000.00	16,000	63%	10,000.00
271-100-674-020 OTHER CONTRIBUTIONS & DONATNS	.00	.00	0	0%	.00	3,050	0%	.00
271-100-676-000 REIMBURSEMENT OF EXPENDITURES	.00	.00	50	0%	299.49	50	519%	299.49
271-100-687-000 REFUNDS AND REBATES	.00	.00	0	0%	.00	200	0%	.00
271-100-699-101 TRANSFERS IN - GENERAL FUND	.00	151,170.00	151,170	100%	112,610.00	112,610	100%	112,610.00
TOTAL OPERATING REVENUES	18,719.75	671,109.96	644,220	104%	612,128.63	564,738	108%	612,128.63
TOTAL REVENUE & INCOMING TRANSFERS	18,719.75	671,109.96	644,220	104%	612,128.63	564,738	108%	612,128.63

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2022
FUND 271 - LIBRARY FUND
OPERATIONS

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	FULL YEAR ACTUAL
	ACTUAL	FISCAL YTD	BUDGET	YTD % OF BUDGET	FISCAL YTD	BUDGET	YTD % OF BUDGET	
	30-JUN-22	30-JUN-22	2021-2022		30-JUN-21	2020-2021		
271-790-702-000 FULL-TIME WAGES	7,883.28	96,494.96	97,544	99%	92,088.85	91,738	100%	92,088.85
271-790-703-000 ADMINISTRATORS/SUPERVSR SALARIES	4,121.62	63,581.05	53,581	100%	52,006.80	52,016	100%	52,006.80
271-790-704-000 PART-TIME WAGES	5,989.33	83,754.36	91,505	92%	84,913.82	91,876	92%	84,913.82
271-790-704-010 PART-TIME WAGES- LIBRARY MAINT	1,017.28	12,583.06	12,051	104%	9,883.51	12,729	78%	9,883.51
271-790-709-000 SOCIAL SECURITY TAXES	1,399.30	18,128.33	19,483	93%	17,471.61	18,999	92%	17,471.61
271-790-713-000 OVERTIME	.00	133.66	0	0%	33.73	0	0%	33.73
271-790-716-000 MERS DEFINED CONTRIBUTIONS	351.60	3,928.00	5,540	71%	1,816.72	4,303	42%	1,816.72
271-790-717-000 MERS DEFINED BENEFIT PLAN	4,546.03	50,379.65	65,592	77%	42,074.30	40,008	105%	42,074.30
271-790-717-010 MERS DEFINED BENEFIT HYBRID PLN	437.45	5,429.17	4,214	129%	4,849.96	4,872	100%	4,849.96
271-790-718-000 HEALTH INSURANCE - PREMIUMS	4,733.30	55,849.09	55,717	100%	51,306.39	41,623	123%	51,306.39
271-790-718-010 HEALTH INSURANCE - HSA	.00	1,300.92	0	0%	2,814.06	12,314	23%	2,814.06
271-790-719-000 DENTAL INSURANCE PREMIUM	287.62	3,451.44	3,460	100%	3,451.44	2,703	128%	3,451.44
271-790-724-000 LIFE INSURANCE	39.95	479.40	510	94%	479.40	490	98%	479.40
271-790-726-000 SHORT-TERM DISABILITY	.00	.00	0	0%	.00	1,422	0%	.00
271-790-727-000 LONG-TERM DISABILITY	.00	.00	0	0%	.00	215	0%	.00
271-790-751-000 PROCESSING SUPPLIES	54.10	2,219.95	1,400	159%	1,290.98	1,500	86%	1,290.98
271-790-756-000 REPAIR & MAINTENANCE SUPPLIES	11.14	890.33	700	127%	808.40	300	269%	835.86
271-790-761-000 MAINTENANCE SUPPLS - CUSTODIAL	.00	238.98	350	68%	274.09	700	39%	338.01
271-790-761-000 BUILDING SUPPLIES	249.49	2,077.87	1,300	160%	2,383.24	2,950	81%	2,509.72
271-790-762-000 WELLNESS/MEDICAL SUPPLIES	50.71	232.52	530	44%	691.77	280	247%	691.77
271-790-766-000 DISPOSABLE TECHNOLOGY	213.08	2,054.35	1,900	108%	5,602.67	2,050	273%	5,602.67
271-790-767-000 CLOTHING	.00	.00	300	0%	.00	0	0%	.00
271-790-770-000 PROGRAMMING SUPPLIES	157.77	1,875.13	1,750	107%	2,878.29	3,050	94%	2,304.80
271-790-772-000 PROMOTIONS SUPPLIES	.00	.00	500	0%	459.56	50	919%	459.56
271-790-777-000 OFFICE SUPPLIES	262.76	613.95	1,100	56%	980.49	1,250	78%	980.49
271-790-778-000 PAPER	234.78	385.87	500	77%	375.88	500	75%	375.88
271-790-791-000 SUBSCRIPTIONS AND PUBLICATIONS	54.99	1,743.19	1,430	122%	1,259.68	1,500	84%	1,378.53
271-790-792-000 SOFTWARE SUBSCRIPTIONS	.00	3,921.90	4,455	88%	2,410.39	1,870	129%	2,809.39
271-790-793-000 OVERDRIVE	.00	6,111.64	7,350	83%	5,908.28	5,500	107%	5,908.28
271-790-794-000 HOOPLA	516.54	5,372.76	4,250	126%	4,105.52	4,000	103%	4,591.35
271-790-795-000 DIGITAL COLLECTION	.00	.00	0	0%	765.63	1,400	55%	765.63
271-790-796-000 MISCELLANEOUS ELECTRONIC ACCES	.00	1,741.38	1,745	100%	1,741.38	1,750	100%	1,741.38

8

CITY OF HASTINGS

DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2022

FUND 271 - LIBRARY FUND

OPERATIONS

	THIS MONTH		FISCAL YTD 30-JUN-22	REVISED BUDGET 2021-2022	THIS YEAR		LAST YEAR FISCAL YTD 30-JUN-21	REVISED BUDGET 2020-2021	LAST YEAR	
	ACTUAL 30-JUN-22	BUDGET			YTD % OF BUDGET	YTD % OF BUDGET			YTD % OF BUDGET	FULL YEAR ACTUAL
271-790-798-000 LIBRARY CARDS	.00	0	21.90	0	0%	.00	0	0%	.00	
271-790-802-000 PROFESSIONAL SERVICES	2,500.00	0	36,382.50	0	0%	.00	0	0%	.00	
271-790-806-000 LEGAL SERVICES	.00	150	1,080.00	150	720%	.00	150	0%	.00	
271-790-809-000 CONTRACTED IT SERVICES	4,100.00	24,275	21,425.03	24,275	88%	25,988.50	21,280	122%	28,008.50	
271-790-812-000 PRE-EMPLOYMENT SCREENINGS	.00	100	816.00	100	816%	158.00	200	79%	158.00	
271-790-813-000 DELIVERY SERVICES	.00	1,912	2,293.50	1,912	120%	1,472.50	500	295%	1,472.50	
271-790-816-000 SECURITY SERVICES	.00	325	299.88	325	92%	299.88	325	92%	299.88	
271-790-817-000 LAKELAND LIBRARY CO-OP SERVICE	.00	3,158	2,755.50	3,158	87%	2,817.00	2,577	109%	2,817.00	
271-790-818-000 MAINTENANCE CONTRACTS	.00	8,510	8,487.43	8,510	100%	8,456.76	7,690	110%	8,456.76	
271-790-823-000 OTHER CONSULTING SERVICES	425.00	1,550	801.00	1,550	52%	470.50	550	86%	470.50	
271-790-825-000 LATE/SERVICE FEES	.00	25	41.92	25	168%	.00	50	0%	.00	
271-790-851-000 TELEPHONE	212.18	4,760	4,660.27	4,760	98%	4,613.26	4,700	98%	4,823.63	
271-790-851-000 MAIL/POSTAGE	58.00	400	331.86	400	83%	465.93	450	104%	465.93	
271-790-852-000 INTERNET/TELECOMM SERVICES	495.00	7,620	7,620.00	7,620	100%	6,975.00	6,000	116%	6,975.00	
271-790-861-000 TRANSPORTATION - MILEAGE REIMB	51.36	300	51.36	300	17%	.00	300	0%	.00	
271-790-879-000 WEBSITE	.00	210	.00	210	0%	326.17	206	158%	326.17	
271-790-880-000 COMMUNITY PROMOTIONS	.00	600	48.00	600	8%	100.00	400	25%	100.00	
271-790-881-000 ADVERTISING	70.00	400	1,036.55	400	259%	213.98	400	53%	280.45	
271-790-886-000 PHOTOGRAPHY/VIDEOGRAPHY	85.00	0	85.00	0	0%	.00	0	0%	.00	
271-790-887-000 SPEAKERS/PERFORMERS	600.00	1,000	975.00	1,000	98%	187.50	1,000	19%	187.50	
271-790-890-000 ILS FEES	.00	11,667	13,350.17	11,667	114%	12,659.58	13,989	90%	12,659.58	
271-790-892-000 LICENSES AND FEES	.00	460	275.85	460	60%	406.00	500	81%	406.00	
271-790-900-000 SOFTWARE LICENSES	.00	750	763.75	750	102%	640.00	750	85%	640.00	
271-790-900-000 PRINTING AND PUBLISHING	375.00	150	725.00	150	483%	155.00	150	103%	155.00	
271-790-902-000 NEWSLETTER	.00	400	45.00	400	11%	405.00	400	101%	405.00	
271-790-906-000 PROMOTIONS/MARKETING	.00	450	.00	450	0%	.00	100	0%	.00	
271-790-907-000 SPONSORSHIP/DONATIONS	.00	100	.00	100	0%	.00	100	0%	.00	
271-790-909-000 TRAINING	.00	400	363.50	400	91%	124.00	400	31%	124.00	
271-790-910-000 PROFESSIONAL DEVELOPMENT	.00	500	1,806.00	500	361%	287.95	500	58%	287.95	
271-790-911-000 CONFERENCES	.00	2,550	711.29	2,550	28%	540.00	2,000	27%	540.00	
271-790-912-000 MEETINGS	.00	75	.00	75	0%	.00	75	0%	.00	
271-790-915-000 MEMBERSHIPS	.00	1,228	1,369.97	1,228	112%	1,212.30	1,053	115%	1,212.30	
271-790-916-000 DUES AND FEES	.00	1,350	999.50	1,350	74%	346.00	1,250	28%	586.00	
271-790-918-000 WATER/SEWER	283.56	3,000	3,106.20	3,000	104%	2,603.63	3,000	87%	2,603.63	

FOR ADMINISTRATION USE ONLY

100% OF THE FISCAL YEAR HAS ELAPSED

CITY OF HASTINGS

DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 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-JUN-22	FISCAL YTD 30-JUN-22	BUDGET 2021-2022	YTD % OF BUDGET	FISCAL YTD 30-JUN-21	BUDGET 2020-2021	YTD % OF BUDGET	FULL YEAR ACTUAL	
271-790-919-000 WASTE DISPOSAL	10.66	286.54	330	87%	233.20	210	111%	267.84	
271-790-920-000 ELECTRIC	1,721.53	25,192.71	22,000	115%	20,330.44	24,000	85%	20,330.44	
271-790-921-000 NATURAL GAS	147.17	4,346.95	4,250	102%	4,153.63	4,500	92%	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	253.95	32,326.92	33,150	98%	16,434.43	9,125	180%	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	8,253.00	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	.00	3,202.92	4,275	75%	3,202.92	4,275	75%	4,270.56	
271-790-944-000 INSPECTION SERVICES	130.00	620.00	600	103%	596.10	1,710	35%	596.10	
271-790-950-000 COLLECTION SERVICES	49.25	282.85	200	141%	250.60	200	125%	250.60	
271-790-952-000 LOST/DAMAGED MATERIALS FEES	.00	138.39	150	92%	121.95	200	61%	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	16,449.64	0	0%	2,450.00	0	0%	2,450.00	
271-790-975-000 BLDGS AND BUILDING IMP - DEPR	6,805.18	6,805.18	600	1134%	.00	24,000	0%	.00	
271-790-975-010 BLDG & BLDG IMP - NON-DEPRECBL	2,885.00	3,792.82	8,800	43%	13,282.99	14,500	92%	13,282.99	
271-790-978-010 TECHNOLOGY - NON-DEPRECIABLE	.00	10,718.72	0	0%	.00	0	0%	.00	
271-790-980-000 EQUIPMENT/FURNITURE - DEPREC	.00	3,488.95	11,730	30%	20,941.11	0	0%	20,941.11	
271-790-980-010 COLLECTION MATERIALS - BOOKS	966.17	16,139.28	15,000	108%	15,900.86	15,000	106%	17,311.71	
271-790-982-000 COLLECTION MATERIALS - AV	4,714.00	6,654.25	2,000	333%	1,296.92	2,000	65%	1,296.92	
271-790-982-010 COLLECTION MATS - BEYOND BOOKS	.00	2,047.17	2,000	102%	3,723.91	1,000	372%	3,723.91	
TOTAL LIBRARY OPERATIONS	59,550.13	672,801.27	637,992	105%	580,556.20	587,983	99%	594,524.22	
TOTAL EXPENDITURES & OUT TRANSFERS	59,550.13	672,801.27	637,992	105%	580,556.20	587,983	99%	594,524.22	
NET REVENUES OVER EXPENDITURES	(40,830.38)	(1,691.31)	6,228		31,472.43	(23,245)		17,604.41	

CITY OF HASTINGS

BALANCE SHEET
AS OF JUNE 30, 2022

FUND 271 - LIBRARY FUND

	FISCAL YTD 30-JUN-22	FISCAL YTD 30-JUN-21
<u>ASSETS</u>		
271-000-001-002 CHECKING ACCOUNT - PAYPAL CONT	500.00	3,734.14
271-000-004-000 PETTY CASH	468.00	468.00
271-000-017-000 INVESTMENTS - AMERICN DEP MGMT	149,198.76	.00
271-000-017-050 INVESTMENTS - MI CLASS POOLED	475,457.12	642,755.35
TOTAL ASSETS	625,623.88	646,957.49
<u>LIABILITIES AND FUND BALANCE</u>		
<u>LIABILITIES</u>		
271-000-202-000 ACCOUNTS PAYABLE	.00	26.85
271-000-257-000 ACCRUED WAGES PAYABLE	.00	5,747.43
TOTAL LIABILITIES	.00	5,774.28
<u>FUND BALANCE</u>		
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	(1,691.31)	31,472.43
TOTAL FUND BALANCE	625,623.88	641,183.21
TOTAL LIABILITIES AND FUND BALANCE	625,623.88	646,957.49

HASTINGS PUBLIC LIBRARY
Invoices for July 2022
Prepared for August 29, 2022 Board meeting

Account	Vendor	Amount	Total
Salaries & Wages			\$ 19,963.96
	July	\$ 19,963.96	
Social Security Taxes			\$ 1,472.13
	July	\$ 1,472.13	
Overtime			\$ -
	Mangrove Payroll Services	\$ -	
Fringe Benefits			\$ 9,474.43
	Benefits	\$ 9,474.43	
Supplies:			\$ 280.73
	Quill	\$ 144.99	
	Amazon	\$ 135.74	
	ACE		
	Culligan		
Disposable Technology			\$ 99.99
	Amazon	\$ 99.99	
Program Supplies			\$ 241.86
	Amazon	\$ 18.56	
	Collaborative Summer Library Program	\$ 223.30	
Subscriptions & Publications			\$ 54.99
	Wall Street Journal	\$ 54.99	
Software Subscriptions			\$ 2,718.20
	Orange Boy	\$ 2,000.00	
	Princh	\$ 718.20	
Electronic Media			\$ 8,340.67
	Overdrive	\$ 8,340.67	
Miscell Electronic Access			\$ 1,793.62
	Proquest - Ancestry	\$ 1,793.62	
Professional Services			\$ 45.00
	Rose Hendershot	\$ 45.00	
Lakeland Lib. Co-op Services			\$ 4,432.25
	Delivery charges	\$ 614.25	
	Admin. services	\$ 673.25	
	ILS Fees	\$ 3,144.75	
Security Monitoring			\$ 299.88
	Town & Country -paid for yr.	\$ 299.88	
Maintenance Contracts			\$ 1,590.00
	T.H. Eifert	\$ 1,590.00	
Telephone & Fax			\$ 422.57
	Fusion	\$ 422.57	

Mail/Postage			\$ 132.00
	USPS	\$ 132.00	
Speakers & Performers			\$ 1,120.00
	David Storms	\$ 275.00	
	Jim Merrills	\$ 350.00	
	Dynamic School Assemblies	\$ 495.00	
Printing & Publishing			\$ 48.00
	Progressive Graphics	\$ 48.00	
Membership			\$ 992.72
	MLA - Library membership	\$ 782.72	
	MLA membership- David Edelman	\$ 85.00	
	MCLS membership	\$ 125.00	
Public Utilities			\$ 2,208.26
	City - water & sewer	\$ 219.76	
	Consumers - electric	\$ 1,943.00	
	Consumers - natural gas	\$ 45.50	
Waste Disposal			\$ 10.66
	Les's Sanitary Service	\$ 10.66	
Building Repair & Maintenance			\$ 887.60
	T. H. Eifert	\$ 887.60	
Property Liability Insurance			\$ 7,517.00
	Michigan Municipal League	\$ 7,517.00	
Collection Services			\$ 87.50
	Unique Management	\$ 87.50	
Equipment/Furniture-ND			\$ 247.97
	Amazon	\$ 247.97	
Collection Materials - Books			\$ 903.93
	Baker & Taylor	\$ 796.71	
	Amazon	107.22	
Collection Materials - AV			\$ 177.25
	Amazon	\$ 177.25	
Total Invoices			\$ 65,563.17

CITY OF HASTINGS

DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2022

FUND 271 - LIBRARY FUND

OPERATIONS

OPERATING REVENUES

	THIS MONTH ACTUAL 31-JUL-22	THIS YEAR FISCAL YTD 31-JUL-22	REVISED BUDGET 2022-2023	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-JUL-21	REVISED BUDGET 2021-2022	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-100-502-000 UNIVERSAL SERVICE FUND - ERATE STATE AID	.00	.00	0	0%	.00	6,000	0%	5,193.98
271-100-540-000 STATE GRANT - LIBRARY OF MICH	6,687.35	6,687.35	0	0%	5,786.97	10,000	58%	12,381.53
271-100-583-000 CONTRIBUTIONS FROM OTHER TOWNSHIP	900.00	900.00	0	0%	.00	0	0%	.00
271-100-637-000 FOIA FEES	.00	.00	0	0%	876.54	420,000	0%	403,524.93
271-100-649-000 PRINTING/FAX FEES	.00	.00	0	0%	.00	0	0%	146.00
271-100-651-000 NON-RESIDENT FEES	593.25	593.25	0	0%	484.61	5,000	10%	7,636.42
271-100-658-000 PENAL FINES	250.00	250.00	0	0%	350.00	400	88%	1,425.25
271-100-659-000 OVERDUE FINES	7,259.63	7,259.63	0	0%	.00	8,500	0%	9,994.84
271-100-666-000 INTEREST EARNED ON DEP & INVST	240.07	240.07	0	0%	245.00	200	123%	2,032.25
271-100-667-000 FACILITY RENTALS	745.99	745.99	0	0%	8.32	4,750	0%	1,184.07
271-100-672-000 OTHER REVENUE	.00	.00	0	0%	350.00	200	175%	900.00
271-100-674-000 PRIVATE CONTRIBUTNS & DONATIONS	738.19	738.19	0	0%	218.21	1,700	13%	6,538.34
271-100-674-010 BCF CONTRIBUTIONS	85.00	85.00	0	0%	3,855.69	20,000	19%	52,470.35
271-100-676-000 REIMBURSEMENT OF EXPENDITURES	.00	.00	0	0%	.00	16,250	0%	16,462.00
271-100-699-101 TRANSFERS IN - GENERAL FUND	.00	.00	0	0%	.00	50	0%	.00
TOTAL OPERATING REVENUES	17,499.48	17,499.48	0	0%	12,175.34	644,220	2%	671,059.96
TOTAL REVENUE & INCOMING TRANSFERS	17,499.48	17,499.48	0	0%	12,175.34	644,220	2%	671,059.96

CITY OF HASTINGS

DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2022

FUND 271 - LIBRARY FUND

OPERATIONS

	THIS MONTH		THIS YEAR		REVISED BUDGET	THIS YEAR		LAST YEAR		REVISED BUDGET	THIS YEAR		LAST YEAR
	ACTUAL	FISCAL YTD	FISCAL YTD	BUDGET		YTD % OF BUDGET	FISCAL YTD	YTD % OF BUDGET	FISCAL YTD		YTD % OF BUDGET	FULL YEAR ACTUAL	
	31-JUL-22	31-JUL-22	2022-2023	31-JUL-21	2021-2022	31-JUL-21	2021-2022	31-JUL-21	2021-2022	31-JUL-21	2021-2022	31-JUL-21	2021-2022
271-790-702-000	7,997.30	7,997.30	0	4,830.66	97,544	5%	96,494.96						
FULL-TIME WAGES													
271-790-703-000	4,183.43	4,183.43	0	4,121.62	53,581	8%	53,581.05						
ADMINISTRATIVE/SUPERVISOR SALARIES													
271-790-704-000	6,876.10	6,876.10	0	4,250.26	91,505	5%	83,754.36						
PART-TIME WAGES													
271-790-704-010	907.13	907.13	0	624.24	12,051	5%	12,583.06						
PART-TIME WAGES- LIBRARY MAINT													
271-790-709-000	1,472.13	1,472.13	0	988.46	19,483	5%	18,128.33						
SOCIAL SECURITY TAXES													
271-790-713-000	.00	.00	0	.00	0	0%	133.66						
OVERTIME													
271-790-716-000	327.86	327.86	0	343.40	5,540	6%	3,928.00						
MERS DEFINED CONTRIBUTIONS													
271-790-717-000	3,648.97	3,648.97	0	3,282.18	65,592	5%	50,379.65						
MERS DEFINED BENEFIT PLAN													
271-790-717-010	436.73	436.73	0	374.68	4,214	9%	5,429.17						
MERS DEFINED BENEFIT HYBRID PLN													
271-790-718-000	4,733.30	4,733.30	0	4,560.49	55,717	8%	55,849.09						
HEALTH INSURANCE - PREMIUMS													
271-790-718-010	.00	.00	0	.00	0	0%	1,300.92						
HEALTH INSURANCE - HSA													
271-790-719-000	287.62	287.62	0	287.62	3,460	8%	3,451.44						
DENTAL INSURANCE PREMIUM													
271-790-724-000	39.95	39.95	0	39.95	510	8%	479.40						
LIFE INSURANCE													
271-790-751-000	61.97	61.97	0	46.82	1,400	3%	2,219.95						
PROCESSING SUPPLIES													
271-790-756-000	18.22	18.22	0	.00	700	0%	902.31						
REPAIR & MAINTENANCE SUPPLIES													
271-790-760-000	.00	.00	0	.00	350	0%	238.98						
MAINTENANCE SUPPLS - CUSTODIAL													
271-790-761-000	36.88	36.88	0	.00	1,300	0%	2,077.87						
BUILDING SUPPLIES													
271-790-762-000	.00	.00	0	.00	530	0%	232.52						
WELNESS/MEDICAL SUPPLIES													
271-790-766-000	99.99	99.99	0	111.92	1,900	6%	2,054.35						
DISPOSABLE TECHNOLOGY													
271-790-767-000	.00	.00	0	.00	300	0%	.00						
CLOTHING													
271-790-770-000	241.86	241.86	0	86.62	1,750	5%	2,096.43						
PROGRAMMING SUPPLIES													
271-790-772-000	.00	.00	0	.00	500	0%	.00						
PROMOTIONS SUPPLIES													
271-790-777-000	18.67	18.67	0	.00	1,100	0%	613.95						
OFFICE SUPPLIES													
271-790-778-000	144.99	144.99	0	.00	500	0%	385.87						
PAPER													
271-790-791-000	54.99	54.99	0	.00	1,430	0%	1,743.19						
SUBSCRIPTIONS AND PUBLICATIONS													
271-790-792-000	2,718.20	2,718.20	0	2,000.00	4,455	45%	3,921.90						
SOFTWARE SUBSCRIPTIONS													
271-790-793-000	8,340.67	8,340.67	0	6,111.64	7,350	83%	6,111.64						
OVERDRIVE													
271-790-794-000	.00	.00	0	.00	4,250	0%	5,903.02						
HOOPLA													
271-790-796-000	1,793.62	1,793.62	0	1,741.38	1,745	100%	1,741.38						
MISCELLANEOUS ELECTRONIC ACCES													
271-790-798-000	.00	.00	0	.00	0	0%	21.90						
LIBRARY CARDS													
271-790-802-000	45.00	45.00	0	9,900.00	0	0%	38,882.50						
PROFESSIONAL SERVICES													
271-790-806-000	.00	.00	0	.00	150	0%	1,080.00						
LEGAL SERVICES													

FOR ADMINISTRATION USE ONLY

8 % OF THE FISCAL YEAR HAS ELAPSED

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2022
FUND 271 - LIBRARY FUND

OPERATIONS

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL 31-JUL-22	FISCAL YTD 31-JUL-22	BUDGET 2022-2023	YTD % OF BUDGET	FISCAL YTD 31-JUL-21	BUDGET 2021-2022	YTD % OF BUDGET	FULL YEAR ACTUAL
271-790-809-000	CONTRACTED IT SERVICES	.00	.00	0	0%	539.50	24.275	23,435.03
271-790-812-000	PRE-EMPLOYMENT SCREENINGS	.00	.00	0	0%	134.00	100	816.00
271-790-813-000	DELIVERY SERVICES	614.25	614.25	0	0%	450.75	1,912	2,293.50
271-790-816-000	SECURITY SERVICES	299.88	299.88	0	0%	299.88	325	299.88
271-790-817-000	LAKELAND LIBRARY CO-OP SERVICE	673.25	673.25	0	0%	735.25	3,158	2,755.50
271-790-818-000	MAINTENANCE CONTRACTS	1,590.00	1,590.00	0	0%	1,590.00	8,510	8,487.43
271-790-823-000	OTHER CONSULTING SERVICES	.00	.00	0	0%	87.50	1,550	801.00
271-790-825-000	LATE/SERVICE FEES	.00	.00	0	0%	41.92	25	41.92
271-790-850-000	TELEPHONE	422.57	422.57	0	0%	643.07	4,760	4,864.89
271-790-851-000	MAIL/POSTAGE	132.00	132.00	0	0%	.00	400	331.86
271-790-852-000	INTERNET/TELECOMM SERVICES	.00	.00	0	0%	990.00	7,620	8,115.00
271-790-861-000	TRANSPORTATION - MILEAGE REIMB	.00	.00	0	0%	.00	300	51.36
271-790-879-000	WEBSITE	.00	.00	0	0%	.00	210	.00
271-790-880-000	COMMUNITY PROMOTIONS	.00	.00	0	0%	.00	800	48.00
271-790-881-000	ADVERTISING	.00	.00	0	0%	.00	400	1,036.55
271-790-886-000	PHOTOGRAPHY/VIDEOGRAPHY	.00	.00	0	0%	.00	0	86.00
271-790-887-000	SPEAKERS/PERFORMERS	1,120.00	1,120.00	0	0%	.00	1,000	975.00
271-790-890-000	ILS FEES	3,144.75	3,144.75	0	0%	2,474.25	11,667	13,350.17
271-790-891-000	LICENSES AND FEES	.00	.00	0	0%	.00	460	275.85
271-790-892-000	SOFTWARE LICENSES	.00	.00	0	0%	.00	750	763.75
271-790-900-000	PRINTING AND PUBLISHING	48.00	48.00	0	0%	.00	150	725.00
271-790-902-000	NEWSLETTER	.00	.00	0	0%	.00	400	45.00
271-790-906-000	PROMOTIONS/MARKETING	.00	.00	0	0%	.00	450	.00
271-790-907-000	SPONSORSHIPS/DONATIONS	.00	.00	0	0%	.00	100	.00
271-790-909-000	TRAINING	.00	.00	0	0%	.00	400	363.50
271-790-910-000	PROFESSIONAL DEVELOPMENT	.00	.00	0	0%	.00	500	1,806.00
271-790-911-000	CONFERENCES	.00	.00	0	0%	.00	2,550	711.29
271-790-912-000	MEETINGS	.00	.00	0	0%	.00	75	.00
271-790-915-000	MEMBERSHIPS	992.72	992.72	0	0%	899.97	1,228	1,369.97
271-790-916-000	DUES AND FEES	.00	.00	0	0%	155.00	1,350	999.50
271-790-918-000	WATER/SEWER	219.76	219.76	0	0%	201.70	3,000	3,106.20
271-790-919-000	WASTE DISPOSAL	10.66	10.66	0	0%	10.00	330	322.54
271-790-920-000	ELECTRIC	1,943.00	1,943.00	0	0%	1,967.72	22,000	25,192.71
271-790-921-000	NATURAL GAS	45.50	45.50	0	0%	47.92	4,250	4,346.95

FOR ADMINISTRATION USE ONLY

8 % OF THE FISCAL YEAR HAS ELAPSED

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2022
FUND 271 - LIBRARY FUND

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL	FISCAL YTD	BUDGET	YTD % OF	FISCAL YTD	BUDGET	YTD % OF	FULL YEAR
	31-JUL-22	31-JUL-22	2022-2023	BUDGET	31-JUL-21	2021-2022	BUDGET	ACTUAL
271-790-929-000	.00	.00	0	0%	.00	2,475	0%	1,600.00
271-790-929-010	.00	.00	0	0%	.00	2,000	0%	855.00
271-790-930-000	887.60	887.60	0	0%	.00	33,150	0%	56,710.20
271-790-931-000	.00	.00	0	0%	.00	1,300	0%	30.00
271-790-935-000	7,517.00	7,517.00	0	0%	8,263.00	9,000	92%	8,263.00
271-790-939-000	.00	.00	0	0%	173.20	900	19%	722.93
271-790-941-000	.00	.00	0	0%	.00	4,275	0%	4,270.56
271-790-944-000	.00	.00	0	0%	.00	600	0%	620.00
271-790-950-000	87.50	87.50	0	0%	.00	200	0%	292.70
271-790-962-000	.00	.00	0	0%	15.00	150	10%	138.39
271-790-965-000	.00	.00	0	0%	.00	100	0%	1,135.21
271-790-975-010	.00	.00	0	0%	.00	600	0%	.00
271-790-978-010	.00	.00	0	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	247.97	247.97	0	0%	.00	11,730	0%	3,488.95
271-790-982-000	903.93	903.93	0	0%	140.49	15,000	1%	16,323.05
271-790-982-010	177.25	177.25	0	0%	330.44	2,000	17%	6,654.25
271-790-982-020	.00	.00	0	0%	.00	2,000	0%	2,047.17
TOTAL LIBRARY OPERATIONS	65,563.17	65,563.17	0	0%	63,892.50	637,992	10%	681,202.15
TOTAL EXPENDITURES & OUT TRANSFERS	65,563.17	65,563.17	0	0%	63,892.50	637,992	10%	681,202.15
NET REVENUES OVER EXPENDITURES	(48,063.69)	(48,063.69)	0	(51,717.16)	6,228	(10,142.19)		

CITY OF HASTINGS

BALANCE SHEET
AS OF JULY 31, 2022

FUND 271 - LIBRARY FUND

	FISCAL YTD 31-JUL-22	FISCAL YTD 31-JUL-21
<u>ASSETS</u>		
271-000-001-002 CHECKING ACCOUNT - PAYPAL CONT	500.00	4,884.22
271-000-004-000 PETTY CASH	468.00	468.00
271-000-017-000 INVESTMENTS - AMERICN DEP MGMT	92,017.54	.00
271-000-017-050 INVESTMENTS - MI CLASS POOLED	476,123.77	570,298.46
TOTAL ASSETS	569,109.31	575,650.68
 <u>LIABILITIES AND FUND BALANCE</u>		
<u>LIABILITIES</u>		
271-000-202-000 ACCOUNTS PAYABLE	.00	52.65
TOTAL LIABILITIES	.00	52.65
 <u>FUND BALANCE</u>		
271-000-375-000 FUND BALANCE - RESTRICTED	317,173.00	327,315.19
271-000-380-000 COMMITTED FUND BALANCE	300,000.00	300,000.00
REVENUE OVER EXPENDITURES - YTD	(48,063.69)	(51,717.16)
TOTAL FUND BALANCE	569,109.31	575,598.03
TOTAL LIABILITIES AND FUND BALANCE	569,109.31	575,650.68



HASTINGS PUBLIC LIBRARY

Explore • Imagine • Grow

Library Director's Report for the August 29, 2022 Board Meeting

Summer is winding down. August is almost over. We've wrapped up summer reading and we're gearing up for September. Activities will definitely increase as we start into fall.

One of the activities that took place in August was the capital campaign committee reconvening to start planning the next fundraising strategy for the windows. We talked about doing a raffle, but weren't sure the amount we raise would be worth the effort it would take. I think a more beneficial fundraiser would be to ask people to sponsor windows. The committee will be discussing it at their next meeting on August 30.

Here's an update on where the capital campaign stands. We had close to \$800,000 before the garden event. The event netted over \$36,000. Kelli will share the exact number with you at Monday's meeting. At the beginning of August, we received an \$8,000 donation from the Encouraging Hope Donor Advised Fund at the Community Foundation. On August 23 I received a call from the Foundation to inform me that another Donor Advised Fund had deposited \$60,000 into our capital fund and on Aug. 25 I was given a check for \$2,500. In total during the months of July and August we added over \$106,500 toward the cost of the window project. We have raised over \$900,000 so far. That is very exciting.

We had other good news in August. At the very end of the month we hired Emma Seif (they/them) as the youth services assistant. They have a history of working and volunteering in public and academic libraries. They were an intern at Charlton Park and served on the Great Michigan Read Committee. Emma will begin working the last week of the month. We're excited to see all the great things they will do at the library.

As you read the reports from the senior staff you'll see even without much programming in August it was still an eventful month.

Assistant Director, David Edelman's report:

August has been a busy month, but as you'll see below, it is about to get a whole lot busier:

- **We received a 2022 Save Michigan History grant** from the Michigan State Historical Records Advisory Board! A professional archivist did an initial site visit on August 23 and will work with us through the end of the year, advising on best methods and organization of our local history collection. Limited funding may also be available to help with a small project. Next year they may be able to provide an intern to help with archiving projects.
- **We received a Digital Literacy Grant from the Public Library Association and AT&T!** With this grant we will hold monthly computer training classes starting in October. The grant funds trainers, marketing and promotion, supplies and giveaways.
- Digitizing Update:
 - o The Hastings Banner: All microfilm is done, hardcopies are started and expected to be completed at the end of August or very early September.

- The Nashville News: The vendor plans to begin digitizing these in October. The Nashville Historical Society and a few key donors are expected to fully fund this effort.
- James Dibble, P-38 Fighter Pilot: All content is scanned and uploaded to the new history website. There is a display of some of his information and artifacts in the Michigan room.
- The new Barry County History Portal website is planned to go live by mid-October.

Circulation Supervisor, Sarah Proulx's report:

During August I worked on creating a spreadsheet that lists all the extra projects given to the circulation staff. I will be talking one on one with those I know do extra projects and assigning other projects to those who don't currently have any.

Onboarding of new employees! I have a concrete timeline in place to work with. I've been using a program called Asana to help Organize it and will hopefully be putting the outline into written order soon. Emma will be the first to go through the timeline, so I'm hoping I'll get some feedback to adjust as needed before writing out the procedure.

Juvenile Audio weed is done! We are now ready for Wonderbooks to be processed and added to the shelves!

Acceptance of Art @ the Library Vendor apps will end August 31, then I'll start reviewing them. I don't feel we will need to tell anyone who applied no, everyone so far seems to have quality products and there's a good mix of crafts. Otherwise all tasks are ahead of schedule currently.



Our Instagram is on the rise. I set a goal to increase followers for the month to 200. As of right this second, we are at 201 followers, our engagement is up 20.6% and we are reaching an average of 309 accounts regularly which is 23.1% more than we were reaching at the beginning of the month. SO YEY! I have a ton of content ideas ready for September and the goal is to continue to grow.

Marketing & Adult Services, Barbara Haywood

The Galactic Zoo Percids Meteor Shower event with Pierce Cedar Creek was postponed from Saturday, August 13 to a Wednesday August 17, because of weather. Our speaker, Jon Hawkins, lives in Wisconsin and was planning on being in Michigan to do the program live on Saturday. His schedule prevented him from staying until Wednesday, but he was able to record stories to share. Using the Library's sound equipment, we were still able to enjoy the stories under the stars at the Institute. We had 22 people attend the Wednesday event.

I'm happy to report another successful adult summer program. We had 115 adults sign up. They completed 2,210 days of reading and 292 activities.

Youth Services Librarian, Paige Brandli's report:

August is a slower month in the youth services department with time spent wrapping up summer reading and planning for the rest of the year.

Our participation numbers for the reading challenge are listed below:

Summer Reading 2022

Little Ones:
Enrolled: 33
Complete: 10
30.3% of those enrolled completed the challenge



Kids:
Enrolled: 303
Complete: 113
37% of those enrolled completed the challenge

Central Elementary had the most students enroll.
Star had the highest percentage of students complete the challenge.
Home school groups had the largest number of participants overall.



Teens:
Enrolled: 80
Complete: 25
31% of those enrolled completed the challenge

Hastings Middle School had the most participants and the most students complete the challenge in the teen category!



OCEANS OF POSSIBILITIES

Summer Reading prizes are available for pick up through Labor Day, though nearly all prizes were picked up within the first two days of contacting winners.

WOOD TV 8 provides some larger summer reading prizes to be awarded to kids from libraries in the Lakeland Library Cooperative. They draw winners from different libraries throughout the cooperative. Owen Acker from Hastings won 4 passes to The Air Zoo. As you can see it looks like he deserved some good news at the end of summer.



Programing:

Typically, there is minimal programming in August as most families are getting ready for school or on vacation. We did participate in Stroll & Read with the Great Start Collaborative and Pierce Cedar Creek Institute on August 2nd. Despite being the same evening as National Night Out, we still had a great turn out with 80 people stopping by the activities at Fish Hatchery park.

We've continued to meet at Tyden Park for Itsy Bitsy Book Club, keeping an average of 20-25 participants each time we meet. Geneva Walsh from Great Start took some excellent pictures this month:



Kids Area:

We completed the majority of the JE shift project. At this point we just have to categorize and update books that were check out during the initial categorization or purchased while we were still working on the project. I will be presenting this project to other youth librarians at an open house on September 2nd. Below are some final photos of the new shelf layout:



This project is ahead of schedule and that is because of our amazing volunteer Pam Schmiedicke who continues to dedicate a great deal of time to the library and specifically, this project.


September Programs:


- Sept. 9 – Pre-school Story Time resumes on Fridays, 10:00 am
- Sept. 14 – Friends of the Library meeting, 6:00 pm
- Sept. 17 – Dungeons & Dragons group, 10:00 am
- Sept. 21 – Arm Chair Travel: Post Covid 90 Days in Europe w/Rick Steves, 6:00 pm
- Sept. 22 – Staff development, 8:30 am. Library opens to public at 1:00 pm
- Sept. 28 – Open Computer Lab, 2:00 pm
- Oct. 1 – Drive Electric Event, 10:00 am

Monthly Statistics - July 2022
Net Promoter Score*: 92


	Physical Library Visits		Library Card Holders				
	LY Month	3,136	City	Hastings Twp	Rutland Twp	Non-Resident	
	TY Month	4,072	3,655	926	1,261	93	
	YTD	4,072	New	36	8	11	2

	Volunteer Hours		Item Circulation			
	LY Month	91	Children's	Non-Children's	Mobile	Total
	TY Month	402	3,257	2,568	333	6,158
	YTD	402	4,384	3,045	679	8,108
			4,384	3,045	679	8,108

	Wireless Sessions		Inter-Library Loans			
	LY Month	1,108	To HPL	From HPL	Total	
	TY Month	1,128	426	574	1,000	
	YTD	1,128	548	425	973	
			548	425	973	

	Ancestry Usage		Programs			
	LY Month	67	Virtual	In Person	Attendance	
	TY Month	40	Offered	Attendance	Offered	1,362
	YTD	40	-	-	48	1,362
			-	-	48	

	Digital Downloads		Computer Sessions			
	LY Month	1,687	Adult	Kids	Teen	MI Room
	TY Month	1,729	281	60	14	8
	YTD	1,729	331	100	42	2
			331	100	42	

	hoopla		Website				Princh
	LY Month	250	Sessions	Users	Page Views	Orders	
	TY Month	270	1,951	1,142	3,818	31	
	YTD	270	2,345	1,566	4,308	58	
			2,345	1,566	4,308	58	

* 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

Community Room Policy

Purpose

As a community service, the Library makes its Community Room & Rooftop Garden available for use by the public when it is not being used for library-related activities.

Community Room/Rooftop Garden Use

1. The public may use the Community Room/Rooftop Garden for meetings or to present programs for the general public.
 - a. Programs must be open to all and non-soliciting.
 - b. Groups using the Community Room/Rooftop Garden must not disrupt the normal functions of the Library.
 - c. Use of the roof garden must be specifically indicated when scheduling the Community Room/Rooftop Garden.
2. All groups should reserve the room at least one month and no more than six months in advance at the Library's customer service desk. Reservations for after-hour usage, must be requested three (3) months in advance.
3. Groups may telephone to check on room availability and a temporary hold may be requested. A completed reservation form and all applicable fees/deposits must be returned within twenty-four (24) hours of the hold being placed to complete the reservation.
 - a. The reserving person assumes full responsibility for any damages to the facility or equipment. This person may not be less than 18 years old.
 - b. There may be a fee for use of the Community Room/Rooftop Garden and all applicable fees and deposits will be collected when the application is submitted.
 - c. The reservation form may also be printed from the library's web site, completed by the applicant, and faxed or emailed to the library. This will be considered a temporary twenty-four (24) hour hold until all fees/deposits are paid.
 - d. Library-related activities will be given priority when rooms are being scheduled.
4. The library must be notified about cancellations no later than twenty-four (24) hours prior to daytime events, seventy-two (72) hours for after-hours events. All money is refunded if appropriate notice is given.
 - a. For events during normal Library business hours: If 24-hour notice is not given, a \$10 cancellation fee will be charged or withheld from deposits and the library has the right to re-rent out the room/rooms.

Hastings Public Library

Community Room Policy

- b. For after-hours events: If a 72-hour notice is not given, a \$50 cancellation fee will be charged or withheld from deposits and the library has the right to re-rent out the room/rooms.
5. The Library reserves the right to cancel any reservation due to conditions described in the library closing policy e.g.: inclement weather. In such an event, all fees will be refunded.
6. Beer and wine may be served at private events under these conditions:
 - a. No alcohol can be in the building or served until the Library closes to the public.
 - b. Private events with no admission fee can serve beer and/or wine with no special license or insurance requirements. The private party/business' insurance covers liability for the event.
 - c. Private events charging any admission which includes access to beer and/or wine, or directly selling beer and/or wine, must provide HPL proof of an insurance rider for alcohol sales and a copy of a State of Michigan issued liquor license authorizing sale of beer and/or wine. Both documents are needed one (1) week prior to the event or alcohol will be prohibited from being served.
7. The Library has tables and chairs available for the group or organization.
 - a. If set-up is needed, complete the diagram on the reservation application.
 - b. If set-up is not indicated on the reservation application, library staff will not leave their assigned duties to assist in set-ups.
 - c. The room divider may not be moved without staff present.
8. Library audio/visual equipment use must be requested on the reservation application.
 - a. Library films used must be obtained for use through normal library circulation procedures.
 - b. Staff will be responsible for set up and turning on/off all Library audio/visual equipment.
9. Meetings may not begin before the Library opens for normal business and must be concluded fifteen (15) minutes before the Library closes (except approved after-hours events).
10. Use of the Community Room/Rooftop Garden is subject to the general policies of the Library.
11. Approval for use of the Community Room/Rooftop Garden is at the discretion of the Library Board.

Rules and Responsibilities:

1. Hastings Public Library provides smoke-free facilities and grounds.
2. Alcoholic beverages are prohibited in the Library except beer & wine at approved after-hours events.
3. The storage of any materials in the Community Room is prohibited unless the group has made prior arrangements with the library staff.

Hastings Public Library

Community Room Policy

4. The kitchenette is used solely for library programming/activities unless otherwise arranged.
5. Refreshments provided must be eaten inside the Community Room.
6. **Adult supervision is required when children under 18 are using the room.**
7. Normal operation of the Library is not to be disrupted by users of the Community Room/Rooftop Garden.
8. Groups may not exceed the capacity of the Community Room/ Rooftop Garden individual maximum capacity.
9. Users of the roof garden must not walk on the planted area.
10. Users of the roof garden must stay off the wall and must not use the wall as a countertop.
11. All objects must remain within the confines of the Community Room/Rooftop Garden.
12. Materials are not to be attached to walls, windows, doors, or furnishings except at the direction of authorized Library staff.
13. Promotional or informational materials may not be left in the Community Room and the name, address or telephone number of the Hastings Public Library may not be used as the contact person in any informational material.
14. Groups are prohibited from making statements that indicate library sponsorship.
15. Parking is available on State St., the north side of the library, the city lot by the fire station and Thornapple Plaza.
16. Violations of this policy will result in cancellation of Community Room privileges.
17. The Library is not liable for injuries to people, damage to their property, or loss of property belonging to individuals or groups using the Community Room/Rooftop Garden.
18. The library reserves the right to refuse reservation of the Community Room/Rooftop Garden at the Library Board's discretion.
19. The Library will maintain statistics on meeting room use.
20. Groups must adhere to all other published Library rules and policies.

User/Renter Responsibility:

1. Room set-up and takedown.
2. Providing all food service products including cups, plastic ware and plates.
3. No food may be cooked in the community room, but the stove and microwave may be used for warming food. Refreshments or meals must be carry-in. Coffee or punch may be prepared using renter's supplies. No RED, PURPLE OR BLUE punch/drink allowed.
4. Supplies may not be stored in the community room without prior agreement with the Library Director.

Hastings Public Library

Community Room Policy

5. Coffee maker and minimal refrigerator space are available for use and must be emptied and cleaned out after each use.
6. Items from the Community Room/Rooftop Garden may not be taken outside of the Library.
7. Trash must be collected and left by the community room doors completely tied up.
8. Tables, chairs, counters and floors must be cleaned. Cleaning supplies are provided by the library.
9. Table and chairs must be returned to normal set up.
10. Cleaning deposit will be refunded after two (2) BUSINESS days if all the above responsibilities are met. No refund will be given in the event that cleaning is required by library staff after room use. Deposits must be picked up within thirty (30) days of notification or they will be forfeited.

Hastings Public Library

Homebound Delivery Policy – DRAFT

Purpose

The Hastings Public Library (the “Library”) offers a Homebound Delivery Service to patrons in its service area who are unable to physically visit the Library. “Homebound” is defined as being generally confined to one’s residence either temporarily due to illness or accident, or permanently due to disability, age, or other mobility challenges.

Homebound services are provided at no cost to patrons, except for normal charges and service fees established by the Board of Directors for all patrons, and additional fees as outlined in the Fines and Charges section of this policy.

The Library may partner with other community organizations, such as the Commission on Aging, to facilitate material pickup and delivery.

The Library offers this service as a courtesy and reserves the right to alter, suspend or cancel this service if deemed necessary by the Library Board or the Library Director.

Patron Eligibility

To use the homebound delivery service, patrons must:

- Live within the Library’s service area.
 - If the service area changes, this policy will cover the new service area as officially defined. Patrons may lose access to the program if they live in an area no longer serviced by the Library.
 - Note: non-resident card holders are not eligible for homebound delivery.
 - If a patron moves outside the Library’s service area, they are no longer eligible for homebound delivery and any checked out materials must be returned.
- Be at least 18 years of age and have a Hastings Public Library card in good standing.
 - If the patron does not have a library card, an application for a library card can be completed and signed for during the first homebound visit or online via the Library’s website and/or mobile app.
 - If the patron has outstanding fines on an existing account, they must be paid and/or cleared at the discretion of the Library before homebound service can begin.
 - Expired cards can be updated by library staff during the first homebound visit or by request of the patron via the Library’s website and/or mobile app.
- Be incapable of safely getting to the Library on their own for a defined temporary timeframe or permanently.
 - In most cases, if a patron drives, they would *not* be considered homebound.
- Not live with someone who is capable of coming to the library on their behalf.
- Be able to accept deliveries at their permanent address, whether a private home/apartment/condo or in a nursing home/assisted living facility. Deliveries will not be made to hospitals, other family members’ residences or neighbors.

Hastings Public Library

Homebound Delivery Policy – DRAFT

Eligibility determinations for this service are made by the Circulation Supervisor and/or Assistant Director. Final decisions are solely at the discretion of the Library Director if a patron appeals a decision to deny service.

Patron Status Changes and Temporary Suspensions

If a patron's homebound status changes, such as after recovery from an illness or surgery, the patron must notify the Library so that service can be suspended or terminated as appropriate. Failure to do so may result in termination of the service and possible fines for replacement of checked out materials.

If patrons wish to temporarily suspend their service, such as for an impending hospital visit or trip out of town, they must contact the Library as soon as possible to arrange for the suspension and return of currently checked out material. Service will not resume until the patron contacts the Library and requests it.

If patrons are unable to communicate with the Library, a responsible family member can let us know of a change in status so that arrangements can be made to suspend or terminate service and recover checked out materials.

Application Process

Patrons must fill out an application form requesting homebound delivery service. This form is available on the Library's website as well as pre-printed at the Library for those without internet access. Hardcopy forms can be returned in person, via email, by mail or by FAX.

Patrons can also call the library requesting homebound service, after which a staff member will contact the patron to determine their eligibility and begin the application process. Forms will then be completed during the first homebound visit.

Material Eligibility

Only materials owned by the Hastings Public Library are eligible for homebound delivery. Eligible materials include books, audiobooks, DVD/Blu-ray discs and magazines.

Materials *not* eligible for homebound delivery include:

- Library of Things items, including WiFi hotspots.
- Items not available for checkout by any library patron, such as reference materials or items specifically designated as in-library use only.
- Any item requiring a deposit for checkout.
- Interlibrary loan and MelCat items.

Loan and Renewal Guidelines

All items checked out to homebound patrons will be loaned for four (4) weeks, with a single three (3) week renewal if needed.

Hastings Public Library

Homebound Delivery Policy – DRAFT

Note: any specific item may not be renewable if other patrons have hold requests on that item. Homebound patrons must return those items after the initial four (4) week checkout.

Homebound patrons are limited to *no more than five (5) items checked out at a time*. This can be a combination of available materials, such as three (3) books and two (2) movies, or simply five (5) books. Patrons can choose to have fewer than five (5) items at one time.

If patrons do not return all items previously checked out when a new delivery is dropped off, their next delivery may be skipped until all checked out items are returned. The patron can contact the Library to arrange a return pickup.

Item Selection

Patrons can make their own selections via the online catalog or by requesting items over the phone. Patrons can also request that staff choose items based on their preferences. Staff will complete a questionnaire with patrons either during the first homebound visit or on a phone call. That will let us learn about genres, authors, and desired material types preferred by the patron so Library staff can pick the best items when needed.

Fines and Charges

The Library currently does not charge overdue fines for any item checked out that is owned by Hastings Public Library. Should overdue fines be reinstated at any future date, homebound delivery patrons will continue to not be charged for overdue materials.

Note: materials checked out for more than two (2) months and not returned to the Library will be considered lost and replacement charges assessed on the patron's account. Return of the materials will clear the charges from the patron's account.

Patrons will be charged for damage to materials or for replacement costs if an item is too damaged to be re-circulated or if an item is lost.

Patrons will also be charged if delivery bags are lost or damaged beyond their ability to be further used. This charge will be equal to the current cost to replace the bag.

All charges on a patron's record must be paid before additional items will be delivered to the patron.

Delivery and Return Process

The Library will develop detailed delivery and return processes based on the guidelines outlined below.

Delivery Process:

1. The Library will gather available materials for homebound delivery on a frequency dependent on availability of staff, volunteers and materials. This frequency is to be no more than once per week and no less than once per month. Changes in

Hastings Public Library

Homebound Delivery Policy – DRAFT

frequency must be communicated to affected patrons with as much notice as possible.

2. Selected items will be checked out to patrons by Library staff and sorted into delivery bags.
3. The Library will arrange for a volunteer to deliver the bags.
 - A. If deliveries are executed by external partners such as the Commission on Aging and Meals on Wheels, they will arrange for delivery based on their existing delivery routes and schedules.
4. A library representative or volunteer will contact the patron(s) via their preferred method (email, text or phone) to arrange a timeframe for delivery.
 - A. Patrons are expected to be available to accept delivery within the agreed to timeframe barring emergencies.
 - B. If a patron is not at home at the agreed to delivery time, the volunteer will attempt to schedule another delivery. If unsuccessful again, the materials will be returned to the Library.
5. Deliveries will be made using the volunteer's private transportation. Hastings Public Library will not provide transportation.
6. Deliveries will only be made directly to the patron's residence and to the patron themselves. Bags will not be delivered to alternate addresses. See Patron Eligibility for details on delivery locations.
7. Deliveries will not be left outside the patron's residence on decks or porches, in garages or other external locations.
8. Volunteers, at their discretion, may enter a patron's residence to place a delivery bag in a location requested by the patron.

Return Process

1. Patrons will place all returning items in a delivery bag for the volunteer to pick up.
2. Return bags must be kept inside the residence until the volunteer arrives.
3. Volunteers, at their discretion, may enter a patron's residence to pick up a return bag.
4. Volunteers will return delivery bags to the Library or other designated return location within two (2) business days so materials can be checked in and re-circulated to other patrons.
5. Volunteers are not responsible for validating items in the bags when they are picked up for return.

Deliveries and pickup of return items are not guaranteed on any set schedule and are subject to availability of staff, volunteers and materials.

Weather may impact delivery schedules as volunteers are not expected to deliver materials during inclement weather, especially when snow and ice make travel difficult.

Holidays may also impact deliveries. The Library will attempt to contact patrons about delivery schedule changes as soon as impacts are known.

Hastings Public Library

Homebound Delivery Policy – DRAFT

Patron Delivery Guidelines

The Hastings Public Library is committed to ensuring that all delivery recipients are treated with dignity, respect and impartiality. In addition, the Library is committed to ensuring that delivery volunteers and Library staff be treated with dignity and respect and that they are safe while serving the public. To that end, we have established a set of guidelines that delivery recipients need to abide by:

- Patrons must be punctual at delivery time. The Library reserves the right for volunteers to leave after waiting for five (5) minutes for any individual patron to answer the door so as not to make others wait longer for their deliveries.
- All patrons must be courteous to the volunteers at all times. Any words or acts of intimidation, inappropriate behavior and verbal or physical abuse will not be tolerated and may lead to the Library suspending further access to the Homebound Delivery program for that individual.
- Proper attire is requested at delivery time – no revealing clothing should be worn.
- Patrons must protect all library materials while in their custody. Any items damaged or lost are subject to fines as described in the Fines and Charges section of this policy.
- Patrons must alert the Library to changes in their status that will affect their eligibility for homebound delivery, such as recovery from an illness or surgery or change in address.
- If patrons in the program move outside the Library's service area, they are no longer eligible for the service, must alert the Library as soon as possible, and must return checked out materials.
- Volunteers may choose not to enter a home, leave a home immediately, and/or recommend suspension or termination of homebound service if any of the following conditions exist:
 - a) Any person in the home presents threatening, obscene, or abusive language, gestures, or images.
 - b) Any person in the home harasses the volunteer.
 - c) Any person in the home exhibits signs of illness that may endanger the health of the volunteer.
 - d) Any person in the home is engaging in illegal activity at the time of service.
 - e) Any person in the home is under the influence of alcohol or has been abusing drugs at the time of service.
 - f) Any person is smoking inside the home at the time of service.
 - g) The conditions of the home and/or property are unsafe or unsanitary.
 - h) Pets are not confined and place the volunteer at risk (with the exception of service animals trained to assist a disabled person)
 - i) A clear and safe path to the home does not exist, with snow shoveled and ice removed.

Hastings Public Library

Homebound Delivery Policy – DRAFT

Suspension and Termination of Service

The Library will protect the safety of its volunteers and staff, and the integrity of its lending materials. The Library reserves the right to suspend or terminate homebound service if the Patron Delivery Guidelines are violated.

Suspensions

The Hastings Public Library has the right to temporarily suspend homebound delivery to any patron who does not meet the terms and requirements as defined under Patron Delivery Guidelines in this policy.

- The Circulation Department shall send written notice to the patron with the reason for, and the length of, any temporary suspension of service and shall provide a copy of the notice to the Library Director and Assistant Director.
- The standard suspension timeframe shall be thirty (30) days.
- No suspension of service in excess of thirty (30) days shall be imposed unless it is recommended by the Library Director or Assistant Director.
- Any homebound patron may request in writing that the suspension of service be reviewed and reconsidered.
- If service is suspended, the patron must return all checked out materials immediately or the Library will assess replacement charges on their account.

Termination

The Hastings Public Library has the right to terminate homebound delivery to any patron at the discretion of the Library Director or their designated representative.

The Library has the right to terminate service where any violation of a guideline(s) detailed under Patron Delivery Guidelines in this policy has not been rectified to prevent further violation.

- The Circulation Department shall send written notice to the patron with the reason for the homebound delivery service termination and shall provide a copy of the notice to the Library Director and Assistant Director.
- Any homebound patron may request in writing that the termination of service be reviewed and reconsidered.
- If service is terminated, the patron must return all checked out materials immediately or the Library will assess replacement charges on their account.

The Library will terminate service if a temporary timeframe was agreed to and the patron has continued use of the program after the original qualifying event has ended. For example, if surgery caused a patron to be bed-ridden for six (6) months, and at the end of that time they are able to drive to the Library but continue homebound delivery, service would immediately be terminated.

Hastings Public Library

Homebound Delivery Policy – DRAFT

Volunteer and Staff Guidelines

- Volunteers do not need to be bonded, but the Library will run a background check before allowing a volunteer to deliver materials to patrons.
 - Volunteers with a history of theft, sexual harassment/assault or violent crimes will not be allowed to deliver materials to patrons.
 - Volunteers from third parties, such as Meals on Wheels, will not have a second background check run if the Library can verify the partner organization has already done so and the volunteer meets the Library's standards for delivery.
- All volunteers will sign a waiver releasing the Library and City of Hastings for liability and are covered by their own insurance.
 - Volunteers for third parties, such as Meals on Wheels, still need to sign the Library's waiver, regardless of other waivers signed.
- If a volunteer or staff member wishes to recommend suspension of service because of any violation of the Patron Delivery Guidelines that is deemed to make the home environment for delivery unsafe or inappropriate, the volunteer or staff member shall provide the Circulation Supervisor, Library Director and Assistant Director with notice of when and how such action occurred.
- Volunteers will only deliver Library materials and pick up items to be returned to the Library. They cannot run errands for the patron, accept any money or assist the patron with other Library services such as copies or faxes.
- Volunteers are entitled to request reimbursement for mileage incurred during deliveries.
 - Reimbursement will occur at the standard IRS mileage rate at the time the mileage is submitted.
 - Eligible mileage is any distance traveled between the library and patrons' homes for deliveries. Other stops are not to be included.
 - After submitting a reimbursement form, volunteers will receive a check from the City of Hastings.
 - The Library will not reimburse for fuel expense or maintenance to a volunteer's vehicle.
 - The Library will not reimburse mileage to volunteers from third parties, such as Meals on Wheels. The volunteer's primary organization is responsible.
- Volunteers are not required to spend extra time with patrons beyond delivery and pickup of returns. They may choose to stay and speak with patrons so long as time allows and other deliveries will not be negatively impacted.
- Volunteers are not required to enter patrons' homes for deliveries and pickup of returns. They may choose to remain outside the home; see Patron Delivery Guidelines.
- Injuries during delivery:
 - Volunteers are responsible for notifying the Library of any such injuries as soon as is practical. Injuries sustained while delivering homebound materials will be reviewed and investigated in the same manner as workplace injuries.

Hastings Public Library

Program and Presenter Policy

Overview

The Hastings Public Library (the “Library”) functions as an educational, cultural and intellectual resource for all ages in the community. Programs are a means for the public to share experiences, exchange information, and deepen knowledge. As a library service, programming expands the Library’s role as a community resource, provides opportunities for entertainment and lifelong learning, introduces patrons and non-users to library resources and promotes the visibility of the Library.

Note: This policy refers to programs sponsored by the Library, not to programs held at the Library by community groups

Criteria

Ultimate responsibility for Library programming rests with the Library Director who delegates the management of programming to the Adult Programming Coordinator and Youth Services Librarian. The following criteria are used in making decisions about programs:

- Community needs
- Diversity of interests
- Popular appeal
- Building space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications/expertise in content area
- Budget constraints
- Staff availability
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

Programs may be developed and presented by Library staff or may be co-sponsored by other community organizations. The Library draws upon community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, and individuals to develop and present co-sponsored public programs.

Professional performers and presenters with specialized or unique expertise may be hired for library programs. Performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff present programs as part of their regular job and are not hired as outside contractors for programming.

The Library’s philosophy of open access to information and ideas extends to library programming, and the library does not knowingly discriminate through its programming.

Hastings Public Library

Program and Presenter Policy

Library sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs, or program by any Library personnel or by the Hastings Public Library Board of Trustees.

Parameters & Registration

All library programs are open to the public and free to attend. It may be necessary to charge material/supply fees for the cost of materials per participant. Age restrictions apply to Youth Programs for adults without children. Registration may be necessary for certain programs when space and materials are limited.

Persons attending Library-sponsored or co-sponsored programs are expected to adhere to the Library's policies on patron conduct.

The Library reserves the right to cancel any program.

Adult Programs

Programs for adults are scheduled throughout the year. Speakers from community groups and businesses may be invited to present programs on topics of general interest or of a timely nature. Presenters are chosen for their proven expertise and public performance experience to ensure quality presentation and accurate information for the benefit of the community.

Youth Programs

The Youth Services Librarian is responsible for youth programs and for creating a safe environment during the program. Parents, however, are ultimately responsible for the safety of their children and may not leave children under nine years of age unattended in the library per the Unattended Children Policy.

A full schedule of Summer Reading Programs is usually presented starting in June and ending the middle of August for ages 0-18. In addition to Summer Reading, preschool programs are presented on a weekly basis throughout the year. Programs for school age children and young adults are scheduled after school and during school holidays.

The Library may arrange to have a volunteer with adequate experience present a program without staff present. Volunteers must have passed a criminal background check.

The Library may arrange to have museums, and schools present programs by their staff, whom are vetted and have background checks by their home organization. Library staff members need not be present for such programs.

If Youth Services arranges presenters or programs from individuals that are not affiliated with children's organizations and schools, or the status of the background checks are unknown, then Library staff will remain present during the entire presentation.

Hastings Public Library

Program and Presenter Policy

Library staff and/or volunteers will remain present at any program where there will be a large attendance that would require more adult supervision than presenters are able to provide on their own. Parents are required to participate in supervision during programs.

Library Program Funding

Generally, program presenters are either paid staff or presenters that volunteer their services.

In planning programs, the Library attempts to engage presenters who do not have a vested interest in selling their products or services to participants. Speakers may leave business cards or brochures for participants to pick up after the program should anyone be interested.

Only under specific instances deemed appropriate by Library Director may merchandise be sold. An example of this would be an author visit with a book signing or a musical performer with a CD. In such cases, authors and musical artists must conduct their own transactions without assistance from Library staff.

Limited funds may be available to pay professional speakers and performers that reflect specialized expertise in conjunction with a unique Library event. Library staff wishing to hire a paid performer(s) must consult with the Director before engaging a hired performer to discuss the budget, the proposed fee, the length of program, and topic before sending a contract to a performer. As a rule of thumb, the upper limit should be considered to be \$250, but this limit can be exceeded at the discretion of the Director.

All paid programmers are required to fill out a W-9 and program contract. Program contracts must be signed by the Director and presenter. Payment is made by check and handed over at the completion of the performance.

Publicity

The Library will prepare publicity for programs. Outside organizations may coordinate marketing efforts with the Library with approval. Mention of partner organizations or individuals in media and on flyers is not an endorsement.

Hastings Public Library Program and Presenter Policy

CONTRACT FOR PAID LIBRARY PROGRAM

This Agreement made by and between

_____ (Presenter/Entertainer) and
the Hastings Public Library on the ____ day of _____, 20__.

The Hastings Public Library (HPL) hereby engages the Presenter/ Entertainer to conduct the below named program upon all terms and conditions herein set forth, including those on the second page hereof, entitled "Additional Terms and Conditions."

Program Name: _____

Date(s): _____ Time(s): _____ Length: _____

Payable to (Legal Name on W-9): _____

Performer shall furnish, included in the performance fee, the following:

HPL shall reimburse Performer for the following: _____

Performer is to complete Form W-9: Request for Taxpayer Identification Number and Certification along with the signed Program Contract.

Performer may submit a description of the program for library PR. If no description is submitted with the contract, the library will create one at their discretion.

Does Performer Have A Certificate of Insurance: __Yes __No

Please return documents within 7-10 business days.

Accepted: Peggy Hemerling

Hastings Public Library
227 East State Street
Hastings, MI 49058
(269) 945-4263

phemerling@HastingsPublicLibrary.org

Signature: _____

Title: Director

Accepted: (Presenter/Entertainer)

Name: _____

Company: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Signature: _____

Title: _____

Hastings Public Library

Program and Presenter Policy

PAID LIBRARY PROGRAM ADDITIONAL TERMS AND CONDITIONS

1. Presenter/Entertainer is an independent contractor and is not an employee of HPL.
2. Commencement time(s) of the program(s) shall be strictly adhered to by both parties.
3. The Library strives to never cancel programs after they have been marketed to the public. If you must cancel, please notify HPL a minimum of 30 days prior to the date of the program. In an emergency, please notify HPL of program cancellation immediately.
4. Payment is made by check and handed over at the completion of the performance.
5. HPL reserves the right to make in-house announcements and/or sponsorship announcements prior to and/or following the program.
6. Presenter/Entertainer shall provide HPL at the time of execution of this Agreement with detailed staging requirements.
7. When returning the signed contract to HPL, Presenter/Entertainer shall provide HPL with background information, biographical materials, electronic performance samples, reproducible or electronic photograph(s) and relevant marketing information.
8. HPL may use Presenter/Entertainer's name, pictures, photographs, or likenesses in advertising and publicizing the program.
9. Presenter/Entertainer will inform HPL as soon as possible if it becomes necessary to replace essential personnel for the program and HPL reserves the right to cancel under such circumstances.
10. Presenter/Entertainer participates at his/her own risk.
11. Presenter/Entertainer assumes all risk of damage or loss to his/her merchandise, personal property, and personal effects.
12. Presenter/Entertainer releases and discharges HPL and its Trustees, Officers, Employees or Agents from any and all claims, causes of action, losses, or other damage resulting from, arising out of, or relating in any way to his/her program.
13. Presenter/Entertainer shall indemnify HPL and its Trustees, Officers, Employees or Agents and save them harmless from losses, damages, or claims in connection with his/her program.

Director, Hastings Public Library

By: _____
Presenter/Entertainer

Date Signed: _____ Date Signed: _____

Hastings Public Library

Program and Presenter Policy

VOLUNTEER/UNPAID PROGRAM AND PRESENTER AGREEMENT

The Hastings Public Library welcomes programs and guest presentations that reflect its mission as an educational, cultural and intellectual resource for all ages and abilities in the community. As a Library service, programming provides opportunities for entertainment and lifelong learning, introduces patrons and non-users to library resources and promotes the visibility of the Library. The Library does not endorse programs of a political, religious or purely commercial nature. This agreement refers to programs sponsored by the Hastings Public Library, not to programs held at the Library by community groups.

Program Name: _____

Date(s): _____ Time(s): _____ Length: _____

Please read the following guidelines and sign below.

- Publicity and marketing are the responsibility of the Library.
- If the Presenter wishes to do additional marketing, please alert the Program Coordinator to plans prior to publication. HPL requests that our logo be included on all promotional material and that we be acknowledged as hosting the program.
- The Library mentions the affiliation of presenters in promotional materials. This does not constitute endorsement, merely acknowledgement.
- The Library will set up a Zoom event for remote presenters.
- If registration is needed, the Library will handle collection of attendee information.
- Presenters who come to speak about their creative works and musical performers are permitted to sell their work. Authors and artists must conduct their own transactions without assistance from the library staff.
- Guest presenters affiliated with a business or corporation will not promote the specific business and/or product as part of the program. Brochures and business cards may be distributed after the program.
- The Library strives to never cancel programs after they are marketed to the public. If you must cancel, please notify HPL at least thirty (30) days prior to the program date. In an emergency, please notify HPL of program cancellation immediately.
- Programs are offered free of charge and are open to the public. Material/supply costs unique to the program can be charged to attendees and must be approved by the Director. HPL will collect all monies and pay the Presenter.
- The names, addresses, phone numbers, and email addresses of program participants may not be solicited unless approved by the Program Coordinator or Director prior to the program.

I have read and agree to abide by the above guidelines.

Printed Name

Signature

Date

Hastings Public Library

Disposal Policy

This policy covers the disposal of Obsolete, Worn or Surplus Library Materials, Equipment and Supplies.

Items determined by the Director to be obsolete, worn or surplus, will be disposed of in one of the following ways:

1. Any item with an original estimated value of not more than \$5,000, after consideration of factors including, but not limited to, usability, storage availability, handling and disposition costs and expenses, may be disposed of by the Director or a designated Library staff member, using their best judgment. Any sale of any item based on one or more informal quotes or silent auction will be deemed an appropriate way of disposition.
 - a. Any transfer of obsolete, worn or surplus Library Materials to the Friends of the Library, for purposes of a book sale for the benefit of the Library, having a collective value to the Library of not more than \$5,000, will be deemed an appropriate way of disposition.
 - b. Library Materials too damaged to circulate may be placed on the Friends of the Library Free Cart, salvaged, or destroyed at the discretion of the Director or designated Library staff member based on item condition.
 - i. Note that if a patron has paid a replacement charge for an item too damaged to circulate, they are given the option to keep the item. If they do not wish to retain it, the Library will dispose of it as described in this policy.
 - c. Items removed from circulation should always be defaced to indicate they no longer belong to the Hastings Public Library's active collection.
 - i. Barcodes should be blacked out to prevent scanning.
 - ii. Items should be marked with a "withdrawn" stamp in multiple locations in or on the item.
2. Any item with an original estimated value of more than \$5,000, after consideration of factors including but not limited to, usability, storage availability, handling and disposition costs and expenses upon recommendation of the Director, may be disposed of by the Board, exercising its best judgment, in one of the following methods:
 - a. Sale after obtaining informal quotes or silent auction.
 - b. Manufacturer trade in.
 - c. Donation to another organization when feasible.
 - d. Abandonment or other disposal.
3. When disposing of assets, the Assistant Director or other responsible staff member must be alerted to maintain accurate asset tracking. Assets are marked with 4-digit numbers and primarily include, but are not limited to, electronic equipment such as computers, monitors, network hardware, TVs, etc.