



## LIBRARY BOARD OF TRUSTEES

### Meeting Agenda

May 5, 2025 4:30pm

Community Room

Topic	Pages	Motion & Vote
1. Call to order		
2. Agenda	pp. 1-2	<input checked="" type="checkbox"/>
3. Approval of Minutes a. March 31, 2025	pp. 3-4	<input checked="" type="checkbox"/>
4. Correspondence a. Email to Barbara Haywood	p. 5-6	
5. Financial Reports a. March 2025 R&E b. March 2025 Invoice Recap	pp. 7-10 p. 11	<input checked="" type="checkbox"/>
6. Library Director's Report a. April 2025 b. March 2025 Infographic	pp. 12-19 p. 20	
7. Committees a. Budget and Finance: n/a b. Building and Grounds: Recap the April building walk c. Personnel: schedule a meeting to discuss Director's annual review d. Policy: Recap the April meeting e. Marketing: n/a	p. 21	
8. Unfinished Business a. Consider approving final changes to the 2025-2026 budget	pp. 22-25	<input checked="" type="checkbox"/>
9. New Business		



<ul style="list-style-type: none"> <li>a. Consider approving the revised PAT-2_Code of Conduct policy</li> </ul>	pp. 26-30	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>b. Consider approving the new TEC-7_3D Printer Policy</li> </ul>	pp. 30-33	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>c. Consider approving the revised FIN-3_Fee Schedule reflecting the suggested cost for creating 3D prints outside of library programs</li> </ul>	pp. 34-36	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>d. Consider approving the Strategic Planning Survey questions</li> </ul>	pp. 37-51	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>a. Signing project update</li> <li>e. Storybook Walk update</li> <li>f. IMLS update</li> <li>g. Strategic Planning update</li> <li>h. New staff review process</li> </ul>	pp. 52-54	
10. Public Comments		
11. Board Member Comments		
12. Adjourn		

## Hastings Public Library Board of Trustees

### Minutes

Date: March 31, 2025 - 4:30PM

Location: Hastings Public Library, 227 E. State St., Hastings, MI 49058  
Community Room

#### 1. CALL TO ORDER

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

- Board members present: Jane Cybulski, Kelli Newberry, Sam Cale, Amanda Mattson, and Carol Dwyer, Ann Devroy, Ellyn Main, Cloe Oliver, and observing member Brooklyn Strickland. Not present was Rebecca Lectka.
- Also present was David Edelman and Tess Allerding.

#### 2. AGENDA: Approved.

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

#### 4. CORRESPONDENCE: Reviewed letters received from residents.

#### 5. FINANCIALS

- a. February invoices and Budget Report: Jane Cybulski motioned to approve the financials, seconded by Carol Dwyer. Motion approved.

#### 6. LIBRARY DIRECTOR REPORTS

- a. March 2025
- b. February 2025 Infographic

#### 7. COMMITTEES

- a. Budget and Finance –
- b. Building and Grounds –Scheduled a walk thru on April 19<sup>th</sup> 10:00 a.m.
- c. Personnel -
- d. Policy-Schedule a meeting on April 28<sup>th</sup> 4:30 p.m.
- e. Marketing-Reviewing for membership

#### 8. NEW BUSINESS:

- Ann Devroy motioned to consider approving the Fiscal Year 2025-2026 budget as presented and pending final payroll and insurance amounts from the City. Seconded by Sam Cale. Motion approved by roll call: Sam Cale-Y, Cloe Oliver-Y, Ann Devroy-Y, Carol Dwyer-Y, Ellyn Main-Y, Amanda Mattson-Y,
  - Discuss changes from 2024-2025
  - Discuss signage project for building
    - Gilson Quote
    - Fast Signs Quote
    - High School
- Cloe Oliver motioned to consider naming the Storybook Walk in honor of Jane Arnold, seconded by Ann Devroy. Motion passed.

- Discussion of IMLS and possible affects of government funding changes
- Strategic Planning Update-survey will be assembled this month for board review in May.
- Endowment Fund Learnings
- Online Safety Workshop
- Michigan Library Association Membership for Trustees is available

9. NEXT MEETING DATE

- Next board meeting on Monday, May 5, 2025, at 4:30 p.m.

10.ADJOURNMENT: Meeting was adjourned at 5:28 p.m.

DRAFT

## David Edelman

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**From:** Barbara Haywood  
**Sent:** Wednesday, April 30, 2025 1:01 PM  
**To:** David Edelman  
**Subject:** FYI: from Healing Power of Poetry artist FW: [EXTERNAL email]:Re: Thank You

-----Original Message-----

From: Thomas Walk <thomas.ta.walk@gmail.com>  
Sent: Wednesday, April 30, 2025 12:48 PM  
To: Barbara Haywood <bhaywood@hastingspubliclibrary.org>  
Subject: [EXTERNAL email]:Re: Thank You

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

I need more Miss Haywood's in my life!! I'm so glad you enjoyed it and honestly I'm glad I made the point. My library is so full, it is sometimes hard to decide what to do.

I really appreciate you acknowledging my growth. It wasn't easy, and most people do not realize.

I'm in for next April right now!! We'll hash it out later but I'll be there for you. You just let me know in-between if there's anything else.

Thank you, thank you, thank you!!

Remember, our possibilities are infinite!!

Thomas "T.A." Walk  
Artist and Mental Health Advocate  
[www.mentalhealththroughart.com](http://www.mentalhealththroughart.com)

> On Apr 30, 2025, at 12:07, Barbara Haywood <bhaywood@hastingspubliclibrary.org> wrote:

>

> Great program last night!

>

> Thank you and your lovely wife for gracing us with your presence again. I can see how you are growing with your art and artistry. Everyone attending was rapt and moved by the night.

>

> I would love to have you back again next April whenever you are ready to look that far ahead! Your message is important for more people to experience. Good luck on your upcoming exhibitions.

>

> Hope to talk with you again soon.

> Barbara Haywood

> Marketing & Adult Programs Coordinator

> (she/her)

> Hastings Public Library

> 227 East State St  
> Hastings, MI 49058  
> 269-945-4263  
> www.hastingspubliclibrary.org

>  
> This e-mail and any attachments are intended for the sole use of the addressee listed. It may contain confidential and/or legally protected information exempt from disclosure. If you are not the intended recipient please notify the sender by return e-mail and delete all copies of the message and any attachments. Please note that e-mails are susceptible to change and we cannot be responsible or liable for the proper and complete transmission of the information contained in this e-mail, any delay in its receipt, or damage to your systems. We cannot guarantee that the integrity of this e-mail has been maintained or that this e-mail is free of viruses, interception, or interference.

>  
>  
>  
> -----Original Message-----

> From: Thomas Walk <thomas.ta.walk@gmail.com>  
> Sent: Wednesday, April 30, 2025 11:53 AM  
> To: Barbara Haywood <bhaywood@hastingspubliclibrary.org>  
> Subject: [EXTERNAL email]:Thank You

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

>  
>  
> Hello ma'am. I just wanted to thank you again.  
>  
> If there's anything else I can do for you please feel free to reach out any time.

>  
> I appreciate you. Have a wonderful day!!  
>  
> Remember, our possibilities are infinite!!

>  
> Thomas "T.A." Walk  
> Artist and Mental Health Advocate  
> www.mentalhealththroughart.com

>  
> --  
> This message has been scanned for viruses and dangerous content by E.F.A. Project, and is believed to be clean.

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> Click here to report this message as spam.  
> [http://mailproxy.hastingspubliclibrary.org/cgi-bin/learn-  
msg.cgi?id=03165100060.A2848&token=0ce30c3cba2315b110fd3e429b5bfaf9](http://mailproxy.hastingspubliclibrary.org/cgi-bin/learn-msg.cgi?id=03165100060.A2848&token=0ce30c3cba2315b110fd3e429b5bfaf9)

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> This message has been scanned by E.F.A. Project and is believed to be clean.

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HASTINGS PUBLIC LIBRARY  
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING MARCH 31, 2025  
 75 % OF THE FISCAL YEAR HAS ELAPSED

FUND 271 - LIBRARY FUND

OPERATING REVENUES	Fund	THIS MONTH ACTUAL 31-Mar-25	THIS YEAR FISCAL YTD 31-Mar-25	REVISED BUDGET 2024-2025	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-Mar-25	REVISED BUDGET 2023-2024	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-100-502-000	UNIVERSAL SERVICE FUND - ERATE	-	19,651	16,320	120%	23,600	12,000	197%	23,600
271-100-540-000	STATE AID	7,247	14,235	12,750	112%	6,900	12,000	58%	13,704
271-100-583-000	CONTRIBUTIONS FROM OTHR TWNShP	78,394	423,083	400,000	106%	386,718	400,000	97%	464,346
271-100-649-000	PRINTING/FAX FEES	622	6,717	8,100	83%	6,189	8,000	77%	8,510
271-100-651-000	NON-RESIDENT FEES	150	1,200	850	141%	600	1,200	50%	1,050
271-100-658-000	PENAL FINES	-	7,674	13,000	59%	6,959	12,000	58%	6,959
271-100-659-000	OVERDUE FINES	82	1,112	1,200	93%	1,289	1,300	99%	1,970
271-100-665-000	INTEREST EARNED ON DEP & INVST	-	4,896	12,000	41%	20,767	5,000	415%	27,858
271-100-667-000	FACILITY RENTALS	40	1,240	1,100	113%	960	1,000	96%	1,210
271-100-672-000	OTHER REVENUE	314	1,804	4,000	45%	4,092	5,000	82%	4,690
271-100-674-000	PRIVATE CONTRIBTNS & DONATIONS	1,035	18,559	15,000	124%	75,683	15,000	505%	96,623
271-100-674-010	BCF CONTRIBUTIONS	-	-	16,000	0%	611,835	736,000	83%	717,157
271-100-677-000	INSURANCE CLAIMS/REIMBURSEMENT	-	53,327	-	0%	250	-	0%	250
271-100-699-101	TRANSFERS IN - GENERAL FUND	173,196	173,196	173,196	100%	-	164,949	0%	164,949
<b>TOTAL OPERATING REVENUES</b>		<b>261,080</b>	<b>726,694</b>	<b>673,516</b>	<b>108%</b>	<b>1,145,843</b>	<b>1,373,449</b>	<b>83%</b>	<b>1,532,876</b>

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL 31-Mar-25	THIS YEAR FISCAL YTD 31-Mar-25	REVISED BUDGET 2024-2025	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-Mar-25	REVISED BUDGET 2023-2024	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-702-000	FULL-TIME WAGES	5,846	76,456	111,059	69%	79,645	107,667	74%	108,395
271-790-703-000	ADMINISTRATR/SUPERVSR SALARIES	3,846	63,995	74,913	85%	42,859	55,741	77%	55,723
271-790-704-000	PART-TIME WAGES	12,265	90,429	102,271	88%	83,913	107,639	78%	109,731
271-790-704-010	PART-TIME WAGES- LIBRARY MAINT	539	8,477	16,119	53%	11,126	15,352	72%	15,290
271-790-709-000	SOCIAL SECURITY TAXES	1,702	18,312	23,471	78%	16,210	21,913	74%	21,701
271-790-712-000	CASH IN LIEU OF BENEFITS	369	2,400	2,400	100%	462	-	0%	1,015
271-790-713-000	OVERTIME	6	120	50	241%	29	50	57%	29
271-790-716-000	MERS DEFINED CONTRIBUTIONS	284	3,955	4,997	79%	3,394	4,306	79%	4,422
271-790-717-000	MERS DEFINED BENEFIT PLAN	218	46,464	60,505	77%	39,884	56,467	71%	53,256
271-790-717-010	MERS DEFINID BENEFIT HYBRID PLN	503	5,272	6,108	86%	4,734	6,248	76%	6,501
271-790-718-000	HEALTH INSURANCE - PREMIUMS	4,334	38,368	55,340	69%	47,026	70,606	67%	59,709
271-790-718-010	HEALTH INSURANCE - HSA	171	2,187	-	0%	2,314	-	0%	3,350
271-790-719-000	DENTAL INSURANCE PREMIUM	297	2,618	3,503	75%	2,304	3,520	65%	3,167
271-790-724-000	LIFE INSURANCE	49	388	485	80%	360	480	75%	479
271-790-751-000	PROCESSING SUPPLIES	-	594	1,400	42%	652	1,400	47%	1,259

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271-790-756-000	REPAIR & MAINTENANCE SUPPLIES	11	119	350	34%	849	300	283%	903
271-790-760-000	MAINTENANCE SUPPLS - CUSTODIAL	-	482	350	138%	298	300	99%	298
271-790-761-000	BUILDING SUPPLIES	306	1,970	1,500	131%	1,441	1,500	96%	2,683
271-790-762-000	WELLNESS/MEDICAL SUPPLIES	8	357	225	159%	283	200	142%	283
271-790-766-000	DISPOSABLE TECHNOLOGY	54	1,292	1,300	99%	798	2,000	40%	1,017
271-790-767-000	CLOTHING	-	43	175	25%	-	150	0%	(90)
271-790-770-000	PROGRAMMING SUPPLIES	435	2,132	2,750	78%	1,055	2,000	53%	2,803
271-790-772-000	PROMOTIONS SUPPLIES	-	-	300	0%	-	300	0%	-
271-790-777-000	OFFICE SUPPLIES	72	851	1,350	63%	1,010	1,500	67%	1,264
271-790-778-000	PAPER	93	490	400	122%	292	400	73%	386
271-790-791-000	SUBSCRIPTIONS AND PUBLICATIONS	35	1,656	1,900	87%	1,324	1,660	80%	1,519
271-790-792-000	SOFTWARE SUBSCRIPTIONS	380	5,128	7,245	71%	2,909	4,900	59%	7,337
271-790-793-000	OVERDRIVE	-	9,144	8,961	102%	8,207	8,207	100%	8,207
271-790-794-000	HOOPLA	-	-	-	0%	(14)	-	0%	(14)
271-790-799-000	MISCELLANEOUS SUPPLIES	-	-	-	0%	80	-	0%	-
271-790-802-000	PROFESSIONAL SERVICES	621	686	1,200	57%	16,411	33,100	50%	17,145
271-790-806-000	LEGAL SERVICES	1,955	7,568	500	1514%	-	350	0%	-
271-790-809-000	CONTRACTED IT SERVICES	2,400	9,600	14,400	67%	13,050	19,000	69%	19,050
271-790-812-000	PRE-EMPLOYMENT SCREENINGS	-	460	350	131%	453	150	302%	453
271-790-813-000	DELIVERY SERVICES	-	2,085	2,800	74%	1,897	2,675	71%	2,538
271-790-816-000	SECURITY SERVICES	-	300	325	92%	741	375	198%	741
271-790-817-000	LAKELAND LIBRARY CO-OP SERVICE	-	1,983	2,900	68%	2,098	2,775	76%	2,800
271-790-818-000	MAINTENANCE CONTRACTS	-	4,240	7,953	53%	3,180	8,980	35%	7,476
271-790-823-000	OTHER CONSULTING SERVICES	-	350	350	100%	1,470	400	368%	1,758
271-790-825-000	LATE/SERVICE FEES	-	-	25	0%	-	25	0%	-
271-790-829-000	CUSTODIAL/CLEANING SERVICES	-	762	-	0%	-	-	0%	-
271-790-850-000	TELEPHONE	510	4,485	5,485	82%	4,244	5,220	81%	5,717
271-790-851-000	MAIL/POSTAGE	-	472	225	210%	60	300	20%	92
271-790-852-000	INTERNET/TELECOMM SERVICES	505	5,145	7,020	73%	5,625	7,740	73%	7,499
271-790-861-000	TRANSPORTATION - MILEAGE REIMB	-	45	750	6%	244	750	32%	244
271-790-879-000	WEBSITE	-	838	935	90%	212	250	85%	212
271-790-880-000	COMMUNITY PROMOTIONS	-	-	-	0%	-	250	0%	-
271-790-881-000	ADVERTISING	57	264	1,145	23%	832	1,225	68%	962
271-790-887-000	SPEAKERS/PERFORMERS	-	435	2,500	17%	724	2,000	36%	1,074
271-790-890-000	ILS FEES	-	6,022	14,080	43%	8,541	14,500	59%	11,364
271-790-891-000	LICENSES AND FEES	-	510	1,905	27%	835	460	181%	835
271-790-892-000	SOFTWARE LICENSES	-	698	680	103%	1,320	700	189%	2,520

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271-790-900-000	PRINTING AND PUBLISHING	302	358	220	163%	30	217	14%	30
271-790-906-000	PROMOTIONS/MARKETING	-	450	100	450%	20	100	20%	20
271-790-907-000	SPONSORSHIPS/DONATIONS	-	-	-	0%	-	100	0%	-
271-790-909-000	TRAINING	-	204	550	37%	168	400	42%	168
271-790-910-000	PROFESSIONAL DEVELOPMENT	-	-	300	0%	153	200	77%	392
271-790-911-000	CONFERENCES	-	2,761	2,200	125%	1,349	2,620	51%	1,797
271-790-912-000	MEETINGS	-	-	75	0%	40	300	13%	40
271-790-915-000	MEMBERSHIPS	30	610	1,714	36%	1,561	1,796	87%	2,687
271-790-916-000	DUES AND FEES	-	151	1,435	11%	866	1,400	62%	1,168
271-790-918-000	WATER/SEWER	500	4,136	5,000	83%	3,170	3,000	106%	4,236
271-790-919-000	WASTE DISPOSAL	50	450	350	129%	261	350	75%	390
271-790-920-000	ELECTRIC	2,308	20,668	26,700	77%	21,784	24,000	91%	27,779
271-790-921-000	NATURAL GAS	1,285	4,948	3,000	165%	4,407	4,500	98%	5,652
271-790-929-000	GROUPS REPAIR AND MAINTENANCE	-	130	1,800	7%	472	1,550	30%	3,042
271-790-929-010	SNOWPLOWING/SNOW REMOVAL	90	450	1,500	30%	305	1,500	20%	305
271-790-930-000	BUILDING REPAIR & MAINTENANCE	11,555	45,919	1,950	2355%	12,070	2,100	575%	50,609
271-790-931-000	EQUIPMENT REPAIR & MAINTENANCE	-	1,043	2,300	45%	3,689	1,800	205%	4,827
271-790-935-000	PROPERTY LIABILITY INSURANCE	-	13,792	12,000	115%	7,509	9,000	83%	7,509
271-790-939-000	WORKERS COMPENSATION INSURANCE	179	717	1,100	65%	841	1,100	76%	841
271-790-940-000	EQUIPMENT FUND RENTAL	-	-	-	0%	94	-	0%	94
271-790-941-000	PRINTER/COPIER LEASE/MAINT	-	2,040	4,100	50%	2,235	4,300	52%	3,618
271-790-944-000	INSPECTION SERVICES	-	530	960	55%	470	690	68%	618
271-790-950-000	COLLECTION SERVICES	30	207	340	61%	236	300	79%	305
271-790-962-000	LOST/DAMAGED MATERIALS FEES	38	123	100	123%	152	100	152%	248
271-790-965-000	PROPERTY TAX REIMBURSEMENT	-	114	100	114%	104	100	104%	104
271-790-974-000	LAND IMPROVEMENTS-DEPRECIABLE	-	-	-	0%	-	-	0%	39,283
271-790-974-010	LAND IMPROVEMENTS - NON-DPRCBL	-	-	-	0%	-	17,000	0%	-
271-790-975-000	BLDNGS AND BUILDING IMP - DEPR	-	-	11,000	0%	838,876	1,021,500	82%	903,505
271-790-975-010	BLDG & BLDG IMP - NON-DEPRECB	-	-	-	0%	-	-	0%	4,780
271-790-978-000	TECHNOLOGY - DEPRECIABLE	(55)	405	-	0%	3,876	-	0%	5,347
271-790-978-010	TECHNOLOGY - NON-DEPRECIABLE	534	3,669	2,000	183%	1,250	6,000	21%	1,250
271-790-980-000	EQUIPMENT/FURNITURE - DEPREC	-	2,823	-	0%	9,159	-	0%	9,159
271-790-980-010	EQUIPMENT/FURNITURE - NON-DEPR	297	871	450	194%	1,637	-	0%	8,232
271-790-982-000	COLLECTION MATERIALS - BOOKS	1,341	11,205	17,000	66%	12,096	15,000	81%	17,107
271-790-982-010	COLLECTION MATERIALS - A/V	-	783	2,250	35%	951	10,100	9%	1,446
271-790-982-020	COLLECTION MATS - BEYOND BOOKS	-	223	1,250	18%	2,446	1,000	245%	2,481
<b>TOTAL LIBRARY OPERATIONS</b>		<b>56,357</b>	<b>550,427</b>	<b>656,799</b>	<b>84%</b>	<b>1,347,657</b>	<b>1,708,154</b>	<b>79%</b>	<b>1,662,172</b>

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TOTAL REVENUE & INCOMING TRANSFERS		261,080	726,694	673,516	108%	1,145,843	1,373,449	83%	1,532,876
TOTAL EXPENDITURES & OUT TRANSFERS		56,357	550,427	656,799	84%	1,347,657	1,708,154	79%	1,662,172
NET REVENUES OVER EXPENDITURES		204,723	176,266	16,717		(201,814)	(334,705)		(129,295)

HASTINGS PUBLIC LIBRARY  
 Invoices for March 2025  
 Prepared for the May 5, 2025 Board Meeting

Account Name	Vendor	Amount	Total	Notes
<b>Salaries &amp; Wages</b>			\$ 22,872.35	
<b>Social Security Taxes</b>			\$ 1,702.22	
<b>Fringe Benefits</b>			\$ 5,856.83	
<b>Total Wages and Benefits:</b>			<b>\$ 30,431.40</b>	
<b>Supplies</b>			\$ 916.78	
	Building/Repair/Maint	\$ 316.54		
	Programming	\$ 435.41		
	Office	\$ 71.55		
	Paper	\$ 93.28		
<b>Collection Materials - Books</b>			\$ 1,340.88	
	Baker & Taylor	\$ 592.49		
	Amazon	\$ 433.08		
	Junior Library Guild	\$ 84.00		
	Cengage	\$ 231.31		
<b>Utilities &amp; Services</b>			\$ 5,157.18	
	City - water & sewer	\$ 499.56		
	Consumers - electric	\$ 2,308.09		
	Consumers - natural gas	\$ 1,284.63		
	MEI Internet	\$ 504.95		
	MEI Phones	\$ 207.26		
	Fusion Land Lines	\$ 302.64		
	Granger Waste Services	\$ 50.05		
<b>Contracted IT Services</b>			\$ 2,400.00	2 months
<b>Building Repair &amp; Maintenance</b>			\$ 11,555.02	
	Browns Carpet	\$ 11,555.02		from flood
<b>Legal Services</b>			\$ 1,955.00	windows
<b>Subscriptions &amp; Publications</b>			\$ 35.00	Consumer Reports
<b>Professional Services</b>			\$ 621.04	Banner, Sun & News Digitizing
<b>Wellness/Medical Supplies</b>			\$ 8.48	
<b>Disposable Technology</b>			\$ 53.98	
<b>Community Promo &amp; Ads</b>			\$ 57.46	Indeed job posting
<b>Software Licenses/subscriptions</b>			\$ 380.00	
	Duo Security	\$ 30.00		
	When 2 Work Scheduling	\$ 350.00		
<b>Printing &amp; Publishing</b>			\$ 301.89	SWAG - HPL magnets
<b>Membership</b>			\$ 29.99	
	Harbor Freight	\$ 29.99		
<b>Snowplowing/Snow Removal</b>			\$ 90.00	
<b>Workers Comp. Insurance</b>			\$ 179.23	
<b>Collection Services</b>			\$ 29.55	
<b>Lost/Damaged Materials Fees</b>			\$ 38.00	refunds to 2 patrons
<b>Technology - non-depreciable</b>			\$ 478.67	3D printer
<b>Equipment/Furniture-ND</b>			\$ 297.49	3D printer cart (covered by Friends of HPL)
<b>Total Invoices (without wages &amp; benefits):</b>			<b>\$ 25,925.64</b>	



## Library Director's Report May 5, 2025 Board Meeting

### Highlights

We're just starting to get warm spring weather, but the staff is already hard at work planning Summer Reading. Lots of fun events are in the works, prizes and sponsorships are being procured, and we are super excited to launch our new evergreen theme.



This month we started accepting household batteries for recycling. We are not promoting it widely yet to avoid being overwhelmed with large quantities, but will continue to let the public know over time. Only standard household batteries like AA, AAA, C, D, etc. are accepted. Drop yours off in the Copy Room.

The Library was proud to be a host site again this year for the Thornapple Arts Council's JazzFest. Hundreds of kids, parents, and jazz fans came through the doors to perform and hear a lot of great jazz April 24-25.



Starting Tuesday, April 29, the Library is now hosting Community Mental Health Workers every two weeks to help Barry County Community Mental Health reach more people and provide services. This complements the Community Health workers from the Barry-Eaton Health Department who are also here every two weeks, but on opposite weeks.

### Collection Update

**Large Print:** After receiving some generous donations this fiscal year for large print purchases, Tess and Erin have been hard at work growing our assortment. Erin just launched a new youth large print collection with juvenile in the children's room and teen/tween titles in the Teen room. We added 12 adult and 37 youth large print books this month with many more on the way. See additional details in Erin's report.

### Project Updates

**Strategic Planning:** we have developed survey questions for public feedback into our strategic plan and are bringing them to the Board for discussion, edits, and approval. Once approved, two surveys (1 general & 1 teen/tween) will go out late May and early June. Based on feedback, we will plan focus group sessions in July/August.



**Budgeting:** The final 2025-2026 fiscal year budget is complete and after some unexpected savings, we are now firmly in the black and better positioned to pay for the anticipated roof replacement in the next few years.

**Storybook Walk:** Installation of the Storybook Walk fixtures should start in early May. We will schedule a dedication ceremony later in the month, date TBD.

## Training

Each month I plan to highlight trainings, conferences, and webinars that the staff attends. While we may not have training(s) every month, continuous learning is important. Here is what the staff did in April:

- **Library Cataloging:** Tess attended a free training at Michigan State on how to best classify books that historically have been mis-cataloged, such as Native American origin stories being categorized as fairy tales instead of non-fiction/religion. As we audit the collection going forward, we will look for opportunities to re-classify titles where appropriate.
- **Spring Institute:** Erin and Lake both attended one day of the Michigan Library Association's annual youth focused event on April 10. Among many breakout sessions, they learned more about the importance of movement to improve literacy during story times, podcasting for kids (might be a great tween program), and options for working with deaf people other than learning American Sign language (ASL).
- **Princh:** Christie, Sharon and Celeste all attended a free one-hour refresh on using our third-party print service that allows patrons to print from mobile devices and/or use a credit card to pay.
- **Adult Learners:** David and Barbara both attended a free webinar about teaching adults and how they best learn. There were a few interesting tips that I will try to incorporate into future digital literacy classes.
- **PO Training:** Tess, Erin, Ken and David all attended online PO training for the City's new process, although since then we have been told to follow a different process. David will now enter invoices directly to the City's system and the team does not need to submit PO requests.
- **Marketing Makeover:** Barbara and David attended a free online training on library marketing sponsored by Lakeland. Honestly there was little to take away as most of the suggestions are already being implemented, but it was good validation for our efforts.

## Staff Reports

### Assistant Director Tess Allerdin's Report

In my last report, I mentioned creating a new display for our Library of Things, and I completed the first phase of that display in April.

On the left is what the display looks like when an item is available for a patron to check out. When a patron wants to check an item out, they remove the card from the pocket in the lower right-hand corner and take the card to the Information Desk.



The frame with the photo of the display remains on the shelf, and behind the card is information on how a patron can place the item on hold if it is currently checked out (see photo on the right).



Each item in our Library of Things has its own display frame with a removable card. If we have multiple "copies" of an item (metal detectors, snow shoes, etc.), there is one frame with multiple removable cards, depending on the size/style of the item the patron needs. I have created these displays for both our regular Library of Things and our Library of Things Jr. These new displays will be rolled out following the May 6 staff meeting, so keep an eye out for them!

Last summer, I began working on weeding the adult fiction collection, as it had not been done in many years, and we had multiple items on the shelves that had not checked out since 2008. With the chaos of the flood in November, the holidays, and my new role, I had to put that project on pause for a while. I recently began working on this project again to help clean the shelves up, give space for more front-facing books, and to make space for new books. Weeded books are being added to the free cart, and any that we have leftover by July will be added to the Friends' summer book sale.

As I have been weeding and doing some shifting, I've also created space at the beginning of adult fiction to make room for our Spanish language books when they are no longer considered new. There are currently three shelves dedicated to Spanish language books, but as the collection grows, we will likely need to do more shifting.



## Youth Librarian Erin Quada's Report

### Poetry Contest

- We had wonderful participation in our first ever poetry contest.
  - 15 entries: 5 middle school, 2 high school, 8 adults.
  - 38 people voted both online and in person at the Library.
- Both contestants and voters expressed their appreciation for offering the contest and sharing the entries with the public.

### Spring Break

- We offered 5 programs over spring break for those taking a “stay-cation”: 3 for kids and families and 2 for teens.
- People appreciated that we had things for them to do and enjoyed the movies, LEGO day, and game day that we offered. Some asked that we add a game day to our regular schedule.

### Science Storytime

- We had a wonderful Bird Bonanza themed Science Storytime with Ms. Emma from Pierce Cedar Creek Institute outside in the park across the street from the Library.
- The beautiful weather encouraged the families to join us outside and learn about bird beaks, sounds, eating habits and more!





## Outreach: Dive-In Movie

- We partnered with the Community Education and Recreation Center, Pierce Cedar Creek Institute, and Great Start Collaborative to host a dive-in movie at the CERC.



- This event was provided to families in the community free of charge.
- Families could swim while watching the movie, enjoy snacks and activities in the lobby area, and get a free book and information about preschools, Library programs, and more!



## Spring Institute

- Lake and I attended MLA's Spring Institute (SI) on Thursday, April 10. SI is a professional development opportunity for the youth services library workers throughout the state.
- We heard from local author (Alto) Gary D. Schmidt about how essential we are to youth as "people of the book".
- We attended several breakout sessions on topics like movement in early literacy, providing services, materials, and programs for disabled youth, podcasting with kids, creating whimsy in your teen space, and more!
- The closing keynote provided wonderful information regarding welcoming deaf kids and families to our Library along with resources and tips that we can easily integrate into our services to provide better access for deaf and hard of hearing community members.

## Large Print Collection

- April saw the arrival of a large purchase of large print books for kids, tweens, and teens.
- Marty processed these items and they are now available in their respective collection areas.
- Large print materials are good for everyone, not just the visually impaired. Benefits include:
  - Easier to read, reducing eye strain.
  - With fewer words per page, it helps turn pages faster which keeps people motivated to read.
  - Increased reading speed and comprehension.
  - Provide an inclusive collection, helping to ensure everyone can access books and literature that are of interest to them.



## Marketing and Programming Coordinator Barbara Haywood's Report April Events Recap

**Before #VanLife: Alaska Journey** – Held on March 31, this inspiring session featured HPL volunteer Marji Fuller and drew 11 attendees. Marji encouraged participants to embrace travel and adventure, offering insight into the joys and challenges of life on the road.



**Breadmaking Workshop** – On April 5, Jennifer Jager Hamman of *Knead This Crave That* introduced 9 enthusiastic participants to the Pesto Parmesan Twist.



Attendees shared their own baking experiences and praised Jenn's earlier classes, noting how she had inspired them to explore new techniques.

**Poetry in the Shadows** – Local educator, author, poet, and world traveler Maggie Catchick Houghton engaged 19 attendees on April 7. She shared readings from two of her books, along with the stories behind each poem. Partners: Roundtable Companions for Racial Equity and their Lift Every Voice group. Maggie Catchick Houghton was the Adult Winner of HPL's Poetry Contest.



**Why Homestead?** – The first in a three-part series, this session on April 11 featured Christin Othmer, a local farmer, pharmacist, and certified herbalist. Eleven attendees explored the "why" behind homesteading and left inspired with practical first steps for starting a sustainable homestead



journey well aware that burnout can happen with too much too soon. Small steps win the homesteading journey.

**Healing Power of Poetry** – Battle Creek veteran and PTSD sufferer shared excerpts from his 2 books of poetry and sneak peaks into his next adventures on April 29 with 8 participants. This was another amazing turn out for author and poetry events for HPL.

### Earth Day Initiatives

- **Tree Distribution** – For the third year, HPL partnered with the national nonprofit *Neighborhood Forest* to offer free Black Cherry tree seedlings to kids. With registration open from January to March 15, we secured 109 trees for 108 children. Volunteers from the Barry County Earth Alliance packaged the trees for distribution at the Barry Community & Business Expo. What began as a small initiative with Bob Schirmer showing an Earth Day Movie & hosting a discussion has now grown into a county-wide collaboration. **Partners:** Barry County Earth Alliance and Neighborhood Forest.
- **New Partnership** – At the Barry Community & Business Expo, HPL connected with the Barry Conservation District, which had surplus trees. We facilitated additional distribution of White Cedar and White Pine to families during our Earth Day events. **Partners:** Barry Conservation District
- **Earth Day Movie & Discussion** – Led by Bob Schirmer and John Howarth, this session guided 12 participants through a screening of PBS's *Extreme Weather* series, followed by a thoughtful discussion on environmental challenges. The conversation tied into the extensive Earth Day display. **Partners:** Barry County Earth Alliance
- **Earth Day Games** – Hosted by *Blue Bridge Games* of Grand Rapids (owned by Bob Schirmer's daughter), this event welcomed 11 attendees. Participants explored nature-themed games such as *Daybreak*, *Bosk*, *Reef*, *Forest Shuffle*, *Hive*, *Arboretum*, *Parks*, *Morels*, and *Cascadia*. **Partners:** Barry County Earth Alliance, Blue Bridge Games.



### Marketing & Planning

Work is underway on Summer Reading promotions and programming, as well as organizing events for the upcoming fall season.



## Circulation Supervisor Chloe Lewis' Report

This month, my primary focus has been on advancing the cooperative's inventory project. Here's a summary of key activities:

- **April 2:** I participated in a Q&A session with the Lakeland Library Cooperative team regarding the Inventory project. This session provided me with valuable insights and a better understanding of the process.
- **Instruction Creation:** I developed detailed instructions for volunteers, as well as set specific goals for completing various sections of the library for inventory.
- **April 14 & 15:** I personally begin a section of the inventory. This hands-on experience allowed me to better understand the process and position myself to assist volunteers more effectively.
- **April 21:** One of our dedicated volunteers, Karen, began working on the inventory after receiving a brief training session.

As various sections are completed, the process is handed over to me to generate reports and search for missing items.

Moving forward, we will regularly have volunteers working on inventory with my supervision and assistance. I'm excited to continue leading this project and am optimistic about its success!

## Upcoming Programs and Events

- Glitter Jars for Teens, Tuesday May 6, 3:30pm
- Start Your Homesteading Journey, Tuesday May 6, 6pm
- Safe Sleep for Infants, Saturday May 10, 11am
- Lift Every Voice Book Club, Tuesday May 13, 6:30pm
- Spring Fused Glass, Wednesday May 14, 6pm

## Oh, and a little thing called Summer Reading!

Kickoff is June 8 and patrons will track reading for 40 days to earn prizes. Tracking can be done on paper or via the Beanstack app/website.

Watch for promotion starting soon.



## Monthly Statistics - March 2025

### Net Promoter Score\*: 69

	<b>Physical Library Visits</b>			
	LY Month	6,113		<b>Library Card Holders</b>
	TY Month	6,496		City    Hastings Twp    Rutland Twp    Non-Resident
	YTD	54,513	Total	2,883    814    1,072    98
			New	16    7    7    3

	<b>Volunteer Hours</b>			
	LY Month	166		<b>Item Circulation</b>
	TY Month	111		Children's    Non-Children's    Mobile    Total
	YTD	1,359	LY Month	2,921    2,745    -    5,666
			TY Month	2,658    2,664    -    5,322
			YTD	22,173    23,062    -    45,235

	<b>Wireless Sessions</b>			
	LY Month	868		<b>Inter-Library Loans</b>
	TY Month	732		To HPL    From HPL    Total
	YTD	8,394	LY Month	385    470    855
			TY Month	481    458    939
			YTD	3,909    3,656    7,565

	<b>Library of Things Circs</b>			
	TY Month	YTD		<b>Programs</b>
LoT	29	339		Youth    Adult & General
Hotspots	25	190		Offered    Attendance    Offered    Attendance
Museums	0	8	TY Month	19    417    16    172
			YTD	142    2,912    46    2,593

	<b>Digital Downloads</b>			
	LY Month	2,362		<b>Computer Sessions</b>
	TY Month	3,029		Adult    Kids    Teen    MI Room
	YTD	21,565	LY Month	401    62    77    -
			TY Month	443    115    81    1
			YTD	3,807    1,242    1,039    12

<b>Miscellaneous</b>				
	TY Month	YTD		<b>Websites</b>
Princh Documents	254	2,098		Sessions    Users    Page Views
Study Room Usage	45	365		HPL    LY Month    2,578    1,788    4,605
Non-HPL Community				TY Month    2,499    1,805    3,908
Room Usage	45	275		YTD    20,792    14,767    33,107
				BCHP    TY Month    379    213    2,391
				YTD    3,624    1,763    22,955

\* 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

## HPL Board Building &amp; Grounds Committee

## Building Walk Recap, Saturday 4/19/2025

- Need a new trashcan by the solar table
- Need new bee houses in the rain garden or remove the poles
  - Talk with Friends about house purchase
- Need new mulch this year?
  - May have been done September 2024, confirming
- Some bent flashing above the 2<sup>nd</sup> floor men's room window at the roof line
- Wasp nest on the children's rotunda, east side
- Clean out the light fixtures in the north and south entrance lobbies
- Stained ceiling tile above ATM in north lobby
- Clean the wall by picture books of old leak stains
- Clean cobwebs in picture book and children's rotunda windows
- Wipe down all window frame sin the building after windows are fixed
- Clean blue furniture in children's
- Need a chair-foot on a bench in children's, screw sticking out and scraping on carpet
- Floor electrical box by children's emergency exit loose
- Level the slanted shelf on the kids book wall near Erin's desk
- Missing outlet covers (1 in wi-fi, 2 in teen)
- Replace clock in wi-fi lounge
- Clean all chairs in wi-fi lounge and by fireplace; consider recovering
- Tops of light fixture covers in workroom appear loose
- Emergency light outside children's emergency exit off? Need bulb?
- Employee bathroom lock needs repair
- Clean the metal edges on all main stairwell risers
- Clean the study room chairs
- Clean cobwebs at patios
- Divider in Community Room needs maintenance
- Fix the underside of the upstairs workroom table
- Install floor-mounted doorstop in 2<sup>nd</sup> floor men's restroom
- Trim baseboard by ATM
- Goo-gone the foyer bulletin boards
- Look at recovering, or at least cleaning, the children's rotunda benches
- Fix electrical outlet cover plate in south lobby
- Dust study room window shelf
- Can we refresh/recover tables in teen room?
- Several cushions in teen rotunda fraying
- Buy new pencil sharpener for copy room
- Clean light over the inside of employee entrance
- Check and replace all stained/crooked/cracked ceiling tiles
- Can we fill in holes in tile in 1<sup>st</sup> floor women's restroom at the storage closet?
- Can we repair Community Room tables with duct-taped or missing rubber corners?
- Consider new curtains in employee lounge
- Clean the entrance overhangs if possible, look dirty; both tops and undersides

City of Hastings								
FUND 271 - LIBRARY								
Account Number	Title	2022-23 Actual	2023-24 Actual	2024-25 Actual (YTD 3/31)	2024-25 % of budget	2024-25 Budget	2025-26 Request	Notes
UPDATE AS NEEDED								
<b>Revenue</b>								
<b>Federal Sources</b>								
271-100-502-000	Universal Service Fund - eRate fees	\$ 6,861.46	\$ 23,600	\$ 19,651	120%	\$ 16,320.00	\$ 16,367	MEI internet \$4,847+ \$11,520 for CTS
271-100-523-000	Federal Grants - Rec & Cultural	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
271-100-528-000	Federal Grants - Other	\$ 4,068.05	\$ -	\$ -	0%	\$ -	\$ -	
		\$ 10,929.51	\$ 23,600	\$ 19,651		\$ 16,320.00	\$ 16,367	
<b>State Sources</b>								
271-100-540-000	State Aid	\$ 13,491.35	\$ 13,704	\$ 14,235	112%	\$ 12,750.00	\$ 13,500	estimate based on LY, recent trend, and increase in multiplier for new FY
271-100-566-000	State Grant - Library of Michigan	\$ 900.00	\$ -	\$ -	0%	\$ -	\$ -	
		\$ 14,391.35	\$ 13,704	\$ 14,235		\$ 12,750.00	\$ 13,500	
<b>Intergovernmental Sources</b>								
271-100-583-000	Contributions from other townships	\$ 412,795.35	\$ 464,346	\$ 423,083	106%	\$ 400,000.00	\$ 435,000	raised based on trend and advice from city manager that it would not drop significantly, only rise
		\$ 412,795.35	\$ 464,346	\$ 423,083		\$ 400,000.00	\$ 435,000	
<b>Charges for Services</b>								
271-100-637-000	FOIA Fees	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
271-100-649-000	Printing/Fax Fees	\$ 7,837.43	\$ 8,510	\$ 6,717	83%	\$ 8,100.00	\$ 8,100	keeping flat to 2024
271-100-651-000	Non-resident Fees	\$ 1,325.00	\$ 1,050	\$ 1,200	141%	\$ 850.00	\$ 850	keeping flat to 2024
		\$ 9,162.43	\$ 9,560	\$ 7,917		\$ 8,950.00	\$ 8,950	
<b>Fines and Forfeits</b>								
271-100-658-000	Penal Fines	\$ 15,733.10	\$ 6,959	\$ 7,674	59%	\$ 13,000.00	\$ 7,600	Trend over last 2 years is <=\$7,700, dropping from 24/25 budget of 13,000
271-100-659-000	Overdue Fines	\$ 1,579.39	\$ 1,970	\$ 1,112	93%	\$ 1,200.00	\$ 1,200	keeping flat to 2024, too much potential variance to assume higher
		\$ 17,312.49	\$ 8,930	\$ 8,786		\$ 14,200.00	\$ 8,800	
<b>Investment Income and Rentals</b>								
271-100-665-000	Interest Earned on Deposits and Investments	\$ 25,400.11	\$ 27,858	\$ 4,896	41%	\$ 12,000.00	\$ 10,000	By the beginning of the 2024-25 fiscal year we spent down about 1/4 of our fund balance, so the interest and dividend will be lower.
271-100-667-000	Facility Rentals	\$ 805.00	\$ 1,210	\$ 1,240	113%	\$ 1,100.00	\$ 1,200	raised slightly based on being over budget as of February 2025
		\$ 26,205.11	\$ 29,068	\$ 6,136		\$ 13,100.00	\$ 11,200	
<b>Other Revenue</b>								
271-100-672-000	Other Revenue	\$ 8,318.73	\$ 4,690	\$ 1,804	45%	\$ 4,000.00	\$ 2,000	dropped from 2,500 based on lower average monthly Riverside Energy amount for FY 2024/25 (\$160); that is the bulk of misc/other income
271-100-674-000	Private Contributions and Donations	\$ 33,535.44	\$ 96,623	\$ 18,559	124%	\$ 15,000.00	\$ 18,000	raised by \$3K based on planned annual solicitation and \$9K in committed Friends support
271-100-674-010	Barry Community Foundation Contributions	\$ 16,839.53	\$ 717,157	\$ -	0%	\$ 16,000.00	\$ 16,000	flat based on trend
271-100-674-020	Donations - Self-checkout Replacement	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
271-100-676-000	Refund of Expenditures	\$ 10.00	\$ -	\$ -	0%	\$ -	\$ -	
271-100-677-000	Insurance Claims/Reimbursement	\$ -	\$ 250	\$ 53,327	0%	\$ -	\$ -	
271-100-687-000	Refunds/Rebates	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
		\$ 58,703.70	\$ 818,720	\$ 73,690		\$ 35,000.00	\$ 36,000	
	<b>Total Revenue</b>	<b>\$ 549,499.94</b>	<b>\$ 1,367,927</b>	<b>\$ 553,498</b>		<b>\$ 500,320.00</b>	<b>\$ 529,817</b>	
<b>Other Financing Sources</b>								
<b>Transfers In</b>								
271-100-699-101	Transfers In - General Fund	\$ 158,605.00	\$ 164,949	\$ 173,196	100%	\$ 173,196.00	\$ 180,124	Calculated a 4% increase based on previous years; in line with data from City Finance Director
		\$ 158,605.00	\$ 164,949	\$ 173,196		\$ 173,196.00	\$ 180,124	
	<b>Total Revenue &amp; Other Financing Sources</b>	<b>\$ 708,104.94</b>	<b>\$ 1,532,876</b>	<b>\$ 726,694</b>	<b>108%</b>	<b>\$ 673,516.00</b>	<b>\$ 709,941</b>	

City of Hastings								
FUND 271 - LIBRARY								
		2022-23	2023-24	2024-25	2024-25	2024-25	2025-26	Notes
Account Number	Title	Actual	Actual	Actual (YTD 3/31)	% of budget	Budget	Request	UPDATE AS NEEDED
Revenue								
Expenditures								
Personal Services								
271-790-702-000	Full-time Wages	\$ 105,896.19	\$ 108,395	\$ 76,456	69%	\$ 111,059.00	\$ 113,880	
271-790-703-000	Administrator/Supervisor Salaries	\$ 55,126.48	\$ 55,723	\$ 63,995	85%	\$ 74,913.00	\$ 50,003	2024 included \$17,500 in pay out for Peggy's accumulated sick leave at retirement.
271-790-704-000	Part-time Wages	\$ 95,214.06	\$ 109,731	\$ 90,429	88%	\$ 102,271.00	\$ 114,977	
271-790-704-010	Part-time Wages - Library Maintenance	\$ 13,945.43	\$ 15,290	\$ 8,477	53%	\$ 16,119.00	\$ 7,560	Calculated based on REG retiring in December 2025; added cleaning service in account 271-790-829-000
271-790-709-000	Social Security Taxes	\$ 19,931.98	\$ 21,701	\$ 18,312	78%	\$ 23,471.00	\$ 21,910	FY 25 - Calculates GL Codes (702, 703, 704, 709, 713) * 7.65%
271-790-712-000	Cash in Lieu of Benefits	\$ -	\$ 1,015	\$ 2,400	100%	\$ 2,400.00	\$ 2,400	2025 Erin and Tess do not take insurance
271-790-713-000	Overtime	\$ 70.58	\$ 29	\$ 120	241%	\$ 50.00	\$ 50	
271-790-716-000	MERS Defined Contributions	\$ 4,046.23	\$ 4,422	\$ 3,955	79%	\$ 4,997.00	\$ 6,277	
271-790-717-000	MERS Defined Benefit Plan	\$ 52,389.70	\$ 53,256	\$ 46,464	77%	\$ 60,505.00		dropped to \$0 due to Peggy's retirement
271-790-717-010	MERS Defined Benefit Hybrid Plan	\$ 6,314.12	\$ 6,501	\$ 5,272	86%	\$ 6,108.00	\$ 10,111	
271-790-718-000	Health Insurance - Premiums	\$ 62,082.54	\$ 59,709	\$ 38,368	69%	\$ 55,340.00	\$ 53,976	
271-790-718-010	Health Insurance - Health Savings Account	\$ 1,278.54	\$ 3,350	\$ 2,187	0%	\$ -	\$ 2,054	roughly \$239/month YTD 12/31; budgeting that monthly 2025-26
271-790-719-000	Dental Insurance - Premiums	\$ 3,451.44	\$ 3,167	\$ 2,618	75%	\$ 3,503.00	\$ 3,571	
271-790-724-000	Life Insurance	\$ 479.40	\$ 479	\$ 388	80%	\$ 485.00	\$ 510	
		\$ 420,226.69	\$ 442,767	\$ 359,439		\$ 461,221.00	\$ 387,279	
Supplies								
271-790-751-000	Processing Supplies	\$ 1,639.48	\$ 1,259	\$ 594	42%	\$ 1,400.00	\$ 1,400	
271-790-756-000	Repair and Maintenance Supplies	\$ 229.17	\$ 903	\$ 119	34%	\$ 350.00	\$ 350	
271-790-760-000	Maintenance Supplies - Custodial	\$ 384.90	\$ 298	\$ 482	138%	\$ 350.00	\$ 438	increased 25%
271-790-761-000	Building Supplies	\$ 2,113.20	\$ 2,683	\$ 1,970	131%	\$ 1,500.00	\$ 1,650	increased 10%
271-790-762-000	Wellness/Medical Supplies	\$ 165.53	\$ 283	\$ 357	159%	\$ 225.00	\$ 275	raised slightly based on LY spend and cost increases
271-790-766-000	Disposable Technology	\$ 8,945.23	\$ 1,017	\$ 1,292	99%	\$ 1,300.00	\$ 1,750	
271-790-767-000	Clothing	\$ 422.00	\$ (90)	\$ 43	25%	\$ 175.00	\$ 400	16 SR shirts @ \$25 each
271-790-770-000	Programming Supplies	\$ 2,006.66	\$ 2,803	\$ 2,132	78%	\$ 2,750.00	\$ 3,250	added \$500 from speaker budget
271-790-772-000	Promotions Supplies	\$ 59.99	\$ -	\$ -	0%	\$ 300.00	\$ 300	
271-790-777-000	Office Supplies	\$ 1,149.14	\$ 1,264	\$ 851	63%	\$ 1,350.00	\$ 850	LY seems high at \$1350
271-790-778-000	Paper	\$ 406.22	\$ 386	\$ 490	122%	\$ 400.00	\$ 580	raised 45% based on LY spend and costs + anticipated strat plan printing
271-790-791-000	Subscriptions and Publications	\$ 1,506.51	\$ 1,519	\$ 1,656	87%	\$ 1,900.00	\$ 2,048	WSJ now annual sub to save some \$ but costs stil rising; added SLJ ad 10% increase for GR Press, WSJ, SLJ
271-790-792-000	Software Subscription	\$ 6,632.93	\$ 7,337	\$ 5,128	71%	\$ 7,245.00	\$ 7,788	added \$850 for Veam backup; added 5% to VIPRE, rest flat
271-790-793-000	Overdrive	\$ 8,542.46	\$ 8,207	\$ 9,144	102%	\$ 8,961.00	\$ 9,002	5% increase voted by MCLS keeping group flat to LY based on loss of Royal Oak member
271-790-794-000	Hoopla	\$ 6,914.61	\$ (14)	\$ -	0%	\$ -	\$ -	
271-790-795-000	Digital Collection	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
271-790-796-000	Miscellaneous Electronic Access	\$ 1,793.62	\$ -	\$ -	0%	\$ -	\$ -	
271-790-798-000	Library Cards	\$ 968.86	\$ -	\$ -	0%	\$ -	\$ -	
		\$ 43,880.51	\$ 27,854	\$ 24,259		\$ 28,206.00	\$ 30,081	
Other Charges and Services								
271-790-802-000	Professional Services	\$ 18,854.74	\$ 17,145	\$ 686	57%	\$ 1,200.00	\$ 1,500	\$1,000 digitizing + 500 strat plan support
271-790-803-000	Administrative Services	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
271-790-806-000	Legal Services	\$ 1,313.00	\$ -	\$ 7,568	1514%	\$ 500.00	\$ 500	
271-790-809-000	Contracted IT Services	\$ 35,620.00	\$ 19,050	\$ 9,600	67%	\$ 14,400.00	\$ 14,400	contracted as of 12/2024
271-790-812-000	Pre-employment Screenings	\$ 146.00	\$ 453	\$ 460	131%	\$ 350.00	\$ 350	
271-790-813-000	Delivery Services	\$ 2,464.50	\$ 2,538	\$ 2,085	74%	\$ 2,800.00	\$ 2,700	co-op 3x week for books and library loans; 24/25 flat to LY, adding small amt to forecasted spend to cover 5% potential increase; LLC has not forecasted yet to predict changes; if IMLS funding loss causes MeLCat to end, costs should drop
271-790-816-000	Security Services	\$ 299.88	\$ 741	\$ 300	92%	\$ 325.00	\$ 325	
271-790-817-000	Lakeland Library Co-op services	\$ 4,955.50	\$ 2,800	\$ 1,983	68%	\$ 2,900.00	\$ 2,900	24/25 forecasted @ 2,800, leaving flat to 24/25 budget to cover potential small increase
271-790-818-000	Maintenance Contracts	\$ 9,385.13	\$ 7,476	\$ 4,240	53%	\$ 7,953.00	\$ 8,603	Schindler billed \$2,946 in April 2025
271-790-823-000	Other Consulting Services	\$ 262.50	\$ 1,758	\$ 350	100%	\$ 350.00	\$ 1,750	regular \$350 Erate + more based on anticipated cat 2 requests for 2026-2027
271-790-825-000	Late Fees	\$ -	\$ -	\$ -	0%	\$ 25.00	\$ -	
271-790-829-000	Custodial/Cleaning	\$ -	\$ -	\$ 762	0%	\$ -	\$ 10,920	6 months (Jan-Jun 2026) per monthly rate from Key Cleaning on 3/10/25

City of Hastings								
FUND 271 - LIBRARY								
		2022-23	2023-24	2024-25	2024-25	2024-25	2025-26	Notes
Account Number	Title	Actual	Actual	Actual (YTD 3/31)	% of budget	Budget	Request	UPDATE AS NEEDED
<b>Revenue</b>								
271-790-850-000	Telephone	\$ 5,359.13	\$ 5,717	\$ 4,485	82%	\$ 5,485.00	\$ 5,540	rasied slightly from 2024 per City recommendation
271-790-851-000	Mail/Postage	\$ 699.43	\$ 92	\$ 472	210%	\$ 225.00	\$ 250	
271-790-852-000	Internet/Telecomm Services	\$ 7,462.46	\$ 7,499	\$ 5,145	73%	\$ 7,020.00	\$ 7,019	Last year on MEI contract + 8 hotspots
271-790-861-000	Transportation - Mileage Reimbursement	\$ 559.94	\$ 244	\$ 45	6%	\$ 750.00	\$ 940	
271-790-879-000	Website	\$ 212.40	\$ 212	\$ 838	90%	\$ 935.00	\$ 1,113	
271-790-880-000	Community Promotion	\$ 210.56	\$ -	\$ -	0%	\$ -	\$ -	
271-790-881-000	Advertising	\$ 2,036.95	\$ 962	\$ 264	23%	\$ 1,145.00	\$ 1,058	
271-790-886-000	Photography/Videography	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
271-790-887-000	Speakers/Performers	\$ 2,972.50	\$ 1,074	\$ 435	17%	\$ 2,500.00	\$ 2,000	
271-790-890-000	ILS Fees	\$ 11,069.67	\$ 11,364	\$ 6,022	43%	\$ 14,080.00	\$ 14,180	=12,765 projected FY 24/25 cost + 6% based on LY increase
271-790-891-000	Licenses and Fees	\$ 553.60	\$ 835	\$ 510	27%	\$ 1,905.00	\$ 860	
271-790-892-000	Software License	\$ 643.75	\$ 2,520	\$ 698	103%	\$ 680.00	\$ 1,905	
271-790-900-000	Printing and Publishing	\$ 216.00	\$ 30	\$ 358	163%	\$ 220.00	\$ 730	anticipated printing for strategic planning flyers, brochures, etc. + 200 misc + labor posters
271-790-902-000	Newsletter	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
271-790-906-000	Promotions/Marketing	\$ 20.06	\$ 20	\$ 450	450%	\$ 100.00	\$ 500	additional Summer Reading graphics + social media
271-790-907-000	Sponsorships/Donations	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
271-790-909-000	Training	\$ 296.99	\$ 168	\$ 204	37%	\$ 550.00	\$ 600	
271-790-910-000	Professional Development	\$ 25.00	\$ 392	\$ -	0%	\$ 300.00	\$ 300	
271-790-911-000	Conferences	\$ 1,904.70	\$ 1,797	\$ 2,761	125%	\$ 2,200.00	\$ 2,850	\$2,000 MLA, \$850 SPI
271-790-912-000	Meetings	\$ 37.95	\$ 40	\$ -	0%	\$ 75.00	\$ 400	\$100 for HPL meetings and \$300 for startegic planning meetings
271-790-915-000	Memberships	\$ 1,537.71	\$ 2,687	\$ 610	36%	\$ 1,714.00	\$ 1,529	
271-790-916-000	Dues and Fees	\$ 1,142.34	\$ 1,168	\$ 151	11%	\$ 1,435.00	\$ 1,435	Rotary and Kiwanis - validating; Friends cover
271-790-918-000	Sewer & Water Service	\$ 3,306.72	\$ 4,236	\$ 4,136	83%	\$ 5,000.00	\$ 5,500	added 10%
271-790-919-000	Waste Disposal	\$ 344.91	\$ 390	\$ 450	129%	\$ 350.00	\$ 602	raised to \$602 per city
271-790-920-000	Electric	\$ 24,044.62	\$ 27,779	\$ 20,668	77%	\$ 26,700.00	\$ 28,035	added 5%
271-790-921-000	Natural Gas	\$ 4,479.70	\$ 5,652	\$ 4,948	165%	\$ 3,000.00	\$ 5,500	raised to 5,500 per City
271-790-929-000	Grounds Repair and Maintenance	\$ 702.22	\$ 3,042	\$ 130	7%	\$ 1,800.00	\$ 4,500	twice annual based on harder & Warner quote
271-790-929-010	Snowplowing/Snow Removal	\$ 605.00	\$ 305	\$ 450	30%	\$ 1,500.00	\$ 900	20 days at \$45 each
271-790-930-000	Building Repair and Maintenance	\$ 7,044.84	\$ 50,609	\$ 45,919	2355%	\$ 1,950.00	\$ 6,150	raised from 24/25 budget, seeing more issues; added \$3500 for roof moisture survey
271-790-931-000	Equipment Repair and Maintenance	\$ -	\$ 4,827	\$ 1,043	45%	\$ 2,300.00	\$ 1,200	Tech repair calls, furniture, scrubber, etc.
271-790-935-000	Property Liability Insurance	\$ 7,517.00	\$ 7,509	\$ 13,792	115%	\$ 12,000.00	\$ 14,400	
271-790-939-000	Workers Compensation Insurance	\$ 866.28	\$ 841	\$ 717	65%	\$ 1,100.00	\$ 735	
271-790-941-000	Printer/Copier Leases/Maintenance	\$ 4,270.56	\$ 3,618	\$ 2,040	50%	\$ 4,100.00	\$ 4,100	
271-790-944-000	Inspection Services	\$ 1,076.00	\$ 618	\$ 530	55%	\$ 960.00	\$ 680	
271-790-950-000	Collection Services (Unique)	\$ 294.35	\$ 305	\$ 207	61%	\$ 340.00	\$ 300	
271-790-955-000	Miscellaneous	\$ 20.00	\$ -	\$ -	0%	\$ -	\$ -	
271-790-962-000	Lost/Damaged Materials Fees	\$ 133.93	\$ 248	\$ 123	123%	\$ 100.00	\$ 100	
271-790-965-000	Property Tax Reimbursement	\$ 65.55	\$ 104	\$ 114	114%	\$ 100.00	\$ 100	
		\$ 165,034.07	\$ 198,866	\$ 146,750		\$ 133,422.00	\$ 159,959	
<b>Capital Outlay</b>								
271-790-974-000	Land Improvements-Depreciable		\$ 39,283	\$ -	0.00	\$ -	\$ -	
271-790-974-010	Land Improvement - Non-depreciable	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
271-790-975-000	Building Improvement - Depreciable	\$ 5,085.18	\$ 903,505	\$ -	0%	\$ 11,000.00	\$ 110,000	based on cost quote to replace battery backup + 60K for BCG final payout
271-790-975-010	Building Improvement - Non-depreciable	\$ -	\$ 4,780	\$ -	0%	\$ -	\$ -	
271-790-978-000	Technology - Depreciable	\$ -	\$ 5,347	\$ 405	0%	\$ -	\$ -	
271-790-978-010	Technology - Non-depreciable	\$ 2,595.98	\$ 1,250	\$ 3,669	183%	\$ 2,000.00	\$ 3,000	planning 2 PCs + 1 self-check
271-790-980-000	Equipment/Furniture - Depreciable	\$ 3,523.90	\$ 9,159	\$ 2,823	0%	\$ -	\$ -	
271-790-980-010	Equipment/Furniture - Non-depreciable	\$ 4,072.95	\$ 8,232	\$ 871	194%	\$ 450.00	\$ 3,400	\$400 misc book stands, sign holders, etc.; \$3,000 new signs across building; confirming cost quotes as of 3/10 for signing
271-790-982-000	Collection Materials - Books	\$ 15,550.53	\$ 17,107	\$ 11,205	66%	\$ 17,000.00	\$ 17,000	maitain
271-790-982-010	Collection Materials - Audio/Visual	\$ 15,267.70	\$ 1,446	\$ 783	35%	\$ 2,250.00	\$ 2,250	maitain
271-790-982-020	Collection Materials - Beyond Books	\$ 627.92	\$ 2,481	\$ 223	18%	\$ 1,250.00	\$ 1,000	drop by \$250
		\$ 46,724.16	\$ 992,591	\$ 19,980		\$ 33,950.00	\$ 136,650	

City of Hastings		FUND 271 - LIBRARY							
Account Number	Title	2022-23 Actual	2023-24 Actual	2024-25 Actual (YTD 3/31)	2024-25 % of budget	2024-25 Budget	2025-26 Request	Notes	
<b>Revenue</b>									
<b>Total Expenditures</b>		\$ 675,865.43	\$ 1,662,078	\$ 550,427	84%	\$ 656,799.00	\$ 713,969		
Net increase (decrease)		\$ 32,239.51	\$ (129,201)	\$ 176,266.33		\$ 16,717.00	\$ (4,028)	Expenses higher than income due to captial outlay for battery backup system; difference comes from Fund Balance	
<b>Beginning Restricted Fund Balance</b>		\$ 610,047.79		\$ 512,992		\$ 512,992.05	\$ 529,709	Final starting # not known until FY 2024/25 closes out but expectd to be higher than \$529K	
<b>Addition to/(Use of) Fund Balance</b>		\$ 32,239.51	\$ (129,201)	\$ 176,266		\$ 16,717.00	\$ (4,028)	\$60K in final window spend was meant to pay out in 2024/2025 but has not yet; without this "delayed" spend, we are \$55K in the black for the 2025/2026 fiscal year; even with window and battery spend, we barely dip into the fund balance	
<b>Ending Restricted Fund Balance</b>		\$ 642,287.30	\$ 512,992	\$ 689,258		\$ 529,709.05	\$ 525,681		

# Hastings Public Library

## Patron Code of Conduct Policy

### Purpose

To ensure that all patrons of the Hastings Public Library may safely and freely use the Library, patrons are expected to behave in a manner that does not interfere with the mission of the Library, the rights of others, damage to the Library or cause injury to others.

This Policy covers behavior on Library property. Inside it includes the lobbies, restrooms, meeting rooms, and all first and second floor spaces both public and private. Outside, it includes areas adjacent to the building ~~up to, but not including public sidewalks:~~ entrances, lawns & gardens, benches, parking lot & driveway, and walking paths. The library is considered a limited public forum.

### Guidelines for Library Use

- Be considerate of others.
- Be respectful of the facility, equipment and materials.
- Be responsible for your children.
- Be responsible for personal belongings; do not leave them unattended.

### No Patron Shall:

Commit or attempt to commit any activity that constitutes a violation of Federal, State or Local criminal statute or ordinance, including but not limited to:

- Endangering the health and safety of other patrons or staff by not complying with existing laws, Executive Orders and/or public health official directives during, but not limited to, times of public emergency.
- Destroying, defacing or stealing Library or another patron's property.
- Displaying or using an unholstered/unsheathed weapon in a threatening or dangerous manner. Open carry of firearms and knives is legal in Michigan for adults 18 years of age and older so long as they remain holstered/sheathed and are safely controlled by the owner.
- Viewing pornographic material, whether on library computers or personal devices. Pornography is defined as exposed genitals and one or more people engaged in a sex act. Nudity is not necessarily pornography, but patrons are asked not to view it in the presence of others within the Library.
- Threatening or harassing patrons or staff, including sexual harassment or misconduct.
- Engaging in sexual conduct, including excessive public displays of affection.
- Being intoxicated, smoking, chewing tobacco or using e-cigarettes on Library property, inside or outside, other than on public sidewalks or in private vehicles.
- Drinking alcoholic beverages, other than at Library approved after-hours events.
- Using illegal drugs or other substances on Library property.

## Hastings Public Library Patron Code of Conduct Policy

### Abandon or leave children unattended in the Library

- Library staff cannot legally assume the role of parent or caregiver.
- See PAT-3\_Library Policies Regarding Children.

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### Engage in disruptive, disorderly, or unsafe conduct, including but not limited to:

- Displaying boisterous behavior including running, throwing things, pushing, shoving, fighting, climbing and jumping.
- Eating in unapproved areas or drinking beverages without a spill-proof container.
- Using the restrooms to ~~bathe, shave or~~ change clothes or perform personal maintenance where it unreasonably interferes with other patrons' use, or staff use of the restroom, or involves willful and lewd exposure in violation of ordinances and state law. It is not a violation for a person to change a dependent's diaper. Library bathrooms are not to be used for shaving or bathing other than the washing of hands and faces.

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### Threaten, harass, harm, or violate the rights of library users and/or staff, including but not limited to:

- Offensive, abusive, or threatening language, writing, gestures or physical acts, including profanity and hate speech. Hate speech is any kind of communication (speech, writing, or behavior) that attacks or uses pejorative or discriminatory language with reference to a person or group on the basis of who they are, which can include but is not limited to religion, ethnicity, nationality, race, color, gender, sexual orientation or other identity factor (adapted from United Nations Strategy and Plan of Action on Hate Speech).
- Unwelcome contact between people.
- Stalking, staring or invading personal space.

### Interfere with others' use of the Library or willfully violate related Library policies, including but not limited to:

- Selling or soliciting on Library property without Library authorization. This, including ~~posting~~ posting material on library bulletin boards, campaigning, petitioning, interviewing or similar activities.
- Sleeping on Library property. Staff regularly conduct wellness checks and may need to report sleeping for health and safety purposes.
- Not being fully clothed. Clothing covering the upper and lower body is required inside the Library, including ~~Not wearing shoes/footwear and shirts inside the Library.~~ Exceptions to footwear may be made for children under age 5 in children's sections only.

## Hastings Public Library Patron Code of Conduct Policy

- Obscuring faces. A mask, hood, or device by which any portion of the face is so hidden, concealed, or covered as to conceal the identity of the wearer is prohibited on Library Property, except for persons wearing head covering or veils pursuant to religious beliefs or customs. Patrons are required to reveal their faces to Library staff when requested.
- Exhibiting strong odors that disrupt others. This can include body odor due to poor personal hygiene, strong perfumes/colognes or odors from items brought into the Library.
- Loitering in inappropriate areas, such as adults in the Teen Room when teens are present, or adults and teens in the Children's Room when young children are present. Exceptions to this include caregivers needing to attend a younger child or patrons browsing for materials.
- Removal, defacement, or other alterations to Library displays.
- Conducting phone calls via speakerphone that are excessively loud, disruptive, or lengthy in duration. Quick phone calls may be necessary, but should otherwise be taken outside the building or in study and meeting rooms.
- Playing music or audio from other media via speaker. Headphones are required so as not to intrude on other Library users.
- Blocking ingress or egress to the Library or its parking lot.
- Abusing computer and/or internet privileges: see TEC-1\_Public Internet Policy and TEC-4\_WiFi Policy.
- Using unauthorized wheeled vehicles inside the Library: see PAT-9\_Wheeled Vehicle Guidelines.
- Leaving animals unattended outside the library, or bringing animals into the library with the exception of service animals and for authorized programming activities: see PAT-10\_Service Animals in the Library Policy.
- Unauthorized photography and/or filming: see PAT-4\_Photo & Video Policy.

### Policy Enforcement

The Library Board of Trustees has delegated the authority to the Library Director and staff to enforce these rules and exclude people from the building. Every effort will be made to respond to potentially difficult circumstances of user behavior in a timely, respectful, direct, and open manner that is consistent and fair.

In accordance with the Michigan Statute (MCL 397.206), any or all patrons who willfully violate the Code of Conduct adopted by the Library Board may be excluded from using the Library. Such exclusion shall occur on the orders of the Library Director or the Director's duly authorized representative(s).

Any patron who is unwilling to modify unacceptable behavior will be asked to leave the premises. The library uses video surveillance cameras to assist in monitoring behavior. The police will be called immediately when a patron's conduct is thought to be illegal or when a patron has been requested to leave the library and refuses to do so. In the case

## Hastings Public Library Patron Code of Conduct Policy

of a minor being excluded, attempts will be made to contact the minor's parent or guardian to give notice of the exclusion. Minors must be able to provide contact information for a parent or guardian when requested by Library staff.

In a situation where a group of people are implicated in a conduct violation, library staff will make efforts to ascertain who is responsible. There may be cases where the whole group is treated as equally responsible.

For violations unlikely to cause immediate harm to others and not perceived to be threatening, the patron(s) violating the rules will receive at least one (1) warning at the discretion of library staff.

For violations of these rules that cause or are likely to cause immediate harm to others, the patron(s) violating the rules may be immediately excluded from the library without first being given a warning.

The following loss of library privileges will be enforced for library patrons who have been asked to leave the library. Depending on the circumstances, patrons may still be able to use library services available via the drive-thru window and digital access.

- 1<sup>st</sup> offense: Patron will be asked to not return until the next day the library is open.
- 2<sup>nd</sup> offense: No inside library privileges for one (1) week.
- 3<sup>rd</sup> offense: No inside library privileges for one (1) month.
- 4<sup>th</sup> offense: No inside library privileges for six (6) months.
- 5<sup>th</sup> offense: No inside library privileges for one (1) year.

Refusal to leave when asked may cause loss of privileges at the next level of offense, i.e. a first offense and refusal to leave may immediately increase the loss of privileges from one day to one week. This is at the discretion of the Director or their duly authorized representative.

### Appeal

A patron who has been excluded from the library may appeal the exclusion in writing to the Library Director within 10 days of the exclusion. The Library Director will schedule a hearing, which shall not take place more than one week after receipt of the written request. The hearing will be informal, and the Library Director will consider testimony from library staff involved in the incident, from the patron requesting the hearing, and from any other witnesses to the incident. At the conclusion of the hearing, the Library Director may affirm, modify, or cause the exclusion to be canceled. A written copy of the decision will be delivered or mailed within 10 days to the patron making the appeal. This decision may be appealed to the Library Board of Trustees. That appeal must be in writing to the Board President and delivered to the Library within 10 days of issuance of the Library Director's decision. The appeal process shall be the same as the appeal to the Library Director, with

## Hastings Public Library Patron Code of Conduct Policy

Board members as assigned by the Board President conducting the hearing. Decisions by the Board are final.

# Hastings Public Library

## 3D Printer Policy

### Purpose

The Hastings Public Library (HPL or the “Library”) uses 3D printing to support STEAM activities and to encourage education on emerging technologies. This policy outlines usage guidelines for staff and patrons.

If multiple printers are available with different capabilities, the below guidelines are applied based on each printer’s specific abilities and options.

### Usage Guidelines

1. HPL use of the printer(s) takes priority.
2. Only Library staff will operate the 3D printer. Supervised use by the public may be allowed during educational programs or other Library events.
3. The Library's 3D printers and scanners may be used only for lawful purposes. No one will be permitted to use the Library's 3D printer to create material that is:
  - a. Prohibited by federal or local law.
  - b. Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others.
    - i. This includes, but is not limited to, weapons such as knives, swords, and firearms or firearm components.
  - c. Obscene or otherwise inappropriate for the Library environment, including but not limited to inclusion of profanity, suggested profanity, or otherwise inappropriate text or imagery.
  - d. In violation of another's intellectual property rights, including materials that are subject to copyright, patent or trademark protection.
4. The Hastings Public Library reserves the right to refuse any 3D print request.
5. By submitting digital files for printing, the patron agrees to assume all responsibility for, and shall hold the Library, it’s staff, the Board of Trustees, and the City of Hastings harmless in, all matters related to patented, trademarked or copyrighted materials.
6. HPL assumes no responsibility for, and makes no claims regarding the ability of any 3D printed item to be substituted for commercially available materials and parts or to be used in any way other than as a novelty item. It is the patron’s responsibility to determine whether a 3D printed item can be used for any specific purpose.
7. In accepting 3D printed items from HPL, the patron agrees to assume all responsibility for, and shall hold the Library harmless in, any incident where use of a 3D printed item led to any harm or damage to persons or property.
8. HPL will not retain patrons’ 3D files and will delete them upon successful print completion unless authorized by the patron to keep them.

### Request Guidelines

# Hastings Public Library

## 3D Printer Policy

See HPL's website or contact the Library for current detailed printing requirements and specifications based on available printers.

1. Patrons age 10 and older may request 3D objects be printed by the library.
  - a. Requests can be made via a web form (if available) or in person at the library on a paper form.
2. Patrons may submit up to three (3) requests per week.
  - a. Additional requests will be considered by Library staff based on need and availability of time and materials.
3. Patrons must provide a digital 3D file matching the format requirements of HPL's printer(s).
  - a. HPL staff will not convert files to required formats.
  - b. Unless part of a designated HPL educational program, HPL staff will not instruct patrons on the use of any 3D software beyond helping them understand which software might be recommended or most compatible with the available printers and helping them access said software via the patron's or an HPL public PC.
4. Each submitted file must be for a single plate, but that plate can contain multiple objects.
  - a. HPL will not print multiple plates from a single file.
5. Prints cannot exceed the dimensions available on the printer(s).
6. Prints cannot exceed the maximum number of filament colors on the printer(s).
  - a. HPL will not change filaments during a single print.
  - b. Patrons may request specific colors be used. If they are unavailable, staff will contact the patron to determine substitutes.
7. Total print time for each project should not exceed 5 hours. Longer prints can be authorized at the discretion of the Library Director or a designated representative.
8. HPL will only print with filaments purchased by the Library. Patrons cannot provide their own materials.
  - a. Patrons can request specific filament colors and types be purchased. All purchases are at the discretion of the Library.
9. HPL staff will review all submitted files to ensure prints can be accomplished and meet policy guidelines. HPL reserves the right to refuse any print request deemed to violate policy.
  - a. Patrons will be contacted to correct errors in print files when needed.
10. HPL will make every attempt to print requests within 7 business days but cannot guarantee timing depending on the number of requests already in the queue, availability of materials, staff availability, and Library needs.

### Costs

1. All 3D prints will be charged a fee per gram of filament used in the print.

# Hastings Public Library

## 3D Printer Policy

- a. Filament used includes the filament in the final product and any filament used due to changes in color during the print.
  - b. See HPL's website or contact the Library for current costs as they may change.
  - c. This cost helps support maintenance and purchase of additional filament and replacement parts.
2. Items printed from HPL 3D printers that are not paid for and picked up within 14 days of completion will become the property of the Library.
  3. HPL cannot guarantee the quality of any design or print job.
    - a. If quality issues are determined to be caused by HPL's printer(s), HPL may offer to reprint the job at no additional cost or waive the original cost.
    - b. Poor quality prints caused by file or design errors must still be paid for. Failure to do so will block the patron from future prints until payment is received.

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# Hastings Public Library

## Fee Schedule

### Fines

- No overdue fines are charged for any materials checked out from the Hastings Public Library.
- Replacement charges will be assessed for any materials not returned to the Library or returned with damage preventing the item from being circulated to other patrons.
- Damage charges will be assessed for any materials returned damaged but in acceptable condition to be re-circulated to other patrons.
- Replacement charges may include a processing fee, see Materials Replacement Processing.

### Copies

- Black & White: \$0.25/page/side for copier, scanner and computer printers.
- Color: \$0.75/page/side for color copies and computer printouts.
- The library will not reimburse patrons for any copying errors or mistakes made by the patron.

### Community Room

#### During Business Hours:

- For Profit Organizations and Individuals:
  - Community Room only: \$25.00/hour.
  - Community Room & Patio: \$40.00/hour.
  - All reservations require a \$50.00 refundable deposit if food is served.
- Depositions:
  - \$50.00 per three (3) hour block and \$50.00 refundable deposit if food is served.
- Non-Profits:
  - \$0 rental plus a \$10.00 non-refundable food fee if food is served.

#### After Business Hours:

- All: \$50.00/hour and a \$50.00 refundable deposit if food is served.

### Cancellation Policy

Unless 24-hour notice is given or the event is cancelled by library staff due to conditions described in the library closing policy, a cancellation fee of \$10.00 may be charged or withheld from deposits for failure to cancel a reservation, and no further reservations will be honored until the fee is paid.

For after-hours events: If a 72-hour notice is not given, a \$50.00 cancellation fee may be charged or withheld from deposits and the library has the right to re-rent out the room.

# Hastings Public Library

## Fee Schedule

### Fax

- \$1.00/page, excluding cover sheet, to send the first five (5) pages.
- \$0.50/page to send after the first five (5) pages.
- \$0.25/page to receive.

### Returned Checks

- \$30.00 per instance.

### Collection Agency Fee

- \$9.85 per instance.
- This fee is automatically assessed in the ILS system and is standard across LLC.

### Replacement Library Card

- \$2.00 per instance.

### Materials Replacement Processing

- \$5.00 per instance at the discretion of the Library.

### Non-resident

- \$100.00 per household per year.
  - A year is defined from the day of library card purchase.
- \$25.00 per household per three (3) months.

### Change of Home Library

- \$40.00 per household per year – change of home library within LLC where an agreement exists between the Hastings Public Library and other LLC libraries.

### 3D Printing

- \$0.05 per gram of filament used to print 3D objects for patrons and staff if not part of a library program. Cost is based on total filament used, not just the weight of the object(s) printed.
  - Costs are subject to change.
  - Use of more expensive filaments may be charged a higher per gram rate.



# HASTINGS PUBLIC LIBRARY

Explore • Imagine • Grow

## Hastings Public Library Community Survey - Adults - Summer 2025

\* 1. Where do you live?

(Not sure of your township/city? Enter your address at [www.CensusReporter.org](http://www.CensusReporter.org) and look at the 'county subdivision')

- City of Hastings
- Rutland Charter Township
- Hastings Charter Township
- Other (please specify)

\* 2. Do you have a library card?

- Yes, from HPL
- Yes, from HPL (Non-Resident)
- Yes, from another library
- No

If No, please tell us why:

\* 3. Please tell us what age groups are in your household:

- 0-5
- 6-12
- 13-17
- 18-39
- 40-69
- 70+

\* 4. Please rate the importance of these library resources to you and your household:

	Extremely Important	Important	Not Very Important	Unimportant	n/a
Children's Book Collection	<input type="radio"/>				
Tween/Teen Book Collection	<input type="radio"/>				
Youth Large Print Book Collection (Juvenile, Teen, and/or Tween)	<input type="radio"/>				
Adult Book Collection (Non-Large Print)	<input type="radio"/>				
Adult Large Print Book Collection	<input type="radio"/>				
Spanish Language Collections	<input type="radio"/>				
Audiobooks	<input type="radio"/>				
Magazines/Newspapers	<input type="radio"/>				
Digital Collection	<input type="radio"/>				
DVDs	<input type="radio"/>				
Public Computers/Printing	<input type="radio"/>				
Free Wi-Fi	<input type="radio"/>				
Copy Machine/FAX	<input type="radio"/>				
Study Rooms	<input type="radio"/>				
Local History & Genealogy Resources	<input type="radio"/>				
Library of Things - Adult	<input type="radio"/>				
Library of Things - Junior	<input type="radio"/>				
Wi-Fi Hotspots	<input type="radio"/>				
Interlibrary Loan (Cooperative)	<input type="radio"/>				
Interlibrary Loan (MeLCat)	<input type="radio"/>				



Hastings Public Library Community Survey - Adults - Summer 2025

\* 5. In the last 12 months, how often did you and/or others in your household come to library programs/events?

	Weekly or More Often	2-3 Times Monthly	Monthly	A Few Times	Rarely/Never
Children's Programs	<input type="radio"/>				
Tween/Teen Programs	<input type="radio"/>				
Adult/General Interest Programs	<input type="radio"/>				

\* 6. When are you and any children in your household most likely to come to programs/events?

	Morning	Afternoon	Evening	None
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. If you and/or your household don't attend programs/events at the library, please tell us why (check all that apply):

- Scheduling Conflicts
- Nothing of Interest
- I'm not aware of what is offered
- Other (please specify)



# HASTINGS PUBLIC LIBRARY

Explore • Imagine • Grow

## Hastings Public Library Community Survey - Adults - Summer 2025

\* 8. Please rate the library on:

	Excellent	Good	Fair	Poor	Don't Know or n/a
Customer Service	<input type="radio"/>				
Library of Things Assortment	<input type="radio"/>				
Building and Grounds	<input type="radio"/>				
Parking	<input type="radio"/>				
Computers, Printers and Wi-Fi	<input type="radio"/>				
Children's Room (layout, furniture, toys, etc.)	<input type="radio"/>				
Tween/Teen Room (layout, furniture, etc.)	<input type="radio"/>				
Adult/Main Reading Area (layout, furniture, etc.)	<input type="radio"/>				
Meeting/Study Rooms	<input type="radio"/>				
Online Presence (Website, Facebook, etc.)	<input type="radio"/>				

If you rated anything Fair or Poor, or simply have Comments, please enter your thoughts here:

\* 9. If you visit or use the library resources rarely or never, please tell us why (check all that apply):

- I thought I had to pay to use the library
- It's hard to find what I'm looking for
- I don't have transportation
- I don't have a library card
- I'm too busy
- The library staff is unwelcoming
- I have a disability that makes using the library difficult
- n/a
- Other (please specify)

10. What could the library do to be a better partner in the community?

11. Is there any resource the library does not currently offer that you wish it did?

12. What could the library do to improve your experience?

13. What is something the library does or has now that you don't want to see changed?

14. How do you see the library contributing to the future of Hastings and the surrounding area?

\* 15. How do you prefer to learn about library resources and programs/events? Check all that apply.

- HPL's Website
- Social Media (Facebook, Instagram, etc.)
- Direct Emails/Newsletters
- Signs in the Library or Around Town
- Word of Mouth
- Newspapers
- Other (please specify)

\* 16. Would you be willing to be part of a focus group to discuss the library in more detail?

- Yes
- No



Hastings Public Library Community Survey - Adults - Summer 2025

17. Please provide your name, email address and/or phone number so we can contact you when planning focus group sessions:

**Name**

**Email Address**

**Phone Number**



Hastings Public Library Community Survey - Adults - Summer 2025

18. Please share any additional thoughts, concerns, or questions:



Hastings Public Library Community Survey - Teens & Tweens - Summer 2025

\* 1. Where do you live?

(Not sure of your township/city? Enter your address at [www.CensusReporter.org](http://www.CensusReporter.org) and check the 'county subdivision')

- City of Hastings
- Rutland Charter Township
- Hastings Charter Township
- Other (please specify)

\* 2. Do you have a library card?

- Yes, from HPL
- Yes, from HPL (Non-Resident)
- Yes, from another library
- No

If No, please tell us why:

\* 3. Please tell us your age:

- 9-13
- 14-17
- Prefer not to say

\* 4. Please rate the importance of these library resources to you:

	Extremely Important	Important	Not Very Important	Unimportant	n/a
Children's Book Collection	<input type="radio"/>				
Tween/Teen Book Collection	<input type="radio"/>				
Youth Large Print Book Collection (Juvenile, Teen, and/or Tween)	<input type="radio"/>				
Adult Book Collection (Non-Large Print)	<input type="radio"/>				
Adult Large Print Book Collection	<input type="radio"/>				
Spanish Language Collections	<input type="radio"/>				
Audiobooks	<input type="radio"/>				
Magazines/Newspapers	<input type="radio"/>				
Digital Collection	<input type="radio"/>				
DVDs	<input type="radio"/>				
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Copy Machine/FAX	<input type="radio"/>				
Study Rooms	<input type="radio"/>				
Local History & Genealogy Resources	<input type="radio"/>				
Library of Things - Adult	<input type="radio"/>				
Library of Things - Junior	<input type="radio"/>				
Interlibrary Loan (Cooperative)	<input type="radio"/>				
Interlibrary Loan (MeLCat)	<input type="radio"/>				



# HASTINGS PUBLIC LIBRARY

Explore • Imagine • Grow

## Hastings Public Library Community Survey - Teens & Tweens - Summer 2025

\* 5. In the last 12 months, how often did you come to library programs/events?

	Weekly or More Often	2-3 Times Monthly	Monthly	A Few Times	Rarely/Never
Children's Programs	<input type="radio"/>				
Tween/Teen Programs	<input type="radio"/>				
Adult/General Interest Programs	<input type="radio"/>				

\* 6. When are you most likely to come to programs/events?

	Morning	Afternoon	Evening	None
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. If you don't attend programs/events at the library, please tell us why (check all that apply):

- Scheduling Conflicts
- Nothing of Interest
- I'm not aware of what is offered
- Other (please specify)



# HASTINGS PUBLIC LIBRARY

Explore • Imagine • Grow

## Hastings Public Library Community Survey - Teens & Tweens - Summer 2025

\* 8. Please rate the library on:

	Excellent	Good	Fair	Poor	Don't Know or n/a
Customer Service	<input type="radio"/>				
Library of Things Assortment	<input type="radio"/>				
Building and Grounds	<input type="radio"/>				
Parking	<input type="radio"/>				
Computers, Printers and Wi-Fi	<input type="radio"/>				
Children's Room (layout, furniture, toys, etc.)	<input type="radio"/>				
Tween/Teen Room (layout, furniture, etc.)	<input type="radio"/>				
Adult/Main Reading Area (layout, furniture, etc.)	<input type="radio"/>				
Meeting/Study Rooms	<input type="radio"/>				
Online Presence (Website, Facebook, etc.)	<input type="radio"/>				

If you rated anything Fair or Poor, or simply have Comments, please enter your thoughts here:

\* 9. If you visit or use the library resources rarely or never, please tell us why (check all that apply):

- I thought I had to pay to use the library
- It's hard to find what I'm looking for
- I don't have transportation/it's too far to walk/ride
- I don't have a library card
- I'm too busy
- The library staff is unwelcoming
- Other teens/tweens make it uncomfortable
- My parent/guardian doesn't want me using the library
- I have a disability that makes using the library difficult
- n/a
- Other (please specify)

10. What could the library do to make it a better place for teens and tweens to be?

11. Is there any resource the library does not currently offer that you wish it did?

12. What is something the library does or has now that you don't want to see changed?

13. How do you prefer to learn about library resources and programs/events? Check all that apply.

- HPL's Website
- Social Media (Facebook, Instagram, etc.)
- Direct Emails/Newsletters
- Signs in the Library or Around Town
- Word of Mouth
- Newspapers
- Other (please specify)

\* 14. Would you be willing to be part of a focus group to discuss the library in more detail?

Yes

No



Hastings Public Library Community Survey - Teens & Tweens - Summer 2025

15. Please provide your and your parent/guardian's name, email address and/or phone number so we can contact you when planning focus group sessions:

**Name**

**Email Address**

**Phone Number**



Hastings Public Library Community Survey - Teens & Tweens - Summer 2025

16. Please share any additional thoughts, concerns, or questions:

# Employee Insight Session Process

## Purpose

Hastings Public Library is adopting a more frequent and less formal check-in process in lieu of annual reviews. We seek to accomplish multiple goals via this process:

1. Provide staff with real-time feedback.
2. Establish shorter-term and more concrete goals.
3. Reduce staff anxiety surrounding reviews.
4. Remain in-tune with staff goals, and how those help achieve the Library's objectives.
5. Encourage a culture of mentoring, support, recognition, and open and honest communication.



# Employee Insight Session Process



## Overview/Expectations

- Communication, recognition, support, and mentoring are the foundation of this process. The goal is to catch staff doing things right, celebrate wins, promote growth, and increase employee engagement.
- It is preferred that conversations be scheduled, to allow both staff members and supervisors to prepare. However, spontaneous conversations are welcome as the needs for them arise.
- A minimum of one check-in per quarter is required for each employee. However, check-ins can occur more frequently as needed.
- Supervisors should log entries for each check-in in the employee's OneNote file on the M Drive.
- Documentation from check-ins should be a short summary of the conversation, and should highlight key points. Recorded notes should be written with the understanding that there is an audience and the notes will be part of a permanent record. Notes may be referenced when developing action or performance improvement plans, or for other purposes that support the Library's goals.
- Try to avoid taking lengthy notes during the meeting. Jot down key points as needed and record notes as soon as possible after the meeting.
- Documentation provides senior staff with insight about employee development, team wins and opportunities, and the evolution of issues. It is crucial to retain notes to support actions taken to ensure continued staff growth and consistent accountability practices.
- Avoid distractions while checking in with staff. This may mean going off-site/into a private meeting room, silencing your phone, leaving your laptop at your desk, etc. Active listening and being present in the moment encourage a two-way dialogue and makes staff feel like a priority instead of an obligation.
- These interactions are meant to be low-pressure conversations that foster open and supportive communication

## Potential Questions

### Happiness

1. What part of your job do you enjoy the most? What aspects of your job do you find less fulfilling?
2. Do you feel that your contributions are recognized and valued by the team? How do you prefer to be recognized?
3. What improvements would you like to see to enhance your overall happiness and engagement at work?

### Performance, Opportunities, & Challenges

1. What skills do you think you excel at?
2. What skills do you want to learn? What resources do you need to develop those skills?

3. How do you feel about the team's communication and collaboration? What changes would you suggest?
4. What goals do you have, if any? Do you want to grow? Do you want to learn more?

### Community

1. How do you think the community perceives the Library? What feedback have you heard from community members?
2. What role do you think the Library plays in the community? How can we better align our goals with the community's needs and expectations?

### Questions to Ask Periodically

1. When did you last think about leaving and why?
2. What is one thing you would like to change about the library?
3. What is one thing you would like to change about your role?