

ASSUREVAULT | BINDING SERVICES | DIGITAL BOOK PRODUCTION

DIGITIZING SERVICES | ECS CONSERVATION | GOVERNMENT RECORDS

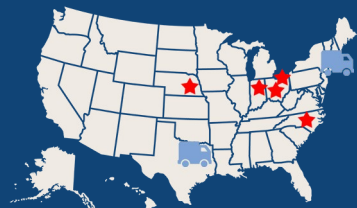
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NEWS: Company Update

Since our last newsletter, HF Group, like many businesses, faced several challenges brought upon by the Covid pandemic. Initially, due to a severe shortage of work, we were forced to put the company in pause mode, which included supporting most of our employees and keeping the company as financially healthy as possible while remaining poised to reopen as soon as the workload justified it.

Our path forward led us to examine all aspects of the business and to streamline our operations. We made the difficult decision to permanently close binding capabilities at our Massachusetts and Ohio facilities. We also downsized our Greensboro, NC facility. We are now operating at full capacity at our production lines in Indiana, Nebraska, and North Carolina.

As with many businesses the past two years, we faced staffing shortages. We also saw the price of most of our primary materials, as well as transportation costs, increase substantially. Material supply shortages and unpredictable delivery times, forced us to juggle schedules, manipulate turnaround times, and implement shipment limits for our binding and printing services.

We realize that despite our best efforts, we caused some inconvenience and disruption in 2022. As we rapidly move toward 2023, we are moving toward stability, for customers and employees alike, and we greatly appreciate your understanding, patience, and support, past and present.

PROJECTS: Our New Presence on the Web

We are happy to introduce our new, redesigned website at www.hfgroup.com. After years of maintaining separate sites for each of our services, we have consolidated them to make it easier to find the right person, find the right location, and find the services you need.

On the home page you'll find customer-focused information, announcements, product feedback, and an overview of what we do. It also provides urgent notification feature that, when needed, provides specific information in the event of weather-related closures or other incidents that affect day-to-day business.

The Services menu provides a portal to detailed information about all our services: AssureVault, Binding Services, Digital Book Production, Digitizing Services, ECS Conservation, Government Records Preservation, Thesis on Demand, Archival Boxes, and Print My Genealogy. You'll be able to read about what we do and where we do it.

The Locations menu provides specific information about each of our facilities. The facility information tabs list address(es), phone numbers, and key personnel. The Forms & Resources tabs provide links to tools and other information you need.

We welcome you to explore our new site and learn more about what we have to offer.

Happy Holidays!



We thank you for the opportunity to serve your institution in 2022.

On behalf of our employees and valued customers, HF Group and the Heckman/Hervey Foundation have made donations to benefit five local charities.

[Click to view charities...](#)

PEOPLE IN THE NEWS

2022 brought significant changes to HF Group management in 2022 .

Steve Lund retires!

Steve Lund was an employee of the company for 48 years in three different locations, Pennsylvania, North Carolina, and Ohio. He served as Controller and Accountant for HF Group for nearly 23 of those years.

Some of our customers, and many of our key suppliers, know what Steve has meant to our business over the years. His contributions and stewardship of our company's financial matters has been exemplary. He was a steady hand through many company changes, adventures, ups and downs. Most recently, and as a result of the pandemic period, Steve willingly and happily delayed his retirement. But his well-earned retirement occurred in July.

Many of us in this company recognize that we are better as people and as employees, for having worked with Steve Lund all these years. And for sure, HF Group is a better company today because of his meaningful contributions.

New Finance Manager

We are very pleased to introduce **John Gunn, CPA**. John has been named Controller and Finance Manager and now leads our company's finance department, from our North Manchester, Indiana office. He began his tenure with us December 1 of 2021 and worked extensively with Steve Lund during 2022 to complete this transition.

John worked more than eleven years as a financial professional. He brings a breadth of experience in small business finance including audit, tax, retirement, and mergers and acquisitions. This position represents a transition from public to private accounting and finance. John, his wife Jennifer, and their son, Jase (16), live in Huntington, Indiana.

Another "Veteran" retirement for HF Group and the Library Binding Industry!

John Salistean began his career in the library binding industry on May 1, 1977. He joined his father-in-law and mother-in-law (Don and Connie Osborne) upon the family's acquisition of Houchen Bindery in Utica, Nebraska.

As Houchen grew, and the Osborne family's presence in the industry expanded, John grew with the business. Over a 45+ year career, John was a fixture, not only for Houchen Bindery but for the library binding industry as a whole. He served as President of the Library Binding Institute from 2003-2005. John always supported the industry's endeavors and formed many relationships with other binders and suppliers around the country. He witnessed the growth and peak of the industry, as well as the difficult contraction and decline, resulting from technological change.

on behalf of the Osborne family, the partners of HF Group, numerous industry friends and the many, many employees to have come and gone over the years at the Utica, Nebraska operation, we all offer our sincere congratulations and many thanks to John Salistean.



Photo circa 1992