

COMSTOCK TOWNSHIP LIBRARY
BOARD MEETING
DECEMBER 12, 2016
AGENDA

CALL TO ORDER

OATH OF OFFICE

APPROVAL / AMENDMENT OF THE AGENDA

PUBLIC COMMENT

APPROVAL OF THE LAST MEETING'S MINUTES

TREASURER'S REPORT

BILLS PAID

UNFINISHED BUSINESS

1. Painting main library –update
2. In Lieu of Insurance

COMMITTEE REPORTS

DIRECTOR'S REPORT

NEW BUSINESS

1. Election of Officers
2. Director's Evaluation (Please turn in to Karen Jameson)
3. End of year budget adjustments
4. Project

OTHER BUSINESS

Staff Party: December 15. 12-2pm

ADJOURNMENT

December 2016 Background notes:

- 1) Michelle Mohney, Township Clerk, will be at our meeting to give the oath of office to all trustees.
- 2) In Lieu of payments: I have enclosed a copy of the memo from the November Board Packet. (Discussion item)
- 3) Please consider your candidates for Board President, Vice President and Secretary/Treasurer for the upcoming year. You will need to vote on positions at the December meeting.
- 4) End of year budget adjustments: I will hand this out at the meeting. I am working with the Accountant on carryover questions.
- 5) Projects for 2017: As selected by committee the Capital Improvement Projects for 2017 will be carpeting for the Main floor and computer upgrades. I will begin soliciting bids soon for the carpeting.

Comstock Township Library

Income

Income and Expenses October 26-November 27, 2016

Acct. Name	Acct. #	Amount
Unclassified Services	62600	\$ 13.00
Memorials	271-000675	
Non-Resident Fee	60700	\$ 35.00
Book Fines	65600	\$ 598.82
Photocopies	62700	\$ 146.10
State Aid	271-5660	
Donations	69000	
Penal Fines	271-65700	
Delinquent Property Tax	271-41220	
Renaissance	271-40210	
Allocated Operating	271-40200	
Book Sales	64700	\$ 105.50
Total		

Expenses

Acct. Name	Acct. #	Amount
Adult Books	793-731	\$ 79.90
Children's Books	793-733	\$ 45.21
A.V. Adults	793-735	
Conference Memb. Dir	790-961	
Workshops	792-961	
A.V. Children	793-736	\$ 14.98
Telephone	796-850	\$ 5.82
Building Oper. Supplies	796-740	
Children's Programs	794-727	
Periodicals	793-734	
Adult Programs	792-727	\$ 125.00
Supplies	795-726	
Periodicals	793-734	
Total		
		\$ 1,169.33

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	11/30/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2016 INCREASE (DECREASE)	NORMAL (ABNORMAL)	AVAILABLE BALANCE	% BDDT USED
Fund 271 - LIBRARY FUND							
Expenditures							
271-791-80300	LEGAL FEES	2,000.00	375.90	0.00	1,624.10	18.80	
271-791-82200	MEETING SECRETARY	600.00	100.00	0.00	500.00	16.67	
271-791-86200	MILEAGE	0.00	0.00	0.00	0.00	0.00	
271-791-88100	LIBRARY PROMOTION	2,000.00	389.00	0.00	1,611.00	19.45	
271-791-95600	MISCELLANEOUS	300.00	74.64	0.00	225.36	24.88	
271-791-96100	CONFERENCE/MEMBERSHIP	5,000.00	3,628.22	0.00	1,371.78	72.56	
271-791-96300	SML COOPERATIVE	306.00	306.00	0.00	0.00	100.00	
Total Dept 791-LIBRARY LEGISLATION		12,506.00	4,873.76	0.00	7,632.24	38.97	
Dept 792-LIBRARY ADULT SERVICES							
271-792-70200	SALARIES - LIBRARIANS	94,872.00	87,574.08	7,297.84	7,297.92	92.31	
271-792-70210	IN LIEU OF HEALTH INSURANCE	15,713.00	14,064.24	1,172.02	1,648.76	89.51	
271-792-70300	PART TIME STAFF	67,000.00	54,012.85	4,687.14	12,987.15	80.62	
271-792-71300	WAGES-LIBRARY ASSOCIATE	0.00	0.00	0.00	0.00	0.00	
271-792-71500	FICA/MDCR	14,788.00	12,796.77	1,084.53	1,991.23	86.53	
271-792-71600	HOSPITALIZATION	200.00	60.00	0.00	140.00	30.00	
271-792-71800	PENSION	12,400.00	11,891.51	476.81	508.49	95.90	
271-792-71900	DEFERRED ANNUITY	15,713.00	13,966.48	1,269.68	1,746.52	88.88	
271-792-72000	DISABILITY INSURAN	2,000.00	1,512.72	0.00	487.28	75.64	
271-792-72300	PAYROLL TAXES	0.00	0.00	0.00	0.00	0.00	
271-792-72600	PRINTING & SUPPLIES	124.00	17.95	0.00	106.05	14.48	
271-792-72700	PROGRAMS	5,600.00	2,658.84	111.91	2,941.16	47.48	
271-792-86200	MILEAGE	300.00	144.72	0.00	155.28	48.24	
271-792-96100	CONFERENCE/MEMBERSHIP	6,000.00	5,052.24	616.07	947.76	84.20	
Total Dept 792-LIBRARY ADULT SERVICES		234,710.00	203,752.40	16,716.00	30,957.60	86.81	
Dept 793-LIBRARY BOOKS							
271-793-71500	FICA/MDCR	0.00	0.00	0.00	0.00	0.00	
271-793-73100	ADULT'S BOOKS	47,000.00	37,828.99	3,956.13	9,171.01	80.49	
271-793-73110	ADULT'S E-BOOKS	5,500.00	3,512.00	0.00	1,988.00	63.85	
271-793-73300	CHILDREN'S BOOKS	22,000.00	20,956.76	1,993.29	1,043.24	95.26	
271-793-73310	CHILDREN E-BOOKS	2,500.00	1,500.00	0.00	1,000.00	60.00	
271-793-73400	MAGAZINES & PERIODICALS	5,000.00	3,801.58	0.00	1,198.42	76.03	
271-793-73500	AUDIOVISUAL MATERIALS	6,000.00	4,984.72	520.15	1,015.28	83.08	
271-793-73600	AV FOR CHILDREN	6,000.00	1,896.42	0.00	4,103.58	31.61	
271-793-73700	ELECTRONIC INFORMATON SOURCES	3,000.00	1,952.41	0.00	1,047.59	65.08	
Total Dept 793-LIBRARY BOOKS		97,000.00	76,432.88	6,469.57	20,567.12	78.80	
Dept 794-LIBRARY YOUTH SERVICES							
271-794-70300	WAGES-LIBRARIAN	40,975.00	37,822.56	3,151.88	3,152.44	92.31	
271-794-70310	IN LIEU OF HEALTH INSURANCE	15,713.00	14,064.24	1,172.02	1,648.76	89.51	
271-794-71500	FICA/MDCR	4,400.00	3,969.34	330.78	430.66	90.21	
271-794-71600	HOSPITALIZATION	0.00	0.00	0.00	0.00	0.00	
271-794-71610	HEALTH SAVINGS ACCOUNT	0.00	0.00	0.00	0.00	0.00	
271-794-71800	PENSION	5,330.00	4,916.88	409.74	413.12	92.25	
271-794-71900	DEFERRED ANNUITY	0.00	0.00	0.00	0.00	0.00	
271-794-72000	DISABILITY INSURANCE	1,200.00	744.04	0.00	455.96	62.00	
271-794-72300	PAYROLL TAXES	0.00	0.00	0.00	0.00	0.00	
271-794-72600	PRINTING & SUPPLIES	200.00	4.18	0.00	195.82	2.09	
94-727	PROSTON		901438	449.22	955.12	90.14	

PERIOD ENDING 11/30/2016

GL NUMBER	DESCRIPTION	2016		YTD BALANCE 11/30/2016	ACTIVITY FOR MONTH 11/30/2016	AVAILABLE		% BDDT USE
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	BALANCE	
Fund 271 - LIBRARY FUND								
Expenditures								
271-794-86200	MILEAGE	500.00		28.98	0.00	471.02		5.80
271-794-96100	CONFERENCE/MEMBERSHIP	2,500.00		2,349.90	0.00	150.10		94.00
Total Dept 794-LIBRARY YOUTH SERVICES		80,818.00		72,914.50	5,513.64	7,903.50		90.22
Dept 795-LIBRARY CLERICAL								
271-795-70300	WAGES- SUPPORT STAFF	149,000.00		129,913.34	11,008.58	19,086.66		87.19
271-795-70310	WAGES - SUBSTITUTES	0.00		0.00	0.00	0.00		0.00
271-795-71500	FICA/MDCR	11,472.00		9,938.35	842.16	1,533.65		86.63
271-795-71600	HOSPITALIZATION	10,425.00		10,281.12	872.51	143.88		98.62
271-795-71610	HEALTH SAVINGS ACCOUNT	2,500.00		0.00	0.00	2,500.00		0.00
271-795-71800	PENSION	4,900.00		4,424.22	376.48	475.78		90.29
271-795-72000	DISABILITY INSURANCE	800.00		622.93	0.00	177.07		77.87
271-795-72300	PAYROLL TAXES	0.00		0.00	0.00	0.00		0.00
271-795-72600	PRINTING & SUPPLIES	21,627.00		17,732.25	1,246.03	3,894.75		81.99
271-795-72800	COMPUTER SUPPLIES	0.00		0.00	0.00	0.00		0.00
271-795-86200	MILEAGE	0.00		0.00	0.00	0.00		0.00
271-795-95600	POSTAGE	1,200.00		11.16	0.00	1,188.84		0.93
271-795-96100	CONFERENCE/MEMBERSHIPS	0.00		0.00	0.00	0.00		0.00
Total Dept 795-LIBRARY CLERICAL		201,924.00		172,923.37	14,345.76	29,000.63		85.64
Dept 796-LIBRARY BUILDING								
271-796-70300	WAGES - ADMINISTRA	0.00		0.00	0.00	0.00		0.00
271-796-71500	FICA/MDCR	0.00		0.00	0.00	0.00		0.00
271-796-72300	PAYROLL TAXES	0.00		0.00	0.00	0.00		0.00
271-796-74000	SUPPLIES	2,000.00		1,135.43	0.00	864.57		56.77
271-796-83100	SECURITY SYSTEMS	7,100.00		6,733.62	0.00	366.38		94.84
271-796-85000	COMMUNICATIONS	7,000.00		3,980.56	379.94	3,019.44		56.87
271-796-91000	PROPERTY & LIABILITY INSURANCE	12,093.00		11,936.99	(155.06)	156.01		98.71
271-796-92000	ELECTRIC & NATURAL	20,000.00		15,908.44	1,618.73	4,091.56		79.54
271-796-92100	CITY WATER	3,000.00		1,678.24	83.14	1,321.76		55.94
271-796-93100	BUILDING MAINTENANCE	35,500.00		31,052.25	0.00	4,447.75		87.47
271-796-93800	GROUNDS MAINTENANCE	2,500.00		667.92	600.67	1,832.08		26.72
271-796-93500	CAPITAL OUTLAY ESCROW	0.00		0.00	0.00	0.00		0.00
Total Dept 796-LIBRARY BUILDING		89,193.00		73,093.45	2,527.42	16,099.55		81.95
Dept 797-LIBRARY EQUIPMENT								
271-797-93000	EQUIPMENT MAINTENANCE	3,000.00		1,607.54	0.00	1,392.46		53.58
271-797-93100	BUILDING MAINTENAN	0.00		0.00	0.00	0.00		0.00
271-797-93110	COMPUTER REPLACEMENT	1,500.00		415.20	0.00	1,084.80		27.68
271-797-93120	COMPUTER MAINTENANCE	3,000.00		600.00	0.00	2,400.00		20.00
271-797-93130	TECHNOLOGY	28,000.00		24,110.72	0.00	3,889.28		86.11
271-797-97010	CAPITAL OUTLAY	3,000.00		556.42	0.00	2,443.58		18.55
271-797-98000	ADULT DEPARTMENT	1,968.00		1,921.43	0.00	46.57		97.63
271-797-98010	YOUTH DEPARTMENT	1,000.00		0.00	0.00	1,000.00		0.00
Total Dept 797-LIBRARY EQUIPMENT		41,468.00		29,211.31	0.00	12,256.69		70.44
Dept 798-LIBRARY PLANNING								

 Outside Consultant

NOVEMBER 2016 BOARD BILLS

COST CODE	DESCRIPTION	SUPPLIER	COST	
271-000-020	Tax Levy	Kal County Gov't	\$	124.61
				\$ 358.26

ADMINISTRATIVE

COST CODE	DESCRIPTION	SUPPLIER	COST	
790-716	Hospitalization (MJS) November	Blue Cross Blue Shield	\$	1,704.94
790-720	Disability Insurance (MJS) November	Mutual of Omaha	\$	75.07
790-961	ALA Food & Parking	Myla Stuart	\$	62.32
790-961	Conference Expenses	Myla Stuart	\$	100.87
790-716	Hospitalisation (MJS) December	Blue Cross Blue Shield	\$	1,745.02
				\$ 3,688.22

ADULT SERVICES

COST CODE	COST CODE	COST CODE	COST CODE	
792-720	Disability Insurance (RW) November	Mutual of Omaha	\$	64.14
792-720	Disability Insurance (JI) November	Mutual of Omaha	\$	73.38
792-727	10 x Wooden Plaques	Bank of America (RW)	\$	111.91
792-961	Marian Veld	ALA Membership	\$	49.00
			\$	298.43
			\$	298.43

BOOKS & MATERIALS

COST CODE	DESCRIPTION	SUPPLIER	COST	
793-731	Continuation A/C	Baker & Taylor	\$	355.47
793-731	Books (Adult Dept.)	Baker & Taylor	\$	2,352.76
793-733	Books (Kids Dept.)	Baker & Taylor	\$	1,993.29
793-735	Adult A/V	Baker & Taylor	\$	580.14
793-731	Large Print Books	Center Point Large Print	\$	260.64
793-731	Large Print Books	Center Point Large Print	\$	260.64
793-731	Books	Inspirational Dist	\$	44.75
793-731	Books	Inspirational Dist	\$	271.11
793-731	CD Books	Midwest Tape	\$	38.99
793-731	1 x Book on CD	MidWest Tape	\$	39.99
793-731	CD Books	Midwest Tape	\$	44.99
793-731	2 x Books on CD	MidWest Tape	\$	74.98
793-731	CD Books	Midwest Tape	\$	129.96
793-731	Books	Omnigraphics	\$	81.85
				\$ 6,529.56

YOUTH SERVICES

COST CODE	DESCRIPTION	SUPPLIER	COST
794-720	Disability Insurance (AMcC) November	Mutual of Omaha	\$ 67.64
794-727	YP Program Material	Bank of America (AMcC)	\$ 11.79
794-727	YP Program Material	Bank of America (AMcC)	\$ 48.14
794-727	YP Program Material	Bank of America (AMcC)	\$ 217.48
794-727	Harry Potter Party-YP	Oriental Trading	\$ 171.81
			\$ 516.86

SUPPORT STAFF

COST CODE	DESCRIPTION	SUPPLIER	COST
795-716	Hospitalisation (EG) November	Blue Cross Blue Shield	\$ 852.47
795-720	Disability Insurance (EG) November	Mutual of Omaha	\$ 56.63
795-726	Photocopier Costs	Adams Remco	\$ 274.09
795-726	Supplies	Demco	\$ 182.11
795-726	Supplies	Demco	\$ 193.75
795-726	Paperfold Jackets	Demco	\$ 120.15
795-726	Monthly Planner	Integrity	\$ 17.44
795-726	Hand & Dish Soap	Integrity	\$ 36.27
795-726	Tissues & Paper Towels	Integrity	\$ 92.59
795-726	Ink Cartridges & K-Cups	Integrity	\$ 156.35
795-726	Batteries & K-Cups	Integrity	\$ 37.85
795-726	Ink Cartridges	Integrity	\$ 49.98
795-726	Copy Paper	Integrity	\$ 68.50
795-726	Green Copy Paper (for bills)	Integrity	\$ 10.92
795-716	Hospitalisation (AMcC) December	Blue Cross Blue Shield	\$ 872.51
			\$ 3,021.61

BUILDING OPERATIONS

COST CODE	DESCRIPTION	SUPPLIER	COST
796-831	Alarm System Monitoring	EPS	\$ 543.09
796-920	Library Gas Useage	Consumers Energy	\$ 14.73
796-920	Library Electricity Useage	Consumers Energy	\$ 1,604.00
796-921	City Water	Kalamazoo City Treasurer	\$ 51.10
796-921	City Water	Kalamazoo City Treasurer	\$ 48.08
796-921	City Water	Kalamazoo City Treasurer	\$ 27.16
796-931	Building Maintenance	Best Way Disposal October	\$ 41.05
796-931	Building Maintenance	McNally Elavator Co.	\$ 209.52
796-938	Janitorial Services for October	Commercisal Building Svs. LLC	\$ 559.52
796-921	City Water	Kalamazoo City Treasurer	\$ 35.05
796-921	City Water	Kalamazoo City Treasurer	\$ 48.09
796-938	Trash Collection	Best Way Disposal	\$ 41.15
			\$ 3,222.54
			\$ 3,222.54

Total Library Expenditure for November 2016 =

\$ 17,635.48

Director's Goals December 2016

- Department Head Evaluations
- Budget reconciliation
- Holiday Open House and Staff Party
- Attend Township Meetings
- Begin State Report
- QSAC – Technology plan
- Communicator Article
- Program Planning for Quilt Show and Yard Sale

2017 Library Goals

Goal	Process	Current Status
<p>Expand the footprint of Comstock Township Library as a partner in the community</p>	<ol style="list-style-type: none"> 1. Collaboration with the Learning Center on children's activities. 2. Maintain and promote the web-based community bulletin board that link off our webpage. 3. Participate in the Community Expo 4. Attend Township meetings and promote library events to the township board and viewing audience. Relay pertinent information to the library board and staff. 5. Attend meetings with the township supervisor, school superintendent, and Community Center director. Relay pertinent information and discuss outreach potentials. 6. Advertise appropriate township events on our electronic sign, webpage, Facebook page and new web-based community bulletin board. 7. Expand advertising in local venues. 8. Increase contact with schools for classroom visits and school participation. 	<ol style="list-style-type: none"> 1. Continue to offer transfer station cards and punch cards at the library when the township offices are closed. (Season begins in April) 2. Storytimes for the Learning Center are planned for 2017. 3. Reference staff will advertise and maintain a web-based community bulletin board that will link off our webpage. 4. Post library minutes and board packets on the webpage monthly. 5. Continue to advertise events in Senior Times, Good News, and Nikos. 6. Encourage Facebook links to neighborhood pages.
<p>Develop outreach opportunities in the Community to promote library services and offer programs and materials of interest to patrons.</p>	<ol style="list-style-type: none"> 1. Distribute library welcome brochures to the Gull Run Management office and contact other apartment complexes. 2. Homebound Delivery Services. 3. Holiday Open House. 4. Participate in the Comstock Expo. 5. Have staff attend school open houses. 6. Quiltfest in February 7. Provide programs of interest to adults and youth to promote library usage. 8. Update the library welcome brochure and print. 9. Purchase popular and informational materials in different formats to meet the needs and interests of the community. 10. Host the yard sale in spring and fall. 	<ol style="list-style-type: none"> 1. Explore other venues for displaying library brochure and events. 2. Continue to develop a clientele list for Homebound Delivery Service. 3. Adult and Youth Summer reading programs will be offered. 4. Have staff attend the Community Expo and supply a gift basket. 5. Young People's staff will visit Comstock schools at least once a year for the summer reading program. 6. Develop and facilitate Quiltfest. 7. Check for library grants to assist in programming. 8. Young People's Staff will attend school open houses and other promotional opportunities as time permits.

<p>Facilities Management: To provide a safe and welcoming environment for all our visitors</p>	<ol style="list-style-type: none"> 1. Solicit bids for new carpeting on Main Floor. 2. Work with contractor for Thread costs. 3. Update Capital Improvement Plan. 4. Withdraw materials that are in poor condition, outdated or have poor circulation to free up shelf space. 5. With IT develop criteria for new server and bid it out. 6. With IT develop criteria for replacing computers and bid it out. 7. Reexamine all shelving and area usage. 8. Replace fabric chairs in Heritage Room. 9. Inspect premises on a regular basis to ensure proper cleaning, orderliness and entry ways are clear. 	<ol style="list-style-type: none"> 1. Continue to check with departments on status of weeding and shifting. 2. Meet with department heads regarding possible collection shifting after weeding has been finished. 3. After weeding is finished begin a complete inventory of library materials and update catalog. 4. Check public restrooms daily to ensure cleanliness. 5.
<p>Financial Management: To respect the taxpayers, staff, and patrons by providing sound fiscal management.</p>	<ol style="list-style-type: none"> 1. Reconcile the Director's budget to the official Library Revenue and Expenditure report produced by the Township. 2. Resolve any discrepancies in the Expenditure report. 3. Develop programs that could be grant or sponsorship funded 4. Explore means of reducing expenditures 5. Prepare wages and salaries for incorporation into 2018 budget. 6. Prepare 2018 annual budget. 7. Prepare 2016 annual report to state. 8. Prepare the 2016 annual report brochure highlighting circulation, programs, and projects accomplished. 9. Continue to fine-tune budget. 10. Work with Township to streamline accounting process and reduce errors. 	<ol style="list-style-type: none"> 1. Reconciliation done monthly. 2. Resolve discrepancies monthly 3. Keep a lookout for grants that would apply. 4. Bulk ordering for discounts, recycling printing paper for temporary work files. 5. Meet with the Board wage and salaries committee in June 2017. 6. Prepare 2018 budget for presentation in September 2017. 7. 2016 report due in January 2017. 8. Involve department heads in tracking on order book expenditures and wage expenditures within their departments. 9. Work with Accountant to handle carryover.
<p>Professional Development</p>	<ol style="list-style-type: none"> 1. Membership in ALA (American Library Association), MLA (Michigan Library Association), LLAMA (Library Leadership and Management Association, PLA (Public Library Association) and quarterly SMLC (Southwest Michigan Library Consortium) for staff who will be attending meetings. 2. Attend appropriate webinars. 3. Attend additional workshops as warranted. 	<ol style="list-style-type: none"> 1. Conferences to be attended by various staff: ALA, PLA, MLA, SMLC, TLC on a rotating basis. Assignments to be determined. Information obtained to be passed on to staff in written and verbal format. 2. Attend Rural Libraries webinars and Webjunction management webinars as warranted. 3. Encourage staff to attend webinars.

<p>Staff Development</p>	<ol style="list-style-type: none"> 1. Monthly Staff meetings 2. Monthly Department Head meetings 3. Annual evaluations 4. Provide a means of open communication and have an open door policy. 5. Encourage part-time clerical staff to attend job-related workshops. 	<ol style="list-style-type: none"> 1. Meet with Department Heads as needed on issues. 2. Department heads must submit yearly goals. 3. Staff evaluations will be done yearly, or as warranted for new employees or for corrective behavior. 4. Staff will be updated through emails and one-on-one training, and monthly staff meetings. 5. Notify clerical staff of job-related workshops they could attend. 6. Encourage cross training.
<p>Policies and Manuals</p>	<ol style="list-style-type: none"> 1. Distribute updated Employee Handbook. 2. Work with supervisors to update all departmental processing manuals. 3. Update manuals as needed for new or revised policies. 	<ol style="list-style-type: none"> 1. Material processing manual to be updated.

2016 Library Goals Summary

Goal	YEARLY SUMMARY
<p>Expand the footprint of Comstock Township Library as a partner in the community</p>	<ol style="list-style-type: none"> 1. Transfer Station passes/id's were issued to 236 people, and \$3500.00 was collected for the Township by offering after hour sales. 2. I attended the Comstock Expo Center and handed out informational brochures and discussed program opportunities with several groups. The Library also donated a lap robe and books for the drawing. 3. Community Center Adopt a family. The staff did not wish to participate this year. 4. Elaine Gillis provided weekly storytime sessions at the Learning Center and they attended 2 of our summer programs. 5. The community bulletin board is now active and staff is keeping it updated. We need to keep promoting this service. 6. Web page redesign continues. PDF versions of Board minutes and packets are now be added monthly. 7. Township job openings and events such as the local candidate debates were advertised on our sign, as well as library events. 8. I attended most of the Township meetings and promoted library programs, when appropriate provided additional comments on discussions that involved the library. 9. Community Leaders luncheons have not been held. 10. Spoke with Mary Gustas at the Community Center and provided brochures for her clientele on Homebound Delivery.
<p>Develop outreach opportunities in the Community to promote library services and offer programs and materials of interest to patrons.</p>	<ol style="list-style-type: none"> 1. Welcome brochures are delivered to Gull Road Apartments on a regular basis. 2. We continue to promote and provide Homebound Delivery Service. 3. Reading programs for Adults and Children were well attended, as was the End of the summer party. Youth Department is also running shorter reading programs such as Bear Bingo. 4. Programming in both departments has increased as has attendance. Programs this year included the Tax initiative, Matter of Balance, Ask a Lawyer, craft programs, Ancestry training, Yard sale, Halloween and Christmas parties, Super Hero Party, teen programming, Lego Club and Lego Challenge, kids crafts and performers. 5. Battle of the books was cancelled due to lack of interest. Youth Staff visited each school for the Summer promotion. The department head delivered informational flyers to the middle and highschool and attended several open houses. 6. Quiltfest was a success. Approximately 35 quilts were on display and over 100 people visited the event. 7. Through professional book reviews and patron requests librarians continue to develop and maintain our materials collection. The collection has been heavily weeded, the process is almost done. Books were put in the book sale room and later offered free in the lobby. They always go for free! 8. Promotion continues for the Overdrive collection, especially for the Advantage program. Information is provided in the Communicator and on our webpage. 9. The Welcome Brochure was updated and is kept current for distribution.

	<ol style="list-style-type: none"> 10. A holder was put up in Niko's Restaurant to hold Library brochures on upcoming events. We are doing monthly brochures. 11. The Preservation Station for transferring vhs and pictures to dvd's is now available to the public, as is the portable scanner for books. Patrons can "book-a-librarian" for training. 12. We are again donating laprobes and shawls to the Heritage Community. This year we have over 50 laprobes and 10 shawls, mainly thanks to Barb Patrick.
<p>Facilities Management: To provide a safe and welcoming environment for all our visitors</p>	<ol style="list-style-type: none"> 1. The restroom was finally approved and renovations completed. We are receiving many compliments on the design. 2. Slat wall panels were added to several columns and provide a neater look when posting notices. 3. Following the Capital Improvement Plan, the painting of the main floor of the library was put up for bid and painting was finished the last week in November. We are getting positive feedback from our patrons. 4. Weeding has been a priority for librarians this year and we are almost through with the project. 5. Inventory is planned for 2017, when weeding is finished. 6. Our TLC server and Envisionware was updated in January. Months of troubleshooting followed, but after a year it seems problems have been resolved. 7. We are manually digitizing the local history collection and providing hyperlinks within our catalog to the material. We were able to find someone to digitize our yearbooks for free.
<p>Financial Management: To respect the taxpayers, staff, and patrons by providing sound fiscal management.</p>	<ol style="list-style-type: none"> 1. The in-library budget has been reconciled monthly to the official Library Revenue and Expenditure report provided by the Township. 2. Discrepancies were investigated by the Director and Ms. Hinga and resolved on a monthly basis. I am trying to set up protocols to avoid discrepancies in the future. 3. When possible items are being ordered in bulk or through Amazon for a lower cost. This is especially true for programming materials. 4. I met with the Wage and Salary Committee to set 2017 figures. 5. The budget for 2017 has been set and approved. 6. Preparing the state report will begin in December. 7. In 2016 I prepared an annual report brochure for 2015, highlighting circulation, programs, and projects accomplished. This was made available to the public and distributed to the Township Board. 8. I am tracking staff hours more closely to see that we have adequately allotted wages to cover hours, vacations, and emergencies. <ol style="list-style-type: none"> 1. The budget is updated weekly.
<p>Professional Development</p>	<ol style="list-style-type: none"> 1. Membership in ALA (American Library Association), MLA (Michigan Library Association), LLAMA (Library Leadership and Management Association, PLA (Public Library Association) and quarterly SMLC (Southwest Michigan Library Consortium) is maintained for staff who will be attending meetings. 2. Professional staff and board members attend ALA, PLA, MLA conferences, TLC workshops on rotating basis. 3. Staff is encouraged to attend appropriate webinars and workshops to expand knowledge, keep current and share ideas.
<p>Staff Development</p>	<ol style="list-style-type: none"> 1. Department Head Meetings were held as needed on issues. 2. Staff meetings were held on a regular basis to discuss procedures, updates and address issues. A morning and

	<p>afternoon session was offered to accommodate shifts. The staff was encouraged to participate in the meetings and bring ideas or issues to our attention.</p> <ol style="list-style-type: none"> 3. Department heads have submitted 2016 goals, to be used in evaluations. 4. Staff has been updated through emails and one-on-one training and discussions 5. Clerical staff is notified of job-related workshops they could attend. 6. The Local History Librarian has attended a workshop and investigated various means of digitizing the Local History Collection. He is coordinating the digitization by staff. 7. All librarians have been trained on the Preservation and Scanning machines. 8. All staff will receive written evaluations by the end of 2016. Disciplinary evaluations and probation evaluations have been handled as necessary.
Policies and Manuals	<ol style="list-style-type: none"> 1. The revised Employee handbook has been approved by the attorney and distributed to the board . 2. The revised Library Bylaws when approved by the attorney and the board and distributed. 3. Library Policy Manual has been updated, approved by the attorney and distributed to the board and staff. 4. Department procedure manuals have been updated. Material Processing Manual is left to do. 5. The Library Policy Manual and Board Bylaws are now posted on the website.

2016 Library Goals

Goal	Process	Current Status
<p>Expand the footprint of Comstock Township Library as a partner in the community</p>	<ol style="list-style-type: none"> 1. Collaboration with the Learning Center on children's activities. 2. Develop, advertise, and maintain a web-based community bulletin board that will link off our webpage. (Target date is January 2016) 3. Participate in the Community Expo 4. Adopt a family through the Community Center 5. Attend Township meetings and promote library events to the township board and viewing audience. Relay pertinent information to the library board and staff. 6. Attend meetings with the township supervisor, school superintendent, and Community Center director. Relay pertinent information and discuss outreach potentials. 7. Advertise appropriate township events on our electronic sign, webpage, facebook page and new web-based community bulletin board. 	<ol style="list-style-type: none"> 1. Continue to offer transfer station cards and punch cards at the library when the township offices are closed. (Season begins in April) 2. Participate in the Community Expo, Community Center Adopt a family. 3. Storytimes for the Learning Center are planned for 2016, discuss with them participation in our summer activities. 4. Staff will develop, advertise, and maintain a web-based community bulletin board that will link off our webpage. (Target date is January 2016) 5. Redesign sections of the webpage for clarity and streamlined pathways to facilitate patron usage
<p>Develop outreach opportunities in the Community to promote library services and offer programs and materials of interest to patrons.</p>	<ol style="list-style-type: none"> 1. Distribute library welcome brochures to the Gull Run Management office and contact other apartment complexes. 2. Homebound Delivery Services. 3. Holiday Open House. 4. Participate in the Comstock Expo. 5. Have staff attend school open houses. 6. Quiltfest: February 18-20. 7. Battle of the Books 8. Provide programs of interest to adults and youth to promote library usage. 9. Design a brochure highlighting the new Overdrive Advantage program, advertise the program once we have a starting collection set up. 10. Update the library welcome brochure and print. 11. Purchase popular and informational materials in different formats to meet the needs and interests of the community. 	<ol style="list-style-type: none"> 1. Explore other venues for displaying library brochure and events. 2. Continue to develop a clientele list for Homebound Delivery Service. 3. Adult and Youth Summer reading programs will be offered, as well as expanded programming for both groups. 4. Have staff attend the Community Expo and supply a gift basket. 5. Young People's staff will visit Comstock schools at least twice a year, once for the summer reading program. 6. Develop and facilitate Quiltfest. 7. Young People's Department will host another Battle of the Books. 8. Check for grants to hire summer teen workers for reading programs. 9. Through professional book reviews and patron requests continue to develop and maintain our materials collection.

<p>Facilities Management: To provide a safe and welcoming environment for all our visitors</p>	<ol style="list-style-type: none"> 1. Continue refining plans for restroom renovation, bring final plans to township board meeting. 2. Maintain open communication with the contractor and the committee on the bathroom remodeling project, through its inception and completion. 3. Develop a Capital Improvements list to guide future projects and plan expenditures, working towards an official strategic plan. 4. Clean carpet in January (both floors) 5. Withdraw materials that are in poor condition, outdated or have poor selection to free up shelf space. 6. Evaluate area usage and possible shelving alternatives. Order additional shelving for the adult department if possible. 7. Explore the costs and procedures to digitize the Local History Collection. 	<ol style="list-style-type: none"> 1. Determine next facilities project. 2. Install new slat walls (ordered in Dec) 3. Capital Improvements list is in December Board Packet. 4. Continue to check with departments on status of weeding and shifting. 5. Meet with department heads regarding possible collection shifting after weeding has been finished. 6. After weeding is finished begin a complete inventory of library materials and update catalog. 7. In January upgrade our TLC server and Envisionware to latest patch. 8. Check at ALA and PLA for digitizing information, feedback from other libraries. Check for grants.
<p>Financial Management: To respect the taxpayers, staff, and patrons by providing sound fiscal management.</p>	<ol style="list-style-type: none"> 1. Reconcile the Director's budget to the official Library Revenue and Expenditure report produced by the Township. 2. Resolve any discrepancies in the Expenditure report. 3. Develop programs that could be grant or sponsorship funded 4. Explore means of reducing expenditures 5. Prepare wages and salaries for incorporation into 2017 budget. 6. Prepare annual budget. 7. Prepare annual report to state. 8. Prepare an annual report brochure highlighting circulation, programs, and projects accomplished. 9. Re-examine budgeted hours for staff for inclusion of adequate vacation and program coverage. 10. Continue to fine-tune budget. 	<ol style="list-style-type: none"> 1. Done monthly 2. Done monthly 3. Director's notes in process 4. Looking at Little Free Libraries, LSTA technology grants, grants for eMagazines. 5. Bulk ordering for discounts, recycling printing paper for temporary work files. 6. Meet with the Board wage and salaries committee in June 2016. 7. Prepare 2017 budget for presentation in September 2016. 8. 2015 report due in January 2016. 9. Continue to refine the Director's working budget to reduce the number of adjustments needed during the year. Involve department heads in tracking on order book expenditures and wage expenditures within their departments.
<p>Professional Development</p>	<ol style="list-style-type: none"> 1. Membership in ALA (American Library Association), MLA (Michigan Library Association), LLAMA (Library Leadership and Management Association, PLA (Public Library Association) and quarterly SMLC (Southwest 	<ol style="list-style-type: none"> 1. Conferences to be attended by various staff: ALA, PLA, MLA, SMLC, TLC. Assignments to be determined. Information obtained to be passed on to staff.

	<p>Michigan Library Consortium) for staff who will be attending meetings.</p> <ol style="list-style-type: none"> Professional staff attend ALA, PLA, MLA conferences, TLC workshops on rotating basis. Attend appropriate webinars. Attend additional workshops as warranted. 	<ol style="list-style-type: none"> Cover the various service areas for lunches and breaks as needed to see what is working or not working and keep procedural knowledge current. Cover various desks in a staffing shortage (sickness, programming) Attend Rural Libraries webinar and Webjunction management webinar as warranted.
<p>Staff Development</p>	<ol style="list-style-type: none"> Encourage professional development of librarians, allowing time off for meetings or conferences, and reimbursing expenditures if approved. Staff meetings Department Head meetings Annual evaluations Provide a means of open communication and have an open door policy. Encourage part-time clerical staff to attend job-related workshops. 	<ol style="list-style-type: none"> Part time librarians may attend individual workshops or MLA on a rotating basis. Met with Department Heads as needed on issues. Department heads have submitted 2016 goals, to be used in with evaluations. Staff has been updated through emails and one-on-one training and discussions Notify clerical staff of job-related workshops they could attend. Have librarians become more familiar with the digitizing process and the needs for updating our local history collection through conference and workshop attendance
<p>Policies and Manuals</p>	<ol style="list-style-type: none"> Distribute new Employee Handbook after the board has approved it. Distribute Bylaws when approved. Work with supervisors to update all departmental processing manuals. Library Policy Manual is in process Develop web-based policy page. 	<ol style="list-style-type: none"> Board has draft copy to review in January. Bylaws are at the attorney. We are waiting for final draft. Reference, Young People's and Circulation manuals have been updated. Material processing is next. Minor revisions to library policies in progress (Holiday rotation, excessive fines) Continue to add policies to webpage and have the headings revised by webmaster.

DIRECTOR'S REPORT NOVEMBER 2016

West Michigan Painting began painting the library on November 15th. The process went smoothly, thanks to all our great staff who got a real workout on this project. First the books against the walls were loaded onto carts; shelves were dusted, then removed and stored in the tutor or Local History Room. Staff were able to empty 6-8 sections at a time. The painters then painted the walls, and when the walls were dry, staff put the shelves back in and reshelved the books from the carts. The entire process was then repeated in the next section. In the back workroom I added painting the cabinets to the project, and now everything is neat and clean. The painters finished on December 1st, and did a great job.

Rachael and I struggled to reconnect the adult computers after they were disconnected and moved for the painters. One of the internet ports was bad. I contacted Rostam (IT) to come in and help and we discussed cleaning up the spaghetti situation of the cords as well. He purchased some shorter cables and zip tied them so there are no longer cords on the floor. He did the same in YP.

Weeding has continued during the month, as well as culling the storage shelves in the back and Local History Room. The lights above the magazine rack have not worked in years. According to Dick (Maintenance) they were not able to be fixed. The painters took the unit down for us and Dick took it away. I will be replacing this and the lights by the newspaper rack with track lighting next month. The graphic novel collection has been moved, along with the typing table, and the magazines have been consolidated to 2 sections. The empty section will be used to house either DVD's or console games.

I met with Insurance Agent Lansky to go over the Blue Cross Plan the township adopted for 2017. The policy has a slightly higher deductible (\$500.00), but the coverage remains the same. The new township clerk is not familiar with the HSA and FSA plan limits, so I called BASIC and asked them to explain the differences and funding limits for each. Enrollment forms have been filled out for all qualifying employees.

Staff had some problems with the entry doors and the security lock down button. The button for lockdown in the Township is under a desk, right at the height of chair arms. When the chair is pushed all the way in, it hits the lock button. The Township will be checking nightly to make sure it hasn't been pushed in, and our staff has been notified to go up to the township and reset the button if it happens after hours.

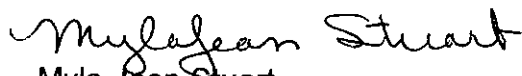
I met with the new Township Clerk, Michelle Mohny, and we are setting up a few protocols to help reduce the time it takes to reconcile reports, and trying to streamline some processes. Michelle is aware of all the problems I run into and is very willing to help resolve them once and for all.

Scott Hess, the Township Superintendent, and I have had several discussions on processes and procedures. He is on top of his game and looked into the latest payroll issues (Anna's again) and helped explain and resolve them. I think he is a great addition to the Township and it will help having a "boss" to go to. He is helping bring Supervisor Thompson up to speed.

Activities for December were finalized by Rachael and Ashlee. Rachael is coordinating staff for the Open House; Ashlee has the children's activities planned. We are looking forward to the event. Oshtemo Library has copied our program and is having the reindeer earlier the same day. Although copying may be the sincerest form of flattery, I wish they had picked a different day.

As we wind down the year, department heads are beginning to work on goals and staff evaluations. These will be completed in December. We continue to promote the library and library activities with flyers at the Gull Run Apartments, Nikos and spots in the Communicator, Sparks, Senior Living, and Good News newsletters.

On display until December 15 are the shawls and lap robes that will be donated to the Heritage Community. As usual, Barb Patrick has knitted most of the items, with some help from me, a donation from Karen Jameson, squares from Rosemary Oliver and Rose Cullen, and some yarn donated by residents. To be fair, Barb and I often buy yarn to make the color scheme work. Barb made 10 shawls and over 40 lap robes! My contribution pales by comparison with 6 lap robes and 3 shawls. In all we will be donating 50 lap robes and 13 shawls this year. Thank you Barb!


Myla-Jean Stuart
Comstock Township Library Director

November	ELECTRONIC STATISTICS									
YEAR	Axis 360 Total	Axis Adult	Axis Youth	Over-drive total	O Adult	O Youth	O Audio	O audio Advantage	ADV. J	
2016	12	11	1	308	151	52	76	29	20	17
2015	31	24	7	313	258	55	92			
2014	14	6	8	262	192	70				
2013	41	20	21	287	243	44				
2012	11	7	4	194	155	39				

NOVEMBER	Adult	In House	Wifi	Computer	Information/	Adult	Program	New Card	Tutor	Circulation
Date	Patrons	Reference	Use	Assistance	E-Ref	Phone Calls	Attendance	Registration	Room	
2016	4118	665	57	94	0	394	7	48	168	8380
2015	4840	683	72	71	0	359	4	43	146	8429
2014	4350	627	68	153	0	383	6	39	66	9143
2013	7883	457	116	72		443	4	49		8926
2012	6014	476	133	67		530	3	47		9335
2011	6921	503	84	67		637	5	46		8246
2010	6267	411	117	66		532	0	64		9071
2009	5925	302	134	2		553	1	59		9546

TOTALS	J Ref	J Internet	J WIFI	J Word P	J Games	Programs	Youth Attendance	Adult Attendance	Facebook Hits	Circ
November										
2016	193	126	13	0	71	21	216	122	993	3381
2015	200	274	45	4	53	18	194	118		2944
2014	175	1036		3	19	18	146	59		3884

Reference Department November 2016

I hope that everyone had a Happy Thanksgiving. This has been a busy month for all of us. In addition to our regular duties, we have had to move books and reshelv them when the painters finished. The patrons have been really good about the materials being in disarray as well as the staff. In addition to this, our popular tutor rooms were out of commission for a couple of days as the painters were working in there.

The Matter of Balance exercise class has consistently had about fourteen participants. All of the attendees are really pleased with this class which meets for two-hours on Tuesday afternoons. This class will be winding up in December. I am very interested in having future senior exercise classes here through the Area Aging Council.

The adult craft for this month was the Jingle Bell Wreath Frame. This craft was successful and had a waiting list. All of the picture frames were spray painted red before the craft so that the patrons could attach adornments. For decorations, we used holly, ribbon, buttons, and jingle bells. The participants were really pleased with the final product and I believe I have some new regulars!

On November 15th, attorney Robert Reilman offered an "Ask-A-Lawyer" clinic to our patrons. Unfortunately, only one patron signed up for this event. Mr. Reilman said he would be willing to offer more legal clinics in the future. This is great news as the day after the event, I had many patrons express an interest in it. ☺

Louise Schiavone, a regular knitting instructor at the Comstock Community Center and patron, taught an open knitting lesson on Friday, November 18th. She volunteered her time and supplies to teach our patrons how to knit. The patrons really enjoyed this class, and I am grateful to Ms. Schiavone for donating her time.

As is standard protocol, all of the librarians have been busy weeding our sections to make room for the new. The end of the year is always crunch time for our book budgets.

On December 10th, we will be having our annual Holiday Open House. It is hard to believe that this is the seventh open house we have had. This year we will be having the Kalamazoo Symphony Orchestra's Jazz Trio, a hot chocolate bar, Mrs. Claus and an elf, crafts, games, and of course, the reindeer.

The upcoming programs in the adult department are as follows: Winter Wonderland Frosted Pine Cones, a Key-to-My-Heart Valentine Pallet, the Kalamazoo Tax Initiative will be here, and a Fun Fur Spring Wreath craft!

Reference Statistics

- Reference Questions: 686
- Internet Usage: 496
- Computer Assistance: 98
- Wi-Fi Usage: 127
- Directions: 2
- Programs: 13
- Program Attendance: 84
- E-Reference: 2
- Tutor Room Usage (per ½ hour): 182

Sincerely,

Rachael A. Wiegmann
Information Services Librarian

Young People's Department

November 2016

November was fairly quiet for us in the Young People's Department, though I am happy to report that after months of falling circulation numbers, our check-outs in November showed a small increase of about 400 more check-outs than last year at this time. Our storytime attendance remained high, LEGO* Club remained popular, and Teen Advisory Board has struggled to find new members to keep it going. We prepared for the Gingerbread House craft, which came a little early this year but we still saw 70 children in attendance. We are getting lots of questions about when our Winter Reading Program begins, and that begins Monday, December 12th. There will be no Battle of the Books this year because after two years of trying to get the schools behind the program with no luck, we decided to try a teen/tween version of a Winter Reading Program that was more compatible with Common Core and the students' Accelerated Reader goals.

We are still working with Net Nanny to try and figure out what happened with all of our licenses when Cyber Patrol merged with Net Nanny. Myla updated me that they had only found five licenses. We cannot update Cyber Patrol until Net Nanny finds all of our information.

We are still working on cataloging our J Non-Fiction books that are part of the Accelerated Reader program. This project is moving much more slowly than I anticipated. We are a little less than halfway done with checking for Accelerated Reader books and cataloging accordingly.

The big project of the month is that the Adult Department asked if there was any way I could make room to move the YA Non-Fiction books out of the Adult Non-Fiction section and move them back downstairs. First we weeded the YA Audiobooks to make more shelf space available. We noticed that the shelves where the graphic novels were located were not really in a good location for graphic novels because the railing was covering part of the collection. I moved the shelving and moved the YA Audiobooks by the rails and they are actually circulating a lot more. This phase of the project freed up three full bookcases.

We then moved the graphic novels to two of those book cases and added superhero graphics to catch patron's attention that the graphic novels had moved to a new location. We had one bookcase left for YA Non-Fiction.

We printed a list of books that had never circulated and were more than two years old, and withdrew all of those books from the collection. The rest of the books were moved downstairs to the remaining bookcase next to the graphic novels. This project took around one month to complete.

Our programs are winding down for the year and we are looking forward to a break for the holidays!

Sincerely,

Ashlee McClaghry, Young People's Librarian

TOTALS	J Ref	J Internet	J WIFI	J Word P	J Games	Programs	Youth Attendance	Adult Attendance	Facebook Hits	Circ
2016	193	126	13	0	71	21	216	122	969	3381
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