

COMSTOCK TOWNSHIP  
LIBRARY

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2021  
ANNUAL  
REPORT



# NOTES FROM THE DIRECTOR

2021 was a year of ups and downs as Comstock Township Library worked to restore full library services. Even with the ongoing challenges of the pandemic, the Library had many accomplishments in 2021. I'm pleased to present this summary of activities, statistics, and figures that show the Library's achievements.

The year began with the library operating in a limited capacity due to the ongoing pandemic. Due to spiking infection rates, the library operated in curbside service and browsing/computer use by appointment only. In mid-February the doors opened to the public once again, albeit with limited hours and somewhat reduced services. In early July, the library returned to regular service hours and kept those hours throughout the remainder of the year.

We had several staff turnovers in 2021 for the positions of Librarian, Youth Page, and the Head of Circulation Services. We also added the new positions of a Digital Marketing Associate and a Substitute Librarian.

Library programming expanded in the warmer months as we were able to offer outdoor storytimes and youth activities. Some programs were held inside during the summer with a limited number of attendees. By later in the year we'd returned to small group indoor programming with masks required.

The library collections were expanded to

include new Discovery and Storytime Kits, which proved very popular! The Kits allow patrons of all ages to have a hands-on experience with a new hobby, craft, or topic of interest. Circulation went up for almost all of our physical collections, with overall circulation increasing by 19% from the previous year.

Two new digital services were added: Niche Academy and Tutor.com. Niche Academy offers quality instructional videos for databases, digital services such as Hoopla and Overdrive, and for even for topics such as creating a resume. Tutor.com is an online tutoring and test preparation service. Students can access a live tutor for assistance on a variety of subjects, as well as practice tests for standardized exams. In addition, there is assistance available for those looking to create a cover letter or resume.

Later in the year we were able to move forward with student library cards, an initiative that had been in the works since late 2019! Every student in Comstock Schools now has a library "Colt" card that uses their student ID number as the barcode. Our goal going forward is to import student data and create cards at the start of each school year.

A number of technology updates took place in 2021. All public and staff computers were upgraded to the newest version of Microsoft Office. We replaced the online public access catalog laptops with new

Chromebooks, offering patrons a much faster experience when searching for library items. Several outdated library laptops, used by staff and patrons, were replaced as well.

A new phone system was installed, which included all new handsets and a voicemail system. The voicemail system is much improved over the answering machine we were using before. Messages can be updated remotely when necessary and now patrons can easily leave messages for individual staff members.

Lastly, we also replaced all of the Radio Frequency Identification (RFID) equipment used for checking library items in and out. This update included new RFID pad readers, security gates, and a very attractive and easy-to-use self-check out machine. Staff have definitely noticed more people using the self-check since we had the new one installed.

Quite unfortunately one of the study room walls gave way from the wall support and fell over! After deliberation it was decided to remove the study rooms completely as the entire structure was deemed unstable. Until a replacement option can be found, the Local History room has served as a study space for those who would like a semi-private place to work.

2021 saw several other building updates take place including an air conditioning unit replacement and an LED lighting update, the latter of which has given the entire space a brighter, more welcoming

appearance. Another big project was having the first-floor ceiling replaced. This was necessary as the grid structure was failing and ceiling tiles were falling loose. The new ceiling gives the space a cleaner look and, most importantly, we don't have to worry about anyone being injured.

The library received two grants in 2021, one for \$500 and one for \$15,000. Both were CARES Act grants through the Library of Michigan and Michigan Humanities, respectively.

Overall it was year of ups and downs as we worked to restore services to pre-pandemic levels. Staff worked hard to continue to serve the public and we look forward to continuing on an upward trajectory towards this in 2022.

Sincerely,

Emily Kubash  
Director  
Comstock Township Library

## LIBRARY BOARD

Karen Jameson, President

Joseph Calvaruso, Vice President

Shari Donovan, Secretary

Andrea Clark, Trustee

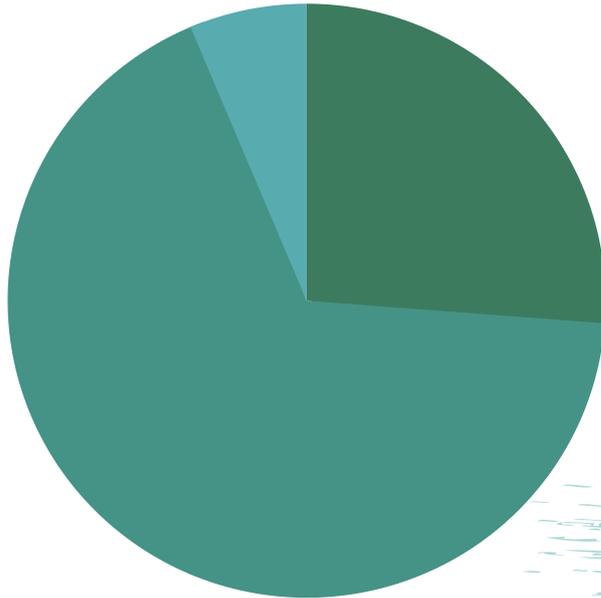
Dorothy Hatfield, Trustee

Felicia Sidney, Trustee

# CTL 2021 CIRCULATION

**Book checkouts: 59,036**

**Young Adult Books  
6.4%**



**Adult Books  
26.2%**

**Youth Books  
67.4%**

## Collection Counts:

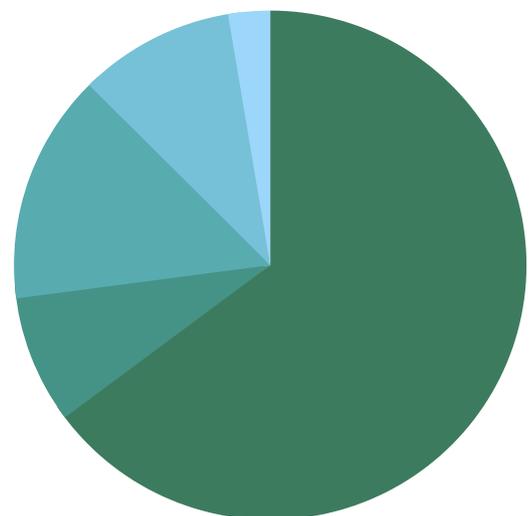
28,774 Adult Books  
22,536 Youth Books  
4,010 Young Adult Books  
5,658 AV & Special Items  
810,784 Digital Items

## AV & Special Collection checkouts: 6,899

**Hotspots & Launchpads  
9.9%**

**Kits  
2.6%**

**Videogames  
14.6%**

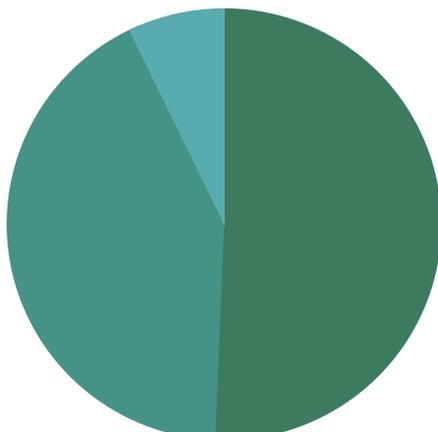


**DVDs  
64.8%**

**Music  
8.1%**

**Digital checkouts: 12,606**

**eMusic & eVideo  
7.2%**



**eBooks  
50.6%**

**eAudiobooks  
42.1%**

**Total checkouts:  
78,541**

# 2021 LIBRARY USAGE

CTL had 33,537 patron visits in 2021

Staff answered 16,961 reference questions

3,472 active library card users

We provided 3,272 patrons with internet access

3,280 Facebook Page Likes



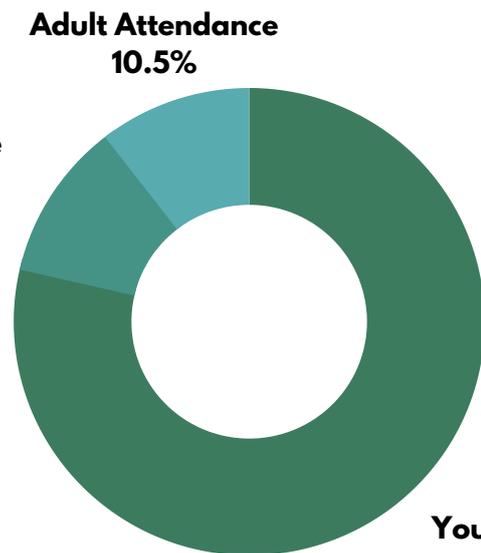
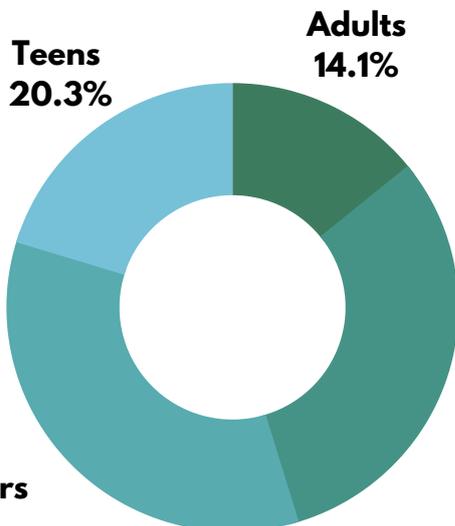
230 Instagram followers

60,969 Website visits



We offered 276 programs in 2021 with 4,011 people attending

## Summer Reading Program



Pre-Readers 31.1%

453 patrons participated in SRP!