

COMSTOCK TOWNSHIP LIBRARY
BOARD MEETING
January 14, 2019
AGENDA

CALL TO ORDER

APPROVAL / AMENDMENT OF THE AGENDA

PUBLIC COMMENT

APPROVAL OF THE LAST MEETING'S MINUTES

TREASURER'S REPORT

BILLS PAID

UNFINISHED BUSINESS

- 1) Fine Forgiveness
- 2) Youth Remodeling update
- 3) Downtown Development Authority update and discussion

COMMITTEE REPORTS: NA

DIRECTOR'S REPORT

NEW BUSINESS

- 1) Vesting information: discussion/adoption

OTHER BUSINESS

ADJOURNMENT

Background Information for the January 14, 2019 Library Board Meeting

UNFINISHED BUSINESS

- 1) Fine Forgiveness: Discussion At the last meeting you were given the proposal by Natalie Isham for a fine forgiveness and fine elimination proposal. The board packets had not arrived in time to give the board a chance to thoroughly read through this plan and discussion was tabled until the January meeting. The proposal could be implemented in stages, or only sections of it implemented. Natalie did a "complete" overview to look at all scenarios. This is a topic which is appearing more and more on the list serve. The idea is that fines provide negative feedback to patrons, serving as a hindrance, especially to lower income families. I have problems with the proposal, but since I am "old school" I thought the board should discuss the merits and problems since this is a policy issue. As I mentioned last month, the idea was suggested at the Department Head meeting as we are searching for ways to grow our library family.
- 2) Youth Remodeling update: I have contacted Library Design and John May for estimates on the renovations in the Youth Department. Once I have heard back from them I will contact the Building Committee.
- 3) Downtown Development Authority update and discussion: At the last Library Board meeting Jodi Stephoria presented information on the tax capture for the Downtown Development Authority. I have included an letter from Jodi. Discussion was delayed until the full board was present. The tax capture would be limited to the Downtown Development area only, and would be roughly \$230.00 a year. At the Township Board meeting public comment was going against starting the DDA, so I am not sure that the Township Board will proceed with the project. I do think that it could increase foot traffic to the library and enhance our corner of the Township if done correctly.

NEW BUSINESS

- 1) Vesting information: discussion/adoption: At a previous meeting I had posed the question of vesting for our pension fund as we have had 2 cases where staff left after a year and the library paid out approximately \$10,000 in pension funds for basically short term employees. I contacted Burnham and Flower and have enclosed a vesting resolution. The library can set whatever term limits for vesting they would like, the standard is 2-5 years. You may change the resolution amount if you wish.

12/31/2018

For 2018 =

GL NUMBER	DESCRIPTION	2018 AMENDED BUDGET	NORMAL (ABNORMAL)	YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018 INCREASE (DECREASE)	AVAILABLE BALANCE	% BUDGET USED
Fund 271 - LIBRARY FUND							
Revenues - GENERAL							
271-000-403.000	CURRENT PROPERTY TAXES - EXTRA OR SPECI	759,849.00	792,577.93	86,571.39	(32,728.93)	104.31	
271-000-412.000	DELINQUENT PERSONAL PROPERTY TAXES	500.00	1,018.00	0.00	(518.00)	203.60	
271-000-432.000	PAYMENT IN LIEU OF TAXES (PILOT)	500.00	589.07	0.00	(89.07)	117.81	
271-000-437.000	INDUSTRIAL FACILITY TAX (IFT)	14,473.00	14,472.87	0.00	0.13	100.00	
271-000-445.000	PENALTIES AND INTEREST ON TAXES	0.00	15.00	0.00	(15.00)	100.00	
271-000-501.000	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	
271-000-566.000	STATE GRANTS - STATE AID	40,500.00	52,877.01	0.00	(12,377.01)	130.56	
271-000-566.100	STATE GRANTS - RENAISSANCE REIMBURSEMEN	0.00	0.00	0.00	0.00	0.00	
271-000-628.000	PHOTOCOPIES	2,000.00	2,060.67	87.41	87.41	103.03	
271-000-642.000	BOOK SALES	1,000.00	1,662.84	77.30	(662.84)	166.28	
271-000-643.000	UNCLASSIFIED SALES	100.00	1,205.19	250.00	(1,105.19)	1,205.19	
271-000-651.000	NON-RESIDENT FEES	100.00	385.00	0.00	(285.00)	385.00	
271-000-653.000	RENTALS	0.00	0.00	0.00	0.00	0.00	
271-000-655.000	BOOK FINES	27,000.00	25,127.84	326.24	326.24	93.07	
271-000-655.100	PENAL FINES	0.00	0.00	0.00	0.00	0.00	
271-000-665.000	INTEREST INCOME	1,000.00	4,732.04	6.85	(3,732.04)	473.20	
271-000-674.000	PRIVATE CONTRIBUTIONS AND DONATIONS	0.00	1,116.00	0.00	(1,116.00)	100.00	
271-000-699.000	INTERFUND TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	
Total Dept 000 - GENERAL		847,022.00	897,839.46	87,319.19	(50,817.46)	106.00	
TOTAL REVENUES							
847,022.00		897,839.46		87,319.19	(50,817.46)	106.00	
Expenditures							
Dept 790 - LIBRARY ADMIN							
271-790-702.000	ADMIN SALARIES	159,522.00	156,303.78	4,732.46	3,218.22	97.98	
271-790-702.100	CLERICAL WAGES	37,800.00	17,285.72	6,544.27	20,514.28	45.73	
271-790-709.000	PAYROLL TAXES	15,685.00	13,168.10	851.49	2,516.90	83.95	
271-790-716.000	PENSION	13,114.00	8,816.26	615.22	4,297.74	67.23	
271-790-725.000	BENEFITS - LIBRARY ADMIN	41,640.00	32,784.86	1,717.62	8,855.14	78.73	
271-790-752.000	SUPPLIES	24,000.00	15,393.36	559.75	8,606.64	64.14	
271-790-801.000	CONTRACTED SERVICES	8,000.00	4,448.96	0.00	3,551.04	55.61	
271-790-810.000	LEASED EQUIPMENT	3,000.00	976.39	0.00	2,023.61	32.55	
271-790-850.000	COMMUNICATIONS	7,000.00	4,679.15	199.00	2,320.85	66.85	
271-790-851.000	POSTAGE	1,000.00	136.00	0.00	864.00	13.60	
271-790-911.000	EDUCATION & TRAINING	400.00	570.48	0.00	(170.48)	142.62	
271-790-915.000	MEMBERSHIPS	2,800.00	2,233.99	0.00	566.01	79.79	
271-790-925.000	UTILITIES	0.00	315.00	0.00	(315.00)	100.00	
271-790-930.000	LAND AND BUILDING REPAIRS	25,000.00	18,420.73	1,901.80	6,579.27	73.68	
271-790-931.000	EQUIPMENT REPAIRS AND MAINTENANCE	14,000.00	14,806.53	445.00	(806.53)	105.76	
271-790-937.000	INSURANCE	9,856.02	9,632.28	7,167.83	223.74	97.73	
271-790-941.000	CONTINGENCY	14,000.00	12,724.86	527.72	1,275.14	90.89	
271-790-948.000	COMPUTER & SOFTWARE SERVICES	3,000.00	0.00	0.00	3,000.00	0.00	
271-790-955.000	MISCELLANEOUS	28,000.00	24,946.36	1,005.73	3,053.64	89.09	
271-790-970.000	CAPITAL OUTLAY	120.00	133.40	(5.10)	(13.40)	111.17	
271-790-970.000	CAPITAL OUTLAY	23,832.98	23,643.48	0.00	189.50	99.20	
Total Dept 790 - LIBRARY ADMIN		431,770.00	361,419.69	26,398.79	70,350.31	83.71	
Dept 791 - LIBRARY BOARD							
271-791-804.000	LEGAL FEES	2,000.00	1,022.24	108.39	977.76	51.11	
271-791-807.000	ACCOUNTING & AUDITING	2,000.00	44.75	0.00	1,955.25	2.24	
271-791-861.000	MILEAGE REIMBURSEMENT	405.00	275.53	0.00	129.47	68.03	

GL NUMBER DESCRIPTION 2018 AMENDED BUDGET NORMAL (ABNORMAL) YTD BALANCE 12/31/2018 ACTIVITY FOR MONTH 12/31/2018 NORMAL (ABNORMAL) AVAILABLE BALANCE % BDTG USED

GL NUMBER	DESCRIPTION	2018 AMENDED BUDGET	NORMAL (ABNORMAL)	YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	NORMAL (ABNORMAL)	AVAILABLE BALANCE	% BDTG USED
Fund 271 - LIBRARY FUND								
Expenditures								
271-791-900.000	PRINTING & PUBLISHING	2,000.00		526.13	19.56		1,473.87	26.31
271-791-911.000	EDUCATION & TRAINING	7,095.00		5,209.49	0.00		1,885.51	73.42
271-791-915.000	MEMBERSHIPS	1,000.00		0.00	0.00		1,000.00	0.00
271-791-955.000	MISCELLANEOUS	100.00		0.00	0.00		100.00	0.00
Total Dept 791 - LIBRARY BOARD		14,600.00		7,078.14	127.95		7,521.86	48.48

GL NUMBER	DESCRIPTION	2018 AMENDED BUDGET	NORMAL (ABNORMAL)	YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	NORMAL (ABNORMAL)	AVAILABLE BALANCE	% BDTG USED
Dept 792 - LIBRARY - ADULT SERVICES								
271-792-702.000	SALARIES	140,859.00		131,005.49	7,042.00		9,853.51	93.00
271-792-702.100	PART-TIME WAGES	12,000.00		13,743.31	4,738.94		(1,743.31)	114.53
271-792-709.000	PAYROLL TAXES	12,842.00		15,451.23	969.64		(2,609.23)	120.32
271-792-716.000	PENSION	11,285.00		11,448.97	881.68		(163.97)	101.45
271-792-725.000	BENEFITS - LIBRARY ADULT SERVICES	24,866.00		25,179.00	1,508.44		(313.00)	101.26
271-792-752.000	SUPPLIES/PROGRAMS	2,200.00		2,912.63	806.65		(712.63)	132.39
271-792-790.000	BOOKS	57,543.64		44,930.87	3,545.93		12,612.77	78.08
271-792-790.100	PERIODICALS	7,028.36		4,449.74	0.00		2,578.62	63.31
271-792-790.200	AUDIOVISUAL	1,928.00		554.92	268.27		1,373.08	28.78
271-792-801.000	CONTRACTED SERVICES	12,003.00		2,516.79	0.00		9,486.21	20.97
271-792-861.000	MILEAGE REIMBURSEMENT	300.00		36.49	0.00		263.51	12.16
271-792-911.000	EDUCATION & TRAINING	6,000.00		2,765.64	626.25		3,234.36	46.09
271-792-915.000	MEMBERSHIPS	0.00		496.60	0.00		(496.60)	100.00
271-792-955.000	MISCELLANEOUS	0.00		0.00	0.00		0.00	0.00
Total Dept 792 - LIBRARY - ADULT SERVICES		288,855.00		255,491.68	20,387.80		33,363.32	88.45

GL NUMBER	DESCRIPTION	2018 AMENDED BUDGET	NORMAL (ABNORMAL)	YTD BALANCE 12/31/2018	ACTIVITY FOR MONTH 12/31/2018	NORMAL (ABNORMAL)	AVAILABLE BALANCE	% BDTG USED
Dept 793 - LIBRARY - YOUTH SERVICES								
271-793-702.000	SALARIES	39,675.00		35,537.13	3,000.00		4,137.87	89.57
271-793-702.100	PART-TIME WAGES	24,700.00		12,675.99	4,009.71		12,024.01	51.32
271-793-709.000	PAYROLL TAXES	5,128.00		3,688.36	536.24		1,439.64	71.93
271-793-716.000	PENSION	5,197.00		3,768.61	0.00		1,428.39	72.52
271-793-725.000	BENEFITS - LIBRARY YOUTH SERVICES	20,813.00		15,308.81	0.00		5,504.19	73.55
271-793-752.000	SUPPLIES/PROGRAMS	4,815.77		3,605.54	407.16		1,210.23	74.87
271-793-790.000	BOOKS	27,939.00		20,431.22	2,567.22		7,507.78	73.13
271-793-790.100	PERIODICALS	0.00		0.00	0.00		0.00	0.00
271-793-790.200	AUDIOVISUAL	2,561.00		0.00	0.00		2,561.00	0.00
271-793-801.000	CONTRACTED SERVICES	8,284.23		8,284.23	0.00		0.00	100.00
271-793-861.000	MILEAGE REIMBURSEMENT	200.00		203.43	0.00		(3.43)	101.72
271-793-911.000	EDUCATION & TRAINING	2,500.00		90.13	35.13		2,409.87	3.61
271-793-915.000	MEMBERSHIPS	0.00		0.00	0.00		0.00	0.00
271-793-955.000	MISCELLANEOUS	0.00		(39.00)	(39.00)		39.00	100.00
Total Dept 793 - LIBRARY - YOUTH SERVICES		141,813.00		103,554.45	10,516.46		38,258.55	73.02

TOTAL EXPENDITURES		877,038.00		727,543.96	57,431.00		149,494.04	82.95
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Fund 271 - LIBRARY FUND:		847,022.00		897,839.46	87,319.19		(50,817.46)	106.00
TOTAL REVENUES		877,038.00		727,543.96	57,431.00		149,494.04	82.95
TOTAL EXPENDITURES		(30,016.00)		170,295.50	29,888.19		(200,311.50)	567.35

BOARD BILLS DECEMBER 2018

LIBRARY ADMINISTRATION

BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTAL
790-752	Label Savers	Demco	\$111.51	
790-752	Water for Patrons & Staff	Gordon water	\$32.70	
790-752	Blank Business Cards for ILL's	Integrity	\$21.94	
790-752	Name Badges & Overhead Sign	Demco	\$232.43	
790-752	Index Cards	Integrity	\$7.15	
790-752	Paper Products	B.o.A. (MJS)	\$120.64	
790-850	Phone Service	Spectrum Business	\$199.96	
790-850	Telecom	CTS	\$199.00	
790-851	P.O. Box	Post Office	\$136.00	
790-925	Water Bills	City of Kalamazoo	\$124.28	
790-930	Car Park Light Repair	County Lane Electric	\$445.00	
790-931	Column Light Fixtures Repair	Webster Electric, Inc.	\$206.56	
790-931	Column Light Fixtures Repair	Webster Electric, Inc.	\$483.77	
790-931	New Computer Setup	R.A.D. Computing Solutions	\$3,200.00	
790-931	Computer Patch Management	R.A.D. Computing Solutions	\$700.00	
790-931	Computer Patch Management	R.A.D. Computing Solutions	\$700.00	
790-931	Computer Fixes	R.A.D. Computing Solutions	\$662.50	
790-931	New Employee Setup	R.A.D. Computing Solutions	\$485.00	
790-948	Sign up Fee Feb 19 - Feb 20	Demco	\$845.75	
790-948	Mobile Beacon	B.o.A. (MJS)	\$79.99	
790-948	Mobile Beacon	B.o.A. (MJS)	\$79.99	
791-804	Collections Agency	Unique Management Services	\$71.60	
				\$9,145.77

LIBRARY BOARD

BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTAL
791-804	Overdue Fees	B.o.A. (NI)	\$36.79	
791-900	Facebook Boost for Open House	B.o.A. (MJS)	\$19.56	
				\$56.35

ADULT SERVICES

BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTAL
792-752	Notary (Lauren Armsman)	West Bend	\$55.00	
792-752	Ingredients Chocolate Cake	Myla Stuart	\$77.62	
792-752	Mrs. Claus, Cocoa & Toppings	Myla Stuart	\$129.45	
792-752	Pizza (Library Open House)	B.o.A. (MJS)	\$103.81	
792-752	Toppings (Library Open House)	B.o.A. (MJS)	\$105.79	
792-752	Decorating Kit and candy	B.o.A. (MJS)	\$63.14	
792-752	Coffee Maker	B.o.A. (RW)	\$68.61	
792-752	Cocoa Mix & Cool Whip	B.o.A. (RW)	\$75.73	
792-752	Frosting & Wafers	B.o.A. (RW)	\$35.16	
792-752	Candy Canes	B.o.A. (RW)	\$14.67	
792-752	Canvas Panels, Cardstock, Paper	B.o.A. (RW)	\$43.47	
792-752	500 mini scrapbooking brads	B.o.A. (RW)	\$10.99	
792-752	Birch Sticks	B.o.A. (RW)	\$11.95	
792-790	Sea Glass & Nylon Thread	B.o.A. (RW)	\$16.26	
792-790	Adult Dept. Books	Baker & Taylor	\$2,467.67	
792-790	Hoopla	Hoopla	\$4,000.00	
792-790	Large Print Books	Center Point Large Print	\$267.84	
792-790	Continuation A/C Books	Baker & Taylor	\$547.48	
792-790	DVD's The Handmaidens Tale	B.o.A. (RW)	\$19.99	
792-790.200	AV	Baker & Taylor	\$268.27	
792-791	Conference	B.o.A. (NI)	\$626.25	
				\$9,009.15

YOUTH SERVICES

BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTAL
793-752	Teen Volunteer Meeting	Liz Raspberry	\$21.27	
793-752	Gingerbread Houses	B.o.A. (MJS)	\$203.05	
793-752	iTunes (Shark Song)	B.o.A. (MJS)	\$1.29	
793-752	Battery	B.o.A. (RW)	\$8.21	
793-752	Pretzel & Cookies	B.o.A. (RW)	\$161.71	
793-752	Celestial	B.o.A. (RW)	\$11.63	
793-790	YP Books	Gareth Stevens	\$43.90	
793-790	YP Dept. Books	Baker & Taylor	\$1,850.05	
				\$2,301.11

DECEMBER LIBRARY EXPENDITURE =

\$20,512.38

*Randy L. Thompson, Supervisor
Michelle Mohney, Clerk
Bret Padgett, Treasurer*



*Jerry T. Amos, Trustee
Chris Daniels, Trustee
Terrance G. McIver, Trustee
Robert E. Pratt, Trustee*

MEMO

TO: Myla Stewart, Comstock Township Library Director and Library Board Members
FROM: Jodi Stefforia, Planning & Zoning Administrator
DATE: January 8, 2019
RE: Comstock DDA tax capture

At your December 10 meeting, I offered to put together different scenarios for your consideration as to the extent the Comstock Library could participate in the Downtown Development Authority (DDA) tax capture.

Tax capture may occur only after a Development Plan and Tax Increment Financing (TIF) Plan are prepared by the DDA Board and adopted by the Township Board. The former lays out what expenditures will be made in the district (like streetlights, planters, etc.) and the latter identifies the projected tax capture over the life of the plan which is typically 20-30 years. The Library Board has to *opt-in* to allow its tax levy to be captured.

I expect the soon-to-be-appointed DDA Board to begin working on the development and TIF plans beginning in March. At this time, I would like to wait until the Development Plan and Tax Increment Financing Plan are drafted before I put together the scenarios for the Library Board's consideration. That way, the Library Board is aware of what is planned and how resources will be utilized if they choose to opt-in and allow the tax levy collected in the downtown area to be captured.

I will reach out to request an opportunity to speak with you and present more information later this winter or early spring.

*Office: 6138 King Highway, Kalamazoo, Michigan 49048
Mailing: P. O. Box 449, Comstock, Michigan 49041-0449
Phone (269) 381-2360 ♦ FAX (269) 381-4328*

MEETING OF THE BOARD OF TRUSTEES OF

COMSTOCK TOWNSHIP LIBRARY
GROUP PENSION PLAN

A meeting of the Board of Trustees of COMSTOCK TOWNSHIP LIBRARY, organized and existing under and by virtue of the laws of the State of MICHIGAN was held.

Those present at the meeting were the following Trustees of the Organization:

The order of business in consideration by the Board is an amendment to the organization's existing 401 (a) Plan. After an explanation of the terms of the proposed change, a motion was made, seconded and it was unanimously:

RESOLVED, that the organization amend the 401 (a) Plan, as follows:

Add a two (2) year vesting schedule for the Library Employees in the Comstock Charter Township Group Pension Plan.

FURTHER RESOLVED, that the amendment above be effective _____.

A motion was duly made, seconded and unanimously adopted.

Library Director/Board Trustee

Director's Report
December 2018

This month we seem to be plagued with repairs. The several security cameras died, but they were replaced at no charge. The week after they were repaired another camera went out. The camera has to be ordered. We were having problems with the uplights on several columns going out one day and coming back on several days later. Webster Electric came out and changed out all the burnt out canister lights and replaced a loose light switch. The next day the lights were out again. Webster came out again and changed another light switch and the lights have been working so far. Consumer Energy came out as a part of the Green Energy program and replaced the Township and our thermostats. Several days later the township had a gas leak so the gas was turned off until 3pm. It did get a bit chilly in here. We had to call Webster out to look at the new thermostats as the temperature over the weekend dropped to 58 inside. The thermostats had an activation sensor that turned the heat down if there was no movement for 4 hours. This was a "hidden feature" that he disabled. They appear to be working well now.

The Open House was a huge success this year. Well over 360 people attended the event, which included live reindeer, Kalamazoo Symphony string quartet, hot cocoa, cookies, Mrs. Claus, children's crafts and cookie decorating. For door prizes we had a Holiday tote and I made 2 Ghirardelli chocolate houses. We started the buck-a-bag book sale the same day. Unfortunately the new 120 cup coffee maker we purchased last year to warm the cocoa died 10 minutes after plugging it in and burnt the cocoa. I had to mix up and heat the cocoa in 6 cup batches in the microwave and then take it to the serving table. I barely kept up and put in over 10,000 steps in 2 hours! The hot chocolate bar was popular again. Left over cookies were put out for the public the next week.

The state report for 2017 has been finalized and submitted. The electronic form had a few bugs in it requiring a few calls to the state librarian to override the error messages.

Department Head evaluations have been completed and the Department Heads are now reviewing their staff. We have such a great staff that these are a pleasure rather than a chore. We are now focusing on staff goals during the evaluations.

I attended the last Township Board Meeting of the month. Over 130 residents attended that meeting to comment on the Downtown Development Authority for Comstock, controlling the noxious fumes of marijuana plant growing, and migrant housing for Wenke Greenhouses. All attendees were given three minutes to speak. The meeting lasted until 10:00 pm. Treasurer Padgett thanked the library for hosting the Holiday Open House, which is a highlight for his family.

Planning for 2019 programs is already underway. Liz has started working on the Summer Reading Program, Rachael on her monthly crafts, and I am working on the Library Hop, Quilt show, Buck-a-Bag Booksale and Spring yard sales. Preparation for 2019 schedules and reports is also underway.

We are looking forward to a year with full staffing! 2018 has been a challenge for all departments and I'm glad we are now back to "normal". Hopefully everyone will stay healthy (and stay put!). 2019's big challenge will be community contact and outreach, trying to rebuild our membership and circulation statistics. Hoopla has taken off well and we look forward to seeing it's usage grow. I wish to commend the entire staff for the great work they did this year. We completed inventory and weeding, no small task. They were very flexible in filling in hours for staff vacations, holidays and vacant positions, no easy task with such few employees. All of the staff go above and beyond to help keep the library functioning smoothly, and it is appreciated.

Respectfull submitted;

Myla-Jean Stuart
Director

Director's Goals January 2019

- Department Head meeting: Programming, outreach, budget
- Staff Meeting:
- Work schedules
- Cover public service desks as needed
- Contact Library Design and May Construction for Youth Improvements
- Call for Board Committee meeting after hearing from Library Design, May Construction
- Attend Township Board Meetings
- Reconcile expenditures with the BSA software
- With Rachael plan for the shelving swap
- Library walkthrough for problem areas and upkeep
- Purge unneeded files, update records

Director's Goals December 2018

- ✓ Finish State Report and submit
- ✓ Final Budget Adjustments 2018
- ✓ Department Head Evaluations
- ✓ Staff meeting
- ✓ Department Head Meeting: Future programming and outreach
- ✓ Staff Luncheon
- ✓ Holiday Open House
- ✓ Work schedules
- ✓ Capital Improvement Plan updates- discuss with Youth Librarian
- ✓ Library Board Meeting: prepare board packet, update web, attend meeting
- ✓ Attend Township Board Meeting
- ✓ Review new web layout for missing items
- ✓ Familiarize myself with the BS&A software
- ✓ Take lap robes to Heritage Community with Barb
- ✓ Keep on top of IT resolutions
- ✓ Prepare 2019 Library and Director Goals

December Adult		Adult Reference	In House Use	Wifi Internet	Computer	Info/Phone Calls	Adult Programs	Program Attendance	New Card Registrat.	Tutor Room	Notary	Circulation
2018	4566	499	52	212	530	313	5	447	38	82	1	5587
2017	4566	499	52	212	530	313	5	447	38	82	1	6310
2016	3872	584	76	173	509	92	399	4	178	24	166	6622
2015	4782	589	33	115	640	76	388	10	323	32	110	8152
2014	5761	738	43	49	699	166	485	6	336	44	63	10057
2013	5560	494	37		648	85	442	2	278			7012
2012	5384	406	95		730	51	524	4	545	54		8385
2011	6921	503	84		1082	28	637	4	537	60		9865
2010	6267	411	117		826	66	532	2	314	56		8303
2009	6628	275	132		785	20	623	3	206	64		8951

ELECTRONIC STATISTICS														
YEAR	Override total	O Adult	O Youth	O Audio	O Advantage	Hoopla all	Hoopla Ebk	Hoopla audio	Hoopla movie/tv	Hoopla Music	Hoopla comics	Facebk website	Launch pad	Hotspots
2018	475	407	23	174	29	192	57	75	26	28	6	5650	1486	41
2017	454	382	72	132	49									
2016	436	300	68	125	42									

December youth

TOTALS	J Ref	J Internet	J WIFI	J Word P	J Games	Programs	Youth Attendance	Adult Attendance	teen	Circ
2018	238	110	17	2	55	24	337	214	65	1833
2017	259	131	12	4	65	17	238	139		2584
2016	188	252	41	2	46	6	220	238		2971
2015	259	1014		7	34	6	368	236		3945
2014	252	749	5	50	17	242	152	0		3293
2013	243	558	11	81	25	758	254	38		3822
2012	339	655	4	86	36	868	336			4532
2011	213	791	6	52	28	414	201	23		2815

Reference Department December 2018

December is here, and although our reference questions have declined for the month, we have remained consistent in our numbers in other arenas. I am hopeful that 2019 will bring better statistics. *fingers crossed*

Happy Our Art was here in December and offered two different painting options for the attendees. This program was well-attended as it was last year. I will definitely have this program booked next year.

The Holiday Open House was a HUGE success! I believe this was our ninth open house! From what I heard, it was well attended and enjoyed by the patrons. It is always nice to bring in new patrons to our library. Unfortunately, my daughter's ballet recital was scheduled from 1-3:30 this day, so, I could not witness it. On the bright side, though, my colleagues are rock stars and its success would not have been possible without them!

Currently, I am exploring different programming options. I have been in touch with both Food Dance and The People's Food Co-Op to see if they would be interested in doing a cooking program at the library. I know that they do offer cooking classes at their locations, but we do not have oven access here. PFC is exploring options that could accommodate a program here—how exciting!

The upcoming programs in the adult department are as follows: Valentine Flower Heart craft, a Sea Glass Wind Chime craft, and a Tea Cup Bird Feeder.

Reference Statistics

- Reference Questions: 500
- Internet Usage: 530
- Computer Assistance: 42
- Tutor Room Usage (per 1/2 hour): 82
- Notarial Acts: 2
- Directions: 4
- Programs: 5
- Program Attendance: 447
- Online Holds: 16
- Wi-Fi Usage: 232
- E-Reference: 5

Respectfully Submitted,

Rachael A. Wiegmann
Information Services Librarian

Young People Department

Monthly Report

December 2018

Programs

Storytime sessions ended in early December and then all youth staff were busy with the Holiday Open House, Gingerbread Houses and cleaning/organizing the department during the break. Natalie and I also visited Comstock High School on December 4 for a library card drive during the parent teacher conferences. We had great success! We issued 20-some library cards to families and teachers. People were excited to hear about the new offerings we had like hoopla. Still, some families were turned off immediately when we said library card as they thought their kids/teens would rack up fines. It was a good idea to have Natalie go with me as she was able to set people up with the best card they qualified for and she even forgave some fines. The good will we put into this event definitely paid off. We saw many happy faces when they realized what we could do for them. I would love to do more of this come parent teacher conferences at the elementary and middle schools.

I also visited the high school again a week later to promote new teen events here at the library. I sat at a table during lunch periods and had a survey made up for the teens to quickly fill out. I brought some little prizes and took the teen's recommendations to heart. From the feedback so far, teens want Anime, Fortnite Gaming, Craft programs, food programs and Nintendo Switch gaming in the library. I also donated a number of nonfiction books that the library was getting rid of to the high school media specialist, Brenna LaForge. She has been absolutely thrilled to receive these books and I've been so happy that she's worked with me in getting to visit the high school.

With the new information I had from the teen surveys, I quickly put together T(w)een Tuesdays. Every Tuesday at 4:00PM there will now be a program for teens/tweens to attend. For now all the programs are drop in as attendance is small. I hope to visit STEM Academy and the middle school to recruit new tweens too.

We brought in a large number of children and families for the Holiday Open House. There was a period during the two hour event where we were at maximum capacity downstairs. Any more people and you couldn't of moved around! Feedback from patrons included: enjoyed the craft room, kids liked getting a small toy from Mrs. Claus, they asked for a Mrs. Claus storytime, some parents didn't want an over abundance of sweets for their kids. All good things to take into consideration for next year.

Both Gingerbread house events were filled and we had a large number of people still wanting to get in. Patrons absolutely love this event and I heard from some families that they've been coming for years. Traci and I are thinking of new ways to cut back on the staff time it takes to prep for this event. Traci made over 130 gingerbread houses for patrons and it takes up a huge number of staff hours. Next year we may ask for adult volunteers to help us assemble houses as it doesn't take a ton of skill, but is just very tedious and time consuming.

Collections

I've spoken with Myla about discontinuing our children's reference area as it receives virtually no use and all major encyclopedias are accessible free online now. These materials will be donated to the

high school. I've been thinking a lot about how to increase circulation of materials downstairs and I hope that bringing the youth graphic novels towards the front of the desk will help circulation. Bringing manga series back downstairs should also help. I've ordered a lot of new nonfiction for children, as new books come in I've been weeding out the oldest in the subject area. It sounds like lots of weeding took place before my time but I'm still finding a few too many old publication dates that are no use to children these days. I hope fresh new nonfiction will increase this collection's public use.

Other

December reviews have been completed for all youth staff. I've known the staff for a short time, but I'm very impressed by their work ethic, flexibility and friendliness. I especially need to thank Traci for all the hours and literally days of prep she put into our Gingerbread House event. She mentioned it was the "craziest" of these type of holiday events so far. I want to thank Wendy for doing a truly wonderful job at getting our storage areas organized. We've been able to find long lost items and see what materials we have for programing since many of us are new. Sue continues to keep our downstairs kitchen clean and tidy, as well as being up for any last minute projects I have for her. Connor and Faythe always complete their nighttime projects on time and efficiently, and Jordan stepped up to help at the holiday open house on short notice. This is an extremely hard working group of employees. Way to go youth staff!!!

Submitted by Liz Rasberry 12/31/18

Youth Monthly Statistics

TOTALS	J Ref	J Internet	J WI FI	J Word P	J Games	Programs	Teen Attendance	Youth Attendance	Adult Attendance
2018	238	110	17	2	55	24	65	337	214
2017	259	131	12	4	65	17		238	139
2016	188	252	41	2	46	6		220	238
2015	259	1014		7	34	6		368	236
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