

COMSTOCK TOWNSHIP LIBRARY
BOARD MEETING
JULY 12, 2017
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) ALA bills
- 2) Mulder's bill

COMMITTEE REPORTS

DIRECTOR'S REPORT

NEW BUSINESS

- 1) ALA reports

OTHER BUSINESS

ADJOURNMENT

Background Notes for the July 12, 2017 Comstock Township Library Board Meeting

Unfinished Business

- 1) ALA Bills: Reminder to turn in receipts.
- 2) Mulder's bill: Mulder's bill for moving furniture came in at \$6,040.00. This is \$2,720 dollars over the original estimate and in line with the second revised estimate. I have a call into Mulder's to discuss this, as the staff moved a lot of furniture to keep the bill low. I am awaiting a return call. The hours reflected in the bill were worked, however.
- 3) Minutes: I checked on websites for other libraries in our area. All libraries have a time delay in posting minutes.
- 4) I hope to have budget information soon and will set the wage meeting as soon as possible.

New Business:

Comstock Township Library

Income

Income and Expenses May 22, 2017-June 27, 2017

Acct. Name	Acct. #	Amount
Unclassified Services	62600	\$ 12.00
Non-Resident Fee	60700	\$ 105.00
Book Fines	65600	\$ 957.61
Photocopies	62700	\$ 222.65
Delinquent Taxes	271-41220	\$ 27,994.96
State Aid	271-56600	
Renaissance	271-40210	
Allecated Operating	271-40200	
Book Sales	64700	\$ 143.90
	Total	

Expenses

Acct. Name	Acct. #	
Adult Books	793-731	\$ 26.95
Children's Books	793-733	\$ 34.92
Conference Memb. Dir	790-961	
A.V. Adults	793-735	\$ 66.99
Workshops	792-961	
A.V. Children	793-736	\$ 47.96
Children's Programs	794-727	
Periodicals	793-734	
Telephone	796-850	
Adult Programs	792-727	\$ 65.00
Supplies	795-726	
Periodicals	793-734	
	Total	\$ 29,677.94

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 271 LIBRARY FUND					
Dept 790 LIBRARY ADMINISTRATION					
271-790-72000	DISABILITY INSURAN	MUTUAL OF OMAHA	STUART:06/01/2017-06/30/2017	75.07	151467
271-790-72000	DISABILITY INSURAN	MUTUAL OF OMAHA	STUART:07/01/2017-07/31/2017	75.07	151632
271-790-96100	CONFERENCE/MEMBERSHIPS	BUSINESS CARD	CARD FOR MYLA STUART05/12/2017-06/11/	214.73	151607
Total For Dept 790 LIBRARY ADMINISTRATION				364.87	
Dept 792 LIBRARY ADULT SERVICES					
271-792-72000	DISABILITY INSURAN	MUTUAL OF OMAHA	IVES:06/01/2017-06/30/2017	73.38	151467
271-792-72000	DISABILITY INSURAN	MUTUAL OF OMAHA	WIEGMANN:06/01/2017-06/30/2017	64.14	151467
271-792-72000	DISABILITY INSURAN	MUTUAL OF OMAHA	IVES:07/01/2017-07/31/2017	73.38	151632
271-792-72000	DISABILITY INSURAN	MUTUAL OF OMAHA	WIEGMANN: 07/01/2017-07/31/2017	64.14	151632
271-792-72700	PROGRAMS	BUSINESS CARD	CARD FOR RACHAEL WIEGMANN: 05/12/2017	33.06	151608
271-792-72700	PROGRAMS	MARGE PERRIN	ADULT CRAFT DEMONSTRATION	150.00	151627
271-792-86200	MILEAGE	MARIAN VELD	ALA CONFERENCE MILEAGE	100.00	151628
271-792-96100	CONFERENCE/MEMBERSHIP	BUSINESS CARD	CARD FOR MYLA STUART05/12/2017-06/11/	199.00	151607
Total For Dept 792 LIBRARY ADULT SERVICES				757.10	
Dept 793 LIBRARY BOOKS					
271-793-73100	ADULT'S BOOKS	BAKER & TAYLOR-C0209413	BOOKS	153.07	151513
271-793-73100	ADULT'S BOOKS	BAKER & TAYLOR-L0338032	BOOKS	2,222.05	151514
271-793-73100	ADULT'S BOOKS	CENTER POINT LARGE PRINT	BOOKS	260.64	151517
271-793-73100	ADULT'S BOOKS	INSPIRATIONAL DIST.LLC	BOOKS	214.32	151538
271-793-73100	ADULT'S BOOKS	INSPIRATIONAL DIST.LLC	BOOKS	573.95	151538
271-793-73100	ADULT'S BOOKS	MIDWEST TAPE	BOOKS	89.98	151550
271-793-73100	ADULT'S BOOKS	MIDWEST TAPE	BOOKS	84.98	151550
271-793-73100	ADULT'S BOOKS	MIDWEST TAPE	BOOKS	94.97	151550
271-793-73100	ADULT'S BOOKS	OMNIGRAPHICS, INC	HRS STROKE 4TH	81.85	151551
271-793-73100	ADULT'S BOOKS	MIDWEST TAPE	BOOKS	214.94	151630
271-793-73100	ADULT'S BOOKS	MIDWEST TAPE	BOOKS	39.99	151630
271-793-73300	CHILDREN'S BOOKS	BAKER & TAYLOR-L0338032	BOOKS	1,117.94	151514
271-793-73300	CHILDREN'S BOOKS	BUSINESS CARD	BUSINESS CARD FOR KRISTIN HAMMOND: 05	13.88	151606
271-793-73500	AUDIOVISUAL MATERIALS	BAKER & TAYLOR-75027224	BOOKS	528.10	151512
271-793-73600	AV FOR CHILDREN	INGRAM LIBRARY SERVICES	CHILDREN'S AV	19.01	151537
271-793-73600	AV FOR CHILDREN	INGRAM LIBRARY SERVICES	BOOKS	712.35	151619
Total For Dept 793 LIBRARY BOOKS				6,422.02	
Dept 794 LIBRARY YOUTH SERVICES					
271-794-72600	PRINTING & SUPPLIES	BUSINESS CARD	BUSINESS CARD FOR KRISTIN HAMMOND: 05	90.10	151606
271-794-72700	PROGRAMS	BUSINESS CARD	BUSINESS CARD FOR KRISTIN HAMMOND: 05	947.92	151606
271-794-96100	CONFERENCE/MEMBERSHIP	BUSINESS CARD	BUSINESS CARD FOR KRISTIN HAMMOND: 05	25.00	151606
Total For Dept 794 LIBRARY YOUTH SERVICES				1,063.02	
Dept 795 LIBRARY CLERICAL					
271-795-71600	HOSPITALIZATION	BENISTAR/UA-6803	GILLIS: MONTHLY PREMIUM	423.06	151515
271-795-72000	DISABILITY INSURAN	MUTUAL OF OMAHA	GILLIS: 06/01/2017-06/30/2017	56.63	151467
271-795-72000	DISABILITY INSURAN	MUTUAL OF OMAHA	GILLIS:07/01/2017-07/31/2017	56.63	151632
271-795-72600	PRINTING & SUPPLIES	GORDON WATER SYSTEMS	5 GAL RO WATER, DEPOSIT/RETURN	31.50	151536
271-795-72600	PRINTING & SUPPLIES	INTEGRITY BUSINESS SOLUT	PAPER TOWEL	49.99	151539
271-795-72600	PRINTING & SUPPLIES	INTEGRITY BUSINESS SOLUT	CAN LINERS	44.99	151539
271-795-72600	PRINTING & SUPPLIES	INTEGRITY BUSINESS SOLUT	PAPER, 2 PLY BATH TISSUE	115.79	151539
271-795-72600	PRINTING & SUPPLIES	BUSINESS CARD	CARD FOR MYLA STUART05/12/2017-06/11/	79.42	151539
271-795-72600	PRINTING & SUPPLIES	BUSINESS CARD	CARD FOR RACHAEL WIEGMANN: 05/12/2017	136.86	151607
271-795-72600	PRINTING & SUPPLIES	DEMCO, INC.	CTN PAPERFOLD JACKET	37.96	151608
271-795-72600	PRINTING & SUPPLIES	DEMCO, INC.	CTN PAPERFOLD JACKET	154.94	151615

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 271 LIBRARY FUND					
Dept 795 LIBRARY CLERICAL					
271-795-72600	PRINTING & SUPPLIES	DEMCO, INC.	LABEL PROTECTORS	135.98	151615
271-795-72600	PRINTING & SUPPLIES	INTEGRITY BUSINESS SOLUT	CHAIR MAT	184.62	151620
271-795-72600	PRINTING & SUPPLIES	INTEGRITY BUSINESS SOLUT	PAPER LEDGER	12.69	151620
		Total For Dept 795 LIBRARY CLERICAL		1,521.06	
Dept 796 LIBRARY BUILDING					
271-796-85000	COMMUNICATIONS	CHARTER COMMUNICATIONS	SERVICE @ 6130 KING HWY: 06/23/2017-0	379.94	151611
271-796-91000	PROPERTY & LIABILITY INSURANCE	ACCIDENT FUND	INSTALLMENT	578.85	151603
271-796-92000	ELECTRIC & NATURAL GAS	CONSUMERS ENERGY-LANSING	6130 KING HWY:05/02/2017-06/02/2017	1,650.00	151523
271-796-92000	ELECTRIC & NATURAL GAS	CONSUMERS ENERGY-LANSING	6134 KING HWY:05/02/2017-06/02/2017	36.01	151523
271-796-92100	CITY WATER	KALAMAZOO CITY TREASURER	6132 KING HWY: 04/11/2017-05/11/2017	74.02	151544
271-796-92100	CITY WATER	KALAMAZOO CITY TREASURER	6138 KING HWY: 04/11/2017-05/11/2017	52.96	151544
271-796-92100	CITY WATER	KALAMAZOO CITY TREASURER	6140 KING HWY: 04/11/2017-05/11/2017	28.31	151544
271-796-93100	BUILDING MAINTENANCE	COMMERCIAL BLDG. SERVICE	JANITOR SERVICE FOR MAY	516.60	151522
271-796-93100	BUILDING MAINTENANCE	SUBURBAN HEATING & AIR C	SERVICE CALL	260.74	151561
271-796-93100	BUILDING MAINTENANCE	WEBSTER ELECTRIC, INC.	SERVICE CALL ON MAY 18, 2017	360.13	151571
		Total For Dept 796 LIBRARY BUILDING		3,937.56	
Dept 797 LIBRARY EQUIPMENT					
271-797-93000	EQUIPMENT MAINTENANCE	ROSTAM AHMAD DAUD	COMPUTER PART	24.36	151556
271-797-93120	COMPUTER MAINTENANCE	ROSTAM AHMAD DAUD	COMPUTER SUPPORT	575.00	151556
271-797-93120	COMPUTER MAINTENANCE	ROSTAM AHMAD DAUD	COMPUTER SUPPORT/CARPET PROJECT	387.50	151556
271-797-97010	CAPITAL OUTLAY	CUSTER WORKPLACE INTERIO	SHELVING	6,484.60	151529
271-797-97010	CAPITAL OUTLAY	DEMCO, INC.	1,426.52	1,426.52	151531
271-797-97010	CAPITAL OUTLAY	SACKETT'S CARPET CITY	CARPET TILES	29,415.00	151557
		Total For Dept 797 LIBRARY EQUIPMENT		38,312.98	
		Total For Fund 271 LIBRARY FUND		52,378.61	

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PERIOD ENDING 06/30/2017

Treasurer's Report

GL NUMBER	DESCRIPTION	2017		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	06/30/2017	NORMAL (ABNORMAL)	MONTH 06/30/2017	INCREASE (DECREASE)		
Revenues									
Dept 000									
271-000-40200	ALLOCATED OPERATIN	744,570.00		729,054.52		0.00		15,515.48	97.92
271-000-40210	RENAISSANCE REIMBU	47,684.00		0.00		0.00		47,684.00	0.00
271-000-40220	SERVICE FEE-PILT	0.00		545.77		545.77		(545.77)	100.00
271-000-41200	DELINQUENT REAL PROPERTY TAX	20,000.00		27,994.96		27,994.96		(7,994.96)	139.97
271-000-41300	DELQ. PERSONAL PRO	0.00		385.22		385.22		(385.22)	100.00
271-000-56600	STATE AID	7,503.00		4,824.46		0.00		2,678.54	64.30
271-000-60700	NON-RESIDENT FEES	100.00		350.00		105.00		(250.00)	350.00
271-000-62600	SALES	100.00		94.50		12.00		5.50	94.50
271-000-62700	PHOTOCOPIES	2,000.00		1,291.20		222.65		708.80	64.56
271-000-64700	BOOK SALES	1,000.00		824.66		140.90		175.34	82.47
271-000-65600	BOOK FINES	7,500.00		4,360.08		832.02		3,139.92	58.13
271-000-65700	PENAL FINES	25,000.00		0.00		0.00		25,000.00	0.00
271-000-66500	INTEREST INCOME	400.00		938.80		0.00		(538.80)	234.70
Total Dept 000		855,857.00		770,664.17		30,238.52		85,192.83	90.05
TOTAL REVENUES									
		855,857.00		770,664.17		30,238.52		85,192.83	90.05
Expenditures									
Dept 000									
271-000-99200	BANK SERVICE CHARGES	300.00		50.00		0.00		250.00	16.67
Total Dept 000		300.00		50.00		0.00		250.00	16.67
Dept 790-LIBRARY ADMINISTRATION									
271-790-70200	DIRECTORS - SALARY	60,012.00		29,971.60		4,616.28		30,040.40	49.94
271-790-71500	FICA/MDCR	4,591.00		2,256.11		347.03		2,334.89	49.14
271-790-71600	HOSPITALIZATION	24,200.00		12,355.06		1,724.98		11,844.94	51.05
271-790-71610	HEALTH SAVINGS ACCOUNT	6,500.00		6,500.00		0.00		0.00	100.00
271-790-71800	PENSION	7,802.00		3,896.33		600.12		3,905.67	49.94
271-790-72000	DISABILITY INSURAN	1,000.00		525.49		150.14		474.51	52.55
271-790-86200	MILEAGE	500.00		69.00		0.00		431.00	13.80
271-790-95600	MISCELLANEOUS	500.00		(172.00)		0.00		672.00	(34.40)
271-790-96100	CONFERENCE/MEMBERSHIPS	2,000.00		54.73		214.73		1,945.27	2.74
Total Dept 790-LIBRARY ADMINISTRATION		107,105.00		55,456.32		7,653.28		51,648.68	51.78
Dept 791-LIBRARY LEGISLATION									
271-791-80100	AUDITING FEES	2,000.00		0.00		0.00		2,000.00	0.00
271-791-80300	LEGAL FEES	2,000.00		250.60		0.00		1,749.40	12.53
271-791-88100	LIBRARY PROMOTION	2,000.00		1,280.00		0.00		720.00	64.00
271-791-95600	MISCELLANEOUS	300.00		97.74		0.00		202.26	32.58
271-791-96100	CONFERENCE/MEMBERSHIP	6,000.00		623.70		0.00		5,376.30	10.40
Total Dept 791-LIBRARY LEGISLATION		12,300.00		2,252.04		0.00		10,047.96	18.31
Dept 792-LIBRARY ADULT SERVICES									
271-792-70200	SALARIES - LIBRARIANS	96,770.00		48,311.60		7,443.78		48,458.40	49.92
271-792-70210	IN LIEU OF HEALTH INSURANCE	18,070.00		7,509.53		1,153.92		10,560.47	41.56
271-792-70300	PART TIME STAFF	64,000.00		30,473.80		4,036.25		33,526.20	47.62
271-792-71500	FICA/MDCR	15,064.00		6,842.16		1,004.75		8,221.84	45.42

User: BRET
DB: Comstock

PERIOD ENDING 06/30/2017

GL NUMBER	DESCRIPTION	2017		ACTIVITY FOR MONTH 06/30/2017	AVAILABLE BALANCE	% BUDGET USED
		AMENDED BUDGET	YTD BALANCE 06/30/2017			
		NORMAL	(ABNORMAL)	INCREASE (DECREASE)	NORMAL	(ABNORMAL)
Expenditures						
271-792-71600	HOSPITALIZATION	200.00	0.00	0.00	200.00	0.00
271-792-71800	PENSION	12,580.00	6,280.45	967.68	6,299.55	49.92
271-792-71900	DEFERRED ANNUITY	18,070.00	7,520.13	1,250.09	10,549.87	41.62
271-792-72000	DISABILITY INSURAN	1,900.00	962.64	275.04	937.36	50.67
271-792-72600	PRINTING & SUPPLIES	200.00	0.00	0.00	200.00	0.00
271-792-72700	PROGRAMS	5,600.00	772.68	118.06	4,827.32	13.80
271-792-86200	MILEAGE	300.00	100.00	100.00	200.00	33.33
271-792-96100	CONFERENCE/MEMBERSHIP	6,000.00	455.00	199.00	5,545.00	7.58
Total Dept 792-LIBRARY ADULT SERVICES		238,754.00	109,227.99	16,548.57	129,526.01	45.75
Dept 793-LIBRARY BOOKS						
271-793-73100	ADULT'S BOOKS	50,300.00	19,118.14	4,003.79	31,181.86	38.01
271-793-73110	ADULT'S E-BOOKS	7,488.00	5,000.00	0.00	2,488.00	66.77
271-793-73300	CHILDREN'S BOOKS	22,000.00	8,178.78	1,096.90	13,821.22	37.18
271-793-73310	CHILDREN E-BOOKS	3,500.00	0.00	0.00	3,500.00	0.00
271-793-73400	MAGAZINES & PERIODICALS	5,000.00	878.32	0.00	4,121.68	17.57
271-793-73500	AUDIOVISUAL MATERIALS	6,500.00	2,680.06	461.11	3,819.94	41.23
271-793-73600	AV FOR CHILDREN	6,800.00	606.42	683.40	6,193.58	8.92
271-793-73700	ELECTRONIC INFORMATON SOURCES	4,500.00	1,370.00	0.00	3,130.00	30.44
Total Dept 793-LIBRARY BOOKS		106,088.00	37,831.72	6,245.20	68,256.28	35.66
Dept 794-LIBRARY YOUTH SERVICES						
271-794-70300	WAGES-LIBRARIAN	41,795.00	14,016.40	3,000.00	27,778.60	33.54
271-794-70310	IN LIEU OF HEALTH INSURANCE	18,070.00	586.01	0.00	17,483.99	3.24
271-794-71500	FICA/MDCR	4,580.00	1,117.09	229.50	3,462.91	24.39
271-794-71610	HEALTH SAVINGS ACCOUNT	0.00	5,000.00	5,000.00	(5,000.00)	100.00
271-794-71800	PENSION	5,434.00	359.63	0.00	5,074.37	6.62
271-794-72000	DISABILITY INSURANCE	900.00	67.64	0.00	832.36	7.52
271-794-72600	PRINTING & SUPPLIES	200.00	90.10	90.10	109.90	45.05
271-794-72700	PROGRAMS	10,000.00	5,645.49	947.92	4,354.51	56.45
271-794-86200	MILEAGE	500.00	286.63	0.00	213.37	57.33
271-794-96100	CONFERENCE/MEMBERSHIP	2,000.00	785.74	25.00	1,214.26	39.29
Total Dept 794-LIBRARY YOUTH SERVICES		83,479.00	27,954.73	9,292.52	55,524.27	33.49
Dept 795-LIBRARY CLERICAL						
271-795-70300	WAGES- SUPPORT STAFF	152,000.00	72,368.29	10,966.61	79,631.71	47.61
271-795-71500	FICA/MDCR	12,000.00	5,536.18	838.96	6,463.82	46.13
271-795-71600	HOSPITALIZATION	9,000.00	3,400.85	423.06	5,599.15	37.79
271-795-71610	HEALTH SAVINGS ACCOUNT	2,500.00	0.00	0.00	2,500.00	0.00
271-795-71800	PENSION	5,000.00	2,492.00	383.96	2,508.00	49.84
271-795-72000	DISABILITY INSURANCE	800.00	396.41	113.26	403.59	49.55
271-795-72600	PRINTING & SUPPLIES	20,285.00	8,041.81	984.74	12,243.19	39.64
271-795-95600	POSTAGE	1,000.00	18.91	0.00	981.09	1.89
Total Dept 795-LIBRARY CLERICAL		202,585.00	92,254.45	13,710.59	110,330.55	45.54
Dept 796-LIBRARY BUILDING						
271-796-74000	SUPPLIES	2,000.00	52.98	0.00	1,947.02	2.65
271-796-83100	SECURITY SYSTEMS	7,100.00	2,463.58	0.00	4,636.42	34.70
271-796-85000	COMMUNICATIONS	7,000.00	3,475.65	379.94	3,524.35	49.65

GL NUMBER	DESCRIPTION	2017		YTD BALANCE 06/30/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDTG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Expenditures							
271-796-91000	PROPERTY & LIABILITY INSURANCE	12,250.00		11,749.49	578.85	500.51	95.91
271-796-92000	ELECTRIC & NATURAL	25,000.00		8,841.44	1,686.01	16,158.56	35.37
271-796-92100	CITY WATER	3,000.00		512.68	155.29	2,487.32	17.09
271-796-93100	BUILDING MAINTENANCE	12,000.00		6,621.51	1,137.47	5,378.49	55.18
271-796-93800	GROUNDS MAINTENANCE	2,500.00		2,225.00	0.00	275.00	89.00
271-796-99500	CAPITAL OUTLAY ESCROW	7,484.00		1,930.90	0.00	5,553.10	25.80
Total Dept 796-LIBRARY BUILDING		78,334.00		37,873.23	3,937.56	40,460.77	48.35
Dept 797-LIBRARY EQUIPMENT							
271-797-93000	EQUIPMENT MAINTENANCE	3,500.00		229.56	24.36	3,270.44	6.56
271-797-93110	COMPUTER REPLACEMENT	1,500.00		114.68	0.00	1,385.32	7.65
271-797-93120	COMPUTER MAINTENANCE	3,000.00		1,688.35	962.50	1,311.65	56.28
271-797-93130	TECHNOLOGY	31,000.00		27,795.19	0.00	3,204.81	89.66
271-797-97010	CAPITAL OUTLAY	53,755.00		39,726.38	37,326.12	14,028.62	73.90
271-797-98000	ADULT DEPARTMENT	1,000.00		0.00	0.00	1,000.00	0.00
271-797-98010	YOUTH DEPARTMENT	1,000.00		0.00	0.00	1,000.00	0.00
Total Dept 797-LIBRARY EQUIPMENT		94,755.00		69,554.16	38,312.98	25,200.84	73.40
TOTAL EXPENDITURES		923,700.00		432,454.64	95,700.70	491,245.36	46.82
TOTAL REVENUES - FUND 271		855,857.00		770,664.17	30,238.52	85,192.83	90.05
TOTAL EXPENDITURES - FUND 271		923,700.00		432,454.64	95,700.70	491,245.36	46.82
NET OF REVENUES & EXPENDITURES		(67,843.00)		338,209.53	(65,462.18)	(406,052.53)	498.52

Director's Report June 2017

The re-carpeting was finished June 1st and the entry vinyl the following week. Staff has been busy dusting, moving and reorganizing materials as cubicles were put back. With the exception of a baseboard runner for the rolling shelves the project is complete. You can tell the Youth Summer programs have started. Circulation has been quite busy and so have the shelvers! It will be interesting to see the statistics.

I attended a workshop on June 8th in Grand Rapids on Digital Marketing, put on by the Fred Pryor Seminars. Various tools in Google analytics were suggested for tracking the impact of your website, ways to clean up the website, and using QR codes to promote events were discussed. CJM (customer journey mapping) was emphasized in evaluating the website. Analyze how many steps to accomplish what patrons went to your website for, road blocks to that process. I look forward to having some time now that our big project is over to really look into these marketing tips, and ponder all the wonderful ideas from ALA.

I also attended several webinars hosted by WebJunction on "Marketing Smarter not Harder", and the American with Disabilities Act, presented by Ann Seurnyck. These short 1 hour webinars are specifically produced by librarians and give insights into programs they have created. "Let's not reinvent the wheel" is the underlying motto in this sharing of ideas. One interesting fact is that "comfort pets" are not recognized as service animals by the ADA, although a miniature horse would have to let in to the library if it was a trained service animal. Monkeys have not been approved as service animals since the 1960's. This workshop was timely, as it covered different vehicles that can be allowed under ADA, including bicycles. We currently have a youth suffering from Cerebral Palsy who uses an adaptive bicycle to get here. The bike just fits into the elevator!

During routine maintenance on our HVAC units, Suburban (now a subdivision of LaPine) discovered that one of the blower motors need to be replaced. This was done. Dick has not had time to put together the new utility shelves in the server room yet. I and Jo tried to put together these units, and although the directions say easy interlocking pieces, we could not get them together. As a result my office is currently a storeroom for computers, monitors, and an assortment of accessories and cabinets.

I attended ALA in Chicago June 23-27th and have included a separate report. I wish to thank the board for allowing staff to attend this conference, which sparks discussions and ideas of how to better serve our community.

We started circulating Wi-Fi hotspots this month and have had a decent response. So far we have circulated 8 units. Only 1 patron reported signal problems, but he rather expected it since he has trouble with his phone at home as well.

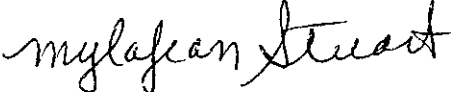
We were all devastated by the tragic death of Fire Chief Switalski. He was so cheerful and easy to work with. The day of the funeral procession staff, patrons and

township staff paid respects as the procession of over 100 vehicles passed the library. The next day the fire department brought by several of the flower arrangements which were displayed in the township, lobby and library.

I have done some preliminary budget work, but until I get the tax figures from Treasurer Padgett nothing can be accurately projected.. I will contact the wage and salary committee once those figures are in. I called the state for information on the Renaissance reimbursement, but those figures will not be available until August.

Jo Hinga may be taking an extended family medical leave depending on the recovery of her husband. Clark had a massive stroke on June 29th, while Jo was in England visiting her mother. Jo flew back immediately and at this time he is in critical condition.

Respectfully submitted:


Myla-Jean Stuart
Library Director

Director Goals:

JULY 2017 GOALS

(June's carried over)

- Schedule Wage and Salary meeting with Board for July (need to wait for Tax Figures from Township)
- Meet with Joey (TLC) and work on inventory procedure using I-pad and scanner
- Department Head Meeting: Review Inventory procedures, and set up protocol and timelines
- Work on 2018 budget

July's

- Staff and Department Head meeting: pass on ALA tips, using common sense for exceptions, summer reading updates, coverage for SRP party, QR codes
- Interviewing process for Adult Reference Librarian
- Plan September's Yard sale and advertise
- Reconcile budget, staff scheduling
- Finish Computer room upgrades (shelving and door)
- Get server bid information from IT
- Attend Township and Library Board meetings
- Attend Webinar on Notary Services on July 12, and a Pryor workshop in Kalamazoo on July 26th.

JUNE 2017

Director's Goals

- ✓ Reschedule vinyl flooring installation
- ✓ Assist with remote registrations at Green Meadow, Stem and North
- ✓ Attend Township Meeting
- ✓ Attend Pryor workshop on Digital Marketing in Grand Rapids on June 7
- ✓ Attend ALA
- ✓ Review 2016/2017 bills and begin working on 2018 budget
- ✓ Purchase utility shelves to replace broken shelves in computer room. (Waiting until flooring is in)

Goals not accomplished

- Schedule Wage and Salary meeting with Board for July (need to wait for Tax Figures from Township @ June 30?)
- Meet with Joey (TLC) and work on inventory procedure using I-pad and scanner (vacation coverage and ALA limited free time for us to meet)
- Department Head Meeting: Review Inventory procedures, and set up protocol and timelines (vacation coverage limited free time for us to meet)

ELECTRONIC STATISTICS									
June 2017	Overdrive total	O Adult	O Youth	O Audio	O Advantage	Bulletin	Facebk	website	
2017	385	207	47	130	51	60	2498	1700	
2016	281	215	66					3	
2015	248	222	26					84	
2014	292	198	94					14	
2013	291	240	51					44	
2012	196	181	15					3	
2011	175	136	39						

Young People's Department June TOTALS	J Ref	J Internet	J WIFI	J Word P	J Games	Programs	Youth Attendance	Adult Attendance	Facebook Hits	Circ
2017	1031	171	16	1	119	18	628	147	2498	8824
2016	593	239	49	2	69	21	442	196	2584	8241
2015	1238	366	48	1	64	30	571	148		9603
2014	1637	1106		4	116	21	266	113		10110
2013	1269	681		7	19	707	179			12177
2012	1443	1166		0	23	1122	180			11971
2011	1104	1234		2	15	1022	170	81	87	10928
2010	1139	607		5	20	887	176	186		10305
2009	1010	428		13	13	430	167			10438
2008	978	475		7	18	503	161			7268
2007	595	713		1	17	377	137			5746

JUNE	Adult Reference	In House Use	Wifi	Internet	Computer Assistance	E-Ref	Information/Phone Calls	Adult Programs	Program Attendance	New Card Registrat.	Tutor Room	Circulation	
2017	5703	890	94	208	579	140	1	4011	31	81	113	215	13580
2016	5905	900	80	218	594	129	1	405	18	121	76	247	13585
2015	7774	912	72	76	691	183	0	458	5	26	101	128	15056
2014	9708	766	81	44	710	132	2	407	3	18	116		17227
2013	9115	546	108		829	104		471	1	6	94		17722
2012	8377	452	119		797	71		567	2	50	96		17730
2011	8297	563	91		889	85		660	3	21	85		16809
2010	8952	543	180		1004	33		676	5	28	139		16202
2009	9590	402	148		1038	21		783	4	17	156		16674

2017 ALA Annual Conference Report
Marian Veld

Cataloging presentations attended

1. What happens to the library catalog in the age of linked data?

Linked data is the new way we will probably all be cataloging in a few years. Instead of residing in the catalogs of individual libraries, cataloging data will be on the internet and individual library catalogs will link to it. Experiments are currently being made to develop working models of linked data cataloging. This should make library catalogs more internet friendly. Since I do a lot of cataloging, it makes sense to be prepared for what is coming down the pipe. This workshop was a presentation by 3 librarians who have been experimenting with linked data.

2. What happens to the library catalog in the age of linked data? Discussion and reaction panel

This was a question and answer session to follow up on the "What happens to the library catalog in the age of linked data?" presentation. There was a discussion of the purpose of linked data. It was brought out that we don't do this just to be techies—we need to think about what we want to accomplish with linked data. One of the things that librarians can bring to the internet is to help put the mass of data out there into context. We need to develop ways of helping people understand where the data they find comes from and how trustworthy it is. The big question for linked data is how we can share data while keeping local customization. Something we will need to work out.

3. FRBR Interest Group

The International Federation of Library Associations has developed a new set of terminology for cataloging that we will all need to learn. This mostly relates to authority data. IFLA has identified 5 user tasks that library data needs to facilitate: find library resources, identify the best resource for the need, select the resource, obtain the resource, explore the contents of the data set returned (FISO). The new model (Library Reference Model, LRM) is an attempt to make these tasks easier for library users. The LRM is all about defining entities (titles, authors, subjects, etc.) and defining the relationships between them. Again, this presentation was to help me be prepared for upcoming changes in cataloging.

4. Marcive Exhibit

I spoke with the representative at the Marcive exhibit about batch RDA conversion and authority control. Batch authority control is something I have wanted for a long time, because I spend a lot of time manually updating authority records. The representative said that if we do the authority control, RDA conversion will be free. She is going to get me a quote so that we will know whether this is feasible or not.

Book presentations attended

1. Andrew Carnegie Medals for Excellence in Fiction and Nonfiction Ceremony and Reception

This was a presentation of awards for the best adult fiction and nonfiction of the year. After the presentation, we heard a talk by Sara Paretsky, mystery author and founder of the Sisters In Crime mystery writers group. Sara talked about her writing and about the importance of freedom of information. Sara's books are very popular with Comstock patrons. We also heard talks by the winners of the two prizes. Matthew Desmond won the

nonfiction prize for *Evicted*, a book which I have read and enjoyed. Afterwards I talked to Matthew about how I had enjoyed his book and found out that we have something in common. We are both preacher's kids! Matthew talked about the impact his book has had on changing eviction laws around the country. Colson Whitehead won the fiction prize for *Underground Railroad*, a novel in which the "underground railroad" is an actual railroad. Colson talked about how each of his books is different and reaches a different audience. This presentation helped me know more about books that I can recommend to patrons who are looking for suggestions of what to read next.

2. It's a Mystery: Three Different Takes

In this presentation three mystery writers talked about their work and the research that informs it. Elly Griffiths writes the Ruth Galloway archaeological mysteries, which I really enjoy, and the Stephens and Mephisto mysteries featuring stage magicians. I learned that her husband is an archaeologist and they live in the area where the Ruth Galloway books take place, so that is why her books are so good—she knows what she is writing about. The library has her books. J.D. Barker has written 2 books and is currently working on a prequel to *Dracula*. He talked about his research for *Dracula*—Bram Stoker's great-grandson allowed him to use Bram's original research! I learned that *Dracula* was originally 120 pages longer and that Stoker's editor made him cut the first 120 pages, in which he made the story sound like a true story, because public fears of Jack the Ripper made it seem unwise to publish a book like that. Barker's new book will be based on those original 120 pages. I can't wait to read it.

Benjamin Percy talked about his research for *The Dark Net*, which comes out in August. I will definitely buy it for our collection. It sounds like a better written book on the same theme as Dave Eggers' *The Circle*. He was given access to all of Google's latest research and projects, although of course he isn't allowed to disclose anything Google hasn't made public yet.

3. Meet the Authors: Denise Swanson

Denise's books are hugely popular at Comstock. I got an Advance Reader's Copy of her latest, *Dead in the Water*, inscribed to the library. I am currently reading it and will pass it on to some of her fans here when I am done. It is the first book of hers I have read. I learned that Denise is starting to write a new series of cooking mysteries. Those should be really popular too, since our patrons like her writing and they like cooking mysteries.

4. Unravelings: Unreliable Narrators. Unputdownable Stories.

This was a presentation by three female psychological thriller writers about their writing processes and their new books. I got an Advance Reader's Copy of each book inscribed to the library.

Kaira Rouda's new book is *Best Day Ever* which is based on her experience as a suburban housewife. Much of the book takes place in the car (a place where suburban housewives spend a lot of time) on the way to a cottage in a Northern Ohio resort area where Kaira has vacationed. It is told from the perspective of Paul, the husband in a seemingly perfect couple, who has a very warped self-perception.

AF Brady's book is *The Blind*, her first book. Brady's day job is as a Manhattan psychologist and she used her experiences as a psychologist to help her write this thriller. Alex (the name she goes by) made it clear that the protagonist of her book is not her, and the institution in the book, while based on several places she has worked, is not a real place. The psychologist in the novel has a lot of personal demons herself. Thus the title, *The Blind*, refers to the old saying that the blind can't lead the blind or they will both fall into a pit.

JT Ellison's *Lie to Me* is another book in which a seemingly perfect couple has major cracks beneath the façade. JT thought it would be interesting to write about a couple who are both writers. Being a writer herself, she felt like the craziness that goes with writing deadlines and irregular paychecks would multiply if both partners were writers. In her book, the wife disappears, but the story she has told her friends doesn't match the story her husband tells. What is the truth?

I really enjoyed attending these book-related presentations because I learned things about the background of some upcoming books that I wouldn't have known otherwise and that will help me make book conversation with Comstock patrons.

Reference presentation attended

A Celebration of Reference

At this event, we were given a copy of some research on the future of reference service. I haven't read the paper yet. We were also introduced to some of the print and online reference products that Oxford University Press publishes. There were some products I found very interesting like *The Oxford Encyclopedia of the Bible and Law*, and *The Oxford Classical Dictionary*, but I did not think those were products Comstock could benefit from. I am going to look through the materials I picked up there and find out if there is anything that would benefit our patrons.

ALA '17 – American Library Association Annual Conference Summary

I attended the American Library Association's annual conference in Chicago on Saturday, June 24 and Sunday, June 25. This year's theme was "Transforming Our Libraries, Ourselves" and I was able to attend a variety of different sessions – two auditorium speakers, two author panels, a reference services workshop, a customer service presentation, an author meet-and-greet, and two programming presentations – as well as walk and visit with hundreds of vendors' exhibits and network with other librarians and library professionals from across the country.

The first program I attended was at 8:30 a.m. on Saturday and featured auditorium speaker Gene Luen Yang, a Young Adult graphic novelist whose books we carry in our Young People's Department. He spoke about his background as a first generation American born to Chinese immigrants and the importance of using books as ambassadors to promote cultural awareness and understanding. With a growing diverse population in Comstock, I found this useful advice. Yang also spoke about graphic novels as a media – the history of them and how to market them to your patrons. As someone who is less familiar with graphic novels, but knows that they are increasing in popularity with our patrons, I found this information educational.

At 10:30, I attended my first author panel of the conference – "Out and Proud: LGBTQ Literature." With this being a hot topic in politics lately, this seemed like a timely session to attend. Four authors were on the panel: Sophie Yarnow, Joseph Cassara, Rakesh Satyal, and Eileen Myles. The authors on the panels took turns each doing a quick book talk on their novels and then talked about their lives as authors. They then lead a discussion between the four of them and session attendees about the evolution of "queer" literature and about how it transcends genre and is accessible to readers of all age and interest levels.

The next session I attended was only a 30 minute talk on "\$20 or Less: Programming Cheap." The presenter was Natalie Bazan, a Michigan librarian that formerly worked at the Dorr Township Library in Allegan County. At a conference full of ideas of what libraries can do with a \$10 million annual budget, I was extremely interested in seeing 'cheap' programming ideas. Most of the ideas included adult programming ideas that were events like "bring-your-own" board games, a "show-and-tell" type event for things like cosplay, or cheap craft ideas, that I can pass along to my colleagues that are in charge of adult programming.

After lunch, I went to a very engaging session titled "Healthy Aging @ Your Library: Connecting Older Adults to Health Information." With a large senior population of patrons in Comstock, I knew that this was an essential presentation to attend for my position at the Reference Desk. The presenters were two employees of the National Network of Libraries of Medicine and covered such resources for patrons as MedLine Plus, County Health Rankings and Maps, and Go 4 Life. It was nice to have different (free) places to go for reliable information for our patrons. The speakers also covered many ideas for library programs for seniors such as different health classes and memory programs, as well as free online toolkits for libraries from Older Americans Month and Engage for Health.

At 3:30, I attended the other auditorium speaker of the day, Sarah Jessica Parker. Well known as an actress and red-carpet celebrity, Parker was asked by the ALA President to be the honorary chair of a new ALA endeavor – "ALA Book Club Central." ALA Book Club Central will be a new nationwide online platform that will assist publishers, libraries, bookstores, and other book industries in running their own book clubs – offering up title selections throughout the year, as well as reading resources and other content. After speaking a bit about her own literary and library experiences, Parker unveiled the first title of ALA Book Club Central – "No One is Coming to Save Us" by Stephanie Powell Watts – and proceeded to have a book club meeting with the publisher of the book and the author herself.

The first session of Sunday, June 25, was the customer service presentation at 8:30 a.m. Entitled "Patrons First: Better Customer Service than Amazon and Nordstrom: Secrets to How It's Done." A panel of three employees from the Arapahoe Library District talked about their experiences moving from "decent" customer service to "exemplary" customer service through a system of needs assessment, creating a clear vision, changing their hiring process, changing their training and support of employees, and listening to the patrons. They went into specifics of each step and I came away with a lot of ideas on better approaches to customer service.


I then headed to the exhibit hall to attend a meet-and-greet with mystery author Sara Paretsky. A mystery novelist since the 1980's, Chicago-based Paretsky is the author of nearly twenty titles that we currently circulate in the adult fiction section. She was selling books and completing a book-signing, but unfortunately, there was quite a long wait for her, so I used that time in the exhibit hall to talk to some vendors and gather some information and contact information for my colleagues.

At 11:00 a.m., I attended another author panel in the exhibit hall, on the Chapter One Stage. Entitled "It's a Mystery: Three Different Takes," the panel consisted of J. D. Barker, Jamie Bartlett, and Elly Griffiths, who is a very popular author at the Comstock Township Library. I listened to them discuss each of their books and talk about mystery as a genre and how to market it to people who might not usually read mystery novels. Learning about the books and two new mystery authors in the area where I perform collection development will help me with my readers' advisory skills.

After lunch, I was able to attend one last session – because it was three hours long – "50+ Fandom Programs: Planning Festivals and Events for Tweens, Teens, and Adults." Put on by three adult librarians at the Schaumburg Township Library, these presenters discussed over fifty different programs they have hosted and the common links between them all. The presenters discussed many different activities that fit into lots of different events – making planning easy. For example: trivia games, crafts, movies, and food would all go over well at a Harry Potter event, a steampunk event, a Shadowhunters event, or a zombie event. They also went over different fandom events and games that they have personally hosted for their patrons with great success.

Thank you for the opportunity to attend ALA's annual conference on June 24 and 25. It was educational and beneficial to be able to attend a national conference so I could network, gather ideas, learn, and see what other libraries are up to in a "close to home" setting.

Respectfully submitted,

A handwritten signature in black ink that reads "Elizabeth Dowson". The signature is written in a cursive, flowing style.

Elizabeth Dowson