

COMSTOCK TOWNSHIP LIBRARY
BOARD MEETING
June 12, 2017

AGENDA

CALL TO ORDER

APPROVAL / AMENDMENT OF THE AGENDA

PUBLIC COMMENT

APPROVAL OF THE LAST MEETING'S MINUTES

TREASURER'S REPORT

- 1) Interest from fund reserve: \$81.30

BILLS PAID

UNFINISHED BUSINESS

- 1) Carpeting update
- 2) ALA

COMMITTEE REPORTS

DIRECTOR'S REPORT

NEW BUSINESS

- 1) Set wage and salary committee meeting date
- 2) Update: Reference Librarian job search

OTHER BUSINESS

- 1) Summer Reading Program updates

ADJOURNMENT

Background notes for the June 12, 2017 Library Board Meeting:

OLD BUSINESS

- 1) Carpeting: Is installed. Vinyl will be installed June 6-7th.
- 2) ALA: Remember to keep and turn in receipts. I'll email you my cell number so you can text me if needed. (269-568-1130) Hopefully I can get reception.

TREASURER'S REPORT

The fund reserve (pre-audit) stands at \$249,201.18 in Mercantile, \$64,500.28 in Chase, and \$260,388.87 in Huntington. The total amount in the fund reserve is \$574,090.33. Monies save in the 2016 budget to be added into the fund reserve will not be known until after the audit. Interest income for the month of May in \$81.30.

NEW BUSINESS

- 1) Select date for wage and salary committee meeting.
- 2) Rachael has temporarily suspended the search for a part-time reference librarian. After 2 ads, she only received 2 candidates to interview and neither was stellar. For the time being Marian and Beth will pick up extra hours. We will reopen the position in late summer.

OTHER

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 271	LIBRARY FUND				
Dept 790	LIBRARY ADMINISTRATION				
271-790-86200	MILEAGE	MYLA-JEAN STUART	MILEAGE TO GRAND RAPIDS-PRYOR WORKSHOP	69.00	151432
271-790-96100	CONFERENCE/MEMBERSHIPS	THE LIBRARY CORPORATION	CONFERENCE REGISTRATION	299.00	151334
271-790-96100	CONFERENCE/MEMBERSHIPS	BUSINESS CARD	BUSINESS CARD-MYLA STUART 04/12/2017-05	119.00	151406
Total For Dept 790 LIBRARY ADMINISTRATION				487.00	
Dept 792	LIBRARY ADULT SERVICES				
271-792-72700	PROGRAMS	NANCY ALEXANDER	ADULT PROGRAM	85.02	151317
271-792-72700	PROGRAMS	BUSINESS CARD	CARD FOR RACHAEL WIEGMANN	57.50	151405
271-792-96100	CONFERENCE/MEMBERSHIP	THE LIBRARY CORPORATION	CONFERENCE REGISTRATION	299.00	151334
271-792-96100	CONFERENCE/MEMBERSHIP	YOURMEMBERSHIP.COM, INC	MICHIGAN LIBRARY ASSOCIATION: LOCAL HIS	140.00	151342
Total For Dept 792 LIBRARY ADULT SERVICES				581.52	
Dept 793	LIBRARY BOOKS				
271-793-73100	ADULT'S BOOKS	BAKER & TAYLOR-C0209413	BOOKS	134.19	151275
271-793-73100	ADULT'S BOOKS	BAKER & TAYLOR-L0338032	BOOKS	2,833.88	151276
271-793-73100	ADULT'S BOOKS	CENTER POINT LARGE PRINT	BOOKS	260.64	151281
271-793-73100	ADULT'S BOOKS	INSPIRATIONAL DIST.LLC	BOOKS	181.36	151303
271-793-73100	ADULT'S BOOKS	JAMES K. WILLETTTE	LOCAL AUTHOR'S BOOK	20.00	151305
271-793-73100	ADULT'S BOOKS	MIDWEST TAPE	BOOKS	74.98	151314
271-793-73100	ADULT'S BOOKS	MIDWEST TAPE	BOOKS	34.99	151314
271-793-73100	ADULT'S BOOKS	OMNIGRAPHICS, INC	HRS EYE CARE 5TH	81.85	151321
271-793-73100	ADULT'S BOOKS	MIDWEST TAPE	BOOKS	89.98	151431
271-793-73100	ADULT'S BOOKS	MIDWEST TAPE	BOOKS	74.98	151431
271-793-73300	CHILDREN'S BOOKS	BAKER & TAYLOR-L0338032	BOOKS	1,451.64	151276
271-793-73300	CHILDREN'S BOOKS	WORLD BOOK INC	WOMEN WHO ROCK	135.00	151340
271-793-73300	CHILDREN'S BOOKS	WORLD BOOK INC	ENIGMAS OF HISTORY 8 V SET 2	188.10	151340
271-793-73300	CHILDREN'S BOOKS	BUSINESS CARD	BUSINESS CARD FOR KRISTIN HAMMOND: 04/1	57.90	151404
271-793-73300	CHILDREN'S BOOKS	EBSCO INFORMATION SERVICES	MAGAZINES/PERIODICALS	42.20	151297
271-793-73400	MAGAZINES & PERIODICALS	BAKER & TAYLOR-75027224	BOOKS	371.61	151274
271-793-73500	AUDIOVISUAL MATERIALS	INGRAM LIBRARY SERVICES	AV-CHILDREN'S	56.99	151302
271-793-73600	AV FOR CHILDREN				
Total For Dept 793 LIBRARY BOOKS				6,090.29	
Dept 794	LIBRARY YOUTH SERVICES				
271-794-72700	PROGRAMS	BUSINESS CARD	BUSINESS CARD FOR KRISTIN HAMMOND: 04/1	53.29	151404
271-794-96100	CONFERENCE/MEMBERSHIP	BUSINESS CARD	BUSINESS CARD FOR KRISTIN HAMMOND: 04/1	99.00	151404
Total For Dept 794 LIBRARY YOUTH SERVICES				152.29	
Dept 795	LIBRARY CLERICAL				
271-795-71600	HOSPITALIZATION	BENISTAR/UA-6803	GILTS: JUNE PREMIUM	423.06	151277
271-795-72600	PRINTING & SUPPLIES	ADAMS REMCO, INC	QUARTERLY COPIER MAINT	274.09	151271
271-795-72600	PRINTING & SUPPLIES	DEMCO, INC.	CUSTOM ENGRAVED MAGNTC NAME BADGE	122.99	151296
271-795-72600	PRINTING & SUPPLIES	DEMCO, INC.	CON-TRACT LAMINATE	133.17	151296
271-795-72600	PRINTING & SUPPLIES	DEMCO, INC.	PAPER LABELS	152.50	151296
271-795-72600	PRINTING & SUPPLIES	INTEGRITY BUSINESS SOLUTI	LABELS	58.86	151304
271-795-72600	PRINTING & SUPPLIES	INTEGRITY BUSINESS SOLUTI	GLUE STICKS	13.59	151304
271-795-72600	PRINTING & SUPPLIES	INTEGRITY BUSINESS SOLUTI	PAPER	56.93	151304
271-795-72600	PRINTING & SUPPLIES	INTEGRITY BUSINESS SOLUTI	PAPER	46.88	151304
271-795-72600	PRINTING & SUPPLIES	SHOWCASES	ONE-TIME SINGLE CD CASE-CLEAR	183.60	151329
271-795-72600	PRINTING & SUPPLIES	BUSINESS CARD	CARD FOR RACHAEL WIEGMANN	181.88	151405
271-795-72600	PRINTING & SUPPLIES	CORNERSTONE OFFICE SYSTEMS	SHARP AR-310NT TONER	9.50	151414
271-795-72600	PRINTING & SUPPLIES	GORDON WATER SYSTEMS	5 GAL RO WATER	31.50	151418
271-795-72600	PRINTING & SUPPLIES	INTEGRITY BUSINESS SOLUTI	PAPER, LEDGER, FIREWORX	25.38	151419
271-795-72600	PRINTING & SUPPLIES	INTEGRITY BUSINESS SOLUTI	PAPER TOWEL	49.99	151419

Comstock Township Library

Income

Income and Expenses April 26, 2017-May 21, 2017

Acct. Name	Acct. #	Amount
Unclassified Services	62600	\$ 11.75
Non-Resident Fee	60700	\$ 105.00
Book Fines	65600	\$ 600.52
Photocopies	62700	\$ 236.80
State Aid	271-56600	
Renaissance	271-40210	
Allocated Operating	271-40200	
Book Sales	64700	\$ 154.76
	Total	

Expenses

Acct. Name	Acct. #	
Adult Books	793-731	\$ 27.95
Children's Books	793-733	
Conference Memb. Dir	790-961	\$ 1,000.00
A.V. Adults	793-735	
Workshops	792-961	\$ 1,089.00
A.V. Children	793-736	
Children's Programs	794-727	
Periodicals	793-734	
Telephone	796-850	
Adult Programs	792-727	\$ 220.00
Supplies	795-726	
Periodicals	793-734	
	Total	\$ 3,445.78



**Comstock
Township
Library**

Where community meets the world.

(269) 345-0136
FAX: (269) 345-0138
www.comstocklibrary.org

6130 King Highway, P.O. Box 25, Comstock, MI 49041

The Income and Expense report from the township is not in your packet. Clerk Mohny is on sick leave for the next 2 months and Kelly does not know how to run the report. Hopefully Bret can run it for us by the Board Meeting.

Myla

Director's Report May 2017

I am writing this as Miguel and Jesus continue to rip up carpeting in the stacks and patch the floor boards. It's been a long day, but I am trying to accomplish a lot of work projects. I spent the day weeding old HR books and attending a webinar. It's now 10:00 pm and we are still going strong! Both Mulder's Moving and Custer (Thread) were here at 8:30 a.m. Custer finished installing the Thread by 12:30, and Mulder's finished at 2:00. Miguel and Jesus (Sacketts) started at 3:30. Things are going relatively smoothly, but I think Sacketts greatly underestimated the time frame. After 8 hours they have only cleared ½ the main floor. I think the vinyl will have to be rescheduled for installation at another time. Other activities accomplished while I was "babysitting" the carpeting project included listening to an 8 hour management cd series Meg King-Sloan had purchased, working on the board reports, and on the budget.

We owe a HUGE THANK YOU to staff for completely moving everything downstairs. Most of the staff came in extra (or stayed over) after we closed on Thursday to get everything out of the way by Friday morning. We had some great help from Karl and Kevin, Clara's sons. The only thing Mulder's had to move for us were 2 tables, 3 large file cabinets, the tutor rooms and the cubicles. They set the cd racks, my desk, credenza and the map cases on wheeled skiffs, so moving them around for the carpeting was easy. Barb, Carol, Anita, Sandy, Marian, Joey, Rachael, Teresa, Kristin, and Jo really showed some muscle, as much of the furniture we moved is solid wood and quite heavy. This should keep the bill from Mulder's closer to the original estimate. Prior to the Thursday move, staff emptied their cubicles weeding dated material in the process. Computers, printers and files were all moved to the Crum room for storage. Rostam came in on Thursday evening and disengaged the computer and telephone wiring from the cubicles.. After we closed on Thursday Miguel and Jesus prepped the areas for Thread's Friday morning installation. I reminded the township that we would be closed on Friday, and they decided to close also. They thought our moving things downstairs would be inconvenient for residents.

Earlier this month Joey and Rachael finished cataloging and processing the mobile hotspots. The units, cases and instructions are ready to go on June 1st. Staff have checked them out to get acquainted with them and are pleased with the coverage. The hotspot came in very handy today as the Wi-Fi and server were turned off for added protection while the computer room gets new flooring. This part of the project will have to be rescheduled as well.

On Saturday May 20th we held the Community Yard Sale and Ice Cream Social. Despite the overcast conditions, threat of rain, and MDOT repaving King Highway that morning, we had a decent turnout. Jo and Joey loaded several book trucks with donated and weeded books and media, and Jo set up a table outside. We made \$39.00 in book sales. Teen volunteers Marissa, Grace and Lilly served ice cream until 1:00. Their help was appreciated. Quick count showed 147 visitors to the Yard Sale and 67 for the Ice Cream Social. No new patrons were registered. Three vendors were

a no show. We will try this again in September. We have to hit a sunny Saturday sometime.

I, Kristin and a circulation staff member are visiting North, Stem and Green Meadow to do a "remote registration" for library cards. It is very nice to have Mr. Meekum setting this up for us. Hopefully we will encourage more families to visit us this summer. After speaking with the Director of the Galesburg Library, we will be bypassing the MILibrary requirement and registering Pavilion Township patrons directly. Normally they have to go to Galesburg first to register for their home library card and then come to us for a MILibrary card. This should encourage more families to register.

I attended a Pryor HR workshop in Grand Rapids on May 16th. Topics covered included proscriptions for interviewing and social media, documentation, record retention, and file access. One tip we will be instituting is using e-documents instead of paper copies in distributing manuals and policies.

Webster Electric was again called out to replace 2 uplights and check the AC units on the Brookview side of the building. Suburban Mechanical had to be called out because one of the units needed a new switch.

Sacketts finished the carpet installation at 9:30 pm on Monday and have rescheduled the vinyl for June 7-8th. Rostam came in on Monday afternoon to set up the public computers, Barb and Carol also came out on Monday morning to help move chairs, tables and carts to the main floor. Joey came in at 9pm on Monday and she, her husband Peter and I prepared the circulation area for opening on Tuesday. Peter came back out on Tuesday morning to reinstall the brackets on the cd cabinets so they wouldn't tip over. The reassembly of the Tutor rooms went very quickly, and Mulder's had them up by 11:30 am on Tuesday. They began to reassemble the back cubicles and finished the top sections by 4:00 pm. They left the lower cabinets until Wednesday so Rostam could more easily install cabling, which he did on Tuesday evening. Staff have been moving back into offices as their schedule permits and Kristin finally has the Crum room back to herself for setting up for the Summer Reading Program. Rostam was able to rewire the phones, which had been an ongoing question. Rostam has only one issue to resolve and that is with the security cameras. They are recording but at present the live view is only active on the main frame in Rachael's office.

Rachael, Joey and I interviewed the two applicants for the part-time reference position. It was disappointing to only receive two applications, and neither candidate was remarkable. We agreed to postpone the search until later this summer and hope for a better selection pool. Beth and Marian have agreed to work extra hours during this time.

It's been a hectic month but we are almost finished with the project and the library is looking good!

Respectfully submitted;


Myla-Jean Stuart

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
- 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
- Department Head Meeting: Review Inventory procedures, and set up protocol and timelines
- Purchase utility shelves to replace broken shelves in computer room. (Waiting until flooring is in)

Director's Goals

May 2017

- ✓ Budget reconciliation
- ✓ Attend Township Meetings (One)
- ✓ Attend HR workshop on May 16th in Grand Rapids
- ✓ Coordinate and work for the Community Yard Sale May 20th
- ✓ Coordinate moving the main floor furniture with staff
- ✓ Pack up office for move
- ✓ Take down and set up computers
- ✓ Work with carpet installers over Memorial Day weekend.
- ✓ Give staff off desk time to pack and unpack for move
- ✓ Coordinate staff after carpeting to set library back up
- ✓ Cover desk when needed for Reference.
- ✓ Make up weekly schedules

MAY 2017		Adult statistics	Inhouse	Computer	E-Ref	Information/ Phone Calls	Adult Programs	Program Attendance	New Card Registrat.	Tutor Room	Circulation
Date	Patrons	Reference	Use	Wifi	Internet	Assistance	Ref	Attendance	Registrat.	Room	
2017	4317	825	65	170	596	137	0	244	63	161	7115
2016	4173	630	61	195	530	109	0	20	49	251	7804
2015	4812	725	62	63	644	117	0	40	39	113	7804
2014	5845	535	69	26	641	142	0	30	49		9541
2013	5596	490	65		921	72		32	66		8412
2012	5875	494	95		821	64		18	58		9128
2011	5944	482	56		834	79		31	51		8538
2010	5892	364	121		955	38		39	62		8529
2009	6201	295	148		833	23		0	82		9190

Juvenile Statistics

TOTALS	J Ref	J Internet	J WiFi	J Word P	J Games	Programs	Youth Attendance	Adult Attendance	Facebook Hits	Circ
2017	191	91	21	2	64	7	636	69	926	3119
2016	182	175	23	2	72	7	633	30	1099	2754
2015	205	322	35	6	62	6	536	25		3887
2014	221	800		7	49	13	898	68		4021
2013	267	693	21	60	20	228	123			3860
2012	301	474	17	70	21	272	140			4325
2011	282	689	23	66	27	592	224			3484
2010	211	611	60	31	18	207	145			3183
2009	266	400	10	101	15	1010	95			4103
2008	178	372	27	37	11	839	89			2726
2007	147	392	13	36	17	1132	85			3008

MAY	ELECTRONIC STATISTICS	O Adult	O Youth	O Audio	O Advantage	Bulletin	Facebk
YEAR	Overdrive total						
2017	349	277	72	86	40	73	926
2016	388	205	68	54	51	10	
2015	248	191	42	15			
2014	260	220	40				
2013	271	235	36				
2012	307	286	21				

Young People's Department

May 2017

We took a break from programs this month so that we could visit the schools and promote our Summer Reading Program! Having the month off also allowed my staff time to get everything prepared for the program as so much work goes into getting this program running. We got all of our program flyers printed, folded, and delivered to the schools, logs printed and folded, die-cuts for the bulletin boards cut and waxed, bulletin boards covered and marked, and planned out this summer's programs. We are still working on getting the prize room up and ready since it was used for storage during the carpeting project.

I have created a Summer Reading Manual for staff to use for the summer program. I have not made any major changes to the program. I am sticking with what was set up before I started and will learn the program as the summer progresses. I know the staff is very well acquainted with the program and I'm confident it will go smoothly.

We visited Green Meadow, North Elementary, STEM Academy, and Forest Academy. This summer's theme is "Build a Better World." Our visit started with me going over the program and the activities that will be going on at the library, as well as the prizes that they could win. Then Elaine and I read a story called "Be Quiet" about a mouse who wants to write a wordless book and his friends keep coming in and putting words in the book. Then we did a Minute to Win It type contest where a student held a tongue depressor in his/her mouth and tried to stack as many dice as possible on it. The kids had fun cheering on their classmates. Each child who participated won a free book.

We have partnered with Green Meadow and North to have students bused to the library on five Tuesdays this summer. They will have a special story time just for them and will be able to check out books and turn in their logs. This year, we are offering it to up to 40 students per school since it is a new program that we are trying out. I'm very excited to have this opportunity to work with the schools and get students in to the library!

We held a remote registration at STEM Academy and had ten people sign up for library cards. We have two more remote registrations-one at Green Meadow and one at North Elementary the first week in June to sign up more kids for cards.

Registration for our Summer Reading Program begins June 12th, so we will be very busy signing people up and giving them their math and reading packets. Programs begin June 19th!

Sincerely,

Kristin Hammond, Young People's Librarian

Reference Department May 2017

Whoa—what a crazy month! In preparation for the new carpet, the entire staff was busy cleaning, moving, and organizing the main floor. I also did a deep clean of my office and purged a bunch of papers I no longer needed (seemingly, I am quite the paper hoarder). The carpet project went really well; everyone pitched in and Myla was a great facilitator!

As of right now, the Local History/ Reference Librarian position is still open. I interviewed two candidates, but have decided to put the hiring process on hold until I have a larger pool from which to select. There is another candidate I am going to interview this week. Marian and Beth have been great about picking extra time as needed.

On May 17th, artist Nancy Alexander came here to teach an introductory lesson on calligraphy. She taught the participants the basics of forming letters, how to use a nib and quill, and how to write properly with the pen. This class was full and the participants really seemed to enjoy it. They were also given a quill pen to continue the calligraphy they learned on their own. Sign-ups for the Summer Reading Program begin the second week of June. I hope that you all can participate! Here is the publicity for it: **Build a Better World: Summer Reading Program for Adults:** (must be 18 or older to participate). Registration begins Monday, June 12th at the adult reference desk; however, you may not report the books you have read or listened to until June 19th. Fill out a form for each Comstock Township Library book you read or listen to from June 12th and August 12th and enter to win prizes. The grand prize will be a Kindle Voyage e-Reader and will be drawn on August 14th. For further details call 345-0136.

The upcoming programs in the adult department are as follows: Summer Reading Program, Introduction to Soap Making, and a Preparation for the Solar Eclipse, 2017 (family program), Ask-A-Lawyer with Robert Reilman, and Paranormal Kalamazoo (tentatively planned at the moment).

Reference Statistics

- Reference Questions: 855
- Internet Usage: 596
- Computer Assistance: 137
- Wi-Fi Usage: 170
- E-Reference: 0
- Tutor Room Usage (per 1/2 hour): 161
- Directions: 9
- Programs: 11
- Program Attendance: 24

Respectfully Submitted,

Rachael A. Wiegmann
Information Services Librarian