

COMSTOCK TOWNSHIP LIBRARY
MARCH 11, 2019
BOARD MEETING

AGENDA

CALL TO ORDER

APPROVAL / AMENDMENT OF THE AGENDA

PUBLIC COMMENT

APPROVAL OF THE LAST MEETING'S MINUTES

TREASURER'S REPORT

1)

BILLS PAID

UNFINISHED BUSINESS

1) Lighting

2)

3)

COMMITTEE REPORTS

DIRECTOR'S REPORT

NEW BUSINESS

1) Set Date for Youth Department Renovation Committee

2) Summer Intern Position for Reference Department

3) Ceiling tiles.

OTHER BUSINESS

1) Reminder: No April Board Meeting

2) April 1-30 Library Hop

3) National Library Week April 7-13: Check out books and be entered in a drawing for a gift certificate. Sign up for a card and be entered in a drawing for a gift certificate.

4) Quilt Fest 2019: April 25-27, 2019

ADJOURNMENT

Background Notes for the March 11, 2019 Meeting

Unfinished Business:

- 1) Lighting: Webster Electric has put up several test lights using the LED bulbs. The stack lighting (4'tubes) require an upgrade to allow for the LED tubes and does give off more light. The uplights (those lights on the columns) require a new fixture. The installed test lights are blinding to those sitting at the Circulation and Reference desks, so they are going to look into alternatives. When we get a good fix, Webster will give us a bid and how much the rebate will be. I think we will spend more than we will recoup, but in some areas we really need to increase the lighting.

New Business:

- 1) I have received the work bids from Library Design and May Construction for the Youth projects, so I need to set a meeting date for the Committee. The committee consists of Trustee Jameson, Trustee Donovan, Youth Librarian Liz Rasberry and myself.
- 2) Reference Librarian Beth Dowson is expecting her first child in April, so Information Services Librarian Rachael Wiegmann has posted an ad for a summer intern. The position requires the applicant be enrolled in Library School and course work in reference and cataloging preferred. The wage for this temporary position will be \$12.50/hr, no benefits.
- 3) Ceiling Tiles: One of the ceiling tiles in the magazine area fell, barely missing a patron. These ceiling tiles are impossible to replace as the company is out of business. May Construction was able to get a few the last time this happened and I will contact him to see if he has another source. I think the alternative will have to be a complete ceiling overhaul with new suspensions and new tiles. If this is the case it may be an opportunity to run wiring and lights in the vaulted area, possibly even suspended lighting.

LIBRARY BILLS FEBRUARY 2019 - BOARD REPORT

2018

LIBRARY ADMINISTRATION

BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTALS
790-752	Bathroom Supplies for Patrons & Staff	B.o.A. (MJS)	\$174.79	
790-752	Personal Purchase (Re-Imbursed)	B.o.A. (MJS)	\$9.99	
790-851	Postage	B.o.A. (MJS)	\$10.15	\$194.93

ADULT SERVICES

BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTALS
792-752	Finance Charge	B.o.A. (NI)	\$4.93	
792-752	Archival Materials (Gaylord)	B.o.A. (RW)	\$317.59	
792-752	Shopping Tote (Amazon)	B.o.A. (RW)	\$17.99	
792-790	Books (Amazon)	B.o.A. (RW)	\$94.47	\$434.98

YOUTH SERVICES

BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTALS
793-752	YP Dept. Program	B.o.A. (MJS)	\$40.00	
793-752	YP Food Programs	B.o.A. (RW)	\$230.73	
793-790.200	YP Games (AV)	B.o.A. (MJS)	\$666.74	\$937.47

Library Expenditure for February, December 2018 bills, Paid in 2019

\$1,567.38

2019

LIBRARY ADMINISTRATION

BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTALS
790-725	Benefits (MJS) (Jan)	Mutual of Omaha	\$75.07	
790-725	Benefits (MJS) (Jan)	Blue Cross Blue Shield	\$1,717.62	
790-725	Benefits (MJS) (Feb)	Mutual of Omaha	\$75.07	
790-725	Benefits (MJS) (Feb)	Blue Cross Blue Shield	\$1,717.62	
790-725	Benefits (MJS) (Mar)	Mutual of Omaha	\$75.07	
790-752	Batteries (AA)	Integrity	\$33.72	
790-752	Red Gel Pens	Integrity	\$4.77	
790-752	Water for Staff & Patrons	Gordon Water	\$32.70	
790-752	Adhesive Remover	Integrity	\$50.35	
790-752	Book Repair Tape	Integrity	\$13.90	
790-752	Label Protectors	Demco	\$220.59	
790-752	Thermal Paper for Patron Receipts	Integrity	\$68.26	
790-752	Obituaries	University Products Inc.	\$73.18	
790-752	Expanding File for Circ. Desk	Integrity	\$8.25	
790-752	Bathroom Supplies & Flash Drive	B.o.A. (MJS)	\$251.10	
790-752	Locking DVD Cases	Showcases	\$204.12	
790-801	Photocopier Contract	Adams Remco	\$352.35	
790-801	Alarm System Monitoring	EPS Inc.	\$543.09	
790-810	Contract Invoice	Adams Remco	\$352.35	
790-850	Phone Bill	Spectrum Business	\$199.96	
790-850	Telephone Bill	CTS Telecom Inc.	\$199.00	
790-850	Phone Bill	Spectrum Business	\$199.96	
790-925	Gas & Electricity Bill	Consumers Energy	\$1,773.06	
790-925	Water/Sewerage Bills	City of Kalamazoo	\$123.93	
790-925	Gas Bill for January	Consumers Energy	\$123.87	
790-925	Electricity Bill for January	Consumers Energy	\$1,588.00	
790-930	Janitorial Services	Commercial Building Services, LL	\$730.00	
790-930	Lobby Bathroom Repairs	R.W. LaPine onc.	\$954.20	
790-930	Photo Eye for Elevator	McNally Elevator Co. Inc.	\$1,473.87	
790-948	Full Hardware Replacement & Support Warranty	T.L.C.	\$72.00	
790-955	Late Fees x 2	B.o.A. (RAW)	\$50.00	
790-955	Late Fees x 2	B.o.A. (MJS)	\$52.97	
790-955	Late Fee x 1	B.o.A. (NJF)	\$5.93	
				\$13,415.93

LIBRARY BOARD

BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTALS
791-804	Placements	Unique Management Services Inc.	\$8.95	
791-900	Advertising	B.o.A. (MJS)	\$12.01	
791-915	Mr. J. Calvaruso	ALA Membership	\$65.00	
				\$85.96

ADULT SERVICES

BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTALS
792-725	Benefits (NJ)(RAW)(Jan)	Mutual of Omaha	\$130.84	
792-725	Benefits (NJ) (Jan)	Blue Cross Blue Shield	\$354.52	
792-725	Benefits (NJ)(RAW)(JFeb)	Mutual of Omaha	\$130.84	
792-725	Benefits (NJ) (Feb)	Blue Cross Blue Shield	\$354.52	
792-725	Benefits (NJ)(RAW)(Feb)	Mutual of Omaha	\$130.84	
792-752	Tea Cups for Adult Program	Carol Keto	\$41.55	
792-752	Supplies for Programs	B.o.A. (RAW)	\$151.47	
792-790	1 x Book on CD	MidWest Tape	\$44.99	
792-790	4 x Books on CD	MidWest Tape	\$168.96	
792-790	HRS Autism & Developmental DS	Omnigraphics	\$81.85	
792-790	Books (Adult Dept.)	Baker & Taylor	\$2,040.13	
792-790	Continuation A/C	Baker & Taylor	\$15.59	
792-790	4 x Books on CD	MidWest Tape	\$90.95	
792-790	Large Print Books	Center Point Large Print	\$267.84	
792-790	Polk City Directory Information	infogroup	\$460.00	
792-790	4 x Books on CD	MidWest Tape	\$89.96	
792-790	9 x Books on CD	MidWest Tape	\$339.91	
792-790.100	Newspaper Annual Subscription	Kalamazoo Gazette	\$297.20	
792-790.200	Audio Visual Materials	Baker & Taylor	\$496.62	
792-790.200	A/V Series, Bob's Burgers	B.o.A. (RAW)	\$49.99	
792-915	ALA Membership	B.o.A. (RAW)	\$212.00	\$5,950.57

YOUTH SERVICES

BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTALS
793-725	Benefits (EC) (Feb)	Blue Cross Blue Shield	\$699.62	
793-752	Youth Dept. Program Supplies	Wendy VanderWeele	\$44.76	
793-752	Youth Dept. Song Download	B.o.A. (MJS)	\$0.99	
793-752	Supplies for Programs	B.o.A. (ER)	\$266.34	
793-790	Books (YP Dept.)	Baker & Taylor	\$818.10	
793-790	Youth Dept. Books	Liz Raspberry	\$164.60	
793-790	Education & Training	B.o.A. (ER)	\$359.66	
793-861	Mileage	Traci Scarbrough	\$22.04	
793-911	Books & A/V	B.o.A. (ER)	\$355.00	\$2,731.11

Library Expenditure for February 2019 = \$22,183.57

GL NUMBER	DESCRIPTION	2019		YTD BALANCE 02/28/2019	ACTIVITY FOR MONTH 02/28/2019	AVAILABLE BALANCE	% BGDG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 271 - LIBRARY FUND							
Revenues							
Dept 000 - GENERAL							
271-000-403.000	CURRENT PROPERTY TAXES - EXTRA OR SPECI	784,544.00		643,024.18	330,561.33	141,519.82	81.96
271-000-412.000	DELINQUENT PERSONAL PROPERTY TAXES	1,000.00		0.00	0.00	1,000.00	0.00
271-000-432.000	PAYMENT IN LIEU OF TAXES (PILT)	550.00		0.00	0.00	550.00	0.00
271-000-437.000	INDUSTRIAL FACILITY TAX (IFT)	13,314.00		12,655.35	12,611.91	658.65	95.05
271-000-445.000	PENALTIES AND INTEREST ON TAXES	500.00		0.00	0.00	500.00	0.00
271-000-501.000	FEDERAL GRANTS	0.00		0.00	0.00	0.00	0.00
271-000-566.000	STATE GRANTS - STATE AID	8,000.00		0.00	0.00	8,000.00	0.00
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		142.75	142.75	1,857.25	7.14
271-000-642.000	BOOK SALES	1,000.00		212.25	212.25	787.75	21.23
271-000-643.000	UNCLASSIFIED SALES	300.00		150.00	150.00	150.00	50.00
271-000-651.000	NON-RESIDENT FEES	150.00		70.00	70.00	80.00	46.67
271-000-653.000	RENTALS	0.00		0.00	0.00	0.00	0.00
271-000-655.000	BOOK FINES	6,000.00		363.99	363.99	5,636.01	6.07
271-000-655.100	PENAL FINES	20,000.00		0.00	0.00	20,000.00	0.00
271-000-665.000	INTEREST INCOME	1,000.00		744.63	113.73	255.37	74.46
271-000-674.000	PRIVATE CONTRIBUTIONS AND DONATIONS	0.00		0.00	0.00	0.00	0.00
271-000-699.000	INTERFUND TRANSFERS IN	0.00		0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL		838,358.00		657,363.15	344,225.96	180,994.85	78.41
TOTAL REVENUES							
		838,358.00		657,363.15	344,225.96	180,994.85	78.41
Expenditures							
Dept 790 - LIBRARY ADMIN							
271-790-702.000	ADMIN SALARIES	63,368.00		12,115.11	4,874.44	51,252.89	19.12
271-790-702.100	CLERICAL WAGES	94,855.00		14,642.31	5,820.04	80,212.69	15.44
271-790-709.000	PAYROLL TAXES	12,105.00		1,918.23	804.15	10,186.77	15.85
271-790-716.000	PENSION	8,238.00		1,574.97	633.68	6,663.03	19.12
271-790-725.000	BENEFITS - LIBRARY ADMIN	28,150.00		10,160.45	1,792.69	17,989.55	36.09
271-790-752.000	SUPPLIES	26,000.00		1,227.46	960.94	24,772.54	4.72
271-790-801.000	CONTRACTED SERVICES	8,250.00		1,751.01	895.44	6,498.99	21.22
271-790-810.000	LEASED EQUIPMENT	6,000.00		0.00	0.00	6,000.00	0.00
271-790-850.000	COMMUNICATIONS	5,000.00		784.42	585.42	4,215.58	15.69
271-790-851.000	POSTAGE	1,000.00		0.00	0.00	1,000.00	0.00
271-790-861.000	MILEAGE REIMBURSEMENT	200.00		0.00	0.00	200.00	0.00
271-790-911.000	EDUCATION & TRAINING	3,500.00		0.00	0.00	3,500.00	0.00
271-790-915.000	MEMBERSHIPS	185.00		(125.00)	(125.00)	310.00	(67.57)
271-790-925.000	UTILITIES	28,100.00		3,608.86	1,835.80	24,491.14	12.84
271-790-930.000	LAND AND BUILDING REPAIRS	15,000.00		2,340.70	1,684.20	12,659.30	15.60
271-790-931.000	EQUIPMENT REPAIRS AND MAINTENANCE	3,000.00		0.00	0.00	3,000.00	0.00
271-790-937.000	INSURANCE	14,420.00		10,677.94	0.00	3,742.06	74.05
271-790-941.000	CONTINGENCY	15,381.00		0.00	0.00	15,381.00	0.00
271-790-948.000	COMPUTER & SOFTWARE SERVICES	23,046.00		13,502.00	72.00	9,544.00	58.59
271-790-955.000	MISCELLANEOUS	320.00		128.90	118.90	191.10	40.28
271-790-970.000	CAPITAL OUTLAY	2,000.00		0.00	0.00	2,000.00	0.00
Total Dept 790 - LIBRARY ADMIN		358,118.00		74,307.36	19,952.70	283,810.64	20.75
Dept 791 - LIBRARY BOARD							
271-791-804.000	LEGAL FEES	2,000.00		62.65	8.95	1,937.35	3.13
271-791-807.000	ACCOUNTING & AUDITING	1,500.00		0.00	0.00	1,500.00	0.00
271-791-861.000	MILEAGE REIMBURSEMENT	0.00		0.00	0.00	0.00	0.00

GL NUMBER	DESCRIPTION	2019		YTD BALANCE 02/28/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2019 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	USED	
Fund 271 - LIBRARY FUND								
Expenditures								
271-791-900.000	PRINTING & PUBLISHING	3,000.00		1,012.01	12.01	1,987.99		33.73
271-791-911.000	EDUCATION & TRAINING	7,500.00		0.00	0.00	7,500.00		0.00
271-791-915.000	MEMBERSHIPS	500.00		65.00	65.00	435.00		13.00
271-791-955.000	MISCELLANEOUS	0.00		0.00	0.00	0.00		0.00
Total Dept 791 - LIBRARY BOARD		14,500.00		1,139.66	85.96	13,360.34		7.86
Dept 792 - LIBRARY - ADULT SERVICES								
271-792-702.000	SALARIES	90,811.00		18,011.92	7,245.46	72,799.08		19.83
271-792-702.100	PART-TIME WAGES	66,641.00		11,872.33	4,723.23	54,768.67		17.82
271-792-709.000	PAYROLL TAXES	13,351.00		2,457.09	983.95	10,893.91		18.40
271-792-716.000	PENSION	12,074.00		2,257.04	908.10	9,816.96		18.69
271-792-725.000	BENEFITS - LIBRARY ADULT SERVICES	24,441.00		7,236.36	1,639.28	17,204.64		29.61
271-792-752.000	SUPPLIES/PROGRAMS	6,800.00		599.48	193.22	6,200.52		8.82
271-792-790.100	BOOKS	50,550.00		3,841.53	3,573.69	46,708.47		7.60
271-792-790.200	PERIODICALS	5,500.00		297.20	297.20	5,202.80		5.40
271-792-790.200	AUDIOVISUAL	3,000.00		546.61	546.61	2,453.39		18.22
271-792-801.000	CONTRACTED SERVICES	18,000.00		0.00	0.00	18,000.00		0.00
271-792-861.000	MILEAGE REIMBURSEMENT	500.00		0.00	0.00	500.00		0.00
271-792-911.000	EDUCATION & TRAINING	9,000.00		0.00	0.00	9,000.00		0.00
271-792-915.000	MEMBERSHIPS	742.00		212.00	212.00	530.00		28.57
271-792-955.000	MISCELLANEOUS	0.00		(8.50)	(8.50)	8.50		100.00
Total Dept 792 - LIBRARY - ADULT SERVICES		301,410.00		47,323.06	20,314.24	254,086.94		15.70
Dept 793 - LIBRARY - YOUTH SERVICES								
271-793-702.000	SALARIES	40,170.00		7,680.00	3,090.00	32,490.00		19.12
271-793-702.100	PART-TIME WAGES	60,774.00		9,464.53	3,852.75	51,309.47		15.57
271-793-709.000	PAYROLL TAXES	7,723.00		1,325.55	545.12	6,397.45		17.16
271-793-716.000	PENSION	5,223.00		0.00	0.00	5,223.00		0.00
271-793-725.000	BENEFITS - LIBRARY YOUTH SERVICES	7,990.00		3,949.62	3,949.62	4,040.38		49.43
271-793-752.000	SUPPLIES/PROGRAMS	11,000.00		732.29	302.09	10,267.71		6.66
271-793-790.000	BOOKS	24,000.00		1,308.36	1,308.36	22,691.64		5.45
271-793-790.100	PERIODICALS	0.00		0.00	0.00	0.00		0.00
271-793-790.200	AUDIOVISUAL	3,000.00		0.00	0.00	3,000.00		0.00
271-793-801.000	CONTRACTED SERVICES	1,000.00		0.00	0.00	1,000.00		0.00
271-793-861.000	MILEAGE REIMBURSEMENT	200.00		22.04	22.04	177.96		11.02
271-793-911.000	EDUCATION & TRAINING	3,000.00		355.00	355.00	2,645.00		11.83
271-793-915.000	MEMBERSHIPS	250.00		0.00	0.00	250.00		0.00
271-793-955.000	MISCELLANEOUS	0.00		0.00	0.00	0.00		0.00
Total Dept 793 - LIBRARY - YOUTH SERVICES		164,330.00		24,837.39	13,424.98	139,492.61		15.11
TOTAL EXPENDITURES		838,358.00		147,607.47	53,777.88	690,750.53		17.61
Fund 271 - LIBRARY FUND:								
TOTAL REVENUES		838,358.00		657,363.15	344,225.96	180,994.85		78.41
TOTAL EXPENDITURES		838,358.00		147,607.47	53,777.88	690,750.53		17.61
NET OF REVENUES & EXPENDITURES		0.00		509,755.68	290,448.08	(509,755.68)		100.00

Director's Report
February 2019

Thanks to Liz for arranging a meeting with Comstock School Superintendent Theones and Chris Chopp, principal at STEM. Although the meeting was postponed several times due to school closures, our meeting on February 22 was very productive. It was originally set up to discuss the One-card idea, but with Dr. Theones attending we were able to accomplish much more. Dr. Theonis is in favor of renewed partnership with the library, including having students visit out library and having the youth librarians out to the various classrooms. The statistics he and Mr. Chopp gave us were sobering: 4th grade literacy in ranked 44th in the nation; Comstock Township has the highest number of students living in poverty in Kalamazoo County. Library media specialists are being hired for next year, and there is a renewed effort in promoting literacy skills. Building changes are also in the works for 2019: Green Meadow will become an Early Learning Academy, housing child care and preschool. Northeast Middle School will become Comstock Elementary, combining the elementary students from North and Green Meadow, North Elementary will become Comstock Middle School, and STEM will have additional space added by the trailers. Liz, I and Natalie will work with Mr. Chopp on getting the one-card program developed for implementation in September. We were very upbeat after that meeting!

At the department head meeting I went over upcoming programs and we discussed promotional ideas for book sales, National Library Week, schedule changes, hiring a summer library intern, opening DVDs and CDs to ILL through MEL, Lipbrary Hop and the Fine Forgiveness program. It was decided to celebrate National Library Week by offering a prize drawing for people checking out books or signing up for a library card that week. The same material was covered during the staff meeting the following Monday.

The initial bids have come in for remodeling in the Youth Department so I will call for a Committee meeting in March or April. There are several projects to consider and if they will be done all at once or in stages.

One of the ballasts in the up lights failed, causing a rather obnoxious smell. We opened the windows that evening to air the main floor out and Webster came out to repair the light. Later that week the entire row of up lights went out and Webster had to again come out to fix the problem. Ron Webster had several trial lights with LED's put up for us to look at. The lights for the stacks look great, the wattage being 10-15 watts per light versus 32 in the older fixtures. The replacements for the up-lights are blinding, even though they are 90 watts vs 190. I asked him to look into other solutions. Once we find something that works he will give us a bid on the upgrade. Going green will not be cheap, however, in addition to lowering electricity usage we would save on the air

conditioning in the summer as these lights produce less heat. I need to see if the cost of the bulbs and replacement ballasts are less than we are currently paying. The LED lights are longer lasting, or so they say.

I met with Matt DeBear from Library Design regarding the changes we were looking at in the youth department. He said they could have some of the cabinets custom cut to fit the wall if there is an area less than 3' wide. He mentioned that Library Design has a forklift that can pick up and move an entire shelf with the books on it so carpeting would not have to be cut in. He will be sending in a bid on the shelving.

IT work has been slow. Interfacing the new software with some older programs was quite time consuming. A new security camera control unit was installed by ADP in January and Rostam just got the workaround done so the security cameras would show up on the desk computers. Compatibility issues are also causing problems with the updated Envisionware program, preventing the uploading of our Internet Agreement Policy to the sign-in page. He will have to contact Envisionware and work with them directly to fix this problem. The Youth Department asked that the gaming program Fortnite be installed, and so far it has been installed on 4 out of 10 computers.

Mardell Terpstra picked up the first load of recycled books to go to the Papergator. These are items that were withdrawn, put in the booksale room, and then on the free shelf. After a few months we just need to get rid of them. Thank you Mardell.

As Liz will attest to in her report, youth programming has been going well. February 14 was a very busy day for the Township and the Library. It was the last day to pay property taxes, morning and afternoon STEAM story time, and people picking up tax forms. The parking lot was full, and the parking spots we lost to the snow didn't help. Dick was slow in cleaning off the steps to the lower parking lot, which increased the drama.

Our "Snow Leprechaun" seems to be melting a bit, but with another arctic freeze on the way it'll be cold outside. The organizational meeting for Library Hop was postponed due to bad weather and rescheduled for March. The booksale and Quilt Fest were advertised on Facebook and Craig's list. Informational flyers were sent out to local quilting groups and fabric stores advertising Quilt Fest.

I finalized the 2018 annual report, which will be available at the Board Meeting. I tried a new format. The shelving swap is on hold as weeding continues.

Respectfully submitted;

Myla-Jean Stuart, Director

Director's Goals March 2019

Prior to vacation:

- Department Head meeting:
- Work schedules in advance and put on flash for Rachael
- Cover public service desks as needed
- Call for Board Committee meeting after hearing from Library Design, May Construction if there is time
- Attend 1st Township Board Meeting of the month
- Finalize Library Hop promotion and send in, leave information with Rachael to print flyers, and implement program.
- Attend Library Hop meeting
- Continue updating files
- Distribute annual statistics/annual report to township
- Purge unneeded files, update records
- Promotion for Fine Forgiveness
- Promotion for Quilt show and leave files with Rachael to implement program
- Reconcile expenditures with the BSA software
- Continue to summarize library minutes from 2000 to 2013.

Director's Goals February 2019

- ✓ Department Head meeting:
- ✓ Staff Meeting:
- ✓ Work schedules
- ✓ Cover public service desks as needed
- ✓ Check on frozen pipe issues
- ✓ Meet with May and Library Design
- ✓ Attend Township Board Meeting
- ✓ Reconcile expenditures with the BSA software
- ✓ Finalize Library Hop promotion (postponed)
- ✓ Attend Library Hop meeting (postponed)
- ✓ Continue updating files
- ✓ Prepare annual statistics/annual report
- ✓ Purge unneeded files, update records
- ✓ With Rachael plan for the shelving swap (postponed)
- ✓ Promotion for Fine Forgiveness
- ✓ Promotion for Quilt show

FEBRUARY		Adult	In House	Wifi	Computer		Information/	Adult	Program	New	Tutor	Nota-	HOLDS	Circ To-
Date	Patrons	Reference	Use		Assistance	E-Ref	Phone Calls	Pro-	Attend-	Card	Room	ry		tal
				Internet				grams	ance	Regis-				
2019	4430	585	82	484	45	0	337	5	28	30	60	6	34	6864
2018	4334	546	77	430	106	1	360	3	54	33	66	4		6984
2017	4097	867	52	558	122	0	345	13	68	41	151			7650
2016	4704	703	58	544	63	0	416	7	157	46	292			8651
2015	4396	693	80	620	121	0	453	42	66	47	55			8800
2014	4708	433	64	539	83	1	430	5	22	47	0			9578
2013	5436	460	107	1751	86	2	576	5	17	53	0			9023
2012	6409	499	145	948	68	0	619	5	36	63	0			9564
2011	5238	403	110	741	44	0	554	4	21	64	0			8345

Elec- tronic February	Overdrive total	O Adult	O Youth	O Audio	O Ad- vantage	Hoopla all	Hoopla Ebk	Hoopla audio	Hoopla movie/tv	Hoopla Music	Hoopla Comics	Facebk	website	Launchpad	Hotspots
2019	499	420	79	144		205	55	90	30	16	6	9187	1133	9	42
2018	415	221	21	100								3647	1992	3	20
2017	461	311	62	150	6							1903			
2016	342	282	60	117											
2015	304	235	69												
2014	331	260	71												
2013	218	176	42												
2012	218	195	23												
2011	32	24	8												

JUVENILE TOTALS EBRUARY	J Ref	J Internet	J Games	YouthPrograms	Youth Attendance		Adult Attend- ance	Circ	Teen programs	Teen Attendance
					Adult Attend- ance	Youth Attendance				
2019	241	38	76	27	298	186	3122	3	11	
2018	150	57	46	21	221	141	3134			
2017	240	78	65	20	203	115	3295			
2016	247	245	56	24	235	160	3590			
2015	161	225	30	20	177	95	3483			
2014	290	574	49	18	97	104	4098			
2013	245	657	35	256	161		4171			
2012	225	417	34	357	176		4356			
2011	201	412	29	291	130		3302			
2010	182	606	29	229	160		4110			

Ceiling Tiles



**Reference Department
February 2019**

Another snowy month has come and gone, but it seems library traffic has picked-up despite a shorter month. This place seems to be booming when the kids are out of school; it is a great place to get cabin-fevered children and parents out of the house.

We are going to start circulating a "Book-Club-in-a-Bag." I just cataloged Loving Frank, by Nancy Horan as a test record. It was cataloged under one record and produces a message for circulation to "verify that there are six copies." I have a couple of more bags to catalog, and if it goes well within the community, I plan on constructing more Book-Club-in-a-Bag.

On February 20th, we had the Sea Glass Wind Chime craft. This was a full craft and was very well-received by the attendees. The craft consisted of a Birchwood stick, pieces of sea glass, shells, and hemp string. The participants superglued sea glass and the shells to the hemp string and tied it to the stick. This was a very fun craft!

The upcoming programs in the adult department are as follows: a Tea Cup Bird Feeder, Ask-a-Lawyer, Faerie House, and Happy Our Art canvas painting again. I hope everyone has a good month!

Reference Statistics

- Reference Questions: 567
- Internet Usage: 473
- Computer Assistance: 47
- Tutor Room Usage (per 1/2 hour): 69
- Notarial Acts: 5
- Directions: 3
- Programs: 4
- Program Attendance: 27
- Online Holds: 30
- Wi-Fi Usage: 174
- E-Reference: 2

Respectfully Submitted,

Rachael A. Wiegmann
Information Services Librarian

**Youth Department
Monthly Report
February 2019**

Programs

Our big Saturday program for February was "Teagan's Pet Experience." A local mom and son came to us as volunteers and wanted to show off the many exotic pets that Teagan (the son) owns. This event allowed children to learn how to take care of animals like an axolotl, a bearded dragon, turtles, rabbits, hamsters and many more small animals. This was a drop in, open house style event and we had a good showing, 58 kids and numerous adults. Thanks to Tracie for being there to make sure everything ran smoothly while I was out on vacation.

We are partnering with Kalamazoo Public Library, Portage District Library, Paw Paw Library and Vicksburg Library on their annual Geek Fest - a type of comic con event. This will take place in October 2019 and last year they had close to 1,400 people in attendance. Traci has been representing our library at these meetings (once monthly) and the adult department also will be attending meetings here in the next few months.

Even though weather was still brutal in February, storytime attendance is up. Teens/tweens have also been attending food programs. I hosted "For the Love of Chocolate" party for them on a Tuesday afternoon and we had 7 teens in attendance. They had a lot of fun and stayed for an hour and half. I eventually had to close the program up as we all needed something to eat for dinner besides chocolate! I'm very happy with our program numbers this month. We once again brought in the highest number of people for a February that we have record of (as stated below in statistics).

Collections

We've gotten some compliments from patrons in regards to the children's collections. We've heard from a few families that there seem to be more new and interesting books on display. I think that a mixture of weeding and purchasing of high interest titles has allowed patrons to take note.

Other

Chris Chopp - Principal of STEM Academy and I have been emailing back and forth trying to set up a meeting between the library and the schools. We were finally able to meet this month with Chris bringing along the new Comstock Superintendent, Jeff Thoenes. Natalie, Myla and I met with them here at the library as they discussed the new reading initiatives they have planned for the schools. They were completely on board towards a One Card system like KPL has and they want to start classroom visits to the library this fall. I think we're all extremely excited about the many ways we can work together with them to get kids reading more. Mr. Thoenes also gave us his detailed plan on restructuring the district - moving the two elementary schools into the much larger middle school and the new innovation early learning academy that will be operated by Comstock schools. I was able to give the gentlemen a tour of the youth department after our meeting and we've been in touch since planning our next moves in working together more closely.

I met with Matt Perigo from Public Media Network (they live stream the Comstock Township's Board meetings) who will be in to film some popular programs in March for a Summer Reading video! This video will be under 3 minutes long and will serve as a marketing tool to get people interested in signing up. I hope to show this video at large school assembly visits and we can post it to our website and facebook. The youth staff will be featured in the video, briefly explaining the SRP program. I'll also put the call out for patrons to be in the video because we most definitely need some cute, smiling faces!

Last but not least, Youth Assistant Connor Wilson gave me his two weeks notice this month. Connor has been with us since April 2018 and often works weekends and two night shifts a week. He has been juggling this job and a full time job at Galesburg schools for a while now. He leaves in good standing and the youth staff wish him all the best! His last day is March 6, 2019. Some of his hours have been given to Youth Assistant Sue Kirvan and we've switched some of Wendy VanderWeele's hours around. Youth programmers now have a rotation for Saturday coverage. Thanks to the youth programmers for being flexible in their schedules, this allows us to absorb Connor's hours instead of finding someone new for the nights and Saturdays he worked.

Submitted by Liz Rasberry 2/1/19

Year	J Ref	J internet	Child Attendance	Adult Attendance at Child programs	Child Programs	Teen programs offered	Teen attendance	J Games
2019	241	38	298	186	27	3	11	76
2018	150	57	221	141	21	NA	NA	46
2017	240	78	203	115	20	NA	NA	65
2016	247	245	235	160	24	NA	NA	56
2015	161	225	177	95	20	NA	NA	30
2014	290	574	97	104	18	NA	NA	49