

COMSTOCK TOWNSHIP LIBRARY  
BOARD MEETING  
MARCH 13, 2017  
AGENDA

CALL TO ORDER

APPROVAL / AMENDMENT OF THE AGENDA

PUBLIC COMMENT

APPROVAL OF THE LAST MEETING'S MINUTES

- 1) Revised minutes for January 2017
- 2) Minutes of February 2017

TREASURER'S REPORT

BILLS PAID

UNFINISHED BUSINESS

- 1) Server Bid: status report
- 2) ALA request for staff, board

COMMITTEE REPORTS

- 1) Carpet committee

DIRECTOR'S REPORT

NEW BUSINESS

- 1) TLC request for approval for 3 staff to attend
- 2) Request to change Dec. Board meeting

OTHER BUSINESS

Quilt Fest March 15-20

ADJOURNMENT

## Library Board Meeting

March 13, 2017

### Background notes

- Treasurer's report:
  - Income from the fund reserve for February is \$68.30.
  - At the time the packets are being sent out the Revenue and Expense report has not been reconciled. Michelle did not get the report to me until Tuesday, and I have been training the Youth Librarian. I will have it reconciled by the board meeting.
  
- ALA
  - I have again included the ALA memo. The deadline for the early bird discount March 22 at noon. After the deadline the fee increases by \$15.00 until June 6, then increases by \$30.00.
  
- The carpet committee has met and I am following up with additional questions to the vendors for clarifications. Answers to these questions will be sent to the committee prior to the meeting. At the meeting the committee will present opinions on which vendor to go with. After that is decided we will need to discuss closing options and pick a rug and vinyl pattern.
  
- TLC request for 3 staff members to attend TLCU. I have included the flyer from TLC that gives an overview of what is planned. The information provided is always helpful.
  
- My husband has again planned a vacation when we have a board meeting, this time in December. I will be gone from December 3-December 19<sup>th</sup>. Could we please reschedule our December 11<sup>th</sup> meeting to December 21<sup>st</sup> (Thursday) or any time thereafter? It is very close to Christmas, so we could meet after Christmas if this would be crunching holiday plans. Thank you in advance for considering this for my inconsiderate husband! Travel plans: Egypt and Jerusalem.

Comstock Township Library  
Library Board Meeting  
February 13, 2017

**DRAFT**

**BOARD MEMBERS PRESENT:** Shari Donovan, Karen Jameson, Jill LeBeau, Sue Marietta, Mardell Terpstra

**ABSENT:** Joe Calvaruso

**STAFF:** Myla-Jean Stuart, Library Director

**AUDIENCE:** N/A

**CALL TO ORDER:** The meeting was called to order by Trustee Jameson, at 7:03 pm.

**PUBLIC COMMENT:** N/A

**APPROVAL/AMENDMENT OF THE AGENDA:** Trustee LeBeau moved to accept the agenda as presented, Trustee Terpstra seconded. The motion passed.

**MINUTES:** Trustee Terpstra pointed out that Trustee Jameson was noted as absent and present. Trustee Jameson was absent for the January meeting. Trustee Terpstra asked for additional information on the question of expenses of performers noted in the minutes. Trustee Marietta moved to accept the minutes as corrected, Trustee Donovan seconded. The motion passed.

**TREASURER'S REPORT:** Director Stuart advised the board of errors in the report that are being corrected by the Township Clerk, and errors made by the previous clerk are being uncovered and corrected.

**BILLS:** Director Stuart noted the interest income for December was \$74.15 and January was \$76.97. Trustee Marietta moved approval of the bills in the amount of \$47,927.65, Trustee Terpstra seconded the motion. Motion passed.

**UNFINISHED BUSINESS:**

1. Server Bid: Rostam is still working on bids.
2. Young People's Librarian Search: Kristin Hammond was offered the position and has accepted. Kristin possesses an MLS, a MS in Early Childhood Education, and a BS in Education. She currently teaches K-1<sup>st</sup> grade, and has worked as a school librarian. Starting date is March 6<sup>th</sup>, 2017.
3. Carpeting: Bids are in process. Director Stuart explained the Thread project. Trustee Jameson, Trustee Donovan, and Trustee Marietta volunteered to serve on a committee to review carpeting bids, carpet choices and scheduling. Director Stuart will notify them when all bids are in.
4. Director Stuart noted that the name plates for Trustees have now been updated.

**COMMITTEE REPORTS: N/A**

**DIRECTOR'S REPORT:** There were no questions on the Director's report.

**NEW BUSINESS:**

1. Request for addition shelving. Director Stuart explained the current set up for game storage and the reasons for the request. She noted that the health insurance costs did not come in as high as anticipated and there is enough money in the current budget to cover this expenditure. After discussion of the needs and bids, Trustee LeBeau moved to accept the combined bid from Demco and move funds not used in other budget lines to the capital outlay budget. Trustee Donovan seconded the motion, which passed.

2. QSAC certification: Trustee Jameson thanked the Director for the work put into obtaining the certification.

3. Fund Transfer: Director Stuart explained the request for \$9000.00 from the Fund Reserve to line 271-797-93130 was to cover the three-year contract with TLC that was approved in December, and an additional \$2000.00 was needed in line 271-796-931 to cover the grounds maintenance bill from the Township. Trustee Marietta moved that \$11,000.00 be reallocated from the Fund Reserve to the appropriate lines to cover expenses. Trustee Terpstra seconded the motion, which passed.

**OTHER BUSINESS**

- 1) Trustee Jameson thanked the Library Board for the flowers and cards sent to her husband. He is home and improving.
- 2) Director Stuart noted the upcoming programs for the spring.

The meeting was adjourned at 7:40 pm.

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Jill LeBeau, Library Board Secretary

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Date

Comstock Township Library

Library Board Meeting

January 9, 2017

*Amended minutes*

**BOARD MEMBERS PRESENT:** Joe Calvaruso, Shari Donovan, ~~Karen Jameson~~, Jill LeBeau, Sue Marietta, Mardell Terpstra

**ABSENT:** Karen Jameson, Mardell Terpstra

**STAFF:** Myla-Jean Stuart, Library Director

**AUDIENCE:** N/A

**CALL TO ORDER :** The meeting was called to order by Trustee Calvaruso, acting chair.

**PUBLIC COMMENT :** N/A

**APPROVAL/AMENDMENT OF THE AGENDA:** Trustee LeBeau moved to accept the agenda as presented, Trustee Marietta seconded the motion, which passed.

**MINUTES:** Trustee Marietta moved to approve the minutes of the December 12, 2016 meeting as presented, Trustee Donovan seconded the motion. The motion passed.

**TREASURER'S REPORT:** Director Stuart pointed out that the book fines for November are not listed in the report, and bills for services rendered in 2016 that come in January will be paid from the 2016 budget. In the past we have not been able to get a final closing budget until after the audit.

**BILLS PAID:** Trustee LeBeau moved to approve the bills in the amount of \$31,541.56. The motion was seconded by Trustee Donovan and passed.

**UNFINISHED BUSINESS**

1) Fund Reserve Transfers: The Director advised the board that the transfers approved at the December Board meeting were not done because the 2017 budget was not yet in effect. The board reviewed the adjustments and concurred with the prior approval. The adult book budget adjustment will be \$3,300 instead of \$4,300.00.

**COMMITTEE REPORTS N/A**

**DIRECTOR'S REPORT: :** Trustee Marietta and Trustee LeBeau noted the cost of the Jazz Trio and Reindeer for the Holiday Open House. The director clarified that additional police were contracted as a result of the November 2016 millage.

## NEW BUSINESS

1) Technology Plan: The director submitted the proposed Technology Plan for 2017-2020. The plan was created as part of the QSAC requirements and is a working document. After discussion Trustee Marietta moved approval, Trustee LeBeau seconded it and the plan was adopted.

2) Server Bid: The server bid proposed by IT Ahmed-Daud was presented. After discussion the board asked to have additional quotes.

3) The director reported that the Young People's Librarian position has been posted to ALA, MLA and Michlib-l. The cutoff date is January 27<sup>th</sup>, 2017.

4) Project: Carpeting: The director explained the "Thread" electrical components and will proceed with getting carpet bids for carpet squares.

5) The director explained that Superintendent Hess has asked that we pay an administrative fee for payroll. After discussion on the cost, background information and information from Trustee Calvaruso on his experience with Mercantile, Trustee LeBeau moved to approve a payment not to exceed \$100.00 per month, Trustee Donovan seconded. The board approved \$100.00 per month for 2017, future arrangements will be determined. Director Stuart also noted that although she remembers the board approving to split the cost of plowing and mowing per the township's request, she could find no formal motion in past minutes. Under discussion Trustee Marietta and Trustee LeBeau thought that 4 hours seemed to be high to plow the lot. Trustee Calvaruso moved to approve splitting the costs, however asked that we receive a detailed bill. Trustee Marietta seconded the motion which passed.

## OTHER BUSINESS

The Board asked the Director to send a plant to Trustee Jameson's husband with Get Well wishes. It was noted that Trustee Jameson has been on the board since

Trustee Calvaruso asked that the Board Plaque be updated. Director Stuart will work on this.

The board and director had a discussion on circulation figures, library trends, adult programming, the Kalamazoo Genealogy Society.

The meeting was adjourned at 7:40pm.

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Jill LeBeau, Library Board Secretary

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Date

# LIBRARY BILLS FOR FEBRUARY 2017

**ADMINISTRATIVE**

<b>BUDGET CODE</b>	<b>DESCRIPTION</b>	<b>SERVICE PROVIDER</b>	<b>AMOUNT</b>	<b>TOTAL</b>
790-716	Hospitalization (MJS Feb)	Blue Cross Blue Shield	\$ 1,724.98	\$1,724.98

**LEGISLATIVE**

<b>BUDGET CODE</b>	<b>DESCRIPTION</b>	<b>SERVICE PROVIDER</b>	<b>AMOUNT</b>	<b>TOTAL</b>
791-803	Collections Agency	Unique Management Services Inc.	\$116.35	
791-881	Advertising for 2017	Comstock Community Center	\$1,000.00	\$1,116.35

**BOOKS & MATERIALS**

<b>BUDGET CODE</b>	<b>DESCRIPTION</b>	<b>SERVICE PROVIDER</b>	<b>AMOUNT</b>	<b>TOTAL</b>
793-731	Inspirational Books	Inspirational Distributors LLC	\$107.16	
793-731	2 x Books on CD	Midwest Tape	\$69.98	
793-731	Large Print Books	Center Point Large Print	\$260.64	
793-731	Adult Dept. Books	Baker & Taylor	\$2,539.18	
793-731	Continuation A/C	Baker & Taylor	\$151.77	
793-731	2 x Books on CD	MidWest Tape	\$64.98	
793-731	Inspirational Books	Inspirational Distributors LLC	\$211.13	
793-731	1 x Book on CD	MidWest Tape	\$34.99	
793-731	Overdrive	Overdrive	\$3,000.00	
793-731	Depression 4th Ed	Omnigraphics	\$81.85	
793-733	YP Dept. Books	Baker & Taylor	\$2,351.67	
793-734	Annual Subscription	Kalamazoo Gazette	\$260.00	
793-735	Adult Dept. A/V	Baker & Taylor	\$634.29	\$9,767.64

**YOUTH SERVICES**

<b>BUDGET CODE</b>	<b>DESCRIPTION</b>	<b>SERVICE PROVIDER</b>	<b>AMOUNT</b>	<b>TOTAL</b>
794-727	Children's Dept. Programs	S&S Worldwide	\$389.88	
794-727	Plastic Crockery/Cutlery	Myla Stuart	\$64.60	\$454.48

**SUPPORT STAFF**

BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTAL
795-716	Hospitalization (EG Feb)	Benistar/UA-6803 Medigap	\$423.06	
795-716	Hospitalization (EG Mar)	Blue Cross Blue Shield	\$862.49	
795-726	Water for Patrons & Staff	Gordon Water Systems	\$31.50	
795-726	Address Labels	Integrity	\$26.96	
795-726	Copy & Receipt Paper	Integrity	\$102.48	
795-726	Caster set for table	Demco	\$79.33	
795-726	Bookends	Demco	\$129.75	
795-726	Paper Towels	Integrity	\$55.37	
795-726	Can Liner	Integrity	\$27.99	
795-726	Gloves & White-Out	Integrity	\$37.30	
795-726	Barcode Labels	The Library Corporation	\$403.00	
795-726	Con-Tact Paper	Demco	\$128.17	
795-726	Quarterly Copier Maintenance	Adams Remco	\$274.09	
795-726	Toner	Integrity	\$73.76	
795-726	Party Supplies	Jo Hinga	\$61.75	
				<b>\$2,717.00</b>

**BUILDING OPERATIONS**

BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTAL
796-831	Alarm System Monitoring	EPS	\$543.09	
796-920	Electricity Usage	Consumers Energy	\$3,208.00	
796-931	Janitorial Svs. For Jan	Commercial Building Services LLC	\$559.52	
796-931	Trash	Best Way Disposal	\$41.63	
796-938	Grounds Maintenance	Comstock Township	\$2,000.00	
			\$6,352.24	<b>\$6,352.24</b>

**EQUIPMENT & MAINTENANCE**

BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTAL
797-93120	Anti Virus & Patch Management	R.A.D. Computing Solutions	\$675.00	
797-93130	Overdrive	Overdrive	\$1,000.00	
				<b>\$1,675.00</b>

Library Expenditure for February 2017 **\$23,807.69**



User: MMooney  
 DB: Comstock

PERIOD ENDING 02/28/2017  
 YTD BALANCE 02/28/2017  
 MONTH 02/28/2017  
 ACTIVITY FOR INCREASE (DECREASE)

2017  
 AMENDED BUDGET NORMAL (ABNORMAL) INCREASE (DECREASE) NORMAL (ABNORMAL)

AVAILABLE BALANCE % BGET USED

GL NUMBER	DESCRIPTION	2017	2017	2017	2017	2017	2017	2017
Fund 271 - LIBRARY FUND								
Revenues								
Dept 000								
271-000-40200	ALLOCATED OPERATIN	744,570.00	711,826.77	333,931.77	32,743.23	95.60		
271-000-40210	RENAISSANCE REIMBU	47,684.00	0.00	0.00	47,684.00	0.00		
271-000-41200	DELINQUENT REAL PR	20,000.00	0.00	0.00	20,000.00	0.00		
271-000-56600	STATE AID	7,503.00	0.00	0.00	7,503.00	0.00		
271-000-60700	NON-RESIDENT FEES	100.00	70.00	35.00	30.00	70.00		
271-000-62700	SALES	100.00	20.00	0.00	80.00	20.00		
271-000-64700	PHOTOCOPIES	2,000.00	228.60	0.00	1,771.40	11.43		
271-000-65600	BOOK SALES	1,000.00	142.00	0.00	858.00	14.20		
271-000-65700	BOOK FINES	7,500.00	878.50	30.10	6,621.50	11.71		
271-000-66500	PENAL FINES	25,000.00	0.00	0.00	25,000.00	0.00		
	INTEREST INCOME	400.00	76.97	0.00	323.03	19.24		
Total Dept 000		855,857.00	713,242.84	333,996.87	142,614.16	83.34		

TOTAL REVENUES		855,857.00	713,242.84	333,996.87	142,614.16	83.34
Expenditures						
Dept 000						
271-000-99200	BANK SERVICE CHARGES	300.00	10.00	0.00	290.00	3.33
Total Dept 000		300.00	10.00	0.00	290.00	3.33

Dept 790-LIBRARY ADMINISTRATION		60,012.00	9,198.34	4,616.28	50,813.66	15.33
271-790-70200	DIRECTORS - SALARY	4,591.00	694.50	347.03	3,896.50	15.13
271-790-71500	FICA/MDCR	24,200.00	11,674.94	1,724.98	12,525.06	48.24
271-790-71610	HOSPITALIZATION	6,500.00	0.00	0.00	6,500.00	0.00
271-790-71800	HEALTH SAVINGS ACCOUNT	7,802.00	1,195.79	600.12	6,606.21	15.33
271-790-72000	PENSION	1,000.00	150.14	0.00	849.86	15.01
271-790-86200	DISABILITY INSURAN	500.00	0.00	0.00	500.00	0.00
271-790-95600	MILEAGE	500.00	0.00	0.00	500.00	0.00
271-790-96100	MISCELLANEOUS	2,000.00	0.00	0.00	2,000.00	0.00
271-790-96100	CONFERENCE/MEMBERSHIPS					
Total Dept 790-LIBRARY ADMINISTRATION		107,105.00	22,913.71	7,288.41	84,191.29	21.39

Dept 791-LIBRARY LEGISLATION		2,000.00	116.35	0.00	2,000.00	0.00
271-791-80100	AUDITING FEES	2,000.00	116.35	0.00	1,883.65	5.82
271-791-80300	LEGAL FEES	2,000.00	1,000.00	1,000.00	1,000.00	50.00
271-791-88100	LIBRARY PROMOTION	300.00	0.00	0.00	300.00	0.00
271-791-95600	MISCELLANEOUS	6,000.00	0.00	0.00	6,000.00	0.00
271-791-96100	CONFERENCE/MEMBERSHIP					
Total Dept 791-LIBRARY LEGISLATION		12,300.00	1,116.35	1,116.35	11,183.65	9.08

Dept 792-LIBRARY ADULT SERVICES		96,770.00	14,814.59	7,443.78	81,955.41	15.31
271-792-70200	SALARIES - LIBRARIANS	18,070.00	2,316.89	1,153.92	15,753.11	12.82
271-792-70210	IN LIEU OF HEALTH INSURANCE	64,000.00	9,918.23	4,968.03	54,081.77	15.50
271-792-70300	PART TIME STAFF	15,064.00	2,185.58	1,076.04	12,878.42	14.51
271-792-71500	FICA/MDCR	200.00	0.00	0.00	200.00	0.00
271-792-71600	HOSPITALIZATION					
Total Dept 792-LIBRARY ADULT SERVICES		12,300.00	1,116.35	1,116.35	11,183.65	9.08

GL NUMBER	DESCRIPTION	2017		YTD BALANCE 02/28/2017	ACTIVITY FOR MONTH 02/28/2017	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
<b>Fund 271 - LIBRARY FUND</b>							
<b>Expenditures</b>							
271-792-71800	PENSION	12,580.00	1,925.89	967.68	10,654.11	15.31	
271-792-71900	DEFERRED ANNUITY	18,070.00	2,519.77	1,250.09	15,550.23	13.94	
271-792-72000	DISABILITY INSURAN	1,900.00	275.04	0.00	1,624.96	14.48	
271-792-72600	PRINTING & SUPPLIES	200.00	0.00	0.00	200.00	0.00	
271-792-72700	PROGRAMS	5,600.00	(5.00)	(5.00)	5,605.00	(0.09)	
271-792-86200	MILEAGE	300.00	0.00	0.00	300.00	0.00	
271-792-96100	CONFERENCE/MEMBERSHIP	6,000.00	0.00	0.00	6,000.00	0.00	
<b>Total Dept 792-LIBRARY ADULT SERVICES</b>		<b>238,754.00</b>	<b>33,950.99</b>	<b>16,854.54</b>	<b>204,803.01</b>	<b>14.22</b>	
<b>Dept 793-LIBRARY BOOKS</b>							
271-793-73100	ADULT'S BOOKS	50,300.00	4,006.27	3,521.68	46,293.73	7.96	
271-793-73110	ADULT'S E-BOOKS	7,488.00	3,000.00	3,000.00	4,488.00	40.06	
271-793-73300	CHILDREN'S BOOKS	22,000.00	2,321.51	2,351.67	19,678.49	10.55	
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	260.00	260.00	4,740.00	5.20	
271-793-73500	AUDIOVISUAL MATERIALS	6,500.00	634.29	634.29	5,865.71	9.76	
271-793-73600	AV FOR CHILDREN	6,800.00	0.00	0.00	6,800.00	0.00	
271-793-73700	ELECTRONIC INFORMATION SOURCES	4,500.00	0.00	0.00	4,500.00	0.00	
<b>Total Dept 793-LIBRARY BOOKS</b>		<b>106,088.00</b>	<b>10,222.07</b>	<b>9,767.64</b>	<b>95,865.93</b>	<b>9.64</b>	
<b>Dept 794-LIBRARY YOUTH SERVICES</b>							
271-794-70300	WAGES-LIBRARIAN	41,795.00	2,766.40	0.00	39,028.60	6.62	
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	256.46	0.00	4,323.54	5.60	
271-794-71800	PENSION	5,434.00	359.63	0.00	5,074.37	6.62	
271-794-72000	DISABILITY INSURANCE	900.00	135.28	0.00	764.72	15.03	
271-794-72600	PRINTING & SUPPLIES	200.00	0.00	0.00	200.00	0.00	
271-794-72700	PROGRAMS	10,000.00	1,347.97	454.48	8,552.03	13.48	
271-794-86200	MILEAGE	500.00	0.00	0.00	500.00	0.00	
271-794-96100	CONFERENCE/MEMBERSHIP	2,000.00	0.00	0.00	2,000.00	0.00	
<b>Total Dept 794-LIBRARY YOUTH SERVICES</b>		<b>83,479.00</b>	<b>5,451.75</b>	<b>454.48</b>	<b>78,027.25</b>	<b>6.53</b>	
<b>Dept 795-LIBRARY CLERICAL</b>							
271-795-70300	WAGES-SUPPORT STAFF	152,000.00	23,061.03	10,932.83	128,938.97	15.17	
271-795-71500	FICA/MDCR	12,000.00	1,764.17	836.37	10,235.83	14.70	
271-795-71600	HOSPITALIZATION	12,000.00	3,010.53	1,285.55	8,989.47	25.09	
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	764.18	383.96	4,235.82	15.28	
271-795-72000	DISABILITY INSURANCE	800.00	113.26	0.00	686.74	14.16	
271-795-72600	PRINTING & SUPPLIES	20,285.00	2,586.71	1,431.45	17,689.29	12.75	
271-795-95600	POSTAGE	1,000.00	12.11	12.11	987.89	1.21	
<b>Total Dept 795-LIBRARY CLERICAL</b>		<b>205,585.00</b>	<b>31,311.99</b>	<b>14,882.27</b>	<b>174,273.01</b>	<b>15.23</b>	
<b>Dept 796-LIBRARY BUILDING</b>							
271-796-74000	SUPPLIES	2,000.00	0.00	0.00	2,000.00	0.00	
271-796-83100	SECURITY SYSTEMS	7,100.00	1,231.79	543.09	5,868.21	17.35	
271-796-85000	COMMUNICATIONS	7,000.00	379.94	0.00	6,620.06	5.43	
271-796-91000	PROPERTY & LIABILITY INSURANCE	12,250.00	10,586.90	0.00	1,663.10	86.42	

GL NUMBER	DESCRIPTION	2017		YTD BALANCE 02/28/2017	ACTIVITY FOR MONTH 02/28/2017	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 271 - LIBRARY FUND							
Expenditures							
271-796-9200	ELECTRIC & NATURAL	25,000.00		3,208.00	3,208.00	21,792.00	12.83
271-796-92100	CITY WATER	3,000.00		0.00	0.00	3,000.00	0.00
271-796-93100	BUILDING MAINTENANCE	12,000.00		1,318.05	601.15	10,681.95	10.98
271-796-93800	GROUPS MAINTENANCE	500.00		2,000.00	2,000.00	(1,500.00)	400.00
271-796-99500	CAPITAL OUTLAY ESCROW	7,484.00		0.00	0.00	7,484.00	0.00
Total Dept 796-LIBRARY BUILDING		76,334.00		18,724.68	6,352.24	57,609.32	24.53
Dept 797-LIBRARY EQUIPMENT							
271-797-93000	EQUIPMENT MAINTENANCE	3,500.00		0.00	0.00	3,500.00	0.00
271-797-93110	COMPUTER REPLACEMENT	1,500.00		0.00	0.00	1,500.00	0.00
271-797-93120	COMPUTER MAINTENANCE	3,000.00		675.00	675.00	2,325.00	22.50
271-797-93130	TECHNOLOGY	22,000.00		26,715.89	1,000.00	(4,715.89)	121.44
271-797-97010	CAPITAL OUTLAY	3,000.00		0.00	0.00	3,000.00	0.00
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		35,000.00		27,390.89	1,675.00	7,609.11	78.26
TOTAL EXPENDITURES		864,945.00		151,092.43	58,390.93	713,852.57	17.47
Fund 271 - LIBRARY FUND:							
TOTAL REVENUES		855,857.00		713,242.84	333,996.87	142,614.16	83.34
TOTAL EXPENDITURES		864,945.00		151,092.43	58,390.93	713,852.57	17.47
NET OF REVENUES & EXPENDITURES		(9,088.00)		562,150.41	275,605.94	(571,238.41)	6,185.63

### Director's Goals for March 2017

- Set up and attend Quilt Show
- Pick up prizes for Quilt Show
- Work with new librarian on Summer Reading Program
- Train new librarian
- Attend SMLC meeting in Paw Paw
- Attend Trustee workshop in Benton Harbor on March 25<sup>th</sup>.
- Budget reconciliation
- Meet with carpet committee
- Staff meeting
- Work with Rostam to clean out excess computer parts.

### Director's Goals for February 2017

- Interview candidates for the Young People's Librarian, hire and begin training. ✓
- Set up TLC report templates ✓
- Work with Rostam on getting Server Bids to present to board (notified him of request and discussed computer issues) ✓
- Get carpet bids and all components ready for presentation to board ✓
- Meet with Committee regarding carpeting (will meet in March)
- Balance budget ✓
- Department Head meeting ✓
- Staff meeting (sent email updates on items of interest) ✓
- Continue working with Township Clerk and Superintendent to resolve issues ✓

## Director's Report February 2017

Plans were finalized for the Quilt Show and publicity has gone out to MLive, Craig's List, fabric stores in Kalamazoo area, and various Quilting Clubs. Barb distributed flyers in local stores, and a patron quilter took flyers to stores she knew had community bulletin boards. Advertising for the Yard Sale is ready for the Communicator and flyers have been prepared. Further advertising will go out closer to the date.

Rachael, Joey, and I reviewed the various applications for the Young People's Librarian Position and chose to interview the 3 with the best educational background and experience to fit our needs. After interviewing the decision was made to hire Kristin Hammond for the position. Kristin has a MLIS, a MS in Early Childhood Education, and a BS in Education. She will begin on March 6<sup>th</sup>.

On Saturday February 18<sup>th</sup> the Young People's Department held a Pokémon Party. It was all hands on deck as 41 children and 17 adults participated in a scavenger hunt, make a Pokémon craft, snacked on cupcakes, played games and visited the photo "booth". Everyone attending had fun. Kudos to Traci for a well-planned event, and to the staff for all their hard work.

I attended the SMLC co-op meeting at the Portage District Library on February 9<sup>th</sup> 2017. The co-op is reworking its bylaws. It will again be offering 2 grants to members and a training session for trustees. While there I noted how Portage used chair molding to hang their art displays. This would work very well here. You simply attach the chair railings (molding strips) up near the ceiling of the wall and use S-type hooks on the chair railing to hang the pictures. This would work for quilts as well as pictures. Future program ideas are percolating though my brain right now.

Township Board meetings were held on February 6<sup>th</sup> and 20<sup>th</sup>. I highlighted various programs that were planned, including Homebound Services, the Preservation Station, and Tax Preparation. As a result we had additional people sign up for all 3 programs.

In preparation for the carpeting project, I met with Jeff from Sacketts, Keith from Mulder's Moving and Storage, and Cindy from Century Carpet. Cindy dropped off carpet samples and I will be picking up a few from Sacketts for the committee meeting. The bids have been put in an excel spreadsheet for comparison and a date has been set for the committee to meet. I am underwhelmed by the carpet samples dropped off by Century. The committee may want to take a field trip to see what else is offered if we choose the bid from Century.

As reported at the Library Board Meeting, the Township Clerk is still correcting errors made by the previous administration, including errors in Pension Plan withholdings. We are also a bit frustrated with the timeliness of reports. The Clerk is struggling to train an assistant, fix errors, and keep up with other work. We are trying to be patient, but it is frustrating. Another frustrating decision made by the township, without any consideration of our workflow, was to revert to paying bills biweekly instead of weekly.

I have been filling in hours in the Young People's Department as needed due to illness

and time off requests. I covered the desk for the Pokémon Party and worked several other shifts, including Saturdays. To keep the workflow going in cataloging and processing I reviewed and ordered several book carts. Planning for April and May events in the Young People's Department could not be delayed until the new librarian started because advertising for the Communicator was due March 3<sup>rd</sup>. I went ahead and planned craft events for April and May and discussed implementation needs with Traci. Advertising is in process.

Weeding is continuing in the Young People's Department. I have worked through the Juvenile CD and Young Adult CD circulation reports and gave a list of titles to Elaine to pull. Music in both areas is time sensitive, and as kids age out of the department, most artists age out with them.


The solicitation letters for the summer reading program are ready to be mailed, thanks to Teresa. Once I typed up the letter she was able to do a mail merge from the Business Directory, and an envelope merge as well.

A wonderfully artistic graffiti artist used the bathroom wall to display a 1'x 1' tag. With a LOT of elbow grease, rubbing alcohol and Soft Scrub Anita was able to remove the tag. The pebbly effect of the wall covering made it harder to clean up, but it looks good as new. Kids 0-Library 1.

With the new Young People's Librarian, Kristin, ready to start on March 6<sup>th</sup> we have been planning her attendance at two programs designed specifically for Youth Librarians. The first will be a full day workshop in Grand Rapids on how to incorporate early literacy skills into story times. The second is a workshop held annually by the Michigan Library Association entitled Spring Institute. This will be held for 3 days at the Bavarian Inn in Frankenmuth at the end of March. The Institute covers programming ideas for all youth, ages 0-18, and exhibits from various vendors. This is one of the best programs for a youth librarian, especially one new to public library service. Kristin will be able to meet many other librarians and learn what they are doing.

On February 16<sup>th</sup> we held a surprise recognition luncheon for Barbara Patrick, Elaine Gillis and Karen Jameson to thank them for all their years of service to the community. Unfortunately the problem with surprise parties is that someone can't attend, in this case it was Karen. She dropped by later for a takeout lunch. Elaine Gillis has worked at the library for 43 years, Barb Patrick for 39 years, and Karen Jameson has been a Trustee for 20 years. We celebrated with a taco bar lunch and each was given a certificate, flowers and a wind chime. They all go above and beyond in helping patrons and the library grow. Thanks go to Rachael, Jo and Beth for all their planning and hard work to make this a great event.

Respectfully submitted;

  
Myla-Jean Stuart  
Director





# Memorandum

**To:** Library Trustees  
**From:** MYLA  
**Date:** 3/7/2017  
**Re:** ALA

Discussion Item: Trustees wishing to attend

ALA (American Library Association) National Meeting is in Chicago this year. The dates are June 23-27, 2017. Friday, June 23<sup>rd</sup>, the only activity is the 5:30 – 7:30 exhibit opening.

Registration can be done on line at: [2017.alaannual.org](http://2017.alaannual.org) The cost for a non-member, full conference is \$385.00. It would be cheaper to pay for a membership of \$62.00 (per year) and the registration fee would drop to \$150.00.

Hotel per night w tax	Hotel X 3 nights	Registration	mileage	81.50 per diem with tx meal	membership	Total estimated
Average 227.25 ( $\$210 + 17.25\text{tax}$ )	\$681.75	\$150.00	\$116 + parking	\$244.50	\$62.00	\$1,138.25

There is enough money in the Budget line for Trustee Conferences (\$6,000) for 5 trustees to attend the conference for 3 nights each. \$830 plus parking expenses would have to be added to the budget line for all 6 Trustees to attend. The total will fluctuate depending on number of nights and hotel fees.

Early bird registration ends March 22. Registration will increase by \$25.00 from 3/22 to 6/16.





# Memorandum

**To: Library Board**

**From: MYLA**

**Date: 3/7/2017**

**Re: TLCU (The Library Corporation University) November 5-8<sup>th</sup>  
Louisville Ky**

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Request for Rachael, Joey, and Myla to attend TLCU.

	Registration (Early Bird ends March 17)	Shuttle Round trip	Hotel x 3 \$144.00 daily x 3 + 16.07 tax rate (69.04)	Airfare	Per diem \$57.00 x 3 days + 6% tax (10.26)	Total Est.
Per Librarian	(\$249.00) \$349.00	\$36.00	\$501.42	@\$450.00	\$181.26	\$1417.68

**Subject:** TLCU 2017 - Sign up Special  
**From:** TLCU Registration (tlcu-registration@tlcdelivers.com)  
**To:** MylaStuart@yahoo.com;  
**Date:** Wednesday, March 1, 2017 11:19 AM



*Louisville, Kentucky - November 5-8, 2017*

**REGISTER NOW**

Registration is now open for TLCU 2017, to be held Nov. 5-8 in Louisville, Ky. The theme of this year's conference is "Strong Libraries, Strong Communities," a celebration of the growing importance of libraries as information and technology centers, educational institutions, employment resource providers, entertainment destinations, and more. If you act fast, you can save \$100 off the standard conference registration rate of \$349 with our Super Early Bird discount. **Sign up for TLCU by March 17 and pay just \$249!** That price includes all of your session materials, three breakfasts, two lunches, the Welcome Reception, the Vendor Reception, and more.

Our host facility, the Hyatt Regency Louisville, is furthering your savings by offering a special rate exclusively for TLCU attendees. **Reserve your room now for just \$144 a night plus taxes.** This discount expires when TLC's allotted number of rooms sells out, so move quickly. The Hyatt Regency, which recently underwent a massive \$16 million renovation, is in the heart of downtown Louisville and just steps from the renowned Fourth Street Live! complex with its plethora of restaurants, nightclubs, stores, and entertainment.

TLCU attendees are the first to hear about TLC's product updates, receive insider advice on getting the most out of your ILS, have one-on-one sessions with support staff and product owners, and learn by example as your fellow librarians share their success stories. For example, those who attended last year's conference were able to participate in sessions that highlighted the growing trend of public and school library partnerships, demonstrated how libraries engage their youngest users to foster a love of learning, envisioned how libraries in the future will continue to serve their communities, and explored the ongoing development of highly anticipate modules for

## Reference Department February 2017

February has been a busy month with programs, interviews, vacation coverage, and lessons with computers, eReaders, and the Preservation Station. In addition to this, we also had a surprise "years of service" party for Barb, Elaine, and Karen. I am happy that the Preservation Station is getting good use in converting VHS tapes to DVDs as well as scanning photographs with the overhead scanner. Joey, Myla, and I interviewed three candidates for the Young People's Librarian position; it will be exciting to meet our new colleague.

The adult craft for this month was the Fun Fur Spring Wreath. Although this craft proved to be more time consuming than I expected, they turned out exceptionally cute. Green fun fur (a type of funky yarn) was wrapped around a Styrofoam wreath form that gives it a "grassy" appearance. We then used daisies and ribbon for the finishing touches on the wreath. The attendees were really pleased with the outcome; it was interesting to see the myriad ways patrons decorated them.

The Kalamazoo Tax Initiative has been here on two occasions and will be here a third date in March. As in the past, this program is well received not just in this community but in the Kalamazoo area. We had a total of forty patrons come in to utilize this amazing program (twenty each day).

The upcoming programs in the adult department are as follows: a Doily Canvas, the Kalamazoo Tax Initiative, End-of-Life Care Program, Introduction to Calligraphy, Quilt Show, Homebrewing Class, Learn to Knit/Crochet, and Phone, Mail, and eScams Workshop.

### Reference Statistics

- Reference Questions: 868
- Internet Usage: 558
- Computer Assistance: 123
- Wi-Fi Usage: 121
- Directions: 3
- Programs: 13
- Program Attendance: 34
- E-Reference: 0
- Tutor Room Usage (per ½ hour): 159

Rachael A. Wiegmann  
Information Services Librarian