

COMSTOCK TOWNSHIP LIBRARY
BOARD MEETING
NOVEMBER 13, 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. 2018 Calendar November Meeting change
2. Server and hard drives have been ordered

COMMITTEE REPORTS

DIRECTOR'S REPORT

NEW BUSINESS

1. Policy change updates for approval
2. Administration charges from the Township
3. Social Media Policy
4. Insurance Update
5. PLA request
6. Director's Evaluation

OTHER BUSINESS

Holiday Open House Dec. 9 1-3

Staff Luncheon Dec 12

Library Board Meeting Thursday Dec. 21st, 2017 a quorum is needed.

ADJOURNMENT

Background notes for the November 13, 2017 Library Board Meeting

Unfinished Business:

- 1) 2018 Calendar: The November Library Board Meeting is scheduled for Monday November 12, 2018. The library will be closed that Monday for Veteran's Day. We need to select a different day for our board meeting.
- 2) The Dell Server and external hard drives have been ordered with an additional savings of \$438.71.

New Business:

- 1) Changes to the Comstock Library Policy Manual:
 - a) Delete Section 5.11 Transfer Station ID Cards and Punch Cards, Township has taken this over again
 - b) Section 2.6.1 Fines : Add fines for Launch Pads and Hotspot units. Fines for Launchpads are \$1.00 a day with a \$10.00 cap, fines for Hotspots are \$10.00 a day with a \$200.00 cap.
- 2) The township will be charging us \$3900.00 a year for processing checks. This is in addition to the \$1500.00 that we now have to pay for payroll. Accounts payable is paid biweekly so there are 26 pay periods in a year. This breaks down to \$150.00 per pay period. We average 1000 checks per year, so they are basically charging us \$3.90 per check. I have spoken with Scott about this and indicated that they are charged with "administering" our funds. He says they have been charging the fire department a fee for many years. In 1984 this issue was raised and the Library Board President sent a letter to the Township Supervisor stating that they were charged with administering funds and to charge us would be charging the residents twice for the same service, and the library did not have additional monies to pay for this. I also mentioned that we would prefer then to take over and pay our own bills, giving them an accounting sheet. Mr. Hess is going to look into the definition of "administering". If we accept this "recommendation", I will have to make reductions in various budget lines to meet these costs. We would have to make the adjustments in January if necessary because our 2018 budget has already been submitted to the township. Proposed reductions would be as follows:

793-731 Adult Books \$1000.00 (new total \$48,000.00)
793-737 Electronic Information \$900.00 (new total \$4303.00)
797-980 Adult capital outlay \$1000.00 (new total \$1000.00)
797-98010 YP capital outlay \$1000.00(new total \$1000.00)

Action: For discussion /action

- 3) Social Media Policy: In your packets are suggested updates to the Employee Handbook, Library Policy Manual, and Trustee Manual. Each deals with social media uses. As we assign more duties to staff to assist us in keeping updated on social media, it is time to develop a policy on appropriate social media conduct. I included the one for Library Trustees as it was developed in several of the templates I used.

Action: For discussion/adoption

- 4) Insurance Update: There will be an increase in Blue Cross premiums above what has been budgeted for 2018. Dental insurance was to be covered by Lincoln Financial, but the Township discovered they would not cover pediatric care the policy was switched back to Blue Cross. I won't have the adjusted premiums until January.

Action: Update information

- 5) PLA (Public Library Association) is holding its biennial conference in Philadelphia from March 20-24, 2018. Rachael would like to attend this conference, which is smaller than ALA but dedicated to just Public Libraries. Natalie has a stipend for registration and would also like to attend. They would be attending PLA instead of ALA. Registration is now open and as you know the less expensive hotels fill up fast. I am asking approval for Rachael and Natalie to book their rooms now, and finish registration and airfare in January.

Action: For Approval please

Comstock Township Library

Income

Income and Expenses September 24, 2017- October 25, 2017

Acct. Name	Acct. #	Amount
Unclassified Services	62600	\$ 12.00
Non-Resident Fee	60700	
Book Fines	65600	\$ 572.44
Photocopies	62700	\$ 180.60
Penal Fines	271-65700	
Delinquent Taxes	271-41220	
State Aid	271-56600	
Renaissance	271-40210	
Allocated Operating	271-40200	
Book Sales	64700	\$ 127.25
	Total	\$ 892.29

Expenses

Acct. Name	Acct. #	
Adult Books	793-731	\$ 11.95
Children's Books	793-733	\$ 26.00
Conference Memb. Dir	790-961	
A.V. Adults	793-735	\$ 141.61
Workshops	792-961	
A.V. Children	793-736	
Miscellaneous	790-956	
Children's Programs	794-727	
Periodicals	793-734	
Telephone	796-850	
Adult Programs	792-727	\$ 30.00
Supplies	795-726	
Periodicals	793-734	
	Total	\$ 209.56

Grand Total \$ 1,101.85

BOARD - OCTOBER 2017 LIBRARY BILLS

LEGISLATIVE			
BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT
791-803	Placements	Unique Management Services	\$134.25
			TOTAL
			\$134.25
ADULT SERVICES			
BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT
792-727	Notary Fees (x3)	State of Michigan	\$30.00
792-727	Notary Insurance (MH)	West Bend Mutual Insurance Co.	\$55.00
792-727	Notary Insurance (KH)	West Bend Mutual Insurance Co.	\$55.00
792-727	Notary Insurance (NI)	West Bend Mutual Insurance Co.	\$55.00
792-727	Programs	B.o.A. (RW)	\$182.65
792-727	Peachwave & North Eleven	B.o.A. (MIS)	\$100.00
792-961	Conference Registration	The Library Corporation	\$349.00
			TOTAL
			\$826.65
BOOKS AND MATERIALS			
BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT
793-731	1 x Book on CD	MidWest Tape	\$39.99
793-731	2 x Books on CD	MidWest Tape	\$74.98
793-731	Books (Amazon)	B.o.A. (RW)	\$58.42
793-731	Large Print Books	Center Point Large Print	\$267.84
793-731	Books (Adult Dept.)	Baker & Taylor	\$2,383.06
793-731	Continuation A/C (Adult Dept.)	Baker & Taylor	\$197.53
793-73110	Adult Ebooks	Overdrive	\$2,000.00
793-733	Books (YP Dept.)	Baker & Taylor	\$1,683.83
793-73310	Childrens Ebooks	Overdrive	\$1,000.00
793-735	A/V (Adult Dept.)	Baker & Taylor	\$559.48
793-736	YA A/V	B.o.A. (KH)	\$40.92
793-736	YA Dept. Games	Ingram	\$47.49
793-736	YA Dept. Games	Ingram	\$28.49
793-737	Subscription to BookBrowse	B.o.A. (RW)	\$35.00
			TOTAL
			\$8,417.03

YOUTH SERVICES

BUDGET CODE

794-727

DESCRIPTION

YA Programs

SERVICE PROVIDER

B.o.A. (KH)

AMOUNT

\$52.03

TOTAL

\$52.03

SUPPORT STAFF

BUDGET CODE

795-726

DESCRIPTION

Copy Paper & Paper Towels

SERVICE PROVIDER

Integrity

AMOUNT

\$117.23

TOTAL

795-726

Paperfold Book Jackets

Demco

\$154.94

795-726

Supplies

B.o.A. (KH)

\$8.45

795-726

Red & White Library Cards

B.o.A. (MIS)

\$840.05

795-726

Adobe

B.o.A. (MIS)

\$23.88

795-726

3M Rolls for ILLs

B.o.A. (JI)

\$59.95

795-726

Label Protectors

Demco

\$116.12

795-726

Bar Codes

The Library Corporation

\$224.00

795-726

Bathroom Supplies

Integrity

\$193.83

795-726

Acid-Free Laminiate

Demco

\$133.17

795-726

Library Badge for NI

Demco

\$18.74

795-726

Paperfold

Demco

\$127.79

795-726

2018 Calendars

Integrity

\$110.08

795-726

Water for patrons & Staff

Gordon Water Systems

\$43.50

795-726

Calendar & Ink Cartridge

Integrity

\$81.16

795-726

Binder/Paper Towels/Planner

Integrity

\$76.30

\$2,329.19

BUILDING OPERATIONS

BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTAL
796-831	Integrated Security	Tyco	\$740.36	
796-850	Internet & Phone	Spectrum Business	\$379.94	
796-850	Internet & Phone Charges	Spectrum Business	\$379.94	
796-920	Electricity Bill	Consumers Energy	\$1,650.00	
796-920	Gas Bill	Consumers Energy	\$14.00	
796-921	Water Usage	Kalamazoo County	\$165.99	
796-931	Elevator Costs	McNally Elevator Co.	\$210.36	
796-931	Elevator Licence	State of Michigan	\$95.00	
796-931	Fanitorial Services	Commercial Building Services	\$559.52	
				\$4,195.11

EQUIPMENT & MAINTENANCE

BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTAL
797-93120	Fiber/Hasp Upgrades	SignArt	\$399.00	
797-93130	Technology	Overdrive	\$1,000.00	
797-980	Shelving	Demco	\$898.93	
797-98010	Capital Outlay (YP)	Findaway	\$871.94	
				\$3,169.87

TOTAL LIBRARY EXPENDITURE FOR OCTOBER 2011: \$19,124.13

GL NUMBER	DESCRIPTION	2017		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	10/31/2017	NORMAL	10/31/2017	MONTH	10/31/2017	NORMAL	BALANCE	% BGD
						INCREASE	(DECREASE)		(ABNORMAL)	USED
Fund 271 - LIBRARY FUND										
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	45,954.09				0.00	1,729.91		96.37
271-000-40220	SERVICE FEE-FILT	0.00	545.77				0.00	(545.77)		100.00
271-000-41200	DELINQUENT REAL PROPERTY TAX	20,000.00	27,994.96				0.00	(7,994.96)		139.97
271-000-41300	DELQ. PERSONAL PRO	0.00	1,259.05				873.83	(1,259.05)		100.00
271-000-56600	STATE AID	7,503.00	9,715.96				0.00	(2,212.96)		129.49
271-000-60700	NON-RESIDENT FEES	100.00	350.00				0.00	(250.00)		350.00
271-000-62600	SALES	100.00	142.50				12.00	(42.50)		142.50
271-000-62700	PHOTOCOPIES	2,000.00	1,952.95				180.60	(469.50)		97.65
271-000-64700	BOOK SALES	1,000.00	1,469.50				127.25	(469.50)		146.95
271-000-65600	BOOK FINES	7,500.00	7,191.74				582.44	308.26		95.89
271-000-65700	PENAL FINES	25,000.00	20,105.07				0.00	4,894.93		80.42
271-000-66500	INTEREST INCOME	400.00	1,464.34				0.00	(1,064.34)		366.09
Total Dept 000		855,857.00	847,200.45				1,776.12	8,656.55		98.99
TOTAL REVENUES										
855,857.00		847,200.45					1,776.12	8,656.55		98.99
Expenditures										
Dept 000										
271-000-99200	BANK SERVICE CHARGES	300.00	90.00				0.00	210.00		30.00
Total Dept 000		300.00	90.00				0.00	210.00		30.00
Dept 790-LIBRARY ADMINISTRATION										
271-790-70200	DIRECTORS - SALARY	60,012.00	50,744.86				4,616.28	9,267.14		84.56
271-790-71500	FICA/MDCR	4,591.00	3,817.72				347.03	773.28		83.16
271-790-71600	HOSPITALIZATION	24,200.00	18,752.74				1,222.74	5,447.26		77.49
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	6,596.87				600.12	1,205.13		84.55
271-790-72000	DISABILITY INSURAN	1,000.00	750.70				0.00	249.30		75.07
271-790-86200	MILEAGE	500.00	200.61				0.00	299.39		40.12
271-790-95600	MISCELLANEOUS	500.00	(672.00)				0.00	1,172.00		(134.40)
271-790-96100	CONFERENCE/MEMBERSHIPS	2,000.00	1,410.55				0.00	589.45		70.53
Total Dept 790-LIBRARY ADMINISTRATION		107,105.00	88,102.05				6,786.17	19,002.95		82.26
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	537.00				134.25	1,463.00		26.85
271-791-88100	LIBRARY PROMOTION	2,000.00	1,797.84				0.00	202.16		89.89
271-791-95600	MISCELLANEOUS	300.00	97.74				0.00	202.26		32.58
271-791-96100	CONFERENCE/MEMBERSHIP	6,000.00	5,069.75				0.00	930.25		84.50
271-791-96300	SML COOPERATIVE	314.67	314.67				0.00	0.00		100.00
Total Dept 791-LIBRARY LEGISLATION		12,614.67	7,817.00				134.25	4,797.67		61.97
Dept 792-LIBRARY ADULT SERVICES										
271-792-70200	SALARIES - LIBRARIANS	96,770.00	90,006.48				7,461.65	6,763.52		93.01
271-792-70210	IN LIEU OF HEALTH INSURANCE	18,070.00	12,702.17				1,153.92	5,367.83		70.29

GL NUMBER	DESCRIPTION	2017		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGD
		AMENDED BUDGET	10/31/2017	NORMAL	(ABNORMAL)	MONTH 10/31/2017	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 271 - LIBRARY FUND										
Expenditures										
271-792-70300	PART TIME STAFF	64,000.00	51,846.54			4,660.23		12,153.46		81.01
271-792-71500	FICA/MDCR	15,064.00	12,077.49			965.88		2,986.51		80.17
271-792-71600	HOSPITALIZATION	200.00	0.00			0.00		200.00		0.00
271-792-71800	PENSION	12,580.00	11,280.84			580.01		1,299.16		89.67
271-792-71900	DEFERRED ANNUITY	18,070.00	11,270.40			0.00		6,799.60		62.37
271-792-72000	DISABILITY INSURAN	1,900.00	1,375.20			0.00		524.80		72.38
271-792-72600	PRINTING & SUPPLIES	200.00	0.00			0.00		200.00		0.00
271-792-72700	PROGRAMS	5,600.00	1,714.79			437.65		3,885.21		30.62
271-792-86200	MILEAGE	1,000.00	280.40			0.00		719.60		28.04
271-792-96100	CONFERENCE/MEMBERSHIP	5,300.00	3,066.30			349.00		2,233.70		57.85
Total Dept 792-LIBRARY ADULT SERVICES		238,754.00	195,620.61			15,608.34		43,133.39		81.93
Dept 793-LIBRARY BOOKS										
271-793-73100	ADULT'S BOOKS	49,843.74	32,504.27			3,009.87		17,339.47		65.21
271-793-73110	ADULT'S E-BOOKS	7,488.00	7,069.00			2,000.00		419.00		94.40
271-793-73300	CHILDREN'S BOOKS	22,000.00	13,391.84			1,657.83		8,608.16		60.87
271-793-73310	CHILDREN E-BOOKS	3,500.00	1,000.00			1,000.00		2,500.00		28.57
271-793-73400	MAGAZINES & PERIODICALS	5,456.26	5,456.26			0.00		0.00		100.00
271-793-73500	AUDIOVISUAL MATERIALS	6,500.00	4,295.98			417.87		2,204.02		66.09
271-793-73600	AV FOR CHILDREN	6,800.00	1,593.62			116.90		5,206.38		23.44
271-793-73700	ELECTRONIC INFORMATON SOURCES	4,500.00	1,405.00			35.00		3,095.00		31.22
Total Dept 793-LIBRARY BOOKS		106,088.00	66,715.97			8,237.47		39,372.03		62.89
Dept 794-LIBRARY YOUTH SERVICES										
271-794-70300	WAGES-LIBRARIAN	41,795.00	27,516.40			3,000.00		14,278.60		65.84
271-794-70310	IN LIEU OF HEALTH INSURANCE	5,070.00	586.01			0.00		4,483.99		11.56
271-794-71500	FICA/MDCR	4,580.00	2,149.84			229.50		2,430.16		46.94
271-794-71600	HOSPITALIZATION	8,000.00	6,660.23			1,128.85		1,339.77		83.25
271-794-71610	HEALTH SAVINGS ACCOUNT	5,000.00	5,000.00			0.00		0.00		100.00
271-794-71800	PENSION	5,434.00	2,504.63			390.00		2,929.37		46.09
271-794-72000	DISABILITY INSURANCE	900.00	134.34			0.00		765.66		14.93
271-794-72600	PRINTING & SUPPLIES	200.00	90.10			0.00		109.90		45.05
271-794-72700	PROGRAMS	10,000.00	8,228.46			52.03		1,771.54		82.28
271-794-86200	MILEAGE	500.00	286.63			0.00		213.37		57.33
271-794-96100	CONFERENCE/MEMBERSHIP	2,000.00	785.74			0.00		1,214.26		39.29
Total Dept 794-LIBRARY YOUTH SERVICES		83,479.00	53,942.38			4,800.38		29,536.62		64.62
Dept 795-LIBRARY CLERICAL										
271-795-70300	WAGES- SUPPORT STAFF	152,000.00	122,862.84			11,024.30		29,137.16		80.83
271-795-71500	FICA/MDCR	12,000.00	9,399.01			843.35		2,600.99		78.33
271-795-71600	HOSPITALIZATION	9,000.00	4,413.56			(256.47)		4,586.44		49.04
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	4,219.82			383.96		780.18		84.40
271-795-72000	DISABILITY INSURANCE	800.00	566.30			0.00		233.70		70.79
271-795-72600	PRINTING & SUPPLIES	20,285.00	16,622.72			2,305.31		3,662.28		81.95
271-795-72800	COMPUTER SUPPLIES	0.00	23.88			23.88		(23.88)		100.00
271-795-95600	POSTAGE	1,000.00	18.91			0.00		981.09		1.89
Total Dept 795-LIBRARY CLERICAL		202,585.00	158,127.04			14,324.33		44,457.96		78.05

PERIOD ENDING 10/31/2017

GL NUMBER	DESCRIPTION	2017		ACTIVITY FOR MONTH 10/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE (ABNORMAL)	% BGDGT USED
		AMENDED BUDGET	YTD BALANCE 10/31/2017 (ABNORMAL)			
Fund 271 - LIBRARY FUND						
Expenditures						
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	4,920.29	740.36	2,179.71	69.30
271-796-85000	COMMUNICATIONS	7,000.00	4,988.61	759.88	2,011.39	71.27
271-796-91000	PROPERTY & LIABILITY INSURANCE	12,250.00	11,964.32	(364.02)	285.68	97.67
271-796-92000	ELECTRIC & NATURAL	25,000.00	15,496.53	1,664.00	9,503.47	61.99
271-796-92100	CITY WATER	3,000.00	1,654.73	165.99	1,345.27	55.16
271-796-93100	BUILDING MAINTENANCE	12,000.00	11,821.71	864.88	178.29	98.51
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	55,055.07	3,831.09	23,278.93	70.28
Dept 797-LIBRARY EQUIPMENT						
271-797-93000	EQUIPMENT MAINTENANCE	3,500.00	548.56	0.00	2,951.44	15.67
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	2,087.35	399.00	912.65	69.58
271-797-93130	TECHNOLOGY	31,000.00	29,635.19	1,000.00	1,364.81	95.60
271-797-97010	CAPITAL OUTLAY	53,755.00	46,739.38	0.00	7,015.62	86.95
271-797-98000	ADULT DEPARTMENT	1,000.00	898.93	898.93	101.07	89.89
271-797-98010	YOUTH DEPARTMENT	1,000.00	871.94	871.94	128.06	87.19
Total Dept 797-LIBRARY EQUIPMENT		94,755.00	80,896.03	3,169.87	13,858.97	85.37
TOTAL EXPENDITURES		924,014.67	706,366.15	56,891.90	217,648.52	76.45
Fund 271 - LIBRARY FUND:						
TOTAL REVENUES		855,857.00	847,200.45	1,776.12	8,656.55	98.99
TOTAL EXPENDITURES		924,014.67	706,366.15	56,891.90	217,648.52	76.45
NET OF REVENUES & EXPENDITURES		(68,157.67)	140,834.30	(55,115.78)	(208,991.97)	206.63

NOTICE
2018 SCHEDULE

for fill

All regular meetings of the library board of the Charter Township of Comstock will be held in the Heritage Room of the library building, 6130 King Highway, Comstock, Michigan.

Meetings will be held on the second Monday of each month. Meetings will commence promptly at 7:00 p.m. on the following dates:

January 8

July 9

February 12

August 13

March 12

* September 10 Budget Hearing
Change? VACATION?
October 8

April 9

May 14

November 12 * we're closed
Reset date next month
December 10

June ~~11~~

All meetings are open to the public under the Michigan Open Meetings Act No. 267.

Please note the library will be closed on the following dates:

New Year's Day (Monday, January 1)	Veteran's Day (Monday, November 12*)
President's Day (Monday, February 19)	Thanksgiving Eve at 5:00 p.m (Wed. Nov 21)
Saturday before Easter (March 31)	Thanksgiving Day (Thursday November 22)
Memorial Day weekend (May 26-28)	Christmas Eve Day (Monday Dec. 24)
Independence Day holiday (Wednesday July 4)	Christmas Day (Tuesday Dec. 25)
Labor Day weekend (September 1-3)	New Year's Eve (Monday, December 31) Close at 5:00 pm

*** When a scheduled holiday occurs on a day the library is normally closed (Sunday), another day of the week is authorized as a closed day.

FLOATING HOLIDAYS FOR STAFF

Martin Luther King Day - January 15	Day after Thanksgiving November 23
Columbus Day - October 8	Birthday

Director's Report
October 2017

The Township has awarded Burnham and Flower the health insurance contract. Our policy will basically stay the same with Blue Cross Blue Shield. On October 5th the Township held an informational meeting to go over the health insurance policy coverage and new H.S.A. procedures. After the meeting Scott, I and the representative discussed Elaine's enrollment in an H.R.A which would not conflict with her Medicare. This solution would work and Scott will authorize creation of the account.

At the Township Board Meeting the Township Board approved the following schedule for the Township Office beginning in January. The offices will be open 8-5 Mondays, Tuesdays, and Thursdays. On Wednesdays they will stay open an hour later for the convenience of working residents. They will be open on Fridays from 8-12. Staff will remain until 1 for the weekly staff meeting. The office will no longer be open on Friday afternoons. Employees will take .5 hour lunches instead of hour lunches to meet their workweek hours. Allowing marijuana to be commercially grown and changes in the Supervisor's pay was also discussed.

On Tuesday October 23rd I attended a presentation on the proposed change of insurance carriers of the Pension plan from Ted Hartleib Agency back to Burnham and Flowers. There will be additional presentations on the investment packages offered. Many employees expressed dissatisfaction with the present plan, especially the firefighters, so switching is a foregone conclusion. Preceding the meeting was a pinning ceremony for Chief Mike Beauchamp.

The Gull Lake Area Robotics Team #5663, known as the Twisted Devils Red, collected pop cans throughout the summer and turned them in for cash. On Monday, October 23, they presented the library with 29 skeins of knitted worsted yarn for the library's Keep America Warm Project. Their leader had seen our display at Christmas last year and thought it would be a great community service for the teens. Barb and I gratefully accepted the yarn, and gave the club a certificate of appreciation. Pictures have been uploaded to social media with a huge thank you!

At the October staff meetings, copies of the new Launch pad policies, Heritage Room policies and Christmas luncheon survey were given out. The launch pads were available for preview and the staff suggested several additions to the policy, which will be incorporated. Staff was asked to donate as they are able to the family we have adopted from the community center. Natalie and I discussed the changes in the "red card" policy, allowing Comstock School Children to register for an internet card without a parent's signature. The card would only be good for Ebooks and internet usage. The Young People's Librarian will now be able to register children at school for this card. Children wanting to check out physical material will need to come in to the library with a parent/guardian and register for a regular card. We are excited to get this program off the ground and will be looking into attending the middle school and high school for registrations.

The Dell server and 4 hard drives were ordered. We were able to save an additional

\$438.71 on the Dell bid because we were a governmental unit. The 4 hard drives have arrived and the server should be in by the end of November.

I attended a Pryor workshop in Grand Rapids on October 25 on handling difficult people. The speaker was very interesting and the discussions centered around analyzing how different personalities need information presented to them. I also attended the first in a 3 part webinar on Social Media in the Library. There was a very handy preplanning sheet that Rachael, Kristin and I will be developing in the future.

The State of Michigan will be changing budget line codes in 2018, so the Township Treasure has been migrating old codes into the new ones. Until he finishes this and gets a copy to me I will not know what the budget lines for next year will look like. It could be as simple as new codes, or it could be that some lines have been consolidated. Either way we will be busy at the end of December setting up new reports.

I again discussed with Scott Hess the proposed charges for processing checks. I feel the fee of \$3900.00 is too high. We average 1000 checks a year, roughly 80 checks a month. The fee would run \$300.00 a month. Scott will look into this and get back to me but stands pretty firm on the number of hours it will take Kelly to process the checks. Processing includes entering them into the GL Ledger, printing the check and stuffing it into a envelope. I told him we would be glad to run our own checks. The question is what does "administer" mean.

The Playaway Launch pads have been cataloged and processed and are ready to be displayed. The Young People's Librarian will be promoting them at story times. We continue to get positive feedback on offering the hotspots.

Rachael has been getting numerous compliments on her reference searches and one on one training sessions. Kristin, Natalie and Mallory have taken the first steps in becoming notaries by attending a webinar from the Office of the Great Seal, and getting sworn in by the County Clerk. We are now waiting for the State to send us the licenses so I can order the stamps and seals. We will then have continuous notary service once again.

The Library of Michigan has partnered with Demco Software to bring all Michigan public libraries Wandoo Reader. This software enables us to create, track, report and customize our database for Summer Reading, 1000 Books Before Kindergarten, Adult reading programs and more at no cost. Kristin and I will be attending several webinars to see how this program works and how it can be adapted for our use.

The Township Zoning officer wanted to include our Capital Improvement Plans in the Township's master CIP plan as an addendum. She had a different format than the one we used, so I revised our CIP plans into the new format.

Respectfully submitted:

Myla-Jean Stuart
Director

Date	Patrons	Refer-ence	In House Use	Wifi	Internet Assistance	Computer	E-Ref	Infor- mation/ Phone Calls	Adult Programs	Program Attendance	New Card Registrat.	Tutor Room	Notary	Circula- tion total
2017	4265	674	77	112	576	154	0	342	7	28	53	61	8	7864
2016	5212	885	60	363	661	159		458	13	47	63	380		
2015	5495	775	74	134	683	77	0	360	7	88	60	227		8238
2014	6922	864	108	47	934	156	2	461	6	53	66	119		11138
2013	7932	431	96		932	79		451	5	47	87			9391
2012	7373	584	106		968	116		557	5	46	79			10434
2011	7314	575	103		890	64		514	30	34	56			9068
2010	6680	449	129		885	76		548	2	50	70			8984
2009	7065	392	167		1082	28		643	4	29	92			10127

ELECTRONIC STATISTICS

YEAR	Overdrive total	O Adult	O Youth	O Audio	O Advantage	Bulletin	Facebk	website
2017	381	354	27	133	54	57	7760	3255
2016	344	181	33	98			1924	
2015	284	228	56					
2014	307	251	56					
2013	237	204	33					
2012	173	151	12					
2011	142	126	16					

Juvenile TOTALS	J Ref	J Internet	J WIFI	J Word P	J Games	Programs	Youth Attend-ance	Adult Attendance	Circ
2017	176	122	20	1	71	29	340	212	3646
2016	217	126	22	1	73	26	339	210	3250
2015	220	321	25	3	53	27	316	193	3453
2014	229	1811		23	21	32	287	159	4558
2013	309	903		6	74		274	180	4464
2012	340	1022		22	105		390	208	4930
2011	258	739		28	45		500	223	4138
2010	245	726		17	65		333	137	3495

NOVEMBER Director Goals

- Attend Township and Library Board Meetings.
- Prepare monthly reports
- Reconcile budget reports
- Attend TLCU workshop November 5-8, 2017
- Hold staff meeting
- Hold Department Head Meeting: procedures while I am on vacation, bill pay, closings info if necessary,
- Attend Webjunction Webinar (Part 2 of 3: social media analytics)
- Department Head Evaluations
- Give Payroll Adjustment to Michelle for Dec. 20th payroll.
- Arrange for electronic sign updates in preparation for computer upgrades
- Begin work on State Report

OCTOBER Director Goals:

- ✓ Prepare monthly reports
 - ✓ Attend township and library board meeting
 - ✓ Reconcile budget reports
 - ✓ Hold staff meeting, prepare staff schedules
 - ✓ Department Head meeting: Facebook scheduling, Instagram progress, goal setting, staff review procedures for December, new ideas
 - ✓ Assist new Public Services Librarian when needed
 - ✓ Attend Pryor Workshop/webinars
 - ✓ Review Job descriptions with staff reviews in mind
 - ✓ Work on 2018 Library Goals and Library Capital Improvement Plan
 - ✓ Discuss December events with Department Heads since I will be gone
 - ✓ Coordinate Launchpad circulation, housing, and display.
 - ✓ Develop and review Social Media Policy with Department Heads
-
- Order notary supplies (waiting for state certificates)

Reference Department
October 2017

Things have picked-up this month at the reference desk by almost one-hundred questions. The crummy weather typically brings more patrons in to the library, which is something we enjoy.

The LaunchPads have been cataloged, which proved to be quite a challenge; figuring out all of the appropriate Library of Congress Subject Headings and other terms to make them accessible to patrons. I cannot wait to see them circulate.

We have set a goal for the Local History Room. There is a big file cabinet full of newspaper articles that have been collected throughout the years (pertaining to Comstock) and the goal is to have all of them digitized by October 2018. We plan on having them housed on one of the old computers that will operate as a server for the photographic archive.

On Wednesday, October 18th we had the Terracotta Pumpkin craft. This program had eight participants and although this was a simple craft, I think that the modesty of the pumpkin added to its allure. I used a small wooden knob for the pumpkin stem and green raffia for the leaves. This craft would make an excellent candy dish for the autumn holidays.

I sent out a survey on Facebook to get a sense of what the patrons want out of programming. Eight people responded with fifty percent requesting crafts. The other suggestions were a Spanish and exercise class. I will consider this, but I am not qualified to teach either and it would be rather costly long term to hire someone to do it.

The upcoming programs in the adult department are as follows: Bath Bombs, Happy Our Art Canvas, Holiday Open House, Calligraphy, Ask-A-Lawyer, and a Heart Pallet Door Hanger

Reference Statistics

- Reference Questions: 727
- Internet Usage: 576
- Computer Assistance: 157
- Tutor Room Usage (per 1/2 hour:) 60
- Notarial Acts: 10
- Directions: 10
- Programs: 7
- Program Attendance: 28
- Wi-Fi Usage: 115
- E-Reference: 0

Respectfully Submitted,

Rachael A. Wiegmann
Information Services Librarian

Young People's Department

October 2017

At the beginning of the month, I attended a webinar training to learn how to be a Notary Public. I completed the webinar and took my oath at the County Clerk's office. Now I'm waiting for the next step to complete that process.

We started a trial evening storytime this month. I sent out a survey on of Facebook page asking for parent input as to day, frequency, and time of storytime if it was done in the evening. The consensus from six respondents was every other week and 6:00. I've decided to have them the 2nd and 4th Tuesdays of each month from 6:00-6:30. The first Tuesday, we had 3 children come and the second Tuesday nobody came. I'm going to continue marketing it and encouraging patrons to try it out until the end of the year. If it doesn't take off by then, maybe I'll give it a try again sometime in the future.

We've also started a Girls Who Code club. It is on Wednesdays from 4-5. Girls come to the library to learn about computer coding. I've had one STEM student attend each week and gained one more girl at the last session. I hope that we will be able to grow the group to six or so girls. They will be planning a community project that they feel is important, so the more girls to give ideas and help with the work, the better.

This month we had a lot of buzz around our Halloween week of programs. Patrons know that we do really fun stuff for Halloween and they started asking us what we were offering this year weeks ago. Halloween storytimes, as always, was a big hit. The children were really excited to dress up and go trick or treating around the library and the township offices. The township offices did a fantastic job collaborating with us. The laid down footprints with a maze for the children to follow to make sure they stopped at everyone's office. Then the children came back to the library for cookies, apple juice, and a craft.

On Saturday, October 28th, we held our fourth annual Fall Festival. We had four volunteers and several staff members (myself, Traci, Elaine, Sandy, Carol, Teresa, Beth (and Tony), Anita, and Barb) work this popular event, and we had about 60 children attend. Everyone checks in at the Young People's desk, where they receive a goody bag and enter the door prize drawing. Then they make their way to the games. This year we had four games for prizes (a candy corn bowling game, witch's hat ring toss, spider races, and a pin-the-eye-on-the-monster game). Then kids make their way to the photo booth, which we set up in the J Fic section. It was a "Great Pumpkin, Charlie Brown" backdrop. In the Story time room, we had the lights off and two boxes of "gross" items for the kids to reach in and feel. It was a big hit! After that, they move to the hall for crafts and food. This year's crafts offered were a thumbprint pumpkin patch, peel-and-stick scarecrow, peel-and-stick door sign, a Halloween picture frame, and making your own mask. Finally, we had food and tables set up in the hall for kids and parents to enjoy apple cider and doughnuts.

Sincerely,

Kristin Hammond, Young People's Librarian

ADDITION TO THE LIBRARY POLICY MANUAL

3.13 Social Media Policy

The Comstock Township Library (“The Library”) uses social media to increase awareness of and accessibility to its programs, resources, and services in order to serve its mission. The purpose of this policy is to address use of social media activities including but not limited to blogs, social networks, online communications, online catalogs, websites, and mobile applications by the Library and its employees, volunteers, elected officials, and patrons. The Library’s social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but a limited public forum for discussing Library programs, events and materials. The Library does not make its social media accounts available for general public discourse, but rather reserves and limits the topics that may be discussed on social media accounts.

Definitions

- “Library” shall mean Comstock Township Library
- “Posting” shall mean any writing, image, video, audio file, and hyperlinks to other websites [or media which is downloaded, referenced; or inserted] placed upon any library social media site.
- “Social media site” shall include any online web site, web application or web account created and/or maintained by the library, which permits users to communicate with other users through postings, including without limitation, Facebook, Twitter, blogs, chat rooms, YouTube, Pinterest, Flickr, and Instagram.

A. Library – Sponsored Social Media

- Only those employees responsible for the Library’s social media sites should be actively participating on those sites during work hours. Employees who contribute to the Library’s social media should present content in a professional manner and should check facts, cite sources, avoid copyright infringement, present balanced views, acknowledge and correct errors, and check grammar and spelling before posting.
- Employees should not discuss confidential, work-related matters through social media.
- Content that is posted on Library-sponsored social media sites is subject to the Freedom of Information Act and records retention requirements.

D. Posting on Social Media

The Library permits patrons to comment on Library posts and patrons are invited to share opinions about Library-related subjects, resources and programs. Postings do not indicate Library endorsement of the ideas, issues, or opinions expressed in posts on its social media sites.

The purpose of the Library's social media sites is to inform Library users about educational opportunities, library programs, events (including those co-sponsored with other organizations) and materials, and to encourage dialogue and the exchange of information and knowledge between users and Library staff about these programs, events and materials. The Library reserves the right to restrict or remove any content that is deemed to be in violation of this policy or any applicable law. Content that is deemed not suitable for posting by the Library because it is not topically related to the particular subject being commented on, or is deemed prohibited based on the criteria defined below, shall be retained pursuant to the records retention schedule along with a description of the reason(s) the specific content was deleted. Content and comments on the Library's social media accounts containing any of the following forms of content and postings shall not be allowed:

- Obscenity or child pornography
- Content that promotes, fosters, or perpetuates discrimination and/or harassment on the basis of race, creed, color, age, gender, marital status, religion, national origin, physical or mental disability, sexual orientation, ancestry or any other protected category.
- Slanderous, libelous, threatening or defamatory statements.
- Copyrighted or trademarked material.
- Spam.
- Content not related to Library business, programs, events, resources and materials.
- Advertising or sale of merchandise or services; or
- Charitable solicitations or political campaigning

E. Violations

The Library, its employees, agents and officials assume no responsibility for any damages, direct or indirect, arising from participation in Library-sponsored social media. The Library is not responsible or liable for the content or postings by third parties on any Library sponsored social media site, and third party postings do not reflect the opinions of positions of the Comstock Township Library, its employees, or Board of Trustees.

Postings that the Library Director or her designee deems to have violated this policy, may be removed in whole or in part by the Library Director or designee. The Library reserves the right

to terminate accounts, ban or block users who have posted in violation of this policy on more than one occasion.

F. Patron Participation

By joining, utilizing and/or posting on the Library's social media sites, you agree to comply with this Policy, and the Library's Policy on Internet and Computer Use, as applicable. The Library's Social Media Policy applies whether or not a patron chooses to post comments using a computer at the Library or when posting from any other computer to any Library social media site. While the Library encourages dialogue, it respectfully requests that commenters be mindful that its social media sites are open to the public and commenters be courteous and civil toward one another. By posting on the Library's social media sites, the user gives the Library permission to use their name, profile picture, and the content of any posting made without compensation or liability on the part of the library. Users should be aware that third party websites have their own policies and should proceed accordingly.

Patrons are personally responsible for their commentary. Patrons should be aware that they may be held personally liable for commentary that is defamatory, obscene, proprietary or libelous by any offended party, not just the Library.

VI. Trustee Use of Social Media ADDITION

Library trustees have the same right to self-expression enjoyed by members of the community as a whole when discussing matters of public concern. Trustees should keep in mind the following best practices when posting content about library- related subjects on social media.

- If a Library Trustee identifies himself as such, the trustee must make it clear that the views expressed are trustee's alone and do not represent the views of the Library or other trustees.
- Respect the Library's confidential and proprietary information. Do not post information that is still in draft form or is confidential.
- No comments with any kind of negative, mocking, condescending, etc. language should be made about library patrons or staff in general, about specific questions from patrons, about interactions with staff of the library, or about patron behavior on the Library's social media sites.

Change Amendments to Article VII Amendments

Article ~~VI~~ VII Amendments

All proposed amendments to these By-laws shall be made by verbal motion. An amendment shall be placed on the agenda at the next scheduled meeting of the Board and a written copy distributed to the Board members prior to the meeting, allowing at least a 30-day period between the reading and vote taking. Providing a quorum is present, passage of an amendment shall be by the majority vote of the Board. After passage, all policies that may be affected by the amendment shall be revised.

ADDITION TO THE EMPLOYEE HANDBOOK

IX. STANDARDS OF CONDUCT

B. Employee Personal Use of Social Media

Library employees have the same right to self-expression enjoyed by members of the community as a whole when discussing matters of public concern. As public employees, Library employees are cautioned that speech made pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of any policy of the Library. Employees must be aware that information they display or comments they make on Library social media sites may be viewed by others as representing official Library sponsored information or comments. Employees should keep in mind the following best practices when posting content about library-related subjects and issues on personal time.

- If an employee of the Library identifies himself as such, the employee must make it clear that the views expressed are the employee's alone and do not represent the views of the Library
- Respect the Library's confidential and proprietary information. Do not post information that is still in draft form or is confidential.
- No comments with any kind of negative, mocking, condescending, etc. language should be made about patrons in general, about specific questions from patrons, or about patron behavior on the Library's social media sites.
- The Library does not endorse, monitor or review the content of personal, non-Library related social media activity of its employees.
- Employee use of personal social media is not permitted during working hours except for work-related purposes such as professional development or library-related social media outlets.

Violations of this policy by employees may result in discipline, up to and including termination of employment.