

COMSTOCK TOWNSHIP LIBRARY
BOARD MEETING
November 13, 2018

AGENDA

CALL TO ORDER

APPROVAL / AMENDMENT OF THE AGENDA

PUBLIC COMMENT

APPROVAL OF THE LAST MEETING'S MINUTES

TREASURER'S REPORT

- 1) New format in effect.
- 2)

BILLS PAID

- 1) New budget lines are in effect.

UNFINISHED BUSINESS

- 1) Response from Township Clerk and Superintendent on Letter
- 2) No action on skylight
- 3)

COMMITTEE REPORTS

DIRECTOR'S REPORT

NEW BUSINESS

- 1) New Hires: Elizabeth Rasberry (Castleberry) Youth Librarian
Lauren Arnsman Adult Reference Librarian (part-time)
- 2) Menard's tax rebate
- 3) Election results: Congratulations to Dorothy Hatfield

OTHER BUSINESS

Holiday Open House
Staff Party:

ADJOURNMENT

November 13, 2018 Library Board Meeting
Background Information

Treasurer's Report: Revenue and Expenditure Report.

The township finally instituted the new budget line numbers. I did not find out that the nine existing departments have been consolidated into 4 until the new system went into effect on 11/22/18. The budget lines have been greatly condensed. I have spoken with both the Township Clerk and Treasurer and they have further divided some sections I thought really needed it. The book budget, consisting of the Audiovisual, ebook, book and magazine budgets had been consolidated into just one category - books. This has been changed back to books, magazines, audiovisual and electronic information to accommodate the reporting I must do to the state. Utilities have all been moved to the Administration budget under one budget line so you will no longer see water, gas and electric under separate budget lines. The clerical staff lines were moved to administration, but I had them further broken out by departments. I will go through the many changes at the meeting. Although the budget lines have been changed there will still need to be refinements in transferring the pre-existing bills to the correct lines and adjusting the remaining budget to cover expenses. Some of the consolidated totals will not be correct and both the township and I will be working on these adjustments. The 2019 budget will need to be adjusted. Additional funds from reserve will not be needed, it is just a matter of redistribution based on the consolidation. The consolidations will make it harder to track single categories, so I am going to actively pursue getting the BSA software so I can run reports. I have mentioned it to Mr. Hess and will be following up on this immediately.

Old Business:

- 1) Letter to the Township Clerk: At the request of the Board, Karen Jameson and I met to draft a letter to the Township Clerk. A copy of the letter is in your packet. To date there has been no response to the letter and no indication that she will attend our board meeting.

11/7 Clerk Mohney said she was coming to the meeting

New Business:

- 1) Menard's Tax rebate: Menard's appealed their taxation and the County Tax Assessor, Mary Balkema, has sent us a request to refund to the County \$9,614.92. We have no say in these assessment rebates. This basically negated the increase we had in the Renaissance remittance.

Printed by Brett
 Payroll not on.

GL NUMBER	DESCRIPTION	2018		YTD BALANCE 10/31/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2018 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDDT USED
		AMENDED BUDGET	BUDGET				
Fund 271 - LIBRARY FUND							
Revenues							
Dept 000 - GENERAL							
271-000-403.000	CURRENT PROPERTY TAXES - EXTRA OR SPECI	759,849.00		706,006.54	(24,059.56)	53,842.46	92.91
271-000-412.000	DELINQUENT PERSONAL PROPERTY TAXES	500.00		1,018.00	0.00	(518.00)	203.60
271-000-432.000	PAYMENT IN LIEU OF TAXES (PILOT)	500.00		589.07		(89.07)	117.81
271-000-437.000	INDUSTRIAL FACILITY TAX (IFT)	14,473.00		14,472.87	14,472.87	0.13	100.00
271-000-445.000	PENALTIES AND INTEREST ON TAXES	0.00		15.00	3.80	(15.00)	100.00
271-000-566.000	STATE GRANTS - STATE AID	40,500.00		52,877.01	0.00	(12,377.01)	130.56
271-000-628.000	PHOTOCOPIES	2,000.00		1,812.71	143.55	187.29	90.64
271-000-642.000	BOOK SALES	1,000.00		1,505.04	131.20	(505.04)	150.50
271-000-643.000	UNCLASSIFIED SALES	100.00		655.19	4.50	(555.19)	655.19
271-000-651.000	NON-RESIDENT FEES	100.00		385.00	0.00	(285.00)	385.00
271-000-653.000	RENTALS	0.00		0.00	(164.98)	0.00	0.00
271-000-655.000	BOOK FINES	27,000.00		24,169.39	365.53	2,830.61	89.52
271-000-665.000	INTEREST INCOME	1,000.00		3,599.43	527.34	(2,599.43)	359.94
271-000-674.000	PRIVATE CONTRIBUTIONS AND DONATIONS	0.00		1,116.00	0.00	(1,116.00)	100.00
Total Dept 000 - GENERAL		847,022.00		808,221.25	(8,575.75)	38,800.75	95.42
TOTAL REVENUES							
Total Dept 000 - GENERAL		847,022.00		808,221.25	(8,575.75)	38,800.75	95.42
Expenditures							
Dept 790 - LIBRARY ADMIN							
271-790-702.000	ADMIN SALARIES	222,022.00		142,106.40	0.00	79,915.60	64.01
271-790-709.000	PAYROLL TAXES	17,455.00		10,793.18	0.00	6,661.82	61.83
271-790-716.000	PENSION	13,114.00		6,970.60	0.00	6,143.40	53.15
271-790-725.000	BENEFITS - LIBRARY ADMIN	41,370.00		29,199.48	1,717.62	12,170.52	70.58
271-790-801.000	SUPPLIES	24,000.00		13,642.00	3,693.08	10,358.00	56.84
271-790-810.000	CONTRACTED SERVICES	8,000.00		3,905.87	0.00	4,094.13	48.82
271-790-850.000	LEASED EQUIPMENT	3,000.00		976.39	352.35	2,023.61	32.55
271-790-851.000	COMMUNICATIONS	7,000.00		4,113.78	431.39	2,886.22	58.77
271-790-861.000	POSTAGE	1,000.00		0.00	0.00	1,000.00	0.00
271-790-861.000	MILEAGE REIMBURSEMENT	200.00		438.72	0.00	(238.72)	219.36
271-790-911.000	EDUCATION & TRAINING	3,000.00		1,882.87	0.00	1,117.13	62.76
271-790-915.000	MEMBERSHIPS	0.00		315.00	315.00	(315.00)	100.00
271-790-925.000	UTILITIES	25,000.00		14,662.87	2,703.44	10,337.13	58.65
271-790-930.000	LAND AND BUILDING REPAIRS	14,000.00		13,494.03	2,406.25	505.97	96.39
271-790-931.000	EQUIPMENT REPAIRS AND MAINTENANCE	3,499.51		2,304.47	276.00	1,195.04	65.85
271-790-937.000	INSURANCE	14,000.00		12,197.14	69.60	1,802.86	87.12
271-790-948.000	COMPUTER & SOFTWARE SERVICES	28,000.00		23,715.63	1,398.88	4,284.37	84.70
271-790-955.000	MISCELLANEOUS	120.00		133.00	10.00	(13.00)	110.83
271-790-970.000	CAPITAL OUTLAY	2,835.49		23,643.48	0.00	(20,807.99)	833.84
Total Dept 790 - LIBRARY ADMIN		427,616.00		304,494.91	13,373.61	123,121.09	71.21
Dept 791 - LIBRARY BOARD							
271-791-804.000	LEGAL FEES	2,000.00		833.30	0.00	1,166.70	41.67
271-791-807.000	ACCOUNTING & AUDITING	2,000.00		44.75	44.75	1,955.25	2.24
271-791-861.000	MILEAGE REIMBURSEMENT	0.00		275.53	0.00	(275.53)	100.00
271-791-900.000	PRINTING & PUBLISHING	2,000.00		506.57	0.00	1,493.43	25.33
271-791-911.000	EDUCATION & TRAINING	8,000.00		5,209.49	0.00	2,790.51	65.12
271-791-915.000	MEMBERSHIPS	500.00		0.00	0.00	500.00	0.00
271-791-955.000	MISCELLANEOUS	100.00		0.00	0.00	100.00	0.00

PERIOD ENDING 10/31/2018

GL NUMBER	DESCRIPTION	2018		YTD BALANCE 10/31/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2018 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
		AMENDED BUDGET	NORMAL				
Fund 271 - LIBRARY FUND							
Expenditures							
Total Dept 791	- LIBRARY BOARD	14,600.00		6,869.64	44.75	7,730.36	47.05
Dept 792	- LIBRARY - ADULT SERVICES						
271-792-702.000	SALARIES	152,166.00		125,963.61	0.00	26,202.39	82.78
271-792-709.000	PAYROLL TAXES	12,789.00		9,187.59	0.00	3,601.41	71.84
271-792-716.000	PENSION	11,195.00		8,803.93	0.00	2,391.07	78.64
271-792-725.000	BENEFITS - LIBRARY ADULT SERVICES	27,195.00		8,053.40	354.52	19,141.60	29.61
271-792-752.000	SUPPLIES/PROGRAMS	2,200.00		577.23	300.58	1,622.77	26.24
271-792-790.000	BOOKS	67,500.00		37,125.67	4,250.67	30,374.33	55.00
271-792-801.000	CONTRACTED SERVICES	10,803.00		2,516.79	0.00	8,286.21	23.30
271-792-861.000	MILEAGE REIMBURSEMENT	300.00		36.49	0.00	263.51	12.16
271-792-911.000	EDUCATION & TRAINING	6,000.00		994.49	436.94	5,005.51	16.57
271-792-915.000	MEMBERSHIPS	0.00		496.60	496.60	(496.60)	100.00
Total Dept 792	- LIBRARY - ADULT SERVICES	290,148.00		193,755.80	5,839.31	96,392.20	66.78
Dept 793	- LIBRARY - YOUTH SERVICES						
271-793-702.000	SALARIES	39,975.00		30,287.13	0.00	9,687.87	75.77
271-793-709.000	PAYROLL TAXES	3,058.00		2,317.00	0.00	741.00	75.77
271-793-716.000	PENSION	5,197.00		3,768.61	0.00	1,428.39	72.52
271-793-725.000	BENEFITS - LIBRARY YOUTH SERVICES	20,400.00		15,308.81	0.00	5,091.19	75.04
271-793-752.000	SUPPLIES/PROGRAMS	3,200.00		2,946.88	1,034.32	253.12	92.09
271-793-790.000	BOOKS	30,500.00		16,294.55	2,533.88	14,205.45	53.42
271-793-801.000	CONTRACTED SERVICES	9,000.00		8,284.23	1,000.00	715.77	92.05
271-793-861.000	MILEAGE REIMBURSEMENT	200.00		159.15	0.00	40.85	79.58
271-793-911.000	EDUCATION & TRAINING	2,500.00		40.00	0.00	2,460.00	1.60
Total Dept 793	- LIBRARY - YOUTH SERVICES	114,030.00		79,406.36	4,568.20	34,623.64	69.64
TOTAL EXPENDITURES							
		846,394.00		584,526.71	23,825.87	261,867.29	69.06
Fund 271 - LIBRARY FUND:							
TOTAL REVENUES		847,022.00		808,221.25	(8,575.75)	38,800.75	95.42
TOTAL EXPENDITURES		846,394.00		584,526.71	23,825.87	261,867.29	69.06
NET OF REVENUES & EXPENDITURES		628.00		223,694.54	(32,401.62)	(223,066.54)	35,620.1

BOARD BILLS OCTOBER 2018

GENERAL		DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTAL
BUDGET CODE					
271-000-001.000		Children's Mural	Fence Rows Studio	\$1,000.00	
271-000-403.000		Tax Refund for Menards	Kalamazoo County Treasurer	\$9,614.92	\$10,614.92
LIBRARY ADMINISTRATION					
BUDGET CODE		DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTAL
271-790-725.000		Fringe Benefits	Blue Cross Blue Shield	\$1,717.62	
271-790-752.000		Labels, Coffee Creamer, Copy Paper	Integrity	\$138.11	
271-790-752.000		2019 Calendars	Integrity	\$241.40	
271-790-752.000		2019 Calendars	Integrity	\$52.51	
271-790-752.000		2019 Files	Integrity	\$145.23	
271-790-752.000		Copier Costs	Cornerstone Technologies	\$2,757.53	
271-790-752.000		Fingerprint Ink	Integrity	\$12.22	
271-790-752.000		Paperfold	Demco	\$110.19	
271-790-752.000		YP Dept. Stickers & New Name Badges	Demco	\$235.89	
271-790-810.000		Contract Invoice for Photocopier	Adams Remco	\$352.35	
271-790-850.000		Internet Service	C.T.S.	\$199.00	
271-790-850.000		FaceBook, Library Event Promotion	B.o.A. (MJS)	\$32.43	
271-790-850.000		Phone Bill	Spectrum Business	\$199.96	
271-790-925.000		Water & Sewerage	City of Kalamazoo	\$206.53	
271-790-925.000		Security Systems	Johnson Controls (Tyco)	\$795.88	
271-790-930.000		Asphalt Sealing	Tustins	\$1,465.00	
271-790-930.000		Maintenance (Oct - Dec)	McNally Elevator Co.	\$211.25	
271-790-930.000		Janitorial Services	Commercial Building Services LLC	\$730.00	
271-790-931.000		Scheduled Maintenance	R.W.LaPine Inc.	\$276.00	
271-790-937.000		Workers Comp. Insurance	Accident Fund	\$69.60	
271-790-948.000		Overdrive	Overdrive	\$1,000.00	
271-790-948.000		Responsive Design Upgrade	Piper Mountain Webs LLC	\$375.00	
271-790-91500		MLA Conference	B.o.A. (MJS)	\$315.00	
271-790-948.000		Adobe	B.o.A. (MJS)	\$23.88	
271-790-955.000		Personal Item (Awaiting Re-Imbursement)	B.o.A. (MJS)	\$29.99	
					\$11,662.58

LIBRARY BOARD		DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTAL
BUDGET CODE					
271-791-807.000	Collections	Unique Management Services, Inc.	\$44.75		\$44.75
ADULT SERVICES					
BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTAL	
271-792-725.000	Fringe benefits	Blue Cross Blue Shield	354.52		
271-792-752.000	Program	B.o.A. (RW)	\$113.59		
271-792-752.000	2019 filing & wages	Integrity	\$23.48		
271-792-752.000	Mailing Labels	Integrity	\$30.56		
271-792-752.000	Scissors	Integrity	\$32.90		
271-792-752.000	Glue Stick, Air Freshener & Trash Bags	Integrity	\$100.05		
271-792-790.000	Books (Adult Dept.)	Baker & Taylor	\$1,897.43		
271-792-790.000	Books (Continuation A/C)	Baker & Taylor	\$501.81		
271-792-790.000	A/V	Baker & Taylor	\$155.62		
271-792-790.000	Overdrive	Overdrive	\$2,000.00		
271-792-790.000	Large Print Books	Center Point Large Print	\$267.84		
271-792-790.000	Inspirational Books	Inspirational Distributors	\$216.40		
271-792-790.000	Amazon Subscription Charge	B.o.A. (MJS)	\$90.00		
271-792-911.000	NI Flight to St.Louis (Conference)	B.o.A. (NI)	\$436.94		
271-792-915.000	Flight St Louis (Conference)	B.o.A. (RW)	\$496.60		
					\$6,717.74
YOUTH SERVICES					
BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTAL	
271-793-752.000	Halloween & Christmas Decorations	Oriental Trading	\$172.70		
271-793-752.000	Pumpkin DieCut	B.o.A. (MJS)	\$57.90		
271-793-752.000	Youth Program	B.o.A. (RW)	\$13.98		
271-793-752.000	Costumes & Candy/Chocolate for Halloween & 201	B.o.A. (MJS)	\$789.74		
271-793-790.000	Book (YP Dept.)	Baker & Taylor	\$939.36		
271-793-790.000	Overdrive	Overdrive	\$1,000.00		
271-793-790.000	Books	B.o.A. (RW)	\$56.13		
271-793-790.000	Periodical	B.o.A. (RW)	\$35.00		
271-793-790.000	A/V	B.o.A. (RW)	\$19.15		
					\$3,083.96

Total Library Expenditure for October 2018 = \$32,123.95



**Comstock
Township
Library**

Where community meets the world.

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

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

To: Comstock Township Clerk Michelle Mohney
From: Comstock Township Library Board
Cc: Randy Thompson, Township Supervisor

10/15/18

At the Comstock Township Library's October Board Meeting, the Board expressed dismay at the continual problems the Director is having getting timely and complete reports. We at the Comstock Township Library Board have also been very concerned about the lateness of our financial reports. Since January, the Director has had to give us partial budget reports due to the lack of current payroll figures. Another major concern are the payroll problems that have occurred. Staff should not have to wait for the next payroll cycle to have problems fixed. In the past year we have had 2 late payrolls, 2 missed payroll periods for part time staff who were then required to wait an additional 2 weeks to get paid, and incorrect reimbursement for bounced checks due to the late payroll. The Library Board has requested that a letter be sent to you to regarding these issues.

Several board members work with ADP and have never had the issues you are having. It has been 11 months and we are still waiting for a positive work flow. We understand that many times the Director has had to approach you for the current figures. She should not have to do that; they should be forthcoming in a timely manner. Payroll was outsourced to ADP in 2018, but we are now 10 months into the year and still the Director and the Library Board cannot get current and complete financial reports in time for our board packets to be mailed out. I am mystified because outsourcing payroll was supposed to save the Township time. We are now paying for payroll to be done, and we feel should be able to get up-to-date financial reports. This was not a problem before the Township went with ADP.

Last week, the Director asked for biweekly payroll and accounts payable reports and your response was that it was going to create more work for you. In reality, printing a report is a minute amount of work. Since the Library has been denied access to your accounting software, we feel this responsibility falls on you and/or your department. According to the auditor, the Library should not have to keep a separate accounting program to keep track of the finances. He was very surprised the Director had to keep track on an Excel program. This causes the Director and library staff an increased workload to duplicate what is already being put in by the township, and then reconcile it monthly. If the Director were able to access the reports, not change them, the library would not have to incur additional work. Ours should be a collaborative effort, not a master/servant relationship with the Library always having to request timely reports.

We are hoping that this is the last time we have to address this issue. The Library Board watches the Library Budget carefully and cannot make fiscally sound decisions without up-to-date reports. Your promptness will be appreciated. We are asking for the following:

- 1) Bi-weekly complete payroll and bills paid reports
- 2) Careful review of payroll prior to submission
- 3) Payroll errors to be fixed within 24 hours.
- 4) Complete monthly reports sent to the Director by the first Tuesday after the end of the month.

The Library Board had invited you to our October meeting to address the issues, but you were not able to change your schedule to accommodate this request. We are again inviting you to our November meeting, which will be held at 7:00 p.m. on Tuesday, November 13, 2018.

Sincerely:

Karen Jameson, Library Board President

Director's Report

October 2018

I began the month interviewing for the Youth Librarian position. Natalie, Rachael and I interviewed 3 candidates and were excited to offer the position to Liz Rasberry. Liz will be moving to the area to take the position. She was the Youth Librarian in Livonia and looks to be a good fit for our library. Liz began on October 29th. It will take several weeks to fully bring her up to date on all the aspects of her job, but she is catching on quickly. While covering for the department this month I checked the book reviews and sent in several book orders.

October 27th was "all hands on deck" for the youth Fall Festival. 45 children and 42 adults attended the 2 hour program, which included games, juice and donut holes, candy, a costume contest, photo booth and crafts. Traci received many positive comments on the program. A big Thank You goes out to Traci for all the work she has put into the party and the department in the absence of a Department Head. The department ran very smoothly this past month due to her efforts.

Our elation at being back to full staff status was short lived as Adult Reference Librarian Mallory Hesslinger gave her 2 week notice and left on October 26th for a higher paying job. With Rachael and Natalie attending TLC in November the schedule will be very tight. Rachael, Natalie and I interviewed candidates for the position, and Lauren Arnsman was offered the position. She will begin November 20th.

The township finally shifted to the new budget line numbers. As usual, I do not think this was done with much fore thought. The switch was made mid-month instead of the end of the month, so budget figures are split between old and new numbers. I was not informed of the major consolidation of budget lines, so I was very surprised to see that the "departments" were reduced from 9 to 4. The consolidation will require adjustments in allocated funds for the remainder of this year and 2019. I am waiting for the end of the month reports to begin these adjustments. The Township was willing to sub-section several of the lines for easier tracking of figures that are needed for the state report. The adjustments will take quite a bit of time for both the Township and me, but the end is finally in sight.

I have been covering the Adult, Youth and Circulation desks quite a bit this month due to the open positions, illness, and vacations. It does give me the opportunity to work with the public and see what is actually happening in each department. I can usually get some of my work done at the desks, so I am not too far behind. The accounting changes will challenge this however.

I attended MLA in October in Novi, Michigan. This was the first time I have attended this conference on a Director's level. Sessions attended included Diversity: Creating caring communities; Creating a Library of Things; Pop-up programs (outreach ideas); Librarian Competencies; E-resource promotion. The programs were interesting

and timely, touching on topics the staff is already thinking about. The 3 day event was well attended and I had a chance to network with several other class 4 librarians and discuss our similarities and differences. A common theme among us was how to attract and keep patrons, and the constant search for new programming ideas. The programs touched on a few ideas and at dinners we discussed how they could be adapted to smaller libraries, especially those with limited staff, budgets, or "connections". The "connection building" ideas involve reassigning staff to be out of the library more often, participating in outside groups with the hope of finding a hook to get the members into the library.

The first group of 10 used computers has sold, and we will be taking names for the next group. Rostam still has 3 computers to install, and is working on networking issues. Once he has the system up, he will prepare the rest of the units for sale. At that time I will advertise them on Facebook, the website and Craigslist.

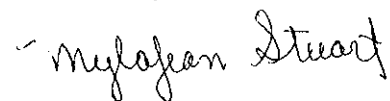
We are making the final adjustments to our new website and hope to switch over to it the first week of November. The design is much cleaner, and we are now loading current programming information. Staff is trying to fit this into an already tight schedule, so it is taking longer than hoped, but as with the budget, the end appears near.

A patron called the library after witnessing "suspicious activity" in the parking lot. The patron thought it was a drug buy. Rachael called the police and when the police car parked in the lot the two individuals in the truck came into the library, ran through it and out the back staff door. The police ran the license plate, which didn't match the vehicle, so they called a tow truck. The vehicle had been reported stolen from the Gull Road Speedway a week prior. I spent several hours reviewing and making a copy of security footage for the police. We had several very clear images of the two individuals.

The hotspots continue to be high circulating items, but we have had a run of malfunctioning units this month. Two units had to be replaced, one due to a patron dropping it. The patron is paying off the replacement cost, which thankfully was only \$80.00 not \$200. We were able to transfer the remaining cell service to the new devices. We also had to order replacement power cords. One was cut and the patron paid for it, several are so loose they are no longer charging the units.

Karen Jameson and I met and drafted a letter to the Township Clerk regarding the problems we are having. Karen signed and sent the letter to the Township Clerk, with a copy going to the Township Supervisor. To date there has been no response to the letter.

Respectfully submitted:



Myla-Jean Stuart
Director



**Comstock
Township
Library**

Where community meets the world.

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

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

To: Scott Hess
From: Myla Stuart
Re: BS&A

As I mentioned earlier this week, I very much want to have a "read only" copy of the BS&A software for the library. It would help me keep track of expenditures, especially now since they have all been combined. I would like to begin this as soon as possible.

Considerations I have thought of:

1. Would having a copy for the library increase the cost to the township at all?
2. Since we are not on the same computer network would we dial in remotely?
3. What would the specifications need to be for my computer/server?
4. Is there a "read only" aspect that would let me generate reports? I know Michelle was concerned about the library having personnel information, but could I be limited to just the library portion of the budget, including Library payroll.
5. When I talked to BS&A earlier this year they said I would only have to pay for a training session.

I know Vanessa would be interested in a read only version, and possibly the fire department.

Please let me know what the next step would be.

Myla