

COMSTOCK TOWNSHIP LIBRARY
BOARD MEETING
October 9, 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

Server Bids

COMMITTEE REPORTS

DIRECTOR'S REPORT

NEW BUSINESS

- 1) Insurance update
- 2) Adoption of Launchpad Policy
- 3) 2018 Calendar

OTHER BUSINESS

ADJOURNMENT

Background notes for the October 9, 2017 Library Board Meeting

Unfinished Business

Server Bids: Summary

- 1) Rostam has submitted 3 comparative bids for a new server with upgraded memory capacity. This is the first step in upgrading staff and public computers. He is recommending the Dell computer, which I support.
- 2) Rostam has also recommended purchasing 3 additional hard drives (3 8TB WD Red drive @ 280.00 each) to upgrade our old server to be used as a backup and for digitization storage
- 3) Labor for installation of the new server is estimated at \$300.00 and labor for upgrading the old server is estimated at \$200.00.
- 4) Request for approval to purchase server and additional hard drives and approval to move funds from the reserve.

New Business

1) Insurance:

- a) Changes in the insurance will affect next year's budget mainly for Elaine Gillis. This year we put her on a Medigap policy and with her FSA she was not losing coverage. I was told there is a lower cap on the FSA stipend, which will definitely impact her coverage. Medigap did not cover vision or dental, and the higher stipend allowed these expenses to be covered. With the lower cap I will try to switch her back to traditional coverage which will double the premium I had anticipated. Other employees are not affected by the change.
- b) The township board has elected to opt out of the state insurance guidelines again this year, which allows us to pay a higher percentage of employee premiums. There is discussion planned by the township board for next year on not opting out, which would make employee premium coverage 80/20 and change the H.S.A. contributions. I will keep you informed as this progresses.

- 2) The Playaway Launchpads have come in. In you packet for review / discussion is the proposed Library Circulation Policy for the Launchpads. The document titled 2.9 is for the Library Policy Manual, therefore the board needs to approve it. The second document is the agreement the patron would sign each time a unit is checked out.

- 3) For approval: 2018 Calendar

Comstock Township Library

Income and Expenses August 29, 2017-September 23, 2017

Income

Acct. Name	Acct. #	Amount
Unclassified Services	62600	\$ 7.50
Non-Resident Fee	60700	
Book Fines	65600	\$ 455.90
Photocopies	62700	\$ 161.70
Penal Fines	271-65700	\$ 20,105.07
Delinquent Taxes	271-41220	
State Aid	271-56600	
Renaissance	271-40210	\$ 45,954.09
Allocated Operating	271-40200	
Book Sales	64700	\$ 188.90
Total		

Expenses

Acct. Name	Acct. #	
Adult Books	793-731	
Children's Books	793-733	\$ 143.80
Conference Memb. Dir	790-961	
A.V. Adults	793-735	\$ 90.00
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	\$ 65.00
Supplies	795-726	
Periodicals	793-734	
Total		\$ 67,171.96

BOARD - SEPTEMBER 2017 LIBRARY BILLS

BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTAL
ADMINISTRATIVE				
790-720	Disability Insurance (MIS)	Mutual of Omaha (Sept.)	\$75.07	\$75.07
LEGISLATIVE				
BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTAL
791-803	Placements	Unique Management Services	\$71.60	\$734.11
791-881	Job Posting	B.O.A. (JI)	\$157.84	
791-881	Promotion	B.o.A. (RW)	\$140.00	
791-881	Comstock High School Year Book	Comstock High School	\$50.00	
791-963	RIDES Subscription	Southwest Michigan Library Cooperative	\$314.67	
ADULT SERVICES				
BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTAL
792-720	Disability Insurance (JI)	Mutual of Omaha (Sept.)	\$73.38	\$415.73
792-720	Disability Insurance (RW)	Mutual of Omaha (Sept.)	\$64.14	
792-727	Buttons	Program	\$9.52	
792-727	Programs (Adult Dept.)	B.o.A. (RW)	\$63.74	
793-731	5 x Books on CD	MidWest Tape	\$204.95	
BOOKS & MATERIALS				
BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTAL
793-731	2 x Books on CD	MisWest Tape	\$79.98	\$4,658.49
793-731	Inspirational Books	Inspirational Distributors	\$271.29	
793-731	Large Print Books	Center Point Large Print	\$267.84	
793-731	Adult Dept. Books	Baker & Taylor	\$1,527.53	
793-731	Continuation A/C	Baker & Taylor	\$174.50	
793-731	Adult Book Local Author	James Willette	\$20.00	
793-731	3 x Books on CD	MidWest Tape	\$109.97	
793-731	Books (Adult Dept.)	B.O.A. (RW)	\$22.86	
793-731	3 x Books on CD	MidWest Tape	\$99.97	
793-731	Inspirational Books	Inspirational Distributors	\$138.40	
793-73110	Conference CD	B.o.A. (MIS)	\$69.00	
793-733	YA Dept. Books	Baker & Taylor	\$1,378.66	
793-735	AVV Adult Dept.	Baker & Taylor	\$441.50	
793-736	YA Games	Ingram	\$56.99	

YOUTH SERVICES

BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTAL
794-727	YA Program	Hammond, Kristin	\$42.53	
794-727	SLP Natures Best Builders	Rathco Safety Supply, Inc.	\$140.00	
794-727	Fresh Food is Fun SLP	Kalamazoo Nature Center	\$250.00	
794-727	Programs (Youth Dept.)	freshfoodfairly	\$250.00	
795-716	Hospitalization (EG)	B.o.A. (KH)	\$166.98	
		Benistar/UA-6803 (Sept.)	\$423.06	
				\$1,272.57

SUPPORT STAFF

BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTAL
795-720	Disability Insurance (EG)	Mutual of Omaha (Sept.)	\$56.63	
795-726	Book Covers	Demco	\$132.47	
795-726	Bathroom Supplies	Integrity	\$110.65	
795-726	Clear Tape	Integrity	\$42.89	
795-726	Rubber Bands for ILL	Integrity	\$6.80	
795-726	Index Cards	Integrity	\$6.33	
795-726	Calendar Refills	Integrity	\$22.69	
795-726	White Cardstock YP Dept.	Integrity	\$23.88	
795-726	Ink Cartridges	Integrity	\$98.87	
795-726	Card Stock	Integrity	\$6.67	
795-726	Card Guides	Integrity	\$14.60	
795-726	Hand Sanitizer	Integrity	\$47.98	
795-726	Copy Paper & Calendars	Integrity	\$143.41	
795-726	Book Label Protectors	Integrity	\$113.12	
795-726	Photocopier Maintenance Charges	Demco	\$2,397.85	
		Comerstone Office Systems Inc.		
				\$3,224.84

BUILDING OPERATIONS

BUDGET CODE	DESCRIPTION	SERVICE PROVIDER	AMOUNT	TOTAL
796-920	Electricity Bill	Consumers Energy	\$1,650.00	
796-920	Gas Bill	Consumers Energy	\$13.93	
796-921	Water Bill	City of Kalamazoo	\$224.37	
796-931	Tri-Annual Scheduled Maintenance	R.W. LaPine Inc.	\$400.03	
796-931	Janitorial Services for August	Commercial Building Services LLC	\$559.52	
796-931	Seeping Valve	Maple Hill Sprinkling Inc.	\$25.00	
				\$2,872.85

Total Library Expenditure for September 2017 **\$13,253.66**

GL NUMBER	DESCRIPTION	2017 AMENDED BUDGET	YTD BALANCE 09/30/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDRF USED
Fund 271 - LIBRARY FUND						
Revenues						
Dept 000						
271-000-40200	ALLOCATED OPERATTN	744,570.00	729,054.52	0.00	15,515.48	97.92
271-000-40210	RENAISSANCE REIMBU	47,684.00	0.00	0.00	47,684.00	0.00
271-000-40220	SERVICE FEE-PILT	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	DELO. PERSONAL PRO	0.00	385.22	0.00	(385.22)	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	123.00	0.00	(23.00)	123.00
271-000-62700	PHOTOCOPIES	2,000.00	1,610.65	0.00	389.35	80.53
271-000-64700	BOOK SALES	1,000.00	1,153.35	0.00	(153.35)	115.34
271-000-65600	BOOK FINES	7,500.00	6,193.10	80.35	1,306.90	82.57
271-000-65700	PENAL FINES	25,000.00	0.00	0.00	25,000.00	0.00
271-000-66500	INTEREST INCOME	400.00	1,098.46	0.00	(698.46)	274.62
Total Dept 000		855,857.00	778,224.99	80.35	77,632.01	90.93
TOTAL REVENUES						
855,857.00			778,224.99	80.35	77,632.01	90.93
Expenditures						
Dept 000						
271-000-99200	BANK SERVICE CHARGES	300.00	80.00	0.00	220.00	26.67
Total Dept 000		300.00	80.00	0.00	220.00	26.67
Dept 790-LIBRARY ADMINISTRATION						
271-790-70200	DIRECTORS - SALARY	60,012.00	46,128.58	4,616.28	13,883.42	76.87
271-790-71500	FICA/MDCR	4,591.00	3,470.69	347.02	1,120.31	75.60
271-790-71600	HOSPITALIZATION	24,200.00	17,530.00	1,724.98	6,670.00	72.44
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	5,996.75	600.12	1,805.25	76.86
271-790-72000	DISABILITY INSURAN	1,000.00	750.70	75.07	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	81,315.88	7,363.47	25,789.12	75.92
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	402.75	71.60	1,597.25	20.14
271-791-88100	LIBRARY PROMOTION	2,000.00	1,797.84	347.84	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	0.00	314.67	314.67	(314.67)	100.00
Total Dept 791-LIBRARY LEGISLATION		12,300.00	7,682.75	734.11	4,617.25	62.46
Dept 792-LIBRARY ADULT SERVICES						
271-792-70200	SALARIES - LIBRARIANS	96,770.00	82,544.83	15,623.78	14,225.17	85.30
271-792-70210	IN LIEU OF HEALTH INSURANCE	18,070.00	11,548.25	1,153.92	6,521.75	63.91

GL NUMBER	DESCRIPTION	2017		YTD BALANCE 09/30/2017 (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2017 INCREASE (DECREASE)	AVAILABLE BALANCE (ABNORMAL)	BDC# USED
		AMENDED BUDGET	NORMAL				
Fund 271 - LIBRARY FUND							
Expenditures							
271-792-70300	PART TIME STAFF	64,000.00	47,186.31	4,962.47	16,813.69	73.73	
271-792-71500	FICA/MDCR	15,064.00	11,111.61	1,678.43	3,952.39	73.76	
271-792-71600	HOSPITALIZATION	200.00	0.00	0.00	200.00	0.00	
271-792-71800	PENSION	12,580.00	10,700.83	2,001.18	1,879.17	85.06	
271-792-71900	DEFERRED ANNUITY	18,070.00	11,270.40	1,250.09	6,799.60	62.37	
271-792-72000	DISABILITY INSURAN	1,900.00	1,375.20	137.52	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	1,277.14	58.26	4,322.86	22.81	
271-792-86200	TRAVEL	1,000.00	280.40	0.00	719.60	28.04	
271-792-96100	CONFERENCE/MEMBERSHIP	5,300.00	2,717.30	0.00	2,582.70	51.27	
Total Dept 792-LIBRARY ADULT SERVICES		238,754.00	180,012.27	26,865.65	58,741.73	75.40	
Dept 793-LIBRARY BOOKS							
271-793-73100	ADULT'S BOOKS	50,300.00	29,494.40	2,908.65	20,805.60	58.64	
271-793-73110	ADULT'S E-BOOKS	7,488.00	5,069.00	69.00	2,419.00	67.69	
271-793-73300	CHILDREN'S BOOKS	22,000.00	11,877.81	1,367.71	10,122.19	53.99	
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	5,456.26	0.00	(456.26)	109.13	
271-793-73500	AUDIOVISUAL MATERIALS	6,500.00	3,968.11	441.50	2,531.89	61.05	
271-793-73600	AV FOR CHILDREN	6,800.00	1,476.72	56.99	5,323.28	21.72	
271-793-73700	ELECTRONIC INFORMATION SOURCES	4,500.00	1,370.00	0.00	3,130.00	30.44	
Total Dept 793-LIBRARY BOOKS		106,088.00	58,712.30	4,843.85	47,375.70	55.34	
Dept 794-LIBRARY YOUTH SERVICES							
271-794-70300	WAGES-LIBRARIAN	41,795.00	24,516.40	3,000.00	17,278.60	58.66	
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	1,920.34	229.50	2,659.66	41.93	
271-794-71600	HOSPITALIZATION	8,000.00	5,531.38	1,128.85	2,468.62	69.14	
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	2,114.63	390.00	3,319.37	38.91	
271-794-72000	DISABILITY INSURANCE	900.00	134.34	68.70	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	8,231.43	849.51	1,768.57	82.31	
271-794-86200	TRAVEL	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	49,197.00	5,664.56	34,282.00	58.93	
Dept 795-LIBRARY CLERICAL							
271-795-70300	WAGES- SUPPORT STAFF	152,000.00	111,838.54	10,680.85	40,161.46	73.58	
271-795-71500	FICA/MDCR	12,000.00	8,555.66	817.11	3,444.34	71.30	
271-795-71600	HOSPITALIZATION	9,000.00	4,670.03	423.06	3,329.97	51.89	
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	3,835.86	383.96	1,164.14	76.72	
271-795-72000	DISABILITY INSURANCE	800.00	566.30	56.63	233.70	70.79	
271-795-72600	PRINTING & SUPPLIES	20,285.00	14,317.41	3,168.27	5,967.59	70.58	
271-795-95600	POSTAGE	1,000.00	18.91	0.00	981.09	1.89	
Total Dept 795-LIBRARY CLERICAL		202,585.00	143,802.71	15,529.88	58,782.29	70.98	

PERIOD ENDING 09/30/2017

GL NUMBER	DESCRIPTION	2017		ACTIVITY FOR		NORMAL (ABNORMAL)	* BGD USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	YTD BALANCE 09/30/2017	MONTH 09/30/2017 INCREASE (DECREASE)		
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	4,179.93	0.00	2,920.07	58.87	
271-796-85000	COMMUNICATIONS	7,000.00	4,228.73	0.00	2,771.27	60.41	
271-796-91000	PROPERTY & LIABILITY INSURANCE	12,250.00	12,328.34	578.85	(78.34)	100.64	
271-796-92000	ELECTRIC & NATURAL	25,000.00	13,832.53	1,663.93	11,167.47	55.33	
271-796-92100	CITY WATER	3,000.00	1,488.74	224.47	1,511.26	49.62	
271-796-93100	BUILDING MAINTENANCE	12,000.00	10,956.83	984.55	1,043.17	91.31	
271-796-93800	GROUPS 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	51,223.98	3,451.80	27,110.02	65.39	
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	1,688.35	0.00	1,311.65	56.28	
271-797-93130	TECHNOLOGY	31,000.00	28,635.19	0.00	2,364.81	92.37	
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	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		94,755.00	77,726.16	0.00	17,028.84	82.03	
TOTAL EXPENDITURES		923,700.00	649,753.05	64,453.32	273,946.95	70.34	
Fund 271 - LIBRARY FUND:							
TOTAL REVENUES		855,857.00	778,224.99	80.35	77,632.01	90.93	
TOTAL EXPENDITURES		923,700.00	649,753.05	64,453.32	273,946.95	70.34	
NET OF REVENUES & EXPENDITURES		(67,843.00)	128,471.94	(64,372.97)	(196,314.94)	189.37	



5610 Byron Center Ave. SW
Wyoming, MI 49519

Return Service Requested



08001

Page: 1 of 1
Statement Date: 09/29/2017
Primary Account: XXXXXX1072
Documents: 0

Period: 08/31/17 to 09/29/17

MGMCMSTMTN 171002-23429-0001

CHARTER TOWNSHIP OF COMSTOCK
PO BOX 449
COMSTOCK, MI 49041

E
<T> 30-0
0
0

Total:
35.66
9.23
32.12
77.01

COMMERCIAL MUNICIPAL CHECKING ACCOUNT				Account: XXXXXX1072	
Last Statement	Previous Balance	This Statement	Current Balance	Total Credits	Total Debits
08/31/17	249,354.82	09/29/17	249,390.48	35.66 (1)	0.00

Minimum Balance 249,354.82
Avg Available Balance 249,354.82
Average Balance 249,354.82

CREDITS

Date	Description	Amount
09/29	Interest	35.66

INTEREST

Average Ledger Balance:	249,354.82	Interest Earned:	35.66
Average Available Balance:	249,354.82	Days In Period:	29
Interest Paid This Period:	35.66	Annual Percentage Yield Earned:	.18%
Interest Paid 2017:	335.50		

DAILY BALANCE

Date	Balance	Date	Balance	Date	Balance
09/29	249,390.48				



JPMorgan Chase Bank, N.A.
 P O Box 659754
 San Antonio, TX 78265 - 9754

September 01, 2017 through September 29, 2017

Account Number: **000003002316028**

00066341 DRE 021 219 27317 NNNNNNNNNN 1 000000000 60 0000
 CHARTER TOWNSHIP OF COMSTOCK
 PO BOX 449
 COMSTOCK MI 49041-449

CUSTOMER SERVICE INFORMATION

Web site: **www.Chase.com**
 Service Center: **1-877-425-8100**
 Deaf and Hard of Hearing: **1-800-242-7383**
 Para Espanol: **1-888-622-4273**
 International Calls: **1-713-262-1679**



0066341010000000021

SAVINGS SUMMARY

Chase Business High Yield Savings

	INSTANCES	AMOUNT
Beginning Balance		\$64,529.54
Deposits and Additions	1	9.23
Ending Balance	1	\$64,538.77
Annual Percentage Yield Earned This Period		0.18%
Interest Paid This Period		\$9.23
Interest Paid Year-to-Date		\$68.09

You could earn an even higher interest rate on your Chase Business High Yield Savings account if you link it to a qualifying checking account. Visit any of our branches for details or call us at the telephone number on your statement.

Your monthly service fee was waived because you maintained an average savings balance of \$10,000 or more during the statement period.

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$64,529.54
09/29	Interest Payment	9.23	64,538.77
	Ending Balance		\$64,538.77

30 deposited items are provided with your account each month. There is a \$0.20 fee for each additional deposited item.

THE HUNTINGTON NATIONAL BANK
 PO BOX 1558 EA1W37
 COLUMBUS OH 43216-1558



COMSTOCK TOWNSHIP
 6138 KING HWY
 KALAMAZOO MI 49048-6061

Have a Question or Concern?

Stop by your nearest
 Huntington office or
 contact us at:

1-800-480-2001

www.huntington.com/
 businessresources

Huntington Business Premier MMA Public Funds *Account: 01153096119*

Statement Activity From: 09/01/17 to 09/30/17		Beginning Balance	\$260,487.33
		Credits (+)	32.12
		Interest Earned	32.12
		Ending Balance	\$260,519.45
Days in Statement Period	30		
Average Ledger Balance*	260,487.33		
Average Collected Balance*	260,487.33		

* The above balances correspond to the service charge cycle for this account.

Average Percentage Yield Earned this period 0.150%

Other Credits (+) *Account: 01153096119*

Date	Amount	Description
09/29	32.12	INTEREST PAYMENT

Balance Activity *Account: 01153096119*

Date	Balance	Date	Balance
08/31	260,487.33	09/29	260,519.45

Investments are offered through the Huntington Investment Company, Registered Investment Advisor, member FINRA/SIPC, a wholly-owned subsidiary of Huntington Bancshares Inc.

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Director's Report
September 2017

The management team consisting of Rachael, Joey and I interviewed candidates for the Public Services Librarian position. After interviewing and checking references, I contacted and hired Natalie Isham. Natalie comes to us from the Lincoln District Library where she was working as a children's librarian. She has had extensive customer service experience working at Verizon and Walmart, and used TLC at Lincoln District Library. Joey has been training Natalie for the past week and is very happy with her progress in understanding our procedures. Joey has offered to come in after retirement if Natalie has questions, and Rachael and I will be assisting Natalie become comfortable with our protocols. I have registered Natalie for TLCU in November. Already on the docket is training to do inventory with a tablet and portable scanners.

The Renaissance reimbursement check came in at \$45954.09. I was surprised it was \$1729.00 lower than anticipated since I was working from the numbers the state had given me. I still have not heard what the anticipated amount for 2018 will be, although even that amount appears to be a guess. With the new construction going on around Midlink, I would think it would be higher not lower next year. The Penal Fine reimbursement also came in lower than estimated at \$20,105.07, a difference of \$4,894.93. The state librarian sent out a memo that noted every library in the state had a lower reimbursement and they are looking into the reason for this.

The yard sale took place on a very hot and sunny Saturday, September 23rd. There were 11 vendors and a low estimation of attendance was 151. We probably missed a few people when we were busy. Although our primary purpose in hosting the event is to make people aware of the library, we did sell \$37.75 in books. Barb Patrick and her husband Bruce were a great help in setting up and taking down the canopy, putting out the book carts and tv carts. Barb worked the book sale outside while I assisted where needed at circulation and gave Barb breaks. We were pleased to have a sunny day this time but still need to build a greater following. Many of the vendors said they were interested in doing a spring sale again.

The Library Card Sign-Up promotion was not as inspiring as we had hoped. We had 58 apply for library cards. Kimberly Palumbo was the winner of the drawing. On the plus side one of the new registrations said she has been here 4 times since getting her card and can't believe the money she is saving! Great feedback!

After Library Board approval, Kristin ordered 8 of the Playaway Launchpads. I have written the Library Policy and circulation policy for them and Joey is setting up the TLC protocols. This will be presented to the board at the October meeting. I think the Launchpads will circulate well. Responses from other libraries that circulate them have been very positive. I am working on a Walmart Foundation grant to purchase others.

I attended the Pryor Criticism and Discipline workshop in Racine Wisconsin. I usually make a fall trip up to Milwaukee to visit relatives, so I spent 1 day at the workshop and the rest of the time on vacation. The workshop was only offered in Michigan in December when I will be gone. The Criticism workshop centered on delivering the message and keeping the conversation on track with measurable outcomes. An interesting workshop, we did role playing to develop the confidence, directness, and skills needed to remediate employee problems. There were many good management ideas presented at the workshop, and I am reviewing the booklet and notes. Some ideas will help documentation for yearly staff evaluations

The township board meetings are interesting. I found out we are changing insurance agents and going back to Burnham and Flower. This will result in a different dental coverage, but overall costs will stay the same. The exception will be Elaine Gillis' insurance if we switch her from Medigap to traditional insurance. The township is also looking into changing the pension carrier, which means employees will have to liquidate assets so the money can be rolled over into a new account. I doubt the pension investment options will be better, based on the previous switch, and many employees may stand to lose money on long term investments again. The township said employee costs per transaction will be significantly lower, but I doubt that will offset the losses on long term investments.

I have been meeting with Superintendent Hess and Clerk Mohny to learn more about the upcoming changes in insurance and record keeping. The township will be outsourcing payroll beginning in November. While our procedures will not change much, the township will save time in having this outsourced to ADP. We will be receiving bills for this service. The cost of this service depends on the number of checks written, but the estimate is \$50 per payroll with an additional fee at the end of the year for W2 processing (@ 10.00 each).

I have drafted a social media policy for both the Employee Manual and the Policy Manual. The policy addresses aspects such as professional posting, comments by the public, employees, and trustees. After the review by the Department Heads this will be presented to the board for approval.

The last few days of the month has been emotionally hard for the staff as we prepare to say goodbye to Public Services Librarian Joey Ives. At the September Library Board Meeting Trustee Jameson read a proclamation of appreciation to Joey for her 15 years of exemplary service. I read the proclamation to the staff at the retirement luncheon and everyone was in tears. Joey is retiring to spend time with her husband Peter. Joey has been a great supervisor, co-worker and friend to us all and she will be missed.

Respectfully submitted:
Myla-Jean Stuart, Director
Comstock Township Library

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
- Order notary supplies
- Coordinate Launchpad circulation, housing, and display.
- Develop and review Social Media Policy with Department Heads

SEPTEMBER 2017 GOALS

- ✓ Prepare monthly reports
- ✓ Attend township and library board meeting
- ✓ Reconcile budget reports
- ✓ Schedule staff meetings (first week in October due to training), prepare staff schedules
- ✓ Department Head meeting (first week in October due to training): Facebook scheduling, Instagram progress, goal setting, staff review procedures for December.
- ✓ Interview and hire Public Service Librarian
- ✓ Attend Pryor Workshop/webinars
- ✓ Prepare, advertise and attend Yard Sale
- ✓ Finalize 2018 budget , turn into township after board approval (Sept/Oct)
- ✓ Work on 2018 Library Goals and Library Capital Improvement Plan
- ✓ Discuss December events with Department Heads since I will be gone
- ✓ Set up notary training for Kristin, Mallory and Natalie will order notary supplies after training
- ✓ Review Job descriptions with staff reviews in mind: rewrote 2, will review others in October

Date	Patrons	Adult Reference	In House Use	Wifi	Internet	Computer Assistance	E-Ref	Information/Phone Calls	Adult Programs	Program Attendance	New Card Registrat.	Tutor Room	Circulation	Notary
2017	4004	504	114	107	491	137	0	321	12	183	58	60	7553	4
2016	4781	698	72	191	584	89	386	8	8	50	42	232	8523	
2015	5023	668	102	125	686	89	0	354	6	41	48	160	9441	
2014	6072	821	48	88	890	136	0	440	2	20	71	203	11062	
2013	7218	422	114		944	64	459	3	3	16	69		8743	
2012	5552	490	139		760	78	472	2	2	16	62		8138	
2011	7314	575	103		890	64	514	5	5	32	78		9350	
2010	7061	471	145		944	61	534	3	3	26	74		9311	
2009	6897	309	130		1001	18	620	2	2	6	88		9408	

ELECTRONIC STATISTICS

YEAR	Overdrive total	O Adult	O Youth	O Audio	O Advantage	Bulletin	Facebook	website
September								
2017	375	304	71	103	56	44	6642	1200
2016	372	155	55		23			
2015	309	247	62					
2014	239	160	79					
2013	233	198	35					
2012	177	154	23					
2011	127	101	26					

TOTALS JUVENILE	J Ref	J Internet	J WFI	J Word P	J Games	Programs	Youth At-tendance	Adult At-tendance	Facebook Hits	Circ
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2017	195	112	25	2	78	14	158	102	4	3542
2016	240	181	17	1	52	17	257	126	2091	3299
2015	225	354	22	6	48	15	147	90		3775
2014	213	1314		16	17	17	138	69		4002
2013	263	934	4	63	8	67	50			3797
2012	275	791	9	78	16	187	96			4001
2011	300	628	10	49	12	157	74			4212
2010	171	637	10	39	28	172	89			4287

SERVER BID RECOMMENDATION

The specs for the servers we aimed to achieve the following : CPU 3 GHz Quad Core, RAM - 16 GB with room to expand ,Storage - 12 TB of redundant storage, Warranty - 5 year

The only system that met these requirements is the Dell. HP only offers a 3 year warranty. Unlike Dell and Lenovo, they do not offer customization of their servers but instead you take a base model and purchase the necessary hardware to bring it up to your needs. This is why there are additional items in the HP Quote.

Lenovo wants as much for just the hard drives as Dell and HP want for the whole server.

The Dell and Lenovo quotes contain identically specked hard drives. The HP drives are of the same capacity, but will perform at half the speed. Both the Lenovo and HP servers have more cores than the Dell, they run at a slower speed. This does not offer any performance gains for the roles that the server will be performing.

The Library has been using Dell systems for over a decade and we have had no issues with support from them. I do not see any reason to change to another manufacturer. There is a quick turnaround time with Dell, so we would be looking at an upgrade at the end of October.

Server Bid:

Server Brand	Storage	CPU	Warranty	Price
Dell Power Edge	16gb		5 year	3546.76 ✓
HP	16 gb	slower	3 year	3504.00
Lenova	16 gb	slower	5 year	7922.00

Installation \$300.00 (estimate)

Software License \$8.00

We would like to repurpose the old server for back up storage and digital image storage. To increase memory to accomplish this we would need to buy 4 hard drives to insure complete backup and storage capacity.

To upgrade old server:

8TB WD Red drives	4@\$280.00	\$1120.00		
Installation (estimate)		\$200.00		

Funds will need to come from the fund reserve.

Recommended: Dell computer with installation and software, and additional drives and installation to upgrade the old server: \$5204.76 from Fund Reserve to Capital Outlay: 271-797-97010.

This is the first step in updating our computers.



Myla Stuart <stuartmyla@gmail.com>

Bid for server

2 messages

Myla Stuart <stuartmyla@gmail.com>

Thu, Sep 28, 2017 at 11:29 AM

To: RAD.EFE.CT@gmail.com

I will be sending out the information packets to the Library Board on Monday. Would you PLEASE email me the bids for the server and talking points for the one you would really like.

Myla

**Myla-Jean Stuart, Director**

Comstock Township Library
6130 King Highway
PO Box 25
Comstock, Michigan 49041

269-345-0136

Mr. R. Ahmad Daud <rad.efe.ct@gmail.com>

Sun, Oct 1, 2017 at 7:09 PM

To: Myla Stuart <stuartmyla@gmail.com>

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RAM - 16 GB with room to expand
Storage - 12 TB of redundant storage
Warranty - 5 year

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[Quoted text hidden]

--
Mr. R. Ahmad Daud

3 attachments

Gmail

More

COMPOSE

Bid for server Inbox x

Inbox (16)

Starred

Important

Sent Mail

Drafts (31)

All Mail

Spam

addresses

adult program ideas

adult prof...

Myla +

Rostam Ahmad D:
You: Hi there I am her

Rachael W
perhaps

Alex Stuart
Missed video call

Kristin Hammond
Park Party is from 12-

all desks

Marian Veld
Do I need to come in i

Circ Comstock
You: Put a Gmail icon

Myla Stuart

I will be sending out the information packets to the Library Board on Monday...

Mr. R. Ahmad Daud

The specs for the servers we aimed to achieve the following CPU 3 GHz Quad Co...

Myla Stuart

Thanks Rostam. Are there any other costs associated with the upgrade: Softwar...

Mr. R. Ahmad Daud

to me

The software we will get from tech soup an it's \$8

http://www.techsoup.org/products/windows-server-standard--LVS-47862--cat_server

The last big expense would the migration from from the current server to the new on \$250-\$300. However, if thing go sideways I may have to rebuild everything from scra issues.

Side note. I would like to turn the current server into another backup for the main ser storage.

I would recommend going with 3 8TB WD Red drives. These drives are slower but at times the total storage of the server (if it was maxed out in size) give room to roll bac complete backup on a redundant system. Labor to set this up would be \$150-\$200 a

[Click here to Reply or Forward](#)

1.57 GB (1%) of 115 GB used
[Manage](#)

[Terr](#)



[Back to shopping](#)

YOUR CART

CART TOTAL

\$3,504.00 + TAX

SIGN IN TO CHECKOUT

EMAIL

PASSWORD [Show](#)

[Forgot password](#)

SIGN IN

OR

CHECKOUT AS GUEST




You may create an account after submitting your order.

OR

Check out with **PayPal**

Need help?
Contact us online 1-888-857-8561

Feedback?

	QTY	TOTAL
 <p>HP ProLiant ML150 G9 SFF Tower Server - 1 x Intel Xeon E5-2609 v4 Octa-core (8 Core) 1.70 GHz - 8 GB Installed DDR4 SDRAM - Ser 938169 Return policy Ship date: 10/02/17</p>	1	\$1,299.00
 <p>HP 8GB (1x8GB) Single Rank x8 DDR4-2400 CAS-17-17-17 Registered Memory Kit 308539 Return policy Ship date: 10/02/17</p>	1	\$329.00
 <p>HP 4 TB 3.5" Internal Hard Drive - SATA 124018 Return policy Ship date: 10/02/17</p>	1	\$1,876.00

Sub-total **\$3,504.00**

COUPON CODE

- Standard 3-6 business days **FREE**
- Priority 1-4 business days **\$40.00**
- Next Business Day **\$50.00**

Delivery date depends on the contents of your order and the date each item ships.

TOTAL \$3,504.00 + TAX

SPECIALTY ACCESSORIES



HP 480 GB 3.5" Internal Solid State Drive - SATA

\$699.00

ADD TO CART



HP Ethernet 1Gb 4-port 366T Adapter

\$499.00

ADD TO CART



HP 2 TB 3.5" Internal Hard Drive - SAS

\$609.00

ADD TO CART



Need help?
Contact us online

[Disclaimer](#)



Data Center Advisor & Configurator Tool United States

P Preconfigured (TopSeller) Mode is ON Switch to Configure to Order (CTO) Mode

Home Servers Rack and Tower Servers System x3500 M5 5464NAU

Export

+ Product Catalog

7992.00

Sunday, October 1 2017 5:06:07 PM GMT-05:00

Collapse all

All racks passed Center of Gravity tests. All racks passed the Center of Gravity tests

- Server1 - Lenovo System x3500 M5 Supports all types of OS including MS \$7,992.00

Lenovo System x3500 M5 Supports all types of OS including MS 5464NAU **000000** Quantity \$7,992.00
Intel Xeon Processor E5-2603 v3 6C 1.6GHz 15MB Cache 1600MHz 85W, Memory 16 GB current/1,472 GB max

Customize Copy Delete

Server Extra_Server1: Power Redundancy - Non Redundant (N) Only one power supply is selected and the system is not power redundant. Add more power supplies if you desire power redundancy. N PSU redundancy is where N is the minimum number of PSUs need to keep the system operational, without any spare power supplies available. N is used when a system does not need to have any level of power redundancy or only has one power supply installed. For more information, see the Environmental Planning Technica: Reference for your product at <https://support.lenovo.com/us/en/documents/LNVO-PWRCONF> + Go to

- Detail : Server1 - Lenovo System x3500 M5 Supports all types of OS including MS

Description	Part number/ Feature code	Unit price*	Quantity	Price*
Lenovo System x3500 M5 Supports all types of OS including MS 5464NAU Customize	5464NAU	\$1,949.00	1	\$1,949.00
Comes with:				
2.8m, 13A/120V, C13 to NEMA 5-15P (US) Line Cord			1	
System x 550W High Efficiency Platinum AC Power Supply			1	
Intel Xeon Processor E5-2603 v3 6C 1.6GHz 15MB Cache 1600MHz 85W			1	
System x3500 M5 Planar			1	
System x3500 M5 Base mechanical			1	
Prof. Pro Keyboard USB - US English 103P RoHS v2			1	
Optical Wheel Mouse - USB RoHS			1	
System x3500 M5 3.5" Hot Swap SAS			1	
System Documentation and Software-US English			1	
x3500 M5 Memory (max. 24): 16GB TruDDR4 Memory (2Rx4, 1.2V) PC4-17000 CL15 2133MHz LP RDIMM	46W0796	\$399.00	1	\$399.00
Storage Adapter 1: ServeRAID M5210 SAS/SATA Controller	46C9110	\$229.00	1	\$229.00
M5200 Series Zero Cache/RAID 5 Upgrade: ServeRAID M5200 Series Zero Cache/RAID 5 Upgrade FoD	47C8708	\$49.00	1	\$49.00
Warranty Service Upgrades: Foundation Service - 5Yr Next Business Day Response	00WU076	\$857.00	1	\$857.00
Hardware Installation: Hardware Installation Server (Business Hours)	5AS7A02045	\$369.00	1	\$369.00
Primary array hard disk drives (req. 3): 4TB 7.2K 12Gb/s NL SAS 3.5" G2HS HDD	00YK005	\$1,035.00	4	\$4,140.00
Removed Items				
ServeRAID M1215 SAS/SATA Controller			1	
Select Storage devices - no configured RAID required			1	
8GB TruDDR4 Memory (1Rx4, 1.2V) PC4-17000 CL15 2133MHz LP RDIMM			1	

Locate our certified technology representatives in your region to receive assistance with your business need.

Find a Rep

Configuration Summary

Total system price
\$7,992.00 *

Configuration availability

Ships in 12 business days or less

Voltage:

120V SinglePhaseAC

Logical Outline

Engineering Power Report

- Standard Leadtime

Configuration includes items with unclassified availability.

Unclassified hardware availability

The table below contains categories with established Standard Leadtimes. For categories not covered here, please contact your Lenovo Sales Representative for additional information.

Unclassified Hardware	Standard Leadtime (Order Receipt to Shipment)
Battery	12 days
Cable	12 days
Keyboards	7 days
Linecards	7 days
Manufacturing Instruction	7 days
Pointing Device	7 days
Selectable Feature Mechanical	12 days
Software	2-7 days
Standard Factory Services	7 days
Unselected Feature Attachment	20 days
Value Added Option (VAO)	20 days

2.9 Playaway Launchpads

CIRCULATION POLICY FOR PLAYAWAY LAUNCHPADS

Mission Statement

In order to promote early literacy skills for youth, the Comstock Township Library will circulate Playaway Launchpads. Playaway Launchpads are pre-loaded with high-quality, ad-free apps and games.

Lending Policy

- A complete unit consists of the carrying case, charging cable, and tablet. All items must be returned. Patrons will be charged for missing accessories.
- Borrowing limit: 1 per household, circulated on an adult card only. Launchpads may not be renewed.
- An overdue fine of 1.00 per day, with a \$10.00 cap will be charged. Units not returned will be referred to the collection agency. Damaged devices or parts will be charged at full replacement cost. Patrons are responsible for full replacement cost if the device or any parts are lost, stolen, damaged, or otherwise not returned.
- The Playaway Launchpad must be returned to the Circulation desk. There will be a \$5.00 charge for Playaway Launchpads returned through the book drop, plus any damage incurred. A note will be placed on their record. If it happens again the patron will not be allowed to check out hotspots.
- The Playaway Launchpad should be kept in a temperature controlled environment; DO NOT leave the Playaway Launchpad in a hot car.

Lost/damaged replacement fees:

- Replacement fee for a lost item will be the full cost of the item the device and all parts necessary to circulate it.
- Replacement Cost for Individual Accessories for the PlayAway Launchpads The Replacement cost for the power adapter is \$10. The Replacement cost for the cable is \$10. If multiple parts are cost, the cost is \$10 per part or the full cost of the item, whichever is less. The Replacement cost for the Launchpad unit is the retail cost of the unit plus a \$5 processing fee.
- <http://my.playaway.com/playaway-launchpad/faqs/>
- The battery lasts 4.5 continuous play hours and takes approximately 4 hours to fully re-charge from a dead battery with a wall charger and 6 hours via USB cord.

**Comstock Township Library
Launchpad Tablet Borrowing Policy and Agreement**

Borrowing Rules

- Borrowers must be at least 18 years of age, a Comstock Township resident, have had a valid Library Card for at least 90 days and be in good standing with the Library (with a current address/phone on file and no outstanding fines or overdue materials.) They must present a valid picture ID at checkout.
- Borrowers must read, understand, and sign the Launchpad lending agreement at the Circulation Desk in the presence of a library staff member every time the Launchpad is checked out.
- Borrowers, along with a library staff member, will verify that all accessories are present at the time of checkout and check-in (case, device, power adapter
- Only one Launchpad may be checked out per adult card.
- The Launchpad must be returned directly to the Comstock Township Library circulation desk and handed to a staff person. There will be a \$5.00 fee plus damages assessed to a patron if the unit is returned to the bookdrop.
- Launchpad tablets are loaned for 14 days, with no renewal.
- Overdue fines are \$1.00 per day.
- Patrons may lose Launchpad borrowing privileges if the unit is returned damaged or in the bookdrop more than once.

Replacement Charges

- Launchpad Tablet _____
- Charging Cable or adaptor \$10.00
- Circulating case \$10.00

I have read the above stated rules and agree to the terms of this borrowing agreement. By checking out this Launchpad Tablet I agree to be responsible for any damage, loss, or theft of the device.

Signature _____

Date _____

CHECKLIST

Staff: In front of patron verify all items are included in the case for checkout, fill out data count (GB used).
When item is returned use this form and check off items in front of patron.

ITEM	CHECKED OUT	ITEM	RETURNED
Launchpad #		Launchpad #	
Car Adaptor		Car Adaptor	
Power Cord		Power Cord	
Case		Case	
Staff Initial	Patron Initial	Staff Initial	Patron Initial

NOTICE

2018 SCHEDULE

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
April 9	October 8
May 14	November 12
June 14	December 10

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

Reference Department September 2017

This month's statistics certainly reflect the lull from the summer reading program. This time has been utilized by weeding collections. The most problematic space is the fiction collection. It seems as though we are always running out of room. Of course, there are always new books coming out that are in demand and we have to keep up with the literary desires of our patrons.

On September 14th, Robert Reilman, a local attorney, came to answer legal questions for the community. This program was booked solid and the patrons seemed very pleased with his legal assistance. The patrons were helped on a first come, first serve basis, and were given a number upon their arrival. This method worked out pretty well and Mr. Reilman was able to assist the patrons. Mr. Reilman and I discussed having this program again in the future. I am very appreciative of him donating his time and knowledge to do this.

On Wednesday, September 20th, the Halloween Button Bouquet Craft was held. This was the first time I had ever done such a craft, but was very excited to teach this. I found these bouquets for sale on Etsy for around \$25, and believe me, it was a lot cheaper to make. You can see a sample of it at the Adult Reference Desk. As with the last craft, I had more new faces and was happy that this program has expanded to different individuals. I even had one patron call me to tell me how upset she was that she forgot about the sign-ups! I will definitely be doing this craft again in the future.

The upcoming programs in the adult department are as follows: Terracotta Pumpkin craft, DIY Bath Bombs, Pizza and Canvas (potentially) taught by Kalamazoo Wine and Canvas, and the Holiday Open House.

Reference Statistics

- Reference Questions: 631
- Internet Usage: 492
- Computer Assistance: 116
- Tutor Room Usage (per 1/2 hour:)106
- Notarial Acts: 7
- Directions: 0
- Programs: 14
- Program Attendance: 184
- Wi-Fi Usage: 167
- E-Reference: 0

Respectfully Submitted,

Rachael A. Wiegmann
Information Services Librarian

