

COMSTOCK TOWNSHIP LIBRARY
BOARD MEETING
September 11, 2017
AGENDA

CALL TO ORDER

APPROVAL / AMENDMENT OF THE AGENDA

PROCLAMATION

PUBLIC COMMENT

APPROVAL OF THE LAST MEETING'S MINUTES

TREASURER'S REPORT

- 1) Periodical line adjustment needed.
- 2) Co-op Line adjustment needed
- 3) FYI: building maintenance will probably need an adjustment

BILLS PAID

UNFINISHED BUSINESS

- 1) 2018 Budget on hold (?)

COMMITTEE REPORTS

DIRECTOR'S REPORT

NEW BUSINESS

- 1) Fiber Optic Lines
- 2) Purchasing Playaway tablets.
- 3) Approval for adult wine and canvas program

OTHER BUSINESS

Hotspot circulation for the month: 16

ADJOURNMENT

WHEREAS, WE ARE HERE TODAY TO EXPRESS OUR APPRECIATION TO JOEY IVES AND HONOR HER FOR HER DISTINGUISHED 15-YEAR CAREER WITH THE COMSTOCK TOWNSHIP LIBRARY AND DEDICATED SERVICE TO THE RESIDENTS OF COMSTOCK; AND

WHEREAS, JOEY BEGAN HER CAREER WITH THE COMSTOCK TOWNSHIP LIBRARY AS THE PUBLIC SERVICES LIBRARIAN ON OCTOBER 21, 2002, AND HAS WORKED WITH TWO LIBRARY DIRECTORS, FIVE LIBRARY BOARDS, AND TRAINED 19 LIBRARY ASSISTANTS AND 10 LIBRARY PAGES; AND

WHEREAS, JOEY HAS SUCCESSFULLY FACILITATED THE MEN'S BOOK GROUP FOR 13 YEARS, SUPPORTED THE CIRCULATION DEPARTMENT THROUGH 15 SUMMER READING PROGRAMS, ASSISTED PATRONS IN COMPUTER TRAINING CLASSES; AND

WHEREAS, JOEY HAS MANAGED THE INTERLIBRARY LOAN PROGRAM TO PROVIDE MATERIALS TO LIBRARY PATRONS, SELECTED AND MAINTAINED AUDIOVISUAL AND NON-FICTION MATERIALS FOR THE LIBRARY, MANAGED THE CIRCULATION DESK WITH INTEGRITY, PROVIDED OUTSTANDING REFERENCE AND PATRON SERVICES; AND

WHEREAS, THESE YEARS OF SERVICE HAVE BEEN MARKED BY EXEMPLARY DEDICATION TO THE BEST INTERESTS OF THE COMMUNITY, AND JOEY HAS WORKED CONSTANTLY FOR THE BETTERMENT OF THE COMSTOCK TOWNSHIP LIBRARY, WHICH CONTRIBUTES TO THE INTELLECTUAL, EDUCATIONAL, INFORMATIONAL, RECREATIONAL AND CULTURAL RESOURCES OF THIS COMMUNITY;

THEREFORE, ON BEHALF OF THE ENTIRE COMSTOCK TOWNSHIP LIBRARY BOARD, I WANT TO EXPRESS OUR SINCERE APPRECIATION TO JOEY FOR HER LOYALTY TO THE TOWNSHIP OF COMSTOCK OVER THE PAST 15 YEARS AND WISH HER MUCH HAPPINESS AS SHE BEGINS THIS NEW CHAPTER IN HER LIFE.

**KAREN JAMESON
COMSTOCK TOWNSHIP LIBRARY BOARD PRESIDENT**

PROCLAIMED THIS 11TH DAY OF SEPTEMBER 2017.

Background Notes:

Treasurer's Report

- 1) Magazine and Periodical Budget Line: 271-793-73400 is over. I put subscriptions that had been in the book budget line (Booktalk) into Magazines. I would like to transfer \$ 456.26 from the Adult book budget (271-793-73100) to cover this.
- 2) We are now being billed for a portion of RIDES, the interlibrary loan delivery service. This was not included in the 2017 budget as the decision to bill libraries was made after the 2017 budget had been approved. Motion needed to increase budget line 271-963 (SMLC) to \$314.67.
- 3) Building Maintenance Line #271-796-93100. There have been several unexpected maintenance expenses for the elevator, replacement of lights, and fire sprinkler leaks so the current balance will not cover the rest of the year. We will need to add at least \$200.00 to this line to meet the cleaning company bills for the rest of the year. Other expenses will have to be adjusted for as they occur.

At last month's board meeting there was a question on the Income and Expense Report. Under Income are listed monies taken in for unclassified services, book fines, etc. These budget lines appear on the Revenue and Expense Report from the township under Revenues. The second portion of the Income and Expense Report is labeled Expenses. These are credits to the expense lines in the Revenue and Expense report. For example, on the July 27-August 28, 2017 Income and Expense Report, Adult Books under expenses shows \$38.98. A patron paid for a book and this money is being credited back into the adult book expense account.

Old Business

- 1) 2018 Budget: At this time (9-5-17) I do not have the final Renaissance figures from the state. I hope to have them by the September 11 board meeting. If not I would like to put the budget on hold until October so we are using the most accurate data available. I am hoping the Renaissance budget is higher. Please look over the budget as it stands now for discussion at the meeting.
- 2) Fiber Optics Line: Scott Hess is proceeding with installation of fiber optic lines for the Township. The library has the ability to upgrade now or in the future, since the lines are being run to the township. The service cost for Internet service would be \$256.00. We are currently paying \$180.00 for Internet service through Spectrum. With Spectrum we have 90mpb download and 7.5 upload speed. CTS offers speeds of 250/10mb. Additional cloud storage can be added for \$60.00 a month. At this time I don't see a need for an upgrade. Our system

doesn't seem to be lagging and faster speeds are usually needed for live streaming.

- 3) Playaway tablets: The co-op is putting together a group order for Playaway tablets. We would get a 15-20% group discount on these tablets for children, preloaded with learning games and stories. I would like to spend the \$1000.00 from the children's capital outlay fund on purchasing approximately 6 tablets for circulation. The cost varies by topics chosen. I would recommend math and literature as primary choices. I have included a flyer with sample titles and prices for the playaway.
- 4) Wine and canvas: Rachael would like to host a wine and canvas event at the library. I checked with Mr. Lansky for insurance restrictions and he responded that as long as participants were over 21 and we were not selling the wine it would be fine. He also said we should be mindful of how much people were drinking. I checked with the township and they will get back to me on any permits needed. The cost of the event would be \$500.00 plus wine, which we would purchase and limit to one glass per person.

OTHER BUSINESS

- 1) Hotspot circulation is going well. We had 16 checkouts for August. We had one unit become inoperable, but Beacon Mobile replaced it right away.
- 2) Upcoming events:
 - Yard sale: September 23 9-1
 - New Card Registration Drawing: through September 30
 - Adult Craft: Halloween Salt Shaker Button Flowers September 30
 - Storytime sessions begin September 11
 - Lego Club: 3rd Friday of the month
 - Painting with Happy our art: September 30th

Comstock Township Library

Income

Income and Expenses July 27, 2017-August 28, 2017

Acct. Name	Acct. #	Amount
Unclassified Services	62600	\$ 8.50
Non-Resident Fee	60700	
Book Fines	65600	\$ 988.44
Photocopies	62700	\$ 155.90
Delinquent Taxes	271-41220	
State Aid	271-56600	\$ 4,891.50
Renaissance	271-40210	
Allocated Operating	271-40200	
Book Sales	64700	\$ 218.89
Total		

Expenses

Acct. Name	Acct. #	Amount
Adult Books	793-731	\$ 38.98
Children's Books	793-733	\$ 165.37
Conference Memb. Dir	790-961	
A.V. Adults	793-735	\$ 130.00
Workshops	792-961	
A.V. Children	793-736	
Miscellaneous	790-956	
Children's Programs	794-727	
Periodicals	793-734	
Telephone	796-850	\$ 6.85
Adult Programs	792-727	\$ 75.00
Supplies	795-726	
Periodicals	793-734	
Total		\$ 6,679.43

LIBRARY BOARD BILLS AUGUST 2017

ADMINISTRATIVE

Cost Code	Service	Service Provider	Amount	Invoice No.	Total
790-862	Mileage (ALA)	Stuart, Myla	\$131.61	10197	
790-961	Conference Membership	B.o.A. (MJS)	\$20.60		
					\$152.21

ADULT SERVICES

Cost Code	Service	Service Provider	Amount	Invoice No.	Total
792-727	Adult Programs	B.o.A. (RW)	\$221.20		
792-961	ALA Road Tolls & Overdrive	Stuart, Myla	\$35.42	10165	
792-961	Mileage (ALA)	Stuart, Myla	\$299.60	10196	
792-961	Conference Membership	B.o.A. (MJS)	\$695.92		
792-961	Conference Membership	B.o.A. (RW)	\$440.25		
					\$1,692.39

BOOKS & MATERIALS

Cost Code	Service	Service Provider	Amount	Invoice No.	Total
793-731	3 x Books on CD	MidWest Tape	\$129.97	95257352	
793-731	HRS Surgery 4th Ed.	Ornigraphics	\$81.85	815650	
793-731	Continuation A/C	Baker & Taylor	\$151.73		
793-731	Books (Adult Dept.)	Baker & Taylor	\$2,211.52	July	
793-731	3 x Books on CD	MidWest Tape	\$111.97	95275987	
793-731	Large Print Books	Center Point Large Print	\$267.84	1493953	
793-731	3 x Books on CD	MidWest Tape	\$114.97	95292531	
793-731	Inspirational Books	Inspirational Distributors	\$409.28	17854	
793-731	4 x Books on CD	Midwest Tape	\$159.96	95313794	
793-731	1 x Book on CD	Midwest Tape	\$39.99	95329048	
793-731	Books for Adult Dept.	B.o.A. (RW)	\$76.11		
793-733	Books (YA Dept.)	Baker & Taylor	\$1,085.31	July	
793-733	Childrens Books	B.o.A. (KH)	\$5.45		
793-735	A/V (Adult Dept.)	Baker & Taylor	\$431.05	July	
793-736	YA A/V	INGRAM	\$18.99	99622186	
					\$5,295.99

YOUTH SERVICES

Cost Code	Service	Service Provider	Amount	Invoice No.	Total
794-727	YP Programs	B.o.A. (MJS)	\$2,385.64		
794-727	YP Programs	B.o.A. (KH)	\$1,810.78		
					\$4,196.42

SUPPORT STAFF

Cost Code	Service	Service Provider	Amount	Invoice No.	Total
795-726	Color Copier maintenance	Adams Remco	\$312.02	185995	
795-726	Toilet Tissue & Z-Fold towels	Integrity	\$110.65	1593533	
795-726	White ILL Labels	Integrity	\$32.96	1594712	
795-726	Name Badge	Demco	\$18.74	6178740	
795-726	Photocopier maintenance	Adams Remco	\$879.85	786915	
795-726	Can Liners	Integrity	\$21.99	1596920	
795-726	Circ Desk Ink	Integrity	\$147.96	1595253	
795-726	Library Magnets	Integrity	\$142.00	1592790	
795-726	Jo's printer ink	Integrity	\$198.12	1595945	
795-726	Can Liners	Integrity	\$32.99	1600350	
795-726	Thermal Receipt Paper	Integrity	\$46.68	1599445	
795-726	Copy Paper	Integrity	\$68.50	1600984	
795-726	Window Envelopes	Integrity	\$97.25	1592640	
795-726	Hand Soap	Integrity	\$14.74	1603617	
795-726	Mailing Labels	Integrity	\$38.49	1603615	
795-726	Water for Patrons & Staff	Gordon Water	\$43.50	1617590	
795-726	Magnetic Name Badge	Demco	\$18.74	6187856	
795-726	Ink Cartridges for the Cash Register	B.o.A. (JI)	\$51.56		
					\$2,276.74

BUILDING OPERATIONS

Cost Code	Service	Service Provider	Amount	Invoice No.	Total
796-731	General Library maintenance	Charter Township of Comstock	\$136.98		
796-831	Alarm System Monitoring	EPS	\$543.09	A727742	
796-850	Internet Phone	Spectrum Business	\$379.94		
796-920	Gas Usage	Consumers Energy	\$13.58	July	
796-920	Electricity Usage	Consumers Energy	\$1,650.00	July	
796-921	Water Bill	City of Kalamazoo	\$466.73	Under Investigation	
796-931	Janitorial Services for July	Commercial Building Services	\$559.52	6990	
796-931	Photoeye Replacement	McNally Elevator Co. Inc.	\$1,167.49	45617	
					\$4,917.33

EQUIPMENT & MAINTENANCE

797-930	YA Photocopier	Adams Renco	\$170.00	481263	
797-930	Repair & Maintenance	B.o.A. (KH)	\$149.00		
797-93130	Computer Technology	Gimlet	\$240.00	INV-1086	
					\$559.00

Total Library Expenditure for August 2017 = \$19,090.08

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	2017		YTD BALANCE 08/31/2017 (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2017		AVAILABLE BALANCE (ABNORMAL)	% BUDGET USED
		AMENDED BUDGET	NORMAL		INCREASE (DECREASE)	NORMAL		
Fund 271 - LIBRARY FUND								
Revenues								
Dept 000								
271-000-40200	ALLOCATED OPERATIN	744,570.00	729,054.52	0.00	0.00	15,515.48	97.92	
271-000-40210	RENAISSANCE RETMBU	47,684.00	0.00	0.00	0.00	47,684.00	0.00	
271-000-40220	SERVICE FEE-PILT	0.00	545.77	0.00	0.00	(545.77)	100.00	
271-000-41200	DELINQUENT REAL PROPERTY TAX	20,000.00	27,994.96	0.00	0.00	(7,994.96)	139.97	
271-000-41300	DELO. PERSONAL PRO	0.00	385.22	0.00	0.00	(385.22)	100.00	
271-000-56600	STATE AID	7,503.00	4,824.46	0.00	0.00	2,678.54	64.30	
271-000-60700	NON-RESIDENT FEES	100.00	350.00	0.00	0.00	(250.00)	350.00	
271-000-62600	SALES	100.00	114.50	0.00	0.00	(14.50)	114.50	
271-000-62700	PHOTOCOPIES	2,000.00	1,454.75	0.00	0.00	545.25	72.74	
271-000-64700	BOOK SALES	1,000.00	934.46	0.00	0.00	65.54	93.45	
271-000-65600	BOOK FINES	7,500.00	5,204.66	0.00	76.10	2,295.34	69.40	
271-000-65700	PENAL FINES	25,000.00	0.00	0.00	0.00	25,000.00	0.00	
271-000-66500	INTEREST INCOME	400.00	1,098.46	0.00	0.00	(698.46)	274.62	
Total Dept 000		855,857.00	771,961.76	76.10		83,895.24	90.20	
TOTAL REVENUES								
		855,857.00	771,961.76	76.10		83,895.24	90.20	
Expenditures								
Dept 000								
271-000-99200	BANK SERVICE CHARGES	300.00	60.00	0.00	0.00	240.00	20.00	
Total Dept 000		300.00	60.00	0.00		240.00	20.00	
Dept 790-LIBRARY ADMINISTRATION								
271-790-70200	DIRECTORS - SALARY	60,012.00	41,512.30	6,924.42	520.54	18,499.70	69.17	
271-790-71500	FICA/MDCR	4,591.00	3,123.67	1,467.33	8,394.98	1,467.33	68.04	
271-790-71600	HOSPITALIZATION	24,200.00	15,805.02	1,724.98	0.00	8,394.98	65.31	
271-790-71610	HEALTH SAVINGS ACCOUNT	6,500.00	6,500.00	0.00	0.00	0.00	100.00	
271-790-71800	PENSION	7,802.00	5,396.63	900.18	324.37	2,405.37	69.17	
271-790-72000	DISABILITY INSURAN	1,000.00	675.63	75.07	40.12	324.37	67.56	
271-790-86200	MILEAGE	500.00	200.61	131.61	0.00	299.39	40.12	
271-790-95600	MISCELLANEOUS	500.00	(672.00)	0.00	0.00	1,172.00	(134.40)	
271-790-96100	CONFERENCE/MEMBERSHIPS	2,000.00	1,410.55	20.60	0.00	589.45	70.53	
Total Dept 790-LIBRARY ADMINISTRATION		107,105.00	73,952.41	10,297.40		33,152.59	69.05	
Dept 791-LIBRARY LEGISLATION								
271-791-80100	AUDITING FEES	2,000.00	0.00	0.00	0.00	2,000.00	0.00	
271-791-80300	LEGAL FEES	2,000.00	331.15	0.00	0.00	1,668.85	16.56	
271-791-88100	LIBRARY PROMOTION	2,000.00	1,450.00	0.00	0.00	550.00	72.50	
271-791-95600	MISCELLANEOUS	300.00	97.74	0.00	0.00	202.26	32.58	
271-791-96100	CONFERENCE/MEMBERSHIP	6,000.00	5,069.75	0.00	0.00	930.25	84.50	
Total Dept 791-LIBRARY LEGISLATION		12,300.00	6,948.64	0.00		5,351.36	56.49	
Dept 792-LIBRARY ADULT SERVICES								
271-792-70200	SALARIES - LIBRARIANS	96,770.00	66,921.05	11,165.67	1,730.88	29,848.95	69.15	
271-792-70210	IN LIEU OF HEALTH INSURANCE	18,070.00	10,394.33	7,324.29	0.00	7,675.67	57.52	
271-792-70300	PART TIME STAFF	64,000.00	42,223.84	0.00	0.00	21,776.16	65.97	

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	2017		YTD BALANCE 08/31/2017 (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BUDGET USED
		AMENDED BUDGET	NORMAL				

Fund 271 - LIBRARY FUND							
Expenditures							
271-792-71500	ETCA/MDCR	15,064.00	9,433.18	1,556.46	5,630.82	62.62	
271-792-71600	HOSPITALIZATION	200.00	0.00	0.00	200.00	0.00	
271-792-71800	PENSION	12,580.00	8,699.65	1,451.52	3,880.35	69.15	
271-792-71900	DEFERRED ANNUITY	18,070.00	10,020.31	1,250.09	8,049.69	55.45	
271-792-72000	DISABILITY INSURAN	1,900.00	1,237.68	137.52	662.32	65.14	
271-792-72600	PRINTING & SUPPLIES	200.00	0.00	0.00	200.00	0.00	
271-792-72700	PROGRAMS	5,600.00	1,278.88	221.20	4,321.12	22.84	
271-792-86200	MILEAGE	1,000.00	280.40	0.00	719.60	28.04	
271-792-96100	CONFERENCE/MEMBERSHIP	5,300.00	2,717.30	1,471.19	2,582.70	51.27	
Total Dept 792-LIBRARY ADULT SERVICES		238,754.00	153,206.62	26,308.82	85,547.38	64.17	

Dept 793-LIBRARY BOOKS							
271-793-73100	ADULT'S BOOKS	50,300.00	26,610.74	3,749.84	23,689.26	52.90	
271-793-73110	ADULT'S E-BOOKS	7,488.00	5,000.00	0.00	2,488.00	66.77	
271-793-73300	CHILDREN'S BOOKS	22,000.00	10,664.52	1,077.81	11,335.48	48.48	
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	3,656.61	431.05	2,843.39	56.26	
271-793-73600	AV FOR CHILDREN	6,800.00	1,419.73	18.99	5,380.27	20.88	
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	54,177.86	5,277.69	51,910.14	51.07	

Dept 794-LIBRARY YOUTH SERVICES							
271-794-70300	WAGES-LIBRARIAN	41,795.00	21,516.40	4,500.00	20,278.60	51.48	
271-794-70310	IN LIEU OF HEALTH INSURANCE	5,070.00	586.01	0.00	4,483.99	11.56	
271-794-71500	ETCA/MDCR	4,580.00	1,690.84	344.25	2,889.16	36.92	
271-794-71600	HOSPITALIZATION	8,000.00	4,402.53	1,128.85	3,597.47	55.03	
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	1,724.63	585.00	3,709.37	31.74	
271-794-72000	DISABILITY INSURANCE	900.00	67.64	0.00	832.36	7.52	
271-794-72600	PRINTING & SUPPLIES	200.00	90.10	0.00	109.90	45.05	
271-794-72700	PROGRAMS	10,000.00	7,381.92	4,196.42	2,618.08	73.82	
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	43,532.44	10,754.52	39,946.56	52.15	

Dept 795-LIBRARY CLERICAL							
271-795-70300	WAGES-SUPPORT STAFF	152,000.00	101,157.69	17,209.66	50,842.31	66.55	
271-795-71500	ETCA/MDCR	12,000.00	7,738.55	1,316.52	4,261.45	64.49	
271-795-71600	HOSPITALIZATION	9,000.00	4,246.97	423.06	4,753.03	47.19	
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	3,451.90	575.94	1,548.10	69.04	
271-795-72000	DISABILITY INSURANCE	800.00	509.67	56.63	290.33	63.71	
271-795-72600	PRINTING & SUPPLIES	20,285.00	11,149.14	2,276.74	9,135.86	54.96	
271-795-95600	POSTAGE	1,000.00	18.91	0.00	981.09	1.89	
Total Dept 795-LIBRARY CLERICAL		202,585.00	128,272.83	21,858.55	74,312.17	63.32	

Dept 796-LIBRARY BUILDING

User: Mmohney
DB: Comstock

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	2017		YTD BALANCE 08/31/2017 (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
		AMENDED BUDGET	NORMAL				
Fund 271 - LIBRARY FUND							
Expenditures							
271-796-74000	SUPPLIES	2,000.00	52.98	1,947.02	0.00	1,947.02	2.65
271-796-83100	SECURITY SYSTEMS	7,100.00	4,179.93	2,920.07	1,283.45	2,764.42	58.87
271-796-85000	COMMUNICATIONS	7,000.00	4,235.58	2,764.42	379.94	500.51	60.51
271-796-91000	PROPERTY & LIABILITY INSURANCE	12,250.00	11,749.49	500.51	0.00	12,831.40	95.91
271-796-92000	ELECTRIC & NATURAL	25,000.00	12,168.60	48.67	1,663.58	1,735.73	42.14
271-796-92100	CITY WATER	3,000.00	1,264.27	42.14	466.73	2,027.72	83.10
271-796-93100	BUILDING MAINTENANCE	12,000.00	9,972.28	89.00	1,123.63	275.00	89.00
271-796-93800	GROUNDS MAINTENANCE	2,500.00	2,225.00	275.00	0.00	5,553.10	25.80
271-796-99500	CAPITAL OUTLAY ESCROW	7,484.00	1,930.90	0.00	0.00		
Total Dept 796-LIBRARY BUILDING		78,334.00	47,779.03	30,554.97	4,917.33		60.99
Dept 797-LIBRARY EQUIPMENT							
271-797-93000	EQUIPMENT MAINTENANCE	3,500.00	548.56	1,385.32	319.00	1,385.32	15.67
271-797-93110	COMPUTER REPLACEMENT	1,500.00	114.68	7.65	0.00	1,311.65	7.65
271-797-93120	COMPUTER MAINTENANCE	3,000.00	1,688.35	2,364.81	0.00	7,015.62	56.28
271-797-93130	TECHNOLOGY	31,000.00	28,635.19	2,364.81	240.00	7,015.62	92.37
271-797-97010	CAPITAL OUTLAY	53,755.00	46,739.38	0.00	0.00	1,000.00	86.95
271-797-98000	ADULT DEPARTMENT	1,000.00	0.00	0.00	0.00	1,000.00	0.00
271-797-98010	YOUTH DEPARTMENT	1,000.00	0.00	0.00	0.00	1,000.00	0.00
Total Dept 797-LIBRARY EQUIPMENT		94,755.00	77,726.16	17,028.84	559.00		82.03
TOTAL EXPENDITURES		923,700.00	585,655.99	338,044.01	79,973.31		63.40
Fund 271 - LIBRARY FUND:							
TOTAL REVENUES		855,857.00	771,961.76	83,895.24	76.10		90.20
TOTAL EXPENDITURES		923,700.00	585,655.99	338,044.01	79,973.31		63.40
NET OF REVENUES & EXPENDITURES		(67,843.00)	186,305.77	(254,148.77)	(79,897.21)		274.61

COMSTOCK TOWNSHIP LIBRARY

Page 1

2018 Proposed Budget

REVENUES ESTIMATED				
Fund: 271 Org.: 27100		2016 ACTUAL	2017	2018
40200	Allocated Operating	\$721,228.00	\$744,570.00	\$755,374.00
40210	Renaissance Reimburse.	\$57,781.00	\$47,684.00	\$32,500.00
40220	Service Fee - PILT	\$535.00	\$0.00	\$0.00
41200	Delinquent Property Tax	\$30,233.39	\$20,000.00	\$20,000.00
41300	Del. Personal Prop. Taxe	\$1,870.03	\$0.00	\$0.00
44500	Int & Penalty/LAT	\$14.36	\$0.00	\$0.00
56600	State Aid	\$9,713.32	\$7,503.00	\$8,000.00
60700	Nonresident Fees	\$315.00	\$100.00	\$100.00
62600	Unclassified Services	\$280.00	\$100.00	\$100.00
62700	Photocopies	\$2,656.20	\$2,000.00	\$2,000.00
64700	Book Sales	\$1,540.80	\$1,000.00	\$1,000.00
65600	Book Fines	\$8,259.89	\$7,500.00	\$7,000.00
65700	Penal Fines	\$26,717.00	\$25,000.00	\$20,000.00
66500	Interest Income	\$1,036.00	\$400.00	\$500.00
67500	Library Memorials	\$275.00	\$0.00	\$0.00
69000	Donations	\$330.01	\$0.00	\$0.00
REVENUES EXPECTED		\$862,785.00	\$855,857.00	\$846,574.00

EXPENDITURES				
LIBRARY	ADMINISTRATIVE	2016 ACTUAL	2017	2018
000-092	Bank Service Charges	\$103.23	\$300.00	\$300.00
790-702	Director	\$59,121.92	\$60,012.00	\$61,522.00
790-715	FICA @ 7.65%	\$4,312.45	\$4,591.00	\$4,707.00
790-716	Hospitalization	\$20,239.28	\$24,200.00	\$24,000.00
790-71610	Health Savings Account	\$5,000.00	\$6,000.00	\$6,000.00
790-718	Pension (13%)	\$7,685.86	\$7,802.00	\$7,998.00
790-720	Disability Insurance	\$900.84	\$1,000.00	\$1,000.00
790-726	Supplies			\$200.00
790-862	Mileage	\$92.50	\$500.00	\$500.00
790-956	Misc.	\$107.54	\$500.00	\$500.00
790-961	Conference/Membership	\$3,217.86	\$2,000.00	\$2,000.00
	Total	\$100,678.25	\$106,605.00	\$108,727.00

LIBRARY	LEGISLATIVE	2016 ACTUAL	2017	2018
791-715	Secretary Fica	\$0.00	\$0.00	\$0.00
791-801	Audit Fees	\$0.00	\$2,000.00	\$2,000.00
791-803	Legal Services	\$1,370.95	\$2,000.00	\$2,000.00
791-822	Secretary to the Board	\$100.00	\$0.00	\$0.00
791-862	Mileage	\$0.00	\$0.00	\$0.00
791-881	Promotion	\$389.00	\$2,000.00	\$2,000.00
791-956	Misc.	\$74.64	\$300.00	\$100.00
791-961	Conference/Membership	\$3,628.22	\$6,000.00	\$6,000.00
791-963	SMLCo-op	\$306.00	\$0.00	\$500.00
	Total	\$5,868.81	\$12,300.00	\$12,600.00

LIBRARY	ADULT SERVICES	2016 ACTUAL	2017	2018
792-702	Librarians	\$94,871.92	\$96,770.00	\$86,166.00
2-70210	Alternative to Deferred C	\$15,236.26	\$18,070.00	\$15,000.00
792-703	Part Time Staff	\$58,693.14	\$64,000.00	\$66,000.00
792-715	FICA @ 7.65%	\$13,791.27	\$15,064.00	\$12,789.00
792-716	Hospitalization	\$60.00	\$200.00	\$15,000.00
792-71610	Health Savings Acct			\$6,000.00
792-718	Pension (13%)	\$12,333.47	\$12,580.00	\$11,195.00
792-719	Deferred Compensation	\$13,966.48	\$18,070.00	\$0.00
792-720	Disability Insurance	\$1,650.24	\$1,900.00	\$1,900.00
792-726	Supplies	\$17.95	\$200.00	\$200.00
792-727	Programs	\$3,752.08	\$5,600.00	\$5,600.00
792-862	Mileage	\$144.72	\$300.00	\$300.00
792-961	Conference/Membership	\$6,115.39	\$6,000.00	\$6,000.00
	Total	\$220,632.92	\$238,754.00	\$226,150.00

LIBRARY	BOOKS & MATERIA	2016 ACTUAL	2017	2018
793-731	Adult Books	\$46,683.10	\$47,000.00	\$47,000.00
793-73110	Adult ebooks	\$3,512.00	\$5,500.00	\$5,500.00
793-733	Children's Books	\$22,574.83	\$22,000.00	\$21,000.00
793-73310	Children's ebooks	\$1,500.00	\$2,500.00	\$2,500.00
793-734	Periodicals	\$4,872.66	\$5,000.00	\$6,000.00
793-735	Audiovisual for A Dept.	\$5,939.05	\$6,000.00	\$6,000.00
793-736	Audiovisual for Ch. Dep	\$5,500.07	\$6,000.00	\$6,000.00
793-737	Electronic Information S	\$1,952.41	\$3,500.00	\$4,203.00
	Total	\$92,534.12	\$97,500.00	\$98,203.00

LIBRARY	YOUTH SERVICES	2016 ACTUAL	2017	2018
794-703	Librarian	\$40,974.44	\$41,795.00	\$39,975.00
794-70310	Deferred Compensation	\$15,236.26	\$18,070.00	\$0.00
794-715	FICA @ 7.65%	\$4,300.12	\$4,580.00	\$3,058.00
794-716	Hospitalization			\$15,600.00
794-71610	Health Savings Acct			\$6,000.00
794-718	Pension (13%)	\$5,326.62	\$5,434.00	\$5,197.00
794-720	Disability Insurance	\$811.68	\$900.00	\$900.00
794-726	Supplies	\$4.18	\$200.00	\$1,200.00
794-727	Programs	\$9,994.46	\$10,000.00	\$9,000.00
794-862	Mileage	\$28.98	\$500.00	\$200.00
794-961	Conference/Membership	\$2,349.90	\$2,000.00	\$2,500.00
	Total	\$79,026.64	\$83,479.00	\$83,630.00

LIBRARY	SUPPORT STAFF	2016 ACTUAL	2017	2018
795-703	Wages and Salaries	\$141,501.64	\$152,000.00	\$160,500.00
795-715	FICA @ 7.65%	\$10,824.84	\$12,000.00	\$12,748.00
795-716	Hospitalization	\$10,281.12	\$12,000.00	\$6,000.00
795-71610	Health Savings Account	\$0.00	\$2,500.00	\$2,500.00
795-718	Pension (13%)	\$4,800.70	\$5,000.00	\$5,116.00
795-720	Disability Insurance	\$679.56	\$800.00	\$900.00
795-726	Supplies	\$18,725.91	\$20,285.00	\$22,000.00
795-728	Computer Supplies		\$0.00	\$0.00
795-862	Mileage		\$0.00	\$0.00
795-956	Postage, etc.	\$130.91	\$1,000.00	\$1,000.00
795-961	Workshops		\$0.00	\$0.00
	Total	\$186,944.68	\$205,585.00	\$210,764.00

LIBRARY	BUILDING OPERATI	2016 ACTUAL	2017	2018
796-740	Supplies	\$1,135.43	\$2,000.00	\$2,000.00
796-831	Security Systems	\$7,621.75	\$7,100.00	\$8,000.00
796-850	Telephone	\$4,734.62	\$7,000.00	\$7,000.00
796-910	Insurance	\$11,936.99	\$12,250.00	\$14,000.00
796-920	Electric and Natural Gas	\$17,688.97	\$25,000.00	\$22,000.00
796-921	Water	\$2,058.64	\$3,000.00	\$3,000.00
796-931	Bldg. Repairs, Maintenan	\$42,466.29	\$12,000.00	\$12,000.00
796-938	Grounds Maintenance	\$709.07	\$500.00	\$2,000.00
796-99500	Capital Outlay Escrow		\$7,484.00	
	Total	\$88,351.76	\$76,334.00	\$70,000.00

LIBRARY	EQUIPMENT & MAIN	2016 ACTUAL	2017	2018
797-930	Repair & Maintenance	\$1,607.54	\$3,500.00	\$3,500.00
7-93110	Computer Replacement I	\$1,184.65	\$1,500.00	\$1,500.00
7-93120	Computer Maintenance	\$1,246.65	\$3,000.00	\$3,000.00
7-93130	Computer Technology	\$26,037.72	\$22,000.00	\$23,000.00
797-965	Equipment rental			\$3,000.00
797-970.1	Capital Outlay	\$556.42	\$3,000.00	\$500.00
797-980	Adult Dept.	\$1,921.43	\$1,000.00	\$1,000.00
7-98010	Children's Dept.	\$0.00	\$1,000.00	\$1,000.00
	Total	\$32,554.41	\$35,000.00	\$36,500.00

LIBRARY	PLANNING	2016 ACTUAL	2017	2018
798-806	Consultants	\$0.00	0.00	\$0.00
	GRAND TOTAL		0.00	\$0.00

	Income		\$855,857.00	\$846,574.00
	Outgo		\$855,857.00	\$846,574.00
	Over/Under			

Director's Report August 2017

On August 2-4 Rachael and I attended the Digipalooza Conference in Cleveland Ohio. This event is put on by Overdrive, the company we use for our eBooks. The conference included sessions on making the most of your budget, and tips on marketing, collection development and programming, curating lists, using reports for collection development, incorporating databases, and new products. I was delighted to see that they are now offering early elementary read-a-longs, have simplified the download process with "Libby" and gained some interesting insight into the market. Rachael and I brainstormed programming during the ride there and back, and are moving ahead with several ideas. Rachael will be incorporating advantage titles into our catalog and Kristin is going to look at the new manga and read-along titles.

The summer reading program ended on August 12, with the party scheduled for August 16. The weather again cooperated and there was a good turnout. This all-staff event keeps us on our toes, but is a lot of fun and good publicity. Patrons not able to attend the party have been stopping in to spend their tickets and appreciate the extended time frame. Circulation statistics and participation in the program were up this year.

The laminator in the Children's Department was not working properly. A repair person was called and thankfully he was able to repair the bulb/heating element. If it goes out again the cost of the bulb would be around \$275.00 plus the service call. This is still a bargain as a new laminator would cost several thousand dollars. The current laminator is over 20 years old, so we are getting our money's worth.

As reported at the Library Board meeting I met with Trustee LeBeau and Trustee Jameson to discuss the wage scale update, adjustments to the 2017 wages, and the 2018 wage proposals. It was decided to recommend a .5% adjustment to the 2017 wage scale as proposed last year, adopt the new wage scale that reflected the changes in minimum wage, and recommend a 2.5% wage increase for 2018.

I called the Director of Tax Policy for the State of Michigan to get the Renaissance figures for 2018. The figure was supposed to be available August 1st, but as of August 31st it still is not available. This will hold up the final budget proposal. Mr. Heideman said he would email the figure when it is ready. Until then the budget is in estimate form.

I rewrote the job description for the Public Service Librarian's position to reflect changes over the past 15 years. Rachael and Joey then posted the job on Mlive, the list serve and MLA. There are quite a few job openings open in Michigan at this time and responses have been slow. I have scheduled interviews for the week after Labor Day. This will put a time crunch on training, but Joey is willing to work through this process.

At the Department Head meeting I shared some of the insights from workshops regarding social media. Staff will be contributing more on Facebook with interesting tidbits while we learn more about twitter and Instagram and how to connect these to our website. We have started using QR codes on various flyers. It will be interesting to see how they are used.

Our new reference librarian, Mallory, lives in the Gull Road Apartment complex and took our informational flyers to the complex office for distribution to new residents.

Kristin and I attended the open houses at the elementary schools. Since two schools held them on the same day, 2 people were needed to cover them. This is an important outreach opportunity to hand out information about the library and upcoming programs. It is always fun to see children that have visited us over the summer. In addition to handing out flyers and welcome brochures we handed out some of the left over read bracelets and bookmarks. At STEM academy I talked with parents interested in checking out the hotspots. All STEM students will be receiving a tablet to use so this program ties in well. At Green Meadow I talked with many Pavilion parents about the MiLibrary card and participating in our programs.

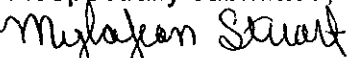
As summer winds down staff is trying to squeeze the last of the good weather vacations in. All departments are running at minimal staffing to allow vacations, especially the Children's Department. Children's staff puts off most of their vacations until after the program has ended, which makes the summer programming possible. I and others have been filling in to allow these end of the summer vacations.

I am continuing to take advantage of the Pryor workshops. In August I attended Management Skills for Women in Kalamazoo, and Organization Skills in Grand Rapids. These courses reinforced skill sets and brought new ideas to mind. One thing that was stressed is the 6/24 idea. It takes 6 times of hearing something for it to be remembered fully, and 24 days to create a habit. (When mom said how many times do I have to tell you something, apparently at least 6 times). There were quite a few self-evaluation and development ideas presented, at least some of which can be put into immediate use.

The township noted that this month's water bill is quite high, so the Maintenance supervisor came out and checked all the sprinklers and checked for leaks. He thinks the bill was estimated and not an actual read as he did not find any reason for higher consumption. The township will keep tract of the next bill to confirm this.

Joey and I are working our way through the protocols of offering "red" internet only cards to all Comstock school students. This would allow them to check out ebooks only. The general working idea is that registration slips would be given to classroom teachers to fill out. Parent signatures would not be required because there would be no physical loss. If a student wanted to check out physical items from the library then normal library card registration procedures would be followed. This would fit in perfectly with STEM and the tablets each student is getting, and would boost circulation of ebooks. It may also serve as a "hook" to get people into the library. The program will be offered to all Comstock students by early October. I will be working with Kristin on promotion once the protocols have been set.

Respectfully submitted;


Myla-Jean Stuart Director

Director Goals:

SEPTEMBER 2017 GOALS

- Prepare monthly reports
- Attend township and library board meeting
- Reconcile budget reports
- Schedule staff meetings, prepare staff schedules
- Department Head meeting: 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)
- 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
- Set up notary training for Kristin and Mallory, order notary supplies for both.

AUGUST 2017 GOALS

- ✓ Meet with Wage and Salary committee
- ✓ Continue work on 2018 budget, call state for Renaissance Remittance
- ✓ Present draft version of 2018 budget at August Library Board Meeting
- ✓ Attend workshops/webinars on social media (Cleveland and online)
- ✓ Develop Social Media goals outline and discuss how to accomplish goals with Department Heads
- ✓ Post and begin interviews for Public Services Librarian
- ✓ Finalize Yard Sale and New card program, inform staff
- ✓ Staff meeting: September yard sale and new card program, inventory, update on Librarian search/changes,
- ✓ Reconcile budget reports, staff scheduling, cover desk as needed
- ✓ Attend Township Meetings
- ✓ Discuss fiber optics with CTS when Scott Hess has more information.
- ✓ Reorder camera and debug the laminator
- ✓ Prepare monthly reports

AU-GUST	Adult Ref-erence	In House Use	Wifi	Inter-net	Com-puter	Assis-tance	E-Ref	Info-ration/ Phone Calls	Adult Pro-grams	Program Attend-ance	Program Attend-ance	New Card Regis-trat.	Tutor Room	Notary	Circu-lation
2017	6114	1040	84	157	598	130	0	521	11	37	50	193	14	10838	
2016	6538	937	115	259	735	115		485	20	37	67	282		11576	
2015	6792	888	99	128	744	104	0	503	12	31	61	193		11987	
2014	8156	920	78	70	821	185	0	466	34	40	69	69		14660	
2013	8651	536	102		942	82		468	2	17	88			11713	
2012	9468	609	103		839	96		661	3	18	95			15769	
2011	9347	591	99		1018	76		620	4	28	75			14287	
2010	9605	511	150		1082	38		639	1	7	98			13750	
2009	8461	416	161		953	25		599	0	0	72			12431	

TOTALS	J Ref	J Internet	J WIFI	J Word P	J Games	Programs	Youth Attend-ance	Adult Attend-ance	Facebook Hits	Circ
2017	687	111	25	0	65	14	414	217	0	5583
2016	373	243	24	0	78	9	339	180	1999	5192
2015	440	361	40	2	42	9	301	219		6652
2014	1083	1731		0	32	23	491	261		7804
2013	702	878	0	70	10	362	344			6412
2012	1097	1198	1	82	29	1138	437			9547
2011	1016	997	0	62	18	520	201			7803
2010	575	902	1	48	11	444	149			7781
2009	536	503	0	90	9	369	103			6670
2008	644	431	0	114	11	193	69			5281
2007	492	574	8	120	8	180	63			5094

YEAR	Overdrive total	O Adult	O Youth	O Audio	O Advantage	Bulletin	Facebk	website	Ancestry
2017	442	364	78	141	55	66	8870		
2016	431	352	79	135		67			
2015	109	77	32						
ELECTRONIC STATISTICS									

COMPLETE SUMMER READING PROGRAM STATISTICS - JUNE 1- FIRST WEEK IN AUGUST	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001
Circulation for Entire Program 6/1- 8/16, 1 week lead	21,373 6/1 - 8/8	27,106 6/1-8/16 2 week lead	26694 6/1-8/10 2 week lead	32626 with 2 wk lead	28799 (no dvd 6/1-8/13)	27964 (no dvd 23594) 6/1-8/14 12% inc.	24947 6/1-8/15	18067 (18697)	14152	12013	11186	9509	8257	8983	8832
Number of program weeks * = 2 week lead	9	9	8	9*	8*	8*	*9	*9	*9	8*	8*	8*	8	8	
Registered for Read to Me	190	204	212	255	237	104	67	77	93	87	96	93	76	48	93
Participated in Read to Me	148	157	176	224	186	85	50	57	62	48	51	53	41	29	42
Finished Read to Me		129	129	138	123	74	43	34	24	22	22	30	24	?	
Registered 1-3 (05)k-2,1-2		X				84	127	116	101	86	108	125	126	105	143
Participated 1-3 k-21-2		X				68	91	74	64	50	63	79	68	60	65
Finished 1-3 k-21-2		X				42	48	42	27	32	26	55	11	?	
Registered 4-5 (05)3-5	144	159	130	176	146	138	146	135	143	126	117	74			
Participated 4-5 3-5	97	104	83	112	93	105	94	75	94	63	60	28			
Finished 4-5 3-5		79	58	62	67	63	64	38	48	35	32	12			
Registered for 6-8	86	88	92	96	112	100	96	71	73	55	64	58	42	41	66
Participated in 6-8	48	60	55	64	78	69	51	46	41	24	36	23	17	25	40
Finished 6-8		39	34	54	49	49	31	32	25	22	14	9	9	?	
Registered for 9-12	30	26	35	38	39	27	32	21	29	27	19	20	16	14	
Participated in 9-12	17	16	22	19	25	20	22	11	16	20	12	9	9	5	
Finished 9-12		16	20	13	18	14	19	7	11	14	9	8	6	..?	
TOTAL Registration	450	483	469	577	534 17%+	453	461	420	439	381	404	370	260	206	302
TOTAL Participation	310	337	349	342	382 11%+	347	308	263	277	217	222	238	135	119	147
TOTAL Reaching goal	218	263	241	267	257 7%+	242	205	153	135	122	103	114	75	43	
Number repeating program	133	157	131	182			177	132	87		61	98	50	26	
CRAFT CLASSES															
Number of Craft Classes	41	42	40	54	45	40	28	36	36	16	18	18	16		
Number of Participants	564 June: 207 July: 314 August: 43	967	541	745	751	721	562	496	629	360	362	469	283		
Number of Participants Adult	200	267	216	300	277	250	207	123	128	105	122	137	100		
Teen/tween programs/crafts	18	8	9	10	10	14	8	9	6	9					
Number of teen participants	92	176	107	151	113	150	144	61	80	33					
STORY TIMES															
Number of Story times offered	16	13	8	9	8	8	8	9	9	8	7	8	11		
Number of Juveniles attending	119	207	254	293	186	167	156	169	227	262	246	96	121		
Number of Adults attending	59	90	125	137	85	94	76	79	110	115	102	48	42		

Fiber Optics



Comstock Township Hall
6138 King Hwy
Kalamazoo, MI 49048-6061

Primary contact: Scott Hess

*Demarc extension may be required. Demarc extension not included in this quote.
 *For best performance and maximum throughput of this circuit, you should set your router to shape or police traffic to match the provisional bandwidth of this circuit.
 **Metro E/Metro G Internet Service Speeds- CTS Telecom shall use commercially reasonable efforts to achieve the Internet speed selected by Customer, however, actual Internet speeds may vary. Many factors affect speed including, without limitation, customer configuration of firewall, network and endpoint equipment, software running on customer equipment, limitation of throughput of customer network/equipment and the number of workstations using a single connection. Speed test sites vary and are not an accurate measurement tool to determine true throughput of the connection.
 *Long Distance usage is not included in this quote.
 *Changes will be charged at a minimum of \$20.

CONTRACT SCHEDULE A

138661

Account #: 00052034-9 Contract #: Proposal
 Estimate Date: 8/21/2017
 Prepared By: Sam Urban Term: 60 Months

Long Distance: NA

One Time Charges: \$0.00
Service Specific Charges: \$310.00

Subtotal: \$310.00
Taxes & Fees: \$5.40

Total Charges: \$315.40

TERMS & CONDITIONS:
 Mandated charges subject to change at anytime.

Notes: CTS will offer a dedicated 250/10Mb Fiber Optic Connection to be delivered to 6138 King Hwy with a block of 5 Static IP addresses and 1TB of Data storage on the CTS drive.

The fiber construction charge of \$7500 will be waived with a 60-month service agreement.

Signature _____

Printed Name _____

Date _____

Account Charges

Line#	Activity	Code	Description	Next Invoice	Future Invoices
1	Adjustment	\$FBRDROP	Fiber Drop	7,500.00	
2	Adjustment	\$FBRDROP	Fiber Drop	7,500.00cr	
Total:				0.00	0.00

Recurring Charges: IT Solutions

Line#	Activity	Description	Billing Period	Next Invoice	Future Invoices
3	Add	Cts Drive - 1 Terabyte	Monthly (Sep)	60.00	60.00

Recurring Charges: Internet Service

Line#	Activity	Description	Billing Period	Next Invoice	Future Invoices
4	Add	250/10	Monthly (Sep)	250.00	250.00
Total:				310.00	310.00

Fees

Line#	Description	Next Invoice	Future Invoices
5	Federal Tax 3%	1.80	1.80
6	Michigan State Use Tax	3.60	3.60
Total:		5.40	5.40

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PLAYAWAY[®] for You

About Playaway Launchpad

How-to-Play

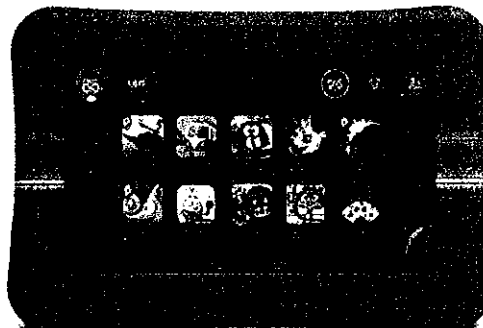
Where to Find

FAQs

The kids-only learning tablet is here!

Playaway Launchpad is the first-ever secure, pre-loaded learning tablet for libraries and schools that both kids and adults will love.

Launchpad tablets are fun to explore, durable enough for little explorers, and loaded with interactive learning apps and games.



Launchpads are:

- Available in schools and libraries
- 100% secure ensuring no risk of exposure to unintended content
- Pre-loaded with popular characters and award-winning apps
- Easy to use and ready to play

Explore worlds filled with games, puzzles, storybooks, and more!

Playaway Launchpads feature high-quality learning apps grouped together by subject area, theme, grade level and age. From math and monkeys to science and superheros, every Launchpad is a new adventure. And, there's a tablet for every child.

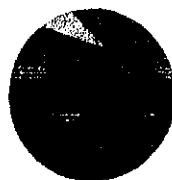
Easily Recognizable Age Groups



AGES 3-5
PRE-K














AGES 5-7
GRADES K-2



AGES 8-10
GRADES 3-5



AGES 10+
GRADES 5 & UP

		List Price	Your Price	Qty	Package Type	Add to
	Number Jungle! Brand: Montessori, Tiggly ISBN: 9781509444236	\$139.99	\$139.99	1	Standard	ADD TO
	Take That Away! Brand: Wonder Bunny ISBN: 9781509444243	\$129.99	\$129.99	1	Standard	ADD TO
	On the Clock! ISBN: 9781509444281	\$129.99	\$129.99	1	Standard	ADD TO
	Alphabet Annie! Brand: Gazoob, Letterland ISBN: 9781509444021	\$99.99	\$99.99	1	Standard	ADD TO
	Land of Letters! Brand: Dora the Explorer; Nickelodeon ISBN: 9781509444045	\$129.99	\$129.99	1	Standard	ADD TO
	Kindergarten, Here I Come! Brand: FarFaria ISBN: 9781509442492	\$119.99	\$119.99	1	Standard	ADD TO
	A Sea of Letters! ISBN: 9781509444052	\$119.99	\$119.99	1	Standard	ADD TO
	Sound It Out! Brand: Dora the Explorer; Nickelodeon ISBN: 9781509444106	\$149.99	\$149.99	1	Standard	ADD TO
	Addicted to Puzzles! ISBN: 9781509444373	\$119.99	\$119.99	1	Standard	ADD TO
	Heads and Tales! Brand: Berenstain Bears; Dora the Explorer; FarFaria; Nickelodeon; Tipitap Inc. ISBN: 9781509444038	\$139.99	\$139.99	1	Standard	ADD TO
	It's Swell to Spell! ISBN: 9781509444076	\$139.99	\$139.99	1	Standard	ADD TO

Showing 1 - 20 of 20

1

Best Sellers

Refine By

PRODUCT TYPE

Launchpad (20)

GRADE LEVEL

Grades 3-5 (2)

Grades K-2 (11)

Pre-K to K (7)

FEATURED COLLECTION

Kindergarten Readiness (1)

Math for K-6th (1)

Skill-based English

Language Arts (6)

Skill-based Math (4)

STEM/STEAM (6)

Summer Slide (1)

SuperPack (1)

SERIES

PACK TYPE

BRAND

AGE LEVEL

RELEASE DATE








Select All Visible

ADD SELECTED TITLES TO ▼

List Grid

Sort by

Featured ▼

Product	List Price	Your Price	Qty	Package Type	Add to
 <p>Master Math Mind! ISBN: 9781509410576</p>	\$449.99	\$149.99	1	Standard	ADD TO
 <p>Imagination Station! Brand: Cupcake Digital; Discovery Kids; FarFaria; Montessori; National Geographic ISBN: 9781509428663</p>	\$189.99	\$189.99	1	Standard	ADD TO
 <p>Mission Accepted! Brand: Duckie Deck; FarFaria; Wonder Bunny ISBN: 9781509429264</p>	\$449.99	\$119.99	1	Standard	ADD TO
 <p>C is for Counting! Brand: Monkey Preschool ISBN: 9781509431007</p>	\$139.99	\$139.99	1	Standard	ADD TO
 <p>Make! Bake! Create! Brand: Smokey Bear ISBN: 9781509444380</p>	\$439.99	\$139.99	1	Standard	ADD TO
 <p>Get the Picture! Brand: Red Chair Press; Tiny Tap; Trucktown; Windy and Friends ISBN: 9781509444304</p>	\$429.99	\$129.99	1	Standard	ADD TO
 <p>Little STEAM Engine! Brand: Speakaboos ISBN: 9781509444311</p>	\$439.99	\$139.99	1	Standard	ADD TO
 <p>Exploration Station! ISBN: 9781509444328</p>	\$449.99	\$149.99	1	Standard	ADD TO
 <p>Red Triangle! Yellow Square! Brand: Bubble Guppies; Nickelodeon; Tiggly ISBN: 9781509444212</p>	\$429.99	\$129.99	1	Standard	ADD TO

Reference Department August 2017

The Summer Reading Program wrapped up in the Adult Department on Saturday, August 12th. On that Monday, the grand prize winner's name was drawn; Melissa Carlson won the Kindle Voyager. In addition to that, and because I was able to purchase a Kindle Fire at an inexpensive cost on Prime Day, the SRP participants were surprised with a runner-up prize. Roxanne McDonald is the proud owner of a Kindle Fire, and honestly, I do not think I had ever met someone so happy to win. ☺

I applied for a grant through N.A.S.A., Starnet and the Space Institute, etc. a while ago, and I received it. Benevolently, we were given 200 eclipse shades to give our community to safely view the "Great American Eclipse." Once word of this traveled, we were out pretty quickly. I received so many compliments from our patrons about what a great library this is when handing out these glasses—great communal outreach!

I have uploaded the OverDrive Advantage electronic books in to the catalog. I hope that this will get more circulation out of them. In addition to that, the school systems in the community will soon have access to the electronic books using a red card!

Computer lessons have picked-up with all of the librarians. I have also given several tablet lessons, too. It seems more and more people are using tablets, and with this, I hope that the OverDrive eBooks will get more usage.

On August 30th, the Luminary Mason Jar craft was held. This craft was full with a waiting list, and I had eight new faces! I love my crafting regulars, but it is always nice to see new faces!

The upcoming programs in the adult department are as follows: Ask-A-Lawyer with Robert Reilman, Halloween Button Bouquet craft, DIY Bath Bombs, and the Holiday Open House.

Reference Statistics

- Reference Questions: 1063
- Internet Usage: 614
- Computer Assistance: 124
- Tutor Room Usage (per 1/2 hour):
162
- Notarial Acts: 14
- Directions: 10
- Programs: 14
- Program Attendance: 3
- Wi-Fi Usage: 167
- E-Reference: 0

Respectfully Submitted,

Rachael A. Wiegmann
Information Services Librarian