

COMSTOCK TOWNSHIP LIBRARY
BOARD MEETING
September 5th, 2018

AGENDA

CALL TO ORDER

APPROVAL / AMENDMENT OF THE AGENDA

PUBLIC COMMENT

APPROVAL OF THE LAST MEETING'S MINUTES

TREASURER'S REPORT

BILLS PAID

UNFINISHED BUSINESS

- 1) Computer Update

COMMITTEE REPORTS

DIRECTOR'S REPORT

NEW BUSINESS

- 1) 2019 proposed budget
- 2) Skylight
- 3) Faronics

OTHER BUSINESS

ADJOURNMENT

In order for the Board to receive any information for the September 5th Library Board Meeting, the packets had to be mailed out no later than August 30th. As a result reports on finances, statistical reports, and end of month reports are not available at the time of mailing. I hope to have these available for handout on September 5th, although any reports from the Township will probably have to be mailed out upon my return.

I really appreciate the board being flexible in changing the meeting date so I could take this vacation. Thank You

Items not in the packet:

Reference Report

Circulation Statistics

Income and Expense Report (Township)

Revenue and Expense Report (Township)

Bills payable

Background information for the September 5th Library Board Meeting

Old Business:

- 1) New computers are in the process of being installed. Rostam is having a few issues with getting all our applications (TLC, Envisionware, Netnanny, Deep Freeze) to play nice, but he is working diligently to get these up and running. New computers have been installed for adult patrons, and 1 at circ, as well as some staff computers.
- 2)

New Business

- 1) 2019 Budget
- 2) Skylight: The skylight is leaked again during the heavy, wind driven rain on Monday evening. I have called Mulder's and am awaiting responses. Dave's Glass called back and said they don't caulk skylights to contact Mulder's. The books have been removed from under that skylight.
- 3) After discussions with IT I have upgraded our Faronics license to include the cloud connector and antivirus software. The cloud connector will let IT remotely connect to each computer to quickly diagnose problems, and the virus protection is good. I signed a 5 year contract with a 20% discount, saving us \$900 per year.
- 4) Budget Adjustment for Faronics: May need to use reserve fund but will wait til end of the year to see entire budget.

REVENUE AND EXPENDITURE REPORT FOR COMSTOCK TOWNSHIP
 PERIOD ENDING 08/31/2018

GL NUMBER	DESCRIPTION	2018 AMENDED BUDGET	YTD BALANCE 08/31/2018	ACTIVITY FOR MONTH 08/31/2018	AVAILABLE BALANCE	% BDTG USED
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 271 - LIBRARY FUND						
Revenues						
Dept 000						
271-000-40200	ALLOCATED OPERATIN	754,322.00	730,329.03	0.00	23,992.97	96.82
271-000-40210	RENAISSANCE REIMBU	32,500.00	0.00	0.00	32,500.00	0.00
271-000-40220	SERVICE FEE-PILT	500.00	589.07	0.00	(89.07)	117.81
271-000-41200	DELINQUENT REAL PROPERTY TAX	20,000.00	0.00	0.00	20,000.00	0.00
271-000-41300	DELQ. PERSONAL PRO	500.00	971.47	0.00	(471.47)	194.29
271-000-44500	INT. & PENALTY/LAT	0.00	11.20	0.00	(11.20)	100.00
271-000-56600	STATE AID	8,000.00	10,892.76	5,486.16	(2,892.76)	136.16
271-000-60700	NON-RESIDENT FEES	100.00	350.00	70.00	(250.00)	350.00
271-000-62600	SALES	100.00	650.69	0.00	(550.69)	650.69
271-000-62700	PHOTOCOPIES	2,000.00	1,512.76	190.90	487.24	75.64
271-000-64700	BOOK SALES	1,000.00	1,234.64	113.70	(234.64)	123.46
271-000-65100	AV RENTALS	0.00	164.98	0.00	(164.98)	100.00
271-000-65600	BOOK FINES	7,000.00	5,345.14	680.01	1,654.86	76.36
271-000-65700	PENAL FINES	20,000.00	0.00	0.00	20,000.00	0.00
271-000-66500	INTEREST INCOME	1,000.00	1,635.67	0.00	(635.67)	163.57
271-000-67500	MEMORIAL CONTRIBUT	0.00	1,116.00	60.00	(1,116.00)	100.00
Total Dept 000		847,022.00	754,803.41	6,600.77	92,218.59	89.11
TOTAL REVENUES						
Total Dept 000		847,022.00	754,803.41	6,600.77	92,218.59	89.11
Expenditures						
Dept 000						
271-000-99200	BANK SERVICE CHARGES	120.00	115.00	0.00	5.00	95.83
Total Dept 000		120.00	115.00	0.00	5.00	95.83
Dept 790 - LIBRARY ADMINISTRATION						
271-790-70200	DIRECTORS - SALARY	61,522.00	30,260.59	0.00	31,261.41	49.19
271-790-71500	FICA/MDCR	4,707.00	2,276.11	0.00	2,430.89	48.36
271-790-71600	HOSPITALIZATION	20,650.00	15,688.80	1,743.20	4,961.20	75.97
271-790-71610	HEALTH SAVINGS ACCOUNT	6,000.00	6,000.00	0.00	0.00	100.00
271-790-71800	PENSION	7,998.00	3,991.38	0.00	4,006.62	49.90
271-790-72000	DISABILITY INSURAN	1,000.00	675.63	75.07	324.37	67.56
271-790-86200	MILEAGE	200.00	438.72	180.94	(238.72)	219.36
271-790-95600	MISCELLANEOUS	0.00	(12.00)	(12.00)	12.00	100.00
271-790-96100	CONFERENCE/MEMBERSHIPS	3,000.00	1,835.42	0.00	1,164.58	61.18
Total Dept 790 - LIBRARY ADMINISTRATION		105,077.00	61,154.65	1,987.21	43,922.35	58.20
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	761.70	116.35	1,238.30	38.09
271-791-86200	MILEAGE	0.00	275.53	0.00	(275.53)	100.00
271-791-88100	LIBRARY PROMOTION	2,000.00	450.00	0.00	1,550.00	22.50
271-791-96100	CONFERENCE/MEMBERSHIP	8,500.00	4,809.03	0.00	3,690.97	56.58
271-791-96300	SML COOPERATIVE	100.00	400.46	0.00	(300.46)	400.46
Total Dept 791 - LIBRARY LEGISLATION		14,600.00	6,696.72	116.35	7,903.28	45.87

Handwritten notes:
 KJMS
 9/4/18
 Comstock
 271-791-80300
 271-791-86200
 271-791-88100
 271-791-96100
 271-791-96300

PERIOD ENDING 08/31/2018

GL NUMBER	DESCRIPTION	2018		ACTIVITY FOR MONTH 08/31/2018	AVAILABLE BALANCE	% BDC
		AMENDED BUDGET	YTD BALANCE 08/31/2018			
		NORMAL	(ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 271 - LIBRARY FUND						
Expenditures						
Dept 792 - LIBRARY ADULT SERVICES						
271-792-70200	SALARIES - LIBRARIANS	86,166.00		0.00	35,662.77	58.61
271-792-70210	IN LIEU OF HEALTH INSURANCE	15,000.00	0.00	0.00	15,000.00	0.00
271-792-70300	PART TIME STAFF	66,000.00		0.00	34,905.97	47.11
271-792-71500	FICA/MDCR	12,789.00		0.00	6,867.06	46.30
271-792-71600	HOSPITALIZATION	4,295.00		354.55	1,104.05	74.29
271-792-71610	HEALTH SAVINGS ACCOUNT	6,000.00		0.00	3,000.00	50.00
271-792-71800	PENSION	11,195.00		0.00	8,029.29	28.28
271-792-72000	DISABILITY INSURAN	1,900.00		130.84	875.88	53.90
271-792-72600	PRINTING & SUPPLIES	200.00		0.00	76.65	138.33
271-792-72700	PROGRAMS	5,600.00		(10.00)	4,301.14	23.19
271-792-86200	MILEAGE	300.00		0.00	263.51	12.16
271-792-96100	CONFERENCE/MEMBERSHIP	6,000.00		(525.27)	5,442.45	9.29
Total Dept 792 - LIBRARY ADULT SERVICES		215,445.00	100,069.53	(49.88)	115,375.47	46.45
Dept 793 - LIBRARY BOOKS						
271-793-73100	ADULT'S BOOKS	49,000.00		365.65	27,574.77	43.72
271-793-73110	ADULT'S E-BOOKS	5,500.00		0.00	4,500.00	18.18
271-793-73300	CHILDREN'S BOOKS	22,000.00		40.11	12,521.93	43.08
271-793-73310	CHILDREN E-BOOKS	2,500.00		0.00	2,000.00	20.00
271-793-73400	MAGAZINES & PERIODICALS	7,000.00		(41.37)	6,714.17	4.08
271-793-73500	AUDIOVISUAL MATERIALS	3,172.01		299.79	2,827.99	52.87
271-793-73600	AV FOR CHILDREN	6,000.00		0.00	5,862.32	2.29
271-793-73700	ELECTRONIC INFORMATION SOURCES	5,203.00		(1,000.00)	4,499.00	13.53
Total Dept 793 - LIBRARY BOOKS		103,203.00	36,702.82	(335.82)	66,500.18	35.56
Dept 794 - LIBRARY YOUTH SERVICES						
271-794-70300	WAGES-LIBRARIAN	39,975.00		0.00	20,025.00	49.91
271-794-71500	FICA/MDCR	3,058.00		0.00	1,531.78	49.91
271-794-71600	HOSPITALIZATION	13,500.00		1,146.91	3,177.81	76.46
271-794-71610	HEALTH SAVINGS ACCOUNT	6,000.00		0.00	0.00	100.00
271-794-71800	PENSION	5,197.00		0.00	2,772.24	46.66
271-794-72000	DISABILITY INSURANCE	900.00		66.70	299.70	66.70
271-794-72600	PRINTING & SUPPLIES	1,200.00		0.00	810.62	32.45
271-794-72700	PROGRAMS	9,000.00		1,000.24	2,584.76	71.28
271-794-86200	MILEAGE	200.00		84.20	40.85	79.58
271-794-96100	CONFERENCE/MEMBERSHIP	2,500.00		25.00	2,475.00	1.00
Total Dept 794 - LIBRARY YOUTH SERVICES		81,530.00	47,812.24	2,323.05	33,717.76	58.64
Dept 795 - LIBRARY CLERICAL						
271-795-70300	WAGES- SUPPORT STAFF	160,500.00		0.00	99,109.51	38.25
271-795-71500	FICA/MDCR	12,748.00		0.00	8,051.65	36.84
271-795-71600	HOSPITALIZATION	10,320.00		0.00	6,833.60	33.78
271-795-71610	HEALTH SAVINGS ACCOUNT	2,500.00		0.00	2,500.00	0.00
271-795-71800	PENSION	5,116.00		0.00	4,290.05	16.14
271-795-72000	DISABILITY INSURANCE	900.00		0.00	528.84	41.24
271-795-72600	PRINTING & SUPPLIES	22,000.00		2,115.40	13,259.94	39.73
271-795-96600	POSTAGE	1,000.00		0.00	1,000.00	0.00

GL NUMBER	DESCRIPTION	2018		YTD BALANCE 08/31/2018	ACTIVITY FOR MONTH 08/31/2018		AVAILABLE BALANCE	% BDDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)		INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 271 - LIBRARY FUND								
Expenditures								
Total Dept 795 - LIBRARY CLERICAL		215,084.00	79,510.41	2,115.40	135,573.59	36.97		
Dept 796 - LIBRARY BUILDING								
271-796-74000	SUPPLIES	2,000.00	42.58	0.00	1,957.42	2.13		
271-796-83100	SECURITY SYSTEMS	8,000.00	3,905.87	543.09	4,094.13	46.82		
271-796-85000	COMMUNICATIONS	7,000.00	3,306.56	398.96	3,693.44	47.24		
271-796-91000	PROPERTY & LIABILITY INSURANCE	14,000.00	11,363.30	0.00	2,636.70	81.17		
271-796-92000	ELECTRIC & NATURAL	22,000.00	9,167.00	1,702.01	12,833.00	41.67		
271-796-92100	CITY WATER	3,000.00	902.48	168.08	2,097.52	30.08		
271-796-93100	BUILDING MAINTENANCE	14,000.00	9,223.16	2,033.00	4,776.84	65.88		
271-796-93800	GROUPS MAINTENANCE	0.00	284.62	0.00	(284.62)	100.00		
271-796-99500	CAPITAL OUTLAY ESCROW	835.00	68.99	0.00	766.01	8.26		
Total Dept 796 - LIBRARY BUILDING		70,835.00	38,264.56	4,845.14	32,570.44	54.02		
Dept 797 - LIBRARY EQUIPMENT								
271-797-93000	EQUIPMENT MAINTENANCE	3,500.00	2,028.47	0.00	1,471.53	57.96		
271-797-93110	COMPUTER REPLACEMENT	1,500.00	28.98	0.00	1,471.02	1.93		
271-797-93120	COMPUTER MAINTENANCE	3,000.00	824.35	0.00	2,175.65	27.48		
271-797-93130	TECHNOLOGY	25,000.00	16,256.99	240.00	8,743.01	65.03		
271-797-96500	LEASED EQUIPMENT	3,000.00	624.04	0.00	2,375.96	20.80		
271-797-97010	CAPITAL OUTLAY	500.00	23,544.55	23,544.55	(23,044.55)	4,708.91		
271-797-98000	ADULT DEPARTMENT	2,000.00	0.00	0.00	2,000.00	0.00		
271-797-98010	YOUTH DEPARTMENT	2,000.00	0.00	0.00	2,000.00	0.00		
Total Dept 797 - LIBRARY EQUIPMENT		40,500.00	43,307.38	23,784.55	(2,807.38)	106.93		
TOTAL EXPENDITURES		846,394.00	413,633.31	34,786.00	432,760.69	48.87		
Fund 271 - LIBRARY FUND:								
TOTAL REVENUES		847,022.00	754,803.41	6,600.77	92,218.59	89.11		
TOTAL EXPENDITURES		846,394.00	413,633.31	34,786.00	432,760.69	48.87		
NET OF REVENUES & EXPENDITURES		628.00	341,170.10	(28,185.23)	(340,542.10)	54,326.4		

INVOICE GL DISTRIBUTION REPORT FOR COMSTOCK CHARTER TOWNSHIP
 EXP CHECK RUN DATES 08/01/2018 - 08/31/2018
 JOURNALIZED
 BOTH OPEN AND PAID

09/04/2018 04:16 PM
 User: KSTMS
 DB: Comstock

GL Number	Vendor	Invoice Description	Amount	Check #
Fund 271 LIBRARY FUND				
Dept 790 LIBRARY ADMINISTRATION				
271-790-71600	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE PREMIUM PERIOD: 09/0	1,743.20	153762
271-790-72000	MUTUAL OF OMAHA	STUART:08/01/18-08/31/18	75.07	153877
271-790-72000	MUTUAL OF OMAHA	STUART:09/01/18-09/30/18	75.07	153877
271-790-86200	MYLA-JEAN STUART	MILEAGE REIMBURSEMENT	180.94	153791
	Total For Dept 790 LIBRARY ADMINISTRATION		2,074.28	
Dept 791 LIBRARY LEGISLATION				
271-791-80300	UNIQUE MANAGEMENT SERVIC	PLACEMENTS	116.35	153891
	Total For Dept 791 LIBRARY LEGISLATION		116.35	
Dept 792 LIBRARY ADULT SERVICES				
271-792-71600	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE PREMIUM PERIOD: 09/0	354.55	153762
271-792-72000	MUTUAL OF OMAHA	ISHAM: 08/01/18-08/31/18	66.70	153877
271-792-72000	MUTUAL OF OMAHA	WIEGMANN:08/01/18-08/31/18	64.14	153877
271-792-72000	MUTUAL OF OMAHA	ISHAM: 09/01/18-09/30/18	66.70	153877
271-792-72000	MUTUAL OF OMAHA	WIEGMANN:09/01/18-09/30/18	64.14	153877
	Total For Dept 792 LIBRARY ADULT SERVICES		616.23	
Dept 793 LIBRARY BOOKS				
271-793-73100	BAKER & TAYLOR-C0209413	BOOKS	66.82	153759
271-793-73100	CENTER POINT LARGE PRINT	BOOKS	267.84	153765
271-793-73100	BUSINESS CARD	CARD FOR RACHAEL WIEGMANN: 07/12/18-0	82.98	153854
271-793-73300	THE BOOK FARM	CHILDREN'S BOOKS	27.95	153890
271-793-73300	THE BOOK FARM	CHILDREN'S BOOKS	16.15	153890
271-793-73500	BAKER & TAYLOR-75027224	BOOKS	299.79	153758
271-793-73700	MIDWEST TAPE	ADV DIGITAL PYMT	1,000.00	153790
	Total For Dept 793 LIBRARY BOOKS		1,761.53	
Dept 794 LIBRARY YOUTH SERVICES				
271-794-71600	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE PREMIUM PERIOD: 09/0	1,146.91	153762
271-794-72000	MUTUAL OF OMAHA	HAMMOND: 08/01/18-08/31/18	66.70	153877
271-794-72000	MUTUAL OF OMAHA	HAMMOND: 09/01/18-09/30/18	66.70	153877
271-794-72700	KALAMAZOO SYMPHONY ORCHE	YP PROGRAM	500.00	153785
271-794-72700	BUSINESS CARD	BUSINESS CARD FOR KRISTIN HAMMOND: 07	301.24	153852
271-794-72700	NATE CHUCTA	SUMMER PARTY INFLATABLES	550.00	153883
271-794-86200	KRISTIN HAMMOND	MILEAGE REIMBURSEMENT	84.20	153875
271-794-96100	BUSINESS CARD	BUSINESS CARD FOR KRISTIN HAMMOND: 07	25.00	153852
	Total For Dept 794 LIBRARY YOUTH SERVICES		2,740.75	
Dept 795 LIBRARY CLERICAL				
271-795-72600	ADAMS REMCO, INC	07/27/18-10/26/18	666.26	153755
271-795-72600	DEMCO, INC.		30.13	153774
271-795-72600	DEMCO, INC.	SUPPLIES	133.10	153774
271-795-72600	INTEGRITY BUSINESS SOLUT	SUPPLIES	15.23	153781
271-795-72600	INTEGRITY BUSINESS SOLUT	SUPPLIES	12.70	153781
271-795-72600	INTEGRITY BUSINESS SOLUT	INK CARTRIDGES	81.98	153781
271-795-72600	INTEGRITY BUSINESS SOLUT	TONER	419.77	153781
271-795-72600	BUSINESS CARD	CARD FOR MYLA STUART: 07/12/18-08/11/	201.24	153853
271-795-72600	BUSINESS CARD	CARD FOR RACHAEL WIEGMANN: 07/12/18-0	16.86	153854
271-795-72600	CORNERSTONE OFFICE SYSTE	SHARP TONER	9.50	153859
271-795-72600	DEMCO SOFTWARE	SUPPLIES	113.69	153862
271-795-72600	DEMCO, INC.	SUPPLIES	133.88	153863
271-795-72600	GAYLORD BROS., INC.	SUPPLIES	121.03	153864

INVOICE GL DISTRIBUTION REPORT FOR COMSTOCK CHARTER TOWNSHIP
 EXP CHECK RUN DATES 08/01/2018 - 08/31/2018
 JOURNALIZED
 BOTH OPEN AND PAID

GL Number Vendor Invoice Description Amount Check #

GL Number	Vendor	Invoice Description	Amount	Check #
Fund 271 LIBRARY FUND				
Dept 795 LIBRARY CLERICAL				
271-795-72600	GORDON WATER SYSTEMS	RO WATER	32.70	153865
271-795-72600	INTEGRITY BUSINESS SOLUT	PAPER	58.00	153868
271-795-72600	INTEGRITY BUSINESS SOLUT	SUPPLIES	24.05	153868
271-795-72600	INTEGRITY BUSINESS SOLUT	SUPPLIES	9.30	153868
271-795-72600	INTEGRITY BUSINESS SOLUT	SUPPLIES	35.98	153868
	Total For Dept 795 LIBRARY CLERICAL		2,115.40	
Dept 796 LIBRARY BUILDING				
271-796-83100	EPS	ALARM SYSTEM MONITORING 09/01/18-11/	543.09	153776
271-796-85000	CTS TELECOM INC	COMMUNICATIONS	199.00	153772
271-796-85000	CHARTER COMMUNICATIONS	SERVICE @ 6130 KING HWY: 08/23/18-09/	199.96	153857
271-796-92100	KALAMAZOO CITY TREASURER	6132 KING HWY: 06/13/18-07/16/18	86.47	153783
271-796-92100	KALAMAZOO CITY TREASURER	6138 KING HWY: 06/13/18-07/16/18	58.12	153783
271-796-92100	KALAMAZOO CITY TREASURER	6140 KING HWY: 06/13/18-07/16/18	23.49	153783
271-796-93100	COMMERCIAL BLDG. SERVICE	JANITORIAL SERVICES FOR JULY 2018	730.00	153768
271-796-93100	WEBSTER ELECTRIC, INC.	SERVICE CALL 07/02/18	350.60	153806
271-796-93100	WEBSTER ELECTRIC, INC.	SERVICE CALL 07/20/18	178.00	153806
271-796-93100	ALL PHASE-MICHIGAN DIVIS	REPAIR	358.40	153848
271-796-93100	R.W. LAPINE INC.	SERVICE/REPAIR	416.00	153887
	Total For Dept 796 LIBRARY BUILDING		3,143.13	
Dept 797 LIBRARY EQUIPMENT				
271-797-93130	TECHNOLOGY	MONTHLY SERVICE	240.00	153799
271-797-97010	CAPITAL OUTLAY	DELL MARKETING L.P.	20,388.04	153773
271-797-97010	CAPITAL OUTLAY	BUSINESS CARD	3,156.51	153853
	Total For Dept 797 LIBRARY EQUIPMENT	CARD FOR MYLA STUART: 07/12/18-08/11/	23,784.55	
	Total For Fund 271 LIBRARY FUND		36,352.22	

Director's Report

August 2018

This month has really flown by. The Youth summer reading party was held on a Saturday for the first time. Kristin was friends with the owner of the inflatables, which resulted in a nice discount. Saturdays are normally more expensive for rentals.

Interviews were held for 2 part-time positions in the youth department. Elaine's full time position was split into 2 part-time positions, one with benefits (20 hours) and one at 15 hours per week, no benefits. This will give the department plenty of flexibility and I expect more outreach opportunities to be developed. Unfortunately, right when the two new people, Wendy VanderWeele and Susan Kirvan, started the youth librarian gave her 3 day notice. She has left to resume teaching. Traci has taken over most of the training of the part-time staff. I will post the position before I leave on vacation, but will interview after I get back.

On August 15th I attended a webinar on "Creating the sustainable public library: Economic, Environmental, and Social Goals". The theme was to continuously introduce new materials and programs and get rid of stagnant ones; maintain relevance in the community; determine community needs; recycle, reduce and reuse to manage budgets and environment; align with community goals and get the message out to the public that we are not a book warehouse: we have ebooks, music, classes, art, entertainment, computers, services, etc.

I met several times with the Superintendent regarding the health insurance package. At the special meeting of the Township Board on Wednesday, August 29th, the Township Board approved the renewal of the current package. There was much discussion regarding changing the plan to have employees pay more in copays and premiums. I am sure this will be an annual discussion. The Township Opted Out of the State requirements.

The payroll for the week of August 16th was again delayed, which could have resulted in overdraft fees. The excuse this time was that the payroll company had a computer issue and it rejected all the payrolls. The Township Supervisor let me know late Wednesday so I was able to send out an alert to staff. Payroll was issued a day late. This event finally caused the Township Supervisor and Superintendent to become involved. I spoke with both of them regarding our long term issues, also Trustees Camburn and McGiver. While the position of the Clerk is elected and has no "boss", there will be an effort made to discuss issues with her at some time in the near future.

It has been installing computers but has run into application conflicts and is slowly resolving them. He is spreading out the installation to a few new computers in each department so if there is a problem work can continue on the older computers. He will be able to have the old computers wiped so we can sell them at the September Community Yard Sale. The hard drives will have Windows 10 and Microsoft on them.

These will be the pc's only, keyboards and monitors will not be available.

Set up and advertisement continued for the Shred Day event and Community Yard Sale. These programs will be handled by assigned staff in my absence. More detailed information on set up was given to them.

Then end of summer always brings with it the flurry of staff vacations. This year we had to add to the mix a bereavement leave for Natalie to attend her Grandfather's funeral, Kristin leaving, Jury Duty, sick leave and PTO that could not be avoided. Thankfully we have such a flexible and great staff we were able to fill in with only a few of us putting in an occasional 6 day week or 10 hour days. Just when we are beginning to return to normal there is September: I will be gone, no youth librarian, 1 reference librarian on vacation, and circulation staff taking vacation. The entire staff will be relieved when October rolls around.

On Monday evening, August 27th, the high winds and rain caused the same section of the skylight to leak. I am in the process of trying to get someone qualified to come out and recaulk the skylights, but with my vacation looming and their response time this could take a while. The area is over a section of the adult reference desk, thankfully not by any electronics. I had staff put the books from that section on a cart so any other storms will not damage material.

I have tried to work ahead on anything that I can so additional staff duties while I am gone are organized or require minimal work. Items such as the weekly schedule have been worked up in advance, so only last minute updates will be required before they are sent out. Rachael will be informed on progress notes as well.

Respectfull submitted:

Myla-Jean Stuart
Director