



## **FINANCIAL REPORT**

The Committee reviewed the current Financial Report.

## **DIRECTOR'S REPORT**

Eric Suess, Library Director gave his report.

- The pace of circulation dropped slightly in September, but it was still our third highest level recorded. Simply based on regular patterns it will continue to fall slightly through December and pick up again strongly in January.
- Dick DeBear from Library Design Associates brought a first rough sketch of a design for the reconfiguration of the library. The staff offered a number of criticisms and observations which the LDA will use to develop a more thorough plan. I am also developing a proposal to the Township Board in regard to setting up the team, (designer, architect and builder).
- Diane Santia, formerly a Clerk, was named the new Head of Circulation. She faced extremely stiff competition. We have also hired Elizabeth Wagner to Diane's former position. She will be in place before this meeting.
- The Museum Adventure Pass program is about to begin. We have received many of the supplies necessary to begin the program and have catalogued the laminated materials used to check out the museum passes. The display stand should arrive shortly. The banner advertising the program is already displayed in the lobby. The program begins Thursday, October 25, 2007. Literally every area library has chosen to be involved in this program.
- The Friends of the Commerce Library have been very busy. Self-serve book sale carts will be placed in the lobby very soon. Sorting of materials in the donations room continues apace.
- I have received the letter granting access to the State aid report. It must be filed by February 1, 2008, but I expect to complete it well in advance of that. Submission is entirely on-line.

## **OLD BUSINESS**

### **a. Friends of the Library**

Barbara Garbutt reports the next scheduled meeting for the Friends is November 7, 2008 at the Commerce Community Library at 7:00 p.m. The Friends of the Library would like to have a book sale April 21<sup>st</sup> through April 26, 2008.

### **b. Reconfiguration**

Eric Suess reports Dick DeBear came back with the design concept. It looks clear that if we were to do a video conference area, it would not be in this design. There is just not the space for it at this time.

Barbara Garbutt suggests that the Advisory Board should make a firm statement to the Township Board that this building should be renovated as soon as possible.

Rick Sovel reports that the Township Board is very pleased with the Commerce Library and the reconfiguration will be soon underway.

### **c. Library Hours**

Eric Suess comments that he has no problem staying open until 9:00 p.m., Monday through Thursday for 2008.

**MOTION** by Kelley, supported by Sternberg, to extend the Library hours to 9:00 p.m. Monday through Thursday, effective January 1, 2008.

## **MOTION CARRIED UNANIMOUSLY**

### **d. AED Quotes**

Eric Suess presents a third quote from CPR and Sports Medicine. The price of \$3538.00 includes free shipping, carrying case, storage cabinet, pediatric and adult pads. All three quotes will now be submitted to the Township Board for approval.

### **e. State Aid**

Eric Suess reports the State Aid application is due by February 1, 2008. It is almost completed and will be submitted well ahead of time. It covers the previous fiscal year of 2006. Ideally, the library will receive two separate checks on two separate dates in 2008.

## **OLD BUSINESS (Continued)**

### **f. Library Mission**

No report given

## **NEW BUSINESS**

### **a. Wal-Mart's Check**

Eric Suess reports that he attended the Wal-Mart's VIP Grand Opening gathering where The Commerce Super Wal-Mart had given \$2,000.00 to the Commerce Community Library. Eric comments that he would like to see something purchased specifically with the money, like a display case, with the addition of a small plaque in recognition for Wal-Mart's donation. All of the Library Committee members agree.

### **b. Sister Libraries**

Eric Suess shares his thoughts and the idea from the American Library Association regarding Sister Libraries from around the world. We would share newsletters, possibly a bulletin board, exchange ideas and expertise. It may be interesting having a Sister Library. There is no cost or investment, just very informal sharing of information with a library outside of this country.

## **TOWNSHIP BOARD REMARKS**

Rick Sovel reports on the highlights of the Township Board Meeting which included the following:

- The library reconfiguration plans and budgeted funds.
- The library is the only department within the Township that is fully funded by Township millage.
- State revenues may be cut back and with the reduction in property values; the budget deserves careful consideration.
- The Library will probably have the least amount of impact with the current state of the economy.
- Satellite Library
- 2008 Library Meeting Dates

**OTHER MATTERS**

Judy Sternberg questions if there is any commercial interest in the purchase of this golf course.

**ADJOURNMENT**

**MOTION** by Sternberg, supported by Kelley, to adjourn the meeting at 8:27 p.m.

**MOTION CARRIED UNANIMOUSLY**

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Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday, November 28, 2007 at 7:00 p.m. at the Commerce Township Community Library.