



## **FINANCIAL REPORT**

The Committee reviewed the current Financial Report.

Rick Sovel shared the following information from Sue Gross, Township Treasurer, regarding the transfer of the \$1M from the Library Operating fund to the Building Fund.

“At the end of October 2007, there was \$2,453,858.44 in the operating fund. The 2008 budget appropriations have been estimated to be \$1,649,818.00. The estimated amount of tax revenue generated from the millages to be collected from the 2007 tax roll is \$1,867,029.62.”

## **DIRECTOR’S REPORT**

Eric Suess, Library Director gave his report.

- Circulation for November dropped slightly as was expected, but it is still well above the circulation for November of 2006.
- Library Design Associates met on December 12, 2007 with the library staff and with Barbara Garbutt from the Library Advisory Board. The next step will be to solidify arrangements with the architect and builder so that the project can proceed apace.
- The Friends of the Commerce Library have raised quite a bit of money already and are moving toward a spring book sale in May. There will also be a Friends awareness day on Saturday, February 23<sup>rd</sup> at the library. There will be refreshments, activities and Friends sign-up.
- The invoices for the AEDs have been received. The units should arrive relatively shortly.
- The State Aid report is nearly finished and should be submitted in late December or early January.

## **OLD BUSINESS**

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

The next Friends of the Library, General Meeting will be January 9, 2008. The Friends have raised well over \$1,000.00 from book sales and will spend some of that on a few needed items, such as book ends and plastic sign holders.

There will be a “Friends Day” February 23, 2008, a time for people to be introduced to, learn about the function of, and sign up to serve on the Friends of the Library.

**OLD BUSINESS** (Continued)

**b. Reconfiguration**

Eric Suess presents and fully describes the blue-print concept of the new library reconfiguration for the Committee's review and discussion. Library Design Associates hope to begin the project by May 2008.

**c. Library Mission**

Jason Pernick, Carol Keeler and Barbara Garbutt are appointed as a sub-committee to draft three mission statements for the Committee's review and final choice.

**d. AEDs**

Eric Suess reports that the Township Board did approve the purchase of the two AEDs and they should be here very shortly.

**e. State Aid**

Eric Suess reports that the application for State Aid should be completed by the first of the year.

**NEW BUSINESS**

**a. Policy on Charity Solicitation**

Eric Suess presents a written series of questions regarding drafting a policy for charitable solicitation for the library or advertisement on the library's website. The Committee discussed whether or not a policy should be incorporated or left at the Director's discretion.

Rick Sovel comments that the Township's policies regarding charitable solicitation should apply to the library as well.

**MOTION** by Keeler, supported by Pernick, to direct Eric Suess to obtain the Township's policy regarding public solicitation and charitable organizations.

**MOTION CARRIED UNANIMOUSLY**

**b. Preparation for Library Advisory Board/Township Joint Meeting**

Rick informs the Committee that there has been no date coordinated for the proposed Joint Meeting. The Committee suggests the meeting to take place at the February 2008 Library Advisory Board Meeting.

**NEW BUSINESS** (Continued)

**c. Library Dirt Road Entrance**

Ann Marie Kelley comments that the dirt road entrance has become very difficult to use safely. The road needs to be addressed as soon as possible.

**TOWNSHIP BOARD REMARKS**

Rick Sovel comments that he wanted the Township's Newsletter to be reviewed and proofread by the Library Advisory Committee, but there was no time at all to have it sent before printing.

**OTHER MATTERS**

Ann Marie Kelley points out the incorrect date on the written Agenda for tonight's meeting. A correction of the date will be made before becoming permanent record.

**ADJOURNMENT**

**MOTION** by Sternberg, supported by Kelley, to adjourn the meeting at 8:32 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, January 23, 2008, 7:00 p.m. at the Commerce Township Community Library.