



## **BUDGET**

Eric Suess reports a line-by-line discussion of recommended budget changes.

One of the biggest recommendations is Salaries and Wages. I did some comparison with other libraries in terms of places that are reasonably local and have comparable circulations, which indicate how busy we are. I asked them how many full time employees and how many of their employees have a degree in library science. Our numbers, serving 25,000 – 50,000 patrons make us a Class Five library. The library we closet compare to right now is the White Lake Library or the Auburn Hills Library. The Auburn Hill Library has 28 employees, the White Lake Library has eight full-time and 3 of those employees with M.L.S. degree. The Redford Library reports they have nine professional staff. That means we have non-M.L.S. working our desks. There should always be at least one professional available. Between April and myself, we are working 20-24 hours a week of desk time and with total of 58 hours that we are open for business. We are not providing the same level of service as the other libraries. To give appropriate service to the Commerce area, it is necessary to hire two full-time reference librarians. We can hire graduates right out of school, one reference librarian for children and one for adults. I would like to have help with someone with training in collection development. Most libraries are successful if the collection development is split up between employees covering all genres. Right now, we have four full-time and two with M.L.S. We need to have two reference librarians. Our current employees are excellent and dedicated and have never received an increase in pay since they have started here. I suggest a salary of \$38,000 per year for each for librarian, and \$35,000 for the public services/technical services split, adding \$111,000 to the budget. Ideally, I would like to have seven full-time employees with four of those with a M.L.S, which is still less than other libraries. One thing the Township will want to know is how long the increase will last. Should it last until we increase in size? This addition should serve us well for now. I want to make sure there is meaningful work for everyone. I don't want to hire staff unless there is valuable, meaningful work for all the staff. And, without question, there is a need. We are a very busy library; we don't even take lunch breaks. You can burn out employees that way and we really need the extra personnel. This is not gratuitous, but absolutely essential.

### **Discussion:**

Rick Sovel's comments include:

- Wage raises are only given once a year. The wages were set originally knowing there would be a 17 month delay.
- Employees should wear a shirt to be identified. We can't tell who is employed by the library.
- Has the Advisory Board ever been given a copy of the study from Plante Moran?
- Plante Moran does a lot of government work and plans for municipal services. The study is a 12-year budget including multiple scenarios; they based it on staffing levels

with different levels of service for the full 12 years. The Township Board will use that as a reliable reference.

- We know we have to build something sometime. We need to look at the Plante Moran study to try to convince the Township Board and Plante Moran, that your numbers are better than theirs. Whatever they have allocated for the next few years, just use that amount.
- At this point, we don't know if we are keeping this building or building somewhere else. We are now leaning towards staying in this building. We may know by the end of the year. The bad news is we will have to make a decision on the budget before that happens.
- I do visit the library. A lot of people don't know anything about fire services or law enforcement and we have to do the same thing for each budget. We can't be an expert in every area and we rely on what comes to us. Some do a better job than others selling what they want the Township to buy. We want three bids on most things. We can make intelligent decisions based on what is presented. Information that is clear and easy to read is helpful.
- Eric has to submit his recommended budget to Tom Zoner.
- Our first Board Meeting date for new budgets is August 22, 2006. Everything will be submitted in writing by then, an entire package will be given to the Board.
- 2006 was the year for buying books. We are still a new library and we needed to get the books and we will get more money.

Barbara Garbutt's comments include:

- Do we have to ask for a large increase of money?
- Our tech-person Ben is working for the Township as well, is he getting paid anything by them? It seems to me that should be done. We should make a point of that. It doesn't seem right to ask for split work without pay from both sides.
- How many people on the board come here and use the library? The Township Board is not fully aware of what is going on here. I don't expect you to be an expert but it wouldn't hurt to walk through the library, just come and see it.
- Is August our first presentation of our budget to the Township Board?
- Because of the millage we have X amount of money we should be able to use.

Carol Keeler's comments include:

- We should explain the work that is required for technical services, public circulation and reference help and other details. I believe the reference desk should be staffed by a professional, able to do proper and professional service. Before we bring this to the Township we should be very specific and carefully document so that is easily understood, beyond just circulation statistics. It would be interesting to know the number of patrons that visit on a daily basis. I was here this afternoon and the library was filled with all kinds of activities. We can't develop well without proper staffing. I would advocate that we have very detailed job descriptions and the amount of hours that each position will spend at the reference desk. The more information and detailed information that we give to the Township Board will help in their understanding of the need. Things can go much smoother if the Board is well informed.

- We need to look at the Plante Moran study and use a percentage to work it into the operating budget.

Jason Pernick's comments include:

- What other services can we provide with the additional personnel?
- Personnel issues are always critical. The most important function is the provision of professional services. I cannot imagine a person coming in to talk to a profession at any given time and not having someone available. Given what we hear of our usage, we need more professional librarians. As you come up with the statistics to support the increases, talk with the Advisory Board to build a good case to present to the Township Board.

Eric Suess's comments include:

- Tech-service is cataloging, processing, material organization.
- All job descriptions will be clearly defined.
- I will bring a complete breakdown of budget items and the costs for the next meeting.

Ann Marie Kelley's comments include:

- Self-checkout can be deceiving. You may check out 4-5 books but still need help in other areas.
- Forecasts by Plante & Moran are based on assumptions and projections. Even though they are experts, they are still just forecasts and projections.
- More staff is what is needed to staff the library as it exists now.

Judy Sternberg's comments include:

- We should have much more discussion at future meetings.
- Does the Township Board like to see different options?

## **DIRECTOR'S REPORT**

Eric Suess, Library Director gave his report.

Circulation in June was over 20,000, setting a new high mark. July looks to be in the same vicinity. Of the libraries which share our computer system, we ranked 5<sup>th</sup>, behind only Livonia, Novi, Waterford and Royal Oak. I've attached this ranking as well as he report on circulation of our materials.

The Summer Reading Program has been a huge hit. To date we have nearly 500 children aged 11 and younger who are participating in our program. Just a glance at the fishbowl gives one an idea of our volume of traffic. Praise is strongly deserved for the incredible job done by April, Sandy, Sarah and the volunteers.

**DIRECTOR'S REPORT** (Continued)

We also continue to record the Classical Music program, and are considering recording other programs as appropriate.

Ben continues to work on the new server/home page, but between desk time, work for the Township and helping with processing, he's not progressing as quickly as he'd like. We should have a beta version available for viewing at the August meeting.

The re-ordered DVDs have been arriving in droves, as well as a good number of DVDs and CDs of more recent origin. In addition, I've gone through a catalog of 'classics' and ordered over a thousand basic titles, which we were lacking. They will arrive pre-processed within the next few weeks. Also, using a technique suggested by Ben, I stopped at a Borders store while on another errand and went to the new hardcover fiction and non-fiction shelves and dictated all authors, titles and ISBNs so that we could use this information to place orders for material we lacked. This resulted in almost 100 recent titles being ordered. Also, all items which appeared for the first time on the Publishers Weekly and NY Times lists last week were already on order or in our collection, so our pre-ordering process seems to be going well.

The bike rack has been unordered at this time. We are looking for the best deal for a ten-foot, double sided 20-capacity rack.

The Michigan Library Association is holding the upcoming silent auction in Detroit. It was my creation to have the theme of the conference as "There's No Place Like the Library" and have each community bring baskets that represent their community for auction. I invite suggestions of what items ideas would be in the Commerce basket.

The ALA Columbus Office of Intellectual Training is coming up and I would suggest support for a motion to bring the idea to the Township.

**MOTION** by Kelley, supported by Keeler, to recommend that Jason Pernick, Advisory Board Member, be funded to attend the ALA Columbus Training Institute, on November 3, 2006.

**ROLL CALL VOTE**

**AYES: GARBUTT, STERNBERG, KELLEY, SUESS, KEELER, PERNICK**  
**NAYS: SOVEL**

**MOTION CARRIED**

## **OLD BUSINESS**

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

Eric Suess reports that he is still compiling names for the Friends of the Library. He has not given the list to Tom Zoner.

### **b. Permanent Library**

### **c. Official Recognition of Formation**

Eric Suess has talked to Linda Mayer, and reports there are some issues with the proposal presented. It was the impression from Linda and the Township that there is too much control on the Library of Michigan.

### **d. Barring of Patrons**

Barbara Garbutt, brought the student conduct code from the Walled Lake Schools for review. Eric Suess will present a recommendation at the next meeting.

## **NEW BUSINESS**

### **a. Internal Library Newsletter**

Barbara Garbutt brought some items collected from other area libraries as comparable newsletter formats.

Carol Keeler brought the Novi electronic newsletter that is mailed quarterly for review.

### **b. Beta Website**

Eric Suess comments that Ben is working on the website and he will be ready to be viewed by the next meeting. He may demonstrate the website at the next meeting. We need one more piece of software and once he has that, he will be ready to get our server up and running.

## **TOWNSHIP BOARD REMARKS**

Rick Sovel mentions the new Commerce Newsletter is coming out and asks if the Advisory Board has their ideas for input. Some people will be getting the information about the Library for the very first time. It should include introductory news. It can also mention the Friends of the Library. The Newsletter will be 12-16 pages with a center insert. The Library will have four pages.

**TOWNSHIP BOARD REMARKS** (Continued)

We should have it out by the end of October and will include ballot language for the upcoming elections that you can take into the polls.

Eric Suess comments he would like to talk about the library in general. Ben wants to talk about the data bases and April wants to add information on the children's programs. We want to make it an exciting introductory newsletter including our various programs and photos.

Jason Pernick comments the Newsletter can include information on the Library Advisory board with member's names and meeting dates to encourage public comments and correspondence.

Carol Keeler comments to have Advisory picks for each Newsletter.

Ann Marie Kelley comments to include a section of the topics discussed as the Advisory Board, encouraging ideas, issues and complaints.

**OTHER MATTERS**

Barbara Garbutt asks if our cable news can be updated. Our portion of air time is comparably small to other communities. The library could be advertised there.

Eric Suess talked to the director of Milford Library about considering a new approach of reciprocity with the Commerce Library.

Rick Sovel mentions the Newsletter will reach everyone in Commerce and some in the Walled Lake Area.

Betsy Lafond comments of a nice article in written in *The Milford Times* under the Library Lines, which highlighted news of the Commerce Library.

**ADJOURNMENT**

**MOTION** by Sternberg, supported by Kelley, to adjourn the meeting at 9:18 p.m.

**MOTION CARRIED UNANIMOUSLY**