

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
July 28, 2021
2009 Township Drive
Commerce Township, Michigan 48390**

CALL TO ORDER Vanessa Magner, Township Board Trustee called the meeting to order at 7:00 pm.

ROLL CALL:

Present: Betsy LaFond, Secretary
Vanessa Magner, Township Board Trustee
Barry Hiscox
Shane Lakner

Absent: Barbara Garbutt, Chairperson
Jason Pernick, Vice Chairperson
Judy Sternberg

Also Present: Alyson Lobert, Library Director
Shelby Fox-Purrier-Rivera, Teen Services Librarian

ITEM 1: APPROVAL OF AGENDA

MOTION by LaFond, supported by Lakner, to approve the July 28, 2021 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION by LaFond, supported by Lakner, approve the Library Advisory Board Meeting Minutes of June 23, 2021, as submitted. **MOTION CARRIED UNANIMOUSLY**

ITEM 3: GENERATOR Z GRANT

Congratulations to Teen Librarian Shelby Fox-Purrier-Rivera for securing a teen programming grant.

Shelby Fox-Purrier-Rivera, advised the Board that he applied for the Generator Z Grant (a non-profit organization that is made for funding after school initiatives across both southeastern Michigan and the greater New York area) and was awarded \$21,000.

The grant will be used to create a Makerspace that will allow users to create and develop skills ranging from music to coding. The goal would be to provide access to materials, tools, and machinery that would be inaccessible to the average resident, to allow them the opportunity to learn and craft. This can range from traditional sewing machines to more recent technologies such as 3D printers and scanners, iPads, etc. He is in the process of acquiring these items.

The space will be targeted towards teens, although all patrons will have access to it.

ITEM 3: GENERATOR Z GRANT (continued)

His goal is to open Makerspace by the end of August or beginning of September, 2021.

ITEM 4: PUBLIC COMMENTS

None

ITEM 5: CORRESPONDENCE

Library Director, Alyson Lobert recently had the opportunity to exchange emails with Amber Harris, a Commerce Township resident and library patron. Ms. Harris shared her belief that a display of pride-themed books was unacceptable for the library. Shortly thereafter, I had a conversation and received a follow-up email with another patron, Karen Tomilo, regarding the content of the display.

I have started drafting a display policy for your consideration: I expect to have that ready for your review at the August 25, 2021 LAB meeting.

ITEM 6: FINANCIAL REPORT

Library Director Alyson Lobert, reviewed the Revenue and Expenditure Report for the period ending June 30, 2021. (We are half way through our Fiscal Year and 43.34% of the budget was spent so far this year.)

ITEM 7: ADMINISTRATIVE REPORTS

a. Director's Report

July 7, 2021 marked the end of any COVID-19 restrictions in the library. The final amenities, study rooms and meeting rooms are opened to the public. I want to thank the Commerce Township Community Library staff members for all of their hard work during the last 16 months; they showed great resilience and creativity as they continued to provide library services to the residents of Commerce Township.

We are excited to welcome circulation clerk Elizabeth Erdody to the CTCL team. Elizabeth, who is a Commerce Township resident, comes to our library with work experience at many local libraries including Baldwin District Library, Northville District Library and, most recently, the Farmington Community Library.

Library staff have recently received inappropriate phone calls at the public service desks. These calls are all coming from a single phone number and I understand that this person has made similar phone calls to other local libraries. Director of Technology, Ben Sebrowski has blocked the phone number and I reported the incident to the Oakland County Sheriff's Office.

I applied for a Library of Michigan grant on behalf of Commerce Township Community Library. This new grant is to help Michigan's libraries expand services post-pandemic and is for equipment that increases the capacity for a library to safely provide services or content. We applied for a NovelBranch library kiosk to be installed in a senior living

ITEM 7: ADMINISTRATIVE REPORTS (Director's Report continued)

facility, giving residents safe and convenient access to library materials without having to visit the library. Notification of grant funding will be released in August.

b. Program Statistics

c. Library Statistics

Library Director Lobert reviewed the June 2021 program and library statistics with the Board.

ITEM 8: OLD BUSINESS

a. New Item Display

Library Director Lobert contacted Demco, a company based in Wisconsin that works with libraries all over the United States. Their representative provided a picture of a display she thought would work well in the library. She will submit a quote in the near future. She will also submit a quote for replacement chairs for the teen room.

ITEM 9: NEW BUSINESS

a. 2022 Budget

Library Director, Alyson Lobert presented an early draft of The Commerce Township Community Library's 2022 Budget.

In this draft, the estimated tax revenues have not been updated. I will adjust those figures as they are received.

Please note the following:

Decreased expenditures in board fees to reflect the discontinued cost of moderating and livestreaming virtual Library Advisory Board meetings.

An increase in Overdrive expenditures, \$7,000, to a total of \$60,000. Commerce Township Community Library patrons continue to be heavy users of downloadable library materials accessed via Overdrive. Increased investment in this area of the library's collection will result in shorter waiting times for community members as well as the purchase of a greater variety of titles to satisfy requests for a variety of formats that appeal to a diverse range of interests, genres and reading levels.

Continued investment in electronic databases to maintain high-quality digital servers for library patrons. Proposed additions that library staff members are most excited about are the Wall Street Journal and New York Times, both of which have recently entered the library marketplace with an interesting subscription Model. Patrons obtain a 1-3 day digital pass via the library. The library-funded newspaper passes give the patron unlimited access to the newspaper's websites (games, recipes, archives, etc.). The experience is identical to that of an individual subscription to the newspaper. As coming

ITEM 9: NEW BUSINESS (2022 Budget continued)

across a news article restricted by a paywall is frustrating, we think patrons will enjoy this access.

Another proposed electronic database addition is Hoopla Digital's Flex Library service onto our existing Hoopla Digital platform. The Flex Library features new, popular, and high-demand eBooks and digital audio books, similar to what is offered via the library's other major downloadable vendor, Overdrive. As is the case with Overdrive, Flex titles are selected and purchased directly by the library and can be borrowed by one patron at a time. Investing in Flex Library will give Commerce Township Community Library patrons another source for accessing the most current and popular eBook and digital audio books. At this time, I recommend investing \$10,000 in Hoopla Digital's Flex Library in our first year.

A modest increased expenditure in books and materials. Planned purchased of physical materials will grow by \$5,000.

Recommended increased expenditures in heating service and electric service, estimating a 2% increase, as well as a 3% increase in contractual services. Costs for the electronic library system will increase by \$2,000, as pricing is determined in part by the number of items that the library owns as well as the number of items that are circulated annually.

Growing the programming budget to \$28,000. The recent survey of library patrons reflected the community's desire for more programming: this increase of \$3,000 will help to facilitate that growth. The Friends of the Commerce Township Community Library, the volunteer group that historically sponsors many library programs, also expects to continue their generous support of library programming in 2022.

In this draft, the staff salaries were increased by 3% in 2020. Budgeted funds for benefits have not yet been updated, as that information will be calculated and provided by Finance/Human Resources Director Janet Bushey. I look forward to discussing the feasibility of increasing the number of full-time librarians that we have on staff at Commerce Township Community Library, as well as the possibility of hiring a part-time building monitor.

Finally, new line items included at the bottom of the budget worksheet reflect a handful of new planned or potential library services including: \$7,000 for the first year of Imagination Library and \$8,000 for the installation of a StoryWalk display outside of the library. I have also budgeted \$30,000 for strategic planning.

I have included a draft job description for a Building Monitor for the Board's review.

ITEM 9: NEW BUSINESS (2022 Budget continued)

b. LAB Bylaws

Library Director, Alyson Lobert, presented the Library Advisory Board Bylaws, drafted by the Township Attorney, for the Board's review.

ITEM 10: TOWNSHIP BOARD REMARKS

Trustee Magner reported on the Township Board of Trustees Joint Meeting with the Parks and Recreation Committee last night. The following discussion took place:

- A proposed splash park in Dodge Park.
- Strategic Planning for the Richardson Center; adding additional parking, trails around the center and adding Pickleball (a sport that combines many elements of tennis, badminton and ping-pong).
- Parking will be added at Hickory Glen Park.
- The parks on each side of Wise Road; adding a dog park and parking at Victory Park and adding parking at the park on the other side of Wise Road.

ITEM 11: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 12: OTHER MATTERS

None

ITEM 13: ADJOURNMENT

MOTION by Lakner, supported by LaFond, to adjourn the meeting at 8:26 p.m.

MOTION CARRIED UNANIMOUSLY

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Betsy LaFond, Secretary

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, August 25, 2021.