

**Commerce Township Community Library  
2869 N. Pontiac Trail  
Regular Library Advisory Board Meeting  
Wednesday, August 26, 2015 7:00PM**

ITEM 1 – Approval of Agenda

ITEM 2 – Approval of July minutes

ITEM 3 – Public Comments

ITEM 4 – Correspondence

ITEM 5 – Financial Report

ITEM 6 – Director's Report

- a. Posting policy
- b. Penal Fines Received

ITEM 8 – New Business

ITEM 9 - Old Business

- a. New library

ITEM 10 - Township Board Remarks

ITEM 11 – Recommendations to the Township Board of Trustees

ITEM 12 – Other Matters

ITEM 13 – Adjournment

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, September 23, 2015

**FINAL  
CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
Wednesday, August 26, 2015  
2869 N. Pontiac Trail  
Commerce Township, Michigan 48390**

**CALL TO ORDER:** Barbara Garbutt, Chairperson called the meeting to order at 6:54 p.m. at the Commerce Township Library.

**ROLL CALL:**

Present: Barbara Garbutt, Chairperson  
Jason Pernick, Vice-Chairperson  
Betsy LaFond  
Shane Lakner  
Judy Sternberg  
Barry Hiscox  
Thomas Zoner  
Also Present: Connie Jo Ozinga, Library Director

**APPROVAL OF AGENDA**

**MOTION** by LaFond, supported by Lakner, to approve the August 26, 2015 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES**

**MOTION** by LaFond, supported by Sternberg, to approve the Library Advisory Board Meeting Minutes of July 22, 2015 as written.

**PUBLIC COMMENTS**

None

**CORRESPONDENCE**

None

**FINANCIAL REPORT:**

Library Director Ozinga stated that 34.5% of the budget had been spent and the year is more than half over. She discussed Supervisor Zoner's request for all Directors to prepare a 5-year budget. She reviewed the projections which incorporated the expense of the new building anticipated in 2016/2017.

A one-time \$10,000 sum was included in an effort to get a summer intern into the Library to help out.

Supervisor Zoner discussed millage funds and projections. He felt that Director Ozinga had done a good job of speculating on the 5-year estimates. He addressed adjusting the 5-year forecast on an annual basis. Director Ozinga discussed potential savings at the new Library building, such as LED lighting which is much more cost efficient, and the impacts these types of things may have upon the budget.

## **DIRECTOR'S REPORT**

Director Ozinga discussed the recent power outage which resulted in closure of the Library on August 18th. She reviewed the July 2015 statistics and discussion took place regarding youth programming, attendance, and the adult services flyer.

### **Posting Policy -**

Director Ozinga initiated discussion regarding a draft policy for posting of flyers on the Library bulletin board. She has encountered issues with excessive postings and she sought direction from the Board. Once in place, this policy would define the limitations and allow any employee to cite the rules accordingly when discussing postings with patrons. This would relieve her of many phone calls and discussions as every posting is currently sent to the Director for review.

She reviewed her recommendations for what posting items should be included and what should be prohibited.

Vice Chairperson Pernick noted that eventually, the draft policy would need to be referred to the Township Attorney for review. Supervisor Zoner agreed and asked that the draft be emailed to Paula for consideration at the next Attorney Engineer Meeting.

### **Penal Fines Received -**

Director Ozinga noted that CTCL received \$81,200.44 in penal fines from Oakland County in July, the largest amount ever. Chairperson Garbutt noted that the additional funds may be needed for the new Library. Discussion took place regarding allocation of these funds to public libraries, in accordance with state law, and how other Michigan communities have discovered alternative laws that allow them to capture even more funding from penal fines.

## **NEW BUSINESS**

### **Tutoring Guidelines**

Lengthy discussion took place regarding tutoring within the Library. The use of private study rooms was addressed, and this is encouraged to prevent the activities of the from disturbing other patrons. Solutions were reviewed, along with establishing guidelines. Sternberg agreed that there is extensive tutoring activity and she feels the opportunity is wonderful for the community. Chairperson Garbutt feels that the Library ultimately benefits from these activities and it offers the ideal environment for tutoring children to promote education; however, there is a space issue with so many tutors utilizing the Library. Lakner agreed that it does seem to present a problem every year. He encouraged coming up with guidelines to be implemented at the new facility. Director Ozinga and Supervisor Zoner discussed limiting the number of private study groups.

Vice Chairperson Pernick stated that the Library Director does have the right to limit use of the facility by tutors if they are creating a disturbance. Director Ozinga

explained that a policy needs to be in place to assist employees with enforcement. Director Ozinga and LaFond discussed the possibility of opening one large room at the new Library to potentially allow for 6 tutoring groups to all work together on activities. Scheduling was addressed, along with the need to provide tutoring services, and busier times for these activities, such as during midterms and finals.

### **Statistics - Graphing**

Hiscox initiated discussion on the statistics for youth programming. He suggested that graphing software be utilized to reflect usage and participation trends over time.

### **Waste Receptacle**

Director Ozinga expressed the need for a wire mesh waste receptacle at the current Library as many people walk their dogs behind the building and have nowhere to dispose of their trash when picking up after their dogs.

### **Web Page**

Director Ozinga discussed updates that will occur soon to the web page. The general content will be similar, but the appearance will be much more attractive.

## **OLD BUSINESS**

### **a. New Library**

Director Ozinga advised the Board that she would be putting architectural photos on the web page soon showing what the new Library will look like. Discussion took place regarding Dodge V Park and the activities there. The construction timeline was briefly discussed, with opening of the new facility anticipated in 2017. She also presented carpeting samples and discussed furniture for the new facility. The Board discussed design variations and color choices.

## **TOWNSHIP BOARD REMARKS**

Supervisor Zoner discussed the new entrance and parking lot at Maple Glen Park. The project is almost complete and ample parking is now available. Another project will begin soon at Wise Road Park, including a small parking area to allow for access.

The Township Board has held discussion in special meetings regarding the new Planning Director. Careful consideration is being given to compare the cost benefits for using a consulting firm versus hiring a full-time Planner. The Board strives to be fiscally responsible in their decision.

There was also discussion of the need for a crosswalk near Dodge Park. Hiscox inquired about the use of Tri-Party funding in relation to road improvements, entrances, crosswalks, et cetera. Discussion continued at length regarding safety for pedestrians at the new Library facility, options for crosswalks and related signage in

the area. Relocation of the pavilion at Dodge Park, which was constructed by the Eagle Scouts, was also addressed.

**RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

None.

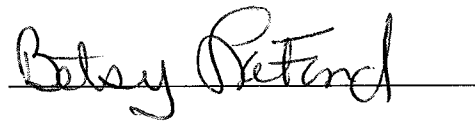
**OTHER MATTERS**

Lakner discussed issues with motorists speeding through the Library parking lot and at the entrance.

**ADJOURNMENT**

**MOTION** by Sternberg, supported by LaFond, to adjourn the meeting at 7:44 p.m.

**MOTION CARRIED UNANIMOUSLY**

A handwritten signature in cursive script, reading "Betsy LaFond", is written over a horizontal line.

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday September 23, 2015.

Review  
CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
Wednesday, July 22, 2015  
2869 N. Pontiac Trail  
Commerce Township, Michigan 48390

**CALL TO ORDER:** Barbara Garbutt, Chairperson called the meeting to order at 7:00 p.m. at the Commerce Township Library.

**ROLL CALL:**

**Present:** Barbara Garbutt, Chairperson  
Betsy LaFond  
Shane Lakner  
Judy Sternberg  
Thomas Zoner

**Absent:** Jason Pernick, Vice-Chairperson  
Barry Hiscox

**Also Present:** Connie Jo Ozinga, Library Director

**APPROVAL OF AGENDA**

**MOTION** by Sternberg, supported by LaFond, to approve the July 22, 2015 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES**

**MOTION** by Sternberg, supported by LaFond, to approve the Library Advisory Board Meeting Minutes of June 24, 2015, with a correction to page 2 MLA Conference under Director's Report change "Modern Language" to "**Michigan Library**" and on page 3 under Old Business change comments made by Hiscox to "**Hiscox - If the Library was built further to the East (per Hiscox recommended preference) then the access road from Commerce Road would be shorter and the need to relocate the pavilion should be alleviated, representing an estimated saving in cost of at least \$140K and allaying some of the expressed concerns of the Township Supervisor about engineering costs and the pressure they could put upon the available budget for building the actual library.**" **MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS**

Anna Passater was curious what the functions of the Library Advisory Board (LAB) are and she would like to see the Township provide nature walks around the area of the library and along Martin Road. Supervisor Zoner explained the LAB listens to what constituent's would like to see happen at the library, they review services and operations the library offers and make recommendations to the Township Board of Trustees. He told her the library will be moving to Dodge Park 5 and most of the land around the library on Martin Road is already sold.

**CORRESPONDENCE**

None

**FINANCIAL REPORT:**

Library Director Ozinga discussed the May and June 2015 statistic reports. She stated she does not know why the library is receiving money (\$11,000.00) from the State of Michigan Renaissance Zone. Supervisor Zoner said she should inquire if she can get something in writing from the State of Michigan on what the refund is for and also recommends she create a separate fund category in the event the Renaissance Zone money needs to be returned.

**DIRECTOR'S REPORT**

Library Director Ozinga -

**Community Concerts** - The last concert is the Friday before your meeting. At the last concert our booth was so popular that the line caused traffic problems. We have given away many books.

**Summer Reading Club** - SRC means the library is full of kids, and will be full of kids until the end of July when it suddenly gets quiet again.

There was an average of 414 visitors to the library in June 2015.

**MLA Conference** - MLA Conference is in Novi, Michigan on October 28, 29, 30, 2015. The website is [mla.org](http://mla.org). There are programs of interest for trustees on both Wednesday and Thursday. Exhibits are also open on Wednesday and Thursday. Let me know if you would like to be registered for all or part of the conference.

**DIRECTOR'S REPORT**

**TLN Steering committee** - I have been asked to serve as the Class V representative on the TLN Steering Committee

The steering committee consists of one member each for Classes VI, V, IV; one representing Classes I, II and III combined; plus 2 additional at large seats. The Steering Committee is responsible for making recommendations to the membership on matters concerning organization, operation, and priorities of the Consortium. This is a different body than the executive board. It meets four times a year in conjunction with the quarterly directors meeting.

**NEW BUSINESS**

None

**OLD BUSINESS**

**a. New Library**

Director Ozinga advised the Board that Chuck Kummer, Construction Manager received the drawings on July 20, 2015. He will go out for bids on the foundations, steel, earthwork, site utilities, tree clearing and landscaping.

Lakner asked if Mr. Kummer has a rough idea on how much the foundation, etc. will cost because he does not want this to go over budget. Director Ozinga answered that he is familiar with costs that are associated with construction of the building.

Supervisor Zoner stated the area the building will be located has poor soil so the cost could be slightly higher.

Sternberg asked when the building is anticipated to be completed. Supervisor Zoner said they hope for it to be done by the year 2018.

**TOWNSHIP BOARD REMARKS**

LaFond asked what will happen to the land around Martin Road. Supervisor Zoner answered he believes there will be a lot of commercial development in the next 3 years.

Lakner questioned if there was a specific project the Township Board of Trustees wanted to see the Tri-Party money go to.



**TOWNSHIP BOARD REMARKS (continued)**

Supervisor Zoner said the Township Board of Trustees do not have a specific project in mind but would like to set the money aside and use it at a later date. Lakner would like to see the money go towards the entranceway of the library.

**RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

**MOTION** by Lakner, supported by LaFond to make a recommendation to the Township Board of Trustees for public safety reasons, to use the 2017 and 2018 Tri-Party money for the entranceway to the Commerce Township Library on Commerce Road.

**MOTION CARRIED UNANIMOUSLY**

**OTHER MATTERS**

Lakner – Expressed his concern on how we can promote the library millage for 2016 since the library building will not be completed until the year 2018.

Chairperson Garbutt recommends we talk about the new library building whenever we have the opportunity to do so.

Director Ozinga stated there are 2 millages and the .7 millage is the only one that needs to be renewed.

Supervisor Zoner said the library millage will need to sustain the library for 10 years, therefore he recommends Director Ozinga include that in the Library Budget. He recommends posting around the Township approximately 500 signs promoting the library millage.

Director Ozinga is concerned with the language of the millage ballot where it has to say that a certain amount of the millage will go to the Downtown Development Authority. This is confusing to residents because they feel it will only go towards the library.

Lafond – The trees along Martin Parkway are brown on the top and need trimming.

Supervisor Zoner will look at the trees.

Supervisor Zoner said the trees along Martin Parkway that were removed by mistake will be replaced by the contractor who took them out.

*Charter Township of Commerce  
Library Advisory Board Meeting  
July 22, 2015  
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**ADJOURNMENT**

**MOTION** by Sternberg, supported by Lakner, to adjourn the meeting at 8:05 p.m.  
**MOTION CARRIED UNANIMOUSLY**

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The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday August 26, 2015.

Commerce Township Community Library

**July 2015 Statistics**

Circulation

(Includes all items owned by Commerce that circulated)

	<b>Adult</b>	<b>Children</b>	<b>Total</b>
Books	6156	8630	14786
Audio	1599	474	2073
Video	3799	2043	5842
Melcat Interloans	46		46
State Park Pass	0		0
<b>Total</b>	<b>11600</b>	<b>11147</b>	<b>22747</b>

ALL ITEMS CHECKED OUT BY COMMERCE	22609
Total COMM Items Checked out at TLN libraries (SYSTEM WIDE)	22747
TOTAL ITEMS SENT TO OTHER LIBRARIES	3471
GRAND TOTAL (all items handled by COMM)	26080

Downloadables

Axis 360	34	
One Click Digital	39	
Freegal	735	
OverDrive e-books and e-audio	2,550	
Tumblebooks	38	
Zinio Magazines	274	
	3,670	29,750

Items Checked out at Self Check 10062

Visitors to the library

Visitors	13192
Days Open	28
Daily Average	471

	<b>Adult</b>	<b>Teen</b>	<b>Children</b>	<b>Total</b>
Public Computer Sessions	1194	101	231	1526

WiFi Sessions 910

**DATABASES COUNTS**

*(sessions/downloads)*

Ancestry Library Edition	10
Consumer Reports	29
Gale Biography in Context	1
Gale Virtual Reference Library	8
Grolier Online	3

Mango Lanugages	43
National Geographic Archives	1
Novelist	7
Reference USA	23
Tutor.Com	5

**SERVICE DESK COUNTS**

	Computer	Directional	Lib-Usage	Reference	
Adult	807	252	503	1,881	3,443
Youth	461	41	409	2,629	3540
Circ	0	3	801	0	804
	1,268	296	1713	4,510	7787

**PROGRAMS**

Youth programs		
Storytimes	4	324
Youth programs	20	1157
Teen programs	6	60
	30	1541
Adult programs		
Book Club	1	9
ESL Group	6	28
Programs	2	18
Outreach	3	204



## Commerce Township Community Library

2869 N. Pontiac Trail  
Commerce Township, Michigan 48390  
Phone: 248-669-8108 / Fax: 248-669-3247  
Internet: [www.commercelibrary.info](http://www.commercelibrary.info)

### Summer Reading 2015

Total registration for the Youth & Teen Department's 2015 Summer Reading Program was 455. This broke down in the following way:

Youth (Preschool - grade 5)	380
Teen (grades 6 - 12)	75

The summer's total enrollment showed an 11% decrease over enrollment in 2014 (513 kids).

Out of 455 children enrolled in Summer Reading, 34% (154 kids) completed the program. This is a 26% decrease in the number of children completing the program over 2014 (208 kids). This year's finishers broke down in the following way:

Youth (Preschool - grade 5)	33% completed (125 kids)
Teen (grades 6-12)	29% completed (29 teens)

The Youth registration decreased by 13% over 2014 (436 kids), and the completion rate decreased 35% from 2014 (192 kids) to 2015 (125 kids). The Teen registration rate also dropped by 3% over 2014 (77 teens), however the completion rate for teens in 2015 (29 teens) had an 81% increase when compared to 2014 (16 teens). I am very pleased that we achieved the goal to increase the number of teens completing the program this year.

We offered 80 programs during June, July and August in 2015, which is a 33% increase over the total number of programs offered in 2014 (60). Attendance at programs offered in June, July and August 2015 totaled 4,107 people, which is just a smidge over 2014's summer program attendance of 4,072 people. Teen program attendance decreased by 12% this year, from 530 in 2014 to 469 in 2015. This year we averaged 51 people for each program, while in 2014 we had an average of 68 people for each program.

Summer reading registration and program attendance declined this summer at several area libraries in addition to CTCL. Some librarians have attributed this decline to a stronger economy and families being able to travel more or participate in programs or events that cost money. I am very pleased with how well the summer programs offered by library staff have gone this year. The families attending the programs wanted to be there and participated in the program fully, rather than previous summers where parents wanted their kids entertained by us, whether the program was age- or developmentally- appropriate for their child or not. We reworked the summer reading program guidelines to make accumulating points (and prizes) easier for patrons, which worked well. All in all, this was a successful summer programming season, even with a decline in registration and attendance.

Respectfully submitted,

Abigail Daniels  
Youth & Teen Services Manager



## Commerce Township Community Library

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Commerce Township, Michigan 48390  
Phone: 248-669-8108 / Fax: 248-669-3247  
Internet: [www.commercelibrary.info](http://www.commercelibrary.info)

### Library Director's Report August 2015

#### Power outage

On Tuesday August 18 we heard an explosion around 8:30 a.m. after which the phones went out, most lights went out and computers went black. It turned out to be a transformer/fuse issue on the power lines in the field between the library. We had some limited power, so had some lights and just a few computers. The library did not open and those of who were here worked with what we had and took flashlights into the restrooms. When it became evident that DTE would not get to the problem any time soon we announced an all day closure and sent everyone home around noon. The power came back on some time in the evening.

Another summer of youth programming is behind us. In July our door count was 13,192, for a daily visitor average of 471. 455 kids participated in summer reading club. July attendance at summer youth and teen programs was 1,541. A copy of Youth Services Manager Daniel's report is included.

Adult Services' flyer for fall programs is also attached.

#### Posting policy

I am trying to draft a posting policy for the bulletin board area. This is a very rough draft list for discussion.

#### Things we post:

- Community event information
- Local government information
- Other library program flyers
- Information about local attractions
- Generally related to nonprofit organizations.

#### Things we do not post:

- Religious events
- Partisan Political events
- Anything for which tuition is charged
- Anything for sale
- Any business advertisements

### Penal Fines Received

Oakland County distributed penal fines in July. CTCL received \$81,200.44. This is the largest amount ever. Last year we received \$60,384. The state constitution allocates penal fines to public libraries. This is one of the sources the state legislature has been considering for road repair money.

### New Library Building

I will have samples of the proposed carpets.

Beginning some time in September we will see tree removal, followed by earthworks, foundation and steel. Chuck says he anticipates a February 2017 move.

# CTCL adult programs

Commerce Township Community Library

## 2015 Adult Programs at a Glance

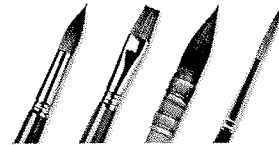


### Introduction to Genealogy OR Who Are You Really

Are you interested in finding out more about your family's history? If so, consider attending our "Introduction to Genealogy" class. Judy Muhn, a member of The Association of Professional Genealogists will teach you how you can start tracing your family tree with tools available through the library. Space is limited.

Registration required.

Tuesday September 8th, 2015 6:30 p.m.



### Watercolor Painting Tips & Tricks

Watercolors are among the most popular media for hobbyists who love to paint and can be the most difficult. Local award winning artist, Renee Hoag will share her knowledge and love of watercolors and introduce the basic skills and techniques of watercolor painting in this fun program. Renee will share with the audience tips on how best to apply color and compose a painting.

Registration required.

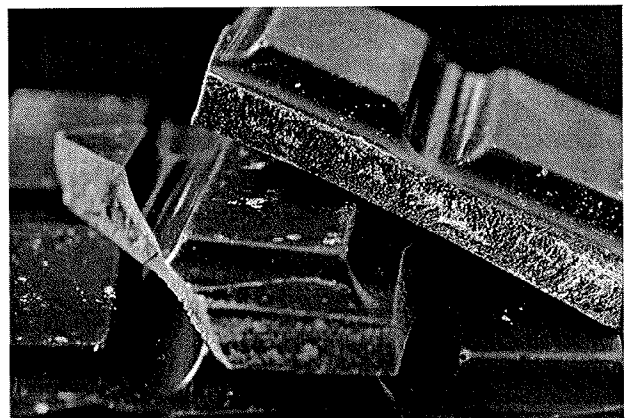
Monday September 21st, 2015 7:00 p.m.

### The Nature of Chocolate

Even though it isn't grown here in the Great Lake's region, we are connected to the nature of chocolate every time we indulge! This fun program looks at the history, ecology and manufacturing of one of our favorite treats. An indulgent chocolate tasting is included. Just in time for Sweetest Day..you won't want to miss this program!

Registration required.

Saturday October 3rd, 2015 2:00 p.m.



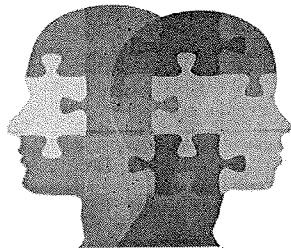
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# CTCL adult programs

Commerce Township Community Library

## 2015 Adult Programs at a Glance

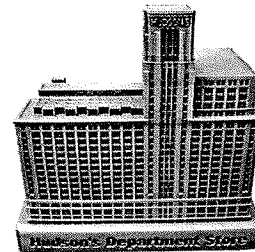


### Who Ya Calling Crazy?

Professor Emeritus Dennis Fiems will discuss how mental illness has been treated throughout history. Starting with trepanings in prehistory and moving through the 20th century, the presentation will include information about the state hospital movement of the 19th Century.

This program promises to be enlightening!  
Registration required.

Tuesday October 6th, 2015 7:00 p.m.



### Remembering Hudson's Department Store

Many of us share memories of times spent, shopping and enjoying spectacular events sponsored by J.L. Hudson's department store. Local author, Michael Hauser wrote a book detailing our famous store. Come to the program to hear Michael discuss a part of Detroit's history. "Remembering Hudson's : the grande dame of Detroit retailing"

Registration required.

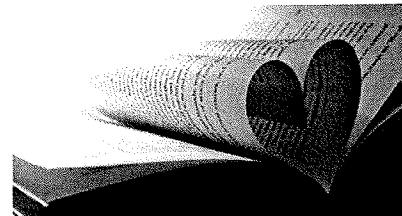
Monday, November 9th, 2015 7:00 p.m.



### OTC Medications for a Healthy Fall and Winter

Oakland County pharmacists will show you which over-the-counter (OTC) medications are safe and effective for treating cough, colds, allergies and the flu in adults. Learn when it's safe to self-treat and when it isn't and the questions you should be asking your pharmacist. This presentation will be followed by time for one-on-one discussions with pharmacists from the Oakland County Pharmacists Association.

Wednesday October 7th, 2015 7:00 p.m.



### For the Love of Books!

Join us for an event being held at the Commerce Township Community Library. A variety of authors will gather at the library with their books for sale and able to not only chat about writing but also sign your copies! Come and enjoy an afternoon meeting some of your current and soon to be favorite authors!

Sunday November 8th, 2015 2:00 p.m.



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