

**Commerce Township Community Library**  
**2869 N. Pontiac Trail**  
**Regular Library Advisory Board Meeting**  
**Wednesday, September 23, 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. October meeting date
- b. MLA Conference
- c. Web Page Redo

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, October 27, 2015

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
Wednesday, September 23, 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  
Jason Pernick, Vice-Chairperson  
Barry Hiscox  
Shane Lakner  
Thomas Zoner

**Absent:** Betsy LaFond  
Judy Sternberg

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

**APPROVAL OF AGENDA**

**MOTION** by Lakner, supported by Zoner, to approve the September 23, 2015 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES**

**MOTION** by Zoner, supported by Lakner, to approve the Library Advisory Board Meeting Minutes of August 24, 2015, as submitted. **MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS**

None

**CORRESPONDENCE**

None

**FINANCIAL REPORT:**

Library Director Ozinga reviewed the expenditure report and stated that 52% of the budget had been expended. The five year budget is complete. The Township Board of Trustees will begin budget discussion on October 6, 2015.

**DIRECTOR'S REPORT**

**A. October meeting date**

The October meeting date is during the MLA Conference. Since the conference is in Novi, Michigan I can come back to attend the meeting.

**B. MLA Conference**

The conference will be held in Novi, Michigan on October 2015. There are quite a few staff attending the conference. Barbara Garbutt will also attend the conference. A special thank you to The Friends of the Library for paying for a one day attendance for five of our part-time circulation clerks.

**C. Web Page Redo**

We have been working on a web page redo and expect to have it up by late October 2015. The general content will be similar, but the appearance will be much more attractive. When we bring up the new web page the eBook section will include Odilio, our new eBook resource from TLN.

Pernick would like to see pictures of what the new library will look when you enter the website instead of having to click on a link to get to it. This will be a good opportunity for the Township to build enthusiasm about the new library.

Supervisor Zoner would like to see before and after pictures of the new library on the website. Everyone was in agreement with Supervisor Zoner's suggestion. Another suggestion for the website was to request people send in pictures they have of the construction of the library. The pictures could possibly be displayed on the website.

Supervisor Zoner discussed the difficulty he has when visiting websites to download books or magazines.

Director Ozinga said the library holds educational classes to help patrons using computers. She stated that Jose and Dustin are available to help patrons having issues with devices such as computers, tablets, etc.

**DIRECTOR'S REPORT (Web Page Redo continued)**

Pernick – questioned if a sign could be placed somewhere in the library advising patrons that they can receive assistance from library staff.

**NEW BUSINESS**

None

**OLD BUSINESS**

**New Library**

Contracts have been let and work has begun. Tree clearing, earthmoving and concrete foundations come first. Steel work should begin in early December 2015.

**TOWNSHIP BOARD REMARKS**

The Township Board conducted interviews for the Township Planner. They have narrowed it down to three applicants. At this point the Township Board needs to decide if they should hire a full time employee for the position or enter into a contract with a consulting firm. The Township could hire a company to compare the cost benefits for using a consulting firm versus hiring a full-time Planner and provide their findings to the Township Board. This would cost the Township approximately \$1,000.00.

**RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

None

**OTHER MATTERS**

None

**ADJOURNMENT**

**MOTION** by Pernick, supported by Lakner, to adjourn the meeting at 7:38 p.m.

**MOTION CARRIED UNANIMOUSLY**

  
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The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday October 27, 2015.

**Review**  
**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**

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



Commerce Township Community Library

**August 2015 Statistics**

Circulation

(Includes all items owned by Commerce that circulated)

	<b>Adult</b>	<b>Children</b>	<b>Total</b>
Books	6158	8086	14244
Audio	1636	465	2101
Video	4071	2020	6091
Melcat Interloans	71		71
State Park Pass	0		0
<b>Total</b>	<b>11936</b>	<b>10571</b>	<b>22507</b>

ALL ITEMS CHECKED OUT BY COMMERCE	22397
Total COMM Items Checked out at TLN libraries (SYSTEM WIDE)	22507
TOTAL ITEMS SENT TO OTHER LIBRARIES	3431
GRAND TOTAL (all items handled by COMM)	25828

Downloadables

Axis 360	34	
One Click Digital	64	
Freegal	840	
OverDrive e-books and e-audio	2,515	
Tumblebooks	2	
Zinio Magazines	253	
	3,708	29,536

Items Checked out at Self Check 9866

Visitors to the library

Visitors	12319
Days Open	30
Daily Average	411

	<b>Adult</b>	<b>Teen</b>	<b>Children</b>	<b>Total</b>
Public Computer Sessions	1435	127	239	1801

WiFi Sessions 900

**DATABASES COUNTS**

(sessions/downloads)

Ancestry Library Edition	6
Consumer Reports	37
Gale Biography in Context	2
Gale Virtual Reference Library	0
Grolier Online - cancelled	n/a

Mango Lanugages	27
National Geographic Archives	0
Novelist	7
Reference USA	32
Tutor.Com	0

**SERVICE DESK COUNTS**

	Computer	Directional	Lib-Usage	Reference	
Adult	711	241	462	1,745	3,159
Youth	568	33	385	2,199	3185
Circ	1	6	571	0	578
	1,280	280	1418	3,944	6922

**PROGRAMS**

Adult

Book Clubs	1	9
ESL Group	1	2
Programs	2	22
Outreach	1	4
	5	37

Adult Summer Reading Club: 83

Children's

Youth Programs	6	273
Teen Programs	3	46
Outreach	4	87
	13	406

User: JBUSHEY

DB: Commerce

PERIOD ENDING 08/31/2015

ACCOUNT DESCRIPTION	2015 AMENDED BUDGET RMAL	YTD BALANCE 08/31/2015 ONTH (ABNORMAL) EASE	ACTIVITY FOR 08/31/2015 (DECREASE) RMAL	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
<b>271 - LIBRARY FUND</b>					
<b>Revenues</b>					
Dept 000-GENERAL					
403.000 VOTED MILLAGE	1,591,462.00	1,528,849.02	0.00	62,612.98	96.07
403.001 MTT CHANGES	(3,000.00)	(271.38)	0.00	(2,728.62)	9.05
420.000 DELINQUENT PERSONAL PROPERTY TAXES	0.00	52,869.61	0.00	(52,869.61)	100.00
450.000 PENAL FINES	45,000.00	81,200.44	81,200.44	(36,200.44)	180.45
452.000 STATE AID	18,000.00	23,663.02	0.00	(5,663.02)	131.46
626.000 PHOTOCOPY FEES	2,000.00	1,216.89	225.25	783.11	60.84
656.000 FINES, FEES AND LOST BOOKS	26,000.00	14,295.99	2,506.21	11,704.01	54.98
664.000 INTEREST AND DIVIDENDS	20,000.00	35,940.79	3,119.35	(15,940.79)	179.70
675.000 LIBRARY DONATIONS	1,000.00	17.20	0.20	982.80	1.72
676.000 MISCELLANEOUS REVENUES	0.00	2.00	0.00	(2.00)	100.00
678.000 REIMBURSEMENTS	1,000.00	297.01	0.00	702.99	29.70
<b>Total Dept 000-GENERAL</b>	<b>1,701,462.00</b>	<b>1,738,080.59</b>	<b>87,051.45</b>	<b>(36,618.59)</b>	<b>102.15</b>
<b>TOTAL Revenues</b>	<b>1,701,462.00</b>	<b>1,738,080.59</b>	<b>87,051.45</b>	<b>(36,618.59)</b>	<b>102.15</b>
<b>Expenditures</b>					
Dept 000-GENERAL					
702.000 SALARIES/WAGES	599,997.00	350,742.33	43,883.09	249,254.67	58.46
703.000 BOARD FEES	4,000.00	2,622.00	0.00	1,378.00	65.55
708.000 PAYED TIME OFF PAYOUT	2,500.00	1,002.11	0.00	1,497.89	40.08
710.000 MEDICAL INSURANCE	88,128.00	37,280.04	5,259.52	50,847.96	42.30
711.000 DENTAL INSURANCE	6,500.00	3,962.99	481.84	2,537.01	60.97
712.000 PENSION CONTRIBUTION	56,238.00	29,835.88	4,701.76	26,402.12	53.05
713.000 LIFE INSURANCE	960.00	414.00	0.00	546.00	43.13
714.000 DISABILITY INSURANCE	5,170.00	2,197.59	0.00	2,972.41	42.51
715.000 SOCIAL SECURITY BENEFITS (FICA)	49,261.00	26,306.78	3,252.49	22,954.22	53.40
717.000 MEDICAL OPT OUT PAYMENTS	6,000.00	0.00	0.00	6,000.00	0.00
718.000 VISION INSURANCE	500.00	280.53	32.58	219.47	56.11
719.000 UNEMPLOYMENT COMPENSATION	0.00	2,184.05	2,184.05	(2,184.05)	100.00
720.000 SUPPLIES	13,000.00	7,870.15	772.58	5,129.85	60.54
721.000 POSTAGE	500.00	29.41	0.00	470.59	5.88
728.000 PRINTING	2,000.00	0.00	0.00	2,000.00	0.00
730.000 ADVERTISING	1,000.00	0.00	0.00	1,000.00	0.00
740.000 OPERATING SUPPLIES	19,000.00	5,488.78	1,718.41	13,511.22	28.89
741.000 GAS & OIL	600.00	186.05	32.02	413.95	31.01
800.000 NEWSLETTER EXPENSE	1,000.00	0.00	0.00	1,000.00	0.00
801.000 PROFESSIONAL SERVICES	1,000.00	440.00	0.00	560.00	44.00
802.000 CONSULTANT FEES	1,000.00	0.00	0.00	1,000.00	0.00
805.000 ADMINISTRATIVE TO GENERAL FUND	30,613.00	0.00	0.00	30,613.00	0.00
808.000 COLLECTION SERVICES	4,000.00	823.40	0.00	3,176.60	20.59
818.000 CONTRACTURAL SERVICES	20,000.00	13,125.00	1,875.00	6,875.00	65.63
820.000 DUES, SUBSCRIPTIONS, MEETINGS	3,000.00	2,053.00	50.00	947.00	68.43
850.000 TELEPHONE SERVICE	8,000.00	5,912.66	847.02	2,087.34	73.91
910.000 INSURANCE	12,000.00	1,120.76	0.00	10,879.24	9.34
920.000 ELECTRIC SERVICE	42,000.00	22,376.69	2,978.00	19,623.31	53.28
921.000 HEATING SERVICE	18,000.00	6,965.69	24.87	11,034.31	38.70
922.000 WATER/SEWER FEES	8,000.00	4,074.46	2,062.26	3,925.54	50.93
923.000 ALARM EXPENSE	3,000.00	1,588.16	198.52	1,411.84	52.94
930.000 EQUIPMENT MAINTENANCE	12,000.00	1,064.36	107.91	10,935.64	8.87
932.000 BUILDING & GROUNDS MAINT	12,000.00	7,213.31	75.00	4,786.69	60.11
933.000 COMPUTER SERVICES	35,000.00	32,247.81	17,941.73	2,752.19	92.14
934.000 VEHICLE MAINTENANCE	500.00	10.79	0.00	489.21	2.16
957.000 PROGRAM EXPENSES	9,000.00	4,624.57	173.00	4,375.43	51.38
963.000 EDUCATION	8,000.00	2,031.00	1,205.00	5,969.00	25.39
964.000 REFUNDS	100.00	226.20	89.28	(126.20)	226.20
973.000 BOOKS AND MATERIALS	195,000.00	52,253.01	5,876.56	142,746.99	26.80
974.000 ELECTRONIC LIBRARY SYSTEM	50,000.00	18,766.58	0.00	31,233.42	37.53
975.000 ELECTRONIC DATABASES	90,000.00	31,011.14	0.00	58,988.86	34.46
<b>Total Dept 000-GENERAL</b>	<b>1,418,567.00</b>	<b>678,331.28</b>	<b>95,822.49</b>	<b>740,235.72</b>	<b>47.82</b>
<b>TOTAL Expenditures</b>	<b>1,418,567.00</b>	<b>678,331.28</b>	<b>95,822.49</b>	<b>740,235.72</b>	<b>47.82</b>
<b>Fund 271 - LIBRARY FUND:</b>					
TOTAL REVENUES	1,701,462.00	1,738,080.59	87,051.45	(36,618.59)	102.15
TOTAL EXPENDITURES	1,418,567.00	678,331.28	95,822.49	740,235.72	47.82
NET OF REVENUES & EXPENDITURES	282,895.00	1,059,749.31	(8,771.04)	(776,854.31)	374.61
BEG. FUND BALANCE	8,161,858.84	8,161,858.84			
END FUND BALANCE	8,444,753.84	9,221,608.15			

User: JBUSHEY

DB: Commerce

PERIOD ENDING 08/31/2015

ACCOUNT DESCRIPTION	2015 AMENDED BUDGET	YTD BALANCE 08/31/2015 RMAL (ABNORMAL)	ACTIVITY FOR ONTH 08/31/2015 EASE (DECREASE)	AVAILABLE BALANCE RMAL (ABNORMAL)	% BDGT USED
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