

**Commerce Township Community Library
2869 N. Pontiac Trail
Regular Library Advisory Board Meeting
Wednesday, October 28, 2015 7:00PM**

ITEM 1 – Approval of Agenda

ITEM 2 – Approval of minutes

ITEM 3 – Public Comments

ITEM 4 – Correspondence

ITEM 5 – Financial Report

ITEM 6 – Director's Report

- a. Web Page Redo
- b. 2016 budget

ITEM 8 – New Business

- a. 2016 LAB meeting dates
- b. 2016 Holiday closings

ITEM 9 - Old Business

- a. New library Chuck Kummer update

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, December 9, 2015

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, October 28, 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
Betsy LaFond
Judy Sternberg
Shane Lakner
Thomas Zoner

Also Present: Connie Jo Ozinga, Library Director

APPROVAL OF AGENDA

MOTION by Zoner, supported by Sternberg, to approve the October 28, 2015 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

APPROVAL OF MINUTES

MOTION by Sternberg, supported by Lakner, to approve the Library Advisory Board Meeting Minutes of September 23, 2015, with a correction to page 2 Director's Report B. first sentence change "on" to "in"; C. second paragraph first sentence add "like" after "look". **MOTION CARRIED UNANIMOUSLY**

PUBLIC COMMENTS

None

CORRESPONDENCE

None

FINANCIAL REPORT:

Library Director Ozinga reviewed the Revenue and Expenditure Report for the period ending 9/30/2015 and stated that 66% of the budget had been expended.

DIRECTOR'S REPORT

A. Web Page Redo

Still in progress. The web page should be complete in approximately two weeks. The eBooks will be viewed in a catalog format.

B. 2016 Budget

This is on the Township Board agenda at their special meeting the night before the LAB meeting.

The 5 year budget projection for the library is complete. The budget for the current year is \$1,418,567.00. The budget projection for next year is \$1,495,000.00.

NEW BUSINESS

A. 2016 LAB Meeting Dates

Meetings are held on the 4th Wednesday of the month at 7 p.m. unless otherwise noted.

January 27

February 24

March 23

April 27

May 25

June 22

July 27

August 24

September 28

October 19 (Third Wednesday due to MLA Conference)

December 7 (combined November/December)

MLA Conference October 26 to 28, 2016

B. 2016 Holiday Closings

New Year's Day Friday, January 1, 2016

Martin Luther King Day Monday, January 18, 2016

President's Day Monday, February 15, 2016

NEW BUSINESS (2016 Holiday Closings continued)

Easter Sunday Sunday, March 27, 2016
Memorial Day Sunday, May 29, 2016
Memorial Day Monday, May 30, 2016
Independence Day Sunday, July 3, 2016
Independence Day Monday, July 4, 2016
Labor Day Sunday, September 4, 2016
Labor Day Monday, September 5, 2016
Veteran's Day Friday, November 11, 2016
Thanksgiving Day before Wednesday November 23, 2016 5 p.m. close
Thanksgiving Thursday, November 24, 2016
Thanksgiving Friday, November 25, 2016
Christmas Eve Friday, December 23, 2016
Christmas Saturday, December 24, 2016
Christmas Sunday, December 25, 2016
Christmas Monday, December 26, 2016
New Year's Eve Friday, December 30, 2016
New Year's Eve Saturday, December 31, 2016
New Year's Day Sunday, January 1, 2017
New Year's Day (paid holiday) Monday January 2, 2017

Easter Sunday, Memorial Day Sunday, Independence Day Sunday and Labor Day Sunday are closed days. They are not paid holidays. No employees are scheduled to work those days.

OLD BUSINESS

New Library Chuck Kummer Update

Bid package #1 for the steel foundation, etc. came in \$150,000.00 under budget. Bid package #2 also came in \$150,000.00 under budget. Because of the bids coming in under budget, this leaves a good contingency heading into construction. They removed trees that were in the way of constructing the building. They have identified trees they would like to save. They will add approximately \$40,000.00 of fill to the marshy area on the east side of the site. The foundation is complete. Utilities are being installed and installation had begun on the water main. Steel erection will begin around December 7, 2015 and will take approximately 5 weeks to complete. After that, steel studs around the building will be installed. The trusses on the atrium areas should be installed around March 10, 2016. The tentative completion date is set for some time in March 2017.

They were able to save the Boy Scout shelter by moving it to another area of the site.

OLD BUSINESS (New Library Chuck Kummer Update)

Supervisor Zoner – Advised the LAB that vapor barrier for the roof is estimated to be \$165,000.00. Normally vapor barrier is used for areas that have pools, gymnasiums and kitchens. Because of the high cost, he will research if vapor barrier is necessary for the library building and report his findings back to the LAB.

TOWNSHIP BOARD REMARKS

Supervisor Zoner advised the LAB of the old Coe Railroad that was purchased by a company. Commerce Township has been working on grants to extend the trail systems. This is the span between Commerce Township, Walled Lake and the City of Wixom. The company that purchased Coe Railroad committed to build a 3.5 million dollar crossing bridge. They are currently working on plans and will send the township pictures of other bridge crossings for their review.

The 2016 Township Budget was approved.

A new Township Planner was hired.

The Parks and Recreation Committee is receiving requests from residents to construct pathways throughout the community. It is estimated to cost \$1,000,000.00 for one mile of a pathway. Currently, the township has 6 miles of crushed asphalt pathways in the DDA area and 5 miles around the Richardson Center.

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

OTHER MATTERS

MLA Conference – Chairperson Garbutt attended sessions discussing millage and will attend additional sessions on October 29, 2015. She will bring back literature for the LAB's review. Director Ozinga is in the process of discussing millage language with the Township Attorney.

LaFond – Was surprised to see surrounding libraries listed as supporters in the 6th Annual Jewish Book Fair flyer. Director Ozinga has an issue with local government supporting charities. Supervisor Zoner believes the Township Board would agree with Director Ozinga.

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OTHER MATTERS (continued)

Supervisor Zoner – Made a suggestion to place some type banner on the corner of South Commerce and Commerce Road announcing the grand opening of the Library in 2017.

ADJOURNMENT

MOTION by Lakner, supported by Sternberg, to adjourn the meeting at 8:03 p.m.

MOTION CARRIED UNANIMOUSLY

Betsy RaFord

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday December 9, 2015.

Review
**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

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



Commerce Township Community Library

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

Library Director's Report
October 2015

New library building

Chuck Kummer will join us to give a progress report.

Web Page Redo

Still in progress

2016 budget

This is on the township board agenda at their special meeting the night before the LAB meeting.

2016 LAB meeting dates

List of proposed 2016 meeting dates is attached. There does not appear to be a conflict with Yom Kippur.

2016 Holiday closings

List of proposed holiday closings for 2016. These are based on the official federal holidays list. I am not wild about the two four day closures over the holidays, although usage is extremely low during the holidays.

User: JBUSHEY

DB: Commerce

PERIOD ENDING 09/30/2015

ACCOUNT DESCRIPTION	2015 AMENDED BUDGET RMAL	YTD BALANCE 09/30/2015 (ABNORMAL)	ACTIVITY FOR ONTH 09/30/2015 EASE (DECREASE) RMAL	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
Fund 271 - LIBRARY FUND					
Revenues					
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	0.00	(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	1,548.19	331.30	451.81	77.41
656.000 FINES, FEES AND LOST BOOKS	26,000.00	15,183.97	887.98	10,816.03	58.40
664.000 INTEREST AND DIVIDENDS	20,000.00	39,259.33	3,318.54	(19,259.33)	196.30
675.000 LIBRARY DONATIONS	1,000.00	69.75	52.55	930.25	6.98
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
Total Dept 000-GENERAL	1,701,462.00	1,742,670.96	4,590.37	(41,208.96)	102.42
TOTAL Revenues	1,701,462.00	1,742,670.96	4,590.37	(41,208.96)	102.42
Expenditures					
Dept 000-GENERAL					
702.000 SALARIES/WAGES	599,997.00	393,825.82	43,083.49	206,171.18	65.64
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	42,539.56	5,259.52	45,588.44	48.27
711.000 DENTAL INSURANCE	6,500.00	4,444.83	481.84	2,055.17	68.38
712.000 PENSION CONTRIBUTION	56,238.00	34,537.64	4,701.76	21,700.36	61.41
713.000 LIFE INSURANCE	960.00	531.00	117.00	429.00	55.31
714.000 DISABILITY INSURANCE	5,170.00	2,783.73	586.14	2,386.27	53.84
715.000 SOCIAL SECURITY BENEFITS (FICA)	49,261.00	29,498.15	3,191.37	19,762.85	59.88
717.000 MEDICAL OPT OUT PAYMENTS	6,000.00	0.00	0.00	6,000.00	0.00
718.000 VISION INSURANCE	500.00	313.11	32.58	186.89	62.62
719.000 UNEMPLOYMENT COMPENSATION	0.00	2,184.05	0.00	(2,184.05)	100.00
720.000 SUPPLIES	13,000.00	8,734.14	863.99	4,265.86	67.19
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	5,500.50	11.72	13,499.50	28.95
741.000 GAS & OIL	600.00	213.02	26.97	386.98	35.50
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	30,613.00	30,613.00	0.00	100.00
808.000 COLLECTION SERVICES	4,000.00	948.70	125.30	3,051.30	23.72
818.000 CONTRACTURAL SERVICES	20,000.00	15,000.00	1,875.00	5,000.00	75.00
820.000 DUES, SUBSCRIPTIONS, MEETINGS	3,000.00	2,083.00	30.00	917.00	69.43
850.000 TELEPHONE SERVICE	8,000.00	6,700.32	787.66	1,299.68	83.75
910.000 INSURANCE	12,000.00	1,120.76	0.00	10,879.24	9.34
920.000 ELECTRIC SERVICE	42,000.00	25,097.44	2,720.75	16,902.56	59.76
921.000 HEATING SERVICE	18,000.00	6,990.52	24.83	11,009.48	38.84
922.000 WATER/SEWER FEES	8,000.00	4,074.46	0.00	3,925.54	50.93
923.000 ALARM EXPENSE	3,000.00	1,786.68	198.52	1,213.32	59.56
930.000 EQUIPMENT MAINTENANCE	12,000.00	1,118.36	54.00	10,881.64	9.32
932.000 BUILDING & GROUNDS MAINT	12,000.00	7,351.31	138.00	4,648.69	61.26
933.000 COMPUTER SERVICES	35,000.00	32,421.56	173.75	2,578.44	92.63
934.000 VEHICLE MAINTENANCE	500.00	10.79	0.00	489.21	2.16
957.000 PROGRAM EXPENSES	9,000.00	6,662.60	2,038.03	2,337.40	74.03
963.000 EDUCATION	8,000.00	2,614.68	583.68	5,385.32	32.68
964.000 REFUNDS	100.00	226.20	0.00	(126.20)	226.20
971.000 CONSTRUCTION COSTS	0.00	54,057.24	54,057.24	(54,057.24)	100.00
973.000 BOOKS AND MATERIALS	195,000.00	58,809.74	6,556.73	136,190.26	30.16
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	31,311.14	300.00	58,688.86	34.79
Total Dept 000-GENERAL	1,418,567.00	836,964.15	158,632.87	581,602.85	59.00
TOTAL Expenditures	1,418,567.00	836,964.15	158,632.87	581,602.85	59.00
Fund 271 - LIBRARY FUND:					
TOTAL REVENUES	1,701,462.00	1,742,670.96	4,590.37	(41,208.96)	102.42
TOTAL EXPENDITURES	1,418,567.00	836,964.15	158,632.87	581,602.85	59.00
NET OF REVENUES & EXPENDITURES	282,895.00	905,706.81	(154,042.50)	(622,811.81)	320.16
BEG. FUND BALANCE	8,161,858.84	8,161,858.84			

PERIOD ENDING 09/30/2015

ACCOUNT DESCRIPTION	2015	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT	
	AMENDED	09/30/2015	ONTH 09/30/2015	BALANCE		
	BUDGET	RMAL	(ABNORMAL) EASE	(DECREASE) RMAL	(ABNORMAL)	USED
F 271 - LIBRARY FUND						
END FUND BALANCE		8,444,753.84				9,067,565.65

Commerce Township Community Library

Library Advisory Board

2016 Meeting Schedule

Meetings are held on the 4th Wednesday of the month at 7 p.m. unless otherwise noted.

January 27

February 24

March 23

April 27

May 25

June 22

July 27

August 24

September 28

October 19 (Third Wednesday due to MLA Conference)

December 7 (combined November/December)

MLA Conference October 26 to 28, 2016

Commerce Township Community Library
Holiday closings 2016

New Year's Day	Friday, January 1, 2016
Martin Luther King Day	Monday, January 18, 2016
President's Day	Monday, February 15, 2016
Easter Sunday	Sunday, March 27, 2016
Memorial Day Sunday	Sunday, May 29, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Sunday, July 3, 2015
Independence Day	Monday, July 4, 2016
Labor Day Sunday	Sunday, September 4, 2015
Labor Day	Monday, September 5, 2016
Veteran's Day	Friday, November 11, 2016
Thanksgiving day before	Wednesday November 23, 2016 5 p.m. close
Thanksgiving (paid hol)	Thursday, November 24, 2016
Thanksgiving Friday(paid hol)	Friday, November 25, 2016
Christmas Eve (paid hol)	Friday, December 23, 2016
Christmas	Saturday, December 24, 2016
Christmas	Sunday, December 25, 2016
Christmas (paid hol)	Monday, December 26, 2016
New Year's Eve (paid hol)	Friday, December 30, 2016
New Year's Eve	Saturday, December 31, 2016
New Year's Day	Sunday, January 1, 2017
New Year's Day (paid hol)	Monday January 2, 2017

Easter Sunday, Memorial Day Sunday, Independence Day Sunday and Labor Day Sunday are closed days. They are not paid holidays. No employees are scheduled to work those days.

Commerce Township Community Library
September 2015 Statistics

Circulation

(Includes all items owned by Commerce that circulated)

	Adult	Children	Total
Books	5529	6538	12067
Audio	1663	352	2015
Video	3555	1505	5060
Melcat Interloans	34		34
State Park Pass	0		0
Total	10781	8395	19176

ALL ITEMS CHECKED OUT BY COMMERCE	19007
Total COMM Items Checked out at TLN libraries (SYSTEM WIDE)	19176
TOTAL ITEMS SENT TO OTHER LIBRARIES	3484
GRAND TOTAL (all items handled by COMM)	22491

Downloadables

Axis 360	27	
One Click Digital	35	
Freegal	722	
OverDrive e-books and e-audio	2,314	
Tumblebooks	47	
Zinio Magazines	185	
	3,330	25,821

Items Checked out at Self Check 8036

Visitors to the library

Visitors	10990
Days Open	28
Daily Average	393

	Adult	Teen	Children	Total
Public Computer Sessions	1292	146	142	1580

WiFi Sessions 892

DATABASES COUNTS

(sessions/downloads)

Ancestry Library Edition	15
Consumer Reports	30
Gale Biography in Context	3
Gale Virtual Reference Library	5
Grolier Online *cancelled*	n/a

Mango Lanugages	40
National Geographic Archives	1
Novelist	2
Reference USA	24
Tutor.Com	18

SERVICE DESK COUNTS

	Computer	Directional Lib-Usage	Reference		
Adult	850	215	501	1,859	3,425
Youth	490	38	387	2,121	3036
Circ	0	14	699	0	713
	1,340	267	1587	3,980	7174

Program Counts

Adult		
Book Clubs	3	19
Computer classes	1	3
ESL Groups	9	41
Program	3	43
Outreach	2	7
	18	113

Youth

Storytimes	11	268
Youth Programs	4	143
Teen Programs	3	19
Outreach	4	76