

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
Wednesday, August 22, 2012  
2869 N. Pontiac Trail  
Commerce Township, Michigan 48390**

**CALL TO ORDER:** Barbara Garbutt, Chairperson, called the meeting to order at 7:04 p.m. at the Commerce Township Library.

**ROLL CALL:**

Present: Barbara Garbutt, Chairperson  
Jason Pernick, Vice-Chairperson  
Carol Keeler, Secretary  
Betsy LaFond  
Shane Lakner  
Rick Sovel  
Judy Sternberg

Also Present: Connie Jo Ozinga, Library Director  
Pat Hillebrand, President of Friends of the Library

**APPROVAL OF AGENDA**

**MOTION** by Sternberg, supported by LaFond, to approve the August 22, 2012 Library Board Agenda, as presented. **MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES**

**MOTION** by LaFond, supported by Sternberg, to approve the July 27, 2012 Library Advisory Board Meeting Minutes, with a correction to page 2, Director's Report 7<sup>th</sup> paragraph change "non-windows" to "**non-Windows**" and page 3, New Business, 2<sup>nd</sup> paragraph change "internet" to "**Internet**". **MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS**

None

**CORRESPONDENCE**

None

### **FINANCIAL REPORT**

Director Ozinga reviewed the Revenue & Expenditure Report.

Keeler - Will the program budget increase? To date, there is \$9,000.00 budgeted for programs. This should be a sufficient amount of funds to pay for an author of children's books to come to the library.

### **DIRECTOR'S REPORT**

Director Ozinga asked for the History of the library's logo and if it is the official library logo. There was a contest to choose the logo. Sovel stated that the Township Board of Trustees approved the logo. He will check to see if the color of the logo was on the specification sheet.

County Library Association Dinner – does anyone want to attend? There was no interest by Board members.

Oakland County Library Trustees Association form needs to be submitted as soon as possible.

Director Ozinga –

#### **1. Stats**

Our typical average monthly attendance runs around 450. In July, our monthly people count hit 520. The increase is definitely due to the increased program for summer reading club.

#### **2. Hires**

Bill Wines will begin work as Circulation/Technical Services Manager on Tuesday September 4. Bill is currently the Assistant Director at the Walled Lake Library and worked as a Technical Services Librarian prior to that. That leaves us two circulation assistants' positions to fill, the slots vacated by Dustin Brown's promotion and Florence Woodbridge's departure. We have begun taking applications but I will wait until Bill begins to interview and hire.

#### **3. Summer Reading Club**

I have enclosed for your information a memo from Youth Services Manager, Abigail Daniels:

**DIRECTOR'S REPORT (Summer Reading Club continued)**

Total registration for the Youth Department's Summer Reading Program was 536. This broke down in the following way:

Preschool Reading Bunnies (ages birth – kindergarten)	109
School-Age Star Readers (kindergarten – grade 5)	325
Teen (grades 6 – 12)	102

The summer's total enrollment showed a 19% increase over enrollment in 2011 (450).

Out of 536 children enrolled in Summer Reading, 24% completed the program. This broke down in the following way:

Preschool Reading Bunnies (birth – kindergarten)	35% completed
School-Age Star Readers (kindergarten – grade 5)	18% completed
Teen (grades 6-12)	32% completed

While the 18% completion rate for the School-Age kids is quite disappointing, my staff and I are already working on ways to increase that number next summer. I no longer have access to the 2011 Summer Reading Program data to be able to determine the number and/or percentages of children completing the Reading Program that year.

We offered 63 programs during June, July and August in 2012, which is a 91% increase over the number of programs offered in 2011 (33), and a 70% increase over the number of programs offered in 2010 (37). Attendance at programs offered in June, July and part of August 2012 (August programs have not been completed) totaled 2,769 people. The total for summer program attendance in 2011 was 2,039 people, which is already 36% lower than this year's program attendance, with four more programs yet to occur.

Overall, I am quite thrilled with how well the summer programs have gone this year. I am very disappointed in the low School-Age completion number, but I am confident that next year we will find ways to improve and encourage more kids to complete the Summer Reading Program.

**4. Policy review**

Earlier this week I sent you this note about policies: The Township Board has approved these policies. I have two other documents labeled policy:

Refund Policy and the Power Loss Policy. I have reviewed these and they are not really policies, rather procedures. The first four listed were sent to you with the previous

**DIRECTOR'S REPORT (Policy review continued)**

message. I was in error and referred to the Freedom of Information Act when I intended to say Library Bill of Rights. Do you want to consider this as an additional policy?  
Material Selection Policy 2005  
Unattended Children Policy 2007  
Internet Use Policy 2007  
Patron Behavior Policy 2007  
Meeting Room Policy 2012

**5. Unique Management, library collections**

This will be on the township board agenda for September. Library fines are listed in the township's fee ordinance. Mr. Zoner will speak with the township attorney to determine what action could be taken by the township board to make an amnesty period possible.

**6. 2013 Budget**

I have the 2013 budget documents in hand. I do not have final cost estimates for the Community Tech project, but will be including those costs in the budget proposal, for equipment and one part-time program specialist.

**7. Millages.**

In the recent election most library millages passed. The only one I heard about that did not was Oxford Public Library where there was a tea party campaign against the millage related to the library having a fund reserve balance.

"The Bridge" on the Internet will show millage results.

**OLD BUSINESS**

**a. Policy review**

Director Ozinga passed out the Freedom to Read and the Library Bill of Rights policies for the Board's review. Policy review will be on next month's agenda for discussion.

The Unattended Children Policy may not be the final version. Director Ozinga will check with Vanessa and get back with the Board.

Keeler – Is there a food and beverage policy? Director Ozinga will check and report to the Board.

**OLD BUSINESS (continued)**

**b. Unique Management, library collections**

Director Ozinga - This will be on the September 2012 Township Board of Trustees meeting.

Discussion – hold an event where you would bring in cans of food to lower your overdue fines.

**c. Friends of the Library**

Pat Hillibrand, President of Friends of the Library –

1. Donations are steady.
2. October 23, 2012 is Friends of the Library night.

**d. Long range plan – Tabled**

This shall remain on the Table.

Garbutt and Lakner discussed computer classes (Excel, Word, PowerPoint, etc.) at the library.

**NEW BUSINESS**

**a. 2013 Budget**

Discussed in "Financial Report".

**TOWNSHIP BOARD REMARKS**

Sovel –

- a. The DDA has not sold any property in the DDA area.
- b. The DDA borrowed money from the Township for bond payments.
- c. Tax revenues are slightly down this year.

**RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

None