

Final
**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
May 28, 2025
2009 Township Drive
Commerce Township, Michigan 48390**

CALL TO ORDER Barbara Garbutt, Chairperson, called the meeting to order at 7:00 pm.

ROLL CALL:

Present: Barbara Garbutt, Chairperson
Jason Pernick, Vice Chairperson
Betsy LaFond, Secretary
Larry Gray, Township Supervisor
Barry Hiscox
Donald Petersen

Absent: Shane Lakner (excused)

Also Present: Alyson Lobert, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Pernick, supported by Hiscox, to approve the May 28, 2025, Library Advisory Board Meeting Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION by LaFond, supported by Hiscox, to approve the Library Advisory Board Meeting Minutes of April 23, 2025, as submitted. **MOTION CARRIED UNANIMOUSLY**

ITEM 3: CORRESPONDENCE

None

ITEM 4: PUBLIC COMMENTS

None

ITEM 5: FINANCIAL REPORT

Library Director Lobert reviewed the Revenue and Expenditure Report for the period ending April 30, 2025. (32.59% of the budget was spent through the 2025 budget year).

ITEM 6: DIRECTORS REPORT

Library Director Lobert –

Circulation: Physical Collection

Circulation: April 2023 – 21,509
April 2024 – 22,601
April 2025 – 22,450

Circulation: Year to Date:

2023 – 88,670
2024 – 88,868
2025 – 87,310

Physical and Digital Circulation – April 2025

Physical – 22,450, 70%
Hoopla – 2,070, 6%
Libby – 7,382, 23%
Freegal – 194, 1%
Kanopy – 145, 0%

Circulation: Digital Collections

Overdrive (Libby App):

April 2023 – 4,422
April 2024 – 5,392
April 2025 – 7,382

Hoopla Instant Circulation:

April 2023 – 1,235
April 2024 – 1,486
April 2025 – 1,447

Hoopla Instant Cost: Year to Date:

2023 – \$10,427
2024 – \$13,360
2025 – \$18,287

Hoopla Instant Checkouts Per Use – April

Graph of the # of users and # of checkouts by the average person

Program Highlights

We held a Food Drive for Gleaners Food Bank to benefit Hospitality House and Open Door Outreach. We collected 268 lbs. of food!

ITEM 6: DIRECTORS REPORT (Program Highlights continued)

The library celebrated our 20th Anniversary with a special day of events on Saturday, April 26, 2025. Frog and Toad joined us for a special Storytime, and crafts were held for adults and youth throughout the day. A jazz concert moved at least one patron to tears – a special day was had by all!

We had a lot of positive feedback for Adult Librarian Jacob Szeptyk's Sourdough 101 program, presented by a sourdough company local to Commerce Township. Patrons appreciated the wealth of information and how helpful the presenters were.

Teen Librarian Anjelica Lyman held a Spirit Week event for patrons to celebrate the library's anniversary, and staff got in on the fun, too! Staff were invited to wear themed outfits all week alongside patrons.

Our Spring Storytime Session came to an end on May 1, 2025 and one of our regular Storytime caregivers brought a special thank you to all the Youth Librarians, and some extra special flowers to Ms. Marissa (Youth Services Librarian II Marissa Boisclair). She stated that the Librarians were pivotal in getting her grandson to socialize with his peers and developing his language skills.

Library Statistics

Library Visits were down – 9,705
Database Usage was up – 905
Program Participants were down – 2,330
Imagination Library Participants were down – 937

Personnel

Employee Anniversaries:

Amy Cowley – 8 years
Lauren Aquilina – 6 years
Julie Leslie – 6 years

Professional Development:

All librarian staff - monthly Information Services meeting
Lauren Aquilina - Spring Institute for Youth Services
Marissa Boisclair - Spring Institute for Youth Services
Alexis Shirk - Library Journal Day of Dialog webinar, Homeless Training webinar,
Library Journal Spring Audiobooks webinar

Committee Participation:

Alyson Lobert - TLN Shared Automated System user's group executive committee
Alyson Lobert – Commerce Township bicentennial event committee
Ashley Moran – Commerce Township bicentennial event committee

ITEM 6: DIRECTORS REPORT (Committee Participation continued)

Brannon McCullough – Oakland Community College Library Services & Technology Program Advisory Committee Meeting
Marissa Boisclair – MLA Spring Institute workgroup

Notable

Spring Institute for Youth Services: Congratulations to youth librarian II Lauren Aquilina, who was selected to present at Spring Institute for Youth Services, the premier annual conference for youth library services. At the mid-April conference, Lauren spoke about the popularity and success of scavenger hunt programs at the Commerce Library, sharing practical ideas, examples, and empowering the participants with the confidence to create their own. Lauren was not the only one working hard at Spring Institute: youth librarian II Marissa Boisclair was both an attendee and a member of the conference's workgroup. As I do every year, I heard glowing reviews about the conference. Thank you for your support in sending Lauren and Marissa.

Upcoming

June 14, 2025: Commerce Township Bicentennial event
July 4-6, 2025: Library closed

ITEM 7: OLD BUSINESS

a. Teen Volunteer Policy

The Township Board of Trustees approved the policy in January 2025. She attended a training in April 2025 and learned we cannot have any volunteers under the age of 14 because they must have work permits to volunteer at the library. The policy that was approved stated a teen volunteer is any individual 12-18 years of age. She worked with the Township Attorney to change the wording in the policy to "14-18 years of age" and to add "Teen Volunteers under the age 18 are required to have a valid work permit". The amended policy was approved by the Township Board during their May 2025 meeting.

ITEM 8: NEW BUSINESS

a. Meeting Room Policy – First Draft

Library Director Lobert presented the first draft of the Meeting Room Policy for the Board's review and input on the following:

- Permitting non-resident rentals
- Permitting business use, especially businesses that intend to generate future revenue based upon "free" educational programs promoting products or services offered by the business.
- Adding the Robin Room as a rental site
- Fees
- Maximum times per month or per year a group is permitted to use the library's meeting rooms

ITEM 8: NEW BUSINESS (Meeting Room Policy First Draft continued)

The following changes were recommended by the Board:

3. Free Use of Library Meeting Rooms –

- add “Religious” as a use to bullet #2.

4. Rental of Library Meeting Rooms (Fee categories follow) –

- **Use Category B** add “Religious”.
- **Additions** - change \$25.00 cleaning deposit to “\$25.00 cleaning fee” or find out how much our cleaning company will charge for a cleaning fee, if needed.

5. Scheduling and Reserving Library Meeting Rooms for Public Use –

- Residents can book a room 60 days in advance, non-residents can book a room 30 days in advance.

6. Meeting Room Rules of Conduct –

- **Minors** - change one responsible adult to “two responsible adults”.
- **Responsibility** – strike the words “excessive amounts of”.
- **Printed Materials/Literature** – add “any materials left in the room will be disposed of”.

ITEM 9: TOWNSHIP BOARD REMARKS

Supervisor Gray –

- The First Amendment to PUD Agreement for Midtown on Haggerty Planned Unit Development was approved. This is for a Kroger store with a gas station next to Home Depot on Haggerty Road.
- The Board approved moving forward with Assessing Contract proceedings with Assessment Administration Services, LLC was approved
- Reviewing the Oakland County Sheriff’ contract.
- Lieutenant Wendy Reyes will retire on June 25, 2025.
- June 14, 20215 Bicentennial Event

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 11: OTHER MATTERS


None

ITEM 12: ADJOURNMENT

MOTION by LaFond, supported by Pernick, to adjourn the meeting at 8:15 p.m.

MOTION CARRIED UNANIMOUSLY

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Betsy LaFord, Secretary

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, June 25, 2025, at the Commerce Township Community Library.