

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
June 19, 2024
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
Vanessa Magner, Township Board Trustee
Barry Hiscox
Shane Lakner
Donald Petersen

Also Present: Alyson Lobert, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Lakner, supported by Hiscox, to approve the June 19, 2024, Library Advisory Board Meeting Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: STRATEGIC PLAN PRESENTATION

Amanda Standerfer of Fast Forward Libraries presented the library's strategic plan via Zoom, which aims to guide future decisions and enhance community engagement, service improvement, and resource maximization. The team (LAB members) also discussed the results of a library survey, the need for increased participation in future surveys, and the development of new vision and mission statements. Lastly, Amanda detailed the upcoming library plan implementation, which includes activity planning, evaluation framework, and reporting, and encouraged everyone to provide their thoughts and feedback.

The team discussed the results of a library survey, highlighting a high satisfaction rate but noting a low response rate. The team deliberated on new vision and mission statements, focusing on the idea of connecting the community through growth and discovery. The decision on the statement "We welcome our community with resources and experiences for connection and growth."

ITEM 2: STRATEGIC PLAN PRESENTATION (continued)

Next Steps:

- Amanda will update the plan document with the agreed-upon vision and mission statement, and share it with Alyson Lobert for presentation to the Township Board.
- Alyson will present the updated plan document to the Township Board, ensuring to highlight the community engagement goals and the library's role as a community hub.
- Amanda will coordinate with the library staff to initiate the implementation process, focusing on activity planning, evaluation framework development, and progress reporting.

ITEM 3: APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION by LaFond, supported by Lakner, to approve the Library Advisory Board Meeting Minutes of May 22, 2024, as submitted.

MOTION CARRIED UNANIMOUSLY

ITEM 4: CORRESPONDENCE

5/22/24 via comment card

To the librarian that put up the Jewish American Heritage pictures and poster: thank you so much. Especially at this time. So appreciate it and you.

6/8/2024 via comment card

Celebrating pride month at our local library is inappropriate. In the children's section specifically were minor girls wearing the LGBTQ+ flag in their hair while working with the kids. I will not participate in future events if this library will be promoting sexual perversions towards children. Please discontinue celebrating this as well as not participating I will vote for less library funding.

6/10/2024 via comment card

Steve at the adult desk was very helpful.

6/11/2024 via comment card

Marissa helped me pick strawberries!

Chairperson Garbutt provided an article from the Oakland Press newspaper on "High-tech kiosks offer seniors an alternative to visiting Commerce Township Library," specifically The Avalon of Commerce Township.

LaFond used the Kiosk at the Richardson Center and was impressed that she received an email from the library that her library card was about to expire.

ITEM 5: PUBLIC COMMENTS

None

ITEM 6: FINANCIAL REPORT

Library Director Lobert reviewed the Revenue and Expenditure Report for the period ending May 31, 2024 (42% of the 2024 budget was used).

ITEM 7: DIRECTORS REPORT

Library Director Lobert –

Circulation: Physical Collection

Circulation: May 2022 – 20,121
May 2023 – 20,753
May 2024 – 21,049

Circulation: Year to Date

2022 – 106,037
2023 – 109,423
2024 – 109,917

Circulation: Digital Collections

Overdrive (Libby App)

May 2022 – 4,501
May 2023 – 5,458
May 2024 – 7,330

Hoopla Instant Circulation

May 2022 – 1,034
May 2023 – 1,225
May 2024 – 1,532

Hoopla Instant Cost: Year to Date

2022 - \$10,213
2023 - \$13,121
2024 - \$16,810

Highlights

Youth and Teen Services Librarians visited 11 schools in the Walled Lake Consolidated School District and Huron Valley School District in May (with a Country Oaks Elementary visit in early June!). We saw 3,408 kids ages 5-18 and presented our Summer Reading Challenge and Summer Programs to them.

ITEM 7: DIRECTORS REPORT (continued)

Youth Services Librarian Marissa Boisclair ran our 2nd Annual Sticker Design Contest for ages 3-18. The winning stickers are available for patrons to take throughout our Summer Reading Challenge. Congratulations to the winners!

We had a successful Free Comic Book Day merged with May the 4th Be With You Day! Patrons ate Wookie Cookies, watched the Star Wars movies, and met some characters from the Star Wars franchise. Actors from the 501st Legion donated their time to be here in costume.

Teen Services Librarian Anjelica Lyman held our 3rd Annual Mental Health Awareness Reading and Wellbeing Challenge through the Beanstack app for the month of May. We had 63 participants who logged more than 14,500 minutes of reading!

Library Statistics:

Library Visits were down – 11,961
Database Usage was down – 1,289
Program Participants were up – 3,487
Imagination Library Participants were up – 896
Checkouts at Richardson Center Kiosk – 15
Checkouts at Avalon Kiosk - 16

Personnel

Employee Anniversaries:

Marissa Boisclair – 2 years
Anjelica Lyman – 3 years
Shelby Fox-Purrier-Rivera – 4 years

Professional Development:

All Staff – KnowBe4 HR Training: Taking Action Against Harassment
Brannon McCullough, Alexis Shirk, Steve McGladdery, Angela Quick, and Jacob Szpytek
– TLN Adult Services Committee Spring Workshop
Alexis Shirk - Penguin Random House Morning Book Buzz Webinar
Lauren Aquilina - Demco Book Doctor Workshop
Trista Reno - Create Engaging Training Videos with Your Smartphone webinar

Committee Participation:

Marissa Boisclair – TLN Youth and Teen Services Committee Meetings
Brannon McCullough – TLN Adult Services Committee
Brannon McCullough – TLN eContent Committee
Alyson Lobert - TLN Shared Automated System Executive Committee

ITEM 7: DIRECTORS REPORT (continued)

Special Projects

Technology: Evan Kennedy and Ben Sebrowski wrapped up few big projects this month including adding an additional Wi-Fi access point to the west side of the building and migrating to a new server. We are grateful for their dedication to keeping the library's technology current and functional.

Marketing: We are working on advertising our digital resources on the M5 billboard and we are hopeful that it can help raise awareness of the library with the commuters who traverse M5. Our digital vendor, OverDrive, provided the design.

Upcoming

July 4, 2024: Independence Day, Library closed
July 24, 2024, 7 pm: Library Advisory Board Meeting
July 27-August 4, 2024: Early Voting at Library

ITEM 8: OLD BUSINESS

None

ITEM 9: NEW BUSINESS

a. Overdrive Budget Discussion

Library Director Lobert discussed the demand for eBooks and audio books keep growing. May 2024 checkouts grew 34% over May 2023. We are continuing to advocate for additional money in the budget. She gave a presentation on how the money is distributed from the Overdrive budget. Should we ask the Township Board for a budget increase for the remainder of the 2024 year? (see Item 11)

ITEM 10: TOWNSHIP BOARD REMARKS

Vanessa Magner, Trustee, -

- The Water Resource Commission gave a presentation on the treatment plant budget FY 2023 Commerce/White Lake/Wolverine Lake WWTP final financial summary and the Commerce Township Water and Sewage Disposal Systems FY 2025 Budgets Proposals.
- Jose Mirkin was appointed to the Downtown Development Authority for a 4-Year term to expire July 31, 2028.
- Fireworks permits were approved for Edgewood Country Club, North Commerce Lake, Long Lake, and Lake Sherwood.
- The Substitute Librarian position and Job Description was approved.
- Lakes Area Youth Assistance funding of \$4,200.00 for the 2024-2025 budget year was approved.

ITEM 11: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

MOTION by Magner, supported by Lakner, to authorize Alyson Lobert to recommend to the Township Board of Trustees a budget increase of \$15,000, specifically to the Overdrive Budget for the remainder of the 2024 year.

MOTION CARRIED UNANIMOUSLY

ITEM 12: OTHER MATTERS

None

ITEM 13: ADJOURNMENT

MOTION by Lakner, supported by Pernick, to adjourn the meeting at 8:20 p.m.

MOTION CARRIED UNANIMOUSLY

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Betsy LaFond, Secretary