

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
August 27, 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  
Betsy LaFond, Secretary  
Larry Gray, Township Supervisor  
Barry Hiscox  
Shane Lakner  
Donald Petersen

**Absent:** Jason Pernick, Vice Chairperson (excused)

**Also Present:** Alyson Lobert, Library Director

**ITEM 1: APPROVAL OF AGENDA**

**MOTION** by Lakner, supported by Hiscox, to approve the August 27, 2025, Library Advisory Board Meeting Agenda. **MOTION CARRIED UNANIMOUSLY**

**ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING**

**MOTION** by LaFond, supported by Lakner, to approve the Library Advisory Board Meeting Minutes of July 23, 2025, as submitted.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 3: CORRESPONDENCE**

8/16/25 via comment card I would like to give my recognition and appreciation for Mr. Steve. Steve helped me resolved my issue in my writing of my research. He has a positive mood, responded very quickly with high quality and went beyond to ensure helping me and resolving the issue.

8/21/25 via comment card I was wondering if you could have adult Spanish classes like you have the adult yoga classes?

**ITEM 4: PUBLIC COMMENTS**

None

**ITEM 5: FINANCIAL REPORT**

Library Director Lobert reviewed, with the Board, the Revenue and Expenditure Report for the period ending July 31, 2025. (54.79% of the budget was spent through the 2025 budget year).

**ITEM 6: DIRECTORS REPORT**

Library Director Lobert –

**Circulation: Physical Collection**

**Circulation:** July 2023 – 28,576  
July 2024 – 27,181  
July 2025 – 26,713

**Circulation: Year to Date:**

2023 – 106,894  
2024 – 163,127  
2025 – 158,694

**Physical and Digital Circulation – July 2025**

Physical – 26,713, 73%  
Hoopla – 2,128, 6%  
Libby – 7,630, 21%  
Freegal – 161, 0%  
Kanopy – 167, 0%

**Circulation: Digital Collections**

**Overdrive (Libby App):**

July 2023 – 6,036  
July 2024 – 7,391  
July 2025 – 7,630

**Hoopla Instant Circulation:**

July 2023 – 1,284  
July 2024 – 1,572  
July 2025 – 1,913

**Hoopla Instant Cost: Year to Date:**

2023 – \$18,650  
2024 – \$23,703  
2025 – \$32,226

**Hoopla Instant Checkouts Per Use – July**

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

**Library Statistics**

Library Visits were up – 14,463  
Database Usage was down – 716  
Program Participants were down – 3,365  
Imagination Library Participants were up – 933

**ITEM 6: DIRECTORS REPORT (continued)**

**Program Highlights**

200 people gathered to watch our Toppermost Beatles Tribute Concert, put on by **Adult Services Librarian Alexis Shirk**. We received an email stating:

- Thanks so much for booking the July 31 show by the Toppermost Beatles Tribute Band! It was a great time and sweet trip down Memory Lane. I just want to "Twist and Shout" what a terrific library we have in Commerce!

**Adult Services Librarian Brannon McCullough** had presenter Mary Spencer back for a Summer Grilling Cooking Demo program. We received a flood of happy feedback from attendees, including:

- Wonderful program! We love Mary Spencer and the meals she comes up with. She really knows her material and has great suggestions.
- Great time! The instructor/chef was hilarious, and super informative while she prepared the food.
- Great program, great people, great community!
- This is the best cooking demo I've seen. Please bring back Mary at least once every other month. She is so knowledgeable and practical.
- She put on a wonderful demonstration hope you have her back in the future!

We had a packed house for **Adult Services Librarian Brannon McCullough's** Lunar Octet Concert. We received the following feedback:

- Love the music and small venue. Very up-close and personal. This was my first program at the library but will be checking other offerings now.
- Truly enjoyed the music, very relaxing and fun. Would definitely return for future concerts and let it be known to other individuals.
- We thoroughly enjoyed it! o Very good time
- Excellent!
- I enjoyed it thank you for sponsoring this Jazz band!

**Marketing and Programs Manager Ashley Moran** held a Papermaking Workshop and received the following Library-wide feedback in response for our adult programming:

- Thank you for offering so many interesting opportunities for personal growth. Fun, education and new friends with every offering! Thank you, everyone!

**Youth Services Librarian II Marissa Boisclair** held Messterpiece: Outdoor Messy Play on the Robin Room lawn. Kids got messy with paint, color run powder paint, and their own imaginations!

**Teen Services Librarian Anjelica Lyman** held our annual Tiny Art Show with a twist this year: participants had to make their art out of perler beads. Attached is a photo of the winners in each age group. Winners received an art based prize. (photo included)

**ITEM 6: DIRECTORS REPORT (continued)**

- 1,000 Books Before Kindergarten continues to be a popular ongoing reading challenge for kids ages 0-5 using the Beanstack App. We currently have 680 children enrolled in the program, and they get a free book for every 250 books read. We had another graduate this month who got her 1,000 Books Before Kindergarten tote bag stuffed with the book Clifford Goes to Kindergarten. (Photo included)
- Our Youth Department held a full month of Sunshine Storytimes this July and saw 469 attendees!

**Personnel**

**Employee Anniversaries:**

Elizabeth Erdody - 4 years

**Employee Departure:**

Nicole Kaplan

**Professional Development:**

Trista Reno – Engaging Play to Prevent Burnout webinar

Circulation staff – Point and Pay (credit card processor) training

Alexis Shirk – Novelist database webinar, Best Book Club Picks webinar

**Committee Participation:**

Alyson Lobert - TLN Shared Automated System user's group executive committee

**Notable**

Northville District Library has moved to a new catalog system and is no longer a member of the TLN shared catalog. Commerce Township residents are still permitted to check out items in person at Northville District Library or via statewide interlibrary loan (MeL), but Northville items will no longer appear in our catalog, as is the case for other local libraries running independent catalog systems such as West Bloomfield, Bloomfield Township and Farmington.

**Upcoming**

August 31-September 1, 2025: Library closed

October 13, 2025: Library closed

**ITEM 7: OLD BUSINESS**

None

**ITEM 8: NEW BUSINESS**

**a. 2026 Budget**

Library Director Lobert reviewed the line items in the proposed 2026 Budget Report with the Board. Also discussed was the addition of a full-time library staff member.

**ITEM 8: NEW BUSINESS (continued)**

**b. 2026 Holiday Closings**

New Year's Day	Thursday, January 1, 2026
Martin Luther King Day	Monday, January 19, 2026
Presidents' Day	Monday, February 16, 2026
Easter Sunday	Sunday, April 5, 2026
Staff In-service	1 day, first full week of May. Day TBD
Memorial Day	Sunday, May 24-Monday, May 25, 2026
Independence Day	Friday, July 3-Saturday, July 4, 2026
Labor Day	Sunday, September 6-Monday, September 7, 2026
Columbus Day	Monday, October 12, 2026
Veterans Day	Wednesday, November 11, 2026
Thanksgiving Day before	Wednesday November 25, 2026 5 p.m. close
Thanksgiving	Thursday, November 26, 2026
Thanksgiving Friday	Friday, November 27, 2026
Christmas Eve	Thursday, December 24, 2026
Christmas Day	Friday, December 25, 2026
New Year's Eve	Thursday, December 31, 2026
New Year's Day	Friday, January 1, 2027

The following days are not paid staff holidays: Easter Sunday, Memorial Day Sunday, Independence Day Saturday, Labor Day Sunday, and the Wednesday evening before Thanksgiving. The Library will be closed and no employees scheduled to work. Staff will be scheduled to report on staff in-service day; the building will be closed to the public.

**c. 2026 Meeting Schedule**

Charter Township of Commerce Library Advisory Board Regular Meeting Schedule  
January 1, 2026 through December 31, 2026. Regular Meetings are held on the 4th  
Wednesday of each month at 7:00 P.M.

JANUARY	Wednesday, January 28, 2026
FEBRUARY	Wednesday, February 25, 2026
MARCH	Wednesday, March 25, 2026
APRIL	Wednesday, April 22, 2026
MAY	Wednesday, May 27, 2026
JUNE	Wednesday, June 24, 2026
JULY	Wednesday, July 22, 2026
AUGUST	Wednesday, August 26, 2026
SEPTEMBER	Wednesday, September 23, 2026
OCTOBER	Wednesday, October 28, 2026
DECEMBER	Wednesday, December 9, 2026* (Moved to 2nd Wednesday to combine November/December meetings)

**ITEM 9: TOWNSHIP BOARD REMARKS**

Supervisor Gray –

- The Township contracted with Assessment Administration Services. L.L.C. to replace the assessing services previously done by Oakland County.
- We are currently reviewing water and sewer contracts. The Township will save approximately 1.5 million dollars by moving away from Water Resource Commission. We are in the process of signing a contract for the water and the wastewater contract will follow shortly.
- Approved the Communications and Community Engagement Specialist job description. This position will handle marketing for the Township and assist the Township Supervisor.
- Budget meetings will be held in September, October, and November. Township Directors have submitted their budgets for 2026.
- The clear case to hold the music box is placed at the front (interior) of the library.
- Received a letter from The Friends of the Library thanking the Township Board for their support with the new room at the library.
- Wise Road is scheduled to open in approximately 3 weeks.
- A roundabout at Duck Lake and Sleeth Roads will be installed during the summer of 2026.

**ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

**MOTION** by Lakner, supported by Hiscox, to recommend to the Township Board of Trustees approval of The Charter Township of Commerce Community Library 2026 Budget.

**MOTION CARRIED UNANIMOUSLY**

**MOTION** by LaFond, supported by Lakner, to recommend to the Township Board of Trustees approval of the Charter Township of Commerce Library Holiday Closings 2026 and The Charter Township of Commerce Library Advisory Board Regular Meeting Schedule January 1, 2026 through December 31, 2026.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 11: OTHER MATTERS**

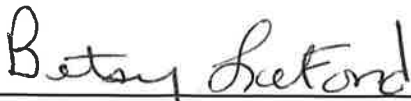
None

**ITEM 12: ADJOURNMENT**

**MOTION** by Lakner, supported by Hiscox, to adjourn the meeting at 7:33 p.m.

**MOTION CARRIED UNANIMOUSLY**

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A handwritten signature in cursive script that reads "Betsy LaFond". The signature is written in dark ink and is positioned above a horizontal line.

Betsy LaFond, Secretary

**The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, September 24, 2025, at the Commerce Township Community Library.**