

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
December 11, 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  
Betsy LaFond, Secretary  
Barry Hiscox  
Shane Lakner  
Donald Petersen

**Absent:** Jason Pernick, Vice Chairperson (excused)  
Larry Gray, Township Supervisor (excused)

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

**ITEM 1: APPROVAL OF AGENDA**

**MOTION** by Lakner, supported by LaFond, to approve the December 11, 2024, 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 October 23, 2024, as submitted. **MOTION CARRIED UNANIMOUSLY**

**ITEM 3: CORRESPONDENCE**

11/23/24 via comment card

Please consider no longer charging fines for overdue items. Thank you!

**ITEM 4: PUBLIC COMMENTS**

None

**ITEM 5: FINANCIAL REPORT**

- Library Director Lobert reviewed the Revenue and Expenditure Report for the period ending November 30, 2024 and the Library Budget Report for Commerce Charter Township (2025 approved). (We are 78.64% through the 2024 budget year).

**ITEM 6: DIRECTORS REPORT**

Library Director Lobert –

**Circulation: Physical Collection**

**Circulation:** October 2022 – 21,427  
October 2023 – 21,601  
October 2024 – 22,934

**Circulation: Year to Date**

2022 – 221,540  
2023 – 230,462  
2024 – 233,954

**Circulation: Digital Collections**

**Overdrive (Libby App)**

October 2022 – 4,712  
October 2023 – 5,722  
October 2024 – 6,828

**Hoopla Instant Circulation**

October 2022 – 1,051  
October 2023 – 1,249  
October 2024 – 1,691

**Hoopla Instant Cost: Year to Date**

2022 - \$21,537  
2023 - \$27,025  
2024 - \$35,363

**Highlights**

On Friday, October 24, 2024, hundreds of residents gathered to enjoy the Township's annual Trail or Treat event, hosted by the library and Commerce Township Parks and Recreation. Alongside the Trail or Treat festivities, library staff coordinated a haunted house, with a creepy haunted disco theme, which was held in the youth programming room. With the help of local teens, the youth department transformed the room into a spooky— but family-friendly—experience, which attracted over 1,000 visitors. Fun was had by all!

Adult Services Librarian Steve McGladdery hosted a Celtic Harp performance in October. In our post-program survey, a patron shared their thoughts: "Great explanation of music presented and also explanation of harp, an instrument I am not familiar with. My husband and I both enjoyed this program very much."

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

Youth Services Librarian Lauren Aquilina put on a movie/craft program featuring popular Disney movie Descendants. Comments left in the post program survey included:

“Librarians are so kind. My kids had a blast and made a new friend, the snacks were great, the seating great, the craft awesome! Thank you! You all do fabulous and have a wide variety of programs! You’re doing great, keep it up! We appreciate each and every one of you!”

**Library Statistics**

Library Visits were up – 17,031

Database Usage was up – 785

Program Participants were up – 3,488

Imagination Library Participants were up – 939

CTCL App Usage was up – 1,645

Communication was received from Walled Lake’s Clerk thanking Commerce Township for hosting the Early Voting Site at the Commerce Township Community Library.

There were 8,125 residents from Commerce, Walled Lake and Wixom who cast their ballots during early voting held at the Commerce Township Community Library.

**Personnel**

**Employee Anniversaries:**

Karen Spring – 9 years

Sandy Hill - 6 years

Rainah Petersen – 2 years

Nicole Kaplan - 1 year

**Professional Development:**

All staff - KultureCity sensory inclusion training

All librarian staff - monthly Information Services meeting

Alexis Shirk - Library Love for LibraryReads webinar and traumatic brain injury webinar

Jacob Szpytek - Michigan Library Association Annual Conference

Ashley Moran, Anjelica Lyman and Marissa Boisclair – TLN Youth and Teen

Performance Showcase

**Committee Participation:**

Alyson Lobert - TLN Shared Automated System user’s group

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

Marissa Boisclair – MLA Spring Institute Workgroup Meeting

Brannon McCullough – TLN Adult Services Committee

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

**Notable**

Gifts from the Friends of the Library: The Friends of the Commerce Township Community Library volunteer group has gifted the Library with Superspace Tiles, giant magnetic modular play tiles, which have already provided hours of open-ended building fun for our youngest visitors. The Friends group also decided to fund the full cost of the library's new mural, which was an unexpected and very generous gift to our library.

Imagination Library: Imagination Library has informed us that, due to increased postage costs, the average monthly cost per child will increase to \$2.60 per month. I budgeted for 1,000 children at \$2.25 per child, per month, so this line item may require a budget amendment at some point in 2025.

**From The Dollywood Foundation**

2025 Program Update

Dear Local Program Partners and BOS Users,

We know most of you are currently planning for 2025, so we wanted to communicate with you as quickly as possible regarding the 2025 program costs for Dolly Parton's Imagination Library.

As you've probably heard, the United States Postal Service (USPS) postage rates have increased again this year. In total, the increase is more than 30% higher than our 2023 rates, which were 16% higher than in 2022. Postage increases have become larger and more frequent since the USPS was given additional authority by the Postal Regulatory Commission in 2020.

Our team works behind the scenes to ensure we are mailing at the most cost-effective rates possible while delivering a high-quality product. We also work with our publisher to continually assess the materials used and overall book size to reduce weight and postage. In short, we look at all possible options to prevent raising costs. Unfortunately, the 2025 program costs exceed what we can manage from changes behind the scenes, and we must adjust our target cost. The current targeted program cost is \$2.20 per child per month. To accommodate the significant increases in postage, our new target cost will be \$2.60. You should plan your budget to accommodate this new target cost starting in January 2025.

**Upcoming**

December 19, 2024: Library closed to the public due to generator installation work

December 24-25, 2024: Library closed

December 31, 2024-January 1, 2025: Library closed

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

Commerce Township Library is host of the Commerce Township Photo Contest 2024. There were 288 photos submitted. Winners will be displayed at the Commerce Township Hall. Voting closes at 12 pm on Sunday, December 22, 2024.

**ITEM 7: OLD BUSINESS**

**a. 2025 LAB Meeting Schedule**

Library Director Lobert advised the Board that the dates were incorrect on the 2025 LAB Meeting Schedule. Below is the corrected schedule.

**REGULAR MEETINGS ARE HELD ON THE 4th WEDNESDAY OF EACH MONTH AT 7:00 P.M.**

**JANUARY**

Wednesday, January 22, 2025

**FEBRUARY**

Wednesday, February 26, 2025

**MARCH**

Wednesday, March 26, 2025

**APRIL**

Wednesday, April 23, 2025

**MAY**

Wednesday, May 28, 2025

**JUNE**

Wednesday, June 25, 2025

**JULY**

Wednesday, July 23, 2025

**AUGUST**

Wednesday, August 27, 2025

**SEPTEMBER**

Wednesday, September 24, 2025

**OCTOBER**

Wednesday, October 22, 2025

**DECEMBER**

Wednesday, December 10, 2025

(Moved to 2<sup>nd</sup> Wednesday to combine November/December meetings)

**b. Furniture Purchase**

The Township Board of Trustees approved the purchase of shelving for the reimagined book sale room, upgraded booths for the teen room and study pods to be installed in the teen room from Library Design Associates, Inc. in an amount not to exceed \$136,000.00.

**c. Signage Purchase**

The Township Board of Trustees approved the purchase of the library building logo from SignGraphix in an amount not to exceed \$9,800.00.

**d. Teen Volunteer Policy**

Library Director Lobert reviewed the policy with the Board.

**ITEM 8: NEW BUSINESS**

The Township Board of Trustees approved Option #2 (Calming early autumn scene) as the mural for the youth room at the library. Artist Rhiannan Sibbald will begin work on the mural on January 20, 2025.

**ITEM 9: TOWNSHIP BOARD REMARKS**

None

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

**MOTION** by Lakner, supported by LaFond, to recommend the Township Board of Trustees approve the Teen Volunteer Policy. **MOTION CARRIED UNANIMOUSLY**

**ITEM 11: OTHER MATTERS**

Lakner thanked Alyson Lobert for her service to the library and the Library Advisory Board.

**ITEM 12: ADJOURNMENT**

**MOTION** by LaFond, supported by Lakner, to adjourn the meeting at 7:40 p.m.  
**MOTION CARRIED UNANIMOUSLY**

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Betsy LaFond, Secretary

**The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, January 22, 2025, at the Commerce Township Community Library.**