

Review
**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
July 24, 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
Barry Hiscox
Donald Petersen

Absent: Vanessa Wagner, Township Board Trustee (excused)
Shane Lakner (excused)

Also Present: Alyson Lobert, Library Director

Helena Reva e Costa, International Academy West, was present to observe the meeting.

ITEM 1: APPROVAL OF AGENDA

MOTION by Pernick, supported by Hiscox, to approve the July 24, 2024, Library Advisory Board Meeting Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION by LaFond, supported by Pernick, to approve the Library Advisory Board Meeting Minutes of June 19, 2024, as submitted. **MOTION CARRIED UNANIMOUSLY**

ITEM 3: CORRESPONDENCE

6/5/24 via comment card

I attended your program about the Boblo Boat history and found the program fascinating. I love local history and I love my local library's support of this program!

6/11/24 via comment card

Thank you Commerce Library for the great summer reading kick-off event on June 8th. We, as a family with tweens ages 9+, are looking forward to all the opportunities to see friends at the library during your awesome summer events. Thank you all!

7/12/24 via comment card

We bring our children to so many of the library events and they are honestly the BEST around! Your librarians for the toddler programs are truly AMAZING.

ITEM 3: CORRESPONDENCE (continued)

7/17/24 via comment card

Is the board considering a second entrance off of South Commerce?

7/18/24 via comment card

Brannon (librarian) is an exceptional employee. Always going above and beyond for patrons (specifically me, a senior citizen). His patience and professionalism are unsurpassed! A wealth of information.

ITEM 4: PUBLIC COMMENTS

None

ITEM 5: FINANCIAL REPORT

Library Director Lobert reviewed the Revenue and Expenditure Report for the period ending June 30, 2024 (45.63% of the 2024 budget was used).

ITEM 6: DIRECTORS REPORT

Library Director Lobert –

Circulation: Physical Collection

Circulation: June 2022 – 23,729

June 2023 – 22,895

June 2024 – 25,392

Circulation: Year to Date

2022 – 129,766

2023 – 132,318

2024 – 135,309

Circulation: Digital Collections

Overdrive (Libby App)

June 2022 – 4,505

June 2023 – 5,628

June 2024 – 7,113

Hoopla Instant Circulation

June 2022 – 1,017

June 2023 – 1,146

June 2024 – 1,479

Hoopla Instant Cost: Year to Date

2022 - \$12,323

2023 - \$15,737

2024 - \$20,098

ITEM 6: DIRECTORS REPORT (continued)

Highlights

Youth Services Librarian II Marissa Boisclair was awarded an Arts and Humanities Touring Grant for \$900 through the Michigan Humanities Council. This grant helped fund ASL with Open Spot Theatre, a 4-week American Sign Language class for people ages 8 and up.

Marketing and Programs Manager Ashley Moran hosted Father's Day Footprints, with a great turnout and lots of messy but happy kids. Lauren Rosinski emailed us some photos of her daughter Liliana at the program with the comment: "Super cute event! Thank you! Liliana loves the library because of you and the CT team!"

Adult Services Librarian Jacob Szpytek hosted Echoes of the Past with Kristy Robinett and patron Maureen Burr emailed to say "My daughters and I enjoyed it!"

We held our Summer Reading Kickoff Party on June 8th and had a huge turnout of children and adults signing up for the 2024 Summer Reading Challenge. We had over 100 more people sign up on opening day than we did in 2023, and our numbers for the challenge continue to grow! Patrons are especially excited about the Charity Donation jars that are in front of the circulation desk, and this drums up a lot of conversation and signups.

Library Statistics:

Library Visits were up – 14,468
Database Usage was down – 1,423
Program Participants were up – 4,081
Imagination Library Participants were up – 901
Checkouts @ Richardson Center Kiosk were down – 3
Checkouts @ Avalon Kiosk were up – 14
CTCL App Usage - 960

Personnel

Employee Anniversaries:

Elizabeth Erdody – 3 years

Employee Resignations:

Beck Moericke, Circulation Clerk

Professional Development:

All Staff – KnowBe4 Security Awareness Training: Creating Strong Passwords
Alexis Shirk – Unattended Children: How to Talk to Parents About Their Children's Behavior
Alexis Shirk – Fall 2024 Librarian Preview presented by MacMillan

ITEM 6: DIRECTORS REPORT (continued)

Committee Participation:

Marissa Boisclair and Shelby Fox-Purrier-Rivera – MLA Ambassador Training
Shelby Fox-Purrier-Rivera – Intellectual Freedom Committee Meeting
Alyson Lobert - TLN Shared Automated System executive committee
Alyson Lobert - TLN Shared Automated System user's group
All Information Services Staff – department meeting - effective marketing strategies using Canva presented by Marketing and Programs Manager Ashley Moran

Special Projects

Events: Marketing and Programs Manager Ashley Moran and I met with Parks and Recreation Department staff members Allison Kennedy and Emily England to start planning for the Township's 2025 Bicentennial Celebration (June 14, 2025) as well as our 2024 Trunk or Treat (October 25, 2024).

Upcoming

July 27-August 4, 2024: Early Voting at Library
September 2, 2024: Library closed
October 2-6, 2024: Friends of the Library used book sale
October 14, 2024: Library closed
October 26-November 3, 2024: Early Voting at Library

ITEM 7: OLD BUSINESS

a. Strategic Plan Update

MOTION by LaFond, supported by Hiscox, to approve the Commerce Township Community Library 2024 – 2027 Strategic Plan, as presented.

MOTION CARRIED UNANIMOUSLY

ITEM 8: NEW BUSINESS

a. 2024 Budget Discussion

Library Director Lobert presented to the Board her thoughts on furniture and areas of improvement for the library.

Furniture:

Teen Room booth seating.
Teen Area seating – Agati Duo Study Pods (2)
Teen Area booths – Options: Liat booths (4) and/or Canton's Clarus-top booths (3)
New Book Areas Seating – Seating options: Agati Gee Curve, Options: Agati Hampton, Liat Tahoe,
Adult Computers: replace 12 chairs at the public computers. Chair Options: Focus, Wit
Friends Sorting Room Revamp – door from the lobby into the sorting room.

ITEM 8: NEW BUSINESS (2024 Budget Discussion)

Future Areas of Improvement

Armchair seating in media

Additional seating in adult nonfiction

Lactation pod

Upgrade silent study/computer lab into a more comfortable workspace

Replace youth programming room chairs

Permanent home for Makerspace

ITEM 9: TOWNSHIP BOARD REMARKS

Library Director Lobert –

- The Township Board approved the budget Amendment for the OverDrive budget line by \$15,000.
- She gave a presentation to the Township Board of Trustees on the Commerce Township Community Library 2024 – 2027 Strategic Plan during their July 2024 meeting.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 11: OTHER MATTERS

LaFond asked where the Regina music box is. Library Director Lobert said it is currently at the Township Hall.

ITEM 12: ADJOURNMENT

MOTION by LaFond, supported by Hiscox, to adjourn the meeting at 7:57 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, August 28, 2024, at the Commerce Township Community Library.