

**Commerce Township Community Library  
2869 N. Pontiac Trail  
Regular Library Advisory Board Meeting  
Wednesday, June 24, 2015 7:00PM**

ITEM 1 – Approval of Agenda

ITEM 2 – Approval of May minutes

ITEM 3 – Public Comments

ITEM 4 – Correspondence

ITEM 5 – Financial Report

ITEM 6 – Director’s Report

ITEM 8 – New Business

ITEM 9 - Old Business

a. New library – entry road

ITEM 11 - Township Board Remarks

ITEM 12 – Recommendations to the Township Board of Trustees

ITEM 13 – Other Matters

ITEM 14 – Adjournment

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, July 22 2015

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
Wednesday, June 24, 2015  
2869 N. Pontiac Trail  
Commerce Township, Michigan 48390**

**CALL TO ORDER:** Jason Pernick, Vice-Chairperson called the meeting to order at 7:00 p.m. at the Commerce Township Library.

**ROLL CALL:**

**Present:** Barbara Garbutt, Chairperson arrived at 7:05 p.m.  
Jason Pernick, Vice-Chairperson  
Barry Hiscox  
Judy Sternberg  
Thomas Zoner

**Absent:** Shane Lakner  
Betsy LaFond

**Also Present:** Connie Jo Ozinga, Library Director

**APPROVAL OF AGENDA**

**MOTION** by Zoner, supported by Sternberg, to approve the June 24, 2015 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES**

**MOTION** by Zoner, supported by Sternberg, to approve the Library Advisory Board Meeting Minutes of May 27, 2015, as submitted. **MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS**

Library Director Ozinga stated she received a phone call from a resident who said he has a rotary phone and cannot access the library's phone system because it is automated. She gave him a direct phone number to call.

**CORRESPONDENCE**

None

**FINANCIAL REPORT:**

No action taken

**DIRECTOR'S REPORT**

Library Director Ozinga -

**Community Concerts** - The first community concert went well. Many children's books, some adult books and much candy was given away. Remaining community concert dates are July 10 and July 24, 2015. Library director

**Summer Reading Club** - Summer Reading Club has kicked off. The theme is Superheroes. Participating kids get a superhero card to personalize. Look toward the administration door of the library to see the staff superhero wall.

**MLA Conference** - The Michigan Library Association (MLA) Conference will be held in Novi, Michigan on October 28, 29, and 30, 2015. The website is [www.mla.org](http://www.mla.org). There are programs of interest for trustees on both Wednesday and Thursday. Exhibits are also open on Wednesday and Thursday. Let me know if you would like to be registered for all or part of the conference.

**NEW BUSINESS**

None

**OLD BUSINESS**

**a. New Library**

Director Ozinga - Blueprints are in process and Chuck Kummer, Construction Manager expects to bid out the foundation before the end of June 2015. Supervisor Zoner is concerned with the engineer's cost estimates for the entry road and what impact that will have on the total budget.

Supervisor Zoner – gave a presentation on potential Tri-Party projects. He recommended to the Township Board to use the Tri-Party money (Road Improvement Fund) for a right hand passing left hand turn lane at the entranceway to the library. The Township Board does not want to use Tri-Party money for the library but wants to set it aside for another year and a different project. He is asking the Library Advisory Board to review the packet he handed out and if they believe the Tri-Party money should go towards this project, he would like a recommendation to the Township Board.

**OLD BUSINESS (New Library continued)**

Garbutt is in favor of option #2 of the packet due to safety issues.

Hiscox - If the Library was built further to the East (per Hiscox recommended preference) then the access road from Commerce Road would be shorter and the need to relocate the pavilion should be alleviated, representing an estimated saving in cost of at least \$140K and allaying some of the expressed concerns of the Township Supervisor about engineering costs and the pressure they could put upon the available budget for building the actual library.

**TOWNSHIP BOARD REMARKS**

Supervisor Zoner – Stated that Besty LaFond was nominated to the Library Advisory Board during the last Township Board Meeting. He believes the attendance of Ms. LaFond at the meeting and the letter of support submitted by Jason Pernick was helpful toward the Township Board’s decision.

**RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

None

**OTHER MATTERS**

Hiscox – His recommendation is to invite the Township Board Trustees to the library to meet the staff and view the operation of the library.

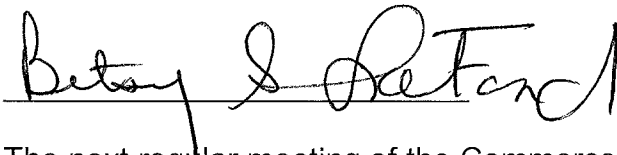
Pernick – Questioned why the gazebo was taped off with caution tape. Library Director answered the floors were rotted out.

Garbutt – Stated she noticed that more and more people are attending the Concert in the Park.

**ADJOURNMENT**

**MOTION** by Sternberg, supported by Hiscox, to adjourn the meeting at 7:49 p.m.

**MOTION CARRIED UNANIMOUSLY**



The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday July 22, 2015.



## Commerce Township Community Library

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2869 N. Pontiac Trail  
Commerce Township, Michigan 48390  
Phone: 248-669-8108 / Fax: 248-669-3247  
Internet: [www.commercelibrary.info](http://www.commercelibrary.info)

### Summer Reading 2015

Total registration for the Youth & Teen Department's 2015 Summer Reading Program was 455. This broke down in the following way:

Youth (Preschool - grade 5)	380
Teen (grades 6 - 12)	75

The summer's total enrollment showed an 11% decrease over enrollment in 2014 (513 kids).

Out of 455 children enrolled in Summer Reading, 34% (154 kids) completed the program. This is a 26% decrease in the number of children completing the program over 2014 (208 kids). This year's finishers broke down in the following way:

Youth (Preschool - grade 5)	33% completed (125 kids)
Teen (grades 6-12)	29% completed (29 teens)

The Youth registration decreased by 13% over 2014 (436 kids), and the completion rate decreased 35% from 2014 (192 kids) to 2015 (125 kids). The Teen registration rate also dropped by 3% over 2014 (77 teens), however the completion rate for teens in 2015 (29 teens) had an 81% increase when compared to 2014 (16 teens). I am very pleased that we achieved the goal to increase the number of teens completing the program this year.

We offered 80 programs during June, July and August in 2015, which is a 33% increase over the total number of programs offered in 2014 (60). Attendance at programs offered in June, July and August 2015 totaled 4,107 people, which is just a smidge over 2014's summer program attendance of 4,072 people. Teen program attendance decreased by 12% this year, from 530 in 2014 to 469 in 2015. This year we averaged 51 people for each program, while in 2014 we had an average of 68 people for each program.

Summer reading registration and program attendance declined this summer at several area libraries in addition to CTCL. Some librarians have attributed this decline to a stronger economy and families being able to travel more or participate in programs or events that cost money. I am very pleased with how well the summer programs offered by library staff have gone this year. The families attending the programs wanted to be there and participated in the program fully, rather than previous summers where parents wanted their kids entertained by us, whether the program was age- or developmentally- appropriate for their child or not. We reworked the summer reading program guidelines to make accumulating points (and prizes) easier for patrons, which worked well. All in all, this was a successful summer programming season, even with a decline in registration and attendance.

Respectfully submitted,

Abigail Daniels  
Youth & Teen Services Manager

Review  
**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
Wednesday, May 27, 2015  
2869 N. Pontiac Trail  
Commerce Township, Michigan 48390**

**CALL TO ORDER:** Barbara Garbutt, Chairperson called the meeting to order at 7:00 p.m. at the Commerce Township Library.

**ROLL CALL:**

**Present:** Barbara Garbutt, Chairperson  
Barry Hiscox  
Betsy LaFond  
Shane Lakner  
Judy Sternberg  
Thomas Zoner

**Absent:** Jason Pernick, Vice-Chairperson

**Also Present:** Connie Jo Ozinga, Library Director  
David Law

**APPROVAL OF AGENDA**

**MOTION** by Sternberg, supported by Lakner, to approve the May 27, 2015 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES**

**MOTION** by LaFond, supported by Lakner, to approve the Library Advisory Board Meeting Minutes of April 22, 2015, as submitted. **MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS**

None

**CORRESPONDENCE**

None

**FINANCIAL REPORT:**

Revenue and Expenditure Report ending 12-31-2014

**DIRECTOR'S REPORT**

Library Director Ozinga -

**a. Community Concerts**

Community concert dates are June 19, July 10, and July 24, 2015. We will be doing a library booth again, in partnership with the Friends of the Library. We will be giving away children's scholastic book packages.

**b. Summer Reading Club**

Summer Reading Club kicks off in June. The theme this year is Superheroes. Teen and Youth Program calendars are available.

Program registration opens two weeks prior to the program date. The first week of registration for some popular guest artist programs is reserved and restricted for Commerce Township library card holders. Non-residents may register for these programs during the second week of registration

Ten Year Anniversary - We have a "soft" celebration going on. Friends of the Library President Pat Hillebrand did a really nice display in the lobby case. You can sign a giant birthday card. If you know any children that have the same birthday we do, May 31, 2005, we have a birthday gift for them.

The Rotary Carnival will be held on June 4 through 7, 2015.

The Friends of the Library sale made approximately \$4,700.00. Their budget is now over \$40,000.00.

Michigan Activity Pass – There is a link on the Township's webpage: [www.commercelibrary.info](http://www.commercelibrary.info) to print out free Michigan activities passes.

**NEW BUSINESS**

None

**OLD BUSINESS**

**a. New Library**

Director Ozinga - This is a somewhat quiet time as we wait for the process of turning floor plans and drawings into blueprints and specifications.

Supervisor Zoner - Passed out site plans to Board members for their review.

Discussion took place on the following:

- Entranceway was moved further toward the south which will create more open park space.
- Heating units.
- Space inside of the building.

The architects are contemplating how to move the pavilion which was donated and constructed by an Eagle Scout. Moving the pavilion could cost approximately \$50,000.00.

The bridge will not be expanded at this time.

Chairperson Garbutt – The park will be a fantastic site if it can be developed the way the Parks Committee envisions it.

**TOWNSHIP BOARD REMARKS**

Supervisor Zoner – The Township Board discussed if additional police officers are needed in the Township. He feels there is no need for additional officers at this time, until a new station is built. The Township currently has 32 police officers, 16 full time firefighters, 1 Fire Marshal and 1 Fire Chief.

The Township offices are in need of 2 additional full time employees.

Kathleen Jackson, Township Planner and Director of the DDA resigned.

The Parks and Recreation Committee is working on the Master Plan.

Supervisor Zoner made a recommendation to the Township Board to reappoint Besty LaFond to the Library Advisory Board. The Township Board tabled the reappointment because she was not in attendance at the meeting and they had a few questions to ask her. He stated this will be on the agenda for the next Township Board meeting and recommends that Ms. LaFond attend the meeting.



**TOWNSHIP BOARD REMARKS (continued)**

Jason Pernick wrote a nice letter to the Township Board supporting Ms. LaFond's reappointment.

**RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

None

**OTHER MATTERS**

Chairperson Garbutt – A Scout Troop will plant foliage for butterflies and bees on the north side of Wise Road at Dodge Park #5. Stakes will be in place outlining a small parking lot for the nature site.

David Law was in attendance to thank the Library Advisory Board for allowing him to serve as a Board member. He had to resign from the Library Advisory Board because of his appointment as a Judge of the 52<sup>nd</sup> 1<sup>st</sup> Division District Court. He stated he will always support the Library Advisory Board. The Library Advisory Board members expressed their appreciation to Mr. Law and thanked him for his service and stated he will be missed. Mr. Law invited Board members to his investiture on Wednesday, June 17, 2015 at Catholic Central High School in Novi, Michigan at 6:00 p.m.

Supervisor Zoner asked the Board to review their goals and objectives. Chairperson Garbutt is attentive to promoting the new library building. Hiscox would like to see what type of services the community would like the library to supply. Lakner stated they can focus on marketing the new library now that plans are being finalized. Supervisor Zoner suggested they may want to contact the Friends of the Library to see if they would be interested in supplying flyers to promote the library.

**ADJOURNMENT**

**MOTION** by Sternberg, supported by Lakner, to adjourn the meeting at 8:05 p.m.  
**MOTION CARRIED UNANIMOUSLY**

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The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday June 27, 2015.

Commerce Township Community Library

**April 2015 Statistics**

Circulation

(Includes all items owned by Commerce that circulated)

	<b>Adult</b>	<b>Children</b>	<b>Total</b>
Books	5587	7345	12932
Audio	1720	376	2096
Video	3608	1679	5287
Melcat Interloans	47		47
State Park Pass	0		0
<b>Total</b>	<b>10962</b>	<b>9400</b>	<b>20362</b>

ALL ITEMS CHECKED OUT BY COMMERCE	20198
Total COMM Items Checked out at TLN libraries (SYSTEM WIDE)	20362
TOTAL ITEMS SENT TO OTHER LIBRARIES	3424
GRAND TOTAL (all items handled by COMM)	23622

Downloadables

Axis 360	28	
One Click Digital	49	
Freegal	958	
OverDrive e-books and e-audio	2,387	
Tumblebooks	71	
Zinio Magazines	269	
	3,762	27,384

Items Checked out at Self Check	8615
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Visitors to the library

Visitors	11699
Days Open	29
Daily Average	403

	<b>Adult</b>	<b>Teen</b>	<b>Children</b>	<b>Total</b>
Public Computer Sessions	1371	98	197	1666

WiFi Sessions	840
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**DATABASES COUNTS**

(sessions/downloads)

Ancestry Library Edition	6
Consumer Reports	33
Gale Biography in Context	2
Gale Virtual Reference Library	5
Grolier Online	7

Mango Lanugages	59
National Geographic Archives	2
Novelist	5
Reference USA	24
Tutor.Com	10

**SERVICE DESK COUNTS**

	<b>Computer</b>	<b>Directional</b>	<b>Lib-Usage</b>	<b>Reference</b>	
Adult	1,218	296	756	2,234	4,504
Youth	566	48	461	2,815	3890
Circ	1	48	1,250	0	1299
	1,785	392	2467	5,049	9693



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Library Director's Report  
June 2015

### **Community Concerts**

The first community concert went well. Many children's books, some adult books and much candy was given away. Remaining community concert dates are July 10 and July 24.

### **Summer Reading Club**

Summer Reading Club has kicked off. Theme this year is Superheroes. Participating kids get a superhero card to personalize, you will see them as you come through the hallway. Look toward the administration door to see the staff superhero wall.

SRC means the library is full of kids, and will be full of kids until the end of July when it suddenly gets quiet again.

### **Building**

Blueprints are in process and Chuck expects to bid out the foundations before the end of June. Mr. Zoner is concerned with the engineers cost estimates for the entry road and what impact that will have on the total budget. More information at meeting.

### **MLA Conference**

MLA Conference is in Novi October 28, 29, 30. The program is out at [mla.org](http://mla.org). I see programs of interest to trustees on both Wednesday and Thursday. Exhibits are also open on Wednesday and Thursday. Let me know if you would like to be registered for all or part of the conference.