

**Commerce Township Community Library
2869 N. Pontiac Trail
Regular Library Advisory Board Meeting
Wednesday, December 9, 2015, 7:00PM**

ITEM 1 – Approval of Agenda

ITEM 2 – Approval of minutes

ITEM 3 – Public Comments

ITEM 4 – Correspondence

ITEM 5 – Financial Report

ITEM 6 – Director's Report

- a. Web Page Redo
- b. 2016 budget

ITEM 8 – New Business

- a. 2016 millage election

ITEM 9 - Old Business

- a. New library
- b. Flag Banners

ITEM 10 - Township Board Remarks

ITEM 11 – Recommendations to the Township Board of Trustees

ITEM 12 – Other Matters

ITEM 13 – Adjournment

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, January 27, 2016

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, December 9, 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
Jason Pernick, Vice-Chairperson
Barry Hiscox
Betsy LaFond
Judy Sternberg
Thomas Zoner

Absent: Shane Lakner (excused)

Also Present: Connie Jo Ozinga, Library Director

APPROVAL OF AGENDA

MOTION by Zoner, supported by Sternberg, to approve the December 9, 2015 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

APPROVAL OF MINUTES

MOTION by LaFond, supported by Sternberg, to approve the Library Advisory Board Meeting Minutes of October 28, 2015, with a correction to page 3 Other Matters 2nd paragraph first sentence change "Lafond" to ***LaFond***, replace "communities" to "***libraries***" and on page 5 add "***of***" between the words "type" and "banner".

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

None

CORRESPONDENCE

None

FINANCIAL REPORT:

Library Director Ozinga reviewed the Revenue and Expenditure Report for the period ending 11/30/2015 and stated that 72.3% of the budget had been expended for the year.

DIRECTOR'S REPORT

A. Web Page Redo

The new version of the web page is up and running. Content and connections are pretty much the same, this was all about appearance and usability.

B. 2016 Budget

The Township Board approved the 2016 personnel budget at the original submitted amount.

Other items

Commerce Township residents—Subscribe to our *Get in Line* Service and be among the first to know when new books by your favorite authors are released. You select from the list which authors you would like hold(s) on, and library staff will automatically place the hold(s) for you and you'll be notified when items are ready for pickup!

Every Wednesday in January, 2016

Learn to download free eBooks, audio books, magazines, movies, etc. to a Kindle, Sony, iPad, Nook or other electronic device. You provide your own device and cords for assistance. Must have valid Commerce Library card.

Saturday, January 16, 1:00 pm

Shannon Janeczek is a copywriter, editor and proofreader at a large publishing company and knows the ins and outs of the publishing industry. Learn the various production steps that are necessary to get your book into the right hands and learn firsthand how to get your work published!

Saturday January 30 and February 20, 2016

Saturday Matinee

Stay tuned for the movie announcement.

DIRECTOR'S REPORT (Other Items continued)

Tuesday, March 15, 2015 at 6:30 p.m.

The Great Detroit

Take a look at the positive side of Detroit with the new documentary *The Great Detroit: It was...It is...It will be.* This film examines a little of everything, from Detroit's rich history, to Henry Ford, Motown, UAW, arts, education, business and so much more. Then join director Anthony Brogdon in discussing Detroit and its past, present and future. The documentary will be available for purchase and signing.

Saturday, March 19, 2016 2:00 p.m.

The Great Foodini, Renee Chodkowski brings us "Food of the Apocalypse" as part of the 2015-2016 Great Michigan Read Program. Renee will provide food samples and discuss how we would eat to survive in Michigan when the grocery stores have all disappeared. Renee has appeared on Good Morning America, on Master Chef with Gordon Ramsay and as a featured contestant on the Kraft Real Women of Philadelphia Cream Cheese Cooking Contest with Paula Deen. All ages.

Saturday, April 23, 2016 2:00 p.m.

The Life of Civil War Soldier, An afternoon of history come alive as historian/teacher, and civil war reenactor Timothy Puzella presents the life of a Civil War soldier. He will come in costume and talk about food, equipment, weaponry and what soldiers did when they were not fighting. All ages.

TLN handles our e-rate discount application. We have just been notified that we are receiving \$4,353.63 for 2014.

There are more roof leaks in the library building.

There is a new outside trash can just before the first parking space as you enter the parking lot.

Youth Services Manager Abby Daniels submitted a brief report regarding the youth department's ongoing outreach program.

NEW BUSINESS

A. 2016 Millage Election

Last Friday's mailing included the proposed language for the millage renewal ballot. You need to approve the language and refer to the Township Board for their approval. There is both an August and a November election in 2016.

NEW BUSINESS (2016 Millage Election continued)

Discussion took place on how many years the millage renewal should be (8, 10 or 12 years). Supervisor Zoner stated that since there is no history on the new library building the Township could encounter unexpected costs. Supervisor Zoner recommends an 8 year millage renewal to get a better reading on costs associated with the library.

MOTION by Pernick, supported by LaFond, to recommend to the Township Board of Trustees approval of the Resolution of the Township Board of the Charter Township of Commerce Authorizing Library 8 year Millage Renewal Ballot Language.

MOTION CARRIED UNANIMOUSLY

OLD BUSINESS

A. New Library

The steel beams will start going up by December 14, 2015.

B. Flag Banners

Director Ozinga - Last month you asked me to look into banners that could go on the hillside between S. Commerce Road and the construction site. The banners you described are generally known as feather banners. I would like them to say something like "Your new Library 2017" but am looking for some help with the art/graphics. And I am not convinced the beginning of winter is the best time to install these. Discussion took place and the Board agreed the banners will be installed in the spring of 2016.

TOWNSHIP BOARD REMARKS

Supervisor Zoner stated the Township is working on the acquisition of a portion of Coe Railroad for a trail way.

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

OTHER MATTERS

None

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ADJOURNMENT

MOTION by Sternberg, supported by Pernick, to adjourn the meeting at 7:44 p.m.

MOTION CARRIED UNANIMOUSLY

Betsy Oxford

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday January 27, 2016.

Review
**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING**
Wednesday, October 28, 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
Jason Pernick, Vice-Chairperson
Barry Hiscox
Betsy LaFond
Judy Sternberg
Shane Lakner
Thomas Zoner

Also Present: Connie Jo Ozinga, Library Director

APPROVAL OF AGENDA

MOTION by Zoner, supported by Sternberg, to approve the October 28, 2015 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

APPROVAL OF MINUTES

MOTION by Sternberg, supported by Lakner, to approve the Library Advisory Board Meeting Minutes of September 23, 2015, with a correction to page 2 Director's Report B. first sentence change "on" to "in"; C. second paragraph first sentence add "like" after "look". **MOTION CARRIED UNANIMOUSLY**

PUBLIC COMMENTS

None

CORRESPONDENCE

None

FINANCIAL REPORT:

Library Director Ozinga reviewed the Revenue and Expenditure Report for the period ending 9/30/2015 and stated that 66% of the budget had been expended.

DIRECTOR'S REPORT

A. Web Page Redo

Still in progress. The web page should be complete in approximately two weeks. The eBooks will be viewed in a catalog format.

B. 2016 Budget

This is on the Township Board agenda at their special meeting the night before the LAB meeting.

The 5 year budget projection for the library is complete. The budget for the current year is \$1,418,567.00. The budget projection for next year is \$1,495,000.00.

NEW BUSINESS

A. 2016 LAB Meeting Dates

Meetings are held on the 4th Wednesday of the month at 7 p.m. unless otherwise noted.

January 27
February 24
March 23
April 27
May 25
June 22
July 27
August 24
September 28
October 19 (Third Wednesday due to MLA Conference)
December 7 (combined November/December)

MLA Conference October 26 to 28, 2016

B. 2016 Holiday Closings

New Year's Day Friday, January 1, 2016
Martin Luther King Day Monday, January 18, 2016
President's Day Monday, February 15, 2016

NEW BUSINESS (2016 Holiday Closings continued)

Easter Sunday Sunday, March 27, 2016
Memorial Day Sunday, May 29, 2016
Memorial Day Monday, May 30, 2016
Independence Day Sunday, July 3, 2016
Independence Day Monday, July 4, 2016
Labor Day Sunday, September 4, 2016
Labor Day Monday, September 5, 2016
Veteran's Day Friday, November 11, 2016
Thanksgiving Day before Wednesday November 23, 2016 5 p.m. close
Thanksgiving Thursday, November 24, 2016
Thanksgiving Friday, November 25, 2016
Christmas Eve Friday, December 23, 2016
Christmas Saturday, December 24, 2016
Christmas Sunday, December 25, 2016
Christmas Monday, December 26, 2016
New Year's Eve Friday, December 30, 2016
New Year's Eve Saturday, December 31, 2016
New Year's Day Sunday, January 1, 2017
New Year's Day (paid holiday) Monday January 2, 2017

Easter Sunday, Memorial Day Sunday, Independence Day Sunday and Labor Day Sunday are closed days. They are not paid holidays. No employees are scheduled to work those days.

OLD BUSINESS

New Library Chuck Kummer Update

Bid package #1 for the steel foundation, etc. came in \$150,000.00 under budget. Bid package #2 also came in \$150,000.00 under budget. Because of the bids coming in under budget, this leaves a good contingency heading into construction. They removed trees that were in the way of constructing the building. They have identified trees they would like to save. They will add approximately \$40,000.00 of fill to the marshy area on the east side of the site. The foundation is complete. Utilities are being installed and installation had begun on the water main. Steel erection will begin around December 7, 2015 and will take approximately 5 weeks to complete. After that, steel studs around the building will be installed. The trusses on the atrium areas should be installed around March 10, 2016. The tentative completion date is set for some time in March 2017.

They were able to save the Boy Scout shelter by moving it to another area of the site.

OLD BUSINESS (New Library Chuck Kummer Update)

Supervisor Zoner – Advised the LAB that vapor barrier for the roof is estimated to be \$165,000.00. Normally vapor barrier is used for areas that have pools, gymnasiums and kitchens. Because of the high cost, he will research if vapor barrier is necessary for the library building and report his findings back to the LAB.

TOWNSHIP BOARD REMARKS

Supervisor Zoner advised the LAB of the old Coe Railroad that was purchased by a company. Commerce Township has been working on grants to extend the trail systems. This is the span between Commerce Township, Walled Lake and the City of Wixom. The company that purchased Coe Railroad committed to build a 3.5 million dollar crossing bridge. They are currently working on plans and will send the township pictures of other bridge crossings for their review.

The 2016 Township Budget was approved.

A new Township Planner was hired.

The Parks and Recreation Committee is receiving requests from residents to construct pathways throughout the community. It is estimated to cost \$1,000,000.00 for one mile of a pathway. Currently, the township has 6 miles of crushed asphalt pathways in the DDA area and 5 miles around the Richardson Center.

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

OTHER MATTERS

MLA Conference – Chairperson Garbutt attended sessions discussing millage and will attend additional sessions on October 29, 2015. She will bring back literature for the LAB's review. Director Ozinga is in the process of discussing millage language with the Township Attorney.

Lafond – Was surprised to see surrounding communities listed as supporters in the 6th Annual Jewish Book Fair flyer. Director Ozinga has an issue with local government supporting charities. Supervisor Zoner believes the Township Board would agree with Director Ozinga.

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OTHER MATTERS (continued)

Supervisor Zoner – Made a suggestion to place some type banner on the corner of South Commerce and Commerce Road announcing the grand opening of the Library in 2017.

ADJOURNMENT

MOTION by Lakner, supported by Sternberg, to adjourn the meeting at 8:03 p.m.

MOTION CARRIED UNANIMOUSLY

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday December 9, 2015.

PERIOD ENDING 11/30/2015

COUNT DESCRIPTION	2015	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
	AMENDED	11/30/2015	ONTH 11/30/2015	BALANCE	
	BUDGET RMAL	(ABNORMAL)	EASE (DECREASE) RMAL	(ABNORMAL)	
Fund 271 - LIBRARY FUND					
Revenues					
Dept 000-GENERAL					
403.000 VOTED MILLAGE	1,591,462.00	1,528,849.02	0.00	62,612.98	96.07
403.001 MTT CHANGES	(3,000.00)	(271.38)	0.00	(2,728.62)	9.05
420.000 DELINQUENT PERSONAL PROPERTY TAXES	0.00	52,945.85	0.00	(52,945.85)	100.00
450.000 PENAL FINES	45,000.00	81,200.44	0.00	(36,200.44)	180.45
452.000 STATE AID	18,000.00	26,245.25	0.00	(8,245.25)	145.81
626.000 PHOTOCOPY FEES	2,000.00	1,730.39	60.85	269.61	86.52
656.000 FINES, FEES AND LOST BOOKS	26,000.00	18,420.17	1,122.38	7,579.83	70.85
664.000 INTEREST AND DIVIDENDS	20,000.00	45,503.26	753.42	(25,503.26)	227.52
675.000 LIBRARY DONATIONS	1,000.00	69.75	0.00	930.25	6.98
676.000 MISCELLANEOUS REVENUES	0.00	2.00	0.00	(2.00)	100.00
678.000 REIMBURSEMENTS	1,000.00	297.01	0.00	702.99	29.70
Total Dept 000-GENERAL	1,701,462.00	1,754,991.76	1,936.65	(53,529.76)	103.15
TOTAL Revenues	1,701,462.00	1,754,991.76	1,936.65	(53,529.76)	103.15
Expenditures					
Dept 000-GENERAL					
702.000 SALARIES/WAGES	599,997.00	498,547.04	39,351.25	101,449.96	83.09
703.000 BOARD FEES	4,000.00	3,462.00	0.00	538.00	86.55
708.000 PAYED TIME OFF PAYOUT	2,500.00	1,002.11	0.00	1,497.89	40.08
710.000 MEDICAL INSURANCE	88,128.00	53,058.60	5,259.52	35,069.40	60.21
711.000 DENTAL INSURANCE	6,500.00	5,408.51	481.84	1,091.49	83.21
712.000 PENSION CONTRIBUTION	56,238.00	48,642.92	4,701.76	7,595.08	86.49
713.000 LIFE INSURANCE	960.00	589.50	0.00	370.50	61.41
714.000 DISABILITY INSURANCE	5,170.00	3,076.80	0.00	2,093.20	59.51
715.000 SOCIAL SECURITY BENEFITS (FICA)	49,261.00	37,312.40	2,906.00	11,948.60	75.74
717.000 MEDICAL OPT OUT PAYMENTS	6,000.00	0.00	0.00	6,000.00	0.00
718.000 VISION INSURANCE	500.00	378.27	32.58	121.73	75.65
719.000 UNEMPLOYMENT COMPENSATION	0.00	2,184.05	0.00	(2,184.05)	100.00
726.000 SUPPLIES	13,000.00	11,737.17	1,271.09	1,262.83	90.29
727.000 POSTAGE	500.00	160.87	0.00	339.13	32.17
728.000 PRINTING	2,000.00	0.00	0.00	2,000.00	0.00
730.000 ADVERTISING	1,000.00	0.00	0.00	1,000.00	0.00
740.000 OPERATING SUPPLIES	19,000.00	7,523.56	382.36	11,476.44	39.60
741.000 GAS & OIL	600.00	232.55	0.00	367.45	38.76
800.000 NEWSLETTER EXPENSE	1,000.00	0.00	0.00	1,000.00	0.00
801.000 PROFESSIONAL SERVICES	1,000.00	440.00	0.00	560.00	44.00
802.000 CONSULTANT FEES	1,000.00	0.00	0.00	1,000.00	0.00
805.000 ADMINISTRATIVE TO GENERAL FUND	30,613.00	30,613.00	0.00	0.00	100.00
808.000 COLLECTION SERVICES	4,000.00	1,244.05	0.00	2,755.95	31.10
818.000 CONTRACTURAL SERVICES	20,000.00	20,030.00	1,875.00	(30.00)	100.15
820.000 DUES, SUBSCRIPTIONS, MEETINGS	3,000.00	2,477.00	294.00	523.00	82.57
850.000 TELEPHONE SERVICE	8,000.00	7,666.48	59.77	333.52	95.83
910.000 INSURANCE	12,000.00	16,120.76	0.00	(4,120.76)	134.34
920.000 ELECTRIC SERVICE	42,000.00	29,651.92	2,156.37	12,348.08	70.60
921.000 HEATING SERVICE	18,000.00	7,421.01	336.60	10,578.99	41.23
922.000 WATER/SEWER FEES	8,000.00	6,146.88	2,072.42	1,853.12	76.84
923.000 ALARM EXPENSE	3,000.00	1,985.20	0.00	1,014.80	66.17
930.000 EQUIPMENT MAINTENANCE	12,000.00	1,487.22	150.30	10,512.78	12.39
932.000 BUILDING & GROUNDS MAINT	12,000.00	9,302.22	1,511.91	2,697.78	77.52
933.000 COMPUTER SERVICES	35,000.00	42,012.90	7,925.06	(7,012.90)	120.04
934.000 VEHICLE MAINTENANCE	500.00	10.79	0.00	489.21	2.16
957.000 PROGRAM EXPENSES	9,000.00	7,835.61	0.00	1,164.39	87.06
963.000 EDUCATION	8,000.00	2,704.68	0.00	5,295.32	33.81
964.000 REFUNDS	100.00	240.09	13.89	(140.09)	240.09
971.000 CONSTRUCTION COSTS	0.00	404,521.37	284,494.62	(404,521.37)	100.00
973.000 BOOKS AND MATERIALS	195,000.00	80,132.44	11,046.76	114,867.56	41.09
974.000 ELECTRONIC LIBRARY SYSTEM	50,000.00	36,208.62	17,442.04	13,791.38	72.42
975.000 ELECTRONIC DATABASES	90,000.00	49,839.74	1,209.60	40,160.26	55.38
Total Dept 000-GENERAL	1,418,567.00	1,431,408.33	384,974.74	(12,841.33)	100.91
TOTAL Expenditures	1,418,567.00	1,431,408.33	384,974.74	(12,841.33)	100.91
Fund 271 - LIBRARY FUND:					
TOTAL REVENUES	1,701,462.00	1,754,991.76	1,936.65	(53,529.76)	103.15
TOTAL EXPENDITURES	1,418,567.00	1,431,408.33	384,974.74	(12,841.33)	100.91
NET OF REVENUES & EXPENDITURES	282,895.00	323,583.43	(383,038.09)	(40,688.43)	114.38
BEG. FUND BALANCE	8,161,858.84	8,161,858.84			

PERIOD ENDING 11/30/2015

ACCOUNT DESCRIPTION	2015	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT	
	AMENDED	11/30/2015	MONTH 11/30/2015	BALANCE		
	BUDGET	RMAL	(ABNORMAL) EASE	(DECREASE) RMAL	(ABNORMAL)	USED
Fund 271 - LIBRARY FUND						
END FUND BALANCE		8,444,753.84		8,485,442.27		



Commerce Township Community Library

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

Library Director's Report December 2015

Web Page Redo

The new version of the web page is up and running. Content and connections are pretty much the same, this was all about appearance and usability. Take a look.

2016 Budget

The township board has approved the 2016 personnel budget at the original submitted amount.

Millage Election 2016

Last Friday's mailing included the proposed language for the millage renewal ballot. You need to approve the language and refer to the township board for their approval. There is both an August and a November election in 2016.

New library

The steel beams will start going up by December 14.

Flag Banners

Last month you asked me to look into banners that could go on the hillside between S. Commerce Road and the construction site. The banners you described are generally known as feather banners. I would like them to say something like Your new Library 2017, but am looking for some help with the art/graphics. And I am not convinced the beginning of winter is the best time to install these.

Other miscellaneous items

Our Get in Line program is being reorganized. The flyer was included in your previous mailing. Also included was a list of upcoming adult programs.

TLN handles our e-rate discount application. We have just been notified that we are receiving \$4,353.63 for 2014.

More roof leaks.

Do note our new outside trashcan, just before the first parking space as you enter the parking lot. My husband pointed out that dog walkers park there and had nowhere to drop their doggy bags when they got back to their car. So they would

leave them neatly on or next to the curb. They are now putting them in the newly available trash can.

I asked Youth Services Manager Abby Daniels to write a brief report regarding the youth department's ongoing outreach program. It is included in this packet.

**RESOLUTION OF THE TOWNSHIP BOARD
OF THE CHARTER TOWNSHIP OF COMMERCE
AUTHORIZING LIBRARY MILLAGE RENEWAL
BALLOT LANGUAGE**

At a regular meeting of the Township Board of the Charter Township of Commerce,
County of Oakland, Michigan held on _____, in the Township Hall at 7:00 p.m.

PRESENT: _____.

ABSENT: _____.

The following preamble and resolution were offered by _____ and
supported by _____.

WHEREAS, at an election held on November 2, 2004 voters approved the levy .7 mills
for a period of 12 years expiring with the December 2015 levy for the provision of library
services; and

WHEREAS, the Township board has determined that it is appropriate to place the
question of whether to renew this library millage (as reduced by the application of the Headlee
rollback) before the voters.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Township Board of the Charter Township hereby approves the following ballot language
and directs the Township Clerk to submit it to be placed on ballot for the _____
election:

I, the undersigned duly qualified Township Clerk of the Charter Township of Commerce, Oakland County, Michigan, do hereby certify the foregoing is a true and complete copy of the proceedings taken by the Township Board of the Charter Township of Commerce at a meeting held on _____

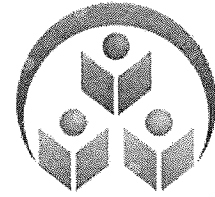
Vanessa Magner, Clerk
Charter Township of Commerce

Dated: _____



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Fill out this form, including your name, library card number and contact information and we will take care of the rest for you.

-----PLEASE PRINT-----

Your Name: _____

Library Card Number: **2909800** _____

Phone Number: _____

E-mail Address: _____

Select From the Following Authors:

Baldacci, David

Barr, Nevada

Bradford, Barbara Taylor

Brockmann, Suzanne

Brown, Sandra

Bushnell, Candace

Chevalier, Tracy

Child, Lee

Clancy, Tom

Clark, Mary Higgins

Coben, Harlan

Connelly, Michael

Cook, Robin

Cornwell, Patricia

Coulter, Catherine

Crusie, Jennifer

Cussler, Clive

Davidson, Diane Mott



(Please see other side for more authors.)

Deaver, Jeffrey

DeMille, Nelson

Deveraux, Jude

Evanovich, Janet(#series)

Fielding, Joy

Flynn, Vince

Follett, Ken

Gardner, Lisa

Gerritsen, Tess

Grafton, Sue

Graham, Heather

Griffin, W.E.B.

Grisham, John

Hannah, Kristin

Hilderbrand, Elin

Hoag, Tami

Hooper, Kay

Howard, Linda

Iles, Greg

Johansen, Iris

Karon, Jan

Kellerman, Jonathan

King, Stephen

Kinsella, Sophie

Koontz, Dean

Krentz, Jayne Ann

Macomber, Debbie

Margolin, Phillip

Martini, Steve

Meltzer, Brad

Michaels, Fern

Patterson, James

Peters, Elizabeth

Picoult, Jodi

Putney, Mary Jo

Quick, Amanda

Quindlen, Anna

Reichs, Kathy

Rice, Luanne

Robb, J.D.

Roberts, Nora

Sandford, John

Scottoline, Lisa

Sparks, Nicholas

Steel, Danielle

Thor, Brad

Turow, Scott

Weiner, Jennifer

Woods, Stuart





Commerce Township Community Library

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

Monday, November 30, 2015

To: Connie Ozinga, Director
From: Abigail Daniels, Youth & Teen Services Manager
Re: Outreach Update

In December 2012, the Youth Department hired a part-time librarian, Betsy Raczkowski, for programming and outreach duties. The department had been offering Outreach Services to organizations who contacted us (schools, Cub Scout troops, etc.), but now we had the opportunity to go out into the community and offer Outreach Services to preschools with whom we had not yet had contact. This endeavor began in the Spring of 2013. Outreach Services are reduced during June/July/August due to additional programs offered during the annual Summer Reading Program.

In 2013, Betsy made 42 visits to area preschools, and offered stories, fingerplays, songs, and action rhymes to 446 preschool children. In 2014, Betsy made 9 visits to area preschools (two additional visits were cancelled due to snow) and provided storytimes to 143 preschool children. Betsy left the employ of the Commerce Township Community Library in August of 2014.

In October of 2014, another part-time Youth Outreach & Programming Librarian, Trista Reno, was hired, and her position became full-time in 2015. Thus far in 2015, Trista has made 33 outreach visits to area preschools and provided Outreach Services to 760 preschool children. Two additional visits were cancelled due to illness. Trista has more visits scheduled in December, and I expect her total 2015 Preschool Outreach to exceed 800 children.

In addition to preschool visits, members of our department have visited elementary school classrooms, participated in school Literacy Nights and Kindergarten Orientation programs, participated in the Run With Attitude (2011 & 2012), participated in the 2014 Huron Valley Community Resource Night, conducted numerous tours of the library to area Cub Scout troops, and hosted preschool field trips. In 2013 and 2014 we held a Preschool Open House, offering parents a chance to come and talk with area preschool staff to explore the options available to their children, and we are in the process of partnering with the Wixom Public Library to hold another Preschool Open House on February 6, 2016.

Wednesdays in January, 2016

Did you or one of your family members receive a new Kindle, Sony, iPad, Nook or other electronic device for the holidays? Would you like to learn how to download FREE eBooks and audiobooks to that device? Drop in the library and learn how to put eBooks, magazines, movies etc on your devices from a variety of our free collections. Make sure to bring your own device and cords for assistance. Must have valid Commerce Library card. Every Wednesday in January, 2016

Saturday, January 16, 2016 1 pm
You Wrote a Book, Now What?

Are you an aspiring author looking to get your book published? If so, then this program is for you! Shannon Janeczek is a copywriter, editor and proofreader at a large publishing company and knows the ins and outs of the publishing industry. Learn the various production steps that are necessary to get your book into the right hands and learn first hand how to get your work published!

Saturday January 30, 2016
Saturday Matinee

Stay tuned for the movie announcement.

Saturday February 20, 2016
Saturday Matinee

Stay tuned for the movie announcement.

Tuesday, March 15, 2015 at 6:30 pm
The Great Detroit

Take a look at the positive side of Detroit with the new documentary *The Great Detroit: It was.. It is..It will be.* This film examines a little of everything, from Detroit's rich history, to Henry Ford, Motown, UAW, arts, education, business and so much more. Then join director Anthony Brogdon in discussing Detroit and its past, present and future. The documentary will be available for purchase and signing.

Saturday, March 19, 2016 2 pm
The Great Foodini

Join us as The Great Foodini (Renee Chodkowski) brings us "Food of the Apocalypse" as part of the 2015-2016 Great Michigan Read Program. Renee will provide food samples and discuss how we would eat to survive in Michigan when the grocery stores have all disappeared. Renee has appeared on Good Morning America, on Master Chef with Gordon Ramsay and as a featured contestant on the Kraft Real Women of Philadelphia Cream Cheese Cooking Contest with Paula Deen. Good for all ages.

Saturday, April 23, 2016 2 pm

The Life of Civil War Soldier

Join us for an afternoon of history come alive as historian/teacher, and civil war reenactor Timothy Puzella presents the life of a Civil War soldier. He'll come in costume and talk about food, equipment, weaponry and what soldiers did when they weren't fighting. For all ages.

Commerce Township Community Library
November 2015 Statistics

Circulation

(Includes all items owned by Commerce that circulated)

	Adult	Children	Total
Books	4769	6231	11000
Audio	1442	321	1763
Video	3145	1381	4526
Melcat Interloans	25		25
State Park Pass	0		0
Total	9381	7933	17314

ALL ITEMS CHECKED OUT BY COMMERCE	17521
Total COMM Items Checked out at TLN libraries (SYSTEM WIDE)	17314
TOTAL ITEMS SENT TO OTHER LIBRARIES	2892
GRAND TOTAL (all items handled by COMM)	20413

Downloadables

Axis 360	35	
One Click Digital	24	
Freegal	1022	
OverDrive e-books and e-audio	2,200	
Tumblebooks	58	
Zinio Magazines	232	
	3,571	23,984

Items Checked out at Self Check 7456

Visitors to the library

Visitors	10121
Days Open	27
Daily Average	375

	Adult	Teen	Children	Total
Public Computer Sessions	1088	133	123	1344

WiFi Sessions 879

DATABASES COUNTS

(sessions/downloads)

Ancestry Library Edition	20
Consumer Reports	39
Culture Grams	9
Gale Biography in Context	5
Gale Virtual Reference Library	2

Mango Lanugages	47
National Geographic Archives	0
Novelist	11
Reference USA	34
Tutor.Com	21

SERVICE DESK COUNTS

	Computer	Directional	Lib-Usage	Reference	
Adult	702	217	398	1,818	3,135
Youth	289	56	233	1,313	1891
Circ	1	18	633	0	652
	992	291	1264	3,131	5678

PROGRAMS

Youth Programs		
Story Time	15	385
Youth Programs	3	134
Teen programs	2	12
Outreach	5	99
		630
Adult Programs		
Book Club	2	13
ESL Groups	7	33
Programs	5	85
Outreach	1	5
		136