

**Commerce Township Community Library**  
**2869 N. Pontiac Trail**  
**Regular Library Advisory Board Meeting**  
**Wednesday, March 26, 2014 7:00PM**

ITEM 1 – Approval of Agenda

ITEM 2 – Approval of February minutes

ITEM 3 – Public Comments

ITEM 4 – Correspondence

ITEM 5 – Financial Report

ITEM 6 – Director's Report

- a. B and T Axis 360 ebook consortium
- b. More roof leaks
- c. Joint meeting with township board April 22

ITEM 8 – New Business

ITEM 9 - Old Business

- a. Internet filter settings
- b. Committees
- c. Interior signs

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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 April 23, 2014

CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
Wednesday, March 26, 2014  
2869 N. Pontiac Trail  
Commerce Township, Michigan 48390

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

**ROLL CALL:**

**Present:** Jason Pernick, Vice-Chairperson  
Barry Hiscox  
Betsy LaFond  
Shane Lakner  
Judy Sternberg

**Absent:** Barbara Garbutt, Chairperson  
David Law

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

**APPROVAL OF AGENDA**

**MOTION** by Sternberg, supported by Lakner, to approve the March 26, 2014 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES**

**MOTION** by Lakner, supported by Lafond, to approve the February 26, 2014 Library Advisory Board Meeting Minutes, with a correction to page 2, Director's Report, add: "***with the Library Advisory Board***" after "Joint Meeting". **MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS**

None

**CORRESPONDENCE**

None

**FINANCIAL REPORT:**

Director Ozinga reviewed the financial report with the Board.

**DIRECTOR'S REPORT**

National Library Week will be April 14, 2014. Currently working on ideas to promote the library.

Director Ozinga would like to send Elizabeth Norton to the ALA Children's Division Conference in Texas.

**MOTION** by LaFond, supported by Sternberg, to recommend approval to send Elizabeth Norton to the ALA Children's Division Conference in Texas.

**MOTION CARRIED UNANIMOUSLY**

**A. B and T Axis 360 eBook consortium**

Baker & Taylor (B and T Axis) is a digital media circulation company and is very user friendly. EBooks can be downloaded in EPUB or PDF formats, or in Blio, to serve a range of PCs, ereaders and mobile devices.

**B. More roof leaks**

We are still waiting for the roof leak to unfreeze.

**C. Joint meeting with Township Board April 22, 2014**

The Joint meeting between the Township Board of Trustees and the Library Advisory Board will be held at the Township Hall on April 22, 2014 at 7:00 p.m.

**NEW BUSINESS**

None

**OLD BUSINESS**

**a. Internet filter settings**

Director Ozinga –

Currently our internet filter is set to block sex and nudity on all youth and teen computers. It is the consensus of the staff at every level that is time to expand that filtering to cover the adult computers

As requested, the Township Attorney has provided a letter in support of filtering at the library. I have included that letter and a proposed change in the internet policy.

Policy - Director Ozinga is requesting the removal of the third paragraph in the Internet Use Policy.

Pernick – we need to take time to review the language in the policy and make changes, if necessary.

No action taken.

**b. Committees**

Director Ozinga -

One person has responded to my email about being a member of the Marketing Working Group.

**c. Interior Signs**

An estimate of \$1,500.00 - \$2,000.00 was received from SignGraphix, for interior signage at the library.

**Signs**

The original cost quoted by SignGraphix for new exterior signs was \$15,361. The revised quote is now \$15,706.

**TOWNSHIP BOARD REMARKS**

No report

**RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

None

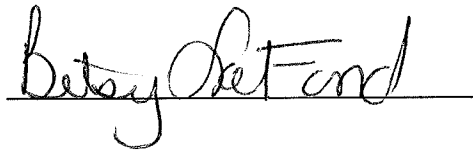
**OTHER MATTERS**

None

**ADJOURNMENT**

**MOTION** by Lakner, supported by Sternberg, to adjourn the meeting at 7:26 p.m.

**MOTION CARRIED UNANIMOUSLY**

A handwritten signature in cursive script, reading "Betsy DeFord", is written over a horizontal line.

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday April 23, 2014.

REVENUE AND EXPENDITURE REPORT FOR CHARTER TOWNSHIP OF COMMERCE  
 PERIOD ENDING 12/31/2013

GL NUMBER	DESCRIPTION	2013		YTD BALANCE		ACTIVITY FOR	AVAILABLE
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2013	12/31/2013		
<b>Fund 271 - LIBRARY FUND</b>							
<b>Revenues</b>							
Dept 000-GENERAL							
271-000-403.000	VOTED MILLAGE	1,525,897.00	1,525,897.00	1,513,953.65	0.00	0.00	11,903.35
271-000-403.001	MTT CHANGES	(10,000.00)	(10,000.00)	(7,342.01)	(775.34)	(775.34)	(2,657.99)
271-000-450.000	PENAL FINES	40,000.00	40,000.00	53,359.43	0.00	0.00	(13,369.42)
271-000-452.000	STATE AID	8,900.00	8,900.00	21,429.91	0.00	0.00	(12,529.91)
271-000-626.000	PHOTOCOPY FEES	2,000.00	2,000.00	2,098.00	83.10	83.10	(98.00)
271-000-656.000	FINES, FEES AND LOST BOOKS	22,000.00	22,000.00	31,573.85	2,271.13	2,271.13	(9,673.85)
271-000-664.000	INTEREST AND DIVIDENDS	22,000.00	22,000.00	32,561.54	2,352.31	2,352.31	(10,561.04)
271-000-675.000	LIBRARY DONATIONS	1,000.00	1,000.00	1,570.85	800.00	800.00	(670.85)
271-000-676.000	MISCELLANEOUS REVENUES	300.00	300.00	2.00	0.00	0.00	298.00
271-000-678.000	REIMBURSEMENTS	1,000.00	1,000.00	4,332.92	3,654.99	3,654.99	(3,332.92)
<b>Total Dept 000-GENERAL</b>		<b>1,613,097.00</b>	<b>1,613,097.00</b>	<b>1,653,789.63</b>	<b>8,425.23</b>	<b>8,425.23</b>	<b>(40,692.63)</b>
<b>TOTAL Revenues</b>							
		<b>1,613,097.00</b>	<b>1,613,097.00</b>	<b>1,653,789.63</b>	<b>8,425.23</b>	<b>8,425.23</b>	<b>(40,692.63)</b>
<b>Expenditures</b>							
Dept 000-GENERAL							
271-000-702.000	SALARIES/WAGES	546,496.00	546,496.00	553,896.12	41,182.80	41,182.80	(7,400.12)
271-000-703.000	BOARD FEES	4,000.00	4,000.00	3,850.00	0.00	0.00	400.00
271-000-708.000	PAYED TIME OFF PAYOUT	3,500.00	3,500.00	2,144.35	0.00	0.00	1,355.65
271-000-710.000	MEDICAL INSURANCE	89,300.00	89,300.00	57,647.46	(23,653.18)	(23,653.18)	31,652.54
271-000-711.000	DENTAL INSURANCE	6,070.00	6,070.00	4,577.99	409.87	409.87	1,492.01
271-000-712.000	PENSION CONTRIBUTION	50,096.00	50,096.00	54,100.21	8,349.38	8,349.38	(4,004.21)
271-000-713.000	LIFE INSURANCE	806.00	806.00	728.00	54.00	54.00	78.00
271-000-714.000	DISABILITY INSURANCE	4,857.00	4,857.00	4,254.70	289.36	289.36	632.30
271-000-715.000	SOCIAL SECURITY BENEFITS (FICA)	44,137.00	44,137.00	41,138.55	2,974.42	2,974.42	2,998.45
271-000-718.000	VISION INSURANCE	438.00	438.00	465.19	41.64	41.64	(27.19)
271-000-719.000	UNEMPLOYMENT COMPENSATION	8,500.00	8,500.00	3,850.21	0.00	0.00	4,899.79
271-000-726.000	SUPPLIES	12,000.00	12,000.00	10,953.74	1,489.93	1,489.93	1,006.26
271-000-727.000	POSTAGE	500.00	500.00	831.71	171.35	171.35	(331.71)
271-000-728.000	PRINTING	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
271-000-730.000	ADVERTISING	1,000.00	1,000.00	161.96	57.00	57.00	838.64
271-000-740.000	OPERATING SUPPLIES	19,000.00	19,000.00	17,174.05	2,374.10	2,374.10	1,825.95
271-000-741.000	GAS & OIL	500.00	500.00	455.65	50.11	50.11	44.35
271-000-801.000	PROFESSIONAL SERVICES	1,000.00	1,000.00	50.00	50.00	50.00	950.00
271-000-802.000	CONSULTANT FEES	25,000.00	25,000.00	20,943.04	8,074.21	8,074.21	4,156.96
271-000-808.000	COLLECTION SERVICES	0.00	0.00	5,289.15	751.80	751.80	(5,268.15)
271-000-818.000	CONTRACTURAL SERVICES	18,000.00	18,000.00	22,715.10	3,750.00	3,750.00	(4,715.10)
271-000-820.000	DUES, SUBSCRIPTIONS, MEETINGS	2,500.00	2,500.00	3,068.00	0.00	0.00	(566.00)
271-000-850.000	TELEPHONE SERVICE	2,000.00	2,000.00	5,832.00	749.34	749.34	(4,632.00)
271-000-910.000	INSURANCE	5,000.00	5,000.00	30,500.00	15,900.00	15,900.00	(25,900.00)
271-000-920.000	ELECTRIC SERVICE	41,000.00	41,000.00	41,585.57	2,688.76	2,688.76	(505.57)
271-000-921.000	HEATING SERVICE	18,000.00	18,000.00	8,587.01	1,549.19	1,549.19	9,412.99
271-000-922.000	WATER/SEWER FEES	8,000.00	8,000.00	7,911.55	0.00	0.00	88.45
271-000-923.000	ALARM EXPENSE	2,400.00	2,400.00	2,713.85	188.52	188.52	(313.85)
271-000-930.000	EQUIPMENT MAINTENANCE	10,000.00	10,000.00	17,413.25	660.60	660.60	(7,413.25)
271-000-932.000	BUILDING & GROUNDS MAINT	9,000.00	9,000.00	31,402.72	2,063.00	2,063.00	(22,402.72)
271-000-933.000	COMPUTER SERVICES	50,000.00	50,000.00	42,151.43	24,585.14	24,585.14	7,808.57
271-000-934.000	VEHICLE MAINTENANCE	500.00	500.00	518.13	0.00	0.00	(18.13)
271-000-957.000	PROGRAM EXPENSES	9,000.00	9,000.00	11,272.51	(367.23)	(367.23)	(2,272.51)
271-000-963.000	EDUCATION	8,000.00	8,000.00	7,675.40	284.72	284.72	324.58
271-000-964.000	REFUNDS	100.00	100.00	184.29	18.95	18.95	(94.29)
271-000-973.000	BOOKS AND MATERIALS	195,000.00	195,000.00	141,785.92	17,468.34	17,468.34	53,214.08

PERIOD ENDING 12/31/2013

GL NUMBER	DESCRIPTION	2013		YTD BALANCE 12/31/2013	ACTIVITY FOR MONTH 12/31/2013	AVAILABLE BALANCE
		ORIGINAL BUDGET	AMENDED BUDGET			
<b>Fund 271 - LIBRARY FUND</b>						
Expenditures						
271-000-974.000	ELECTRONIC LIBRARY SYSTEM	50,000.00	50,000.00	48,535.37	1,855.36	1,464.63
271-000-975.000	ELECTRONIC DATABASES	90,000.00	90,000.00	77,834.26	1,509.00	12,165.74
Total Dept 000-GENERAL		1,337,700.00	1,337,700.00	1,284,754.86	115,509.28	52,945.14
TOTAL Expenditures		1,337,700.00	1,337,700.00	1,284,754.86	115,509.28	52,945.14
<b>Fund 271 - LIBRARY FUND:</b>						
TOTAL REVENUES		1,613,097.00	1,613,097.00	1,653,789.63	8,425.23	(40,692.63)
TOTAL EXPENDITURES		1,337,700.00	1,337,700.00	1,284,754.86	115,509.28	52,945.14
NET OF REVENUES & EXPENDITURES		275,397.00	275,397.00	369,034.77	(107,084.05)	(93,637.77)
BEG. FUND BALANCE		7,283,715.54	7,283,715.54	7,283,715.54		
END FUND BALANCE		7,559,112.54	7,559,112.54	7,652,750.31		



## **Commerce Township Community Library**

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

Director's Report  
March 2014

### **Roof Leak**

We are still waiting for the roof leak to unfreeze.

### **SIGNS**

Original cost quoted for new exterior signs was \$15,361. Revised quote is now \$15,706.

I also asked the company doing the signs, SignGraphix, to give me an estimate on some basic interior signage.

### **Internet filter settings**

Currently our internet filter is set to block sex and nudity on all youth and teen computers. It is the consensus of the staff at every level that is time to expand that filtering to cover the adult computers

As requested the township attorney has provided a letter in support of filtering at the library. I have included that letter and a proposed change in the internet policy.

### **Long range plan and Marketing Committee**

One person has responded to my email about being a member of the marketing working group.



Internet Use Policy  
Commerce Township Community Library  
Approved 9/13/2005

The Commerce Township Community Library seeks to make a variety of sources of information, education and entertainment available to its patrons. One of the most prevalent sources in current use is the Internet. The Library offers high-speed access to the Internet. It is a format which strongly supports information-seeking activities at all levels, supplements formal educational efforts and provides a variety of entertainment functions.

Specifically, 'Internet use' is defined as electronically accessing the network of databases and websites which are external to those resources held by the Library. While access to The Library Network's (TLN) shared system is accomplished through Internet connection, such access is not included in this policy. In addition, Internet access may be 'filtered' or 'unfiltered'. Filtered access to the Internet is accomplished by the use of software, either at the computer or server level, which restricts access to certain types of information. Popularly, these restrictions include pornography, inappropriate language, hate speech and chat rooms. There are no perfect filters. With any filter it is possible that information which is intended to be blocked is not blocked, and that which is expected to be made available becomes filtered. The Library is not responsible for failures of the filtering software. Unfiltered access is that which involves no mediation at the computer or server level.

~~The Library provides three levels of filtering, based on the location of the computers. The adult public computers are unfiltered. Young adult public computers are filtered to remove the most objectionable speech. The children's computers are more highly filtered. Adults who wish to have filtered access to the Internet may indicate this to the library staff and use the computers normally reserved for the children or young adults.~~

The Library filters use of the Internet by all ages. Because the Library has determined that pornography is not appropriate for the library's collections, Adult, Teen and Youth computers are blocked for sex, nudity and pornography. Filtering of inappropriate materials on the Internet assists the library in providing a safe place for all ages.

Internet computers may be used by any library patron. Children under twelve years of age must use the computers in the children's section of the library. Patrons aged twelve to seventeen must use the young adult computers and adults are to use the computers in the adult area except when supervising a minor's use or as detailed above in regard to chosen filtering levels.

The Library has configured the computers to retain no user history, in an effort to protect the confidentiality of its patrons.

The establishment of sign-ups and time limits is at the Library's discretion, based on the pattern of usage of the public computers, and may range from no limits to a more restrictive usage within specific computer clusters.

While the Library will not regulate access to legal content via the Internet, it is

expected that the use of the Internet will fall within patron behavioral policy guidelines.

Printing from the public computers is available at ten cents per page. The print station will accept payment from a Commerce Township Community Library card or in cash. The print management software is designed to protect the privacy of the patron who wishes to print a document.

The Library will offer as much assistance as time permits to any patron who has questions or problems concerning the Internet, computers and printers.

If a patron wishes to request a change to the Library's Internet Use Policy, he or she should put this request in writing addressed to the Library Director. The Director will respond in kind with a decision and an explanation of action taken or not taken regarding the request. If the patron is not satisfied, he or she may appeal to the Library Advisory Board who will also respond to the patron with its decision. This may be appealed to the Commerce Township Board whose decision on a matter is final.

This policy, as well as any Library policy will be made available on the Library's website, or in print format upon request.

Commerce Township Community Library

**February 2014 Statistics**

Circulation

(Includes all items owned by Commerce that circulated)

	<b>Adult</b>	<b>Children</b>	<b>Total</b>
Books	5725	6867	12592
Audio	1696	249	1945
Video	4366	1504	5870
Melcat Interloans	100		100
State Park Pass	0		0
<b>Total</b>	<b>11887</b>	<b>8620</b>	<b>20507</b>

ALL ITEMS CHECKED OUT BY COMMERCE	19937
Total COMM Items Checked out at TLN libraries (SYSTEM WIDE)	20507
TOTAL ITEMS SENT TO OTHER LIBRARIES	3462
GRAND TOTAL (all items handled by COMM)	23399

Downloadables

FreeGal music	505	
Recorded Books e-audio	13	
Zinio Magazines	334	
OverDrive e-books and e-audio	1,840	
Indeflix Streaming video	38	
TumbleBooks Library	472	
	3,202	26,601

Items Checked out at Self Check 8518

Visitors to the library

Visitors	10154
Days Open	27
Daily Average	376

	<b>Adult</b>	<b>Teen</b>	<b>Children</b>	<b>Total</b>
Public Computer Sessions	1174	96	143	1413

WiFi Sessions 531

**DATABASES COUNTS**

*(sessions/downloads)*

Consumer Reports	3
Reference USA	26
Ancestry Library Edition	10
Grolier Online	52
Tutor.Com	35

Novelist	4
Gale Virtual Reference Library	9
Mango Lanugages	7
MorningStar Online	3
Gale Biography in Context	6
National Geographic Archives	1

**SERVICE DESK COUNTS**

	Computer	Directional Lib-Usage	Reference		
Adult	770	211	391	1,834	3,206
Youth	257	101	404	1,353	2115
Circ	0	6	531	0	537
	1,027	318	1326	3,187	5858

Program Counts

Category	Count	Value
Youth		
Story times	12	285
Programs	11	316
Outreach	3	45
	26	646

Category	Count	Value
Adult		
Book Clubs	3	18
Computer Classes	3	11
ESL Group	4	19
Programs	3	28
Outreach	4	12
	17	88



LAW OFFICES

**ADKISON, NEED & ALLEN**

PROFESSIONAL LIMITED LIABILITY COMPANY

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March 5, 2014

Via Electronic and First Class Mail

Connie Jo Ozinga  
Director  
Commerce Township Community Library  
2869 Pontiac Trail  
Commerce Township, Michigan 48390

**Re: Internet Filtering for Adult Users of Commerce Township Community Library**

Dear Ms. Ozinga:

You have asked whether the Commerce Township Community Library may activate internet filters on the Library computers intended for adult use. We have reviewed the relevant law on the subject and find that the Library may activate such filters.

As your February 19, 2014 correspondence to this office indicates, the United States Supreme Court considered this question within the context of its analysis of the constitutionality of the Children's Internet Protection Act ("CIPA") in *United States v. American Library Association, Inc.* 123 S.Ct. 2297 (2003) ("ALA"). In doing so, it determined the following:

- Public library internet service is neither a traditional nor designated public forum. *Id.* at 2304.
- Public libraries provide internet access for the same reasons they offer other library resources: to facilitate research, learning, and recreational pursuits by furnishing materials of requisite and appropriate quality. *Id.* at 2305.
- The internet is simply another method of making information available in a school or library. *Id.* at 2305.
- Most libraries already exclude pornography from their print collections because they deem it inappropriate for inclusion. A library's decision to treat online pornography should not be treated any differently. *Id.* at 2306.

It should be noted that, while CIPA permitted such filters to be disabled at the request of an adult, the plurality opinion in ALA did not hinge on the availability of disabling. Instead, it found libraries' rights to filter internet access to be analogous with their rights to select print material for their collections, and upheld the constitutionality of CIPA on that ground. It is worth noting that concurring opinions from Justices Kennedy and Breyer considered the competing interests of the parties and suggested that the right to have the filters disabled would be an appropriate consideration in an "as applied" challenge, but no such case has since been decided.

There is currently no federal or state law that would prohibit Commerce Township Community Library from adopting an internet policy that includes filtering content on the adult use computers; however, the court has left open the possibility of an as-applied challenge to overly broad or restrictive practices. I would accordingly recommend careful tailoring of any filtering policy to the specific interests it seeks to protect and articulation of those interests within a written and published policy.

If you have any questions or need any further information, please do not hesitate to contact my office.

Very truly yours,

ADKISON, NEED & ALLEN, P.L.L.C.

  
Linda S. Mayer

/jl  
cc Thomas K. Zoner (*Via Electronic and First Class Mail*)  
David Law (*Via Electronic and First Class Mail*)