

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
May 22, 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
Vanessa Magner, Township Board Trustee
Barry Hiscox
Shane Lakner
Donald Petersen

Absent: Jason Pernick, Vice Chairperson (excused)

Also Present: Alyson Lobert, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Magner, supported by Hiscox, to approve the May 22, 2024, Library Advisory Board Meeting Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION by LaFond, supported by Hiscox, to approve the Library Advisory Board Meeting Minutes of March 27, 2024 and April 30, 2024, as submitted. **MOTION CARRIED UNANIMOUSLY**

ITEM 3: CORRESPONDENCE

4/13/24 via comment card

I would like the library to consider making the "staff use" Ellison Die Machine and dies available to the public. Perhaps in the "Beyond Books" area. The Hamburg and other further libraries offer their machines to the public. I'd rather die cut local!

4/19/2024 via website contact form

Hello, I was just wondering why the Library does not carry "The No Load Fund Investor" newsletter any longer? I always enjoy looking at it for investing ideas and find it disappointing that it is not available any longer. I guess I will have to go to West Bloomfield or Bloomfield Township library to review. Thanks.

4/28/24 via comment card

I just wanted to say how much I love the appreciate this library, its staff and its grounds. It's such a gem! I wanted to know if you are considering gender neutral bathrooms? I am a trans, nonbinary person who would appreciate the option.

ITEM 3: CORRESPONDENCE (continued)

5/15/24 via comment card I was over the moon by the demonstration of the Forge makerspace. What a wonderful asset to the library. Shelby gave us a tour and is making a small barn for my grandson's fairy garden. Thank you!

ITEM 4: PUBLIC COMMENTS

None

ITEM 5: FINANCIAL REPORT

Library Director Lobert reviewed the Revenue and Expenditure Report for the period ending April 30, 2024 (33% of the 2024 budget was used).

ITEM 6: DIRECTORS REPORT

Library Director Lobert –

Circulation: Physical Collection

Circulation: April 2022 – 20,328
April 2023 – 21,509
April 2024 – 22,601

Circulation: Year to Date

2022 – 85,916
2023 – 88,670
2024 – 88,868

Circulation: Digital Collections

Overdrive (Libby App)

April 2022 – 4,422
April 2023 – 5,392
April 2024 – 6,966

Hoopla Instant Circulation

April 2022 – 1,017
April 2023 – 1,235
April 2024 – 1,486

Hoopla Instant Cost: Year to Date

2022 - \$8,138
2023 - \$10,427
2024 - \$13,360

ITEM 6: DIRECTORS REPORT (continued)

Highlights

Librarians have selected a new financial/investment database, Weiss Financial Ratings, to add to our digital collection. The database features unbiased, independent financial ratings and advisory information to empower consumers, professionals, and institutions in making informed decisions about banking, investments, and insurance. Try it out at tinyurl.com/CTCLweiss.

Another new offering to Commerce Township Community Library's financial and investment collection is the No-Load Mutual Fund Selections & Timing Newsletter, which is available for in-library use.

Commerce Library was closed on Wednesday, May 1 for our staff in-service day. It was a productive day featuring the staff retreat session of our strategic planning process, moderated by Amanda Standerfer of Fast Forward Libraries, followed by lunch and customer service training with Laurie Brown Communications.

The library's second sticker design contest is underway! Youth ages 3-18 are challenged to design a sticker to go along with our 2024 Summer Reading Theme: Adventures Begin at Your Library. The winning design from each age group (3-5, 6-8, 9-12, 13-15, & 16-18) will get printed as actual stickers and passed out at the library over the summer.

May programming at the library includes: Drop-In Spring Origami, LEGO club, multiple sessions of yoga and, on May 22, Age of Aquarius: a 60s and 70s tribute band that features the best of Bob Dylan, Peter, Paul & Mary, Beatles, Zombies, Mamas & Papas, and the Eagles.

Library Statistics:

Library Visits were up – 13,323
Database Usage was down – 1,377
Program Participants were up – 2,210
Imagination Library Participants were up – 892

Personnel

Employee Anniversaries:

Lauren Aquilina – 5 years
Julie Leslie – 5 years
Amy Cowley – 7 years

Professional Development:

All Staff – KnowBe4 Security Awareness
Marissa Boisclair – Michigan Youth Librarian Forum: Insights Exchange
Alexis Shirk - Booklist Spring Book Club Picks webinar

ITEM 6: DIRECTORS REPORT (continued)

Committee Participation:

Brannon McCullough – TLN Adult Services committee
Alyson Lobert - TLN Shared Automated System executive committee
Alyson Lobert - TLN Shared Automated System

Special Projects

Youth Librarian Mentorship: Marissa Boisclair spent a fun morning with Walled Lake Library's new youth librarian. Together, they presented Storytimes at Commerce Elementary. Afterwards, Marissa shared her insights and experiences with Ann, fostering collaboration between the two libraries. Ann is new to her youth librarian role and we value the opportunity to help a neighboring library and continue to grow our cooperation with the staff at Walled Lake Library.

Technology: Commerce Township Community Library's app is scheduled to debut on Monday, May 20. If all goes well, I will demonstrate it at the May 22, 2024 meeting of the Library Advisory Board. Thank you to the staff committee of Marissa Boisclair, Lauren Aquilina, and Anjelica Lyman for taking the lead on this project!

Marketing: Commerce Township resident James Grandstaff recently visited the library before we opened to the public and recorded a drone tour of the building. The tour video is now featured on the front page of the library's website. You can view the three-minute tour at tinyurl.com/CTCL-drone.

Upcoming

May 18-May 26, 2024: WLCSD K-12 Art Show
May 22, 2024, 4:30-7:30 pm: WLCSD K-12 Art Show reception
May 22, 2024, 7 pm: Library Advisory Board meeting
May 27, 2024: Memorial Day, Library closed
June 8, 2024: Summer Reading Kick-Off Event
June 19, 2024, 7 pm: Library Advisory Board meeting
July 4, 2024: Independence Day, Library closed
July 27-August 4, 2024: Early Voting at Library

Fines & Fees – We budgeted \$12,000 that would be received for fines and fees. We receive approximately \$8,000 per year for fines and fees (less than 1% of the library's budgeted revenue)

January – April 2024

Fines (overdue materials) – 69%
Lost items - 19%
Manual (damaged items/collections) - 12%

ITEM 7: OLD BUSINESS

None

ITEM 8: NEW BUSINESS

a. Substitute Librarian Job Description

Library Director Lobert -

Head of Information Services Trista Reno has prepared a draft substitute librarian job description for your review.

While Commerce Township Community Library has budgeted for a substitute librarian position in 2024, we do not have an approved job description. Trista and I envision utilizing the substitute librarians to help cover planned and unplanned staff absences for illness, family leave, vacation, and continuing education. Substitute librarians will also be scheduled to work select Sundays, where scheduled events indicate that staff would benefit from additional manpower.

This job description has been reviewed by Commerce Township's Finance/Human Resources Director Katelyn Massey and, upon your approval, would be presented to the Township Board of Trustees for consideration.

b. Library App Demonstration

Library Director Lobert gave a PowerPoint presentation of the library app.

ITEM 9: TOWNSHIP BOARD REMARKS

Vanessa Magner, Trustee, -

- 5 & Main residential apartments - SAD's for water, sewer and capital charges were approved. Continental Properties plan to break ground in June 2024, earthwork, water, and sewer are planned to be completed by late fall 2024. Construction of the clubhouse will take 14 months to complete followed by construction of the residential buildings.
- She decided not to run as a Trustee for the Township Board in the November 2024 election.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

MOTION by Magner, supported by LaFond, to recommend approval to the Township Board of Trustees, the job title for Substitute Librarian for the Commerce Township Community Library. **MOTION CARRIED UNANIMOUSLY**

ITEM 11: OTHER MATTERS

Director Lobert – There will be a zoom meeting with Amanda Standerfer, Fast Forward Libraries in June 2024 to review the rough draft of the Library's Strategic Plan. The draft will be presented to the Township Board of Trustees during their meeting in July 2024.

*Charter Township of Commerce Library
Advisory Board Meeting
May 22, 2024
Page 6 of 7*

ITEM 12: ADJOURNMENT

MOTION by LaFond, supported by Magner, to adjourn the meeting at 7:41 p.m.

MOTION CARRIED UNANIMOUSLY

*Charter Township of Commerce Library
Advisory Board Meeting
May 22, 2024
Page 7 of 7*


Betsy LaFond, Secretary

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, June 19, 2024, at the Commerce Township Community Library.