

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
October 23, 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  
Shane Lakner  
Donald Petersen

**Absent:** Vanessa Magner, Township Board Trustee (excused)

**Also Present:** Alyson Lobert, Library Director

The following students from Lakeland High School were present to observe the meeting:

Emery Collick  
Olivia Wells  
Ellie Bunting  
Lora Vucinaj  
Magdalena Rodriguez  
Alexandra Musca  
Annika Felnurme (sp?)  
Nolan Osterhart  
Gavin Fox  
Ayden McDonald

**ITEM 1: APPROVAL OF AGENDA**

**MOTION** by Lakner, supported by Hiscox, to approve the October 23, 2024, Library Advisory Board Meeting Agenda. **MOTION CARRIED UNANIMOUSLY**

**ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING**

**MOTION** by LaFond, supported by Lakner, to approve the Library Advisory Board Meeting Minutes of September 25, 2024, as submitted. **MOTION CARRIED UNANIMOUSLY**

**ITEM 3: CORRESPONDENCE**

10/9/24 via comment card

I would like to applaud the adult program coordinators. They put on very interesting and educational presentations! I come to a lot of them and thoroughly enjoy them. Thank you so much!

10/16/24 via comment card

Add wishlist to library app. This is available on the website.

**ITEM 5: FINANCIAL REPORT**

Library Director Lobert reviewed the Revenue and Expenditure Report for the period ending September 30, 2024 (We are 75% through the 2024 budget year).

**ITEM 6: DIRECTORS REPORT**

Library Director Lobert –

**Circulation: Physical Collection**

**Circulation:** September 2022 – 22,648  
September 2023 – 22,680  
September 2024 – 22,275

**Circulation: Year to Date**

2022 – 200,113  
2023 – 208,861  
2024 – 211,020

**Circulation: Digital Collections**

**Overdrive (Libby App)**

September 2022 – 4,381  
September 2023 – 5,884  
September 2024 – 6,999

**Hoopla Instant Circulation**

September 2022 – 988  
September 2023 – 1,167  
September 2024 – 1,644

**Hoopla Instant Cost: Year to Date**

2022 - \$19,240  
2023 - \$24,180  
2024 - \$31,294

**ITEM 6: DIRECTORS REPORT (continued)**

**Highlights**

**Marketing and Programs Manager Ashley Moran, who coordinates Imagination Library, shared a few kind emails we have recently received from participants.**

"I can't express my gratitude for the Dolly Parton Imagination books enough! We look forward to them every month. We have also gotten books that I probably would not have found on my own or that I wouldn't think my son would like, but he loves them! Not only does it help him learn; it helps him try new things and I'm so thankful for that! As a family we enjoy them immensely!"

"I just want to pass along a thank you regarding our community and participation with Imagination Library! My family just moved to the area and our last city wasn't a participant when I tried to sign up for my newborn (now 9-month-old) daughter. It's great to be in a city that connects us with enriching resources like this one!"

**Adult Services Librarian Jacob Szpytek and Youth Services Librarian Marissa Boisclair** recently hosted Classic K9s, which was sponsored by the Friends of the Commerce Township Community Library. Avalon of Commerce Township brought residents to attend the program, and patrons loved the event.

We received a lot of positive patron feedback in response to An Evening of Folk Music with Matt Watroba, hosted by **Adult Librarian Jacob Szpytek**, including:

"I just wanted to thank you for the wonderful concert with Matt Watroba. I have listened to him since the 90's when he had a radio show on WDET but have never seen him in person before. It was a moving, lovely hour. Another great event at the library!"

"Have attended a couple other programs and the staff is doing a great job finding interesting opportunities. Really enjoy the music programs."

**Library Statistics**

Library Visits were down – 9,921  
Database Usage was up – 72,39  
Program Participants were up – 2,056  
Imagination Library Participants were up – 917  
Checkouts @ Richardson Center Kiosk were up – 17  
Checkouts @ Avalon Kiosk were down – 5  
CTCL App Usage was up – 1,507

**ITEM 6: DIRECTORS REPORT (continued)**

**Personnel**

**Employee Anniversaries:**

Liz Wagner – 17 years

Alexis Shirk – 12 years

Laura Frost – 10 years

Kathy Burt – 8 years

**Professional Development:**

Trista Reno - Library of Michigan's Conversation Camp for Library Leaders Alexis Shirk - Booklist: Romance and Love Stories for All Ages (webinar), Random House Morning Book Buzz September (webinar), Niche Academy: Strengthening Your Communication Skills (webinar), NoveList: How Do You Make Great Audiobook Recommendations? (webinar), Prejudice: Responding to Prejudicial Comments from Customers (webinar) and Macmillan Winter 2025 Librarian Preview (webinar). All staff - Types of Unconscious Bias in the Workplace (KnowBe4 training). All librarian staff - monthly Information Services meeting

**Committee Participation:**

Alyson Lobert - TLN Shared Automated System user's group

Shelby Fox-Purrier-Rivera - MLA Makerspace Forum

Marissa Boisclair – MLA Spring Institute workgroup

Lauren Aquilina – MLA Mitten Award workgroup

**Notable**

**Friends Book Sale:** Congratulations to the Friends of the Commerce Township Community Library for raising over \$7,500 at the group's fall Book Sale!

**Upcoming**

October 25: Trail or Treat event, 6-8 pm

October 26-November 3, 2024: Early Voting at Library

November 11, 2024: Library closed

November 27, 2024: Library closes at 5 pm

November 28-29, 2024: Library closed

The Township Board of Trustees approved a Motion during their October 2024 meeting to allow artist Rhiannan Sibbald to paint a mural in the youth department of the library. The Friends of the Library generously offered to pay for the mural.

The library was closed on October 22, 2024 from 10:00 am to 3:00 pm for installation of the generator.

**ITEM 7: OLD BUSINESS**

None

**ITEM 8: NEW BUSINESS**

**a. 2025 Holiday Schedule**

New Year's Day	Wednesday, January 1, 2025
Martin Luther King Day	Monday, January 20, 2025
Presidents' Day	Monday, February 17, 2025
Easter Sunday	Sunday, April 20, 2025
Memorial Day	Monday, May 26, 2025
Independence Day	Friday, July 4, 2025 – Sunday, July 6, 2025
Labor Day	Monday, September 1, 2025
Columbus Day	Monday, October 13, 2025
Veterans Day	Tuesday, November 11, 2025
Thanksgiving Day before	Wednesday November 26, 2025 5 p.m. close
Thanksgiving	Thursday, November 27, 2025
Thanksgiving Friday	Friday, November 28, 2025
Christmas Eve	Wednesday, December 24, 2025
Christmas	Thursday, December 25, 2025
New Year's Eve	Wednesday, December 31, 2025
New Year's Day	Thursday, January 1, 2026

The following days are not paid staff holidays: Easter Sunday and the Wednesday evening before Thanksgiving. The library will be closed and no employees scheduled to work.

**b. 2025 LAB Meeting Schedule**

**REGULAR MEETINGS ARE HELD ON THE 4th WEDNESDAY OF EACH MONTH AT 7:00 P.M.**

**JANUARY**

Wednesday, January 24, 2025

**FEBRUARY**

Wednesday, February 28, 2025

**MARCH**

Wednesday, March 27, 2025

**APRIL**

Wednesday, April 24, 2025

**MAY**

Wednesday, May 22, 2025

**JUNE**

Wednesday, June 26, 2025

**JULY**

Wednesday, July 24, 2025

**AUGUST**

Wednesday, August 28, 2025

**SEPTEMBER**

Wednesday, September 25, 2025

**OCTOBER**

Wednesday, October 23, 2025

**ITEM 8: NEW BUSINESS (2025 LAB Meeting Schedule continued)**

**DECEMBER**

Wednesday, December 11, 2025

(Moved to 2<sup>nd</sup> Wednesday to combine November/December meetings)

**ITEM 9: TOWNSHIP BOARD REMARKS**

None

**ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

None

**ITEM 11: OTHER MATTERS**

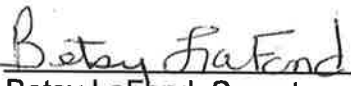
None

**ITEM 12: ADJOURNMENT**

**MOTION** by Lakner, supported by Petersen, to adjourn the meeting at 7:24 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, December 11, 2024, at the Commerce Township Community Library.**