

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING**

**August 28, 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
Barry Hiscox
Shane Lakner
Donald Petersen

Absent: Jason Pernick, Vice Chairperson (excused)
Vanessa Magner, Township Board Trustee (excused)

Also Present: Alyson Lobert, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Lakner, supported by LaFond, to approve the August 28, 2024, Library Advisory Board Meeting Agenda with the addition of **ITEM 8: NEW BUSINESS b. Mural**
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 July 24, 2024, as submitted.

MOTION CARRIED UNANIMOUSLY

ITEM 3: CORRESPONDENCE

7/22/24 via comment card

Thank you Steve McGladdery, my miracle worker! I appreciate this! I am almost 70 and not very good on my laptop. Steve was able to help me on an issue in a short time, that I spent days and hours trying to figure out. Thank you for having this service.

8/2/24 via comment card

Jacob was really nice helping me with printing. Very attentive and kind. I could see his openness to help. Thank you!

8/12/24 via comment card

I wanted to say how AMAZING your toddler programs are!!! My family is very active and with everything we have done this summer, my kids has the most memorable times at the library programs. Their favorites were the mud party and the baby rave! ♪ Thank you and your staff for making my kids' summer so fun!

ITEM 3: CORRESPONDENCE (continued)

8/13/24 via comment card

First time visiting the Children's Area. My daughter and granddaughter (17 months) were visiting and we loved it. Reyna didn't want to leave.

ITEM 4: PUBLIC COMMENTS

None

ITEM 5: FINANCIAL REPORT

Library Director Lobert reviewed the Revenue and Expenditure Report for the period ending July 31, 2024 (51% of the 2024 budget was used). We received \$22,264.68 from State Aid and \$59,146.02 from Penal Fines (Oakland County).

ITEM 6: DIRECTORS REPORT

Library Director Lobert –

Circulation: Physical Collection

Circulation: July 2022 – 27,317
July 2023 – 28,576
July 2024 – 27,818

Circulation: Year to Date

2022 – 157,083
2023 – 160,894
2024 – 163,127

Circulation: Digital Collections

Overdrive (Libby App)

July 2022 – 5,033
July 2023 – 6,036
July 2024 – 7,391

Hoopla Instant Circulation

July 2022 – 1,107
July 2023 – 1,284
July 2024 – 1,572

Hoopla Instant Cost: Year to Date

2022 - \$14,724
2023 - \$18,650
2024 - \$23,703

ITEM 6: DIRECTORS REPORT (continued)

Highlights

Youth Services Librarian II Marissa Boisclair hosted Adventure Club: Mud Day, and the messy program was a huge hit with kids. We received this feedback from a patron who tagged us on social media: “Here is one picture that proves we have an amazing library with an incredibly creative group of youth librarians! Commerce Township Community Library, You are the best!!!”

Adult Services Librarian Brannon McCullough hosted performer Anna Marck and her “Women of the Watch” presentation, which is based on the history of female lighthouse keepers of the Great Lakes. Brannon received a good amount of positive feedback from patrons who attended and was asked to bring more presenters like Marck to the Library for other programs.

Youth Services Librarian II Marissa Boisclair facilitated a Homeschool Family Meetup at the Library after receiving interest from patrons. 8 families attended and were able to meet, share stories and information, and swap contact information for future meetups outside of the library. Marissa received positive feedback from the parents during and after the program about how helpful it was for their families.

As we wrap up our Sunshine Storytimes for summer, we want to share a special group of library kids. This group started visiting the library for Baby Storytime as infants in 2022, and have continued up through this summer. On the right is a photo of them celebrating two of the Storytime kids turning two years old at Scarlet’s Park this June, which is where they went after attending Sunshine Storytime! We love the child and caregiver relationships that the library fosters among patrons of all ages.

In July, **Teen Services Librarian Anjelica Lyman** held her second teen lock-in of the summer. A mother emailed her afterward with this feedback: “Thank you for the event. My daughter, Adalyn, and her friends had a really good time.

Library Statistics

Library Visits were down – 14,146

Database Usage was down – 728

Program Participants were up – 2,952

Imagination Library Participants were up – 904

Checkouts @ Richardson Center Kiosk were up – 16

Checkouts @ Avalon Kiosk were up – 22

CTCL App Usage was up – 1,316

Personnel

Employee Anniversaries:

Roberta Hofmann – 3 years

Stephanie Swartz – 1 year

ITEM 6: DIRECTORS REPORT (continued)

New Hires:

Wendy Wilson, substitute librarian

Lindsey Kult, substitute librarian

Professional Development:

Trista Reno - Data Storytelling Toolkit for Libraries (webinar), Supporting Neurodiverse and Atypical Leadership in Libraries (webinar) and Discover New Sci-Fi, Fantasy, & Horror Titles (webinar).

Alexis Shirk - Fall 2024/Winter 2025 Adult Book Buzz from HarperCollins Publishers (webinar), Backup: how coworkers should provide backup during conflict (webinar) and Service Animals: Your Obligations Under the ADA (webinar). Umbraco website training with CTCL's Technology Specialist, Evan Kennedy.

Steve McGladdery - Sow and Tell: Envelopes and Labels (webinar).

Brannon McCullough - Backup: how coworkers should provide backup during conflict (webinar) and Service Animals: Your Obligations Under the ADA (webinar).

Alyson Lobert - Supporting Neurodiverse and Atypical Leadership in Libraries (webinar), Bite-Sized Improvements: How to Make Small, Meaningful Changes to Library Space (webinar).

Committee Participation:

Alyson Lobert - TLN Shared Automated System user's group

Special Projects

Strategic Planning: Marketing and Programs Manager Ashley Moran, Youth Librarian II Marissa Boisclair, Head of Information Services Trista Reno and I met with Amanda Standerfer of Fast Forward Libraries to kick off the implementation phase of our strategic plan.

Upcoming

September 2, 2024: Library closed

October 2-6, 2024: Friends of the Library used book sale

October 14, 2024: Library closed

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

November 11, 2024: Library closed

ITEM 7: OLD BUSINESS

a. Strategic Plan Update

Library Director Lobert said the Township Board of Trustees approved the Commerce Township Community Library 2024 – 2027 Strategic Plan at their August 20, 2024 meeting. She is currently working with a small group of staff on implementation and how we will achieve our goals. We will update staff on the process of the Strategic Plan implementation.

b. 2024 Budget Discussion Update

Library Director Lobert completed the first draft of the library's budget and sent it to Katelyn Massey, Finance/HR Director. Today I met with Supervisor Gray, Clerk Melissa Creech, Treasurer Molly Phillips, Katelyn Massey, Finance/HR Director and her assistant to review and fine tune the budget. She will present the budget to the LAB at their September 25, 2024 meeting.

ITEM 8: NEW BUSINESS

a. Teen Volunteer Policy Draft

Library Director Lobert presented to the Board the draft Commerce Township Community Library Teen Volunteer Policy for review. Discussion took place.

b. Mural

Library Director Lobert would like to put a mural on a large wall in the Youth room. Rhiannan Sibbald, a muralist based in West Michigan, gave two estimates 1) \$5,000 for an approximate 209 sq. ft. design 2) \$5,400 for an approximate 271 sq. ft. design.

If the LAB were to approve this, we have \$19,591.00 left in the Building and Grounds Maintenance budget for this to be done.

No action taken.

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 LaFond, to adjourn the meeting at 7:41 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, September 25, 2024, at the Commerce Township Community Library.