

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
September 24, 2025
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
Larry Gray, Township Supervisor
Shane Lakner
Donald Petersen

Absent: Barry Hiscox (excused)

Also Present: Alyson Lobert, Library Director

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

Isobel Kaminsky
Taryn Marco
McKinley Prehla
Sofiya Razumova
June Spencer

ITEM 1: APPROVAL OF AGENDA

MOTION by Lakner, supported by Pernick, to approve the September 24, 2025, 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 August 27, 2025, as submitted.

MOTION CARRIED UNANIMOUSLY

ITEM 3: CORRESPONDENCE

9/8/25 via comment card Cozier chairs (seating) closer to the exit area.

ITEM 4: PUBLIC COMMENTS

None

ITEM 5: FINANCIAL REPORT

Library Director Lobert reviewed, with the Board, the Revenue and Expenditure Report for the period ending August 31, 2025. (62.47% of the budget was spent through the 2025 budget year).

ITEM 6: DIRECTORS REPORT

Library Director Lobert –

Circulation: Physical Collection

Circulation: August 2023 – 25,287
August 2024 – 25,618
August 2025 – 25,190

Circulation: Year to Date:

2023 – 186,181
2024 – 188,745
2025 – 183,884

Physical and Digital Circulation – August 2025

Physical – 25,190, 71%
Hoopla – 2,133, 6%
Libby – 7,727, 22%
Freegal – 174, 0%
Kanopy – 0%

Circulation: Digital Collections

Overdrive (Libby App):

August 2023 – 6,193
August 2024 – 6,979
August 2025 – 7,727

Hoopla Instant Circulation:

August 2023 – 1,270
August 2024 – 1,625
August 2025 – 1,882

Hoopla Instant Cost: Year to Date:

2023 – \$21,513
2024 – \$27,463
2025 – \$36,755

Hoopla Instant Checkouts Per Use – August

Graph of the # of users and # of checkouts by the average person

Library Statistics

Library Visits were down – 13,159
Database Usage was up – 825
Program Participants were down – 2,884
Imagination Library Participants were down – 932

ITEM 6: DIRECTORS REPORT (continued)

Program Highlights

In response to Head of Information Services Trista Reno's Sea Shanty Sing-a-long with Ben Traverse, patrons said:

- It was a lot of fun and Ben had lots of good knowledge and stories about the history of the songs we were singing. Loved it!
- It was a lot of fun. Ben was very good in encouraging the audience and teaching the words to the songs. He had a good handle on the history element of his program.
- Ben was very informative, entertaining, and informative. It was a fun family sing along – we brought our grandchildren.
- It was great
- Very entertaining

In response to Adult Librarian Angela Quick's Lavender Sachets and Mocktails program, hosting Belle Lavande Lavender Farm, patrons said:

- That program was really fun and I am glad to get special sachets! The library staff was really kind and good organized!
- Excellent presentation with a lot of interesting information about a working flower farm.
- Highly recommend future programs.
- This was a very enjoyable and interesting program. The presenter was great, and the crafts made were lots of fun.
- What an amazing journey! She was extremely organized and informative!
- I would like to attend any flower programs! I like crafting too. Thank you for having this beautiful program.
- I feel the Library does a great job of offering interesting programs. Thank you.

In August, we hosted Mandy from MusicTime of Milford while our Youth Librarians took a break from Storytimes. Patrons had this to say:

- Fun and engaging!
- Mandy is so welcoming and engaging! This was a wonderful event. Thank you for hosting!
- Excellent engagement with the kids, lots of hands-on interaction with the instruments and movement activities.
- Mandy is a marvelous!! She does a fabulous job, and changes things up with every program. She makes every child feel special and valued.
- (In response to "What else would you like to see the Commerce Township Community Library offer?"): Gosh, they already offer so much! I can't think of a thing.

ITEM 6: DIRECTORS REPORT (continued)

Personnel

Employee Anniversaries:

Roberta Hofmann – 4 years
Stephanie Swartz – 2 years
Lindsey Kult - 1 year
Wendy Wilson - 1 year

New Hires:

Paiton Lamb
Annabel Christenson

Employee Departure:

Caroline Christenson
Rainah Petersen

Professional Development:

Alyson Lobert – Overdrive Digipalooza Conference

Committee Participation:

Alyson Lobert - TLN Shared Automated System user's group executive committee
Alyson Lobert - TLN Shared Automated System
Alyson Lobert - TLN Board

Summer Reading Program Recap

- CTCL's 2025 Summer Reading Challenge ended in mid-August. 1,477 library patrons signed up to participate in this year's Challenge!
- 64% of registrants actively participated in the Challenge, versus 58% in 2024
- 38% of patrons finished the Challenge, versus 33% finishing in 2024.
- We had 20 local community partners sponsor our Challenge this year, with 12 offering coupons for free goods or services and 8 donating goods for our Grand Prizes.
- Staff raised \$657 for our second annual Summer Reading Charity Donation. Patrons voted for their favorite charity after signing up for the Summer Reading Challenge, and the winner was Feral Kitty Trappers TNR.
- We hosted 145 programs during our Summer Reading Challenge; 6,912 patrons attended those programs.

Upcoming

October 13, 2025: Library closed
October 24, 2025: Trail or Treat, 6-8 pm
October 25-November 2, 2025: Early voting at Library

ITEM 6: DIRECTORS REPORT (continued)

Working with library staff on updates to the Emergency Manual; added procedures dealing with cleaning and maintenance needs.

Librarians finished putting together packets for new card holders.

Linda Reid, former library staff member, passed away recently. Her book club donated money to purchase book club kits in her memory.

Chairperson Garbutt said during the cemetery walk on Saturday, several people stated they are very impressed with the amount of work that has been done at the cemetery and old burial grounds. The cemetery looks wonderful and it makes people feel good about the history of our community. It was so popular, that a lot of people that did not go said they wanted to attend next year.

ITEM 7: OLD BUSINESS

a. 2026 Holiday Closings

Library Director Lobert advised the Board that the Holiday Closing schedule needs to be revised to include the addition of Early Voting - Sunday, November 11, 2026.

New Year's Day	Thursday, January 1, 2026
Martin Luther King Day	Monday, January 19, 2026
Presidents' Day	Monday, February 16, 2026
Easter Sunday	Sunday, April 5, 2026
Staff In-service	1 day, first full week of May. Day TBD
Memorial Day	Sunday, May 24-Monday, May 25, 2026
Independence Day	Friday, July 3-Saturday, July 4, 2026
Labor Day	Sunday, September 6-Monday, September 7, 2026
Columbus Day	Monday, October 12, 2026
Early Voting	Sunday, November 11, 2026
Veterans Day	Wednesday, November 11, 2026
Thanksgiving Day before	Wednesday November 25, 2026 5 p.m. close
Thanksgiving	Thursday, November 26, 2026
Thanksgiving Friday	Friday, November 27, 2026
Christmas Eve	Thursday, December 24, 2026
Christmas Day	Friday, December 25, 2026
New Year's Eve	Thursday, December 31, 2026
New Year's Day	Friday, January 1, 2027

The following days are not paid staff holidays: Easter Sunday, Memorial Day Sunday, Independence Day Saturday, Labor Day Sunday, Early Voting Sunday and the Wednesday evening before Thanksgiving. The Library will be closed and no employees

ITEM 7: OLD BUSINESS (2026 Holiday Closings continued)

scheduled to work. Staff will be scheduled to report on staff in-service day; the building will be closed to the public.

b. Meeting Room Policy

Library Director Lobert presented the final version of the Meeting Room Policy as approved by the Township Board of Trustees. The policy will take effect for meeting room rental occurring on or after January 1, 2026.

ITEM 8: NEW BUSINESS

a. Appeal Policy

Library Director Lobert, should we come up with an Appeal Policy? Board member Pernick said the Library Advisory Board does not have the authority to make appeal decisions, although they can offer their opinion.

ITEM 9: TOWNSHIP BOARD REMARKS

Supervisor Gray –

- The Township Board of Trustees Regular Meeting was held on September 9, 2025.
- Oct 25, 2025 dog park grand opening.
- Presentation from Continental Properties for The Springs at 5 and Main. They are requesting the Township's support for a Housing TIF under Michigan's Brownfield Redevelopment Financing Act to offset approximately \$5.4 million in unforeseen site preparation and infrastructure costs.
- Approved the 2026 Township Fire & Rescue Protection SAD and the 2026 Township Police Protection SAD
- Awarded the water system operation and maintenance agreement to F&V. This will save the Township \$600,000 annually by moving away from the Water Resource Commission.
- Approved the Insite Commercial lease for 2019 Township Drive.
- Approved Parks and Recreation Park Use Policy.
- Lt. Hix, Oakland County Sheriff's Office, presented the Flock Camera program for the Township. These cameras will take a snapshot of license plates and stickers on vehicles to aid in solving crime.
- Approved the cash advance from the Township debt sinking to the DDA in an amount not to exceed \$1.2 million.
- Approved the Library Meeting Room Policy.
- Presentation from The Enclave at Stillwater, a proposed PUD comprising 90 homes located upon the middle of 3 parcels along the north side of Sleeth Road collectively referred to as the Sleeth Road gravel pits.
- Approved the maintenance garage interior demolition.
- Approved the 2026 Insurance renewal.
- Wise Road is scheduled to open beginning of October, 2025.

ITEM 9: TOWNSHIP BOARD REMARKS (continued)

- Budget meetings will be held on October 14 & 21, 2025 and November 14 & 18, 2025.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

MOTION by Pernick, supported by Lakner, to recommend to the Township Board of Trustees approval of the revised Charter Township of Commerce Community Library 2026 Holiday Closings because of the addition of Early Voting - Sunday, November 11, 2026. **MOTION CARRIED UNANIMOUSLY**

ITEM 11: OTHER MATTERS

None

ITEM 12: ADJOURNMENT

MOTION by Lakner, supported by LaFond, to adjourn the meeting at 7:37 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, October 22, 2025, at the Commerce Township Community Library.