

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
January 22, 2020
180 E. Commerce Road
Commerce Township, Michigan 48382**

CALL TO ORDER: Barbara Garbutt, Chairperson called the meeting to order at 7:00 pm at the Commerce Township Library.

ROLL CALL:

Present: Barbara Garbutt, Chairperson
Jason Pernick, Vice Chairperson
Betsy LaFond, Secretary
David Scott, Township Supervisor
Barry Hiscox
Shane Lakner
Judy Sternberg

Also Present: Bill Wines, Interim Library Director,
Director of Circulation
Alyson Lobert, Library Director.

ITEM 1: APPROVAL OF AGENDA

MOTION by Pernick, supported by Lakner, to approve the January 22, 2020 Library Board 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 December 4, 2019, as submitted. **MOTION CARRIED UNANIMOUSLY**

ITEM 3: PUBLIC COMMENTS

None

ITEM 4: CORRESPONDENCE

None

ITEM 5: FINANCIAL REPORT

Bill Wines, Interim Library Director, reviewed the Revenue and Expenditure Report for end of the fiscal year 12/31/2019. So far this year $\frac{3}{4}$ of the budget was spent.

ITEM 6: ADMINISTRATIVE REPORTS

The following reports were submitted by Bill Wines for the Board's review.

a. November/December 2019 statistics summary for November/December 2019 and the 2019 Year End Statistics

b. Adult Service Programs summary for December 2019

Adult Services is kicking off a new monthly Trivia Night on January 27, 2020, to be held in the White Pine Room on the 4th Monday of each month.

They had a therapy dog visit the library. Teens study week was held with no incidents.

The Ugly Sweater Contest attracted 17 people.

c. Youth Services Programs summary for December 2019

Trista Reno, Youth and Teen Services Manager's memo:

2019 saw many new and exciting programs in the Youth and Teen Departments. In total, we reached 17,545 participating patrons with 441 programs.

This year we added an additional eight Storytimes. This resulted in us seeing a substantial increase in participation from last year. Last year we had 4,093 total attendances and this year we saw a total of 4,701. With the addition of these extra Storytimes we were able to increase our participation by 14.84%.

Storytimes	Attendance Totals	# of programs
Young & the Restless	1308	25
Family Night	302	25
Storytime for 4s & 5s	376	29
Good Listeners	1006	27
Family	951	27
Sunshine	758	9
	4701	142

For youth programming we created 92 programs, which saw a participation of 1,455 children, and we hosted 6 performers, which brought in 141 patrons, for a total of 1,596 patrons reached. During Summer Reading we had 44 programs, including performers, and reached a total of 4,668 patrons. In total the Youth Department hosted 142 programs for age's birth – 12 and reached 6,264 participants.

Youth Programs	Attendance Totals	
Monthly Programs	1455	92
Performers	141	6
Summer Reading	4668	44
	6264	142

ITEM 6: ADMINISTRATIVE REPORTS (c. Youth Services Programs continued)

For teen programming we created 48 programs, which saw a participation of 223 teens, and we hosted one performer, which brought in 16 teens, for a total of 239 teens reached. During Summer Reading we had 22 programs, including performers, and reached a total of 531 teens. In total the Teen Department hosted 71 programs for grades 6- 12 and reached 770 participants.

Teen Programs	Attendance Totals	
Monthly Programs	223	48
Performers	16	1
Summer Reading	531	22
	770	71

In outreach our Youth and Teen Librarians conducted 86 visits and saw a total of 5,810 students. This not only resulted in an increase in the number of visitations, but of patrons met.

Outreach	Attendance Totals	
	5810	86

In conclusion, even with seven less programs than last year we saw an increase of 10% in patron participation. Having reached 17,545 patrons from ages birth – 18 I feel that this was our best year yet, and the Youth and Teen departments are excited to try to beat these numbers next year.

d. Interim Director's Report

Public PCs are being upgraded to the Windows 10 operating system, as Microsoft is no longer supporting Windows 7.

On January 11, 2020 during heavy rains, we had a roof leak. The roofing company repaired it under the warranty agreement.

On January 16, 2020 we began accepting credit/debit cards at the circulation desk for payments. So far we haven't had too much card activity, probably due to the convenience fee. We are having signs customized for the circulation desk informing patrons that they can avoid these fees by paying through our website.

As of January 17, the new building had been open to the public for three years.

The annual statistics for 2019 have been compiled and here are some interesting comparisons to 2018:

- Total circulation of physical items increased by 2%.
- Total circulation of downloadable items increased by 4%.

ITEM 6: ADMINISTRATIVE REPORTS (d. Interim Director's Report continued)

- Items checked out at the self-check stations increased by 60%. This was due to the addition of a self-check station in the Youth Room.
- Participation in youth programming increased by 10%.
- Traffic on the library's website increased by 9%.

ITEM 7: OLD BUSINESS

a. Library Director Search

Supervisor Scott said they had out of state and local applicants apply for the Library Director position. He is pleased Alyson Lobert was offered and accepted the position.

ITEM 8: NEW BUSINESS

Introduction of new Library Director

Commerce Township has officially hired a new Library Director, Alyson Lobert. She was previously the Director of the Walled City Library She is currently splitting her time between Commerce and the Walled City Library but will be exclusively in her position as Commerce Township's Library Director starting February 3, 2020.

ITEM 9: TOWNSHIP BOARD REMARKS

Supervisor Scott reported on the following:

- The Township is partnering with Oakland County to use G2G Cloud Solutions to process credit card payment. Oakland County will store credit card information, not Commerce Township. The Township added "cyber insurance coverage" to their insurance policy.
- He asked the Sheriff's Department to stop by the library periodically during the teen study event. The event was turned out well with no incidents.
- Parents are complaining about the lack of safe pathways to the library. He is working on getting a crosswalk signal installed.
- He testified in the senate today on expanding regional transit in southeast Michigan. The township partnered with People's Express instead of using transit services with Oakland County.
- The Township has 3,800 sq. ft. of blueprints. He testified before Michigan Legislature that we need to change the rules and regulations on the timeline for storing blueprints.
- He recommends the library assist in educating residents on the importance of residents responding to the 2020 Census. The Township will receive \$18,000 per resident in federal funds over a 10 year period. The results of the 2020 Census will help determine how hundreds of billions of dollars in federal funding flow into communities every year for the next decade. The Census Bureau is looking for people to assist with the 2020 Census.

ITEM 9: TOWNSHIP BOARD REMARKS (continued)

- We should know, in the near future, the names of 4 businesses that will be tenants at The Five and Main Project.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 11: OTHER MATTERS

Hiscox asked how long the warranty is on the library building. Supervisor Scott said it depends on which building system you are referring to. He believes the building structure is a 5 year warranty.

Pernick asked for an update on the new lights for the M5 Bridge. Supervisor Scott said a total of 4 lights were stolen. It will cost \$575 per light for replacement. He said a Commerce Township businessman, Kerry McLean, who is a fabricator said he could design a way to make the lights theft proof.

ITEM 12: ADJOURNMENT

MOTION by Lakner, supported by Pernick, to adjourn the meeting at 8:30 pm.

MOTION CARRIED UNANIMOUSLY

*Charter Township of Commerce Library
Advisory Board Meeting
January 22, 2020
Page 6 of 6*

Betsy LaFond, Secretary

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, February 26, 2020.