

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
December 10, 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
Barry Hiscox
Shane Lakner
Donald Petersen

Absent: Larry Gray, Township Supervisor (excused)
Betsy LaFond, Secretary (excused)

Also Present: Alyson Lobert, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Lakner, supported by Hiscox, to approve the December 10, 2025 Library Advisory Board Meeting Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION by Garbutt, supported by Lakner, to approve the Library Advisory Board Meeting Minutes of September 24, 2025, as submitted.

MOTION CARRIED UNANIMOUSLY

ITEM 3: CORRESPONDENCE

11/15/25 via comment card I believe the fees to a public library should be waived. People a part of the community shouldn't be charged a late fee.

Undated via comment card There should be no fines like Waterford.

Undated via comment card Why does it take so long to send a fax?!

10/4/25 via phone call, transcribed to a comment card by staff I want to applaud you for the wonderful Sennoma Quintet concert and thank you for all of the wonderful programs you present!

9/23/25 via comment card Best library I have ever visited. Thank you!!

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 November 30, 2025. (82.94% of the budget was spent through the 2025 budget year).

ITEM 6: DIRECTORS REPORT

Library Director Lobert –

Commerce Township's Regina Music Box is now on display at the library. Thanks to Supervisor Gray for coordinating its safe delivery.

Circulation: Physical Collection

Circulation: September 2023 – 22,680
September 2024 – 22,275
September 2025 – 22,505

Circulation: Year to Date:

2023 – 208,861
2024 – 211,020
2025 – 206,389

Physical and Digital Circulation – September 2025

Physical – 25,190, 71%
Hoopla – 2,133, 6%
Libby – 7,727, 22%
Freegal – 174, 0%
Kanopy – 215, 1%

Circulation: Digital Collections

Overdrive (Libby App):
September 2023 – 5,884
September 2024 – 6,999
September 2025 – 7,658

Hoopla Instant Circulation:

September 2023 – 1,167
September 2024 – 1,644
September 2025 – 1,916

Hoopla Instant Cost: Year to Date:

2023 – \$24,180
2024 – \$31,294
2025 – \$41,395

ITEM 6: DIRECTORS REPORT (continued)

Hoopla Instant Checkouts Per Use – September

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

Library Statistics

Library Visits were down – 12,308

Database Usage was up – 924

Program Participants were down – 2,400

Imagination Library Participants were up – 940

Program Highlights

September saw the return of our Fall Storytime sessions. Five (5) Storytimes are run each week by Youth Services II Librarians Lauren Aquilina and Marissa Boisclair. Our Storytimes saw 724 children and their caregivers this month!

Adult Services Librarian Brannon McCullough held his monthly Tea and Murder Book Club in September and received the following feedback:

- Brannon makes this special and enjoyable. He is the reason it fills up on signup day

Adult Services Librarian Jacob Szpytek partnered with the Commerce Township Fire Department to offer a class on CPR. We received the following feedback:

- I think everyone should take this class.
- Well prepared and presented. Lots of time for questions. Loved it!
- Well worth taking the class

Adult Services Librarian Angela Quick hosted Pat Langs of the Ikebana International for Ikebana: The Japanese Art of Flower Arranging. The program received 10 enthusiastic responses from patrons in our feedback survey:

- It was lovely! I learned so much and loved the flower arrangement I got to bring home.
- It was so much fun! People were very engaged and asked many questions even after it was over!
- The workshop has a good balance of lecture, demo, and hands on, all within an hour or so. It was pace well and fun.
- It was wonderful - the instructor was so informative - I really enjoyed it.
- I thought the class was wonderful. The instructor was great, very knowledgeable. The class was organized and the supplied materials were beautiful.
- I think Pat Langs did a great job and it looked like everyone enjoyed the presentation

Marketing and Programs Manager Ashley Moran had Ruth DuFresne from the Commerce Township Area Historical Society out to do a local history walk through the Commerce Burying Grounds. Ruth did two walks, and Library Advisory Board President

ITEM 6: DIRECTORS REPORT (Program Highlights continued)

Barb Garbutt sat at an informational table with maps, books, and cake! We received the following feedback:

- The program was GREAT!
- Great program!
- The presenter was very good.
- I loved it! What a great idea, thank you so much for putting on this program.
- Very informative speaker!
- It was great! Lots of history shared and interesting facts about iconology.

In the first week of September, we finished out our MusicTime with Mandy Storytimes while our Youth Librarians finished their August break from Storytime scheduling. We received the following feedback:

- Love having events for young kids! Thank you!
- Mandy is a marvelous!! She does a fabulous job, and changes things up with every program. She makes every child feel special and valued.

Youth Services Librarian II Marissa Boisclair held a Homeschool Meetup, the first of an ongoing series during the school year. She received the following feedback:

- It was great to meet other homeschool families.
- The activities that were placed out were fun and varied for the kids and I thought everyone found fun things to engage with.
- We loved all the hands-on activities and would love to have more opportunities to do this again.

Marketing and Programs Manager Ashley Moran held our 3rd Halloween Costume Swap. We saw 150 patrons come through on the first day, and costumes were available throughout the week for patrons to browse and take anything they liked. We love providing this zero cost, environmentally friendly alternative each holiday season to our local families.

Teen Services Librarian Anjelica Lyman brought in presenter Casey Brodley and held a Tarot Card Workshop for Beginners. We received the following feedback:

- Good class! Instructor did great for a first class!
- It was really great!
- I really interesting topic. I had never gone to a lecture like this before. It was fascinating.

Marketing and Programs Manager Ashley Moran organized a special visit from PAWS, the official mascot of the Detroit Tigers, who shared the story of how he first earned his stripes as the team mascot. This was the very first time PAWS had ever given this presentation to any group, and we were honored to be his inaugural audience! PAWS plans to mail out special picture books with his story inside for our Library to give away to patrons once they are published in Spring 2026.

ITEM 6: DIRECTORS REPORT (Program Highlights continued)

When asked what additional services or offerings they would like to see from the Commerce Township Community Library, respondents shared the familiar request for expanded children's programming, along with the following encouraging comments:

- Gosh, they already offer so much! I can't think of a thing.
- Nothing. You guys are doing an awesome job!
- So far the class offerings have been great and interesting.
- More classes like those (in response to Ikebana: The Japanese Art of Flower Arranging)

e-Newsletters

In September, we sent out 5 unique newsletters to 8,543 cardholders.

Personnel

Employee Anniversaries:

Ben Sebrowski, honorary library employee: 20 years

Bill Wines: 13 years

Brannon McCullough: 8 years

Robyn Jenkins: 3 years

Professional Development:

Shelby Fox-Purrier-Rivera: Guild of Library Makers Convention

Committee Participation:

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

Alyson Lobert: TLN Shared Automated System

Alyson Lobert: TLN Board

Marissa Boisclair: MLA Spring Institute workgroup meeting, MiYouth meeting

Shelby Fox-Purrier-Rivera: MLA Spring Institute workgroup meeting

Upcoming

November 11, 2025: Library closed

November 26, 2025: Library closes at 5 pm

November 27-28: Early voting at Library

Circulation: Physical Collection

Circulation: October 2023 – 21,601

October 2024 – 22,934

October 2025 – 21,691

Circulation: Year to Date:

2023 – 230,462

2024 – 233,954

2025 – 228,080

ITEM 6: DIRECTORS REPORT (continued)

Physical and Digital Circulation – October 2025

Physical – 21,691, 68%
Hoopla – 2,135, 7%
Libby – 7,671, 24%
Freegal – 154, 0%
Kanopy – 220, 1%

Circulation: Digital Collections

Overdrive (Libby App):

October 2023 – 5,722
October 2024 – 6,828
October 2025 – 7,671

Hoopla Instant Circulation:

October 2023 – 1,245
October 2024 – 1,694
October 2025 – 1,954

Hoopla Instant Cost: Year to Date:

2023 – \$27,025
2024 – \$35,363
2025 – \$46,149

Hoopla Instant Checkouts Per Use – October

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

Library Statistics

Library Visits were down – 12,406
Database Usage was up – 1,001
Program Participants were up – 5,396
Imagination Library Participants were up – 940

Program Highlights

CTCL and Commerce Township Parks and Recreation held our annual Trail or Treat Event again this October! We saw around 1,500 smiling faces while handing out candy and goodies and had many patrons glad that our community puts on such a fun event each year.

Youth Services Librarians Lauren Aquilina and Marissa Boisclair held our annual Halloween Storytime and had almost 200 kids and parents show up for the fun! Kids got to hear spooky books, participate in a felt story, and sing and dance before trick-or-treating around the library.

ITEM 6: DIRECTORS REPORT (Program Highlights continued)

Adult Services Librarian Angela Quick put on a craft program called Oyster Shell Decoupage, offering it twice in October and having a full house each time. She received great feedback, including:

- The activity was great! Supplies were plenty and good. The room was set up perfectly.
- Leader was thorough and pleasant. I really enjoyed my time there and love the oyster shell.
- It was a very fun class would like to do it again
- It was wonderful! Would love to see the library do more crafts like these!!! Maybe wreath or ornament making.
- Angela was great and she had done beautiful samples.
- This was a truly beautiful craft. It was totally unique. I loved meeting the other people at the event. Great community-building, Commerce Library!

Youth Services Librarian Marissa Boisclair held her 3rd annual Youth Talent Show in October. She received the following feedback:

- This program is absolutely amazing! Gives children to show off something special in a safe inviting environment. It is great that children can present anything that they want - the sky is the limit! What a way to build confidence and make friends! Everyone (adults and children) are so encouraging to others during and after the program. I can't say enough about this program and Ms. Marissa who is in charge of the program! I don't know any other library that provides this event for its communities! It shows just how much Ms. Marissa and the Commerce Library cares about their community! We had friends from out of town come watch the performance and was blown away by the library, librarians, and program.

Personnel

Employee Anniversaries:

Karen Spring – 10 years

Professional Development:

Alyson Lobert – Michigan Library Association annual conference

Trista Reno – Michigan Library Association annual conference

Ashley Moran - Michigan Library Association annual conference

Marissa Boisclair - Michigan Library Association annual conference, The Library Network Annual Youth Performer Showcase

All staff - Know Be4: Giving and Receiving Feedback

Committee Participation:

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

Alyson Lobert - TLN Shared Automated System

Alyson Lobert - TLN Board

ITEM 6: DIRECTORS REPORT (continued)

Lauren Aquilina - YouPer Award Group meeting
Shelby Fox-Purrier-Rivera - MLA Spring Institute Workgroup meeting and Guild of Library Makers Workgroup
Marissa Boisclair - MLA Spring Institute Workgroup meeting

Notable

- Baker and Taylor, the Library's primary book vendor, announced in mid-October that it is closing. This unexpected closure significantly impacted our materials procurement workflows and, for a time, we received very few new books. Staff worked quickly to transition ordering to a new vendor, Ingram Library Services. While we are still tidying up our new ordering processes, we seem to be past the most significant disruptions to collection development and fulfillment.
- 184 beautiful pictures of Commerce Township have been submitted to Commerce Township's annual photo contest. Photos are accepted through 12 pm ET on Monday, December 8, 2025. Voting takes place 12 pm ET Monday, December 8 – 12 pm Monday, December 22, 2025. You can view the pictures and vote at: tinyurl.com/CTphoto2025

Upcoming

December 6, 4:30-7:30 pm: Tree Lighting at Richardson Community Senior Center. Library staff will be on site facilitating the crafts and putting on two fun storytimes!

December 24-25: Library closed

December 31-January 1: Library closed

ITEM 7: OLD BUSINESS

a. 2026 Approved Budget

Library Director Lobert reviewed the Budget Report for Commerce Charter Township Calculations as of 12/31/2025.

The Township Board of Trustees approved the 2026 Library Budget.

ITEM 8: NEW BUSINESS

a. 2026 Furniture Purchase Request

The Township Board of Trustees approved the furniture purchase request for tables and seating for the new nonfiction lounge area, laptop tables for the fireplace area, new display spaces for the youth, teen and adult departments, and the customization of the existing circulation desk.

b. 2025 Envisionware Purchase Request

The Township Board of Trustees approved the Envisionware purchase request for three (3) self-check machines from Envisionware at a cost of \$19,982.44. This will replace our current outdated self-check machines.

ITEM 8: NEW BUSINESS (continued)

c. Program Registration Discussion

Library Director Lobert received a memo from Ashley Moran, Marketing and Programs Manager requesting the ability to require Commerce Township Community Library cardholder status for program registrations in 2026.

Librarians will try this for a couple of programs and see how it works. Library Director Lobert will report back to the Board on the outcome.

ITEM 9: TOWNSHIP BOARD REMARKS

No report

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 11: OTHER MATTERS

None

ITEM 12: ADJOURNMENT

MOTION by Lakner, supported by Pernick, to adjourn the meeting at 7:44 p.m.

MOTION CARRIED UNANIMOUSLY

Betsy LaFond, Secretary

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, January 28, 2026, at the Commerce Township Community Library.