

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
July 23, 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
Betsy LaFond, Secretary
Larry Gray, Township Supervisor
Barry Hiscox
Shane Lakner
Donald Petersen

Absent: Jason Pernick, Vice Chairperson (excused)

Also Present: Alyson Lobert, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Lakner, supported by Hiscox, to approve the July 23, 2025, Library Advisory Board Meeting Agenda with the addition of **ITEM 8: NEW BUSINESS**
c. Sonitrol. **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 May 28, 2025, as submitted.
MOTION CARRIED UNANIMOUSLY

ITEM 3: CORRESPONDENCE

6/16/25 via comment card - Steve McGladdery – very knowledgeable!! Very helpful!!

6/23/25 via comment card - The Commerce Library is an incredibly welcoming place in the community. Well done!

Would you please consider bringing back “Lucky Day” books? I loved them! Also blind date nights are so fun, too! Keep up the great job!

6/23/25 via comment card - Suggestion for adult summer reading program: read to therapy dogs.

ITEM 3: CORRESPONDENCE (continued)

6/29/25 via comment card - Thank you so much for having us! The library was so cheerfully set up, lots of different activities, very large selection of books and the staff was very pleasant and helpful. It was an especially nice for my child with special needs as it was very relaxing and she enjoyed the bit teddy bear with changing lights.

7/3/25 via comment card - Steve is terrific!!!

ITEM 4: PUBLIC COMMENTS

None

ITEM 5: FINANCIAL REPORT

Library Director Lobert reviewed the Revenue and Expenditure Report for the period ending May 31, 2025 and June 30, 2025. (47.18% of the budget was spent through the 2025 budget year).

ITEM 6: DIRECTORS REPORT

Library Director Lobert –

Circulation: Physical Collection

Circulation: May 2023 – 20,753
May 2024 – 21,049
May 2025 – 21,413

Circulation: Year to Date:

2023 – 109,423
2024 – 109,917
2025 – 108,723

Physical and Digital Circulation – May 2025

Physical – 21,413, 68%
Hoopla – 2,138, 7%
Libby – 7,537, 24%
Freegal – 216, 1%
Kanopy – 178, 0%

Circulation: Digital Collections

Overdrive (Libby App):

May 2023 – 5,458
May 2024 – 7,330
May 2025 – 7,537

ITEM 6: DIRECTORS REPORT (continued)

Hoopla Instant Circulation:

May 2023 – 1,225

May 2024 – 1,532

May 2025 – 2,138

Hoopla Instant Cost: Year to Date:

2023 – \$13,121

2024 – \$16,810

2025– \$23,020

Youth Services Librarian II Marissa Boisclair and Circulation Clerk Lovely Branch received a giant thank you note from Ms. Gauthier's Kindergarten class while visiting Commerce Elementary in May. They wanted to thank both Librarians for visiting them every month over the school year to read stories and sing songs at their Outreach Storytime visits. Their thank you note was personalized: every student drew a character from their favorite Storytime book that Marissa and Lovely shared this year.

Hoopla Instant Checkouts Per Use – May

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

Program Highlights

In May, our Youth and Teen Services Librarians visited 13 local elementary, middle, and high schools to talk to students about our Summer Reading Challenge. Subsequently, a number of families visited the library this month because, according to their grownups, their child insisted on visiting after seeing our presentations. It is so great to get into the local schools and see familiar faces!

We continue to value the comments and suggestions provided by program attendees in the post-program survey that is emailed to all registrants. Here are a few positive notes that we have received in the last month:

Program: Glowforge Coasters (Staff Member: Adult Services Librarian Jacob Szpytek)

- Very enjoyable and I appreciate the chance to try a new item at the library.
- I was delighted to learn about the tools that were new to me. I was excited to see how the GF printer worked and had fun playing with Canva for the first time. I was somewhat nervous about attending because it seemed like sooo much to learn, but Jacob did a great job with us. Everyone felt "accomplished."

Program: Cooking Forward with Mary Brady (Staff Member: Adult Services Librarian Steve McGladdery)

- Loved it. She was delightful and her food was great.
- It was well done I enjoyed it I would love to go to more cooking programs!

ITEM 6: DIRECTORS REPORT (continued)

- Mary was a delight to listen to. I grew up going to the restaurant at 7 Mile and Greenfield. So, so, so many memories. Thank you Mary Brady!
- Lovely class and delicious food to sample. I try to attend all the cooking classes you offer.

Program: Downton Abbey Tea Talk (Staff Member: Adult Services Librarian Alexis Shirk)

- I attended this event as well as the last time Barbara Gulley was at the library. She is delightful and not only provides great tea, but an informative and interesting talk.

Program: Tea and Murder Book Club (Staff Member: Adult Services Librarian Brannon McCullough)

- The evening and book were great! Way to go Brannon.

Library Statistics

Library Visits were up – 11,2065
Database Usage was down – 736
Program Participants were up – 5,969
Imagination Library Participants were down – 923

Personnel

Employee Anniversaries:

Marissa Boisclair - 3 years
Anjelica Lyman - 4 years
Shelby Fox-Purrier - Rivera - 5 years

Professional Development:

All staff – KnowBe4 trainings: conflict resolution and IT security awareness
All librarian staff – monthly Information Services meeting
Alexis Shirk - Penguin Random House Spring Book Festival webinar

Committee Participation:

Alyson Lobert - TLN Shared Automated System user's group executive committee
Alyson Lobert – Commerce Township bicentennial event committee
Ashley Moran – Commerce Township bicentennial event committee
Marissa Boisclair - TLN Youth and Teen Services Committee
Shelby Fox-Purrier-Rivera - Michigan Library Association Discord Meeting

Upcoming

July 4-6, 2025: Library closed
August 31-September 1, 2025: Library closed

ITEM 6: DIRECTORS REPORT (continued)

Circulation: Physical Collection

Circulation: June 2023 – 22,895
June 2024 – 25,392
June 2025 – 23,798

Circulation: Year to Date:

2023 – 132,318
2024 – 135,309
2025 – 132,521

Physical and Digital Circulation – May 2025

Physical – 23,798, 71%
Hoopla – 2,007, 6%
Libby – 7,403, 22%
Freegal – 192, 1%
Kanopy – 153, 0%

Circulation: Digital Collections

Overdrive (Libby App):

June 2023 – 5,628
June 2024 – 7,113
June 2025 – 7,403

Hoopla Instant Circulation:

June 2023 – 1,146
June 2024 – 1,479
June 2025 – 1,839

Hoopla Instant Cost: Year to Date:

2023 – \$15,737
2024 – \$20,098
2025 – \$27,608

Hoopla Instant Checkouts Per Use – June

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

Program Highlights

We held our annual Summer Reading Kick-Off Party in conjunction with the Commerce Township Bicentennial Celebration on Saturday, June 14th. Fun was had by all, and we had over 450 patrons sign up for our Summer Reading Challenge!

ITEM 6: DIRECTORS REPORT (continued)

Adult Librarian Steve McGladdery hosted a local art teacher for Mindful Watercolors and got this feedback:

- This was one of the best classes I've attended thru CTCL! My husband and I both attended and are glad we gave it a try... The project was both easy and challenging. The supplies provided were high quality and the instruction was good. Maybe a little less introduction and more time to create... Everyone seemed to have fun once we got going. Please consider bringing this instructor back on a regular schedule."
- "I enjoyed the introduction to watercolor materials and methods. Was a great instructor that included some poetry and reflection. I enjoyed this a great deal"
- "It was a great program. I'd love to attend more similar classes."

Adult Librarian Jacob Szpytek has been having great success using the library's new Glowforge for multiple programs. In June, he held Glowforge Keepsake Boxes and Glowforge Sunglasses and received the following feedback:

- It was fun, looking to seeing the completed box.
- It was very cool!
- It was fun!
- Fun, interesting technology.
- Class was very organized and librarian was very good.
- Thank you Commerce Library for hosting this amazing event and I really enjoyed it!

Adult Librarian Angela Quick held Patriotic Rag Wreath Craft and got the following feedback:

- Nice project! Very organized.
- Always a great time with your team and the event was amazing!
- Very well attended, great fun seeing some of the same "crafters", Angela worked hard to have all materials ready for us. Loved it - and she made each of us feel special with our completed wreaths.
- It was a great time and I have the work I made on display in front of my house.
- It was great! It was well organized, wonderful helpers. Thank you.
- Angela did a fantastic job. Very good teacher.

That's not all! We received the following feedback about our staff and events after various programs held in the month of June:

- Commerce Library already has an amazing event lineup, I think you are amazing!" (Teen D&D)
- "We think the youth programs is excellent and all the librarians are doing an awesome job!!" (Tween Lock-In: Color Our World)
- "I have attended multi programs and enjoyed them. Music. Cooking, Women Lighthouse Keepers, Vernors, Sister Pie, ..." (Fabric Marbling & Alcohol Ink Art)

ITEM 6: DIRECTORS REPORT (continued)

- “Enjoying building this community of crafting women AND men.” (Patriotic Rag Wreaths)
- “I have enjoyed several of the history programs, the food programs, music programs, and plant/gardening programs, over the past many years.” (Movers, Shakers, and Music Makers)
- “You guys are doing great! Keep it up!” (Family Portraits)

Library Statistics

Library Visits were up – 13,412

Database Usage was up – 829

Program Participants were down – 4,339

Imagination Library Participants were down – 920

Personnel

Employee Anniversaries:

Elizabeth Erdody - 4 years

Employee Departure:

Lovely Branch

Professional Development:

All staff – KnowBe4 training: your words matter

Ashley Moran – Imagination Library Homecoming 2025 webinar

Committee Participation:

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

Notable

After months of anticipation, the Friends Book Shop officially opened on Monday, June 30! The Book Shop is open whenever the library is open, closing 15 minutes before the library closes each evening. The Friends have resumed accepting donations of books and media; donations are deposited in the blue book drop located inside the library's vestibule. In the first few weeks, sales have been brisk and patrons are excited about the new addition to the library. Congratulations, Friends of the Commerce Township Community Library!

Upcoming

August 31-September 1, 2025: Library closed

October 13, 2025: Library closed

ITEM 7: OLD BUSINESS

None

ITEM 8: NEW BUSINESS

a. Local Author Collection Policy

Library Director Lobert reviewed the Local Author Collection Policy draft with the Board. Library staff regularly received inquiries from local authors who are interested in having their book on the library's shelves. Establishing this policy will set clear guidelines and expectations for the authors submitting their work.

b. 2026 Budget: Furniture Discussion

Library Director Lobert discussed the following ideas for library furniture:

Youth Area - free standing display

Adult Area – free standing display

Teen Area – free standing display

Main Lobby - circulation desk

Main Lobby – add décor to vacant walls

Single-person study booths

Adult Area – quiet seating

Robin Room – seating

Lactation Pod

c. Sonitrol

Library Director Lobert received a quote from Sonitrol for electronic security at the library. This is for the replacement of existing cameras and for new cameras in the following areas: 1) Friends of the Library book shop, 2) corner of the youth room where, 3) teen area, 4) fireplace area, 5) new adult seating area, and 6) the media area. This was budgeted for the 2025 year.

Total cost is \$22,207.82 and a monthly service cost of \$155.00.

ITEM 9: TOWNSHIP BOARD REMARKS

Supervisor Gray –

- Approved the purchase of two (2) power load stretchers for the Fire Department at Stations 1 and 3.
- Fire Chief Dundas presented a letter of appreciation to a citizen of Commerce Township for his heroic efforts during an emergency. The citizen was driving home when he noticed a one story duplex on fire on Benstein Road. He immediately called 911 to report the fire, stopped his car and banged on the door to alert any occupants inside the house. He successfully helped a woman out of the house just before fire fighters arrived.
- We are still looking into replacing the Assessing Contract we have with Oakland County. This will save the Township over \$700,000 in the next three (3) years.
- The Township Board approved a Motion to move forward with F&V contract negotiations for water services and sewer operator services.

ITEM 9: TOWNSHIP BOARD REMARKS (continued)

- The Bicentennial Celebration was a huge success. It was the consensus of the Township Board to make this an annual event.
- He received information from SEMCOG on attendance from the Bicentennial Celebration. They picked up 3,300 cell phones in the area from people that stayed 20 minutes or longer.
- The Township's budget process will begin in August, 2025.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

MOTION by Lakner supported by LaFond, to recommend to the Township Board of Trustees approval of the quote from Sonitrol for Commerce Township Community Library's electronic security (video surveillance) at a cost of \$22,207.82 and a monthly charge of \$155.00 for professional services. **MOTION CARRIED UNANIMOUSLY**

MOTION by LaFond, supported by Lakner, to recommend to the Township Board of Trustees approval of the Commerce Township Community Library Local Author Collection Policy. **MOTION CARRIED UNANIMOUSLY**

ITEM 11: OTHER MATTERS

None

ITEM 12: ADJOURNMENT

MOTION by Lakner, supported by Hiscox, to adjourn the meeting at 8:02 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, August 27, 2025, at the Commerce Township Community Library.