

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
February 26, 2025
2009 Township Drive
Commerce Township, Michigan 48390**

CALL TO ORDER Barbara Garbutt, Chairperson, called the meeting to order at 7:07 pm.

ROLL CALL:

Present: Barbara Garbutt, Chairperson
Betsy LaFond, Secretary
Larry Gray, Township Supervisor
Donald Petersen (arrived 7:19 p.m.)

Absent: Jason Pernick, Vice Chairperson (excused)
Barry Hiscox (excused)
Shane Lakner (excused)

Also Present: Alyson Lobert, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by LaFond, supported by Peterson, to approve the January 26, 2025, Library Advisory Board Meeting Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION by LaFond, supported by Peterson, to approve the Library Advisory Board Meeting Minutes of December 11, 2024, as submitted. **MOTION CARRIED UNANIMOUSLY**

ITEM 3: CORRESPONDENCE

None

ITEM 4: PUBLIC COMMENTS

None

ITEM 5: FINANCIAL REPORT

Library Director Lobert reviewed the Revenue and Expenditure Report for the period ending December 31, 2024 and January 31, 2025. (84.54% of the budget was spent through the 2024 budget year and 6.8% of the budget was spent through the 2025 budget year).

ITEM 6: DIRECTORS REPORT

Library Director Lobert –

2022 - 2024

Physical Circulation:

2022 – 266,547
2023 – 271,007
2024 – 271,921

Overdrive (Libby App):

2022 – 56,327
2023 – 71,055
2024 – 86,173

Hoopla Instant Circulation:

2022 – 12,525
2023 – 14,566
2024 – 18,832

Visitors:

2022 – 107,875
2023 – 130,848
2024 – 150,288

Program Highlights

We continue to survey event attendees after programs, which has resulted in a lot of great feedback and thoughtful suggestions.

- Adult Librarian Angela Quick hosted an incredibly popular mini book ornament program. Some of the positive feedback we received included:
 - Thank you so much for doing this. I have wanted to make my friend a book ornament for years and really had no idea how to do it.
 - I loved it! I hope you'll do this program every year!
 - My husband and I attended this session and both of us really enjoyed the opportunity. The directions were clear, supplies were high quality, and the results were amazingly cute. More so, we appreciate the amount of time and effort put into Angela's prep-work to assure fun and success.

ITEM 6: DIRECTORS REPORT - Program Highlights (continued)

- Adult Librarian Jacob Szpytek hosted the popular music program, Magic of the Holidays, with pianist David Rogers. Some of the positive feedback we received included:
 - Excellent performance. Surprised at the amount of music from the small electric piano. He engaged the audience with his commentary. Interesting historical and musical presentation. Well done!
 - I really enjoyed the music and history of the songs. David is a very talented artist.
- Head of Information Services Trista Reno hosted comedian and magician Cameron Zvara to the delight of many families. Some of the positive feedback we received included:
 - My daughter loved it!! Lots of belly laughs!
 - It was amazing!
 - Kids and adults had a great time

Library Statistics

Library Visits were up – 8,441
Database Usage was up – 813
Program Participants were up – 1,211
Imagination Library Participants were up – 933

Personnel

Congratulations to youth librarian Marissa Boisclair, who was nominated by resident Tina Entwistle for the American Library Association's I Love My Librarian Award, which honors librarians across the country for their impact in their community. While only ten librarians were honored with this year's award, there were nearly 1,300 heartfelt and inspiring nominations, and Marissa's was among them!

Highlights from Tina's nomination of Marissa included:

- "Amazing. Marissa Boisclair is an amazing librarian. And while that is such an overworked word, as every contestant on Wheel of Fortune says their spouse is amazing, in Marissa's case it is true."
- "I will forever be grateful for her kindness."
- "Marissa does a wonderful story time. She can keep a room full of fifty plus people, from grandparents to newborns, engaged and happy. She is full of fun and life, and her story times are full of content. She also teaches the children songs in American Sign Language, a lovely activity. For the above, I love my librarian and would like to nominate her for this award, feeling she is so deserving of it!"

Employee Anniversaries:

Trista Reno – 10 years
Ashley Moran - 8 years
Karen Grimes – 7 years
Alyson Lobert - 5 year

ITEM 6: DIRECTORS REPORT (continued)

Professional Development:

All staff – strategic plan: update and 2025 activity plan
All librarian staff - monthly Information Services meetings
Marissa Boisclair - MiYouth: Library of Michigan's Networking and Guided Discussion for Youth Services
Marissa Boisclair - TLN youth committee meeting, The Library Network teen committee meeting
Shelby Fox-Purrier-Rivera - TLN youth committee meeting, The Library Network teen committee meeting

Committee Participation:

Alyson Lobert - TLN Shared Automated System user's group executive committee
Alyson Lobert – Commerce Township Bicentennial Event subcommittee

Friends of the Library

A brief summary of the Friends of the Commerce Township Community Library's impact in 2024 includes:

Book sale income: \$20,502.73

Notable Expenditures: Staff t-shirts, staff recognition, staff lunchroom supplies: \$989.28

BookPage publication: \$744.00

Ambius indoor plant service: \$1,648.68

Ice cream truck at summer reading kick-off event: \$1,311.18

Youth room Superspace Tiles: \$722.00

Youth room mural, first payment: \$2,500

Youth/teen programming: \$4,465.36

Adult programming: \$4,292.00 Total: \$16,672.60

Notable

Imagination Library: January marked the start of our 5th year of Imagination Library. Oh, how time flies! In that time, Imagination Library of Commerce Township has mailed 26,922 books to 1,476 kids. Thank you for helping us grow a community of young readers!

Gifts from community members: Commerce Township Community Library was the recipient of IRA qualified charitable distributions from three residents. These donations, two from residents who have not previously gifted to the library, were an unexpected surprise and a very thoughtful gesture.

Generator update: Corby Energy Services completed the generator installation. Thank you for your support of this project.

ITEM 6: DIRECTORS REPORT (continued)

20 Years of Commerce Township Community Library

2025 marks twenty years of Commerce Township Community Library. Librarians Marissa Boisclair and Anjelica Lyman designed the fun bookmarks pictured below. We will have the bookmarks available at the library through the end of April, when we will hold a 20th anniversary celebration.

Youth Room Mural

Muralist Rhiannan Sibbald was on site Monday-Friday January 20-24, 2025 to paint the youth room mural. We could not be happier with the results or with the process. The muralist was easy to work with and the project required minimal disruption to the library's day-to-day business. Thank you to the Library Advisory Board for your support of this impactful addition to the youth room and thank you to the Friends of the Commerce Township Community Library for funding the mural.

Upcoming

April 26, 2025: CTCL 20th anniversary celebration

May 9-18, 2025: Walled Lake Consolidated School District K-12 art show

June 14, 2025: Commerce Township Bicentennial event

ITEM 7: OLD BUSINESS

None

ITEM 8: NEW BUSINESS

a. Discussion: meeting room policy

Director Lobert reviewed the policy with Board members.

Supervisor Gray feels that since it is a community library, rooms should be rented out to community groups and not businesses.

b. Envisionware purchase

Security Gate Update –

Commerce Township Community Library's current security gates are eight (8) years old and have reached end of life. When technology reached end of life, the vendor no longer supports the product or does any updates or upgrades.

The security gates work with the RFID tags were put inside our circulating items, allowing staff to detect items that have not been checked out and are passing through the gates. The gates also have a people counter function, which allows us to track the number of visitors entering the building each day. The door count numbers are reported annually to the Library of Michigan via the State Aid report.

The cost of this project was included in the library's 2025 technology budget. We received a quote from Envisionware for \$12,575.00.

ITEM 8: NEW BUSINESS (Envisionware purchase)

Supervisor Gray said the Township Board will most likely ask why this did not go out for bids. Director Lobert said the recommendation is to stay with Envisionware because the library utilizes a suite of products from the vendor (RFID readers, self-check machines, etc.) that are configured to work together.

c. 3D printing policy draft

Director Lobert reviewed the policy with Board members.

Donald Petersen said the policy should state what actions will be taken if the 3D print is not picked up from the library by the person requesting it.

d. Gleaner's initiative: Food for Fines/Food for Thought - March 17-April 11

Gleaners Community Food Bank of Southeast Michigan is teaming up with area libraries for the annual Food for Thought food drive between March 17 and April 11, 2025.

Director Lobert would like to participate in this event. In place of sending the leftover food back to Gleaners, she recommends it be donated equally to Hospitality House and Open Door. It was the consensus of the Board to participate in the event and the recommendation of Director Lobert.

ITEM 9: TOWNSHIP BOARD REMARKS

Supervisor Gray –

- We contract out to Oakland County for the following services: Oakland County Sheriff's Office, Fire and Dispatch, and the Assessing Department. The police contract went up 15% for the first year and 9% for two years after that. Bids for Assessing Services went out and are due back by April 1, 2025.
- The Water Resource Commission oversees our water and sewer. We have used their services since 1987. The County's request is to be allowed to spend as much of the sewer fund as it wants without repercussions and to have the Township be liable for the gross negligence and intentional misconduct of County employees over whom the Township has no control. The Township will have no other choice than to find a new contractor to manage its water and sewer systems if an understanding cannot be reached with the County. He has a meeting on March 6, 2025 with Jim Nash, Water Resources Commissioner. The Township Board approved a Motion for Giffels Webster to draft an RFP for the water and sewer operating system.
- The Bicentennial Celebration (200th birthday of Commerce Village) will be held on June 14, 2025.

ITEM 9: TOWNSHIP BOARD REMARKS (continued)

- Mario Gibbons was hired as the full-time Ordinance Manager.
- Approved the rezoning for a 39-unit attached townhome condominium development on the north side of Crumb Road, between Haggerty and Meijer Drive.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

MOTION by Peterson, supported by LaFond, to recommend to the Township Board of Trustees the purchase of replacement security gates from Envisionware in the amount of \$12,983.00.

MOTION CARRIED UNANIMOUSLY

ITEM 11: OTHER MATTERS

None

ITEM 12: ADJOURNMENT

MOTION by LaFond, supported by Peterson, to adjourn the meeting at 8:15 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, March 26, 2025, at the Commerce Township Community Library.