

Final
**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
March 26, 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
Barry Hiscox
Shane Lakner
Donald Petersen

Also Present: Alyson Lobert, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by LaFond, supported by Pernick, to approve the March 26, 2025, Library Advisory Board Meeting Agenda with the addition of **ITEM 8: NEW BUSINESS b. IMLS Update.**
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 February 26, 2025, as submitted.
MOTION CARRIED UNANIMOUSLY

ITEM 3: CORRESPONDENCE

None

ITEM 4: PUBLIC COMMENTS

3/4/25 via comment card I brought my daughter here today. She's 3 and rambunctious. Winter doesn't offer a lot of spaces for fun. I was SO pleasantly surprised that the children's library offers her a safe space to have fun and explore. And even when things got noisy and she chased her friend, the librarians, Trista and Ashley, were so kind and understanding with no expectations for her to stop playing, just emphasis on safety.

My daughter wants a toy check out system. She likes the power of choosing a toy.
3/4/25 via comment card I love the girls at the children's department. They are always friendly, nice. Especially Mrs. Ashley and Mrs. Marissa!

ITEM 4: PUBLIC COMMENTS (continued)

3/6/25 via comment card I was thinking maybe the library could have a library pet like a turtle or a bird.

ITEM 5: FINANCIAL REPORT

Library Director Lobert reviewed the Revenue and Expenditure Report for the period ending February 28, 2025. (15.11% of the budget was spent through the 2025 budget year).

ITEM 6: DIRECTORS REPORT

Library Director Lobert –

Circulation: Physical Collection

Circulation: February 2023 – 20,829
February 2024 – 21,200
February 2025 – 20,243

Circulation: Year to Date:

2023 – 42,338
2024 – 41,484
2025 – 39,951

Physical and Digital Circulation – February 2025

Physical – 20,243,68%
Hoopla – 2,031,7%
Libby - 7,285,24%
Freegal – 301,1%
Kanopy – 136,0%

Circulation: Digital Collections

Overdrive (Libby App):

February 2023 – 5,250
February 2024 – 7,112
February 2025 – 7,285

Hoopla Instant Circulation:

February 2023 – 1,130
February 2024 – 1,411
February 2025 – 1,887

Hoopla Instant Cost: Year to Date:

2022 – 4,873
2023 – 6,464
2025 – 8,869

ITEM 6: DIRECTORS REPORT (continued)

Hoopla Active Users 2022-2024:

2022 – 656
2023 – 809
2024 – 1,043

Libby Active Users 2022-2024:

2022 – 1,915
2023 – 2,263
2024 – 2,727

Program Highlights

CTCL hosted our annual Preschool Open House in conjunction with Walled Lake City Library and Wixom Public Library. We had 75 patrons attend to speak to schools and we received the following feedback from preschool presenters:

"Thank you so much for organizing Saturday's program! We had a wonderful experience and met dozens of families. I also loved getting the chance to compare notes with other schools on random things! I had great conversations with Guidepost and Lakes Area Montessori and wish I had walked around to chat more before the program started."

"Thank you all so much for your time in organizing this event and always trying to make it better. You are very much appreciated!"

In response to patron feedback, Teen Services Librarian Shelby Fox-Purrier-Rivera has been hosting Dungeons and Dragons for all age ranges. Their Adult level group received this feedback from attendees:

"I had a blast, wish the next one wasn't a whole two months away.

"I just wanted to say that the host was fantastic! I had never played before, and Shelby made the game not only accessible, but very fun. I will absolutely come again. Shelby clearly cares about everyone having a good time and feeling included."

Information Services Manager Trista Reno continued her bi-monthly Horror Haven Book Club and received rave reviews on her leadership of the program, and the program itself. We also got this feedback when asked for more comments about the library:

"I think the library does an excellent job of offering a diversity of subjects and activities. All the employees with whom I have interacted have been extremely helpful and welcoming."

ITEM 6: DIRECTORS REPORT (continued)

Library Statistics

Library Visits were down – 7,781
Database Usage was down – 715
Program Participants were up – 1,617
Imagination Library Participants were up – 942

Personnel

Employee Anniversaries:

Lovely Branch – 3 years
Evan Kennedy – 2 years
Jacob Szpytek – 2 years
Angela Quick – 2 years

Professional Development:

All librarian staff - monthly Information Services meeting
Marissa Boisclair, Lauren Aquilina and Anjelica Lyman - Summer Reading 2025 Kick Off featuring CSLP! (webinar)
Steve McGladdery and Alexis Shirk - Dementia & Alzheimer's webinar with Ryan Dowd (webinar)
Alexis Shirk - Homeless Training: Personality Disorders, Alma Book Buzz, and And the Award Goes To: The People and Process Behind ALA's Audiobook Awards (webinars)

Committee Participation:

Alyson Lobert - TLN Shared Automated System user's group
Alyson Lobert - TLN Board
Alyson Lobert – Commerce Township bicentennial event committee
Marissa Boisclair – MLA Spring Institute workgroup
Brannon McCullough – TLN Adult Services committee

Notable

Furniture: Library Design installed the new teen room furniture (booths, single and dual-user pods). Shelving will be installed in the near future for the Friends' Book Shop.

New Database: Commerce Library is the second library in Michigan to offer myfilmfriend, an on-demand video streaming service! With unlimited access to a strong catalog of movies, series, concerts, and award-winning documentaries from Europe and around the world, there's something for everyone. Features include: unlimited streaming with no credit system or loan periods, the ability to download movies and series to enjoy offline with the myfilmfriend app, users can access the service via laptop, smartphone, tablet, Apple TV, Android TV and Amazon Fire TV.

ITEM 6: DIRECTORS REPORT (continued)

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

a. 3D Printing Policy Draft

Library Director Lobert reviewed the revised policy with the Board. The policy was reviewed and approved by the Township Attorney.

ITEM 8: NEW BUSINESS

a. Township Credit Card

Library Director Lobert is asking the Board to consider recommending to the Township Board of Trustees the issuance of a Commerce Township credit card for Marketing and Programs Manager Ashley Moran. Ashley's role as Marketing and Programs Manager includes monitoring the programming budget and facilitating the regular purchase of programming materials on behalf of our librarians. This change will support Ashley's efficiency and allow for better management of programming resources. She would review and sign off on Ashley's credit card purchases monthly.

b. IMLS Update

Library Director Lobert said it appears there will be cuts at the federal government level to IMLS (Institute of Museum and Library Services). The library is mostly funded by the residents of Commerce Township although Michigan eLibrary and our mail catalog are funded through Federal Funds. The Michigan eLibrary provides all Michigan residents with free access to online full-text articles, full-text books, digital images, and other valuable research information at any time via the internet, and provide an easy-to-use interlibrary loan system to allow Michigan residents to borrow books and other library materials for free from participating Michigan libraries. This will all go away if Federal Funding is cut, unless it is funded from the State level. She will let the Board know of any changes to funding.

ITEM 9: TOWNSHIP BOARD REMARKS

Supervisor Gray –

- Approved the purchase of a medic ambulance and a defibrillator for the Fire Department.
- Approved the replacement security gates at the library.
- Bicentennial Event on June 14, 2025. The Township is looking for volunteers to help with the event. Shuttle buses will be provided by Peoples Express.
- Discussing the possibility of hiring someone to help with marketing.
- Big Box Retailer Dark Store tax loophole – The Board will discuss how we can move forward with legislation in hopes of closing a property tax loophole for big

ITEM 9: TOWNSHIP BOARD REMARKS (continued)

box businesses. (Used by big box retailers who want to lower their property tax liability and appeal their property taxes assessed by municipalities to the Michigan Tax Tribunal, where they have been successfully able to argue that the vacant stores in their inventory should be factored into the market value of their stores that are up and operating.)

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

MOTION by Lakner, supported by LaFond, to recommend to the Township Board of Trustees approval to issue a Commerce Township credit card to Ashley Moran, Marketing and Programs Manager. **MOTION CARRIED UNANIMOUSLY**

MOTION by LaFond, supported by Lakner, to recommend to the Township Board of Trustees approval of the Commerce Township Community Library's 3D Printing Policy. **MOTION CARRIED UNANIMOUSLY**

ITEM 11: OTHER MATTERS

None

ITEM 12: ADJOURNMENT

MOTION by Lakner, supported by Pernick, to adjourn the meeting at 7:47 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, April 23, 2025, at the Commerce Township Community Library.