

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
September 25, 2024
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
Barry Hiscox
Shane Lakner
Donald Petersen
Vanessa Magner, Township Board Trustee

Also Present: Alyson Lobert, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Lakner, supported by Petersen, to approve the September 25, 2024, Library Advisory Board Meeting 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 August 28, 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 August 31, 2024. There was one big payment for contractual services in the amount of \$14,650.00 which was the last payment for the strategic plan.

ITEM 6: DIRECTORS REPORT

Library Director Lobert – For the month of August we are down just a bit in terms of library visits with circulation remaining at normal levels. August tends to be a quieter

ITEM 6: DIRECTORS REPORT (continued)

month in comparison to July which is a very busy month with the summer reading program occurring.

We had some staff anniversaries, notably Bill Wines at 12 years of service.

Many staff members attended various webinars.

Imagination Library was very slightly down from the month before which is the first time that's happened since we started the program.

ITEM 7: OLD BUSINESS

a. Mural Proposal

Library Director Lobert said the mural proposal was brought up last month and we did not vote on it. The proposal is in your packet to engage mural artist Rhiannan Sibbald. We are looking at the cream colored wall in the Youth Room. It is pretty empty and we have been wanting to do something special with it for a while. Director Lobert found an artist who did some work at the Kent District Library on the west side of the state. Her work brings youthful energy to the space. I believe the youth programming and the youth room are the heart of this library and brings in a lot of families and I think it's very special and I want to do something special for our Commerce Township families. We wanted to do something with an outdoor theme to highlight the fact that we are in a park. At my request the artist gave us 2 different quotes. One is for a square area within the Youth Room just to the right of the poster and she also gave us a quote for the mural to go all the way to the window next to the door. It would trail off into that area, it would not have a hard stop. The artist breaks it into 2 payments and once she receives the first payment she creates the design. She'll do a revision based on input after the initial design review. The funds will come out of the Building and Ground Maintenance budget and we have \$19,100.00 remaining. Most likely half of the mural cost will come out of the 2024 budget and half will come out of the 2025 budget. The quote for the larger mural is \$5,400.00.

Discussion followed regarding the library as a focal point for the community and that the mural should be as well.

MOTION by Lafond, supported by Hiscox, to engage with Rhiannan Sibbald for \$5,400.00 for a mural.

MOTION CARRIED

Petersen and Lakner opposed.

ITEM 8: NEW BUSINESS

a. 2025 Budget Draft

Library Director Lobert presented the proposed 2025 library budget. There are no changes to estimated revenues. I'm not planning to add any staff in 2025, 3% increase for full-time staff, and an increase to hourly rates for the circulation clerks and the pages in order to help with employee retention. The big projects for 2025 are the Teen Room furniture replacement, booths on the left need to be replaced, 6 new study pods, a table for the maker's space and an additional piece of equipment. I've budgeted a total of \$150,000 for furniture. One of the larger projects we are considering is changing the sorting room into a Friend's of the Library book sale room. This would allow patrons to shop for new books whenever the library is open. We've raised the amount in the Building and Ground Maintenance budget from \$30,000 to \$61,000. We also want to put the Library logo on the building and we got 2 quotes- for a big logo and a small logo. Another item in the 2025 proposed budget is increasing the amount we spend on advertising from \$4,000 to \$22,000. This includes paid social media advertising and purchasing some promotional swag for events, and a subscription to Patron Point which is a marketing platform for public libraries. It connects to the integrative library program. The last big thing is Over Drive. I'm suggesting a 26% increase to \$139,000 because that's how much it grew from 2023 to 2024. I've kept the physical items the same for the last handful of years at \$195,000 and we'll leave it at that for 2025 as well. I've also increased the online data bases from \$115,000 to \$130,000 to cover increased usage of Hoopla. I also added money to equipment maintenance due to the Novel Branches needing yearly maintenance.

MOTION by Magner, supported by Lakner, to take the 2025 Library budget to the Township Board of Trustees. **MOTION CARRIED UNANIMOUSLY**

ITEM 9: TOWNSHIP BOARD REMARKS

Trustee Magner updated the Library Advisory Board regarding Priority Waste and the move to 5 days per week pick up from the current 4 days per week pick up.

The Township Board of Trustees appointed a new commissioner to the Planning Commission for a 3-Year term. Her name is Caitlin.

The Township Board also approved several contract awards for improvements to Victory Park.

The Drew Crew applied for a charitable gaming licensing for fund raising purposes.

The Township Board is in the midst of 2025 budget conversations with department directors.

Trustee Magner announced this is her last Library Advisory Board meeting

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 11: OTHER MATTERS

Chairperson Garbutt reminded everyone the Community Read will be in Novi with a Michigan author and a book about Flint.

Barry Hiscox thanked Vanessa Magner for her service to Commerce Township.

ITEM 12: ADJOURNMENT

MOTION by Lakner, supported by Magner, to adjourn the meeting at 8:01 p.m.

MOTION CARRIED UNANIMOUSLY

DRAFT

Betsy LaFond, Secretary

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, October 23, 2024, at the Commerce Township Community Library.