

August 22, 2025  
City Planning Commission  
City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076

Dear City Planning Commission Members,

This letter expresses strong interest in serving on the Lathrup Village Planning Commission. I, Beverly Banks, a resident of Lathrup Village at 17586 Sunnybrook, Lathrup Village, Michigan 48076 since 1998, and a Librarian with over 15 years of experience, am confident that my skills and commitment to community service would be a valuable asset to the Commission.

Throughout my career as a Librarian, I have cultivated a range of skills directly applicable to the responsibilities of a Planning Commissioner. Librarians are trained in information organization, critical analysis, and research methodologies. We are adept at gathering, analyzing, and synthesizing complex information, skills crucial for understanding and interpreting planning policies and development proposals.

Librarians are inherently community-oriented. We are dedicated to serving the public interest and facilitating access to information for all residents. This aligns perfectly with the Planning Commission's role in engaging diverse segments of the community and ensuring that planning decisions reflect the collective vision for Lathrup Village's future.

My expertise in these areas is offered:

- **Research and Analysis:** Experience as a Librarian and Teacher has honed my ability to analyze demographic information, interpret relevant data, and assess potential land use impacts.
- **Community Engagement:** Skills include developing and implementing public engagement strategies, essential for fostering productive dialogues between residents, staff, and the Planning Commission.
- **Organization and Attention to Detail:** The role of a Librarian requires meticulous attention to detail and a commitment to organization. This translates directly to reviewing proposals and ensuring compliance with zoning ordinances and other regulations.

I have a passion for Lathrup Village and an eagerness to contribute time and skills to its continued growth and success. I am available to attend meetings, review materials thoroughly, and engage in constructive discussions to make informed decisions that benefit the entire community.

Thank you for considering this application. I look forward to discussing how this experience and these skills can support the Lathrup Village Planning Commission.

Sincerely,

Beverly Banks

[REDACTED]

[REDACTED]

[REDACTED]

# Beverly Banks

Lathrup, Michigan, 48076

## Contact

Lathrup Village, MI 48076

## Education

**Master of Library and  
Information Science**  
*Wayne State University*

**Teacher Certifications**  
University of Detroit Mercy

**BA in Liberal Arts**  
*Wayne State University*  
Communications Major

## Key Skills

Project Management  
Budget Management  
Microsoft Office  
(PowerPoint, Word)  
Cataloging  
Research  
Customer Service  
Detailed organization

## Objective

**Dedicated, experienced Librarian seeking a position in a cutting-edge Information environment, where my work experience as a Librarian and Media Specialist will be applied in helping, creating and maintaining a dynamic enterprise.**

## Professional Experience

### 2024-present

#### **Adjunct Librarian-Macomb Community College**

##### **Reference desk management including:**

- Student research and assistance navigating software
- Catalogue search and retrieval
- Online assistance through Help Chat with a Librarian
- General assistance for patrons navigating library resources

### 2021-present

#### **Librarian- Baldwin Public Library, Birmingham, Michigan**

##### **Substitute Adult Librarian**

- Answer patron reference questions
- Locate materials for patrons
- Create book blog monthly
- Monitor Adult desk phone and in person queries.
- Instruct on use of technology

##### **Substitute Youth Librarian**

- Reference question assistance
- Technology assistance
- Assist patrons locating preferred items
- Register patrons for library programs

##### **Circulation Assistant**

- Check in/out library items
- Registration and renewal of patron cards
- Processing fees for lost materials
- Information desk representative for the library

*Walled Lake, MI*

**Library Media Specialist • Walled Lake Consolidated School District**

- Responsible for directing and supervising the essential services as Library Media Specialist and Computer Resource Technician for assigned schools each year of service from elementary to middle schools.
- Managed budget for middle school and two elementary school libraries of 14,000 + collections on an annual basis
- Sourced and curated collection of media for students based on trend analysis, driving high engagement across grade levels
- Managed upkeep of technology purchases for computer lab and library to ensure students had equitable access to latest available machinery and library materials
- Led presentations on technology at district level and building level as info-share with colleagues
- Provided leadership in the planning and management of library programs
- Ensured media resources are available to students, teachers, and parents through various platforms (YouTube, Media Center Webpage, in-person learnings and Zoom sessions)

*Berkley, MI*

**Practicum • Berkley High School Library Media Center • Berkley School District**

- Assisted in the creation of diverse school summer reading list based on trends analysis and appropriate reading grade levels
- Created presentation to educate students on authoritative websites for academic research, shared with 1,000 students
- Played strategic role in implementing transfer of fiction books into new digital library system

## **Leadership**

***Teacher of the Year***, 2018 Wixom Elementary, Walled Lake Consolidated Schools

## **Certifications**

Library School Media Specialist endorsement K-12

Elementary Education certification-K-5 All Subjects

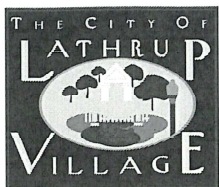
English certification- grades 6-9,

Speech certification- grades 6-9

## **Professional Affiliations**

American Library Association (ALA)  
Michigan Association for Media in Education (MAME)  
MAME Board Member and former Newsletter Editor  
Michigan Reading Council





City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

RECEIVED

AUG 22 2025

City of Lathrup Village

APPLICATION FOR COMMITTEES, COMMISSIONS, & BOARDS

Date of Application: 8-22-25

this  
application  
ONLY AE  
10/3/24

Please check the committee for which you are applying for:

- |  |   |
|--|---|
| <input type="checkbox"/> Board of Review                                 | <input type="checkbox"/> Lathrup Village Foundation Board |
| <input type="checkbox"/> Building Authority                              | <input checked="" type="checkbox"/> Planning Commission   |
| <input type="checkbox"/> Downtown Development Authority (DDA)            | <input type="checkbox"/> Parks & Recreation Committee     |
| <input type="checkbox"/> Historic District Commission                    | <input type="checkbox"/> Tree Committee                   |
| <input type="checkbox"/> Inclusion, Diversity, & Accessibility Committee | <input type="checkbox"/> Other: _____                     |

Name: Beverly Banks

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you at least 18 years of age: YES ☒ NO ☐

Are you a registered voter in Lathrup Village: YES ☒ NO ☐

Have you been a resident of Lathrup Village for 1+ years: YES ☒ NO ☐

A resume/CV is required with your application. Additionally, please include a letter that covers any additional information that clearly states your qualifications for serving on the committee you selected and why you believe you are the best fit to serve Lathrup Village.

Signature: Beverly Banks

Date: 8-22-25

*Applicants must be in good standing with the City to be eligible for committee, commission, or board appointment. Any outstanding violations or payments associated with the applying individual or individuals' property may result in the submitted application being rejected.*

Return completed application to:

Lathrup Village – City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076

Kelly Garrett  
Mayor

Bruce Kantor  
Mayor Pro-Tem

Jalen Jennings  
Council Member

Dalton Barksdale  
Council Member

Jason Hammond  
Council Member