

DEARBORN PUBLIC LIBRARY  
LIBRARY COMMISSION MEETING MINUTES  
October 11, 2023  
**APPROVED**

➤ ATTENDEES:

- |  |           |
|--|-----------|
| ➤ Chairperson Marcel Pultorak                | ➤ Present |
| ➤ Vice Chairperson Dr. Ryan Lazar            | ➤ Present |
| ➤ Secretary/Treasurer Jihan Jawad            | ➤ Excused |
| ➤ Commissioner Zeinab Alhashemi              | ➤ Excused |
| ➤ Commissioner Gerilyn Biggs                 | ➤ Present |
| ➤ Commissioner Barth Bucciarelli             | ➤ Excused |
| ➤ Commissioner Ali Dagher                    | ➤ Absent  |
| ➤ Commissioner Amira Haidar                  | ➤ Present |
| ➤ Commissioner Michelle Jawad                | ➤ Present |
|  |           |
| ➤ Library Director Betty Adams               | ➤ Present |
| ➤ Deputy Director Julie Schaefer             | ➤ Present |
| ➤ Administrative Librarian Patty Podzikowski | ➤ Present |
| ➤ Office Assistant II Daniel Smith           | ➤ Present |

## **I APPROVAL OF MINUTES**

Chairperson Pultorak called the meeting to order at 5:02PM. He announced a motion to approve the minutes from the September 13, 2023 meeting.

- Vice Chair Lazar advised an addition to the Comments section. Minutes approved as amended.

## **II DIRECTOR'S REPORT**

Please see Director Adams' September report in full beginning on page 3.

The commission requested more insight into the progress of Adams' vision for the Library in reports going forward.

## **III MUSEUM REPORT**

The Museum's annual beer tasting was on September 29. Chief Curator Jack Tate reported that the Museum is assessing how it can be more successful in the future.

Deputy Chief Curator Matt Graff reported that the Museum is working on consolidating the Guild's numerous October events into a two-day fall festival. Museum representatives shared some preliminary ideas for this event, which included a cemetery tour and a ghost hunt.

A full-time archivist will be added to the FY2025 budget. Rooms in the Ross House have been undergoing updates, and exhibits are being installed in the Commandant's Quarters.

The Museum is hosting a children's Halloween party on October 27, and will have crafts and activities.

#### **IV FOUNDATION REPORT**

The Foundation is changing their focus from programming to fundraising. They are recruiting new members. There are currently six members serving.

#### **V COMMENTS**

Administrative Librarian Podzikowski conveyed that the week of October 15 is National Friends of Libraries Week, and acknowledged the efforts of Friends of the Library-Dearborn.

Deputy Director Schaefer reported that the administration and the City finance department have created new general ledger accounts to allow for sales of Museum items and SparkLab materials.

Meeting adjourned at 5:54PM

# DEARBORN PUBLIC LIBRARY

## DIRECTOR'S REPORT

Presented at the Library Commission Meeting on  
Wednesday, October 11, 2023

# COMMISSIONER NOTES

- A patron excitedly responded to our September Busy Bag with, "This is so great, this is exactly what they do in kindergarten, thank you!"
- Patron asked about the Bryant lot and expressed frustration that nothing has changed since she last asked and will be contacting the mayor's office.
- A mom came in looking for resources to help her son who is a struggling reader. Youth services staff showed her the Parent and Teacher Collection, the Vox Books, and the Bob Books. The mom was so happy that she stopped into the library because learning about our resources gave her great relief.
- Many requests for Notary services.
- "It's so beautiful!" A little girl referring to our YS bathroom
- Many complaints regarding staffing of Copy Center space.
- A request to use a microwave was made.
- "I never knew the library could be so fun." Very nice young patron commented after completing a craft program.
- Patron shared that she was so happy to see books for sale at Esper.
- The author Elizabeth Mitchell loved talking with Adult Librarian, Dan Lodge, regarding the history of the Statue of Liberty and was also honored to be part of the Library programming this year.

# CURRENT ADMINISTRATIVE PROJECTS

- Coordinating Page transition and training
  - scheduling Copy Center location
- Finalizing All-Staff details for October 27
- Addressing the use of auxiliary staff for Information Desk coverage
- ACCESS the Library Tours
- Compiling requested information for Compensation Study being completed through Human Resources
- Monitoring the Auditorium renovation
- Coordinating a City/Library collaborative social media initiative for October
- Meeting with the Superintendent of Dearborn Public Schools
- Continuing with staff one-on-one meetings
- Operational Assessment & Consult with Plante Moran & Chief Strategy Officer



# FACILITIES



- Esper sliding door replacement project awaiting final correction of installation
- Esper Security Camera upgrade and NVR installation
- Bryant cement has been laid and now connects
  - Reduction in trip hazards
  - Improved look and approach, fully connected
  - Sod and dirt fill is being coordinated prior to winter
- Teen Zone shelving has been moved to improve browsing
  - Fiction books are now shelved together
- Auditorium project is on schedule
  - Completed work: painting and electrical
  - Awaiting manufacture of seats
- HFCL inner sliding doors have been difficult or unable to close
- Underground Cable Project
  - Phase 1 is purchasing cabling & addressing the breakers
  - Phase 2 is installation of transformers and cabling
- Esper Roof Project requires a load study then an RFP
- Initialized bird diversion investigation for HFCL

# AUTOMATION & TECHNOLOGY

- PITS software used for reporting issues related to policy infractions and facilities reports
- Custom coded new internal application to allow staff to send alert when assistance is needed at the service desk
- Introduced Localhop, a more user-friendly public calendar, room booking and events management (replacing Evanced)
- Upgrading staff desktop pc's with laptops

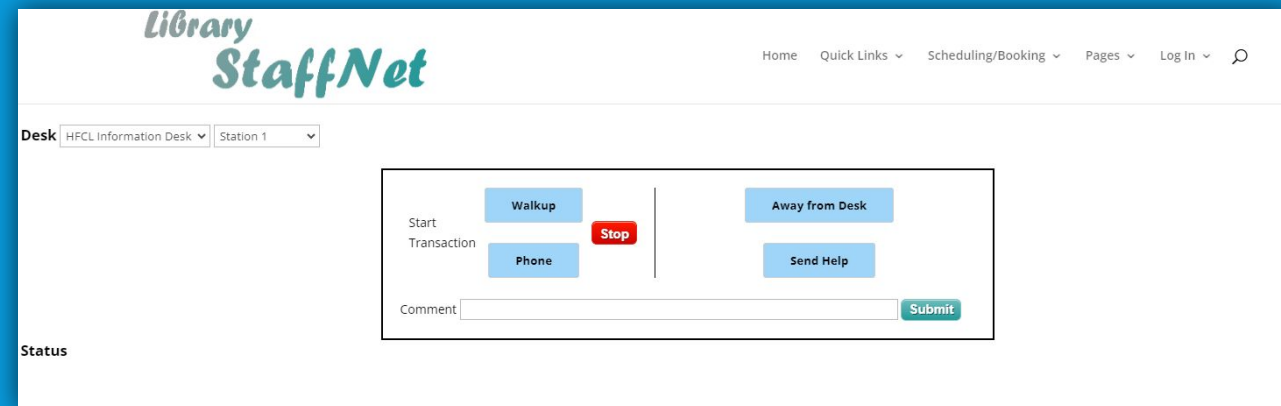
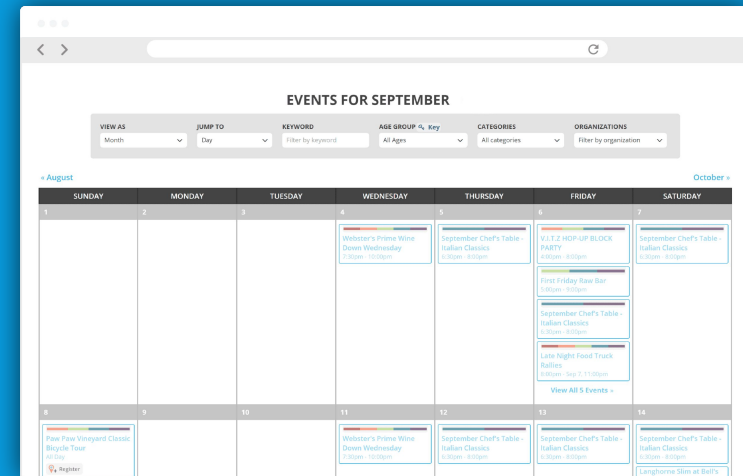
## PITS™

With PITS™, your staff can complete incident reports online in a secure web-based application.

Our online tool allows you to automate and send notifications to appropriate staff members and keeps track of which patrons are currently suspended or trespassed.

You can upload and attach documents and image files to reports and perpetrator records.

Quipu lets you decide what data to collect at your library! PITS™ supports local policies and can include the date and time of the incident, location, patrons involved and other specific information and rules of conduct.



# STAFF & VOLUNTEERS

- Librarian I vacancy filled and new Adult Librarian began on September 25th.
  - They are fitting in well and quickly learning her assigned duties.
- Our Adult Services Office Support III is continuing to fill in as the SparkLab Tech.
  - Interviews being scheduled
- Security Guard Position posted
- Custodian Position posted







The Library Network

**TECH  
FORUM  
2023**

Bloomfield Township Public Library

**9.29.2023**

# CONTINUING EDUCATION OF STAFF

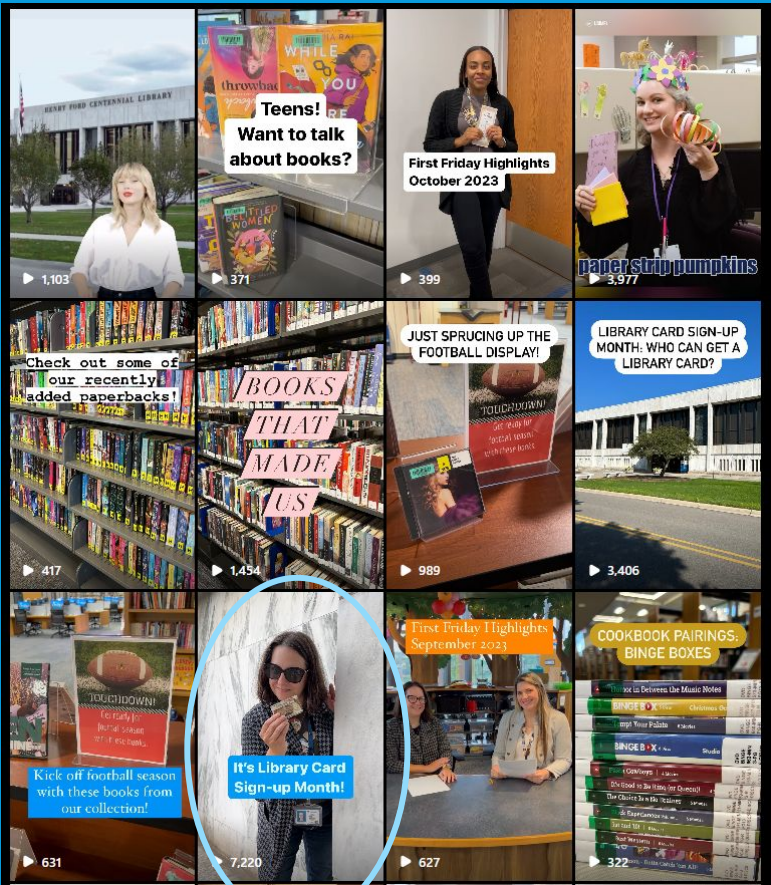
- From Training to Transformation: Demonstrating ROI Through Behavioral Shifts and Cultural Change
- Charlie Cart Beyond the Curriculum
- Developing an Outreach Program for Your Library
- Get Ready for National Friends of Libraries Week
- From Unreliable Magic to Good Marketing: Insights Learned from Interviewing 404 Nonprofit Leaders
- Completing Annual Report Refresher Webinar
- Bridge Building: Fostering Community Engagement and Dialogue
- Happy Hacks for Becoming Better After the Bitter
- collectionHQ: v6.11 Enhancements Training
- Libraries' Role in Public Health
- The Peaks, Valleys and Plateaus of Being a Library Leader
- TLN Tech Forum (6 hour day conference)

Total of  
**34.25 hours**

# COLLECTIONS & MATERIALS

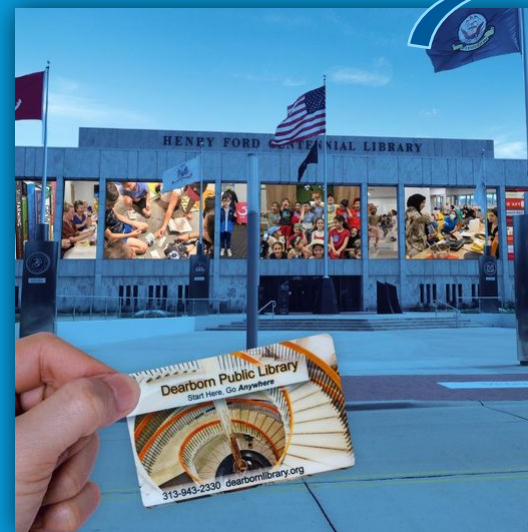
- Print reference materials are being weeded of outdated materials
  - Integrate Reference Materials into general non-fiction collection
  - Aim is to increase usability and accessibility to these materials
- New Family DVD Collection is being created
  - Feature films that are of higher interest to youth and families to be pulled from current Adult DVD Collection area
  - Increase accessibility and visibility of these materials
- Circulation at HFCL is up by 3,710 (8.28%) from last year

# MARKETING & SOCIALS



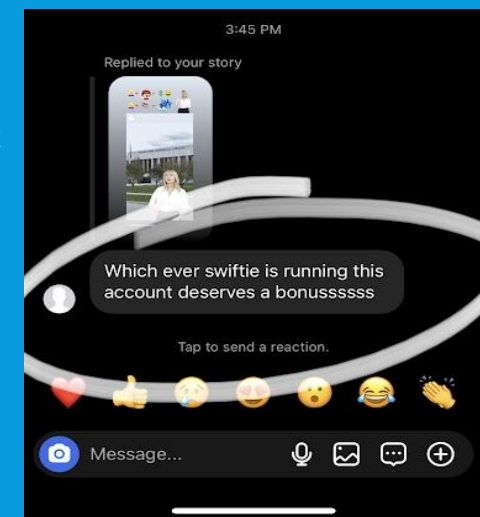
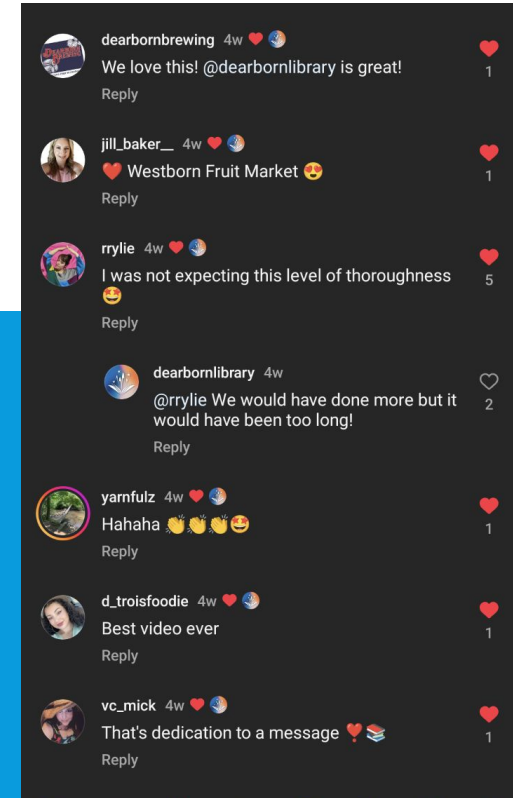
Top performing post on Instagram:

- 1,741% higher median reach
- 226 Likes
- 17 Comments



Top performing post on Facebook:

- 2,421% higher median reach
- 143 Reactions
- 26 Comments



# YOUTH PROGRAMMING & OUTREACH

- Noticable increase in school outreach requests this year
- September's Busy Bag well received by community
  - 120 Busy Bags were distributed in September

# ADULT PROGRAMMING & OUTREACH

- Meeting with Housing to discuss expanding outreach to all Senior Housing Facilities
  - Alegria and Beaumont Commons currently serviced
  - Hubard East and Hubbard West anticipated for November launch
  - Townshend Towers and Kennedy Plaza TBD
  - Aiming to offer translation services in the future
- Iconic America Micro-Grant through PBS has been completed with the Tiger Stadium author talk.
- Dungeons & Dragons launched at Esper was very successful

# THE MONTH AHEAD

- Initiating “Iconic” Library Street Sign installation process for each branch
- Coordinating with the City Departments on best practices for Free Speech Zone use
- Michigan Library Association Conference Oct. 18 – 20
- Meeting with the Museum & City to further develop our internal processes
- Huda Fahmy Author Talk, Tuesday, October 17 @ 6:30 PM