

**DEARBORN PUBLIC LIBRARY**  
**LIBRARY COMMISSION MEETING**  
Henry Ford Centennial Library - Room 111  
Wednesday, December 13, 2023  
**APPROVED**

**Commissioners:**

- Chairperson Marcel Pultorak - Present
- Vice Chair Dr. Ryan Lazar - Present
- Secretary/Treasurer Jihan Jawad - Present
- Zeinab Alhashemi - Excused
- Gerilyn Biggs - Excused
- Barth Bucciarelli - Present
- Ali Dagher - Present
- Michelle Jawad - Present

**Library Administration:**

- Library Director Betty Adams - Present
- Deputy Library Director Julie Schaefer - Present
- Administrative Librarian Patty Podzikowski - Present
- Office Assistant II Daniel Smith - Present

**I. Call to Order**

The meeting was called to order at 5:07PM.

**II. Approval of Minutes - November 8, 2023 regular meeting**

No edits or amendments advised. Minutes approved as submitted.

**III. Department Reports**

**A. Historical Museum Report**

Museum Guild Chair Mary Bugea Bugeia was present on behalf of the Historical Museum. She reported that the Museum has held several events since the last Commission meeting, including the annual Victorian Tea Open House at the Commandant's Quarters.

She reported that the West Downtown DDA had expressed interest in collaborating on the 2024 Brews and Boos event. The Museum is continuing outreach efforts with neighboring businesses on Michigan Avenue.

Bugea Bugeia reported that renovation of the first floor of the Commandant's Quarters is complete, and work is ongoing on the second floor.

The winter issue of “Dearborn Historian” has been published. It features an article by Lisa Clark about veterans missing in action, and another about the history of Dearborn Heights.

Tickets for the Museum’s Christmas event sold out. She reported that upward of 500 people were in attendance.

**B. Library Foundation Report**

Deputy Director Schaefer reported that the Foundation is receiving donations from the local business fundraising campaign. Another campaign for residents is in the works.

A new member has been incorporated into the board.

The next meeting is December 18 at HFCL.

**C. Director’s Report**

Please see Director Adams’ November/December report in full beginning on page 4.

**IV. Old Business**

**A. Social Media Policy**

Director Adams reported that a policy review schedule has been created and the Social Media Policy has been reprioritized.

**V. New Business**

**A. Budget - Rates & Fees - Library**

New charges were added for the SparkLab and the Digitization Lab. No changes were made to the existing rates and fees for fiscal years 2025 through 2027.

- Motion to approve was made by Commissioner Dagher, second by Commissioner Michelle Jawad. Motion carried. Rates and fees were approved as submitted

**B. Budget - Rates & Fees - Museum**

- Motion to approve was made by Commissioner Dagher, second by Commissioner Michelle Jawad. Motion carried. Rates and fees approved as submitted.

**VI. Announcements**

Director Adams relayed praise to the Social Media Committee from Mayor Hammoud, particularly for the Youth Services shopping carts video.

The City commissioner dinner was on December 6. Those in attendance said it was very well done.

## **VII. Adjournment**

The meeting adjourned at 5:42PM

# Dearborn Public Library

## Director's Report

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PRESENTED AT THE LIBRARY COMMISSION MEETING ON

WEDNESDAY, DECEMBER 13, 2023

BETTY ADAMS, LIBRARY DIRECTOR



# Commissioner Notes

- Patrons inquired why Twilight was one of the selected Bad Movie Club movies; expressed the popularity of the book series and potential alienation of audiences.
- Patron was looking for the low-vision reader (had emailed us about it prior to coming in). Patron was thrilled that her husband was able to read the paper again, said that she'd had trouble finding resources for vision loss and was so glad that we had the machine here.
- A patron who engages with staff loves the fact that the library is sending people to Hubbard Manor and requested that DVD's be added as a material to provide residents.

- Patron had questions about the museum ornaments - it doesn't say anywhere on the flyer or website that the ornaments are 3D printed. Just says pewter or gold - patron thought they would be made of metal.



# Current Administrative Projects

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- Budget preparation for Fiscal Years 2025 – 2027
- Operational Assessment received and currently under review
- Coordinating Space Needs Assessment for facilities
- Meeting with Elementary & High School Administration
- Compensation Study from City HR
- Capital Projects coordination with City for now through 2025
- Museum and Library Collaboration Planning
- Financial Management Course
- Library Street Signs
- Auditorium, Esper Roof & Technology, Bryant Landscape



# Automation & Technology

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- An SSL certificate was added to our intranet to provide improved security
- Initiating upgrades to credit card readers
- Auditorium renovation upgrades approved to the projector and screen
- Began the project to upgrade the NVR and security cameras at Esper Branch
- Late in the month we learned that our vendor was abruptly discontinuing our library app due to a 3rd party issue, forcing us to investigate a replacement solution.
  - We have included guidance for our patrons as well as a statement from the vendor here:  
<https://dearbornlibrary.org/library-app-status-and-alternatives/>



# Staff & Volunteers

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- Office Support III position for Adult Dept.
- Security positions posted
- Today is the last Friends of the Library Dearborn (FOLD) Book Sale at HFCL for the year
- Page open positions interviewing
- The Foundation has welcomed a new Board Member
- Custodian open position interviewing





# Continuing Education of Staff



- Innovative Engagement for Libraries: Using Sports, Physical Literacy, And Wellness to Engage and Support Your Community
- Niche Staff Skills Cataloging Basics
- U.S. and Michigan Economic Outlook
- What the Hack: Managing the Top Threats in Finance
- Building Community Relationships for Better Library Services
- Homelessness: How to Manage Problematic Behavior with Compassion
- Designing for Diversity in Your Library's Communications
- Advancing Adolescent Readers With Books That Engage and Inspire
- From Burnout to Balance
- Leap into Science

**26+ hours of CE**

# Youth Programming & Outreach

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- November 3 - Youth Services presented to 100 Salina 6th graders on library services with a tour and teacher-led scavenger hunt at HFCL.
- November 20th – Our Teen Librarian attended "Transforming Teen Programming" in Lansing; she reacquainted with a friend who (also) turned out to be a teen librarian. What a coincidence!
- Working on the desk in late November, Youth Dept. Supervisor, Susan Jelic received a parent's gratitude when they said she had helped their child choose a large stack of books about a month ago and their child "read them all!"
- Henry Ford Academy practicum student starting in December, who will require 60 hours of service; learning about the career path and assisting with introductory library functions.
- November 22 – Youth Librarian, Ms. Michele, hosted a Peanuts Thanksgiving with families. They watched the animated special while snacking on popcorn, pretzels, saltine "toast", and halal jellybeans along with the Peanuts Gang. The best moment was when a brother nudged his sister as Snoopy and Charlie Brown were cooking and the boy pointed at his snack bag with an "ah-ha" look upon his face!
- Family DVD collection is available at all locations and purchasing for this new collection has started.

# Adult Programming & Outreach

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- Adult Library Outreach Services to Hubbard East and Hubbard West/Sisson Manor launched with great success. Aiming to expand to Kennedy Plaza and Townsend Tower in the new year. Services to Allegria Village and Beaumont Commons will continue.
- Many successful programs in the SparkLab including our first equipment training class - Intro to Cricut. We had 15 participants out of 20 registered. Our new dedicated SparkLab Tech is doing great work and has been a phenomenal asset. They are producing examples of creative project that can be made in the SparkLab, as well as engaging with people visiting. Keep an eye out for the upcoming Card Making Workshop on December 7th.
- November included author chats about a new book on the careers of movie critics Siskel and Ebert and one on the movie Airplane written by David Zucker, Jerry Zucker and Jim Abrahams, the showing of Warrior Lawyers, a documentary about Indigenous lawyers and our every other month Spice It Up! Cooking class - (Meatless) Sausage and Apple Skillet featuring Cinnamon.
- Community groups held a creative writing workshop and a Medicare 101 workshop. The Library Foundation continued their Grow with Google partnership.
- Tech support for patrons happens not only every week at Tech Time on Friday afternoons, but every day from the Information Desk. Desk staff help patrons navigate job applications, print a wide variety of documents, troubleshoot their devices and our downloadable resources amongst many other technology challenges.

# Thank you!

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