

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING
Henry Ford Centennial Library - Room 111
Wednesday, February 14, 2024
APPROVED

Commissioners:

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

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 5:15PM.

II. Approval of Minutes - January 10, 2024 regular meeting

Minutes approved as submitted.

III. Department Reports

A. Historical Museum

Historical Commission Chair Mary Bugeia was present on behalf of the Historical Museum. She reported that the Museum had hosted lectures on Albert Khan and Edsel Ford.

Restoration of the Commandant's Quarters is concluding; an open house will follow.

The Museum will be running the Pioneer School Program from March through June, in which second-graders within the community learn about life in the 1800s. They are seeking volunteers for the program.

She reported the Memorial Day parade will run through west Dearborn in 2024 and ceremonies will be hosted at the McFadden-Ross house.

She reported that residents of the Garrison/Morley community along with the Museum are pursuing a historical designation for the neighborhood. There will be a Council study on February 21 in the Council Chambers.

B. Library Foundation

Deputy Director Schaefer reported that the Foundation met in January. They are coordinating a fundraising campaign for residents and past donors for 2024. The campaign for local businesses had limited success.

The board continues to operate at minimal capacity. The president is on a leave of absence, and the vice president is chairing the meetings. Board elections are forthcoming.

The next meeting will be February 26 at Henry Ford Centennial Library, with Zoom access.

C. Director's Report

Please see Director Adams' January/February report in full beginning on page 4.

IV. New Business

A. Dearborn Public Library organizational restructure

The administration presented the proposed new organizational structure, prepared by Plante Moran. The Commission and City administration discussed the initial effect will be to top-level staffing and the integration of the Library and Historical Museum as one City department.

Commissioner Lazar asked if the positions being restructured would be open to internal and external candidates, to which Director Adams expressed it will be determined based on the individual title/position being adjusted, however the initial postings are anticipated to be available for internal and external applicants.

Commissioner Lazar asked if the City has reviewed and supported the presented organizational structure. Dearborn City Chief of Staff, Zaineb Hussein, addressed the Commission on behalf of the City, that it was reviewed and supported the organizational structure presented.

Director Adams confirmed that the Commission is voting to approve the job titles and organizational positioning of jobs as deemed needed by staff and Plante Moran findings with this motion.

- Motion to approve made by Commissioner Dagher, second by Vice Chair Lazar. Motion carried unanimously.

V. Announcements

The commission will hold a staff meet & greet and a meeting in the HFCL auditorium once it reopens.

VI. Public Comment

Dearborn resident Rebecca Trujillo inquired into how the Library measures success in relation to its established goals, and how that information is shared with the public.

Director Adams said that metrics were created when the Strategic Plan was drafted and approved by the Commission in 2021. Director Adams also noted that in response to the inquiry of the same nature at the last meeting, information was added to the Director's Report identifying objectives completed under each goal.

Director Adams also noted the strategic plan is a living document that is under evaluation for the coming fiscal year and beyond. The Library's planning processes are aimed at aligning with the City's strategic vision as a whole, while highlighting the uniqueness of the Library as a department within the City.

Commissioner Lazar noted the Historical Museum was a separate department at the time the strategic plan was completed.

VII. Adjournment

The meeting adjourned at 6:21PM

Dearborn Public Library

Director's Report



The Music Lady Program, January 27, 2024

Presented at the Library Commission Meeting

Wednesday, February 14, 2024

Betty Adams, Library Director

Commissioner Notes

- Patron was asking about the Kroger Community Rewards, and said people don't understand how important a place like the library is to the community. She brings her kids here to see other kids and use the library.
- Patron asked for projectors to be available in smaller collaboration rooms and for glass white boards. She said that U of M Dearborn has the glass boards and they are very nice.
- patron commented that he used to come here a lot as a teenager, was glad to see how well the building has been kept up and likes the changes.
- Patron wanted us to know how helpful Lauren was. She needed assistance on the computer, and was grateful for Lauren's help - she called her amazing and said having Lauren's help made her cry. (In a good way.)
- Patron expressed wishes that the Pottery event/future events would also be held over zoom, as the event time would require some winter night driving.
- Patron brought Astrology book from 2nd floor display and handed it to me saying it shouldn't be on display because it was misleading. "Astrology isn't real and a library shouldn't be promoting it."
- Patron inquired about having a specific LGBTQ plus section of books at the library.
- Patron commented that when she first came here from Mexico, this library was her safe space and she wanted to share that with her family who was visiting.
- Asked who did the biography display on main display. Very timely with the Oscars. Really good display.
- I was here the other day and you were closed. I didn't realize you don't open until 11! Seems kinda late, doesn't it?

Current Administrative Projects

- State Aid Annual Report Submitted
- Bryant Landscape RFP
- Operational Assessment request for Commission Approval
- Financial Management Course
- Auditorium projector addition, Esper Roof water study, Underground Cable project
- Library Street Signs
- Future Strategic Plan timeline being drafted in coordination with City Strategic Plan
- Policy Reviews
- Mayor Request Forms



Automation & Technology

- Email billing and print billing notices have been reformatted to match
- Close Out Log for staff built
 - Area for Supervisors to record end-of-day notices that are not facilities or incident related items
- Migration of staff work stations from desktop to laptop continues
- Updates to Staffnet display settings

The Digitization Lab (DLab) hosted 20 patrons

- digitizing 89 video files
- 24 audio files
- 34 images

Circulation & Processing

Circulation Department:

- 103 bins delivered from HFCL to branches
- 130 bins returned to HFCL
- Outdoor Locker seeing high usage, often at capacity
- Former Library Commissioner visited with Henry Ford Early College students, who received Library cards and an overview of services
- OS III position vacant

Processing Department:

- 953 materials added
- 1,259 MeLCat circulating items
 - 772 items loaned out
 - 537 borrowed by DBN
- Processing Page is transitioning well to new role


Budget Snapshot

46% Museum

54% Library

58.3% Budget Elapsed

Youth Programming & Outreach



Take Your Child To The Library Day

- A collaboration with Salina Intermediate asks students to come to any one of the three public libraries to take a selfie at our Selfie Station and post it using #SalinaShelfie.
- The newest collection, Family Entertainment DVDs, is now available at all locations. It was created out of a need for a browsable collection of G and PG-rated motion pictures suitable for family viewing.
- Several new magazines were added to the Juvenile and Teen magazine collections including Honest History, Nintendo Force, and How It Works.
- January Construction Club repurposed cardboard boxes into items such as vehicles, playhouses, pet beds, and one pig mask!
- Jan-Dec 2023 1,000 Books Before Kindergarten participants read 33,038 books. 24 children completed the challenge.
- Jan-Dec 2023 1,000 Days of Reading participants logged 8,661 days of reading. 303 children are enrolled in this challenge.

Adult Programming & Outreach

- Tax prep with Accounting Aid Society launched
 - High volume of patrons utilizing services
- Mentor Me! We Shall Read began second tutor training session
 - Runs through end of April
- Winter Reading Challenge
- Maker Monday Videos launched on the Library's YouTube Channel
- Best Seller's Book Club



Esper Branch

Programs:

- LEGO Club saw 17 attendees in January
- D&D had 7 attendees in January. We're hoping to grow the program.
- Stress Management and Meditation workshop on January 27 was attended by 5 people. Additional dates are planned for April.
- ELL classes had 14 attendees

Library space:

- An adjustment was made to a camera in our surveillance system. A significant upgrade had been made by DA Central in November/December.
- The fireplace in the Magazine Room was activated for a social media segment and continues to be used intermittently.

Free Crafts:

- A "Make Penguin bookmarks" workshop was attended by 12 people. There were also "Mittens" and Storytelling kit crafts.
- Future crafts will relate to important national monthly themes:
- February Black History Month
- March Women's History Month
- April Arabic History Month
- May Mental Health Awareness & Inventor's Month (STEM focused)

Bryant Branch

Programs:

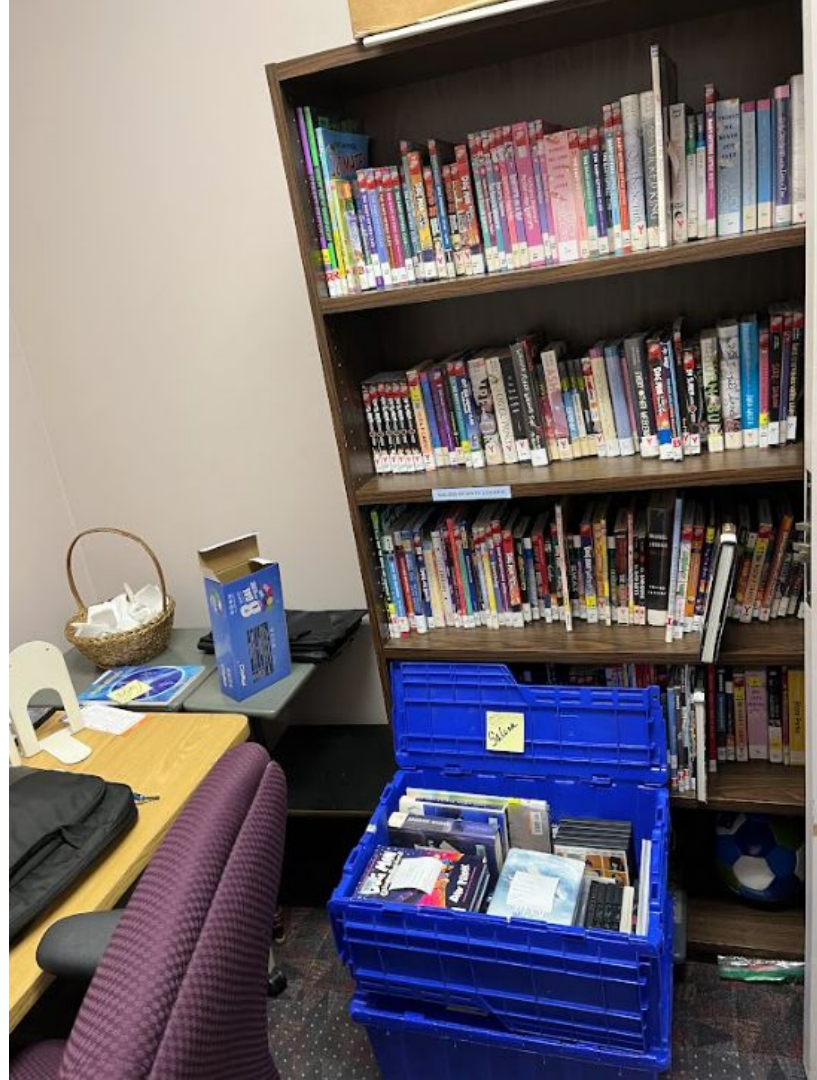
- January Monday Alphabet Storytime (2 sessions): 31 participants.
- January Tuesday Family Storytime (4 sessions): 24 participants.
- Twice a week (Monday-Tuesday) storytime began in January and will continue into Spring.
- A FOLD Magazine Sale will occur February 12-17. Pre-COVID this was an annual event.

Library space:

- In December we shifted the adult entertainment DVDs and created space for the incorporation of the Family DVD collection. In January items were being moved over to the collection (it's a work in progress).
- A mason (Custom Stone Works) has been hired to make building repairs.

Salina Outreach Update

- New outreach dual language apps launched at Salina Remote Locker
 - Designed by two staffers in response to teacher and student feedback for a more user friendly application with intuitive verbiage
 - The application addresses our inability to have a circulation staff member present to provide appropriate information during the application process
 - The Arabic has been updated to reflect most current policies and overall design modernized.



Upcoming Programming & Outreach

- Oscar Contest is now through Saturday, March 9
 - Predict the winner to be entered to win Movie Themed Gift Basket (Including DVDs of Oppenheimer and Barbie!)
- 50 Oscar Nights by Dave Karger book talk
- Machine Intro Workshop continuing in SparkLab, featuring the embroidery machine
- Video follow up for the previous Cricut Workshop will be released
- Pop-Up Craft in the SparkLab, Yeti Valentines!
- Corwell Health is beginning a Diabetes Prevention Class, February 12
 - 12 month program

Continuing Education of Staff

- MLA De-Escalation Training
- Canva webinar
- PLA webinar-Innovative Engagement for Libraries: Using Sport, Physical Literacy and Wellness to Engage and Support your Community
- Embracing the Future: Technology's Role in Volunteerism
- Library Makers Tool Talk: Navigating AI in the Library
- Google certificate training: Foundations of Digital Marketing and e-Commerce
- Google Certificate Training: Foundations of User Experience (UX) Design
- We Shall Read MentorMe! Reading Training Program Session #1
- CopyrightX: Libraries Session #1
- Financial Management for Public Libraries Course
- Post Pandemic Public Library Cohort

48+ hours of CE



Current Strategic Plan Check-In

GOAL 1: Maximize marketing, outreach, and engagement

- March will begin distribution of a quarterly physical newsletter highlighting programming and services among all locations
 - Museum, Branches, Youth, Teen, Adult

GOAL 2: Prioritize services to senior citizens

- Senior outreach and engagement has increased in the last six months
 - Regular visits established at all senior housing
 - Memorandums of Understanding have been drafted

GOAL 3: Prioritize services to youth

- Regular meetings established with school administrators
- Collaborations with streamlining school visits currently underway

GOAL 4: Unite the community

- Collaboration between the Museum and City in programming initiatives currently being drafted for Summer and Fall
- Local business and entrepreneurial partnerships being coordinated across the City

Thank you!

Winter Reading Challenge now through February 18!

LIBRARY STAFFING ADJUSTMENTS

CITY OF DEARBORN



BETTY ADAMS

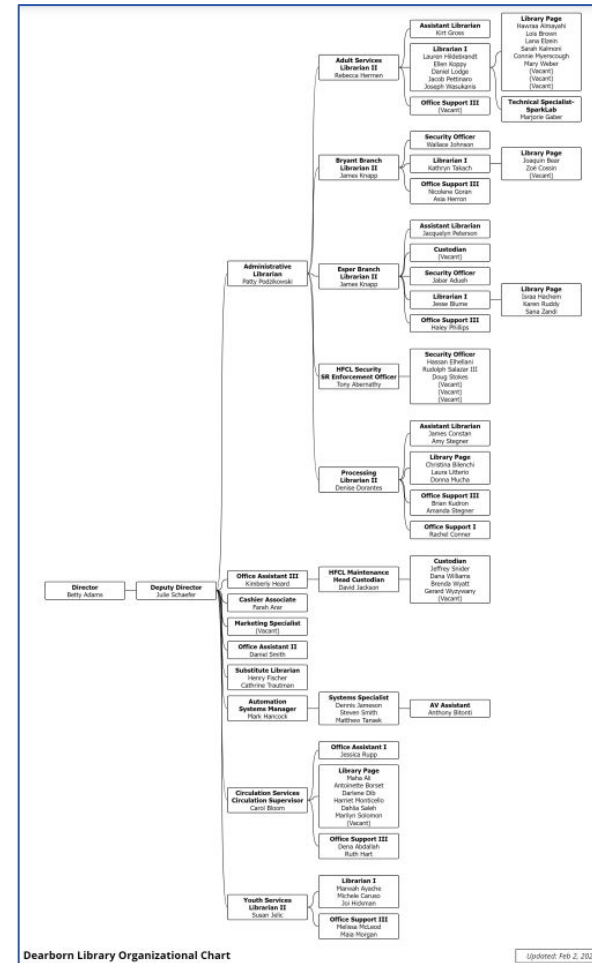
LIBRARY DIRECTOR

Library Commission

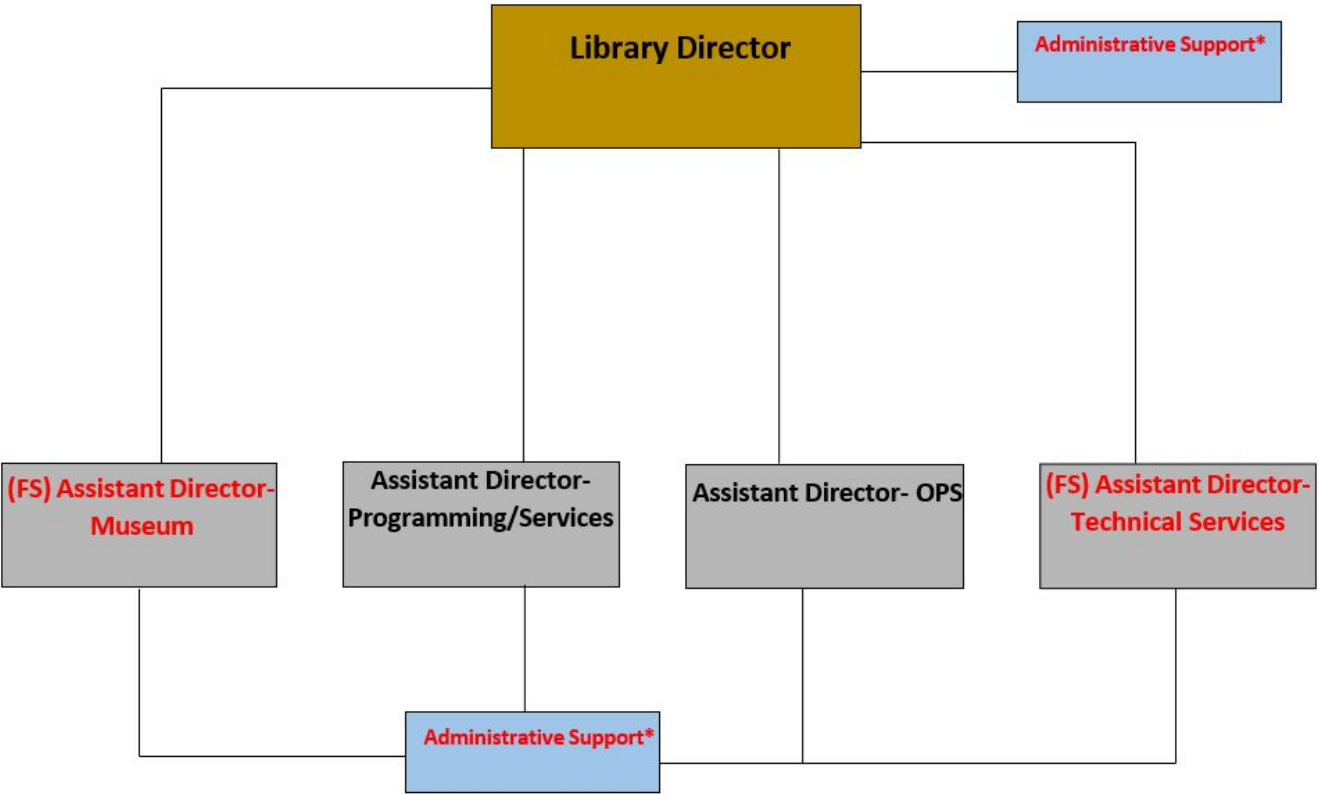
Wednesday, February 14th

CURRENT STAFF ORGANIZATIONAL CHART

Please refer to print-out:

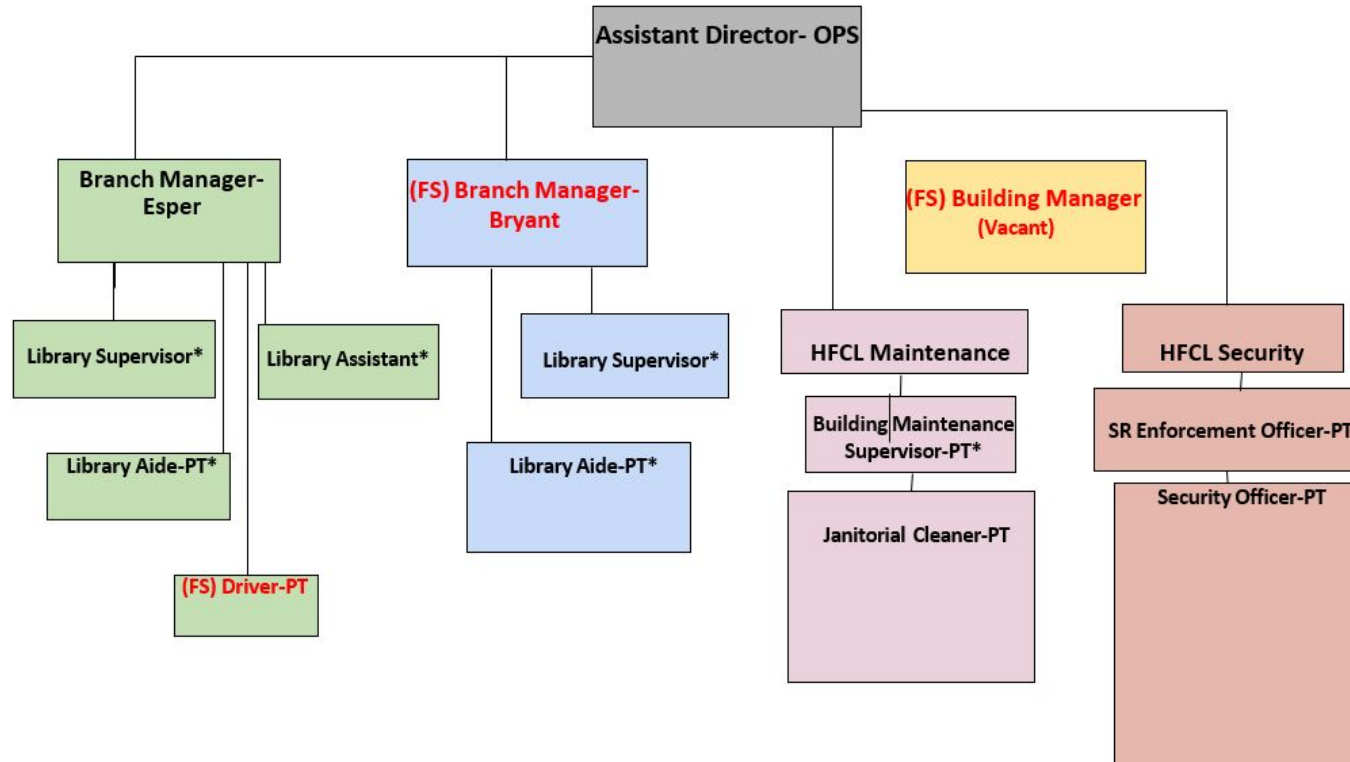


NEW STAFF ORGANIZATIONAL CHART



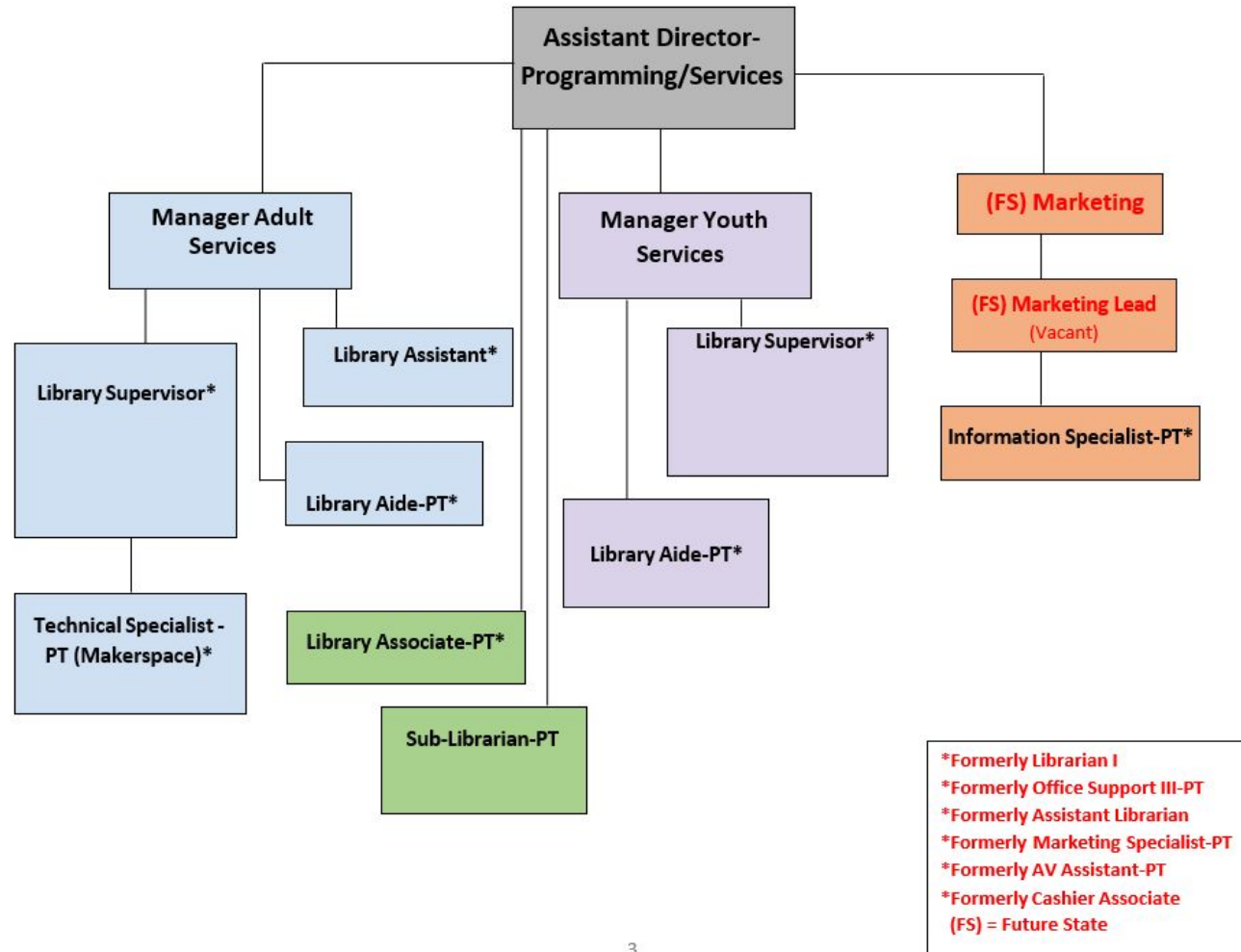
*Formerly Office Assistant II and III
(FS) = Future State

NEW STAFF ORGANIZATIONAL CHART

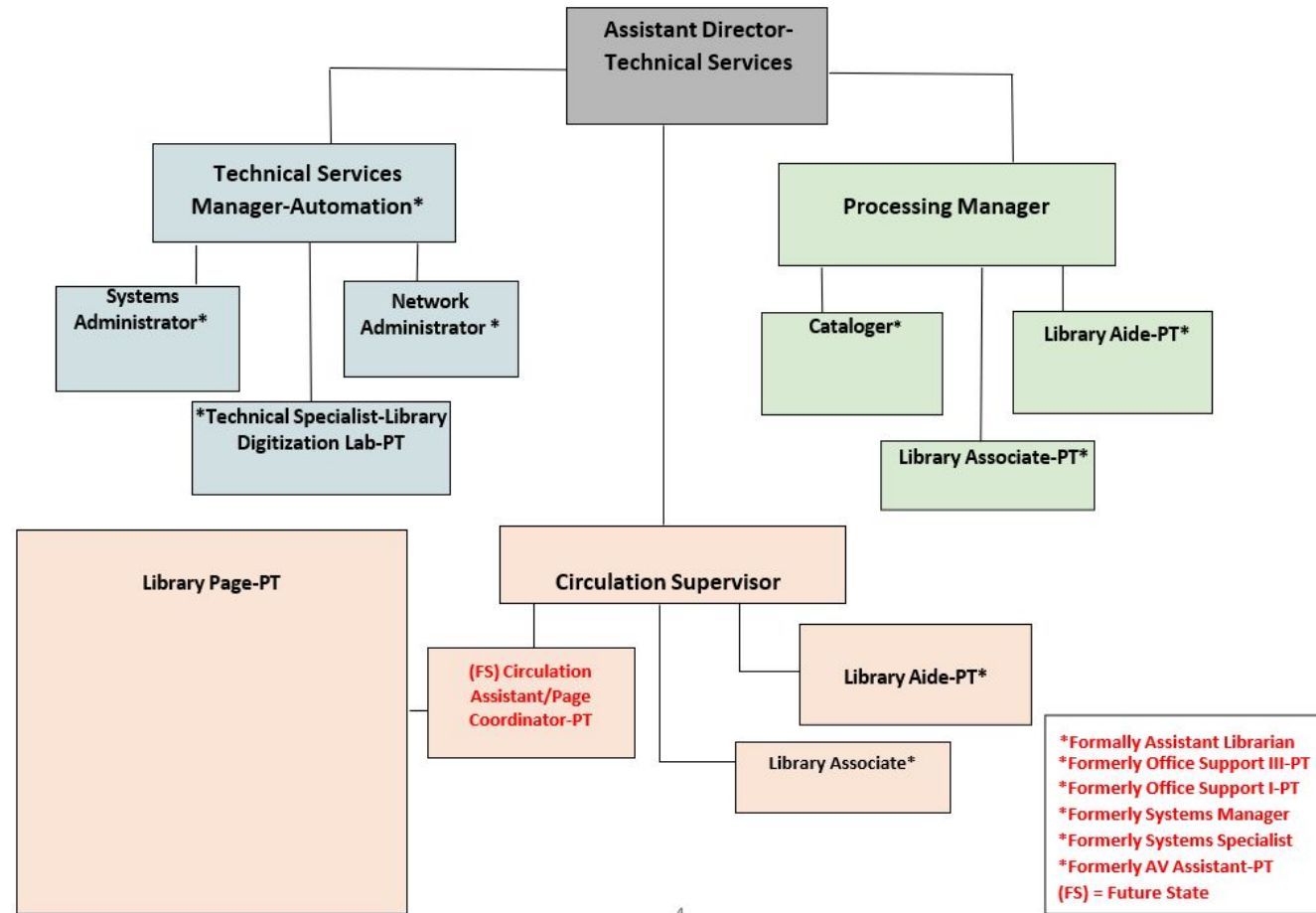


*Formerly Librarian I
 *Formerly Office Support III-PT
 *Formerly Office Assistant I
 *Formerly Assistant Librarian
 *Formerly Head Custodian
 *Formerly Custodian
 (FS) = Future State

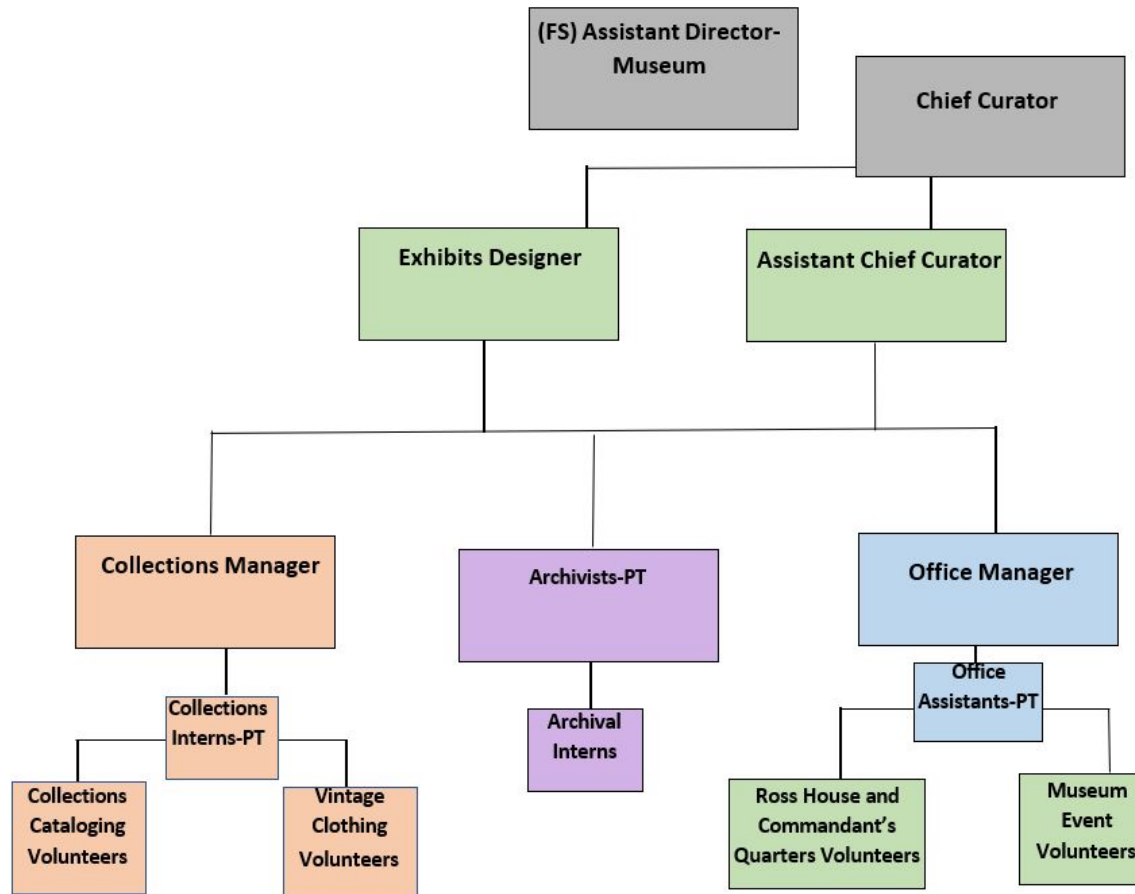
NEW STAFF ORGANIZATIONAL CHART



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NEW STAFF ORGANIZATIONAL CHART



SUMMARY OF THE OVERALL CHANGES:

- Creation of Assistant Director roles
- Incorporates Museum administration into Library structure
- Increased full-time positions from part-time
- Job titles and job descriptions reflect American Library Association (ALA) Standards
- Page position consolidated under one supervisor
- Each branch has its own manager
- Incorporates future full-time positions for Marketing, Facilities, and Delivery/Outreach



WHAT CHALLENGES DOES THIS NEW STAFF STRUCTURE ADDRESS?

- Updates key job descriptions to meet current needs
- Re-balances administrative responsibilities
- Streamlines the part-time Page position reporting structure
- Provides point-person for primary operations and library programming
- Addresses the current need for increased marketing and facilities management roles
- More clearly defines roles and responsibilities



WHAT BENEFITS WILL WE SEE?

- Ensure staffing is sufficient and efficient
- Reduce organizational redundancies
- Optimize employee skills and library resources
- Improve facilities for both employees and the public
- Enhancement in marketing and communications of library services
- Staff will feel more empowered and confident in their roles and overall structure



NEXT STEPS AND PROPOSED TIMELINE:

- Request Commission approval of proposed Organizational Structure
- MAG reviews approved Org. Structure and incorporates Compensation Study equivalencies into City recommendation
- City admin meeting scheduled for end of February to initiate accepted changes
- Anticipated March Commission review of MAG findings for budgetary consideration



OPEN DISCUSSION

Questions?

