

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING
Henry Ford Centennial Library - Room 111
Wednesday, March 13, 2024
APPROVED

Commissioners:

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

Library Administration:

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

I. Call to Order

The meeting was called to order at 5:01PM.

II. Approval of Minutes - February 14, 2024 regular meeting

Minutes approved as submitted.

III. Department Reports

A. Historical Museum

Historical Commission Chair Mary Bugeia and Commissioner Mariya Fogarasi were present on behalf of the Historical Museum. Bugeia reported that renovations on the exhibits at the Commandant's Quarters are wrapping up and the Museum will have an open house on April 12.

The Museum averaged 40 visits per day in February. The lectures on Albert Khan, Edsel Ford, and the history of housing segregation were all well-received and well-attended. The Museum had also received 20 archival research inquiries for the month.

Bugeia reported that the Museum's Facebook page had 9,200 visits and they are seeing increased traffic on their TikTok .

She reported that the Pioneer School Program began the first week of March.

The Museum has hired a new office manager, after the former had transferred to the City's housing department.

A donation from the Museum Guild was approved by City Council to cover the cost of a new microfilm scanner and product subscription.

The initial walkthrough for the Museum's new fire alarm system was completed and a follow-up is scheduled.

The Library commissioners offered their praise for the Museum's programming, particularly for the housing segregation and the History of Vernors lectures.

B. Library Foundation

The Foundation is finalizing a letter for their community donation drive. They are continuing efforts to recruit board members.

C. Director's Report

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

IV. New Business

A. Commandant's Quarters staircase emergency repair funding

The concrete staircase to the entrance of the Commandant's Quarters has deteriorated and poses a safety hazard. Emergency funding is requested as a repair was marked for 2025 in the amount of \$30,000, before the merger of the two departments. It is currently estimated to cost \$75,000.

Commissioner Dagher suggested a walkthrough of the museum facilities to make a list of necessary capital improvements, and deter further emergency funding.

Historical Commissioner Fogarasi stated that efforts to pursue a historical designation on the Museum properties are ongoing, and that such a designation could potentially offset such costs in the future.

The commission moved to go forward with project specs and to authorize bidding.

- Motion made by Chairperson Pultorak, second by Commissioner Dagher. Motion carried.

V. Announcements

Commissioner Dagher proposed drafting a resolution in memoriam of former commissioner Arrwa Mogalli.

Deputy Director Schaefer has announced her retirement from the Dearborn Public Library, effective at the end of March. Schaefer has served the libraries for 36 years as an Assistant Librarian, Librarian I, Librarian II, Administrative Librarian, and as Deputy Director for the past 18 years. She will start a new position at Waterford Township Public Library in April.

Commissioner Alhashemi reported that she has received inquiries from the community about extending library hours. Director Adams said there have been discussions among staff and supervisors, but adequate staffing remains an issue. She hopes the space study, along with the organization restructure, will provide guidance for such concerns in the future.

VI. Public Comment

A comment was submitted by Dearborn resident Tammie Tarver regarding time limits on study rooms. Director Adams reported that it was handled internally; the current policy is so due to the Library's lack of staff and technology to enforce time limits, thus the decision was made not to. Director Adams noted that when the policy is reviewed, this feedback will be taken into consideration.

VII. Adjournment

The meeting adjourned at 5:56PM

Dearborn Public Library

Director's Report



Presented at the Library Commission Meeting
Wednesday, March 13, 2024
Betty Adams, Library Director

Photo of some items from the generous donation of one hundred high quality books from Kalimat Foundation, a non-profit organization based in Sharjah, United Arab Emirates.

Commissioner Notes

- 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.
- Patron asked if the library loaned CD players to go with audiobooks on CD.
- Father: "Thank you so much for making this visit a positive experience with my kids. Thank you for all you do."
- 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. The patron brings her kids here to see other kids and use the library.
- Patron remarked that they liked the Yeti Valentine craft, compared it to D.I.A. family crafts.
- Patron wanted to make note that staff at the copy center was a tremendous help and that she couldn't have gotten her work done without their assistance!
- DPS Adult Education teacher asked some Salina Locker questions. She has gotten her adult students library cards through Salina School. She was disappointed in the limited hours.
- A new patron asked if we carry Tonie, Yoto, or other audio player cartridges (things seen at other libraries). We have VOX books which are similar.
- Dave Karger and Sam Wasson author talks received much praise and positive feedback from patrons and the authors themselves!
- Patron provided staff with cake after an outside event she attended had one too many, as a way of thanking them for being there for the community.

Current Administrative Projects

- Library Annual Report Final Review
- Bryant Landscape RFP
- Financial Management Course - Accounting Complete
- Bryant facade construction, Esper Roof water study, Underground Cable project
- Future Strategic Plan timeline established
- Policy Reviews - Paused
- Art Month participation
- School Visit Coordination
- Deputy Director Retirement

A big thank you for allowing GASF - Global Alliance Solutions Foundation to utilize library space for our financial literacy program.

Your accommodations & hospitality helped us serve the Afghan Newcomers of the Dearborn community in understanding the U.S. banking & money system. This has led to the establishment of banking accounts and saving toward their future -

Again THANK YOU - Lima & team
from GASF

Security Specific:

- Procedural change to address Vaping/Smoking
- Staff quick to action during injury incident
- Security complimented by community groups for their presence and assistance



Library Cards

Total # Card Holders
29,990

First time registrants
3,029

Databases

Paid databases
21

Database usage (searches)
387,749

Security Highlights

Installed new security cameras and implemented software to efficiently manage security incidents. Coordinated with Fire Department to streamline safety measures.

Checkouts

Total # items circulated
384,601

MeLCat
State-wide resource sharing
5,712 **8,232**
Items borrowed from other libraries Items loaned to other libraries

Digital Downloads*
132,485
*Most popular type of checkouts

Hold requests
48,300

New Resources

Added several new databases including A-Z Food America and A-Z World Foods, featuring robust recipes for all cultures.

Programming

Total# programs
1,246

Total #attendees
20,451

Summer Reading Challenge
411 Participants

Social Media

Facebook

Followers: **2,800** (+208*)

X (formerly Twitter)

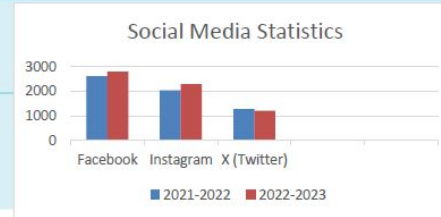
Followers: **1,200** (-77)

Instagram

Followers: **2,290** (+268*)

You Tube Channel

Hours Watched: **325.4**



*Numbers indicate increase from previous year.

Automation & Technology

- 34 Website posts last month with Oscar contest series concluding this past week.
- Museum staff trained and ready to use public calendar (LocalHop)
- Pivot with publicity/event flow without Marketing staff member and new consolidated event flyer.
- Library App project moves forward with new vendor selected; the old app is turned back on for temporary access.
- Biggest Online Resource Usage Jump: Consumer Reports (16% increase)
- Ongoing updates to staffnet / schedules page
- Auditorium shelf for projector built in projection room
- Auditorium new projector, sound system and podium installed
- Auditorium new emergency lights and entryway fixtures installed

Circulation & Processing

Circulation Department:

- 98 bins sent to branches; 112 received from branches.
- New Office Support III Janis started this week at HFCL
- Tuesday afternoons Circulation is very busy with parents with children getting cards and checking out, due to the fact that Dearborn Public School students have an early release day every Tuesday. Families use this time to come to the library.
- Circulation Supervisor spoke to a patron in response to an email she sent about her Melcat loans. She thanked them for getting back to her so promptly. She said library staff here "are the best" (An Allen Park resident who could get a TLN card but prefers to pay for a full service Dearborn card)
- Last week another patron who used to live in Dearborn but moved to Sterling Heights decided to purchase a full service Dearborn card because "we have so much more to offer"
- There is another patron who now lives out of state but renews her full service Dearborn card every year specifically to use our downloads. She says her hometown library has nothing to compare to us.
- With inflation, a Dearborn Public Library card is a bargain for both residents & non residents alike.

Processing Department:

- The library received a generous donation of one hundred high quality books from Kalimat Foundation, a non-profit organization based in Sharjah, United Arab Emirates. The foundation, which began operations in 2016, was launched to uphold children's rights to access books, in particular those from the Middle East region who are victims of war and forced displacement, and those who are visually disabled. The books will be cataloged and added to the library's youth collections at HFCL and EBL.

Budget Snapshot

53.98% Museum

63.58% Library

67% Total Annual Budget Elapsed

Youth Programming & Outreach

- Leap Year after-school celebration helped children create their own time capsules with "all about me" custom books, polaroids of themselves, and newspaper articles of current events. The time capsules are sealed with the instructions "Do not open until Leap Day 2028."
- "March Is Reading Month" means more classroom visits to the library. Several schools have already visited for special storytimes, activities, tours, and library card sign-up. **In February, approximately 70 students with adults toured the children's area of the library.** Outreach to schools included the Dearborn High incoming 9th grade night and Whitmore Bowles literacy night.
- The combined Youth, Adult, and Museum calendar was published and has been distributed to the public for March-May programming.
- **28 hours of teen volunteering resulted in updated signage and browsability in the juvenile nonfiction collection.**
- The **Intergenerational Chess Club meets monthly** and encourages chess players of all ages to come to the library for fun after school and work. This program is run by Youth, Teen, and Adult librarians working together.

Adult Programming & Outreach

- 2/20/2024 - had almost every available conference space in the building in use. Tax Prep (M30), Bestsellers Book Club (SparkLab), Author Talk (M15), FOLD meeting (Commission Room), MWD Board (VRC) Busy, busy night!
- Oscar Contest had 80 entries! We had 3 perfect ballots, the tiebreaker of closest guess on the run time of the ceremony proclaimed a winner
- Tax Prep, Diabetes Prevention and We Shall Read programs are all going well.
- Celebrating March - Craft Month and April April Arts Month with a nice display in the case on the 2nd floor. The Main Materials Display has crafting books and also information on Creativebug, our online craft and art class resource. Lots of inspiration!
- Maker Monday Video for Making Stickers with the Cricut already has over 100 views!

Upcoming March Programming:

- Seed Bomb Craft
- Bestsellers Book Club - A Calling for Charlie Barnes by Joshua Ferris
- Arab Women United will be presenting a budget and financial planning class, talk about travels in the Balkans

April programming:

- Slow Stitched Journal Covers (one is on display in the case)
- Bestsellers Book Club - Entangled Life by Merlin Sheldrake
- Author talks about life during COVID and the Detroit Tigers (Jason Benetti)
- Petal Book Pop-Up Craft in the SparkLab
- End of Life Preparation Program

April Expansions:

AS will be expanding Outreach to all of the City Housing Units in April! There will be monthly visits in all 5 City buildings Allegria Village and Beaumont Commons. We are also making arrangements for a mid-month drop off of requested materials at all locations.

Esper Branch

- 2/15 A visit from Lowrey School had 24 participants and generated three new Library cards.
- 2/17 Lego Club had 9 participants.
- 2/17 "D&D at Esper Branch Library" hit an all-time high of 9 participants.
- 2/20 Bad Movie Club had 4 participants
- 2/24 Lego Club had 12 participants

Crafts:

EFC Valentine's Wreath	30 participants
Paper Chain Snowmen	18 participants
String Art Hearts	30 participants
Be Kind Bingo	6 participants
Black History Month Crafts	27 grand total. (R Bridges' 10, G. Morgan 3, M Jemison 5, B Banneker 9)

- Assistant Librarian met with the Library Administration to discuss Salina workflow procedures and possible privacy concerns. Work also began on a draft for the Salina Remote Locker memorandum of understanding and are coordinating with legal from the City and the Library of Michigan.
- The newest Library Page began using Smart Money Manager to accept patron payments.
- High School student interviewed Library Branch Manager about libraries and librarianship.

Bryant Branch

2/12-17	A week-long FOLD magazine sale brought in \$57.	
2/5	Morning (“alphabet”) pre-school Story-time	23 participants
2/6	Evening preschool Story-time	4 participants
2/12	Morning preschool Story-time	13 participants
2/13	Evening preschool Story-time	8 participants
2/20	Evening preschool Story-time	2 participants
2/26	Morning preschool Story-time	21 participants
2/27	Evening preschool Story-time	2 participants
2/1-17	Drop-in craft	37 participants

- Internal promotion of Library Page to Office Support III and began gradually shifting responsibilities to HFCL – Adult Services.
- IMKAN Leadership Development (AKA Toastmasters) began using the first-floor conference room, and will continue with one-a-month visits.

Museum

- Progress continued on exhibit renovations at the Commandant's Quarters, with new display boards and artifacts being put on display in preparation for a **grand unveiling on April 12th**.
- 40 visitors/day average to the Museum in February
- A total of 24 meetings of different Museum Guild groups were held throughout the month, with a highlight being Preservation Dearborn's meeting, with a guest speaker presenting a talk on Albert Kahn on February 5th
- Edsel Ford lecture on February 7th was well attended; approximately 45 attendees.
- The February 22nd lecture on the History of Housing Segregation in Dearborn was also well received, with 35 attendees, and the program was also filmed by CDTV and is available on their website.
- There were 20 archival research inquiries for February.
- 9,200 visits to Museum's Facebook page in February
- Although facebook continues to be the Museum's primary social media platform, February also saw increased views for our TikTok, instagram, and X accounts.
- Preparations for the school program were completed in collaboration with the Dearborn schools superintendent's office for scheduling bus trips
- Office Manager position filled
- A donation from the Museum Guild was approved by the City Council to cover the full cost of a new \$7,722.14 microfilm scanner, along with the \$220.15 membership fee.
- Progress also continues on the Museum's new fire alarm system - the initial walkthrough was completed and a follow up walkthrough has been scheduled.

Commandant's Quarters



Continuing Education of Staff

- Trauma-Informed Leadership
- Providing Mental Health Information at your Library
- CopyrightX: Libraries Session #2
- U-M DAIS Seminar with Emily Drabinski, Queens (N.Y.) College & ALA President: What's Critical About Critical Librarianship?
- Choosing the Right CRM for your NonProfit
- Revolutionizing Library Management with Health in All Policies (Part 1)
- Staffnet Training Part 2
- Crafting Conversation (Creativebug Event)
- Grantseeking Solo: Securing Awards with Limited Staff
- Social Work in Libraries with KPL
- Project Outcome 101
- Co-Creating Library Services for Community Impact
- Google certificate training: Foundations of Digital Marketing and e-Commerce
- Financial Management for Public Libraries Course - Accounting
- Post Pandemic Public Library Cohort

30+ hours of CE

Thank you!