

**DEARBORN PUBLIC LIBRARY**  
**LIBRARY COMMISSION MEETING**  
Henry Ford Centennial Library - Room 111  
Wednesday, April 17, 2024  
**Proposed**

**Commissioners:**

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

**Library Administration:**

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

**I. Call to Order**

The meeting was called to order at 5:03PM.

**II. Approval of Minutes - March 13, 2024 regular meeting**  
Minutes approved as submitted.

**III. Department Reports**

**A. Library Foundation**

Director Adams reported that the Foundation is drafting a letter for a community mailing campaign.

They will vote to bring on a new member at their April board meeting. There are currently seven members serving.

**B. Director's Report**

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

**C. Historical Museum**

Historical Commission Chair Mary Bugeia and Commissioner Mariya Fogarasi were in attendance on behalf of the Historical Museum. Bugeia reported that the grand opening for the new exhibits at the Commandant's Quarters was on April 12. The commissioners in attendance offered their praise for the event.

Bugeia reported that the Pioneer School Program is underway and is doing well.

The Museum had averaged 80 visitors per day in March, and received 24 archival inquiries.

Engagement on the Museum's Facebook page remains steady, and Bugeia reported increased engagement on their X, TikTok, and Instagram pages.

A contract with Wyandotte Alarm Company for a new fire alarm system was approved by the City's legal department.

A new microfilm scanner was installed.

Two quotes were received for the limestone step replacement at the Commandant's Quarters.

Two staff members have resigned.

#### **IV. New Business**

##### **A. Summer meeting schedule**

The commission and administration discussed the necessity of meeting through the summer months, and potentially changing the Library Commission meeting schedule. The item was tabled and will be discussed and voted on at the May meeting.

#### **V. Comments**

Pending the status of the renovation, the May meeting of the Library Commission will be held in the Henry Ford Centennial auditorium to allow for staff participation.

Director Adams reported that the auditorium railing will be installed on April 18, and the piano will be moved back in on April 22. The administration anticipates the auditorium will be fully open for programming by June 1. The

commission and administration discussed the inclusion of Historical Museum programming in the auditorium.

The commission and administration discussed the possibility of an official name change of the Library and Historical Museum departments for City communications. The administration will informally poll the staff for ideas, and discuss at the May meeting. The commission discussed the potential for changes in the by-laws that could arise.

## **VI. Adjournment**

The meeting adjourned at 5:39PM

# Dearborn Public Library

## Director's Report



*Geer Park School visit to Henry Ford Centennial Library.*

Presented at the Library Commission Meeting

Wednesday, April 17, 2024

Betty Adams, Library Director

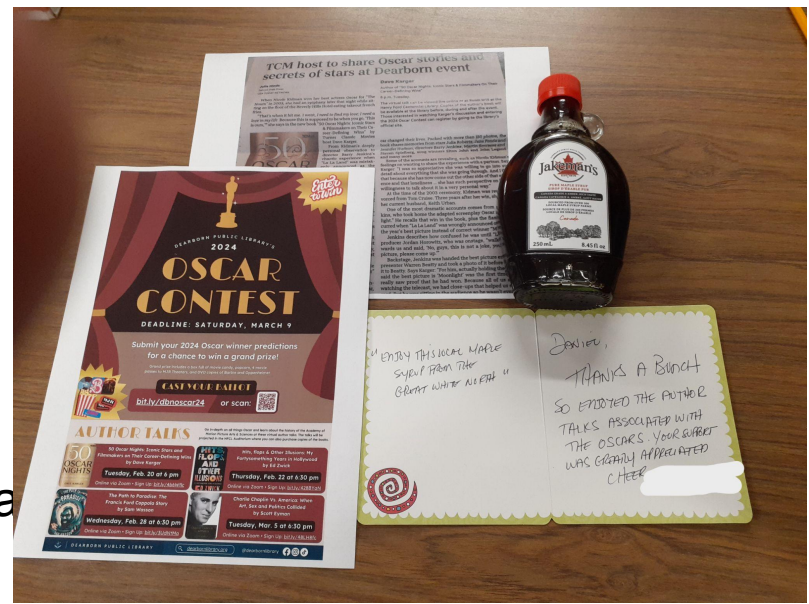
# Commissioner Notes

- Patron in the SparkLab was wondering about having a computer that patrons could access to use our software/work on their digital files.
- Congratulations on an insightful and entertaining program with Scott Eyman
- "I love this library. I've never really been in here before. It's beautiful."
- Helped an older man find a video of Marilyn Monroe's 1954 visit to Korea. He was there and was hoping to spot himself in the crowd shots. He didn't, but was still very pleased. "I've been waiting to watch that video for over 50 years!"
- A patron commented that they were happy we had FOLD books for sale at BBL and liked our display table for the books.
- Patron asked for read alouds for a March is Reading Month class visit. "You picked the coolest books, they are going to be so excited."
- Robin Wilson, a local artist and SparkLab regular, was working on her new project, Bloodlines (a 17' long crochet piece that will have a row representing every year that her family has been in the country (over 241 years)). She presently is exhibiting at the Southwest Detroit Business Association. The work was partially completed in the SparkLab.
- "This library is loud. When I was a child the library was quiet. Girls are talking on their phones to one another. What is the purpose of this library?"



# Current Administrative Projects

- Bryant Landscape Bidnet
- Financial Management Course, Post Pandemic Public Library Course
- Bryant facade construction, Esper Roof wa study, Underground Cable project continuations
- Art Month participation
- School Visit Coordination
- Circulation Supervisor Retirement



# Automation & Technology

- Cybersecurity for Libraries Webinar attendance
- Temporarily connected Chamber of Commerce to our network as a cost-saving measure for CoC
- Replaced 8 circulation desk “all-in-one” point of sale systems with our own faster desktop computers
- Began Communico onboarding for the new library app
- Built a new webpage dedicated to the hygiene locker initiative started at Esper Branch
- Built a new report for staff in LocalHop (public calendar) to improve user experience

**D-Lab stats for March:**

**In Person 15**

**Drop Offs 18**

**Video conversion 102**

**Audio conversion 67**

**Image conversion 0**

# Circulation & Processing

## **Circulation Department:**

- 101 bins sent to branches; 120 received from branches
- Eclipse brought a flurry of activity to Circulation. Library card was required to receive a free pair of our limited supply of Eclipse glasses.
  - An increase in library card holders is expected due to this event
- Circulation staff are enjoying their new desktop setups

## **Processing Department:**

- In an effort to increase ease of accessibility to the library collection, the Processing staff are in the midst of a massive relabeling project in which spine labels that have faded, many to the point of illegibility, are being replaced on all the collections in the library.

This effort will not only make locating material in the library much easier for our patrons, it will also save staff time re-shelving materials.



# Budget Snapshot

57.15% Museum

69.5% Library

75% Total Annual Budget Elapsed



# Youth Programming & Outreach

- **March was Reading Month!** Many school classes visited, including the Virtual k-5 classes received tours along with storytime and a scavenger hunt, learning the difference between fiction and nonfiction books, and checking out their own!
- **Youth Services Librarians spent 2 days in Muskegon for training** at MLA's Spring Institute on March 7th & 8th. They participated in a tour of early childhood play spaces at local libraries and attended seminars designed for Youth Librarians.
- Afterschool programs such as Animal Club and STEAM Club have been well attended. **Children learned about wolves and made wolf masks in Animal Club. In STEAM Club, they explored electrochemical reactions with experiments that included the oxidation of steel wool and making a glow-in-the-dark liquid.** STEAM Club is conducted with Kiwi Crates which are science kits. The Kiwi Crates were purchased by a FOLD sponsorship.
- Youth Librarian, Michele Caruso, instructed patrons from the "ACCESS the Library" tour on library services for Youth and Families on March 6th.
- **An intergenerational program was hosted on Saturday, March 23rd with Bill Struck from the Owasso Steam Railroad Institute.** Mr. Struck talked about the process of turning steam into locomotion and demonstrated a small model steam engine. He also talked about Railroad Safety and the SRI organization. The "Polar Express" train (from the book and movie of the same name) was modeled after the Pere Marquette train that is preserved by the SRI. We learned more about the making of the movie and this famous locomotive. Railfans of all ages enjoyed the speaker.
- Youth Services is holding a **toy swap for families** who would like to change or donate some gently used toys. We are currently accepting items and participants will return in April to browse the selection of toys. Any leftover toys will be donated to a local organization.

# Adult Programming & Outreach

- On March 23rd, we hosted a Seed Swap with the Dearborn Garden Group Facebook Group. Besides exchanging seeds the group had a talk about rain gardens from the Friends of the Rouge. Many seeds were donated to the Seed Library including several varieties from Michigan native plants
- Tax prep, We Shall Read training and Diabetes prevention classes are continuing to go well. Tax prep and We Shall Read will wrap up by the end of April. Diabetes Prevention will continue to meet weekly and then with less frequency through the rest of the year.
- Senior Services Craft Fair outreach tabling, demoing the Cricut Joy (a small cutting machine used for making greeting cards, stencils, and similar creative projects).

## UPCOMING:

- English Language Learner's (ELL) returns for a Spring session starting on 4/17
- End of Life Options presentation on 4/23
- An in person talk with Tigers announcer, Jason Benetti on 4/25
- Book talk with the author of Charlie Hustle: the rise and fall of Pete Rose 5/2
- Spice Exchange will be opening
- Senior Housing outreach visits launch in April

*"In the Library's conversation circles, I found a friendly space where I could make mistakes in an environment of trust and mutual learning. In addition to improving my language skills, I was able to meet good friends that I have kept until now... Once again, I thank everyone who contributed to my learning and development of the English language, thank you Henry Ford Centennial Library!"*

Lourdes Espinoza Bernal

# Esper Branch

On March 26 Hygiene Lockers were installed.

- The lockers provide basic hygiene amenities to our visitors for free. This includes but is not limited to: toothbrushes, mouthwash, floss picks, shampoo, conditioner, deodorant, menstrual napkins, nail clippers. Anyone who visits the library can use the service. We even have paper bags near the locker in case someone wants more than one product at a time.
- In addition, we also have a poster with QR codes that will link to various other health and wellness services that fulfill needs that the library cannot: Dearborn's Dept of Public Health, Newman Family Dental, the WAVE Project, etc.

A large anti-vaping sign was placed in a conspicuous public area.

A problem with the Warren Avenue door on March 19<sup>th</sup> required Allied Building Service to once again repair it.

39 Women's History Crafts participation

4 Story Guide participation

42 Take & Makes (30 EBL + 12 BBL) participation (all taken)

Maximum D&D participation

21 Communi-tree participation

# Bryant Branch

Work began on the replacement and repair of damaged limestone blocks that form the facade of the building. Five sills and three large sections of limestone were totally replaced and numerous small repairs made. Work will continue into April.

Schena Roofing and Sheet Metal was chosen to perform repairs to the building's slate roof.

The Chamber of Commerce began preparations for their planned move to the DAC. Existing data lines were shifted from Comcast to the City of Dearborn so the Chamber staff will be sharing the Library's internet connection until they're gone.

A room divider was added to the east-side of the main floor on March 6th. The unit allows us to create a separation between the Children's Storytime area and adjacent bathrooms when circumstances make this appropriate. The 14' long barrier collapses into a roughly 2' x 3' footprint and is wheeled and mobile.

New Library Page began work on March 25<sup>th</sup>.

A large anti-vaping sign was placed in a conspicuous public area.



# Museum

- Final touches on exhibit renovations at the Commandant's Quarters were completed, with new boards and artifacts put on display in preparation for a grand unveiling on April 12th.
- The Museum's biggest annual activity, the Pioneer School Program, began in March and will continue through June, with second graders from Dearborn schools visiting each weekday (except Mondays) for field trips focusing on Native American history, seed planting, early pioneer life, butter churning, and a one-room schoolhouse experience.
- There were an average of 80 visitors per day to the Museum in March, with the exception of Sundays when the Museum is closed.
- A total of 25 meetings of different Museum Guild groups were held throughout the month.
- The March 6th lecture on Vernors was well attended; approximately 65 attendees.
- There were 24 archival research inquiries for March.
- Post reach for facebook for March was 276,000, with 37,000 engagements on posts made to the page. The page gained 234 new followers.
- Although facebook continues to be the Museum's primary social media platform, March also saw increased views for our TikTok, instagram, and twitter accounts.
- A contract for a new fire alarm system for the Commandant's Quarters from the Wyandotte Alarm Company is in the final stages of being revised by the City Legal team.
- The Museum's new microfilm scanner arrived and will be installed in early April.
- The Museum is currently awaiting 2 different quotes for the limestone step replacement project at the Commandant's Quarters.

# Continuing Education of Staff

- Niche Academy: Cultivating the Relationship-Driven Library
- Are Meetings a Waste of Time?
- MI PR Group “Librarians Take Over TikTok
- Make Work a Drama Free Zone
- Mastering the Art of 3D Printing: A Makers Guide
- Fantastic Felt: The Art of Feltboards in Storytime
- Beyond Storytime
- Get Ready for Summer Reading with LibraryAware
- Substance Abuse: an overview of effects and risks of common drugs
- Creating a person centered library: supporting patrons while avoiding burnout
- Anti-Muslim Information Manipulation and its Impact on Humanitarian Aid and Development
- Readers' Advisory: Ideas and Practice
- Circulation Desk Spanish
- MLA Advocacy Hour - How to Really Know Your Community
- AI and Libraries Mini Conference Keynote
- Safeguarding Privacy and Confidentiality
- Exploring AI and Libraries: programs in communities
- Cybersecurity: Fortifying Your Library in the Digital Age

35+ hours of CE

Thank you!