

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING
Henry Ford Centennial Library - Auditorium
Wednesday, May 8, 2024
APPROVED

Commissioners:

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

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 5:07PM.

II. Approval of Minutes - April 17, 2024 regular meeting

Minutes approved as submitted.

III. Department Reports

A. Library Foundation

The Foundation's most recent meeting was on April 30. They have taken on three new board members, and Leslie Windless is interim President of the Library Foundation.

They are finalizing the letter for their community mail campaign, and are exploring other methods of fundraising.

B. Director's Report

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

C. Historical Museum

Chief Curator Jack Tate, Assistant Chief Curator Matthew Graff, and Historical Commission Chair Mary Bugeia were in attendance on behalf of the Historical Museum.

Tate reported that the Pioneer School Program is going well, and added that a group from Southfield was in attendance; this was the first year they had catered to a group from outside Dearborn. There are 12 sessions remaining.

The exhibit opening at the Commandant's Quarters on April 12 was successful, and attendees praised the representation of the city's history.

Two staff vacancies were filled, and the new hires will begin on May 20.

He reported that the lectures on urban development and railroads were both well-attended.

Three historic Dearborn summer tours are scheduled.

The annual banjo concert was held in the HFCL auditorium on May 3, due to forecasted rain. There were 88 people in attendance, including 18 performers.

The Dearborn Herb Society will have their Spring Plant, Craft, and Bread Sale at the McFadden-Ross House on May 11.

The Peach Truck is returning in 2024 and will make stops at the Museum on June 12, July 7, July 24, and August 14.

The 2024 Memorial Day parade will run along Michigan Ave. in West Dearborn and end at the McFadden-Ross house, where the remembrance ceremony will be held.

The Museum's 1930 Ford Model A, "Walter," is back in commission after a year-long repair on its gas tank.

The Museum's fire alarm system contract with Wyandotte Alarm Company has been approved, and they are cleared to install.

Tate reported that the Historical Museum is exploring a matching grant opportunity to address several repairs and upgrades of the facilities; furthermore the Museum Guild proposed to match the amount of the grant. Tate added that repairs of the Commandant's Quarters limestone steps are budgeted for; the grant would be used for HVAC upgrades, waterproofing in the basements, and exterior repairs, among other projects. Chairperson Pultorak requested information on the stipulations of the grant and will consult the City's legal department when it is submitted.

IV. Old Business

A. Summer meeting schedule

The commission discussed the remainder of the 2024 meeting schedule, and had agreed to meet in July and August, and break in December, and January 2025. Special meetings will be called if need be.

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

V. New Business

A. Henry Ford Centennial early closure - May 24, 2024

Director Adams informed the commission of necessary network updates at the three Library branches on Friday, May 24, that would require HFCL to close at 2:00PM. The commission had no objections.

VI. Comments

The administration polled the staff for ideas of potential new department names. The staff will narrow it down to three, and it will go out to the community for vote.

VII. Adjournment

The meeting adjourned at 6:01PM

Dearborn Public Library

Director's Report



Presented at the Library Commission Meeting

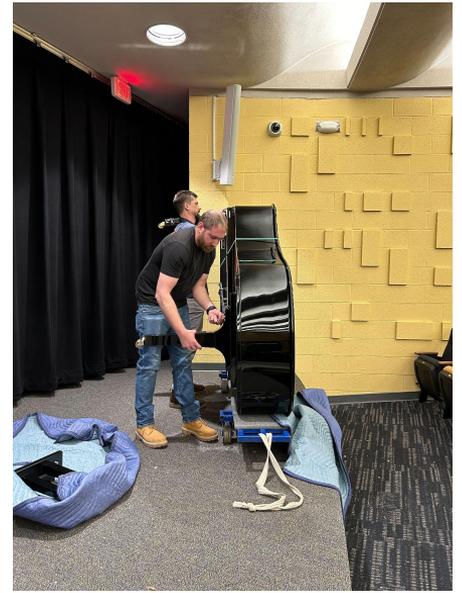
Wednesday, May 8, 2024

Betty Adams, Library Director

Esper Branch Library bilingual outdoor sign purchased with LSTA Grant funding was installed on Friday, April 26, 2024.

Commissioner Notes

- A patron visited the library for the first time and appreciated the bilingual book selection. He wished that there were more adult options in the bilingual Arabic section, but was happy to use some of the youth books to practice English. He saw the Arabic on the LED sign when walking down Warren Ave. and was curious to see what was inside the building. He recently immigrated from Egypt and is new to Dearborn and is looking forward to coming back to sign up for a card when he can provide documentation with a Dearborn address.
- A Garden City resident who volunteers at the Dearborn Historical Museum called to enquire about getting a card--she specifically wanted a full service card for Hoopla as her home library no longer has Hoopla. I informed her that volunteers are not eligible for full service cards, but she has the option for a TLN card or a paid card. She was upset that she was not able to get a full service card as she puts her "time, money, and gas" into volunteering for the city.
- Patron who had never been inside Bryant was impressed with the "beautiful building". He loved the architecture and the character of the building.
- Patron who's son (and friends) regularly attend Dungeons & Dragons at Esper Branch stopped by to say how much they all enjoyed the program and how well the Dungeon Master (DM) was doing. It was their first time doing D & D and they look forward to going every month. She was so thankful that that program was started. It gives her quirky kid and his friends a safe, fun space to be creative and interact.
- Young man: "That's my flag right there," [pointing to Sudan's flag] "We don't get to see that a lot."



Current Administrative Projects

- Mayor Community Walks, Community Gardens
- Space Needs Study Discussions
- Staffing / Hiring (Initiating New Organizational Chart)
- City fiber optic cabling updates
- Bryant Landscape Bid Reviews
- Summer Market participation
- Summer Reading Challenge Calendar
- All Staff Surveys, Round Table Discussion Feedback Evaluating & Strategizing
- Last ACCESS the Library Tour

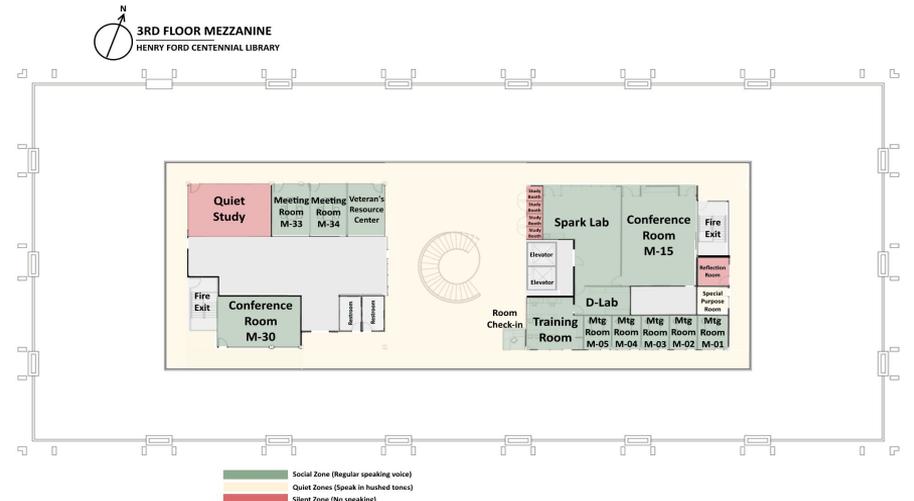
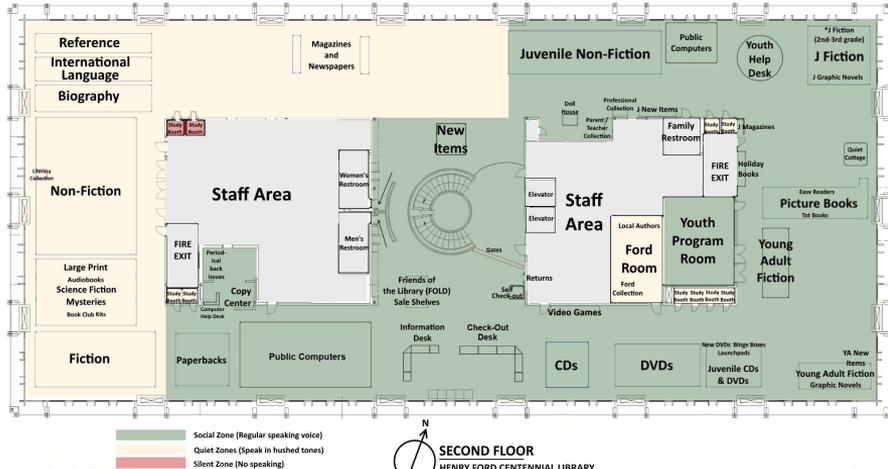
Recurring/Wrapping Up:

- Auditorium Finalization and opening
- Financial Management Course, Post Pandemic Public Library Course & Survey (through May 10)
- Bryant facade construction, Esper Roof water study, Underground Cable project continuations



Automation & Technology

- New Library App is built for iPhones and is currently undergoing internal tests
- Auditorium walkthrough with vendors and Automation and Administration complete
 - Curtain valance to be installed on May 10
- EzProxy server had SSL certificate updated
- Supported eclipse viewing party and had roughly 75 attendees stop by in-person April 8
- Automation Library Systems Manager attended the City's Google Cloud Security training
- Sound maps were developed for Henry Ford Centennial Library in coordination with adult and youth services
- Privacy screens have been installed on guard desk computers



Circulation & Processing

Circulation Department:

- 110 delivery bins sent to the branches ; 133 received from the branches in April.
- Circulation Supervisor, Carol Bloom, retired after 26 years of service. Thank you for your commitment to our Dearborn Public Library patrons and coworkers.
- Circ staff enjoyed our all-staff outing to the historical museum; it was very interesting and many of us had not been there for a long time.
- Leadership is very proud of our pages for stepping up and out of their current comfort zones learning new procedures all the while maintaining positive relationships with our patrons.
- Looking forward, scheduling is a little tighter as we have a few people needing time off; especially as we are adapting some of our processes while waiting for a permanent supervisor. Thank you, Adult Services Supervisor, Rebecca Hermen, for stepping in as interim supervisor while the selection process takes place.

Processing Department:

- Processing staff have been very busy in April, adding over 1,000 items to the collection, including 20 titles to the new youth PlayAway collection.
- MeLCat service continues to be well used with 784 items loaned and 458 items borrowed for our patrons in April through participating Michigan libraries.
- Processing received an appreciative “thank you” message from a patron who donated the title, **Seeking Allah, Finding Jesus: A Devout Muslim Encounters Christianity** by Nabeel Qureshi, after being notified that the item had been added to the collection and is now fulfilling the several requests placed for it.

Budget Snapshot

68% Museum

79.6% Library

83.3% Total Annual Budget Elapsed



Youth Programming & Outreach

- Teen Tuesday Craft of Mini-Shaped Erasers was a hit with participants.
- Author Hannah Moushabeck visited the library to talk about her book, "Homeland: my father dreams of Palestine". Books were purchased from BookBeat and signed by Moushabeck. The author read the book aloud and told stories of her childhood. She expressed excitement about being in a library where so many people could identify with her story.
- Youth Staff attended the DIA Inside/Out event at the Commendant's Quarters. Children made custom buttons and learned about the crafts and SparkLab resources available at the library.
- Youth Librarians visited Howe Montessori and delivered library cards to over 40 students and held a read aloud, taught students how to use the library catalog, and explained the library's website to every class of Kindergarten, 1st, 2nd, 3rd, 4th, and 5th graders.
- The Summer Reading Challenge Committee met online to discuss plans for this summer. Summer Reading Challenge begins June 1st.
- Sunday, April 28th was a bustling day at the library. In the Children's and Teen areas, there were patrons at every single table. Teens were completing science fair projects, children were reading, families were socializing, and the library was buzzing with activity!
- Library staff and patrons enjoyed taking a moment out of their day on April 8th to share some eclipse glasses and homemade viewers.



Adult Programming & Outreach

- We Shall Read Tutor training finished on 4/24/2024.
- Accounting Aid Society started tax help back up on Mondays on 5/6/2024 and will continue through the summer.
- Diabetes Prevention is ongoing on Monday evenings.
- ELL Conversation Circle will continue at HFCL and EBL through the end of May.
- The SparkLab welcomed 38 makers in April.
- The Seed Library reopened on April 1st and has been heavily used.
- The Spice Exchange launched on May 1st! This service pairs herbs and spices left from Book & Cook classes and from the library's Aerogardens with a recipe pulled from the A to Z World Foods and the A to Z Food of America databases that the library subscribes to. The aim is to bring greater awareness to available library databases and of the Book & Cook programs. The Spice Exchange will also accept sealed donations of herbs and spices from the community.

Looking ahead:

- Our last ACCESS the Library for this session will be in the SparkLab on 5/15/2024
- Arab Women United will be holding a workshop on Marketing 101 on 5/15/2024
- Floral Painting on Glass (5/9/2024) and Sweet Potato and Chickpea Curry (5/16/2024) in the SparkLab
- Author talks:
 - Bill Wasik and Monica Murphy (Our Kindred Creatures: How Americans Came to Feel The Way They Do About Animals) on 5/24/2024
 - Michigan Notable Book Authors Ghassan Zeineddine (Dearborn) and RS Deeren (Enough to Lose) on 5/30/2024
- Bestsellers Book Club will be discussing How High We go in the Dark by Sequoia Nagamatsu on 5/21/2024
- Bike Dearborn will be starting their first Slow Rollin' Wednesday of the season at HFCL on 6/5/2024
- Celebrating World Knit in Public Day with a Knit-In on 6/8/2024
- Cryptozoologist Shetan Noir will be investigating Weird Travels in Michigan on 6/11/2024 (Adult SRC Kick-off)
- Blockbuster Movies will return on 6/3/2024

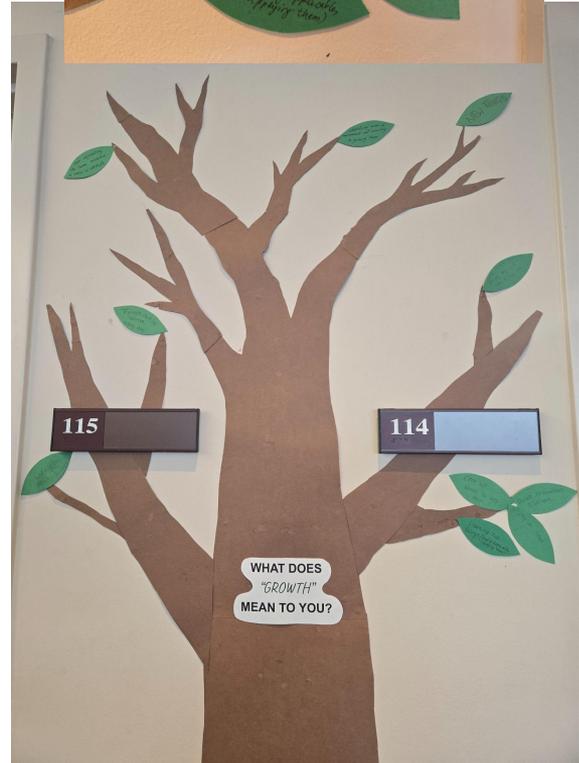
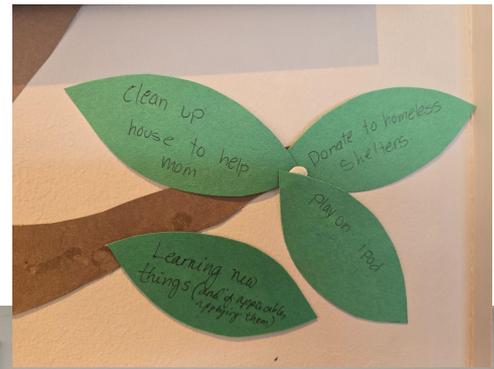
Bryant & Esper Branches

Bryant:

- 4/18: A visit from DuVall Elementary School saw 30 child/adult participants. A tour and story-time were provided by Kathryn Takach, and crafts for both preschoolers and adults were available.
- 4/19: A network upgrade was accomplished while the building was closed to the public.
- 4/22 Get Crafty – painted rocks had 39 participants
- 4/23: A canine inspection by JC Ehrlich received no bedbug hits.

Esper:

- A Ramadan-themed window mural was created along the Warren Avenue side.
- The recently established (March 2024) Hygiene Lockers served 41 people and received a number of favorable comments.
- 4/18: An Adult Education class from Dearborn Public School (2 instructors and 18 students) came for a brief tour by Jim Knapp and were then introduced to that day's ELL class. This raised the number of adults in the ELL class to an unprecedented 19.
- 4/19: A network upgrade was completed while the building was closed to the public.
- 4/23: A semiannual canine inspection by JC Ehrlich found no bedbugs.
- 4/23: A group of nine 1st graders from Becker Elementary were given a tour by Jesse Blume.



Continuing Education of Staff

- Migrants: A conversation with Sheri Laigle about the current crisis (and how your organization can help)
- Volunteer Recognition: Motivation + Appreciation in Diverse Settings
- Epilepsy Foundation Training
 - 58 staff members completed 2 year certification training for epilepsy safety
- Niche Academy: Best Practices for Developing Employees' Soft Skills
- Are Meetings A Waste of Time - Supervisors Discussion Training
- Business eResources from MeL
- Marketing Your Volunteer Programming
- Security in Google Cloud
- MLA - Leadership Academy Session 1
- All Staff Museum Tours



72+ hours of CE



Thank you!

*Comfort Blanket Making Event
Channel 4's Go4It April 30th Program
Hosted at HFCL, 3rd Floor Mezzanine*

