

**DEARBORN PUBLIC LIBRARY**  
**LIBRARY COMMISSION MEETING**  
Henry Ford Centennial Library - Room 111  
Wednesday, July 10, 2024  
**APPROVED**

**Commissioners:**

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

**Library Administration:**

- Library Director Betty Adams - Present
- Assistant Director Mark Hancock - Present
- Assistant Director Rebecca Hermen - Present
- Assistant Director Patty Podzikowski - Excused
- Office Assistant II Daniel Smith - Present

**I. Call to Order**

Chairperson Pultorak called the meeting to order at 5:00PM.

**II. Approval of Minutes - May 8 & June 10, 2024 regular meetings**

Minutes approved as submitted.

**III. Department Reports**

**A. Library Foundation**

Their last meeting was on June 24. They accepted a new member, and now have seven total. A bylaws committee was created, and board elections will be held in the near future.

**B. Director's Report**

Please see Director Adams' June/July report in full beginning on page 4.

**C. Historical Museum**

Historical Commission Chair Mary Bugeia was in attendance on behalf of the Historical Museum.

She reported that 13 people attended the Old Dearbornville historic walking tour on June 8. The tour of East Downtown on June 29 was canceled for weather; it will be rescheduled to September 7. The next will be on July 13 in the Rouge Greenway, followed by a tour of West Downtown on August 2.

The Teddy Bear Picnic on June 29 had 70+ kids, plus parents, in attendance.

The Peach Truck will be at the McFadden-Ross House on July 24.

The Museum will honor longtime members and Historical Commissioners Rick Danes, Jerry Olsen, and Mo Sion at a memorial ceremony on September 21.

The Museum has hired Karely Byrd-Nowisch as their new Collections Manager.

The front door of the Gardner House is in the process of being restored.

The Museum will have a table at Dearborn Homecoming on August 2, 3, and 4, and will be using their parking lot to raise funds.

There will be a museum mini golf course at the Dearborn Summer Market at Bryant Branch on August 9.

The yearly Vintage Sale will be August 15, 16, and 17.

There are Dearborn Historical Society lectures booked at the McFadden-Ross House on September 4 and October 2.

The Museum is considering a table at the Dearborn Building Expo on September 26.

The Museum Fall Festival will be at the Commandant's Quarters on October 11 from 6pm to 9pm, and October 12 from 12pm to 6pm.

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

##### **A. Employee Appreciation Day - August 23, 2024**

The administration requested that the Libraries close at 12:00 PM on August 23 for a City employee appreciation event.

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

## **V. Comments**

Chairperson Pultorak inquired about the status of Director Adams' Library of Michigan Certification status; Director Adams reported that documentation is being submitted from past employers to finalize the process.

The commission and administration discussed the status of the underground cable replacement project, which will affect Henry Ford Centennial, along with the other facilities on the City campus. Director Adams reported that parts are one year out, and the estimated cost of the project has doubled since it first came to light.

The commission and administration discussed the chamber of commerce moving their offices from Bryant Branch; Director Adams reported that the City has received lease payment through September 2024.

The commission and administration discussed difficulties in filling staff vacancies, particularly for security guards and part-time positions.

## **VI. Adjournment**

The meeting adjourned at 6:02PM

# Dearborn Public Library

## Director's Report



Presented at the Library Commission Meeting

Wednesday, July 10, 2024

Betty Adams, Library Director

*Over forty bilingual lawn signs inviting the community to the Library have sprung up throughout the City of Dearborn!*

# Commissioner Notes

- Patron sitting at a table in the open floor space by Circulation commented about the noise being "like Starbucks." Staff explained the area is a designated "social zone" and there is a designated "quiet zone" on the third floor.
- Visitor attending a program commented that there weren't any signs (from the street, and on the entrance to the building) letting him know that this was the library.
- "Is there a way to turn the heat up? Just a couple degrees? It's WAY too cold in here."
- 

*Bryant Branch Summer Reading Challenge hand-crafted display, "Adventure Starts at your Library"*



# Current Administrative Projects

- End of Year Budget transitions
- Rain Garden installation project at HFCL
- Warren Avenue Project / Esper Upgrade Proposal & Community Survey
- Bryant Landscape Bid Review and Selection
- Summer Market representation
- Mayor District Walk Throughs
- Summer Reading Challenge Community Promotion
- Feedback & Strategy Mapping for Fiscal Year 24-25
- Administrative level training for newly selected Assistant Directors

## **Recurring/Wrapping Up:**

- Financial Management Course
- Esper Roof Water Study
- Underground Cable Project
- Post Pandemic Public Library Cohort

# Automation & Technology

- UDEMY has been launched as a new resource
- Comics Plus has been launched as a new resource
- Library App is undergoing Android Testing, still awaiting Translation.
- AT&T has completed their upgrade to our new enhanced service
- Auditorium has reached completion and has begun regular programming
- Automation staff went above and beyond as furniture movers, retrieving 5 free suites of administrative office furniture from Lansing
- D-Lab continues to be busy, stats for June 2024:
  - Drop Off Patron engagements= 12
  - In Person Patron engagements = 13
  - Videos converted = 82
  - Images (photos, slides, etc.) scanned = 241
  - Audios converted = 54



*Garrison Corner performs at HFCL.*

# Historical Museum

- Thirteen attended the June 8th Historic Walking Tour of Old Dearbornville
- The Peach Truck has visited the Museum twice, both resulting in significant crowds.
- The Teddy Bear Picnic was almost rained out, but the rain ceased and sunlight started pouring in through the clouds about an hour before the event began. 70 children attended, with approximately 1 or 2 guardians per child. The Mayor was also in attendance, with his wife and daughters, marking this as their first Teddy Bear Picnic.
- The walking tour on June 29th was cancelled due to weather. It will be rescheduled for September.
- Museum Guild president Rick Danes sadly passed away, leaving behind a rich legacy of dedication and hard work in his leadership of the Guild for over 10 years. Along with Rick Danes, the Museum lost two other present or former Dearborn Historical Commissioners recently: Jerry Olsen and Mo Sion. The Museum is working with Guild members to plan a celebration of life sometime in September.
- The Museum's new Collections Manager, Karely Byrd-Nowisch, started in June. She's been doing an excellent job so far corralling all the various collections projects that are in the works, including the ongoing accessioning and deaccessioning tasks.
- In June, Museum Exhibits Designer Tyler Moll and intern Ashley Long began the process of restoring the front door, shutters, and interior of the Gardner House, currently located at the Museum at 915 Brady St. The Gardner House is one of the oldest houses in Dearborn dating back to 1831. A PowerPoint showcasing photographs of the tremendous work done so far can be found at this link:

<https://docs.google.com/presentation/d/1WEsdP-pqh-ZTSSPCpBjaIT16rLekYgig/edit?usp=sharing&ouid=112567519975711023683&rtpof=true&sd=true>

# Circulation & Processing

## Circulation Department:

- New Circulation Supervisor began Tuesday, June 18.
- [Circulation Report](#)



*Bike Repair program in action at HFCLs 24/7 Bike Repair Station.*

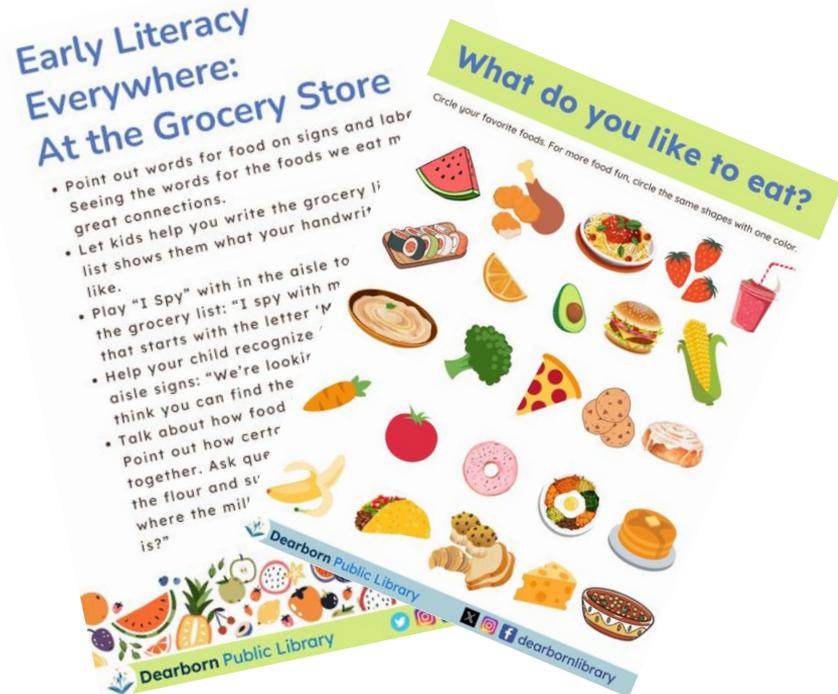
## Processing Department:

- Processing added 1,147 items to the collection
  - MeLCat: Loaned: 559 items
  - Borrowed: 468 items
  - Total Items: 1,027 items circulated
- 
- MeLCat FY 2023-2024
  - Loaned: 7,897
  - Borrowed: 5, 589
  - Total items: 13,486 items circulated

# Youth Programming & Outreach •

- Librarian I position filled
- 105 attendees participated in Outdoor Family Storytimes
- LAHC sponsored a Storywalk Kickoff for the newest installation, "The Great Labne Trade" by Eman Saleh. The author made a special appearance and explained the story's origins. The author then led the storywalk on the west side garden of HFCL. Afterward, families enjoyed lawn games and a snack of pita and labne.
- Youth Services hosted a Summer Camp day at the library, complete with activities like lacing, weaving, and other crafts.
- Youth Services participated in the Historic Museum's Teddy Bear Picnic at the end of June to assist with the event for the first time.
- Youth Services OSIII hosted a "Get Messy: Painting" activity in the west garden of HFCL. Families spread out across the library lawn to paint and create in the afternoon sun.
- Teen Librarian continues to receive teen volunteer applications throughout the summer.
- Patrons are busy reading and adventure-ing this summer. There are over 800 patrons registered for the Summer Reading Challenge as of July 10th. 164 people have completed it (logged reading for 20 days) with a total of 7,122 days of reading logged thus far. Summer Reading continues until August 10th for all ages - babies, children, teens, and adults.

Youth Services weekly storytimes are accompanied by a different handout each week. The storytimes are carefully planned with literacy, preschool skills, and fun in mind.



# Adult Programming & Outreach

- Intro to Machine Sewing is now available on our YouTube
- Nearly 200 spice samples and recipes from the Spice Exchange were distributed
- Garrison Corner had 45 people at their concert on June 18th
- Summer Market participation on the June 14th
- ACCESS Community Resource Fair on June 28th

Upcoming notable events:

- 1st Open Mic Night on 7/17
- Bike Dearborn will be starting their Slow Rollin' Wednesday event from EBL next week
- Intro to the Glowforge will be this Thursday night



*World Knit in Public Day participants celebrating on the lawn at HFCL.*

# Bryant & Esper Branches

## Bryant:

- 35 participants for Mermaid Stories
- 72 participants at July's Tuesday Evening Storytimes
- 175 participants in weekly Family Friendly Crafts
- The Summer Market was held on BBL grounds on 6/14
- The Downtown Dearborn movie was rescheduled for 6/27 on Bryant lawn
- Branch Manager attended a Community Resource Fair on 6/28 and returned with a large number of library card applications to process
- Bookcase delivery coordinated from HFCL to replace the youth DVD bookcase that was no longer safe to use
- A/C system failure occurred, with DPW responding swiftly to address a cut line causing the issue
- Class visit from a Dearborn Heights class of 10 students and 2 teachers resulting in additional library card sign ups

## Esper:

- 42 Take & Make (paper strawberries) were given out.
- 16 participants in the Esper Free Craft activities.
- 32 people participated in Lego Club across Saturdays in July.
- Regarding future programming, next week, we'll be hosting GM Academy, an offshoot of the D&D event. The D&D program became so successful that we realized we needed to have our group separated so as not to overwhelm our volunteer Dungeon Master. This first iteration will take place next week.
- Staff have been receiving compliments from grateful patrons for consistently receiving warm and professional service while visiting Esper.

# Thank you!

*Summer Reading Challenge Kick Off in the newly renovated auditorium.*

