

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING
Henry Ford Centennial Library - Room 111
Wednesday, September 11, 2024
APPROVED

Commissioners:

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

Library Administration:

- Library Director Betty Adams - Present
- Assistant Director of Technical Services Mark Hancock - Present
- Assistant Director of Programs & Services Rebecca Hermen - Present
- Assistant Director of Operations Patty Podzikowski - Present
- Office Assistant III Daniel Smith - Present

I. Call to Order

Chairperson Pultorak called the meeting to order at 5:01PM.

II. Approval of Minutes - July 10 and August 14, 2024 regular meetings

Motion to approve made by Commissioner Alhashemi, second by Commissioner Biggs.
Minutes approved as submitted.

III. Department Reports

A. Library Foundation

Foundation President Valerie Murphy-Goodrich and newly-appointed member Bill Plyler, II were in attendance on behalf of the Foundation.

Their next meeting is on September 23. They are working out a memorandum of understanding for the next "ACCESS the Library" sessions, which begin in October.

They have formed a subcommittee for fundraising. They are updating their mailing list for the upcoming community campaign.

B. Director's Report

Please see Director Adams' August/September report in full beginning on page 4.

C. Historical Museum

Historical Commission Chair Mary Bugeia was present on behalf of the Museum. She opined that the Museum and the Library have been especially visible in the community in recent months. The commission agreed.

She reported a number of Museum Guild group meetings in the McFadden-Ross House in August.

The Museum had a table at Homecoming, and handed out prizes and signed up new members.

They had a mini-golf activity at the Summer Market. The yearly Vintage Sale was at the McFadden-Ross House on August 15, 16, and 17.

She reported a successful lecture on genealogy on September 4, and a Historic Walking Tour on September 7 in East Dearborn.

She reported that City Councilperson Kamal Alsawafy donated his military uniform, making it the first of the 21st century on display at the Museum.

The Museum has taken on new interns for the fall semester.

New fire alarm systems were installed at all Museum facilities. They will be tested soon.

A memorial celebration will be held on September 21 for three long-time Historical Commissioners.

The Historical Society will be holding a lecture on October 2 about Detroit-style pizza.

The Fall Fest will be on October 11 and 12.

There will be a lecture on the history of the Automotive Hall of Fame on December 4.

IV. Old Business

A. Glowforge Policy

Updates were made to the policy. It was reviewed by the City's legal department. The commission voted to approve.

- Motion made by Commissioner Biggs, seconded by Vice Chair Lazar. Motion carried.

B. 2025 Holiday Closure Schedule

The commission voted for approval and submission for the City calendar.

- Motion made by Commissioner Biggs, seconded by Vice Chair Lazar. Motion carried.

C. Salina School Memorandum of Understanding

The City legal department reviewed the MOU. It will be presented to the Dearborn Public Schools board and voted on upon commission approval. The commission will be notified if any disagreements arise.

- Motion to approve made by Commissioner Biggs, seconded by Vice Chair Lazar. Motion carried.

V. New Business

- The commission and administration discussed the status of current properties and property acquisition.
- Director Adams brought to the commission's attention the potential need to acquire legal counsel to assist with questions regarding property ownership and financial responsibilities, and to navigate the Library's status within the City as a City Library PA 164 classification. Director Adams and the commission clarified in their discussion that this is for informational purposes, and is necessary before moving forward with large-scale plans. The commission authorized Director Adams to discuss and investigate needs with internal and external legal counsel.

VI. Comments

No further discussion.

VII. Adjournment

The meeting adjourned at 6:14PM.

Dearborn Public Library

Director's Report



Presented at the Library Commission Meeting

Wednesday, September 11, 2024

Betty Adams, Library Director

*Henna Party participant receiving Henna Tattoo at Esper
Branch Library.*

Patron Feedback Highlights

- **Library Efficiency & Customer Service**
 - "I love this library, it's so efficient when you have kids and need to get work done."
 - "I wish I could tip you, good customer service is so hard to find these days."
 - "I'm always greeted with a smile and relaxed vibe."
- **Youth Programming & Storytime**
 - Multiple patrons praised youth programming and storytime, especially at Bryant with Miss Kathryn.
 - "We've been coming to storytime all summer, and it's amazing how much my son has absorbed."
 - "Storytime programs at Bryant are the greatest!"
- **VOX Books & Children's Services**
 - Patron was thrilled with VOX books: "My children love them, and I'd love to see more!"
 - "We love the kids computer [AWE machine], it's always available for my son to use."
- **Positive Program Feedback**
 - Excellent feedback on the Lance Parrish and Gray Matter talks: "Great program, thanks for having it!"
 - "What programs do you have coming up?"
- **Special Requests & Suggestions**
 - Patron suggested offering **The Atlantic** magazine in digital form.
 - Request for more **clubs and activities** for 8-12 year olds: book club, math club, animal club.
 - Patron asked about **SparkLab fees** for using the GlowForge.
- **Building Praise & Facilities**
 - Compliments on Bryant Library's charm: "I'm envious of the beautiful Bryant building, much more character than my home library."
 - Suggestion for adding **whiteboards** to individual study rooms.

Staff

Farewell to Youth OSIII

- One of our Youth OSIII is transitioning to a full-time Librarian role in another system.

Rebecca's Leadership Academy

- Continues in Leadership Academy through MLA until October.
- Attended Conversation Camp for tools on positive conversation framing, strategic planning, and goal setting.

Circulation Department Staff Changes

- **New Pages:** All three of our newest Library Pages are excelling in their duties.
- **Departures:** Two Library Pages have departed Circulation.
- **Interviewing:** OSIII position interviews underway.

*Photograph of
Lance Parrish
Author Talk on
August 22, 2024.*



Teen, Youth & Back-to-School

- Volunteers are using Collection HQ reports to identify books that haven't circulated in 4 years.
- Librarians then review these books for weeding, relocation, or display.

Teen Tuesday – Anime Screening

- Teens enjoyed watching anime this month through Crunchyroll, which offers free accounts for library programming.

Streamlined Processing

- Youth and Teen paperback fiction and graphic novel processing transitioned to Processing Staff.
- This change frees up time for outreach, programming, and other duties focusing on our youth services, resources, and community opportunities.

Library Card Sign-Up Success

- Youth Services set up tables at several schools on August 23rd.
- Over 70 library card applications collected from Miller, Henry Ford, William Ford, and Geer Park Elementary.



Summer Reading Celebration closed the Summer Reading Program, seeing many families enjoy the festivities and receive rewards for reaching their reading goals!

Adult Services Update

Temporary Role Shifts

- AS Staff, led by Lauren Hildebrandt, doing well with temporary job duty shifts.
- Interviews for new Adult Services Manager scheduled.

Info Desk Prep

- Preparations underway for the Information Desk shifting.
- First Sunday open was very busy!

Library Card Sign-Up Month

- Magnet giveaway designed by library staff.

Busy Month Ahead for Outreach

- **Senior Expo (10/11)**
- **Family Fall Fest at the Museum (10/12)**
- **Pumpkin Patch at the Fire Safety House (10/19)**
- **EDDA & WDDA Fall Fest/Trick or Treating (10/26)**
- **Spooky Windows:** Bryant participating during October.



Circulation Department Adjustments

SMART Money Manager Training

- Cash duties divided among pages to create a more flexible workflow at the Circulation Desk.

Upcoming Projects

- **Automatic Renewals:** In progress and expected to launch soon despite technical bumps.
- **Outreach Application Process:** Addressing issues with processing library card applications at outreach events.

Desk Combination

- Circulation and Information Desk combination to be confirmed and implemented in early October.

Processing & Automation Updates

Automation Highlights

- **Budget accounts reallocated** in Horizon to reflect selector package changes.
- **D-Lab Update:** Adjusted hours, no evening sessions due to low attendance. New flyer and publicity created.
- D-Lab usage remains high:
 - Drop Off = 17
 - In Person = 24
 - Video = 117
 - Audio = 14
 - Scans = 935
- Developed a new internal method for tracking D-Lab usage.
- **Patron Feedback:** D-Lab praised as one of the best services offered.
- **Blockbuster Movies:** "Se7en" (Aug 24) saw some patrons leave early, citing content concerns.
- Replaced **credit card readers** across all three buildings (13 total), improving tap-to-pay solutions.
- **New Airtable form** created for the Publicity Team.
- Translation completed for the **new app**.
- Updated **HFCL pickup locker software**.

Processing Statistics

- Total items received: **224**
- Total items added: **823**
- Total items on shelves and in flow: **157**
- Relabeling (including DVDs for ratings): **732**
- Items repaired: **20**
- Items repackaged: **23**

Programs & Success Stories

August/September Highlights

- **Snooping Around the Library:** Patrons of all ages enjoyed searching for Snoop Dogg, earning special Book Olympics pins.
- **Best Sellers Book Club:** Well attended, with August's selection "Walter Benjamin at the Dairy Queen" by Larry McMurtry.
- **Author Talks:** "The Enchanted Season" (45 attendees) and "The Lions Finally Roar" (smaller but lively turnout).
- **Craft & Chat:** Adventures in Simple Jewelry, Rebecca's last craft program, was a hit.
- **Drop-in & Draw:** Growing attendance with regulars.
- **Spice Exchange:** 43 Spice/Recipe packets sent out in August.

SparkLab - Creativity in Action!

Visitor Engagement

- **77 Total Visitors**
- **44 Participants** in Pop-Up Craft (Cardboard Dolls)

Creative Projects in the Works

- **Lace Birds for Art Installation:** One patron is using the embroidery machine to create lace birds emerging from doilies—part of an art installation. She visits the SparkLab multiple times a week!
- **Art Quilt Labels:** Another patron has been designing custom labels for her stunning art quilts.
- **Family Fun with Buttons:** Several families enjoyed crafting personalized buttons.

Teen Tuesdays in the SparkLab

- Teens dive into **Anime/Manga Club** and various **craft projects** twice a month in this vibrant creative space!

Upcoming Events in September/October

Highlighted Programs

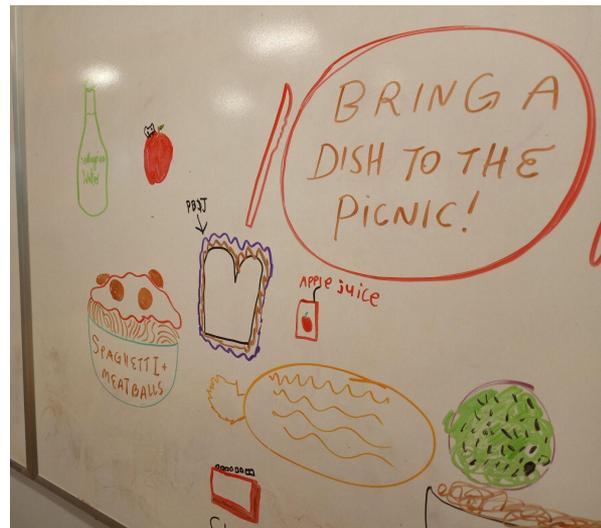
- **Best Sellers Book Club (9/17):** "Kingdoms of Savannah" by George Dawes Green.
- **Dr. Robert Holley Discussion (9/18 @6PM):** Books, censorship, and the First Amendment.
- **Mental Health Workshop (9/24):** Focus on anxiety, led by Andrew Gladstone-Highland.
- **Voter Rules Program (10/1):** Presented by Gerilyn Biggs.
- **ELL Conversation Circle (starts 10/2):** Continues through December.

Outreach & External Groups

- **Dearborn School of Music Recital (9/28)**
- **Harvard Graduate School of Education Workshop**
- **Ranked Vote MI Presentation (10/7):** Ranked voting in Michigan elections.

Reda Taleb Author Event – October 22nd at 6PM, Henry Ford Centennial Library

- Moderated panel on empathy and community care.
- Yemeni coffee and light refreshments.
- Signed book purchases available.



Community members participated in our creative expression, "Bring a Dish to the Picnic!" in our SparkLab.

Bryant & Esper Branch Updates

Fire Alarm Conversion Project

- Both branches are in the process of converting fire alarm boxes from landline to digital, with RedGuard replacing National Time and Signal as the service provider.

Bryant Branch Highlights

- **Get Crafty Attendance:**
 - Campfire Spinners: 41 participants
 - 3D Medal Podium: 22 participants
 - Chopping Fish: 52 participants
 - Llamas: 32 participants
- **Take & Make - Solar System:** 12 participants
- **Storytime Sessions:**
 - Alphabet Stories (Mondays, 4 sessions): 64 participants
 - Storytime Tuesdays (4 sessions): 93 participants

Esper Branch Highlights

- **Event Participation:**
 - Henna Party (8/24): 19 participants
 - Solar System Take & Make: 28 participants
 - Communi-tree (Happiness): 11 participants
 - Dual Language Learning: 10 and 5 participants across two sessions
- **Crafts & Programs:**
 - Free Craft Yarn Turtles: 32 participants
 - Lego Club: 44 participants
 - Craft Tables: 80 participants
 - Esper Makes - Ice Cream Magnets: 15 participants
 - Read & Feed - Peach Cobbler: 3 participants
 - Dungeons & Dragons: 5 participants
 - GM Academy: 3 participants

Services Statistics & Community Programming

Summer 2024 Circulation & Usage

- **HFCL:** 16,337 items circulated in August.
- **Bryant:** 3,116 items circulated.
- **Esper:** 1,436 items circulated.
- **MelCat Borrows:** 29.73% increase, with 562 items borrowed.

Digital Content Growth

- **Overdrive Magazines:** 50.75% increase (971 checkouts).
- **Kanopy:** 44.45% increase (795 videos played).

Visits Increase

- **HFCL:** 12,946 visitors in August (5.11% increase).
- **Bryant:** 2,148 visitors (5.39% increase).
- **Esper:** 2,391 visitors (4.71% increase).

Blockbusters is Back!

- Core group of patrons returning now that the auditorium renovation is complete.

Ongoing Groups

- **AAS Tax Prep & Diabetes Prevention:** Regular meetings continue.
- **Quiet Book Club:** Meets monthly.
- **Arab Women United:** Hosting regular workshops at HFCL.

Museum Key Accomplishments & Upcoming Events

August & Early September Highlights

- **Guild Meetings:** 28 different group meetings held in August.
- **Homecoming Festival:** Boosted publicity with prizes and new museum memberships handed out at Ford Field.
- **Mini Golf at Summer Market:** Popular feature at the Bryant Branch Library event.
- **Vintage Sale:** Well-attended event on August 15th-17th.
- **Genealogy Lecture (Sept 4th):** Successfully hosted at the Museum.
- **East Dearborn Walking Tour (Sept 7th):** Another successful event.
- **Notable Donations:** Councilmember Alsawafy donated the first-ever 21st-century service uniforms to the collection.
- **Memorial Tree Planting:** A maple tree was planted in memory of Sophia and John Bialkowski at their son's request.
- **New Interns & Volunteers:** Onboarded for the fall semester.
- **Fire Alarm Installation:** Completed in all Museum buildings, with final testing pending.

Upcoming Events

- **September 13th:** Hands on History: Toy Collection (Ross House, 4-6pm)
- **September 21st:** Celebration of Life: Honoring Fallen Historians (Ross House, 3pm)
- **October 2nd:** Dearborn Historical Society Lecture - Detroit Style Pizza (Ross House, 7pm)
- **October 11th:** Museum Fall Festival Day 1 – Beer Tasting & Silent Auction (Commandant's Quarters, 6-11pm)
- **October 12th:** Museum Fall Festival Day 2 – Family Fun Day & Silent Auction (Commandant's Quarters, noon-6pm)
- **November 6th:** Dearborn Historical Society Lecture - Henry Ford's Village Industry (Ross House, 7pm)
- **December 4th:** Dearborn Historical Society Lecture - History of the Automotive Hall of Fame (Ross House, 7pm)

Thank you!

September is Library Card Sign Up Month!

Reading one book is like eating one potato chip.

Good Morning
You can't read all day if you don't start in the morning.

FOLLOW THE ROAD TO ADVENTURE - READ!
DEARBORN PUBLIC LIBRARY

Paws and PAWS

WE READ BOOKS TO FIND OUT WHO WE ARE.
-WILLIAM S. BUSH-

Throughout September if you sign up for a library card at any Dearborn Public Library branch, you get your choice of a free magnet designed by our talented staff!

Sept 4-30 • Library Open Hours

All Ages

All Dearborn Public Library Branches

Celebrate Library Card Sign Up Month all September at any of our locations, receive a hand-crafted magnet.