

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING
Henry Ford Centennial Library - Room 111
Wednesday, October 9, 2024
APPROVED

Commissioners:

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

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 5:04PM.

II. Approval of Minutes - September 9, 2024 regular meeting

- Minutes approved as submitted.

III. Department Reports

A. Library Foundation

Assistant Director Podzikowski reported that the Foundation is meeting more frequently in preparation for their annual community appeal. Their goal is to send the letters out in November.

She reported that several new members were onboarded in the last month.

B. Director's Report

Please see Director Adams report in full beginning on page 5.

Chief of Staff Zaineb Hussein was in attendance on behalf of the Mayor's Office. She, the commission, and administration discussed challenges facing Esper Branch, including a \$700,000 short-term to \$5 million long-term quoted roof repair, and general issues with patron traffic. Hussein shared her understanding of the concerns, and the group discussed Esper's potential involvement in the roadway improvement project on Warren Avenue.

The group discussed the status of the Dearborn Area Chamber of Commerce move from Bryant Branch.

C. Historical Museum

Dearborn Historical Commission Chair Mary Bugeia was in attendance with Commissioner Maryia Fogarasi on behalf of the Historical Museum.

Bugeia reported that 18 Guild groups met in September.

The historic Toll Gate sign on Michigan Avenue near Southfield and Evergreen is being restored and repainted. A rededication will soon follow.

She reported a successful Hands on History event on September 13, featuring historic toys.

She reported 18 attendees at the walking tour, and around 200 attendees at the Detroit/Dearborn Block Party on September 21.

A memorial celebration was also held on September 21 for long-time Historical Commissioners Rick Danes, Jerry Olson, and Mo Scion.

She reported that 25 people attended the October 2 lecture on Detroit-style pizza.

The annual Brews & Boos will take place on October 11, and Family Fun Day will be on October 12. The Family Fun Day will include Halloween activities, and will be held in lieu of the Museum's other Halloween programming.

There will be a Dearborn Historical Society Lecture on Henry Ford's Village Industry on November 6, and another on the history of the Automotive Hall of Fame on December 4.

The Commandant's Quarters will hold a Veterans Open House on November 15.

The annual Victorian Tea and Open House will be at the Commandant's Quarters on December 7.

Bugeia and Fogarasi left the meeting at 6:02PM

IV. Old Business

A. Legal counsel

Item tabled until the November meeting.

V. New Business

A. Library Commission

a. New commissioner onboarding

- i. The commission welcomed new member Dr. Cheryl Hawkins to the board. Director Adams stated her intent to review and update the commissioner onboarding manual.

b. Website updates

- i. The commission will arrange a time for a group photo for the Library website.

B. Wayne County penal fines

Item tabled until the November meeting.

C. Salina

Director Adams reported that the Salina memorandum of understanding has yet to be agreed upon by all parties.

D. Annual Report

Director Adams reported that it will be finalized and presented at the November meeting.

VI. Comments

Director Adams reported that the Meeting Room Policy is under review and a Privacy Policy is being drafted.

VII. Adjournment

The meeting adjourned at 6:34PM.

Dearborn Public Library

Director's Report



*Peaceful demonstration in front of Henry Ford
Centennial Library on September 25.*

Presented at the Library Commission Meeting
Wednesday, October 9, 2024
Betty Adams, Library Director

Patron Feedback Highlights

Program & Event Praise

- Positive feedback on recent programs:
 - **Lance Parrish Talk:** "I learned so much about baseball."
 - **Bill Morris and Joe Lapointe Program:** Great program.
 - **Craft Event (Flag Recipe Book):** Patron loved the craft and already had ideas on how to use it.

Resource & Service Inquiries

- **Hybrid & Virtual Book Clubs:** Patrons inquiring about virtual or hybrid options and book clubs at Bryant Branch.
- **Telescope Loan:** Patron asked if the library offers a telescope for loan.
- **Sewing Classes:** Multiple patrons expressed interest in sewing classes.
- **ELL Conversation Circle:** Concerns over new time (Wednesdays 1-2 PM) from patrons unable to attend.
- **"Lucky Day" Collection:** Inquiries about a special collection for books with long wait lists.
- **Udemy vs. Gale Courses:** Patron noted differences between Udemy and Gale Courses, expressing that Udemy relies more on video content, with fewer printouts for reference. They miss Gale but plan to explore Udemy further.

Special Requests & Suggestions

- **Escape Room:** Patrons asked if there will be an escape room event this year and expressed interest in future ones.
- **Opioid/Narcan Training:** Inquiry if the library offers information or training sessions on opioid use and Narcan.
- **Baby Storytime:** Patrons are grateful for the return of baby storytime: "We have missed it."
- **COVID Test Availability:** Ongoing requests for COVID tests and updates on stock availability.
- **Health Department Confusion:** A patron mistakenly contacted the library believing it to be a health department immunization location.

Admin & Departmental Updates

- Compiling a spreadsheet of all Library events (over 490 events/year) to submit to City Administration.
- **Leadership Academy** through MLA: Asst. Director of Programs & Services is participating in a workshop on how to hold positive conversations and how to use the SOAR method.
- **Adult Services:** Welcoming new AS Manager Joi Hickman and preparing for the Service Desk move on 10/11.
- **Automation:** Welcoming new Automation Manager Matt Tansek.
- **Congratulations:** Arab Community Center for Economic and Social Services (ACCESS) is one of 11 winners of the 2024 I Partner with My Public Library Award from the Let's Move in Libraries UNC Greensboro.
- **Michigan Library Appreciation Month:** October celebrates Michigan libraries!
- **MeLCat Office Relocated** to a new space within Processing to accommodate FOLD's move into the former office.
- **All Staff:** Staff have been participating in a six-week training on Resiliency in the Workplace, culminating at the October 11th All Staff.
- **Dearborn Library App** has successfully launched!
- SAM.gov not responding to our multiple application attempts
- **337 new library card holders in September!**



<https://letsmovelibraries.org/partner-award/>

Outreach Highlights & Adult Services

- **Youth Services** participated in Whitmore-Bolles Fall Festival (10/4)
- **Storytimes & Activities at:**
 - Museum's Family Fall Festival (10/12)
 - Fire Department's Pumpkin Patch (10/19)
 - EDDA's Fall Fest (10/26)
- **Adult Services:** Participated in Wayne County Career & Services Day (10/17)
- **Bryant Branch:** Participating in "Wicked Windows" throughout October
- **Internal Outreach:**
 - **ACCESS the Library** (10/23)
 - **Salina 6th Grade Visit** (11/1)

Adult Programming & Events

- **September-October Events:**
 - Book Club: "Kingdoms of Savannah" (rave reviews).
 - Well-attended talks on **Censorship** and **Islamic Food Culture**.
 - Upcoming events: **Open Mic Night, Cork Pumpkins Craft, Pop-Up Craft: Clothespin Puppets, World Maker Day.**
- **Ongoing Programs:**
 - Blockbuster Movies, AAS Tax Prep, ELL Conversation Circle, Silent Book Club.



Bryant Branch

- **Facility Updates:**
 - Wireless connection established for the fire alarm (9/11).
 - Ceiling light bulbs in the elevator replaced with energy-efficient LEDs.
 - Elevator technician identified compliance issues with the telephone system, Kone unable to address.
- **Programs & Events:**
 - **Shrek Screening** (9/21): Held outdoors on the building grounds.
 - **Dramatic Play - Ice Cream Shoppe** (Sept 3-14): 225 visits.
 - **Alpha Stories:** 3 sessions, 37 participants.
 - **Storytime:** 2 sessions, 30 participants.
 - **Dance Party** (9/18): 15 participants.
 - **Get Crafty:**
 - 3D Pirates (Sept 20): 28 participants.
 - Turtle Collages (Sept 27): 28 participants.
 - **Take & Make:** 20 participants (provided by Esper Branch).

Esper Branch

- **Facility Updates:**
 - Fire alarm box conversion to wireless delayed—requires an exterior antenna.
 - Door handle on SE corner repaired (issue previously serviced twice).
 - Bedbug contamination detected in 3 upholstered benches during canine inspection (9/16), treated by Ehrlich Pest Control (9/18).
- **Programs & Events:**
 - **Take & Make:** 30 participants.
 - **Esper Free Craft:** 74 participants.
 - **Lego Club:** 41 participants.
 - **Craft Tables:** 85 participants.
 - **Dungeons & Dragons:** 5 participants.
 - **Read & Feed:** 1 participant.
 - **Storytelling Guides:** 1 participant.

 - Staff received bubble wands as a gift from a regular patron in appreciation of their service.

Youth Highlights

Staff Updates

- **Melissa McLeod (OSIII):** Supervising inventory of supplies and storage for efficiency.
- **Joi Hickman:** Teen Librarian promoted to Adult Services Library Manager.
- **Hiring Updates:**
 - OSIII hiring process is ongoing.
 - Library Supervisor hiring process has not yet started.

Outreach & Community Engagement

- **Outreach Events:** Staff attended Whitmore-Bolles Fall Festival and Dearborn Summer Markets.
- **Salina Elementary Field Trip:** Over 100 2nd graders visited. 60+ new library cards were issued, though some students hesitated to check out books due to concerns about returning them.

Other Highlights

- **Math Bingo Event:** Hosted by Melissa McLeod. Participants received donated bags from Mathnasium, including math games, pencils, and "I Love Math" shirts.
- **Storywalks Program:** Another successful season concluded, with families enjoying outdoor reading throughout the summer.

Programs & Events

- **Kid Chemist Spooky STEM Event:** October 19th at 2 PM.
- **Local Author Event with Reda Taleb:** October 22nd at 6 PM.
- **Baby Storytime Reintroduced:** Led by Kelly Karr. Families travel from as far as Northville to attend this program at HFCL.

Processing Highlights

Processing Statistics

- **Items Received:** 553
- **Items Added to System:** 382
- **Total Items on Shelves/In Flow:** 209

MeLCat Circulation

- **Items Loaned:** 755
- **Items Borrowed:** 460
- **Total Circulation:** 1,215

Ordering & Collection Development

- **New Selection Process:** Selectors are adjusting, with items being received more consistently.
- **Blu-ray DVDs:** Now added to the collection, with favorable patron feedback.

Circulation Highlights

- **New Staff Updates**
 - New Page started at the Henry Ford Centennial Library on October 8, 2024
- **New Office Support Staff - Incoming**
 - After a long time, a new Office Support Staff will be interviewed within the next week or so. This is exciting, as Circulation needed one for a while, and it will greatly aid the department
- **Elimination of Unnecessary Tasks**
 - In lieu of fall Service Desk redesign on October 11th, the Circulation Department is taking a serious look at what it needs in terms of physical reports, length of retainment of documents, and other workflows to create a more unanimous, efficient environment.
- **Automatic Renewals**
 - Automatic renewals are soon to be turned on in Horizon. We have a MessageBee template to tell patrons when they need to bring their items back, and we have been fixing the bugs within our system.
- Shifting gears from changing systems to eliminating unnecessary clutter. There are many things in the workroom that just are no longer useful. Therefore, with many physical changes occurring in the department, we can use this time to go through paperwork and eliminate things we do not need.
- Increased focus on the Circulation Policy will be for the next quarter.

Museum Highlights

September 2024 Highlights

- **Guild Meetings:** 18 different Guild groups met in September.
- **Historic Toll Gate Sign Restoration:** 35 hours spent on restoration; re-dedication event to follow soon.
- **Successful Programs:**
 - **Hands on History: Toy Collection (Sept 13th):** Featured game of Gravitation.
 - **Walking Tour (Sept 21st):** 18 participants.
 - **Detroit/Dearborn Block Party (Sept 21st):** 200 attendees.
 - **Celebration of Life: Honoring Fallen Historians (Sept 21st):** 51 attendees.
 - **Detroit Pizza Lecture (Oct 2nd):** 25 attendees enjoyed free pizza.

Upcoming Museum Events (October - December 2024)

- **October 11th:** Museum Fall Festival Day 1 – Beer Tasting & Silent Auction (6-11 PM).
- **October 12th:** Museum Fall Festival Day 2 – Family Fun Day & Silent Auction (12-6 PM).

Fall Into Dearborn
Presented by The Dearborn Historical
Museum:

**FAMILY
FALL
Festival**

Entry is free
Donations are
suggested

- Bounce house
- Trick or treat
- Crafts
- Yard Games
- Beverage tent
and more !

**OCT
12TH
FROM 12
PM TO 4
PM**

**Commandant's Quarters
21950 Michigan Avenue
(North east corner of Michigan
Avenue and Monroe)**

Automation Highlights

Traffic & Computer Usage

- **Second Floor Security Gates:** 11,448 visitors counted.
- **Public Computers (Session Totals):**
 - ADA: 7
 - HFCL Adult: 1,434
 - HFCL Youth: 332
 - Bryant: 250
 - Esper: 486
 - Microfilm: 13
 - **Total:** 2,522 sessions

(Numbers lower than normal due to technician vacation)

Additional Automation Statistics

- **Drop-Off Sessions:** 6
- **In-Person Sessions:** 10
- **Video Sessions:** 30
- **Audio Sessions:** 20
- **Scans:** 23
 - **Total:** 89 sessions

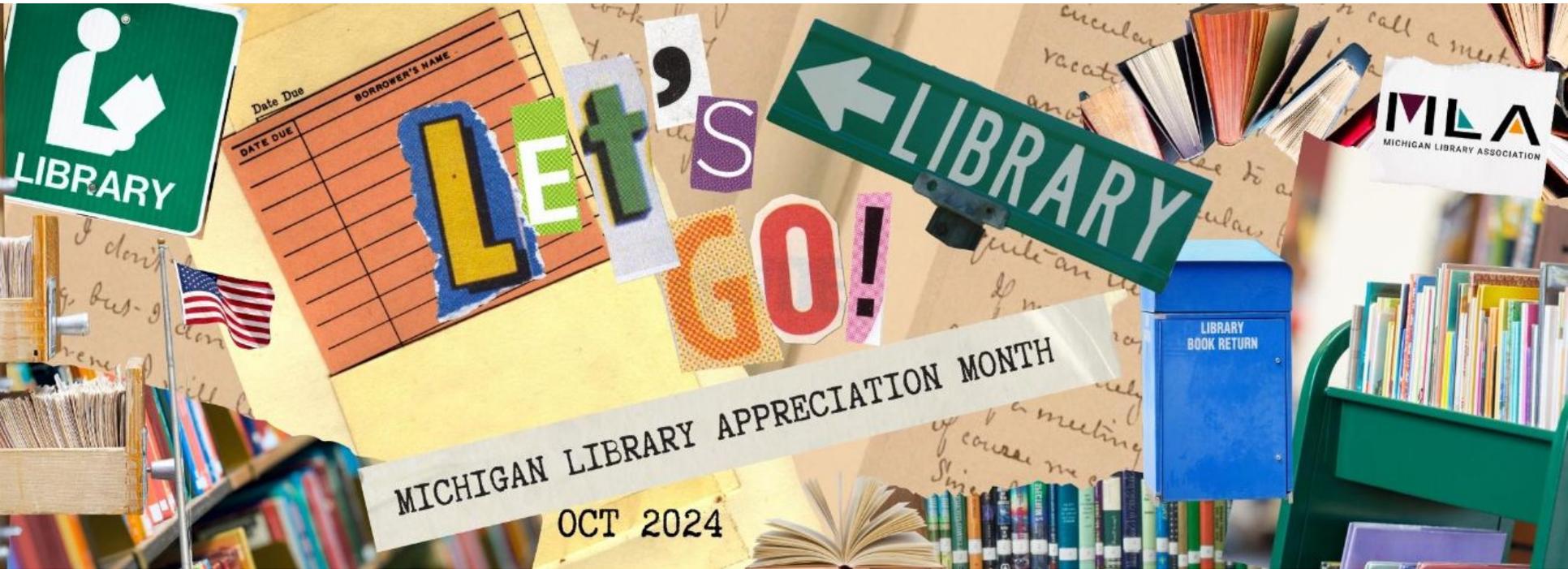
Website Statistics (via Google Analytics)

- **Active Users:** 13k
- **Page Views:** 28k
- **Top Referral Source:** 30% from search engines
- **Top Pages:**
 - #1 Calendar
 - #2 About Us
 - #3 Online Resources

Key Updates

- **Online Payments Disabled:** Temporarily stopped due to security concerns.
- **Paycom Changeover:** Bumpy rollout for new timekeeping software.
- **Automation Manager Transition:** Supporting the move of MeLCat to Processing.
- **Staff Training Support:** Assisted with Fire Department and Paycom training sessions.
-

Thank you!



*Celebrate Michigan Library Appreciation Month by
visiting any or all of our branches!*