

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING AGENDA
Henry Ford Centennial Library - Room 111
Wednesday, April 9, 2025
5:00 pm

- I. Call to Order

- II. Approval of Minutes - March 12, 2025 regular meeting

- III. Department Reports
 - A. Library Foundation
 - B. Director's Report
 - C. Historical Museum

- IV. Old Business
 - A. Request for Legal Opinion**

- V. New Business
 - A. Lending Lab Policy & Waiver**
 - B. Suspend Saturday Hours at the Branches**
 - C. Esper Branch Contingency Plan**

- VI. Comments

- VII. Adjournment

**Action needed

Lending Lab Policy

Guidelines for Borrowing and Use

- A valid, full-service Dearborn Public Library card is needed to use the LendingLab. The card must be in good standing (active, no outstanding fees over \$10.00.)
- A signed Waiver and Acknowledgement of all LendingLab policies must be on file before checking out LendingLab Things. For library patrons under 18 years old, this Waiver and Acknowledgement must be signed by the parent or guardian.
- LendingLab Things must be checked out at a Service Desk, not self-checkout.
- Most LendingLab Things MUST be returned directly to a Service Desk at the library checked out from, not to other Branches, and not in drop boxes.
- Things will not be sent through delivery.
- Things may not be renewed.
- Things have Late Fees of \$2/day.

Reservations of Things

- Reservations for Things need to be placed in the LendingKey.
- There is a limit of 1 reservation at a time on a Thing.

Fines and Liability

- If the Thing is more than 45 days overdue, it is considered lost or converted to a patron's own use and the patron will receive a bill to cover the replacement cost. If a billed item is returned in good condition within 6 months, the fees will be removed from the patron's account.
- Michigan Penal Code, Act 328 of 1931, MCL 750.362 and 362 a, and Dearborn Code of Ordinances Sec. 14-105, provides that any person who converts for their own use or fails to return tangible library property shall be guilty of larceny, and be prosecuted for a misdemeanor.
- The library patron is solely responsible for the Thing and will be billed for the repair or replacement cost associated with any damage or loss of a Thing and/or accessories. Patron must cease using the Thing immediately and notify the Library if the Patron has any concerns about the safety or working condition of a Thing.
- Patrons are responsible for the safe and undamaged return of all containers, cases, etc. of LendingLab Things. Damage to containers, cases, etc may result in fees being placed on a patron's account.
- If a Thing is not returned clean, a patron may be charged a \$10 Cleaning Fee.
- A Thing may only be used and operated in compliance with the Library's policies and manufacturer's guidelines.
- The Dearborn Public Library is not responsible for the loss of data, manufacturing defects in quality or workmanship or materials inherent in any borrowed Thing, or any damage caused while using a Thing.

- The Dearborn Public Library is not responsible for any personal injury incurred through the use of a Thing.

Violations and Appeals

- The Library Director or designee may refuse to lend any of the Things if a patron has violated the Policy, including losing or damaging any component of a loaned item.
- The patron may appeal the Library Director or designee's decision to the Library Commission by filing a written appeal with the Library Commission President within 10 business days of the notice or refusal.

INDEMNIFICATION AND WAIVER OF LIABILITY:

1. In consideration for permission to participate in the Lending Lab program, and to use Lending Lab Things, I agree to release and forever discharge the Dearborn Public Library, the City of Dearborn, a municipal corporation, and the Library's and City's officers, agents, departments, elected and appointed officials, volunteers, and commissioners, from any and all claims, liabilities, and/or lawsuits, including legal costs and attorney fees, resulting from my access, participation in, or use of the LendingLab Things.
2. In consideration for permission to participate in the Lending Lab program, and to use LendingLab Things, I shall indemnify and hold harmless the Dearborn Public Library, the City of Dearborn, a municipal corporation, and the Library's and City's officers, agents, departments, elected and appointed officials, volunteers, and commissioners from any and all claims, liabilities, losses, and/or lawsuits, including legal fees, resulting from or in any way related to participation in the LendingLab Program or the use of LendingLab Things and equipment belonging to the Dearborn Public Library. I intend for this agreement to be binding on me, my heirs, personal representatives, next of kin, spouse, and assigns.
3. I waive all rights of subrogation or recourse against the Dearborn Public Library with respect to the use by the Patron of LendingLab Things or equipment.
4. I have read this agreement, fully understand its contents and risks, and have signed it of my own free will. I have also read and understand the Policies of the Dearborn Public Library's LendingLab. I will abide by all policies, including taking responsibility for all replacement, repair, or cleaning fees of LendingLab Things and equipment.

AUTHORIZATION & PERSONAL INFORMATION

Name of Patron (please print) _____

Dearborn Public Library Card #: _____

Signature _____ Date: _____.

IF THE PATRON IS A MINOR: Please fill out the back of this form.

IF THE PATRON IS A MINOR:

I attest that I am the parent/legal guardian of the minor patron named above and hereby give my permission for said minor to participate in The Lending Lab program and to rent/borrow Lending Lab Things. I am aware that this agreement is legally binding and that the minor patron is releasing all legal rights on behalf of the minor and the minor's heirs, personal representatives, next of kin, and assigns. In consideration for the minor to participate in the Lending Lab program and to use Lending Lab Things, I agree to release and forever discharge the Dearborn Public Library, the City of Dearborn, a municipal corporation, and the Library's and City's officers, agents, departments, elected and appointed officials, volunteers, and commissioners, from any and all claims, liabilities, losses, and/or lawsuits, including legal costs and attorney fees, resulting from the minor's access, participation in, or use of the Lending Lab Things.

Name of Minor Patron's Parent or Guardian (please print) _____

Signature _____ Date: _____



Dearborn Public Library



TO: LIBRARY COMMISSION
FROM: LIBRARY ADMINISTRATION
SUBJECT: REQUEST TO SUSPEND SATURDAY HOURS AT BRANCH LIBRARIES DURING RENOVATIONS AND STAFFING SHORTAGES
DATE: 04/09/2025

Dear Commissioners,

Following a detailed review of Saturday usage and in light of ongoing staffing challenges and scheduled renovations, I respectfully request the Commission's approval to suspend Saturday hours at Bryant Branch Library (BBL) and Esper Branch Library (EBL) beginning Saturday, May 3, 2025. This change is recommended to remain in effect through the duration of the following projects:

Bryant Branch Landscape Renovation: May through October 2025

Esper Branch STEAM Space Redesign: Scheduled to begin October 2025 and continue through 2026

Foot Traffic and Staffing Overview:

An analysis of Saturday operations from October 2024 to March 2025 reveals the following:

Bryant Branch:

Average patrons: 98

Average staff on duty: 5.35

Patron-to-staff ratio: ~18.3 patrons per staff member

Hourly average (open 11:00 AM–5:30 PM): ~15.1 patrons per hour

Esper Branch:

Average patrons: 96.6

Average staff on duty: 5.65

Patron-to-staff ratio: ~17.1 patrons per staff member

Hourly average: ~14.9 patrons per hour

While we value every visitor, these figures indicate moderate Saturday traffic, and the use of staff resources during this time is not optimal, especially under current constraints.

Compounding Factors:

Due to the City-wide hiring freeze, we face significant challenges in maintaining adequate staffing:

- The Office Specialist III position at Esper has been awaiting approval since January 2025.
- The Esper Branch Librarian's resignation is effective April 18.
- The Branch Manager at Esper will depart in May 2025.
- The revised staffing model now requires one Branch Manager per branch—meaning two new hires are urgently needed.

We plan to present the second Branch Manager position to Civil Service on April 10, pending Commission approval.

Saturday closures will enable reallocation of available staff to higher-use weekdays and allow for reassignment to support system-wide projects at the Main Library or other departments while renovations and staffing gaps persist.

Recommendation:

Suspend Saturday hours at both BBL and EBL effective May 3, 2025, until renovation work is completed and staffing levels are stabilized. This proactive adjustment ensures quality weekday service, supports staff well-being, and accommodates ongoing projects.

Thank you for your support in maintaining service excellence under challenging circumstances.

Betty Adams
Library Director



Dearborn Public Library



TO: LIBRARY COMMISSION
FROM: LIBRARY ADMINISTRATION
SUBJECT: CONTINGENCY PLAN: TEMPORARY CLOSURE OF ESPER BRANCH DUE TO STAFFING SHORTAGES
DATE: 04/09/2025

Dear Commissioners,
I am writing to inform you of a potential operational challenge at Esper Branch Library (EBL) that may necessitate a temporary closure beginning mid-May 2025, unless immediate staffing actions are approved.

Background:

The Esper Branch is currently facing critical staffing shortages due to:
The resignation of the Librarian, effective April 18
The pending departure of the Branch Manager, with their last day in-office expected in May
A frozen Office Specialist III vacancy that has remained unfilled since January 2025

We are operating under a revised job structure that now requires one Branch Manager per branch. While the one position is available in our current organization structure, we are preparing to present the second Branch Manager position to Civil Service on April 10, contingent on the Commission's approval.

If we are unable to post and fill this position before July 1, when the new fiscal year begins, the Esper Branch will not have the necessary supervisory and professional staff to remain open.

Contingency Plan:

In the event that the Branch Manager position is not approved for posting immediately, Esper Branch will need to temporarily close in mid-May due to insufficient staff. Affected staff will be redeployed to the Main Library to assist with ongoing system-wide initiatives and operations.

We will provide ample notice to the public and coordinate internally to ensure a smooth transition, with the goal of reopening as soon as staffing permits.

Request:

Approval from the Commission to proceed with the second Branch Manager position presentation to Civil Service on Thursday, April 9, is essential to avoid closure. Your support in this matter will help maintain continuity of service and reduce disruption to the community.

We appreciate your consideration and partnership during this time of transition.

Betty Adams
Library Director