

**DEARBORN DEPARTMENT OF LIBRARIES
LIBRARY COMMISSION MEETING
12/10/10**

1. ATTENDANCE

In attendance were: Mr. Marcel Pultorak, Chairperson; Mrs. Nancy Zakar, Vice-Chairperson; Mrs. Jihan Jawad, Secretary-Treasurer; Mr. Robert Taub, Mrs. Candyce Abbatt, Mrs. Sally Smith, Mrs. Toni Straley, Commissioners; Mrs. Maryanne Bartles, Library Director; Ms. Julie Schaefer, Deputy Library Director; Mr. Steve Smith, Administrative Librarian. Excused: Mr. David Schlaff, Mrs. Rachel Fawaz, Commissioners.

2. APPROVAL OF MINUTES

The minutes of the November 12, 2010, Library Commission meeting were approved with one clarification in section 5 under D. Task Force. Mr. Pultorak reported that the additional \$5 million needed for capital reinvestment is included in the mentioned additional \$25 million.

3. FOUNDATION UPDATE

Ms. Schaefer reported that she has been working with the Foundation on their business mailing campaign. The letters to 3,000 Dearborn based business went out last Friday and we already received our first batch of donations.

4. BUDGET UPDATE

- A. Capital Budget Changes:** Mrs. Bartles reported that the City has requested us to prepare a three-year budget. In mid November she was called to a meeting to talk about funded capital projects. These are projects that are on the books and funded to be done. All city capital projects were reviewed and departments were asked if they were needed in light of the \$20 million deficit. Most of our projects were kept on the books with the most important being the mezzanine renovation which will create study and meeting rooms, which are in continual demand.
- Mrs. Bartles reported that she has a meeting with the buyers and the architect next week. The funds appropriated for it should be sufficient for the meeting rooms but may not be enough for the restrooms and kitchenette. One project that was cut was the wallpaper replacement for HFCL. It will be postponed for a few years. The library chair replacement/reupholstering project will go forward in phases. We will start work on specifications in the New Year. Another project that remains is lighting improvements for Bryant. Mrs. Abbatt asked if it is worthwhile approaching FOLD for any of the projects that were not funded.
- Mrs. Bartles reported that FOLD money is our money to control and amounts to \$22,000 to \$25,000 per year depending on how successful the book sales are. We primarily use those funds for children's programming and Blockbuster Film Series.
- B. Personnel Budget:** Mrs. Bartles reported that we were asked to cut the personnel budget this fiscal year and we cut seven full-time staff members from our budget. The budget started in July. We had some resignations and some retirements since then. They let us fund some of those positions for half the year so in effect this fiscal year we only lost three and a half full-time positions. In fiscal year 2012 we were scheduled to lose the full seven positions and then City Administration asked for two more positions. Our total reduction will be nine full-time positions on July 2011. Between the resignations, normal retirements and the early outs we will not have to lay off anyone. The city's goal was to reduce full-time staff and they agreed to allow us to supplement with part-time staff. Mrs. Bartles reported that right now there is a concern over hiring retired full-time staff back part-time. Doing this might jeopardize our favorable IRS

retirement ruling. Mr. Pultorak suggested looking into the possibility of hiring retirees from other library systems that are not collecting a City of Dearborn pension as part-time employees. This can be a pool of people you can call on when needed. Mr. Pultorak also felt that the Commission should start thinking about strategic planning and where the city is going in terms of what resources are going to be dedicated to the library. He distributed an article for the Commission to read about what is going on around the country in libraries.

5. INFORMATION ITEMS – None

6. ACTION ITEMS

- A. Dearborn Heights:** The Commission was given a draft agreement with the City of Dearborn Heights regarding reciprocal library borrowing. Mrs. Bartles also prepared a list of advantages for our patrons and for Dearborn Heights patrons. Dearborn Heights has two facilities; one on the north and one on the south. Because of their MeLCat agreement, they cannot offer our Dearborn residents MeLCat. They will offer Dearborn residents limited access to the shared system which includes 40 to 50 other libraries. Dearborn Heights libraries will offer our Dearborn residents a guest card which would not allow them access to MeLCat but limited access to the shared system. They will also allow Dearborn residents three holds at any given time for material. These are the only restrictions. Dearborn Heights libraries also have additional weekend hours compared to our hours. They are open Saturdays year around. They are also open the evenings that our branches are closed. Library Commissioners discussed the advantages and disadvantages to us if this were approved. Some felt it is good public relations and looks good from the city's perspective that we are joining in services with other cities to pull your resources together to cut costs. Some felt there were no advantages to us and that there is a misperception that we are sharing services. We are not contracting with them to get a reduced price for services. Also, it puts our other facilities in danger since we will now be partnering with two other facilities. Mrs. Bartles reported that Dearborn is very different then most library systems where the concept of libraries is that it is a very sharing environment. Since the 1980's Dearborn has been very insular and not wanting to share resources. In these economic times we need to share.

Mrs. Bartles reported that she cannot guarantee it but sees potential down the road if the agreement is approved. Sharing the on-line databases is one plus. They do not buy a lot of them but if we can show them as being used by their residence we can talk about sharing in the purchasing of databases. Our materials budget has taken multiple hits in the last few years so we will not buy as many copies of new best sellers so the reciprocal borrowing will be an advantage for us. Some felt that as a trial it is worth a chance. There is a withdrawal clause in the contract that can be used if anything should change fiscally with Dearborn Heights libraries. But Dearborn Heights has a dedicated millage which makes them more secure than us in terms of their libraries. Our traffic is down since there are no programs being held at the branches and this will continue. Our highest circulating group is 18 years and younger. Mrs. Bartles reported that she feels it is value-added for our patrons, especially access to the shared system. We are the exception to the whole concept of sharing resources. Every TLN library has been doing this for years. This is not a budget savings plan but a value added services for our patrons. Commissioners felt we need our patrons support and for them to continue to use the libraries we need to accommodate them. Mrs. Bartles also reported that the Mayor is very supportive of this and wants to see it happen. Mr. Pultorak reported that the changes that are going to take place by economic conditions are an evolving situation. He felt it would be good for the Commission to enumerate its concerns about this agreement and maybe do it on a trial basis subject to addressing those concerns depending on what emerges in the future in respect to support for the libraries in the respective communities and demand for library services and our ability to provide those services. There is a sunset provision in this agreement as drafted of January 2012. There

is also a three month termination clause in the agreement. The legal attorneys from both cities have gone over the agreement. Mrs. Bartles reported that there are two options to getting this agreement passed. The legal rule is that the Council must approve the Mayor signing any contract. We could add the Commission as a signatory and the chair would sign it, or the Commission can request the Council to allow them to sign it in place of the Mayor. Mrs. Bartles suggested adding the Commission as a signatory. She feels we have stepped up to the plate and come up with creative ways to save seven full-time positions. The Mayor has complimented us on thinking out of the box and trying to reduce staff and reduce services that would have the least impact in terms of our core services. Mr. Pultorak re-read the letter that the Commission received from the Mayor regarding the agreement. Mrs. Abbatt felt that the two Commissioners that are not at this meeting should have the opportunity to read over the agreement and bring it back at the January meeting. The draft agreement states that this would become in affect on February 1, 2011, and waiting until the January meeting would not allow enough time for it to go to Council.

Mrs. Bartles reported that the February date can be changed. Commissioners felt that would be better and some suggested having the start date coincide with the fiscal year or the time of the budget planning process. Mr. Pultorak felt there should be some understanding between the Commission and the Mayor as to what outcomes the Commission is hoping for with this agreement and what would cause the Commission to want to terminate this agreement or what would be the cause to continue it. The Commission agreed to table this and look at delaying the implementation until the concerns have been addressed and the rest of the Commission has had a chance to review it. The draft agreement and a copy of the Mayor's letter will be e-mailed to Commissioners and asked to be prepared to talk about it at the next meeting.

- B. Rates & Fees:** Mrs. Bartles distributed a chart showing the libraries rates and fees for the past three years. In preparing a three year budget she needs to submit rates and fees for 2012, 2013, and 2014. While it is a three year budget there will be an opportunity to revise it.

Mrs. Zakar made the motion to keep the rates and fees the same as they are now for FY2012, FY2013 and FY2014 with the provision that they are subject to review. Seconded by Mr. Taub, all approved.

7. COMMENTS

Mary Jo Durivage spoke to the Library Commission. She agreed with Mrs. Bartles about Dearborn library's lack of sharing as other library systems do. She also felt that this reciprocal borrowing agreement with Dearborn Heights will be value-added. The additional weekend hours in the summer will be a benefit. She also reported that they have wonderful programs, free computer classes and up-to-date software. Mrs. Durivage reported that at the Mayor's last annual meeting he had talked about sharing services, starting with the libraries. She felt that implementing this in April would be good to tie it into National Library Week. The Commission thanked Mrs. Durivage for her comments.

The meeting was adjourned at 5:50pm.