

**DEARBORN DEPARTMENT OF LIBRARIES
LIBRARY COMMISSION MEETING**

05/14/10

1. ATTENDANCE

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

2. APPROVAL OF MINUTES

The minutes of the April 9, 2010 Library Commission meeting were approved as submitted.

3. FOUNDATION UPDATE-

Dearborn Public Library Foundation Vice President Steve Schroeder spoke to the Library Commission. He reported that the Foundation has approved its first long term fundraising event, which will be a children's book and author luncheon, to be held Saturday, August 21st at Park Place. The featured author is Mark Crilley. Mr. Schroeder reported that the Foundation has been studying various plans to update the activity room at HFCL as their next project. A final proposal is expected for review at the next Foundation meeting. The second annual direct mail campaign is under way, having been mailed out the week of April 17th, to a little over ten thousand Dearborn residents. After three weeks we have received over \$3900 in donations. Mr. Schroeder distributed the direct mail brochure to the Commission and asked them to consider making a donation to the Foundation. The new early literacy computers funded by the Foundation have been delivered and installed at Esper. Installation of the computers at Bryant and Snow is expected soon. Mr. Schroeder reported that the mail campaign committee has developed a publicity plan and have combined news about the mail campaign, new literacy computers and the activity room upgrade in a press release. The press release has appeared in the Century 21 newsletter sent to the Dearborn Hills and Levagood neighborhoods, in the Dearborn Times Herald last week and in the *Library Matters* newsletter. Mr. Schlaff asked how the book and author lunch would raise money and if the library would make any money on book sales at the event. Mr. Schroeder advised that there would be a paid admission cost, though the price has not yet been determined. Mrs. Fawaz asked if the luncheon was intended for adults and children. Mr. Schroeder advised it was. Mrs. Zakar asked if they had an estimation of how much they planned to raise. Mr. Schroeder advised they have looked at that information but he does not have it with him. Mrs. Bartles advised they may offer sponsorship so that businesses could sponsor a table but they have not worked that out yet. As they continue to plan the event they will keep the Commission informed.

4. BUDGET UPDATE-

Mrs. Bartles reported that the public budget hearing was last night. Ten to fifteen members of the public attended the meeting. Mrs. Bartles reported that she had a briefing session with the City Council on May 4th. Mrs. Bartles distributed the document, that she presented to the Council at that meeting, to the Commission. The budget will be approved at the City Council meeting on May 18, 2010. The changes to the library will be phased in through the remaining calendar year. Mr. Pultorak discussed the citizen task

force that he is serving on that was appointed by the Mayor to attempt to address the revenue shortfalls the City is facing. The City was hoping the task force group would come up with recommendations to address this budget. However, because the group did not begin meeting till the fall there was not enough time. The plan is to use the fund balance to plug the holes in the budget for this year. The task force will continue working through the summer to come up with ways to balance the budget. There will have to be significant changes made but what they will be is not clear at this time. This needs to be a community oriented process city wide as well as by the Commission as it effects the library. There was discussion relating to children's programs for the branches. Mrs. Bartles advised that the summer reading program and other programming will continue at the branches through August of this year. Mrs. Straley asked if the library staff laid off in January would be offered other positions. Mrs. Bartles stated that the new branch model will have one full time staff member, a Librarian I, and several part-time professional staff members. Anyone who is laid off will be offered one of the part-time professional positions and the City will also move some library employees into other departments.

5. INFORMATION ITEMS-

- A. **Strategic Planning**– Mr. Pultorak stated he asked Mrs. Bartles to forward to the Commissioners, via email, information that she received from a consultant who has done some strategic planning for libraries. Mr. Pultorak also discussed the book, Strategic Planning for Results, from the Public Library Association that he is in the process of going through. Mr. Pultorak stated that the Commission needs to get a planning process in place and come up with some concrete short-term and long-term ideas as to what will happen with the public library system in Dearborn and how we will respond to the constraints that we are under. Mr. Pultorak suggested establishing a subcommittee of the Library Commission or holding a special meeting of the Commission to look at strategic planning and the process of planning, i.e. whether to hire a consultant. Mr. Pultorak stated it is also important to have some interaction with our patrons to see what services the library is providing and what they need and value. Mrs. Zakar asked if there was a timeline or deadline, for this planning to be done, from the City for next year's budget. Mrs. Bartles advised that the Finance Director said today that departments should begin planning for next years budget now and plan for it to be a two-year budget. Mrs. Fawaz stated that Mrs. Bartles has already presented a budget plan that shows different reduction scenarios' including what is crucial and what is not, so a lot of the work is already done. Mr. Schlaff stated that any strategic planning we do has to be focused on what we do to survive. The two biggest costs for any business are labor costs and buildings cost. We are not in the position to improve the library so we need to be focused on prioritizing what things would be the first to go assuming that we will be asked for further reductions in the coming years. There was discussion relating to partnering with the schools or businesses in the community. Mrs. Abbatt suggested a Commission retreat in order to spend significant amount of time on these issues. Mr. Schlaff suggested focusing the June meeting on strategic planning. Mr. Pultorak asked the Commissioners to email him topics for the agenda which he will compile and share with everyone.
- B. **Plastic Bag and Earth Day target-April 22, 2010-** Mrs. Bartles stated that she has not received any complaints about no longer providing plastic bags to patrons. The canvas bags and the new reusable bags are selling well.
- C. **Interlibrary Loan update-** Mrs. Bartles stated that we were all set to go with OCLC, after the contract was reviewed by the Legal Department, but The Library Network

(TLN) is working on a proposal to restore interlibrary loan and Mrs. Bartles would like to see that proposal before proceeding. It would be better to be part of the cooperative via TLN.

- D. **Library Fines and Fees update-** Mrs. Bartles reported that we have already put up signs to alert the public that the annual Internet pass will go up to \$20 and the daily Internet pass will go up to \$2 in July. Ms. Schaefer had a meeting with the Circulation Committee regarding the fine increase from 20 to 25 cents. They are working on a plan to implement the fine increase.
- E. **DCAC and Sculpture update-** Mrs. Bartles reported that DCAC has installed the black geometric sculpture in Muirhead Plaza, next door to the Bryant Branch.
- F. **Facebook-** Ms. Schaefer stated that we are going to be working on a social networking policy for the library and may bring something to the Commission for review at the next meeting. The majority of public libraries in the area are using Facebook as a marketing and notification tool.
- G. **Election of Officers-June 2010-** Mrs. Bartles reported that the Commission by-laws state that the election of officers is held at the June meeting.
- H. **Photo Op-for Volunteer Recognition Luncheon-** Mrs. Bartles took the Commissioners photograph for the PowerPoint presentation at the upcoming Volunteer Recognition Luncheon, which is June 4th.

6. ACTION ITEMS-

- A. **June 2010 Library Commission meeting-** The Commission decided to hold the June 11, 2010 Library Commission meeting at Henry Ford Centennial Library.

7. Comments-

Ms. Schaefer advised the Commission that this upcoming Sunday at 3pm at HFCL we will have the fifth annual reception for the winners of the library bookmark contest. There were about one thousand entries in the contest. There are ten winners, two from each grade.

Mrs. Bartles reported that she has an on going dialogue with the director of the Dearborn Heights library system to look at ways that we can partner with them. Right now it appears that it will be a value added service for library users. We are not seeing any cost savings or revenue production.

Library patron Janice Shaw spoke to the Library Commission. She likes the new email notifications. She also asked if the Commission had considered renting out popular or new books for \$1 a piece or charge 25 cents to place a hold. She would like to see at least preschool programming remain at the branches. Is it possible to have a children's librarian rotate to the branches. Mrs. Bartles responded that with a reduction of seven full time staff members, leaving only 30 full time staff members, it will be impossible to continue programming at the branches. The Mayor has instructed us to reduce duplication of efforts so programming has to be centralized at HFCL.

The meeting was adjourned at 5:20pm.