

**DEARBORN DEPARTMENT OF LIBRARIES  
LIBRARY COMMISSION MEETING  
11/12/10**

**1. ATTENDANCE**

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

**2. APPROVAL OF MINUTES**

The minutes of the October 8, 2010 Library Commission meeting were approved as submitted.

**3. FOUNDATION UPDATE-** Mrs. Bartles reported that the next Library Foundation meeting is next Tuesday, Nov. 16<sup>th</sup> at 6pm. Ms. Schaefer is working with two members of the Foundation on a direct mailing campaign to Dearborn businesses that will include a letter and bookmark. They are targeting around 3,000 businesses and they are hoping to have the letter out in the mail around Thanksgiving.

**4. BUDGET UPDATE-** Mrs. Bartles advised that we should receive the budget memo, which gives the due dates for next year's budget, soon. The personnel budget is due next week. The City is requesting that departments submit a three year budget this year. Mr. Pultorak asked about the replacement cycle for Horizon. Mrs. Bartles advised that although they have not announced an end of life date for the product we are using, two years ago Mrs. Bartles submitted it with the five year technology plan for replacement in 2013. The cost will be around a quarter of a million dollars so each year we have been setting aside around \$50,000 dollars for that.

**5. INFORMATION ITEMS-**

- A. **Statistics**— Mrs. Bartles reported that, in addition to the normal statistics report she has included a report on in-house computer logons for this year and a comparison for the last three years. Mrs. Bartles also included a report on the database statistics.
- B. **Retirements** - Mrs. Bartles reported that there is a possibility of a further reduction of two more full time staff members which would take us down to 28 full time staff members. Mr. Pultorak asked how that would impact operations. Mrs. Bartles advised that it would mean longer lines and customer service would be degraded. We will potentially have eleven retirements by the end of the year and two resignations which have already occurred. Nine or ten of those positions may not be filled.
- C. **Popular Materials Branch Libraries-** Mrs. Bartles advised that although she had not planned to implement the branch changes until January the retirement and resignations that have occurred already have forced us to make some changes now. We hired two part-time Department Specialists, who started this past Tuesday, and two more will start on the Nov. 23<sup>rd</sup>. A part-time staff member in Processing is also leaving in the next couple of months. He has a very technical position so Mrs. Bartles

hired someone to replace him now so that he can be trained. We may hire a couple more Department Specialist after the first of the year.

- D. **Task Force-** Mr. Pultorak advised that the Community Task Force report has been finalized and he will send a copy to the Library Commissioners as soon as it has been submitted to the City Council. The City is looking for an additional \$25 million in reduced expenditures or increases in revenue on top of the \$12 million that has been reduced over the last five years. The City also needs an additional \$5 million for capital reinvestment. Mr. Pultorak reported that the additional \$5 million needed for capital reinvestment is included in the mentioned additional \$25 million.
- E. **Dearborn Heights-** Mr. Pultorak discussed the letter to the Library Commission received from the Mayor. There were no objectives listed of what will be gained from the proposed agreement with the Dearborn Heights libraries. Mrs. Bartles gave the Commission a list she put together of advantages for Dearborn and Dearborn Heights residents. Mrs. Bartles advised that this is a value-added service for Dearborn residents which will provide weekend hours to library patrons in the summer and limited availability of interlibrary loan from other TLN libraries, which we do not offer. Mrs. Bartles advised that the proposed agreement with Dearborn Heights is being reviewed by Dearborn's Legal Department. We will also have a meeting between the circulation staffs of both libraries to work through any issues. Mrs. Bartles hopes to have an agreement to show the Commission at the next meeting.

## **6. ACTION ITEMS-** None

## **7. COMMENTS-**

Janice Shaw spoke to the Library Commission. She asked if there was a way to restrict check out for one week for those books being used in the Classics Revisited program. There are only ten copies of the next book available in the library system. Mrs. Bartles reported that two holds on the item would trigger a shortened check-out period. Mr. Pultorak stated that the copyright has expired for some classic literature. Those titles would be available online on the Project Gutenberg website. Ms. Shaw asked about the use of the branch library activity rooms for community groups now that there will not be programming at the branches. Mrs. Bartles advised that they will work on a policy for the branches for use of the meeting rooms after the first of the year. The lower level of the Bryant Branch is under the control of the Chamber of Commerce.

The meeting was adjourned at 5:18pm.