

**DEARBORN DEPARTMENT OF LIBRARIES
LIBRARY COMMISSION MEETING
10/08/10**

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. Rachel Fawaz and Mrs. Toni Straley, Commissioners; Mrs. Maryanne Bartles, Library Director; Ms. Julie Schaefer, Deputy Library Director, Mr. Steve Smith, Administrative Librarian. Excused: Mr. David Schlaff Commissioner.

2. APPROVAL OF MINUTES

The minutes of the Sept. 10, 2010 Library Commission meeting were approved as submitted.

3. FOUNDATION UPDATE- Mrs. Bartles reported that Ms. Schaefer attended the last Library Foundation meeting as Mrs. Bartles was at a conference. Ms. Schaefer reported that there was discussion about the Children's Author Luncheon and how it could be improved for next year. Mrs. Zakar asked what the Foundation members felt could be improved on. Ms. Schaefer stated that, for a first-time event, it was good. For next year they would change the timing for the event as it was held during the summer months as well as during Ramadan. The renovations to the children's program room began two weeks ago. The cupboards were installed today. Mrs. Bartles reported that Steve Roberts spoke to the Rotary Club today. Mrs. Bartles received feedback about it and the person said Mr. Roberts did a good job summarizing the struggles facing the library.

4. BUDGET UPDATE- Mrs. Bartles reported that each week the budget is discussed in the weekly meeting with the Chief of Staff. We are looking at least a \$20 million dollar deficit. The City takes in 13.62 mils for police, fire and for the bulk of the City's operating budget. Due to the minimum manning rules for police and fire a large percentage of that amount goes to support public safety. Mr. Pultorak advised that when the law was passed to establish minimum manning no additional funding was appropriated to support it. Mr. Pultorak stated he spoke to the Chief of Staff and asked him to speak to the Mayor about communicating with the Commission about any specific plans he has for the library so that the Commission can be planning for that.

5. INFORMATION ITEMS-

- A. **Macy's Shop for a Cause**— Mrs. Bartles reported that Macy's is the primary supporter of the Museum Adventure Pass (MAP) program. We were asked to partner with them for this event by The Library Network in order to show our support for Macy's and all they do for the MAP program. We are selling the Shop for a Cause coupons for \$5 at all library locations. The coupon entitles the holder to a special shopping day at Macy's on October 16th in which you get a percentage off your purchases and twenty percent of one purchase. The \$5 fee for the coupon goes to the Friends of the Library.
- B. **New Databases (Mango and Ancestry Plus)** - Mrs. Bartles reported that we have purchased some new databases. Mango Languages is proving to be very popular for learning a new language and is available for use from home. We have Mango

Complete which is a 100 lesson course and is available in nine foreign language programs and has three English as a Second Language (ESL) courses available. We also have Mango Basic which takes two to five hours to complete and is available in 22 foreign languages and 15 ESL courses. Mrs. Straley reported she has used the Mango Languages product and it is fantastic. Mrs. Bartles reported that there is also a letter in the Commissioners packet from Councilwoman Hubbard regarding the Mango Languages program. We are also adding Ancestry Plus, which is a popular genealogy program. Ancestry Plus is available for use in the library only. It used to be available to us through the Library of Michigan but it was discontinued and replaced with Heritage Quest. We are also adding Encyclopedia Britannica online. This will be available from home. Ancestry Plus and Encyclopedia Britannica online should be available by the end of the month.

- C. **Retirements-** Mrs. Bartles reported that we have seven staff members retiring by January 1st. Two are Assistant Librarians, one is a Department Associate and four are Librarians. We have also had two full time staff members, who were scheduled to be laid off at the end of the year, resign as well.
- D. **Task Force-** Mr. Pultorak advised that the Community Task Force met on September 28th to review a summary of recommendations the group is drafting for final review by the City Council, which should happen sometime this month. The group will also try to put together a communications process to inform the citizens of Dearborn what the issues and problems are.
- E. **Dearborn Heights-** Mrs. Bartles advised that the Mayor has asked her to look into a possible partnership with the Dearborn Heights Library. We are still in the preliminary talking stages. Several committees have been set up to explore partnering with other cities in various ways. The committee that will look at library partnerships includes Mrs. Bartles as well as representatives from the Legal and Finance departments. Mrs. Bartles will keep the Commission posted as this develops.

6. ACTION ITEMS- None

7. COMMENTS- Mrs. Bartles discussed the statistics that are reported to the Commission. The traffic counters at HFCL were moved upstairs to the second floor many years ago so patrons who only enter the first floor of the building, for a program, or computer class, etc., are not counted in our current traffic count. Mrs. Bartles is investigating adding some counters at the first floor doors. Mr. Pultorak stated in house Internet log-on, including the wireless Internet, would be a good statistic to add to the report as well as log-on from home to our web page. Mrs. Bartles reported that the numbers we see for log-on from home to our web page are not always accurate because of search bots hitting the site. Library Administration will work on providing the Library Commission with additional statistics.

Mrs. Bartles distributed thank you letters to Commissioners Smith and Straley from the Library Foundation thanking them for their generous donations.

At the last meeting Mr. Pultorak asked Mrs. Bartles to find out when the 2010 census numbers would be available. Mrs. Bartles reported that the state counts would be available by the end of December 2010.

Janice Shaw spoke to the Library Commission. She asked for some continuity in the staffing at Bryant Branch after the change over to popular materials libraries. She also asked how the volunteer program at Bryant Branch would be affected by change over to popular materials libraries. Mrs. Bartles reported that the staffing at Bryant would definitely change from what it is now but she hopes to maintain the volunteer program at Bryant as it is now.

Mary Jo Durivage spoke to the Library Commission. She spoke about the minimum staffing for police and fire and how she campaigned against it when it was up for vote. If City staff had campaigned against it the outcome would have been different. Mr. Pultorak advised that City staff can not advocate for anything but some sort of a grassroots campaign to support City services will be needed in the future. Mrs. Durivage stated that if there is a library millage out for vote we will need to get out there and campaign. We need citizens to support the library. One negative customer service experience is all a person needs to have and they will tell their neighbors so customer service needs to be put on steroids. Ms. Durivage feels the library should try to think outside of the box and add new services to offer the public such as being an outlet for the Secretary of State offices, being community centers and offering job finding services and computer help. Mrs. Bartles advised that for the next six to eight months the focus of the library will be on providing our core services in an outstanding way. We have to make good use of our resources and get the most return on our investment. Mrs. Durivage asked what the rule was regarding City employees smoking on City property. Mrs. Bartles reported that she asked the Legal Department about it and the rule is you cannot smoke within 6 feet of a doorway, window or ventilation unit. Mrs. Durivage complained that there is a young woman staff member who smokes at Bryant and she is concerned how her smoking appears to the public as they walk in to the building.

The meeting was adjourned at 5:05pm.