

**DEARBORN DEPARTMENT OF LIBRARIES
LIBRARY COMMISSION MEETING
12/9/11**

In attendance were: Mr. Marcel Pultorak, Chairperson; Mrs. Nancy Zakar, Vice-Chairperson; Mrs. Jihan Jawad, Secretary-Treasurer; Mr. David Schlaff, Mr. Robert Taub, Mrs. Sally Smith, Mrs. Toni Straley, and Dr. Ryan Lazar, Commissioners; Mrs. Maryanne Bartles, Library Director; Julie Schaefer, Deputy Library Director; Mr. Steve Smith, Administrative Librarian.

Excused: Mrs. Candyce Abbatt, Commissioner.

2. APPROVAL OF MINUTES

The minutes of the November 18, 2011 Library Commission meeting were approved as submitted.

3. FOUNDATION UPDATE- Mrs. Bartles reported that the Foundation has not meet since the Commission's last meeting. The Foundation December meeting is a holiday party so they will not have a regular meeting until January. Mrs. Bartles reported that the new Foundation member, Mary Jo Crane, was seriously injured in a car accident.

4. BUDGET UPDATE- Mrs. Bartles reported that the operating budget, capital projects budget and the list of rates and fees are due on Monday. Mrs. Bartles gave the Commissioners a table displaying possible tax scenarios for fiscal year 2013. Mr. Pultorak stated that he and Mrs. Bartles met with the City Finance Director after Thanksgiving. The Finance Director wanted to know whether the Commission would like to see the money from the library millage put into a separate fund or the general fund. Mr. Pultorak reported to the Finance Director that he was going to have the Commission consider asking the City Council to designate proceeds from the sale of library assets be set aside to help fund capital projects and transition costs for the library. There was discussion about the condition of the wallpaper and entrance doors at HFCL. Mr. Pultorak stated that the library system may eventually consist of only the HFCL building so the building needs to be run well and properly maintained. Mr. Pultorak stated that the Finance Director feels that the City Council may find it impossible to continue supporting the library from the general fund millage due to other expenses and costs. He suggested that the Library Commission adopt a resolution asking the City Council to levy an additional mill as authorized by State of Michigan law. Mr. Pultorak distributed an outline of issues to the Commission. Mr. Pultorak commented that the motor on the fountain in front of HFCL is not operational. Mr. Pultorak feels this is a community asset rather than a library asset. A motion was made by Commissioner Schlaff to have the funds from the library millage be accounted for in a separate fund, rather than comingled with other City funds, seconded by Commissioner Taub, all approved. Mr. Pultorak stated the City is just beginning its budget process for the coming year as well as the next two years. Mr. Pultorak stated that the City is looking for a 10% concession for all employee groups including police and fire as part of the plan to balance the budget. The mill approved for the library by Dearborn voters, would generate between \$3.25 and \$3.5million dollars for the library. However, one mill will not maintain the library system which would need another \$850,000 to operate just HFCL and an additional \$1.6 million to operate HFCL and the remaining branch libraries. Mr. Pultorak stated the Commission needs to have a discussion with City Administration and the City Council early on in the budget process to understand what the intent of the City is towards the library going forward. The Mayor has stated that there would be money available from the general fund to support the library but there may be contingencies that make that impossible. If that is the case and the City Council does not levy an additional mill for the library, services will have to be cut. Commissioner Schlaff stated he was not comfortable asking the City Council to levy another mill at this time as the voters have just approved a millage for the library and the other Commissioners agreed.

A motion was made by Commissioner Schlaff to ask the Council to set aside the proceeds from the sale of the equipment, fixtures and/or the land of the existing library buildings to fund extraordinary maintenance and upkeep of Henry Ford Centennial Library, seconded by Mr. Taub, all approved.

Commissioner Zakar asked Mrs. Bartles about the capital improvements she was planning to submit with the budget that is due on Monday. Mrs. Bartles stated that the projects submitted were the wallpaper at HFCL, a feasibility study of how best to deal with the aging doors at HFCL and then money to repair them based on what the study recommends, additional money for the repair of the penthouse panels at HFCL, repair of the women's first floor public restroom at HFCL, carpeting at Bryant Branch, replacement of the light fixtures in the HFCL rotunda, and the reconfiguration of the former Health Department space at HFCL. There was discussion regarding the savings involved in closing additional branches and the amount of staffing that would be reduced with the closing of additional buildings. Mrs. Bartles reported that if both branches were closed we hopefully only have to lose two additional full time staff members as the staffing at the branches is mostly part time employees now.

5. INFORMATION ITEMS-

A. Media card update- Mrs. Bartles reported that she did not get an official document from the Legal Department regarding the media card proposed by the City Council. The City Attorney did tell Mrs. Bartles that the issue has been reviewed and the Legal Department feels it is permissible under State library law. Mr. Pultorak stated that the definition of media for this purpose needs to be clarified. There was discussion relating to penalizing patrons for how they choose to view material and if patrons would pay for a card when they might need to wait a couple of months for popular titles. Mrs. Bartles stated that she had discussed this at a meeting with other local library directors and these libraries have offered a separate rental collection for which patrons pay to have access. Maintaining a separate collection is a lot of additional work for staff. Mrs. Zakar stated that the library is here as a service to the public and it should be free to use. We can not compete with Netflix or Blockbuster and that is not our role. Mrs. Smith stated that the library used to charge a fee for videos when they first became available. Mrs. Bartles stated that we did charge a fee when we started a video collection in order to build the collection. The fees collected were used to purchase additional videos.

B. Output Measures-Reference Transactions- Mrs. Bartles advised that City Administration has asked for qualitative and quantitative assessments of the library system. We counted transactions over a two week period, November 7th through November 21st, in order to extrapolate the number of reference transactions we handle in a year. A handout was distributed to the Commissioners detailing the transactions counted at the various agencies. Mrs. Bartles reported that we will do output measures again in the spring of next year.

6. ACTION ITEMS-

A. Rates and Fees for FY13, FY14 and FY15- Mrs. Bartles gave the Commission a handout with her recommendations for rates and fees for the next three fiscal years which had been discussed at the last Library Commission meeting. The Commission added a \$3 processing fee for lost materials at the last Commission meeting. Mrs. Bartles proposed increases to the annual Internet pass would increase from \$20 to \$35 and the establishment of a six month Internet card for \$20. Black and white copies as well as black and white Internet prints would increase from .15 cents to .20 cents a page. Mr. Pultorak stated that an addendum should be added to say as future costs change we would recommend additional increases at that time.

Mr. Schlaff motioned to approve the rate increases proposed, seconded by Commissioners Zakar and Lazar, all approved.

A. COMMENTS-

Mr. Pultorak advised the Commissioners that they should have gotten letter from Bob Ziolkowski on Commissioner ethics.

Julie Schaefer advised the Commission that there is a very nice dollhouse display in the children's area at HFCL called Turner Town, which is used to bring awareness to an illness called Turner Syndrome. The display will be here until the end of January 2012.

Mrs. Bartles reported that she and Ms. Schaefer have meet with Dearborn Heights Library and they would like to continue the current agreement for two additional years. It is currently set to expire in March 2012. Mrs. Bartles stated we will need to present the new proposal to the Commission and the City Council and Dearborn Heights will have to do the same.

Ms. Schaefer advised that library would have open house "Tech. Time" over the holidays to assist patrons with any new electronic devices received as gifts. The Tech. Time open houses will be held in the computer training room at HFCL.

Mrs. Bartles reported that the Bellini Opera will hold their Christmas program at HFCL on Thursday, Dec. 15, 2011.

The meeting was adjourned at 4:55pm.