

**DEARBORN DEPARTMENT OF LIBRARIES  
LIBRARY COMMISSION MEETING  
11/18/11**

In attendance were: Mr. Marcel Pultorak, Chairperson; Mrs. Nancy Zakar, Vice-Chairperson; 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. Jihan Jawad, Secretary-Treasurer, Mrs. Candyce Abbatt, Commissioner.

**2. APPROVAL OF MINUTES**

The minutes of the October 14, 2011 Library Commission meeting were approved as submitted.

**3. FOUNDATION UPDATE-** Mrs. Bartles reported that the Foundation met last Tuesday. The direct marketing campaign to residents has received two hundred and thirty donations and has made a profit. The direct mail campaign to businesses is moving in the right direction. Mrs. Bartles advised that she discussed having a call-a-thon type event with the Foundation, where they would call local businesses or previous donors to the Foundation as recommended by Commissioner Zakar. The Foundation members were receptive to the idea and thought they might do something like that next year. Commissioner Schlaff asked about future projects. Mrs. Bartles reported that the Foundation was going to assist with the purchase of meeting room tables for the new mezzanine conference rooms but the tables ended up being donated to the library by Ford Land. That donation was facilitated by the Library Foundation. The Friends of the Library Dearborn are going to assist with some work in the HFCL Auditorium as a new projector and screen is needed to show wide screen movies. Mrs. Bartles is investigating the possibility of installing hearing loops, for hard of hearing patrons, that work with the patrons hearing aid, in the auditorium and the Foundation may be able to offer assistance with that project if we go forward with it. Mr. Pultorak mentioned that he has some estate planning information he would like to share with the Foundation. Mrs. Bartles reported that the Foundation will be working on estate planning donation solicitation going forward. Mrs. Bartles reported the Foundation has three new members, Larry Levesque, who was very instrumental in the millage campaign, Nabeel Abraham, a professor at Henry Ford Community College, and Mary Jo Crane a retired nurse and science teacher.

**4. BUDGET UPDATE-** Mrs. Bartles reported that she has received the budget target dates. There are many budget items due throughout the month of December. Mrs. Bartles included a listing of our current rates and fees in the Commissioners meeting packet for their review prior to the next Commission meeting. The rates and fees sheet must be submitted to the Finance Department by December 12, 2011. The next Commission meeting is December 9<sup>th</sup> so we can discuss it at that time. Mrs. Bartles advised that the rental fees for the library auditorium are set similarly to the Recreation Department so as to not be in competition with them. Commissioner Schlaff asked what Mrs. Bartles recommendations are on the fees. Mrs. Bartles advised that the Commission might want to consider raising the rate on the yearly Internet pass. There was discussion relating to a charge of \$20 every six months rather than for one year or the addition of a charge for one month of Internet access. Mr. Pultorak stated that his understanding of state law is that you can only charge a fee for your cost for a service but not to make a profit off of fees, which then becomes a tax. Mrs. Bartles will also need the Commissions recommendations as to how the library system will operate going forward to present to the City Council, including the status of the two remaining library branches. Our current operating budget is \$4.6 million including Bryant and Esper Branches. Mr. Pultorak stated it is important that we receive the opinion of the

Legal Department on a media card soon and he asked Mrs. Bartles to share the opinion with the Commission when she receives it. Mr. Pultorak stated that he also wants to meet with the City Finance Director to go over the tax based projections for what the 1 mil voted for the library will be. We can not keep the branches open without sufficient money. We need to have a good idea of what our resources are likely to be. Mr. Pultorak hopes that any proceeds from the sale of materials, fixtures or the building at Snow Branch can be allocated back to the library by the City to fund some projects such as the replacement of the wallpaper at HFCL, which is in terrible condition. The Commission should make this case to the City Council. Mrs. Zakar asked if the millage would be all the funding the library would receive from the City now. Mrs. Bartles stated she was not sure. Mr. Pultorak stated he did not think so as he has heard the Mayor speak on two occasions in which he has said the City would continue to support the library system from the general fund. The passage of the library millage shows there is community support for the library. Commissioner Straley asked what the savings was from closing Snow Branch. Mrs. Bartles replied about \$200,000. The most savings was achieved by reducing our full time staff from 38 to 27. Mrs. Bartles understanding from City Administration is that she will need to cut more staff and she has advised them that \$4 million is needed to manage HFCL alone at a bare bones level. Mr. Pultorak asked if that amount was including facilities maintenance and insurance. Mrs. Bartles advised that it does include those items, but does not include capital projects.

## **5. INFORMATION ITEMS-**

A. **November 8, 2011 election-Library Millage Request-** Mrs. Bartles shared a copy of the newspaper in which the political action committee funded by the Library Foundation placed a full page ad prior to the election.

B. **Snow Branch Update-** Mrs. Bartles advised we are working on bringing some of the material from Snow Branch to HFCL. The problem has been finding staff with time to go and retrieve the material from Snow. We also have had to pace the amount of material that comes over at once as our processing staff has been reduced. We are going to try to step up the pace of this process in December. We are focusing on titles that are unique to Snow, those with high circulation, classic titles and replacements for items which are in problem status at other locations. Mr. Pultorak stated that we may need to consider a request for a project budget to hire additional temporary staff to complete the project.

## **A. ACTION ITEMS-**

A. **Processing Fee-** Ms. Schaefer advised that this was based on discussion from the last Library Commission meeting. Ms. Schaefer brought the issue to the Circulation Committee who did some research on what other comparable libraries were charging for similar processing fees. A motion was made by Commission Schlaff and seconded by Commissioners Taub and Lazar to approve the implementation of a \$3 processing fee for lost or damaged materials to begin January 1, 2012, all approved.

**B. COMMENTS-** Mrs. Bartles advised that the new meeting rooms on the mezzanine were not designed well and are not soundproof. The City carpenter is working on the rooms and adding a drop ceiling to try to minimize the sound.

The meeting was adjourned at 4:57pm.