

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING AGENDA
Henry Ford Centennial Library - Room 111
Wednesday, June 25, 2025
5:00 pm

- I. Call to Order

- II. Approval of Minutes - April 9, 2025 regular meeting

- III. Election of Officers**
 - A. Chairperson
 - B. Vice Chairperson
 - C. Secretary/Treasurer

- IV. Department Reports
 - A. Library Foundation
 - B. Director's Report
 - C. Historical Museum

- V. New Business
 - A. Library 2026 holiday closures**
 - B. Rates & fees revision**
 - C. Wayne County penal fines settlement

- VI. Adjournment

2026 City Holidays for Library Employees - Proposed

Day	Date	Holiday
Thursday	January 1, 2026	New Year Day
Monday	January 19, 2026	Martin Luther King, Jr. Day - 3rd Monday in January
Monday	February 16, 2026	Presidents Day - 3rd Monday in February
Friday*	February 20, 2026	All Staff (1/2 Day)
Friday	March 20, 2026	Eid Al-Fitr
Friday	April 3, 2026	Good Friday - Friday before Easter Sunday
Friday*	May 15, 2026	All Staff (Full Day)
Monday	May 25, 2026	Memorial Day - Last Monday in May
Tuesday	May 26, 2026	Eid Al-Adha
Friday	June 19, 2026	Juneteenth National Independence Day
Friday	July 3, 2026	Independence Day - Saturday, July 4, 2026 is the 250th Anniversary of signing the declaration of independence
Saturday*	July 4, 2026	Independence Day
Friday*	August 21, 2026	City Employee Appreciation Day & All Staff (1/2 day)
Monday	September 7, 2026	Labor Day - 1st Monday in September
Wednesday	November 11, 2026	Veterans Day
Friday*	November 20, 2026	All Staff (1/2 Day)
Thursday	November 26, 2026	Thanksgiving Day - 4th Thursday in November
Friday	November 27, 2026	Day After Thanksgiving
Saturday*	November 28, 2026	Thanksgiving Weekend
Sunday*	November 29, 2026	Thanksgiving Weekend
Thursday	December 24, 2026	Christmas Eve
Friday	December 25, 2026	Christmas Day
Thursday	December 31, 2026	New Year's Eve
Friday	January 1, 2027	New Year's Day

* = Differs from City Closures



Dearborn Public Library



TO: LIBRARY COMMISSION
VIA: LIBRARY ADMINISTRATION
SUBJECT: RECOMMENDED REVISIONS TO ROOM RENTAL RATES & FEES AT THE DEARBORN PUBLIC LIBRARY
DATE: MAY 15, 2025

Background

The Dearborn Public Library system is committed to serving as a central space for civic engagement, education, collaboration, and access to public resources. As part of this mission, the Library offers public meeting rooms across its locations, including Conference Room M30 and M15 at the Henry Ford Centennial Library (HFCL), and the available programming room at Esper Branch (currently the . These rooms are frequently used for organizational meetings, civic associations, nonprofit planning, and occasional private purposes.

Currently, the Library's rental fee structure is based on flat two-hour rates with additional half-hour surcharges. These fees are:

Room	Rate per 2 Hours	Additional ½ Hour
Conference Room M30 (HFCL) or Esper	\$80.00	\$20.00
Conference Room M15 (HFCL)	\$100.00	\$25.00

While these rates are consistent with traditional rental structures, they do not currently differentiate between types of users (e.g., residents, nonprofits, businesses) or encourage the use of Library space for civic purposes by community members—particularly Dearborn residents.

Comparative Review

A comparative analysis with neighboring communities reveals more accessible and tiered pricing strategies:

Dearborn Heights Public Library Room Fees:

- **Civic Use by City Residents: Free**
- **City Businesses: \$35/hour**
- **All Other Groups: \$50/hour**
- **Fees are non-refundable and due one week prior to use.**

This structure incentivizes local civic participation and supports business engagement without creating financial barriers for city residents.

Other nearby libraries such as Westland and Detroit also maintain reduced or free room access for resident-led civic functions, including homeowners' associations, neighborhood coalitions, and informal community planning groups. Libraries serving diverse populations increasingly recognize that equitable room access supports social cohesion, economic mobility, and a stronger local democracy.

Recommendation

To ensure Dearborn residents are not disadvantaged in comparison to other municipalities—and to further the Library's role as a civic commons—we propose the following updated and tiered fee structure for Conference Rooms at Dearborn Public Library:

User Group	Fee	Duration	Notes
Dearborn Residents (for Civic Use)	Free	Up to 2 hours	Includes homeowners' associations, clubs, neighborhood meetings, etc.
Dearborn-based Businesses	\$35/hour	1–4 hours	With proof of business address
Non-Residents/All Other Groups	\$50/hour	1–4 hours	Includes private groups, out-of-town orgs
Additional Time (All non-civic use Groups & Dearborn Businesses)	+\$20 per additional ½ hour	After reserved time expires	Subject to availability
Reservation Deadline	Payment due 1 week in advance	Non-refundable barring emergencies	

This structure ensures continued cost recovery for Library operations while returning room use as a form of free public service for civic engagement, in keeping with the original vision of public libraries as accessible gathering spaces for all.

Rationale and Public Benefit

1. **Promoting Civic Engagement:** By removing barriers for Dearborn residents engaged in civic, nonprofit, or neighborhood planning, the Library strengthens its role as a neutral, accessible forum for local democracy.
2. **Alignment with Regional Standards:** This change brings Dearborn's policy in step with Dearborn Heights, Westland, and other peers, ensuring fairness to local users.
3. **Equity and Access:** As one of the last truly free public spaces, the Library should maintain inclusive access, particularly for residents who rely on our facilities for organizing and connecting.
4. **Revenue Stability:** Businesses and out-of-town users continue to be charged competitively to offset facility costs, while no-show or cancellation fees help maintain operational sustainability.

Next Steps

Upon Commission approval, the revised fee schedule will be submitted to the Dearborn City Council for approval. Once all approvals have been confirmed, the Library will provide the new Rates & Fees to our internal library departments and finance department for implementation and public posting. Policies and procedures will be updated in accordance to the approvals, to ensure clarity and compliance.

We thank you for your consideration of this effort to better align our Library services with the needs of our patrons and the standards of our neighboring communities.

Respectfully,
Betty Adams
Library Director, Dearborn Public Library

RELEASE AND SETTLEMENT AGREEMENT

This Release and Settlement Agreement (the “Agreement”) is made by and between *Dearborn Public Library* (“Claimant”) and *Wayne County* (“County”). This Agreement is binding upon the parties, subject to the approval of the Wayne County Commission.

RECITALS

WHEREAS, the Wayne County Treasurer’s Office (“WCTO”) receives penal fine monies from multiple courts in different municipalities within the county. The penal fines are to be apportioned among the libraries on a per capita basis to be used exclusively to support the libraries located within those municipalities.

WHEREAS, at the request of the WCTO, the Library of Michigan (LM) conducted an independent audit of the County’s records and determined that that over a ten (10) year period, specifically from 2014 to 2023, and identified Claimant as having been underpaid a total sum of \$241,764.55.

WHEREFORE, in consideration of the provisions and consideration set forth below, the receipt and adequacy of which consideration is hereby acknowledged, the parties enter into this Agreement.

AGREEMENT

1. **Definitions.** The parties agree to the following definitions:
 - (a) “Agreement” shall mean this written instrument entitled “Release and Settlement Agreement”;
 - (b) “Claimant” shall mean *Dearborn Public Library*;
 - (c) County shall mean the County of Wayne, including WCTO and any and all past and present Wayne County employees, departments, divisions or affiliates, and its past, present and future executives, commissioners, elected officials, officers, employees, agents, representatives, and attorneys;
 - (d) The “Subject Matter” shall mean and include all claims included or which might be asserted by Claimant related to the distribution of Library Penal Fines from 2014-2023;
 - (e) “Claims and Causes of Action” shall mean and include any and all claims, state or federal, suits, demands, damages, expenses, loss of services, causes of action, rights, arguments, disputes, damages, liabilities, debts, accounts, covenants, agreements, or damage of any kind, costs and attorney fees that were asserted or claimed, or could have been asserted or claimed by the Claimant, whether known,

or unknown or that may become known, arising out of or in any way related to the Subject Matter.

2. Settlement Sum. The County shall pay Claimant, and it shall accept a settlement sum of \$241,765 (Two Hundred, Forty-one Thousand, Seven Hundred and Sixty-five Dollars) as a full, complete, and final settlement of any and all Claims and Causes of Action that the Claimant could raise in the Subject Matter against County. Payment and acceptance of the aforementioned Settlement Sum shall constitute a full, complete, and final settlement of any and all of Claimant's Claims regarding the Subject Matter, inclusive of attorney fees, costs, and interest.

Payment of the Settlement Sum shall be made in a check payable to *Dearborn Public Library* in the amount of \$241,765 (Two Hundred, Forty-one Thousand, Seven Hundred and Sixty-five Dollars);

3. Approval of Commission. Claimant understands this Agreement is conditioned on approval by the Wayne County Commission ("Commission"). The County shall advance this Agreement to the Commission with a recommendation for approval as soon as practical from the date of execution of this Agreement. If this Agreement is not approved by the Commission, then the Agreement is void.
4. Claimant's Release. Claimant hereby releases and discharges County from any and all Claims and Causes of Action which it now has, or may have had, or may hereafter have, whether presently asserted or not regarding the Subject Matter, whether known or unknown, whether liquidated or unliquidated, whether accrued or unaccrued, whether foreseen or unforeseen and which relate to, arise out of, result from or are in any way connected with the Subject Matter.
5. No Admission of Liability. The parties acknowledge that this Agreement is executed as part of a compromise of a disputed claim for the purpose of avoiding the uncertainties and costs of litigation and shall not ever be construed as an admission of liability on the part of any party.
6. Knowledge of Agreement. The person executing this Agreement on behalf of each party expressly represents that he/she fully understands the terms of this Agreement.
7. Authority to Execute. The person executing this Agreement on behalf of each party expressly warrants and represents that he/she is authorized to sign this Agreement on behalf of that party for the purpose of duly binding that party to the terms of this Agreement.

8. Entire Agreement. This Agreement contains the entire agreement between the parties with respect to the Subject Matter of the Agreement, and supersedes any prior Agreement (oral or written) between the parties. The parties further declare, represent and acknowledge that no promise, agreement or representation (express or implied) has been made in connection with this Agreement, nor has any promise, agreement or representation (express or implied) been relied upon by any of the parties in executing this Agreement, except for those promises, agreements, or representations which are expressly set forth in this Agreement.
9. Amendments & Modifications. No amendments or modifications of the terms of this Agreement shall be valid unless made in writing and signed by both parties.
10. Governing Law. This Agreement and any amendments shall be governed by and construed in accordance with the laws of the State of Michigan.
11. Claimant acknowledges that it has read this Agreement and voluntarily and knowingly agrees to accept its terms.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date and year written below.

Dearborn Public Library: By: _____ _____ Printed Name _____ Title of Authorized Representative _____ _____ Date	Wayne County/Wayne County Treasurer's Office: By: _____ _____ Sue Hammoud Deputy Corporation Counsel _____ Date
----------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------

STATE OF MICHIGAN _____)
COUNTY OF _____)

This Release was acknowledged before me this ____ day of _____, 2025, by _____, who hereby declares under penalty of perjury under the laws of the State of Michigan that he or she is authorized in fact and law to execute this Release, and that all necessary approvals, if any are required, have been obtained beforehand.

NOTARY PUBLIC, _____ COUNTY, MI
Print Name: _____
My Commission Expires: _____