

**DETROIT LIBRARY COMMISSION PROCEEDINGS
REGULAR MEETING
OCTOBER 15, 2024**

NOTED

The meeting was held in Main Library's Galleria. The meeting was also available for virtual viewing.

Commissioner Short called the Regular Meeting of the Detroit Library Commission to order at 2:01 p.m.

NOTED

Katerli Bounds was given the oath of office and sworn in earlier at the October 15, 2024 Detroit Library Cooperative meeting.

A roll call attendance was taken with the following results:

- | | |
|-----------------|---------|
| ➤ Bounds | Present |
| ➤ Hayden Friley | Present |
| ➤ Hicks | Present |
| ➤ Short | Present |

Excused: Commissioners Adams, Frierson-Haynes, Peterson-Mayberry

Administrative Staff: Mondowney, Brown, Bruni, Dale, Funchess, Korenowsky, Norfolk, Peele, Powell, Simon, Simmons, Williams

Present Also: Hyden Al-najar, Robert Barry, Dishonne Bell, Honorable Scott Benson, Brandon Bingham, Stacy Brooks, Cheryl Buckoff, Enid Clark, Angela Cope, India Davis, Deborah Dorsey, Katie Dowgiewicz, Cynthia Eagan, Ethel Franklin, M. Garcia, Karen Garrette, Tyrand Goodwin, Alexis Griffin, D'Andre Herron, DeAidre Jones, Mary Kordyban, Enriqueta Kozakowski, Torria Love, Tracy Massey, Vernadette McAllister, Carolyn Mosley, Tasleema Muntaqim, Leroy Pettigrew, Yvette Rice, Heidi Sargis, Cully Sommers, Shakir Smith, Megan Summers, Brian Vance, Dawanna Veasley, Mattie Wiggins, Jacqueline Williams, Cheryl Wright, Tracey Wyatt

Minutes were approved at the November 19, 2024 Commission Meeting

APPROVAL OF THE DETROIT LIBRARY COMMISSION MEETING AGENDA

COMMISSION ACTION

Commissioner Hicks moved approval of the Detroit Library Commission's agenda. Commissioner Hayden Friley supported with the following amendment:

- The chair of the Bylaws committee had not arrived to the Commission meeting, therefore, the Bylaws agenda item should be tabled until the chair of the committee arrives to the meeting or move the item to the November Commission meeting agenda if the chair does not arrive.

A roll call vote with the following results:

- | | |
|-----------------|-----|
| ➤ Bounds | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |
| ➤ Short | Yes |

The agenda was approved with the amendment.

APPROVAL OF THE MEETING MINUTES

COMMISSION ACTION

Commissioner Hicks moved approval of the September 17, 2024 meeting minutes. Commissioner Hayden Friley supported with the following corrections on page 7 of the minutes:

*Commissioner Hayden Friley said the items were submitted by one Commissioner, to be included the upcoming proposed budget, **rather than** the full Commission.*

A roll call vote with the following results:

- | | |
|-----------------|-----|
| ➤ Bounds | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |
| ➤ Short | Yes |

The minutes were approved with the corrections.

Minutes were approved at the November 19, 2024 Commission Meeting

PUBLIC COMMENTS

Angela Cope – Expressed her concerns about the staff at Main Library is being directed to deny her service.

Commissioner Short said that Mrs. Mondowney, Executive Director, would have a staff member contact her about this matter.

Kania Kennedy – Expressed her concerns about being unable to use the D.J. equipment in the H.Y.P.E. center to work on an adult podcast.

Commissioner Short said that Mrs. Mondowney, Executive Director, would have a staff member contact her about this matter.

REPORT OF THE PRESIDENT

President Short introduced the newly appointed Commissioner, Katerli Bounds, who replaced former Commissioner Aliqae Geraci. Commissioner Geraci resigned on September 15, 2024. President Short announced that Commissioner Bounds would be assigned to the following committees that was vacated by Commissioner Gerraci: Administration, Buildings and Finance. The term of these committee appointments ends December 31, 2024.

REPORT OF THE EXECUTIVE DIRECTOR

2024 Staff Development Day

Mrs. Mondowney reported that Staff Development Day was held on Wednesday, October 2, and was a resounding success. The theme, "The Power in You," resonated with the staff, and the feedback we received was overwhelmingly positive. Our morning keynote speaker, Robyn Hatcher, a communication expert, author and international speaker, provided opportunities to explore our individual powers that we can utilize to enhance our work and personal lives. Ten afternoon workshops focused on professional development issues including customer service, intergenerational communication, and personal self-care.

NOTED

Mrs. Mondowney said that it took a village to make Staff Development Day a success and she thanked the Human Resources staff and all of the volunteers. She said it was the first in-person staff day event since the Pandemic. We have 55 newly hired staff members. She noted that several staff day volunteers were present at the Commission meeting and she asked for a round of applause to thank them.

Minutes were approved at the November 19, 2024 Commission Meeting

Sunday Family Fundays Return to Main Library

Mrs. Mondowney reported that Main Library resumed its Sunday schedule on October 6, 2024 with an exciting afternoon of family programs. Highlights included: hands-on activities for children provided by ProjectArt; a visit from General Motors Corporation's Reality Capture Group, which allowed customers to drive a robot around the building while answering questions about this exciting technology; and author Nathan Thrail, who spoke on his 2024 Pulitzer Prize-winning book, *A Day in the Life of Abed Salama*. Sunday Family Fundays continue through May.

NOTED

Mrs. Mondowney stated that the Detroit Public Library now offers service at the Main Library 7 days a week from October - May.

Educators' Night

Mrs. Mondowney reported that in partnership with the Detroit Cultural Center Association (DCCA), DPL participated in its second annual district-wide Educators' Night event on September 26, 2024. This free, immersive event was a unique opportunity for K-12 educators from Detroit and the surrounding metro region to explore the incredible educational resources offered by the Cultural District's institutions. Seven cultural institutions were host sites, including the Main Library, which focused on early childhood literacy and education offerings.

2024 Halloween Programs

Mrs. Mondowney reported that there are many Halloween-themed programs being offered throughout the Library system. Some highlights:

- On Saturday, October 19, at 2 p.m., the Hubbard Branch will sponsor a Spooky Family Movie Matinee featuring Disney's "Haunted Mansion."
- The Motor City Ghost Hunters will be at Main Library at 5 p.m., on Tuesday, October 22, when they will delve into the history of the spirits that reportedly haunt the stacks and Strohm Hall.
- On Halloween, Thursday, October 31, 4-5:30 p.m., Children's Library will host "A Booktacular Halloween Party," featuring games, treats, and Halloween-themed activities.
- Please visit the Library's website, detroitpubliclibrary.org, to learn about the 35 Halloween programs at our branches and Main Library.

Color of Sci-Fi Exhibit

Mrs. Mondowney reported that “The Color of Sci-Fi” exhibit returns to Main Library’s Galleria on November 2, 2024. DMJ Studio is curating an all-new exhibit celebrating people of color in science fiction. This year, the exhibit will focus on the Star Trek characters Captain Benjamin Sisko and Lt. Uhura. The exhibit celebrates the characters, the actors Avery Brooks and Nichelle Nichols, and their work and lasting legacy.

On November 9, 2024, at 2 p.m., authors Steven Barnes and Derek Tyler Attico, will appear at Main Library to celebrate “The Color of Sci-Fi” exhibit. Bestselling author Steven Barnes has written over 30 novels in the genres of science fiction, horror and suspense.

His writing credits also include television shows such as *The Twilight Zone*, *The Outer Limits*, and *Stargate SG-1*. Derek Tyler Attico is an author, essayist and award-winning photographer. His most recent book is the critically acclaimed *The Autobiography of Benjamin Sisko*.

DISCUSSION

Commissioner Hicks asked about DPL’s record retention policy. He wanted to know DPL’s role in retaining the City of Detroit’s criminal justice records, how are they processed, the condition of the materials and how long does DPL keep the records. Commissioner Hicks said that he would like Mrs. Mondowney to review the policy and have a staff member summarize the results and present a report to the Commission. He said that the report was not mandated to be presented at the next Commission meeting.

Mrs. Mondowney replied that it should not be that complicated to provide a checklist of what records DPL retain, who sent the records, and the condition of the records as well as how long DPL keeps the records. She said that the City of Detroit’s Law Department should have a record of the materials that was sent to DPL.

COMMITTEE ON ADMINISTRATION

Approval of the Routine Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from September 1, 2024 through September 30, 2024. The administration has approved these actions.

APPOINTMENTS (5)

Employee Name	Title	Hire date
Vaughn Haynes	Customer Service Representative	September 3, 2024
Imara Hyman	Customer Service Representative	September 3, 2024
Sarah Winter	Librarian II	September 3, 2024
Syeda Maimoon Ali	Librarian III	September 30, 2024
Sarah Mills	Library Department Manager	September 30, 2024

POTENTIAL RETIREMENTS (1) Pending COD Approval

Employee Name	Title	Last Day Worked
Douglas Blount	Customer Service Representative	October 25, 2024

RETIREMENTS (1)

Employee Name	Title	Last Day Worked
Cynthia Eagan	Library Manager	September 30, 2024

SICK LEAVE PAYOUTS (1)

Employee Name	Title	Last Day Worked
Judith Paduch	Senior Customer Service Representative	September 6, 2024

SEPARATIONS (8)

Employee Name	Title	Last Day Worked
Lea Hesley	Customer Service Representative	September 7, 2024
Karen Wilkinson	Librarian III	September 10, 2024
Christian Tate	Library Security Officer	September 12, 2024
LaShawn Valentine	Library Security Officer	September 14, 2024
Carolyn Tompkins-Parkes	Customer Service Representative	September 18, 2024
Pamela Grand	Customer Service Representative	September 23, 2024
Md Awsaf Islam	Customer Service Representative	September 26, 2024
Gina Barnhouse	Librarian II	September 28, 2024

<u>POSITIONS</u>		
	September 2024	September 2023
Vacant Positions to be filled	35.5	76
Filled Budgeted Positions	238.5	238
*Not Actively Being Recruited Budgeted Positions	38	11
Positions not filled in FY25	13	
Total Budgeted Positions	325	325

Minutes were approved at the November 19, 2024 Commission Meeting

POSITION	FY25 POSITIONS	FILLED POSITIONS	VACANT POSITIONS
Director's Office	6	6	0
FBO	10	10	0
Human Resources	7	7	0
Facilities/Shipping	23	19	4
Information Systems	8	8	0
Marketing/Print Shop	7	5	2
Public Services	3	2	1
Librarian, Coordinator	3	3	0
Librarian, Manager	25	23	2
Librarian III, Assistant Manager	32	25	7
Librarian II/I/Pre-Pro	49	25	10(*14)
Technical Training Associate	32	20	4(*9)
Office Support Asst/Tech Svs Asst	10	9	1
Senior Customer Rep (Clerk)	24	9	*15
Bookmobile Operator	2	2	0
Customer Service Reps (FTE's)	45	42.5	2.5
Custodians	4	4	0
Circulation Manager	1	1	0
Tech Processing Manager	1	1	0
Principal Clerk	2	1	1
Security	18	16	2
Sub-Total	312	238.5	73.5
<i>Positions not filled in FY25</i>	<i>13</i>		
Total	325		

DPL currently has a total of **325 budgeted positions**. Of the total positions **238.5 are filled**, and **73.5 vacant**. The Human Resources Department is actively recruiting for 35.5 vacant positions.

*To be hired when the library branches re-opens.

COMMISSION ACTION

Commissioner Hayden Friley moved approval of the routine Human Resources report. Commissioner Hicks supported.

A roll call vote with the following results:

- | | |
|-----------------|-----|
| ➤ Bounds | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |
| ➤ Short | Yes |

The motion passed unanimously.

BYLAWS COMMITTEE

Approval of the 2nd Reading of the Detroit Library Commission Proposed Rules and Regulations Revisions

This item was tabled until the November 19, 2024 Commission meeting.

COMMITTEE ON FINANCE

Approval of the Proposed Service Plan and Budget for the Detroit Public Library for Fiscal Year Ending June 30, 2026

NOTED

Mr. Antonio Brown, Chief Financial Officer, stated that this proposed budget was very favorable for the Library.

Detroit Library Commission Proposed Service Plan and Budget for Fiscal Year Ending June 30, 2026 Executive Summary

Introduction

The Detroit Public Library received the "FY2026 Budget and 2027-2029 Four Year Financial Plan" submission request from the Deputy Chief Financial Officer and Budget Director of the City of Detroit.

Minutes were approved at the November 19, 2024 Commission Meeting

The budget development process is in accordance with the State of Michigan Public Act 181 of 2014, Section 6(4) which requires the City of Detroit to submit a Four-Year Financial Plan at least 100 days prior to the start of the fiscal year, July 1, 2025. The City of Detroit will finalize its budget with the approvals of the City Council and Mayor by April 2025.

The Detroit Public library enlightens and empowers people by providing diverse and dynamic pathways to literacy and learning. The Library holds a unique position as an organization that consistently contributes to the quality of life of the people of Detroit. It provides impactful programs and services that enhance education and work life for many residents, and it creates entertaining and enriching experiences, all in safe and welcoming environments for everyone. The Library also offers a broad range of online services, including e-books, streaming movies, and a variety of virtual programs ranging from fun-filled story times to stimulating author talks. These valued services also compliment and support the Detroit Public School Community District's initiatives, especially as it relates to the availability of technology, tutorial services, literacy, and children's and teen programming.

FY 2026 - FY 2029 Spending Plan: Stable, Sustainable, Strategic

During fiscal year 2026, we recommend operating Main Library, 20 branch locations, the Mobile library, and the Library for the Blind and Physically Handicapped. This budget calls for significant investment in programming, infrastructure improvements, and technology upgrades throughout the library system. The total cost to provide these services, including salaries and benefits, operational expenses, and other obligations is **\$43,472,160.**

We are fortunate to have a fund balance of approximately **\$35,012,189**, according to our FY2023 audited financial statements, which will allow us, strategically, upon Commission approval, to proactively renovate several library branches over the next four years. Branch renovations will prevent branch closures due to facilities issues that deny our residents' continuous service.

Budget

Revenue:

The total projected FY2026 revenue is **\$43,472,160**. This amount includes revenue from two major funding sources: local property taxes estimates received by the City of Detroit's Treasury Department (current property taxes, prior year property taxes, NEZ, IFT, OPRA, and personal property taxes) of **\$39,530,058** and State Aid, Renaissance Zone and county revenue of **\$2,505,821**. The estimated other revenue, which includes interest and earnings on investments, is **\$1,436,281**. It is important to note that due to the passage of Proposal L, the Library's millage of 3.9943 will not be subject to Downtown Development Authority (DDA) tax captures for the next 10 years. Due to this change, the library is expected to receive an additional estimated property revenue of \$3,000,000 annually. This increase is reflected in the local property taxes estimate.

Expenses:

The operation of 20 branch locations, Main Library, Special Services and the Mobile Library will cost an estimated \$23,530,823. The average cost to operate a branch library is \$808,305. The estimated annual cost to operate Main Library is \$6,805,682. The Mobile Library's annual cost to operate is \$461,254. Special Services (Library for the Blind and Physically Handicapped) is \$97,787.

The total proposed FY2026 estimated expenditure is **\$43,472,160**. Major sources of the expenditures are employee salaries and benefits, operation expenditures (i.e., utilities, computer systems, print and non-print material, repairs and maintenance), pension and retiree expenditures, and debt service. The spending plan budgets a total of **\$24,986,905** for salaries and benefits (pension and retiree settlement agreement included) for 325 FTE, **\$17,496,251** in operating expenses, and **\$989,004** for debt service. Embodied in this spending plan is the return of renovating branches, updates to furniture within our branches, and a revamp of the library's website.

Administration of the Detroit Public Library requests approval of the Proposed FY 2026 Spending Plan.

DISCUSSION

Commissioner Hicks stated that he submitted the following items at the September 17, 2024 Commission meeting to be reviewed and discussed at the Finance Committee meeting for consideration of adding the items to the proposed budget. However, the committee did not meet due to a lack of a quorum. Therefore, the items that he submitted were deemed ineffective.

1. Restart the process of redeveloping DPL's municipal reference library with the \$200,000 allocation per year for five years and then reassess the relative need for the above service including tract utilization/request for service.
2. Allocate \$200,000 for internal/staff legal counsel to advise the administration and Board in matters related to the Library. The Board and staff are completely reliant on the legal advice and opinions of the Detroit Law Department or must refer legal issues to outside counsel (at a rate that discourages detailed investigations of issues).
3. Allocate 1.5 FTE's to act as direct administrative support to the Board. Said positions should be a direct report to the Board.
4. Allocate \$50,000 to conduct a feasibility study to determine if the DPL should return as a public entity to the publishing business to support local writers and researchers.
5. Allocate \$250,000 to support the creation and support for a national search for the position of DPL Executive Director.

Mr. Brown stated that the items Commissioner Hicks submitted were not deemed ineffective but were not administratively feasible from a budgetary standpoint.

Commissioner Hicks said that he was concerned as a member of the Board that the administrative staff could override the request of a Commissioner. He said that the staff does not have that power within the organization that has a board of trustees which separates itself from staff.

Commissioner Hayden Friley said that the items were submitted by one Commissioner and they were not approved by the full Commission. The staff did not have direction from the Commission to proceed with the items that were submitted by Commissioner Hicks.

Commissioner Hicks said that he would be voting against the budget because the budget he expected to see was the administration's best examination of DPL's responsibilities, revenues and expenses and the suggestions that were submitted by the Commission to be discussed and finalized by the Commission.

Minutes were approved at the November 19, 2024 Commission Meeting

He said he did not understand how a suggestion from a Commissioner could be dismissed by the staff for which the Commission is supposed to have oversight. The Commission is supposed to set the direction of the organization.

President Short said that any Commissioner that has a concern or a request should follow up with the staff. Every Commissioner's request for information should be provided because the Commission has to vote on it and be responsible to be public.

Commissioner Hayden Friley said that the Commission consists of six members and an ex-officio. The Commission must work collectively to give direction to the Detroit Public Library. An individual Commissioner may request information if it is reasonable, however, for the Commission to direct or set policy for this Library would be crazy for 7 people to be directing the staff to do this and that when there are other tasks to be done on a day-to-day basis. She said that she thought it was unfair for the Commission to not understand their role to work collectively together. There should be a majority vote to give direction to the Executive Director, as well as the staff as to what are the desires of the Commission.

Commissioner Hayden Friley called for the question.

President Short said that she would not accept the call for the question because every Commissioner has the right to ask for information.

Commissioner Hicks said that he did not like being mischaracterized. He said that he did not attempt to set policy.

He said that he made suggestions to be included into the budget process and he objected because the staff did put the suggestions in the budget. He said he would like to hear counter arguments of why his suggested items were not included in the budget.

Commissioner Bounds asked if there was enough time before the next Commission meeting to bring the items that Commissioner Hicks suggested to be reviewed and discussed at a Finance committee meeting.

Mr. Brown explained the process of which consists of the administration presenting the proposed budget to the Commission. The Commission has the ability to make budget recommendations as a whole body. Those recommendations are then reviewed by the administration to develop a solution to resubmit to the Commission for approval if the Commission is satisfied with the recommendations.

Mr. Brown stated that DPL has to present a balanced budget by November 15, 2024. If there are budget suggestions, then the Commission has to meet and make those recommendations as a whole body and then the administration could execute the budget.

Commissioner Hicks stated that the Detroit Public Library is a separate entity and not the City of Detroit. The Detroit Public Library is an independent municipal corporation. He wanted to know why City of Detroit is trying to reduce our ability to watch over the funds in which the public entrusted to the Detroit Public Library by giving us budget submission deadlines that are antiquated.

Mrs. Mondowney, the Executive Director, explained that the Detroit Public Library is an independent municipal corporation to an extent. It is the same issue DPL had with the millage. She said that we could debate this issue, we could push back, or we could say no. However, the City of Detroit has the authority to withhold DPL's money if we do not adhere to their timeline. That's the bottom line. We could fight it, get attorneys, or whatever we want to do, however, the City of Detroit holds the purse and they can reject almost anything we put in the budget. They can ask "Why do you need new positions? You have to justify that request". We have a quota of what we can do. Our independence is not as independent as we think it is. We have spent a ton of money on legal opinions that keep circling back to the budget submission requirements of the City of Detroit.

Mrs. Mondowney stated that in the 15 years she has served as Executive Director, we have had to follow the October 31st - November 15th submission date for the budget. She said that we could argue and debate this issue but the final authority rests with the City of Detroit's Treasury Department. If we do not meet the budget submission timeline, the City could withhold Library funds..

Commissioner Hayden Friley said that based on that explanation from the Executive Director, she called for the question.

COMMISSION ACTION

Commissioner Hayden Friley moved approval of the proposed service plan and budget for the Detroit Public Library for fiscal year ending June 30, 2026.

There was no support for the motion.

President Short said that she would like to vote on having a Special Commission meeting the week of October 21st to present all the budget requests from the Commission to determine if they are feasible or not.

COMMISSION ACTION

Commissioner Hicks made a motion for the Commission to convene a Special Commission Meeting to review the budget, and prior to the review of the budget, all of the Commission's suggestions be forwarded to Mrs. Mondowney, who would then forward the suggestions to Mr. Brown to be placed in the budget for discussion. President Short supported the motion.

A roll call vote with the following results:

- | | |
|-----------------|-----|
| ➤ Bounds | No |
| ➤ Hayden Friley | No |
| ➤ Hicks | Yes |
| ➤ Short | Yes |

The motion failed.

COMMISSION ACTION

Commissioner Hayden Friley moved approval of the proposed service plan and budget for the Detroit Public Library for fiscal year ending June 30, 2026. Commissioner Bounds supported.

NOTED

Commissioner Bounds said that she would support revisiting Commissioner Hicks suggestions in a Finance committee meeting at a later date potentially for a quarterly amendment to the budget. However, given the position we are in today and the timing of the City of Detroit's Budget, she supported Commissioner Hayden Friley's motion.

A roll call vote with the following results:

- | | |
|-----------------|-----|
| ➤ Bounds | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | No |
| ➤ Short | Yes |

The motion passed.

Minutes were approved at the November 19, 2024 Commission Meeting

NOTED

President Short asked that the Commission's suggestions to the budget be added to the November 19, 2024 Commission meeting agenda for review and discussion.

Commissioner Hicks asked President Short to be added to the committee that has jurisdiction over this budget so that he could participate in budgetary discussions as opposed to being circumvented from that opportunity as a full member of the Commission.

President Short agreed and added Commissioner Hicks to the Finance Committee and removed Commissioner Peterson-Mayberry from the committee.

Approval of the Proposed Budget for the Louise Webber O'Brien Fund for Fiscal Year Ending June 30, 2026

Executive Summary

This document describes the entire Fiscal Year 2026 budget for the Louise Webber O'Brien Fund.

Background

On March 30, 1979, the Louise Webber O'Brien Charitable Foundation was liquidated, and its assets were distributed to four charities named in the Last Will and Testament of John J O'Brien: (1) Cottage Hospital of Grosse Pointe Farms, (2) Harper Hospital, (3) The Detroit Public Library, and (4), the Grosse Pointe Public Library. The stipulation was that each establishment that received the fund should set up a separate endowment fund to support educational and charitable activities.

In 1979, the Detroit Library Commission voted and approved that the investment and interest income received from the endowment be used for a variety of staff development activities.

The following is the recommended budget for FY2026 of the Louise Webber O'Brien Fund.

Revenues

The FY2026 investment income to be received is budgeted at \$166,793.

Expenditures

The FY2026 expenditures budgeted for the Louise Webber O'Brien Fund is for staff development, including training, Staff Day, tuition reimbursement, and investment expenses that total \$166,793, for FY2026.

The Staff Day expenditures for FY2026 is reduced in anticipation of the event being virtual for all DPL staff. It has been the historical practice to have every other year Staff Day be in-person, followed by virtual training in the following year.

The administration seeks approval from the Detroit Library Commission for the Louise Webber O'Brien Fund FY2026 Proposed Budget.

COMMISSION ACTION

Commissioner Hayden Friley moved approval of the proposed budget for the Louise Webber O'Brien fund for fiscal year ending June 30, 2026. Commissioner Bounds supported.

A roll call vote with the following results:

- | | |
|-----------------|-----|
| ➤ Bounds | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | No |
| ➤ Short | Yes |

The motion passed.

Approval of the Proposed Budget for the Clarence M. Burton Endowment Fund for Fiscal Year Ending June 30, 2026

Executive Summary

This document describes the entire Fiscal Year 2026 budget for the Clarence M. Burton Fund.

Background

In 1914, Clarence M. Burton made a generous gift of money and historical library books, pamphlets, photographs, and documents to the Detroit Public Library. In 1921, the Detroit Library Commission established an endowment agreement for the Burton Historical Collection. The purpose of the endowment was to financially support the preservation of Mr. Burton's collection and to allow the Library to add to the collection for historical materials such as books, periodicals, newspapers, pamphlets, and manuscripts relating to America and Canadian history, genealogy, and kindred subjects.

The materials in the Burton Historical Collection are not to be disposed of or removed but shall be made available to the public for consultation and study.

The following is the recommended budget for FY2026 of the Burton Historical Collection for its maintenance and operations.

Minutes were approved at the November 19, 2024 Commission Meeting

Revenues

The FY2026 investment income to be received is budgeted at \$116,075.

Expenditures

The FY2026 expenditures budgeted for the Clarence M. Burton Endowment Fund for the audit, supplies, reference materials, and service charges total \$116,075.

The administration seeks approval from the Detroit Library Commission for the Clarence M. Burton Endowment Fund FY2026 Proposed Budget.

COMMISSION ACTION

Commissioner Hayden Friley moved approval of the proposed budget for the Clarence M. Burton Endowment fund for fiscal year ending June 30, 2026 Commissioner Bounds supported.

A roll call vote with the following results:

- | | |
|-----------------|-----|
| ➤ Bounds | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | No |
| ➤ Short | Yes |

The motion passed.

Approval to Enter into a Contract with EnvisionWare for Coin and Bill Acceptor Units for the Detroit Public Library

EnvisionWare is the Detroit Public Library's point of sale system. The system accepts payments for goods and services purchased by customers for items such as printing, guest passes, and earbuds. The existing coin and bill acceptors used to collect the funds are outdated and need to be upgraded. These boxes are installed in Main Library and the branches. The Information Systems Department is seeking to replace all 30 units throughout the Library.

EnvisionWare submitted a quote to purchase 30 Coin/Bill Acceptors, Model CBA-V/N*USD-3t DM for \$3,125 each, totaling \$93,750. These units are able to accept coins \$.05, \$.10, \$.25, and \$.50 as well as bills \$1, \$5, \$10, and \$20. In addition, this particular model is compatible with the existing public-use Xerox copier model C7100 located at Main Library and all branches.

Because EnvisionWare is the provider for the Library's point of sale system, the upgrade to the coin/bill collectors was not bid out and the quote is acceptable.

Therefore, the Detroit Library Commission (DLC) Committee on Finance is advising the Detroit Library Commission to authorize the Finance and Business Office to enter into a contract with EnvisionWare to purchase 30 Coin/Bill Acceptors Model CBA-V/N*UDS-3T DM with applicable hardware and warranties in an amount not to exceed \$93,750.

NOTED

Commissioner Hicks said that EnvisionWare should be noted as a sole source provider.

COMMISSION ACTION

Commissioner Hayden Friley moved approval to enter into a contract with EnvisionWare for coin and bill acceptor units for the Detroit Public Library. Commissioner Bounds supported.

A roll call vote with the following results:

- | | |
|-----------------|-----|
| ➤ Bounds | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |
| ➤ Short | Yes |

The motion passed unanimously.

Approval of the Routine Finance Report

The following account have been examined and found correct by the staff of Business and Financial Operations and ratifications of payment is recommended.

<u>Summary of Expenditures</u>			
<u>PUBLIC FUNDS</u>			
PAYMENTS PROCESSED BY CITY OF DETROIT:			
1. Total Payroll	July, August, and September 2024		\$3,158,824.59
2. Total Vouchers-processed on FUSION	After 3/13/2020 listed by invoice number & date (processed off-site)		\$3,889,440.36
3. FY24 Annual Retiree Supplement			\$0.00
4. FY24 General Retirement System (GRS)	paid 9/20/2024		\$25,000.00
5. FY24 Central Staffing Services			\$0.00
6. FY24 Hybrid Pension Payment			\$0.00
7. FY24 VEBA			0.00
8. FY24 Debt Service Interest for 2014B(1) & 2014B(2) Notes	paid 9/13/2024		128,774.22
9. Building purchase - 6315 E. 7 Mile Rd, Detroit MI 48234			0.00
Total processed by City of Detroit			\$7,202,039.17
PAYMENTS PROCESSED BY DPL:			
1. Public Funds/Comerica checking	Checks	1425	\$7,080.00
2. Branch & Main Checking account	Checks	8719 - 8786	\$53,066.62
3. Branch & Main Checking account for 3 Electronic Fund Transfer (EFT) made on	7/29/24, 9/4/24, 9/9/24		\$8,580.27
Total processed by DPL			\$68,726.89
Grand Total			\$7,270,766.06

<u>Summary of Expenditures</u>			
<u>Restricted/Designated Funds</u>			
1. Burton Endowment Checking	Checks	8361	\$5,545.00
2. O'Brien Checking	Checks	5031 - 5049	\$51,093.69
3. Programs & Gifts Checking Account	Checks	3040 - 3049	\$6,326,520.76
Grand Total			\$6,383,159.45
<u>Programs & Gifts Checking Account:</u>			
Transfer EFT to General Fund - Wayne County delinquent taxes for June 2024			\$4,625,599.64
Transfer EFT to General Fund - State of Michigan Renaissance Zone funds			\$1,067,958.10
Transfer EFT to General Fund - State of Michigan - FY24 State Aid			\$330,475.34
Transfer EFT to General Fund - State of Michigan Facilities Relocation Reimbursement - for Service Building			\$224,350.00
Transfer EFT to General Fund - Wayne County delinquent taxes for July 2024			\$56,550.00
Transfer EFT to General Fund - State of Michigan - FY24 Library for the Blind & Physically Handicapped (LBPH)			\$20,536.00
Reimbursement for an overpayment of donation received			\$999.93
Over-the-phone interpreter services for 7/31/2024			\$44.85
Over-the-phone interpreter services for 8/31/2024			\$6.90
Programs & Gifts Checking alc			\$6,326,520.76

<u>Credit Card Expenditures</u>	
1. Executive Director	\$ -
2. Executive Director's Office-used for general office purpose	-
3. Chief Financial Officer	300.00
4. Human Resources Department	824.33
5. Marketing Department	2,741.44
6. Technical Services	3,051.20
7. Facilities Department	6,790.30
8. Information Technology	413.74
9. Procurement	330.00
10. Security	1,125.72
11. Public Services	109.00
Grand Total	\$ 15,685.73
NOTE: These are July and August 2024 Credit Card purchases	

Minutes were approved at the November 19, 2024 Commission Meeting

COMMISSION ACTION

Commissioner Hayden Friley moved approval of the routine finance report.
Commissioner Bounds supported.

A roll call vote was taken with the following results:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |
| ➤ President Short | Yes |

The motion passed unanimously.

Fiscal Year 2025 Quarterly Budget to Actual Comparison {July 1, 2024- September 30, 2024}

Mr. Brown presented the fiscal year 2025 quarterly budget to actual comparison (July 1, 2024 - September 30, 2024) report as an information only item.

As of September 30, 2024, a total of **\$17,212,284** in current year property taxes has been collected on behalf of the Library. The Library has also received \$56,550 in delinquent real and personal property tax payments from Wayne County. Total revenues received as of the 1st Quarter are **\$17,499,613**, about 45% of the revenues budgeted for FY2025 of **\$38,850,160**. This is above where we would have expected to be after the 1st quarter, which is a positive sign moving forward.

Total expenditures as of September 30, 2024, are **\$9,827,326**, roughly 25.3% of the overall expenditure budget of \$38,385,160. Salaries and benefits expenditures total **\$3,753,680** or 16% of the budgeted total of **\$23,323,549**.

The variance is due to budgeted positions that have yet to be filled. Overall operating expenses total **\$3,789,833**, roughly 26% of the overall operating budget of **\$14,812,369**.

Overall, the Library is on track with the approved budget plan for FY2025, and does not believe any budgetary increases will be necessary this fiscal year.

NOTED

Commissioner Hicks commended the Finance and Business Office staff for their work.

He asked that two items be added:

1. A percentage column
2. Receipt of the report every three months

Minutes were approved at the November 19, 2024 Commission Meeting

NEW BUSINESS

Commissioner Hicks said that one of the items he suggested was to allocate funds for a national search for the position of DPL's Executive Director. He stated that he would like to propose an amendment to the current budget that would allow us to plan for an executive search. He suggested the amount of \$150,000 as opposed to the \$250,000 he originally suggested.

COMMISSION ACTION

Commissioner Hicks moved to amend the current budget to support an executive search firm to assist in the search for an Executive Director in an amount not to exceed \$150,000.

DISCUSSION

Commissioner Hicks said that Mrs. Mondowney's contract ends at the end of the year and the Commission has to take action one way or the other. Putting this item in motion does not preclude Mrs. Mondowney from being a candidate in the search for Executive Director.

Mrs. Mondowney responded by saying that if you are going to be talking about Mrs. Mondowney, she would rather it not be in public. There had been no discussion about her applying for the position based on Commission Hicks suggestion that she might not get an extended contract. This is a personnel matter and she would appreciate if these discussions are held in a closed session Administration committee meeting with respect and sensitivity.

Mrs. Mondowney said that suggesting to place funding in the budget for a search firm for an Executive Director, if possibly needed, and Mrs. Mondowney could apply for the job when there had been no discussion about her or her job performance is disrespectful.

President Short said that this item would be tabled and it is the employee's right to have this matter discussed in a closed session.

President Short moved on to Old Business.

Commissioner Hicks said that he objected to moving on to old business and he was talking about the process not an individual.

ADJOURNMENT

Commissioner Hayden Friley moved adjournment. Commissioner Bounds supported.

A roll call vote with the following results:

- | | |
|-----------------|-----|
| ➤ Bounds | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | No |
| ➤ Short | Yes |

The meeting was adjourned at 4:00 p.m.