

**DETROIT LIBRARY COMMISSION PROCEEDINGS  
REGULAR MEETING  
FEBRUARY 17, 2026**

The meeting was held in Main Library's Galleria. The meeting was also available via Zoom.

President Hicks called the Regular Meeting of the Detroit Library Commission to order at 1:35 p.m.

**Roll call attendance:**

- |                   |         |
|-------------------|---------|
| ➤ Bounds          | Present |
| ➤ Frierson-Haynes | Present |
| ➤ Williams        | Present |
| ➤ President Hicks | Present |

Commissioner Milton joined the meeting at 1:50 p.m.

Excused: Commissioners Adams and McClendon

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

Present Also: Jean-Vierre Adams, Hyden Al-najar, Brandon Bingham, Enid Clark, Deborah Dorsey, Debra's New Phone, Detroit Documenters, Katie Dowgiewicz, Sean Everett, Ethel Franklin, M. Garcia, Karen Garrette, Tyrand Goodwin, DeAidre Jones, Jessica Keeler, Enriqueta Kozakowski, Joyce Krom, Karen Lemmons, Annette Lotharp, Torria Love, Tracy Massey, Tina Manley, Carolyn Mosley, T. Muntaqim, Angela Newby-Clora, Quinn Evans (Ann Dilcher, Jenna Barrow, Devan Anderson, Nishank Shaw), Yvette Rice, Heidi Sargis, Cully Sommers, Janis Strickland, Megan Summers, Brian Vance, Cheryle Williams, Jackie Williams, Tarissa Williams, Mattie Wiggins, Cheryl Wright

**APPROVAL OF THE DETROIT LIBRARY COMMISSION MEETING AGENDA**

**COMMISSION ACTION**

Minutes were approved at the March 17, 2026 Commission Meeting

Commissioner Williams moved approval of the agenda. Commissioner Bounds supported.

**Roll call:**

- |                   |     |
|-------------------|-----|
| ➤ Bounds          | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Williams        | Yes |
| ➤ President Hicks | Yes |

The agenda was approved as presented.

**APPROVAL OF THE REGULAR MEETING MINUTES OF FEBRUARY 17, 2026**

**COMMISSION ACTION**

Commissioner Bounds moved approval of the meeting minutes. Commissioner Williams supported.

**Roll call:**

- |                   |     |
|-------------------|-----|
| ➤ Bounds          | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Williams        | Yes |
| ➤ President Hicks | Yes |

The meeting minutes were approved with any necessary corrections.

**PUBLIC COMMENTS**

There were no public comments.

**REPORT OF THE PRESIDENT**

President Hicks asked for a moment of silence in memory of the late Reverend Jesse Jackson who passed away on February 17, 2026.

**NOTED**

A,J. Funchess, Assistant Director for Marketing, announced that DPL is showcasing a video on its website featuring CNN Anchor Abby Phillip, who

Minutes were approved at the March 17, 2026 Commission Meeting

discussed her book, *A Dream Deferred: Jesse Jackson and the Fight for Black Political Power*, last fall at the Detroit Public Library.

President Hicks discussed the need for two evening Commission meetings per year as per the amended Commission bylaws. The suggested months were May, June, and September considering Commissioners' vacation schedules.

Commissioner Hicks announced the upcoming Library of Michigan board training sessions on Zoom and encouraged Commissioners to register.

President Hicks also announced the 2026 Commission Committee Assignments:

**ADMINISTRATION.....**Chaundra Frierson-Haynes, **Chair**  
Dr. Gregory Hicks  
Kandia Milton

**AUDIT.....**Kandia Milton, **Chair**  
Jean-Vierre Adams  
Katerli Bounds  
LaTrice McClendon

**BOOKS & LITERACY .....**Cassie Williams, **Chair**  
Katerli Bounds  
LaTrice McClendon

**BY-LAWS.....**Katerli Bounds, **Chair**  
Jean-Vierre Adams  
Chaundra Frierson-Haynes

**BUILDINGS.....**Jean-Vierre Adams, **Chair**  
Dr. Gregory Hicks  
Kandia Milton

**FINANCE.....**Dr. Gregory Hicks, **Chair**  
Chaundra Frierson-Haynes  
Cassie Williams

Minutes were approved at the March 17, 2026 Commission Meeting

## **REPORT OF THE EXECUTIVE DIRECTOR**

Ms. Alma Simmons, Special Assistant to the Executive Director, read the Executive Director's report on behalf of Mrs. Mondowney.

### **2026 African American Booklist**

DPL's 2026 African American Booklist entitled, *If This World Were Mine: Romance and African American Writers*, is available at all Library locations and for viewing online at [detroitpubliclibrary.org](http://detroitpubliclibrary.org). Dr. Nicole Jackson, associate professor of history at Bowling Green State University, has written an insightful essay about this popular genre. Detroit's own queen of romance, Beverly Jenkins, is also featured in the Booklist. Detroit artist Jamea Richmond-Edwards generously gave permission to use her work, "Slow Dance with Big Chief," on the cover.

### **Forgotten Harvest Meals**

In December, 2025, DPL received a donation of 850 "Take Home Meals" from Forgotten Harvest. Meals were distributed to all DPL locations beginning on December 14<sup>th</sup>, providing families with a bag consisting of three breakfast items and three lunches. Individuals of all ages were invited to take the meals home. Special thanks to Keith Brooks, Jeffrey Senior, and the Shipping department for their vital role in distributing the meals to all DPL locations.

### **Literacy for Kids Author Program**

On Wednesday, February 25, 2026, the Main Library will host a Literacy for Kids program, "Authors IN-Detroit," featuring Monique Duncan, author of *Freedom Braids*. Her audience will be one hundred third- and fourth-grade students from Detroit Innovation Academy, along with homeschooled students. All students will receive a signed copy of *Freedom Braids*.

### **2026 Winter Activity Kits**

During the week of February 16<sup>th</sup>, families can visit any DPL location to pick up Winter Activity Kits for Pre-K through 8th grade. Each kit includes an activity booklet, STEM activities, and books to keep children engaged during winter break.

### **Successful Author Event**

DPL's Author Series Committee launched Black History Month on Sunday, February 1, 2026, when nearly 100 people attended a Main Library book talk by MacArthur Cotton, a civil rights activist who worked with Medgar Evers and others

Minutes were approved at the March 17, 2026 Commission Meeting

on the ground in his home state of Mississippi. He discussed his book *Mississippi Black Cotton*.

### **Upcoming Author Events @ Main Library**

At 2 p.m., on Saturday, February 21, 2026, the Author Series Committee will host Pulitzer Prize-winning journalist Kevin Sack, author of *Mother Emanuel: Two Centuries of Race, Resistance, and Forgiveness in One Charleston Church*. Mr. Sack will discuss the history of this historic congregation and the 2015 murder of nine parishioners during a Bible study class.

On Sunday, February 22, 2026, at 2 p.m., the Author Series Committee will welcome Danielle Allen, author of *Plus Size Player*, the latest book in her *Curve* series.

On March 7, 2026, at 2 p.m., romance writer Elle Wright will have a conversation about her latest book, *Ex Dilemma*, with author Beverly Jenkins.

### **Author Talks @ Branches**

Historian and Wayne State University professor Dr. Kidada Williams' new book is entitled, *I Saw Death Coming: A History of Terror and Survival in the War Against Reconstruction*. She will talk about this reexamination of the Reconstruction-era South at 2 p.m., on Saturday, February 21, 2026, at the Wilder Branch.

On Saturday, February 28, 2026, at 2 p.m., the Conely Branch will host Felicia B. George, author of *When Detroit Played the Numbers: Gambling's History and Cultural Impact on the Motor City*.

### **Ulveling Fund Support**

The Ed E. MacCrone Private Foundation gifted DPL \$4,400 on January 6, 2026. This gift was designated to support the Ralph A. Ulveling Fund. Mr. Ulveling served as DPL director from 1941-1967.

### **Facilities Update**

The front porch of the Parkman Branch has been repaired and the work has passed inspection by the City of Detroit. The front entrance to the branch is now accessible to the public.

### **Wayne County**

DPL received two payments for delinquent property taxes:

- On January 6, 2026, the Library received a payment of \$39,831.45.
- On January 30, 2026, the Library received a payment of \$49,265.

### **DISCUSSION**

Minutes were approved at the March 17, 2026 Commission Meeting

Commissioner Hicks what was the Ulveling fund?

Mr. Antonio Brown, Chief Financial Officer, said that the Ulveling fund was restricted to children's literacy.

Commissioner Bounds asked about extended signage at the Parkman Branch Library during its closure for construction.

Mr. A.J. Funchess, Assistant Director for Marketing and Communications, said that signage was available at Parkman Library during its closure.

### **COMMITTEE ON ADMINISTRATION**

#### **Approval of the Routine Human Resources Report**

The Human Resources Department Report provides information regarding personnel actions from January 1, 2025, through January 31, 2025. The administration has approved these actions.

#### **APPOINTMENTS (2)**

<b>Employee Name</b>	<b>Title</b>	<b>Hire Date</b>
Nessif, Samantha	Librarian 2	January 5, 2026
Roberts, Gloria	Librarian 2	January 19, 2026

#### **SEPARATIONS (0)**

#### **POTENTIAL RETIREMENTS (0) Pending COD Approval**

#### **RETIREMENTS (3)**

<b>Employee Name</b>	<b>Title</b>	<b>Last Work Day</b>
Brooks, Stacy	Librarian 3	January 2, 2026
Bialic, Sandra	Library Department Manager	January 4, 2026
Pride, Vickie	Library Technical Services Assistant	January 9, 2026

#### **SICK LEAVE PAYOUTS (0)**

#### **POSITIONS**

Minutes were approved at the March 17, 2026 Commission Meeting

	January 2026	January 2025
Vacant Positions actively being filled	32.5	28
Filled Budgeted Positions	240	249
Not Actively Being Recruited	36.5	35
Positions not filled in FY	16	13
Total Budgeted Positions	325	325

  

POSITION	FY26 POSITIONS	FILLED POSITIONS	VACANT POSITIONS
Director's Office	6	5	1
FBO	10	9	1
Human Resources	7	6	1
Facilities/Shipping	23	20	3
Information Systems	8	8	0
Marketing/Print Shop	6	6	0
Public Services	3	2	1
Librarian, Coordinator	4	2	2
Librarian, Manager	25	24	1
Librarian III, Assistant Manager	36	28	8
Librarian II//Pre-Pro	42	26	16
Technical Training Associate	30	21	9
Office Support Asst/Tech Svs Asst	11	10	1
Senior Customer Rep (Clerk)	11	10	1
Bookmobile Operator	2	2	0
Customer Service Reps (FTE's)	57	38	19
Custodians	5	4	1
Circulation Manager	1	1	0
Tech Processing Manager	1	1	0
Principal Clerk	2	2	0
Security	19	15	4
<b>Sub-Total</b>	<b>309</b>	<b>240</b>	<b>69</b>
<i>* Positions not actively recruiting/filled for FY26</i>	16		
<b>Total</b>	<b>325</b>		

DPL currently has a total of **325 budgeted positions**. Of the total positions, **240 are filled, and 85 are vacant**. The Human Resources Department is actively recruiting for 32.5 of the 85 vacant positions.

### COMMISSION ACTION

Minutes were approved at the March 17, 2026 Commission Meeting

Commissioner Frierson-Haynes moved approval of the routine Human Resources report. Commissioner Milton supported.

**Roll call:**

- Bounds Yes
- Frierson-Haynes Yes
- Milton Yes
- Williams Yes
- President Hicks Yes

The motion passed unanimously.

**PRESENTATION BY QUINN EVANS FOR STRUCTURAL BUILDING ASSESSMENTS**

Quinn Evans, a women-owned architecture firm with extensive experience in library renovations and historic buildings, presented their proposal to conduct a comprehensive assessment of Detroit Public Library buildings.

Ms. Ann Dilcher, Principal, introduced members of her team which included Ms. Jenna Barrow, Project Architect, Mr. Devan Anderson, Project Manager, and Mr. Nishank Shaw, Lead Mechanical Engineer from WSP working with Quinn Evans to provide technical engineering, advisory, and design expertise in infrastructure, outlined their plan to evaluate 20 DPL facilities over 7 months. This would include assessments of structural, mechanical, and architectural conditions for long-term planning and accessibility improvements.

Ms. Dilcher explained that the following four-step approach would be taken:

- Task 1.....Assessments of existing buildings
- Task 2.....Energy efficiency and sustainability
- Task 3.....Opinion of probable costs
- Task 4.....Final report and presentation

Ms. Dilcher talked about Quinn Evans’ projects including work for Detroit Public Schools Community District, Dearborn Public Schools, Belle Isle, Wayne State University, University of Michigan, and Michigan Central Station.

**Approval to Contract with Quinn Evans for Structural Building Assessments for the Detroit Public Library**

Minutes were approved at the March 17, 2026 Commission Meeting

The Detroit Public Library (DPL) undertook a competitive procurement process to secure a qualified firm to perform facility condition assessments for the Main Library and branch locations. This work is foundational to the Library’s upcoming capital improvement plan, and therefore required a structured evaluation that considered both technical merit and long-term value.

The Request for Proposals (RFP-TL-2163) was advertised on the Michigan Inter-Governmental Trade Network (MITN) between July 31 and August 29, 2025. During this period, 197 firms downloaded the RFP, nine attended mandatory site visits, and six ultimately submitted complete proposals. Site visits covered twenty branch locations and allowed prospective firms to understand the diversity and complexity of DPL’s buildings, many of which include aging systems, historic structures, or incomplete documentation.

Following receipt of proposals, a five-member Evaluation Committee conducted an independent scoring process based strictly on the criteria published in the RFP. These criteria included Technical Approach, Team Qualifications, Relevant Experience, Project Management, and Overall Value. The Committee’s raw scores were finalized on October 15, 2025 and were not modified at any stage.

Proposals were evaluated on October 15, 2025, by an Evaluation Committee comprised of five (5) members: Cledos Powell, Assistant Director for Facilities, Randy Gies, Facilities Manager, Talisha Williams, Assistant Director for Security, Rudy Dale, Assistant Director for Information Systems, and Margaret Bruni, Director for Public Services.

	Weight	AECOM		DiClemente Siegel Design		MCD Architects		Quinn Evans		Wakely Associates		WTA Architects	
		Detroit, MI		Southfield, MI		Farmington, MI		Ann Arbor, MI		Warren, MI		Saginaw, MI	
		Direct Score	Weighted Score	Direct Score	Weighted Score	Direct Score	Weighted Score	Direct Score	Weighted Score	Direct Score	Weighted Score	Direct Score	Weighted Score
<b>Selection Criteria:</b>		\$ 299,000.00		\$ 107,418.00		\$ 218,000.00		\$ 547,500.00		\$ 999,331.50		\$ 665,756.00	
<b>Cost</b>	20%	3.59	7.19%	10	20.00%	4.93	9.85%	1.96	3.92%	1.07	2.15%	1.61	3.23%
<b>Qualifications of Proposed</b>	20%	7.4	14.80%	8.2	16.40%	9	18.00%	8.6	17.20%	7.6	15.20%	8.2	16.40%
<b>Relevant Experience</b>	25%	7.6	19%	8.4	21.00%	9	22.50%	9	22.50%	7.4	18.50%	8	20.00%
<b>Capacity to Perform Services</b>	25%	6.4	16%	8.4	21.00%	9	22.50%	8.6	21.50%	7.4	18.50%	7.4	18.50%
<b>Professional References</b>	10%	5.4	5.40%	7.8	7.80%	9.6	9.60%	9	9.00%	7	7.00%	7.6	7.60%
<b>Overall Ranking</b>	<b>100%</b>	<b>62.39%</b>		<b>86.20%</b>		<b>82.45%</b>		<b>74.12%</b>		<b>61.35%</b>		<b>65.73%</b>	

The evaluation was conducted in accordance with the criteria outlined in the RFP. The selection criteria and resulting combined scores are summarized below.

- \* Direct Score (Combined): The score assigned by evaluators for a specific criterion.
- \* Weighted Score (Combined): The direct score adjusted to reflect the importance of the criterion in the overall evaluation.

After scoring, a technical summary was developed to clearly document the rationale behind the Committee’s evaluations and to provide a transparent record suitable for long-term capital planning. This additional review did not replace or adjust any Committee score. Its purpose was to compare methodologies, assess execution readiness across multiple facilities, and evaluate cost structures to determine the best-value path forward.

Because DPL is permitted to award on best value—not lowest price—this supplemental analysis ensured the Library could make a defensible recommendation that balances technical rigor and financial prudence.

Minutes were approved at the March 17, 2026 Commission Meeting

Based on Committee scoring and this best-value review, three firms—Quinn Evans, AECOM, and Wakely—were selected for advancement to interviews.

These firms demonstrated the strongest potential to perform assessments at the scale, breadth, and complexity required. On February 3, 2026, interviews and presentations were conducted to confirm each firm’s staffing capacity, methodology, quality control procedures, and approach to addressing older buildings, incomplete documentation, and occupied facilities.

The interviews ultimately reinforced the technical distinctions among the shortlisted firms. AECOM offered a structured and standards-based methodology; however, key components of their approach—such as detailed architectural analysis for branches lacking plans and deeper investigation of complex conditions—were categorized as additional services without defined pricing. Given the known variability in DPL’s building documentation, this created the potential for substantial and unpredictable cost escalation.

In contrast, Quinn Evans demonstrated the strongest alignment with DPL’s portfolio. Their team brought significant expertise in historic buildings and public libraries and presented a methodology capable of producing consistent, capital-planning-ready data across all facilities.

Importantly, Quinn Evans provided fully itemized, branch-specific pricing, including tasks that AECOM would treat as add-ons. This level of clarity reduces financial risk, avoids mid-project change orders, and ensures the Library receives a complete and reliable assessment for long-term planning.

While Quinn Evans did not submit the lowest price, their proposal offered the greatest overall value when considering scope completeness, technical depth, and risk avoidance. Their approach best supports DPL’s need for dependable assessment data that will guide investment decisions over the next two decades. Based on this evaluation, the Detroit Library Committee on Buildings recommends that the Detroit Library Commission approve a contract with Quinn Evans to perform structural assessments of Detroit Public Library facilities, in an amount not to exceed \$547,500.00.

## **DISCUSSION**

President Hicks said that the write-up listed three firms (Quinn Evans, AECOM, and Wakely Associates) that were interviewed but only provided a summary of two interviews, Quinn Evans and AECOM. He asked what happened to Wakely Associates?

Mr. Brown said that the third firm was WTA Architects. After comparing the WTA Architects and Quinn Evans proposals, WTA Architects was about \$100,000 more than Quinn Evans in price and the scoring for the two firms were about the same. AECOM was eliminated because Quinn Evans provided fully itemized, branch-specific pricing, including tasks that AECOM would treat as add-ons. Wakely Associates were not considered for an interview.

Minutes were approved at the March 17, 2026 Commission Meeting

President Hicks asked that the write-up for the structural building assessments contract be corrected to reflect which firms were interviewed and considered, specifically clarifying WTA Architects and removing Wakely Associates.

President Hicks asked if a Green Energy study would be included in the assessments.

Mr. Devan Anderson, Project Manager, Quinn Evans, replied yes.

President Hicks asked about Quinn Evans subcontracting practices, particularly regarding minority-owned firms.

Ms. Ann Dilcher, Principal, Quinn Evans, said that they have 25% minority representation.

### **COMMISSION ACTION**

Commissioner Milton moved approval to contract with Quinn Evans for structural building assessments for the Detroit Public Library. Commissioner Frierson-Haynes supported.

### **Roll call:**

- |                   |     |
|-------------------|-----|
| ➤ Bounds          | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Milton          | Yes |
| ➤ Williams        | Yes |
| ➤ President Hicks | Yes |

The motion passed unanimously.

### **Approval to Amend the Contract with S & K Building Services, Inc., dba Award Window Cleaning Services Inc. for Interior and Exterior Window Washing at all Detroit Public Library Locations**

The existing contract provides for quarterly interior and exterior window cleaning services at the Main Library and biannual interior and exterior window cleaning services at branch locations. The original contract, executed on April 16, 2025, did not include renewal provisions.

The Facilities Department has expressed satisfaction with the vendor's performance and recommends continuing services. This proposed amendment adds two (2) optional one-year renewal terms to the contract. All other terms and conditions of the original agreement will remain unchanged and in full force and effect.

Minutes were approved at the March 17, 2026 Commission Meeting

Therefore, the DPL Committee on Buildings requests approval of this contract amendment with S & K Building Services, Inc., d/b/a Award Window Cleaning Services, located at 501 W. Mount Hope Ave., Lansing, MI 48910.

### **COMMISSION ACTION**

Commissioner Milton moved approval to amend the contract with S & K Building Services, Inc., dba Award Window Cleaning Services Inc. for interior and exterior window washing at all Detroit Public Library Locations. Commissioner Frierson-Haynes supported.

### **Roll call:**

- |                   |     |
|-------------------|-----|
| ➤ Bounds          | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Milton          | Yes |
| ➤ Williams        | Yes |
| ➤ President Hicks | Yes |

The motion passed unanimously.

### **Approval to Renew Contract with DJ's Landscape Management for Lawn Maintenance Services at DPL Branches**

The current contract, which commenced on May 1, 2025, is scheduled to expire on April 30, 2026. The agreement includes two consecutive one-year renewal options; this renewal would be the first with one additional renewal option remaining. The proposed annual cost for FY2026 is \$100,337.60. All terms and conditions will remain consistent with the original agreement.

Branch Lawn Maintenance Services  
May 1, 2026 – April 30, 2027

DJ's Landscape Management  
36700 Northline Rd.  
Romulus, MI 48174

Amount not to Exceed: \$100,337.60

Therefore, the Detroit Library Commission (DLC) Committee on Buildings is requesting approval from the Detroit Library Commission for the renewal of the lawn maintenance contract with DJ's Landscape Management for the period of May 1, 2026, through April 30, 2027 in an amount not to exceed \$100,337.60.

### **DISCUSSION**

President Hicks asked if the contract includes any inflation increase?

Mr. Brown said that a 2% increase was included the contract.

Minutes were approved at the March 17, 2026 Commission Meeting

President Hicks suggested that the write-ups for service contracts include if the staff was satisfied with the work.

### **COMMISSION ACTION**

Commissioner Milton moved approval to renew contract with DJ's Landscape Management for lawn maintenance services at DPL Branches. Commissioner Frierson-Haynes supported.

#### **Roll call:**

- |                   |     |
|-------------------|-----|
| ➤ Bounds          | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Milton          | Yes |
| ➤ Williams        | Yes |
| ➤ President Hicks | Yes |

The motion passed unanimously.

#### **Approval to Renew Contract with DJ's Landscape Management for Lawn Maintenance Services at Main Library**

The current contract, which commenced on May 1, 2025, is scheduled to expire on April 30, 2026. The agreement includes two consecutive one-year renewal options; this renewal would be the first with one additional renewal option remaining. The proposed annual cost for FY2026 is \$48,975.00. All terms and conditions will remain consistent with the original agreement.

Main Library Lawn Maintenance Services  
May 1, 2026 – April 30, 2027

DJ's Landscape Management  
36700 Northline Rd.  
Romulus, MI 48174

Amount not to Exceed: \$48,975.00

Therefore, the Detroit Library Commission (DLC) Committee on Buildings is requesting approval from the Detroit Library Commission for the renewal of the lawn maintenance contract with DJ's Landscape Management for the period of May 1, 2026, through April 30, 2027 in an amount not to exceed \$48,975.00.

### **DISCUSSION**

President Hicks asked if the contract includes any inflation increase?

Minutes were approved at the March 17, 2026 Commission Meeting

Mr. Brown said that a 2% increase was included the contract.

### **COMMISSION ACTION**

Commissioner Milton moved approval to renew contract with DJ's Landscape Management for lawn maintenance services at Main Library. Commissioner Frierson-Haynes supported.

### **Roll call:**

- |                   |     |
|-------------------|-----|
| ➤ Bounds          | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Milton          | Yes |
| ➤ Williams        | Yes |
| ➤ President Hicks | Yes |

The motion passed unanimously.

### **Facilities 28-Month Enhancement Proposal – Information Only**

Mr. Antonio Brown, Chief Financial Officer, presented the following proposal:

#### **Executive Summary**

The Detroit Public Library system is committed to maintaining safe, welcoming, and functional spaces for patrons and staff. A comprehensive review of facility conditions across 21 branches and the Main Library identified recurring deficiencies that impact staff morale and patron experience. These include deteriorating interior finishes, inadequate lighting, and outdated staff workrooms. This proposal outlines a 28-month improvement plan that incorporates an initial assessment period, planning for urgent needs, bidding, and phased implementation. The plan aligns with DPL's strategic objectives and includes a balanced labor strategy that respects union agreements while ensuring timely completion.

#### **Strategic Alignment**

- Advance Capital Planning & Asset Management: Address high-priority deficiencies identified in inspections.
- Strengthen Preventive & Predictive Maintenance: Reduce emergency repairs through proactive upgrades.
- Promote Sustainability & Energy Efficiency: Implement energy-efficient lighting and modern fixtures.

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- Ensure Equitable Facilities Investments: Improve conditions across all branches, prioritizing underserved areas.
- Standardize Project Management Practices: Apply consistent processes for scope, schedule, and cost control.

### **Scope of Work**

The plan covers 21 branches and the Main Library, excluding Knapp (addressed in a separate structural capital project). Improvements include:

Interior Painting: Refresh public spaces and staff areas.

Lighting Upgrades: Replace outdated fixtures with energy-efficient LED lighting; address electrical needs for new installations.

Staff Workroom Enhancements: Renovate workrooms and bathrooms for functionality and comfort.

### **28-Month Improvement Plan**

#### **Phase 1 (Months 1–2): Assessment**

- Conduct comprehensive facility assessments and prioritize urgent needs.
- Document conditions and develop branch-specific scopes.

#### **Phase 2 (Months 3): Planning & Design**

- Prepare detailed plans and specifications for painting, lighting, and workroom upgrades.
- Identify branches requiring electrical upgrades for new lighting systems.

#### **Phase 3 (Months 4): Bidding & Procurement**

- Issue bids for large-scale painting and lighting installation.
- Secure contractors and materials while maintaining union oversight.

#### **Phase 4 (Months 5-27): Implementation – Priority Repairs**

- Begin foundational repairs and initial painting in high need areas.
- Address urgent lighting deficiencies and ceiling repairs.

#### **Staff Workrooms**

- Update staff workrooms with lighting, paint, and repair ceiling tiles.
- Install new window treatments and ergonomic furnishings.

#### **Public Spaces**

- Complete interior painting of public areas across all branches.
- Upgrade signage and minor flooring repairs where necessary.

#### **Phase 5 (Month 28): Close-Out & Evaluation**

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- Finalize lighting installations and electrical work.
- Conduct inspections and quality assurance reviews.

### **Estimated Cost**

- Interior Painting: \$4–\$6 per sq. ft. → Approx. \$900,000 (large-scale contractor work).
- Lighting Upgrades: Prepared in-house using DPL Staff (\$25,000)
- Workroom Renovations: Approx. \$250,000 (union-led carpentry + contractor support for finishes) with updated office furniture.
- Total: \$1.275 –\$1.5 million over 28 months.
- (Based on Michigan market rates: painting \$4–\$6 per sq. ft.; LED fixture installation \$250–\$400 per fixture; electrical labor \$85–\$125 per hour.)

### **Labor Allocation Strategy**

- Union Staff: Electrical work, minor carpentry, and oversight of all contractor activities.
- Contractors: Large-scale painting, lighting fixture installation where union capacity is insufficient, and non-critical cosmetic work.

### **Business Case for Flexibility**

- Volume of Work: The scope across 21 branches and the Main Library exceeds internal capacity for timely completion.
- Time Sensitivity: Delays impact customer experience and staff morale.
- Cost Efficiency: Contractors for bulk painting and lighting reduce overtime costs.

Union Oversight: Union staff will inspect and approve contractor work, maintaining quality and compliance.

### **Risk Management**

- Budget Control: Competitive bidding for contractor work.
- Quality Assurance: Union oversight of all completed work.
- Transparency: Regular progress updates and published timelines.

### **Conclusion**

This plan provides a clear, actionable path to address facility conditions that impact staff and patrons. By implementing these improvements over 28 months, the Library will enhance its physical environment, support staff productivity, and deliver a more welcoming experience for the community.

### **DISCUSSION**

Minutes were approved at the March 17, 2026 Commission Meeting

After a thorough discussion, the Commission suggested that the administration conduct a cost-benefit analysis comparing contracting out painting services versus expanding internal painting staff when large scale painting is needed.

President Hicks suggested including progress percentage completion markings on future Facility reports.

### **COMMITTEE ON FINANCE**

#### **Approval of the Routine Finance Report**

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

<b>Summary of Expenditures</b>		
<b>PUBLIC FUNDS</b>		
<b>PAYMENTS PROCESSED BY CITY OF DETROIT:</b>		
1. Total Payroll	January 2026	<b>\$1,106,365.85</b>
2. Total Vouchers-processed on FUSION	After 3/13/2020 listed by invoice number & date (p	<b>\$1,291,945.70</b>
3. FY2026 Annual Retiree Supplement	<b>Paid 1/23/2026</b>	<b>\$203,000.00</b>
4. FY2026 General Retirement System (GRS)		<b>\$0.00</b>
5. FY2026 Central Staffing Services		<b>\$0.00</b>
6. FY2026 Hybrid Pension Payment		<b>0.00</b>
7. FY2026 VEBA		<b>0.00</b>
8. FY2026 Debt Service Interest for 2014B(1) & 2014B(2) Notes		<b>\$0.00</b>
<b>Total processed by City of Detroit</b>		<b>\$2,601,311.55</b>
<b>PAYMENTS PROCESSED BY DPL:</b>		
1. Public Funds/Comerica checking	1443	<b>\$13,000.00</b>
2. Branch & Main Checking account	9756 - 9815	<b>\$27,792.15</b>
3. Branch & Main Checking account Electronic Fund Transfer (EF	<b>Paid 1/08/2026</b>	<b>\$1,774.28</b>
<b>Total processed by DPL</b>		<b>\$42,566.43</b>
<b>Grand Total</b>		<b>\$2,643,877.98</b>

<b>Summary of Expenditures</b>		
<b>Restricted/Designated Funds</b>		
1. Burton Endowment Checking	<b>NONE</b>	<b>\$0.00</b>
2. O'Brien Checking	<b>NONE</b>	<b>\$0.00</b>
3. Programs & Gifts Checking Account	3082 - 3083	<b>\$15,750.00</b>
<b>Grand Total</b>		<b>\$15,750.00</b>
<b>Programs &amp; Gifts Checking Account:</b>		
Zephyr Used & Rare Books		<b>\$5,750.00</b>
Bauman Rare Books		<b>\$10,000.00</b>
<b>Programs &amp; Gifts Checking ac</b>		<b>\$15,750.00</b>

<b>Credit Card Expenditures</b>	
1. Executive Director	<b>\$0.00</b>
2. Executive Director's Office-used for general office purpose	<b>\$0.00</b>
3. Chief Financial Officer	<b>380.00</b>
4. Human Resources Department	<b>66.19</b>
5. Marketing Department	<b>1,662.45</b>
6. Technical Services	<b>619.06</b>
7. Facilities Department	<b>2,890.81</b>
8. Information Technology	<b>187.85</b>
9. Procurement	<b>871.82</b>
10. Security	<b>304.65</b>
11. Public Services	<b>1,072.22</b>
<b>Grand Total</b>	<b>\$8,055.05</b>
<b>NOTE: These are December 2025 Credit Card purchases</b>	

## **COMMISSION ACTION**

Commissioner Frierson-Haynes moved approval of the routine finance report.  
Commissioner Bounds supported.

Minutes were approved at the March 17, 2026 Commission Meeting

**Roll call:**

- |                   |     |
|-------------------|-----|
| ➤ Bounds          | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Milton          | Yes |
| ➤ Williams        | Yes |
| ➤ President Hicks | Yes |

The motion passed unanimously.

**Fiscal Year 2026 Quarterly Budget to Actual Comparison (July 1, 2025 – December 31, 2025) – INFORMATION ONLY**

Mr. Brown reviewed the FY2026 quarterly budget to actual comparison.

As of December 31, 2025, a total of \$20,896,804 in current year property taxes has been collected on behalf of the Library. The Library has also received \$1,116,802 in delinquent real and personal property tax payments from Wayne County. Total revenues received as of the 2nd Quarter are \$22,754,627 about 52% of the revenues budgeted for FY2026 of \$43,472,160. This is where we would have expected to be after the 2nd quarter, which is a positive sign moving forward.

Total expenditures as of December 31, 2025, are \$15,651,786; roughly 36% of the overall expenditure budget of \$43,472,160. Salaries and benefits expenditures total \$9,330,743 or 37% of the budgeted total of \$24,974,464. The variance is due to budgeted positions that have yet to be filled. Overall operating expenses total \$6,192,988 roughly 35% of the overall operating budget of \$17,303,692.

Overall, the Library is on track with the approved budget plan for FY2026. We do not foresee any issues; it is a matter of process.

**NOTED**

Mr. Brown said that expenditures lagged slightly compared to last year due to delayed vendor invoices and seasonal variations.

Minutes were approved at the March 17, 2026 Commission Meeting

Mr. Brown announced that a tentative budget hearing is scheduled with the Detroit City Council on March 13, 2026 at 1:00 p.m. at the Coleman A. Young Municipal Center where the library administration will discuss DPL's budget and service usage data.

## **NEW BUSINESS**

### **Municipal Reference Library (MRL) Report – INFORMATION ONLY**

#### The Municipal Reference Library (1945-2007):

- Located in the Coleman A. Young Municipal Center
- Supported the work-related information needs of City of Detroit and Wayne County employees
- Closed in 2007 due to declining use
- Provided the following major services:
  - o In-depth research, especially on municipal laws
  - o Literature Monitoring Service, in which librarians monitored publications to keep employees abreast of requested topics.
- Usage declined as government information became available on the internet and employees began doing their own research.

#### DPL's Municipal Documents Collection

- The Detroit City Code (all municipal laws/ordinances)
- General and proposed budgets
- Mayoral capital agendas, and
- Bound journals of the City Council proceedings
- The SSER department also collects reports, statistical data and other information about Detroit and its residents published by various non-city governmental and non-governmental sources.

The Burton Historical Collection (BHC) archives city records of lasting historical significance. Examples of these collections include the Mayor's Papers, early maps, and proceedings and reports of the Housing Commission, City Plan Commission, and Charter Revision Commission.

#### City of Detroit's Records Retention Policy

Minutes were approved at the March 17, 2026 Commission Meeting

Prior to 2012, the City Charter required that DPL receive two copies of every document generated by the City of Detroit, though in practice materials were usually provided only when agencies thought to send them. That provision was removed from the City Charter that went into effect on January 1, 2012.

In 2019, the City of Detroit adopted a Records Management Policy (Executive Order No. 2019-01, <https://detroitmi.gov/sites/detroitmi.localhost/files/2021-01/Executive%20Order%20No.%202019-1%20Jul%203.pdf>) to address the retention and disposal of City records. The policy directs City agencies to follow retention and disposal schedules established by the State of Michigan, including when certain records can be sent to the Detroit Public Library or Archives of Michigan for permanent preservation.

The City Clerk's Archives and Records Management Division's website now serves as an important central source of information on City of Detroit government.

### Information Priorities of Library Customers

Library customers generally present two primary types of information needs related to the City of Detroit and local government.

#### **1. Practical, Everyday Information Needs**

Many customers seek practical information that helps them navigate the realities of daily life. These inquiries often focus on how to resolve specific issues, obtain City services, or understand their rights and responsibilities as residents. Typical questions involve housing concerns, property taxes, water and utility services, neighborhood conditions, permits, licensing, and access to public benefits or community resources. Customers frequently need guidance on which City department to contact, how to file a complaint or request, how to track the status of an issue, or how to participate in public meetings and influence policy decisions. In these cases, the Library serves as an access point—helping customers locate accurate information, identify appropriate agencies, and understand available processes.

The vast majority of customers seek this type of assistance, and meeting these practical, service-oriented needs is DPL's highest priority.

#### **2. Research and Trend Information Needs**

Students and researchers, by contrast, often seek broader contextual information about the City. Their questions tend to focus on current conditions and long-term trends in areas such as population, economic development, business activity, housing, public services, education, and major civic issues. These users may  
Minutes were approved at the March 17, 2026 Commission Meeting

request demographic data, reports, planning documents, statistical summaries, or policy analyses to support coursework, projects, or independent research. For this group, the Library provides assistance in locating authoritative data sources, government reports, and historical materials that help explain patterns and developments within the City.

In these cases, the Library provides basic reference assistance to help users identify and access appropriate sources. DPL does not provide in-depth or specialized research services, outside of what is provided by the Burton Historical Collection staff.

Together, these two categories reflect the Library's dual role: supporting residents in addressing immediate, practical concerns while also providing reliable information for basic research and informed civic engagement.

#### 2026-2027 Strategic Objective:

To strengthen awareness among City employees of the Detroit Public Library's role in permanently preserving records of historical significance and establish clear, consistent processes for the transfer of physical materials to the Library. This objective will be advanced through targeted outreach and education efforts, coordinated with the rollout of the new employee borrowing policy extending library card privileges to City workers, positioning DPL as both a valued employee benefit and the City's trusted archival partner.

#### **Tablets for Commission Use at Meetings**

The Commission discussed implementing tablets for Commissioners to improve efficiency and security. The Commission agreed on using tablets.

Mr. Rudy Dale, Assistant Director for Information Systems, will explore the best options for tablets for the Commissioners.

#### **ADJOURNMENT**

Commissioner Milton moved to adjourn. Commissioner Frierson-Haynes supported.

The meeting was adjourned at 3:55 p.m.

Minutes were approved at the March 17, 2026 Commission Meeting

