

**DETROIT LIBRARY COMMISSION PROCEEDINGS
REGULAR COMMISSION MEETING
MAY 21, 2024**

NOTED

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

In the absence of a quorum, the Commissioners present resolved themselves into a Committee of the Whole to only discuss non-action items until a quorum was established. Public Comments were moved to the beginning of the meeting until a quorum was established.

Secretary Hayden Friley called the Committee of the Whole Meeting of the Detroit Library Commission to order at 1:41p.m.

Present: Secretary Hayden Friley, Commissioners Geraci, Peterson-Mayberry

- Commissioner Frierson-Haynes joined the meeting at 1:49 p.m.
- President Short joined the meeting at 2:07 p.m. She said she was delayed due to a traffic accident.
- Commissioner Adams joined the meeting at 2:37 p.m.

Excused: Commissioners Hicks

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

Present Also: Hyden Al-najar, Adam Barrett, Russ Bellant, Douglas Blount, Maria Bryson, Cheryl Buckoff, Maria Bryson, Enid Clark, India Davis, Deborah Dorsey, Katie Dowgiewicz, Cynthia Eagan, Sean Everett, C. Fernandez, Ken Gabriel, Karen Garrett, Kalana Gates, Tyrand Goodwin, Debra Henning, Elena Herrada, Cindy Hollowell, Imara Hyman, Marion Jackson, DeAidre Jones, S. Jones, C. Kent, Enriqueta Kozakowski, Torria Love, Deborah Madison, Tina Manley, Jo Ann Mannino, Tracy Massey, Vernadette McAllister, Carolyn Mosley, Tasleema Muntaqim, Angela Newby-Clora, 2050 Partners, Yvette Rice, Jamika Robison, Shakir Smith, Cully Sommers, Aaron Stevens, Brian Vance, Dewanna Veasley, Jay Wilde, Cheryl Wright, Tracey Wyatt

Minutes were approved at the June 18, 2024 Commission Meeting

PUBLIC COMMENTS

Russ Bellant – Expressed his concerns about the issues at the EV battery plant located at 601 Piquette. He said that the plant poses hazards from lead dust, high noise levels and diesel exhaust. He said it is also getting \$15.5 million from Detroit taxpayers from funds that is meant for Detroit's schools, libraries, community colleges, parks and other public entities.

NOTED

Commissioner Frierson-Haynes joined the meeting at 1:49 p.m. and a quorum was established. Public comments were suspended until all action items were addressed. A roll call attendance was taken and the regular Commission meeting resumed.

Secretary Hayden Friley called the Regular Meeting of the Detroit Library Commission to order at 1:49 p.m. A roll call attendance was taken with the following results:

- | | |
|---------------------|---------|
| ➤ Frierson-Haynes | Present |
| ➤ Geraci | Present |
| ➤ Hayden-Friley | Present |
| ➤ Peterson-Mayberry | Present |

AUDIT PRESENTATIONS

Approval of the Detroit Public Library Audit Report – Maner Costerisan, P.C.

Mr. Aaron Stevens, CPA, Maner Costerisan, P.C., gave an overall report of the audit for the Detroit Public Library. He thanked the Administration and the Financial and Business Operations staff for their assistance and cooperation. In summary, he stated the following:

The government-wide financial statements, fund financial statements, fiduciary funds and notes for the financial statements have been reviewed by management for fiscal year ending June 30, 2023.

Maner Costerisan, P.C., completed the audits and determined that all accounting principles have been met.

Approval is requested to accept the Detroit Public Library Audit Report for fiscal year ending June 30, 2023.

COMMISSION ACTION

Commissioner Peterson-Mayberry moved approval of the Detroit Public Library audit report. Commissioner Geraci supported. A roll call vote was taken with the following results:

- | | |
|---------------------|-----|
| ➤ Frierson-Haynes | Yes |
| ➤ Geraci | Yes |
| ➤ Hayden-Friley | Yes |
| ➤ Peterson-Mayberry | Yes |

The motion passed unanimously.

Approval of the Detroit Public Library Burton Endowment Fund Audit Report – Alan C. Young & Associates, P.C.

Mr. Jay Wilde, CPA, Alan C. Young & Associates, P.C., gave an overall report of the audit for the Detroit Public Library Burton Endowment Fund. He thanked the Administration and the Financial and Business Operations staff, especially Ms. Maria Norfolk, Assistant Director for Financial & Business Operations, for their assistance and cooperation. In summary, he stated the following:

The government-wide financial statements, fund financial statements, fiduciary funds and notes for the financial statements have been reviewed by management for fiscal year ending June 30, 2023.

Alan C. Young & Associates, P.C., completed the audits and determined that all accounting principles have been met.

Approval is requested to accept the Detroit Public Library Burton Endowment Fund Audit Report for fiscal year ending June 30, 2023.

Commissioner Peterson-Mayberry moved approval of the Detroit Public Library Burton Endowment Fund audit report. Commissioner Hayden Friley supported. A roll call vote was taken with the following results:

- | | |
|---------------------|-----|
| ➤ Frierson-Haynes | Yes |
| ➤ Geraci | Yes |
| ➤ Hayden-Friley | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ President Short | Yes |

The motion passed unanimously.

NOTED

Commissioner Peterson-Mayberry commended the Administration for doing an amazing job of overseeing Library funds.

APPROVAL OF THE MEETING MINUTES

COMMISSION ACTION

Commissioner Hayden Friley moved approval of the April 16, 2024 meeting minutes with any necessary corrections. Commissioner Peterson-Mayberry supported. A roll call vote was taken with the following results:

- | | |
|---------------------|-----|
| ➤ Frierson-Haynes | Yes |
| ➤ Geraci | Yes |
| ➤ Hayden-Friley | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ President Short | Yes |

The minutes were approved as presented.

COMMITTEE ON ADMINISTRATION

Approval of the Routine Human Resources Report

Minutes were approved at the June 18, 2024 Commission Meeting

The Human Resources Department Report provides information regarding personnel actions taken from April 1, 2024 through April 30, 2024. These actions have been approved by Administration.

APPOINTMENTS (8)

Employee Name	Title	Hire date
Lucy Smith	Customer Service Representative	April 1, 2024
Jessica Keeler	Librarian III	April 15, 2024
Joyce Krom	Librarian III	April 15, 2024
Jacob Camaj	Customer Service Representative	April 15, 2024
Siena Harris	Customer Service Representative	April 15, 2024
Aniya Young	Customer Service Representative	April 15, 2024
Erin Durrett	Librarian III	April 29, 2024
Christian Tate	Security Officer	April 29, 2024

RETIREMENTS (0)

SICK LEAVE PAYOUTS (0)

TOTAL PAYOUTS = \$0

POTENTIAL RETIREMENTS (1) Pending COD Approval

Employee Name	Title	Last Day Worked
Mary Masasabi	Librarian III	August 30, 2024

SEPARATIONS (0)

Minutes were approved at the June 18, 2024 Commission Meeting

<u>POSITIONS</u>			
	April 2024		April 2023
Vacant Positions to be filled	78.5	Vacant Positions	93
Filled Budgeted Positions	232.5		
Not Actively Being Recruited Budgeted Positions	14		
Total Budgeted Positions	325	Budgeted Positions	325
POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Director's Office	6	6	0
Human Resources	7	7	0
FBO	7	7	0
Marketing	6	6	0
Information Systems	8	8	0
Public Services	2	2	0
Tech Processing Manager	1	1	0
Circulation Manager	1	1	0
Shipping Room Assistant	1	1	0
Bookmobile Operator	2	2	0
Technical Services Assistant	3	3	0
Manager	29	25	4
Librarian II	44	21	23
Librarian III	33	28	5
Facilities	18	14	4
Customer Service Representative Full-time	26	22	4
Customer Service Representative Part-time FTE	22	14.5	7.5
Senior Customer Rep (Clerk)	25	11	14(*)
Security	18	14	4
TTA	33	20	13
Office Support Assistant	11	10	1
Sr Dup Devices Operator	1	0	1
Principal Clerk	3	2	1
Pre-Professional	3	2	1
Procurement Assistant	1	0	1
Delivery Driver	2	1	1
Custodians	12	4	8
Total	325	232.5	78.5
DPL currently has a total of <u>325 budgeted positions</u> . Of the total positions there are <u>232.5 filled</u> and <u>78.5 vacant</u> . The Human Resources Department is actively recruiting for 78.5 <u>vacant positions</u> .			

Approval is requested to accept the Human Resources Report as presented.

Minutes were approved at the June 18, 2024 Commission Meeting

COMMISSION ACTION

Commissioner Frierson-Haynes moved approval of the routine Human Resources report. Commissioner Hayden Friley supported. A roll call vote was taken with the following results:

- | | |
|---------------------|-----|
| ➤ Frierson-Haynes | Yes |
| ➤ Geraci | Yes |
| ➤ Hayden-Friley | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ President Short | Yes |

The motion passed unanimously.

COMMITTEE ON BUILDINGS

Approval to Contract with Lagarda Security for Security Services at Detroit Public Library Branches

The current security services contract with Sterling Security, LLC expires on June 30, 2024. There was one renewal option remaining in the current contract which Detroit Public Library opted not to exercise due to performance issues.

A Request for Proposal (RFP), DPL-LD-2133, was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, and on the Detroit Public Library website from February 14, 2024 until bid closing at 2:00 p.m. on March 15, 2024, at which time the bid documents were no longer available for download. The solicitation was downloaded from the MITN website by thirty-six (36) companies; seven (7) companies submitted a bid. The proposals were reviewed by an evaluation committee consisting of the following DPL staff: Talisha Williams, Assistant Director of Security, Dwanna Veasley, Security Operations, Christine Peele, Assistant Director of Public Services, Susan Taylor, Branch Manager and Christopher Korenowsky, Chief of Operations and Customer Experiences Officer.

Due to the importance of security officer coverage to the library, the solicitation was organized into a two-part evaluation process: 1) to review the written proposals; and 2) to invite the top three firms to make an oral presentation. The three firms were Pyratech Security Systems, Inc., Vista International Security Inc., and Lagarda Security.

Minutes were approved at the June 18, 2024 Commission Meeting

Lagarda Security demonstrated that their approach and principles coordinated with DPL's goal to provide the best possible customer service and a safe environment for everyone.

Lagarda Security, the largest woman-owned Michigan security company, is based out of Burton, Michigan and has a branch office located in Detroit, Michigan.

Therefore, the DLC Committee on Buildings is advising the Detroit Library Commission to authorize the Finance and Business Office to approve a one-year contract with Lagarda Security, 123 South Center Rd., Burton, Michigan 48519 which includes a two-year renewal option, with an annual amount not to exceed \$973,950.64. Additionally, a contingency of 10% will be included in the contract amount to accommodate overtime costs, bringing the total contract amount not to exceed \$1,071,345.70.

COMMISSION ACTION

Commissioner Frierson-Haynes moved approval to contract with Lagarda Security for security services at Detroit Public Library Branches. Commissioner Peterson-Mayberry supported. A roll call vote was taken with the following results:

➤ Frierson-Haynes	Yes
➤ Geraci	Yes
➤ Hayden-Friley	Yes
➤ Peterson-Mayberry	Yes
➤ President Short	Yes

The motion passed unanimously.

Approval for Moving Services for Detroit Public Library

A request was made by the Facilities Department to secure a new contract for moving services for the Detroit Public Library. The services requested under the proposed contract are for relocation of Library collections to a secured facility. The proposed services are on an as-needed basis and shall include packing of boxes, tagging items and professional moving of requested items. The cost associated with the proposed contract include labor, transport vehicles, moving equipment and supplies necessary to properly move library materials.

An Invitation for Bid, #IFB-TL-1931, was issued on February 28, 2024 and bids were due by 2:00 p.m. on March 18, 2024. The IFB was posted and available for download from bidnetdirect.com. The bid documents were downloaded by twenty-three (23) suppliers and the Purchasing Department received bids from two (2) companies, as follows:

Labor/Equipment/Transport	Premier Relocations	Oneida Solutions Group
Straight Time-Hourly Rate	35.00/50.00/Per Truck (Per Man)	55.00/Per Truck (Per Man)
Straight Time-Hourly Rate (Supervisor)	35.00/60.00/Per Truck (Per Man)	65.00/Per Truck (Per Man)
Overtime-Hourly Rate	35.00/65.00/Per Truck (Per Man)	75.00/Per Truck (Per Man)
Overtime-Hourly Rate (Supervisor)	35.00/75.00/Per Truck (Per Man)	75.00/Per Truck (Per Man)
Containers-Legal	3.50 Each	3.75 Each
Containers-Letter	3.00 Each	3.25 Each
Book Box	1.10 Each	2.15 Each
Roll Tape	1.10 Each	2.50 Each
Transport Vehicle	35.00 Hour	55.00 Hour
Transport-Vehicle Large	35.00 Hour	55.00 Hour
Disposal Fee	100.00/Flat Rate	55.00 Hour
Gasoline Surcharge (if applicable)	50.00 per day	35.00/Truck/Day
Annual Increase	6%	CPI (Consumer Price Index)

Therefore, the DLC Committee on Buildings is advising the Detroit Library Commission to authorize the Finance and Business Office to contract with the lowest, qualified bidder, Premier Relocations, at the aforementioned rates for relocation services for one-year, with a 2-year option to renew annually, based on performance. We estimate moving expenses not to exceed \$16,000.00 annually. The moving services are on as “as-needed basis”, and the aforementioned rates are guaranteed rates per service request.

COMMISSION ACTION

Commissioner Hayden Friley moved approval for moving services for Detroit Public Library. Commissioner Frierson-Haynes supported. A roll call vote was taken with the following results:

- | | |
|---------------------|-----|
| ➤ Frierson-Haynes | Yes |
| ➤ Geraci | Yes |
| ➤ Hayden-Friley | Yes |
| ➤ Peterson-Mayberry | Yes |

Minutes were approved at the June 18, 2024 Commission Meeting

➤ President Short Yes

The motion passed unanimously.

Approval to Contract with LGC Global for Janitorial Services for the Detroit Public Library System

An RFP was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com. The solicitation period was from February 21, 2024 until bid closing at 2:00 p.m. on March 25, 2024, at which time the bid documents were no longer available for download. The RFP was downloaded from the MITN website and nine (9) firms attended the mandatory walk through and nine (9) companies submitted a proposal for the services.

The evaluation committee, consisting of the following DPL staff: Facility Manager, Randy Gies, Assistant Director for Public Services, Christine Peele, Assistant Director for Facilities, Cledos Powell, reviewed the proposals which were evaluated on a point system without access to the dollar bid amount. LGC Global received the highest approval percentage and is well qualified.

Bids and Committee Evaluation % Ratings:

	Evaluation			
	Supplies/Other	Labor	Total Annual	% Rating
Detail Xpert Detroit, MI	\$76,488.50	\$2,208,776.00	\$2,285,264.50	46.64%
DuAll Sterling Heights, MI	\$92,009.92	\$918,340.00	\$1,010,349.92	55%
Facilities 360 Wayne, MI	\$98,161.00	\$931,500.00	\$1,029,661.00	44.21%
GDI Southfield, MI	\$84,832.00	\$1,319,164.00	\$1,403,996.00	49.59%
Step Dearborn, MI	\$146,682.23	\$1,300,862.64	\$1,447,544.87	48.35%

Minutes were approved at the June 18, 2024 Commission Meeting

Giant Janitorial Detroit, MI	N/B	\$1,026,2672.00	Incomplete	53.06%
RNA Ypsilanti, MI	\$114,590.12	\$1,033,804.00	\$1,148394.12	55.98%
Master Maintenance Ypsilanti, MI	N/B	\$1,433,186.50	Incomplete	49.42%
LGC Detroit, MI	\$78,853.02	\$1,012,320.00	\$1,091,173.02	61.94%

Therefore, the DLC Committee on Buildings is advising the Detroit Library Commission to authorize the Finance and Business Office to contract with LGC to provide cleaning services for Main Library and the Branches for one-year with two (2) one-year renewal options at a cost not to exceed **\$1,091,173.02** in year one, and an annual increase of 1% if renewed.

COMMISSION ACTION

President Short moved approval to contract with LGC Global for janitorial services for the Detroit Public Library System. Commissioner Frierson-Haynes supported. A roll call vote was taken with the following results:

- | | |
|---------------------|-----|
| ➤ Frierson-Haynes | Yes |
| ➤ Geraci | Yes |
| ➤ Hayden-Friley | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ President Short | Yes |

The motion passed unanimously.

NOTED

Commissioner Peterson-Mayberry asked if the staff provided feedback on the service performance of the janitorial company?

Mr. Antonio Brown, Chief Financial Officer, replied yes.

Minutes were approved at the June 18, 2024 Commission Meeting

Commissioner Peterson-Mayberry suggested that a QR code be placed in the restrooms and around the building to provide customer feedback on the service performance of the janitorial company.

ALSO NOTED

Commissioner Peterson-Mayberry left the meeting at 2:31 p.m.

BYLAWS COMMITTEE

COMMISSION ACTION

Approval of the Proposed Detroit Library Commission Rules and Regulations Revisions

In the absence of Commissioner Adams, the Bylaws Committee chairperson, Commissioner Hayden Friley moved to table this item until the June 18, 2024 Commission meeting. Commissioner Frierson-Haynes supported.

A roll call vote was taken with the following results:

- | | |
|-------------------|-----|
| ➤ Frierson-Haynes | Yes |
| ➤ Geraci | Yes |
| ➤ Hayden-Friley | Yes |
| ➤ President Short | Yes |

The motion passed unanimously.

COMMITTEE ON FINANCE

Approval to Contract with Alliant Insurance Services for Insurance Brokerage Services for a (3) Three - Year Period with 2 One-Year Renewal Options

The current contract with Alliant Insurance Services for insurance brokerage services expires on June 30, 2024. The Library requested proposals from qualified firms with a minimum of ten years of experience in providing insurance brokerage services.

The successful firm will be responsible for all aspects of insurance services from marketing and obtaining quotes, binding coverage for the Library, providing actuarial services, assisting with claims and other related risk-management services on behalf of the Library. The coverage to be provided includes, but is not limited to:

1. Auto Coverage
2. General Liability
3. Property-Fire & Theft
4. Boiler and Machinery
5. Directors & Officers
6. Fine Arts Coverage
7. Cyber Security
8. Anti-Terrorism

A Request for Proposal (RFP), DPL-TL-2110 was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com on March 5, 2024. The solicitation period was from March 5, 2024 until bid closing at 2:00 p.m. on April 4, 2024, at which time the bid documents were no longer available for download. The RFP was downloaded from the MITN website by twenty-five (25) contractors. One (1) company, Alliant Insurance Services, Inc., submitted a proposal.

The Detroit Library Commission (DLC) Committee on Finance is advising the Detroit Library Commission to authorize the Finance and Business Office to contract with the current provider, Alliant Insurance Services, Inc. located at 1050 Wiltshire Drive, Troy, MI 48084. The proposed contract is for a three-year term with the option for two additional one-year renewals.

Year 1: Amount not to exceed \$45,000
 Year 2: Amount not to exceed \$46,250
 Year 3: Amount not to exceed \$47,500
 Year 4 (Optional): Amount not to exceed \$48,000
 Year 5 (Optional): Amount not to exceed \$48,000

COMMISSION ACTION

Commissioner Hayden Friley moved approval to contract with Alliant Insurance Services for insurance brokerage services for a (3) three - year period with 2 one-year renewal options. Commissioner Frierson-Haynes supported. A roll call vote was taken with the following results:

- | | |
|-------------------|-----|
| ➤ Frierson-Haynes | Yes |
| ➤ Geraci | Yes |
| ➤ Hayden-Friley | Yes |
| ➤ President Short | Yes |

Minutes were approved at the June 18, 2024 Commission Meeting

The motion passed unanimously.

Approval of the Proposed Budget for the Clarence M. Burton Endowment Fund for Fiscal Years Ending June 30, 2024, and 2025

Executive Summary

This document describes the entire Fiscal Year 2024 and 2025 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 FY2024 and FY2025 of the Burton Historical Collection for its maintenance and operations.

Revenues

The FY2024 investment income to be received is budgeted at \$490,251, and FY2025 \$495,153.

Expenditures

The FY2024 expenditures budgeted for the Clarence M. Burton Endowment Fund for the audit, supplies, reference materials, and service charges total \$92,774, and for FY2025, they total \$94,404.

The administration seeks approval from the Detroit Library Commission for the Clarence M. Burton Endowment Fund FY2024 and FY2025 Proposed Budget.

COMMISSION ACTION

Commissioner Hayden Friley moved approval of the proposed budget for the Clarence M. Burton Endowment Fund for fiscal years ending June 30, 2024 and 2025.

Commissioner Geraci supported. A roll call vote was taken with the following results:

➤ Adams	Abstained
➤ Frierson-Haynes	Yes
➤ Geraci	Yes
➤ Hayden-Friley	Yes
➤ President Short	Yes

The motion passed.

Approval of the Proposed Budget for the Louise Webber O'Brien Fund for Fiscal Years Ending June 30, 2024 and 2025

Executive Summary

This document describes the entire Fiscal Year 2024 and 2025 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 FY2024 and FY2025 of the Louise Webber O'Brien Fund.

Revenues

The FY2024 investment income to be received is budgeted at \$285,082, and FY2025 \$290,783.

Expenditures

The FY2024 expenditures budgeted for the Louise Webber O'Brien Fund is for staff development, including, training, Staff Day, and tuition reimbursement, and investment expenses that total \$160,653, and for FY2025, total \$189,123. The variance in Staff Day expenditures between FY2024 and FY2025 is due to the anticipation of Staff Day in FY2025 being an in-person training 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 FY2024 and FY2025 Proposed Budget.

COMMISSION ACTION

Commissioner Hayden Friley moved approval of the proposed budget for the Louise Webber O'Brien Fund for fiscal years ending June 30, 2024 and 2025.

Commissioner Geraci supported. A roll call vote was taken with the following results:

- | | |
|-------------------|-----|
| ➤ Adams | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Geraci | Yes |
| ➤ Hayden-Friley | Yes |
| ➤ President Short | Yes |

The motion passed unanimously.

Approval of the Routine Human Resources Report

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

<u>Summary of Expenditures</u>				
<u>PUBLIC FUNDS</u>				
<u>PAYMENTS PROCESSED BY CITY OF DETROIT:</u>				
1. Total Payroll	April 2024			\$977,433.49
2. Total Vouchers-processed on FUSION	After 3/13/2020 listed by invoice number & date (processed off-site)			\$1,002,256.21
3. FY24 Annual Retiree Supplement				\$0.00
4. FY24 General Retirement System (GRS)				\$0.00
5. FY24 Central Staffing Services				\$0.00
6. FY24 Hybrid Pension Payment	Paid 4/4/24 - by CoD			\$127,711.08
7. FY24 VEBA				0.00
8. FY24 Debt Service Interest for 2014B(1) & 2014B(2) Notes	Paid 4/1/24			126,527.46
Total processed by City of Detroit				\$2,233,928.24
<u>PAYMENTS PROCESSED BY DPL:</u>				
1. Public Funds/Comerica checking		Checks	NONE	\$0.00
2. Branch & Main Library Deposit Checking account		Checks	8542 - 8605	\$61,904.85
3. Branch & Main Library Deposit Checking account	Paid 4/08/2024	Electronic Funds Transfer (EFT)		\$2,209.73
Total processed by DPL				\$64,114.58
Grand Total				\$2,298,042.82

<u>Summary of Expenditures</u>			
<u>Restricted/Designated Funds</u>			
1. Burton Endowment Checking	Checks	8360	\$5,000.00
2. O'Brien Checking	Checks	5020 - 5024	\$10,982.00
3. Programs & Gifts Checking Account	Checks	NONE	\$0.00
Grand Total			\$15,982.00

<u>Credit Card Expenditures</u>	
1. Executive Director	\$ -
2. Executive Director's Office-used for general office purpose	-
3. Chief Financial Officer	150.00
4. Human Resources Department	228.28
5. Marketing Department	574.25
6. Technical Services	29.11
7. Facilities Department	808.42
8. Information Technology	161.49
9. Procurement	377.48
10. Security	10.58
11. Public Services	1,539.92
Grand Total	\$ 3,879.53
NOTE: These are March 2024 Credit Card purchases	

Minutes were approved at the June 18, 2024 Commission Meeting

COMMISSION ACTION

Commissioner Hayden Friley moved approval of the routine finance report.

Commissioner Adams supported. A roll call vote was taken with the following results:

➤ Adams	Yes
➤ Frierson-Haynes	Yes
➤ Geraci	Yes
➤ Hayden-Friley	Yes
➤ President Short	Yes

The motion passed unanimously.

Fiscal Year 2024 Quarterly Budget to Actual Comparison (July 1, 2023 – March 31, 2024)

Mr. Antonio Brown, Chief Financial Officer, reported the following as an information only item:

As of March 31, 2024, a total of **\$25,410,133** in current year property taxes has been collected on behalf of the Library. The Library has also received **\$786,310** in delinquent real and personal property tax payments from Wayne County. Total revenues received as of the 3rd Quarter are **\$27,373,578**; about 86% of the revenues budgeted for FY2024 of **\$32,007,242**. This is on par for where we would have expected to be after the 3rd quarter. Please note, the Detroit Library Commission approved a use of fund balance of **\$2,901,390**, during the original budget process.

Total expenditures as of March 31, 2024, are **\$21,378,798**; roughly 61% of the overall expenditure budget of **\$34,908,632**. Salaries and benefits expenditures total **\$11,602,838** or 55% of the budgeted total of **\$21,118,237**. The variance is due to budgeted positions that have yet to be filled. Overall operating expenses total **\$9,518,412** roughly 70% of the overall operating budget of **\$13,508,492**.

Overall, the Library is on track with the approved budget plan for FY2024, and does not believe any budgetary increases will be necessary this fiscal year.

PUBLIC COMMENTS CONT'D

Imara Hyman – Expressed her gratitude that the Bookmobile had been placed at the Conely Branch Library. However, she expressed concern that the Bookmobile needed

Spanish signage as well as English signage. She also expressed concern that the staff demeanor should improve at the Main Library.

Cheryl Buckoff – Expressed her concern about obtaining a historical marker at the Bowen Branch. Also expressed her concerns about backflow preventers at Bowen Branch.

Adam Barrett – Expressed his concern about obtaining a historical marker at the Bowen Branch. He said that the cost of the project could be absorbed by a sponsor and there would be no cost to the Library. He also expressed concerns about backflow preventers at Bowen Branch.

Mr. Cledos Powell, Assistant Director for Facilities, stated that there are backflow preventers at all Detroit Public Library locations.

Commissioner Geraci asked for a contact person about a sponsorship for a historical marker at the Bowen Branch.

Elena Herrada - – Expressed her concern about obtaining a historical marker at the Bowen Branch. Also expressed her concerns about tax captures.

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.

Detroit City Council Formal Session May 7, 2024 – Ten-Year Millage Renewal

At the May 7, 2024 formal session of the Detroit City Council, the following resolution and ballot question on behalf of the Detroit Public Library was approved to forward to the Election Commission, for approval to be placed on the August 6, 2024 Primary Election ballot:

WHEREAS, The Detroit Library Commission has presented the attached ballot question for submission to the voters at the August 6, 2024 Primary Election; and

WHEREAS, The mission of the Detroit Public Library is to enhance the quality of life for Detroit's diverse and dynamic community by enlightening and empowering citizens of all ages to meet their lifelong learning needs through open and equitable access to information, technology, and cultural/educational programs; and

WHEREAS, The Detroit Public Library requires an operational millage renewal to support its mission of providing diverse and dynamic pathways to literacy and learning for the citizens of Detroit, NOW THEREFORE BE IT

RESOLVED, that the Detroit City Council submits the Library Operating Millage Proposition set forth in the attached ballot question for the August 6, 2024 Primary Election; BE IT FINALLY

RESOLVED, that a copy of this resolution and ballot question be transmitted to the City of Detroit Election Commission for certification of the question to the County of Wayne for placement on the August 6, 2024 Primary Election ballot.

PROPOSAL L: LIBRARY OPERATING MILLAGE RENEWAL

Shall the tax limitation on taxable property for operating and maintaining the Detroit Public Libraries, be renewed for 3.9943 mills (\$3.9943 on each \$1,000.00 of taxable value) for 10 years (July 1, 2025 to June 30, 2035). This renewal combines two millages that voters approved on August 5, 2014, which expires June 30, 2025. 3.9943 mills will raise an estimated revenue of \$42,000,000 the first year, if approved, levied, and 100% collected.

Detroit City Election Commission, May 14, 2024, Millage Renewal Approval

On May 14, 2024, at its regularly scheduled meeting, the City Election Commission, voted to adopt the Detroit Public Library millage resolution and ballot language renewal as presented to be placed on the August 6, 2024 ballot.

Detroit City Council: 2024-2025 Financial and Budgetary Priorities, Public Policy, Planning and Action Resolution

Minutes were approved at the June 18, 2024 Commission Meeting

On April 8, 2024, the Detroit City Council adopted a program budget that included in its resolution, the following regarding the Detroit Public Library:

WHEREAS, Recognizing the estimated cost to restore the Monteith Library branch to full ADA compliance is \$6.4 million and the tremendous void in the community caused by the absence of cultural institutions, accessible training and education opportunities for residents of all ages. City Council requests the Construction and Demolition Department provide rehabilitation support for the Monteith branch by working with the Detroit Public Library Association to conduct repair work of \$2 million in FY 2025 to assist in the reopening of the branch, and

WHEREAS, The public library system is a phenomenal asset that exists truly to serve the community at-large so when a library branch closes it creates a void in the community. The Skillman Branch has served the city since 1895, prior to most recently being shuttered due to the ongoing construction at the Hudson site which after over 6 years is finally near completion, City Council requests sufficient capital be devoted to for the Detroit Public Library to reopen the Skillman Branch Library and provide the Downtown Development Authority with the required documentation for their financial support to enable this branch to continue to benefit our residents.

Annual Public Service Library Usage Statistics

The chart shown below of annual public services library usage statistics, during the past three fiscal years, highlights a number of key statistics ranging from library materials checked out to in-person and virtual attendance at programs.

**Detroit Public Library
Annual Public Service Statistics
FY2021 - 2023**

	FY 2023	FY 2022	FY 2021
Number of Outlets			
Main Library	1	1	1
Branch Libraries	16	6	6
Mobile Library	1	1	1
Total	18	8	8

Total number of library locations open. Due to the COVID-19 pandemic, during 2021 and 2022, only eight locations were open.

Library Public Service Hours

Main Library	2,440	2,824	1,536
Branch Libraries	30,720	15,680	11,792
Mobile Library	1,920	1,920	1,600
Total	35,080	20,424	14,928

Total number of hours open to the public for service.

Annual Public Service Statistics

Library Visits

Physical Visits	259,414	121,824	45,837
Virtual Visits to Website	577,054	539,095	322,000
Total number of in-person visits to service locations and online visits to the website			

Programming

Number of Onsite Programs	3,156	1,417	822
Attendance for Onsite Programs	75,787	24,765	11,774
Total number of in-person programs and program attendees at service locations			

Circulation Transactions

Internet Device Circulation (Laptops with Hotspots)	1,547	-	-
Total Physical Circulation	145,660	88,528	28,919
Total Circulation	346,017	261,432	73,031
Total Collection Use	377,248	266,233	232,447
Total Electronic Content Use	231,588	177,705	203,528

Total number of electronic content sessions accessed by library users

2

**Detroit Public Library
FY2021 - 2023**

Reference Service Transactions	76,911	59,025	35,458
Total number of information consultations in which library staff recommend, interpret, evaluate, and use information resources to help users to meet particular information needs.			
Sessions of Public Internet Computer Use	82,616	56,929	27,349
Total number of internet sessions accessed on library computers			

Wireless Logins	45,656	69,713	43,888
Total number of devices that login to the library's network wirelessly			
Public Computer Terminals	952	952	698
Total number of computer terminals for public use.			
Active Registered Borrowers	131,711	123,025	116,751
Total number of library users who have used their library card within two years to borrow library materials or gain access to other library resources.			

2024 Summer Reading: Adventure Begins at the Library

It's time for Summer Reading and Summer Fun! This year's theme is "Adventure Begins at the Library," and adventure, learning and fun is what you will find in this year's Summer Reading Program. Families are encouraged to read and attend fun educational programs throughout the summer. Summer Reading officially kicks-off June 10th and runs thru July. Program dates and times vary. Visit detroitpubliclibrary.org for program details.

U.S. Forest Service Program

Detroit Public Library, U.S. Forest Service, Detroit Outdoors, and Detroit Parks & Recreation Department will come together to celebrate Smokey the Bear's 80th birthday on June 25th in Children's Library. Families are invited to an afternoon of learning about fire safety, fun activities and a visit from Smokey the Bear.

Chase Branch Reopens

The Jessie C. Chase Branch, at 17731 W. Seven Mile Rd., reopened to the public on May 20, 2024. The Chase Branch was closed in March 2020 due to the COVID-19 pandemic. While closed, a new HVAC system was installed in the building, the cost of which was paid for by a grant from the Michigan Economic Development Corporation.

Reopening Efforts Begin at Conely Branch

Major repairs to the Edwin F. Conely Branch have been completed and efforts are underway to reopen the branch. The Conely Branch, at 4600 Martin, was closed in March 2020 due to the COVID-19 pandemic. The building then sustained major damage during the June 2021 storms. Following a structural assessment, the cement basement floor was replaced and repairs were made to the building's parapet wall, roof and gutter system. A late summer reopening is planned.

Accounting Aid Society – Summer/Fall Tax Returns

The Accounting Aid Society will be at Main Library again this summer and fall. Some customers have complicated taxes or are a small business, and are asked to delay filing their taxes until the end of tax season. In May they will be in SSER on Mondays and Thursdays. From June 4 – November 15, they will offer service every Thursday. Appointments are preferred, but walk-ins will be accepted. Appointments can be made at (313) 556-1920 or online at accountingaidsociety.org.

2024 Java Jazz Concert Series

DPL's 2024 Java and Jazz Summer Series will feature home-grown, musically celebrated talent who currently perform at venues on Detroit's Livernois Avenue, such as Baker's Keyboard Lounge and The Office! From June through August, Tuesday concerts will be held at 6 pm in the Clara Stanton Jones-Friends Auditorium. The "Livernois Connection" series will feature on June 18, singer Audrey "Scat Diva" Northington; on July 16, bassist Ralphe Armstrong; and on August 20, drummer David Brandon.

Chase and Hubbard Branches HVAC Upgrades Grant

On September 6, 2022, the Detroit Public Library was awarded a \$500,000 Michigan Enhancement Grant from the Michigan Economic Development Corporation (MEDC). The grant assists organizations in making infrastructure improvements. The Library administration applied for this funding to offset the cost of HVAC upgrades at the Chase and Hubbard branches. As in the terms of the grant, on September 30, 2022, the MEDC issued the first half of the grant in an amount of \$250,000. On April 19, 2024, the Library received from the MEDC a payment of \$250,000, the second half of the grant as the HVAC upgrades at the Chase and Hubbard branches are now complete.

Glascoe McKinney II Trust Donation

On May 16, 2024, the Library received a donation of \$8,398.20 from the estate of Glascoe McKinney II, of Detroit, Michigan. Mr. McKinney passed on November 3, 2023, at the age of 97.

State of Michigan – State Aid

On April 2, 2004, the Library received a payment of \$321,778.32 from the State of Michigan for its State Aid payment.

Wayne County – Delinquent Property Taxes

On April 19, 2024, the Library received a payment of \$9,700.19 from Wayne County for delinquent property tax.

Minutes were approved at the June 18, 2024 Commission Meeting

ADJOURNMENT

Commissioner Adams moved to adjourn. Commissioner Geraci supported. A roll call vote was taken with the following results:

- | | |
|-------------------|-----|
| ➤ Adams | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Geraci | Yes |
| ➤ Hayden-Friley | Yes |
| ➤ President Short | Yes |

The meeting was adjourned at 3:17 p.m.