

**DETROIT LIBRARY COMMISSION PROCEEDINGS
REGULAR MEETING
FEBRUARY 18, 2025**

NOTED

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

In the absence of President Adams, Vice-President Hicks called the Regular Meeting of the Detroit Library Commission to order at 1:33 p.m.

APPROVAL OF THE DETROIT LIBRARY COMMISSION MEETING AGENDA

COMMISSION ACTION

Commissioner Short moved approval of the Detroit Library Commission's agenda. Commissioner Frierson-Haynes supported.

The agenda was approved as presented.

SWEARING-IN OF NEW COMMISSIONERS

OATH OF OFFICE

Commissioner Bishop Corletta J. Vaughn

I do solemnly swear (or affirm) that I will support the constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of the office of a Library Commissioner of the Detroit Public Library, according to the best of my ability.

/S/ Corletta J. Vaughn

Subscribed and sworn to before me this 18th day of February, A. D., 2025

/s/ Cheryl Blessett
Notary Public, Wayne County, MI
My commission expires July 14, 2028

OATH OF OFFICE

Commissioner Kandia Milton

I do solemnly swear (or affirm) that I will support the constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of the office of a Library Commissioner of the Detroit Public Library, according to the best of my ability.

/S/ Kandia Milton

Subscribed and sworn to before me this 18th day of February, A. D., 2025

/s/ Cheryl Blessett
Notary Public, Wayne County, MI
My commission expires July 14, 2028

A roll call attendance was taken with the following results:

➤ Bounds	Present
➤ Frierson-Haynes	Present
➤ Hicks	Present
➤ Milton	Present
➤ Short	Present
➤ Vaughn	Present

Excused: President Adams

Administrative Staff: Mondowney, Brown, Bruni, Dale, Korenowsky, Moore, Norfolk, Peele, Simmons, Simon

Present Also: Melissa Adkins, Hyden Al-najar, Lily Altavena, Janet Batchelder, Adam Barrett, Russ Bellant, Stacy Brooks, M. Bryson, Cheryl Buckoff, T. Chapman-Mills, Enid Clark, Angela Clora, India Davis, Deborah Dorsey, Katie Dowgiewicz, Latonya Foster, Ethel Franklin, Kalana Gates, Tyrand Goodwin, Alexis Griffin, Elena Herrada, Augustus Hill, Emi Jackson, J. Johnson, DeAidre Jones, L. Kennedy, Annette Lotharp, Torria Love, Tina Manley, Tracy Massey, Vernadette McAllister, Carolyn Mosley, Tasleema Muntaqim, Ivette Nash, Yvette Rice, Heidi Sargis, Tawanna Simpson,

Minutes were approved at the March 18, 2025 Commission Meeting

R. Smith, Shakir Smith, Cully Sommers, Megan Summers, Brian Vance, Dawanna Veasley, Mattie Wiggins, Jacqueline Williams, Karen Williams, Roger Winn, Cheryl Wright, Tracey Wyatt

APPROVAL OF THE MEETING MINUTES

COMMISSION ACTION

Commissioner Frierson-Haynes moved approval of the Regular Meeting Minutes of January 21, 2025. Commissioner Short supported.

The minutes were approved with any necessary corrections.

PUBLIC COMMENTS

Roger Winn – He stated that he and his daughter are active patrons of the Sherwood Forest Branch Library and considers it a valuable community resource. He expressed concerns about its temporary closure for renovations. He asked the following questions:

1. What are the plans for letting people know about the closure and the reopening?
2. How will the community be served during the closure?
3. Will there be a mailer or newsletter informing the community about the closure?
4. Will there be signage around the library letting people know the library is closed for renovations and not closed permanently?
5. What other nearby library locations will be offering summer programs? Will the programming increase?
6. Will the mobile library be visiting the Sherwood Forest area with more frequency?
7. What should be expected when the renovations are completed?
8. Are there any plans to make the library more comfortable and welcoming?

Ms. Margaret Bruni, Director for Public Services, thanked Mr. Winn for his kind words and concerns about the Sherwood Forest Branch Library. She said that Sherwood Forest Library would close in the Spring of 2025 for window replacement. An announcement will be sent to the Detroit City Council and the community to refer residents to other libraries in the area. There will be noticeable improvements to the library.

Elana Herrada – Expressed her concerns about the condition of the Bowen Branch Library. She said that there is no first-floor restroom, no parking lot, not handicapped accessible and the windows are horrible. She also said that there has never been a Latino on the Detroit Library Commission.

Russ Bellant – He asked the following questions:

1. Are there any future plans for the former Lothrop Branch Library?
2. What is the status on the upgrade to the west outer wall at the Wilder Branch Library?
3. What is the status of the HVAC installation at Main Library?

Mr. Antonio Brown, Chief Financial Officer, stated that the HVAC installation at Main Library is in progress. The old chillers have been removed and the new equipment will be installed. Six air handling units are also being replaced. The system should be fully operational by the Summer of 2025. He said he did not have any updates on the Lothrop Branch Library and the status of the wall upgrade at the Wilder Branch Library.

NOTED

Commissioner Hicks said that he was the Chair of the Committee on Buildings (COB) and he is moving to have standard monthly COB meetings. He also suggested having a full presentation every six-months for the Commission and the public about the physical status of DPL's buildings.

Cass Tretyak – She stated that she was from CHS – Community & Home Supports, a nonprofit organization that helps people and communities address poverty and homelessness. She said that for the past year, she has been working passionately developing the Detroit Needs Management Map. This is an interactive map that has information on homeless shelters, warming centers, food pantries, low-income housing, free or low-cost medical care, LGBTQ friendly resources, youth resources and bus routes. She would like to collaborate with DPL to add the Detroit Needs Management Map to DPL's website to bring more awareness of the resources available to the homeless population.

Tawanna Simpson - She stated that she also was from CHS – Community & Home Supports, and she was there to support adding the Detroit Needs Management Map to DPL's website.

Alan Rosetto – He expressed his support in adding the Detroit Needs Management Map to DPL’s website.

Commissioner Hicks stated that the Commission is not an operational Board and they do not make those decisions. The Commission is a policy making and governance Board. He said that he would refer this matter to Mrs. Mondowney to engage in conversation with DPL’s technical staff to determine if anything could be done.

NOTED

Commissioner Short stated that she had invited the group supporting the Detroit Needs Management Map to give a presentation. She said that they are actively involved in helping the homeless. She said that she went to the American Library Association Conference this past summer and learned that there are libraries that have partnerships with other organizations that work with the homeless.

Mrs. Mondowney thanked the Detroit Public Library staff members who encounter and help people who are homeless every single day the library is open. She said that it is “heart work” and “hard work” on a daily basis. She said that DPL appreciates the public helping us add anything to what we already do.

Commissioner Milton asked if we are seeing an opportunity to identify needed resources and provide information to unhoused people in our libraries that will help them deal with the challenges they are facing?

Mrs. Mondowney replied yes, we do. We provide many resources to the homeless. However, it can be more complicated on an individual basis.

REPORT OF THE DIRECTOR

Wayne County Penal Fine Miscalculations (2014-2023) Update

Mrs. Mondowney reported that on February 5, 2025, Randy Riley, the State Librarian, sent a letter to all Wayne County public libraries affected by a “potential penal fine distribution issue.” The letter stated that the Library of Michigan encouraged those libraries impacted by the distribution issue to consult with an attorney. Additionally, the Library of Michigan stated that a library may want to contact personnel in the Wayne County Treasurer’s Office because that office has expressed a willingness to assist with a resolution of the issue. Please note that on January 14, 2025, as requested by the Library of Michigan, we notified them of the action that was taken at a regular meeting of the Commission on December 17, 2024 regarding the penal fine issue as follows:

Minutes were approved at the March 18, 2025 Commission Meeting

“The Detroit Library Commission moved to approve the Library of Michigan working with Wayne County to draft a proposed repayment plan on behalf of all the Libraries as a group including the Detroit Public Library.”

City of Detroit Motor City Tech Bars

Mrs. Mondowney reported that the City of Detroit’s Department of Innovation and Technology is working to help bridge the digital divide by partnering with libraries, recreation centers and educational institutions. As part of this effort, two branches, Redford (21200 Grand River) and Douglass (3666 Grand River), are providing space for the Motor City Tech Bars. The public is invited to visit the Tech Bars for help with laptops, phones or other smart devices in need of repair. The service is being provided by the city’s contractor, Human-IT, that has been contracted by the City of Detroit. This initiative is schedule to end on May 30, 2025.

Program Highlights: February 2025

Mrs. Mondowney reported that on Saturday, February 22, at 2 p.m., the Hubbard Branch (12929 W. McNichols) will host a showing of the film, “The Wiz,” the always popular reimaging of the “Wizard of Oz.”

Mrs. Mondowney reported that on Tuesday, February 27, at 4 p.m., Children’s Library at Main will host a “Quilt Piecing” program that features creating a quilt that resembles one that might have been used at safe houses along the Underground Railroad route.

Homeless Support Service

Mrs. Mondowney reported that during the recent cold weather, in addition to all DPL locations serving as warming centers, the library staff provided information for shelter assistance by encouraging people to call the Detroit Housing Resource Helpline, 313-305-0311. The helpline provides “real-time” data on shelter capacity and refers individuals and families to facilities with available beds.

DPSCD Spelling Bee

Mrs. Mondowney reported that on Saturday, February 1st, DPL was honored to host The Detroit Public Schools Community District's Annual Spelling Bee.

Students from grades Kindergarten through 8th grade displayed their spelling skills and hard work in front of a packed audience of approximately 300 encouraging parents, family, friends and teachers in the Clara Stanton Jones Friends Auditorium.

After several rounds of intense competition, the runner-up and winner were students from Bates Academy. Congratulations to the participants, parents and teachers.

Winter Break Activity Kits

Mrs. Mondowney reported that mid-winter activity kits are available for children in grades Pre-K through 8 at all DPL locations. The kits include books, activity booklets, STEM activities and fun puzzles. These kits are a way to keep students engaged and learning during winter break, February 17-21, 2025.

LEGO Grants: Michigan Science Center

Mrs. Mondowney reported that on January 23, 2025, the Library received \$12,500 from the Michigan Science Center for the LEGO building kits purchased for the Summer, 2023 "Build the Change LEGO Challenge."

Wayne County: Delinquent Property Tax

Mrs. Mondowney reported that on January 17, 2025, the Library received \$40,320.24 from Wayne County for delinquent property taxes.

DISCUSSION

Commissioner Bounds asked if a preview of library events and programs could be added to the Executive Director's report.

Mrs. Mondowney replied yes.

Commissioner Bounds said that at the last Commission meeting, a DPL staff member asked about guidance if an I.C.E. agent comes into the library. She wanted to know if there had been any conversations about this matter.

Commissioner Hicks said the Detroit Public Schools Community District (DPSCD) Board had initiated an internal discussion with retired Judge Cynthia Stephens, mediator and arbitrator with decades of appellate, commercial litigation, and civil rights experience, to do a presentation throughout the DPSCD system. Commissioner Hicks suggested reaching out to retired Judge Stephens to do a presentation for DPL staff as soon as possible.

Minutes were approved at the March 18, 2025 Commission Meeting

Mrs. Mondowney said that she is also considering getting in touch with two of Detroit City Council members, James Tate, District 1 and Gabriela Santiago-Romero, District 6. They have hosted workshops for their constituents about this matter. She said that she learned from the City Council hearings that this matter is not just isolated to Southwest Detroit neighborhoods (District 6) but also in the Brightmoor, Old Redford neighborhoods (District 1) with an African population of undocumented people.

Ms. Margaret Bruni, Director for Public Services, stated that part of public libraries mission and guiding principles is to protect people's confidentiality of their information. DPL has very clear procedures and guidelines on how staff should to respond to any law enforcement agency that comes into the library seeking information on its customers. We also have the Library Privacy Act in place that prohibits the unauthorized release of library records that contain confidential information.

Ms. Bruni also said that when the policy was developed, it was vetted through DPL's attorneys. We can do reminder presentations for the staff as soon as possible.

Commissioner Vaughn stated that she was the current Board President for the Detroit Public Schools Community District (DPSCD) and she was present when retired Judge Stephens gave her presentation. The advice that the Board received from the presentation was to put in place a resolution to make their district a sanctuary district which resulted in the adoption of the Detroit Public Schools Community District's (DPSCD) Sanctuary District Policy in 2019.

COMMISSION ACTION

Commissioner Bounds moved that the Administration examine the options for best protection of patrons during this time and come back at the next Commission meeting with a recommendation. Commissioner Short supported.

A roll call vote was taken with the following results:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ Milton | Yes |
| ➤ Short | Yes |
| ➤ Vaughn | Yes |

The motion passed unanimously.

Minutes were approved at the March 18, 2025 Commission Meeting

COMMISSION ACTION

Commissioner Short moved to invite retired Judge Stephens and anyone that the Executive Director deems important to do a presentation on the immigration/crisis for the staff and the Commission. Commissioner Milton supported.

A roll call vote was taken with the following results:

➤ Bounds	Abstained
➤ Frierson-Haynes	Abstained
➤ Hicks	Yes
➤ Milton	Yes
➤ Short	Yes
➤ Vaughn	Yes

The motion passed.

Commissioner Hicks asked for a moment of silence for the two children that froze to death in Detroit, the crisis in Gaza and the immigration crisis.

Commissioner Hicks asked for an update on the Skillman Branch Library.

Mr. Antonio Brown, Chief Financial Officer, stated that the Downtown Development Authority (DDA) Board of Directors voted to approve a \$3,000,000 appropriation for the Skillman Branch Library. We have just received the resolution along with the terms and conditions of receiving the funds. We have remitted the terms and conditions to DPL's attorneys for review.

Commissioner Hicks requested that the Commission receive information about the \$3,000,000 appropriation for the Skillman Branch Library before any information is released to the media.

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.

Minutes were approved at the March 18, 2025 Commission Meeting

APPOINTMENTS (8)

Employee Name	Title	Hire date
Adkins, Melissa	Librarian 3	January 6, 2025
Cason, Ellery	Librarian 2	January 6, 2025
Clay, Torin	Customer Service Representative	January 6, 2025
Gibson, Kalene	Customer Service Representative	January 6, 2025
Grayer, Julie	Customer Service Representative	January 6, 2025
Moore, Asiah	Customer Service Representative	January 6, 2025
Flint, Edna	Security Officer	January 6, 2025
Johnson, Michael	Security Officer	January 6, 2025

POTENTIAL RETIREMENTS (0) Pending COD Approval**RETIREMENTS (0)****SICK LEAVE PAYOUTS (0)****SEPARATIONS (2)**

Employee Name	Title	Last Day Worked
Taylor, Bonnie	Customer Service Representative	January 13, 2025
Winter, Bradley	Customer Service Representative	January 18, 2025

<u>POSITIONS</u>		
	January 2025	January 2024
Vacant Positions to be filled	25	89
Filled Budgeted Positions	252	205
*Not Actively Being Recruited Budgeted Positions	35	11
Positions not filled in FY25	13	20
Total Budgeted Positions	325	325

Minutes were approved at the March 18, 2025 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	21	2
Information Systems	8	8	0
Marketing/Print Shop	7	5	2
Public Services	3	2	1
Librarian, Coordinator	3	3	0
Librarian, Manager	25	24	1
Librarian III, Assistant Manager	32	29	3
Librarian II/I/Pre-Pro	49	25	10(*14)
Technical Training Associate	29	23	*6
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)	48	44	4
Custodians	4	4	0
Circulation Manager	1	1	0
Tech Processing Manager	1	1	0
Principal Clerk	2	1	1
Security	18	18	0
Sub-Total	312	252	60
<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 **253 are filled**, and **59 are vacant**. The Human Resources Department is actively recruiting 24 vacant positions. The 35 remaining vacant positions are not actively being recruited.

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

COMMISSION ACTION

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

A roll call vote was taken with the following results:

- Bounds Yes
- Frierson-Haynes Yes
- Hicks Yes
- Milton Yes
- Short Yes
- Vaughn Yes

The motion passed unanimously.

NOTED

Commissioner Frierson-Haynes left the meeting at 3:07 p.m.

COMMITTEE ON FINANCE

Approval to Purchase Vehicles from Gorno Ford for Detroit Public Library Facilities Department

The Library's Facilities Department requires three (3) 2025 Ford Transit Vans and one (1) 2025 Ford F-150 Truck to resolve the current shortage of operational vehicles. These vehicles are crucial for Facilities staff to effectively carry out daily maintenance tasks, transport equipment and supplies, and respond promptly to service requests across multiple library locations. Providing the department with adequate transportation will enhance workflow efficiency, minimize delays in facility operations, and support the Library's commitment to maintaining a safe and functional environment for staff and patrons.

The Procurement Department requested quotes from Gorno Ford, Lunghamer Ford of Owosso and Russ Milne Ford. The results are as follows:

Gorno Ford, 22025 Allen Rd, Woodhaven, MI 48183					
Vehicle Type	Qty.	Price	Warranty	Total	Availability
2025 Ford F150 4X4	1	\$ 45,013.00	\$ 2,850.00	\$ 47,863.00	Immediate
2025 Ford Transit 250	3	\$ 48,148.00	\$ 2,850.00	\$ 50,998.00	Immediate
Lunghamer Ford of Owosso, 1960 E. Main St., Owosso, MI 48867					

Minutes were approved at the March 18, 2025 Commission Meeting

Vehicle Type	Qty.	Price	Warranty	Total	Availability
2025 Ford F150 4X4	1	\$ 40,624.00	\$ 1,750.00	\$ 42,374.00	90-120 Days
2025 Ford Transit 250	3	\$ 45,957.00	\$ 1,750.00	\$ 47,707.00	90-120 Days
Russ Milne Ford, 24777 Hall Rd., Macomb, MI 48042					
Vehicle Type	Qty.	Price	Warranty	Total	Availability
2025 Ford F150 4X4	1	\$ 50,105.00	\$ 1,750.00	\$ 51,855.00	Immediate
2025 Ford Transit 250	3	\$ 53,810.00	\$ 1,750.00	\$ 55,560.00	Immediate

Therefore, the Detroit Library Commission (DLC) Committee on Finance recommends that the Detroit Library Commission authorize the Finance and Business Office to enter into a purchase agreement with Gorno Ford, located at 22025 Allen Rd., Woodhaven, MI 48183, for new vehicles for the Facilities Department. These vehicles will be acquired through the **MiDEAL statewide cooperative purchasing program**, which enables the Library to utilize state contracts for competitive pricing and cost savings. The total amount will not exceed **\$200,857.00** which includes a 60K, 60-month maintenance warranty.

COMMISSION ACTION

Commissioner Bounds moved approval to purchase vehicles from Gorno Ford for Detroit Public Library Facilities Department. Commissioner Short supported.

A roll call vote was taken with the following results:

- Bounds Yes
- Hicks Yes
- Milton Yes
- Short Yes
- Vaughn Yes

The motion passed unanimously.

Approval to Contract with Merit Network for Dedicated Internet Access for Detroit Public Library

Reliable internet access is crucial for the Detroit Public Library to provide equitable access to information, digital resources, and educational opportunities for the community.

Minutes were approved at the March 18, 2025 Commission Meeting

A Request for Proposals (DPL-TL-2144) was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, from November 8, 2024, until the bid closing at 2:00 p.m. on December 20, 2024. The solicitation was downloaded by thirty-seven (37) companies from the MITN website, and three (3) companies submitted bids. One (1) bid was disqualified due to non-compliance with the RFP specifications.

An evaluation took place on January 9, 2025, conducted by a committee of three (3) members: Rudy Dale, Assistant Director of Information Systems; India Davis, Manager of Information Systems; and Tim Turner, UNIX Systems Administrator, Information Systems. The selection criteria and overall scores are as follows:

		Comcast 4500 Delemere Blvd Royal Oak, MI 48073		Merit Network, Inc. 880 Technology Dr. Ste. B Ann Arbor, MI 48108	
		Price:	\$1,399,140	Price:	\$1,428,300
Selection Criteria	Weight	Score	Weighted Score	Score	Weighted Score
E-Rate eligible recurring and one-time circuit costs	35%	4.02	14.06%	3.93	13.77%
Complete bid submission	15%	9.67	14.50%	10.00	15.00%
Ability to support requirements of the RFP	15%	7.33	11.00%	10.00	15.00%
Proposed contract terms and conditions	20%	7.67	15.33%	10.00	20.00%
E-Rate ineligible recurring or one-time costs	5%	10.00	5.00%	10.00	5.00%
Bidder References	10%	8.00	8.00%	10.00	10.00%
Overall Ranking		100%	67.89%	78.77%	

Although Comcast offers a lower cost than Merit Network Inc., transitioning the Library's internet equipment to Comcast would require additional costs to ensure compatibility between the existing equipment and Comcast's system. These added expenses would ultimately make the cost of contracting with Comcast exceed the cost of contracting with Merit Network.

The Universal Service Administrative Company (USAC) administers the Universal Service Fund under the direction of the Federal Communications Commission (FCC). USAC administers the E-Rate program, which provides funding toward eligible services for public schools and libraries. The Information Systems Department oversees the program on behalf of Detroit Public Library. The contract will be funded through the E-Rate program which allows the Detroit Public Library to secure necessary access to safe technology with federal funding at 90% of the total cost, as shown in the table below. This contract will become effective upon E-Rate approval.

Service	Supplier	Total Amount	USAC Funding Commitment	DPL Funding Commitment
Dedicated Internet Access (DIA) Including Basic Bundled Firewall Service & Wide Area Network (WAN)	Merit Network 880 Technology Drive Suite B Ann Arbor, MI	\$1,428,300.00	90%	\$142,830.00

Therefore, the Detroit Library Commission (DLC) Committee on Finance recommends that the Detroit Library Commission authorize the Finance and Business Office to enter into a contract with Merit Network, Inc. for dedicated internet access (DIA), including basic bundled firewall service and wide area network (WAN), for the period of July 1, 2025 through June 30, 2028. The total cost will not exceed \$142,830.00. This contract covers a three-year term, with two one-year renewal options.

COMMISSION ACTION

Commissioner Bounds moved approval to contract with Merit Network for dedicated Internet Access for Detroit Public Library. Commissioner Short supported.

A roll call vote was taken with the following results:

- Bounds Yes
- Hicks Yes
- Milton Yes
- Short Yes
- Vaughn Yes

The motion passed unanimously.

Approval to Contract with Presidio Network Solutions Group, LLC for the Purchase of Dell Computers for the Detroit Public Library

The purchase of 200 Dell Latitude 3450 laptops will allow the Detroit Public Library to add additional laptop computers for the laptop-to-go program.

Dell is the sole source laptops computer vendor for the Detroit Public Library through a partnership through MiDeal, a State of Michigan procured rate, Contract #071B6600111, which expires on July 31, 2026. Presidio is an approved vendor with the State of Michigan to execute this contract.

Therefore, the Detroit Library Commission (DLC) Committee on Finance is advising the Detroit Library Commission to consider authorizing the Finance and Business Office to enter into an agreement with Presidio Network Solutions Group LLC to purchase 200 Dell Latitude 3450 laptops for an amount not to exceed **\$141,800.00**

COMMISSION ACTION

Commissioner Bounds moved approval to contract with Presidio Network Solutions Group, LLC for the purchase of Dell computers for the Detroit Public Library. Commissioner Short supported.

A roll call vote was taken with the following results:

- | | |
|----------|-----|
| ➤ Bounds | Yes |
| ➤ Hicks | Yes |
| ➤ Milton | Yes |
| ➤ Short | Yes |
| ➤ Vaughn | Yes |

The motion passed unanimously.

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.

<u>Summary of Expenditures</u>			
<u>PUBLIC FUNDS</u>			
PAYMENTS PROCESSED BY CITY OF DETROIT:			
1. Total Payroll	December 2024		\$1,080,114.31
2. Total Vouchers-processed on FUSION	After 3/13/2020 listed by invoice number & date (processed off-site)		\$1,246,403.43
3. FY2025 Annual Retiree Supplement		Paid 1/21/25	\$212,000.00
4. FY2025 General Retirement System (GRS)			\$0.00
5. FY2025 Central Staffing Services			\$0.00
6. FY2025 Hybrid Pension Payment			\$0.00
7. FY2025 VEBA			0.00
8. FY2025 Debt Service Interest for 2014B(1) & 2014B(2) Notes			\$0.00
Total processed by City of Detroit			\$2,538,517.74
PAYMENTS PROCESSED BY DPL:			
1. Public Funds/Comerica checking	Checks	1429 - 1430	\$4,084.00
2. Branch & Main Checking account	Checks	9012 - 9091	\$38,431.22
3. Branch & Main Checking account	Electronic Fund Transfer (EFT)	Paid 1/08/25	\$1,844.44
Total processed by DPL			\$44,359.66
Grand Total			\$2,582,877.40

<u>Summary of Expenditures</u>			
<u>Restricted/Designated Funds</u>			
1. Burton Endowment Checking	Checks	8365	\$7,295.00
2. O'Brien Checking	Checks	5067 - 5072	\$4,523.20
3. Programs & Gifts Checking Account	Checks	3054 - 3055	\$32,485.25
Grand Total			\$ 44,303.45
Programs & Gifts Checking Account:			
Programs & Gifts Checking	\$32,485.25	To transfer Wayne County Delinquent Taxes received on 11/15/24 to General Fund	
	<u>\$32,485.25</u>	TOTAL	

<u>Credit Card Expenditures</u>	
1. Executive Director	\$ 295.00
2. Executive Director's Office-used for general office purpose	0.00
3. Chief Financial Officer	328.00
4. Human Resources Department	91.36
5. Marketing Department	2,342.76
6. Technical Services	3,889.30
7. Facilities Department	2,964.64
8. Information Technology	161.49
9. Procurement	165.00
10. Security	33.91
11. Public Services	179.95
Grand Total	\$ 10,451.41
NOTE: These are December 2024 Credit Card purchases	

Minutes were approved at the March 18, 2025 Commission Meeting

COMMISSION ACTION

Commissioner Bounds moved approval of the routine finance report. Commissioner Short supported.

A roll call vote was taken with the following results:

- | | |
|----------|-----|
| ➤ Bounds | Yes |
| ➤ Hicks | Yes |
| ➤ Milton | Yes |
| ➤ Short | Yes |
| ➤ Vaughn | Yes |

The motion passed unanimously.

Fiscal Year 2025 Quarterly Budget to Actual Comparison (July 1, 2024 - December 31, 2024) – INFORMATION ONLY

As of December 31, 2024, a total of \$25,821,987 in current year property taxes has been collected on behalf of the Library. The Library has also received \$950,269 in delinquent real and personal property tax payments from Wayne County. Also, please note that the Library received \$1,476,500 from the sale of the old Service Building located at 5820 Third St. Total revenues received as of the 2nd Quarter is \$29,469,188 about 76% of the revenues budgeted for FY2025 of \$38,850,160. This is above where we would have expected to be after the 2nd quarter, which is a positive sign moving forward.

Total expenditures as of December 31, 2024, is \$18,642,444; roughly 49% of the overall expenditure budget of \$38,850,160. Salaries and benefits expenditures total \$10,325,685 or 44% 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 \$8,187,985 roughly 55% of the overall operating budget of \$14,812,369.

Overall, the Library is on track with the approved budget plan for FY2025. Please note that the budget amendment approved at the December 2024 Commission Meeting has not yet been implemented by the City of Detroit's budget department and is not reflected in this budget document. We do not foresee any issues; it is a matter of process.

NEW BUSINESS

Commissioner Bounds requested a presentation from the Administration on the steps of the budget process for the capital budget and the regular budget. She said she would like a clear presentation from the library on exactly what steps happen and when they happen.

Minutes were approved at the March 18, 2025 Commission Meeting

Commissioner Hicks requested an updated facilities report to be presented to the Commission.

OLD BUSINESS

Mrs. Rice, Executive Assistant II, relayed a message from President Adams reminding the Commissioners to submit their choices to her for Committee assignments.

ADJOURNMENT

The meeting was adjourned at 3:42 p.m.