

**DETROIT LIBRARY COMMISSION PROCEEDINGS  
REGULAR MEETING  
OCTOBER 21, 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 2:01 p.m. after a quorum was established.

**Roll call attendance:**

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

President Adams joined the meeting at 2:09 p.m.

Excused: Commissioner Short

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

Present Also: Hyden Al-najar, Joel Anyim, Vickie Baker, Janet Batchelder, Brandon Bingham, India Davis, Deborah Dorsey, Katie Dowgiewicz, Sean Everett, Latonya Foster, Ethel Franklin, Ken Gabriel, M. Garcia, Karen Garrette, Kalana Gates, Tyrand Goodwin, Jocelyn Harris, Barbara Hawkins, Juvette Hawkins-Williams, Chalonie Hoelscher, DeAidre Jones, Laura Kennedy, C. Kent, E. Kozakowski, Joyce Krom, Karen Lemmons, Annette Lotharp, Torria Love, Deborah Madison, Tina Manley, Tracy Massey, Vernadette McAllister, Carolyn Mosley, Angela Newby-Clora, Ivette Nash, Gwendolyn Peoples, Leroy Pettigrew, Vickie Pride, Yvette Rice, Heidi Sargis, James Scott Jr., Cully Sommers, K. Sims, Janis Strickland, Megan Summers, Dwayne Vales, Brian Vance, Dawanna Veasley, Mattie Wiggins, Jacqueline Williams, Tarissa Williams, Tracey Wyatt, Cheryl Wright

Minutes were approved with corrections at the November 18, 2025 Commission Meeting

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

### **COMMISSION ACTION**

Commissioner Milton moved approval of the Detroit Library Commission's agenda. Commissioner Vaughn supported.

The agenda was approved as presented.

## **APPROVAL OF THE REGULAR MEETING MINUTES OF SEPTEMBER 16, 2025**

### **COMMISSION ACTION**

Commissioner Vaughn moved approval of the meeting minutes. Commissioner Milton supported.

### **Roll call vote:**

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

The minutes were approved as presented.

## **PUBLIC COMMENTS**

**Janis Strickland** – Ms. Strickland stated that she was from the Office of Detroit City Councilmember Latisha Johnson on behalf of the Monteith Branch Library. She asked if the Commission could share any updates or plans for the Monteith Library including specific options DPL has identified for reopening so that Councilmember Latisha Johnson's office can ensure alignment and continued support moving forward. Ms. Strickland also said that the \$2,000,000 that was allocated by the City of Detroit Johnson to be used towards the repair of Monteith Library was still available. She said that the Commission should conduct community engagement in deciding on any options that DPL has identified for reopening the Monteith Library.

Minutes were approved with corrections at the November 18, 2025 Commission Meeting

Commissioner Hicks asked what does DPL need to do to trigger the \$2,000,000 to leave from the City of Detroit's capital funds budget and come over to DPL's budget?

Ms. Strickland said the funds were sitting in capital funds and awaiting the improvement/repair plan for the Monteith Library before moving forward with releasing the funds.

Commissioner Hicks asked Mr. Antonio Brown, Chief Financial Officer, to follow up with the request to see the improvement/repair plan for the Monteith Library.

**Latonya Foster** – Ms. Foster stated that she was from the District 4 Community Advisory Council and expressed her concerns about the Monteith Library being closed for over 5 years. She said that the closure left a void in a vulnerable community.

Ms. Foster said that Libraries are a place of warmth, safety and dignity and would love to see the Monteith Library brought back to life.

**Gwendolyn Peoples** – Ms. Peoples stated that she was a Jefferson/Chalmers advocate and she said that she had been attending the Commission meetings a very long time on behalf of the Monteith Library.

She said that she had the opportunity to visit the Monteith Library along with some of DPL's administration and took pictures of the damage inside. She questioned why there was no tarp on the Library's roof when it was known water was coming in.

She asked about a timeline of when the repairs would be completed and when the Library would reopen.

**Jocelyn Harris** – Ms. Harris expressed her concerns about Jefferson/Chalmers community lacking a Library. She suggested meeting with the community and asking them what they would like to see in the Monteith Library.

### **COMMISSION ACTION**

Commissioner Hicks made a friendly amendment to move the Committee on Buildings items on the Monteith Library to the front of the agenda. Commissioner Milton supported.

Minutes were approved with corrections at the November 18, 2025 Commission Meeting

**Roll call vote:**

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

The agenda amendment was approved.

**NOTED**

Vice-President Hicks relinquished the chair to President Adams upon her arrival.

**COMMITTEE ON BUILDINGS****Monteith Branch Library Building Improvement Plans**

The Monteith Branch Library, located at 14100 Kercheval Avenue, serves the far southeast corner of the city. Named for John Monteith, the first president of the University of Michigan, the branch opened for public service in 1926. The branch was closed in March 2020 due to COVID-19 restrictions. In addition to general wear and aging, the building has sustained significant water damage in recent years, including issues caused by cracks in the exterior walls and flooding during the June 2021 storm event.

Library Administration is now proposing essential repairs to the building that will allow us to reestablish library services in the area, while we continue to evaluate long-term strategies for sustainable services to the Jefferson-Chalmers and Riverbend communities.

**Key building improvements:**

Building improvements will focus on stabilizing the structure and creating a comfortable service environment on the first floor. Planned work includes:

- *Parapet Wall Repair:* Structural repairs to the parapet wall will address existing deterioration and improve the building's overall integrity.
- *Interior Plastering:* Targeted plastering work will restore damaged interior surfaces, contributing to a cleaner and more inviting atmosphere.

Minutes were approved with corrections at the November 18, 2025 Commission Meeting

- *Boiler Replacement:* A new boiler system will be installed to ensure reliable heating and energy efficiency throughout the first floor.
- *Children's Area Flooring:* The children's section will receive new rubber flooring, enhancing safety, comfort, and aesthetics for young visitors.
- *Technology Upgrades:* The branch will be equipped with new computers and modern computer furniture to support digital literacy and access to online resources.
- *Exterior Lighting Enhancements:* Improved lighting around the building will increase visibility and safety for customers and staff during evening hours.

### **Funding Source:**

This project is supported by a \$2 million appropriation from the City of Detroit, demonstrating the City's commitment to strengthening public infrastructure and enhancing community spaces. Requests for Proposals (RFPs) for repairs to the parapet wall and installation of a new boiler have been received and will be presented to Commission for approval at the October 21, 2025 meeting. Once essential work has been completed, the Library will be able to provide Commissioners and the community with an estimated timeline for reopening.

### **DISCUSSION**

President Adams said that we are focusing on the critical repairs to get the structure stabilized, get heat in the building, and to make it comfortable on the first floor to resume services.

Mr. Antonio Brown, Chief Financial Officer, said that he spoke with a representative from the City of Detroit, Mr. Donnie Johnson, and he confirmed that the \$2,000,000 is still held in escrow for the purpose of the Monteith Library repairs.

Mr. Johnson proposed the following 2 options for DPL:

Option #1 The City of Detroit does the work to Monteith on behalf of the Library.

Option #2 The Library does the work to Monteith and request reimbursement.

Mr. Brown said he suggest that DPL takes on the expense of the repairs to Monteith Library and then request reimbursement from the City of Detroit. He said that is a formalized process and a workable plan given the critical nature of the repairs to Monteith.

Minutes were approved with corrections at the November 18, 2025 Commission Meeting

Commissioner Hicks stated that he was uncomfortable with being reimbursed from the City of Detroit. He suggested outlining the repairs to Monteith Library along with the cost estimates and that should be sufficient enough for the City of Detroit to relinquish the funds to DPL.

President Adams said that the funds are specific to the Monteith Library project and the City of Detroit would not relinquish funds with no conditions or instructions.

Commissioner Milton asked if DPL was at risk of having the \$2,000,000 rescinded.

Mr. Brown said that the Detroit City Council approved a \$2,000,000 appropriation, put forth by Councilmember Latisha Johnson, that is in a special fund set aside for capital improvements strictly for the Monteith Library.

Commissioner Vaughn asked if the community engagement for the Monteith project would come before the financial component of the project.

Mr. Brown explained that it was absolutely critical to replace the boiler and repair the parapet wall at Monteith Library to protect the integrity of the structure. These improvements will be funded by the \$2,000,000 that was appropriated by the Detroit City Council.

Commissioner Hicks suggested creating a Memorandum of Understanding (MOU) describing the relationships and how we approach reimbursement.

President Adams said that we have been hearing from the citizens of the Monteith community for years. The Commission pressed up on the Administration the need to reopen the Library as quickly as possible to provide services. We know that the first floor of Monteith is critical to the reopening and these repairs are essential to the reopening.

President Adams said that she did not want to delay these essential repairs any further regardless of the source of financing. She said that the community's desires come first.

Mrs. Mondowney stated that the community will be involved in what is going to happen once the infrastructure is shored up and safe. She said that she has personally pushed to get the Monteith Library reopened because the community deserves it and we will get it done.

Minutes were approved with corrections at the November 18, 2025 Commission Meeting

Commissioners Vaughn and Milton offered to be involved in the community engagement.

Approval to Contract with Detroit Boiler Company for Replacement of the Steam Boiler at Monteith Branch Library

The replacement of the steam boiler is essential to address significant operational and safety concerns with the current heating system. The Monteith Branch cannot reopen and safely heat the building for the staff and public during colder months until this work is completed. Installing the new boiler will not only eliminate the immediate risks associated with the failing equipment but will also ensure the long-term efficiency, reliability, and safety of the building's heating system.

An Invitation for Bid (IFB-TL-2166) was publicly advertised on the Michigan Inter-Governmental Trade Network (MITN) website at [www.bidnetdirect.com](http://www.bidnetdirect.com), beginning August 27, 2025, and remained open until the official bid closing at 2:00 p.m. on September 19, 2025. A total of fifty-one (51) firms downloaded the solicitation documents. A mandatory site visit was conducted as part of the procurement process and was attended by eight (8) companies.

At the close of the bidding period, six (6) companies submitted responses. The bid results are as follows:

| Vendor                       | Address                                       | Bid Amount   |
|------------------------------|-----------------------------------------------|--------------|
| Detroit Boiler Company       | 2931 Beaufait, Detroit, MI 48207              | \$107,753.00 |
| Thermal Mechanical Service   | 1221 Bowers #2371, Birmingham, MI 48012       | \$128,000.00 |
| A.J. Miller Mechanical, Inc. | 28525 Beck Rd., Ste. 101, Wixom, MI 48393     | \$139,315.00 |
| Limbach                      | 3120 Spanish Oak Dr., Lansing, MI 48911       | \$149,939.00 |
| Stuart Mechanical            | 2275 N. Opdyke Ste. A, Auburn Hills, MI 48326 | \$218,252.00 |
| Fry HVAC                     | 6535 Weatherfield Ct., Maumee, OH 48537       | \$221,680.86 |

Therefore, the Detroit Library Commission (DLC) Committee on Buildings is advising the Detroit Library Commission to authorize the Finance and Business office to approve the contract with the Detroit Boiler Company to replace the steam boiler at Monteith Branch Library in an amount not to exceed \$107,753.00.

Minutes were approved with corrections at the November 18, 2025 Commission Meeting

## **COMMISSION ACTION**

President Adams moved approval to contract with Detroit Boiler Company for replacement of the steam boiler at Monteith Branch Library. Commissioner Milton supported.

### **Roll call vote:**

- |                   |     |
|-------------------|-----|
| ➤ Bounds          | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks           | Yes |
| ➤ Milton          | Yes |
| ➤ Vaughn          | Yes |
| ➤ President Adams | Yes |

The motion passed unanimously.

### **Approval to Contract with JMD Building Restoration for Repairs to Parapet Wall at Monteith Branch Library**

The Monteith Branch Library cannot safely reopen until the repairs that are vital to addressing the serious structural concerns associated with the parapet wall are completed. These repairs will eliminate the immediate hazards and also strengthen and protect the long-term stability of the building.

An Invitation for Bid (IFB-TL-2165) was publicly advertised on the Michigan Inter-Governmental Trade Network (MITN) website at [www.bidnetdirect.com](http://www.bidnetdirect.com), beginning August 27, 2025, and remained open until the official bid closing at 2:00 p.m. on September 19, 2025. A total of thirty-seven (37) firms downloaded the solicitation documents. A mandatory site visit was conducted as part of the procurement process and was attended by seven (7) companies.

At the close of the bidding period, six (6) companies submitted responses. The bid results are as follows:

| Vendor                             | Address                                  | Bid Amount  |
|------------------------------------|------------------------------------------|-------------|
| RAM Construction Services          | 13800 Eckles Rd., Livonia, MI 48150      | \$34,508.00 |
| JMD Building Restoration           | 18370 Fitzpatrick St., Detroit, MI 48228 | \$42,100.00 |
| Cusack's Masonry Restoration, Inc. | 15570 Cook Rd., Hubbardston, MI 48845    | \$45,100.00 |
| Bornor Restoration, Inc.           | 525 Filley St., Lansing, MI 48906        | \$79,480.00 |

Minutes were approved with corrections at the November 18, 2025 Commission Meeting



|                           |                                               |              |
|---------------------------|-----------------------------------------------|--------------|
| Pullman SST, Inc.         | 280 West Jefferson Ave.,<br>Trenton, MI 48183 | \$101,270.00 |
| National Restoration Inc. | 2165 Fyke Drive, Milford, MI<br>48320         | \$136,825.00 |

RAM Construction Services submitted the lowest bid. However, their proposal did not provide the level of detail required to meet the IFB specifications. Because of this, the bid did not satisfy the minimum requirements outlined in the solicitation, making them ineligible for award despite the lower price.

Therefore, the Detroit Library Commission (DLC) Committee on Buildings is advising the Detroit Library Commission to authorize the Finance and Business office to approve the contract with JMD Building Restoration for repairs to the parapet wall at Monteith Branch Library in an amount not to exceed \$42,100.00.

### **COMMISSION ACTION**

President Adams moved approval to contract with JMD Building Restoration for repairs to parapet wall at Monteith Branch Library. Commissioner Frierson-Haynes supported.

### **Roll call vote:**

- |                   |     |
|-------------------|-----|
| ➤ Bounds          | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks           | Yes |
| ➤ Milton          | Yes |
| ➤ Vaughn          | Yes |
| ➤ President Adams | Yes |

The motion passed unanimously.

### **NOTED**

President Adams asked that all of the Commissioners receive an invitation to the 2025 Author Series.

Minutes were approved with corrections at the November 18, 2025 Commission Meeting

## **REPORT OF THE EXECUTIVE DIRECTOR**

Ms. Deborah Dorsey, Executive Assistant, read the Executive Director's report of behalf of Mrs. Mondowney.

### **FCC Hotspots Ruling**

On September 30, 2025, the Federal Communications Commission (FCC) voted 2-1 to discontinued discounts that allowed schools and libraries to use E-Rate funds for school bus Wi-Fi and hotspots for people to go online outside of schools and libraries. Fortunately, the ruling does not financially impact the Detroit Public Library because the amount we currently spend for hotspots is only half the cost of what we would have spent with the E-Rate discount.

### **Campbell Branch Summer Reading 2025**

Participants in the Campbell Branch Summer Reading Program, themed "Color Your World," were treated to a special outing to mark the end of the program. The Detroit Tigers provided 200 free tickets to the September 17, 2025 game. The organization's generosity also included providing four buses, hot dogs, drinks, and souvenir baseball hats. Of special note was an appearance of the Campbell group on the Tigers' Jumbotron. We are pleased to recognize the many efforts of the Campbell Branch staff who worked to make the outing a success.

### **Vision to Learn Partnership 2025**

During the summer, DPL hosted "Vision to Learn," a national program that provides free eye exams and glasses for children and young adults aged 4-21. The service was offered at Main Library and the following branch locations: Bowen, Campbell, Chase, Chandler Park, Chaney, Conely, Duffield, Edison, Elmwood Park, Franklin, Hubbard, Jefferson, Knapp, Lincoln, Redford and Wilder. The program screened 476 children, provided 364 eye exams, resulting in 334 pairs of glasses for young people. This is the second summer for this partnership.

### **Security Update**

The Keyless Entry Installation Project for Security Operations, carried out in partnership with the Facilities Department and in collaboration with the IS Department, has been completed at the following branch locations: Chaney, Chase, Chandler Park, Edison, Douglass, Duffield, Franklin, Hubbard, Jefferson, Knapp, Lincoln, Parkman, and Sherwood Forest. The system is currently being programmed for access intervals and time zones assigned to DPL staff for entry into these locations. Security, Facilities, and IS teams are now actively involved in the testing phase. The anticipated Go Live date is set for early November.

Minutes were approved with corrections at the November 18, 2025 Commission Meeting

### **Main Library Tours**

The public is invited to enjoy Sunday afternoon “Art and Architecture Tours” of Main Library. It is a great opportunity to learn about the history of Main Library and to discover Pewabic tile mosaics, murals depicting Detroit history, ornate ceilings and painted glass windows. The one-hour tours are free and open to the public on November 16<sup>th</sup> and December 21<sup>st</sup> at 1:30 p.m., and 3:30 p.m.

### **2025 Fall Author Series**

Thanks to the DPL Author Series Committee, there is a full schedule of Main Library book talks for the fall:

- At 2 p.m., on Sunday, October 26, CNN anchor Abby Phillip talk about her new book, *A Dream Deferred*, a look back the Jesse Jackson presidential campaigns of the 1980s.
- At 6 p.m., on Wednesday, October 29, Dr. Kellie Carter Jackson will discuss her book, *We Refuse: A Forceful History of Black Resistance*.
- On Sunday, November 9, at 2 p.m., Maureen Abood, a Michigan native, will discuss her new cookbook, *Lebanese Baking*.
- Historians Johnny Smith and Randy Roberts will talk about their book, *The Fight of His Life: Joe Louis's Battle for Freedom During World War II*. Join them at 2 p.m., Sunday, November 16.
- Also, throughout the fall, there are Virtual Author Webinars available in partnership with the Library Speakers Consortium. Details are available at [detroitpubliclibrary.org](http://detroitpubliclibrary.org).

### **Friday Concert Series**

There is a free Friday Concert Series in the Music Room on the third floor of Main Library. This room was originally envisioned in 1921 as a space for live concerts and performances. The concerts are held at 4 p.m., on most Fridays through December, with exceptions around the Thanksgiving and Christmas holidays. There is an eclectic selection of musicians and genres, sure to appeal to a wide range of interests and tastes. Details are available at [detroitpubliclibrary.org](http://detroitpubliclibrary.org).

### **Literacy for Kids Event**

On November 19, 2025, DPL will host celebrated children's book authors, Matt de la Peña, Kelly Baptist, and Soman Chainani, for a panel discussion with middle school students in Detroit. This special event is sponsored by Literacy for Kids, a Detroit-based nonprofit that partners with schools and libraries to connect students directly with nationally recognized and award-winning authors. Students will receive an autographed copy of *Flying Lessons and Other Stories*, and teachers will be provided with lesson plans tied to the book, so the program can continue in the classroom.

Minutes were approved with corrections at the November 18, 2025 Commission Meeting

**ProjectArt @ DPL**

ProjectArt has returned to the Library for another year of free art classes for children and teens. The classes are held at Main Library and the Sherwood Forest, Elmwood Park, Lincoln, and Duffield branches. Detailed information about days and time of classes and registration is available at the website, [projectart.org/detroit](http://projectart.org/detroit).

**Calming Stations**

Detroit PBS Kids has partnered with Priority Health to bring Calming Stations to eight DPL branches: Bowen, Campbell, Conely, Duffield, Elmwood Park, Franklin, Jefferson, and Wilder. Located inside the branches, the stations are tree-shaped shelves that include books, calming ideas and breathing strategies to help children handle emotions.

**Forgotten Harvest After School Meals**

The Forgotten Harvest Child and Adult Care Food Program began serving after-school meals starting October 13th for youth up to age 18, and adults with physical and mental disabilities. Meals will be available at Children's Library and the Campbell, Conely, Lincoln, and Wilder branches. For information, visit the Library's website, [detroitpubliclibrary.org](http://detroitpubliclibrary.org), or call TIP at 313-481-1400.

**Robotics Program**

Motor City Alliance will bring Robotics programs to several DPL locations starting in November. These hands-on programs introduce children ages 8–12 to the fundamentals of robotics, incorporating concepts in science, math, and engineering. Robotics Clubs will be held at: Children's Library, Bowen, Conely, Edison, Elmwood Park, Franklin, and Wilder. Visit our website at [detroitpubliclibrary.org](http://detroitpubliclibrary.org) for program dates.

**Halloween Activities**

The month of October is full of fall and Halloween activities for children and adults at all DPL locations. Branches and Main Library are offering more than 50 events including many story times, craft making afternoons, scavenger hunts, face paintings, and pumpkin carvings. Our "Happy Halloween 2025" schedule has been printed and distributed to all locations. Schedules and details are also available at [detroitpubliclibrary.org](http://detroitpubliclibrary.org).

**Federal Home Loan Bank of Indianapolis**

DPL received a \$10,000 donation from the Federal Home Loan Bank of Indianapolis to support our Library Card Sign-Up Campaign, running from September 1, 2025 through June 30, 2026. The FHLB of Indianapolis curated a Native American art exhibition at the Library in August 2024, and also donated \$10,000. The plan for an October 2025 exhibition was cancelled. However, the Bank chose to contribute \$10,000 to support the Library Card Sign-Up Campaign.

Minutes were approved with corrections at the November 18, 2025 Commission Meeting

**Wayne County**

On September 12, 2025, DPL received a payment of \$44,932.05 from Wayne County for delinquent property taxes.

**Barbara C. Van Dusen Family Fund Donation**

On October 14, 2025, we received a donation in the amount of \$1,000 from the Community Foundation for Southeast Michigan for the Barbara C. Van Dusen Family Fund, in support of the Detroit Public Library's general operations.

**NOTED**

President Adams said that in addition to Main Library, the Campbell, Conely, Lincoln, and Wilder branches are also offering the Forgotten Harvest After School Meals.

President Adams said that Noel Night had been canceled and asked if the Library had thought about any holiday programming.

Ms. Margaret Bruni, Director for Public Services, said that the matter had been discussed with DPL's manager's group and it was decided to move forward with special holiday programs on that day (Saturday) from 10:00 a.m. – 6:00 p.m.

Mrs. Mondowney said that Dutch Girl's donut holes and apple cider will be provided.

**COMMITTEE ON ADMINISTRATION****Approval of the Gift Acceptance Policy**

This policy is essential to ensure that all donations—whether monetary, material, or in-kind—are evaluated and accepted in alignment with the Library's mission, strategic goals, and operational capacity.

The policy was developed based on best practices recommended by the American Library Association (ALA) and reviewed against comparable policies from peer institutions including the New York Public Library, Cleveland Public Library, and Enoch Pratt Free Library. It establishes clear guidelines for accepting gifts, including provisions for unrestricted and restricted donations, donor recognition, and governance oversight.

A key provision of the policy requires that any unrestricted or restricted gift exceeding \$25,000 be formally reviewed and accepted by the Detroit Library Commission. This threshold ensures transparency, accountability, and strategic alignment for significant contributions.

Minutes were approved with corrections at the November 18, 2025 Commission Meeting

The Detroit Library Commission (DLC) Committee on Administration respectfully request that the Detroit Library Commission review and approve the Gift Acceptance Policy as presented.

Approval will enable the Library to responsibly manage donor contributions and maintain public trust.

### Gift Acceptance Policy

#### **I. Purpose**

The Detroit Public Library (DPL) welcomes gifts and donations that enhance its mission to provide free and equitable access to information, education, and cultural enrichment. This policy outlines the principles and procedures for accepting gifts of materials, funds, and other assets.

#### **II. General Principles**

1. All gifts must support DPL's mission and strategic priorities.
2. Accepted gifts become the property of DPL and may be retained, used, sold, donated, or discarded at the Library's discretion.
3. DPL does not appraise donated items for tax purposes. Donors are responsible for valuations.
4. DPL does not accept items on deposit or loan.

#### **III. Types of Acceptable Gifts**

1. Books, media, and other physical items in good condition. DPL reserves the right to refuse items that are outdated, damaged, or outside the scope of its collections.
2. Unrestricted and restricted financial contributions.
3. Bequests, beneficiary designations, and other legacy gifts.
4. Real property and tangible assets, accepted only after review and approval by the Detroit Library Commission.

#### **IV. Threshold Provision**

Unrestricted or restricted gifts with an estimated value exceeding \$25,000 must be formally reviewed and accepted by the Detroit Library Commission. This ensures transparency, strategic alignment, and proper stewardship of significant contributions.

**V. Restricted Gifts**

Restricted gifts are donations with specific conditions or purposes. Examples include:

1. Funds designated for a particular branch or program (e.g., literacy initiatives, youth services).
2. Donations earmarked for named collections (e.g., African-American literature, Detroit history).
3. Gifts requiring naming rights or commemorative plaques.

Restricted gifts will be accepted only if:

1. The restrictions are consistent with DPL's mission and policies.
2. The Library can reasonably comply with the restrictions.
3. A formal agreement is signed by both parties.

**VI. Donor Acknowledgment**

DPL will acknowledge all gifts in writing. Recognition may include donor listings, plaques, or naming opportunities, subject to Library Commission approval.

**VII. Disposition of Unused Gifts**

1. Donated to other institutions.
2. Sold through public auction.
3. Recycled or discarded.

**VIII. Role of the Library Commission**

1. Approving this policy and any amendments.
2. Reviewing and accepting gifts over \$25,000.
3. Ensuring that restricted gifts align with DPL's mission and do not impose undue burden.
4. Overseeing donor recognition and stewardship practices.

**IX. Governance**

This policy is approved by the Detroit Library Commission and shall be reviewed biennially. Amendments require Commission approval.

## **COMMISSION ACTION**

Commissioner Frierson-Haynes moved approval of the Gift Acceptance Policy  
Commissioner Vaughn supported.

### **Roll call vote:**

- |                   |     |
|-------------------|-----|
| ➤ Bounds          | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks           | Yes |
| ➤ Milton          | Yes |
| ➤ Vaughn          | Yes |
| ➤ President Adams | Yes |

The motion passed unanimously.

### **Approval of the Works of Art and Historical Treasures Policy**

During the City of Detroit's technical review of the Detroit Public Library's FY2024 financial statements, Plante Moran, raised concerns regarding the accounting treatment of capitalized works of art and historical treasures. These assets consist of murals, rare books, and other treasures in the Library's possession. Specifically, the auditors noted that these assets were depreciated, which is inconsistent with the guidance provided in GASB Statement No. 34.

GASB 34 allows governments to exclude such assets from capitalization and depreciation if they meet the following criteria: (1) held for public exhibition, education, or research; (2) protected, kept unencumbered, cared for, and preserved; and (3) proceeds from any sales are used to acquire other items for the collection.

To address these concerns and ensure compliance, the Library has developed a formal policy outlining procedures for receiving, preserving, and reporting works of art and historical treasures. This policy establishes clear definitions, acquisition and disposal protocols, and financial reporting practices aligned with GASB standards.

Adoption of this policy will have a positive impact on future financial reporting by ensuring consistent treatment of cultural assets, eliminating inappropriate depreciation, and enhancing transparency. It will also resolve the audit findings from FY2024 and position the Library for continued compliance with governmental accounting standards.

Therefore, the Detroit Library Commission (DLC) Committee on Administration respectfully request that the Detroit Library Commission review and approve the Policy on Works of Art and Historical Treasures to support sound financial governance and uphold the Library's commitment to public accountability.

Minutes were approved with corrections at the November 18, 2025 Commission Meeting



## Works of Art and Historical Treasures Policy

### **I. Purpose and Scope**

This policy establishes the guidelines for receiving, preserving, and reporting works of art and historical treasures at the Detroit Public Library. It ensures compliance with Governmental Accounting Standards Board (GASB) requirements and promotes transparency and stewardship of culturally significant assets.

### **II. Definitions**

Works of Art: Items of aesthetic value such as paintings, murals, sculptures, and other artistic creations held for public exhibition or education.

Historical Treasures: Items of historical significance including rare books, manuscripts, and artifacts preserved for research and public service.

### **III. GASB Criteria for Non-Capitalization**

In accordance with GASB Statement No. 34, collections may be excluded from capitalization if all of the following conditions are met:

1. Held for public exhibition, education, or research.
2. Protected, kept unencumbered, cared for, and preserved.
3. Proceeds from any sales are used to acquire other items for the collection.

Items meeting these criteria are considered inexhaustible and are not subject to depreciation.

### **IV. Acquisition Procedures**

1. All acquisitions must be reviewed and approved by the Library's Executive Team.
2. Donated items must be evaluated for compliance with GASB criteria and documented with provenance and valuation.
3. Acquisitions shall be recorded at historical cost or acquisition value at the date of receipt.

### **V. Disposal Procedures**

1. Disposals must be approved by the Library Commission.
2. Proceeds from any sales must be used to acquire other items for the collection.
3. A record of all deaccessioned items must be maintained, including rationale and disposition details.

Minutes were approved with corrections at the November 18, 2025 Commission Meeting

## **VI. Reporting and Disclosure**

The Library shall disclose in its financial statements the nature and treatment of works of art and historical treasures, including any removals of accumulated depreciation and compliance with GASB criteria.

### **COMMISSION ACTION**

Commissioner Frierson-Haynes moved approval of the Works of Art and Historical Treasures Policy. Commissioner Milton supported.

### **DISCUSSION**

Commissioner Hicks made the following amendment to the motion:

All acquisitions at the \$25,000 threshold are presented to the Commission for review and be consistent with any procurement policy that is currently in place. Commissioner Frierson-Haynes supported the motion.

President Adams asked about the depreciation of the works of art/historical treasures and how will they be valued and is there an impact on DPL's insurance policy.

Mr. Brown said that DPL received the works of art years ago. When GASB 34 was implemented in 2002, DPL had already fully depreciated the works of art on its balance sheet. This has absolutely no fiscal impact on DPL's overall operations.

Mr. Brown said that in the FY2025 audit, the depreciated works of art will be removed from the balance sheet and recorded at its historical value.

### **Roll call vote:**

- |                   |     |
|-------------------|-----|
| ➤ Bounds          | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks           | Yes |
| ➤ Milton          | Yes |
| ➤ Vaughn          | Yes |
| ➤ President Adams | Yes |

The motion passed unanimously.

Minutes were approved with corrections at the November 18, 2025 Commission Meeting

**Approval of the Routine Human Resources Report**

The Human Resources Department Report provides information regarding personnel actions from September 1, 2025, through September 30, 2025. The administration has approved these actions.

**APPOINTMENTS (0)****SEPARATIONS (1)**

| <b>Employee Name</b> | <b>Title</b>                            | <b>Last Day Worked</b> |
|----------------------|-----------------------------------------|------------------------|
| Hill, Faith          | Library Customer Service Representative | September 11, 2025     |

**POTENTIAL RETIREMENTS (2) Pending COD Approval**

| <b>Employee Name</b> | <b>Title</b>                         | <b>Last Anticipated Work Day</b> |
|----------------------|--------------------------------------|----------------------------------|
| Brooks, Stacy        | Librarian 3                          | January 2, 2026                  |
| Pride, Vickie        | Library Technical Services Assistant | January 9, 2026                  |

**RETIREMENTS (1)**

| <b>Employee Name</b> | <b>Title</b>             | <b>Last Day Worked</b> |
|----------------------|--------------------------|------------------------|
| Scholl, Edward       | Library Security Officer | September 26, 2025     |

**SICK LEAVE PAYOUTS (0)****POSITIONS**

|                               | September 2025 | September 2024 |
|-------------------------------|----------------|----------------|
| Vacant Positions to be filled | 66.5           | 35.5           |
| Filled Budgeted Positions     | 242.5          | 238.5          |
| Not Actively Being Recruited  |                | 38             |
| Positions not filled in FY    | 16             | 13             |
| Total Budgeted Positions      | 325            | 325            |

| <b>POSITION</b> | <b>FY26 POSITIONS</b> | <b>FILLED POSITIONS</b> | <b>VACANT POSITIONS</b> |
|-----------------|-----------------------|-------------------------|-------------------------|
|-----------------|-----------------------|-------------------------|-------------------------|

Minutes were approved with corrections at the November 18, 2025 Commission Meeting

|                                                            |            |              |             |
|------------------------------------------------------------|------------|--------------|-------------|
| 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         | 25           | 0           |
| Librarian III, Assistant Manager                           | 36         | 29           | 7           |
| Librarian II/I/Pre-Pro                                     | 42         | 26           | 16          |
| Technical Training Associate                               | 30         | 23           | 7           |
| 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         | 37.5         | 19.5        |
| Custodians                                                 | 5          | 4            | 1           |
| Circulation Manager                                        | 1          | 1            | 0           |
| Tech Processing Manager                                    | 1          | 1            | 0           |
| Principal Clerk                                            | 2          | 2            | 0           |
| Security                                                   | 19         | 14           | 5           |
| <b>Sub-Total</b>                                           | <b>309</b> | <b>242.5</b> | <b>66.5</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, **242.5 are filled, and 82.5 are vacant**. The Human Resources Department is actively recruiting for 26 of the 81 vacant positions.

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

### **COMMISSION ACTION**

Commissioner Milton moved approval of the routine Human Resources Report.  
Commissioner Vaughn supported.

### **DISCUSSION**

Minutes were approved with corrections at the November 18, 2025 Commission Meeting

Commissioner Bounds asked for an update on the hiring process. She stated that the report indicated that the Human Resources Department is actively recruiting for 26 positions and at the September 16, 2025 Commission meeting, it was mentioned that all of DPL positions were posted on Detroit at Work. She said that she went on the Detroit at Work website and only the position for Library Clerk was posted.

Ms. Debra Williams, Interim Head of Human Resources, stated that all of the positions are posted for a specific time period on the Detroit at Work website and she would be requesting to keep them posted until they are filled.

Commissioner Bounds asked where would she find the vacant positions posted if she wants to share them?

Ms. Williams replied that they are posted on DPL's website and she will refresh them on Detroit at Work.

Commissioner Frierson-Haynes asked about the search for the Human Resources Director.

Ms. Williams said that it is tight but it is on track. The candidates and interview team have been identified.

Commissioner Frierson-Haynes asked about the CXO position.

Mrs. Mondowney said that she would meet with her to discuss the position.

**Roll call vote:**

- |                   |     |
|-------------------|-----|
| ➤ Bounds          | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks           | Yes |
| ➤ Milton          | Yes |
| ➤ Vaughn          | Yes |
| ➤ President Adams | Yes |

The report was approved as presented.

**COMMITTEE ON FINANCE**

**Approval of the Routine Finance Report**

Minutes were approved with corrections at the November 18, 2025 Commission Meeting

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

| <b><u>Summary of Expenditures</u></b>                                                                 |                                                                      |             |                       |
|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-------------|-----------------------|
| <b><u>PUBLIC FUNDS</u></b>                                                                            |                                                                      |             |                       |
| <b><u>PAYMENTS PROCESSED BY CITY OF DETROIT:</u></b>                                                  |                                                                      |             |                       |
| 1. Total Payroll                                                                                      | July, August, and September 2025                                     |             | \$3,423,096.13        |
| 2. Total Vouchers-processed on FUSION                                                                 | After 3/13/2020 listed by invoice number & date (processed off-site) |             | \$4,517,703.43        |
| 3. FY2026 Annual Retiree Supplement                                                                   |                                                                      |             | \$0.00                |
| 4. FY2026 General Retirement System (GRS)                                                             |                                                                      |             | \$0.00                |
| 5. FY2026 Central Staffing Services                                                                   |                                                                      |             | \$0.00                |
| 6. FY2026 Hybrid Pension Payment                                                                      | Paid 9/22/2025                                                       |             | \$18,971.50           |
| 7. FY2026 VEBA                                                                                        |                                                                      |             | 0.00                  |
| 8. FY2026 Debt Service Interest for 2014B(1) & 2014B(2) Notes                                         |                                                                      |             | \$0.00                |
| <b>Total processed by City of Detroit</b>                                                             |                                                                      |             | <b>\$7,959,771.06</b> |
| <b><u>PAYMENTS PROCESSED BY DPL:</u></b>                                                              |                                                                      |             |                       |
| 1. Public Funds/Comerica checking                                                                     | Checks                                                               | 1436 - 1438 | \$16,762.00           |
| 2. Branch & Main Checking account                                                                     | Checks                                                               | 9370 - 9558 | \$112,776.17          |
| 3. Branch & Main Checking account for 3 Electronic Fund Transfer (EFT) made on 7/7/25, 8/8/25, 9/9/25 |                                                                      |             | \$6,862.59            |
| <b>Total processed by DPL</b>                                                                         |                                                                      |             | <b>\$136,400.76</b>   |
| <b>Grand Total</b>                                                                                    |                                                                      |             | <b>\$8,096,171.82</b> |

| <b><u>Summary of Expenditures</u></b>                          |        |             |                       |
|----------------------------------------------------------------|--------|-------------|-----------------------|
| <b><u>Restricted/Designated Funds</u></b>                      |        |             |                       |
| 1. Burton Endowment Checking                                   | Checks | 8369 - 8370 | \$374.95              |
| 2. O'Brien Checking                                            | Checks | 5082 - 5095 | \$12,565.91           |
| 3. Programs & Gifts Checking Account                           | Checks | 3065 - 3072 | \$8,470,990.47        |
| <b>Grand Total</b>                                             |        |             | <b>\$8,483,931.33</b> |
| <b><u>Programs &amp; Gifts Checking Account:</u></b>           |        |             |                       |
| To transfer WC delinquent tax EFT to General Fund - June 2025  |        |             | \$4,722,009.01        |
| To transfer WC EFT to General Fund - July 2025                 |        |             | \$1,921,920.00        |
| To transfer FY25 Renaissance Zone funds to General Fund        |        |             | \$1,109,969.10        |
| To transfer WC EFT to General Fund - July 2025                 |        |             | \$351,601.80          |
| To transfer Wayne County Penal Fines to General Fund           |        |             | \$300,000.00          |
| To transfer WC delinquent tax EFT to General Fund - July 2025  |        |             | \$44,940.91           |
| To transfer second half of LBPH EFT to General Fund            |        |             | \$20,537.00           |
| To transfer WC delinquent tax EFT to General Fund - April 2025 |        |             | \$12.65               |
| <b>Programs &amp; Gifts Checking a/c</b>                       |        |             | <b>\$8,470,990.47</b> |

| <b><u>Credit Card Expenditures</u></b>                         |                     |
|----------------------------------------------------------------|---------------------|
| 1. Executive Director                                          | \$0.00              |
| 2. Executive Director's Office-used for general office purpose | 0.00                |
| 3. Chief Financial Officer                                     | 354.00              |
| 4. Human Resources Department                                  | 66.19               |
| 5. Marketing Department                                        | 1,877.81            |
| 6. Technical Services                                          | 0.00                |
| 7. Facilities Department                                       | 7,601.92            |
| 8. Information Technology                                      | 167.76              |
| 9. Procurement                                                 | 1,237.95            |
| 10. Security                                                   | 419.94              |
| 11. Public Services                                            | 50.00               |
| <b>Grand Total</b>                                             | <b>\$ 11,775.57</b> |
| <b>NOTE: These are July 2025 Credit Card purchases</b>         |                     |

Minutes were approved with corrections at the November 18, 2025 Commission Meeting

## **COMMISSION ACTION**

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

### **Roll call vote:**

- |                   |     |
|-------------------|-----|
| ➤ Bounds          | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks           | Yes |
| ➤ Milton          | Yes |
| ➤ Vaughn          | Yes |
| ➤ President Adams | Yes |

The report was approved as presented.

## **DPL FY2027 through FY2030 Proposed Budget - Information Only**

### **Introduction**

The Detroit Public Library received the "FY2027 Budget and 2028-2030 Four Year Financial Plan" submission request from the Deputy Chief Financial Officer and Budget Director of the City of Detroit. The budget development process is in accordance with the State of Michigan Public Act 181 of 2014, Section 6(4) which requires the City of Detroit to submit a Four-Year Financial Plan at least 100 days prior to the start of the fiscal year, July 1, 2026. The City of Detroit will finalize its budget with the approvals of the City Council and Mayor by April 2026.

The Detroit Public Library enlightens and empowers people by providing diverse and dynamic pathways to literacy and learning. The Library holds a unique position as an organization that consistently contributes to the quality of life of the people of Detroit. It provides impactful programs and services that enhance education and work life for many residents, and it creates entertaining and enriching experiences, all in safe and welcoming environments for everyone.

The Library also offers a broad range of online services, including e-books, streaming movies, and a variety of virtual programs ranging from fun-filled story times to stimulating author talks.

Minutes were approved with corrections at the November 18, 2025 Commission Meeting

These valued services also compliment and support the educational needs of students in the City of Detroit, especially as it relates to the availability of technology, tutorial services, literacy, and children's and teen programming.

**FY 2027 - FY 2030 Spending Plan: Stable, Sustainable, Strategic**

During fiscal year 2027 we recommend operating Main Library, 20 branch locations, the Mobile Library, and the Library for the Blind and Physically Handicapped. This budget calls for significant investment in programming, infrastructure improvements, and technology upgrades throughout the library system. The total cost to provide these services, including salaries and benefits, operational expenses, and other obligations is **\$45,533,060.**

We are fortunate to have a fund balance of approximately **\$43,098,785.** according to our FY2024 audited financial statements, which will allow us, strategically, upon Commission approval, to proactively renovate several library branches over the next four years. Branch renovations will prevent branch closures due to facilities issues that deny our residents' continuous service.

**Budget**

**Revenue:**

The total projected FY2027 revenue is **\$45,535,060.** This amount includes revenue from two major funding sources: local property taxes estimates received by the City of Detroit's Treasury Department (current property taxes, prior year property taxes, NEZ, IFT, OPRA, and personal property taxes) of **\$41,367,682** and State Aid, Renaissance Zone and county revenue of **\$2,519,576.** The estimated other revenue, which includes interest and earnings on investments, is **\$1,647,802.** It is important to note that with recent the passage of Proposal L, the Library's voter millage of 3.9943 will not be subject to Downtown Development Authority (ODA) tax captures for the next 10 years. With this change, the Library is expected to receive an additional estimated property revenue of \$3,000,000 annually. This increase is reflected in the local property taxes estimate.



**Expenses:**

**The operation of 20 branch locations, Main Library, Special Services and the Mobile Library will cost an estimated \$24,236,748. The average cost to operate a branch library is \$832,554. The estimated annual cost to operate Main Library is \$7,009,852. The Mobile Library's annual cost to operate is \$475,092. Special Services (Library for the Blind and Physically Handicapped) is \$100,721.**

The total proposed FY2027 estimated expenditure is \$45,535,060. Major sources of the expenditures are employee salaries and benefits, operation expenditures (i.e., utilities, computer systems, print and non-print material, repairs and maintenance), pension and retiree expenditures, and debt service. The spending-plan budgets a total of **\$25,867,846** for salaries and benefits (pension and retiree settlement agreement included) for 325 FTE. **\$18,676,210** in operating expenses, and **\$989,004** for debt service. Embodied in this spending plan are proposed investments in a second Mobile Library, the return of renovating branches, updates to furniture within our branches, and a revamp of the library's website.

**Administration of the Detroit Public Library requests approval of the Proposed FY2027 Spending Plan.**

**DISCUSSION**

Mr. Brown explained that the purpose of this document was for the Commission to deliberate, ask their questions to administration, make recommendations for budget amendments, budget adjustments etc.

Commissioner Hicks stated that in the past, the Commission received a large budget book that contained a lot more detailed information. The Commission were able to go to the budget line item and see the actual listing of activity for a proposed capital project. He said that he and Commissioner Frierson-Haynes requested a copy of the budget book.

Mr. Brown said that the budget book was not available today.

Commissioner Hicks asked when would the book be available?

Mr. Brown said that a detailed budget book had not been presented to the Commission since 2013/2014. That level of detail has not been prepared in over 11 years because there had not been a request from the Commission as a requisite for approving the budget. He asked Commissioner Hicks what level of detail was he requesting.

Minutes were approved with corrections at the November 18, 2025 Commission Meeting

Commissioner Frierson-Haynes stated that she only requested to see the capital outlay plans.

Commissioner Hicks said that he requested a copy of the detailed budget book in the last budget cycle.

President Adams said that she believed the full Commission did not approve that request.

Commissioner Vaughn asked Commissioner Hicks if he only wanted the budget book to be presented to the Committee on Finance members to review it more thoroughly and then present the proposed budget to the full Commission for approval?

President Adams said that if the detailed budget book is part of the review and approval process, then a copy should be provided to all of the Commissioners prior to approving the budget.

President Adams requested that each Commissioner receive a budget book and she reminded the Commission that this is a budget and every item should not be knitted.

Commissioner Hicks said that in the last budget cycle, he had submitted a number of items he thought should be included in the budget. However, they were not included in the budget.

Commissioner Vaughn said that these items can be discussed in the Committee on Finance meeting.

**Fiscal Year 2025 Projected Budget to Actual Comparison (July 1, 2024 - June 30, 2025) – Information Only**

The year-end comparison report below outlines the Detroit Public Library's financial performance for Fiscal Year 2025. It presents actual revenues and expenditures against the approved budget as of June 30, 2025. While some variances are attributable to seasonal factors or timing differences, the Library's overall financial position remains strong-highlighted by increased investment income and disciplined spending across key categories. Please note that figures are unaudited and subject to final adjustments.

**Revenues**

Total actual revenues for FY2025 amounted to \$46,649,051, surpassing the budgeted \$40,326,660 by approximately \$6.3 million, without drawing on the fund balance. This favorable variance was primarily driven by:

Minutes were approved with corrections at the November 18, 2025 Commission Meeting

**1. Taxes, Interest, and Penalties**

- Current year property tax collections exceeded projections by \$1.8 million.

**2. Court Penal Fines (Object Code 455105)**

- A significant correction resulted in a \$2.2 million positive variance, largely due to a \$1.9 million settlement from Wayne County for previously underpaid penal fines.

**3. Investment Earnings (Object Code 461100)**

- Actual earnings reached \$1.24 million, far exceeding the budgeted \$13,477, reflecting favorable market conditions and effective treasury management.

**4. Interest Income (Object Code 461160)**

- Income from deposits and other instruments totaled \$684,364, outperforming the budget by \$673,110.

**Expenditures**

Total expenditures for FY2025 were \$35,625,028, coming in \$6.55 million under the amended budget of \$42,176,660. Key areas of cost savings include:

**Personnel Services****1. Salaries and Employee Benefits - Full Time**

- o Underspent by \$3.36 million due to unfilled vacancies and delayed hiring.

**Operating Expenses****1. Utilities and Repairs**

- Strategic scheduling and vendor management led to \$1.1 million in savings across electricity, steam, and building maintenance.

**2. Contracted Services**

- Spending on security, janitorial, IT services, telecommunications, and other contracts was \$1.4 million below budget.

**Capital Outlays****1. Library Materials and Equipment**

- o Phased and prioritized spending resulted in a \$424,000 positive variance.

## **Conclusion**

The Detroit Public Library closed FY2025 with a net surplus of \$11 million, reflecting prudent fiscal management, conservative budgeting, and effective operational controls. With a healthy fund balance of \$54.1 million, the Library is well-positioned to meet future service demands and capital investment needs.

### Fiscal Year 2025 Quarterly Budget to Actual Comparison (July 1, 2025 – September 30, 2025) –Information Only

The statement below of revenues and expenditures is an actual of the Library's financial position, comparing the amended FY2026 budget revenues and expenditures with the actual revenues and expenditures as of September 30, 2024. Please note, some revenue and expenditure items are seasonal; revenues are only deposited, and expenditures are incurred at certain times of the fiscal year.

As of September 30, 2025, a total of **\$18,537,206** in current year property taxes has been collected on behalf of the Library. The Library has also received **\$89,873** in delinquent real and personal property tax payments from Wayne County.

Total revenues received as of the 1st Quarter is **\$18,835,446**; about 43% of the revenues budgeted for FY2026 of **\$43,472,160**. This is above where we would have expected to be after the 1<sup>st</sup> quarter, which is a positive sign moving forward.

Total expenditures as of September 30, 2025, is **\$7,604,499**; roughly 17.4% of the overall expenditure budget of **\$43,472,160**. Salaries and benefits expenditures total **\$4,027,866** or 16% 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 **\$3,576,633** roughly 20% of the overall operating budget of **\$17,508,692**.

Overall, the Library is on track with the approved budget plan for FY2026, and do not believe any budgetary increases will be necessary this fiscal year.

## **OLD BUSINESS**

Commissioner Hicks requested documentation that showed the history of DPL's budgeted positions versus filled positions so that the Commission can create a realistic timeline to determine what DPL's personnel should look like.

President Adams asked Commissioner Hicks if he was making his request a motion for the Commission to vote on.

Commissioner Hicks said that he was individually make a request and he believed there is the ability for an individual Commissioner to make a request of the institution.

Minutes were approved with corrections at the November 18, 2025 Commission Meeting

Commissioner Hicks said that the monthly Human Resources report contains vacant positions that are not filled and it creates a bloat in DPL's budget.

President Adams said that this matter had been discussed several times in the past with Ms. Trinee Moore, former Human Resources Director, Ms. Moore explained that many of the vacant positions were related to closed libraries and they would be filled as those closed libraries reopened. She said if Commissioner Hicks was asking to eliminate the vacant positions from the budget, there would be no room to hire.

Commissioner Hicks said that he was asking for an examination to better understand the bloat in the budget.

President Adams said that any good budget will contain vacant positions. As we reopen libraries, these vacant positions will be filled. It is important to have them in the budget.

Commissioner Hicks said that he would like to request a historical view of the vacant positions.

President Adams said that the Commission receives an analysis of the vacant positions every month in the Human Resources report.

Commissioner Hicks said that he is requesting staff to analyze the pattern of posted positions and which ones are filled so that it is aggregated over a period of time so that the Commission can determine whether DPL's staffing requirement is receiving the correct budget.

President Adams and Commissioner Vaughn asked Commissioner Hicks to put his request in writing for better clarity because they did not understand what he was asking for.

Commissioner Hicks said that he did not want to be obligated to put something in writing, therefore, creating a precedent that anytime a Commissioner has a request to staff, it has to be in writing. If a Commissioner makes a request, the staff should oblige itself to get the information.

President Adams said that information he is requesting does not exist and the staff needs to understand what he wants them to put together.

For clarity, President Adams said that Commissioner Hicks was requesting a year-to-year comparison between the budgeted amount of salaries versus the actual amount of salaries with detail for those positions.

Commissioner Vaughn asked how many years was he requesting?

Commissioner Hicks said that 10 years would be reasonable.

President Adams asked Mrs. Mondowney to have staff to prepare a year-to-year budget to actual on salary and expenditures with detail for each position from 2015 – 2025.

### **ADJOURNMENT**

Commissioner Vaughn moved to adjourn. Commissioner Milton supported.

The meeting was adjourned at 4:18 p.m.