NOTED

This meeting was held electronically because of the COVID-19 crisis.

President Bellant called the Virtual Meeting of the Detroit Library Commission to order at 1:42 p.m.

A roll call attendance was taken with the following results:

- Hayden Friley Present
- Jackson Present
- Short Present
- President Bellant Present

Commissioner Adams joined the meeting at 1:52 p.m.

Excused: Commissioners Peterson-Mayberry, Smith Gray

Administrative Staff: Mondowney, Brown, Bruni, Funchess, Ibegbu, Moore, Norfolk, Simmons, Simon

Present Also: Louis Aguilar, Katie Andrecovich, Vickie Baker, Janet Batchelder, Cheryl Blessett, Enid Clark, Jennifer Dye, Katie Dowgiewicz, Deborah Dorsey, Sean Everett, K. Gates, Tracy Massey, R. Morton, Carolyn Mosley, Cindy Mough, Christine Peele, Yvette Rice, Shane Storey

APPROVAL OF MEETING MINUTES

COMMISSION ACTION

Commissioner Short moved approval of the September 21, 2021 meeting minutes. Commissioner Hayden Friley supported.

Minutes were approved at the November 16, 2021 Virtual Commission Meeting
A roll call vote was taken with the following results:

- Hayden Friley: Yes
- Jackson: Yes
- Short: Yes
- President Bellant: Yes

The motion passed unanimously.

PUBLIC COMMENTS

There were no public comments.

REPORT OF THE PRESIDENT

President Bellant inquired about a recent news article "Is the City right to shut libraries out of federal COVID aid?" that was published on Bridgedetroit.com. He said that the article quoted a Library official saying that “the Detroit Public Library has enough money to reopen all of its Branches.” Currently, there are 6 out of 21 Library locations open. He said he has received queries about why aren’t all of the Libraries opened.

Mrs. Mondowney stated that comment that she read in the article was the following:

“The pandemic has shuttered 14 of Detroit’s 21 public libraries for 18 months. Those libraries will remain closed until at least July 2022, according to Library officials. The library system has the money to reopen all library branches, but as the threat of the virus lingers, officials are still devising a plan on what it will take to keep the libraries safe, officials said. The cost of reopening and installing potential upgrades is unknown, which is one of the ways the libraries could use the federal funding, library officials contend.”

President Bellant asked if DPL has the financial ability to reopen all of the Libraries with its current budget?

Mr. Antonio Brown, Chief Financial Officer, said no because of the cost of PPE equipment and that some of the Branches may have structural damage.
Commissioner Short asked what was the cost to reopen each Library Branch?

Mr. Brown said that the cost would be around $900,000 per Library Branch.

Commissioner Short requested to see a written plan of reopening the Libraries that do not have structural damage.

Mr. Brown said that a plan was currently being developed to safely reopen more of the Library Branches and should be ready to present at the November Commission meeting.

REPORT OF THE EXECUTIVE DIRECTOR

Signature Program Goes Virtual

Mrs. Mondowney reported that one of the Library’s signature programs, Staff Development Day, went virtual on October 13, 2021. This year’s event, entitled: The Power of Reflections in Workplace Learning, was designed to allow employees time to reflect on the impact of the last 18 months on both their work and personal lives. This live-stream event offered an emoji-ology ice-breaker, presentations about the need and value of reflections during this unprecedented time, and a series of mini-workshops facilitated by the vast library of topics offered by TEDTalks. Active and furloughed staff viewed a series of engaging and insightful TED talks on topics in four areas: mindful wellness, professional and personal musings, inclusion and diversity, and physical wellness.

A special thank you goes to the staff of the Human Resources Department for transitioning Staff Day into a virtual format and members of the Staff Development Day Committee who worked to support the successful execution, including the identification of TEDTalks. Because this format was technology driven, an enthusiastic thank you goes to our IS Department who worked tirelessly to make sure we all stayed connected during this outstanding event.

DTE Conversion Update: Main Library

Mrs. Mondowney reported that DTE originally advised the Library that during the week of September 26, 2021, it would begin preparing for the transfer of electrical services at Main Library from the City of Detroit’s public lighting system (PLD). The starting date for this work has been re-scheduled to begin the week of October 25, 2021.

Minutes were approved at the November 16, 2021 Virtual Commission Meeting
Flood Damage Update: Main Library

Mrs. Mondowney reported that on October 15, 2021, the Library’s insurance provider, AIG, visited Main Library to review the remediation and restoration work needed for water damage sustained during the June 26, 2021 flooding. It is estimated that “A” and “B” levels will re-open to staff and the public in April, 2022.

NASA Telescope Virtual Program

Mrs. Mondowney reported that DPL is partnering with the Wayne State University Planetarium to host a series of virtual programs around the launch of the James Webb Space Telescope.

The Webb telescope which is larger than the Hubble telescope has the capacity to probe deeper into the universe, is scheduled to launch on December 18, 2021. On October 26, 2021 at 6 p.m., Dr. Mark Christensen will discuss the engineering and testing challenges of the Webb Telescope.

Registration for the event is available on our website (detroitpubliclibrary.org), and is listed under virtual programs. The other two programs in the series are scheduled for December 7, 2021 and January 25, 2022.

Wayne Health

Mrs. Mondowney reported that the Wayne Health Mobile Unit visited the Edison Branch on October 6 and 7, 2021, and will be making return visits on October 27 and 28, 2021. During the visits, the public can access free diabetes, cholesterol and kidney function screening, plus COVID-19 vaccinations. In addition, the Mobile Unit will visit the Jefferson Branch on November 1, 2021, with a return visit on November 22, 2021; the Parkman Branch, on November 8, 2021, with a return visit on November 29, 2021; and the Redford Branch, on November 15, 2021, with a return visit on December 6, 2021.

Author Talk

Mrs. Mondowney reported that on September 22, 2021, local historian Jamon Jordan, hosted a DPL conversation with Howard Husock, author of The Poor Side of Town: Why We Need It. The book is about the history of housing reform policy in the United State, with a focus on the City of Detroit.
Dlectricity 2021 – September 24-25, 2021

Mrs. Mondowney reported that by all accounts this year’s Dlectricity light-based art and technology festival was a rousing success. Amanda Parer’s 40-foot high illuminated sculpture, *Man*, was displayed on the Woodward entrance of Main Library. The sculpture received the most media-coverage with the image displayed in several news publications including *Hour Magazine*, *Crain’s* and the *Michigan Chronicle*. Tiff Massey’s *Get Big*, an enclosed stage with huge screens displayed on the Cass Lawn of Main Library, allowed hundreds of visitors to create their personal music videos in real time.

Wayne County

Mrs. Mondowney reported that on September 24, 2021, the Library received a payment of $436,095 for penal fines from Wayne County. Also, on September 24, a payment of $86,319 was received for payment of delinquent property taxes.

DPL Friends Foundation

Mrs. Mondowney reported that through the DPL Friends Foundation, on October 14, 2021, the Library received a restricted disbursement donor check in the total amount of $927. The National Automotive History Collection received $900 and the Charles M. Burton Historical Collection received $27.

NOTED

President Bellant commended the staff for the NASA telescope virtual program initiative.

COMMITTEE ON ADMINISTRATION

Approval of the Routine Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from September 1, 2021 through September 30, 2021. These actions have been approved by Administration.

APPOINTMENTS (0)

Minutes were approved at the November 16, 2021 Virtual Commission Meeting


**RETIEMENTS (3)**

<table>
<thead>
<tr>
<th>Employee Name/Title</th>
<th>Title</th>
<th>Last Day Worked</th>
<th>Retirement Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Meadows</td>
<td>Technical Services Asst</td>
<td>September 17, 2021</td>
<td>Determined by COD</td>
</tr>
<tr>
<td>Cherryl Perry</td>
<td>Sr Duplicat Devices Oper</td>
<td>September 21, 2021</td>
<td>Determined by COD</td>
</tr>
<tr>
<td>Jerome Brown</td>
<td>Customer Service Rep</td>
<td>September 27, 2021</td>
<td>Determined by COD</td>
</tr>
</tbody>
</table>

**SICK LEAVE PAYOUTS (4)**

**TOTAL PAYOUTS = ($103,870.80)**

**POTENTIAL RETIREMENTS (1) Pending COD Approval**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Title</th>
<th>Last Day Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rochelle Harris</td>
<td>Senior Customer Rep</td>
<td>October 25, 2021</td>
</tr>
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</table>

**SEPARATIONS (5)**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Title</th>
<th>Last Day Worked</th>
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</thead>
<tbody>
<tr>
<td>JW Brown</td>
<td>Technical Training Associate</td>
<td>September 3, 2021</td>
</tr>
<tr>
<td>Marsha Calmes</td>
<td>Senior Customer Representative</td>
<td>September 4, 2021</td>
</tr>
<tr>
<td>Reaetta Boyd</td>
<td>Customer Service Representative</td>
<td>September 7, 2021</td>
</tr>
<tr>
<td>Stephanie Fazekas-Hardy</td>
<td>Librarian II</td>
<td>September 9, 2021</td>
</tr>
<tr>
<td>Adam James</td>
<td>Security Officer</td>
<td>September 30, 2021</td>
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**EMPLOYEE HEADCOUNT**

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<thead>
<tr>
<th></th>
<th>September 2021</th>
<th>September 2020</th>
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<tbody>
<tr>
<td>Budgeted Positions</td>
<td>325</td>
<td>325</td>
</tr>
<tr>
<td>Active Employees</td>
<td>168</td>
<td>126</td>
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<tr>
<td>Furlough Employees</td>
<td>44</td>
<td>118</td>
</tr>
<tr>
<td>Vacant Positions</td>
<td>113</td>
<td>81</td>
</tr>
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Minutes were approved at the November 16, 2021 Virtual Commission Meeting
## VACANT POSITIONS

<table>
<thead>
<tr>
<th>POSITION</th>
<th># OF BUDGETED POSITIONS</th>
<th># OF FILLED POSITIONS</th>
<th>VACANT POSITIONS</th>
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<tbody>
<tr>
<td>Assistant Director</td>
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<td>4</td>
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<tr>
<td>Manager</td>
<td>26</td>
<td>21</td>
<td>5</td>
</tr>
<tr>
<td>Librarian III</td>
<td>29</td>
<td>26</td>
<td>3</td>
</tr>
<tr>
<td>Librarian I &amp; II</td>
<td>24</td>
<td>11</td>
<td>13</td>
</tr>
<tr>
<td>Facilities</td>
<td>17</td>
<td>12</td>
<td>5</td>
</tr>
<tr>
<td>TTA</td>
<td>17</td>
<td>13</td>
<td>4</td>
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<tr>
<td>Customer Service Representative</td>
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<td>29</td>
<td>61</td>
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<tr>
<td>Senior Customer Rep (Clerk)</td>
<td>24</td>
<td>19</td>
<td>5</td>
</tr>
<tr>
<td>Branch Custodians</td>
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<td>4</td>
<td>8</td>
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<tr>
<td>Senior Accountant</td>
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<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Security</td>
<td>16</td>
<td>14</td>
<td>2</td>
</tr>
<tr>
<td>Procurement Manager</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Office Support Assistant</td>
<td>11</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>Technical Services Assistant</td>
<td>4</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Sr Dup Devices Operator</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>113</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Only Position Titles with vacancies are listed.

"The Human Resource Department is actively recruiting for the Procurement Manager position."

"No other positions are being recruited at this time per the Collective Bargaining Agreement."

"Positions must first be filled by employees recalled from Furlough."

## COMMISSION ACTION

Commissioner Jackson moved approval of the routine human resources report. Commissioner Hayden Friley supported.
A roll call vote was taken with the following results:

- Adams           Yes
- Hayden Friley                           Yes
- Jackson                          Yes
- Short          Yes
- President Bellant                      Yes

The motion passed unanimously.

**NOTED**

Commissioner Jackson asked if DPL recruited new employees, would they be required to be vaccinated?

Ms. Trinee Moore, Director for Human Resources, replied no. It would not be a requirement because to date, DPL does not have a vaccine mandate.

Commissioner Short asked if DPL requires the public to wear masks.

Ms. Moore replied yes. The staff and public are required to wear masks.

**COMMITTEE ON BUILDINGS**

Approval to Sell 9928 W. Grand River, Detroit, MI (Gabrielle Richard Branch)

On June 15, 2021, the Library Administration informed the Detroit Library Commission of another offer to purchase the Gabriel Richard Branch located at 9928 W. Grand River, Detroit, Michigan by Maven Mortgage LLC. Benjamin Smith of Summit Commercial LLC, the real estate company hired to identify a purchaser strongly recommended that we consider Maven Mortgage LLC’s offer. Maven Mortgage LLC, was founded by Donnell Coves and is located in the heart of Detroit, Michigan. Maven Mortgage aims to be a beacon of neighborhood stabilization by providing growth and development in urban communities. The organization intends to use the building as its headquarters for its operations.

The Library Administration along with the Library’s legal counsel have reviewed the offer to purchase the Gabriel Richard branch for $140,000.
Therefore, upon review of the offer, and recommendation of the real estate agent, the DLC Committee on Buildings is advising the Detroit Library Commission to consider approving the Finance and Business Office to sign the Purchase Agreement to sell the Gabriel Richard Branch, located at 9928 W. Grand River, Detroit, Michigan 48204, to Maven Mortgage LLC for the amount of one-hundred and forty thousand dollars ($140,000).

**COMMISSION ACTION**

Commissioner Hayden Friley moved approval to sell 9928 W. Grand River, Detroit, MI (Gabriele Richard Branch). Commissioner Short supported.

**DISCUSSION**

Mr. Brown stated that the proposed purchaser, Mr. Donnell Coves, agreed to the restrictions to not flip the property or turn it into a business not suitable for the community i.e., gentleman’s club, liquor store, cannabis dispensary, for 3-5 years. He also agreed to restore the property. DPL did not receive Mr. Coves’ financial statements but did receive a letter from his CPA stating that he had the funds to restore the property within a reasonable timeframe after closing the deal. In discussion with DPL’s legal counsel, an anti-flip clause could also be added to the purchase agreement.

Commissioner Adams added a friendly amendment to the motion:

“Approval contingent upon a negotiable acceptable purchase agreement with the terms as discussed.”

**COMMISSION ACTION CONT’D**

Commissioner Hayden Friley accepted the friendly amendment to the motion. Commissioner Short supported.

A roll call vote was taken with the following results:

- Adams: Yes
- Hayden Friley: Yes
- Jackson: Yes
- Short: Yes
- President Bellant: Yes

The motion passed unanimously.

Minutes were approved at the November 16, 2021 Virtual Commission Meeting
Approval to Renew DPL’s Property Insurance Policy – 2021- 2022

Due to the large flood loss occurring on June 26, 2021, Alliant, the Detroit Public Library’s insurance broker, made the strategic decision to not send the Library’s property insurance program to market, as it is not recommended to change insurance companies in the middle of the adjustment of a large claim. On August 20, 2021, Alliant received an email from AIG (the Library’s current property insurance provider) indicating the following renewal change in terms:

- Reduce capacity to less than or equal to 50% quota share
- Reduce Flood sublimit for the Main Library (think treating it as Special Flood Hazard Area)
  - Possibly an Actual Cash Value provision
- All Other Perils minimum deductible Increase to $2,500,000
  - continue excluding book values per expiring
- Add a % Total Insurable Value Flood deductible
- Add a Water Damage deductible and sublimit coverage

Upon receipt of this email, Alliant made the strategic decision to send the Library’s property submission to additional insurance companies outside of AIG, as AIG’s renewal terms left the Library far too exposed, and at least 50% of the program would have needed to be replaced. In later conversations with AIG, it was discovered that they would have wanted around $1,600,000 in premium, or $800,000 ($1,600,000 x 50% share = $800,000) for the above terms.

Marketing Results

Alliant sent the Library’s Property Program submission to each of our relevant direct markets, as well as the Lloyd’s of London and Domestic Excess & Surplus Lines markets.

OPTION #1 - Travelers

Of the sixteen insurance companies Alliant sent the Library’s property submission to, all but one company declined to offer terms. The main reasons for declination were due to the open flood claim, lack of sprinkler protection, or inability to place coverage for large locations (i.e. Main Library Branch). Travelers did express interest in providing terms, and have provided the following options:

- **Travelers Option #1** - $889,184 Annual Premium ($631,900 for 10/15/21 – 7/1/22 term)
  - $500,000 All Other Perils (AOP) Deductible
  - $1,250,000 Flood Deductible
  - $2,500,000 Annual Aggregate Deductible (Library pays the first $2,500,000 excess of the $500,000 AOP deductible. Not Applicable for Flood or Earthquake Losses)
  - $2,500,000 Flood Sublimit
  - 110% Margin Clause (Travelers not to pay more than 110% of the scheduled value. Value of the Main Branch increased for Travelers to accommodate)

- **Travelers Option #2** - $1,038,568 Annual Premium ($727,313 for 10/15/21 – 7/1/22 term)
  - Same terms as above, except $10,000,000 Flood Sub-Limit
Minutes were approved at the November 16, 2021 Virtual Commission Meeting

- **Travelers Option #3** - $1,250,000 Annual Premium ($887,500 for 10/15/21 – 7/1/22 term)
  - Same terms as Option #2, but no Annual Aggregate Deductible, and AOP Deductible of $1,000,000.

**OPTION #2 - Lloyds of London / AIG**

In addition to working with Travelers to develop a renewal option for the Library, Alliant also worked with Lloyd’s of London and the Domestic Excess & Surplus Lines markets to build a shares/layered program for the Library. Upon learning of our intention to build this type of program for the Library, AIG expressed interest in participating in the program to help the Library consolidate the number of insurers on the Library’s program and to lower annual premiums. Below is a summary of the program we were able to create:

- **Lloyds of London** - $500,000 Annual Premium ($355,000 for 10/1/21 – 7/1/22 term)
  - Provide coverage for the first $10,000,000 of loss per occurrence
  - $500,000 All Other Perils (AOP) Deductible
  - $1,000,000 Special Flood Hazard Area (SFHA) Deductible
  - $1,500,000 Annual Aggregate Deductible (Library takes on the first $1,500,000 excess of the above deductibles)
  - $10,000,000 Flood Sub-Limit
  - All Other terms and conditions only slight variation of expiring program

- **AIG** - $475,000 Annual Premium ($337,250 for 10/1/21 – 7/1/22 term)
  - Provide coverage for the $490,000,000 of loss per occurrence in excess of the first $10,000,000.
  - Terms and Conditions to follow Lloyd’s of London primary $10,000,000 option.

- **Lloyds of London - Terrorism** - $70,000 Annual Premium ($55,000 for 10/1/21 – 7/1/22 term)
  - Coverage for Certifiable and Non-Certifiable Acts (TRIA only covers Certifiable)

- **$1,066,422.50 Annual Premium** ($1,045,000 x 2.05% Surplus Lines Taxes & Fees)
- **$762,568.63 Premium for 10/19/21 – 7/1/22 term** ($747,250 x 2.05% Surplus Lines Taxes & Fees)

Alliant recommends option #2, which Lloyds of London, in conjunction with AIG, would provide the insurance coverage that leaves the Library less exposed with lower flood deductibles and lower annual aggregate deductibles. The recommendation is also to go with the short-term, prorated insurance program which would expire 7/1/22.

Due to the unexpected need to go to market, the property insurance premiums have exceeded the available FY2022 budget of $623,040. This will require a budget line-item adjustment of $139,560 to cover this cost.

Therefore, the Committee on Buildings is requesting the Detroit Library Commission to authorize the Finance and Business to renew the property and terrorism insurance policies from Lloyds of London and AIG through Alliant Insurance Services for an amount not to exceed $762,569, for a coverage period through July 1, 2022.

Minutes were approved at the November 16, 2021 Virtual Commission Meeting
COMMISSION ACTION

Commissioner Jackson moved approval to renew DPL’s property insurance policy for 2021-2022. Commissioner Short supported.

NOTED

The property insurance will continue to increase moving forward. The increase will be included in future budgets.

President Bellant thanked Alliant Insurance for their diligence in obtaining the best possible insurance premium for DPL

COMMISSION ACTION CONT’D

A roll call vote was taken with the following results:

- Adams          Yes
- Hayden Friley  Yes
- Jackson        Yes
- Short          Yes
- President Bellant Yes

The motion passed unanimously.

Approval to Renew Contract for Snow Removal Services-Westside Locations for a One-Year Period

The Committee on Buildings is advising the Detroit Library Commission to consider a one-year renewal of the contract to provide snow removal services for all Westside Library locations. The initial contract was approved by the Detroit Library Commission on November 19, 2019 for a two-year period with two 1-year renewal options, as follows:

Xpert Lawn and Snow
21083 Mound Road
Warren, MI 48091

The services rendered by Xpert Lawn and Snow have been satisfactory and the vendor has agreed to renew the contract under the same terms and conditions.
The Committee on Buildings is requesting the Detroit Library Commission to approve this renewal to ensure continuity of services for the Library. The renewal period is from December 1, 2021 through November 30, 2022, in an amount not to exceed $115,000.

**COMMISSION ACTION**

Commissioner Jackson moved approval to renew the contract for snow removal services for the Westside locations for a one-year period. Commissioner Hayden Friley supported.

A roll call vote was taken with the following results:

- Adams: Yes
- Hayden Friley: Yes
- Jackson: Yes
- Short: Yes
- President Bellant: Yes

The motion passed unanimously.

Approval to Extend Annual Contract for Snow Removal Services – Eastside Locations

The Committee on Buildings is advising the Detroit Library Commission to approve a one-year extension to the contract to provide snow removal services to all eastside locations. To maintain continuity of bidding both contracts at the same time, the Procurement department discussed maintaining the same terms and conditions for one additional year with the current service provider, Premier Group Associates. An RFP for snow removal services for the entire library system will be issued in March of 2022.

**Snow Removal Services-Eastside Locations**  
Premier Group Associates  
535 Griswold, Ste 1420  
Detroit, MI 48226

Amount Not to Exceed: $89,000.00/Year

The services rendered by Premier Group Associates has been satisfactory and the vendor has agreed to extend the contract under the same terms and conditions. The Committee on Buildings is requesting the Detroit Library Commission to approve this extension to ensure continuity of services. The extension period is from December 1, 2021 through November 30, 2022.
COMMISSION ACTION

Commissioner Hayden Friley moved approval to extend the contract for snow removal services for the Eastside locations from December 1, 2021 – November 30, 2022. Commissioner Short supported.

A roll call vote was taken with the following results:

- Adams: Yes
- Hayden Friley: Yes
- Jackson: Yes
- Short: Yes
- President Bellant: Yes

The motion passed unanimously.

COMMITTEE ON FINANCE

Approval of the Routine Report on Finance

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

<table>
<thead>
<tr>
<th>Summary of Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PUBLIC FUNDS</strong></td>
</tr>
<tr>
<td><strong>PAYMENTS PROCESSED BY THE CITY OF DETROIT</strong></td>
</tr>
<tr>
<td>1. Total Payroll July to September 2021</td>
</tr>
<tr>
<td>2. Total For Vouchers – Processed on Fusion After 3/13/20 listed by invoice number &amp; date (processed off-site)</td>
</tr>
<tr>
<td>3. FY 22 Annual Retiree Supplement</td>
</tr>
<tr>
<td>4. FY 22 General Retirement System (GRS)</td>
</tr>
<tr>
<td>5. FY 22 Central Staffing Services</td>
</tr>
<tr>
<td>6. FY 22 Hybrid Pension Plan</td>
</tr>
<tr>
<td>7. FY 22 VEBA</td>
</tr>
<tr>
<td>8. FY 22 Debt Service Interest for 2014B(1) &amp; 2014B(2) Notes</td>
</tr>
<tr>
<td><strong>Total Processed by City of Detroit</strong></td>
</tr>
</tbody>
</table>

| **PAYMENTS PROCESSED BY DPL** |
| 1. Public Funds/Comerica Checking | Check 1354-1358 | $14,145.50 |
| 2. Branch & Main Library Deposit Checking Account | Checks 7607-7642 | $46,748.35 |
| 3. Branch & Main Library Deposit Checking Account | Electronic Funds Transfer (EFT) | $3,386.93 |
| **Total Processed by DPL** | **$64,280.78** |

| **GRAND TOTAL** |
| **$3,510,550.47** |

Minutes were approved at the November 16, 2021 Virtual Commission Meeting
### Summary of Expenditures

#### RESTRICTED/DESIGNATED FUNDS

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Checks</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Burton Endowment Checking</td>
<td>8329-8330</td>
<td>$3,300.00</td>
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<tr>
<td>O’Brien Checking</td>
<td>4824-4847</td>
<td>$25,425.00</td>
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<tr>
<td>Programs &amp; Gifts Checking Account</td>
<td>2941-2946</td>
<td>$2,155,781.31</td>
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**GRAND TOTAL** $2,184,506.31

#### CREDIT CARD EXPENDITURES

<table>
<thead>
<tr>
<th>Department</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Executive Director</td>
<td>$59.80</td>
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<tr>
<td>Executive Director’s Office</td>
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<td>Chief Financial Officer</td>
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<td>Technical Services</td>
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<td>$0.00</td>
</tr>
</tbody>
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**GRAND TOTAL** $13,057.20

Note: These are July and August 2021 Credit Card Purchases

### COMMISSION ACTION

Commissioner Adams moved approval of the routine report on finance. Commissioner Short supported.

A roll call vote was taken with the following results:

- Adams: Yes
- Hayden Friley: Yes
- Jackson: Yes
- Short: Yes
- President Bellant: Yes

The motion passed unanimously.

**Fiscal Year 2021 (July 1, 2020 – June 30, 2021) Budget- to- Actual Comparison - INFORMATION ONLY**

The attached statement of revenues and expenditures is an estimate of the Detroit Public Library’s (DPL) financial position, which compares the amended FY2021 budget revenues and expenditures to the actual revenues and expenditures as of June 30, 2021.

Minutes were approved at the November 16, 2021 Virtual Commission Meeting
It is important to note that the revenues and expenditures reflect the limited library operations due to the COVID-19 Pandemic. Only the Main Library, the Mobile Library, and six branch libraries provided services during FY2021.

As of June 30, 2021, $29,309,244 in revenues was collected for FY2021. Property taxes collected on behalf of DPL totaled $24,381,253. A total of $3,529,786 of property tax revenues was captured as tax incentives for economic development approved by the Detroit City Council. Delinquent real and personal property taxes collected on behalf of the Library totaled $1,238,739, as of June 30, 2021. However, due to commercial court challenges at Michigan Tax Tribunal, an adjustment of $241,614 was withheld to account for possible loss cases. An additional positive adjustment was made for $56,915. The recorded revenue from delinquent property for the Library totaled $1,054,040. State funding, grants, and reimbursements for the Library totaled $971,425. The Library received $1,245,728 in Renaissance Zone payments from the State of Michigan.

Due to the reduction in operations, during FY2021, to date, the actual revenues exceeded the actual expenditures by $7,361,544. At the beginning of FY2021, the fund balance was $19,067,793 and at the end of the fiscal year, it increased to $26,429,337.

Please also note that these revenues and expenditures are subject to change as the FY2021 financial audit is scheduled to be completed in December of this year.

NEW BUSINESS

Commissioner Jackson stated that new hires should not be considered for employment if they were not vaccinated.

COMMISSION ACTION

Commissioner Jackson moved approval that any new hires must be vaccinated before offered employment at DPL. Commissioner Short supported with the following friendly amendment: “medical excuses would be accepted.”

DISCUSSION

Commissioner Adams stated that DPL needs a comprehensive vaccination policy instead of a piecemeal approach. She would like a revised policy presented to the Commission.

Commissioner Jackson said that the Commission needs to be more forthright in its governance and not fearful.

Commissioner Adams said that the Commission has an obligation to temper with caution, not out of fear.

Minutes were approved at the November 16, 2021 Virtual Commission Meeting
COMMISSION ACTION CONT’D

A roll call vote was taken with the following results:

- Adams  No
- Hayden Friley  No
- Jackson  Yes
- Short  No
- President Bellant  No

The motion failed.

OLD BUSINESS

Commissioner Jackson inquired about the status of the Deputy Director’s position.

Mrs. Mondowney said that progress was being made with processing and recruiting. An update will be presented at the November Commission meeting. The title of the position is Chief of Operations and Customer Experience Officer (CXO).

Commissioner Adams inquired about the status of the Internet usage policy.

Mrs. Mondowney said that it being redrafted and will be presented at the November Commission meeting.

ADJOURNMENT

COMMISSION ACTION

Commissioner Hayden Friley moved approval to adjourn. Commissioner Short supported.

A roll call vote was taken with the following results:

- Adams  Yes
- Hayden Friley  Yes
- Jackson  Yes
- Short  Yes
- President Bellant  Yes

The meeting was adjourned at 3:02 p.m.

Minutes were approved at the November 16, 2021 Virtual Commission Meeting