NOTED

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

President Gray called the Virtual Special Meeting of the Detroit Library Commission to order at 2:02 p.m.

A roll call attendance was taken with the following results:

- Adams Present
- Bellant Present
- Hayden Friley Present
- Jackson Present
- President Gray Present

Commissioner Byrd-Hill joined the meeting at 2:06 p.m.

Excused: Commissioner Taylor

Administrative Staff: Mondowney, Brown, Funchess, Ibegbu, Moore, Norfolk, Powell, Simmons, Williams

Present Also: Katie Andrecovich, Stacy Brooks, Kalana Cooper, Karen Core, Deborah Dorsey, Carolyn Mosley, Christine Peele, Yvette Rice, Tiffani Simon and others

Minutes were approved at the December 15, 2020 Virtual Commission Meeting
Approval of the FY2022 Detroit Public Library’s Proposed Budget

Mr. Antonio Brown, Chief Financial Officer, reported the following:

Introduction

The Library received the “FY2022 Budget and 2023-2025 Four Year Financial Plan” submission request from the Deputy Chief Financial Officer and Budget Director of the City of Detroit on October 20, 2020, with a submission due date of December 7, 2020. 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 commencement of the fiscal year, or July 1, 2021. The City of Detroit will finalize its budget with the approvals of the City Council and the Mayor by April 2021.

Overview

The overall objective of the proposed spending plan is to maintain a safe, manageable and sustainable level of library services and programs when COVID-19 is expected to continue to impact our community well into 2022. This spending plan is in keeping with our mission: to enlighten and empower people by providing Diverse and Dynamic Pathways to Literacy and Learning.

To that end we are recommending the following:

Provide services from our current eight service points: Main Library, six branches (Campbell, Edison, Jefferson, Parkman, Redford and Wilder), and the Mobile Library. The seven physical locations were selected because of their size, which allowed for social distancing, their geographic location, including public transportation access, ADA accessibility, and resources available at the site, such as computers and special collections. We currently provide system-wide a total of 116 in-person hours per week for all locations. We are proposing to increase the total number of in-person hours to 416 per week. This increase will allow for greater in-person usage of our services. For the first time in memory, the Library will offer a consistent 10:00 a.m. to 8:00 p.m. schedule at open locations with Sunday service continuing at Main, Redford and Wilder. This increase schedule represents nearly 50% of the total system-wide service hours offered to the community pre-pandemic.
Fortunately, we are able to continue several of the services implemented during the pandemic that proved to be highly useful and popular with the public, including virtual reference service, curbside pickup of materials, grab and go kits, and computers for remote use. We will continue to grow our online programming and electronic educational support for children and families.

The Mobile Library will continue its outreach service to eight additional closed branches: Conely, Douglass, Chase, Sherwood Forest, Franklin, Knapp, Elmwood Park and Duffield. These stops were selected based on providing a balanced level of service throughout the city and with consideration of a location’s ability to provide adequate parking of the vehicle.

With the increase in the schedule of hours and the additional services that we will offer, staffing will increase from 126 to 169 (a callback of 43 employees) with 72 staff who will continue on furlough.

All activities will be provided within the framework of government mandates and health and safety considerations that are in place at any given time.

**FY 2022 – Estimated Revenue and Expenditure**

The projected FY2022 estimated revenues of **$28,367,378**, is nearly the same as the actual revenues of **$28,514,160** received in FY2020. The two major funding sources FY2022 are local property taxes as well as State-Aid and county revenues. Local property taxes (current property taxes, prior year property taxes, NEZ, IFT, OPRA, and personal property taxes) total **$25,549,842**. State-Aid and county revenue total is **$2,598,536**.

The proposed FY2022 estimated expenditures are **$27,161,308**. Major sources of the expenditures are employee salaries and benefits, operation expenditures (i.e., utilities, computer systems, print and nonprint material, repairs and maintenance), pension and retiree expenditures, and debt service. The spending plan budgets a total of **$12,879,802** for salaries and benefits, **$10,296,355** in operating expenses, **$3,429,517** for pension and retiree obligations, and **$555,634** for debt service.

The Administration of the Detroit Public Library requests approval of the Proposed FY 2022 Spending Plan.

**COMMISSION ACTION**

Commissioner Bellant moved approval. Commissioner Jackson supported.
DISCUSSION

Commissioner Hayden Friley asked if the furloughed staff is still receiving their regular income.

Mr. Brown stated that the furloughed staff is receiving unemployment and medical benefits.

Commissioner Bellant asked about the tax capture data.

Mr. Brown stated that the tax captures were reported within the context of current year property taxes. Tax captures are no longer reported as an expense. It is an offset of the revenues that are reported for current year property taxes.

Commissioner Bellant asked about the current number of hours the Library is opened.

Mr. Brown explained that the Library is currently opened 116 hours collectively system wide. The proposed budget plan would allow the Library to open 416 hours system wide to service the community. It is estimated that the additional hours would begin in July 2021.

Commissioner Byrd-Hill expressed her concerns regarding reopening the remaining closed branches during the COVID-19 pandemic.

President Gray stated the size of the branches and the ability to socially distance was taken into consideration in deciding which locations would open and which locations would remain closed during the COVID-19 pandemic.

Commissioner Bellant stated that the costs to operate a branch post-COVID-19 is greater than operating a branch pre-COVID-19 with the addition of personal protection equipment, sanitization, additional janitorial supplies and services.

Commissioner Byrd-Hill requested a copy of the Library’s demographic usage data during the COVID-19 pandemic.

Commissioner Adams asked about the increase in repairs in the Branches that are closed.

Mr. Brown stated that the Library is still responsible for lawn care and snow removal at the closed locations. Also, touch-up work, basic repairs on aging HVAC systems and facility issues are being addressed while the buildings are unoccupied.

Minutes were approved at the December 15, 2020 Virtual Commission Meeting
COMMISSION ACTION CONT’D

A roll call vote was taken with the following results:

- Adams             Yes
- Bellant           Yes
- Hayden Friley     Yes
- Byrd-Hill         No
- Jackson           Yes
- President Gray    Yes

The motion passed.

President Gray asked for a Point of Privilege to allow Commissioner Bellant to share some information.

Commissioner Bellant stated that he and President Gray had submitted letters to the Governor of Michigan and the President & CEO of the Henry Ford Health System in regards to prioritizing DPL’s essential employees to receive the COVID-19 vaccination if they choose to.

Commissioner Bellant said that he and President Gray had also sent letters to the Detroit Public Schools Community District Board members and to the Superintendent about an increased partnership with online learning to let the students and parents know what services DPL offers.

COMMISSION ACTION

Commissioner Hayden Friley moved adjournment. Commissioner Bellant supported.

A roll call vote was taken with the following results:

- Adams             Yes
- Bellant           Yes
- Hayden Friley     Yes
- Byrd-Hill         Yes
- Jackson           Yes
- President Gray    Yes

The meeting was adjourned at 2:46 p.m.

Minutes were approved at the December 15, 2020 Virtual Commission Meeting