

DETROIT LIBRARY COMMISSION PROCEEDINGS**REGULAR MEETING****MARCH 17, 2015**

President Quarterman called the Regular Meeting of the Detroit Library Commission to order at 1:55 p.m.

Present: President Quarterman, Commissioners Adams, Davis, Jackson, Thomas (via telephone)

Administrative Staff: Mondowney, Brown, Bruni, Call, Funchess, Moore, Norfolk, Powell, Simmons

Excused: Commissioner Inniss-Edwards

Present Also: Cheryl Blessett, Lamont Bolding, Lurine Carter, Enid Clark, Barbara Cohn, Deborah Dorsey, Carolyn Mosley, Christine Peele, Carole Rihani, Yvette Rice, Laurie Stuart, Charles Thompson and others

APPROVAL OF MEETING MINUTES

The minutes of the February 17, 2015 Regular Meeting were approved with any necessary corrections.

PUBLIC COMMENTS

Carole Rihani - Expressed her concerns of adjusting the hours at the Children's Library at Main to accommodate more students. She said more programs would be available for school visits if the hours were adjusted from 12:00 p.m. until 8:00 p.m. on Tuesday and Wednesday to 10:00 a.m. until 6:00 p.m. She said the students are not utilizing the Children's Library students between the hours of 6:00 p.m. and 8:00 p.m.

Noted

Mrs. Mondowney said that the Administrative staff would meet with Ms. Rihani to investigate the matter.

Minutes were approved at the April 21, 2015 Commission Meeting

REPORT OF THE PRESIDENT

President Quarterman read a thank you letter from Mrs. Hilda Vest for a memorial resolution in honor of her late husband Mr. Donald Vest that was presented to her by the Commission on behalf of the Detroit Public Library. Mr. Vest was a longtime supporter of DPL.

REPORT OF THE EXECUTIVE DIRECTOR

150th Anniversary Kick-Off Celebration

Mrs. Mondowney reported that on the afternoon of March 25, 1865, Detroiters gathered at Capitol High School at State and Griswold Streets to dedicate the Detroit Public Library. It is fitting that exactly 150 years to the day, DPL will launch a year-long sesquicentennial celebration on Wednesday, March 25, 5 – 9 pm, at Main Library. A brief program will be held at 6 pm, followed by music, refreshments, special exhibits, and tours of Main Library provided by the Friends Foundation. During the program, the Library will receive a Sesquicentennial Milestone Award from the Historical Society of Michigan.

2015 African American Booklist

Mrs. Mondowney reported that this year's African American Booklist is a special edition in recognition of the Library's 150th anniversary and the 50th anniversary of the poetry of Broadside Press, a pioneer publisher of African American poets. Founded in 1965 by librarian, poet and former employee of DPL, Dudley Randall, the Press was the literary home of major poets including Gwendolyn Brooks, Margaret Walker, Sterling Brown, Sonia Sanchez, Nikki Giovanni and Haki Madhubuti. The booklist entitled, "The Broadside Press Legacy of Dudley Randall," will be widely distributed. DPL is especially grateful for the enormous contribution to this project by scholar and poet Dr. Gloria House, a board member of Broadside Press.

Poetry Programs

Mrs. Mondowney reported that as part of the Library's 150th celebration, DPL will host a series of poetry programs beginning on March 31 with a reading by poet and educator, Naomi Long Madgett, Detroit's Poet Laureate and founder of Lotus Press. Mrs. Madgett was a recipient of the 2012 Kresge Eminent Artist Award.

On April 4, Saul Williams, known internationally for his blend of poetry and alternative hip-hop will perform at DPL. Mr. Williams is known for his lead roles in the 1998 film *Slam* and *Holler If Ya Hear Me*, a Broadway musical.

Poet Jessica Care Moore will be featured on May 12. Ms. Moore is the recipient of the 2013 Alain Locke Award from the Detroit Institute of Arts and producer of *Black Women Rock*. All programs will be held at 6 pm in the Clara Stanton Jones Friends Auditorium and are open to the public. In addition, several branches will also host poetry programs.

Frederick Douglass Branch for Specialized Services

Mrs. Mondowney reported that the “grand opening” of the Douglass Branch was held on Thursday, February 26, 2015. Approximately 75 people turned out for the joyous celebration. Since its opening as the Douglass Technology Center, the word is spreading throughout the community that this is a place of learning offering important technology access that meets a wide range of needs from online job applications to completing school assignments. The center features more than 50 computers, a computer training lab, and free Wi-Fi access.

The Branch continues to be the site for the Library for the Blind and Physically Handicapped and the Bookmobile Service. Special recognition and thank-yous are extended to the staff of DPL’s Facilities Department and Information Systems Department, which provided exceptional skills that contributed to the successful renovation of the branch.

Redford Branch Library

Mrs. Mondowney reported that renovations are nearing completion at the Redford Branch. A ribbon-cutting ceremony is scheduled for Thursday, April 16 at 2 p.m.

Junior Great Books 50th Anniversary

Mrs. Mondowney reported that for the past 50 years DPL’s Junior Great Books program has provided an opportunity for students to enhance and develop reading and critical thinking skills. In recognition of the program’s 50th anniversary, the Children’s Library is sponsoring a special performance of “Strega Nona and the Magic Pasta Pot,” by the Wild Swan Theater at 2 pm on Saturday, May 16, followed by a reception. Children will have the opportunity to register for the free Summer Junior Great Books Program and receive reading material for the program.

Comerica, Java & Jazz

Mrs. Mondowney reported that DPL's Comerica Java & Jazz series will launch its 15th season tonight at 6 pm in the Clara Stanton Jones Friends Auditorium. The evening will feature Straight Ahead, the all-female jazz group that is widely recognized for their eclectic and soulful approach to creating music.

2014 Super Summer Reading Challenge

Mrs. Mondowney reported that young readers in the Rosa Parks Children and Youth Program sponsored by the Capuchin Soup Kitchen, read 124 books to win the 2014 Super Summer Reading Challenge. More than 60 students and adults attended the Library-sponsored pizza party finale held in February. In a thank you note to DPL's Office of Children's and Teen Services, the soup kitchen director wrote that the Library's work helps "provide positive opportunities for children, youth and their families."

Local History Conference

Mrs. Mondowney reported that Mark Bowden, Coordinator of DPL's Special Collections, was a presenter at the Historical Society of Michigan's Local history Conference on March 14 in Sterling Heights. Mark's session was entitled, "Celebration a Century of Preserving Detroit's History: The Burton Historical Collection." This was an important opportunity to share the role of the Burton Collection not only in the history of the City of Detroit but also of the State of Michigan. On Thursday, May 21, the Burton Collection will celebrate its 100th anniversary by opening the Coleman A. Young Mayoral Collection.

Salute to Susan Taylor

Mrs. Mondowney congratulated Susan Taylor, DPL's Literacy and Reading Specialist, who was featured in the March 2015 edition of BLAC magazine. The writer, Emell Derra Adolphus, highlighted many of the programs offered through Detroit Reads. Susan was applauded for her passion and DPL's Detroit Reads program was recognized for reaching a generation of learners that were counted out by society.

HOUR Magazine

Mrs. Mondowney reported that the March edition of HOUR Magazine featured an article by Sheryl James entitled "Read All about It: Detroit Public Library looks back at milestone, and forward into the digital age." Along with the beautiful photographs by Martin Vecchio, readers were provided with an overview of DPL's growth over the past 150 years.

Wayne County

Mrs. Mondowney reported that on February 19, 2015, DPL received a payment of \$158,486 for delinquent property taxes.

COMMITTEE ON ADMINISTRATION**Approval of the Human Resources Routine Report**

Commissioner Adams reported that the Human Resources Department Report provides information regarding personnel actions taken from February 1, 2015 – February 28, 2015. These actions have been approved by Administration.

APPOINTMENTS (4)

Employee Name	Title	Hire date
Mendajah Abram	Customer Service Representative	2/9/2015
Elombe Dawson	Customer Service Representative	2/9/2015
Donnie Embry	Customer Service Representative	2/9/2015
Kenneth Gabriel*	Information Systems Network Technician	2/23/2015

*Temporary hire

RETIREMENTS (0)

Employee Name	Last Day Worked	Retirement Date

SICK LEAVE PAYOUTS (1)

Veronica Obianwu, Assistant Manager

POTENTIAL RETIREMENTS (0)

Employee Name	Last Day Worked	Retirement Date

SEPARATIONS (1)

Employee Name	Title	Last Day Worked
Karen Vanassche	Customer Service Representative	2/21/2015

EMPLOYEE HEADCOUNT

Headcount – February 2015	Headcount – February 2014
337 Active Employees	332 Employees

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

COMMISSION ACTION

Commissioner Adams moved to approve the Human Resources report as presented. Commissioner Davis supported. The motion passed unanimously.

COMMITTEE ON BUILDINGS**Approval to Contract with DTE Energy to Supply Electrical Energy to All Detroit Public Library Locations**

Commissioner Jackson reported that DTE Electric Company has assumed the function from City of Detroit Public Lighting Department (PLD) as of August 1, 2014 to supply electrical services to all PLD customers. DTE has requested that the Detroit Public Library to enter into a ten-year agreement to provide said electrical services.

After several months of correspondence between DTE and DPL, DTE has agreed to provide the D3.2 Secondary Educational Rate for all of the branch locations and the D6.2 Primary Educational Rate for Main Library. With those rates should come a reduction in overall costs to DPL. The actual savings will not be realized until there can be a comparison of actual future costs to the Library's historical costs. DTE has assured DPL that there will be a savings at the new rates.

There will be no conversion costs associated or new equipment needed at the branch locations to obtain the D3.2 rate. However, at the Main library DTE will be installing new electrical equipment needed to accept the power lines that will supply electricity into the building. The new equipment will be installed at a cost of \$500,000.00.

Minutes were approved at the April 21, 2015 Commission Meeting

This cost will not be at the expense of DPL, rather it will be amortized over the course of ten years and paid for by the DTE customers hence the ten year contract request.

Should DPL accept the D6.2 Educational rate, DPL will own the new equipment and it will be the responsibility of DPL to maintain that new equipment. It was suggested by DTE that DPL contract that maintenance agreement to an outside source and that the cost of that agreement should be at an estimated cost of \$500.00 per month. Again, that cost is an estimation based on current market conditions and the real cost would be determined through the selection of a vendor by the Facilities Department and/or by RFP solicitation.

Approval is requested to act in accordance with DTE Energy application to be part of the conversion of the existing PLD power grid, to the new DTE power grid and new infrastructure that will supply energy to DPL facilities.

COMMISSION ACTION

Commissioner Jackson moved to contract with DTE Energy to provide electrical energy at all Detroit Public Library locations. Commissioner Adams supported. Commissioner Davis abstained. The motion carried.

COMMITTEE ON BOOKS AND LITERACY VISIONING

Approval to Check-Out Video Recordings for 7 Days

Commissioner Jackson reported that Detroit Public Library (DPL) proposes changing DVD, Blu-ray and Videotape recordings from a 3-day to 7-day circulation period.

This addresses a recurring customer complaint that 3 days is not long enough when borrowing the maximum 6 video recordings at once. (Eyewitness reports suggest the majority of DPL customers borrow 6 recordings at a time.)

The 3-day borrowing policy reflects a climate of relative scarcity that no longer exists. It dates from customer demand far outstripping availability of the relative few and comparatively very expensive recordings in DPL's collections. DPL now has several thousand recordings in each branch plus more than 30,000 in Main Library. An expansion furthered by prices of video recordings becoming no more expensive than books.

There is no reason to maintain this antiquated policy of scarcity.

Approval is requested to change the check-out period for DVDs, Blue-Rays and Videotapes from 3 days to 7 days.

This policy will be reviewed again in five years.

COMMISSION ACTION

Commissioner Jackson moved approval to check-out video recordings for 7 days. Commissioner Davis supported. The motion passed unanimously.

COMMITTEE ON FINANCE

Approval of Fiscal Year 2015 Budget to Actual Comparison Report

Commissioner Davis reported that the Finance and Business Office of the Detroit Public Library has completed its journal entries through the month of February 2015. The attached document reports on the Library's financial position, comparing the amended FY15 budget revenues and expenditures with the actual revenues and expenditures as of February 2015.

The Detroit Public Library has received roughly 71% of total budgeted revenues 8 months into the fiscal year. Current year property taxes are coming in at 80% of the budgeted amounts, which is slightly above expectations. Prior Year property taxes, taxes which are delinquent that Wayne County collects, are significantly higher than the budgeted amount. The FY15 budget had prior year property taxes at \$231,824, as of February 2015, \$1,632,063 has been collected on behalf of the Detroit Public Library. This increase in revenues is due to many properties being acquired from Wayne County by real estate investors for back taxes. Other taxes journal entries are performed by the City of Detroit; however, the Library is expected to receive \$3.37 Million from the State of Michigan from the Renaissance Zone.

The revenues appear to be on target as budgeted. The major increases in prior year property tax collections are positive for the Library. The Governmental revenues are generally received in 2 checks with the exception of court fines, which is received annually. As of February 2015, the Library has not received payments for the e-Rate, LBPH, and State Funding; however, the Library expects to receive the budgeted amounts. The other revenue items are showing zero in the actuals because these journal entries have not been entered into the DRMS software by the City of Detroit. The item in recoveries reflects the direct deposit transfer from the FBI in relation to property seizure in the Tim Cromer case.

The actual total expenditures for the Detroit Public Library through February 2015 are at 43% of the budgeted expenditures. Total salaries and wages are being expended at roughly 61% of budget, which is right on target of where the Library should be at the end of 8 months.

Employee benefits, including employee pension expenditures are posted by the City of Detroit. There is no indication that these expenditures are going to be more than the budgeted expenditures. Please note, there is a \$2.5 million pension expenditure added to the budget via budget amendment per the Plan of Adjustment completed in October 2014.

Operating expenditures for supplies as of February are roughly 39% of the budgeted expenditures for supplies. The line item for Utilities-Gas shows that expenditures are over budget because the line item includes charges for IPO Utilities-PLD Electricity. This will need to be corrected and some charges moved to the correct line item. Litigation and Claims show that the line item is \$46,862 over budget, this expense will be moved to the Legal line item.

All other expenditures appear to be on target with the budget. Management does anticipate some additional unbudgeted expenditures surrounding litigation, however, it is believed that with controlled costs, and the increase in unbudgeted revenues, the expenditures will be covered.

COMMISSION ACTION

Commissioner Davis moved to approve the fiscal year 2015 budget to actual comparison report. Commissioner Adams supported. The motion passed unanimously.

Approval of the Routine Report on Finance

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

<u>Summary of Expenditures</u>		
<u>PUBLIC FUNDS</u>		
<u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u>		
1	Total Payroll	\$990,044.38
2	Total For Vouchers – Processed on DRMS Vouchers 429 – 500	\$390,893.50
3	Benefits Plan	\$0.00
4	General Retirement System	\$0.00
5	Central Staffing Services	\$0.00
	Voucher	<u>\$0.00</u>
	Total Processed by City of Detroit	<u>\$1,380,937.88</u>

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PAYMENTS PROCESSED BY DPL

1. Public Funds/Comerica Checking	Checks 1230	\$2,592.00
2. Branch & Main Library Deposit Checking Account	Checks 3470 -3485	\$20,511.45
3. Professional Service Contracts	None	\$0.00
Total Processed by DPL		<u>\$23,103.45</u>

GRAND TOTAL**\$1,404,041.33**Summary of Expenditures**RESTRICTED/DESIGNATED FUNDS**

1 Burton Endowment Checking	Checks None	\$0.00
2 O'Brien Checking	Checks 4397 - 4398	\$3,493.24
3 Programs & Gifts	Checks 1935 - 1942	\$1,128.40

GRAND TOTAL**\$4,621.64****CREDIT CARD EXPENDITURES**

Executive Director	\$54.90
Executive Director's Office – used for general office purpose	\$239.95
Human Resources Department	\$0.00
Marketing Department	\$912.24
Technical Services	\$2,256.39
Facilities Department	\$1,646.87
Branch Services	\$175.00

GRAND TOTAL**\$5,285.35****Note: These are November 2014 Credit Card Purchases****COMMISSION ACTION**

Commissioner Davis moved to approve the finance report. Commissioner Adams supported. The motion passed unanimously.

The meeting was adjourned at 2:44 p.m.