

DETROIT LIBRARY COMMISSION PROCEEDINGS

COMMITTEE OF THE WHOLE

FEBRUARY 16, 2016

Commissioner Jackson called the Committee of the Whole Meeting of the Detroit Library Commission to order at 2:00 p.m.

Present: Commissioners Davis, Jackson, Thomas
Administrative staff: Mondowney, Brown, Moore, Norfolk,
Powell, Simmons, T. Williams

Excused: President Adams, Commissioner Inniss-Edwards

Present Also: Janet Batchelder, Lamont Bolding, Lurine Carter, Deborah Dorsey,
Sean Everett, Mike McElgunn, Carolyn Mosley, Yvette Rice,
Jameka Robison, Derick Suppon

There not being a quorum present, the Commissioners present resolved themselves into a Committee of the Whole and took the following action pending future ratification at the next Commission meeting when a quorum would be present.

NOTED

Commissioner Quarterman submitted her resignation effective February 10, 2016 at the February 9, 2016 Committee on Finance meeting.

The minutes of the Regular Meeting of January 19, 2016 were approved as presented with any necessary corrections.

PUBLIC COMMENTS

Lamont Bolding – Expressed his concerns regarding the alleged theft of his belongings at the Knapp Branch and the staff not handling the situation properly.

Commissioner Jackson suggested that Mr. Bolding keep a record of the allegations and a brief description of any conversation regarding the matter. A report should also be filed with management for the purpose of investigation.

Minutes were approved at the March 15, 2016 Commission Meeting

REPORT OF THE EXECUTIVE DIRECTOR

Dale Rich Collection

Mrs. Mondowney reported that the DPL is partnering with the Dale Rich Collection to present a screening of selected portions of the award-winning documentary, "Eyes on the Prize," at noon on Saturday, February 27, 2016 at Main Library. The afternoon will include a panel discussion on voting rights moderated by Dr. Wallace Peace, a history professor at Wayne County Community College. Panel participants will include Annie Pearl Avery, a Selma, Alabama resident and Bloody Sunday survivor, and Dr. Gloria House, a member of the Student Nonviolent Coordinating Committee and retired director of the African American Studies Department at the University of Michigan, Dearborn.

Shakespeare Exhibition

Mrs. Mondowney reported that *First Folio! The Book That Gave Us Shakespeare* is a traveling exhibition on tour from the Folger Shakespeare Library in Washington, DC. The exhibit is funded in large part by a grant from the National Endowment for the Humanities. Wayne State University, in collaboration with the DIA and the Detroit Public Library, was selected to be the host of Michigan's First Folio, beginning March 10 – April 1, 2016. DPL's Friends Foundation and Special Collections will sponsor a lecture, "Everything You Always Wanted to Know about Shakespeare but Were Afraid to Ask," at Main Library, 6-8 p.m., on March 18, 2016. The Burton Historical Collection will provide an exhibit featuring rare Folio editions and other Shakespeare items from the 18th and 19th centuries.

Digital Collection Milestone

Mrs. Mondowney reported that the Library's Digital Collections has reached more than 1 million page views. In less than 17 months, nearly 48,000 virtual users have visited the collection more than 70,000 times and have looked at items more than 1 million times. It would take about 13 years for Special Collections to record 48,000 on-site visitors. To date there are nearly 80,000 items in the Digital Collection with new content being added every week. She thanked Mark Bowden, DPL's Coordinator of Special Collections, the Digital Lab's staff Carla Reczek, Enid Clark, and Vickie Pride for their work to make this dynamic and ever-growing resource available to our worldwide users.

An Evening with Raymond Lambert

Mrs. Mondowney reported that Raymond Lambert, will visit Main Library at 6 p.m., on Tuesday, February 23 to discuss his memoir, *All Jokes Aside: Stand Up Comedy is a Phunny Business*. Mr. Lambert was the owner of America's one-time preeminent black comedy club in Chicago, All Jokes Aside, a comedy club that launched the careers of some of the biggest names currently in the comedy business including Jamie Foxx, Chris Rock, Mo'Nique and Steve Harvey.

Skillman Branch Author Series

Mrs. Mondowney reported that Quicken Loans has partnered with the Skillman Branch Library to present a “Noontime Author Series,” that launched in January. The next author talk will be at noon, on Wednesday, March 30, 2016 and will feature Timberly Robinson, author of *Masterpiece*, a children’s book.

Free Income Tax Preparation

Mrs. Mondowney reported that DPL is hosting free income tax preparation at several locations. This year the Accounting Aid Society is providing this service at Main Library and the Duffield Branch. Wayne Metro Community Action Agency is providing tax preparation at Parkman, Chandler Park, Campbell, Sherwood Forest, Hubbard, Redford, and Conely branches.

Model D

Mrs. Mondowney reported that Model D, an online news site, recently featured DPL in an article about “How the Detroit Public Library is staying relevant to kids in the 21st century.” The article highlighted Main Library’s HYPE Teen Center and its 21st century technology approach to connecting with teens. Reporter Cornelius Fortune also visited the Campbell Branch and wrote about that branch’s partnership with 826michigan, a nonprofit that inspires school-aged children to write confidently and skillfully with the help of adult volunteers.

Wayne County

Mrs. Mondowney reported that on February 2, 2016, DPL received a payment of \$135,517 from Wayne County for delinquent property taxes.

COMMITTEE ON ADMINISTRATION

Approval of the Human Resources Report

Commissioner Davis reported that the Human Resources Department Report provides information regarding personnel actions taken from January 1, 2016 through January 31, 2016. These actions have been approved by Administration.

APPOINTMENTS (1)

Employee Name	Title	Hire date
Tracey Woodard	Customer Support Representative	January 25, 2016

Minutes were approved at the March 15, 2016 Commission Meeting

RETIREMENTS (1)

Employee Name/Title	Title	Last Day Worked	Retirement Date
Ruth Biersdorf	Manager	October 12, 2015	January 29, 2016

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

Employee Name	Title	Last Day Worked
Lawanda Felder	Technical Training Associate	January 19, 2016
Brandinn Barron	Customer Support Representative	January 8, 2016

EMPLOYEE HEADCOUNT*

Headcount – January 2016	Headcount – January 2015
Budgeted Positions = 334	Budgeted Positions = 334
Active Employees = 287	Active Employees = 313
Vacant Positions = 47	Vacant Positions = 21

*Headcount Process based on Actual Headcount not Budgeted Numbers as in the past.

COMMISSION ACTION

Commissioner Davis moved approval of the Human Resources Report. Commissioner Thomas supported. This action will be forwarded to the next Commission meeting for ratification.

COMMITTEE ON FINANCE**Approval of the FY 2016 Budget to Actual Comparison Report**

Commissioner Davis reported that to date, the City of Detroit has not completed the journal entries pertaining to the Detroit Public Library's expenses for FY 2015. Therefore, expenses for employee benefits have been projected.

The Finance and Business Office of the Library has posted all of its journal entries as of December 31, 2015. The attached report is intended to provide the Finance Committee with the financial position of the Library as of December 31, 2015, comparing budgeted revenues and expenditures to actuals.

Minutes were approved at the March 15, 2016 Commission Meeting

The actual total revenues recorded for the Detroit Public Library is \$16,312,834. This is approximately 50% of budgeted total revenues of \$33,234,440 with the use of fund balance. The City of Detroit has recorded \$14,398,243 for current year property taxes received on behalf of the Library. The Library has received \$1,890,891 in delinquent property taxes payments from Wayne County Treasury department. The amount received in delinquent property taxes has exceeded the budgeted amount by \$312,721. This increase in revenues is due to back tax payments of many properties being acquired from Wayne County by real estate investors. To date, the State of Michigan has not made the \$3,501,369 contribution for the Renaissance Zone Tax; however, the Library expects to receive it.

Total revenues received are on par with the budget for the last six months. Other tax revenues such as, Industrial Facilities Tax (IFT), and Neighborhood Enterprise Zone (NEZ); in addition to Court Fines, are all posted by the City of Detroit. To date, the City of Detroit has not posted revenues for these items; however, the Library does not anticipate major decreases in the budgeted revenue amounts. While the Library has not received payments for the e-Rate (Internet use), the Library for the Blind and Physically Handicapped (LBPH), and State Funding, the Library expects to receive the budgeted amounts. The additional revenue items and journal entries have not been entered into the Detroit Records Management System (DRMS) software by the City of Detroit.

The actual total expenditures recorded for the Detroit Public Library is \$13,737,382. This is approximately 42% of total budgeted expenditures of \$33,234,440. Total salaries and wages expended through December 2015 are \$5,894,274. The total budget for salaries for FY16 is \$13,695,760. Employee benefits, including employee pension expenditures are posted by the City of Detroit. There is no indication that expenditures are going to be more than the budgeted amounts.

Operating expenditures as of December 31, 2015, total \$2,838,462. Operational expenditures are managed and expended as incurred (i.e. Utilities, insurance, permit, and approved repairs and maintenance items). All other expenditures appear to be on target with the budget.

The financial position of the Library within the first six months of the fiscal year appears to be on target with the amended FY16 budget. The increase in delinquent property taxes is a plus for the Library and will allow for less use of fund balance.

COMMISSION ACTION

Commissioner Davis moved approval of the FY 2016 budget to actual comparison report. Commissioner Thomas supported. This action will be forwarded to the next Commission meeting for ratification.

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		\$1,386,031.23
2	Total For Vouchers – Processed on DRMS Vouchers 371 – 453		\$353,833.51
3	FY 2016 Benefits Plan		\$0.00
4	FY 2016 General Retirement System (GRS)		\$0.00
5	FY 2016 Central Staffing Services		<u>\$0.00</u>
	Total Processed by City of Detroit		<u>\$1,739,864.74</u>
<u>PAYMENTS PROCESSED BY DPL</u>			
1.	Public Funds/Comerica Checking	Checks 1248	\$600.72
2.	Branch & Main Library Deposit Checking Account	Checks 3815 – 3864	\$56,196.76
3.	Professional Service Contracts	Checks – None	<u>\$0.00</u>
	Total Processed by DPL		<u>\$56,797.48</u>
GRAND TOTAL			<u>\$1,796,662.22</u>
<u>Summary of Expenditures</u>			
<u>RESTRICTED/DESIGNATED FUNDS</u>			
1	Burton Endowment Checking	Checks 8283 – 8284	\$1,694.59
2	O'Brien Checking	Checks 4474	\$1,438.12
3	Programs & Gifts	Checks 2110 – 2120	<u>\$17,777.88</u>
GRAND TOTAL			<u>\$20,910.59</u>
<u>CREDIT CARD EXPENDITURES</u>			
	Executive Director		\$234.00
	Executive Director's Office – used for general office purpose		\$0.00
	Chief Financial Officer		\$0.00
	Human Resources Department		\$1,014.95
	Marketing Department		\$1,822.92
	Technical Services		\$4,694.66
	Facilities Department		\$2,294.45
	Branch Services		<u>\$4,057.76</u>
GRAND TOTAL			<u>\$14,118.74</u>
Note: These are December 2015 Credit Card Purchases			

Minutes were approved at the March 15, 2016 Commission Meeting

COMMISSION ACTION

Commissioner Davis moved approval of the routine report on finance. Commissioner Thomas supported. This action will be forwarded to the next Commission meeting for ratification.

The meeting was adjourned at 2:36 p.m.