

DETROIT LIBRARY COMMISSION PROCEEDINGS

REGULAR MEETING

SEPTEMBER 18, 2018

President Thomas called the Regular Meeting of the Detroit Library Commission to order at 1:45 p.m.

Present: President Thomas, Commissioners Bellant, Gray, and Taylor (Ex-Officio)
 Commissioner Adams joined the meeting at 1:50 p.m.
 Commissioner Jackson joined the meeting at 1:54 p.m.

Administrative staff: Mondowney, Brown, Call, Bruni, Funchess, Ibegbu, Johnson, Norfolk, Powell, Simmons, Williams

Excused: Commissioner Inniss-Edwards

Present Also: Cheryl Blessett, Enid Clark, Gene Cunningham, Katie Dowgiewicz, Deborah Dorsey, Christina Ladson, Carolyn Mosley, Christine Peele, Jesus Ramos, Yvette Rice, Tiffani Simon

APPROVAL OF MEETING MINUTES

The minutes of the Regular Meeting of June 19, 2018 were approved as presented.

PUBLIC COMMENTS

Gene Cunningham – Satisfaction Realty LLC – Mr. Cunningham stated that he was representing a client that expressed interest in the Richard Branch. He said his client would like to maintain the property in conformity with the community. He asked the Commission to consider his client's proposal and that he was prepared to make an offer.

President Thomas stated that the Commission was aware of Mr. Cunningham's client's interest in Richard Branch. He asked him to speak with Mrs. Mondowney after the meeting and let her know the amount of the offer. He said that would be a starting point for the Commission to review.

Minutes were approved at the October 16, 2018 Commission Meeting

REPORT OF THE PRESIDENT

President Thomas welcomed everyone back from summer recess. He also thanked the staff for their many positive interactions with the public.

REPORT OF THE EXECUTIVE DIRECTOR

Sunday Schedule Resumes

Mrs. Mondowney reported that beginning October 7, 2018, the Main Library and Redford and Wilder branches will once again open on Sundays from 1:00 - 5:00 p.m. All regular services are available as well as special programs for all ages. The Sunday schedule will continue through May 19, 2019. This marks the second consecutive year that the DPL will offer library services on Sundays.

2017 Sunday Schedule Report

Mrs. Mondowney reported that Sunday hours returned to the Main Library in 2017 after a 36-year hiatus. (The Sunday schedule at Main was discontinued in 1981 due to budget reductions.) In addition, for the first time ever, two branch libraries were also open on Sundays: the Redford Branch on Detroit's westside and the Laura Ingalls Wilder Branch on the eastside. These libraries were open a total of 30 Sundays from October 8, 2017 through May 20, 2018, providing an additional 360 hours of public service during FY 2018.

DPL's Marketing Department developed and implemented a comprehensive integrated media coverage plan. The plan included advertising in the *Michigan Chronicle* and *BLAC* magazine; radio advertising (105.9 FM, 102.7 FM, WDET and 105.1 FM); and advertising on Comcast Cable (a video was produced), along with freeway and residential billboards. Mrs. Mondowney thanked the Marketing Department for the work that was done in promoting the return of Sunday Service.

The return of Sunday library service was seen by many as a symbol of the city's renaissance and was met with great enthusiasm and support:

- Allan Lengel of Deadlinedetroit.com declared on opening day that "folks of all ages filled the halls of Main Library with life and joy." Positive stories about the library's new Sunday hours also appeared in the *Detroit Free Press*, the *Michigan Chronicle*, and the *Detroit Monitor*.
- City Council President Brenda Jones sponsored a testimonial resolution recognizing the restoration and expansion of Sunday library service.

- Mayor Mike Duggan issued a proclamation declaring Sunday, October 8, 2017, "Sunday Family Fun Day" in the City of Detroit.

The initial excitement of additional library hours continued throughout the season as demonstrated by the number of visitors on Sundays.

Attendance on Sunday afternoons at each location routinely matched or exceeded the site's average daily attendance during the rest of the week. Total attendance on Sundays topped 35,000 people.

Visitors expressed their pleasure on the Library's Customer Satisfaction Survey with comments such as:

- "Hooray for Sunday opening!"
- "This is so convenient! I came directly from church!"
- "Thank you for being open on Sundays for working mothers who want to bring their children to the library."

DPL's theme for Sunday service, "Sunday Family Fun Days," helped set a tone that promoted a more relaxed and engaging experience for visitors. Many individuals, couples and families visited the libraries on Sunday to enjoy a stroll through the building, drop in on a special program, or quietly read a story to their children. Together, the three locations offered 217 programs, which were attended by 5,441 adults and children. Programs ranged from ongoing art classes, yoga, book and author events, to individual assistance for people learning to use a smart phone and an elaborate Comic Con at the Redford Branch. The award-winning "Prime Time Family Reading Time," a discussion and storytelling series, embodied the spirit of Sundays at the library by enabling families to bond around the act of reading and talking about books.

The improved accessibility of library service and the positive energy it generated made the addition of Sunday hours an excellent value for the public's dollar. The total cost of providing Sunday service, including staffing, programming and promotional activities was about \$242,000; the budgeted amount for the service was \$250,000.

Sunday service was also incorporated into the administrative functions of the library without major difficulty. Staff at every level seemed to value this important service enhancement and quickly stepped up to handle the additional scheduling, staffing and program planning requirements. In fact, numerous employees commented on the positive impact that improved library service has had on staff morale.

Andrew Carnegie famously said, "A library outranks any other one thing a community can do to benefit its people." From the DPL's first year experience, it is clear that offering library services on Sunday outranks any other one thing the DPL could do to benefit the people of Detroit.

A New Noel “Night” Tradition

Mrs. Mondowney reported that due to security concerns around a shooting incident last Noel Night, this year’s format will be different. On Saturday, December 1, the cultural institutions will offer family programming from 11 a.m. – 5 p.m., and will not offer evening programming. Other venues – restaurants, bars, shops, churches or galleries – will offer programming from 5 p.m. to 10 p.m.

With this in mind, Main Library will offer regular library services on Saturday, with an emphasis on library card sign up. Main Library will sponsor a “Holiday Family Fun Day,” on Sunday, December 2, 1 – 6 p.m. Holiday programming will also be featured at the Redford and Wilder branches on that day.

Clara Stanton Jones & Michigan Women’s Hall of Fame

Mrs. Mondowney reported that Clara Stanton Jones, the director of the Detroit Public Library from 1970-1978, will be posthumously inducted into the Michigan Women’s Hall of Fame in recognition of her career achievements as the first woman and first African-American director of the Detroit Public Library. The induction ceremony will take place on Thursday, October 18, 2018, at the Kellogg Hotel and Conference Center in East Lansing.

Facilities Update

Mrs. Mondowney reported that following facilities update:

- **Skillman Branch**: The Skillman Branch will reopen for limited public service on September 24, 2018. (The branch was closed earlier this year due to water damage caused by a break in the fire suppression system.) The Children's Room and Auditorium will remain closed while the spaces are painted. The National Automotive History Collection, which experienced greater disruption during restoration, is expected to resume regular service by appointment by November. Exterior work will continue throughout the fall, including a new cement approach to the entrance on Gratiot and window repairs.
- **Franklin Branch**: Facilities staff completed interior structural work to the Franklin Branch in early September. The Public Services and Information Systems teams are now setting up the branch, including completing wiring, deploying computers and security cameras, setting up work spaces and returning the books to the shelves. Exterior work will be undertaken in the Spring, including a new cement approach to the main building entrance. The branch is expected to be ready for a soft reopening in early November with a formal ribbon-cutting later in the month.

- **Main Library**: The Music and Performing Arts rooms, located on the 3rd Floor of the Main Library, received some much needed attention in the form of new rubber flooring and shelving. The updates beautifully match the character of these spaces and transformed the Music Room into a lovely venue for small events. The HYPE Teen Center also received new rubber flooring and fun furniture appropriate for the younger crowd.
- **Bowen Branch**: The DPL responded to concerns raised by two customers regarding the lack of air conditioning, limited parking, and other facility issues at the Bowen Branch. The DPL committed to resurfacing and adding several spaces to the parking lot, and to reexamining the options available for cooling the branch. The DPL noted that, given its age, major improvements to the facility are a challenge. Built in 1912, the Bowen Branch is one of DPL's oldest libraries.
- **Richard Branch**: Peggy Young and Associates appraised the vacant building effective June 11, 2018 at an estimated "As Is" market value of \$118,000. (The Richard Branch is located at 9928 Grand River Avenue in zip code 48204, and closed in 2011.) DPL representatives have notified the community of its intention to sell the building at the local police precinct (10th) community relations meeting, and by phone and email correspondence with St. Charles Lwanga Catholic Parish (the former St. Cecilia Catholic Church) and the Fishermen Ministry. There are two parties that have notified the DPL of their interest in purchasing the building: Fishermen Ministry, a nearby nonprofit organization, and Mr. Gene Cunningham, a real estate agent representing a client.
- **Fine Arts Appraisal**: The fine arts appraisal, being conducted by The Frank H. Boos Gallery of Bloomfield Hills, is underway. Stephen Massey, a New York-based specialist, will be on-site from October 8-11 to examine the DPL's rare books and manuscripts. The appraisal, which will also include the Library's art and architecture, is expected to be completed by December 1.

ABCmouse Brings Learning Home

Mrs. Mondowney reported that the DPL is offering home access to ABCmouse, a popular online educational program for children ages 2-8. Through the generous support of United Way for Southeastern Michigan, library customers are using their DPL library cards to access ABCmouse from their home computers.

(This is a one-year subscription that may be extended, depending on grant funds.) United Way also donated 60 internet-enabled tablets for use by customers who do not have a personal computer or internet access at home. (These tablets can only be used to access the ABCmouse website.)

Metro Detroit Book and Author Society Grant for Parkman Dance Program

Mrs. Mondowney reported that the DPL was the recipient of a \$1,000 James C. Dance grant from the Metro Detroit Book and Author Society to support a summer dance enrichment program at the Parkman Branch. The six-week program featured a series of classes for youth which integrated movement with books and stories about dance and famous dancers.

The James C. Dance grant program is named in honor of the late James C. Dance, a Detroit Public Library Coordinator, who helped establish the Metro Detroit Book and Author Society.

Jane Addams Children's Book Award

Mrs. Mondowney reported that the Detroit Chapter of the Women's International League for Peace and Freedom presented the 2017 Jane Addams Children's Book Award and Honor titles for 2017 to the Children's Library for addition to the collection. The books are donated annually in honor of Helga Hertz, former DPL librarian.

Students from various summer camps were in attendance for the presentation that was held following the Summer Reading "Libraries Rock" African drumming program with Judith Sheldon.

Annual Allied Media Conference

Mrs. Mondowney reported that "791.4 HYPE Radio: Teen Podcasting in the Library," was a featured presentation of the 20th Annual Allied Media Conference held in Detroit in June. HYPE Teen Center manager Amisha Harijan hosted a hands-on session where conference attendees created their own podcasting segments that were broadcasted live on 791.4 HYPE Radio. Podcasting equipment for the HYPE station was provided by a generous grant to the DPL Foundation from the Annenberg Foundation in 2017.

American Odyssey Photographic Exhibit

Mrs. Mondowney reported that during the summer, Main Library hosted “American Odyssey: A Photographic Journey into the Obama Presidency,” featuring the work of Detroit photographer Andre Smith. The exhibit covered President Obama’s Michigan campaign and his appearances in the state from 2007 through 2017.

DPL DIY Invention Center

Mrs. Mondowney reported that DPL’s Business, Science and Technology Department is launching a new program, the DIY Invention Center, an opportunity for adults to use 3D printers to explore innovation, invention and creativity. An “Inventors Meet and Greet,” was held on June 30, 2018, to introduce the program to the public. BST staff provided instruction on the use of its five new 3D printers, which will be available for public use.

ProjectArt

Mrs. Mondowney reported that ProjectArt will offer free classes for children at the Main Library and the Campbell, Edison, Jefferson, Knapp, Parkman and Sherwood Forest branches from September, 2018 through June, 2019.

Each location will host three 1-hour classes each week. This marks DPL’s third year of partnership with ProjectArt, which is a New York City based 501 (c) (3) funded by grants and donations.

Metro Detroit Youth Day

Mrs. Mondowney reported that DPL participated in Metro Detroit Youth Day on July 11, 2018, at Belle Isle. The Library’s station was located in the education tent where a library-card sign up opportunity registered 101 children and 6 adults for library cards. Information was shared about the library’s summer programs, and children made bookmarks and received a free book.

Detroit Public Library Foundation

Mrs. Mondowney reported that the Detroit Public Library Foundation provided summer program grants to DPL totaling \$25,000. The Parkman Branch summer programs, “Parkman Coders” and “Put on Your Dancing Shoes,” both received \$5,000. The Douglass Branch also received \$5,000 for summer activities. “Reading Teacher in the Library,” a tutorial program offered for the second year at several DPL locations, received \$10,000. DPL appreciates the Foundation’s support for the Library’s work in the Parkman and Douglass neighborhoods.

Skillman Branch Insurance Claim

Mrs. Mondowney reported that American Home Assurance Company paid the Library's claim of \$365,331.84 on July 28, 2018 for water damage from the fire suppression system at the Skillman Branch Library on January 9, 2018.

Penal Fines

Mrs. Mondowney reported that on September 5, 2018, DPL received an annual payment of \$406,596.13 for penal fines.

Delinquent Property Taxes – Wayne County

Mrs. Mondowney reported that DPL received two payments for delinquent property taxes. On June 21, 2018, the Library received a payment of \$766,643.33, and on July 2, 2018, the Library received a final payment for FY 2018 for \$2,750,222.69.

The first two payments for FY 2019 have been received: on August 16, 2018, a payment of \$213,359.51; and on September 11, 2018, a payment of \$112,839.08.

DISCUSSION

Commissioner Bellant asked if the library owned any land near Bowen Branch that could be used for parking. Mrs. Mondowney referred the question to Mr. Cledos Powell, Assistant Director for Facilities. He stated that there was a long grassy strip behind Bowen Branch that was owned by the library, however, the space is not feasible for parking.

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

The Human Resources Department Report provides information regarding personnel actions taken from June 1, 2018 through August 31, 2018. These actions have been approved by Administration.

APPOINTMENTS (8)

Employee Name	Title	Hire date
Abigail Rubin	Librarian I	June 11, 2018
Surya Adams	Customer Service Representative	June 11, 2018
Adam James	Security Officer	July 23, 2018
Jessica Wright	Security Officer	July 23, 2018
Anthony McCormick	Security Officer	July 23, 2018
Christopher Doyle	Security Officer	July 23, 2018
Laurie Camarena	Customer Service Representative	August 6, 2018
Dorothy Hamilton	Pre-Professional	August 20, 2018

RETIREMENTS (1)

Employee Name/Title	Title	Last Day Worked	Retirement Date
Gloria Reed	Librarian II	August 1, 2018	To be Determined by COD

SICK LEAVE PAYOUTS (0)**TOTAL PAYOUTS = \$0****POTENTIAL RETIREMENTS (1) Pending COD Approval**

Employee Name	Last Day Worked	Last Day Worked
Elizabeth Ogan	Librarian III	October 8, 2018

SEPARATIONS (10)

Employee Name	Title	Last Day Worked
Nadya Cherup	Librarian II	January 16, 2018
Liana Andrews	Customer Service Representative	May 25, 2018
Carla Myles	Security Officer	June 2, 2018
Jo Jewell	Customer Service Representative	June 18, 2018
Dennis Jones	Branch Custodian	July 20, 2018
Gerald Distelrath	Finish Carpenter	July 26, 2018
Surya Adams	Customer Service Representative	August 17, 2018
Keith Parker	Refrigerator Equipment Operator	August 21, 2018
Angela Hicks	Customer Service Representative	August 24, 2018
Myaia Holmes	Customer Service Representative	August 24, 2018

Minutes were approved at the October 16, 2018 Commission Meeting

EMPLOYEE HEADCOUNT

Headcount	August 2018	Headcount	August 2017
Budgeted Positions =	325	Budgeted Positions =	325
Active Employees =	304	Active Employees =	297
Vacant Positions =	21	Vacant Positions =	28

VACANT POSITIONS

POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Manager	25	21	4
Librarian I & II	24	19	5
Custodian	13	7	6
Publication Specialist	1	0	1
Facilities	17	15	2
Customer Service Representative	91	88	3
Total			21

Only Position Titles with vacancies are listed.

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

COMMISSION ACTION

Commissioner Gray moved approval. Commissioner Bellant supported.

The motion passed unanimously.

COMMITTEE ON BUILDINGS/FINANCE

Approval for Janitorial Services for a Three (3) Year Period

A request was made by the Facilities Department to secure a new contract for Janitorial Services for the Detroit Public Library.

A Request for Proposal (RFP), #DPL-CL-1901, was solicited and advertised in the Michigan Chronicle and Detroit Legal News. The RFP was also posted and available for download from the Michigan Inter-Governmental Trade Network (www.bidnetdirect.com/mitn) and the Detroit Public Library's web page (www.detroitpubliclibrary.org). The solicitation period was from July 13, 2018 until bid closing at 2:00 p.m. on August 3, 2018, at which time the bid documents were no longer available for download. The bid was downloaded from the MITN website by thirty-seven (37) contractors. Nine (9) contractors submitted proposals on the project, as follows:

1. Du-All Cleaning
2. ABM
3. Citi Building Services
4. DM Burr Group
5. RNA Facilities Management
6. Kristel Group
7. Kleen-Tech
8. LGC Global FM
9. GDI Integrated Facility Services

The evaluation committee reviewed the proposals submitted and scored each proposal based upon the following criteria:

<i>Criteria</i>	<i>Possible Points</i>
Cost	50
Responsiveness to the Scope of Services	30
Experience and Professional Qualifications	20

Minutes were approved at the October 16, 2018 Commission Meeting

The evaluation results are as follows:

Supplier	Estimated Cost	A. Brown	C. Powell	Average Score
LGC Global FM 7310 Woodward Avenue Detroit, MI	<u>\$790,379.72/Annually</u> \$2,394,929.59/Contract	90	80	85
Du-All Cleaning 35474 Mound Road Sterling Heights, MI	<u>\$870,251.55/Annually</u> \$2,689,860.52/Contract	75	65	70
Kristel Group 136 S. Rochester Road Clawson, MI	<u>\$466,217.25/Annually</u> \$1,398,651.75/Contract	65	75	70
ABM 1775 Crooks Road, B Troy, MI	<u>\$862,483.32/Annually</u> \$2,639,543.95/Contract	75	55	65
RNA Facilities Management 717 E. Ellsworth Ann Arbor, MI	<u>\$943,521.30/Annually</u> \$2,916,329.99/Contract	70	55	62.5
DM Burr Group 4252 Holiday Drive Flint, MI	<u>\$989,312.00/Annually</u> \$2,967,936.00/Contract	70	55	62.5
Citi Building Services 1307 E. Allen Drive Troy, MI	<u>\$332,172.00/Annually</u> \$1,042,644.94/Contract	60	55	57.5
Kleen-Tech 7100 Broadway, Suite 6L Denver, CO	<u>\$1,103,342.96/Annually</u> \$3,337,612.45/Contract	65	35	50
GDI Integrated Facility Services 24300 Southfield Road Southfield, MI	<u>\$1,078,240.60/Annually</u> \$3,349,257.91/Contract	65	26	45.5

The Facilities Department is requesting approval to contract with the highest ranked proposal, LGC Global FM, for a one-year period, with the option to renew two additional years based on acceptable contract performance, for an annual cost not to exceed \$790,379.72, total three-year contract not to exceed \$2,394,929.59.

DISCUSSION

Commissioner Gray asked who was currently providing janitorial services.

Commissioner Bellant said that ABM was the current vendor. He also said that the library's current ABM employees would be given the opportunity to apply for employment with the new vendor, LGC Global FM.

Commissioner Adams asked if the current employees would be given preference when applying for employment with the new vendor.

Mr. Powell, Assistant Director for Facilities, said that the current employees would be considered first.

COMMISSION ACTION

Commissioner Bellant moved approval. Commissioner Adams supported. The motion passed unanimously.

Approval of Painting Services at Skillman Branch

The Facilities Department is seeking approval of a contract to provide Painting Services at Skillman Branch Library, located at 121 Gratiot, Detroit, MI 48226.

An Invitation for Bid (IFB), IFB-CL-1901, was posted on DPL's website and sent to the MITN (Michigan Inter-Governmental Trade Network) on July 13, 2018. The solicitation period was from July 13, 2018 until bid closing at 2:00 p.m. on August 2, 2018, at which time the bid documents were no longer available for download. The bid was downloaded from the MITN website by seventeen (17) construction companies. Five (5) contractors attended the mandatory site visit and submitted bids on the project, as follows:

Gabriel Industry dba Servpro 18149 E. 8 Mile Road Eastpointe, MI 48021	\$31,359.04
Anderson Paint Store, LLC 18429 W. 8 Mile Road Detroit, MI 48219	\$30,000.00
Detroit Spectrum Painters, Inc. 27560 College Park Drive Warren, MI 48088	\$24,950.00
ECO Painting 34133 Schoolcraft Road Livonia, MI 48150	\$22,690.00
Du-All Cleaning 35474 Mound Road Sterling Heights, MI 48310	\$20,170.00

The Facilities Department reviewed the bids submitted and recommended the second lowest qualified bidder, ECO Painting, to provide the services for this project.

The lowest bid was rejected because the company did not offer warranty for the work to be completed. Approval is requested to contract with ECO Painting for an amount not to exceed \$22,690.00.

COMMISSION ACTION

Commissioner Adams moved approval. Commissioner Jackson supported. The motion passed unanimously.

COMMITTEE ON FINANCE

Authorization to Contract with Dell for the Lease of Desktop Computers

Dell is the sole desktop computer vendor for the Detroit Public Library. The leased computers will be used to replace obsolete computers at DPL branches which have reached the end of their life span.

Leasing additional desktops will allow DPL to keep up with changing trends in technology and provide required management and maintenance. This lease will reduce the percentage of obsolete computers at DPL to approximately 25%.

Authorization is requested to contract with Dell for the lease of computers to be used at several branches of the Detroit Public Library. The total cost for this four-year lease is \$134,922.08 with an annual cost of \$33,730.52. The annual cost of this lease is already included in the current approved and projected budget for the next four years.

COMMISSION ACTION

Commissioner Bellant moved approval. Commissioner Jackson supported. The motion passed unanimously.

Authorization to Renew Insurance Policy for Directors & Officers for the Detroit Public Library

The Detroit Public Library's (DPL) Directors and Officers insurance policy with current provider, Lloyd's of London, expires on September 30, 2018. DPL's insurance broker, Cranbrook General Underwriters, in an effort to align insurance policies with DPL's fiscal year-end, requested quotes to begin coverage from October 1, 2018 – June 30, 2019 from the following carriers:

1. Lloyd's of London - \$30,975
2. Travelers - Declined due to the class of business
3. ACE/Chubb - Declined due to class of business

Policy terms:

Liability Limit - \$1,000,000

Deductible - \$100,000

Authorization is requested to renew the insurance policy for the Directors and Officers of the Detroit Public Library from Lloyds of London through Cranbrook General Underwriters for an amount not to exceed thirty thousand nine hundred seventy-five dollars (\$30,975).

COMMISSION ACTION

Commissioner Adams moved approval. Commissioner Jackson supported. The motion passed unanimously.

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.

<u>Summary of Expenditures</u>			
<u>PUBLIC FUNDS</u>			
<u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u>			
1	Total Payroll	June 2018	\$1,621,038.83
2	Total For Vouchers – Processed on FUSION	734 - 888	\$626,022.05
3	FY 2018 Benefits Plan		\$0.00
4	FY 2018 General Retirement System (GRS)		\$343,331.02
5	FY 2018 Central Staffing Services		\$596,499.00
6	FY 2018 Hybrid Pension Plan		<u>\$0.00</u>
		Total Processed by City of Detroit	<u>\$3,186,890.90</u>
<u>PAYMENTS PROCESSED BY DPL</u>			
1.	Public Funds/Comerica Checking	Check 1302	\$59.00
2.	Branch & Main Library Deposit Checking Account	Checks 5692 - 5793	\$72,299.81
3.	Professional Service Contracts	Checks 1303 - 1304	<u>\$6,500.00</u>
		Total Processed by DPL	<u>\$78,858.81</u>
GRAND TOTAL			<u>\$3,265,749.71</u>

Minutes were approved at the October 16, 2018 Commission Meeting

<u>Summary of Expenditures</u>			
<u>RESTRICTED/DESIGNATED FUNDS</u>			
1. Burton Endowment Checking	Checks	NONE	\$0.00
2. O'Brien Checking	Checks	4648 - 4656	\$3,312.92
3. Programs & Gifts	Checks	2505 - 2547	<u>\$272,387.97</u>
GRAND TOTAL			<u>\$275,700.89</u>
<u>CREDIT CARD EXPENDITURES</u>			
1. Executive Director			\$89.70
2. Executive Director's Office – used for general office purpose			\$530.49
3. Chief Financial Officer			\$1,585.70
4. Human Resources Department			\$1,379.94
5. Marketing Department			\$3,387.90
6. Technical Services			\$8,466.14
7. Facilities Department			\$17,947.07
8. Information Technology			\$447.63
9. Purchasing			\$11,032.10
10. Security			\$809.91
11. Public Services			<u>\$14,184.76</u>
GRAND TOTAL			<u>\$59,861.34</u>
Note: These are April, May and June 2018 Credit Card Purchases			

COMMISSION ACTION

Commissioner Adams moved approval of the routine report on finance as presented. Commissioner Bellant supported. The motion passed unanimously.

The meeting was adjourned at 2:40 p.m.