

DETROIT LIBRARY COMMISSION PROCEEDINGS

Regular Meeting  
May 18, 2010

President Keith called the Regular Meeting of the Detroit Library Commission to order at 1:50 p.m.

Present: President Keith and Commissioners Bellant, Hicks, Thomas, and Otis Mathis, Ex-Officio

Administrative staff: Mondowney, Cromer, Machie, Moore, and Norfolk

Excused: Commissioners Kinloch and Washington

Present also: Benita Beckles, Margaret Bruni, Randolph Call, Atiim Funchess, Todd Kelly, President AFSCME 1259, Carolyn Mosley, Uzo Onyemaechi, Rosemary Patterson, Cledos Powell, Yvette Rice, Alma Simmons, and Michael Wells, President UAW Local 2200.

The minutes of the Regular Meeting of April 20, 2010 were adopted as recorded with any necessary corrections to be made.

PUBLIC COMMENTS

Ida Bryd-Hill, President, Uplift, Inc., a community activist supporting teen education, spoke to Commission about several matters. Ms. Bryd-Hill mentioned the importance for the community to be made aware of educational programs provided by the Library such as Tutor.com. She said more effort should be made to market this program.

After her son was asked to leave the HYPE Center, he came to her with his complaints. She could not find the HYPE Center policies on the website so she directed her questions and concerns to staff. After receiving a response from staff, she indicated it lacked specific information and it had been received in an unsatisfactory timeframe.

Ms. Machie introduced Lurine Carter, Children's and Youth Services Coordinator, who explained that teens are asked to sign-in for their own protection and to help parents know that they are in the Library. Ms. Carter said she wanted to see Kevin, Ms. Byrd-Hill's son, return to the teen center. Ms. Carter requested a

meeting be held with a parent or parents to discuss their son returning to the center.

### REPORT OF THE PRESIDENT

President Keith spoke highly of the Dennis Archer event describing it as fabulous and as a really first class event.

President Keith reported that Commissioner Washington will take a leave of absence while she deals with her legal issues. In her absence, President Keith will serve as the chair of the Books and Literacy Committee.

### REPORT OF THE EXECUTIVE DIRECTOR

#### Budget Meeting

Mrs. Mondowney reported that on Tuesday, May 4<sup>th</sup>, Tim Cromer, Maria Norfolk and she attended the budget hearing with City Council. Council members were generous in their favorable comments about the role the Library plays in supporting the citizens of Detroit.

#### Lulu & Ernie Harwell Collection

As a public service to the residents of Detroit and fans of the late Ernie Harwell, the Harwell Room was opened to the public from Wednesday, May 5<sup>th</sup> through Saturday, May 15<sup>th</sup>. Over several hundred people visited the Collection over these past few weeks.

#### InsideOut

In January, DPL supported a grant application for “The Big Read” submitted by a well-known local poetry group, InsideOut. The application was successful and DPL will be involved as a partner with programming around Emily Dickinson and other women poets in fall 2010 – spring 2011. DPL’s HYPE Center and Music, Art and Literature Department will work with InsideOut on this project.

#### West Grand Boulevard Collaborative

The West Grand Boulevard Collaborative, a community based, nonprofit organization, has received a Kresge Foundation community arts grant to support its continuing efforts to develop the Albert Mallory Memorial Reading Garden, located at the Duffield Branch Library. This demonstration project expands concepts to decrease blight, sustain green initiatives and promote literacy through art along the WGBC corridor. These funds will be used to commission students from the College of Creative Studies to produce custom sculptures and

functional art pieces. Other project supporters are the Henry Ford Hospital, the York Children's Fund (via Cole Home for Funerals), James and Rose Marie Evenhuis, and the Detroit Public Library. Deborah Dorsey, the Executive Secretary of the DPL's Marketing Department, is treasurer and grant writer for the Collaborative and we appreciate her community activism.

Mrs. Mondowney served on this Grants Review Committee but recused herself from voting. However, it was extremely productive for her to have served on the Kresge Foundation grant committee that awarded several grants to non-profits in the Detroit area.

### Money \$mart Week

For the past seven years DPL has participated in Money \$mart Week. This year branches and Main Library offered over 20 financial literacy programs from April 17 – 24. In support of this effort, State Farm awarded DPL a \$5,000 grant that was used to provide Money \$mart commercials on Radio One stations from March 1 – April 25.

### Park & Read

DPL is participating in "Park & Read," a program that allows library card holders to "check-out" a free one-day pass for any of Michigan's 98 state parks and recreation areas. (Usual park entrance fee is \$6.) 68 of the parks have hammocks available for "Park & Read" participants to borrow while on-site so that they can relax and enjoy a good book in Michigan's great outdoors.

### Friends Thank You

Kudos to Patrice Merritt who was nothing short of extraordinary in facilitating the Dennis Archer Exhibit and reception held on April 29. It was a great evening.

Mrs. Mondowney thanked the DPL Friends Foundation for the \$20,000 check to support the Summer Reading Program for 2010. She also thanked all the many Friends volunteers that work so hard at the Used Book Sales, which generate these funds.

### DPL Chorus

The DPL Chorus made its debut appearance at the Staff Association dinner on April 16. In January Mr. Robert Miller of our Security Department brought forward an idea to form a volunteer employee chorus that would sing at various library events. The Chorus began weekly rehearsals in February on their own time to prepare music under the direction Barbara Martin, a DPL retiree. About 15 staff members participated. The Chorus will participate in the New Citizens Swearing -In ceremony in June and Noel Night in December.

Simple Thank You

Mr. Howard Bell, from Ohio, was so appreciative of the help he received from Librarian Michelle Williamson, Popular Library, that he sent a thank you letter and a \$20.00 donation to DPL. Mrs. Mondowney said that It is a delightful experience for a customer to *write a letter as well as send money* acknowledging a job well done.

REPORTS OF COMMITTEES

COMMITTEE ON ADMINISTRATION

Personnel recommendations of the Director:

APPOINTMENTS

Dennis Clifton was appointed to Bookmobile Operator effective April 12, 2010.

RETIREMENTS

Sherry Sellers-Ngom, effective April 22, 2010

Commission Action

On motion of Commissioner Bellant and seconded by Commissioner Thomas, these personnel recommendations were unanimously adopted.

Approval to Establish a Tradition to Honor Outgoing Detroit Library Commissioners

Commissioner Bellant reported that the Executive Director would like to establish a tradition of honoring outgoing Detroit Library Commissioners by placing a plaque in a public area of Main Library. DPL will launch the tradition with a 24-plate plaque, and will place on it the names of former Commissioners Fred Martin (term expired in 2008), and the Rev. Dr. Georgia Hill (term expired in 2009). The names of the outgoing Ex-Officio Commissioners will also be placed on the plaque beginning with Dr. Carla Scott (term expired in 2009). Each year the name of the outgoing Commissioner will be added to the plaque. A reception to unveil the installation of the plaque will be held in the near future.

Commission Action

Commissioner Bellant moved to approve establishing this tradition of honoring outgoing Detroit Library Commissioners. Commissioner Thomas seconded the motion; the motion carried.

Approval of the Adaptation of the Annual Staff Day to a Biennial Event and the addition of a State of the Library/Staff Appreciation Day on the Alternate Year.

Commissioner Bellant reported that the Human Resources Department is requesting the annual *Staff Day* be converted to a biennial event. The department is further requesting that a *State of the Library Address/Staff Appreciation Day* be held in the alternate year. The present \$30,000 annual budget is sufficient to cover the expenses for both of these events.

The reasons for this request are:

1. Research indicates that continuous workplace learning, both formal and informal, is taking on an increasingly important role in the education and development of the workplace as opposed to one opportunity for development in an annual *Staff Day*.
2. The Human Resources Department has developed a continuous learning development system that includes continuous learning opportunities in tandem with the newly established HR Center for Excellence.
3. Feedback from the previous *Staff Day* indicated that DPL employees desire a *State of the Library Address*. Concurrently, the Executive Director requested a formal platform for this same purpose in addition to a *Staff Appreciation Program*.
4. This will address Strategic Direction number five and will continue to fulfill our obligation to offer career and professional development of all DPL employees.

#### Commission Action

Commissioner Bellant moved to approve the adoption of a biennial *Staff Day* with the addition of a *State of the Library Address/Staff Appreciation Day* on the alternate year. Commissioner Thomas seconded the motion; the motion carried.

#### Request to enter into an Agreement with Public Sector Consultants to conduct a Comprehensive Compensation and Classification Study

Commissioner Bellant reported that a request was made by the Human Resources Department to hire consultants to conduct a Compensation and Classification Study of all Detroit Public Library positions. A Request for Bids was solicited and advertised in the Michigan Chronicle, and the Detroit Legal News. The bid request also appeared on the Detroit Public Library and the Michigan Minority Business Development Council web pages.

The bid results are as follows:

- |  |                 |
|--|-----------------|
| 1. American Society of Employers<br>Southfield, Michigan | No bid received |
|--|-----------------|

- |  |   |
|--|---|
| 2. Watson Wyatt World Wide<br>Southfield, Michigan         | No bid received                         |
| 3. The Singer Group<br>Reistertown, Maryland               | \$49,600 - \$57,300                     |
| 4. The Compensation Team<br>Southfield, Michigan           | No bid received                         |
| 5. Towers Perrin<br>Southfield, Michigan                   | No bid received                         |
| 6. HR Allen Consulting<br>Fair Oaks, California            | \$221,160                               |
| 7. Towers Watson<br>Southfield, Michigan                   | \$183,000                               |
| 8. The Waters Consulting Group<br>Dallas, Texas            | \$59,000                                |
| 9. The Segal Group<br>Washington D.C.                      | \$85,000 (Various price options listed) |
| 10. Fox Lawson & Associates<br>St Paul, Minnesota          | \$85,000                                |
| 11. Strategic Human Resources<br>West Bloomfield, Michigan | Various price options listed            |
| 12. Milliman<br>Seattle, Washington                        | \$112,000                               |
| 13. McConnell Jones Lanier & Murphy<br>Houston, Texas      | \$109,420                               |
| 14. Evergreen Solution, LLC<br>Tallahassee, Florida        | \$48,000                                |
| 15. Koff & Associates<br>Emeryville, California            | \$77,285                                |
| 16. Public Sector Consultants<br>Columbus, Ohio            | \$60,000                                |
- The following local vendors submitted bids:

- Towers Watson –bid overpriced at \$183,000
- Strategic Human Resources – as human resource consultants, they lacked the in depth experience in compensation and classification needed for such a large study

A Vendor Selection Team was established consisting of:

Trinee Moore, Human Resources Director  
Margaret Bruni, Assistant Director, Branch Services  
Benita Beckles, Human Resources Manager, Project Leader  
Michael Wells, UAW, Local 2200, President  
Sue Nairn, UAW, Local 2200, Association of Professional Librarians (APL), Unit Chair  
Joan Brand, UAW, Local 2200, Professional Organization of Librarians (POOL), Unit Chair  
Richard Sowinski, UAW, Local 2200, Skilled Trades, Unit Chair  
Todd Kelly, AFSCME Local 1259, President  
Debroah Madison, AFSCME, Local 1259, Committee Member  
Sheryl Beck, AFSCME, Local 1259, Committee Member  
Anna Savvides, AFSCME, Local 1259, Committee Member  
Christopher Embry, IUOE, Local 354, Staff Representative

DPL staff members from AFSCME Local 1231 withdrew from the selection team due to scheduling conflicts. AFSCME Local 1231 representative attended the vendor presentations and will be active members of the study team.

All vendor proposals were thoroughly reviewed and evaluated by the vendor selection team. Selection criteria included:

- Quality of proposal
- Realistic time estimates
- Methodology/approach
- Experience with public sector/non-profits
- Experience with Libraries
- Qualifications of vendor staff assigned to the project
- Costs
- Travel required by vendor

Based on the criteria listed above, the top three vendors are: The Segal Group, The Singer Group and Public Sector Consultants.

On site presentations were held on May 5, 2010 for the top three vendors. Staff present for the presentations included: Executive Leadership, Vendor Selection Team and various other DPL staff to include the leadership from AFSCME Local 1231.

After the vendor presentations, the Vendor Selection Team unanimously selected Public Sector Consultants to complete the Compensation and Classification Study for the Detroit Public Library.

*Minutes approved at June 15, 2010 DLC Meeting.*

Public Sector Consultants was selected for the following reasons:

- Selection team liked their study process and classification/compensation instruments
- Public Sector Consultants specializes in classification and compensation for non-profits- it is their only business (*other vendors provided an array of Human Resource services*)
- Public Sector Consultants will provide compensation/classification tools and train DPL Human Resources staff for use in the future
- Public Sector Consultants agreed to stay beyond the study process to assist with any concerns and be available in the future for “study” related questions
- Public Sector Consultants will charge a flat fee-no additional charges for travel, etc.
- Public Sector Consultants received position feedback during the reference check process
- Public Sector Consultants took the time to become familiar with Detroit Public Library
- Public Sector Consultants’ presentation was the best of the three presentations

#### Commission Action

Commissioner Bellant moved to approve contracting with Public Sector Consultants to conduct a comprehensive Compensation and Classification Study for the Detroit Public Library at a total cost not to exceed sixty-thousand dollars (\$60,000). Commissioner Thomas seconded the motion; the motion carried.

#### Comments

Ms. Moore said a joint team effort evaluated the vendors and she thanked the Vendor Selection Team for their diligent and thorough efforts during the process. President Keith mentioned that although 16 vendors were approached, the vendor selected was for very specific reasons.

### COMMITTEE ON FINANCE

#### Approval of Budget for Main Library’s Fire Suppression System – Phase I

Commissioner Thomas reported that the Main Library’s fire alarm system was replaced in 2000 with smoke detectors, strobes and pull alarms. Phase 1 of this project is a complete fire suppression system which would include an automatic sprinkler system for the entire building. This will work in conjunction with the present fire alarm system. The fire suppression system will be divided into five (5) Phases.

The first Phase would be the South Wing since it is being renovated at this time. Phase 2 will be the North Wing to coincide with the construction of the New Children's Library. Phases 3, 4, and 5 will be scheduled as deemed necessary in the years to come.

The estimate cost for Phase 1 of the Fire Suppression System for Main Library is \$1,183,921.00.

With the upstart of the Mid-town loop, it is important that the initial start of Phase 1 move quickly because DPL must tap into the 16" water main that runs down Kirby. This water main will provide the water requirements to the building to support a fire suppression system.

To avoid having to demolish and reconstruct part of the Mid-town Loop area that will run down Kirby on the Library easement between Cass and Woodward, DPL is working with the Detroit Water Department for the water tap location on Kirby. The Detroit Water Department will tap the 16" water main, but a private contractor will have to run the water line from the 16" water main to DPL's property.

Completing this work will assist DPL in getting the water line installed before the Mid-Town Loop pours its decorative concrete and installs its plantings. The Mid-Town Loop project is scheduled to start April 15, 2010 at the corner of Cass and Kirby.

No additional money will be spent on the Fire Suppression System for Main Library without Commission's prior approval.

Commission Action

Commissioner Thomas moved to approve:

1.) A budget of \$1,200,000 for Phase 1 of the long overdue fire suppression system for Main Library.

2.) Purchasing Department doing a bid for the running of the water line onto DPL's property once the Detroit Water Department taps the 16" water main.

Commissioner Bellant seconded the motion; the motion carried.

Authorization to Contract for Furniture and Shelving for Main Library's South Wing

Commissioner Thomas reported part of the renovation of Main Library's South Wing includes new furniture and shelving.

A Request for Proposal (RFP) was mailed to vendors, advertised in the *Legal News, Michigan Chronicle* and listed on the Library's website. The results are as follows:

<u>Vendor</u>	<u>Amount</u>
Library Furniture International, Inc. Northbrook, IL	\$689,696.00
Library Design Associates Plymouth, MI	\$702,670.33

Bids were not received from the following vendors:

Arrow Office Supply – Detroit, MI  
Staples Business Advantage – New Cumberland, PA  
Office Express – Troy, MI  
Interior Environments – Southfield, MI  
NBS – Troy, MI  
Hendricks & Company – Chicago, IL  
Demco – Madison, WI  
Gaylord Brothers – North Syracuse, NY  
B & D Office Supply – Detroit, MI  
Office Depot – Plymouth, MI  
Interior Systems Contract – Royal Oak, MI  
Business Office Interiors – Itasca, IL  
Interior Investments – Lincolnshire, IL  
Agati Furniture – Chicago, IL

There were only two (2) responses received for furniture and shelving for Main Library's South Wing out of sixteen (16) bids. They are Library Furniture International, Inc. (**LFI**) of Northbrook, IL, and Library Design Associates (**LDA**) of Plymouth, MI.

In what appeared to be bordering on collusion, and unfair product pricing, there were questions raised about this project. The questions were asked because of the relationship between the architect and **LFI**.

In their bid documents, **LFI**, states the following:

- They assisted the architect with the furniture and shelving details from the beginning of the project
- They are registered with Nienkamper ICF as the supplier of record for the service desk and companion piece. (Note: this furniture

is the center piece for this project)

This meant that all furniture suppliers would have to buy this furniture from **LFI** at the prices(s) set by them, and the other fourteen (14) vendors would not bid because they could not be competitive with the price(s) quoted. To purchase these pieces of furniture for this project, **LDA** bid \$132,090, and **LFI** quoted \$104,080.

As part of its bid package submitted to the Library, **LDA** included the quote from **LFI** without markup and forwarded a copy to DPL for verification of their pricing.

**LFI** is requiring a 30% payment upon signing of any contract, 30% upon shipment from the factory, and the balance of 40% upon completion. **LDA** is accepting DPL's payment terms of net 45 days.

After reviewing the Responsible Contractor Evaluation Matrix from both bidders, the review committee had determined that Library Furniture International, Inc. is non-compliant because, as mandated by the bid deadline, they were not certified and/or licensed in the State of Michigan. The review committee members were Cledos Powell and Michael McCord of the Facilities Department and Michael McElgunn of the Purchasing Department.

Library Design Associates' base bid for the furniture package is \$702,650.33. Since Library Furniture International, Inc. is deemed non-compliant, the review committee is recommending using the alternate bid for the service desk and companion piece. This will give us a reduction of \$78,100.00 in Library Designs Associates base bid - which is now \$624,550.33. (Note: The alternate service desk and companion piece is equal to and carries the same warranty as the original service desk and companion piece in the architects bid specs.)

#### Comments

Commissioner Bellant appreciated staff's diligence in evaluating the bid responses and reducing the costs.

#### Commission Action

Commissioner Thomas moved to contract with Library Design Associates for the purchase of furniture and shelving for Main Library's South Wing. The amount of the contract will not exceed six hundred twenty four thousand five hundred and fifty dollars and thirty three cents (\$624,550.33). Commissioner Bellant seconded the motion; the motion carried.

#### Authorization to Contract for Building Renovation to the Roof and First Floor of the Parkman Branch Library

Commissioner Thomas reported that the renovation of Parkman Branch is to include both exterior roof repairs and interior replacement of the first floor lighting, HVAC, and flooring.

A Request for Proposal (RFP) was mailed to vendors, advertised in the *Legal News, Michigan Chronicle* and listed on the Library's website. The results are as follows:

<u>Vendor</u>	<u>Amount</u>	<u>Matrix Score</u>
Jenkins Construction Detroit, MI	\$ 963,792.00	91
A.Z. Shmina, Inc. Brighton, MI	\$ 969,000.00	91
W3 Construction Detroit, MI	\$ 978,300.00	19
KEO and Associates Detroit, MI	\$ 980,000.00	85
Cedroni Associates Shelby Twp., MI	\$ 984,000.00	19
CAASTI Contracting Detroit, MI	\$ 1,060,000.00	19
The Monahan Company Eastpointe, MI	\$ 1,128,000.00	76
Bernco St. Clair Shores, MI	\$ 1,255,000.00	9
Morgan Brothers Brighton, MI	\$ 1,534,250.00	9

No responses were received from the following vendors:

- Clarks Construction – Detroit, MI
- Detroit Power Systems - Detroit, MI
- Flora Construction – Detroit, MI
- White Construction – Detroit, MI

After reviewing the Responsible Contractor Evaluation Matrix from all bidders and comparing bid totals, the review committee has determined that Jenkins

Construction is the best qualified for the project. The review committee members are Cledos Powell and Michael McCord of the Facilities Department and Michael McElgunn of the Purchasing Department.

Jenkins Construction base bid is \$963,792.

Commissioner Thomas moved to approve contracting with Jenkins Construction of Detroit, MI for the renovations to the roof and first floor of the Parkman Branch Library. The amount of the contract is nine hundred sixty-three thousand seven hundred and ninety-two dollars (\$963,792). Plus a 15% contingency of \$144,568.80. Commissioner Mathis seconded the motion; the motion carried.

Authorization to Contract for Furniture for Parkman Branch Library Project

Commissioner Thomas reported that the Knight Foundation funds will be used to purchase new furniture as part of the Knight Grant for the Parkman Branch Library.

A Request for Proposal (RFP) was mailed to vendors, advertised in the *Legal News, Michigan Chronicle* and listed on the Library’s website. The results are as follows:

<u>Vendor</u>	<u>Amount</u>	<u>Matrix</u>
Office Express (Did not complete bid) Troy, MI	\$ 35,980.00	Non-Compliant (10)
West Michigan Office Interiors Kalamazoo, MI	\$109,004.33	(70)
Interior Environments Southfield, MI	\$113,148.18	(10)
NBS Troy, MI	\$117,394.04	(10)
Library Design Plymouth, MI	\$117,745.00	(75)
Interior Systems Contract Royal Oak, MI	\$130,000.00	(10)

Responses were not received from the following vendors:

Arrow Office Supply – Detroit, MI

Staples Business Advantage – New Cumberland, PA  
Office Express – Troy, MI  
Demco – Madison, WI  
Gaylord Brothers – North Syracuse, NY  
B & D Office Supply – Detroit, MI  
Office Depot – Plymouth, MI

There were only six (6) bids for furniture for Parkman out of a possible thirteen (13) bids. After reviewing the bids using the Responsible Contractor Evaluation Matrix for the six bidders, the review committee has determined that West Michigan Office Interiors is the lowest qualified bidder. The review committee members are Cledos Powell, Assistant Director, Michael McCord, Facilities Managers and Michael McElgunn, Purchasing Agent.

#### Commission Action

Commissioner Thomas moved to approve contracting with West Michigan Office Interiors of Kalamazoo, MI for the purchase of furniture for the Parkman Branch Library out of the Parkman Library's Knight Grant funds. The amount of the contract is one hundred nine thousand and forty four dollars and fifty one cents (\$109,044.51) Plus a 5% contingency of \$5,542.00. Commissioner Mathis seconded the motion; the motion carried.

#### Authorization to Purchase RFID Security for Parkman Branch Library

Commissioner Thomas reported that Radio Frequency Identification (RFID) is a digital security and asset management system, presently in use at the HYPE Center, Skillman and Campbell libraries.

It allows customers to self-checkout items and allows checking out of multiple items at once rather than one at a time. Furthermore, RFID facilitates speedier inventory of collections and faster identification of missing items. RFID offers these advantages as well as protection from theft. DPL's current security only protects from theft.

3M Company is the library's present RFID vendor. A quote was received from 3M to outfit the Parkman Branch with RFID gates, software and technology chips to be embedded in books and media.

The cost for this equipment and supplies including shipping, handling and 12 months of service on the equipment is \$81,445.00.

#### Commission Action

Commissioner Thomas moved to approve the purchase from 3M Company in the amount of \$81,445.00 of RFID equipment and supplies for the renovation of Parkman Branch Library. Commissioner Bellant seconded; the motion carried.

Authorization to Contract Phone Service From TelNet Worldwide, Inc.

Commissioner Thomas reported that the Detroit Library Commission, at its November 17, 2009 meeting, approved the purchase of the Cisco Voice-Over IP (VoIP) System. The phones were purchased to accommodate DPL's changing telecommunications needs.

TelNet Worldwide, Inc. has agreed to provide phone service for DPL's new phone system for the next three years. They have a proven record in maintaining and servicing the VoIP system; and are in partnership with Merit DPL's current service provider. Since switching to the VoIP System, DPL's phone system has been more reliable and stable.

The charges are as follows: 1) monthly **\$11,831.10** – this includes hosted PBX, auto attendant, call center queue, hunt group, IP trunking, POTS line, POTS line miscellaneous, and 2) yearly **\$142, 057.20**. These charges are subject to **90%** E-Rate subsidy.

Commission Action

Commissioner Thomas moved to approve contracting for phone service with TelNet Worldwide, Inc. The amount of the contract is not to exceed one hundred forty two thousand fifty seven dollars and twenty cents (\$142,057.20) yearly. Commissioner Bellant seconded motion; the motion carried.

Authorization to Increase Standing Purchase Orders for the Library's Facilities Department for Balance of 2009/1010

Commissioner Thomas reported that the Library's Facilities Department requested an increase of their standing purchase orders for the balance of 2009/2010 – because of the following reasons:

- The increase of repairs/general maintenance required for all library branches
- The increase use of Frisbie Moving & Storage due to the renovations at Main Library & Parkman Branch Library, and the water main break under the slab floor of the Douglass Branch Library
- The increase in the Building & Safety inspections past due and current (NOTE: these fines were not levied against the Library in the past)
- The City of Detroit not paying the Library's vendors in a timely manner. Because of this, the Library is forced to use higher cost vendors for parts and services

Listed below are the original amounts for the purchase orders, the amounts that are overspent, the balances left, and the amounts requested for the balance of 2009/2010.

Purchase Order	Original Amount	Amount Overspent	Amount Spent	Balance Left on Purchase Order	Amount Requested
Z10507 – Advance Plumbing	\$ 6,000.00	\$ 1,866.71	\$ 7,866.71		\$ 10,000.00
Z10437 Buildings & Safety	\$ 2,990.00	\$ 802.00	\$ 3,792.00		\$ 10,000.00
Z10110 Capital Waste	\$ 14,789.52	\$ 2,464.53	\$17,254.05		\$ 7,000.00
Z10441 Electronic Security Systems – Locks & Keys	\$ 2,990.00	\$ 175.11	\$ 3,165.11		\$ 1,000.00
Z10512 Expert Mechanical	\$ 75,000.00		\$59,191.83	\$ 15,808.17	\$ 10,000.00
Z10444 Fred's' Keys	\$ 2,990.00		\$ 2,800.59	\$ 189.41	\$ 1,000.00
Z10513 Frisbie Moving & Storage	\$100,000.00		\$98,821.50	\$ 1,178.50	\$ 40,000.00
Z10446 GLA Water Mgmt.	\$ 2,900.00		\$ 2,553.81	\$ 346.19	\$ 2,990.00
Z10414 Grainger	\$ 50,000.00		\$49,979.80	\$ 20.20	\$ 20,000.00
Z6012-1A Schindler Elevator	\$ 2,290.71	\$ 268.04	\$ 2,558.75		\$ 268.04
Purchase Order	Original Amount	Amount Overspent	Amount Spent	Balance Left on Purchase Order	Amount Requested
Z10521 Siemens (Skillman Br. Air Condition)	\$ 12,000.00		\$11,337.03	\$ 662.97	\$ 5,000.00
Z10490 Sonitrol	\$ 32,000.00	\$ 137.00	\$32,137.00		\$ 10,000.00
				Total Requested	\$117,260.00

The Library's Facilities Department is requesting an increase of the above-mentioned standing purchase orders to maintain service for the balance of 2009/2010. The amount requested is \$117,260.00.

Commission Action

Commissioner Thomas moved to approve one-hundred seventeen thousand two hundred sixty dollars (\$117,260) to increase the standing purchase orders for the balance of 2009/2010. Commissioner Mathis seconded the motion; the motion carried.

Routine Report on Finance

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

Summary of Expenditures	
<b><u>PUBLIC FUNDS</u></b>	
Program Expenditures-Total checks 1137-1141	\$19,090.00
Capital Improvement Expenditures-Total checks 1051-1053	\$382,279.00
Total Vouchers 1600-1750	\$707,575.23
Total Payroll & Benefits	\$2,068,419.13
Grand Total	<u>\$3,177,363.36</u>

Summary of Expenditures	
<b><u>Restricted/Designated Funds</u></b>	
Burton Endowment Fund Checking-Total checks 8081-8082	\$0.00
Louise Webber O'Brien Checking-Total checks 4121-4126	\$5,024.00
Programs & Gifts Checking-Total checks 1246-1257	\$8,998.48
Branch & Main Checking-Total checks 1392-1410	\$8,905.76
Grand Total	<u>\$22,928.24</u>

Maria Norfolk, Director  
Financial and Business Operations

Payment approved by the Committee on Finance.

Commission Action

On motion of Commissioner Thomas, the recommendation of the Committee on Finance, as set forth above, seconded by Commissioner Bellant, was unanimously adopted.

*Minutes approved at June 15, 2010 DLC Meeting.*

OLD BUSINESS

*International Language Collection*--At the previous meeting, Judge Thomas had asked if it were feasible to reinstate the International Language Collection. He indicated he had received a written response from staff that answered his concern.

Commission Action

*District Library*—Commissioner Bellant moved to dissolve any working group or research efforts for the purpose of changing to a *District library*. Commissioner Mathis seconded the motion; the motion carried.

*Board Retreat*—Mrs. Mondowney said possible dates for the retreat had been discussed at the Committee on Administration meeting. A date will be selected after determining best date for most Commissioners to attend.

The meeting was adjourned at 2:55 p.m.