

DETROIT LIBRARY COMMISSION PROCEEDINGS

REGULAR MEETING

MARCH 21, 2017

President Jackson called the Regular Meeting of the Detroit Library Commission to order at 1:37 p.m.

Present: President Jackson, Commissioners Adams, Inniss-Edwards, Thomas, Weaver

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

Present Also: Janet Batchelder, Lurine Carter, Nadya Cherup, Deborah Dorsey, Sean Everett, Carolyn Mosley, Mike Rangos, Yvette Rice, Tiffani Simon, Laurie Stewart, Brian Vance, Dorothy Williams

APPROVAL OF MEETING MINUTES

The minutes of the Annual Meeting of January 17, 2017 and the Special Meeting of February 21, 2017 were approved as recorded.

PUBLIC COMMENTS

Nadya Cherup – Expressed her concerns over the newly formed Human Resources Advisory Committee. She stated she opposes the idea of the committee and feels it adds a needless layer of bureaucracy that will hinder an individual employee's ability to resolve injustices.

Ms. Trinee Moore, Human Resources Director, explained that the committee is a mixture of employees from every classification that has no approval authority. They do not receive any confidential information or discuss any policies relating to individual employees. The committee gives the employees an opportunity to provide feedback about their work environment.

President Jackson stated this matter would be on the agenda for discussion at the next Committee on Administration meeting.

Minutes were approved at the April 18, 2017 Commission Meeting

REPORT OF THE PRESIDENT

President Jackson acknowledged that it was wonderful to be a part of the grand re-opening of the Duffield Branch Library.

President Jackson announced that the 2017 Committee members are as follows:

- **Committee on Administration**
 - Victoria Inniss-Edwards, Chair
 - Jean-Vierre Adams
 - Franklin Jackson

- **Audit Committee**
 - TBD, Chair
 - Franklin Jackson

- **Committee on Books and Literacy**
 - Franklin Jackson, Chair
 - Victoria Inniss-Edwards
 - Carol Weaver

- **Committee on Buildings**
 - Judge Edward Thomas, Chair
 - Jean-Vierre Adams

- **Committee on Finance**
 - Jean-Vierre Adams, Chair
 - Judge Edward M. Thomas

- **Liaison to the DPL Friends Foundation**
 - Judge Edward M. Thomas

REPORT OF THE EXECUTIVE DIRECTOR

February 2017 Report

Substitute Librarians

Mrs. Mondowney reported that the DPL Management and the UAW- Local 2020 have reached agreement regarding the use of substitute librarians. The implementation of this staffing option will be available upon the completion of the Memorandum of Understanding (MOU). This staffing option will offer overtime on a volunteer basis to current active librarians and to interested retirees. Management will recruit qualified non-DPL librarians for the roster if the substitute roster of DPL retirees falls below five (5). This agreement improves the Library's ability to maintain quality library services for the residents of Detroit by minimizing the need to close a branch due to staff shortages.

Network to Freedom Designation

Mrs. Mondowney reported that DPL received a National Parks Service "Certificate of Acceptance" for "Blackburn Rescue and Riots (1833) at the Detroit City Jail" at the Skillman Branch Library site. This designation means that the site will be included in the National Underground Railroad Network to Freedom.

The Thirteenth Amendment Display and Program

Mrs. Mondowney reported that the Burton Collection's rare hand written draft of the 13th Amendment was on display in the Friends Conference Room. At 6 p.m. on March 21, there will be a panel discussion entitled, "The Thirteenth Amendment: A Historical Perspective – Justice, Freedom and the Spaces In Between." Panelists will include Professor Peter J. Hammer, Director of the Damon J. Keith Center for Civil Rights, Dr. Roy Finkenbine, Professor of History at the University of Detroit Mercy, Dr. Gloria House, Associate Professor Emerita at Wayne State University and the University of Michigan-Dearborn, and Jamon Jordan, President of the Detroit chapter of the Association for the Study of African American Life and History. The program is in partnership with the Detroit River Project.

Branch Programs

Mrs. Mondowney reported that February is a busy month for programs at library branches. On February 11th there was a Valentine's Day craft program at the Redford Branch; on February 18th the Skillman Branch sponsored a program about African American inventors; and on February 25th the Hubbard Branch will sponsor a Black History Treasure Hunt.

Children's Library

Mrs. Mondowney reported that on February 1, 2017, an intern with the Detroit Symphony Orchestra presented a Mozart-themed storytime for preschool children as part of the Library's "Once Upon a Time and More" programming. Toy rhythm and percussion instruments were used by children and parents as they engaged in movement activities.

Friends Foundation Book Sale

Mrs. Mondowney reported that in response to Mr. Jim Stimac's inquiry regarding the discontinuation of the Friends Foundation's used book sales, its Director, Sean Everett, stated the following: "The Foundation will no longer be facilitating the used book sale. We did not come to this decision lightly; we believe it is necessary and in the best long-term interests of both organizations to concentrate efforts on long-term sustainable funding initiatives. We considered a number of factors when making this decision; a significant decline in sales, and data reflecting that majority of purchases were made by resellers and individuals not from Detroit weighed heavily on our decisions. Additionally, after December 2014 a significant number of longstanding volunteers decided to no longer volunteer with the sale."

Friends Foundation Grants

Mrs. Mondowney reported that the DPL Friends Foundation generously made three grants to DPL in January. The Board of Directors approved a \$15,000 grant for the "Light up Literacy Mosaic Project" in Children's Library. Young students from Pasteur Elementary School read books about the earth and made drawings which were incorporated into the design of a large-scale mosaic mural. Artists Gail Kaplan and Dani Katsir worked with students to produce this beautiful work of art. The project also received funding from the Pasteur Alumni Association. A dedication will be held on March 2 with the young student artists in attendance. The Foundation also provided a \$4,000 grant for the 2017 Noon Time Concert Series at the Skillman Branch Library. The Parkman Branch Library received a \$1,800 grant for the Mobile Cyber Seniors Program; this initiative helps seniors learn how to use mobile technology.

College for Creative Studies

Mrs. Mondowney reported that a College for Creative Studies design class is re-imagining the Skillman Branch Library. The semester-long academic assignment will be completed by all students in the class. Students will present their designs to branch and administrative staff at the end of the semester.

E-Rate Approvals

Mrs. Mondowney reported that the Library's applications for E-Rate funding were approved in all categories for 2016-17. The approval covers the discounted services of high-speed Internet at all DPL locations, telecommunications, internal connections, basic maintenance of internal connections, and management of internal broadband services. DPL has been approved for a total amount of \$1,687,310.

Wayne County

Mrs. Mondowney reported that on January 17, 2017, DPL received from Wayne County a payment of \$192,914 for delinquent property taxes.

March 2017 Report

Divie B. Duffield Branch Re-Opening

Mrs. Mondowney reported that the grand re-opening of the Duffield Branch was held on Saturday, February 18, 2017, with about 50 members of the community in attendance. The occasion included a ribbon cutting and reception. She thanked the following people who contributed to the work that went into upgrading the branch in order to better serve the community: Cledos Powell and his entire team of tradesmen; Victor Ibegbu and the IS staff, especially Kenneth Gabriel and Rudy Dale; Margaret Bruni and the Public Services team; the Marketing Department, especially Romondo Locke and Khamisi Benford and the Technical Processing staff including Dishonne Bell, Cheryl Walker, Charlayna Horton and Kim Huffman. She also said a special thanks goes to Maria Bryson and the Duffield Branch team: Taneca Chapman-Mills, Dawn Taylor, Jamina Brydson, Satara Jackson, Kisha Stevenson, and Officer Marcia Neal. Those dedicated staff members weeded the collection, cleaned and re-organized every inch of the Duffield Branch. The re-opening was covered by the Detroit News and mentioned in the February 27, 2017 issue of *Library Hotline* (the Weekly Newsletter from *Library Journal* and *School Library Journal*).

"Light Up Literacy" Mosaic Mural in Children's Library

Mrs. Mondowney reported that as part of the "Light Up Literacy" Project, on March 2 and March 3, 2017, a stunning 16-foot glass mosaic mural was dedicated in Children's Library. The mural was a result of the work of children who attend Pasteur Elementary School under the creative direction of artists Gail Rosenbloom Kaplan and Dani Katsir. Four hundred student artists were involved with creating the mural that contains 12,000 pieces of glass. The project began with alumni of Pasteur Elementary visiting each classroom to read books about the earth.

Minutes were approved at the April 18, 2017 Commission Meeting

Students then drew earth related pictures which guided the design of the mural. Two groups of the young artists visited the library on each day for the dedication, and a Dr. Seuss birthday program, followed by a pizza lunch. DPL is indebted to the Pasteur Elementary alumni and the DPL Friends Foundation for helping to fund and support this project. The dedication was featured on WXYZ Channel 7 and Fox 2.

Rare Black Bottom Photos from the Burton Historical Collection Go Virtual

Mrs. Mondowney reported that the Black Bottom Neighborhood for decades was the center of African American life in Detroit. Recently, local architect Emily Kutil has embarked on a project to build a virtual Black Bottom, an interactive website of about 800 rarely seen photos of the area from the Burton Historical Collection. Those who visit the website will be able to place themselves in the middle of the vanished streets. A February 27, 2017 article in the *Detroit Free Press* reported that the black-and-white photos provide a context for life in the Black Bottom neighborhood during 1949 – 1950.

Red Wings Jersey

Mrs. Mondowney reported that on February 14, 2017, DPL received an official jersey from the Detroit Red Wings honoring the Library's 150th anniversary. This jersey will hang with those of the Detroit Tigers, Detroit Lions and Detroit Pistons above the Main Library's circulation desk.

2017 Comerica Bank Java & Jazz

Mrs. Mondowney reported that the Comerica Bank, Java & Jazz launched its 17th season on Tuesday, March 21, 2017 at 6 p.m., featuring Straight Ahead, the groundbreaking all-female jazz group. This hometown group of strong, inventive instrumentalists and vocalists, are powerful and imaginative composers and arrangers in the music industry. Widely recognized for their eclectic and soulful approach to creating music, the Straight Ahead sound ranges comfortably from mainstream jazz and R&B ballads to Brazilian funk. The concert is free and open to the public. DPL appreciates Comerica Bank's 17-year partnership with the Library to offer this high-quality musical series to the community. Other concerts are scheduled for April 18th, jazz drummer Sean Dobbins; May 16th, the Ali Bey Quartet; June 20th, jazz singer Audrey Northington; and July 18th, The Affair Group.

Branch Programs

Mrs. Mondowney reported that the Chase Branch Movie Lovers Book Club will meet on March 25, 2017 to discuss *The Girl on the Train* by Paula Hawkins, which became a movie adaptation. The Douglass Branch offered a Peer 2 Peer University Learning Circle, "Essentials of Entrepreneurship: Thinking & Action" on March 3rd and March 10th.

The Hubbard and Skillman branches partnered with the University of Michigan's Museum of Natural History to present the "Family Reading and Science Program" on March 11th and March 18th. These hands-on learning opportunities explored how and why humans collect things from the past. On March 25th, students and their parents will travel to the museum for a day of exploration and fun. Main Library has also participated in this program.

Wayne County

Mrs. Mondowney reported that on February 21, 2017, DPL received a payment of \$178,229 for delinquent property taxes.

FRIENDS FOUNDATION UPDATE

Sean Everett, Director of the Friends Foundation, reported that the Foundation is expanding its social media footprint by joining Snap Chat. Snap Chat has over 200 million monthly users sharing over 800 million photos and videos every day.

The content has been developed over the last six months and will include the following:

- #mydplstory snapshots
- Event promotion – both Friends Foundation and Detroit Public Library
- A weekly story series called "From the Stacks" featuring items from the library's special collections.
- Highlight community partners and offer special sponsorship opportunities.
- Friends Foundation Snap Chat users will have access to the Night Tour ticket pre-sale.

The goal is to reach new demographics, drive engagement to the Detroit Public Library and create a new generation of support for the Friends Foundation and Friends of the Library.

The 2017 slate of officers for the Friends Foundation are as follows:

- President: Dr. Crystal Powell
- Vice-President: Elizabeth DuMouchelle
- Treasurer: John Krieman
- Secretary: Norman Maas

COMMITTEE ON ADMINISTRATION

Approval to Contract with Sirsi Corporation for Enterprise System

The Online Public Access Catalog (OPAC) portion of Detroit Public Library's local library system is inadequate, verging on obsolete. DPL's local library system is a Sirsi Corporation product. Sirsi's modern OPAC, Enterprise, is guaranteed compatible with the rest of DPL's local library system. No other current OPAC vendor guarantees compatibility. Sirsi Corporation is a sole source supplier.

The expense for the 1st year including installation costs would be \$22,170. Maintenance expenses for the 2nd year is \$14,540 and \$15,090 for the 3rd year. The total amount is \$51,800.

Approval is requested to contract with Sirsi Corporation for Enterprise Software and installation on DPL's local library system in an amount not to exceed fifty-one thousand eight hundred dollars (\$51,800) spread over FY2016-2017 - FY2018-2019.

COMMISSION ACTION

Commissioner Inniss-Edwards moved approval. Commissioner Thomas supported. The motion passed unanimously.

Approval of Sunday Library Service

Sunday service was first implemented at Main Library in 1931. In 1981, as a result of the "decrease in anticipated funds from the State Cultural Reimbursement," Sunday service was discontinued.

The absence of Sunday hours is particularly egregious because Sundays are often the only time when families and people who work can visit the library.

The DPL stands alone among major urban libraries in not offering Sunday service to its customers.

Of the 10 communities across the United States that are closest in size to Detroit, Detroit is the only one that does not have a library that is open on Sundays. As the City turns its attention to quality of life issues, DPL can respond best by prioritizing increased and more convenient access to library services.

Library Administration proposes opening the Main Library and Redford and Wilder Branches on Sundays from 1:00 p.m. to 5:00 p.m. from October through May.

Minutes were approved at the April 18, 2017 Commission Meeting

These agencies will be staffed according to service need by DPL employees who have volunteered to work overtime. Consistent with the recent agreement with UAW 2200, retirees and substitute librarians may also be used, if regular DPL librarians are not available to work. The total cost of operating the three facilities on Sunday afternoons is expected to be approximately \$250,000 which would require an additional use of Fund Balance in the amount of \$250,000. It would leave a remaining Fund Balance total of \$16,586,151. The Fund Balance Policy, approved in 2004, requires that the DPL maintains a minimum fund balance of 10% - 15% of the general operating budget. **The total remaining fund balance for FY18 will not go below the required minimum balance of \$4,971,531.**

Approval is requested to open the Main Library and Redford and Wilder Branches on Sundays from 1:00 p.m. to 5:00 p.m. from October through May beginning October 8, 2017.

COMMISSION ACTION

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

COMMENT

President Jackson expressed gratitude in restoring Sunday service hours.

Approval of the Human Resources Report – January 2017

The Human Resources Department Report provides information regarding personnel actions taken from January 1, 2017 through January 31, 2017. These actions have been approved by Administration.

APPOINTMENTS (2)

Employee Name	Title	Hire date
Winnifred Nelson	Customer Service Representative	January 3, 2017
Robert Germeroth	Technical Training Associate	January 3, 2017

RETIREMENTS (0)

SICK LEAVE PAYOUTS (0)

TOTAL PAYOUTS = \$0

Minutes were approved at the April 18, 2017 Commission Meeting

POTENTIAL RETIREMENTS (1) Pending COD Approval

Employee Name	Last Day Worked	Retirement Date
Derrick Durrell	March 18, 2017	To be calculated by COD

SEPARATIONS (1)

Employee Name	Title	Last Day Worked
Donna Sherrill	Administrative Assistant	January 16, 2017

EMPLOYEE HEADCOUNT*

Headcount – January 2017	Headcount – January 2016
Budgeted Positions = 334	Budgeted Positions = 334
Active Employees = 291	Active Employees = 287
Vacant Positions = 43	Vacant Positions = 47

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

VACANT POSITIONS

Position	# of Budgeted Positions	# of Filled Positions	Vacant Positions
Managers	25	22	3
Librarian III	33	33	0
Librarian II	24	17	7
Librarian I	1	1	0
Pre-Professional Librarian In-Training	3	2	1
Senior Clerk	9	8	1
Technical Training Associate	9	8	1
Clerk	31	31	0
Janitor	13	10	3
Bookmobile Operator	2	2	0
**Customer Service Representative	100	79	21
Facilities	17	14	3
Associate Director	1	0	1
Senior Accountant	2	1	1
Purchasing Manager	1	1	0
Security	16	16	0
Administrative Assistant	1	0	1
TOTAL			43

**Vacant Positions are Part-time 20 hours/week

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

Minutes were approved at the April 18, 2017 Commission Meeting

DISCUSSION

Commissioner Adams asked what department the Administrative Assistant position was in and had it been posted?

Ms. Trinee Moore, Human Resources Director, explained that the position was temporarily filled by an internal employee and would be posted soon.

COMMISSION ACTION

Commissioner Inniss-Edwards moved approval of the January 2017 Human Resources report. Commissioner Thomas supported. The motion passed unanimously.

Approval of the Human Resources Report – February 2017

The Human Resources Department Report provides information regarding personnel actions taken from February 1, 2017 through February 28, 2017. These actions have been approved by Administration.

APPOINTMENTS (6)

Employee Name	Title	Hire date
Shamar Cowan	Customer Service Representative	February 21, 2017
Jordan Melton	Customer Service Representative	February 21, 2017
Ruth Hart	Customer Service Representative	February 21, 2017
Andrew Belcher	Customer Service Representative	February 21, 2017
Mona Saad	Customer Service Representative	February 21, 2017
Jamie Chmara	Customer Service Representative	February 22, 2017

RETIREMENTS (0)**SICK LEAVE PAYOUTS (0)**

TOTAL PAYOUTS = \$0

POTENTIAL RETIREMENTS (2) Pending COD Approval

Employee Name	Last Day Worked	Retirement Date
Derrick Durrell	March 18, 2017	To be calculated by COD
Glen Massey	May 11, 2017	To be calculated by COD

Minutes were approved at the April 18, 2017 Commission Meeting

SEPARATIONS (1)

Employee Name	Title	Last Day Worked
Renee Walker	Customer Service Representative	February 28, 2017

EMPLOYEE HEADCOUNT*

Headcount – February 2017	Headcount – February 2016
Budgeted Positions = 334	Budgeted Positions = 334
Active Employees = 296	Active Employees = 287
Vacant Positions = 38	Vacant Positions = 47

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

VACANT POSITIONS

Position	# of Budgeted Positions	# of Filled Positions	Vacant Positions
Managers	25	22	3
Librarian III	33	33	0
Librarian II	24	17	7
Librarian I	1	1	0
Pre-Professional Librarian In-Training	3	2	1
Senior Clerk	9	8	1
Technical Training Associate	9	8	1
Clerk	31	31	0
Janitor	13	10	3
Bookmobile Operator	2	2	0
**Customer Service Representative	100	84	16
Facilities	17	14	3
Associate Director	1	0	1
Senior Accountant	2	1	1
Purchasing Manager	1	1	0
Security	16	16	0
Administrative Assistant	1	0	1
TOTAL			37

**Vacant Positions are Part-time 20 hours/week

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

COMMISSION ACTION

Commissioner Inniss-Edwards moved approval of the February 2017 Human Resources report. Commissioner Thomas supported. The motion passed unanimously.

Minutes were approved at the April 18, 2017 Commission Meeting

NOTED

Commissioner Adams made a friendly amendment to the motion to note that the number of vacant positions should reflect 38 vacancies instead of 37.

COMMITTEE ON BUILDINGS**Approval to Replace the Cooling System at Edison Branch Library**

The Edison Branch Library is 10,935 square feet with non-energy efficient windows that do not open for any heat relief during the summer.

The 1955 three (3) unit cooling system is now performing below 20% and parts are no longer available.

A Request for Bid (RFB) was sent to the MITN (Michigan Inter-governmental Trade Network), advertised in the Michigan Chronicle, Legal News and DPL's web site. There were six (6) contractor that made the mandatory walk through. Three (3) Contractors entered bids.

Expert Mechanical 542 Biddle Ave. Wyandotte, MI 48192 724-282-2250	\$126,141
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System Corp. 3909 Industrial Dr. Rochester Hills, MI 48309 248-852-2100	\$132,000
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Allies Building Services 1801 Howard St. Detroit, MI 48216 313-230-0810	\$198,450
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Approval is requested to contract with Expert Mechanical in an amount not to exceed one hundred twenty six thousand one hundred forty one dollars (\$126,141).

COMMISSION ACTION

Commissioner Thomas moved approval. Commissioner Inniss-Edwards supported. The motion passed unanimously.

COMMITTEE ON FINANCE

Approval to Renew Inland Marine/Fine Arts Insurance Policy

DPL's insurance broker, Cranbrook General Underwriters, has requested quotes from the following insurance carriers to provide DPL with Inland Marine/Fine Arts policy coverage:

1. The Travelers Insurance Group – \$25,500
2. The Hartford – No Response
3. CNA Insurance – No Response

The Travelers Insurance Group, DPL's current provider, was the only carrier that responded.

Approval is requested to renew the Inland Marine/Fine Arts insurance policy with the Travelers Insurance Group for the 2017/2018 calendar year for an amount not to exceed twenty five thousand five hundred dollars (\$25,500).

COMMISSION ACTION

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

Approval to Contract with Dell for Lease of Dell Backup/Storage System

The Dell Backup/Storage systems to be leased will be used to provide DPL with an enterprise backup solution for all systems that are used in providing services for the entire library.

Leasing this new backup/storage system will allow DPL to continue to keep pace with changing trends in technology and will provide required management and maintenance. It will help protect DPL's operations as the organization faces higher levels of security challenges.

Approval is requested to contract with Dell for the lease of these Dell Backup/Storage systems. This system will be deployed at the Main Library data center and at Skillman Branch for redundancy.

The total cost for this 3-year lease is \$78,407.78 (Cost of Backup - \$61,435.00, Cost of Storage - \$16,972.78) at an annual cost of \$28,128.79 (Cost of Backup - \$22,039.81, Cost of Storage - \$6,088.98). This amount is already reflected in the current approved budget.

COMMISSION ACTION

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

Approval to Contract with Madhouse for Redevelopment of the Detroit Public Library's Website

The Detroit Public Library requested proposals from qualified professional website design and development consultants to rebuild the Library's website using Drupal or another appropriate content management system (CMS). The Library requires a system that will allow it to incorporate its Integrated Library System (ILS) and the main website to enhance the experience of its customers, while ensuring that the redesigned site is both ADA compliant and mobile-friendly.

DPL's current website, which averages 200,000 page views per month, is not mobile-friendly or ADA compliant.

The Request for Proposal (RFP) was published on the Library's website on May 4, 2016 and sent out to multiple companies with specific experience in the design and implementation of library websites using a CMS. The RFP was also sent to the Michigan Inter-Governmental Trade Network bid process -- a centralized online location that provides access to Michigan RFPs and bid opportunities from over 100 Michigan local government agencies.

Eleven (11) bids were received; all were opened May 5, 2016. The results are shown below in order of bid's receipt:

	Vendor	Bid amount
1	Last Call Media 136 West St., Suite 01 Northampton, MA 01060 (888) 788-7177	\$166,000.00 total project
2	Digital Echidna 200 - 365 Talbot St. London, ON, Canada N6A 2R5 (613) 799-9389	\$97,413.00
3	OPIN Software, Inc. 2 - 320 Catherine Street Ottawa, Ontario, Canada K1R 5T5 (613) 656-9983	1st year - \$103,900.00 2nd year - \$25,000.00 - subscription services 3rd year - \$25,000.00 - subscription services

Minutes were approved at the April 18, 2017 Commission Meeting

4	Commercial Progression 115 N Center St, Ste 23 Northville, MI 48167	Estimate \$54,700.00 - \$88,500.00
5	BiblioCommons, Inc. 119 Spadina Ave., Suite 1000 Toronto, ON M5V 2L1	Annual subscription - \$134,791.74 One-time implementation cost - \$92,262.86
6	Flight Path Creative LLC 117 1/2 S. Union Traverse City, MI 49684 (231) 946-	\$31,750.00 - \$36,125.00
7	Tech Reprieve, LLC P.O. Box 1942 Ann Arbor, MI 48106- 1942 (734) 657-1542	\$37,500.00 - \$59,500.00
8	Icon Enterprises d/b/a CivicPlus 302 S. 4th Street, Suite 500 Manhattan, KS 66502	Investment - Year 1 - \$56,499.00 Annual hosting/maint service - \$13,500* *beginning Year
9	Madhouse 1215 Jackson Street Toledo, OH 43604 (419) 873-0538	\$75,000.00
10	Online Tech (partnership with Core PHP) 305 E. Eisenhower, Suite 300 Ann Arbor, MI 48108 (248) 872-	\$109,200.00
11	Interpersonal Frequency, LLC. 1420 Beverly Road, Suite 240 McLean, VA 22101	\$92,000.00 Total - Year 1 - excludes optional hosting

Responses to the RFP were evaluated and scored by the DPL Web Development Committee. Scoring sheets are available upon request.

Approval is requested to contract with Madhouse of Toledo, Ohio, to design, implement, and integrate a new website that is powered by a CMS for the Detroit Public Library in an amount not to exceed seventy-five thousand dollars (\$75,000.00).

COMMISSION ACTION

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

Approval of the Routine Report on Finance – January 2017

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>December 2016 Expenses</u>		
<u>PUBLIC FUNDS</u>		
<u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u>		
1	Payroll	\$1,059,603.17
2	Total Vouchers – processed on Fusion 326 - 445	\$718,933.68
3	FY 2017 Benefits Plan (Benefits billed for four (4) months Oct. 2016 – Jan. 2017)	\$877,274.68
4	FY 2017 General Retirement System (GRS)	\$0.00
5	FY 2017 Central Staffing Services	<u>\$0.00</u>
Total Processed by City of Detroit		<u>\$2,655,811.53</u>
<u>PAYMENTS PROCESSED BY DPL</u>		
1.	Public Funds Interest Checking Account Check 1274	\$1,903.00
2.	Branch & Main Library Deposit Checking Account Checks 4547-4568	\$5,446.46
3.	Professional Service Contracts None	<u>\$0.00</u>
Total Processed by DPL		<u>\$7,349.46</u>
GRAND TOTAL		<u>\$2,663,160.99</u>
<u>Summary of Expenditures</u>		
<u>RESTRICTED/DESIGNATED FUNDS</u>		
1	Burton Endowment Checking Check 8297	\$24,199.53
2	O'Brien Checking Check None	\$0.00
3	Programs & Gifts Checks 2247 - 2256	<u>\$2,567.62</u>
GRAND TOTAL		<u>\$26,767.15</u>
<u>CREDIT CARD EXPENDITURES</u>		
Executive Director		\$239.90
Executive Director's Office – used for general office purpose		\$0.00
Chief Financial Officer		\$253.95
Human Resources Department		\$780.65
Marketing Department		\$1,868.54
Facilities Department		\$2,555.95
Branch Services		\$4,827.81
Technical Services		\$5,659.68
GRAND TOTAL		
Note: These are December 2016 Credit Card Purchases		<u>\$16,186.48</u>

COMMISSION ACTION

Commissioner Inniss-Edwards moved approval. Commissioner Thomas supported. The motion passed unanimously.

Minutes were approved at the April 18, 2017 Commission Meeting

Approval of the Routine Report on Finance – February 2017

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>January 2017 Expenses</u>		
<u>PUBLIC FUNDS</u>		
<u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u>		
1	Payroll	\$905,125.61
2	Total Vouchers – processed on Fusion 446 - 489	\$409,049.19
3	FY 2017 Benefits Plan	\$0.00
4	FY 2017 General Retirement System (GRS)	\$0.00
5	FY 2017 Central Staffing Services	<u>\$0.00</u>
Total Processed by City of Detroit		<u>\$1,314,174.80</u>
<u>PAYMENTS PROCESSED BY DPL</u>		
1.	Public Funds Interest Checking Account Check 1275	\$25.10
2.	Branch & Main Library Deposit Checking Account Checks 4569 - 4607	\$25,344.34
3.	Professional Service Contracts None	<u>\$0.00</u>
Total Processed by DPL		<u>\$25,369.44</u>
GRAND TOTAL		<u>\$1,339,544.24</u>
<u>Summary of Expenditures</u>		
<u>RESTRICTED/DESIGNATED FUNDS</u>		
1	Burton Endowment Checking Check None	\$0.00
2	O'Brien Checking Check 4544 - 4551	\$4,618.75
3	Programs & Gifts Checks 2257 - 2262	<u>\$2,872,548.26</u>
GRAND TOTAL		<u>\$2,877,167.01</u>
<u>CREDIT CARD EXPENDITURES</u>		
Executive Director		\$29.90
Executive Director's Office – used for general office purpose		\$102.99
Chief Financial Officer		\$706.55
Human Resources Department		\$104.94
Marketing Department		\$510.31
Technical Services		\$482.00
Facilities Department		\$2,229.31
Branch Services		\$3,855.52
Annual Credit Card Fees		<u>\$250.00</u>
GRAND TOTAL		
Note: These are January 2017 Credit Card Purchases		<u>\$8,271.52</u>

Minutes were approved at the April 18, 2017 Commission Meeting

COMMISSION ACTION

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

OLD BUSINESS

Commissioner Thomas asked had there been any communication regarding an appointment to replace former Commissioner M. Maggie DeSantis whose term ended December 31, 2016.

President Jackson stated that he had a conversation with Dr. Iris Taylor, President, Detroit Board of Education, regarding this matter. He said she indicated that an appointment will be made by the Detroit Board of Education in April and that she would be in attendance at the April Commission meeting to make the announcement.

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