

**DETROIT LIBRARY COMMISSION PROCEEDINGS**

REGULAR MEETING

SEPTEMBER 19, 2017

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

Present: President Jackson, Commissioners Adams, Bellant, Gray, Thomas and Taylor (Ex-Officio)

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

Excused: Commissioner Inniss-Edwards

Present Also: Angeline Bellant, Cheryl Blessett, Enid Clark, Barbara Cohn, Deborah Dorsey, Christina Ladson, Tracy Massey, Carolyn Mosley, Yvette Rice, Derick Suppon, Dwayne Vales, Michael Wells, Sandy Yee

**NEW COMMISSIONERS SWORN IN OFFICE**

Mr. Russ Bellant and Ms. Cassandra Smith Gray were sworn in as Commissioners. Cheryl Blessett, Notary Public, administered the oath of office to both new Commissioners.

**OATH OF OFFICE – COMMISSIONER RUSS BELLANT**

I, Russ Bellant, accept the office of the Library Commissioner of the Detroit Public Library, and promise to discharge its duties to the best of my ability.

/s/ Russ Bellant

Subscribed and sworn to before me this 19<sup>th</sup> day of September, A. D., 2017.

/s/ Cheryl Blessett

Notary Public, Wayne County, Michigan  
My commission expires July 14, 2021

Minutes were approved at the October 17, 2017 Commission Meeting

**OATH OF OFFICE – COMMISSIONER CASSANDRA SMITH GRAY**

I, Cassandra Smith Gray, accept the office of the Library Commissioner of the Detroit Public Library, and promise to discharge its duties to the best of my ability.

/s/ Cassandra Smith Gray

Subscribed and sworn to before me this 19<sup>th</sup> day of September, A. D., 2017.

/s/ Cheryl Blessett

Notary Public, Wayne County, Michigan  
My commission expires July 14, 2021

**APPROVAL OF MEETING MINUTES**

The minutes of the Regular Meeting of June 20, 2017 and the Special Meeting of August 22, 2017 were approved as presented.

**PUBLIC COMMENTS**

There were no public comments.

**REPORT OF THE EXECUTIVE DIRECTOR****Sunday Hours**

Mrs. Mondowney reported that Sunday service is returning to the Main Library after it ended as a result of budget reductions in 1981. In addition, for the first time ever, two branch libraries will also offer Sunday hours. Beginning Sunday, October 8, 2017, Main Library, the Redford Branch Library and the Laura Ingalls Wilder Branch Library, will be open 1 – 5 p.m., October – May. The theme for Sunday hours is “Sunday Family Fundays” with a focus on family programming. Opening day celebrations are planned for each location.

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### **2017 Summer Learning Programs**

Mrs. Mondowney reported that DPL engaged approximately 2,700 young people during its 2017 Summer Learning programs offered mid-June thru early-August. The Library launched its 2017 themed “Build a Better World” Summer Reading program on Saturday, June 10th, with a fun kick-off event at Main Library attended by 175 children and adults. The Michigan Rotary Club’s Eye Examination-Mobile provided eye exams and students from the University of Detroit Mercy’s Dental School provided dental hygiene presentations and giveaways.

Visits to the Detroit Zoo were supported by a \$5,000 donation for bus transportation and 500 lunches provided by McDonald’s. On August 4, 2017, the 50 top readers received bicycles, bike gear and books from Gale Publishing, as part of their “Gears from Gale” project. Three branches – Parkman, Duffield and Franklin – participated in “Reading Teacher in the Library,” a pilot summer learning program that provided certified reading specialists to work with K-3 grade students who need support to improve their reading skills. Parents, teachers, DPL staff and especially the children, embraced the program and progress was made by many of the participants.

### **2017 Tea Party**

Mrs. Mondowney reported that the Annual Princess and Prince Tea party was held on Saturday, June 17th at Main Library. An audience of 173 young guests turned out in their special occasion attire to spend an afternoon that included entertainment by Miss Manners, Bozo the Balloon Sculptor and the 3D Dance Academy. Seventy-five adults also attended. The Co-Ette Club of Detroit provided 17 young ladies who served as volunteer hostesses for the afternoon.

### **Metro Detroit Youth Day**

Mrs. Mondowney reported that Detroit Public Library Children’s and Teen Services participated in the annual Metro Detroit Youth Day on July 12, 2017 at Belle Isle. More than 36,000 youth enjoyed games, sport clinics and other fun activities. DPL offered children an opportunity to design bookmarks and to sign-up for library cards and Summer Reading.

### **ARISE Detroit Neighborhoods Day**

Mrs. Mondowney reported that on Saturday, August 5, DPL participated in ARISE Detroit's Neighborhood Day. Main Library partnered with the Michigan Science Center and the Detroit Historical Museum by providing games, face painting, books and refreshments on the library's Kirby Street lawn. Branches supported "Neighborhoods Reading Month" in August by sponsoring reading programs with Detroit themes.

### **April Ryan**

Mrs. Mondowney reported that an audience of more than 200 people welcomed April Ryan, White House correspondent for the American Urban Radio Network since January 1997, to Main Library on August 5, 2017. Stephen Henderson of the Detroit Free Press led an engaging conversation with Ms. Ryan about the national political scene. Following the conversation, Ms. Ryan signed copies of her newest book, *At Mama's Knee: Mothers and Race in Black and White*.

### **Detroit 67**

Mrs. Mondowney reported that several DPL branches and Main Library have sponsored discussions about the book, *Detroit 1967: Origins, Impacts, Legacies*, a collection of essays, edited by Joel Stone, and published by the Wayne State University Press. On September 6, 2017, Desiree Cooper, one of the essayists, was featured in a program at Main Library. The following day she posted on her Facebook page, "I can't thank the Detroit Public Library enough for sponsoring a series of community discussions about the 1967 rebellion in branches all over the city. I hosted one last night and it was dramatic. We talked as a group – young, old, black, white – about the past, why it mattered and where we can go from here. . . I am thankful that there is opportunity for civilized discourse about a painful chapter in our history."

She noted in her post that the conversation exposed the trauma, conscious and unconscious, experienced by many people during July, 1967. Conversations also will be held at the Campbell, Chase, Chaney, Duffield, Franklin and Jefferson branches.

DPL developed and published a discussion guide that provides questions for these conversations. Libraries throughout the state requested copies of the guide including: Saginaw, Ann Arbor, Farmington, Salem-South Lyon, Dearborn, Bad Axe, Albion, Dexter, Madison Heights, Hazel Park, Oakland Community College and Lawrence Technological University. DPL's "Book Club in a Bag" also has copies of *Detroit 1967* available for check-out to book clubs.

### **Dlectricity 2017**

Mrs. Mondowney reported that Main Library will be a featured site for Dlectricity 2017, a festival of light-based art sponsored by the DTE Energy Foundation in Midtown on September 22nd and 23rd. The Klip Collective, an experiential video shop integrating projection, lighting and technology with storytelling, has assembled a live action narrative about a librarian who saves the Internet from false information that takes over the bookshelves.

### **Staff Development Day**

Mrs. Mondowney reported that all DPL locations will be closed on Wednesday, October 4, 2017 for the annual Staff Development Day. This year's theme is "Health & Wellness," and will feature sessions on related topics that will support and encourage healthy choices. Peter Nielsen, fitness guru, is the keynote speaker.

### **Book Lovers' Buffet**

Mrs. Mondowney reported that adults who love to read will come together for DPL's second Book Lovers' Buffet at 6:30 p.m., on Friday, October 20, 2017. First held in 2015 as part of the Library's 150<sup>th</sup> anniversary celebration, the Book Lovers' Buffet is an opportunity to celebrate the joy of reading and to hear Detroiters "book talk" their favorite title.

### **Third World Press**

Mrs. Mondowney reported that in October 2013, Haki Madhubuti, poet and founder of Third World Press, announced a donation of all books in the Press' catalog to establish a Third World Press Collection at DPL. The collection is housed in our Special Collections. Third World Press is one of the nation's pioneering African-American owned publishing houses. DPL recently received 15 additional titles for the collection. Professor Madhubuti grew up in Detroit and once said, "I would not have gotten hooked on books if it wasn't for the Detroit Public Library."

### **ProjectArt Continues**

Mrs. Mondowney reported that ProjectArt (PA) will continue to provide free art classes at the Main Library and the Campbell, Hubbard, Jefferson, Parkman and Wilder branches through June 2018. Each location hosts 3 one-hour art classes weekly for children of different ages. Classes at Main and Wilder will be held on Sundays beginning in October.

This fall, PA artists will also hold “studio hours” at the DPL to work on their own projects. This “Resident Artist” component is intended to raise awareness of the creative process and engage library users in discussions about art. ProjectArt, is a New York City based 501(c) 3, supported by various grants and donations that provides its services free of charge to the DPL and to 32 other U.S. public libraries.

### **Wayne County – FY 2017**

Mrs. Mondowney reported that DPL received a payment of \$91,125 for delinquent property taxes on June 25, 2017. On June 29, 2017, DPL received a final payment of \$3,120,725 for the FY 2017 for delinquent property taxes.

### **Wayne County – FY 2018**

Mrs. Mondowney reported that on August 14, 2017, DPL received its first FY 18 payment of \$175,745 for delinquent property taxes.

### **State Aid**

Mrs. Mondowney reported that DPL received the final half of its FY 2017 State Aid payment of \$235,051 on August 2, 2017.

### **Penal Fines**

Mrs. Mondowney reported that on August 19, 2017, DPL received its annual penal fines payment from Wayne County in the amount of \$613,082.

## **DETROIT PUBLIC LIBRARY FOUNDATION UPDATE**

Ms. Barbara Cohn, DPL Foundation Board Member, talked briefly about the DPL tours. She said that 1500 people have participated in 46 public and private tours since January 1, 2017. She said there is a possible consideration to increase the number of monthly tours.

Ms. Cohn also briefly discussed the book that she had co-authored with Patrice Merritt, former Director of the DPL Friends Foundation, entitled “The Detroit Public Library – An American Classic”. She said 1,000 copies of the book have been sold.

**NOTED**

Mrs. Mondowney congratulated Dr. Sandra Yee, DPL Foundation Board Member, on her retirement after sixteen years as Dean of the Wayne State University Library System.

**COMMITTEE ON ADMINISTRATION****Approval of the Amended Website Accessibility Policy and the Accessibility Policy****Policy Purpose**

The Detroit Public Library (DPL) is committed to ensuring accessibility of its website for people with disabilities. All reasonable effort has been made to ensure that the pages of the DPL website are accessible in accordance with Section 508 of the Rehabilitation Act.

The creation and dissemination of knowledge is a defining characteristic of a public library and is fundamental to the DPL's mission to promote open and equitable access to information technology and cultural/educational programs. The use of digital and Web-based delivery of information is increasingly central to carrying out the Library's mission.

This policy establishes minimum standards for the accessibility of Web-based information and services considered necessary to meet the Library's goal and ensure compliance with applicable law.

DPL has adopted the web accessibility standards and guidelines contained in the World Wide Web Consortium's (W3C), Web Content Accessibility Guidelines (WCAG) 2.0, to evaluate and determine user accessibility of its Website content, including by users with visual, hearing, or manual impairments or who otherwise may require adaptive assistance technology to access information. The Library also follows the U.S. Access Board's Electronic and Information Technologies Accessibility Standards. Periodic reviews are done to ensure that content provided for our site by third-party developers conform to these standards.

The DPL will strive to have all third party tools comply with accessibility standards but we have no control over the tools themselves. We recognize that WCAG is always evolving and so must we as we continue to meet these standards.

## **Scope of Policy**

Every reasonable effort will be made to ensure that the pages of this website are accessible in accordance with these Rules of Section 508 of the Rehabilitation Act.

In addition, prior to the posting of any content or information on the DPL Website, assigned DPL staff will evaluate such content for any accessibility issues to ensure that the posting is in compliance with the Web Accessibility Coordinator prior to posting. Staff will utilize relevant accessibility tools such as automated and/or using testing, assessment using the WCAG 2.0 checklist guidelines and the U.S. Access Board's Electronic and Information Technologies Accessibility Standards.

## **Web Accessibility Coordinator**

The Web Accessibility Coordinator is responsible for the monitoring and oversight of the DPL's overall compliance with this policy.

## **Policy Review and Training**

The Human Resources Department in tandem with Public Services will initiate a review of and make necessary revisions to this policy at least once every two years with the input of a review group. The review group will include, but not be limited to, designees from the Office of the Executive Director, Information Systems and Marketing and Communications Departments.

The Human Resources Department will facilitate periodic training on the application of this policy, legal compliance, and related Website accessibility subjects to appropriate stakeholders. Periodic training is required for staff responsible for the development, maintenance and management of the DPL Website and the content posted therein.

Comments on the accessibility of the website should be sent to: The Information Systems Department

## **Related Policies**

Electronic Communications Policy and the Accessibility Policy

## **COMMISSION ACTION**

Commissioner Adams moved to table this item for additional discussion at the next Committee on Administration meeting. Commissioner Thomas supported. The item was tabled.

Minutes were approved at the October 17, 2017 Commission Meeting

### Approval of the Human Resources Report

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

### **APPOINTMENTS (11)**

<b>Employee Name</b>	<b>Title</b>	<b>Hire date</b>
Najwan Abdur-Rauf	Customer Service Representative	July 24, 2017
Rudy Hosey	Library Park Maintenance Worker	July 24, 2017
Martez Moss	Library Park Maintenance Worker	July 24, 2017
Ronald Wansley	Electrician	July 24, 2017
Miyada Johnson	Customer Service Representative	July 24, 2017
Felicia Smith	Customer Service Representative	July 24, 2017
Christina Ladson	Purchasing Administrator	July 24, 2017
Asia Nelson	Technical Training Associate	August 7, 2017
Gerald Distelrath	Finish Carpenter	August 21, 2017
Stephanie Fazekas-Hardy	Librarian II	August 21, 2017
Sean Marshall	Librarian I	August 21, 2017

### **RETIREMENTS (2)**

<b>Employee Name/Title</b>	<b>Title</b>	<b>Last Day Worked</b>	<b>Retirement Date</b>
Ronnie Robinson	Branch Janitor	August 8, 2017	Calculated by COD
Sandra Baines	Clerk	August 10, 2017	Calculated by COD

### **SICK LEAVE PAYOUTS (0)**

**TOTAL PAYOUTS = \$0**

### **POTENTIAL RETIREMENTS (0) Pending COD Approval**

<b>Employee Name</b>	<b>Last Day Worked</b>	<b>Retirement Date</b>
Jo Ann Poske	September 22, 2017	Calculated by COD

Minutes were approved at the October 17, 2017 Commission Meeting

**SEPARATIONS (4)**

<b>Employee Name</b>	<b>Title</b>	<b>Last Day Worked</b>
Barrina Bush	Customer Service Representative	May 23, 2017
Jacqueline Horne	Customer Service Representative	June 8, 2017
Robert Maxwell Kennedy	Customer Service Representative	August 1, 2017
Zakiya Lee	Customer Service Representative	August 4, 2017

<b>EMPLOYEE HEADCOUNT*</b>			
Headcount	August 2017	Headcount	August 2016
**Budgeted Positions =	325	Budgeted Positions =	334
Active Employees =	297	Active Employees =	281
Vacant Positions =	28	Vacant Positions =	53
*Headcount Process based on Actual Headcount not Budgeted Numbers as in the past			
**The budgeted positions total has been adjusted as reflected on the City of Detroit Position Control Report			
<b>VACANT POSITIONS</b>			
POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Manager	25	21	4
Librarian II	24	19	5
Pre-Professional Librarian In-Training	3	2	1
Senior Clerk	9	7	2
Janitor	13	8	5
**Customer Service Representative	91	82	9
Facilities	17	16	1
Senior Accountant	2	1	1
Total			28
<b>Only Position Titles with vacancies are listed.</b>			
**Customer Service Representative are Part-time 20 hours/week			

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

### **COMMISSION ACTION**

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

### **Noted**

Commissioner Adams said that she did not see the Technical Training Associate (TTA) position listed on the report.

Minutes were approved at the October 17, 2017 Commission Meeting

Ms. Trinee Moore, Director for Human Resources, stated that all of the TTA positions had been filled.

### **COMMITTEE ON BUILDINGS/FINANCE**

A Request for Bid (RFB) for asphalt paving and concrete was posted on DPL's web site and the Minority Supplier group and mailed to 10 area asphalt and concrete contractors. Two (2) qualified area contractors submitted bids.

The two (2) bids were reviewed by the Facilities Department and based on past experiences and the quality of the work delivered by Hutch Paving, the Assistant Director for Facilities is recommending contracting with Hutch Paving.

#### **VENDORS:**

Hutch Paving Warren, MI 48091	Base Bid	\$101,544.00
Nagle Paving Novi, MI 48377	Base Bid	\$123,680.00

Authorization is requested to contract with Hutch Paving as the lowest qualified bidder for asphalt paving and concrete work at the Edison Branch Library in an amount not to exceed one hundred one thousand five hundred forty-four dollars (\$101,544).

### **COMMISSION ACTION**

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

#### **Approval to Renew Contract for Janitorial Services for Main Library and Nine Branches**

In March of 2015, the Detroit Library Commission approved to contract with ABM to provide janitorial services at Main Library and six branches. This contract approval came with a 2-year renewal option. In FY17, the Detroit Library Commission approved the first year renewal and extended the contract to include nine library branches.

Authorization is requested to exercise the second and final renewal option of the janitorial contract with ABM for the fiscal year ending June 30, 2018 in the amount not to exceed six hundred forty-four thousand five hundred fifteen dollars and eleven cents (\$644,515.11).

## DISCUSSION

Commissioner Bellant asked what was the length of the contract. Commissioner Thomas stated that the contract was for one-year.

## COMMISSION ACTION

Commissioner Thomas moved approval. Commissioner Adams supported. Commissioner Bellant abstained. The motion passed.

### Approval to Install Rubber Flooring at Three (3) DPL Locations.

The carpet in the H.Y.P.E. Teen Center, the Music, Arts and Literature Department and the Franklin Branch needs to be replaced.

On August 29, 2017, an Invitation-For-Bid for Rubber Floor Tiles and adhesive was mailed to 12 Metro Detroit floor and tile distributors, posted on the DPL website and Michigan Inter-governmental Trade Network (MITN).

There was a mandatory walk through and the bids were due on **September 13, 2017 no later than 2:00 PM.**

There were only three (3) vendors that made the walk - through and submitted bids:

Master Craft Floors	Franklin	\$54,616
15001 Fogg Street	Hype	\$36,391
Plymouth, MI 48170	MAL	\$50,325
313-387-7000	<b>Total:</b>	<b>\$141,332</b>
Floor Craft Floor Covering	Franklin	\$57,700
44700 Reynolds Dr.	Hype	\$42,000
Clinton Twp., MI 48036	MAL	\$57,700
586-468-9900	<b>Total:</b>	<b>\$157,400</b>
Kamar Office Express	Franklin	\$92,345
1280 E. Big Beaver Rd.	Hype	\$59,100
Troy, MI 48083	MAL	\$112,493
866-996-8952	<b>Total:</b>	<b>\$263,938</b>

Minutes were approved at the October 17, 2017 Commission Meeting

After reviewing the bids with the Purchasing Department for the various rubber floor installations, Facilities is recommending **Master Craft Floors as the lowest qualified bidder at \$141,332.**

Approval is requested to contract with Master Craft floors to install rubber flooring at three (3) DPL locations in an amount not to exceed one hundred forty-one thousand three hundred thirty-two dollars (\$141,332).

### **COMMISSION ACTION**

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

### **COMMITTEE ON FINANCE**

#### **Authorization to Contract with Dell for the Lease of Desktop Computers**

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

Leasing these additional desktops will allow DPL to keep up with changing trends in technology as well as provide required management and maintenance. This third set of desktop computer leased will bring down the percentage of obsolete computers in DPL to about 45%.

Authorization is requested to contract with Dell for the lease of these computers. This third set of leased computers will be used at several branches of the Detroit Public Library. The total cost for this 4-year lease is \$157,180 at an annual cost of \$41,709.28. It should be noted that this amount is already encumbered in the current approved budget.

### **COMMISSION ACTION**

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

Minutes were approved at the October 17, 2017 Commission Meeting

### Authorization to Renew Insurance Policy for General Liability for the Detroit Public Library

The Detroit Public Library's (DPL) general liability policy with current provider, Selective Insurance, will expire on October 1, 2017. The general liability insurance provides broad form coverage for Library properties against bodily injuries and property damage by others. DPL's insurance broker, Cranbrook General Underwriters requested quotes from several carriers and received correspondence from the following carriers:

1. Frankenmuth Insurance - \$20,614
2. Citizens – \$27,000
3. Hartford Insurance – could not include vacant land on its policy
4. Liberty Mutual, Travelers - could not compete with the current price

### Policy Liability Limits

Each Occurrence Limit - \$1,000,000

General Aggregate Limit - \$2,000,000

Personal & Advertising Injury Limit - \$1,000,000

Excess Damage of Rented Property - \$500,000

Deductible - \$100,000

Authorization is requested to renew the insurance policy for general liability of the Detroit Public Library from Frankenmuth Insurance Company through Cranbrook General Underwriters for an amount not to exceed twenty thousand six hundred and fourteen dollars (\$20,614).

### **COMMISSION ACTION**

Commissioner Jackson moved approval. Commissioner Adams 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 21, 2017. DPL's insurance broker, Cranbrook General Underwriters requested quotes from several carriers and received correspondence from the following carriers:

Minutes were approved at the October 17, 2017 Commission Meeting

1. Lloyd’s of London - \$39,590.63 (exact number as last year)
2. Axis, Catlin, XL, Maxum, and James River - Declined due to the class of business
3. ACE/Chubb and Great American - Declined due to financials
4. RSUI – Declined cannot compete with the current carrier

DPL’S current carrier has agreed to renew the current policy at a premium of \$39,590.63 which is the exact number as last year.

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-nine thousand five hundred ninety-one dollars (\$39,591).

**COMMISSION ACTION**

Commissioner Adams moved approval. Commissioner Bellant 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		\$1,348,393.04
2	Total For Vouchers – Processed on FUSION	739 - 828	\$543,107.96
3	FY 2017 Benefits Plan		\$0.00

Minutes were approved at the October 17, 2017 Commission Meeting

4	FY 2017 General Retirement System (GRS)		\$2,500,000.00
5	FY 2017 Central Staffing Services		\$0.00
6	FY 2017 Hybrid Pension Plan		<u>\$278,001.56</u>
	Total Processed by City of Detroit		\$4,669,502.56
<b><u>PAYMENTS PROCESSED BY DPL</u></b>			
1.	Public Funds/Comerica Checking	Checks 1282 - 1283	\$147.50
2.	Branch & Main Library Deposit Checking Account	Checks 4834 - 4878	\$23,302.79
3.	Professional Service Contracts		<u>\$0.00</u>
	Total Processed by DPL		<u>\$23,450.29</u>
<b>GRAND TOTAL</b>			<b><u>\$4,692,952.85</u></b>
<u>Summary of Expenditures</u>			
<b><u>RESTRICTED/DESIGNATED FUNDS</u></b>			
1.	Burton Endowment Checking	Checks 8298	\$18,800.00
2.	O'Brien Checking	Checks 4561 -4565	\$4,068.52
3.	Programs & Gifts	Checks 2304 - 2326	<u>\$237,709.61</u>
<b>GRAND TOTAL</b>			<b><u>\$260,578.13</u></b>
<b><u>CREDIT CARD EXPENDITURES</u></b>			
1.	Executive Director		\$1,921.45
2.	Executive Director's Office – used for general office purpose		\$859.48
3.	Chief Financial Officer		\$1,200.51
4.	Human Resources Department		\$167.97
5.	Marketing Department		\$1,348.23
6.	Technical Services		\$13,743.45
7.	Facilities Department		\$7,282.86
8.	Information Technology		\$2,212.86
9.	Purchasing		\$188.00
10.	Branch Services		<u>\$9,790.85</u>
<b>GRAND TOTAL</b>			<b><u>\$38,715.66</u></b>
<b>Note: These are May and June 2017 Credit Card Purchases</b>			

**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 2:30 p.m.

Minutes were approved at the October 17, 2017 Commission Meeting

