

**DETROIT LIBRARY COMMISSION PROCEEDINGS**

**RESCHEDULED REGULAR MEETING**

**NOVEMBER 19, 2014**

**1:30 P.M.**

President Hicks called the Rescheduled Regular Meeting of the Detroit Library Commission to order at 1:44 p.m. A roll call vote was taken with the following results:

- |                               |         |
|-------------------------------|---------|
| ➤ Commissioner Bellant        | Present |
| ➤ Commissioner Davis          | Present |
| ➤ Commissioner Inniss-Edwards | Present |
| ➤ President Hicks             | Present |

It was noted that a quorum was established.

Commissioner Jackson joined the meeting at 1:55 p.m.

Commissioner Thomas joined the meeting at 2:20 p.m.

Administrative Staff Present: Mondowney, Bruni, Call, Funchess, Ibegbu, Norfolk, Powell, Simmons, D. Williams, T. Williams

Excused: Commissioner Carole J. Quarterman

Also Present: Lurine Carter, Enid Clark, Barbara Cohn, Deborah Dorsey, Sean Everett, Julie Fornell, Mike McElgunn, Patrice Merritt, Carolyn Mosley, Yvette Rice, Carol Rihani, Derick Suppon and others

**Noted**

Commissioner Bellant added an update regarding the contract between the Detroit Public Library and DTE Energy.

**APPROVAL OF THE SPECIAL MEETING MINUTES OF OCTOBER 24, 2014 AND  
THE RESCHEDULED REGULAR MEETING MINUTES OF OCTOBER 24, 2014**

The minutes were approved with any necessary corrections.

## **PUBLIC COMMENTS**

There were no public comments.

## **REPORT OF THE PRESIDENT**

President Hicks reported that the officers of the Commission were in the process of evaluating the Executive Director and it is expected to be completed within the next few days to present a recommendation to the full Commission at its next Regular meeting.

President Hicks reported that he had given the welcoming address at DPL's State of the Library program. He indicated that he enjoyed seeing the people that are involved in delivering services to the community.

President Hicks suggested that DPL should start an investigation to determine if they could become a depository for the information collected from the City of Detroit's recent bankruptcy and make it available to the general public for research purposes.

President Hicks suggested that the Commission should consider participating in a cable program to highlight the Special Collections at the Detroit Public Library.

## **REPORT OF THE EXECUTIVE DIRECTOR**

### **Delinquent Property Taxes**

Mrs. Mondowney reported that DPL received a payment of \$172,266 from the Wayne County for monthly tax settlement on October 24.

### **DPS Library Card Campaign**

Mrs. Mondowney reported that the library card campaign with Detroit Public Schools resulted in 3,100 juvenile cards being cleared of \$56,240 owed for lost books and fines. DPL also issued 2,200 new juvenile cards.

### **Community Mosaic Mural**

Mrs. Mondowney reported that the Women Inspired Neighborhood Network spent a year collecting artwork from people of all ages around the theme of creating a healthy environment. Approximately 1400 moms, dads, children, doctors, nurses, teachers and others shared their creative talents at the Conely, Redford and Franklin branches, 10 Detroit Public Schools and four community events. Their artwork provided the basis for "Expecting," a colorful mural on the Conely Branch. The WIN Network selected Conely as a site for the mural because of its important role as a trusted local resource for the Chadsey-Condon community. On November 13 there was a community celebration of the installation of the mural at the Conely branch. WIN Network's funding partners were the PNC Foundation, W. K. Kellogg Foundation and the Detroit Regional Infant Mortality Reduction Task Force.

### **Fred Hart Williams Genealogical Society's 35<sup>th</sup> Anniversary Celebration**

Mrs. Mondowney reported that the Fred Hart Williams Genealogical Society celebrated its 35<sup>th</sup> anniversary on November 1, 2014. She was pleased to attend the celebration held in the Clara Stanton Jones Friends Auditorium. The Society made donations of \$250.00 each to the Children's Library, the E. Azalia Hackley Collection and the Burton Endowment Fund. A highlight of the program was the presentation of the Margaret McCall Thomas Ward History Makers Awards to Joann Marie Davis, author, biographer and family historian; Naomi Long Madgett, author, poet, publisher and family historian; and Roy L. Roulhac, author, family historian, former judge and the 4<sup>th</sup> president of the Society. Sadly, Mr. Roulhac passed away on the day of the event. DPL appreciates the Society's generosity which was offered in memory of Margaret McCall Thomas Ward, the Society's founder, and mother of Commissioner Judge Edward M. Thomas.

### **Latino Book Fair**

Mrs. Mondowney reported that DPL's Friends Foundation donated \$2,200 for the purchase of Spanish language materials selected by DPL librarian Elizabeth Egan, during her annual visit to the Latino Book Fair in Guatemala. The materials will be added to the collections at Bowen, Campbell and Conely branches. She thanked the Friends Foundation for their support of this collection development effort for the last six years.

### **Friend of the Court Legal Clinic**

Mrs. Mondowney reported that on Saturday, October 25, 2014, over 150 people with child support issues utilized legal services provided by private practice attorneys, Legal Aid, the Defender Association, and the Salvation Army's William Booth Legal Aid Clinic. Sponsored by the Wayne County Third Circuit Court, the free program provided individual consultations with volunteer attorneys.

### **Library for the Blind and Physically Handicapped**

Mrs. Mondowney reported that DPL's Library for the Blind and Physically Handicapped (LBPH) now serves all residents of Detroit. Prior to August 2014, some Detroit residents were served by Wayne County LBPH.

### **State of the Library/Employee Recognition Program**

Mrs. Mondowney reported that on November 18, 2014, staff gathered for the program that included the State of the Library address by the Executive Director and recognition of employee milestone years of service. Commission President Gregory Hicks welcomed staff and commented on our recent millage, bankruptcy and the financial state of DPL. Kenneth Cockrel Jr., the executive director of the Detroit Future City Implementation Office, was the keynote speaker for the program. Mr. Cockrel's speech entitled "Libraries as Anchor Institutions, Librarians as Anchor Individuals" highlighted the value of staff and public libraries to communities especially in the City of Detroit.

### **Broadside Press Partnership**

Mrs. Mondowney reported that as part of DPL's 150<sup>th</sup> anniversary we are collaborating with Broadside Press for the 2015 African American Booklist. Broadside Press, a major center of African American poetic genius and literary production, will mark its 50<sup>th</sup> anniversary next year. The Press was established by Dudley Randall, Detroit's first Poet Laureate, in 1965. Mr. Randall worked at DPL in the late 40s.

## **DPL Fall Concert**

Mrs. Mondowney reported that on October 18, 2014, the DPL Choir presented its Fall Concert in the Clara Stanton Jones Friends Auditorium. This year's concert featured selections by the Detroit Youth Choir and saxophonist Herbie Russ. On behalf of the Library Commission, she extended a special thank you to Mr. Robert Miller, the Choir's coordinator and Barbara Martin, a DPL retiree, who serves as the Choir's director.

## **FRIENDS FOUNDATION UPDATE**

### **New Grants/Gifts**

Talmer Bank: \$1,000 for Money Smart Week in April.

Erb Family Foundation: \$15,000 unrestricted operating grant, renewed next year.

Kresge Foundation: \$12,500 unrestricted operating grant, renewed next year.

Private Donor: \$2,500 unrestricted programs and events for publication of occasional paper regarding the recent Mary Adelaide Hester Rare Book Event and video tape of the lecture.

### **Coleman A. Young Processing is Complete**

"*Book of Coleman*" was presented to showcase the content of the collection's processing guide.

Sen. Coleman A. Young, Jr. visited the DPL on November 5. Mark Bowden and Patrice Merritt presented the Senator with a set of cufflinks given to Mayor Coleman A. Young Sr. by George Crockett and the correspondence between Crockett and Young regarding the gift. The picture is posted on the Friends Facebook page.

The event celebrating the opening of the collection will be held May 21, 2015.

There will be a public panel discussion at 4:00 p.m. "*Coleman A. Young: A Retrospective*" with:

- Dennis Archer, Young protégé and former Mayor
- Bill McGraw formerly of the *Detroit News*
- Shahida Mausi, Young appointee
- Bob Berg, Press Secretary
- Kevin Boyle, Detroit native and author of *Arc of Justice*

Stephen Henderson of the *Detroit News* will be the moderator.

All participants are confirmed.

Reception to immediately follow in the Burton Reading Room by invitation only sponsored by the DPL Friends Foundation.

### **71<sup>st</sup> E. Azalia Hackley Annual Concert, Wednesday, February 11, 2015**

#### **Alvin Hill**

Alvin Hill is a technology-based artist whose work combines sound, still image, video, projection, movement, light, physical computing, interactivity, and DJ arts.

#### **Masters of Harmony featuring Mr. Kelly Thomas**

Masters of Harmony is a four-person acapella gospel group from Detroit featuring the city's oldest performing musician, Mr. Kelly Thomas. Born in Alabama in 1913, Thomas migrated to Detroit in 1922 and began performing gospel music in 1926.

#### **Pamela Wise featuring Wendell Harrison**

Pianist Pamela Wise began playing the piano at age five in Ohio, but has been a Michigan musician now since 1979. Her influences and repertoire range from gospel and jazz to Afro Cuban.

Funds are secured for the Concert with support from Comerica Bank and ABM Services.

#### **Show and Tell**

*The Steadfast Tin Soldier* tile was presented. A total of 50 tiles were produced and purchased by The Friends. The tiles are sold out but another 50 have been ordered. The cost will be \$250.

Next year, in celebration of Shakespeare's 450<sup>th</sup> anniversary The Friends with Pewabic Pottery will reproduce the tile from *A Mid-Summer Night's Dream*.

The Detroit Lions and The Detroit Public Library Friends Foundation presented a framed Detroit Lions jersey embellished with DETROIT PUBLIC LIBRARY and the number 150 in celebration of the Library's 150<sup>th</sup> anniversary in 2015.

## **COMMITTEE ON ADMINISTRATION**

### **Approval of Human Resources Report**

The Human Resources Department Report provides information regarding personnel actions taken from October 1, 2014 – October 31, 2014. These actions have been approved by Administration.

### **APPOINTMENTS (0)**

Employee Name	Title	Hire date

### **RETIREMENTS (2)**

Employee Name	Last Day Worked	Retirement Date
Marjorie McDowell	October 9, 2014	October 10, 2014
Melvin McGhee – Janitor	September 12, 2014	October 25, 2014

### **SICK LEAVE PAYOUTS (1)**

Melvin McGhee—Janitor

### **POTENTIAL RETIREMENTS (1)**

Employee Name	Last Day Worked	Retirement Date
Trudy Jones	December 17, 2014	January 2, 2015

### **SEPARATIONS (0)**

Employee Name	Last Day Worked	

### **EMPLOYEE HEADCOUNT**

Headcount – October 2014	Headcount – October 2013
335 Active Employees	334 Employees

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

### **COMMISSION ACTION**

Commissioner Bellant moved to approve the Human Resources report as presented. Commissioner Inniss-Edwards supported. The motion passed unanimously.

### Approval to Close Selected Branches During the Holiday Due to Staffing Issues

Given the long-standing hiring freeze, staffing levels over the holidays will be especially tight. In an effort to reduce sporadic branch closures due to staffing issues, it is proposed that DPL close the following facilities from Monday, December 22, 2014 through Saturday, January 3, 2015:

1. Bowen (closed 6 days)
2. Duffield (closed 6 days)
3. Lincoln (closed 4 days)
4. Monteith (closed 4 days)

Branches would resume their regular schedule on Monday, January 5, 2015. Staff at affected branches would be required to use vacation time or be reassigned to another branch to provide support.

Advantages to modifying the schedule at these branches include:

1. Planned branch closures will reduce the need for sporadic closures which, given staffing levels, are certain to happen over the holidays.
2. The holidays are normally a slow time in the branches and the closure of selected facilities would not have a significant impact on public service.
3. City residents are accustomed to limited public service over the holidays due to the City of Detroit's practice of closing city departments at this time of year.
4. The schedule would allow staff to freely use the vacation benefits that they have earned without having to limit and coordinate their days off in consideration of their colleagues.

Approval is requested to close Bowen, Duffield, Lincoln and Monteith branches from Monday, December 22, 2014 through Saturday, January 3, 2015.

### **COMMISSION ACTION**

Commissioner Bellant moved to approve the closure of selected branches during the holiday due to staffing issues. Commissioner Davis supported. The motion passed unanimously.

### **COMMITTEE ON BUILDINGS**

#### Approval for Snow Plowing and Salt Throwing at All Library Locations for the 2014/2015 Winter Season

The winter snow plowing for DPL facilities is based on twenty (20) snow pushes and (30) salt throws per site which will be initiated for any snow fall of one (1) inch accumulation or greater, if the snow fall and/or accumulation of ice should occur during business hours.



Snow plowing (pushes)/salting (throws) for snow that falls after hours that reaches one (1) inch or greater will commence once the snow fall has ceased or four hours prior to regular business hours. If the snow continues to fall, the snow removal process will continue the plowing cycle for the duration of the normal business hours.

If additional plowing and/or salting is required beyond normal twenty (20) pushes and Thirty (30) throws due to extreme weather conditions, the additional services will be based on the itemized cost per location break down.

On October 27, 2014, a Request-For-Proposal for snow plowing and salt throwing at all DPL facilities was posted on the DPL website, published in the Detroit Legal News, the Michigan Chronicle, the Michigan Minority Business Development Council (MMBDC), Michigan Black Chamber of Commerce, Michigan Small Business Bureau and the Construction Association of Michigan (CAM).

Out of the fifteen (15) qualified contractors, five (5) bids were received. There were ten (10) No-Bids.

Approval is requested to contract with Premier Group Associates of Detroit, MI, as the lowest responsible bidder in an amount not to exceed one hundred thirty seven thousand six hundred and fifty dollars (\$137,650) for the 2014/2015 snow removal season. Two additional one-year renewals are an option, provided that their performance remains satisfactory and they agree to exercise the renewal option.

### **COMMISSION ACTION**

Commissioner Jackson moved to approve contracting with Premier Group Associates for snow plowing and salt throwing at all library locations for the 2014/2014 winter season. Commissioner Inniss-Edwards supported. The motion passed unanimously.

### **NOTED**

Commissioner Bellant stated that he had spoken with the former director of Public Lighting who is an electrical engineer and he agreed to meet with the Commission at no cost to advise on a proposed contract between the Detroit Public Library and DTE Energy.

### **COMMITTEE ON FINANCE**

#### **Approval to Amend the 2014/2015 Budget**

In May 2014 the Detroit City Council approved the Detroit Public Library's **\$30,094,670** balanced budget for Fiscal Year 2014-2015 (FY15). In August 2014 the City's Budget Office adjusted the Library FY15 budget with expenses: **\$2,500,000** Employee Pension benefits and **\$203,380** Pension Obligation Certificate (POC). These expenses were previously suspended by the City and not budgeted for FY15. Social Security budget was decreased by **\$41,655**. Therefore total expenses increased by **\$2,661,725**. In

order to maintain a balanced budget, the City of Detroit (COD) arbitrarily decreased expenses in other areas by the same amount (see column below):

City Council ADOPTED BUDGET	COD Budget Amendment- expenses reduced	COD New Budget Amount	Account	Amendment REQUEST	FY15 BUDGET	Object Code
2,242,305	617,113	1,625,192	Salaries-Part Time	617,113	2,242,305	601200
565,321	0	565,321	Contract Svcs-Janitorial	30,000	595,321	617201
345,601	244,000	101,601	Contract Svcs-Other-Misc	126,000	227,601	617900
317,300	228,300	89,000	Repairs & Maint-Bldgs & Ground	316,800	405,800	622200
584,224	0	584,224	Pur Svcs-Security	26,000	610,224	627185
319,122	198,122	121,000	Facilities & Purchasing Emergency	335,122	456,122	628500
1,054,363	901,531	152,832	Acquisitions-Library Materials	994,338	1,147,170	644120
3,698			Litigation-Library	(3,698)	0	662044
276,500	35,175	241,325	Repairs & Maint-Air Conditioning		241,325	622500
493,744	82,672	411,072	Telecommunications		411,072	626700
250,000	150,000	100,000	Acquisitions- Equipment		100,000	644100
255,812	204,812	51,000	Program Administration		51,000	651204
	<u>2,661,725</u>		TOTAL	<u>2,441,675</u>		

DPL staff has carefully reviewed each line item and has accommodated \$220,050 in budget reduction. Unfortunately the remaining cut of **\$2,441,675** that would be necessary to balance the budget this year would seriously affect normal operations. To accommodate the COD additional expenses the FY15 budget needs to increase from **\$30,094,670** to **\$32,536,345**.

Approval of an additional **\$2,441,675** from fund balance is requested to maintain Library operations and restore a balanced budget for FY15.

### **COMMISSION ACTION**

Commissioner Thomas moved to approve amending the 2014/2015 budget. Commissioner Inniss-Edwards supported. A roll call vote was taken with the following results:

- Commissioner Bellant Yes
- Commissioner Davis Yes
- Commissioner Inniss-Edwards Yes
- Commissioner Jackson Yes
- Commission Thomas Yes
- President Hicks Yes

The motion passed unanimously.

Approval for Additional Funding to Pyratech Security Services Contract Due to the Minimum Wage Increase

On September 1, 2014, Michigan's Workforce Opportunity Wage Act, Public Act 138 of 2014, increased the minimum wage from \$7.40 to \$8.15 per hour. On January 1, 2015, the employer mandate under the federal Affordable Care Act is scheduled to take effect, raising the cost for uninsured workers an additional \$.96 per hour. These costs were not anticipated by either the Library or Pyratech Security Systems, the Library's branch security vendor, when the current contract for security services was entered into in 2012. As a result, Pyratech has requested to amend and increase their contract with the Library for FY 14/15.

Currently, the Library pays Pyratech a flat \$13.14 per hour/per officer for security services (and double time for night runs, which average about 3 per week.) The minimum wage increases Pyratech's hourly expenses by \$.75; the Affordable Care Act will increase their hourly costs by an additional \$.96. Mr. Larry Teamer, of Pyratech Security Systems, has agreed to absorb 50% of the \$.75 per hour minimum wage increase and, should it go into effect, 50% of the \$.96 increase caused by the ACA. Pyratech will honor this agreement through the end of the current 2014/2015 fiscal year.

Based on this information the following formulas would be the basis of the request to amend and increase the current agreement with Pyratech Security Services:

For 22 Full-Time Pyratech Officers					
	Annual Increase	% Increase	Monthly Cost	FY 14/15	Additional Cost to DPL in FY 14/15 (Split with Vendor)
Minimum Wage	\$34,320	6.28% of Commission approved contract	/ 12 months = \$2,860	x 10 mo. = \$28,600	/2 = \$14,300
ACA	\$43,930	8.04% of Commission approved contract	/ 12 months = \$3,661	x 6 mo. = \$21,966	/2 = \$10,983
Total	\$78,250	14.32% of Commission approved contract			<b>\$25,283</b>

Approval is requested to increase the current agreement with Pyratech Security Services in an amount not to exceed twenty five thousand two hundred eighty three dollars (\$25,283). This will increase the total cost of the contract from \$546,624 to \$571,907.

**COMMENT**

Commissioner Bellant said he had suggested to the Committee on Administration that before this contract expires, if the administration would consider bringing the security work in-house.

**COMMISSION ACTION**

Commissioner Inniss-Edwards moved to approve additional funding to Pyratech Security services contract due to the minimum wage increase. Commissioner Thomas supported. The motion passed unanimously.

**Approval to Contract with SirsiDynix for Printer/Computer Management System**

A Print/Computer Management System is needed to maintain and manage public computer usage and print functions. This will replace the current system that is provided by iTeam Resources.

The new system will allow DPL to better manage the increasing demand for public computers through real-time PC reservation and up-to-date status reporting for PC availability. It will also increase print revenues through wireless printing, an option that is not currently available through iTeam.

It is estimated that a new Print/Computer Management System that includes coin and bill acceptor hardware will cost around \$180,000. These funds will be allocated from object code 626700 of the Information Systems budget.

An RFP was sent to a vendors list, which includes 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. The bid was also posted on Detroit Public Library's website. The results of the bid are as follows:

<b><u>Vendor</u></b>	<b><u>Bid Response</u></b>
iTeam Resources Inc. P.O. Box 547651 Orlando, FL 32854-7651	\$204,980
Xerox 178 Keelson Dr. Detroit, MI 48215	\$345,233.87

*Note: Xerox bid does not include PC reservation*

Trac Systems Inc. Sunbelt Dr. Suite 200 Addison, TX 75001	\$284,711
Central Business Systems 3238 West St. Joseph Lansing, MI 48917	\$372,968
SirsiDynix 3300 N. Ashton Blvd. Suite 500 Lehi, UT 84043	\$169,395

An advantage to contracting with SirsiDynix is that the Detroit Public Library already uses the SirsiDynix Symphony ILS (Integrated Library System), which is integral to this project.

Authorization is requested to contract with SirsiDynix to implement a new Print/Computer Management System for the Detroit Public Library. The amount of the contract is not to exceed One Hundred Sixty-Nine Thousand, Three Hundred and Ninety-Five dollars (\$169,395).

### **COMMISSION ACTION**

Commissioner Inniss-Edwards moved to approve contracting with SirsiDynix for print/computer management system. Commissioner Thomas supported. The motion passed unanimously.

### **Approval of Routine Finance Reports – October and November, 2014**

#### **OCTOBER 2014**

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

Summary of Expenditures

**PUBLIC FUNDS**

**PAYMENTS PROCESSED BY THE CITY OF DETROIT**

1. Total Payroll		\$3,390,892.87
2. Total For Vouchers – Processed on DRMS Vouchers 1-147		\$1,440,596.96
3. Benefits Plan		\$0.00
4. General Retirement System		\$416,095.83
	Total Processed by City of Detroit	<b><u>\$5,247,585.66</u></b>
<b><u>PAYMENTS PROCESSED BY DPL</u></b>		
1. Public Funds/Comerica Checking	Checks 1194 – 1207	\$55,779.70
2. Branch & Main Library Deposit Checking Account	Checks 3317 - 3369	\$221,354.64
	Total Processed by DPL	<b><u>\$277,134.34</u></b>
<b>GRAND TOTAL</b>		<b><u>\$5,524,720.00</u></b>
<b>Note: These are July &amp; August Expenses</b>		

<u>Summary of Expenditures</u>		
<b><u>RESTRICTED/DESIGNATED FUNDS</u></b>		
1. Burton Endowment Checking	Checks 8258 – 8260	\$21,660.00
2. O'Brien Checking	Checks 4380 – 8384	\$8,113.04
3. Programs & Gifts	Checks 1866 – 1901	\$38,968.10
<b>GRAND TOTAL</b>		<b><u>\$68,741.14</u></b>
<b>Note: These are July &amp; August Expenses</b>		

<b><u>CREDIT CARD EXPENDITURES</u></b>		
Executive Director		\$109.80
Executive Director's Office – used for general office purpose		\$89.95
Deputy Director		\$0.00
Human Resources Department		\$57.33
Marketing Department		\$2,583.10
Technical Services		\$19,449.47
Facilities Department		\$5,089.54
<b>GRAND TOTAL</b>		<b><u>\$27,379.19</u></b>
<b>Note: These are July &amp; August Expenses</b>		

### **COMMISSION ACTION**

Commissioner Inniss-Edwards moved to approve the October, 2014 finance report as presented. Commissioner Thomas supported. The motion passed unanimously.

### **NOVEMBER 2014**

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>		
<b><u>PUBLIC FUNDS</u></b>		

**PAYMENTS PROCESSED BY THE CITY OF DETROIT**

1	Total Payroll		\$966,761.76
2	Total For Vouchers – Processed on DRMS Vouchers 148 - 232		\$621,998.42
3.	Benefits Plan		\$0.00
4.	General Retirement System		\$0.00
5.	Central Staffing Services	Voucher 219	\$379,062.00
		Total Processed by City of Detroit	<b><u>\$1,967,822.18</u></b>

**PAYMENTS PROCESSED BY DPL**

1.	Public Funds/Comerica Checking	Checks 1208 - 1218	\$94,054.00
2.	Branch & Main Library Deposit Checking Account	Checks 3370 - 3413	\$37,732.90
3.	Professional Service Contracts		\$0.00
		Total Processed by DPL	<b><u>\$131,786.90</u></b>

**GRAND TOTAL****\$2,099,609.08**Summary of Expenditures**RESTRICTED/DESIGNATED FUNDS**

1	Burton Endowment Checking	Checks 8261 -8265	\$1,776.28
2	O'Brien Checking	Checks 4385 - 4391	\$2,385.15
3	Programs & Gifts	Checks 1902 - 1911	\$21,985.34
<b>GRAND TOTAL</b>			<b><u>\$26,146.77</u></b>

**CREDIT CARD EXPENDITURES**

Executive Director	\$79.90
Executive Director's Office – used for general office purpose	\$0.00
Deputy Director	\$0.00
Human Resources Department	\$454.71
Marketing Department	\$1,022.78
Technical Services	\$1,457.28
Facilities Department	\$3,076.30
Technical Services	\$171.41
<b>GRAND TOTAL</b>	<b><u>\$6,262.38</u></b>

**Note: These are September Expenses****COMMISSION ACTION**

Commissioner Inniss-Edwards moved to approve the November, 2014 finance report as presented. Commissioner Thomas supported. The motion passed unanimously.

The meeting was adjourned at 2:50 p.m.

