

- c) Claims were routine for the month except for a credit memo from Kone Elevator Service which resulted in an approximate annual savings of \$6,000 due to updating the contract and adding inspection services.

Personnel	\$ 169,731.41
Maintenance & Operations	\$ 389,489.26
Materials	\$ 424,632.82
Capital Outlay	\$ 325,828.06
Miscellaneous	<u>\$ 10,142.92</u>
TOTAL:	\$1,319,824.47

A motion was made by Mr. Brumbaugh, to approve the Finance, Investments, and Claims reports. The motion carried.

yeas – Alderson, Brumbaugh, Frasier, Keith, Marks, Meyers, Randle, Vogel, Wimberly
 noes – none
 abstained – none

- c) The original budget revision requests for operating expenditures exceeded \$300,000. Prior to bringing the revisions to the Committee, Leadership staff reduced this to under \$95,000 with a combination of methods. Some projects were declined, some delayed and some were able to be done within existing budgets. The committee discussed these requests in detail, as well as the capital budget revisions recommended by the Long Range Planning Committee and Physical Facilities Committee. The Committee recognized that with an increase in our ad valorem revenue forecast there is still a positive revenue stream in our operating budget. There are significant encumbrances that are carried forward from last year, although the funding for these revisions is held in our reserve fund. The committee came to a consensus to recommend the budget revisions as presented, with net revisions including income and capital items of \$1,309,572 and Encumbrances of \$981,457. A motion was made by Mr. Brumbaugh, to approved revisions to the 2010-2011 Budget as presented. The motion carried.

yeas – Alderson, Brumbaugh, Frasier, Keith, Marks, Meyers, Randle, Vogel, Wimberly
 noes – none
 abstained – none

- d) Julie Miner, City of Tulsa, was present at the meeting to inform the Commission about three projects in the downtown area. These projects are seeking tax abatement to help offset the overhead expenses of getting up and running. This will ultimately stimulate investment and development of downtown Tulsa. She relayed success stories of TIF projects that are now back on the tax roles.

The Atlas Life TIF -- is the project which renovated the historic Atlas Life building and transformed the building into a luxury hotel. Marriott is the company that will operate the facility. TIF projects typically are submitted for approval prior to the development of the project. The developer's applied for the TIF prior to the beginning the renovations; however there were some delays in the process. As the abatement is a long term incentive, the committee felt the project fit in the required guidelines for a TIF project. This tax abatement is estimated to have a revenue impact to the library of \$39,416 over the six year abatement project. The committee discussed and recommends passage of the Atlas Life TIF project. A motion was made by Mr. Brumbaugh to approve the Atlas Life TIF. The motion carried.

yeas – Alderson, Brumbaugh, Frasier, Keith, Marks, Meyers, Randle, Vogel, Wimberly
 noes – none
 abstained – none

GreenArch TIF -- a project to partnership between the Greenwood Cultural Development Committee and the Hille Foundation. The project consists of 69 apartments that will meet the guidelines of the HUD Section 221 program, bringing affordable apartment housing to downtown. The complex is to be located in an undeveloped area just west of the new Drillers Stadium. The TIF will freeze the property tax at its current level for six years. It is estimated that the Library property tax revenue forgone on this project would total \$24,205 over the life of the abatement. There will be retail stores included in the development, but they will be exempt from the property tax abatement. After discussion, the Committee recommends approval of the GreenArch TIF project. A motion was made by Mr. Brumbaugh to approve the GreenArch TIF. The motion carried.

yeas – Alderson, Brumbaugh, Frasier, Keith, Marks, Meyers, Randle, Vogel, Wimberly
noes – none
abstained – none

119/River City TIF -- The 119 Downtown/River City project consists of a historic building on 6th and Cincinnati that is being renovated for condominiums to be sold to the general public. The developer initially applied for the TIF funds to be applied to lower the cost of the condominium fees. However, that was not a feasible arrangement as the TIF abatements are held by the property owners. The TIF Committee was advised that it is legal to pass on Tax Abatements to individual property owners. The tax revenue that would be forfeited for this project is estimated to be \$68,553. The committee is still considering this proposal.

Jenks TIF Districts #1 and #2

Earlier this month some correspondence was received regarding the existing Jenks TIF Districts #1 and #2. TIF District #1 is for the Village on Main development. The Village on Main district is located south of the 91st Street bridge. The TIF consists of ad valorem funding exclusively. This district was approved in 2006 for a term of 12 years, or the collection of \$2,338,875, whichever comes first. The City is asking for the term to be extended from the 12 years to 25 years.

TIF District #2 is for a larger district located to the South of the Creek Turnpike in Jenks. This was a very controversial TIF district which was contested by Jenks Public Schools. The TIF consists of a one cent sales tax and the collection of Ad Valorem tax for 18 years, or until the sum of \$294,469,879 is collected. There is some allocation for repayment of taxes to the taxing entities during the life of the TIF.

The City of Jenks attributes the need to extend these projects due to the economic downturn. The first meeting on this issue is for October 26th. More detailed information will be brought to the November Commission meeting.

- 6) Charles O. Meyers, Jr. gave the Personnel Committee report.
- a) Personnel actions for the month were submitted for approval. There were 62 actions, including 9 appointments, 1 status change, 22 end of temporary employment, 1 lateral transfer, 1 to a higher grade, 1 resignation, 2 retirements and 25 performance increases. A motion was made by Mr. Meyers to approve the Personnel Actions as presented. The motion carried.

yeas – Alderson, Brumbaugh, Frasier, Keith, Marks, Meyers, Randle, Vogel, Wimberly
noes – none
abstained – none

- b) Payroll totaled \$1,112,013.80 for 421 employees for the month of October, 2010.

A motion was made by Mr. Meyers, to approve the Payroll for October, 2010. The motion

carried.

yeas – Alderson, Brumbaugh, Frasier, Keith, Marks, Meyers, Randle, Vogel, Wimberly
noes – none
abstained – none

- c) The full commission plus Janie Funk, past president of the Friends, Diane Cariker, Suanne Wymer and Shauna McConnell met in executive session with Dan & Jobeth Bradbury of Gossage Sager Monday, October 18, to review the candidate pool for the Tulsa City-County Library's CEO opening. Bonnie Henke, Trust board President was out of town; however, she gave her comments to Jobeth prior to the meeting. Dan & Jobeth Bradbury shared their interview notes from their screenings with the candidates.

The commissioners selected a list of semifinalists that will be interviewed on November 5, 2010. The process is moving along smoothly.

7) Judy Randle gave the Physical Facilities Committee report.

- a) At only 11,500 square feet, the Broken Arrow Library building sees the heaviest use of the building per square foot and it does not take long for this building to look tired. Built in 1985, Broken Arrow Library received only a minor facelift from our 1998 bond fund. The Physical Facilities committee felt Broken Arrow was ready for some modest renovations. The Architectural firm of Selser Schaefer was hired to recommended upgrades, breaking the recommendations down into immediate and optional upgrades. The Physical Facilities Committee met last week and recommended upgrades not to exceed \$250,000. Staff will review the recommendations and return to the committee with a renovation plan in the near future. This project will need to be competitively bid and work will likely not commence until this spring.
- b) For the continued security and safety of customers and staff, a security camera task force was formed to study the library security camera needs. This committee is to be applauded for their diligence and thoroughness in this project. The library staff will be making improvements to the security camera system.
- c) The Collinsville Improvements that began this past Spring have been completed. Customers are beginning to utilize the additional parking with the opening of the new lot to the east of the building. Sidewalks connect the new lot to both the north and south entrances. The clay tile roof has been repaired and ladders have been installed to allow the servicing of rooftop equipment without tile damage.

Phase II of the improvements is now beginning. As is common for basements in Oklahoma, TCCL has struggled with moisture in the lower level of this library for years. We have made due with humidifiers and minor repair work to deal with the issue. After review, it was recommended that the issue be permanently resolved. The firm of Bates LZW reviewed the problem and recommended a workable and economic solution consisting of additional French drains and moisture proofing of both interior and exterior walls. There will be some additional soffit repair and some work on the grand staircase at the north end of the building, where time and moisture have taken a toll on the concrete. When this is complete, Collinsville will have a beautiful and newly accessible front entry. The cost of this project came in at under \$50,000. Work begins this week and should be done by the end of November.

8) Cindy Vogel gave the Services and Collections Committee report.

Chapters two and seven were reviewed again in fiscal year 2010/11. A great deal was accomplished last year, so there were very few changes. Note in chapter seven, we have added a policy regarding the usage of credit/debit cards. In the last several months, the

service of paying fees and fines online has been added and soon this service will be expanded to the self-service machines for checking out materials.

In chapter seven, the intention is to have customers be more aware of the recommended grade or age levels associated with our children's books and to recognize our growing digital collection.

Finally, while chapter three is not part of our review process for ODL, the recent elections have made us more aware of how candidates can use our meeting rooms. These general and restricted policies have been added to the meeting room policy in chapter three.

As is our procedure, the Commission has until the next commission meeting to review changes and action will be taken at the November commission meeting

The next Regular Meeting of the Tulsa City-County Library Commission will be at **12:00 noon**, on Thurs., November 18, 2010, at the **Bixby Library** in the **meeting room**.

The meeting was adjourned at 1:05 p.m.

Respectfully submitted,


David Brumbaugh, Secretary

The final agenda was posted at the Central Library and on the Tulsa City-County Library Web page on Tuesday, October 19, 2010 and a meeting notice with the City and County Clerks, at the Central Library, and on the Library web page announcing the meeting and change in location on September 20, 2010.