

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

**FINANCE COMMITTEE
AGENDA**

Members: Nancy Anthony, Chair
Rozz Grigsby
Jim Shonts
Judy Smith
Beth Toland
Greg Womack

Wednesday, May 30, 2012
at 3:30 pm
Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
Telephone: (405) 231-8650

- I. Call to Order and Establishment of Quorum – Nancy Anthony, Chair
- II. Discussion, Consideration, and Possible Action: Report and Recommendations from Long-Range Planning Committee meeting May 7, 2012
- III. Discussion, Consideration, and Possible Action: Report and Recommendations from Administrative & Personnel Committee meeting May 21, 2012
- IV. Discussion, Consideration, and Possible Action: Report and Recommendations from Administration
 - MLC FY 2012-2013 Preliminary Budget
- V. Discussion, Consideration, and Possible Action: Report and Recommendation from Administration: Revisions to MLS Policy and Procedure Manual

REPORT AND RECOMMENDATIONS
FROM LONG-RANGE PLANNING COMMITTEE

The Long-Range Planning Committee met on May 7, 2012 for:

- I. Discussion, Consideration, and Possible Action: Approval of 2012-2015 Strategic Plan
- II. Discussion, Consideration, and Possible Action: Capital Projects Report and Recommendations

During its meeting, the Committee:

Reviewed and discussed all items.

FINANCE COMMITTEE ACTION:

To approve the following recommendations:

- 1. That funds to support the Almonte Library be included in the FY 2012-13 preliminary budget.**
- 2. That additional funds to support the Capitol Hill Project be included in the FY 2012-13 preliminary budget.**
- 3. That the projects listed under Other Capitol Projects be included in the FY 2012-13 preliminary budget.**
- 4. That additional funds to support the Del City Project be included in the FY 2012-13 preliminary budget.**

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

LONG-RANGE PLANNING COMMITTEE

MINUTES

DATE: Monday, May 7, 2012 TIME: 3:30 PM
MEETING PLACE: Belle Isle Library
5501 N. Villa
Oklahoma City, OK 73112
(405) 843 - 9601

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, March 27, 2012. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Belle Isle Library, 5501 N. Villa, and the Downtown Library, 300 Park Avenue, Oklahoma City, on May 3, 2012, in conformity with the Oklahoma Open Meeting Act.

COMMITTEE MEMBERS PRESENT:

Penny McCaleb, Chair
Deanna Hannah
Tracy McDaniel
Tracy McGehee
Alyne Strube
Beth Toland
Susan Tucker

COMMITTEE MEMBERS EXCUSED:

COMMISSION MEMBERS PRESENT:

Judy Smith
Donna Morris, Executive Director

ESTIMATE OF OTHERS PRESENT: 13

I. The meeting was called to order at 3:30 p.m. by Mrs. Penny McCaleb, Chair.

Roll was called to establish a quorum. Present: Hannah, McGehee, Strube, Toland, McCaleb (Arrived: McDaniel, 3:33 p.m.; Tucker, 3:34 p.m.).

II. Mrs. McCaleb referred to the Discussion and Consideration of the 2007-2012 Strategic Plan.

Mrs. Kay Bauman, Deputy Executive Director/Library Operations stated the current Strategic Plan (FY 2007-2012) will be ending in June. The current plan established goals and objectives and provided annual reviews which highlighted achievements that were reported to the commission. The plan also consisted of three telephone surveys; a baseline survey, a mid-point survey, and a final survey at the conclusion of the Strategic Plan. The final survey will take place later in the summer and those results will be brought back to the commission in the fall.

In coming up with the proposed FY 2012-2015 Strategic Plan, Mrs. Donna Morris and the four Deputy Executive Directors met and discussed elements of some of the past Strategic Plans that should be continued and used in the proposed plan. Mrs. Bauman quoted the Vision Statement for the Metropolitan Library System, "Your inviting, innovative, link to the world". The vision statement seems to be highly successful and is one of the elements the staff wants to carry on in the proposed Strategic Plan. Another element being continued from the current Strategic Plan to the Proposed Strategic Plan is four service responses, which were developed by the Public Library Association. Another positive from the current strategic plan, has been staff involvement and we want to continue that in the proposed plan. We wanted a plan in which goals translate easily to the day to day reality and one that is dynamic and flexible for any changes that may take place over the next few years. The current plan is a five year strategic plan; however, since the Oklahoma Department of Libraries timeline for reviewing Strategic Plans for libraries in the state is every three years, we decided to change the proposed Strategic Plan to a three year plan.

After meeting with the Deputy Executive Directors for input, Mrs. Bauman set up a meeting and held a brainstorming session with all supervisors. The supervisors discussed each of the four service responses and goals for each. Next, to include as much involvement from all staff as possible, a discussion forum was posted on the intranet. Every week for four weeks, Mrs. Bauman posted a service response and goals associated with the response. The forum allows staff to login and share their thoughts and ideas. Mrs. Bauman summarized the feedback she received and provided a draft to the Deputy Executive Director's, Library Managers, and the Administrative Team, where it was discussed further for more feedback and input.

Mrs. Bauman then presented the draft strategic plan in video format. The video format provides a visual presentation (images) that help connect the goals to reality. It also creates excitement about participating in the goals. Lastly, the video format is a comprehensive standalone information piece that we can share with the staff and public.

At the conclusion of the video, Ms. Bauman handed out copies of the draft strategic plan for 2012-2015. Questions and Discussion followed.

Mr. Tracy McDaniel asked if the community had input into the proposed strategic plan. Mrs. Bauman explained community surveys were not conducted as part of the proposed plan. However, in the current five year plan, a final telephone survey will be conducted at the end of the plan and those results will be brought to the commission in the fall. That information will be incorporated in the proposed strategic plan. Mrs. Donna Morris added that customer surveys are conducted through the year for various things such as Summer Reading. During the planning of the proposed strategic plan, we chose not to have community focus groups. The trend is to have invited groups discuss different issues and may be something we do as we move forward if we need to gauge a particular point. It was also decided that focus groups with the commission would be more

valuable after the strategic plan is in place because it would provide more concrete items to discuss. One item the Commission will have to discuss is succession planning, specifically for the Executive Director, as she approaches retirement.

Mr. McDaniel stated his main concern is trying to figure out how we can incorporate schools more into our plan and how the library can enhance what is done at school, especially in the area of digital technology. Mrs. Morris added that is also a reason why the proposed strategic plan was changed from five to three years. A three year plan makes the plan more succinct and would give us the ability to respond to things that may come up that had not been previously planned, rather than having it tied to goals that after five years are not as relevant. Some ways the Strategic Plan can be measured is by reporting to the commission, everything we are doing through the activities, attendance numbers, circulation numbers, as well as the budget. Stories that are collected from employees or customers are also a way that can show goals are being met. Customer comments may show areas that could be improved, and staff would document and provide solutions made to improve customers experience with the library. Questions and Discussion continued.

The draft plan today only consists of goals, not objectives. Moving forward, Managers will work with their staff on creating objectives that would be relevant for their communities.

Mrs. Morris echoed the feedback from the discussion of the committee that they would like a survey or measuring instrument at some point through the proposed three year strategic plan and affirmed that the measuring can be done at any time and it can incorporate as many surveys as desired. Mrs. Bauman stated the telephone survey that is conducted in the summer will be an excellent example of what we can learn and what direction we need to go.

Mrs. Penny McCaleb called for a motion.

Mr. Tracy McDaniel moved to recommend the Metropolitan Library Commission approve the Metropolitan Library System Strategic Plan 2012-2015. Mrs. Susan Tucker seconded. No further discussion. Motion passed unanimously.

III. Mrs. McCaleb referred to Discussion and Consideration: Capital Projects Report and Recommendations.

Mrs. Morris provided updates to the Capital Projects recommendations that were previously brought to the committee for review. The updates include dollar amounts to be approved and included in the Preliminary Budget for FY 2012-2013.

ALMONTE LIBRARY

Mrs. Morris highlighted the Almonte location and the recent discussions of keeping it open, once the Southern Oaks renovation is complete. Staff continue to receive feedback from customers who have expressed interest that the Almonte location be kept open. Research has been done on the demographics and usage of the Almonte location. That information is attached to the report and does seem to indicate the Almonte location is an un-served area. Mrs. Morris has submitted a proposal to City Manager, Jim Couch requesting that the City pay the lease cost each year. Mr. Couch will be taking that request to the council and will have an answer by the time the Finance Committee meets on May 30. For now, the lease cost is included in the preliminary budget; however, if the City agrees to pay the lease, it will be removed from the budget. The total amount included in the preliminary budget for the Almonte Library is \$1,124,319.00. \$90,000 of that is for estimated lease costs.

JONES LIBRARY

Other than what the Long-Range Planning Committee has already approved, no additional dollars are being requested at this time for the Jones Library. Mrs. Tucker asked what the next step would be. A document the Jones trustees would need to approve to set up procedures for hiring an architect is being finalized. Once the trustees adopt that plan, they can begin the process of selecting an

architect. That should be completed within the next week or so. Mrs. Morris is sending the Mayor weekly updates on the progress.

DEL CITY LIBRARY

MLS is recommending that an additional \$1,168,000 be committed to the proposed new 15,000 square foot library. As these dollars will not be spent in the FY 2012-13 budget, the additional dollars will be reflected in the Reserve Account for Currently Identified Improvements for the Del City Library.

CAPITOL HILL LIBRARY

MLS is recommending that an additional \$538,000 be committed to the Capitol Hill Library project, which will also be reflected in the Reserve Account.

OTHER CAPITOL PROJECTS

Included in the preliminary budget is \$80,000 for a portion of the expenses for additional parking at the current Edmond Library. The bulk of the money will be provided by St. Mary's Church and the parking will be shared by the church and the library.

\$80,000 also has also been included to upgrade the restrooms at Midwest City.

Additionally, dollars have been added in the reserve category for additional locations and services that may develop, similar to Almonte, specifically, a possible store-front location in Edmond on a short term basis, until the City of Edmond is ready to roll out its next capital projects package, which will not take place for another five years. Providing a second library in Edmond is becoming more critical as the usage at the current locations is so heavy it is becoming increasingly difficult to provide the needed services. Money has been included in the budget, which would allow us to respond, if the City decides to move forward with a store-front location.

Mrs. McCaleb called for a motion.

Mrs. Beth Toland moved to recommend to the Finance Committee:

- 1. That funds to support the Almonte Library be included in the FY 2012-13 preliminary budget.**
- 2. That additional funds to support the Capitol Hill Project be included in the FY 2012-13 preliminary budget.**
- 3. That the projects listed under Other Capitol Projects be included in the FY 2012-13 preliminary budget.**
- 4. That additional funds to support the Del City Project be included in the FY 2012-13 preliminary budget.**

Mrs. Alyne Strube seconded. No further discussion. Motion passed unanimously.

IV. The meeting was adjourned at 4:41 p.m.

Donna Morris, Executive Director
(Secretary)

REPORT AND RECOMMENDATIONS
FROM THE ADMINISTRATIVE & PERSONNEL COMMITTEE

The Administrative & Personnel Committee met May 21, 2012 for:

- I. Discussion, Consideration, and Possible Action: Annual Review of Human Resources – Salaries and Benefits
With Reports and Recommendations from Administration:
 - ❖ Compensation & Benefit Plans
- II. Discussion, Consideration, and Possible Action: Recommendation regarding Compensation & Benefits for Executive Director

During its meeting, the Committee:

Reviewed and discussed all items.

The following recommendations are the results of the discussions.

FINANCE COMMITTEE ACTION:

To accept or approve the following recommendations from the Administrative & Personnel Committee and recommend the Commission incorporate the funds for the Administration recommendation for 1: Compensation and 2: Benefits into the FY 2012-2013 budget and that the Commission, by approval of the estimate of needs, approve the performance awards program and the plan changes in accordance with the funding level.

1. Compensation:

- A. A continuation of the performance based merit increase schedule ranging from 0-3%
- B. A market adjustment of 3% for all employees effective the first pay period in January, 2013.

2. Benefits:

- A. Acceptance of the plan change recommendations for the self-funded Employee Benefit Plan.
- B. Acceptance of the Stop Loss coverage for the Employee Benefit Plan through Unimerica Insurance Company on a 36/12 contract basis with an increase in the Specific Deductible level to \$70,000 per individual.
- C. Acceptance of a 5.54% premium increase for the fully-insured Organ Transplant policy through Chartis.
- D. Acceptance of a \$0.85 PEPM (per employee per month) increase in the Administrative Services fee
- E. Acceptance of a \$1.75 PEPM fee for COBRA and HIPAA Administration.
- F. Acceptance of a \$0.15 PEPM increase in the PPO access fee for First Health PPO Network.
- G. Acceptance of the employee Benefit Plan premium costs reflecting an 3.62% increase to the Library System and participants after applying a portion of the available fund balance. (No change in the current cost sharing formula.)

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

DATE: Monday, May 21, 2012 TIME: 2:30 PM
MEETING PLACE: Belle Isle Library
5501 N. Villa
Oklahoma City, OK 73112
(405) 843-9601

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, March 27, 2012. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Belle Isle Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on May 17, 2012, in conformity with the Oklahoma Open Meeting Act

COMMITTEE MEMBERS PRESENT:

Ralph Bullard
Cynthia Friedemann
Helene Harpman
Mukesh Patel
Hugh Rice, Chair

COMMITTEE MEMBERS EXCUSED:

Bose' Akadiri

COMMISSION MEMBERS PRESENT:

Fran Cory
Judy Smith

ESTIMATE OF OTHERS PRESENT: 12

I. The meeting was called to order at 2:34 p.m. by Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Bullard, Friedemann, Harpman, Patel, and Rice.

II. Mr. Rice referred to the Discussion, Consideration, and Possible Action: Annual Review of Human Resources ~ Salaries and Benefits.

Mrs. Donna Morris called on Ms. Lori Hedin, Director of Human Resources, to provide the details of the Compensation report and recommendations.

Ms. Hedin stated a goal of the library system is to be the leader in-state among the four major public library employers. A chart was provided which compared salaries of a Librarian position at the minimum and maximum salary range. MLS continues to be the leader in minimum starting salary and slightly lower than Pioneer in the maximum salary. Mrs. Hedin highlighted data received from the US Department of Labor's Bureau of Labor Statistics regarding Employer Costs. She also provided information on the Consumer Price Index. Discussion followed.

According to various publications and surveys polled, salary increases are slowly trending upwards. US Employers are predicted to increase base salaries on average 3% and continue performance based increases averaging 0.4 to 4.5%, depending on how the company is doing financially. Oklahoma County recently approved pay raises for more than 200 county employees and annual raises worth \$380,000. The raises were effective immediately.

Administration analyzed all the data available and is proposing a market adjustment of 3% for all employees effective the first pay period in January 2013 and the continuation of the current performance based merit increase schedule ranging from 0-3%, beginning July 1, 2012 adjustment.

Mrs. Morris called on Mrs. Kelley Hoffman, Benefits Manager, to provide the benefits portion of the report and recommendations.

Mrs. Hoffman provided a brief overview of the Plan performance. The library system has had a decent claims year. Claims are currently projected to increase 5.4% over last year. There were four individuals whose claims have exceeded the \$60,000.00 Stop Loss deductible. The average age of the plans membership is 40 and the plan currently covers 399 members. The plan is achieving about 51% savings through provider discounts, our lab card program, and third party negotiations. The savings is up about 3% from last year. Questions and Discussion followed.

Mrs. Hoffman reviewed the three recommended changes to the self-funded employee benefit plan.

1. Change coverage Waiting Period for full-time employees hired July 1, 2012, and later to the first of the month following 60 days of employment.

The Singer Analysis found that MLS is among the groups requiring the longest waiting period for health coverage, which is currently the first of the month following 90 days of employment.

Mr. Rice suggested that information on the cost associated to changing the waiting period be presented to the Finance committee. Discussion followed. With Health Care Reform Legislation the Library System is going to be required to make this change in July 2014.

2. Change payment levels for Mental Health and Substance Use Disorder charges to the same as medical expenses.
3. Change Pharmacy Benefit Manager to MaxCare, remove Mandatory Mail Order program and implement the following Prescription Drug member copayments.
 - a. Retail Pharmacy (30 day supply)

1. Generic - \$10
 2. Formulary – 30% or \$125 copayment, whichever is less
 3. Non-Formulary – 35% or \$150 copayment, whichever is less
- b. Mail Order Pharmacy (90 day supply)
1. Generic – \$30
 2. Formulary - \$105
 3. Non-Formulary – \$150
- c. Specialty Pharmacy (Prior Authorization Required)
1. Generic – 20% coinsurance or \$100 copayment, whichever is less
 2. Brand – 20% coinsurance or \$150 copayment, whichever is less

Mrs. Hoffman explained the recommended changes to the Pharmacy Benefit Manager. Pharmacy costs have continued to increase substantially over the past several years. An outside third party consultant was contacted for input on bringing costs down. The consultant reviewed four years of claims data and came back with several recommendations. With the consultants help, we came up with a new plan design. Discussion followed. The initial evaluation with the recommended changes looks to be about a \$62,000 savings to the plan. This information will be reviewed and monitored regularly. In addition, we are recommending changing the Pharmacy Benefit Manager from CareMark to MaxCare. The problems with CareMark's service have continued to increase, especially within the past year. Discussion followed.

Mr. Rice referred to the Singer Analysis #8 and suggested the MLS Recommendation be revised to reflect that it will decrease costs but not simplify.

Mrs. Hoffman referred to the Recommendation for Life/Accidental Death & Dismemberment Insurance.

1. Add voluntary Dependent Life rider to the existing Group Term Life policy; cost of elective coverage paid by the employee.

The Singer Analysis found that almost all surveyed employers allow employees to purchase additional elective Life Insurance coverage.

Discussion Followed.

Mrs. Morris referred to pages 6 & 7 – Recommendations Based on Results of Singer Study – Benefits Survey. The document specifies all of the Singer Recommendations regarding benefits as a result of the survey conducted. Even though Administration has chosen not to recommend changes to several of the items analyzed, Mrs. Morris has provided the document for informational purposes. She called for questions.

Mr. Rice called for question regarding the Compensation and Benefits Recommendations.

Mr. Patel asked what the outlook is for Ad Valorem revenues. Mr. Lovely stated he is estimating a 2.3% increase in the preliminary budget; however, the final numbers will not be received until August. Mr. Rice asked if the 2.3% estimated increase would sustain the recommendations being proposed for Compensation and Benefits. Mr. Lovely affirmed that it would.

Mrs. Friedemann expressed her concerns with the continued increases in co-pays, insurance costs, and also rising costs of living, and if the recommended increases for compensation would neutralize those increases to employees. Discussion followed. Mrs. Morris stated Administration negotiates the rates to try and keep costs and increases down.

Mr. Rice called for a motion from the Committee and stated if there are any objections to the recommendations, the Compensation and Benefits can be voted on separately. No objections were made.

Mrs. Friedemann moved to recommend that the Finance committee incorporate the funds for the recommendations regarding Compensation and Benefits into the FY 2012-13 budget and that the Commission, by approval of the estimate of needs, approve the performance awards program and the plan changes in accordance with the funding level. Mrs. Helene Harpman seconded. Discussion Followed. Motion passed unanimously.

III. Mr. Rice referred to the Discussion, Consideration, and Possible Action: Executive Session

Mr. Mukesh Patel moved to go into Executive Session. Mrs. Cynthia Friedemann seconded. No further discussion. Motion passed unanimously.

The Committee went into Executive Session at 3:29 p.m.

Mr. Rice called for a motion to reconvene.

Mr. Ralph Bullard moved to reconvene in Open Meeting. Mrs. Harpman seconded. No further discussion. Motion passed unanimously.

The Committee reconvened in open meeting at 4:00 p.m.

Mrs. Harpman moved to recommend that a 6% salary increase be provided to Mrs. Donna Morris, effective January 1, 2013. Mrs. Friedemann seconded. No further discussion. Motion passed unanimously.

Mr. Rice called for any further questions or comments. There were none. The meeting was adjourned at 4:01 p.m.

Donna Morris,
Executive Director
(Secretary)

REPORT AND RECOMMENDATION FROM ADMINISTRATION

**METROPOLITAN LIBRARY SYSTEM
PRELIMINARY BUDGET FY 2012 - 2013
(July 1, 2012 ~ June 30, 2013)**

PLEASE REMEMBER TO BRING THIS DOCUMENT
TO THE JUNE 21, 2012
METROPOLITAN LIBRARY COMMISSION MEETING
AT THE NORTHWEST LIBRARY

ADMINISTRATIVE RECOMMENDATION AND COMMITTEE ACTION:

To approve the Metropolitan Library System Preliminary Budget FY 2012-13

REPORT AND RECOMMENDATION FROM ADMINISTRATION

REVISIONS TO METROPOLITAN LIBRARY SYSTEM POLICY AND PROCEDURE MANUAL

MLS policies contained in the Policy and Procedure Manual, periodically require updating as a result of decisions or recommendations from the Library Commission, changes in federal and state laws and regulations, and the necessity to operate the library system in a more efficient, effective manner.

The administration recommends for your consideration

1. Changes in the Commission adopted policy SF700 Sponsorship and Grants. The draft policy is a replacement of the 2004 policy. It contains similar content, so we chose to reformat and reword much of it. Therefore, we are providing to you the old policy and the new draft policy rather than lining out text and inserting new text.
2. Affirmation of two changes to SF200 Purchasing that were implemented in March of 2012.
 - a. One was a change in the petty cash reimbursement amount from \$50 to \$60. This was needed so that we could obtain four criminal background checks at one time so that staff did not have to make multiple trips.
 - b. The other change is to add the language previously approved regarding state and GSA contracts to another section in the purchasing policy. We missed adding this same language at that time.

Rather than having the finance committee meet only to approve these two minor changes, I asked committee chair, Nancy Anthony, if we could implement those changes now and review them in May when the Finance committee would be meeting. She agreed and said the committee would affirm them at that time. This was reported to the Commission in the March 2012 Executive Director's report.

ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:

To approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual, revisions to SF 700 Sponsorship and Grants.

And to affirm previously reported housekeeping revisions to SF200 Purchasing.

Stewardship of Financial Resources

SF 700 Sponsorships and Grants

Adopted: 8/91, Revised: 1/92, 5/04

Policy Statement

Sponsorship is a mutually beneficial exchange in which the Library System receives funds, products, or in-kind services from a sponsor who, in return, benefits from community recognition and affiliation with the Library System.

A grant is funding provided to the Library System for a specific project by an organization.

The Library System reserves the right to refuse any sponsorship or grant opportunity. Sponsors or grantors have no impact on the policies and operating procedures of the Library System.

Regulations

- 1) The Development Office has ultimate responsibility for coordinating and monitoring grants and sponsorships for the Metropolitan Library System. Specifically, the Development Office:
 - A) Maintains files on all solicitations and grants submitted by the MLS entities for a period of five years. These files include grant applications, correspondence with the organizations, thank-you letters, etc.
 - B) Prepares a report, at the end of each fiscal year, of the solicitations and grants requested and received.
- 2) Employees must have pre-approval by his/her supervisor, Ad Team representative and the Development Director to solicit a sponsorship or request a grant.
 - A) The following grants do not require pre-approval from the Development Office but do require that a partner agreement be signed by the grant requestor and the MLS **prior** to grant submission:
 1. Requests from MLS to Friends of the Library
 2. Outreach grants to Arts Council
- 3) Library support groups must inform the Development Office of their intention to solicit a sponsorship or grant.
 - A) Library support groups include:
 1. Friends of the Library
 2. Library Guilds
 3. Library Endowment Trust
 4. Any of the support group committees, such as Booksale, Books for Babies, etc.

Stewardship of Financial Resources

SF 700 Sponsorships and Grants

Adopted: 8/91, Revised: 1/92, 5/04

- 4) The sponsor or grant administrator is the employee who solicits sponsorship or submits the grant and uses the funds.

A) Grant administrator responsibilities, includes:

1. Send a copy of the grant request to the Development Office.
2. Upon notification that the grant is being funded, send a copy of the notice to both the Development Office and the Business Office.
3. Send a copy of the grant application to the Business Office.
4. Send a thank-you letter to the granting agency.
5. Make arrangements to have the funds sent to the Business Office in a timely manner.
6. Comply with all requirements of the granting agency.
7. Submit status reports to the granting agency.
8. Verify with the Business Office that the expenditure report agrees with actual accounting records.
9. Submit a final report to the grantor.
10. Send a final thank-you to the granting agency.
11. Inform the Development Office when the grant is complete.
12. Ensure that the Development Office receives all correspondence, pertinent documents and information regarding the grant.

B) Administration of a sponsorship:

1. The Executive Director must approve and sign all sponsorship agreements.
2. The sponsor administrator will ensure that a written agreement specifies the time period and other conditions/obligations of both parties.
3. A committee, established by the Executive Director, will determine public acknowledgement and stewardship of the sponsor, which will be commensurate with its contribution.
4. When the sponsorship agreement term is complete, the Development Office will write a letter thanking the sponsor. The libraries or departments that benefited from the sponsorship may add notes of appreciation.

Stewardship of Financial Resources

SF 700 Gifts, Sponsorships and Grants

*Adopted: 8/91, Revised: 1/92, 5/04, **DRAFT 5/1/12***

Policy

The Gifts, Sponsorships and Grants policy ensures that the Metropolitan Library System encourages, accepts and uses gifts, sponsorships and grants that are consistent with the library system's mission and policies.

Definitions

Gifts include donations of money, materials typically found in library collections (books, magazines, audiovisuals, etc.), gifts-in-kind (furnishings, equipment, art and other decorative objects) and all gifts of consequence (real property, stocks, annuities, and large monetary gifts).

Sponsorship is a mutually beneficial exchange in which the library receives funds, products, or in-kind services from a sponsor who, in return, benefits from community recognition and affiliation with the library.

A grant is funding provided to the library for a specific project by an organization.

Regulations

- 1) Donations are not intended to replace regularly budgeted library expenditures; however, private resources can extend and enrich library services.
- 2) The library reserves the right to determine the most appropriate use of all gifts.
- 3) The library reserves the right to refuse any gift. Because the library does not serve the function of a museum or archive, gifts of items for permanent display or preservation are not normally accepted.
- 4) Any conditions or restrictions placed on gifts by the donor must be stated in writing and agreed upon by the library before the donation is accepted.
- 5) Once a gift is accepted by the library, it becomes the property of the library and may be disposed of accordingly. The gift will not be returned to the donor.
- 6) The library system is not authorized by the Internal Revenue Service to appraise the value of donated items.
- 7) Gifts to the library are tax deductible. Donors may assign their own evaluation to donated items or have an independent appraisal made.
- 8) The library will provide printed receipts for donations. The library does not provide for transportation of donated items.
- 9) The Development Office has ultimate responsibility for coordinating and monitoring grants and sponsorships for the Metropolitan Library System.
- 10) Authorized staff in Library Operations and Materials Selection may accept gifts of books, audiovisuals and other materials that are typically found in library collections. The Development Office must be contacted before any other gift is accepted.

Stewardship of Financial Resources

SF 700 Gifts, Sponsorships and Grants

*Adopted: 8/91, Revised: 1/92, 5/04, **DRAFT 5/1/12***

- 11) Gifts of materials are accepted with the explicit understanding that they will not necessarily be added to the collection.
- 12) Any donated material added to the collection must meet the objectives of the library and the requirements of the Materials Collection policy.
- 13) Donated materials not placed in the collection are given by the Metropolitan Library Commission to the Friends of the Library for resale. The proceeds of the sale are used to benefit all system libraries.
- 14) The library reserves the right to refuse any sponsorship or grant opportunity. Sponsors or grantors have no impact on the policies and operating procedures of the library.
- 15) As a non-profit organization, the library does not serve as a sponsor for non-library events or activities.