



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, October 20, 2011, 3:30 p.m.
Downtown Library
300 Park Avenue
Oklahoma City, OK 73105
(Telephone: 231-8650)

The Metropolitan Library System of Oklahoma County encourages participation from all patrons and citizens of Oklahoma County. If participation at any public meeting is not possible due to a disability, whether physical, hearing or speech related, please notify the office of the Executive Director (606-3726) at least forty-eight (48) hours prior to the scheduled public meeting to allow the Library to make necessary accommodations.

3:30 pm CALL TO ORDER AND ROLL CALL TO ESTABLISH QUORUM

Fran Cory, Chair

3:30 – 3:45 pm INTRODUCTIONS

- Document #30 – Presentation of Service Certificates for Library Staff

COMMENTS FROM GENERAL PUBLIC (Limited to 3 minutes per speaker or 15 minutes total with time pro-rated among speakers. Preference will be given to residents of Oklahoma County. Persons signing up to address the Commission must list their residential address and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue.) Please be advised that public seating is limited; seating capacity at the individual meeting sites vary in occupancy limits.

3:45 – 4:00 pm CONSENT DOCKET (#31 - #33)

- Document #31 – Approval of Minutes of September 15, 2011 Meeting
- Document #32 – Acceptance of Review of Expenditures for September 2011
- Document #33 – Contract Awards & Purchases
 - Item A: Furniture for Northwest Library
 - Item B: Surveillance Equipment and Software
 - Item C: iPad 2 for Libraries

4:00 – 4:20 pm NEW BUSINESS (#34 - #37)

- Document #34 – Discussion, Consideration and Possible Action: Acceptance of Annual Audit – Finley & Cook
- Document #35 – Discussion, Consideration and Possible Action: Approval of Metropolitan Library Commission Meeting Dates 2012
- Document #36 – Discussion, Consideration and Possible Action: Approval of MLS 2012 Library Holiday and Closing Schedule
- Document #37 – Discussion, Consideration and Possible Action: Approval of Resolution of Commendation for Donna Morris

4:20 – 4:30 pm INFORMATION REPORTS

- Document #38 – MLS September 2011 Library Visits
- Document #39 – MLS September 2011 Circulation Report
- Document #40 – MLS September 2011 Computer Usage Report
- Document #41 – MLS September 2011 System Reserve Report

4:30 – 4:45 pm EXECUTIVE DIRECTOR'S REPORT

4:45 – 5:00 pm COMMENTS FROM COMMISSION MEMBERS

NEXT COMMISSION MEETING DATE AND PLACE:

November 17, 2011
Edmond Library, 10 S. Boulevard, Edmond, OK 73003

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

The Friends of the Metropolitan Library System have underwritten a staff recognition service program recognizing staff who have been employed by the Library System for five years or more. The Friends provide an attractive pin with the library system logo and name for staff who have served five years. After 10 years, a ruby is added to the pin; subsequent rubies are added at 10, 15, 20 and 25-year intervals of service culminating with the addition of a diamond to the pin for 30 years of service. The Library System staff are presented with the pins at a special reception hosted by the Friends each year.

To complement that recognition of service in a formal way, the Metropolitan Library Commission of Oklahoma County presents service certificates of appreciation to Library System staff for these same increments of service. The staff to be presented with certificates will be recognized at each monthly meeting at which time the certificates are presented.

Library System staff receiving Certificates of Service in October 2011:

<u>Employees</u>	<u>Years of Service</u>
Jerod Paul Gerfen, Librarian, Midwest City Library	5
Harry Duy Hoang, Librarian, Downtown Library	5
Li Wang, Public Computer Specialist, Midwest City Library	5
Charles S. Isaacs, Information Technician II, Information Technology	10
Todd S. Olberding, Director of Construction Management	10

**MINUTES OF THE REGULAR MONTHLY MEETING
OF THE METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

DATE: September 15, 2011 TIME: 3:30 pm

MEETING PLACE: Ralph Ellison Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County November 20, 2010. 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 Ralph Ellison Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on September 13, 2011, in conformity with the Oklahoma Open Meeting Act §311.

Members

PRESENT:

Bose' Akadiri
Cynthia Friedemann
Deanna Hannah
Helene Harpman
Jose Jimenez
Willa Johnson
Carolyn Leslie
Penny McCaleb
Tracy McGehee
Mukesh Patel
Kim Patterson
Hugh Rice
Vanna Shaw
Jim Shonts
Judy Smith, Vice-Chair
Alyne Strube
Beth Toland
Greg Womack
Fran Cory, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Nancy Anthony, Disbursing Agent
Ralph Bullard
Mick Cornett, Mayor of Oklahoma City
Tracy McDaniel
Lori Nelson
Brenda Palmer

Estimate of general public and staff attending: 16

- I. The meeting was called to order at 3:29 p.m. by Mrs. Fran Cory, Chair.
- II. Roll was called to establish a quorum. Present: Friedemann; Hannah; Jimenez; Leslie; McCaleb; McGehee; Patel; Patterson; Rice; Shaw; Shonts; Smith; Strube; Toland; Womack; Cory. (Arrived: Harpman, 3:31; Johnson, 3:31; Akadiri, 3:41).
- III. Mrs. Cory introduced Mr. Randy Wayland, Manager of the Southern Oaks Library. Mr. Wayland welcomed the Commission, provided information on the current events at the Southern Oaks Library.
- IV. Mrs. Cory called for Presentation of Service Certificates for September 2011: Shirley Henderson, Circulation Clerk, Midwest City Library ~ 20 years of service.
- V. Mrs. Cory called for comments from the general public. There were none.
- VI. Mrs. Cory referred to Discussion, Consideration, and Possible Action: Executive Session

Confidential communications between a public body and its attorney concerning pending litigation, in the case of *Joanie Porter v. Metropolitan Library System*, a political subdivision which is sued in the name of the Metropolitan Library Commission, United States District Court Case N. CIV-10-1201-R pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(4)

Mrs. Cory called for a motion to enter into Executive Session.

Mrs. Judy Smith moved to enter into Executive Session. Mrs. Penny McCaleb seconded. No further discussion; motion passed unanimously.

The commission entered into Executive Session at 3:33 p.m.

Mrs. Cory called for a motion to reconvene.

Mrs. Beth Toland moved to reconvene. Mr. Jim Shonts seconded. No further discussion; motion passed unanimously.

The commission reconvened in Open Meeting at 3:58 p.m.

Mrs. Cory called for a motion from Executive Session.

Mr. Hugh Rice moved that the settlement agreement reviewed by the Board in executive session be approved in its entirety. Mrs. Willa Johnson seconded. No further discussion; motion passed unanimously.

- VII. Mrs. Cory presented the Consent Docket: Document #22 – Approval of Minutes of August 25, 2011; Document #23 – Acceptance of Expenditures for August 2011; Document #24 – Contract Awards & Purchases; Document #25 – Request to Declare Furniture & Equipment Surplus.

Mrs. Cory called for a motion.

Mrs. Alyne Strube moved to accept the consent docket. Mrs. Carolyn Leslie seconded. Questions and discussion followed regarding the contract award for Property & Casualty Insurance.

Ms. McAlister with C.L. Frates was in attendance to answer the questions raised by the commission regarding the Property and Casualty Insurance.

It was requested that the Village Friends be listed under “Named Insureds”.

No further discussion; motion passed unanimously.

VIII. Mrs. Cory referred to the Special Presentation ~ **FOCUS 2011**; Mr. Stacy Schrank, Employee Development Coordinator, Planning and Mrs. Kelley Hoffman, Benefits Manager, Human Resources.

IX. Mr. Stacy Schrank provided information on this year's Focus event. He personally invited the Commission to attend the Metropolitan Library System's annual staff development day on Monday, October . Mr. Schrank handed out a brochure of information detailing the specific sessions and events for the day.

Mr. Schrank introduced Mrs. Kelley Hoffman, Benefits Manager. Mrs. Hoffman provided an update on the Wellness program and included information and results on the challenges that the staff participated in over the past year.

X. Mrs. Cory called on Mrs. Morris to present the Information Reports.

- o Document #26 – MLS August 2011 Library Visits
- o Document #27 – MLS August 2011 Circulation Report
- o Document #28 – MLS August 2011 Computer Usage Report
- o Document #29 – MLS August 2011 System Reserve Report

Questions and discussion followed.

XI. Mrs. Cory called on Mrs. Morris to present the Executive Director's Report.

Mrs. Morris reported MLS has been chosen as one of only three sites in the United States to host forums on creating digitally inclusive communities. The program consists of two forums, one a community forum and the other a leadership forum, which will be held at the Ronald J. Norick Downtown Library on October 11 and . Invitees will participate in focus groups which will discuss digital inclusion. These forums are sponsored by the federal Institute of Museum and Library Services, the Oklahoma Department of Libraries and the Metropolitan Library System.

Mrs. Morris met with Bethany Mayor Brian Taylor, and City Manager, John Shugart, last month and can report that due to a clerical error, the library system was never notified that Deanna Hannah had been reappointed to a new term. The actual re-appointment was made in 2010. Mrs. Morris also took the opportunity to visit with them about the need for an expansion at the Bethany Library and they were very supportive.

The Harrah Library will be closed from Monday, September 12 through Tuesday, September and will reopen on Wednesday, September 21. The floor must be repaired before new carpeting can be installed.

XII. Mrs. Cory called for comments from Commissioners.

XIII. The next Commission meeting will be held at the Downtown Library on October 20, 2011.

There being no further business, the meeting was adjourned at 4:35 pm.



Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

September 30, 2011

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of September 2011.

For comparison, 25.00% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of September 2011.

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**METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
STATEMENT OF FINANCIAL CONDITION**

September 30, 2011

ASSETS

CASH		\$ 8,535,817.34
INVESTMENTS (Schedule attached)		18,772,424.39
PREPAID ACCOUNTS		30,000.00
TAXES RECEIVABLE: 2011-12 Ad Valorem Tax	29,988,898.00	
Less: Reserve for Delinquent Tax	<u>-2,726,263.00</u>	
Budgeted Tax Revenue	27,262,635.00	
Less: Tax Received	<u>0.00</u>	
		27,262,635.00
Total Assets		<u>\$54,600,876.73</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2010-11 Reserve for Appropriations	\$188,790.11	
2011-12 Purchase Orders Outstanding	903,326.93	
2010-11 Purchase Orders Outstanding	483,896.41	
2011-12 Checks Outstanding	207,719.16	
2010-11 Checks Outstanding	26,222.94	
Total Liabilities		1,809,955.55

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	27,262,635.00
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FUND BALANCE:

Beginning of the Year	\$31,225,521.14	
Add: Revenues		
Budgeted	144,000.00	
Other	<u>820,842.71</u>	964,842.71
Less: Expenditures	<u>(6,662,077.67)</u>	
Total Fund Balance		<u>25,528,286.18</u>

Total Liabilities, Deferred Revenue and Fund Balance	<u>\$54,600,876.73</u>
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**METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
SCHEDULE OF INVESTMENT**

As of September 30, 2011

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	7/21/2009	7/21/2012	3.056%	\$ 95,006.20
CD - Municipal Emp. Credit Union	5/28/2010	5/28/2013	2.650%	240,000.00
CD - Weokie Credit Union	1/17/2010	1/18/2015	3.140%	106,899.93
CD - UMB Bank	3/18/2010	2/18/2013	2.000%	97,864.05
CD - Stillwater National Bank	5/23/2010	6/23/2012	2.000%	240,000.00
CD - National Bank of Commerce.	12/19/2010	12/19/2011	1.000%	240,000.00
CD - Kirkpatrick Bank, Edmond	12/12/2008	12/12/2011	3.030%	95,000.00
CD - Coppermark Bank	6/14/2010	4/14/2012	2.000%	96,787.60
CD - BancFirst	7/28/2009	7/27/2012	2.240%	240,000.00
CD - Rose Rock/Union Bank	11/9/2010	11/5/2013	2.000%	99,733.20
CD - Citizen's Bank of Edmond	7/2/2009	7/2/2014	2.810%	122,052.12
CD - Valliance Bank	3/5/2011	3/5/2012	1.600%	99,081.29
Fannie Mae	11/29/2010	11/29/2016	2.000%	2,000,000.00
Fed Home LN BKS 08-13	1/22/2008	1/22/2013	4.000%	1,000,000.00
FHLMC 2 1/4	12/21/2010	12/21/2015	2.250%	2,000,000.00
Fed Home LN BKS 12-16	7/27/2010	1/27/2016	2.000%	2,000,000.00
FNMA	9/30/2010	12/30/2015	2.000%	2,000,000.00
FNMA	9/21/2011	3/21/2016	1.220%	2,000,000.00
FHLB 2	12/13/2010	6/13/2016	2.000%	2,000,000.00
FNMA	9/28/2011	9/28/2016	1.400%	2,000,000.00
FNMA	9/21/2011	9/21/2016	1.500%	2,000,000.00
Total Investments				<u>\$ 18,772,424.39</u>

**METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
STATEMENT OF REVENUES, BUDGET VS. ACTUAL**

September 1, 2011 to September 30, 2011

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2011 Ad Valorem Tax	\$27,262,635.00	\$ -	\$ -	0.00%
State Aid	290,807.00	-	-	0.00%
Fines	<u>474,660.00</u>	<u>49,000.00</u>	<u>144,000.00</u>	30.34%
Total Budgeted Revenue	<u>\$ 28,028,102.00</u>	<u>\$ 49,000.00</u>	<u>\$ 144,000.00</u>	0.51%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 115,634.82	\$ 495,116.65	
Gifts and Lost Books Fees		0.00	0.00	
Investment Income		11,401.36	142,209.82	
Flexible Benefits Account Balance		0.00	0.00	
Sale of Surplus Equipment		5,471.00	5,471.00	
Insurance Reimbursements		0.00	118,056.54	
Miscellaneous		<u>10,118.91</u>	<u>59,988.70</u>	
Total Miscellaneous Revenue		<u>\$ 142,626.09</u>	<u>\$ 820,842.71</u>	
Total Revenue	<u>\$ 28,028,102.00</u>	<u>\$ 191,626.09</u>	<u>\$ 964,842.71</u>	3.44%

**METROPOLITAN LIBRARY SYSTEM
SPECIAL FUNDS
STATEMENT OF REVENUES AND EXPENDITURES**

September 30, 2011

	<u>BEGINNING OF MONTH</u>	<u>RECEIPTS</u>	<u>EXPEND.</u>	<u>ENDING BALANCE</u>
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 20,293.81	\$ 4,474.01	\$ 639.22	\$ 24,128.60
810 Prepaid Fees	(8,445.19)	0.00	153.16	(8,598.35)
815 Fines	49,433.51	40,274.55	50,075.60	39,632.46
820 Copy	77,547.95	8,573.06	1,769.23	84,351.78
Total Revolving Funds	\$ 138,830.08	\$ 53,321.62	\$ 52,637.21	\$ 139,514.49

GRANTS:	<u>GRANT AMOUNT</u>	<u>RECEIPTS TO DATE</u>	<u>EXPEND. TO DATE</u>	<u>ENDING BALANCE</u>
<u>Special Grants</u>				
856 10/LET/Ralph Ellison Statuary	\$ 25,000.00	\$ 25,000.00	\$ 10,625.55	\$ 14,374.45
857 DN/LC Donations	92,529.29	92,529.29	90,085.95	2,443.34
860 10/LET/Special Grant	14,840.00	14,840.00	5,218.04	9,621.96
861 10/MWC/Florence Hughes Memoriz	1,491.00	1,491.00	0.00	1,491.00
862 10/OCCF/Village	500.00	500.00	0.00	500.00
870 11/ODL/College Sweepstakes/DC	1,000.00	1,000.00	466.88	533.12
871 11/ODL/College Sweepstakes/CT	1,000.00	1,000.00	826.83	173.17
872 11/Kirkpatrick/After School	9,600.00	9,600.00	8,000.00	1,600.00
873 11/Bethany Bench	1,000.00	1,000.00	1,000.00	0.00
897 11/LET/Summer Reading	20,000.00	20,000.00	18,946.90	1,053.10
898 11/LET/Interactive Children's	25,000.00	25,000.00	0.00	25,000.00
899 11/LET/Young Professional Adv	3,000.00	3,000.00	0.00	3,000.00
928 12/ODL/College/Saving	1,000.00	1,000.00	0.00	1,000.00
929 12/ODL/Early Literacy	1,500.00	1,500.00	0.00	1,500.00
944 09/LET/Gift Materials	33,563.00	33,563.00	31,790.66	1,772.34
963 RE Friends/Programming Grant	5,000.00	4,957.32	4,885.12	72.20
981 Downtown Club/Children's	300.00	304.48	304.48	0.00
982 12/OAC/Children's Music Festival	3,600.00	3,600.00	3,600.00	0.00
985 12/LET/Summer Reading	20,000.00	20,000.00	0.00	20,000.00
986 12/LET/ReadFest	10,000.00	10,000.00	0.00	10,000.00
987 12/LET/Read Y'all	3,000.00	3,000.00	0.00	3,000.00
989 12/LET/NW Grand Opening	5,000.00	5,000.00	0.00	5,000.00
990 12/LET/Commercials	12,000.00	12,000.00	0.00	12,000.00
991 12/LET/Materials	10,274.00	10,274.00	0.00	10,274.00

Grants - Friends of MLS, Previous Years

875 08 Public Art	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00
846 10 Public Art	3,000.00	3,000.00	0.00	3,000.00
849 10 MLS TV Ads	20,000.00	20,000.00	15,000.00	5,000.00
877 11 Summer at the Library	20,000.00	20,010.01	20,010.01	0.00
881 11 Bookfest Reading Program	5,000.00	5,000.00	5,000.00	0.00

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
882	11 Noon Tunes	12,000.00	12,000.00	12,827.21	(827.21)
883	11 Lee Brawner Scholarships	18,000.00	18,000.00	14,628.42	3,371.58
884	11 Volunteer Recognition	2,000.00	2,000.00	0.00	2,000.00
887	11 NW Interactive-Children's	25,000.00	25,000.00	0.00	25,000.00
888	11 Staff Recognition	9,440.00	9,653.00	8,954.09	698.91
889	11 YA Author Visit	13,600.00	13,732.45	13,732.45	0.00
891	11 Celebration of Black History	1,600.00	1,600.00	1,600.00	0.00

Grants - Friends of MLS, Current Fiscal Year

911	12 Staff Recognition	\$ 11,000.00	\$ 11,000.00	\$ -	\$ 11,000.00
912	12 Summer at the Library	20,000.00	20,000.00	0.00	20,000.00
914	12 Lee Brawner Scholarships	12,000.00	12,000.00	0.00	12,000.00
915	12 Presenting Information	1,000.00	1,000.00	255.65	744.35
916	12 Bench and Bike Rack	11,000.00	11,000.00	218.04	10,781.96
917	12 After School Program	9,600.00	9,600.00	3,000.00	6,600.00
918	12 Noon Tunes	11,000.00	11,000.00	25.00	10,975.00
919	12 Our World Series	30,000.00	0.00	8,456.00	(8,456.00)
983	12 Thomas the Train table	650.00	650.00	598.60	51.40
984	12 L.I.F.E.	7,500.00	7,500.00	5,469.20	2,030.80

Total Grants \$ 231,379.47

Total Special Funds \$ 370,893.96

Metropolitan Library System
Statement of Encumbrances
Month of September 2011

FY-12

Personal Services

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
101	Salaries	919,839.11	2,768,408.41	20.59	13,447,084.00	10,678,675.59
102	Wages - Part-time	126,779.94	402,473.61	17.96	2,240,488.00	1,838,014.39
103	Payroll Taxes	75,807.84	230,812.86	20.55	1,123,302.00	892,489.14
109	Workers' Comp Insurance	13,525.00	40,525.00	20.33	199,369.00	158,844.00
112	Group Insurance	198,480.81	561,552.43	20.93	2,683,442.00	2,121,889.57
113	Employees' Retirement	57,254.34	172,299.24	9.49	1,816,108.00	1,643,808.76
114	Unemployment Compensation	.00	.00	.00	30,000.00	30,000.00
Total Personal Services		1,391,687.04	4,176,071.55	19.39	21,539,793.00	17,363,721.45

Maintenance & Operations - Contractual Services

201	Bldg, Property & Auto Insur	168,973.00	169,000.50	75.78	223,018.00	54,017.50
202	Liability/Bonding Insurance	6,808.00	6,808.00	51.67	13,175.00	6,367.00
205	Rent of Library Buildings	400.00	1,600.00	1.53	104,800.00	103,200.00
206	Rent of Equipment	.00	.00	.00	2,800.00	2,800.00
207	Janitorial Services	29,578.90	88,736.70	16.08	552,000.00	463,263.30
208	Maintenance of Facilities	32,113.85	174,878.92	29.96	583,720.00	408,841.08
211	Parking & Transportation	10,471.07	36,727.34	20.22	181,620.00	144,892.66
212	Travel Expenses	9,105.55	10,589.14	10.86	97,465.00	86,875.86
213	Professional Services	36,207.85	70,702.01	22.45	314,930.00	244,227.99
214	Security Services	26,992.32	76,171.60	17.78	428,523.00	352,351.40
216	Telephone Services	5,781.55	26,165.93	8.30	315,383.00	289,217.07
217	Electrical Services	36,305.04	154,420.77	23.81	648,504.00	494,083.23
218	Gas Services	1,159.60	3,858.54	5.00	77,117.00	73,258.46
219	Water & Garbage Services	6,058.97	19,865.70	29.88	66,494.00	46,628.30
220	Trigen Energy Services	24,530.70	70,838.49	35.78	198,000.00	127,161.51
226	Memberships	3,215.00	8,960.00	37.04	24,193.00	15,233.00
230	Other Library-Related Services	16,292.29	57,163.98	15.70	364,195.00	307,031.02
231	Automation Contractual	11,501.51	77,998.25	21.19	368,054.00	290,055.75
236	Network Catalog Services	3,755.81	15,713.87	19.99	78,625.00	62,911.13
Total Contractual Services		429,251.01	1,070,199.74	23.05	4,642,616.00	3,572,416.26

Metropolitan Library System
Statement of Encumbrances
Month of September 2011

FY-12

Maintenance & Operations - Commodities

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
301	Printing & Printing Supplies	12,084.09	26,131.79	12.27	212,950.00	186,818.21
302	Postage	25,230.77	55,962.52	19.25	290,650.00	234,687.48
303	Supplies	26,935.98	82,072.59	16.68	492,054.00	409,981.41
310	Maintenance Supplies	5,199.30	11,452.76	15.48	74,000.00	62,547.24
312	Safety Supplies & Equipment	825.81	825.81	11.63	7,100.00	6,274.19
321	Gasoline & Oil	4,306.06	8,493.25	19.75	43,000.00	34,506.75
322	Vehicle Parts & Repairs	3,140.04	3,357.31	10.49	32,000.00	28,642.69
330	Programming Activities	11,274.44	47,220.07	16.87	279,903.00	232,682.93
331	Other Commodities	1,005.45	5,220.48	13.29	39,268.00	34,047.52
Total Commodities		90,001.94	240,736.58	16.37	1,470,925.00	1,230,188.42

Capital Outlays

401	Books & Materials	273,794.95	650,205.42	12.02	5,410,800.00	4,760,594.58
404	Government Documents	.00	2,000.00	36.36	5,500.00	3,500.00
405	Book Repairs & Bindings	.00	.00	.00	2,100.00	2,100.00
407	Periodicals & Subscriptions	14,300.14	27,368.14	15.21	179,900.00	152,531.86
408	Furniture, Fixtures, & Equip	446,906.81	462,872.28	19.28	2,401,207.00	1,938,334.72
409	Motor Vehicles	.00	.00	.00	64,500.00	64,500.00
410	Automation System & Equipment	3,164.15	6,528.15	.67	976,678.00	970,149.85
450	Capital Projects	18,344.14	26,095.81	.81	3,225,963.00	3,199,867.19
490	Capital Reserves - Current	.00	.00	.00	162,270.84	162,270.84
499	Reserve Carryover - Prior	.00	.00	.00	19,171,370.30	19,171,370.30
Total Capital Outlays		756,510.19	1,175,069.80	3.72	31,600,289.14	30,425,219.34
Total Budget		2,667,450.18	6,662,077.67	11.24	59,253,623.14	52,591,545.47

Monthly Journal Entries -- September 2011

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
35	1001	Cash	\$ 1,010,000.00	
	3602	Interest		\$ 10,000.00
	1101	Investments		\$ 1,000,000.00
		Called Investment 3136fpdm6		
36	1101	Investments	\$ 2,000,000.00	
	1001	Cash		\$ 2,000,000.00
		Purchase of FNMA 3136fr3g6		
37	1101	Investments	\$ 2,000,000.00	
	1001	Cash		\$ 2,000,000.00
		Purchase of FNMA 3136fr3t8		
38	1101	Investments	\$ 900,000.00	
	1001	Cash		\$ 900,000.00
		Purchase of FNMA 3136frx65		

Tax revenues

39	1001	Cash	\$ 88,833.11	
	3601	Prior year Tax		\$ 88,833.11
		Ad Valorem Tax apportioned by County for 8/16 to 8/31		
40	1001	Cash	\$ 26,801.71	
	3601	Prior year Tax		\$ 26,801.71
		Ad Valorem Tax apportioned by County for 9/1 to 9/15		

Miscellaneous revenue

41	1001	Cash	\$ 10,118.91	
	3605	Mic. Reimbursements		\$ 10,118.91
		OCCC \$ 6,190.00	Café rent \$ 500.00	
		Badge \$ 1.00	Friends Reimb \$ 1,610.91	
		Bank Error \$ 1.23	Friends Reimb \$ 1,815.77	
			Total 10,118.91	
42	1001	Cash	\$ 5,471.00	
	3606	Surplus sales		\$ 5,471.00
		Surplus sales - Copiers		

Fines

43	1001	Cash	\$ 49,000.00	
	3403	Projected Mic. Revenue - Fines		\$ 49,000.00
		Fines transferred to General Fund in September		

Payable entries

44	3001	Current Year Reserv. for Appropriations.	\$	2,664,685.72	
	3011	Current Year P.O. Outstanding			\$ 2,664,685.72
	3002	Prior Year Reserv. for Appropriations.	\$	33,946.86	
	3012	Prior Year P.O. Outstanding			\$ 33,946.86
		Purchase orders issued in September			
45	3011	Current Year P.O. Outstanding	\$	2,055,505.08	
	3021	Current Year Warrants Outstanding			\$ 2,055,505.08
	3012	Prior Year P.O. Outstanding	\$	71,874.65	
	3022	Prior Year Warrants Outstanding			\$ 71,874.65
		Checks issued in September			
46	3021	Current Year Warrants Outstanding	\$	2,069,568.71	
	1001	Cash			\$ 2,069,568.71
	3022	Prior Year Warrants Outstanding	\$	213,478.16	
	1001	Cash			\$ 213,478.16
		Checks cleared Bank in September			

Bank interest and fees

47	1001	Cash	\$	1,401.36	
	3602	Bank Fees	\$	230.29	
	3602	Interest Income			\$ 1,631.65
		Interest and fees from GF checking account			
48	8000	Special Fund Cash			\$ 131.18
	8815	Bank Fees	\$	175.67	
	8815	Interest Income			\$ 44.49
		Interest and fees from SF checking account			

Special funds

49	8000	Special Fund Cash	\$	69,346.53	
	8815	Fines			\$ 26,943.01
	8820	Copy			\$ 8,573.06
	8805	Gift/Lost Books			\$ 4,474.01
	8810		\$	153.16	
	8873		\$	118.29	
	8889				\$ 132.45
	8891		\$	132.45	
	8918				\$ 11,000.00
	8928				\$ 1,000.00
	8929				\$ 500.00
	8929				\$ 1,000.00
	8981				\$ 4.48
	8982				\$ 3,600.00
	8815	charge card expenses	\$	763.63	
	8815	charge card revenue			\$ 13,287.05
		Revenues of special funds received in September			

50	8000			\$	73,392.98
	8815		\$	49,136.30	
	8820		\$	1,769.23	
	8805		\$	639.22	
	8872		\$	3,200.00	
	8877		\$	458.28	
	8881		\$	49.95	
	8882		\$	1,900.00	
	8883		\$	600.00	
	8891		\$	166.31	
	8915		\$	255.65	
	8916		\$	218.04	
	8917		\$	3,000.00	
	8919		\$	8,456.00	
	8927		\$	3,544.00	

Expenditures of special funds in September

51	3001	2011-12 Reserve for Appropriation	\$	29,528.47	
	3401	Projected Mis. Revenue - State Aid			\$ 29,528.47
	3001	2011-12 Reserve for Appropriation	\$	11,700.00	
	3403	Projected Mis. Revenue - Fines			\$ 11,700.00

To correct budgeted amounts for fines & st. aid

Corrections, adjustments, and miscellaneous

52	1101	Investments	\$	1,100,000.00	
	1001	Cash			\$ 1,100,000.00
		Adjustment to Purchase of FNMA 3136frx65 - Jrnl#40			
53	1001	Cash	\$	7,893.80	
	3021	Current Year Warrants Outstanding			\$ 7,893.80
	1001	Cash	\$	227.90	
	3022	Prior Year Warrants Outstanding			\$ 227.90
		Adjustment for outstanding payroll checks			
54	3012	Prior Year PO Outstanding	\$	13.00	
	3002	Prior Year Reserve for Appropriations			\$ 13.00
		Prior Period Adjustment			
			\$	14,494,361.44	\$14,494,361.44
					\$ -

General Fund F.Y. 11-12

Warrant Register

September 2011

Number	Vendor/Payee	Purpose		Amount
G-00771	Metropolitan Library System	Group Insurance	192.27	192.27
G-00772	Bradford Industrial Suppl Corp	Maintenance of Facilities	21.00	21.00
G-00773	Grainger	Maintenance of Facilities	48.11	48.11
G-00774	Oklahoma Natural Gas Co.	Gas Services	160.37	
		Gas Services	84.10	244.47
G-00775	City of Oklahoma City	Water & Garbage Services	45.08	45.08
G-00776	Triangle/A & E	Capital Projects	7.20	7.20
G-00777	Tech-Lock	Maintenance of Facilities	4.00	4.00
G-00778	Demco	Equipment	422.99	
		Supplies	18.13	441.12
G-00779	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-00780	Gaylord Bros.	Supplies	77.95	77.95
G-00781	Gale Research	Materials	1,243.10	1,243.10
G-00782	UNUM Life Insurance	Grp L-T Disab Ins Prm-Sep	5,984.08	5,984.08
G-00783	Oklahoma Library Association	Professional Services	75.00	75.00
G-00784	Baker & Taylor Books	Materials	1,816.28	1,816.28
G-00785	Charles S. Isaacs	Mileage	63.83	63.83
G-00786	ALA Order Fulfillment	Programming Activities	30.60	30.60
G-00787	CompSource Oklahoma	Worker's Comp Insurance	13,525.00	13,525.00
G-00788	Recorded Books, LLC	Materials	1,485.00	1,485.00
G-00789	Johnstone Supply	Maintenance of Facilities	22.14	22.14
G-00790	Gale Group	Materials	334.13	334.13
G-00791	Mutual Assurance	Grp Life AD&D Ins Prm-SP	45,376.15	45,376.15
G-00792	Light Bulb Supply Co., Inc.	Maintenance of Facilities	45.98	45.98
G-00793	Independent Stationers	Supplies	82.39	82.39
G-00794	Full Circle Bookstore	Programming Activities	55.92	55.92
G-00795	Nancy Lytle	Parking	108.38	108.38
G-00796	Neal-Schuman Publishers, Inc.	Programming	445.50	445.50
G-00797	Great American Glass & Tinting	Maintenance of Facilities	245.00	245.00
G-00798	INTEGRIS Corporate Assistance	Group Insurance	898.00	898.00
G-00799	OHC of the Southwest, P.A.	Professional Services	79.00	79.00
G-00800	Shawver & Son	Maintenance of Facilities	470.65	470.65
G-00801	Jonathan Willis	Mileage	41.90	41.90
G-00802	Diane Sarantakos	Mileage	185.09	185.09
G-00803	Kristin Williamson	Programming Activities	49.77	
		Programming Activities	20.30	70.07
G-00804	5th Street Garage	Parking	32.29	32.29
G-00805	Scott's Printing & Copying	Printing/Printing Supplie	1,290.82	
		Printing/Printing Supply	1,100.87	2,391.69
G-00806	Brilliance Corporation	Materials	439.84	439.84
G-00807	Ingram Library Service	Materials	5,826.39	5,826.39
G-00808	Phyllis Davidson	Mileage	14.84	14.84
G-00809	High-Tech-Tronics, Inc.	Maintenance of Facilities	1,200.00	1,200.00
G-00810	OSCPA	Professional Services	183.00	183.00
G-00811	ALA - ALTAFF	Professional Services	50.00	50.00
G-00812	OverDrive, Inc fka	Materials	8,244.31	8,244.31
G-00813	Lynda G. Bahr	Telephone Services	35.00	35.00
G-00814	United States Postal Service	Postage	9,000.00	9,000.00
G-00815	Cummins Southern Plains, Ltd.	Maintenance of Facilities	675.00	675.00
G-00816	AV Cafe Inc	Materials	1,534.99	1,534.99
G-00817	Matthew Cotter	Mileage	29.30	
		Telephone Services	35.00	64.30

General Fund F.Y. 11-12

Warrant Register

September 2011

Number	Vendor/Payee	Purpose		Amount
G-00818	Ingram Library Service	Materials	1,044.46	1,044.46
G-00819	Town of Luther	Water & Garbage Services	49.28	49.28
G-00820	Cherokee Building Materials	Maintenace of Facilities	150.34	150.34
G-00821	Dana Beach	Parking	108.38	108.38
G-00822	Jeongwon Ham	Programming Activities	300.00	300.00
G-00823	Deli Partners of Little Rock	Professional Services	285.78	285.78
G-00824	Anita Roesler	Mileage	58.28	58.28
G-00825	Evans Hardware	Maintenance of Facilities	16.49	
		Maintenance of Facilities	9.57	
		Maintenance of Facilities	6.58	32.64
G-00826	Ellen I. Mercer	Programming Activities	70.00	70.00
G-00827	ProQuest	Materials	9,785.00	9,785.00
G-00828	Mailing Services -134730000	Printing/Printing Supplie	52.24	52.24
G-00829	Steve Crawford	Programming Activities	200.00	
		Programming Activities	225.00	425.00
G-00830	Kelley Riha	Mileage	31.08	31.08
G-00831	City of Harrah	Water & Garbage Services	60.57	60.57
G-00832	Amazon/GE Money Bank	Supplies	84.88	
		Equipment	185.85	270.73
G-00833	Crowe & Dunlevy	Professional Services	6,800.04	
		Professional Services	52.00	
		Professional Services	165.00	7,017.04
G-00834	John Wood	Telephone Services	50.00	50.00
G-00835	Linda Jameson	Mileage	4.16	4.16
G-00836	City of Choctaw	Water & Garbage Services	308.21	308.21
G-00837	Baker & Taylor Entertainment	Materials	5,898.60	
		Materials	1,235.91	7,134.51
G-00838	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-Sep	140,686.81	140,686.81
G-00839	Daniel Fields	Programming Activities	48.31	
		Postage	10.48	58.79
G-00840	Arts Council of Oklahoma City	Programming Activities	2,000.00	2,000.00
G-00841	Walmart Community	Programming Activities	30.68	
		Programming Activities	98.50	
		Supplies	32.71	161.89
G-00842	Allied Waste Services #060	Water & Garbage Services	808.31	808.31
G-00843	Pamela Buchanan	Mileage	120.99	
		Telephone Services	35.00	155.99
G-00844	Barbara A. Johnson	Mileage	11.64	11.64
G-00845	Cintas Corporation 064	Maintenance of Facilities	651.70	651.70
G-00846	2M Solutions, Inc	Equipment	2,179.90	2,179.90
G-00847	Downtown Tire & Auto Svc, Inc.	Gasoline & Oil	38.75	38.75
G-00848	Constructive Playthings	Furniture	458.99	458.99
G-00849	Kelley Hoffman	Mileage	27.42	27.42
G-00850	Christian Book Distributors	Books & Materials	41.94	41.94
G-00851	Baker & Taylor Books	Materials	4,837.62	
		Materials	5,524.78	
		Materials	4,714.93	
		Materials	2,944.26	
		Materials	574.23	18,595.82
G-00852	Baker & Taylor Books	Materials	7,687.54	
		Materials	5,019.80	
		Materials	5,119.09	17,826.43

General Fund F.Y. 11-12

Warrant Register

September 2011

Number	Vendor/Payee	Purpose		Amount
G-00853	COTPA	Parking & Transportation	2,529.10	
		Parking & Transportation	1,226.87	
		Parking & Transportation	73.00	3,828.97
G-00854	Erika Sterling	Maintenance of Facilities	120.93	
		Maintenance of Facilities	195.00	
		Maintenance of Facilities	131.64	447.57
G-00855	Stacy Schrank	Parking	108.38	108.38
G-00856	Personalized Prevention	Professional Services	606.00	606.00
G-00857	James E. Powell	Maintenance of Facilities	3,695.00	3,695.00
G-00858	Image Supply	Supplies	73.21	73.21
G-00859	H I S Paints	Maintenance of Facilities	110.13	110.13
G-00860	Baker & Taylor Entertainment	Materials	1,798.33	1,798.33
G-00861	R. Justin Herwig	Mileage	116.00	116.00
G-00862	Anita Gail Peck	Programming Activities	50.00	50.00
G-00863	Bank of Oklahoma	Payroll Transmittal-Chks	34,121.49	
		Payroll Transmittal-Chks	15,727.15	
		Payroll Transmittal-Chks	55.00	49,903.64
G-00864	Bank of Oklahoma	Federal Withholding Tax	48,764.00	
		Federal Withholding Tax	4,016.00	52,780.00
G-00865	Oklahoma Tax Commission	State Withholding Tax	14,800.00	
		State Withholding Tax	837.00	15,637.00
G-00866	Mun. Employees Credit Union	Employee Cr Union Deducts	11,716.51	
		Employee Cr Union Deducts	87.50	11,804.01
G-00867	United Way of Central Oklahoma	Employee Deductions	507.17	
		Employee Deductions	55.00	562.17
G-00868	Clerk, U.S. District	Employee Deductions	76.87	
		Employee Deductions	76.87	
		Employee Deductions	76.87	230.61
G-00869	Morgan & Associates, P.C.	Employee Deductions	101.44	101.44
G-00870	Jennifer R. Needham	Employee Deductions	103.48	103.48
G-00871	United States Treasury	Employee Deductions	50.50	50.50
G-00872	Bank of America	Payroll Transmittal-DDep	260,305.36	
		Payroll Transmittal-DDep	39,264.44	
		Payroll Transmittal-DDep	1,155.00	300,724.80
G-00873	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-00874	Nationwide Retirement Solution	Employee Deductions	7,933.53	7,933.53
G-00875	Transamerica Worksite Mrktg.	Employee Deductions	418.87	418.87
G-00876	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,657.00	4,657.00
G-00877	Bank of Oklahoma	Employee Flexplan Deposit	31,127.34	31,127.34
G-00878	Bank of Oklahoma	Employee Soc/Sec Deposits	17,720.98	
		Employee Soc/Sec Deposits	2,677.13	
		Employee Medicare Deposit	6,220.14	
		Employee Medicare Deposit	924.20	
		Employer Soc/Sec Deposits	30,111.43	
		Employer Medicare Deposit	7,144.27	64,798.15
G-00879	MassMutual Financial Group	Employee Contrib -- DC PI	15,720.77	
		Employer Contrib -- DC PI	28,485.70	44,206.47
G-00880	Oklahoma Guaranteed	Employee Deductions	155.22	155.22
G-00881	ODHS Oklahoma Centralized	Employee Deductions	531.81	531.81
G-00882	Randall S. Fudge	Employee Deductions	108.95	108.95
G-00883	Administrative Services	Employee Deductions	1,372.87	1,372.87
G-00884	UNUM Life Insurance	Employee Deductions	1,529.70	
	** Continued **			

General Fund F.Y. 11-12

Warrant Register

September 2011

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-00884	UNUM Life Insurance	Employee Deductions	34.00	1,563.70
G-00885	NCO Financial Systems, INC	Employee Deductions	323.42	323.42
G-00886	Vision Service Plan of	Grp Vision Ins Prem-Sept	2,576.00	2,576.00
G-00887	UNUM Life Insurance	Grp LTC Insurance Prm-SP	1,557.50	1,557.50
G-00888	Baker & Taylor Books	Materials	6,138.05	6,138.05
G-00889	A.M. Best Co.	Materials	75.00	75.00
G-00890	Recorded Books, LLC	Materials	653.40	653.40
G-00891	Hal Leonard Corporation	Materials	48.03	48.03
G-00892	Library Video Co.	Materials	209.65	209.65
G-00893	Blackstone Audio Books	Materials	172.50	172.50
G-00894	Random House, Inc	Materials	988.50	988.50
G-00895	Ingram Library Service	Materials	2,710.76	2,710.76
G-00896	Audio Editions	Materials	57.57	57.57
G-00897	OverDrive, Inc fka	Materials	6,676.97	6,676.97
G-00898	Ingram Library Service	Materials	199.58	199.58
G-00899	Film Ideas, Inc.	Materials	2,112.50	2,112.50
G-00900	Baker & Taylor Entertainment	Materials	2,781.46	
		Materials	2,339.30	5,120.76
G-00901	The Great Courses	Materials	448.90	448.90
G-00902	Baker & Taylor Books	Materials	2,216.28	
		Materials	4,095.86	
		Materials	3,961.60	
		Materials	3,726.56	
		Materials	2,016.42	16,016.72
G-00903	Baker & Taylor Books	Materials	8,236.70	
		Materials	4,881.74	
		Materials	1,463.45	14,581.89
G-00904	Baker & Taylor Books	Materials	1,624.11	1,624.11
G-00905	Mackin	Materials	356.86	356.86
G-00906	Metropolitan Library System	Gasoline & Oil	50.17	
		Professional Services	33.00	
		Automation Contractual	43.28	
		Postage	21.28	
		Supplies	25.94	
		Programming Activities	81.63	
		Programming Activities	87.22	
		Other Commodities	74.92	
		Parking	6.00	423.44
G-00907	City of Midwest City, Inc.	Water & Garbage Services	356.66	356.66
G-00908	Grainger	Maintenance of Facilities	41.77	41.77
G-00909	O G & E	Electrical Services	3,314.18	3,314.18
G-00910	City of Oklahoma City	Water & Garbage Services	37.21	
		Water & Garbage Services	697.65	
		Water & Garbage Services	322.18	1,057.04
G-00911	City of the Village	Water & Garbage Services	91.41	91.41
G-00912	Triangle/A & E	Capital Projects	7.20	
		Capital Projects	7.20	14.40
G-00913	Brodart, Inc.	Supplies	56.59	
		Supplies	1,680.00	1,736.59
G-00914	Southwestern Stationers, Inc.	Supplies	443.50	443.50
G-00915	Locke Supply Co.	Maintenance of Facilities	72.44	
	** Continued **			

General Fund F.Y. 11-12

Warrant Register

September 2011

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-00915	Locke Supply Co.	Maintenance of Facilities	8.27	80.71
G-00916	Demco	Programming Activities	44.55	
		Supplies	124.23	168.78
G-00917	Gaylord Bros.	Supplies	186.00	186.00
G-00918	Hewlett-Packard Co.	Automation Contractual	7,128.70	7,128.70
G-00919	Standard Printing Co., Inc.	Supplies	140.00	140.00
G-00920	U.S. Postal Service	Postage	15,000.00	15,000.00
G-00921	J. Siobhan Morava	Mileage	19.68	19.68
G-00922	American Express	Automation Contractual	69.95	
		Professional Services	59.50	129.45
G-00923	Barbara Beasley	Mileage	25.53	
		Supplies	51.11	76.64
G-00924	United Refrigeration, Inc.	Maintenance of Facilities	8.63	
		Maintenance of Facilities	44.08	52.71
G-00925	Tindle Arnold	Mileage	19.98	19.98
G-00926	Denyveta Davis	Mileage	161.42	161.42
G-00927	Brendan Parker	Programming Activities	300.00	300.00
G-00928	Anne G. Fischer	Telephone Services	50.00	
		Mileage	46.07	96.07
G-00929	Harmony Business Supplies	Supplies	106.93	106.93
G-00930	Independent Stationers	Supplies	108.41	
		Supplies	11.16	119.57
G-00931	Rosemary Czarski	Mileage	53.28	53.28
G-00932	Janet Brooks	Mileage	85.31	85.31
G-00933	Debbie Langston	Programming Activities	60.00	60.00
G-00934	Teen Ink	Library-related Services	189.00	189.00
G-00935	Taleo Corporation	Professional Services	4,548.00	4,548.00
G-00936	Dominion Enterprises/The	Library-related Services	381.00	381.00
G-00937	Finley & Cook	Professional Services	14,000.00	14,000.00
G-00938	Employment Technologies Corp	Library-related Services	270.00	270.00
G-00939	Tera McAmis	Mileage	42.07	42.07
G-00940	Chickasaw Telecom, Inc.	Automation	28,448.57	28,448.57
G-00941	General Lighting & Sign Serv.	Maintenance of Facilities	142.50	142.50
G-00942	Barnes & Noble, Inc.	Automation	3,237.00	
		Programming Activities	87.91	3,324.91
G-00943	Kay L. Bauman	Parking	108.38	108.38
G-00944	Landon Holman	Mileage	59.94	59.94
G-00945	The Library Store, Inc.	Supplies	22.91	22.91
G-00946	Jamshid Pourtorkan	Programming Activities	100.00	100.00
G-00947	Apple Inc.	Automation	2,828.15	2,828.15
G-00948	Heidi Johnson	Mileage	8.33	8.33
G-00949	Latino Community Development	Other Commodities	420.00	420.00
G-00950	Contractors Supply Co.	Maintenance of Facilities	11.70	11.70
G-00951	Jerry's Contracting	Maintenance of Facilities	1,450.00	
		Maintenance of Facilities	800.00	2,250.00
G-00952	Ruby Soutiere	Mileage	18.38	18.38
G-00953	Steve Crawford	Programming Activities	100.00	100.00
G-00954	Kevin Colwell	Mileage	19.98	19.98
G-00955	ULINE	Furniture	578.95	578.95
G-00956	Office Depot Credit Plan	Automation	84.90	
		Supplies	68.72	

** Continued **

General Fund F.Y. 11-12

Warrant Register

September 2011

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-00956	Office Depot Credit Plan	Supplies	51.68
G-00957	Cox Communications, Inc.	Telephone Services	1,823.95
		Telephone Services	1,260.00
G-00958	Walmart Community	Programming Activities	73.62
		Supplies	25.69
G-00959	Star Lighting	Maintenance of Facilities	88.02
G-00960	John Utley	Telephone Services	35.00
		Mileage	39.96
G-00961	Myers Landscape Management,	Maintenance of Facilities	1,445.00
		Maintenance of Facilities	1,205.00
G-00962	Cox Communications, Inc.	Telephone Service	1,246.64
G-00963	Securitas Security USA, Inc.	Security Services	6,740.62
G-00964	Erika Sterling	Maintenance of Facilities	120.00
G-00965	Veolia Energy Oklahoma City,	Veolia Energy Services	24,530.70
G-00966	Dan Holman	Telephone Services	37.88
		Mileage	86.58
G-00967	U. S. Postmaster	Postage	76.00
G-00968	Chris Kennedy	Mileage	39.41
G-00969	Lindsay Jones Egle	sUPPLIES	68.25
G-00970	Kathy C. Brown	Programming Activities	43.75
G-00971	Standard & Poor's	Materials	298.00
G-00972	Gale Group	Materials	761.38
G-00973	Thomson Reuters	Materials	1,895.00
G-00974	Blackstone Audio Books	Materials	1,204.50
G-00975	Random House, Inc	Materials	482.80
G-00976	Brilliance Corporation	Materials	687.17
G-00977	Ingram Library Service	Materials	6,821.14
G-00978	Two Million Minutes	Materials	409.00
G-00979	Audio Editions	Materials	477.65
G-00980	OverDrive, Inc fka	Materials	9,290.60
G-00981	Ingram Library Service	Materials	404.28
G-00982	Center Point Large Print	Materials	1,684.20
G-00983	AudioGo	Materials	636.72
G-00984	Baker & Taylor Books	Materials	1,137.01
G-00985	Baker & Taylor Entertainment	Materials	1,585.47
		Materials	1,762.85
G-00986	The Great Courses	Materials	819.50
G-00987	Baker & Taylor Books	Materials	2,450.24
		Materials	4,997.92
		Materials	4,326.32
		Materials	4,617.23
G-00988	Baker & Taylor Books	Materials	3,487.33
		Materials	6,404.86
		Materials	5,050.68
G-00989	Baker & Taylor Books	Materials	631.40
G-00990	Baker & Taylor Entertainment	Materials	775.19
G-00991	Mackin	Materials	27.62
G-00992	Metropolitan Library System	Automation Contractual	15.24
		Postage	39.55
		Supplies	133.69
		Supplies	53.20

** Continued **

General Fund F.Y. 11-12

Warrant Register

September 2011

Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-00992	Metropolitan Library System	Programming Activities	67.95	
		Other Commodities	35.49	345.12
G-00993	Bradford Industrial Suppl Corp	Maintenance of Facilities	92.46	92.46
G-00994	O G & E	Electrical Services	15,396.06	
		Electrical Services	2,956.99	18,353.05
G-00995	Oklahoma Natural Gas Co.	Gas Services	124.58	124.58
G-00996	City of Bethany	Water & Garbage Services	130.56	130.56
G-00997	City of Oklahoma City	Water & Garbage Services	817.10	817.10
G-00998	Brodart, Inc.	Supplies	2,450.00	
		Supplies	55.76	2,505.76
G-00999	Southwestern Stationers, Inc.	Supplies	1,650.30	
		Printing/Printing Supplie	5,083.65	6,733.95
G-01000	Locke Supply Co.	Maintenance of Facilities	29.19	29.19
G-01001	Tech-Lock	Maintenance of Facilities	15.95	
		Maintenance of Facilities	2.00	17.95
G-01002	Gaylord Bros.	Furniture	150.34	
		Supplies	64.11	214.45
G-01003	City of Edmond	Electrical Services	4,194.99	4,194.99
G-01004	Standard Printing Co., Inc.	Supplies	539.00	539.00
G-01005	Charles S. Isaacs	Telephone Services	35.00	35.00
G-01006	ALA Order Fulfillment	Other Commodities	116.00	116.00
G-01007	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-01008	United Refrigeration, Inc.	Maintenance of Facilities	538.20	538.20
G-01009	Davis Pipe & Supply, Inc.	Maintenance of Facilities	93.59	93.59
G-01010	Greater Oklahoma City	Memberships	3,000.00	3,000.00
G-01011	Independent Stationers	Supplies	1,425.60	1,425.60
G-01012	Oklahoma City Comm. College	Library-related Services	125.00	125.00
G-01013	Howard Owen	Security Services	150.00	150.00
G-01014	Great American Glass & Tinting	Maintenance of Facilities	15.00	15.00
G-01015	Downtown College Consortium	Professional Services	80.00	80.00
G-01016	Jonathan Willis	Telephone Services	35.00	35.00
G-01017	USA Mobility Wireless, Inc	Telephone Services	108.96	108.96
G-01018	Cheryll Jones	Mileage	6.11	6.11
G-01019	Scott's Printing & Copying	Printing/Printing Supplie	549.00	549.00
G-01020	OCLC, Inc.	Network Catalog Services	3,755.81	3,755.81
G-01021	ALA Advance Registration	Professional Services	333.00	333.00
G-01022	Raul Esparza	Maintenance of Facilities	350.00	350.00
G-01023	Summit Mailing Systems, Inc.	Postage	120.95	120.95
G-01024	James E. Nimmo	Transportation	150.00	150.00
G-01025	Larry G. Johnson	Parking	108.38	108.38
G-01026	Lakeshore Learning Materials	Programming Activities	60.78	60.78
G-01027	Tera McAmis	Supplies	105.15	
		Supplies	105.16	210.31
G-01028	Victoria Dixon	Parking	108.38	108.38
G-01029	ALA-PLA/Experient	Professional Services	215.00	215.00
G-01030	Fuelman	Vehicle Parts & Repairs	44.74	
		Gasoline & Oil	4,306.06	4,350.80
G-01031	Oklahomans for the Arts	Professional Services	50.00	
		Professional Services	50.00	100.00
G-01032	Rotary Club of Oklahoma City	Memberships	135.00	
		Rotary Lunches	125.00	260.00

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Warrant Register

September 2011

Number	Vendor/Payee	Purpose		Amount
G-01033	Jonathan W. LaPuzza	Security Services	375.00	375.00
G-01034	Jimmy Welch	Telephone Services	50.00	50.00
G-01035	Jamshid Pourtorkan	Programming Activities	100.00	100.00
G-01036	Larry D Daniel	Programming Activities	100.00	100.00
G-01037	John Mark Dawson	Security Services	150.00	150.00
G-01038	Kimberly Edwards	Programming Activities	51.74	51.74
G-01039	ProQuest	Periodicals/Subscriptions	12,599.14	12,599.14
G-01040	Bank of America	Library-related Services	207.90	207.90
G-01041	Jerry's Contracting	Maintenance of Facilities	2,350.00	2,350.00
G-01042	Chase Card Services	Vehicle Parts	31.46	
		Other Library Rel Svcs	1,466.01	
		Supplies	355.00	
		Programming Activities	82.95	
		Supplies	302.07	
		Supplies	46.25	
		Automation	11.89	
		Supplies	233.64	
		Other Commodities	46.30	
		Other Commodities	52.45	
		Automation	166.05	
		Equipment	138.70	
		Supplies	40.14	
		Supplies	115.58	
		Professional Services	215.00	
		Professional Services	333.00	3,636.49
G-01043	City of Edmond	Water & Garbage Svcs- Aug	1,094.10	1,094.10
G-01044	Carol L. Roberts	Mileage	14.59	14.59
G-01045	United Parcel Service	Postage	6.23	6.23
G-01046	Oklahoma Press Service	Library-related Services	198.80	198.80
G-01047	Cheryl Pernel	Parking	108.38	108.38
G-01048	John L. Hilbert	Programming Activities	83.02	83.02
G-01049	Preston Bell	Transportation	50.00	50.00
G-01050	High Plains Events, LLC	Programming Activities	25.00	25.00
G-01051	Thomas P. Gallagher	Transportation	25.00	25.00
G-01052	O'Reilly Automotive, Inc.	Maintenance of Facilities	135.94	135.94
G-01053	Donna Morris	Parking & Transportation	450.00	450.00
G-01054	Darrie Breathwit	Programming Activities	48.52	
		Programming Activities	11.45	59.97
G-01055	Melissa Weathers	Mileage	76.93	76.93
G-01056	2M Solutions, Inc	Equipment	1,763.08	
		Equipment	802.50	
		Equipment	142.97	2,708.55
G-01057	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	232.00
G-01058	Cox Communications, Inc.	Telephone Service	12.86	12.86
G-01059	Christian Book Distributors	Books & Materials	259.61	259.61
G-01060	Securitas Security USA, Inc.	Security Services	7,046.64	7,046.64
G-01061	Chase Card Services	Books & Materials	264.93	
		Books & Materials	266.04	530.97
G-01062	Emily Williams	Mileage	14.76	14.76
G-01063	Kone Inc	Maintenance of Facilities	865.00	865.00
G-01064	Taylor Corporation	Library-Related Services	5,789.67	5,789.67
G-01065	Lisa Bradley	Parking	108.38	108.38

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Warrant Register

September 2011

Number	Vendor/Payee	Purpose		Amount
G-01066	Bank of Oklahoma	Payroll Transmittal-Chks	38,618.10	
		Payroll Transmittal-Chks	16,695.42	55,313.52
G-01067	Bank of Oklahoma	Federal Withholding Tax	51,614.00	
		Federal Withholding Tax	3,934.00	55,548.00
G-01068	Oklahoma Tax Commission	State Withholding Tax	15,790.00	
		State Withholding Tax	806.00	16,596.00
G-01069	Mun. Employees Credit Union	Employee Cr Union Deducts	11,716.51	
		Employee Cr Union Deducts	87.50	11,804.01
G-01070	United Way of Central Oklahoma	Employee Deductions	507.17	
		Employee Deductions	55.00	562.17
G-01071	Clerk, U.S. District	Employee Deductions	75.16	
		Employee Deductions	75.16	
		Employee Deductions	75.16	225.48
G-01072	Morgan & Associates, P.C.	Employee Deductions	101.44	101.44
G-01073	Jennifer R. Needham	Employee Deductions	101.33	101.33
G-01074	United States Treasury	Employee Deductions	50.50	50.50
G-01075	Bank of America	Payroll Transmittal-DDep	271,574.61	
		Payroll Transmittal-DDep	37,747.90	309,322.51
G-01076	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-01077	Nationwide Retirement Solution	Employee Deductions	7,933.53	7,933.53
G-01078	Transamerica Worksite Mrktg.	Employee Deductions	418.87	418.87
G-01079	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,689.71	4,689.71
G-01080	Bank of Oklahoma	Employee Flexplan Deposit	14,261.15	14,261.15
G-01081	Bank of Oklahoma	Employee Soc/Sec Deposits	18,461.40	
		Employee Soc/Sec Deposits	2,647.71	
		Employee Medicare Deposit	6,476.97	
		Employee Medicare Deposit	914.11	
		Employer Soc/Sec Deposits	31,161.06	
		Employer Medicare Deposit	7,391.08	67,052.33
G-01082	MassMutual Financial Group	Employee Contrib -- DC PI	15,909.63	
		Employer Contrib -- DC PI	28,768.64	44,678.27
G-01083	Oklahoma Guaranteed	Employee Deductions	152.00	152.00
G-01084	ODHS Oklahoma Centralized	Employee Deductions	531.81	531.81
G-01085	Randall S. Fudge	Employee Deductions	121.01	121.01
G-01086	Administrative Services	Employee Deductions	1,363.37	1,363.37
G-01087	Tech-Lock	Maintenance of Facilities	11.45	11.45
G-01088	J. Siobhan Morava	Programming Activities	148.76	148.76
G-01089	Friday	Library-related Services	1,760.00	1,760.00
G-01090	Solomon Bassoff	Capital Projects	8,200.00	8,200.00
G-01091	Scott's Printing & Copying	Printing/Printing Supply	1,061.80	1,061.80
G-01092	Dana Morrow	Travel Expenses	1,212.50	1,212.50
G-01093	Aqualife Aquarium Systems, Inc	Supplies	91.50	91.50
G-01094	Amazon/GE Money Bank	Supplies	288.81	
		Furniture,Fixtures&Equip.	112.30	401.11
G-01095	SHRM Distribution Center	Books & Materials	917.40	917.40
G-01096	Christian Book Distributors	Books & Materials	20.98	20.98
G-01097	Smart Technologies	Automation Contractual	370.00	370.00
G-01098	Veolia Energy Oklahoma City,	Maintenance of Facilities	2,707.98	2,707.98
G-01099	Tyler Outdoor Advertising, LLC	Library-related Services	2,160.00	2,160.00
G-01100	Pacific Telemanagement Service	Telephone Services	78.00	78.00
G-01101	Linda Cooper	Maintenance of Facilities	725.00	725.00
G-01102	Oklahoma Department of Labor	Maintenance of Facilities	45.00	

** Continued **

General Fund F.Y. 11-12

Warrant Register

September 2011

Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-01102	Oklahoma Department of Labor	Maintenance of Facilities	25.00	70.00
G-01103	Baker & Taylor Books	Materials	1,509.70	1,509.70
G-01104	Recorded Books, LLC	Materials	4,267.40	4,267.40
G-01105	Gale Group	Materials	4,894.38	4,894.38
G-01106	LexisNexis Matthew Bender	Materials	125.46	125.46
G-01107	Council for Community	Materials	990.00	990.00
G-01108	Hal Leonard Corporation	Materials	171.94	171.94
G-01109	Criss-Cross Numerical Direct.	Materials	921.19	921.19
G-01110	Blackstone Audio Books	Materials	300.00	300.00
G-01111	Random House, Inc	Materials	1,560.00	1,560.00
G-01112	Brilliance Corporation	Materials	180.95	180.95
G-01113	Ingram Library Service	Materials	6,049.07	6,049.07
G-01114	Audio Editions	Materials	2,147.07	2,147.07
G-01115	OverDrive, Inc fka	Materials	4,293.83	4,293.83
G-01116	AV Cafe Inc	Materials	2,574.86	2,574.86
G-01117	Ingram Library Service	Materials	847.64	847.64
G-01118	Grey House Publishing	Materials	1,120.75	1,120.75
G-01119	Center Point Large Print	Materials	43.74	43.74
G-01120	Aesthetic Videosource	Materials	34.48	34.48
G-01121	AudioGo	Materials	126.66	126.66
G-01122	Baker & Taylor Books	Materials	423.14	423.14
G-01123	Baker & Taylor Entertainment	Materials	3,296.05	
		Materials	269.70	3,565.75
G-01124	The Great Courses	Materials	8.00	8.00
G-01125	Baker & Taylor Books	Materials	1,215.25	
		Materials	3,529.46	
		Materials	6,027.63	
		Materials	6,376.70	
		Materials	5,070.51	22,219.55
G-01126	Baker & Taylor Books	Materials	1,767.22	
		Materials	4,520.42	
		Materials	5,135.44	11,423.08
G-01127	Baker & Taylor Books	Materials	2,200.81	2,200.81
G-01128	Baker & Taylor Entertainment	Materials	524.94	524.94
G-01129	Mackin	Materials	1,073.26	1,073.26
G-01130	Metropolitan Library System	Professional Services	38.00	
		Postage	25.32	
		Supplies	54.22	
		Programming Activities	42.13	
		Programming Activities	58.46	218.13
G-01131	City of Del City	Rent of Library Buildings	400.00	400.00
G-01132	O G & E	Electrical Services	3,897.82	3,897.82
G-01133	Oklahoma Natural Gas Co.	Gas Services	84.10	
		Gas Services	35.99	
		Gas Services	103.43	
		Gas Services	204.32	
		Gas Services	55.78	
		Gas Services	39.84	
		Gas Services	112.09	635.55
G-01134	City of Oklahoma City	Water & Garbage Services	648.31	
		Water & Garbage Services	294.14	942.45

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September 2011

Number	Vendor/Payee	Purpose	Amount	Amount
G-01135	Brodart, Inc.	Equipment	2,050.00	
		Supplies	71.75	
		Supplies	139.46	2,261.21
G-01136	Locke Supply Co.	Maintenance of Facilities	8.33	
		Maintenance of Facilities	12.21	
		Maintenance of Facilities	42.65	
		Maintenance of Facilities	3.55	
		Maintenance of Facilities	4.47	
		Maintenance of Facilities	67.02	138.23
G-01137	Emsco Electric Supply	Maintenance of Facilities	11.92	11.92
G-01138	Demco	Supplies	344.51	
		Furniture	405.00	
		Supplies	623.25	1,372.76
G-01139	Gaylord Bros.	Furniture	43.37	43.37
G-01140	Highsmith	Supplies	216.00	216.00
G-01141	Journal Record Publishing Co.	Periodicals & Subscript.	1,323.00	
		Periodicals & Subscript.	378.00	1,701.00
G-01142	Oriental Trading Company	Programming Activity Supp	68.49	68.49
G-01143	City of Warr Acres	Water & Garbage Services	53.20	53.20
G-01144	AT&T	Telephone Services	139.62	139.62
G-01145	Donna Morris	Telephone Services	50.00	
		Telephone Services	50.00	100.00
G-01146	TDS Telecom	Telephone Services	423.81	
		Telephone Services	56.72	480.53
G-01147	Barbara Beasley	Mileage	13.60	13.60
G-01148	Reliance Label Solutions, Inc	Supplies	8,068.64	8,068.64
G-01149	Hambrick-Ferguson, Inc.	Maintenance of Facilities	1,031.00	1,031.00
G-01150	Independent Stationers	Supplies	124.35	
		Supplies	18.33	
		Supplies	13.83	156.51
G-01151	Walter Wayne McEvilly	Programming Activities	300.00	300.00
G-01152	Jennifer B Goss	Programming Activities	160.00	160.00
G-01153	Shawver & Son	Maintenance of Facilities	2,291.67	2,291.67
G-01154	XPEDX	Lounge Supplies	494.94	494.94
G-01155	High-Tech-Tronics, Inc.	Maintenance of Facilities	679.95	
		Maintenance of Facilities	419.40	1,099.35
G-01156	Walker Companies	Supplies	47.90	47.90
G-01157	Angela Rhea Percival	Capital Projects	137.50	137.50
G-01158	Lakeshore Learning Materials	Programming Activities	57.44	
		Programming Activities	264.16	321.60
G-01159	Employment Technologies Corp	Professional Services	640.00	640.00
G-01160	DWe Williams	Programming Activities	100.00	100.00
G-01161	Chickasaw Telecom, Inc.	Automation Contractal	402.00	402.00
G-01162	Chris Hicks	Programming Activities	400.00	400.00
G-01163	UCO-Professional Education Dep	Professional Services	25.00	
		Professional Services	25.00	
		Professional Services	25.00	
		Professional Services	25.00	100.00
G-01164	The Library Store, Inc.	Supplies	22.91	22.91
G-01165	Home Depot Credit Services	Maintenance of Facilities	133.47	133.47
G-01166	Baker & Taylor	Programming	96.96	96.96
G-01167	Oklahoma Building Services, Inc	Janitorial Service - Aug	24,832.00	

** Continued **

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September 2011

Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-01167	Oklahoma Building Services, Inc	Janitorial Services - Aug	3,221.90	
		Pest Control Service -Aug	1,015.00	
		Pest Control Service-Aug	450.00	
		Pest Control Service-Aug	60.00	29,578.90
G-01168	Evans Hardware	Maintenance of Facilities	13.99	
		Maintenance of Facilities	10.04	
		Maintenance of Facilities	19.36	
		Maintenance of Facilities	9.98	53.37
G-01169	Southwest Paper - OKC	Maint. Supplies	295.40	295.40
G-01170	Contractors Supply Co.	Maintenance of Facilities	3.75	3.75
G-01171	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	3,103.14	3,103.14
G-01172	Greenstar	Programming Activities	52.80	52.80
G-01173	OPHRA	Memberships	80.00	80.00
G-01174	Dowell Parking Center	Parking	312.00	312.00
G-01175	Joy E. Cavett	Programming Activities	300.00	300.00
G-01176	Amazon/GE Money Bank	Programming	110.64	
		Furniture	119.07	
		Programming Activities	60.44	
		Supplies	16.98	
		Automation	114.00	
		Supplies	54.00	
		Supplies	16.75	
		Supplies	31.98	523.86
G-01177	Crowe & Dunlevy	Professional Services	3,861.36	3,861.36
G-01178	Landers Window	Maintenance of Facilities	26,582.00	26,582.00
G-01179	John Wood	Telephone Services	50.00	50.00
G-01180	Alice Murphy	Supplies	42.00	
		Supplies	63.00	105.00
G-01181	La'Charles Purvey	Programming Activities	100.00	100.00
G-01182	Arts Council of Oklahoma City	Programming Activities	105.88	105.88
G-01183	Walmart Community	Programming Activities	28.47	
		Programming Activities	195.00	
		Programming Activities	61.15	
		Programming Activities	78.39	
		Programming Activities	60.25	
		Programming Activities	5.94	429.20
G-01184	John L. Hilbert	Mileage	11.10	11.10
G-01185	USPS/BME	Postage	795.00	795.00
G-01186	Kevin Sendall	Mileage	18.32	18.32
G-01187	American Library Association	Library-related Services	226.50	226.50
G-01188	Star Lighting	Maintenance of Facilities	59.75	
		Maintenance of Facilities	76.00	
		Maintenance of Facilities	173.76	
		Maintenance of Facilities	455.30	764.81
G-01189	Susan H. Wood	Programming Activities	250.00	
		Programming Activities	300.00	550.00
G-01190	Oklahoma City Police Dept.	Maintenance of Facilities	34.00	34.00
G-01191	AT&T	Telephone Services	86.67	86.67
G-01192	Securitas Security USA, Inc.	Security Services	5,539.11	5,539.11
G-01193	Discount School Supply	Programming Activity Suppl	137.55	137.55
G-01194	Toby Tobin-Butts	Programming Activities	100.00	100.00

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Number	Vendor/Payee	Purpose		Amount
G-01195	Sabre Technologies	Supplies	7,625.00	7,625.00
G-01196	Kiona Millirons	Programming Activities	100.00	100.00
G-01197	Mobile Mini, Inc.	Capital Projects	498.54	498.54
G-01198	Knoll, Inc.	Furniture	591.30	591.30
G-01199	Oklahoma City-County Health	Programming Activities	100.00	100.00
G-01200	Kathy C. Brown	Programming Activities	43.75	43.75
Total of FY 11-12 Warrants Issued				\$ 2,055,555.08

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Warrant Register

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Number	Vendor/Payee	Purpose		Amount
G-05889	Gale Group	Materials	1,128.94	1,128.94
G-05890	Random House, Inc	Materials	180.00	180.00
G-05891	Brilliance Corporation	Materials	2,303.70	2,303.70
G-05892	Ingram Library Service	Materials	111.61	111.61
G-05893	Audio Editions	Materials	831.63	831.63
G-05894	Tera McAmis	Travel Expenses	29.06	29.06
G-05895	Positive Promotions	Programming Activities	462.11	462.11
G-05896	Ingram Library Service	Materials	90.48	90.48
G-05897	Baker & Taylor Books	Materials	2,059.95	2,059.95
G-05898	Cynthia Friedemann	Travel Expenses	537.25	537.25
G-05899	Baker & Taylor Books	Materials	663.73	
		Materials	1,035.67	
		Materials	1,995.36	
		Materials	614.25	4,309.01
G-05900	Baker & Taylor Books	Materials	625.55	
		Materials	1,877.48	
		Materials	34.32	2,537.35
G-05901	Krueger International, Inc.	Furniture	1,911.62	1,911.62
G-05902	Recorded Books, LLC	Materials	891.00	891.00
G-05903	Gale Group	Materials	604.63	604.63
G-05904	Ingram Library Service	Materials	341.42	341.42
G-05905	Audio Editions	Materials	1,855.13	1,855.13
G-05906	Ingram Library Service	Materials	102.92	102.92
G-05907	The Singer Group, Inc.	Professional Services	503.00	503.00
G-05908	Baker & Taylor Entertainment	Materials	115.09	115.09
G-05909	Baker & Taylor Books	Materials	971.20	
		Materials	1,367.81	2,339.01
G-05910	Baker & Taylor Books	Materials	936.32	
		Materials	332.08	1,268.40
G-05911	Marpro Label Inc.	Supplies	6,816.46	6,816.46
G-05912	Random House, Inc	Materials	1,706.25	1,706.25
G-05913	Ingram Library Service	Materials	1,209.39	1,209.39
G-05914	Ingram Library Service	Materials	37.90	37.90
G-05915	Baker & Taylor Books	Materials	5,434.54	5,434.54
G-05916	The Great Courses	Materials	104.95	104.95
G-05917	Baker & Taylor Books	Materials	4,325.71	
		Materials	806.76	5,132.47
G-05918	Baker & Taylor Books	Materials	794.27	794.27
G-05919	Veolia Energy Oklahoma City,	Maintenance of Facilities	874.00	874.00
G-05920	Knoll, Inc.	Furniture	1,375.05	
		Furniture	208.65	1,583.70
G-05921	Gaylord Bros.	Furniture, Fixtures&Equip	4,004.89	4,004.89
G-05922	Recorded Books, LLC	Materials	792.00	792.00
G-05923	Gale Group	Materials	2,065.82	2,065.82
G-05924	Ingram Library Service	Materials	259.57	259.57
G-05925	Audio Editions	Materials	619.92	619.92
G-05926	AV Cafe Inc	Materials	42.15	42.15
G-05927	Baker & Taylor Books	Materials	733.44	733.44
G-05928	Baker & Taylor Entertainment	Materials	53.97	53.97
G-05929	Bryan's Flooring	Capital Projects	10,452.87	10,452.87
G-05930	Baker & Taylor Books	Materials	1,413.50	
		Materials	2,573.30	3,986.80

General Fund F.Y. 10-11

Warrant Register

September 2011

Number	Vendor/Payee	Purpose		Amount
G-05931	Baker & Taylor Books	Materials	1,544.08	1,544.08
		Total of FY 10-11 Warrants Issued		\$ 72,762.75

Special Funds

Warrant Register

September 2011

Number	Vendor/Payee	Purpose		Amount
S-16887	Ha Thi Ngan Trinh	Lost & Paid Book Returned	16.35	16.35
S-16888	Emma Thayer	Lost & Paid Book Returned	3.00	3.00
S-16889	Carmen R. Thies	Lost & Paid Book Returned	21.95	21.95
S-16890	Taya M. Patnode	Lost & Paid Book Returned	6.95	6.95
S-16891	Karri E. Smith	Lost & Paid Book Returned	29.90	29.90
S-16892	Katy L. Boetig	Lost & Paid Book Returned	3.95	3.95
S-16893	Kathryn M. Templeton	Lost & Paid Book Returned	12.95	12.95
S-16894	Chandler K. Yates	Lost & Paid Book Returned	19.90	19.90
S-16895	Nime N. Aguru	Lost & Paid Book Returned	3.00	3.00
S-16896	Amber R. Ford	Lost & Paid Book Returned	3.00	3.00
S-16897	Tech-Lock	Copier Repair	108.00	108.00
S-16898	BMI Systems Corporation	Copier Maintenance	78.50	
		Copier Maintenance	36.00	
		Copier Maintenance	78.50	193.00
S-16899	Standley Systems	Copier Usage	223.39	
		Copier Usage	332.52	
		Copier Maintenance	79.90	
		Copier Maintenance	16.11	
		Copier Maintenance	33.39	
		Copier Maintenance	33.31	
		Copier Maintenance	.89	719.51
S-16900	Erin L. Oldfield	11/Kirkpatrick/After scho	400.00	400.00
S-16901	Mallory Weigl	Lee B Brawner Scholarship	600.00	600.00
S-16902	Brooke A. Bolin	Lost & Paid Book Returned	14.95	14.95
S-16903	Carla C. Daw	Lost & Paid Book Returned	18.95	18.95
S-16904	Kimberly A Terry	Lost & Paid Book Returned	13.95	13.95
S-16905	Metropolitan Library System	Fines Account	49,000.00	49,000.00
S-16906	Geoffrey L. Smith	12/Friends After School	400.00	400.00
S-16907	Amy Nevius	12/Friends/After School	400.00	400.00
S-16908	Nathan Lee	12/Friends/After School	600.00	600.00
S-16909	Carri Dolan	11/Kirkpatrick/After Scho	400.00	400.00
S-16910	Kiona Millirons	11/Kirkpatrick/Sfter Scho	800.00	800.00
S-16911	Susan Pierce	11/Friends/Noon Tunes	1,900.00	1,900.00
S-16912	Oklahoma Tax Commission	State Sales Tax-Aug. 2011	66.72	66.72
S-16913	James Dudley	Lost & Paid Book Returned	24.95	24.95
S-16914	John D. Schoell	Lost & Paid Book Returned	10.95	10.95
S-16915	Kiaya C. Clanton	Lost & Paid Book Returned	10.95	10.95
S-16916	Carole F. Waldvogel	Lost & Paid Book Returned	3.00	3.00
S-16917	Summer W. Luna	Lost & Paid Book Returned	3.00	3.00
S-16918	Mary E. Stanart	Lost & Paid Book Returned	3.00	3.00
S-16919	Margaret M. Anthony	Lost & Paid Book Returned	35.05	35.05
S-16920	Elizabeth M. Woodruff	Lost & Paid Book Returned	3.00	3.00
S-16921	Julia G. Foster	Lost & Paid Book Returned	9.95	9.95
S-16922	Alex K. Varughese	Lost & Paid Book Returned	5.30	5.30
S-16923	Jan A. Gulley	Lost & Paid Book Returned	16.00	16.00
S-16924	Pikes Peak Library District	Lost ILL Item Fee	2.50	2.50
S-16925	Janet Jones	Lost & Paid Book Returned	6.95	6.95
S-16926	Phoenix Public Library	Lost ILL Item Fee	20.00	20.00
S-16927	Karen Y. Stephens	Lost & Paid Book Returned	69.00	69.00
S-16928	Beverly E. Rubino	Lost & Paid Book Returned	8.95	8.95
S-16929	Chase Card Services	Fines Account	136.30	136.30
S-16930	Oklahoma Correctional	12/Friends/Bench & Bike	218.04	218.04

Special Funds

Warrant Register

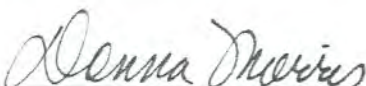
September 2011

Number	Vendor/Payee	Purpose		Amount
S-16931	Oklahoma Tax Commission	State Sales Tax-Aug 2011	735.77	735.77
S-16932	Standley Systems	Copier Maintenance	12.95	12.95
S-16933	Erin L. Oldfield	11/Kirkpatrick/After Scho	400.00	400.00
S-16934	Friends of the Metro. Library	Grant Balance Refund	458.28	458.28
S-16935	Friends of the Metro. Library	Grant Balance Refund	49.95	49.95
S-16936	Friends of the Metro. Library	Grant Balance Refund	166.31	166.31
S-16937	Jeanette R. Keller	Lost & Paid Book Returned	3.00	3.00
S-16938	Will R. Dougherty	Lost & Paid Book Returned	25.00	25.00
S-16939	Abby L. Nesselrode	Lost & Paid Book Returned	14.00	14.00
S-16940	Carolyn M. Pendley	Lost & Paid Book Returned	11.95	11.95
S-16941	Noel D. Schrader	Lost & Paid Book Returned	3.00	3.00
S-16942	Will C. Ratcliff	Lost & Paid Book Returned	3.00	3.00
S-16943	Charles D. Miles, Jr.	Lost & Paid Book Returned	3.10	3.10
S-16944	Betty L. Harris	Lost & Paid Book Returned	22.95	22.95
S-16945	Melody K. Derksen	Lost & Paid Book Returned	37.90	37.90
S-16946	Idayingi T. Legg-Jack	Lost & Paid Book Returned	14.85	14.85
S-16947	Constance M. Burris	Lost & Paid Book Returned	9.35	9.35
S-16948	University of Tulsa	Lost Item Fee	63.00	63.00
S-16949	Lloyd W. Myles	Lost & Paid Book Returned	25.70	25.70
S-16950	Georgiana T. Peterson	Lost & Paid Book Returned	8.75	8.75
S-16951	Betty J. Johnson	Lost & Paid Book Returned	3.00	3.00
S-16952	Nikijo T. Hull	Lost & Paid Book Returned	6.95	6.95
S-16953	Walker Companies	Friends Grant	255.65	255.65
S-16954	Geoffrey L. Smith	12/Friends/After School	400.00	400.00
S-16955	Amy Nevius	12/Friends/After School	400.00	400.00
S-16956	Nathan Lee	12/Friends/After School	800.00	800.00
S-16957	Virgil Bonham	12/Friends/OurWorld Serie	8,456.00	8,456.00
S-16958	Virgil Bonham	12/OAC.Bluegrass Bank	3,544.00	3,544.00
S-16959	Carri Dolan	11/Kirkpatrick/After Scho	400.00	400.00
S-16960	Kiona Millirons	11/Kirkpatrick/After Scho	800.00	800.00

Total of Special Funds Warrants Issued \$ 73,477.33

I, Donna Morris, certify that:

1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered by these reports;
3. Based on my knowledge, the financial statements and other financial information included in these monthly reports, fairly present in all material respects the financial condition and results of operations as of, and for, the period presented;
4. The Library's other certifying officer and I have disclosed to the Board of Commissioners all significant deficiencies and material weaknesses in the design or operation of internal controls over financial reporting; and have disclosed any fraud, whether or not material, that involves management or other employees who have a significant role in financial reporting.


Donna Morris, Executive Director

10-14-11
Date

I, Lloyd Lovely, certify that:

1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered by these reports;
3. Based on my knowledge, the financial statements and other financial information included in these monthly reports, fairly present in all material respects the financial condition and results of operations as of, and for, the period presented;
4. The Library's other certifying officer and I have disclosed to the Board of Commissioners all significant deficiencies and material weaknesses in the design or operation of internal controls over financial reporting; and have disclosed any fraud, whether or not material, that involves management or other employees who have a significant role in financial reporting.


Lloyd Lovely, Deputy Executive Director of Finance and Support

10-13-11
Date

CONTRACT AWARDS AND PURCHASES

The following recommendations for the Commission's approval are made in accordance with the Library System's purchasing policy. For additional information regarding these recommendations, please contact the Purchasing Officer at 606-3794.

ITEM A: FURNITURE FOR NORTHWEST LIBRARY

Provided for in the FY2011-12 budget is funding for new furniture for the new Northwest Library. Bids were solicited in August and awarded at the September Commission meeting. Group 22 consisting of seven custom wedding cake display units did not receive any bids.

Subsequent to the bid, a quotation request was sent to five vendors not included in the original bid; Brodart, Gaylord, Demco, Vernon, and Commercial Concepts. Commercial Concepts was the only respondent.

Commercial Concepts		
Item	Quantity	Total Cost
Large Wedding Cake Display	3	\$9,998.12
Small Wedding Cake Display	4	\$5,844.12
Total Cost		\$15,842.24

RECOMMENDATION:

That the Commission award the contract for the wedding cake display units to Commercial Concepts in the amount of \$15,842.24. Adequate funding is available in the FY 2011-2012 budget, account 408.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM B: SURVEILLANCE EQUIPMENT AND SOFTWARE

Provided for in the FY2011-12 budget is funding to purchase surveillance equipment for the Northwest Library and replace part of the equipment at the Downtown Library. The library is moving towards having all surveillance systems use the newer IP technology for surveillance equipment and is what we plan to install in the Northwest Library as it will best meet the library system's needs. We are also going to complete Phase I of replacing the Downtown equipment.

Cisco Systems has IP-based surveillance equipment that is on state contract, C070015. As we are already using Cisco equipment for the library's networking equipment, this will also allow us to integrate the surveillance equipment into the existing network. It will provide access for the Security Manager to be able to view video from her computer without having to go to the library to review DVR footage.

The current equipment for the Downtown Library is obsolete and we have had massive system failures over the last year. The technologies have advanced far past the capabilities of the current hardware and software. Updating the current software will make it incompatible with other parts of the system. Phase I of this project is to replace the software and the recording equipment as well as purchase equipment that will allow the current cameras to be used by converting their analog signal to a digital format for recording. We have over 70 cameras in the Downtown building which requires much more recording equipment than what is needed at the other libraries that usually have less than 20 cameras.

The cost for each location is outlined below. For the Northwest Library, it includes all cameras, a media server for storing the video images, enough storage space for a minimum of two weeks of video footage, a switch for connecting the cameras and server into the network, and all related software. For the Downtown location, it includes the encoder for the analog to digital conversion, five media servers with enough storage space for video images from all cameras, a management server, and an additional camera for the west end of the building. Costs for both buildings also include installation and configuration.

Agency	Cost
Northwest Library	\$26,259.22
Downtown Library	\$80,067.44

RECOMMENDATION:

That the Commission approve the purchase of Cisco Surveillance equipment and software from Chickasaw Telecom in the amount of \$106,326.66. Funding for this project is included in the FY2011-12 budget, Account 450.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM C: IPAD 2 FOR LIBRARIES

Provided for in the FY2011-12 budget is the request for 48 iPad 2 for the libraries. These are to be used as mobile computers for library staff when assisting customers, and for shelf management. The iPads are to be engraved with, "Property of the Metropolitan Library System" and include AppleCare extended warranty.

Quotations were solicited from four vendors, Apple Inc. (Apple Store Penn Square), CDWG, PCMallGov, and Tiger Direct Business.

The list price is 499.00 for the iPad and 79.00 for the AppleCare for a total of \$27,744.00 for a quantity of forty-eight.

Vendor	Cost				
	Qty	iPad 2	AppleCare	Engraving	Total
Apple	48	489.02	67.15	0.00	26,696.16
CDWG	48	478.95	61.56	11.00	26,472.48
PCMallGov	48	488.00	60.15	0.00	26,311.12
Tiger Direct Bus.	48	490.00	75.65	NA	27,151.20
Total Cost					

The iPad is an Apple brand name product, proprietary in nature and particularly suited for the intended use of the Library. A request for quotation process was used in lieu of a formal bid process in this instance. A formal bid for a product of this nature would not yield a savings that justified the time and cost of a formal bid.

Apple is the only vendor with an Oklahoma County presence and can provide training and set up support free of charge if necessary.

RECOMMENDATION:

That the Commission approve the purchase of 48 iPad 2 from Apple, Inc. in the amount of \$26,696.16. Funding for the purchase is provided for in the FY2011-12 budget, account 410.

Metropolitan Library System

Financial Statements

June 30, 2011

(With Independent Auditors' Report Thereon)



METROPOLITAN LIBRARY SYSTEM

FINANCIAL STATEMENTS

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METROPOLITAN LIBRARY SYSTEM

FINANCIAL STATEMENTS

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INDEPENDENT AUDITORS' REPORT

To the Commissioners
Metropolitan Library System
Oklahoma City, Oklahoma

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Metropolitan Library System (the "Library") as of and for the year ended June 30, 2011, which collectively comprise the Library's financial statements as listed in the table of contents. These financial statements are the responsibility of Library's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Library as of June 30, 2011, and the respective changes in financial position and cash flows, where applicable, thereof, for the year then ended in conformity with accounting principles generally accepted in the United States.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 13, 2011, on our consideration of the Library's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

(Continued)

INDEPENDENT AUDITORS' REPORT, CONTINUED

Accounting principles generally accepted in the United States require that the management's discussion and analysis on pages I-1 through I-6 and the schedule of funding progress and the budgetary comparison information on pages 35 through 38 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audits of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Finley + Cook, PLLC

Shawnee, Oklahoma
October 13, 2011

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)

This discussion and analysis of the financial performance of Metropolitan Library System (the "Library") provides an overall review of the Library's financial condition and results of operations for the fiscal year ended June 30, 2011. Readers should read this information in conjunction with the Library's financial statements.

Financial Highlights

For fiscal year 2010-11, the Library's General Fund reported an ending balance of \$33,682,423, versus \$30,950,174 for fiscal year 2009-10. This equaled an increase of \$2,732,249, 8.8%, over fiscal year 2009-10. Of the 2010-11 fiscal year-end totals, \$14,219,206 was unassigned, indicating that none had been restricted, committed, or assigned to specific purposes within the fund. In fiscal year 2009-10, \$11,372,753 was unassigned. For fiscal year 2010-11, \$19,171,370 of the balance is assigned, with \$11,771,370 assigned to Library capital improvement projects and \$7,400,000 assigned to cash flow requirements. Fiscal year 2009-10 assigned totals were \$19,270,320, with \$13,330,320 assigned to Library capital improvement projects and \$5,940,000 assigned to cash flow requirements. Nonspendable totals for fiscal year 2010-11 were \$291,847 and for 2009-10 were \$307,101.

Over the years, the Library administration, with the Commission's approval, has prudently used or committed the money from the reserve fund to alleviate summer cash flow problems and provide funds for capital improvement projects. The Library does not have legal authority to raise tax dollars for capital improvement projects through bond issues as most other local government entities do. Therefore, the money in this reserve fund offers opportunities for the Library to improve and maintain its facilities.

Overview of the Financial Statements

This annual report consists of three parts—management's discussion and analysis, the basic financial statements, and required supplementary information. The basic financial statements include two kinds of statements that present different views of the Library:

The first statements are *government-wide financial statements* that provide information about the Library's overall financial status.

The remaining statements are *fund financial statements* that focus on individual parts of the Library, reporting the Library's operations in more detail than the Library-wide statements. The financial statements also include notes that explain some of the information in the statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the financial statements with a comparison of the Library's budget for the year.

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED), CONTINUED

Overview of the Financial Statements, Continued

The Library has three kinds of funds—Governmental Funds, Proprietary Funds, and Fiduciary Funds.

Governmental Funds encompass two funds: the General Fund and an Other Governmental Fund.

General Fund: Represents unrestricted resources that are available for ongoing general library operations. This is the Library's primary operating fund. It includes income from special services, such as copy services, lost book fees, overdue book fines, and other miscellaneous services.

Other Governmental Fund: Includes all gifts and grants. Gifts and grants include funds provided by intergovernmental grants and other third parties' gifts and grants. All of these funds are generally restricted as to use. Therefore, each fund accounts for its receipts and disbursements of the restricted functions.

The proprietary fund is the Library's Insurance Fund. The Insurance Fund is used to maintain the Library's health and dental self-insurance plan.

Fiduciary funds are reported in the fiduciary fund financial statements but are excluded from government-wide reporting. They include the Pension Fund and the Flex Benefit Fund. Fiduciary fund financial statements report resources that are not available to fund the Library's general operations.

Notes to the Financial Statements

The accompanying notes to the financial statements provide information essential to a full understanding of the Library's fund financial statements.

Supplementary Information

In addition to the basic financial statements and accompanying notes, this report presents certain required supplementary information, such as a comparative statement between budget and actual expenditures, and the schedule of funding progress.

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED), CONTINUED

The Library System as a Whole

	<u>2011</u>	<u>2010</u>
<i>Statements of Net Assets</i>		
Assets:		
Current and other assets	\$ 37,287,957	35,966,459
Capital assets	<u>37,287,957</u>	<u>14,551,457</u>
Total assets	<u>51,712,967</u>	<u>50,517,916</u>
Liabilities:		
Accounts payable and accrued expenses	678,995	1,112,015
Compensated absences payable	<u>274,149</u>	<u>234,087</u>
Total Liabilities	<u>953,144</u>	<u>1,346,102</u>
Net assets:		
Invested in capital assets	14,425,010	14,551,457
Restricted for specific purposes	214,506	138,366
Unrestricted net assets	<u>36,120,307</u>	<u>34,481,991</u>
Total net assets	<u>\$ 50,759,823</u>	<u>49,171,814</u>
<i>Changes in Net Assets</i>		
Beginning net assets	49,171,814	46,374,620
Revenues:		
Property taxes	28,216,587	28,545,307
State aid	354,928	318,227
Charges for services	1,779,508	1,378,434
Operating grants and contributions	323,069	298,834
Capital grants and contributions		250,000
Loss from disposals	(855,954)	(740,209)
Investment earnings	<u>494,174</u>	<u>639,165</u>
Total revenues	<u>30,312,312</u>	<u>30,689,758</u>
Expenses:		
Public library services	14,749,882	15,476,730
Administrative services	10,788,852	9,552,604
Depreciation—unallocated	<u>3,185,569</u>	<u>2,863,230</u>
Total expenses	<u>28,724,303</u>	<u>27,892,564</u>
Ending net assets	<u>\$ 50,759,823</u>	<u>49,171,814</u>

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED), CONTINUED

Financial Analysis of the Library's Funds

As financial information is accumulated on a continuous and consistent basis, financial statements and expenditure reports for governmental funds are presented to the Library Commission each month for its acknowledgement.

For fiscal year 2010-11, governmental fund balances equaled the following:

	General Fund	Other Governmental Funds	Total Governmental Funds
Revenues	\$ 31,548,787	323,069	31,871,856
Expenditures	(28,816,538)	(246,929)	(29,063,467)
Net increase	<u>\$ 2,732,249</u>	<u>76,140</u>	<u>2,808,389</u>

For fiscal year 2009-10, governmental fund balances equaled the following:

	General Fund	Other Governmental Funds	Total Governmental Funds
Revenues	\$ 29,851,176	548,834	30,400,010
Expenditures	(28,897,874)	(255,002)	(29,152,876)
Transfers	<u>250,000</u>	<u>(250,000)</u>	<u>-</u>
Net increase	<u>\$ 1,203,302</u>	<u>43,832</u>	<u>1,247,134</u>

General Fund:

The Library is primarily funded by a 5.2 mill ad valorem (property) tax. For fiscal year 2010-11, the County's assessed property value had an increase of 2.6% versus 2.3% for fiscal year 2009-10. Actual tax collections increased 4.3% for fiscal year 2010-11 over fiscal year 2009-10, as compared to a 3.6% increase in fiscal year 2009-10 over the previous year. Interest income decreased to \$494,174 in fiscal year 2010-11 from \$639,165 in fiscal year 2009-10. The decrease was due to lower interest rates, which worked against the larger amounts invested.

Other than capital outlays, the proportionate shares of major expenditure categories were higher in 2010-11 than 2009-10, showing an overall increase of \$1,393,737. Within categories, personal services increased 8.2%, below the previous year's increase of 9.6%. Maintenance and operations expenses likewise increased insignificantly, totaling less than 1.0% change. Capital outlays decreased 19.6% because expenditures for current new construction had been already been spent in the previous year. The upcoming fiscal year, 2011-12, should see the completion of the new Northwest Library and the renovated Southern Oaks Library.

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED), CONTINUED

Financial Analysis of the Library's Funds, Continued

Other Governmental Fund:

Gifts and Grants—\$323,069 of grant money was received during this year. This year's largest contributors to the Library were the Friends of the Metropolitan Library System (the "Friends"), which gave 18 grants for various Library activities with a total amount of \$166,090, and the Library Endowment Trust, which gave \$122,274, spread among 12 grants. Other major grantors include the Oklahoma Arts Council, the Kirkpatrick Family Fund, and the Choctaw Guild.

Proprietary Funds:

	<u>Insurance Fund</u>	<u>2010-2011</u>	<u>2009-2010</u>
Revenues		\$ 2,043,247	2,007,758
Expenditures		<u>(1,874,831)</u>	<u>(2,039,018)</u>
Net increase (decrease)		<u>\$ 168,416</u>	<u>(31,260)</u>

The total insurance premium contributed by both the employer and the employees to this fund was \$1,893,888 in fiscal year 2010-11 versus \$1,654,876 in fiscal year 2009-10. Claims paid for 2010-11 were \$1,874,831 and for 2009-10 were \$2,039,018.

General Fund Budgetary Highlights

The General Fund budget for fiscal year 2010-11 was \$57,726,198, an increase of \$5,886,006, or 11.4%, over the 2009-10 budget of \$51,840,192. The biggest contributors to the increase in the fiscal year 2010-11 budget over the previous year were carryover amounts (monies budgeted but not spent), mostly in the payroll and in the capital projects accounts. These carryovers will be needed, and will be used in following years when the Northwest Library opens and the renovated Southern Oaks reopens.

Capital Assets and Compensated Annual Leave Payable

The Library's investment in depreciable capital assets, net of accumulated depreciation, at June 30, 2011, was \$14,109,439, and at June 30, 2010 was \$14,235,886. Of the total depreciable capital assets at June 30, 2011, 43% consisted of furniture, equipment, vehicles, and buildings, while the remaining 57% consisted of books and materials. Those percentages were unchanged from the previous year. Nondepreciable assets at June 30, 2011 and 2010, represented land owned by the Library.

Included in current liabilities is the compensated annual leave payable. The balance at June 30, 2011, was \$274,149, as compared to the balance at June 30, 2010, which was \$234,087.

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED), CONTINUED

Economic Environment and Next Year's Budget

The Library's primary revenue is ad valorem (property) tax. Barring a voter-approved change in the mill levy, the annual growth in the Oklahoma County's property values is the most important factor in the Library's revenue outlook. Currently, the Library collects 5.2 mills of the assessed property values. With voters' approval, the number of mills could increase to 6.21 mills.

In 1996, state voters approved State Question 676. This state question, with certain exceptions, put a 5% limitation on the growth of real estate value each year. That has impacted the annual growth of the Library's tax revenue. In November of 2012, another state question will be voted, this time asking whether to lower the 5% limitation to 3%, which could further have a detrimental impact on the Library's funding.

In general, the Library expects a small growth in the tax revenue for the next year. The County Assessor has certified a 2.60% growth in property values for fiscal year 2011-12, as opposed to 2.36% in fiscal year 2010-11. Investment income is also expected to remain flat. Real estate prices have cooled, but new construction and population growth continue, so, while tax revenues may not rise significantly, the Library does expect continued, small growth in revenue for the foreseeable future.

For fiscal year 2011-12, the Board of Commissioners has approved a General Fund budget of \$59,253,623, versus \$57,726,198 for fiscal year 2010-11. Of the total 2011-12 budget, \$36,694,019 is for operating costs, \$3,225,963 is for capital projects, and \$19,333,641 is for reserve funds. In the 2010-11 budget, \$32,225,980 was for operating costs, \$6,328,848 was for capital projects, and \$19,171,370 was for reserve funds.

Contacting the Library's Financial Management

This financial report is designed to provide a general overview of the Metropolitan Library System, comply with finance-related laws and regulations, and demonstrate the Library's commitment to public accountability. If you have any questions about this report or would like to request additional information, contact the Library's Business Office at 300 Park Avenue, Oklahoma City, OK 73102.

METROPOLITAN LIBRARY SYSTEM

STATEMENT OF NET ASSETS

June 30, 2011

	Governmental <u>Activities</u>
Assets	
Current assets:	
Cash	\$ 14,508,587
Investments	20,089,182
Ad valorem tax receivable, net of allowance for uncollectible taxes of \$199,709 as of June 30, 2011.	2,072,140
Account receivable	170,645
Accrued interest receivable	155,556
Prepaid expenses	291,847
Total current assets	<u>37,287,957</u>
Noncurrent assets:	
Nondepreciated capital assets	315,571
Depreciable capital assets, net	<u>14,109,439</u>
Total noncurrent assets	<u>14,425,010</u>
Total assets	<u>51,712,967</u>
Liabilities	
Current liabilities:	
Accounts payable and accrued expenses	678,995
Compensated absences payable	<u>274,149</u>
Total current liabilities	<u>953,144</u>
Total liabilities	<u>953,144</u>
Net Assets	
Invested in capital assets	14,425,010
Restricted	214,506
Unrestricted	<u>36,120,307</u>
Total net assets	<u>\$ 50,759,823</u>

See Independent Auditors' Report.
See accompanying notes to financial statements.

METROPOLITAN LIBRARY SYSTEM

STATEMENT OF ACTIVITIES

Year Ended June 30, 2011

		REVENUES			Net (Expenses) Revenues/ Changes in Net Assets
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
Government activities:					
Public library services	\$ (14,749,882)	588,817	323,069	-	(13,837,996)
Administrative services	(10,788,852)	1,190,691	-	-	(9,598,161)
Depreciation—unallocated	(3,185,569)	-	-	-	(3,185,569)
	<u>\$ (28,724,303)</u>	<u>1,779,508</u>	<u>323,069</u>	<u>-</u>	<u>(26,621,726)</u>
General revenues:					
Property taxes, levied for general purposes					28,216,587
State aid					354,928
Loss from disposals					(855,954)
Investment earnings					494,174
Total general revenues					<u>28,209,735</u>
Changes in net assets					1,588,009
Net assets, beginning of year					<u>49,171,814</u>
Net assets, end of year					<u>\$ 50,759,823</u>

See Independent Auditors' Report.

See accompanying notes to financial statements.

METROPOLITAN LIBRARY SYSTEM**BALANCE SHEET—GOVERNMENTAL FUNDS***June 30, 2011*

	General Fund	Other Governmental Fund— Gifts and Grants	Total Governmental Funds
Assets			
Cash	\$ 13,218,030	214,506	13,432,536
Account receivable	153,056	-	153,056
Investments	20,089,182	-	20,089,182
Ad valorem tax receivable, net of allowance	2,072,140	-	2,072,140
Accrued interest receivable	155,556	-	155,556
Prepaid expenses	291,847	-	291,847
Total assets	\$ 35,979,811	214,506	36,194,317
Liabilities and Fund Balances			
Liabilities:			
Accounts payable	\$ 440,838	-	440,838
Accrued salaries	163,892	-	163,892
Deferred revenue	1,692,658	-	1,692,658
Total liabilities	2,297,388	-	2,297,388
Fund balances:			
Nonspendable	291,847	-	291,847
Restricted	-	214,506	214,506
Assigned	19,171,370	-	19,171,370
Unassigned	14,219,206	-	14,219,206
Total fund balances	33,682,423	214,506	33,896,929
Total liabilities and fund balances	\$ 35,979,811	214,506	36,194,317

See Independent Auditors' Report.

See accompanying notes to financial statements.

METROPOLITAN LIBRARY SYSTEM

RECONCILIATION OF THE BALANCE SHEET—GOVERNMENTAL FUNDS TO THE STATEMENT OF NET ASSETS

June 30, 2011

Reconciliation of Fund Balances to Net Assets

Total fund balances—governmental funds	\$ 33,896,929
Amounts reported for governmental activities in the statement of net assets are different because:	
Certain assets used in governmental activities are not financial resources and therefore are not reported in the funds:	
Capital assets	30,483,536
Accumulated depreciation	(16,058,526)
Property taxes receivable will be collected this year, but are not available soon enough to pay for the current period's expenditures and therefore are deferred in the funds.	1,692,658
Internal Service Fund separately stated as proprietary fund.	1,019,375
Compensated absences in governmental activities are not financial expenditures and therefore are not reported as a liability in governmental funds.	<u>(274,149)</u>
Net assets of governmental activities	<u>\$ 50,759,823</u>

See Independent Auditors' Report.
See accompanying notes to financial statements.

METROPOLITAN LIBRARY SYSTEM

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES—GOVERNMENTAL FUNDS

Year Ended June 30, 2011

	General Fund	Other Governmental Fund— Gifts and Grants	Total Governmental Funds
Revenues:			
Property taxes	\$ 29,399,717	-	29,399,717
Collections on book fines and copy services	588,817	-	588,817
Gifts and grants	-	323,069	323,069
State revenue	354,928	-	354,928
Interest	494,174	-	494,174
Other	711,151	-	711,151
Total revenues	<u>31,548,787</u>	<u>323,069</u>	<u>31,871,856</u>
Expenditures:			
Personal services	18,296,677	23,927	18,320,604
Maintenance and operations:			
Contractual services	3,285,300	199,644	3,484,944
Commodities	1,168,187	7,179	1,175,366
Capital outlays	<u>6,066,374</u>	<u>16,179</u>	<u>6,082,553</u>
Total expenditures	<u>28,816,538</u>	<u>246,929</u>	<u>29,063,467</u>
Net changes in fund balances	2,732,249	76,140	2,808,389
Fund balances, beginning of year	<u>30,950,174</u>	<u>138,366</u>	<u>31,088,540</u>
Fund balances, end of year	<u>\$ 33,682,423</u>	<u>214,506</u>	<u>33,896,929</u>

See Independent Auditors' Report.

See accompanying notes to financial statements.

METROPOLITAN LIBRARY SYSTEM

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES—GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

Year Ended June 30, 2011

Net changes in fund balances—total governmental funds	\$ 2,808,389
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures while government-wide activities report depreciation expense to allocate those expenditures over the lives of the assets:	
Depreciation expense	(3,185,569)
Capital outlays	<u>3,915,076</u>
	<u>729,507</u>
Disposals of capital assets are not considered to be expenditures in the governmental funds. Receipts of funds from the sale of capital assets are considered revenue in the governmental funds. They are however recorded as overall loss in the statement of activities.	(855,954)
Compensated absences are not considered to be expenditures in the governmental funds. They are, however, recorded as expenses in the statement of activities.	(40,062)
Because some property taxes will not be collected for several months after the Library's fiscal year ends, they are not considered as "available" revenues in the governmental funds and are instead counted as deferred revenues. They are, however, recorded as revenues in the statement of activities.	(167,504)
Written-off uncollectible property taxes receivable are not considered to be expenditures in the governmental funds. They are however recorded as expenses in the statement of activities.	(1,015,626)
Due to the timing difference, insurance expense was recognized in the statement of activities in the prior year and was reduced from current year expenditures.	(39,157)
The statement of activities includes net activity of the Internal Services Fund, which is shown as a proprietary fund in the fund financial statements.	<u>168,416</u>
Changes in net assets of governmental activities	<u><u>\$ 1,588,009</u></u>

See Independent Auditors' Report.

See accompanying notes to financial statements.

METROPOLITAN LIBRARY SYSTEM

BALANCE SHEET—PROPRIETARY FUND

June 30, 2011

	Governmental Activities— Internal Service Fund
Assets	
Current assets:	
Cash and cash equivalents	\$ 1,076,051
Stop-loss reimbursement receivable	<u>17,589</u>
Total assets	<u>1,093,640</u>
Liabilities	
Claims payable	<u>74,265</u>
Net Assets	
Unrestricted	<u><u>\$ 1,019,375</u></u>

See Independent Auditors' Report.
See accompanying notes to financial statements.

METROPOLITAN LIBRARY SYSTEM

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN NET ASSETS—PROPRIETARY FUND

Year Ended June 30, 2011

	Governmental Activities— Internal Service Fund
Operating revenues:	
Insurance premiums	\$ 1,893,888
Stop-loss reimbursement	122,540
Refunds and miscellaneous	23,745
Total operating revenues	<u>2,040,173</u>
Operating expenses:	
Claims	<u>1,874,831</u>
Net operating income	<u>165,342</u>
Non-operating revenues:	
Interest income	<u>3,074</u>
Changes in net assets	168,416
Net assets, beginning of year	<u>850,959</u>
Net assets, end of year	<u><u>\$ 1,019,375</u></u>

See Independent Auditors' Report.
See accompanying notes to financial statements.

METROPOLITAN LIBRARY SYSTEM

STATEMENT OF CASH FLOWS—PROPRIETARY FUND

Increase (Decrease) in Cash and Cash Equivalents

Year Ended June 30, 2011

	Governmental Activities— Internal Service Fund
Cash flows from operating activities:	
Cash received from other fund for services	\$ 1,954,227
Receipts from reinsurance	122,540
Payments of claims	(1,897,432)
Other receipts	23,745
Net cash provided by operating activities	203,080
Cash flows from investing activities:	
Interest on investments	3,074
Net cash provided by investing activities	3,074
Net increase in cash and cash equivalents	206,154
Cash and cash equivalents, beginning of year	869,897
Cash and cash equivalents, end of year	\$ 1,076,051
Reconciliation of net operating income to net cash provided by operating activities:	
Net operating income	\$ 165,342
Adjustments to reconcile net operating income to net cash provided by operating activities:	
Decrease in receivables	60,339
Decrease in claims payable	(22,601)
Net cash provided by operating activities	\$ 203,080

See Independent Auditors' Report.

See accompanying notes to financial statements.

METROPOLITAN LIBRARY SYSTEM

STATEMENT OF FIDUCIARY NET ASSETS—FIDUCIARY FUNDS

June 30, 2011

	Pension Fund	Flex Benefit Fund	Total Fiduciary Funds
Assets			
Current assets:			
Cash	\$ 925,816	37,587	963,403
Receivables	224,442	-	224,442
Investments	20,657,153	-	20,657,153
Total current assets	21,807,411	37,587	21,844,998
Liabilities			
Current liabilities:			
Employee benefits payable	-	12,587	12,587
Prepayment from the Library	-	25,000	25,000
Total current liabilities	-	37,587	37,587
Net Assets			
Held in trust for pension benefits and other purposes	\$ 21,807,411	-	21,807,411

See Independent Auditors' Report.

See accompanying notes to financial statements.

METROPOLITAN LIBRARY SYSTEM

STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS—FIDUCIARY FUNDS

Year Ended June 30, 2011

	Pension Fund	Flex Benefit Fund	Total Fiduciary Funds
Additions:			
Contributions:			
Employer	\$ 996,982	-	996,982
Employee	127,340	488,787	616,127
Interest and dividend income	603,960	30	603,990
Net realized gain of sale of investments	708,700	-	708,700
Net unrealized gain on investments	2,676,969	-	2,676,969
Miscellaneous	4,990	-	4,990
Total additions	<u>5,118,941</u>	<u>488,817</u>	<u>5,607,758</u>
Deductions:			
Benefits paid	1,093,830	488,817	1,582,647
Trustee and management fees	167,743	-	167,743
Interest expense and foreign tax	3,115	-	3,115
Total deductions	<u>1,264,688</u>	<u>488,817</u>	<u>1,753,505</u>
Changes in net assets	3,854,253	-	3,854,253
Net assets, beginning of year	<u>17,953,158</u>	<u>-</u>	<u>17,953,158</u>
Net assets, end of year	<u>\$ 21,807,411</u>	<u>-</u>	<u>21,807,411</u>

See Independent Auditors' Report.

See accompanying notes to financial statements.

METROPOLITAN LIBRARY SYSTEM

NOTES TO FINANCIAL STATEMENTS

June 30, 2011 and 2010

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Metropolitan Library System's (the "Library") financial statements are prepared in accordance with generally accepted accounting principles promulgated by the Governmental Accounting Standards Board (GASB). In the government-wide financial statements and the fund financial statements for proprietary funds, Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, have been applied unless those pronouncements conflict with or contradict GASB pronouncements, in which case, GASB prevails.

Reporting Entity

The Library is a corporate body for public purposes created under Title 65 of the Oklahoma Statutes and accordingly is a separate entity for operating and financial reporting purposes. There are no component units included within the reporting entity.

Under the Oklahoma Metropolitan Library Act (the "Act"), the Library is governed by the Metropolitan Library Commission of Oklahoma County (the "Commission"). Effective July 31, 2007, Section 554 of the Act was amended, increasing the number of Commission members from 19 to 27. Commission members include: 13 voting members who are appointees of the City of Oklahoma City, 1 voting member who is an appointee of the Oklahoma County Commissioners, and 1 voting member each from the cities of Bethany, Choctaw, Del City, Edmond, Harrah, Jones, Luther, Midwest City, Nicoma Park, the Village, and Warr Acres; 2 ex-officio members—the Mayor of Oklahoma City and the Chairman of the Oklahoma County Commissioners, for a total of 27 voting members. The Commission also includes one nonvoting member, the Librarian, who conducts Library operations.

Basis of Presentation

The Library's basic financial statements include both government-wide (reporting the Library as a whole) and fund financial statements (reporting the Library's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. The Library does not have any activities classified as business-type activities. Internal Service Fund activity is eliminated in the fund financial statements to avoid "doubling up" revenues and expenses. Fiduciary funds are excluded.

See Independent Auditors' Report.

METROPOLITAN LIBRARY SYSTEM

NOTES TO FINANCIAL STATEMENTS, CONTINUED

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Basis of Presentation, Continued

Government-Wide Financial Statements

In the government-wide statement of net assets, the Library's governmental activities are reported using the accrual basis of accounting. The Library's net assets are reported in three parts—invested in capital assets; restricted; and unrestricted. Revenues are recognized when earned and expenses are recognized when incurred.

The government-wide statement of activities reports both the gross and net cost of each of the Library's programs and functions. The functions are also supported by general government revenues. The statement of activities reduces gross expenses (including depreciation) by related program revenues, operating grants and contributions, and capital grants and contributions. Program revenues must be directly associated with the function. Charges for services include charges and fees to customers for fines and charges for service provided. Operating grants include operating-specific and discretionary (either operating or capital) grants, while the capital grants column reflects capital-specific grants.

All interfund transactions between governmental funds and internal service funds are eliminated in the government-wide statements.

The net costs are normally covered by general revenue (property taxes, State aid, other taxes, etc.).

The government-wide focus is more on the sustainability of the Library as an entity and the changes in the Library's net assets resulting from the current year's activities.

Fund Financial Statements

Fund financial statements report detailed information about the Library. The focus of governmental and proprietary fund financial statements is on major funds rather than reporting funds by type. Nonmajor funds are aggregated and presented in a single column.

All governmental funds are accounted for using the current financial resources measurement focus and the modified accrual basis of accounting. Under this basis, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year-end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, are recognized when due.

See Independent Auditors' Report.

METROPOLITAN LIBRARY SYSTEM

NOTES TO FINANCIAL STATEMENTS, CONTINUED

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Basis of Presentation, Continued

Fund Financial Statements, Continued

Proprietary funds are accounted for using the economic resources measurement focus and the accrual basis of accounting. Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses result from providing services and producing and delivering goods in connection with the proprietary fund's principal ongoing operations. All other revenues and expenses are non-operating.

Fiduciary funds are accounted for using the economic resources measurement focus and the accrual basis of accounting, except for the recognition of certain liabilities of defined benefit pension plans. Employer and participant contributions are recognized in the period in which the contributions are due and the Library has made a formal commitment to provide the contributions. Retirement benefits and refunds are recognized when due and payable in accordance with the plan.

The Library reports the following major governmental fund:

General Fund:

The General Fund is the primary operating fund of the Library. It is used to account for all financial resources except those required to be accounted for in another fund.

Additionally, the Library reports the following fund types:

Other Governmental Fund:

Gifts and Grants—The Library accounts for resources received from various gifts and grants. These resources are restricted to, or designated for, specific purposes by a grantor.

Proprietary Fund:

Internal Service Fund—Revenues and expenses related to services provided to the Library for employee insurance are accounted for in the internal service fund, the Insurance Fund.

Fiduciary Funds:

Employee Benefit Trust Funds—The Pension Trust Fund and the Flex Benefit Fund are used to report resources held in trust for members and beneficiaries of the plans.

See Independent Auditors' Report.

METROPOLITAN LIBRARY SYSTEM

NOTES TO FINANCIAL STATEMENTS, CONTINUED

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

Accrual:

The government-wide financial statements are presented on the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements.

Revenues are recognized when earned and expenses are recognized when a liability is incurred. Property taxes are recognized as revenue in the year in which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Modified Accrual:

The fund financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year-end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

Capital Assets

Capital assets purchased or acquired with an original cost of \$500 or more are reported at historical cost or estimated historical cost. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Buildings	30 years
Furniture and fixtures	7 years
Computer equipment	4 years
Vehicles	5 years
Books and materials	5 years

See Independent Auditors' Report.

METROPOLITAN LIBRARY SYSTEM

NOTES TO FINANCIAL STATEMENTS, CONTINUED

(1) **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED**

Compensated Absences

The Library accrues accumulated unpaid annual leave when it has been earned by the employee. Generally, annual leave must be taken during the calendar year earned. Eligible employees who end their employment with the Library are reimbursed for each day of accumulated annual leave.

Budgets and Budgetary Accounting

The Library is required by state law to prepare an annual budget. The Oklahoma County Excise Board formally approves an annual budget for the General Fund.

Budgets generally assume the expenditure of all available resources. Therefore, when the legal budget is prepared, it is assumed these funds will not have a carryover balance to a subsequent year. Program revenue received but not spent is restricted and deferred to the subsequent fiscal year. Amounts reported as program revenue include (a) charges to customers, (b) operating grants and contributions, and (c) capital grants and contributions.

Cash

The Library considers all cash on-hand, demand deposits, money market checking, and certificates of deposit held at an individual bank, which are subject to early withdrawal penalties no matter what the maturity period, to be cash.

Investments

In accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, investments held at June 30, 2011, with original maturities greater than 1 year are stated at fair value. All investments not required to be reported at fair value are stated at amortized cost.

Property Tax Revenues

The Library is authorized by state law to levy property taxes which consist of ad valorem taxes on real and personal property within Oklahoma County. The County Assessor, upon receipt of the certification of tax levies from the Oklahoma County Excise Board, extends the tax levies on the tax roll for submission to the County Treasurer prior to October 1. The County Treasurer must commence tax collection within 15 days of receipt of the tax rolls. The first half of taxes is due prior to January 1. The second half is due prior to April 1.

See Independent Auditors' Report.

METROPOLITAN LIBRARY SYSTEM

NOTES TO FINANCIAL STATEMENTS, CONTINUED

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Property Tax Revenues, Continued

If the first payment is not made timely, the entire tax becomes due and payable on January 1. Second half taxes become delinquent on April 1 of the year following the year of assessment. If not paid by the following October 1, the property is offered for sale for the amount of taxes due. The owner has 2 years to redeem the property by paying the taxes and penalty owed. If at the end of 2 years the owner has not done so, the purchaser is issued a deed to the property. The Office of Oklahoma County bills and collects the property taxes and remits to the Library its share.

Property Taxes Receivable

Property taxes receivable by the Library include uncollected taxes assessed as of October 1, 2010, and earlier. The Library considers prior years' experience in estimating uncollectible property taxes. An allowance of \$199,709 was recorded as of June 30, 2011. No provision has been made in the other funds for uncollectible amounts. All property taxes earned at year-end but not yet received are included in receivables reported on the government-wide statements. At June 30, 2011, the Library wrote-off \$1,015,626 of property taxes receivable as an uncollectible amount which related to the property taxes receivable of 2004 and earlier years. In the fund financial statements, property taxes are recorded as revenue in the period levied to the extent they are collected within 60 days of year-end. Any remaining property taxes due are deferred until they become available.

State Revenues

The Library receives revenue from the State and the Oklahoma Department of Libraries to administer certain categorical library programs.

Interfund Transfers

During the course of normal operations, the Library has transactions between funds including expenditures and transfers of resources to provide services, purchase assets, and service debt. Transactions that are normal and recurring between funds are recorded as operating transfers.

Interfund transfers were used to transfer grant receipts from the gifts and grants to the General Fund. For the purpose of the statement of activities, all interfund transfers between individual governmental funds have been eliminated.

See Independent Auditors' Report.

METROPOLITAN LIBRARY SYSTEM

NOTES TO FINANCIAL STATEMENTS, CONTINUED

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Contributed Facilities and Services

The Library operates several branches located in government-owned buildings and receives certain services without charge. The estimated fair rental value of the premises and service is not reported in the accompanying statement of revenues, expenditures, and changes in fund balances.

Grants

The Library records income from grants in the period received or to the extent of expenses paid prior to reimbursement by a grant.

Income Taxes

The Library was established under the provisions of the Oklahoma Constitution and as such is exempt from income taxes under the Internal Revenue Code as a unit of government.

Prepaid Expenses

The Library uses the consumption method to record the prepaid expenses. Prepaid expenses are payments in advance of the receipt of goods or services in exchange transactions and are usually made for insurance and rent. Prepaid expenses are reported as financial resources at the time of prepayment, and expenditures for prepaid services are recognized when the related services are received.

Restricted Resources

The Library records gifts and grants as restricted when the donor specifies a restriction on the timing or use of the gift or grant. Expenses are allocated first to the restricted resource. If additional expense is incurred, the expense is allocated to unrestricted funds when the restriction has been depleted.

Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

See Independent Auditors' Report.

METROPOLITAN LIBRARY SYSTEM

NOTES TO FINANCIAL STATEMENTS, CONTINUED

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Equity Classification

Government-Wide Financial Statements

Equity is classified as net assets and displayed in three components:

- (a) Invested in capital assets—consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- (b) Restricted—consists of net assets with constraints placed on the use either by i) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or ii) law through constitutional provisions or enabling legislation.
- (c) Unrestricted—all other net assets that do not meet the definition of “restricted” or “invested in capital assets.”

It is the Library’s policy to first use restricted net assets prior to the use of unrestricted net assets when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.

Fund Statements

Governmental fund equity is classified as fund balance. Fund balance is further classified as nonspendable, restricted, committed, assigned, and unassigned. The classifications are defined as:

- (a) Nonspendable fund balance—includes amounts that cannot be spent because they are either (i) not in spendable form or (ii) legally or contractually required to be maintained intact. This would include items not expected to be converted to cash, including prepaid expenses.

It is the responsibility of the Library’s Finance Director to identify and report all nonspendable funds appropriately in the Library’s financial statements.

- (b) Restricted fund balance—consists of amounts with constraints placed on the use of resources either (i) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (ii) imposed by law through constitutional provisions or enabling legislation.

It is the responsibility of the Library’s Finance Director to identify and report all restricted funds appropriately in the Library’s financial statements. The Library has identified gifts and grants as a restricted fund balance.

See Independent Auditors’ Report.

METROPOLITAN LIBRARY SYSTEM

NOTES TO FINANCIAL STATEMENTS, CONTINUED

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Equity Classification, Continued

Fund Statements, Continued

- (c) Committed fund balance—reflects specific purposes pursuant to constraints imposed by formal action of the Library’s highest level of decision-making authority. Also, such constraints can only be removed or changed by the same form of formal action.

For purposes of the committed fund balance, the Library’s Commission is considered its highest level of decision-making authority. Funds set aside by the Commission as committed fund balances require the passage of a resolution by a majority vote of the members of the Commission. The passage of such a resolution must take place prior to the Library’s fiscal year-end in order for it to be applicable to the Library’s fiscal year-end, although it is permitted for the specific amount of the commitment to be determined after the fiscal year-end if additional information is required in order to determine the exact amount to be committed. The Commission has the authority to remove or change the commitment of funds with a majority vote.

- (d) Assigned fund balance—reflects amounts that are constrained by the Library’s intent to be used for specific purposes, but meet neither the restricted nor committed forms of constraint. Assigned funds cannot cause a deficit in the unassigned fund balance.

For purposes of the assigned fund balance, the Commission is considered the Library’s highest level of decision-making authority. Any funds that the Finance Director assigns for specific purposes must be reported to the Commission at its next regular meeting. The assignment of funds shall be recorded in the Commission’s official meeting minutes.

- (e) Unassigned fund balance—is the residual classification for the General Fund only. Unassigned fund balance essentially consists of excess funds that have not been classified in the above four fund balance categories.

It is the Library’s policy to first use the restricted fund balance prior to the use of the unrestricted fund balance when an expense is incurred for purposes for which both restricted and unrestricted fund balances are available. The Library’s policy for the use of the unrestricted fund balance amounts require that committed amounts be reduced first, followed by assigned amounts and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

See Independent Auditors’ Report.

METROPOLITAN LIBRARY SYSTEM

NOTES TO FINANCIAL STATEMENTS, CONTINUED

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Equity Classification, Continued

Fund Statements, Continued

Effective July 1, 2010, the Library implemented GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54). The following table shows the fund balance classifications as shown on the governmental funds balance sheet in accordance with GASB 54 as of June 30, 2011:

	General Fund	Other Governmental Fund— Gifts and Grants	Total Governmental Funds
Fund balances:			
Nonspendable:			
Prepaid expenses	\$ 291,847	-	291,847
Restricted:			
Grants or gifts received for special programs	-	214,506	214,506
Assigned:			
Cash flow	5,900,000	-	5,900,000
Northwest Library opening	1,500,000	-	1,500,000
Capital improvement:			
Belle Isle Library	950,000	-	950,000
Bethany Library	442,957	-	442,957
Capital Hill Library	930,503	-	930,503
Del City Library	688,000	-	688,000
Jones Library	438,000	-	438,000
New Edmond Library	4,000,000	-	4,000,000
Village Library	491,481	-	491,481
Warr Acres Library	426,522	-	426,522
Future capital improvements	3,403,907	-	3,403,907
Total assigned	19,171,370	-	19,171,370
Unassigned	14,219,206	-	14,219,206
Total fund balances	\$ 33,682,423	214,506	33,896,929

See Independent Auditors' Report.

METROPOLITAN LIBRARY SYSTEM

NOTES TO FINANCIAL STATEMENTS, CONTINUED

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Encumbrances

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting is used, under which purchase orders, contracts, and other commitments for the expenditures of resources are recorded as expenditures of the applicable funds. This is an extension of the formal budgetary integration in the General Fund. Encumbrances do not represent any further constraint on the use of amounts than is already communicated by governmental fund balance classification as restricted, committed, or assigned. As of June 30, 2011, approximately \$1,453,000 of encumbrances were outstanding.

New Accounting Pronouncements

In December 2010, GASB issued Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989, FASB and AICPA Pronouncements* (GASB 62). The objective of GASB 62 is to incorporate into the GASB's authoritative literature certain accounting and financial reporting guidance that is included in the following pronouncements issued on or before November 30, 1989, which does not conflict with or contradict GASB pronouncements.

- (a) Financial Accounting Standards Board (FASB) Statements and Interpretations.
- (b) Accounting Principles Board Opinions.
- (c) Accounting Research Bulletins of the American Institute of Certified Public Accountants' (AICPA) Committee on Accounting Procedures.

The requirements in GASB 62 will improve financial reporting by contributing to GASB's efforts to codify all sources of generally accepted accounting principles for state and local governments so that they derive from a single source. GASB 62 is effective for financial statements for periods beginning after December 15, 2011, with earlier application encouraged. The provisions of GASB 62 are required to be applied retroactively for all periods presented.

Date of Management's Review of Subsequent Events

Subsequent events have been evaluated through October 13, 2011, the date which the financial statements were available to be issued.

See Independent Auditors' Report.

METROPOLITAN LIBRARY SYSTEM

NOTES TO FINANCIAL STATEMENTS, CONTINUED

(2) CASH AND INVESTMENTS

The Library's investment policies are governed by State statutes. Permissible investments include direct obligations of the U.S. government and agencies; negotiable certificates of deposit of savings and loan associations and bank and trust companies; and savings accounts or savings certificates of savings and loan associations and trust companies. Non-negotiable certificates of deposit are considered to be cash equivalents. Collateral is required for demand deposits and certificates of deposit on all amounts not covered by Federal Deposit Insurance Corporation insurance.

Custodial Credit Risk

Custodial Credit Risk—Deposits:

Custodial credit risk is the risk that in the event of the failure of a counterparty, the Library will not be able to recover the value of its deposits. Deposits are exposed to custodial credit risk if they are uninsured and uncollateralized. At June 30, 2011, the carrying amount of the Library's cash and cash equivalents was \$14,508,587, and the bank balances were \$15,528,450. The difference in balances was primarily due to outstanding checks and a large deposit in transit in 2011.

The fair value of investments pledged to secure deposits was approximately \$9,305,000 at June 30, 2011. However, there was approximately \$4,149,000 of bank balances which were uninsured and uncollateralized as of June 30, 2011.

Custodial Credit Risk—Investments:

Investments are made under the custody of the Library Treasurer in accordance with investment policies complying with State statutes and Library policy.

For an investment, custodial credit risk is the risk that, in the event of the failure of a counterparty, the Library will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Library invests in U.S. government obligations and bank obligations guaranteed by the U.S. government or other governmental agency. Because of the diversity and high grade of instruments held by the Library, management believes that it is not exposed to any significant credit risk.

See Independent Auditors' Report.

METROPOLITAN LIBRARY SYSTEM

NOTES TO FINANCIAL STATEMENTS, CONTINUED

(2) CASH AND INVESTMENTS, CONTINUED

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Investments held for longer periods are subject to increased risk of adverse interest changes.

As of June 30, 2011, the Library had the following investments and maturities:

<u>Investment Type</u>	Moody's Credit <u>Rating</u>	<u>Fair Value</u>	Investment Maturities (In Years)		<u>%</u>
			<u>Less than 1</u>	<u>1-5</u>	
Federal Home Loan Bank Federal National Mortgage Association	Aaa	\$ 7,075,397	-	7,075,397	35%
Federal Home Loan Mortgage Corporation	Aaa	10,997,033	-	10,997,033	55%
	Aaa	<u>2,016,752</u>	<u>-</u>	<u>2,016,752</u>	<u>10%</u>
		<u>\$20,089,182</u>	<u>-</u>	<u>20,089,182</u>	<u>100%</u>

Pension Fund Policy

The cash and investments of the Pension Plan are invested in various mutual funds with the Bank of Oklahoma and may be used only for the payment of benefits to the members of the Pension Plan (see also Note 6). The composition of the pension trust fund at fair value as of June 30, 2011, is shown in the following table.

	<u>Fair Value</u>	Exposure as a Percentage of Total <u>Investments</u>
Pension fund:		
Corporate common stocks	\$ 10,720,002	50%
Pooled equity funds	3,031,894	14%
Fixed income funds	6,905,257	32%
Cash and equivalents	<u>925,816</u>	<u>4%</u>
	<u>\$ 21,582,969</u>	<u>100%</u>

See Independent Auditors' Report.

METROPOLITAN LIBRARY SYSTEM

NOTES TO FINANCIAL STATEMENTS, CONTINUED

(2) CASH AND INVESTMENTS, CONTINUED

Pension Fund Policy, Continued

The Metropolitan Library System Pension Plan and Trust ("Pension Trust") provides for investment managers who have full discretion of assets allocated to them subject to the overall investment guidelines set out in the policy. Manager performance is reviewed by a consultant, who provides reports to the Commission. Any changes in the investment management firm must be reported as they occur. Overall investment guidelines provide for diversification and allow investment in domestic and international common stocks, fixed-income securities, cash equivalents, index funds, collective trust funds, and mutual funds. The Pension Plan addresses custodial credit risk, with the policy providing for the engagement of a custodian who accepts possession of securities for safekeeping; collects and disburses income; collects principal of sold, matured, or called items; and provides periodic accounting to the Commission. At June 30, 2011, the pension trust fund held \$21,807,411 in cash, investments, and receivables. This amount was held by the investment counterparty, in the name of the Pension Trust.

Pursuant to the Prudent Investor Rule, Oklahoma statutes restrict Pension Trust investing.

(3) COLLECTIONS

The Library has not capitalized existing inexhaustible collections, including research books, because the values are not readily determinable.

See Independent Auditors' Report.

METROPOLITAN LIBRARY SYSTEM**NOTES TO FINANCIAL STATEMENTS, CONTINUED**

(4) PROPERTY, PLANT, AND EQUIPMENT

Property, plant, and equipment of the Library at June 30 were as follows:

	<u>Balance at June 30, 2010</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance at June 30, 2011</u>
Capital assets not being depreciated:				
Land	<u>\$ 315,571</u>	<u>-</u>	<u>-</u>	<u>315,571</u>
Capital assets being depreciated:				
Library books	16,512,566	3,403,699	(2,603,412)	17,312,853
Furniture and fixtures	3,949,261	87,749	(31,110)	4,005,900
Computer equipment	2,093,866	312,860	(44,405)	2,362,321
Vehicles	420,774	110,768	-	531,542
Buildings and improvements	<u>5,955,349</u>	<u>-</u>	<u>-</u>	<u>5,955,349</u>
Total capital assets being depreciated	<u>28,931,816</u>	<u>3,915,076</u>	<u>(2,678,927)</u>	<u>30,167,965</u>
Less accumulated depreciation:				
Library books	10,137,609	2,218,542	(1,755,981)	10,600,170
Furniture and fixtures	2,738,802	341,332	(25,668)	3,054,466
Computer equipment	912,275	348,789	(41,324)	1,219,740
Vehicles	264,787	52,582	-	317,369
Buildings and improvements	<u>642,457</u>	<u>224,324</u>	<u>-</u>	<u>866,781</u>
Total accumulated depreciation	<u>14,695,930</u>	<u>3,185,569</u>	<u>(1,822,973)</u>	<u>16,058,526</u>
Total capital assets being depreciated, net	<u>14,235,886</u>	<u>729,507</u>	<u>(855,954)</u>	<u>14,109,439</u>
Capital assets, net	<u>\$ 14,551,457</u>	<u>729,507</u>	<u>(855,954)</u>	<u>14,425,010</u>

See Independent Auditors' Report.

METROPOLITAN LIBRARY SYSTEM

NOTES TO FINANCIAL STATEMENTS, CONTINUED

(5) COMPENSATED ABSENCES

Compensated absences are liquidated through the General Fund.

	Balance at			Balance at	Amounts
	June 30, 2010	Additions	Reductions	June 30, 2011	Due
					Within
					1 Year
Compensated absences	\$ 234,087	870,465	(830,403)	274,149	274,149

(6) RETIREMENT PLANS

Defined Benefit Plan

Plan Description: The Metropolitan Library System Pension Plan (the "Plan") is a single-employer plan that covers some full-time employees of the Library. The Plan is a defined benefit plan which provides for retirement benefits based on length of service and salary. The Plan was amended effective January 1, 2008. This latest amendment lowered the vesting schedule from 5-year cliff vesting to 3 years. Death, early and late retirement, and deferred vested benefits are also available under the Plan. Assets of the Plan are held separately and may be used only for the payment of benefits to the members of the Plan. Actuarial valuations are performed annually on July 1.

Funding Policy: Participating employees contribute 4% of their compensation to the Plan. The Library contributes any additional amount necessary to fund normal cost and to amortize unfunded past service costs over a period of 30 years. The contribution for 2011 was \$996,982 which equaled the annual pension cost for the year. The required contribution for 2012 is \$1,114,433.

Net Pension Obligation (Benefit) and Annual Pension Cost: The required contribution was determined as part of the July 1, 2010, actuarial valuation using the aggregate actuarial cost method, which does not identify and separately amortize unfunded actuarial liabilities. The actuarial assumptions included:

- (a) 7% investment rate of return,
- (b) Projected salary increases of 5%,
- (c) Post-retirement increases of 7%, and
- (d) Mortality UP 84.

See Independent Auditors' Report.

METROPOLITAN LIBRARY SYSTEM**NOTES TO FINANCIAL STATEMENTS, CONTINUED**

(6) RETIREMENT PLANS, CONTINUED**Defined Benefit Plan, Continued**

The annual net pension benefit for fiscal year 2011 was as follows:

Net pension benefit, beginning of year	\$ (2,147,834)
Earnings from investments	608,950
Unrealized appreciation	2,676,969
Realized gain	708,700
Contribution	1,124,322
Distributions	(1,093,830)
Fees and commissions	(170,858)
Change in valuation	<u>(6,568,088)</u>
Net pension benefit, end of year	<u>\$ (4,861,669)</u>
Present value of future benefits	\$ 16,945,742
Valuation of assets	<u>(21,807,411)</u>
Net pension benefit	<u>\$ (4,861,669)</u>

During 2011, the Plan realized a net gain of \$708,700 from the sale of investments. The calculation of realized losses is independent of the calculation of the net increase in fair value of investment. Realized gains and losses on investments that have been held in more than 1 fiscal year and sold in the current year may have been recognized as an increase or decrease in fair value of investments reported in the prior year. The unrealized gain, as noted above, was \$2,676,969 for 2011.

Three-year trend information is as follows:

3-Year Trend Information					
Fiscal Year <u>Ended</u>	Annual Pension <u>Cost (APC)</u>	Percentage of APC <u>Contributed</u>	Valuation of <u>Assets</u>	Present Value of Future <u>Benefits</u>	Net Pension <u>Benefit</u>
July 1, 2009	\$ 1,012,622	100.0%	15,658,937	14,881,312	777,625
July 1, 2010	996,982	100.0%	17,969,796	15,821,962	2,147,834
July 1, 2011	1,114,433	100.0%	21,807,411	16,945,742	4,861,669

See Independent Auditors' Report.

METROPOLITAN LIBRARY SYSTEM

NOTES TO FINANCIAL STATEMENTS, CONTINUED

(6) RETIREMENT PLANS, CONTINUED

Defined Benefit Plan, Continued

The funded status of the Plan as of July 1, 2011, the most recent actuarial valuation date, was as follows:

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) Entry Age (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll [(b-a)/c]
July 1, 2011	\$ 21,089,287	26,611,547	5,522,260	79%	4,010,347	138 %

For purposes of this schedule, the AAL for the Plan is determined using the entry age actuarial cost method. Note that the annual required contribution for the Plan is calculated using the aggregate actuarial cost method.

The schedule of funding progress, presented as required supplementary information (RSI) following the notes to the financial statements, presents multi-year trend information about whether the actuarial value of the plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.

Effective August 29, 2005, a defined contribution plan was established. All new employees are enrolled in the defined contribution plan.

See Independent Auditors' Report.

METROPOLITAN LIBRARY SYSTEM

NOTES TO FINANCIAL STATEMENTS, CONTINUED

(6) RETIREMENT PLANS, CONTINUED

Defined Contribution Plan

Effective August 29, 2005, the Metropolitan Library System Defined Contribution Plan (the "Plan") was established. The Plan is intended to be a governmental plan as defined in Internal Revenue Code Section 414(d), and to be approved and qualified by the Internal Revenue Service as satisfying the governmental plan requirements of Sections 401(a) and 501(a) and other pertinent provisions of the Internal Revenue Code of 1986. Under the Plan, the employer's contribution shall be discretionary, to be determined by the employer, and is available to all participants. During 2011, the Library contributed 10% of each participant's compensation. Participants are fully vested in the employer's contributions after 3 years. Participants may make voluntary contributions of 4% or 6% of compensation before tax. Participants are fully vested in the voluntary contributions. Participants may direct the Plan's trustee in the investment of their individual account balances. Normal retirement age is the later of a participant's 65th birthday or the 5th anniversary of the first day of the plan year in which participation in the Plan commenced. For the year ended June 30, 2011, the Library's contribution to the Plan was \$697,240.

Deferred Compensation Plan

The Library offers its employees a deferred compensation plan (the "Plan") as authorized by Section 457 of the Internal Revenue Code, as amended by the Tax Reform Act of 1986, and in accordance with the provisions of Sections 1701 through 1706 of Title 74 of the Oklahoma Statutes.

The Plan is available to all Library employees. Employees may direct the investment of their contributions in available investment options offered by the Plan. All interest, dividends, and investment fees are allocated to employees' accounts. For the year ended June 30, 2011, employee contributions to the Plan totaled \$211,944.

(7) SELF-INSURANCE RISK OF LOSS

The Library operates a self-insurance plan to fund its employee health benefits. The Library purchased insurance policies to limit its maximum possible benefit cost on both an employee and an aggregate basis. The Library has a contract with a third-party administrator to operate the self-insurance plan. The Library has limited its risk of loss by purchasing insurance to pay an individual's claim in excess of \$60,000 per year.

The carrying amount of liabilities for unpaid claims is equal to the amount of claims unpaid but due at year-end. This amount has been determined by the third-party administrator.

See Independent Auditors' Report.

METROPOLITAN LIBRARY SYSTEM

NOTES TO FINANCIAL STATEMENTS, CONTINUED

(7) SELF-INSURANCE RISK OF LOSS, CONTINUED

Changes in the claims liability amounts for the year ended June 30, 2011, were:

Balance, beginning of year	\$ 96,866
Current year claims	1,936,360
Claim payments	<u>(1,958,961)</u>
Balance, end of year	<u>\$ 74,265</u>

(8) RISK MANAGEMENT

The Library is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors or omissions; or natural disasters for which the Library carries commercial insurance. There have been no significant reductions in coverage from the prior year and settlements have not exceeded coverage in the past 3 years.

(9) COMMITMENTS AND CONTINGENCIES

Operating Leases

On an ongoing basis, the Library leases one of its branch library buildings from an area city within Oklahoma County. The lease generally provides for renewals by the Library until the facility is no longer being used as part of the Library system or until the withdrawal of the use of the property by the city.

The Library also leases a temporary facility to house one of its branch libraries, the Southern Oaks Library, while its permanent building undergoes expansion and renovation. That lease is for 1 year, with a 6-month extension available. An escrow deposit of \$263,654 is required to be held as security for the rent payment and the performance of the Library. The Library moved into the temporary facility in May 2011.

Total lease expense for the year ended June 30, 2011, was \$49,552.

Legal

From time to time, the Library is involved in certain legal proceedings arising in the normal course of business. In the opinion of management and counsel, the ultimate disposition of such proceedings will not have a material effect on the Library's financial statements.

See Independent Auditors' Report.

METROPOLITAN LIBRARY SYSTEM

NOTES TO FINANCIAL STATEMENTS, CONTINUED

(10) SUBSEQUENT EVENTS

Market Conditions

Subsequent to June 30, 2011, the United States financial market has had considerable downward fluctuation. The long-term ratings of U.S. government and federal agencies were lowered from AAA to AA+ by Standards & Poor's rating agency. As the investments of the Plan are at market value, these values have varied considerably and may continue to vary.

See Independent Auditors' Report.

METROPOLITAN LIBRARY SYSTEM
REQUIRED SUPPLEMENTARY INFORMATION

METROPOLITAN LIBRARY SYSTEM

SCHEDULE OF FUNDING PROGRESS (UNAUDITED)

June 30, 2011

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) Entry Age (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll [(b-a)/c]
July 1, 2009	\$ 18,713,195	23,875,878	5,162,683	78%	3,880,805	133 %
July 1, 2010	20,026,476	25,103,798	5,077,322	80%	3,882,530	131 %
July 1, 2011	21,089,287	26,611,547	5,522,260	79%	4,010,347	138 %

See Independent Auditors' Report.

METROPOLITAN LIBRARY SYSTEM

NOTES TO SCHEDULE OF FUNDING PROGRESS (UNAUDITED)

June 30, 2011

The information presented in the schedule of funding progress was determined as part of an actuarial valuation by an independent enrolled actuary (Daily Access Corporation) at the dates indicated. Additional information as of the July 1, 2011, valuation follows:

Actuarial cost method:	Aggregate method
Amortization method:	None
Asset valuation method:	An expected actuarial value is equal to fair market value of assets less a decreasing fraction ($4/5$, $3/5$, $2/5$, and $1/5$) of the gain or loss for each of the preceding four years with gains being subtracted and losses being added. The gain or loss for a year is determined by calculating the difference between the expected value of the assets for the year and the fair market value of the assets at the valuation date. The expected value of the assets for the year is the fair market value of the assets at the valuation date of the prior year brought forward with 7% interest to the valuation date for the current year, plus contributions minus benefit disbursements, all adjusted with 7% interest to the valuation date for the current year. The result will not exceed the corridor of 80% to 120% of fair market value.

Actuarial assumptions

Investment rate of return:	7%
Projected salary increases:	5%
Cost-of-living adjustment:	None

See Independent Auditors' Report.

METROPOLITAN LIBRARY SYSTEM

BUDGETARY COMPARISON SCHEDULE—GENERAL FUND (UNAUDITED)

Year Ended June 30, 2011

	Budgeted Amounts— <u>Original</u>	Budgeted Amounts— <u>Final</u>	Actual Amounts— <u>GAAP Basis</u>	GAAP to Budgetary Basis <u>Adjustments</u>	Actual Amounts— Budgetary Basis	Variance with Final Budget— Positive (Negative)
Budgetary fund balance, beginning of year	\$ 30,341,756	30,341,756	30,950,174	438,738 ⁽³⁾	30,511,436	169,680
Resources (inflows):						
Property taxes	26,570,638	26,570,638	29,399,717	127,039	29,272,678	2,702,040
State revenue	286,404	286,404	354,928	-	354,928	68,524
Interest	-	-	494,175	(127,165)	621,340	621,340
Other	-	-	1,299,967	741,871	558,096	558,096
Transfers from other funds	<u>527,400</u>	<u>527,400</u>	<u>-</u>	<u>(647,400)</u>	<u>647,400</u>	<u>120,000</u>
Amount available for appropriation	<u>57,726,198</u>	<u>57,726,198</u>	<u>62,498,961</u>	<u>533,083</u> ⁽¹⁾	<u>61,965,878</u>	<u>4,239,680</u>
Charges to appropriations (outflows):						
Personal services	19,918,456	19,918,456	18,296,677	(508,520)	18,805,197	(1,113,259)
Maintenance and operations:						
Contractual services	4,546,645	4,546,645	3,285,300	(418,497)	3,703,797	(842,848)
Commodities	1,391,430	1,391,430	1,168,187	(8,513)	1,176,700	(214,730)
Capital outlays—operations	25,540,819	25,540,819	6,066,374	(988,289)	7,054,663	(18,486,156)
Other capital projects	<u>6,328,848</u>	<u>6,328,848</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(6,328,848)</u>
Total charges to appropriations	<u>57,726,198</u>	<u>57,726,198</u>	<u>28,816,538</u>	<u>(1,923,819)</u> ⁽²⁾	<u>30,740,357</u>	<u>(26,985,841)</u>
Budgetary fund balance, end of year	<u>\$ -</u>	<u>-</u>	<u>33,682,423</u>	<u>2,456,902</u>	<u>31,225,521</u>	<u>31,225,521</u>

(Continued)

See Independent Auditors' Report.

METROPOLITAN LIBRARY SYSTEM

BUDGETARY COMPARISON SCHEDULE—GENERAL FUND (UNAUDITED), CONTINUED

Year Ended June 30, 2011

Budget-to-actual reconciliation:

Revenues on a budgetary basis are based on cash received rather than the modified accrual basis used for financial reporting, and the Revolving Fund is not reported as part of the General Fund for budgetary purposes.

\$ 94,345 ⁽¹⁾

Encumbrances for supplies and equipment ordered but not received are reported in the year the order is placed for budgetary purposes but in the year the supplies are received for financial reporting. In addition, the Revolving Fund is not reported as part of the General Fund for budgetary purposes

1,923,819 ⁽²⁾

The amount reported as "fund balance" on the budgetary basis of accounting derives from the basis of accounting used in preparing the Library's budget. This amount differs from the fund balance reported in the statement of revenues, expenditures, and changes in fund balances because of the cumulative effect of transactions such as those described above.

438,738 ⁽³⁾

Total budget-to-actual reconciliation

\$ 2,456,902

Note: Under the budgetary basis of accounting, revenues are recognized when they are received rather than when they are earned. Purchases of materials, outside services, and capital outlays are recognized as expenditures when the commitment to purchase is made (encumbered).

See Independent Auditors' Report.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
ON COMPLIANCE AND OTHER MATTERS BASED ON
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Commissioners
Metropolitan Library System
Oklahoma City, Oklahoma

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Metropolitan Library System (the “Library”) as of and for the year ended June 30, 2011, which collectively comprise the Library’s basic financial statements and have issued our report thereon dated October 13, 2011. Our report includes an explanatory paragraph disclaiming an opinion on management’s discussion and analysis and other required supplementary information. We conducted our audit in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Library’s internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Library’s internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Library’s internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Library’s financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

(Continued)

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
ON COMPLIANCE AND OTHER MATTERS BASED ON
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS, CONTINUED**

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Library's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Commissioners, management, and state awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.

Finley & Cook, PLLC

Shawnee, Oklahoma
October 13, 2011

METROPOLITAN LIBRARY COMMISSION

CALENDAR YEAR 2012 PROPOSED MEETING DATES

<u>2012 DATES</u>	<u>LIBRARY LOCATION</u>	<u>ADDRESS</u>
January 19	Ralph Ellison	2000 NE 23rd, Oklahoma City 424-1437
February 16	Belle Isle Bethany-Host	5501 N. Villa, Oklahoma City 843-9601
March 15	Midwest City	8143 E. Reno, Midwest City 732-4828
April 19	Northwest	5600 NW 122 nd , Oklahoma City
May 17	The Village Warr Acres-Host	10307 N. Penn., Oklahoma City 755-0710
June 21	Downtown	300 Park Ave., Oklahoma City 231-8650
July 19	Edmond	10 S. Boulevard, Edmond 341-9282
August 23*	Belle Isle	5501 N. Villa, Oklahoma City 843-9601
*Moved to 4th Thursday to accommodate final budget preparations per by-laws		
September 20	Southern Oaks	6900 S. Walker, Oklahoma City 631-4468
October 18	Del City	4509 SE 15 th , Del City, OK 672-1377
November 15	Edmond Choctaw-Host	10 S. Boulevard, Edmond 341-9282
December 13**	Capitol Hill	334 SW 26 th , Oklahoma City 634-6308

****Moved to 2nd Thursday to accommodate Christmas Break per by-laws**

REPORT AND RECOMMENDATION FROM ADMINISTRATION

MLS 2012 LIBRARY HOLIDAY AND CLOSING SCHEDULE

The proposed Library System Holiday and Closing Schedule for 2012 is attached.

The proposed holiday schedule closely follows the Federal holiday observance calendar. Traditionally, the library system has granted Christmas Eve as well as Christmas Day. Christmas Eve falls on a Monday. Full-time staff will work a twenty-four hour week during the work week of Monday, December 24 through Sunday, December 30. The libraries will be closed on Monday, December 24 and Tuesday, December 25.

The current Library System guidelines grants full-time and designated full-time equivalent staff members nine paid holidays per calendar year.

Attachments

- MLS 2012 Library Holiday and Closing Schedule
- MLS ~ Holiday Guidelines

RECOMMENDATION:

That the Commission approves the MLS 2012 Library Holiday and Closing Schedule as presented.

2012 LIBRARY HOLIDAY AND CLOSING SCHEDULE

F-T
Workweek

<u>Workweek of January 1 - January 8, 2012 (New Year's)</u>	32
Sunday, January 1, 2012 – Libraries Closed	
Monday, January 2, 2012 – Libraries Closed – Paid Holiday	

2012 Library Holiday and Closing Schedule

<u>Workweek of January 16 - 22, 2012 (Martin Luther King, Jr. Day)</u>	32
Mon., January 16, 2012 - Libraries Closed - Paid Holiday	

<u>Workweek of April 2 - 8, 2012 (Easter Week)</u>	40
Sun., April 8, 2012 - Libraries Closed	

<u>Workweek of May 21 - 27, 2012 (Memorial Day Weekend)</u>	40
Sun., May 27, 2012 - Libraries Closed	

<u>Workweek of May 28 - June 3, 2012 (Memorial Day)</u>	32
Mon., May 28, 2012 - Libraries Closed – Paid Holiday	

<u>Workweek of July 2 - 8, 2012 (Independence Day)</u>	32
Wed., July 4, 2012 – Libraries Closed – Paid Holiday	

<u>Workweek of August 27 - September 2, 2012 (Labor Day Weekend)</u>	40
Sun., September 2, 2012 - Libraries Closed	

<u>Workweek of September 3 - 9, 2012 (Labor Day)</u>	32
Mon., September 3, 2012 – Libraries Closed - Paid Holiday	

<u>Workweek of October 8 - 14, 2012, (Staff Development Day)</u>	40
Mon., October 8, 2012 – Libraries Closed	

<u>Workweek of November 19 - 25, 2012 (Thanksgiving Period)</u>	24
Wed., November 21, 2012 - Libraries Close at 6 p.m.	
Thurs., November 22, 2012 - Libraries Closed - Paid Holiday	
Fri., November 23, 2012 - Libraries Closed - Paid Holiday	

<u>Workweek of December 24 - 30, 2012 (Christmas Period)</u>	24
Mon., December 24, 2012 – Libraries Closed – Paid Holiday	
Tue., December 25, 2012 – Libraries Closed – Paid Holiday	

2013 Library Holiday and Closing Schedule

<u>Workweek of December 31, 2012 – January 6, 2013 (New Year's)</u>	32
Mon., December 31, 2012 - Libraries Close at 6 p.m.	
Tue., January 1, 2013 – Libraries Closed – Paid Holiday	

For workweeks with one holiday, libraries and offices will be open their normal schedule with the exception of that holiday; however, full-time employees should be scheduled to work only 32 hours during the week. Employees eligible for partial holiday pay should be prorated accordingly.

For workweeks with two holidays, libraries and offices will be open their normal schedule with the exception of those two holidays; however, full-time employees should be scheduled to work only 24 hours during the week.

Employees eligible for partial holiday pay should be prorated accordingly.

Metropolitan Library System HOLIDAY GUIDELINES

1. Current guidelines grants full-time and designated FTE (budget account 101) staff nine paid holidays per calendar year.
2. Full-time employees normally work forty hours within a seven-day period known as a workweek.
3. The calendar workweek begins on Monday and ends on Sunday; in a week when a paid holiday is scheduled, the full-time employee's workweek is thirty-two hours rather than forty. When two paid holidays fall during the same week, the full-time employee's workweek is twenty-four hours. Less than full-time employees receive a prorated amount of holiday hours under the provision of category 2 and 3 employees in leave policies.
4. New employees or employees promoting or otherwise moving into category 1, 2, or 3 status will be eligible for paid holidays providing the effective date of employment or other action falls on or prior to the holiday. An employee hired effective the day following a paid holiday or an employee whose status changes the day following a paid holiday will not receive pay for the holiday.
5. An employee in an absent without leave pay status on both the last work day prior to the holiday and the first work day following the holiday will not receive pay for the holiday.
6. Employees terminating employment are required to report to and work the last day and therefore are not eligible to end their employment on a paid holiday. Service terminates with the last day of work regardless of whether there is an annual leave balance to be paid off.
7. If a holiday falls within a period of annual vacation leave, sick leave or other form of paid leave, leave time will not be charged for the holiday.
8. If an employee is required to work on a paid holiday because of weather conditions, equipment change-overs or malfunctions, or other situation, the employee will receive equivalent time off at the earliest practical time within the same work week. If it is known that work will be required on a holiday prior to the date, the in lieu time can be given in advance. Under this situation, should for some reason the employee not work on the actual holiday, the time would need to be charged to annual vacation leave or, in the case of illness, sick leave. If no leave were available or applicable, the time would become an absence without leave. If equivalent time off in the same workweek is not possible, a non-overtime exempt employee would receive time-and-one-half pay for the holiday.

RESOLUTION OF COMMENDATION FOR EXECUTIVE DIRECTOR

Mrs. Donna Morris

WHEREAS, Donna Morris has been a valued employee of the Metropolitan Library System for over 40 years, serving as Deputy Director for 10 years and Executive Director since 2002, and

WHEREAS, Mrs. Morris has been involved in all aspects of the development, implementation, management and operations of library services and operations during her tenure, and

WHEREAS, Mrs. Morris has been a consistent leader in the profession of librarianship, having served the Oklahoma Library Association as President, ALA Councilor, Legislative Chair, Program Chair, Local Arrangements Co-Chair Awards Chair and Nominating Committee Chair, as well as being a member of the American Library Association, Library Administration and Management section of ALA, and the Public Library Association, and

WHEREAS, Mrs. Morris has displayed outstanding community leadership abilities as a member of the Downtown Rotary club, Leadership OKC, Greater Oklahoma City Chamber of Commerce and the State Chamber, this service resulting in a nomination for the Journal-Record's Woman of the Year award, which is a special tribute to Oklahoma's leading women,

BE IT HEREBY RESOLVED that the Library Commission of the Metropolitan Library System recognizes and commends Donna Morris for her service to the central Oklahoma Community and the Metropolitan Library System on her nomination for Woman of the Year, Oklahoma's premier recognition of those women who shine as leaders in the community and in their chosen fields.

**Approved this 20th day of October 2011
by the Metropolitan Library Commission
of Oklahoma County**

Fran Cory, chair
Metropolitan Library Commission
of Oklahoma County

Judy Smith, vice-chair
Metropolitan Library Commission
of Oklahoma County

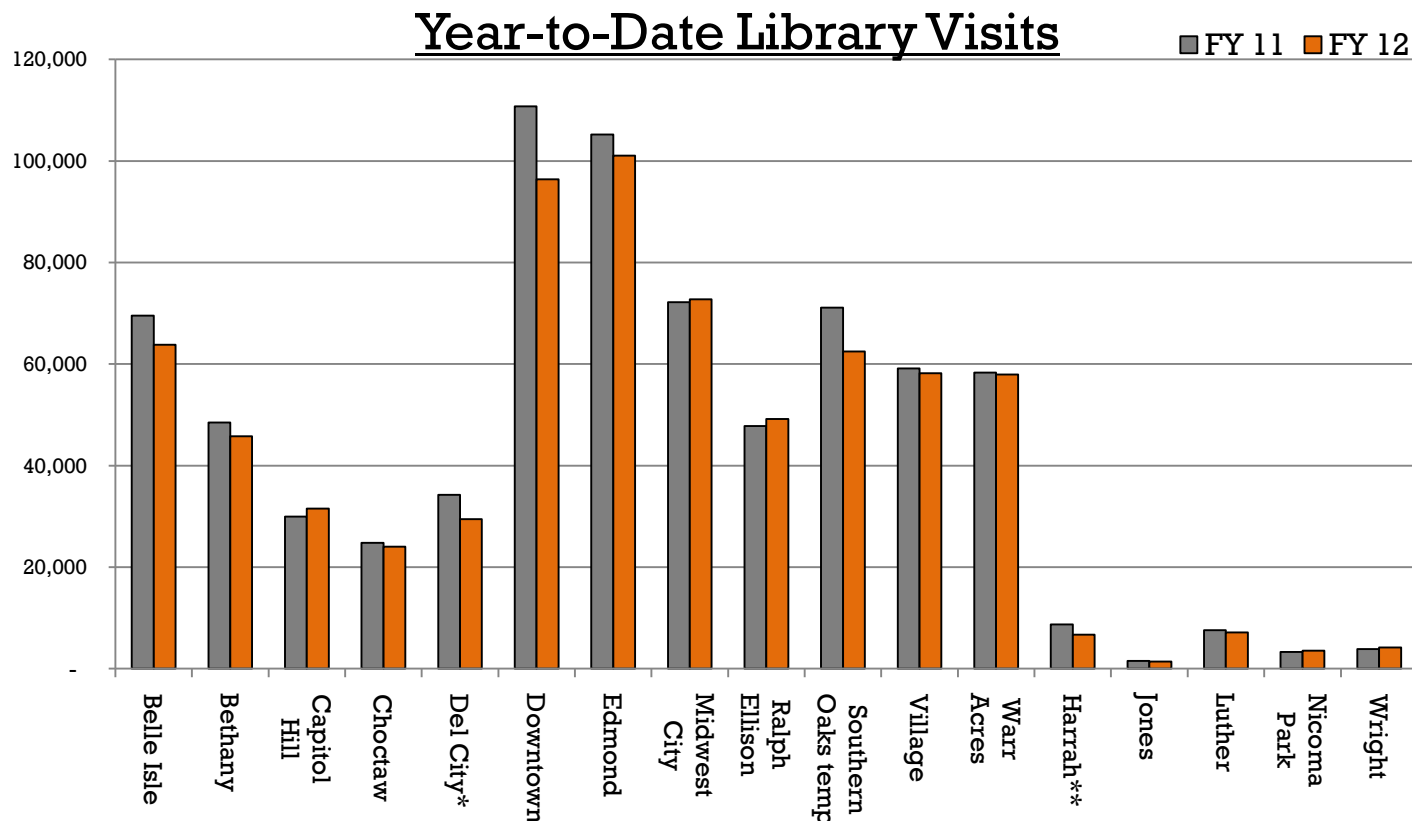
MLS Library Visits

July 1, 2011 - September 30, 2011 (25.00% of the 11-12 Fiscal Year)

September	FY 11		FY 12		Pct. Change	
<u>Library</u>	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>
Belle Isle	21,662	69,517	16,277	63,798	-24.9%	-8.2%
Bethany	13,607	48,513	13,379	45,748	-1.7%	-5.7%
Capitol Hill	10,014	29,958	10,300	31,549	2.9%	5.3%
Choctaw	7,506	24,789	7,617	24,002	1.5%	-3.2%
Del City*	10,281	34,244	10,173	29,468	-1.0%	-13.9%
Downtown	32,911	110,770	27,714	96,359	-15.8%	-13.0%
Edmond	31,790	105,219	29,621	101,077	-6.8%	-3.9%
Midwest City	22,142	72,188	22,111	72,781	-0.1%	0.8%
Ralph Ellison	15,798	47,772	13,981	49,197	-11.5%	3.0%
Southern Oaks temp	21,373	71,107	19,219	62,474	-10.1%	-12.1%
Village	17,801	59,108	17,490	58,183	-1.8%	-1.6%
Warr Acres	17,469	58,347	17,055	57,947	-2.4%	-0.7%
Harrah**	3,174	8,698	1,822	6,702	-42.6%	-23.0%
Jones	430	1,530	370	1,374	-13.9%	-10.2%
Luther	2,848	7,574	2,004	7,148	-29.6%	-5.6%
Nicoma Park	1,201	3,260	1,113	3,521	-7.3%	8.0%
Wright	1,570	3,880	1,262	4,193	-19.6%	8.1%
Total	231,575	756,473	211,506	715,519	-8.7%	-5.4%

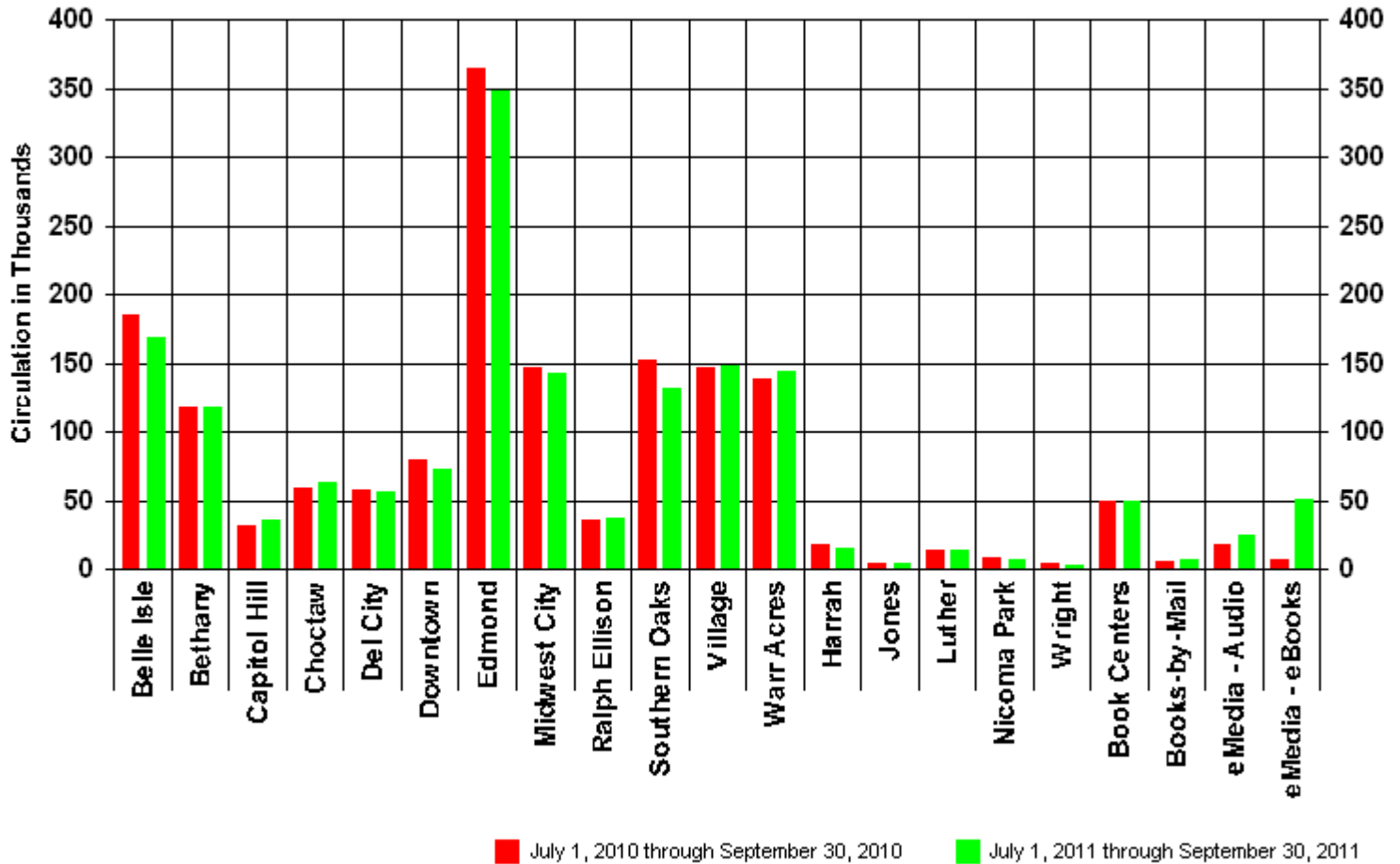
* FY12 Month based on historical estimation

** FY12 Month based on historical estimation (Note: Harrah was closed from September 12 through September 20)



Circulation Gains and Losses

July 1, 2011 through September 30, 2011 (25.00% of the 11-12 Fiscal Year)



Circulation Gains and Losses

July 1, 2011 through September 30, 2011 (25.00% of the 11-12 Fiscal Year)

SEPTEMBER 30, 2011		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
Belle Isle	11	43995	140412	13222	44531	57217	184943	
	12	37068	124623	12873	43370	49941	167993	
		-6927	-15789	-349	-1161	-7276	-16950	-9.2
Bethany	11	25153	80624	11258	37409	36411	118033	
	12	24173	79165	11289	39096	35462	118261	
		-980	-1459	31	1687	-949	228	.2
Capitol Hill	11	6717	20225	3591	10797	10308	31022	
	12	7028	22980	4130	13096	11158	36076	
		311	2755	539	2299	850	5054	16.3
Choctaw	11	11278	36510	6234	22681	17512	59191	
	12	12684	38714	7550	24520	20234	63234	
		1406	2204	1316	1839	2722	4043	6.8
Del City	11	12460	40133	5016	17777	17476	57910	
	12	13066	40629	5175	16296	18241	56925	
		606	496	159	-1481	765	-985	-1.7
Downtown	11	18272	60711	5636	19344	23908	80055	
	12	16511	54858	4480	18296	20991	73154	
		-1761	-5853	-1156	-1048	-2917	-6901	-8.6
Edmond	11	64799	210725	45515	154184	110314	364909	
	12	56956	192171	45166	155800	102122	347971	
		-7843	-18554	-349	1616	-8192	-16938	-4.6
Midwest City	11	33438	104924	13468	41679	46906	146603	
	12	30326	99538	13368	43520	43694	143058	
		-3112	-5386	-100	1841	-3212	-3545	-2.4
Ralph Ellison	11	7697	25930	2684	9676	10381	35606	
	12	8954	27741	2561	9512	11515	37253	
		1257	1811	-123	-164	1134	1647	4.6
Southern Oaks	11	34702	112093	12523	39371	47225	151464	
	12	29807	93538	12250	37803	42057	131341	
		-4895	-18555	-273	-1568	-5168	-20123	-13.3
Village	11	30892	99818	13111	47339	44003	147157	
	12	30515	99852	13454	48301	43969	148153	
		-377	34	343	962	-34	996	.7
Warr Acres	11	29958	96332	12623	42307	42581	138639	
	12	29220	99755	12956	43612	42176	143367	
		-738	3423	333	1305	-405	4728	3.4

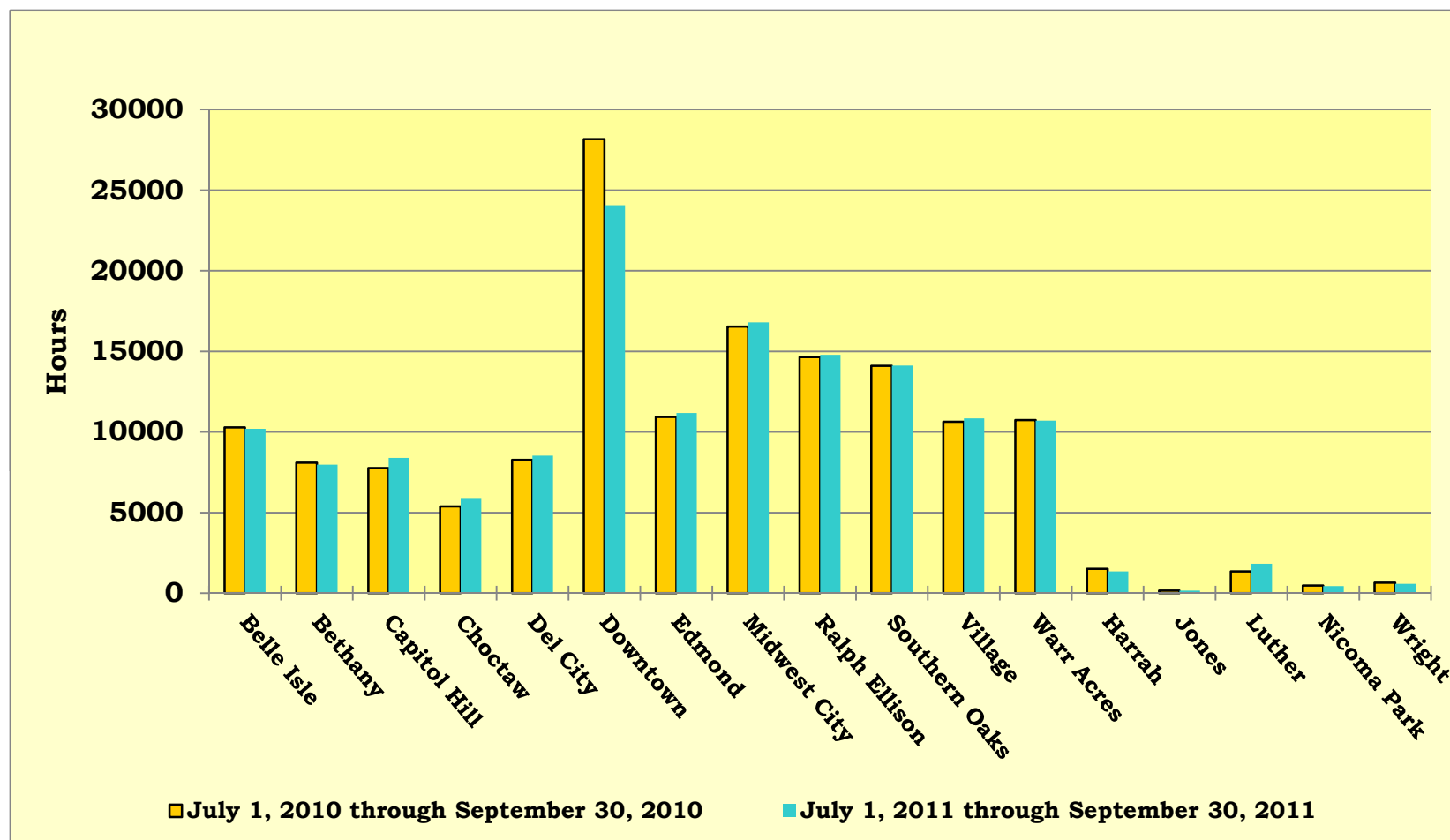
Circulation Gains and Losses

July 1, 2011 through September 30, 2011 (25.00% of the 11-12 Fiscal Year)

SEPTEMBER 30, 2011		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
Harrah	11	3937	12027	1583	5365	5520	17392	
	12	2783	10533	1078	4315	3861	14848	
		-1154	-1494	-505	-1050	-1659	-2544	-14.6
Jones	11	844	2659	448	1705	1292	4364	
	12	671	2439	347	1398	1018	3837	
		-173	-220	-101	-307	-274	-527	-12.1
Luther	11	3065	9881	1212	3981	4277	13862	
	12	2644	9100	1261	4475	3905	13575	
		-421	-781	49	494	-372	-287	-2.1
Nicoma Park	11	1974	6142	425	1826	2399	7968	
	12	1507	4918	388	1652	1895	6570	
		-467	-1224	-37	-174	-504	-1398	-17.5
Wright	11	907	2958	224	939	1131	3897	
	12	556	2324	276	862	832	3186	
		-351	-634	52	-77	-299	-711	-18.2
<u>OTHER:</u>								
Book Centers	11	10191	30623	6362	19058	16553	49681	
	12	10420	31006	6310	19056	16730	50062	
		229	383	-52	-2	177	381	.8
Books-by-Mail	11	1676	5822	0	0	1676	5822	
	12	1753	6260	0	0	1753	6260	
		77	438	0	0	77	438	7.5
eMedia - Audio	11	5778	17389	0	0	5778	17389	
	12	7632	24515	0	0	7632	24515	
		1854	7126	0	0	1854	7126	41.0
eMedia - eBooks	11	2283	6446	0	0	2283	6446	
	12	16863	50926	0	0	16863	50926	
		14580	44480	0	0	14580	44480	690.0
TOTALS	11	350016	1122384	155135	519969	505151	1642353	
	12	341137	1115585	154912	524980	496049	1640565	
		-8879	-6799	-223	5011	-9102	-1788	-.1

Total Computer Hours Used by Library

July 1, 2011 through September 30, 2011 (25.00% of the 11-12 Fiscal Year)



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Total Computer Usage

July 1, 2011 through September 30, 2011 (25.00% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	11	366		4,341		3,308.73		1,959		13,638		10,288.66	
	12	402		4,139		3,194.29		2,074		13,456		10,190.83	
		36	9.8	-202	-4.7	-114.44	-3.5	115	5.9	-182	-1.3	-97.83	-1.0
BETHANY	11	291		3,472		2,668.97		1,551		10,727		8,093.01	
	12	345		3,192		2,546.08		1,731		10,355		7,962.51	
		54	18.6	-280	-8.1	-122.89	-4.6	180	11.6	-372	-3.5	-130.50	-1.6
CAPITOL HILL	11	337		3,082		2,456.21		1,484		10,100		7,763.94	
	12	382		3,534		2,825.73		1,687		10,969		8,395.25	
		45	13.4	452	14.7	369.52	15.0	203	13.7	869	8.6	631.31	8.1
CHOCTAW	11	186		1,784		1,692.60		914		5,718		5,387.36	
	12	176		1,868		1,824.62		865		5,611		5,911.60	
		-10	-5.4	84	4.7	132.02	7.8	-49	-5.4	-107	-1.9	524.24	9.7
DEL CITY	11	295		3,331		2,685.97		1,482		10,247		8,261.31	
	12	262		3,592		2,745.48		1,428		10,976		8,534.06	
		-33	-11.2	261	7.8	59.51	2.2	-54	-3.6	729	7.1	272.75	3.3
DOWNTOWN	11	331		11,683		8,925.07		2,084		37,327		28,165.47	
	12	357		9,703		7,923.69		2,003		31,809		24,071.54	
		26	7.9	-1,980	-16.9	-1,001.38	-11.2	-81	-3.9	-5,518	-14.8	-4,093.93	-14.5
EDMOND	11	437		4,074		3,393.90		2,063		13,452		10,933.36	
	12	422		4,075		3,629.65		2,167		13,586		11,180.20	
		-15	-3.4	1	.0	235.75	6.9	104	5.0	134	1.0	246.84	2.3
MIDWEST CITY	11	492		6,259		5,153.41		2,912		20,603		16,537.35	
	12	582		6,857		5,312.42		2,984		21,839		16,806.03	
		90	18.3	598	9.6	159.01	3.1	72	2.5	1,236	6.0	268.68	1.6
RALPH ELLISON	11	396		5,483		4,526.53		1,959		18,909		14,639.15	
	12	403		5,658		4,690.80		2,330		19,402		14,792.66	
		7	1.8	175	3.2	164.27	3.6	371	18.9	493	2.6	153.51	1.0

Total Computer Usage

July 1, 2011 through September 30, 2011 (25.00% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	11	585		5,769		4,586.23		2,839		18,833		14,093.60	
	12	472		5,410		4,504.56		2,503		17,640		14,111.15	
		-113	-19.3	-359	-6.2	-81.67	-1.8	-336	-11.8	-1,193	-6.3	17.55	.1
VILLAGE	11	440		4,410		3,458.15		2,229		13,820		10,631.10	
	12	449		4,238		3,499.40		2,368		13,921		10,848.27	
		9	2.0	-172	-3.9	41.25	1.2	139	6.2	101	.7	217.17	2.0
WARR ACRES	11	360		4,329		3,407.48		1,809		13,952		10,737.26	
	12	351		4,491		3,427.96		1,905		14,500		10,703.96	
		-9	-2.5	162	3.7	20.48	.6	96	5.3	548	3.9	-33.30	-.3
HARRAH	11	46		689		569.23		243		1,822		1,499.29	
	12	34		370		289.74		234		1,592		1,347.25	
		-12	-26.1	-319	-46.3	-279.49	-49.1	-9	-3.7	-230	-12.6	-152.04	-10.1
JONES	11	7		50		39.51		33		189		157.51	
	12	6		64		65.43		34		175		159.68	
		-1	-14.3	14	28.0	25.92	65.6	1	3.0	-14	-7.4	2.17	1.4
LUTHER	11	66		634		458.15		298		1,724		1,349.71	
	12	37		463		483.50		259		1,938		1,821.02	
		-29	-43.9	-171	-27.0	25.35	5.5	-39	-13.1	214	12.4	471.31	34.9
NICOMA PARK	11	23		247		216.38		94		556		472.69	
	12	13		138		115.27		85		454		438.98	
		-10	-43.5	-109	-44.1	-101.11	-46.7	-9	-9.6	-102	-18.3	-33.71	-7.1
WRIGHT	11	18		228		207.48		76		746		653.90	
	12	28		218		171.27		117		726		573.80	
		10	55.6	-10	-4.4	-36.21	-17.5	41	53.9	-20	-2.7	-80.10	-12.2
TOTAL	11	4,676		59,865		47,754.00		24,029		192,363		149,664.67	
	12	4,721		58,010		47,249.89		24,774		188,949		147,848.79	
		45	1.0	-1,855	-3.1	-504.11	-1.1	745	3.1	-3,414	-1.8	-1,815.88	-1.2

Computer Usage by Adult Customers

July 1, 2011 through September 30, 2011 (25.00% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	11	316		3,717		2,850.94		1,646		11,579		8,764.99	
	12	315		3,598		2,813.92		1,720		11,787		8,990.02	
		-1	-.3	-119	-3.2	-37.02	-1.3	74	4.5	208	1.8	225.03	2.6
BETHANY	11	234		2,967		2,254.07		1,233		8,482		6,426.18	
	12	296		2,685		2,134.11		1,404		8,127		6,264.27	
		62	26.5	-282	-9.5	-119.96	-5.3	171	13.9	-355	-4.2	-161.91	-2.5
CAPITOL HILL	11	205		1,485		1,379.24		844		4,559		3,860.45	
	12	246		1,796		1,614.52		1,011		5,261		4,384.26	
		41	20.0	311	20.9	235.28	17.1	167	19.8	702	15.4	523.81	13.6
CHOCTAW	11	142		1,290		1,178.79		673		4,077		3,717.07	
	12	130		1,341		1,262.51		621		3,718		3,540.90	
		-12	-8.5	51	4.0	83.72	7.1	-52	-7.7	-359	-8.8	-176.17	-4.7
DEL CITY	11	235		2,689		2,190.10		1,134		7,972		6,478.10	
	12	207		2,919		2,244.86		1,100		8,742		6,762.02	
		-28	-11.9	230	8.6	54.76	2.5	-34	-3.0	770	9.7	283.92	4.4
DOWNTOWN	11	293		11,069		8,444.29		1,790		34,939		26,311.45	
	12	312		9,368		7,653.83		1,747		30,393		22,971.92	
		19	6.5	-1,701	-15.4	-790.46	-9.4	-43	-2.4	-4,546	-13.0	-3,339.53	-12.7
EDMOND	11	356		3,478		2,883.89		1,722		11,359		9,203.68	
	12	353		3,521		3,144.52		1,826		11,489		9,468.56	
		-3	-.8	43	1.2	260.63	9.0	104	6.0	130	1.1	264.88	2.9
MIDWEST CITY	11	407		4,915		4,103.90		2,262		15,439		12,622.02	
	12	478		5,206		4,122.92		2,366		15,568		12,186.22	
		71	17.4	291	5.9	19.02	.5	104	4.6	129	.8	-435.80	-3.5
RALPH ELLISON	11	300		3,525		3,108.32		1,462		11,146		9,149.77	
	12	308		3,797		3,350.02		1,680		11,850		9,692.95	
		8	2.7	272	7.7	241.70	7.8	218	14.9	704	6.3	543.18	5.9

Computer Usage by Adult Customers

July 1, 2011 through September 30, 2011 (25.00% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	11	451		4,239		3,402.50		2,106		12,480		9,650.13	
	12	353		3,936		3,374.33		1,827		12,030		9,945.45	
		-98	-21.7	-303	-7.1	-28.17	-.8	-279	-13.2	-450	-3.6	295.32	3.1
VILLAGE	11	355		3,384		2,674.22		1,757		10,404		8,082.29	
	12	369		3,238		2,709.82		1,896		10,445		8,230.30	
		14	3.9	-146	-4.3	35.60	1.3	139	7.9	41	.4	148.01	1.8
WARR ACRES	11	302		3,810		2,954.33		1,487		11,370		8,699.98	
	12	285		3,849		2,914.77		1,565		11,757		8,617.02	
		-17	-5.6	39	1.0	-39.56	-1.3	78	5.2	387	3.4	-82.96	-1.0
HARRAH	11	28		401		312.75		159		1,165		930.11	
	12	22		238		180.62		164		1,054		847.89	
		-6	-21.4	-163	-40.6	-132.13	-42.2	5	3.1	-111	-9.5	-82.22	-8.8
JONES	11	4		37		33.87		21		148		131.86	
	12	5		52		57.99		23		145		142.12	
		1	25.0	15	40.5	24.12	71.2	2	9.5	-3	-2.0	10.26	7.8
LUTHER	11	26		250		192.55		142		786		646.63	
	12	20		289		315.47		131		958		951.38	
		-6	-23.1	39	15.6	122.92	63.8	-11	-7.7	172	21.9	304.75	47.1
NICOMA PARK	11	14		212		191.54		69		476		428.17	
	12	12		128		109.38		69		389		373.47	
		-2	-14.3	-84	-39.6	-82.16	-42.9		.0	-87	-18.3	-54.70	-12.8
WRIGHT	11	13		189		182.16		55		568		523.15	
	12	20		169		143.90		77		517		428.81	
		7	53.8	-20	-10.6	-38.26	-21.0	22	40.0	-51	-9.0	-94.34	-18.0
TOTAL	11	3,681		47,657		38,337.46		18,562		146,949		115,626.03	
	12	3,731		46,130		38,147.49		19,227		144,230		113,797.56	
		50	1.4	-1,527	-3.2	-189.97	-.5	665	3.6	-2,719	-1.9	-1,828.47	-1.6

Computer Usage by Minor Customers

July 1, 2011 through September 30, 2011 (25.00% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	11	50		624		457.79		313		2,059		1,523.67	
	12	87		541		380.37		354		1,669		1,200.81	
		37	74.0	-83	-13.3	-77.42	-16.9	41	13.1	-390	-18.9	-322.86	-21.2
BETHANY	11	57		505		414.90		318		2,245		1,666.83	
	12	49		507		411.97		327		2,228		1,698.24	
		-8	-14.0	2	.4	-2.93	-.7	9	2.8	-17	-.8	31.41	1.9
CAPITOL HILL	11	132		1,597		1,076.97		640		5,541		3,903.49	
	12	136		1,738		1,211.21		676		5,708		4,010.99	
		4	3.0	141	8.8	134.24	12.5	36	5.6	167	3.0	107.50	2.8
CHOCTAW	11	44		494		513.81		241		1,641		1,670.29	
	12	46		527		562.11		244		1,893		2,370.70	
		2	4.5	33	6.7	48.30	9.4	3	1.2	252	15.4	700.41	41.9
DEL CITY	11	60		642		495.87		348		2,275		1,783.21	
	12	55		673		500.62		328		2,234		1,772.04	
		-5	-8.3	31	4.8	4.75	1.0	-20	-5.7	-41	-1.8	-11.17	-.6
DOWNTOWN	11	38		614		480.78		294		2,388		1,854.02	
	12	45		335		269.86		256		1,416		1,099.62	
		7	18.4	-279	-45.4	-210.92	-43.9	-38	-12.9	-972	-40.7	-754.40	-40.7
EDMOND	11	81		596		510.01		341		2,093		1,729.68	
	12	69		554		485.13		341		2,097		1,711.64	
		-12	-14.8	-42	-7.0	-24.88	-4.9		.0	4	.2	-18.04	-1.0
MIDWEST CITY	11	85		1,344		1,049.51		650		5,164		3,915.33	
	12	104		1,651		1,189.50		618		6,271		4,619.81	
		19	22.4	307	22.8	139.99	13.3	-32	-4.9	1,107	21.4	704.48	18.0
RALPH ELLISON	11	96		1,958		1,418.21		497		7,763		5,489.38	
	12	95		1,861		1,340.78		650		7,552		5,099.71	
		-1	-1.0	-97	-5.0	-77.43	-5.5	153	30.8	-211	-2.7	-389.67	-7.1

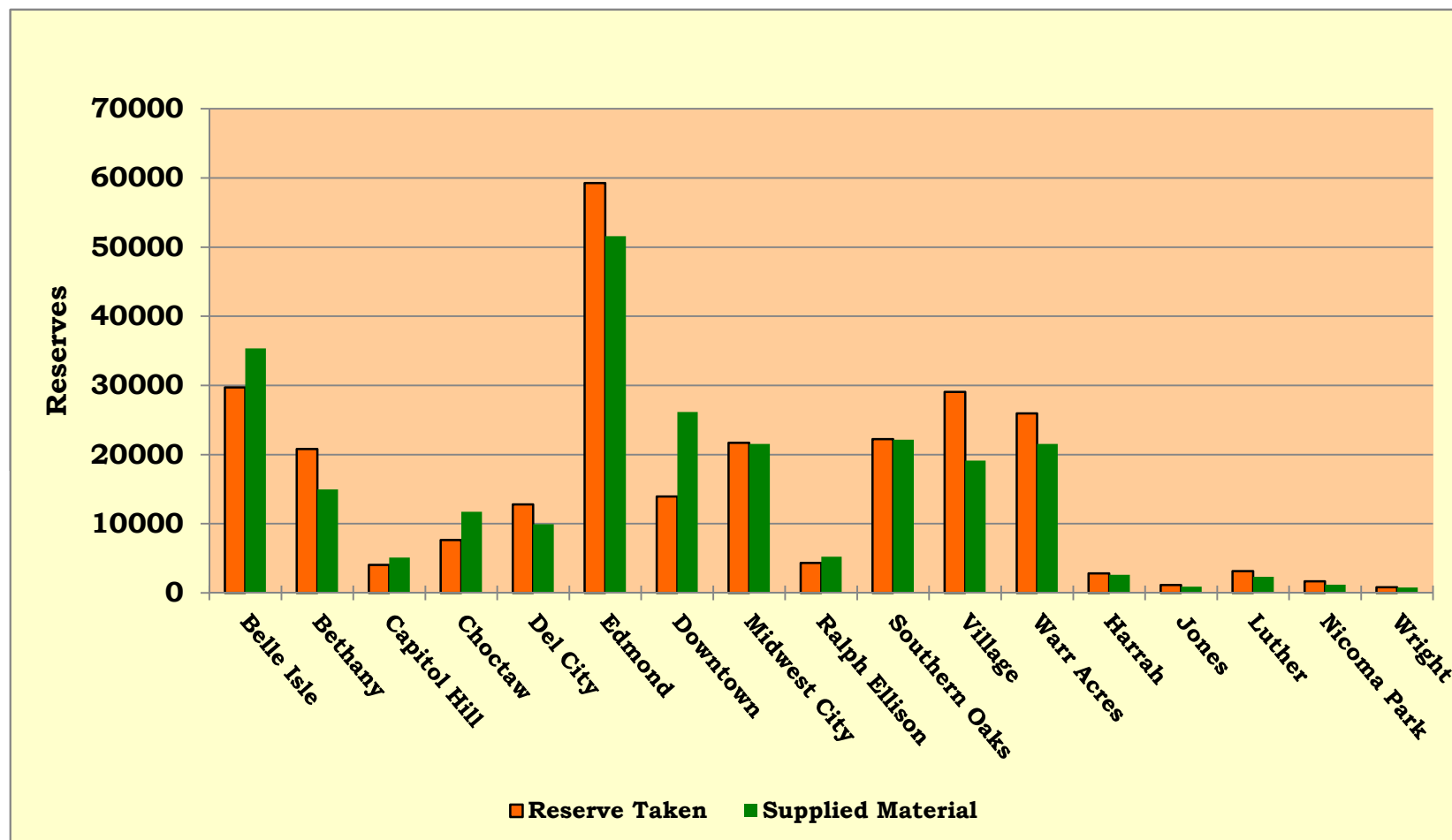
Computer Usage by Minor Customers

July 1, 2011 through September 30, 2011 (25.00% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	11	134		1,530		1,183.73		733		6,353		4,443.47	
	12	119		1,474		1,130.23		676		5,610		4,165.70	
		-15	-11.2	-56	-3.7	-53.50	-4.5	-57	-7.8	-743	-11.7	-277.77	-6.3
VILLAGE	11	85		1,026		783.93		472		3,416		2,548.81	
	12	80		1,000		789.58		472		3,476		2,617.97	
		-5	-5.9	-26	-2.5	5.65	.7		.0	60	1.8	69.16	2.7
WARR ACRES	11	58		519		453.15		322		2,582		2,037.28	
	12	66		642		513.19		340		2,743		2,086.94	
		8	13.8	123	23.7	60.04	13.2	18	5.6	161	6.2	49.66	2.4
HARRAH	11	18		288		256.48		84		657		569.18	
	12	12		132		109.12		70		538		499.36	
		-6	-33.3	-156	-54.2	-147.36	-57.5	-14	-16.7	-119	-18.1	-69.82	-12.3
JONES	11	3		13		5.64		12		41		25.65	
	12	1		12		7.44		11		30		17.56	
		-2	-66.7	-1	-7.7	1.80	31.9	-1	-8.3	-11	-26.8	-8.09	-31.5
LUTHER	11	40		384		265.60		156		938		703.08	
	12	17		174		168.03		128		980		869.64	
		-23	-57.5	-210	-54.7	-97.57	-36.7	-28	-17.9	42	4.5	166.56	23.7
NICOMA PARK	11	9		35		24.84		25		80		44.52	
	12	1		10		5.89		16		65		65.51	
		-8	-88.9	-25	-71.4	-18.95	-76.3	-9	-36.0	-15	-18.8	20.99	47.1
WRIGHT	11	5		39		25.32		21		178		130.75	
	12	8		49		27.37		40		209		144.99	
		3	60.0	10	25.6	2.05	8.1	19	90.5	31	17.4	14.24	10.9
TOTAL	11	995		12,208		9,416.54		5,467		45,414		34,038.64	
	12	990		11,880		9,102.40		5,547		44,719		34,051.23	
		-5	-.5	-328	-2.7	-314.14	-3.3	80	1.5	-695	-1.5	12.59	.0

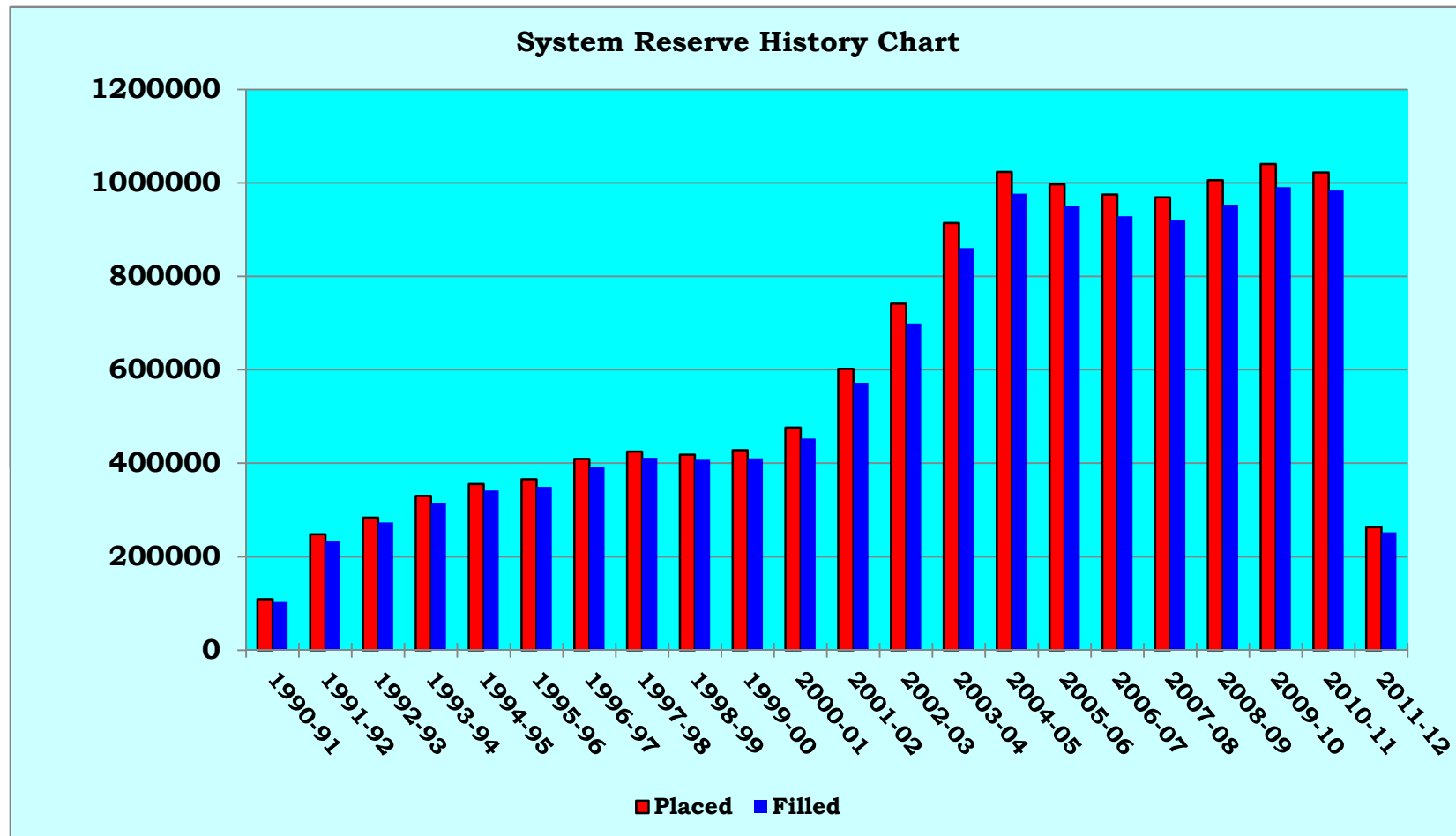
System Reserve Report

July 1, 2011 through September 30, 2011 (25.00% of the 11-12 Fiscal Year)



System Reserve Report

July 1, 2011 through September 30, 2011 (25.00% of the 11-12 Fiscal Year)



System Reserves Report

July 1, 2011 through September 30, 2011 (25.00% of the 11-12 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	11	10,383	33,958		10,208	32,024	
	12	8,948	29,732		8,559	28,459	
		-1,435	-4,226	-12.4	-1,649	-3,565	-11.1
BETHANY	11	6,724	21,372		6,484	20,656	
	12	6,392	20,808		6,228	19,656	
		-332	-564	-2.6	-256	-1,000	-4.8
CAPITOL HILL	11	1,194	3,520		1,060	3,323	
	12	1,112	4,067		1,114	3,984	
		-82	547	15.5	54	661	19.9
CHOCTAW	11	2,519	7,857		2,360	7,524	
	12	2,404	7,634		2,355	7,369	
		-115	-223	-2.8	-5	-155	-2.1
DEL CITY	11	3,931	12,502		3,747	11,847	
	12	4,255	12,780		3,743	11,314	
		324	278	2.2	-4	-533	-4.5
EDMOND	11	19,709	65,105		19,275	62,849	
	12	17,866	59,252		17,795	57,358	
		-1,843	-5,853	-9.0	-1,480	-5,491	-8.7
DOWNTOWN	11	4,477	15,405		4,383	14,506	
	12	3,965	13,927		3,914	13,456	
		-512	-1,478	-9.6	-469	-1,050	-7.2
MIDWEST CITY	11	7,839	24,103		7,512	22,848	
	12	6,423	21,725		6,382	21,093	
		-1,416	-2,378	-9.9	-1,130	-1,755	-7.7
RALPH ELLISON	11	1,193	4,430		1,190	4,288	
	12	1,357	4,353		1,307	4,168	
		164	-77	-1.7	117	-120	-2.8
SOUTHERN OAKS	11	8,733	27,237		8,411	25,974	
	12	7,139	22,248		6,821	21,107	
		-1,594	-4,989	-18.3	-1,590	-4,867	-18.7
VILLAGE	11	8,862	29,231		8,824	27,712	
	12	8,406	29,068		8,333	27,685	
		-456	-163	-.6	-491	-27	-.1
WARR ACRES	11	8,047	25,719		7,648	24,856	
	12	7,676	25,939		7,603	25,130	
		-371	220	.9	-45	274	1.1

System Reserves Report

July 1, 2011 through September 30, 2011 (25.00% of the 11-12 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	11	1,272	3,835		1,220	3,711	
	12	823	2,836		842	2,758	
		-449	-999	-26.0	-378	-953	-25.7
JONES	11	328	1,018		311	987	
	12	348	1,135		328	1,125	
		20	117	11.5	17	138	14.0
LUTHER	11	1,066	3,273		1,011	2,942	
	12	963	3,163		986	3,138	
		-103	-110	-3.4	-25	196	6.7
NICOMA PARK	11	619	1,905		547	1,800	
	12	549	1,672		456	1,495	
		-70	-233	-12.2	-91	-305	-16.9
WRIGHT	11	245	869		257	831	
	12	319	837		310	819	
		74	-32	-3.7	53	-12	-1.4
BOOKS-BY-MAIL	11	768	2,600		789	2,591	
	12	771	2,576		715	2,470	
		3	-24	-9	-74	-121	-4.7
TOTAL	11	87,909	283,939		85,237	271,269	
	12	79,716	263,752		77,791	252,584	
		-8,193	-20,187	-7.1	-7,446	-18,685	-6.9

EXECUTIVE DIRECTOR'S REPORT

OCTOBER 2011

Welcome to New Commissioner

I am pleased to announce the appointment of Rozz Grigsby to the Metropolitan Library Commission. She was approved to replace David Greenwell by the Oklahoma City council on September 13, 2011. Rozz is the Creative Arts Manager for the Oklahoma State Fair, is a member of LOYAL Class IV; ONEAL – Oklahoma's New and Emerging Arts Leaders and is also involved with Oklahoma Children's Theatre and the International Association of Fairs and Expositions. Rozz is excited to serve on the commission because she "feels strongly that literature and love of learning are the foundation of education". Rozz and her husband, James, are the proud parents of 18month old son, Taylor. Please welcome Rozz to the commission!

New partnership with Smart Start Central Oklahoma and the OKC Public Schools

With the beginning of the new school year, MLS embarked on a broader partnership with Smart Start and OKCPS(Oklahoma City Public Schools) which promotes early childhood programming in the form of a mobile 1-2-3 Play with Me, music and art programs, healthy parenting skills, school readiness skills and library services. Money for the program is coming from OKCPS and MLS. We provide assistance in coordinating and training the facilitators, library materials, toy kits, flyers and other supplies; give away books and assist in other areas as needed. Smart Start is providing the coordinator and facilitator, materials for the programs and the training sessions and OKCPS budgets Title 1 money to pay for books and program sessions, provides space and helps to promote the program. This year, this program will be funded in every OKC elementary school.

Lisa Wood, our Children's Services Coordinator, has been instrumental in building these relationships and coordinating the initial programs that launched this broader initiative. Kudos to Lisa for working on this excellent outreach program that reaches so many parents and children!

Jones Update

The Town of Jones City and BancFirst have finalized the details of the donation of real property to be used for a new library in Jones. We are in the process of developing a letter of intent between the Town of Jones City and the Metropolitan Library System which will outline the responsibilities of both parties regarding architect selection, design and construction for a new library. William Comstock, our attorney, has reviewed the letter and it will be going forward to Jones for their review. The Long Range Planning Committee and/or the Commission will be asked to approve a Project Agreement (similar to the ones we have had with Oklahoma City) and a Lease later on in the process. It is exciting news for Jones and we are pleased about the opportunity to provide broader library services to the community and also to move Jones into a permanent building owned by the town.

Digital Forum Big Success!

We were very pleased to host the digital inclusion forum on October 11 & 12th. Over 30 people from the community attended the community forum and we had 11 people attend the Leadership forum the next morning. Commission members, Fran Cory, Nancy Anthony, and Tracy McDaniel were among the participants. My thanks to them for their attendance and input. The moderators and facilitators were very impressed with the people in attendance and the feedback that was provided. When their report is complete, we will share it with you.

Under the Big Top

Focus, our annual staff development day, was another outstanding effort engineered by our Planning Department under the leadership of Stacy Schrank. Staff attended a variety of breakout sessions and learning activities designed to help them at work and in their personal lives. We were pleased that Commissioners Fran Cory and Beth Toland were able to join us for part of the day.

Part of our Focus event is the culmination of our annual United Way Drive. I am pleased to report that under the leadership of Heidi Port and Candace McDaniel, our co- chairs, and their outstanding staff committee, MLS exceeded its goal and raised \$20,236.28! Congratulations to all!

Capital Projects Update

Northwest Library and Southern Oaks library projects continue moving along towards completion. We were pleased to be able to have Library Commission members, Friends Board Members, and Library Endowment Trust members tour the Northwest library this past week. We will be hosting tours for staff later in the year as well.

Meetings are being held this week and next week with various city officials and MLS related to Capitol Hill, Nicoma Park and Edmond.

DIRECTOR OUTREACH ACTIVITIES

- ♣ Attended Rotary 29 Club Meetings
- ♣ Host Digital Forum at Downtown Library
- ♣ OLA Legislative Meeting
- ♣ Meeting with Mayor of Jones
- ♣ Tour Northwest Library Site
- ♣ Journal Record Woman of The Year Forum & Gala

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Tuskegee Airmen Exhibit

Tuesday, November 1, 2011

Location: Midwest City

All Ages

Exhibit: Nov 1-30

As part of our month-long Veterans' Day observance, an exhibit honoring the Tuskegee Airmen will be on display throughout the month of November at the MWC Library. The mission of the local Charles B. Hall Chapter is "To bring together in a spirit of friendship and goodwill all persons who share in the aspirations, frustrations, and successes of the men and women who pioneered in military aviation and in the Tuskegee

Experience, to foster recognition and preserve the history of black achievements in aviation, and to inspire and motivate young men and women, particularly minorities, toward endeavors in Aviation and Aerospace."

An Evening with Beth Wilson

Tuesday, November 1, 2011

Time: 6:00pm-7:30pm

Location: Choctaw

Adults

Beth Wilson, published author and librarian with the Metropolitan Library System, presents a book talk on her published work *Modern Aspiration*: Poems by Gerald Locklin and stories by Beth Wilson. Books may be purchased following event. Light refreshments served.

Native American Culture Celebration with Storyteller Greg Rodgers

Wednesday, November 9, 2011

Time: 10:00am-11:00am

Location: Capitol Hill

All Ages

Choctaw author and storyteller, Greg Rodgers, will educate and entertain with traditional Native American stories. Join us in this celebration of Native American culture.

Patriotic Music for Veteran's Day

Thursday, November 10, 2011

Time: 6:30pm-7:30pm

Location: Bethany

All Ages

The Oklahoma City Philharmonic's "Let's Talk About Music" will perform Patriotic music for our veterans and their families. Everyone is invited for this special event. Refreshments will be served after the event.

Veterans' Information Fair

Saturday, November 12, 2011

Time: 10:00am-2:00pm

Location: Midwest City

All Ages

In honor of our local veterans, Midwest City Library is hosting a Veterans' Information Fair. The fair will feature information booths with local organizations, both government and private, that provide services specifically for veterans and their families. In the library lobby will be a display honoring the Tuskegee Airmen and throughout the library will be photos of our local heroes. The day will begin with an opening ceremony with the playing of our National Anthem and a keynote speaker. Please join us as we honor our local veterans. For more information please contact the Information Desk or call 405-732-4828.

Yoga and Hip Hop Culture Class

Monday, November 21, 2011

Time: 6:00pm-7:15pm

Location: Ralph Ellison

All Ages

Join Yoga instructor Ezir'ra James as he leads you through a 10-week program that introduces yoga as a daily practice for general health and well-being. What makes this yoga class unique is how it's blended with hip hop culture. Classes are on Monday evenings from 6 to 7:15 pm.