### METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

### FINANCE COMMITTEE AGENDA

Members: Hugh Rice, Chair Nancy Anthony Scott Duncan Greg Womack

Monday, May 13, 2002 3:30 p.m. Belle Isle Library 5501 N. Villa Oklahoma City, OK 73112 (Phone: 843-9601)

NOTE: Comments from the general public will be limited to 15 minutes with time prorated among speakers. Preference will be given to residents of Oklahoma County. Persons signing up to address the committee must list their residential address and personally sign a speaker form.

- I. Call to Order and Establishment of Quorum Hugh Rice, Chair
- II. General Review of Library Finances
  - > Metropolitan Library System Budget Projections With Current 5.2 Mills
  - Metropolitan Library System Budget Projections With Additional 1 Mill in FY 2004 - 2005 (Annual growth 4.88%)
  - Metropolitan Library System Budget Projections With Additional 1 Mill in FY 2004 - 2005 (Annual growth 5.00%)
  - > Projected Designated Reserves
- III. Review Choctaw Library Finances
  - > Historical Review of Funding of the New Choctaw Library
- IV. Request to approve transfer of funds with Choctaw Library Guild
- V. Request to approve additional funds for Choctaw Library construction
- VI. Review of funding for New Downtown Library & Learning Center
  - Historical Review of Funding for the Downtown Library & Learning Center
  - Attachment 1 Table 1 Construction sub-contracts to be completed
  - Attachment 2 MLC Document #28 Request for Additional Funding for the Downtown Library & Learning Center
  - Attachment 3 Expenditure Schedule for the Downtown Library & Learning Center
- VII. Request to accept Recommendation of Administrative and Personnel
  Committee to approve the Definition of Medical Funding Account
- VIII. General Review of Health Insurance -
- Cc: Metropolitan Library Commission Administrative Team Darlene Browers, President, Staff Association Managers and Supervisors

Particle   Projected   Proje				Ň	etropolitan Li	Metropolitan Library System					
Final   Final   Projected	5/8/02			Budget P	rojections Wi	th Current 5.	2 Mills				
Final   Final   Projected		1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08
14,828,943   15,957,629   16,835,299   17,677,064   18,525,663   19,414,790   20,346,699   21,325,634   136,4541   1432,687   14,88	Revenues:	Final	Final	Final	Final	Projected	Projected	Projected	Projected	Projected	Projected
69%         48%         60%         48%         65% <td>Current Year Tax</td> <td>12.942.684</td> <td>1</td> <td>14,828,943</td> <td>-</td> <td>16,835,299</td> <td>17,677,064</td> <td>18,525,563</td> <td>19,414,790</td> <td>20,346,699</td> <td>21,323,341</td>	Current Year Tax	12.942.684	1	14,828,943	-	16,835,299	17,677,064	18,525,563	19,414,790	20,346,699	21,323,341
624,781         634,541         649,46         656,243         669,434         669,434         676,128         682           1,319,472         1,199,694         1,364,464         1,432,687         1,504,322         1,579,538         1,658,615         1,741           500,997         1,727,428         565,000         27,650         27,650         27,030         27,030         27,600           2,931,468         394,652         218,398         265,000         267,650         27,032         273,030         276,600           2,931,468         1,821,148         1,169,802         600,000 <td>% of increase</td> <td>4.2%</td> <td>Ш</td> <td>%6'9</td> <td></td> <td>6.5%</td> <td>9.0%</td> <td>4.8%</td> <td>4.8%</td> <td>4.8%</td> <td>4.8%</td>	% of increase	4.2%	Ш	%6'9		6.5%	9.0%	4.8%	4.8%	4.8%	4.8%
1,319,472   1,996,694   1,364,464   1,432,687   1,504,322   1,579,538   1,688,515   1,741   1,996,994   1,364,464   1,432,687   1,504,322   1,579,538   1,568,515   1,579,559   1,579,559   1,572,584   1,564,462   1,564,602   1,504,000   1,996,00	State Aid/Fines	628,214	632,79	624,781	634,54	649,746	656,243	662,806	669,434	676,128	682,890
1978   17.2   17.2   19.0	Tours or other	2007 190	1 113 5	4 240 472	1 100 60	SEA AC	422 60	4 EDA 222	4 579 539	4 CEB 545	4 744 440
500.997         727,128         568,000         210,000         199,500         179,550         161,595         64           348,468         394,628         22         218,398         265,000         267,000         273,303         275           348,468         394,628         218,398         265,000         260,000         600,000 <td< td=""><td>lax callyover</td><td>%1.</td><td>19%</td><td>1,518,412</td><td>0,881,1</td><td>204,4</td><td>432,0</td><td>1,504,522</td><td>852</td><td>%S</td><td>244,147,1</td></td<>	lax callyover	%1.	19%	1,518,412	0,881,1	204,4	432,0	1,504,522	852	%S	244,147,1
45%         45%         45%         10%         10%           348,468         394,682         28,398         265,000         267,660         270,327         273,030         276           2,993,198         1,821,145         1,169,803         600,000         600,	Investment Income	200,031	303,229	500,997		568,000	210,000	199,500	179,550	161,595	64,638
348,68         394,652         218,388         265,000         267,660         270,327         273,000         276           2,993,198         1,821,145         1,169,803         600,000         600			52%	929		-22%	-63%	%S-	.10%	-10%	%09-
2,993,128%         13%         46%         21%         1%	Other Income	182,580	269,527	348,468	394,6	218,398	265,000	267,650	270,327	273,030	275,760
2.583,128         1.021,132         3.38k         3.68k         3.715,967         24,688         3.715,967         24,688         3.715,967         24,688         4.41k         4.43k         4.41k         4.38k         6.00k         6.00k         6.00k         4.391         1.029           2.002,871         2.484,38k         1.2,037,385         1.2,017,543         1.3,898,596         1.4,732,511         1.5,616,462         17,553           2.002,871         2.484,38k         1.2,374,32k         3.201,102         3.393,168         3.596,788         3.812,644         4,391           2.002,871         2.484,38k         3.201,102         3.393,168         3.586,788         3.740         1.0200         3.740           2.502,102         2.744,00         2.848,560         2.24,233         2.560,444 <td< td=""><td></td><td>037 430 5</td><td>48%</td><td>29%</td><td>7 700 7</td><td>490 000</td><td>21%</td><td>1%</td><td>8-000</td><td>9,1</td><td>%1</td></td<>		037 430 5	48%	29%	7 700 7	490 000	21%	1%	8-000	9,1	%1
0,615,826         20,734,788         20,805,710         20,840,994         21,759,840         22,713,638         23,715,967         24,688           1,7,72%         0,58%         0,34%         0,17%         4,41%         4,43%         4,41%         1,029           7,065,350         9,600,875         9,379,799         8,391,850         8,064,802         7,456,990         5,263,577         1,029           9,768,340         10,970,921         12,037,885         13,017,543         13,898,596         14,732,511         15,616,462         17,553           2,027,817         2,453         12,231,285         3,201,102         3,393,168         6,00%         1,60%         1,744         4,381           2,027,81         2,460,182         2,931,285         3,201,102         3,393,168         1,60%         1,60%         1,60%         1,744         4,381           2,027,180         2,627,182         3,201,102         2,60%         1,029,752         1,124,927         1,129,432         1,260%         1,744           2,627,160         2,627,160         2,60%         2,60%         3,240,518         3,528,488         1,374           2,617,042         4,20%         2,60%         2,60%         2,60%         3,248,60%         1,374 </td <td>Lapsed Fund</td> <td>4,700,</td> <td>1,230,371</td> <td>Z,995, 190</td> <td>1,021,</td> <td>1,109,003</td> <td>900,000</td> <td>000,000</td> <td>000,000</td> <td>2000,000</td> <td>000,000</td>	Lapsed Fund	4,700,	1,230,371	Z,995, 190	1,021,	1,109,003	900,000	000,000	000,000	2000,000	000,000
17.72%         0.58%         0.34%         0.17%         441%         4,38%         4,41%           7,065,350         9,600,875         9,379,799         8,391,850         8,064,802         7,456,990         5,263,577         1,029           7,065,350         9,600,875         9,379,799         8,391,850         8,064,802         7,456,990         5,263,577         1,029           9,768,340         10,970,921         12,037,985         13,017,543         13,898,596         14,732,511         15,616,462         17,563           2,002,1135%         2,331,88         3,201,102         3,393,168         3,596,758         3,812,604         4,391           678,578         773,778         982,641         1,061,222         1,124,927         1,192,423         1,263,968         1,374           18.83%         7,543,48         2,946,559         524,233         560,444         577,966         600%         5,00%           2,527,160         2,743,48         2,942,233         560,444         577,966         606,865         3,740           4,33%         4,68,021         4,94,559         524,233         560,444         577,966         606,865         3,740           5,407,984         17,461,042         1,295,270         2	Available for Budget	16 272 4	17 512.137	20.615.859	20.734.7	10	20.840.994	21.759.840	22.713.638	1	24,688,069
7,065,350         9,600,875         9,379,799         8,391,850         8,064,802         7,456,990         5,263,577         1,029           7,065,350         9,600,875         9,379,799         8,391,850         8,064,802         7,456,990         5,263,577         1,029           7,065,350         9,600,875         9,379,798         13,017,543         13,898,596         14,732,511         15,616,462         17,553           2,002,871         2,453%         1,233%         3,201,102         3,393,168         3,596,738         1,374           678,578         773,578         91,06%         2,00%         1,124,927         1,192,423         1,263,968         1,374           2,527,160         2,754,340         2,962,752         3,140,517         3,28,98         3,528,968         1,374           4,25%         4,25%         2,24,233         560,444         577,966         600,865         5,00%           4,31,035         4,26%         2,24,233         560,444         577,966         606,865         3,312,374           4,25%         4,26%         2,24,233         560,444         577,966         606,865         3,349,865         3,446,822         2,48,869         3,446,822         2,48,869         3,444,832         3,48,486	of increases		7.62%	2014 T		0.34%	0.17%	4.41%	4.38%	4 41%	4.10%
9,768,340         10,970,921         12,037,985         13,017,543         13,898,696         14,732,511         15,616,462         17,553           2,002,871         2,023,87         3,234,168         3,596,756         3,812,564         4,391           2,002,871         2,434,182         2,931,286         3,201,102         3,393,168         3,596,756         3,812,564         4,391           0,66%         773,578         392,0%         1,124,977         1,122,37         1,263,968         1,374           2,527,160         2,754,340         2,848,800         2,962,752         3,140,517         3,228,948         3,528,685         3,740           2,527,160         2,754,340         2,848,800         2,962,752         3,140,517         3,228,948         3,528,685         3,740           2,527,160         2,754,340         2,848,800         2,962,752         3,140,517         3,328,948         3,528,685         3,740           4,557         6,00%         5,00% <td>Reserve carryover</td> <td>3,750,000</td> <td>5,982,857</td> <td>7,065,350</td> <td>009'6</td> <td>9,379,799</td> <td>8,391,850</td> <td>8,054,802</td> <td>7,456,990</td> <td>263</td> <td>1,029,623</td>	Reserve carryover	3,750,000	5,982,857	7,065,350	009'6	9,379,799	8,391,850	8,054,802	7,456,990	263	1,029,623
9,768,340         10,970,921         12,037,985         13,017,543         13,898,596         14,732,511         15,616,462         17,553           2,002,871         2,494,182         2,931,285         3,201,102         3,393,168         3,596,758         3,812,564         4,391           6,78         17,538         3,201,102         3,393,168         3,596,758         3,812,564         4,391           6,78         24,538         17,628         3,201,102         3,393,168         3,596,758         3,812,564         4,391           18,83%         17,628         3,201,102         3,393,108         3,606,78         3,600%         6,00%         6,00%         6,00%         6,00%         6,00%         1,374         4,391         1,374         <	Expenditures:										
2,002,871         2,494,182         2,931,286         3,201,102         3,393,168         3,596,758         3,812,564         4,391           2,002,871         2,494,182         2,931,286         3,201,102         3,393,168         3,596,758         3,812,564         4,391           0,066%         24,53%         17,52%         1,061,252         1,124,927         1,192,423         1,263,968         1,374           2,527,160         2,754,340         2,848,800         2,962,233         550,444         5,70%         3,528,968         1,374           431,035         468,021         494,559         524,233         550,444         5,77,966         606,865         787           431,035         468,021         494,559         524,233         550,444         5,77,966         606,865         789           4,1034         7,61,047         5,00%         5,00%         5,00%         5,90%         5,90%           4,1035         4,1036         5,00%         5,00%         5,00%         5,90%         7,849           4,1036         6,00%         5,00%         5,00%         5,00%         5,90%         7,90%         5,90%           5,407,986         1,332         2,1178,042         2,176,48         2,00% <td>100-S W &amp; FR</td> <td>8 084 786</td> <td>8 772 322</td> <td>9 768 340</td> <td>10 970 921</td> <td>12.037.985</td> <td>13 017 543</td> <td>13.898.596</td> <td>14.732.511</td> <td>15.616.462</td> <td>17.553,450</td>	100-S W & FR	8 084 786	8 772 322	9 768 340	10 970 921	12.037.985	13 017 543	13.898.596	14.732.511	15.616.462	17.553,450
2,002,871         2,494,182         2,931,286         3,201,102         3,393,168         3,596,758         3,812,564         4,391           -0.66%         24,53%         17,52%         3,201,102         3,393,168         3,596,758         3,812,564         4,394           -0.66%         24,53%         17,62%         92,0%         6,00%         6,00%         6,00%         6,00%         6,00%         1,374           18.83%         27,00%         27,43%         2,962,752         3,140,517         3,28,948         3,528,685         3,740           2,527,100         2,754,340         2,848,800         2,962,752         3,140,517         3,28,948         3,528,685         3,740           2,527,103         6,00%         6,00%         5,00%         5,00%         5,00%         5,00%         5,00%           4,25%         13,295,270         20,766,882         22,107,653         23,428,607         24,828,544         27,847           2,60%         13,32%         411,160         250,000         1,478,443         3,121,377         84           8,086,334         20,955,864         21,793,659         21,778,483         22,357,653         24,907,050         27,949,921         28,684           2,555,525 <td< td=""><td>% of increase</td><td>2,98%</td><td>8.50%</td><td>11.35%</td><td>12.31%</td><td>9.73%</td><td>8 14%</td><td>6.77%</td><td>9,00%</td><td>%00'9</td><td>12.40%</td></td<>	% of increase	2,98%	8.50%	11.35%	12.31%	9.73%	8 14%	6.77%	9,00%	%00'9	12.40%
-0.66%         24.53%         17.62%         9.20%         6.00%         6.00%         6.00%         1.374           678,578         773,578         982,641         1,061,252         1,124,927         1,192,423         1,263,968         1,374           18.83%         773,578         982,641         1,061,252         3,140,517         3,328,948         3,528,948         3,528,685         3,740           2.527,160         2.754,834         2,848,800         2,962,752         3,440,44         5,00%	200-M&O Contract	1,953,592	2,016,103	2,002,871	2,494,182	2,931,285	201	3,393,168	596	3,812,564	4,391,318
678,578         773,578         982,641         1,061,252         1,124,927         1,192,423         1,263,968         1,374           18.33%         14,00%         27,03%         8,00%         6,00%         6,00%         6,00%         6,00%         1,374           2,527,160         2,754,340         2,848,800         2,962,752         3,140,517         3,328,948         3,528,685         3,740           431,035         468,021         494,559         524,233         550,444         57,966         606,865         787           43,035         468,021         494,559         524,233         550,444         57,966         606,865         787           4,07,984         17,461,045         20,266,800         2,0766,820         22,107,650         2,482,607         24,828,607         27,847           5,407,984         17,461,046         20,266,800         411,110         25,90%         5,90%         5,90%         5,90%           2,607,34         1,763,659         2,1778,042         22,357,653         24,907,050         27,949,921         28,691           2,607,34         2,793,68         2,1778,048         (597,813)         (2,193,413)         (4,233,954)         (4,003           2,267,750         2,294,825 <td></td> <td>6.95%</td> <td></td> <td>-0.66%</td> <td></td> <td>17.52%</td> <td>9.20%</td> <td>%00'9</td> <td>6.00%</td> <td>%00.9</td> <td>15.18%</td>		6.95%		-0.66%		17.52%	9.20%	%00'9	6.00%	%00.9	15.18%
18.83%         14.00%         27.03%         8.00%         6.00%         6.00%         6.00%           2.527.160         2.754.340         2.848.800         2.962.752         3.140,517         3.328.948         3.528.685         3.740           9.93%         8.189%         2.848.800         2.962.752         3.140,517         3.328.948         3.528.685         3.740           42.5%         468,021         494,559         524,233         550,444         577,966         606.865         787           5,407,984         17,461,042         19,295,270         20,766.882         22,107,663         23,428,607         24,828,544         27,847           2,672,350         3,494,822         2,498,882         21,178,042         22,357,653         23,428,607         24,828,607         24,828,40           2,672,350         3,494,822         2,498,882         411,160         250,000         1,478,443         3,121,377         844           8,080,334         20,955,864         21,778,048         (597,813)         (2,193,413)         (4,233,954)         (4,003           2,235,525         (221,076)         (987,949)         (337,048)         (597,813)         2,193,413)         (4,233,954)         (4,003           2,260,734,788	300-M&O Commod.	550,609	571,050	678,578	773,578	982,641	1,061,252	1,124,927	1,192,423	1,263,968	1,374,807
2,527,160         2,754,340         2,848,800         2,962,752         3,140,517         3,328,948         3,528,685         3,740           431,035         4,68,021         4,84,659         524,233         550,444         577,966         606,865         787           431,035         468,021         494,659         524,233         550,444         577,966         606,865         783           5,407,984         17,461,042         19,295,270         20,766,882         22,107,653         23,428,607         24,828,544         27,847           2,672,350         3,494,822         2,498,389         411,160         250,000         1,478,443         3,121,377         84,691           8,080,334         20,955,864         21,793,659         21,178,042         22,357,653         24,907,050         27,949,921         28,691           2,535,525         (221,076)         (987,949)         (337,048)         (597,813)         (2,193,413)         (4,233,954)         (4,003           2,535,525         (221,076)         8,391,850         8,054,802         22,456,800         22,715,638         23,715,967         2,949,921         28,699           2,567,750         8,043,302         7,294,825         7,359,313         7,456,990         5,267,570		4.08%	3.71%	18.83%	14.00%	27.03%	8.00%	%00'9	6.00%	%00'9	8.77%
431,035         468,021         494,559         524,233         550,444         577,966         606,865         787           5,407,984         17,461,032         19,295,270         20,766,882         22,107,653         23,428,607         24,828,544         27,847           9,50%         13,32%         10,50%         7,63%         25,00%         1,478,443         3,121,377         84           8,080,334         20,955,864         21,793,659         21,178,042         22,357,653         24,907,050         27,949,921         28,691           2,535,525         (221,076)         (987,949)         (337,048)         (597,813)         (2,193,413)         (4,233,954)         (4,003           9,600,875         9,379,799         8,391,850         8,054,802         7,456,990         5,263,577         1,029,623         2,973           4,333,125         1,336,497         1,097,025         695,489         (99,806)         (1,464,467)         (3,241,300)         (7,294,825	400-Materials	2,039,906	2,298,880	2,527,160	754	2,848,800	2,962,752	3,140,517	3,328,948	3,528,685	3,740,406
4.25%         8.58%         6.67%         6.00%         6.00%         6.00%         6.00%         6.00%         6.00%         6.00%         6.00%         5.08%         5.08%         5.08%         5.08%         5.08%         5.08%         5.00% <th< td=""><td>400-OP Capital</td><td>497.882</td><td>413.471</td><td>431.035</td><td>468.021</td><td>494,559</td><td>524.233</td><td>550.444</td><td>577.966</td><td>606,865</td><td></td></th<>	400-OP Capital	497.882	413.471	431.035	468.021	494,559	524.233	550.444	577.966	606,865	
5,407,984         17,461,042         19,295,270         20,766,882         22,107,653         23,428,607         24,828,544         27,847           9,50%         13,32%         10,50%         7,63%         6.46%         5.98%         5.98%         5.98%           2,672,350         3,494,822         2,498,389         411,160         250,000         1,478,443         3,121,377         849           8,080,334         20,955,864         21,793,659         21,178,042         22,357,653         24,907,050         27,949,921         28,691           2,535,525         (221,076)         (987,949)         (337,048)         (597,813)         (2,193,413)         (4,233,954)         (4,003           2,600,875         9,379,799         8,391,850         8,054,802         7,456,990         5,263,577         1,029,623         2,973           5,267,750         8,043,302         7,294,825         7,359,313         7,556,796         6,728,044         4,270,923         4,321           4,333,125         1,336,497         1,097,025         695,489         (99,806)         (1,464,467)         (3,241,300)         (7,296		1.16%	-16.95%	4.25%	8.58%	2.67%	8,00%	8.00%	5.00%	2.00%	29.72%
9.50%         13.32%         10.60%         7.63%         6.46%         5.98%         <	Total OP budget	13,126,775	14,071,826	15,407,984	17,461,042	19,295,270	20,766,882	22,107,653	23,428,607	24,828,544	27,847,188
2,672,350         3,494,822         2,498,389         411,160         250,000         1,478,443         3,121,377           8,080,334         20,955,864         21,793,659         21,178,042         22,357,653         24,907,050         27,949,921         3           2,535,525         (221,076)         (987,949)         (337,048)         (597,813)         (2,193,413)         (4,233,954)           20,615,859         20,734,788         20,805,710         20,840,994         21,759,840         22,713,638         23,715,967         3           9,600,875         9,379,799         8,391,850         8,054,802         7,456,990         5,263,577         1,029,623           5,267,750         8,043,302         7,294,825         7,359,313         7,556,796         6,728,044         4,270,923           4,333,125         1,336,497         1,097,025         695,489         (99,806)         (1,464,467)         (3,241,300)		5.92%	7.20%	9,50%	13.32%	10.50%	7.63%	6,46%	5,98%	5,98%	12.16%
8,080,334 20,955,864 <b>21,793,659</b> 21,178,042 <b>22,357,653</b> 24,907,050 27,949,921 .7 (2255,525 (221,076) (987,949) (337,048) (597,813) (2,193,413) (4,233,954) .0,615,859 20,734,788 <b>20,805,710</b> 20,840,994 <b>21,759,840</b> 22,713,638 23,715,967 .9,600,875 9,379,799 <b>8,391,850</b> 8,054,802 <b>7,456,990</b> 5,263,577 1,029,623 5,267,750 8,043,302 <b>7,294,825</b> 7,359,313 <b>7,556,796</b> 6,728,044 4,270,923 4,333,125 1,336,497 1,097,025 695,489 (99,806) (1,464,467) (3,241,300)	450-Capital Proj.	812,800	2,357,818	2,672,350	3,494,822	2,498,389	411,160	250,000	1,478,443	3,121,377	844,000
2.535,525         (221,076)         (987,949)         (337,048)         (597,813)         (2,193,413)         (4,233,954)           10,615,859         20,734,788         20,805,710         20,840,994         21,759,840         22,713,638         23,715,967         3           9,600,875         9,379,799         8,391,850         8,054,802         7,456,990         5,263,577         1,029,623           5,267,750         8,043,302         7,294,825         7,359,313         7,556,796         6,728,044         4,270,923           4,333,125         1,336,497         1,097,025         695,489         (99,806)         (1,464,467)         (3,241,300)	Total OP & CIP	13,939,575	16,429,645	18,080,334	20,955,864	21,793,659	21,178,042	22,357,653	24,907,050	27,949,921	28,691,188
9,600,875         9,379,799         8,391,850         8,054,802         7,456,990         5,263,577         1,029,623           4,333,125         1,336,497         1,097,025         695,489         (99,806)         (1,464,467)         (3,241,300)	490-Reserves	2,332,856	1,082,492	2,535,525	(221,076)	(987,949)	(337,048)	(597,813)	(2,193,413)	(4,233,954)	(4,003,119)
9,600,875 9,379,799 <b>8,391,850</b> 8,054,802 <b>7,456,990</b> 5,263,577 1,029,623 5,267,750 8,043,302 <b>7,294,825</b> 7,359,313 <b>7,556,796</b> 6,728,044 4,270,923 4,333,125 1,336,497 1,097,025 695,489 (99,806) (1,464,467) (3,241,300)	Total Budget	16,272,431	17,512,137	20,615,859	20,734,788	20,805,710	20,840,994	21,759,840	22,713,638	23,715,967	24,688,069
5,267,750 8,043,302 <b>7,294,825</b> 7,359,313 <b>7,556,796</b> 6,728,044 4,270,923 4,333,125 1,336,497 1,097,025 695,489 (99,806) (1,464,467) (3,241,300)	Reserves as of 6/30	6,082,856	7,065,350	9,600,875	379	8,391,850	8,054,802	7,456,990	5,263,577	1,029,623	(2,973,496)
4,333,125 1,336,497 <b>1,097,025</b> 695,489 <b>(99,806)</b> (1,464,467) (3,241,300)	Designated Reserv.	4,812,400	5,039,400	5,267,750	043	7,294,825	7,359,313	7,556,796	6,728,044	4,270,923	4,321,684
	Undesignated Reserv		2,025,950	4,333,125	1,336,497	1,097,025	695,489	(908'66)	(1,464,467)	(3,241,300)	(7,295,180)

Assumptions for Budget Projections	tudget Projections
Revenue Assumptions:	ions:
Current Year Tax	1999 to 2001 property values increased by about 7% each year due to good economy but it will level off soon and go down to an average of approx. 5% annually. Only 4.8% is used for the next few years. The law in FY 1997-38 limited annual increase on existing property to 5%. The county has an average of 4.88% annual growth in last 20 years.
State Aid/Fines	State aid is projected about the same each year. Fines will have a small steady increase each year due to expected higher circulation.
Tax carryovers	The collection of prior year delinquent taxes is very unpredictable. An annual growth of 4.5% is assumed here to be in line with current year tax.
Investment Income*	
Other Income*	Several large reimbursements or refund received in the prior years, such as E-rates, WC rate discount, have been changed to discount. Therefore, a reduction was budgeted for FY 2002-03. As the investment income above, this income is also budgeted one year behind.
Lapsed Fund	budget plus incomplete capital projects. Hi or future projections. The carryover from c
Incert amunicates	Experience Assumptions, (assume trief from DN and Choctaw libraries will open in Dec. 2002 and the new NW library will open July 2007)
100 - SW& FB	A basic 6% annual increase plus anticipated additional staff cost for the new DN/LC and Choctaw. FY 2002-03 is based on budget request as of 5/6/03.  Additional \$227,279 in FY 2003-04 to complete the partial year increase in FY 2002-03. Also additional \$100,000 for new adm. positions in FY 2004-05.  Additional \$1 million for the new NW lib. in FY 2007-08.
200 - M & O Contr.	A basic 6% annual increase and additional annual m&o expenses for the new DN/LC (additional \$93,940 for FY 03-04). Additional \$350,000 for the new NW lib. in 2207-08
300 - M & O	A basic 6% annual increase is projected. Additional \$35,000 is added in FY 2007-08 for the NW library.
400 - Materials	A basic 6% annual increase is projected. Additional opening collection of \$1.6 million for NW Lib is included in capital proj. as part of one-time cost.
400 - FFE, Vehicle Computers	A basic 5% annual increase. Additional \$150,000 for new computers in FY 2007-08 for the new NW library.
450 - Capital Proj.	Annual requirement of \$250,000 plus special capital projects transferred from cash reserve fund.
Designated Reserves	Designated reserves are listed in a separate schedule. It includes monies need to be reserved for a specific purpose as approved by the Commission
in a contract of the contract	
andgevirpbudget	

1998-99   1	1999-00 Final 13,872,678 632,797 1,143,535	Budget Proj	ections With	Budget Projections With Additional 1 Mill in FY 2004-05	Jill in FY 200	4 05			
Final Final 12,942,684 42% 628,214 1% 961,469 -1% 200,031 1 1,357,453 36% et 16,272,431 1 105,81% 3,750,000 3,750,000 5,99% 1,953,592 6,95% 5,90% 6,31% 4,03	1999-00 Final 3,872,678 77.2% 632,797 1% 143,535	20000				20-4			
Final  12,942,684  4.2% 628,214  1% 961,469 -1% 961,469 1,357,453 1,357,453 1,357,453 1,357,453 1,95,81% 3,750,000 3,750,000 3,750,000 2,039,906 6,95% 6,95% 6,95% 6,95% 6,95% 6,95% 6,95% 1,953,592 6,95% 6,95% 6,95% 1,16% 1,16% 13,126,775 1	532,797 13,872,678 632,797 1% 143,535 19%	7-0007	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08
12,942,684 42% 628,214 1% 961,469 -1% 200,031 1,357,453 36% et 16,272,431 105,81% 3,750,000 3,750,000 3,750,000 4,08% 1,953,592 6,95% 5,50,609 6,31% 4,08% 4,08% 1,16% 11,126,775 11,6% 13,126,775 14,08%	3,872,678 7,2% 632,797 1% 1,143,535	Final	Final	Projected	Projected	Projected	Projected	Projected	Projected
4.2% 628,214 1% 961,469 -1% 182,580 1,357,453 1,357,453 1,357,453 1,357,431 105.81% 3,750,000 3,750,000 5,98% 1,953,592 6,95% 6,95% 4,08% 2,039,906 6,35% 497,882 1,16% 13,126,775 13,126,775 13,126,775 13,126,775	632,797 178 1,143,535 19%	14,828,943	15,957,	16,835,299	17,677,064	22,075,563	23,152,850	24,282,709	25,467,705
628,214 1 182,580 1 1357,453 1 1357,453 1 1357,453 1 1357,453 1 1357,453 1 1357,431 1 1357,431 1 1357,431 1 1357,431 1 145,882 1 15,039,906 2 1,039,906 2 1,039,906 2 1,16% 1 1,16% 1 1,16% 1 1,126,775 1 1,16%	632,797 1% 1,143,535 19% 303,229	%6.9	7.6%	6,5%	2.00%	24.88%	4,88%	4.00%	4.88%
1% 961,469 1,357,453 1,357,453 1,357,453 1,357,453 1,05.81% 3,750,000 3,750,000 1,953,592 6,98% 1,953,592 6,98% 497,882 1,16% 13,126,775 13,126,775 13,126,775 13,126,775	143,535	624,781	634,541	649,746	656,243	662,806	669,434	676,128	682,890
961,469 -1% -1% 1,357,453 1,357,453 1,357,431 105.81% 3,750,000 3,750,000 5,98% 1,953,592 6,95% 6,95% 4,08% 2,039,906 6,35% 497,882 1,16% 13,126,775 13,126,775 13,126,775 13,126,775	143,535	%1.	2%	2%	96.	7%	1%	8-	2
1,357,453 1,357,453 1,357,453 105,81% 3,750,000 3,750,000 1,953,592 6,95% 5,98% 1,953,592 6,95% 497,882 1,16% 13,126,775 13,126,775 13,126,775	303 220	1,319,472	1,199,694	1,364,464	1,432,687	1,504,322	1,729,970	1,799,169	1,871,135
1,357,453 1,357,453 1,357,453 105,81% 3,750,000 3,750,000 1,953,592 6,98% 1,953,592 6,98% 497,882 1,16% 13,126,775 13,126,775 13,126,775	303 220	15%	%6-	14%	%5	%9	10%	8.4	4%
182,580 1,357,453 36% et 16,272,431 105,81% 3,750,000 5,98% 1,953,592 6,95% 6,95% 2,039,906 6,47% 497,882 1,16% 13,126,775 13,126,775 13,126,775 13,126,775	27,000	500,997	727,128	568,000	210,000	199,500	219,450	285,285	328,077.75
1,357,453 36% et 16,272,431 1 105,81% 3,750,000 5,98% 1,953,592 6,95% 2,039,906 6,47% 497,882 1,16% 13,126,775 1 6,92%	52%	82%	45%	-22%	-63%	%g-	10%	30%	2.00
1,357,453 36% et 16,272,431 1 105,81% 3,750,000 5,98% 1,953,592 6,95% 5,50,609 4,08% 2,039,906 6,41% 497,882 1,16% 13,126,775 1 5,92%	269,527	348,468	394,652	218,398	265,000	267,650	270,327	273,030	275,760
1,357,453 36% et 16,272,431 1 105,81% 3,750,000 5,98% 1,953,592 6,95% 6,95% 2,039,906 6,47% 497,882 1,16% 13,126,775 1 6,92% 812,800	48%	29%	13%	45%	21%	%-	8	R.	0%
36% 105.81% 3,750,000 3,750,000 5.98% 1,953,592 6.95% 5.98% 2,039,906 6.41% 497,882 1.16% 13,126,775 13,126,775 13,126,775	1,290,371	2,993,198	1,821,145	1,169,803	000'009	000,009	1,000,000	1,000,000	1,000,000
105.81% 3,750,000 3,750,000 8,084,786 5.98% 1,953,592 6.95% 5.50,609 4.08% 2,039,906 6.41% 497,882 1.16% 13,126,775 13,126,775 13,126,775	-2%	132%	-39%	-36%	-49%	%0	82%	1	%0
105.81% 3,750,000 8,084,786 5.98% 1,953,592 6.95% 550,609 4.08% 2,039,906 6.41% 497,882 1.16% 13,126,775 13,126,775 1	17,512,137	20,615,859	20,734,789	20,805,710	20,840,994	25,309,840	27,042,030	28,316,321	29,625,568
3,750,000 8,084,786 5,98% 1,953,592 6,95% 550,609 4,08% 2,039,906 6,41% 497,882 13,126,775 13,126,775 13,126,775	7.62%	17.72%	0.58%	0.34%	0.17%	21.44%	6.84%	4.71%	4.62%
8,084,786 5,98% 1,953,592 6,95% 5,039,906 2,039,906 6,41% 497,882 1,16% 13,126,775 13,126,775 13,126,775	E 082 857	7 085 350	9 600 875	9 379 799	8 391 850	8.054.802	11 006 990	13.141.970	13,508,369
8,084,786 5.98% 1,953,592 6.95% 2,039,906 2,039,906 6.41% 497,882 1.16% 13,126,775 13,126,775 1	100,300,	200,000,000	0000		2001				
8,084,786 5.98% 1,953,592 6.95% 5.50,609 4.08% 2,039,906 6.41% 497,882 1.16% 13,126,775 13,126,775 1									
5.98% 1,953,592 6.95% 2,039,906 6.41% 497,882 1.16% 13,126,775 5.92% 812,800	8 772 322	9.768.340	10.970.921	12,037,985	13,017,543	13,898,596	14,732,511	15,616,462	17,553,450
1,953,592 6,95% 6,95% 2,039,906 6,41% 497,882 1,16% 13,126,775 5,92%	8.50%	11.35%	12.31%	9.73%	8.14%	6.77%	9600.9	8.00%	12.40%
550,609 4.08% 2,039,906 6.41% 497,882 1.16% 13,126,775 812,800	2 016 103	2.002.871	2.494.182	2,931,285	3,201,102	3,393,168	3,596,758	3,812,564	4,341,318
2,039,906 6,41% 497,882 1.16% 13,126,775 812,800	3,20%	-0.66%	24.53%	17.52%	9.20%	6.00%	8,00%	%00'9	13.87%
2,039,906 6,41% 497,882 1.16% 13,126,775 812,800	571 050	678 578	773 578	982.641	1.061.252	1.124.927	1,192,423	1,263,968	1,374,807
2,039,906 6,41% 497,882 1,16% 13,126,775 13,126,775 812,800	3.71%	18.83%	14.00%	27.03%	8.00%	6,00%	8.00%	%00'9	8.77%
497,882 1,16% 13,126,775 13,126,775 13,128,00	2 298 880	2 527 160	2.754.340	2.848.800	2,962,752	3,140,517	3,328,948	3,528,685	3,740,406
497,882 1,16% 13,126,775 5,92% 812,800	12.70%	9.93%			4,00%	6.00%	6.00%	6,00%	%00.9
13,126,775 5.92% 812,800	413,471	431,035	468,021	494,559	524,233	550,444	996'22'	606,865	787,208
13,126,775 5,92% 812,800	-16.95%	4.25%	8,58%	2.67%	8,00%	5.00%	5.00%	2.00%	29.72%
5.92% 812.800	14,071,826	15,407,984	17,461,042	19,295,270	20,766,882	22,107,653	23,428,607	24,828,544	27,797,188
812 800	7.20%	9.50%	13,32%	10.50%	7,63%	6.46%	5.98%	5.98%	11,96%
0000	2,357,818	2,672,350	3,494,822	2,498,389	411,160	250,000	1,478,443	3,121,377	844,000
13,939,575 1	16,429,645	18,080,334	20,955,864	21,793,659	21,178,042	22,357,653	24,907,050	27,949,921	28,641,188
4		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	100000	1000	1010	1000	7 404 000	00V 356	087 380
490-Capital Reser. 2,332,856 1	1,082,492	2,535,525	(221,075)	(987,949)	(337,048)	2,952,187	2,134,900	300,400	304,300
Total Budget 16,272,431 17	17,512,137	20,615,859	20,734,789	20,805,710	20,840,994	25,309,840	27,042,030	28,316,321	29,625,568
Reserves as of 6/30 6.082.856 7	7.065.350	9.600,875	9.379,800	8,391,850	8,054,802	11,006,990	13,141,970	13,508,369	14,492,749
4.812.400	5.039,400	5,267,750	8,543,302	7,294,825	7,359,313	7,556,796	6,728,044	4,270,923	4,321,684
N 1.270.456	2.025,950	4.333,125	836,498	1,097,025	695,489	3,450,194	6,413,926	9,237,446	10,171,065

5,06,02								
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
Revenues:	Projected	Projected						
Current Year Tax	26,684,912	27,987,136	29,352,908	30,785,330	32,287,654	33,863,291	35,515,820	37,248,992
% of increase	4.88%	4.88%	4.88%	4.88%	4.88%	4.88%	4,88%	
State Aid/Fines	689,718	696,616	703,582	710,618	717,724	724,901	732,150	739,472
Tay caracoust	1 0/5 081	2 023 820	2 104 773	2 188 064	2 278 522	2 287 583	2 4B2 2BB	2 550 778
I dX call yover	1,045,000	48%	2,104,773	45%	2		4%	4%
Investment Income	377,289	433,883	498,965	573,810	659,882	758,864	872,693	1,003,597
	15%	15%	15%	15%	15%	15%	15%	15%
Other Income	278,518	281,303	284,116	286,957	289,827	292,725	295,652	298,609
Lapsed Fund	1,000,000	1.000.000	1,000,000	1,000,000	1.000.000	1.000.000	1.000.000	1.000.000
	%0	%0	%0	%0	%0	%0	%0	%0
Available for Budget	30,976,418	32,422,757	33,944,344	35,545,678	37,231,608	39,007,364	40,878,602	42,851,447
% of increase	4,65%	4,67%	4.69%	4.72%	4.74%	4.77%	4.80%	4,83%
Reserve carryover	14,401,658	14,530,928	15,135,615	14,753,983	14,628,990	14,089,255	13,099,042	11,620,762
Expenditures:								
100-S.W. & FB	18,606,657	19,723,056	21,543,940	22,160,826	23,490,476	24,899,904	26,393,898	27,977,532
% of Increase	%00'9	%00'9	9.23%	2.86%	9600'9	%00'9	6.00%	6.00%
200-M&O Contract	4,601,797	4,877,905	5,170,579	5,480,814	5,809,662	6,158,242	6,527,737	6,919,401
	%00'9	%00.9	900.9	%00'9	9,00.9	%00'9	%00%	800'9
300-M&O Commod.	1,457,295	1,544,733	1,637,417	1,735,662	1,839,801	1,950,189	2,067,201	2,191,233
	6.00%	6.00%	800.9	%00'9	%00'9	9,00%	%00%	6.00%
400-Materials	4,060,831	4,304,480	4,562,749	4,836,514	5,126,705	5,434,307	5,760,366	6,105,988
400-OP Capital	826,568	867,897	911,292	956,856	1,004,699	1,054,934	1,107,681	1,163,065
	5.00%	2.00%		8.00%	8,00%	2,00%	5.00%	8.00%
Total OP budget	29,553,147	31,318,070	33,825,976	35,170,671	37,271,343	39,497,577	41,856,882	44,357,218
	6.32%	5.97%	8,01%	3,98%	82.87%	5.97%	5.97%	5.97%
450-Capital Proj.	1,294,000	200,000	200,000	500,000	500,000	200,000	500,000	500,001
Total OP & CIP	30,847,147	31,818,071	34,325,976	35,670,671	37,771,343	39,997,577	42,356,882	44,857,219
490-Capital Reser.	129,271	604,687	(381,632)	(124,993)	(539,735)	(990,212)	(1,478,280)	(2,005,772)
Total Budget	30,976,418	32,422,757	33,944,344	35,545,678	37,231,608	39,007,364	40,878,602	42,851,448
Reserves as of 6/30	14,530,928	15,135,615	14,753,983	14,628,990	14,089,255	13,099,042	11,620,762	9,614,991
Designated Reserv.		5,113,983	4,837,100	5,116,750	5,416,865	6,138,894	6,608,771	6,800,000
Undesignated Reserv	9,746,420	10,021,632	9,916,883	9,512,240	8,672,390	6,960,148	5,011,991	2,814,991

Assumptions for Budget Projections	idget Projections
Revenue Assumptions:	ons:
Current Year Tax	1999 to 2001 property values increased by about 7% each year due to good economy but it will level off soon and go down to an average of approx. 5% annually. Only 4.8% is used for the next few years. The law in FY 1997-98 limited annual increase on existing property to 5%. The county has an average of 4.88% annual growth in last 20 years.
State Aid/Fines	State aid is projected about the same each year. Fines will have a small steady increase each year due to expected higher circulation.
Tax carryovers	The collection of prior year delinquent taxes is very unpredictable. An annual growth of 4.5% is assumed here to be in line with current year tax.
Investment Income*	There are two major factors affecting the investment income: amount of cash reserve and interest rate. Cash reserve will decrease gradually after FY 2002-03 because of the completion of DN and CT libraries and future OKC-CIP projects. Fed lowered the interest rate 11 times in 2001 from 6.5% to 1.75%, a 73% decrease. Since the investment income is recorded on cash basis and used as budget source of the next year. The low interest will not impact the budget much until FY 2003-04.
Other Income*	Several large reimbursements or refund received in the prior years, such as E-rates, WC rate discount, have been changed to discount. Therefore, a reduction was budgeted for FY 2002-03. As the investment income above, this income is also budgeted one year behind.
Lapsed Fund	Historically, if was around one million from operating budget plus incomplete capital projects. However, the projected lapsed fund from operating budget of FY 2001-02 will be only around \$600,000. That amount is used for future projections. The carryover from capital projects usually are offset by increased amount in the following year budget.
Expenditure Assum	Expenditure Assumptions: (assume the new DN and Choctaw libraries will open in Dec. 2002 and the new NW library will open July 2007)
100 - SW& FB	A basic 6% annual increase plus anticipated additional staff cost for the new DN/LC and Choctaw. FY 2002-03 is based on budget request as of 5/6/03.  Additional \$227,279 in FY 2003-04 to complete the partial year increase in FY 2002-03. Also additional \$100,000 for new adm. positions in FY 2004-05.  Additional \$1 million for the new NW lib. In FY 2007-08.
200 - M & O Contr.	A basic 6% annual increase and additional annual m&o expenses for the new DN/LC (additional \$93,940 for FY 03-04). Additional \$350,000 for the new NW lib, in 2207-08
300 - M & O	A basic 6% annual increase is projected. Additional \$35,000 is added in FY 2007-08 for the NW library.
400 - Materials	A basic 6% annual increase is projected. Additional opening collection of \$1.6 million for NW Lib is included in capital proj. as part of one-time cost.
400 - FFE, Vehicle Computers	A basic 5% annual increase. Additional \$150,000 for new computers in FY 2007-08 for the new NW library.
450 - Capital Proj.	Annual requirement of \$250,000 plus special capital projects transferred from cash reserve fund. An annual requirement of \$500,000 is projected starting FY 2009-10.
Designated Reserves	Designated reserve items are listed in a separate schedule. It includes monies need to be reserved for a specific purpose as approved by the Commission.
budget/irpbudget	

			ž	etropolitan Li	etropolitan Library System					5% growth
5/06/02			Budget Pro	ections With	ections With Additional 1 Mill in FY 2004-05	Mill in FY 200	14-05			
	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08
Revenues:	Final	Final	Final	Final	Projected	Projected	Projected	Projected	Projected	Projected
Current Year Tax	12,942,684	13,872,678	14,828,943	15,957,629	16,835,299	17,677,064	22,110,917	23,216,463	24,377,286	25,596,150
% of increase	4.2%	7.2%	86.9%	7.6%	5.5%	2.0%	25.1%	5.0%		2.0%
State Aid/Fines	628,214	632,797	624,781	634,54	649,746	656,243	662,806	669,434	676,128	682,890
	8	1%	-1%	2%	5%	8-	1%	1%	%-	1%
Tax carryover	961,469	1,143,535	1,319,472	1,199,694	1,364,464	1,432,687	1,504,322	1,729,970	1,799,169	1,871,135
Investment Income	200,031	303,229	500,997	727,1	568,000	210,000	199,500	219,450	285,285	328,077.75
		955%	65%		-22%	%69-	-6%	10%	30%	15%
Other Income	182,580	269,527	348,468	394,652	218,398	265,000	267,650	270,327	273,030	275,760
Lansed Fund	1 357 453	1 290 371	2 993 198	1 821 1	1.169.803	600.000	0.009	1.000.000	1.000.000	1,000,000
	36%	-5%	132%		36%	.49%	%0	82%	%0	%0
Available for Budget	16,272,431	17,512,137	20,615,859	20,734,789	20,805,710	20,840,994	25,345,194	27,105,643	28,410,897	29,754,013
% of increase	105.81%	7.62%	17.72%	0.58%	0.34%	0,17%	21.61%	6.95%	4.82%	4.73%
Reserve carryover	3,750,000	5,982,857	7,065,350	9,600,875	9,379,799	8,391,850	8,054,802	11,042,344	13,240,936	13,701,912
Expenditures:										
100-S.W. & FB	8.084,786	8,772,322	9,768,340	10,970,921	12,037,985	13,017,543	13,898,596	14,732,511	15,616,462	17,553,450
% of increase	5.98%	8.50%		12,31%	9.73%	8.14%	6.77%	8.00%	9600.9	12,40%
200-M&O Contract	1,953,592	2,016,103	2,002,871	2,494,182	2,931,285	3,201,102	3,393,168	3,596,758	3,812,564	4,341,318
	6.95%	3.20%	%99.0-	24.53%	17.62%	9.20%	%00'9	8,00%	6.00%	13.87%
300-M&O Commod.	550,609	571,050	678,578	773,578	982,641	1,061,252	1,124,927	1,192,423	1,263,968	1,374,807
400-Materials	2.039.906	2,298,880	2.52	2,754,340	2,848,800	2,962,752	3,140,517	3,328,948	3,528,685	3,740,406
	6.41%	12.70%	Н	1 1	3.43%	4.00%	%00'9	8,00%	6.00%	8.00%
400-OP Capital	497,882	413,471	431	468	494,559	524,233	550,444	577,966	606,865	787,208
	1.16%	-16.95%	-1	1	%29%	800.9	6.00%	6.00%	8,00%	29.72%
Total OP budget	13,126,775	14,071,826	15,407,984	17,461,042	19,295,270	20,766,882	22,107,653	23,428,607	24,828,544	27,797,188
	5.92%	7.20%	9,50%	13.32%	10.50%	7.63%	6.46%	5,98%	5.98%	11.96%
450-Capital Proj.	812,800	2,357,818	2,672,350	3,494,822	2,498,389	411,160	250,000	1,478,443	3,121,377	844,000
Total OP & CIP	13,939,575	16,429,645	18,080,334	20,955,864	21,793,659	21,178,042	22,357,653	24,907,050	27,949,921	28,641,188
490-Capital Reser.	2,332,856	1,082,492	2,535,525	(221,075)	(987,949)	(337,048)	2,987,542	2,198,592	460,976	1,112,825
Total Budget	16,272,431	17,512,137	20,615,859	20,734,789	20,805,710	20,840,994	25,345,194	27,105,643	28,410,897	29,754,013
Reserves as of 6/30	6,082,856	7,065,350	9,600,875	9,379,800	8,391,850	8,054,802	11,042,344	13,240,936	13,701,912	14,814,737
Designated Reserv.	4,812,400	5,039,400	5,267,750	8,543,302	7,294,825	7,359,313	7,556,796	6,728,044	4,270,923	4,321,684
Undesignated Reserv	1 270 456	2.025.950	4,333,125	836,498	1,097,025	695,489	3,485,548	6,512,892	9,430,989	10,493,053

5/06/02								
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
Revenues:	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Current Year Tax	26,875,957	28,219,755	29,630,743	31,112,280	32,667,894	34,301,289	36,016,353	37,817,171
% of increase	5.0%	5.0%	2.0%	5.0%	2.0%	2.0%	5.0%	9,0,0
State Aid/Fines	689,718	696,616	703,582	710,618	717,724	724,901	732,150	739,472
	3%1	9%1	%;	92	8	R	2 000	0 11
Tax carryover	1,945,981	2,023,820	2,104,773	2,188,964	2,276,522	2,367,583	2,462,286	2,560,778
lowestment Income	277 289	433 883	498 965	573.810	659.882	758,864	872,693	1,003,597
mvesiment income	15%	15%	15%	15%	15%	15%	15%	15%
Other Income	278,518	281,303	284,116	286,957	289,827	292,725	295,652	298,609
	1%	%1	8 0000	8 000 000 4	4 000 000	1 000 000	1 000 000	1 000 000
Lapsed Fund	1,000,000	1,000,000	300,000,1	%0	%0	%0	%0	%0
Available for Budget	31,167,464	32,655,377	34,222,179	35,872,629	37,611,848	39,445,362	41,379,135	43,419,627
% of increase	4.75%	4.77%	4.80%	4.82%	4.85%	4.87%	4.90%	4.93%
Reserve carryover	14,814,737	15,135,053	15,972,360	15,868,563	16,070,520	15,911,025	15,358,810	14,381,064
Expenditures:								
100.0 W & FR	18 GOS B57	19 723 056	21 543 940	22 160.826	23,490,476	24,899,904	26,393,898	27,977,532
% of Increase	6.00%	%00'9	9.23%	2.86%	9,000	6.00%	8,00%	8,00%
200-M&O Contract	4.601.797	4,877,905	5,170,579	5,480,814	5,809,662	6,158,242	6,527,737	6,919,401
	9.00%	8.00%	%00'9	%00'9	9.00%	%00.9	8.00%	6.00%
300-M&O Commod.	1,457,295	1,544,733	1,637,417	1,735,662	1,839,801	1,950,189	2,067,201	2,191,233
	9,0009	%00'9	800.9	%00.9	%00.9	6,00%	8,00%	6.00.9
400-Materials	4,060,831	4,304,480	4,562,749	4,836,514	5,126,705	5,434,307	5,760,366	6,105,988
Johns Capital	826 568	867.897	911 292	956.856	1.004.699	1,054,934	1,107,681	1,163,065
	200°S	5.00%	91.00	8,00%	2,00%	8.00%	5.00%	5.00%
Total OP budget	29,553,147	31,318,070	33,825,976	35,170,671	37,271,343	39,497,577	41,856,882	44,357,218
	6.32%	5.97%	8.01%	3,98%	5.97%	8.26.5	5.97%	5.97%
450-Capital Proj.	1,294,000	200,000	200,000	200,000	200,000	200,000	500,000	500,001
Total OP & CIP	30,847,147	31,818,071	34,325,976	35,670,671	37,771,343	39,997,577	42,356,882	44,857,219
490-Capital Reser.	320,316	837,306	(103,797)	201,957	(159,495)	(552,215)	(977,747)	(1,437,593)
Total Budget	31,167,464	32,655,377	34,222,179	35,872,629	37,611,848	39,445,362	41,379,135	43,419,627
December of 6/30	14 124 043	15 972 360	15 868 563	16 070 520	15 911 025	15,358,810	14,381,064	12,943,471
Designated Reserv	4 784 508	5.113.983	4.837.100	5,116,750	5,416,865	5,738,894	6,108,771	6,541,158
Total designation of the control of	1	10 858 377	11 031 463	10 953 770	10.494.160	9,619,916	8.272.293	6.402.313

See next page for projection assumptions and notes

Assumptions for Budget Projections	idget Projections
Revenue Assumptions:	ins:
Current Year Tax	1999 to 2001 property values increased by about 7% each year due to good economy but it will level off soon and go down to an average of approx. 5% annually. Only 4.8% is used for the next few years. The law in FY 1997-98 limited annual increase on existing property to 5%. The county has an average of 4.88% annual growth in last 20 years.
State Aid/Fines	State aid is projected about the same each year. Fines will have a small steady increase each year due to expected higher circulation.
Tax carryovers	The collection of prior year delinquent taxes is very unpredictable. An annual growth of 4.5% is assumed here to be in line with current year tax.
Investment Income*	There are two major factors affecting the investment income, amount of cash reserve and interest rate. Cash reserve will decrease gradually after FY 2002-03 because of the completion of DN and CT libraries and future OKC-CIP projects. Fed lowered the interest rate 11 times in 2001 from 6.5% to 1.75%, a 73% decrease. Since the investment income is recorded on cash basis and used as budget source of the next year. The low interest will not impact the budget much until. FY 2003-04.
Other Income*	Several large reimbursements or refund received in the prior years, such as E-rates, WC rate discount, have been changed to discount. Therefore, a reduction was budgeted for FY 2002-03. As the investment income above, this income is also budgeted one year behind.
Lapsed Fund	Historically, it was around one million from operating budget plus incomplete capital projects. However, the projected lapsed fund from operating budget of FY 2001-02 will be only around \$600,000. That amount is used for future projections. The carryover from capital projects usually are offset by increased amount in the following year budget.
Expenditure Assum	Expenditure Assumptions: (assume the new DN and Choctaw libraries will open in Dec. 2002 and the new NW library will open July 2007)
100 - SW& FB	A basic 6% annual increase plus anticipated additional staff cost for the new DN/LC and Choctaw, FY 2002-03 is based on budget request as of 5/6/03.  Additional \$227,279 in FY 2003-04 to complete the partial year increase in FY 2002-03. Also additional \$100,000 for new adm. positions in FY 2004-05.  Additional \$1 million for the new NVV lib. In FY 2007-08.
200 - M & O Contr.	A basic 6% annual increase and additional annual m&o expenses for the new DN/LC (additional \$93,940 for FY 03-04). Additional \$350,000 for the new NW lib. In 2207-08
300 - M & O	A basic 6% annual increase is projected. Additional \$35,000 is added in FY 2007-08 for the NW library.
400 - Materials	A basic 6% annual increase is projected. Additional opening collection of \$1.6 million for NW Lib is included in capital proj. as part of one-time cost.
400 - FFE, Vehicle Computers	A basic 5% annual Increase. Additional \$150,000 for new computers in FY 2007-08 for the new NW library.
450 - Capital Proj.	Annual requirement of \$250,000 plus special capital projects transferred from cash reserve fund. An annual requirement of \$500,000 is projected starting FY 2009-10.
Designated Reserves	Designated reserve items are listed in a separate schedule. It includes monies need to be reserved for a specific purpose as approved by the Commission.
budget/irpbudget	

	2000-01	2001-02	Projected 2002-03	Projected 2003-04	Projected 2004-05	Projected 2005-06	Projected 2006-07	Projected 2007-08
Allocation of Reserves:								
Reserve for Cash flow	1,800,000	1,900,000	2,052,000	2,216,160	2,366,859	2,508,870	2,659,403	3,005,125
Reserve for Insurance Fund	100,000	100,000						
Reserve for Extra Payday	55,350	000'06	141,273	191,601	243,717	301,396	365,120	464,159
Reserve for computer software					200,000	400,000	000'009	800,000
Capital Improvement Projects:								
Approved by the Commission: Drexel Portable Building	52,400	52,400	52,400	52,400	52,400	52,400	52,400	52,400
Contribution for Spencer								
DN Library/Learning Center								
I/F/E & A V. Equipment	2,000,000							
Other Related Projects	000'099	565,000						
Opening Collections	000'009	350,000	150,000					
Choctaw New Facility		86,750						
OKC-CP - CH		205,332	205,332	205,332				
OKC-CIP RE		424,930	424,930	424,930	424,930	321,378	0	
OKC-CIP SO		717,363	717,363	717,363	717,363	532,207	0	
OKC-CIP NW		3,551,527	3,551,527	3,551,527	3,551,527	2,611,792	594,000	0
Total Committed	5,267,750	8,043,302	7,294,825	7,359,313	7,556,796	6,728,044	4,270,923	4,321,684

Page 1 of 2

PROJECTED DESIGNATED RESERVES

Notes

Budget/reserbdgt-reserveproj

<sup>(1)</sup> The cash flow required during summer months are projected with the same percentage increase as the salaries because salary and related ib constitute more than 60% of monthly expenditures.

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	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
1000	2008-09	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Allocation of Reserves:								
Reserve for Cash flow	3,185,432	3,376,558	3,579,152	3,793,901	4,021,535	4,262,827	4,518,597	4,789,713
Reserve for Insurance Fund								
Reserve for Extra Payday	546,676	637,424	57,948	122,849	195,330	276,066	390,174	551,446
Reserve for computer software	1,000,000	1,100,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
Capital Improvement Projects:								
Approved by the Commission:								
Drexel Portable Building	52,400							
Contribution for Spencer								
DN Library/Learning Center								
F/F/E & A. V. Equipment								
Other Related Projects								
Opening Collections								
Choctaw New Facility								
OKC-CP CH								
OKC-CIP RE								
OKC-CIP SO								
OKC-CIP NW								
Constitution of the state of th	2 704 600	2000 000	0.000 0.000	034. 344. 3	2 416 020	K00 956 5	175 901 9	6 511 158
total Committed	4,784,508	5,113,983	4,837,100	3,116,730	5,410,803	3,738,894	0,100,771	0,241,130

Notes:
(1) The cash flow required during sum 60% of monthly expenditures.

Budget/reserhdgt-reserveproj

### Historical Review of Funding for new Choctaw Library

In June of 1999, the Finance Committee approved the proposed Long-Range Plan for Library Facilities Improvements approved by the Lon-Range Planning Committee on July 9, 1998. Included in that plan was \$681,486 designated for the new Choctaw Library. Those dollars were to be used to underwrite: books and materials, furniture and equipment, professional fees, construction and contingency costs.

At that time, detailed cost estimates for the project had not been finalized and a specific library budget proposal had not been submitted to the Finance Committee or the Commission but would be submitted to them upon completion. The proposed FY 1999-2000 budget included \$15,000 to engage an architect to prepare a preliminary site plan.

The Long Range Planning Committee met on September 22, 1999 and approved a recommendation that the Metropolitan Library Commission approve proposed underwriting up to \$800,172 for the new 9,000 gross sq. ft Choctaw Library Facility from the Future Capital Improvements Portion of the Cash Reserve Plan, subject to the City of Choctaw's ability to underwrite the balance of the project funds, at that time estimated at \$1,133,348.

At this same meeting, the Long-Range Planning Committee voted to adopt Administrative Guidelines for Updating the Inventory of Facilities Improvements. These recommendations were presented to the full Commission on October 21, 1999.

The Long-Range Planning Committee was asked to review policies that related to the funding of new library facilities, which they did on March 2, 2000. And presented to the Commission at the March 16, 2000 meeting. (Attached is a copy of <u>Guidelines for Updating Facilities</u> as presented).

### Guidelines for Updating Facilities

- Provision of library service within 10 to 15 minutes driving time in Oklahoma County.
- Improvements to systematically maintain the buildings and grounds to achieve energy savings and improve service efficiencies.
- Improvements to help ensure the safety and security of library users and library staff.
- Improvements and expansions at present library facilities that meet the library system's performance standards for service and respond to periodic community needs assessments.
- Efforts to extend service to under served areas of the county such as a new Northwest Library in Oklahoma City.
- On-going revisions to the Facilities Planning Guidelines for site selection and or building planning to incorporate flexibility, planned expansion and future needs, (Such needs include: automation expansion, computer labs, Computer-Assisted Drawings {CAD} of site and floor plans, detailed descriptions for furnishings/equipment, and layouts that comply with barrier-free access standards.)
- Total library funding for renovations, new furnishings/equipment, and "opening day" materials collections.
- Underwriting of fees for Architects/Engineers and Interior Designers for new and/or expansions to facilities.
- □ Library Funding for construction costs based on the following table:

	TYPE OF FACILITY & IMPROVEMENT	PERCENT OF LIBRARY CONSTRUCTION UNDERWRITING
•	Remodeling of any library facility.  Temporary demonstration library.	100 Percent
•	Portable building or facility replacing bookmobile trailer	50 to 100 Percent
•	Expansion and Remodeling of Extension Library	25 Percent
•	New Extension Library	
•	Expansion and Remodeling of Full- Service Library	10 Percent
	New Full-Service Library	

# Transfer Funds with Choctaw Library Guild for Choctaw Library Building Project

Choctaw Library Guild (the Guild), a long-time friends group of Choctaw Library, has obtained a \$50,000 grant from the Sarkeys Foundation for adding a porch to the planned new Choctaw Library building. The grant money will not be available until the latter part of years 2002 and 2003. However, the City of Choctaw is required by law to have all funds in hand before the construction contract can be signed with a successful bidder.

To solve the cash flow difficulty faced by the Guild, they asked the Metropolitan Library Commission to approve a transfer of \$50,000 of library system's contribution for furniture and equipment to the Choctaw Library's current \$449,539 cost sharing for construction costs. The Guild will transfer the \$50,000 grant to the Library System immediately after they receive it. Under this arrangement the total Library System's cost sharing of \$800,172 would remain the same. As shown in the attached funding schedule, the Library Commission approved a similar transfer on March 16, 2000 to allow the City of Choctaw to obligate the funds for professional fees right after the bond was issued.

Based on our experience with the Edmond Library expansion and the 4library refurbishing in the past few years, the payments for purchased furniture and equipment had been spread out for a long period of time. Therefore, the timeline of the grant payments set by the Sarkey Foundation would not create any cash flow problem for the library system.

### Committee Action

Recommend that the Library Commission approve the transfer of \$50,000 in funding to the Choctaw Library project from Furniture/Fixture/Equipment to Construction Costs with the understanding that the Choctaw Library Guild will transfer the \$50,000 grant from the Sarkey Foundation to the Library System immediately after they receive it.

### Funding Schedule for the New Choctaw Library

5/10/02

### Original proposal approved by the Commission on 10/21/99:

	_(	City of CT	 MLS	Total			
Construction Cost:	\$	1,000,012	\$ 333,338	\$	1,333,350		
FF/E			195,133		195,133		
Professional Fees			116,201		116,201		
Contingency		133,335	18,000		151,335		
Opening Day Collection	_		137,500		137,500		
Total	\$	1,133,347	\$ 800,172	\$	1,933,519		

### Revised schedule approved by the Commission on 3/16/00:

	_(	City of CT	_	MLS	Total			
Construction Cost:	\$	883,811	\$	449,539	\$	1,333,350		
FF/E				195,133		195,133		
Professional Fees		116,201				116,201		
Contingency		133,335		18,000		151,335		
Opening Day Collection	2			137,500		137,500		
Total	\$	1,133,347	\$	800,172	\$	1,933,519		

### Revised schedule proposed to the Finance Committee on 5/13/02\*:

	_(	City of CT	_	MLS	Choo	taw Guild	-	Total
Construction Cost:	\$	883,811	\$	499,539				1,383,350
FF/E				145,133	\$	50,000		195,133
Professional Fees		116,201						116,201
Contingency		133,335		18,000				151,335
Opening Day Collection				137,500				137,500
Total	\$	1,133,347	\$	800,172	\$	50,000	\$	1,983,519

<sup>\*</sup> This schedule does not include any additional contruction cost that the City of Choctaw and the Choctaw Library Guild are going to contribute to the actual construction cost.

### Construction of Choctaw Library

The Metropolitan Library first began working with the Choctaw Library Guild and the City of Choctaw in 1996 to provide a new library for this growing community. Over the past several years; a budget was established, a site was purchased by the Library Guild, the first successful bond issue in over 20 years was approved and the architectural firm of Elliott Associate Architects was selected.

The City of Choctaw let bids for the building construction in March 2002. Nine qualified bids were received and opened on April 4, 2002. The lowest base bid was \$1,540,000. The range of the bids from high to low was approximately 10%. The difference between the 1st and the 2nd bids was just over \$9,000. These results reflect both a clear set of bid documents and a competitive market. Rand Elliott is to be commended for the success of his effort.

Even with the advantages of the above, the base bid in combination with several desirable add alternates, exceeds the current budget by approximately \$300,000.

It is suggested that the Metropolitan Library System contribute a maximum of \$40,000 to assist in this effort. There is no specific line item allocated for this funding in the current FY 2001-02 budget. However, the budget document indicates that the amount of undesignated reserve for future capital improvement projects will be \$836,496 at the end of the fiscal year or June 30, 2002. It seems appropriate for the Commission to allocate a portion of the undesignated reserve to complete this project.

You will find the Projected Funding Schedule for the Choctaw Library Project on page 2. Value engineering is being negotiated at the current time and if new figures are available an updated schedule will be brought to the meeting.

### Committee Action

That the Finance Committee recommend funding, not to exceed \$40,000 for the new Choctaw Library, payable to the City of Choctaw. Funding for this project will be provided by the undesignated reserve in the cash reserve fund.

### PROJECTED FUNDING SCHEDULE

0	~	+-
0	US	ils

BASE BID \$ 1,540,000 COST OF ALTERNATES \$ 104,800

TOTAL CONSTRUCTION COST \$ 1,644,800

S

Additional Design Costs

Based on Final Cost Over 1,333,000 @ 7 1/2%

23,610

CURRENT PROJECTED BUILDING COST

1,668,410

### Funding

**ORIGINAL** 

City of Choctaw \$ 1,000,012

333,350 \$ 1,333,362

### ADDITIONAL FUNDS

Metropolitan Library System

City of Choctaw

Additional Funds (to be approved 5/6)

ADDITION INTEREST ON BONDS \$ 41,217 FROM CONTINGENCY FUND 33,300

Subtotal \$ 74,517

Choctaw Library Guild

Fund Balance \$ 100,853 Sarkeys Grant - for Deck / Porch 50,000 Anticipated Additional Funds - Flag Pole 3,095

Available Funds \$

REVISED PROJECTED BUDGET

228,465

153,948

SUB TOTAL OF ADDITIONAL FUNDS

\$ 1,561,827

LONG (SHORT) \$ (106,583)

### ADDITIONAL COST ADJUSTMENTS

Metropolitan Library System

Security System from FF & E budget

20,865

VALUE ENGINEERING ITEMS

14.000 City of Choctaw to Perform Landscaping Work (estimate) S (estimate) 14,000 City of Choctaw to Perform Irrigation Work \$ 14,000 \$ "York" Grant for Mechanical Equipment (estimate) (estimate) 21,870 Value Engineering Items S

Subtotal 63,870

LONG (SHORT) \$ 1,539,979

## HISTORICAL REVIEW OF FUNDING FOR THE DOWNTOWN LIBRARY & LEARNING CENTER

In 1995, OKC voters approved a MAPS package that included a 116,100 GSF library/learning center estimated to cost \$15.9 million in 1995. The estimate included an annual inflation factor of 4%, which would result in a \$18.5 million project if awarded in 1998.

In May of 1996, the project was reduced to 113,700 GSF, and funding to \$15.3 million. In May of 1997, the funding was increased to \$15.4 million to underwrite the anticipated increased costs for structural problems at the preferred site (SE corner of Galleria at Sheridan).

In September of 1997, the library told city planners that in addition to previously stated funding for the move, opening day materials and other additional costs, the library would also underwrite up to \$500,000 for a portion of the Furnishings, Fixtures and Equipment. At that time, the library emphasized their previously stated position that the estimates provided by FS & B was substantially below other estimates of expected costs for the building. In October, the building size was further reduced to 108,250 GSF.

On March 18, 1999, the executive director requested that the Commission consider approving \$2 million to directly purchase furniture and equipment for the building. At that time the MAPS funds totaled about \$21 million (included was the library's pledge of \$500,000 to help underwrite FF & E). The commission approved the request from the director to designate \$3,260,000 in the FY 1999-2000 reserve budget for the library/learning center.

On April 5, 2001 the long-range Planning Committee met to review the current and forthcoming library building projects and discussed the resources needed to plan and implement library-building projects.

The committee also discussed areas of the Downtown library that were being reprogrammed in order to reclaim additional public service space; particularly in the Children's area. At that time, an additional \$394,500 was needed. Action taken at that meeting included approval and acceptance of the figures in <u>Table 1 - Construction sub-contracts to be completed</u>. (See attachment 1)

The Metropolitan Library Commission reviewed the recommendation from the long-range Planning Committee on April 19, 2001 and unanimously approved acceptance of the figures in Table 1. At that meeting, the executive director said other changes were being reviewed and additional dollars would still be needed. He told the Commission he would be coming back to them in several months with a list of the other changes he would recommend.

At the October 25, 2001, commission meeting, the Executive Director presented a request for \$500,000 additional funding for the Downtown Library & Learning Center. The request was unanimously approved. (Attachment 2 is a recap of approved costs)

Attachment 3 illustrates the approved funding for the Downtown Library & Learning Center; dollars expended to date and anticipated costs for remaining items.

ATTACHMENT 1 Library/Learning Center Prepared by Lee B. Brawner Facilities Planner Metropolitan Library System

### METROPOLITAN LIBRARY SYSTEM

MEMORANDUM April 5, 2001

TO:

Norman Maas, Executive Director

Donna Morris, Deputy Director Anne Hsieh, Business Manager

RE:

LIBRARY/LEARNING CENTER:

SUMMARY OF ADDITIONAL COST ESTIMATES

FROM:

Lee Brawner, Facilities Planner

This will summarize our earlier discussions regarding approved and proposed cost estimates for contracts to complete the Library/Learning Center.

With the assistance of Don Beck, I have projected a summary in Table I of pending contract and cost estimates. Page 9 summarizes the proposed new, projected costs.

For related planning I have included a summary in Table II of pending administrative decisions (i.e. library service hours, staffing, parking, etc.) relating to the Library/Learning Center.:

	FY 2002	FY 2003
	PROPOSED:	PROPOSED:
ADDITIONAL ESTIMATED COSTS	\$254,500	\$140,000

### Delays and Reductions Reduce Service Efficiency of Facility; Library Contingency Funds Allocated for Security Control System

This project has experienced numerous delays (e.g. need to select a new, suitable site; need to engage a new structural engineering firm following the death of the initial engineering principal, excessive debris that ran up the cost of foundation drilling) since it was initiated. The floor plans for public services and staff support spaces were based on program needs determined five years ago and these have changed considerably. The plans were arbitrarily modified by structural changes over this period with the result that the public services and staff support spaces have been reduced on three occasions.

The MAPS funding was not sufficient to purchase and install the security equipment (i.e. electrical locking devices, hardware/software, closed circuit television cameras and monitors). At its September 21, 2000 meeting the Metropolitan Library Commission approved a revision to the Cash Reserves allocation for the project totaling \$230,000 for

Library/Learning Center Prepared by Lee B. Brawner Facilities Planner Metropolitan Library System

the purchase and installation of the security equipment. In effect, this expenditure reduced the library system's contingency funds for this project.

### Portion of Service Area Spaces Proposed to Be Reclaimed

An intensive re-programming, review and revision of these floor plans was conducted by the library administration, Beck Associates and Michaels Associates during the past two months. This process has brought the plans into sync with present and projected library programs, services and support services needs. Moreover, the process has reclaimed a considerable portion of the public services space – particularly in the Children's Services Area – that had been cut during this five-year period.

### Related Project Completion Timeline

In order to act on them in the most cost-effective manner, Beck Associates must get the Change Orders for the proposed space revisions to the General Contractor on/by June 2001. The framing for the respective spaces is scheduled to begin around October 2001. The library system will begin awarding sub-contracts - in close coordination with the General Contractor - for pulling wiring, installing security systems, etc. in May 2002. Construction completion is projected for September 2002; the library will be awarding contracts for installing FF/E, signage, January 2002 and moving in October/November 2002. The anticipated opening for the new facility is around December 2002.

### Proposed Revision in Current Cash Reserves for Floor Plan Changes

To satisfy the above project timeline, Beck Associates must complete necessary Change Orders for submission to the General Contractor in June 2001. The cost to implement these changes after the facility is completed would probably increase about twenty percent. It is proposed that the Long-Range Planning Committee review the revisions and propose that the Library Commission allocate the additional funding of \$394,500 at its meeting on April 19, 2001. The additional funding amounts to approximately 0.02 percent of the total project cost for the Library/Learning Center.

# CONSTRUCTION SUB-CONTRACTS TO BE COMPLETED LIBRARY/LEARNING CENTER April 5, 2001 TABLEI

	MLS FY 2003				# E				
MANA	MLS FY 2002	Proposed \$5,000 (est.) <sup>1</sup>							
Funding Source	MLS Cash Reserves	2	Approved \$230,000		Approved \$300,000 <sup>2</sup>				
TO	MAPS		_8						
Total Control	Limpiententon Date	May 2001	June 2002	July 2002	Current	July 2002	August 2002		
	Status	Amend Library contract with JDA, Security Consultants	Award contract	Install security equipment	Library contract with Beck Assoc. and Consultants	Award Contract	Install equipment		
	Work to be Completed	Install Security Equipment (door locks, automation, CATV system, related)			Install Audio-Visual Equipment				

Library/Learning Center. This requirement was not anticipated or included in the initial Library Contract with the Security Consultants. A proposed amendment <sup>1</sup> At a planning meeting in March 2001 with the Security Consultants, Beck Assoc., Library/Learning Center Electrical Contractor and the library, it was determined that the Security Consultants will have to re-review security plans and specifications to accommodate the new life-safety requirements for the is anticipated from the Security Consultants to cover these added planning costs. Contingency funding is included in the Library Cash Reserves for the Library/Learning Center. Included as part of the \$2 million for Furniture/Fixtures/Equipment.

Sub-Contract or Work to be Completed	Current	Implementation Date	MAPS MLS MLS Cash Reserves	ource MLS FY 2002	MLS FX 2003
Pull cable and wiring for computer network	Jim Welch, Dept. Dir. to prepare RFP Award contract	February 2002 May 2002		Proposed \$111,000	
Install glass art work in vicinity of elevators on levels 1-4	Pending contract with artist Kenneth F. vonRoenn, Jr, Architectural Glass Art, Inc. Louisville, KY	August 2002	Contract via OKC Arts Commission \$100,000		
Install Rotary Fountain & Pod System	Beck Assoc. contributing planning and design	August 2001		Proposed	
by OKC Rotary Club)	Award Contract & Install	May 2002		\$10,500 est.	62

<sup>3</sup> In Dec. 2000, Beck Associates determined the preliminary cost estimate to design and install the specialized fountain and electronic controls to be \$281,000. An estimated \$10,500 is required in FY 2002 to provide the infrastructure foundation, electrical, water and drainage; it's proposed that the Metropolitan Library System underwrite these preliminary costs from the project contingency fund. The OKC Rotary Club is conducting a fund-raising campaign via its members and corporate underwriters for the projected balance of \$270,000. Beck Associates is contributing the design fees for the project.

	MLS FY 2003	Proposed			12.		=:	0		eu La		
ource	MLS FY 2002	: P			Proposed	000 \$28	200					
Funding Source	MLS Cash Reserves										Approved	\$100,000*
	MAPS				S							
Lmplementation	Date	May 2001	July 2002	August 2002	May 2001	T	June 2002	August 2002	May 2001	July 2001		June 2002
Current	Status	Beck Assoc. to design with library Adm. and propose directory systems	Award Contract	Install directories	Beck Assoc, will include as Change Order		Award Contract Install	infrastructure and stub-ins	Prepare RFP	Award Design		Install signs/graphics
Sub-Contract or	Work to be Completed	Design and install interior building directories including electronic systems			Design and install infrastructure and electrical stub-ins for two	future flagpoles.	Note: This cost does not	include flagpoles.	Award Contract for	System wide Interior Signs and Graphics		

\* This contract is for interior "library signage" to be designed and installed in the Library/Learning Center. This System wide contract will be also be used to design and install interior library signage in other libraries.

	MLS FY"2003		
urce	MLS FY 2002		
Funding Source	MLS Cash Reserves	Approved \$115,000	Approved \$50,000 <sup>3</sup>
	MAPS		
Implementation	, Date	May 2001 June 2002	May 2001 September 2001 November 2001
Current	Status	Beck Assoc. to design with library Adm. and propose sign and marquee system Award Contract	Beck Assoc. preparing Change Order (plans, layout) per meeting with library Adm. Award Contract
Sub-Contraction	Work to be Completed	Design and install exterior electronic sign and marquee	Finish out portion of former Café "shell space" for Children's Programming

<sup>5</sup> Approximately 1,000 ASF of Children's Service Area space was reduced to house additional HV/AC equipment. To regain this space, finish out approximately 900 ASF of the future Café "shell space" and furnish it to serve as the Children's Programming area. The projected construction cost is \$50,040 (900 ASF @ \$48 per ASF or \$43,200 with a 15% contingency of \$6,480). Fund from the \$100,000 allowance to finish-out the future Café. The F/F/E allowance for the Programming Area is already included in the approved Cash Reserves.

/Learning Center	ed by Lee B. Brawner	cilities Planner	stropolitan Library System
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Sub-Contract or	Current	Implementation		Funding Source	urce	
Work to be Completed	Status	Date	MAPS	MLS Cash Reserves	MLS FY 2002	MLS FY 2003
Finalize FF/E Plans & Specs.	Beck Assoc. & Michaels Assoc.	January 2001		Approved		
Purchase/Install FF/E	Award Contracts	January 2002		\$1,700,000		
	Installation	October 2002		- CONTROLLED TO THE CONTROL OF THE C		
Other Furnishings & Landscaping: Refinish reading tables	Beck Assoc. to prepare specifications	May 2002		Approved:		
Tables/seating for First Floor Lobby Third Floor Patio	Award Contracts	January 2002		\$85,000		
275 7 7007 7 7007	Installation	October 2002				
Design and install an artistic portal for the Children's Programming area	Beck Assoc. to design as Change Order with library Admin.	July 2001			Proposed \$20,000	
	Award Contract	January 2002				
	Installation	August 2002				

	MLS FY 2003	3/															is.		
ource	MLS FY 2002	31	53	20	Proposed		\$108,000 est.					,	Proposed			\$10,000 est.		44	
Funding Source	MLS Cash Reserves																		
	MAPS				21												77 - 20		
Implementation	Date			June 2001		July 2001	November 2001					June 2001		July 2001				November 2001	
Current	Status	Beck Assoc.	Order (plans, layout)	per meeting with	library Admin.	Award Contract	Construction	Beck Assoc.	preparing Change	Order (plans, layout)	per meeting with	library Admin.		Award Contract				Construction	
Sub-Contract or	Work to be Completed	Finish out the Temporary Storage area in the	basement to serve as staff	and storage space				Relocate Deve & Vol	z		Resources from First to	Third Level; add staff	workspaces to the	Admin. Offices on Third	Level. Reduce space for	OSBDC leased area on	Second Level; add space	to library for future	offices

<sup>&</sup>lt;sup>5</sup> The unfinished room has approximately 1,200 ASF and is not fully-air-conditioned. The projected construction cost to finish out the space and flumish it for staff use is projected @ \$108,870. (1,200 AFF @ \$61.50 ASF; 15% contingency @ \$11,070; and 1,200 ASF for furnishings @ \$20 ASF or \$24,000)

	S MLS 02 FY 2003	Proposed \$20,000	sed to d) 008
Funding Source	MLS MLS Cash Reserves FY 2002		Proposed (Not to exceed) \$45,000 <sup>8</sup>
	MAPS		
Implementation	Date	January 2003 February 2003 March 2003	July 2001
	Status	Frank Ray, Purchasing Officer, to prepare specs and RFP in consultation with Don Updegrove, Build, Maint. Award Contracts Install	Award Contract with Beck Assoc. for planning and implementation
	Work to be Completed	Purchase equipment for loading dock, secure storage, and maintenance room	Additional Architectural and Engineering Fees for the above work

Loading dock equipment totaling \$7,000 to include platform trucks (2@ \$400 ca), service utility carts (3 @ \$400 ca.), hand-operated hi-lift, pallet truck @ \$550, hand trucks (3 @ \$100 ca.), shelf trucks (3 @ \$350 ca.) deck truck @ \$350; and allowance of \$2,300 for other. Security Storage equipment to include industrial steel shelving @ \$3,000, with the balance of storage shelving provided by used library steel shelving. Maintenance Room equipment totaling \$10,000 to include service carts (2 @ \$150), maintenance service bench & work center @ \$2,500, industrial steel shelving @ \$1,000, locking storage cabinet system @ 2,500, shop desk @ \$250, and allowance of \$1,450 for other.

<sup>&</sup>lt;sup>8</sup> The Approved Cash Reserves includes \$80,000 as a Contingency for Fees. Beck Associates proposes an "up-set" not to exceed \$45,000. Actual costs to be determined when the scope of added work is finalized in form of proposed contract detailing time for all personnel and reimbursables. Subsequent detailed invoices will be provided as work progresses.

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	MLS MLS FY 2002 FY 2003							Proposed:		\$50,000	Proposed: \$10,000	Funding To
Funding Source		.ed:	8	100 Feb.	8			Prop		\$50		
Fund	MLS Cash Reserves	Approved:	\$50,000			, T	85					
	MAPS											
Implementation	Date	October 2002		lts.			March 2003		September 2002	November 2002	November 2002	30 00000000000000000000000000000000000
Comment	Status	Issue RFP for private-sector vendor	Award contract to vendor; award	design contract to Beck Assoc. to	plan construction finish-out of Café	shell space; award construction	contract		Issue RFP	Award Contract	Issue RFP	
Sub-Contractor	Work to be Completed	Negotiate Lease: Café Finish-Out and Operation with Private							Award Contract for	Move-In To New Facility	Award Contract for	Selection, Purchase and Installation of Additional

wLearning Center	ed by Lee B. Brawner	Facilities Planner	Metropolitan Library System
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Sub-Contract or	Current	Implementation		Funding Source	urce	
Work to be Completed	Status	Date	MAPS	MLS Cash Reserves	MLS FY 2002	MLS FY 2003
Purchase Opening Day Expanded Collection	In Progress	Current Through 2003		Approved: \$550,000		
TOT	TOTAL ESTIMATED COSTS	STS		Approved S3,260,000	Proposed \$254,500	Proposed S140,000

Document #28 2001-2002 MLC October 25, 2001

### ADDITIONAL FUNDING FOR NEW DOWNTOWN LIBRARY & LEARNING CENTER

The Long-Range Planning Committee and the full Metropolitan Library Commission reviewed and approved \$394,000 worth of additional items needed for the new Downtown Library and Learning Center last April. At that time and at subsequent board meetings Norm Maas has explained that additional dollars would be needed for other items we were working on that needed pricing and consideration. These items are as follows:

1)	Hard Floor surfaces on levels 1,2,3,4	\$	145,000
	(Terrazzo flooring)		
2)	Upgrade 4th floor carpeting		35,000
	(Change to carpet squares)		
3)	Two (2) Flag poles	**	25,000
	(Installed)		
4)	Furniture	••	60,000
	(Additional)		
5)	Kitchen equipment		85,000
	(Basement, 3rd and 4th floors)		
6)	Contingency		150,000
	TOTAL	\$	500,000

### Commission Action

Approve the additional funds for construction needs of the New Downtown Library and Learning Center.

Document #28 2001-2002 MLC October 25, 2001

### October 5, 2001

To:

Norm Maas

Executive Director

From:

Anne Hsieh

Subject:

Availability of Funds for Additional Construction Needs

Attached is a copy of the page 3-9 of the current year budget document—the schedule of Cash Reserve Plan. The numbers in the last column (under 2001-02) indicate that the projected total reserve at the end of this fiscal year will be \$9,379,798. Within this total amount, \$8,043,302 has been designed for specific purposes, such as cash flow reserve, insurance fund reserve, and matching funds approved by the Commission for building constructions including the Downtown/Library Learning Center and four capital projects funded by the Oklahoma City bond issues. The remaining \$1,336,496 represents undesignated funds reserved for future capital improvement needs. It seems appropriate for the Commission to spend a portion of the remaining funds to complete the construction of the Downtown Library/Learning Center.

The funding for the Downtown Library/Learning Center is summarized as follows:

	Okla. City	MLS	Total
Original commitment	\$18,862,863	\$3,260,000	\$22,122,863
Additional approved by Commission 4/5/01		\$ 394,500	\$ 394,500
Additional provided by MAP as of 10/5/01	\$ 708,699		\$ 708,699
Additional pending Commission's approval		\$ 500,000	\$ 500,000
Total	\$19,571,562	\$4,154,500	\$23,726,062
% of Increase over Original			7.4%

### CASH RESERV E PLAN

	1998-99	1999-00	2000-01	2001-02
Beginning Balance	\$3,750,000	\$6,082,857	\$7,065,349	\$9,600,874
Annual Contributions	2,332,857	982,492	2,535,525	(180,678)
Ending Balance	\$6,082,857	\$7,065,349	\$9,600,874	\$9,420,196
Allocation of Reserves:	\$3.000 PER			
Reserve for Cash flow	\$1,400,000	\$1,600,000	1,800,000	1,900,000
Reserve for Insurance Fund	100,000	100,000	100,000	100,000
Reserve for Extra Payday		27,000	55,350	90,000
Capital Improvement Projects:				
Approved by the Commission: Drexel Portable Building DN Library/Learning Center	52,400	52,400	52,400	52,400
F/F/E & A.V. Equipment	2,000,000	2,000,000	2,000,000	
Other Related Projects Opening Collections Choctow New Facility OKC Capital Improv. Projects	660,000 600,000	660,000 600,000	660,000 600,000	565,000 350,000 86,750
Capital Hill Library Ralph Ellison Library New Northwest Library Southern Oaks Library				205,332 424,930 3,551,527 717,363
Future Capital Improvements*	1,270,457	2,025,949	4,333,124	1,376,894
Total Reserves	\$6,082,857	\$7,065,349	\$9,600,874	\$9,420,196

<sup>\*</sup>Projects pending the Long-Range Planning Committee's recommendations and the Library Commission's approval. See list of proposed projects on next page.

Expenditure Schedule for the Downtown Library & LEARNING CENTER COST   Expenditure Schedule for the Downtown Library & Learning Center   Pending   Auticipated   Open   Total Cost   Adjust   Auticipated   Open   Total Cost   Adjust   Open   Total Cost   Adjust   Open   Total Cost   Open   Open   Total Cost   Open   Open   Total Cost   Open									
K         Approved Amount of Budget         Amount of Contract or PO         Pending         Articipated Open Open Open Open Open Open Open Open	2	VIEW OF DOWNTOWN	LIBRAR	∞5	ING CEI	VTER C	OST		
TEM OF WORK		Expenditure Schedule for the Downt	own Library &	Learning Center					
FFFE & AV Equipment   \$2.080,000   \$2.080,		ITEM OF WORK	Approved	Amount of	Pen	ding	Anticipated		Amount Paid
FFFE & AV Equipment	- 1		Budget	Contract or PO	Quoted	Open	Total Cost	Adjustments	as of 5/1/02
Equipment for loading dock	*	EE/E & AV Equipment	\$2,060,000			\$2,060,000	\$ 2,060,000		
The first of the collection	- 0	Fourther for loading dock	20,000			20,000	20,000		
Two flag poles   Two	1 0	Kitchen equipment	85,000		21,823	75,000	96,823		
Moving Expenses         50,000         230,000 <td>4</td> <td>Two flag poles</td> <td>25,000</td> <td></td> <td>34,291</td> <td></td> <td>34,291</td> <td>(7,486)</td> <td></td>	4	Two flag poles	25,000		34,291		34,291	(7,486)	
Pulling cable and wiring         111,000         5,000         5,000         5,000         5,000         5,000         230,000         230,000         230,000         230,000         230,000         230,000         230,000         111,000         111,000         230,000         230,000         111,000         110,000         110,000         110,000         110,000         110,000         110,000         110,000         110,000         110,000         110,000         110,000         110,000         100,000         110,000         100,000	2	Moving Expenses	50,000			20,000	20,000		
Security System Design (additional)         5,000         5,000         230,000         2,000           Security System Design (additional)         230,000         100,000         100,000         100,000           Interior Library Signs and Marquee         115,000         80,000         100,000         100,000           Interior Building Directories         60,000         92,088         W/V item 17.         80,000         10,000           Additional Art         41,000         92,088         W/V item 17.         85,000         10,000         10,000           Additional Art         A Portal for Children's Area         20,000         92,088         W/V item 17.         85,000         10,000           Construction for Fuller Caffe to Children'         50,000         103,597         10,000         103,597         10,000         103,597           Convert Portion of Caffe to Children'         50,000         253,551         2,560         105,000         105,000         105,000         105,000           Infrastructure for Reasonent for saff/storage         125,000         253,551         2,560         105,000         105,000         105,000         105,000         105,000         105,000         105,000         105,000         105,000         105,000         105,000         105,000	8	Pulling cable and wiring	111,000			111,000	111,000		0
Security Equipment         230,000         230,000         230,000           Interior Library Signs         100,000         59,547         100,000         100,000           Interior Library Signs and Marquee         115,000         100,000         60,000         60,000           Additional Art         10,000         92,088         W// Item 17.         59,547         10,000           Additional Art         45,000         92,088         W// Item 17.         60,000         107,000           Additional Art         Area         20,000         92,088         W// Item 17.         60,000         107,000           Additional Art         Area         20,000         92,088         W// Item 17.         60,000         107,000           Furnishing and Landscaping         50,000         10,000         10,300         10,300         10,500         10,500           Convert Portion of Carlé to Children'         50,000         250,000         250,000         10,500         10,500         10,500         10,500           Infrastructure for Flag Poles         100,000         253,551         2,960         256,511         256,511           Relocate Offices (HUM & DEV)         10,000         427         2,960         26,588         10,500	7	Security System Design (additional)	5,000	5,000			5,000		nnn's
Interior Library Signs	00	Security Equipment	230,000			230,000	230,000		
Exterior Signs and Marquee 115,000 60,000 60,000 60,000 10	6	Interior Library Signs	100,000			100,000	100,000	1	
Interior Building Directories   60,000   60,000   60,000     Additional Art Additional Art	0	Exterior Signs and Marquee	115,000		59,547		59,547	(12,000)	
Additional Art Additional Art Additional Architectural fees 45,000 92,088 W// item 17	-	Interior Building Directories	60,000			60,000	000'09		
Additional Architectural fees 45,000 92,088 15,000 107,088	N	Additional Art	10,000	0.00		10,000	10,000		880 60
A Portal for Children's Area         20,000         W// item 17.         -           Furnishing and Landscaping         85,000         85,000         50,000           Construction for Future Café         50,000         103,597         103,597           Convert Portion of Café to Children'         50,000         103,597         103,597           Infrastructure for Rotary Fountain         25,000         25,000         10,500           Infrastructure for Rotary Fountain         25,000         253,551         2,960         256,511           Infrastructure for Flag Poles         106,000         253,551         2,960         256,511           Relocate Offices (HUM & DEV)         10,000         427         26,588           Hard Floor Surfaces on levels 1 to 4         145,000         427         26,588           Contingency         150,000         200,000         350,000         550,000           Opening Day Collection         550,000         200,000         350,000         550,000           Total         Total         \$4,154,500         \$5,201,439         \$4,154,500         \$5,201,439           These cost are a reflection of issues         \$4,154,500         \$5,201,439         \$4,154,500         \$6,000	3	Additional Architectural fees	45,000	92,088		15,000	107,088		92,0
Furnishing and Landscaping         85,000         85,000         85,000           Construction for Future Café         50,000         103,597         103,597           Convert Portion of Café to Children'         50,000         103,597         103,597           Infrastructure for Rotary Fountain         10,500         25,000         10,500         10,500           Infrastructure for Rotary Fountain         25,000         253,551         2,960         256,511           Finishing basement for staff/storage         10,000         253,551         10,000         256,511           Relocate Offices (HuM & DEV)         145,000         427         26,588         26,588           Hard Floor Surfaces on levels 1 to 4         145,000         427         26,588         26,588           Upgrade 4th floor Carpetling         150,000         351,066         \$ 401,995         \$2,851,439         \$ 3,604,500           Contlingency         550,000         200,000         350,000         550,000         550,000           Opening Day Collection         550,000         560,000         550,000         550,000         550,000           Total         Total         \$ 4,154,500         \$ 5,201,439         \$ 4,154,500         \$ 5,201,439           These cost are a reflection of i	4	A Portal for Children's Area	20,000		W/ item 17.				
Construction for Future Café         50,000         50,000         50,000           Convert Portion of Café to Children'         50,000         103,597         103,597           Infrastructure for Rotary Fountain         10,500         10,500         10,500           Infrastructure for Rotary Fountain         10,500         W// item         2,960         256,511           Infrastructure for Flag Poles         10,000         253,551         W// item         2,960         256,511           Relocate Offices (HUM & DEV)         10,000         10,000         125,188         26,588         -         26,588           Hard Floor Surfaces on levels 1 to 4         150,000         427         26,588         -         26,588           Contingency         150,000         351,066         \$ 350,000         550,000         \$ 350,000           Total Cost for Construction & FF/E         \$ 3,604,500         \$ 550,000         550,000         \$ 550,000           Opening Day Collection         \$ 4,154,500         \$ 551,066         \$ 3,201,439         \$ 4,154,500         \$ 550,000           Total         Sacotal are a reflection of issues         \$ 4,154,500         \$ 551,066         \$ 5,201,439         \$ 4,154,500         \$ 5,000	2	Furnishing and Landscaping	85,000			85,000			
Convert Portion of Café to Children'         50,000         103,597         103,597         103,597           Infrastructure for Rotary Fountain         10,500         W// item 4.         -         -         -           Infrastructure for Flag Poles         25,000         253,551         -         256,511         -           Finishing basement for staff/storage         108,000         253,551         W// item 4.         -         256,511           Relocate Offices (HUM & DEV)         10,000         145,000         26,588         -         26,588           Hard Floor Surfaces on levels 1 to 4         145,000         427         26,588         -         26,588           Upgrade 4th floor Carpeting         35,000         427         26,588         -         26,588           Contingency         150,000         351,066         \$ 401,995         \$2,851,439         \$3,604,500         \$           Opening Day Collection         550,000         200,000         350,000         550,000         \$50,000           Total         Total         \$4,154,500         \$ 551,066         \$3,201,439         \$4,154,500         \$	9	Construction for Future Café	20,000			20,000			
Infrastructure for Rotary Fountain 10,500	1	Convert Portion of Café to Children'	20,000		103,597		103,597		
Infrastructure for Flag Poles   25,000   W// Item 4.   2,960   253,551   2,960   256,511   2,960   256,511   2,960   256,511   2,960   256,511   2,960   2,9	00	Infrastructure for Rotary Fountain	10,500			10,500	10,500		
Finishing basement for staff/storage         108,000         253,551         2,960         256,511           Relocate Offices (HUM & DEV)         10,000         145,000         153,189         (25,061)         128,128           Hard Floor Surfaces on levels 1 to 4 Upgrade 4th floor Carpeting         150,000         427         26,588         - 26,588           Contingency         150,000         427         26,588         - 26,588           Total Cost for Construction & FF/E         \$3,604,500         \$ 351,066         \$ 401,995         \$2,851,439         \$ 3,604,500         \$ 50,000           Opening Day Collection         550,000         200,000         350,000         550,000         \$ 550,000           Total         Total         \$ 4,154,500         \$ 551,066         \$ 35,201,439         \$ 4,154,500         \$ 550,000	6	Infrastructure for Flag Poles	25,000		W/ item 4.				752 654
Relocate Offices (HUM & DEV)   10,000   153,189   (25,061)   128,128   145,000   150.000   153,189   (25,061)   128,128   26,588   25,000   150,000   427   26,588   427   26,588   2	0	Finishing basement for staff/storage	108,000	253,551	2,960		256,511		200,00
Hard Floor Surfaces on levels 1 to 4       145,000       153,189       (25,061)       128,128         Upgrade 4th floor Carpeting       35,000       427       26,588       - 26,588         Contingency       150,000       \$ 351,066       \$ 401,995       \$2,851,439       \$ 3,604,500         Total Cost for Construction & FF/E       \$3,604,500       \$ 200,000       350,000       550,000         Opening Day Collection       550,000       \$ 4,154,500       \$ 550,000         These cost are a reflection of issues       \$ 4,154,500       \$ 4,154,500         which have not been resolved.       \$ 551,000       \$ 550,000       \$ 550,000	1	Relocate Offices (HUM & DEV)	10,000		W/ item 20.			10000	
Upgrade 4th floor Carpeting         35,000         427         26,588         - 26,588         - 26,588         - 427           Contingency         150,000         \$ 351,066         \$ 401,995         \$2,851,439         \$ 3,604,500         \$           Total Cost for Construction & FF/E         \$ 3,604,500         \$ 200,000         350,000         550,000         \$           Opening Day Collection         \$ 4,154,500         \$ 551,066         \$ 33,201,439         \$ 4,154,500         \$           These cost are a reflection of issues         \$ 4,154,500         \$ 550,000         \$ 550,000         \$ 550,000         \$ 550,000	N	Hard Floor Surfaces on levels 1 to 4	145,000		153,189	(25,061)		(19,041)	
Contingency         150,000         427         427           Total Cost for Construction & FF/E         \$3,604,500         \$351,066         \$401,995         \$2,851,439         \$3,604,500         \$           Opening Day Collection         550,000         200,000         350,000         550,000         \$           Total         \$4,154,500         \$ 551,066         \$3,201,439         \$4,154,500         \$           These cost are a reflection of issues         which have not been resolved.         \$         \$51,066         \$50,000         \$	3	Upgrade 4th floor Carpeting	35,000		26,588	•	26,588		701
FF/E \$3,604,500 \$ 351,066 \$ 401,995 \$2,851,439 \$3,604,500 \$ 550,000	4	Contingency	150,000	427			427		t
\$4,154,500 \$ 550,000 350,000 550,000 \$ 150,000	1	Total Cost for Construction & FF/E	\$3,604,500		1877	\$2,851,439	\$ 3,604,500	\$ (39,327)	\$ 351,066
\$4,154,500 \$ 551,066 \$3,201,439 \$4,154,500 \$ issues		noison of original	550 000	200 000		350,000	550,000		200,000
\$4,154,500 \$ 551,066 \$3,201,439 \$4,154,500 \$ lissues		Opening Day Collection	000						
senssi	1 3	Total	\$4,154,500			\$3,201,439	\$ 4,154,500	ဟ	\$ 551,066
		These cost are a reflection of issues which have not been resolved.						\$ (39,327)	
		Balance					69		

### DEFINITION OF MEDICAL FUNDING ACCOUNT

### A. PURPOSE OF FUND

The Metropolitan Library System entered into being self-funded July 1, 1995. Our intent was to build up an amount of money that would buffer us for certain purposes. The following is to clarify the purposes for which this money could be used. As of June 30, 2001, the fund had accumulated \$522,188.

Now that we have these years of experience behind us, it is proposed that the medical funding account be maintained at:

- a dollar amount equal to 30% of the current year's beginning total premium level, plus,
- 2. a \$100,000 amount for cash flow, and
- any time at the end of the prior year that this is over this amount, the excess would be used to buy down the cost of the insurance for the next fiscal year for both the library and the employees.

The purpose of this fund is for paying for claims as they come into the third party administrator on a daily basis from the medical/dental providers and for reducing the amount of premiums in a year when the library has experienced unusually large claims which may or may not have reached the stop loss level. In a year in which there have been a great many claims or unusually large claims, the premiums for the next year will be very high and this can be used to offset this expense for the library and employees. The premiums never seem to go back down, but if the next year is good any rate increases will be built upon the top of the bad year rates.

### B. SOURCE OF FUNDING

This account is funded by premiums set by insurance actuaries at the beginning of each plan year for the estimated claims plus 25%. This is paid by both the employer and employee. This split is 90% for the employer for single coverage and 10% for the employee. The split for the dependents of the employee is 70% for the employer and 30% for the employee. The average contribution split between the library and the employee for family coverage is 79% and 21%, respectively. If the claims are not as much as anticipated, there will remain unspent dollars in the medical funding account.

### C. ADDITIONAL USES FOR MONIES FROM THIS FUND

The monies in this fund can be used to pay claims prior to monies being collected in the current year from the library and the employees. Also, it traditionally takes time for the stop loss insurance to reimburse the library once it has been reached either on an individual or aggregate basis, but the providers must be paid in a timely manner.

### D. RELEASE THE GENERAL FUND RESERVE

For the same reason stated above in C, a \$100,000 cash reserve was designated in the library system's general fund at the inception of this program for cash flow purposes. Except the first year, this reserve has not been used since then. Considering the accumulated fund balance, it is believed that this general fund reserve is no longer needed and can be released for other library operational purposes.

### RECOMMENDATION

An administrative committee composed of Norman Maas, Anne Hsieh, Richard Rea and Karyn Miller developed the above definition to document the purpose and intent of the medical funding account.

The administration recommended that the Administrative and Personnel Committee recommend for adoption this definition including the formula, as stated above, for the maintenance of the account, the authorized use of excess funds and the division of the benefit of those funds (79% for the library and 21% for employees).

The Administrative and Personnel Committee accepted the recommendation at their meeting of May 6, 2002. The Committee is recommending that the Finance Committee accept this recommendation and recommend adoption by the Metropolitan Library Commission.

### COMMITTEE ACTION

If in agreement with the recommendation, the appropriate Finance Committee action would be to recommend that the Library Commission adopt the definition of the medical funding account including the formula for the maintenance of the account, the authorized use of excess funds and the division of the benefit of those funds.

### GENERAL REVIEW OF HEALTH INSURANCE

### MEDICAL/DENTAL INSURANCE

April 2002

### REQUESTED BY THE FINANCE COMMITTEE

The Finance Committee previously requested a general review of the library system's medical/dental insurance as it compares to other plans administered by the third party administrator as well as definition of the Medical Funding Account (the claims payment account.)

The administration has worked with Hugh Rice over the past several months to clarify that committee's request and answer their questions.

A Definition of Medical Funding Account was taken to the May 6, 2002 meeting of the Administrative and Personnel Committee, the Committee recommendation and request for action is attached separately.

### HIGH POINTS OF THE MEDICAL/DENTAL INSURANCE PLAN COMPARISON

High Points of the Medical/Dental Insurance Plan Comparison

The comparison was prepared as a result of questions raised by the Library Commission as to what makes a good or great plan and how the library system's plan compares to others.

What makes a good or great medical plan:

- Different industries, different locales and different size companies find that different benefits meet their employee needs best.
- A Preferred Provider Organization (PPO) appears best for the library system because
  of the larger and more widespread base of providers fits better with the number of
  library locations and location of employees.
  - The PPO allows employees to go in and out of the network at will.
  - The employee has a \$300 annual deductible going to PPO providers and a \$500 deductible going out of network.
  - The plan pays 80% when a PPO provider is used and 70% when a non-PPO provider is used.
  - According to one national study, the average annual cost per employee for medical coverage in 2001 was \$5,266.29. The cost per employee for the library system's combined medical and dental plan for FY 2001-02 is \$4,011.96.

### The comparison with other plans;

- Four other plans, administered by Mutual Assurance Administrators and of generally the same size as the library's were compared to the library's plan.
- Of the five, when it came to cost of the plans, the library's fell in the middle.
   The library's plan also covers dental and hearing coverage while the other plans do not.
- Comparing individual plan elements is somewhat like comparing apples and oranges (no two plans have identical benefits); however, the library system's plan falls fairly well in the middle of the two extremes.

 As always happens when doing this type of study, there are areas identified in which our plan does not seem as current as the others. These include lifetime maximums, annual deductibles and dental calendar year limits.

### The area of greatest concern:

- Prescription costs are rising at a 17% to 25% rate annually.
- Nationally, prescriptions are averaging about 14% of total plan costs.
- For the plan year (fiscal year) 2000-2001, prescriptions ran 29.7% of the total plan costs for the library's plan.

What stop loss insurance does for the library's self-insured plan.

- Aggregate stop loss insurance limits the amount the plan has to pay for all
  covered persons. The amount changes based on the number of employees
  enrolled in the plan (which changes monthly). At the beginning of the plan
  year, the aggregate stop loss was \$845,631.86 based on 166 employees with
  64 dependent units.
- Specific stop loss insurance limits the amount the plan has to pay for a specific individual. The amount is \$45,000 of covered medical charges.
- After the stop loss limit is reached, the re-insurer reimburses the library for the amount of allowable charges over the limit.

What the maximum "out-of-pocket' limit does for the employee.

- The maximum out-of-pocket expense (also referred to as an individual's stop loss) comes into play when an employee has had covered medical expenses of \$2,300 in-network (the \$300 deductible and another \$2000 of expenses to them in co-payments) or \$3,500 out-of-network (the \$500 deductible and another \$3000 of expenses to them in co-payments).
- The out-of-pocket expense maximum excludes co-payments for prescriptions, copayments for psychiatric care and co-payments for dental expenses.

### WHAT IS A GOOD/GREAT MEDICAL PLAN?

1. What is a good/great medical plan? According to the 2000 Hay Benefits Reports there is not one correct answer. They state that different industries, different locales, and different size employers find that different benefits in a medical plan meet their employee needs better. An example of this is that the "all industrials" category plans have 56% covering physical examinations while only 22% of the "government" category plans carry this type of coverage. By the same token, plans in the Mountain and West Region show that 48% will have some coverage for physical exam, while only 35% of the New England region plans will contain this coverage. Also, plans with 500 or less participants show that only 36% contain physical exam coverage, but if there are 10,000 or more participants this jumps to 52%. (see attachments)

In addition, the California Management Review, Fall2000, Vol. 43 Issue l, p34, 16p l graph states that even standard plans, in practice, are anything but standard or consistent because they do not address the gray areas such as a common and clear definition of medical necessity.

2. What is a good/great medical plan for The Metropolitan Library System? Would a traditional indemnity plan, a health maintenance organization (HMO), a preferred provider organization (PPO), or a point of service organization (PSO) be the best choice for the Library System? The Library System currently has a PPO because it offers a larger base of providers who are more widespread. This seemed to fit better with the number of Library locations and the location of employees.

The plan selected by the Library allows the employee to go in and out of the PPO network at will. The PPO providers are paid at 80% and the non-PPO providers are paid at 70% with a \$300 and \$500 annual deductible respectively. This gives greater flexibility to employees and eliminates the need to first visit a "gatekeeper" provider before getting specialized care.

According to the C&B Consulting 2001 Benefit Plan Survey report, the average annual cost per employee for medical coverage is \$5,266.29. The cost per employee for the Library System's medical and dental insurance for 2001-2002 is \$4,011.96.

3. Would The Metropolitan Library System Be Better Served By a Self-Insured Plan or a Contract Plan From an Insurance Company?

In 1990 after receiving a 100% rate increase for the indemnity plan with Blue Cross and Blue Shield, I was asked to determine a way to help keep this type of rate increase from occurring. Through the advice of Duane Meyers, Associate Director for Management Services at that time, it was decided that we would request to join with Oklahoma County in their self-insurance. Starting November 1, 1990, we entered into an agreement with them and were part of that self-insured group until July 1, 1995. The claims year of July 1, 1994 through June 30, 1995 was a very bad claims year for the Library System and we were told that we were not welcome to be part of their plan for the coming year. As an

aside, the years prior to 1994-1995 had been very good years and they had made more than enough to cover the bad year, but that was not part of their concern when it came time to renew.

Until we were part of the self-insured plan of the County, the Library was unable to obtain claim information from the HMOs that we contracted with for our employees. This meant that we were unable to determine exactly what our ratio of claims to premium was on anything other than our indemnity plan. In addition, by being self-insured we do not automatically have to add state mandated coverage to the Library plan. In most cases, the Library has elected to include coverage for state mandated benefits, but we do have the option of not covering certain illnesses if we wish. Armed with the above information, it was decided that we should explore the possibility of becoming self-insured on our own. Through a great deal of research and the advice of more than one insurance agent it was decided that we would try this on our own for a year or so and see if it would work for us.

In self-insurance, at least in our case, the rates paid each year are set to cover the actuarial estimate of claims plus 20%. The rates paid by the employees and library are set to cover this amount. We purchase an umbrella policy to cover anything over this amount so that in the case of a catastrophe the library would not be at additional risk.

The insurance companies, being the "good little old" record keepers that they are, will tell you that you will have one bad year in seven for claims. They cannot in all their wisdom tell you which one will be bad or if you will have two bad years in row. One of the reasons that it was decided that we would try to go self-insured was so that we could keep our costs somewhat level by using any claims dollars not used in prior years to supplement claims costs for both the Library and employees in future years. This philosophy may have changed, but this is the history of how we got where we are.

For the current year, 2001-2002, quotes were obtained from Blue Cross and Blue Shield as well as quotes for the self-insured plan. The rates for Blue Cross were about 12 % higher than those quoted for the self-insured plan and the benefits were not nearly as good and did not include dental.

4. The Current Medical/Dental Plan of The Metropolitan Library System.
The current plan of the Library System is a good plan. Upon recent studies of other plans of similar size groups, we found that the coverage in this custom plan covers most things in a very comparable way.

The areas that stood out as being exceptional in our plan were the cost, since dental is an included benefit, the hearing coverage and our prescription plan. All of the other plans did have coverage for transplants which we added last year.

As always happens when doing this type of study, there were a few areas in which our plan does not seem as current as the others. These areas are:

	Subdirections and Subdivided Visional V	SUGGESTED
	CURRENT	INCREASE
Lifetime Maximum	\$1,000,000	\$2,000,000
Psychiatric (Lifetime Max)	20,000	25,000
Deductibles		
In Network	300	200
Out of Network	500	300

Coverage that we may want to look at in the coming years would be such things as the \$300.00 wellness benefit that we currently have in place. This price does not cover even a general physical, it has risen more to the level of \$500.00. Doctors are beginning to routinely include such things as bone density scans in physicals and stress tests which add to the cost. These are tests that seem to catch a great many illnesses before they become full blown and expensive to treat.

In the dental plan, the \$1,000 calendar limit probably should be raised to \$1,500 per year to cover the same amount of work that \$1,000 would have covered 2 or 3 years ago.

### Areas to Watch

Prescription costs are a concern to all plans as they are rising at a 17% to 25% rate and there seems to be no stopping point. Prescriptions are averaging about 14 % of total plan costs according to Mercer/Foster Higgins National Survey of Employer-sponsored Health Plan 2000. Our average for July 2000 – June 2001 was 29.726% of total plan costs. Some studies are showing that for the year 2001, the average claims costs to the overall medical plan have increased to 18.94%. In July 2001 to December 2001, the average to total plan costs for the Library System has increased to 36.16%. I am seeing a single prescription cost as much as \$900 per month. There is a company that will study your prescription usage at no cost to the organization and look for different prescription providers who will give deeper discounts. This company is paid by the drug companies. I have requested information from our current provider so that we can see if this would be helpful to us. Also, we are in the process of setting up a method so employees can order prescriptions by mail as these would be available to us with deeper discounts and, also, be less expensive to our employees. It would be more convenient for employees too.

Laboratory costs also seem to be very high. This year we have instigated the use of a LabOne Card which allows our employees to go to their collection sites with a prescription from their individual doctors and LabOne will run the tests and deliver the results back to the individual doctors for their patients at a greatly reduced cost to the plan. I know from a test that I have to have run every three months that it has been costing \$119.00 to do the lab work and LabOne does it for \$42.00. To encourage our employees to use this instead of having the lab work done in the doctor's office, the plan pays 100% of the costs. I am monitoring this to see how much a savings it results in to the plan.

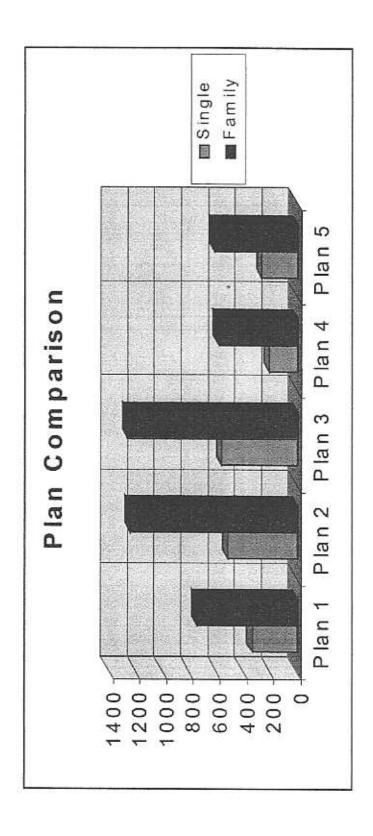
Orthotics could be something that should be added in the future as they become more and more popular to aid in foot problems. The public service staff of the library are on their feet most of the time and are walking on concrete floors. The addition of this benefit could aid us in our quest to reduce our workers compensation claims. It would help with feet problems, but more important is the fact that very often feet problems lead to back problems and that is a very prominent cause of workers compensation injuries.

4-17-02

# BENEFITS COMPARISON

The following is a comparison of benefits between The Metropolitan Library System and other plans that are more or less the same size and in the same locale that are administered by Mutual Assurance Administrators, Inc.

Description of	Plan (1)	Plan (2)	Plan	Plan (3)	Plan
Senent		7	3	4	S.
Single	334.33	512.64	564.91	212.61	266.82
Family	742.78	1,248.38	1,262.61	584.46	615.78
Dental Included	Yes	No	No	No	Yes
Number of Lives	165	891	332	225	226



Description of Benefit	a	Plan 1	Plan 2	Plan 3	Plan 4		Plan 5
Per Person	1,00	1,000,000	1,000,000	1,000,000	2,500,000	2,0	2,000,000
Transplant Maximum	200	200,000	500,000	subject to Lifetime maximum	250,000	50	500,000
Temporomandibular Joint Dysfunction	1,(non-s	1,000 (non-surgical)	1,000	%08	Not Shown	Not	Not Shown
Psychiatric Care							
Chemical Dependency	5,0	5,000	N/A	N/A	N/A	_	N/A
Psychiatric	20,	20,000	25,000	4,000	See Calendar Year		25,000
Calendar Year Maximums	100000						
Deductibles	PPO	Non-PPO	世界の世界が行うの		PPO Non-PPO	O PPO	Non-PPO
Single	300	200	300	100	-0- 300	200	300
Family	006	1,000	900	200	006 -0-	400	009
Hospital	-0-	(5) 001	150 per : Not admit : Covered	100 (2 200 (2 max/yr)	150 per N/A admit	N/A	250
Out-of-pocket (6)				189 - 80 - 121 - 17		45.00	
Single	2,000	3,000	2,300 4,600	1,200	2,000 3,300	500 (4)	800 (4)
Family	6,000	10,500	6,900 : 12,900	2,400	4,000 6,600	1,000	1,600
Wellness Benefit	m.	300	200	80%	\$15 co-pay \$25 co-pay w/ \$75 maximum on mammograms	\$15 then 100% to \$500, 100% mammo- grams	70% to \$300, 70% plus deduct- able
Outpatient Physical Therapy & Chiropractic	2,7	1,800	006	%08	72-500 15-70%	Kentan	80% chiropractic, lesser of 20 visits or \$800

cription o	ication
3enefit	pliance
Desc	Precertifi Noncomp Penalty

	rlan 5	PPO & Non-PPO days in advance for non-emergency If not done: \$300 or \$500
	rian 4	PPO 7 days 50% non If If S30
-	Flan 3	N/A
2	rian 2	20%
100	rian 1	20%

Co-Payments	PPO	Non-PPO	PPO	Non-PPO		PPO : N	Non-PPO	PPO	Non-PPO
Hospitals	%08	%02	%001	N/A	100% to 2,500 Balance - 80%	%001	70%	%08	70%
Physicians	80%	70%	\$15	%0\$	80%	\$15	70%	\$15 to \$300 / 80%	70%
Outpatient Lab	%08	20%	\$15	20%	80%	\$15	70%	%08	402
X-Ray	%08	%02	\$25	20%	80%	\$25	%02	%08	20%
Prescriptions	20% \$51 30 day P	20%; \$5 min. \$50 Max; 30 day Maintenance Trial	Brand - S20 Generic - S10	- S20 c- \$10	Retail Brand - \$5 Mail Brand - \$10 Generic - \$0	Retail Brand - \$15 Generic - \$15 Mail Brand - \$30 Generic - \$15	\$15 \$15 - \$30 \$15	Retail B Gene Mail Br Gener	Retail Brand - \$15 Generic - \$5 Mail Brand - \$20 Generic - \$10

- The Metropolitan Library System.
  - Plan to be Terminated 12/31/01.
- Blue Collar. Young, white, healthy males primarily. This plan is hospital coverage only.
  - Excludes doctor visits and co-payments.
    - Waived if life threatening.
- Out-of-pocket maximums do not apply to deductibles, co-payments, psychiatric or chemical dependency treatments, amounts in excess of reasonable and customary expenses not covered by this plan and precertification noncompliance penalties.

Note: Plan has added Lab-One for fiscal year 2001. This plan has estimated they will be able to save our plan up to 55% of the \$63,730.96 paid for the previous year. Because the use of this card is not mandatory, I estimate it will be more in the 25% range. The tests done using Lab-One are paid 100% as an incentive to use the plan.

