

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

REVISED AGENDA

Thursday, October 21, 2010, 3:30 p.m.
Del City Library
4509 SE 15th
Del City, OK 73115
(Telephone: 672-1377)

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

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

Penny McCaleb, Chair

3:30 – 3:40 pm INTRODUCTIONS

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

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

3:40 – 4:00 pm CONSENT DOCKET (#31 - #33)

- Document #31 – Acceptance of Review of Expenditures for September 2010
- Document #32 – Approval of Minutes of September 16, 2010 Meeting
- Document #33 – Contract Awards and Purchases
Item A: Design Consultation for the Southern Oaks Library Temporary Site

4:00 – 4:30 pm NEW BUSINESS (#34 - #38)

- Document #34 – Discussion, Consideration and Possible Action: Acceptance of Annual Audit – Eide Bailly LLP
- ~~Document #35 – Discussion, Consideration and Possible Action: Report and Recommendation from Administration ~ Approval of Southern Oaks temporary location lease agreement~~ **Document Pulled – Will be presented at a later date**
- Document #36 – Discussion, Consideration and Possible Action: Approval of Metropolitan Library Commission Meeting Dates 2011
- Document #37 – Discussion, Consideration and Possible Action: Approval of MLS 2011 Library Holiday and Closing Schedule
- Document #38 – Discussion, Consideration and Possible Action: Approval of Resolution of Appreciation for Friends of the Metropolitan Library System

4:30 – 4:45 pm INFORMATION REPORTS

- Document #39 – MLS September 2010 Library Visits Report
- Document #40 – MLS September 2010 Circulation Report
- Document #41 – MLS September 2010 Computer Usage Report
- Document #42 – MLS September 2010 System Reserve Report

4:45 – 4:55 pm EXECUTIVE DIRECTOR'S REPORT

4:55 – 5:00 pm COMMENTS FROM COMMISSION MEMBERS

NEXT COMMISSION MEETING DATE AND PLACE:

November 18, 2010
Edmond Library, 10 S. Boulevard, Edmond, OK 73003

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

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

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

Library System staff receiving Certificates of Service in October 2010:

Employees

Years of Service

Kathryn F. Hatfield, Midwest City, Circulation Clerk	5
Patsy A. Glover, Belle Isle, Page	10
Jimmy C. Welch, IT, Deputy Executive Director of Technology	40

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

September 30, 2010

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of September 2010.

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

COMMISSION ACTION

That the Commission acknowledge the financial report of September 2010.

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

September 30, 2010

ASSETS

CASH - Overnight Investment Account		\$ 4,990,447.87
INVESTMENTS (Schedule attached)		20,353,879.20
PREPAID ACCOUNTS		30,000.00
TAXES RECEIVABLE: 2010-11 Ad Valorem Tax	29,227,702.00	
Less: Reserve for Delinquent Tax	(2,657,064.00)	
Budgeted Tax Revenue	26,570,638.00	
Less: Tax Received	0.00	
		26,570,638.00
Total Assets		<u>\$51,944,965.07</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2009-10 Reserve for Appropriations	\$167,863.57	
2010-11 Purchase Orders Outstanding	336,331.72	
2009-10 Purchase Orders Outstanding	40,957.82	
2010-11 Checks Outstanding	169,907.31	
2009-10 Checks Outstanding	7,371.19	
Total Liabilities		722,431.61

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	26,570,638.00
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FUND BALANCE:

Beginning of the Year	\$30,341,031.66	
Add: Revenues		
Budgeted	189,359.00	
Other	601,883.49	791,242.49
Less: Expenditures	(6,480,378.69)	
Total Fund Balance		<u>24,651,895.46</u>
Total Liabilities, Deferred Revenue and Fund Balance		<u>\$51,944,965.07</u>

**METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
SCHEDULE OF INVESTMENT**

As of September 30, 2010

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	7/21/2009	7/21/2012	3.056%	\$ 95,006.20
CD - Municipal Emp. Credit Union	5/28/2010	5/28/2013	2.650%	240,000.00
CD - Weokie Credit Union	1/17/2010	1/18/2015	3.140%	106,899.93
CD - UMB Bank	3/18/2010	2/18/2013	2.000%	97,864.05
CD - Stillwater National Bank	5/23/2010	6/23/2012	2.000%	240,000.00
CD - National Bank of Commerce.	12/19/2009	12/19/2010	1.850%	240,000.00
CD - Kirkpatrick Bank, Edmond	12/12/2008	12/12/2011	3.030%	95,000.00
CD - Coppermark Bank	6/14/2010	4/14/2012	2.000%	96,787.60
CD - BancFirst	7/28/2009	7/27/2012	2.240%	240,000.00
CD - Rose Rock/Union Bank	10/8/2009	11/5/2010	1.650%	98,130.88
CD - Fidelity Bank	10/19/2009	4/19/2011	1.490%	100,000.00
CD - Quail Creek Bank	6/7/2009	6/7/2011	2.260%	240,000.00
CD - Citizen's Bank of Edmond	7/2/2009	7/2/2014	2.810%	122,052.12
CD - Valliance Bank	3/5/2010	3/5/2011	2.000%	97,138.42
CD - Ironstone	9/23/2009	3/23/2011	2.000%	240,000.00
Fed Natl Mtg Assoc 10-14	11/17/2009	11/17/2014	3.250%	3,000,000.00
Fed Home LN BKS 08-13	1/22/2008	1/22/2013	4.000%	1,000,000.00
FED HOME LN MTG CORP 10-13	12/30/2009	12/30/2013	2.250%	1,005,000.00
FED NATL MTG ASSOC 10-13	12/24/2009	6/24/2013	2.125%	2,000,000.00
Fed Home LN BKS 10-13	1/25/2010	10/25/2013	2.350%	2,000,000.00
Fed Home LN BKS 11-13	1/25/2010	7/25/2013	2.250%	2,000,000.00
FED NATL MTG ASSC 10-14	1/27/2010	1/27/2014	2.450%	2,000,000.00
Fed Home LN BKS 12-16	7/27/2010	1/27/2016	2.000%	2,000,000.00
FNMA	9/30/2010	12/30/2015	2.000%	2,000,000.00
FNMA 11-16	9/8/2010	3/8/2016	2.000%	1,000,000.00
Total Investments				<u>\$ 20,353,879.20</u>

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

September 1, 2010 to September 30, 2010

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2010 Ad Valorem Tax	\$25,957,697.00	\$ -	\$ -	0.00%
State Aid	286,404.00	-	35,359.00	12.35%
Fines	<u>527,400.00</u>	<u>104,000.00</u>	<u>154,000.00</u>	29.20%
Total Budgeted Revenue	<u><u>\$ 26,771,501.00</u></u>	<u><u>\$ 104,000.00</u></u>	<u><u>\$ 189,359.00</u></u>	0.71%
<u>NOT BUDGETED:</u>	286,404.00			
Prior Years Taxes		\$ 108,754.26	\$ 388,519.58	
Gifts and Lost Books Fees		0.00	0.00	
Investment Income		1,881.10	193,937.59	
Flexible Benefits Account Balance		0.00	0.00	
Sale of Surplus Equipment		0.00	0.00	
Insurance Reimbursements		0.00	0.00	
Miscellaneous		<u>913.70</u>	<u>19,426.32</u>	
Total Miscellaneous Revenue		<u><u>\$ 111,549.06</u></u>	<u><u>\$ 601,883.49</u></u>	
Total Revenue	<u><u>\$ 26,771,501.00</u></u>	<u><u>\$ 215,549.06</u></u>	<u><u>\$ 791,242.49</u></u>	2.96%

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

September 30, 2010

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 95,705.34	\$ 4,039.01	\$ 535.55	\$ 99,208.80
810 Prepaid Fees	(6,390.12)	1.39	0.00	(6,388.73)
815 Fines	104,370.54	49,687.97	105,203.56	48,854.95
820 Copy	48,494.86	8,864.40	10,459.64	46,899.62
900 Special Event Fund	(143.23)	0.00	0.00	(143.23)
Total Revolving Funds	\$ 242,037.39	\$ 62,592.77	\$ 116,198.75	\$ 188,431.41

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
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Special Grants

856 10/LET/Ralph Ellison Statuary	25,000.00	25,000.00	4,075.00	20,925.00
857 DN/LC Donations	92,529.29	92,529.29	89,785.96	2,743.33
858 10/LET/Summer Reading	20,000.00	20,000.00	19,829.68	170.32
860 10/LET/Special Grant	14,840.00	14,840.00	0.00	14,840.00
861 10/MWC/Florence Hughes Memorial	1,600.00	1,491.00	0.00	1,491.00
862 10/OCCF/Village	250.00	250.00	0.00	250.00
863 10/OCCF/Temple B'nai Israel	3,500.00	3,500.00	2,347.70	1,152.30
866 11/OAC/Children's Music	3,644.00	0.00	3,644.00	(3,644.00)
869 11/OAC/Son Del Barrio	1,700.00	0.00	1,700.00	(1,700.00)
870 11/ODL/College Sweepstakes/DC	1,000.00	1,000.00	0.00	1,000.00
871 11/ODL/College Sweepstakes/MWC	1,000.00	1,000.00	0.00	1,000.00
876 08/Guild/Choctaw Books	10,000.00	10,000.00	9,235.90	764.10
893 11/Guild/Western Books	1,000.00	1,000.00	0.00	1,000.00
894 11/Guild/Fiction and Music CD	2,000.00	2,000.00	0.00	2,000.00
895 11/LET/Bookfest	5,000.00	5,000.00	4,743.35	256.65
896 11/LET/Winter Readfest	5,000.00	5,000.00	0.00	5,000.00
897 11/LET/Summer Reading	20,000.00	20,000.00	0.00	20,000.00
898 11/LET/Interactive Children's	15,000.00	15,000.00	0.00	15,000.00
899 11/LET/Young Professional Adv	3,000.00	3,000.00	0.00	3,000.00
933 09/Rose State/Big Read	3,043.86	3,043.86	1,627.00	1,416.86
935 09/Guild/Creative Teen Arts	300.00	300.00	300.00	0.00
936 09/Guild/Scottish Heritage	500.00	500.00	500.00	0.00
937 09/Guild/Spanish Classes	350.00	350.00	400.00	(50.00)
944 09/LET/Gift Materials	33,563.00	33,563.00	0.00	33,563.00
945 09/LET/Piano performances	3,000.00	3,000.00	2,850.00	150.00
948 09/Walmart/MWC Teen Events	1,000.00	1,000.00	1,003.87	(3.87)
949 09/WalMart/ Del City	1,000.00	1,000.00	914.64	85.36
963 RE Friends/Programming Grant	5,000.00	4,957.32	4,885.12	72.20
981 Downtown Club/Children's	300.00	300.00	133.09	166.91

GRANTS:

		<u>GRANT AMOUNT</u>	<u>RECEIPTS TO DATE</u>	<u>EXPEND. TO DATE</u>	<u>ENDING BALANCE</u>
<u>Grants - Friends of MLS, Previous Years</u>					
875	08 Public Art	3,000.00	3,000.00	0.00	3,000.00
904	09 Summer at the Library	\$5,000.00	5,000.00	4,989.99	10.01
914	09 Children's Furniture	\$10,000.00	10,000.00	9,764.16	235.84
915	09 Big Cozy Books Furniture	\$8,000.00	8,000.00	8,000.00	0.00
832	10 Staff Recognition	\$9,051.00	9,175.29	9,033.04	142.25
833	10 Summer at the Library	\$10,000.00	10,000.00	9,365.63	634.37
835	10 L.I.F.E.	\$7,500.00	7,500.00	7,500.00	0.00
836	10 ICBIST Teen Film Festival	\$950.00	950.00	950.00	0.00
837	10 Children's Author Visit	\$11,600.00	11,600.00	11,600.00	0.00
840	10 Celebration of Black History	\$1,550.00	1,550.00	1,189.84	360.16
841	10 Native American Celebration	\$1,300.00	1,300.00	1,300.00	0.00
842	10 Multicultural Festivals	\$3,000.00	3,000.00	3,000.00	0.00
843	10 Noon Tunes	\$19,900.00	19,900.00	12,531.21	7,368.79
844	10 Forklift & Pallet Jack	\$35,000.00	35,000.00	29,690.00	5,310.00
846	10 Public Art	\$3,000.00	3,000.00	0.00	3,000.00
847	10 Public Art for New Construction	\$25,000.00	25,000.00	25.00	24,975.00
848	10 Lee B. Brawner Scholarships	\$15,000.00	15,000.00	15,000.00	0.00
849	10 MLS TV Ads	\$20,000.00	20,000.00	15,042.44	4,957.56
850	10 Bethany Centennial Mural	\$5,300.00	5,300.00	5,296.05	3.95

Grants - Friends of MLS, Current Fiscal Year

877	11 Summer at the Library	\$20,000.00	20,000.00	0.00	20,000.00
878	11 Children's Music Festival	\$8,000.00	8,000.00	8,000.00	0.00
879	11 L.I.F.E.	\$7,500.00	7,500.00	2,010.27	5,489.73
880	11 Young Adult Literature Symp	\$5,222.00	2,500.00	2,022.00	478.00
881	11 Bookfest Reading Program	\$5,000.00	5,000.00	3,869.00	1,131.00
882	11 Noon Tunes	\$12,000.00	12,000.00	2,808.00	9,192.00
883	11 Lee Brawner Scholarships	\$18,000.00	18,000.00	1,200.00	16,800.00
884	11 Volunteer Recognition	\$2,000.00	2,000.00	0.00	2,000.00
886	11 Our World Series	\$26,000.00	0.00	4,300.00	(4,300.00)
889	11 YA Author Visit	\$13,600.00	0.00	841.30	(841.30)
890	11 Globe	\$800.00	0.00	644.99	(644.99)
891	11 Celebration of Black History	\$1,600.00	1,600.00	0.00	1,600.00

Total Grants

\$221,551.53

Total Special Funds

\$ 409,982.94

Metropolitan Library System
Statement of Encumbrances
Month of September 2010

FY-11

Personal Services

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
101	Salaries	861,234.02	3,036,834.55	24.20	12,547,280.00	9,510,445.45
102	Wages - Part-time	119,340.35	439,627.43	22.98	1,912,777.00	1,473,149.57
103	Payroll Taxes	71,220.37	255,489.06	24.28	1,052,433.00	796,943.94
109	Workers Comp Insurance	17,192.00	43,192.00	26.19	164,936.00	121,744.00
112	Group Insurance	176,301.44	541,121.20	21.91	2,469,268.00	1,928,146.80
113	Employees' Retirement	51,470.28	180,383.64	10.85	1,662,096.00	1,481,712.36
114	Unemployment Compensation	.00	.00	.00	40,000.00	40,000.00
Total Personal Services		1,296,758.46	4,496,647.88	22.65	19,848,790.00	15,352,142.12

Maintenance & Operations - Contractual Services

201	Bldg, Property, & Auto Insuran	.00	7,801.50	4.67	167,039.00	159,237.50
202	Liability/Bonding Insurance	.00	.00	.00	13,175.00	13,175.00
205	Rent of Library Buildings	400.00	1,600.00	2.08	76,800.00	75,200.00
206	Rent of Equipment	.00	.00	.00	8,480.00	8,480.00
207	Janitorial Services	27,209.00	120,563.00	25.35	475,660.00	355,097.00
208	Maintenance of Facilities	21,980.69	61,003.83	13.57	449,714.00	388,710.17
211	Parking & Transportation	9,967.89	35,002.50	18.73	186,910.00	151,907.50
212	Travel Expenses	4,090.09	13,236.80	15.45	85,654.00	72,417.20
213	Professional Services	16,856.25	27,352.82	6.94	394,124.00	366,771.18
214	Security Services	44,958.02	95,469.15	22.64	421,622.00	326,152.85
216	Telephone Services	9,444.92	33,678.67	12.20	276,143.00	242,464.33
217	Electrical Services	51,117.56	157,603.89	29.03	542,863.00	385,259.11
218	Gas Services	1,889.79	5,687.36	7.42	76,654.00	70,966.64
219	Water and Garbage Services	5,120.91	15,613.82	28.23	55,302.00	39,688.18
220	Trigen Energy Services	24,238.75	64,889.73	32.77	198,000.00	133,110.27
226	Memberships	3,181.00	8,182.00	35.83	22,836.00	14,654.00
230	Other Library-related Services	4,871.97	24,116.17	6.58	366,645.00	342,528.83
231	Automation Contractual	41,644.57	65,653.46	20.14	325,944.00	260,290.54
236	Network Catalog Services	.00	59,000.00	79.70	74,025.00	15,025.00
Total Contractual Services		266,971.41	796,454.70	18.88	4,217,590.00	3,421,135.30

Metropolitan Library System
Statement of Encumbrances
Month of September 2010

FY-11

Maintenance & Operations - Commodities

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
301	Printing & Printing Supplies	12,991.62	27,261.37	13.67	199,400.00	172,138.63
302	Postage	42,254.59	82,896.69	28.30	292,900.00	210,003.31
303	Supplies	83,221.34	127,086.58	27.09	469,147.00	342,060.42
310	Maintenance Supplies	1,325.30	12,197.14	16.48	74,000.00	61,802.86
312	Safety Supplies & Equipment	.00	156.04	1.50	10,400.00	10,243.96
321	Gasoline & Oil	2,789.92	5,509.02	12.81	43,000.00	37,490.98
322	Vehicle Parts & Repairs	12,965.56	14,409.97	57.64	25,000.00	10,590.03
330	Programming Activities	7,466.70	49,652.56	20.52	242,015.00	192,362.44
331	Other Commodities	1,471.51	4,561.19	12.86	35,468.00	30,906.81
Total Commodities		164,486.54	323,730.56	23.27	1,391,330.00	1,067,599.44
		=====	=====		=====	=====

Capital Outlays

401	Books & Materials	223,072.99	741,119.19	17.60	4,210,800.00	3,469,680.81
404	Government Documents	650.00	650.00	13.00	5,000.00	4,350.00
405	Book Repairs & Bindings	.00	.00	.00	2,200.00	2,200.00
407	Periodicals & Subscriptions	13,870.30	24,005.30	14.19	169,200.00	145,194.70
408	Furniture, Fixtures, & Equipme	4,614.67	10,163.27	4.35	233,819.00	223,655.73
409	Motor Vehicles	.00	.00	.00	100,000.00	100,000.00
410	Automation System & Equipment	-104.22	2,907.62	.50	583,680.00	580,772.38
450	Capital Projects	9,249.00	84,700.17	1.33	6,353,848.00	6,269,147.83
490	Capital Reserves - Current	.00	.00	.00	-586,277.52	-586,277.52
499	Reserve Carryover - Prior	.00	.00	.00	19,270,320.31	19,270,320.31
Total Capital Outlays		251,352.74	863,545.55	2.85	30,342,589.79	29,479,044.24
		=====	=====		=====	=====
Total Budget		1,979,569.15	6,480,378.69	11.61	55,800,299.79	49,319,921.10
		=====	=====		=====	=====

Monthly Journal Entries -- September 2010

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
44	1001	Cash	\$ 126.55	
	3602	Interest Income Fidelity Interest		\$ 126.55
45	1101	Investments	\$ 1,000,000.00	
	1001	Cash Purchase of FNMA 3136fpdm6		\$ 1,000,000.00
46	1101	Investments	\$ 2,000,000.00	
	1001	Cash Purchase of FNMA 3136fph9		\$ 2,000,000.00
<u>Tax revenues</u>				
47	1001	Cash	\$ 70,794.36	
	3601	Prior year Tax Ad Valorem Tax apportioned by County for 8/16 to 8/31		\$ 70,794.36
48	1001	Cash	\$ 37,959.90	
	3601	Prior year Tax Ad Valorem Tax apportioned by County for 9/1 to 9/15		\$ 37,959.90
<u>Miscellaneous revenue</u>				
49	1001	Cash	\$ 910.50	
	3605	Mic. Reimbursements		\$ 910.50
		Insurance premium \$ 246.05	Café rent \$ 500.00	
		US conf of mayors \$ 50.00	Literacy reimb \$ 98.86	
		Abitibi 15.59		
		total	910.50	
<u>Fines</u>				
50	1001	Cash	\$ 104,000.00	
	3403	Projected Mic. Revenue - Fines Fines transferred to General Fund in September		\$ 104,000.00
<u>Payable entries</u>				
51	3001	Current Year Reserv. for Appropriations.	\$ 1,979,569.15	
	3011	Current Year P.O. Outstanding		\$ 1,979,569.15
	3002	Prior Year Reserv. for Appropriations.	\$ 7,091.07	
	3012	Prior Year P.O. Outstanding Purchase orders issued in September		\$ 7,091.07

52	3011	Current Year P.O. Outstanding	\$	1,874,834.12	
	3021	Current Year Warrants Outstanding			\$ 1,874,834.12
	3012	Prior Year P.O. Outstanding	\$	19,532.77	
	3022	Prior Year Warrants Outstanding			\$ 19,532.77
		Checks issued in September			
53	3021	Current Year Warrants Outstanding	\$	1,896,495.68	
	1001	Cash			\$ 1,896,495.68
	3022	Prior Year Warrants Outstanding	\$	20,578.18	
	1001	Cash			\$ 20,578.18
		Checks cleared Bank in September			

Bank interest and fees

54	1001	Cash	\$	1,754.55	
	3602	Bank Fees	\$	219.83	
	3602	Interest Income			\$ 1,974.38
		Interest from GF Checking Acct less fees			
55	8000	Special Fund Cash			\$ 104.97
	8815	Bank Fees	\$	220.65	
	8815	Interest Income			\$ 115.68
		Interest from SF Checking Acct less fees			

Special funds

56	8000	Special Fund Cash	\$	63,720.78	
	8815	Fines			\$ 34,287.95
	8820	Copy			\$ 8,864.40
	8805	Gift/Lost Books			\$ 4,039.01
	8810				\$ 1.39
	8870				\$ 1,000.00
	8871				\$ 1,000.00
	8815		\$	756.31	
	8815	charge card revenue			\$ 15,284.34
		Revenues of special funds received in September			
57	8000				\$ 127,725.01
	8815		\$	104,226.60	
	8820		\$	10,459.64	
	8805		\$	535.55	
	8883		\$	600.00	
	8895		\$	3,383.67	
	8863		\$	17.16	
	8914		\$	922.64	
	8858		\$	199.45	
	8889		\$	841.30	
	8843		\$	504.00	
	8847		\$	25.00	
	8856		\$	10.00	
	8869		\$	1,700.00	
	8886		\$	4,300.00	
		Expenditures of special funds in September			

Corrections, adjustments, and miscellaneous

58	1001	\$	3.20		
	3605			\$	3.20
	8815	\$	2.60		
	8000			\$	2.60
	Adjustment for incorrect bank postings				
		\$	9,206,295.21	\$	9,206,295.21
				\$	-

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Number	Vendor/Payee	Purpose		Amount
G-00758	Oklahoma Natural Gas Co.	Gas Services	199.80	
		Gas Services	101.30	301.10
G-00759	UNUM Life Insurance	Grp L-T Disab Ins Prm-Sep	5,525.88	5,525.88
G-00760	U.S. Postal Service	Postage	15,000.00	15,000.00
G-00761	CompSource Oklahoma	Workers Comp Insurance	17,192.00	17,192.00
G-00762	Phillip Tolbert	Professional Services	225.00	
		Travel Expenses	343.30	
		Travel Expenses	316.92	
		Travel Expenses	76.31	961.53
G-00763	Mutual Assurance	Grp Life AD&D Ins Prm-SEP	36,832.43	36,832.43
G-00764	INTEGRIS Corporate Assistance	Group Insurance	900.00	900.00
G-00765	5th Street Garage	Parking & Transportation	32.29	32.29
G-00766	Metro Parking Garage	Parking & Transportation	1,620.00	
		Parking & Transportation	810.00	2,430.00
G-00767	Town of Luther	Water & Garbage Services	48.18	48.18
G-00768	City of Harrah	Water & Garbage Services	48.36	48.36
G-00769	Amazon/GE Money Bank	Programming Supplies	33.45	33.45
G-00770	Crowe & Dunlevy	Professional Services	1,386.78	1,386.78
G-00771	City of Choctaw	Water & Garbage Services	280.52	280.52
G-00772	C. L. Frates & Co.	Insurance	825.00	825.00
G-00773	Alice Murphy	Supplies	42.00	42.00
G-00774	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-SEP	127,831.49	127,831.49
G-00775	Walmart Community	Programming Activities	185.15	185.15
G-00776	Allied Waste Services #060	Water & Garbage Services	778.17	778.17
G-00777	SHRM Distribution Center	Books & Materials	774.00	774.00
G-00778	Myers Landscape Management,	Maintenance of Facilities	1,715.00	
		Maintenance of Facilities	1,205.00	2,920.00
G-00779	COTPA	Parking	73.00	73.00
G-00780	Stacy Schrank	Parking	108.38	108.38
G-00781	Shoplet	Supplies	219.44	219.44
G-00782	Metropolitan Library System	Professional Services	72.44	
		Postage	14.40	
		Supplies	50.05	
		Gasoline	29.41	
		Programming Activities	96.70	
		Other Commodities	124.81	387.81
G-00783	City of Midwest City, Inc.	Water & Garbage Services	420.90	420.90
G-00784	Brodart, Inc.	Supplies	27.99	
		Supplies	52.05	80.04
G-00785	Southwestern Stationers, Inc.	Supplies	1,082.75	1,082.75
G-00786	Borders Group, Inc.	Materials	20.47	20.47
G-00787	Demco	Supplies	316.66	
		Supplies	50.76	
		Supplies	25.25	392.67
G-00788	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-00789	Highsmith Co., Inc.	Supplies	6.52	6.52
G-00790	Weston Woods Accts Receivable	Materials	238.01	238.01
G-00791	Baker & Taylor Books	Materials	206.40	206.40
G-00792	American Express	Travel Expenses	597.10	
		Programming Material	95.68	
		Programming Material	94.56	
		Programming Material	1,200.00	

** Continued **

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Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-00792	American Express	Library-Related Services	160.00	
		Furniture,Fixtures&Equip	630.62	
		Programming Supplies	41.22	
		Other Commodities/Lounge	54.13	
		Furniture,Fixtures&Equip	555.99	
		Printer&Extended Warranty	199.98	
		Professional Services	15.84	
		Memberships	35.00	
		Professional Services	745.00	
		Travel Expenses	99.40	4,524.52
G-00793	Bill Warren Office Products	Supplies	300.00	300.00
G-00794	ALA Membership CSC	Memberships	159.00	159.00
G-00795	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-00796	Whitehurst & Clark	Materials	18.00	18.00
G-00797	Recorded Books, LLC	Materials	1,043.40	1,043.40
G-00798	Library of Congress	Deposit	650.00	650.00
G-00799	Stryker-Post Publications	Materials	1,161.17	1,161.17
G-00800	Johnstone Supply	Maintenance of Facilities	73.88	73.88
G-00801	Gale Group	Materials	1,469.16	1,469.16
G-00802	Staples Business Advantage	Supplies	38.82	
		Batteries	49.75	
		Supplies	6.87	95.44
G-00803	Great American Glass & Tinting	Maintenance of Facilities	223.36	223.36
G-00804	Shawver & Son	Maintenance of Facilities	333.65	333.65
G-00805	Diane Sarantakos	Mileage	112.00	112.00
G-00806	Blackstone Audio Books	Materials	907.20	907.20
G-00807	Random House, Inc	Materials	1,704.92	1,704.92
G-00808	Scott's Printing & Copying	Library-Related Services	243.00	243.00
G-00809	Brilliance Corporation	Materials	296.90	296.90
G-00810	A. Rifkin Co.	Supplies	15.00	15.00
G-00811	Ingram Library Service	Materials	1,090.06	1,090.06
G-00812	Carrier Enterprise, LLC-S.C.	Maintenance of Facilities	53.30	53.30
G-00813	Audio Editions	Materials	1,339.10	1,339.10
G-00814	OverDrive, Inc fka	Materials	8,719.80	8,719.80
G-00815	Victoria Dixon	Parking	108.38	108.38
G-00816	Chickasaw Telecom, Inc.	Automation Contractual	520.00	520.00
G-00817	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	88.50	88.50
G-00818	Marcin Parys	Programming Activities	100.00	100.00
G-00819	AV Cafe Inc	Materials	1,026.93	1,026.93
G-00820	Ingram Library Service	Materials	2,890.15	2,890.15
G-00821	Voss Lighting	Maintenance of Facilities	927.75	927.75
G-00822	Barnes & Noble, Inc.	Materials	64.69	64.69
G-00823	Center Point Large Print	Materials	316.32	316.32
G-00824	Evans Hardware	Maintenance of Facilities	15.77	15.77
G-00825	Debbie Robertus	Mileage	67.55	67.55
G-00826	Video Aided Instruction	Materials	1,122.58	1,122.58
G-00827	Senior Connection	Materials	60.00	60.00
G-00828	Novalco, Inc	Maintenance of Facilities	885.00	885.00
G-00829	Friday Gazette	Subscriptions	25.00	25.00
G-00830	Amazon/GE Money Bank	Supplies	87.19	87.19
G-00831	Todd Olberding	Telephone Services	43.62	43.62

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Number	Vendor/Payee	Purpose		Amount
G-00832	Cheryl Pernell	Parking	108.38	108.38
G-00833	Baker & Taylor Entertainment	Materials	8,348.66	8,348.66
G-00834	Special Ops Security	Security Services	7,606.63	7,606.63
G-00835	University of Oklahoma Press	Materials	113.63	113.63
G-00836	Pamela Buchanan	Telephone Services	35.00	35.00
G-00837	Friends of the Library of	Professional Services	35.00	35.00
G-00838	Melissa Weathers	Mileage	26.73	26.73
G-00839	Cintas Corp.	Maintenance of Facilities	487.65	487.65
G-00840	Baker & Taylor Books	Materials	955.11	
		Materials	1,700.06	
		Materials	9,114.01	
		Materials	4,121.92	
		Materials	3,752.46	
		Materials	3,036.82	
		Materials	1,082.28	23,762.66
G-00841	Baker & Taylor Books	Materials	1,737.92	
		Materials	7,460.79	
		Materials	798.46	
		Materials	1,114.31	11,111.48
G-00842	Baker & Taylor Books	Materials	2,882.36	2,882.36
G-00843	Sabre Technologies	Supplies	7,325.00	7,325.00
G-00844	Lisa Bradley	Parking	108.38	108.38
G-00845	Dan Holman	Telephone Services	37.52	37.52
G-00846	Baker & Taylor Entertainment	Materials	215.90	215.90
G-00847	Mackin	Materials	314.59	314.59
G-00848	Martha Stallings	Programming Activities	125.00	125.00
G-00849	Bank of Oklahoma	Payroll Transmittal-Chks	38,560.79	
		Payroll Transmittal-Chks	17,866.29	
		Payroll Transmittal-Chks	165.00	56,592.08
G-00850	Bank of Oklahoma	Federal Withholding Tax	39,026.10	
		Federal Withholding Tax	2,257.00	41,283.10
G-00851	Oklahoma Tax Commission	State Withholding Tax	13,674.00	
		State Withholding Tax	816.00	14,490.00
G-00852	Mun. Employees Credit Union	Employee Cr Union Deducts	11,250.13	
		Employee Cr Union Deducts	87.50	11,337.63
G-00853	United Way of Central Oklahoma	Employee Deductions	439.69	
		Employee Deductions	21.39	461.08
G-00854	Office United States Attorney	Employee Deductions	108.44	
		Employee Deductions	108.44	216.88
G-00855	Morgan & Associates, P.C.	Employee Deductions	142.76	142.76
G-00856	Works & Lentz, Inc.	Employee Deductions	221.89	221.89
G-00858	Bank of America	Payroll Transmittal-DDep	234,944.65	
		Payroll Transmittal-DDep	34,770.38	
		Payroll Transmittal-DDep	1,100.00	270,815.03
G-00859	John Hardeman, Trustee	Employee Deductions	546.92	546.92
G-00860	Nationwide Retirement Solution	Employee Deductions	8,031.99	8,031.99
G-00861	Transamerica Worksite Mrktg.	Employee Deductions	429.70	429.70
G-00862	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,701.86	4,701.86
G-00863	Bank of Oklahoma	Employee Flexplan Deposit	27,792.49	27,792.49
G-00864	Bank of Oklahoma	Employee Soc/Sec Deposits	24,499.19	
		Employee Soc/Sec Deposits	3,756.98	
		Employee Medicare Deposit	5,828.33	

** Continued **

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Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-00864	Bank of Oklahoma	Employee Medicare Deposit	878.61	
		Employer Soc/Sec Deposits	28,256.53	
		Employer Medicare Deposit	6,707.07	69,926.71
G-00865	MassMutual Financial Group	Employee Contrib -- DC PI	13,989.74	
		Employer Contrib -- DC PI	25,531.15	39,520.89
G-00866	ODHS Oklahoma Centralized	Employee Deductions	398.30	398.30
G-00867	Randall S. Fudge	Employee Deductions	92.29	92.29
G-00868	Administrative Services	Employee Deductions	1,252.11	1,252.11
G-00869	UNUM Life Insurance	Employee Deductions	1,369.20	
		Employee Deductions	34.00	1,403.20
G-00870	Debbie Langston	Programming Expense	60.00	60.00
G-00871	A T & T Mobility	Telephone Services	95.55	95.55
G-00872	Larry G. Johnson	Parking	108.38	108.38
G-00873	Jonathan W. LaPuzza	Security Services	700.00	700.00
G-00874	Dana Phillips	Parking	108.38	108.38
G-00875	Jeffrey J. Crawford	Security Services	325.00	325.00
G-00876	Miguel A. Campos	Security Services	212.50	212.50
G-00877	Jurden Brown, Jr.	Security Services	162.50	162.50
G-00878	Stanley Campbell	Security Services	212.50	212.50
G-00879	Southwest Paper - OKC	Maintenance Supplies	40.14	40.14
G-00880	Vision Service Plan of	Grp Vision Ins Premium-SP	2,353.04	2,353.04
G-00881	2M Solutions, Inc	Furniture,Fixtures&Equip	571.10	571.10
G-00882	UNUM Life Insurance	Grp LTC Insurance Prem-SP	1,593.60	1,593.60
G-00883	Vernon L. Kriethe	Security Services	112.50	112.50
G-00884	Jason K. Saxon	Security Services	925.00	925.00
G-00885	Joe J. Poe	Refund Deduction	31.86	31.86
G-00886	City of Oklahoma City	Water & Garbage Services	233.51	
		Water & Garbage Services	264.15	
		Water & Garbage Services	470.11	967.77
G-00887	City of the Village	Water & Garbage	91.41	91.41
G-00888	Southwestern Stationers, Inc.	Supplies	9.63	
		Supplies	40.92	
		Printing	5,123.15	5,173.70
G-00889	Dagwell Dixie Inc	Maintenance of Facilities	14.82	14.82
G-00890	Demco	Furniture, Fixtures&Equip	1,033.85	1,033.85
G-00891	Hewlett-Packard Co.	Automation Contractual	7,231.30	7,231.30
G-00892	Synergy Datacom Supply, Inc.	Maintenance of Facilities	9.21	9.21
G-00893	City of Edmond	Electrical Services	3,981.42	3,981.42
G-00894	Angela Thornton	Mileage	23.00	23.00
G-00895	South OKC Chamber of Commerce	Programming Activities	300.00	300.00
G-00896	Jessica Morris	Memberships	25.50	25.50
G-00897	J. Siobhan Morava	Mileage	61.58	61.58
G-00898	Standard & Poor's	Materials	298.00	298.00
G-00899	Charles S. Isaacs	Mileage	59.50	59.50
G-00900	United Refrigeration, Inc.	Maintenance of Facilities	70.46	70.46
G-00901	World Trade Press	Materials	4,000.00	4,000.00
G-00902	Discovery Education	Materials	355.81	355.81
G-00903	Denyveta Davis	Mileage	95.92	95.92
G-00904	Gale Group	Materials	1,055.23	1,055.23
G-00905	Ann Aliotta	Mileage	15.00	15.00
G-00906	Live Oak Media	Materials	204.66	204.66

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Number	Vendor/Payee	Purpose		Amount
G-00907	Staples Business Advantage	Supplies	65.37	65.37
G-00908	Anne G. Fischer	Mileage	41.75	
		Telephone Services	50.00	91.75
G-00909	Copelin's Office Center	Supplies	172.08	172.08
G-00910	Library Video Co.	Materials	1,152.60	1,152.60
G-00911	Chicago Tribune	Subscription	468.52	468.52
G-00912	Priscilla Doss	Memberships	35.00	35.00
G-00913	Rosemary Czarski	Postage	44.00	
		Other Commodities	36.70	80.70
G-00914	Janet Brooks	Mileage	85.61	85.61
G-00915	Scott's Printing & Copying	Printing	1,297.36	
		Printing & Print Supplies	547.84	1,845.20
G-00916	Karen L. Litteral	Mileage	11.00	11.00
G-00917	Ingram Library Service	Materials	613.43	613.43
G-00918	Phyllis Davidson	Mileage	13.37	13.37
G-00919	XPEDX	Supplies	1,343.98	
		Maintenance Supplies	184.08	1,528.06
G-00920	James E. Nimmo	Parking & Transportation	130.00	130.00
G-00921	Audio Editions	Materials	127.98	127.98
G-00922	Chickasaw Telecom, Inc.	Computer Equipment	2,595.86	2,595.86
G-00923	Matthew Cotter	Mileage	21.00	21.00
G-00924	Frances V. Harbert	Mileage	25.40	25.40
G-00925	Dana Phillips	Mileage	21.00	21.00
G-00926	Landon Holman	Mileage	57.00	57.00
G-00928	OSU Oklahoma City	Registration	100.00	100.00
G-00929	ProQuest	Periodicals-Subscriptions	13,142.78	13,142.78
G-00930	Ruby Soutiere	Mileage	16.56	16.56
G-00931	DLT Solutions	Subscription	327.76	327.76
G-00932	City of Edmond	Water & Garbage Services	679.50	679.50
G-00933	Kevin Colwell	Mileage	18.00	18.00
G-00934	Alice Murphy	Supplies	24.00	24.00
G-00935	Baker & Taylor Entertainment	Materials	6,889.68	6,889.68
G-00936	DailyAccess Corporation	Professional Services	330.00	330.00
G-00937	Special Ops Security	Security Services	13,043.25	13,043.25
G-00938	Preston Bell	Transportation	50.00	50.00
G-00939	Pamela Buchanan	Mileage	59.50	59.50
G-00940	Thomas P. Gallagher	Parking & Transportation	25.00	25.00
G-00941	Oklahoma City County Health	Programming Activities	50.00	50.00
G-00942	Kevin Sendall	Mileage	41.50	41.50
G-00943	Donna Morris	Parking & Transportation	450.00	450.00
G-00944	John Utley	Mileage	18.00	
		Telephone Services	35.00	53.00
G-00945	Baker & Taylor Books	Materials	1,779.33	
		Materials	6,088.63	
		Materials	7,380.84	15,248.80
G-00946	Baker & Taylor Books	Materials	1,638.06	1,638.06
G-00947	Baker & Taylor Books	Materials	1,632.39	1,632.39
G-00948	Beatriz Meyer	Programming Activities	50.00	50.00
G-00949	Sabre Technologies	Scanner/On Site Warranty	1,525.00	1,525.00
G-00950	Lisa Bradley	Mileage	17.25	17.25
G-00951	Dan Holman	Mileage	53.50	53.50
G-00952	Baker & Taylor Entertainment	Materials	369.98	369.98

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Number	Vendor/Payee	Purpose		Amount
G-00953	R. Justin Herwig	Mileage	107.25	107.25
G-00954	Tyler Outdoor Advertising, LLC	Other Library-related Ser	3,200.00	3,200.00
G-00955	Savannah Mitchell	Programming Activities	150.00	150.00
G-00956	Suzette V. Felton	Membership	10.50	10.50
G-00957	Regina Fields	Mileage	5.00	5.00
G-00958	Jamar Rahming	Mileage	9.97	9.97
G-00959	City of Del City	Rent of Library Building	400.00	400.00
G-00960	O G & E	Electrical Services	4,027.57	
		Electrical Services	7,549.55	
		Electrical Services	14,055.17	
		Electrical Services	3,946.80	29,579.09
G-00961	Oklahoma Natural Gas Co.	Gas Services	132.07	
		Gas Services	252.26	
		Gas Services	101.97	486.30
G-00962	City of Bethany	Water & Garbage Services	137.48	137.48
G-00963	City of Oklahoma City	Water & Garbage Services	289.46	289.46
G-00964	Brodart, Inc.	Supplies	4,485.00	4,485.00
G-00965	Southwestern Stationers, Inc.	Supplies	10.60	
		Supplies	42.63	53.23
G-00966	Borders Group, Inc.	Materials	48.91	48.91
G-00967	Locke Supply Co.	Maintenance of Facilities	29.63	29.63
G-00968	Emsco Electric Supply	Maintenance of Facilities	18.40	
		Maintenance of Facilities	162.64	181.04
G-00969	Demco	Supplies	29.81	
		Supplies	26.10	
		Supplies	1,925.00	
		Supplies	43.03	2,023.94
G-00970	Journal Record Publishing	Subscriptions	184.00	184.00
G-00971	AT&T	Telephone Services	811.31	
		Telephone Services	1,055.78	
		Telephone Services	297.90	2,164.99
G-00972	Oklahoma Library Association	Professional Services	125.00	125.00
G-00973	Central Oklahoma Winnelson	Maintenance of Facilities	110.52	110.52
G-00974	TDS Telecom	Telephone Services	1,275.68	1,275.68
G-00975	Best of Books	Materials	67.20	67.20
G-00976	FedEx	Automation Contractual	9.30	
		Supplies	16.19	25.49
G-00977	Kenneth Bowens	Programming Activities	75.00	75.00
G-00978	Lois J. Pokorny	Programming Activities	50.00	
		Programming Activities	50.00	
		Programming Activities	25.00	125.00
G-00979	Johnstone Supply	Maintenance of Facilities	8.88	
		Maintenance of Facilities	47.49	56.37
G-00980	Kasandra Dewbre	Mileage	5.00	5.00
G-00981	Journal Record Publishing	Filing Fees	224.00	224.00
G-00982	Greater Oklahoma City	Memberships	3,000.00	3,000.00
G-00983	Denyveta Davis	Travel Expenses	12.80	12.80
G-00984	Gale Group	Materials	825.37	825.37
G-00985	LexisNexis Matthew Bender	Materials	121.46	121.46
G-00986	Pre Construction Services	Capital Projects	2,660.00	2,660.00
G-00987	Shawver & Son	Maintenance of Facilities	215.41	215.41
G-00988	Jonathan Willis	Telephone Services	35.00	35.00

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Number	Vendor/Payee	Purpose		Amount
G-00989	a/c/e Laser	Printer Parts/Supplies	1,159.05	1,159.05
G-00990	Taleo Corporation	Professional Services	3,000.00	3,000.00
G-00991	Mad Science of Oklahoma	Programming Activities	275.00	275.00
G-00992	Metrocall Wireless	Telephone Services	80.68	80.68
G-00993	Kristin Williamson	Programming	23.80	
		Supplies	31.89	55.69
G-00994	Blackstone Audio Books	Materials	118.00	118.00
G-00995	Random House, Inc	Materials	3,129.08	3,129.08
G-00996	Scott's Printing & Copying	Printing & Print Supplies	99.86	
		Printing & Print Supplies	970.95	
		Printing & Print Supplies	124.00	
		Printing	1,070.64	
		Printing	2,484.66	4,750.11
G-00997	Crystal Data/Business Products	Supplies	569.96	569.96
G-00998	Brilliance Corporation	Materials	4,538.40	4,538.40
G-00999	Hobby Lobby	Programming Activities	79.38	79.38
G-01000	Nicoma Park-Choctaw Business	Memberships	40.00	40.00
G-01001	ALA Advance Registration	Professional Services	300.00	
		Professional Services	300.00	600.00
G-01002	Filtration Services Group, LLC	Maintenance of Facilities	455.52	455.52
G-01003	Ingram Library Service	Materials	3,763.19	3,763.19
G-01004	High-Tech-Tronics, Inc.	Maintenance of Facilities	382.50	382.50
G-01005	Lakeshore Learning Materials	Programming Activities	84.66	84.66
G-01006	OverDrive, Inc fka	Materials	9,260.88	9,260.88
G-01007	Hannelore A. Chan	Programming Activities	75.00	75.00
G-01008	Fuelman	Gasoline	2,759.92	
		Vehicle Parts & Repairs	142.60	2,902.52
G-01009	Porch School Supply	Programming Activities	59.71	59.71
G-01010	Ginger Waldrip	Programming Activities	100.00	100.00
G-01011	Jonathan W. LaPuzza	Security Services	375.00	375.00
G-01012	L. E. Acker Co.	Maintenance of Facilities	59.06	59.06
G-01013	Kay L. Bauman	Parking	108.38	108.38
G-01014	Jimmy Welch	Telephone Services	50.00	50.00
G-01015	Evans Hardware	Maintenance of Facilities	164.50	
		Maintenance of Facilities	32.86	197.36
G-01016	Jeffrey J. Crawford	Security Services	325.00	325.00
G-01017	John Mark Dawson	Security Services	450.00	450.00
G-01018	Miguel A. Campos	Security Services	212.50	212.50
G-01019	Jurden Brown, Jr.	Security Services	162.50	162.50
G-01020	Stanley Campbell	Security Services	212.50	212.50
G-01021	Southwest Paper - OKC	Maintenance Supplies	1,066.03	
		Maintenance Supplies	512.38	1,578.41
G-01022	Kimberly Edwards	Memberships	35.00	35.00
G-01023	Latino Community Development	Other Commodities	280.00	280.00
G-01024	Bank of America	Direct Deposit Fees	195.39	195.39
G-01025	Hudiburg Chevrolet, Inc.	Maintenance of Facilities	1,472.34	1,472.34
G-01026	Jerry's Contracting	Maintenance of Facilities	1,950.00	1,950.00
G-01027	Sharon A. Nolan	Programming Activities	31.26	31.26
G-01028	Postmaster	Postage	3,000.00	3,000.00
G-01029	OneNet	Books & Materials	6,002.00	6,002.00
G-01030	Kellie Delaney	Travel Expenses	470.81	470.81
G-01031	Metro Builders Supply	Furniture, Fixtures & Eq.	599.00	599.00

General Fund F.Y. 10-11

Warrant Register

September 2010

Number	Vendor/Payee	Purpose		Amount
G-01032	OHC of Oklahoma, L.L.C.	Professional Services	75.00	75.00
G-01033	ULINE	Supplies	99.40	99.40
G-01034	Amazon/GE Money Bank	Programming Supplies	547.17	547.17
G-01035	Crowe & Dunlevy	Professional Services	50.00	
		Professional Services	825.00	875.00
G-01036	Oklahoma Press Service	Library-Related Services	127.19	127.19
G-01037	Cox Communications, Inc.	Telephone Services	1,991.95	
		Telephone Services	1,380.00	3,371.95
G-01038	Baker & Taylor Entertainment	Materials	3,441.37	
		Materials	1,192.59	4,633.96
G-01039	Daniel Fields	Supplies	94.42	94.42
G-01040	Walmart Community	Supplies	21.04	
		Supplies	28.15	49.19
G-01041	Special Ops Security	Security Services	6,761.88	6,761.88
G-01042	Oklahoma City Human Resource	Professional Services	30.00	
		Professional Services	50.00	80.00
G-01043	Jerry Baker	Materials	.95	.95
G-01044	Garcia Tire Service, Inc.	Maintenance of Facilities	253.81	253.81
G-01045	Construction Industries Board	Professional Services	45.00	45.00
G-01046	O'Reilly Automotive, Inc.	Maintenance of Facilities	63.93	
		Maintenance of Facilities	47.88	
		Maintenance of Facilities	16.99	128.80
G-01047	American Library Association	Library- Related Services	282.75	282.75
G-01048	Star Lighting	Maintenance of Facilities	177.96	
		Maintenance of Facilities	455.22	633.18
G-01049	SHRM Distribution Center	Books & Materials	77.40	77.40
G-01050	Susan H. Wood	Programming Activities	150.00	
		Programming Activities	250.00	400.00
G-01051	Emma Jean Stover	Other Commodities	50.00	50.00
G-01052	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	232.00
G-01053	David Dale	Security Services	112.50	112.50
G-01054	Cox Communications, Inc.	Telephone Service	1,807.38	1,807.38
G-01055	Baker & Taylor Books	Materials	2,472.15	
		Materials	3,848.25	
		Materials	4,684.85	
		Materials	3,450.35	
		Materials	245.76	14,701.36
G-01056	Baker & Taylor Books	Materials	1,615.69	
		Materials	3,987.07	5,602.76
G-01057	Baker & Taylor Books	Materials	4,605.32	4,605.32
G-01058	Jean Longo	Programming Activities	65.20	65.20
G-01059	Sabre Technologies	Printer Transfer Kits	1,800.00	
		Printing Supplies	150.00	1,950.00
G-01060	Belinda Martin	Programming Activities	300.00	300.00
G-01061	Erika Sterling	Maintenance of Facilities	120.00	120.00
G-01062	Trigen-OKC Energy Corporation	Trigen Energy Services	21,838.75	21,838.75
G-01063	Ryan Lee Robertson	Security Services	162.50	162.50
G-01064	Greathall Productions, Inc.	Materials	124.12	124.12
G-01065	Pacific Telemanagement Service	Telephon Services	78.00	78.00
G-01066	Darin R. Smith	Transportation	40.00	40.00
G-01067	Vernon L. Kriethe	Security Services	112.50	112.50
G-01068	Jason K. Saxon	Security Services	487.50	487.50

General Fund F.Y. 10-11

Warrant Register

September 2010

Number	Vendor/Payee	Purpose		Amount
G-01069	Kathy C. Brown	Programming Activities	87.50	87.50
G-01070	Bank of Oklahoma	Payroll Transmittal-Chks	41,647.62	
		Payroll Transmittal-Chks	16,295.74	57,943.36
G-01071	Bank of Oklahoma	Federal Withholding Tax	42,709.60	
		Federal Withholding Tax	2,056.00	44,765.60
G-01072	Oklahoma Tax Commission	State Withholding Tax	14,580.00	
		State Withholding Tax	743.00	15,323.00
G-01073	Mun. Employees Credit Union	Employee Cr Union Deducts	11,250.13	
		Employee Cr Union Deducts	87.50	11,337.63
G-01074	United Way of Central Oklahoma	Employee Deductions	439.69	
		Employee Deductions	21.39	461.08
G-01075	Office United States Attorney	Employee Deductions	105.86	
		Employee Deductions	105.86	211.72
G-01076	Morgan & Associates, P.C.	Employee Deductions	92.48	92.48
G-01077	Works & Lentz, Inc.	Employee Deductions	219.28	219.28
G-01078	Bank of America	Payroll Transmittal-DDep	248,417.96	
		Payroll Transmittal-DDep	34,953.47	283,371.43
G-01079	John Hardeman, Trustee	Employee Deductions	546.92	546.92
G-01080	Nationwide Retirement Solution	Employee Deductions	7,956.99	7,956.99
G-01081	Transamerica Worksite Mrktg.	Employee Deductions	429.70	429.70
G-01082	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,720.46	4,720.46
G-01083	Bank of Oklahoma	Employee Flexplan Deposit	12,811.00	12,811.00
G-01084	Bank of Oklahoma	Employee Soc/Sec Deposits	25,661.46	
		Employee Soc/Sec Deposits	3,642.11	
		Employee Medicare Deposit	6,101.29	
		Employee Medicare Deposit	851.75	
		Employer Soc/Sec Deposits	29,303.55	
		Employer Medicare Deposit	6,953.22	72,513.38
G-01085	MassMutual Financial Group	Employee Contrib -- DC PI	14,239.68	
		Employer Contrib -- DC PI	25,939.13	40,178.81
G-01086	ODHS Oklahoma Centralized	Employee Deductions	398.30	398.30
G-01087	Administrative Services	Employee Deductions	1,252.11	1,252.11
G-01088	Metropolitan Library System	Parking	40.00	
		Professional Services	247.00	
		Postage	79.74	
		Supplies	107.57	
		Gasoline	30.00	
		Programming Activities	128.53	
		Programming Activities	117.04	
		Other Commodities	80.86	830.74
G-01089	O G & E	Electrical Services	17,557.05	17,557.05
G-01090	Oklahoma Natural Gas Co.	Gas Services	46.60	
		Gas Services	104.32	
		Gas Services	124.06	
		Gas Services	245.46	
		Gas Services	131.95	652.39
G-01091	City of Oklahoma City	Water & Garbage Services	287.33	
		Water & Garbage Services	1,033.90	
		Water & Garbage Services	153.48	1,474.71
G-01092	Locke Supply Co.	Maintenance of Facilities	171.35	171.35
G-01093	Demco	Supplies	287.35	
		Supplies	194.19	

** Continued **

General Fund F.Y. 10-11

Warrant Register

September 2010

Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-01093	Demco	Supplies	1,262.00	1,743.54
G-01094	Oriental Trading Company	Programming Supplies	62.95	
		Programming Supplies	56.95	
		Programming Activities	74.93	
		Programming Activities	65.94	260.77
G-01095	City of Warr Acres	Water & Garbage Services	54.45	54.45
G-01096	AT&T	Telephone Services	143.78	143.78
G-01097	Oklahoma Library Association	Professional Services	80.00	
		Professional Services	160.00	240.00
G-01098	Weston Woods Accts Receivable	Materials	551.19	551.19
G-01099	U.S. Postal Service	Postage	15,000.00	15,000.00
G-01100	ALA Order Fulfillment	Posters and Bookmarks	250.00	250.00
G-01101	American Library Assoc.	Programming Material	115.40	115.40
G-01102	Chester 'Jack' Kinzie, Jr.	Mileage	4.75	4.75
G-01103	Recorded Books, LLC	Materials	672.60	672.60
G-01104	Pure Service Corp.	Janitorial Services	16,170.00	
		Janitorial Services	9,295.00	
		Janitorial Services	848.00	
		Janitorial Services	715.00	
		Janitorial Services	181.00	27,209.00
G-01105	Light Bulb Supply Co., Inc.	Maintenance of Facilities	40.98	
		Maintenance of Facilities	61.47	102.45
G-01106	Library Video Co.	Materials	461.26	461.26
G-01107	Josh Lewis	Other Commodities	49.93	49.93
G-01108	Taleo Corporation	Professional Services	4,548.00	4,548.00
G-01109	Random House, Inc	Materials	2,072.40	2,072.40
G-01110	Scott's Printing & Copying	Printing	136.34	136.34
G-01111	Crystal Data/Business Products	Printer Supplies	1,492.40	1,492.40
G-01112	Brilliance Corporation	Materials	3,022.34	3,022.34
G-01113	Filtration Services Group, LLC	Maintenance of Facilities	52.92	52.92
G-01114	Ingram Library Service	Materials	4,916.27	
		Materials	326.56	5,242.83
G-01115	Dana Morrow	Travel Expenses	319.29	
		Travel Expenses	487.89	
		Travel Expenses	231.00	1,038.18
G-01116	Mergent Co., Inc.	Materials	2,411.00	2,411.00
G-01117	High-Tech-Tronics, Inc.	Maintenance of Facilities	598.95	
		Maintenance of Facilities	419.40	
		Maintenance of Facilities	616.25	1,634.60
G-01118	Audio Editions	Materials	867.52	867.52
G-01119	Larry G. Johnson	Professional Services	95.00	95.00
G-01120	Lakeshore Learning Materials	Programming Activities	5.53	5.53
G-01121	OverDrive, Inc fka	Materials	2,508.77	2,508.77
G-01122	Al-Anon Online Store	Materials	1,260.90	1,260.90
G-01123	Metro Parking Garage	Parking	32.50	32.50
G-01124	Scovil & Sides Hardware Co.	Maintenance of Facilities	180.00	180.00
G-01125	Chickasaw Telecom, Inc.	Automation Contractual	30,629.26	
		Automation System	111.78	30,741.04
G-01126	Perfection Truck Parts&Equip.	Maintenance of Facilities	8.84	8.84
G-01127	AV Cafe Inc	Materials	2,502.95	2,502.95
G-01128	Specialty Roll Products	Maintenance Supplies	783.55	783.55

General Fund F.Y. 10-11

Warrant Register

September 2010

Number	Vendor/Payee	Purpose		Amount
G-01129	Ingram Library Service	Materials	2,215.38	2,215.38
G-01130	Center Point Large Print	Materials	521.82	521.82
G-01131	Studio Architecture PC	Capital Projects	2,995.00	2,995.00
G-01132	L. E. Acker Co.	Maintenance of Facilities	22.04	22.04
G-01133	Anita Roesler	Mileage	68.20	68.20
G-01134	Evans Hardware	Maintenance of Facilities	22.73	
		Maintenance of Facilities	4.18	26.91
G-01135	Better Containers	Supplies	251.90	251.90
G-01136	Greenstar	Supplies	48.48	48.48
G-01137	Beacon Publishing Company	Subscriptions	50.00	50.00
G-01138	AudioGo	Materials	283.30	283.30
G-01139	Novalco, Inc	Maintenance of Facilities	106.00	106.00
G-01140	Alice Murphy	Supplies	45.00	45.00
G-01141	Baker & Taylor Books	Materials	4,048.31	4,048.31
G-01142	Baker & Taylor Entertainment	Materials	6,501.92	6,501.92
G-01143	Manpower, Inc.	Salaries	308.00	308.00
G-01144	Walmart Community	Maintenance of Facilities	33.19	33.19
G-01145	Special Ops Security	Security Services	6,684.38	6,684.38
G-01146	Chase Card Services	Professional Services	8.00	8.00
G-01147	Tamara Simpson	Programming Activities	200.00	200.00
G-01148	John L. Hilbert	Programming Activities	167.72	
		Programming Activities	76.71	244.43
G-01149	Eastpointe Community Church	Programming Activities	100.00	100.00
G-01150	Reef Shop Warehouse	Maintenance of Facilities	66.95	66.95
G-01151	Garcia Tire Service, Inc.	Maintenance of Facilities	50.00	50.00
G-01152	Darrie Breathwit	Mileage	11.00	11.00
G-01153	Katia Vissers	Programming Activities	100.00	100.00
G-01154	Star Lighting	Maintenance of Facilities	122.20	
		Maintenance of Facilities	224.00	
		Maintenance of Facilities	40.35	
		Maintenance of Facilities	20.36	406.91
G-01155	Susan H. Wood	Programming Activities	380.00	380.00
G-01156	City of Oklahoma City	Maintenance of Facilities	27.00	
		Maintenance of Facilities	27.00	54.00
G-01157	AT&T	Telephone Services	62.15	62.15
G-01158	Baker & Taylor Books	Materials	2,533.11	
		Materials	5,842.56	
		Materials	3,208.98	
		Materials	2,353.79	
		Materials	2,373.08	16,311.52
G-01159	Baker & Taylor Books	Materials	2,264.47	
		Materials	6,103.32	8,367.79
G-01160	Chase Card Services	Books & Materials	438.07	
		Books & Materials	87.30	
		Books & Materials	144.27	
		Books & Materials	223.38	
		Books & Materials	105.74	
		Books & Materials	351.84	1,350.60
G-01161	Maria Watkins	Mileage	28.30	28.30
G-01162	Felipe Ayala	Maintenance of Facilities	1,400.00	1,400.00
G-01163	Sabre Technologies	Automation Contractual	480.00	480.00
G-01164	Stacy Schrank	Supplies	135.36	135.36

General Fund F.Y. 10-11

Warrant Register

September 2010

Number	Vendor/Payee	Purpose		Amount
G-01165	Mackin	Materials	187.75	187.75
G-01166	Greathall Productions, Inc.	Materials	59.32	59.32
G-01167	JobDig/LinkUp	Library-Related Services	200.00	200.00
G-01168	Kathy C. Brown	Programming Activities	87.50	87.50
Total of FY 10-11 Warrants Issued				\$ 1,874,834.12

General Fund F.Y. 09-10

Warrant Register

September 2010

Number	Vendor/Payee	Purpose		Amount
G-05838	Metropolitan Library System	Supplies	12.38	12.38
G-05839	Recorded Books, LLC	Materials	646.20	646.20
G-05840	Liberty Flags Inc.	Supplies	52.80	52.80
G-05841	Brilliance Corporation	Materials	538.84	538.84
G-05842	Audio Editions	Materials	383.87	383.87
G-05843	Baker & Taylor Entertainment	Materials	21.55	21.55
G-05844	Teaching Company	Materials	919.55	919.55
G-05845	Baker & Taylor Books	Materials	846.34	
		Materials	390.54	1,236.88
G-05846	Baker & Taylor Books	Materials	337.29	337.29
G-05847	Baker & Taylor Books	Materials	24.88	24.88
G-05848	Recorded Books, LLC	Materials	248.80	248.80
G-05849	Live Oak Media	Materials	312.66	312.66
G-05850	A. Rifkin Co.	Supplies	698.72	698.72
G-05851	Ingram Library Service	Materials	8.88	8.88
G-05852	SmileMakers, Inc.	Supplies	20.97	20.97
G-05853	Ingram Library Service	Materials	27.37	27.37
G-05854	HF Group, LLC	Book Repairs & Bindings	1,348.74	
		Book Repairs & Bindings	318.14	1,666.88
G-05855	Darrie Breathwit	Travel Expenses	6.00	6.00
G-05856	Baker & Taylor Books	Materials	149.68	149.68
G-05857	Baker & Taylor Books	Materials	69.20	69.20
G-05858	Spaces, Inc.	furniture	1,972.00	1,972.00
G-05859	Southwest Solutions Group, Inc	Furniture	2,760.00	2,760.00
G-05860	Ingram Library Service	Materials	145.49	145.49
G-05861	Audio Editions	Materials	167.96	167.96
G-05862	Ingram Library Service	Materials	67.70	67.70
G-05863	Baker & Taylor Entertainment	Materials	4.31	4.31
G-05864	Baker & Taylor Books	Materials	142.45	142.45
G-05865	Baker & Taylor Books	Materials	66.58	66.58
G-05866	Shoplet	Maintenance Supplies	166.92	
		Supplies	128.94	
		Equipment	48.48	
		Supplies	3,695.00	4,039.34
G-05867	Lectorum Publications, Inc	Programming Activities	371.66	371.66
G-05868	Random House, Inc	Materials	168.75	168.75
G-05869	Ingram Library Service	Materials	860.50	860.50
G-05870	AV Cafe Inc	Materials	404.80	404.80
G-05871	Ingram Library Service	Materials	119.78	119.78
G-05872	2M Solutions, Inc	Supplies	329.30	329.30
G-05873	Baker & Taylor Books	Materials	549.50	549.50

Total of FY 09-10 Warrants Issued \$ 19,553.52

Special Funds

Warrant Register

September 2010

Number	Vendor/Payee	Purpose	Amount
S-15922	BMI Systems Corp.	Copier Maintenance	78.50
		Copier Maintenance	31.62
		Copier Maintenance	36.00
		Copier Maintenance	416.43
		Copier Maintenance	35.19
		Copier Maintenance	46.29
		Copier Maintenance	73.88
		Copier Maintenance	78.50
		Copier Maintenance	55.00
S-15923	Standley Systems	Equipment	7,547.50
S-15924	Southeastern Public Library	Interlibrary Loan Replace	77.00
S-15925	Wanda S. Brazeal	Lost & Paid Book Returned	3.00
S-15926	Aimee E. Watson	Lost & Paid Book Returned	21.35
S-15927	Vanessa J. Hart	Lost & Paid Book Returned	3.95
S-15928	Betty L. Woody	Lost & Paid Book Returned	3.00
S-15929	Yvonne D. Jones	Lost & Paid Book Returned	3.00
S-15930	Jerry A. Pickering	Lost & Paid Book Returned	14.95
S-15931	Coeur d'Alene Public Library	Interlibrary Loan Replace	23.00
S-15932	Jennifer K. Retherford	Lost & Paid Book Returned	18.35
S-15933	Kennedy P. Cox	Lost & Paid Book Returned	3.00
S-15934	Standley Systems	Copier Usage	332.73
		Copier Usage	259.52
S-15935	Suzette V. Felton	Lee Brawner Scholarship	600.00
S-15936	American Express	Programming Material	739.75
		Programming Material	739.75
		Programming Material	449.34
		Programming Material	1,200.00
		11/Endowment/BookFest	254.83
S-15937	Melisa D. Olah	Lost & Paid Book Returned	3.00
S-15938	Izabel A. Saldana	Lost & Paid Book Returned	3.00
S-15939	Kristi G. Moore	Lost & Paid Book Returned	13.95
S-15940	Dawn R. Payne	Lost & Paid Book Returned	68.95
S-15941	Rebecca L. Jolley	Lost & Paid Book Returned	12.00
S-15942	Karen E. Parks	Lost & Paid Book Returned	3.00
S-15943	Barbara Duer	Meeting Room Cancellation	80.00
S-15944	Baker & Taylor Books	Materials	17.16
S-15945	Josh M. Hobson	Lost & Paid Book Returned	12.95
S-15946	J. Cole Limber	Lost & Paid Book Returned	22.90
S-15947	Tonya W. Morris	Lost & Paid Book Returned	24.95
S-15948	Yang Hu	Lost & Paid Book Returned	3.00
S-15949	Scott A. Nachatilo	Lost & Paid Book Returned	3.00
S-15950	Braden M. Blasdel	Lost & Paid Book Returned	6.10
S-15951	Kimberly L. Johnson	Lost & Paid Book Returned	16.10
S-15952	Oklahoma Tax Commission	August 2010 Sales Tax	65.70
S-15953	Laura R. Huskey	Lost & Paid Book Returned	7.65
S-15954	Gregory W. Carr	Lost & Paid Book Returned	21.95
S-15955	School Outfitters	Children's Furniture	574.14
S-15956	Metropolitan Library System	Transfer of Fines & Fees	104,000.00
S-15957	Oklahoma Tax Commission	August 2010 Sales Tax	708.18
S-15958	Amazon/GE Money Bank	Programming Supplies	199.45
S-15959	Mercury Girl, Inc	Programming	841.30
S-15960	Chandler K. Yates	Lost & Paid Book Returned	10.95

Special Funds

Warrant Register

September 2010

Number	Vendor/Payee	Purpose		Amount
S-15961	Jackson L. Rhodes	Lost & Paid Book Returned	15.95	15.95
S-15962	Sarah B. Westfall	Lost & Paid Book Returned	13.00	13.00
S-15963	Brenna Burk	Lost & Paid Book Returned	14.95	14.95
S-15964	Jennifer T. Kieu	Lost & Paid Book Returned	8.95	8.95
S-15965	Donna M. Weddle	Lost & Paid Book Returned	3.00	3.00
S-15966	Sandra K. Sheets	Lost & Paid Book Returned	3.00	3.00
S-15967	Kerry L. Arneson	Lost & Paid Book Returned	15.95	15.95
S-15968	Gaylord Bros.	Children's Furniture	348.50	348.50
S-15969	Chase Card Services	Fines Account	146.60	146.60
S-15970	BMI Systems Corp.	Copier Maintenance	78.50	
		Copier Maintenance	31.62	
		Copier Maintenance	36.00	
		Copier Maintenance	264.46	
		Copier Maintenance	96.05	
		Copier Maintenance	76.28	
		Copier Maintenance	43.89	
		Copier Maintenance	78.50	
		Copier Maintenance	55.00	760.30
S-15971	Susan Pierce	Noon Tunes Programming	504.00	504.00
S-15972	Metropolitan Library System	10/Friends Public Art	25.00	25.00
S-15973	Metropolitan Library System	10/LET/Ralph Ellison	10.00	10.00
S-15974	Enye Media, LLC	Programming	1,700.00	1,700.00
S-15975	Enye Media, LLC	Programming	4,300.00	4,300.00
Total of Special Funds Warrants Issued				\$ 127,734.01

I, Donna Morris, certify that:

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


Donna Morris, Executive Director

10-14-10
Date

I, Lloyd Lovely, certify that:

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


Lloyd Lovely, Deputy Executive Director of Finance and Support

10-14-10
Date

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

DATE: September 16, 2010 TIME: 3:30 pm

MEETING PLACE: Midwest City Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County November 20, 2009. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Midwest City Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on September 13, 2010, in conformity with the Oklahoma Open Meeting Act §311.

Members

PRESENT:

Bose' Akadiri
Ralph Bullard
Fran Cory, Vice-Chair
Cynthia Friedemann
Deanna Hannah
Jose Jimenez
Carolyn Leslie
Tracy McDaniel
Lori Nelson
Kim Patterson
Judy Smith
Beth Toland
Greg Womack
Penny McCaleb, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Nancy Anthony
Glenda Choate
Mick Cornett, Mayor of Oklahoma City
Margaret Graham
David Greenwell, Disbursing Agent
Tracy McGehee
Brenda Palmer
Mukesh Patel
Hugh Rice
Jim Shonts
Alyne Strube
Ray Vaughn

Estimate of general public and staff attending: 18

I. The meeting was called to order at 3:40 p.m. by Mrs. Penny McCaleb, Chair.

Due to the lack of a quorum Mrs. McCaleb focused on the agenda items requiring no Commission action.

II. Mrs. McCaleb introduced Mr. Chris Kennedy, Manager of the Midwest City Library. Mr. Kennedy welcomed the commission and reported on the activities at Midwest City Library.

III. Mrs. McCaleb called for the Presentation of Service Certificates for September 2010: Pam Buchanan, IT Technician I, Information Technology ~ 25 years of service; Crystal Suppes, Circulation Clerk, Midwest City Library ~ 15 years of service.

IV. Mrs. McCaleb called for comments from the general public. There were none.

V. Mrs. McCaleb referred to the Information Reports.

- ♦ Document #26 – MLS August 2010 Library Visits Report
- ♦ Document #27 – MLS August 2010 Circulation Report
- ♦ Document #28 – MLS August 2010 Computer Usage Report
- ♦ Document #29 – MLS August 2010 System Reserve Report

Questions and discussion followed.

VI. Mrs. McCaleb called on Mrs. Morris to present the Executive Director's Report.

Mrs. Morris called on Mr. Lloyd Lovely to introduce new employee John Rahhal, Accountant, Business Office.

Mrs. Morris called on Mrs. Diane Sarantakos, Director of Development, to provide an Endowment Trust announcement. Mrs. Sarantakos announced that former First Lady, Laura Bush will be the guest speaker at this coming year's Library Endowment Trust Literary Voices event. The event will take place on April 12, 2011.

Administration continues to search for a temporary location for the Southern Oaks library. It seems likely that the move will now take place sometime after the . of the year.

Mrs. Morris called on Mr. Todd Olberding, Director of Construction Management, to detail the City of Edmond's plans to add more parking at the Edmond Library.

VII. Mrs. McCaleb referred to Special Presentations ~ *Focus 2010: "Get Ready to Wellness"* – Stacy Schrank, Employee Development Coordinator, Planning.

Mr. Stacy Schrank detailed this year's event and focused on its devotion to the promotion of healthy lifestyles and habits. Mr. Schrank detailed the incentive program presented to staff for participation in the events and invited the Commission to attend the Metropolitan Library System's annual staff development day on Monday, October . at the Clarion Meridian Convention Center. Finally, Mr. Schrank handed out a brochure of information detailing the specific sessions and events for the day.

VIII. Mrs. McCaleb introduced Mr. Steve Payne, C.L. Frates & Company, to discuss the renewal proposal of MLS's Property and Casualty Insurance.

Mr. Steve Payne reviewed the library system's property and casualty insurance coverage. The premiums are up about \$12,000 over last year, due to several factors. Flood insurance was added to two locations; there was a two million dollar coverage increase request for

Ralph Ellison; and two additional vehicles were added to the policy. There was no rate increase this year. Questions and discussion followed.

Mr. Jose Jimenez inquired about having an analysis done of the liability limits included in the insurance policies. Specifically, Mr. Jimenez expressed concern with how recently the limits have been adjusted for liability insurance for directors and commissioners. He inquired about having the library's legal counsel review the library's liability limits on the directors and officers liability policy.

IX. Mrs. McCaleb called for roll and established a quorum at 4:20 p.m.

Roll was called to establish a quorum. Present: Akadiri, Bullard, Cory, Friedemann, Hannah, Jimenez, Leslie, McDaniel, Nelson, Patterson, Smith, Toland, Womack, McCaleb.


X. Mrs. McCaleb presented the Consent Docket; Document #23 – Approval of Minutes of August 26, 2010 Meeting; Document #24 – Acceptance of Review of Expenditures for August 2010; Document #25 – Contract Awards and Purchases.

Mrs. Judy Smith moved to accept the consent docket. Mrs. Beth Toland seconded. No further discussion, motion passed unanimously.

XI. Mrs. McCaleb called for comments from Commission members.

XII. The next Commission meeting will be held at the Del City Library on October 21, 2010.

There being no further business, the meeting was adjourned at 4:23 pm.



Donna Morris, Executive Director
(Secretary)

CONTRACT AWARDS AND PURCHASES

REVISED

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

ITEM A: DESIGN CONSULTATION FOR THE SOUTHERN OAKS LIBRARY TEMPORARY SITE

The Southern Oaks Library is scheduled to be remodeled as part of the 2000 OKC GO Bond election. This will require that MLS vacate the library during the execution of this work. The Staff have recommended and funding has previously been approved to relocate the library and to provide services at a temporary location.

Recent changes to Oklahoma law requires that signed & sealed drawings be prepared & submitted as part of the Occupancy Permit process. Also, due to the scope of this work, competitive bids will be required.

The Library wishes to contract with Architectural Design Group, Inc. (the architect for the SO renovations) for professional architectural and design services for the proposed temporary site at the South Shields shopping center located at SW74th and Shields Boulevard. This contract, with input from the MLS staff, will create the required plans as well as the documents needed to secure competitive bids.

The fee for these services is not to exceed \$15,000. The library has received the necessary details regarding scope of work and reimbursable expenses.

RECOMMENDATION:

That the Commission award the contract for architectural design consulting services to Architectural Design Group, Inc in the amount of \$15,000. Funding for this project is provided for in the FY 2001-11 budget, account 450.

Financial Statements
June 30, 2010

Metropolitan Library System

METROPOLITAN LIBRARY SYSTEM

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Independent Auditor's Report

To the Commissioners
Metropolitan Library System
Oklahoma City, Oklahoma:

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of Metropolitan Library System (the Library) as of and for the year ended June 30, 2010, which collectively comprise the Library's basic financial statements, as listed in the table of contents. These basic financial statements are the responsibility of Metropolitan Library System's management. Our responsibility is to express opinions on these basic financial statements based on our audit.

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

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Metropolitan Library System, as of June 30, 2010, and the respective changes in financial position and where applicable, cash flows thereof, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated October 14, 2010, on our consideration of Metropolitan Library System's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants, agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and important for assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, Schedule of Funding Progress, and budgetary comparison information on pages 3 through 8, 33 and 34, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and

comparing the information for consistency with Management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Eide Bailly LLP

Oklahoma City, Oklahoma
October 14, 2010

METROPOLITAN LIBRARY SYSTEM
Management's Discussion and Analysis (Unaudited)
Year Ended June 30, 2010

This discussion and analysis of the financial performance of Metropolitan Library System (the Library) provides an overall review of the Library's financial condition and results of operations for the fiscal year ended June 30, 2010. Readers should read this information in conjunction with the Library's financial statements.

Financial Highlights

For fiscal year 2009-10, the Library's general fund reported an ending fund balance of \$30,950,174, versus \$29,746,872 for fiscal year 2008-09. This increase equaled \$1,203,302, or 4%, of fiscal year 2008-09. Of the 2009-10 year-end totals, \$30,555,159 is unreserved, indicating availability for on-going Library service requirements including the expected capital expenditures for the expansions or renovations of Belle Isle, Bethany, Capitol Hill, Del City, a new Edmond library, Southern Oaks, Village, and Warr Acres. For fiscal year 2008-09, \$25,363,633 was unreserved. Unreserved but designated fund balances for 2009-10 include: \$5,940,000 committed to cash flow requirements and \$13,330,320 committed to Library capital improvement projects. Fiscal year 2008-09 unreserved but designated funds were \$5,380,000 committed to cash flow requirements and \$11,251,096 committed to Library capital improvement projects. Reserves for encumbrances were \$395,015 for fiscal year 2009-10 and \$4,383,239 for fiscal year 2008-09.

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

Overview of the Financial Statements

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

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

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

Governmental Funds

The Library has three kinds of funds – Governmental Funds, Proprietary Funds, and Fiduciary Funds:

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

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

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

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

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

Notes to the Financial Statements

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

Supplemental Information

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

The Library System as a Whole

	2009-10	2008-09
Assets		
Current and Other Assets	\$ 35,966,459	\$ 34,992,711
Capital Assets	14,551,457	13,125,081
Total Assets	50,517,916	48,117,792
Liabilities		
Accounts Payable and Accrued Expenses	1,112,015	1,520,311
Compensated Absences Payable	234,087	222,861
Total Liabilities	1,346,102	1,743,172
Net Assets		
Invested in Capital Assets	14,551,457	13,125,081
Restricted for Specific Purposes	138,366	94,534
Unrestricted Net Assets	34,481,991	33,155,055
Total Assets	\$ 49,171,814	\$ 46,374,620
Changes in Net Assets:		
Beginning Net Assets	\$ 46,374,620	\$ 40,958,929
Revenues		
Property Taxes	28,545,307	26,999,778
State Aid	318,227	354,407
Charges for Services	1,378,434	1,159,418
Operating Grants and Contributions	298,834	227,800
Capital Grants and Contributions	250,000	0
Loss from Disposals	(740,209)	(725,897)
Investment Earnings	639,165	934,744
Total Revenues	30,689,758	28,950,250
Expenses		
Public Library Services	15,476,730	14,075,903
Administrative Services	9,552,604	6,853,952
Depreciation - unallocated	2,863,230	2,604,704
Total Expenses	27,892,564	23,534,559
Increase in Net Assets	2,797,194	5,415,691
Ending Net Assets	\$ 49,171,814	\$ 46,374,620

Financial Analysis of Library's Funds

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

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

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

For fiscal year 2008-09, governmental fund balances equaled the following:

	General Fund	Other Governmental Funds	Total Governmental Funds
Revenues	\$ 29,259,500	\$ 227,800	\$ 29,487,300
Expenditures	<u>(28,321,204)</u>	<u>(172,495)</u>	<u>(28,493,699)</u>
Net Increase	<u>\$ 938,296</u>	<u>\$ 55,305</u>	<u>\$ 993,601</u>

General Fund:

The Library is primarily funded by a 5.2 mil ad valorem (property) tax. For fiscal year 2009-10, the County's assessed property value had an increase of 5.8% versus 5.6% for 2008-09. Actual tax collections increased 3.6% for 2009-10 over 2008-09, as compared to a 3.6% increase in 2008-09 over the previous year. Interest income decreased to \$639,165 in fiscal year 2009-10 from \$934,744 in fiscal year 2008-09. The decrease is due to lower interest rates, which worked against the larger amounts invested.

Other than capital outlays, the major expenditure categories were higher in 2009-10 than 2008-09, showing an overall increase of \$576,670 over the same types of expenditures. Within categories, Personal Services increased 8.1%, an increase from the previous year's increase of 6.3%. Maintenance and Operations expenses likewise increased, totaling an 8.7% change. Capital Outlays decreased 13.2% because work was finished on both the Ralph Ellison expansion and the new service center building. These projects

were completed last December and January, respectively. The next major renovation project is the Southern Oaks library, scheduled to begin in November 2011.

Other Governmental Funds:

Gift/Grant Funds – \$548,834 grant money was received during this year. This year's largest contributor to the Library was the Friends of the Metropolitan Library System (the Friends), which gave 19 grants for various Library activities with a total amount of \$456,601. Other major grantors include the Library Endowment Trust, the Oklahoma Arts Council, the Oklahoma City Community Foundation, and the Choctaw Guild.

Proprietary Funds:

Insurance Fund	<u>2009-10</u>	<u>2008-09</u>
Revenues	\$ 2,007,758	\$ 1,561,648
Expenditures	<u>2,039,018</u>	<u>1,485,660</u>
Change in Net Assets	<u>\$ (31,260)</u>	<u>\$ 75,988</u>

The total insurance premium contributed by both the employer and employees to this fund was \$1,654,876 in fiscal year 2009-10 versus \$1,479,924 in fiscal year 2008-09. Claims paid for 2009-10 were \$2,039,018 and for 2008-09 were \$1,485,660.

General Fund Budgetary Highlights

The General Fund budget for fiscal year 2009-10 was \$51,840,192, a decrease of \$1,559,020, or 2.9%, under the 2008-09 budget of \$53,399,212.

The reason for the 09-10 budget decrease occurred in the Capital Reserves - Current category. The costs of two capital improvements - the new Maintenance Center and the addition to the Ralph Ellison Library – were spent in the previous fiscal year, and no other major capital expenditure was scheduled to begin, therefore no substantial expenditures were budgeted for this category.

Capital Assets and Long-term Debt

The Library's investment in depreciable capital assets, net of accumulated depreciation, on June 30, 2010 was \$14,235,886, and on June 30, 2009 was \$12,809,510. Of the total net depreciable capital assets on June 30, 2010, 41% are furniture, equipment, vehicles, and buildings, while the remaining 59% are books and materials. Those percentages at June 30, 2009 were 31% for furniture, equipment, vehicles, and building, and 69% for books and materials. The fluctuations are due to the capitalized new service center, which was completed in January 2010. Non-depreciable assets on June 30, 2010 and June 30, 2009 represented land owned by the Library.

The Library has one long-term liability - the compensated annual leave payables. The balance on June 30, 2010 was \$234,087, as compared to the balance on June 30, 2009, which was \$222,861.

Economic Environment and Next Year's Budget

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

In 1996, state voters approved State Question 676. This state question, with certain exceptions, put a five percent limitation on the growth of real estate value each year. That has impacted the annual growth of the Library's tax revenue.

In general, the Library expects a smaller growth in the tax revenue for the next year. The County Assessor has certified a 5.8% growth in property values for 2010-11, comparable to 2.4% in 2009-10. Investment income is expected to decrease slightly, as it did last year (2009-10). Real estate prices have cooled, but new construction and population growth continue, so, while tax revenues may not rise significantly, the Library does not expect a decline in its revenue growth.

For fiscal year 2010-11, the Finance Committee of the Library Commission has approved a general fund budget of \$57,726,198, versus \$51,840,192 for fiscal year 2009-10. Of the total 2010-11 budget, \$32,225,980 is for operating costs, \$6,328,848 is for capital projects, and \$19,171,370 is for reserve funds. In the 2009-10 budget, \$28,627,424 was for operating costs, \$3,924,448 was for capital projects, and \$19,270,320 was for reserve funds.

Contacting the Library's Financial Management

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

METROPOLITAN LIBRARY SYSTEM

Statement of Net Assets

June 30, 2010

Assets	Governmental Activities
Cash	\$ 10,013,211
Investments	22,210,960
Ad Valorem Tax Receivable, Net of Allowance for Uncollectible Taxes of \$17,120	3,128,231
Accrued Interest Receivable	189,871
Other Current Assets	424,186
Nondepreciated Capital Assets	315,571
Depreciable Capital Assets, Net	<u>14,235,886</u>
 Total Assets	 <u>\$ 50,517,916</u>
 Liabilities	
Accounts Payable and Accrued Expenses	\$ 1,112,015
Compensated Absences Payable	<u>234,087</u>
 Total Liabilities	 <u>\$ 1,346,102</u>
 Net Assets	
Invested in Capital Assets	\$ 14,551,457
Restricted for Specific Purposes	138,366
Unrestricted Net Assets	<u>34,481,991</u>
 Total Net Assets	 <u><u>\$ 49,171,814</u></u>

METROPOLITAN LIBRARY SYSTEM

Statement of Activities
Year Ended June 30, 2010

Functions/Programs	Expenses	Charges for Services	Program Revenues		Net (Expense) Revenue and Changes in Net Assets
			Operating Grants and Contributions	Capital Grants and Contributions	
Governmental Activities:					Total Governmental Activities
Public Library Services	\$ 15,476,730	\$ 606,021	\$ 298,834	\$ 250,000	\$ (14,321,875)
Administrative Services	9,552,604	772,413	--	--	(8,780,191)
Depreciation - unallocated	2,863,230	--	--	--	(2,863,230)
	<u>27,892,564</u>	<u>1,378,434</u>	<u>298,834</u>	<u>250,000</u>	<u>(25,965,296)</u>
General Revenues:					
Property taxes, levied for general purposes					\$ 28,545,307
State aid					318,227
Loss from disposals					(740,209)
Investment earnings					639,165
Total General Revenues					<u>\$ 28,762,490</u>
Change in net assets					\$ 2,797,194
Net assets - beginning					<u>46,374,620</u>
Net assets - ending					<u>\$ 49,171,814</u>

(See Notes to Financial Statements)

METROPOLITAN LIBRARY SYSTEM

Balance Sheet Governmental Funds June 30, 2010

ASSETS	General Fund	Governmental Fund Gifts and Grants	Total Governmental Funds
Cash	\$ 9,004,948	\$ 138,366	\$ 9,143,314
Investments	22,210,960	--	22,210,960
Ad Valorem Tax Receivable, Net of Allowance	3,128,231	--	3,128,231
Accrued Interest Receivable	189,871	--	189,871
Prepaid Deposits	307,101	--	307,101
Total Assets	\$ 34,841,111	\$ 138,366	\$ 34,979,477
LIABILITIES AND FUND BALANCES			
Liabilities			
Accounts Payable	\$ 362,479	\$ --	\$ 362,479
Accrued Salaries	652,670	--	652,670
Deferred Revenue	2,875,788	--	2,875,788
Total Liabilities	\$ 3,890,937	\$ --	\$ 3,890,937
Fund Balances			
Unreserved			
Undesignated reported in :			
General Fund	\$ 11,284,839	\$ --	\$ 11,284,839
Designated reported in General Fund:			
Capital Projects	13,330,320	--	13,330,320
Cash Flows	5,940,000	--	5,940,000
Reserved for			
Purpose Restrictions: Grants	--	138,366	138,366
Encumbrances	395,015	--	395,015
Fund Balances, End of Year	\$ 30,950,174	\$ 138,366	\$ 31,088,540
Total Liabilities and Fund Balances	\$ 34,841,111	\$ 138,366	

Amounts reported for governmental activities in the statement of net assets are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds. The cost of the assets is \$29,247,387 and the accumulated depreciation is \$14,695,930	14,551,457
Property taxes receivable will be collected this year, but are not available soon enough to pay for the current period's expenditures, and therefore are deferred in the funds.	2,875,788
Internal service fund separately stated as proprietary fund.	850,959
Prepaid insurance and compensated absences in governmental activities are not financial expenditures and therefore are not reported as an asset in governmental funds.	(194,930)

Total Net Assets - Governmental Activities	<u>\$ 49,171,814</u>
--	----------------------

METROPOLITAN LIBRARY SYSTEM
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
Year Ended June 30, 2010

	General Fund	Other Governmental Fund Gifts and Grants	Total Governmental Funds
Revenues:			
Property Taxes	\$ 28,122,567	\$ --	\$ 28,122,567
Collections on Book Fines and Copy Services	606,021	--	606,021
Gifts and Grants	--	548,834	548,834
State Revenue	318,227	--	318,227
Interest	639,165	--	639,165
Other	165,196	--	165,196
Total Revenues	<u>\$ 29,851,176</u>	<u>\$ 548,834</u>	<u>\$ 30,400,010</u>
Expenditures			
Personal Services	\$ 16,908,125	\$ --	\$ 16,908,125
Maintenance and Operations			
Contractual Services	3,334,486	203,579	3,538,065
Commodities	1,113,816	3,337	1,117,153
Capital Outlay	7,541,447	48,086	7,589,533
Total Expenditures	<u>\$ 28,897,874</u>	<u>\$ 255,002</u>	<u>\$ 29,152,876</u>
Excess of Revenues over Expenditures	<u>\$ 953,302</u>	<u>\$ 293,832</u>	<u>\$ 1,247,134</u>
Other Financing Sources (Uses)			
Transfers In	\$ 250,000	\$ --	\$ 250,000
Transfers Out	--	(250,000)	(250,000)
Total Other Financing Sources (Uses)	<u>\$ 250,000</u>	<u>\$ (250,000)</u>	<u>\$ --</u>
Net Change in Fund Balance	<u>\$ 1,203,302</u>	<u>\$ 43,832</u>	<u>\$ 1,247,134</u>
Beginning Fund Balance	<u>\$ 29,746,872</u>	<u>\$ 94,534</u>	<u>\$ 29,841,406</u>
Ending Fund Balances	<u>\$ 30,950,174</u>	<u>\$ 138,366</u>	<u>\$ 31,088,540</u>
Total net changes in fund balances - governmental funds			\$ 1,247,134

The change in nets assets reported in the statement of activities is different because:

Capital outlays to purchase or build capital assets are reported in governmental funds as expenditures. However, for governmental activities those costs are shown in the statement allocated over their estimated useful lives as annual depreciation expenses in the statement of activities. This is the amount by which capital outlays exceed depreciation during the period.

Depreciation Expense	\$ (2,863,230)	
Capital Outlay	5,111,982	2,248,752

Disposals of capital assets are not considered to be expenditures in the governmental funds. Receipts of funds from the sale of capital assets are considered revenue in the governmental funds. They are however, recorded an overall loss the statement of activities.

(822,376)

Compensated absences are not considered to be expenditures in the governmental funds. They are however, recorded as expenditures in the statement of activities.

(234,087)

Because some property taxes will not be collected for several months after the Library's fiscal year ends, they are not considered as "available" revenues in the governmental funds and are, instead counted as deferred revenues. They are however, recorded as revenues in the statement of activities.

422,741

In the statement of activities, insurance expense is measured by the amount used during the year. In the governmental funds, however, expenditures for insurance are measured by the amount of financial resources used.

(33,710)

The statement of activities includes net activity of the internal services fund, which is shown as a proprietary fund in the governmental funds.

(31,260)

Change in net assets of governmental activities

\$ 2,797,194

METROPOLITAN LIBRARY SYSTEM

Balance Sheet
Proprietary Fund
June 30, 2010

	Governmental Activities Internal Service Fund
ASSETS	
Current Assets	
Cash and Cash Equivalents	\$ 869,897
Stop Loss Reimbursement Receivable	<u>77,928</u>
Total Assets	\$ 947,825
LIABILITIES	
Claims Payable	<u>96,866</u>
NET ASSETS	
Unrestricted	<u><u>\$ 850,959</u></u>

METROPOLITAN LIBRARY SYSTEM
 Statement of Revenues, Expenditures and Changes in Net Assets
 Proprietary Fund
 Year Ended June 30, 2010

	Governmental Activities Internal Service Fund
Operating Revenues	
Insurance Premiums	\$ 1,654,876
Stop-Loss Reimbursement	296,126
Refunds and Miscellaneous	<u>54,208</u>
Total Operating Revenues	\$ 2,005,210
Operating Expenses	
Claims	<u>2,039,018</u>
Operating Loss	\$ (33,808)
Nonoperating Revenue	
Interest Income	<u>2,548</u>
Change in Net Assets	\$ (31,260)
Net Assets, Beginning of Year	<u>882,219</u>
Net Assets, End of Year	<u><u>\$ 850,959</u></u>

METROPOLITAN LIBRARY SYSTEM

Statement of Cash Flows
Proprietary Fund
Year Ended June 30, 2010

	Governmental Activities Internal Service Fund
Cash Flows from Operating Activities	
Cash Received From Other Fund For Services	\$ 1,654,876
Receipts from Reinsurance	296,126
Payments of Claims	(1,929,665)
Other Receipts	<u>54,209</u>
Net Cash Provided by Operating Activities	<u>\$ 75,546</u>
Cash Flows from Investing Activities	
Interest on Investments	<u>\$ 2,548</u>
Net Cash Provided by Investing Activities	<u>\$ 2,548</u>
Net Increase in Cash	\$ 78,094
Cash and Cash Equivalents, Beginning of Year	<u>791,803</u>
Cash and Cash Equivalents, End of Year	<u><u>\$ 869,897</u></u>
Reconciliation of Operating Loss to Net Cash	
Provided by Operating Activities	
Operating Loss	\$ (33,808)
Change in assets:	
Decrease in Receivables	89,116
Increase in Claims Payable	<u>20,238</u>
Net Cash Provided by Operating Activities	<u><u>\$ 75,546</u></u>

METROPOLITAN LIBRARY SYSTEM

Statement of Fiduciary Net Assets

Fiduciary Funds

June 30, 2010

	Pension Fund	Flex Benefit Fund	Total Fiduciary Funds
ASSETS			
Current Assets			
Cash	\$ 1,585,293	\$ 36,866	\$ 1,622,159
Receivables	73,243	--	73,243
Investments	16,311,260	--	16,311,260
Total Assets	<u>\$ 17,969,796</u>	<u>\$ 36,866</u>	<u>\$ 18,006,662</u>
Current Liabilities			
Employee Benefits Payable	\$ 16,638	\$ 11,866	\$ 28,504
Prepayment from MLS	--	25,000	25,000
Total Current Liabilities	<u>\$ 16,638</u>	<u>\$ 36,866</u>	<u>\$ 53,504</u>
Net Assets			
Held in Trust for Pension Benefits and Other Purposes	<u>\$ 17,953,158</u>	<u>\$ --</u>	<u>\$ 17,953,158</u>

METROPOLITAN LIBRARY SYSTEM

Statement of Changes in Fiduciary Net Assets

Fiduciary Funds

Year Ended June 30, 2010

	Pension Fund	Flex Benefit Fund	Total Fiduciary Funds
Additions			
Contributions			
Employer	\$ 1,012,622	\$ 426,138	\$ 1,438,760
Employee	125,063	--	125,063
Interest and Dividend Income	504,265	27	504,292
Net Realized Gain of Sale of Investments	60,198	--	60,198
Net Unrealized Gain on Investments	1,814,591	--	1,814,591
Total Additions	<u>\$ 3,516,739</u>	<u>\$ 426,165</u>	<u>\$ 3,942,904</u>
Deductions			
Benefits Paid	\$ 1,009,821	\$ 426,165	\$ 1,435,986
Trustee and Management Fees	142,282	--	142,282
Interest Expense and Foreign Tax	2,547	--	2,547
Miscellaneous	3,260	--	3,260
Total Deductions	<u>\$ 1,157,910</u>	<u>\$ 426,165</u>	<u>\$ 1,584,075</u>
Net Increase	\$ 2,358,829	\$ --	2,358,829
Net Assets, Beginning of Year	<u>15,594,329</u>	<u>--</u>	<u>15,594,329</u>
Net Assets, End of Year	<u><u>\$ 17,953,158</u></u>	<u><u>\$ --</u></u>	<u><u>\$ 17,953,158</u></u>

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2010

Note 1 – Summary of Significant Accounting Policies

The Metropolitan Library System (the Library) is a corporate body for public purposes created under Title 65 of the Oklahoma Statutes and accordingly is a separate entity for operating and financial reporting purposes.

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

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

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

Basic Financial Statements – Government-Wide Statements

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

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

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

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2010

Note 1 – Summary of Significant Accounting Policies (continued)

grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants.

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

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

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

Basic Financial Statements – Fund Financial Statements

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

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

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

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

The Library reports the following major governmental fund:

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

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2010

Note 1 – Summary of Significant Accounting Policies (continued)

Additionally, the Library reports the following fund types:

Governmental Funds:

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

Proprietary Funds:

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

Fiduciary Funds:

Employee Benefit Trust Funds –The pension trust fund and flex benefit fund are used to report resources held in trust for members and beneficiaries of the plans.

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

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

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

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

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2010

Note 1 – Summary of Significant Accounting Policies (continued)

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

Buildings	30 years
Furniture and Fixtures	7 years
Computer Equipment	4 years
Vehicles	5 years
Books and Materials	5 years

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

Budgets and Budgetary Accounting - The Library is required by state law to prepare an annual budget. The Oklahoma County Excise Board formally approves an annual budget for the general fund.

Budgets generally assume the expenditure of all available resources. Therefore, when the legal budget is prepared, it is assumed these funds will not have a carryover balance to a subsequent year. Program revenue received but not spent is restricted and deferred to the subsequent fiscal year. Amounts reported as program revenue includes (1) charges to customers, (2) operating grants and contributions, and (3) capital grants and contributions.

Encumbrances - Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditures of resources are recorded as expenditures of the applicable funds, is used. This is an extension of the formal budgetary integration in the general fund. Encumbrances outstanding at year-end are reported as reservations of fund balances since they do not constitute expenditures or liabilities.

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

Investments – In accordance with Governmental Accounting Standards Board Statement No. 31 “Accounting and Financial Reporting for Certain Investments”, investments held at June 30, 2010 with original maturities greater than one year are stated at fair value. All investments not required to be reported at fair value are stated at amortized cost.

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements
June 30, 2010

Note 1 – Summary of Significant Accounting Policies (continued)

Property Tax Revenues - The Library is authorized by state law to levy property taxes which consist of ad valorem taxes on real and personal property within the County. The County Assessor, upon receipt of the certification of tax levies from the county excise board, extends the tax levies on the tax roll for submission to the county treasurer prior to October 1. The county treasurer must commence tax collection within fifteen days of receipt of the tax rolls. The first half of taxes is due prior to January 1. The second half is due prior to April 1.

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

Receivables - Property taxes receivable by the Library include uncollected taxes assessed as of October 1, 2009 and earlier. The Library considers prior years' experience in estimating uncollectible property taxes. An allowance of \$17,120 has been recorded at June 30, 2010. No provision has been made in the other funds for uncollectible amounts. All property taxes earned at year-end but not yet received are included in receivables reported on the government-wide statements. In the fund financial statements, property taxes are recorded as revenue in the period levied to the extent they are collected within 60 days of year-end. Any remaining property taxes due are deferred until they become available.

State Revenues - The Library receives revenue from the state to administer certain categorical library programs.

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

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

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

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

Prepaid Expenses - The Library records prepaid insurance for that portion of payments which have not been used at year-end for government-wide financial statement purposes. Prepaid insurance is included in other current assets in the statement of net assets.

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2010

Note 1 – Summary of Significant Accounting Policies (continued)

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

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

Net Assets and Fund Balance

Government-Wide Financial Statements – When the Library incurs an expense for which it may use either restricted or unrestricted net assets, it uses restricted net assets first unless unrestricted net assets will have to be returned because they were not used. Net assets on the Statement of Net Assets include the following:

Investment in Capital Assets, Net of Related Debt – The component of net assets that reports the difference between capital assets less both the accumulated depreciation and the outstanding balance of debt, excluding unspent proceeds, that is directly attributable to the acquisition, construction or improvement of these capital assets.

Restricted – The component of net assets that is to be used for specific purposes as per donor requirements.

Unreserved/Unrestricted – The difference between assets and liabilities that is not reported as restricted or reserved for any particular purpose.

Governmental Fund Financial Statements – In the fund financial statements, governmental funds report fund balances as either a reserved or unreserved fund balance.

Reserved Fund Balance – That portion of fund balance which has been legally segregated for a specific purpose.

Unreserved Fund Balance – Composed of designated and undesignated portions. The undesignated portion of the unreserved fund balance represents that portion of fund balance that is available for budgeting in future periods. Designated fund balances represent tentative plans for future use of financial resources.

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2010

Interfund Transfers

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

Note 2 – Cash and Investments

The Library's investment policies are governed by state statutes. Permissible investments include direct obligations of the United States Government and Agencies; negotiable certificates of deposit of savings and loan associations and bank and trust companies; and savings accounts or savings certificates of savings and loan associations and trust companies. Nonnegotiable certificates of deposits are considered to be cash equivalents. Collateral is required for demand deposits and certificates of deposit for all amounts not covered by Federal Deposit Insurance Corporation insurance.

Custodial Credit Risk – Deposits – Custodial credit risk is the risk that in the event of a bank failure, the Library's deposits may not be returned to it. At June 30, 2010, there was no exposure to custodial credit risk because the balance was insured and collateralized.

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

Custodial Credit Risk – Investments – For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Library will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. Library policy provides that investment collateral is held by a third party custodian with whom the Library has a current custodial agreement in the Library's name or be held in the name of both parties by the Federal Reserve Bank servicing Oklahoma.

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

As of June 30, 2010, the Library had the following investments and maturities:

Investment Type	Moody's Credit Rating	Fair Value	Investment Maturities (In Years)		%
			Less Than 1	1-5 Years	
Federal Home Loan Banks	AAA	\$ 9,130,000	\$ -	\$ 9,130,000	41%
Federal National Mortgage Association	AAA	9,063,437	-	9,063,437	41%
Federal Home Loan Mortgage Corp	AAA	3,016,585	-	3,016,585	14%
Federal Farm Cr Bks	AAA	1,000,938	-	1,000,938	4%
		<u>\$22,210,960</u>	<u>\$ -</u>	<u>\$ 22,210,960</u>	<u>100%</u>

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2010

Note 2 – Cash and Investments (continued)

The cash and investments of the Pension Plan (see also Note 7) are invested in various mutual funds with the Bank of Oklahoma and may be used only for the payment of benefits to the members of the Plan. The composition of the pension trust fund at fair value is shown in the following table.

	<u>Market Value</u>	<u>Exposure as a Percentage of Total Investments</u>
Pension Fund		
Corporate Common Stocks	\$ 8,258,889	46%
Corporate Bonds and Nonconvertible Preferred Stock	3,881,864	22%
Pooled Equity Funds	2,272,895	13%
Fixed Income Funds	1,897,612	10%
Cash and Equivalents	1,585,293	9%
	<u>\$17,896,553</u>	<u>100%</u>

Pension Fund Policy

The Metropolitan Library System Pension Plan and Trust provides for investment managers who have full discretion of assets allocated to them subject to the overall investment guidelines set out in the policy. Manager performance is reviewed by a consultant who provides reports to the board. Any changes in the investment management firm must be reported as they occur. Overall investment guidelines provide for diversification and allow investment in domestic and international common stocks, fixed income securities, cash equivalents, index funds, collective trust funds and mutual funds. The Plan addresses custodial credit risk with policy providing for the engagement of a custodian who accepts possession of securities for safekeeping; collects and disburses income; collects principal of sold, matured, or called items; and provides periodic accounting to the board. The pension trust fund holds \$17,969,796 in cash, investments and receivables. This amount is held by the investment counterparty, in the name of the pension fund.

Pension Trust investing is restricted by Oklahoma Statutes to the Prudent Investor Rule.

Note 3 – Collections

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

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements
June 30, 2010

Note 4 – Compensated Absences

Compensated absences are liquidated through the General Fund.

	Beginning Balance <u>6/30/2009</u>	<u>Additions</u>	<u>Reductions</u>	Ending Balance <u>6/30/2010</u>	Amounts Due Within One Year
Compensated Absences	\$ 222,861	801,425	790,199	\$ 234,087	\$ 234,087

Note 5 – Property, Plant, and Equipment

Property, plant and equipment of the Library at June 30, 2010 are as follows:

	<u>Beginning Balances</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balances</u>
Capital Assets Not Being Depreciated				
Land	\$ 315,571	\$ --	\$ --	\$ 315,571
Capital Assets Being Depreciated				
Library Books	15,978,440	3,290,071	2,755,945	16,512,566
Furniture and Fixtures	3,556,279	490,707	97,725	3,949,261
Computer Equipment	1,567,863	867,928	341,925	2,093,866
Vehicles	318,095	102,679	--	420,774
Buildings and Improvements	5,594,752	360,597	--	5,955,349
Total Capital Assets Being Depreciated	<u>27,015,429</u>	<u>5,111,982</u>	<u>3,195,595</u>	<u>28,931,816</u>
Less Accumulated Depreciation for:				
Library Books	9,979,839	2,107,341	1,949,571	10,137,609
Furniture and Fixtures	2,524,158	306,989	92,345	2,738,802
Computer Equipment	981,407	262,171	331,303	912,275
Vehicles	222,633	42,154	--	264,787
Buildings and Improvements	497,882	144,575	--	642,457
Total Accumulated Depreciation	<u>14,205,919</u>	<u>2,863,230</u>	<u>2,373,219</u>	<u>14,695,930</u>
Total Capital Assets Being Depreciated, Net	<u>12,809,510</u>	<u>2,248,752</u>	<u>822,376</u>	<u>14,235,886</u>
Capital Assets, Net	<u>\$13,125,081</u>	<u>\$ 2,248,752</u>	<u>\$ 822,376</u>	<u>\$ 14,551,457</u>

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2010

Note 6 – Operating Lease Commitments

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

The Library also leased a temporary facility to house one of its branch libraries, the Ralph Ellison Library, while its permanent building undergoes expansion and renovation. That lease ran for one year, with a six-month extension available. The Library has exercised the six-month extension, which expired in December 2009.

Minimum rental payments required under operating leases that have initial or remaining non-cancellable lease terms of one year or more at year-end are not significant.

Total lease expense for the year ending June 30, 2010 was \$26,987.

Note 7 – Retirement Plans

Defined Benefit Plan

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

Funding Policy – Participating employees contribute 4% of their compensation to the Plan. The Library contributes any additional amount necessary to fund normal cost and to amortize unfunded past service costs over a period of thirty years. The contribution for 2009-2010 was \$1,012,622 which equaled the annual pension cost for the year. The required contribution for 2010-2011 is \$996,982.

Net Pension Obligation and Annual Pension Cost – The required contribution was determined as part of the July 1, 2009 actuarial valuation using the aggregate actuarial cost method, which does not identify and separately amortize unfunded actuarial liabilities. The actuarial assumptions included:

- (a) 7% investment rate of return,
- (b) projected salary increases of 5%,
- (c) post-retirement increases of 7%, and
- (d) Mortality UP83.

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements
June 30, 2010

Note 7 – Retirement Plan (continued)

The annual net pension benefit for the current year was as follows:

Net Pension Benefit, Beginning of Year	\$ (777,625)
Earnings from Investments	504,265
Unrealized Appreciation	1,814,591
Realized Gain	60,198
Contribution	1,137,685
Distributions	(1,009,821)
Fees and Commissions	144,829
Change in Valuation	(4,021,956)
Net Pension Obligation, End of Year	<u><u>\$ (2,147,834)</u></u>
Present Value of Future Benefits	\$ 15,821,962
Valuation of Assets	<u>17,969,796</u>
Net Pension Obligation	<u><u>\$ (2,147,834)</u></u>

During 2010, the pension plan realized a net gain of \$60,198 from the sale of investments. The calculation of realized losses is independent of the calculation of the net increase in fair value of investment. Realized gains and losses on investment that have been held in more than one fiscal year and sold in the current year may have been recognized as an increase or decrease in fair value of investments reported in the prior year. The unrealized gain, as noted above, was \$1,814,591 for 2010.

Three-year trend information is as follows:

<u>Three-Year Trend Information</u>			
<u>Fiscal</u> <u>Year</u> <u>Ending</u>	<u>Annual</u> <u>Pension</u> <u>Cost (APC)</u>	<u>Percentage</u> <u>of APC</u> <u>Contributed</u>	<u>Net Pension</u> <u>(Benefit)</u> <u>Obligation</u>
7/1/2008	\$ 712,700	100.0%	(\$5,599,159)
7/1/2009	\$ 1,012,622	100.0%	(\$777,625)
7/1/2010	\$ 996,982	100.0%	\$ (2,147,834)

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2010

Note 7 – Retirement Plan (continued)

Funded Status – The funded status of the pension plan as of July 1, 2010, the most recent actuarial valuation date, is as follows:

Actuarial Valuation Date	Actuarial Value of Assets (a)	Accrued Liability (AAL) Entry Age (b)	Overfunded AAL (OAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	OAAL as a Percentage of Covered Payroll [(a-b)/c]
July 1, 2010	\$ 20,026,476	\$ 15,821,962	\$ (4,204,514)	127%	\$3,882,530	108%

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

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

The Plan's annual financial report is available from the Finance Office of the Metropolitan Library System of Oklahoma County, 300 Park Avenue, Oklahoma City, Oklahoma 73102.

Also, effective August 29, 2005, a defined contribution plan was established. Participants of the defined benefit plan at that time were given the choice to stay in that plan or transfer their accounts to a new defined benefit plan. All new employees are enrolled in the defined contribution plan.

Defined Contribution Plan

Effective August 29, 2005, the Metropolitan Library System Defined Contribution Plan was established. The plan is intended to be a governmental plan as defined in Internal Revenue Code Section 414(d), and to be approved and qualified by the Internal Revenue Service as satisfying the governmental plan requirements of Sections 401(a), and 501(a) and other pertinent provisions of the Internal Revenue Code of 1986. Under the Plan, the employer's contribution shall be discretionary, to be determined by the Employer and is available to all participants. During 2010, the Library contributed 10% of the participant's compensation. Participants are fully vested in the employer's contributions after 3 years. Participants may make voluntary contributions of 4% or 6% of compensation before-tax. Participants are fully vested in the voluntary contributions. Participants may direct the trustee in the investment of their individual account balances. Normal retirement age is the later of a participant's 65th birthday or the 5th anniversary of the first day of the plan year in which participation in the Plan commenced. For the year ended June 30, 2010, the Library's contribution to the plan was \$605,289.

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2010

Note 8 – Self-Insurance Risk of Loss

The Library operates a self-insurance plan to fund its employee health benefits. The plan purchased insurance policies to limit its maximum possible benefit cost on both an employee and an aggregate basis. The Library has a contract with a third party administrator to operate the plan. The Library has limited its risk of loss by purchasing insurance to pay an individual's claim in excess of \$55,000 per year.

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

Changes in the fund's claims liability amounts for the year ended June 30, 2010 are:

Balance at beginning of year	\$ 79,628
Current year claims	1,929,665
Claim payments	<u>(1,912,427)</u>
Balance at end of year	<u>\$ 96,866</u>

Note 9 – Designated Fund Balance

The Library has designated portions of its fund balance for specific purposes. A description of the specific purposes follows.

General Fund Designations of Fund Balance

Reserve for Cash Flow	\$ 5,400,000
Reserve for Extra Payday	540,000
Capital Improvement Projects:	
Belle Isle Library	950,000
Bethany Library	442,957
Capital Hill Library	930,503
Del City Library	464,715
New Edmond Library	4,000,000
Southern Oaks	750,000
Village Library	491,481
Warr Acres Library	426,522
Future Capital Improvements	<u>4,874,142</u>
Total	<u>\$ 19,270,320</u>

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2010

Note 10 – Risk Management

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

Required Supplementary Information
June 30, 2010

Metropolitan Library System

METROPOLITAN LIBRARY SYSTEM

Schedule of Funding Progress (Unaudited)

June 30, 2010

Required Supplementary Information Schedule of Funding Progress for the Pension Plan

Actuarial Valuation Date	Actuarial Value of Assets (a)	Accrued Liability (AAL) Entry (b)	Overfunded AAL (OAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	OAAL as a Percentage of Covered Payroll [(a-b)/c]
July 1, 2008	\$ 19,321,173	\$ 13,669,999	\$ (5,651,174)	141%	\$3,912,043	144%
July 1, 2009	\$ 18,713,195	\$ 14,881,312	\$ (3,831,883)	126%	\$3,880,805	99%
July 1, 2010	\$ 20,026,476	\$ 15,821,962	\$ (4,204,514)	127%	\$3,882,530	108%

Note: The annual required contribution (ARC) is calculated using the aggregate actuarial cost method. Information in this schedule is calculated using the entry age actuarial cost method as a surrogate of the funding progress of the plan.

METROPOLITAN LIBRARY SYSTEM
Budget Comparison Schedule – General Fund (Unaudited)
Year Ended June 30, 2010

	Budgeted Amounts Original	Budgeted Amounts Final	Actual Amounts GAAP Basis	GAAP To Budgetary Basis Adjustments	Actual Amounts Budgetary Basis	Variance with Final Budget Positive(Negative)
Budgetary Fund Balance, July 1	\$ 25,077,529	\$ 25,077,529	\$ 29,746,872	3 \$ (45,243)	\$ 29,792,115	\$ 4,714,586
Resources (inflows)						
Property Taxes	25,957,697	25,957,697	28,122,567	(87,557)	28,210,124	2,252,427
State Revenue	318,966	318,966	318,227	--	318,227	(739)
Interest	--	--	639,165	(6,265)	645,430	645,430
Other	--	--	771,217	356,019	415,198	415,198
Transfers from Other Funds	486,000	486,000	--	(726,000)	726,000	240,000
Amounts Available for Appropriation	\$ 51,840,192	\$ 51,840,192	\$ 59,598,048	1 \$ (509,046)	\$ 60,107,094	\$ 8,266,902
Charges to Appropriations (outflows)						
Personal Services	\$ 17,880,064	\$ 17,880,064	\$ 16,908,125	\$ 1,318,581	\$ 15,589,544	\$ 2,290,520
Maintenance and Operations						
Contractual Services	3,920,065	3,920,065	3,334,486	145,531	3,188,955	731,110
Commodities	1,321,936	1,321,936	1,113,816	58,790	1,055,026	266,910
Capital Outlay-Operations	24,775,679	24,775,679	7,541,447	(4,940,807)	12,482,254	12,293,425
Other Capital Projects	3,942,448	3,942,448	--	--	--	3,942,448
Total Charges to Appropriations	\$ 51,840,192	\$ 51,840,192	\$ 28,897,874	2 \$ (3,417,905)	\$ 32,315,779	\$ 19,524,413
Budgetary Fund Balance, June 30	\$ --	\$ --	\$ 30,700,174	\$ 2,908,859	\$ 27,791,315	\$ 27,791,315

Budget to Actual Reconciliation:

Revenues on a budgetary basis are based on cash received rather than the modified accrual basis used for financial reporting and revolving fund not reported as part of general fund for budgetary purposes

1 (463,803)

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

2 3,417,905

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

3 (45,243)

Total Budget to Actual Reconciliations

2,908,859

Notes to Supplementary Information

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

Compliance and Internal Control
June 30, 2010

Metropolitan Library System



CPAs & BUSINESS ADVISORS

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

To the Commissioners
Metropolitan Library System
Oklahoma City, Oklahoma:

We have audited the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of Metropolitan Library System as of and for the year ended June 30, 2010, which collectively comprise Metropolitan Library System's basic financial statements and have issued our report thereon dated October 14, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

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

A handwritten signature in cursive script that reads "Eide Sully LLP".

Oklahoma City, Oklahoma
October 14, 2010



CPAs & BUSINESS ADVISORS

To The Commissioners
and Management of Metropolitan Library System

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Metropolitan Library System as of and for the year ended June 30, 2010, in accordance with auditing standards generally accepted in the United States of America, we considered Metropolitan Library System's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Metropolitan Library System's internal control. Accordingly, we do not express an opinion on the effectiveness of the Metropolitan Library System's internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

This communication is intended solely for the information and use of management, Commissioners, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Eide Bailly LLP

Oklahoma City, Oklahoma
October 14, 2010



October 14, 2010

To the Commissioners
Metropolitan Library system

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Metropolitan Library System for the year ended June 30, 2010. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and under *Government Auditing Standards* as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 10, 2010. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Metropolitan Library System are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2010. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were):

Actuarial Assumptions – Information for the pension fund in the financial statements and related notes are based on actuarial report specially prepared for Metropolitan Library System. The actuary's report was used to evaluate, compare, and create the Library's financial statements and disclosures.

Depreciation and useful lives of Long-lived assets – Management's estimate is based on the straight line method of depreciation using the estimated use lives of various types of property.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The item below is an uncorrected misstatement of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole:

On the general fund, the prior year's entry was made at the fund level, rather than only at the government-wide level in the amount of \$222,861. The net effect of not making this entry resulted in general fund

expense and fund balance at the fund level was understated by \$222,681. There was no net effect at the government-wide level of financial presentation.

On the insurance fund, a receivable was not recorded for the transfer of funds from the flexible benefit Plan fund in the amount of \$26,194 at June 30, 2010 and 23,671 at June 30, 2010. The net effect of not making this entry resulted in revenue being understated by \$2,523.

A proposed audit adjustment was necessary this year, which is also noted in our report over internal controls included with the financial statements. The item below has been corrected by management:

An audit adjustment on the government-wide financial statements was necessary to eliminate grant income transferred from the gifts and grants fund to the general fund in the amount of \$250,000. This amount was shown in income and expense on both funds.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 14, 2010.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

The Governmental Accounting Standards Board (GASB) has issued statement No. 54, which will be applicable to the Library for the fiscal year ending June 30, 2011. This will require significant revision to the current financial statements' fund structure. We recommend that management start now in studying and implementing the changes which will be required.

This information is intended solely for the use of the Commissioners and management of Metropolitan Library System and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in cursive script that reads "Eide Sully LLP".

METROPOLITAN LIBRARY COMMISSION

CALENDAR YEAR 2011 PROPOSED MEETING DATES

<u>2011 DATES</u>	<u>LIBRARY LOCATION</u>	<u>ADDRESS</u>
January 20	Ralph Ellison	2000 NE 23rd, Oklahoma City 424-1437
February 17	Del City	4509 SE 15 th , Del City 672-1377
March 17	Midwest City	8143 E. Reno, Midwest City 732-4828
April 21	Belle Isle Bethany-Host	5501 N. Villa, Oklahoma City 843-9601
May 19	The Village	10307 N. Penn., Oklahoma City 755-0710
June 16	Downtown	300 Park Ave., Oklahoma City 231-8650
July 21	Edmond Warr Acres-Host	10 S. Boulevard, Edmond 341-9282
August 25*	Belle Isle	5501 N. Villa, Oklahoma City 843-9601
*Moved to 4th Thursday to accommodate final budget preparations per by-laws		
September 15	Ralph Ellison Southern Oaks-Host	2000 NE 23rd, Oklahoma City 424-1437
October 20	Downtown Choctaw-Host	300 Park Avenue, Oklahoma City 231-8650
November 17	Edmond	10 S. Boulevard, Edmond 341-9282
December 8**	Capitol Hill	334 SW 26 th , Oklahoma City 634-6308

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

REPORT AND RECOMMENDATION FROM ADMINISTRATION

MLS 2011 LIBRARY HOLIDAY AND CLOSING SCHEDULE

The proposed Library System Holiday and Closing Schedule for 2011 is attached.

The proposed holiday schedule closely follows the Federal holiday observance calendar. The Federal holiday for Christmas Day 2011 will be Monday, December 26, 2011 (Christmas Day being Sunday). Traditionally, the library system has granted Christmas Eve as well as Christmas Day. Christmas Eve falls on a Saturday. Full-time staff will work thirty-two hour weeks during the work week of Monday, December 19 through Sunday, 25 and Monday, December 26 through Sunday, January 1, 2012. The libraries will be closed on Saturday December 24, Sunday, December 25 and Monday, December 26. New Years Day in 2012 will fall on a Sunday as well. The New Years Day holiday for 2012 is scheduled for Monday, January 2, 2012, the same as the Federal holiday. Normal library hours will be in effect on Saturday, December 31; however, those libraries that normally open on Sundays will be closed on January 1, 2012.

The current Library System policy grants full-time and designated full-time equivalent staff members nine paid holidays per calendar year plus two "floating holidays" to be scheduled by the individual staff member subject to rules listed in the leave policies under floating holidays.

Attachments

- ♦ MLS 2011 Library Holiday and Closing Schedule
- ♦ MLS ~ Holiday Policy

RECOMMENDATION:

That the Commission approves the MLS 2011 Library Holiday and Closing Schedule as presented.

2011 LIBRARY HOLIDAY AND CLOSING SCHEDULE

	<u>F-T</u> <u>Workweek</u>
<u>Workweek of December 27, 2010 - January 2, 2011 (New Year's)</u>	32
Fri., December 31, 2010 – Libraries Close – Paid Holiday	
Sat., January 1, 2011 - Libraries Closed	
<hr/>	
2011 Library Holiday and Closing Schedule	
<u>Workweek of January 17 - 23, 2011 (Martin Luther King, Jr. Day)</u>	32
Mon., January 17, 2011 - Libraries Closed - Paid Holiday	
<u>Workweek of April 18 - 24, 2011 (Easter Week)</u>	40
Sun., April 24, 2011 - Libraries Closed	
<u>Workweek of May 23 - 29, 2011 (Memorial Day Weekend)</u>	40
Sun., May 29, 2011 - Libraries Closed	
<u>Workweek of May 30 - June 5, 2011 (Memorial Day)</u>	32
Mon., May 30, 2011 - Libraries Closed – Paid Holiday	
<u>Workweek of July 4 - 10, 2011 (Independence Day)</u>	32
Mon., July 4, 2011 – Libraries Closed – Paid Holiday	
<u>Workweek of August 29 - September 4, 2011 (Labor Day Weekend)</u>	40
Sun., September 4, 2011 - Libraries Closed	
<u>Workweek of September 5 - 11, 2011 (Labor Day)</u>	32
Mon., September 5, 2011 – Libraries Closed - Paid Holiday	
<u>Workweek of October 10 - 16, 2011, (Staff Development Day)</u>	40
Mon., October 10, 2011 – Libraries Closed	
<u>Workweek of November 21 - 27, 2011 (Thanksgiving Period)</u>	24
Wed., November 23, 2011 - Libraries Close at 6 p.m.	
Thurs., November 24, 2011 - Libraries Closed - Paid Holiday	
Fri., November 25, 2011 - Libraries Closed - Paid Holiday	
<u>Workweek of December 19 - 25, 2011 (Christmas Period)</u>	32
Sat., December 24, 2011 – Libraries Closed – Paid Holiday	
Sun., December 25, 2011 – Libraries Closed	
<u>Workweek of December 26, 2011 – January 1, 2012 (Christmas Period)</u>	32
Mon., December 26, 2011 – Libraries Closed – Paid Holiday	

2012 Library Holiday and Closing Schedule

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

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

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

Employees eligible for partial holiday pay should be prorated accordingly.

Metropolitan Library System HOLIDAY POLICY

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

RESOLUTION OF APPRECIATION FOR FRIENDS OF THE METROPOLITAN LIBRARY SYSTEM

WHEREAS, October 17 – 23, 2010 is National Friends of Libraries Week;

WHEREAS, Friends of the Metropolitan Library System raise money that enables our library system to move from good to great – providing the resources for additional programming and events; support for children’s summer reading, additional materials and equipment, public art, and many other things;

WHEREAS, the work of the Friends highlights on an on-going basis the fact that our libraries are the cornerstones of our communities by providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present;

WHEREAS, the Friends understand the critical importance of well funded libraries and advocate to ensure that our library system gets the resources it needs to provide a wide variety of services to all ages;

WHEREAS, the Friends’ gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our communities;

NOW, THEREFORE, BE IT RESOLVED the Metropolitan Library Commission proclaims October 17-23, 2010 as Friends of Libraries week throughout the Metropolitan Library System and urges everyone to join the Friends of the Library and thank them for all they do to make our library and community so much better.

**APPROVED THIS 21ST DAY OF OCTOBER 2010
BY THE METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

Penny McCaleb, Chair
Metropolitan Library Commission

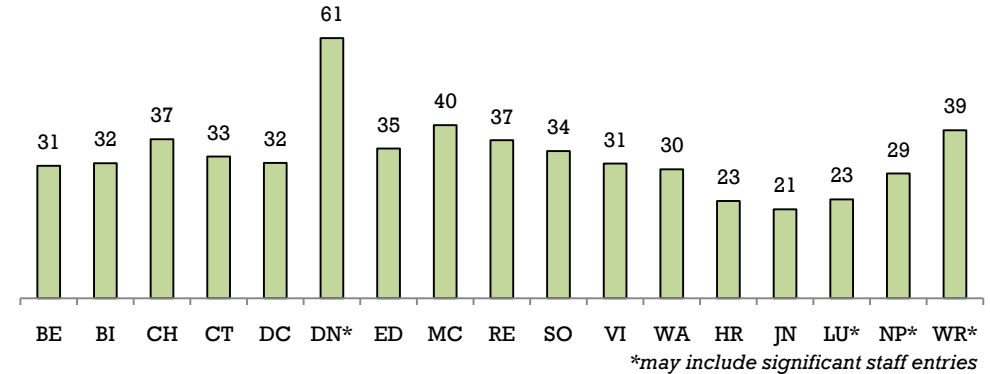
Donna Morris, Executive Director
Metropolitan Library System

MLS Library Visits

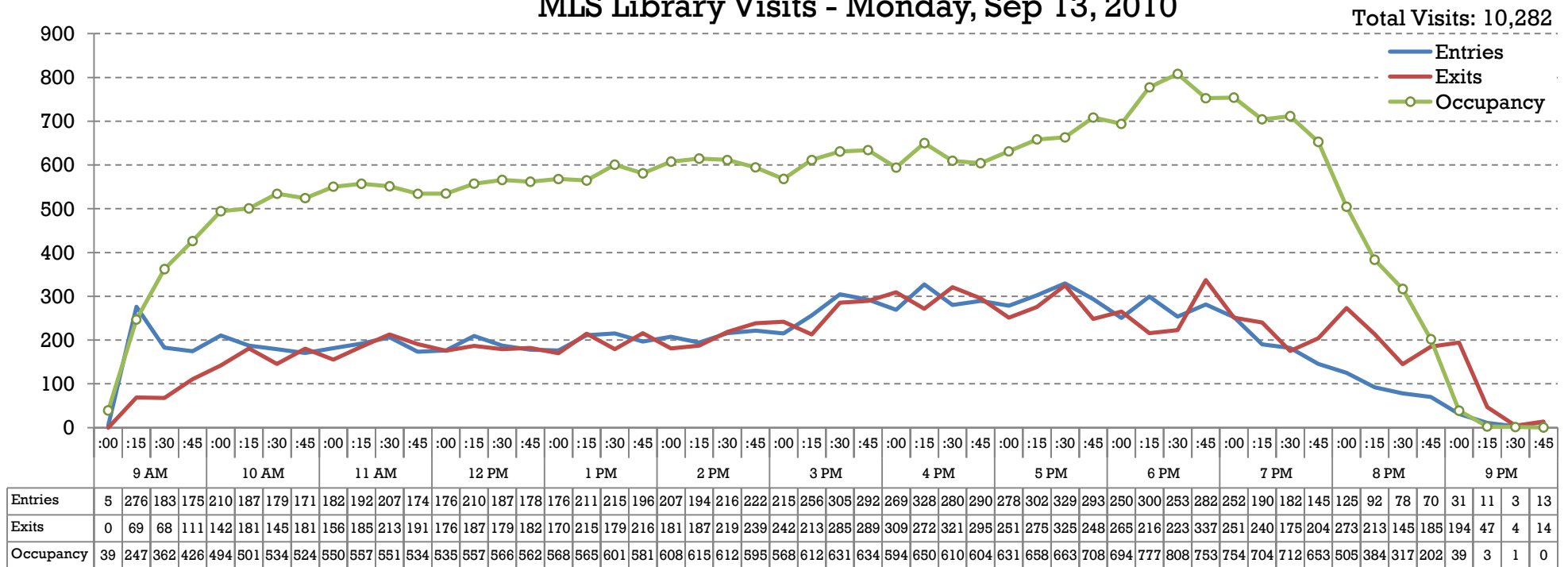
Visits and occupancy are an important component of library usage that may not show up in other measures. Wireless door counters installed around the library system record the number of entries and exits at each library in fifteen minute intervals. The expected average visit length (right) and occupancy of each library throughout the day (example below) can be estimated from this data.

The chart below illustrates data gathered across the library system as a whole on Monday, September 13th, 2010. There were a total of 10,282 visits between 9:00 AM and 10:00 PM on this day with 200 - 300 entries and exits happening every fifteen minutes. The peak occupancy occurs at 6:30 PM, at which point there were over 800 people at our open library locations.

September 2010 Avg Visit Length (minutes)



MLS Library Visits - Monday, Sep 13, 2010

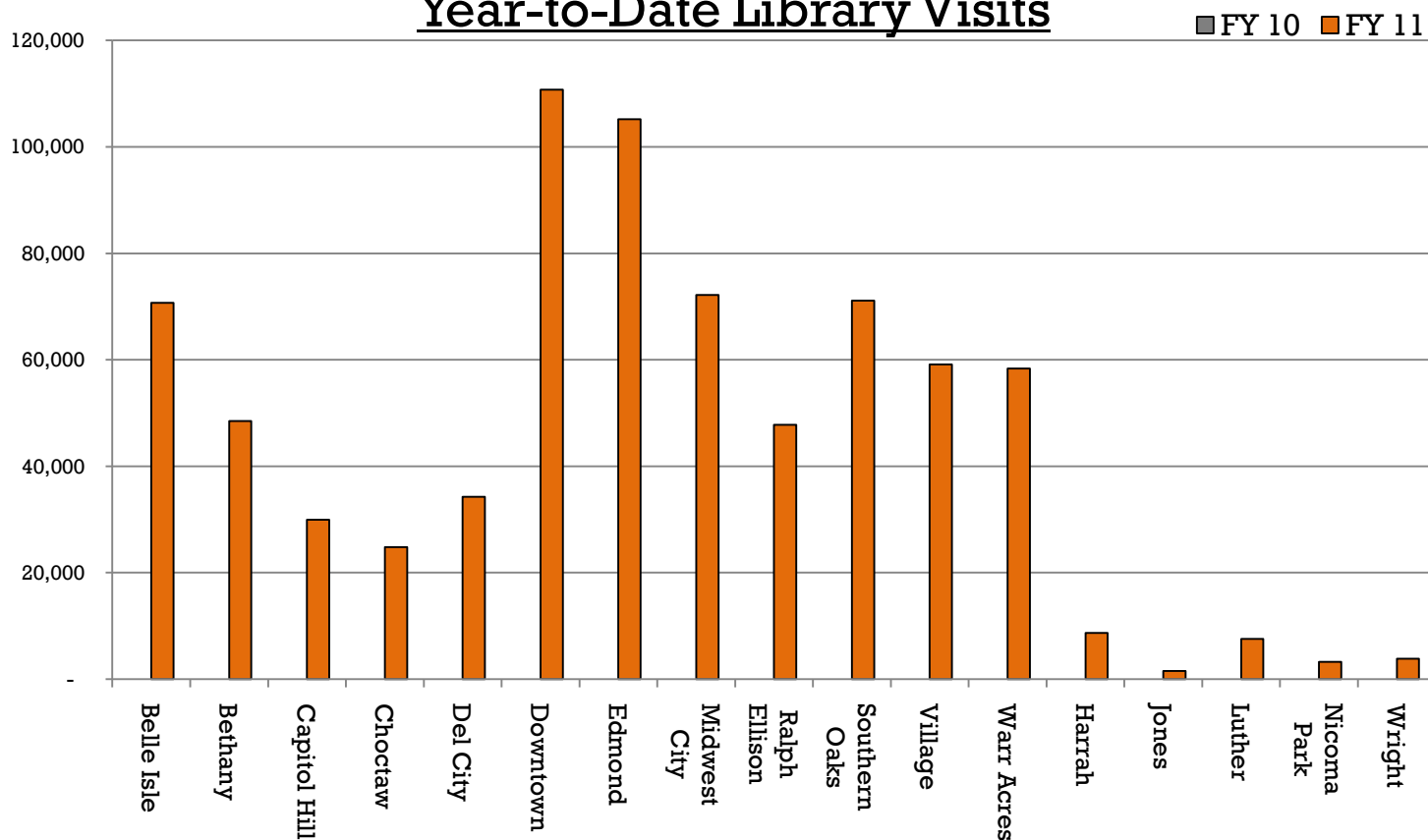


MLS Library Visits

July 1, 2010 - September 30, 2010 (25.00% of the 10-11 Fiscal Year)

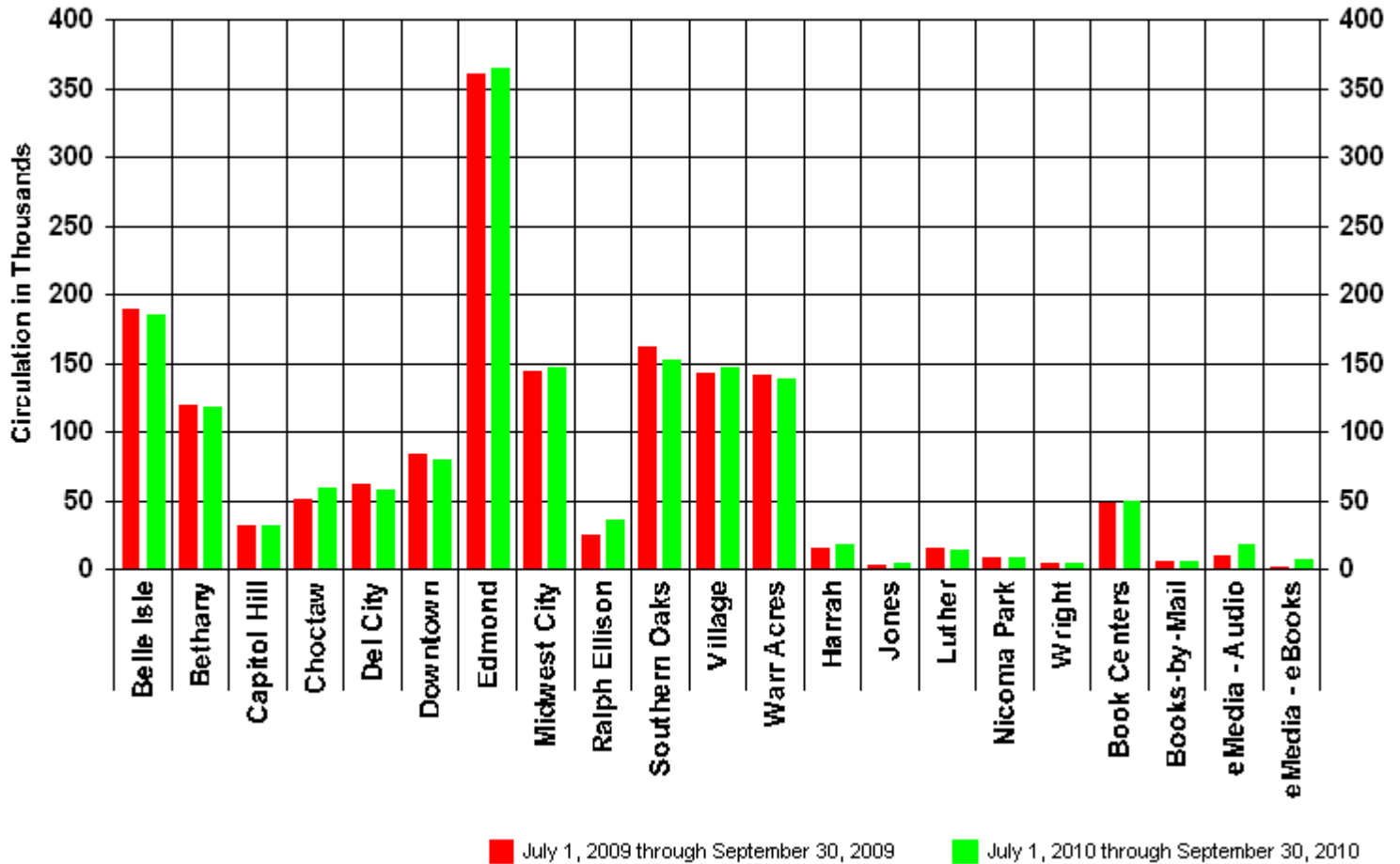
September	FY 10		FY 11		Pct. Change	
<u>Library</u>	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>
Belle Isle	N/A	N/A	22,458	70,685	N/A	N/A
Bethany	N/A	N/A	13,607	48,513	N/A	N/A
Capitol Hill	N/A	N/A	10,014	29,958	N/A	N/A
Choctaw	N/A	N/A	7,506	24,789	N/A	N/A
Del City	N/A	N/A	10,281	34,244	N/A	N/A
Downtown	N/A	N/A	32,911	110,770	N/A	N/A
Edmond	N/A	N/A	31,790	105,219	N/A	N/A
Midwest City	N/A	N/A	22,142	72,188	N/A	N/A
Ralph Ellison	N/A	N/A	15,798	47,772	N/A	N/A
Southern Oaks	N/A	N/A	21,373	71,107	N/A	N/A
Village	N/A	N/A	17,801	59,108	N/A	N/A
Warr Acres	N/A	N/A	17,469	58,347	N/A	N/A
Harrah	N/A	N/A	3,174	8,698	N/A	N/A
Jones	N/A	N/A	430	1,530	N/A	N/A
Luther	N/A	N/A	2,848	7,574	N/A	N/A
Nicoma Park	N/A	N/A	1,201	3,260	N/A	N/A
Wright	N/A	N/A	1,570	3,874	N/A	N/A
Total	N/A	N/A	232,372	757,636	N/A	N/A

Year-to-Date Library Visits



Circulation Gains and Losses

July 1, 2010 through September 30, 2010 (25.00% of the 10-11 Fiscal Year)



Circulation Gains and Losses

July 1, 2010 through September 30, 2010 (25.00% of the 10-11 Fiscal Year)

SEPTEMBER 30, 2010		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
Belle Isle	10	43664	143353	14375	45145	58039	188498	
	11	43995	140412	13222	44531	57217	184943	
		331	-2941	-1153	-614	-822	-3555	-1.9
Bethany	10	25498	81323	11323	37995	36821	119318	
	11	25153	80624	11258	37409	36411	118033	
		-345	-699	-65	-586	-410	-1285	-1.1
Capitol Hill	10	6763	22798	2600	8831	9363	31629	
	11	6717	20225	3591	10797	10308	31022	
		-46	-2573	991	1966	945	-607	-1.9
Choctaw	10	10272	31760	6030	19058	16302	50818	
	11	11278	36510	6234	22681	17512	59191	
		1006	4750	204	3623	1210	8373	16.5
Del City	10	13534	42490	5885	19547	19419	62037	
	11	12460	40133	5016	17777	17476	57910	
		-1074	-2357	-869	-1770	-1943	-4127	-6.7
Downtown	10	19287	62348	5308	20726	24595	83074	
	11	18272	60711	5636	19344	23908	80055	
		-1015	-1637	328	-1382	-687	-3019	-3.6
Edmond	10	63970	203839	46796	156630	110766	360469	
	11	64799	210725	45515	154184	110314	364909	
		829	6886	-1281	-2446	-452	4440	1.2
Midwest City	10	32355	101452	13368	42945	45723	144397	
	11	33438	104924	13468	41679	46906	146603	
		1083	3472	100	-1266	1183	2206	1.5
Ralph Ellison	10	6018	18321	1645	6009	7663	24330	
	11	7697	25930	2684	9676	10381	35606	
		1679	7609	1039	3667	2718	11276	46.3
Southern Oaks	10	37345	118387	13860	43669	51205	162056	
	11	34702	112093	12523	39371	47225	151464	
		-2643	-6294	-1337	-4298	-3980	-10592	-6.5
Village	10	30306	98773	12070	43193	42376	141966	
	11	30892	99818	13111	47339	44003	147157	
		586	1045	1041	4146	1627	5191	3.7
Warr Acres	10	30662	97453	12367	43376	43029	140829	
	11	29958	96332	12623	42307	42581	138639	
		-704	-1121	256	-1069	-448	-2190	-1.6

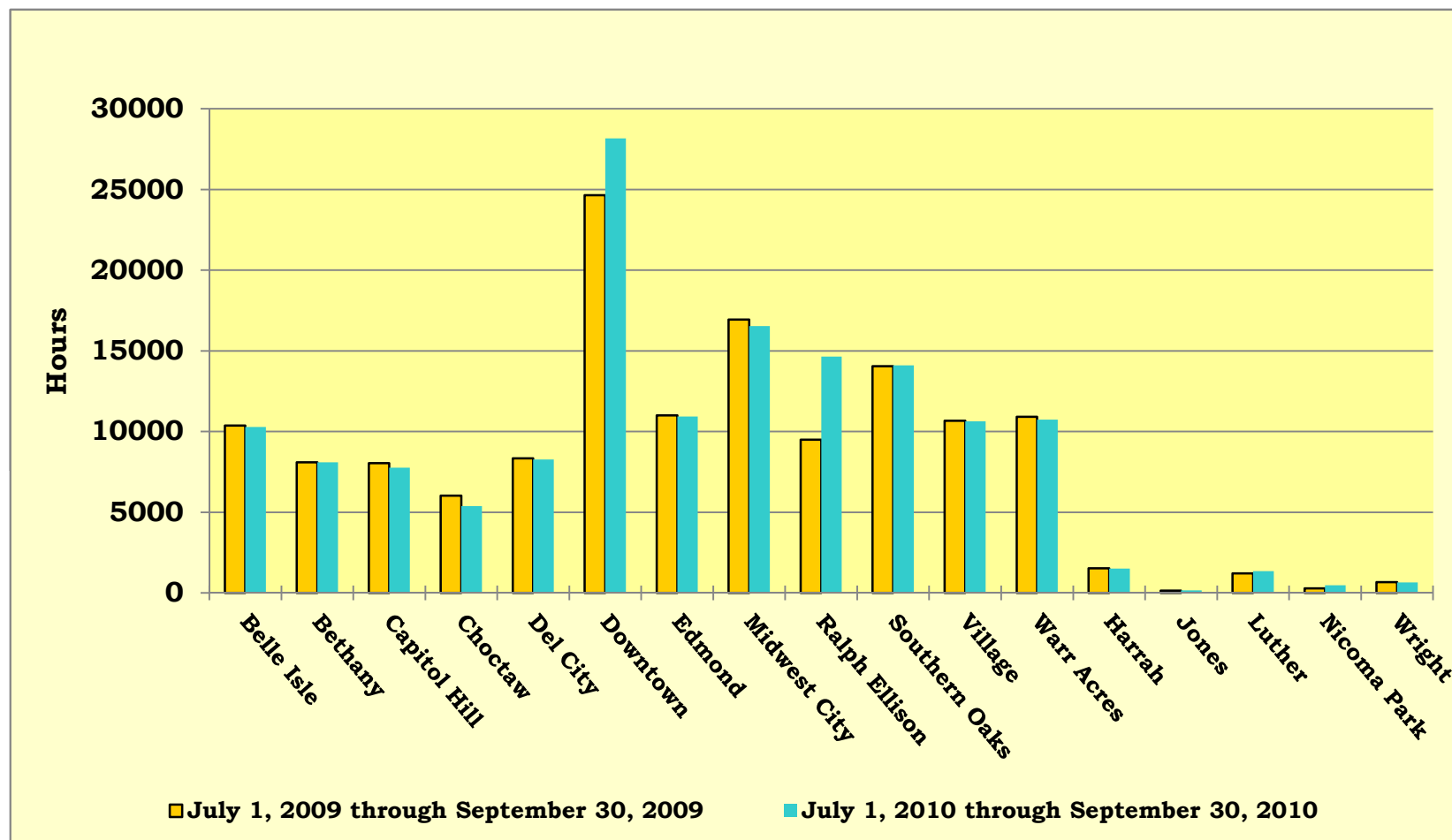
Circulation Gains and Losses

July 1, 2010 through September 30, 2010 (25.00% of the 10-11 Fiscal Year)

SEPTEMBER 30, 2010		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
Harrah	10	3634	10759	1537	4997	5171	15756	
	11	3937	12027	1583	5365	5520	17392	
		303	1268	46	368	349	1636	10.4
Jones	10	718	2323	181	783	899	3106	
	11	844	2659	448	1705	1292	4364	
		126	336	267	922	393	1258	40.5
Luther	10	3779	11679	1158	3232	4937	14911	
	11	3065	9881	1212	3981	4277	13862	
		-714	-1798	54	749	-660	-1049	-7.0
Nicoma Park	10	2335	6834	510	1958	2845	8792	
	11	1974	6142	425	1826	2399	7968	
		-361	-692	-85	-132	-446	-824	-9.4
Wright	10	1176	2934	274	973	1450	3907	
	11	907	2958	224	939	1131	3897	
		-269	24	-50	-34	-319	-10	-.3
<u>OTHER:</u>								
Book Centers	10	10049	30167	6085	18422	16134	48589	
	11	10191	30623	6362	19058	16553	49681	
		142	456	277	636	419	1092	2.2
Books-by-Mail	10	1570	5574	0	0	1570	5574	
	11	1676	5822	0	0	1676	5822	
		106	248	0	0	106	248	4.4
eMedia - Audio	10	3282	9567	0	0	3282	9567	
	11	5778	17389	0	0	5778	17389	
		2496	7822	0	0	2496	7822	81.8
eMedia - eBooks	10	273	834	0	0	273	834	
	11	2283	6446	0	0	2283	6446	
		2010	5612	0	0	2010	5612	672.9
TOTALS	10	346490	1102968	155372	517489	501862	1620457	
	11	350016	1122384	155135	519969	505151	1642353	
		3526	19416	-237	2480	3289	21896	1.4

Total Computer Hours Used by Library

July 1, 2010 through September 30, 2010 (25.00% of the 10-11 Fiscal Year)



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Total Computer Usage

July 1, 2010 through September 30, 2010 (25.00% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	10	417		4,528		3,314.39		2,112		14,032		10,368.82	
	11	372		4,341		3,308.73		1,978		13,638		10,288.66	
		-45	-10.8	-187	-4.1	-5.66	-.2	-134	-6.3	-394	-2.8	-80.16	-.8
BETHANY	10	330		3,403		2,630.63		1,704		10,663		8,085.75	
	11	294		3,472		2,668.97		1,558		10,727		8,093.01	
		-36	-10.9	69	2.0	38.34	1.5	-146	-8.6	64	.6	7.26	.1
CAPITOL HILL	10	285		3,044		2,542.80		1,402		10,180		8,034.81	
	11	341		3,082		2,456.21		1,496		10,101		7,764.52	
		56	19.6	38	1.2	-86.59	-3.4	94	6.7	-79	-.8	-270.29	-3.4
CHOCTAW	10	161		1,795		1,645.67		864		6,321		6,024.05	
	11	187		1,784		1,692.60		916		5,718		5,387.36	
		26	16.1	-11	-.6	46.93	2.9	52	6.0	-603	-9.5	-636.69	-10.6
DEL CITY	10	303		3,561		2,746.25		1,577		10,623		8,343.76	
	11	295		3,331		2,685.97		1,484		10,247		8,261.31	
		-8	-2.6	-230	-6.5	-60.28	-2.2	-93	-5.9	-376	-3.5	-82.45	-1.0
DOWNTOWN	10	388		10,862		9,196.62		2,119		31,576		24,653.33	
	11	332		11,683		8,925.07		2,096		37,327		28,165.47	
		-56	-14.4	821	7.6	-271.55	-3.0	-23	-1.1	5,751	18.2	3,512.14	14.2
EDMOND	10	429		4,325		3,495.06		2,185		13,788		10,993.01	
	11	439		4,074		3,393.90		2,072		13,452		10,933.36	
		10	2.3	-251	-5.8	-101.16	-2.9	-113	-5.2	-336	-2.4	-59.65	-.5
MIDWEST CITY	10	630		6,823		5,444.66		3,085		21,802		16,943.91	
	11	493		6,259		5,153.41		2,920		20,603		16,537.35	
		-137	-21.7	-564	-8.3	-291.25	-5.3	-165	-5.3	-1,199	-5.5	-406.56	-2.4
RALPH ELLISON	10	320		3,794		3,081.15		1,548		12,149		9,494.93	
	11	398		5,483		4,526.53		1,974		18,910		14,639.23	
		78	24.4	1,689	44.5	1,445.38	46.9	426	27.5	6,761	55.7	5,144.30	54.2

Total Computer Usage

July 1, 2010 through September 30, 2010 (25.00% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	10	616		5,899		4,545.00		2,990		18,703		14,055.71	
	11	590		5,769		4,586.23		2,870		18,833		14,093.60	
		-26	-4.2	-130	-2.2	41.23	.9	-120	-4.0	130	.7	37.89	.3
VILLAGE	10	487		4,284		3,459.63		2,262		14,133		10,674.62	
	11	442		4,410		3,458.15		2,243		13,820		10,631.10	
		-45	-9.2	126	2.9	-1.48	.0	-19	-.8	-313	-2.2	-43.52	-.4
WARR ACRES	10	376		4,634		3,578.43		1,928		14,561		10,915.35	
	11	362		4,329		3,407.48		1,819		13,952		10,737.26	
		-14	-3.7	-305	-6.6	-170.95	-4.8	-109	-5.7	-609	-4.2	-178.09	-1.6
HARRAH	10	46		586		489.53		279		1,761		1,531.51	
	11	46		689		569.23		245		1,822		1,499.29	
			.0	103	17.6	79.70	16.3	-34	-12.2	61	3.5	-32.22	-2.1
JONES	10	7		50		37.05		33		173		134.08	
	11	7		50		39.51		33		189		157.51	
			.0		.0	2.46	6.6		.0	16	9.2	23.43	17.5
LUTHER	10	53		594		403.58		263		1,632		1,206.63	
	11	66		634		458.15		298		1,724		1,349.71	
		13	24.5	40	6.7	54.57	13.5	35	13.3	92	5.6	143.08	11.9
NICOMA PARK	10	14		132		94.41		92		394		281.33	
	11	23		247		216.38		94		556		472.69	
		9	64.3	115	87.1	121.97	129.2	2	2.2	162	41.1	191.36	68.0
WRIGHT	10	18		271		216.06		70		817		663.23	
	11	18		228		207.48		76		746		653.90	
			.0	-43	-15.9	-8.58	-4.0	6	8.6	-71	-8.7	-9.33	-1.4
TOTAL	10	4,880		58,585		46,920.92		24,513		183,308		142,404.83	
	11	4,705		59,865		47,754.00		24,172		192,365		149,665.33	
		-175	-3.6	1,280	2.2	833.08	1.8	-341	-1.4	9,057	4.9	7,260.50	5.1

Computer Usage by Adult Customers

July 1, 2010 through September 30, 2010 (25.00% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	10	344		3,851		2,838.67		1,785		11,926		8,830.65	
	11	320		3,757		2,877.73		1,659		11,641		8,810.36	
		-24	-7.0	-94	-2.4	39.06	1.4	-126	-7.1	-285	-2.4	-20.29	-.2
BETHANY	10	270		2,603		2,005.35		1,313		7,999		6,038.83	
	11	235		2,951		2,241.58		1,230		8,438		6,389.54	
		-35	-13.0	348	13.4	236.23	11.8	-83	-6.3	439	5.5	350.71	5.8
CAPITOL HILL	10	204		1,745		1,568.22		817		5,029		4,200.78	
	11	205		1,474		1,367.47		835		4,528		3,833.95	
		1	.5	-271	-15.5	-200.75	-12.8	18	2.2	-501	-10.0	-366.83	-8.7
CHOCTAW	10	121		1,237		1,176.31		610		3,968		3,707.88	
	11	136		1,277		1,166.71		662		4,057		3,698.18	
		15	12.4	40	3.2	-9.60	-.8	52	8.5	89	2.2	-9.70	-.3
DEL CITY	10	237		2,825		2,188.84		1,183		7,930		6,245.93	
	11	233		2,665		2,173.94		1,129		7,939		6,455.70	
		-4	-1.7	-160	-5.7	-14.90	-.7	-54	-4.6	9	.1	209.77	3.4
DOWNTOWN	10	348		10,247		8,611.66		1,749		28,814		22,410.60	
	11	292		11,092		8,464.51		1,787		34,937		26,317.68	
		-56	-16.1	845	8.2	-147.15	-1.7	38	2.2	6,123	21.3	3,907.08	17.4
EDMOND	10	361		3,745		3,031.09		1,804		11,728		9,334.46	
	11	356		3,490		2,903.69		1,722		11,370		9,228.43	
		-5	-1.4	-255	-6.8	-127.40	-4.2	-82	-4.5	-358	-3.1	-106.03	-1.1
MIDWEST CITY	10	518		5,210		4,198.79		2,394		15,957		12,556.88	
	11	403		4,841		4,045.71		2,240		15,189		12,406.76	
		-115	-22.2	-369	-7.1	-153.08	-3.6	-154	-6.4	-768	-4.8	-150.12	-1.2
RALPH ELLISON	10	256		2,442		1,907.62		1,151		7,257		5,538.58	
	11	300		3,436		3,019.96		1,458		10,962		8,962.75	
		44	17.2	994	40.7	1,112.34	58.3	307	26.7	3,705	51.1	3,424.17	61.8

Computer Usage by Adult Customers

July 1, 2010 through September 30, 2010 (25.00% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	10	474		4,232		3,315.73		2,158		12,111		9,300.54	
	11	452		4,217		3,386.62		2,100		12,285		9,532.89	
		-22	-4.6	-15	-.4	70.89	2.1	-58	-2.7	174	1.4	232.35	2.5
VILLAGE	10	388		3,388		2,767.77		1,801		10,117		7,770.88	
	11	356		3,378		2,650.04		1,759		10,447		8,091.63	
		-32	-8.2	-10	-.3	-117.73	-4.3	-42	-2.3	330	3.3	320.75	4.1
WARR ACRES	10	303		3,412		2,625.55		1,514		10,209		7,699.49	
	11	303		3,822		2,963.06		1,486		11,392		8,717.68	
			.0	410	12.0	337.51	12.9	-28	-1.8	1,183	11.6	1,018.19	13.2
HARRAH	10	35		360		299.66		190		948		743.16	
	11	28		368		286.42		155		1,109		886.84	
		-7	-20.0	8	2.2	-13.24	-4.4	-35	-18.4	161	17.0	143.68	19.3
JONES	10	6		38		25.46		23		117		80.66	
	11	4		37		33.87		22		149		132.79	
		-2	-33.3	-1	-2.6	8.41	33.0	-1	-4.3	32	27.4	52.13	64.6
LUTHER	10	29		311		255.41		133		793		694.20	
	11	26		247		190.56		140		778		643.01	
		-3	-10.3	-64	-20.6	-64.85	-25.4	7	5.3	-15	-1.9	-51.19	-7.4
NICOMA PARK	10	13		104		74.46		73		330		237.74	
	11	13		207		186.10		67		470		420.26	
			.0	103	99.0	111.64	149.9	-6	-8.2	140	42.4	182.52	76.8
WRIGHT	10	16		247		200.46		57		663		544.22	
	11	12		188		182.04		54		567		523.03	
		-4	-25.0	-59	-23.9	-18.42	-9.2	-3	-5.3	-96	-14.5	-21.19	-3.9
TOTAL	10	3,923		45,997		37,091.05		18,755		135,896		105,935.48	
	11	3,674		47,447		38,140.01		18,505		146,258		115,051.48	
		-249	-6.3	1,450	3.2	1,048.96	2.8	-250	-1.3	10,362	7.6	9,116.00	8.6

Computer Usage by Minor Customers

July 1, 2010 through September 30, 2010 (25.00% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	10	73		677		475.72		327		2,106		1,538.17	
	11	52		584		431.00		319		1,997		1,478.30	
		-21	-28.8	-93	-13.7	-44.72	-9.4	-8	-2.4	-109	-5.2	-59.87	-3.9
BETHANY	10	60		800		625.28		391		2,664		2,046.92	
	11	59		521		427.39		328		2,289		1,703.47	
		-1	-1.7	-279	-34.9	-197.89	-31.6	-63	-16.1	-375	-14.1	-343.45	-16.8
CAPITOL HILL	10	81		1,299		974.58		585		5,151		3,834.03	
	11	136		1,608		1,088.74		661		5,573		3,930.57	
		55	67.9	309	23.8	114.16	11.7	76	13.0	422	8.2	96.54	2.5
CHOCTAW	10	40		558		469.36		254		2,353		2,316.17	
	11	51		507		525.89		254		1,661		1,689.18	
		11	27.5	-51	-9.1	56.53	12.0		.0	-692	-29.4	-626.99	-27.1
DEL CITY	10	66		736		557.41		394		2,693		2,097.83	
	11	62		666		512.03		355		2,308		1,805.61	
		-4	-6.1	-70	-9.5	-45.38	-8.1	-39	-9.9	-385	-14.3	-292.22	-13.9
DOWNTOWN	10	40		615		584.96		370		2,762		2,242.73	
	11	40		591		460.56		309		2,390		1,847.79	
			.0	-24	-3.9	-124.40	-21.3	-61	-16.5	-372	-13.5	-394.94	-17.6
EDMOND	10	68		580		463.97		381		2,060		1,658.55	
	11	83		584		490.21		350		2,082		1,704.93	
		15	22.1	4	.7	26.24	5.7	-31	-8.1	22	1.1	46.38	2.8
MIDWEST CITY	10	112		1,613		1,245.87		691		5,845		4,387.03	
	11	90		1,418		1,107.70		680		5,414		4,130.59	
		-22	-19.6	-195	-12.1	-138.17	-11.1	-11	-1.6	-431	-7.4	-256.44	-5.8
RALPH ELLISON	10	64		1,352		1,173.53		397		4,892		3,956.35	
	11	98		2,047		1,506.57		516		7,948		5,676.48	
		34	53.1	695	51.4	333.04	28.4	119	30.0	3,056	62.5	1,720.13	43.5

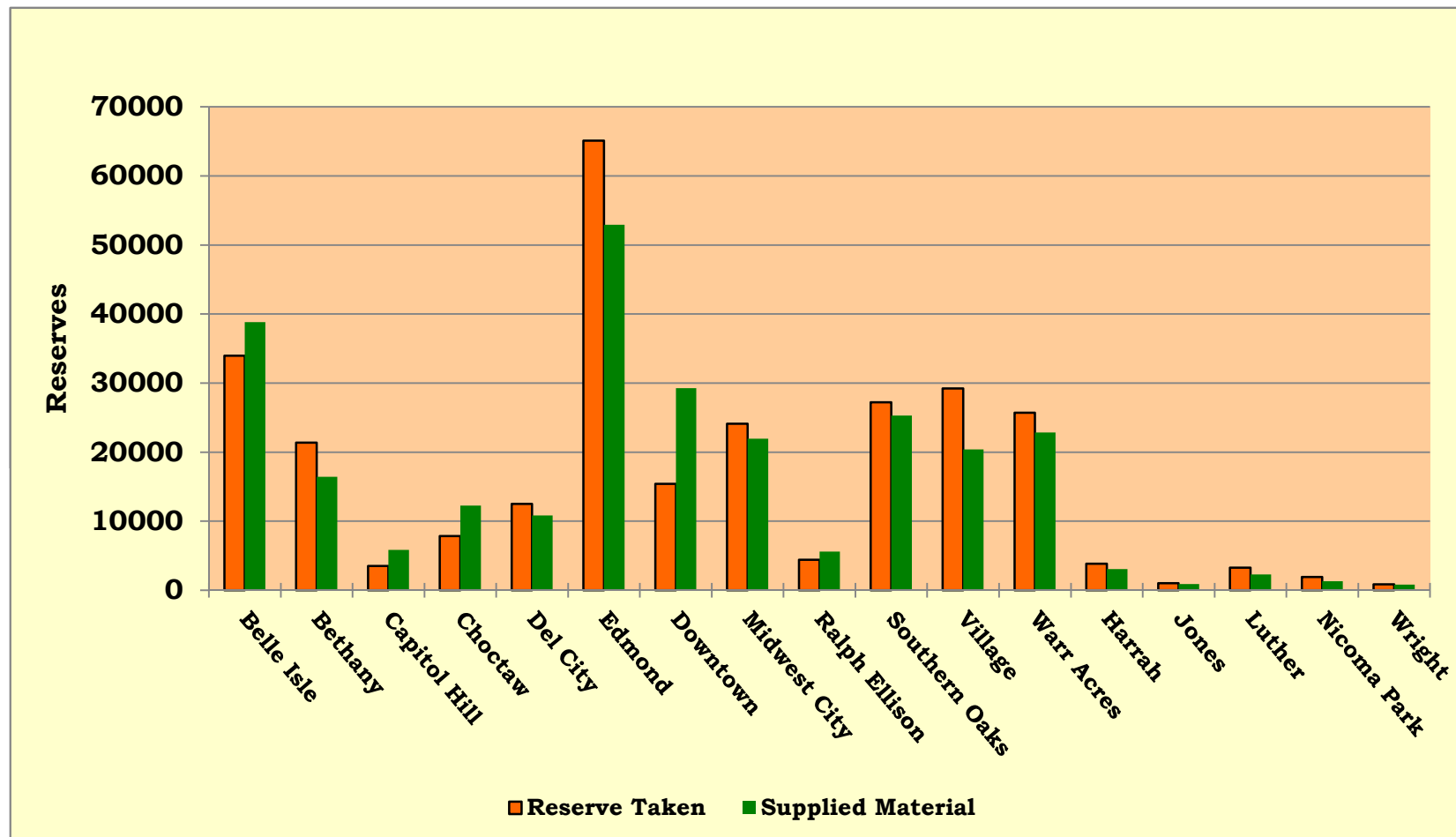
Computer Usage by Minor Customers

July 1, 2010 through September 30, 2010 (25.00% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	10	142		1,667		1,229.27		832		6,592		4,755.17	
	11	138		1,552		1,199.61		770		6,548		4,560.71	
		-4	-2.8	-115	-6.9	-29.66	-2.4	-62	-7.5	-44	-7	-194.46	-4.1
VILLAGE	10	99		896		691.86		461		4,016		2,903.74	
	11	86		1,032		808.11		484		3,373		2,539.47	
		-13	-13.1	136	15.2	116.25	16.8	23	5.0	-643	-16.0	-364.27	-12.5
WARR ACRES	10	73		1,222		952.88		414		4,352		3,215.86	
	11	59		507		444.42		333		2,560		2,019.58	
		-14	-19.2	-715	-58.5	-508.46	-53.4	-81	-19.6	-1,792	-41.2	-1,196.28	-37.2
HARRAH	10	11		226		189.87		89		813		788.35	
	11	18		321		282.81		90		713		612.45	
		7	63.6	95	42.0	92.94	48.9	1	1.1	-100	-12.3	-175.90	-22.3
JONES	10	1		12		11.59		10		56		53.42	
	11	3		13		5.64		11		40		24.72	
		2	200.0	1	8.3	-5.95	-51.3	1	10.0	-16	-28.6	-28.70	-53.7
LUTHER	10	24		283		148.17		130		839		512.43	
	11	40		387		267.59		158		946		706.70	
		16	66.7	104	36.7	119.42	80.6	28	21.5	107	12.8	194.27	37.9
NICOMA PARK	10	1		28		19.95		19		64		43.59	
	11	10		40		30.28		27		86		52.43	
		9	900.0	12	42.9	10.33	51.8	8	42.1	22	34.4	8.84	20.3
WRIGHT	10	2		24		15.60		13		154		119.01	
	11	6		40		25.44		22		179		130.87	
		4	200.0	16	66.7	9.84	63.1	9	69.2	25	16.2	11.86	10.0
TOTAL	10	957		12,588		9,829.87		5,758		47,412		36,469.35	
	11	1,031		12,418		9,613.99		5,667		46,107		34,613.85	
		74	7.7	-170	-1.4	-215.88	-2.2	-91	-1.6	-1,305	-2.8	-1,855.50	-5.1

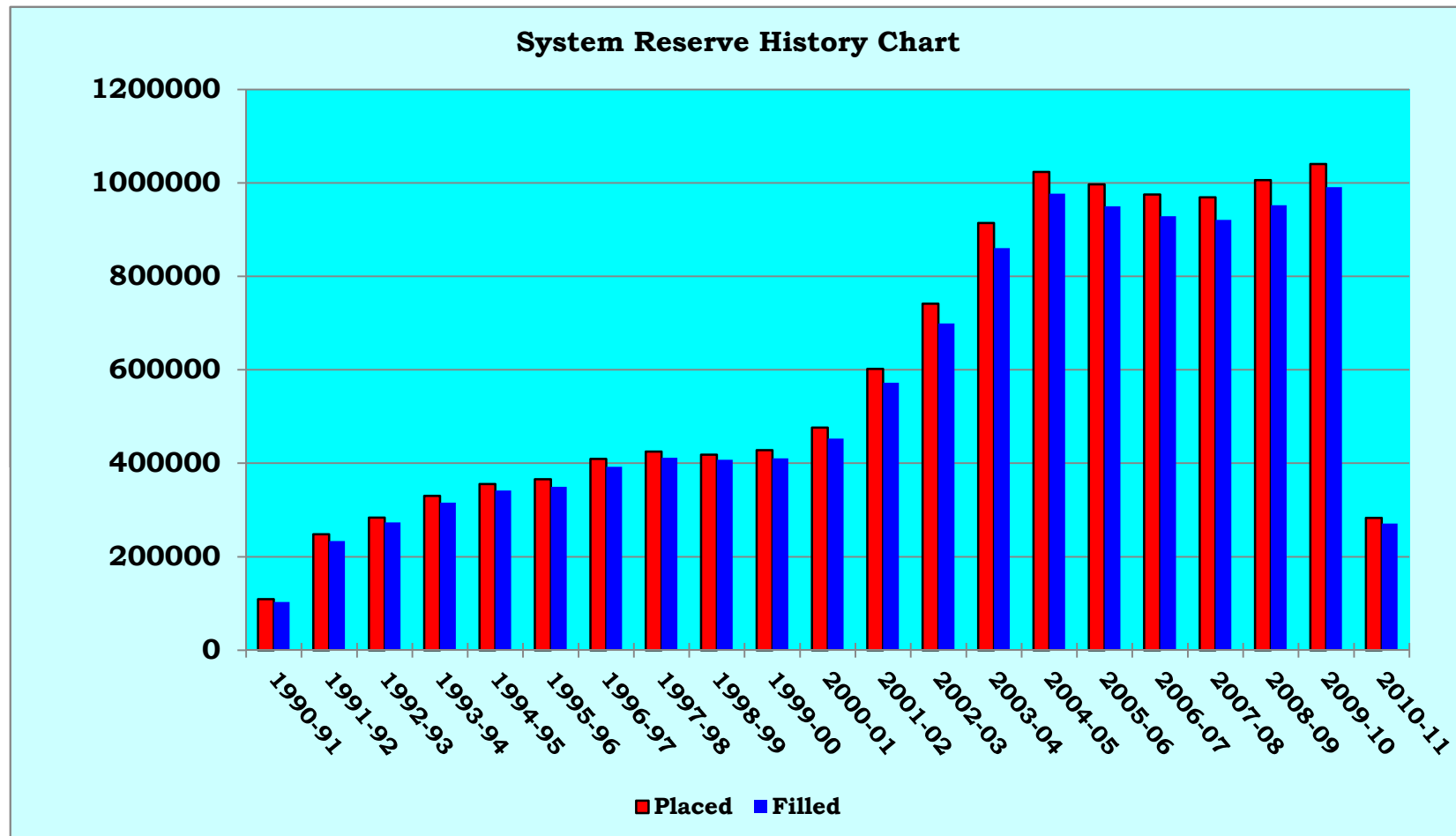
System Reserve Report

July 1, 2010 through September 30, 2010 (25.00% of the 10-11 Fiscal Year)



System Reserve Report

July 1, 2010 through September 30, 2010 (25.00% of the 10-11 Fiscal Year)



System Reserves Report

July 1, 2010 through September 30, 2010 (25.00% of the 10-11 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	10	10,171	32,700		9,637	30,776	
	11	10,383	33,958		10,208	32,024	
		212	1,258	3.8	571	1,248	4.1
BETHANY	10	7,165	22,502		6,849	21,362	
	11	6,724	21,372		6,484	20,656	
		-441	-1,130	-5.0	-365	-706	-3.3
CAPITOL HILL	10	1,389	4,541		1,306	4,174	
	11	1,194	3,520		1,060	3,323	
		-195	-1,021	-22.5	-246	-851	-20.4
CHOCTAW	10	2,617	7,861		2,557	7,439	
	11	2,519	7,857		2,360	7,524	
		-98	-4	-1	-197	85	1.1
DEL CITY	10	4,329	12,959		3,922	12,003	
	11	3,931	12,502		3,747	11,847	
		-398	-457	-3.5	-175	-156	-1.3
EDMOND	10	19,455	64,055		19,068	61,461	
	11	19,709	65,105		19,275	62,849	
		254	1,050	1.6	207	1,388	2.3
DOWNTOWN	10	4,612	15,218		4,465	14,371	
	11	4,477	15,405		4,383	14,506	
		-135	187	1.2	-82	135	.9
MIDWEST CITY	10	7,494	23,743		7,406	22,909	
	11	7,839	24,103		7,512	22,848	
		345	360	1.5	106	-61	-.3
RALPH ELLISON	10	1,325	3,921		1,324	3,746	
	11	1,193	4,430		1,190	4,288	
		-132	509	13.0	-134	542	14.5
SOUTHERN OAKS	10	8,823	28,172		8,440	26,966	
	11	8,733	27,237		8,411	25,974	
		-90	-935	-3.3	-29	-992	-3.7
VILLAGE	10	8,028	26,886		7,535	25,464	
	11	8,862	29,231		8,824	27,712	
		834	2,345	8.7	1,289	2,248	8.8
WARR ACRES	10	7,895	26,159		7,654	25,254	
	11	8,047	25,719		7,648	24,856	
		152	-440	-1.7	-6	-398	-1.6

System Reserves Report

July 1, 2010 through September 30, 2010 (25.00% of the 10-11 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	10	1,179	3,348		1,101	3,159	
	11	1,272	3,835		1,220	3,711	
		93	487	14.5	119	552	17.5
JONES	10	317	1,066		321	1,006	
	11	328	1,018		311	987	
		11	-48	-4.5	-10	-19	-1.9
LUTHER	10	1,132	3,571		1,098	3,311	
	11	1,066	3,273		1,011	2,942	
		-66	-298	-8.3	-87	-369	-11.1
NICOMA PARK	10	671	2,081		639	1,846	
	11	619	1,905		547	1,800	
		-52	-176	-8.5	-92	-46	-2.5
WRIGHT	10	207	630		196	588	
	11	245	869		257	831	
		38	239	37.9	61	243	41.3
BOOKS-BY-MAIL	10	462	1,458		440	1,346	
	11	768	2,600		789	2,591	
		306	1,142	78.3	349	1,245	92.5
TOTAL	10	87,271	280,871		83,958	267,181	
	11	87,909	283,939		85,237	271,269	
		638	3,068	1.1	1,279	4,088	1.5

EXECUTIVE DIRECTOR'S REPORT

OCTOBER 2010

FOCUS Update

This year's FOCUS! had a record number of staff in attendance with 321 registered. We administered 176 flu shots and conducted 220 Health Screenings. The day consisted of 10 health and wellness related sessions and the keynote address by Danny Cahill, the winner of season eight of the hit TV show "The Biggest Loser". Additional activities and events aimed at raising funds for the United Way brought in \$2500 to help the organization in reaching their \$20K fundraising goal. **Hot off the press - we made our goal of \$20,010.00 in 2010!**

Kudos to Stacy Schrank and the entire planning department for all of their work in making the day such a success. I would also like to thank Heidi Port and Candace McDaniel and their entire United Way committee for conducting an outstanding annual campaign.

REVISIONS TO METROPOLITAN LIBRARY SYSTEM POLICY AND PROCEDURE MANUAL

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

The administration is making minor housekeeping revisions to the following policies in AM100 -Access to Materials. (In keeping with previously approved commission directives, changes to policies that do not have "substantive changes" do not have to be approved by the commission.)

AM 100 - Borrowing - The loan period for videos was changed to 2 weeks which is the standard loan period for all materials. Also, vendors that provide materials in electronic formats may set their own borrowing limits.

AM 120 - System Reserves - again a change was made that states vendors that provide materials in electronic formats may set their own limits on reserves.

Annual Staff Recognition Event coming soon!

Mark your calendars for the annual Staff Recognition Event to be held on Saturday, November 20th at the Clarion Meridian Convention Center. This year's event has been labeled "Night of Metro Stars" and from all indications will be the best one yet! The committee has been hard at work for months planning this fun evening. Once again, we are indebted to the Friends of the Library who pay for this night so that we can recognize our hard working staff. Thank you Friends! You should have received an invitation by the time of today's meeting; but you can RSVP by November 5th to www.metrolibrary.org/rsvp.

Capital Projects

Work continues on all our current projects. We are excited about the potential concepts for Capitol Hill Library that have been developed by Studio Architects. They are exploring two options that would keep the library in its current location. One concept would add additional space to the current building and renovate the existing space and the other concept would build an entirely new building next door and then remove the existing building and replace with parking. Both of these ideas would allow us to continue service in the existing building while new space is being constructed. The architects will continue to explore these ideas and come back to the library and city with suggestions and cost estimates.

See update on Southern Oaks temporary location in earlier agenda item.

I have been working with our interior designer for Northwest, Kelly Bauer, to plan and choose interactive early childhood learning pieces for that library. We are working with a firm that designs these pieces and Kelly will meet with them to choose the appropriate pieces for the design of the building and the best locations. They will then send to us their proposed plan. These interactive pieces are being funded jointly by the Friends of the Library and the Library Endowment Trust.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- OLA Legislative Meetings
- Public Arts Committee Meeting
- PLDC Meeting
- Capitol Hill Design Meeting
- Literary Voices Meeting
- Author Meeting

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Lynn Moroney with Night Tales

Thursday, November 4, 2010

Time: 7:00pm-8:00pm

Location: Bethany

All Ages

Native American Story Teller Lynn Moroney will share Night Tales. Lynn is a master storyteller who has earned recognition throughout the United States. Refreshments will be served after the program.

Author Event: Deborah Ronna Baker, Oklahoma Author

Saturday, November 6, 2010

Time: 2:00pm-3:00pm

Location: Belle Isle

10 and older

MLC -October 21, 2010

Prepared by: Executive Director

MLS - Executive Director's Report

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Join Oklahoma author Deborah Ronna Baker as she shares stories of her book, *The Porch Down Home*. The author worked on her book at the Belle Isle Library, and it tells the story of her grandparents, Emanuel and Fronia Wallace. The novel, based on true events, discusses knowing and being cared for by loving grandparents and their importance. This book would make a great gift and will be available for purchase and signing. Refreshments provided, so sign up at the reference desk.
(Author Deborah Baker will also appear at Ralph Ellison Library, Nov. 13, 2pm.)

Elaine and Susan Hoffman Watts and the Fabulous Shpielkehs

Sunday, November 7, 2010

Time: 2:00pm-3:00pm

Location: Downtown

All Ages

Klezmer music is traditional Jewish music heard at Jewish weddings and holiday celebrations in Eastern Europe. Mother and daughter Elaine and Susan Hoffman Watts are two of our nation's finest klezmer musicians dedicated to continuing the centuries-old klezmer tradition. Winner of the National Endowment for the Arts prestigious Heritage Fellowship Award, pioneering percussionist Elaine hails from the prominent Hoffman family musical dynasty. With her daughter Susan - trumpeter, vocalist, and composer - they perform music passed down through the ages and original family compositions. Cosponsor: Friends of the Metropolitan Library System.

Nine MLS libraries will host the Fabulous Shpielkehs from November 7-12, beginning with the Downtown Library.

Child Guidance Developmental Screenings

Wednesday, November 17, 2010

Time: 1:00pm-5:00pm

Location: Midwest City

Parents and Young Children

Child Guidance is offering developmental and speech/language screenings at the libraries once again! A developmental screening is a very general look at how children are doing compared to other children the same age. At a screening appointment, your child's developmental progress will be assessed. Any questions or concerns you may have about your child's development or behavior will be discussed. Information about upcoming stages and home activities will be given. Screenings will include a small fee. To schedule your screening appointment, please call Child Guidance @ 405-425-4412. Cosponsor: Oklahoma City-County Health Dept.

Enhancing Language and Literacy Skills in Young Children

Tuesday, November 23, 2010

Time: 6:00pm-7:00pm

Location: Village

MLC -October 21, 2010

Prepared by: Executive Director

MLS - Executive Director's Report

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Parents of children from birth-5 years

There are many things parents and caregivers can do to help build children's language and literacy skills from the time they are born. This workshop will present information on the importance of communicating with your child, establish reading routines, introduce materials that prepare your child for reading and writing and demonstrate how to incorporate literacy skills into everyday activities. Facilitated by Cheryl Custer and Tracy Goebel. Please pre-register by calling 425-4412. Cosponsor: Oklahoma City-County Health Department.