



To: Metropolitan Library Commission
From: Tim Rogers, Executive Director
cc:
Date: September 1, 2016
Re: FY 2016-17 Final Budget

This year we have embarked on a journey that will take us 20 years into the future. Library Unbound, the Metropolitan Library System's strategic plan, laid out a path that will ultimately lead to all Oklahoma Countians using library services by 2035. The attached budget was designed to help us set the stage for achieving that lofty, but worthwhile goal, and it will provide a dollar-based representation of how we intend to increase our market penetration and member retention.

The budget focuses on the three most important components of any Library's achievement: spaces, collections, and people. This year we will add the new Jones Library to our family of libraries, while expanding the Capitol Hill Library, and beginning design and planning phases in Bethany and Belle Isle, respectively. Each of the buildings will utilize what we learned from building the Patience Latting Northwest Library, and will also take advantage of the building programs developed in FY2015/16 or before. As part of the Bethany project, we will begin operating a temporary location later this year while the old facility is razed and rebuilt at nearly three times the size. In addition, we have included funding to hire an architect/designer and several other consultants to reimagine the learning and group spaces across the system, while also refitting a number of spaces with updated technology. As called for in the Library Unbound strategic plan, these TeXperiences (technology-enabled experiences) and Playful Learning environments will help us achieve success by attracting new members, while building value and loyalty among our current members.

From a collections-related standpoint, you will note that the budget request adds significant dollars to our previous allotment. As interest in and use of digital materials has grown by double digits over the past three years, we have not added commensurate funding. Administration recommends an increase in the digital resources budget, while retaining funding for the physical collection to offset the effects of inflation (roughly 3%-8%, depending on format). The impact of this request will fulfill the Collection Anywhere strategic experience identified on the Library Unbound plan. Ultimately, we expect to increase both market penetration and member retention.

The final and most important piece of the budget request addresses our most valuable resource – our people. You will note that our recommendation falls below the request from last year, though it will add

6.4 full-time equivalent (FTE) positions. After substantial assessment of staffing needs across the system, we have reallocated positions and hours, and identified the need to add a 1.0 FTE librarian at Bethany Library, a 1.0 FTE librarian at the Jones Library, and two associate librarians totaling 1.4 FTE also at Jones. The three Jones positions will enable us to move Jones to a 55-hour-per-week schedule, similar to Luther and Harrah libraries, while the Bethany position corrects for a staffing discrepancy that has existed for several years. The request also includes two new 1.0 FTE technician positions within the Information Technology department, and an additional 1.0 FTE web services developer in the Digital Library department. The technicians will enable us to better plan for, deploy, and manage the technology supporting all Library systems, while the web services developer will provide us with the ability to better meet the growing needs of our web-based members. Our allocation of these staffing dollars fulfills the previously mentioned strategic experiences (TeXperiences, Playful Learning, Collection Anywhere), and also enables our expansion of InterReach, which allows staff to be more active in the community, extending the reach of the Library. The personnel request also includes the merit increase recommendation from the Administrative and Personnel Committee and the previously recommended and approved increase for the Library's benefit package.

I think it is important to also mention that we are recommending the use of approximately 1% of our operating budget to serve as research and development (R&D) funds, dedicated to design, scope, and implement new services. Referred to as pilot projects, the new services will be piloted in one-to-three libraries to determine the best way to scope and roll them out across the system. Most of the ideas will come from the minds of our staff, and we will encourage managers to choose pilots that help them increase the number of house-holds with active library cards while also ensuring that those card-holders remain active throughout the year.

The FY2016/17 budget represents a departure from the Library's previous budget documents. Focusing on the long-term goal of all community members using a library service by 2035, this budget will enable us to continue to build on our successes, eliminate work that does not contribute to the growth of market penetration and member retention, and try and test new ways of serving the public to ensure that we become the community's hub for critical thinking, creative problem-solving, and lifelong enrichment – all while growing smarter communities, one person at a time.

Mission: We grow smarter communities, one person at a time.

Vision: To be the community's hub for critical thinking, creative problem-solving, and lifelong enrichment.

20-Year Goal: By 2035, every person in the community will use a library service.

Core Values: **Library Members First**
Every person in the Community is a member of the Library, and we are committed to their success and to providing them the highest quality service.

Integrity and Trust in Us and by Us
Public confidence can only be achieved when we demonstrate honesty, accountability, and stewardship of the community resources committed to us, including people, time, assets, and funds. In addition, we can only be trusted when we trust our members, colleagues, and partners.

Respect for Members and Each Other
We treat the questions, ideas, and contributions of each of our members, colleagues, and partners with the highest level of respect.

Freedom to Learn
We treasure and protect each member's freedom to read, view, and learn in order to achieve his/her highest potential.

Commitment to Learning as Enjoyment
We believe that learning can be deepest and most effective when it is enjoyed, and we are dedicated to providing enjoyable opportunities while delivering on the Mission.

Individual Growth and Organizational Development
We commit to expanding our individual professional knowledge and skills, to benefit the Library and its members.

METROPOLITAN LIBRARY SYSTEM

FISCAL YEAR 2016-17 BUDGET

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Overview of FY 2016-17
Revenue Budget

The projected total budget source for the FY 2016-17 budget is \$59,534,454. The major categories of the projected sources include \$32,238,068 property tax revenue, \$739,464 state aid and fines, \$12,324,901 last year's carryover, and \$14,232,021 reserves. The Comparative Schedule of Budget Revenue Sources on the next page shows the changes of revenue sources from last year by each line item. The following are brief explanations of the changes:

Ad Valorem Taxes

The County Assessor's Office has certified the county's assessed property values at approximately \$6,819,591,329, which is 4.21% higher than last year. The increase FY 2015-16 was 4.82% over the previous year (for a view of historical property value changes, see page 1-3). The certified values do not include the TIF districts, and are net of the homestead and veterans' exemptions.

Miscellaneous Income

The income in this category is calculated as 90.00% of the FY 2015-16 state aid and fines revenues, as required by the County Budget laws. For the Library, these items fluctuate very little from year to year.

Carryover from Prior Year

Cancelled and Lapsed appropriations decrease almost \$1,000,000 from the previous year, from \$9,376,214 to \$8,415,765. The Library has a goal of budgeting more tightly so that expenses more closely match the budget, and these carryover dollars should continue to drop until they are less than 10% of the expense budget.

METROPOLITAN LIBRARY SYSTEM

Comparative Schedule of Revenue Sources

	2016-17 Final (a)	2015-16 Budget (b)	2015-16 Actual (c)	Changes from 2015-16 Budget		Changes from 2015-16 Actual		
				Dollar (d)	% (e)	Dollar (f)	% (g)	
Projected Ad Valorem Taxes								
1	Tax Levy at 5.2 mills	\$35,461,875.00	\$34,028,123.00	\$34,028,123.00	\$1,433,752.00	4.21%	\$1,433,752.00	4.21%
2	Less: 10% Reserve for Delinq.	<u>(3,223,807.00)</u>	<u>(3,093,466.00)</u>	<u>(3,093,466.00)</u>	<u>(130,341.00)</u>	<u>-4.21%</u>	<u>(130,341.00)</u>	<u>-4.21%</u>
3	Total Ad Valorem Taxes	<u>32,238,068.00</u>	<u>30,934,657.00</u>	<u>30,934,657.00</u>	<u>1,303,411.00</u>	<u>4.21%</u>	<u>1,303,411.00</u>	<u>4.21%</u>
Projected Miscellaneous Income								
4	State Aid (90% of prior year actual)	239,154.00	253,347.30	253,347.30	(14,193.30)	-5.60%	(14,193.30)	-5.60%
5	Fines (90% of prior year actual)	<u>500,310.00</u>	<u>495,000.00</u>	<u>495,000.00</u>	<u>5,310.00</u>	<u>1.07%</u>	<u>5,310.00</u>	<u>1.07%</u>
6	Total Miscellaneous Income	<u>739,464.00</u>	<u>748,347.30</u>	<u>748,347.30</u>	<u>(8,883.30)</u>	<u>-1.19%</u>	<u>(8,883.30)</u>	<u>-1.19%</u>
Carryover From Prior Year								
Tax Revenue:								
7	Current taxes coll. into 10% reser.	2,028,244.90	1,894,782.78	2,028,244.90	133,462.12	7.04%	0.00	0.00%
8	Back year taxes	<u>1,234,984.42</u>	<u>1,126,352.29</u>	<u>1,234,984.42</u>	<u>108,632.13</u>	<u>9.64%</u>	<u>0.00</u>	<u>0.00%</u>
Miscellaneous Income:								
9	Transfer from Gift or Copy Fund	100,024.00	0.00	100,024.00	100,024.00	0.00%	0.00	0.00%
10	Fines collected over budget	60,900.00	55,000.00	60,900.00	5,900.00	10.73%	0.00	0.00%
11	State Aid collected over budget	12,379.70	20,902.18	12,379.70	(8,522.48)	0.00%	0.00	0.00%
12	Investment Income	201,726.41	217,091.45	201,726.41	(15,365.04)	-7.08%	0.00	0.00%
13	Flexible Benefits balances	3,668.27	1,634.20	3,668.27	2,034.07	124.47%	0.00	0.00%
14	Other Miscellaneous	<u>267,208.44</u>	<u>197,306.65</u>	<u>267,208.44</u>	<u>69,901.79</u>	<u>35.43%</u>	<u>0.00</u>	<u>0.00%</u>
Cancelled & Lapsed Appropriation:								
15	Cancelled Prior Years Approp.	401,455.21	479,064.05	401,455.21	(77,608.84)	-16.20%	0.00	0.00%
16	Lapsed Current Year Approp.	<u>8,014,310.07</u>	<u>8,897,150.25</u>	<u>8,014,310.07</u>	<u>(882,840.18)</u>	<u>-9.92%</u>	<u>0.00</u>	<u>0.00%</u>
17	Total Carryover	<u>12,324,901.42</u>	<u>12,889,283.85</u>	<u>12,324,901.42</u>	<u>(564,382.43)</u>	<u>-4.38%</u>	<u>0.00</u>	<u>0.00%</u>
18	Total Budget Revenue Sources	<u>45,302,433.42</u>	<u>44,572,288.15</u>	<u>44,007,905.72</u>	<u>730,145.27</u>	<u>1.64%</u>	<u>1,294,527.70</u>	<u>2.94%</u>
19	Prior Year Reserve	<u>14,232,020.98</u>	<u>13,865,014.83</u>	<u>14,232,020.98</u>	<u>367,006.15</u>	<u>2.65%</u>	<u>0.00</u>	<u>0.00%</u>
20	Total Available for Budget	<u>\$59,534,454.40</u>	<u>\$58,437,302.98</u>	<u>\$58,239,926.70</u>	<u>\$1,097,151.42</u>	<u>1.88%</u>	<u>\$1,294,527.70</u>	<u>2.22%</u>

METROPOLITAN LIBRARY SYSTEM

Comparative Schedule of Revenue Sources

		2015-16 Proposed (a)	2014-15 Budget (b)	2014-15 Actual (c)	Changes from 2014-15 Budget		Changes from 2014-15 Actual	
					Dollar (d)	% (e)	Dollar (f)	% (g)
Projected Ad Valorem Taxes								
1	Tax Levy at 5.2 mills	\$34,028,123.00	\$32,464,608.00	\$32,464,608.00	\$1,563,515.00	4.82%	\$1,563,515.00	4.82%
2	Less: 10% Reserve for Delinq.	<u>(3,093,466.00)</u>	<u>(2,951,341.00)</u>	<u>(2,951,341.00)</u>	<u>(142,125.00)</u>	<u>-4.82%</u>	<u>(142,125.00)</u>	<u>-4.82%</u>
3	Total Ad Valorem Taxes	<u>30,934,657.00</u>	<u>29,513,267.00</u>	<u>29,513,267.00</u>	<u>1,421,390.00</u>	<u>4.82%</u>	<u>1,421,390.00</u>	<u>4.82%</u>
Projected Miscellaneous Income								
4	State Aid (90% of prior year actual)	253,347.30	260,594.82	260,594.82	(7,247.52)	-2.78%	(7,247.52)	-2.78%
5	Fines (90% of prior year actual)	<u>495,000.00</u>	<u>495,000.00</u>	<u>495,000.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>	<u>0.00%</u>
6	Total Miscellaneous Income	<u>748,347.30</u>	<u>755,594.82</u>	<u>755,594.82</u>	<u>(7,247.52)</u>	<u>-0.96%</u>	<u>(7,247.52)</u>	<u>-0.96%</u>
Carryover From Prior Year								
Tax Revenue:								
7	Current taxes coll. into 10% reser.	1,894,782.78	1,848,626.96	1,894,782.78	46,155.82	2.50%	0.00	0.00%
8	Back year taxes	<u>1,126,352.29</u>	<u>1,109,047.18</u>	<u>1,126,352.29</u>	<u>17,305.11</u>	<u>1.56%</u>	<u>0.00</u>	<u>0.00%</u>
Miscellaneous Income:								
9	Transfer from Gift or Copy Fund	0.00	100,000.00	0.00	(100,000.00)	0.00%	0.00	0.00%
10	Fines collected over budget	55,000.00	82,000.00	55,000.00	(27,000.00)	-32.93%	0.00	0.00%
11	State Aid collected over budget	20,902.18	30,897.00	20,902.18	(9,994.82)	0.00%	0.00	0.00%
12	Investment Income	217,091.45	199,145.20	217,091.45	17,946.25	9.01%	0.00	0.00%
13	Flexible Benefits balances	1,634.20	1,889.12	1,634.20	(254.92)	-13.49%	0.00	0.00%
14	Other Miscellaneous	<u>197,306.65</u>	<u>525,921.05</u>	<u>197,306.65</u>	<u>(328,614.40)</u>	<u>-62.48%</u>	<u>0.00</u>	<u>0.00%</u>
Cancelled & Lapsed Appropriation:								
15	Cancelled Prior Years Approp.	479,064.05	325,240.04	479,064.05	153,824.01	47.30%	0.00	0.00%
16	Lapsed Current Year Approp.	<u>8,897,150.25</u>	<u>7,877,837.10</u>	<u>8,897,150.25</u>	<u>1,019,313.15</u>	<u>12.94%</u>	<u>0.00</u>	<u>0.00%</u>
17	Total Carryover	<u>12,889,283.85</u>	<u>12,100,603.65</u>	<u>12,889,283.85</u>	<u>788,680.20</u>	<u>6.52%</u>	<u>0.00</u>	<u>0.00%</u>
18	Total Budget Revenue Sources	<u>44,572,288.15</u>	<u>42,369,465.47</u>	<u>43,158,145.67</u>	<u>2,202,822.68</u>	<u>5.20%</u>	<u>1,414,142.48</u>	<u>3.28%</u>
19	Prior Year Reserve	<u>13,865,014.83</u>	<u>14,930,398.36</u>	<u>14,930,398.36</u>	<u>(1,065,383.53)</u>	<u>-7.14%</u>	<u>(1,065,383.53)</u>	<u>-7.14%</u>
20	Total Available for Budget	<u>\$58,437,302.98</u>	<u>\$57,299,863.83</u>	<u>\$58,088,544.03</u>	<u>\$1,137,439.15</u>	<u>1.99%</u>	<u>\$348,758.95</u>	<u>0.60%</u>

ALMONTE LIBRARY

MANAGER: Brandon Beckham

Location Description:

Almonte is a 12,500 square foot library located at 2914 SW 59th St in Oklahoma City. It has been open since January, 2014 in a space that was formerly just a temporary location for the Southern Oaks Library as it was being renovated. Almonte proved to be so popular that the System decided to maintain it as a permanent location. Now, in its third year of operations, Almonte continues to meet the cultural, recreational and educational needs of that South Oklahoma City community.

Objectives for 2016-17:

Create a more inviting teen space.

Create a more inviting children's space.

Create a quiet reading area for adults.

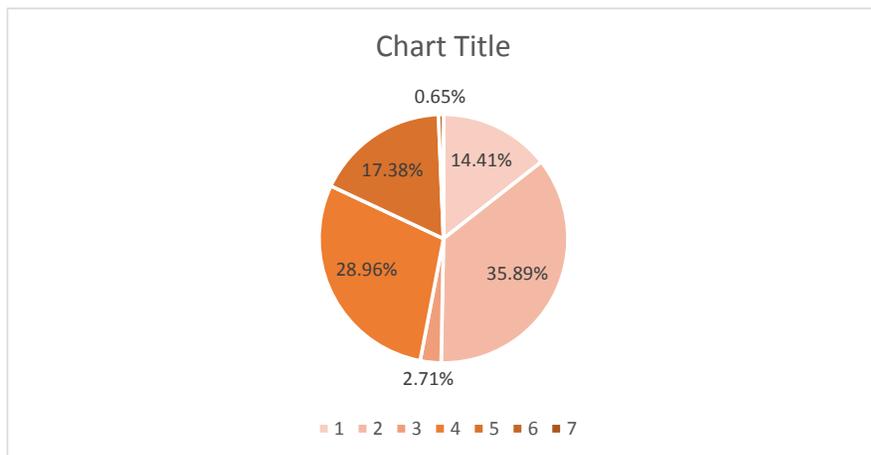
Increase presence in immediate community.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	13.87	13.87

Expense Budget:

<u>##</u>	<u>Description</u>	<u>Expense Totals</u>	<u>Budget Allocations</u>
1	Total Personal Services	66,805.00	14.41%
2	Total Contractual Services	166,380.00	35.89%
3	Total Commodities	12,570.00	2.71%
4	Total Materials Budget	134,260.00	28.96%
5	Total Capital Outlays	80,560.00	17.38%
6	Building Projects	3,000.00	0.65%
7	Building Construction	-	
	Total Budget	463,575.00	1.00



BELLE ISLE LIBRARY

MANAGER: Ashley Welke

Location Description:

Belle Isle is a 19,979 square foot library located at 5501 N. Villa, Oklahoma City. This library opened at its current location in September of 1963. In 1965, it became a part of the Metropolitan Library System. In 1988, federal grants allowed Belle Isle to add 6,600 square feet of usable public space. Another major renovation is being planned, to begin in 2018. It will increase the square footage in order better serve a growing and diverse membership base.

Objectives for 2016-17:

- Increase programming in the community and in the library.

- Increase staff training to improve quality of service to all library members.

- Increase technology opportunities to improve long wait-periods.

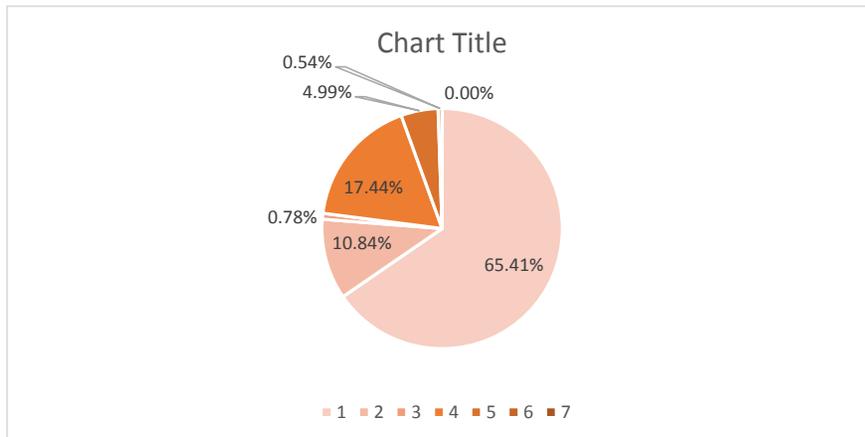
- Plan service desk refurbishment and ensure adequate power/data.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	21.73	21.73

Expense Budget:

<u>##</u>	<u>Description</u>	<u>Expense Totals</u>	<u>Budget Allocations</u>
1	Total Personal Services	1,150,586.00	65.41%
2	Total Contractual Services	190,677.00	10.84%
3	Total Commodities	13,750.00	0.78%
4	Total Materials Budget	306,735.00	17.44%
5	Total Capital Outlays	87,755.00	4.99%
6	Building Projects	9,500.00	0.54%
7	Building Construction	-	0.00%
	Total Budget	1,759,003.00	1.00



Bethany Library

MANAGER: Erin Bedford

Location Description:

Bethany is a 8,380 square foot library located at 3501 N. Mueller in Bethany. After 51 years in the current building, the Bethany Library community is looking forward to our impending temporary relocation when construction begins for our new building. The library is still a home to a Dr. Shannon Lucid Exhibit. We are excited to be hosting a visit from Dr. Lucid in celebration of the 20 year anniversary of her mission to Mir this fall.

Objectives for 2016-17:

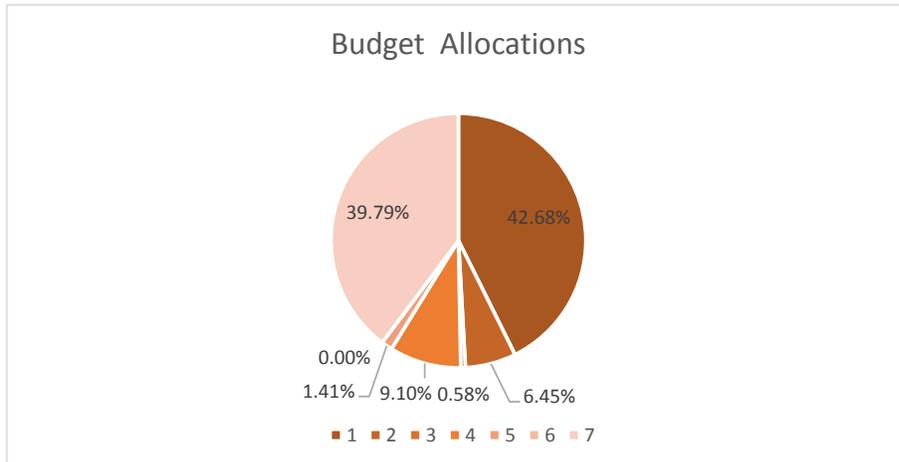
- Increase memberships through outreach to schools.
- Increase memberships through outreach to community events.
- Offer more programming that interests specific target groups.
- Hire an additional 1.0 FTE librarian to help achieve the planned objectives.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	15.35	16.35

Expense Budget:

##	Description	Expense Totals	Budget Allocations
1	Total Personal Services	858,119.00	42.68%
2	Total Contractual Services	129,720.00	6.45%
3	Total Commodities	11,700.00	0.58%
4	Total Materials Budget	182,935.00	9.10%
5	Total Capital Outlays	28,300.00	1.41%
6	Building Projects	-	0.00%
7	Building Construction	800,000.00	39.79%
	Total Budget	<u>2,010,774.00</u>	<u>1.00</u>



CAPITOL HILL LIBRARY

MANAGER: JANA HAUSBURG

Location Description:

Capital Hill Library is a 14,800 square foot facility located a 334 SW 26th St. in Oklahoma City. This library has the largest collection of Spanish language materials in the Metropolitan Library System. The building is currently undergoing extensive renovations. Library services for that area are temporarily moved to 330 SW 24th St. The refurbished library is scheduled to re-open in the spring of 2018.

Objectives for 2016-17:

Promote the library within the community as a technology center with innovative technology features and technology-based programs.

Improve staff tech literacy through training, workshops, and webinars.

Reorganize shelving arrangements to better merchandise materials to teens.

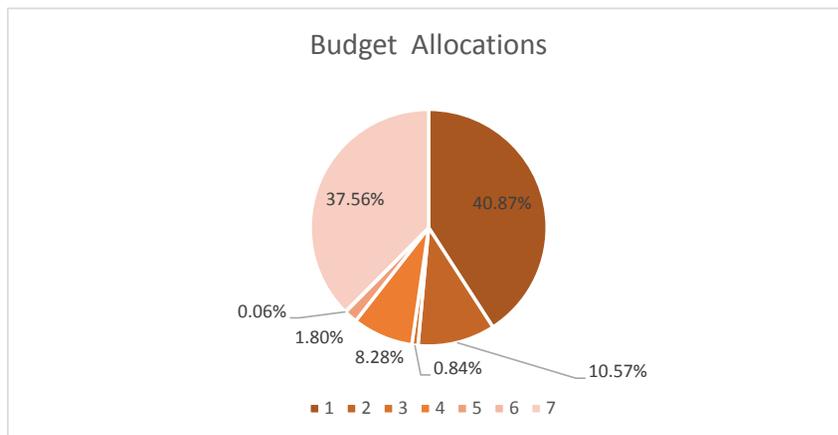
Network with schools, community groups, and other agencies to promote new card applications and access to resources.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	11.72	11.72

Expense Budget:

##	Description	Expense Totals	Budget Allocations
1	Total Personal Services	660,450.00	40.87%
2	Total Contractual Services	170,837.00	10.57%
3	Total Commodities	13,650.00	0.84%
4	Total Materials Budget	133,870.00	8.28%
5	Total Capital Outlays	29,150.00	1.80%
6	Building Projects	1,000.00	0.06%
7	Building Construction	607,000.00	37.56%
	Total Budget	<u>1,615,957.00</u>	<u>1.00</u>



Choctaw Library

MANAGER: Todd Podzemny

Location Description:

Choctaw is a 9,120 square foot library located at 2525 N. Muzzy, Choctaw. Initially, this library was located in store-front facilities. When it moved into the newly built facility, the increased footage made it possible to increase the number of materials, the amount of programming events for all ages, the number of public computers and other library-related services.

Objectives for 2016-17:

Create spaces for teen socializing and active use.

Create spaces for quiet computer use.

Plan quarterly visits to local elementary schools and daycare centers.

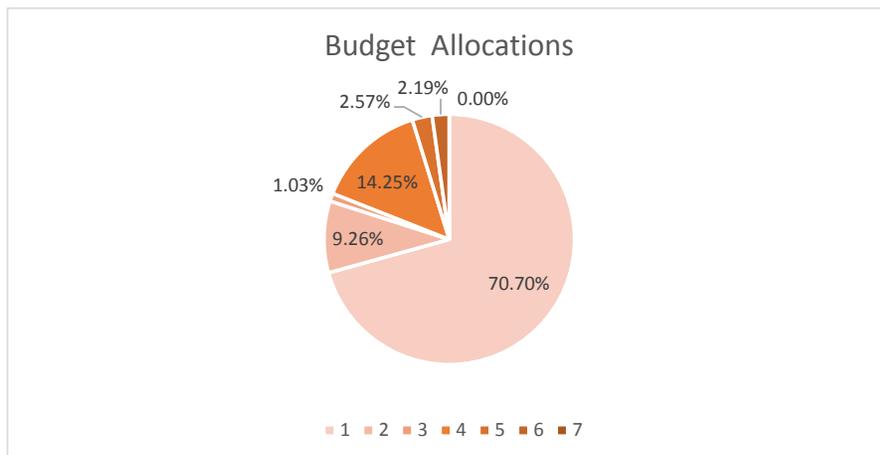
Develop library booth for community events to issue cards and promote services.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	12.01	12.01

Expense Budget:

##	Description	Expense Totals	Budget Allocations
1	Total Personal Services	645,733.00	70.70%
2	Total Contractual Services	84,563.00	9.26%
3	Total Commodities	9,425.00	1.03%
4	Total Materials Budget	130,145.00	14.25%
5	Total Capital Outlays	23,500.00	2.57%
6	Building Projects	20,000.00	2.19%
7	Building Construction	-	0.00%
	Total Budget	913,366.00	1.00



Del City Library

MANAGER: David Newyear

Location Description:

Del City is a 8,000 square foot facility located at 4509 SE 15th in Del City. The library staff present a full range of regular and recurring educational programs, from early childhood literacy to STEM programming for school age children and families. Del City Library continues to build partnerships with the Mid-Del Schools and other local agencies to deliver services directly to our members.

Objectives for 2016-17:

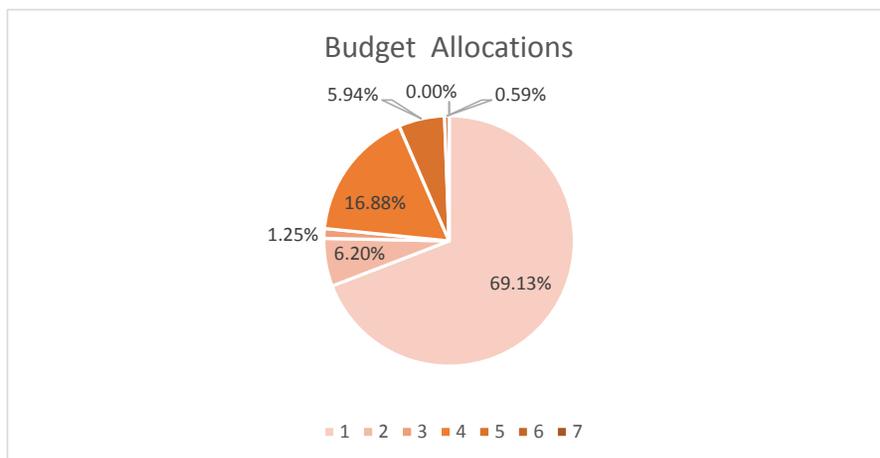
- Increase programming for elementary school age children.
- Increase outreach to elementary schools.
- Maximize use of existing space to create an inviting and flexible environment.
- Increase staffing to improve quality of service for members.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	11.67	11.67

Expense Budget:

<u>##</u>	<u>Description</u>	<u>Expense Totals</u>	<u>Budget Allocations</u>
1	Total Personal Services	586,745.00	69.13%
2	Total Contractual Services	52,651.00	6.20%
3	Total Commodities	10,650.00	1.25%
4	Total Materials Budget	143,290.00	16.88%
5	Total Capital Outlays	50,392.00	5.94%
6	Building Projects	5,000.00	0.59%
7	Building Construction	-	0.00%
	Total Budget	848,728.00	1.00



Digital Library

MANAGER: Kellie Delaney

Location Description:

The office for the Digital Library is located on the 3rd floor of the Downtown Library, 300 Park Avenue, Oklahoma City. This department was founded in 2015 to serve as the digital hub for library members. The DL provides access to digital resources, digital content and support. It also manages the system websites and subscribed services such as our summer reading programs, calendar software, maintains social media engagement, coordinates Tailored Titles (the system-wide readers' advisory service) and the Oklahoma Collection online.

Objectives for 2016-17:

Consolidate and provide access to the Oklahoma Digital Collection.

Implement system-wide phone, chat, IM, and text customer service.

Expand digital content offerings.

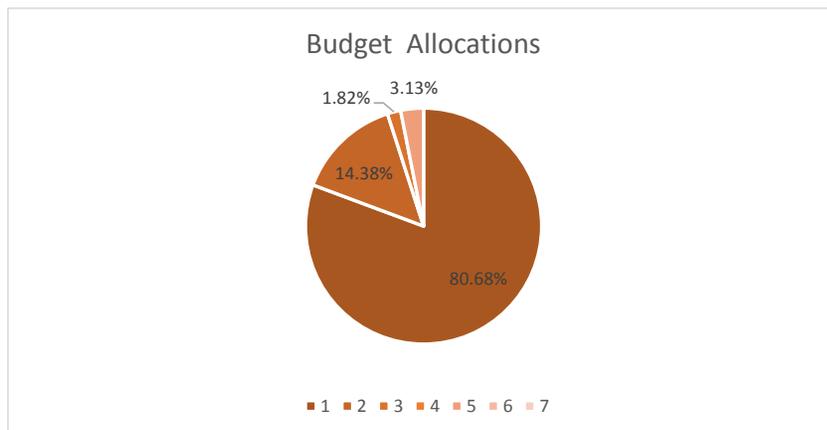
Increase technology features to provide improved service and access.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	3	4

Expense Budget:

##	Description	Expense Totals	Budget Allocations
1	Total Personal Services	364,006.00	80.68%
2	Total Contractual Services	64,891.00	14.38%
3	Total Commodities	8,200.00	1.82%
4	Total Materials Budget	-	
5	Total Capital Outlays	14,100.00	3.13%
6	Building Projects	-	
7	Building Construction	-	
	Total Budget	<u>451,197.00</u>	<u>1.00</u>



Downtown Library

MANAGER: Julie Ballou

Location Description:

The Ronald J. Norick Downtown Library is a 124,023 square foot facility located at 300 Park Ave in Oklahoma City. The current location was opened to the public on August 17, 2004, 103 years after the original Carnegie Library was opened in Downtown Oklahoma City. In addition to the traditional print and digital materials made available, this library also houses several special collections including Government Documents, Genealogy resources, The Oklahoma Collection and the Holocaust Resource Collection.

Objectives for 2016-17:

Create a welcoming environment for young adults.

Improve the A-V technology and facilities in the frequently used meeting rooms.

Grow connections with meeting room users through cross-merchandising.

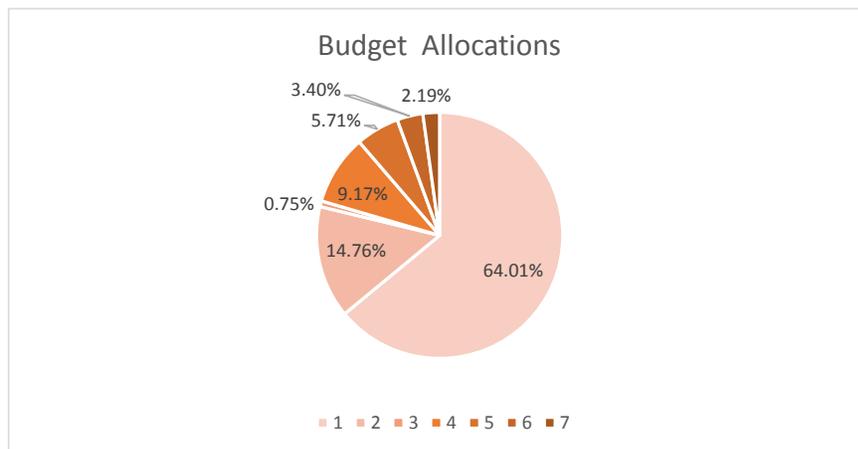
Promote the library to the local elementary school students and their families.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	34.84	34.84

Expense Budget:

<u>##</u>	<u>Description</u>	<u>Expense Totals</u>	<u>Budget Allocations</u>
1	Total Personal Services	2,218,534.00	64.01%
2	Total Contractual Services	511,595.00	14.76%
3	Total Commodities	26,150.00	0.75%
4	Total Materials Budget	317,905.00	9.17%
5	Total Capital Outlays	197,899.00	5.71%
6	Building Projects	118,000.00	3.40%
7	Building Construction	76,000.00	2.19%
	Total Budget	3,466,083.00	1.00



Edmond Library

MANAGER: Melody Kellogg

Location Description:

Edmond is a 29,311 square foot facility located at 10 S. Boulevard in Edmond. This library houses THE highest circulating materials collection in the state of Oklahoma and serves one of the fastest growing communities in the greater metropolitan area. A large portion of the Edmond Library's member base consists of families with young children and an educated, middle-class population.

Objectives for 2016-17:

Develop a strategy to ensure increased connections with community partners.

Train and equip all staff to serve members at a high level of customer service.

Merchandise the collection to members to increase retention.

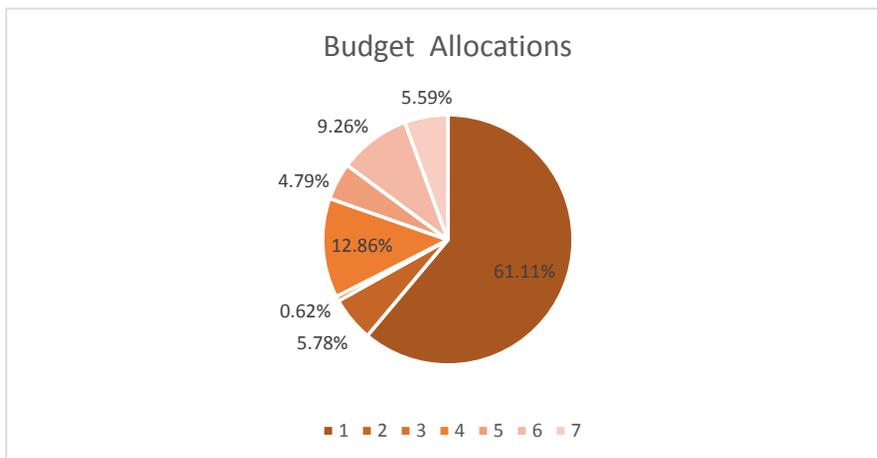
Create a library station to issue cards and promote library services offsite.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	36.34	36.34

Expense Budget:

<u>##</u>	<u>Description</u>	<u>Expense Totals</u>	<u>Budget Allocations</u>
1	Total Personal Services	1,914,408.00	61.11%
2	Total Contractual Services	181,173.00	5.78%
3	Total Commodities	19,336.00	0.62%
4	Total Materials Budget	402,980.00	12.86%
5	Total Capital Outlays	150,000.00	4.79%
6	Building Projects	290,000.00	9.26%
7	Building Construction	175,000.00	5.59%
	Total Budget	3,132,897.00	1.00



Midwest City Library

MANAGER: Christopher Kennedy

Location Description:

Midwest City is a 34,903 square foot facility located at 8143 E. Reno in Midwest City. Two of the annual special programs include Snake Camp and Crown's Tea. These events are attended by customers of all ages. On permanent display in the lobby is a triptych mural called "Summer Skies" painted by Oklahoma artist Wilson Hurley. It was commissioned by the City of Midwest City after this library location was opened to the public.

Objectives for 2016-17:

Grow relationships with area schools and daycare centers.

Grow relationships with the business community.

Merchandize library materials during programs.

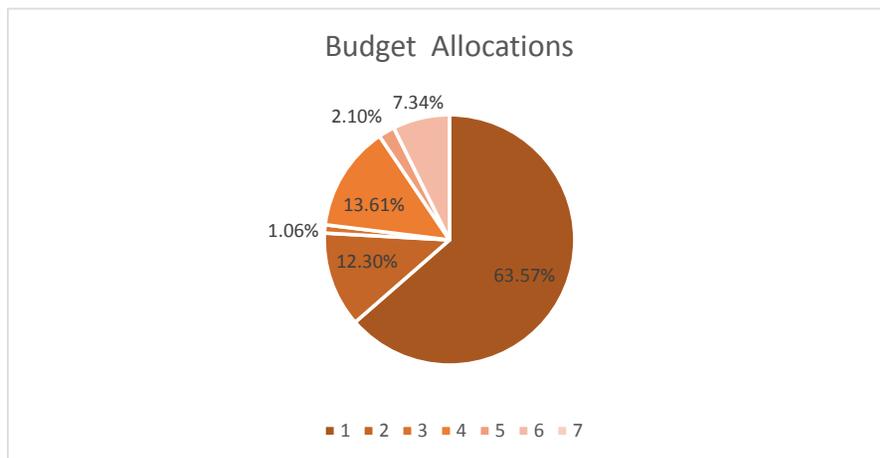
Purchase additional and replacement seating.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	23.91	23.91

Expense Budget:

<u>##</u>	<u>Description</u>	<u>Expense Totals</u>	<u>Budget Allocations</u>
1	Total Personal Services	1,246,655.00	63.57%
2	Total Contractual Services	241,248.00	12.30%
3	Total Commodities	20,800.00	1.06%
4	Total Materials Budget	266,970.00	13.61%
5	Total Capital Outlays	41,250.00	2.10%
6	Building Projects	144,000.00	7.34%
7	Building Construction	-	
	Total Budget	1,960,923.00	1.00



Northwest Library

MANAGER: Rachel Kopchick

Location Description:

Northwest is a 35,000 square foot facility located at 5600 NW 122nd St. in Oklahoma City. Northwest is one of the newest physical locations opened in the last 30 years. It was built with funding provided by the City of Oklahoma City and opened for business in May, 2012. It is a LEED certified building, featuring many state of the art energy-saving elements and a unique design inspired by Oklahoma history and geography.

Objectives for 2016-17:

Create a mobile computer lab with professional software to lend to members.

Market NW activities via the placement of TV screens within the library.

Create additional marketing tools using bookmarks, blogs and other programs.

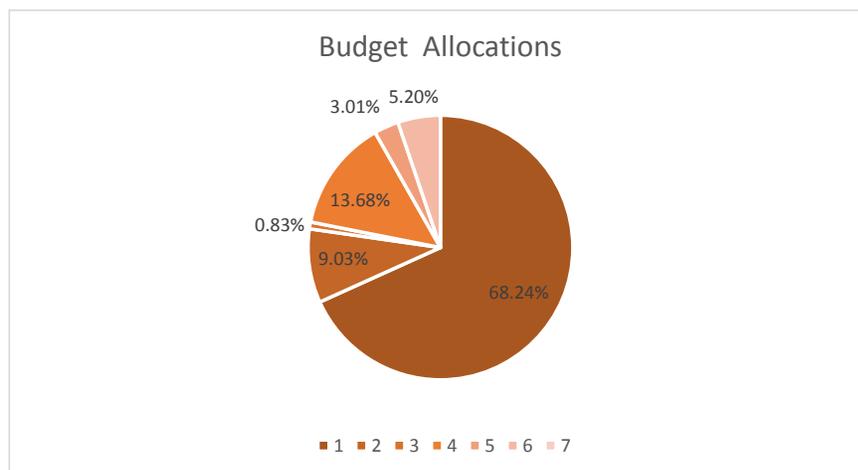
Develop a targeted social media presence on Facebook, Instagram and Twitter.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	31	31

Expense Budget:

##	Description	Expense Totals	Budget Allocations
1	Total Personal Services	1,534,084.00	68.24%
2	Total Contractual Services	202,921.00	9.03%
3	Total Commodities	18,640.00	0.83%
4	Total Materials Budget	307,605.00	13.68%
5	Total Capital Outlays	67,680.00	3.01%
6	Building Projects	117,000.00	5.20%
7	Building Construction	-	
	Total Budget	<u>2,247,930.00</u>	<u>1.00</u>



Ralph Ellison Library

MANAGER: Michael Gillespie

Location Description:

Ralph Ellison is a 16,620 square foot facility located at 2000 NE 23rd, Oklahoma City. This library is named for the well-known author, Ralph Ellison, a native of Oklahoma. The Juneteenth Celebration is an annual programming event. The collection of materials provided includes a diverse selection for a diverse membership base. This library is supported by the Friends of the Ralph Ellison Library as well as other organizations in the community.

Objectives for 2016-17:

Train staff to market the library's resources to the community.

Create opportunities for staff to implement outreach programs for the community.

Improve communications to the community using technology.

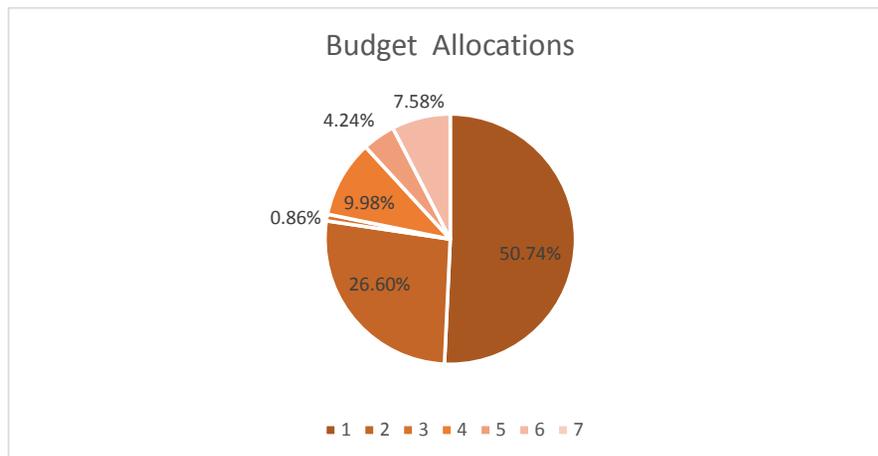
Provide computer classes to members.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	13.49	13.49

Expense Budget:

<u>##</u>	<u>Description</u>	<u>Expense Totals</u>	<u>Budget Allocations</u>
1	Total Personal Services	716,250.00	50.74%
2	Total Contractual Services	375,545.00	26.60%
3	Total Commodities	12,075.00	0.86%
4	Total Materials Budget	140,855.00	9.98%
5	Total Capital Outlays	59,900.00	4.24%
6	Building Projects	107,000.00	7.58%
7	Building Construction	-	
	Total Budget	<u>1,411,625.00</u>	<u>1.00</u>



Southern Oaks Library

MANAGER: Randy Wayland

Location Description:

Southern Oaks is a 20,164 square foot facility located at 6900 S. Walker in Oklahoma City. This library was completely remodeled in 2012 with added seating and activity areas for the public. The number of public computers were doubled to 36 and an iPad kiosk is available for members to checkout iPads for use in the library. Southern Oaks Library provides a variety of programming for all ages including our annual Fan Fiction Fan Art Contest and Christmas Shoppe for Kids.

Objectives for 2016-17:

Improve relations within the community: Perform school visits.

Improve relations within the community: Partner with businesses.

Grow relations with members by merchandising library materials and services.

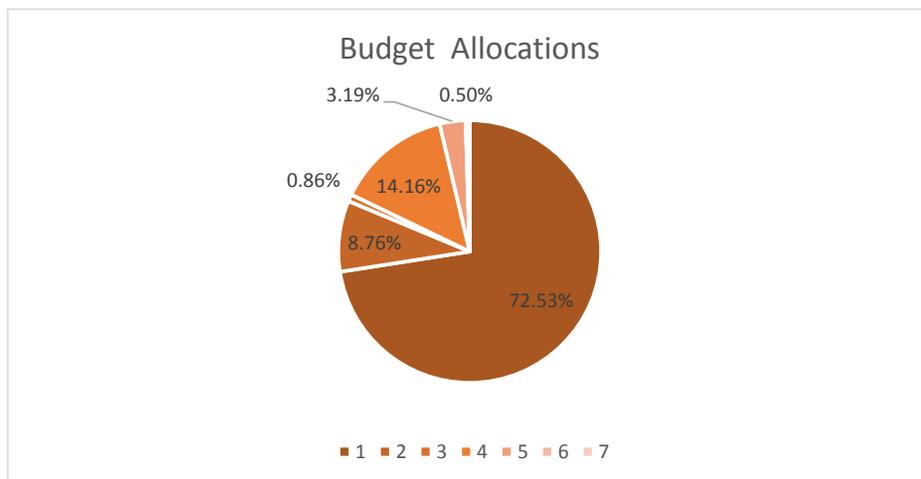
Improve relations with the Hispanic community: Expand the Spanish language collection.

Employee Full Time Equivalent:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	25.5	25.5

Expense Budget:

##	Description	Expense Totals	Budget Allocations
1	Total Personal Services	1,441,752.00	72.53%
2	Total Contractual Services	174,080.00	8.76%
3	Total Commodities	17,100.00	0.86%
4	Total Materials Budget	281,530.00	14.16%
5	Total Capital Outlays	63,350.00	3.19%
6	Building Projects	10,000.00	0.50%
7	Building Construction	-	
	Total Budget	<u>1,987,812.00</u>	<u>1.00</u>



The Village Library

MANAGER: Ben Mead-Harvey

Location Description:

The Village is a 14,618 square foot facility located at 10307 N. Pennsylvania in The Village. This library started as a store-front library in 1966 and moved to its current location in 1990. It is known for its "Village Green", an outdoor space with park benches and a brick enclosure. Its Children's Reading Room showcases a commissioned stained-glass mural depicting library-related themes.

Objectives for 2016-17:

Reorganize library spaces to improve member service and experience.

Develop service model - emphasis on Member Experience.

Develop a strategy to increase visibility with community partners.

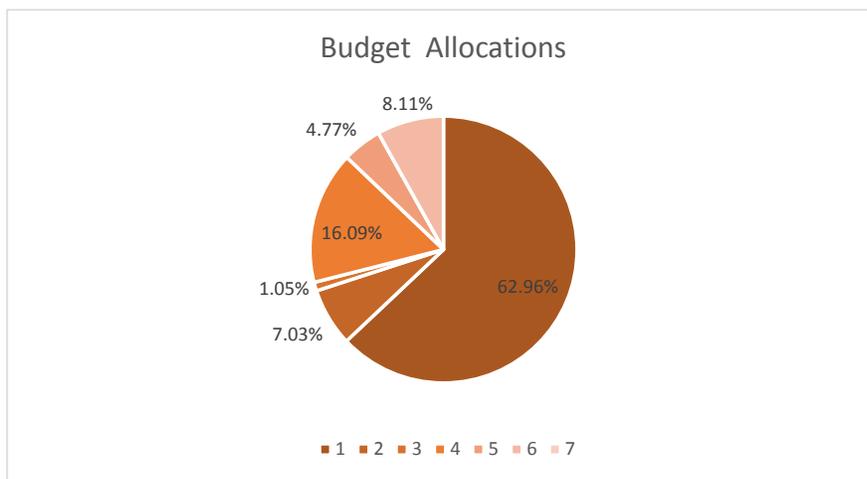
Upsell additional experiences and merchandise collection to members.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	18.96	18.96

Expense Budget:

##	Description	Expense Totals	Budget Allocations
1	Total Personal Services	908,727.00	62.96%
2	Total Contractual Services	101,539.00	7.03%
3	Total Commodities	15,150.00	1.05%
4	Total Materials Budget	232,195.00	16.09%
5	Total Capital Outlays	68,799.00	4.77%
6	Building Projects	117,000.00	8.11%
7	Building Construction	-	
	Total Budget	1,443,410.00	1.00



Warr Acres Library

MANAGER: Barbara Beasley

Location Description:

Warr Acres is a 12,549 square foot facility located at 5901 NW 63rd in the town of Warr Acres. The library was built with bonds issued in 1965 and with federal matching funds. The library opened on September 9, 1967, and has been serving Warr Acres and the surrounding communities for nearly 50 years. The library has a butterfly garden and artwork by Oklahoma artist, Randy Vaughn, on the grounds.

Objectives for 2016-17:

- Increase the number of public computers for members.

- Plan school visits at the beginning and end of the school year.

- Establish and maintain connections with local businesses.

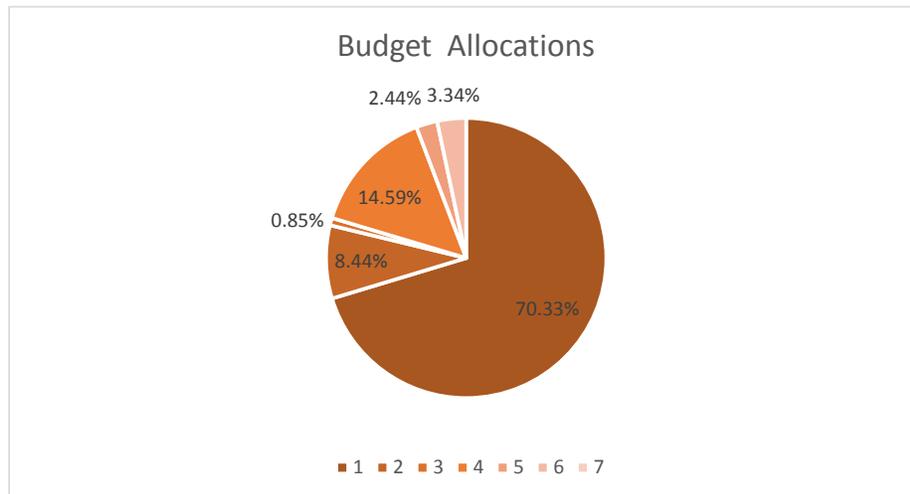
- Create a plan to better utilize the library's floor space.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	16.83	16.83

Expense Budget:

<u>##</u>	<u>Description</u>	<u>Expense Totals</u>	<u>Budget Allocations</u>
1	Total Personal Services	885,479.00	70.33%
2	Total Contractual Services	106,305.00	8.44%
3	Total Commodities	10,740.00	0.85%
4	Total Materials Budget	183,745.00	14.59%
5	Total Capital Outlays	30,750.00	2.44%
6	Building Projects	42,000.00	3.34%
7	Building Construction	-	
	Total Budget	<u>1,259,019.00</u>	<u>1.00</u>



Harrah Library

MANAGER: Christopher Stofel

Location Description:

Harrah is a 1,800 square foot facility located at 1930 Church Avenue in Harrah. The MLS has provided library service to the Harrah community since the 1970s. It was originally operated from a bookmobile then moved to a storefront. In the early 1990s, a local family donated a former bank building to be used as the new library location. It was renovated and became the Harrah Elizabeth Swan Memorial Library.

Objectives for 2016-17:

- Increase hours of operation: Remain open on Tuesdays until 8 pm.

- Increase hours of operation: Remain open through lunch-time each day.

- Increase presence in the community through participation in local events.

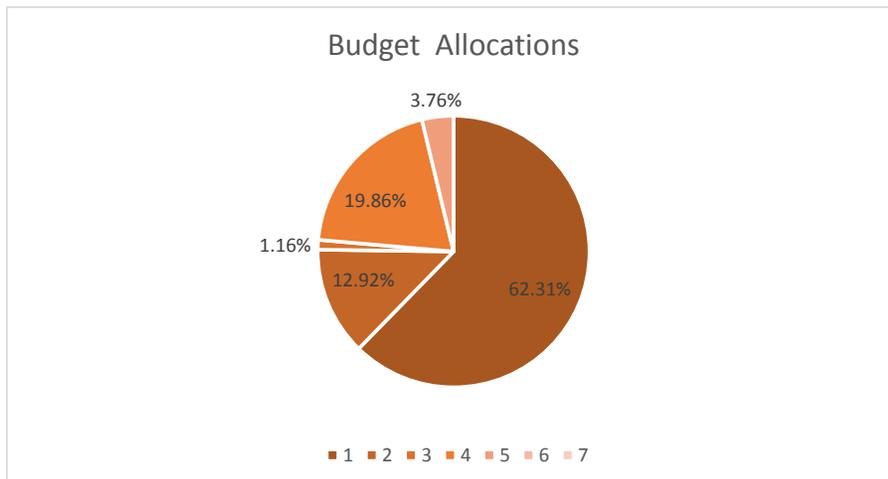
- Increase presence in the community through associations with local organizations.

Employee Full Time Equivalent:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	2.75	2.75

Expense Budget:

<u>##</u>	<u>Description</u>	<u>Expense Totals</u>	<u>Budget Allocations</u>
1	Total Personal Services	129,857.00	62.31%
2	Total Contractual Services	26,919.00	12.92%
3	Total Commodities	2,410.00	1.16%
4	Total Materials Budget	41,390.00	19.86%
5	Total Capital Outlays	7,832.00	3.76%
6	Building Projects	-	
7	Building Construction	-	
	Total Budget	<u>208,408.00</u>	<u>1.00</u>



Jones Library

MANAGER: Christopher Stofel

Location Description:

Jones is a 490 square foot facility located at 111 E. Main in Jones. The MLS has provided service to the Jones community since 1976. In 1998, the Town of Jones' leadership established plans to fund a new library facility. A location was chosen and the building is now under construction. The new, full-service library is scheduled to open in the fall of 2016.

Objectives for 2016-17:

- Move into new facility.

- Increase hours of operation.

- Increase staff numbers to accommodate increased hours.

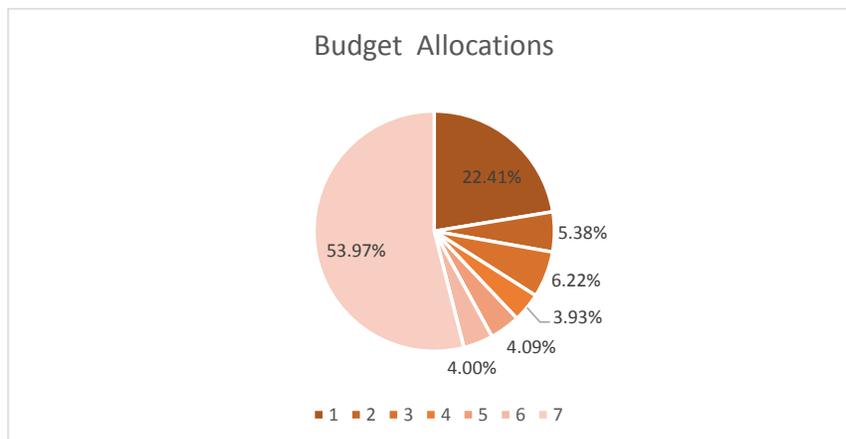
- Hold a one-year membership drive.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	.06	3

Expense Budget:

<u>##</u>	<u>Description</u>	<u>Expense Totals</u>	<u>Budget Allocations</u>
1	Total Personal Services	176,447.00	22.41%
2	Total Contractual Services	42,350.00	5.38%
3	Total Commodities	49,000.00	6.22%
4	Total Materials Budget	30,915.00	3.93%
5	Total Capital Outlays	32,232.00	4.09%
6	Building Projects	31,500.00	4.00%
7	Building Construction	425,000.00	53.97%
	Total Budget	787,444.00	1.00



Luther Library

MANAGER: Christopher Stofel

Location Description:

This is a 1,875 square foot facility located at 310 NE 3rd in Luther. This library originally offered services from a bookmobile then was moved to a more permanent building. The Luther Elizabeth Threatt Library was named for a prominent citizen of that community.

Objectives for 2016-17:

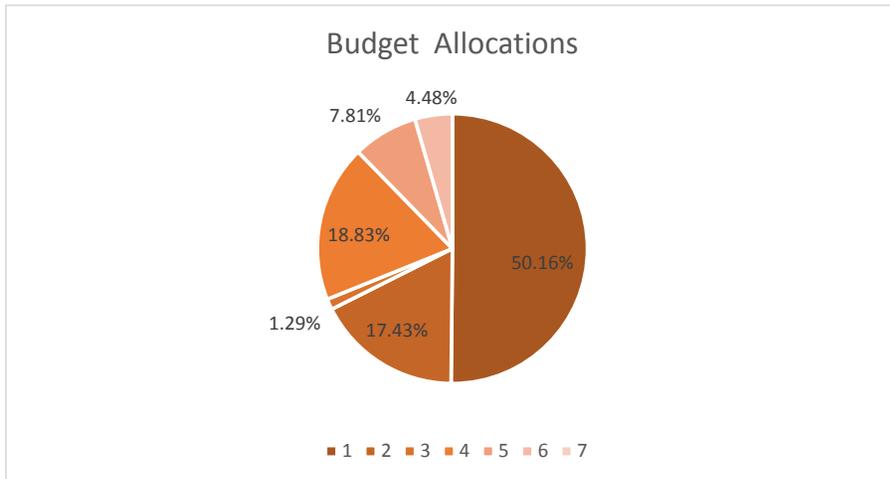
- Create an outdoor community space for programming.
- Create a storm shelter.
- Increase hours of operation.
- Utilize existing space more effectively.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	1.5	1.5

Expense Budget:

##	Description	Expense Totals	Budget Allocations
1	Total Personal Services	89,498.00	50.16%
2	Total Contractual Services	31,107.00	17.43%
3	Total Commodities	2,300.00	1.29%
4	Total Materials Budget	33,605.00	18.83%
5	Total Capital Outlays	13,932.00	7.81%
6	Building Projects	8,000.00	4.48%
7	Building Construction	-	
	Total Budget	<u>178,442.00</u>	<u>1.00</u>



Nicoma Park Library

MANAGER: Christopher Stofel

Location Description:

Nicoma Park is a 2,750 square foot facility located at 2240 Overholser Drive in Nicoma Park. It is located in eastern Oklahoma County. This library offers a full range of library services to the Nicoma Park community.

Objectives for 2016-17:

Market meeting room as a space for community, social and educational gatherings.

Create a more functional and appealing meeting room facility.

Increase library's presence in the community.

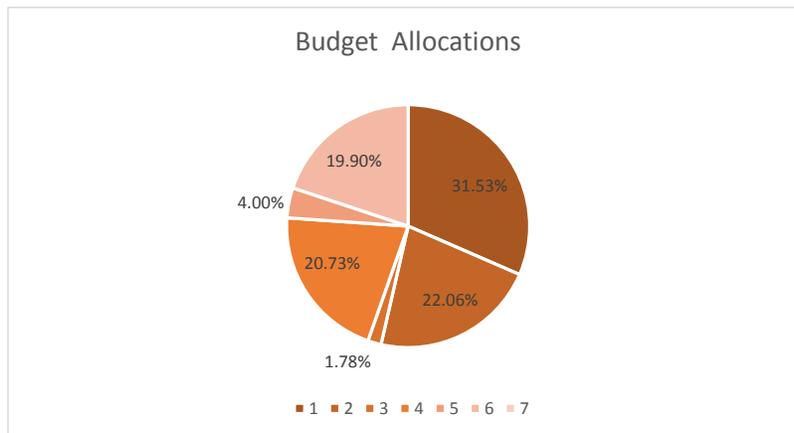
Improve the library's connection with local organizations.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	1	1

Expense Budget:

<u>##</u>	<u>Description</u>	<u>Expense Totals</u>	<u>Budget Allocations</u>
1	Total Personal Services	42,769.00	31.53%
2	Total Contractual Services	29,934.00	22.06%
3	Total Commodities	2,410.00	1.78%
4	Total Materials Budget	28,120.00	20.73%
5	Total Capital Outlays	5,432.00	4.00%
6	Building Projects	27,000.00	19.90%
7	Building Construction	-	
	Total Budget	<u>135,665.00</u>	<u>1.00</u>



Wright Library

MANAGER: Christopher Stofel

Location Description:

Wright is a 1,125 square foot facility located at 2101 Exchange Avenue in Oklahoma City. Wright Library, opened in 1925, is one of the oldest branches in the Metropolitan Library System. Originally, built to serve the residents of the meat packing district, today it is a part of the prominent and historic Stockyards City.

Objectives for 2016-17:

Provide additional computers to allow increased member access to this service.

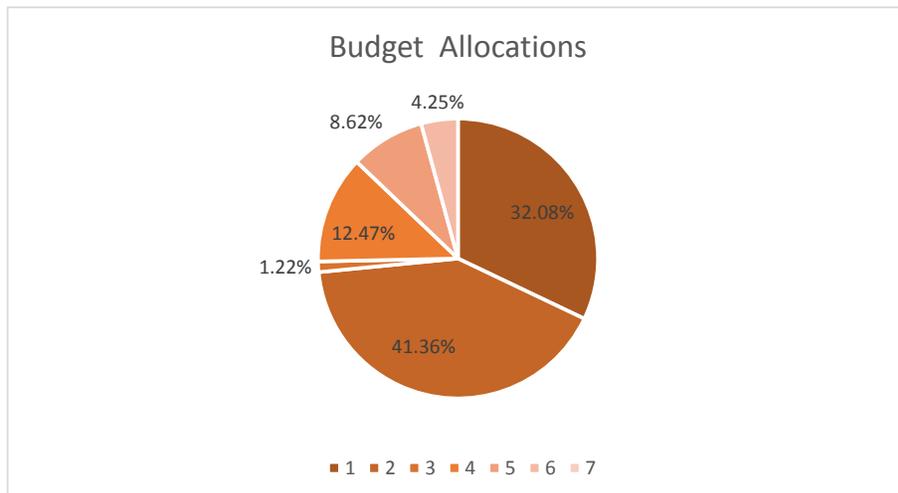
Re-arrange the materials collection to accommodate the addition of more computers.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	1.31	1.31

Expense Budget:

##	Description	Expense Totals	Budget Allocations
1	Total Personal Services	60,448.00	32.08%
2	Total Contractual Services	77,921.00	41.36%
3	Total Commodities	2,300.00	1.22%
4	Total Materials Budget	23,500.00	12.47%
5	Total Capital Outlays	16,232.00	8.62%
6	Building Projects	8,000.00	4.25%
7	Building Construction	-	
	Total Budget	<u>188,401.00</u>	<u>1.00</u>



Business Office

Executive Director of Finance: Lloyd Lovely

Location Description:

Downtown Library, 3rd Floor

Objectives for 2016-17:

Provide financial reports.

Process Payroll.

Prepare the annual budget.

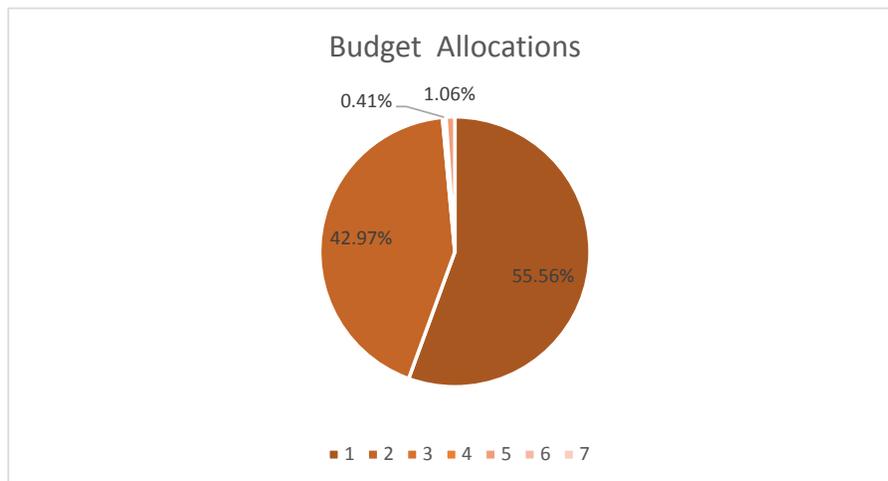
Handle purchasing and accounts payable transactions.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	7	7

Expense Budget:

<u>##</u>	<u>Description</u>	<u>Expense Totals</u>	<u>Budget Allocations</u>
1	Total Personal Services	672,540.00	55.56%
2	Total Contractual Services	520,159.00	42.97%
3	Total Commodities	5,000.00	0.41%
4	Total Materials Budget	-	
5	Total Capital Outlays	12,800.00	1.06%
6	Building Projects	-	
7	Building Construction	-	
	Total Budget	<u>1,210,499.00</u>	<u>1.00</u>



Cataloging

Cataloging Manager: Pauline Rodriguez-Atkins

Location Description:

Service Center

Objectives for 2016-17:

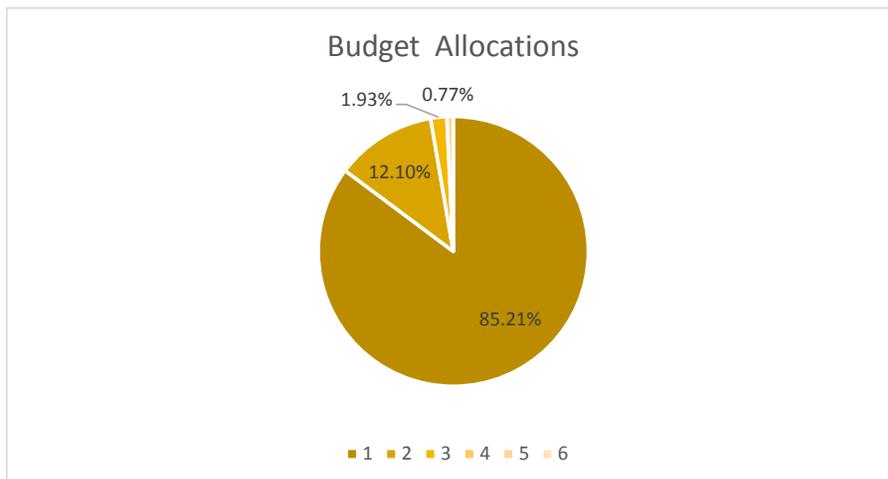
Process and catalog books and materials before they are placed on the shelves for public use.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	9.75	9.75

Expense Budget:

<u>##</u>	<u>Description</u>	<u>Expense Totals</u>	<u>Budget Allocations</u>
1	Total Personal Services	662,630.00	85.21%
2	Total Contractual Services	94,069.00	12.10%
3	Total Commodities	15,000.00	1.93%
4	Total Materials Budget	-	
5	Total Capital Outlays	5,950.00	0.77%
6	Building Projects	-	
7	Building Construction	-	
	Total Budget	<u>777,649.00</u>	<u>1.00</u>



Community Libraries

Library Manager: Christopher Stofel

Location Description:

Downtown Library, 3rd Floor

Objectives for 2016-17:

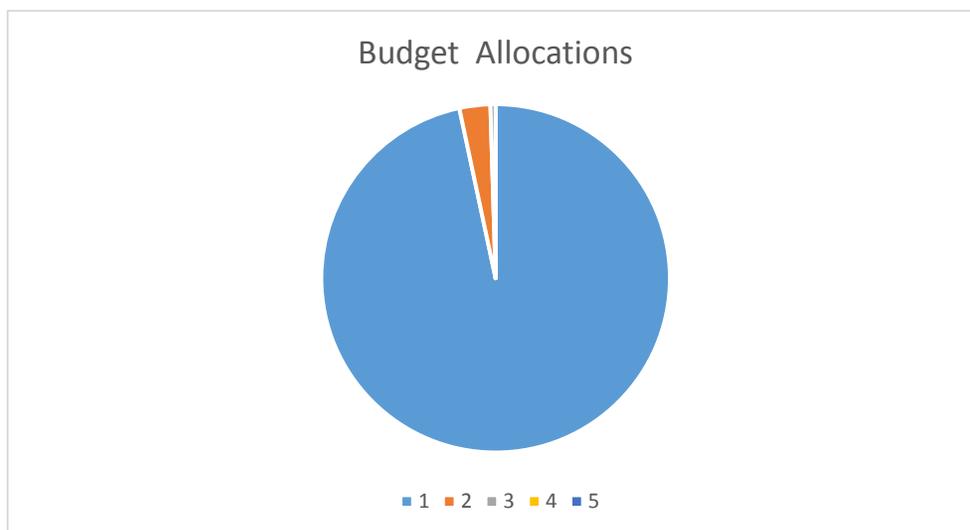
Manages staff and operations for the extension libraries in smaller communities within Oklahoma County.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	4.5	4.5

Expense Budget:

<u>##</u>	<u>Description</u>	<u>Expense Totals</u>	<u>Budget Allocations</u>
1	Total Personal Services	302,301.00	96.66%
2	Total Contractual Services	8,960.00	2.86%
3	Total Commodities	1,500.00	0.48%
4	Total Materials Budget	-	
5	Total Capital Outlays	-	
6	Building Projects	-	
7	Building Construction	-	
	Total Budget	<u>312,761.00</u>	<u>1.00</u>



Development/Volunteer Services

Development Director: Heather Zeoli

Location Description:

Downtown Library, 1st Floor

Objectives for 2016-17:

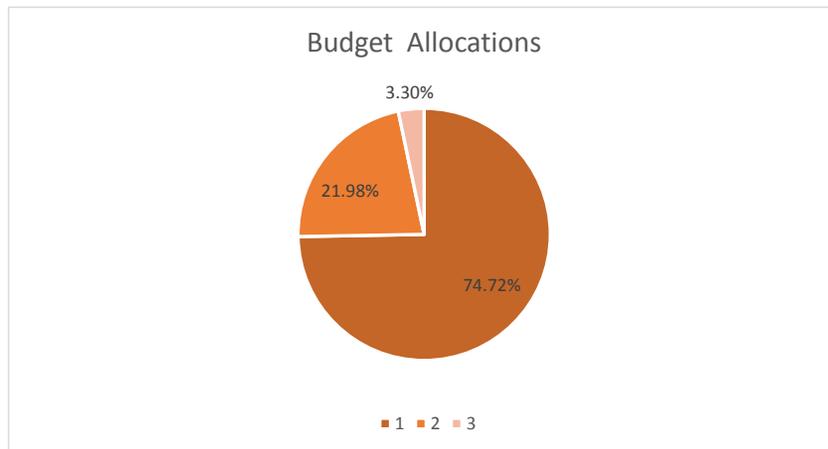
Outreach to local organizations, receive/acknowledge donations and coordinate volunteer staff schedules.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	3	3

Expense Budget:

<u>##</u>	<u>Description</u>	<u>Expense Totals</u>	<u>Budget Allocations</u>
1	Total Personal Services	283,173.00	74.72%
2	Total Contractual Services	83,284.00	21.98%
3	Total Commodities	12,500.00	3.30%
4	Total Materials Budget	-	
5	Total Capital Outlays	-	0.00%
6	Building Projects	-	
7	Building Construction	-	
	Total Budget	<u>378,957.00</u>	<u>1.00</u>



Director

Executive Director: Timothy Rogers

Location Description:

Downtown Library, 3rd Floor

Objectives for 2016-17:

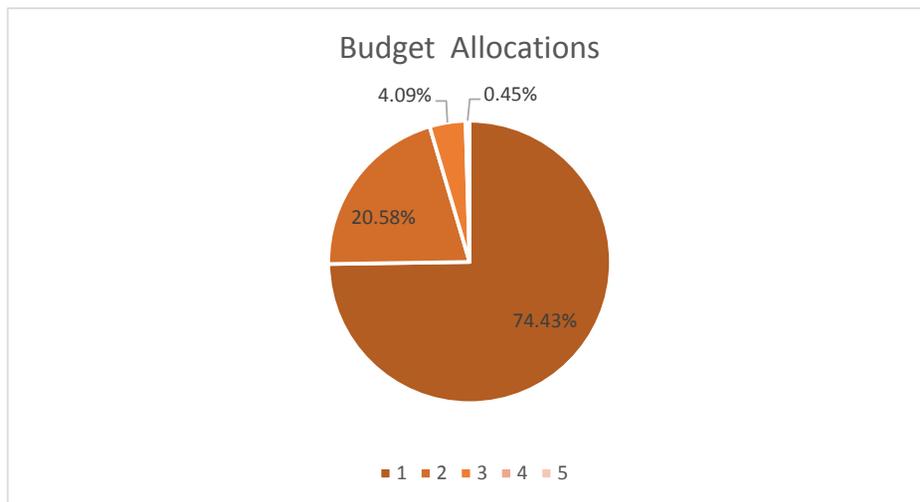
Coordinates and manages the operations and staff of the Metropolitan Library System in Oklahoma County.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	8	9

Expense Budget:

<u>##</u>	<u>Description</u>	<u>Expense Totals</u>	<u>Budget Allocations</u>
1	Total Personal Services	832,846.00	74.43%
2	Total Contractual Services	230,295.00	20.58%
3	Total Commodities	45,800.00	4.09%
4	Total Materials Budget	-	
5	Total Capital Outlays	5,000.00	0.45%
6	Building Projects	5,000.00	
7	Building Construction	-	
	Total Budget	1,118,941.00	1.00



Human Resources

Human Resources Director: Kelley Hoffman

Location Description:

Downtown Library, 3rd Floor

Objectives for 2016-17:

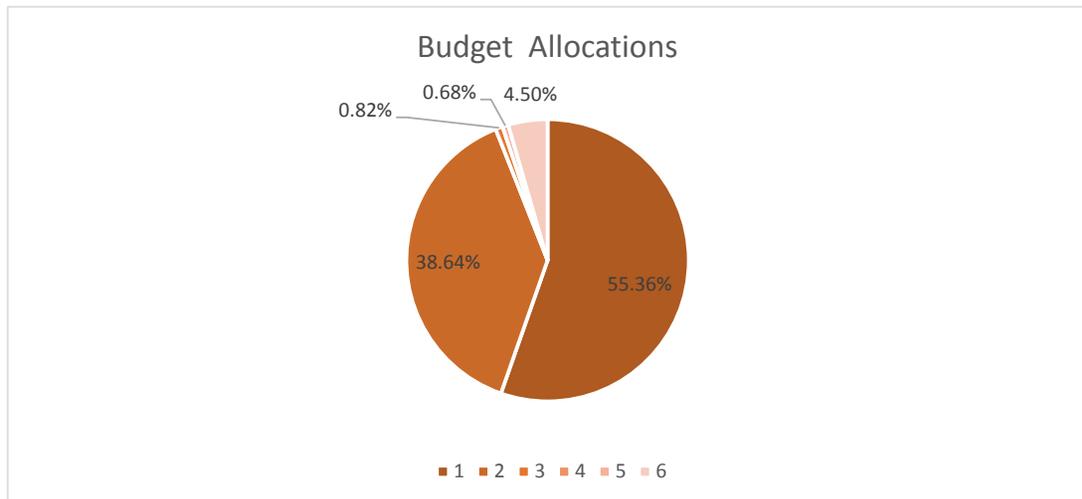
Coordinates management of MLS staff and group benefits.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	8	7

Expense Budget:

<u>##</u>	<u>Description</u>	<u>Expense Totals</u>	<u>Budget Allocations</u>
1	Total Personal Services	614,777.00	55.36%
2	Total Contractual Services	429,059.00	38.64%
3	Total Commodities	9,100.00	0.82%
4	Total Materials Budget	-	
5	Total Capital Outlays	7,500.00	0.68%
6	Building Projects	50,000.00	4.50%
7	Building Construction	-	
	Total Budget	1,110,436.00	1.00



Inter-Library Loan Office

Cataloging Manager: Pauline Rodriguez-Atkins

Location Description:

Service Center

Objectives for 2016-17:

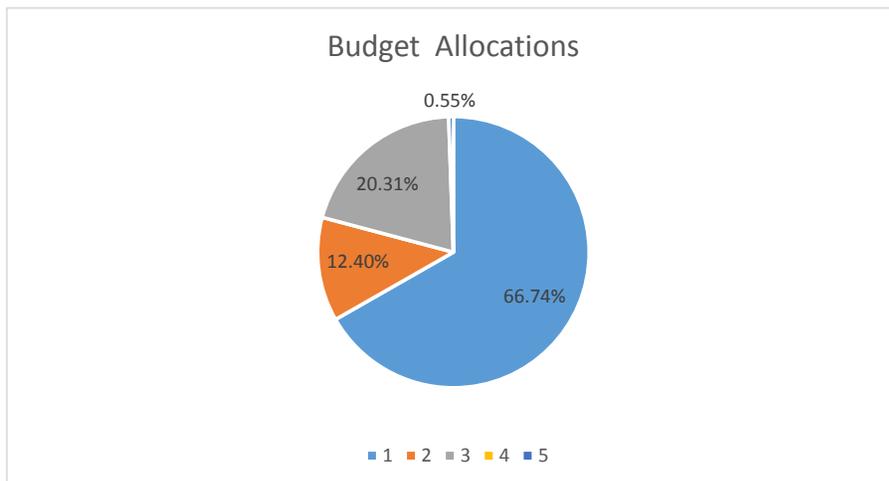
Complete the processes to handle materials loans to and from other library systems.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	3.75	3.75

Expense Budget:

<u>##</u>	<u>Description</u>	<u>Expense Totals</u>	<u>Budget Allocations</u>
1	Total Personal Services	177,440.00	66.74%
2	Total Contractual Services	32,964.00	12.40%
3	Total Commodities	54,000.00	20.31%
4	Total Materials Budget	-	
5	Total Capital Outlays	1,470.00	0.55%
6	Building Projects		
7	Building Construction	-	
	Total Budget	<u>265,874.00</u>	<u>1.00</u>



Information Technology Department

Director of IT: Anne Fischer

Location Description:

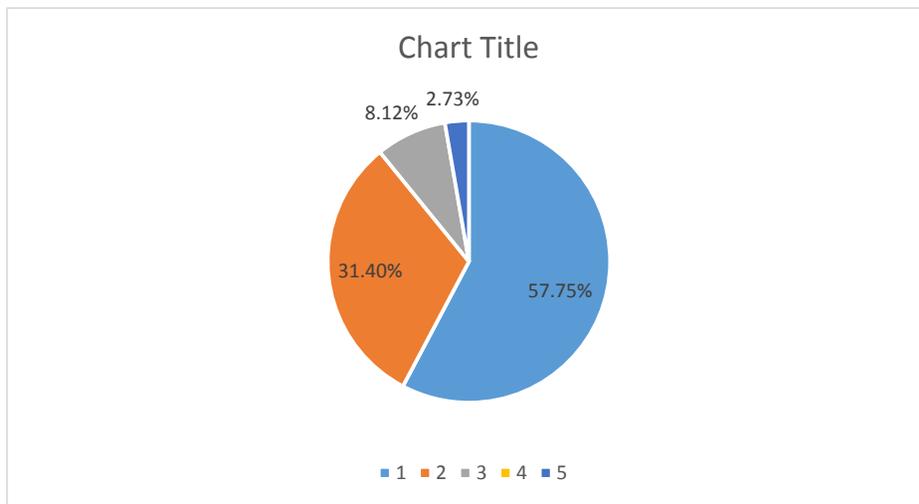
The IT Department offices are located on the 3rd floor of the Downtown Library. This department provides IT services to all MLS locations. It is responsible for maintenance and replacement of computers, printers, network equipment, firewall equipment, Business TV and telephone services. They also provide support for the ILS system, the Self-checks, the PC Reservation system and the POS system. A staff member in the IT department also provides support to the circulation technicians regarding processes with the ILS system as it relates to customer records.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	13.75	15.75

Expense Budget:

<u>##</u>	<u>Description</u>	<u>Expense Totals</u>	<u>Budget Allocations</u>
1	Total Personal Services	1,368,440.00	57.75%
2	Total Contractual Services	743,956.00	31.40%
3	Total Commodities	192,500.00	8.12%
4	Total Materials Budget	-	
5	Total Capital Outlays	64,757.00	2.73%
6	Building Projects		
7	Building Construction	-	
	Total Budget	<u>2,369,653.00</u>	<u>1.00</u>



Maintenance Department

Facilities Maintenance Manager: Curtiss Ray

Location Description:

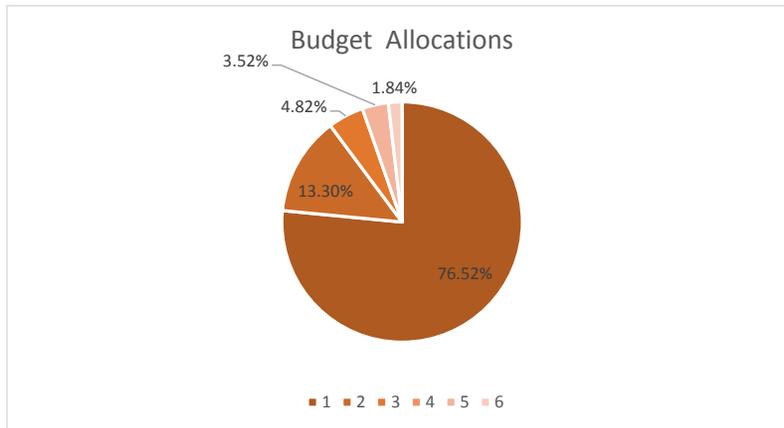
The Maintenance Department is located within the Service Center at 300 NE 50th in Oklahoma City. This department coordinates maintenance services for the buildings and grounds at all MLS locations. They also operate delivery trucks that provide a transport service system-wide.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	17	17

Expense Budget:

##	Description	Expense Totals	Budget Allocations
1	Total Personal Services	1,247,215.00	76.52%
2	Total Contractual Services	216,761.00	13.30%
3	Total Commodities	78,600.00	4.82%
4	Total Materials Budget	-	
5	Total Capital Outlays	57,300.00	3.52%
6	Building Projects	30,000.00	1.84%
7	Building Construction	-	
	Total Budget	1,629,876.00	1.00



Materials Selection Department

Material Selections Manager: Janet Brooks

Location Description:

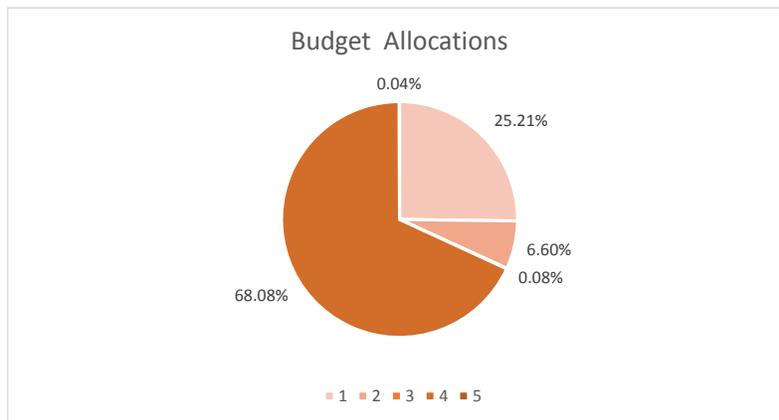
The Materials Selection Department is located in the Downtown Library at 300 Park Avenue in Oklahoma City. This department, with input from our library members and library staff, is responsible for adding materials to the system and also helps manage the various collections within each library facility. To meet the diverse needs of our community, Selection staff identify and add the best titles in a variety of formats, including books, audio-visuals, electronic resources and periodicals.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	10.75	10.75

Expense Budget:

##	Description	Expense Totals	Budget Allocations
1	Total Personal Services	903,602.00	25.21%
2	Total Contractual Services	236,513.00	6.60%
3	Total Commodities	2,740.00	0.08%
4	Total Materials Budget	2,440,740.00	68.08%
5	Total Capital Outlays	1,300.00	0.04%
6	Building Projects	-	
7	Building Construction	-	
	Total Budget	<u>3,584,895.00</u>	<u>1.00</u>



Marketing and Communications Department

Marketing and Communications Director: Kim Terry

Location Description:

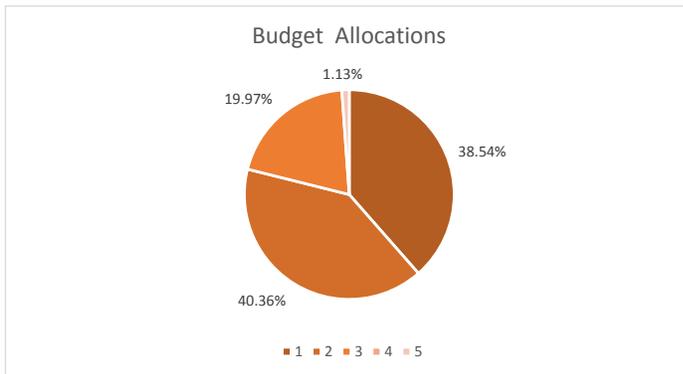
The Marketing and Communications Department is located in the Downtown Library at 300 Park Avenue in Oklahoma City.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	4	4

Expense Budget:

<u>##</u>	<u>Description</u>	<u>Expense Totals</u>	<u>Budget Allocations</u>
1	Total Personal Services	370,327.00	38.54%
2	Total Contractual Services	387,814.00	40.36%
3	Total Commodities	191,900.00	19.97%
4	Total Materials Budget	-	
5	Total Capital Outlays	10,900.00	1.13%
6	Building Projects	-	
7	Building Construction	-	
	Total Budget	960,941.00	1.00



Outreach Services

Outreach Services Director: LaVetta Dent

Location Description:

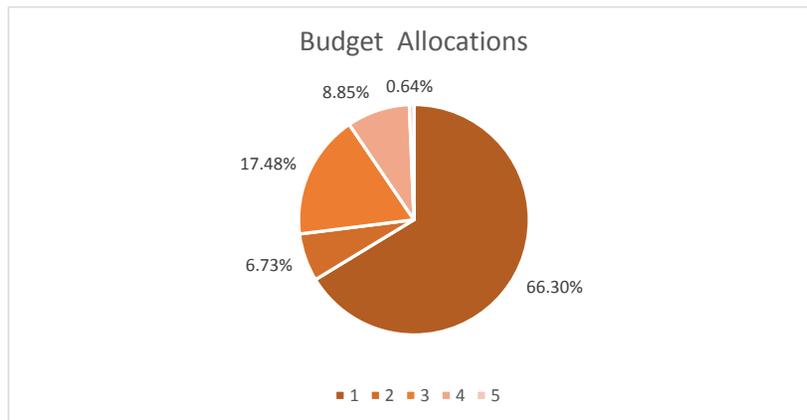
The Outreach Services Department is located in the Downtown Library at 300 Park Avenue in Oklahoma City, 2nd floor.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	10.99	10.99

Expense Budget:

##	Description	Expense Totals	Budget Allocations
1	Total Personal Services	799,253.00	66.30%
2	Total Contractual Services	81,102.00	6.73%
3	Total Commodities	210,785.00	17.48%
4	Total Materials Budget	106,695.00	8.85%
5	Total Capital Outlays	7,700.00	0.64%
6	Building Projects	-	
7	Building Construction	-	
	Total Budget	<u>1,205,535.00</u>	<u>1.00</u>



Public Services Administration (Planning)

Chief Library Officer: Kay Bauman

Location Description:

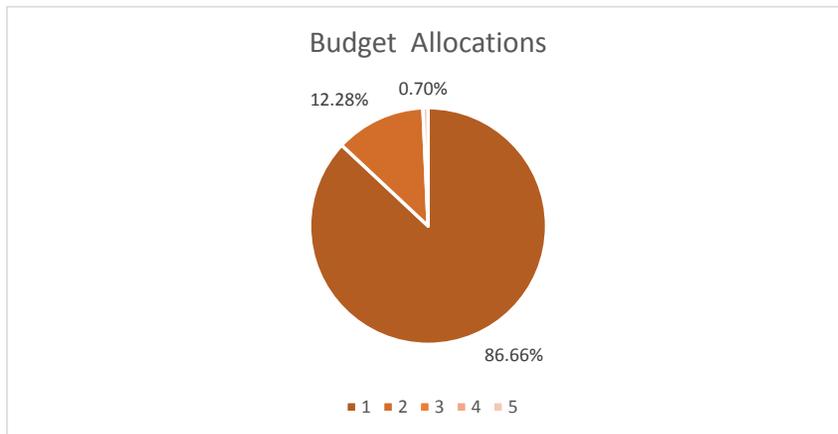
The Public Services Administration Office is located in the Downtown Library at 300 Park Avenue in Oklahoma City (3rd floor).

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	3	3

Expense Budget:

<u>##</u>	<u>Description</u>	<u>Expense Totals</u>	<u>Budget Allocations</u>
1	Total Personal Services	358,912.00	86.66%
2	Total Contractual Services	50,844.00	12.28%
3	Total Commodities	1,500.00	
4	Total Materials Budget	-	
5	Total Capital Outlays	2,900.00	0.70%
6	Building Projects	-	
7	Building Construction	-	
	Total Budget	<u>414,156.00</u>	<u>1.00</u>



Security Office

Security Manager: Ed Dillard

Location Description:

The MLS Security Department is located in the Downtown Library at 300 Park Avenue, 2nd floor, in Oklahoma City. This department services the entire system which includes 19 libraries and the Service Center. The SEC Department is responsible for physical security, Police Officers and contract security guards, for review and maintenance of closed circuit television surveillance (CCTV) systems. In addition to the above mentioned duties, this department, along with designated library staff, also offers training throughout the year on subjects such as the Crisis Prevention Institute (CPI) PREPARE-Foundation Course, Setting Effective Limits, Challenged by Mental Illness At Work and Crisis Response.

Objectives for 2016-17:

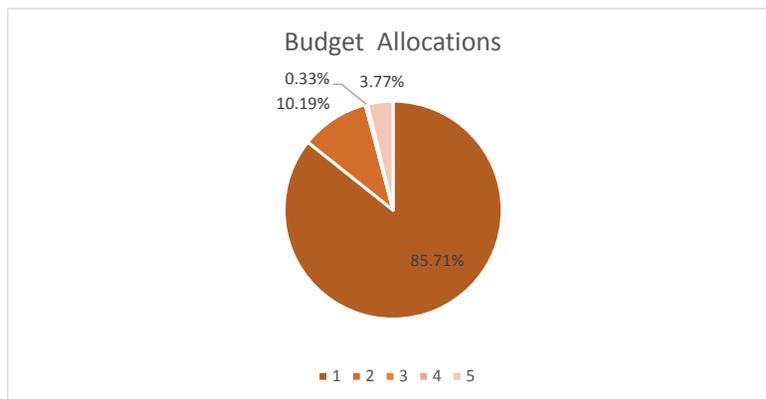
Respect, service and safety at work, for library members and staff, are the primary goals of the entire security department

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	6	6

Expense Budget:

<u>##</u>	<u>Description</u>	<u>Expense Totals</u>	<u>Budget Allocations</u>
1	Total Personal Services	432,220.00	85.71%
2	Total Contractual Services	51,389.00	10.19%
3	Total Commodities	1,650.00	0.33%
4	Total Materials Budget	-	
5	Total Capital Outlays	19,000.00	3.77%
6	Building Projects	-	
7	Building Construction	-	
	Total Budget	504,259.00	1.00



Technical Processing Department

Technical Processing Manager: Heidi Johnson

Location Description:

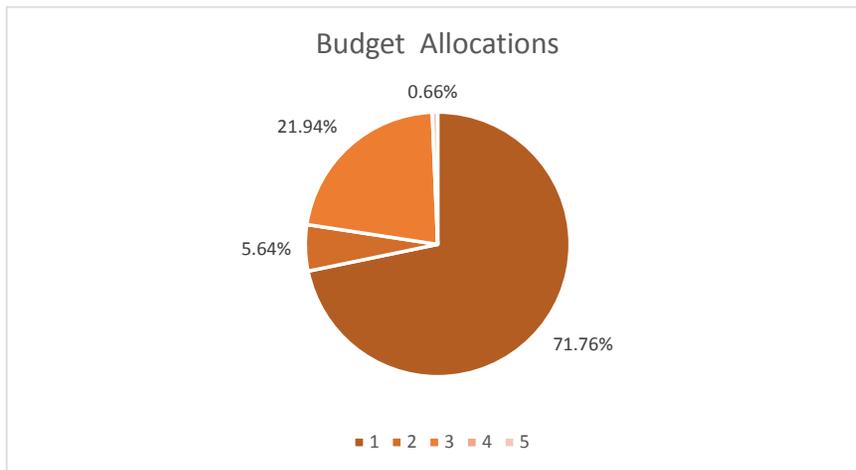
The Technical Processing Department is located within the Service Center at 300 NE 50th in Oklahoma City. This department receives and processes books and other materials ordered through the Materials Selection Department. This includes inspecting each item for quality and sending the items to be processed and distributed by the Cataloging Department. They also review the invoices from each order for accuracy before sending them through for payment.

Employee Full Time Equivalents:

	FY 2015-16	FY 2016-17
Total FTE's (actual)	15.75	15.75

Expense Budget:

<u>##</u>	<u>Description</u>	<u>Expense Totals</u>	<u>Budget Allocations</u>
1	Total Personal Services	705,269.00	71.76%
2	Total Contractual Services	55,480.00	5.64%
3	Total Commodities	215,630.00	21.94%
4	Total Materials Budget	-	
5	Total Capital Outlays	6,500.00	0.66%
6	Building Projects	-	
7	Building Construction	-	
	Total Budget	<u>982,879.00</u>	<u>1.00</u>



Schedule of Cash Reserve

	<u>2013-2014</u> Approved	<u>2014-2015</u> Approved	<u>2015-2016</u> Approved	<u>2016-2017</u> Proposed
Beginning Balance	\$16,128,950	\$14,930,398	\$13,865,015	\$14,232,021
Annual Contribution:				
Increase or (Decrease)	(1,198,552)	(1,065,383)	367,006	1,219,325
Ending Balance	<u>14,930,398</u>	<u>13,865,015</u>	<u>14,232,021</u>	<u>15,451,346</u>
Allocation of Reserves:				
Reserve for Cash flow	6,500,000	6,800,000	7,000,000	7,000,000
Reserve for additional location/services	812,162	0	0	0
Reserve for Extra Payday	180,000	240,000	300,000	380,000
Capital Projects Reserve:				
Currently Identified Improvements:				
Belle Isle Library	950,000	950,000	950,000	3,717,000
Bethany				1,524,000
Capitol Hill furniture	538,000	538,000	538,000	538,000
Del City furniture	589,276	589,276	589,276	0
Future Projects from the Long Range Plan	5,360,960	4,747,739	4,854,745	2,292,346
Total Reserves	<u>\$14,930,398</u>	<u>\$13,865,015</u>	<u>\$14,232,021</u>	<u>\$15,451,346</u>

Schedule of Cash Reserve

	2012-2013 Approved	2013-2014 Approved	2014-2015 Approved	2015-2016 Proposed
Beginning Balance	\$19,333,641	\$16,128,950	\$14,930,398	\$13,865,015
Annual Contribution: Increase or (Decrease)	(3,204,691)	(1,198,552)	(1,065,383)	367,006
Ending Balance	<u>16,128,950</u>	<u>14,930,398</u>	<u>13,865,015</u>	<u>14,232,021</u>
Allocation of Reserves:				
Reserve for Cash flow	6,000,000	6,500,000	6,800,000	7,000,000
Reserve for additional location/services	2,070,714	812,162	0	0
Reserve for Integrated Library System	500,000	0	0	0
Reserve for Extra Payday	120,000	180,000	240,000	300,000
Capital Projects Reserve:				
Currently Identified Improvements:				
Belle Isle Library	950,000	950,000	950,000	950,000
Capitol Hill furniture	538,000	538,000	538,000	538,000
Del City furniture	589,276	589,276	589,276	589,276
Future Projects from the Long Range Plan	5,360,960	5,360,960	4,747,739	4,854,745
Total Reserves	<u>\$16,128,950</u>	<u>\$14,930,398</u>	<u>\$13,865,015</u>	<u>\$14,232,021</u>

Schedule of Cash Reserve

	2011-2012 Approved	2012-2013 Approved	2013-2014 Approved	2014-2015 Proposed
Beginning Balance	\$19,171,370	\$19,333,641	\$16,128,950	\$14,930,398
Annual Contribution: Increase or (Decrease)	162,271	(3,204,691)	(1,198,552)	(1,065,383)
Ending Balance	<u>19,333,641</u>	<u>16,128,950</u>	<u>14,930,398</u>	<u>13,865,015</u>
Allocation of Reserves:				
Reserve for Cash flow	6,000,000	6,000,000	6,500,000	6,800,000
Reserve for NW Library opening	1,500,000	0	0	0
Reserve for additional location/services	2,896,681	2,070,714	812,162	0
Reserve for Integrated Library System	0	500,000	0	0
Reserve for Extra Payday	60,000	120,000	180,000	240,000
Capital Projects Reserve:				
Currently Identified Improvements:				
Belle Isle Library	950,000	950,000	950,000	950,000
Capitol Hill furniture	1,500,000	538,000	538,000	538,000
Del City furniture	688,000	589,276	589,276	589,276
Jones Library	378,000	0	0	0
Edmond, Village, Warr Acres, and Bethany	5,360,960	5,360,960	5,360,960	4,747,739
Total Reserves	<u>\$19,333,641</u>	<u>\$16,128,950</u>	<u>\$14,930,398</u>	<u>\$13,865,015</u>

Schedule of Cash Reserve

	2008-09 Approved	2009-2010 Approved	2010-2011 Approved	2011-2012 Approved	2012-2013 Proposed
Beginning Balance	\$18,249,206	\$16,631,096	\$19,270,320	\$19,171,370	\$19,333,641
Annual Contribution: Increase or (Decrease)	(1,618,110)	2,639,224	(98,950)	162,271	(3,204,691)
Ending Balance	<u>\$16,631,096</u>	<u>\$19,270,320</u>	<u>\$19,171,370</u>	<u>\$19,333,641</u>	<u>\$16,128,950</u>
Allocation of Reserves:					
Reserve for Cash flow	4,900,000	5,400,000	5,900,000	6,000,000	6,000,000
Reserve for NW Library opening			1,500,000	1,500,000	0
Reserve for additional location/services				1,000,000	2,070,714
Reserve for Integrated Library System					500,000
Reserve for Extra Payday	480,000	540,000	0	60,000	120,000
Capital Projects Reserve:					
Currently Identified Improvements:					
Belle Isle Library	646,719	950,000	950,000	950,000	950,000
Bethany Library	442,957	442,957	442,957	442,957	442,957
Capitol Hill furniture	930,503	930,503	930,503	1,500,000	538,000
Del City furniture	464,715	464,715	688,000	688,000	589,276
Jones Library	0	0	438,000	378,000	0
New Edmond Library	3,891,907	4,000,000	4,000,000	4,000,000	4,000,000
New Northwest Library	1,407,645	0	0	0	0
Southern Oaks Library	0	750,000	0	0	0
Village Library	491,481	491,481	491,481	491,481	491,481
Warr Acres Library	426,522	426,522	426,522	426,522	426,522
Future Capital Improvements	<u>2,548,647</u>	<u>4,874,142</u>	<u>3,403,907</u>	<u>1,896,681</u>	<u>0</u>
Total Reserves	<u>\$16,631,096</u>	<u>\$19,270,320</u>	<u>\$19,171,370</u>	<u>\$19,333,641</u>	<u>\$16,128,950</u>

Schedule of Cash Reserve

	2007-08 Approved	2008-09 Approved	2009-2010 Approved	2010-2011 Approved	2011-2012 Proposed
Beginning Balance	\$13,160,027	\$18,249,206	\$16,631,096	\$19,270,320	\$19,171,370
Annual Contribution: Increase or (Decrease)	5,089,179	(1,618,110)	2,639,224	(98,950)	162,271
Ending Balance	<u>\$18,249,206</u>	<u>\$16,631,096</u>	<u>\$19,270,320</u>	<u>\$19,171,370</u>	<u>\$19,333,641</u>
Allocation of Reserves:					
Reserve for Cash flow	4,400,000	4,900,000	5,400,000	5,900,000	6,000,000
Reserve for NW Library opening				1,500,000	1,500,000
Reserve for additional location/services					1,000,000
Reserve for Extra Payday	420,000	480,000	540,000	0	60,000
Capital Projects Reserve:					
Currently Identified Improvements:					
Belle Isle Library	0	646,719	950,000	950,000	950,000
Bethany Library	442,957	442,957	442,957	442,957	442,957
Capitol Hill Library	531,442	930,503	930,503	930,503	1,500,000
Del City Library	464,715	464,715	464,715	688,000	688,000
Jones Library	0	0	0	438,000	378,000
New Edmond Library	0	3,891,907	4,000,000	4,000,000	4,000,000
New Northwest Library	2,657,645	1,407,645	0	0	0
Service Center	3,616,949	0	0	0	0
Southern Oaks Library	736,363	0	750,000	0	0
Village Library	491,481	491,481	491,481	491,481	491,481
Warr Acres Library	426,522	426,522	426,522	426,522	426,522
Future Capital Improvements	<u>4,061,132</u>	<u>2,548,647</u>	<u>4,874,142</u>	<u>3,403,907</u>	<u>1,896,681</u>
Total Reserves	<u>\$18,249,206</u>	<u>\$16,631,096</u>	<u>\$19,270,320</u>	<u>\$19,171,370</u>	<u>\$19,333,641</u>

Schedule of Cash Reserve

	2006-07 <u>Approved</u>	2007-08 <u>Approved</u>	2008-09 <u>Approved</u>	2009-2010 <u>Approved</u>	2010-2011 <u>Proposed</u>
Beginning Balance	\$12,624,653	#####	#####	\$16,631,096	\$19,270,320
Annual Contribution:					
Increase or (Decrease)	535,374	5,089,179	(1,618,110)	2,639,224	(98,950)
Ending Balance	<u>\$13,160,027</u>	<u>#####</u>	<u>#####</u>	<u>\$19,270,320</u>	<u>\$19,171,370</u>
Allocation of Reserves:					
Reserve for Cash flow	3,900,000	4,400,000	4,900,000	5,400,000	5,900,000
Reserve for NW Library opening					1,500,000
Reserve for Extra Payday	360,000	420,000	480,000	540,000	0
Capital Projects Reserve:					
Currently Identified Improvements:					
Belle Isle Library			646,719	950,000	950,000
Bethany Library			442,957	442,957	442,957
Capitol Hill Library	205,332	205,332	930,503	930,503	930,503
Del City Library			464,715	464,715	688,000
Jones Library					438,000
New Edmond Library			3,891,907	4,000,000	4,000,000
New Northwest Library	2,190,000	2,657,645	1,407,645	0	0
Service Center		3,616,949	0	0	0
Southern Oaks Library	736,363	736,363	0	750,000	0
Village Library			491,481	491,481	491,481
Warr Acres Library			426,522	426,522	426,522
Future Capital Improvements	<u>5,768,332</u>	<u>6,212,917</u>	<u>2,548,647</u>	<u>4,874,142</u>	<u>3,403,907</u>
Total Reserves	<u>\$13,160,027</u>	<u>#####</u>	<u>#####</u>	<u>\$19,270,320</u>	<u>\$19,171,370</u>

Schedule of Cash Reserve

	<u>2004-05</u> Approved	<u>2005-06</u> Approved	<u>2006-07</u> Approved	<u>2007-08</u> Approved	<u>2008-09</u> Proposed
Beginning Balance	\$10,252,348	#####	#####	\$13,160,027	\$18,249,206
Annual Contribution:					
Increase or (Decrease)	610,633	1,761,672	535,374	5,089,179	(1,618,110)
Ending Balance	<u>\$10,862,981</u>	<u>#####</u>	<u>#####</u>	<u>\$18,249,206</u>	<u>\$16,631,096</u>
Allocation of Reserves:					
Reserve for Cash flow	2,900,000	3,400,000	3,900,000	4,400,000	4,900,000
Reserve for Extra Payday	250,000	300,000	360,000	420,000	480,000
Capital Projects Reserve:					
Currently Identified Improvements:					
Belle Isle Library					646,719
Bethany Library					442,957
Capitol Hill Library		205,332	205,332	205,332	930,503
Del City Library					464,715
New Edmond Library					3,891,907
New Northwest Library	3,551,527	3,551,527	2,190,000	2,657,645	1,407,645
Service Center				3,616,949	0
Southern Oaks Library	736,363	736,363	736,363	736,363	0
Village Library					491,481
Warr Acres Library					426,522
Future Capital Improvements	<u>3,425,091</u>	<u>4,431,431</u>	<u>5,768,332</u>	<u>6,212,917</u>	<u>2,548,647</u>
Total Reserves	<u>\$10,862,981</u>	<u>#####</u>	<u>#####</u>	<u>\$18,249,206</u>	<u>\$16,631,096</u>

Schedule of Cash Reserve

	2003-04 Approved	2004-05 Approved	2005-06 Approved	2006-07 Approved	2007-08 Proposed
Beginning Balance	\$9,214,771	\$10,252,348	#####	#####	\$13,160,027
Annual Contribution:					
Increase or (Decrease)	1,037,577	610,633	1,761,672	535,374	5,089,179
Ending Balance	<u>#####</u>	<u>\$10,862,981</u>	<u>#####</u>	<u>#####</u>	<u>\$18,249,206</u>
Allocation of Reserves:					
Reserve for Cash flow	2,416,160	2,900,000	3,400,000	3,900,000	4,400,000
Reserve for Extra Payday	191,601	250,000	300,000	360,000	420,000
Capital Projects Reserve:					
Approved by the Commission:					
OKC Capital Improv. Projects					
Capitol Hill Library	205,332		205,332	205,332	205,332
Ralph Ellison Library	424,930				
New Northwest Library	3,551,527	3,551,527	3,551,527	2,190,000	2,657,645
Southern Oaks Library	736,363	736,363	736,363	736,363	736,363
Service Center					3,616,949
Future Capital Improvements	2,726,435	3,425,091	4,431,431	5,768,332	6,212,917
Total Reserves	<u>#####</u>	<u>\$10,862,981</u>	<u>#####</u>	<u>#####</u>	<u>\$18,249,206</u>

Schedule of Cash Reserve

	<u>2002-03 Approved</u>	<u>2003-04 Approved</u>	<u>2004-05 Approved</u>	<u>2005-06 Approved</u>	<u>2006-07 Proposed</u>
Beginning Balance	\$9,379,798	\$9,214,771	\$10,252,348	#####	#####
Annual Contribution:					
Increase or (Decrease)	(165,027)	1,037,577	610,633	1,761,672	535,374
Ending Balance	<u><u>\$9,214,771</u></u>	<u><u>#####</u></u>	<u><u>\$10,862,981</u></u>	<u><u>#####</u></u>	<u><u>#####</u></u>
Allocation of Reserves:					
Reserve for Cash flow	2,052,000	2,416,160	2,900,000	3,400,000	3,900,000
Reserve for Extra Payday	141,273	191,601	250,000	300,000	360,000
Capital Projects Reserve:					
Approved by the Commission:					
OKC Capital Improv. Projects					
Capitol Hill Library	205,332	205,332		205,332	205,332
Ralph Ellison Library	424,930	424,930			
New Northwest Library	3,551,527	3,551,527	3,551,527	3,551,527	2,190,000
Southern Oaks Library	717,363	736,363	736,363	736,363	736,363
Future Capital Improvements	2,122,346	2,726,435	3,425,091	4,431,431	5,768,332
Total Reserves	<u><u>\$9,214,771</u></u>	<u><u>#####</u></u>	<u><u>\$10,862,981</u></u>	<u><u>#####</u></u>	<u><u>#####</u></u>

Schedule of Cash Reserve

	2001-02 Approved	2002-03 Approved	2003-04 Approved	2004-05 Approved	2005-06 Approved
Beginning Balance	\$9,600,874	\$9,379,798	\$9,214,771	\$10,252,348	#####
Annual Contribution:					
Increase or (Decrease)	(221,076)	(165,027)	1,037,577	610,633	1,761,672
Ending Balance	<u>\$9,379,798</u>	<u>\$9,214,771</u>	<u>#####</u>	<u>\$10,862,981</u>	<u>#####</u>
Allocation of Reserves:					
Reserve for Cash flow	1,900,000	2,052,000	2,416,160	2,900,000	3,400,000
Reserve for Insurance Fund	100,000				
Reserve for Extra Payday	90,000	141,273	191,601	250,000	300,000
Capital Projects Reserve:					
Approved by the Commission:					
Drexel Portable Building	52,400	52,400			
DN Library/Learning Center					
F/F/E & A.V. Equipment					
Other Related Projects	565,000				
Opening Collections	350,000	150,000			
Additional funding 10/01	500,000				
Choctaw New Facility	86,750				
OKC Capital Improv. Projects					
Capitol Hill Library	205,332	205,332	205,332		205,332
Ralph Ellison Library	424,930	424,930	424,930		
New Northwest Library	3,551,527	3,551,527	3,551,527	3,551,527	3,551,527
Southern Oaks Library	717,363	717,363	736,363	736,363	736,363
Future Capital Improvements	836,496	1,919,946	2,726,435	3,425,091	4,431,431
Total Reserves	<u>\$9,379,798</u>	<u>\$9,214,771</u>	<u>#####</u>	<u>\$10,862,981</u>	<u>#####</u>

Schedule of Cash Reserve

	<u>2001-02</u> Approved	<u>2002-03</u> Approved	<u>2003-04</u> Approved	<u>2004-05</u> Proposed
Beginning Balance	\$9,600,874	\$9,379,798	\$9,214,771	\$10,252,348
Annual Contribution: Increase or (Decrease)	(221,076)	(165,027)	1,037,577	610,633
Ending Balance	<u><u>\$9,379,798</u></u>	<u><u>\$9,214,771</u></u>	<u><u>#####</u></u>	<u><u>\$10,862,981</u></u>
Allocation of Reserves:				
Reserve for Cash flow	1,900,000	2,052,000	2,416,160	2,900,000
Reserve for Insurance Fund	100,000			
Reserve for Extra Payday	90,000	141,273	191,601	250,000
Capital Improvement Projects:				
Approved by the Commission:				
Drexel Portable Building	52,400	52,400		
DN Library/Learning Center F/F/E & A.V. Equipment				
Other Related Projects	565,000			
Opening Collections	350,000	150,000		
Additional funding 10/01	500,000			
Choctaw New Facility	86,750			
OKC Capital Improv. Projects				
Capitol Hill Library	205,332	205,332	205,332	
Ralph Ellison Library	424,930	424,930	424,930	
New Northwest Library	3,551,527	3,551,527	3,551,527	3,551,527
Southern Oaks Library	717,363	717,363	736,363	736,363
Future Capital Improvements	836,496	1,919,946	2,726,435	3,425,091
Total Reserves	<u><u>\$9,379,798</u></u>	<u><u>\$9,214,771</u></u>	<u><u>#####</u></u>	<u><u>\$10,862,981</u></u>

Schedule of Cash Reserve

	2000-01 Approved	2001-02 Approved	2002-03 Approved	2003-04 Proposed
Beginning Balance	\$7,065,349	\$9,600,874	\$9,379,798	\$9,214,771
Annual Contribution: Increase or (Decrease)	2,535,525	(221,076)	(165,027)	1,037,577
Ending Balance	<u>\$9,600,874</u>	<u>\$9,379,798</u>	<u>\$9,214,771</u>	#####
Allocation of Reserves:				
Reserve for Cash flow	1,800,000	1,900,000	2,052,000	2,416,160
Reserve for Insurance Fund	100,000	100,000		
Reserve for Extra Payday	55,350	90,000	141,273	191,601
Capital Improvement Projects:				
Approved by the Commission:				
Drexel Portable Building	52,400	52,400	52,400	
DN Library/Learning Center				
F/F/E & A.V. Equipment	2,000,000			
Other Related Projects	660,000	565,000		
Opening Collections	600,000	350,000	150,000	
Additional funding 10/01		500,000		
Choctaw New Facility		86,750		
OKC Capital Improv. Projects				
Capitol Hill Library		205,332	205,332	205,332
Ralph Ellison Library		424,930	424,930	424,930
New Northwest Library		3,551,527	3,551,527	3,551,527
Southern Oaks Library		717,363	717,363	736,363
Future Capital Improvements	4,333,124	836,496	1,919,946	2,726,435
Total Reserves	<u>\$9,600,874</u>	<u>\$9,379,798</u>	<u>\$9,214,771</u>	#####

Schedule of Cash Reserve

	1999-00 Approved	2000-01 Approved	2001-02 Revised	2002-03 Projected
Beginning Balance	\$6,082,857	\$7,065,349	\$9,600,874	\$9,379,798
Annual Contribution:				
Increase or (Decrease)	982,492	2,535,525	(221,076)	(165,027)
Ending Balance	<u>\$7,065,349</u>	<u>\$9,600,874</u>	<u>\$9,379,798</u>	<u>\$9,214,771</u>
Allocation of Reserves:				
Reserve for Cash flow	\$1,600,000	1,800,000	1,900,000	2,052,000
Reserve for Insurance Fund	100,000	100,000	100,000	
Reserve for Extra Payday	27,000	55,350	90,000	141,273
Capital Improvement Projects:				
Approved by the Commission:				
Drexel Portable Building	52,400	52,400	52,400	52,400
DN Library/Learning Center				
F/F/E & A.V. Equipment	2,000,000	2,000,000		
Other Related Projects	660,000	660,000	565,000	
Opening Collections	600,000	600,000	350,000	150,000
Additional funding 10/01			500,000	
Choctaw New Facility			86,750	
OKC Capital Improv. Projects				
Capitol Hill Library			205,332	205,332
Ralph Ellison Library			424,930	424,930
New Northwest Library			3,551,527	3,551,527
Southern Oaks Library			717,363	717,363
Future Capital Improvements	<u>2,025,949</u>	<u>4,333,124</u>	<u>836,496</u>	<u>1,919,946</u>
Total Reserves	<u>\$7,065,349</u>	<u>\$9,600,874</u>	<u>\$9,379,798</u>	<u>\$9,214,771</u>

Schedule of Cash Reserve

	1999-00 <u>Approved</u>	2000-01 <u>Approved</u>	2001-02 <u>Approved</u>
Beginning Balance	\$6,082,857	\$7,065,349	\$9,600,874
Annual Contribution:			
Increase or (Decrease)	982,492	2,535,525	(221,076)
Ending Balance	<u>\$7,065,349</u>	<u>\$9,600,874</u>	<u>\$9,379,798</u>
Allocation of Reserves:			
Reserve for Cash flow	\$1,600,000	1,800,000	1,900,000
Reserve for Insurance Fund	100,000	100,000	100,000
Reserve for Extra Payday	27,000	55,350	90,000
Capital Improvement Projects:			
Approved by the Commission:			
Drexel Portable Building	52,400	52,400	52,400
DN Library/Learning Center			
F/F/E & A.V. Equipment	2,000,000	2,000,000	
Other Related Projects	660,000	660,000	565,000
Opening Collections	600,000	600,000	350,000
Choctaw New Facility			86,750
OKC Capital Improv. Projects			
Capitol Hill Library			205,332
Ralph Ellison Library			424,930
New Northwest Library			3,551,527
Southern Oaks Library			717,363
Future Capital Improvements	<u>2,025,949</u>	<u>4,333,124</u>	<u>1,336,496</u>
Total Reserves	<u>\$7,065,349</u>	<u>\$9,600,874</u>	<u>\$9,379,798</u>

NOTES FOR CASH RESERVE PLAN

BACKGROUND

Prior to fiscal year 1996-97, the library had to borrow operating funds during the last quarter of the calendar year, before the receipt of current year tax allocations. This fact, combined with the need to accumulate reserves for capital projects, necessitated a plan to manage the cash flow on a long-term basis. The administration proposed such a plan with the following objectives: (1) to eliminate negative cash flow and the interest expense on borrowed funds, (2) to provide funding for major capital projects, and (3) to develop a contingency fund for unplanned expenditures. The Library Commission adopted the plan at the October 21, 1993 Commission meeting. The cash reserves have been accumulated according to the plan since FY 1993-94 and have a balance of \$14,232,021 at the end of FY 2015-16.

TYPES OF RESERVE

Cash Flow Reserve -- This reserve is established to eliminate the need to borrow money during the last two quarters of the calendar year. The Library System's cash flow analysis shows at least \$7,000,000 cash reserve is required for this purpose.

Extra Payday Reserve -- With a biweekly payroll system, the Library needs to budget for one extra payday approximately every 11 years. This reserve is set up to eliminate the future budget strains caused by that extra payday. Three years ago the budget included 27 paydays, so, accordingly, those reserve dollars were used and now the reserve is accumulating for the next occurrence of a budget year with an extra payday.

Capital Projects Reserve -- The remainder of the reserve falls into this category, which now includes only four lines.

On December 11, 2007, Oklahoma City voters approved a citywide capital improvement bond that included an additional \$3,730,000 in improvements at Belle Isle Library and \$2,760,000 for renovation of the Capitol Hill Library. These amounts will be paid by Oklahoma City for those projects. Del City has acquired land and is planning for a relocated, enlarged library, but that project is on hold pending an election for the approval of funds. Last spring, Bethany voters approved a bond election that authorized the construction of a new library, and accordingly, funds for that purpose have been allocated in the Reserve.

**METROPOLITAN LIBRARY SYSTEM
TEN YEAR PROJECTIONS**

	2015-2016 Final	2016-2017 Projected	2017-2018 Projected	2018-2019 Projected	2019-2020 Projected	2020-2021 Projected	2021-2022 Projected	2022-2023 Projected	2023-2024 Projected	2024-2025 Projected	2025-2026 Projected
Revenues:	<u>44,572,288</u>	<u>45,302,433</u>	<u>43,959,524</u>	<u>44,554,474</u>	<u>45,146,745</u>	<u>45,735,637</u>	<u>47,067,868</u>	<u>47,670,171</u>	<u>49,060,403</u>	<u>50,482,320</u>	<u>51,947,171</u>
% of increase	5.20%	1.64%	-2.96%	1.35%	1.33%	1.30%	2.91%	1.28%	2.92%	2.90%	2.90%
Expenditures:	<u>44,205,282</u>	<u>44,083,108</u>	<u>44,110,900</u>	<u>43,769,850</u>	<u>45,149,492</u>	<u>47,985,917</u>	<u>50,117,985</u>	<u>47,153,192</u>	<u>47,918,785</u>	<u>48,698,015</u>	<u>49,491,139</u>
% of increase	1.74%	-0.28%	0.06%	-0.78%	3.06%	5.91%	4.25%	-6.29%	1.60%	1.60%	1.60%
Change in Reserves	<u>367,006</u>	<u>1,219,325</u>	<u>(151,376)</u>	<u>784,624</u>	<u>(2,747)</u>	<u>(2,250,280)</u>	<u>(3,050,117)</u>	<u>516,979</u>	<u>1,141,618</u>	<u>1,784,305</u>	<u>2,456,032</u>
Reserves:											
Cash Flow	7,000,000	7,000,000	7,500,000	8,000,000	8,500,000	9,000,000	10,000,000	10,000,000	8,100,047	9,784,352	11,000,000
Extra Payday	300,000	380,000	490,000	630,000	-	100,000	200,000	300,000	400,000	500,000	600,000
Bethany	-	1,524,000	-	-	-	-	-	-	-	-	-
Capitol Hill	538,000	538,000	-	-	-	-	-	-	-	-	-
Del City	589,276	-	-	-	-	-	-	-	-	-	-
Almonte	-	-	-	-	-	-	-	-	2,056,000	2,056,000	2,056,000
Future Needs	4,854,745	2,292,346	3,592,970	3,737,593	3,864,846	1,014,566	581,450	998,429	-	-	-
Belle Isle	950,000	3,717,000	3,717,000	3,717,000	3,717,000	3,717,000	-	-	-	-	-
Ralph Ellison	-	-	-	-	-	-	-	-	1,884,000	1,884,000	1,884,000
Total	<u>14,232,021</u>	<u>15,451,346</u>	<u>15,299,970</u>	<u>16,084,593</u>	<u>16,081,846</u>	<u>13,831,566</u>	<u>10,781,450</u>	<u>11,298,429</u>	<u>12,440,047</u>	<u>14,224,352</u>	<u>15,540,000</u>

NOTE: Additional operating expenses: Jones 60,000 CH 500,000 BE 500,000 BI 500,000

METROPOLITAN LIBRARY SYSTEM

Department ID and Location ID

6/08/2016

mlsAP System

AcctTwo System

Program Number	Program Code	Department/Program Name	Department ID	Location ID	Parent ID
n/a	n/a	Public Services	100		
011	DIR	Executive Director	110		
012	HUM	Human Resources	120		
013	BUS	Business Office	130		
014	MAC	Marketing and Communications	140		
015	MTC	Maintenance Department	150		
016	MSL	Material Selections	160		
017	DVS	Development / Volunteer Services	170		
018	PLA	Public Services Administration	180		
019	SEC	Security Department	190		
025	DL	Digital Library	250		
117	IT	Information Technology	200		
118	CAT	Cataloging	210		
120	TP	Technical Processing	230		
601	EXT	Community Extension Libraries	500		
602	OUT	Outreach Services	510		
604	ILL	Inter-Library Loan Services	520		
999	SYS	System	999	90	MetroLibrary
n/a	n/a	Central		10	MetroLibrary
n/a	n/a	North		20	MetroLibrary
n/a	n/a	South		30	MetroLibrary
n/a	n/a	East		40	MetroLibrary
n/a	n/a	West		50	MetroLibrary
n/a	n/a	Service Center		60	MetroLibrary
605	DN	RJN Downtown Library	100	11	10
606	BI	Belle Isle Library	100	23	20
607	BE	Bethany Library	100	53	50
608	CH	Capital Hill Library	100	31	30
609	DC	Del City Library	100	43	40
610	ED	Edmond Library	100	21	20
611	MC	Midwest City Library	100	41	40
612	RE	Ralph Ellison Library	100	17	10
613	SO	Southern Oaks Library	100	32	30
614	VI	Village Library	100	22	20
615	WA	Warr Acres Library	100	52	50
616	NW	Northwest Library	100	51	50
617	AL	Almonte Library	100	33	30
631	CT	Choctaw Library	100	42	40
632	NP	Nicoma Park Extension Library	500	12	10
633	WR	Wright Extension Library	500	13	10
634	HR	Harrah Extension Library	500	14	10
641	JN	Jones Extension Library	500	15	10
644	LU	Luther Extension Library	500	16	10