



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, June 21, 2012, 3:30 p.m.
Northwest Library
5600 NW 122nd
Oklahoma City, OK 73132
(Telephone: 606-3580)

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

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

Fran Cory, Chair

3:30 – 3:35 pm INTRODUCTIONS

- Document #107 – 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.

3:35 – 3:45 pm CONSENT DOCKET (#108 - #110)

- Document #108 – Approval of Minutes of May 17, 2012 Meeting
- Document #109 – Acceptance of Review of Expenditures for May 2012
- Document #110 – Contract Awards and Purchases
 - Item A: Book Jacket Covers
 - Item B: Printing & Delivery of info Magazine
 - Item C: iPads
 - Item D: Annual Renewal of Supply & Service Contracts
 - Item E: RFID Tags
 - Item F: Television Monitors
 - Item G: Data & Telecommunication Cabling
 - Item H: Lawn Maintenance
 - Item I: Projectors

3:45 – 4:30 pm COMMITTEE REPORTS

- Document #111 – Discussion, Consideration, and Possible Action: Report and Recommendations – Long-Range Planning Committee meeting May 7, 2012
- **EXECUTIVE SESSION** - To discuss the employment, hiring, appointment, promotion, etc., of the Executive Director pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(1)
- Document #112 – Discussion, Consideration, and Possible Action: Report and Recommendations - Administrative & Personnel Committee meeting May 21, 2012
- Document #113 – Discussion, Consideration, and Possible Action: Report and Recommendations – Finance Committee meeting May 30, 2012 ~ Nancy Anthony, Chair
- Document #114 – Discussion, Consideration, and Possible Action: Metropolitan Library System Preliminary Budget FY 2012-2013

4:30 – 4:45 pm INFORMATION REPORTS

- Document #115 – MLS May 2012 Library Visits
- Document #116 – MLS May 2012 Circulation Report
- Document #117 – MLS May 2012 Computer Usage Report
- Document #118 – MLS May 2012 System Reserve Report

4:45 – 4:50 pm EXECUTIVE DIRECTOR'S REPORT

4:50 – 5:00 pm COMMENTS FROM COMMISSION MEMBERS

NEXT COMMISSION MEETING DATE AND PLACE:

July 19, 2012
Edmond Library, 10 S. Boulevard, Edmond, OK 73034

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 June 2012:

<u>Employees</u>	<u>Years of Service</u>
Selma Zuhdi, Library Aide, Belle Isle Library	35
Abe Ejtehadi, Librarian, Edmond Library	30
Lanny B. Myers, Maintenance Tech I, Maintenance	25
Charleen K. Miller, Library Assistant, Choctaw Library	15
Destanie S. Ellis, Library Aide, Warr Acres Library	5
Shanelle J. Jackson, Circulation Clerk, Downtown Library	5
Anne O. Motley, Library Aide, Choctaw Library	5

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

DATE: May 17, 2012

TIME: 3:30 pm

MEETING PLACE: The Village Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County November 3, 2011. 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 Village Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on May 17, 2012, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Nancy Anthony, Disbursing Agent
Ralph Bullard
Cynthia Friedemann
Rozz Grigsby
Deanna Hannah
Jose Jimenez
Carolyn Leslie
Penny McCaleb
Tracy McGehee
Lori Nelson
Kim Patterson
Hugh Rice
Vanna Shaw
Jim Shonts
Judy Smith, Vice-Chair
Alyne Strube
Beth Toland
Susan Tucker
Ray Vaughn
Fran Cory, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Bose' Akadiri
Mick Cornett, Mayor of Oklahoma City
Helene Harpman
Tracy McDaniel
Brenda Palmer
Mukesh Patel
Greg Womack

Estimate of general public and staff attending: 23

- I.** The meeting was called to order at 3:34 p.m. by Mrs. Fran Cory, Chair. Roll was called to establish a quorum. Present: Anthony, Bullard, Friedemann, Grigsby, Hannah, Jimenez, McCaleb, McGehee, Rice, Shaw, Shonts, Smith, Strube, Toland, Tucker, Vaughn, Cory (Arrived: Patterson, 3:36 p.m.; Leslie, 3:40 p.m.; Nelson, 3:41 p.m.).
- II.** Mrs. Cory introduced Mrs. LaVetta Dent, Manager of The Village Library. Mrs. Dent welcomed the commission and provided information on the current and upcoming events at the Village Library.
- III.** Mrs. Cory called for the Presentation of Service certificates for May 2012: Dianna Rupp, Circulation Clerk, Bethany Library – 10 years of service; Heidi A. Port, Volunteer Coordinator, Development Services -15 years of service; Tim Daubenspeck, Library Aide, Bethany Library - 5 years of service.
- Mrs. Cory also recognized the following employees, who were unable to attend today's meeting: Marilyn E. Backus, Materials Selector, Materials Selection -25 years of service; Tindle J. Arnold, Circulation Clerk, Choctaw Library - 15 years of service; Christopher L. Larwig, Graphic Designer, Marketing & Communications - 10 years of service; and Laura W. Winters, Library Aide, Edmond Library - 5 years of service.
- IV.** Mrs. Cory called for comments from the general public. There were none.
- V.** Mrs. Cory presented the Consent Docket: Document #100 – Approval of Minutes of the April 19, 2012 Meeting; Document #101 – Acceptance of Expenditures for April 2012; Document #102 – Contract Awards & Purchases.

Mrs. Cory called for a motion.

Mr. Jose Jimenez moved to accept the consent docket. Mrs. Nancy Anthony seconded. Questions and Discussion followed. Motion passed unanimously.

- VI.** Mrs. Cory referred to Special Presentations – *Heidi Port ~ Volunteer Coordinator; Library Endowment Trust.*

Ms. Port presented each commissioner with a gift to thank them for their time and dedication to the library system. She handed out a brochure which explained the new volunteer management software as well as the various volunteer opportunities over the past year. The brochure included the amount of hours worked by various groups of volunteers, including Adult Volunteers, Teen Volunteers, Community Service Volunteers, Library Endowment Trustees, Friends of the Library, MLS Staff and Family Volunteers, and Library Commissioners. This past year over 2,287 volunteers put in 38,118 hours.

Mrs. Cory referred to Special Presentation – *Library Endowment Trust: Commission Appointed Trustees*

Mrs. Morris stated at last month's commission meeting, several commission members voiced their concern about the Library Commission being asked to appoint the majority of trustees to the Endowment Trust without a provision to allow commission members input into the process. Mrs. Morris shared the concerns of the commission with the trust and asked that a representative attend a future meeting to discuss how the process moves forward. Ms. Jeri Towler, P.C. Attorney at Law and Mr. David Durrett, Governance Chair for the Library Endowment Trust were both in attendance to explain and discuss the process.

Mrs. Morris referred to Ms. Towler. Ms. Towler addressed the concerns of the commission based on the discussion at the last commission meeting. She stated the commission needs

to decide how they want to approve the appointment of the majority of the trustees moving forward. A governance committee makes recommendations based on the needs of the trust. There are safety nets built in to make sure the Board Governance Committee is doing its job. The Executive Director of the Metropolitan Library System, currently Mrs. Donna Morris, is one safety net. She sits on the board; however, she is not a voting member. Another safety net is the liaison, current commission member Penny McCaleb. The liaison can attend all meetings and Board Governance Committee meetings to ensure the job is being done adequately and report back to the commission. The liaison, should also receive notice of said meetings. Discussion followed.

Mrs. Morris called on Mr. David Durrett, Governance Chair for Library Endowment Trust and Mrs. Diane Sarantakos, Director of Development and Volunteer Services.

Mrs. Durrett explained the role of the Governance Committee. There is a methodology on who is recommended to the trust, based on the needs of the board. The board is made up of trustees with experience in Investments, Fundraising, Accounting, Marketing and Legal. He presented two charts, one representing the current board and the trustees experience and the second chart representing what the ideal board would look like. Nominated trustees can serve three, three year terms. They do have to be re-appointed every three years.

Mrs. Morris stated the Endowment Trust meets next week, and asked for direction on how the commission wants to handle the approval of trustees moving forward. Questions and discussion followed.

Commission members agreed when a candidate is being suggested for appointment, more background information on the candidate should be presented. The liaison should also be invited to the Governance Committee meetings to sit in on the selection process of future trustees.

Mrs. Anthony suggested that the entire slate of the current commission appointed trustees be presented to the commission for official approval. Discussion followed. Mrs. Morris stated she will bring the slate to the July meeting to be voted on by the commission.

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

- ⌘ Document #103 – MLS May 2012 Library Visits
- ⌘ Document #104 – MLS May 2012 Circulation Report
- ⌘ Document #105 – MLS May 2012 Computer Usage Report
- ⌘ Document #106 – MLS May 2012 System Reserve Report

Questions and discussion followed.

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

Mrs. Morris introduced Ms. Devin McGhee, who is the new Manager of Library Operations for the Del City Library.

Mrs. Morris called on Mrs. Emily Williams, Young Adult Services Coordinator, to provide information on the Summer Reading Program. Mrs. Williams highlighted the various changes to this year's program and provided handouts detailing each of the programs.

Mrs. Morris stated the Grand Opening for the Northwest Library is next Tuesday, May 22. A large crowd is expected. We also expect Mayor Cornett in attendance as well as some

members of Mrs. Latting's family. Next month's commission meeting will be held at the Northwest Library.

Mrs. Diane Sarantakos, Director of Development, recently won an election to serve a three year term as a Trustee at large for the ALTAFF board, Kudos to Diane.

A reminder to all commission members that the Administrative and Personnel Committee will meet at 2:30 p.m., Monday, May 21 at the Belle Isle Library. The agenda will include the annual salaries and benefit report and the executive director evaluation. The Finance Committee will meet on Wednesday, May 30th to review the preliminary budget for FY2012-13.

IX. Mrs. Cory called for comments from Commission members.

X. The next Commission meeting will be held at The Patience S. Latting Northwest Library on June 21, 2012.

There being no further business, the meeting was adjourned at 4:39 pm.


Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

May 31, 2012

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of May 2012.

For comparison 91.67% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of May 2012.

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

May 31, 2012

ASSETS

CASH	\$ 12,140,287.53
INVESTMENTS (Schedule attached)	23,151,010.03
PREPAID ACCOUNTS	30,000.00
Total Assets	<u>\$ 35,321,297.56</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2010-11 Reserve for Appropriations	\$300,132.00	
2011-12 Purchase Orders Outstanding	1,231,383.42	
2010-11 Purchase Orders Outstanding	0.00	
2011-12 Checks Outstanding	369,018.09	
2010-11 Checks Outstanding	0.00	
Total Liabilities		1,900,533.51

FUND BALANCE:

Beginning of the Year		\$31,225,521.14	
Add: Revenues			
Budgeted	29,370,220.12		
Other	<u>1,807,947.17</u>	31,178,167.29	
Less: Expenditures		<u>(28,982,924.38)</u>	
Total Fund Balance			<u>33,420,764.05</u>
Total Liabilities, Deferred Revenue and Fund Balance			<u>\$ 35,321,297.56</u>

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

As of May 31, 2012

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.	12/19/2011	12/19/2013	1.100%	240,000.00
CD - Kirkpatrick Bank, Edmond	12/12/2011	12/12/2016	1.980%	230,000.00
CD - Coppermark Bank	4/14/2012	12/14/2013	1.100%	100,373.24
CD - BancFirst	7/28/2009	7/27/2012	2.240%	240,000.00
CD - Interbank	11/9/2010	11/5/2013	2.000%	99,733.20
CD - Citizen's Bank of Edmond	7/2/2009	7/2/2014	2.810%	122,052.12
CD - First State Bank	3/20/2012	3/20/2014	1.220%	240,000.00
CD - Valliance Bank	3/5/2011	9/5/2012	1.600%	99,081.29
Fed Home LN BKS 08-13	1/22/2008	1/22/2013	4.000%	1,000,000.00
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
Federal Home Loan Bank	12/21/2011	12/21/2016	1.450%	2,000,000.00
Freddie Mac	12/28/2011	12/28/2015	1.050%	2,000,000.00
Freddie Mac	12/21/2011	12/21/2016	1.500%	2,000,000.00
Federal Home Loan Bank	12/21/2011	12/21/2015	1.100%	2,000,000.00
FNMA	12/29/2011	12/29/2017	1.510%	2,000,000.00
Freddie Mac	12/28/2011	6/28/2018	2.000%	2,000,000.00
Freddie Mac	1/25/2012	1/25/2016	1.000%	2,000,000.00
FNMA	5/23/2012	11/23/2012	1.000%	2,000,000.00
Total Investments				<u>\$ 23,151,010.03</u>

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

May 1, 2012 to May 31, 2012

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2011 Ad Valorem Tax	\$27,262,635.00	\$ 203,037.54	\$28,694,754.12	105.25%
State Aid	290,807.00	-	257,466.00	88.54%
Fines	<u>474,660.00</u>	<u>22,000.00</u>	<u>418,000.00</u>	88.06%
Total Budgeted Revenue	<u><u>\$ 28,028,102.00</u></u>	<u><u>\$ 225,037.54</u></u>	<u><u>\$29,370,220.12</u></u>	104.79%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 53,263.73	\$ 1,185,884.56	
Gifts and Lost Books Fees		0.00	0.00	
Investment Income		1,896.48	334,110.81	
Flexible Benefits Account Balance		0.00	1,393.69	
Sale of Surplus Equipment		0.00	16,803.79	
Insurance Reimbursements		0.00	118,056.54	
Miscellaneous		<u>15,517.96</u>	<u>151,697.78</u>	
Total Miscellaneous Revenue		<u><u>\$ 70,678.17</u></u>	<u><u>\$ 1,807,947.17</u></u>	
Total Revenue	<u><u>\$ 28,028,102.00</u></u>	<u><u>\$ 295,715.71</u></u>	<u><u>\$31,178,167.29</u></u>	111.24%

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

May 31, 2012

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 47,213.98	\$ 4,010.87	\$ 749.14	\$ 50,475.71
810 Prepaid Fees	(10,551.88)	0.00	207.51	(10,759.39)
815 Fines	22,968.60	27,702.08	22,311.76	28,358.92
820 Copy	134,202.71	9,365.60	9,617.03	133,951.28
Total Revolving Funds	\$ 193,833.41	\$ 41,078.55	\$ 32,885.44	\$ 202,026.52

	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	\$ 20,500.00	\$ 4,500.00
857 DN/LC Donations	92,529.29	92,529.29	92,529.29	0.00
860 10/LET/Special Grant	14,840.00	14,840.00	7,928.70	6,911.30
861 10/MWC/Florence Hughes Memoriz	1,491.00	1,491.00	55.00	1,436.00
862 10/OCCF/Village	500.00	500.00	0.00	500.00
870 11/ODL/College Sweepstakes/DC	1,000.00	1,000.00	466.88	533.12
871 11/ODL/College Sweepstakes/CT	1,000.00	1,000.00	999.58	0.42
897 11/LET/Summer Reading	20,000.00	20,000.00	18,946.90	1,053.10
899 11/LET/Young Professional Adv	3,000.00	3,000.00	0.00	3,000.00
924 12/OAC/Comedy Theatre	3,000.00	3,000.00	3,000.00	0.00
928 12/ODL/College Savings	1,000.00	1,000.00	0.00	1,000.00
929 12/ODL/Early Literacy	2,500.00	2,500.00	2,263.11	236.89
931 12/ODL/Digital Inclusion	7,500.00	7,500.00	1,435.44	6,064.56
933 12/LET/Aviation	5,738.00	5,738.00	0.00	5,738.00
934 12/MWC/Garden Restoration	25,000.00	25,000.00	0.00	25,000.00
935 12/Conoco/MWC	1,000.00	1,000.00	0.00	1,000.00
936 12/Sonic/Books	25,000.00	25,000.00	24,923.00	77.00
944 09/LET/Gift Materials	33,563.00	33,563.00	32,493.89	1,069.11
963 RE Friends/Programming Grant	5,000.00	4,957.32	4,885.12	72.20
985 12/LET/Summer Reading	20,000.00	20,000.00	12,782.00	7,218.00
986 12/LET/ReadFest	10,000.00	10,000.00	9,905.46	94.54
987 12/LET/Read Y'all	3,000.00	3,000.00	0.00	3,000.00
989 12/LET/NW Grand Opening	5,000.00	5,000.00	2,161.45	2,838.55
990 12/LET/Commercials	12,000.00	12,000.00	0.00	12,000.00
991 12/LET/Programs-Technology	4,536.00	4,536.00	0.00	4,536.00

Grants - Friends of MLS, Previous Years

875 08 Public Art	\$ 3,000.00	\$ 3,000.00	\$ 2,500.00	\$ 500.00
846 10 Public Art	3,000.00	3,000.00	0.00	3,000.00
849 10 MLS TV Ads	20,000.00	20,000.00	19,715.00	285.00
883 11 Lee Brawner Scholarships	18,000.00	18,000.00	14,628.42	3,371.58

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<u>Grants - Friends of MLS, Current Fiscal Year</u>					
911	12 Staff Recognition	\$ 11,000.00	\$ 11,385.94	\$ 10,659.39	\$ 726.55
912	12 Summer at the Library	20,000.00	20,000.00	19,171.10	828.90
914	12 Lee Brawner Scholarships	12,000.00	12,000.00	11,368.51	631.49
915	12 Presenting Information	1,000.00	1,000.00	767.02	232.98
916	12 Bench and Bike Rack	11,000.00	11,000.00	1,237.34	9,762.66
918	12 Noon Tunes	11,000.00	11,000.00	11,827.21	(827.21)
920	12 Open House NW Library	5,000.00	5,000.00	4,252.50	747.50
921	12 Children's Author Visit	10,392.00	10,392.00	848.82	9,543.18
922	12 Winter ReadFest	12,000.00	12,000.00	11,989.21	10.79
937	13 Staff Recognition	11,000.00	0.00	1,325.00	(1,325.00)
Total Grants					115,367.21
Total Special Funds					<u>\$ 317,393.73</u>

Metropolitan Library System
Statement of Encumbrances
Month of May 2012

FY-12

Personal Services

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
101	Salaries	1,488,736.21	11,501,597.44	86.17	13,347,084.00	1,845,486.56
102	Wages - Part-time	216,742.54	1,614,900.43	72.08	2,240,488.00	625,587.57
103	Payroll Taxes	127,041.66	961,841.76	85.63	1,123,302.00	161,460.24
109	Workers' Comp Insurance	22,386.00	177,232.00	88.90	199,369.00	22,137.00
112	Group Insurance	209,188.90	2,201,825.56	82.05	2,683,442.00	481,616.44
113	Employees' Retirement	96,277.67	1,845,931.61	96.34	1,916,108.00	70,176.39
114	Unemployment Compensation	.00	14,178.36	47.26	30,000.00	15,821.64
Total Personal Services		2,160,372.98	18,317,507.16	85.04	21,539,793.00	3,222,285.84

Maintenance & Operations - Contractual Services

201	Bldg, Property & Auto Insur	.00	179,109.50	80.31	223,018.00	43,908.50
202	Liability/Bonding Insurance	.00	6,808.00	51.67	13,175.00	6,367.00
205	Rent of Library Buildings	400.00	14,695.84	14.02	104,800.00	90,104.16
206	Rent of Equipment	.00	810.00	28.93	2,800.00	1,990.00
207	Janitorial Services	34,325.75	330,639.75	59.90	552,000.00	221,360.25
208	Maintenance of Facilities	32,364.37	410,816.89	70.38	583,720.00	172,903.11
211	Parking & Transportation	11,251.42	127,810.43	70.37	181,620.00	53,809.57
212	Travel Expenses	2,947.78	65,759.13	67.47	97,465.00	31,705.87
213	Professional Services	10,819.08	185,341.52	58.85	314,930.00	129,588.48
214	Security Services	29,405.12	318,067.05	74.22	428,523.00	110,455.95
216	Telephone Services	10,922.06	95,842.21	30.39	315,383.00	219,540.79
217	Electrical Services	43,100.58	435,365.40	67.13	648,504.00	213,138.60
218	Gas Services	169.49	34,968.53	45.34	77,117.00	42,148.47
219	Water & Garbage Services	5,436.50	58,353.13	87.76	66,494.00	8,140.87
220	Trigen Energy Services	17,838.57	172,377.62	87.06	198,000.00	25,622.38
226	Memberships	1,450.42	19,246.25	79.55	24,193.00	4,946.75
230	Other Library-Related Services	12,632.15	301,651.90	82.83	364,195.00	62,543.10
231	Automation Contractual	31,272.63	281,267.14	76.42	368,054.00	86,786.86
236	Network Catalog Services	3,745.55	58,383.98	74.26	78,625.00	20,241.02
Total Contractual Services		248,081.47	3,097,314.27	66.71	4,642,616.00	1,545,301.73

Metropolitan Library System
Statement of Encumbrances
Month of May 2012

FY-12

Maintenance & Operations - Commodities

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
301	Printing & Printing Supplies	-3,268.12	145,775.92	68.46	212,950.00	67,174.08
302	Postage	18,847.53	180,494.75	62.10	290,650.00	110,155.25
303	Supplies	33,377.42	361,033.44	73.37	492,054.00	131,020.56
310	Maintenance Supplies	15,597.90	63,614.74	85.97	74,000.00	10,385.26
312	Safety Supplies & Equipment	.00	2,859.56	40.28	7,100.00	4,240.44
321	Gasoline & Oil	4,009.92	37,020.23	86.09	43,000.00	5,979.77
322	Vehicle Parts & Repairs	342.66	14,480.05	45.25	32,000.00	17,519.95
330	Programming Activities	36,019.61	183,740.43	65.64	279,903.00	96,162.57
331	Other Commodities	1,877.42	20,114.54	51.22	39,268.00	19,153.46
Total Commodities		106,804.34	1,009,133.66	68.61	1,470,925.00	461,791.34

Capital Outlays

401	Books & Materials	482,160.95	3,878,140.89	71.67	5,410,800.00	1,532,659.11
404	Government Documents	.00	5,300.00	96.36	5,500.00	200.00
405	Book Repairs & Bindings	.00	.00	.00	2,100.00	2,100.00
407	Periodicals & Subscriptions	2,591.40	157,925.76	87.79	179,900.00	21,974.24
408	Furniture, Fixtures, & Equip	17,593.06	707,529.72	29.47	2,401,207.00	1,693,677.28
409	Motor Vehicles	.00	50,811.50	78.78	64,500.00	13,688.50
410	Automation System & Equipment	24,956.86	462,929.27	47.40	976,678.00	513,748.73
450	Capital Projects	125,724.76	1,296,332.15	40.18	3,225,963.00	1,929,630.85
490	Capital Reserves - Current	.00	.00	.00	162,270.84	162,270.84
499	Reserve Carryover - Prior	.00	.00	.00	19,171,370.30	19,171,370.30
Total Capital Outlays		653,027.03	6,558,969.29	20.76	31,600,289.14	25,041,319.85
Total Budget		3,168,285.82	28,982,924.38	48.91	59,253,623.14	30,270,698.76

Monthly Journal Entries -- May 2012

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
194	1101	Investments	\$ 2,000,000.00	
	1001	Cash		\$ 2,000,000.00
		Purchased investment, FNMA 3136g0h18		
<u>Tax revenues</u>				
195	1001	Cash	\$ 160,182.91	
	1201	Ad Valorem Tax - Current year		\$ 106,948.82
	3601	Prior year Tax		\$ 53,234.09
		Ad Valorem Tax apportioned by County for 4/16 to 4/30		
196	1001	Cash	\$ 96,118.36	
	1201	Ad Valorem Tax - Current year		\$ 96,088.72
	3601	Prior year Tax		\$ 29.64
		Ad Valorem Tax apportioned by County for 5/1 to 5/15		
<u>Miscellaneous revenue</u>				
197	1001	Cash	\$ 15,511.01	
	3605	Mic. Reimbursements		\$ 15,511.01
		AbiBow \$ 15.97 LET-wages \$ 5,200.00		
		LET-postage 16.40 Name badge 1.00		
		Friends 1,792.85 unit petro 25.75		
		Café rent 500.00 Proctoring \$ 94.00		
		ALA refund 235.00 T-shirts \$ 60.00		
		KWTV refund \$ 7,400.00 Long distance \$ 10.90		
		Ins and fles \$ 159.14 total 15,511.01		
<u>Fines</u>				
198	1001	Cash	\$ 22,000.00	
	3403	Projected Mic. Revenue - Fines		\$ 22,000.00
		Fines transferred to General Fund in May		
<u>Payable entries</u>				
199	3001	Current Year Reserv. for Appropriations.	\$ 3,168,278.88	
	3011	Current Year P.O. Outstanding		\$ 3,168,278.88
	3002	Prior Year Reserv. for Appropriations.	\$ 2,972.69	
	3012	Prior Year P.O. Outstanding		\$ 2,972.69
		Purchase orders issued in May		
200	3011	Current Year P.O. Outstanding	\$ 3,345,289.40	
	3021	Current Year Warrants Outstanding		\$ 3,345,289.40
	3012	Prior Year P.O. Outstanding	\$ 2,972.69	
	3022	Prior Year Warrants Outstanding		\$ 2,972.69
		Checks issued in May		
201	3021	Current Year Warrants Outstanding	\$ 3,134,479.72	
	1001	Cash		\$ 3,134,479.72
	3022	Prior Year Warrants Outstanding	\$ 2,972.69	
	1001	Cash		\$ 2,972.69
		Checks cleared Bank in May		

Bank interest and fees

202	1001	Cash	\$	1,896.48	
	3602	Bank Fees	\$	423.37	
	3602	Interest Income			\$ 2,319.85
		Interest and fees from GF checking account			
203	8000	Special Fund Cash			\$ 124.94
	8815	Bank Fees	\$	177.29	
	8815	Interest Income			\$ 52.35
		Interest and fees from SF checking account			

Special funds

204	8000	Special Fund Cash	\$	68,818.69	
	8815	Fines			\$ 27,649.73
	8820	Copy			\$ 9,365.60
	8805	Gift/Lost Books			\$ 4,010.87
	8810	Prepaid Fees	\$	207.51	
	8924	other			\$ 3,000.00
	8936				\$ 25,000.00
	8815	Credit card receipts			\$ -
	8815	Credit card expenses	\$	-	\$ -
		Revenues of special funds received in May			
205	8000				\$ 82,931.45
	8815	Fines	\$	22,128.72	
	8820	Copy	\$	9,617.03	
	8805	Gift/Lost Books	\$	749.14	
	8918		\$	531.00	
	8944		\$	703.23	
	8857		\$	1,730.38	
	8920		\$	4,252.50	
	8936		\$	24,923.00	
	8989		\$	2,161.45	
	8914		\$	5,550.00	
	8937		\$	1,325.00	
	8912		\$	1,350.00	
	8985		\$	7,910.00	
		Expenditures of special funds in May			

Corrections, adjustments, and miscellaneous

206	3021		\$	37,015.92	
	1001				\$ 18,507.95
	3011				\$ 18,507.96
	3605				\$ 0.01
		To correct voided checks, corrected backwards in April			
207	3021		\$	6.94	
	3605				\$ 6.94
		To record a check voided in May			
208	8815		\$	5.75	
	8000				\$ 5.75
		To correct special funds out-of-balance			
		Grand Total		\$ 12,142,261.75	\$12,142,261.75

General Fund F.Y. 11-12

Warrant Register

May 2012

Number	Vendor/Payee	Purpose		Amount
G-04638	City of Midwest City, Inc.	Water & Garbage Services	375.00	375.00
G-04639	O G & E	Electrical Services	1,776.51	1,776.51
G-04640	Oklahoma Natural Gas Co.	Gas Services	154.53	154.53
G-04641	City of Oklahoma City	Water & Garbage Services	44.01	
		Water & Garbage Services	39.37	
		Water & Garbage Services	189.25	272.63
G-04642	Triangle/A & E	Capital Projects	5.85	5.85
G-04643	Brodart, Inc.	Supplies	158.62	
		Supplies	308.08	466.70
G-04644	Southwestern Stationers, Inc.	Supplies	75.40	75.40
G-04645	Gaylord Bros.	Supplies	55.19	55.19
G-04646	Oklahoma Library Association	Professional Services	75.00	75.00
G-04647	Donna Morris	Travel Expenses	444.84	
		Travel Expenses	336.45	781.29
G-04648	Bill Warren Office Products	Supplies	1,002.48	1,002.48
G-04649	American Library Association	Memberships	164.00	164.00
G-04650	Upstart	Programming Activities	78.40	
		Programming Activities	13.90	92.30
G-04651	Denyveta Davis	Other Commodities	130.11	130.11
G-04652	Anne G. Fischer	Mileage	348.65	348.65
G-04653	Independent Stationers	Supplies	302.00	302.00
G-04654	Commercial Concepts, Inc.	Maintenance of Facilities	1,560.00	1,560.00
G-04655	Hobby Lobby	Programming Activities	50.40	50.40
G-04656	James E. Garling	Programming Activities	150.00	150.00
G-04657	Summit Mailing Systems, Inc.	Postage	238.40	238.40
G-04658	Rotary Club of Oklahoma City	Memberships	130.00	
		Other Commodities	130.00	260.00
G-04659	Chickasaw Telecom, Inc.	Automation Contractual	174.50	174.50
G-04660	Matthew Cotter	Telephone Services	35.00	35.00
G-04661	Jonathan W. LaPuzza	Security Services	375.00	375.00
G-04662	Melody A. Kellogg	Travel Expenses	717.26	717.26
G-04663	Landon Holman	Mileage	59.94	59.94
G-04664	John Mark Dawson	Security Services	187.50	187.50
G-04665	Johnson Equipment Company	Capital Projects	2,490.00	2,490.00
G-04666	Cintas	Maintenance of Facilities	100.00	100.00
G-04667	Science Museum Oklahoma	Programming Activities	225.00	225.00
G-04668	Envisionware	Automation System	1,337.60	1,337.60
G-04669	Roaring Fork Associates, LLC	Rent of Library Buildings	4,947.92	4,947.92
G-04670	Todd Olberding	Telephone Services	37.86	37.86
G-04671	Carol Hunter	Mileage	18.32	18.32
G-04672	Denise A Courts	Transportation	5.00	5.00
G-04673	Kelley Hoffman	Mileage	10.77	10.77
G-04674	Myers Landscape Management,	Maintenance of Facilities	1,445.00	
		Maintenance of Facilities	1,205.00	2,650.00
G-04675	Target Bank	Programming Activities	339.02	339.02
G-04676	Jonathan E Greeson	Security Services	187.50	187.50
G-04677	COTPA	Parking	600.00	600.00
G-04678	Shopleet	Supplies	63.00	63.00
G-04679	Bank of Oklahoma	Payroll Transmittal-Chks	36,188.85	
		Payroll Transmittal-Chks	16,164.03	
		Payroll Transmittal-Chks	110.00	52,462.88
G-04680	Bank of Oklahoma	Federal Withholding Tax	52,470.85	
	** Continued **			

General Fund F.Y. 11-12

Warrant Register

May 2012

Number	Vendor/Payee ** Continued **	Purpose		Amount
G-04680	Bank of Oklahoma	Federal Withholding Tax	4,450.00	56,920.85
G-04681	Oklahoma Tax Commission	State Withholding Tax	15,531.00	
		State Withholding Tax	923.00	16,454.00
G-04682	Mun. Employees Credit Union	Employee Cr Union Deducts	11,677.51	
		Employee Cr Union Deducts	87.50	11,765.01
G-04683	United Way of Central Oklahoma	Employee Deductions	593.81	
		Employee Deductions	63.83	657.64
G-04684	Clerk, U.S. District	Employee Deductions	80.31	
		Employee Deductions	80.31	
		Employee Deductions	80.31	240.93
G-04685	United States Treasury	Employee Deductions	50.50	50.50
G-04686	Bank of America	Payroll Transmittal-DDep	283,875.11	
		Payroll Transmittal-DDep	44,184.08	
		Payroll Transmittal-DDep	1,265.00	329,324.19
G-04687	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-04688	Nationwide Retirement Solution	Employee Deductions	6,894.44	6,894.44
G-04689	Transamerica Worksite Mrktg.	Employee Deductions	385.68	385.68
G-04690	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,585.37	4,585.37
G-04691	Bank of Oklahoma	Employee Flexplan Deposit	32,053.84	32,053.84
G-04692	Bank of Oklahoma	Employee Soc/Sec Deposits	19,398.00	
		Employee Soc/Sec Deposits	2,934.58	
		Employee Medicare Deposit	6,697.03	
		Employee Medicare Deposit	1,013.18	
		Employer Soc/Sec Deposits	32,967.00	
		Employer Medicare Deposit	7,709.87	70,719.66
G-04693	MassMutual Financial Group	Employee Contrib -- DC PI	17,734.81	
		Employer Contrib -- DC PI	32,008.57	49,743.38
G-04694	Oklahoma Guaranteed	Employee Deductions	159.11	159.11
G-04695	ODHS Oklahoma Centralized	Employee Deductions	488.90	488.90
G-04696	Randall S. Fudge	Employee Deductions	85.78	85.78
G-04697	Administrative Services	Employee Deductions	1,525.64	1,525.64
G-04698	UNUM Life Insurance	Employee Deductions	1,426.30	
		Employee Deductions	37.30	1,463.60
G-04699	UNUM Life Insurance	Grp L-T Disab Ins Prm-May	6,404.85	6,404.85
G-04700	Mutual Assurance	Grp Life AD&D Ins Prm-May	47,679.80	47,679.80
G-04701	Vision Service Plan of	Grp Vision Ins Prem-May	2,669.94	2,669.94
G-04702	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-May	148,505.51	148,505.51
G-04703	UNUM Life Insurance	Grp LTC Insurance Prm-May	1,585.80	1,585.80
G-04704	Oklahoma Natural Gas Co.	Gas Services	170.16	
		Gas Services	84.10	254.26
G-04705	City of the Village	Water & Garbage Services	91.41	91.41
G-04706	Brodart, Inc.	Supplies	348.40	
		Supplies	7,094.15	7,442.55
G-04707	Hunzicker Brothers, Inc.	Maintenance of Facilities	26.75	26.75
G-04708	Locke Supply Co.	Maintenance of Facilities	58.46	58.46
G-04709	Demco	Supplies	252.37	252.37
G-04710	Gale Research	Materials	3,254.03	
		Materials	767.60	4,021.63
G-04711	Oklahoma Library Association	Professional Services	75.00	75.00
G-04712	Weston Woods Accts Receivable	Materials	389.35	389.35
G-04713	Baker & Taylor Books	Materials	8,788.33	8,788.33

General Fund F.Y. 11-12

Warrant Register

May 2012

Number	Vendor/Payee	Purpose		Amount
G-04714	Susie Beasley	Transportation	23.53	23.53
G-04715	Charles S. Isaacs	Transportation	36.63	36.63
G-04716	West Group Payment Center	Materials	550.00	550.00
G-04717	WCA Waste Corporation	Maintenance of Facilities	31.20	31.20
G-04718	Recorded Books, LLC	Materials	6,915.19	6,915.19
G-04719	Gale Group	Materials	1,590.50	1,590.50
G-04720	Live Oak Media	Materials	194.08	194.08
G-04721	LexisNexis Matthew Bender	Materials	1,356.58	1,356.58
G-04722	Dreamscape Media LLC	Materials	719.84	719.84
G-04723	Harmony Business Supplies	Supplies	100.85	100.85
G-04724	Walter Wayne McEvilly	Programming Activities	300.00	300.00
G-04725	Library Video Co.	Materials	2,251.55	2,251.55
G-04726	Full Circle Bookstore	Materials	566.19	566.19
G-04727	Janet Brooks	Transportation	45.73	45.73
G-04728	Genealogical Publishing Co, Inc	Materials	43.45	43.45
G-04729	Shawver & Son	Maintenance of Facilities	1,467.33	1,467.33
G-04730	Jonathan Willis	Transportation	54.67	54.67
G-04731	Diane Sarantakos	Transportation	187.04	187.04
G-04732	Blackstone Audio Books	Materials	873.50	873.50
G-04733	Random House, Inc	Materials	1,136.25	1,136.25
G-04734	A T & T Mobility	Telephone Services	84.32	84.32
G-04735	Brilliance Corporation	Materials	1,958.86	1,958.86
G-04736	Printing Equipment Inc.	Printing Supplies	123.00	123.00
G-04737	Filtration Services Group, LLC	Maintenance of Facilities	172.80	172.80
G-04738	Ingram Library Service	Materials	6,053.52	
		Materials	386.27	6,439.79
G-04739	Mergent Co., Inc.	Materials	5,021.00	5,021.00
G-04740	Walker Companies	Supplies	64.67	64.67
G-04741	Audio Editions	Materials	1,687.77	1,687.77
G-04742	OSCPA	Memberships	230.00	230.00
G-04743	Larry G. Johnson	Parking	108.38	108.38
G-04744	OverDrive, Inc fka	Materials	16,983.64	16,983.64
G-04745	Injoy Videos	Materials	519.65	519.65
G-04746	Findaway World, LLC	Materials	5,364.71	5,364.71
G-04747	Victoria Dixon	Parking	108.38	108.38
G-04748	Capstone	Materials	6,674.03	6,674.03
G-04749	Marland Mansion	Materials	34.00	34.00
G-04750	AV Cafe Inc	Materials	667.56	667.56
G-04751	Matthew Cotter	Transportation	24.64	24.64
G-04752	Ingram Library Service	Materials	3,773.28	3,773.28
G-04753	Town of Luther	Water & Garbage Services	45.28	45.28
G-04754	Barnes & Noble, Inc.	Materials	279.93	279.93
G-04755	Center Point Large Print	Materials	21.57	21.57
G-04756	Cisco-Eagle, Inc.	Maintenance of Facilities	850.10	850.10
G-04757	Batteries Sooner LLC	Maintenance of Facilities	103.96	103.96
G-04758	FC Organizational Products LLC	Supplies	27.56	27.56
G-04759	Steve's Wholesale Distributors	Maintenance of Facilities	13.98	13.98
G-04760	Walter Wayne McEvilly	Materials	180.00	180.00
G-04762	Ruby Soutiere	Transportation	31.49	31.49
G-04763	Kelley Riha	Transportation	72.82	72.82
G-04764	Neofunds by Neopost	Postage	271.67	271.67
G-04765	MAC Systems, Inc.	Maintenance of Facilities	1,117.00	1,117.00

General Fund F.Y. 11-12

Warrant Register

May 2012

Number	Vendor/Payee	Purpose		Amount
G-04766	AudioGo	Materials	363.86	363.86
G-04767	Novalco, Inc	Maintenance of Facilities	105.00	105.00
G-04768	Kevin Colwell	Transportation	14.99	14.99
G-04769	City of Harrah	Water & Garbage Services	58.75	58.75
G-04770	Amazon/GE Money Bank	Printing Supplies	48.67	48.67
G-04771	John Wood	Transportatin	16.65	16.65
G-04772	City of Choctaw	Water & Garbage Services	180.97	180.97
G-04773	Abolghasem Siavashi	Transportation	5.00	5.00
G-04774	World Book School & Library	Materials	887.00	887.00
G-04775	Baker & Taylor Books	Materials	7,760.04	7,760.04
G-04776	Cheryl Pernell	Parking	108.38	108.38
G-04777	Baker & Taylor Entertainment	Materials	1,214.50	
		Materials	9,048.70	
		Materials	13,956.93	24,220.13
G-04778	Walmart Community/GEMB	Supplies	741.85	741.85
G-04779	Robert Davis	Materials	90.93	90.93
G-04780	Construction Building	Maintenance of Facilities	2,180.00	2,180.00
G-04781	Allied Waste Services #060	Water & Garbage Services	1,056.11	1,056.11
G-04782	Pamela Buchanan	Transportation	11.93	11.93
G-04783	The Great Courses	Materials	401.90	401.90
G-04784	John Utley	Transportation	19.98	19.98
G-04785	Lughnasa Press	Materials	55.80	55.80
G-04786	Securitas Security USA, Inc.	Security Services	6,246.12	
		Security Services	629.60	6,875.72
G-04787	Baker & Taylor Books	Materials	1,507.62	
		Materials	1,780.70	
		Materials	3,113.17	
		Materials	1,755.77	
		Materials	3,502.43	
		Materials	5,942.98	
		Materials	6,091.41	
		Materials	8,306.71	
		Materials	7,912.41	39,913.20
G-04788	Baker & Taylor Books	Materials	1,181.61	
		Materials	2,340.29	
		Materials	4,277.57	
		Materials	5,794.61	
		Materials	8,521.17	22,115.25
G-04789	Baker & Taylor Books	Materials	5,998.02	5,998.02
G-04790	Rush Truck Center	Maintenance of Facilities	69.00	69.00
G-04791	Sabre Technologies	Supplies	7,788.00	
		Supplies	2,155.00	9,943.00
G-04792	COTPA	Parking & Transportation	1,095.00	
		Parking & Transportation	2,311.98	3,406.98
G-04793	Christopher Carroll	Transportation	121.77	121.77
G-04794	Global Industrial Equipment	Supplies	142.45	142.45
G-04795	Baker & Taylor Entertainment	Materials	3,048.96	3,048.96
G-04796	Mackin	Materials	468.66	468.66
G-04797	R. Justin Herwig	Transportation	91.58	91.58
G-04798	Sheldon Beach	Parking	108.38	108.38
G-04799	Savannah Mitchell	Transportation	33.13	
		Transportation	5.27	38.40

General Fund F.Y. 11-12

Warrant Register

May 2012

Number	Vendor/Payee	Purpose		Amount
G-04800	Mary J. Sholly	Mileage	43.01	43.01
G-04801	Shoplet	Supplies	306.00	306.00
G-04802	Metropolitan Library System	Automation Contractual	56.67	
		Professional Services	192.95	
		Supplies	65.79	
		Programming Activities	81.22	
		Programming Activities	83.05	
		Postage	9.00	488.68
G-04803	Grainger	Maintenance of Facilities	82.80	82.80
G-04804	O G & E	Electrical Services	1,969.77	1,969.77
G-04805	City of Oklahoma City	Water & Garbage Services	26.56	
		Water & Garbage Services	1,098.43	
		Water & Garbage Services	135.89	1,260.88
G-04806	Brodart, Inc.	Equipment	1,432.08	
		Capital Projects	670.20	2,102.28
G-04807	Southwestern Stationers, Inc.	Printing/Printing Supply	5,095.00	5,095.00
G-04808	Demco	Fixtures	958.88	
		Fixtures	717.20	1,676.08
G-04809	Gaylord Bros.	Fixtures	649.76	649.76
G-04810	The University of Oklahoma	Printing/Printing Supply	2,485.00	
		Printing/Printing Supply	900.00	3,385.00
G-04811	City of Edmond	Electrical Services	3,110.22	3,110.22
G-04812	Oklahoma Library Association	Professional Services	225.00	225.00
G-04813	American Express	Travel Expenses	468.12	
		Travel Expenses	468.15	
		Programming Activities	122.50	
		Supplies	929.70	
		Furniture,Fixtures&Equip	594.48	
		Supplies	399.95	
		Supplies	238.34	
		Supplies	43.98	
		Furniture, Fixtures&Equip	97.49	
		Other Commodities	100.00	
		Automation Contractual	69.95	
		Supplies	26.75	
		Memberships	50.42	3,609.83
G-04814	Charles S. Isaacs	Telephone Services	35.00	35.00
G-04815	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-04816	Keystone Tape & Label, Inc.	Printing/Printing Supply	1,475.51	
		Printing/Printing Supply	334.11	1,809.62
G-04817	The Edmond Sun	Periodicals/Subscriptions	86.40	86.40
G-04818	Anne G. Fischer	Telephone Services	50.00	50.00
G-04819	Friday	Printing/Printing Supply	1,500.00	1,500.00
G-04820	Walter Wayne McEvilly	Programming Activities	250.00	250.00
G-04821	Shawver & Son	Maintenance of Facilities	865.35	
		Maintenance of Facilities	425.16	1,290.51
G-04822	Scott's Printing & Copying	Printing/Printing Supply	873.39	873.39
G-04823	OSCPA	Professional Services	199.00	
		Memberships	230.00	429.00
G-04824	Michael Fresonke	Programming Activities	300.00	300.00
G-04825	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	298.00	298.00
G-04826	Cooper Cabinets, Inc.	Furniture	1,215.00	1,215.00

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Warrant Register

May 2012

Number	Vendor/Payee	Purpose		Amount
G-04827	Susan Pierce	Programming Activities	142.62	142.62
G-04828	Cisco-Eagle, Inc.	Maintenance of Facilities	152.00	152.00
G-04829	Contractors Supply Co.	Maintenance of Facilities	39.85	39.85
G-04830	Bibliotheca ITG, LLC	Capital Projects	118,892.69	118,892.69
G-04831	City of Edmond	Water & Garbage Svcs- Aug	479.66	479.66
G-04832	Carol L. Roberts	Transportation	42.18	42.18
G-04833	Cummins-Allison Corp	Furniture, Fixtures&Equip	2,717.85	2,717.85
G-04834	First Advantage	Professional Services	49.50	49.50
G-04835	United Parcel Service	Postage	3.51	3.51
G-04836	Manpower, Inc.	Capital Projects	1,072.72	1,072.72
G-04837	Walmart Community/GEMB	Programming Activities	25.44	25.44
G-04838	Imagination Promotional Group	Other Commodities	611.40	611.40
G-04839	Barbara A. Johnson	Transportaion	16.03	16.03
G-04840	John Utley	Telephone Services	35.00	35.00
G-04841	John Rahhal	Transportation	218.00	218.00
G-04842	Suzanne & Jim, Inc	Programming Activities	500.00	500.00
G-04843	Securitas Security USA, Inc.	Security Services	6,604.41	
		Security Services	448.59	7,053.00
G-04844	Smart Technologies	Automation Contractual	1,260.00	1,260.00
G-04845	Teresa Matthews	Programming Activities	140.34	140.34
G-04846	Dan Holman	Telephone Services	37.67	37.67
G-04847	Provantage	Automation	1,554.56	1,554.56
G-04848	Linda Cooper	Maintenance of Facilities	870.00	
		Maintenance of Facilities	175.00	1,045.00
G-04849	Shoplet	Maintenance Supplies	240.72	240.72
G-04850	Kathy C. Brown	Programming Activities	43.75	43.75
G-04851	Grainger	Maintenance of Facilities	192.64	
		Maintenance of Facilities	82.80	
		Maintenance of Facilities	304.43	579.87
G-04852	O G & E	Electrical Services	10,374.83	
		Electrical Services	245.44	10,620.27
G-04853	City of Oklahoma City	Water & Garbage Services	821.12	821.12
G-04854	Brodart, Inc.	Furniturea	614.04	
		Supplies	61.26	675.30
G-04855	Locke Supply Co.	Maintenance of Facilities	2.06	2.06
G-04856	Demco	Supplies	178.69	178.69
G-04857	Gale Research	Materials	5,175.60	5,175.60
G-04858	Hewlett-Packard Co.	Automation Contractual	7,107.10	7,107.10
G-04859	Synergy Datacom Supply, Inc.	Maintenance of Facilities	4.30	4.30
G-04860	Oklahoma Library Association	Professional Services	70.00	70.00
G-04861	Susie Beasley	Programming Activities	128.20	
		Programming Activities	61.47	189.67
G-04862	J. Siobhan Morava	Transportation	52.15	52.15
G-04863	Taryn Kingery	Supplies	83.15	83.15
G-04864	Upstart	Programming Activities	245.80	
		Programming Activities	18.20	264.00
G-04865	Recorded Books, LLC	Materials	9,802.76	9,802.76
G-04866	Encyclopedia Britannica, Inc.	Materials	3,860.00	3,860.00
G-04867	Gale Group	Materials	3,503.75	3,503.75
G-04868	Oxford University Press	Materials	3,450.00	3,450.00
G-04869	Live Oak Media	Materials	776.95	776.95
G-04870	Brendan Parker	Programming Activities	300.00	300.00

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G-04871	Northwest Chamber	Memberships	250.00	250.00
G-04872	Stanley J. Adamiak	Programming Activities	100.00	100.00
G-04873	Spaces, Inc.	Furniture	7,725.00	7,725.00
G-04874	Independent Stationers	Supplies	15.24	
		Supplies	10.17	25.41
G-04875	Library Video Co.	Materials	1,797.00	1,797.00
G-04876	Rosemary Czarski	Transportation	12.77	
		Transportation	37.52	50.29
G-04877	Nancy Lytle	Parking	108.38	
		Transportation	9.44	117.82
G-04878	Apple-Eye Productions, LLC	Programming Activities	4,000.00	4,000.00
G-04879	OHC of the Southwest, P.A.	Professional Services	79.00	79.00
G-04880	Random House, Inc	Materials	1,416.00	1,416.00
G-04881	Hobby Lobby	Programming Activities	76.53	76.53
G-04882	Ingram Library Service	Materials	2,237.58	2,237.58
G-04883	Phyllis Davidson	Transportation	14.84	14.84
G-04884	OKC Biz	Periodicals & Subscript.	18.00	18.00
G-04885	Walker Companies	Supplies	188.65	188.65
G-04886	Audio Editions	Materials	1,106.20	1,106.20
G-04887	OverDrive, Inc fka	Materials	6,802.99	6,802.99
G-04888	Full Cast Audio	Materials	6.95	6.95
G-04889	PAR Sprinkler, Inc.	Maintenance of Facilities	365.20	365.20
G-04890	Interurban	Supplies	264.27	264.27
G-04891	AV Cafe Inc	Materials	41.50	41.50
G-04892	Ingram Library Service	Materials	657.10	657.10
G-04893	Barnes & Noble, Inc.	Materials	691.78	691.78
G-04894	Center Point Large Print	Materials	1,687.20	1,687.20
G-04895	Ling Y Miller	Programming Activities	150.00	150.00
G-04896	Cisco-Eagle, Inc.	Supplies	254.46	
		Supplies	245.54	500.00
G-04897	Anita Roesler	Transportation	49.56	49.56
G-04898	Critter Tales, Inc.	Programming Activities	80.00	80.00
G-04899	Thomson Reuters Tax & Acct Inc	Materials	963.45	963.45
G-04900	Jimmy Welch	Telephone Services	50.00	50.00
G-04901	OPUBCO Communications Group	Materials	10,800.00	10,800.00
G-04902	Oklahoma Building Services, Inc	Janitorial Services	720.00	
		Janitorial Services	270.00	990.00
G-04903	Presort First Class	Library-related Services	78.42	78.42
G-04904	American Benefit Systems, Inc.	Professional Services	2,156.25	2,156.25
G-04905	Kimberly Edwards	Programming Activities	101.52	
		Programming Activities	279.33	
		Programming Activities	58.00	438.85
G-04906	Jessica A Sheetz-Nguyen	Programming Activities	100.00	100.00
G-04907	Maricela Peraza	Programming Activities	100.00	100.00
G-04908	Patricia Ortiz	Mileage	20.32	20.32
G-04909	Bank of America	Library-related Services	215.35	215.35
G-04910	Jerry's Contracting	Maintenance of Facilities	870.00	
		Maintenance of Facilities	950.00	1,820.00
G-04911	Postmaster	Postage	3,000.00	3,000.00
G-04912	Pleasant Pools	Maintenance of Facilities	229.96	229.96
G-04913	MAC Systems, Inc.	Maintenance of Facilities	2,945.00	
		Maintenance of Facilities	840.00	

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Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-04913	MAC Systems, Inc.	Maintenance of Facilities	289.00	
		Maintenance of Facilities	185.00	
		Maintenance of Facilities	425.00	4,684.00
G-04914	Finder Binder	Materials	700.00	700.00
G-04915	Westquip, Inc	Maintenance of Facilities	370.30	370.30
G-04916	Amazon/GE Money Bank	Furniture Fixtures & Eq.	242.98	
		Supplies	299.73	542.71
G-04917	Quantum Calm	Materials	50.00	50.00
G-04918	TAJ Food Services Inc.	Programming Activities	400.00	400.00
G-04919	Candace Liger	Programming Activities	80.00	80.00
G-04920	Crowe & Dunlevy	Professional Serices	55.00	55.00
G-04921	Office Depot Credit Plan	Supplies	72.91	
		Supplies	222.97	295.88
G-04922	Alice Murphy	Supplies	181.80	
		Supplies	510.00	691.80
G-04923	Baker & Taylor Books	Materials	613.70	613.70
G-04924	Cox Communications, Inc.	Telephone Services	1,823.95	
		Telephone Services	3,660.00	5,483.95
G-04925	Baker & Taylor Entertainment	Materials	1,061.82	
		Materials	5,162.62	6,224.44
G-04926	LaVetta Kinsey Dent	Travel Expenses	537.78	537.78
G-04927	Walmart Community/GEMB	Programming Activities	242.47	
		Other Commodities	94.90	
		Supplies	112.70	450.07
G-04928	Luann Sewell Waters	Programming Activities	150.00	150.00
G-04929	Imagination Promotional Group	Library-related Services	1,870.44	
		Library-related Services	1,975.00	
		Library-related Services	985.06	4,830.50
G-04930	Pamela Buchanan	Telephone Services	35.00	35.00
G-04931	The Great Courses	Materials	26.00	26.00
G-04932	FOLIO Treasurer	Professional Services	75.00	75.00
G-04933	Donna Morris	Parking & Transportation	450.00	450.00
G-04934	Denesa Bennett	Transportation	14.99	14.99
G-04935	Carol Hunter	Supplies	58.95	58.95
G-04936	2M Solutions, Inc	Equipment	143.18	143.18
G-04937	Faith Centered Resources	Materials	758.23	758.23
G-04938	Cox Communications, Inc.	Telephone Service	1,014.67	1,014.67
G-04939	Baker & Taylor Books	Materials	1,495.55	
		Materials	2,259.84	
		Materials	3,490.90	
		Materials	3,123.08	
		Materials	4,773.67	
		Materials	4,912.19	
		Materials	5,551.31	25,606.54
G-04940	Baker & Taylor Books	Materials	642.52	
		Materials	1,528.21	
		Materials	7,454.30	
		Materials	6,289.53	
		Materials	4,100.37	20,014.93
G-04941	Baker & Taylor Books	Materials	3,985.35	3,985.35
G-04942	Juggle Whatever	Programming Activities	185.00	185.00

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Number	Vendor/Payee	Purpose		Amount
G-04943	Maria Watkins	Transportation	13.17	13.17
G-04944	Emily Williams	Transportation	139.92	139.92
G-04945	Kone Inc	Maintenance of Facilities	865.00	
		Maintenance of Facilities	865.00	1,730.00
G-04946	Lloyd Lovely	Other Commodities	108.00	108.00
G-04947	Smart Technologies	Automation Contractual	1,680.00	
		Automation Contractual	720.00	2,400.00
G-04948	Veolia Energy Oklahoma City,	Veolia Energy Services	17,838.57	17,838.57
G-04949	Baker & Taylor Entertainment	Materials	538.97	538.97
G-04950	Mackin	Materials	944.74	944.74
G-04951	Tyler Outdoor Advertising, LLC	Library-related Services	3,610.00	3,610.00
G-04952	Pacific Telemanagement Service	Telephone Services	78.00	78.00
G-04953	Regina Fields	Transportation	13.32	13.32
G-04954	Knoll, Inc.	Furniture	896.16	
		Furniture	74.95	
		Furniture	160.00	1,131.11
G-04955	Heartland Voices	Programming Activities	200.00	200.00
G-04956	Strategic Government Resources	Professional Services	5,059.43	5,059.43
G-04957	Metropolitan Library System	Professional Services	171.00	
		Postage	123.50	
		Supplies	42.17	
		Programming Activities	104.48	
		Programming Activities	100.05	
		Programming Activities	17.23	
		Other Commodities	10.00	568.43
G-04958	O G & E	Electrical Services	2,397.47	2,397.47
G-04959	Oklahoma Natural Gas Co.	Gas Services	165.49	165.49
G-04960	City of Bethany	Water & Garbage Services	126.55	126.55
G-04961	Bob Howard Chrysler/Dodge	Motor Vehicles	23,785.52	23,785.52
G-04962	AT&T	Telephone Services	678.01	
		Telephone Services	732.47	
		Telephone Services	737.30	2,147.78
G-04963	U.S. Postal Service	Postage	15,000.00	15,000.00
G-04964	Anne G. Fischer	Professional Services	215.00	
		Travel Expenses	585.20	800.20
G-04965	Spaces, Inc.	Capital Projects	150.00	150.00
G-04966	Staples Credit Plan	Supplies	101.36	101.36
G-04967	Southwest Solutions Group, Inc	Maintenance of Facilities	1,207.69	1,207.69
G-04968	Shawver & Son	Maintenance of Facilities	1,145.81	1,145.81
G-04969	USA Mobility Wireless, Inc	Telephone Services	141.01	141.01
G-04970	Kristin Williamson	Programming Activities	18.18	
		Programming Activities	16.37	
		Programming Activities	7.99	
		Programming Activities	8.25	
		Programming Activities	5.97	
		Programming Activities	2.99	
		Programming Activities	2.36	
		Programming Activities	15.16	
		Programming Activities	8.62	
		Programming Activities	9.13	
		Programming Activities	.95	
		Programminng Activities	8.81	

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Number	Vendor/Payee ** Continued **	Purpose	Amount	Amount
G-04970	Kristin Williamson	Programming Activities	35.26	
		Programming Activities	12.87	
		Programming Activities	1.86	
		Programming Activities	5.38	
		Programming Activities	122.35	
		Programming Activities	66.66	349.16
G-04971	OCLC, Inc.	Network Catalog Services	3,745.55	3,745.55
G-04972	Albert Bostick	Programming Activities	250.00	250.00
G-04973	PAR Sprinkler, Inc.	Maintenance of Facilities	433.25	433.25
G-04974	Dana Beach	Transportation	19.04	19.04
G-04975	Kay L. Bauman	Parking	108.38	108.38
G-04976	WorthingtonDirect	Furniture	388.13	388.13
G-04977	Total Electric of OK, Inc.	Capital Projects	5,435.00	5,435.00
G-04978	Chase Card Services	Supplies	433.48	
		Telephone Services	184.29	
		Other Commodities	656.00	
		Printing Supplies	64.95	
		Fixtures	377.64	
		Printing Supplies	3,711.24	
		Supplies	125.88	
		Supplies	159.25	
		Supplies	81.88	
		Maintenance of Facilities	851.92	
		Library-Related Services	1.14	
		Other Library Related Svc	81.77	
		Supplies	126.76	
		Automation	235.00	
		Printing Supplies	.99	
		Automation	689.94	
		Automation	390.32	
		Automation	537.23	
		Automation	49.90	
		Programming Activities	854.69	
		Capital Projects	2,710.05	
		Supplies	33.64	12,357.96
G-04979	Carol L. Roberts	Transportation	11.54	11.54
G-04980	Reduxion Theatre	Programming Activities	1,680.00	1,680.00
G-04981	Manpower, Inc.	Capital Projects	899.01	899.01
G-04982	Preston Bell	Transportation	50.00	50.00
G-04983	Leadership Oklahoma City, Inc.	Other Commodities	60.00	60.00
G-04984	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	232.00
G-04985	Cox Communications, Inc.	Telephone Service	12.86	12.86
G-04986	Sabre Technologies	Supplies	4,212.00	4,212.00
G-04987	Bank of Oklahoma	Payroll Transmittal-Chks	35,195.74	
		Payroll Transmittal-Chks	16,812.66	52,008.40
G-04988	Bank of Oklahoma	Federal Withholding Tax	55,595.85	
		Federal Withholding Tax	4,627.00	60,222.85
G-04989	Oklahoma Tax Commission	State Withholding Tax	16,434.00	
		State Withholding Tax	971.00	17,405.00
G-04990	Mun. Employees Credit Union	Employee Cr Union Deducts	11,677.51	
		Employee Cr Union Deducts	87.50	11,765.01

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Number	Vendor/Payee	Purpose		Amount
G-04991	United Way of Central Oklahoma	Employee Deductions	593.81	
		Employee Deductions	63.83	657.64
G-04992	Clerk, U.S. District	Employee Deductions	78.60	
		Employee Deductions	78.60	
		Employee Deductions	78.60	235.80
G-04993	Oklahoma Employment Security	Employee Deductions	150.01	150.01
G-04994	United States Treasury	Employee Deductions	50.50	50.50
G-04995	Bank of America	Payroll Transmittal-DDep	303,046.00	
		Payroll Transmittal-DDep	45,244.98	348,290.98
G-04996	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-04997	Nationwide Retirement Solution	Employee Deductions	6,894.44	6,894.44
G-04998	Transamerica Worksite Mrktg.	Employee Deductions	385.68	385.68
G-04999	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,603.04	4,603.04
G-05000	Bank of Oklahoma	Employee Flexplan Deposit	14,121.84	14,121.84
G-05001	Bank of Oklahoma	Employee Soc/Sec Deposits	20,269.36	
		Employee Soc/Sec Deposits	3,020.68	
		Employee Medicare Deposit	6,997.81	
		Employee Medicare Deposit	1,042.88	
		Employer Soc/Sec Deposits	34,380.66	
		Employer Medicare Deposit	8,040.56	73,751.95
G-05002	MassMutual Financial Group	Employee Contrib -- DC PI	17,722.72	
		Employer Contrib -- DC PI	31,977.60	49,700.32
G-05003	Oklahoma Guaranteed	Employee Deductions	156.04	156.04
G-05004	ODHS Oklahoma Centralized	Employee Deductions	488.90	488.90
G-05005	Randall S. Fudge	Employee Deductions	147.98	147.98
G-05006	Administrative Services	Employee Deductions	1,525.64	1,525.64
G-05007	Solomon Bassoff	Capital Projects	12,300.00	12,300.00
G-05008	Grainger	Maintenance of Facilities	49.37	
		Maintenance of Facilities	165.60	214.97
G-05009	O G & E	Electrical Services	2,935.20	
		Electrical Services	995.57	3,930.77
G-05010	Oklahoma Natural Gas Co.	Gas Services	99.64	
		Gas Services	35.99	
		Gas Services	35.99	171.62
G-05011	Brodart, Inc.	Furniture, Fixtures	298.35	298.35
G-05012	Locke Supply Co.	Maintenance of Facilities	9.28	
		Maintenance of Facilities	69.20	78.48
G-05013	Forest Building Materials	Maintenance of Facilities	22.36	22.36
G-05014	Demco	Supplies	631.43	631.43
G-05015	Gaylord Bros.	Supplies	11.30	11.30
G-05016	Journal Record Publishing Co.	Periodicals/Subscriptions	189.00	189.00
G-05017	Oklahoma Library Association	Professional Services	70.00	70.00
G-05018	Weston Woods Accts Receivable	Materials	269.55	269.55
G-05019	Baker & Taylor Books	Materials	711.93	711.93
G-05020	Maintenance Connection	Maintenance of Facilities	1,797.30	1,797.30
G-05021	Whitton Supply Co.	Maintenance of Facilities	28.98	28.98
G-05022	Recorded Books, LLC	Materials	4,482.60	4,482.60
G-05023	Bill Veazey's Party Store	Supplies	139.26	139.26
G-05024	Gale Group	Materials	5,698.73	5,698.73
G-05025	Live Oak Media	Materials	693.75	693.75
G-05026	Spaces, Inc.	Capital Projects	7,531.00	7,531.00
G-05027	Copelin's Office Center	Furniture	1,670.00	1,670.00

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Number	Vendor/Payee	Purpose		Amount
G-05028	Independent Stationers	Supplies	29.55	
		Supplies	6.72	36.27
G-05029	Walter Wayne McEvilly	Programming Activities	125.00	125.00
G-05030	Full Circle Bookstore	Materials	339.32	339.32
G-05031	Commercial Concepts, Inc.	Furniture	13,190.00	
		Fixtures	1,140.80	
		Furniture	2,081.00	16,411.80
G-05032	AT&T Advertising Solutions	Materials	142.87	142.87
G-05033	INTEGRIS Corporate Assistance	Group Insurance	968.00	968.00
G-05034	Employment Guide	Library-Related Services	381.00	381.00
G-05035	Blackstone Audio Books	Materials	1,849.00	1,849.00
G-05036	Random House, Inc	Materials	1,478.25	1,478.25
G-05037	Brilliance Corporation	Materials	4,443.44	4,443.44
G-05038	Ingram Library Service	Materials	1,012.88	1,012.88
G-05039	Julie Ballou	Supplies	214.47	214.47
G-05040	Audio Editions	Materials	1,560.36	1,560.36
G-05041	OverDrive, Inc fka	Materials	14,232.13	14,232.13
G-05042	Lynda G. Bahr	Telephone Services	35.00	
		Transportation	203.57	238.57
G-05043	FedEx Office	Supplies	12.99	12.99
G-05044	Fuelman	Vehicle Parts & Repairs	173.22	
		Gasoline & Oil	4,009.92	4,183.14
G-05045	Newegg, Inc.	Equipment	135.99	135.99
G-05046	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	93.50	93.50
G-05047	AV Cafe Inc	Materials	877.42	877.42
G-05048	S & S Promotions, Inc.	Supplies	40.00	40.00
G-05049	Ingram Library Service	Materials	1,665.69	1,665.69
G-05050	Voss Lighting	Maintenance of Facilities	969.50	969.50
G-05051	Jonathan W. LaPuzza	Security Services	700.00	700.00
G-05052	PPBC, Inc.	Programming Activities	3,000.00	3,000.00
G-05053	Guildcraft	Programming Activities	199.97	199.97
G-05054	Pauline Rodriguez-Atkins	Other Commodities	204.00	204.00
G-05055	Evans Hardware	Maintenance of Facilities	24.72	
		Maintenance of Facilities	9.18	
		Maintenance of Facilities	4.99	38.89
G-05056	John Mark Dawson	Security Services	150.00	150.00
G-05057	Tracey Thompson	Transportation	52.17	52.17
G-05058	Batteries Sooner LLC	Maintenance of Facilities	79.25	
		Maintenance of Facilities	43.98	123.23
G-05059	OPUBCO Communications Group	Library-related Services	54.90	54.90
G-05060	Contractors Supply Co.	Maintenance of Facilities	5.54	
		Maintenance of Facilities	194.00	199.54
G-05061	Jerry's Contracting	Maintenance of Facilities	1,050.00	1,050.00
G-05062	Mailing Services -134730000	Printing/Printing Service	217.16	217.16
G-05063	OKC Metro Literacy Coalition	Memberships	50.00	50.00
G-05064	Joy E. Cavett	Programming Activities	200.00	200.00
G-05065	Vater Office Furniture	Furniture	1,895.00	1,895.00
G-05066	Film Ideas, Inc.	Materials	1,192.50	1,192.50
G-05067	Sally Gray	Transportation	14.15	14.15
G-05068	Spectrum Industries, Inc.	Furniture	2,372.52	2,372.52
G-05069	Becky's Hallmark Shop	Materials	1,150.85	1,150.85
G-05070	United Parcel Service	Postage	3.53	3.53

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Number	Vendor/Payee	Purpose		Amount
G-05071	John Wood	Telephone Services	50.00	50.00
G-05072	Office Depot Credit Plan	Library-Related Services	84.17	84.17
G-05073	Baker & Taylor Books	Materials	681.71	681.71
G-05074	Baker & Taylor Entertainment	Materials	2,214.04	
		Materials	7,040.86	
		Materials	107.95	9,362.85
G-05075	LaVetta Kinsey Dent	Programming Activities	250.66	250.66
G-05076	Jessica Betz	Programming Activities	200.00	200.00
G-05077	Primary Source Media	Periodicals/Subscriptions	2,170.00	2,170.00
G-05078	Melissa Weathers	Transportation	30.22	30.22
G-05079	Susan H. Wood	Programming Activities	250.00	
		Programming Activities	300.00	550.00
G-05080	Faith Centered Resources	Materials	47.76	47.76
G-05081	Oklahoma City Police Dept.	Maintenance of Facilities	27.00	27.00
G-05082	Securitas Security USA, Inc.	Security Services	6,307.73	
		Security Services	157.40	
		Security Services	505.06	
		Security Services	6,869.80	13,839.99
G-05083	Baker & Taylor Books	Materials	1,456.84	
		Materials	1,908.49	
		Materials	3,446.97	
		Materials	3,396.49	
		Materials	7,889.32	18,098.11
G-05084	Baker & Taylor Books	Materials	1,151.14	
		Materials	2,819.94	
		Materials	3,289.42	7,260.50
G-05085	Baker & Taylor Books	Materials	2,687.46	2,687.46
G-05086	Beatriz Meyer	Programming Activities	494.00	494.00
G-05087	Juggle Whatever	Programming Activities	125.00	125.00
G-05088	What's Cooking? LLC	Programming Activities	104.04	104.04
G-05089	Sabre Technologies	Supplies	1,396.00	1,396.00
G-05090	McBride Clinic, Inc.	Professional Services	124.00	124.00
G-05091	Baker & Taylor Entertainment	Materials	249.07	249.07
G-05092	Mackin	Materials	358.70	358.70
G-05093	Knoll, Inc.	Capital Projects	2,945.00	2,945.00
G-05094	Kathy C. Brown	Programming Activities	43.75	43.75
G-05095	Oklahoma Natural Gas Co.	Gas Services	94.68	94.68
G-05096	City of Oklahoma City	Water & Garbage Services	537.48	537.48
G-05097	Southwestern Stationers, Inc.	Furniture	6,822.00	6,822.00
G-05098	Locke Supply Co.	Maintenance of Facilities	2.83	2.83
G-05099	Demco	Supplies	5,837.00	5,837.00
G-05100	City of Warr Acres	Water & Garbage Services	54.45	54.45
G-05101	FedEx	Supplies	24.39	24.39
G-05102	Scott Rice Co. - OKC	Furniture	28,028.85	28,028.85
G-05103	Staples Credit Plan	Maintenance of Facilities	299.97	299.97
G-05104	Independent Stationers	Printing Supplies	42.30	42.30
G-05105	Jonathan Willis	Telephone Services	35.00	35.00
G-05106	Cable Organizer	Capital Projects	744.18	744.18
G-05107	Summit Mailing Systems, Inc.	Postage	103.45	103.45
G-05108	Vernon Library Supply	Supplies	18.35	18.35
G-05109	Susan Pierce	Programming Activities	560.00	560.00
G-05110	Cox Media Oklahoma City	Library-Related Services	3,000.00	3,000.00

General Fund F.Y. 11-12

Warrant Register

May 2012

Number	Vendor/Payee	Purpose		Amount
G-05111	Batteries Sooner LLC	Maintenance of Facilities	91.96	
		Maintenance of Facilities	39.96	131.92
G-05112	B&S Quality Printing	Printing/Printing Supply	22,569.00	22,569.00
G-05113	Joy E. Cavett	Programming Activities	200.00	200.00
G-05114	Novalco, Inc	Maintenance of Facilities	117.50	117.50
G-05115	Florencia M Briglie	Programming Activities	50.00	50.00
G-05116	Oklahoma Press Service	Library-related Services	132.20	132.20
G-05117	Alice Murphy	Supplies	201.50	201.50
G-05118	Oklahoma City County Health	Programming Activities	400.00	
		Programming Activities	400.00	800.00
G-05119	Staples Advantage	Furniture	15,811.14	15,811.14
G-05120	Dan Holman	Transportation	61.61	61.61
G-05121	Provantage	Printing Supplies	268.15	268.15
G-05122	R. Justin Herwig	Transportation	170.11	170.11
G-05123	City of Del City	Rent of Library Buildings	400.00	400.00
G-05124	O G & E	Electrical Services	16,050.70	16,050.70
G-05125	Oklahoma Natural Gas Co.	Gas Services	158.99	
		Gas Services	181.26	
		Gas Services	56.27	396.52
G-05126	City of Oklahoma City	Water & Garbage Services	135.70	
		Water & Garbage Services	44.01	179.71
G-05127	Triangle/A & E	Maintenance of Facilities	22.05	
		Maintenance of Facilities	16.00	38.05
G-05128	Southwestern Stationers, Inc.	Furniture	589.00	589.00
G-05129	Hunzicker Brothers, Inc.	Maintenance of Facilities	352.00	352.00
G-05130	Demco	Supplies	2,629.00	2,629.00
G-05131	Gale Research	Materials	16,263.54	16,263.54
G-05132	Highsmith	Supplies	133.04	133.04
G-05133	AT&T	Telephone Services	140.38	140.38
G-05134	Standard Printing Co., Inc.	Supplies	1,302.75	1,302.75
G-05135	Baker & Taylor Books	Materials	4,769.93	4,769.93
G-05136	U.S. Postal Service	Postage	190.00	190.00
G-05137	Penn Square Mall	Programming Activities	3,225.00	3,225.00
G-05138	TDS Telecom	Telephone Services	1,289.84	1,289.84
G-05139	West Group Payment Center	Materials	550.00	550.00
G-05140	United Refrigeration, Inc.	Maintenance of Facilities	432.51	432.51
G-05141	Think & Do, Inc.	Professional Services	639.20	639.20
G-05142	FedEx	Professional Services	23.75	23.75
G-05143	Gale Group	Materials	1,079.85	1,079.85
G-05144	DVA, Inc	Materials	479.88	479.88
G-05145	Harmony Business Supplies	Supplies	1,275.81	1,275.81
G-05146	Staples Credit Plan	Supplies	54.76	
		Supplies	149.99	204.75
G-05147	Full Circle Bookstore	Programming Activities	282.50	282.50
G-05148	Blackstone Audio Books	Materials	270.00	270.00
G-05149	Random House, Inc	Materials	781.50	781.50
G-05150	Brilliance Corporation	Materials	246.95	246.95
G-05151	Francie Pendleton	Transportation	46.29	46.29
G-05152	RSPT LLC	Materials	966.34	966.34
G-05153	Ingram Library Service	Materials	2,082.72	2,082.72
G-05154	Albert Bostick	Programming Activities	300.00	300.00
G-05155	Audio Editions	Materials	1,230.40	1,230.40

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May 2012

Number	Vendor/Payee	Purpose		Amount
G-05156	Metro Parking Garage	Parking	20.50	20.50
G-05157	Scovil & Sides Hardware Co.	Maintenance of Facilities	375.00	375.00
G-05158	DWe Williams	Programming Activities	2,000.00	2,000.00
G-05159	Chickasaw Telecom, Inc.	Automation Contractual	192.00	192.00
G-05160	Capstone	Materials	136.42	136.42
G-05161	AV Cafe Inc	Materials	484.26	484.26
G-05162	Ingram Library Service	Materials	1,070.25	1,070.25
G-05163	Jonathan W. LaPuzza	Security Services	375.00	375.00
G-05164	Beaver Express	Programming Activities	110.15	110.15
G-05165	Barnes & Noble, Inc.	Programming Activities	790.00	
		Programming Activities	75.07	
		Materials	4,025.93	4,891.00
G-05166	Center Point Large Print	Materials	454.77	454.77
G-05167	J & B Graphics	Fixtures	37,177.60	37,177.60
G-05168	Oklahoma Building Services, Inc	Janitorial Service - Aug	26,798.21	
		Janitorial Services - Aug	3,925.52	
		Janitorial Services	197.02	
		Pest Control Service	1,015.00	
		Pest Control Service	450.00	
		Pest Control Service	60.00	
		Maintenance of Facilities	990.00	33,435.75
G-05169	OPUBCO Communications Group	Library-related Services	55.95	55.95
G-05170	American Parking	Parking	130.00	130.00
G-05171	Walter Wayne McEvilly	Programming Activities	150.00	150.00
G-05172	Hewlett-Packard Co.	Automation	2,463.80	
		Automation	2,956.56	
		Automation	2,463.80	
		Automation	2,956.56	
		Automation	1,971.04	
		Automation	6,054.00	18,865.76
G-05173	MAC Systems, Inc.	Maintenance of Facilities	2,181.00	
		Maintenance of Facilities	2,195.00	4,376.00
G-05174	Dowell Parking Center	Parking	312.00	312.00
G-05175	AudioGo	Materials	873.74	873.74
G-05176	Oklahoma City Ch.-Links, Inc.	Programming Activities	500.00	500.00
G-05177	Lacy Williams	Programming Activities	50.00	50.00
G-05178	VIP Learning	Materials	993.06	993.06
G-05179	ULINE	Supplies	385.66	385.66
G-05180	Gregory Bennett	Transportation	44.62	44.62
G-05181	John Wood	Transportation	18.32	18.32
G-05182	Carolyn K McCurry	Programming Activities	75.00	75.00
G-05183	OL Service Professionals Inc	Janitorial Services	890.00	890.00
G-05184	Office Depot Credit Plan	Supplies	59.99	
		Supplies	45.92	105.91
G-05185	Baker & Taylor Books	Materials	590.92	590.92
G-05186	Baker & Taylor Entertainment	Materials	1,095.70	
		Materials	4,714.12	
		Materials	2,256.61	8,066.43
G-05187	Manpower, Inc.	Capital Projects	281.60	281.60
G-05188	Accu Cut	Programming Activities	195.00	195.00
G-05189	Walmart Community/GEMB	Supplies	49.82	
		Maintenance of Facilities	34.79	

** Continued **

General Fund F.Y. 11-12

Warrant Register

May 2012

Number	Vendor/Payee ** Continued **	Purpose		Amount
G-05189	Walmart Community/GEMB	Programming Activities	231.81	316.42
G-05190	John L. Hilbert	Programming Activities	47.37	
		Programming Activities	92.62	
		Programming Activities	46.43	186.42
G-05191	Imagenation Promotional Group	Supplies	376.60	376.60
G-05192	Leadership Oklahoma City, Inc.	Memberships	300.00	300.00
G-05193	Thomas P. Gallagher	Transportation	25.00	25.00
G-05194	The Great Courses	Materials	159.90	159.90
G-05195	O'Reilly Automotive Stores,	Gasoline & Oil	85.47	
		Maintenance of Facilities	83.97	169.44
G-05196	Oklahoma Heritage Association	Materials	243.93	243.93
G-05197	Susan H. Wood	Programming Activities	380.00	380.00
G-05198	Weatherford Daily News	Periodicals/Subscriptions	128.00	128.00
G-05199	AT&T	Telephone Services	79.67	79.67
G-05200	Myers Landscape Management,	Maintenance of Facilities	1,445.00	
		Maintenance of Facilities	1,205.00	
		Maintenance of Facilities	980.00	3,630.00
G-05201	Cox Communications, Inc.	Telephone Service	10.06	10.06
G-05202	Baker & Taylor Books	Materials	925.41	
		Materials	1,758.43	
		Materials	1,624.14	
		Materials	3,677.75	
		Materials	4,640.18	
		Materials	9,771.60	
		Materials	1,019.05	23,416.56
G-05203	Baker & Taylor Books	Materials	705.99	
		Materials	3,475.39	
		Materials	7,734.05	
		Materials	230.00	12,145.43
G-05204	Baker & Taylor Books	Materials	140.69	140.69
G-05205	Smart Technologies	Capital Projects	2,046.00	2,046.00
G-05206	Cheryl Coleman	Programming Activities	81.78	81.78
G-05207	Baker & Taylor Entertainment	Materials	294.03	294.03
G-05208	Mackin	Materials	1,068.52	1,068.52
G-05209	Value Line	Materials	19,950.00	19,950.00
G-05210	Knoll, Inc.	Furniture	87.42	
		Furniture	87.42	174.84
G-05211	Shoplet	Supplies	155.15	
		Supplies	60.32	215.47
G-05212	Metropolitan Library System	Professional Services	38.00	
		Supplies	23.26	
		Programming Activities	105.65	
		Programming Activities	59.98	
		Programming Activities	59.97	
		Other Commodities	35.88	322.74
G-05213	O G & E	Electrical Services	2,040.76	2,040.76
G-05214	Oklahoma Natural Gas Co.	Gas Services	112.88	112.88
G-05215	City of Oklahoma City	Water & Garbage Services	52.08	52.08
G-05216	Gaylord Bros.	Supplies	84.07	84.07
G-05217	Denyvetta Davis	Transportation	146.19	146.19
G-05218	Minick Materials	Maintenance of Facilities	830.07	830.07

General Fund F.Y. 11-12

Warrant Register

May 2012

Number	Vendor/Payee	Purpose		Amount
G-05219	OHC of the Southwest, P.A.	Professional Services	158.00	158.00
G-05220	Scott's Printing & Copying	Printing/Printing Supplie	684.75	684.75
G-05221	Filtration Services Group, LLC	Maintenance of Facilities	85.73	85.73
G-05222	Dana Morrow	Other Commodities	176.77	
		Other Commodities	108.45	285.22
G-05223	Summit Mailing Systems, Inc.	Postage	134.95	134.95
G-05224	Walker Companies	Fixtures	838.59	838.59
G-05225	Employment Technologies Corp	Professional Services	720.00	720.00
G-05226	General Lighting & Sign Serv.	Maintenance of Facilities	413.44	413.44
G-05227	Meghan Attalla	Programming Activities	60.85	60.85
G-05228	Postmaster	Postage	89.00	89.00
G-05229	Info Group, Inc.	Printing/Printing Supplie	226.00	226.00
G-05230	NeoPost USA Inc	Postage	260.00	260.00
G-05231	AAA Landscape, Inc.	Capital Projects	400.00	400.00
G-05232	Shren Sylvester	Transportation	9.87	9.87
G-05233	Walmart Community/GEMB	Programming Activities	96.04	96.04
G-05234	Star Lighting	Maintenance of Facilities	155.00	155.00
G-05235	Oklahoma City Police Dept.	Maintenance of Facilities	65.00	65.00
G-05236	Stacy Schrank	Professional Services	81.00	81.00
G-05237	H I S Paints	Maintenance of Facilities	65.10	65.10
G-05238	Bank of Oklahoma	Payroll Transmittal-Chks	37,126.95	
		Payroll Transmittal-Chks	16,941.07	54,068.02
G-05239	Bank of Oklahoma	Federal Withholding Tax	58,486.85	
		Federal Withholding Tax	4,917.00	63,403.85
G-05240	Oklahoma Tax Commission	State Withholding Tax	17,259.00	
		State Withholding Tax	1,075.00	18,334.00
G-05241	Mun. Employees Credit Union	Employee Cr Union Deducts	11,677.51	
		Employee Cr Union Deducts	87.50	11,765.01
G-05242	Clerk, U.S. District	Employee Deductions	78.60	
		Employee Deductions	78.60	
		Employee Deductions	78.60	235.80
G-05243	Oklahoma Employment Security	Employee Deductions	149.60	149.60
G-05244	United States Treasury	Employee Deductions	50.50	50.50
G-05245	Bank of America	Payroll Transmittal-DDep	315,648.09	
		Payroll Transmittal-DDep	47,645.02	363,293.11
G-05246	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-05247	Nationwide Retirement Solution	Employee Deductions	6,894.44	6,894.44
G-05248	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,608.39	4,608.39
G-05249	Bank of Oklahoma	Employee Soc/Sec Deposits	20,977.86	
		Employee Soc/Sec Deposits	3,147.92	
		Employee Medicare Deposit	7,242.43	
		Employee Medicare Deposit	1,086.80	
		Employer Soc/Sec Deposits	35,614.46	
		Employer Medicare Deposit	8,329.11	76,398.58
G-05250	MassMutual Financial Group	Employee Contrib -- DC PI	17,903.30	
		Employer Contrib -- DC PI	32,291.50	50,194.80
G-05251	Oklahoma Guaranteed	Employee Deductions	153.34	153.34
G-05252	ODHS Oklahoma Centralized	Employee Deductions	488.90	488.90
G-05253	Randall S. Fudge	Employee Deductions	137.46	137.46
Total of FY 11-12 Warrants Issued				\$ 3,345,289.40

General Fund F.Y. 10-11

Warrant Register

May 2012

Number	Vendor/Payee	Purpose		Amount
G-05988	Baker & Taylor Books	Materials	2,972.69	2,972.69
		Total of FY 10-11 Warrants Issued		\$ 2,972.69

Special Funds

Warrant Register

May 2012

Number	Vendor/Payee	Purpose		Amount
S-17510	Standley Systems	Copier Maintenance	47.21	
		Copier Maintenance	14.38	
		Copier Maintenance	28.65	
		Copier Maintenance	27.72	
		Copier Maintenance	3.56	
		Copier Usage	239.61	
		Copier Usage	396.74	757.87
S-17511	ImageNet Consulting, LLC	Copier Maintenance	78.50	
		Copier Maintenance	36.00	
		Copier Maintenance	78.50	193.00
S-17512	Vicki J. Dimmer	Lost & Paid Item Returned	14.95	14.95
S-17513	Hailey M. Taylor	Lost & Paid Item Returned	14.95	14.95
S-17514	Sunshyne Goodfellow	Lost & Paid Item Returned	16.95	16.95
S-17515	Michael W. Lubahn	Lost & Paid Item Returned	3.00	3.00
S-17516	Arthur M. Green, Jr.	Lost & Paid Item Returned	3.00	3.00
S-17517	Robyn N. Young	Lost & Paid Item Returned	12.95	12.95
S-17518	Daniel M. Fortune	Lost & Paid Item Returned	3.00	3.00
S-17519	Myra J. Moaning	Lost & Paid Item Returned	14.95	14.95
S-17520	William C. Emegano	Lost & Paid Item Returned	7.95	7.95
S-17521	Marzieh Khanipour	Lost & Paid Item Returned	3.00	3.00
S-17522	Charla J. Kavanagh	Lost & Paid Item Returned	3.00	3.00
S-17523	Lindy M. Huey	Lost & Paid Item Returned	6.15	6.15
S-17524	Emma M. Madsen	Lost & Paid Item Returned	12.95	12.95
S-17525	Janis L. Purcell	Lost & Paid Item Returned	4.95	4.95
S-17526	Joshua I. Shultz	Lost & Paid Item Returned	11.35	11.35
S-17527	Susan Pierce	12/Friends Noon Tunes	27.00	
		12/Friends Noon Tunes	504.00	531.00
S-17528	Baker & Taylor Books	Materials	288.60	288.60
S-17529	Susan Pierce	DN/LC Donations-Noon Tune	1,730.38	1,730.38
S-17530	Oklahoma Tax Commission	State Sales Tax-April	59.69	59.69
S-17531	Oklahoma Tax Commission	State Sales Tax-April	718.90	718.90
S-17532	Standley Systems	Copier	7,894.12	7,894.12
S-17533	Blerita M. Meta	Lost & Paid Item Returned	11.95	11.95
S-17534	Leslie D. Kendrick	Lost & Paid Item Returned	3.00	3.00
S-17535	Gail A. Howard	Lost & Paid Item Returned	24.95	24.95
S-17536	Alicia B. Hibbard	Lost & Paid Item Returned	10.95	10.95
S-17537	Agnes U. Opara	Lost & Paid Item Returned	100.45	100.45
S-17538	Kim D. Collins	Lost & Paid Item Returned	4.50	4.50
S-17539	Christina E. Gould	Lost & Paid Item Returned	42.90	42.90
S-17540	Patricia A. Slattery	Lost & Paid Item Returned	13.50	13.50
S-17541	Jennifer L. Hofeld	Lost & Paid Item Returned	3.00	3.00
S-17542	Kimberly S. Chapman	Lost & Paid Item Returned	14.95	14.95
S-17543	Carol A. McElroy	Lost & Paid Item Returned	3.95	3.95
S-17544	Ethan F. Gorrell	Lost & Paid Item Returned	26.00	26.00
S-17545	Erica D. Malone	Lost & Paid Item Returned	3.00	3.00
S-17546	Araceli Lawrence	Lost & Paid Item Returned	12.95	12.95
S-17547	Gaylee A. Koehler	Lost & Paid Item Returned	10.95	10.95
S-17548	Gloria J. Bowen	Lost & Paid Item Returned	46.90	46.90
S-17549	Michele K. Lindley	Lost & Paid Item Returned	3.00	3.00
S-17550	Metropolitan Library System	Transfer Fines & Fees	22,000.00	22,000.00
S-17551	Tina Clark	Open House for NW	300.00	300.00
S-17552	Jennifer Bounds	NW Open House	500.00	500.00

Special Funds

Warrant Register

May 2012

Number	Vendor/Payee	Purpose		Amount
S-17553	Walter Wayne McEvilly	Open House NW	350.00	350.00
S-17554	Apple-Eye Productions, LLC	NW Open House	1,000.00	1,000.00
S-17555	Albert Bostick	Open House NW	250.00	250.00
S-17556	Critter Tales, Inc.	NW Open House	150.00	150.00
S-17557	April Brock	Open House for NW	375.00	375.00
S-17558	G. Patrick Riley	Open House NW	150.00	150.00
S-17559	Bakeries Unlimited LLC	NW Open House	403.00	403.00
S-17560	Susan H. Wood	Open House NW	200.00	200.00
S-17561	Juggle Whatever	Open House NW	100.00	100.00
S-17562	Kiona Millirons	Open House for NW	200.00	200.00
S-17563	Scholastic Inc	12/Sonic/Books	21,295.00	21,295.00
S-17564	Swadley's Restaurant	Grand Opening	877.20	877.20
S-17565	Ted's Cafe' Escondido	NW Grand Opening	1,284.25	1,284.25
S-17566	Patricia A. Slattery	Lost & Paid Item Returned	3.95	3.95
S-17567	Deandria E. Frazier	Lost & Paid Item Returned	19.95	19.95
S-17568	Lori J. Morlan	Lost & Paid Item Returned	11.95	11.95
S-17569	Richmond L. Youngblood	Lost & Paid Item Returned	14.95	14.95
S-17570	Lori J. Maselli	Lost & Paid Item Returned	4.95	4.95
S-17571	Willia P. Howard	Lost & Paid Item Returned	3.00	3.00
S-17572	Rebecca A. James	Lost & Paid Item Returned	87.85	87.85
S-17573	Amber L. Niblett	Lost & Paid Item Returned	3.00	3.00
S-17574	Roxanne M. Zeigler	Lost & Paid Item Returned	11.95	11.95
S-17575	Jessica Morris	Lee Brawner Scholarship	600.00	600.00
S-17576	Linda Hyams	Lee Brawner Scholarship	1,200.00	1,200.00
S-17577	R. Justin Herwig	Lee Brawner Scholarship	450.00	450.00
S-17578	Chase Card Services	Fines Account	128.72	128.72
S-17579	Magic Services, Inc.	Open House for NW	274.50	274.50
S-17580	Standley Systems	Copier Maintenance	19.14	19.14
S-17581	National Cowboy & Western	Staff Recognition	1,325.00	1,325.00
S-17582	Baker & Taylor Entertainment	Materials	7.19	7.19
S-17583	Baker & Taylor Books	Materials	89.36	89.36
S-17584	Baker & Taylor Books	Materials	318.08	318.08
S-17585	Harris County Public Library	Payment of Lost Books	16.95	16.95
S-17586	Jeannie A. Hoang	Lost & Paid Item Returned	12.95	12.95
S-17587	Christopher A. Binckley	Lost & Paid Item Returned	3.00	3.00
S-17588	Coy D. Brown	Lost & Paid Item Returned	7.95	7.95
S-17589	Farris E. Willingham, II	Lost & Paid Item Returned	14.50	14.50
S-17590	Dana L. Hill	Lost & Paid Item Returned	25.00	25.00
S-17591	Nita L. Whitman	Lost & Paid Item Returned	38.50	38.50
S-17592	University of St. Thomas	Gifts & Books Lost Accoun	65.00	65.00
S-17593	Eun J. Shon	Lost & Paid Item Returned	18.95	18.95
S-17594	Oklahoma City Museum of Art	Summer @ the Library	1,350.00	1,350.00
S-17595	Kristin Williamson	Lee Brawner Scholarship	600.00	600.00
S-17596	Rena Gibson	Lee Brawner Scholarship	600.00	600.00
S-17597	Jon D. Rollman	Lee Brawner Scholarship	900.00	900.00
S-17598	Suzette V. Felton	Lee Brawner Scholarship	1,200.00	1,200.00
S-17599	Scholastic Inc	Sonic Books	3,628.00	3,628.00
S-17600	Oklahoma Zoological Society	Summer Reading	2,590.00	2,590.00
S-17601	Science Museum Oklahoma	Summer Reading	4,370.00	4,370.00
S-17602	Metropolitan Library System	Copy Fund	34.00	34.00
S-17603	Toys "R" Us - Delaware, Inc.	Summer Reading	950.00	950.00
Total of Special Funds Warrants Issued				\$ 83,076.35

I, Donna Morris, certify that:

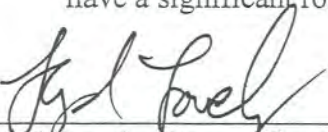
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered 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

6-14-12
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

June 14, 2012
Date

CONTRACT AWARDS AND PURCHASES

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

ITEM A: BOOK JACKET COVERS

To be provided in the FY2012-13 budget is the request for book jacket covers for the Technical Processing Division.

Specifications were prepared and bids were let for 20 days and advertised for two days in The Oklahoman. Bid packets were provided to 8 prospective bidders.

A pre-bid conference was held on May 15th, 2012. No vendors attended.

Bids were received and publicly opened on May 23rd, 2012. Four vendors responded.

Book Jacket Cover	Brodart	Demco	Vernon	Library Store
10"	2.78	5.29	9.78	10.26
12"	3.07	6.82	11.93	12.24
12" XL	3.36	8.82	No Bid	18.45
14"	3.68	8.74	16.97	18.32
16"	4.01	10.52	21.30	21.25

RECOMMENDATION:

That the Commission award the contract for the purchase of book jacket covers to Brodart, at the above stated prices. Funding for the purchase will be provided for in the FY2012-13 budget, account 303.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM B: PRINTING AND DELIVERY OF INFO MAGAZINE

To be provided in the FY2012-13 budget is the request for printing and delivery of the Library's ***info*** Magazine, distributed throughout the Library System.

Specifications were prepared and bids were let for 20 days and advertised for two days in The Oklahoman. Bid packets were provided to 5 prospective bidders.

A pre-bid conference was held on May 17, 2012. No vendors attended.

Bids were received and publicly opened on May 31, 2012. Four vendors responded.

<i>Info Magazine: 12 Issues per Year, 6,000 copies per Issue</i>	
Vendor	Cost
University Printing Services	\$46,596.00
Scott's Printing	\$50,830.80
Heritage Press	\$53,765.88
Southwest Stationers	\$56,100.00

RECOMMENDATION:

That the Commission award the contract for printing and delivery of ***info*** magazine to University Printing Services in the amount of \$46,596.00. Funding for the purchase will be provided for in the FY2012-13 budget, account 301.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM C: iPADS

Provided for by a grant from Sonic is funding for iPads as Summer Reading Prizes.

CDWG was awarded a competitively bid contract with National Joint Powers Alliance on January 2, 2010. The contract has been renewed each year thereafter. Specifications for the required iPads were provided to CDWG.

Item	Qty	Unit Price	Total
iPad 3 - 16GB - WIFI	36	\$479.04	\$17,245.44

RECOMMENDATION:

That the Commission approve the purchase of the iPads in the amount of \$17,245.44. Adequate funding is available in special fund account 936.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM D: ANNUAL RENEWAL OF SUPPLY AND SERVICE CONTRACTS

The Library's purchasing policy requires that supply and service contracts be renewed annually by the Administration. The contractors listed below have performed their respective services satisfactorily and are recommended for renewal. The contracts will be renewed at the terms and conditions stated below.

Contractor	Supply/Service	Award Date	Estimated Annual Cost	Account #
Oklahoma Building Service	Janitorial & Pest Control	5/11/11 Doc #103B	\$415,000	207
Securitas ☐	Uniformed Security Officers	12/09/10 Doc #57B	\$435,000	214
Marpro Label	Removable Adhesive Labels	6/17/10 Doc #97B	\$11,070	303
Kone	Elevator Maintenance	5/20/10 Doc #86C	\$12,000	208
Demco	Indestructible CD Cases	Sole Source	\$18,000	303
Brodart	SecureCase DVD Cases	6/16/11 Doc #114C	\$20,000	303
Hewlett Packard	NonStop Software License Fee & Hardware Maintenance	Sole Source	\$88,000	231
Chickasaw	Cisco Network & Telephone Maintenance	State Contract	\$40,000	231
Southwest Paper ☐	Copy Paper	6/16/11 Doc #114B	\$20,000	303
Sabre Technologies ☐	Toner Cartridges	6/16/11 Doc 114A	\$85,000	303

- ☐ Securitas has requested a 5.6% increase. Staff recommends approval of this increase.
- ☐ Southwest Paper has requested a 3.2% increase. Staff recommends approval of this increase.
- ☐ Sabre Technologies has requested a 2.4% increase. Staff recommends approval of this increase.

RECOMMENDATION:

That the Commission approve the renewal of the above contracts for the Fiscal Year 2012-2013. Funding for these contracts will be made available in the FY2012-13 budget.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM E: RFID TAGS

To be provided in the FY2012-13 budget is the request for RFID Tags for the tagging and identification of materials received by the library.

Specifications were prepared and bids were let for 20 days and advertised for two days in The Oklahoman. Bid packets were provided to 10 prospective bidders.

A pre-bid conference was held on May 16th. No vendors attended.

Bids were received and publicly opened on May 30th. Three vendors responded.

350,000 RFID Tags			
Vendor	Cost	Shipping	Total
Bibliotheca	\$52,150.00	\$1,750.00	\$53,900.00
Bayscan	\$57,750.00	\$150.00	\$57,900.00
Bayscan Alternate	\$51,100.00	\$150.00	\$51,250.00
Brodart	\$77,777.00	Incl.	\$77,777.00
Brodart Alternate	\$60,473.00	Incl.	\$60,473.00

The Bayscan alternate meets all specifications. It is slightly less opaque than the tags used in the past but is an acceptable alternative.

RECOMMENDATION:

That the Commission approve the purchase of the RFID Tags from Bayscan in the amount of \$51,250.00. Funding for the purchase will be provided for in the FY2012-13 budget, account 303.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM F: TELEVISION MONITORS

Provided for in the FY2011-12 budget is funding for television monitors for libraries throughout the system. The LCD television monitors will be used to replace the existing computer signup monitors that are only 24" in size. This will provide a larger screen for easier viewing access by customers. The LED televisions will be used for multiple purposes. They can be used for library programs as they can be used with a DVD player or have a PC connected to show a computer presentation. They will also be used for gaming programs (Wii and Xbox) held by some of the libraries and for monitoring weather when needed.

CDWG was awarded a competitively bid contract with National Joint Powers Alliance on January 2, 2010. The contract has been renewed each year thereafter. Specifications for the required monitors were provided to CDWG.

Item	Qty	Unit Price	Total
Samsung EH6000 46" LED TV	17	\$847.57	\$14,408.69
Samsng D550 46" LCD TV	2	\$769.67	\$1,539.34
Sony BX450 40" LCD TV	6	\$464.99	\$2,789.94
Sony BX330 32" LCD TV	5	311.54	\$1,557.70
Total			\$20,295.67

RECOMMENDATION:

That the Commission approve the purchase of the televisions detailed above in the amount of \$20,295.67. Adequate funding is available in the FY 2011-2012 budget, account 410.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM G: DATA & TELECOMMUNICATION CABLING

Provided for in the FY2011-12 budget is the request for Data and Telecommunications Cabling for the Southern Oaks Library.

Specifications were prepared and bids were let for 19 days and advertised for two days in The Oklahoman. Bid packets were provided to 8 prospective bidders and 1 plan room.

A pre-bid conference was held on June 5th, 2012. Five vendors attended.

Bids were received and publicly opened on June 12th, 2012. Five vendors responded.

Vendor	Total Bid
Smart Technologies	\$24,504.90
Trans-Tel	\$24,185.18
American Opti-Net, Inc.	\$27,091.53
Techsico Enterprise Solutions	\$32,709.00
Shawver and Son, Inc.	\$33,202.89

Smart Technologies, American Optinet, and Shawver are located in Oklahoma County. Trans-Tel is located in Cleveland County and Techsico Enterprise is located in Tulsa County.

According to the Metropolitan Library System Purchasing Policy, preferential consideration is given to Oklahoma County vendors when all other factors are equal and the differential does not exceed 5% or \$1,000, whichever is less.

RECOMMENDATION:

That the Commission approve the purchase of the Data and Telecommunications Wiring from Smart Technologies in the amount of \$24,504.90. Funding for the purchase is provided for in the FY2011-12 budget, account 450.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM H: LAWN MAINTENANCE

Provided for in the FY2012-13 budget is the request for lawn maintenance for ten libraries throughout the system. The libraries are: Belle Isle, Bethany, Capitol Hill, Choctaw, Maintenance Center, Northwest, Ralph Ellison, Southern Oaks, Warr Acres, and Wright.

Specifications were prepared and bids were let for 22 days and advertised for two days in The Oklahoman. Bid packets were provided to 8 prospective bidders.

A pre-bid conference was held on June 7th, 2012. One vendor attended.

Bids were received and publicly opened on June 13th, 2012. Two vendors responded.

Vendor	Annual Maintenance for Ten Libraries
Oklahoma Building Services	\$43,500.00
Myers Landscape	\$53,580.00

RECOMMENDATION:

That the Commission award the contract for lawn maintenance to Oklahoma Building Services in the amount of \$43,500.00. Funding for the purchase is to be provided for in the FY2012-13 budget, account 208.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM I: PROJECTORS

Provided for in the FY2011-12 budget is the request for replacement projectors for the Downtown Library. The current projectors were installed when the building originally opened and are technologically outdated.

Specifications were prepared and bids were let for 14 days and advertised for two days in The Oklahoman. Bid packets were provided to 8 prospective bidders.

A pre-bid conference was held on June 6th, 2012. Four vendors attended.

Bids were received and publicly opened on June 14th. Three vendors responded.

Purchase and Installation of 8 Projectors	
Vendor	Total Cost
Ford Audio Video	\$22,374.45
AVL	\$27,975.37
Electra Link	\$33,314.00

After review of the bids, staff wishes to have an opportunity to refine the specifications and rebid in the future.

RECOMMENDATION:

That the Commission reject all bids and allow the staff to refine the bid specifications for a future bid.

REPORT AND RECOMMENDATIONS
FROM LONG-RANGE PLANNING COMMITTEE

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

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

During its meeting, the Committee:

Reviewed and discussed all items.

As a result of these discussions, the Long-Range Planning Committee sent the recommendations for Capital Projects to the Finance Committee meeting for approval on May 30, 2012.

Minutes of the May 30, 2012, Finance Committee meeting are included

COMMISSION ACTION:

To approve the recommendation from the Long-Range Planning Committee approval of the 2012-2015 Strategic Plan.

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

LONG-RANGE PLANNING COMMITTEE

MINUTES

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

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

COMMITTEE MEMBERS PRESENT:

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

COMMITTEE MEMBERS EXCUSED:

COMMISSION MEMBERS PRESENT:

Judy Smith
Donna Morris, Executive Director

ESTIMATE OF OTHERS PRESENT: 13

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

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

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

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

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

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

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

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

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

discuss. One item the Commission will have to discuss is succession planning, specifically for the Executive Director, as she approaches retirement.

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

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

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

Mrs. Penny McCaleb called for a motion.

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

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

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

ALMONTE LIBRARY

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

JONES LIBRARY

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

DEL CITY LIBRARY

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

CAPITOL HILL LIBRARY

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

OTHER CAPITOL PROJECTS

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

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

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

Mrs. McCaleb called for a motion.

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

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

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

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



Donna Morris, Executive Director
(Secretary)

Metropolitan Library System

Strategic Plan 2012-2015

draft 4/26/12

Our mission is to facilitate the free flow of information and ideas by providing access to materials, services and programs to Oklahoma County's diverse community. We have a long standing tradition of strategically planning how we implement our mission.

Ensure a Welcoming Experience

Your library has safe and welcoming physical places to meet and interact with others or to sit quietly and read and has open and accessible virtual spaces that support social networking.

Goal: Visitors are welcomed into an atmosphere of hospitality, exemplary service, and friendly interaction.

Goal: Visitors easily navigate our inviting physical and virtual spaces.

Satisfy Curiosity and Encourage Lifelong Learning

The resources you need to explore topics of personal interest and continue to learn throughout your life are at your library.

Goal: Visitors explore their interests using the variety of information at the library.

Goal: Your libraries are centers that offer access to civic, cultural and community enrichment opportunities.

Know How to Find, Evaluate & Use Information

When you need information to resolve an issue or answer a question, you have the support and skills to search for, locate, evaluate and effectively use information to meet your needs.

Goal: Our community has access to expert library staff with up-to-date knowledge, skills and abilities to deliver library services.

Goal: Visitors are connected with library resources at every point of contact.

Connect to the Online World

Your library has access to the digital world with no unnecessary restrictions or fees to ensure that you can take advantage of the ever-growing resources and services available through the Internet.

Goal: Our community has access to current technology and digital resources as well as trained staff to help them use the resources effectively.

Goal: Our community has access to a continually growing digital collection and services 24 hours a day, seven days a week.

We have a clear vision on how we want you to see your library. We want you to join us in seeing the library as

Your Inviting, Innovative Link to the World!

REPORT AND RECOMMENDATION FROM THE A & P COMMITTEE

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

(Please reference the A & P Committee Packet mailed to entire Commission for the detailed reports. If you need another copy, please notify the Director's Office)

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

During its meeting, the Committee:

Reviewed and discussed all items.

As a result of these discussions, the Administrative & Personnel Committee sent the recommendations for the Salaries and Benefit Plans to the Finance Committee meeting for approval on May 30, 2012.

Minutes of the May 30, 2012, Finance Committee meeting are included.

COMMISSION ACTION:

To accept or approve the recommendation from the Administrative and Personnel Committee that a 6% salary increase be provided to Mrs. Donna Morris, effective January 1, 2013.

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

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

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

COMMITTEE MEMBERS PRESENT:

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

COMMITTEE MEMBERS EXCUSED:

Bose' Akadiri

COMMISSION MEMBERS PRESENT:

Fran Cory
Judy Smith

ESTIMATE OF OTHERS PRESENT: 12

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- a. Retail Pharmacy (30 day supply)
 1. Generic - \$10

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

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

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

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

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

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

Discussion Followed.

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

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

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

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

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

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

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

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

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

Mr. Rice called for a motion to reconvene.

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

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

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

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

Donna Morris,
Executive Director
(Secretary)

REPORT AND RECOMMENDATIONS FROM FINANCE COMMITTEE

The Finance Committee met May 30, 2012, for:

(Please reference the Long-Range Planning, A & P, and Finance Committees' packets for the detailed reports.)

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

During its meeting, the Committee:

Reviewed and discussed all items.

The following recommendations are the result of the discussions.

COMMISSION ACTION:

1. To approve the Metropolitan Library System Preliminary Budget FY 2012-13 (**Document #114**).
2. To approve the recommendations from Finance Committee for adoption to the Metropolitan Library System Policy & Procedure Manual, revisions to SF 700 Sponsorship and Grants.

And to affirm previously reported housekeeping revisions to SF200 Purchasing.

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

FINANCE COMMITTEE

MINUTES

DATE: Wednesday, May 30, 2012 TIME: 3:30 PM
MEETING PLACE: Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(405) 231-8650

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, March 27, 2012. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on May 25, 2012, in conformity with the Oklahoma Open Meeting Act.

COMMITTEE MEMBERS PRESENT:

Nancy Anthony, Chair
Rozz Grigsby
Jim Shonts
Judy Smith

COMMITTEE MEMBERS EXCUSED:

Beth Toland
Greg Womack

COMMISSION MEMBERS PRESENT:

Fran Cory

ESTIMATE OF OTHERS PRESENT: 14

I. The meeting was called to order at 3:38 p.m. by Mrs. Nancy Anthony, Chair.

II. In the absence of a quorum, Mrs. Anthony referred to discussion of the Report and Recommendation from the Long-Range Planning Committee meeting held on May 7, 2012.

Mrs. Donna Morris stated two items were discussed at the Long-Range Planning Committee meeting. The Strategic Plan for FY 2012-2015, which the Commission will review and vote on at the June meeting, and the Capitol Projects recommendations that are included in the budget.

Mrs. Morris provided an update on the Almonte temporary location and the recent discussions of keeping it open, once the Southern Oaks renovation is complete. Almonte represents a large un-served population. A proposal has been sent to Mr. Jim Couch asking the city to consider paying the lease costs to continue operations at the Almonte location. Mrs. Morris will be meeting with the city on June 12, to discuss the proposal. For now, the amount has been included in the preliminary budget, pending a decision from the city. If the city does not agree, then we will re-visit the issue prior to the final budget being approved. Discussion followed.

Mrs. Morris highlighted other capitol projects discussed which included:

- Committing an additional \$538,000.00 to the Capitol Hill Library project, which is reflected in the reserve account of the preliminary budget
- \$80,000.00 for a portion of the expenses for additional parking at the current Edmond Library. St. Mary's Church will be providing the bulk of the money and the parking lot will be shared by both the Church and the Library.
- \$80,000 to upgrade the restrooms at Midwest City
- An additional \$1,168,000.00 be committed to the proposed new 15,000 square foot Del City Library

Discussion followed.

III. Mrs. Anthony referred to discussion of the Report and Recommendations from the Administrative and Personnel Committee meeting held on May 21, 2012.

Mrs. Morris stated the A & P Committee met and reviewed Administration's recommendation relating to salaries and benefits. The committee also reviewed the Executive Director's annual evaluation, which will go to the Commission in June

Mrs. Morris stated the recommendation from the committee relating to salaries for the staff is a performance based merit increase ranging from 0 to 3%, which is no change from last year and a market adjustment of 3% for all employees effective with the first pay period in January. Last year, employees received a 2.5% market adjustment. Last year, the average employee merit increase was 2.31%. These recommendations are included in the preliminary budget. Questions and Discussion followed.

Mrs. Morris called on Mrs. Kelley Hoffman, Benefits Manager to explain the recommended changes to the Benefits. Discussion followed.

IV. Mrs. Anthony established a quorum at 4:12 p.m. (Present: Grigsby, Shonts, Smith, and Anthony).

V. Mrs. Anthony called on Mr. Lloyd Lovely, Deputy Executive Director/Finance & Support to present the overview of the Preliminary Budget.

Mr. Lovely referred to page 1-3 of the FY 2012-13 Preliminary Budget. Mr. Lovely is estimating a 2.3% increase in Ad Valorem taxes. Mr. Lovely will receive the final assessment numbers from the county in early August and will adjust the amount for the final budget at that time. Questions and discussion followed.

Mr. Lovely explained the carryover from prior year detailed on page 1-3, Comparative Schedule of Revenue Sources. The total FY 2012-13 proposed preliminary budget is \$58,827,553.

Per page 2-1, Overview of FY 2012-13 Proposed Budget, the total budget consists of:

- \$ 36,716,733 for the operating budget
- \$ 4,306,000 for capital projects
- \$ 17,804,820 for reserves

The operating budget is an increase of \$22, 714.00 or 0.06%, from last year's budget.

Mr. Lovely referred to page 2-4, Budget and Actual Comparisons, and reviewed the comparisons for FY 2012-13 and 2011-12.

He explained the proposed Salaries, Wages & Benefits costs which reflect a 7.60% increase over last fiscal year. \$290,000 of the increase is for the proposed Almonte location. Extending services (other than the new Northwest Library) by expanding evening hours and adding Sunday hours, at several locations, accounts for an increase of approximately \$185,000. Mr. Lovely reviewed the remaining accounts with significant changes as compared to last year's budget as shown on Pages 3-1 through 3-3. Questions and discussion followed.

Mr. Lovely referred to page 3-5, and explained the Schedule of Cash Reserve. The proposed preliminary budget calls for a decrease of \$1,528,821 to cash reserves, for an ending balance of \$17,804,820. Questions and Discussion followed.

Mrs. Anthony called for further questions and/or comments. Mrs. Anthony called for a motion on the FY 2012-13 Preliminary Budget.

VI. Mrs. Anthony referred to Report and Recommendations from Administration: Revision to MLS Policy and Procedure Manual.

Mrs. Morris referred to policy SF700 Sponsorships and Grants. The draft policy replaces the 2004 policy. The content is similar, but completely re-written. The previous sponsorship policy contained procedures throughout the policy, which were removed and put into a separate document. The draft policy has also been revised to include gifts.

Mrs. Morris referred to Policy SF 200 Purchasing. Two changes needed to be made to the policy in March 2012. One was to change the petty cash reimbursement from \$50 to \$60. The second change was to add the language previously approved regarding state and GSA contracts to another section in the purchasing policy. Mrs. Morris received the okay from Finance Committee chair, Nancy Anthony to make the changes in March and then bring them to the Finance Committee meeting for review and to affirm the changes made.

Mrs. Anthony called for a motion.

Mr. Shonts moved to approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual, revisions to SF 700 Sponsorship and Grants and to affirm previously reported housekeeping revisions to SF200 Purchasing. Mrs. Grigsby seconded. No further discussion. Motion passed unanimously.

VII. Mrs. Anthony referred back to the Report and Recommendations from the Long-Range Planning Committee meeting and called for a motion.

Mrs. Smith moved to approve the Capitol Project recommendations from the Long-Range Planning Committee and include those projects in the FY 2012-13 Preliminary Budget. Mr. Shonts seconded. No further discussion. Motion passed unanimously.

VIII. Mrs. Anthony referred back to the Report and Recommendations from the Administrative and Personnel Committee meeting and called for a motion.

Mrs. Grigsby moved to approve the recommendations from the Administrative and Personnel Committee and recommend the Commission incorporate the funds for the Administration recommendation for 1: Compensation and 2: Benefits into the FY 2012-13 budget and that the Commission, by approval of the estimate of needs, approve the performance awards program and the plan changes in accordance with the funding level. Mrs. Smith seconded. No further discussion. Motion passed unanimously.

IX. There being no further business, Mrs. Anthony adjourned the meeting at 4:38 p.m.

Donna Morris, Executive Director
(Secretary)

Preliminary Budget
FY 2012 – 2013
(July 1, 2012 to June 30, 2013)

Please remember to bring your
FY 2012-13 Preliminary Budget Binder
to Commission meeting June 21, 2012

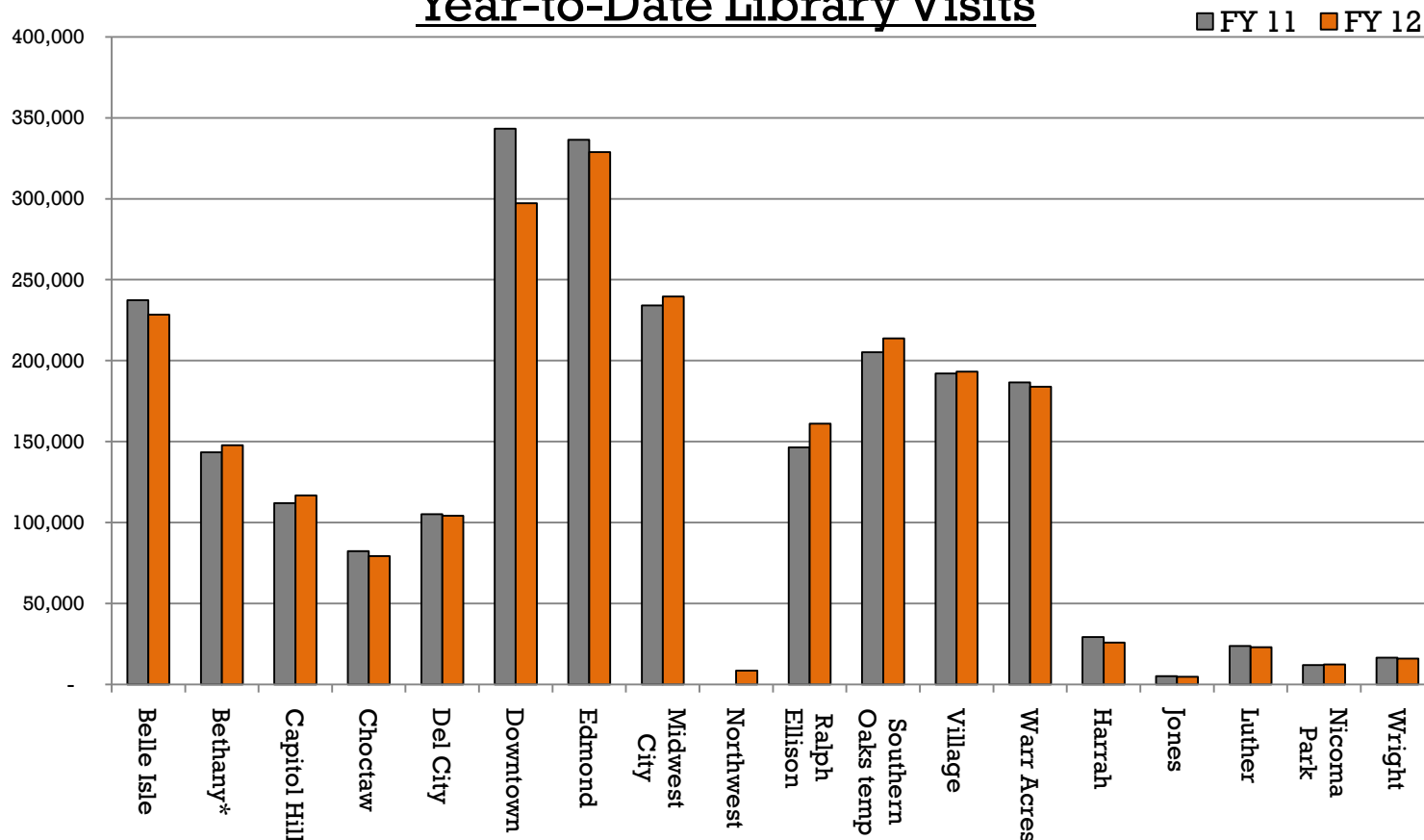
MLS Library Visits

July 1, 2011 - May 31, 2012 (91.67% of the 11-12 Fiscal Year)

May	FY 11		FY 12		Pct. Change	
<u>Library</u>	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>
Belle Isle	20,245	237,385	20,337	228,469	0.5%	-3.8%
Bethany*	11,547	143,341	11,048	147,725	-4.3%	3.1%
Capitol Hill	11,129	112,050	11,205	116,705	0.7%	4.2%
Choctaw	7,647	82,311	7,941	79,256	3.8%	-3.7%
Del City	8,703	105,140	9,857	104,210	13.3%	-0.9%
Downtown	27,043	343,235	24,382	297,221	-9.8%	-13.4%
Edmond	28,983	336,416	29,994	328,824	3.5%	-2.3%
Midwest City	21,619	234,007	20,606	239,551	-4.7%	2.4%
Northwest	N/A	N/A	8,482	8,482	N/A	N/A
Ralph Ellison	12,358	146,365	13,151	161,065	6.4%	10.0%
Southern Oaks temp	16,661	205,088	18,749	213,792	12.5%	4.2%
Village	17,019	192,147	16,827	193,203	-1.1%	0.5%
Warr Acres	15,986	186,599	17,380	183,781	8.7%	-1.5%
Harrah	2,805	29,255	2,578	25,721	-8.1%	-12.1%
Jones	517	4,995	402	4,610	-22.2%	-7.7%
Luther	2,058	23,628	2,257	22,988	9.6%	-2.7%
Nicoma Park	1,116	11,851	1,435	12,357	28.6%	4.3%
Wright	1,386	16,560	1,251	15,872	-9.7%	-4.2%
Total	206,821	2,410,374	217,882	2,383,832	5.3%	-1.1%

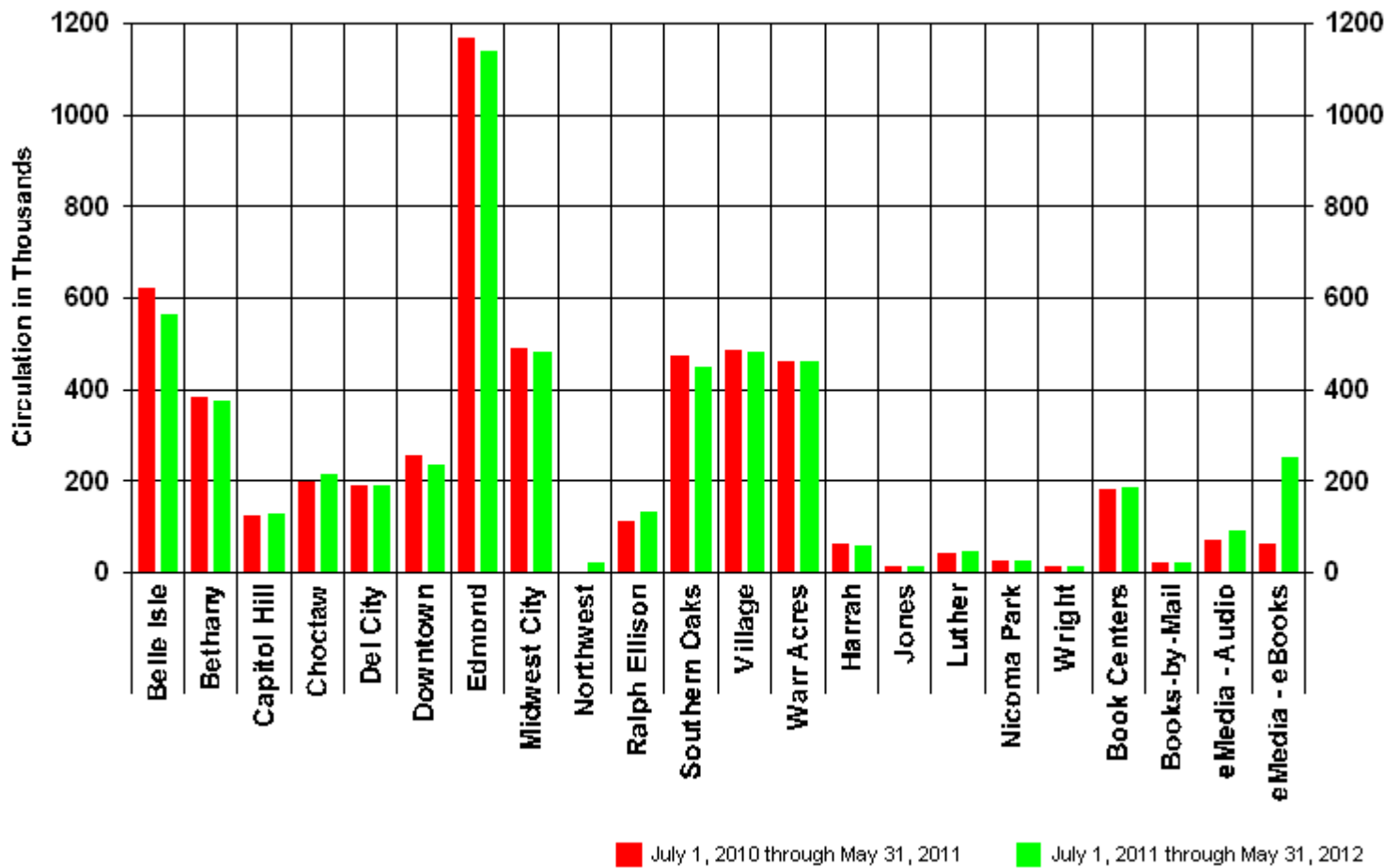
* Bethany Library was closed May 14, 2012 - May 20, 2012 for HVAC upgrades.

Year-to-Date Library Visits



Circulation Gains and Losses

July 1, 2011 through May 31, 2012 (91.67% of the 11-12 Fiscal Year)



Circulation Gains and Losses

July 1, 2011 through May 31, 2012 (91.67% of the 11-12 Fiscal Year)

MAY 31, 2012		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
Belle Isle	11	39877	478645	11863	143094	51740	621739	
	12	36153	426415	11366	138902	47519	565317	
		-3724	-52230	-497	-4192	-4221	-56422	-9.1
Bethany	11	19684	269083	7999	112613	27683	381696	
	12	19545	258006	8908	117825	28453	375831	
		-139	-11077	909	5212	770	-5865	-1.5
Capitol Hill	11	8762	81343	3954	41087	12716	122430	
	12	7190	80367	3940	47837	11130	128204	
		-1572	-976	-14	6750	-1586	5774	4.7
Choctaw	11	10943	126151	5916	72596	16859	198747	
	12	11314	130730	7417	83040	18731	213770	
		371	4579	1501	10444	1872	15023	7.6
Del City	11	11927	135081	4406	55661	16333	190742	
	12	12596	135335	5341	53708	17937	189043	
		669	254	935	-1953	1604	-1699	-.9
Downtown	11	17398	194759	5133	58812	22531	253571	
	12	14277	178347	4229	56776	18506	235123	
		-3121	-16412	-904	-2036	-4025	-18448	-7.3
Edmond	11	58212	690976	41880	477502	100092	1168478	
	12	56193	643058	46775	495320	102968	1138378	
		-2019	-47918	4895	17818	2876	-30100	-2.6
Midwest City	11	31219	355796	12687	131832	43906	487628	
	12	29688	338156	13117	144306	42805	482462	
		-1531	-17640	430	12474	-1101	-5166	-1.1
Northwest	11	0	0	0	0	0	0	
	12	10170	10170	11048	11048	21218	21218	
		10170	10170	11048	11048	21218	21218	100.0
Ralph Ellison	11	7412	85916	2085	25999	9497	111915	
	12	9029	99082	3506	33576	12535	132658	
		1617	13166	1421	7577	3038	20743	18.5
Southern Oaks	11	25784	347661	10016	124103	35800	471764	
	12	28026	319370	10724	130277	38750	449647	
		2242	-28291	708	6174	2950	-22117	-4.7
Village	11	29999	338683	12263	145376	42262	484059	
	12	28957	329784	12606	150428	41563	480212	
		-1042	-8899	343	5052	-699	-3847	-.8
Warr Acres	11	30934	329000	11016	129766	41950	458766	
	12	29903	326476	11051	133627	40954	460103	
		-1031	-2524	35	3861	-996	1337	.3

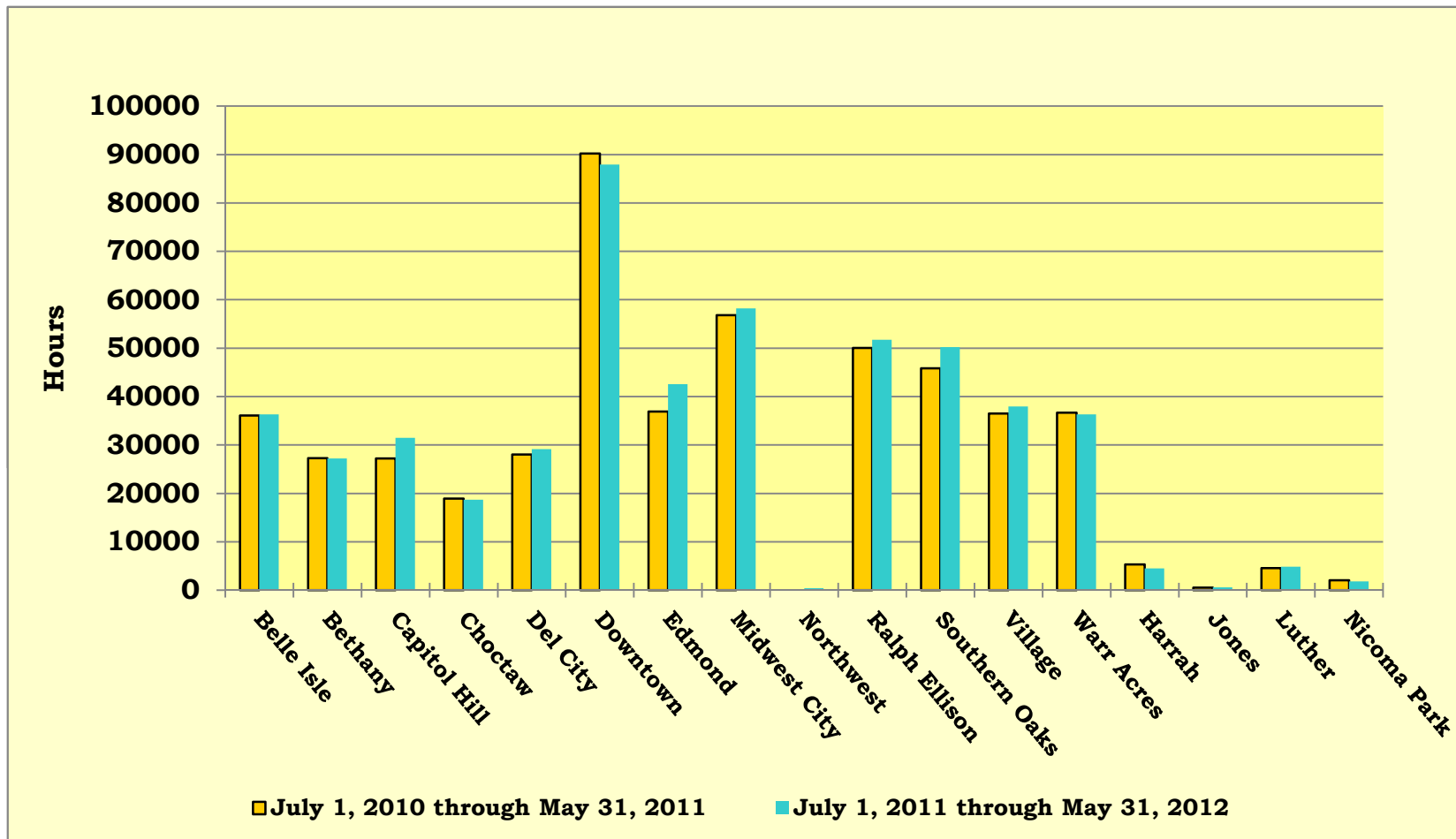
Circulation Gains and Losses

July 1, 2011 through May 31, 2012 (91.67% of the 11-12 Fiscal Year)

MAY 31, 2012		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
Harrah	11	3483	42642	1329	18662	4812	61304	
	12	3760	40394	1671	16874	5431	57268	
		277	-2248	342	-1788	619	-4036	-6.6
Jones	11	823	9091	375	4975	1198	14066	
	12	614	7937	402	4177	1016	12114	
		-209	-1154	27	-798	-182	-1952	-13.9
Luther	11	2491	30480	1130	10932	3621	41412	
	12	2400	30654	1157	13145	3557	43799	
		-91	174	27	2213	-64	2387	5.8
Nicoma Park	11	2012	21354	431	5272	2443	26626	
	12	1834	18300	557	5416	2391	23716	
		-178	-3054	126	144	-52	-2910	-10.9
Wright	11	946	10439	265	3463	1211	13902	
	12	640	7778	168	2984	808	10762	
		-306	-2661	-97	-479	-403	-3140	-22.6
<u>OTHER:</u>								
Book Centers	11	10177	112219	6474	69900	16651	182119	
	12	10526	115126	6232	69126	16758	184252	
		349	2907	-242	-774	107	2133	1.2
Books-by-Mail	11	2069	21088	0	0	2069	21088	
	12	2139	22452	0	0	2139	22452	
		70	1364	0	0	70	1364	6.5
eMedia - Audio	11	8163	71075	0	0	8163	71075	
	12	9100	90834	0	0	9100	90834	
		937	19759	0	0	937	19759	27.8
eMedia - eBooks	11	13494	61933	0	0	13494	61933	
	12	28715	249687	0	0	28715	249687	
		15221	187754	0	0	15221	187754	303.2
TOTALS	11	335809	3813415	139222	1631645	475031	5445060	
	12	352769	3858458	160215	1708392	512984	5566850	
		16960	45043	20993	76747	37953	121790	2.2

Total Computer Hours Used by Library

July 1, 2011 through May 31, 2012 (91.67% of the 11-12 Fiscal Year)



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Total Computer Usage

July 1, 2011 through May 31, 2012 (91.67% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	11	204		4,331		3,286.37		4,076		47,208		36,097.12	
	12	226		3,870		3,195.25		4,088		45,860		36,295.07	
		22	10.8	-461	-10.6	-91.12	-2.8	12	.3	-1,348	-2.9	197.95	.5
BETHANY	11	131		2,374		1,940.93		3,183		34,446		27,257.26	
	12	151		2,424		1,913.96		3,385		34,578		27,235.17	
		20	15.3	50	2.1	-26.97	-1.4	202	6.3	132	.4	-22.09	-.1
CAPITOL HILL	11	221		3,116		2,479.42		3,135		34,214		27,193.28	
	12	223		3,633		3,075.52		3,641		38,698		31,492.98	
		2	.9	517	16.6	596.10	24.0	506	16.1	4,484	13.1	4,299.70	15.8
CHOCTAW	11	87		1,765		1,776.51		1,651		19,605		18,895.93	
	12	97		1,638		1,703.39		1,661		17,701		18,704.11	
		10	11.5	-127	-7.2	-73.12	-4.1	10	.6	-1,904	-9.7	-191.82	-1.0
DEL CITY	11	175		2,921		2,588.67		2,988		32,772		28,044.32	
	12	215		3,359		2,804.08		2,979		36,366		29,160.85	
		40	22.9	438	15.0	215.41	8.3	-9	-.3	3,594	11.0	1,116.53	4.0
DOWNTOWN	11	203		8,812		6,858.76		3,889		116,372		90,185.41	
	12	183		9,386		8,088.58		3,709		106,558		87,920.03	
		-20	-9.9	574	6.5	1,229.82	17.9	-180	-4.6	-9,814	-8.4	-2,265.38	-2.5
EDMOND	11	242		3,964		3,396.92		4,113		43,572		36,885.87	
	12	232		4,063		3,990.93		4,287		45,971		42,572.41	
		-10	-4.1	99	2.5	594.01	17.5	174	4.2	2,399	5.5	5,686.54	15.4
MIDWEST CITY	11	331		6,740		5,365.81		5,915		67,034		56,823.84	
	12	346		5,651		5,106.36		5,991		70,725		58,237.65	
		15	4.5	-1,089	-16.2	-259.45	-4.8	76	1.3	3,691	5.5	1,413.81	2.5
NORTHWEST	11					.00						.00	
	12	182		610		440.19		182		610		440.19	
		182	100.0	610	100.0	440.19	100.0	182	100.0	610	100.0	440.19	100.0
RALPH ELLISON	11	221		5,066		4,529.15		3,868		59,672		50,027.40	
	12	267		5,653		4,995.78		4,488		63,278		51,733.00	
		46	20.8	587	11.6	466.63	10.3	620	16.0	3,606	6.0	1,705.60	3.4

Total Computer Usage

July 1, 2011 through May 31, 2012 (91.67% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	11	337		4,945		4,265.22		5,793		57,785		45,816.84	
	12	322		5,603		4,690.64		5,173		60,904		50,217.60	
		-15	-4.5	658	13.3	425.42	10.0	-620	-10.7	3,119	5.4	4,400.76	9.6
VILLAGE	11	210		4,146		3,254.70		4,441		45,903		36,512.86	
	12	276		3,950		3,375.59		4,790		46,508		37,956.06	
		66	31.4	-196	-4.7	120.89	3.7	349	7.9	605	1.3	1,443.20	4.0
WARR ACRES	11	205		4,297		3,342.65		3,807		46,767		36,647.73	
	12	254		4,337		3,489.28		3,841		46,749		36,315.98	
		49	23.9	40	.9	146.63	4.4	34	.9	-18	.0	-331.75	-.9
HARRAH	11	26		613		521.90		484		6,378		5,317.79	
	12	32		441		360.25		480		5,311		4,520.22	
		6	23.1	-172	-28.1	-161.65	-31.0	-4	-.8	-1,067	-16.7	-797.57	-15.0
JONES	11	5		78		64.90		64		647		555.74	
	12	2		45		39.13		59		615		596.18	
		-3	-60.0	-33	-42.3	-25.77	-39.7	-5	-7.8	-32	-4.9	40.44	7.3
LUTHER	11	19		486		398.56		522		5,604		4,569.61	
	12	33		424		376.38		467		5,121		4,829.23	
		14	73.7	-62	-12.8	-22.18	-5.6	-55	-10.5	-483	-8.6	259.62	5.7
NICOMA PARK	11	6		172		211.46		182		2,107		2,031.51	
	12	16		218		196.72		181		1,960		1,824.40	
		10	166.7	46	26.7	-14.74	-7.0	-1	-.5	-147	-7.0	-207.11	-10.2
TOTAL	11	2,623		53,826		44,281.93		48,111		620,086		502,862.51	
	12	3,057		55,305		47,842.03		49,402		627,513		520,051.13	
		434	16.5	1,479	2.7	3,560.10	8.0	1,291	2.7	7,427	1.2	17,188.62	3.4

Computer Usage by Adult Customers

July 1, 2011 through May 31, 2012 (91.67% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	11	173		3,771		2,877.93		3,439		40,416		31,036.63	
	12	192		3,434		2,870.38		3,467		40,353		32,128.36	
		19	11.0	-337	-8.9	-7.55	-.3	28	.8	-63	-.2	1,091.73	3.5
BETHANY	11	111		1,992		1,621.87		2,591		28,057		22,235.43	
	12	115		2,042		1,634.79		2,781		28,378		22,427.20	
		4	3.6	50	2.5	12.92	.8	190	7.3	321	1.1	191.77	.9
CAPITOL HILL	11	132		1,657		1,409.48		1,953		17,233		15,000.02	
	12	116		1,976		1,808.51		2,242		20,397		17,925.39	
		-16	-12.1	319	19.3	399.03	28.3	289	14.8	3,164	18.4	2,925.37	19.5
CHOCTAW	11	63		1,141		1,112.32		1,218		13,501		12,824.13	
	12	64		1,024		1,060.03		1,213		12,312		12,445.75	
		1	1.6	-117	-10.3	-52.29	-4.7	-5	-.4	-1,189	-8.8	-378.38	-3.0
DEL CITY	11	131		2,323		2,034.68		2,359		25,947		22,209.67	
	12	150		2,628		2,201.06		2,342		29,305		23,727.17	
		19	14.5	305	13.1	166.38	8.2	-17	-.7	3,358	12.9	1,517.50	6.8
DOWNTOWN	11	179		8,355		6,508.48		3,388		110,104		85,177.63	
	12	157		9,015		7,751.87		3,276		101,816		83,892.83	
		-22	-12.3	660	7.9	1,243.39	19.1	-112	-3.3	-8,288	-7.5	-1,284.80	-1.5
EDMOND	11	205		3,483		2,979.43		3,451		37,383		31,514.61	
	12	200		3,410		3,306.10		3,621		39,097		36,029.27	
		-5	-2.4	-73	-2.1	326.67	11.0	170	4.9	1,714	4.6	4,514.66	14.3
MIDWEST CITY	11	256		5,108		4,082.17		4,737		50,648		43,740.17	
	12	266		4,234		3,804.41		4,777		53,089		44,499.83	
		10	3.9	-874	-17.1	-277.76	-6.8	40	.8	2,441	4.8	759.66	1.7
NORTHWEST	11					.00						.00	
	12	112		429		346.00		112		429		346.00	
		112	100.0	429	100.0	346.00	100.0	112	100.0	429	100.0	346.00	100.0
RALPH ELLISON	11	170		3,444		3,175.54		2,973		37,820		33,807.50	
	12	207		3,814		3,396.91		3,356		41,613		35,442.95	
		37	21.8	370	10.7	221.37	7.0	383	12.9	3,793	10.0	1,635.45	4.8

Computer Usage by Adult Customers

July 1, 2011 through May 31, 2012 (91.67% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	11	241		3,210		2,849.93		4,365		39,926		32,274.39	
	12	246		4,025		3,398.38		3,872		43,058		36,358.12	
		5	2.1	815	25.4	548.45	19.2	-493	-11.3	3,132	7.8	4,083.73	12.7
VILLAGE	11	182		3,153		2,462.13		3,581		35,234		28,305.20	
	12	231		3,163		2,661.36		3,877		35,457		29,005.74	
		49	26.9	10	.3	199.23	8.1	296	8.3	223	.6	700.54	2.5
WARR ACRES	11	173		3,669		2,831.32		3,184		39,437		30,737.45	
	12	210		3,510		2,783.77		3,209		38,135		29,384.51	
		37	21.4	-159	-4.3	-47.55	-1.7	25	.8	-1,302	-3.3	-1,352.94	-4.4
HARRAH	11	18		385		304.83		331		4,228		3,464.19	
	12	29		297		196.50		347		3,371		2,562.56	
		11	61.1	-88	-22.9	-108.33	-35.5	16	4.8	-857	-20.3	-901.63	-26.0
JONES	11	3		71		58.98		43		538		479.18	
	12	1		43		38.86		39		547		550.29	
		-2	-66.7	-28	-39.4	-20.12	-34.1	-4	-9.3	9	1.7	71.11	14.8
LUTHER	11	12		276		225.16		289		2,878		2,405.20	
	12	17		227		196.71		264		3,021		2,839.44	
		5	41.7	-49	-17.8	-28.45	-12.6	-25	-8.7	143	5.0	434.24	18.1
NICOMA PARK	11	5		159		201.69		135		1,736		1,758.41	
	12	11		177		170.61		143		1,694		1,615.09	
		6	120.0	18	11.3	-31.08	-15.4	8	5.9	-42	-2.4	-143.32	-8.2
TOTAL	11	2,054		42,197		34,735.94		38,037		485,086		396,969.81	
	12	2,324		43,448		37,626.25		38,938		492,072		411,180.50	
		270	13.1	1,251	3.0	2,890.31	8.3	901	2.4	6,986	1.4	14,210.69	3.6

Computer Usage by Minor Customers

July 1, 2011 through May 31, 2012 (91.67% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	11	31		560		408.44		637		6,792		5,060.49	
	12	34		436		324.87		621		5,507		4,166.71	
		3	9.7	-124	-22.1	-83.57	-20.5	-16	-2.5	-1,285	-18.9	-893.78	-17.7
BETHANY	11	20		382		319.06		592		6,389		5,021.83	
	12	36		382		279.17		604		6,200		4,807.97	
		16	80.0		.0	-39.89	-12.5	12	2.0	-189	-3.0	-213.86	-4.3
CAPITOL HILL	11	89		1,459		1,069.94		1,182		16,981		12,193.26	
	12	107		1,657		1,267.01		1,399		18,301		13,567.59	
		18	20.2	198	13.6	197.07	18.4	217	18.4	1,320	7.8	1,374.33	11.3
CHOCTAW	11	24		624		664.19		433		6,104		6,071.80	
	12	33		614		643.36		448		5,389		6,258.36	
		9	37.5	-10	-1.6	-20.83	-3.1	15	3.5	-715	-11.7	186.56	3.1
DEL CITY	11	44		598		553.99		629		6,825		5,834.65	
	12	65		731		603.02		637		7,061		5,433.68	
		21	47.7	133	22.2	49.03	8.9	8	1.3	236	3.5	-400.97	-6.9
DOWNTOWN	11	24		457		350.28		501		6,268		5,007.78	
	12	26		371		336.71		433		4,742		4,027.20	
		2	8.3	-86	-18.8	-13.57	-3.9	-68	-13.6	-1,526	-24.3	-980.58	-19.6
EDMOND	11	37		481		417.49		662		6,189		5,371.26	
	12	32		653		684.83		666		6,874		6,543.14	
		-5	-13.5	172	35.8	267.34	64.0	4	.6	685	11.1	1,171.88	21.8
MIDWEST CITY	11	75		1,632		1,283.64		1,178		16,386		13,083.67	
	12	80		1,417		1,301.95		1,214		17,636		13,737.82	
		5	6.7	-215	-13.2	18.31	1.4	36	3.1	1,250	7.6	654.15	5.0
NORTHWEST	11					.00						.00	
	12	70		181		94.19		70		181		94.19	
		70	100.0	181	100.0	94.19	100.0	70	100.0	181		94.19	100.0
RALPH ELLISON	11	51		1,622		1,353.61		895		21,852		16,219.90	
	12	60		1,839		1,598.87		1,132		21,665		16,290.05	
		9	17.6	217	13.4	245.26	18.1	237	26.5	-187	-.9	70.15	.4

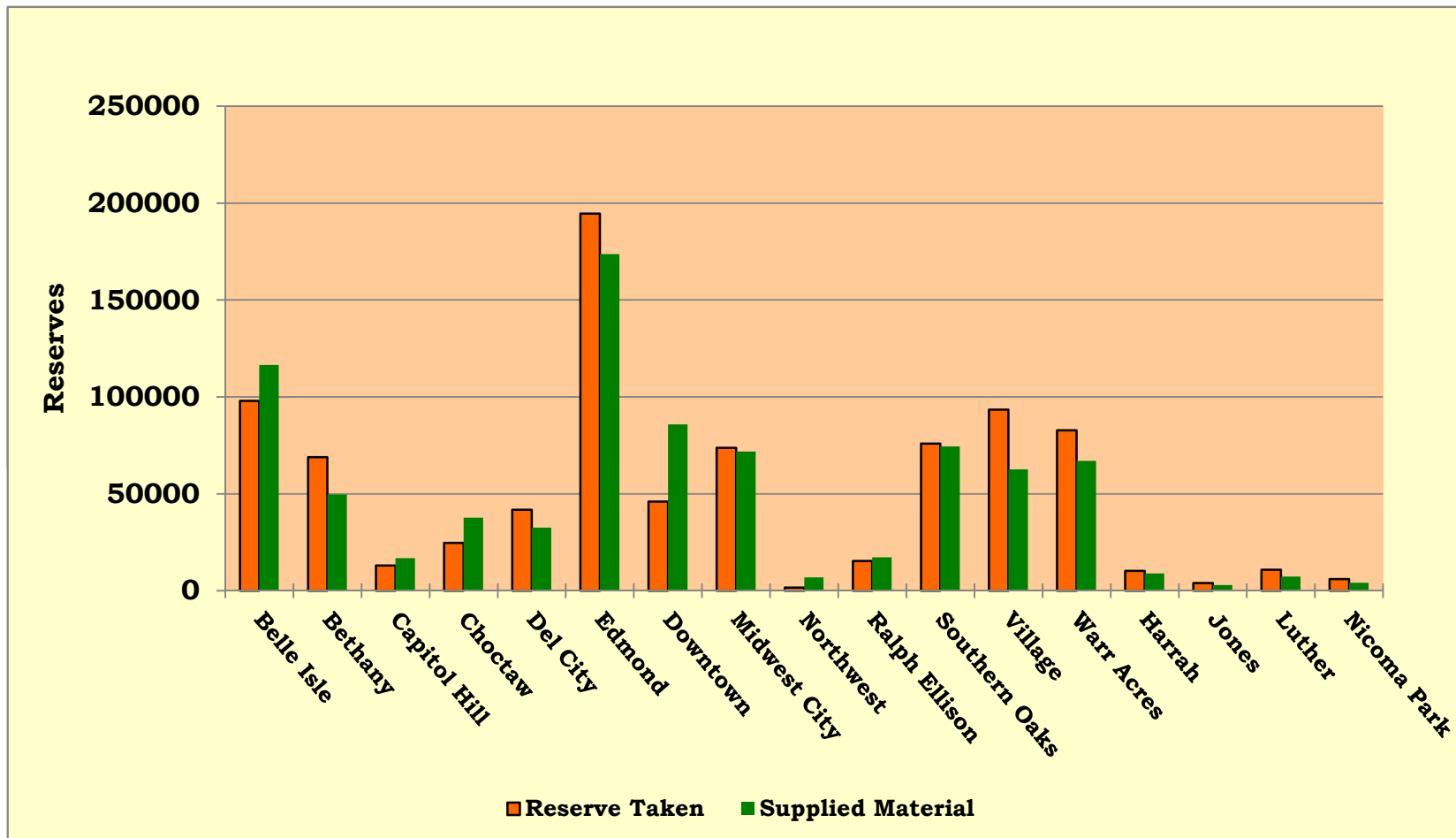
Computer Usage by Minor Customers

July 1, 2011 through May 31, 2012 (91.67% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	11	96		1,735		1,415.29		1,428		17,859		13,542.45	
	12	76		1,578		1,292.26		1,301		17,846		13,859.48	
		-20	-20.8	-157	-9.0	-123.03	-8.7	-127	-8.9	-13	-1.1	317.03	2.3
VILLAGE	11	28		993		792.57		860		10,669		8,207.66	
	12	45		787		714.23		913		11,051		8,950.32	
		17	60.7	-206	-20.7	-78.34	-9.9	53	6.2	382	3.6	742.66	9.0
WARR ACRES	11	32		628		511.33		623		7,330		5,910.28	
	12	44		827		705.51		632		8,614		6,931.47	
		12	37.5	199	31.7	194.18	38.0	9	1.4	1,284	17.5	1,021.19	17.3
HARRAH	11	8		228		217.07		153		2,150		1,853.60	
	12	3		144		163.75		133		1,940		1,957.66	
		-5	-62.5	-84	-36.8	-53.32	-24.6	-20	-13.1	-210	-9.8	104.06	5.6
JONES	11	2		7		5.92		21		109		76.56	
	12	1		2		.27		20		68		45.89	
		-1	-50.0	-5	-71.4	-5.65	-95.4	-1	-4.8	-41	-37.6	-30.67	-40.1
LUTHER	11	7		210		173.40		233		2,726		2,164.41	
	12	16		197		179.67		203		2,100		1,989.79	
		9	128.6	-13	-6.2	6.27	3.6	-30	-12.9	-626	-23.0	-174.62	-8.1
NICOMA PARK	11	1		13		9.77		47		371		273.10	
	12	5		41		26.11		38		266		209.31	
		4	400.0	28	215.4	16.34	167.2	-9	-19.1	-105	-28.3	-63.79	-23.4
TOTAL	11	569		11,629		9,545.99		10,074		135,000		105,892.70	
	12	733		11,857		10,215.78		10,464		135,441		108,870.63	
		164	28.8	228	2.0	669.79	7.0	390	3.9	441	.3	2,977.93	2.8

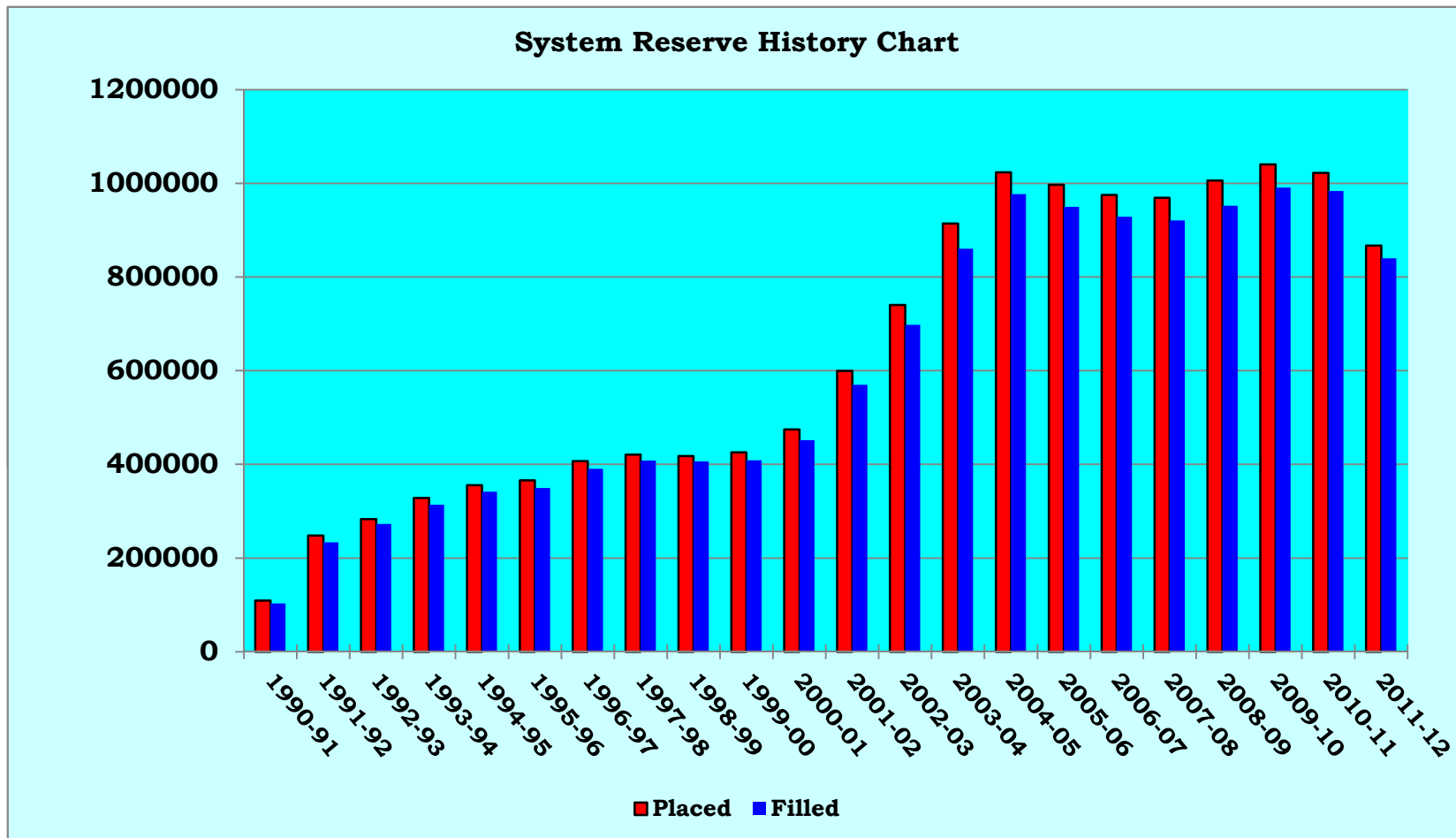
System Reserve Report

July 1, 2011 through May 31, 2012 (91.67% of the 11-12 Fiscal Year)



System Reserve Report

July 1, 2011 through May 31, 2012 (91.67% of the 11-12 Fiscal Year)



System Reserves Report

July 1, 2011 through May 31, 2012 (91.67% of the 11-12 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	11	9,801	113,929		9,019	107,952	
	12	7,928	97,927		8,227	93,772	
		-1,873	-16,002	-14.0	-792	-14,180	-13.1
BETHANY	11	5,284	69,601		4,691	66,678	
	12	4,959	68,836		5,071	65,213	
		-325	-765	-1.1	380	-1,465	-2.2
CAPITOL HILL	11	1,566	13,737		1,551	13,109	
	12	1,165	13,073		1,232	12,712	
		-401	-664	-4.8	-319	-397	-3.0
CHOCTAW	11	2,044	26,389		1,946	25,363	
	12	1,948	24,645		2,038	23,768	
		-96	-1,744	-6.6	92	-1,595	-6.3
DEL CITY	11	3,833	42,640		3,519	40,637	
	12	3,647	41,730		3,485	38,370	
		-186	-910	-2.1	-34	-2,267	-5.6
EDMOND	11	17,318	208,653		16,431	201,103	
	12	16,696	194,536		17,144	188,488	
		-622	-14,117	-6.8	713	-12,615	-6.3
DOWNTOWN	11	4,050	47,556		3,905	45,309	
	12	3,890	46,007		3,912	44,202	
		-160	-1,549	-3.3	7	-1,107	-2.4
MIDWEST CITY	11	6,940	79,946		6,728	76,790	
	12	6,349	73,680		6,467	71,389	
		-591	-6,266	-7.8	-261	-5,401	-7.0
NORTHWEST	11						
	12	1,602	1,607		1,004	1,008	
		1,602	1,607		1,004	1,008	
RALPH ELLISON	11	1,140	14,257		1,101	13,732	
	12	1,217	15,298		1,212	14,743	
		77	1,041	7.3	111	1,011	7.4
SOUTHERN OAKS	11	5,955	84,779		5,315	80,997	
	12	6,241	75,887		6,475	73,139	
		286	-8,892	-10.5	1,160	-7,858	-9.7
VILLAGE	11	8,786	98,730		8,371	94,746	
	12	7,552	93,424		7,816	90,713	
		-1,234	-5,306	-5.4	-555	-4,033	-4.3

System Reserves Report

July 1, 2011 through May 31, 2012 (91.67% of the 11-12 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
WARR ACRES	11	7,820	87,225		7,356	83,796	
	12	6,683	82,725		6,946	80,189	
		-1,137	-4,500	-5.2	-410	-3,607	-4.3
HARRAH	11	1,029	13,426		974	12,891	
	12	732	10,165		790	9,868	
		-297	-3,261	-24.3	-184	-3,023	-23.5
JONES	11	429	4,012		382	3,881	
	12	325	3,999		331	3,977	
		-104	-13	-.3	-51	96	2.5
LUTHER	11	918	10,935		816	10,516	
	12	810	10,766		801	10,579	
		-108	-169	-1.5	-15	63	.6
NICOMA PARK	11	509	6,719		502	6,537	
	12	540	6,052		615	5,842	
		31	-667	-9.9	113	-695	-10.6
WRIGHT	11	277	3,045		290	2,962	
	12	215	3,040		234	2,984	
		-62	-5	-.2	-56	22	.7
TOTAL	11	78,471	934,761		73,616	895,896	
	12	73,259	872,257		74,540	839,626	
		-5,212	-62,504	-6.7	924	-56,270	-6.3

EXECUTIVE DIRECTOR'S REPORT

MAY 2012

Jim Welch announces retirement

Jim Welch, our long time Deputy Executive Director/Information Technology has announced his retirement effective June 28, 2013. Jim began his career with MLS in October of 1970. Over the years he has had a wide variety of job titles related to information technology; but has always been our "main man" when it comes to automation and information technology. He has been instrumental in the development of our Integrated Library System (ILS) since the early 1970's. He has written and developed most of the software we currently used for our entire library IT needs, and in tandem with Anne Fischer has managed the hardware and software in an excellent fashion for many years. In addition he has supervised many of the support departments over the years including cataloging, tech processing, maintenance, and the business office. His knowledge and expertise on all matters related to MLS is impressive and colleagues regularly go to him for advice and discussion on a wide variety of topics.

The good news is he has given us a year in which to develop a transition plan and also is willing to contract with us on a part time basis following his retirement from a full time position. That is critical for us as we will need his assistance in moving forward with choosing, implementing and interfacing with vendor software in the future.

A team of senior staff members will begin meeting in June to develop a plan for transitioning to a new ILS system and other related software. First steps will be to research and investigate potential vendors for a new ILS system and developing criteria for what we need and what will be required. We will also be developing a timeline for implementation that will cover several years. This promises to be an eventful time period as we transition to a new era in MLS history.

It goes without saying that Jim Welch has been an integral part of the growth and development of our system and that we would not be where we are today without his keen intelligence, loyalty and desire to make this a great library system. We will miss him very much, but it is somewhat comforting to know that the groundwork he has laid over the past 40+ years will help us as we move forward.

American Library Association Annual Conference

This year's ALA conference will be held in Anaheim, California from June 22- 26th. As usual a number of staff are participating in committees and attending the conference. I am very proud of our staff that is asked to participate in our professional association in many different arenas and is also asked to take leadership roles. Commission member Cindy Friedemann is an active member of the ALTAFF division of ALA which focuses on issues relevant to library friends and trustees. She will be attending the conference as well.

Capitol Project Update

Now that Northwest Library has opened we have turned our attention to other projects, while finishing up some final details at Northwest.

Southern Oaks is nearing completion; carpeting is in place and the finishes including millwork and painting are nearly done. It looks amazing and we will be beginning furniture installation in late July, early August. Exact dates and times for the move and grand re-opening will be finalized soon.

We completed documents for architect selection for Jones and are waiting on approval for those procedures from the Town of Jones. Once that is approved, Request for Qualifications will be sent to local architects.

We will be meeting with OKC this week to discuss the Capitol Hill project and the timeline for land acquisition and architect selection.

Finally, the good news is that Oklahoma City will recommend that the Almonte location remain open at SW 59th and May and that they will pay the lease cost to make that happen. In addition, they will recommend that a permanent location be considered as part of the next OKC general obligation bond package.

So - the work never stops as we strive to improve our facilities for the community.

DIRECTOR OUTREACH ACTIVITIES

- ♣ Attend Rotary 29 Club Meetings
- ♣ OLA Legislative Meeting
- ♣ Northwest Library Grand Opening
- ♣ Library Endowment Trust Task Force Meeting
- ♣ Met with OKC Officials

FUTURE LIBRARY EVENTS OF SPECIAL NOTE:

Total Wellness

Monday, July 2, 2012

Time: 10:00am-11:00am

Location: Edmond

Adults

Total Wellness is a 12-week program dedicated to improving your overall state of health. The facilitators are staff members from the Oklahoma City/County Health Department. Please call 425-4352 to register. Cosponsor: OCCHD.

Japanese and Russian Cultural Event

Sunday, July 8, 2012

Time: 3:30pm-4:30pm

Location: Midwest City

All Ages

The Midwest City Library will host a Japanese and Russian Cultural Event. Attendees will be exposed to Japanese art and traditions in addition to Russian music, art and various Russian cultural traditions. No registration required to attend.

Basket Making for Beginners

Tuesday, July 10, 2012

Time: 6:00pm-8:00pm

Location: Choctaw

Adults

Learn the basics of basket making with experienced basket maker, Julie Gates. This class will give participants step by step basic basket techniques including how to cut reeds, a variety of weaves and several basket designs. No experience necessary. Dress in comfortable clothes that you don't mind getting stained. Space is limited to 20. Supplies provided. Preregistration is required.

Hooked on Yarn

Wednesday, July 11, 2012

Time: 6:00pm-7:00pm

Location: Del City

All Ages

Crazy about crochet or wanting to learn? Students of all ages and skill levels are welcome! Classes are from 6-7pm on Wednesdays. Yarn and crochet hooks will be provided, but participants can bring their own if they have them. Pre-registration is required, as space is limited

Maisey, the Courageous Dog!

Wednesday, July 18, 2012

Time: 7:00pm-7:45am

Location: Edmond

All Ages

You will be inspired as you hear the amazing story of Maisey, a beautiful golden retriever, who lost her eyesight yet conquers the challenges of hunting and living in darkness.

SOUP Open Mic Poetry Night

Monday, July 30, 2012

Time: 6:30pm-8:00pm

Location: Ralph Ellison

All Ages

S.O.U.P. Society of Urban Poets provides an opportunity for budding poets to share their work with an audience full of supporters. Just show up ready to read. Cosponsor: Society of Urban Poets.

DOWNTOWN LIBRARY TO PLAY MATCHMAKER AT SPEED DATING EVENT



The Downtown Library, foreground, is hosting a Book of Love speed dating event from 6 to 8 p.m. Thursday.

PHOTO BY JIM BECKEL, THE OKLAHOMAN

Book of Love to spark romance

BY MATT PATTERSON

Staff Writer
mpatterson@opubco.com

Love could be in the air Thursday night as the Metropolitan Library System hosts its Book of Love speed dating at the Downtown Library.

The library gives participants an idea on how to get the conversation going by asking them to bring a book they love or hate. The first Book of Love drew

about 25 people.

This session is from 6 to 8 p.m. and for ages 35 to 48. It's free to attend, but space is limited.

"We did it a couple of weeks before Valentine's Day, and it was a big success," Downtown Library events coordinator Tera McAmis said. "Everyone had a great time."

Participants are paired up with a possible dating candidate in their age group, and they have three

minutes to talk to each other. After three minutes, participants move on to the next person. McAmis said there were a couple of first dates held after the February event.

"One of the things we try to do by asking them to bring the book is to have some kind of commonality," McAmis said. "In the beginning it was awkward, but by the time people got warmed up, we could barely get them to move on

to the next person."

Each person is given a card with his or her contact information on it.

At the end of the evening, participants can drop their card into an envelope of a person they are interested in.

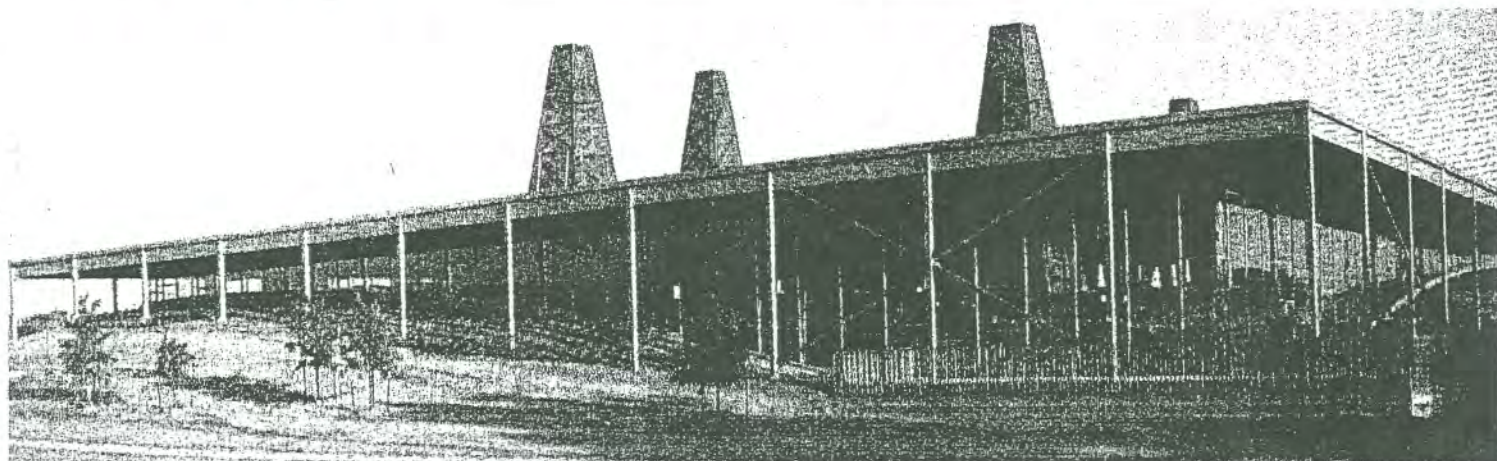
"It's almost completely confidential," McAmis said.

For more information on Book of Love, call the Downtown Library at 231-8650.

okcFRIDAY

DOWN TOWN
LIBRARY

MAY 11, 2012



THE PATIENCE S. LATTING NORTHWEST LIBRARY, located at 5600 NW 122nd, will feature a collection of nearly 156,000 books, magazines, CDs and DVDs and more than 60 customer computers.

Northwest Library will open Tuesday

The dream of modern, innovative and inviting library service for northwest Oklahoma City, first discussed in the mid-1970s, is one step closer to coming true. The Patience S. Latting Northwest Library will officially open its doors Tuesday, with a formal ribbon cutting at 3:30 p.m.

"For years, there has been a need for a library in far northwest Oklahoma City,"

Donna Morris, executive director of the Metropolitan Library system said. "and this library is a stunning and innovative one."

The library is located at 5600 NW 122nd. It measures 35,000 square feet, making it the third largest library in MLS. It will be the first new Silver LEED (Leadership in Energy and Environmental

Design) certified public library in Oklahoma.

The library will feature a collection of nearly 156,000 books, magazines, CDs and DVDs and more than 60 customer computers. A unique feature of the library is an automated return system located near the entrance. Customers entering the

[Continued on Page 2]

Library to be state-of-the-art

[Continued from Page 1] library to return checked out material can deposit it and it will be sorted automatically into separate bins to go to different libraries.

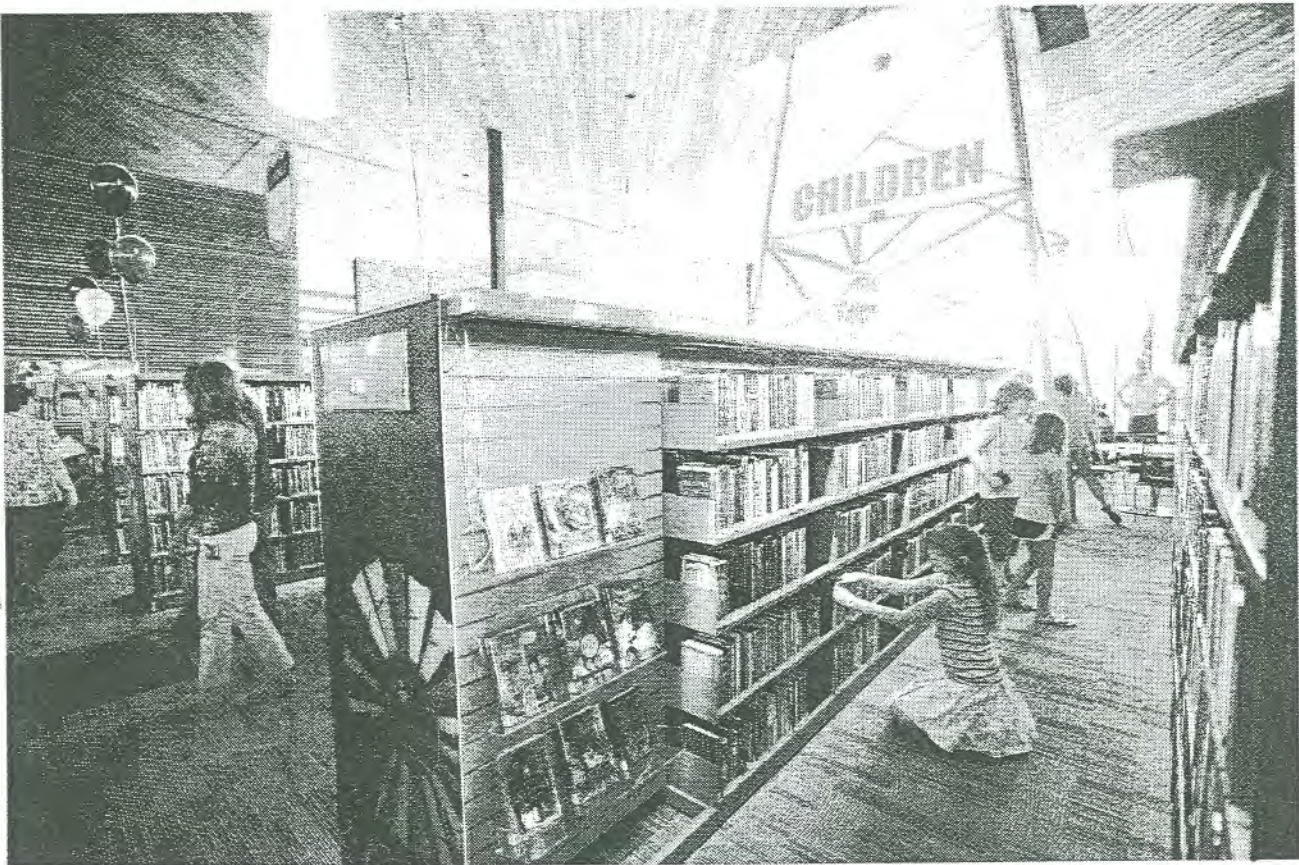
Equipped with cutting-edge technology, the Northwest Library also pays homage to Oklahoma's profuse history. Visitors will see Oklahoma-themed elements in glass oil derricks that

function as sky lights, and slat walls that recreate the look of Depression era housing material.

"Libraries are an important part of the 21st century and we are so excited to present this amazing resource to the community," said Julie Ballou, manager of Northwest Library Operations.

The grand opening

events begin at 4 p.m. and will feature live music from the rock string quartet, The Stringents, refreshments and story time and craft activities. The Opening Celebration will continue all week with additional story times and craft activities, and Saturday Grand Events of free performances and fun activities on Saturday, May 26, 9 a.m. to 5 p.m.



Visitors browse through the new Patience S. Latting Northwest Library in Oklahoma City.

PHOTOS BY BRYAN TERRY, THE OKLAHOMAN

NEW METRO LIBRARY OPENS IN NORTHWEST OKLAHOMA CITY

FROM STAFF REPORTS

The Patience S. Latting Northwest Library opened Tuesday after an afternoon ribbon-cutting ceremony.

The 35,000-square-foot structure is home to about 150,000 books, magazines, DVDs and other materials at 5600 NW 122.

Library manager Julie Ballou said the Metropolitan Library System began buying materials in 2006 in anticipation of the library's opening. Also offered are 48 public computers and another eight for use by children.

The library's children's programs will kick off immediately with programs such as puppet making, Lego robotics, critter tales, a pianist and Gustafer Yellowgold, a multi-media performer.



Patience S. Latting receives a hug from former employee Fran Cory during the opening of the new library.

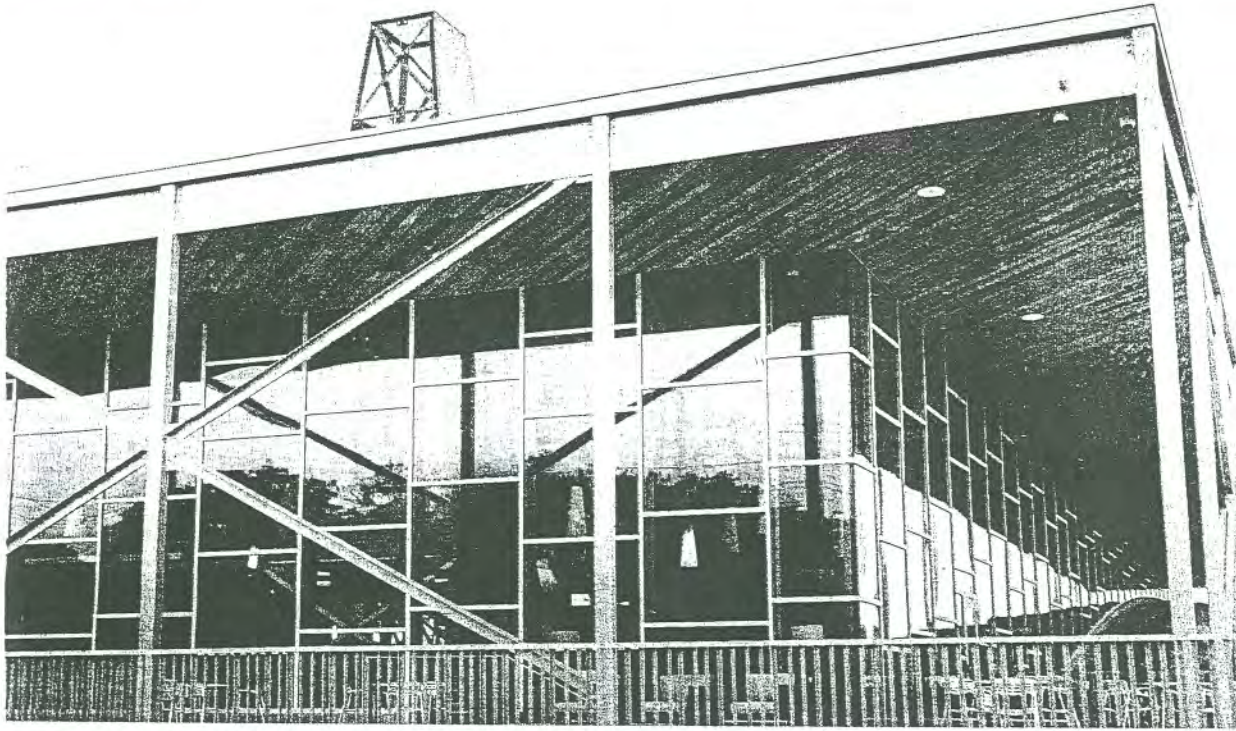
THE JOURNAL RECORD SECTION B

• Local Feature
• Public Notices
• June 11, 2012



THESE WALLS: PATIENCE S. LATTING NORTHWEST LIBRARY

Windows to history



The Patience S. Latting Northwest Library at 5600 NW 122nd St., Oklahoma City. PHOTO BY BRENT FUCHS

BY BRIANNA BAILEY
THE JOURNAL RECORD

OKLAHOMA CITY – The new Patience S. Latting Northwest Library pays tribute to local history, as well as to the first woman to serve as the mayor of Oklahoma City.

Situated at 5600 NW 122nd St., the 35,000-square-foot library opened at the end of May. The library features six glass skylights shaped like oil derricks, most of them over private study rooms.

The walls and ceiling of the library are made from wooden slats to resemble the packing materials that oil-field equipment was hauled in during the Great Depression and that people later reused to build homes.

The end panels of the bookshelves in the library depict Oklahoma scenery, including wheat fields and sunsets over oil fields.

There is also an automatic book return where library patrons can watch their books be sorted by type on a conveyor belt.

veyer belt.

"This library has been worth the wait – and we have waited a long time," Donna Morris, executive director of the Metropolitan Library System, said at a grand opening for the new facility in May.

Latting was first elected to the Oklahoma City Council in 1967. She was the first woman to serve on the City Council and made national news when she was elected as mayor in 1971, Mayor Mick Cornett said at the grand opening.

Latting was the first woman to serve as the mayor of a large metropolitan city in the United States.

"Mayor Latting is a true pioneer and that term is used too often," Cornett said.

It cost \$8.2 million to build the new library, paid for with bonds voters approved in 2007 and 2008, along with additional funding from the Metropolitan Library System. The library features more than 60 public computers and 156,000 books.



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New library opens for NW OKC, County

Summer at the Library 2012 begins June 1

BY PATTY MILLER
THE EDMOND SUN

Happy, excited and elated are all words used by the library staff at the newly opened Patience S. Latting Northwest Library named for the first woman mayor. The library is at 5600 N.W. 122nd St. in Oklahoma City.

"The entire library system is absolutely happy to have the opportunity to serve the far north community," said library manager Julie Ballou, an Edmond resident.

The recently opened library is the newest addition to the Metropolitan Library System of Oklahoma County's family of 12 libraries and five extension libraries. Northwest is the third largest library in the system.

Ballou said the downtown library is the largest and the second largest is the Midwest City Library with 36,000 square feet. The Northwest Library has 35,000 square feet.

As Oklahoma City continued its growth further toward the northwest, the need for a neighborhood library in northwest Oklahoma City has been in the hopes of the Metropolitan Library System for many years.

Ballou said the new library that opened May 22 has been a work in progress for a long time.

In the 1970s the library system first started discussing placing a library in the far northwest area of Oklahoma City, Ballou said.

"From all of the population figures we received in the past few years it was clear we were underserving this part of Oklahoma City," Ballou said.

Ballou has worked at various libraries throughout the metro area and in 2005 she was a Materials Selector for six years.

"I didn't realize at the time that the materials we were selecting for the library that wasn't even built would be the same materials I am responsible for today," Ballou said.

She added the Metropolitan Library System has been purchasing materials since 2005 for this location and stored them at the Service Center.

"We catalogued them when they were purchased and arranged them by type so they were shelf-ready when the library building project was complete," Ballou added.

As organized as it seemed, Ballou said unloading the boxes of more than 150,000 books, CDs and DVDs and placing them on the shelves was a daunting task.

The new library features an automatic book return sorter so when books are placed in the book depository they are automatically sorted by type.

The library has six study rooms that can be used for free and a large meeting room that can be divided into two smaller rooms for a \$10 rental fee. Each of the rooms can hold more than 100 people.

Multiple quiet study areas are available as well as an activity and programming room adjacent to the Teen and Children spaces.

Four Express checkout areas are available for customers wanting to grab books, CDs or DVDs and get

out in a hurry.

"Most libraries have one Express area with the exception of the Downtown Library which has one on each floor," Ballou said.

The library has two outdoor patio areas for both children and adults, and the entire library is Oklahoma themed from the horizontal slats on the wall representing the packing crates oil equipment was delivered in to the signage resembling signs on Route 66.

The ceiling is made of wooden planks with duct work under the floor and the end panels depict wheat fields and the sun setting on an Oklahoma horizon with oil derricks in the foreground.

It features striking visual elements, such as the six glass derricks rising to its roof in a tribute to Oklahoma's oil history.

The library also has broad sustainability features that will allow it to become one of the first Silver LEED (Leadership in Energy and Environmental Design) certified libraries Oklahoma.

Library features include a geothermal heating/cooling system, drip irrigation system, low-flow faucets and toilets, recycling bins for customers and staff, day-lighting of interior spaces, low-emitting finishes and regionally sourced and sustainably harvested materials used in construction.

The library came in at a construction cost of \$8.2 million and is being paid for by bonds passed in 2000 and 2007. Additional funds are being provided by the Metropolitan Library System.

The first five days the library was open, the 35 staff members issued 800 new library cards, pointing out

the need for a library in the new location, Ballou said. They also checked out more than 2,000 items a day each day the library has been open.

"When you go into a library 65 percent to 70 percent of the total number of library books are all you see on the shelves, Ballou said.

"People tend to use things in their area whether it be close to their home or on their way to or from work," Ballou said. "Our customers are excited with the opening of the new library and have expressed that to us."

The new location will allow the library system to better serve customers by not only cutting down travel time to a library, but also becoming part of the northwest Oklahoma City community, Ballou said.

While library customers in Northwest Oklahoma City are presently served by library locations such as Warr Acres and The Village, many of these customers live a great distance from these locations, Ballou said.

"This is my first time here," said Carrie Strickland, the mother of three small boys. "We live close to here and I heard this was nice and new and thought we would give it a try. We will be spending lots of time this summer visiting the new library and checking out books."

Summer at the Library 2012 begins June 1 and runs through July 31.

Library times are Monday through Thursday, 9 a.m. to 9 p.m.; Friday, 9 a.m. to 6 p.m.; Saturday, 9 a.m. to 5 p.m. and Sunday 1-5 p.m.

For more information call 606-3561.



PATTY MILLER | THE EDMOND SUN

Library manager Julie Ballou helps 2-year-old Colin Strickland find a DVD while his mother, Carrie Strickland holding 3-month-old Jack, helps Luke, 5, pick out a DVD at the newest Metropolitan Library, the Patience S. Latting Northwest Library.

NOTABLE

SOMEONE TO KNOW

Julie Ballou has been with the Metropolitan Library System since 1993, and she is now the Library Manager for the new Patience S. Latting



Northwest Library in northwest Oklahoma City off Council and 122nd Street.

"My first job in the library system was working at the Edmond Library when they first started opening on Sundays," Ballou said.

Ballou graduated from Deer Creek High School in 1974 when she was Julie Wickens and the school had wooden lockers, she said.

She and her husband, Roy Ballou, live in west Edmond where they raised two sons, Philip and Andrew.

"My eldest was in the first first-grade class that went through Washington Irving," she said.