

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, June 19, 2008, 3:30 p.m.
Southern Oaks Library
6900 S. Walker
Oklahoma City, OK 73139
(Telephone: 631-4468)

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

Hugh Rice, Chair

3:30 – 3:45 pm INTRODUCTIONS

- Document #103 – Presentation of Service Certificates for Library Staff

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

3:45 – 4:00 pm CONSENT DOCKET (#104 - #106)

- Document #104 – Acceptance of Review of Expenditures for May 2008
- Document #105 – Approval of Minutes of May 15, 2008 Meeting
- Document #106 - Approval of Contract Awards and Purchases
 - Item A: Annual Renewal of Supply and Service Contracts
 - Item B: Hewlett Packard LaserJet Toner Cartridges
 - Item C: Letter Size Copier Paper
 - Item D: Additional Design Services for the Service Center

4:00 – 4:10 pm COMMITTEE REPORTS

- Document #107 – Discussion, Consideration, and Possible Action: Report and Recommendations - Administrative & Personnel Committee meeting May 28, 2008
- Document #108 – Discussion, Consideration, and Possible Action: Report and Recommendations - Public Services Committee meeting May 29, 2008 ~ Jose Jimenez, Chair
- Document #109 – Discussion, Consideration, and Possible Action: Report and Recommendations - Finance Committee meeting June 4, 2008 ~ David Greenwell, Chair
- Document #110 – Discussion, Consideration, and Possible Action: Metropolitan Library System Preliminary Budget FY 2008-2009

4:10 – 4:15 pm NEW BUSINESS

- Document #111 – Discussion, Consideration, and Possible Action: Report and Recommendation from Administration ~ Lease Agreement between the Metropolitan Library System and Culinary Concepts
- Document #112 – Discussion Consideration, and Possible Action: Report and Recommendation from Administration ~ Lease Agreement for temporary location of Ralph Ellison Library

4:15 – 4:20 pm SPECIAL PRESENTATIONS

- *Ralph Ellison Library Architectural Presentation* – Mr. Allen Brown

4:20 – 4:30 pm INFORMATION REPORTS

- Document #113 – MLS May 2008 Circulation Report
- Document #114 – MLS May 2008 Computer Usage Report
- Document #115 – MLS May 2008 System Reserve Report
- Document #116 – Annual Information Technology Report

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

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

A tour of this library will be available for Commission members at the conclusion of the meeting.

NEXT COMMISSION MEETING DATE AND PLACE:

Thursday, July 17, 2008
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 2008:

<u>Employees</u>	<u>Years of Service</u>
Conrad J. Doty, Custodian, Bethany Library	40
Cheryl A. Mann, Circulation Control Technician	35
Sheila D. Fixel, Circulation Clerk, Del City Library	25

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

May 31, 2008

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of May 2008.

For comparison, 91.67% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of May 2008.

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

May 31, 2008

ASSETS

CASH - Overnight Investment Account	\$ 3,966,910.11
INVESTMENTS (Schedule attached)	26,373,198.83
PREPAID ACCOUNTS	30,000.00
Total Assets	<u>\$30,370,108.94</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2006-07 Reserve for Appropriations	\$168,668.40	
2007-08 Purchase Orders Outstanding	398,426.26	
2006-07 Purchase Orders Outstanding	54,510.55	
2007-08 Checks Outstanding	196,568.05	
2006-07 Checks Outstanding	<u>0.00</u>	
Total Liabilities		818,173.26

DEFERRED TAX REVENUE:

FUND BALANCE:

Beginning of the Year		\$23,823,209.10	
Add: Revenues			
Budgeted	24,946,682.37		
Other	<u>3,150,107.33</u>	28,096,789.70	
Less: Expenditures		<u>(22,368,063.12)</u>	
Total Fund Balance			<u>29,551,935.68</u>
Total Liabilities, Deferred Revenue and Fund Balance			<u>\$30,370,108.94</u>

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

As of May 31, 2008

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	11/16/2007	11/16/2014	5.686%	\$ 95,000.00
CD - Municipal Emp. Credit Union	6/18/2003	6/18/2009	3.750%	100,000.00
CD - Weokie Credit Union	1/17/2003	1/18/2010	4.100%	100,000.00
CD - UMB Bank	2/18/2008	2/18/2009	3.850%	95,000.00
CD - Stillwater National Bank	4/23/2003	5/23/2009	4.250%	100,000.00
CD - National Bank of Commerce.	12/20/2007	12/20/2008	4.180%	95,000.00
CD - Kirkpatrick Bank, Edmond	3/17/2008	9/12/2008	3.440%	95,000.00
CD - Coppermark Bank	3/18/2008	9/18/2008	3.200%	95,000.00
CD - BancFirst	7/28/2004	7/28/2009	5.050%	100,000.00
CD - Rose Rock Bank	10/15/2003	9/5/2008	5.010%	95,000.00
CD - Fidelity Bank	10/19/2004	10/19/2009	4.000%	100,000.00
CD - Quail Creek Bank	12/7/2007	6/7/2008	4.500%	95,000.00
CD - Citizen's Bank of Edmond	7/2/2004	7/2/2009	4.060%	100,000.00
CD - Intrust Bank	7/9/2007	7/7/2008	5.050%	100,000.00
FHLB notes	2/25/2005	8/27/2008	4.000%	1,000,025.00
CD - Valliance Bank	3/6/2008	3/6/2009	3.500%	95,000.00
FNMA 06-08	8/3/2005	6/30/2008	4.300%	1,072,211.33
Fed Home LN MC '08 DISC NTS	1/2/2008	6/30/2008	4.030%	1,470,375.00
Fed Home LN 08-09	7/16/2007	7/16/2009	5.250%	1,500,000.00
Fed Home LN BKS 08-10	10/29/2007	10/29/2010	5.000%	1,000,000.00
Fed Home LN MTG CORP 08-10	10/1/2007	4/1/2010	5.000%	2,400,000.00
Fed Home LN BKS 08-09	10/23/2007	10/23/2009	4.800%	1,000,000.00
Fed Home LN BKS 08-09	10/30/2007	10/30/2009	4.580%	2,000,000.00
Fed Home LN BKS 08-10	12/3/2007	9/3/2010	4.350%	1,000,000.00
Fed Home LN BKS 08-10	12/17/2007	12/17/2010	4.300%	2,000,000.00
FNMA '08 DISC NTS	1/3/2008	7/2/2008	4.044%	1,470,587.50
Fed Home LN BKS 08-11	1/14/2008	7/14/2011	4.000%	2,000,000.00
Fed Home LN BKS 08-13	1/22/2008	1/22/2013	4.000%	1,000,000.00
Fed Home LN BKS 09-13	1/15/2008	1/23/2013	4.000%	2,000,000.00
Fed Home LN BKS 08-11	1/28/2008	1/28/2011	4.200%	2,000,000.00
Fed Home LN BKS 08-10	1/29/2008	7/29/2010	4.000%	2,000,000.00
Total Investments				<u>\$ 26,373,198.83</u>

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

May 1, 2008 to May 31, 2008

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2007 Ad Valorem Tax	\$23,228,906.00	\$ 254,105.99	\$24,095,667.37	103.73%
State Aid	282,936.00	176,507.50	353,015.00	124.77%
Fines	<u>513,000.00</u>	<u>40,000.00</u>	<u>498,000.00</u>	97.08%
Total Budgeted Revenue	<u><u>\$ 24,024,842.00</u></u>	<u><u>\$ 470,613.49</u></u>	<u><u>\$24,946,682.37</u></u>	103.84%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 5,337.42	\$ 1,846,095.61	
Gifts and Lost Books Fees		0.00	75,000.00	
Investment Income		9,491.76	1,072,539.91	
Flexible Benefits Account Balance		0.00	4,725.31	
Sale of Surplus Equipment		9,000.00	13,794.88	
Miscellaneous		<u>2,905.12</u>	<u>137,951.62</u>	
Total Miscellaneous Revenue		<u><u>\$ 26,734.30</u></u>	<u><u>\$ 3,150,107.33</u></u>	
Total Revenue	<u><u>\$ 24,024,842.00</u></u>	<u><u>\$ 497,347.79</u></u>	<u><u>\$28,096,789.70</u></u>	116.95%

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

May 31, 2008

	<u>BEGINNING OF MONTH</u>	<u>RECEIPTS May</u>	<u>EXPEND. May</u>	<u>ENDING BALANCE</u>
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 65,634.79	\$ 5,601.63	\$ 507.18	\$ 70,729.24
810 Prepaid Fees	(1,682.93)	0.00	364.56	(2,047.49)
815 Fines	43,221.54	41,792.83	40,059.95	44,954.42
820 Copy	120,491.35	7,990.87	2,083.13	126,399.09
900 Special Event Fund	1,915.12	0.00	0.00	1,915.12
Total Revolving Funds	<u>\$ 229,579.87</u>	<u>\$ 55,385.33</u>	<u>\$ 43,014.82</u>	<u>\$ 241,950.38</u>
GRANTS:				
	<u>GRANT AMOUNT</u>	<u>RECEIPTS TO DATE</u>	<u>EXPEND. TO DATE</u>	<u>ENDING BALANCE</u>
<u>Special Grants</u>				
857 DN/LC Donations	92,029.29	92,029.29	89,785.96	2,243.33
859 OCCF/Invisible Man	26,721.81	26,721.81	26,565.92	155.89
876 08/Guild/Choctaw Books	3,500.00	3,500.00	3,455.33	44.67
879 08/Krisman/Books by Mail	1,000.00	1,000.00	668.94	331.06
886 08/OAC/Asian Treasure Bag	4,500.00	4,500.00	4,500.00	0.00
887 08/WalMart/MWC	300.00	300.00	299.00	1.00
888 08/Guild/Choctaw Spanish	450.00	450.00	400.00	50.00
889 08/Guild Choctaw Tai Chi	700.00	700.00	700.00	0.00
890 08/ALA/Lets Talk About It	2,500.00	2,500.00	1,623.67	876.33
892 08/ALA/Great Stories Club	100.00	100.00	0.00	100.00
894 08/Kirkpatrick/Come Read w/ Me	5,000.00	5,000.00	0.00	5,000.00
928 07/LET/Summer Reading	12,000.00	12,000.00	3,853.79	8,146.21
947 Endowment/ Choctaw Childrens	4,500.00	4,500.00	4,500.00	0.00
952 Human Rights Video Project	750.00	750.00	0.00	750.00
963 RE Friends/Programming Grant	5,000.00	4,857.32	2,613.12	2,244.20
980 05 WalMart Children's	1,000.00	1,000.00	394.45	605.55
981 Downtown Club/Children's	1,900.00	1,900.00	1,817.23	82.77
991 06 Inasmuch	60,000.00	60,000.00	59,324.49	675.51
994 06 WalMart/Village	2,000.00	2,000.00	1,967.62	32.38
995 06 WalMart/Midwest City	1,977.41	1,977.41	1,711.10	266.31
<u>Grants - Friends of MLS, Previous Years</u>				
877 06 Las Clases Espanolas	8,000.00	8,000.00	7,680.00	320.00

GRANTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<u>Grants - Friends of MLS, Current Fiscal Year</u>				
860 08 Volunteer Recognition	2,000.00	2,000.00	1,777.53	222.47
861 08 Staff Recognition	6,845.00	7,004.45	6,706.35	298.10
862 08 Summer at the Library	5,000.00	5,000.00	0.00	5,000.00
864 08 LIFE	7,500.00	7,500.00	1,669.05	5,830.95
865 08 Author Visit	10,000.00	10,000.00	9,750.00	250.00
868 08 Author Visit - Bob Burke	3,266.00	3,266.00	2,791.02	474.98
869 08 Our World - System Prgrmmng	14,400.00	14,400.00	14,078.00	322.00
872 08 Big Cozy Book Furniture	10,000.00	10,000.00	0.00	10,000.00
873 08 Teen & Children's Furnishings	1,713.00	1,713.00	1,477.36	235.64
874 08 "In Memory Of" Donation	1,000.00	1,000.00	1,000.00	0.00
875 08 Public Art	3,000.00	3,000.00	0.00	3,000.00
Total Grants				<u>\$47,559.35</u>
Total Special Funds				<u>\$ 289,509.73</u>

Metropolitan Library System
Statement of Encumbrances
Month of May 2008

FY-08

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	762,154.21	8,772,179.79	88.26	9,939,418.00	1,167,238.21
102	Wages - Part-time	108,778.70	1,263,592.80	73.35	1,722,782.00	459,189.20
103	Payroll Taxes	64,245.23	742,200.78	91.95	807,177.00	64,976.22
109	Workers Comp Insurance	9,800.00	90,552.00	75.86	119,370.00	28,818.00
112	Group Insurance	124,121.25	1,343,082.19	83.19	1,614,468.00	271,385.81
113	Employees' retirement	42,381.22	1,280,328.33	97.52	1,312,852.00	32,523.67
114	Unemployment Compen.	.00	12,650.00	63.25	20,000.00	7,350.00
Total Personal Services		1,111,480.61	13,504,585.89	86.92	15,536,067.00	2,031,481.11

Maintenance & Operations - Contractual Services

201	Bldg, Property, & Auto Insur.	.00	129,683.00	77.72	166,865.00	37,182.00
202	Liability/Bonding Insurance	.00	4,025.00	73.18	5,500.00	1,475.00
205	Rent of Library Buildings	400.00	4,800.00	100.00	4,800.00	.00
206	Rent of Equipment	.00	1,263.00	18.85	6,700.00	5,437.00
207	Janitorial Services	26,144.00	293,604.38	82.43	356,180.00	62,575.62
208	Maintenance of Facilities	19,943.81	227,152.18	81.16	279,875.00	52,722.82
211	Parking & Transportation	13,131.79	134,181.02	77.00	174,265.00	40,083.98
212	Travel Expenses	1,001.73	47,881.25	57.89	82,708.00	34,826.75
213	Professional Services	24,785.01	277,525.52	72.45	383,045.00	105,519.48
214	Security Services	29,436.39	319,644.65	81.40	392,693.00	73,048.35
216	Telephone Services	7,958.28	105,414.44	37.25	282,960.00	177,545.56
217	Electrical Services	28,703.62	385,145.95	74.71	515,530.00	130,384.05
218	Gas Services	1,726.46	59,596.40	88.18	67,585.00	7,988.60
219	Water & Garbage Services	2,752.75	40,292.79	84.81	47,510.00	7,217.21
220	Trigen Energy Services	13,215.58	135,628.56	74.11	183,000.00	47,371.44
226	Memberships	939.00	22,027.50	80.82	27,255.00	5,227.50
230	Other Library-Related Services	55,052.79	283,232.38	85.81	330,087.00	46,854.62
231	Automation Contractual	16,111.52	246,986.18	75.21	328,417.00	81,430.82
236	Network Catalog Services	.00	56,481.65	89.97	62,775.00	6,293.35
Total Contractual Services		241,302.73	2,774,565.85	75.03	3,697,750.00	923,184.15

Metropolitan Library System
Statement of Encumbrances
Month of May 2008

FY-08

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	54,621.07	168,131.15	82.25	204,420.00	36,288.85
302	Postage	24,430.39	224,817.01	81.23	276,765.00	51,947.99
303	Supplies	10,459.28	636,579.96	95.86	664,100.00	27,520.04
310	Maintenance Supplies	223.50	33,294.07	46.89	71,000.00	37,705.93
312	Safety Supplies & Equipment	-1.00	5,665.02	43.91	12,900.00	7,234.98
321	Gasoline & Oil	3,565.73	26,939.08	59.86	45,000.00	18,060.92
322	Vehicle Parts & Repairs	2,065.57	11,362.89	63.13	18,000.00	6,637.11
330	Programming Activities	33,049.46	150,268.03	74.20	202,525.00	52,256.97
331	Other Commodities	3,509.58	20,119.49	64.87	31,015.00	10,895.51
Total Commodities		131,923.58	1,277,176.70	83.71	1,525,725.00	248,548.30

Capital Outlays

401	Books & Materials	197,791.17	2,750,913.57	83.99	3,275,170.00	524,256.43
404	Government Documents	.00	3,552.50	71.05	5,000.00	1,447.50
405	Book Repairs & Bindings	.00	177.99	8.09	2,200.00	2,022.01
407	Periodicals & Subscriptions	143.00	137,497.38	88.81	154,830.00	17,332.62
408	Furniture, Fixture, & Equipmnt	32,278.05	125,777.03	76.43	164,569.00	38,791.97
409	Motor Vehicles	129.00	45,579.00	91.16	50,000.00	4,421.00
410	Automation System & Equipment	.00	373,353.48	77.83	479,719.00	106,365.52
450	Capital Projects	16,995.23	1,374,883.73	29.20	4,707,815.00	3,332,931.27
490	Capital Reserves - Current	.00	.00	.00	5,089,179.10	5,089,179.10
499	Reserve Carryover - Prior	.00	.00	.00	13,160,027.00	13,160,027.00
Total Capital Outlays		247,336.45	4,811,734.68	17.76	27,088,509.10	22,276,774.42
Total Budget		1,732,043.37	22,368,063.12	46.75	47,848,051.10	25,479,987.98

General Fund F.Y. 07-08

Warrant Register

May 2008

Number	Vendor/Payee	Purpose		Amount
G-04129	Baker & Taylor Books	Materials	3,116.23	3,116.23
G-04130	Recorded Books, LLC	Materials	1,704.74	1,704.74
G-04131	Instructional Video, Inc.	Materials	606.63	606.63
G-04132	Marshall Cavendish Corp.	Materials	1,569.43	1,569.43
G-04133	Spoken Arts, Inc.	Materials	158.00	158.00
G-04134	Library Video Co.	Materials	415.95	415.95
G-04135	Blackstone Audio Books	Materials	94.50	94.50
G-04136	Brilliance Corporation	Materials	431.89	431.89
G-04137	Ingram Library Service	Materials	1,608.71	1,608.71
G-04138	Ingram Library Service	Materials	968.51	968.51
G-04139	Tandem Library Group	Materials	36.81	36.81
G-04140	Barnes & Noble, Inc.	Materials	1,284.33	1,284.33
G-04141	Baker & Taylor Books	Materials	4,434.62	4,434.62
G-04142	Baker & Taylor Entertainment	Materials	5,790.03	
		Materials	602.53	6,392.56
G-04143	Baker & Taylor Books	Materials	1,595.04	
		Materials	1,868.09	
		Materials	3,610.78	
		Materials	3,482.77	
		Materials	10,749.91	21,306.59
G-04144	Baker & Taylor Books	Materials	970.23	
		Materials	3,918.21	
		Materials	4,743.46	9,631.90
G-04145	Baker & Taylor Books	Materials	1,283.34	1,283.34
G-04146	Michael Black	Materials	75.00	75.00
G-04147	Bank of Oklahoma	Payroll Transmittal-Chks	43,288.13	
		Payroll Transmittal-Chks	18,968.10	
		Payroll Transmittal-Chks	165.00	62,421.23
G-04148	Bank of Oklahoma	Federal Withholding Tax	39,262.60	
		Federal Withholding Tax	2,654.00	41,916.60
G-04149	Oklahoma Tax Commission	State Withholding Tax	13,686.00	
		State Withholding Tax	878.50	14,564.50
G-04150	Mun. Employees Credit Union	Employee Cr Union Deducts	11,673.13	
		Employee Cr Union Deducts	167.50	11,840.63
G-04151	United Way of Central Oklahoma	Employee Deductions	412.74	412.74
G-04152	Bank of America	Payroll Transmittal-DDep	201,123.42	
		Payroll Transmittal-DDep	25,914.60	
		Payroll Transmittal-DDep	1,100.00	228,138.02
G-04153	Nationwide Retirement Solution	Employee Deductions	7,817.92	7,817.92
G-04154	Transamerica Worksite Mrktg.	Employee Deductions	535.50	535.50
G-04155	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,849.52	4,849.52
G-04156	Bank of Oklahoma	Employee Flexplan Deposit	19,142.62	19,142.62
G-04157	Bank of Oklahoma	Employee Soc/Sec Deposits	22,650.84	
		Employee Soc/Sec Deposits	3,261.62	
		Employee Medicare Deposit	5,297.29	
		Employee Medicare Deposit	762.81	
		Employer Soc/Sec Deposits	25,912.46	
		Employer Medicare Deposit	6,060.25	63,945.27
G-04158	MassMutual Financial Group	Employee Contrib -- DC PI	11,492.85	
		Employee Contrib -- DC PI	21,083.08	32,575.93
G-04159	Love, Beal & Nixon, P.C.	Employee Deductions	340.05	340.05
G-04160	ODHS Oklahoma Centralized	Employee Deductions	217.73	217.73

General Fund F.Y. 07-08

Warrant Register

May 2008

Number	Vendor/Payee	Purpose		Amount
G-04161	City Treasurer's Office	Capital Projects	730,000.00	730,000.00
G-04162	Administrative Systems, Inc.	Employee Deductions	1,169.09	1,169.09
G-04163	U.S. Postal Service	Postage	15,000.00	15,000.00
G-04164	Grainger	Maintenance of Facilities	190.90	190.90
G-04165	O G & E	Electrical Services	12,688.86	
		Electrical Services	5,184.19	17,873.05
G-04166	Oklahoma Natural Gas Co.	Gas Services	689.56	689.56
G-04167	City of Oklahoma City	Water & Garbage Services	645.54	645.54
G-04168	Triangle/A & E	Printing	3.60	3.60
G-04169	Locke Supply Co.	Maintenance of Facilities	52.98	
		Maintenance of Facilities	297.77	
		Maintenance of Facilities	66.78	
		Maintenance of Facilities	104.14	
		Maintenance of Facilities	55.84	577.51
G-04170	Highsmith Co., Inc.	Furniture	1,484.00	
		Supplies	56.21	1,540.21
G-04171	Doc Savage Supply Co.	Maintenance of Facilities	86.44	86.44
G-04172	UNUM Life Insurance	Grp L-T Disab. Ins.-May	6,841.26	6,841.26
G-04173	City of Warr Acres	Water & Garbage Services	67.90	67.90
G-04174	AT&T	Telephone Services	141.70	141.70
G-04175	Ernestine Clark	Mileage	37.37	37.37
G-04176	Mary Patton	Other Commodities	282.37	
		Mileage	51.81	334.18
G-04177	Standard Printing Co., Inc.	Printing Supplies	3,555.00	3,555.00
G-04178	Donna Morris	Travel Expenses	359.33	359.33
G-04179	Barbara Beasley	Mileage	11.62	11.62
G-04180	United Refrigeration, Inc.	Maintenance of Facilities	374.96	374.96
G-04181	David French	Mileage	5.05	5.05
G-04182	Phillip Tolbert	Professional Services	180.00	
		Travel Expenses	720.32	900.32
G-04183	Denyvretta Davis	Mileage	167.41	167.41
G-04184	Randy Wayland	Travel Expenses	108.00	108.00
G-04185	Mutual Assurance	Grp Life/AD&D Ins Prm-MAY	30,217.52	30,217.52
G-04186	Anne G. Fischer	Mileage	62.12	62.12
G-04187	Staples Credit Plan	Equipment	69.99	
		Supplies	127.90	197.89
G-04188	Priscilla Doss	Mileage	5.05	5.05
G-04189	Nancy Lytle	Mileage	29.80	29.80
G-04190	Janet Brooks	Travel Expenses	115.07	115.07
G-04191	Great American Glass & Tinting	Maintenance of Facilities	2,054.00	2,054.00
G-04192	INTEGRIS Corporate Assistance	Professional Services	830.00	830.00
G-04193	Rosemary Stafford	Mileage	25.25	25.25
G-04194	Teen Ink	Library-Related Services	149.00	149.00
G-04195	Linda Hyams	Mileage	254.02	254.02
G-04196	Melanie Levick	Mileage	2.53	2.53
G-04197	Oklahoma Gazette	Library-Related Services	907.50	907.50
G-04198	Karen L.Litteral	Mileage	11.11	11.11
G-04199	HAJOCA Corporation	Maintenance of Facilities	1,001.47	1,001.47
G-04200	Dana Morrow	Programming Activities	100.68	100.68
G-04201	Summit Mailing Systems, Inc.	Maintenance of Facilities	270.00	
		Maintenance of Facilities	473.75	743.75
G-04202	Digital Library Reserve, Inc	Network Catalog Services	121.50	121.50

General Fund F.Y. 07-08

Warrant Register

May 2008

Number	Vendor/Payee	Purpose		Amount
G-04203	FedEx Kinko's Print Services	Programming Activities	131.14	131.14
G-04204	Collision King, Inc.	Vehicle Repair	1,370.00	1,370.00
G-04205	Medley Material Handling	Maintenance of Facilities	221.41	221.41
G-04206	Elizabeth L. Wilson	Mileage	29.80	29.80
G-04207	Town of Luther	Water & Garbage	44.25	44.25
G-04208	Landon Holman	Mileage	25.25	
		Professional Services	450.00	475.25
G-04209	Ryan Bellgardt	Programming Activities	300.00	300.00
G-04210	Jeffrey J. Crawford	Security Services	325.00	325.00
G-04211	John Mark Dawson	Security Services	131.25	131.25
G-04212	First Edition Cafe	Supplies	22.00	22.00
G-04213	Miguel A. Campos	Security Service	212.50	212.50
G-04214	Jurden Brown, Jr.	Security Services	487.50	487.50
G-04215	David Farris	Programming Activities	50.00	50.00
G-04216	John Paull	Security Services	437.50	437.50
G-04217	Stanley Campbell	Security Service	212.50	212.50
G-04218	OPUBCO Communications Group	Legal Notice Adv	132.65	
		Advertisement Sealed Bid	108.96	
		Advertisement Sealed Bid	108.96	
		Advertisement Sealed Bid	110.88	
		Publication	64.50	525.95
G-04219	Contractors Supply Co.	Maintenance of Facilities	11.55	11.55
G-04220	Carol Moody	Mileage	23.23	23.23
G-04221	Oklahoma Center for Nonprofits	Professional Services	130.00	130.00
G-04222	Ruby Soutiere	Travel Expenses	114.77	114.77
G-04223	MCC Centers of Oklahoma	Vehicle Repair	44.94	
		Vehicle Repairs	22.00	66.94
G-04224	Novalco, Inc	Maintenance of Facilities	226.88	226.88
G-04225		Professional Services	4,200.00	4,200.00
G-04226	Kim Ventrella	Travel Expenses	110.02	110.02
G-04227	Sally Gray	Mileage	23.23	23.23
G-04228	Kevin Colwell	Mileage	10.10	10.10
G-04229	City of Harrah	Water & Garbage	50.90	50.90
G-04230	Kimberly Rickey	Mileage	7.58	7.58
G-04231	John Wood	Mileage	14.65	14.65
G-04232	Crystal Suppes	Mileage	24.49	24.49
G-04233	City of Choctaw	Water & Garbage Services	78.36	78.36
G-04234	Vision Service Plan of	Grp Vision Ins Prem-MAY	2,265.23	2,265.23
G-04235	Abolghasem Siavashi	Mileage	1.26	1.26
G-04236	Office Depot Credit Plan	Supplies	58.11	
		Supplies	104.91	163.02
G-04237	Roy Ballou	Mileage	21.72	21.72
G-04238	Christy O'Brien	Mileage	1.26	1.26
G-04239	Metropolitan Library System	Grp Med/Dtl Ins Prem-MAY	83,427.25	83,427.25
G-04240	Walmart Community	Other Commodities	169.49	169.49
G-04241	Betty Scott	Mileage	30.60	30.60
G-04242	Imagenation Promotional Group	Other Commodities	195.00	
		Other Commodities	1,985.50	2,180.50
G-04243	Evelyn Carol Gilbert	Mileage	108.61	108.61
G-04244	Allied Waste Services #060	Water & Garbage	569.64	569.64
G-04245	Sharon G. Bish	Travel Expenses	106.05	106.05
G-04246	O'Reilly Automotive, Inc.	Maintenance of Facilities	26.28	26.28

General Fund F.Y. 07-08

Warrant Register

May 2008

Number	Vendor/Payee	Purpose		Amount
G-04247	City Treasurer's Office	Maintenance of Facilities	55.00	55.00
G-04248	Darrie Breathwit	Mileage	15.15	15.15
G-04249	Barbara A. Johnson	Mileage	31.31	31.31
G-04250	Star Lighting	Maintenance of Facilities	20.17	
		Maintenance of Facilities	342.00	
		Maintenance Supplies	145.00	
		Maintenance of Facilities	8.28	515.45
G-04251	John Utley	Telephone Services	35.00	35.00
G-04252	Cintas Corp.	Maintenance of Facilities	433.25	433.25
G-04253	Panera Bread	Other Commodities	234.92	234.92
G-04254	Lesli Jones	Library-Related Services	145.00	145.00
G-04255	Oklahoma City Police Dept.	Maintenance of Facilities	65.00	
		Maintenance of Facilities	65.00	
		Maintenance of Facilities	65.00	195.00
G-04256	Securitas Security USA, Inc.	Security Services	6,343.99	6,343.99
G-04257	Laura Schaller	Programming Activities	150.00	150.00
G-04258	Beatriz Meyer	Programming Activities	481.00	481.00
G-04259	Emily Williams	Travel Expenses	275.05	275.05
G-04260	Mary Lynn Stephens	Mileage	5.56	5.56
G-04261	Patricia Whisenhunt	Mileage	10.10	10.10
G-04262	Jean Wilburn	Mileage	10.61	10.61
G-04263	COTPA	Staff Parking	3,029.47	
		Staff Parking	2,116.00	
		Staff Parking	4,146.13	9,291.60
G-04264	Kiona Millirons	Programming Activities	100.00	100.00
G-04265	Dennis D. Delano	Mileage	14.14	14.14
G-04266	James Associates	Professional Services	15,400.00	15,400.00
G-04267	Carol Cook	Mileage	46.46	46.46
G-04268	Joshua Pershica	Security Service	162.50	162.50
G-04269	Michelle Marston	Programming Activities	50.00	50.00
G-04270	H I S Paints	Maintenance of Facilities	197.51	197.51
G-04271	Fitz Jennings	Programming Activities	400.00	400.00
G-04272	Metropolitan Library System	Parking	60.00	
		Professional Services	90.00	
		Postage	96.27	
		Supplies	112.85	
		Programming Activities	145.59	
		Programming Activities	5.94	
		Other Commodities	35.73	546.38
G-04273	Oklahoma Natural Gas Co.	Gas Services	2,017.52	
		Gas Services	105.93	2,123.45
G-04274	City of the Village	Water & Garbage Services	80.98	80.98
G-04275	Brodart, Inc.	Supplies	51.92	
		Supplies	848.64	
		Supplies	33.57	934.13
G-04276	Southwestern Stationery and	Printing	10,571.63	
		Printing	3,338.37	
		Supplies	22.77	
		Supplies	23.55	
		Printing	240.04	14,196.36
G-04277	Emsco Electric Supply	Maintenance of Facilities	31.60	31.60
G-04278	Forest Building Materials	Maintenance of Facilities	170.58	
	** Continued **			

General Fund F.Y. 07-08

Warrant Register

May 2008

Number	Vendor/Payee ** Continued **	Purpose		Amount
G-04278	Forest Building Materials	Maintenance of Facilities	100.26	
		Maintenance of Facilities	23.57	294.41
G-04279	Demco	Supplies	475.00	
		Supplies	29.91	
		Supplies	91.63	
		Supplies	75.14	
		Supplies	16.17	687.85
G-04280	Eales Electronics Corp.	Maintenance of Facilities	143.20	
		Maintenance of Facilities	25.00	168.20
G-04281	Gaylord Bros.	Supplies	151.80	151.80
G-04282	Gale Research	Materials	1,376.20	1,376.20
G-04283	Hewlett-Packard Co.	Automation Contractual	12,834.00	12,834.00
G-04284	Ernestine Clark	Supplies	43.08	
		Other Commodities	29.80	72.88
G-04285	Alma L. Brown	Programming Activities	59.56	59.56
G-04286	Frank Ray	Mileage	27.78	27.78
G-04287	Weston Woods Accts Receivable	Materials	168.34	168.34
G-04288	Baker & Taylor Books	Materials	763.08	763.08
G-04289	Spence & Associates, Inc	Library-Related Services	1,900.00	1,900.00
G-04290	Nutrifit of Oklahoma, LLC	Programming Activities	100.00	100.00
G-04291	Charles S. Isaacs	Mileage	27.52	27.52
G-04292	Barbara Beasley	Other Commodities	106.26	
		Other Commodities	120.00	226.26
G-04293	FedEx	Postage	4.59	4.59
G-04294	Recorded Books, LLC	Materials	779.62	779.62
G-04295	Johnstone Supply	Maintenance of Facilities	92.22	
		Maintenance of Facilities	279.28	
		Maintenance of Facilities	317.66	
		Maintenance of Facilities	131.16	
		Maintenance of Facilities	27.56	847.88
G-04296	Instructional Video, Inc.	Materials	252.10	252.10
G-04297	Gale Group	Materials	139.80	139.80
G-04298	Hunter's Battery Warehouse	Maintenance of Facilities	21.95	21.95
G-04299	Staples Business Advantage	Supplies	43.64	
		Supplies	36.88	80.52
G-04300	Light Bulb Supply Co., Inc.	Maintenance of Facilities	183.38	183.38
G-04301	Friday	Library-Related Services	414.00	414.00
G-04302	Walter Wayne McEvilly	Programming Activities	200.00	200.00
G-04303	Rosemary Czarski	Postage	67.80	67.80
G-04304	Janet Brooks	Mileage	48.73	48.73
G-04305	Jonathan Willis	Mileage	52.77	52.77
G-04306	Jill Vessels	Travel Expense	116.08	116.08
G-04307	AT&T	Telephone Services	428.41	428.41
G-04308	Oklahoma Gazette	Library-Related Services	607.50	607.50
G-04309	Oklahoma Dept. of Libraries	Professional Services	2,494.00	2,494.00
G-04310	Random House, Inc	Materials	1,108.66	1,108.66
G-04311	Scott's Printing & Copying	Printing Supplies	149.71	
		Printing	1,136.07	
		Printing Supplies	149.25	
		Printing	831.00	2,266.03
G-04312	Brilliance Corporation	Materials	267.44	267.44

General Fund F.Y. 07-08

Warrant Register

May 2008

Number	Vendor/Payee	Purpose		Amount
G-04313	Gateway Films/Vision Video	Materials	58.94	58.94
G-04314	Walker Companies	Programming Activities	636.50	
		Supplies	162.20	798.70
G-04315	Audio Editions	Materials	1,801.96	1,801.96
G-04316	Digital Library Reserve, Inc	Materials	860.13	860.13
G-04317	Hannelore A. Chan	Programming Activities	100.00	100.00
G-04318	DWe Williams	Programming Activities	3,000.00	3,000.00
G-04319	Ingram Library Service	Materials	481.99	481.99
G-04320	Voss Lighting	Maintenance Supplies	60.50	
		Maintenance Supplies	99.00	
		Maintenance of Facilities	62.44	221.94
G-04321	Frances V. Harbert	Travel Expenses	122.14	
		Mileage	24.54	146.68
G-04322	Jana Hausburg	Travel Expenses	112.04	112.04
G-04323	Barnes & Noble, Inc.	Programming Activities	19.20	19.20
G-04324	Pauline Rodriguez-Atkins	Travel Expenses	379.85	379.85
G-04325	Evans Hardware	Maintenance of Facilities	75.60	
		Maintenance of Facilities	94.88	
		Maintenance of Facilities	11.98	
		Maintenance of Facilities	31.01	213.47
G-04326	Maverick Books	Materials	134.94	134.94
G-04327	First Edition Cafe	Professional Services	286.25	286.25
G-04328	Quill Corporation	Supplies	148.45	148.45
G-04329	Barbara Geary	Programming Activities	500.00	500.00
G-04330	Heidi Johnson	Mileage	8.84	8.84
G-04331	Findaway World, LLC	Materials	8.00	8.00
G-04332	Aaron Killough	Travel Expenses	124.16	124.16
G-04333	Steve Crawford	Programming Activities	175.00	175.00
G-04334	Carol L. Roberts	Mileage	28.53	28.53
G-04335	Steve Littleman	Programming Activities	600.00	600.00
G-04336	Clyde Herrod	Travel Expenses	121.13	121.13
G-04337	Priscilla A. Russell	Programming Activities	200.00	200.00
G-04338	Amazon/GE Money Bank	Supplies	83.95	83.95
G-04339	Leinbach Commercial	Maintenance of Facilities	364.00	364.00
G-04340	Crowe & Dunlevy	Professional Services	2,244.00	
		Professional Services	1,891.52	4,135.52
G-04341	Office Depot Credit Plan	Supplies	61.98	
		Supplies	51.48	113.46
G-04342	Cox Communications, Inc.	Telephone Services	2,037.11	
		Telephone Services	1,860.84	3,897.95
G-04343	Baker & Taylor Entertainment	Materials	1,915.94	1,915.94
G-04344	Library Video Network	Safety Supplies	464.00	464.00
G-04345	FBD Consulting, Inc.	Professional Services	155.00	155.00
G-04346	Preston Bell	Transportation	40.00	40.00
G-04347	Garcia Tire Service, Inc.	Maintenance of Facilities	12.00	
		Vehicle Repairs	15.00	27.00
G-04348	Imagination Promotional Group	Printing	1,747.66	1,747.66
G-04349	Pamela Buchanan	Mileage	11.87	11.87
G-04350	Carol Hunter	Mileage	15.15	15.15
G-04351	Robyn Poston	Programming Activities	85.00	85.00
G-04352	University of Oklahoma	Professional Services	10,310.00	10,310.00
G-04353	Lesli Jones	Library-Related Services	295.00	295.00

General Fund F.Y. 07-08

Warrant Register

May 2008

Number	Vendor/Payee	Purpose		Amount
G-04354	Cox Communications, Inc.	Telephone Service -April	806.48	806.48
G-04355	Baker & Taylor Books	Materials	910.20	
		Materials	1,287.27	
		Materials	1,176.34	
		Materials	2,904.91	
		Materials	4,521.24	
		Materials	3,072.09	
		Materials	7,673.13	
		Materials	5,179.44	26,724.62
G-04356	Baker & Taylor Books	Materials	654.50	
		Materials	2,592.87	
		Materials	1,723.82	
		Materials	58.55	5,029.74
G-04357	Baker & Taylor Books	Materials	630.45	630.45
G-04358	Woods Downtown Floral	Other Commodities	118.00	
		Other Commodities	59.00	177.00
G-04359	Maria Watkins	Mileage	21.72	21.72
G-04360	ID Labels, Inc.	Supplies	2,440.79	2,440.79
G-04361	Emily Williams	Mileage	48.48	48.48
G-04362	Sabre Technologies	Supplies	4,700.00	4,700.00
G-04363	Branded Black Publishing	Materials	130.35	130.35
G-04364	Midwest Single Source, Inc.	Printing Supplies	495.74	
		Supplies	1,694.30	
		Printing Supplies/Budget	676.65	2,866.69
G-04365	Christopher Carroll	Mileage	16.88	16.88
G-04366	Herff Jones	Supplies	207.65	207.65
G-04367	Dan Holman	Mileage	59.59	
		Telephone Services	39.64	99.23
G-04368	Oklahoma Shakespeare in the	Programming Activities	1,000.00	1,000.00
G-04369	Baker & Taylor Entertainment	Materials	22.46	22.46
G-04370	R. Justin Herwig	Mileage	38.13	38.13
G-04371	Territory Tellers	Professional Services	20.00	20.00
G-04372	City Glass OKC, Inc.	Maintenance of Facilities	11.00	11.00
G-04373	Baker & Taylor Books	Materials	1,695.49	1,695.49
G-04374	Bank of Oklahoma	Payroll Transmittal-Chks	38,364.59	
		Payroll Transmittal-Chks	18,443.62	56,808.21
G-04375	Bank of Oklahoma	Federal Withholding Tax	40,054.60	
		Federal Withholding Tax	2,585.00	42,639.60
G-04376	Oklahoma Tax Commission	State Withholding Tax	13,984.00	
		State Withholding Tax	850.50	14,834.50
G-04377	Mun. Employees Credit Union	Employee Cr Union Deducts	11,287.33	
		Employee Cr Union Deducts	167.50	11,454.83
G-04378	United Way of Central Oklahoma	Employee Deductions	412.74	412.74
G-04379	The Penworthy Co.	Materials	1,638.73	1,638.73
G-04380	Instructional Video, Inc.	Materials	608.81	608.81
G-04381	Library Video Co.	Materials	109.45	109.45
G-04382	Beth Wilson	Materials	100.00	100.00
G-04383	Blackstone Audio Books	Materials	90.00	90.00
G-04384	Random House, Inc	Materials	1,991.20	1,991.20
G-04385	Brilliance Corporation	Materials	1,729.34	1,729.34
G-04386	Ingram Library Service	Materials	373.58	373.58
G-04387	Audio Editions	Materials	579.66	579.66

General Fund F.Y. 07-08

Warrant Register

May 2008

Number	Vendor/Payee	Purpose	Amount	Amount
G-04388	Bank of America	Payroll Transmittal-DDep	211,237.56	
		Payroll Transmittal-DDep	25,688.73	236,926.29
G-04389	Ingram Library Service	Materials	384.07	384.07
G-04390	Nationwide Retirement Solution	Employee Deductions	7,817.92	7,817.92
G-04391	Transamerica Worksite Mrktg.	Employee Deductions	535.50	535.50
G-04392	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,880.52	4,880.52
G-04393	Bank of Oklahoma	Employee Flexplan Deposit	9,021.28	9,021.28
G-04394	Bank of Oklahoma	Employee Soc/Sec Deposits	22,950.81	
		Employee Soc/Sec Deposits	3,204.76	
		Employee Medicare Deposit	5,367.46	
		Employee Medicare Deposit	749.51	
		Employer Soc/Sec Deposits	26,155.46	
		Employer Medicare Deposit	6,117.06	64,545.06
G-04395	MassMutual Financial Group	Employee Contrib -- DC PI	11,594.60	
		Employer Contrib -- DC PI	21,298.14	32,892.74
G-04396	Love, Beal & Nixon, P.C.	Employee Deductions	309.73	309.73
G-04397	Baker & Taylor Books	Materials	1,880.16	1,880.16
G-04398	Baker & Taylor Entertainment	Materials	3,261.91	3,261.91
G-04399	ODHS Oklahoma Centralized	Employee Deductions	217.73	217.73
G-04400	Baker & Taylor Books	Materials	1,079.86	
		Materials	1,406.66	
		Materials	1,330.74	
		Materials	2,471.95	
		Materials	2,747.76	
		Materials	4,510.47	
		Materials	420.02	13,967.46
G-04401	Baker & Taylor Books	Materials	1,389.65	
		Materials	6,185.84	
		Materials	3,682.23	11,257.72
G-04402	Baker & Taylor Books	Materials	1,798.73	1,798.73
G-04403	Administrative Systems, Inc.	Employee Deductions	1,158.41	1,158.41
G-04404	City of Midwest City, Inc.	Water & Garbage Services	218.76	218.76
G-04405	O G & E	Electrical Services	7,902.84	7,902.84
G-04406	Oklahoma Natural Gas Co.	Gas Services	798.01	798.01
G-04407	City of Oklahoma City	Water & Garbage Services	545.83	545.83
G-04408	Brodart, Inc.	Supplies	535.74	
		Supplies	212.00	
		Supplies	768.00	
		Supplies	226.80	1,742.54
G-04409	Southwestern Stationery and	Supplies	180.31	
		Printing	5,023.00	5,203.31
G-04410	Demco	sUPPLIES	677.00	
		Supplies	52.18	
		Supplies	52.18	
		Supplies	378.56	1,159.92
G-04411	Highsmith Co., Inc.	Furniture	2,567.00	
		Programming Supplies	56.48	
		Supplies	82.10	
		Supplies	33.19	
		Programming Supplies	67.92	2,806.69
G-04412	AT&T	Telephone Services	954.10	
		Telephone Services	771.78	

** Continued **

General Fund F.Y. 07-08

Warrant Register

May 2008

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-04412	AT&T	Telephone Services	328.68	2,054.56
G-04413	City of Edmond	Electrical Services	2,927.73	2,927.73
G-04414	U.S. Postal Service	Postage	15,000.00	15,000.00
G-04415	Mid-west Landscape, LLC	Maintenance of Facilities	1,490.00	
		Maintenance of Facilities	2,458.00	3,948.00
G-04416	Charles S. Isaacs	Telephone Services	35.00	35.00
G-04417	Keystone Tape & Label, Inc.	Printing	617.39	617.39
G-04418	United Refrigeration, Inc.	Maintenance of Facilities	12.38	12.38
G-04419	Chester 'Jack' Kinzie, Jr.	Travel Expense	121.53	121.53
G-04420	Ronna Davis	Programming Activities	95.37	95.37
G-04421	U.S. Postmaster	Postage	46.80	46.80
G-04422	ConocoPhillips Fleet	Gasoline	86.24	86.24
G-04423	Ann Aliotta	Travel Expenses	105.55	105.55
G-04424	Staples Business Advantage	Supplies	79.95	79.95
G-04425	JoNita Normore	Mileage	56.56	56.56
G-04426	Anne G. Fischer	Telephone Services	50.00	50.00
G-04427	BayScan Technologies	Supplies	999.60	999.60
G-04428	Friday	Subscriptions	25.00	25.00
G-04429	Peak Technologies, Inc.	Maintenance of Facilities	795.96	795.96
G-04430	Rosemary Czarski	Programming Activities	111.54	111.54
G-04431	Mary Strasner	Mileage	15.15	15.15
G-04432	Scott's Printing & Copying	Printing	795.77	
		Printing	844.98	1,640.75
G-04433	Francie Pendleton	Mileage	5.76	5.76
G-04434	Julia Ballou	Mileage	22.73	22.73
G-04435	Dana Morrow	Other Commodities	168.53	
		Programming Activities	87.31	
		Other Commodities	80.76	336.60
G-04436	OSCPA	Memberships	195.00	195.00
G-04437	United States Postal Service	Postage	9,000.00	9,000.00
G-04438	Fuelman	Gasoline	3,479.49	
		Vehicle Parts & Repairs	12.00	3,491.49
G-04439	Porch School Supply	Programming Supplies	70.79	70.79
G-04440	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	170.00	170.00
G-04441	REG Oklahoma Acquisitions, LLC	Supplies	7,915.16	7,915.16
G-04442	Jimmy Welch	Telephone Services	50.00	50.00
G-04443	Cox Media Oklahoma City	Library-Related Services	3,056.00	3,056.00
G-04444	Pauline Rodriguez-Atkins	Travel Expenses	280.93	280.93
G-04445	Jeffrey J. Crawford	Security Services	112.50	112.50
G-04446	John Mark Dawson	Security Services	300.00	300.00
G-04447	Debbie Robertus	Mileage	6.46	6.46
G-04448	Miguel A. Campos	Security Services	212.50	212.50
G-04449	Jurden Brown, Jr.	Security Service	162.50	162.50
G-04450	Deborah Willis	Mileage	15.15	15.15
G-04451	David Farris	Programming Activities	150.00	150.00
G-04452	Movie Licensing USA	Programming Activities	75.00	75.00
G-04453	John Pauli	Security Services	275.00	275.00
G-04454	Stanley Campbell	Security Service	212.50	212.50
G-04455	Southwest Compressor, Inc.	Maintenance of Facilities	56.00	56.00
G-04456	Bank of America	Library-Related Services	188.59	188.59
G-04457	Sharon A. Nolan	Programming Activities	50.40	50.40

General Fund F.Y. 07-08

Warrant Register

May 2008

Number	Vendor/Payee	Purpose		Amount
G-04458	Joan Porter	Mileage	45.70	45.70
G-04459	MCC Centers of Oklahoma	Vehicle Parts & Repairs	19.95	
		Maintenance of Facilities	22.00	41.95
G-04460	Kim Ventrella	Mileage	13.89	13.89
G-04461	City of Edmond	Water& Garbage Services	269.30	269.30
G-04462	ULINE	Supplies	219.86	
		Supplies	120.32	340.18
G-04463	Donna Rynda	Professional Services	150.00	150.00
G-04464	Oklahoma Press Service	Library-Related Services	165.70	165.70
G-04465	Fariba Williams	Mileage	9.60	9.60
G-04466	Office Depot Credit Plan	Furniture/Fixtures/Equip	639.96	
		Furniture/Fixtures/Equip	639.96	1,279.92
G-04467	Karen L. Bays	Supplies	127.76	
		Mileage	48.99	176.75
G-04468	Commercial Card Solutions	Staff Recognition	240.06	
		Publication	340.00	
		Postage	505.00	
		Programming Supplies	56.00	
		Furniture	205.79	
		Telephone Services	86.19	
		Supplies	33.95	
		Supplies	51.95	
		Postage	552.40	
		Supplies	2,202.40	
		Supplies	100.31	
		Programming Activity	99.95	
		Professional Services	170.00	
		Travel Expenses	99.57	
		Professional Services	56.00	4,799.57
G-04469	Walmart Community	Other Commodities	74.96	74.96
G-04470	MetroFamily Magazine	Library-Related Services	820.00	820.00
G-04472	Numara Software	Software	2,325.00	2,325.00
G-04473	John L. Hilbert	Programming Activities	74.71	74.71
G-04474	Murrell, Hall, McIntosh & Co.	Professional Services	2,000.00	2,000.00
G-04475	Reef Shop Warehouse	Maintenance of Facilities	131.44	131.44
G-04476	Glover-Smith-Bode, Inc	Capital Projects	4,140.17	4,140.17
G-04477	Pamela Buchanan	Telephone Services	35.00	35.00
G-04478	Donna Morris	Parking & Transportation	450.00	450.00
G-04479	Robyn Poston	Programming Activities	85.00	85.00
G-04480	Star Lighting	Maintenance of Facilities	118.50	
		Maintenance of Facilities	44.70	
		Maintenance of Facilities	222.60	385.80
G-04481	Melissa Weathers	Mileage	19.70	
		Other Commodities	92.39	112.09
G-04482	Suzanne & Jim, Inc	Programming Activities	400.00	400.00
G-04483	Greater Oklahoma City	Programming Activities	380.00	380.00
G-04484	Securitas Security USA, Inc.	Security Services	6,308.88	
		Security Services	6,343.99	12,652.87
G-04485	Kone Inc	Maintenance of Facilities	153.73	153.73
G-04486	Erika Sterling	Maintenance of Facilities	120.00	120.00
G-04487	Cheryl Coleman	Programming Activities	83.54	83.54
G-04488	Trigen-OKC Energy Corporation	Engery Services	11,715.58	11,715.58

General Fund F.Y. 07-08

Warrant Register

May 2008

Number	Vendor/Payee	Purpose	Amount	Amount
G-04489	Midwest Single Source, Inc.	Printing Supplies	637.38	
		Printing Supplies	363.71	
		Printing Supplies	256.04	1,257.13
G-04490	Teresa Matthews	Programming Activities	97.80	
		Programming Activities	135.49	233.29
G-04491	Stacy Schrank	Mileage	113.63	113.63
G-04492	Leisure Craft	Furniture	614.54	614.54
G-04493	Joshua Pershica	Security Service	812.50	812.50
G-04494	Denise D. Ryan	Mileage	10.10	10.10
G-04495	Provantage	Printing Supplies	2,807.42	
		Printing Supplies	1,408.35	
		Supplies	80.36	4,296.13
G-04496	Sheldon Beach	Mileage	12.32	12.32
G-04497	Juanita M. Mendoza	Premium Reimbursement	4.99	4.99
G-04498	Eric Helt	Security Service	162.50	162.50
G-04500	Metropolitan Library System	Maintenance of Facilities	1.29	
		Parking	35.00	
		Professional Services	30.00	
		Postage	70.97	
		Supplies	83.18	
		Programming Activities	191.51	
		Programming Activities	146.43	
		Programming Activities	121.59	
		Programming Activities	44.25	
		Other Commodities	84.84	809.06
G-04501	City of Del City	Rent of Library Buildings	400.00	400.00
G-04502	City of Bethany	Water & Garbage Services	156.29	156.29
G-04503	Triangle/A & E	Printing	1,809.00	1,809.00
G-04504	Brodart, Inc.	Supplies	630.00	630.00
G-04505	Southwestern Stationery and	Supplies	35.61	
		Supplies	12.34	
		Supplies	459.00	506.95
G-04506	Locke Supply Co.	Maintenance of Facilities	32.37	
		Maintenance of Facilities	47.55	
		Maintenance of Facilities	13.62	
		Maintenance of Facilities	33.65	127.19
G-04507	Emsco Electric Supply	Maintenance of Facilities	59.20	59.20
G-04508	Forest Building Materials	Maintenance of Facilities	37.04	37.04
G-04509	Demco	Supplies	1,540.00	1,540.00
G-04510	Gale Research	Materials	2,661.85	2,661.85
G-04511	Highsmith Co., Inc.	Programming Supplies	95.80	95.80
G-04512	City of Warr Acres	Water & Garbage Services	74.70	74.70
G-04513	Ernestine Clark	Mileage	60.82	60.82
G-04514	Baker & Taylor Books	Materials	2,591.71	2,591.71
G-04515	Susie Beasley	Membership	35.00	
		Programming Activities	143.25	178.25
G-04516	Donna Morris	Travel Expenses	799.30	799.30
G-04517	Spence & Associates, Inc	Library-Related Services	525.00	525.00
G-04518	TDS Telecom	Telephone Services	116.10	116.10
G-04519	Maintenance Connection	Maintenance of Facilities	396.00	
		Maintenance of Facilities	1,797.30	2,193.30
G-04520	United Refrigeration, Inc.	Maintenance of Facilities	9.80	

** Continued **

General Fund F.Y. 07-08

Warrant Register

May 2008

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-04520	United Refrigeration, Inc.	Maintenance of Facilities	12.95	22.75
G-04521	Recorded Books, LLC	Materials	184.95	184.95
G-04522	Pure Service Corp.	Janitorial Services	11,220.00	
		Janitorial Services	6,135.00	
		Janitorial Services	713.00	
		Janitorial Services	650.00	
		Janitorial Services	166.00	
		Janitorial Services	4,825.00	
		Janitorial Services	1,875.00	
		Janitorial Services	560.00	26,144.00
G-04523	Johnstone Supply	Maintenance of Facilities	59.90	
		Maintenance of Facilities	8.34	68.24
G-04524	Arphax Publishing Co	Materials	1,159.77	1,159.77
G-04525	Denyvretta Davis	Mileage	51.01	51.01
G-04526	Gale Group	Materials	4,115.46	4,115.46
G-04527	Hunter's Battery Warehouse	Maintenance of Facilities	15.00	15.00
G-04528	Live Oak Media	Materials	123.91	123.91
G-04529	Hal Leonard Publishing	Materials	477.93	477.93
G-04530	Library Video Co.	Materials	2,580.96	2,580.96
G-04531	Commercial Concepts	Automation Contractual	683.00	683.00
G-04532	Jonathan Willis	Telephone Services	35.00	35.00
G-04533	Random House, Inc	Materials	2,984.75	2,984.75
G-04534	Little River Zoo	Programming Activities	105.00	105.00
G-04535	Brilliance Corporation	Materials	152.21	152.21
G-04536	Ingram Library Service	Materials	2,832.69	2,832.69
G-04537	Information Today, Inc.	Materials	1,239.80	1,239.80
G-04538	XPEDX	Supplies	2,274.11	2,274.11
G-04539	Digital Library Reserve, Inc	Materials	415.25	415.25
G-04540	Stuart Williamson	Professional Services	450.00	450.00
G-04541	Scovil & Sides Hardware Co.	Maintenance of Facilities	352.00	352.00
G-04542	Ingram Library Service	Materials	1,158.11	1,158.11
G-04543	Critter Tales, Inc.	Programming Activities	100.00	100.00
G-04544	Evans Hardware	Maintenance of Facilities	31.90	
		Maintenance of Facilities	2.99	
		Maintenance of Facilities	19.75	
		Maintenance of Facilities	6.88	61.52
G-04545	First Edition Cafe	Other Commodities	1,031.25	1,031.25
G-04546	Samuel Weehunt	Programming Activities	157.40	157.40
G-04547	Scholastic, Inc.	Programming Activities	11,343.86	11,343.86
G-04548	OPUBCO Communications Group	Library-Related Services	246.78	246.78
G-04549	Dowell Parking Center	Parking & Transportation	50.00	50.00
G-04550	BBC Audiobooks America	Materials	224.85	224.85
G-04551	Daniel P. James	Programming Activities	60.00	60.00
G-04552	Walterine Alfredia Pickett	Programming Activities	140.00	140.00
G-04553	Kristie Ming Hwei Tan	Programming Activities	120.00	120.00
G-04554	Dean Johnson	Programming Activities	150.00	150.00
G-04555	Carol L. Roberts	Programming Activities	.99	
		Programming Activities	98.03	99.02
G-04556	Kyle Dillingham	Programming Activities	500.00	500.00
G-04557	Heritage Books Inc	Materials	45.50	45.50
G-04558	John Wood	Telephone Services	50.00	
	** Continued **			

General Fund F.Y. 07-08

Warrant Register

May 2008

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-04558	John Wood	Mileage	3.03 53.03
G-04559	Producers Playhouse	Library-Related Services	98.00 98.00
G-04560	Karen L. Bays	Travel Expenses	949.17
		Professional Services	265.00
		Travel Expenses	283.17
		Professional Services	195.00 1,692.34
G-04561	Baker & Taylor Entertainment	Materials	886.84 886.84
G-04562	Walmart Community	Programming Activities	67.30
		Automation Contractual	502.22
		Programming Activities	50.00
		Programming Activities	11.64 631.16
G-04563	Commercial Card Solutions	Books & Materials	318.04
		Books & Materials	322.89
		Books & Materials	222.90
		Books & Materials	245.55
		Books & Materials	275.71
		Books & Materials	272.96
		Books & Materials	160.28
		Books & Materials	267.86
		Books & Materials	144.69
		Books & Materials	112.12 2,343.00
G-04564	Jane Humphries	Professional Services	250.00 250.00
G-04565	Imagination Promotional Group	Library-Related Services	2,385.84
		Other Commodities	1,465.55 3,851.39
G-04566	O'Reilly Automotive, Inc.	Maintenance of Facilities	29.94 29.94
G-04567	Fred Pryor Seminars/	Professional Services	396.00 396.00
G-04568	Susan H. Wood	Programming Activities	250.00
		Programming Activities	300.00
		Programming Activities	475.00 1,025.00
G-04569	Cheryll Smith	Professional Services	600.00 600.00
G-04570	Weatherford Daily News	Subscriptions	118.00 118.00
G-04571	Target Bank	Other Commodities	25.02 25.02
G-04572	Greater Oklahoma City	Memberships	125.00 125.00
G-04573	Securitas Security USA, Inc.	Security Services	6,422.44 6,422.44
G-04574	Employee Benefits	Materials	342.34 342.34
G-04575	Baker & Taylor Books	Materials	1,334.75
		Materials	3,552.77
		Materials	3,871.88
		Materials	6,879.77
		Materials	3,053.14 18,692.31
G-04576	Baker & Taylor Books	Materials	2,559.84
		Materials	4,663.11
		Materials	1,873.83 9,096.78
G-04577	Baker & Taylor Books	Materials	1,340.47 1,340.47
G-04578	Kone Inc	Maintenance of Facilities	975.00 975.00
G-04579	COTPA	Parking Coupons	1,400.00 1,400.00
G-04580	Stacy Schrank	Travel Expenses	196.08 196.08
G-04581	Blind Alley	Fixtures	1,577.00 1,577.00
G-04582	Fitz Jennings	Materials	90.00 90.00
G-04583	Baker & Taylor Entertainment	Materials	2,418.19 2,418.19
G-04584	O'Grady Publishing	Materials	306.73 306.73

General Fund F.Y. 07-08

Warrant Register

May 2008

Number	Vendor/Payee	Purpose		Amount
G-04585	Hudson House Publications	Materials	84.00	84.00
G-04586	Cynthia Selinger	Mileage	10.10	10.10
G-04587	Tyler Outdoor Advertising, LLC	Printing	3,015.00	3,015.00
Total of FY 07-08 Warrants Issued				\$ 2,409,323.70

Special Funds

Warrant Register

May 2008

Number	Vendor/Payee	Purpose		Amount
S-13773	Carina C. Plett	Lost & Paid Book Returned	15.10	15.10
S-13774	Kevin D. Pullen	Lost & Paid Book Returned	64.50	64.50
S-13775	Jessie C. Keeling	Lost & Paid Book Returned	3.00	3.00
S-13776	Olivia M. Richardson	Lost & Paid Book Returned	3.00	3.00
S-13777	Wendel L. Patton	Lost & Paid Book Returned	24.95	24.95
S-13778	Mary R. Martin	Lost & Paid Book Returned	3.00	3.00
S-13779	Barton C. Blan	Lost & Paid Book Returned	49.93	49.93
S-13780	Amy M. Wilson	Lost & Paid Book Returned	8.99	8.99
S-13781	Celeste A. Cano	Lost & Paid Book Returned	3.00	3.00
S-13782	Sharmilia O. Johnson	Lost & Paid Book Returned	8.98	8.98
S-13783	BMI Systems Corp.	Copy Fund	78.50	
		Copy Fund	31.62	
		Copy Fund	36.00	
		Copy Fund	283.71	
		Copy Fund	111.08	
		Copy Fund	85.89	
		Copy Fund	78.50	
		Copy Fund	49.33	754.63
S-13784	Recorded Books, LLC	Materials	92.47	92.47
S-13785	Library Video Co.	Materials	119.90	119.90
S-13786	Claudia C. Marin	Programming	120.00	120.00
S-13787	Darlene S. Browers	Travel Expense	891.95	891.95
S-13788	Mary S. Landers	Lost & Paid Book Returned	3.00	3.00
S-13789	A.J. Jones	Lost & Paid Book Returned	7.00	7.00
S-13790	Linda K. Magness	Lost & Paid Book Returned	8.98	8.98
S-13791	John F. Jordan Jr	Lost & Paid Book Returned	3.00	3.00
S-13792	Chiew H. Yan	Lost & Paid Book Returned	3.00	3.00
S-13793	Karen E. Parks	Lost & Paid Book Returned	3.00	3.00
S-13794	Metropolitan Library System	Transfer of Fines & Fees	40,000.00	40,000.00
S-13795	Standley Systems	Copier Usage	252.74	
		Copier Usage	441.30	694.04
S-13796	Picture This Photography	Staff Recognition	74.65	74.65
S-13797	Mickey Sherman	Programming	70.00	70.00
S-13798	Oklahoma Tax Commission	State Sales Tax-Apr 2008	70.10	70.10
S-13799	Yvonne E. Hawthorne	Lost & Paid Book Returned	3.00	3.00
S-13800	Jessica L. Dye	Lost & Paid Book Returned	9.99	9.99
S-13801	Peggy D. Killinger	Lost & Paid Book Returned	13.95	13.95
S-13802	Donna S. Pitts	Lost & Paid Book Returned	3.00	3.00
S-13803	David J. Klvac	Lost & Paid Book Returned	14.00	14.00
S-13804	Cassandra R. Almengor	Lost & Paid Book Returned	15.95	15.95
S-13805	Virginia F. Wray	Lost & Paid Book Returned	3.00	3.00
S-13806	Wendy J. Gabrielson	Lost & Paid Book Returned	3.00	3.00
S-13807	Patricia A. Murphy	Lost & Paid Book Returned	14.00	14.00
S-13808	Commercial Card Solutions	Contract Services	59.95	59.95
S-13809	Oklahoma Tax Commission	State Sales Tax- Apr 2008	634.46	634.46
S-13810	Tim Tingle	Programming	3,350.00	3,350.00
S-13811	Demco	Furniture	120.86	120.86
S-13812	Highsmith Co., Inc.	Fixtures	299.00	299.00
S-13813	Charlee J. Gittings	Lost & Paid Book Return	6.89	6.89
S-13814	Terrell Z. Sanders	Lost & Paid Book Return	49.90	49.90
S-13815	Sung Laye Choe	Lost & Paid Book Return	15.00	15.00
S-13816	Sondra A. Butler	Lost & Paid Book Return	3.00	3.00

Special Funds


Warrant Register


May 2008

Number	Vendor/Payee	Purpose		Amount
S-13817	Josh L. Carroll	Lost & Paid Book Return	13.10	13.10
S-13818	Darryan Volbrecht	Lost & Paid Book Return	7.93	7.93
S-13819	Veronda J. Mason	Lost & Paid Book Return	15.99	15.99
S-13820	Kimberly D. Gabel	Lost & Paid Book Return	3.00	3.00
S-13821	Radawn D. Williams	Lost & Paid Book Return	15.00	15.00
S-13822	Naila S. Gutierrez	Lost & Paid Book Return	3.00	3.00
S-13823	Judy A. Webb	Lost & Paid Book Return	11.95	11.95
S-13824	Carol L. Roberts	Programming Activities	32.21	32.21
S-13825	MLS Endowment Trust	Transfer of Funds	1,000.00	1,000.00
S-13826	Claudia C. Marin	Programming	120.00	120.00
S-13827	Christine Francis	Programming Activities	700.00	700.00
Total of Special Funds Warrants Issued				\$ 49,641.30

I, Donna Morris, certify that:

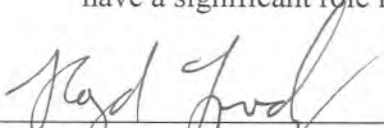
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered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

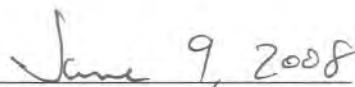

Donna Morris, Executive Director


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


Date

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

DATE: May 15, 2008

TIME: 3:30 pm

MEETING PLACE: Downtown Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County November 19, 2008. 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 13, 2008, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Nancy Anthony
Ralph Bullard
Fran Cory
Margaret Graham
Deanna Hannah
Penny McCaleb
Tracy McGehee
Lori Nelson
Marguerite Ross
Jim Shonts
Judy Smith
Beth Toland
Ray Vaughn
Greg Womack
Hugh Rice, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Glenda Choate
Carolyn Cornelius
Mick Cornett, Mayor of Oklahoma City
David Greenwell, Disbursing Agent
Jose Jimenez
Lee Alan Leslie
Tracy McDaniel
Mukesh Patel
Kim Patterson
Alyne Strube
Alexandra Vera

Estimate of general public and staff attending: 28

I. The meeting was called to order at 3:32 p.m. by, Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Anthony, Bullard, Cory, Graham, Hannah, McCaleb, McGehee, Ross, Shonts, Smith, Toland, Vaughn, Womack, Rice (Arrived: Nelson, 3:40 p.m.).

II. Mr. Rice introduced Mr. Tim Fisher, Assistant Manager of the Downtown Library. Mr. Fisher welcomed the commission and invited them for a tour of the building at the conclusion of the meeting.

III. Mr. Rice called for Presentation of Service Certificates for May 2008: Mary Sholly, Circulation Clerk, Downtown Library ~ 5 years of service.

IV. Mr. Rice called for comments from the general public. There were none.

V. Mr. Rice presented the Consent Docket; Document #92 – Approval of Minutes for April 17, 2008 Meeting; Document #93 – Acceptance of Review of Expenditures for April 2008; Document #94 – Approval of Contract Awards and Purchases.

Mr. Rice called for a motion.

Mrs. Nancy Anthony moved to accept the consent docket. Mr. Greg Womack seconded. Questions and discussion followed. Motion passed unanimously.

VI. Mr. Rice referred to the Committee Reports Document #95 – Discussion, Consideration, and Possible Action: Report and Minutes – Administrative & Personnel Committee Meeting April 16, 2008, Dr. Ann Caine, Chair

Mrs. Donna Morris, Executive Director stated the Administrative & Personnel Committee met on April 16 for a grievance hearing. The committee upheld the staff recommendation as reflected in the minutes. Questions and Discussion followed.

VII. Mr. Rice referred to Document #96 – Discussion, Consideration, and Possible Action: Report and Minutes – Long-Range Planning Committee Meeting April 30, 2008.

Mrs. Penny McCaleb stated the Long-Range Planning Committee met and reviewed the status of the already approved current and future Capitol Projects. She referred to the report and minutes from the meeting. The committee also discussed future anticipated needs, which include projects that have been discussed but the communities have yet to dedicate any funding. Questions and Discussion followed.

VIII. Mr. Rice referred to New Business; Document #97 – Discussion, Consideration, and Possible Action: Report and Recommendation from Administration ~ Northwest Library Project Amended and Restated Agreement.

Mrs. Morris explained the amendment to the Northwest Library Project Agreement. The original agreement was approved by the Commission on February 13, 2007. Since that time, the library has asked the city for additional funding for the project to be included in the 2007 bond issue. The city agreed and the bond issue passed; therefore, the original agreement needs to be amended to reflect the additional dollars. Questions and Discussion followed.

Mr. Jim Shonts moved to approve the Northwest Library Project amended and restated agreement. Mrs. McCaleb seconded. No further discussion; motion passed unanimously.

IX. Mr. Rice referred to Document #98 – Discussion, Consideration, and Possible Action: Report and Recommendation from Administration ~ Ralph Ellison Project Amended and Restated Agreement.

Mrs. Morris stated due to a couple of issues discovered yesterday regarding the estimate and the budgeted amounts that are still unclear, Administration is recommending the commission table the Ralph Ellison Project Amended and Restated agreement until the correct information is in place. Discussion followed.

Mr. Ralph Bullard moved to table the Ralph Ellison Amended and Restated Agreement. Mrs. Judy Smith seconded. Discussion followed. Motion passed unanimously.

X. Mr. Rice referred to Document #99 – Discussion, Consideration, and Possible Action: Report and Recommendation from Administration ~ Authorization to negotiate lease for temporary Ralph Ellison Library.

Mr. Bullard moved to authorize the library administration to negotiate a lease with Thomas B. Horne for space for the temporary Ralph Ellison Library through June 30, 2009. Mrs. Smith seconded. Discussion followed. Motion passed unanimously.

XI. Mr. Rice referred to Special Presentations ~ *MLS Summer Reading Programs* – Emily Williams, Young Adult Services Coordinator and Lisa Wood, Children’s Services Coordinator.

Mrs. Wood and Mrs. Williams presented a skit on the *Summer at the Library* program. Postcards were handed out regarding the Children’s program and the Teen program. The Children’s theme is *Catch the Reading Bug* and the Teen theme is *Metamorphosis*.

XII. Mr. Rice referred to the Information Reports.

- ♦ Document #100 – MLS April 2008 Circulation Report
- ♦ Document #101 – MLS April 2008 Computer Usage Report
- ♦ Document #102 – MLS April 2008 System Reserve Report

Discussion followed.

XIII. Mr. Rice called on Mrs. Morris to present the Executive Director’s Report.

Mrs. Morris stated the RFID tagging project is complete, six months ahead of schedule. Mrs. Morris recognized the Information Technology Department on a job well done.

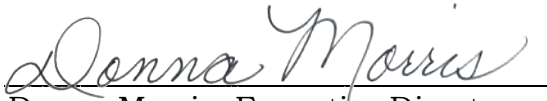
E-rate funding has been received for the fiscal year 2008-09 in the amount of \$ 216,938.34. This money is collected on consumer’s telephones and then schools and libraries across the country apply for the funding to offset telecommunications cost.

The library system has introduced an “online payment system” for our customers. You can now make payments for “overdue fines”, damaged and lost material using our secure payment system. We did a soft launch on the system on April 28th and to date there has been over 80 payments and \$ 1,700.00 has been collected.

XIV. Mr. Rice called for comments from Commission Members.

The next Commission meeting will be held at the Southern Oaks Library on June 19, 2008.

XV. There being no further business, the meeting was adjourned at 4:40 pm.


Donna Morris, Executive Director
(Secretary)

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: ANNUAL RENEWAL OF SUPPLY AND SERVICE CONTRACTS

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

Contractors	Supply/Services	Award Date	Estimated Cost	Account #
PureService Corporation	Janitorial & Pest Control for 18 Locations	4/20/06 Doc #85B	\$390,000.00	206
Demco	Durafold Book Jacket Covers & In-Processing Supplies	Sole Source	\$45,000.00	303
Southwest Paper	Georgia Pacific Paper Products	4/20/06 Doc #85C	\$35,000.00	310
Southwestern Stationary	Printing of Calendar of Events & <i>Metro Library Magazine</i>	6/15/06 Doc #103D	\$48,000.00	301
Mid-West Landscaping	Lawn & Flowerbed Maintenance	4/20/06 Doc #85A	\$30,000.00	208
Securitas Security Service	Uniformed Security Officers	5/17/07 Doc #98C	\$307,650.00	214
Kone Elevators	Maintenance of 6 Elevators at 3 Locations	5/17/07 Doc #98D	\$11,700.00	208
Cox Production Services	Studio Production for Read About It	Sole Source	\$11,000.00	230
Hewlett Packard	Computer Equipment Maintenance	Sole Source	\$151,000.00	231
Chickasaw Telecom	Cisco Telephone Equipment Maintenance	Sole Source	\$29,500.00	231

RECOMMENDATION:

That the Commission approve the renewal of the above contracts for the Fiscal Year 2008-09. Funding will be made available for these contracts in the FY 2008-09 budget.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM B: HEWLETT PACKARD LASERJET TONER CARTRIDGES

Provided for in the annual budget is the continuous requirement for various types of LaserJet toner cartridges for the various Hewlett Packard printers used throughout the Library system. The total purchase cost of these toner cartridges exceeds the maximum open market amount allowed by the purchasing policy.

Specifications were prepared and bids were let for 16 days. Bids were published for two days in ***The Oklahoman***. Bid packets were also sent to 11 prospective vendors.

A pre-bid conference was held on Tuesday, May 27, 2008. One vendor attended. Bids were received and publicly opened Tuesday, June 3, 2008. Six vendors responded.

LaserJet Toner Cartridges for Various Models

Vendors	HP Printer 4100 Series	HP Printer 2300 Series	HP Printer 4200 Series	HP Printer 2400 Series	HP Printer 4250/4350 Series
A/C/E Supply & Service	\$103.80	\$99.11	\$126.47	\$171.88	\$122.96
Oklahoma Business Systems	\$130.98	\$124.98	\$151.98	\$194.98	\$147.98
Sabre Technologies	\$101.00	\$95.00	\$122.00	\$165.00	\$118.00
Southwestern Stationery & Bank Supply	\$119.35	\$112.27	\$141.81	\$208.61	\$137.87
Stone Computer	\$104.70	\$97.69	\$124.39	\$169.87	\$129.74
Xpedx	\$115.90	\$109.00	\$139.08	\$189.02	\$135.21

LaserJet Toner Cartridges for the Model HPCP3505DN

Vendors	HP Printer HPQ6470A	HP Printer HPQ7581A	HP Printer HPQ7582A	HP Printer HPQ7583A
A/C/E Supply & Service	\$127.03	\$127.03	\$127.03	\$127.03
Oklahoma Business Systems	\$134.98	\$164.98	\$164.98	\$164.98
Sabre Technologies	\$106.00	\$138.00	\$138.00	\$138.00
Southwestern Stationery & Bank Supply	\$134.89	\$168.02	\$168.02	\$168.02
Stone Computer	\$109.83	\$139.19	\$139.19	\$139.19
Xpedx	\$120.66	\$155.33	\$155.33	\$155.33

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM B: HEWLETT PACKARD LASERJET TONER CARTRIDGES (CONTINUED)

LaserJet Toner Cartridges for the Model HPCP4005N

Vendors	HP Printer HPCB400A	HP Printer HPCB401A	HP Printer HPCB402A	HP Printer HPCB403A
A/C/E Supply & Service	\$133.62	\$197.55	\$197.55	\$197.55
Oklahoma Business Systems	\$158.98	\$220.98	\$220.98	\$220.98
Sabre Technologies	\$129.00	\$192.00	\$192.00	\$192.00
Southwestern Stationery & Bank Supply	\$165.41	\$231.88	\$231.88	\$231.88
Stone Computer	\$132.84	\$197.43	\$197.43	\$197.43
Xpedx	\$147.70	\$219.47	\$219.47	\$219.47

All vendors meet specifications and are located in Oklahoma County. Specifications required that this was an "All or None" bid. Sabre Technologies is the overall best and lowest bidder for the LaserJet toner cartridges.

RECOMMENDATION:

That the Commission award the contract for LaserJet toner cartridges to Sabre Technologies in the amounts indicated above for the Fiscal Year 2008-09. Funding for these purchases is provided for the FY 2008-09 Budget, account 303.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM C: LETTER SIZE COPIER PAPER

Provided for in the annual budget is the continuous request for letter size, white, 20 lb bond copier paper for use in the printers and copiers throughout the Library system. The total purchase cost of the copier paper exceeds the maximum open market amount allowed by the purchasing policy.

Specifications were prepared and bids were let for 18 days. Bids were published for two days in ***The Oklahoman***. Bid packets were also sent to 6 prospective vendors.

A pre-bid conference was held on Thursday, May 29, 2008. One vendor attended

A public bid opening was conducted Thursday, June 5, 2008. Five vendors responded.

Vendors	8 ½"x 11" Letter
Bill Warren Office Products	\$50.00 per case
Clampitt Paper Company	\$40.50 per case
Southwest Paper	\$36.60 per case
Southwestern Stationery	\$42.15 per case
Xpedx	\$34.15 per case

All vendors are located in Oklahoma County and meet specifications. Xpedx is the best and lowest bidder.

RECOMMENDATION:

That the Commission award the contract for the 8-1/2 x 11 letter size copier paper to Xpedx at the prices indicated above. Funding for the purchase of copier paper will be provided for in the FY 2008-09 budget, account 303.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM D: ADDITIONAL DESIGN SERVICES FOR THE SERVICE CENTER

On March 15, 2007, the Commission approved and awarded a contract to Studio Architecture for the design services of the library system's new service center in the amount of \$258,857.00. As design work proceeded, the scope of work increased which requires additional architectural fees. The original fee is based on the construction cost on the initial scope of work. The library system agreed to negotiate those increased costs upon completion of the bid documents but also included money in the FY2007-08 for the anticipated fee increase. The Scope changes included tilt up wall construction and additional serviceability upgrades such as flooring, tile and carpet tile. These items were presented to the Finance Committee at their meeting on July 19, 2007.

The construction documents are out to bid and the additional fees have been calculated for the increased scope of work and are \$71,500.00. This contract is considered a sole source and staff requests that the commission approve the additional amount for service center design fees.

RECOMMENDATION:

That the Commission award the \$71,500.00 in additional design fees to Studio Architect for the increased scope of work for the library service center. Adequate funding for this work is available in the Fiscal Year FY 2007-08 budget, account 450.

REPORT AND RECOMMENDATION FROM THE A & P COMMITTEE

The Administrative & Personnel Committee met May 28, 2008 for:

(Please reference the A & P Committee Packet mailed to entire Commission for the detailed reports)

I. Executive Session

To discuss with Attorney Courtney Warmington regarding anonymous allegations relating to employment practices. Pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B) (4) – “Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim Or conduct a pending investigation, litigation, or proceeding in the public interest”.

II. Return to Open Meeting for Discussion, Consideration, and Possible Action, if any, resulting from Executive Session.

III. Discussion, Consideration, and Possible Action: Report and Recommendation from Administration ~ Medical Funding Account.

IV. Discussion, Consideration, and Possible Action: Annual Review of Human Resources – Salaries and Benefit Plans.

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 Medical Funding Account and the Salaries and Benefit Plans to the Finance Committee meeting for approval on June 4, 2008.

Minutes of the May 28, 2008, A & P Committee meeting are included

As a result of the Executive Session discussions, the following recommendation is being brought to Commission for Approval.

COMMISSION ACTION:

Approve the recommendation from the Administrative and Personnel Committee that staff complete the revision of SH 510 Civil Rights Policy as soon as possible. Upon completion, the Administrative and Personnel Committee should be notified and the revised policy should be distributed to all staff immediately. Ongoing discrimination training should continue either through classes or online training for all employees and staff should continue to monitor compliance with existing civil rights policies and procedures.

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

DATE: Wednesday, May 28, 2008 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, May 14, 2008. 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 23, 2008, in conformity with the Oklahoma Open Meeting Act

COMMITTEE MEMBERS PRESENT:

Carolyn Cornelius
Margaret Graham
Marguerite Ross

COMMITTEE MEMBERS EXCUSED:

Alexandra Vera

OTHERS PRESENT:

Courtney K. Warmington, Attorney for Metropolitan Library System

ESTIMATE OF OTHERS PRESENT: 10

I. The meeting was called to order at 3:36 p.m. by Ms. Marguerite Ross, Acting Chair.

Roll was called to establish a quorum. Present: Cornelius, Graham, Ross.

II. Ms. Ross called for a motion to move into Executive Session for Discussion with Attorney, Courtney Warmington regarding anonymous allegations relating to employment practices

Pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B) (4)-
“Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, or proceeding in the public interest”.

Ms. Margaret Graham moved to go into Executive Session. Mrs. Carolyn Cornelius seconded. No further discussion. Motion passed unanimously.

The Committee went into Executive Session at 3:36 p.m.

Mrs. Cornelius moved to end Executive Session. Mrs. Graham seconded. No further discussion. Motion passed unanimously.

The Committee ended Executive Session at 4:20 p.m.

III. Ms. Ross entertained a motion resulting from Executive Session.

Mrs. Cornelius stated the Administrative and Personnel Committee recommends that staff complete the revision of SH 510 Civil Rights Policy as soon as possible. Upon completion, the Administrative and Personnel Committee should be notified and the revised policy should be distributed to all staff immediately. The Committee recommends that the ongoing discrimination training continue either through classes or online training for all employees and that staff continues to monitor compliance with existing civil rights policies and procedures. Mrs. Graham seconded. No further Discussion. Motion passed unanimously.

IV. Ms. Ross referred to the Discussion, Consideration, and Possible Action: Report and Recommendations from Administration~ Medical Funding Account.

Mr. Ric Rea, Director of Human Resources provided a history of the Medical Funding Account. The current definition of the Medical Funding Account requires that a minimum dollar reserve be retained in the fund. The reserve represents a percentage of the prior year's total premium. The definition then requires that funds in excess of the calculated reserve amount be used to buy-down premium increases for the library system and employees. Due to continued health care cost increases the Medical Funding Account balance has deteriorated over the past several years.

Mr. Rea called on Mrs. Kelley Hoffman, Benefits Manager to explain the proposed new formula.

Mrs. Hoffman stated the recommended change is to revise the Medical Funding Account reserve formula to reflect a minimum retention of a dollar amount equal to 35% of the

forthcoming Plan Year's Maximum Liability with the option to utilize the available surplus to buy-down premium contributions for the library system and employees. The revision would also provide for an annual Plan Year reconciliation and independent actuarial review.

Mrs. Graham moved to recommend that the Finance Committee and Library Commission revise the previously adopted Medical Funding Account definition (adopted in June 2002) replacing it with the formula stated. Mrs. Cornelius seconded. Discussion followed. Motion passed unanimously.

V. Ms. Ross referred to the Discussion, Consideration, and Possible Action: Annual Review of Human Resources ~ Salaries and Benefits.

Mr. Rea reviewed the recommendations from Administration. He referred to the salaries report and explained how the system compares to other surrounding systems in compensation for Librarians. The Metropolitan Library System's minimum salary range continues to be higher than Oklahoma Department of Libraries (ODL) and Tulsa City-County Library System (TCCL) and this year MLS is equal to Pioneer Multi-County Library System (PMC). Discussion followed.

As a part of the FY 2007-08 budget, a salary study was proposed and request for proposals were sought. One proposal was received, the contract was approved by the Commission and the results have been recently received. The library administration is still reviewing the findings of this study.

Mr. Rea stated based on the survey data, the predicted trends and the library's financial situation, the administration has included in the estimate of needs (preliminary budget) for FY 2008-09 a market adjustment of 4 % for all employees (full and part time) effective with the start of the pay period that includes January 1, 2009, and a merit increase schedule ranging from 0 to 3 % beginning July 1, 2008.

Additionally, the administration has included in the preliminary budget for FY 2008-09, the amount of \$52,000 for adjustments that might be justified after the review of the salary study has been completed.

Mr. Rea referred to Mrs. Hoffman to provide the Benefits portion of the report and recommendations.

Mrs. Hoffman reviewed the individual reports.

Administration requests that the A & P Committee recommend to the Finance Committee for inclusion in the FY 2008-2009 Budget the following recommendations regarding Salaries and Benefits:

Salaries

A merit increase schedule of from 0% to 3%, effective July 1, 2008

A market adjustment of 4% for all employees, effective with the beginning of the pay period that includes January 1, 2009.

Benefits

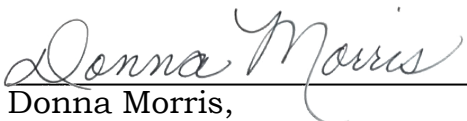
- A. Acceptance of the following items for the self-funded Employee Benefit Plan:
- Renewal of Paid Stop Loss Insurance policy with HCC Life Insurance Company;
 - Increase of \$0.55 per employee per month (PEPM) in the Third Party Administrator's (TPA) Administrative Services fee;
 - Increase of \$0.10 PEPM in the PPO network access fee;
 - Adoption of Performance Guarantees between the MLS and the current TPA; and
 - Renewal of the fully-insured Organ Transplant policy with AIG, including a 14.53% rate increase.
- B. Acceptance of a continuation in the current service provider and premium rates for the following benefit programs:
- Group Term Life Insurance and Accidental Death and Dismemberment;
 - Vision Insurance; and
 - Employee Assistance Program.
- C. Acceptance of a proposal from Unum for the Group Long Term Disability insurance, including a rate decrease, contingent upon the inclusion of a Cost of Living Adjustment provision and base Long Term Care policy.

Questions and Discussion Followed.

Ms. Ross called for a motion.

Mrs. Cornelius moved to recommend that the Finance committee incorporate the funds for the said recommendations into the FY 2008-09 budget and that the Commission, by approval of the estimate of needs, approve the plan changes in accordance with the funding level. Ms. Graham seconded. No further discussion. Motion passed unanimously.

VI. Ms. Ross called for any questions or comments. There were none. Ms. Ross adjourned the meeting at 4:50 p.m.


Donna Morris,
Executive Director
(Secretary)

REPORT AND RECOMMENDATIONS
FROM THE PUBLIC SERVICES COMMITTEE

The Public Services Committee met May 29, 2008 for:

(Please reference the Public Services Committee Packet mailed to entire Commission for the detailed reports)

- I. Discussion, Consideration, and Possible Action: Report and Recommendation from Administration ~ Revisions to Metropolitan Library System Policy and Procedure Manual

During its meeting, the Committee:

Reviewed and discussed all items.

COMMISSION ACTION:

Approve the recommendation from the Public Services Committee for adoption to the Metropolitan Library System Policy and Procedure Manual revisions to, AL 320 Rules of Conduct; AL 330 Responsibilities for Unsupervised Children in the Library; and AM 313 Local History Permission to Use & Fee Schedule.

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

PUBLIC SERVICES COMMITTEE

MINUTES

Thursday May 29, 2008 3:30 p.m.
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 May 14, 2008. 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 27, 2008, in conformity with the Oklahoma Open Meeting Act §311.

COMMITTEE MEMBERS PRESENT:

Jose Jimenez, Chair
Lee Alan Leslie
Lori Nelson
Kim Patterson
Judy Smith

COMMITTEE MEMBERS EXCUSED:

COMMISSION MEMBERS PRESENT:

Donna Morris, Executive Director

ESTIMATE OF OTHERS PRESENT: 9

I. The meeting was called to order at 3:31 p.m. by Mr. Jose Jimenez, Chair.

Roll was called to establish a quorum. Present: Leslie, Patterson, Smith, Jimenez, (Arrived: Nelson, 3:33).

II. Mr. Jimenez referred to Mrs. Donna Morris, Executive Director to present the report and recommendations from Administration.

Mrs. Morris explained the duties and history of the Public Services Committee for the new members recently appointed to the Committee.

Mrs. Morris referred to Kay Bauman, Deputy Executive Director/Library Operations to highlight the revisions to the policies.

Mrs. Bauman stated the revised policies have been reviewed by many staff including library managers, agency level staff, the security manager, Administrative Team, and also the library's attorney. Mrs. Bauman asked the committee to consider the entire documents being presented rather than any specific addition or deletion. She also asked the committee to point out any typographical or grammatical errors so they may be corrected.

Mrs. Bauman referred to AL 320 – Rules of Conduct Policy. This policy was initially adopted by the commission in 1976. The staff has been very thorough in reviewing the contents and the intentions of the policy. In the endeavor to provide an atmosphere that is conducive to the library's services and facilities it is necessary for staff to identify and clarify unacceptable conduct, which is what the revised Rules of Conduct Policy is designed to do. Mrs. Bauman added that it's important to be aware that the 1st step in dealing with unacceptable behavior is to go to the individual and educate them on what is expected while in the library. That will always be the first approach when possible. Questions and Discussion followed.

Mrs. Bauman stated the two main changes to AL 320 Rules of Conduct are the clarification of conduct that is unacceptable in the library and the addition of unsupervised children in the library as written in the AL 330 Responsibilities for Unsupervised Children in the Library Policy. There is an existing unsupervised children policy, but the language was not initially included in the Rules of Conduct policy. Mrs. Bauman called for questions relating to the Rules of Conduct policy. Questions and Discussion followed.

Mrs. Bauman referred to AL 330 – Responsibilities for Unsupervised Children in the Library.

Mrs. Bauman stated the policy for unsupervised children is an existing policy and is being revised to include an age limitation. The internal committee researched various library policies locally and throughout the United States to get an idea of what the standard is when dealing with unattended children in the library. After research and meeting with library staff the internal committee decided to revise the policy to reflect that children up to age 10 must have a parent/caregiver in the immediate vicinity of and in visual contact with the child. Other changes that were made to the policy were minor housekeeping type changes. Questions and Discussion followed.

Mrs. Bauman referred to AM 313 – Local History Permission to Use & Fee Schedule, a new policy being recommended by Administration for approval and inclusion in the Policy and Procedure manual.

Mrs. Bauman introduced Mr. Buddy Johnson, Librarian at the Downtown Library. Mr. Johnson works in the Oklahoma Collection Room. The Oklahoma Collection Room houses various items on local history including video, audio or high resolution digital images.

Mr. Johnson stated the policy will assist customers with their personal research or commercial endeavors. It will enable the system to share the great collection and be given proper credit when used by customers. Questions and Discussion followed.

Mrs. Morris stated a draft fee schedule is attached and will be taken to the Finance Committee for approval.


Mr. Jimenez called for a motion from the committee.

Mrs. Judy Smith moved to approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to, AL 320 Rules of Conduct; AL 330 Responsibilities for Unsupervised Children in the Library; and AM 313 Local History Permission to Use & Fee Schedule. Mr. Lee Alan Leslie seconded. No further discussion. Motion passed unanimously.

Mrs. Morris stated for the Committee's information, some minor housekeeping revisions were made to the following policies; AM 110~Delinquent/Lost/Damaged Materials; AM 200~Interlibrary Loan; AM 314~United States Government Documents; and AM 331~Transfer and Withdrawal of Materials.

Mr. Jimenez called for questions or comments. There were none.

III. There being no further business, Mr. Jimenez adjourned the meeting at 4:31 p.m.


Donna Morris, Executive Director
(Secretary)

REPORT AND RECOMMENDATIONS FROM FINANCE COMMITTEE

The Finance Committee met June 4, 2008, for:

(Please reference the A & P and Finance Committees' packets for the detailed reports.)

- I. Discussion, Consideration, and Possible Action: Report and Recommendations from Administrative & Personnel Committee meeting May 28, 2008
- II. Discussion, Consideration, and Possible Action: Report and Recommendations from Administration
 - MLC FY 2008-2009 Preliminary Budget
- III. Discussion, Consideration, and Possible Action: Report and Recommendations from Administration – Stewardship of Financial Resources - SF 900 Reporting Financial Concerns and SF 900.1 Procedures for Reporting Financial Concerns

During its meeting, the Committee:

Reviewed and discussed all items.

The following recommendations are the result of the discussions.

COMMITTEE ACTION:

- 1. To approve the Metropolitan Library System Preliminary Budget FY 2008-09.
- 2. To approve the recommendation for adoption to the Metropolitan Library System Policy and Procedure Manual a new policy, SF 900 Reporting Financial Concerns.

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

FINANCE COMMITTEE

MINUTES

DATE: Wednesday, June 4, 2008 TIME: 3:30 PM
MEETING PLACE: Downtown Library
300 Park Avenue, Classrooms A & B
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, May 20, 2008. 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 June 2, 2008, in conformity with the Oklahoma Open Meeting Act.

COMMITTEE MEMBERS PRESENT:

David Greenwell, Chair
Fran Cory
Jim Shonts
Greg Womack

COMMITTEE MEMBERS EXCUSED:

Nancy Anthony

COMMISSION MEMBERS PRESENT:

Donna Morris, Executive Director

ESTIMATE OF OTHERS PRESENT: 15

I. The meeting was called to order at 3:33 p.m. by Mr. David Greenwell, Chair.

Roll was called to establish a quorum. Present: Cory, Shonts, Greenwell, (Arrived: Womack, 3:40).

II. Mr. Greenwell called on Mrs. Donna Morris, Executive Director to provide the report and recommendations from the Administrative & Personnel Committee meeting held May 28, 2008.

Mrs. Morris stated the first recommendation from the A & P Committee is to revise the Medical Funding Account Definition which has been in place since June 2002. The current funding formula has depleted the reserve balance over the past few years. Staff recommends the definition be revised in hopes of regenerating a reserve balance. Discussion followed.

Mrs. Morris referred to the second recommendation from the A & P Committee regarding compensation and benefits. The recommendations for compensation have not changed from last year. Mrs. Morris called on Mrs. Kelley Hoffman, Benefits Manager to highlight the changes in the Benefit plan. Questions and Discussion followed.

Mr. Greenwell referred to the first recommendation from the A & P Committee.

The Administrative and Personnel Committee moves to have the Finance Committee approve the recommendation to revise the previously adopted Medical Funding Account definition (adopted in June 2002) to reflect a minimum retention of a dollar amount equal to 35% of the *forthcoming* Plan Year's Maximum Liability with the *option* to utilize the available surplus to buy-down premium contributions for the library system and employees. A motion coming from Committee requires no second. No further discussion; motion passed unanimously.

Mr. Greenwell referred to the second recommendation from the A & P Committee.

The Administrative and Personnel Committee moves to have the Finance Committee approve the following recommendations for incorporation into the FY 2008-09 Preliminary Budget.

1. Compensation:

- a merit increase schedule of from 0% to 3%, effective July 1, 2008.
- a market adjustment of 4% for all employees, effective with the beginning of the pay period that includes January 1, 2009.

2. Benefits:

Acceptance of the following items for the self-funded Employee Benefit Plan:

- renewal of Paid Stop Loss Insurance policy with HCC Life Insurance Company;
- increase of \$0.55 per employee per month (PEPM) in the Third Party Administrator's (TPA) Administrative Services fee;
- increase of \$0.10 PEPM in the PPO network access fee;
- adoption of Performance Guarantees between the MLS and the current TPA; and
- renewal of the fully-insured Organ Transplant policy with AIG, including a 14.53% premium rate increase.

Acceptance of a continuation in the current service provider and premium rates for the following benefit programs:

- Group Term Life Insurance and Accidental Death and Dismemberment;
- Vision Insurance; and
- Employee Assistance Program.

Acceptance of a proposal from Unum for the Group Long Term Disability insurance, including a rate decrease, contingent upon the inclusion of a Cost of Living Adjustment provision and base Long Term Care policy.

A motion coming from Committee requires no second. No further discussion; motion passed unanimously.

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

Mr. Lovely referred to page 1-1 of the FY08-09 Preliminary Budget, which shows the overall revenue the system expects to receive next fiscal year. The preliminary estimate of Ad Valorem valuations is anticipated to be 3.7% higher than last year. Mr. Lovely stated the \$24,088,375 listed on 1-1 under projected revenue is based on the anticipated increase in the Ad Valorem base. The amount will be adjusted and reflected in the final budget, once the final assessment numbers are received from the county.

Mr. Lovely referred to section 2 and stated the proposed total budget for FY 2008-09 is \$52,712,869.

The total budget consists of:

- \$ 26,527,049 for the operating budget
- \$ 9,302,208 for capital projects
- \$ 16,883,612 for reserves

The operating budget is an increase of 6.57%, or \$1,636,019, from last year's budget. Mr. Lovely highlighted the increases to the operating budget.

Questions and discussion followed.

Mr. Lovely reviewed the budget and actual comparisons for FY 2008-09 and 2007-08.

Questions and discussion followed.

Mr. Greenwell called for a motion on the FY 2008-09 Preliminary Budget.

Mr. Jim Shonts moved to approve the MLS FY 2008-09 Preliminary Budget as presented. Mrs. Fran Cory seconded. No further discussion. Motion passed unanimously.

IV. Mr. Greenwell referred to Discussion, Consideration, and Possible Action: Report and Recommendations from Administration ~ Stewardship of Financial Resources ~ SF 900 Reporting Financial Concerns and SF 900.1 Procedures for Reporting Financial Concerns.


Mrs. Morris stated last year the Finance Committee asked the Administration to take some steps related to financial practices that would bring the library system into compliance with most of the recommendations related to the Sarbanes Oxley Act of 2002. One of the final steps was to create a whistle blower policy for reporting financial concerns. The policy has been developed and both the policy and procedures for reporting financial concerns were included in the packets for review. Once approved, SF 900 Reporting Financial Concerns will become a part of the Metropolitan Library System Policy and Procedure manual.

Questions and discussion followed.

Mr. Greenwell called for a motion.

Mr. Greg Womack moved to approve the recommendation from Administration for adoption to the Metropolitan Library System Policy and Procedure manual a new policy, SF 900 Reporting Financial Concerns. Mr. Jim Shonts seconded. No further discussion. Motion passed unanimously.

V. There being no further business, Mr. Greenwell adjourned the meeting at 4:17 p.m.



Donna Morris, Executive Director
(Secretary)

Preliminary Budget
FY 2008 – 2009
(July 1, 2008 to June 30, 2009)

Please remember to bring your
FY 2008-09 Preliminary Budget Binder
to Commission meeting June 19, 2008

REPORT AND RECOMMENDATION FROM ADMINISTRATION

LEASE AGREEMENT BETWEEN THE METROPOLITAN LIBRARY SYSTEM AND CULINARY CONCEPTS

On April 19, 2007 the Metropolitan Library System entered into a Lease Agreement on the space and services afforded to Culinary Concepts to operate the First Edition Café & Espresso Bar in the Ronald J. Norick Downtown Library. As stated in that agreement, renegotiation and renewal of the agreement will occur in June of each year. The terms of the lease have been reviewed by the Don Theiry, Owner and Operator of Culinary Concepts and Donna Morris, Executive Director.

Item 2 has changed to reflect the option to negotiate modified hours of operation based on business demands and special Library events.

The attached agreement has been reviewed and all changes agreed upon prior to being presented to the Commission.

ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:

That the Commission approve the Lease Agreement between the Metropolitan Library System and Culinary Concepts effective July 1, 2008.

REPORT AND RECOMMENDATION FROM ADMINISTRATION

LEASE AGREEMENT FOR TEMPORARY RALPH ELLISON LIBRARY LOCATION

The commission at its regular meeting on May 16 authorized library staff to negotiate a lease with Thomas Horne through his leasing agency, Price Edwards, for a temporary location in the former Hollywood Video Store at NE 23rd and Martin Luther King Avenue for the Ralph Ellison Library.

Negotiations were successful at the approved amount and the lease is attached for your approval. Library attorney, William Comstock, has reviewed and approved the lease.

ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:

That the commission approve the proposed lease agreement. Adequate funding is provided in the FY 08-09 budget.

Thomas B. Horne

d/b/a

Thomas B. Horne, an individual

and

Metropolitan Library System

d/b/a

The Ralph Ellison Library

FREE STANDING BUILDING LEASE

THIS LEASE AGREEMENT, made and entered into as of the _____ day of _____ **2008**, by and between Thomas B. Horne, d/b/a Thomas B. Horne, an individual, as First Party, hereinafter referred to as "Landlord" and, Metropolitan Library System, d/b/a The Ralph Ellison Library as Second Party, for convenience hereinafter designated "Tenant".

WITNESSETH:

1. BASIC LEASE TERMS

- 1.1

General Location:

1918 NE 23rd Street

Oklahoma City, Oklahoma 73120
- 1.2

Parties and Address:

Landlord:

Thomas B. Horne

367 West 900 North

Salt Lake City, Utah 84103

Tenant:

Metropolitan Library System d/b/a The Ralph Ellison Library
- 1.3

Agreed Size of Premises:

6,656 square feet.
- 1.4

Lease Term:
(See Article 3)

The following is for reference only:

Commencement of Lease: June 20, 2008

Takeover Date: June 20, 2008

Expiration of Lease: June 19, 2009

Approximate Term: 1 Year
- 1.5

Options:
(See Article 45)

one (1) option to renew for 6 months
- 1.6

Rent:
(See Article 39)

Minimum Monthly Rent: \$4,437.33

being \$8.00 per square foot.
- 1.7

Contents of Lease:

Page 1 through 21

Paragraph 1.1 through 47

Exhibits:

A. Plot Plan 17

B. Legal Description 18-20

C. Landlords Work 21
- 2

The provisions of this Article 1 are set forth for demonstrative and reference purposes and in the event of any apparent conflict between the "basic lease terms" of Article 1 and the provisions of any other Article of this lease, such conflict shall be resolved on the basis of and consistent with the other, more detailed provisions of the remaining Articles hereof.

2. PREMISES LEASED

That for and in consideration of the rents and covenants herein reserved and contained on the part of the Tenant to be paid, performed and observed, Landlord hereby demises and leases to Tenant ~~a part of the business building~~ as shown and described on the drawing attached hereto, marked Exhibit "A", and made a part hereof or as described herein below, the aforesaid description to be automatically modified to contain the exact location of the building actually occupied by Tenant, on the Land on which same is actually constructed; with all the rights, easements, and appurtenances thereunto belonging and usually had and enjoyed therewith, and all upon and subject to the terms, conditions and provisions herein contained. The parties have reviewed the premises and plot plans and other information involving the premises and notwithstanding survey error, or mathematical error, or otherwise, for the purposes of the lease, the parties agree that the premises leased hereunder contain Six Thousand Six Hundred Fifty Six (6,656) square feet. Landlord warrants that it has good title to the premises, that it will, at the beginning of the term hereof, deliver possession to Tenant in good condition, free of all other tenancies, which condition will comply with all laws and ordinances to the premises and their intended use.

3. TERM

TO HAVE AND TO HOLD said demised premises as limited hereinafter, for a term of One (1) year, which shall commence on **June 20, 2008**, and terminate on **June 19, 2009**.

4. FINANCING

Landlord shall have the right and privilege at all times to subject and subordinate this lease to the lien of any mortgage or mortgages hereinafter placed upon the Landlord's interest in the said premises and upon the land or premises of which Leased Premises are a part and Tenant agrees to execute any needed instruments to subordinate this lease to such mortgage as may be required from time to time.

~~**5. FREE STANDING BUILDING**~~

~~Tenant agrees to have its store open for business during the normal business hours throughout the term(s) of this lease and to operate the entire Leased Premises during the term(s) of this lease and any renewal or extension thereof, and to conduct its business at all times in good faith, in a high grade and reputable manner, and in such manner as will produce the maximum amount of rent under the provisions of this lease. Tenant shall not use the Leased Premises for any purpose which increases the rate of insurance cost, except by written agreement with Landlord, nor which would invalidate any policy of insurance covering or carried on the building in which Leased Premises are located, nor conduct any auction, fire, closeout or bankruptcy sales in or about the premises; nor obstruct the sidewalks or common areas or use the same for business or display purposes, nor abuse walls, ceilings, partitions, floors, wood, stone, iron work, nor use plumbing for any purpose other than that for which constructed, nor make or permit any noise or odor objectionable to the public, or to the occupants of the building, to emit from the premises, or create, maintain or permit a nuisance thereon; nor do any act tending to injure the reputation of the shopping center; nor place or permit any radio or television antenna, loud speaker or sound amplifier, or similar device on the roof or outside of the building; nor, where loading and delivery services are provided, use or permit to be~~

~~used, front entrances for truck delivery or pickup of merchandise or supplies, or permit trucks or other delivery vehicles, while being used for such purposes, to be parked, during the usual hours the shopping center is open for business, at any place within the shopping center except where such facilities are specifically provided for such purpose.~~

6. MAINTENANCE AND REPAIR

6.1 Tenant shall keep maintained and in good repair all of the Leased Premises, including, but not limited to any and all utility service lines serving the Leased Premises whether or not same are actually located in or on the Leased Premises.

6.2 Tenant agrees to notify Landlord prior to conducting any repairs or replacements which require access to the roof.

6.3 Landlord may enter upon the Leased Premises at all reasonable hours to inspect it. If Tenant fails to maintain the Leased Premises as required in this Lease or fails to make a necessary repair or repairs or replacement after ten (10) days notice by Landlord, Landlord may order such repairs(s) or replacement and charge the cost thereof to the Tenant payable within five (5) days after receipt of such notice from Landlord as additional rent.

6.4 The parties hereto understand and agree that this Lease is and is intended to be a "net" Lease, and that Tenant will at all times during the term hereof be responsible for all maintenance, repair and replacement costs associated with the Leased Premises, not to exceed \$500.00 per occurrence.

~~7. COMMON AREA~~

~~The common area charges shall be the cost and expense of operating and maintaining all those portions of the shopping center in a manner considered by the Landlord to be reasonable and appropriate and for the best interest of the shopping center, including without limitation, all cost and expense of operating, repairing, lighting, cleaning, painting, striping, sanitary control, removal of trash, rubbish, garbage, and other refuse, security, pest control and the cost of personnel to implement and supervise these services, the removal of snow, ice and debris, landscaping, including the cost of replacing and replanting flowers and shrubberies. This additional rent shall be paid monthly. The estimated monthly charge is _____ (\$ _____) and shall be adjusted annually upwards or downwards, based on Tenant's prorata share, to reflect the actual cost incurred. The Tenant shall then be credited or billed accordingly to reflect this adjustment.~~

~~8. RULES AND REGULATIONS FOR COMMON AREA~~

~~Landlord reserves the right to promulgate such reasonable rules and regulations from time to time, relating to the use of the parking areas, sidewalks, landscaped areas, accommodation areas and any part or parts thereof, as Landlord may deem appropriate and for the best interests of the tenants, and Tenant agrees to abide by such rules and to cooperate in the observance thereof.~~

~~9. MERCHANTS ASSOCIATION~~

~~Tenant agrees throughout the term of this lease, and any extension thereof, to maintain membership in good standing in the Merchants Association, for the purpose of creating and maintaining a fund for the general promotion and welfare of the shopping center as a whole. Tenant agrees to pay to said Association annual minimum dues payable on a monthly basis.~~

~~10. TENANT PARKING~~

~~Tenant shall require all of its employees to park their automobiles in parking areas provided in the shopping center by Landlord for the purpose of Tenant and Tenant's employees parking in order that the most convenient parking areas will be available for the exclusive use of customers of the various tenants of the shopping center. Within ten (10) days after written request by the Landlord, Tenant shall furnish to the Landlord the automobile license numbers of the vehicles customarily used by the Tenant and the Tenant's employees and will thereafter notify the Landlord of any change of such vehicles within ten (10) days of such change.~~

~~11. SITE PLAN CHANGES~~

~~Landlord represents that the site plan of the shopping center is tentative and reserves the right from time to time to make changes in the shop, size, and location of improvements, buildings, truck ways, accommodation areas, loading docks, parking layout, and other improvements including promotional and/or regulatory signage and to eliminate or add any improvements or buildings to the shopping center, provided, however, that no change shall be made which substantially reduces the area to be leased to Tenant or which substantially changes the location of the premises to be occupied by tenant, without first obtaining written consent of Tenant.~~

12. ALTERATIONS

It is understood that Tenant may not make any alterations or changes to the leased premises without the express written consent of the Landlord. If alterations and improvements to the premises are made by the Tenant with the written consent of Landlord, it shall be then determined and expressly stated in written consent as to whether said alterations and improvements to be made by Tenant shall be and become a part of the real estate, or be removable by Tenant, or whether Tenant shall be entitled to reimbursement therefore, and if so, the terms and conditions for such removal or reimbursement, otherwise such alterations and/or improvements shall become part of the real estate.

~~13. TAX REIMBURSEMENT~~

~~_____ Tenant shall pay, as additional rental, the taxes assessed on the Leased Premises. If at any time during the term of this Lease the methods of taxation prevailing at the Commencement Date shall be altered so that in lieu of, as a supplement to, or a substitute for the whole or any part of the real estate taxes or assessments now levied, assessed, or imposed on the premises, there shall be partially as a capital levy or otherwise, on the rents received therefrom or (2) a tax, assessment, levy (including but not limited to any municipal, state or federal levy), imposition, or charge measured by or based in whole or in part upon the Leased Premises and imposed upon the Landlord, or (3) a license fee measured by the rent payable under this Lease, then all such taxes, assessments, levies, impositions, and charges, or the part thereof so measured or based, shall be deemed to be included in the general real estate taxes and assessments payable by the Tenant pursuant to the terms of this Lease to the extent that such taxes, assessments, levies, impositions, and charges would be payable if the Leased Premises were the only property of the Landlord subject thereto, and, in accordance with the provisions of this Article, said tax, assessment, levy, imposition, or charge shall be included as part of the total expenses of Tenant, as a substitute for or in addition to as the case may be, the general real estate taxes and assessments mentioned therein. Tenant reserves the right to appear with the Landlord before the Board of Equalization or other duly appointed board for the purpose of protesting any increases in assessments.~~

14. INSURANCE

The Tenant shall carry liability insurance on the Leased Premises in an amount of at

least one hundred (100%) percent of the replacement cost of same with a deductible of no more than Ten Thousand and No/100 Dollars (\$10,000.00). In the event the Leased Premises are partially or wholly destroyed at the fault of the Tenant, then the Tenant shall, at his sole cost and expense, promptly rebuild or replace the Leased premises in as good condition as prior to such casualty.

15. CASUALTY

In the event said premises are damaged, partially destroyed or rendered partially unfit for their accustomed uses by fire, tornado, or any other casualty, Landlord shall, at its expense, promptly restore the premises to substantially the condition in which they were immediately prior to such casualty. From the date of such casualty until said premises are restored, rent shall abate in such proportion as the part of said premises thus destroyed or rendered unfit bears to the total premises. In the event the premises are totally destroyed or rendered wholly unfit for their accustomed uses by any casualty, Landlord may, at its option, elect to restore said premises at its expense to substantially the condition they were in prior to such casualty. If Landlord does not commence such restoration within six (6) months after such casualty, this lease shall terminate and Tenant shall be liable for rent only to the time of such casualty. The premises shall be deemed totally destroyed if the cost of restoration exceeds fifty percent (50%) of the fair market value of the improvements thereon prior to such casualty. Tenant shall receive prorata refund on any advance rent paid for the period during which the premises are unfit for use.

16. ~~INDEMNITY~~

~~Tenant agrees to indemnify Landlord from any and all damages to the contents of and any portion of the building herein leased during the term granted, and from any action or claim by any person arising from the maintenance, operation or use by the Tenant of the premises, or for any condition existing on said premises under the control of Tenant or which condition is arising from alleged negligence of Tenant in which Landlord is included as defendant, Tenant will assume all of the burdens, costs and expenses of the defense thereof, including attorney's fees and the cost of settlement or judgment obtained against Landlord by reason thereof.~~

17. LIABILITY INSURANCE

Tenant agrees to carry public liability insurance covering the premises and the business conducted therein, which insurance shall be in amount not less than \$1,000,000 each person and \$1,000,000 each accident for bodily injury and \$1,000,000 each occurrence for property damage. Such policies shall be for the benefit of Landlord and Tenant as their interests may appear. Tenant shall provide Landlord proof of such insurance prior to occupancy.

18. TENANT'S PERSONAL PROPERTY

Tenant also agrees to carry insurance against fire and other risks as are from time to time included in standard Fire and Extended Coverage insurance, for the full insurable value, covering all of Tenant's merchandise, trade fixtures, furnishings, wall coverings, floor coverings, carpeting, drapes, machinery, equipment and all items of personal property of Tenant located on or within the premises. Tenant shall provide Landlord with copies of the policies or certificates evidencing that such insurance is in full force and effect and stating the terms thereof. Tenant shall provide Landlord with proof of such insurance prior to occupancy.

19. EXTERIOR SIGNS

~~It is mutually understood and agreed by the parties hereto that, in order to maintain harmony of all exterior advertising in the shopping center in which the above described property is located, any exterior advertising or electric signs placed on or attached to any portion of the above described business building must first be approved by Landlord in writing in advance of the actual installation thereof by Tenant. Tenant specifically agrees that the aforesaid sign will be installed in place before it begins its business operations on the above described premises. Tenant shall maintain temporary exterior signage which is in compliance with all city regulations and ordinances.~~

20. ~~EXTERIOR LIGHTING~~

~~It is further understood and agreed that in order to maintain harmony in the operating of all exterior electric lights, including electric and/or neon signs, Tenant specifically agrees that it will keep all such exterior lights burning at the hours so established by the Landlord for each day of each month during the term provided for herein, except at such times as the aforesaid lights are being replaced, repaired, or electric power is unavailable and that said exterior electric power shall be controlled by a time clock in order that all such electric lights shall be turned on and off in all stores in the shopping center at approximately the same time during the various seasons of the year. In order to abide by the aforesaid exterior electric lights provision, Tenant further agrees specifically to set its individual time clock to turn on its exterior lights at the particular hour and minute of each day the Landlord determines said lights for the entire Building should be turned on, it being further specifically agreed that such change of time of the setting of said time clocks shall not be more than once each calendar month.~~

21. REFUSE RECEPTACLE

Tenant agrees to provide, install and maintain rat-proof metal refuse receptacles with lids for its own use, of a kind conforming to standards set up in the City Ordinance; said receptacles to be installed in the rear of the leased premises on or before date Tenant opens for business.

22. DEFAULT

If Tenant shall vacate said premises or abandon the same during the life of this lease, or in case the Tenant defaults in the payment of rent herein reserved or any installment thereof, or materially defaults in any of the covenants herein contained to be kept, observed and performed by Tenant, and if such default or defaults shall continue for ten (10) days after written notice of such default or breach has been mailed to Tenant, the Landlord may, at its option, terminate this lease, or may without terminating this lease, but the Landlord shall not be under any obligation to do so, enter into said premises, remove Tenant's property and signs therefrom and relet the same in good faith, for the account of the Tenant on the best rental basis available and on the best reasonable terms available, without such re-entry working a forfeiture of the rents to be paid, or the covenants to be performed during the full term of this lease. Tenant shall pay to Landlord all the necessary costs and expenses of such reletting including but not limited to the cost of repairs, changes, alterations or additions; and Tenant will satisfy and pay to Landlord at the times specified on this lease, the minimum rental less the amount of rent Landlord receives as a result of reletting.

Should Landlord take possession of the demised premises under the permissive terms of this lease,

for and on account of material and substantial breach thereof by Tenant, or should Tenant at any time vacate the premises herein demised or assign this lease or sublet the entire premises then in such event, anything in this lease to the contrary notwithstanding, Tenant (or in the case of subletting or permitted assignment, Tenant's assigns or subtenants) shall pay to Landlord an annual rent for each year of the unexpired term equal to the rent paid by Tenant hereunder.

23. ASSIGNMENT

The Tenant shall not assign this lease or sublet the whole or any part of the above described premises without first obtaining in advance specific written consent of Landlord; and, should Tenant assign this lease or sublet the whole or any part of said premises without first obtaining in advance specific written consent of Landlord, neither the acceptance of rent by Landlord from tenant or from other persons thereafter, nor failure on the part of Landlord for any particular period to take action on account of such breach, or to enforce its rights, shall be deemed a waiver of such breach, but the same shall be a continuing breach so long as such subtenancy or occupancy continues.

~~24. BANKRUPTCY~~

~~Neither this lease, nor any interest therein or any estate created hereby, shall pass to any trustee or receiver in bankruptcy, or to any other receiver or assignee for the benefit of creditors or otherwise by operation of the law, but that in any of these events said lease may be canceled at the option of Landlord, by giving ten (10) days notice period, pass to Landlord. If Landlord exercises its option to recover possession of the premises upon the occurrence of one of such events, it shall not be held to have waived its cause of action against Tenant for its failure to perform fully the terms of this lease prior to such event.~~

25. WAIVER OF SUBROGATION

The Landlord and Tenant hereby waive any rights each may have against the other on account of any loss or damage occasioned to the Landlord or Tenant, as the case may be, their respective property, or the building of which the demised premises are a part, as a result of fire or other casualty; and the parties each agree to have all fire or casualty insurance policies covering the demised premises, the building, or the contents therein, contain a provision or endorsement to that effect.

26. HOLDING OVER

In the event the Tenant remains in possession of the herein leased premises after the expiration of this lease, or any renewal thereof, and without the execution of a new lease, it shall be deemed to be occupying said premises as a Tenant from month-to-month, subject to all of the conditions, provisions and obligations of this lease insofar as same are applicable to a month-to-month tenancy.

27. QUIT AND SURRENDER

Tenant agrees at the termination of this lease, however such termination may be brought about, to

quit and surrender the premises to Landlord in as good condition as they are when occupancy begins hereunder, natural wear and tear from a reasonable use thereof and damage or destruction of said premises by fire, flood, Act of God and obsolescence excepted.

28. ~~LIEN ON TENANT'S PROPERTY~~

~~All property of Tenant which may be at any time during the term of this lease in or upon the said demised premises, whether exempt from execution or not, shall be bound and subject to a lien for the payment of any delinquent rent herein reserved and for any damage arising from any breach by Tenant or any of the covenants or agreements of this lease to be by it performed. In case substantial default be made in the payment of any installments of the rents received herein, or default continues for a period of ten (10) days after written notice by Landlord to Tenant that it is in default, the Landlord, its successors or assigns may take possession of said property or any parts thereof, and sell or cause the same to be sold at public or private sale toward the cost thereof, and then toward the debt and/or damages as aforesaid, the remainder, if any, to be returned to Tenant.~~

29. ATTORNEY'S FEES

Tenant further covenants to pay all reasonable attorney's fees and expenses of the Landlord incurred in enforcing any of the obligations of the Tenant under this lease, in all cases in which it shall be determined that the Tenant is at fault. Landlord further covenants to pay all reasonable attorney's fees and expenses of the Tenant incurred in enforcing any of the obligations of the Landlord under this lease, in all cases in which it shall be determined that the Landlord is at fault.

30. CUMULATIVE RIGHTS

The various rights, powers, elections and remedies of the Landlord contained in this lease shall be construed as cumulative, and no one of them as exclusive of any rights or priorities, allowed by law, and no rights shall be exhausted by being exercised on one or more occasions.

31. ASSENT TO BREACH OF CONTRACT

Any assent, expressed or implied, by the Landlord, to any breach of any covenant or condition herein contained shall operate as such only in the specific instance and shall not be construed as an assent or waiver of any such covenant or condition generally, or of any subsequent breach thereof.

32. NOTICE

Whenever under this lease a provision is made for notice of any kind, it shall be deemed sufficient notice and service hereof, if such notice to the Tenant is in writing addressed to the Tenant at its last known post office address or at the leased premises, and deposited in the mail with postage prepaid, registered for return receipt.

33. RECORDING OF LEASE

In the event that during the term of this lease, Landlord or Tenant shall desire evidence of the existence of this lease recorded, Landlord and Tenant shall execute, acknowledge and deliver a supplemental agreement in the office of the Recorder of Deeds of the County in which leased premises are located in order that commencement and ending dates of the term of this lease shall appear on record.

34. POSSESSION AND USE

It is expressly agreed that said premises, during the term of this lease, will be used and occupied for the purpose of conducting therein a(n) **library** with operations similar to other libraries in Oklahoma County, Oklahoma, and that said premises shall be used for no other purpose except specifically provided for herein, without first obtaining the written consent of Landlord and that Tenant shall promptly comply with all lawful laws, ordinances, orders and regulations affecting the use of the premises hereby leased and the cleanliness, safety, occupation and the use of same.

35. AMENDMENTS

It is mutually agreed that the covenants and conditions herein are the full and complete terms of this lease; and that no alterations, amendments or modifications of said terms shall be binding unless first reduced to writing and signed by both parties hereto.

36. HEIRS AND ASSIGNS

It is further covenanted and agreed that each and every one of the terms, conditions, and covenants herein contained shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors and assigns.

~~37. RIGHTS OF MORTGAGE~~

~~**37.1 Subordination of Lease.** This lease is subject and subordinate to any first mortgage which may now or hereafter encumber the shopping center and/or lot, and to all renewals, modifications, consolidations, replacements and extensions thereof. Any such first mortgage to which this lease is subordinate may contain such terms, provisions and conditions as the holder may require. This clause shall be self-operative and no further instrument of subordination need be required by any mortgagee. In confirmation of such subordination that Landlord may request, Tenant specifically agrees to sign upon request by Landlord a lease subordination agreement in the form attached hereto as Exhibit "B" and an estoppel certificate in the form attached hereto as Exhibit "C" or such other forms of such documents as Landlord may request.~~

~~**37.2 Limitation on Mortgagee's Liability.** Upon entry and taking possession of the building for any purpose other than foreclosure, the holder of a mortgage shall have all rights of Landlord and, during the period of such possession, the duty to perform all Landlord's obligations hereunder. Except during such periods of possession, no such holder shall be liable, either as mortgagee or as holder of a collateral assignment of this lease, to perform, or be liable in damages for failure to perform, any of the obligations of Landlord unless and until such holder shall enter and take possession of the building.~~

~~**37.3 No Prepayment or Modification.** No fixed rent, minimum rent, percentage rent or any other charge shall be paid more than ten (10) days prior to the due dates thereof, and payments made in violation~~

~~of this provision shall (except to the extent that such payments are actually received by a mortgagee in possession or in the process of foreclosing its mortgage) be a nullity as against such mortgagee. No assignment of this lease and no agreement to make or accept any surrender, termination or cancellation of this lease and no agreement to modify so as to reduce the rent, change the term or otherwise materially change the rights of Landlord under this lease or to relieve Tenant of any obligations or liability under this lease shall be valid unless consented to in writing by Landlord's mortgagees of record, if any.~~

~~**37.4—No Release or Termination.** No act or failure to act on the part of Landlord which would entitle Tenant under the terms of this lease, or by law, to be relieved of Tenant's obligations hereunder or to terminate this lease, shall result in a release of termination of such obligations or a termination of this lease unless (1) Tenant shall have first given written notice of Landlord's act or failure to act to Landlord's mortgagees of record, if any, specifying the act or failure to act on the part of Landlord which could or would give basis to Tenant's rights and (b) such mortgagees, after receipt of such notice, have failed or refused to correct or cure the condition complained of within a reasonable time thereafter, but nothing contained in this Section 37.4 shall be deemed to impose any obligation on any such mortgagee to correct or cure any such condition. "Reasonable time" as used above means and includes a reasonable time to obtain possession of the mortgaged premises, if the mortgagee elects to do so, and a reasonable time to correct or cure the condition if such condition is determined to exist.~~

~~**37.5—Continuing Offer.** The covenants and agreements contained in this lease with respect to the rights, powers and benefits of a mortgagee (particularly, without limitation thereby, the covenants and agreements contained in this Article 37) constitute a continuing offer to any person, corporation or other entity, which by accepting or requiring an assignment of this lease or by entry or foreclosure assumes the obligation herein set forth with respect to such mortgagee; such mortgagee is hereby constituted a party to this lease as an obligee hereunder to the same extent as though its name was written hereon as such; and such mortgagee shall be entitled to enforce such provisions in its own name. Tenant agrees on request of Landlord to execute and deliver from time to time any agreement, which may reasonably be deemed necessary to implement the provisions of this Article 37.~~

~~**37.6—Mortgagee's Approval.** Landlord and Tenant are aware that this lease must be approved by Landlord's interim and permanent mortgage lenders. In connection herewith, Landlord shall exercise its best efforts to secure such approval at the earliest possible date and the parties hereto shall promptly and in good faith consider the revisions to this lease, if any, required by Landlord's lenders. If Tenant shall refuse to consent to any such required revisions, Landlord may elect to terminate this lease, in which event neither party shall have any further obligations hereunder.~~

38. ESTOPPEL CERTIFICATE

~~Tenant agrees on the commencement date, and from time to time thereafter upon not less than fifteen (15) days prior written request by Landlord, to execute, acknowledge and deliver to Landlord a statement in writing in the form attached hereto as Exhibit "C" certifying that this lease is unmodified and in full force and effect; that Tenant has no defenses, offsets or counterclaims against its obligations to pay the fixed rent and additional rent and to perform its other covenants under this lease; that there are no uncured defaults of Landlord or Tenant under this lease (or, if there have been any modifications), that there are any defenses, offsets, counterclaims, or defaults, setting them forth in reasonable detail; and the dates to which the fixed minimum rent, percentage rent, common area and other charges have been paid. Any such statement delivered pursuant to this Article 38 may be relied upon by any prospective purchaser or mortgagee of premises, which include the premises or any prospective assignee of any such mortgagee.~~

39. FIXED MINIMUM ANNUAL RENT

Tenant shall pay to Landlord, without demand and without deduction or set-off at the rental payment place or at such other address for the rental payment place as Landlord by notice in writing to Tenant may from time to time direct rent as follows:

39.1 Base Rent - Year One: A minimum annual rent of Eight Dollars (\$8.00) per square foot of store area or Fifty-Three Thousand Two Hundred Forty Eight Dollars(\$53,248.00) for the first lease year payable at the rate of Four Thousand Four Hundred Thirty Seven and 33/100 Dollars(\$4,437.33) per month.

All payments are due to be paid in advance upon the first day of each and every month commencing upon the Commencement Date (such monthly installments being hereinafter called "Minimum Monthly Rent").

40. — ~~SALES RECORDS, REPORTS AND EXAMINATION~~

~~Tenant hereby agrees to maintain adequate records (confirming to generally accepted accounting practices) showing all of the Gross Sales at, in from and upon the leased premises for each Percentage Rent Year or Fractional Percentage Rent Year during the terms of this Lease.~~

~~On or before the fifteenth (15th) day of the month next following the end of each calendar month, Tenant shall furnish Landlord at the place then fixed for the payment of rent a statement signed by Tenant showing in reasonably accurate detail the amount of Gross Sales for the preceding month, which information Landlord will hold in confidence, except that Landlord may reveal such reported sales to any mortgagee or prospective mortgagee, encumbrancer or purchaser of the shopping center.~~

~~On or before the first day of the second month next following the end of each Percentage Rent Year or Fractional Percentage Rent Year during the Lease Term, Tenant shall furnish Landlord a sworn statement duly certified by Tenant, showing the sales (computed as herein provided) made by Tenant, its sublessee, concessionaires, and licensees, if any, during the preceding Percentage Rent Year or Fractional Percentage Rent Year, and Tenant shall pay at such time the entire amount of Percentage Rent then due hereunder for such period.~~

~~For the purpose of ascertaining the amount of Percentage Rent properly payable hereunder, Tenant agrees to prepare and keep on the Leased Premises or at Tenant's principal offices for a period of not less than three (3) years following the end of each Percentage Rent Year or Fractional Percentage Rent Year adequate records which shall show inventories and receipts of merchandise at the Leased Premises by Tenant and any other persons conducting any business upon the Leased Premises.~~

~~Landlord or its duly authorized representatives may, on regular business days and within reasonable office hours, inspect Tenant's records of sales made in the Leased Premises annually, either at the premises or at Tenant's principal offices, provided that such inspection is made within three (3) years after statement of sales is furnished Landlord by Tenant and is limited to the period of sales covered by such statement. Any claim by Landlord for revision of statement of sales or for additional rent must be made in writing to Tenant within three (3) years after the date such statement of sales is mailed to Landlord; otherwise it shall be deemed waived by Landlord. If Landlord's audit shall disclose a deficiency in Percentage Rental paid for any Percentage Rent Year or Fractional Percentage Rent Year to the extent of three percent (3%) or more, Tenant shall promptly pay to Landlord the amount of such deficiency and in addition the cost of such audit. Landlord will hold in confidence all sales figures and other information obtained from Tenant's records except as otherwise set forth herein.~~

41. — ~~DEFINITION OF GROSS SALES~~

~~The term "Gross Sales" as used herein shall mean the total dollar amount of the actual sales price, whether for cash or on credit or partly on cash and partly on credit, of all sales of merchandise and services and of any and all other receipts of business conducted in or from the Leased Premises, including but not~~

~~limited to, all gift and merchandise certificates, mail or telephone orders received or filled at or from the Leased Premises, deposits not refunded to purchasers including all sums paid on lay-away sales which are or shall become forfeited to Tenant, orders taken in and from the Leased Premises whether or not filled elsewhere, commissions received on vending machines or other coin-operated devices, sales by any sublessee, concessionaire or licensee of Tenant or otherwise in the Leased Premises, and the retail value of any goods, services, food or merchandise received by employees in lieu of earnings.~~

~~Gross Sales, however, shall not include any sums collected or paid out by Tenant for any sales, use, occupation or rental excise tax imposed by any duly constituted governmental authority upon purchases from Tenant at retail and collectible by Tenant from purchasers, nor the amount of returns to shippers or manufacturer, exchanges, allowances and discounts, and transfers of merchandise from the Leased Premises to other stores of Tenant.~~

~~Each sale upon installment or credit shall be regarded as a sale for the full price in the month during which the sale shall be made, irrespective of the time when Tenant shall receive payment from its customer, but lay-away sales shall not be taken into account until they shall become actual sales, except for forfeited lay-away sales as provided. No deductions shall be allowed for uncollected or uncollectible credit accounts.~~

42. LANDLORD'S MAILING ADDRESS

All checks for rental due under this lease shall be made payable to **Thomas B. Horne** and mailed to the following address: **367 West 900 North Salt Lake City, Utah 84103** until such time as the Landlord advises the Tenant in writing as to a different mailing address.

43. MISCELLANEOUS RENT PROVISIONS

Any rent or other amounts to be paid by Tenant which are not paid when due shall be considered as delinquent and a late charge equal to five percent (5%) of the minimum monthly rental payment shall be assessed on any rent payment made after the tenth (10th) day of the month in which said payment is due. Late charges shall be considered as additional rental and if not paid as required shall constitute a default by Tenant in the terms and conditions of this Lease Agreement. If the Commencement Date is other than the first day of the month, Tenant shall pay on the Commencement Date a prorated partial Minimum Monthly Rent for the period prior to the first day of the next calendar month, and thereafter Minimum Monthly Rent payments shall be made not later than the first day of each calendar month.

44. ADDITIONAL RENT

All amounts required or provided to be paid by Tenant under this Lease Agreement shall be deemed rent, and the failure to pay the same shall be treated in all events as the failure to pay rent.

45. OPTION

Tenant shall have the right to renew this lease for One (1) additional term(s) of Six (6) months, with the term commencing at the expiration of the first One (1) year term hereof. Such privilege shall be exercised by the Tenant giving the Landlord notice in writing of its intention to exercise such privilege at least one (1) month prior to the expiration of the first term hereof.

~~46. SECURITY DEPOSIT~~

~~Tenant will maintain a Security Deposit in the amount of Four Thousand Four Hundred Thirty Seven & 33/100 Dollars (\$4,437.33) to be held by Landlord as security without interest, for and during the term of this Lease, which deposit shall be returned to Tenant at the termination of this Lease provided there exists no breach of an undertaking of Tenant. If all or any part of the Security Deposit is applied to an obligation of the Tenant hereunder, Tenant shall immediately upon request by Landlord restore the Security Deposit to its original amount. Tenant shall have the right to call upon Landlord to apply all or any part of the Security Deposit to cure any default or fulfill any obligation of Tenant, but such use shall be solely in the discretion of the Landlord. Upon any conveyance by Landlord of its interest under this Lease, the Security Deposit may be delivered by Landlord to Landlord's grantee or transferee. Upon any such delivery, Tenant hereby releases Landlord herein named of any and all liability with respect to the Security Deposit, its application and return, and Tenant agrees to look solely to such grantee or transferee. It is further understood that this provision shall also apply to subsequent grantees and transferees.~~

~~47. COMPLIANCE WITH LAWS~~

~~Tenant, at Tenant's expense, shall comply with all laws, rules, orders, ordinances, directions, regulations, and requirements of federal, state, county, and municipal authorities, now in force or which may hereafter be in force, which shall impose any duty upon Landlord or Tenant with respect to the use, occupation, or alteration of the premises, including without limitation the Americans with Disabilities Act.~~

IN WITNESS WHEREOF, we have hereunto set our hands and seals the day and year first above written.

LANDLORD

TENANT

Thomas B. Horne, an individual

Metropolitan Library System d/b/a The Ralph Ellison Library

BY: _____

BY: _____

WITNESS:

ATTEST: _____
Secretary

EXHIBIT "A"
PLOT PLAN

EXHIBIT "B"
LEGAL DESCRIPTION

The Legal Descriptions are as follows:

Tract 1:

Part of Block Twenty-five (25), ROSS HEIGHTS SECOND ADDITION to Oklahoma City, as shown by the recorded plat thereof, more particularly described as follows:

Beginning at a point 33.00 feet South and 233.00 feet West of the Northeast corner of the Northeast Quarter (NE/4) of the Northeast Quarter (NE/4) of Section Twenty-six (26), Township Twelve (12) North, Range Three (3) West of the Indian Meridian, Oklahoma County, Oklahoma;

Thence South 139.00 feet;

Thence West 50.00 feet;

Thence North 139.00 feet;

Thence East 50.00 feet to the point of beginning.

Tract 2:

Part of Block Twenty-five (25), ROSS HEIGHTS SECOND ADDITION to Oklahoma City, as shown by the recorded plat thereof, more particularly described as follows:

Beginning at a point 33.00 feet South and 283.00 feet West of the Northeast corner of the Northeast Quarter (NE/4) of the Northeast Quarter (NE/4) of Section Twenty-six (26), Township Twelve (12) North, Range Three (3) West of the Indian Meridian, Oklahoma County, Oklahoma;

Thence South 139.00 feet;

Thence West 50.00 feet;

Thence North 139.00 feet;

Thence East 50.00 feet to the point of beginning.

Tract 3:

Part of Block Twenty-five (25), ROSS HEIGHTS SECOND ADDITION to Oklahoma City, as shown by the recorded plat thereof, more particularly described as follows:

Beginning at a point 33.00 feet South and 333.00 feet West of the Northeast corner of the Northeast Quarter (NE/4) of the Northeast Quarter (NE/4) of Section Twenty-six (26), Township Twelve (12) North, Range Three (3) West of the Indian Meridian, Oklahoma County, Oklahoma;

Thence South on a line parallel with the East line of said above described tract a distance of 139.00 feet;

Thence West on a line parallel with the North line of said above described tract a distance of 70.00 feet;

Thence North 139.00 feet;

Thence East 70.00 feet to the point of beginning.

Tract 4:

A tract of land in the Northeast Quarter (NE/4) of Section Twenty-six (26), Township Twelve (12) North, Range Three (3) West of the Indian meridian, Oklahoma City, Oklahoma County, Oklahoma

being more particularly described as follows:

Commencing at the Northeast corner of Block Twenty-five (25) in Ross Heights Second Addition, an addition to the City of Oklahoma City according to the recorded plat thereof, said point being 33.00 feet South and 33.00 feet West of the Northeast corner of the Northeast Quarter (NE/4) of said section Twenty-six (26);

Thence North 89°41'07" West and parallel to the North line of said Northeast Quarter (NE/4) a distance of 200.00 feet;

Thence South and parallel to the East line of said Northeast Quarter (NE/4) a distance of 139.00 feet;

Thence North 89°41'07" West a distance of 22.00 feet to the point of beginning.

Thence South a distance of 171.96 feet;

Thence North 89°41'07" West a distance of 243.87 feet;

Thence North a distance of 45.00 feet;

Thence North 89°41'07" West a distance of 132.50 feet;

Thence North a distance of 50.00 feet;

Thence South 89°41'07" East a distance of 228.37 feet;

Thence North a distance of 77.48 feet;

Thence South 89°41'07" East a distance of 148.00 feet to the point of beginning.

Tracts 1, 2, 3, & 4 when taken together, comprise the following legal description:

A tract of land in the Northeast Quarter (NE/4) of Section Twenty-six (26), Township Twelve (12) North, Range Three (3) West of the Indian meridian, Oklahoma City, Oklahoma County, Oklahoma being more particularly described as follows:

Commencing at the Northeast corner of Block Twenty-five (25) in Ross Heights Second Addition, an addition to the City of Oklahoma City according to the recorded plat thereof, said point being 33.00 feet South and 33.00 feet West of the Northeast corner of the Northeast Quarter (NE/4) of said section Twenty-six (26);

Thence North 89°41'07" West and parallel to the North line of said Northeast Quarter (NE/4) a distance of 200.00 feet to the point of the beginning;

Thence South and parallel to the East line of said Northeast Quarter (NE/4) a distance of 139.00 feet;

Thence North 89°41'07" West a distance of 22.00 feet;

Thence South a distance of 171.98 feet;

Thence North 89°41'07" West a distance of 243.87 feet;

Thence North a distance of 48.00 feet;

Thence North 89°41'07" West a distance of 132.50 feet;

Thence North a distance of 50.00 feet;

Thence South 89°41'07" East a distance of 228.37 feet;

Thence North a distance of 216.48 feet;

Thence South 89°41'07" East a distance of 170.00 feet to the point of beginning.

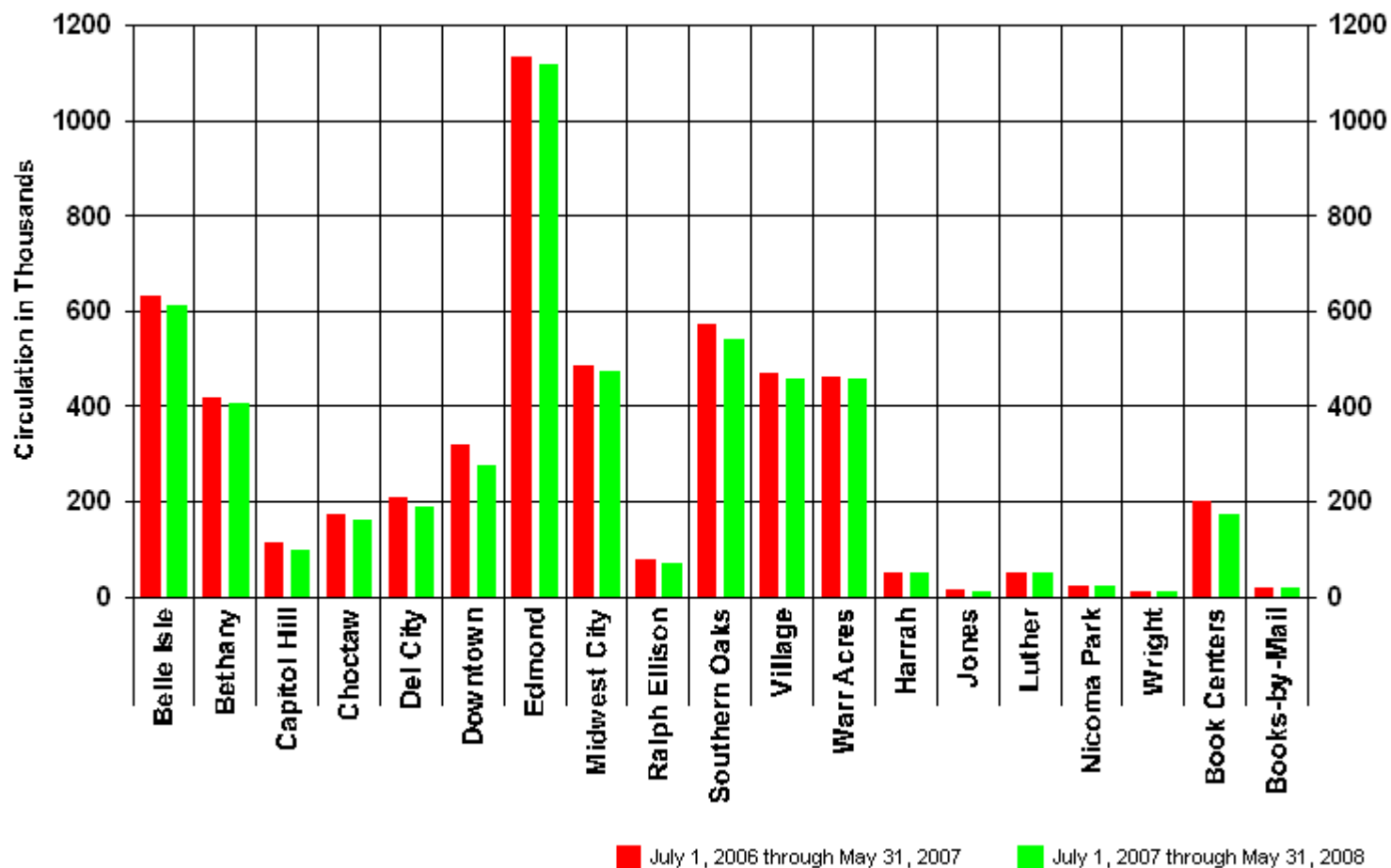
Together with the easement rights created by Reciprocal Easement Agreement filed 4-16-99 and recorded in Book 7568, page 764, records of Oklahoma County, Oklahoma, over the tract of land described in Exhibit "A-1" attached hereto and make a part hereof.

EXHIBIT "C"
LANDLORD'S WORK

Landlord will remove the exterior signage and the interior shelving within the premises.

Circulation Gains and Losses

July 1, 2007 through May 31, 2008 (91.67% of the 07-08 Fiscal Year)



Circulation Gains and Losses

July 1, 2007 through May 31, 2008 (91.67% of the 07-08 Fiscal Year)

MAY 31, 2008		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
BELLE ISLE	07	42623	476695	13384	154926	56007	631621	
	08	41066	463999	12054	146199	53120	610198	
		-1557	-12696	-1330	-8727	-2887	-21423	-3.4
BETHANY	07	27083	287978	11510	130548	38593	418526	
	08	24757	281562	10430	124607	35187	406169	
		-2326	-6416	-1080	-5941	-3406	-12357	-3.0
CAPITOL HILL	07	7620	74799	2704	36343	10324	111142	
	08	5506	68174	2269	30269	7775	98443	
		-2114	-6625	-435	-6074	-2549	-12699	-11.4
CHOCTAW	07	10234	110725	5533	62535	15767	173260	
	08	8359	98641	5069	61848	13428	160489	
		-1875	-12084	-464	-687	-2339	-12771	-7.4
DEL CITY	07	13630	149152	5266	58605	18896	207757	
	08	11824	133958	4690	55033	16514	188991	
		-1806	-15194	-576	-3572	-2382	-18766	-9.0
DOWNTOWN	07	21974	241174	5729	76381	27703	317555	
	08	17998	210971	4960	63748	22958	274719	
		-3976	-30203	-769	-12633	-4745	-42836	-13.5
EDMOND	07	61481	667344	40983	464195	102464	1131539	
	08	58584	657413	41395	458510	99979	1115923	
		-2897	-9931	412	-5685	-2485	-15616	-1.4
MIDWEST CITY	07	31915	350088	10857	134178	42772	484266	
	08	30127	336517	11792	136846	41919	473363	
		-1788	-13571	935	2668	-853	-10903	-2.3
RALPH ELLISON	07	4919	57674	1424	17936	6343	75610	
	08	4542	52131	1315	16474	5857	68605	
		-377	-5543	-109	-1462	-486	-7005	-9.3
SOUTHERN OAKS	07	33129	426189	11106	147186	44235	573375	
	08	35185	400550	11601	139157	46786	539707	
		2056	-25639	495	-8029	2551	-33668	-5.9
VILLAGE	07	29590	322173	11607	145613	41197	467786	
	08	28360	319595	12252	138479	40612	458074	
		-1230	-2578	645	-7134	-585	-9712	-2.1
WARR ACRES	07	28940	311815	13020	150330	41960	462145	
	08	28469	313174	11862	142890	40331	456064	
		-471	1359	-1158	-7440	-1629	-6081	-1.3

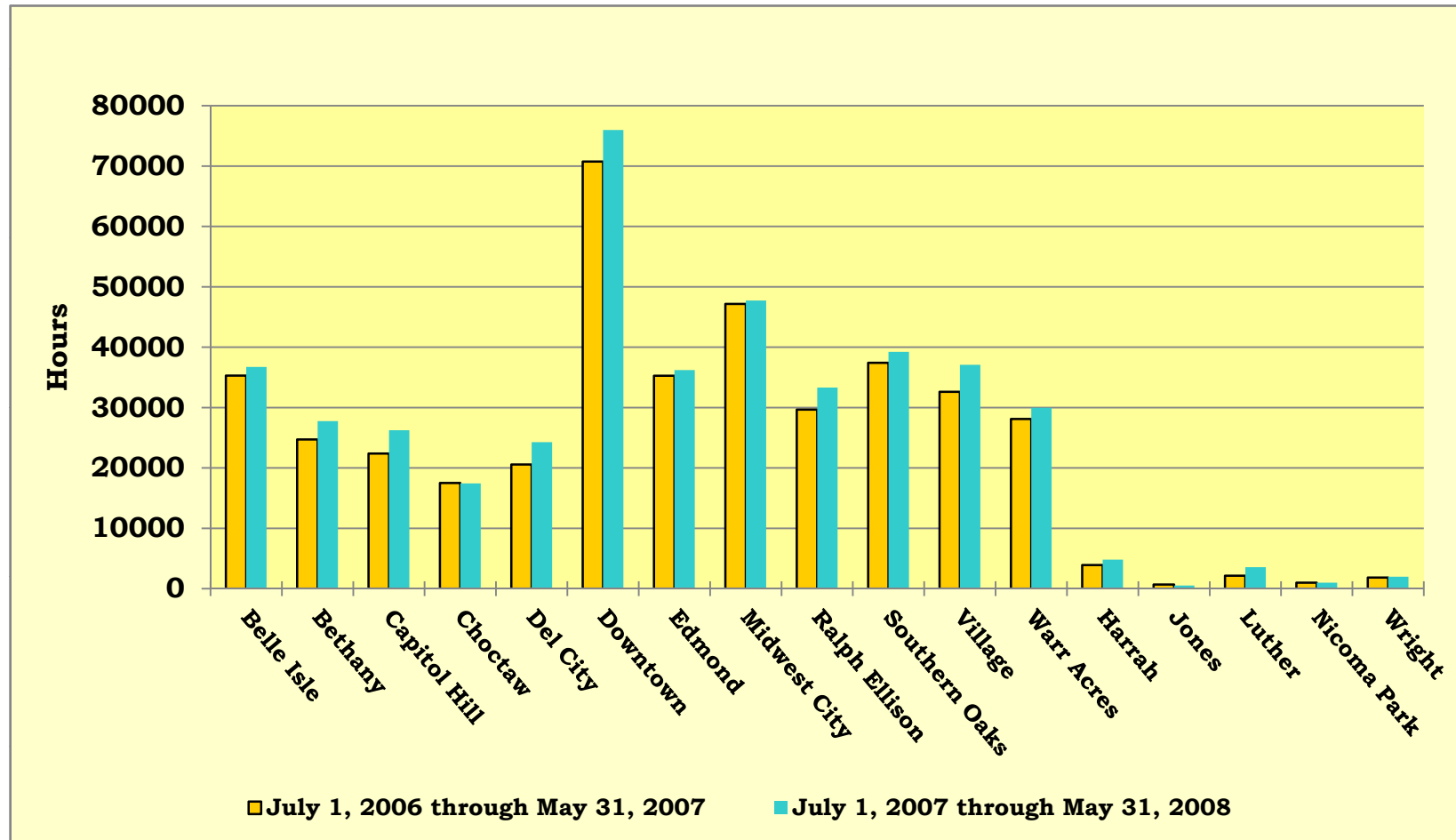
Circulation Gains and Losses

July 1, 2007 through May 31, 2008 (91.67% of the 07-08 Fiscal Year)

MAY 31, 2008		<u>ADULT</u> <u>MONTH</u>	<u>ADULT</u> <u>YEAR</u>	<u>JUVENILE</u> <u>MONTH</u>	<u>JUVENILE</u> <u>YEAR</u>	<u>TOTAL</u> <u>MONTH</u>	<u>TOTAL</u> <u>YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
HARRAH	07	3509	35679	1151	14220	4660	49899	
	08	3242	35839	1345	14756	4587	50595	
		-267	160	194	536	-73	696	1.4
JONES	07	1223	12563	325	2920	1548	15483	
	08	782	8568	289	3088	1071	11656	
		-441	-3995	-36	168	-477	-3827	-24.7
LUTHER	07	3948	39510	1075	11415	5023	50925	
	08	3696	38675	1024	10276	4720	48951	
		-252	-835	-51	-1139	-303	-1974	-3.9
NICOMA PARK	07	1709	19290	266	4128	1975	23418	
	08	1784	18191	221	3097	2005	21288	
		75	-1099	-45	-1031	30	-2130	-9.1
WRIGHT	07	883	7254	100	1434	983	8688	
	08	849	8162	197	2227	1046	10389	
		-34	908	97	793	63	1701	19.6
<u>OTHER:</u>								
BOOK CENTERS	07	9391	103512	6069	95859	15460	199371	
	08	9769	106067	6103	67052	15872	173119	
		378	2555	34	-28807	412	-26252	-13.2
BOOKS-BY-MAIL	07	1806	17313	0	0	1806	17313	
	08	1727	18560	0	0	1727	18560	
		-79	1247	0	0	-79	1247	7.2
TOTALS	07	335607	3710927	142109	1708752	477716	5419679	
	08	316626	3570747	138868	1614556	455494	5185303	
		-18981	-140180	-3241	-94196	-22222	-234376	-4.3

Total Computer Hours Used by Library

July 1, 2007 through May 31, 2008 (91.67% of the 07-08 Fiscal Year)



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Total Computer Usage

July 1, 2007 through May 31, 2008 (91.67% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	07	226		4,687		3,412.35		4,314		49,696		35,282.09	
	08	237		4,370		3,257.06		4,236		50,824		36,730.31	
		11	4.9	-317	-6.8	-155.29	-4.6	-78	-1.8	1,128	2.3	1,448.22	4.1
BETHANY	07	213		3,588		2,627.53		2,934		33,748		24,720.27	
	08	171		3,116		2,446.10		3,305		36,542		27,755.16	
		-42	-19.7	-472	-13.2	-181.43	-6.9	371	12.6	2,794	8.3	3,034.89	12.3
CAPITOL HILL	07	189		3,054		2,349.13		2,698		29,149		22,379.27	
	08	141		2,861		2,385.16		2,812		32,672		26,244.93	
		-48	-25.4	-193	-6.3	36.03	1.5	114	4.2	3,523	12.1	3,865.66	17.3
CHOCTAW	07	85		2,222		1,856.48		1,643		19,953		17,491.78	
	08	88		1,655		1,336.30		1,682		21,202		17,438.99	
		3	3.5	-567	-25.5	-520.18	-28.0	39	2.4	1,249	6.3	-52.79	-.3
DEL CITY	07	182		2,992		2,208.30		2,639		27,491		20,572.24	
	08	144		3,024		2,315.49		2,946		31,663		24,257.18	
		-38	-20.9	32	1.1	107.19	4.9	307	11.6	4,172	15.2	3,684.94	17.9
DOWNTOWN	07	225		9,921		7,029.36		4,615		92,586		70,734.17	
	08	211		8,372		6,829.08		4,161		99,866		75,969.55	
		-14	-6.2	-1,549	-15.6	-200.28	-2.8	-454	-9.8	7,280	7.9	5,235.38	7.4
EDMOND	07	244		4,825		3,476.37		4,791		49,083		35,258.39	
	08	242		3,955		3,153.85		4,620		47,886		36,215.70	
		-2	-.8	-870	-18.0	-322.52	-9.3	-171	-3.6	-1,197	-2.4	957.31	2.7
MIDWEST CITY	07	348		6,354		4,548.25		6,026		65,193		47,164.65	
	08	298		5,362		4,212.68		5,920		64,287		47,736.46	
		-50	-14.4	-992	-15.6	-335.57	-7.4	-106	-1.8	-906	-1.4	571.81	1.2
RALPH ELLISON	07	166		4,234		3,148.46		3,188		37,672		29,655.17	
	08	120		3,996		3,198.35		2,799		42,855		33,319.83	
		-46	-27.7	-238	-5.6	49.89	1.6	-389	-12.2	5,183	13.8	3,664.66	12.4

Total Computer Usage

July 1, 2007 through May 31, 2008 (91.67% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	07	293		4,460		3,160.27		5,537		52,774		37,397.64	
	08	346		4,875		3,575.79		5,509		53,553		39,225.85	
		53	18.1	415	9.3	415.52	13.1	-28	-.5	779	1.5	1,828.21	4.9
VILLAGE	07	258		4,969		3,554.69		4,268		45,707		32,604.27	
	08	244		4,241		3,282.33		4,389		49,800		37,082.33	
		-14	-5.4	-728	-14.7	-272.36	-7.7	121	2.8	4,093	9.0	4,478.06	13.7
WARR ACRES	07	177		4,305		3,001.26		3,437		39,472		28,102.76	
	08	213		3,610		2,734.05		3,575		42,110		29,969.87	
		36	20.3	-695	-16.1	-267.21	-8.9	138	4.0	2,638	6.7	1,867.11	6.6
HARRAH	07	29		588		434.43		464		5,321		3,918.54	
	08	27		755		569.94		564		6,272		4,803.89	
		-2	-6.9	167	28.4	135.51	31.2	100	21.6	951	17.9	885.35	22.6
JONES	07	1		77		57.93		77		908		679.55	
	08	10		75		53.65		80		654		516.32	
		9	900.0	-2	-2.6	-4.28	-7.4	3	3.9	-254	-28.0	-163.23	-24.0
LUTHER	07	8		295		237.22		306		2,793		2,154.15	
	08	28		480		407.16		348		4,049		3,556.14	
		20	250.0	185	62.7	169.94	71.6	42	13.7	1,256	45.0	1,401.99	65.1
NICOMA PARK	07	3		115		87.11		129		1,330		978.77	
	08	7		101		90.84		141		1,374		982.10	
		4	133.3	-14	-12.2	3.73	4.3	12	9.3	44	3.3	3.33	.3
WRIGHT	07	15		254		175.43		171		2,725		1,839.33	
	08	16		274		219.75		191		2,640		1,979.88	
		1	6.7	20	7.9	44.32	25.3	20	11.7	-85	-3.1	140.55	7.6
TOTAL	07	2,662		56,940		41,364.57		47,237		555,601		410,933.04	
	08	2,543		51,122		40,067.58		47,278		588,249		443,784.49	
		-119	-4.5	-5,818	-10.2	-1,296.99	-3.1	41	.1	32,648	5.9	32,851.45	8.0

Computer Usage by Adult Customers

July 1, 2007 through May 31, 2008 (91.67% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	07	188		4,129		3,000.69		3,659		43,565		30,931.52	
	08	193		3,619		2,678.31		3,540		42,905		30,874.12	
		5	2.7	-510	-12.4	-322.38	-10.7	-119	-3.3	-660	-1.5	-57.40	-.2
BETHANY	07	151		2,547		1,843.93		2,319		25,985		19,147.80	
	08	129		2,408		1,825.89		2,618		27,013		20,271.23	
		-22	-14.6	-139	-5.5	-18.04	-1.0	299	12.9	1,028	4.0	1,123.43	5.9
CAPITOL HILL	07	116		1,465		1,279.07		1,541		13,026		10,908.19	
	08	86		1,479		1,320.08		1,532		15,236		13,512.12	
		-30	-25.9	14	1.0	41.01	3.2	-9	-.6	2,210	17.0	2,603.93	23.9
CHOCTAW	07	61		1,383		1,151.73		1,172		13,244		11,431.24	
	08	62		918		704.08		1,193		12,862		10,277.37	
		1	1.6	-465	-33.6	-447.65	-38.9	21	1.8	-382	-2.9	-1,153.87	-10.1
DEL CITY	07	147		2,140		1,554.80		2,048		20,307		15,098.51	
	08	109		2,145		1,598.45		2,251		21,659		16,489.97	
		-38	-25.9	5	.2	43.65	2.8	203	9.9	1,352	6.7	1,391.46	9.2
DOWNTOWN	07	199		8,969		6,288.25		3,886		83,551		63,865.28	
	08	174		7,389		5,942.53		3,443		89,242		67,417.48	
		-25	-12.6	-1,580	-17.6	-345.72	-5.5	-443	-11.4	5,691	6.8	3,552.20	5.6
EDMOND	07	200		3,817		2,722.39		3,885		39,786		28,643.67	
	08	202		3,158		2,522.53		3,671		38,426		29,067.43	
		2	1.0	-659	-17.3	-199.86	-7.3	-214	-5.5	-1,360	-3.4	423.76	1.5
MIDWEST CITY	07	276		4,518		3,299.27		4,762		46,887		34,510.63	
	08	240		3,742		2,950.06		4,577		44,499		33,563.13	
		-36	-13.0	-776	-17.2	-349.21	-10.6	-185	-3.9	-2,388	-5.1	-947.50	-2.7
RALPH ELLISON	07	103		2,392		1,867.60		2,368		24,767		19,728.40	
	08	81		2,023		1,599.49		2,034		24,286		19,345.16	
		-22	-21.4	-369	-15.4	-268.11	-14.4	-334	-14.1	-481	-1.9	-383.24	-1.9

Computer Usage by Adult Customers

July 1, 2007 through May 31, 2008 (91.67% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	07	211		2,947		2,144.40		4,130		35,993		25,977.26	
	08	251		3,119		2,346.24		4,077		35,243		26,386.22	
		40	19.0	172	5.8	201.84	9.4	-53	-1.3	-750	-2.1	408.96	1.6
VILLAGE	07	199		3,525		2,555.29		3,383		33,356		24,173.45	
	08	189		3,188		2,430.26		3,432		35,380		26,692.67	
		-10	-5.0	-337	-9.6	-125.03	-4.9	49	1.4	2,024	6.1	2,519.22	10.4
WARR ACRES	07	131		3,029		2,080.47		2,813		30,343		21,619.65	
	08	157		2,450		1,822.64		2,876		28,691		20,640.57	
		26	19.8	-579	-19.1	-257.83	-12.4	63	2.2	-1,652	-5.4	-979.08	-4.5
HARRAH	07	17		357		246.53		304		3,623		2,523.73	
	08	13		392		282.15		364		3,945		2,960.28	
		-4	-23.5	35	9.8	35.62	14.4	60	19.7	322	8.9	436.55	17.3
JONES	07			39		26.92		43		425		342.21	
	08	5		46		36.64		51		415		345.38	
		5		7	17.9	9.72	36.1	8	18.6	-10	-2.4	3.17	.9
LUTHER	07	6		139		105.34		163		1,452		1,156.95	
	08	10		185		165.67		174		1,778		1,595.54	
		4	66.7	46	33.1	60.33	57.3	11	6.7	326	22.5	438.59	37.9
NICOMA PARK	07	1		84		72.27		90		790		524.62	
	08	7		59		46.87		100		869		547.40	
		6	600.0	-25	-29.8	-25.40	-35.1	10	11.1	79	10.0	22.78	4.3
WRIGHT	07	13		192		132.59		122		2,046		1,413.42	
	08	14		208		168.77		137		1,763		1,330.04	
		1	7.7	16	8.3	36.18	27.3	15	12.3	-283	-13.8	-83.38	-5.9
TOTAL	07	2,019		41,672		30,371.54		36,688		419,146		311,996.53	
	08	1,922		36,528		28,440.66		36,070		424,212		321,316.11	
		-97	-4.8	-5,144	-12.3	-1,930.88	-6.4	-618	-1.7	5,066	1.2	9,319.58	3.0

Computer Usage by Minor Customers

July 1, 2007 through May 31, 2008 (91.67% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	07	38		558		411.66		655		6,131		4,350.57	
	08	44		751		578.75		696		7,919		5,856.19	
		6	15.8	193	34.6	167.09	40.6	41	6.3	1,788	29.2	1,505.62	34.6
BETHANY	07	62		1,041		783.60		615		7,763		5,572.47	
	08	42		708		620.21		687		9,529		7,483.93	
		-20	-32.3	-333	-32.0	-163.39	-20.9	72	11.7	1,766	22.7	1,911.46	34.3
CAPITOL HILL	07	73		1,589		1,070.06		1,157		16,123		11,471.08	
	08	55		1,382		1,065.08		1,280		17,436		12,732.81	
		-18	-24.7	-207	-13.0	-4.98	-.5	123	10.6	1,313	8.1	1,261.73	11.0
CHOCTAW	07	24		839		704.75		471		6,709		6,060.54	
	08	26		737		632.22		489		8,340		7,161.62	
		2	8.3	-102	-12.2	-72.53	-10.3	18	3.8	1,631	24.3	1,101.08	18.2
DEL CITY	07	35		852		653.50		591		7,184		5,473.73	
	08	35		879		717.04		695		10,004		7,767.21	
			.0	27	3.2	63.54	9.7	104	17.6	2,820	39.3	2,293.48	41.9
DOWNTOWN	07	26		952		741.11		729		9,035		6,868.89	
	08	37		983		886.55		718		10,624		8,552.07	
		11	42.3	31	3.3	145.44	19.6	-11	-1.5	1,589	17.6	1,683.18	24.5
EDMOND	07	44		1,008		753.98		906		9,297		6,614.72	
	08	40		797		631.32		949		9,460		7,148.27	
		-4	-9.1	-211	-20.9	-122.66	-16.3	43	4.7	163	1.8	533.55	8.1
MIDWEST CITY	07	72		1,836		1,248.98		1,264		18,306		12,654.02	
	08	58		1,620		1,262.62		1,343		19,788		14,173.33	
		-14	-19.4	-216	-11.8	13.64	1.1	79	6.3	1,482	8.1	1,519.31	12.0
RALPH ELLISON	07	63		1,842		1,280.86		820		12,905		9,926.77	
	08	39		1,973		1,598.86		765		18,569		13,974.67	
		-24	-38.1	131	7.1	318.00	24.8	-55	-6.7	5,664	43.9	4,047.90	40.8

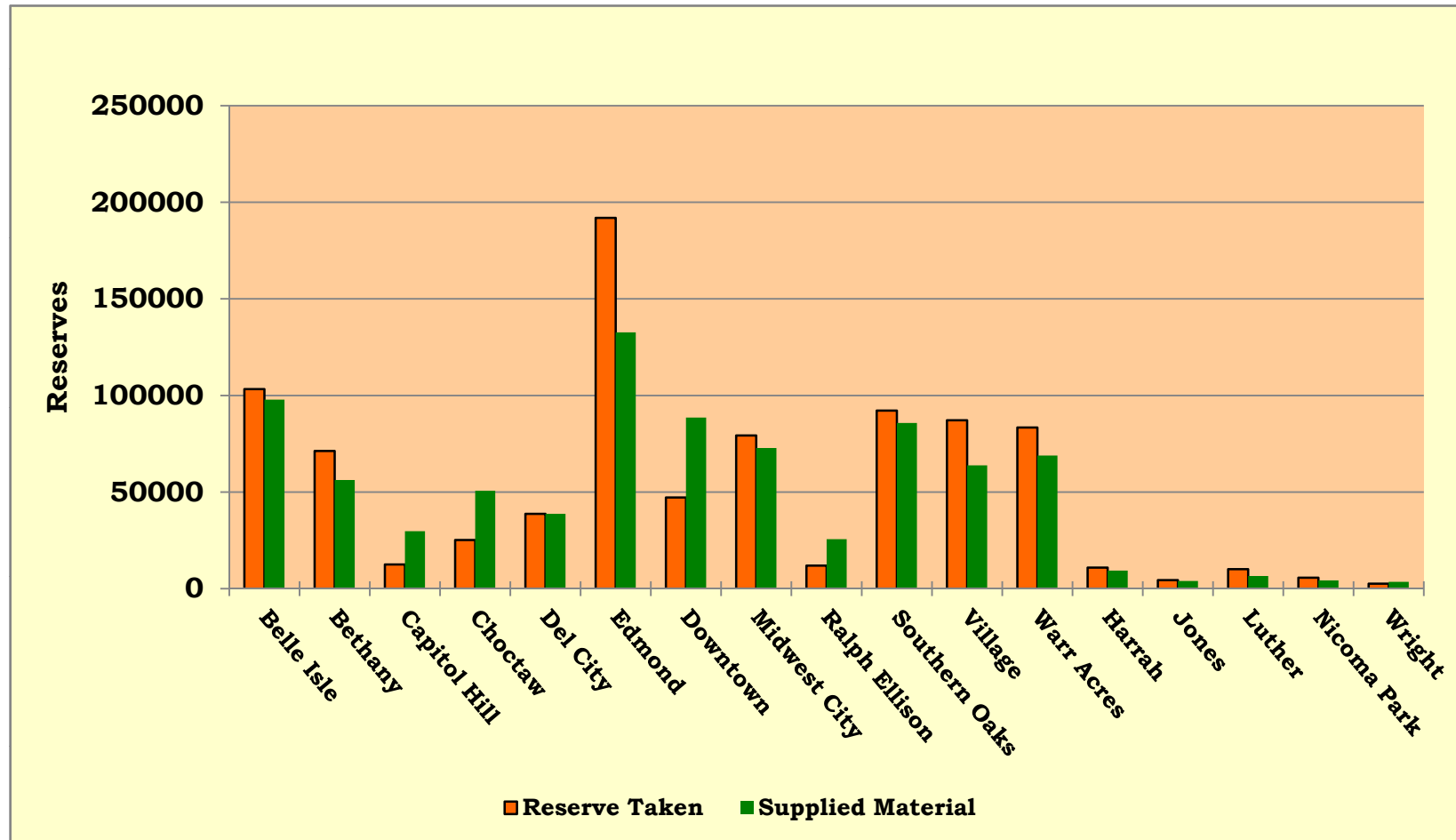
Computer Usage by Minor Customers

July 1, 2007 through May 31, 2008 (91.67% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	07	82		1,513		1,015.87		1,407		16,781		11,420.38	
	08	95		1,756		1,229.55		1,432		18,310		12,839.63	
		13	15.9	243	16.1	213.68	21.0	25	1.8	1,529	9.1	1,419.25	12.4
VILLAGE	07	59		1,444		999.40		885		12,351		8,430.82	
	08	55		1,053		852.07		957		14,420		10,389.66	
		-4	-6.8	-391	-27.1	-147.33	-14.7	72	8.1	2,069	16.8	1,958.84	23.2
WARR ACRES	07	46		1,276		920.79		624		9,129		6,483.11	
	08	56		1,160		911.41		699		13,419		9,329.30	
		10	21.7	-116	-9.1	-9.38	-1.0	75	12.0	4,290	47.0	2,846.19	43.9
HARRAH	07	12		231		187.90		160		1,698		1,394.81	
	08	14		363		287.79		200		2,327		1,843.61	
		2	16.7	132	57.1	99.89	53.2	40	25.0	629	37.0	448.80	32.2
JONES	07	1		38		31.01		34		483		337.34	
	08	5		29		17.01		29		239		170.94	
		4	400.0	-9	-23.7	-14.00	-45.1	-5	-14.7	-244	-50.5	-166.40	-49.3
LUTHER	07	2		156		131.88		143		1,341		997.20	
	08	18		295		241.49		174		2,271		1,960.60	
		16	800.0	139	89.1	109.61	83.1	31	21.7	930	69.4	963.40	96.6
NICOMA PARK	07	2		31		14.84		39		540		454.15	
	08			42		43.97		41		505		434.70	
		-2	-100.0	11	35.5	29.13	196.3	2	5.1	-35	-6.5	-19.45	-4.3
WRIGHT	07	2		62		42.84		49		679		425.91	
	08	2		66		50.98		54		877		649.84	
			.0	4	6.5	8.14	19.0	5	10.2	198	29.2	223.93	52.6
TOTAL	07	643		15,268		10,993.03		10,549		136,455		98,936.51	
	08	621		14,594		11,626.92		11,208		164,037		122,468.38	
		-22	-3.4	-674	-4.4	633.89	5.8	659	6.2	27,582	20.2	23,531.87	23.8

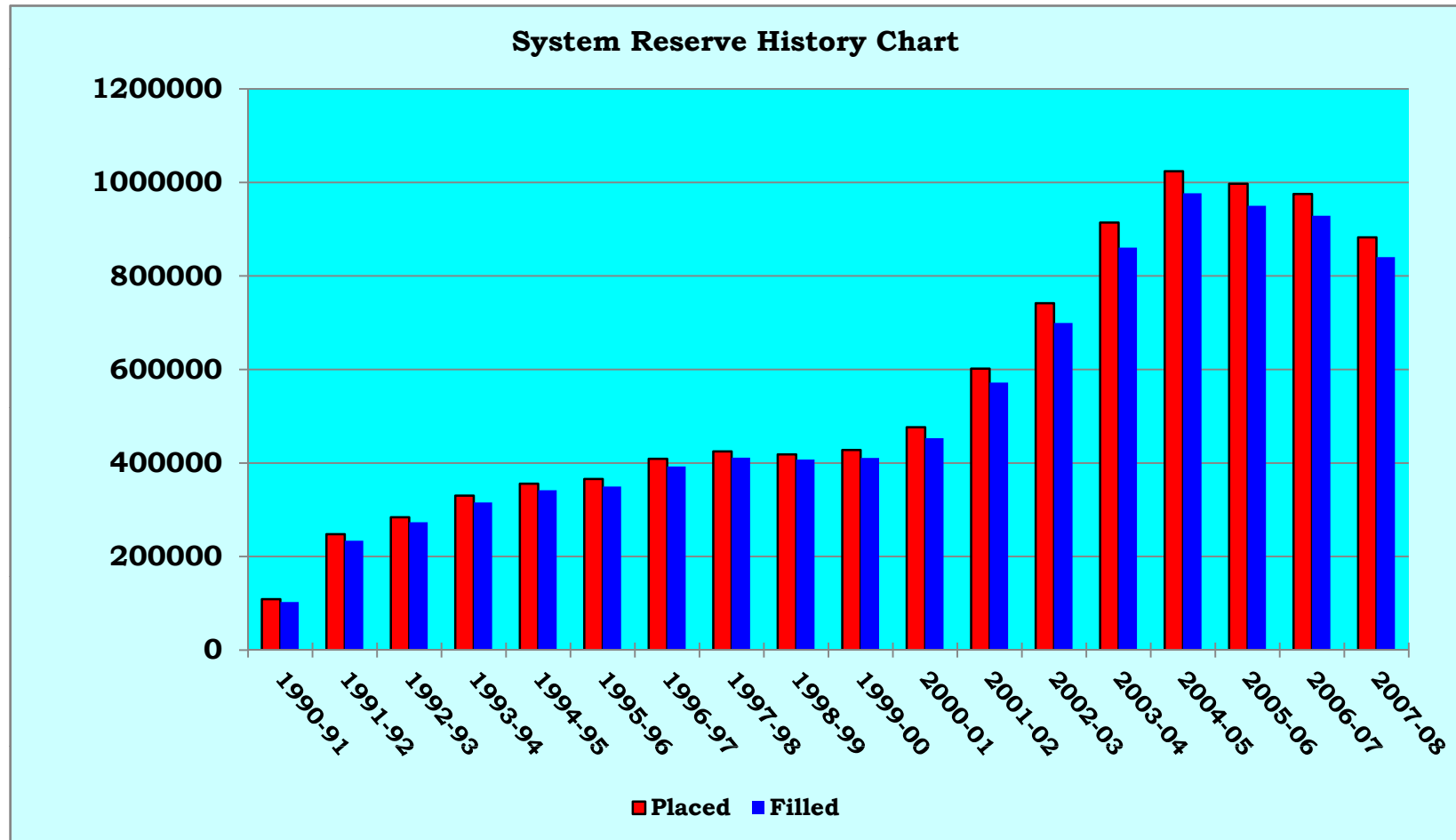
System Reserve Report

July 1, 2007 through May 31, 2008 (91.67% of the 07-08 Fiscal Year)



System Reserve Report

July 1, 2007 through May 31, 2008 (91.67% of the 07-08 Fiscal Year)



System Reserves Report

July 1, 2007 through May 31, 2008 (91.67% of the 07-08 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	07	9,616	104,130		9,356	99,365	
	08	9,470	103,291		8,828	98,316	
		-146	-839	-0.8	-528	-1,049	-1.1
BETHANY	07	6,402	71,192		6,045	68,007	
	08	6,631	71,252		6,087	67,888	
		229	60	.1	42	-119	-0.2
CAPITOL HILL	07	1,428	14,191		1,347	13,201	
	08	963	12,516		897	11,390	
		-465	-1,675	-11.8	-450	-1,811	-13.7
CHOCTAW	07	2,377	26,506		2,253	25,231	
	08	2,254	25,144		2,104	23,837	
		-123	-1,362	-5.1	-149	-1,394	-5.5
DEL CITY	07	3,934	41,915		3,810	39,971	
	08	3,508	38,701		3,172	36,622	
		-426	-3,214	-7.7	-638	-3,349	-8.4
EDMOND	07	17,260	181,576		16,431	174,194	
	08	17,359	191,907		16,367	183,654	
		99	10,331	5.7	-64	9,460	5.4
DOWNTOWN	07	4,826	51,185		4,493	48,563	
	08	4,649	47,199		4,270	44,567	
		-177	-3,986	-7.8	-223	-3,996	-8.2
MIDWEST CITY	07	6,987	79,864		6,911	76,405	
	08	6,948	79,293		6,584	75,734	
		-39	-571	-0.7	-327	-671	-0.9
RALPH ELLISON	07	1,188	12,866		1,150	12,406	
	08	1,044	11,901		987	11,247	
		-144	-965	-7.5	-163	-1,159	-9.3
SOUTHERN OAKS	07	8,018	94,245		4,070	85,823	
	08	7,755	92,167		7,332	87,390	
		-263	-2,078	-2.2	3,262	1,567	1.8
VILLAGE	07	8,036	86,628		7,685	82,288	
	08	7,618	87,127		7,224	83,034	
		-418	499	.6	-461	746	.9
WARR ACRES	07	7,358	83,945		7,170	80,602	
	08	7,676	83,423		7,141	79,749	
		318	-522	-0.6	-29	-853	-1.1

System Reserves Report

July 1, 2007 through May 31, 2008 (91.67% of the 07-08 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	07	1,012	9,502		953	9,060	
	08	951	10,925		832	10,129	
		-61	1,423	15.0	-121	1,069	11.8
JONES	07	589	6,713		510	6,363	
	08	316	4,450		346	4,338	
		-273	-2,263	-33.7	-164	-2,025	-31.8
LUTHER	07	747	8,717		741	8,357	
	08	1,098	10,054		1,014	9,332	
		351	1,337	15.3	273	975	11.7
NICOMA PARK	07	392	6,094		500	5,805	
	08	479	5,704		515	5,471	
		87	-390	-6.4	15	-334	-5.8
WRIGHT	07	332	2,564		285	2,457	
	08	266	2,560		252	2,450	
		-66	-4	-.2	-33	-7	-.3
BOOKS-BY-MAIL	07	518	6,051		485	5,864	
	08	451	5,162		419	4,962	
		-67	-889	-14.7	-66	-902	-15.4
TOTAL	07	81,020	887,896		74,195	843,972	
	08	79,436	882,779		74,371	840,113	
		-1,584	-5,117	-.6	176	-3,859	-.5

Information Technology Report



Prepared by:

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June 2, 2008

Table of Contents

Projects Completed.....	4
Radio Frequency Identification (RFID) Purchase & Implementation	4
Implementation of System Reserve Labels.....	4
Public Printing Management System	5
Additional Changes made to Public Computer Scheduling	5
Acceptance of Credit Cards.....	6
Enhancements added to CyberMars/Library Catalog.....	6
Pressure Seal Forms for Overdues and Reserve Notifications.....	7
E-Rate	7
Add Additional Internet Connection	7
Evaluating Vista Operating System	8
Other Software Changes completed during the year	8
Additional Services provided by MLS Information Technology Department	8
Plans for the Coming Year.....	9
Further Enhancements with use of RFID	9
Express Checkout Upgrades.....	10
Credit Card Usage at Circulation Desks.....	10
Ralph Ellison, Service Center & other facilities projects	10
Technical Processing & new Service Center Equipment & Software.....	10
NonStop Upgrade.....	11
Other Projects	11
Future Plans.....	11
Information Technology System Description	12
Summary Description of Information Technology System	12
Software Description	13
Circulation	13
Cash Handling	13
System Reserves	13
MLS Web-based Software.....	13
Public Computer Access.....	15
Materials Inventory Control.....	15

Materials Selection/Acquisition	15
Cataloging	15
Technical Processing	15
Serials Control	16
Financial Management.....	16
Payroll/Personnel.....	16
Reports.....	16
Windows Server Software/Utilities.....	17
Other	17
Third Party Software	17
MLS Philosophy re: Software Development	17

Information Technology Report -- 2008

“Tagged,” “Tagged,” “Check Screen,” Tagged.” These are words staff throughout the system and IT staff in particular have heard over a million times this year. RFID has been a “front and center” project and implementing RFID has been a time consuming, but worthwhile project for the library system this year. The audible signals allowed staff to scan items at a faster pace without having to keep their eyes glued to the screen.

In this report, we will give you an overview of the major projects that have been accomplished during the past year as well as the status of projects still in progress and some that are ongoing from year to year. Again, all of the projects highlighted took a lot of effort on the part of many staff and could not have been completed without the cooperation of other departments throughout the system.

Projects Completed

Radio Frequency Identification (RFID) Purchase & Implementation

RFID had been on our radar as a technology that we felt could pay great benefits for the library system. We had been monitoring the technology and the prices of the hardware and tags as well as standardizations in the industry.

This past year, we contacted TagSys, a major RFID vendor, to purchase equipment for additional development testing. We were very pleased with the results. With the planning for the new service center and sorting equipment that uses RFID technology a possibility for the new building, we decided to go ahead and seek pricing to see if it would be reasonable to consider as part of the plan. As we looked at pricing, we found that it had come down to a level that was reasonable for implementation within the library system. Our proposal for this first year was to retroactively tag all library materials and install the antennas and readers at all libraries.

Based on information provided by the vendor regarding how many items could be processed in a week with three stations, we estimated that it would take approximately 15 months to complete the tagging of all materials currently in the system. With our software and the separation of placing the tag in the book from the computer part of the process, we have been able to complete the tagging in just under seven months.

Staff are now able to check out/in multiple books in one pass. There are several other functions that are regularly performed that can also be used on multiple items at a time. We also believe this will reduce repetitive motion injuries as well as free up staff time spent on repetitive task so that they have more time to assist customers.

Implementation of System Reserve Labels

Each year the library fills over 900,000 customer requests for material through the system reserve process. Last year, we reported that a new process for system reserves had been

developed that would reduce staff time for processing reserves. An added benefit of the new reserve system would also be a reduction in books held/pulled unnecessarily and a reduction in cross-shipping between agencies.

This new system was implemented in September 2007. The system uses labels and assigns the item to a specific customer rather than creating a list to be searched by staff. When the item is located, the label can be applied immediately. The staff member then confirms through the computer that the item has been found and puts it with the outgoing mail to be sent to the library requested by the customer. The process has greatly reduced time required to process reserves and has worked very well. (Yeah! No more rubber bands!)

Public Printing Management System

Once we began offering computers for public use, we also had to deal with customers wanting to print items from the Internet or other software provided by the library. Print management has always been desirable but not easily attainable as there is no built in mechanism within the Windows operating system that provides an easy tool to manage printing. Up until this year, we have been using the honor system. We have allowed customers to print 10 free pages per day and then asked that they pay 15 cents per page for each additional page thereafter.

We have experienced many problems with customers printing a lot more than 10 pages and then not paying or printing and leaving things on the printer because they do not want to pay. We have also had requests to have color printing and for customers using wireless to be able to print from their computers.

In January, we implemented a commercial system that interfaces with our computers and handles most of the problems and requests that we have regarding public printing. We no longer offer any free printing but we have reduced the cost of black and white copies to 10 cents per page. We also added color printing at a cost of 50 cents per page.

The original version installed did not allow the wireless printing to work properly. The vendor has since provided an update that does allow the wireless printing to work. However, since every library was installed before the update became available, we will now need to go out to each library and perform upgrades and test before we can offer the wireless printing to customers. This is something we plan to complete within the next few months

We have had a few customers that were not happy with having to pay for printouts. For the most part, customers have been very pleased with the system and happy with the reduction in per page costs. We have even received customer thank yous from those that saw paper being wasted by printouts made and left on the printer or thrown in the trash.

Additional Changes made to Public Computer Scheduling

Additional changes were made to the public computer scheduling software to improve the fair scheduling of computers. We want the computers to be used, but we also want customers coming into the library to be able to get on without having to wait an extremely long time. If a

customer has had at least an hour of time and the first customer on the list has been waiting more than 10 minutes, the customer that has been told their time is up will not be allowed to sign up for additional time until the longest wait is less than 10 minutes. This has provided a small increase in the number of “unique” customers served. We will continue to look at this issue to see if there are ways to improve it even further.

We also added a “Park” function to the public computers. If a customer is on a computer and needs to step away for five minutes or less, they can “park” their session, take care of their business, then get back on the computer. This keeps them from having to logoff and sign back up and it also helps staff to know that a computer has not been abandoned as they can see that it has been parked and the customer will return.

Acceptance of Credit Cards

We have had customer requests to provide a way for them to make payments for fines or lost materials online or to allow credit card payments in the library. We began exploring what options we had to provide this service earlier this year and went live with online payment service through CyberMARS. There has been no advertisement that we now take credit cards except for the information that is printed on the overdue notices. In the first month of service, we have collected almost \$3400.

Our plans for the coming year will discuss how we plan to implement taking credit/debit cards at our circulation desks and Express Check units. Once we begin taking credit cards at the circulation desk and Express Checkout units, we believe collections will increase as many customers prefer to use a credit or debit card rather than carry cash.

Enhancements added to CyberMars/Library Catalog

Two major enhancements have been added to CyberMars/Library Catalog this year. The first enhancement was to add data from a service called Syndetics. There are several types of data that can be added from this service. We chose to add:

- Cover images (shows a small picture of the book cover)
- Tables of contents (allows a customer to see chapters in the book)
- Fiction & Biography profiles (each profile gives list of characters, genre, and series information)
- Video & Music (cover images and annotations for almost one million video and music titles)
- Summaries & Annotations (gives a short summary of what the book is about)

The second enhancement added to CyberMars is a feature called a “Cart.” A customer can add up to 500 items to their cart. Items in the cart can be selected and printed in four formats: brief (short bibliographic record), full (complete bibliographic record), MLA, and APA format. The customer can also have a list of selected records e-mailed to them in any of these formats. Items in the cart can also be selected and placed on reserve directly from the cart. Customers use the “Cart” feature to keep track of titles they’ve read, titles they want to read, items used for

reports and other purposes that meet their needs. This feature has been available since the first of 2008 and we've had over 12,000 carts saved to date.

Pressure Seal Forms for Overdues and Reserve Notifications

Late last year we found out that the printer we use to print all of the overdue and reserve notifications would no longer be able to be supported on a maintenance contract. Since this printer is critical to producing these notifications, we felt that it was imperative that we look at making a switch to a new type of notification. We had looked at pressure seal notifications in the past but some of the early technologies in this area were cost prohibitive for our application.

When we began exploring this option again, we found equipment and forms that were within our budget. The software that produces the two notices was re-developed and we began using pressure seal forms for the overdues in November. We continued with our old system reserve notifications until our supply of forms were depleted and began using the pressure seal forms for reserves at the beginning of May. Both forms have worked very well. We also have more flexibility to make changes to the form as needed since they are controlled entirely by the software rather than a custom printed form. This served us well when we began accepting credit card payments (discussed earlier in this report) as we were able to put that information on the overdue notices immediately rather than waiting until the next time the forms were printed.

E-Rate

Each year we include e-rate as a part of this report. E-rate is a federally mandated program. Every phone customer is charged a fee on their phone bill called the Universal Service Fund. That money is managed by the Schools & Libraries Corporation, a division of the FCC, and given back to K-12 schools and public libraries in the form of a grant to pay for data and telecommunication costs. To continue receiving e-rate funds, an application has to be filed every year. For Funding Year 2007 (FY08), we received a funding commitment of \$236,238.51. Our discount eligibility is based on the percentage of students eligible for free and reduced lunches in the school districts where our libraries are located. This percentage changes from year to year and our discount percentage for FY08 is 75%. We have received a commitment for Funding Year 2008 (FY09) in the amount of \$216,938.34. (Last year's larger amount included installation costs for the additional Internet connection as well as higher monthly costs on the PRI lines that are used for our VoIP system.)

Add Additional Internet Connection

With the increased usage of public computers and the addition of wireless Internet access, our Internet connection had shown to be using near the maximum bandwidth available which caused slower response time for both staff and customers. In December, we added a 2nd Internet connection. We now have two 100Mb lines that are shared by all libraries for accessing the Internet. As part of this upgrade, we installed a new firewall that would allow maximum throughput so that we could take full advantage of the installed bandwidth.

Evaluating Vista Operating System

This past year we began evaluating the Vista desktop operating system to determine what would need to be done for the library software to work if and when we made a desktop operating system upgrade. We found that Vista does not have much added functionality, just a totally different look. We also discovered that we will have to upgrade the software that connects to our NonStop system for any computer that runs the Vista Operating system. And, all library software will have to be modified for communicating with the NonStop system for it to be able to run on a Vista computer.

Reading the industry news, we have found that many businesses are choosing to not switch to Vista as it requires more processing power and memory with very little if any payoff in performance. A recent article in *Information Week* says that Dell plans to make the XP operating system available to business customers until 2010 when the next Microsoft operating system is scheduled to be released. Information is also already being published about Windows 7, the operating system that is set to replace Vista. We will have to see if that holds true across the industry and try to make a decision based on what is best as well as cost effective for the library system.

Other Software Changes completed during the year

Each year there are many small changes to various parts of the library software that take place but are never mentioned. Some of these include: typesetting of a new subject guide, new software for handling materials sent for rebinding, Oklahoma Moments added to a streaming media server and put on the library's web page for viewing by customers, a safety library catalog with checkin/out functions added for Human Resources, age/gender demographic information now being collected for future needs and use, and public computer compliance monitoring software that allows us to monitor a customer's internet usage if we believe they are trying to circumvent library policies. While many of these items may seem small, each takes time to develop and provides an added benefit to those needing the features.

Additional Services provided by MLS Information Technology Department

Our help desk has logged and our technicians have handled 1,233 service calls over the past year. This does not include calls that can be resolved immediately over the phone. We have chosen to only log calls that require support and/or a visit by a technician to resolve the issue. We are almost completed with upgrading/installing 150 computers as part of our technology replacement cycle.

Many other software changes have been implemented. These items include changes recommended by the Tech Support group, adding in-library and remote access to new subscription databases, upgrading web browser plug-ins as they are released, and various other minor changes.

While we have mentioned it under the RFID item, we would once again like to recognize all of the work put in by the IT staff to complete the RFID tagging project of items already owned by the library system. Every one of the staff put in many hours on this project not only participating in the tagging but also installing the hardware and software on computers at each library. If it had not been for their dedication and teamwork the past seven months, we would not be completed with this project today.

Plans for the Coming Year

The IT department will be involved with moving the computers, network, and phone equipment from the Ralph Ellison Library to a temporary location for its remodel. We will also continue to be involved in working on the new Service Center as well as plan development of the new Northwest Library. In addition to the wiring for computers and phones, there are several other items that are being considered or planned for that involves the IT department. The list below includes projects that we plan to complete during the coming fiscal year as well as others that will be worked on as time allows.

Further Enhancements with use of RFID

While the majority of the tagging project has been completed, there are several other RFID related items that will be added/worked on during the upcoming year:

- ⇒ Tagging of materials that have already been purchased for the new Northwest Library (these items are currently in boxes at the Capitol Hill Library and will need to be unboxed, tagged, re-boxed and labeled that they have had RFID tags applied)
- ⇒ Re-developing the Express Checkout software and units to use the RFID technology
- ⇒ Develop a Standard Interchange Protocol Version 2 (SIP2) module that will allow us to incorporate third party vendors' equipment with our RFID system.
- ⇒ Implement the portable RFID reader. These portable readers will allow staff to capture data by scanning materials at the shelf and checking (real time) for exception items such as materials belonging to other libraries, lost and paid items, missing items, tracer items, and items that have been shelved incorrectly or been coded incorrectly in the computer. Because it is being done in "real" time, corrections can also be made at the shelf without having to transport the material to a backroom or circulation desk for correction.

We have also budgeted for a sorter unit that uses RFID to be used at the new Service Center facility by both Technical Processing for new books and Maintenance for sorting materials that are being transported between buildings. We will also be considering smaller sorter units for the new Northwest Library and possibly retrofitting these units at other libraries over the next few years. Software will need to be developed that will interface to sorter to MLS' Integrated Library System software.

Express Checkout Upgrades

In addition to adding RFID to the Express Checkout units, software will be re-developed so that customers can pay for fines and lost or damaged materials at the Express Checkout units. We will be replacing monitors with monitors that have a card swipe for taking credit cards and also adding a coin box to allow customers to pay with cash for these items. The exterior portion of the coin boxes are already being custom manufactured and we will be purchasing the coin and bill acceptor mechanisms right after the beginning of the fiscal year.

Credit Card Usage at Circulation Desks

Library software has also been re-developed to allow customers to use credit cards at the Circulation Desk when they checkout or return materials. We have budgeted for 1-2 monitors for each library that will have the “card swipe” and will phase in monitors with card swipes at all circulation computers over the next three years.

Ralph Ellison, Service Center & other facilities projects

There are several projects that will require IT’s assistance that will come up during this next year. These include:

- Ralph Ellison remodel – IT will need to have wiring pulled in the temporary location, move all computers to this location, and set up VoIP telephones for staff use. We will also be responsible for setting up the new data closet in the remodeled building and having data wiring installed for all computer & phone locations.
- Service Center – Depending on construction timing, IT will be responsible for setting up data and telecommunications hardware, having wiring pulled to all computer and phone locations in the building, and moving and setting up staff computers and phones.
- Village & Edmond carpeting – New carpeting is planned for the Village and Edmond libraries this year. IT will need to move out all public computers and some staff computers as well as re-install all equipment after the carpet has been replaced.

Technical Processing & new Service Center Equipment & Software

In addition to the RFID sorter that has been planned and budgeted for at the new Service Center, there are also plans for new binning equipment and related software for use by the Technical Processing department. Currently, new materials received are stored on conventional shelving until Cataloging has put the title in the system. This new equipment and software will streamline the process by incorporating the use of a computerized storage of the materials in binning equipment during the receiving and cataloging process. Once the single copy is returned from Cataloging, the additional copies will be retrieved from the storage equipment for processing. This equipment will take up much less floor space than conventional shelving and should reduce the possibilities for injuries due to so much lifting that is done with the current setup.

NonStop Upgrade

Our last upgrade of the NonStop system was in the fall of 2003, approximately six months before we moved to the Downtown Library. To take advantage of progress in technologies, we need to upgrade this system at least every five years. Maintenance costs on a newer system are also much lower. The savings in maintenance will pay for the upgrade in under three years.

Other Projects

In addition to the projects listed above, we will be upgrading/replacing approximately 150 computers. We have an inventory of over 700 devices including computers and printers and needing to replace too many in one year could have a very detrimental effect on the budget and IT staff.

We will also continue maintaining the computers we own, take care of software upgrades including updates to our anti-virus software, web browser plugins, etc. and other service calls as requested.

Future Plans

We continue to have many ongoing future plans. Some of these plans may not be completed in this fiscal year, but we need to maintain awareness of the needs so that we do not come up with surprises in the future and find ourselves unprepared. These plans include:

- Supporting Technology as part of the Library's Strategic Plan
- Keeping abreast of emerging technologies
- Re-evaluating our software for use by both customers and staff
- Updating a portion of the hardware each year
- Evaluating the desktop operating system
- Evaluating the server operating system
- Evaluating and updating the communications systems as needed

In closing, it seems that we say this every year, but this has once again been a busy, but productive year for Information Technology at MLS. In the coming year, we are continuing to look forward in providing customers and staff with the new and exciting items and supporting their information technology needs.

Information Technology System Description

Summary Description of Information Technology System

The Metropolitan Library Integrated System (MetropoLIS) provides vital automation 24 hours/7 days a week. It supports over 700 networked devices, including computers and printers, throughout the library system. The computers include 21 servers, 208 public computers, 10 Express Checkout computers, 38 Children's computers, 60 CyberMARS catalogs, and 248 staff computers as well as computers that manage the public computer signup and public printing. Hardware for MetropoLIS includes a Hewlett-Packard (HP) NonStop database server with four gigabytes of memory and 144 gigabytes of mirrored disk storage. The HP NonStop system contains the databases and software that are accessed by CyberMARS through the Internet, the Z39.50 gateway, as well as all of the library support functions including circulation, in-library catalog searching, materials acquisition, cataloging of materials, accounts payable, payroll and personnel functions, etc.

The Library has 18 Windows 2000/2003 servers that provide services for the system's network. Two of the servers are the primary and backup domain controllers that manage security services for the library's network and provide internal Domain Name Services. Services also provided through the servers include: Web Page services for the library, CyberMARS, a Z39.50 gateway through the Library of Congress, an internal meeting calendar, access to the staff catalog, backup files for disaster recovery, support of the Raisers' Edge software used by Development and the Friends, management of the anti-virus/anti-spyware software, the Oklahoma Images and Oklahoma Folklore databases, Oklahoma Moments videos, the meeting room booking database, and Internet filtering for wireless customers. Two additional servers run the Linux operating system and provide the Bess filtering service for the libraries' computers. Five additional servers are specialty servers for operating the VoIP phone system and managing the wireless network.

The network devices located at the various library agencies are connected to the servers through the use of data communication circuits. All full-service libraries and the Maintenance/Outreach center are connected to the network through 100Mb data communication lines. Downtown, where the servers are located, has devices directly connected without use of data circuits. The Jones Library connects to the library network via a T-1 line through the Choctaw Library; Luther connects through Edmond Library via a T-1 line, Harrah and Nicoma Park have T-1 lines connected through Midwest City, and Wright has a T-1 line connected through Southern Oaks. The library system's connection to the Internet consists of two 100Mb circuit from the computer center at Downtown to our Internet Provider, OneNet.

Software Description

Software for MetroPoLIS includes more than 700 different programs that have been developed in-house to perform the following functions:

Circulation

- ⇒ Materials Circulation; checkout, renewal, checkin
- ⇒ Flat Panel Touch Screens used with Virtual Circ Desk software that allows navigation by touching the screen
- ⇒ Receipt printers that will allow staff to provide customers with a detailed receipt of their transactions
- ⇒ Laser barcode scanners using CODABAR and Code39 bar code number systems
- ⇒ RFID equipment and software that allows staff to perform functions on multiple items at the same time including checkin/checkout, receiving of reserves, inventory functions, etc.
- ⇒ Text-to-Speech Software that gives verbal message to staff
- ⇒ Automatic detection of delinquent patrons, cards with PPO restrictions, and Under 17 customers that need parental permission to check out R-rated videos at checkout time
- ⇒ Patron Inquiry for Transactions and Patron Information entry and update
- ⇒ Access to on-line materials catalog
- ⇒ Production of self-mailer overdue notices qualifying for lowest USPS rates or e-mail notifications
- ⇒ Production of follow-up billing statements
- ⇒ Production of Annual Fee Card expiration letters

Cash Handling

- ⇒ Fines and other payment collections
- ⇒ Prepaid Accounts
- ⇒ Cash/credit card reconciliation interface with Business Office system

System Reserves

- ⇒ Placing patron reserve requests for materials system-wide
- ⇒ Automatic "Trapping" of reserved materials at checkin time
- ⇒ Daily label production for staff to pull materials from shelf that customers have reserved
- ⇒ Reserves Confirmation and Receiving functions
- ⇒ Production of self-mailer reserve notifications or e-mail notifications that alert customers when reserved materials are available for pickup
- ⇒ Detailed status information including position on list, number waiting, and number of copies available
- ⇒ Reserve Pull List

MLS Web-based Software

- ⇒ CyberMARS
 - Public Access Catalog -- providing author, title, subject, call number, and keyword access

- Viewing of Personal records including transactions, status of reserves, and prepaid account
 - Renewal of materials
 - Acceptance of credit cards for payments of fines and/or lost materials
 - Placing of reserves
 - Notification of reserves ready for pickup
 - Placing of Parental Preferences Option
 - Customer authentication for OverDrive E-media access
 - Library developed software to provide seamless access to subscription databases. This software makes access to these databases seamless by authenticating the customer through their library card information when accessing remotely or by IP address when in the library rather than requiring them to enter special user names and passwords for each database. Without the seamless integration, customers would have to be given a username and password for each database. Subscription databases available to customers include: FirstSearch, Biography & Genealogy Index, Biography Reference Bank, Books In Print, EbscoHost, Grolier Online, Heritage Quest Online, Learning Express Library, Literature Resource Center, LitFinder, African American History & Culture, Ancestry.com, AP Multimedia Archive, Associations Unlimited, Facts.Com, Dun & Bradstreet Million Dollar database, Mergent Online, Newsbank, Proquest, Reference USA, Sanborn Maps, Science Online, Sirs, Sirs Discoverer, Novelist Reader's Advisory, Oklahoman Electronic Archives, and Mitchell's Repair manuals. All are available for access in the library and many are available for customers to access from home.
- ⇒ Staff Catalog
 - ⇒ Oklahoma Images
 - ⇒ Oklahoma Folklore Collection
 - ⇒ Oklahoma Moments
 - ⇒ MLS Events Calendar
 - ⇒ MLS Meeting Calendar
 - ⇒ MLS Staff Leave Calendar
 - ⇒ MetroLibrary.org search function
 - ⇒ Subscription Database redirection for transparent connection and statistics
 - ⇒ Artist Index
 - ⇒ Oklahoma County Building Index
 - ⇒ Software for allowing e-mail suggestions of materials for purchase
 - ⇒ Who's Who Pictorial Staff Directory
 - ⇒ MLS Intranet Keyword Searching
 - ⇒ Z39.50 Gateway

Note: Z39.50 is a national and international (ISO 23950) standard defining a protocol for computer-to-computer information retrieval. Z39.50 makes it possible for a user in one system to search and retrieve information from other computer systems (that have also implemented Z39.50) without knowing the search syntax that is used by those other systems. Many libraries across the world access the MLS Z39.50 gateway server application to obtain catalog and holdings information using a Z39.50 client. Many others access our database via the Z39.50 Gateway available through the Internet on the Library of Congress bibliographic web site.

Public Computer Access

- ⇒ Sign-Up system for use of public computers
- ⇒ Reservation slips with personal/private code
- ⇒ Overhead monitors to notify customers when their computer time is available using reservation code assigned when customer signs up to use computer
- ⇒ Internet client -- used to log customers on, verifies that customer is Internet certified, and automatically logs off inactive user
- ⇒ Browser access to the World Wide Web
- ⇒ Microsoft Office (includes Word, Excel, Powerpoint, & Access) and Encarta
- ⇒ Licensed reference resources
- ⇒ Internet monitoring

Materials Inventory Control

- ⇒ Assist agencies in collection management through various reports
- ⇒ Provide agencies with item inquiry
- ⇒ Provide agencies with internal agency collection control for:
 - Materials Location (within agency)
 - Coding Materials for rebind, mending, withdrawal, etc.
 - Temporary loans of materials to other agencies
 - Bindery control system

Materials Selection/Acquisition

- ⇒ Agency level fund accounting (detailed by type within fund)
- ⇒ Order entry and tracking
- ⇒ System level collection management information
- ⇒ GASB Compliant Materials Depreciation Reporting
- ⇒ MLS Catalog linkage with Baker & Taylor

Cataloging

- ⇒ Windows-based Client application for editing MARC records and transferring records from OCLC to the NonStop system
- ⇒ Subject cross references (both LC and local)
- ⇒ Automatic inventory entry
- ⇒ Processing "kit" production (including barcode)

Technical Processing

- ⇒ Automated receiving records of on order materials
- ⇒ Acknowledgment of receipt triggers automatic payment by the Business Office without further data entry
- ⇒ Access to Accounts Payable and warrant information online

Serials Control

- ⇒ Checkin of periodicals
- ⇒ Routing capabilities
- ⇒ Linkage to MetroPoLIS
for circulation and overdue reporting
for access to serials holdings via Public Access Catalog
- ⇒ Bibliographic control
- ⇒ Claiming report
- ⇒ Subscription Maintenance
- ⇒ Subscription Usage reports
- ⇒ Checkin of continuations

Financial Management

- ⇒ Accounts Payable Processing (A/P)
- ⇒ Warrant creation including MICR printing
- ⇒ Financial Reporting including Grant Accounting
- ⇒ A/P interface with MetroPoLIS materials order/receiving process
- ⇒ Windows-based client for fixed asset accounting and physical inventory
- ⇒ GASB Compliant FF&E Depreciation Reporting
- ⇒ Program budget system

Payroll/Personnel

- ⇒ Employee time accounting
- ⇒ Employee leave and personnel records
- ⇒ Payroll production
- ⇒ Cafeteria Plan
- ⇒ Retirement accounting
- ⇒ Payroll check creation including MICR printing
- ⇒ Direct Deposit (ACH)
- ⇒ Query facility and export to MS Excel
- ⇒ Various reports
- ⇒ Safety library with checkin/checkout functionality

Reports

- ⇒ Collection Analysis
- ⇒ Library usage by time period Report
- ⇒ Circulation Gains/Losses Report
- ⇒ Patron Registration Report
- ⇒ Patron Registration matched to U.S. Census Geographic base file
- ⇒ Collection Shelf Management Reports
- ⇒ System Reserves Analysis Report
- ⇒ Billing Analysis Report
- ⇒ Internet Usage reports
- ⇒ GIS/GPS Information System

Windows Server Software/Utilities

- ⇒ mlsPCLibrarian -- allows staff to see who is logged on to an Internet computer
- ⇒ mlsPcHelper – Configurator software to allow remote updating of configuration files; allows Automation staff to deploy software updates without copying the file to each individual computer or needing to visit each computer to install the update; also allows remote re-booting of computer and other computer management functions

Other

- ⇒ Meeting Room Reservation System
- ⇒ Mailing List/Label System
- ⇒ Typesetting (Browsing the Shelves: Your Guide to Finding Nonfiction Materials)
- ⇒ CASS software interface -- U.S. Postal Service certified software interface that allows the library to mail overdue notices and system reserve notifications at automated rates.
- ⇒ Oklahoma Images administration software
- ⇒ Oklahoma Folklore administration software

Third Party Software

- ⇒ Raiser's Edge Software (Used for managing Endowment donors, Friends' memberships, and Volunteer records)
- ⇒ Electronic Mail System
- ⇒ Anti-virus software
- ⇒ AccuZip CASS software (Used for mailing system reserve and overdue notices at Automation rate)
- ⇒ TrackIt! (Used for IT department's work order management and computer inventory management)
- ⇒ ASTD (Used for Employee Training record keeping)

NOTE: All software except the Third Party software has been developed by MLS Information Technology (IT) staff and is maintained by MLS IT Staff. Software that has been developed uses a combination of Cobol, Scobol, and TAL for the NonStop system and Visual Basic, Active Server Pages (ASP), and XML for the PC based and web-based applications. PC applications that communicate with the NonStop system use Remote Server Call (RSC) to send messages between the two systems.

MLS Philosophy re: Software Development

The Metropolitan Library System develops much of its software in-house without using a turnkey software vendor. Our philosophy regarding library automation is to redevelop and update a portion of our software and replace a portion of our computer hardware each year. Using this approach, we can avoid the trauma that other libraries deal with when making an automation upgrade -- throwing out the entire system and choosing a new vendor. However, at any given point in time, MLS has the luxury of migrating to a turnkey system if it so chooses. With our

given philosophy in place, this migration could take place on a timetable that would allow implementation at a well thought out pace.

Another part of our philosophy is to implement leading-edge technology while avoiding cutting-edge technology which is also referred to as the bleeding-edge. One example of this is that although we have been keeping abreast of the advancement of RFID technology for almost ten years, we did not recommend its adoption and implementation until this year. This is because it was still evolving as a new technology and had not yet stabilized with standards across the industry and the return on investment did not justify purchase and implementation of the technology. We will continue to research and evaluate new technologies for possible use and improved processes for the library and make recommendations for purchase and implementation as warranted.

EXECUTIVE DIRECTOR'S REPORT

JUNE 2008

Primary Book Vendor

Metropolitan Library System policy AM 200 Purchasing call for an annual service evaluation of the primary book vendor. Karen Marriott, Dep. Ex. Dir. for Materials Services/Outreach completed a performance evaluation for Baker & Taylor, our primary book vendor, for the period July 1, 2007 through May 30, 2008. The evaluation shows that Baker & Taylor has met or exceeded all but one of the requirements of the current contract for fiscal year 07-08.

- As of May 5, discounts received are 1.71% higher than estimated.
- At this point in the fiscal year, the fill rate is at 89%; so it is unlikely that the goal rate of 90% will not be reached at the end of the fiscal year.
- Problems with receipt of materials have been low; 97.1% of invoices and 99.7% of materials were received without problems.
- 100% of requests for assistance were handled in a satisfactory manner in response to the customer service response time.

As in recent years, the only area where performance has not met specifications is first shipment fill rate. However, with at least 70% of books now being ordered pre-publication; this is a difficult standard to evaluate.

Based on this evaluation, Baker and Taylor continues to be the best option for MLS and staff recommends that they continue to be the primary book vendor in FY09.

Marketing/PR piece receives Best of Show award

I am pleased to announce that our Marketing department received an honorable mention award in the 2008 Best of Show competition in the Printed Materials Promotion Websites category from the American Library Association. Over 360 entries were received and awards were given for 1st place and honorable mention. So needless to say, we are very proud of this recognition. The award was given for our Collector's Series Oklahoma Images bookmarks in honor of the Oklahoma Centennial. Kim Terry will receive this award during the Library Administration Management Association (LAMA) Swap and Shop event at the ALA Conference in Anaheim.

American Library Association Annual Conference

Several MLS staffers will be going to the annual ALA conference in Anaheim, Ca. Stacy Schrank is the incoming President Elect of the CLENE roundtable, which focuses on continuing education for library staff; Denyveta Davis is active in the black caucus for ALA members and several other committees, and I am a member of the Public Awareness Committee which works on advocacy issues for libraries and promoting awareness of library services. In addition, Kay Bauman, Kim Terry, Karen Marriott and Pauline Adkins will be attending the conference. We will cheer Kim on when she receives the marketing award!

MLS and Rose State College Collaborating to present a "Big Read" program

MLS will partner with Rose State College this fall on "The Big Read", an initiative of the National Endowment for the Arts designed to restore reading to the center of American culture. Big Read participating communities choose one of 16 books to share in the community. Oklahoma county's Big Read will be Ray Bradbury's classic, *Fahrenheit 451*.

The event will kick-off during National Banned Books week, September 27-October 4. Other events devoted specifically to the book such as discussion groups, readings, and film screenings of the 1966 movie version, starring Julie Christie, will continue throughout October.

Summer Reading is off to a great start!

Libraries across the system have been inundated with kids for the past two weeks as they try "To catch the reading bug", the theme of our summer reading program for children. "Metamorphosis" is the teen program this year and is being enthusiastically received by teens across the county. I have attached some of the PR pieces that have been done to promote Summer at the library for children and teens.

Capital Projects Update

The **Northwest Library** architectural contract with LWPB was approved by the Oklahoma City council on May 20th **and the design work has started**. During the week of June 16-20, the architects will be holding a "design charrette" with Oklahoma City staff, library staff and selected consultants. This week long meeting will be the basis for verifying the building program, defining both space relationships and the shape of the building. It will also establish the placement of the building on the property. This collection of the information is part of the "schematic design phase". The project is scheduled for bid on March 25, 2009. LWPB architects and Richard Bauer of Phoenix will be leading the meetings. The Arabian library, designed by Richard Bauer, is featured in the latest issue of Architectural Record. A copy of the article will be available at the meeting for any who might like to see it.

Construction bid documents for the **Service Center** were issued on June 5th and bids are to be submitted to MLS on July 1st. A recommendation for award is to be presented at the July 19th Commission meeting.

Construction bid documents for the **Ralph Ellison Library** were issued on June 10th and bids are to be submitted to OKC on July 8th. Related to this work, a recommendation for modification of the RE Project Agreement will be presented at the MLC July meeting. The award of the contract by OKC is anticipated at the July 27th city council meeting. Construction is expected to begin on August 18th.

As a requirement of the **Capitol Hill Library** project, the parking issue must be resolved first. MLS is working with OKC and other community leaders and organizations to explore all options.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- Attended OLA Committee Meetings
- Attended Public Library Director Meeting
- Taping of Television program "Read About It"
- Attend ALA Conference/Anaheim, CA

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Art Exhibit ~ Solo Exhibition by Kaitlyn Green

Tuesday, July 1, 2008

Time: July 1-30, During Library Hours

Location: Midwest City Library

All Ages

The Midwest City Library is pleased to host the first solo exhibition of work by emerging young artist Kaitlyn Green. Ms. Green works in a variety of media and artistic styles. The free exhibit will be on display during all library hours from July 1-30.

Adam Leadbetter present: Honeypaws

Tuesday, July 1, 2008

Time: 10:30 am

Location: Bethany Library

All Ages

In this re-adaptation of the classic children's story "The Three Bears", Mama, Papa and Baby Bear are in a family band call "The Honeypaws" and enjoying local success. Their rival group Gold Deluxe becomes envious and tries to sabotage the Honeypaws. When the Honeypaws find this out they decide to teach Gold Deluxe a lesson that everyone can benefit from. A fresh take on an old classic!

Co-sponsor: Arts Council of Oklahoma City; Oklahoma Arts Council; National Endowment for the Arts. (This program is offered all week at 13 other libraries).

Wednesday Night at the Movies

Wednesday, July 2, 2008

Time: 6:00 pm - 8:00 pm.

Location: Downtown Library

All Ages

It's summer reading time and our theme this summer is "Metamorphosis". Join us this summer where every Wednesday we will be showing films about change. Tonight's movie will be the PG rated "Spirited Away". For more information call 606-3879.

Movie Matinee

Monday, July 7, 2008

Time: 11:00 am – 2:00 pm

Location: Southern Oaks Library

All Ages

University of Central Oklahoma GA, Ben Smith will discuss the process of turning comics into movies. We will then watch an example of this cinematic form. No pre-registration required.

Sugar Free All Stars presents Get Ready to Groove!!!

Wednesday, July 9, 2008

Time: 2:30 pm

Location: Warr Acres Library

All Ages

What do you get when you mix groovy organ, funky drums, and fun songs for kids? The Sugar Free Allstars, that's what! This two-piece band plays songs from their kid's album, "Dos Ninos", about kitty cats, petting zoos, banana pudding, and bath time that will make you want to clap and sing along with every word. Their shows are full of body-moving' beats and entertaining crowd participation that

gets everyone involved in the party. "Dos Ninos", made it into the Fids and Kamily's top 15 "Best Music of "Bathtub Boy".

Co-sponsor: Arts Council of Oklahoma City; Oklahoma Arts Council; National Endowment for the Arts. (This program is offered all week at 13 other libraries.)

CyberMARS Course Description

Saturday, July 12, 2008

Time: 2:00 pm – 3:00 pm

Location: Edmond Library

Adults

Have you ever wondered what happened to the old Card Catalog? Well, it has resurfaced in another format and now we call it CyberMARS! Learn how to find a Boo, CD, Cassette, or a DVD available in our 17 libraries and how to search by keyword, title, subject or author. Also, we will touch on the usage of our databases, namely the Daily Oklahoman Archives.

Insects Thought of It First

Tuesday, July 8, 2008

Time: 1:00 pm – 2:00 pm

Location: Midwest City Library

All Ages

Some inventions are based upon the same principles as nature's devices. Come explore, learn more and gain an appreciation for the ingenuity of the insect world. Take home a special insect craft. Pre-register so we can have enough supplies for everyone! To sign, up call 732-4828 or visit the Information Desk.

Introduction to Microsoft Excel

Monday, July 8, 2008

Time: 6:30 pm – 8:00 pm

Location: Village Library

Adults

Free individualized instruction in Microsoft Excel. Learn to create workbooks and spreadsheets, use formulas and functions, format data, create charts, and more. Monday evenings from 6:30 to 8:30 pm. Scheduled in 30 minutes to one hour sessions per individual. Come in or call the Village Library, 755-0710, to reserve your instruction time.

Al Bostick presents: Anansi the Spider Bugs the Larger Animals

Monday, July 14, 2008

Time: 10:30 am

Location: Ralph Ellison Library

All Ages

Al Bostick and Basically Bostick Productions present tales from the colorful world of the Akan. Anansi the Spider, West African Trickster of the Akan people, will tell you he is "an arachnid, I am not bug"!, but he does have the ability to "bug" both humans and animals alike! Experience tales of this trickster to the beat of African drums, rhymes and rhythms.

Co-sponsor: Arts Council of Oklahoma City; Oklahoma Arts Council; National Endowment of the Arts. (This program is offered all week at 13 other libraries.)

Health Care Screening for Seniors

Wednesday, July 16, 2008

Time: 10:00 am – 11:30 am
Locations: Capitol Hill Library
Seniors

A free blood pressure screening will be provided for seniors. Make your health a priority by stopping by for your free screening.

Co-sponsor: OKC Clinic

Annuals and Perennials

Saturday, July 19, 2008
Time: 2:00 pm – 3:00 pm
Location: Capitol Hill Library
Adults

In this program, Master Gardener Jo Vincent-Martin will present an informative power-point presentation on annuals and perennials. Learn about adding color to your garden, and how to grow great flowers. The presentation will also include a question and answer session.

Big Magic Book presents: Bugventure

Friday, July 25, 2008
Time: 10:00 am
Location: Harrah Library
All Ages

(Will be held at Harrah United Methodist Church Fellowship Hall, 2224 N. Harrison.)

Come follow Wizbang and all the puppet characters you have grown to love these past few years on this bumpily, beepily, boopily BugVenture!

Co-sponsor: Arts Council of Oklahoma City; Oklahoma Arts Council; National Endowment for the Arts. (This program is offered all week at 13 other libraries.)

Modern Marvels: Jewish Adventures in the Graphic Novel

Monday, July 28, 2008
Time: 7:00 pm – 8:30 pm
Location: Downtown Library
Adults

The Downtown Library will be having book discussions utilizing graphic novels. Modern Marvels: Jewish Adventures in the Graphic Novel is a series that includes five Jewish artists experiment with words and pictures to tell stories of childhood, war, and desire; to conjure up lost worlds, both real and imaginary; and to contemplate history, myth, and the individual psyche. These discussions will be led by scholar Orit Rabkin OU doctoral candidate in American Literature and is part of the American Library Association "Let's Talk About It" project. Tonight's Graphic Novel: *A Contract with God* by Will Eisner. For questions and further information call Darlene Browsers, 606-3878.

Co-sponsors: Jewish Federation of Greater Oklahoma City, Networkbook & The American Library Association.