

# **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

Thursday, June 18, 2009, 3:30 p.m.  
Southern Oaks Library  
6009 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 – 3:40 pm INTRODUCTIONS**

- Document #96 – Presentation of Service Certificates for Library Staff

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

## **3:40 – 3:50 pm CONSENT DOCKET (#97 - #99)**

- Document #97 – Approval of Minutes of May 21, 2009 Meeting
- Document #98 – Acceptance of Review of Expenditures for May 2009
- Document #99 – Contract Awards and Purchases
  - Item A: Annual Renewal of Supply and Service Contracts
  - Item B: LaserJet Toner Cartridges
  - Item C: Copier Paper

## **3:50 – 4:30 pm COMMITTEE REPORTS**

- Document #100 – Discussion, Consideration, and Possible Action: Report and Recommendations - Administrative & Personnel Committee meeting May 19, 2009
- Document #101 – Discussion, Consideration, and Possible Action: Report and Recommendations - Finance Committee meeting May 28, 2009 ~ David Greenwell, Chair
- Document #102 – Discussion, Consideration, and Possible Action: Metropolitan Library System Preliminary Budget FY 2009-2010

## **4:30 – 4:45 pm INFORMATION REPORTS**

- Document #103 – MLS May 2009 Circulation Report
- Document #104 – MLS May 2009 Computer Usage Report
- Document #105 – MLS May 2009 System Reserve Report
- Document #106 – Annual Information Technology Report

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

## **4:50 – 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 16, 2009  
Edmond Library, 10 S. Boulevard, Edmond, OK 73003

## **PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF**

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

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

Library System staff receiving Certificates of Service in June 2009:

| <b><u>Employees</u></b>   | <b><u>Years of Service</u></b> |
|---|--------------------------------|
| Donna L. Morris, Executive Director, Metropolitan Library System        | 40                             |
| Barbara J. Williams, TV Programmer Coordinator,                         | 35                             |
| Ann G. Aliotta, Assistant Manager of Library Operations, Edmond Library | 25                             |
| Alan Siavashi, Receiving Technician, Technical Processing               | 15                             |
| Kimberly A. Edwards, Librarian, Downtown Library                        | 10                             |
| Teri Lynn Wooley, Project Specialist, Outreach                          | 5                              |
| Stacy G. Schrank, Employee Development Coordinator, Planning            | 5                              |
| Danielle D. Walker, Library Page, Southern Oaks Library                 | 5                              |
| Crystal Dawn Roper, Circulation Clerk, Del City Library                 | 5                              |
| Charla Rene Aucone, Librarian, Downtown Library                         | 5                              |

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

DATE: May 21, 2009

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 October 31, 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 19, 2009, in conformity with the Oklahoma Open Meeting Act §311.

**Commission Members**

PRESENT:

Ralph Bullard  
Glenda Choate  
Carolyn Cornelius, Vice-Chair  
Fran Cory  
Margaret Graham  
David Greenwell, Disbursing Agent  
Deanna Hannah  
Jose Jimenez  
Lee Alan Leslie  
Tracy McGehee  
Cynthia Mitas  
Jim Shonts  
Judy Smith  
Beth Toland  
Hugh Rice, Chair  
Donna Morris, Executive Director  
**(Secretary)**

EXCUSED:

Nancy Anthony  
Mick Cornett, Mayor of Oklahoma City  
Penny McCaleb  
Tracy McDaniel  
Lori Nelson  
Brenda Palmer  
Mukesh Patel  
Kim Patterson  
Alyne Strube  
Ray Vaughn  
Alexandra Vera  
Greg Womack

Estimate of general public and staff attending: 18

The meeting was called to order at 3:31 p.m. by Mr. Hugh D. Rice, Chair.

Roll was called to establish a quorum. Present: Bullard, Choate, Cornelius, Cory, Graham, Hannah, Jimenez, Leslie, McGehee, Mitas, Shonts, Smith, Toland, Rice (Arrived: Greenwell, 3:33).

**I.** Mr. Rice introduced Mrs. Julie Ballou, Manager of the Downtown Library. Mrs. Ballou welcomed the commission.

**II.** Mr. Rice called for Presentations of Service Certificates for May 2009: Frank C. Ray, Purchasing Officer ~ Business Office, 25 years of service; Joshua H. Wells, Library Page ~ Bethany Library, 10 years of service.

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

**IV.** Mr. Rice presented the Consent Docket: Document #89 – Approval of Minutes of April 16, 2009 Meeting; Document #90 – Acceptance of Review of Expenditures for April 2009; Document # 91 – Approval of Contract Awards and Purchases.

Mr. Rice called for a motion.

**Mr. Jose Jimenez moved to accept the consent docket. Mrs. Carolyn Cornelius seconded. Discussion followed. Motion passed unanimously.**

**V.** Mr. Rice referred to Document #92 – Discussion, Consideration, and Possible Action: Report and Recommendation from Administration ~ Ralph Ellison Project Amended and Restated Agreement.

Mrs. Morris called on Mr. Todd Olberding, Director of Construction Management, to explain the amendment to the Ralph Ellison Project Agreement.

Mr. Olberding referred to page three of the agreement – Obligation of MLS. Item a: \$127,937.00 represents an increase of about \$2,000.00 for Architectural, Engineering, and Consulting services; Item b: \$18,912.00 represents an increase of about \$6,000.00 for design work associated with the Furniture, Fixtures, and Equipment (FF&E); and Item c: an amount not to exceed \$653,000.00 represents an increase of about \$96,000.00 for construction.

Questions and discussion followed.

Mr. Rice called for a motion.

**Ms. Cynthia Mitas moved to approve the Ralph Ellison Project amended and restated agreement. Mrs. Beth Toland seconded. Discussion followed. Motion passed unanimously.**

**VI.** Mr. Rice referred to Special Presentations ~ *Volunteer Recognition* – Heidi Port, Volunteer Coordinator

In honor of National Volunteer Week, which is typically the third week of April, Ms. Port presented each Commission member with a volunteer appreciation packet and thanked them for their time and dedication to the library. She also handed out a flyer which list the various volunteer opportunities for 2008 and the outcome of each. Last year alone, 68 % of MLS Staff participated in one or more Staff Volunteer Events.

Mr. Rice referred to *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. Information was handed out regarding the Children's program and the Teen program.

**VII.** Mr. Rice referred to the Information Reports.

- ◆ Document #93 – MLS April 2009 Circulation Report
- ◆ Document #94 – MLS April 2009 Computer Usage Report
- ◆ Document #95 – MLS April 2009 System Reserve Report

Discussion followed.

**VIII.** Mr. Rice called on Mrs. Morris to present the Executive Director's Report.

Mrs. Morris stated the annual service evaluation of the library's primary book vendor, Baker & Taylor, has been completed. The evaluation shows that Baker & Taylor has met or exceeded requirements of the current contract. The evaluation memo and statistics have been attached to the report for your information.

The E rate funding commitment letter was received the last week of April. We are expecting to receive a little over \$235,000.00 in discounts from our telecommunication vendors.

Mrs. Morris reported on the recent glass breakage at the Downtown Library. A forensic glass expert was hired to come in and look at the glass in the building. He was here within two days and inspected all the glass in the building. We have not yet received a copy of the written report. However, it was his opinion that the glass rail connectors needed to be inspected and if needed any missing grommets or washers should be installed. Buckner and Moore sent a crew out the next day and began that work which is now complete. Once the written report is received, the city and library will meet to determine if any other action needs to be taken. Mrs. Morris thanked the City and the staff in the Public Works department for their quick response and action. She also thanked MLS security staff, maintenance staff, and Downtown Library Staff for their quick response in taking care of the situation.

Beth Toland and Cindy Mitas will be attending and representing MLS at the ALA annual conference in Chicago in July.


The Finance Committee will be meeting Thursday, May 28 to review the Preliminary Budget for FY 2009-10. Mrs. Morris invited commission members to attend the meeting.

Ernestine Clark, Director of Development, will be retiring June 1. Mrs. Morris handed out invitations for Ernestine's Retirement Party, which will be June 1 from 2 to 4 p.m. at the Downtown Library.

**IX.** Mr. Rice called for comments from Commission members.

The next Commission meeting will be held at the Southern Oaks Library, June 18, 2009.

There being no further business, the meeting was adjourned at 4:07.

  
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Donna Morris, Executive Director  
(Secretary)

## **FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES**

May 31, 2009

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of May 2009.

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

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of May 2009.

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

**May 31, 2009**

**ASSETS**

|                                     |                               |
|-------------------------------------|-------------------------------|
| CASH - Overnight Investment Account | \$ 6,349,310.33               |
| INVESTMENTS (Schedule attached)     | 25,980,003.61                 |
| PREPAID ACCOUNTS                    | 30,000.00                     |
| <b>Total Assets</b>                 | <u><u>\$32,359,313.94</u></u> |

**LIABILITIES, DEFERRED REVENUE AND FUND BALANCE**

**LIABILITIES:**

|                                     |              |              |
|-------------------------------------|--------------|--------------|
| 2007-08 Reserve for Appropriations  | \$143,879.32 |              |
| 2008-09 Purchase Orders Outstanding | 3,305,257.01 |              |
| 2007-08 Purchase Orders Outstanding | 0.00         |              |
| 2008-09 Checks Outstanding          | 196,940.66   |              |
| 2007-08 Checks Outstanding          | 0.00         |              |
| <b>Total Liabilities</b>            |              | 3,646,076.99 |

**FUND BALANCE:**

|   |                     |                        |                               |
|---|---------------------|------------------------|-------------------------------|
| Beginning of the Year                                       |                     | \$28,059,672.84        |                               |
| Add: Revenues   |                     |                        |                               |
| Budgeted  | 26,601,753.29       |                        |                               |
| Other   | <u>2,145,263.07</u> | 28,747,016.36          |                               |
| Less: Expenditures  |                     | <u>(28,093,452.25)</u> |                               |
| <b>Total Fund Balance</b>                                   |                     |                        | <u>28,713,236.95</u>          |
| <b>Total Liabilities, Deferred Revenue and Fund Balance</b> |                     |                        | <u><u>\$32,359,313.94</u></u> |



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

**As of May 31, 2009**

| Type                             | Purchase<br>Date | Maturity<br>Date | Interest<br>Rate | Cost                    |
|----------------------------------|------------------|------------------|------------------|-------------------------|
| CD - MidFirst Bank               | 2/3/2009         | 2/3/2011         | 2.700%           | \$ 95,003.61            |
| 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                    | 2/18/2009        | 3/18/2010        | 2.800%           | 95,000.00               |
| CD - Stillwater National Bank    | 5/23/2009        | 12/23/2009       | 2.100%           | 240,000.00              |
| CD - National Bank of Commerce.  | 12/19/2008       | 12/19/2009       | 3.000%           | 240,000.00              |
| CD - Kirkpatrick Bank, Edmond    | 12/12/2008       | 12/12/2011       | 3.030%           | 95,000.00               |
| CD - Coppermark Bank             | 9/15/2008        | 6/15/2009        | 3.350%           | 95,000.00               |
| CD - BancFirst                   | 7/28/2004        | 7/28/2009        | 3.830%           | 100,000.00              |
| CD - Rose Rock/Union Bank        | 9/5/2008         | 10/5/2009        | 3.040%           | 95,000.00               |
| CD - Fidelity Bank               | 10/19/2004       | 10/19/2009       | 4.000%           | 100,000.00              |
| CD - Quail Creek Bank            | 12/7/2008        | 6/7/2009         | 3.300%           | 240,000.00              |
| CD - Citizen's Bank of Edmond    | 7/2/2004         | 7/2/2009         | 4.060%           | 100,000.00              |
| CD - Intrust Bank                | 7/7/2008         | 7/7/2009         | 2.500%           | 95,000.00               |
| CD - Valliance Bank              | 3/5/2009         | 3/5/2010         | 2.250%           | 95,000.00               |
| CD - IronStone Bank              | 9/23/2008        | 9/23/2009        | 4.070%           | 95,000.00               |
| Fed Home LN BKS 10-12            | 8/28/2008        | 8/24/2012        | 4.020%           | 2,000,000.00            |
| CD - Bank of Oklahoma            | 1/8/2009         | 7/7/2009         | 0.910%           | 8,000,000.00            |
| Fed Home LN BKS 09-12            | 10/30/2008       | 10/30/2012       | 4.125%           | 1,000,000.00            |
| Fed Home LN BKS 10-12            | 7/30/2008        | 1/30/2012        | 4.020%           | 2,000,000.00            |
| Fed NATL MTG ASSN 09/12          | 12/18/2008       | 12/18/2012       | 3.150%           | 2,000,000.00            |
| Fed Home LN BKS 09-12            | 10/30/2008       | 10/30/2012       | 4.150%           | 2,000,000.00            |
| Fed Home LN BKS 08-13            | 1/22/2008        | 1/22/2013        | 4.000%           | 1,000,000.00            |
| CD - Bank of Oklahoma            | 1/8/2009         | 10/5/2009        | 1.070%           | 2,000,000.00            |
| FNMA 09-13                       | 9/25/2008        | 9/25/2013        | 4.125%           | 2,000,000.00            |
| Fed Home LN BKS 09-11            | 12/30/2008       | 12/30/2011       | 2.100%           | 2,000,000.00            |
| Total Investments                |                  |                  |                  | <u>\$ 25,980,003.61</u> |

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

**May 1, 2009 to May 31, 2009**

|                                    | <u>Budget</u>                  | <u>Current<br/>Month<br/>Receipts</u> | <u>Year<br/>To Date<br/>Receipts</u> | <u>Percent<br/>Budget<br/>Received</u> |
|------------------------------------|--------------------------------|---------------------------------------|--------------------------------------|--|
| <b><u>BUDGETED:</u></b>            |                                |                                       |                                      |  |
| 2007 Ad Valorem Tax                | \$24,539,425.00                | \$ 211,086.93                         | \$25,731,346.29                      | 104.86%                                |
| State Aid                          | 317,714.00                     | 177,203.50                            | 354,407.00                           | 111.55%                                |
| Fines                              | <u>482,400.00</u>              | <u>45,000.00</u>                      | <u>516,000.00</u>                    | 106.97%                                |
| <b>Total Budgeted Revenue</b>      | <b><u>\$ 25,339,539.00</u></b> | <b><u>\$ 433,290.43</u></b>           | <b><u>\$26,601,753.29</u></b>        | 104.98%                                |
| <b><u>NOT BUDGETED:</u></b>        |                                |                                       |                                      |  |
| Prior Years Taxes                  |                                | \$ 30,624.70                          | \$ 1,067,301.78                      |  |
| Gifts and Lost Books Fees          |                                | 0.00                                  | 75,000.00                            |  |
| Investment Income                  |                                | 6,034.00                              | 852,182.60                           |  |
| Flexible Benefits Account Balance  |                                | 0.00                                  | 2,088.20                             |  |
| Sale of Surplus Equipment          |                                | 0.00                                  | 5,795.72                             |  |
| Miscellaneous                      |                                | <u>20,638.49</u>                      | <u>142,894.77</u>                    |  |
| <b>Total Miscellaneous Revenue</b> |                                | <b><u>\$ 57,297.19</u></b>            | <b><u>\$ 2,145,263.07</u></b>        |  |
| <b>Total Revenue</b>               | <b><u>\$ 25,339,539.00</u></b> | <b><u>\$ 490,587.62</u></b>           | <b><u>\$28,747,016.36</u></b>        | 113.45%                                |



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

May 31, 2009

|                              | BEGINNING<br>OF MONTH | RECEIPTS            | EXPEND.             | ENDING<br>BALANCE    |
|------------------------------|-----------------------|---------------------|---------------------|----------------------|
| <b>REVOLVING FUNDS:</b>      |                       |                     |                     |                      |
| 805 Gifts/Lost Books         | \$ 43,756.11          | \$ 4,434.12         | \$ 661.66           | \$ 47,528.57         |
| 810 Prepaid Fees             | 548.01                | 0.00                | 421.75              | 126.26               |
| 815 Fines                    | 45,639.96             | 39,925.07           | 45,301.90           | 40,263.13            |
| 820 Copy                     | 171,883.91            | 7,747.41            | 1,446.44            | 178,184.88           |
| 900 Special Event Fund       | 1,915.12              | 0.00                | 0.00                | 1,915.12             |
| <b>Total Revolving Funds</b> | <b>\$ 263,743.11</b>  | <b>\$ 52,106.60</b> | <b>\$ 47,831.75</b> | <b>\$ 268,017.96</b> |

|  | GRANT<br>AMOUNT | RECEIPTS<br>TO DATE | EXPEND.<br>TO DATE | ENDING<br>BALANCE |
|--|-----------------|---------------------|--------------------|-------------------|
|--|-----------------|---------------------|--------------------|-------------------|

**Special Grants**

|                                      |           |           |           |           |
|--------------------------------------|-----------|-----------|-----------|-----------|
| 857 DN/LC Donations                  | 92,029.29 | 92,529.29 | 89,785.96 | 2,743.33  |
| 876 08/Guild/Choctaw Books           | 10,000.00 | 7,000.00  | 6,109.77  | 890.23    |
| 890 08/ALA/Lets Talk About It        | 2,500.00  | 2,500.00  | 2,123.67  | 376.33    |
| 921 09 Walmart Del City              | 2,000.00  | 2,000.00  | 1,213.75  | 786.25    |
| 930 09/OAC/Zydeco Music              | 3,000.00  | 3,000.00  | 3,000.00  | 0.00      |
| 932 09/Village/Shelving              | 10,031.00 | 10,031.00 | 10,031.00 | 0.00      |
| 933 09/Rose State/Big Read           | 3,043.86  | 3,043.86  | 1,627.00  | 1,416.86  |
| 934 09/Guild/Tai Chi                 | 1,400.00  | 1,400.00  | 770.00    | 630.00    |
| 935 09/Guild/Creative Teen Arts      | 300.00    | 300.00    | 234.10    | 65.90     |
| 936 09/Guild/Scottish Heritage       | 500.00    | 500.00    | 385.85    | 114.15    |
| 937 09/Guild/Spanish Classes         | 350.00    | 350.00    | 0.00      | 350.00    |
| 940 09/Sams/Programming MWC          | 1,000.00  | 1,000.00  | 0.00      | 1,000.00  |
| 941 09/LET/Summer Reading            | 12,000.00 | 12,000.00 | 11,517.70 | 482.30    |
| 944 09/LET/Gift Materials            | 33,563.00 | 33,563.00 | 0.00      | 33,563.00 |
| 945 09/LET/Piano performances        | 3,000.00  | 3,000.00  | 750.00    | 2,250.00  |
| 946 09/Guild/5th Anniversary - Progr | 1,500.00  | 1,500.00  | 210.07    | 1,289.93  |
| 948 09/Walmart/MWC Teen Events       | 1,000.00  | 1,000.00  | 0.00      | 1,000.00  |
| 949 09/WalMart/ Del City             | 1,000.00  | 1,000.00  | 0.00      | 1,000.00  |
| 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         | 300.00    | 300.00    | 0.00      | 300.00    |
| 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     |

**Grants - Friends of MLS, Previous Years**

|                                |           |           |          |          |
|--------------------------------|-----------|-----------|----------|----------|
| 872 08 Big Cozy Book Furniture | 10,000.00 | 10,000.00 | 9,352.00 | 648.00   |
| 875 08 Public Art              | 3,000.00  | 3,000.00  | 0.00     | 3,000.00 |

**Grants - Friends of MLS, Current Fiscal Year**

| <b>GRANTS:</b>             |                                     | <b>GRANT<br/>AMOUNT</b> | <b>RECEIPTS<br/>TO DATE</b> | <b>EXPEND.<br/>TO DATE</b> | <b>ENDING<br/>BALANCE</b>   |
|----------------------------|-------------------------------------|-------------------------|-----------------------------|----------------------------|-----------------------------|
| 902                        | 09/Staff Recognition                | \$6,845.00              | 6,924.35                    | 6,877.53                   | 46.82                       |
| 904                        | 09 Summer at the Library            | \$5,000.00              | 5,000.00                    | 0.00                       | 5,000.00                    |
| 905                        | 09 L.I.F.E.                         | \$7,500.00              | 7,500.00                    | 1,067.08                   | 6,432.92                    |
| 906                        | 09 YA Author Visit                  | \$13,100.00             | 13,100.00                   | 9,927.90                   | 3,172.10                    |
| 908                        | 09 System-wide senior programmin    | \$6,000.00              | 6,000.00                    | 5,600.00                   | 400.00                      |
| 909                        | 09 Noon Tunes                       | \$19,000.00             | 19,000.00                   | 13,321.21                  | 5,678.79                    |
| 911                        | 09 Celebration of Black History & C | \$1,000.00              | 1,000.00                    | 992.91                     | 7.09                        |
| 913                        | 09 Teen Café Tables                 | \$1,420.00              | 0.00                        | 1,192.50                   | (1,192.50)                  |
| 914                        | 09 Children's Furniture             | \$10,000.00             | 10,000.00                   | 0.00                       | 10,000.00                   |
| 915                        | 09 Big Cozy Books Furniture         | \$8,000.00              | 8,000.00                    | 7,598.00                   | 402.00                      |
| 916                        | 09 Inviting Storytime Rug           | \$580.69                | 580.69                      | 484.77                     | 95.92                       |
| 918                        | 09 Harlem Renaissance Arts Projec   | \$360.00                | 360.00                      | 345.72                     | 14.28                       |
| 920                        | 09 MLS TV Ad Production             | \$15,000.00             | 15,000.00                   | 0.00                       | 15,000.00                   |
| <b>Total Grants</b>        |                                     |                         |                             |                            | <u>\$100,521.34</u>         |
| <b>Total Special Funds</b> |                                     |                         |                             |                            | <u><u>\$ 368,539.30</u></u> |



**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of May 2009

FY-09

**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                  | 815,590.85        | 9,359,052.78        | 87.59          | 10,685,220.00        | 1,326,167.22   |
| 102                     | Wages - Part-time         | 119,022.44        | 1,346,840.51        | 80.93          | 1,664,141.00         | 317,300.49     |
| 103                     | Payroll Taxes             | 69,081.90         | 789,545.41          | 82.49          | 957,089.00           | 167,543.59     |
| 109                     | Workers Comp Insurance    | 8,121.00          | 97,458.00           | 77.84          | 125,211.00           | 27,753.00      |
| 112                     | Group Insurance           | 143,587.54        | 1,546,015.79        | 85.17          | 1,815,292.00         | 269,276.21     |
| 113                     | Employees' Retirement     | 45,797.27         | 1,234,349.65        | 92.27          | 1,337,774.00         | 103,424.35     |
| 114                     | Unemployment Compensation | .00               | 7,697.55            | 38.49          | 20,000.00            | 12,302.45      |
| Total Personal Services |                           | 1,201,201.00      | 14,380,959.69       | 86.61          | 16,604,727.00        | 2,223,767.31   |

**Maintenance & Operations - Contractual Services**

|                            |                                |            |              |       |              |            |
|----------------------------|--------------------------------|------------|--------------|-------|--------------|------------|
| 201                        | Bldg, Property, & Auto Insur.  | .00        | 130,857.00   | 93.43 | 140,066.00   | 9,209.00   |
| 202                        | Liability/Bonding Insurance    | .00        | 11,911.00    | 86.94 | 13,700.00    | 1,789.00   |
| 205                        | Rent of Library Buildings      | 4,837.33   | 53,610.63    | 91.17 | 58,800.00    | 5,189.37   |
| 206                        | Rent of Equipment              | 600.00     | 1,410.00     | 19.58 | 7,200.00     | 5,790.00   |
| 207                        | Janitorial Services            | 30,613.50  | 361,852.36   | 87.70 | 412,625.00   | 50,772.64  |
| 208                        | Maintenance of Facilities      | 61,191.04  | 249,602.74   | 76.02 | 328,354.00   | 78,751.26  |
| 211                        | Parking & Transportation       | 14,191.99  | 145,022.00   | 85.70 | 169,216.00   | 24,194.00  |
| 212                        | Travel Expenses                | -111.13    | 26,185.56    | 49.32 | 53,088.00    | 26,902.44  |
| 213                        | Professional Services          | 10,362.58  | 138,178.79   | 48.37 | 285,656.00   | 147,477.21 |
| 214                        | Security Services              | 36,124.55  | 342,763.97   | 86.59 | 395,843.00   | 53,079.03  |
| 216                        | Telephone Services             | 11,895.42  | 107,734.05   | 40.16 | 268,231.00   | 160,496.95 |
| 217                        | Electrical Services            | 35,309.88  | 435,425.43   | 86.92 | 500,950.00   | 65,524.57  |
| 218                        | Gas Services                   | 4,184.38   | 55,956.47    | 88.10 | 63,516.00    | 7,559.53   |
| 219                        | Water & Garbage Services       | 3,303.09   | 43,033.03    | 89.26 | 48,213.00    | 5,179.97   |
| 220                        | Trigen Energy Services         | 17,798.22  | 138,542.20   | 73.30 | 189,000.00   | 50,457.80  |
| 226                        | Memberships                    | 1,053.00   | 25,435.50    | 81.89 | 31,060.00    | 5,624.50   |
| 230                        | Other Library-related Services | 15,212.04  | 291,301.55   | 73.00 | 399,051.00   | 107,749.45 |
| 231                        | Automation Contractual         | 6,714.57   | 222,710.30   | 62.11 | 358,570.00   | 135,859.70 |
| 236                        | Network Catalog Services       | .00        | 46,919.44    | 78.82 | 59,525.00    | 12,605.56  |
| Total Contractual Services |                                | 253,280.46 | 2,828,452.02 | 74.77 | 3,782,664.00 | 954,211.98 |

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of May 2009

FY-09

**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 | 10,022.19         | 137,836.56          | 85.03          | 162,100.00           | 24,263.44      |
| 302               | Postage                      | 221.91            | 205,431.74          | 73.59          | 279,175.00           | 73,743.26      |
| 303               | Supplies                     | 14,994.07         | 312,186.76          | 74.63          | 418,318.00           | 106,131.24     |
| 310               | Maintenance Supplies         | 507.22            | 44,018.73           | 62.00          | 71,000.00            | 26,981.27      |
| 312               | Safety Supplies & Equipment  | 306.80            | 6,047.69            | 59.29          | 10,200.00            | 4,152.31       |
| 321               | Gasoline & Oil               | 1,770.08          | 22,901.65           | 47.71          | 48,000.00            | 25,098.35      |
| 322               | Vehicle Parts & Repairs      | .00               | 9,939.06            | 49.70          | 20,000.00            | 10,060.94      |
| 330               | Programming Activities       | 30,093.46         | 156,522.78          | 76.96          | 203,395.00           | 46,872.22      |
| 331               | Other Commodities            | 2,156.85          | 17,045.50           | 48.84          | 34,900.00            | 17,854.50      |
| Total Commodities |                              | 60,072.58         | 911,930.47          | 73.12          | 1,247,088.00         | 335,157.53     |
|                   |                              | =====             | =====               |                | =====                | =====          |

**Capital Outlays**

|                       |                                |              |               |       |               |               |
|-----------------------|--------------------------------|--------------|---------------|-------|---------------|---------------|
| 401                   | Books & Materials              | 248,955.01   | 2,965,930.80  | 84.68 | 3,502,400.00  | 536,469.20    |
| 404                   | Government Documents           | .00          | .00           | .00   | 5,000.00      | 5,000.00      |
| 405                   | Book Repairs & Bindings        | 2,013.48     | 2,013.48      | 91.52 | 2,200.00      | 186.52        |
| 407                   | Periodicals & Subscriptions    | 203.00       | 139,263.92    | 90.42 | 154,020.00    | 14,756.08     |
| 408                   | Furniture, Fixture, & Equipmnt | 193,923.71   | 266,816.49    | 42.47 | 628,227.00    | 361,410.51    |
| 409                   | Motor Vehicles                 | .00          | 57,860.00     | 77.15 | 75,000.00     | 17,140.00     |
| 410                   | Automation System & Equipment  | 1,645.49     | 314,222.96    | 63.42 | 495,463.00    | 181,240.04    |
| 450                   | Capital Projects               | 38,859.64    | 6,226,002.42  | 60.62 | 10,271,327.00 | 4,045,324.58  |
| 490                   | Capital Reserves - Current     | .00          | .00           | .00   | -1,618,109.96 | -1,618,109.96 |
| 499                   | Reserve Carryover - Prior      | .00          | .00           | .00   | 18,249,206.10 | 18,249,206.10 |
| Total Capital Outlays |                                | 485,600.33   | 9,972,110.07  | 31.39 | 31,764,733.14 | 21,792,623.07 |
|                       |                                | =====        | =====         |       | =====         | =====         |
| Total Budget          |                                | 2,000,154.37 | 28,093,452.25 | 52.61 | 53,399,212.14 | 25,305,759.89 |
|                       |                                | =====        | =====         |       | =====         | =====         |

Monthly Journal Entries -- May 2009

| Jrnl #                              | Acct # | Account Name and JE Description                       | Debits             | Credits         |
|-------------------------------------|--------|---|--------------------|-----------------|
| <b><u>Investments</u></b>           |        |   |                    |                 |
| 207                                 | 1001   | Cash  |                    | \$ 135,836.96   |
|                                     | 1101   | Investments   | \$ 140,000.00      |                 |
|                                     | 3602   | Interest Income                                       |                    | \$ 4,163.04     |
|                                     |        | Stillwater CD interest and renewal                    |                    |                 |
| 208                                 | 1001   | Cash  | \$ 208.48          |                 |
|                                     | 3602   | Interest Income                                       |                    | \$ 208.48       |
|                                     |        | Midfirst CD interest                                  |                    |                 |
| <b><u>Tax revenues</u></b>          |        |   |                    |                 |
| 209                                 | 1001   | Cash  | \$ 156,203.14      |                 |
|                                     | 1201   | Ad Valorem Tax - Current year                         |                    | \$ 125,579.30   |
|                                     | 3601   | Prior year Tax  |                    | \$ 30,623.84    |
|                                     |        | Ad Valorem Tax apportioned by County for 4/16 to 4/30 |                    |                 |
| 210                                 | 1001   | Cash  | \$ 85,508.49       |                 |
|                                     | 1201   | Ad Valorem Tax - Current year                         |                    | \$ 85,507.63    |
|                                     | 3601   | Prior year Tax  |                    | \$ 0.86         |
|                                     |        | Ad Valorem Tax apportioned by County for 5/1 to 5/15  |                    |                 |
| 211                                 | 1001   | Cash  | \$ 177,203.50      |                 |
|                                     | 3401   | State Aid   |                    | \$ 177,203.50   |
|                                     |        | State Aid, second payment                             |                    |                 |
| <b><u>Miscellaneous revenue</u></b> |        |   |                    |                 |
| 212                                 | 1001   | Cash  | \$ 20,638.49       |                 |
|                                     | 3605   | Mic. Reimbursements                                   |                    | \$ 20,638.49    |
|                                     |        | Insurance:  | Friends:           |                 |
|                                     |        | J Taylor 676.00                                       | Trash 202.00       |                 |
|                                     |        | J Taylor 676.00                                       | wages 18,093.94    |                 |
|                                     |        | Café rent 500.00                                      | Dell refund 485.55 |                 |
|                                     |        | badges \$ 5.00  | total 20,638.49    |                 |
| <b><u>Fines</u></b>                 |        |   |                    |                 |
| 213                                 | 1001   | Cash  | \$ 45,000.00       |                 |
|                                     | 3403   | Projected Mic. Revenue - Fines                        |                    | \$ 45,000.00    |
|                                     |        | Fines transferred to General Fund in May              |                    |                 |
| <b><u>Payable entries</u></b>       |        |   |                    |                 |
| 214                                 | 3001   | Current Year Reserv. for Appropriations.              | \$ 2,000,154.37    |                 |
|                                     | 3011   | Current Year P.O. Outstanding                         |                    | \$ 2,000,154.37 |
|                                     | 3002   | Prior Year Reserv. for Appropriations.                |                    | \$ 17,313.42    |
|                                     | 3012   | Prior Year P.O. Outstanding                           | \$ 17,313.42       |                 |
|                                     |        | Purchase orders issued in May                         |                    |                 |



|     |      |                                   |                 |                 |
|-----|------|-----------------------------------|-----------------|-----------------|
| 215 | 3011 | Current Year P.O. Outstanding     | \$ 2,139,315.21 |                 |
|     | 3021 | Current Year Warrants Outstanding |                 | \$ 2,139,315.21 |
|     | 3012 | Prior Year P.O. Outstanding       | \$ -            |                 |
|     | 3022 | Prior Year Warrants Outstanding   |                 | \$ -            |
|     |      | Checks issued in May              |                 |                 |
| 216 | 3021 | Current Year Warrants Outstanding | \$ 2,207,836.88 |                 |
|     | 1001 | Cash                              |                 | \$ 2,207,836.88 |
|     | 3022 | Prior Year Warrants Outstanding   | \$ 618.75       |                 |
|     | 1001 | Cash                              |                 | \$ 618.75       |
|     |      | Checks cleared Bank in May        |                 |                 |

**Bank interest and fees**

|     |      |  |             |             |
|-----|------|--|-------------|-------------|
| 217 | 1001 | Cash                                     | \$ 1,662.48 |             |
|     | 3602 | Interest Income                          |             | \$ 1,662.48 |
|     |      | Interest from GF Checking Acct less fees |             |             |
| 218 | 8000 | Special Fund Cash                        |             | \$ 86.40    |
|     | 8815 | Fines Account                            | \$ 86.40    |             |
|     |      | Interest from SF Checking Acct less fees |             |             |

**Special funds**

|     |      |   |              |              |
|-----|------|---|--------------|--------------|
| 219 | 8000 | Special Fund Cash                         | \$ 55,771.25 |              |
|     | 8815 | Fines                                     |              | \$ 30,498.25 |
|     | 8820 | Copy                                      |              | \$ 7,747.41  |
|     | 8805 | Gift/Lost Books                           |              | \$ 4,434.12  |
|     | 8810 | Prepaid Fees                              | \$ 421.75    |              |
|     | 8930 | other                                     |              | \$ 3,000.00  |
|     | 8949 |   |              | \$ 1,000.00  |
|     | 8815 |   |              | \$ 9,513.22  |
|     |      | Revenues of special funds received in May |              |              |
| 220 | 8000 |   |              | \$ 72,456.86 |
|     | 8815 | Fines                                     | \$ 45,301.90 |              |
|     | 8820 | Copy                                      | \$ 1,446.44  |              |
|     | 8805 | Gift/Lost Books                           | \$ 661.66    |              |
|     | 8909 |   | \$ 2,196.00  |              |
|     | 8921 |   | \$ 956.88    |              |
|     | 8941 |   | \$ 10,332.02 |              |
|     | 8932 |   | \$ 10,031.00 |              |
|     | 8945 |   | \$ 750.00    |              |
|     | 8934 |   | \$ 770.00    |              |
|     | 8876 |   | \$ 10.96     |              |
|     |      | Expenditures of special funds in May      |              |              |

**Corrections, adjustments, and miscellaneous**

None

Grand Total

|                 |                 |
|-----------------|-----------------|
| \$ 7,120,399.47 | \$ 7,120,399.47 |
| \$ -            | \$ -            |



General Fund F.Y. 08-09

Warrant Register

May 2009

| Number  | Vendor/Payee                   | Purpose                   |            | Amount     |
|---------|--------------------------------|---------------------------|------------|------------|
| G-04356 | Weston Woods Accts Receivable  | Materials                 | 144.21     | 144.21     |
| G-04357 | Baker & Taylor Books           | Materials                 | 1,946.69   | 1,946.69   |
| G-04358 | Recorded Books, LLC            | Materials                 | 1,225.12   | 1,225.12   |
| G-04359 | Cilisse Simonds                | Materials                 | 20.60      | 20.60      |
| G-04360 | Instructional Video, Inc.      | Materials                 | 2,716.75   | 2,716.75   |
| G-04361 | Gale Group                     | Materials                 | 1,059.16   | 1,059.16   |
| G-04362 | Library Video Co.              | Materials                 | 959.55     | 959.55     |
| G-04363 | Blackstone Audio Books         | Materials                 | 135.00     | 135.00     |
| G-04364 | Random House, Inc              | Materials                 | 2,220.00   | 2,220.00   |
| G-04365 | Brilliance Corporation         | Materials                 | 849.45     | 849.45     |
| G-04366 | Gateway Films/Vision Video     | Materials                 | 433.79     | 433.79     |
| G-04367 | Ingram Library Service         | Materials                 | 2,642.08   | 2,642.08   |
| G-04368 | Audio Editions                 | Materials                 | 576.87     | 576.87     |
| G-04369 | Full Cast Audio                | Materials                 | 280.90     | 280.90     |
| G-04370 | California Language Labs       | Materials                 | 627.84     | 627.84     |
| G-04371 | Ingram Library Service         | Materials                 | 1,547.20   | 1,547.20   |
| G-04372 | Maverick Books                 | Materials                 | 131.94     | 131.94     |
| G-04373 | Baker & Taylor Entertainment   | Materials                 | 4,944.57   |            |
|         |                                | Materials                 | 635.60     | 5,580.17   |
| G-04374 | Faith Centered Resources       | Materials                 | 516.58     | 516.58     |
| G-04375 | Baker & Taylor Books           | Materials                 | 1,122.49   |            |
|         |                                | Materials                 | 1,373.20   |            |
|         |                                | Materials                 | 1,691.73   |            |
|         |                                | Materials                 | 5,223.98   |            |
|         |                                | Materials                 | 10,123.04  |            |
|         |                                | Materials                 | 6,793.23   | 26,327.67  |
| G-04376 | Baker & Taylor Books           | Materials                 | 2,056.14   |            |
|         |                                | Materials                 | 2,185.70   |            |
|         |                                | Materials                 | 3,549.48   |            |
|         |                                | Materials                 | 44.30      | 7,835.62   |
| G-04377 | Baker & Taylor Books           | Materials                 | 1,159.23   | 1,159.23   |
| G-04378 | Baker & Taylor Entertainment   | Materials                 | 382.33     | 382.33     |
| G-04379 | Mackin                         | Materials                 | 96.46      | 96.46      |
| G-04380 | Overdrive, Inc.                | Materials                 | 822.82     | 822.82     |
| G-04381 | Beyond Consequences Institute, | Materials                 | 170.55     | 170.55     |
| G-04382 | Bank of Oklahoma               | Payroll Transmittal-Chks  | 42,222.58  |            |
|         |                                | Payroll Transmittal-Chks  | 18,720.27  |            |
|         |                                | Payroll Transmittal-Chks  | 275.00     | 61,217.85  |
| G-04383 | Bank of Oklahoma               | Federal Withholding Tax   | 36,598.60  |            |
|         |                                | Federal Withholding Tax   | 1,549.00   | 38,147.60  |
| G-04384 | Oklahoma Tax Commission        | State Withholding Tax     | 13,570.00  |            |
|         |                                | State Withholding Tax     | 790.50     | 14,360.50  |
| G-04385 | Mun. Employees Credit Union    | Employee Cr Union Deducts | 11,384.13  |            |
|         |                                | Employee Cr Union Deducts | 87.50      | 11,471.63  |
| G-04386 | United Way of Central Oklahoma | Employee Deductions       | 415.56     |            |
|         |                                | Employee Deductions       | 2.00       | 417.56     |
| G-04387 | Bank of America                | Payroll Transmittal-DDep  | 220,926.15 |            |
|         |                                | Payroll Transmittal-DDep  | 33,975.47  |            |
|         |                                | Payroll Transmittal-DDep  | 1,210.00   | 256,111.62 |
| G-04388 | Nationwide Retirement Solution | Employee Deductions       | 7,314.92   | 7,314.92   |
| G-04389 | Transamerica Worksite Mrktg.   | Employee Deductions       | 478.18     | 478.18     |
| G-04390 | Metro Library Sys Pension Trst | Employee Contrib -- DB PI | 5,110.68   | 5,110.68   |



General Fund F.Y. 08-09

Warrant Register

May 2009

| Number  | Vendor/Payee                   | Purpose                   |           | Amount    |
|---------|--------------------------------|---------------------------|-----------|-----------|
| G-04391 | Bank of Oklahoma               | Employee Flexplan Deposit | 22,524.76 | 22,524.76 |
| G-04392 | Bank of Oklahoma               | Employee Soc/Sec Deposits | 23,889.55 |           |
|         |                                | Employee Soc/Sec Deposits | 3,700.85  |           |
|         |                                | Employee Medicare Deposit | 5,587.13  |           |
|         |                                | Employee Medicare Deposit | 865.57    |           |
|         |                                | Employer Soc/Sec Deposits | 27,590.54 |           |
|         |                                | Employer Medicare Deposit | 6,452.52  | 68,086.16 |
| G-04393 | MassMutual Financial Group     | Employee Contrib -- DC PI | 12,482.19 |           |
|         |                                | Employer Contrib -- DC PI | 22,760.91 | 35,243.10 |
| G-04394 | Love, Beal & Nixon, P.C.       | Employee Deductions       | 397.50    | 397.50    |
| G-04395 | ODHS Oklahoma Centralized      | Employee Deductions       | 338.02    | 338.02    |
| G-04396 | Administrative Systems, Inc.   | Employee Deductions       | 1,109.41  | 1,109.41  |
| G-04397 | UNUM Life Insurance            | Employee Deductions       | 1,652.20  |           |
|         |                                | Employee Deductions       | 17.40     | 1,669.60  |
| G-04398 | NCO Financial Systems, INC     | Employee Deductions       | 337.25    | 337.25    |
| G-04399 | City of Midwest City, Inc.     | Water & Garbage Services  | 221.01    | 221.01    |
| G-04400 | City of Del City               | Rent of Library Buildings | 400.00    | 400.00    |
| G-04401 | Bradford Industrial Suppl Corp | Maintenance of Facilities | 168.64    | 168.64    |
| G-04402 | Federal Corporation            | Maintenance of Facilities | 18.27     | 18.27     |
| G-04403 | O G & E                        | Electrical Services       | 4,533.81  | 4,533.81  |
| G-04404 | Oklahoma Natural Gas Co.       | Gas Services              | 2,385.74  |           |
|         |                                | Gas Services              | 930.03    |           |
|         |                                | Gas Services              | 88.72     | 3,404.49  |
| G-04405 | City of Oklahoma City          | Water & Garbage           | 412.33    | 412.33    |
| G-04406 | Demco                          | Supplies                  | 50.15     |           |
|         |                                | Supplies                  | 55.51     | 105.66    |
| G-04407 | Eales Electronics Corp.        | Maintenance of Facilities | 160.00    | 160.00    |
| G-04408 | UNUM Life Insurance            | Grp L-T Disab Ins.-May    | 5,284.62  | 5,284.62  |
| G-04409 | Frank Ray                      | Mileage                   | 39.33     | 39.33     |
| G-04410 | U.S. Postal Service            | Postage                   | 15,000.00 | 15,000.00 |
| G-04411 | CompSource Oklahoma            | Workers Comp Insurance    | 8,121.00  | 8,121.00  |
| G-04412 | Barbara Beasley                | Supplies                  | 67.88     | 67.88     |
| G-04413 | Keystone Tape & Label, Inc.    | Printing                  | 1,264.86  | 1,264.86  |
| G-04414 | United Refrigeration, Inc.     | Maintenance of Facilities | 136.68    | 136.68    |
| G-04415 | Chester 'Jack' Kinzie, Jr.     | Mileage                   | 6.05      | 6.05      |
| G-04416 | Johnstone Supply               | Maintenance of Facilities | 24.76     | 24.76     |
| G-04417 | Eureka Water Co.               | Ralph Ellison Relocation  | 50.65     | 50.65     |
| G-04418 | Hunter's Battery Warehouse     | Maintenance of Facilities | 40.05     |           |
|         |                                | Maintenance of Facilities | 11.96     | 52.01     |
| G-04419 | Staples Business Advantage     | Supplies                  | 33.36     | 33.36     |
| G-04420 | Mutual Assurance               | Grp Med/Dtl Ins Prem-MAY  | 32,254.41 | 32,254.41 |
| G-04421 | Copelin's Office Center        | Supplies                  | 18.58     | 18.58     |
| G-04422 | Staples Credit Plan            | supplies                  | 27.94     | 27.94     |
| G-04423 | Angie Paeltz                   | Programming               | 29.37     |           |
|         |                                | Supplies                  | 22.10     | 51.47     |
| G-04424 | Walter Wayne McEvilly          | Programming Activities    | 200.00    | 200.00    |
| G-04425 | INTEGRIS Corporate Assistance  | Group Insurance           | 870.00    | 870.00    |
| G-04426 | Shawver & Son                  | Capital Projects          | 253.43    |           |
|         |                                | Maintenance of Facilities | 230.31    |           |
|         |                                | Maintenance of Facilities | 309.03    | 792.77    |
| G-04427 | Scott's Printing & Copying     | Printing                  | 717.70    | 717.70    |
| G-04428 | R. R. Bowker                   | Automation Contractual    | 1,000.00  | 1,000.00  |



General Fund F.Y. 08-09

Warrant Register

May 2009

| Number  | Vendor/Payee                   | Purpose                   |           | Amount    |
|---------|--------------------------------|---------------------------|-----------|-----------|
| G-04429 | Lakeshore Learning Materials   | Programming Supplies      | 41.17     | 41.17     |
| G-04430 | DWe Williams                   | Programming Activities    | 3,000.00  | 3,000.00  |
| G-04431 | Aqualife Aquarium Systems, Inc | Maintenance of Facilities | 88.50     | 88.50     |
| G-04432 | Evans Enterprises Inc-OKC      | Maintenance of Facilities | 226.00    | 226.00    |
| G-04433 | Frances V. Harbert             | Mileage                   | 20.52     | 20.52     |
| G-04434 | Town of Luther                 | Water & Garbage           | 44.25     | 44.25     |
| G-04435 | Cherokee Building Materials    | Maintenance of Facilities | 92.63     | 92.63     |
| G-04436 | Deli Partners of Little Rock   | Other Commodities         | 217.11    | 217.11    |
| G-04437 | Landon Holman                  | Professional Services     | 1,050.00  | 1,050.00  |
| G-04438 | Cox Media Oklahoma City        | Library-Related Services  | 4,250.00  | 4,250.00  |
| G-04439 | Evans Hardware                 | Maintenance of Facilities | 10.87     | 10.87     |
| G-04440 | Jeffrey J. Crawford            | Security Services         | 487.50    | 487.50    |
| G-04441 | Debbie Robertus                | Mileage                   | 46.70     | 46.70     |
| G-04442 | Miguel A. Campos               | Security Services         | 212.50    | 212.50    |
| G-04443 | Associated Appliance, Inc.     | Maintenance of Facilities | 11.39     | 11.39     |
| G-04444 | Stanley Campbell               | Security Services         | 212.50    | 212.50    |
| G-04445 | Kelly Mitchell Osborne         | Programming Activities    | 380.00    | 380.00    |
| G-04446 | Dowell Parking Center          | Parking & Transportation  | 50.00     | 50.00     |
| G-04447 | Timothy W. Brewer, Jr.         | Security Services         | 112.50    | 112.50    |
| G-04448 | City of Harrah                 | Water & Garbage Services  | 50.42     | 50.42     |
| G-04449 | Amazon/GE Money Bank           | Automation Supplies       | 399.80    |           |
|         |                                | Supplies                  | 34.30     |           |
|         |                                | Programming Supplies      | 712.80    |           |
|         |                                | Programming Supplies      | 191.43    |           |
|         |                                | Programming Supplies      | 72.53     |           |
|         |                                | Supplies                  | 132.71    |           |
|         |                                | Supplies                  | 26.99     |           |
|         |                                | Programming Gifts         | 3,499.86  | 5,070.42  |
| G-04450 | City of Oklahoma City          | Programming Activities    | 20.00     | 20.00     |
| G-04451 | Lisa M. Wood                   | Programming Activities    | 54.07     | 54.07     |
| G-04452 | Crowe & Dunlevy                | Professional Services     | 63.00     | 63.00     |
| G-04453 | City of Choctaw                | Water & Garbage Services  | 119.29    | 119.29    |
| G-04454 | Vision Service Plan of         | Grp Vision Ins Prem-May   | 2,301.89  | 2,301.89  |
| G-04455 | Todd Olberding                 | Telephone Services        | 37.99     | 37.99     |
| G-04456 | Producers Playhouse            | Library-Related Services  | 115.00    | 115.00    |
| G-04457 | Metropolitan Library System    | Grp Med/Dtl Ins Prms-MAY  | 99,653.92 | 99,653.92 |
| G-04458 | Garcia Tire Service, Inc.      | Maintenance of Facilities | 12.00     | 12.00     |
| G-04459 | Imagination Promotional Group  | Programming               | 439.26    | 439.26    |
| G-04460 | Allied Waste Services #060     | Water & Garbage Services  | 703.40    | 703.40    |
| G-04461 | Carol Hunter                   | Mileage                   | 24.20     | 24.20     |
| G-04462 | Melissa Weathers               | Mileage                   | 38.35     | 38.35     |
| G-04463 | Cintas Corp.                   | Maintenance of Facilities | 432.25    | 432.25    |
| G-04464 | Kelley Hoffman                 | Mileage                   | 9.35      | 9.35      |
| G-04465 | OKC Philharmonic Orchestra     | Programming Activities    | 250.00    | 250.00    |
| G-04466 | Target Bank                    | Other Commodities         | 157.49    | 157.49    |
| G-04467 | Securitas Security USA, Inc.   | Security Services         | 6,355.82  | 6,355.82  |
| G-04468 | SimplexGrinnell                | Maintenance of Facilities | 1,735.00  | 1,735.00  |
| G-04469 | Beatriz Meyer                  | Programming Activities    | 494.00    | 494.00    |
| G-04470 | Sabre Technologies             | Supplies                  | 6,000.00  | 6,000.00  |
| G-04471 | Angela Wall                    | Programming Activities    | 60.00     | 60.00     |
| G-04472 | COTPA                          | Parking & Transportation  | 3,112.67  |           |
|         |                                | Parking & Transportation  | 2,116.00  |           |

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| Number  | Vendor/Payee<br>** Continued ** | Purpose                   |          | Amount   |
|---------|---------------------------------|---------------------------|----------|----------|
| G-04472 | COTPA                           | Parking & Transportation  | 4,692.00 | 9,920.67 |
| G-04473 | Midwest Single Source, Inc.     | Supplies                  | 53.84    |          |
|         |                                 | Supplies                  | 51.84    |          |
|         |                                 | Supplies                  | 30.92    | 136.60   |
| G-04474 | Joshua Pershica                 | Security Services         | 812.50   | 812.50   |
| G-04475 | R. Justin Herwig                | Mileage                   | 101.20   | 101.20   |
| G-04476 | UNUM Life Insurance             | Grp LTC Insurance-May     | 1,737.70 | 1,737.70 |
| G-04477 | Vernon L. Kriethe               | Security Services         | 112.50   | 112.50   |
| G-04478 | Christina Chapman Heffernan     | Programming Activities    | 125.00   | 125.00   |
| G-04479 | Lindsay Jones Egle              | Programming               | 67.28    |          |
|         |                                 | Programming Activities    | 71.05    | 138.33   |
| G-04480 | Midwest City Police Department  | Programming Activities    | 402.00   | 402.00   |
| G-04481 | ASIS International              | Professional Services     | 875.00   | 875.00   |
| G-04482 | James Curren                    | Gasoline & Oil            | 98.00    | 98.00    |
| G-04483 | DOK Mag, LLC                    | Library-Related Services  | 1,597.50 | 1,597.50 |
| G-04484 | DaLeesa J. Flick                | Programming               | 56.46    | 56.46    |
| G-04485 | Holly Cleeland                  | Programming Activities    | 800.00   |          |
|         |                                 | Programming Activities    | 800.00   | 1,600.00 |
| G-04486 | Mayor's Development Roundtable  | Other Commodities         | 75.00    | 75.00    |
| G-04487 | Metropolitan Library System     | Professional Services     | 67.61    |          |
|         |                                 | Postage                   | 9.00     |          |
|         |                                 | Supplies                  | 167.66   |          |
|         |                                 | Programming Activities    | 167.70   |          |
|         |                                 | Programming Activities    | 86.73    |          |
|         |                                 | Other Commodities         | 13.01    | 511.71   |
| G-04488 | Bradford Industrial Suppl Corp  | Maintenance of Facilities | 347.78   |          |
|         |                                 | Maintenance of Facilities | 206.28   | 554.06   |
| G-04489 | Oklahoma Natural Gas Co.        | Gas Services              | 28.14    | 28.14    |
| G-04490 | City of Oklahoma City           | Water & Garbage           | 86.26    |          |
|         |                                 | Water & Garbage           | 182.83   | 269.09   |
| G-04491 | City of the Village             | Water & Garbage           | 82.97    | 82.97    |
| G-04492 | Triangle/A & E                  | Automation Contractual    | 32.40    |          |
|         |                                 | Capital Projects          | 17.82    | 50.22    |
| G-04493 | Brodart, Inc.                   | Supplies                  | 316.40   |          |
|         |                                 | Supplies                  | 1,806.00 | 2,122.40 |
| G-04494 | Borders Group, Inc.             | Materials                 | 264.22   | 264.22   |
| G-04495 | Locke Supply Co.                | Maintenance of Facilities | 13.10    |          |
|         |                                 | Maintenance of Facilities | 21.90    |          |
|         |                                 | Maintenance of Facilities | 19.85    |          |
|         |                                 | Maintenance of Facilities | 9.18     | 64.03    |
| G-04496 | Emsco Electric Supply           | Maintenance of Facilities | 46.18    |          |
|         |                                 | Maintenance of Facilities | 202.59   | 248.77   |
| G-04497 | Demco                           | Supplies                  | 2,015.00 |          |
|         |                                 | Supplies                  | 3,050.00 |          |
|         |                                 | Supplies                  | 69.16    |          |
|         |                                 | Supplies                  | 623.25   |          |
|         |                                 | Supplies                  | 28.41    | 5,785.82 |
| G-04498 | Eales Electronics Corp.         | Maintenance of Facilities | 45.00    | 45.00    |
| G-04499 | Gale Research                   | Materials                 | 2,794.65 | 2,794.65 |
| G-04500 | Highsmith Co., Inc.             | Programming Supplies      | 94.20    | 94.20    |
| G-04501 | Baker & Taylor Books            | Materials                 | 1,828.62 | 1,828.62 |

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|---------|--------------------------------|---------------------------|----------|----------|
| G-04502 | Spence & Associates, Inc       | Library-Related Services  | 1,900.00 | 1,900.00 |
| G-04503 | Charles S. Isaacs              | Mileage                   | 113.30   | 113.30   |
| G-04504 | Maintenance Connection         | Maintenance of Facilities | 396.00   |          |
|         |                                | Maintenance of Facilities | 1,797.30 | 2,193.30 |
| G-04505 | Barbara Beasley                | Other Commodities         | 262.59   | 262.59   |
| G-04506 | United Refrigeration, Inc.     | Maintenance of Facilities | 69.03    | 69.03    |
| G-04507 | Recorded Books, LLC            | Materials                 | 1,527.25 | 1,527.25 |
| G-04508 | Johnstone Supply               | Maintenance of Facilities | 504.55   |          |
|         |                                | Maintenance of Facilities | 87.46    |          |
|         |                                | Maintenance of Facilities | 65.84    |          |
|         |                                | Maintenance of Facilities | 30.94    |          |
|         |                                | Maintenance of Facilities | 11.90    |          |
|         |                                | Maintenance of Facilities | 17.10    | 717.79   |
| G-04509 | ConocoPhillips Fleet           | Gasoline                  | 45.53    | 45.53    |
| G-04510 | Instructional Video, Inc.      | Materials                 | 2,852.03 | 2,852.03 |
| G-04511 | Denyveta Davis                 | Mileage                   | 185.48   | 185.48   |
| G-04512 | Gale Group                     | Materials                 | 4,142.88 | 4,142.88 |
| G-04513 | Live Oak Media                 | Materials                 | 187.60   | 187.60   |
| G-04514 | Anne G. Fischer                | Mileage                   | 50.33    |          |
|         |                                | Telephone Services        | 50.00    | 100.33   |
| G-04515 | Library Video Co.              | Materials                 | 67.80    | 67.80    |
| G-04516 | Full Circle Bookstore          | Programming Activities    | 51.14    | 51.14    |
| G-04517 | Rosemary Czarski               | Supplies                  | 7.40     |          |
|         |                                | Postage                   | 42.00    |          |
|         |                                | Other Commodities         | 47.28    | 96.68    |
| G-04518 | Janet Brooks                   | Mileage                   | 47.89    | 47.89    |
| G-04519 | Commercial Concepts            | Automation Contractual    | 2,408.17 |          |
|         |                                | Maintenance of Facilities | 658.50   | 3,066.67 |
| G-04520 | Great American Glass & Tinting | Maintenance of Facilities | 343.27   | 343.27   |
| G-04521 | Oklahoma Air Filter            | Maintenance of Facilities | 44.52    |          |
|         |                                | Maintenance of Facilities | 362.04   | 406.56   |
| G-04522 | Jonathan Willis                | Mileage                   | 41.80    | 41.80    |
| G-04523 | Random House, Inc              | Materials                 | 1,680.00 | 1,680.00 |
| G-04524 | Jo Ellyn Wheeler               | Programming Activities    | 36.90    | 36.90    |
| G-04525 | A T & T Mobility               | Telephone Services        | 85.41    | 85.41    |
| G-04526 | Scott's Printing & Copying     | Printing                  | 388.24   |          |
|         |                                | Printing                  | 231.00   | 619.24   |
| G-04527 | Brilliance Corporation         | Materials                 | 1,417.99 | 1,417.99 |
| G-04528 | Ingram Library Service         | Materials                 | 1,156.75 | 1,156.75 |
| G-04529 | Phyllis Davidson               | Mileage                   | 14.71    | 14.71    |
| G-04530 | Walker Companies               | Supplies                  | 157.20   | 157.20   |
| G-04531 | Audio Editions                 | Materials                 | 1,245.19 | 1,245.19 |
| G-04532 | OSCPA                          | Professional Services     | 114.00   | 114.00   |
| G-04533 | Mardel, Inc.                   | Materials                 | 178.72   | 178.72   |
| G-04534 | Matthew Cotter                 | Mileage                   | 83.33    | 83.33    |
| G-04535 | California Language Labs       | Materials                 | 383.68   | 383.68   |
| G-04536 | Ingram Library Service         | Materials                 | 102.02   | 102.02   |
| G-04537 | Voss Lighting                  | Maintenance of Facilities | 861.50   | 861.50   |
| G-04538 | Frances V. Harbert             | Travel Expenses           | 10.12    | 10.12    |
| G-04539 | Barnes & Noble, Inc.           | Materials                 | 147.83   | 147.83   |
| G-04540 | L. E. Acker Co.                | Maintenance of Facilities | 29.11    | 29.11    |
| G-04541 | Landon Holman                  | Mileage                   | 54.45    | 54.45    |



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|---------|--------------------------------|----------------------------|----------|-----------|
| G-04542 | Anita Roesler                  | Mileage                    | 144.16   | 144.16    |
| G-04543 | Jimmy Welch                    | Telephone Services         | 50.00    |           |
|         |                                | Mileage                    | 18.16    | 68.16     |
| G-04544 | Cox Media Oklahoma City        | Library-Related Services   | 1,000.00 | 1,000.00  |
| G-04545 | Southwest Paper - OKC          | Maintenance Supplies       | 2,564.00 | 2,564.00  |
| G-04546 | Steve's Wholesale Distributors | Maintenance of Facilities  | 8.49     | 8.49      |
| G-04547 | OPUBCO Communications Group    | Library-Related Services   | 153.95   | 153.95    |
| G-04548 | Sharon A. Nolan                | Programming Activities     | 112.79   | 112.79    |
| G-04549 | Katrina Prince                 | Memberships                | 35.00    | 35.00     |
| G-04550 | Aaron Killough                 | Mileage                    | 9.35     | 9.35      |
| G-04551 | Kelley Riha                    | Mileage                    | 70.13    |           |
|         |                                | Mileage                    | 154.39   | 224.52    |
| G-04552 | BBC Audiobooks America         | Materials                  | 783.53   | 783.53    |
| G-04553 | Vance Hunt & Associates, Inc.  | Fixtures                   | 5,442.00 |           |
|         |                                | Fixtures                   | 525.00   | 5,967.00  |
| G-04554 | Amazon/GE Money Bank           | Supplies                   | 36.28    | 36.28     |
| G-04555 | Fariba Williams                | Mileage                    | 31.02    | 31.02     |
| G-04556 | Office Depot Credit Plan       | Supplies                   | 53.13    | 53.13     |
| G-04557 | Cox Communications, Inc.       | Telephone Services         | 4,073.81 |           |
|         |                                | Telephone Services         | 3,722.09 | 7,795.90  |
| G-04558 | Baker & Taylor Entertainment   | Materials                  | 3,969.24 |           |
|         |                                | Materials                  | 4,452.55 | 8,421.79  |
| G-04559 | Walmart Community              | Programming Activities     | 70.00    |           |
|         |                                | Programming Activities     | 135.85   | 205.85    |
| G-04560 | Reef Shop Warehouse            | Maintenance of Facilities  | 114.39   | 114.39    |
| G-04561 | Evelyn Carol Gilbert           | Mileage                    | 65.88    | 65.88     |
| G-04562 | Pamela Buchanan                | Mileage                    | 75.90    |           |
|         |                                | Telephone Services         | 35.00    | 110.90    |
| G-04563 | Teaching Company               | Materials                  | 429.90   | 429.90    |
| G-04564 | John Utley                     | Telephone Services         | 35.00    |           |
|         |                                | Mileage                    | 78.65    | 113.65    |
| G-04565 | Lesli Jones                    | Library-Related Services   | 125.00   | 125.00    |
| G-04566 | Suzanne & Jim, Inc             | Programming Activities     | 400.00   | 400.00    |
| G-04567 | Cox Communications, Inc.       | Equipment                  | 300.00   |           |
|         |                                | Telephone Service          | 980.72   | 1,280.72  |
| G-04568 | Baker & Taylor Books           | Materials                  | 561.50   |           |
|         |                                | Materials                  | 1,000.58 |           |
|         |                                | Materials                  | 2,642.83 |           |
|         |                                | Materials                  | 4,763.46 |           |
|         |                                | Materials                  | 5,058.33 |           |
|         |                                | Materials                  | 4,313.70 | 18,340.40 |
| G-04569 | Baker & Taylor Books           | Materials                  | 1,125.92 |           |
|         |                                | Materials                  | 3,271.17 |           |
|         |                                | Materials                  | 5,093.74 | 9,490.83  |
| G-04570 | Baker & Taylor Books           | Materials                  | 3,565.14 | 3,565.14  |
| G-04571 | Commercial Furniture           | Furniture, Fixture & Equip | 1,581.00 | 1,581.00  |
| G-04572 | Emily Williams                 | Mileage                    | 27.34    | 27.34     |
| G-04573 | Smart Technologies             | Automation Contractual     | 470.00   | 470.00    |
| G-04574 | Teresa Matthews                | Programming Activities     | 60.00    | 60.00     |
| G-04575 | Dan Holman                     | Telephone Services         | 38.93    | 38.93     |
| G-04576 | Baker & Taylor Entertainment   | Materials                  | 426.90   | 426.90    |
| G-04577 | Fitz Jennings                  | Programming Activities     | 1,500.00 | 1,500.00  |



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|---------|--------------------------------|---------------------------|------------|------------|
| G-04578 | Alexandra Brodt                | Programming Activities    | 150.00     | 150.00     |
| G-04579 | Overdrive, Inc.                | Materials                 | 1,131.89   | 1,131.89   |
| G-04580 | Occucare Corporation           | Professional Services     | 150.00     | 150.00     |
| G-04581 | Chris Kennedy                  | Mileage                   | 54.73      | 54.73      |
| G-04582 | Jennifer I. Jones              | Programming Activities    | 53.68      | 53.68      |
| G-04583 | Jamar Rahming                  | Mileage                   | 54.75      | 54.75      |
| G-04584 | Comet Supply                   | Supplies                  | 92.54      | 92.54      |
| G-04585 | Boe Toahty                     | Programming Activities    | 120.00     | 120.00     |
| G-04586 | Baker & Taylor Books           | Materials                 | 797.58     | 797.58     |
| G-04587 | Recorded Books, LLC            | Materials                 | 779.62     | 779.62     |
| G-04588 | Instructional Video, Inc.      | Materials                 | 90.69      | 90.69      |
| G-04589 | Gale Group                     | Materials                 | 2,592.20   | 2,592.20   |
| G-04590 | Salem Press Accounting Office  | Materials                 | 1,030.20   | 1,030.20   |
| G-04591 | Live Oak Media                 | Materials                 | 73.22      | 73.22      |
| G-04592 | Library Video Co.              | Materials                 | 179.55     | 179.55     |
| G-04593 | Full Circle Bookstore          | Materials                 | 7.96       | 7.96       |
| G-04594 | Random House, Inc              | Materials                 | 1,472.00   | 1,472.00   |
| G-04595 | Ingram Library Service         | Materials                 | 3,667.29   | 3,667.29   |
| G-04596 | AV Cafe Inc                    | Materials                 | 1,750.30   | 1,750.30   |
| G-04597 | Ingram Library Service         | Materials                 | 876.80     | 876.80     |
| G-04598 | Center Point Large Print       | Materials                 | 506.22     | 506.22     |
| G-04599 | Baker & Taylor Books           | Materials                 | 1,824.70   | 1,824.70   |
| G-04600 | Baker & Taylor Entertainment   | Materials                 | 3,701.12   |            |
|         |                                | Materials                 | 1,436.72   | 5,137.84   |
| G-04601 | Baker & Taylor Books           | Materials                 | 1,018.66   |            |
|         |                                | Materials                 | 1,547.58   |            |
|         |                                | Materials                 | 9,169.51   |            |
|         |                                | Materials                 | 7,057.22   | 18,792.97  |
| G-04602 | Baker & Taylor Books           | Materials                 | 2,103.09   |            |
|         |                                | Materials                 | 12,266.87  | 14,369.96  |
| G-04603 | Baker & Taylor Books           | Materials                 | 3,985.33   | 3,985.33   |
| G-04604 | Baker & Taylor Entertainment   | Materials                 | 179.82     | 179.82     |
| G-04605 | Mackin                         | Materials                 | 165.06     | 165.06     |
| G-04606 | Greathall Productions, Inc.    | Materials                 | 145.56     | 145.56     |
| G-04607 | Overdrive, Inc.                | Materials                 | 489.65     | 489.65     |
| G-04608 | Joy Leazer                     | Materials                 | 63.00      | 63.00      |
| G-04609 | Bank of Oklahoma               | Payroll Transmittal-Chks  | 42,099.49  |            |
|         |                                | Payroll Transmittal-Chks  | 19,483.48  | 61,582.97  |
| G-04610 | Bank of Oklahoma               | Federal Withholding Tax   | 38,776.60  |            |
|         |                                | Federal Withholding Tax   | 1,484.00   | 40,260.60  |
| G-04611 | Oklahoma Tax Commission        | State Withholding Tax     | 14,229.00  |            |
|         |                                | State Withholding Tax     | 762.50     | 14,991.50  |
| G-04612 | Mun. Employees Credit Union    | Employee Cr Union Deducts | 11,384.13  |            |
|         |                                | Employee Cr Union Deducts | 87.50      | 11,471.63  |
| G-04613 | United Way of Central Oklahoma | Employee Deductions       | 415.56     | 415.56     |
| G-04614 | Bank of America                | Payroll Transmittal-DDep  | 233,585.69 |            |
|         |                                | Payroll Transmittal-DDep  | 32,974.89  | 266,560.58 |
| G-04615 | Nationwide Retirement Solution | Employee Deductions       | 7,314.92   | 7,314.92   |
| G-04616 | Transamerica Worksite Mrktg.   | Employee Deductions       | 478.18     | 478.18     |
| G-04617 | Metro Library Sys Pension Trst | Employee Contrib -- DB PI | 5,120.38   | 5,120.38   |
| G-04618 | Bank of Oklahoma               | Employee Flexplan Deposit | 10,540.43  | 10,540.43  |
| G-04619 | Bank of Oklahoma               | Employee Soc/Sec Deposits | 24,719.01  |            |

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|---------|---------------------------------|---------------------------|------------|
| G-04619 | Bank of Oklahoma                | Employee Soc/Sec Deposits | 3,678.54   |
|         |                                 | Employee Medicare Deposit | 5,781.14   |
|         |                                 | Employee Medicare Deposit | 860.37     |
|         |                                 | Employer Soc/Sec Deposits | 28,397.61  |
|         |                                 | Employer Medicare Deposit | 6,641.23   |
| G-04620 | MassMutual Financial Group      | Employee Contrib -- DC PI | 12,618.19  |
|         |                                 | Employer Contrib -- DC PI | 23,036.36  |
| G-04621 | Love, Beal & Nixon, P.C.        | Employee Deductions       | 393.09     |
| G-04622 | ODHS Oklahoma Centralized       | Employee Deductions       | 338.02     |
| G-04623 | Administrative Systems, Inc.    | Employee Deductions       | 1,109.41   |
| G-04624 | NCO Financial Systems, INC      | Employee Deductions       | 331.40     |
| G-04625 | O G & E                         | Electrical Services       | 10,178.65  |
| G-04626 | Oklahoma Natural Gas Co.        | Gas Services              | 553.99     |
|         |                                 | Gas Services              | 103.00     |
| G-04627 | City of Bethany                 | Water & Garbage           | 121.21     |
| G-04628 | City of Oklahoma City           | Water & Garbage           | 338.79     |
| G-04629 | Southwestern Stationery and     | Printing                  | 14,039.94  |
|         |                                 | Supplies                  | 329.40     |
|         |                                 | Supplies                  | 33.16      |
|         |                                 | Printing                  | 5,115.00   |
| G-04630 | Demco                           | Programming Supplies      | 159.00     |
|         |                                 | Supplies                  | 1,262.00   |
|         |                                 | Supplies                  | 22.96      |
| G-04631 | Eales Electronics Corp.         | Maintenance of Facilities | 150.00     |
| G-04632 | Highsmith Co., Inc.             | Programming Supplies      | 37.85      |
|         |                                 | Supplies                  | 14.45      |
|         |                                 | Supplies                  | 97.51      |
| G-04633 | Journey House Travel, Inc.      | Travel Expenses           | 378.70     |
| G-04634 | Hewlett-Packard Co.             | Automation Contractual    | 4,701.85   |
| G-04635 | Kathryn Thurman                 | Programming Activities    | 300.00     |
| G-04636 | AT&T                            | Telephone Services        | 912.63     |
|         |                                 | Telephone Services        | 767.12     |
|         |                                 | Telephone Services        | 332.76     |
| G-04637 | City of Edmond                  | Electrical Services       | 3,502.42   |
| G-04638 | Charles S. Isaacs               | Telephone Services        | 35.00      |
| G-04639 | United Refrigeration, Inc.      | Maintenance of Facilities | 5,860.80   |
| G-04640 | FedEx                           | Postage                   | 16.26      |
|         |                                 | Postage                   | 10.32      |
| G-04641 | Eureka Water Co.                | Ralph Ellison Relocation  | 7.00       |
|         |                                 | Ralph Ellison Relocation  | 44.20      |
| G-04642 | Hunter's Battery Warehouse      | Maintenance of Facilities | 11.99      |
| G-04643 | Reliance Label Solutions, Inc   | Supplies                  | 1,816.28   |
| G-04644 | Janet Brooks                    | Other Commodities         | 108.00     |
| G-04645 | Southwest Solutions Group, Inc  | Storage System            | 107,902.00 |
| G-04646 | Jonathan Willis                 | Telephone Services        | 35.00      |
| G-04647 | Metrocall Wireless              | Telephone Services        | 83.32      |
| G-04648 | Julia Ballou                    | Mileage                   | 39.60      |
| G-04649 | XPEDX                           | Supplies                  | 1,343.18   |
| G-04650 | Walker Companies                | Programming Activities    | 9,927.24   |
| G-04651 | FedEx Kinko's Print Services    | Supplies                  | 22.65      |
| G-04652 | Fuelman                         | Gasoline                  | 1,724.55   |



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| G-04653 | Studio Architecture PC         | Capital Projects          | 2,749.88 | 2,749.88 |
| G-04654 | Anita Roesler                  | Professional Services     | 110.00   | 110.00   |
| G-04655 | Evans Hardware                 | Maintenance of Facilities | 11.98    |          |
|         |                                | Maintenance of Facilities | 22.85    |          |
|         |                                | Maintenance of Facilities | 11.56    |          |
|         |                                | Maintenance of Facilities | 36.54    | 82.93    |
| G-04656 | Jeffrey J. Crawford            | Security Services         | 487.50   | 487.50   |
| G-04657 | John Mark Dawson               | Security Services         | 300.00   | 300.00   |
| G-04658 | First Edition Cafe             | Other Commodities         | 1,327.75 | 1,327.75 |
| G-04659 | Miguel A. Campos               | Security Services         | 212.50   | 212.50   |
| G-04660 | Jurden Brown, Jr.              | Security Services         | 325.00   | 325.00   |
| G-04661 | Stanley Campbell               | Security Services         | 200.00   | 200.00   |
| G-04662 | American Benefit Systems, Inc. | Professional Services     | 1,100.00 | 1,100.00 |
| G-04663 | Bank of America                | Library-Related Services  | 187.88   | 187.88   |
| G-04664 | Sharon A. Nolan                | Programming Activities    | 85.00    | 85.00    |
| G-04665 | Kelly Mitchell Osborne         | Programming Activities    | 150.00   | 150.00   |
| G-04666 | Ruby Soutiere                  | Mileage                   | 30.19    | 30.19    |
| G-04667 | Joy E. Cavett                  | Programming Activities    | 120.00   | 120.00   |
| G-04668 | Links, Inc.                    | Programming Activities    | 500.00   | 500.00   |
| G-04669 | City of Edmond                 | Water & Garbage Services  | 291.45   | 291.45   |
| G-04670 | John Wood                      | Telephone Services        | 50.00    | 50.00    |
| G-04671 | Office Depot Credit Plan       | Supplies                  | 167.99   |          |
|         |                                | Supplies                  | 39.94    |          |
|         |                                | Supplies                  | 47.34    |          |
|         |                                | Computer Equipment        | 629.93   | 885.20   |
| G-04672 | Producers Playhouse            | Library-Related Services  | 96.00    | 96.00    |
| G-04673 | Commercial Card Solutions      | Library-Related Services  | 403.00   |          |
|         |                                | Printing Supplies         | 314.78   |          |
|         |                                | Printing Supplies         | 153.64   |          |
|         |                                | Programming Activity      | 300.00   |          |
|         |                                | Membership                | 170.00   |          |
|         |                                | Printing Supplies         | 707.02   |          |
|         |                                | Printing Supplies         | 375.00   |          |
|         |                                | Printing Supplies         | 273.42   |          |
|         |                                | Printing Supplies         | 183.57   |          |
|         |                                | Maintenance of Equipment  | 129.00   |          |
|         |                                | Equipment                 | 941.00   |          |
|         |                                | Supplies                  | 76.37    |          |
|         |                                | Printing Supplies         | 97.86    |          |
|         |                                | Supplies                  | 94.66    |          |
|         |                                | Programming Supplies      | 113.47   |          |
|         |                                | Safety Supplies           | 27.50    |          |
|         |                                | Programming Supplies      | 16.94    |          |
|         |                                | Programming Supplies      | 19.97    |          |
|         |                                | Printing Supplies         | 195.88   |          |
|         |                                | Printing Supplies         | 105.94   |          |
|         |                                | Professional Services     | 16.00    | 4,715.02 |
| G-04674 | Arts Council of Oklahoma City  | Programming Activities    | 6,025.00 | 6,025.00 |
| G-04675 | FBD Consulting, Inc.           | Benefit Calculation       | 480.00   | 480.00   |
| G-04676 | Walmart Community              | Programming Activities    | 35.00    |          |
|         |                                | Programming Activities    | 81.76    | 116.76   |
| G-04677 | Commercial Card Solutions      | Books & Materials         | 242.20   |          |
|         | ** Continued **                |                           |          |          |

General Fund F.Y. 08-09

**Warrant Register**

May 2009

| Number  | Vendor/Payee<br>** Continued ** | Purpose                   | Amount     |            |
|---------|---------------------------------|---------------------------|------------|------------|
| G-04677 | Commercial Card Solutions       | Books & Materials         | 214.79     |            |
|         |                                 | Books & Materials         | 263.60     |            |
|         |                                 | Books & Materials         | 255.71     |            |
|         |                                 | Books & Materials         | 60.95      | 1,037.25   |
| G-04678 | Preston Bell                    | Transportation            | 40.00      | 40.00      |
| G-04679 | Betty Scott                     | Mileage                   | 80.81      | 80.81      |
| G-04680 | Leadership Oklahoma City        | Memberships               | 150.00     | 150.00     |
| G-04681 | Donna Morris                    | Parking & Transportation  | 450.00     | 450.00     |
| G-04682 | Lesli Jones                     | Library-Related Services  | 50.00      | 50.00      |
| G-04683 | Christian Book Distributors     | Books & Materials         | 88.48      | 88.48      |
| G-04684 | Greater Oklahoma City           | Memberships               | 275.00     |            |
|         |                                 | Programming Activities    | 340.00     | 615.00     |
| G-04685 | Securitas Security USA, Inc.    | Security Services         | 6,771.91   | 6,771.91   |
| G-04686 | SimplexGrinnell                 | Equipment Maintenance     | 1,356.94   | 1,356.94   |
| G-04687 | Woods Downtown Floral           | Recognition               | 1,665.00   |            |
|         |                                 | Other Commodities         | 98.00      | 1,763.00   |
| G-04688 | Kone Inc                        | Maintenance of Facilities | 975.00     | 975.00     |
| G-04689 | Lloyd Lovely                    | Mileage                   | 44.28      | 44.28      |
| G-04690 | Scholastic Book Fairs           | Programming Supplies      | 799.93     | 799.93     |
| G-04691 | Trigen-OKC Energy Corporation   | Energy Services           | 12,798.22  | 12,798.22  |
| G-04692 | COTPA                           | Parking                   | 500.00     | 500.00     |
| G-04693 | Christopher Carroll             | Mileage                   | 111.21     | 111.21     |
| G-04694 | Dan Holman                      | Mileage                   | 48.40      | 48.40      |
| G-04695 | Joshua Pershica                 | Security Services         | 600.00     | 600.00     |
| G-04696 | J.L. Walker Construction        | Construction              | 1,282.50   | 1,282.50   |
| G-04697 | Thomas B. Horne                 | Rent of Facility          | 4,437.33   | 4,437.33   |
| G-04698 | Atlas General Contractors, LLC  | Capital Projects          | 263,624.00 | 263,624.00 |
| G-04699 | Suzette V. Felton               | Programming Activities    | 34.14      |            |
|         |                                 | Supplies                  | 43.41      | 77.55      |
| G-04700 | Angie Oxtoby                    | Mileage                   | 7.15       | 7.15       |
| G-04701 | Vernon L. Kriethe               | Security Services         | 112.50     | 112.50     |
| G-04702 | Chris Kennedy                   | Other Commodities         | 51.90      | 51.90      |
| G-04703 | Tri Y Productions, LLC          | Programming Activities    | 200.00     | 200.00     |
| G-04704 | KKNG FM Radio                   | Library-Related Services  | 2,000.00   | 2,000.00   |
| G-04705 | Metropolitan Library System     | Professional Services     | 45.89      |            |
|         |                                 | Postage                   | 44.69      |            |
|         |                                 | Supplies                  | 102.29     |            |
|         |                                 | Programming Activities    | 206.72     |            |
|         |                                 | Programming Activities    | 174.74     |            |
|         |                                 | Programming Activities    | 36.29      |            |
|         |                                 | Other Commodities         | 152.02     | 762.64     |
| G-04706 | City of Del City                | Rent of Library Buildings | 400.00     | 400.00     |
| G-04707 | O G & E                         | Electrical Services       | 786.67     | 786.67     |
| G-04708 | Oklahoma Natural Gas Co.        | Gas Services              | 94.76      | 94.76      |
| G-04709 | City of Oklahoma City           | Wate & Garbage            | 780.61     | 780.61     |
| G-04710 | Tech-Lock                       | Maintenance of Facilities | 4.00       | 4.00       |
| G-04711 | Demco                           | Supplies                  | 56.46      |            |
|         |                                 | Supplies                  | 151.13     |            |
|         |                                 | Supplies                  | 195.50     | 403.09     |
| G-04712 | MASSCO Maintenance Supply Co.   | Supplies                  | 429.52     |            |
|         |                                 | Maintenance Supplies      | 596.76     | 1,026.28   |



General Fund F.Y. 08-09

Warrant Register

May 2009

| Number  | Vendor/Payee                 | Purpose                   |           | Amount    |
|---------|------------------------------|---------------------------|-----------|-----------|
| G-04713 | Gale Research                | Materials                 | 4,203.60  | 4,203.60  |
| G-04714 | Highsmith Co., Inc.          | Programming Supplies      | 157.36    |           |
|         |                              | Supplies                  | 186.64    | 344.00    |
| G-04715 | City of Warr Acres           | Water & Garbage           | 51.10     | 51.10     |
| G-04716 | Standard Printing Co., Inc.  | Supplies                  | 330.00    | 330.00    |
| G-04717 | Oklahoma Library Association | Memberships               | 32.00     | 32.00     |
| G-04718 | Baker & Taylor Books         | Materials                 | 893.51    | 893.51    |
| G-04719 | Donna Morris                 | Travel Expenses           | 393.30    |           |
|         |                              | Travel Expenses           | 256.00    | 649.30    |
| G-04720 | TDS Telecom                  | Telephone Services        | 327.92    | 327.92    |
| G-04721 | American Library Assoc.      | Programming Supplies      | 462.00    | 462.00    |
| G-04722 | ALA Membership CSC           | Memberships               | 159.00    | 159.00    |
| G-04723 | United Refrigeration, Inc.   | Maintenance of Facilities | 18.98     |           |
|         |                              | Maintenance of Facilities | 163.20    |           |
|         |                              | Maintenance of Facilities | 6,942.00  | 7,124.18  |
| G-04724 | FedEx                        | Postage                   | 5.12      | 5.12      |
| G-04725 | Kapco                        | Supplies                  | 271.77    | 271.77    |
| G-04726 | Pure Service Corp.           | Janitorial Services       | 13,645.00 |           |
|         |                              | JANITORIAL SERVICES       | 6,760.00  |           |
|         |                              | Janitorial Services       | 753.00    |           |
|         |                              | Janitorial Services       | 690.00    |           |
|         |                              | Janitorial Services       | 176.00    |           |
|         |                              | Janitorial Services       | 4,325.00  |           |
|         |                              | Janitorial Services       | 2,930.00  |           |
|         |                              | Janitorial Services       | 390.00    | 29,669.00 |
| G-04727 | Instructional Video, Inc.    | Materials                 | 3,907.28  | 3,907.28  |
| G-04728 | Gale Group                   | Materials                 | 1,199.00  | 1,199.00  |
| G-04729 | JoNita Normore               | Mileage                   | 10.45     | 10.45     |
| G-04730 | Harmony Business Supplies    | Supplies                  | 1,963.95  | 1,963.95  |
| G-04731 | Copelin's Office Center      | Supplies                  | 1,325.94  |           |
|         |                              | Supplies                  | 1,121.70  |           |
|         |                              | Supplies                  | 6.00      |           |
|         |                              | Supplies                  | 132.75    |           |
|         |                              | Supplies                  | 28.61     | 2,615.00  |
| G-04732 | Library Video Co.            | Materials                 | 3,820.72  | 3,820.72  |
| G-04733 | Full Circle Bookstore        | Materials                 | 41.44     | 41.44     |
| G-04734 | Random House, Inc            | Materials                 | 3,344.02  | 3,344.02  |
| G-04735 | Scott's Printing & Copying   | Printing                  | 2,584.00  | 2,584.00  |
| G-04736 | Little River Zoo             | Programming Activities    | 105.00    | 105.00    |
| G-04737 | Brilliance Corporation       | Materials                 | 646.60    | 646.60    |
| G-04738 | Ingram Library Service       | Materials                 | 1,718.27  | 1,718.27  |
| G-04739 | James E. Garling             | Programming Activities    | 200.00    | 200.00    |
| G-04740 | Audio Editions               | Materials                 | 1,260.06  | 1,260.06  |
| G-04741 | Lakeshore Learning Materials | Programming Supplies      | 126.39    | 126.39    |
| G-04742 | OverDrive, Inc fka           | Materials                 | 1,141.00  | 1,141.00  |
| G-04743 | Lynda G. Bahr                | Mileage                   | 59.07     | 59.07     |
| G-04744 | Ginger Waldrip               | Programming Activities    | 100.00    | 100.00    |
| G-04745 | Ingram Library Service       | Materials                 | 968.05    | 968.05    |
| G-04746 | Hope Health/ IHAC            | Professional Services     | 365.43    | 365.43    |
| G-04747 | Cherokee Building Materials  | Maintenance of Facilities | 33.26     | 33.26     |
| G-04748 | Cox Media Oklahoma City      | Library-Related Services  | 2,317.00  | 2,317.00  |
| G-04749 | Pauline Rodriguez-Atkins     | Travel Expense            | 310.10    | 310.10    |

General Fund F.Y. 08-09

Warrant Register

May 2009

| Number  | Vendor/Payee                   | Purpose                   |          | Amount    |
|---------|--------------------------------|---------------------------|----------|-----------|
| G-04750 | Debbie Robertus                | Mileage                   | 24.75    | 24.75     |
| G-04751 | Tammie Burlison                | Programming Activities    | 140.00   | 140.00    |
| G-04752 | Dowell Parking Center          | Parking & Transportation  | 50.00    | 50.00     |
| G-04753 | Beacon Publishing Company      | Subscriptions             | 50.00    | 50.00     |
| G-04754 | Carol L. Roberts               | Professional Services     | 115.00   |           |
|         |                                | Mileage                   | 55.55    | 170.55    |
| G-04755 | The State Chamber              | Memberships               | 402.00   | 402.00    |
| G-04756 | HF Group, LLC                  | Library-Related Services  | 112.20   | 112.20    |
| G-04757 | Oklahoma Press Service         | Library-Related Services  | 200.66   | 200.66    |
| G-04758 | Baker & Taylor Books           | Materials                 | 1,071.14 | 1,071.14  |
| G-04759 | Baker & Taylor Entertainment   | Materials                 | 2,494.09 |           |
|         |                                | Materials                 | 2,446.83 | 4,940.92  |
| G-04760 | LaVetta Kinsey Dent            | Supplies                  | 51.42    | 51.42     |
| G-04761 | Walmart Community              | Programming Activities    | 50.00    |           |
|         |                                | Programming Activities    | 159.94   |           |
|         |                                | Programming Activities    | 41.72    | 251.66    |
| G-04762 | John L. Hilbert                | Programming Activities    | 154.73   |           |
|         |                                | Programming Activities    | 34.50    | 189.23    |
| G-04763 | National Center for            | Materials                 | 63.01    | 63.01     |
| G-04764 | Star Lighting                  | Maintenance of Facilities | 75.64    |           |
|         |                                | Maintenance of Facilities | 18.98    |           |
|         |                                | Maintenance Supplies      | 465.44   | 560.06    |
| G-04765 | Susan H. Wood                  | Programming Activities    | 250.00   |           |
|         |                                | Programming Activities    | 380.00   | 630.00    |
| G-04766 | Worth Hydrochem of Oklahoma    | Maintenance of Facilities | 222.00   |           |
|         |                                | Maintenance of Facilities | 90.00    | 312.00    |
| G-04767 | Faith Centered Resources       | Materials                 | 552.15   | 552.15    |
| G-04768 | Weatherford Daily News         | Subscriptions             | 128.00   | 128.00    |
| G-04769 | AT&T                           | Telephone Services        | 58.71    | 58.71     |
| G-04770 | Securitas Security USA, Inc.   | Security Services         | 6,868.13 | 6,868.13  |
| G-04771 | Baker & Taylor Books           | Materials                 | 787.85   |           |
|         |                                | Materials                 | 4,243.40 |           |
|         |                                | Materials                 | 5,534.47 |           |
|         |                                | Materials                 | 3,939.54 |           |
|         |                                | Materials                 | 5,398.04 |           |
|         |                                | Materials                 | 1,413.84 | 21,317.14 |
| G-04772 | Baker & Taylor Books           | Materials                 | 2,546.36 |           |
|         |                                | Materials                 | 4,955.77 |           |
|         |                                | Materials                 | 5,324.02 | 12,826.15 |
| G-04773 | Baker & Taylor Books           | Materials                 | 1,866.66 | 1,866.66  |
| G-04774 | Erika Sterling                 | Maintenance of Facilities | 120.00   | 120.00    |
| G-04775 | COTPA                          | Parking Coupons           | 500.00   | 500.00    |
| G-04776 | Denise D. Ryan                 | Mileage                   | 6.05     | 6.05      |
| G-04777 | Baker & Taylor Entertainment   | Materials                 | 94.85    | 94.85     |
| G-04778 | Fitz Jennings                  | Programming Activities    | 1,000.00 | 1,000.00  |
| G-04779 | Tyler Outdoor Advertising, LLC | Library-Related Services  | 4,240.00 | 4,240.00  |
| G-04780 | Mobile Mini, Inc.              | Ralph Ellison Relocation  | 123.00   | 123.00    |
| G-04781 | Pacific Telemanagement Service | Telephone Services        | 78.00    | 78.00     |
| G-04782 | Darin R. Smith                 | Transportation            | 20.00    | 20.00     |
| G-04783 | Chris Kennedy                  | Supplies                  | 75.95    | 75.95     |
| G-04784 | Russell Interiors              | Maintenance of Facility   | 1,416.00 | 1,416.00  |
| G-04785 | Dacia Alexander                | Mileage                   | 75.96    | 75.96     |



General Fund F.Y. 08-09

**Warrant Register**

May 2009

| <b>Number</b>                     | <b>Vendor/Payee</b>           | <b>Purpose</b>         |        | <b>Amount</b>   |
|-----------------------------------|-------------------------------|------------------------|--------|-----------------|
| G-04786                           | Sherrilyn Kay Bishop          | Programming Activities | 25.00  | 25.00           |
| G-04787                           | John Fullbright               | Programming Activities | 25.00  | 25.00           |
| G-04788                           | Rosemary Hatcher              | Programming Activities | 25.00  | 25.00           |
| G-04789                           | Donna Hilton                  | Programming Activities | 25.00  | 25.00           |
| G-04790                           | Comfort Inn @ Founders Towers | Programming Activities | 425.00 | 425.00          |
| Total of FY 08-09 Warrants Issued |                               |                        |        | \$ 2,139,315.21 |

Special Funds

Warrant Register

May 2009

| Number  | Vendor/Payee                  | Purpose                   |           | Amount    |
|---------|-------------------------------|---------------------------|-----------|-----------|
| S-14614 | Cynthia A. Martin             | Lost & Paid Book Returned | 8.85      | 8.85      |
| S-14615 | Betty Treadwell               | Lost & Paid Book Returned | 25.00     | 25.00     |
| S-14616 | Aubrielle N. White            | Lost & Paid Book Returned | 9.95      | 9.95      |
| S-14617 | Hannah F. Trost               | Lost & Paid Book Returned | 40.90     | 40.90     |
| S-14618 | Jan Hardwick                  | Lost & Paid Book Returned | 22.95     | 22.95     |
| S-14619 | Elaine M. Floresca            | Lost & Paid Book Returned | 3.00      | 3.00      |
| S-14620 | Claudia V. Kraus              | Lost & Paid Book Returned | 10.05     | 10.05     |
| S-14621 | Susan Pierce                  | Noon Tunes                | 1,650.00  |           |
|         |                               | Noon Tunes                | 546.00    | 2,196.00  |
| S-14622 | University of North Carolina  | I L L Borrowing Fees      | 12.00     | 12.00     |
| S-14623 | BMI Systems Corp.             | Copier Maintenance        | 78.50     |           |
|         |                               | Copier Maintenance        | 31.62     |           |
|         |                               | Copier Maintenance        | 36.00     |           |
|         |                               | Copier Maintenance        | 145.50    |           |
|         |                               | Copier Maintenance        | 177.27    |           |
|         |                               | Copier Maintenance        | 37.74     |           |
|         |                               | Copier Maintenance        | 36.84     |           |
|         |                               | Copier Maintenance        | 83.33     |           |
|         |                               | Copier Maintenance        | 78.50     |           |
|         |                               | Copier Maintenance        | 49.33     | 754.63    |
| S-14624 | Walmart Community             | Other Commodities         | 956.88    | 956.88    |
| S-14625 | Amazon/GE Money Bank          | Programming Gifts         | 3,509.70  |           |
|         |                               | Programming Gifts         | 2,339.82  | 5,849.52  |
| S-14626 | Oklahoma Tax Commission       | State Sales Tax-Apr. 2009 | 45.11     | 45.11     |
| S-14627 | Zella Still                   | Lost & Paid Book Returned | 3.00      | 3.00      |
| S-14628 | Jessica Huang                 | Lost & Paid Book Returned | 3.00      | 3.00      |
| S-14629 | Kennedy P.Q. Nguyen           | Lost & Paid Book Returned | 13.95     | 13.95     |
| S-14630 | Christine A. Mobly            | Lost & Paid Book Returned | 3.00      | 3.00      |
| S-14631 | Cindy J. Crawford             | Lost & Paid Book Returned | 94.25     | 94.25     |
| S-14632 | Rebecca G. Magann             | Lost & Paid Book Returned | 8.65      | 8.65      |
| S-14633 | Joan T. Richardson            | Lost & Paid Book Returned | 3.00      | 3.00      |
| S-14634 | Oklahoma Tax Commission       | State Sales Tax-Apr. 2009 | 668.96    | 668.96    |
| S-14635 | Vance Hunt & Associates, Inc. | Fixtures                  | 4,874.00  |           |
|         |                               | Fixtures                  | 5,157.00  | 10,031.00 |
| S-14636 | Walter Wayne McEvilly         | Programming               | 350.00    | 350.00    |
| S-14637 | Barbara J. Wagner             | Lost & Paid Book Returned | 23.95     | 23.95     |
| S-14638 | Ann M. Wilson                 | Lost & Paid Book Returned | 3.00      | 3.00      |
| S-14639 | Joseph J. Larock              | Lost & Paid Book Returned | 19.95     | 19.95     |
| S-14640 | Brandi A. Lee                 | Lost & Paid Book Returned | 15.95     | 15.95     |
| S-14641 | Sydney L. Jenni               | Lost & Paid Book Returned | 13.85     | 13.85     |
| S-14642 | Katie R. Castillo             | Lost & Paid Book Returned | 4.95      | 4.95      |
| S-14643 | Kim D. Hopper                 | Lost & Paid Book Returned | 3.00      | 3.00      |
| S-14644 | David G. Zimmerman            | Lost & Paid Book Returned | 30.00     | 30.00     |
| S-14645 | Johnny S. Nelson              | Lost & Paid Book Returned | 17.25     | 17.25     |
| S-14646 | Hilda E. Anderson             | Lost & Paid Book Returned | 4.50      | 4.50      |
| S-14647 | Metropolitan Library System   | Transfer of Fines & Fees  | 45,000.00 | 45,000.00 |
| S-14648 | Commercial Card Solutions     | Monthly Fee               | 119.90    | 119.90    |
| S-14649 | Israelite Church of God       | Meeting Room Refund       | 120.00    | 120.00    |
| S-14650 | Indiana University Libraries  | ILL Borrowing Fee         | 15.00     | 15.00     |
| S-14651 | Cornell University Library    | ILL Borrowing Fee         | 20.00     | 20.00     |
| S-14652 | Standley Systems              | Copy Fund                 | 22.85     | 22.85     |
| S-14653 | Christine Francis             | Programming               | 770.00    | 770.00    |

Special Funds

Warrant Register

May 2009


| Number  | Vendor/Payee                | Purpose                   |          | Amount   |
|---------|-----------------------------|---------------------------|----------|----------|
| S-14654 | Ad Specialties & More, Ltd. | Summer Reading            | 4,482.50 | 4,482.50 |
| S-14655 | Walter Wayne McEvilly       | Programming               | 400.00   | 400.00   |
| S-14656 | Ingram Library Service      | Materials                 | 10.96    | 10.96    |
| S-14657 | Leslie P. Hertzler          | Lost & Paid Book Returned | 3.00     | 3.00     |
| S-14658 | Ingram Library Service      | Materials                 | 10.17    | 10.17    |
| S-14659 | Anne A. Coffee              | Lost & Paid Book Returned | 20.50    | 20.50    |
| S-14660 | Baker & Taylor Books        | Materials                 | 10.95    | 10.95    |
| S-14661 | University of Oklahoma      | ILL Book Replacement Fees | 82.00    | 82.00    |
| S-14662 | Mary E. Pickard             | Lost & Paid Book Returned | 3.00     | 3.00     |
| S-14663 | Jon S. Stallsmith           | Lost & Paid Book Returned | 21.95    | 21.95    |
| S-14664 | Cameron D. Gulley           | Lost & Paid Book Returned | 3.00     | 3.00     |
| S-14665 | Joy R. Belcher              | Lost & Paid Book Returned | 3.00     | 3.00     |
| S-14666 | Stacey D. Hale              | Lost & Paid Book Returned | 6.95     | 6.95     |
| S-14667 | Elizabeth J. Learned        | Lost & Paid Book Returned | 17.15    | 17.15    |
| S-14668 | Barbara M. McGuire          | Lost & Paid Book Returned | 3.00     | 3.00     |
| S-14669 | Charles W. Robertson        | Lost & Paid Book Returned | 16.95    | 16.95    |
| S-14670 | Keri A. Pierce              | Lost & Paid Book Returned | 13.00    | 13.00    |
| S-14671 | Katelynn A. Wolf            | Lost & Paid Book Returned | 17.95    | 17.95    |
| S-14672 | Alyssa D. Broomfield        | Lost & Paid Book Returned | 12.10    | 12.10    |
| S-14673 | South Branch Library        | ILL Book Replacement Fees | 24.98    | 24.98    |
| S-14674 | Mabee Learning Center       | ILL Book Replacement Fees | 30.00    | 30.00    |
| S-14675 | Northern Arizona University | ILL Borrowing Fees        | 15.00    | 15.00    |

Total of Special Funds Warrants Issued \$ 72,525.91



I, Donna Morris, certify that:

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

  
Donna Morris, Executive Director

6-9-09  
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

6-5-09  
Date



## **CONTRACT AWARDS AND PURCHASES**

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

### **ITEM A: 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 their respective services satisfactorily and are recommended for renewal of their contracts. The contracts will be renewed at the terms and conditions stated below.

| <b>Contractor</b>          | <b>Supply/Service</b>                                | <b>Award Date</b>   | <b>Estimated Annual Cost</b> | <b>Account #</b> |
|----------------------------|--|---------------------|------------------------------|------------------|
| PureService                | Janitorial & Pest Control for 18 Library Locations   | 4/20/06<br>Doc #85B | \$418,925                    | 207              |
| Demco                      | Durafold Book Jacket Covers & In-Processing Supplies | Sole Source         | \$48,000                     | 303              |
| Securitas Security Service | Uniformed Security Officers                          | 5/17/07<br>Doc #98C | \$395,126                    | 214              |
| Kone Elevators             | Maintenance of 6 Elevators                           | 5/17/07<br>Doc #98D | \$12,600                     | 208              |
| Hewlett Packard            | NonStop Software License Fee & Hardware Maintenance  | Sole Source         | \$65,000                     | 231              |
| Chickasaw                  | Cisco Network & Telephone Equipment Maintenance      | State Contract      | \$29,500                     | 231              |
| Cox Media                  | Airing of Read About It on Cox Cable Television      | Sole Source         | \$13,000                     | 230              |
| Spence & Associates        | Production & Offset Site Taping of Library Programs  | Sole Source         | \$30,000                     | 230              |

### **RECOMMENDATION:**

That the Commission approve the renewal of the above contracts for the Fiscal Year 2009-10. Funding for these contracts will be made available in the FY 2009-10 budget.

**CONTRACT AWARDS AND PURCHASES**  
(cnt'd)

**ITEM B: 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 throughout the library system. The total purchase of these toner cartridges exceeds the maximum open market amount allowed by the purchasing policy.

The Library's purchasing policy states that supply contracts may be reviewed annually by the Administration. Contractors providing the supplies in a timely manner and at a competitive price may have their contracts extended for an additional fiscal year. The contractor listed below has provided the toner cartridges in an accurate and timely manner. The prices quoted have remained firm for the second annual renewal.

Sabre Technologies is requesting a renewal of the contract awarded November 20, 2008, Document #42, at the same terms and conditions of the original contract award.

**LaserJet Toner Cartridges for Various Models**

| <b>Vendor</b>                 | <b>HP Printer<br/>4100<br/>Series</b> | <b>HP Printer<br/>2300<br/>Series</b> | <b>HP Printer<br/>4200<br/>Series</b> | <b>HP Printer<br/>2400 Series</b> | <b>HP Printer<br/>4250/4350<br/>Series</b> |
|-------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|-----------------------------------|--|
| <b>Sabre<br/>Technologies</b> | <b>\$108.00</b>                       | <b>\$103.00</b>                       | <b>\$129.00</b>                       | <b>\$174.00</b>                   | <b>\$126.00</b>                            |

**LaserJet Toner Cartridges for the Model HPCP3505DN Color Printer**

| <b>Vendor</b>             | <b>HP Printer<br/>HPQ6470A</b> | <b>HP Printer<br/>HPQ7581A</b> | <b>HP Printer<br/>HPQ7582A</b> | <b>HP Printer<br/>HPQ7583A</b> |
|---------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <b>Sabre Technologies</b> | <b>\$112.00</b>                | <b>\$144.00</b>                | <b>\$144.00</b>                | <b>\$144.00</b>                |

**LaserJet Toner Cartridges for the Model HPCP4005N Color Printer**

| <b>Vendor</b>             | <b>HP Printer<br/>HPCB400A</b> | <b>HP Printer<br/>HPCB401A</b> | <b>HP Printer<br/>HPCB402A</b> | <b>HP Printer<br/>HPCB403A</b> |
|---------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <b>Sabre Technologies</b> | <b>\$137.00</b>                | <b>\$202.00</b>                | <b>\$202.00</b>                | <b>\$202.00</b>                |

**RECOMMENDATION:**

That the Commission approves the renewal of the annual contract for toner cartridges to Sabre Technologies for the various toner cartridges and prices listed above. Funding will be provided for toner cartridges in the FY 2009-10 budget, account 303.

**CONTRACT AWARDS AND PURCHASES**  
(cnt'd)

**ITEM C: COPIER PAPER**

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

The Library's purchasing policy requires that supply contracts be reviewed annually by the administration. Contractors providing the supplies in a timely manner and at a competitive price may have their contracts extended for an additional fiscal year. The contractor listed below has provided all paper in an accurate and timely manner. The price is competitive with those on the open market.

The Metropolitan Library Commission awarded the following contract for the copier paper to Xpedx Doc (#106) on June 19, 2008. This will be the second fiscal year (first renewal) for the contract.

Xpedx is requesting a renewal of the contract awarded June 19, 2008, Document #106, at the same terms and conditions of the original contract award.

| <b>Vendor</b> | <b>8 ½"x 11" Letter</b> |
|---------------|-------------------------|
| <b>Xpedx</b>  | <b>\$34.15 per case</b> |

**RECOMMENDATION:**

That the Commission approves the renewal of the contract for copier paper with Xpedx. Funding for the paper supply will be provided for in the FY 2009-2010 budget, account 303.

## **REPORT AND RECOMMENDATION FROM THE A & P COMMITTEE**

### ***The Administrative & Personnel Committee met May 19, 2009 for:***

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

- I.** Discussion, Consideration, and Possible Action: Annual Review of Human Resources  
– Salaries and Benefits  
    With Reports and Recommendations from Administration:  
        ❖ Compensation & Benefit Plans
- II.** Discussion, Consideration, and Possible Action: Report and Recommendation from  
Administration ~ Revisions to Metropolitan Library System Policy and Procedure  
Manual

### ***During its meeting, the Committee:***

Reviewed and discussed all items.

As a result of these discussions, the Administrative & Personnel Committee sent the recommendations for the Salaries and Benefit Plans to the Finance Committee meeting for approval on May 28, 2009.

Minutes of the May 19, 2009, A & P Committee meeting are included

As a result of the Report and Recommendation from Administration ~ Revisions to the Metropolitan Library System Policy and Procedure Manual, the following recommendation is being brought to Commission for Approval.

## **COMMISSION ACTION:**

**Approve the recommendation from the Administrative and Personnel Committee for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to, SH 120 Hours: Overtime; Breaks; Meal Periods; SH 220 Employee Leave; SH 221 Family and Medical Leave.**

**METROPOLITAN LIBRARY COMMISSION  
OF OKLAHOMA COUNTY**

**ADMINISTRATIVE & PERSONNEL COMMITTEE**

**MINUTES**

DATE: Tuesday, May 19, 2009 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 5, 2009. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on May 15, 2009, in conformity with the Oklahoma Open Meeting Act

**COMMITTEE MEMBERS PRESENT:**

Carolyn Cornelius  
Margaret Graham  
Cynthia Mitas  
Mukesh Patel

**COMMITTEE MEMBERS EXCUSED:**

Alexandra Vera

**OTHERS PRESENT:**

**ESTIMATE OF OTHERS PRESENT: 6**

**I.** The meeting was called to order at 3:30 p.m. by Mrs. Carolyn Cornelius, Chair.

Roll was called to establish a quorum. Present: Cornelius, Graham, Mitas (Arrived: Patel, 3:35).

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

In Ric Rea's absence, Mrs. Donna Morris, Executive Director reviewed the recommendations from Administration. She highlighted a couple items of importance for informational purposes. Administration discussed in great length, prior to the meeting, what its recommendations should be to the committee regarding salary increases. Administration analyzed all the data available and decided to recommend the same amount as last year, which is a 4% market adjustment and a 0-3% merit increase. Mrs. Morris added there are currently 65 full time employees that do not receive a merit increase, due to the fact they are at the maximum of the salary range. Instead, they receive a one-time bonus equal to three-fourths of the applicable performance award increase percentage of annual base pay.

Mrs. Morris stated: "In 1994, the Library System stated as a goal, that it was desirable to be the leader in-state among the four major public library employers and be 4% to 5% above the regional average. After being slightly behind Pioneer for seven years, last year MLS achieved the position of being slightly ahead of Pioneer by \$10.00 annually; however, with the adoption of their FY 08-09 budget, Pioneer again took the lead. They increased salaries by 5% compared to the 4% increase of MLS. This year the County is projecting a 2% increase in revenue and the Library System is projecting the same increase, which you will see in the Finance committee later this month and the commission in June." Last year the County projected a 4% increase and it came in a little bit higher than that. When you take everything into consideration, not knowing what the next year might bring, Administrations felt we had the revenue to recommend the same salary increases as last year; next year may not be the same. Mrs. Morris called for questions. Questions and Discussion followed.

Mrs. Cornelius added even with the 4% market adjustment, MLS would still trail behind Pioneer in starting salary for Librarians. She asked if it would be impossible revenue wise to ask for a 5% market adjustment. Mr. Mukesh Patel stated he would like to know what the total dollar amount would be for a 1% increase to bring the recommended market adjustment from 4% to 5%. Mr. Jim Welch, Deputy Executive Director/Information Technology, calculated the figures from the preliminary budget for Full-Time Employees. For a 4% market adjustment, the total is \$221,052.00. To increase the market adjustment to 5% would be an additional \$55,263.00. Discussion Followed. Mrs. Cornelius clarified to the committee the Finance committee could change the recommendation once they look at the budget in further detail. Mrs. Morris stated the Finance Committee will be meeting May 28<sup>th</sup> to review the recommendations from the A & P Committee and to review the preliminary budget. The numbers have all been plugged in to the budget and with the projection of a 2% increase in Ad Valorem, there is sufficient revenue available to fund the 4% market adjustment as well as the other items that are included in the budget, including money for the Capitol Projects and putting additional dollars into reserves. Mrs. Morris added, by law the library system is required to do a preliminary budget to take to the county before June 30<sup>th</sup>; however, the library system does not get the certified figures from the County until late August. Which means if the final figures come in different than the

anticipated projections, whether it is less or as it has been the past few years more, then the budget is re-balanced for the final budget in August. Discussion followed.

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

Mrs. Hoffman reviewed the individual reports. Questions and Discussion followed.

Administration requests that the A & P Committee recommend to the Finance Committee for inclusion in the FY 2009-2010 Budget the following recommendations regarding Salaries and Benefits:

### **Salaries**

A merit increase schedule of from 0% to 3%, effective July 1, 2009.

A market adjustment of 4% for all employees, effective with the beginning of the pay period that includes January 1, 2010.

### **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 in the Specific Deductible level to \$55,000 per individual;
- Adoption of Medicare Mandatory Reporting Fee;
- Increase in the PPO network access fee;
- Renewal of the annual election to opt-out of HIPAA Title I requirements;
- Renewal of the fully-insured Organ Transplant policy with American General Life Companies; and
- Adoption of proposed Prescription Drug Plan changes.

B. Acceptance of the offer for Group Term Life Insurance and Accidental Death and Dismemberment Insurance from Unum Life Insurance Company of America.

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

- Group Long Term Disability insurance;
- Group Long Term Care insurance; and
- Employee Assistance Program.

D. Acceptance of renewal offer for Vision Insurance from current carrier Vision Service Plan (VSP).

Questions and Discussion Followed.

Mrs. Cornelius called for a motion.

**Mrs. Margaret Graham moved to recommend that the Finance committee incorporate the funds for the said recommendations into the FY 2009-10 budget and that the Commission, by approval of the estimate of needs,**

**approve the plan changes in accordance with the funding level. Mr. Patel seconded. No further discussion. Motion passed unanimously.**

**III.** Mrs. Cornelius referred to the Discussion, Consideration, and Possible Action: Report and Recommendation from Administration ~ Revisions to Metropolitan Library System Policy and Procedure Manual.

Mrs. Kay Bauman, Deputy Executive Director/Library Operations, explained the revisions to the Policy and Procedure Manual.

SH 120 – Hours: Overtime; Breaks; Meal Periods

- Definitions were updated to include on-call duty
- Minor housekeeping type changes

SH 220 – Employee Leave

- Leave types were alphabetically arranged
- The Family & Medical Leave portion was removed to create the separate policy SH 221
- Minor housekeeping type changes

SH 221 – Family and Medical Leave (new number)

- Originally Family and Medical Leave was included in SH 220, now it is a separate policy

Minor housekeeping revisions were also made to SH 110 – Salary Administration and SH 400 – Performance Appraisal. Discussion followed.

Mrs. Cornelius called for a motion.

**Mrs. Cynthia Mitas moved to approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to, SH 120 Hours: Overtime; Breaks; Meal Periods; SH 220 Employee Leave; SH 221 Family and Medical Leave. Mr. Patel seconded. No further discussion. Motion passed unanimously.**

**IV.** Mrs. Cornelius called for any questions or comments. There were none. The meeting was adjourned at 4:27 p.m.

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Donna Morris,  
Executive Director  
(Secretary)



## **REPORT AND RECOMMENDATIONS FROM FINANCE COMMITTEE**

### **The Finance Committee met May 28, 2009, 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 19, 2009
- II. Discussion, Consideration, and Possible Action: Report and Recommendations from Administration
  - MLC FY 2009-2010 Preliminary Budget
- III. Discussion, Consideration, and Possible Action: Report and Recommendation from Administration: Approval of additional dollars for Southern Oaks Library Project

### **During its meeting, the Committee:**

Reviewed and discussed all items.

The following recommendations are the result of the discussions.

### **COMMISSION ACTION:**

1. To approve the Metropolitan Library System Preliminary Budget FY 2009-10.

**METROPOLITAN LIBRARY COMMISSION**  
**OF OKLAHOMA COUNTY**

**FINANCE COMMITTEE**

**MINUTES**

DATE: Thursday, May 28, 2009      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 5, 2009. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on May 26, 2009, in conformity with the Oklahoma Open Meeting Act.

**COMMITTEE MEMBERS PRESENT:**

David Greenwell, Chair  
Nancy Anthony  
Fran Cory  
Greg Womack

**COMMITTEE MEMBERS EXCUSED:**

Jim Shonts

**COMMISSION MEMBERS PRESENT:**

Donna Morris, Executive Director  
Beth Toland  
Carolyn Cornelius

**ESTIMATE OF OTHERS PRESENT: 11**

**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: Anthony, Womack, Greenwell (Arrived: Cory, 3:34).

**II.** Mr. Greenwell called on Mrs. Carolyn Cornelius, Chair of the Administrative & Personnel Committee, to provide the report and recommendations from the Administrative & Personnel Committee meeting held May 19, 2009.

Mrs. Cornelius stated the recommendation from the A & P Committee is to accept and approve the compensation and benefits as recommended by the administration and incorporate them into the FY 2009-10 budget. Questions and discussion followed. Mr. Greenwell called on Mrs. Kelley Hoffman, Benefits Manager, to highlight the changes to the benefit plan. Questions arose regarding the proposed budget and if it could fund a 4% market adjustment as recommended by the A & P Committee and Administration. Due to this concern, committee members requested that a vote on acceptance of the A & P Committee's recommendations be postponed to later in the meeting, after the report from administration on the FY 2009-10 preliminary budget.

Mr. Greenwell referred to the report from the A & P Committee.

**Mrs. Nancy Anthony moved to accept the report from the Administrative and Personnel Committee. Mr. Greg Womack seconded. 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 FY09-10 Preliminary Budget, which shows the overall revenue the system expects to receive next fiscal year. Mr. Lovely estimates Ad Valorem valuations to be 2% higher than last year. Mr. Lovely explained his reasoning for the 2% estimate and explained why the library's revenues may increase as the economy contracts. Mr. Lovely will adjust the amount for the final budget, once he receives the final assessment numbers from the county in early August 2009. The average increase over the last few years has been 5-6%. Questions and discussion followed.

Mr. Lovely explained the carryover from prior year detailed on page 1-3, Comparative Schedule of Revenue Sources. The total FY 2009-10 proposed budget is \$49,447,657.34.

Per page 2-1, Overview of FY 2009-10 Proposed Budget, the total budget consists of:

- \$ 29,004,727 for the operating budget
- \$ 3,112,308 for capital projects
- \$ 17,330,662 for reserves

The operating budget is an increase of \$2,507,938, or 9.47%, from last year's budget.

Mr. Lovely referred to page 2-4, Budget and Actual Comparisons, and reviewed the comparisons for FY 2009-10 and 2008-09. Mr. Greenwell explained the increase in the library system's contribution to employee retirement, account 113. Mr. Lovely pointed out that account 208, Maintenance of Facilities, is increased almost \$100,000 over last year due to the need to clean the exterior of the Downtown Library. Mrs. Morris called on Ms. Anne Fischer, Director of Information Technology, to explain the

difference between budgeted and actual expenses for account 216, Telephone Services. Mr. Lovely referred to page 2-5 and the increases in funding for enhancement to library services. Questions and discussion followed.

Mr. Lovely referred to page 3-5, Schedule of Cash Reserve. The budget calls for a contribution of \$699,526 to cash reserves, for an ending balance of \$17,330,622. Mr. Lovely explained the currently identified improvements in the capital projects reserve.

Mr. Lovely asked that the committee wait to vote on approval of the FY 2009-2010 Preliminary Budget until after discussion of Agenda Item IV, Discussion, Consideration, and Possible Action: Report and Recommendation from Administration: Approval of additional dollars for Southern Oaks Library Project.

**IV.** Mr. Greenwell referred to Discussion, Consideration, and Possible Action: Report and Recommendation from Administration: Approval of additional dollars for Southern Oaks Library Project. Mr. Greenwell called on Mrs. Morris to give the administration's report and recommendation.

Mrs. Morris explained the history of the Southern Oaks Library Project. It has been twelve years since the budget for the project was estimated. At the time, the goals for Southern Oaks were to improve the driveway, reclaim the Bookmobile dock space for customer use, and add 5,000 square feet to the library. Now that design work has begun on Southern Oaks, most of the bond money approved in the OKC 2000 GO Bond Package will go to building improvements needed because of the building's age—bringing the building up to ADA and building code, and replacement of electrical and mechanical systems. Mrs. Morris stated that in order to enhance library services for customers, an additional \$750,000 will be needed. Mr. Todd Olberding, Director of Construction Management, explained that the additional \$750,000 has been included in the FY 2009-2010 Preliminary Budget pending Committee and Commission approval. Mrs. Morris stated the library system anticipates having a more accurate amount by the time the FY 2009-2010 Final Budget is presented to the Finance Committee in August.

Questions and discussion followed.

**V.** Mr. Greenwell asked that the committee revisit Agenda Item II, Discussion, Consideration, and Possible Action: Report and Recommendations from Administrative & Personnel Committee meeting May 19, 2009.

**The Administrative and Personnel Committee moves to have the Finance Committee approve the following recommendations and recommend the Commission approve incorporation into the FY 2009-10 Preliminary Budget.**

**1. Compensation:**

- A.** a merit increase schedule of from 0% to 3%, effective July 1, 2009.
- B.** a market adjustment of 4% for all employees, effective with the beginning of the pay period that includes January 1, 2010.

**2. 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 in the Specific Deductible level to \$55,000 per individual;
  - adoption of Medicare Mandatory Reporting Fee;
  - increase in the PPO network access fee;
  - renewal of the annual election to opt-out of HIPAA Title I requirements;
  - renewal of the fully-insured Organ Transplant policy with American General Life Companies; and
  - adoption of proposed Prescription Drug Plan changes.
- B.** acceptance of the offer for Group Term Life Insurance and Accidental Death and Dismemberment Insurance from Unum Life Insurance Company of America.
- C.** acceptance of a continuation in the current service provider and premium rates for the following benefit programs:
  - Group Long Term Disability insurance;
  - Group Long Term Care insurance; and
  - Employee Assistance Program.
- D.** acceptance of renewal offer for Vision Insurance from current carrier Vision Service Plan (VSP).

**A motion coming from Committee requires no second. Discussion followed. Motion passed unanimously.**

**VI.** Mr. Greenwell referred to Agenda Item IV, Discussion, Consideration, and Possible Action: Report and Recommendation from Administration: Approval of additional dollars for Southern Oaks Library Project.

**Mrs. Anthony moved to approve the recommendation from Administration to approve an additional \$750,000 for the Southern Oaks project. Mrs. Fran Cory seconded. No further discussion. Motion passed unanimously.**

**VII.** Mr. Greenwell called for a motion on the FY 2009-10 Preliminary Budget.

**Mrs. Cory moved to approve the MLS FY 2009-10 Preliminary Budget as presented. Mrs. Anthony seconded. No further discussion. Motion passed unanimously.**

**VIII.** There being no further business, Mr. Greenwell adjourned the meeting at 5:00 p.m.

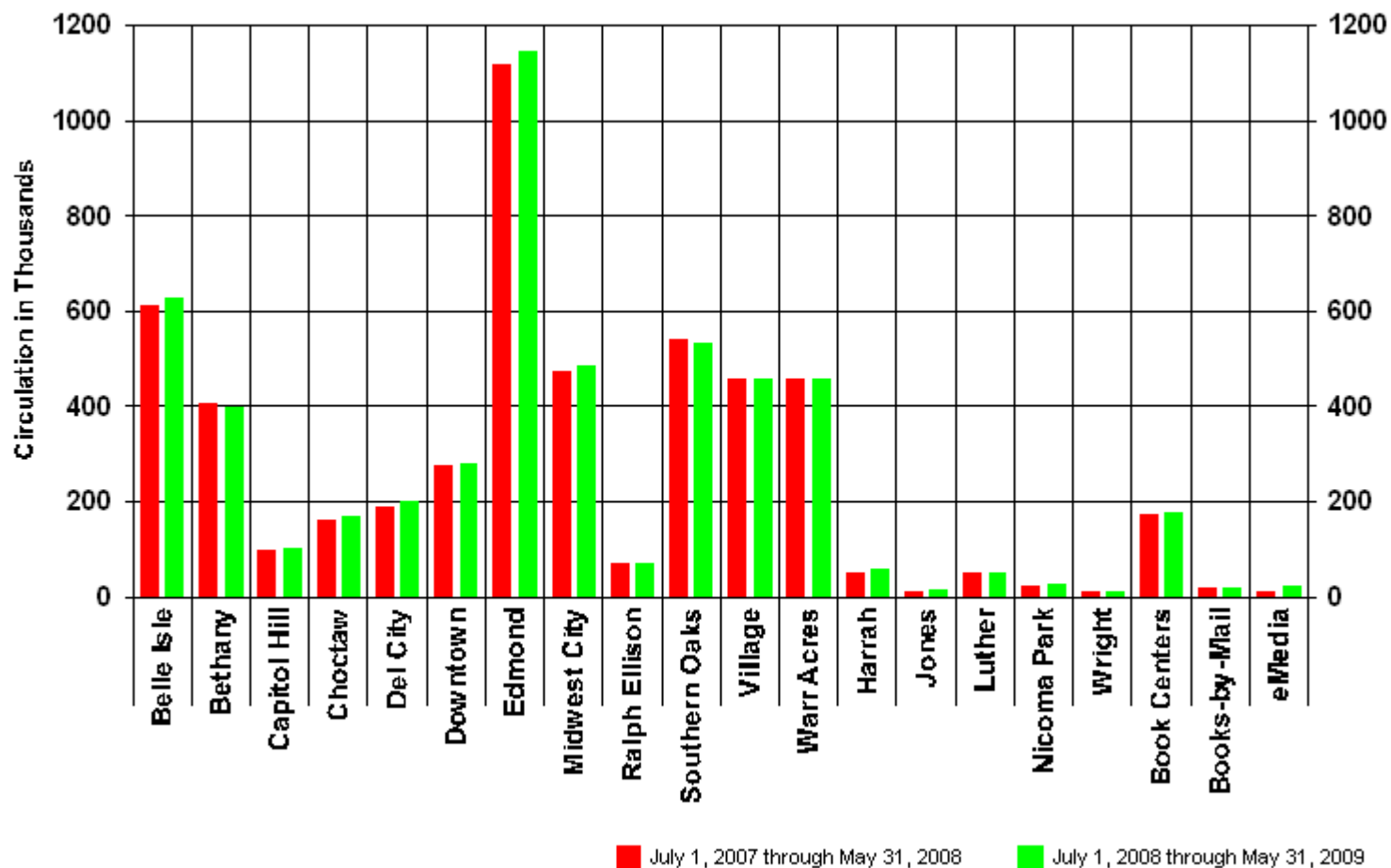
  
Donna Morris, Executive Director  
(Secretary)

**Preliminary Budget**  
**FY 2009 – 2010**  
**(July 1, 2009 to June 30, 2010)**

**Please remember to bring your**  
**FY 2009-10 Preliminary Budget Binder**  
**to Commission meeting June 18, 2009**

## **Circulation Gains and Losses**

**July 1, 2008 through May 31, 2009 (91.67% of the 08-09 Fiscal Year)**







## **Circulation Gains and Losses**

**July 1, 2008 through May 31, 2009 (91.67% of the 08-09 Fiscal Year)**

| <b>MAY 31, 2009</b> |    | <b><u>ADULT</u><br/><u>MONTH</u></b> | <b><u>ADULT</u><br/><u>YEAR</u></b> | <b><u>JUVENILE</u><br/><u>MONTH</u></b> | <b><u>JUVENILE</u><br/><u>YEAR</u></b> | <b><u>TOTAL</u><br/><u>MONTH</u></b> | <b><u>TOTAL</u><br/><u>YEAR</u></b> | <b><u>%</u></b> |
|---------------------|----|--------------------------------------|-------------------------------------|---|--|--------------------------------------|-------------------------------------|-----------------|
| Belle Isle          | 08 | 41066                                | 463999                              | 12054                                   | 146199                                 | 53120                                | 610198                              |                 |
|                     | 09 | 44060                                | 479240                              | 12107                                   | 148546                                 | 56167                                | 627786                              |                 |
|                     |    | <b>2994</b>                          | <b>15241</b>                        | <b>53</b>                               | <b>2347</b>                            | <b>3047</b>                          | <b>17588</b>                        | <b>2.9</b>      |
| Bethany             | 08 | 24757                                | 281562                              | 10430                                   | 124607                                 | 35187                                | 406169                              |                 |
|                     | 09 | 26022                                | 278259                              | 10922                                   | 120801                                 | 36944                                | 399060                              |                 |
|                     |    | <b>1265</b>                          | <b>-3303</b>                        | <b>492</b>                              | <b>-3806</b>                           | <b>1757</b>                          | <b>-7109</b>                        | <b>-1.8</b>     |
| Capitol Hill        | 08 | 5506                                 | 68174                               | 2269                                    | 30269                                  | 7775                                 | 98443                               |                 |
|                     | 09 | 7098                                 | 71929                               | 2523                                    | 27387                                  | 9621                                 | 99316                               |                 |
|                     |    | <b>1592</b>                          | <b>3755</b>                         | <b>254</b>                              | <b>-2882</b>                           | <b>1846</b>                          | <b>873</b>                          | <b>.9</b>       |
| Choctaw             | 08 | 8359                                 | 98641                               | 5069                                    | 61848                                  | 13428                                | 160489                              |                 |
|                     | 09 | 9356                                 | 103680                              | 5428                                    | 62721                                  | 14784                                | 166401                              |                 |
|                     |    | <b>997</b>                           | <b>5039</b>                         | <b>359</b>                              | <b>873</b>                             | <b>1356</b>                          | <b>5912</b>                         | <b>3.7</b>      |
| Del City            | 08 | 11824                                | 133958                              | 4690                                    | 55033                                  | 16514                                | 188991                              |                 |
|                     | 09 | 14146                                | 140951                              | 5308                                    | 59765                                  | 19454                                | 200716                              |                 |
|                     |    | <b>2322</b>                          | <b>6993</b>                         | <b>618</b>                              | <b>4732</b>                            | <b>2940</b>                          | <b>11725</b>                        | <b>6.2</b>      |
| Downtown            | 08 | 17998                                | 210971                              | 4960                                    | 63748                                  | 22958                                | 274719                              |                 |
|                     | 09 | 19824                                | 218557                              | 5077                                    | 60114                                  | 24901                                | 278671                              |                 |
|                     |    | <b>1826</b>                          | <b>7586</b>                         | <b>117</b>                              | <b>-3634</b>                           | <b>1943</b>                          | <b>3952</b>                         | <b>1.4</b>      |
| Edmond              | 08 | 58584                                | 657413                              | 41395                                   | 458510                                 | 99979                                | 1115923                             |                 |
|                     | 09 | 63659                                | 672521                              | 42452                                   | 471767                                 | 106111                               | 1144288                             |                 |
|                     |    | <b>5075</b>                          | <b>15108</b>                        | <b>1057</b>                             | <b>13257</b>                           | <b>6132</b>                          | <b>28365</b>                        | <b>2.5</b>      |
| Midwest City        | 08 | 30127                                | 336517                              | 11792                                   | 136846                                 | 41919                                | 473363                              |                 |
|                     | 09 | 31263                                | 347346                              | 11649                                   | 138868                                 | 42912                                | 486214                              |                 |
|                     |    | <b>1136</b>                          | <b>10829</b>                        | <b>-143</b>                             | <b>2022</b>                            | <b>993</b>                           | <b>12851</b>                        | <b>2.7</b>      |
| Ralph Ellison       | 08 | 4542                                 | 52131                               | 1315                                    | 16474                                  | 5857                                 | 68605                               |                 |
|                     | 09 | 5518                                 | 51392                               | 1425                                    | 16072                                  | 6943                                 | 67464                               |                 |
|                     |    | <b>976</b>                           | <b>-739</b>                         | <b>110</b>                              | <b>-402</b>                            | <b>1086</b>                          | <b>-1141</b>                        | <b>-1.7</b>     |
| Southern Oaks       | 08 | 35185                                | 400550                              | 11601                                   | 139157                                 | 46786                                | 539707                              |                 |
|                     | 09 | 35368                                | 395371                              | 11305                                   | 137873                                 | 46673                                | 533244                              |                 |
|                     |    | <b>183</b>                           | <b>-5179</b>                        | <b>-296</b>                             | <b>-1284</b>                           | <b>-113</b>                          | <b>-6463</b>                        | <b>-1.2</b>     |
| Village             | 08 | 28360                                | 319595                              | 12252                                   | 138479                                 | 40612                                | 458074                              |                 |
|                     | 09 | 30840                                | 315876                              | 12562                                   | 139807                                 | 43402                                | 455683                              |                 |
|                     |    | <b>2480</b>                          | <b>-3719</b>                        | <b>310</b>                              | <b>1328</b>                            | <b>2790</b>                          | <b>-2391</b>                        | <b>-.5</b>      |
| Warr Acres          | 08 | 28469                                | 313174                              | 11862                                   | 142890                                 | 40331                                | 456064                              |                 |
|                     | 09 | 29844                                | 316905                              | 12268                                   | 141344                                 | 42112                                | 458249                              |                 |
|                     |    | <b>1375</b>                          | <b>3731</b>                         | <b>406</b>                              | <b>-1546</b>                           | <b>1781</b>                          | <b>2185</b>                         | <b>.5</b>       |

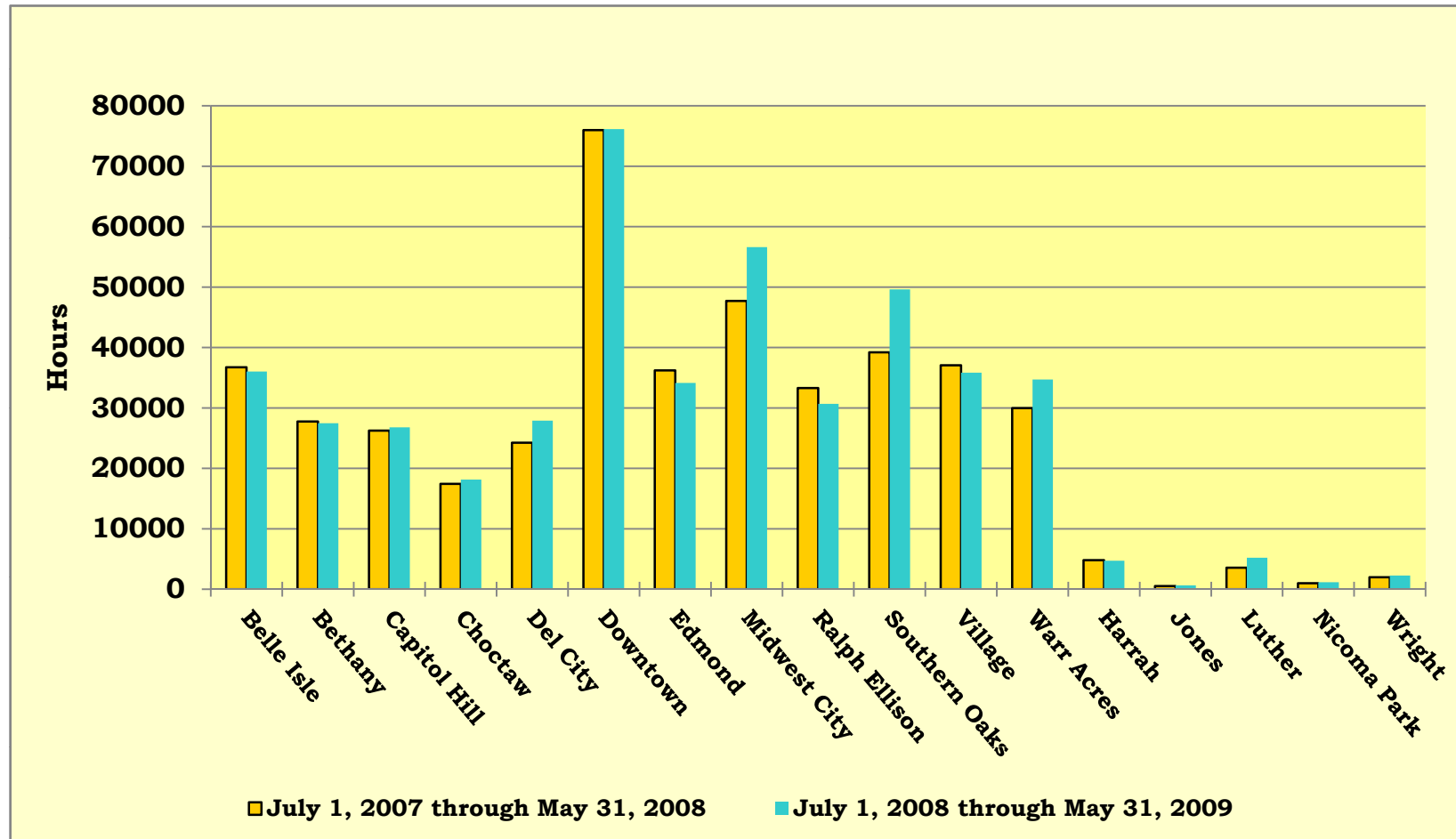
## **Circulation Gains and Losses**

**July 1, 2008 through May 31, 2009 (91.67% of the 08-09 Fiscal Year)**

| <b>MAY 31, 2009</b>                |    | <b><u>ADULT</u><br/><u>MONTH</u></b> | <b><u>ADULT</u><br/><u>YEAR</u></b> | <b><u>JUVENILE</u><br/><u>MONTH</u></b> | <b><u>JUVENILE</u><br/><u>YEAR</u></b> | <b><u>TOTAL</u><br/><u>MONTH</u></b> | <b><u>TOTAL</u><br/><u>YEAR</u></b> | <b><u>%</u></b> |
|------------------------------------|----|--------------------------------------|-------------------------------------|---|--|--------------------------------------|-------------------------------------|-----------------|
| <b><u>EXTENSION LIBRARIES:</u></b> |    |                                      |                                     |   |  |                                      |                                     |                 |
| Harrah                             | 08 | 3242                                 | 35839                               | 1345                                    | 14756                                  | 4587                                 | 50595                               |                 |
|                                    | 09 | 3537                                 | 40654                               | 1545                                    | 18053                                  | 5082                                 | 58707                               |                 |
|                                    |    | <b>295</b>                           | <b>4815</b>                         | <b>200</b>                              | <b>3297</b>                            | <b>495</b>                           | <b>8112</b>                         | <b>16.0</b>     |
| Jones                              | 08 | 782                                  | 8568                                | 289                                     | 3088                                   | 1071                                 | 11656                               |                 |
|                                    | 09 | 841                                  | 9387                                | 226                                     | 2876                                   | 1067                                 | 12263                               |                 |
|                                    |    | <b>59</b>                            | <b>819</b>                          | <b>-63</b>                              | <b>-212</b>                            | <b>-4</b>                            | <b>607</b>                          | <b>5.2</b>      |
| Luther                             | 08 | 3696                                 | 38675                               | 1024                                    | 10276                                  | 4720                                 | 48951                               |                 |
|                                    | 09 | 2978                                 | 39592                               | 900                                     | 11516                                  | 3878                                 | 51108                               |                 |
|                                    |    | <b>-718</b>                          | <b>917</b>                          | <b>-124</b>                             | <b>1240</b>                            | <b>-842</b>                          | <b>2157</b>                         | <b>4.4</b>      |
| Nicoma Park                        | 08 | 1784                                 | 18191                               | 221                                     | 3097                                   | 2005                                 | 21288                               |                 |
|                                    | 09 | 2001                                 | 20085                               | 450                                     | 6441                                   | 2451                                 | 26526                               |                 |
|                                    |    | <b>217</b>                           | <b>1894</b>                         | <b>229</b>                              | <b>3344</b>                            | <b>446</b>                           | <b>5238</b>                         | <b>24.6</b>     |
| Wright                             | 08 | 849                                  | 8162                                | 197                                     | 2227                                   | 1046                                 | 10389                               |                 |
|                                    | 09 | 963                                  | 9128                                | 117                                     | 1531                                   | 1080                                 | 10659                               |                 |
|                                    |    | <b>114</b>                           | <b>966</b>                          | <b>-80</b>                              | <b>-696</b>                            | <b>34</b>                            | <b>270</b>                          | <b>2.6</b>      |
| <b><u>OTHER:</u></b>               |    |                                      |                                     |   |  |                                      |                                     |                 |
| Book Centers                       | 08 | 9769                                 | 106067                              | 6103                                    | 67052                                  | 15872                                | 173119                              |                 |
|                                    | 09 | 10052                                | 109716                              | 6012                                    | 67644                                  | 16064                                | 177360                              |                 |
|                                    |    | <b>283</b>                           | <b>3649</b>                         | <b>-91</b>                              | <b>592</b>                             | <b>192</b>                           | <b>4241</b>                         | <b>2.4</b>      |
| Books-by-Mail                      | 08 | 1727                                 | 18560                               | 0                                       | 0                                      | 1727                                 | 18560                               |                 |
|                                    | 09 | 1777                                 | 18602                               | 0                                       | 0                                      | 1777                                 | 18602                               |                 |
|                                    |    | <b>50</b>                            | <b>42</b>                           | <b>0</b>                                | <b>0</b>                               | <b>50</b>                            | <b>42</b>                           | <b>.2</b>       |
| eMedia                             | 08 | 1072                                 | 9383                                | 0                                       | 0                                      | 1072                                 | 9383                                |                 |
|                                    | 09 | 2332                                 | 20585                               | 0                                       | 0                                      | 2332                                 | 20585                               |                 |
|                                    |    | <b>1260</b>                          | <b>11202</b>                        | <b>0</b>                                | <b>0</b>                               | <b>1260</b>                          | <b>11202</b>                        | <b>119.4</b>    |
| TOTALS                             | 08 | 317698                               | 3580130                             | 138868                                  | 1614556                                | 456566                               | 5194686                             |                 |
|                                    | 09 | 341479                               | 3659776                             | 142276                                  | 1633126                                | 483755                               | 5292902                             |                 |
|                                    |    | <b>23781</b>                         | <b>79646</b>                        | <b>3408</b>                             | <b>18570</b>                           | <b>27189</b>                         | <b>98216</b>                        | <b>1.9</b>      |

## Total Computer Hours Used by Library

July 1, 2008 through May 31, 2009 (91.67% of the 08-09 Fiscal Year)



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## Total Computer Usage

**July 1, 2008 through May 31, 2009 (91.67% of the 08-09 Fiscal Year)**

|               | FY | Month<br>Customers | %           | Month<br>Visits | %            | Month<br>Hours Used | %            | Year<br>Customers | %           | Year<br>Visits | %            | Year<br>Hours Used | %           |
|---------------|----|--------------------|-------------|-----------------|--------------|---------------------|--------------|-------------------|-------------|----------------|--------------|--------------------|-------------|
| BELLE ISLE    | 08 | 231                |             | 4,365           |              | 3,254.19            |              | 4,191             |             | 50,796         |              | 36,716.39          |             |
|               | 09 | 229                |             | 4,221           |              | 3,213.66            |              | 4,269             |             | 47,693         |              | 36,020.29          |             |
|               |    | <b>-2</b>          | <b>-9</b>   | <b>-144</b>     | <b>-3.3</b>  | <b>-40.53</b>       | <b>-1.2</b>  | <b>78</b>         | <b>1.9</b>  | <b>-3,103</b>  | <b>-6.1</b>  | <b>-696.10</b>     | <b>-1.9</b> |
| BETHANY       | 08 | 170                |             | 3,116           |              | 2,446.10            |              | 3,281             |             | 36,530         |              | 27,748.01          |             |
|               | 09 | 192                |             | 3,399           |              | 2,520.17            |              | 3,331             |             | 35,712         |              | 27,465.37          |             |
|               |    | <b>22</b>          | <b>12.9</b> | <b>283</b>      | <b>9.1</b>   | <b>74.07</b>        | <b>3.0</b>   | <b>50</b>         | <b>1.5</b>  | <b>-818</b>    | <b>-2.2</b>  | <b>-282.64</b>     | <b>-1.0</b> |
| CAPITOL HILL  | 08 | 140                |             | 2,860           |              | 2,384.93            |              | 2,780             |             | 32,656         |              | 26,235.81          |             |
|               | 09 | 158                |             | 2,953           |              | 2,443.09            |              | 2,862             |             | 31,523         |              | 26,794.69          |             |
|               |    | <b>18</b>          | <b>12.9</b> | <b>93</b>       | <b>3.3</b>   | <b>58.16</b>        | <b>2.4</b>   | <b>82</b>         | <b>2.9</b>  | <b>-1,133</b>  | <b>-3.5</b>  | <b>558.88</b>      | <b>2.1</b>  |
| CHOCTAW       | 08 | 86                 |             | 1,655           |              | 1,336.30            |              | 1,662             |             | 21,193         |              | 17,434.33          |             |
|               | 09 | 82                 |             | 2,120           |              | 1,778.21            |              | 1,664             |             | 20,236         |              | 18,131.37          |             |
|               |    | <b>-4</b>          | <b>-4.7</b> | <b>465</b>      | <b>28.1</b>  | <b>441.91</b>       | <b>33.1</b>  | <b>2</b>          | <b>.1</b>   | <b>-957</b>    | <b>-4.5</b>  | <b>697.04</b>      | <b>4.0</b>  |
| DEL CITY      | 08 | 142                |             | 3,023           |              | 2,315.29            |              | 2,922             |             | 31,652         |              | 24,252.21          |             |
|               | 09 | 162                |             | 3,170           |              | 2,602.90            |              | 3,090             |             | 34,231         |              | 27,883.77          |             |
|               |    | <b>20</b>          | <b>14.1</b> | <b>147</b>      | <b>4.9</b>   | <b>287.61</b>       | <b>12.4</b>  | <b>168</b>        | <b>5.7</b>  | <b>2,579</b>   | <b>8.1</b>   | <b>3,631.56</b>    | <b>15.0</b> |
| DOWNTOWN      | 08 | 205                |             | 8,368           |              | 6,826.63            |              | 4,126             |             | 99,854         |              | 75,960.15          |             |
|               | 09 | 231                |             | 9,759           |              | 6,952.62            |              | 4,075             |             | 102,905        |              | 76,141.86          |             |
|               |    | <b>26</b>          | <b>12.7</b> | <b>1,391</b>    | <b>16.6</b>  | <b>125.99</b>       | <b>1.8</b>   | <b>-51</b>        | <b>-1.2</b> | <b>3,051</b>   | <b>3.1</b>   | <b>181.71</b>      | <b>.2</b>   |
| EDMOND        | 08 | 240                |             | 3,955           |              | 3,153.85            |              | 4,579             |             | 47,859         |              | 36,200.93          |             |
|               | 09 | 243                |             | 4,188           |              | 3,239.24            |              | 4,263             |             | 42,863         |              | 34,130.02          |             |
|               |    | <b>3</b>           | <b>1.3</b>  | <b>233</b>      | <b>5.9</b>   | <b>85.39</b>        | <b>2.7</b>   | <b>-316</b>       | <b>-6.9</b> | <b>-4,996</b>  | <b>-10.4</b> | <b>-2,070.91</b>   | <b>-5.7</b> |
| MIDWEST CITY  | 08 | 296                |             | 5,362           |              | 4,212.68            |              | 5,847             |             | 64,241         |              | 47,706.52          |             |
|               | 09 | 343                |             | 6,220           |              | 5,101.66            |              | 6,137             |             | 70,591         |              | 56,601.16          |             |
|               |    | <b>47</b>          | <b>15.9</b> | <b>858</b>      | <b>16.0</b>  | <b>888.98</b>       | <b>21.1</b>  | <b>290</b>        | <b>5.0</b>  | <b>6,350</b>   | <b>9.9</b>   | <b>8,894.64</b>    | <b>18.6</b> |
| RALPH ELLISON | 08 | 117                |             | 3,993           |              | 3,197.08            |              | 2,747             |             | 42,818         |              | 33,294.83          |             |
|               | 09 | 173                |             | 3,395           |              | 2,803.32            |              | 2,691             |             | 38,298         |              | 30,670.76          |             |
|               |    | <b>56</b>          | <b>47.9</b> | <b>-598</b>     | <b>-15.0</b> | <b>-393.76</b>      | <b>-12.3</b> | <b>-56</b>        | <b>-2.0</b> | <b>-4,520</b>  | <b>-10.6</b> | <b>-2,624.07</b>   | <b>-7.9</b> |



## Total Computer Usage

**July 1, 2008 through May 31, 2009 (91.67% of the 08-09 Fiscal Year)**

|               | FY | Month<br>Customers | %            | Month<br>Visits | %            | Month<br>Hours Used | %            | Year<br>Customers | %            | Year<br>Visits | %           | Year<br>Hours Used | %           |
|---------------|----|--------------------|--------------|-----------------|--------------|---------------------|--------------|-------------------|--------------|----------------|-------------|--------------------|-------------|
| SOUTHERN OAKS | 08 | 340                |              | 4,872           |              | 3,573.28            |              | 5,447             |              | 53,517         |             | 39,205.83          |             |
|               | 09 | 337                |              | 5,805           |              | 4,466.66            |              | 5,915             |              | 65,838         |             | 49,611.56          |             |
|               |    | <b>-3</b>          | <b>-0.9</b>  | <b>933</b>      | <b>19.2</b>  | <b>893.38</b>       | <b>25.0</b>  | <b>468</b>        | <b>8.6</b>   | <b>12,321</b>  | <b>23.0</b> | <b>10,405.73</b>   | <b>26.5</b> |
| VILLAGE       | 08 | 240                |              | 4,238           |              | 3,281.18            |              | 4,336             |              | 49,768         |             | 37,061.88          |             |
|               | 09 | 232                |              | 4,405           |              | 3,433.09            |              | 4,361             |              | 45,761         |             | 35,839.12          |             |
|               |    | <b>-8</b>          | <b>-3.3</b>  | <b>167</b>      | <b>3.9</b>   | <b>151.91</b>       | <b>4.6</b>   | <b>25</b>         | <b>.6</b>    | <b>-4,007</b>  | <b>-8.1</b> | <b>-1,222.76</b>   | <b>-3.3</b> |
| WARR ACRES    | 08 | 211                |              | 3,608           |              | 2,732.34            |              | 3,541             |              | 42,090         |             | 29,955.83          |             |
|               | 09 | 195                |              | 4,610           |              | 3,471.39            |              | 3,687             |              | 44,888         |             | 34,695.88          |             |
|               |    | <b>-16</b>         | <b>-7.6</b>  | <b>1,002</b>    | <b>27.8</b>  | <b>739.05</b>       | <b>27.0</b>  | <b>146</b>        | <b>4.1</b>   | <b>2,798</b>   | <b>6.6</b>  | <b>4,740.05</b>    | <b>15.8</b> |
| HARRAH        | 08 | 27                 |              | 755             |              | 569.94              |              | 561               |              | 6,269          |             | 4,801.85           |             |
|               | 09 | 25                 |              | 572             |              | 451.79              |              | 581               |              | 6,189          |             | 4,716.92           |             |
|               |    | <b>-2</b>          | <b>-7.4</b>  | <b>-183</b>     | <b>-24.2</b> | <b>-118.15</b>      | <b>-20.7</b> | <b>20</b>         | <b>3.6</b>   | <b>-80</b>     | <b>-1.3</b> | <b>-84.93</b>      | <b>-1.8</b> |
| JONES         | 08 | 10                 |              | 75              |              | 53.65               |              | 80                |              | 654            |             | 516.32             |             |
|               | 09 | 7                  |              | 48              |              | 38.88               |              | 66                |              | 679            |             | 633.71             |             |
|               |    | <b>-3</b>          | <b>-30.0</b> | <b>-27</b>      | <b>-36.0</b> | <b>-14.77</b>       | <b>-27.5</b> | <b>-14</b>        | <b>-17.5</b> | <b>25</b>      | <b>3.8</b>  | <b>117.39</b>      | <b>22.7</b> |
| LUTHER        | 08 | 27                 |              | 480             |              | 407.16              |              | 343               |              | 4,045          |             | 3,553.31           |             |
|               | 09 | 30                 |              | 592             |              | 398.98              |              | 377               |              | 6,466          |             | 5,198.88           |             |
|               |    | <b>3</b>           | <b>11.1</b>  | <b>112</b>      | <b>23.3</b>  | <b>-8.18</b>        | <b>-2.0</b>  | <b>34</b>         | <b>9.9</b>   | <b>2,421</b>   | <b>59.9</b> | <b>1,645.57</b>    | <b>46.3</b> |
| NICOMA PARK   | 08 | 7                  |              | 101             |              | 90.84               |              | 141               |              | 1,374          |             | 982.10             |             |
|               | 09 | 9                  |              | 151             |              | 103.77              |              | 146               |              | 1,524          |             | 1,145.58           |             |
|               |    | <b>2</b>           | <b>28.6</b>  | <b>50</b>       | <b>49.5</b>  | <b>12.93</b>        | <b>14.2</b>  | <b>5</b>          | <b>3.5</b>   | <b>150</b>     | <b>10.9</b> | <b>163.48</b>      | <b>16.6</b> |
| WRIGHT        | 08 | 16                 |              | 274             |              | 219.75              |              | 186               |              | 2,639          |             | 1,979.70           |             |
|               | 09 | 15                 |              | 278             |              | 215.31              |              | 178               |              | 2,909          |             | 2,270.97           |             |
|               |    | <b>-1</b>          | <b>-6.3</b>  | <b>4</b>        | <b>1.5</b>   | <b>-4.44</b>        | <b>-2.0</b>  | <b>-8</b>         | <b>-4.3</b>  | <b>270</b>     | <b>10.2</b> | <b>291.27</b>      | <b>14.7</b> |
| TOTAL         | 08 | 2,505              |              | 51,100          |              | 40,055.19           |              | 46,770            |              | 587,955        |             | 443,606.00         |             |
|               | 09 | 2,663              |              | 55,886          |              | 43,234.74           |              | 47,693            |              | 598,306        |             | 467,951.91         |             |
|               |    | <b>158</b>         | <b>6.3</b>   | <b>4,786</b>    | <b>9.4</b>   | <b>3,179.55</b>     | <b>7.9</b>   | <b>923</b>        | <b>2.0</b>   | <b>10,351</b>  | <b>1.8</b>  | <b>24,345.91</b>   | <b>5.5</b>  |

## Computer Usage by Adult Customers

**July 1, 2008 through May 31, 2009 (91.67% of the 08-09 Fiscal Year)**

|               | FY | Month<br>Customers | %            | Month<br>Visits | %           | Month<br>Hours Used | %           | Year<br>Customers | %           | Year<br>Visits | %           | Year<br>Hours Used | %           |
|---------------|----|--------------------|--------------|-----------------|-------------|---------------------|-------------|-------------------|-------------|----------------|-------------|--------------------|-------------|
| BELLE ISLE    | 08 | 190                |              | 3,594           |             | 2,664.80            |             | 3,515             |             | 42,870         |             | 30,865.38          |             |
|               | 09 | 197                |              | 3,658           |             | 2,806.72            |             | 3,566             |             | 39,570         |             | 29,937.88          |             |
|               |    | <b>7</b>           | <b>3.7</b>   | <b>64</b>       | <b>1.8</b>  | <b>141.92</b>       | <b>5.3</b>  | <b>51</b>         | <b>1.5</b>  | <b>-3,300</b>  | <b>-7.7</b> | <b>-927.50</b>     | <b>-3.0</b> |
| BETHANY       | 08 | 130                |              | 2,392           |             | 1,808.34            |             | 2,612             |             | 26,955         |             | 20,249.14          |             |
|               | 09 | 143                |              | 2,525           |             | 1,850.26            |             | 2,624             |             | 27,061         |             | 20,705.01          |             |
|               |    | <b>13</b>          | <b>10.0</b>  | <b>133</b>      | <b>5.6</b>  | <b>41.92</b>        | <b>2.3</b>  | <b>12</b>         | <b>.5</b>   | <b>106</b>     | <b>.4</b>   | <b>455.87</b>      | <b>2.3</b>  |
| CAPITOL HILL  | 08 | 86                 |              | 1,544           |             | 1,362.46            |             | 1,539             |             | 15,932         |             | 13,969.83          |             |
|               | 09 | 101                |              | 1,591           |             | 1,391.27            |             | 1,615             |             | 16,625         |             | 15,120.56          |             |
|               |    | <b>15</b>          | <b>17.4</b>  | <b>47</b>       | <b>3.0</b>  | <b>28.81</b>        | <b>2.1</b>  | <b>76</b>         | <b>4.9</b>  | <b>693</b>     | <b>4.3</b>  | <b>1,150.73</b>    | <b>8.2</b>  |
| CHOCTAW       | 08 | 60                 |              | 919             |             | 708.21              |             | 1,185             |             | 12,868         |             | 10,285.48          |             |
|               | 09 | 49                 |              | 1,206           |             | 977.20              |             | 1,152             |             | 12,629         |             | 11,101.05          |             |
|               |    | <b>-11</b>         | <b>-18.3</b> | <b>287</b>      | <b>31.2</b> | <b>268.99</b>       | <b>38.0</b> | <b>-33</b>        | <b>-2.8</b> | <b>-239</b>    | <b>-1.9</b> | <b>815.57</b>      | <b>7.9</b>  |
| DEL CITY      | 08 | 109                |              | 2,154           |             | 1,606.75            |             | 2,253             |             | 21,715         |             | 16,553.66          |             |
|               | 09 | 116                |              | 2,305           |             | 1,909.07            |             | 2,364             |             | 24,269         |             | 19,901.84          |             |
|               |    | <b>7</b>           | <b>6.4</b>   | <b>151</b>      | <b>7.0</b>  | <b>302.32</b>       | <b>18.8</b> | <b>111</b>        | <b>4.9</b>  | <b>2,554</b>   | <b>11.8</b> | <b>3,348.18</b>    | <b>20.2</b> |
| DOWNTOWN      | 08 | 169                |              | 7,352           |             | 5,919.61            |             | 3,449             |             | 89,570         |             | 67,711.10          |             |
|               | 09 | 188                |              | 8,966           |             | 6,335.70            |             | 3,376             |             | 92,374         |             | 67,842.20          |             |
|               |    | <b>19</b>          | <b>11.2</b>  | <b>1,614</b>    | <b>22.0</b> | <b>416.09</b>       | <b>7.0</b>  | <b>-73</b>        | <b>-2.1</b> | <b>2,804</b>   | <b>3.1</b>  | <b>131.10</b>      | <b>.2</b>   |
| EDMOND        | 08 | 202                |              | 3,159           |             | 2,516.38            |             | 3,669             |             | 38,405         |             | 29,012.42          |             |
|               | 09 | 207                |              | 3,644           |             | 2,846.71            |             | 3,520             |             | 35,861         |             | 28,606.74          |             |
|               |    | <b>5</b>           | <b>2.5</b>   | <b>485</b>      | <b>15.4</b> | <b>330.33</b>       | <b>13.1</b> | <b>-149</b>       | <b>-4.1</b> | <b>-2,544</b>  | <b>-6.6</b> | <b>-405.68</b>     | <b>-1.4</b> |
| MIDWEST CITY  | 08 | 240                |              | 3,850           |             | 3,032.10            |             | 4,585             |             | 45,898         |             | 34,577.61          |             |
|               | 09 | 278                |              | 4,598           |             | 3,767.30            |             | 4,844             |             | 48,981         |             | 40,374.33          |             |
|               |    | <b>38</b>          | <b>15.8</b>  | <b>748</b>      | <b>19.4</b> | <b>735.20</b>       | <b>24.2</b> | <b>259</b>        | <b>5.6</b>  | <b>3,083</b>   | <b>6.7</b>  | <b>5,796.72</b>    | <b>16.8</b> |
| RALPH ELLISON | 08 | 78                 |              | 2,014           |             | 1,595.82            |             | 2,015             |             | 24,471         |             | 19,470.02          |             |
|               | 09 | 136                |              | 2,217           |             | 1,749.87            |             | 1,933             |             | 22,073         |             | 17,983.09          |             |
|               |    | <b>58</b>          | <b>74.4</b>  | <b>203</b>      | <b>10.1</b> | <b>154.05</b>       | <b>9.7</b>  | <b>-82</b>        | <b>-4.1</b> | <b>-2,398</b>  | <b>-9.8</b> | <b>-1,486.93</b>   | <b>-7.6</b> |

## Computer Usage by Adult Customers

**July 1, 2008 through May 31, 2009 (91.67% of the 08-09 Fiscal Year)**

|               | FY | Month<br>Customers | %           | Month<br>Visits | %            | Month<br>Hours Used | %            | Year<br>Customers | %            | Year<br>Visits | %           | Year<br>Hours Used | %           |
|---------------|----|--------------------|-------------|-----------------|--------------|---------------------|--------------|-------------------|--------------|----------------|-------------|--------------------|-------------|
| SOUTHERN OAKS | 08 | 246                |             | 3,163           |              | 2,380.89            |              | 4,060             |              | 35,659         |             | 26,709.77          |             |
|               | 09 | 253                |             | 3,766           |              | 2,980.93            |              | 4,340             |              | 41,056         |             | 32,129.51          |             |
|               |    | <b>7</b>           | <b>2.8</b>  | <b>603</b>      | <b>19.1</b>  | <b>600.04</b>       | <b>25.2</b>  | <b>280</b>        | <b>6.9</b>   | <b>5,397</b>   | <b>15.1</b> | <b>5,419.74</b>    | <b>20.3</b> |
| VILLAGE       | 08 | 190                |             | 3,208           |              | 2,453.94            |              | 3,426             |              | 35,641         |             | 26,854.85          |             |
|               | 09 | 201                |             | 3,447           |              | 2,708.72            |              | 3,479             |              | 34,657         |             | 27,152.46          |             |
|               |    | <b>11</b>          | <b>5.8</b>  | <b>239</b>      | <b>7.5</b>   | <b>254.78</b>       | <b>10.4</b>  | <b>53</b>         | <b>1.5</b>   | <b>-984</b>    | <b>-2.8</b> | <b>297.61</b>      | <b>1.1</b>  |
| WARR ACRES    | 08 | 156                |             | 2,448           |              | 1,825.69            |              | 2,865             |              | 28,621         |             | 20,602.24          |             |
|               | 09 | 150                |             | 3,204           |              | 2,437.67            |              | 2,973             |              | 32,250         |             | 25,184.58          |             |
|               |    | <b>-6</b>          | <b>-3.8</b> | <b>756</b>      | <b>30.9</b>  | <b>611.98</b>       | <b>33.5</b>  | <b>108</b>        | <b>3.8</b>   | <b>3,629</b>   | <b>12.7</b> | <b>4,582.34</b>    | <b>22.2</b> |
| HARRAH        | 08 | 13                 |             | 401             |              | 287.26              |              | 365               |              | 4,001          |             | 3,007.83           |             |
|               | 09 | 14                 |             | 342             |              | 273.92              |              | 356               |              | 3,866          |             | 2,919.76           |             |
|               |    | <b>1</b>           | <b>7.7</b>  | <b>-59</b>      | <b>-14.7</b> | <b>-13.34</b>       | <b>-4.6</b>  | <b>-9</b>         | <b>-2.5</b>  | <b>-135</b>    | <b>-3.4</b> | <b>-88.07</b>      | <b>-2.9</b> |
| JONES         | 08 | 5                  |             | 46              |              | 36.64               |              | 51                |              | 415            |             | 345.38             |             |
|               | 09 | 5                  |             | 33              |              | 25.04               |              | 40                |              | 386            |             | 337.80             |             |
|               |    |                    | <b>.0</b>   | <b>-13</b>      | <b>-28.3</b> | <b>-11.60</b>       | <b>-31.7</b> | <b>-11</b>        | <b>-21.6</b> | <b>-29</b>     | <b>-7.0</b> | <b>-7.58</b>       | <b>-2.2</b> |
| LUTHER        | 08 | 9                  |             | 185             |              | 165.28              |              | 174               |              | 1,818          |             | 1,612.93           |             |
|               | 09 | 9                  |             | 205             |              | 139.51              |              | 186               |              | 2,640          |             | 2,043.67           |             |
|               |    |                    | <b>.0</b>   | <b>20</b>       | <b>10.8</b>  | <b>-25.77</b>       | <b>-15.6</b> | <b>12</b>         | <b>6.9</b>   | <b>822</b>     | <b>45.2</b> | <b>430.74</b>      | <b>26.7</b> |
| NICOMA PARK   | 08 | 7                  |             | 73              |              | 66.26               |              | 104               |              | 913            |             | 594.77             |             |
|               | 09 | 7                  |             | 128             |              | 85.20               |              | 113               |              | 1,177          |             | 837.15             |             |
|               |    |                    | <b>.0</b>   | <b>55</b>       | <b>75.3</b>  | <b>18.94</b>        | <b>28.6</b>  | <b>9</b>          | <b>8.7</b>   | <b>264</b>     | <b>28.9</b> | <b>242.38</b>      | <b>40.8</b> |
| WRIGHT        | 08 | 14                 |             | 208             |              | 168.77              |              | 133               |              | 1,763          |             | 1,331.63           |             |
|               | 09 | 14                 |             | 240             |              | 191.37              |              | 139               |              | 2,408          |             | 1,915.92           |             |
|               |    |                    | <b>.0</b>   | <b>32</b>       | <b>15.4</b>  | <b>22.60</b>        | <b>13.4</b>  | <b>6</b>          | <b>4.5</b>   | <b>645</b>     | <b>36.6</b> | <b>584.29</b>      | <b>43.9</b> |
| TOTAL         | 08 | 1,904              |             | 36,710          |              | 28,599.20           |              | 36,000            |              | 427,515        |             | 323,754.04         |             |
|               | 09 | 2,068              |             | 42,075          |              | 32,476.46           |              | 36,620            |              | 437,883        |             | 344,093.55         |             |
|               |    | <b>164</b>         | <b>8.6</b>  | <b>5,365</b>    | <b>14.6</b>  | <b>3,877.26</b>     | <b>13.6</b>  | <b>620</b>        | <b>1.7</b>   | <b>10,368</b>  | <b>2.4</b>  | <b>20,339.51</b>   | <b>6.3</b>  |

## Computer Usage by Minor Customers

**July 1, 2008 through May 31, 2009 (91.67% of the 08-09 Fiscal Year)**

|               | FY | Month<br>Customers | %            | Month<br>Visits | %            | Month<br>Hours Used | %            | Year<br>Customers | %            | Year<br>Visits | %            | Year<br>Hours Used | %            |
|---------------|----|--------------------|--------------|-----------------|--------------|---------------------|--------------|-------------------|--------------|----------------|--------------|--------------------|--------------|
| BELLE ISLE    | 08 | 41                 |              | 771             |              | 589.39              |              | 676               |              | 7,926          |              | 5,851.01           |              |
|               | 09 | 32                 |              | 563             |              | 406.94              |              | 703               |              | 8,123          |              | 6,082.41           |              |
|               |    | <b>-9</b>          | <b>-22.0</b> | <b>-208</b>     | <b>-27.0</b> | <b>-182.45</b>      | <b>-31.0</b> | <b>27</b>         | <b>4.0</b>   | <b>197</b>     | <b>2.5</b>   | <b>231.40</b>      | <b>4.0</b>   |
| BETHANY       | 08 | 40                 |              | 724             |              | 637.76              |              | 669               |              | 9,575          |              | 7,498.87           |              |
|               | 09 | 49                 |              | 874             |              | 669.91              |              | 707               |              | 8,651          |              | 6,760.36           |              |
|               |    | <b>9</b>           | <b>22.5</b>  | <b>150</b>      | <b>20.7</b>  | <b>32.15</b>        | <b>5.0</b>   | <b>38</b>         | <b>5.7</b>   | <b>-924</b>    | <b>-9.7</b>  | <b>-738.51</b>     | <b>-9.8</b>  |
| CAPITOL HILL  | 08 | 54                 |              | 1,316           |              | 1,022.47            |              | 1,241             |              | 16,724         |              | 12,265.98          |              |
|               | 09 | 57                 |              | 1,362           |              | 1,051.82            |              | 1,247             |              | 14,898         |              | 11,674.13          |              |
|               |    | <b>3</b>           | <b>5.6</b>   | <b>46</b>       | <b>3.5</b>   | <b>29.35</b>        | <b>2.9</b>   | <b>6</b>          | <b>.5</b>    | <b>-1,826</b>  | <b>-10.9</b> | <b>-591.85</b>     | <b>-4.8</b>  |
| CHOCTAW       | 08 | 26                 |              | 736             |              | 628.09              |              | 477               |              | 8,325          |              | 7,148.85           |              |
|               | 09 | 33                 |              | 914             |              | 801.01              |              | 512               |              | 7,607          |              | 7,030.32           |              |
|               |    | <b>7</b>           | <b>26.9</b>  | <b>178</b>      | <b>24.2</b>  | <b>172.92</b>       | <b>27.5</b>  | <b>35</b>         | <b>7.3</b>   | <b>-718</b>    | <b>-8.6</b>  | <b>-118.53</b>     | <b>-1.7</b>  |
| DEL CITY      | 08 | 33                 |              | 869             |              | 708.54              |              | 669               |              | 9,937          |              | 7,698.55           |              |
|               | 09 | 46                 |              | 865             |              | 693.83              |              | 726               |              | 9,962          |              | 7,981.93           |              |
|               |    | <b>13</b>          | <b>39.4</b>  | <b>-4</b>       | <b>-.5</b>   | <b>-14.71</b>       | <b>-2.1</b>  | <b>57</b>         | <b>8.5</b>   | <b>25</b>      | <b>.3</b>    | <b>283.38</b>      | <b>3.7</b>   |
| DOWNTOWN      | 08 | 36                 |              | 1,016           |              | 907.02              |              | 677               |              | 10,284         |              | 8,249.05           |              |
|               | 09 | 43                 |              | 793             |              | 616.92              |              | 699               |              | 10,531         |              | 8,299.66           |              |
|               |    | <b>7</b>           | <b>19.4</b>  | <b>-223</b>     | <b>-21.9</b> | <b>-290.10</b>      | <b>-32.0</b> | <b>22</b>         | <b>3.2</b>   | <b>247</b>     | <b>2.4</b>   | <b>50.61</b>       | <b>.6</b>    |
| EDMOND        | 08 | 38                 |              | 796             |              | 637.47              |              | 910               |              | 9,454          |              | 7,188.51           |              |
|               | 09 | 36                 |              | 544             |              | 392.53              |              | 743               |              | 7,002          |              | 5,523.28           |              |
|               |    | <b>-2</b>          | <b>-5.3</b>  | <b>-252</b>     | <b>-31.7</b> | <b>-244.94</b>      | <b>-38.4</b> | <b>-167</b>       | <b>-18.4</b> | <b>-2,452</b>  | <b>-25.9</b> | <b>-1,665.23</b>   | <b>-23.2</b> |
| MIDWEST CITY  | 08 | 56                 |              | 1,512           |              | 1,180.58            |              | 1,262             |              | 18,343         |              | 13,128.91          |              |
|               | 09 | 65                 |              | 1,622           |              | 1,334.36            |              | 1,293             |              | 21,610         |              | 16,226.83          |              |
|               |    | <b>9</b>           | <b>16.1</b>  | <b>110</b>      | <b>7.3</b>   | <b>153.78</b>       | <b>13.0</b>  | <b>31</b>         | <b>2.5</b>   | <b>3,267</b>   | <b>17.8</b>  | <b>3,097.92</b>    | <b>23.6</b>  |
| RALPH ELLISON | 08 | 39                 |              | 1,979           |              | 1,601.26            |              | 732               |              | 18,347         |              | 13,824.81          |              |
|               | 09 | 37                 |              | 1,178           |              | 1,053.45            |              | 758               |              | 16,225         |              | 12,687.67          |              |
|               |    | <b>-2</b>          | <b>-5.1</b>  | <b>-801</b>     | <b>-40.5</b> | <b>-547.81</b>      | <b>-34.2</b> | <b>26</b>         | <b>3.6</b>   | <b>-2,122</b>  | <b>-11.6</b> | <b>-1,137.14</b>   | <b>-8.2</b>  |

## Computer Usage by Minor Customers

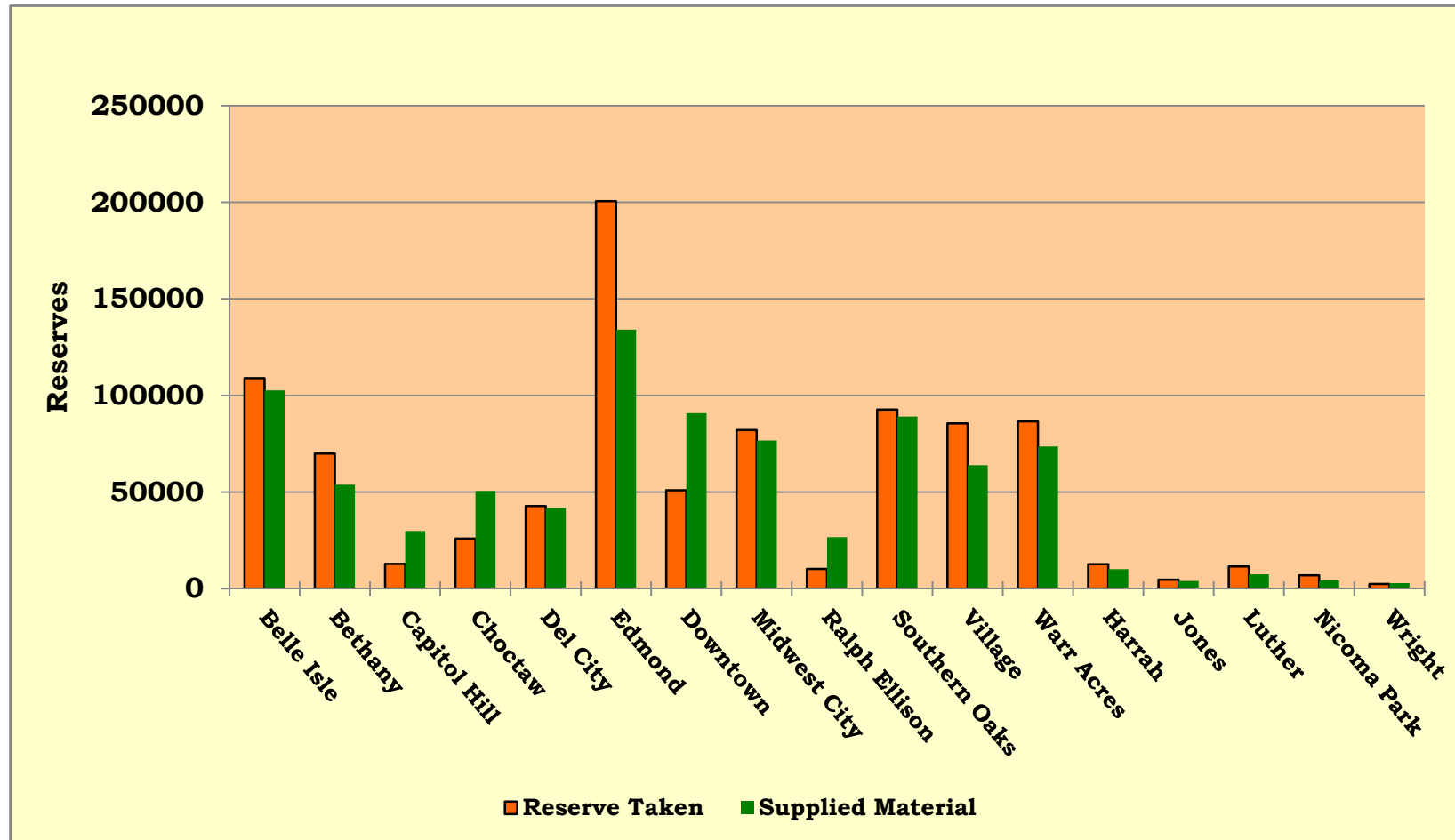
**July 1, 2008 through May 31, 2009 (91.67% of the 08-09 Fiscal Year)**

|               | FY | Month<br>Customers | %            | Month<br>Visits | %            | Month<br>Hours Used | %            | Year<br>Customers | %            | Year<br>Visits | %            | Year<br>Hours Used | %            |
|---------------|----|--------------------|--------------|-----------------|--------------|---------------------|--------------|-------------------|--------------|----------------|--------------|--------------------|--------------|
| SOUTHERN OAKS | 08 | 94                 |              | 1,709           |              | 1,192.39            |              | 1,387             |              | 17,858         |              | 12,496.06          |              |
|               | 09 | 84                 |              | 2,039           |              | 1,485.73            |              | 1,575             |              | 24,782         |              | 17,482.05          |              |
|               |    | <b>-10</b>         | <b>-10.6</b> | <b>330</b>      | <b>19.3</b>  | <b>293.34</b>       | <b>24.6</b>  | <b>188</b>        | <b>13.6</b>  | <b>6,924</b>   | <b>38.8</b>  | <b>4,985.99</b>    | <b>39.9</b>  |
| VILLAGE       | 08 | 50                 |              | 1,030           |              | 827.24              |              | 910               |              | 14,127         |              | 10,207.03          |              |
|               | 09 | 31                 |              | 958             |              | 724.37              |              | 882               |              | 11,104         |              | 8,686.66           |              |
|               |    | <b>-19</b>         | <b>-38.0</b> | <b>-72</b>      | <b>-7.0</b>  | <b>-102.87</b>      | <b>-12.4</b> | <b>-28</b>        | <b>-3.1</b>  | <b>-3,023</b>  | <b>-21.4</b> | <b>-1,520.37</b>   | <b>-14.9</b> |
| WARR ACRES    | 08 | 55                 |              | 1,160           |              | 906.65              |              | 676               |              | 13,469         |              | 9,353.59           |              |
|               | 09 | 45                 |              | 1,406           |              | 1,033.72            |              | 714               |              | 12,638         |              | 9,511.30           |              |
|               |    | <b>-10</b>         | <b>-18.2</b> | <b>246</b>      | <b>21.2</b>  | <b>127.07</b>       | <b>14.0</b>  | <b>38</b>         | <b>5.6</b>   | <b>-831</b>    | <b>-6.2</b>  | <b>157.71</b>      | <b>1.7</b>   |
| HARRAH        | 08 | 14                 |              | 354             |              | 282.68              |              | 196               |              | 2,268          |              | 1,794.02           |              |
|               | 09 | 11                 |              | 230             |              | 177.87              |              | 225               |              | 2,323          |              | 1,797.16           |              |
|               |    | <b>-3</b>          | <b>-21.4</b> | <b>-124</b>     | <b>-35.0</b> | <b>-104.81</b>      | <b>-37.1</b> | <b>29</b>         | <b>14.8</b>  | <b>55</b>      | <b>2.4</b>   | <b>3.14</b>        | <b>.2</b>    |
| JONES         | 08 | 5                  |              | 29              |              | 17.01               |              | 29                |              | 239            |              | 170.94             |              |
|               | 09 | 2                  |              | 15              |              | 13.84               |              | 26                |              | 293            |              | 295.91             |              |
|               |    | <b>-3</b>          | <b>-60.0</b> | <b>-14</b>      | <b>-48.3</b> | <b>-3.17</b>        | <b>-18.6</b> | <b>-3</b>         | <b>-10.3</b> | <b>54</b>      | <b>22.6</b>  | <b>124.97</b>      | <b>73.1</b>  |
| LUTHER        | 08 | 18                 |              | 295             |              | 241.88              |              | 169               |              | 2,227          |              | 1,940.38           |              |
|               | 09 | 21                 |              | 387             |              | 259.47              |              | 191               |              | 3,826          |              | 3,155.21           |              |
|               |    | <b>3</b>           | <b>16.7</b>  | <b>92</b>       | <b>31.2</b>  | <b>17.59</b>        | <b>7.3</b>   | <b>22</b>         | <b>13.0</b>  | <b>1,599</b>   | <b>71.8</b>  | <b>1,214.83</b>    | <b>62.6</b>  |
| NICOMA PARK   | 08 |                    |              | 28              |              | 24.58               |              | 37                |              | 461            |              | 387.33             |              |
|               | 09 | 2                  |              | 23              |              | 18.57               |              | 33                |              | 347            |              | 308.43             |              |
|               |    | <b>2</b>           |              | <b>-5</b>       | <b>-17.9</b> | <b>-6.01</b>        | <b>-24.5</b> | <b>-4</b>         | <b>-10.8</b> | <b>-114</b>    | <b>-24.7</b> | <b>-78.90</b>      | <b>-20.4</b> |
| WRIGHT        | 08 | 2                  |              | 66              |              | 50.98               |              | 53                |              | 876            |              | 648.07             |              |
|               | 09 | 1                  |              | 38              |              | 23.94               |              | 39                |              | 501            |              | 355.05             |              |
|               |    | <b>-1</b>          | <b>-50.0</b> | <b>-28</b>      | <b>-42.4</b> | <b>-27.04</b>       | <b>-53.0</b> | <b>-14</b>        | <b>-26.4</b> | <b>-375</b>    | <b>-42.8</b> | <b>-293.02</b>     | <b>-45.2</b> |
| TOTAL         | 08 | 601                |              | 14,390          |              | 11,455.99           |              | 10,770            |              | 160,440        |              | 119,851.96         |              |
|               | 09 | 595                |              | 13,811          |              | 10,758.28           |              | 11,073            |              | 160,423        |              | 123,858.36         |              |
|               |    | <b>-6</b>          | <b>-1.0</b>  | <b>-579</b>     | <b>-4.0</b>  | <b>-697.71</b>      | <b>-6.1</b>  | <b>303</b>        | <b>2.8</b>   | <b>-17</b>     | <b>.0</b>    | <b>4,006.40</b>    | <b>3.3</b>   |



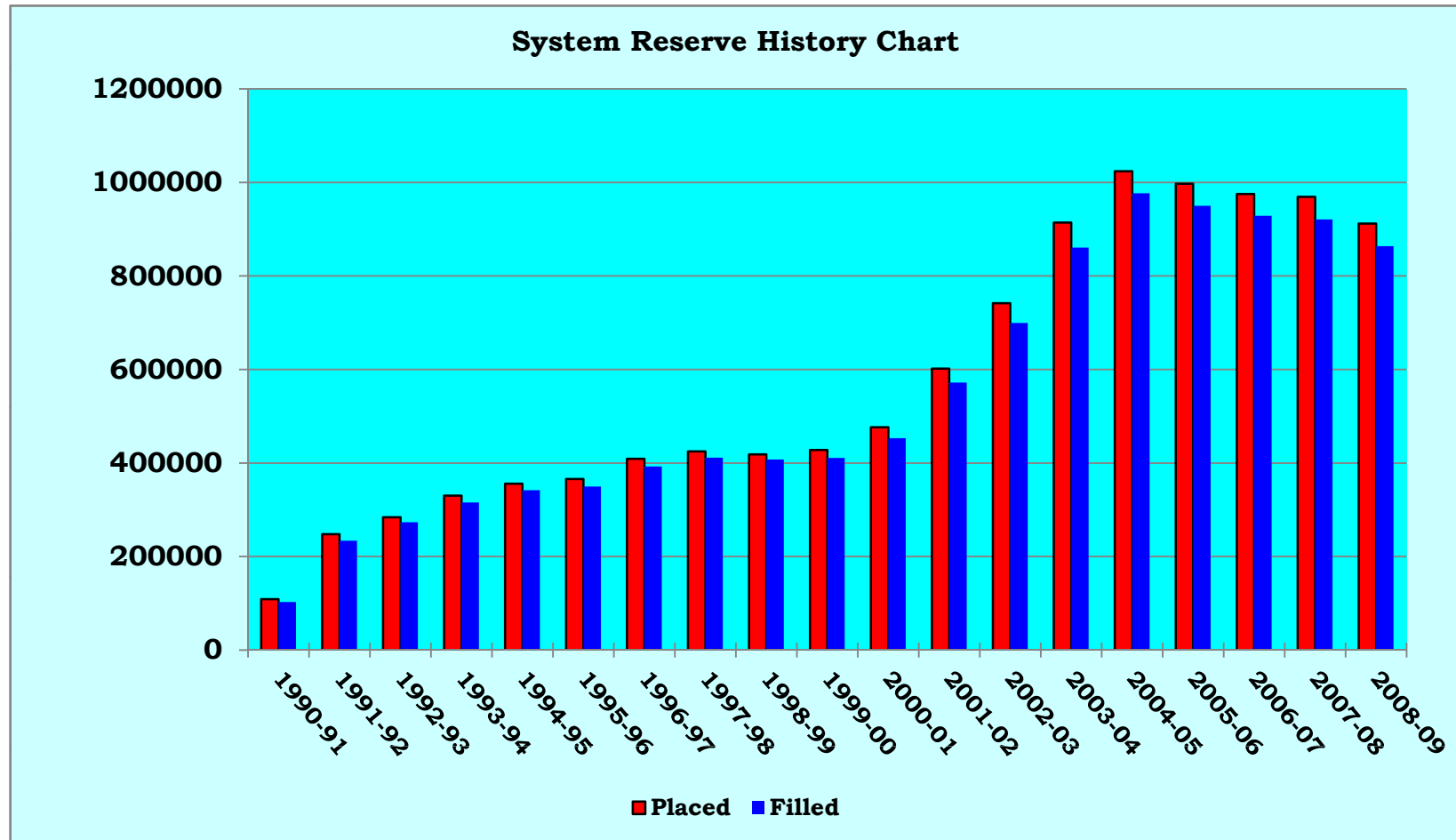
## System Reserve Report

July 1, 2008 through May 31, 2009 (91.67% of the 08-09 Fiscal Year)



# System Reserve Report

July 1, 2008 through May 31, 2009 (91.67% of the 08-09 Fiscal Year)



## System Reserves Report

July 1, 2008 through May 31, 2009 (91.67% of the 08-09 Fiscal Year)

|               |    | Month<br>Placed | Year<br>Placed | %            | Month<br>Filled | Year<br>Filled | %            |
|---------------|----|-----------------|----------------|--------------|-----------------|----------------|--------------|
| BELLE ISLE    | 08 | 9,470           | 103,291        |              | 8,828           | 98,316         |              |
|               | 09 | 9,716           | 108,969        |              | 9,121           | 102,470        |              |
|               |    | <b>246</b>      | <b>5,678</b>   | <b>5.5</b>   | <b>293</b>      | <b>4,154</b>   | <b>4.2</b>   |
| BETHANY       | 08 | 6,631           | 71,252         |              | 6,087           | 67,888         |              |
|               | 09 | 6,986           | 69,918         |              | 6,578           | 66,179         |              |
|               |    | <b>355</b>      | <b>-1,334</b>  | <b>-1.9</b>  | <b>491</b>      | <b>-1,709</b>  | <b>-2.5</b>  |
| CAPITOL HILL  | 08 | 963             | 12,516         |              | 897             | 11,390         |              |
|               | 09 | 1,372           | 12,784         |              | 1,295           | 11,557         |              |
|               |    | <b>409</b>      | <b>268</b>     | <b>2.1</b>   | <b>398</b>      | <b>167</b>     | <b>1.5</b>   |
| CHOCTAW       | 08 | 2,254           | 25,144         |              | 2,104           | 23,837         |              |
|               | 09 | 2,151           | 25,910         |              | 2,033           | 24,560         |              |
|               |    | <b>-103</b>     | <b>766</b>     | <b>3.0</b>   | <b>-71</b>      | <b>723</b>     | <b>3.0</b>   |
| DEL CITY      | 08 | 3,508           | 38,701         |              | 3,172           | 36,622         |              |
|               | 09 | 4,632           | 42,744         |              | 4,275           | 40,549         |              |
|               |    | <b>1,124</b>    | <b>4,043</b>   | <b>10.4</b>  | <b>1,103</b>    | <b>3,927</b>   | <b>10.7</b>  |
| EDMOND        | 08 | 17,359          | 191,907        |              | 16,367          | 183,654        |              |
|               | 09 | 18,942          | 200,601        |              | 17,857          | 190,927        |              |
|               |    | <b>1,583</b>    | <b>8,694</b>   | <b>4.5</b>   | <b>1,490</b>    | <b>7,273</b>   | <b>4.0</b>   |
| DOWNTOWN      | 08 | 4,649           | 47,199         |              | 4,270           | 44,567         |              |
|               | 09 | 4,561           | 50,909         |              | 4,348           | 47,958         |              |
|               |    | <b>-88</b>      | <b>3,710</b>   | <b>7.9</b>   | <b>78</b>       | <b>3,391</b>   | <b>7.6</b>   |
| MIDWEST CITY  | 08 | 6,948           | 79,293         |              | 6,584           | 75,734         |              |
|               | 09 | 7,198           | 82,118         |              | 6,954           | 77,892         |              |
|               |    | <b>250</b>      | <b>2,825</b>   | <b>3.6</b>   | <b>370</b>      | <b>2,158</b>   | <b>2.8</b>   |
| RALPH ELLISON | 08 | 1,044           | 11,901         |              | 987             | 11,247         |              |
|               | 09 | 946             | 10,208         |              | 899             | 9,620          |              |
|               |    | <b>-98</b>      | <b>-1,693</b>  | <b>-14.2</b> | <b>-88</b>      | <b>-1,627</b>  | <b>-14.5</b> |
| SOUTHERN OAKS | 08 | 7,755           | 92,167         |              | 7,332           | 87,390         |              |
|               | 09 | 8,545           | 92,658         |              | 7,893           | 87,482         |              |
|               |    | <b>790</b>      | <b>491</b>     | <b>.5</b>    | <b>561</b>      | <b>92</b>      | <b>.1</b>    |
| VILLAGE       | 08 | 7,618           | 87,127         |              | 7,224           | 83,034         |              |
|               | 09 | 8,241           | 85,528         |              | 7,738           | 80,350         |              |
|               |    | <b>623</b>      | <b>-1,599</b>  | <b>-1.8</b>  | <b>514</b>      | <b>-2,684</b>  | <b>-3.2</b>  |
| WARR ACRES    | 08 | 7,676           | 83,423         |              | 7,141           | 79,749         |              |
|               | 09 | 7,798           | 86,588         |              | 7,385           | 82,479         |              |
|               |    | <b>122</b>      | <b>3,165</b>   | <b>3.8</b>   | <b>244</b>      | <b>2,730</b>   | <b>3.4</b>   |

## System Reserves Report

July 1, 2008 through May 31, 2009 (91.67% of the 08-09 Fiscal Year)

|               |    | Month<br>Placed | Year<br>Placed | %           | Month<br>Filled | Year<br>Filled | %           |
|---------------|----|-----------------|----------------|-------------|-----------------|----------------|-------------|
| HARRAH        | 08 | 951             | 10,925         |             | 832             | 10,129         |             |
|               | 09 | 1,132           | 12,661         |             | 1,051           | 11,813         |             |
|               |    | <b>181</b>      | <b>1,736</b>   | <b>15.9</b> | <b>219</b>      | <b>1,684</b>   | <b>16.6</b> |
| JONES         | 08 | 316             | 4,450          |             | 346             | 4,338          |             |
|               | 09 | 302             | 4,667          |             | 387             | 4,502          |             |
|               |    | <b>-14</b>      | <b>217</b>     | <b>4.9</b>  | <b>41</b>       | <b>164</b>     | <b>3.8</b>  |
| LUTHER        | 08 | 1,098           | 10,054         |             | 1,014           | 9,332          |             |
|               | 09 | 847             | 11,459         |             | 828             | 10,906         |             |
|               |    | <b>-251</b>     | <b>1,405</b>   | <b>14.0</b> | <b>-186</b>     | <b>1,574</b>   | <b>16.9</b> |
| NICOMA PARK   | 08 | 479             | 5,704          |             | 515             | 5,471          |             |
|               | 09 | 563             | 6,938          |             | 666             | 6,658          |             |
|               |    | <b>84</b>       | <b>1,234</b>   | <b>21.6</b> | <b>151</b>      | <b>1,187</b>   | <b>21.7</b> |
| WRIGHT        | 08 | 266             | 2,560          |             | 252             | 2,450          |             |
|               | 09 | 237             | 2,437          |             | 216             | 2,337          |             |
|               |    | <b>-29</b>      | <b>-123</b>    | <b>-4.8</b> | <b>-36</b>      | <b>-113</b>    | <b>-4.6</b> |
| BOOKS-BY-MAIL | 08 | 451             | 5,162          |             | 419             | 4,962          |             |
|               | 09 | 398             | 5,464          |             | 424             | 5,242          |             |
|               |    | <b>-53</b>      | <b>302</b>     | <b>5.9</b>  | <b>5</b>        | <b>280</b>     | <b>5.6</b>  |
| TOTAL         | 08 | 79,436          | 882,779        |             | 74,371          | 840,113        |             |
|               | 09 | 84,567          | 912,567        |             | 79,948          | 863,487        |             |
|               |    | <b>5,131</b>    | <b>29,788</b>  | <b>3.4</b>  | <b>5,577</b>    | <b>23,374</b>  | <b>2.8</b>  |



# *Information Technology Report*



## **Prepared by:**

Jimmy Welch, Deputy Executive Director/Technology  
Anne Fischer, Director of Information Technology

June 2, 2009

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# Information Technology Report -- 2009

This year a lot of time has been spent preparing for the future: moving Ralph Ellison to a temporary location so that their building could be remodeled, planning for wiring, computers, and phones for the remodeled building, working with the architects for the Northwest Library on technology plans, participating in Southern Oaks planning, budgeting dollars for IT costs to support those plans, and preparing for several new technology advances at the MLS Service Center. We have also made software changes that take the library forward for both customers and staff: acceptance of credit/debit cards, RSS feeds to keep customers informed about new materials and upcoming events, enhancements to the catalog that provide more tools for staff and customers and upgrade of the NonStop system that serves as the behind-the-scenes database server.

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**

### ***“Mashup” Enhancements added to CyberMars/Library Catalog***

And, we’re not talking about “mashed up” potatoes. One of the things that the library has been looking at is how we can utilize new technologies to provide services to customers that have not been possible or that enhance services that we already provide.

So, exactly what is a mashup? In web development, a “Mashup” is a web application that combines data or functionality from one or more sources into a single integrated application. The library has developed a “mashup” by providing additional data from an outside vendor in CyberMARS. To accomplish this, we periodically upload data from our bibliographic file to *Library Thing*. When a customer searches the MLS library catalog (CyberMARS), if there’s a match with the *Library Thing* database, additional information is displayed as part of the bibliographic record. This data includes information about other editions such as if there is an audio version or if it is available in large print. It also may include a list of similar titles as well as “tag clouds.” Tags are key words and labels used by regular people to describe a book. A tag cloud is a visual organization of tags - the larger the text, the more people have tagged that item with that specific word.

By uploading information from our catalog to *Library Thing*, we are able to display only records that are owned by Metropolitan Library System. All information displayed is a link and by clicking that link, you can access another title within our holdings or with the “tag cloud” links, you will see other titles that have been tagged with the term you selected. Based on our latest



upload, MLS has an 85% match with information in *Library Thing's* database. This means that most of our catalog records now have this additional information available.

### ***OverDrive Downloadable Audio Books Integrated into CyberMARS***

The OverDrive downloadable audio books service was introduced to customers in early 2007 and has been a very popular service. To make the service even more accessible to customers, the bibliographic records are being integrated into the CyberMARS catalog. This will allow customers searching the catalog to see materials that are available as downloadable audio books, allow them to click the link and immediately be transferred to the OverDrive website to checkout or reserve the material. To facilitate this addition, a new client was developed for Cataloging to handle the eMedia bibliographic records and CyberMARS had additional software development to integrate the records so that they appear as part of MLS holdings.

### ***Ralph Ellison Move to Temporary Location***

Last August the Ralph Ellison Library moved to a temporary location to allow for their building to be renovated and the meeting room enlarged. IT staff arranged for data wiring and electrical work for computers to be completed in the temporary location prior to move-in. The Cox and AT&T services were also moved. VoIP phones were installed for the first time and staff was trained on the new phones. All computers were moved to the new location and all equipment was thoroughly cleaned in preparation for the re-opening. IT staff also assisted with RFID scanning of the shelves to ensure that materials were back on the shelves in the correct order and to clear up any issues with incorrect status and location codes.

### ***RSS Feeds Added to Library Website***

Library customers regularly ask for ways to be notified about new materials purchases at the library. Many have suggested that we e-mail them lists of new materials that are purchased. While finding a way to keep customers informed, we also needed to look for a method that would not be time consuming for staff. E-mail can be very time consuming as people change addresses, get new spam filters, and let their mailboxes get too full. We have learned from experience with the system reserve and overdue notifications that go to just a small portion of our customers that we must monitor and resolve returned mail issues on a daily basis.

Enter the world of "RSS." RSS stands for "Really Simple Syndication." RSS allows customers to subscribe to what types of materials or information they would like to receive and once subscribed, these items will appear in their news reader any time they access it. Many web browsers have built in news readers that can be accessed by clicking a different link or tab while browsing the Internet. The RSS feeds currently provided include new materials in various genres and formats, library news, employment opportunities, and library program information. IT staff developed the software that automatically process new materials that have been received on a daily basis as well as information about library programs from the Event calendar.

Due to RSS being a "pull" technology, i.e., the customer's browser pulls the information rather than the library pushing it to them (as you would with e-mail), we really cannot capture statistics

on how many users are subscribed. However, we can tell how many “pulls” have been made. We had over 63,000 pulls in the month of April and have had over 408,000 pulls since the service started in October, 2008.

### ***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. A new monitor has been installed on one computer at each library that has an integrated “card swipe” for processing credit card transactions. These monitors with integrated card swipes will be phased in on all circulation computers over the next three years. Customers have been using the new service quite a lot. The combined credit card collections (including CyberMARS) for the month of April were in excess of \$12,000.

### ***NonStop System Upgraded***

The NonStop System is the backbone of the library’s computer network. It houses all of the bibliographic records and item records of the library’s materials collection as well as customer records, accounts payable information, and payroll and personnel information. This system was last upgraded in 2003. The Commission approved purchase of a new system at the September, 2008 meeting and staff began planning for the upgrade that required the system to be inaccessible to both staff and customers for several hours.

IT staff completed the upgrade on the Wednesday night before Thanksgiving. The system went down at 6pm when the library closed and was back up and accessible to customers by 1am Thursday morning. The IT staff is very happy with the performance of the new system as the time needed to run several of the support programs for the library has been reduced in half from the old system. Overall, the upgrade went very smoothly and should provide better performance and service for the next few years.

Another benefit on the NonStop system upgrade is the reduction in operational costs. Software license fees and hardware maintenance are 35 percent less than the previous system.

### ***Interlibrary Loan Processes Automated***

The Interlibrary Loan department had new software developed for their office that allows them to keep track of ILLs more efficiently. It shows them whether the customer has picked up the material, if it is still on the reserve shelf to be picked up, or if it has been returned. Staff at libraries are now able to treat ILL material the same as other reserves. Using their computer and the VCirc software, they can receive the reserve when it arrives from ILL and check it out to the customer when they come to pick it up. Since all of the information is now automated, customers are also able to see if they have an ILL reserve ready for pickup through CyberMARS.

System Reserve and Overdue notices are sent to the customer through the regular processes and customers can use credit cards to pay ILL fines just as they can for regular fines. The only thing that cannot be done is renewal since ILL items are not eligible for renewal. Customers

and ILL staff have been very happy with the new process as they are able to easily see status of ILL materials that are currently loaned to MLS customers.

### ***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 2008 (FY09), we received a funding commitment of \$216,938.34. 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 FY10 is 77%, up two percent from FY09. We have received a commitment for Funding Year 2009 (FY10) in the amount of \$235,321.73.

### ***Performance Appraisal System***

This past year, library staff have been working with Wright Management on the development of a new performance appraisal system. This system will help standardize performance standards and appraisals for all staff. IT staff has developed new automated performance appraisal system software that will allow supervisors to complete the appraisal online as well as keep documentation throughout the year regarding employees' performance. This system will be implemented later this year.

### ***Ralph Ellison, Service Center Ongoing Projects***

Ralph Ellison and the Service Center will show up on this report as both projects completed as well as in the plans for the next year. Because these two locations are extended projects, there are several phases that require involvement of the IT department. These include:

- Ralph Ellison remodel – IT staff prepared bid documents for the data/phone wiring for the remodeled building, participated in the pre-bid meetings, analyzed and recommended a contractor to perform the work and is currently overseeing the project.
- Service Center – IT staff prepared bid documents for the data/phone wiring for the new service center, participated in the pre-bid meetings, analyzed and recommended a contractor to perform the work and is currently overseeing the project.

### ***Automated Materials Handling (AMH) Equipment Bid Awarded***

IT staff sent out requests for information on Automated Materials Handling (AMH) sorting equipment, prepared bid documents, evaluated bids, and Integrated Technology Group was approved as the successful bidder to design and building the AMH equipment for the library's service center.

IT has begun preliminary work with ITG on the design and completed questionnaires related to system configuration, height of casings for staff inlets, and other related items. Prior to

completion of the unit, ITG will be making a visit to tour the site and obtain finalized information in preparation for shipping and installation of the unit. IT will also be working with the vendor to test the communications with the new system prior to the actual shipment.

### ***Software Development Begin for Binning Equipment***

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.

The software for this new binning equipment is currently under development and has already been given a name, "Big Bin." The software will allow Technical Processing staff to both store and retrieve new materials by just scanning a barcode on the workslip. They will also be able to produce reports that show items that have been stored for too long as well as how fragmented the storage is within the unit.

### ***Village & Edmond Re-carpeting***

You may ask, "what does new carpeting have to do with IT?" Most projects at libraries take a coordination of effort between multiple departments. IT's role in the re-carpeting was to remove all of the public computers from the tables so they could be moved for carpet replacement then re-install all of these computers and tie up all wiring to make a neat and inviting installation for library customers. At the Edmond Library, all computers also had to be removed from the librarians' work area as all desks had to be moved from the room for the carpet to be replaced.

### ***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.

### ***Further Enhancements with use of RFID***

The majority of the tagging project was completed last year. However, there have been several other RFID related items worked on during this year:

- ⇒ Tagging of over 60,000 materials that have already been purchased for the new Northwest Library (these items are currently in boxes at the Capitol Hill Library and the Downtown 2<sup>nd</sup> floor compact shelving area. Items at both locations have been tagged and labeled that RFID tags were applied.)
- ⇒ Re-development of the Express Checkout software and units to use the RFID technology
- ⇒ Development of a Standard Interchange Protocol Version 2 (SIP2) module that will allow us to incorporate third party vendors' equipment with our RFID system. This software will be used when the automated materials handling (AMH) equipment is installed this fall at the new Service Center.
- ⇒ Implementation of a portable RFID reader. These portable readers 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.

### ***Express Checkout Upgrades***

In addition to adding RFID to the Express Checkout units, software has been re-developed so that customers can pay for fines and lost or damaged materials, renew items, and view/print their borrowing record at the Express Checkout units. We have implemented the changes at two locations and will be implementing at other libraries in the near future.

### ***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: backend development of a web-based catalog for the Marketing department which allows staff to order marketing supplies via a webpage on the library's Intranet, modifications to the Payroll/Personnel software to support the on-call policy for maintenance staff, and new workslips to be used with the Big Bin system being installed at the new service center. 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 1,377 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 180 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.

## **Plans for the Coming Year**

The IT department will be involved with moving the computers, network, and phone equipment from the temporary Ralph Ellison location back to the remodeled library. 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.

### ***Automated Materials Handling Equipment (AMH) Installation & Implementation***

During the next few months we will be working remotely with the Integrated Technology Group (ITG) staff on testing the communications of the AMH equipment that will be installed at the service center. This testing will be done remotely from their offices in Georgia before the equipment is shipped to Oklahoma. The equipment is due to be shipped in September and staff from ITG will come to the Service Center to install the equipment, make sure everything is working correctly, and train staff on its use. The equipment will be used to sort new materials prepared by the Technical Processing staff as well as materials that are being transported by Maintenance staff including system reserves and materials being returned to their owning library.

### ***Installation & Implementation of Big Bin Equipment***

We have begun work to develop software that will interface with the binning equipment that will be used to store new materials received by the library system. The library will be providing a computer, two touch screen monitors and two wireless barcode scanners for staff to access the equipment for storage and retrieval of materials. Along with software development, the work slip that is put on materials sent to Cataloging will be redesigned to be printed on a label. There will be a barcode on the label that will designate the storage location within the Vertical Lift binning

equipment and can be scanned to retrieve the materials when the item is returned from Cataloging to be processed and shipped to the libraries.

### ***Ralph Ellison Move***

The wiring bid for the Ralph Ellison Library has been awarded and the vendor will begin work within the next 10 days. During the next year, we will see completion of the wiring, extension of the AT&T demarcation point to the new communications room, move of the computers from the temporary location back to the remodeled library, and installation of additional public computers as well as an express checkout unit. This will be an exciting time to be part of providing services for a newly refurbished and enlarged Ralph Ellison Library.

### ***Service Center Move***

The IT department is also looking forward to the completion of the Service Center and moving Cataloging, Technical Processing, Outreach, Interlibrary Loan, Maintenance, and the Friends of the Library computers and related equipment to the new building. In addition to the implementation of the AMH and binning equipment, we will be moving and installing computers, printers, fax machines, telephones, and network equipment. Some items will be moved from their current locations and additional equipment will also be installed. This move will also involve working with the communications vendors to move the data circuits and telephone lines to the new building.

### ***Temporary location for Southern Oaks***

The amount of work that needs to be done for the Southern Oaks remodel will require this library to move to a temporary location while the work is being completed. Once a site is chosen, IT will need to contract for the wiring and electrical needed for the computers as well as moving the data circuits and telephone lines to the temporary location. We will also be moving computers, printers, and phones to the new location and reinstalling them for staff and public use.

### ***Call Manager/Unity Voicemail Upgrade***

The Call Manager and Voicemail system used by the library system was purchased in 2004. This system is a Voice Over IP (VoIP) system and is actually software installed on three server computers. As with other computer equipment, the hardware has become obsolete and the vendor will no longer support it. We will be replacing the servers and at the same time upgrading the software for both the Call Manager and the Voicemail to make additional features available. This will not require replacement of any phones which is a significant part of a phone system investment. It will take a few weeks to configure the system and a cutover will be made during a time that the library is closed.

### ***Study for Separate YA Computer Area***

One of the areas that the library feels they lose customers is students during their teen years. The library has special areas for children and lots of adult materials but the teen areas have

been very small or non-existent. While we have separate computers for younger children, teens are currently incorporated with adults if they want to use a computer at the library. A group has been formed to study the possibilities of having computers in the teen area and the possible need for a separate sign-up system. IT will be a part of this group to advise what can be done and how it could be implemented. Based on the group's findings and recommendations, IT may be implementing computers for teens and modifications to software that will assign teens to computers located in the teen area so that they feel that the library has an area dedicated to them rather than forgetting about them.

### ***Study/Trial of Self-pickup Reserves***

Many libraries across the country have implemented self-pickup reserves for library customers. Reserves are placed on shelves on the public service floor and customers can pick them up themselves then use the Express Checkout computers to checkout when there is a long line at the circulation desk. A committee has been formed to look at implementing this process at MLS. Items that will be discussed are maintaining customer privacy and finding ways to only allow customers to pick up their own books so that someone doesn't just see a book that someone else has reserved and take it because it is a title they would like to read too. Based on recommendations of this group, a library may be chosen to implement self-pickup reserves as a pilot project to determine how it will work for our system. This will require modification of software to change the reserve labels as well as keeping customers from taking other customers' reserve materials. It will also require modifying the software that produces the "Pull List" that staff use to clear items that have not been picked up.

### ***Implementation of Performance Appraisal System***

New performance appraisal software has been developed during the current year. During the coming year, use of the new software will be implemented. This has required implementing authorizations for all supervisors that allows them to access all appraisals they have responsibility for as well as allowing reviewing supervisors access to review and make comments. It will also involve working with the Planning department in the development of training materials and supporting them as they train supervisors throughout the system.

### ***Integration of eBooks into CyberMARS***

OverDrive downloadable audiobooks are currently in the process of being integrated into the library catalog accessible through CyberMARS. Materials Selection plans to begin purchase of eBooks during the coming year and we plan to also integrate these materials into the catalog. This will require further modification of software to distinguish between downloadable audiobooks and downloadable books that can be read on your computer or a portable reader. Software will be modified to display records and download links within the catalog as well as modifications to software used by the Cataloging department to incorporate the records into the system.



### ***Credit Cards at Extension Libraries***

In April the library began taking credit/debit cards at the circulation desk. This has been accepted very well by customers as many people do not carry cash, only a debit or credit card. We plan to purchase monitors with integrated card swipes for the extension libraries, install them and provide training to staff so that customers can also use their credit or debit card at the extension libraries.

### ***Testing of Windows 7 Operating System***

Windows Vista has not been widely accepted in the corporate world as the operating system of choice. Many businesses have refused to switch to it as much of the software would not work properly or needed major modifications to work at all. Computer vendors have continued to sell systems with Windows XP installed on their corporate models. The library found that much of our software would need to be re-written to be able to continue communicating with the NonStop system which contains our most important data. Based on the need to re-write software along with finding no real tangible enhancements in the Vista operating system, IT chose to not install this as the operating system on library computers.

Microsoft has now developed a new operating system called Windows 7. IT staff plans to test this operating system during the coming year so that we can determine what would need to be done to upgrade to a new operating system and what will need to be done to make library software compatible. We know that Windows XP will not be supported forever but we want a switch to be useful and cost effective, not just change for the sake of change.

### ***Preparing for Northwest Library***

IT staff will continue working with other staff in preparing for the new Northwest Library. This will include participating in the YA computer area study and the self-pickup of reserves planning. We will also be planning for what computer and networking equipment will need to be purchased, purchase and installation of a 7-bin sorter and preparing bid specifications for the data/telecommunications wiring.

### ***Study WiFi for Possible Upgrade in FY11***

IEEE 802.11 is a set of standards carrying out wireless local area network computer communication in the 2.4, 3.6 and 5 GHz frequency bands. They are implemented by the IEEE LAN/MAN Standards Committee. The library currently has wireless access points that allow users to connect through 802.11a/b/g. 802.11a operates in the 5Ghz frequency band whereas the 802.11b/g operate in the 2.4Ghz frequency band. While 802.11a can operate at higher speeds, it is not widely used as it does not reach as far and is easily absorbed by solid objects such as walls. Because so many Internet applications are very bandwidth hungry, a task group has been working on a new standard and technologies that have become the 802.11n standard. This standard is currently still in draft form but is expected to be finalized by December 2009. This new standard will allow for much faster wireless operating speeds (144Mbps compared to 54Mbps for 802.11g) with less interference from outside objects such as microwaves, bluetooth devices and cordless telephones. As more users begin having wireless cards that operate with

802.11n, we need to look at replacing or upgrading our equipment to allow customers to connect at the higher speed. We wanted to wait until the standard was fully adopted but will be purchasing a test unit from research funds and plan to budget for upgrades in the next physical year.

### ***Other Projects***

In addition to the projects listed above, we will be upgrading/replacing approximately 155 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. Again, some of these plans may not be completed in this fiscal year, but we still 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, 221 public computers, 10 Express Checkout computers, 40 Children's computers, 58 CyberMARS catalogs, and 268 staff computers as well as computers that manage the public computer signup and public printing.

## ***Servers***

The library's primary database server is a Hewlett-Packard (HP) NonStop database server with four CPUs each containing four gigabytes of memory and over one terabyte 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 15 Windows 2000/2003/2008 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. Four servers run the Linux operating system and provide the Bess filtering service for the libraries' computers as well as utilities and images used by the IT staff for setting up computers and maintaining images of each model's hard drive. Two additional servers are specialty servers for managing the wireless network.

## ***Desktop Computers and Laptops***

The library system has 623 desktop and laptop computers. These computers are used for staff work (268), public computers with Internet access (221), children's use (40), CyberMARS (58), Express Checkout (10) and 28 others are used for computer sign-up and print management.

All of these computers are on the technology replacement cycle and must also be maintained by keeping software up to date, installing and/or updating Internet plugins, cleaning off temporary files that affect computer performance, and checking for bad hardware components. IT technicians visit each library on a quarterly basis to update software and clean up disk space on each computer in addition to other projects including computer replacements and service calls.

## ***Network Components and Telephony***

The network devices located at the various library agencies are used to connect the library system's WAN together 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. 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.

The equipment used to make these connections consists of thirty-three routers, sixty-three switches, forty-five access points and one firewall appliance. The routers transfer both computer data and telephone traffic from building to building. The switches are used to connect individual devices within a building including computers, printers, and telephones. The access points are used for wireless computing for both staff and customers. All of these devices must be configured to maintain security on the library's network.

Security of the library's network is vital to maintaining services. We regularly deal with e-mail spamming issues, hacking attempts and attempts to use our network to share copyrighted files.

Another part of our network management is the telephony segment. We have three servers that manage calls and voice mail for the library's 219 telephones. These servers are computers with telephony and voicemail software which must be updated on a periodic basis including replacing the hardware as well as upgrading the software.

## **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

### ***Express Customer Units***

- ⇒ Checkout Materials
- ⇒ Renew Materials
- ⇒ View/Print Borrowing Record
- ⇒ Pay for fines, fees, lost materials with cash or credit card

### ***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
- ⇒ RSS Feeds

**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 MetroPLIS 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
- ⇒ Performance Appraisal
- ⇒ 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.

Another example of technology that has been studied and watched for several years is eBooks. The first eBooks could be read on a Palm device. However, these devices were very small, quality was not very good, and not many books were available as publishers were really not ready to deal with eBooks as a medium. This year the library system will be implementing eBooks as they are widely available and there are several choices of readers available for the customer. 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 2009**

### **Friends of the Library Award Grants**

The Friends of the Library have awarded grants in the amount of \$236,151.00 to the library system. This money will support a variety of programs and events at libraries across the county as well as staff, volunteer and scholarship programs. Some of the more noted events are continuing support for the Our World Program, Noon Tunes and Summer at the Library. New events are a Children's Music Festival, a children's mural at Bethany and a forklift and pallet jack for the new service center. In addition the Friends awarded a matching grant of \$25,000 for public art for new construction projects. This grant has already been matched by the Library Endowment Trust in the amount of \$25,000. A committee will be formed to research and recommend art for the Ralph Ellison Library.

Thank you very much Friends of the Library for your continuing support of our library System!

### **Library Endowment Trust makes distribution to the Library System**

As mentioned above, we are very excited that the Library Endowment trust provided a matching grant in the amount of \$25,000 for public art. In addition to those funds, the Endowment trust is providing a distribution in the amount of \$20,000 for "Summer at the Library" and \$5,000 to support our outstanding Winter Readfest program. These funds will ensure the continued growth and success of these programs.

Thank you Endowment Trust!

### **Director of Development**

I am pleased to announce the selection of Diane Sarantakus as our new Director of Development. Diane comes to us from the American Diabetes Association where she served as Executive Director of Western Oklahoma. Prior to that she worked at Norman Regional Hospital as Manager of Volunteer Services, the American Cancer Society and has varied other development experience in other positions during her career. She has a Bachelor of Science in Park and Recreation Administration from Indiana University with a focus on Tourism Management and Military Recreation. Diane will be joining MLS on June 29<sup>th</sup> and will be introduced at the July commission meeting.

### **State Aid**

We received our 2<sup>nd</sup> payment of state aid in the amount of \$177,203.50 this month which brings the total amount of state aid for this year to \$354,407. I like to remind commissioners that although the bulk of our revenue comes from ad valorem property taxes; we do receive this state funding every year. The amount is based on a formula which is calculated according to a mileage reimbursement and a per capita amount based on population. Money is appropriated to the Oklahoma Department of Libraries by the legislature and distributed throughout the state according to the formula. Libraries must meet certain requirements to receive state aid.

### **Strategic Plan Update**

Planning Department researcher, Stuart Williamson gave an update on our strategic plan in a recent issue of Shelf Life. Stuart said "The planning department recently repeated an online survey to see how the perceptions of our online customers have changed vis-à-vis our strategic

plan. The results show that our efforts are working. The perception that our staff is knowledgeable and attentive was up by about 5 percentage points on both counts. Awareness of our Internet computers, Wi-Fi, website resources, and the benefits of Internet access at the library increased across the board as well."

Library staff is encouraged to submit information to planning to be included on the Strategic Highlights Page on the library's Intranet. These pages show creative ways that agencies are sharing resources with customers and increasing customer awareness of our physical items. A sample page from the Highlights page is attached for your information.

### **Service Center tours planned**

On July 21 and 22, the library will provide tours of the new service center for staff, commission members and friends of the library board. These tours will be from 4:00pm to 5:00pm each day. Staff from the departments that will be housed there (Tech Processing, Cataloging, Outreach and Maintenance) will help serve as tour guides. We will send a reminder email in July so that you can let us know if you will be able to attend.

### **Capital Projects Update**

The Ralph Ellison project is in the final stages with an expected completion date of around July 10<sup>th</sup>. Furniture is to be delivered and installed in August. Grand opening is expected to be held sometime during the last week of August or the 1<sup>st</sup> week of September; but actual time and date has not been determined as of today.

We are still projecting an October completion date for the service center with the actual move of the departments and training on the new equipment to take place following substantial completion.

Work is continuing on the Southern Oaks project and will move full speed ahead upon approval of the budget for 09-10.

Karen Marriott, Kay Bauman, Todd Olberding and I will be meeting with the Northwest Library Interior Designers in Chicago to review some of the furniture suggestions at the Chicago Furniture Mart. We will also be looking over products and equipment in the exhibit area.

### **DIRECTOR OUTREACH ACTIVITIES**

- Attended Rotary 29 Club Meetings
- Legislative Day in Washington D. C.
- Meeting at OKC Community Foundation
- Leadership Workshop @ Moore Public Library
- Endowment Trust Meeting
- Attend Leadership OKC graduation & Awards Presentations

### **FUTURE LIBRARY EVENTS OF SPECIAL NOTE**

#### ***Neighborhood Arts presents Al Bostic and Creative Creation***

Wednesday, July 1, 2009

Time: 10:30am-11:30am

Location: Del City

All Ages

A look at creation myths from different cultures. Co-sponsor: Arts Council of Oklahoma City, Oklahoma Arts Council, National Endowment for the Arts.

***Soap Creations by Kelly Thompson***

Thursday, July 9, 2009

Time: 6:00pm-8:00pm

Location: Midwest City

Adults

Want to get a jump start on your holiday gift giving that is economical and a gift from the heart? Kelly Thompson, owner of Joy and Gladness Soaps and other Creations from the Heart, will teach participants how to create various soaps (color, size and scent) to fit their gift giving desires. This program is free. Please register at the Information Desk or call 405-732-4828.

***Reader's Choice Book Discussion Group***

Saturday, July 11, 2009

Time: 10:30am-12:00pm

Location: Edmond

Adults

Are you an avid reader who would love to discuss excellent contemporary fiction with others? Then plan to join the **Reader's Choice Book Discussion Group**, where you will find other people who would like to choose from the best of fiction. Group meets once per month. The book for July is *Atmospheric Disturbances* by Rivka Galchen.

***Blues at Belle Isle: Musical Performance with Justin Witte***

Sunday, July 12, 2009

Time: 2:00pm-3:00pm

Location: Belle Isle

All Ages

Musician Justin Witte will perform. The Oklahoma Gazette says Justin Witte "plays straightforward acoustic blues with a soulful quality that is far too uncommon in today's music landscape. A guitar, harmonica, and a voice were all he needed to craft his latest album." Come and enjoy the music.

***The Serenity of Bach: Second Sunday Summer Series***

Sunday, July 12, 2009

Time: 2:00pm-3:00pm

Location: Downtown

All Ages

Here "The Serenity of Bach" with pianist Wayne McEvilly in a three part Second Sunday Summer Series bringing 24 preludes and fugues by Bach. This first concert will be "J.S.Bach" and will include preludes and fugues 1-8. All ages are welcomed to these free concerts at Downtown Library.

***Photo Album Workshop***

Monday, July 13, 2009

Time: 3:00pm-4:30pm

Location: Southern Oaks

Adults and children accompanied with an adult

In the photo album workshop you will make 2 photo albums. One will be the accordion style where pictures can be adhered to both sides of the pages and the other will be the typical album that resembles a book. The 2 albums or journals will each have their unique look and style and will be your own work of art. Call 631-4468 to register for the free workshop or sign up at the Reference Desk. All supplies are furnished, just bring your pictures and imagination.

### ***Nutrition and Aging***

Tuesday, July 14, 2009

Time: 10:00am-11:00am

Location: Edmond

Seniors

Sharon Barlett, RN, with Optimum Home Health Care, will be presenting Nutrition and Aging. She will be education the community on how the foods you eat affect different aspects of your health with possible correlations to specific diseases. In addition to the informational handouts, there will be handouts of delicious, healthy recipes to take home with you!

### ***Using Photographs with Computers***

Saturday, July 18, 2009

Time: 10:00am-11:30am

Location: Village

Adults

Free computer class for adults! Learn how to transfer pictures from ANY camera (not just a digital camera) to your computer and email them to friends and family! Come in or call to sign-up. Village Library (405) 755-0710.

### ***Lotions and Lip Gloss***

Saturday, July 18, 2009

Time: 11:00am-12:30pm

Location: Capitol Hill

Adults

In this program you will make body lotion and lip gloss, from a variety of oils and fragrances like cocoa butter, soybean oil, beeswax, and vanilla. Once the base has been established, it is easy to create different combinations of each one. Great for personal use, or given as a gift. Register for this class by calling 634-6308, or signing up at the reference desk.

### ***Children's Metro MusicFest - Mr. Stinky Feet and the Hiccups***

Tuesday, July 21, 2009

Time: 7:00pm-8:00pm

Location: Southern Oaks

All Ages

You won't want to miss this performance of the Children's Music Festival. Jim Cosgrove (Mr. Stinky Feet) has delighted audiences throughout North America and Europe for more than a decade, including two performances at The White House Easter Egg Roll. His laid-back style and ability to immediately connect with children has made him a cool favorite with parents, many of whom have dubbed him the "Jimmy Buffett" for kids. Admission by free ticket. Tickets will be handed out beginning one hour before the program. Co-sponsor: Arts Council of Oklahoma City, Oklahoma Arts Council, National Endowment for the Arts.

