

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

Thursday, June 17, 2010, 3:30 p.m.
Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(Telephone: 231-8650)

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

Carolyn Willis, Chair

3:30 – 3:40 pm INTRODUCTIONS

- Document #94 – 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 – 3:55 pm CONSENT DOCKET (#95 - #98)

- Document #95 – Acceptance of Review of Expenditures for May 2010
- Document #96 – Approval of Minutes of May 20, 2010 Meeting
- Document #97 – Contract Awards & Purchases
 - Item A: Annual Review of Supply and Service Contracts
 - Item B: Removable Adhesive Labels
 - Item C: Laptop Computers
 - Item D: Server Computers
 - Item E: LaserJet Toner Cartridges
 - Item F: Copier Paper
 - Item G: Architectural Contract for Capitol Hill Library
- Document #98 – Request for Transfer of Funds

3:55 – 4:10 pm COMMITTEE REPORTS (#99 - #102)

- Document #99 – Discussion, Consideration, and Possible Action: Long-Range Planning Committee meeting minutes May 12, 2010
- Document #100 – Discussion, Consideration, and Possible Action: Report and Recommendations - Administrative & Personnel Committee meeting May 26, 2010
- Document #101 – Discussion, Consideration, and Possible Action: Report and Recommendations – Finance Committee meeting June 2, 2010 ~ David Greenwell, Chair
- Document #102 – Discussion, Consideration, and Possible Action: Metropolitan Library System Preliminary Budget FY 2010-2011

4:10 – 4:30 pm SPECIAL PRESENTATIONS

- Mango Languages – Language Learning Database ~ Kim Terry, Director of Marketing and Communications

4:30 – 4:35 pm INFORMATION REPORTS

- Document #103 – MLS May 2010 Circulation Report
- Document #104 – MLS May 2010 Computer Usage Report
- Document #105 – MLS May 2010 System Reserve Report
- Document #106 – MLS Annual Information Technology Report

4:35 – 4:45 pm EXECUTIVE DIRECTOR'S REPORT

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

NEXT COMMISSION MEETING DATE AND PLACE:

July 15, 2010
Edmond Library, 10 S. Boulevard, Edmond, OK 73034

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

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

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

Library System staff receiving Certificates of Service in June 2010:

| <u>Employees</u> | <u>Years of Service</u> |
|--|--------------------------------|
| Brandie E. Gay-Ortiz, Library Page, Downtown Library | 5 |
| Kimberly Ann Terry, Director of Marketing & Communications | 5 |
| Phyllis A. Davidson, Librarian, Downtown Library | 15 |
| Randy L. Knutson, Maintenance Technician | 20 |
| Susan A. Stinson, Circulation Clerk, Southern Oaks Library | 30 |
| Laurie Mack-Clark, Accounting Manager, Business Office | 35 |

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

May 31, 2010

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

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

COMMISSION ACTION

That the Commission acknowledge the financial report of May 2010.

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

May 31, 2010

ASSETS

| | |
|-------------------------------------|-------------------------------|
| CASH - Overnight Investment Account | \$ 8,561,359.16 |
| INVESTMENTS (Schedule attached) | 24,323,787.32 |
| PREPAID ACCOUNTS | 30,000.00 |
| Total Assets | <u>\$32,915,146.48</u> |

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

| | | |
|-------------------------------------|----------------|---------------------|
| 2008-09 Reserve for Appropriations | \$1,732,441.99 | |
| 2009-10 Purchase Orders Outstanding | 383,364.26 | |
| 2008-09 Purchase Orders Outstanding | 0.00 | |
| 2009-10 Checks Outstanding | 157,238.22 | |
| 2008-09 Checks Outstanding | 0.00 | |
| Total Liabilities | | 2,273,044.47 |

FUND BALANCE:

| | | | |
|---|---------------------|------------------------|-------------------------------|
| Beginning of the Year | | \$25,077,529.31 | |
| Add: Revenues | | | |
| Budgeted | 27,902,593.58 | | |
| Other | <u>1,926,941.81</u> | 29,829,535.39 | |
| Less: Expenditures | | <u>(24,264,962.69)</u> | |
| Total Fund Balance | | | <u>30,642,102.01</u> |
| Total Liabilities, Deferred Revenue and Fund Balance | | | <u>\$32,915,146.48</u> |

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

As of May 31, 2010

| Type | Purchase Date | Maturity Date | Interest Rate | Cost |
|----------------------------------|------------------|------------------|------------------|-------------------------|
| CD - MidFirst Bank | 7/21/2009 | 7/21/2012 | 3.056% | \$ 95,006.20 |
| CD - Municipal Emp. Credit Union | 5/28/2010 | 5/28/2013 | 2.650% | 240,000.00 |
| CD - Weokie Credit Union | 1/17/2010 | 1/18/2015 | 3.140% | 100,000.00 |
| CD - UMB Bank | 3/18/2010 | 2/18/2013 | 2.000% | 97,864.05 |
| CD - Stillwater National Bank | 5/23/2010 | 6/23/2012 | 2.000% | 240,000.00 |
| CD - National Bank of Commerce. | 12/19/2009 | 12/19/2010 | 1.850% | 240,000.00 |
| CD - Kirkpatrick Bank, Edmond | 12/12/2008 | 12/12/2011 | 3.030% | 95,000.00 |
| CD - Coppermark Bank | 10/14/2009 | 6/14/2010 | 1.800% | 95,647.77 |
| CD - BancFirst | 7/28/2009 | 7/27/2012 | 2.240% | 240,000.00 |
| CD - Rose Rock/Union Bank | 10/8/2009 | 11/5/2010 | 1.650% | 98,130.88 |
| CD - Fidelity Bank | 10/19/2009 | 4/19/2011 | 1.490% | 100,000.00 |
| CD - Quail Creek Bank | 6/7/2009 | 6/7/2011 | 2.260% | 240,000.00 |
| CD - Citizen's Bank of Edmond | 7/2/2009 | 7/2/2014 | 2.810% | 100,000.00 |
| CD - Valliance Bank | 3/5/2010 | 3/5/2011 | 2.000% | 97,138.42 |
| CD - Ironstone | 9/23/2009 | 3/23/2011 | 2.000% | 240,000.00 |
| Fed Natl Mtg Assoc 10-14 | 11/17/2009 | 11/17/2014 | 3.250% | 3,000,000.00 |
| Fed Home LN BKS 10-12 | 7/30/2008 | 1/30/2012 | 4.020% | 2,000,000.00 |
| Fed Home LN BKS 08-13 | 1/22/2008 | 1/22/2013 | 4.000% | 1,000,000.00 |
| FED HOME LN MTG CORP 10-13 | 12/30/2009 | 12/30/2013 | 2.250% | 1,005,000.00 |
| FED NATL MTG ASSOC 10-13 | 12/24/2009 | 6/24/2013 | 2.125% | 2,000,000.00 |
| Fed Farm CR BKS 10-13 | 7/16/2009 | 7/16/2013 | 2.450% | 1,000,000.00 |
| FED HOME LN MTG CORP 10-13 | 7/30/2009 | 1/30/2013 | 2.350% | 2,000,000.00 |
| Fed Home LN BKS 10-13 | 1/25/2010 | 10/25/2013 | 2.350% | 2,000,000.00 |
| Fed Home LN BKS 11-13 | 1/25/2010 | 7/25/2013 | 2.250% | 2,000,000.00 |
| FED NATL MTG ASSC 10-13 | 1/26/2010 | 7/26/2013 | 2.500% | 2,000,000.00 |
| FED NATL MTG ASSC 10-14 | 1/27/2010 | 1/27/2014 | 2.450% | 2,000,000.00 |
| Fed Home LN BKS 10-12 | 1/27/2010 | 7/27/2012 | 1.700% | 2,000,000.00 |
| Total Investments | | | | <u>\$ 24,323,787.32</u> |

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

May 1, 2010 to May 31, 2010

| | <u>Budget</u> | <u>Current Month Receipts</u> | <u>Year To Date Receipts</u> | <u>Percent Budget Received</u> |
|------------------------------------|--------------------------------|---------------------------------------|--------------------------------------|--|
| <u>BUDGETED:</u> | | | | |
| 2009 Ad Valorem Tax | \$25,957,697.00 | \$ 177,725.93 | \$27,045,366.58 | 104.19% |
| State Aid | 318,966.00 | - | 318,227.00 | 99.77% |
| Fines | 486,000.00 | 49,000.00 | 539,000.00 | 110.91% |
| Total Budgeted Revenue | <u>\$ 26,762,663.00</u> | <u>\$ 226,725.93</u> | <u>\$27,902,593.58</u> | 104.26% |
| <u>NOT BUDGETED:</u> | | | | |
| Prior Years Taxes | | \$ 18,689.56 | \$ 828,873.58 | |
| Gifts and Lost Books Fees | | 0.00 | 140,000.00 | |
| Investment Income | | 51,379.53 | 571,026.28 | |
| Flexible Benefits Account Balance | | 0.00 | 1,478.48 | |
| Sale of Surplus Equipment | | 0.00 | 8,949.77 | |
| Miscellaneous | | 226,640.88 | 376,613.70 | |
| Total Miscellaneous Revenue | | <u>\$ 296,709.97</u> | <u>\$ 1,926,941.81</u> | |
| Total Revenue | <u>\$ 26,762,663.00</u> | <u>\$ 523,435.90</u> | <u>\$29,829,535.39</u> | 111.46% |

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

May 31, 2010

| | BEGINNING OF MONTH | RECEIPTS | EXPEND. | ENDING BALANCE |
|------------------------------|-----------------------|---------------------|---------------------|----------------------|
| REVOLVING FUNDS: | | | | |
| 805 Gifts/Lost Books | \$ 89,535.59 | \$ 3,288.84 | \$ 770.32 | \$ 92,054.11 |
| 810 Prepaid Fees | (5,887.50) | 0.00 | 356.66 | (6,244.16) |
| 815 Fines | 49,490.31 | 44,033.46 | 49,881.93 | 43,641.84 |
| 820 Copy | 44,169.31 | 8,207.25 | 2,147.85 | 50,228.71 |
| 900 Special Event Fund | 556.77 | 0.00 | 350.00 | 206.77 |
| Total Revolving Funds | \$ 177,864.48 | \$ 55,529.55 | \$ 53,506.76 | \$ 179,887.27 |

| | GRANT AMOUNT | RECEIPTS TO DATE | EXPEND. TO DATE | ENDING BALANCE |
|-------------------------------------|-----------------|---------------------|--------------------|-------------------|
| <u>Special Grants</u> | | | | |
| 852 10/OAC/Agent 23 Skidoo | \$3,705.00 | \$3,705.00 | \$3,705.00 | 0.00 |
| 856 10/LET/Ralph Ellison Statuary | 25,000.00 | 25,000.00 | 0.00 | 25,000.00 |
| 857 DN/LC Donations | 92,529.29 | 92,529.29 | 89,785.96 | 2,743.33 |
| 858 10/LET/Summer Reading | 20,000.00 | 20,000.00 | 12,000.00 | 8,000.00 |
| 859 10/LET/Winter Readfest | 5,000.00 | 5,000.00 | 5,000.00 | 0.00 |
| 860 10/LET/Special Grant | 14,840.00 | 14,840.00 | 0.00 | 14,840.00 |
| 861 10/MWC/Florence Hughes Memorial | 1,600.00 | 1,491.00 | 0.00 | 1,491.00 |
| 862 10/OCCF/Village | 250.00 | 250.00 | 0.00 | 250.00 |
| 863 10/OCCF/Temple B'nai Israel | 3,500.00 | 3,500.00 | 1,839.94 | 1,660.06 |
| 876 08/Guild/Choctaw Books | 10,000.00 | 10,000.00 | 9,235.90 | 764.10 |
| 933 09/Rose State/Big Read | 3,043.86 | 3,043.86 | 1,627.00 | 1,416.86 |
| 935 09/Guild/Creative Teen Arts | 300.00 | 300.00 | 234.10 | 65.90 |
| 936 09/Guild/Scottish Heritage | 500.00 | 500.00 | 496.21 | 3.79 |
| 937 09/Guild/Spanish Classes | 350.00 | 350.00 | 400.00 | (50.00) |
| 944 09/LET/Gift Materials | 33,563.00 | 33,563.00 | 0.00 | 33,563.00 |
| 945 09/LET/Piano performances | 3,000.00 | 3,000.00 | 2,850.00 | 150.00 |
| 948 09/Walmart/MWC Teen Events | 1,000.00 | 1,000.00 | 951.95 | 48.05 |
| 949 09/WalMart/ Del City | 1,000.00 | 1,000.00 | 914.64 | 85.36 |
| 963 RE Friends/Programming Grant | 5,000.00 | 4,957.32 | 3,163.12 | 1,794.20 |
| 981 Downtown Club/Children's | 300.00 | 300.00 | 133.09 | 166.91 |

Grants - Friends of MLS, Previous Years

| | | | | |
|---------------------------------|-------------|-----------|----------|----------|
| 875 08 Public Art | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 |
| 904 09 Summer at the Library | \$5,000.00 | 5,000.00 | 4,989.99 | 10.01 |
| 914 09 Children's Furniture | \$10,000.00 | 10,000.00 | 7,048.89 | 2,951.11 |
| 915 09 Big Cozy Books Furniture | \$8,000.00 | 8,000.00 | 7,598.00 | 402.00 |

Grants - Friends of MLS, Current Fiscal Year

GRANTS:

| | <u>GRANT AMOUNT</u> | <u>RECEIPTS TO DATE</u> | <u>EXPEND. TO DATE</u> | <u>ENDING BALANCE</u> |
|--|-------------------------|-----------------------------|----------------------------|---------------------------|
| 832 10 Staff Recognition | \$9,051.00 | 9,175.29 | 9,033.04 | 142.25 |
| 833 10 Summer at the Library | \$10,000.00 | 10,000.00 | 0.00 | 10,000.00 |
| 835 10 L.I.F.E. | \$7,500.00 | 7,500.00 | 5,358.60 | 2,141.40 |
| 836 10 ICBIST Teen Film Festival | \$950.00 | 950.00 | 612.07 | 337.93 |
| 837 10 Children's Author Visit | \$11,600.00 | 11,600.00 | 8,310.09 | 3,289.91 |
| 838 10 Winter Readfest | \$7,000.00 | 7,000.00 | 7,000.00 | 0.00 |
| 840 10 Celebration of Black History | \$1,550.00 | 0.00 | 1,189.84 | (1,189.84) |
| 841 10 Native American Celebration | \$1,300.00 | 1,300.00 | 1,288.96 | 11.04 |
| 842 10 Multicultural Festivals | \$3,000.00 | 3,000.00 | 2,989.34 | 10.66 |
| 843 10 Noon Tunes | \$19,900.00 | 19,900.00 | 9,619.21 | 10,280.79 |
| 844 10 Forklift & Pallet Jack | \$35,000.00 | 35,000.00 | 29,690.00 | 5,310.00 |
| 847 10 Public Art for New Construction | \$25,000.00 | 25,000.00 | 0.00 | 25,000.00 |
| 848 10 Lee B. Brawner Scholarships | \$15,000.00 | 15,000.00 | 10,750.00 | 4,250.00 |
| 849 10 MLS TV Ads | \$20,000.00 | 20,000.00 | 15,000.00 | 5,000.00 |
| 850 10 Bethany Centennial Mural | \$5,300.00 | 5,300.00 | 5,296.05 | 3.95 |
| 864 10 Service Center Building | 225,000.00 | 225,000.00 | 225,000.00 | 0.00 |

Total Grants

\$162,943.77

Total Special Funds

\$ 342,831.04

Metropolitan Library System
Statement of Encumbrances
Month of May 2010

FY-10

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 | 868,926.25 | 10,030,968.92 | 88.13 | 11,381,463.00 | 1,350,494.08 |
| 102 | Wages - Part-time | 121,027.45 | 1,449,645.90 | 81.98 | 1,768,262.00 | 318,616.10 |
| 103 | Payroll Taxes | 72,932.80 | 858,514.86 | 91.09 | 942,537.00 | 84,022.14 |
| 109 | Workers Comp. Insurance | 12,641.00 | 129,713.00 | 91.13 | 142,340.00 | 12,627.00 |
| 112 | Group Insurance | 155,148.57 | 1,674,311.70 | 86.87 | 1,927,470.00 | 253,158.30 |
| 113 | Employees' Retirement | 50,867.54 | 1,566,724.19 | 93.65 | 1,672,992.00 | 106,267.81 |
| 114 | Unemployment Compen. | .00 | 23,128.45 | 51.40 | 45,000.00 | 21,871.55 |
| Total Personal Services | | 1,281,543.61 | 15,733,007.02 | 87.99 | 17,880,064.00 | 2,147,056.98 |

Maintenance & Operations - Contractual Services

| | | | | | | |
|----------------------------|-----------------------------|------------|--------------|-------|--------------|--------------|
| 201 | Bldg, Property & Auto Insu. | 50.00 | 147,742.00 | 98.14 | 150,544.00 | 2,802.00 |
| 202 | Liability/Bonding Insurance | .00 | 10,337.00 | 78.46 | 13,175.00 | 2,838.00 |
| 205 | Rent of Library Buildings | 400.00 | 26,986.65 | 60.24 | 44,800.00 | 17,813.35 |
| 206 | Rent of Equipment | .00 | 810.00 | 13.06 | 6,200.00 | 5,390.00 |
| 207 | Janitorial Services | 34,854.00 | 403,878.00 | 96.41 | 418,925.00 | 15,047.00 |
| 208 | Maintenance of Facilities | 32,393.46 | 224,296.82 | 52.42 | 427,910.00 | 203,613.18 |
| 211 | Parking & Transportation | 10,310.33 | 128,910.72 | 76.86 | 167,720.00 | 38,809.28 |
| 212 | Travel Expenses | 3,541.69 | 54,010.99 | 63.84 | 84,605.00 | 30,594.01 |
| 213 | Professional Services | 6,293.01 | 154,260.17 | 55.77 | 276,611.00 | 122,350.83 |
| 214 | Security Services | 31,467.32 | 351,198.00 | 82.61 | 425,123.00 | 73,925.00 |
| 216 | Telephone Services | 6,044.85 | 96,658.65 | 36.51 | 264,763.00 | 168,104.35 |
| 217 | Electrical Services | 35,538.52 | 399,298.33 | 74.64 | 534,949.00 | 135,650.67 |
| 218 | Gas Services | 2,240.80 | 69,289.38 | 95.77 | 72,347.00 | 3,057.62 |
| 219 | Water & Garbage Services | 4,313.80 | 43,595.27 | 83.32 | 52,320.00 | 8,724.73 |
| 220 | Trigen Energy Services | 18,575.88 | 179,044.02 | 94.23 | 189,998.00 | 10,953.98 |
| 226 | Memberships | 1,471.08 | 17,662.58 | 90.83 | 19,445.00 | 1,782.42 |
| 230 | Other Library-Related Serv. | 12,957.90 | 319,147.38 | 71.33 | 447,439.00 | 128,291.62 |
| 231 | Automation Contractual | 7,672.97 | 217,038.69 | 78.40 | 276,841.00 | 59,802.31 |
| 236 | Network Catalog Services | .00 | 43,862.74 | 94.63 | 46,350.00 | 2,487.26 |
| Total Contractual Services | | 208,125.61 | 2,888,027.39 | 73.67 | 3,920,065.00 | 1,032,037.61 |

Metropolitan Library System
Statement of Encumbrances
Month of May 2010

FY-10

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 | 9,923.10 | 132,194.22 | 71.42 | 185,100.00 | 52,905.78 |
| 302 | Postage | 16,228.35 | 222,992.54 | 79.17 | 281,650.00 | 58,657.46 |
| 303 | Supplies | 28,723.28 | 347,156.94 | 77.66 | 447,027.00 | 99,870.06 |
| 310 | Maintenance Supplies | 3,250.51 | 38,678.23 | 54.48 | 71,000.00 | 32,321.77 |
| 312 | Safety Supplies & Equip. | 43.07 | 3,935.64 | 37.30 | 10,550.00 | 6,614.36 |
| 321 | Gasoline & Oil | 3,202.69 | 25,201.39 | 58.61 | 43,000.00 | 17,798.61 |
| 322 | Vehicle Parts & Repairs | 1,085.96 | 9,200.67 | 36.80 | 25,000.00 | 15,799.33 |
| 330 | Programming Activities | 36,378.04 | 173,395.76 | 76.82 | 225,705.00 | 52,309.24 |
| 331 | Other Commodities | 4,303.09 | 19,108.79 | 58.07 | 32,904.00 | 13,795.21 |
| Total Commodities | | 103,138.09 | 971,864.18 | 73.52 | 1,321,936.00 | 350,071.82 |
| | | ===== | ===== | | ===== | ===== |

Capital Outlays

| | | | | | | |
|-----------------------|------------------------------|--------------|---------------|-------|---------------|---------------|
| 401 | Books & Materials | 337,903.15 | 3,456,167.74 | 86.40 | 4,000,000.00 | 543,832.26 |
| 404 | Government Documents | .00 | 2,000.00 | 40.00 | 5,000.00 | 3,000.00 |
| 405 | Book Repairs & Bindings | .00 | .00 | .00 | 2,200.00 | 2,200.00 |
| 407 | Periodicals & Subscriptions | 452.00 | 151,383.48 | 95.52 | 158,480.00 | 7,096.52 |
| 408 | Furniture, Fixture, & Equip. | 17,281.55 | 84,434.23 | 10.29 | 820,211.00 | 735,776.77 |
| 409 | Motor Vehicles | 458.27 | 44,946.53 | 89.89 | 50,000.00 | 5,053.47 |
| 410 | Automation System & Equip. | 425.00 | 272,000.07 | 57.94 | 469,468.00 | 197,467.93 |
| 450 | Capital Projects | 33,941.28 | 661,132.05 | 16.77 | 3,942,448.00 | 3,281,315.95 |
| 490 | Capital Reserves - Current | .00 | .00 | .00 | 2,639,224.17 | 2,639,224.17 |
| 499 | Reserve Carryover - Prior | .00 | .00 | .00 | 16,631,096.14 | 16,631,096.14 |
| Total Capital Outlays | | 390,461.25 | 4,672,064.10 | 16.27 | 28,718,127.31 | 24,046,063.21 |
| | | ===== | ===== | | ===== | ===== |
| Total Budget | | 1,983,268.56 | 24,264,962.69 | 46.81 | 51,840,192.31 | 27,575,229.62 |
| | | ===== | ===== | | ===== | ===== |

Monthly Journal Entries -- May 2010

| Jrnl # | Acct # | Account Name and JE Description | Debits | Credits |
|-------------------------------------|--------|---|-----------------|-----------------|
| <u>Investments</u> | | | | |
| 201 | 1001 | Cash | \$ 353.10 | |
| | 3602 | Interest Income Stillwater CD interest | | \$ 353.10 |
| 202 | 1001 | Cash | \$ 122.47 | |
| | 3602 | Interest Income Fidelity CD interest | | \$ 122.47 |
| 203 | 1001 | Cash | \$ 48,750.00 | |
| | 3602 | Interest Income Fed Natl MTG ASSOC 10-14 interest | | \$ 48,750.00 |
| <u>Tax revenues</u> | | | | |
| 204 | 1001 | Cash | \$ 120,356.99 | |
| | 1201 | Ad Valorem Tax - Current year | | \$ 101,735.44 |
| | 3601 | Prior year Tax Ad Valorem Tax apportioned by County for 4/16 to 4/30 | | \$ 18,621.55 |
| 205 | 1001 | Cash | \$ 76,058.50 | |
| | 1201 | Ad Valorem Tax - Current year | | \$ 75,990.49 |
| | 3601 | Prior year Tax Ad Valorem Tax apportioned by County for 5/1 to 5/14 | | \$ 68.01 |
| <u>Miscellaneous revenue</u> | | | | |
| 206 | 1001 | Cash | \$ 226,640.88 | |
| | 3605 | Mic. Reimbursements | | \$ 226,640.88 |
| | | Insurance: Friends-building \$ 225,000.00 | | |
| | | J Porter 206.50 mtg room ref 10.00 | | |
| | | J Porter 206.50 unit petro 26.89 | | |
| | | Café rent 500.00 painters refund 620.80 | | |
| | | disability ins refund \$ 14.19 D Morris \$ 100.00 | | |
| | | Deluxe fee chge \$ (44.00) total 226,640.88 | | |
| <u>Fines</u> | | | | |
| 207 | 1001 | Cash | \$ 49,000.00 | |
| | 3403 | Projected Mic. Revenue - Fines | | \$ 49,000.00 |
| | | Fines transferred to General Fund in May | | |
| <u>Payable entries</u> | | | | |
| 208 | 3001 | Current Year Reserv. for Appropriations. | \$ 1,983,268.56 | |
| | 3011 | Current Year P.O. Outstanding | | \$ 1,983,268.56 |
| | 3002 | Prior Year Reserv. for Appropriations. | | |
| | 3012 | Prior Year P.O. Outstanding | | |
| | | Purchase orders issued in May | | |
| 209 | 3011 | Current Year P.O. Outstanding | \$ 1,929,303.82 | |
| | 3021 | Current Year Warrants Outstanding | | \$ 1,929,303.82 |
| | 3012 | Prior Year P.O. Outstanding | \$ 24,269.00 | |
| | 3022 | Prior Year Warrants Outstanding | | \$ 24,269.00 |
| | | Checks issued in May | | |

| | | | | | |
|-----|------|-----------------------------------|----|--------------|-----------------|
| 210 | 3021 | Current Year Warrants Outstanding | \$ | 2,346,455.71 | |
| | 1001 | Cash | | | \$ 2,346,455.71 |
| | 3022 | Prior Year Warrants Outstanding | \$ | 34,740.08 | |
| | 1001 | Cash | | | \$ 34,740.08 |
| | | Checks cleared Bank in May | | | |

Bank interest and fees

| | | | | | |
|-----|------|--|----|----------|-------------|
| 211 | 1001 | Cash | \$ | 2,153.96 | |
| | 3602 | Bank Fees | \$ | 194.04 | |
| | 3602 | Interest Income | | | \$ 2,348.00 |
| | | Interest from GF Checking Acct less fees | | | |
| 212 | 8000 | Special Fund Cash | | | \$ 13.09 |
| | 8815 | Bank Fees | \$ | 158.45 | |
| | 8815 | Interest Income | | | \$ 145.36 |
| | | Interest from SF Checking Acct less fees | | | |

Special funds

| | | | | | |
|-----|------|---|----|------------|---------------|
| 213 | 8000 | Special Fund Cash | \$ | 58,009.05 | |
| | 8815 | Fines | | | \$ 29,956.55 |
| | 8820 | Copy | | | \$ 8,207.25 |
| | 8805 | Gift/Lost Books | | | \$ 3,288.84 |
| | 8810 | Prepaid Fees | \$ | 356.66 | |
| | 8852 | other | | | \$ 3,705.00 |
| | 8815 | | \$ | 723.48 | |
| | 8815 | | | | \$ 13,931.55 |
| | | Revenues of special funds received in May | | | |
| 214 | 8000 | | | | \$ 302,025.12 |
| | 8815 | Fines | \$ | 49,000.00 | |
| | 8820 | Copy | \$ | 2,147.85 | |
| | 8805 | Gift/Lost Books | \$ | 770.32 | |
| | 8900 | | \$ | 350.00 | |
| | 8937 | | \$ | 150.00 | |
| | 8843 | | \$ | 2,004.00 | |
| | 8863 | | \$ | 132.52 | |
| | 8838 | | \$ | 25.00 | |
| | 8948 | | \$ | 341.80 | |
| | 8849 | | \$ | 15,000.00 | |
| | 8859 | | \$ | 347.06 | |
| | 8835 | | \$ | 681.57 | |
| | 8836 | | \$ | 75.00 | |
| | 8858 | | \$ | 6,000.00 | |
| | 8864 | | \$ | 225,000.00 | |
| | | Expenditures of special funds in May | | | |

Corrections, adjustments, and miscellaneous

| | | | | | |
|-----|------|---|----|-----------|--------------|
| 215 | 3012 | | \$ | 75,040.50 | |
| | 3002 | | | | \$ 75,040.50 |
| | | To cancel the remaining purchase orders for fiscal year 08-09 | | | |

Grand Total

| | |
|-----------------|-----------------|
| \$ 7,277,980.37 | \$ 7,277,980.37 |
| \$ | - |

General Fund F.Y. 09-10

Warrant Register

May 2010

| Number | Vendor/Payee | Purpose | | Amount |
|---------|--------------------------------|---------------------------|-----------|-----------|
| G-04456 | O G & E | Electrical Services | 4,487.15 | 4,487.15 |
| G-04457 | Oklahoma Natural Gas Co. | Gas Services | 438.96 | 438.96 |
| G-04458 | Triangle/A & E | Printing | 62.00 | |
| | | Printing | 161.50 | 223.50 |
| G-04459 | Southwestern Stationers, Inc. | upplies | 49.87 | |
| | | Supplies | 38.77 | |
| | | Printing | 13,528.00 | |
| | | Printing | 806.00 | 14,422.64 |
| G-04460 | Hunzicker Brothers, Inc. | Maintenance of Facilities | 301.84 | 301.84 |
| G-04461 | Locke Supply Co. | Maintenance of Facilities | 40.26 | 40.26 |
| G-04462 | Demco | Supplies | 216.45 | 216.45 |
| G-04463 | EBSCO Subscription Services | Subscriptions | 12.00 | 12.00 |
| G-04464 | Gale Research | Materials | 3,559.50 | 3,559.50 |
| G-04465 | Highsmith Co., Inc. | Supplies | 143.13 | 143.13 |
| G-04466 | UNUM Life Insurance | Grp L-T Disab Ins Prm-May | 5,491.16 | 5,491.16 |
| G-04467 | Alma L. Brown | Professiona Services | 135.00 | 135.00 |
| G-04468 | Oklahoma Library Association | Professional Services | 120.00 | 120.00 |
| G-04469 | Weston Woods Accts Receivable | Materials | 377.69 | 377.69 |
| G-04470 | Baker & Taylor Books | Materials | 800.05 | 800.05 |
| G-04471 | Central Oklahoma Winnelson | Maintenance of Facilities | 16.96 | 16.96 |
| G-04472 | Karen Marriott | Professional Services | 110.00 | 110.00 |
| G-04473 | Spence & Associates, Inc | Library-Related Services | 750.00 | 750.00 |
| G-04474 | Consumer Reports | Materials | 809.65 | 809.65 |
| G-04475 | CompSource Oklahoma | Workers Comp. Insurance | 11,641.00 | 11,641.00 |
| G-04476 | ALA Membership CSC | Memberships | 159.00 | 159.00 |
| G-04477 | Upstart | Programming Supplies | 52.95 | 52.95 |
| G-04478 | Recorded Books, LLC | Materials | 6,720.41 | 6,720.41 |
| G-04479 | Sylvia Lawson | Mileage | 49.20 | 49.20 |
| G-04480 | Davis Pipe & Supply, Inc. | Maintenance of Facilities | 44.59 | 44.59 |
| G-04481 | Instructional Video, Inc. | Materials | 1,069.72 | 1,069.72 |
| G-04482 | Gale Group | Materials | 2,455.76 | 2,455.76 |
| G-04483 | Mutual Assurance | Grp Life/AD&D Ins Prm-May | 32,487.08 | 32,487.08 |
| G-04484 | Relax The Back Store | Furniture,Fixture,Equip | 1,025.00 | 1,025.00 |
| G-04485 | Copelin's Office Center | Supplies | 318.30 | 318.30 |
| G-04486 | Staples Credit Plan | Supplies | 247.45 | 247.45 |
| G-04487 | Full Circle Bookstore | Programming Activities | 103.00 | |
| | | Materials | 36.00 | 139.00 |
| G-04488 | Mel Bay | Materials | 154.93 | 154.93 |
| G-04489 | Great American Glass & Tinting | Maintenance of Facilities | 637.06 | 637.06 |
| G-04490 | Random House, Inc | Materials | 596.00 | 596.00 |
| G-04491 | 5th Street Garage | Parking | 32.29 | 32.29 |
| G-04492 | Scott's Printing & Copying | Printing | 226.89 | 226.89 |
| G-04493 | Brilliance Corporation | Materials | 3,278.69 | 3,278.69 |
| G-04494 | Ingram Library Service | Materials | 1,986.11 | 1,986.11 |
| G-04495 | Audio Editions | Materials | 3,423.14 | 3,423.14 |
| G-04496 | OSCPA | Professional Services | 139.00 | 139.00 |
| G-04497 | OverDrive, Inc fka | Materials | 7,611.62 | 7,611.62 |
| G-04498 | Lynda G. Bahr | Mileage | 72.80 | 72.80 |
| G-04499 | United States Postal Service | Postage | 9,000.00 | 9,000.00 |
| G-04500 | Metro Parking Garage | Parking & Transportation | 1,620.00 | |
| | | Parking & Transportation | 720.00 | 2,340.00 |
| G-04501 | Ingram Library Service | Materials | 670.79 | 670.79 |

General Fund F.Y. 09-10

Warrant Register

May 2010

| Number | Vendor/Payee | Purpose | | Amount |
|---------|--------------------------------|---------------------------|------------|------------|
| G-04502 | Town of Luther | Water & Garbage Services | 47.75 | 47.75 |
| G-04503 | Center Point Large Print | Materials | 468.54 | 468.54 |
| G-04504 | Deli Partners of Little Rock | Professional Services | 515.00 | 515.00 |
| G-04505 | Sarah Grote | Programming Activities | 100.00 | 100.00 |
| G-04506 | Evans Hardware | Maintenance of Facilities | 42.93 | 42.93 |
| G-04507 | Jeffrey J. Crawford | Security Services | 325.00 | 325.00 |
| G-04508 | Debbie Robertus | Travel Expenses | 29.00 | 29.00 |
| G-04509 | Miguel A. Campos | Security Services | 200.00 | 200.00 |
| G-04510 | Jurden Brown, Jr. | Security Services | 325.00 | 325.00 |
| G-04511 | John Paull | Security Services | 325.00 | 325.00 |
| G-04512 | Smith Farm & Garden | Maintenance of Facilities | 1,061.96 | 1,061.96 |
| G-04513 | Southwest Paper - OKC | Maintenance Supplies | 2,829.20 | 2,829.20 |
| G-04514 | Steve's Wholesale Distributors | Maintenance of Facilities | 13.77 | 13.77 |
| G-04515 | Advantage Laser Products, Inc. | Supplies | 161.83 | 161.83 |
| G-04516 | OPUBCO Communications Group | Library-Related Services | 119.25 | 119.25 |
| G-04517 | Lisa Walker | Mileage | 14.00 | 14.00 |
| G-04518 | ProQuest | Subscriptions | 5,666.27 | 5,666.27 |
| G-04519 | Bank of Oklahoma | Group Insurance | 260.00 | 260.00 |
| G-04520 | BBC Audiobooks America | Materials | 310.36 | 310.36 |
| G-04521 | Kellie Bradford | Travel Expenses | 367.50 | 367.50 |
| G-04522 | Timothy W. Brewer, Jr. | Security Services | 212.50 | 212.50 |
| G-04523 | City of Harrah | Water & Garbage Services | 47.15 | 47.15 |
| G-04525 | Info USA Marketing, Inc. | Materials | 22,549.00 | 22,549.00 |
| G-04526 | Amazon/GE Money Bank | Supplies | 172.24 | 172.24 |
| G-04527 | Carrie Webber | Programming Activities | 100.00 | 100.00 |
| G-04528 | Association of Fundraising | Memberships | 295.00 | 295.00 |
| G-04529 | Teresa Goggins | Travel Expenses | 457.67 | |
| | | Parking | 108.38 | 566.05 |
| G-04530 | C. L. Frates & Co. | Insurance | 50.00 | 50.00 |
| G-04531 | Ann Meeks | Travel Expenses | 14.00 | 14.00 |
| G-04532 | Alice Murphy | Supplies | 24.00 | 24.00 |
| G-04533 | Baker & Taylor Books | Materials | 921.12 | 921.12 |
| G-04534 | Cheryl Pernel | Mileage | 6.00 | 6.00 |
| G-04535 | Baker & Taylor Entertainment | Materials | 2,407.53 | |
| | | Materials | 3,335.00 | 5,742.53 |
| G-04536 | Metropolitan Library System | Grp Hlth/Dtl Ins Prm-May | 111,057.87 | 111,057.87 |
| G-04537 | Walmart Community | Programming Activities | 185.46 | 185.46 |
| G-04538 | Garcia Tire Service, Inc. | Maintenance of Facilities | 253.81 | 253.81 |
| G-04539 | Allied Waste Services #060 | Water & Garbage Services | 885.71 | 885.71 |
| G-04540 | Teaching Company | Materials | 5.00 | 5.00 |
| G-04541 | Star Lighting | Maintenance of Facilities | 35.10 | 35.10 |
| G-04542 | Cintas Corp. | Maintenance of Facilities | 406.29 | 406.29 |
| G-04543 | Faith Centered Resources | Materials | 96.20 | 96.20 |
| G-04544 | Eric Highley | Programming Activities | 240.00 | 240.00 |
| G-04545 | Myers Landscape Management, | Maintenance of Facilities | 1,715.00 | |
| | | Maintenance of Facilities | 755.00 | 2,470.00 |
| G-04546 | Securitas Security USA, Inc. | Security Services | 6,792.40 | 6,792.40 |
| G-04547 | Baker & Taylor Books | Materials | 1,594.43 | |
| | | Materials | 2,056.70 | |
| | | Materials | 3,403.68 | |
| | | Materials | 7,062.79 | |
| | | Materials | 4,397.40 | |

** Continued **

General Fund F.Y. 09-10

Warrant Register

May 2010

| Number | Vendor/Payee | Purpose | | Amount |
|---------|--------------------------------|---------------------------|------------|------------|
| | ** Continued ** | | | |
| G-04547 | Baker & Taylor Books | Materials | 2,670.35 | 21,185.35 |
| G-04548 | Baker & Taylor Books | Materials | 1,970.93 | |
| | | Materials | 3,923.38 | |
| | | Materials | 7,313.75 | 13,208.06 |
| G-04549 | Sabre Technologies | Supplies | 3,054.00 | 3,054.00 |
| G-04550 | COTPA | Parking & Transportation | 1,387.00 | |
| | | Parking & Transportation | 644.83 | |
| | | Parking & Transportation | 1,885.83 | 3,917.66 |
| G-04551 | Teresa Matthews | Supplies | 58.26 | 58.26 |
| G-04552 | Stacy Schrank | Parking | 108.38 | 108.38 |
| G-04553 | Michelle Marston | Programming Activities | 75.00 | 75.00 |
| G-04554 | Baker & Taylor Entertainment | Materials | 327.34 | 327.34 |
| G-04555 | Polina M. Ezhkova Varner | Programming Activities | 360.00 | 360.00 |
| G-04556 | Vernon L. Kriethe | Security Services | 112.50 | 112.50 |
| G-04557 | Chris Kennedy | Supplies | 99.98 | 99.98 |
| G-04558 | Lindsay Jones Egle | Mileage | 27.20 | 27.20 |
| G-04559 | Jason K. Saxon | Security Services | 437.50 | 437.50 |
| G-04560 | Karla Richards | Programming Activities | 55.00 | 55.00 |
| G-04561 | Mayor's Development Roundtable | Other Commodities | 300.00 | 300.00 |
| G-04562 | Comfort Inn @ Founders Towers | Programming Activities | 510.00 | 510.00 |
| G-04563 | Shoplet | Supplies | 83.40 | 83.40 |
| G-04564 | Bank of Oklahoma | Payroll Transmittal-Chks | 40,557.63 | |
| | | Payroll Transmittal-Chks | 16,043.74 | |
| | | Payroll Transmittal-Chks | 165.00 | 56,766.37 |
| G-04565 | Bank of Oklahoma | Federal Withholding Tax | 40,968.60 | |
| | | Federal Withholding Tax | 2,175.00 | 43,143.60 |
| G-04566 | Oklahoma Tax Commission | State Withholding Tax | 14,044.00 | |
| | | State Withholding Tax | 770.50 | 14,814.50 |
| G-04567 | Mun. Employees Credit Union | Employee Cr Union Deducts | 11,623.13 | |
| | | Employee Cr Union Deducts | 87.50 | 11,710.63 |
| G-04568 | United Way of Central Oklahoma | Employee Deductions | 447.24 | |
| | | Employee Deductions | 11.39 | 458.63 |
| G-04569 | Morgan & Associates, P.C. | Employee Deductions | 218.82 | 218.82 |
| G-04570 | Works & Lentz, Inc. | Employee Deductions | 221.23 | 221.23 |
| G-04571 | Bank of America | Payroll Transmittal-DDep | 240,305.75 | |
| | | Payroll Transmittal-DDep | 36,316.20 | |
| | | Payroll Transmittal-DDep | 1,100.00 | 277,721.95 |
| G-04572 | John Hardeman, Trustee | Employee Deductions | 546.92 | 546.92 |
| G-04573 | Nationwide Retirement Solution | Employee Deductions | 7,251.98 | 7,251.98 |
| G-04574 | Transamerica Worksite Mrktg. | Employee Deductions | 464.64 | 464.64 |
| G-04575 | Metro Library Sys Pension Trst | Employee Contrib -- DB PI | 4,779.78 | 4,779.78 |
| G-04576 | Bank of Oklahoma | Employee Flexplan Deposit | 24,689.85 | 24,689.85 |
| G-04577 | Bank of Oklahoma | Employee Soc/Sec Deposits | 25,516.76 | |
| | | Employee Soc/Sec Deposits | 3,719.57 | |
| | | Employee Medicare Deposit | 5,967.84 | |
| | | Employee Medicare Deposit | 869.88 | |
| | | Employer Soc/Sec Deposits | 29,236.61 | |
| | | Employer Medicare Deposit | 6,837.40 | 72,148.06 |
| G-04578 | MassMutual Financial Group | Employee Contrib -- DC PI | 13,846.75 | |
| | | Employer Contrib -- DC PI | 25,277.84 | 39,124.59 |
| G-04579 | Love, Beal & Nixon, P.C. | Employee Deductions | 392.59 | 392.59 |

General Fund F.Y. 09-10

Warrant Register

May 2010

| Number | Vendor/Payee | Purpose | | Amount |
|---------|-------------------------------|---------------------------|-----------|-----------|
| G-04580 | Vision Service Plan of | Grp Vision Insurance-May | 2,337.07 | 2,337.07 |
| G-04581 | ODHS Oklahoma Centralized | Employee Deductions | 338.02 | 338.02 |
| G-04582 | Randall S. Fudge | Employee Deductions | 92.29 | 92.29 |
| G-04583 | Administrative Services | Employee Deductions | 1,244.67 | 1,244.67 |
| G-04584 | UNUM Life Insurance | Employee Deductions | 1,350.10 | |
| | | Employee Deductions | 34.00 | |
| | | Grp LTC Insurance - May | 1,596.20 | 2,980.30 |
| G-04585 | Metropolitan Library System | Transportation | 22.00 | |
| | | Professional Services | 76.00 | |
| | | Postage | 77.83 | |
| | | Supplies | 159.78 | |
| | | Gasoline | 46.81 | |
| | | Vehicle Parts & Repairs | 9.00 | |
| | | Programming Activities | 68.95 | |
| | | Programming Activities | 63.95 | |
| | | Other Commodities | 37.95 | 562.27 |
| G-04586 | O G & E | Electrical Services | 783.77 | 783.77 |
| G-04587 | Oklahoma Natural Gas Co. | Gas Services | 230.40 | |
| | | Gas Services | 107.51 | 337.91 |
| G-04588 | City of Oklahoma City | Water & Garbage | 250.32 | |
| | | Water & Garbage | 234.49 | |
| | | Water & Garbage | 121.33 | 606.14 |
| G-04589 | City of the Village | Water & Garbage | 82.97 | 82.97 |
| G-04590 | Triangle/A & E | Printing | 48.00 | 48.00 |
| G-04591 | Brodart, Inc. | Supplies | 4,485.00 | |
| | | Supplies | 4,485.00 | |
| | | Supplies | 1,680.00 | 10,650.00 |
| G-04592 | Southwestern Stationers, Inc. | Supplies | 19.35 | 19.35 |
| G-04593 | Demco | Supplies | 181.34 | |
| | | Supplies | 146.54 | |
| | | Supplies | 92.63 | 420.51 |
| G-04594 | Eales Electronics Corp. | Maintenance of Facilities | 50.00 | |
| | | Maintenance of Facilities | 631.66 | 681.66 |
| G-04595 | Gaylord Bros. | Furniture | 377.50 | 377.50 |
| G-04596 | Hewlett-Packard Co. | Automation Contractual | 7,231.30 | 7,231.30 |
| G-04597 | Synergy Datacom Supply, Inc. | Supplies | 9.35 | 9.35 |
| G-04598 | City of Edmond | Electrical Services | 2,642.21 | 2,642.21 |
| G-04599 | Alma L. Brown | Programming Activities | 34.09 | 34.09 |
| G-04600 | Frank Ray | Parking | 108.38 | 108.38 |
| G-04601 | Angela Thornton | Mileage | 115.50 | 115.50 |
| G-04602 | Central Parking System | Parking | 168.00 | 168.00 |
| G-04603 | ABDO Publishing Company | Materials | 13,302.90 | 13,302.90 |
| G-04604 | American Express | Promotional Activity | 1,235.00 | |
| | | Professional Services | 210.00 | |
| | | Travel Expenses | 536.80 | |
| | | membership | 32.08 | 2,013.88 |
| G-04605 | Control Fire Systems Company | Maintenance of Facilities | 196.40 | 196.40 |
| G-04606 | Charles S. Isaacs | Mileage | 16.50 | |
| | | Telephone Services | 35.00 | 51.50 |
| G-04607 | Maintenance Connection | Maintenance of Facilities | 396.00 | 396.00 |
| G-04608 | Barbara Beasley | Other Commodities | 269.13 | 269.13 |
| G-04609 | Upstart | Programming Activities | 35.80 | |
| | ** Continued ** | | | |

General Fund F.Y. 09-10

Warrant Register

May 2010

| Number | Vendor/Payee | Purpose | | Amount |
|---------|--------------------------------|---------------------------|----------|----------|
| | ** Continued ** | | | |
| G-04609 | Upstart | Programming Supplies | 72.00 | 107.80 |
| G-04610 | Chester 'Jack' Kinzie, Jr. | Mileage | 2.75 | 2.75 |
| G-04611 | Encyclopedia Britannica, Inc. | Materials | 3,675.00 | 3,675.00 |
| G-04612 | Davis Pipe & Supply, Inc. | Maintenance of Facilities | 107.72 | |
| | | Maintenance of Facilities | 7.76 | 115.48 |
| G-04613 | Anne G. Fischer | Mileage | 57.25 | |
| | | Telephone Services | 50.00 | 107.25 |
| G-04614 | Copelin's Office Center | Supplies | 718.56 | |
| | | Supplies | 720.25 | 1,438.81 |
| G-04615 | Angie Paeltz | Mileage | 59.34 | 59.34 |
| G-04616 | INTEGRIS Corporate Assistance | Group Insurance | 900.00 | 900.00 |
| G-04617 | Jonathan Willis | Mileage | 74.50 | 74.50 |
| G-04618 | Diane Sarantakos | Professional Services | 57.00 | 57.00 |
| G-04619 | A T & T Mobility | Telephone Services | 94.09 | 94.09 |
| G-04620 | Scott's Printing & Copying | Printing | 134.50 | |
| | | Printing | 1,306.61 | |
| | | Printing | 1,231.20 | 2,672.31 |
| G-04621 | Ursula Ward | Mileage | 10.50 | 10.50 |
| G-04622 | Karen L. Litteral | Mileage | 14.79 | 14.79 |
| G-04623 | Hobby Lobby | Programming Activities | 13.98 | 13.98 |
| G-04624 | Filtration Services Group, LLC | Maintenance of Facilities | 52.92 | 52.92 |
| G-04625 | Ingram Library Service | Materials | 984.35 | 984.35 |
| G-04626 | Phyllis Davidson | Mileage | 13.37 | 13.37 |
| G-04627 | Candace McDaniel | Other Commodities | 41.95 | 41.95 |
| G-04628 | XPEDX | Maintenance Supplies | 208.00 | 208.00 |
| G-04629 | Summit Mailing Systems, Inc. | Maintenance of Facilities | 516.95 | 516.95 |
| G-04630 | OSCPA | Memberships | 195.00 | 195.00 |
| G-04631 | OverDrive, Inc fka | Materials | 3,149.74 | 3,149.74 |
| G-04632 | United States Postal Service | Postage | 1,030.00 | 1,030.00 |
| G-04633 | FedEx Kinko's Print Services | Programming Activities | 89.99 | 89.99 |
| G-04634 | Jo Nita White | Mileage | 55.00 | 55.00 |
| G-04635 | Perfection Truck Parts&Equip. | Maintenance of Facilities | 458.27 | 458.27 |
| G-04636 | Matthew Cotter | Mileage | 26.75 | 26.75 |
| G-04637 | Vickie Ross | Mileage | 4.75 | 4.75 |
| G-04638 | Ingram Library Service | Materials | 269.18 | 269.18 |
| G-04639 | Frances V. Harbert | Travel Expenses | 18.60 | 18.60 |
| G-04640 | Jana Hausburg | Mileage | 10.00 | 10.00 |
| G-04641 | Dana Phillips | Parking | 108.38 | 108.38 |
| G-04642 | Landon Holman | Mileage | 63.00 | 63.00 |
| G-04643 | Anita Roesler | Mileage | 86.57 | 86.57 |
| G-04644 | The Library Store, Inc. | Supplies | 33.89 | 33.89 |
| G-04645 | Jimmy Welch | Telephone Services | 50.00 | 50.00 |
| G-04646 | Cox Media Oklahoma City | Library-Related Services | 1,000.00 | 1,000.00 |
| G-04647 | Evans Hardware | Maintenance of Facilities | 2.45 | |
| | | Maintenance of Facilities | 135.49 | 137.94 |
| G-04648 | Debbie Robertus | Mileage | 27.50 | 27.50 |
| G-04649 | Nicholas Thompson | Mileage | 13.50 | 13.50 |
| G-04650 | Associated Appliance, Inc. | Maintenance of Facilities | 268.32 | 268.32 |
| G-04651 | Smith Farm & Garden | Maintenance of Facilities | 295.00 | 295.00 |
| G-04652 | American Benefit Systems, Inc. | Professional Services | 1,687.50 | 1,687.50 |
| G-04653 | Jerry's Contracting | Maintenance of Facilities | 1,790.00 | |
| | ** Continued ** | | | |

General Fund F.Y. 09-10

Warrant Register

May 2010

| Number | Vendor/Payee | Purpose | Amount | |
|---------|-------------------------------|---------------------------|----------|-----------|
| | ** Continued ** | | | |
| G-04653 | Jerry's Contracting | Maintenance of Facilities | 1,195.00 | |
| | | Maintenance of Facilities | 2,450.00 | 5,435.00 |
| G-04654 | Ruby Soutiere | Mileage | 29.61 | 29.61 |
| G-04655 | City of Edmond | Water & Garbage Services | 426.00 | 426.00 |
| G-04656 | Carol L. Roberts | Travel Expenses | 6.00 | |
| | | Programming Activities | 95.00 | 101.00 |
| G-04657 | Sally Gray | Mileage | 36.00 | 36.00 |
| G-04658 | Amazon/GE Money Bank | Supplies | 36.90 | 36.90 |
| G-04659 | City of Choctaw | Water & Garbage Services | 108.70 | 108.70 |
| G-04660 | Office Depot Credit Plan | Supplies | 35.83 | |
| | | Supplies | 79.26 | 115.09 |
| G-04661 | Todd Olberding | Mileage | 245.75 | 245.75 |
| G-04662 | Producers Playhouse | Library-Related Services | 266.00 | 266.00 |
| G-04663 | Alice Murphy | Programming Activities | 18.00 | 18.00 |
| G-04664 | Baker & Taylor Books | Materials | 1,022.56 | 1,022.56 |
| G-04665 | Cox Communications, Inc. | Telephone Services | 1,991.95 | |
| | | Telephone Services | 1,380.00 | 3,371.95 |
| G-04666 | Cheryl Pernell | Parking | 108.38 | 108.38 |
| G-04667 | Baker & Taylor Entertainment | Materials | 4,004.23 | |
| | | Materials | 14.36 | 4,018.59 |
| G-04668 | Manpower, Inc. | Salaries | 462.00 | |
| | | Salaries | 415.80 | 877.80 |
| G-04669 | LaVetta Kinsey Dent | Programming Activities | 64.12 | 64.12 |
| G-04670 | Walmart Community | Other Commodities | 165.99 | |
| | | Library-Related Services | 15.00 | |
| | | Other Commodities | 80.48 | 261.47 |
| G-04671 | Construction Building | Maintenance of Facilities | 1,610.51 | 1,610.51 |
| G-04672 | Reef Shop Warehouse | Maintenance of Facilities | 66.95 | 66.95 |
| G-04673 | Imagination Promotional Group | Programming Activities | 1,334.04 | |
| | | Programming Activities | 9,200.00 | 10,534.04 |
| G-04674 | Pamela Buchanan | Mileage | 32.50 | |
| | | Telephone Services | 35.00 | 67.50 |
| G-04675 | Thomas P. Gallagher | Transportation | 20.00 | 20.00 |
| G-04676 | John Utley | Telephone Services | 35.00 | 35.00 |
| G-04677 | Rondia K. Banks | Supplies | 65.05 | 65.05 |
| G-04678 | Anna Leslie | Programming Activities | 50.00 | 50.00 |
| G-04679 | Lesli Jones | Library-Related Services | 155.00 | 155.00 |
| G-04680 | Worth Hydrochem of Oklahoma | Maintenance of Facilities | 227.00 | |
| | | Maintenance of Facilities | 227.00 | |
| | | Maintenance of Facilities | 95.00 | 549.00 |
| G-04681 | Cox Communications, Inc. | Telephone Service | 844.76 | 844.76 |
| G-04682 | Baker & Taylor Books | Materials | 1,360.30 | |
| | | Materials | 2,541.81 | |
| | | Materials | 4,296.26 | |
| | | Materials | 5,431.65 | |
| | | Materials | 2,048.69 | 15,678.71 |
| G-04683 | Baker & Taylor Books | Materials | 2,203.68 | |
| | | Materials | 3,311.81 | 5,515.49 |
| G-04684 | Baker & Taylor Books | Materials | 6,405.73 | 6,405.73 |
| G-04685 | Beatriz Meyer | Programming | 532.00 | 532.00 |
| G-04686 | Lisa Bradley | Parking | 108.38 | 108.38 |

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| Number | Vendor/Payee | Purpose | | Amount |
|---------|--------------------------------|---------------------------|-----------|-----------|
| G-04687 | Cheryl Coleman | Programming Activities | 58.53 | 58.53 |
| G-04688 | Trigen-OKC Energy Corporation | Energy Services | 17,525.88 | 17,525.88 |
| G-04689 | Teresa Matthews | Programming Activities | 70.00 | 70.00 |
| G-04690 | Stacy Schrank | Parking | 108.38 | |
| | | Professional Services | 252.73 | |
| | | Supplies | 11.31 | 372.42 |
| G-04691 | Dan Holman | Mileage | 20.00 | |
| | | Telephone Services | 37.53 | 57.53 |
| G-04692 | Baker & Taylor Entertainment | Materials | 1,356.24 | 1,356.24 |
| G-04693 | R. Justin Herwig | Mileage | 102.00 | 102.00 |
| G-04694 | Tyler Outdoor Advertising, LLC | Library Related Services | 3,200.00 | 3,200.00 |
| G-04695 | Occucare Corporation | Professional Services | 75.00 | 75.00 |
| G-04696 | Jessica Minter | Mileage | 13.50 | 13.50 |
| G-04697 | Heartland Voices | Programming Activities | 100.00 | 100.00 |
| G-04698 | Shoplet | Supplies | 76.20 | |
| | | Supplies | 119.40 | 195.60 |
| G-04699 | Metropolitan Library System | Parking | 6.00 | |
| | | Professional Services | 38.00 | |
| | | Postage | 12.40 | |
| | | Supplies | 77.25 | |
| | | Programming Activities | 107.22 | |
| | | Programming Activities | 103.85 | |
| | | Other Commodities | 71.67 | 416.39 |
| G-04700 | City of Midwest City, Inc. | Water & Garbage Services | 238.68 | 238.68 |
| G-04701 | Federal Corporation | Maintenance of Facilities | 73.47 | 73.47 |
| G-04702 | O G & E | Electrical Services | 9,071.97 | 9,071.97 |
| G-04703 | Oklahoma Natural Gas Co. | Gas Services | 310.78 | 310.78 |
| G-04704 | City of Bethany | Water & Garbage | 119.30 | 119.30 |
| G-04705 | City of Oklahoma City | Water & Garbage | 324.64 | 324.64 |
| G-04706 | Southwestern Stationers, Inc. | Supplies | 73.94 | |
| | | Supplies | 25.82 | |
| | | Supplies | 31.13 | |
| | | Supplies | 122.52 | 253.41 |
| G-04707 | Demco | Supplies | 1,064.00 | 1,064.00 |
| G-04708 | Gaylord Bros. | Supplies | 867.36 | 867.36 |
| G-04709 | Gale Research | Materials | 2,197.20 | 2,197.20 |
| G-04710 | Journey House Travel, Inc. | Travel Expenses | 548.80 | 548.80 |
| G-04711 | AT&T | Telephone Services | 339.33 | |
| | | Telephone Services | 350.28 | |
| | | Telephone Services | 106.09 | 795.70 |
| G-04712 | Frank Ray | Group Insurance | 14.19 | 14.19 |
| G-04713 | Standard Printing Co., Inc. | Supplies | 280.00 | 280.00 |
| G-04714 | Baker & Taylor Books | Materials | 1,561.97 | 1,561.97 |
| G-04715 | H.W. Wilson Company Lockbox | Materials | 880.00 | 880.00 |
| G-04716 | Whiteboardsetc.com | Supplies | 75.66 | 75.66 |
| G-04717 | Control Fire Systems Company | Maintenance of Facilities | 424.40 | 424.40 |
| G-04718 | ALA Membership CSC | Memberships | 159.00 | |
| | | Memberships | 159.00 | 318.00 |
| G-04719 | Maintenance Connection | Maintenance of Facilities | 1,797.30 | 1,797.30 |
| G-04720 | Recorded Books, LLC | Materials | 1,579.94 | 1,579.94 |
| G-04721 | American Red Cross of Central | Programming Activities | 208.00 | 208.00 |
| G-04722 | Denyveta Davis | Mileage | 132.87 | 132.87 |

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| Number | Vendor/Payee | Purpose | | Amount |
|---------|--------------------------------|---------------------------|-----------|-----------|
| G-04723 | Gale Group | Materials | 2,086.33 | 2,086.33 |
| G-04724 | Randy Wayland | Travel Expenses | 332.00 | |
| | | Travel Expenses | 7.00 | 339.00 |
| G-04725 | LexisNexis Matthew Bender | Materials | 1,204.55 | 1,204.55 |
| G-04726 | Michael Owens | Travel Expenses | 159.75 | 159.75 |
| G-04727 | Friday | Subscriptions | 25.00 | 25.00 |
| G-04728 | Hal Leonard Corporation | Materials | 265.02 | 265.02 |
| G-04729 | Library Video Co. | Materials | 399.00 | 399.00 |
| G-04730 | School of Metaphysics | Programming Activities | 50.00 | 50.00 |
| G-04731 | Janet Brooks | Other Commodities | 96.00 | |
| | | Mileage | 38.29 | 134.29 |
| G-04732 | Amigos Library Services | Materials | 16,505.00 | 16,505.00 |
| G-04733 | Liberty Flags Inc. | Supplies | 76.20 | |
| | | Supplies | 103.50 | 179.70 |
| G-04734 | Jonathan Willis | Telephone Services | 35.00 | 35.00 |
| G-04735 | Diane Sarantakos | Mileage | 211.50 | 211.50 |
| G-04736 | Zio's | Other Commodities | 455.85 | 455.85 |
| G-04737 | Metrocall Wireless | Telephone Services | 80.79 | 80.79 |
| G-04738 | Dominion Enterprises/The | Library-Related Services | 398.00 | 398.00 |
| G-04739 | Blackstone Audio Books | Materials | 1,279.50 | 1,279.50 |
| G-04740 | Random House, Inc | Materials | 217.60 | 217.60 |
| G-04741 | Scott's Printing & Copying | Printing | 1,430.00 | 1,430.00 |
| G-04742 | Brilliance Corporation | Materials | 357.93 | 357.93 |
| G-04743 | A. Rifkin Co. | Supplies | 442.40 | 442.40 |
| G-04744 | Filtration Services Group, LLC | Maintenance of Facilities | 173.28 | 173.28 |
| G-04745 | Ingram Library Service | Materials | 1,979.37 | 1,979.37 |
| G-04746 | R. R. Bowker | Materials | 648.00 | 648.00 |
| G-04747 | Charles B. Demery | Security Services | 137.50 | 137.50 |
| G-04748 | Candace McDaniel | Mileage | 101.08 | 101.08 |
| G-04749 | XPEDX | Supplies | 1,343.58 | |
| | | Maintenance Supplies | 388.39 | 1,731.97 |
| G-04750 | High-Tech-Tronics, Inc. | Maintenance of Facilities | 199.00 | 199.00 |
| G-04751 | Audio Editions | Materials | 2,288.23 | 2,288.23 |
| G-04752 | Larry G. Johnson | Parking | 108.38 | 108.38 |
| G-04753 | Sweat Equity Productions LLC | Library-Related Services | 1,925.00 | 1,925.00 |
| G-04754 | OverDrive, Inc fka | Materials | 3,967.75 | 3,967.75 |
| G-04755 | Victoria Dixon | Parking | 108.38 | 108.38 |
| G-04756 | Cummins Southern Plains, Ltd. | Maintenance of Facilities | 953.00 | 953.00 |
| G-04757 | Fuelman | Maintenance of Facilities | 3,155.88 | |
| | | Maintenance of Facilities | 149.91 | 3,305.79 |
| G-04758 | AV Cafe Inc | Materials | 214.90 | 214.90 |
| G-04759 | Ingram Library Service | Materials | 704.12 | 704.12 |
| G-04760 | Oklahoma Secretary of State | Library-Related Services | 10.00 | 10.00 |
| G-04761 | Voss Lighting | Maintenance of Facilities | 1,001.25 | 1,001.25 |
| G-04762 | Barnes & Noble, Inc. | Materials | 111.86 | 111.86 |
| G-04763 | Center Point Large Print | Materials | 1,098.21 | 1,098.21 |
| G-04764 | Dana Phillips | Mileage | 10.99 | 10.99 |
| G-04765 | Made By Me Publications, Inc. | Programming Activities | 100.00 | 100.00 |
| G-04766 | Deli Partners of Little Rock | Other Commodities | 345.00 | 345.00 |
| G-04767 | Pizza Inn | Programming Activities | 59.90 | 59.90 |
| G-04768 | Kay L. Bauman | Parking | 108.38 | 108.38 |
| G-04769 | Mae Dean Erb | Programming | 231.00 | 231.00 |

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| Number | Vendor/Payee | Purpose | | Amount |
|---------|--------------------------------|---------------------------|-----------|-----------|
| G-04770 | Critter Tales, Inc. | Programming Activities | 80.00 | 80.00 |
| G-04771 | Rose State College Foundation | Other Commodities | 150.00 | 150.00 |
| G-04772 | Jimmy Welch | Mileage | 21.50 | 21.50 |
| G-04773 | Evans Hardware | Maintenance of Facilities | 36.78 | |
| | | Maintenance of Facilities | 20.56 | |
| | | Maintenance of Facilities | 12.79 | |
| | | Maintenance of Facilities | 15.49 | 85.62 |
| G-04774 | Maverick Books | Materials | 84.94 | 84.94 |
| G-04775 | Jeffrey J. Crawford | Security Services | 437.50 | 437.50 |
| G-04776 | John Mark Dawson | Security Services | 300.00 | 300.00 |
| G-04777 | Dell Marketing L.P. | Software | 3,740.50 | 3,740.50 |
| G-04778 | Jurden Brown, Jr. | Security Services | 162.50 | 162.50 |
| G-04779 | McGraw - Hill Companies | Materials | 7,850.00 | 7,850.00 |
| G-04780 | John Paull | Security Services | 325.00 | 325.00 |
| G-04781 | Stanley Campbell | Security Services | 200.00 | 200.00 |
| G-04782 | Southwest Paper - OKC | Maintenance Supplies | 486.72 | 486.72 |
| G-04783 | Steve's Wholesale Distributors | Maintenance of Facilities | 79.88 | 79.88 |
| G-04784 | OPUBCO Communications Group | Library-Related Services | 116.45 | 116.45 |
| G-04785 | Bank of America | Library-Related Services | 196.67 | 196.67 |
| G-04786 | Katrina Prince | Travel Expenses | 432.50 | |
| | | Travel Expenses | 462.39 | |
| | | Travel Expenses | 297.00 | 1,191.89 |
| G-04787 | Kelley Riha | Mileage | 88.65 | 88.65 |
| G-04788 | Ford Audio-Video | Programming Activities | 205.00 | 205.00 |
| G-04789 | Josh Castlebury | Security Services | 212.50 | 212.50 |
| G-04790 | Oklahoma Press Service | Library-Related Services | 126.40 | 126.40 |
| G-04791 | DailyAccess Corporation | Professional Services | 330.00 | 330.00 |
| G-04792 | Timothy M. Davis | Programming Activities | 150.00 | 150.00 |
| G-04793 | Alice Murphy | Other Commodities | 1,606.00 | 1,606.00 |
| G-04794 | Baker & Taylor Books | Materials | 1,102.18 | 1,102.18 |
| G-04795 | NewsOK.com | Materials | 10,800.00 | 10,800.00 |
| G-04796 | Baker & Taylor Entertainment | Materials | 7,668.49 | |
| | | Materials | 129.48 | 7,797.97 |
| G-04797 | Walmart Community | Programming Activities | 103.39 | |
| | | Other Commodities | 29.44 | 132.83 |
| G-04798 | Chase Card Services | Memberships | 145.00 | |
| | | Supplies | 81.00 | |
| | | Professional Services | 170.00 | |
| | | Registration | 30.00 | |
| | | Supplies | 132.00 | |
| | | Maintenance Supplies | 59.38 | |
| | | Supplies | 149.47 | |
| | | Furniture | 282.10 | |
| | | Equipment | 25.26 | |
| | | Automation Contractual | 899.00 | |
| | | Professional Services | 40.00 | |
| | | Travel Expenses | 326.10 | 2,339.31 |
| G-04799 | Preston Bell | Transportation | 40.00 | 40.00 |
| G-04800 | Donna Morris | Parking & Transportation | 450.00 | 450.00 |
| G-04801 | Star Lighting | Maintenance of Facilities | 73.80 | |
| | | Maintenance of Facilities | 19.00 | |
| | | Maintenance of Facilities | 194.60 | 287.40 |

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| Number | Vendor/Payee | Purpose | | Amount |
|---------|--------------------------------|---------------------------|------------|------------|
| G-04802 | Susan H. Wood | Programming Activities | 300.00 | 300.00 |
| G-04803 | Lesli Jones | Library-Related Services | 75.00 | 75.00 |
| G-04804 | Target Bank | Programming Activities | 89.23 | 89.23 |
| G-04805 | Securitas Security USA, Inc. | Security Services | 6,735.59 | 6,735.59 |
| G-04806 | Baker & Taylor Books | Materials | 1,424.29 | |
| | | Materials | 2,571.40 | |
| | | Materials | 3,675.55 | |
| | | Materials | 5,034.81 | |
| | | Materials | 5,899.32 | 18,605.37 |
| G-04807 | Baker & Taylor Books | Materials | 1,409.11 | |
| | | Materials | 2,926.40 | |
| | | Materials | 10,059.80 | 14,395.31 |
| G-04808 | Baker & Taylor Books | Materials | 13.31 | 13.31 |
| G-04809 | Chase Card Services | Books & Materials | 1,482.30 | |
| | | Books & Materials | 1,945.22 | |
| | | Books & Materials | 1,925.54 | 5,353.06 |
| G-04810 | Emily Williams | Mileage | 56.65 | 56.65 |
| G-04811 | Kone Inc | Maintenance of Facilities | 975.00 | 975.00 |
| G-04812 | Lloyd Lovely | Other Commodities | 86.97 | 86.97 |
| G-04813 | GPN Educational Products | Materials | 3.90 | 3.90 |
| G-04814 | Stacy Schrank | Professional Services | 280.00 | |
| | | Mileage | 97.88 | 377.88 |
| G-04815 | Baker & Taylor Entertainment | Materials | 326.54 | 326.54 |
| G-04816 | Mackin | Materials | 103.11 | 103.11 |
| G-04817 | Alexandra Brodt | Programming Activities | 100.00 | 100.00 |
| G-04818 | Savannah Mitchell | Programming Activities | 100.00 | 100.00 |
| G-04819 | Pacific Telemanagement Service | Telephone Services | 78.00 | 78.00 |
| G-04820 | JobDig/LinkUp | Library-Related Services | 200.00 | 200.00 |
| G-04821 | Darin R. Smith | Transportation | 40.00 | 40.00 |
| G-04822 | Archie E. Poindexter | Security Services | 162.50 | 162.50 |
| G-04823 | Jason K. Saxon | Security Services | 275.00 | 275.00 |
| G-04824 | Jamar Rahming | Travel Expenses | 159.75 | 159.75 |
| G-04825 | Shoplet | Postage Supplies | 51.75 | 51.75 |
| G-04826 | Bank of Oklahoma | Payroll Transmittal-Chks | 40,297.73 | |
| | | Payroll Transmittal-Chks | 16,401.79 | 56,699.52 |
| G-04827 | Bank of Oklahoma | Federal Withholding Tax | 43,029.60 | |
| | | Federal Withholding Tax | 2,141.00 | 45,170.60 |
| G-04828 | Oklahoma Tax Commission | State Withholding Tax | 14,623.00 | |
| | | State Withholding Tax | 769.50 | 15,392.50 |
| G-04829 | Mun. Employees Credit Union | Employee Cr Union Deducts | 11,623.13 | |
| | | Employee Cr Union Deducts | 87.50 | 11,710.63 |
| G-04830 | United Way of Central Oklahoma | Employee Deductions | 439.69 | |
| | | Employee Deductions | 11.39 | 451.08 |
| G-04831 | Morgan & Associates, P.C. | Employee Deductions | 218.82 | 218.82 |
| G-04832 | Works & Lentz, Inc. | Employee Deductions | 219.06 | 219.06 |
| G-04833 | Bank of America | Payroll Transmittal-DDep | 249,483.14 | |
| | | Payroll Transmittal-DDep | 36,953.46 | 286,436.60 |
| G-04834 | John Hardeman, Trustee | Employee Deductions | 546.92 | 546.92 |
| G-04835 | Nationwide Retirement Solution | Employee Deductions | 7,251.98 | 7,251.98 |
| G-04836 | Transamerica Worksite Mrktg. | Employee Deductions | 464.64 | 464.64 |
| G-04837 | Metro Library Sys Pension Trst | Employee Contrib -- DB PI | 4,707.49 | 4,707.49 |
| G-04838 | Bank of Oklahoma | Employee Flexplan Deposit | 11,533.50 | 11,533.50 |

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| Number | Vendor/Payee | Purpose | | Amount |
|---------|-------------------------------|---------------------------|-----------|-----------|
| G-04839 | Bank of Oklahoma | Employee Soc/Sec Deposits | 26,088.47 | |
| | | Employee Soc/Sec Deposits | 3,784.07 | |
| | | Employee Medicare Deposit | 6,101.32 | |
| | | Employee Medicare Deposit | 884.96 | |
| | | Employer Soc/Sec Deposits | 29,872.45 | |
| | | Employer Medicare Deposit | 6,986.34 | 73,717.61 |
| G-04840 | MassMutual Financial Group | Employee Contrib -- DC PI | 14,010.79 | |
| | | Employer Contrib -- DC PI | 25,589.70 | 39,600.49 |
| G-04841 | ODHS Oklahoma Centralized | Employee Deductions | 338.02 | 338.02 |
| G-04842 | Randall S. Fudge | Employee Deductions | 92.29 | 92.29 |
| G-04843 | Administrative Services | Employee Deductions | 1,244.67 | 1,244.67 |
| G-04844 | Metropolitan Library System | Parking | 12.00 | |
| | | Travel Expenses | 24.00 | |
| | | Professional Services | 62.06 | |
| | | Postage | 18.12 | |
| | | Supplies | 27.74 | |
| | | Vehicle Parts & Repairs | 20.00 | |
| | | Programming Activities | 131.74 | |
| | | Other Commodities | 67.09 | 362.75 |
| G-04845 | City of Del City | Rent of Library Buildings | 400.00 | 400.00 |
| G-04846 | O G & E | Electrical Services | 3,245.42 | 3,245.42 |
| G-04847 | Oklahoma Natural Gas Co. | Gas Services | 45.22 | |
| | | Gas Services | 126.73 | |
| | | Gas Services | 97.13 | |
| | | Gas Services | 99.99 | |
| | | Gas Services | 243.64 | |
| | | Gas Services | 112.73 | |
| | | Gas Services | 752.71 | 1,478.15 |
| G-04848 | City of Oklahoma City | Water & Garbage | 1,077.90 | |
| | | Water & Garbage | 164.41 | 1,242.31 |
| G-04849 | Triangle/A & E | Capital Projects | 5.00 | |
| | | Capital Projects | 5.00 | 10.00 |
| G-04850 | Southwestern Stationers, Inc. | supplies | 49.37 | |
| | | Supplies | 51.94 | |
| | | Supplies | 2,816.00 | |
| | | Printing | 5,281.00 | 8,198.31 |
| G-04851 | Demco | Programming Activities | 50.81 | |
| | | Programming Supplies | 110.49 | 161.30 |
| G-04852 | City of Warr Acres | Water & Garbage Services | 54.45 | 54.45 |
| G-04853 | AT&T | Telephone Services | 143.74 | 143.74 |
| G-04854 | Standard Printing Co., Inc. | Supplies | 468.00 | 468.00 |
| G-04855 | Baker & Taylor Books | Materials | 2,401.02 | 2,401.02 |
| G-04856 | Donna Morris | Telephone Services | 50.00 | |
| | | Telephone Services | 50.00 | 100.00 |
| G-04857 | U.S. Postal Service | Postage | 15,000.00 | 15,000.00 |
| G-04858 | TDS Telecom | Telephone Services | 146.15 | 146.15 |
| G-04859 | United Refrigeration, Inc. | Maintenance of Facilities | 38.10 | 38.10 |
| G-04860 | Facts On File, Inc. | Materials | 1,040.04 | 1,040.04 |
| G-04861 | Recorded Books, LLC | Materials | 501.65 | 501.65 |
| G-04862 | Phillip Tolbert | Professional Services | 195.00 | |
| | | Travel Expenses | 341.30 | |
| | | Travel Expense | 103.93 | 640.23 |

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| Number | Vendor/Payee | Purpose | | Amount |
|---------|--------------------------------|---------------------------|-----------|-----------|
| G-04863 | Pure Service Corp. | Janitorial Services | 16,170.00 | |
| | | Janitorial Services | 9,295.00 | |
| | | Janitorial Services | 848.00 | |
| | | Janitorial Services | 715.00 | |
| | | Janitorial Services | 181.00 | |
| | | Janitorial Services | 4,325.00 | |
| | | Janitorial Services | 2,930.00 | |
| | | Janitorial Services | 390.00 | 34,854.00 |
| G-04864 | Johnstone Supply | Maintenance of Facilities | 193.64 | 193.64 |
| G-04865 | Instructional Video, Inc. | Materials | 2,272.82 | 2,272.82 |
| G-04866 | Gale Group | Materials | 685.55 | 685.55 |
| G-04867 | Ann Aliotta | Mileage | 30.00 | 30.00 |
| G-04868 | Party Bazaar | Programming Activities | 179.46 | 179.46 |
| G-04869 | Staples Credit Plan | Supplies | 59.98 | 59.98 |
| G-04870 | David Titus | Programming Activities | 285.00 | |
| | | Programming Activities | 285.00 | 570.00 |
| G-04871 | Library Video Co. | Materials | 249.75 | 249.75 |
| G-04872 | School Outfitters | Furniture | 442.13 | |
| | | Programming Equipment | 25.81 | 467.94 |
| G-04873 | Debbie Langston | Programming Activities | 60.00 | 60.00 |
| G-04874 | TheStreet.com | Materials | 399.00 | 399.00 |
| G-04875 | Blackstone Audio Books | Materials | 315.00 | 315.00 |
| G-04876 | Dana Bickford | Professional Services | 600.00 | 600.00 |
| G-04877 | Oklahoma Gazette | Library-Related Services | 1,592.00 | |
| | | Library Related Services | 728.00 | 2,320.00 |
| G-04878 | Random House, Inc | Materials | 3,137.60 | 3,137.60 |
| G-04879 | Scott's Printing & Copying | Printing | 244.80 | |
| | | Printing | 176.86 | |
| | | Printing | 70.13 | 491.79 |
| G-04880 | Little River Zoo | Programming Activities | 130.00 | 130.00 |
| G-04881 | Brilliance Corporation | Materials | 325.46 | 325.46 |
| G-04882 | Ingram Library Service | Materials | 5,281.86 | |
| | | Materials | 982.49 | 6,264.35 |
| G-04883 | Audio Editions | Materials | 2,731.75 | 2,731.75 |
| G-04884 | Lakeshore Learning Materials | Programming Supplies | 117.06 | 117.06 |
| G-04885 | OverDrive, Inc fka | Materials | 1,611.48 | 1,611.48 |
| G-04886 | Lynda G. Bahr | Travel Expenses | 66.80 | 66.80 |
| G-04887 | DWe Williams | Programming Activities | 3,000.00 | 3,000.00 |
| G-04888 | Ginger Waldrip | Programming Activities | 100.00 | 100.00 |
| G-04889 | Aqualife Aquarium Systems, Inc | Maintenance of Facilities | 88.50 | 88.50 |
| G-04890 | Ingram Library Service | Materials | 612.49 | 612.49 |
| G-04891 | Hope Health/ IHAC | Professional Services | 1,377.36 | 1,377.36 |
| G-04892 | Susan Pierce | Programming Activities | 504.00 | 504.00 |
| G-04893 | Pauline Rodriguez-Atkins | Mileage | 4.25 | 4.25 |
| G-04894 | Evans Hardware | Maintenance of Facilities | 10.15 | 10.15 |
| G-04895 | Smith Farm & Garden | Maintenance of Facilities | 258.71 | 258.71 |
| G-04896 | Southwest Paper - OKC | Maintenance Supplies | 52.17 | 52.17 |
| G-04897 | Kimberly Edwards | Programming Activities | 141.32 | 141.32 |
| G-04898 | Hudiburg Chevrolet, Inc. | Vehicle Parts & Repairs | 810.56 | 810.56 |
| G-04899 | Jerry's Contracting | Maintenance of Facilities | 2,370.00 | 2,370.00 |
| G-04900 | Oklahoma Center for Nonprofits | Professional Services | 100.00 | 100.00 |
| G-04901 | Steve Crawford | Programming Activities | 225.00 | 225.00 |

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|---------|--------------------------------|---------------------------|----------|-----------|
| G-04902 | Omniplex | Programming Activities | 150.00 | 150.00 |
| G-04903 | Dowell Parking Center | Parking & Transportation | 323.00 | 323.00 |
| G-04904 | Novalco, Inc | Maintenance of Facilities | 960.00 | 960.00 |
| G-04905 | The State Chamber | Memberships | 426.00 | 426.00 |
| G-04906 | Kevin Colwell | Mileage | 22.50 | 22.50 |
| G-04907 | Darlene S. Browers | Programming Activities | 102.52 | 102.52 |
| G-04908 | John Wood | Telephone Services | 50.00 | 50.00 |
| G-04909 | Office Depot Credit Plan | Supplies | 35.95 | |
| | | Supplies | 48.48 | |
| | | Programming Activities | 64.00 | 148.43 |
| G-04910 | Baker & Taylor Books | Materials | 808.28 | 808.28 |
| G-04911 | Baker & Taylor Entertainment | Materials | 1,899.56 | |
| | | Materials | 5,089.47 | 6,989.03 |
| G-04912 | Daniel Fields | Programming Activities | 51.59 | 51.59 |
| G-04913 | Manpower, Inc. | Salaries | 462.00 | |
| | | Salaries | 431.20 | 893.20 |
| G-04914 | Arts Council of Oklahoma City | Programming Activities | 6,025.00 | 6,025.00 |
| G-04915 | LaVetta Kinsey Dent | Travel Expenses | 239.63 | |
| | | Travel Expenses | 231.00 | 470.63 |
| G-04916 | Walmart Community | Other Commodities | 20.26 | |
| | | Supplies | 39.43 | 59.69 |
| G-04917 | Construction Building | Maintenance of Facilities | 1,090.95 | 1,090.95 |
| G-04918 | Barnum Plumbing, Inc. | Maintenance of Facilities | 246.25 | 246.25 |
| G-04919 | Reef Shop Warehouse | Maintenance of Facilities | 49.97 | 49.97 |
| G-04920 | University of Oklahoma Press | Materials | 51.56 | 51.56 |
| G-04921 | Imagination Promotional Group | Library-Related Services | 3,018.50 | 3,018.50 |
| G-04922 | Leadership Oklahoma City, Inc. | Memberships | 200.00 | |
| | | Memberships | 25.00 | 225.00 |
| G-04923 | Budget Box and Bag | Supplies | 107.50 | 107.50 |
| G-04924 | Star Lighting | Maintenance of Facilities | 19.00 | |
| | | Maintenance of Facilities | 106.94 | |
| | | Maintenance of Facilities | 7.66 | |
| | | Maintenance of Facilities | 361.82 | |
| | | Maintenance of Facilities | 24.88 | 520.30 |
| G-04925 | Susan H. Wood | Programming Activities | 250.00 | |
| | | Programming Activities | 285.00 | 535.00 |
| G-04926 | Weatherford Daily News | Subscriptions | 128.00 | 128.00 |
| G-04927 | AT&T | Telephone Services | 62.14 | 62.14 |
| G-04928 | Greater Oklahoma City | Memberships | 275.00 | |
| | | Programming Activities | 340.00 | 615.00 |
| G-04929 | Baker & Taylor Books | Materials | 565.10 | |
| | | Materials | 1,206.78 | |
| | | Materials | 4,028.35 | |
| | | Materials | 4,297.19 | |
| | | Materials | 4,258.76 | |
| | | Materials | 8,540.33 | |
| | | Materials | 2,400.66 | 25,297.17 |
| G-04930 | Baker & Taylor Books | Materials | 951.66 | |
| | | Materials | 6,591.75 | |
| | | Materials | 6,301.40 | |
| | | Materials | 2,490.40 | 16,335.21 |
| G-04931 | Baker & Taylor Books | Materials | 5,107.56 | 5,107.56 |

General Fund F.Y. 09-10

Warrant Register

May 2010

| Number | Vendor/Payee | Purpose | | Amount |
|---------|------------------------------|-----------------------------------|--------|-----------------|
| G-04932 | Kelly Dalrymple | Mileage | 6.75 | 6.75 |
| G-04933 | Jean Longo | Programming Activities | 127.09 | 127.09 |
| G-04934 | Mallory Weigl | Programming Activities` | 86.44 | 86.44 |
| G-04935 | Scholastic Book Fairs | Programming Supplies | 500.00 | 500.00 |
| G-04936 | Erika Sterling | Maintenance of Facilities | 120.00 | 120.00 |
| G-04937 | Stacy Schrank | Supplies | 115.96 | 115.96 |
| G-04938 | James E. Powell | Maintenance of Facilities | 450.00 | 450.00 |
| G-04939 | Baker & Taylor Entertainment | Materials | 775.03 | 775.03 |
| G-04940 | Provantage | Supplies | 978.13 | 978.13 |
| G-04941 | Mackin | Materials | 102.13 | 102.13 |
| G-04942 | JobDig/LinkUp | Library-Related Services | 200.00 | 200.00 |
| G-04943 | Shoplet | Supplies | 39.25 | |
| | | Supplies | 149.31 | |
| | | Supplies | 147.50 | |
| | | Supplies | 62.39 | |
| | | Supplies | 116.86 | 515.31 |
| | | Total of FY 09-10 Warrants Issued | | \$ 1,929,303.82 |

General Fund F.Y. 08-09

Warrant Register

May 2010

| Number | Vendor/Payee | Purpose | | Amount |
|---------------|--------------------------------|-----------------------------------|-----------|---------------|
| G-05858 | Atlas General Contractors, LLC | Capital Projects | 8,000.00 | |
| | | Capital Projects | 16,269.00 | 24,269.00 |
| | | Total of FY 08-09 Warrants Issued | | \$ 24,269.00 |

Special Funds

Warrant Register

May 2010

| Number | Vendor/Payee | Purpose | | Amount |
|---------|-------------------------------|---------------------------|-----------|-----------|
| S-15593 | Walter Wayne McEvilly | Programming | 350.00 | 350.00 |
| S-15594 | Debbie L. Wardworth | Lost & Paid Book Returned | 10.15 | 10.15 |
| S-15595 | Patricia Hocker | Lost & Paid Book Returned | 10.65 | 10.65 |
| S-15596 | Regina R. Houze | Lost & Paid Book Returned | 39.85 | 39.85 |
| S-15597 | Charity J. Hatfield | Lost & Paid Book Returned | 13.95 | 13.95 |
| S-15598 | Rebecca L. Roach | Lost & Paid Book Returned | 3.00 | 3.00 |
| S-15599 | Camille S. Butler | Lost & Paid Book Returned | 9.35 | 9.35 |
| S-15600 | Pamela C. Melton | Lost & Paid Book Returned | 3.00 | 3.00 |
| S-15601 | Bobby R. Alexander | Lost & Paid Book Returned | 23.95 | 23.95 |
| S-15602 | Sharnesha R. Scroggins | Lost & Paid Book Returned | 6.95 | 6.95 |
| S-15603 | BMI Systems Corp. | Copier Maintenance | 78.50 | |
| | | Copier Maintenance | 31.62 | |
| | | Copier Maintenance | 36.00 | |
| | | Copier Maintenance | 211.27 | |
| | | Copier Maintenance | 64.56 | |
| | | Copier Maintenance | 84.68 | |
| | | Copier Maintenance | 120.17 | |
| | | Copier Maintenance | 78.50 | |
| | | Copier Maintenance | 55.00 | |
| | | Copier Maintenance | 19.47 | 779.77 |
| S-15604 | Maria Smith | Programming | 150.00 | 150.00 |
| S-15605 | Susan Pierce | Programming Noon Tunes | 1,500.00 | 1,500.00 |
| S-15606 | Ingram Library Service | Materials | 18.58 | 18.58 |
| S-15607 | Baker & Taylor Entertainment | Materials | 21.56 | 21.56 |
| S-15608 | Baker & Taylor Books | Materials | 16.73 | 16.73 |
| S-15609 | Derek L. Solomon | Lost & Paid Book Returned | 25.00 | 25.00 |
| S-15610 | Deborah Z. Moaning | Lost & Paid Book Returned | 19.95 | 19.95 |
| S-15611 | Alyson N. Goforth | Lost & Paid Book Returned | 9.95 | 9.95 |
| S-15612 | Morgann N. Vernon | Lost & Paid Book Returned | 11.55 | 11.55 |
| S-15613 | Karen S. Jackson | Lost & Paid Book Returned | 4.00 | 4.00 |
| S-15614 | Megan Spradlin Maiga | Lost & Paid Book Returned | 3.00 | 3.00 |
| S-15615 | Cheria D. Phillips | Lost & Paid Book Returned | 12.00 | 12.00 |
| S-15616 | Southeastern Public Library | Replace Lost I L L Book | 72.98 | 72.98 |
| S-15617 | Jennifer F. Chughtai | Lost & Paid Book Returned | 3.00 | 3.00 |
| S-15618 | Stacy L. Williams | Lost & Paid Book Returned | 3.00 | 3.00 |
| S-15619 | Sharon A. Nolan | Lost & Paid Book Returned | 14.95 | 14.95 |
| S-15620 | Oral Roberts University | Replacement I L L Book | 50.00 | 50.00 |
| S-15621 | Tulsa City/County Library | Replacement I L L Book | 45.00 | 45.00 |
| S-15622 | Standley Systems | Copier Usage | 294.60 | |
| | | Copier Usage | 365.34 | 659.94 |
| S-15623 | Imagenation Promotional Group | Winter Readfest Give-away | 25.00 | 25.00 |
| S-15624 | Susan Pierce | Noon Tunes Programming | 504.00 | 504.00 |
| S-15625 | Metropolitan Library System | 09/Walmart/MWC | 26.80 | 26.80 |
| S-15626 | Sweat Equity Productions LLC | TV Advertisements | 15,000.00 | 15,000.00 |
| S-15627 | Imagenation Promotional Group | Winter Readfest Give away | 347.06 | 347.06 |
| S-15628 | Baker & Taylor Books | Materials | 75.65 | 75.65 |
| S-15629 | Jerry L. Vann | Lost & Paid Book Returned | 27.95 | 27.95 |
| S-15630 | Demetria C. Bonds | Lost & Paid Book Returned | 3.00 | 3.00 |
| S-15631 | Stanley L. Evans | Lost & Paid Book Returned | 3.00 | 3.00 |
| S-15632 | Danisha L. Blackman | Lost & Paid Book Returned | 19.95 | 19.95 |
| S-15633 | Jill D. Hartl | Lost & Paid Book Returned | 7.95 | 7.95 |
| S-15634 | William B. Starkey | Lost & Paid Book Returned | 3.00 | 3.00 |

Special Funds


Warrant Register

May 2010

| Number | Vendor/Payee | Purpose | | Amount |
|--|-----------------------------|---------------------------|------------|---------------|
| S-15635 | Raymond J. Slauf | Lost & Paid Book Returned | 3.00 | 3.00 |
| S-15636 | Anne K. Smith | Lost & Paid Book Returned | 17.99 | 17.99 |
| S-15637 | Oklahoma Tax Commission | State Sales Tax-Apr, 2010 | 59.05 | 59.05 |
| S-15638 | Texas Tech University | Book Replacement I L L | 125.00 | 125.00 |
| S-15639 | Jarrod M. Hoskins | Lost & Paid Book Returned | 15.95 | 15.95 |
| S-15640 | Oklahoma Tax Commission | State Sales Tax-Apr. 2010 | 708.14 | 708.14 |
| S-15641 | Hannelore A. Chan | Programming | 140.00 | 140.00 |
| S-15642 | Victoria S. Perkins | Lost & Paid Book Returned | 3.00 | 3.00 |
| S-15643 | Casey S. Miller | Lost & Paid Book Returned | 19.20 | 19.20 |
| S-15644 | Andrew Scott Meiser | Lost & Paid Book Returned | 15.00 | 15.00 |
| S-15645 | Patty D. Patterson | Lost & Paid Book Returned | 8.15 | 8.15 |
| S-15646 | Marjorie M. Wood | Lost & Paid Book Returned | 39.95 | 39.95 |
| S-15647 | Terrance D. Coulter | Lost & Paid Book Returned | 3.00 | 3.00 |
| S-15648 | Michael J. Hutchinson | Lost & Paid Book Returned | 12.95 | 12.95 |
| S-15649 | Mary J. Peters | Lost & Paid Book Returned | 18.95 | 18.95 |
| S-15650 | Metropolitan Library System | Transfer of Fines & Fees | 49,000.00 | 49,000.00 |
| S-15651 | Barnes & Noble, Inc. | Give Away Books | 681.57 | 681.57 |
| S-15652 | Kimberly Edwards | Teen Film Contest Prizes | 75.00 | 75.00 |
| S-15653 | Kathy C. Brown | Programming | 175.00 | 175.00 |
| S-15654 | Ad Specialties & More, Ltd. | Summer Reading Supplies | 6,000.00 | 6,000.00 |
| S-15655 | Metropolitan Library System | Service Cntr Construction | 225,000.00 | 225,000.00 |
| Total of Special Funds Warrants Issued | | | | \$ 302,056.07 |

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

6-8-10
Date

I, Lloyd Lovely, certify that:

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


Lloyd Lovely, Deputy Executive Director of Finance and Support

6-8-10
Date

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

DATE: May 20, 2010

TIME: 3:30 pm

MEETING PLACE: Village Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County November 20, 2009. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Village Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on May 17, 2010, in conformity with the Oklahoma Open Meeting Act §311.

Members

PRESENT:

Nancy Anthony
Ralph Bullard
Glenda Choate
Cynthia Friedemann
Margaret Graham
David Greenwell, Disbursing Agent
Deanna Hannah
Carolyn Leslie
Penny McCaleb
Tracy McGehee
Brenda Palmer
Kim Patterson
Hugh Rice
Jim Shonts
Judy Smith
Beth Toland
Ray Vaughn
Donna Morris, Executive Director
Secretary

EXCUSED:

Bose'Akadiri
Mick Cornett, Mayor of Oklahoma City
Fran Cory, Vice-Chair
Jose Jimenez
Tracy McDaniel
Lori Nelson
Mukesh Patel
Alyne Strube
Carolyn Willis, Chair
Greg Womack

Estimate of general public and staff attending: 18

- I.** The meeting was called to order at 3:33 p.m. by Mr. David Greenwell, Disbursing Agent.
- II.** Roll was called to establish a quorum. Present: Anthony, Choate, Friedemann, Graham, Greenwell, Hannah, Leslie, McCaleb, McGehee, Patterson, Rice, Shonts, Smith, Toland, Vaughn. (Arrived: Bullard, 3:39; Palmer, 3:42).
- III.** Mr. Greenwell welcomed and introduced the newest member to the Commission, Mrs. Carolyn Leslie. Mrs. Leslie was appointed by the City of Midwest City to fill the unexpired term of her husband Lee Alan's seat, who passed away in April.
- IV.** Mr. Greenwell introduced Mrs. LaVetta Dent, Manager of the Village Library. Mrs. Dent welcomed the commission and provided information on the current events at the Village Library.
- V.** Mr. Greenwell called for Presentation of Service Certificates for May 2010: Rena Gibson, Circulation Clerk, Ralph Ellison Library ~ 5 years of service.
- VI.** Mr. Greenwell called for comments from the general public. There were none.
- VII.** Mr. Greenwell presented the Consent Docket: Document #84 – Approval of Minutes of April 15, 2010 Meeting; Document #85 – Acceptance of Review of Expenditures for April 2010; Document #86 – Contract Awards and Purchases; Document #87– Request to Declare Equipment Surplus; Document #88 – Request for Transfer of Funds.

Mr. Greenwell called for a motion.

Mr. Ray Vaughn moved to accept the consent docket. Mrs. Beth Toland seconded. Questions and discussion followed. Motion passed unanimously.

- VIII.** Mr. Greenwell referred to Documents #89 & #90 – Minutes from the A & P Committee meetings, April 22, 2010 and May 12, 2010.

Mr. Greenwell stated no action is required from the commission. The minutes are attached for information purposes only. Mr. Hugh Rice, A & P Committee Chair provided a report from the committee. Questions and discussion followed.

- IX.** Mr. Greenwell referred to Special Presentations.

Mr. Greenwell recognized "Come Read with Me" volunteer Barbara Fitzwater for her work and dedication of reading to children over the past 4 years. Other volunteers who are recognized but unable to attend the meeting were; Ms. Patti Hall, Mrs. Carol Reynolds, and Ms. Vina Waswo.

Mr. Greenwell then called on Ms. Heidi Port, Volunteer Services Coordinator, to provide her Volunteer Appreciation presentation.

In Ms. Port provided an overview of volunteering throughout the system, detailing individual and group volunteers. Ms. Port provided information on the amount of hours worked and jobs done by MLS volunteers.

Ms. Port presented each Commission member with a volunteer appreciation packet and thanked them for their time and dedication to the library. She then screened a slideshow that detailed fun facts and information about each library in the Metropolitan Library System. Each commission member received a flash drive which included the slideshow presentation. Questions and discussion followed.

X. Mr. Greenwell called on Mrs. Donna Morris to present the Information Reports.

- ◆ Document #91 – MLS April 2010 Circulation Report.
- ◆ Document #92 – MLS April 2010 Computer Usage Report
- ◆ Document #93 – MLS April 2010 System Reserve Report

Questions and discussion followed.

XI. Mr. Greenwell called on Mrs. Morris to present the Executive Director's Report.

Mrs. Morris called on Lisa Wood and Dana Morrow, Outreach Services, to offer a brief description of this year's Summer Reading program. Ms. Wood detailed the 2010 Summer Reading program to the Commission, outlining the various programs and events planned for children and teens. Questions and discussion followed.

Mrs. Morris informed the Commission that MLS had received one of the two installments of state aid that the system receives from the Oklahoma Department of Libraries.

Mrs. Morris commented on volunteer work done by the Young Lawyers group of the Oklahoma Bar Association. The group did landscaping work/clean up at the Belle Isle Library as part of Law Day.

XII. Mr. Greenwell called for comments from Commissioners.

XIII. The next Commission meeting will be held at the Downtown Library on June 17, 2010.

There being no further business, the meeting was adjourned at 4:20 pm.



Donna Morris, Executive Director
(Secretary)

CONTRACT AWARDS AND PURCHASES

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

ITEM A: ANNUAL REVIEW OF SUPPLY AND SERVICE CONTRACTS

The Library's purchasing policy requires that supply and service contract 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.

| Contractor | Supply/Service | Award Date | Estimated Annual Cost | Account # |
|-------------------------|--|----------------------|------------------------------|------------------|
| PureService | Janitorial & Pest Control for 18 Library Locations | 4/20/06 doc #85B | \$453,510 | 207 |
| Demco | Durafold Book Jacket Covers & In-Processing Supplies | Sole Source | \$52,000 | 303 |
| Southwest Paper | Georgia Pacific Janitorial Products | 5/21/09 Doc #91F | \$40,000 | 310 |
| Southwestern Stationary | Printing of Library's <i>info</i> Magazine | 4/16/09 Doc #84A | \$53,000 | 301 |
| Myers Landscaping | Lawn & Flowerbed Maintenance | 3/19/09 Doc #77B | \$30,000 | 208 |
| Hewlett Packard | NonStop Software License Fee & Hardware Maintenance | Sole Source | \$65,000 | 231 |
| Chickasaw | Cisco Network & Telephone Equipment & Maintenance | State Contract | \$30,000 | 231 |
| Bayscan | RFID Tags | 11/19/09 Doc #30E | \$48,000 | 303 |

RECOMMENDATION

That the Commission approve the renewal of the above Contracts for the Fiscal Year 2010-2011. Funding for these contracts will to made available in the FY 2010-11 budget.

CONTRACT AWARDS AND PURCHASES
(Cont'd)

ITEM B: REMOVABLE, ADHESIVE LABELS

Provided for in the annual budget is the request for removable adhesive for the Library's system reserve process.

Specifications were prepared and bids were let for 18 days and were advertised for two days (May 11 and 13, 2010) in ***The Oklahoman***. Bids were also sent to six prospective vendors.

A pre-bid conference was held at the Downtown Library on May 18, 2010. One vendor attended.

Bids were received and publicly opened on Thursday, May 27, 2010. Three vendors responded.

| Vendors | Cost per Thousand |
|---------------------|--------------------------|
| Marpro Labels | \$11.00 |
| Label Design | \$15.45 |
| Shamrock Scientific | \$21.90 |

Marpro Label is located in Oklahoma City, Oklahoma. The other two vendors are located out of state. All vendors meet specifications.

The Information Technology Department wishes to purchase one million labels. Marpro Labels is the best and lowest bidder for a total cost of \$11,000.00.

RECOMMENDATION:

That the Commission award the contract for one million removable labels to Marpro Labels for the amount of \$11,000.00. Adequate funding for this purchase is available in the FY 2009-10 budget, account 303.

CONTRACT AWARDS AND PURCHASES
(Cont'd)

ITEM C: LAPTOP COMPUTERS

Provided for in the FY2009-10 budget is the request for laptop computers. These laptops will be used to replace computers normally scheduled for replacement in our technology replacement plan. At this time, laptops are only used by library staff. They are used for RFID shelf management, staff training, and classes held for the public.

There are now two state contracts on computers. The State of Oklahoma still participates in the Western States Contracting Alliance for computers under State Contract #SW206. There is also a separate Dell State Contract #SW207. The Library's purchasing policy allows the Library to purchase off of any state contract.

Hewlett-Packard and Dell both participate in the State Contract pricing. The Library's specification for computers was developed and this specification was then priced with each vendor's state contract price. The table below shows the results:

| Laptop Computers | |
|-------------------------|-------------------|
| Vendor | Price Each |
| Dell | \$1243.48 |
| Hewlett-Packard | \$1350.00 |

The Information Technology Department wishes to purchase 18 of the Dell laptop computers.

RECOMMENDATION:

That the Commission approve the purchase of 18 laptop computers to Dell in the amount of \$22,382.64. Funding for the purchase is provided for in the FY2009-10 budget, account 410.

CONTRACT AWARDS AND PURCHASES
(Cont'd)

ITEM D: SERVER COMPUTERS

Provided for in the FY2009-10 budget is the request for replacement servers. These new servers will be used to replace servers normally scheduled for replacement in our technology replacement plan. Servers are used for managing the network, web services and file servers.

There is a state contract on computers that also includes servers. The State of Oklahoma participates in the Western States Contracting Alliance for computers under State Contract #SW206. The Library's purchasing policy allows the Library to purchase off of any state contract.

Dell participates in the State Contract pricing and has the best prices on servers. The Library's specification for servers was developed and priced with Dell's state contract pricing. The table below shows the Dell state contract price:

| PowerEdge Servers | |
|--------------------------|-------------------|
| Vendor | Price Each |
| Dell | \$5545.61 |

The Information Technology Department wishes to purchase three Dell PowerEdge Servers.

RECOMMENDATION:

That the Commission approve the purchase of three servers from Dell in the amount of \$16,636.83. Funding for the purchase is provided for in the FY2009-10 budget, account 410.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM E: 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 third annual renewal.

Sabre Technologies is requesting a renewal of the contract awarded June 18, 2009, Document #99, at the same terms and conditions of the original contract award. This will be the final renewal of this contract.

LaserJet Toner Cartridges for Various Models

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

LaserJet Toner Cartridges for the Model HPCP3505DN Color Printer

| Vendor | HP Printer HPQ6470A | HP Printer HPQ7581A | HP Printer HPQ7582A | HP Printer HPQ7583A |
|---------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Sabre Technologies | \$112.00 | \$144.00 | \$144.00 | \$144.00 |

LaserJet Toner Cartridges for the Model HPCP4005N Color Printer

| Vendor | HP Printer HPCB400A | HP Printer HPCB401A | HP Printer HPCB402A | HP Printer HPCB403A |
|---------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Sabre Technologies | \$137.00 | \$202.00 | \$202.00 | \$202.00 |

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 2010-11 budget, account 303.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM F: 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.

Xpedx is requesting a renewal of the contract awarded June 18, 2009, Document #99, at the same terms and conditions of the original contract award. This will be the third fiscal year for the contract. This will be the final renewal of this contract.

| Vendor | 8 ½"x 11" Letter |
|---------------|-------------------------|
| Xpedx | \$34.15 per case |

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 2010-2011 budget, account 303.

CONTRACT AWARDS AND PURCHASES
(Cont'd)

ITEM G: ARCHITECTURAL CONTRACT FOR CAPITOL HILL LIBRARY

The Library wishes to obtain a facility analysis and location options for the Capitol Hill Library. The design team for this service will analyze the existing building to determine the extent of improvements, upgrades and repairs needed at the old Capitol Hill Library structure.

The design team will create conceptual design layouts and will develop a budget for each option. The design team will also consider a new facility and required parking.

Studio Architecture has been selected to perform this analysis. Studio Architecture has performed services for the Library on past projects. Studio Architecture was selected for this work under Oklahoma City "Contract for General Architectural/Engineering Consulting Services" dated July 7, 2009, which defined the procedures under which this work will be performed.

Studio Architecture will perform the facility analysis of the Capitol Hill Library for an amount of \$21,650.00.

RECOMMENDATION:

That the Commission award the Professional Service contract to Studio Architecture for the Facility Analysis of the Capitol Hill Library in the amount of \$21,650.00. Funding for this service is provided for in the Fiscal Year budget 2009-10, account 450.

**METROPOLITAN LIBRARY SYSTEM
TRANSFER OF FUNDS**

From time to time, the administration has to request transfer of funds between accounts to reconcile budget fluctuations during a fiscal year.

Additional Appropriations

| | | <u>Additional Needed</u> | <u>Account's New Total</u> |
|-------------|------------------------|------------------------------|--------------------------------|
| Account 207 | Janitorial Services | \$20,000.00 | \$438,925.00 |
| Account 220 | Trigen Energy Services | \$15,000.00 | \$204,998.00 |

Canceled Appropriations

| | | <u>Amount Canceled</u> | <u>Account's New Total</u> |
|-------------|--------------------|----------------------------|--------------------------------|
| Account 216 | Telephone Services | \$35,000.00 | \$229,763.00 |

These budget transfers will cover the Library's higher use of Trigen Energy for the Downtown Library Building; and will cover a rate increase in the Janitorial Services which were not adequately budgeted.

With another year of E-rate approval for the telephone services, we can afford to move the budget dollars from that account.

Commission Action

That the Library Commission approve the transfer of funds as requested above.

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

LONG-RANGE PLANNING COMMITTEE

MINUTES

DATE: Wednesday, May 12, 2010 TIME: 3:30 PM
MEETING PLACE: Village Library
10307 N. Penn
The Village, OK 73120
(405) 755-0710

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, April 26, 2010. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Village Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on May 10, 2010, in conformity with the Oklahoma Open Meeting Act.

COMMITTEE MEMBERS PRESENT:

Penny McCaleb, Chair
Glenda Choate
Deanna Hannah
Tracy McGehee
Alyne Strube
Beth Toland

COMMITTEE MEMBERS EXCUSED:

Tracy McDaniel

COMMISSION MEMBERS PRESENT:

Donna Morris, Executive Director
Judy Smith

ESTIMATE OF OTHERS PRESENT: 7

I. The meeting was called to order at 3:31 p.m. by Mrs. Penny McCaleb, Chair.

Roll was called to establish a quorum. Present: Choate, Strube, Toland, McCaleb (Arrived: Hannah, 3:33).

II. Mrs. McCaleb referred to the Discussion, Consideration, and Possible Action: Update and Review of Strategic Plan – Kay Bauman, Deputy Executive Director/Library Operations.

Mrs. Bauman provided an update on the current 5 year strategic plan, which was implemented in 2007 and goes through 2012. A baseline telephone survey was conducted by the OU Opinion Poll at the beginning of the Strategic Plan. This year a mid-point survey will be conducted, using the same questions. By conducting a mid-point survey, adjustments can be made where needed and then at the conclusion of the Strategic Plan another survey will be conducted to see how the library system has done overall. Questions and Discussion followed.

III. Mrs. McCaleb referred to the Discussion, Consideration, and Possible Action: Update and Review of Capital Projects.

Mrs. McCaleb called on Mrs. Donna Morris, Executive Director to report on the status of the Current Capital Projects.

NORTHWEST LIBRARY

Mrs. Morris stated construction has begun for the future Northwest Library. Construction dollars for this project have been approved previously in the FY 2009-2010 budget. The FY 2010-2011 budget will include dollars needed for furniture and equipment as well as initial operating costs as the hiring process for the new library will begin. Additional dollars will be needed in the 2011-2012 budget; however, the specifics have not been identified yet.

SOUTHERN OAKS

Mrs. Morris stated the architects for the Southern Oaks project are in the final phases of the design process. The FY 2010-2011 budget includes dollars for the temporary location, which has not been identified as of yet. Mrs. Morris stated the architects for the Southern Oaks project will be making a presentation to the commission in the near future.

Mrs. Morris referred to Mr. Todd Olberding, Director of Construction Management to provide information on the Future Funded Projects as well as Anticipated Projects.

DEL CITY LIBRARY – FUTURE FUNDED PROJECTS

The City of Del City has hired an architect to work with them to make some improvements to the Community Center where the library is housed. The first design meeting has taken place and the second one is expected to take place within the next month. Currently the only library portion of the project included is to make the library restrooms ADA compliant. Library staff has entered into discussions with the city to explore the possibility of additional improvements being included with shared dollars from Del City and the library system. Del City and the architect have been responsive to these discussions. Administration is asking the Long-Range Planning Committee recommend to the Finance Committee that funds to support the Del City Library renovation be included in the 2010-2011 budget. MLS has carried \$464,715 for this work since 1999 in the Capital Project Reserves and is asking the Finance committee to add \$223,175 to cover inflation since 1999, which will provide a total of \$688,000 to be allotted for the project. The final distribution of dollars will be presented to the commission for approval.

CAPITOL HILL LIBRARY – FUTURE FUNDED PROJECTS

The 2000 and 2007 OKC GO bond provided funding for renovation of the Capitol Hill Library. The City has hired Studio Architects to assess the existing facility to see whether we should renovate the current building or whether we need to look at vacant land and build a new library for the Capitol Hill Library. The City is going to require that the library system have adequate parking for the Capitol Hill Library, which it currently does not have. Once the assessment is complete the City and the library system will begin preparations to select an architectural firm for the project. It is expected that the selection of the architect for the project should begin in early 2011 with construction beginning in 2012.

BELLE ISLE LIBRARY – FUTURE FUNDED PROJECTS

Mr. Olberding briefly reviewed the specifics for the renovation needs of the Belle Isle Library, which also was part of the 2007 OKC GO bond. Questions and discussion followed. The design work was originally expected to begin in 2011 with construction beginning in 2012. It now appears that the design work will possibly begin in 2012 with construction beginning in 2013.

JONES LIBRARY – ANTICIPATED PROJECT

Mr. Olberding provided a history of the Jones Library, which currently is the only MLS facility that is not owned by the local municipality and does not reside on city owned property. Discussions have been ongoing with the City for several years. A couple of months ago some land was offered by BankFirst, for the purpose of a new library in Jones. The land is located on Hiawasse and Britton Road. Mrs. Morris and Mr. Olberding attended a Jones City Council meeting and provided a preliminary estimate of what the construction for a 2250 sq ft building would cost. The City Council was very excited about the prospect and want to move forward. The next steps will be for the City to work with BankFirst to secure a commitment regarding the donation of the land to the city for a library and then to provide a written request to the Commission from the City of Jones detailing the donation and their desire to construct a library.

Administration is asking the Long-Range Planning Committee recommend to the Finance Committee that funds to support a future Jones City Library be provided from the funds available in the Future Capital Improvements budget in the amount of \$438,000.00. Questions and discussion followed.

EDMOND LIBRARY – FUTURE NEEDS

Mr. Olberding stated discussion continues with the City of Edmond regarding a future 2nd library in Edmond. The City of Edmond still remains committed to a 2nd library, although the source of funding is still unclear. MLS is expecting a letter from the City of Edmond stating their commitment to the project. The 2010-2011 budget will continue to carry funding for this anticipated future project in the Capital Projects Reserve.

BETHANY LIBRARY – FUTURE NEEDS

Mr. Olberding provided information on the future improvement needs for Bethany Library. The project was originally envisioned by MLS in 1999 and since that time funds for MLS' portion of the work have been carried in the Capital Project Reserve account. While the source of funding of this by Bethany is unclear, the 2010-2011 budget will continue to carry funding for this project in the Capital Project Reserve.

VILLAGE LIBRARY – FUTURE NEEDS

The Village Library also needs more space. MLS set aside funding for some of this work in 1999. Recent conversations with the Village Friends, staff and customers prove that interest in this

project remains strong. While the source of funding of this by The Village is not clear, the 2010-2011 budget will continue to set aside funding for this project in the Capital Project Reserve account.

WARR ACRES – FUTURE NEEDS

MLS also set aside funding for this work in 1999. The source of funding for this project by Warr Acres is unclear, however, MLS will continue to set aside funding for this project in the 2010-2011 budget.

Questions and Discussion followed.

Mrs. McCaleb called for the motions from the committee.

Mrs. Deanna Hannah moved to recommend to the Finance Committee that funds to support the Del City Library renovation be increased with funds available in the Future Capital Improvements budget. Mrs. Beth Toland seconded. No Further Discussion. Motion passed unanimously.

Mrs. Beth Toland moved to recommend to the Finance Committee that funds to support a future Jones City Library be provided from the funds available in the Future Capital Improvements budget. Mrs. Glenda Choate seconded. No Further Discussion. Motion passed unanimously.

IV. No further business, Mrs. McCaleb adjourned the meeting at 4:28 p.m.

Donna Morris, Executive Director
(Secretary)

REPORT AND RECOMMENDATION FROM THE A & P COMMITTEE

The Administrative & Personnel Committee met May 26, 2010 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 June 2, 2010.

Minutes of the May 26, 2010, 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:

To approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to, SH 110, Salary Administration.

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

DATE: Wednesday, May 26, 2010 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 20, 2010. 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 24, 2010, in conformity with the Oklahoma Open Meeting Act

COMMITTEE MEMBERS PRESENT:

Ralph Bullard
Cynthia Friedemann
Judy Smith
Hugh Rice, Chair

COMMITTEE MEMBERS EXCUSED:

Bose' Akadiri
Mukesh Patel

OTHERS PRESENT:

Carolyn Willis, Commission Chair

ESTIMATE OF OTHERS PRESENT: 6

I. The meeting was called to order at 3:24 p.m. by Mr. Hugh Rice, Chair.

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

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

Mr. Ric Rea, Director of Human Resources, reviewed the recommendations from Administration relating to compensation. Administration analyzed all the data available and is proposing a 0-3% merit increase and a 4% market adjustment. A new appraisal system was initiated February 1st. The data from the new appraisal system to date shows an average merit increase of 2.35%. Mr. Rea added there are currently 69 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 annual bonus equal to three-fourths of the applicable performance award increase percentage of annual base pay. Questions and Discussion followed. Mr. Rice suggested, for clarification purposes, that a chart be provided to the commission listing two examples; one of an employee who is at the max of their salary range and one of an employee who is not at the max in salary range and include a scenario of how the performance awards would work for each example. *(The chart requested by Mr. Rice has been attached to these minutes.)*

Mr. Ralph Bullard asked how often the salary levels for each position are evaluated. Mr. Rea stated Administration compares salaries of librarians with other libraries of comparable size. Included in the information provided was a salary comparison for the Metropolitan Library System, Pioneer Multi-County Library System, Tulsa City County Library System, and Oklahoma Department of Libraries. MLS currently leads the state in the minimum starting salary for a librarian position. In 1994, the A & P Committee stated as a goal that it was desirable to be the leader in-state among the four major public library employers and to be 4 to 5% above the regional average. A salary survey was also conducted by Public Sector Personnel Consultants, Inc. for the City of El Paso, Texas in which our library system participated as a respondent. Information was gathered from eight library systems. The results of the survey did not show the minimum and maximum of the salary range, but did show the midpoint range. With those findings MLS was approximately 12% below the highest and approximately 15% above the lowest. However, a compensation study done by an outside consulting firm needs to be done in the near future. One was done about a year ago and the results were not acceptable; the methodology in the study appeared to be flawed. Questions and Discussion followed.

Mrs. Cynthia Friedemann expressed her concerns with approving raises for library system employees while many of the state and city entities in the public realm are having layoffs and cutbacks due to budget shortages. Mrs. Morris explained that is one of the reasons why Mr. Lloyd Lovely presented a budget overview at the commission meeting in April. It is important to understand that the revenue we have coming in is very different from the ones that City or State entities have. She also added that the library system is very conservative when it comes to adding new positions, for example this year's budget consists of only one new full time position. The library system has seen its share of difficult times financially where hours had to be reduced and raises were not given. The library system has been fortunate to have great commissioners who set aside dollars in reserve funds that we did not have before when we had layoffs and reduction in services. Mrs. Judy Smith asked how the market adjustment and performance award recommendation will offset the increases in

health insurance. Mr. Rea stated that question will be answered during the benefits portion of the report. Questions and Discussion followed.

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

Mrs. Hoffman reviewed the individual reports and provided a brief summary of the Plan performance. The library system has not had a good plan year. To date, paid medical claims have increased 24% over last year. We have had five individuals this year exceed \$55,000.00 in claims, compared to three individuals last year. Questions and Discussion followed. Mrs. Hoffman reviewed the recommended changes to the self-funded benefit plan and the recommended changes to the prescription drug benefit. She also explained the recommendation of implementing a disease management program through WellNet Interactive. Mrs. Hoffman referred to the anticipated self-funded medical, dental, and prescription plan premiums for fiscal year 2010-2011. The rates overall reflect a 15% rate increase to the library system and the members. Referring back to the previous question on whether or not the recommended market adjustment would offset the increases in health insurance, Mr. Rea stated that it would not cover the increase in the premium for family coverage for the library system's lowest paid group of full time employees. Those employees would still be out an additional \$58.74 in premiums. Questions and Discussion followed.

Administration requests that the A & P Committee recommend to the Finance Committee for inclusion in the FY 2010-2011 Budget the following recommendations regarding Salaries and Benefits:

Salaries

A merit increase schedule of from 0% to 3%, effective July 1, 2010.

A market adjustment of 4% for all employees, effective with the beginning of the pay period that includes January 1, 2011.

Benefits

- A.** Acceptance of the plan change recommendations for the self-funded Employee Benefit Plan and Flexible Benefits Plan. (See
- B.** Acceptance of the Stop Loss coverage for the Employee Benefit Plan through HCC Life Insurance Company on a Paid contract basis with an increase in the individual Specific Deductible level to \$60,000
- C.** Acceptance of a 4.15% premium increase for the fully-insured Organ Transplant policy through Chartis.
- D.** Acceptance of a \$0.25 PEPM (per employee per month) increase in the Utilization Review fee.
- E.** Acceptance of a \$0.15 PEPM increase in the PPO access fee for First Health PPO Network.
- F.** Acceptance of a \$5.00 PEPM fee for Disease Management services through WellNet Interactive

- G.** Acceptance of the employee Benefit Plan premium costs reflecting a 15% increase* to the Library System and participants after applying a portion of the available fund balance. (No change in the current cost sharing formula.)

Mrs. Smith moved to recommend that the Finance committee incorporate the funds for the said recommendations into the FY 2010-11 budget and that the Commission, by approval of the estimate of needs, approve the plan changes in accordance with the funding level. Mrs. Friedemann seconded. No further discussion. Motion passed unanimously.

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

Mrs. Morris explained the revisions to the Policy and Procedure Manual. The change is necessary because all part-time employees are now evaluated with the new performance appraisal system that is used for all employee evaluations. Previously they were evaluated using a different method with different procedures for performance awards.

Mr. Rice called for a motion.

Mr. Bullard moved to approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual, revisions to SH110 Salary Administration. Mrs. Smith seconded. No further discussion. Motion passed unanimously.

- IV.** Mrs. Rice called for any further questions or comments. There were none. The meeting was adjourned at 4:43 p.m.

Donna Morris,
Executive Director
(Secretary)

Performance Appraisal Simplified Bonus Calculation Illustration

| Year | Librarian A | | | Librarian B | | |
|------|--------------------|--|-------------------|--------------------|--|-------------------|
| | Annual Base Salary | Base Salary Increase (Performance Award) | Performance Bonus | Annual Base Salary | Base Salary Increase (Performance Award) | Performance Bonus |
| 2005 | \$48,393 | \$1,210 | | \$53,417 | \$1,287 | \$36 |
| 2006 | \$49,603 | \$1,240 | | \$54,704 | \$0 | \$1,026 |
| 2007 | \$50,843 | \$1,271 | | \$54,704 | \$0 | \$1,026 |
| 2008 | \$52,114 | \$1,303 | | \$54,704 | \$0 | \$1,026 |
| 2009 | \$53,417 | \$1,287 | \$36 | \$54,704 | \$0 | \$1,026 |
| 2010 | \$54,704 | \$0 | \$1,026 | \$54,704 | \$0 | \$1,026 |

Assumptions:

1. In the year 2005, two hypothetical Librarians are assumed. **Librarian A** with 10 years service and **Librarian B** with 15 years service.
2. The FY10 compensation schedule was used for years 2005 through 2010. Market adjustments are assumed to be 0% for each year because otherwise they add too much complexity to understanding the concept.
3. Librarians are paid on grade 56 which has a starting salary of \$38,750 and the end-of-range is \$54,704.
4. It is assumed that both librarians performance rating award alternated year to year from 2% to 3%, so an average of 2.5% was used each year for the calculation.
5. Once the end-of-range is attained a bonus is paid in lieu of an annual pay increase. The bonus in this example is calculated as **bonus amount** = 75% x (2.5% x **base pay**).

REPORT AND RECOMMENDATIONS FROM FINANCE COMMITTEE

The Finance Committee met June 2, 2010, for:

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

- I. Discussion, Consideration, and Possible Action: Report and Recommendations from Long-Range Planning Committee meeting May 12, 2010
- II. Discussion, Consideration, and Possible Action: Report and Recommendations from Administrative & Personnel Committee meeting May 26, 2010
- III. Discussion, Consideration, and Possible Action: Report and Recommendations from Administration
 - MLC FY 2010-2011 Preliminary Budget

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 20010-11.

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

FINANCE COMMITTEE

MINUTES

DATE: Wednesday, June 2, 2010 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 27, 2010. 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 28, 2010, in conformity with the Oklahoma Open Meeting Act.

COMMITTEE MEMBERS PRESENT:

David Greenwell, Chair
Nancy Anthony
Jim Shots
Greg Womack

COMMITTEE MEMBERS EXCUSED:

Fran Cory

COMMISSION MEMBERS PRESENT:

Donna Morris, Executive Director
Carolyn Willis, Commission Chair

ESTIMATE OF OTHERS PRESENT: 11

I. The meeting was called to order at 3:44 p.m. by Mrs. Donna Morris, Executive Director.

Roll was called to establish a quorum. Present: Anthony, Shonts, Womack (Arrived: Greenwell, 4:08).

II. Mrs. Morris referred to the recommendations from the Long-Range Planning Committee meeting held on May 12, 2010 and the Administrative & Personnel Committee meeting held on May 28, 2010. She reported those recommendations have been incorporated in the preliminary budget and would be approved upon approval of the preliminary budget. She called for any particular questions relating to the recommendations from either committee. Questions and discussion followed.

Mrs. Nancy Anthony referred to the recommendation of a 4% market adjustment from the A & P Committee and questioned what the status is on doing a market study. Mrs. Morris stated included in the preliminary budget are dollars to do a full compensation and classification study. Librarian position salaries have been compared to Pioneer, Tulsa City-County, and Oklahoma Department of Libraries as they have been in years past and those finding are included in the Administrative and Personnel Committee Report. Also, with the increase of health insurance costs this year, there will be some employees within the lower salary ranges, with family coverage, who, even with the 4% market adjustment, will still have a decrease in pay. Questions and discussion followed.

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

Mr. Lovely referred to page 1-3 of the FY2010-11 Preliminary Budget. The Library has taken a conservative approach this year in the preliminary budget and is estimating a zero percent increase in ad valorem taxes. Mr. Lovely will adjust the amount for the final budget, once he receives the final assessment numbers from the county in early August 2010. 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 2010-11 proposed budget is \$55,800,299.

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

- \$ 30,762,409 for the operating budget
- \$ 6,353,848 for capital projects
- \$ 18,684,042 for reserves

The operating budget is an increase of \$2,134,985, or 7.46%, from last year's budget.

Mr. Lovely referred to page 2-4, Budget and Actual Comparisons, and reviewed the comparisons for FY 2010-11 and 2009-10. He explained the proposed Salaries, Wages & Benefits costs which reflect an 11% increase over last fiscal year. Approximately 4% of the increase is attributable to this fiscal year having 27 paydays instead of the normal 26 paydays. The library system has been preparing and budgeting for the extra payday and \$540,000 of this expense had already been reserved in the Capital Reserves account. Mr. Lovely explained the increase of \$117,000 for Account 213 – Professional Services. That increase is primarily because of the proposed classification and compensation study of employee pay and benefits, which was discussed earlier, and is estimated to cost \$80,000. The library's audit fees have also doubled and are estimated to cost \$37,800.00 this year. Questions and Discussion followed. Books

and materials show another large increase this year. The increase of \$211,000.00 reflects the increased processing ability at the new Service Center. The Furniture, Fixtures and Equipment, Acct # 408 – decreased by almost \$600,000.00, primarily because there are no major renovations or expansions planned to open in this fiscal year. Lastly, Mr. Lovely highlighted the Capital Projects which are budgeted significantly higher than last year, primarily because most of last year's projects have been delayed and their corresponding budget dollars have been moved into this new budget year. Discussion followed.

Mr. Lovely referred to page 3-5, Schedule of Cash Reserve. The proposed preliminary budget calls for a decrease of \$586,277 to cash reserves, for an ending balance of \$18,684,043. Mr. Lovely reviewed the current identified improvements in the capital projects reserve. Questions and Discussion followed.

IV. Mr. Greenwell called for a motion on the FY 2010-11 Preliminary Budget.

Mrs. Anthony moved to approve the MLS FY 2010-11 Preliminary Budget as presented. Mr. Greg Womack seconded. No further discussion. Motion passed unanimously.

V. There being no further business, Mr. Greenwell adjourned the meeting at 4:38 p.m.

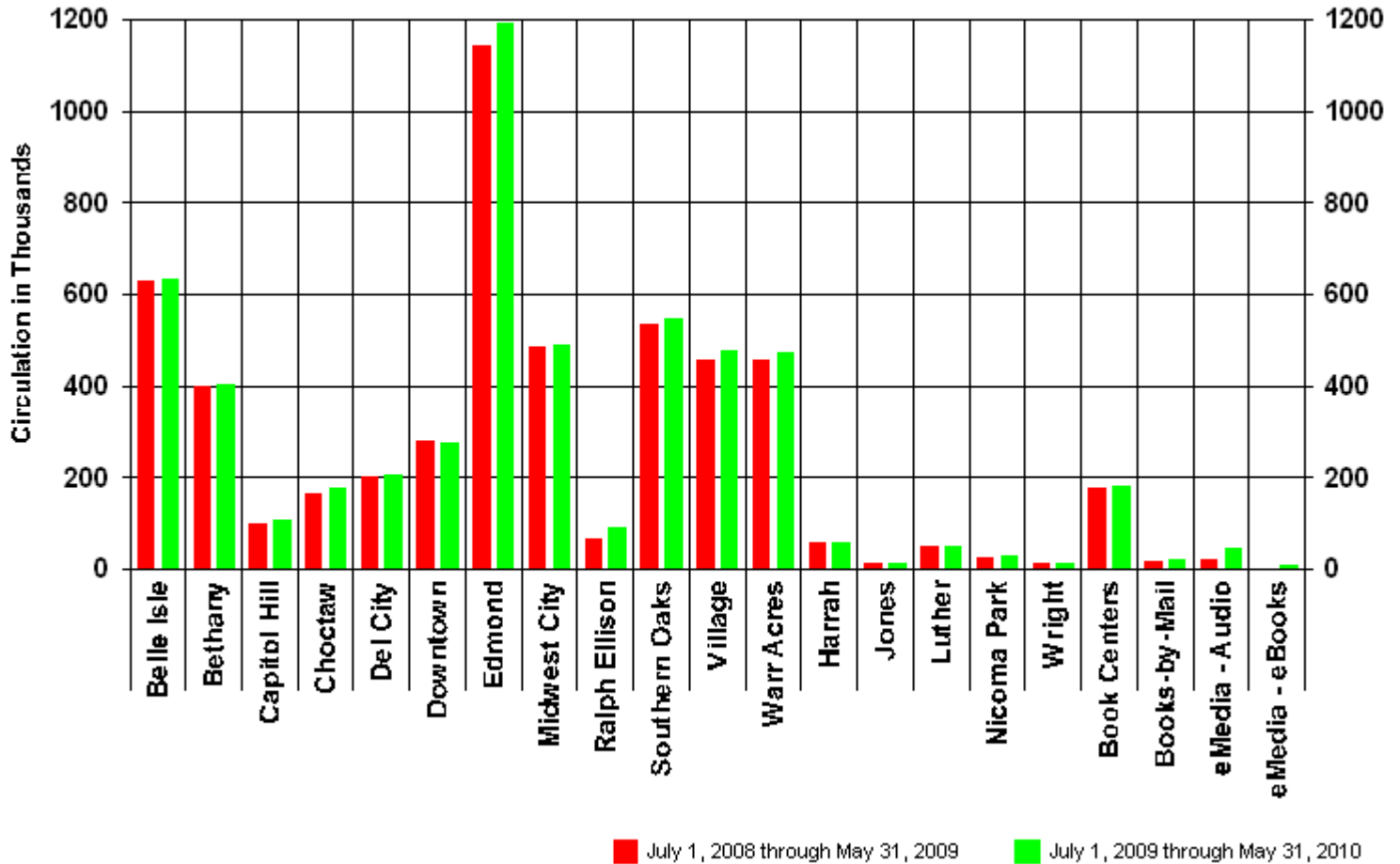
Donna Morris, Executive Director
(Secretary)

Preliminary Budget
FY 2010 – 2011
(July 1, 2010 to June 30, 2011)

Please remember to bring your
FY 2010-11 Preliminary Budget Binder
to Commission meeting June 17, 2010

Circulation Gains and Losses

July 1, 2009 through May 31, 2010 (91.67% of the 09-10 Fiscal Year)



Circulation Gains and Losses

July 1, 2009 through May 31, 2010 (91.67% of the 09-10 Fiscal Year)

| MAY 31, 2010 | | <u>ADULT</u> <u>MONTH</u> | <u>ADULT</u> <u>YEAR</u> | <u>JUVENILE</u> <u>MONTH</u> | <u>JUVENILE</u> <u>YEAR</u> | <u>TOTAL</u> <u>MONTH</u> | <u>TOTAL</u> <u>YEAR</u> | <u>%</u> |
|---------------------|----|--------------------------------------|-------------------------------------|---|--|--------------------------------------|-------------------------------------|-----------------|
| Belle Isle | 09 | 44060 | 479240 | 12107 | 148546 | 56167 | 627786 | |
| | 10 | 41557 | 485324 | 11820 | 146586 | 53377 | 631910 | |
| | | -2503 | 6084 | -287 | -1960 | -2790 | 4124 | .7 |
| Bethany | 09 | 26022 | 278259 | 10922 | 120801 | 36944 | 399060 | |
| | 10 | 24493 | 281954 | 9864 | 119248 | 34357 | 401202 | |
| | | -1529 | 3695 | -1058 | -1553 | -2587 | 2142 | .5 |
| Capitol Hill | 09 | 7098 | 71929 | 2523 | 27387 | 9621 | 99316 | |
| | 10 | 6196 | 73948 | 2845 | 32287 | 9041 | 106235 | |
| | | -902 | 2019 | 322 | 4900 | -580 | 6919 | 7.0 |
| Choctaw | 09 | 9356 | 103680 | 5428 | 62721 | 14784 | 166401 | |
| | 10 | 10124 | 114897 | 5130 | 63122 | 15254 | 178019 | |
| | | 768 | 11217 | -298 | 401 | 470 | 11618 | 7.0 |
| Del City | 09 | 14146 | 140951 | 5308 | 59765 | 19454 | 200716 | |
| | 10 | 12806 | 145806 | 4591 | 58600 | 17397 | 204406 | |
| | | -1340 | 4855 | -717 | -1165 | -2057 | 3690 | 1.8 |
| Downtown | 09 | 19824 | 218557 | 5077 | 60114 | 24901 | 278671 | |
| | 10 | 18351 | 208637 | 4774 | 65155 | 23125 | 273792 | |
| | | -1473 | -9920 | -303 | 5041 | -1776 | -4879 | -1.8 |
| Edmond | 09 | 63659 | 672521 | 42452 | 471767 | 106111 | 1144288 | |
| | 10 | 60664 | 700571 | 40451 | 491488 | 101115 | 1192059 | |
| | | -2995 | 28050 | -2001 | 19721 | -4996 | 47771 | 4.2 |
| Midwest City | 09 | 31263 | 347346 | 11649 | 138868 | 42912 | 486214 | |
| | 10 | 31291 | 353871 | 11381 | 133649 | 42672 | 487520 | |
| | | 28 | 6525 | -268 | -5219 | -240 | 1306 | .3 |
| Ralph Ellison | 09 | 5518 | 51392 | 1425 | 16072 | 6943 | 67464 | |
| | 10 | 7017 | 70835 | 2017 | 21773 | 9034 | 92608 | |
| | | 1499 | 19443 | 592 | 5701 | 2091 | 25144 | 37.3 |
| Southern Oaks | 09 | 35368 | 395371 | 11305 | 137873 | 46673 | 533244 | |
| | 10 | 35707 | 405035 | 11074 | 143159 | 46781 | 548194 | |
| | | 339 | 9664 | -231 | 5286 | 108 | 14950 | 2.8 |
| Village | 09 | 30840 | 315876 | 12562 | 139807 | 43402 | 455683 | |
| | 10 | 29932 | 337117 | 11301 | 138059 | 41233 | 475176 | |
| | | -908 | 21241 | -1261 | -1748 | -2169 | 19493 | 4.3 |
| Warr Acres | 09 | 29844 | 316905 | 12268 | 141344 | 42112 | 458249 | |
| | 10 | 30014 | 336024 | 10620 | 135162 | 40634 | 471186 | |
| | | 170 | 19119 | -1648 | -6182 | -1478 | 12937 | 2.8 |

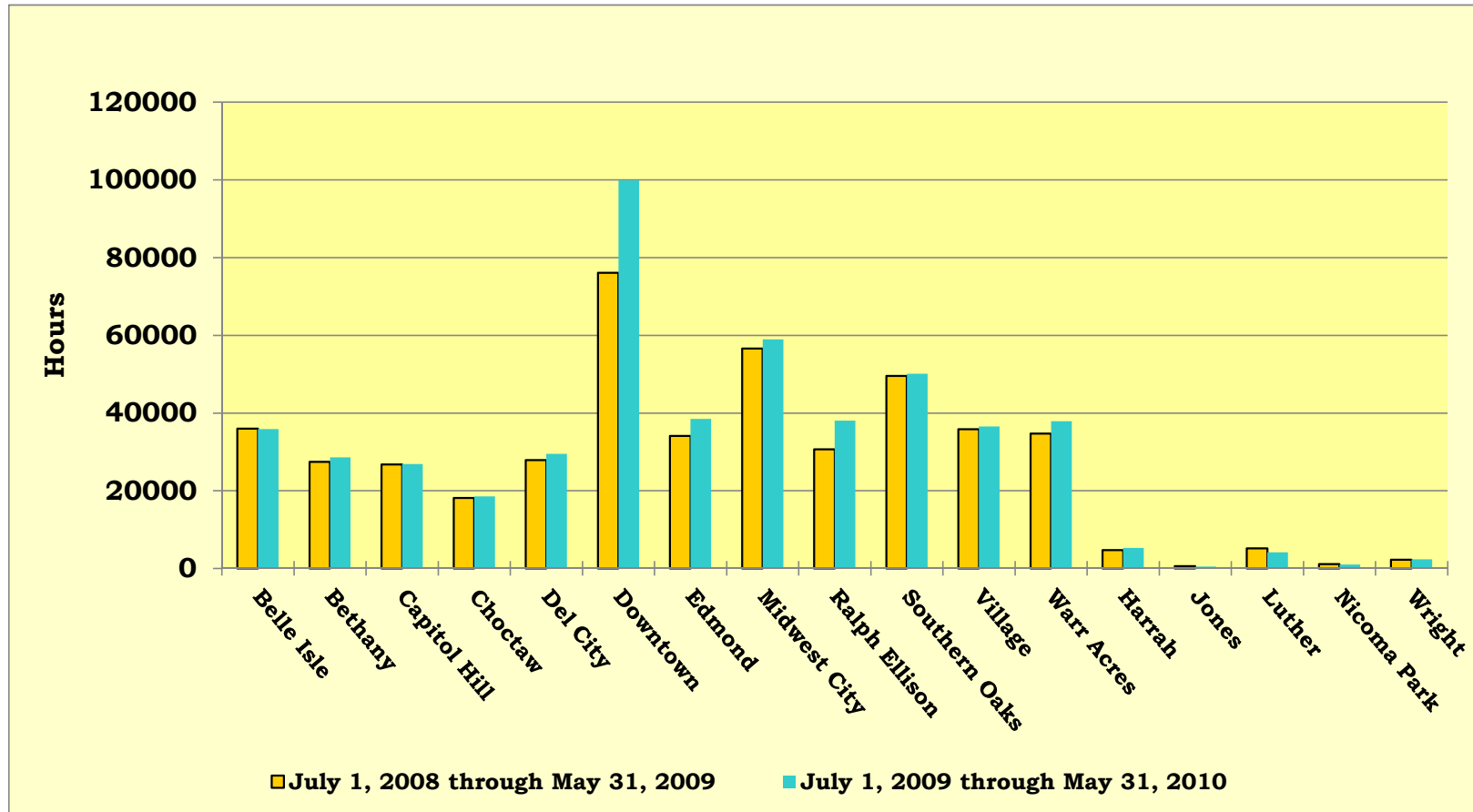
Circulation Gains and Losses

July 1, 2009 through May 31, 2010 (91.67% of the 09-10 Fiscal Year)

| MAY 31, 2010 | | <u>ADULT MONTH</u> | <u>ADULT YEAR</u> | <u>JUVENILE MONTH</u> | <u>JUVENILE YEAR</u> | <u>TOTAL MONTH</u> | <u>TOTAL YEAR</u> | <u>%</u> |
|------------------------------------|----|-------------------------------|------------------------------|----------------------------------|---------------------------------|-------------------------------|------------------------------|-----------------|
| <u>EXTENSION LIBRARIES:</u> | | | | | | | | |
| Harrah | 09 | 3537 | 40654 | 1545 | 18053 | 5082 | 58707 | |
| | 10 | 3454 | 41303 | 1296 | 18270 | 4750 | 59573 | |
| | | -83 | 649 | -249 | 217 | -332 | 866 | 1.5 |
| Jones | 09 | 841 | 9387 | 226 | 2876 | 1067 | 12263 | |
| | 10 | 644 | 8058 | 382 | 3379 | 1026 | 11437 | |
| | | -197 | -1329 | 156 | 503 | -41 | -826 | -6.7 |
| Luther | 09 | 2978 | 39592 | 900 | 11516 | 3878 | 51108 | |
| | 10 | 2798 | 38123 | 1003 | 10794 | 3801 | 48917 | |
| | | -180 | -1469 | 103 | -722 | -77 | -2191 | -4.3 |
| Nicoma Park | 09 | 2001 | 20085 | 450 | 6441 | 2451 | 26526 | |
| | 10 | 1985 | 22673 | 455 | 5714 | 2440 | 28387 | |
| | | -16 | 2588 | 5 | -727 | -11 | 1861 | 7.0 |
| Wright | 09 | 963 | 9128 | 117 | 1531 | 1080 | 10659 | |
| | 10 | 903 | 10587 | 269 | 2727 | 1172 | 13314 | |
| | | -60 | 1459 | 152 | 1196 | 92 | 2655 | 24.9 |
| <u>OTHER:</u> | | | | | | | | |
| Book Centers | 09 | 10052 | 109716 | 6012 | 67644 | 16064 | 177360 | |
| | 10 | 10184 | 111588 | 6165 | 67762 | 16349 | 179350 | |
| | | 132 | 1872 | 153 | 118 | 285 | 1990 | 1.1 |
| Books-by-Mail | 09 | 1777 | 18602 | 0 | 0 | 1777 | 18602 | |
| | 10 | 1917 | 20013 | 0 | 0 | 1917 | 20013 | |
| | | 140 | 1411 | 0 | 0 | 140 | 1411 | 7.6 |
| eMedia - Audio | 09 | 2332 | 20585 | 0 | 0 | 2332 | 20585 | |
| | 10 | 5348 | 44034 | 0 | 0 | 5348 | 44034 | |
| | | 3016 | 23449 | 0 | 0 | 3016 | 23449 | 113.9 |
| eMedia - eBooks | 09 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | 10 | 1505 | 8135 | 0 | 0 | 1505 | 8135 | |
| | | 1505 | 8135 | 0 | 0 | 1505 | 8135 | 100.0 |
| TOTALS | 09 | 341479 | 3659776 | 142276 | 1633126 | 483755 | 5292902 | |
| | 10 | 336890 | 3818533 | 135438 | 1656934 | 472328 | 5475467 | |
| | | -4589 | 158757 | -6838 | 23808 | -11427 | 182565 | 3.4 |

Total Computer Hours Used by Library

July 1, 2009 through May 31, 2010 (91.67% of the 09-10 Fiscal Year)



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Total Computer Usage

July 1, 2009 through May 31, 2010 (91.67% of the 09-10 Fiscal Year)

| | FY | Month Customers | % | Month Visits | % | Month Hours Used | % | Year Customers | % | Year Visits | % | Year Hours Used | % |
|---------------|----|--------------------|--------------|-----------------|--------------|---------------------|--------------|-------------------|-------------|----------------|-------------|--------------------|-------------|
| BELLE ISLE | 09 | 228 | | 4,221 | | 3,213.66 | | 4,224 | | 47,678 | | 36,011.27 | |
| | 10 | 209 | | 4,147 | | 3,192.40 | | 4,247 | | 47,648 | | 35,910.61 | |
| | | -19 | -8.3 | -74 | -1.8 | -21.26 | -.7 | 23 | .5 | -30 | -.1 | -100.66 | -.3 |
| BETHANY | 09 | 192 | | 3,399 | | 2,520.17 | | 3,310 | | 35,704 | | 27,458.65 | |
| | 10 | 166 | | 3,411 | | 2,597.11 | | 3,357 | | 37,189 | | 28,580.46 | |
| | | -26 | -13.5 | 12 | .4 | 76.94 | 3.1 | 47 | 1.4 | 1,485 | 4.2 | 1,121.81 | 4.1 |
| CAPITOL HILL | 09 | 157 | | 2,953 | | 2,443.09 | | 2,827 | | 31,512 | | 26,787.77 | |
| | 10 | 140 | | 3,034 | | 2,455.80 | | 2,950 | | 33,017 | | 26,910.77 | |
| | | -17 | -10.8 | 81 | 2.7 | 12.71 | .5 | 123 | 4.4 | 1,505 | 4.8 | 123.00 | .5 |
| CHOCTAW | 09 | 82 | | 2,120 | | 1,778.21 | | 1,653 | | 20,228 | | 18,125.66 | |
| | 10 | 93 | | 1,643 | | 1,411.59 | | 1,680 | | 20,063 | | 18,553.82 | |
| | | 11 | 13.4 | -477 | -22.5 | -366.62 | -20.6 | 27 | 1.6 | -165 | -.8 | 428.16 | 2.4 |
| DEL CITY | 09 | 162 | | 3,170 | | 2,602.90 | | 3,069 | | 34,216 | | 27,875.52 | |
| | 10 | 152 | | 3,154 | | 2,687.75 | | 3,043 | | 36,767 | | 29,536.62 | |
| | | -10 | -6.2 | -16 | -.5 | 84.85 | 3.3 | -26 | -.8 | 2,551 | 7.5 | 1,661.10 | 6.0 |
| DOWNTOWN | 09 | 226 | | 9,759 | | 6,952.62 | | 4,047 | | 102,889 | | 76,131.03 | |
| | 10 | 217 | | 11,836 | | 9,832.44 | | 4,245 | | 121,836 | | 99,914.41 | |
| | | -9 | -4.0 | 2,077 | 21.3 | 2,879.82 | 41.4 | 198 | 4.9 | 18,947 | 18.4 | 23,783.38 | 31.2 |
| EDMOND | 09 | 243 | | 4,188 | | 3,239.24 | | 4,244 | | 42,853 | | 34,123.31 | |
| | 10 | 251 | | 4,033 | | 3,462.01 | | 4,345 | | 46,601 | | 38,489.97 | |
| | | 8 | 3.3 | -155 | -3.7 | 222.77 | 6.9 | 101 | 2.4 | 3,748 | 8.7 | 4,366.66 | 12.8 |
| MIDWEST CITY | 09 | 340 | | 6,220 | | 5,101.66 | | 6,078 | | 70,570 | | 56,592.33 | |
| | 10 | 329 | | 6,075 | | 5,241.38 | | 6,152 | | 71,904 | | 59,001.27 | |
| | | -11 | -3.2 | -145 | -2.3 | 139.72 | 2.7 | 74 | 1.2 | 1,334 | 1.9 | 2,408.94 | 4.3 |
| RALPH ELLISON | 09 | 169 | | 3,395 | | 2,803.32 | | 2,654 | | 38,278 | | 30,660.16 | |
| | 10 | 197 | | 5,261 | | 4,404.47 | | 3,249 | | 45,643 | | 38,069.95 | |
| | | 28 | 16.6 | 1,866 | 55.0 | 1,601.15 | 57.1 | 595 | 22.4 | 7,365 | 19.2 | 7,409.79 | 24.2 |

Total Computer Usage

July 1, 2009 through May 31, 2010 (91.67% of the 09-10 Fiscal Year)

| | FY | Month Customers | % | Month Visits | % | Month Hours Used | % | Year Customers | % | Year Visits | % | Year Hours Used | % |
|---------------|----|--------------------|--------------|-----------------|--------------|---------------------|-------------|-------------------|--------------|----------------|--------------|--------------------|--------------|
| SOUTHERN OAKS | 09 | 332 | | 5,805 | | 4,466.66 | | 5,861 | | 65,822 | | 49,599.34 | |
| | 10 | 368 | | 6,134 | | 4,567.86 | | 6,232 | | 64,609 | | 50,101.68 | |
| | | 36 | 10.8 | 329 | 5.7 | 101.20 | 2.3 | 371 | 6.3 | -1,213 | -1.8 | 502.34 | 1.0 |
| VILLAGE | 09 | 231 | | 4,405 | | 3,433.09 | | 4,324 | | 45,742 | | 35,827.46 | |
| | 10 | 231 | | 4,084 | | 3,193.57 | | 4,579 | | 46,291 | | 36,543.19 | |
| | | | .0 | -321 | -7.3 | -239.52 | -7.0 | 255 | 5.9 | 549 | 1.2 | 715.73 | 2.0 |
| WARR ACRES | 09 | 194 | | 4,610 | | 3,471.39 | | 3,674 | | 44,880 | | 34,692.68 | |
| | 10 | 190 | | 4,706 | | 3,430.04 | | 3,861 | | 50,297 | | 37,915.98 | |
| | | -4 | -2.1 | 96 | 2.1 | -41.35 | -1.2 | 187 | 5.1 | 5,417 | 12.1 | 3,223.30 | 9.3 |
| HARRAH | 09 | 25 | | 572 | | 451.79 | | 575 | | 6,184 | | 4,714.60 | |
| | 10 | 29 | | 658 | | 525.97 | | 561 | | 6,660 | | 5,319.54 | |
| | | 4 | 16.0 | 86 | 15.0 | 74.18 | 16.4 | -14 | -2.4 | 476 | 7.7 | 604.94 | 12.8 |
| JONES | 09 | 7 | | 48 | | 38.88 | | 66 | | 679 | | 633.71 | |
| | 10 | 2 | | 48 | | 46.99 | | 63 | | 554 | | 535.88 | |
| | | -5 | -71.4 | | .0 | 8.11 | 20.9 | -3 | -4.5 | -125 | -18.4 | -97.83 | -15.4 |
| LUTHER | 09 | 30 | | 592 | | 398.98 | | 377 | | 6,466 | | 5,198.88 | |
| | 10 | 23 | | 518 | | 426.55 | | 475 | | 5,438 | | 4,146.03 | |
| | | -7 | -23.3 | -74 | -12.5 | 27.57 | 6.9 | 98 | 26.0 | -1,028 | -15.9 | -1,052.85 | -20.3 |
| NICOMA PARK | 09 | 9 | | 151 | | 103.77 | | 146 | | 1,524 | | 1,145.58 | |
| | 10 | 5 | | 141 | | 101.30 | | 167 | | 1,450 | | 1,029.30 | |
| | | -4 | -44.4 | -10 | -6.6 | -2.47 | -2.4 | 21 | 14.4 | -74 | -4.9 | -116.28 | -10.2 |
| WRIGHT | 09 | 15 | | 278 | | 215.31 | | 178 | | 2,909 | | 2,270.97 | |
| | 10 | 10 | | 277 | | 218.07 | | 156 | | 3,070 | | 2,394.38 | |
| | | -5 | -33.3 | -1 | -.4 | 2.76 | 1.3 | -22 | -12.4 | 161 | 5.5 | 123.41 | 5.4 |
| TOTAL | 09 | 2,642 | | 55,886 | | 43,234.74 | | 47,307 | | 598,134 | | 467,848.92 | |
| | 10 | 2,612 | | 59,160 | | 47,795.30 | | 49,362 | | 639,037 | | 512,953.86 | |
| | | -30 | -1.1 | 3,274 | 5.9 | 4,560.56 | 10.5 | 2,055 | 4.3 | 40,903 | 6.8 | 45,104.94 | 9.6 |

Computer Usage by Adult Customers

July 1, 2009 through May 31, 2010 (91.67% of the 09-10 Fiscal Year)

| | FY | Month Customers | % | Month Visits | % | Month Hours Used | % | Year Customers | % | Year Visits | % | Year Hours Used | % |
|---------------|----|--------------------|--------------|-----------------|-------------|---------------------|-------------|-------------------|-------------|----------------|-------------|--------------------|-------------|
| BELLE ISLE | 09 | 198 | | 3,485 | | 2,649.68 | | 3,547 | | 37,954 | | 28,687.78 | |
| | 10 | 168 | | 3,618 | | 2,803.34 | | 3,531 | | 40,118 | | 30,341.98 | |
| | | -30 | -15.2 | 133 | 3.8 | 153.66 | 5.8 | -16 | -.5 | 2,164 | 5.7 | 1,654.20 | 5.8 |
| BETHANY | 09 | 144 | | 2,548 | | 1,872.28 | | 2,631 | | 27,178 | | 20,813.04 | |
| | 10 | 134 | | 2,626 | | 2,032.59 | | 2,679 | | 29,388 | | 22,555.30 | |
| | | -10 | -6.9 | 78 | 3.1 | 160.31 | 8.6 | 48 | 1.8 | 2,210 | 8.1 | 1,742.26 | 8.4 |
| CAPITOL HILL | 09 | 101 | | 1,597 | | 1,400.89 | | 1,617 | | 16,614 | | 15,128.99 | |
| | 10 | 87 | | 1,448 | | 1,268.31 | | 1,785 | | 17,065 | | 14,856.56 | |
| | | -14 | -13.9 | -149 | -9.3 | -132.58 | -9.5 | 168 | 10.4 | 451 | 2.7 | -272.43 | -1.8 |
| CHOCTAW | 09 | 51 | | 1,260 | | 1,032.41 | | 1,163 | | 13,274 | | 12,064.83 | |
| | 10 | 69 | | 1,164 | | 997.25 | | 1,219 | | 13,629 | | 12,491.34 | |
| | | 18 | 35.3 | -96 | -7.6 | -35.16 | -3.4 | 56 | 4.8 | 355 | 2.7 | 426.51 | 3.5 |
| DEL CITY | 09 | 117 | | 2,316 | | 1,916.64 | | 2,367 | | 24,463 | | 20,036.98 | |
| | 10 | 123 | | 2,376 | | 2,096.62 | | 2,340 | | 27,182 | | 22,140.78 | |
| | | 6 | 5.1 | 60 | 2.6 | 179.98 | 9.4 | -27 | -1.1 | 2,719 | 11.1 | 2,103.80 | 10.5 |
| DOWNTOWN | 09 | 187 | | 8,883 | | 6,281.90 | | 3,380 | | 92,220 | | 67,772.98 | |
| | 10 | 181 | | 11,185 | | 9,274.28 | | 3,572 | | 112,987 | | 92,368.36 | |
| | | -6 | -3.2 | 2,302 | 25.9 | 2,992.38 | 47.6 | 192 | 5.7 | 20,767 | 22.5 | 24,595.38 | 36.3 |
| EDMOND | 09 | 207 | | 3,622 | | 2,824.44 | | 3,531 | | 35,846 | | 28,566.26 | |
| | 10 | 218 | | 3,468 | | 2,965.72 | | 3,634 | | 39,769 | | 32,844.84 | |
| | | 11 | 5.3 | -154 | -4.3 | 141.28 | 5.0 | 103 | 2.9 | 3,923 | 10.9 | 4,278.58 | 15.0 |
| MIDWEST CITY | 09 | 279 | | 4,582 | | 3,749.93 | | 4,847 | | 49,467 | | 40,789.57 | |
| | 10 | 261 | | 4,408 | | 3,866.13 | | 4,905 | | 53,519 | | 44,655.92 | |
| | | -18 | -6.5 | -174 | -3.8 | 116.20 | 3.1 | 58 | 1.2 | 4,052 | 8.2 | 3,866.35 | 9.5 |
| RALPH ELLISON | 09 | 135 | | 2,221 | | 1,758.22 | | 1,922 | | 21,984 | | 17,906.55 | |
| | 10 | 128 | | 3,143 | | 2,737.17 | | 2,400 | | 28,010 | | 23,907.53 | |
| | | -7 | -5.2 | 922 | 41.5 | 978.95 | 55.7 | 478 | 24.9 | 6,026 | 27.4 | 6,000.98 | 33.5 |

Computer Usage by Adult Customers

July 1, 2009 through May 31, 2010 (91.67% of the 09-10 Fiscal Year)

| | FY | Month Customers | % | Month Visits | % | Month Hours Used | % | Year Customers | % | Year Visits | % | Year Hours Used | % |
|---------------|----|--------------------|--------------|-----------------|-------------|---------------------|-------------|-------------------|--------------|----------------|-------------|--------------------|-------------|
| SOUTHERN OAKS | 09 | 252 | | 3,773 | | 2,984.24 | | 4,340 | | 41,254 | | 32,268.24 | |
| | 10 | 274 | | 4,339 | | 3,258.93 | | 4,675 | | 44,834 | | 35,030.56 | |
| | | 22 | 8.7 | 566 | 15.0 | 274.69 | 9.2 | 335 | 7.7 | 3,580 | 8.7 | 2,762.32 | 8.6 |
| VILLAGE | 09 | 202 | | 3,452 | | 2,711.63 | | 3,474 | | 34,855 | | 27,364.62 | |
| | 10 | 193 | | 3,220 | | 2,523.03 | | 3,712 | | 35,545 | | 28,232.52 | |
| | | -9 | -4.5 | -232 | -6.7 | -188.60 | -7.0 | 238 | 6.9 | 690 | 2.0 | 867.90 | 3.2 |
| WARR ACRES | 09 | 151 | | 3,205 | | 2,429.95 | | 2,983 | | 32,272 | | 25,134.44 | |
| | 10 | 157 | | 3,608 | | 2,616.45 | | 3,096 | | 37,389 | | 28,272.12 | |
| | | 6 | 4.0 | 403 | 12.6 | 186.50 | 7.7 | 113 | 3.8 | 5,117 | 15.9 | 3,137.68 | 12.5 |
| HARRAH | 09 | 14 | | 342 | | 273.92 | | 355 | | 3,884 | | 2,943.35 | |
| | 10 | 21 | | 370 | | 301.63 | | 372 | | 3,754 | | 2,899.18 | |
| | | 7 | 50.0 | 28 | 8.2 | 27.71 | 10.1 | 17 | 4.8 | -130 | -3.3 | -44.17 | -1.5 |
| JONES | 09 | 5 | | 34 | | 26.04 | | 41 | | 430 | | 378.16 | |
| | 10 | 2 | | 44 | | 42.82 | | 45 | | 438 | | 420.67 | |
| | | -3 | -60.0 | 10 | 29.4 | 16.78 | 64.4 | 4 | 9.8 | 8 | 1.9 | 42.51 | 11.2 |
| LUTHER | 09 | 9 | | 202 | | 138.07 | | 189 | | 2,652 | | 2,057.12 | |
| | 10 | 14 | | 255 | | 237.00 | | 251 | | 2,853 | | 2,485.04 | |
| | | 5 | 55.6 | 53 | 26.2 | 98.93 | 71.7 | 62 | 32.8 | 201 | 7.6 | 427.92 | 20.8 |
| NICOMA PARK | 09 | 7 | | 128 | | 85.20 | | 114 | | 1,185 | | 843.50 | |
| | 10 | 3 | | 117 | | 87.35 | | 133 | | 1,218 | | 882.14 | |
| | | -4 | -57.1 | -11 | -8.6 | 2.15 | 2.5 | 19 | 16.7 | 33 | 2.8 | 38.64 | 4.6 |
| WRIGHT | 09 | 14 | | 240 | | 191.37 | | 139 | | 2,408 | | 1,915.92 | |
| | 10 | 9 | | 242 | | 196.58 | | 123 | | 2,676 | | 2,111.45 | |
| | | -5 | -35.7 | 2 | .8 | 5.21 | 2.7 | -16 | -11.5 | 268 | 11.1 | 195.53 | 10.2 |
| TOTAL | 09 | 2,073 | | 41,890 | | 32,326.81 | | 36,640 | | 437,940 | | 344,672.33 | |
| | 10 | 2,042 | | 45,631 | | 37,305.20 | | 38,472 | | 490,374 | | 396,496.29 | |
| | | -31 | -1.5 | 3,741 | 8.9 | 4,978.39 | 15.4 | 1,832 | 5.0 | 52,434 | 12.0 | 51,823.96 | 15.0 |

Computer Usage by Minor Customers

July 1, 2009 through May 31, 2010 (91.67% of the 09-10 Fiscal Year)

| | FY | Month Customers | % | Month Visits | % | Month Hours Used | % | Year Customers | % | Year Visits | % | Year Hours Used | % |
|---------------|----|--------------------|--------------|-----------------|--------------|---------------------|--------------|-------------------|-------------|----------------|--------------|--------------------|--------------|
| BELLE ISLE | 09 | 30 | | 736 | | 563.98 | | 677 | | 9,724 | | 7,323.49 | |
| | 10 | 41 | | 529 | | 389.06 | | 716 | | 7,530 | | 5,568.63 | |
| | | 11 | 36.7 | -207 | -28.1 | -174.92 | -31.0 | 39 | 5.8 | -2,194 | -22.6 | -1,754.86 | -24.0 |
| BETHANY | 09 | 48 | | 851 | | 647.89 | | 679 | | 8,526 | | 6,645.61 | |
| | 10 | 32 | | 785 | | 564.52 | | 678 | | 7,801 | | 6,025.16 | |
| | | -16 | -33.3 | -66 | -7.8 | -83.37 | -12.9 | -1 | -.1 | -725 | -8.5 | -620.45 | -9.3 |
| CAPITOL HILL | 09 | 56 | | 1,356 | | 1,042.20 | | 1,210 | | 14,898 | | 11,658.78 | |
| | 10 | 53 | | 1,586 | | 1,187.49 | | 1,165 | | 15,952 | | 12,054.21 | |
| | | -3 | -5.4 | 230 | 17.0 | 145.29 | 13.9 | -45 | -3.7 | 1,054 | 7.1 | 395.43 | 3.4 |
| CHOCTAW | 09 | 31 | | 860 | | 745.80 | | 490 | | 6,954 | | 6,060.83 | |
| | 10 | 24 | | 479 | | 414.34 | | 461 | | 6,434 | | 6,062.48 | |
| | | -7 | -22.6 | -381 | -44.3 | -331.46 | -44.4 | -29 | -5.9 | -520 | -7.5 | 1.65 | .0 |
| DEL CITY | 09 | 45 | | 854 | | 686.26 | | 702 | | 9,753 | | 7,838.54 | |
| | 10 | 29 | | 778 | | 591.13 | | 703 | | 9,585 | | 7,395.84 | |
| | | -16 | -35.6 | -76 | -8.9 | -95.13 | -13.9 | 1 | .1 | -168 | -1.7 | -442.70 | -5.6 |
| DOWNTOWN | 09 | 39 | | 876 | | 670.72 | | 667 | | 10,669 | | 8,358.05 | |
| | 10 | 36 | | 651 | | 558.16 | | 673 | | 8,849 | | 7,546.05 | |
| | | -3 | -7.7 | -225 | -25.7 | -112.56 | -16.8 | 6 | .9 | -1,820 | -17.1 | -812.00 | -9.7 |
| EDMOND | 09 | 36 | | 566 | | 414.80 | | 713 | | 7,007 | | 5,557.05 | |
| | 10 | 33 | | 565 | | 496.29 | | 711 | | 6,832 | | 5,645.13 | |
| | | -3 | -8.3 | -1 | -.2 | 81.49 | 19.6 | -2 | -.3 | -175 | -2.5 | 88.08 | 1.6 |
| MIDWEST CITY | 09 | 61 | | 1,638 | | 1,351.73 | | 1,231 | | 21,103 | | 15,802.76 | |
| | 10 | 68 | | 1,667 | | 1,375.25 | | 1,247 | | 18,385 | | 14,345.35 | |
| | | 7 | 11.5 | 29 | 1.8 | 23.52 | 1.7 | 16 | 1.3 | -2,718 | -12.9 | -1,457.41 | -9.2 |
| RALPH ELLISON | 09 | 34 | | 1,174 | | 1,045.10 | | 732 | | 16,294 | | 12,753.61 | |
| | 10 | 69 | | 2,118 | | 1,667.30 | | 849 | | 17,633 | | 14,162.42 | |
| | | 35 | 102.9 | 944 | 80.4 | 622.20 | 59.5 | 117 | 16.0 | 1,339 | 8.2 | 1,408.81 | 11.0 |

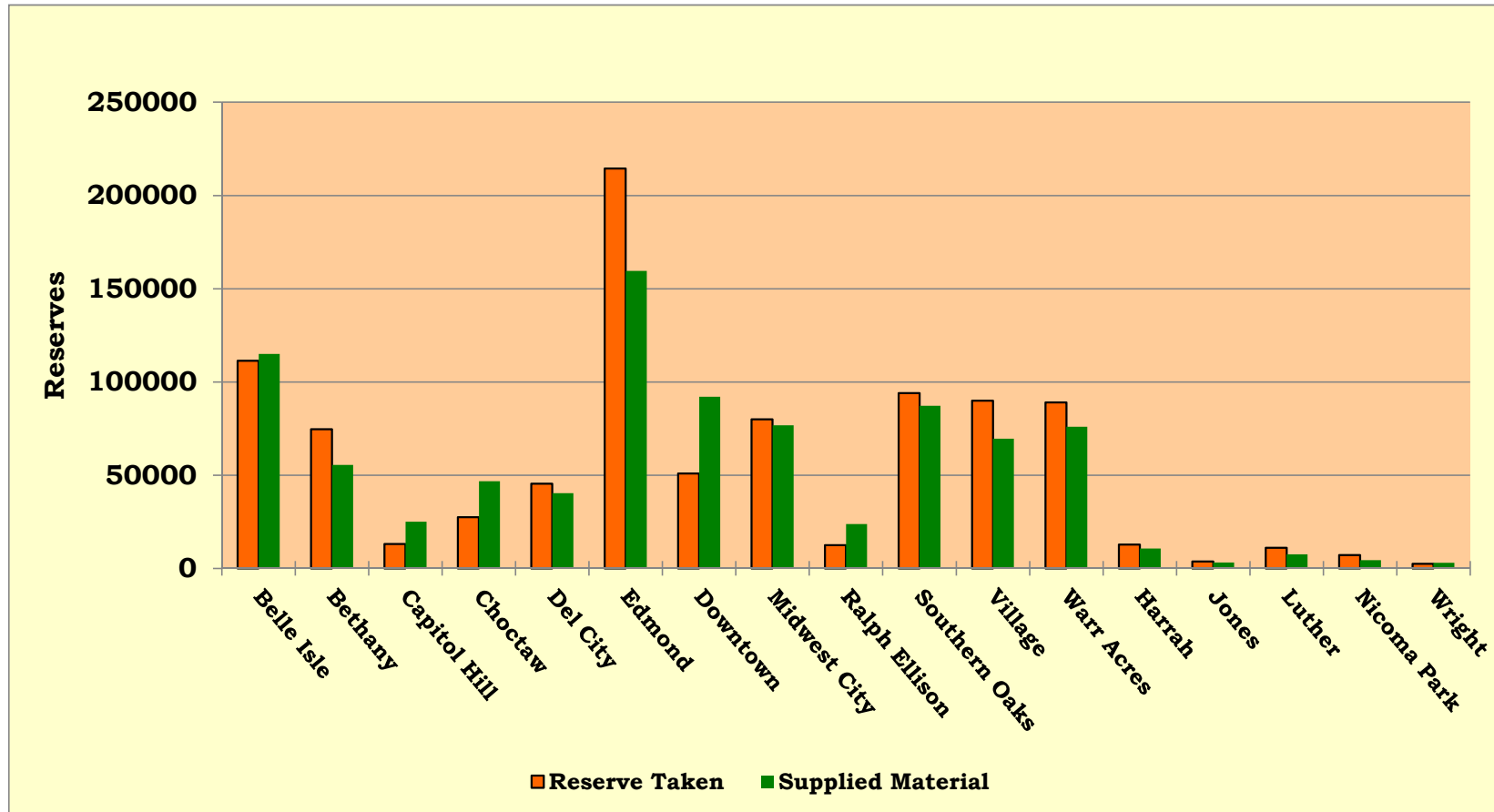
Computer Usage by Minor Customers

July 1, 2009 through May 31, 2010 (91.67% of the 09-10 Fiscal Year)

| | FY | Month Customers | % | Month Visits | % | Month Hours Used | % | Year Customers | % | Year Visits | % | Year Hours Used | % |
|---------------|----|--------------------|---------------|-----------------|--------------|---------------------|--------------|-------------------|--------------|----------------|--------------|--------------------|--------------|
| SOUTHERN OAKS | 09 | 80 | | 2,032 | | 1,482.42 | | 1,521 | | 24,568 | | 17,331.10 | |
| | 10 | 94 | | 1,795 | | 1,308.93 | | 1,557 | | 19,775 | | 15,071.12 | |
| | | 14 | 17.5 | -237 | -11.7 | -173.49 | -11.7 | 36 | 2.4 | -4,793 | -19.5 | -2,259.98 | -13.0 |
| VILLAGE | 09 | 29 | | 953 | | 721.46 | | 850 | | 10,887 | | 8,462.84 | |
| | 10 | 38 | | 864 | | 670.54 | | 867 | | 10,746 | | 8,310.67 | |
| | | 9 | 31.0 | -89 | -9.3 | -50.92 | -7.1 | 17 | 2.0 | -141 | -1.3 | -152.17 | -1.8 |
| WARR ACRES | 09 | 43 | | 1,405 | | 1,041.44 | | 691 | | 12,608 | | 9,558.24 | |
| | 10 | 33 | | 1,098 | | 813.59 | | 765 | | 12,908 | | 9,643.86 | |
| | | -10 | -23.3 | -307 | -21.9 | -227.85 | -21.9 | 74 | 10.7 | 300 | 2.4 | 85.62 | .9 |
| HARRAH | 09 | 11 | | 230 | | 177.87 | | 220 | | 2,300 | | 1,771.25 | |
| | 10 | 8 | | 288 | | 224.34 | | 189 | | 2,906 | | 2,420.36 | |
| | | -3 | -27.3 | 58 | 25.2 | 46.47 | 26.1 | -31 | -14.1 | 606 | 26.3 | 649.11 | 36.6 |
| JONES | 09 | 2 | | 14 | | 12.84 | | 25 | | 249 | | 255.55 | |
| | 10 | | | 4 | | 4.17 | | 18 | | 116 | | 115.21 | |
| | | -2 | -100.0 | -10 | -71.4 | -8.67 | -67.5 | -7 | -28.0 | -133 | -53.4 | -140.34 | -54.9 |
| LUTHER | 09 | 21 | | 390 | | 260.91 | | 188 | | 3,814 | | 3,141.76 | |
| | 10 | 9 | | 263 | | 189.55 | | 224 | | 2,585 | | 1,660.99 | |
| | | -12 | -57.1 | -127 | -32.6 | -71.36 | -27.4 | 36 | 19.1 | -1,229 | -32.2 | -1,480.77 | -47.1 |
| NICOMA PARK | 09 | 2 | | 23 | | 18.57 | | 32 | | 339 | | 302.08 | |
| | 10 | 2 | | 24 | | 13.95 | | 34 | | 232 | | 147.16 | |
| | | | .0 | 1 | 4.3 | -4.62 | -24.9 | 2 | 6.3 | -107 | -31.6 | -154.92 | -51.3 |
| WRIGHT | 09 | 1 | | 38 | | 23.94 | | 39 | | 501 | | 355.05 | |
| | 10 | 1 | | 35 | | 21.49 | | 33 | | 394 | | 282.93 | |
| | | | .0 | -3 | -7.9 | -2.45 | -10.2 | -6 | -15.4 | -107 | -21.4 | -72.12 | -20.3 |
| TOTAL | 09 | 569 | | 13,996 | | 10,907.93 | | 10,667 | | 160,194 | | 123,176.59 | |
| | 10 | 570 | | 13,529 | | 10,490.10 | | 10,890 | | 148,663 | | 116,457.57 | |
| | | 1 | .2 | -467 | -3.3 | -417.83 | -3.8 | 223 | 2.1 | -11,531 | -7.2 | -6,719.02 | -5.5 |

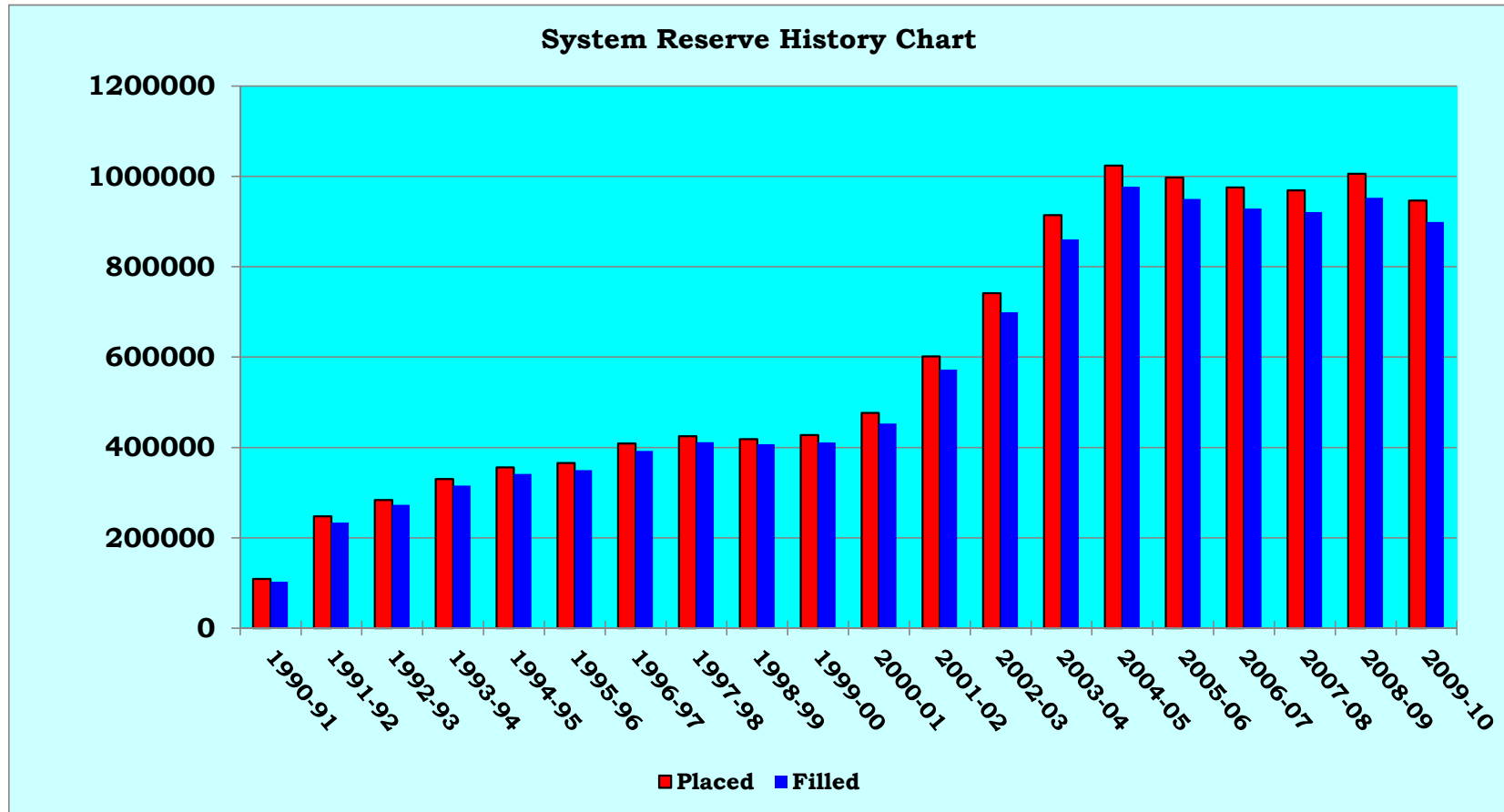
System Reserve Report

July 1, 2009 through May 31, 2010 (91.67% of the 09-10 Fiscal Year)



System Reserve Report

July 1, 2009 through May 31, 2010 (91.67% of the 09-10 Fiscal Year)



System Reserves Report

July 1, 2009 through May 31, 2010 (91.67% of the 09-10 Fiscal Year)

| | | Month Placed | Year Placed | % | Month Filled | Year Filled | % |
|---------------|----|-----------------|----------------|-------------|-----------------|----------------|-------------|
| BELLE ISLE | 09 | 9,716 | 108,969 | | 9,121 | 102,470 | |
| | 10 | 9,529 | 111,330 | | 8,965 | 104,682 | |
| | | -187 | 2,361 | 2.2 | -156 | 2,212 | 2.2 |
| BETHANY | 09 | 6,986 | 69,918 | | 6,578 | 66,179 | |
| | 10 | 6,150 | 74,740 | | 5,850 | 71,132 | |
| | | -836 | 4,822 | 6.9 | -728 | 4,953 | 7.5 |
| CAPITOL HILL | 09 | 1,372 | 12,784 | | 1,295 | 11,557 | |
| | 10 | 1,064 | 13,097 | | 998 | 12,179 | |
| | | -308 | 313 | 2.4 | -297 | 622 | 5.4 |
| CHOCTAW | 09 | 2,151 | 25,910 | | 2,033 | 24,560 | |
| | 10 | 2,283 | 27,450 | | 2,176 | 26,026 | |
| | | 132 | 1,540 | 5.9 | 143 | 1,466 | 6.0 |
| DEL CITY | 09 | 4,632 | 42,744 | | 4,275 | 40,549 | |
| | 10 | 3,715 | 45,524 | | 3,400 | 42,567 | |
| | | -917 | 2,780 | 6.5 | -875 | 2,018 | 5.0 |
| EDMOND | 09 | 18,942 | 200,601 | | 17,857 | 190,927 | |
| | 10 | 19,208 | 214,403 | | 17,409 | 204,383 | |
| | | 266 | 13,802 | 6.9 | -448 | 13,456 | 7.0 |
| DOWNTOWN | 09 | 4,561 | 50,909 | | 4,348 | 47,958 | |
| | 10 | 3,977 | 51,027 | | 3,878 | 48,248 | |
| | | -584 | 118 | .2 | -470 | 290 | .6 |
| MIDWEST CITY | 09 | 7,198 | 82,118 | | 6,954 | 77,892 | |
| | 10 | 6,491 | 79,919 | | 6,187 | 76,649 | |
| | | -707 | -2,199 | -2.7 | -767 | -1,243 | -1.6 |
| RALPH ELLISON | 09 | 946 | 10,208 | | 899 | 9,620 | |
| | 10 | 1,148 | 12,482 | | 1,007 | 11,872 | |
| | | 202 | 2,274 | 22.3 | 108 | 2,252 | 23.4 |
| SOUTHERN OAKS | 09 | 8,545 | 92,658 | | 7,893 | 87,482 | |
| | 10 | 8,169 | 93,982 | | 7,584 | 89,348 | |
| | | -376 | 1,324 | 1.4 | -309 | 1,866 | 2.1 |
| VILLAGE | 09 | 8,241 | 85,528 | | 7,738 | 80,350 | |
| | 10 | 8,071 | 90,017 | | 7,549 | 85,148 | |
| | | -170 | 4,489 | 5.2 | -189 | 4,798 | 6.0 |
| WARR ACRES | 09 | 7,798 | 86,588 | | 7,385 | 82,479 | |
| | 10 | 7,892 | 89,067 | | 7,322 | 84,867 | |
| | | 94 | 2,479 | 2.9 | -63 | 2,388 | 2.9 |

System Reserves Report

July 1, 2009 through May 31, 2010 (91.67% of the 09-10 Fiscal Year)

| | | Month Placed | Year Placed | % | Month Filled | Year Filled | % |
|---------------|----|-----------------|----------------|--------------|-----------------|----------------|--------------|
| HARRAH | 09 | 1,132 | 12,661 | | 1,051 | 11,813 | |
| | 10 | 1,066 | 12,877 | | 957 | 12,169 | |
| | | -66 | 216 | 1.7 | -94 | 356 | 3.0 |
| JONES | 09 | 302 | 4,667 | | 387 | 4,502 | |
| | 10 | 290 | 3,784 | | 291 | 3,658 | |
| | | -12 | -883 | -18.9 | -96 | -844 | -18.7 |
| LUTHER | 09 | 847 | 11,459 | | 828 | 10,906 | |
| | 10 | 738 | 11,090 | | 701 | 10,653 | |
| | | -109 | -369 | -3.2 | -127 | -253 | -2.3 |
| NICOMA PARK | 09 | 563 | 6,938 | | 666 | 6,658 | |
| | 10 | 636 | 7,208 | | 596 | 6,705 | |
| | | 73 | 270 | 3.9 | -70 | 47 | .7 |
| WRIGHT | 09 | 237 | 2,437 | | 216 | 2,337 | |
| | 10 | 216 | 2,618 | | 199 | 2,455 | |
| | | -21 | 181 | 7.4 | -17 | 118 | 5.0 |
| BOOKS-BY-MAIL | 09 | 398 | 5,464 | | 424 | 5,242 | |
| | 10 | 769 | 6,290 | | 757 | 5,855 | |
| | | 371 | 826 | 15.1 | 333 | 613 | 11.7 |
| TOTAL | 09 | 84,567 | 912,567 | | 79,948 | 863,487 | |
| | 10 | 81,412 | 946,905 | | 75,826 | 898,596 | |
| | | -3,155 | 34,338 | 3.8 | -4,122 | 35,109 | 4.1 |

Information Technology Report



Prepared by:

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Anne Fischer, Director of Information Technology

June 1, 2010

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Information Technology Report -- 2010

This year we continued preparing for the future as well as seeing the completion of two major construction projects. Ralph Ellison moved back to their newly remodeled library. IT's part in this project included bidding out and overseeing installation of the data/telecommunication wiring as well as moving all computer related devices and adding additional computers. The long awaited move to the Service Center also took place this year. In addition to moving computer equipment for all departments that moved, two new technologies were implemented at the Service Center: the Automated Materials Handling (AMH) sorter and Big Bin, the vertical lift equipment for storing new books. We spent time working with the architects for the Northwest Library on technology plans, participating in Southern Oaks planning, and budgeting dollars for IT costs to support those plans. We have also continued to make software changes that take the library forward for both customers and staff: eReminders for both reserve pickup and coming due materials, autofill/autocomplete for catalog searches, and upgrade of the telephony and voicemail systems.

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

Ralph Ellison Returns to Remodeled Library

After many delays, the Ralph Ellison Library was moved back to their renovated library building. IT staff planned, bid out, and oversaw data/telecommunication wiring for computers at the renovated building. The Cox and AT&T services were also moved. All computers were moved back to the renovated building and all equipment was thoroughly cleaned in preparation for the re-opening. We also added an Express Checkout and six additional public computers to the Ralph Ellison Library. Power outlets were added to five tables to make it more convenient for users with laptops using the library's wireless internet service.

Service Center Move

The IT department also completed the computer equipment move to the Service Center for Cataloging, Technical Processing, Outreach, Interlibrary Loan, Maintenance, and the Friends of the Library. This included the implementation of the AMH and binning equipment, moving and installing computers, printers, fax machines, telephones, and network equipment as well as having the data wiring installed. Some items were moved from their current locations and additional equipment was also installed. This move also involved working with the communications vendors to move the data circuits and telephone lines to the new building.

Automated Materials Handling (AMH) Equipment Installed

Last year we reported that the bid for the automated materials handling equipment for the new Service Center had been awarded. We developed the SIP-2 server software to interface the sorter to our system and tested remotely with Integrated Technology Group (ITG) staff to verify that everything was going to work as expected. It did and plans moved forward for installation.

The AMH equipment was delivered and installed the week before Thanksgiving this past November but did not start being used until staff moved in January, 2010. After working through a few glitches and procedural issues, the sorter is functioning well. It occasionally has issues as all equipment does. However, you find that staff really do get used to having it. When it was down a few weeks ago, a staff member was overheard saying, "You mean we have to sort by hand?" We found that quite amusing since they have always sorted by hand until the sorter was purchased. It shows how quickly people get used to technology and how they miss it when it's not working.

Binning Equipment Software Interface Developed & Implemented

Prior to the move to the Service Center, new materials received were stored on conventional shelving until Cataloging had put the title in the system. The new binning equipment and software has streamlined 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 are retrieved from the storage equipment for processing. This equipment takes up much less floor space than conventional shelving and helps reduce the possibilities for injuries due to so much lifting that was done with the previous setup.

The software for the new binning equipment was developed and given the name "Big Bin." The software allows Technical Processing staff to both store and retrieve new materials by just scanning a barcode on the workslip. They are also 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.

We also provided and installed a computer, two touch screen monitors and two wireless barcode scanners used to access the equipment for storage and retrieval of materials.

Purchase Order and Workslip Processes Updated

Before the move to the Service Center, purchase orders and workslips for library materials were printed in the IT department on custom designed and printed forms on a large line printer. With the move to the service center, purchase orders are now printed on perforated blank stock and workslips are printed on the same labels as those used for system reserve labels. This allows Tech Processing staff to print all forms. The workslips also have a barcode on them that allow for the storage and retrieval of materials in the Big Bin unit. Library software was redesigned to allow Tech Processing to be able to perform these tasks.

Call Manager/Unity Voicemail Upgrade

The Call Manager and Voicemail system used by the library system is a Voice Over IP (VoIP) system and is actually software installed on three server computers. As with other computer equipment, the hardware had become obsolete and the vendor would no longer support it. And, the software could not be upgraded unless the hardware was upgraded too. In February, 2010, we prepared the servers for installation and migrated all of the data from the current servers to the new servers. We then came in over a weekend to cutover to the new servers and to test that everything worked as it should. This did not require replacement of any phones which is a significant part of a phone system investment.

Surveillance added to Library Network

This past year, new surveillance equipment needed to be purchased for both Ralph Ellison and the Southern Oaks libraries. It was determined that the best approach would be to go with the newer technology of IP cameras that would incorporate them into the library system's network and provide better access for the Security Manager. The technology was installed this spring at both locations. The Security Manager is working on instructions for staff at the agencies so they will be able to view cameras if needed and also provide access for the security guards at the Ralph Ellison location.

As the older, outdated equipment at other libraries is replaced over the next few years, we plan to upgrade these systems to the new IP network technology. The cameras provide much better video when needed and provide security staff the needed tools to maintain safety at the libraries.

PCI Compliance Implemented

The Payment Card Industry Data Security Standard (PCI DSS) is a set of requirements designed to ensure that **ALL** companies that **process, store or transmit** credit card information maintain a secure environment. Essentially any merchant that has a Merchant ID (MID) must be PCI Compliant. To become PCI compliant, the library adopted a set of security guidelines regarding credit card security for customers and our network is tested on a monthly basis to make sure that it remains secure and that we do not make changes that would cause transmission of personal data to be compromised.

Preparing for Northwest Library

IT staff have continued working with other staff in preparing for the new Northwest Library. This included discussion of separate computers in the Young Adult area and planning for the self-pickup of reserves. We have also planned for what computer and networking equipment will need to be purchased, the purchase and installation of a 7-bin sorter, and preparing of bid specifications for the data/telecommunications wiring.

Just this week we completed our first project at the Northwest Library. We have installed a webcam at the construction site so that customers can visit the library's website and see

progress on the construction. We are very excited about this as it is a first for the library and hope to use this technology on other projects in the future.

Configuration and Installation of Door Counter Servers

Last year we purchased a test set of wireless door counters and server to determine if it could provide us the statistics we needed for reports to the Oklahoma Department of Libraries as well as other statistical information regarding building occupancy and utilization. The tests worked very well and we budgeted for door counters and servers at all 17 agencies. These units have been purchased and IT has configured the servers to be on the network at each library and installed them at each agency. Planning Services is currently working with Maintenance to get the door counters installed. Once all units are in place, MLS will be able to provide more accurate counts on the number of visitors to the library as well as the occupancy of the building during programs and other events at the library.

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 2009 (FY10), we received a funding commitment of \$235,321.73. 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 FY11 is 77% which remained the same as last year. No funding commitments have been issued yet. We have asked \$208,432.39 for Funding Year 2010 (FY11). This amount is lower for FY11 due to better pricing on some of the data circuits and the fact that last year we paid installation costs for upgrading the data circuit at the Downtown Library.

Integration of eBooks into CyberMARS

OverDrive downloadable audiobooks and eBooks have been integrated into the library catalog accessible through CyberMARS. The icons located to the left of the title indicate whether the material is an audiobook or an ebook. Software was 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.

Autofill/Autocomplete Added to Library Catalog Searching

When searching on the Internet, most search engines will give a list of possible words/searches when you start typing letters in the search box and if you see the item you want in the drop down list, you can click on it and it will complete the typing for you. This same feature has been added to the library's catalog search function. It does offer only valid suggestions so if someone types in characters or invalid words trying to cause that word to come up for other customers, it is eliminated from the system and will not come up as a choice.

System Reserve and Coming Due eReminders

Many customers have asked that we notify them electronically when they have material coming due. We decided to also extend this notification to system reserves to remind customers that have not picked up their reserve. We allow customers to choose to be notified either by e-mail or by text message to their cell phone. Many customers have signed up for this service and we send out between 200 and 300 notices on a daily basis.

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 was formed to look at implementing this process at MLS. The committee discussed customer privacy and worked with IT to come up with a code instead of the customer's name for material pickup identification. Several iterations were run against the library's customer database to make sure there would not be a lot of duplicate codes.

Based on recommendations of this group, Ralph Ellison Library was chosen to implement self-pickup reserves as a pilot project to determine how it would work for our system. This required modification of software to change the reserve labels as well as keeping customers from taking other customers' reserve materials. It has worked very well and has now been implemented at both Midwest City and Village Library in the last month.

Materials Selection System Reserve Process Enhanced

For many years the IT department printed a complete system reserve list of all titles that were on reserve every two weeks and sent it to the Materials Selection department. The Selection staff then worked the list by checking for titles that needed more copies purchased, moving reserves to another bib record, and checking for reserves that needed to be canceled. IT has developed software that now automates much of this process. It is now run on a weekly basis and staff can switch reserves from one bib record to another with a click of a button, sort the list in title or date order, export the list to Excel, look at a bibliographic or title record from a link on the list, and see issues where there is a large number of reserves for a particular title but only a very few copies owned. This has reduced the time needed to work the list and made this process more efficient.

Implementation of Performance Appraisal System

New performance appraisal software was developed during the last year for the re-vamp of the library system's performance appraisal system. The new system allows supervisors to complete appraisals online. It required implementing authorizations for all supervisors to allow them access to all appraisals they have responsibility for as well as allowing reviewing supervisors access to review and make comments. The Planning department developed training materials and trained supervisors throughout the system. The system was implemented for appraisals in November, 2009.

Testing of Windows 7 Operating System

In last year's report, we reported on plans to test Microsoft's new Windows 7 operating system. IT staff has tested this operating system and determined that library software will have to be modified to work with Windows 7 and communicate with the NonStop System. However, we know that Windows XP will not be supported for much longer and that there are enough positive new features that we will be ordering our FY11 computers with the Windows 7 operating system.

Other Software Changes completed during the year

Each year there are many small changes to various parts of the library software that take place but are never mentioned. Some of these include: enhancement to the Baker & Taylor payment system that produces a pdf document that is automatically e-mailed to Baker & Taylor, the Business Office, and Technical processing showing what invoices/purchase orders were paid on a weekly basis, update to ILL software to allow them a more automated process when materials are returned from other institutions, for sending regret notifications to customers when materials cannot be filled by another institution, and better cash handling for circulation staff in VCirc that provides staff the amount of change to give a customer. While many of these items may seem small, each takes time to develop and provides an added benefit to those needing the features.

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, and various other minor changes.

Additional Services provided by MLS Information Technology Department

Our help desk has logged and our technicians have handled 1,348 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 have also completed the upgrading/installing of 163 computers as part of our technology replacement cycle. Technicians also visit each computer on a quarterly basis to upgrade software, Windows security updates, web browser plugins, and check for any hardware or software problems with the computer as well as cleaning the keyboards, mice, monitors and making sure equipment is in good working order.

Many other projects have also been completed. All staff computers were upgraded to Microsoft Office 2007, Internet Explorer was upgraded to Version 8, the Print Management software was upgraded, all signup and print management computers were upgraded, and new keyboards, mice, and headphones were installed on all childrens' computers. These new keyboards for the childrens' computers are colorful and sized for a child's smaller hands.

Plans for the Coming Year

The IT department will be involved with moving the computers, network, and phone equipment from the Southern Oaks Library to a temporary location for the remodeling of the building. We will also continue to be involved in areas of construction of the new Northwest Library that relate to technology. 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.

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.

Northwest Library Preparation

Now that construction is beginning on the Northwest Library, we have been planning for all of the technology related purchases that will need to be made for the Northwest Library. In addition to acquiring computers for staff and public use, we will be purchasing all of the networking equipment, having the data circuit installed, purchasing all related printers, barcode scanners, RFID equipment, and coin boxes for the Express Checkout computers and the surveillance cameras and equipment for surveillance at the new building. We will be purchasing a 7-bin sorter for this library that will clear materials as customers return them and sort them into general shelf location bins. We will also be contracting for the installation of the data cabling and overseeing this part of the project.

Something new that is being added to the Northwest and Southern Oaks libraries is touchdown stations located on the public service floor that will allow staff to move about the building rather than sitting at a desk and customers coming to them. These stations will be computers that will allow staff to perform catalog searches and place reserves for customers. We have been exploring the possibility of using iPads as touchdown stations as they are very light and could be carried by staff directly to the shelf as needed. We have purchased an iPad for testing and initial tests have shown that it will work well for this type of use. The staff catalog will have some redesign that will allow staff to look up a customer card directly from the catalog and select the customer so that a reserve can be placed even if the customer does not have their library card with them.

Southern Oaks Library Remodel Preparation

In addition to preparing to move Southern Oaks to a temporary location while the building is remodeled, we will also be planning for the move back to the remodeled building. This will involve purchase of additional computers (computers for public access are going to be doubled), re-installation of the data circuit and network equipment, installation of the data wiring, purchase and installation of new surveillance equipment, and the purchase and installation of a 7-bin sorter.

Separate YA Computer Area Planned for Northwest & Southern Oaks

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. As part of the design for the Northwest Library and re-design of Southern Oaks, YA areas with separate computers and a separate sign-up have been planned. This system will work the same as the other but 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.

Begin WiFi 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 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. The first phase of this upgrade will be to purchase a Wireless Lan Controller that will control access points across the system. It will allow for much quicker configuration should a unit go bad and will also prevent "rogue" devices from accessing the network.

MLS Application Conversion for Windows 7

It is becoming more difficult to purchase computers with Windows XP installed and we believe this will become impossible during the next year. We have been testing Windows 7 and plan to purchase future computers with Windows 7 as the operating system. This will require converting all MLS application software to a newer version of Remote Server Call (RSC) that

will allow the applications to communicate with the NonStop System which is the library's main database server.

This will be a fairly lengthy and involved process and we will implement Windows 7 computers in areas where all applications have been converted. We will also need to make sure applications will continue to work on current Windows XP installations which means that testing of each application must occur on both operating systems before it can be implemented. We have already converted the software used on public computers so Windows 7 computers can be installed in public areas at any time.

Changes to Materials Selection Software for Customer Suggestions

The library system allows customers to suggest titles for the library to purchase if we do not currently own the material. This is done from the Catalog Search screen in CyberMARS. These requests have then been forwarded to Materials Selection as an e-mail and they process the requests by checking to see if it is in system, does it meet the library's collection policy, are reviews available recommending the material, and if it is in print or not yet published. If the material is purchased, the customer is then placed on reserve for the title so they will be notified once it is received.

The enhancements to the software will automate the processing of these requests and put them directly into a database accessible through their mlsMaterials software. They will be able to combine requests and place orders and once orders are placed, reserves will automatically be placed for all customers that have requested that the library purchase the title.

NonStop System Operating System to be Upgraded

Another project that will need to be accomplished during the coming year is the upgrade of the Operating System on the NonStop. This will require working with a NonStop specialist to make sure everything is going to work right and then taking the system down on an "off" time to perform the upgrade and re-load the system. This will have to be done on overnight hours or on a day that the library is closed as it will take several hours and we do our best to keep the system available to customers 24/7 year round. We will put a notification on the website notifying customers in advance of the planned outage.

Other Projects

In addition to the projects listed above, we will be upgrading/replacing approximately 155 computers. In addition, when the Northwest and remodeled Southern Oaks libraries are opened, we will be adding over 100 computers to the inventory. 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. This will bring our inventory of computers to over 800 units in addition to printers and other IT related equipment.

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. We also plan to upgrade the memory and operating system of the library's main

router to allow us to implement security fixes that will keep users from violating copyright laws and attempting to share movies and songs through the library's network.

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
- Evaluating the library's database structure

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 26 servers, 231 public computers, 13 Express Checkout computers, 42 Children's computers, 58 CyberMARS catalogs, and 281 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 18 Windows 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. Three servers provide the software that operates the library's phone system and voicemail services.

Desktop Computers and Laptops

The library system has 653 desktop and laptop computers. These computers are used for staff work (281), public computers with Internet access (231), children's use (42), CyberMARS (60), Express Checkout (13) and 26 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. The Downtown library is connected to the Cox WAN through a 1Gb connection. All other full-service libraries and the Service 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-nine 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

- ⇒ 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
- ⇒ Credit card PCI compliance

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
 - eNotification of overdues
 - eReminders for both system reserves and materials coming due
 - 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)
- ⇒ GeoLearning Learning Management System (hosted by GeoLearning)

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. 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

JULY 2010

Commission Reappointment Letters mailed

Commission members are appointed to 3 year terms by the various municipalities and are staggered throughout the membership so that all terms do not expire each year. This year we had a large number of terms expire due to the change in legislation in 2007. 12 member's terms expire on July 31, 2010. I am pleased to report that all 12 have asked to be re-appointed and letters have been sent to the various mayors asking that these reappointments be made. To date, Jim Shonts, Nicoma Park representative, has been reappointed to a new 3 year term.

Primary Book Vendor review

Metropolitan Library System policy AM 200 Purchasing calls for an annual service evaluation of the primary book vendor. Karen Marriott, Deputy Executive Director for Materials/Outreach has completed a performance evaluation for Baker & Taylor (our primary book vendor) for the period July 1, 2009 through April 30, 2010. This evaluation shows that Baker & Taylor has met or exceeded requirements of the current contract for fiscal year 09-10.

Specifically:

- As of May 1, discounts received are 1% higher than estimated.
- The current fill rate is at 90%. It is too early to determine if the overall fill rate with so many orders still going out. It is unlikely that the fill rate will be less than 90% due to the performance so far.
- Problems with receipt of materials has been low. 96.2% of invoices and 99.9% of materials were received without problems from July 2009 through March 2010.
- Customer service response has been good with 94% of the requests for assistance handled in a satisfactory manner.

Based on the above information and other information in Karen's report, Baker & Taylor continues to be the best option for MLS' primary book vendor in FY11.

If you would like to read Karen's full report, please contact my office.

American Libraries Association Conference in Washington D.C.

The annual American Library Association annual conference will be held on June 26-30th in our nation's capitol. Several MLS staff members will be attending as they serve on a variety of committees ranging from marketing, continuing education, buildings and facilities, awards, mentoring and public awareness. In addition, Commissioner Cindy Friedemann, is a new member of a committee of the Trustee/Friends Division (ALTAFF), and will be attending the conference. I will be staying an extra day to join the Oklahoma Delegation for Library Advocacy Day in which we call on our Oklahoma Congressional Delegation.

Kim Terry selected for Leadership OKC

I am pleased to announce that Kim Terry, MLS Director of Marketing, has been selected for Leadership OKC's Class XXIX. She carries on a history of library administrators who have been selected for this leadership development opportunity as past graduates have been Lee Brawner, Ernestine Clark, Denyveta Davis, and Donna Morris. In addition MLS staffer Emily Williams and MLS commission member Bose Akadir have been members of the LOKC Loyal class. As Director of Marketing, Kim will be making lots of new contacts which will help our marketing efforts in the future. Congratulations Kim!

Capital Projects Update

Webcam at Northwest Library is operational! Go to www.metrolibrary.org and click on the Northwest Construction Site. You will see live work taking place at the site. Thanks to Atlas Construction and our own MLS IT team of Jim Welch and Anne Fischer and Construction guru Todd Olberding for making this a reality.

We have received official notification from the Town of Jones that Bank First has donated land in Jones for a future library. We will be working on identifying criteria and needs related to that library and overall facility planning for the library system over the next few months.

We have begun working on finding and securing a temporary location for the Southern Oaks Library. We expect that they will be closing for renovation sometime in the fall.

Other projects are moving ahead on schedule.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- Attended Public Arts Meeting/Ralph Ellison
- Attended Library Endowment Trust Meeting
- Attended PLDC Meeting
- Attended Annual Friends Meeting

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Motoko Dworkin and Eshu Presents Folktales from Asia and Africa

Tuesday, July 6, 2010

Time: 3:00pm-4:00pm

Location: Southern Oaks

Kids of All Ages

Come hear the fascinating folktales of Asia and Africa told by the Japanese natives, Motoko Dworkin and Eshu! Admission by free ticket. Tickets will be handed out starting one hour before the program. Co-sponsor: Arts Council of Oklahoma City, Oklahoma Arts Council, National Endowment for the Arts.

Health Fair

Saturday, July 10, 2010

Time: 9:00am-12:00pm

Location: Harrah

All Ages

Screening for Cholesterol, hemoglobin, blood pressure, glucose. Call the library for more information at 454-2001.

Wizard Rock Concert

Saturday, July 10, 2010

Time: 7:00pm-9:30pm

Location: Del City

Teens and adults

It's our 4th annual MLS wizard rock show, featuring bands singing about the world of Harry Potter! Featuring the Whomping Willows, Justin Finch-Fletchley and the Sugar Quills, and the Moaning Myrtles! Questions? Call the library at 672-1377. Rock on!

Cards for Oklahoma Troops

Wednesday, July 14, 2010

Time: 2:00pm-4:00pm

Location: Ralph Ellison

All Ages

Come by Ralph Ellison anytime from 2:00-4:00 on July 14th or 21st and we will provide materials to make a card to show our appreciation for our Oklahoma Troops overseas.

Rhythmically Speaking Presents At the Water Hole

Thursday, July 15, 2010

Time: 10:30am-11:30am

Location: Edmond

All Ages

When the waterhole is full all the animals gather to drink. One day the water dries up and everyone works to find fresh water except the rabbit. The working animals decide: "no work no water". The rabbit decides: "I'll drink but I will not work". Who will out smart whom?

Co-sponsor: Arts Council of Oklahoma City, Oklahoma Arts Council, National Endowment for the Arts.

Introduction to PowerPoint

Saturday, July 17, 2010

Time: 10:00am-11:30am

Location: Village

Adults

Free computer class for adults! Learn to create PowerPoint productions for teaching, sales presentations, or presentations to groups or clubs. Come in or call to sign up. Village Library (405) 755-0710.

Family Night: Reading to End Racism

Tuesday, July 20, 2010

Time: 6:00pm-7:30pm

Location: Ralph Ellison

All Ages

YWCA and Ralph Ellison Library will present reading and hands on activities for families to enjoy together. Activities encourage the appreciation of diversity. Co-sponsor: YWCA and Diversity Foundation.

Children's Metro Music Fest Presents Mr. Stinky Feet and the Hiccups

Wednesday, July 28, 2010

Time: 2:00pm-3:00pm

Location: Warr Acres

All Ages

The 2nd Annual Children's Metro Music Fest is not to be missed. We are bringing back Mr. Stinky Feet and the Hiccups who always pack the house. Grab your dancing shoes but come early- space is limited! Co-Sponsor: Arts Council of Oklahoma City, Oklahoma Arts Council, National Endowment for the Arts.

How libraries stack up: 2010

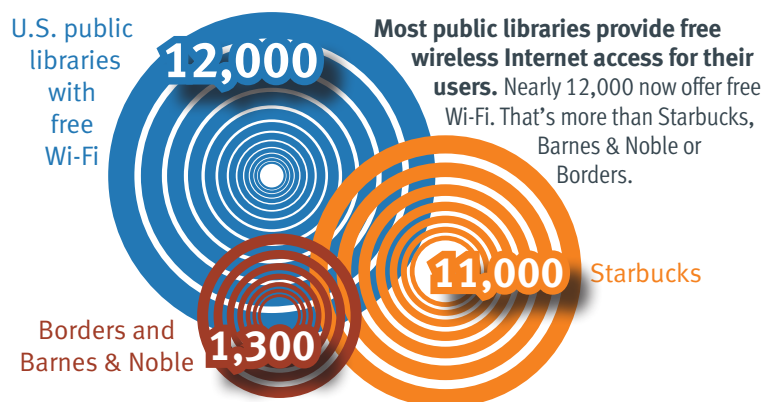
In America, we go to libraries to find jobs, create new careers and help grow our small businesses. We borrow books, journals, music and movies. We learn to use the latest technology. We get the tools and information needed to reenter the workforce. We get our questions answered, engage in civic activities, meet with friends and co-workers and improve our skills at one of the 16,600 U.S. public libraries. Every day, our public libraries deliver millions of dollars in resources and support that meet the critical needs of our communities.



Source: OCLC, 2010, primary research; ALA, 2010, "A Perfect Storm Brewing."

Here are a few of the ways that our public libraries stack up.

Hot spots



Sources: ALA, 2009, "Libraries Connect Communities 3: Public Library Funding & Technology Access Study, 2008–2009"; Starbucks corporate communications; www.borders.com; www.barnesandnobleinc.com.

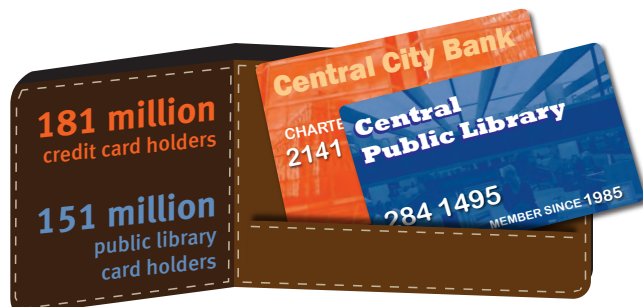
Taking care of business



Source: OCLC, 2010, primary research.

It's in our wallets

Library cards are about as prevalent as credit cards. Two-thirds of Americans have a library card. For many young people, the first card in their wallet is a library card.



Sources: ALA, "The State of America's Libraries, 2009"; U.S. Census Bureau, population estimates for those aged 20 and over; Statistical Abstract of the United States, 2010.

Getting technical



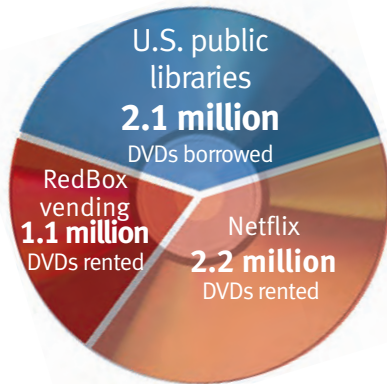
More libraries—5,400—offer technology training classes than there are computer training businesses in the U.S. Every day, 14,700 people attend free library computer classes—a retail value of \$2.2 million. That's \$629 million worth of computer classes annually (based on 286 business days per year).

Sources: ALA, 2009, "Libraries Connect Communities 3: Public Library Funding & Technology Access Study, 2008–2009"; ReferenceUSA Business and Residential Directory; OCLC, 2010, primary research; www.geeksquad.com.

How libraries stack up: 2010

Libraries are at the heart of our communities—a resource for people of any age to find what we need to help improve our quality of life.

Movie night



Every day, Americans borrow **2.1 million DVDs** from libraries, and we spend over \$22 million for DVD rentals at outlets like Netflix and RedBox vending machines.

Sources: OCLC, 2010, primary research; www.netflix.com/HowItWorks; Stross, Randall, "When the Price Is Right, the Future Can Wait," *New York Times*, July 12, 2009; McBride, Sarah, "Cinema Surpassed DVD Sales in 2009," *Wall Street Journal* online, January 4, 2010.

Let's meet

More public libraries offer free meeting rooms than there are conference centers, convention facilities and auditoriums combined. Every day, 225,000 people use library meeting rooms at a retail value of \$11 million. That's \$3.2 billion annually (based on 286 business days per year).



Sources: OCLC, 2010, primary research; *ReferenceUSA Business and Residential Directory*.

Career assistance when we need it most

U.S. public libraries offering career assistance
13,000



U.S. Department of Labor One-stop Career Centers
3,000

Americans turn to libraries when searching for new jobs. Both public libraries and One-stop Career Centers provide career counseling resources, resumé assistance and help in filling out online applications.

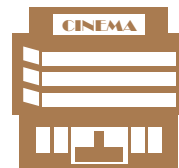
Sources: ALA, 2010, "A Perfect Storm Brewing"; U.S. Department of Labor, www.servicelocator.org/.

No ticket required

U.S. public library visits
1.4 billion



U.S. movie attendance
1.3 billion



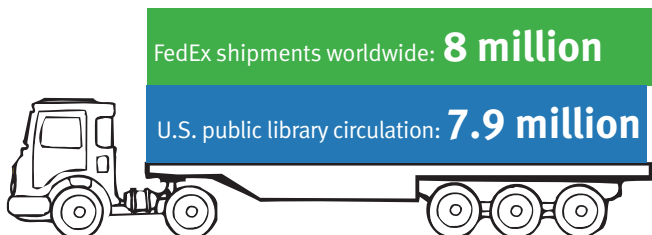
U.S. sporting event attendance
218 million



Every year, Americans visit the library more often than we go to the movies and six times more often than we attend live sporting events (includes professional and NCAA football, baseball, basketball and hockey).

Sources: IMLS, 2007, *Public Libraries in the United States: Fiscal Year 2007*; *Statistical Abstracts of the United States*, 2010; www.mpa.org/researchStatistics.asp.

On the move



U.S. public libraries circulate as many materials every day as FedEx ships packages worldwide. We enjoy \$82 million of value every day from the materials we check out at libraries.

Sources: IMLS, 2007, *Public Libraries in the United States: Fiscal Year 2007*; FedEx company facts at http://about.fedex.designcdt.com/our_company/company_information/fedex_corporation



OCLC is a nonprofit library cooperative. For more information see: www.oclc.org/reports/stackup/.

Numbers from OCLC's primary research are estimates. OCLC conducted primary research in January 2010 by inviting librarians via a post on various e-mail lists to answer a questionnaire gauging the use of their public libraries for job-seeking, small business support, meeting room usage and other activities. 719 librarians from 23 states participated.