



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

Thursday, June 16, 2011, 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**

Fran Cory, Chair

### **3:30 – 3:40 pm INTRODUCTIONS**

- Document #111 – 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 – 4:00 pm CONSENT DOCKET (#112 - #115)**

- Document #112 – Approval of Minutes of May 19, 2011 Meeting
- Document #113 – Acceptance of Review of Expenditures for May 2011
- Document #114 – Contract Awards & Purchases
  - Item A: LaserJet Toner Cartridges
  - Item B: Copier Paper
  - Item C: Secure Case DVD Cases
  - Item D: Automated Materials Handling (AMH) Equipment
  - Item E: Cisco Router Upgrade/Replacement
  - Item F: Express Checkout Coin & Bill Acceptor Units
  - Item G: Annual Renewal of Supply and Service Contracts
  - Item H: Exterior Building Cleaning Downtown Library
- Document #115 – Request for Transfer of Funds

### **4:00 – 4:15 pm COMMITTEE REPORTS (#116 - #118)**

- Document #116 – Discussion, Consideration, and Possible Action: Report and Recommendations - Administrative & Personnel Committee meeting May 17, 2011
- Document #117 – Discussion, Consideration, and Possible Action: Report and Recommendations – Finance Committee meeting May 31, 2011 ~ Nancy Anthony, Chair
- Document #118 – Discussion, Consideration, and Possible Action: Metropolitan Library System Preliminary Budget FY 2011-2012

### **4:15 – 4:30 pm RECOMMENDATIONS FROM ADMINISTRATION**

- Document #119 – Discussion, Consideration, and Possible Action – Revisions to MLS Policy and Procedure Manual

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

- Document #120 – MLS May 2011 Library Visits
- Document #121 – MLS May 2011 Circulation Report
- Document #122 – MLS May 2011 Computer Usage Report
- Document #123 – MLS May 2011 System Reserve Report
- Document #124 – MLS Annual Information Technology Report

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

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

#### ***NEXT COMMISSION MEETING DATE AND PLACE:***

July 21, 2011  
Edmond Library, 10 S. Boulevard, Edmond, OK 73003

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

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

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

Library System staff receiving Certificates of Service in June 2011:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Candace Lee McDaniel, Headquarters Manager, Library Operations	5
Jean E. Johnson, Librarian, Edmond	15
Julie A. Schofield, Circulation Clerk, Southern Oaks	20
Deborah T. Montgomery, Circulation Clerk, Southern Oaks	25

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

DATE: May 19, 2011

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 15, 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 Downtown Library, 300 Park Avenue, Oklahoma City, on May 17, 2011, in conformity with the Oklahoma Open Meeting Act §311.**

**Members**

**PRESENT:**

Bose' Akadari  
Nancy Anthony  
Ralph Bullard  
Cynthia Friedemann  
Deanna Hannah  
Helene Harpman  
Jose Jimenez  
Willa Johnson  
Carolyn Leslie  
Penny McCaleb  
Tracy McGehee  
Lori Nelson  
Mukesh Patel  
Kim Patterson  
Vanna Shaw  
Jim Shonts  
Judy Smith, Vice-Chair  
Alyne Strube  
Beth Toland  
Fran Cory, Chair  
Donna Morris, Executive Director  
(Secretary)

**EXCUSED:**

Mick Cornett, Mayor of Oklahoma City  
Tracy McDaniel  
Brenda Palmer  
Hugh Rice  
Greg Womack

Estimate of general public and staff attending: 19

**I.** The meeting was called to order at 3:32 p.m. by Mrs. Fran Cory, Chair.

Roll was called to establish a quorum. Present: Akadiri, Anthony, Bullard, Friedemann, Hannah, Harpman, Jimenez, Johnson, Patel, Shaw, Shonts, Smith, Toland, Cory (Arrived: McCaleb, 3:33; McGehee, 3:33; Patterson, 3:33; Leslie, 3:39; Nelson, 3:43; Strube, 3:49).

**II.** Mrs. Cory introduced Mrs. LaVetta Dent, Manager of Library Operations for the Village Library. Mrs. Dent welcomed the Commission and brought attention to the recent landscaping project at the Village Library. She thanked Diane Sarantakos, Director of Development, who oversaw the project. Mrs. Dent also thanked the Library Endowment Trust and the Oklahoma City Community Foundation, who provided the materials and funds for the project.

**III.** Mrs. Cory called for Presentation of Service Certificates for May 2011: Teresa Annette Goggins, Webmaster, Planning ~ 10 years of service.

**IV.** Mrs. Cory called for comments from the general public. There were none.

**V.** Mrs. Cory presented the Consent Docket: Document #101 – Approval of Minutes of April 21, 2011 Meeting; Document #102 – Acceptance of Review of Expenditures for April 2011; Document #103 – Contract Awards and Purchases; Document #104 – Request for Transfer of Funds.

Mrs. Cory called for a motion.

**Mr. Jim Shonts moved to accept the consent docket as presented. Mrs. Beth Toland seconded. Questions and Discussion followed. Motion passed unanimously.**

**VI.** Mrs. Cory presented Document #105 – Discussion, Consideration, and Possible Action: Report and Recommendation from Nominating Committee ~ Mr. Jose Jimenez

Mr. Jimenez stated the motion coming from the Nominating Committee.

**The Nominating Committee recommends the commission elect Mrs. Nancy Anthony to serve the remainder of the year as disbursing agent. Mrs. Anthony was contacted by the committee and has agreed to serve. A motion coming from committee requires no second. Motion passed unanimously.**

**VII.** Mrs. Cory presented Document #106 – Discussion, Consideration and Possible Action: Retirement Plans – Document Changes.

Mrs. Morris stated last month the Commission voted to approve changes to the plan documents for the Defined Benefit Plan. The same approval is needed for similar type of plan document changes for the Defined Contribution Plan and the Nationwide 457 Plan. These changes will not affect the basic benefits of the plans, but instead will bring the plans into compliance with changes in the law.

Questions and discussion followed.

Mrs. Cory called for a motion.

**Mrs. Nancy Anthony moved to approve the document Changes for the Metropolitan Library System Defined Contribution Plan and the Nationwide 457 Plan. Mr. Jim Shonts seconded. No further discussion, motion passed unanimously.**

**VIII.** Mrs. Cory referred to Special Presentations and called on Ms. Heidi Port, Volunteer Coordinator.

Ms. Port provided a handout detailing the amount of hours worked by various groups of volunteers, including Adult Volunteers, Teen Volunteers, Community Service Volunteers, Library Endowment Trustees, Friends of the Library, MLS Staff and Family Volunteers, and Library Commissioners. This past year over 2,061 volunteers put in 31,456 hours. Ms. Port screened a slideshow with pictures of the various groups of volunteers for the library system. Ms. Port thanked the commission for their time and dedication to the library and presented each commission member with a gift.

**IX.** Mrs. Cory referred to the Information Reports.

- Document #107 – MLS April 2011 Library Visits Report
- Document #108 – MLS April 2011 Circulation Report
- Document #109 – MLS April 2011 Computer Usage Report
- Document #110 – MLS April 2011 System Reserve Report

Questions and Discussion followed.

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

Mrs. Morris called on Dana Morrow and Lisa Wood to provide information on the upcoming Summer Reading Program. Ms. Wood handed out brochures, post cards and book marks which provide information on the Summer Reading program. She highlighted the various sponsors who help make the program a huge success, with the awards and prizes they donate.

Mrs. Morris stated the annual primary book vendor evaluation has been completed. Baker & Taylor continues to be the best option for the library system and will continue to be the primary book vendor for FY 2012. Ingram Library Service will also continue to be the secondary vendor for some orders.

Mrs. Morris attended National Library Legislative Day in Washington D.C. last week with other librarians across the state. They were able to meet and visit with Rep. James Lankford and Rep. Tom Cole, to discuss the importance of federal funding for libraries.

Bethany Library will be closed for carpet installation from May . through May . and will re-open on May ..

The parking lot for Northwest Library should be complete soon. Once the parking lot is finished some tours will be set up for the library.

**XI.** Mrs. Cory called for comments from Commissioners.

**XII.** The next Commission meeting will be held at the Downtown Library on June 16, 2011.

There being no further business, the meeting was adjourned at 4:16 pm.



Donna Morris, Executive Director  
(Secretary)

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

May 31, 2011

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of May 2011.

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

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of May 2011.

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

**May 31, 2011**

**ASSETS**

CASH - Overnight Investment Account	\$ 5,647,792.80
INVESTMENTS (Schedule attached)	29,996,702.17
PREPAID ACCOUNTS	30,000.00
<b>Total Assets</b>	<b><u><u>\$35,674,494.97</u></u></b>

**LIABILITIES, DEFERRED REVENUE AND FUND BALANCE**

**LIABILITIES:**

2009-10 Reserve for Appropriations	\$170,405.50	
2010-11 Purchase Orders Outstanding	1,454,903.33	
2009-10 Purchase Orders Outstanding	0.00	
2010-11 Checks Outstanding	157,698.70	
2009-10 Checks Outstanding	0.00	
<b>Total Liabilities</b>		<b>1,783,007.53</b>

**FUND BALANCE:**

Beginning of the Year		\$30,341,031.66	
Add: Revenues			
Budgeted	28,217,827.07		
Other	<u>2,118,284.10</u>	30,336,111.17	
Less: Expenditures		<u>(26,785,655.39)</u>	
<b>Total Fund Balance</b>			<b><u><u>33,891,487.44</u></u></b>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>			<b><u><u>\$35,674,494.97</u></u></b>



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

**As of May 31, 2011**

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	7/21/2009	7/21/2012	3.056%	\$ 95,006.20
CD - Municipal Emp. Credit Union	5/28/2010	5/28/2013	2.650%	240,000.00
CD - Weokie Credit Union	1/17/2010	1/18/2015	3.140%	106,899.93
CD - UMB Bank	3/18/2010	2/18/2013	2.000%	97,864.05
CD - Stillwater National Bank	5/23/2010	6/23/2012	2.000%	240,000.00
CD - National Bank of Commerce.	12/19/2010	12/19/2011	1.000%	240,000.00
CD - Kirkpatrick Bank, Edmond	12/12/2008	12/12/2011	3.030%	95,000.00
CD - Coppermark Bank	6/14/2010	4/14/2012	2.000%	96,787.60
CD - BancFirst	7/28/2009	7/27/2012	2.240%	240,000.00
CD - Rose Rock/Union Bank	11/9/2010	11/5/2013	2.000%	99,733.20
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%	122,052.12
CD - Valliance Bank	3/5/2011	3/5/2012	1.600%	99,081.29
Fannie Mae	11/29/2010	11/29/2016	2.000%	2,000,000.00
Fed Home LN BKS 08-13	1/22/2008	1/22/2013	4.000%	1,000,000.00
FNMA 2.05	12/30/2010	12/30/2015	2.050%	2,000,000.00
FHLMC 2 1/4	12/21/2010	12/21/2015	2.250%	2,000,000.00
Fed Home LN BKS 11-13	1/25/2010	7/25/2013	2.250%	2,000,000.00
Fed Home LN BKS 12-16	7/27/2010	1/27/2016	2.000%	2,000,000.00
FNMA	9/30/2010	12/30/2015	2.000%	2,000,000.00
FNMA 11-16	9/8/2010	3/8/2016	2.000%	1,000,000.00
FNMA 2.4	12/30/2010	12/30/2015	2.400%	2,000,000.00
FNMA 2 1/8	12/30/2010	12/30/2015	2.125%	2,000,000.00
FHLB 2	12/13/2010	6/13/2016	2.000%	2,000,000.00
FNMA 2	1/21/2011	1/21/2015	2.000%	2,000,000.00
Fed Natl Mtg Assoc 12-15	1/10/2011	12/15/2015	2.199%	1,984,277.78
FNMA	2/10/2011	2/10/2015	2.000%	2,000,000.00
FNMA	2/10/2011	8/10/2015	2.150%	2,000,000.00
Total Investments				<u>\$ 29,996,702.17</u>

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

**May 1, 2011 to May 31, 2011**

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<b><u>BUDGETED:</u></b>				
2010 Ad Valorem Tax	\$26,570,638.00	\$ 172,440.34	\$27,374,899.07	103.03%
State Aid	286,404.00	159,784.00	354,928.00	123.93%
Fines	<u>527,400.00</u>	<u>34,000.00</u>	<u>488,000.00</u>	92.53%
<b>Total Budgeted Revenue</b>	<b><u>\$ 27,384,442.00</u></b>	<b><u>\$ 366,224.34</u></b>	<b><u>\$28,217,827.07</u></b>	103.04%
<b><u>NOT BUDGETED:</u></b>				
Prior Years Taxes		\$ 61,301.80	\$ 1,127,962.64	
Gifts and Lost Books Fees		0.00	0.00	
Investment Income		31,359.89	451,156.69	
Flexible Benefits Account Balance		0.00	429.24	
Sale of Surplus Equipment		0.00	0.00	
Insurance Reimbursements		0.00	469,085.55	
Miscellaneous		<u>9,172.32</u>	<u>69,649.98</u>	
<b>Total Miscellaneous Revenue</b>		<b><u>\$ 101,834.01</u></b>	<b><u>\$ 2,118,284.10</u></b>	
<b>Total Revenue</b>	<b><u>\$ 27,384,442.00</u></b>	<b><u>\$ 468,058.35</u></b>	<b><u>\$30,336,111.17</u></b>	110.78%



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

**May 31, 2011**

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 126,657.56	\$ 3,413.10	\$ 875.13	129,195.53
810 Prepaid Fees	(7,670.75)	0.00	125.07	(7,795.82)
815 Fines	34,445.98	41,342.24	35,011.80	40,776.42
820 Copy	91,990.57	8,560.25	2,077.28	98,473.54
900 Special Event Fund	(143.23)	143.23	0.00	0.00
<b>Total Revolving Funds</b>	<b>\$ 245,280.13</b>	<b>\$ 53,458.82</b>	<b>\$ 38,089.28</b>	<b>\$ 260,649.67</b>

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<b>GRANTS:</b>				
<u><b>Special Grants</b></u>				
856 10/LET/Ralph Ellison Statuary	25,000.00	25,000.00	8,575.00	16,425.00
857 DN/LC Donations	92,529.29	92,529.29	90,085.95	2,443.34
860 10/LET/Special Grant	14,840.00	14,840.00	2,200.00	12,640.00
861 10/MWC/Florence Hughes Memoriz	1,491.00	1,491.00	0.00	1,491.00
862 10/OCCF/Village	500.00	500.00	0.00	500.00
867 11/OAC/Manding Jata	5,043.00	5,043.00	5,043.00	0.00
870 11/ODL/College Sweepstakes/DC	1,000.00	1,000.00	466.88	533.12
871 11/ODL/College Sweepstakes/CT	1,000.00	1,000.00	495.00	505.00
872 11/Kirkpatrick/After School	9,600.00	9,600.00	4,800.00	4,800.00
873 11/Bethany Bench	1,000.00	1,000.00	881.71	118.29
876 08/Guild/Choctaw Books	10,000.00	10,000.00	9,997.70	2.30
893 11/Guild/Western Books	1,000.00	1,000.00	992.66	7.34
894 11/Guild/Fiction and Music CD	2,000.00	2,000.00	1,989.62	10.38
897 11/LET/Summer Reading	20,000.00	20,000.00	13,767.79	6,232.21
898 11/LET/Interactive Children's	25,000.00	25,000.00	0.00	25,000.00
899 11/LET/Young Professional Adv	3,000.00	3,000.00	0.00	3,000.00
944 09/LET/Gift Materials	33,563.00	33,563.00	29,162.82	4,400.18
963 RE Friends/Programming Grant	5,000.00	4,957.32	4,885.12	72.20
981 Downtown Club/Children's	300.00	300.00	304.48	(4.48)

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

875 08 Public Art	3,000.00	3,000.00	0.00	3,000.00
846 10 Public Art	\$3,000.00	3,000.00	0.00	3,000.00
847 10 Public Art for New Construction	\$25,000.00	25,000.00	6,800.55	18,199.45
849 10 MLS TV Ads	\$20,000.00	20,000.00	15,000.00	5,000.00

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<u>Grants - Friends of MLS, Current Fiscal Year</u>					
877	11 Summer at the Library	\$20,000.00	20,010.01	5,159.85	14,850.16
879	11 L.I.F.E.	\$7,500.00	7,500.00	5,132.34	2,367.66
881	11 Bookfest Reading Program	\$5,000.00	5,000.00	4,950.05	49.95
882	11 Noon Tunes	\$12,000.00	12,000.00	7,388.21	4,611.79
883	11 Lee Brawner Scholarships	\$18,000.00	18,000.00	9,528.42	8,471.58
884	11 Volunteer Recognition	\$2,000.00	2,000.00	0.00	2,000.00
887	11 NW Interactive-Children's	\$25,000.00	25,000.00	0.00	25,000.00
888	11 Staff Recognition	\$9,440.00	9,653.00	8,954.09	698.91
889	11 YA Author Visit	\$13,600.00	13,600.00	11,429.08	2,170.92
891	11 Celebration of Black History	\$1,600.00	1,600.00	1,301.24	298.76
901	12 Juneteenth	\$3,100.00	3,100.00	0.00	3,100.00
<b>Total Grants</b>					<u>\$170,995.06</u>
<b>Total Special Funds</b>					<u><u>\$ 431,644.73</u></u>



**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of May 2011

FY-11

**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	900,371.22	10,618,638.62	84.63	12,547,280.00	1,928,641.38
102	Wages - Part-time	134,441.54	1,517,490.05	75.62	2,006,777.00	489,286.95
103	Payroll Taxes	76,150.14	891,858.90	84.74	1,052,433.00	160,574.10
109	Workers Comp Insurance	13,359.00	154,225.00	93.51	164,936.00	10,711.00
112	Group Insurance	178,368.81	1,973,864.21	84.41	2,338,434.00	364,569.79
113	Employees' Retirement	55,825.78	1,636,511.61	92.53	1,768,596.00	132,084.39
114	Unemployment Compensation	.00	8,231.22	20.58	40,000.00	31,768.78
Total Personal Services		1,358,516.49	16,800,819.61	84.35	19,918,456.00	3,117,636.39

**Maintenance & Operations - Contractual Services**

201	Bldg, Property, & Auto Insuran	.00	168,156.50	96.62	174,039.00	5,882.50
202	Liability/Bonding Insurance	.00	4,025.00	65.18	6,175.00	2,150.00
205	Rent of Library Buildings	672.00	269,101.00	97.22	276,800.00	7,699.00
206	Rent of Equipment	.00	810.00	9.55	8,480.00	7,670.00
207	Janitorial Services	34,854.00	420,555.20	88.42	475,660.00	55,104.80
208	Maintenance of Facilities	19,690.35	236,440.77	42.62	554,714.00	318,273.23
211	Parking & Transportation	10,863.62	118,254.28	63.27	186,910.00	68,655.72
212	Travel Expenses	4,287.35	55,071.47	64.30	85,654.00	30,582.53
213	Professional Services	20,668.05	275,454.26	66.68	413,124.00	137,669.74
214	Security Services	28,113.10	312,335.49	74.08	421,622.00	109,286.51
216	Telephone Services	9,382.77	119,336.33	43.22	276,143.00	156,806.67
217	Electrical Services	36,871.64	419,494.93	77.27	542,863.00	123,368.07
218	Gas Services	1,872.21	48,328.52	63.05	76,654.00	28,325.48
219	Water and Garbage Services	6,723.58	51,512.76	93.15	55,302.00	3,789.24
220	Trigen Energy Services	13,010.88	154,515.87	78.04	198,000.00	43,484.13
226	Memberships	1,519.00	17,970.00	78.50	22,891.00	4,921.00
230	Other Library-related Services	20,743.06	290,016.76	79.10	366,645.00	76,628.24
231	Automation Contractual	17,987.09	222,913.30	67.36	330,944.00	108,030.70
236	Network Catalog Services	.00	66,484.24	89.81	74,025.00	7,540.76
Total Contractual Services		227,258.70	3,250,776.68	71.50	4,546,645.00	1,295,868.32

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of May 2011

FY-11

**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	34,137.00	147,824.59	74.13	199,400.00	51,575.41
302	Postage	3,171.36	211,487.69	72.20	292,900.00	81,412.31
303	Supplies	24,498.29	331,656.87	70.69	469,147.00	137,490.13
310	Maintenance Supplies	4,154.55	60,696.26	86.71	70,000.00	9,303.74
312	Safety Supplies & Equipment	2,693.45	3,904.25	37.54	10,400.00	6,495.75
321	Gasoline & Oil	4,732.26	32,776.70	76.22	43,000.00	10,223.30
322	Vehicle Parts & Repairs	199.31	25,765.31	88.85	29,000.00	3,234.69
330	Programming Activities	47,757.78	173,791.63	71.81	242,015.00	68,223.37
331	Other Commodities	1,944.83	19,425.23	54.61	35,568.00	16,142.77
Total Commodities		123,288.83	1,007,328.53	72.40	1,391,430.00	384,101.47

**Capital Outlays**

401	Books & Materials	458,402.04	3,645,260.80	77.38	4,710,800.00	1,065,539.20
404	Government Documents	.00	650.00	13.00	5,000.00	4,350.00
405	Book Repairs & Bindings	.00	.00	.00	2,200.00	2,200.00
407	Periodicals & Subscriptions	9,115.76	147,802.25	87.35	169,200.00	21,397.75
408	Furniture, Fixtures, & Equipme	4,620.00	149,225.48	19.04	783,569.00	634,343.52
409	Motor Vehicles	.00	110,671.95	98.81	112,000.00	1,328.05
410	Automation System & Equipment	.00	192,887.58	32.88	586,680.00	393,792.42
450	Capital Projects	129,274.78	1,480,232.51	23.39	6,328,848.00	4,848,615.49
490	Capital Reserves - Current	.00	.00	.00	-98,950.01	-98,950.01
499	Reserve Carryover - Prior	.00	.00	.00	19,270,320.31	19,270,320.31
Total Capital Outlays		601,412.58	5,726,730.57	17.97	31,869,667.30	26,142,936.73
Total Budget		2,310,476.60	26,785,655.39	46.40	57,726,198.30	30,940,542.91

Monthly Journal Entries -- May 2011

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<b><u>Investments</u></b>				
193	1001	Cash	\$ 20,000.00	
	3602	Interest Income FNMA 11/16 interest		\$ 20,000.00
194	1001	Cash	\$ 2,010,625.00	
	1101	Investments		\$ 2,000,000.00
	3602	Interest Income Called investment, Freddie Mac 3134g1y57		\$ 10,625.00
<b><u>Tax revenues</u></b>				
195	1001	Cash	\$ 156,220.57	
	1201	Ad Valorem Tax - Current year		\$ 94,918.77
	3601	Prior year Tax Ad Valorem Tax apportioned by County for 4/18 to 4/29		\$ 61,301.80
196	1001	Cash	\$ 77,521.57	
	1201	Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 5/1 to 5/13		\$ 77,521.57
197	1001	Cash	\$ 159,784.00	
	3401	State Aid State Aid, 2nd payment (2 checks - \$127828 + 31956)		\$ 159,784.00
<b><u>Miscellaneous revenue</u></b>				
198	1001	Cash	\$ 9,172.32	
	3605	Mic. Reimbursements		\$ 9,172.32
		AbiBow \$ 15.42 LET-wages \$ 4,784.92		
		LET-postage 109.33 Name badge 1.00		
		Friends 2,335.82 unit petro 27.35		
		Café rent 500.00 Friends \$ 1,146.48		
		Neopost refund \$ 252.00 <b>total</b> 9,172.32		
<b><u>Fines</u></b>				
199	1001	Cash	\$ 34,000.00	
	3403	Projected Mic. Revenue - Fines Fines transferred to General Fund in May		\$ 34,000.00
<b><u>Payable entries</u></b>				
200	3001	Current Year Reserv. for Appropriations.	\$ 2,310,428.17	
	3011	Current Year P.O. Outstanding		\$ 2,310,428.17
	3002	Prior Year Reserv. for Appropriations.		
	3012	Prior Year P.O. Outstanding Purchase orders issued in May		
201	3011	Current Year P.O. Outstanding	\$ 2,214,868.98	
	3021	Current Year Warrants Outstanding		\$ 2,214,868.98
	3012	Prior Year P.O. Outstanding	\$ -	
	3022	Prior Year Warrants Outstanding Checks issued in May		\$ -
202	3021	Current Year Warrants Outstanding	\$ 2,346,548.66	
	1001	Cash		\$ 2,346,548.66
	3022	Prior Year Warrants Outstanding	\$ -	
	1001	Cash Checks cleared Bank in May		\$ -



**Bank interest and fees**

203	1001	Cash	\$	734.89	
	3602	Bank Fees	\$	215.32	
	3602	Interest Income			\$ 950.21
		Interest and fees from GF checking account			
204	8000	Special Fund Cash			\$ 78.81
	8815	Bank Fees	\$	155.65	
	8815	Interest Income			\$ 76.84
		Interest and fees from SF checking account			

**Special funds**

205	8000	Special Fund Cash	\$	60,733.27	
	8815	Fines			\$ 27,825.05
	8820	Copy			\$ 8,560.25
	8805	Gift/Lost Books			\$ 3,413.10
	8810	Prepaid Fees	\$	125.07	
	8867	other			\$ 5,043.00
	8900				\$ 143.23
	8901				\$ 3,100.00
	8815	Credit card receipts			\$ 13,440.35
	8815	Credit card expenses	\$	666.64	\$ -
		Revenues of special funds received in May			
206	8000				\$ 56,246.66
	8815	Fines	\$	34,131.40	
	8820	Copy	\$	2,077.28	
	8805	Gift/Lost Books	\$	832.69	
	8944		\$	11,821.36	
	8981		\$	10.36	
	8882		\$	3,048.00	
	8894		\$	123.61	
	8889		\$	41.00	
	8893		\$	71.25	
	8871		\$	495.00	
	8873		\$	96.62	
	8879		\$	1,369.67	
	8883		\$	2,128.42	
		Expenditures of special funds in May			

**Corrections, adjustments, and miscellaneous**

207	3021		\$	53.87	
	1001				\$ 53.87
		Check posted twice			
208	8805		\$	42.44	
	8000				\$ 42.44
	8881		\$	81.00	
	8847				\$ 81.00
		Correct prior postings to wrong accounts			
209	3012		\$	11,668.63	
	3022				\$ 11,668.63
		To clear prior year encumbrances			
210	8000		\$	42.44	
	8949				\$ 42.44
		Correct prior postings to wrong accounts			
		Grand Total	\$	9,469,892.71	\$ 9,469,892.71
			\$		\$ -



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Warrant Register

May 2011

Number	Vendor/Payee	Purpose		Amount
G-04406	Metropolitan Library System	Programming Activities	143.23	143.23
G-04407	City of Midwest City, Inc.	Water & Garbage Services	340.44	340.44
G-04408	Federal Corporation	Maintenance of Facilities	75.56	75.56
G-04409	O G & E	Electrical Services	3,203.28	3,203.28
G-04410	Oklahoma Natural Gas Co.	Gas Services	281.75	
		Gas Services	527.85	
		Gas Services	598.21	
		Gas Services	158.83	1,566.64
G-04411	City of Oklahoma City	Water & Garbage Services	165.02	
		Water & Garbage Services	32.78	197.80
G-04412	Brodart, Inc.	Supplies	5,382.00	
		Supplies	14.87	5,396.87
G-04413	Locke Supply Co.	Maintenance of Facilities	6.52	6.52
G-04414	Dagwell Dixie Inc	Maintenance of Facilities	215.04	215.04
G-04415	Demco	Supplies	1,064.00	
		Supplies	5,112.00	6,176.00
G-04416	Gaylord Bros.	Supplies	161.10	161.10
G-04417	Gale Research	Materials	15,307.85	15,307.85
G-04418	Journal Record Publishing Co.	Library-Related Services	1,201.00	1,201.00
G-04419	UNUM Life Insurance	Grp L-T Disab Ins Prm-May	5,809.36	5,809.36
G-04420	Standard Printing Co., Inc.	Supplies	1,078.00	1,078.00
G-04421	Weston Woods Accts Receivable	Materials	203.83	203.83
G-04422	Baker & Taylor Books	Materials	1,208.05	1,208.05
G-04423	Susie Beasley	Mileage	9.18	9.18
G-04424	H.W. Wilson Company	Materials	480.00	480.00
G-04425	Bill Warren Office Products	Supplies	14.16	14.16
G-04426	Charles S. Isaacs	Mileage	2.81	2.81
G-04427	CompSource Oklahoma	Workers Comp Insurance	13,359.00	13,359.00
G-04428	Upstart	Programming Activities	41.95	
		Programming Activities	5.00	46.95
G-04429	Blackbaud	Automation Contractual	5,000.00	5,000.00
G-04430	Chester 'Jack' Kinzie, Jr.	Mileage	4.18	
		Supplies	51.57	55.75
G-04431	Recorded Books, LLC	Materials	2,394.40	2,394.40
G-04432	Pure Service Corp.	Maintenance of Facilities	1,317.00	1,317.00
G-04433	Gale Group	Materials	729.83	729.83
G-04434	Brendan Parker	Programming Activities	150.00	150.00
G-04435	LexisNexis Matthew Bender	Materials	1,260.98	1,260.98
G-04436	Print Imaging Group	Supplies	10.60	
		Supplies	29.85	
		Supplies	7.61	
		Supplies	10.20	
		Supplies	20.40	78.66
G-04437	Mutual Assurance	Grp Life AD&D Ins Prm-May	36,963.37	36,963.37
G-04438	Shea Weaver	Materials	66.00	66.00
G-04439	Kathryn Carr	Programming Activities	50.00	50.00
G-04440	Walter Wayne McEvilly	Programming Activities	300.00	300.00
G-04441	Commercial Concepts, Inc.	Furniture	2,683.80	
		Capital Projects	2,800.00	5,483.80
G-04442	INTEGRIS Corporate Assistance	Group Insurance	900.00	900.00
G-04443	Shawver & Son	Maintenance of Facilities	168.13	168.13
G-04444	Jonathan Willis	Mileage	53.55	53.55



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Number	Vendor/Payee	Purpose		Amount
G-04445	Blackstone Audio Books	Materials	692.15	692.15
G-04446	Random House, Inc	Materials	480.00	480.00
G-04447	Scott's Printing & Copying	Printing	1,995.65	1,995.65
G-04448	Brilliance Corporation	Materials	3,308.02	3,308.02
G-04449	Filtration Services Group, LLC	Maintenance of Facilities	78.00	78.00
G-04450	Ingram Library Service	Materials	4,778.05	4,778.05
G-04451	Julia Ballou	Supplies	43.76	
		Other Commodities	93.76	137.52
G-04452	XPEDX	Supplies	943.51	
		Maint. Supplies	4,604.04	
		Supplies	1,352.34	6,899.89
G-04453	High-Tech-Tronics, Inc.	Capital Projects	2,490.00	2,490.00
G-04454	Walker Companies	Supplies	134.97	
		Supplies	25.00	159.97
G-04455	Audio Editions	Materials	434.40	434.40
G-04456	OverDrive, Inc fka	Materials	8,566.36	8,566.36
G-04457	Neopost, Inc.	Postal Expense	260.00	260.00
G-04458	Hannelore A. Chan	Programming Activities	175.00	175.00
G-04459	Metro Parking Garage	Parking & Transportation	1,620.00	
		Parking & Transportation	990.00	2,610.00
G-04460	Jo Nita White	Mileage	18.36	18.36
G-04461	Chickasaw Telecom, Inc.	Automation	71.42	71.42
G-04462	Tiger Direct Inc	Supplies	502.61	502.61
G-04463	AV Cafe Inc	Materials	493.82	493.82
G-04464	Matthew Cotter	Telephone Services	35.00	
		Mileage	24.23	59.23
G-04465	Ingram Library Service	Materials	1,068.91	1,068.91
G-04466	Jonathan W. LaPuzza	Security Services	487.50	487.50
G-04467	Town of Luther	Water & Garbage Services	44.68	44.68
G-04468	Deli Partners of Little Rock	Other Commodities	147.98	147.98
G-04469	Evans Hardware	Maintenance of Facilities	19.79	
		Maintenance of Facilities	21.57	
		Maintenance of Facilities	5.26	46.62
G-04470	Tipton	Programming Activities	425.00	425.00
G-04471	Michael Corley	Programming Activities	210.00	210.00
G-04472	Steve's Wholesale Distributors	Maintenance of Facilities	16.14	16.14
G-04473	Lisa Kay Camacho	Security Services	112.50	112.50
G-04474	Jerry's Contracting	Maintenance of Facilities	1,500.00	
		Maintenance of Facilities	1,250.00	2,750.00
G-04475	Omniplex	Programming Activities	215.00	215.00
G-04476	Kelley Riha	Mileage	153.61	153.61
G-04477	Oklahoma University	Professional Services	80.00	80.00
G-04478	Vance Hunt & Associates, Inc.	Fixtures	3,155.00	
		Fixtures	1,630.00	4,785.00
G-04479	Timothy W. Brewer, Jr.	Security Services	112.50	112.50
G-04480	City of Harrah	Water & Garbage Services	62.14	62.14
G-04481	Amazon/GE Money Bank	Supplies	45.36	
		Supplies	82.00	
		Supplies	157.36	
		Supplies	181.86	466.58
G-04482	Crowe & Dunlevy	Professional Services	2,244.00	2,244.00
G-04483	John Wood	Mileage	29.53	29.53



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Warrant Register

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Number	Vendor/Payee	Purpose		Amount
G-04484	City of Choctaw	Water & Garbage Services	392.90	392.90
G-04485	Vision Service Plan of	Grp Vision Ins Prem-May	2,441.74	2,441.74
G-04486	Office Depot Credit Plan	Supplies	108.06	108.06
G-04487	Alice Murphy	Other Commodities	50.00	50.00
G-04488	Baker & Taylor Books	Materials	4,124.83	4,124.83
G-04489	Baker & Taylor Entertainment	Materials	788.34	
		Materials	5,373.70	
		Materials	1,479.46	7,641.50
G-04490	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-May	129,639.04	129,639.04
G-04491	Oklahoma Historical Society	Subscriptions	110.00	110.00
G-04492	Manpower, Inc.	Capital Projects	633.60	633.60
G-04493	Robert H. Gallavan III	Security Serivces	112.50	112.50
G-04494	Walmart Community	Supplies	204.83	204.83
G-04495	Barnum Plumbing, Inc.	Maintenance of Facilities	125.00	
		Maintenance of Facilities	125.00	250.00
G-04496	Numara Software	Automation Contractual	3,739.52	3,739.52
G-04497	Imagenation Promotional Group	Other Commodities	691.86	691.86
G-04498	Coop's Buttons	Supplies	103.49	103.49
G-04499	Allied Waste Services #060	Water & Garbage Services	957.49	957.49
G-04500	Pamela Buchanan	Mileage	10.46	10.46
G-04501	Teaching Company	Materials	1,149.20	1,149.20
G-04502	Barbara A. Johnson	Mileage	8.71	8.71
G-04503	Star Lighting	Maintenance of Facilities	119.45	119.45
G-04504	Cintas Corporation 064	Maintenance of Facilities	453.96	453.96
G-04505	Barbara Byrd	Programming Activities	90.00	90.00
G-04506	Faith Centered Resources	Materials	188.93	188.93
G-04507	Oklahoma City Police Dept.	Maintenance of Facilities	195.00	195.00
G-04508	Securitas Security USA, Inc.	Security Services	7,441.09	7,441.09
G-04509	Baker & Taylor Books	Materials	597.80	
		Materials	1,299.17	
		Materials	3,161.33	
		Materials	5,907.27	
		Materials	4,320.50	
		Materials	7,939.27	
		Materials	11,789.34	35,014.68
G-04510	Baker & Taylor Books	Materials	1,324.46	
		Materials	3,952.40	
		Materials	3,682.13	
		Materials	2,311.94	
		Materials	4,230.50	
		Materials	1,433.94	16,935.37
G-04511	Beatriz Meyer	Programming Activities	532.00	532.00
G-04512	Monica Buck	Programming Activities	200.00	200.00
G-04513	Smart Technologies	Automation Contradtual	964.00	
		Automation Contractual	381.00	1,345.00
G-04514	Postal Customer Council USPS	Other Commodities	20.00	20.00
G-04515	Image Supply	Supplies	79.06	
		Supplies	72.96	152.02
G-04516	Baker & Taylor Entertainment	Materials	2,283.84	2,283.84
G-04517	Cynthia Selinger	Programming Activities	90.63	90.63
G-04518	Mary J. Sholly	Other Commodities	145.97	145.97
G-04519	UNUM Life Insurance	Grp LTC Insurance Prm-May	1,405.30	1,405.30



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Number	Vendor/Payee	Purpose		Amount
G-04520	Darin R. Smith	Transportation	50.00	50.00
G-04521	Bank of Oklahoma	Payroll Transmittal-Chks	35,664.33	
		Payroll Transmittal-Chks	18,387.95	
		Payroll Transmittal-Chks	110.00	54,162.28
G-04522	Bank of Oklahoma	Federal Withholding Tax	47,958.00	
		Federal Withholding Tax	4,357.00	52,315.00
G-04523	Oklahoma Tax Commission	State Withholding Tax	14,587.00	
		State Withholding Tax	896.00	15,483.00
G-04524	Mun. Employees Credit Union	Employee Cr Union Deducts	11,497.13	
		Employee Cr Union Deducts	87.50	11,584.63
G-04525	United Way of Central Oklahoma	Employee Deductions	515.17	
		Employee Deductions	65.00	580.17
G-04526	Clerk, U.S. District	Employee Deductions	115.14	
		Employee Deductions	115.14	230.28
G-04527	Morgan & Associates, P.C.	Employee Deductions	126.73	126.73
G-04528	United States Treasury	Employee Deductions	50.50	50.50
G-04529	Bank of America	Payroll Transmittal-DDep	253,397.19	
		Payroll Transmittal-DDep	39,376.58	
		Payroll Transmittal-DDep	1,100.00	293,873.77
G-04530	John Hardeman, Trustee	Employee Deductions	546.92	546.92
G-04531	Nationwide Retirement Solution	Employee Deductions	8,054.58	8,054.58
G-04532	Transamerica Worksite Mktg.	Employee Deductions	418.87	418.87
G-04533	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,608.42	4,608.42
G-04534	Bank of Oklahoma	Employee Flexplan Deposit	27,932.49	27,932.49
G-04535	Bank of Oklahoma	Employee Soc/Sec Deposits	17,711.54	
		Employee Soc/Sec Deposits	2,819.85	
		Employee Medicare Deposit	6,114.79	
		Employee Medicare Deposit	973.47	
		Employer Soc/Sec Deposits	30,308.31	
		Employer Medicare Deposit	7,088.20	65,016.16
G-04536	MassMutual Financial Group	Employee Contrib -- DC PI	15,313.50	
		Employer Contrib -- DC PI	27,830.44	43,143.94
G-04537	ODHS Oklahoma Centralized	Employee Deductions	472.34	472.34
G-04538	Randall S. Fudge	Employee Deductions	108.95	108.95
G-04539	Administrative Services	Employee Deductions	1,346.79	1,346.79
G-04540	UNUM Life Insurance	Employee Deductions	1,526.10	
		Employee Deductions	34.00	1,560.10
G-04541	NCO Financial Systems, INC	Employee Deductions	386.80	386.80
G-04542	Metropolitan Library System	Travel Expenses	39.00	
		Professional Services	95.00	
		Postage	66.92	
		Supplies	37.27	
		Programming Activities	142.50	
		Programming Activities	71.89	
		Other Commodities	14.39	466.97
G-04543	Oklahoma Natural Gas Co.	Gas Services	119.65	119.65
G-04544	Triangle/A & E	Printing	106.00	106.00
G-04545	Brodart, Inc.	Supplies	20.15	20.15
G-04546	Southwestern Stationers, Inc.	Other Library Rel Svcs	69.24	69.24
G-04547	Gale Research	Materials	6,762.10	6,762.10
G-04548	Angela Thornton	Mileage	72.93	72.93
G-04549	Baker & Taylor Books	Materials	2,451.65	2,451.65



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Number	Vendor/Payee	Purpose		Amount
G-04550	Susie Beasley	Travel Expenses	244.56	244.56
G-04551	J. Siobhan Morava	Mileage	76.61	76.61
G-04552	Kappa Publishing	Materials	106.93	106.93
G-04553	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-04554	FedEx	Postage	20.52	20.52
G-04555	Recorded Books, LLC	Materials	1,263.80	1,263.80
G-04556	American Red Cross of Central	Programming Activities	420.00	420.00
G-04557	Denyvetta Davis	Mileage	245.27	245.27
G-04558	Print Imaging Group	Maintenance Supplies	118.84	118.84
G-04559	Anne G. Fischer	Mileage	81.60	81.60
G-04560	Almualif Publishing	Books & Materials	93.87	93.87
G-04561	The Job Paper, LLC	Library-Related Services	175.00	175.00
G-04562	Library Video Co.	Materials	59.90	59.90
G-04563	OHC of the Southwest, P.A.	Professional Services	75.00	75.00
G-04564	Downtown College Consortium	Professional Services	80.00	80.00
G-04565	Blackstone Audio Books	Materials	120.00	120.00
G-04566	Oklahoma Gazette	Library-Related Services	1,616.00	1,616.00
G-04567	Random House, Inc	Materials	2,829.46	2,829.46
G-04568	5th Street Garage	Parking & Transportation	32.29	32.29
G-04569	A T & T Mobility	Telephone Services	89.67	89.67
G-04570	Scott's Printing & Copying	Printing	1,466.36	
		Printing	610.65	2,077.01
G-04571	Brilliance Corporation	Materials	1,760.92	1,760.92
G-04572	Gateway Films/Vision Video	Materials	118.88	118.88
G-04573	Ingram Library Service	Materials	3,798.46	
		Materials	217.43	4,015.89
G-04574	Summit Mailing Systems, Inc.	Postage	139.45	139.45
G-04575	Audio Editions	Materials	947.45	947.45
G-04576	Larry G. Johnson	Parking	108.38	108.38
G-04577	OverDrive, Inc fka	Materials	10,532.24	10,532.24
G-04578	Stuart Williamson	Mileage	30.60	30.60
G-04579	Victoria Dixon	Parking	108.38	108.38
G-04580	Fuelman	Gas and Oil	4,690.38	
		Vehicle Parts & Repairs	179.21	4,869.59
G-04581	AV Cafe Inc	Materials	785.94	785.94
G-04582	Ingram Library Service	Materials	1,536.36	1,536.36
G-04583	Deli Partners of Little Rock	Other Commodities	197.16	197.16
G-04584	Kay L. Bauman	Parking	108.38	108.38
G-04585	Landon Holman	Mileage	58.14	58.14
G-04586	J & B Graphics	Supplies	75.00	75.00
G-04587	Melissa O'Neil	Programming Activities	240.00	240.00
G-04588	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	20.10	20.10
G-04589	Ruby Soutiere	Mileage	12.04	12.04
G-04590	AudioGo	Materials	2,968.34	2,968.34
G-04591	Kevin Colwell	Mileage	18.36	18.36
G-04592	Association of Fundraising	Memberships	300.00	300.00
G-04593	Crowe & Dunlevy	Professional Services	10,160.40	
		Professional Services	2,000.00	12,160.40
G-04594	Abolghasem Siavashi	Mileage	4.59	4.59
G-04595	Office Depot Credit Plan	Supplies	175.96	175.96
G-04596	Roy Ballou	Travel Expenses	450.20	450.20
G-04597	Baker & Taylor Books	Materials	1,379.58	1,379.58



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Warrant Register

May 2011

Number	Vendor/Payee	Purpose		Amount
G-04598	Cheryl Pernell	Parking	108.38	108.38
G-04599	Baker & Taylor Entertainment	Materials	1,318.49	
		Materials	1,894.77	3,213.26
G-04600	Manpower, Inc.	Southern Oaks Renovation	1,900.80	1,900.80
G-04601	Reef Shop Warehouse	Maintenance of Facilities	115.95	115.95
G-04602	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	12.00	12.00
G-04603	Imagination Promotional Group	Programming Activities	395.39	
		Programming Activities	15,617.26	16,012.65
G-04604	Pamela Buchanan	Telephone Services	35.00	35.00
G-04605	John Utley	Telephone Services	35.00	35.00
G-04606	Faith Centered Resources	Materials	95.39	95.39
G-04607	Securitas Security USA, Inc.	Security Services	6,658.02	
		Security Services	6,449.47	13,107.49
G-04608	Baker & Taylor Books	Materials	790.80	
		Materials	1,264.67	
		Materials	2,675.04	
		Materials	2,340.81	
		Materials	2,286.74	
		Materials	9,305.96	
		Materials	1,663.57	20,327.59
G-04609	Baker & Taylor Books	Materials	2,071.19	
		Materials	3,956.51	
		Materials	1,303.92	
		Materials	3,578.15	
		Materials	7,924.75	18,834.52
G-04610	Baker & Taylor Books	Materials	1,007.88	1,007.88
G-04611	Lisa Bradley	Parking	108.38	108.38
G-04612	Stacy Schrank	Parking	108.38	
		Mileage	305.00	413.38
G-04613	R. Justin Herwig	Mileage	112.20	112.20
G-04614	City Glass OKC, Inc.	Maintenance of Facilities	295.00	295.00
G-04615	Cynthia Selinger	Travel Expenses	123.77	123.77
G-04616	Tyler Outdoor Advertising, LLC	Library-Related Services	3,200.00	3,200.00
G-04617	Greathall Productions, Inc.	Materials	72.78	72.78
G-04618	Pacific Telemanagement Service	Telephone Services	78.00	78.00
G-04619	JobDig/LinkUp	Library-Related Services	149.00	149.00
G-04620	Shoplet	Other Library Rel Svcs	69.20	69.20
G-04621	O G & E	Electrical Services	1,354.75	1,354.75
G-04622	City of Oklahoma City	Water & Garbage Services	302.60	
		Water & Garbage Services	22.74	325.34
G-04623	City of the Village	Water & Garbage	91.41	91.41
G-04624	Southwestern Stationers, Inc.	Printing	13,960.00	13,960.00
G-04625	Gaylord Bros.	Supplies	88.05	88.05
G-04626	Journey House Travel, Inc.	Trave Expenses	432.80	432.80
G-04627	City of Edmond	Electrical Services	2,849.99	2,849.99
G-04628	American Express	Automation Contractual	195.00	
		Programming Activities	239.79	
		Travel Expenses	422.30	
		Professional Services	360.00	
		Travel Expenses	364.80	
		Automation Contractual	69.95	
		Professional Services	30.00	1,681.84



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G-04629	Upstart	Programming Activities	52.75	52.75
G-04630	Debbie Langston	Programming Activities	60.00	60.00
G-04631	OSCPA	Memberships	410.00	410.00
G-04632	Jana Hausburg	Supplies	53.66	53.66
G-04633	Barnes & Noble, Inc.	Programming Activities	40.00	40.00
G-04634	Dana Beach	Parking	108.38	108.38
G-04635	Anita Roesler	Mileage	66.10	66.10
G-04636	American Benefit Systems, Inc.	Professional Services	2,418.75	2,418.75
G-04637	Aaron Killough	Mileage	13.77	13.77
G-04638	City of Edmond	Water & Garbage Services	379.94	379.94
G-04639	Sally Gray	Mileage	11.22	11.22
G-04640	Clyde Herrod	Mileage	19.89	19.89
G-04641	Gregory Bennett	Mileage	9.69	9.69
G-04642	Office Depot Credit Plan	Supplies	119.98	119.98
G-04643	LaVetta Kinsey Dent	Programming Activities	203.91	203.91
G-04644	Construction Building	Capital Projects	8,466.00	8,466.00
G-04645	John L. Hilbert	Mileage	36.72	36.72
G-04646	Darrie Breathwit	Mileage	14.79	14.79
G-04647	Melissa Weathers	Mileage	13.15	13.15
G-04648	Maria Watkins	Mileage	25.30	25.30
G-04649	O G & E	Electrical Services	9,154.71	9,154.71
G-04650	City of Oklahoma City	Water & Garbage Services	661.27	661.27
G-04651	Southwestern Stationers, Inc.	Supplies	536.36	
		Printing	5,162.00	5,698.36
G-04652	Tech-Lock	Maintenance of Facilities	4.00	4.00
G-04653	Demco	Supplies	1,001.68	1,001.68
G-04654	EBSCO Subscription Services	Materials	21,895.00	21,895.00
G-04655	Gale Research	Materials	672.60	672.60
G-04656	Highsmith	Furniture	1,408.63	1,408.63
G-04657	Hewlett-Packard Co.	Automation Contractual	7,128.70	7,128.70
G-04658	AT&T	Telephone Services	753.13	
		Telephone Services	764.63	
		Telephone Services	429.94	1,947.70
G-04659	Baker & Taylor Books	Materials	1,772.41	1,772.41
G-04660	American Library Association	Memberships	240.00	240.00
G-04661	United Refrigeration, Inc.	Maintenance of Facilities	118.35	118.35
G-04662	Recorded Books, LLC	Materials	2,046.00	2,046.00
G-04663	Encyclopedia Britannica, Inc.	Materials	3,860.00	3,860.00
G-04664	Oxford University Press	Materials	10,721.00	10,721.00
G-04665	Hannah Harder	Programming Activities	25.00	25.00
G-04666	JoNita Normore	Mileage	2.55	2.55
G-04667	Print Imaging Group	Supplies	38.88	
		Supplies	5.60	44.48
G-04668	Anne G. Fischer	Telephone Services	50.00	50.00
G-04669	Fast Signs	Maintenance of Facilities	194.00	194.00
G-04670	Friday	Printing	2,360.00	2,360.00
G-04671	Dreamscape Media LLC	Materials	539.91	539.91
G-04672	Hal Leonard Corporation	Materials	215.11	215.11
G-04673	Library Video Co.	Materials	44.85	44.85
G-04674	Full Circle Bookstore	Materials	346.94	346.94
G-04675	Nancy Lytle	Mileage	9.79	9.79
G-04676	Janet Brooks	Mileage	17.31	17.31



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G-04677	Amigos Library Services	Materials	17,331.00	17,331.00
G-04678	Great American Glass & Tinting	Maintenance of Facilities	185.02	185.02
G-04679	Metrocall Wireless	Telephone Services	108.04	108.04
G-04680	Blackstone Audio Books	Materials	442.00	442.00
G-04681	Random House, Inc	Materials	928.90	928.90
G-04682	Scott's Printing & Copying	Printing	921.55	
		Programming Activities	461.80	1,383.35
G-04683	IDville	Supplies	109.50	109.50
G-04684	Ingram Library Service	Materials	5,363.42	5,363.42
G-04685	Tierra Media Group	Printing	690.00	690.00
G-04686	Candace McDaniel	Mileage	60.05	60.05
G-04687	Audio Editions	Materials	1,156.00	1,156.00
G-04688	OSCPA	Professional Services	34.00	34.00
G-04689	FedEx Office	Programming Activities	59.99	59.99
G-04690	Rotary Club of Oklahoma City	Memberships	135.00	
		Other Commodities	125.00	260.00
G-04691	Mardel, Inc.	Materials	75.85	75.85
G-04692	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	130.50	130.50
G-04693	AV Cafe Inc	Materials	1,454.63	1,454.63
G-04694	Ingram Library Service	Materials	2,096.40	2,096.40
G-04695	Jonathan W. LaPuzza	Security Services	537.50	537.50
G-04696	Perry Publishing Co.	Printing	537.60	537.60
G-04697	Barnes & Noble, Inc.	Materials	438.04	438.04
G-04698	Center Point Large Print	Materials	803.46	803.46
G-04699	Studio Architecture PC	Capital Projects	785.68	785.68
G-04700	Jimmy Welch	Telephone Services	50.00	50.00
G-04701	Cox Media Oklahoma City	Library-Related Services	2,460.00	
		Library-Related Services	4,814.00	7,274.00
G-04702	Evans Hardware	Maintenance of Facilities	23.52	
		Maintenance of Facilities	16.23	
		Maintenance of Facilities	83.80	123.55
G-04703	John Mark Dawson	Security Services	150.00	150.00
G-04704	Jim Austin Sales	Maintenance of Facilities	7.28	7.28
G-04705	Debra Jackson	Mileage	23.15	23.15
G-04706	Southwest Paper - OKC	Maintenance Supplies	3,512.27	3,512.27
G-04707	Ellen I. Mercer	Programming Activities	60.00	60.00
G-04708	ProQuest	Materials	19,194.00	19,194.00
G-04709	Bank of America	Library-Related Services	208.32	208.32
G-04710	SignTec	Southern Oaks Renovation	1,535.00	1,535.00
G-04711	Lisa M. Wood	Travel Expenses	108.12	108.12
G-04712	Oklahoma Press Service	Library-Related Services	166.69	166.69
G-04713	John Wood	Telephone Services	50.00	50.00
G-04714	C. L. Frates & Co.	Insurance	272.00	272.00
G-04715	Baker & Taylor Books	Materials	1,008.89	1,008.89
G-04716	Cox Communications, Inc.	Telephone Services	2,359.14	
		Telephone Services	1,879.48	
		Southern Oaks Renovation	109.10	4,347.72
G-04717	Susan Stinson	Mileage	7.40	7.40
G-04718	NewsOK.com	Materials	10,800.00	10,800.00
G-04719	Baker & Taylor Entertainment	Materials	1,733.93	
		Materials	1,047.54	2,781.47
G-04720	Manpower, Inc.	Southern Oaks Renovation	269.28	269.28



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Number	Vendor/Payee	Purpose		Amount
G-04721	Barnum Plumbing, Inc.	Maintenance of Facilities	187.50	187.50
G-04722	Chase Card Services	Travel Expenses	202.06	
		FFE	296.70	
		Other Library Rel Svcs	2,151.80	
		Supplies	203.79	
		Supplies	51.26	
		Automation	299.00	
		Programming Activities	127.85	
		Supplies	30.95	
		Professional Services	3.57	
		Supplies	509.94	
		Supplies	164.23	
		Equipment	598.96	
		Automation	510.68	
		Supplies	55.96	
		Registration	1,400.00	
		Supplies	71.88	
		Registrations	360.00	
		Travel Expenses	368.80	7,407.43
G-04723	Kimberly A Terry	Mileage	53.14	
		Telephone Services	100.00	153.14
G-04724	John L. Hilbert	Programming Activities	100.19	100.19
G-04725	Preston Bell	Transportation	50.00	50.00
G-04726	University of Oklahoma Press	Materials	917.88	917.88
G-04727	Leadership Oklahoma City, Inc.	Memberships	275.00	275.00
G-04728	O'Reilly Automotive, Inc.	Gasoline & Oil	41.88	41.88
G-04729	Donna Morris	Parking & Transportation	450.00	450.00
G-04730	Susan H. Wood	Programming Activities	300.00	300.00
G-04731	Worth Hydrochem of Oklahoma	Maintenance of Facilities	95.00	
		Maintenance of Facilities	232.00	327.00
G-04732	Myers Landscape Management,	Maintenance of Facilities	1,445.00	
		Maintenance of Facilities	1,205.00	2,650.00
G-04733	Cox Communications, Inc.	Telephone Service	1,121.53	1,121.53
G-04734	Baker & Taylor Books	Materials	1,061.11	
		Materials	1,125.26	
		Materials	1,557.29	
		Materials	2,815.13	
		Materials	2,283.49	
		Materials	1,402.27	
		Materials	4,582.30	14,826.85
G-04735	Baker & Taylor Books	Materials	1,476.86	
		Materials	8,957.06	
		Materials	1,382.93	
		Materials	3,675.69	
		Materials	1,974.90	17,467.44
G-04736	Baker & Taylor Books	Materials	3,828.63	3,828.63
G-04737	Chase Card Services	Books & Materials	157.79	
		Books & Materials	357.43	515.22
G-04738	Rush Truck Center	Gasoline & Oil	97.76	97.76
G-04739	Kone Inc	Maintenance of Facilities	975.00	975.00
G-04740	Cooper Bros., Inc.	Capital Projects	215.00	215.00
G-04741	COTPA	Parking & Transportation	1,427.03	

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Number	Vendor/Payee ** Continued **	Purpose	Amount
G-04741	COTPA	Parking & Transportation	2,684.52
		Parking & Transportation	1,387.00
		Parking & Transportation	2,701.00
G-04742	Veolia Energy Oklahoma City,	Trigen Energy Services	12,110.88
G-04743	Teresa Matthews	Programming Activities	70.00
G-04744	Mango Languages	Materials	5,500.00
G-04745	Dan Holman	Telephone Services	37.72
		Mileage	23.46
G-04746	Baker & Taylor Entertainment	Materials	4,564.51
G-04747	Provantage	Automation	178.98
		Automation	178.98
		Automation	40.28
G-04748	KOCO	Library-Related Services	1,295.00
G-04749	Linda Cooper	Southern Oaks Renovation	1,175.00
G-04750	Spiritful Voices Community	Programming Activities	100.00
G-04751	Donna Hilton	Programming Activities	150.00
G-04752	Shoplet	Supplies	80.34
G-04753	Bank of Oklahoma	Payroll Transmittal-Chks	35,043.42
		Payroll Transmittal-Chks	17,558.98
G-04754	Bank of Oklahoma	Federal Withholding Tax	51,073.00
		Federal Withholding Tax	4,363.00
G-04755	Oklahoma Tax Commission	State Withholding Tax	15,483.00
		State Withholding Tax	876.00
G-04756	Mun. Employees Credit Union	Employee Cr Union Deducts	11,547.13
		Employee Cr Union Deducts	87.50
G-04757	United Way of Central Oklahoma	Employee Deductions	515.17
		Employee Deductions	65.00
G-04758	Clerk, U.S. District	Employee Deductions	112.74
		Employee Deductions	112.74
G-04759	Morgan & Associates, P.C.	Employee Deductions	118.35
G-04760	United States Treasury	Employee Deductions	50.50
G-04761	Bank of America	Payroll Transmittal-DDep	269,327.02
		Payroll Transmittal-DDep	40,379.13
G-04762	John Hardeman, Trustee	Employee Deductions	546.92
G-04763	Nationwide Retirement Solution	Employee Deductions	8,054.58
G-04764	Transamerica Worksite Mrktg.	Employee Deductions	418.87
G-04765	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,609.57
G-04766	Bank of Oklahoma	Employee Flexplan Deposit	12,663.63
G-04767	Bank of Oklahoma	Employee Soc/Sec Deposits	18,449.86
		Employee Soc/Sec Deposits	2,826.65
		Employee Medicare Deposit	6,369.60
		Employee Medicare Deposit	975.85
		Employer Soc/Sec Deposits	31,408.16
		Employer Medicare Deposit	7,345.47
G-04768	MassMutual Financial Group	Employee Contrib -- DC PI	15,374.58
		Employer Contrib -- DC PI	27,995.34
G-04769	ODHS Oklahoma Centralized	Employee Deductions	472.34
G-04770	Randall S. Fudge	Employee Deductions	108.95
G-04771	Administrative Services	Employee Deductions	1,346.79
G-04772	NCO Financial Systems, INC	Employee Deductions	316.12
G-04773	Oklahoma Natural Gas Co.	Gas Services	345.46



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Number	Vendor/Payee	Purpose		Amount
G-04774	City of Bethany	Water & Garbage Services	127.56	127.56
G-04775	Alma L. Brown	Mileage	13.77	13.77
G-04776	Donna Morris	Professional Services	20.00	
		Professional Services	410.49	
		Professional Services	304.25	734.74
G-04777	American Library Association	Memberships	159.00	159.00
G-04778	Denyveta Davis	Mileage	79.66	79.66
G-04779	James Davis	Printing	300.00	300.00
G-04780	Boris S. Connally	Programming Activities	150.00	150.00
G-04781	Cheryll Jones	Mileage	55.08	55.08
G-04782	Oklahoma City Ch.-Links, Inc.	Programming Activities	500.00	500.00
G-04783	Alice Murphy	Supplies	694.85	
		Programming Activities	338.00	1,032.85
G-04784	Arts Council of Oklahoma City	Programming Activities	6,025.00	6,025.00
G-04785	John L. Hilbert	Travel Expenses	203.03	203.03
G-04786	Lloyd Lovely	Mileage	75.48	75.48
G-04787	Sabre Technologies	Supplies	10,500.00	10,500.00
G-04788	City of Del City	Rent of Library Building	400.00	400.00
G-04789	O G & E	Electrical Services	2,625.10	2,625.10
G-04790	City of Oklahoma City	Water & Garbage Services	978.46	978.46
G-04791	Brodart, Inc.	Supplies	2,992.50	2,992.50
G-04792	Locke Supply Co.	Maintenance of Facilities	53.71	
		Maintenance of Facilitie	33.43	
		Maintenance of Facilities	98.64	
		Maintenance of Facilities	137.48	323.26
G-04793	Tech-Lock	Maintenance of Facilities	5.00	5.00
G-04794	Emsco Electric Supply	Maintenance	27.60	27.60
G-04795	Demco	Supplies	209.61	
		Equipment	543.32	
		Supplies	64.78	817.71
G-04796	EBSCO Subscription Services	Periodicals & Subscrip.	8,901.76	8,901.76
G-04797	Highsmith	Supplies	100.23	
		Supplies	50.00	150.23
G-04798	Oklahoma Library Association	Registrations	840.00	840.00
G-04799	Baker & Taylor Books	Materials	2,478.50	2,478.50
G-04800	Maintenance Connection	Maintenance of Facilitie	1,797.30	1,797.30
G-04801	Best of Books	Materials	71.88	71.88
G-04802	Domino's Pizza	Development Volunteer Act	73.00	73.00
G-04803	Recorded Books, LLC	Materials	11,357.95	11,357.95
G-04804	Del City Tag Agency	Materials	387.00	387.00
G-04805	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	2,420.00	
		Janitorial Services	900.00	34,854.00
G-04806	Davis Pipe & Supply, Inc.	Maintenance of Facilities	255.67	255.67
G-04807	Gale Group	Materials	8,388.17	8,388.17
G-04808	Hunter's Battery Warehouse	Maintenance of Facilities	11.96	11.96
G-04809	Robert L. Hampton, Jr.-Charter	Maintenance of Facilities	962.50	962.50



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Number	Vendor/Payee	Purpose		Amount
G-04810	Print Imaging Group	Supplies	7.56	7.56
G-04811	Chicago Distribution Center	Materials	114.08	114.08
G-04812	Friday	Periodicals & Subscriptio	50.00	50.00
G-04813	Oklahoma Tax Commission	Professional Services	20.00	20.00
G-04814	Full Circle Bookstore	Materials	90.00	90.00
G-04815	Conney Safety Products	Safety Supplies	28.28	28.28
G-04816	Jonathan Willis	Telephone Services	35.00	35.00
G-04817	Blackstone Audio Books	Materials	262.50	262.50
G-04818	Oklahoma Gazette	Marketing & Communication	1,616.00	1,616.00
G-04819	Random House, Inc	Materials	1,261.95	1,261.95
G-04820	Scott's Printing & Copying	Public Services Outreach	395.57	
		Marketing & Communication	349.30	744.87
G-04821	True Colors	Programming Activities	642.60	642.60
G-04822	aha! Process, Inc.	Books and Materials	56.50	56.50
G-04823	ALA Advance Registration	Professional Services	349.00	349.00
G-04824	Filtration Services Group, LLC	Maintenance of Facilities	122.22	
		Maintenance of Facilities	124.32	
		Maintenance of Facilities	65.40	311.94
G-04825	Ingram Library Service	Materials	9,356.17	9,356.17
G-04826	Information Today, Inc.	Materials	1,012.00	1,012.00
G-04827	Tierra Media Group	Periodicals & Subscrip.	36.00	36.00
G-04828	High-Tech-Tronics, Inc.	Maintenance of Facilities	750.00	750.00
G-04829	Audio Editions	Materials	313.51	313.51
G-04830	Lakeshore Learning Materials	Programming Activities	47.96	
		Programming Activities	106.37	154.33
G-04831	OverDrive, Inc fka	Materials	11,063.11	
		Materials	4,323.12	15,386.23
G-04832	Injoy Videos	Materials	5,214.50	5,214.50
G-04833	FedEx Office	Programming Activities	320.90	320.90
G-04834	Ginger Waldrip	Programming Activities	100.00	100.00
G-04835	AV Cafe Inc	Materials	205.61	205.61
G-04836	Women make Movies	Materials	495.00	495.00
G-04837	Barnes & Noble, Inc.	Materials	3,105.66	3,105.66
G-04838	Center Point Large Print	Materials	1,125.27	1,125.27
G-04839	J & B Graphics	Fixtures	23.80	
		Fixtures	1,012.85	
		Fixtures	1,126.80	2,163.45
G-04840	OPUBCO Communications Group	Library-Related Services	62.30	
		Library-Related Services	56.35	
		Library-Related Services	56.35	175.00
G-04841	Kimberly Edwards	Programming Activities	145.54	
		Display Items	39.47	185.01
G-04842	Contractors Supply Co.	Maintenance of Facilities	20.39	20.39
G-04843	Sharon A. Nolan	Programming Activities	103.21	103.21
G-04844	Mailing Services -134730000	Printing	59.00	59.00
G-04845	AudioGo	Materials	6,348.48	6,348.48
G-04846	Joy E. Cavett	Programming Activities	125.00	125.00
G-04847	SignTec	Southern Oaks Renovation	2,135.00	2,135.00
G-04848	Baker & Taylor Entertainment	Materials	4,137.07	
		Materials	720.82	4,857.89
G-04849	Walmart Community	Development Volunteer Act	51.71	51.71
G-04850	Reef Shop Warehouse	Maintenance of Facilities	53.95	53.95



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Number	Vendor/Payee	Purpose		Amount
G-04851	University of Oklahoma Press	Materials	218.42	218.42
G-04852	Imagination Promotional Group	Printing	2,447.17	
		Printing	334.13	
		Printing	1,040.09	
		Printing	1,281.19	
		Printing	569.65	5,672.23
G-04853	Leadership Oklahoma City, Inc.	Other Commodities	60.00	60.00
G-04854	Thomas P. Gallagher	Transportation	25.00	25.00
G-04855	Teaching Company	Materials	30.00	30.00
G-04856	Star Lighting	Maintenance of Facilities	5.94	
		Maintenance of Facilities	38.00	
		Maintenance of Facilities	37.25	
		Maintenance of Facilities	333.90	415.09
G-04857	Susan H. Wood	Programming Activities	125.00	
		Programming Activities	380.00	505.00
G-04858	Weatherford Daily News	Subscription	128.00	128.00
G-04859	Securitas Security USA, Inc.	Security Services	7,114.48	7,114.48
G-04860	Baker & Taylor Books	Materials	768.41	
		Materials	713.10	
		Materials	1,636.65	
		Materials	3,698.74	
		Materials	3,267.48	
		Materials	3,747.75	
		Materials	7,351.02	21,183.15
G-04861	Baker & Taylor Books	Materials	1,360.32	
		Materials	4,143.69	
		Materials	3,339.56	
		Materials	4,106.49	
		Materials	6,478.28	
		Materials	1,579.45	21,007.79
G-04862	Emily Williams	Mileage	96.54	96.54
G-04863	Lucas Color Card	Supplies	6,818.91	6,818.91
G-04864	Cooper Bros., Inc.	Maintenance of Facilities	762.00	762.00
G-04865	Smart Technologies	Automation	4,910.12	
		Automation	2,506.96	7,417.08
G-04866	Baker & Taylor Entertainment	Materials	192.30	192.30
G-04867	Mackin	Materials	227.39	227.39
G-04868	O G & E	Electrical Services	14,521.69	
		Electrical Services	827.12	15,348.81
G-04869	Oklahoma Natural Gas Co.	Gas Services	50.46	
		Gas Services	121.85	
		Gas Services	105.13	
		Gas Services	122.56	
		Gas Services	304.39	
		Gas Services	67.07	771.46
G-04870	City of Oklahoma City	Water & Garbage Services	751.27	
		Water & Garbage Services	281.46	1,032.73
G-04871	City of Warr Acres	Water & Garbage Services	54.45	54.45
G-04872	Anne M. LaPuzza	Security Services	162.50	162.50
G-04873	Diane Sarantakos	Mileage	117.81	117.81
G-04874	Francie Pendleton	Mileage	63.55	63.55
G-04875	Dowell Parking Center	Parking & Transportation	292.00	292.00

General Fund F.Y. 10-11

**Warrant Register**

May 2011

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
G-04876	Pete Roberson	Mileage	48.45	48.45
G-04877	Maria Watkins	Mileage	23.46	23.46
Total of FY 10-11 Warrants Issued				\$ 2,214,968.98



Special Funds

Warrant Register

May 2011

Number	Vendor/Payee	Purpose		Amount
S-16511	Lucas R. Osborn	Lost & Paid Book Return	3.95	3.95
S-16512	Nancy P. Condit	Lost & Paid Book Return	3.00	3.00
S-16513	Jan Calvert	Lost & Paid Book Return	24.95	24.95
S-16514	Catherine A. Gikas	Lost & Paid Book Return	19.40	19.40
S-16515	Meagan E. Hansen	Lost & Paid Book Return	14.00	14.00
S-16516	Joan M. Heierding	Lost & Paid Book Return	3.00	3.00
S-16517	Jackie L. Pogue	Lost & Paid Book Return	4.95	4.95
S-16518	Marian S. Thomason	Lost & Paid Book Return	3.00	3.00
S-16520	Elaine M. Woosley	Lost & Paid Book Return	7.60	7.60
S-16521	Shylia S. Allen	Lost & Paid Book Return	17.00	17.00
S-16522	Teresa L. Mitchell	Lost & Paid Book Return	6.95	6.95
S-16523	Barbara J. Wagner	Lost & Paid Book Return	9.45	9.45
S-16524	BMI Systems Corp.	Copier Maintenance	78.50	
		Copier Maintenance	36.00	
		Copier Maintenance	226.40	
		Copier Maintenance	142.99	
		Copier Maintenance	73.56	
		Copier Maintenance	46.61	
		Copier Maintenance	78.50	
		Copier Maintenance	55.00	737.56
S-16525	Gale Group	Materials	503.85	503.85
S-16526	Ingram Library Service	Materials	139.13	139.13
S-16527	Baker & Taylor Books	Materials	2,111.83	2,111.83
S-16528	Baker & Taylor Books	Materials	1,370.66	1,370.66
S-16529	Baker & Taylor Books	Materials	10.36	10.36
S-16530	Susan Pierce	Noon Tunes	448.00	
		Noon Tunes	2,600.00	3,048.00
S-16531	Baker & Taylor Entertainment	Materials	123.61	123.61
S-16532	Southeastern Public Library	Gifts & Books Lost Acct	29.99	29.99
S-16533	Judy K. Maupin	Lost & Paid Book Return	3.00	3.00
S-16534	Nha Trung Duong	Lost & Paid Book Return	14.75	14.75
S-16535	James M. Branum	Lost & Paid Book Return	12.95	12.95
S-16536	Madison L. Peck	Lost & Paid Book Return	26.25	26.25
S-16537	Elvia Y. Martinez	Lost & Paid Book Return	3.00	3.00
S-16538	Destin T. Caves	Lost & Paid Book Return	7.95	7.95
S-16539	Dee Jerome	Lost & Paid Book Return	22.95	22.95
S-16540	Charles Nichols	Lost & Paid Book Return	3.00	3.00
S-16541	Rajeswari Nagarathinam	Lost & Paid Book Return	12.95	12.95
S-16542	Oklahoma Dept. of Libraries	Gift & Book Lost Account	70.00	70.00
S-16543	Circulation Department	Lost & Paid Book Return	75.00	75.00
S-16544	Interlibrary Loan-Michener	Lost & Paid Book Return	80.00	80.00
S-16545	Standley Systems	Copier Usage	291.68	
		Copier Usage	369.88	661.56
S-16546	Ingram Library Service	Materials	156.20	156.20
S-16547	AudioGo	Materials	590.99	590.99
S-16548	Baker & Taylor Books	Materials	77.63	77.63
S-16549	Baker & Taylor Books	Materials	398.86	398.86
S-16550	Metropolitan Library System	Programming Activities	41.00	41.00
S-16551	Random House, Inc	Materials	33.75	33.75
S-16552	Flora S. Price	Lost & Paid Book Return	3.00	3.00
S-16553	Roberta A. Thomas	Lost & Paid Book Return	3.00	3.00
S-16554	Diana Nguyen	Lost & Paid Book Return	4.95	4.95



Special Funds

Warrant Register

May 2011

Number	Vendor/Payee	Purpose		Amount
S-16555	Miesha D. Fuller	Lost & Paid Book Return	5.00	5.00
S-16556	Alryan J. Fernandez	Lost & Paid Book Return	20.75	20.75
S-16557	Lori L. Mitchell	Lost & Paid Book Return	12.35	12.35
S-16558	Jason M. Bokesch	Lost & Paid Book Return	3.00	3.00
S-16559	Greg P. Logan	Lost & Paid Book Return	4.95	4.95
S-16560	Rhonda J. Turley	Lost & Paid Book Return	10.55	10.55
S-16561	Teresa L. Mitchell	Lost & Paid Book Return	7.95	7.95
S-16562	Sharon A. Nolan	Lost & Paid Book Return	16.70	16.70
S-16563	Janelle A. Searcy	Lost & Paid Book	9.00	9.00
S-16564	Metropolitan Library System	Transfer of Fines & Fees	34,000.00	34,000.00
S-16565	Chase Card Services	Fines Account	131.40	131.40
S-16566	Ingram Library Service	Materials	14.34	14.34
S-16567	Center Point Large Print	Materials	2,071.20	2,071.20
S-16568	Baker & Taylor Books	Materials	169.26	169.26
S-16569	Baker & Taylor Books	Materials	2,054.07	2,054.07
S-16570	American Red Cross of Central	Workshop	400.00	400.00
S-16571	Cynthia Selinger	Programming Activities	95.00	95.00
S-16572	Chase Card Services	Plaque for Bench	96.62	96.62
S-16573	Debra B. Logan	Loast & Paid Book Return	5.85	5.85
S-16574	Kelsey M. Reneau	Lost & Paid Book Return	8.15	8.15
S-16575	Kathleen J. Santos	Lost & Paid Book Return	23.90	23.90
S-16576	Isaac Farris	Lost & Paid Book Return	9.45	9.45
S-16577	Renne C. Fichtl	Lost & Paid Book Return	8.95	8.95
S-16578	Micah J. Friedman	Lost & Paid Book Return	4.95	4.95
S-16579	Robert E. Goad	Lost & Paid Book Return	9.95	9.95
S-16580	Yonas S. Gulte	Lost & Paid Book Return	7.00	7.00
S-16581	Misty L. Martin	Lost & Paid Book Return	11.95	11.95
S-16582	Linda G. Morales	Lost & Paid Book Return	13.95	13.95
S-16583	Failan D. Powell	Lost & Paid Book Return	3.00	3.00
S-16584	Amy N. Richeson	Lost & Paid Book Return	133.05	133.05
S-16585	Angelina L. Rohling	Lost & Paid Book Return	9.10	9.10
S-16586	Cindy Jean Smith	Lost & Paid Book Return	12.95	12.95
S-16587	Stephanie D. Tongekeamah	Lost & Paid Book Return	13.95	13.95
S-16588	Patricia A. Vaughan	Lost & Paid Book Return	3.00	3.00
S-16589	Aracelia C. Wright	Lost & Paid Book Return	14.00	14.00
S-16590	Oklahoma Tax Commission	State Sales Tax-Apr. 2011	52.10	52.10
S-16591	Nime N. Aguru	Lost & Paid Book Return	3.00	3.00
S-16592	Timothy Lyon	Lost & Paid Book Return	3.00	3.00
S-16593	Oklahoma Tax Commission	State Sales Tax-Apr. 2011	678.16	678.16
S-16594	Recorded Books, LLC	Materials	755.00	755.00
S-16595	Baker & Taylor Books	Materials	99.75	99.75
S-16596	Baker & Taylor Books	Materials	1,308.59	1,308.59
S-16597	Barnes & Noble, Inc.	Books and Materials	115.85	
		11/Fiends/L.I.F.E.	1,253.82	1,369.67
S-16598	Kristin Williamson	Lee B. Brawner Scholarship	1,192.22	1,192.22
S-16599	Stuart Williamson	Lee B. Brawner Scholarshi	936.20	936.20
S-16600	Random House, Inc	Materials	37.50	37.50

Total of Special Funds Warrants Issued \$ 56,345.46



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

6-8-11  
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

6-8-11  
Date

## CONTRACT AWARDS AND PURCHASES

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

### **ITEM A: LASERJET TONER CARTRIDGES**

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

Specifications were prepared and bids were let for 15 days. Bids were published for two days in **The Oklahoman**. Bid packets were also sent to 11 prospective vendors.

A pre-bid conference was held on Tuesday, May 24, 2011. No vendors attended. Bids were received and publicly opened Wednesday, June 1, 2011.

#### **LaserJet Toner Cartridges for Various Models**

<b>Vendor</b>	<b>HP Printer 2300 Series</b>	<b>HP Printer 2400 Series</b>	<b>HP Printer 4250/4350 Series</b>	<b>HP Printer 2055DN Series</b>
<b>A/C/E Supply and Service, Inc.</b>	\$114.61	\$197.88	\$141.74	138.88
<b>H &amp; H Printer Services</b>	\$112.04	\$193.43	\$137.16	\$134.41
<b>Office Concepts Sales</b>	\$139.00	\$249.00	\$189.00	\$169.00
<b>Sabre Technologies</b>	<b>\$104.00</b>	<b>\$180.00</b>	<b>\$128.00</b>	<b>\$127.00</b>
<b>Southwestern Stationery and Bank Supply</b>	\$117.67	\$217.54	\$153.41	\$143.17

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

<b>Vendor</b>	<b>HP Printer HPQ6470A</b>	<b>HP Printer HPQ7581A</b>	<b>HP Printer HPQ7582A</b>	<b>HP Printer HPQ7583A</b>
<b>A/C/E Supply and Service, Inc.</b>	\$125.78	\$161.78	\$161.78	\$161.78
<b>H &amp; H Printer Services</b>	\$121.73	\$158.14	\$158.14	\$158.14
<b>Office Concepts Sales</b>	\$159.00	\$189.00	\$189.00	\$189.00
<b>Sabre Technologies</b>	<b>\$114.00</b>	<b>\$147.00</b>	<b>\$147.00</b>	<b>\$147.00</b>
<b>Southwestern Stationery and Bank Supply</b>	\$140.59	\$171.99	\$171.99	\$171.99

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

<b>Vendor</b>	<b>HP Printer HPCB400A</b>	<b>HP Printer HPCB401A</b>	<b>HP Printer HPCB402A</b>	<b>HP Printer HPCB403A</b>
<b>A/C/E Supply and Service, Inc.</b>	\$153.74	\$228.74	\$228.74	\$228.74
<b>H &amp; H Printer Services</b>	\$150.29	\$223.61	\$223.61	\$223.61
<b>Office Concepts Sales</b>	\$189.00	\$269.00	\$269.00	\$289.00
<b>Sabre Technologies</b>	<b>\$139.00</b>	<b>\$208.00</b>	<b>\$208.00</b>	<b>\$208.00</b>
<b>Southwestern Stationery and Bank Supply</b>	\$170.99	\$253.64	\$253.64	\$253.64

**LaserJet Toner Cartridges for the Model HPCP3525DN Color Printer**

<b>Vendor</b>	<b>HP Printer HPCE250X</b>	<b>HP Printer HPCE251A</b>	<b>HP Printer HPCE252A</b>	<b>HP Printer HPCE253A</b>
<b>A/C/E Supply and Service, Inc.</b>	\$167.41	\$226.54	\$226.54	\$226.54
<b>H &amp; H Printer Services</b>	\$163.65	\$221.45	\$221.45	\$221.45
<b>Office Concepts Sales</b>	\$229.00	\$274.00	\$269.00	\$289.00
<b>Sabre Technologies</b>	<b>\$153.00</b>	<b>\$206.00</b>	<b>\$206.00</b>	<b>\$206.00</b>
<b>Southwestern Stationery and Bank Supply</b>	\$179.99	\$243.59	\$243.59	\$243.59

**RECOMMENDATION:**

That the Commission awards the contract for LaserJet toner cartridges to Sabre Technologies in the amounts indicated above for the Fiscal Year 2011-12. Funding for these purchases is provided for the FY 2011-12 Budget, account 303.

## **CONTRACT AWARDS AND PURCHASES**

(cont'd)

### **ITEM B: 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.

Specifications were prepared and bids were let for 14 days. Bids were published for two days in **The Oklahoman**. Bid packets were also sent to 13 prospective vendors.

A pre-bid conference was held on Friday, May 20, 2011. No vendors attended.

A public bid opening was conducted on Friday, May 27, 2011. Six vendors responded and three were unable to be considered because of failure to meet bid requirements.

<b>Vendor</b>	<b>8 ½"x 11" Letter</b>
<b>Southwest Paper</b>	<b>\$31.40 per case</b>
<b>Harvey Janitorial Sales</b>	<b>\$34.10 per case</b>
<b>Xpedx</b>	<b>\$34.15 per case</b>

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

### **RECOMMENDATION:**

That the Commission awards the contract for the 8-1/2 x 11 copier paper to Southwest Paper at the price indicated above. Funding for the purchase of copier paper will be provided for in the FY 2011-2012 budget, account 303.

## **CONTRACT AWARDS AND PURCHASES**

(cont'd)

### **ITEM C: SECURE CASE DVD CASES**

Provided for in the annual budget is the continuous requirement for technical processing supplies including DVD cases.

Specifications were prepared and the bid was advertised for two days (May 06 and 10, 2011) in The Oklahoman. Bids were sent to seven prospective bidders.

A pre-bid meeting was scheduled on May 17, 2011. No vendors attended.

Bids were received and publicly opened on May 26, 2011. Four vendors responded.

<b>Secure Case DVD Cases</b>	
<b>Vendor</b>	<b>Bid</b>
Brodart	0.70
Vernon	0.94
Gaylord (Alternate)	0.95 SCD3 0.88 SCD1
Demco	0.99

The Gaylord alternative is a Ben-Denial case. The SCD3 is with a sleeve and the SCD1 is without a sleeve.

Brodart is the lowest and best bidder.

### **RECOMMENDATION:**

That the Commission award the contract for the Secure Case DVD's to Brodart for \$0.70 each. Funding for these purchases will be provided for in the FY 2011-2012 budget, account 303.

## CONTRACT AWARDS AND PURCHASES

(cont'd)

### **ITEM D: AUTOMATED MATERIALS HANDLING (AMH) EQUIPMENT**

Provided for in the FY2010-11 budget is the request for RFID Automated Materials Handling (AMH) Equipment. This equipment will be used at the Northwest Library that is currently under construction. This equipment will allow for automated sorting of materials being returned by customers.

Due to software already being developed for the Service Center AMH unit, Bibliotheca ITG is considered the sole source for this purchase.

<b>Automated Materials Handling Equipment</b>		
<b>Item</b>	<b>Quantity</b>	<b>Total Cost</b>
AMH Equipment	1	\$111,876.00
Shipping	1	\$1,996.46
Installation	1	\$5,000.00
Bins	14	\$18,383.40
<b>Total Cost</b>		<b>\$137,255.86</b>

### **RECOMMENDATION:**

That the Commission approve the purchase of AMH equipment to Bibliotheca ITG in the amount of \$137,255.86. Funding for the purchase is provided for in the FY2010-11 budget, account 450.

## **CONTRACT AWARDS AND PURCHASES**

(cont'd)

### **ITEM E: CISCO ROUTER UPGRADE/REPLACEMENT**

Provided for in the FY2010-11 budget is the request to upgrade the Cisco routers at four libraries. The library system purchased the current routers in 2004. These routers are now obsolete and have reached end-of-life/end-of-service with Cisco. New routers will combine two routers into one with all the same functionality while also providing higher speed throughput of data. We will also be able to trade-in the obsolete routers for a small credit towards this purchase

There is a state contract for Cisco equipment and installation services. The state contract is: #C070015. The Library's purchasing policy allows the Library to purchase off of any state contract.

Chickasaw Telecom is on this state contract as a vendor. They are located in Oklahoma County. The table below shows the equipment that will be purchased and the pricing of the equipment:

<b>Cisco Networking Equipment</b>	
<b>Equipment</b>	<b>Price</b>
Hardware	\$18,979.98
Less: Trade-In	1,504.98
Total Net cost	\$17,475.00

### **RECOMMENDATION:**

That the Commission approve the upgrade purchase of the four Cisco routers from Chickasaw Telecom. Funding for the purchase is provided for in the FY10-11 budget, account 410.

## CONTRACT AWARDS AND PURCHASES

(cont'd)

### **ITEM F: EXPRESS CHECKOUT COIN & BILL ACCEPTOR UNITS**

Provided for in the FY2010-11 budget are requests for Coin & Bill Acceptor Units to be used with Express Checkout units at the Northwest and Southern Oaks Libraries. Each of these libraries will have four Express Checkout units. We have again worked with the distributor that assisted us with the original purchase of units to have the unit redesigned to meet current ADA standards and to manufacture the unit out of stainless steel rather than the units we are currently using. We will also be purchasing all of the pieces of equipment that are installed in these units.

With the initial purchase, software was developed to communicate from the ILS system to these units. Based on this development, this vendor/unit is a sole source.

Coin & Bill Acceptor Units			
Equipment	Qty	Unit Price	Total Price
16 Ga Stainless Steel (34") Coin Acceptor/Dispenser, Cables, & Coin Return Cups	8	\$3,335.43	\$26,683.44

### **RECOMMENDATION:**

That the Commission approve the purchase of Coin & Bill Acceptor equipment from Upstate Networks in the amount of \$26,683.44. Funding for the purchase is provided for in the FY2010-11 budget, account 410.



## CONTRACT AWARDS AND PURCHASES

(cont'd)

### **ITEM G: ANNUAL RENEWAL OF SUPPLY AND SERVICE CONTRACTS**

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

<b>Contractor</b>	<b>Supply/Service</b>	<b>Award Date</b>	<b>Estimated Annual Cost</b>	<b>Account #</b>
Southwest Stationers	Printing of <i>info</i> Magazine	4/16/09 Doc #84A	\$66,000	301
Myers Landscaping	Lawn Maintenance	3/19/09 Doc #77B	\$34,000	208
Bayscan	RFID Tags	11/19/09 Doc #30E	\$60,000	303
Kone	Elevator Maintenance	5/20/10 Doc #86C	\$12,000	208
Demco	Durafold Book Jacket Covers	Sole Source	\$12,000	303
Demco	Indestructible CD Cases	Sole Source	\$18,000	303
Hewlett Packard	NonStop Software License Fee & Hardware Maintenance	Sole Source	\$88,000	231
Chickasaw	Cisco Network & Telephone Maintenance	State Contract	\$35,000	231

### **RECOMMENDATION:**

That the Commission approve the renewal of the above contracts for the Fiscal Year 2011-2012. Funding for these contracts will be made available in the FY2011-12 budget.

## **CONTRACT AWARDS AND PURCHASES**

(cont'd)

### **ITEM H: EXTERIOR BUILDING CLEANING DOWNTOWN LIBRARY**

Provided for in FY 2010-2011 budget are funds for the cleaning of the aluminum panels on the Downtown Library.

Specifications were prepared and the bid was advertised for two days (May 03 and 05, 2011) in The Oklahoman. Bids were sent to seven prospective bidders.

A pre-bid meeting was scheduled on May 24, 2011. Two vendors attended.

Bids were received and publicly opened on June 09, 2011. Four vendors responded.

<b>Exterior Building Cleaning Downtown Library</b>	
<b>Vendor</b>	<b>Bid</b>
Trake Window Cleaning	\$30,000.00
Landers Window & Exterior Cleaning	\$39,873.00
SBS	\$71,800.00
All Seal Waterproofing	\$305,400.00

The bid specifications required the bidder to describe the chemicals to be used in cleaning the Downtown Library. Trake Window Cleaning did not provide this information. When contacted it was stated that they would use a trial and error method and did not have a specific chemical in mind. They also stated that they usually use dishwashing liquid and water because window cleaning is their primary business but would probably use something else due to the heavy degree of soil on the building. All references were for window cleaning and not cleaning building exteriors.

Upon request Landers Window & Exterior Cleaning provided the specific chemical to be used. It is a product that they have used on other projects of this type. Landers references were for cleaning building exteriors.

### **RECOMMENDATION:**

That the Commission award the contract for the Exterior Building Cleaning to Landers Window & Exterior Cleaning for \$39,873.00. Funding for these purchases is provided for in the FY 2010-2011 budget, account 208.

**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 109	Workers' Comp	\$12,000.00	\$176,936.00

**Canceled Appropriations**

		<u>Amount Canceled</u>	<u>Account's New Total</u>
Account 103	Payroll Taxes	\$12,000.00	\$1,040,433.00

**COMMISSION ACTION**

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

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

### ***The Administrative & Personnel Committee met May 17, 2011 for:***

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

**I. Discussion, Consideration, and Possible Action: Annual Review of Human Resources – Salaries and Benefits**

With Reports and Recommendations from Administration:

- Compensation & Benefit Plans

**II. Discussion, Consideration, and Possible Action: Recommendation regarding Compensation & Benefits for Executive Director**

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

Reviewed and discussed all items.

As a result of these discussions, the Administrative & Personnel Committee sent the recommendations for the Salaries and Benefit Plans to the Finance Committee meeting for approval on May 31, 2011.

Minutes of the May 17, 2011, A & P Committee meeting are included

**METROPOLITAN LIBRARY COMMISSION  
OF OKLAHOMA COUNTY**

**ADMINISTRATIVE & PERSONNEL COMMITTEE**

**MINUTES**

DATE: Tuesday, May 17, 2011 TIME: 2:30 PM  
MEETING PLACE: Village Library  
10307 N. Penn  
Oklahoma City, 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, May 9, 2011. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on May 13, 2011, in conformity with the Oklahoma Open Meeting Act

**COMMITTEE MEMBERS PRESENT:**

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

**COMMITTEE MEMBERS EXCUSED:**

Bose' Akadiri

**ESTIMATE OF OTHERS PRESENT: 12**

I. The meeting was called to order at 2:41 p.m. by Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Friedemann, Harpman, Patel, and Rice (Arrived: Bullard, 2:43).

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

Mrs. Donna Morris stated Administration is waiting on the final results of the compensation and classification study. The final results from the study will help determine where the library system is in the market place related to salaries and benefits for employees. Since the study is not yet complete, today's recommendation for salaries for inclusion in the preliminary budget is the same as last year. The compensation and classification study will be completed prior to the final budget and adjustments will be made at that time depending upon the results of the study. The results of the study will be provided prior to the Finance Committee meeting and prior to the approval of the Final Budget in August.

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

Mrs. Hoffman provided a brief overview of the Plan performance. The library system has had a much better claim year compared to last year. Claims are currently projected to increase 6% over last year, compared to an increase of 24% last year over the prior year. There are three individuals whose claims have exceeded the \$60,000.00 Stop Loss deductible, compared to six individuals last year whose claims exceeded the \$55,000.00 Stop Loss deductible. Many of the changes this year are a result of PPACA (The Patient Protection and Affordable Care Act) also known as Healthcare Reform. Mrs. Hoffman reviewed the required changes detailed on page 3 of 6 of the report. Questions and Discussion followed.

Mrs. Hoffman referred to the anticipated self-funded medical, dental, and prescription plan premiums for fiscal year 2011-2012. Currently the rates overall reflect an 8% increase to the library system and the members. The cost sharing splits between the employee and the library system remain unchanged. Questions and Discussion followed.

Mr. Rice suggested the committee go into Executive Session to discuss the Executive Director compensation and benefits since the recommendation will be in conjunction with the salary and benefits for all staff.

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

The Committee went into Executive Session at 3:13 p.m.

Mr. Rice called for a motion to reconvene.

**Mr. Patel moved to reconvene. Mr. Ralph Bullard seconded. No further discussion. Motion passed unanimously.**

The Committee reconvened in open meeting at 4:07 p.m.

Mr. Rice called for a motion from the Committee.

**Mrs. Friedemann moved to recommend that the Finance committee incorporate the funds for the Administration recommendations (listed below) for 1. Compensation and 2: Benefits into the FY 2011-2012 budget with the caveat that data provided by the Singer Group be provided to the A**

**& P Committee members and considered. The Commission, by approval of the preliminary budget, approve the performance awards program and the plan changes in accordance with the funding level; with the further caveat that all members of the A & P Committee be given advance notice and opportunity to participate in the August Finance Committee meeting. Mr. Bullard seconded. Discussion Followed. Motion passed unanimously.**

Administration Recommendation:

**1. Compensation:**

**A.** The inclusion in the preliminary budget of a market adjustment of 4% effective December 26, 2011, which will be adjusted after the results of the classification and compensation are made available. The results of the study will be presented at the Finance committee meeting prior to the approval of the final budget in August.

**B.** The inclusion in the preliminary budget of performance awards of from 0 to 3%

**2. Benefits:**

**A.** Acceptance of the plan change recommendations (page 4 of 6) for the self-funded Employee Benefit Plan.

**B.** Acceptance of the Stop Loss coverage for the Employee Benefit Plan through Unimerica Insurance Company on a 24/12 contract basis.

**C.** Acceptance of a 10.34% premium increase for the fully-insured Organ Transplant policy through Chartis.

**D.** Acceptance of a \$0.80 PEPM (per employee per month) increase in the Administrative Services fee

**E.** Acceptance of a \$0.15 PEPM increase in the PPO access fee for First Health PPO Network.

**F.** Acceptance of the employee Benefit Plan premium costs reflecting an 8% increase\* to the Library System and participants after applying a portion of the available fund balance. (No change in the current cost sharing formula.)

Mr. Rice requested the report from the classification and compensation study be sent to the committee as soon as it becomes available, after staff have added their comments to the report.

Mr. Rice also requested information on an Executive Director succession plan be placed on a future A & P Committee agenda for discussion. This would be a plan that would be in place, when Mrs. Morris decides to retire.

**III.** Mr. Rice called for any further questions or comments. There were none. The meeting was adjourned at 4:07 p.m.

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Donna Morris,  
Executive Director  
(Secretary)

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

### **The Finance Committee met May 31, 2011, for:**

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

- I. Discussion, Consideration, and Possible Action: Report and Recommendations from Administrative & Personnel Committee meeting May 17, 2011
- II. Discussion, Consideration, and Possible Action: Report and Recommendations from Administration
  - MLC FY 2011-2012 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 2011-12.



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

**FINANCE COMMITTEE**

**MINUTES**

DATE: Tuesday, May 31, 2011      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 24, 2011. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on May 27, 2011, in conformity with the Oklahoma Open Meeting Act.

**COMMITTEE MEMBERS PRESENT:**

Nancy Anthony, Chair  
Jim Shonts  
Judy Smith  
Beth Toland

**COMMITTEE MEMBERS EXCUSED:**

Greg Womack

**COMMISSION MEMBERS PRESENT:**

Donna Morris, Executive Director

**ESTIMATE OF OTHERS PRESENT: 14**

**I.** The meeting was called to order at 3:32 p.m. by Mrs. Nancy Anthony, Chair. Roll was called to establish a quorum. Present: Shonts, Smith, Anthony (Arrived: Toland, 3:38).

**II.** Mrs. Anthony referred to the recommendation from the Administrative & Personnel Committee meeting held on May 17, 2011.

Mrs. Donna Morris stated the compensation and classification study has not yet been completed. The A & P Committee approved Administration's recommendation to include in the preliminary budget the same recommendations as last year's budget regarding salaries. The compensation and classification study will be completed prior to the final budget and adjustments to salaries will be made at that time depending upon the results of the study. Questions and discussion followed.

**Mr. Jim Shonts moved to approve the report and recommendations from the A & P Committee. Mrs. Beth Toland seconded.**

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

**Discussion followed. Motion passed unanimously.**

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

Mr. Lovely referred to page 1-3 of the FY 2011-12 Preliminary Budget. The Library has taken a conservative approach again this year in the preliminary budget and is estimating a 0% increase in ad valorem taxes. Last year, Mr. Lovely estimated a 0% increase and the final numbers came back with a 2.6% increase. Mr. Lovely will receive the final assessment numbers from the county in early August and will adjust the amount for the final budget at that time. Questions and discussion followed.

Mr. Lovely explained the carryover from prior year detailed on page 1-3, Comparative Schedule of Revenue Sources. The total FY 2011-12 proposed budget is \$56,050,394.

Per page 2-1, Overview of FY 2011-12 Proposed Budget, the total budget consists of:

—	\$	35,566,018	for the operating budget
—	\$	3,177,963	for capital projects
—	\$	17,306,413	for reserves

The operating budget is an increase of \$3,177,963 or 10.36%, from last year's budget. The increase this year is mainly due to the upcoming opening of the Northwest Library.

Mr. Lovely referred to page 2-4, Budget and Actual Comparisons, and reviewed the comparisons for FY 2011-12 and 2010-11.

He explained the proposed Salaries, Wages & Benefits costs which reflect a 7.20% increase over last fiscal year. The increase is primarily due to the opening of the NW Library, which will add 19 new positions, for that library alone. A portion of the increase is also related to a possible 4% market adjustment and performance increases from 0 to 3%, pending the results of the classification and compensation study. There is also a savings of approximately \$502,000 in salaries from last year because of the fewer number of paydays this year. Mr. Lovely explained the decrease of \$212,000 for Account 205 – Rent of Library Buildings. Last year's budget included

\$277,000 to cover the cost of a two-year lease for a temporary location at Southern Oaks. This year's budget only includes additional rent to carry Southern Oaks for the last few months of FY 2011-2012. Mr. Lovely reviewed the remaining accounts with significant changes as compared to last year's budget as shown on Pages 3-1 through 3-3. Questions and discussion followed.

Mr. Lovely referred to page 3-4, and explained in detail the Schedule of Cash Reserve. The proposed preliminary budget calls for a decrease of \$1,864,957 to cash reserves, for an ending balance of \$17,306,413. Questions and Discussion followed. Mr. Lovely highlighted and explained the different types of reserves listed on page 3-5.

Mrs. Anthony referred to page 3-1 and highlighted the last statement under Account 112, Group Insurance. She suggested the statement be changed to reflect that the only significant changes made to the plan, were those required by law. Discussion followed. Mr. Lovely will make the suggested changes to the statement for the final budget.

Mrs. Anthony called for further questions and/or comments.

Mrs. Anthony called for a motion on the FY 2011-12 Preliminary Budget.

**Mrs. Smith moved to approve the MLS FY 2011-12 Preliminary Budget. Mr. Shonts seconded. No further discussion. Motion passed unanimously.**

**IV.** There being no further business, Mrs. Anthony adjourned the meeting at 4:32 p.m.

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Donna Morris, Executive Director  
(Secretary)

**Preliminary Budget**  
**FY 2011 – 2012**  
**(July 1, 2011 to June 30, 2012)**

**Please remember to bring your**  
**FY 2011-12 Preliminary Budget Binder**  
**to Commission meeting June 16, 2011**

**Attached are two (2) replacement pages for the Preliminary Budget Binder (Page 3-1 & Page 9-2). Please replace the pages in the binder with the ones attached.**

**SUMMARY OF SIGNIFICANT ACCOUNT CHANGES**  
**AS COMPARED TO LAST YEAR'S BUDGET**

**Salaries, Wages and Benefits accounts increase \$1,434,663, or 7.20%. This account group equals 60.04% of the total operating budget:**

**Account 101, Salaries:**

The proposed salaries increase is \$691,405 or 5.51%. This fiscal year returns to 26 paydays included, versus 27 last year. That extra payday also affected Wages Part-time, and Payroll Taxes. The increase consists of the following components:

- (\$502,000) is the approximate amount of salary savings because of the fewer number of paydays in the year.
- \$940,000 of the increase is for performance increases, position upgrades, the equivalent of 22 new positions (including 19 people at Northwest Library), and performance bonuses. Performance increases range from 0% - 3%, the same as last year's. The performance increases are only available to employees whose salaries are not at the maximum level of their salary scales. Employees who are at or above the maximum level of their salary scales will not receive any salary increase but are eligible for a bonus of 3/4 of the applicable performance increase.
- \$253,000 is the remainder of the increase, and it stems from a possible 4% market adjustment. As opposed to the performance increase, the market adjustment is available to all employees, whether or not they are at the maximum level of their salary scales. The effective date of the market adjustment is the pay period that includes January 1, 2011.
- The total salaries expense budgeted for NW is \$663,503.

**Account 102, Wages – Part-time:**

Part-time wages increase \$203,363, or 10.13%, in spite of the decrease in the number of paydays this coming year. Northwest Library accounts for \$190,000 of the increase, while normal market and performance adjustments, as well as a few additional positions, overcome what would have been a decline.

**Account 112, Group Insurance:**

Group insurance increases \$405,081, or 17.32%. Two-thirds of the unusually high increase stems from higher usage of our self-insured plan, and the other third comes from the additional personnel, mainly at the Northwest Library. No significant benefit changes have been made to the plan, other than those required by law.

### Formula for Allocating Indirect Costs

Each individual public service agency is allocated its pro-rata share of the system-wide indirect costs based on a standard percentage factor. The percentage is arrived by comparing the system-wide and individual program budget costs for three basic line item accounts. Other “one-time” costs for equipment purchases, large maintenance items, capital improvements, etc. are not considered because they tend to distort the total costs for a single fiscal period. The following illustration uses the Belle Isle Library (section 10, page 20, Program #606) as an example:

<u>Three Basic Accounts</u>	<u>Total Direct Cost</u>	<u>Belle Isle Library Direct Cost</u>
101 Salaries	\$7,829,071	\$689,608
102 Wages - Part Time	2,077,425	216,211
401 Books & Non-Book Materials	<u>4,321,050</u>	<u>424,440</u>
Total	<u>\$14,227,546</u>	<u>\$1,330,259</u>

The direct costs of the three basic accounts of the Belle Isle Library are divided by the total system costs for the same three accounts to arrive at the percentage that will be used to pro-rate the indirect costs to the Belle Isle Library:  $\$1,330,259 / \$14,227,546 = 9.35\%$  (rounded). Hence, Belle Isle’s total indirect cost is \$1,113,748 ( $9.35\% \times \$11,911,867$ ). Once established, the percentage is applied to each line-item account.

Because the purpose of this analysis is to determine the on-going annual operating cost, the moneys budgeted in Account 450 for one-time capital improvement projects and in Account 490 for reserve funds are excluded from the calculations.

In summary, the direct cost plus indirect cost approach provides a uniform and equitable means to present the total operating cost of each public service agency.



## **REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

### **REVISIONS TO METROPOLITAN LIBRARY SYSTEM POLICY AND PROCEDURE MANUAL**

The administration periodically reviews all policies and procedures and makes recommendations to a standing committee and/or the commission for revisions as necessary. If the revisions are “housekeeping” in nature and do not change the intent of the policy; they may go directly to the commission for approval or in the case of minor changes in wording, editing or format, staff is empowered to make those “housekeeping” changes without commission approval.

In accordance with this practice, the administration requests that the commission consider revisions to the following policies. These revisions are coming directly to the commission as per the above statement.

A brief description of the policy and recommended change is listed below and the actual policy with changes highlighted in red text follows this cover page as attachments.

#### **1. Stewardship of Financial Resources SF 200 Purchasing**

The administration recommends revising this policy to allow competitive bid pricing agreements solicited by a public agency as defined by the Intergovernmental Cooperation Act for competitive bidding. This is in addition to the already defined State Contract or GSA pricing allowed for competitive bidding. (See attachment A).

#### **ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:**

To approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to, SF 200 Purchasing.



# Stewardship of Financial Resources

## SF 200 Purchasing

*Adopted: 1/86; Revised: 5/86, 4/88, 10/94, 8/00, 6/04, 9/07, 6/11*

### Policy

The Metropolitan Library System expends public funds for library service for the maximum benefit of library customers and obeys all applicable laws in order to be a good steward of these funds.

## I. Legal Background

The Metropolitan Library Act (62 O.S. 1971, Section 551 et seq.) empowers the Metropolitan Library Commission to administer the expenditure of funds derived from the library tax levy and from fines, fees, sales of personal property and other miscellaneous income.

## II. Annual Budget's Role in Purchasing Authority

Commission approval of the annual budget serves as the principal authority for the Library to encumber and expend the funds necessary to operate. This authority begins with approval of the preliminary budget (estimate of needs), normally adopted in June. Recognition of the preliminary budget as an operating budget is necessary because the new fiscal year begins on July 1. Expenditures such as personal services, materials, utilities, insurance coverage, maintenance, repairs and supplies must be in place with "first day" funding and reasonable assurance of adequate funding throughout the year. The final budget, incorporating necessary changes to the preliminary budget, is normally adopted in August.

## III. Budget Documentation of Commission-Approved Purchases

The annual budget overview/summary, along with the line item budget submitted to the Commission, documents details of routine and non-routine proposed expenditures.

Some line items, such as office supplies, technical processing supplies, etc., are normally routine or self-descriptive and require little or no explanation in the budget overview/summary. Other categories, such as salaries and related personnel expenditures, require and receive more detailed explanations in the budget document. Proposals for purchases of furniture, fixtures, equipment, vehicles, automation hardware, capital improvements and other major, tangible items are listed individually in the proper accounts of the line item budget.

Except for items removed from the list or designated as "tentative" by a majority of the Commission during the budget adoption process, approved items may be purchased by the Library at the appropriate time without further Commission review. The purchase price shall not be greater than the budgeted amount plus the lesser of ten percent (10%) or \$500. When the competitive bidding procedure is required, the Commission reviews and approves or rejects a contract or purchase award at the time bids are submitted for review. The Commission may also choose at any time, by a majority vote, to reverse its approval given during the budget process to any item not yet purchased.

To ensure adequate funding for the approved preliminary budget, capital improvement projects, unless approved by the Commission in a prior year and funded within the Library's

# Stewardship of Financial Resources

## SF 200 Purchasing

*Adopted: 1/86; Revised: 5/86, 4/88, 10/94, 8/00, 6/04, 9/07, 6/11*

cash reserve plan, should not be implemented until the final budget is approved by the Commission.

### IV. Monthly Commission Review of Claims

The list of claims for which checks have been issued during a given month is attached to the financial statement presented at the Commission's monthly meetings. The list serves as final documentation for audit purposes.

### V. Definitions

Library Materials: All books and non-book items such as periodicals, films, records, prints, videos, CDs, cassette tapes, electronic databases and other products to which the public has direct access.

Capital Improvement Projects: Construction, remodeling and renovation, or major repairs or improvements to library facilities.

Personal Services: A category of the annual budget containing line items beginning with the number "1" or "2", including salaries, wages, payroll taxes, direct-cost benefits, janitorial services, security services, professional/consulting services, etc.

### VI. Regulations

1. The library administration shall establish and maintain a purchasing procedure to:
  - a. Assure that each encumbrance is a legal and just claim and is within the authorized available balance of the appropriate budget categories
  - b. Certify that purchased items are satisfactorily received
  - c. Provide accurate records for audit and keep such records on file for not less than three years
2. Primary vendor contracts for purchases of library materials shall be awarded following the competitive bidding procedure. Current vendor performance will be evaluated annually and a survey of all potential primary vendors will be made at least every five years. The competitive bidding process will be initiated if and when the current vendor fails to meet the libraries needs or when a survey of potential vendors indicates that it would be advantageous to the library to do so.
3. Acquisitions including capital items and construction contracts expected to cost \$10,000 or more each and not listed under State Contract, ~~or~~ GSA pricing or similar competitive bid pricing agreement solicited by a public agency as defined by the Intergovernmental Cooperation Act shall be purchased via a competitive bidding procedure as described in Item 14 below. Items listed under State Contract, ~~or~~ GSA pricing or similar competitive bid pricing agreement solicited by a public agency as defined by the Intergovernmental Cooperation Act may be purchased directly from the vendor, regardless of cost, with no further bidding procedure required. Purchases of similar items or groups of items should not generally be subdivided into multiple

# Stewardship of Financial Resources

## SF 200 Purchasing

***Adopted: 1/86; Revised: 5/86, 4/88, 10/94, 8/00, 6/04, 9/07, 6/11***

purchases of less than \$10,000. The Commission shall be advised if exceptions are made.

1. Contracts within the Personal Services category shall be governed by the Personal Services policy.
2. The following acquisitions and contracts shall not be subject to competitive bidding procedures:
  - a. Utilities and other services for which fees or rates are regulated by federal, state or local government
  - b. Sole source contract. Any department requesting products or services by sole source contract shall attach to the requisition an affidavit signed by the chief administrative officer of that department to indicate it is indeed a sole source contract
  - c. Professional services contract, such as architectural, engineering, actuarial, training, consulting, auditing, performing and etc. For these types of contracts, requests for a professional service bid shall be sent to qualified providers. Bids shall be evaluated by the Executive Director and staff involved in the requisition. Both cost and technical expertise shall be considered in determining the best bidder. A documented evaluation report shall be completed prior to awarding a professional service contract
3. In an emergency situation requiring swift action when no regular or emergency Commission meeting is scheduled or practical under the circumstances, the administration may contract to handle the emergency. A report of the emergency acquisition will be presented to the Commission at the next scheduled Commission meeting.
4. Library employees holding job titles designated as "Purchasing Officers" by the Metropolitan Library Commission may act in that capacity. Attachment A is a list of Purchasing Officers. This list may be amended by the Commission as needed. All Purchasing Officers shall be bonded in the amount of not less than \$25,000.
5. The Library's Business Office shall be the central purchasing agency through which requests for the purchase of all library materials and operational items are routed and accounted for; the Director of Finance shall be the system's designated Encumbering Officer. The Executive Director, Deputy Executive Director/ Technology and Deputy Executive Director/Library Operations are also authorized to sign purchase orders as Encumbering Officers.
6. Library checks (warrants) may be signed by any two of the following: Chair, Vice-Chair, Disbursing Agent, Secretary (Executive Director) of the Commission, Deputy Executive Director/Technology, Deputy Executive Director/Library Operations and Deputy Executive Director/Materials & Outreach. The Secretary (Executive Director), Deputy Executive Director/Information Technology, Deputy Executive Director/Library Operations and Deputy Executive Director/Materials & Outreach may not sign checks or warrants in which they are the payees of checks in payment of goods and services or when they have signed the respective purchase order as "Purchasing Officer".
7. The "Request for Reimbursement of Out-of-Pocket Expenditures"(Form #417) shall be used for cash reimbursements under \$50.

# Stewardship of Financial Resources

## SF 200 Purchasing

***Adopted: 1/86; Revised: 5/86, 4/88, 10/94, 8/00, 6/04, 9/07, 6/11***

8. Request for Purchase (form #410) must be completed by the requesting agency/department as the authorization to issue a purchase order and procure the requested item or service. Exceptions to this requirement are:
  - a. Cash reimbursement for out-of-pocket expenditures under \$50, supported by form #417
  - b. Utilities and other services for which the fees or rates are regulated by federal, state or local government
  - c. Service or maintenance contracts awarded by the Commission, of which the fees or rates have been specified in the bid and subsequent contract award.
9. The Library will not knowingly purchase nor accept bids to purchase any item from:
  - a. Commission members
  - b. Library employees
  - c. Children, parents, grandparents, grandchildren, brothers and sisters of the above individuals and their spouses
  - d. Firms or enterprises in which any of the above individuals have a vested interest involving ownership, partnership, sales commission or other direct and immediate gain resulting from such purchase
  - e. Except for the special situations listed in item 18.

This policy does not prohibit the purchase of items from any firm or enterprise in which an individual defined in C above is employed or owns stock but who does not have a vested interest as defined in D above.

10. The Commission gives preferential consideration when purchasing supplies or services through the competitive bidding procedure, to Oklahoma County residents and businesses whose property taxes directly support the Library. Preferential consideration is given only when all other factors used in determining lowest and best bidder are equal, and when the difference between the local and non-local vendor's bid price does not exceed five percent (5%) or \$1000, whichever is less.
11. For acquisitions or contracts expected to cost \$10,000 or more and not listed under State Contract or GSA pricing, and in each situation involving a competitive bidding arrangement, the following procedures shall be followed:
  - a. The Library will seek current, qualified vendors to whom specifications will be sent inviting bids
  - b. A notice inviting bids will be published not less than two times in an Oklahoma County newspaper
  - c. The library will allow not less than 14 days for bids to be received
  - d. The bid proposal shall specify that the Commission retains the right to reject all bids and to waive any formalities and technicalities
  - e. Each bidder shall submit an "Affidavit for Filing With A Competitive Bid" to ensure a true competitive bidding process
  - f. Contractors engaged in service for the Library shall provide and maintain Workers' Compensation and employers' liability insurance coverage for the contractor and



# Stewardship of Financial Resources

## SF 200 Purchasing

***Adopted: 1/86; Revised: 5/86, 4/88, 10/94, 8/00, 6/04, 9/07, 6/11***

all employees of the contractor or the subcontractors engaged in any service contracts awarded by the Commission

- g. The bidding and contract award procedures for construction contracts and building improvements shall be administered in accordance with the Public Competitive Bidding Act of 1974, unless the Commission procedures described in this section are more stringent than those provided for in the Act
  - h. When required by law, all contractors engaged in library construction projects shall pay prevailing wages to their employees. The administration shall analyze acceptable bids received from vendors and recommend the vendor who has submitted the lowest and best bid to the Commission for approval
  - i. The Commission shall review the bids and accept the lowest and best bid, retaining the right to reject all bids
  - j. The administration shall then purchase the item via the established purchase order procedure
  - k. Each contractor who is awarded a contract by the Commission shall execute an "Affidavit for Contract or Claim". This affidavit shall be for the entire contracted amount and/or for the entire fiscal year in which the contract is awarded
12. The administration shall review all contracts at least annually and, depending on vendor performance, shall submit a recommendation regarding extension, renewal, cancellation or rebidding to the Commission. All contracts in force for three consecutive years, which exceed \$10,000 in any one year, shall be subject to rebidding at the end of the third year unless this requirement is waived by the Commission.
13. For items or services expected to cost less than \$10,000 and not listed under State Contract, the following procedures shall be followed:
- a. For acquisitions between \$2,500 and \$9,999 the Library will solicit informal written quotes from available qualified vendors and award to the vendors with the best and lowest quotes. This procedure may be waived by the Executive Director in an emergency situation requiring immediate action when the procedure is not practical under the circumstances
  - b. The records of written quotes will support the award to the lowest and best bidder, and will be attached to the Request for Purchase
  - c. The requirement of proper and adequate insurance coverage (see paragraph 14 F & G) for construction and service contracts will also apply to the successful bidder under this procedure.
14. For contracts with the financial auditors will extend for five years. The auditing firm may be retained for subsequent five-year periods if the firm agrees to rotate its audit partner or audit manager for the contracting period. Unless such requirement is waived by the commission.
15. The Library may contract with employees or other associated individuals, who might otherwise be prohibited from performing special services, to perform as musicians, actors, authors, or in other artistic capacities for the benefit of customers or employees at special functions of the Library. Examples of these special situations would be employees hired to perform musically at a Library grand opening, when such employee regularly contracts with other entities to perform similar services; employees hired to

# Stewardship of Financial Resources

## SF 200 Purchasing

***Adopted: 1/86; Revised: 5/86, 4/88, 10/94, 8/00, 6/04, 9/07, 6/11***

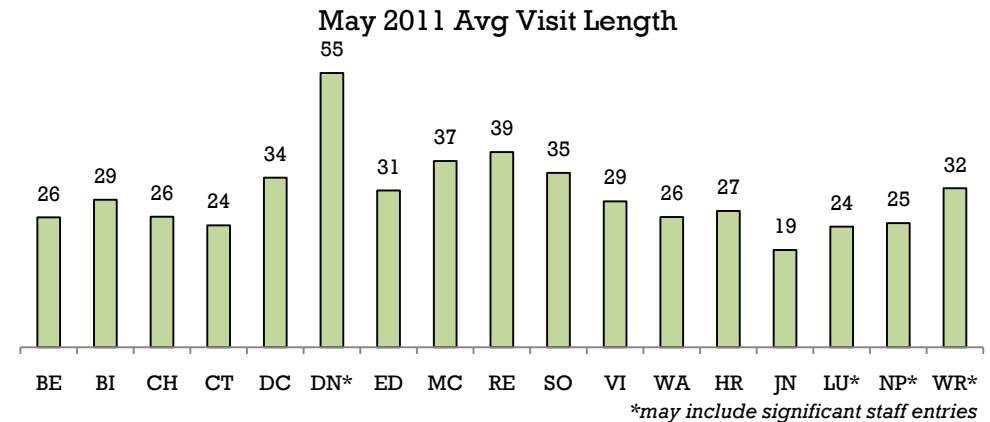
act in special performances hosted by the Outreach Department; employees who have authored books and are hired to perform a reading of their book for the general public; and, children of employees who are members of a band that is hired to entertain at a Library function. In these special situations, it does not matter if the contract is directly with the individual or with a group in which the individual is a member. Books or other materials written or produced by employees or other associated individuals may be purchased for the library's collection if they meet the requirements of the Materials Selection Policy (AM 310).

- a. The Executive Director will make a disclosure to the Commission at its regular monthly meeting whenever one of these specific situations occurs.
- b. Employees are not authorized to approve payments to family members or to themselves.

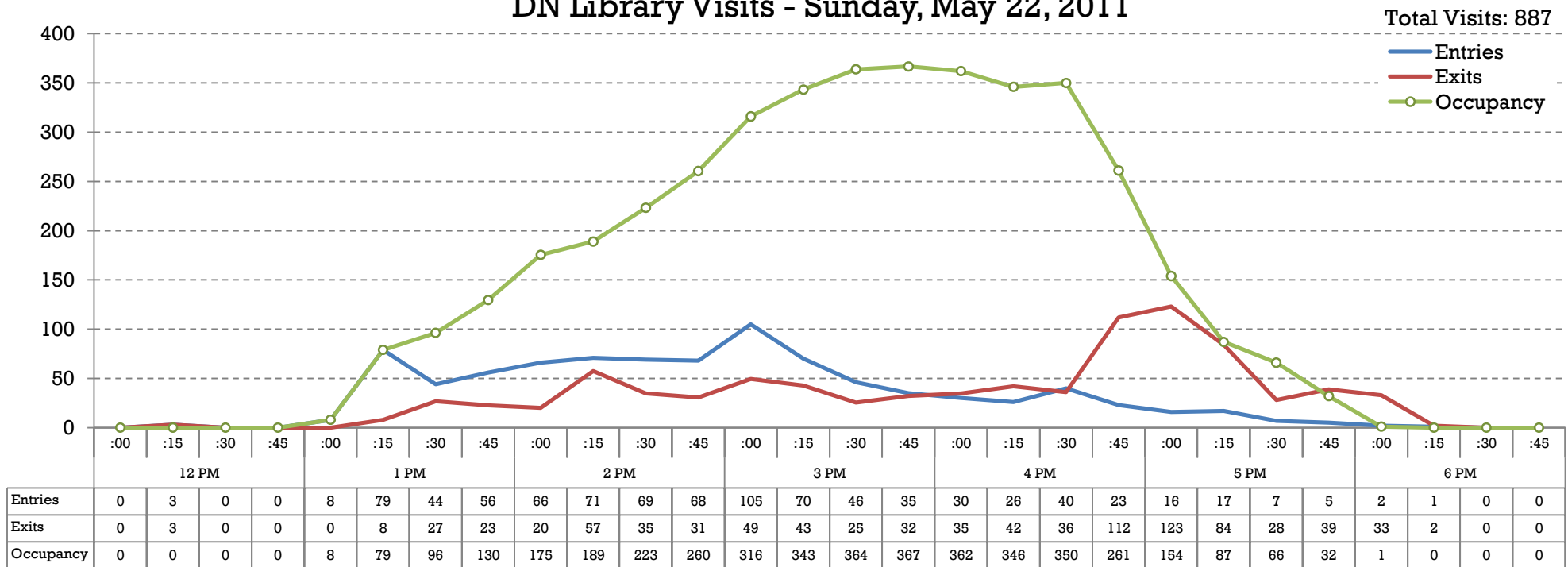
# MLS Library Visits

Visits and occupancy are an important component of library usage that may not show up in other measures. Wireless door counters installed around the library system record the number of entries and exits at each library in fifteen minute intervals. In addition to total visits, expected average visit length (right) and the occupancy of each library throughout the day (example below) can be estimated from this data.

Sunday, May 22nd, 2011 saw the second-highest occupancy at any of our libraries so far this fiscal year. L.I.N.K.S., a professional service organization for African-American women, held their annual children's theater performance at the Downtown Library that afternoon. The performance has become a big event with over sixty children performing for an audience of family, friends, and the general public.



## DN Library Visits - Sunday, May 22, 2011





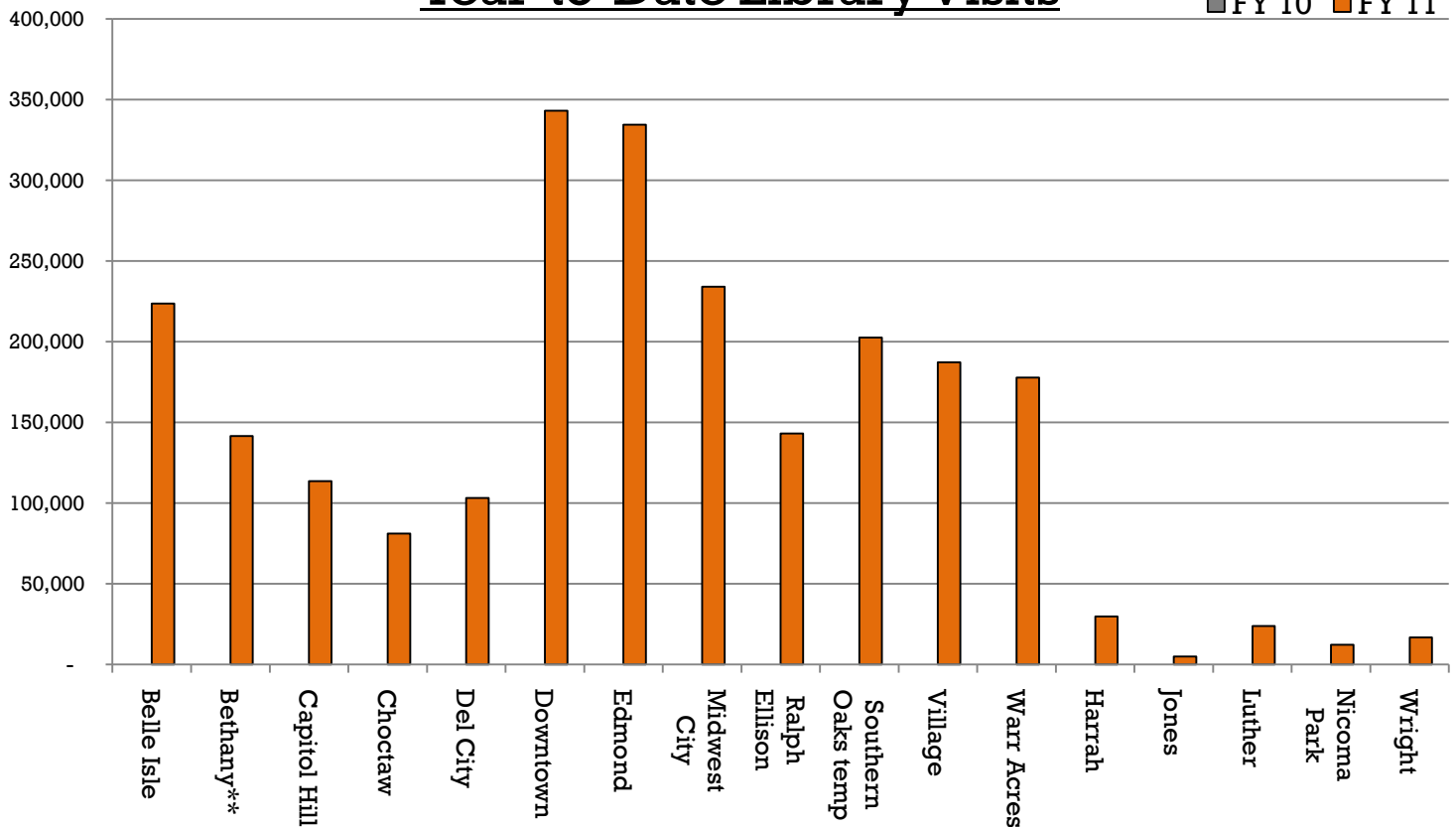
# MLS Library Visits

July 1, 2010 - May 31, 2011 (91.67% of the 10-11 Fiscal Year)

May	FY 10		FY 11		Pct. Change	
<u>Library</u>	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>
Belle Isle	N/A	N/A	20,376	223,734	N/A	N/A
Bethany**	N/A	N/A	10,575	141,651	N/A	N/A
Capitol Hill	N/A	N/A	12,361	113,580	N/A	N/A
Choctaw	N/A	N/A	7,760	81,177	N/A	N/A
Del City	N/A	N/A	8,703	103,251	N/A	N/A
Downtown	N/A	N/A	27,043	343,232	N/A	N/A
Edmond	N/A	N/A	29,081	334,501	N/A	N/A
Midwest City	N/A	N/A	21,755	234,146	N/A	N/A
Ralph Ellison	N/A	N/A	12,358	143,149	N/A	N/A
Southern Oaks temp	N/A	N/A	16,851	202,518	N/A	N/A
Village	N/A	N/A	17,019	187,279	N/A	N/A
Warr Acres	N/A	N/A	15,986	177,773	N/A	N/A
Harrah	N/A	N/A	3,021	29,678	N/A	N/A
Jones	N/A	N/A	517	5,006	N/A	N/A
Luther	N/A	N/A	2,058	23,829	N/A	N/A
Nicoma Park	N/A	N/A	1,347	12,188	N/A	N/A
Wright	N/A	N/A	1,386	16,668	N/A	N/A
<b>Total</b>	<b>N/A</b>	<b>N/A</b>	<b>208,197</b>	<b>2,373,361</b>	<b>N/A</b>	<b>N/A</b>

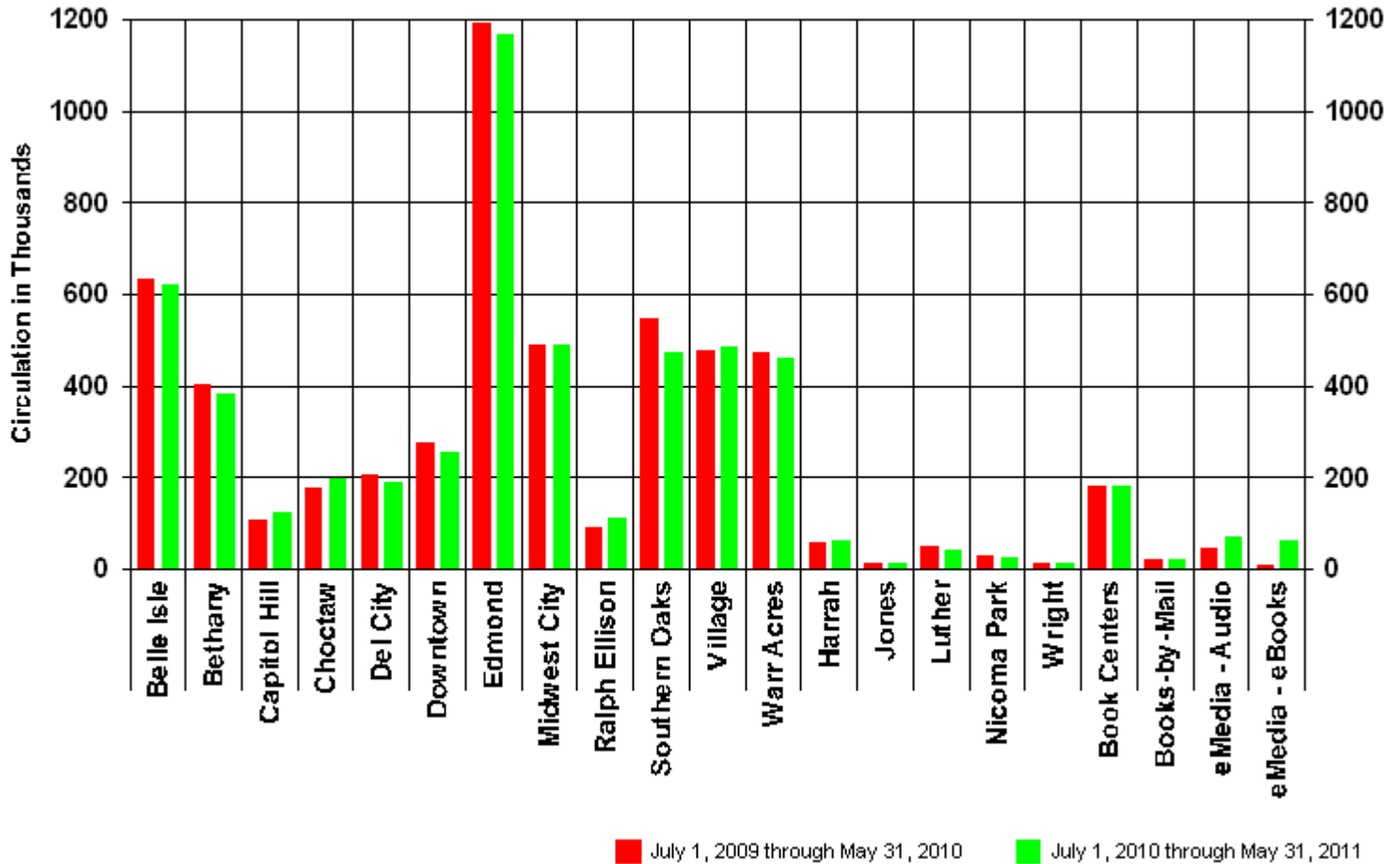
\*\*Bethany was closed the week of May 23rd.

## Year-to-Date Library Visits



## **Circulation Gains and Losses**

**July 1, 2010 through May 31, 2011 (91.67% of the 10-11 Fiscal Year)**





## **Circulation Gains and Losses**

**July 1, 2010 through May 31, 2011 (91.67% of the 10-11 Fiscal Year)**

<b>MAY 31, 2011</b>		<b>ADULT MONTH</b>	<b>ADULT YEAR</b>	<b>JUVENILE MONTH</b>	<b>JUVENILE YEAR</b>	<b>TOTAL MONTH</b>	<b>TOTAL YEAR</b>	<b>%</b>
Belle Isle	10	41557	485324	11820	146586	53377	631910	
	11	39877	478645	11863	143094	51740	621739	
		<b>-1680</b>	<b>-6679</b>	<b>43</b>	<b>-3492</b>	<b>-1637</b>	<b>-10171</b>	<b>-1.6</b>
Bethany	10	24493	281954	9864	119248	34357	401202	
	11	19684	269083	7999	112613	27683	381696	
		<b>-4809</b>	<b>-12871</b>	<b>-1865</b>	<b>-6635</b>	<b>-6674</b>	<b>-19506</b>	<b>-4.9</b>
Capitol Hill	10	6196	73948	2845	32287	9041	106235	
	11	8762	81343	3954	41087	12716	122430	
		<b>2566</b>	<b>7395</b>	<b>1109</b>	<b>8800</b>	<b>3675</b>	<b>16195</b>	<b>15.2</b>
Choctaw	10	10124	114897	5130	63122	15254	178019	
	11	10943	126151	5916	72596	16859	198747	
		<b>819</b>	<b>11254</b>	<b>786</b>	<b>9474</b>	<b>1605</b>	<b>20728</b>	<b>11.6</b>
Del City	10	12806	145806	4591	58600	17397	204406	
	11	11927	135081	4406	55661	16333	190742	
		<b>-879</b>	<b>-10725</b>	<b>-185</b>	<b>-2939</b>	<b>-1064</b>	<b>-13664</b>	<b>-6.7</b>
Downtown	10	18351	208637	4774	65155	23125	273792	
	11	17398	194759	5133	58812	22531	253571	
		<b>-953</b>	<b>-13878</b>	<b>359</b>	<b>-6343</b>	<b>-594</b>	<b>-20221</b>	<b>-7.4</b>
Edmond	10	60664	700571	40451	491488	101115	1192059	
	11	58212	690976	41880	477502	100092	1168478	
		<b>-2452</b>	<b>-9595</b>	<b>1429</b>	<b>-13986</b>	<b>-1023</b>	<b>-23581</b>	<b>-2.0</b>
Midwest City	10	31291	353871	11381	133649	42672	487520	
	11	31219	355796	12687	131832	43906	487628	
		<b>-72</b>	<b>1925</b>	<b>1306</b>	<b>-1817</b>	<b>1234</b>	<b>108</b>	<b>.0</b>
Ralph Ellison	10	7017	70835	2017	21773	9034	92608	
	11	7412	85916	2085	25999	9497	111915	
		<b>395</b>	<b>15081</b>	<b>68</b>	<b>4226</b>	<b>463</b>	<b>19307</b>	<b>20.8</b>
Southern Oaks	10	35707	405035	11074	143159	46781	548194	
	11	25784	347661	10016	124103	35800	471764	
		<b>-9923</b>	<b>-57374</b>	<b>-1058</b>	<b>-19056</b>	<b>-10981</b>	<b>-76430</b>	<b>-13.9</b>
Village	10	29932	337117	11301	138059	41233	475176	
	11	29999	338683	12263	145376	42262	484059	
		<b>67</b>	<b>1566</b>	<b>962</b>	<b>7317</b>	<b>1029</b>	<b>8883</b>	<b>1.9</b>
Warr Acres	10	30014	336024	10620	135162	40634	471186	
	11	30934	329000	11016	129766	41950	458766	
		<b>920</b>	<b>-7024</b>	<b>396</b>	<b>-5396</b>	<b>1316</b>	<b>-12420</b>	<b>-2.6</b>



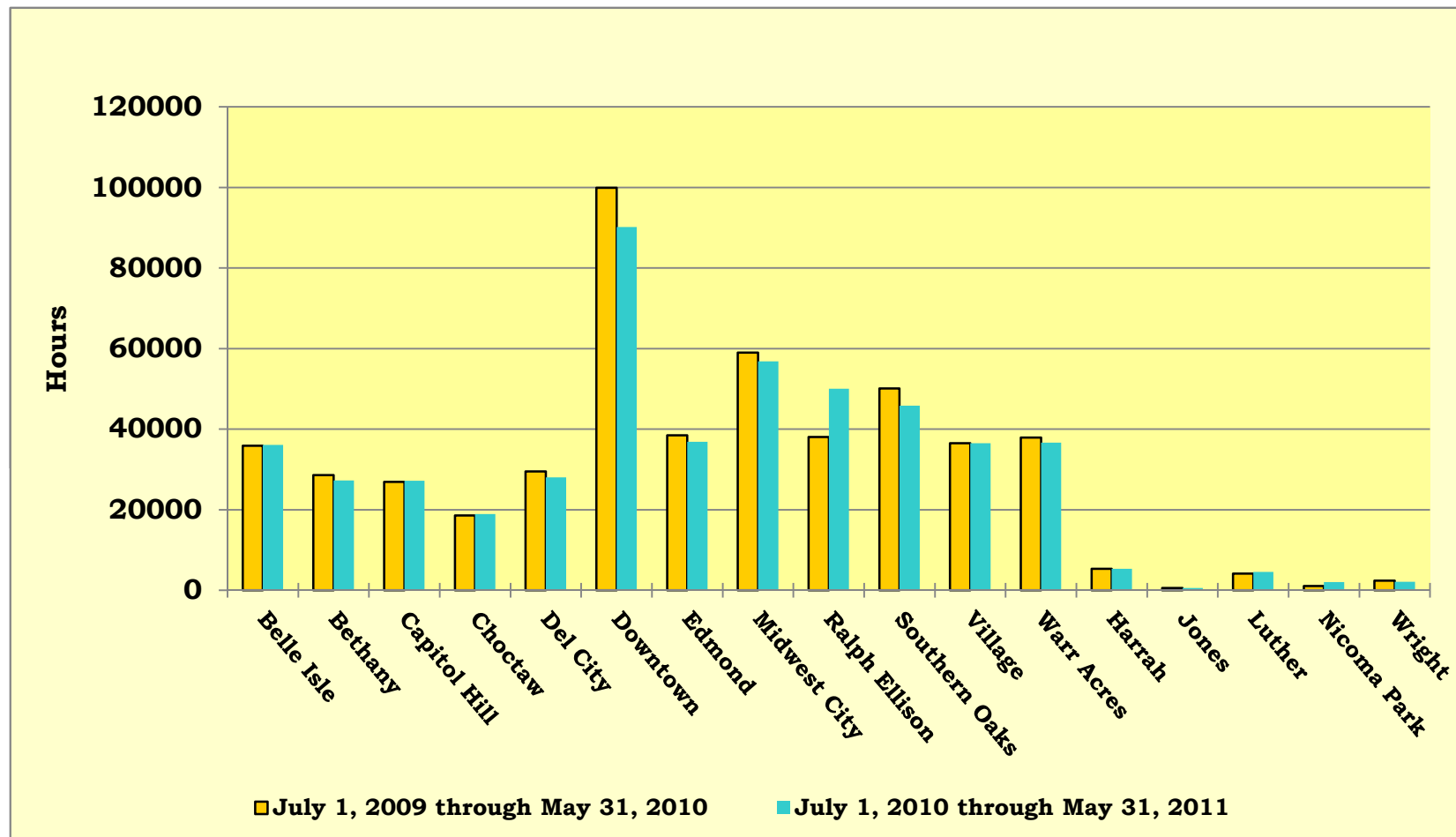
## **Circulation Gains and Losses**

**July 1, 2010 through May 31, 2011 (91.67% of the 10-11 Fiscal Year)**

<b>MAY 31, 2011</b>		<b><u>ADULT</u></b> <b><u>MONTH</u></b>	<b><u>ADULT</u></b> <b><u>YEAR</u></b>	<b><u>JUVENILE</u></b> <b><u>MONTH</u></b>	<b><u>JUVENILE</u></b> <b><u>YEAR</u></b>	<b><u>TOTAL</u></b> <b><u>MONTH</u></b>	<b><u>TOTAL</u></b> <b><u>YEAR</u></b>	<b><u>%</u></b>
<b><u>EXTENSION LIBRARIES:</u></b>								
Harrah	10	3454	41303	1296	18270	4750	59573	
	11	3483	42642	1329	18662	4812	61304	
		<b>29</b>	<b>1339</b>	<b>33</b>	<b>392</b>	<b>62</b>	<b>1731</b>	<b>2.9</b>
Jones	10	644	8058	382	3379	1026	11437	
	11	823	9091	375	4975	1198	14066	
		<b>179</b>	<b>1033</b>	<b>-7</b>	<b>1596</b>	<b>172</b>	<b>2629</b>	<b>23.0</b>
Luther	10	2798	38123	1003	10794	3801	48917	
	11	2491	30480	1130	10932	3621	41412	
		<b>-307</b>	<b>-7643</b>	<b>127</b>	<b>138</b>	<b>-180</b>	<b>-7505</b>	<b>-15.3</b>
Nicoma Park	10	1985	22673	455	5714	2440	28387	
	11	2012	21354	431	5272	2443	26626	
		<b>27</b>	<b>-1319</b>	<b>-24</b>	<b>-442</b>	<b>3</b>	<b>-1761</b>	<b>-6.2</b>
Wright	10	903	10587	269	2727	1172	13314	
	11	946	10439	265	3463	1211	13902	
		<b>43</b>	<b>-148</b>	<b>-4</b>	<b>736</b>	<b>39</b>	<b>588</b>	<b>4.4</b>
<b><u>OTHER:</u></b>								
Book Centers	10	10184	111588	6165	67762	16349	179350	
	11	10177	112219	6474	69900	16651	182119	
		<b>-7</b>	<b>631</b>	<b>309</b>	<b>2138</b>	<b>302</b>	<b>2769</b>	<b>1.5</b>
Books-by-Mail	10	1917	20013	0	0	1917	20013	
	11	2069	21088	0	0	2069	21088	
		<b>152</b>	<b>1075</b>	<b>0</b>	<b>0</b>	<b>152</b>	<b>1075</b>	<b>5.4</b>
eMedia - Audio	10	5348	44034	0	0	5348	44034	
	11	8163	71075	0	0	8163	71075	
		<b>2815</b>	<b>27041</b>	<b>0</b>	<b>0</b>	<b>2815</b>	<b>27041</b>	<b>61.4</b>
eMedia - eBooks	10	1505	8135	0	0	1505	8135	
	11	13494	61933	0	0	13494	61933	
		<b>11989</b>	<b>53798</b>	<b>0</b>	<b>0</b>	<b>11989</b>	<b>53798</b>	<b>661.3</b>
TOTALS	10	336890	3818533	135438	1656934	472328	5475467	
	11	335809	3813415	139222	1631645	475031	5445060	
		<b>-1081</b>	<b>-5118</b>	<b>3784</b>	<b>-25289</b>	<b>2703</b>	<b>-30407</b>	<b>-.6</b>

## Total Computer Hours Used by Library

July 1, 2010 through May 31, 2011 (91.67% of the 10-11 Fiscal Year)



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# Total Computer Usage

July 1, 2010 through May 31, 2011 (91.67% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	10	204		4,147		3,192.40		4,222		47,648		35,910.61	
	11	206		4,331		3,286.37		4,105		47,208		36,097.12	
		<b>2</b>	<b>1.0</b>	<b>184</b>	<b>4.4</b>	<b>93.97</b>	<b>2.9</b>	<b>-117</b>	<b>-2.8</b>	<b>-440</b>	<b>-.9</b>	<b>186.51</b>	<b>.5</b>
BETHANY	10	166		3,411		2,597.11		3,346		37,189		28,580.46	
	11	131		2,374		1,940.93		3,193		34,446		27,257.26	
		<b>-35</b>	<b>-21.1</b>	<b>-1,037</b>	<b>-30.4</b>	<b>-656.18</b>	<b>-25.3</b>	<b>-153</b>	<b>-4.6</b>	<b>-2,743</b>	<b>-7.4</b>	<b>-1,323.20</b>	<b>-4.6</b>
CAPITOL HILL	10	137		3,034		2,455.80		2,939		33,015		26,909.27	
	11	224		3,116		2,479.42		3,171		34,215		27,193.86	
		<b>87</b>	<b>63.5</b>	<b>82</b>	<b>2.7</b>	<b>23.62</b>	<b>1.0</b>	<b>232</b>	<b>7.9</b>	<b>1,200</b>	<b>3.6</b>	<b>284.59</b>	<b>1.1</b>
CHOCTAW	10	93		1,643		1,411.59		1,673		20,063		18,553.82	
	11	87		1,765		1,776.51		1,657		19,605		18,895.93	
		<b>-6</b>	<b>-6.5</b>	<b>122</b>	<b>7.4</b>	<b>364.92</b>	<b>25.9</b>	<b>-16</b>	<b>-1.0</b>	<b>-458</b>	<b>-2.3</b>	<b>342.11</b>	<b>1.8</b>
DEL CITY	10	152		3,154		2,687.75		3,037		36,767		29,536.62	
	11	176		2,921		2,588.67		2,997		32,772		28,044.32	
		<b>24</b>	<b>15.8</b>	<b>-233</b>	<b>-7.4</b>	<b>-99.08</b>	<b>-3.7</b>	<b>-40</b>	<b>-1.3</b>	<b>-3,995</b>	<b>-10.9</b>	<b>-1,492.30</b>	<b>-5.1</b>
DOWNTOWN	10	213		11,836		9,832.44		4,217		121,836		99,914.41	
	11	204		8,812		6,858.76		3,906		116,372		90,185.41	
		<b>-9</b>	<b>-4.2</b>	<b>-3,024</b>	<b>-25.5</b>	<b>-2,973.68</b>	<b>-30.2</b>	<b>-311</b>	<b>-7.4</b>	<b>-5,464</b>	<b>-4.5</b>	<b>-9,729.00</b>	<b>-9.7</b>
EDMOND	10	251		4,033		3,462.01		4,332		46,601		38,489.97	
	11	243		3,964		3,396.92		4,130		43,572		36,885.87	
		<b>-8</b>	<b>-3.2</b>	<b>-69</b>	<b>-1.7</b>	<b>-65.09</b>	<b>-1.9</b>	<b>-202</b>	<b>-4.7</b>	<b>-3,029</b>	<b>-6.5</b>	<b>-1,604.10</b>	<b>-4.2</b>
MIDWEST CITY	10	326		6,075		5,241.38		6,118		71,904		59,001.27	
	11	336		6,740		5,365.81		5,940		67,034		56,823.84	
		<b>10</b>	<b>3.1</b>	<b>665</b>	<b>10.9</b>	<b>124.43</b>	<b>2.4</b>	<b>-178</b>	<b>-2.9</b>	<b>-4,870</b>	<b>-6.8</b>	<b>-2,177.43</b>	<b>-3.7</b>
RALPH ELLISON	10	196		5,261		4,404.47		3,217		45,642		38,069.58	
	11	224		5,066		4,529.15		3,898		59,672		50,027.40	
		<b>28</b>	<b>14.3</b>	<b>-195</b>	<b>-3.7</b>	<b>124.68</b>	<b>2.8</b>	<b>681</b>	<b>21.2</b>	<b>14,030</b>	<b>30.7</b>	<b>11,957.82</b>	<b>31.4</b>



# Total Computer Usage

July 1, 2010 through May 31, 2011 (91.67% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	10	367		6,134		4,567.86		6,202		64,609		50,101.68	
	11	339		4,945		4,265.22		5,836		57,786		45,817.44	
		<b>-28</b>	<b>-7.6</b>	<b>-1,189</b>	<b>-19.4</b>	<b>-302.64</b>	<b>-6.6</b>	<b>-366</b>	<b>-5.9</b>	<b>-6,823</b>	<b>-10.6</b>	<b>-4,284.24</b>	<b>-8.6</b>
VILLAGE	10	230		4,084		3,193.57		4,553		46,290		36,542.39	
	11	211		4,146		3,254.70		4,469		45,903		36,512.86	
		<b>-19</b>	<b>-8.3</b>	<b>62</b>	<b>1.5</b>	<b>61.13</b>	<b>1.9</b>	<b>-84</b>	<b>-1.8</b>	<b>-387</b>	<b>-.8</b>	<b>-29.53</b>	<b>-.1</b>
WARR ACRES	10	189		4,706		3,430.04		3,823		50,294		37,914.33	
	11	206		4,297		3,342.65		3,834		46,767		36,647.73	
		<b>17</b>	<b>9.0</b>	<b>-409</b>	<b>-8.7</b>	<b>-87.39</b>	<b>-2.5</b>	<b>11</b>	<b>.3</b>	<b>-3,527</b>	<b>-7.0</b>	<b>-1,266.60</b>	<b>-3.3</b>
HARRAH	10	29		658		525.97		561		6,660		5,319.54	
	11	26		613		521.90		487		6,378		5,317.79	
		<b>-3</b>	<b>-10.3</b>	<b>-45</b>	<b>-6.8</b>	<b>-4.07</b>	<b>-.8</b>	<b>-74</b>	<b>-13.2</b>	<b>-282</b>	<b>-4.2</b>	<b>-1.75</b>	<b>.0</b>
JONES	10	2		48		46.99		63		554		535.88	
	11	5		78		64.90		64		647		555.74	
		<b>3</b>	<b>150.0</b>	<b>30</b>	<b>62.5</b>	<b>17.91</b>	<b>38.1</b>	<b>1</b>	<b>1.6</b>	<b>93</b>	<b>16.8</b>	<b>19.86</b>	<b>3.7</b>
LUTHER	10	22		518		426.55		470		5,438		4,146.03	
	11	19		486		398.56		522		5,604		4,569.61	
		<b>-3</b>	<b>-13.6</b>	<b>-32</b>	<b>-6.2</b>	<b>-27.99</b>	<b>-6.6</b>	<b>52</b>	<b>11.1</b>	<b>166</b>	<b>3.1</b>	<b>423.58</b>	<b>10.2</b>
NICOMA PARK	10	5		141		101.30		167		1,450		1,029.30	
	11	6		172		211.46		182		2,107		2,031.51	
		<b>1</b>	<b>20.0</b>	<b>31</b>	<b>22.0</b>	<b>110.16</b>	<b>108.7</b>	<b>15</b>	<b>9.0</b>	<b>657</b>	<b>45.3</b>	<b>1,002.21</b>	<b>97.4</b>
WRIGHT	10	10		277		218.07		156		3,070		2,394.38	
	11	23		255		181.47		193		2,568		2,103.78	
		<b>13</b>	<b>130.0</b>	<b>-22</b>	<b>-7.9</b>	<b>-36.60</b>	<b>-16.8</b>	<b>37</b>	<b>23.7</b>	<b>-502</b>	<b>-16.4</b>	<b>-290.60</b>	<b>-12.1</b>
TOTAL	10	2,592		59,160		47,795.30		49,096		639,030		512,949.54	
	11	2,666		54,081		44,463.40		48,584		622,656		504,967.47	
		<b>74</b>	<b>2.9</b>	<b>-5,079</b>	<b>-8.6</b>	<b>-3,331.90</b>	<b>-7.0</b>	<b>-512</b>	<b>-1.0</b>	<b>-16,374</b>	<b>-2.6</b>	<b>-7,982.07</b>	<b>-1.6</b>

## Computer Usage by Adult Customers

July 1, 2010 through May 31, 2011 (91.67% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	10	164		3,597		2,786.33		3,530		39,993		30,231.32	
	11	175		3,784		2,889.39		3,452		40,522		31,096.36	
		<b>11</b>	<b>6.7</b>	<b>187</b>	<b>5.2</b>	<b>103.06</b>	<b>3.7</b>	<b>-78</b>	<b>-2.2</b>	<b>529</b>	<b>1.3</b>	<b>865.04</b>	<b>2.9</b>
BETHANY	10	134		2,652		2,048.03		2,691		29,678		22,785.21	
	11	109		1,987		1,633.17		2,575		27,957		22,181.04	
		<b>-25</b>	<b>-18.7</b>	<b>-665</b>	<b>-25.1</b>	<b>-414.86</b>	<b>-20.3</b>	<b>-116</b>	<b>-4.3</b>	<b>-1,721</b>	<b>-5.8</b>	<b>-604.17</b>	<b>-2.7</b>
CAPITOL HILL	10	85		1,464		1,283.38		1,804		17,334		15,080.09	
	11	132		1,672		1,432.75		1,958		17,292		15,063.59	
		<b>47</b>	<b>55.3</b>	<b>208</b>	<b>14.2</b>	<b>149.37</b>	<b>11.6</b>	<b>154</b>	<b>8.5</b>	<b>-42</b>	<b>-.2</b>	<b>-16.50</b>	<b>-.1</b>
CHOCTAW	10	69		1,187		1,012.91		1,232		13,724		12,544.89	
	11	63		1,104		1,032.17		1,203		12,943		11,857.62	
		<b>-6</b>	<b>-8.7</b>	<b>-83</b>	<b>-7.0</b>	<b>19.26</b>	<b>1.9</b>	<b>-29</b>	<b>-2.4</b>	<b>-781</b>	<b>-5.7</b>	<b>-687.27</b>	<b>-5.5</b>
DEL CITY	10	124		2,391		2,106.07		2,362		27,393		22,299.85	
	11	126		2,299		2,017.77		2,352		25,880		22,166.77	
		<b>2</b>	<b>1.6</b>	<b>-92</b>	<b>-3.8</b>	<b>-88.30</b>	<b>-4.2</b>	<b>-10</b>	<b>-.4</b>	<b>-1,513</b>	<b>-5.5</b>	<b>-133.08</b>	<b>-.6</b>
DOWNTOWN	10	178		11,152		9,229.72		3,554		112,785		92,170.26	
	11	179		8,372		6,522.82		3,375		110,287		85,313.01	
		<b>1</b>	<b>.6</b>	<b>-2,780</b>	<b>-24.9</b>	<b>-2,706.90</b>	<b>-29.3</b>	<b>-179</b>	<b>-5.0</b>	<b>-2,498</b>	<b>-2.2</b>	<b>-6,857.25</b>	<b>-7.4</b>
EDMOND	10	220		3,488		2,982.05		3,645		39,775		32,892.09	
	11	206		3,466		2,954.20		3,447		37,333		31,438.49	
		<b>-14</b>	<b>-6.4</b>	<b>-22</b>	<b>-.6</b>	<b>-27.85</b>	<b>-.9</b>	<b>-198</b>	<b>-5.4</b>	<b>-2,442</b>	<b>-6.1</b>	<b>-1,453.60</b>	<b>-4.4</b>
MIDWEST CITY	10	258		4,435		3,895.55		4,915		54,031		45,077.37	
	11	259		5,082		4,050.47		4,716		50,397		43,478.76	
		<b>1</b>	<b>.4</b>	<b>647</b>	<b>14.6</b>	<b>154.92</b>	<b>4.0</b>	<b>-199</b>	<b>-4.0</b>	<b>-3,634</b>	<b>-6.7</b>	<b>-1,598.61</b>	<b>-3.5</b>
RALPH ELLISON	10	131		3,182		2,756.83		2,404		28,335		24,143.15	
	11	168		3,412		3,145.85		2,965		37,704		33,675.80	
		<b>37</b>	<b>28.2</b>	<b>230</b>	<b>7.2</b>	<b>389.02</b>	<b>14.1</b>	<b>561</b>	<b>23.3</b>	<b>9,369</b>	<b>33.1</b>	<b>9,532.65</b>	<b>39.5</b>

## Computer Usage by Adult Customers

July 1, 2010 through May 31, 2011 (91.67% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	10	276		4,324		3,254.71		4,694		44,992		35,161.39	
	11	239		3,211		2,860.96		4,353		39,094		31,681.87	
		<b>-37</b>	<b>-13.4</b>	<b>-1,113</b>	<b>-25.7</b>	<b>-393.75</b>	<b>-12.1</b>	<b>-341</b>	<b>-7.3</b>	<b>-5,898</b>	<b>-13.1</b>	<b>-3,479.52</b>	<b>-9.9</b>
VILLAGE	10	191		3,235		2,522.70		3,717		35,866		28,551.28	
	11	179		3,138		2,455.95		3,566		35,014		28,138.72	
		<b>-12</b>	<b>-6.3</b>	<b>-97</b>	<b>-3.0</b>	<b>-66.75</b>	<b>-2.6</b>	<b>-151</b>	<b>-4.1</b>	<b>-852</b>	<b>-2.4</b>	<b>-412.56</b>	<b>-1.4</b>
WARR ACRES	10	156		3,575		2,592.29		3,086		37,101		28,063.21	
	11	174		3,699		2,853.47		3,188		39,713		31,024.41	
		<b>18</b>	<b>11.5</b>	<b>124</b>	<b>3.5</b>	<b>261.18</b>	<b>10.1</b>	<b>102</b>	<b>3.3</b>	<b>2,612</b>	<b>7.0</b>	<b>2,961.20</b>	<b>10.6</b>
HARRAH	10	22		408		331.13		387		3,981		3,070.17	
	11	18		385		304.83		327		4,219		3,458.46	
		<b>-4</b>	<b>-18.2</b>	<b>-23</b>	<b>-5.6</b>	<b>-26.30</b>	<b>-7.9</b>	<b>-60</b>	<b>-15.5</b>	<b>238</b>	<b>6.0</b>	<b>388.29</b>	<b>12.6</b>
JONES	10	2		44		42.82		43		410		373.27	
	11	3		71		58.98		43		538		479.18	
		<b>1</b>	<b>50.0</b>	<b>27</b>	<b>61.4</b>	<b>16.16</b>	<b>37.7</b>		<b>.0</b>	<b>128</b>	<b>31.2</b>	<b>105.91</b>	<b>28.4</b>
LUTHER	10	13		250		232.57		250		2,854		2,480.74	
	11	12		264		215.47		278		2,733		2,275.32	
		<b>-1</b>	<b>-7.7</b>	<b>14</b>	<b>5.6</b>	<b>-17.10</b>	<b>-7.4</b>	<b>28</b>	<b>11.2</b>	<b>-121</b>	<b>-4.2</b>	<b>-205.42</b>	<b>-8.3</b>
NICOMA PARK	10	3		117		87.35		135		1,226		888.30	
	11	5		159		201.69		134		1,735		1,757.21	
		<b>2</b>	<b>66.7</b>	<b>42</b>	<b>35.9</b>	<b>114.34</b>	<b>130.9</b>	<b>-1</b>	<b>-.7</b>	<b>509</b>	<b>41.5</b>	<b>868.91</b>	<b>97.8</b>
WRIGHT	10	9		242		196.58		123		2,685		2,120.18	
	11	19		202		145.71		146		2,099		1,776.27	
		<b>10</b>	<b>111.1</b>	<b>-40</b>	<b>-16.5</b>	<b>-50.87</b>	<b>-25.9</b>	<b>23</b>	<b>18.7</b>	<b>-586</b>	<b>-21.8</b>	<b>-343.91</b>	<b>-16.2</b>
TOTAL	10	2,035		45,743		37,361.02		38,572		492,163		397,932.77	
	11	2,066		42,307		34,775.65		38,078		485,460		396,862.88	
		<b>31</b>	<b>1.5</b>	<b>-3,436</b>	<b>-7.5</b>	<b>-2,585.37</b>	<b>-6.9</b>	<b>-494</b>	<b>-1.3</b>	<b>-6,703</b>	<b>-1.4</b>	<b>-1,069.89</b>	<b>-.3</b>

## Computer Usage by Minor Customers

July 1, 2010 through May 31, 2011 (91.67% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	10	40		550		406.07		692		7,655		5,679.29	
	11	31		547		396.98		653		6,686		5,000.76	
		<b>-9</b>	<b>-22.5</b>	<b>-3</b>	<b>-.5</b>	<b>-9.09</b>	<b>-2.2</b>	<b>-39</b>	<b>-5.6</b>	<b>-969</b>	<b>-12.7</b>	<b>-678.53</b>	<b>-11.9</b>
BETHANY	10	32		759		549.08		655		7,511		5,795.25	
	11	22		387		307.76		618		6,489		5,076.22	
		<b>-10</b>	<b>-31.3</b>	<b>-372</b>	<b>-49.0</b>	<b>-241.32</b>	<b>-43.9</b>	<b>-37</b>	<b>-5.6</b>	<b>-1,022</b>	<b>-13.6</b>	<b>-719.03</b>	<b>-12.4</b>
CAPITOL HILL	10	52		1,570		1,172.42		1,135		15,681		11,829.18	
	11	92		1,444		1,046.67		1,213		16,923		12,130.27	
		<b>40</b>	<b>76.9</b>	<b>-126</b>	<b>-8.0</b>	<b>-125.75</b>	<b>-10.7</b>	<b>78</b>	<b>6.9</b>	<b>1,242</b>	<b>7.9</b>	<b>301.09</b>	<b>2.5</b>
CHOCTAW	10	24		456		398.68		441		6,339		6,008.93	
	11	24		661		744.34		454		6,662		7,038.31	
			<b>.0</b>	<b>205</b>	<b>45.0</b>	<b>345.66</b>	<b>86.7</b>	<b>13</b>	<b>2.9</b>	<b>323</b>	<b>5.1</b>	<b>1,029.38</b>	<b>17.1</b>
DEL CITY	10	28		763		581.68		675		9,374		7,236.77	
	11	50		622		570.90		645		6,892		5,877.55	
		<b>22</b>	<b>78.6</b>	<b>-141</b>	<b>-18.5</b>	<b>-10.78</b>	<b>-1.9</b>	<b>-30</b>	<b>-4.4</b>	<b>-2,482</b>	<b>-26.5</b>	<b>-1,359.22</b>	<b>-18.8</b>
DOWNTOWN	10	35		684		602.72		663		9,051		7,744.15	
	11	25		440		335.94		531		6,085		4,872.40	
		<b>-10</b>	<b>-28.6</b>	<b>-244</b>	<b>-35.7</b>	<b>-266.78</b>	<b>-44.3</b>	<b>-132</b>	<b>-19.9</b>	<b>-2,966</b>	<b>-32.8</b>	<b>-2,871.75</b>	<b>-37.1</b>
EDMOND	10	31		545		479.96		687		6,826		5,597.88	
	11	37		498		442.72		683		6,239		5,447.38	
		<b>6</b>	<b>19.4</b>	<b>-47</b>	<b>-8.6</b>	<b>-37.24</b>	<b>-7.8</b>	<b>-4</b>	<b>-.6</b>	<b>-587</b>	<b>-8.6</b>	<b>-150.50</b>	<b>-2.7</b>
MIDWEST CITY	10	68		1,640		1,345.83		1,203		17,873		13,923.90	
	11	77		1,658		1,315.34		1,224		16,637		13,345.08	
		<b>9</b>	<b>13.2</b>	<b>18</b>	<b>1.1</b>	<b>-30.49</b>	<b>-2.3</b>	<b>21</b>	<b>1.7</b>	<b>-1,236</b>	<b>-6.9</b>	<b>-578.82</b>	<b>-4.2</b>
RALPH ELLISON	10	65		2,079		1,647.64		813		17,307		13,926.43	
	11	56		1,654		1,383.30		933		21,968		16,351.60	
		<b>-9</b>	<b>-13.8</b>	<b>-425</b>	<b>-20.4</b>	<b>-264.34</b>	<b>-16.0</b>	<b>120</b>	<b>14.8</b>	<b>4,661</b>	<b>26.9</b>	<b>2,425.17</b>	<b>17.4</b>



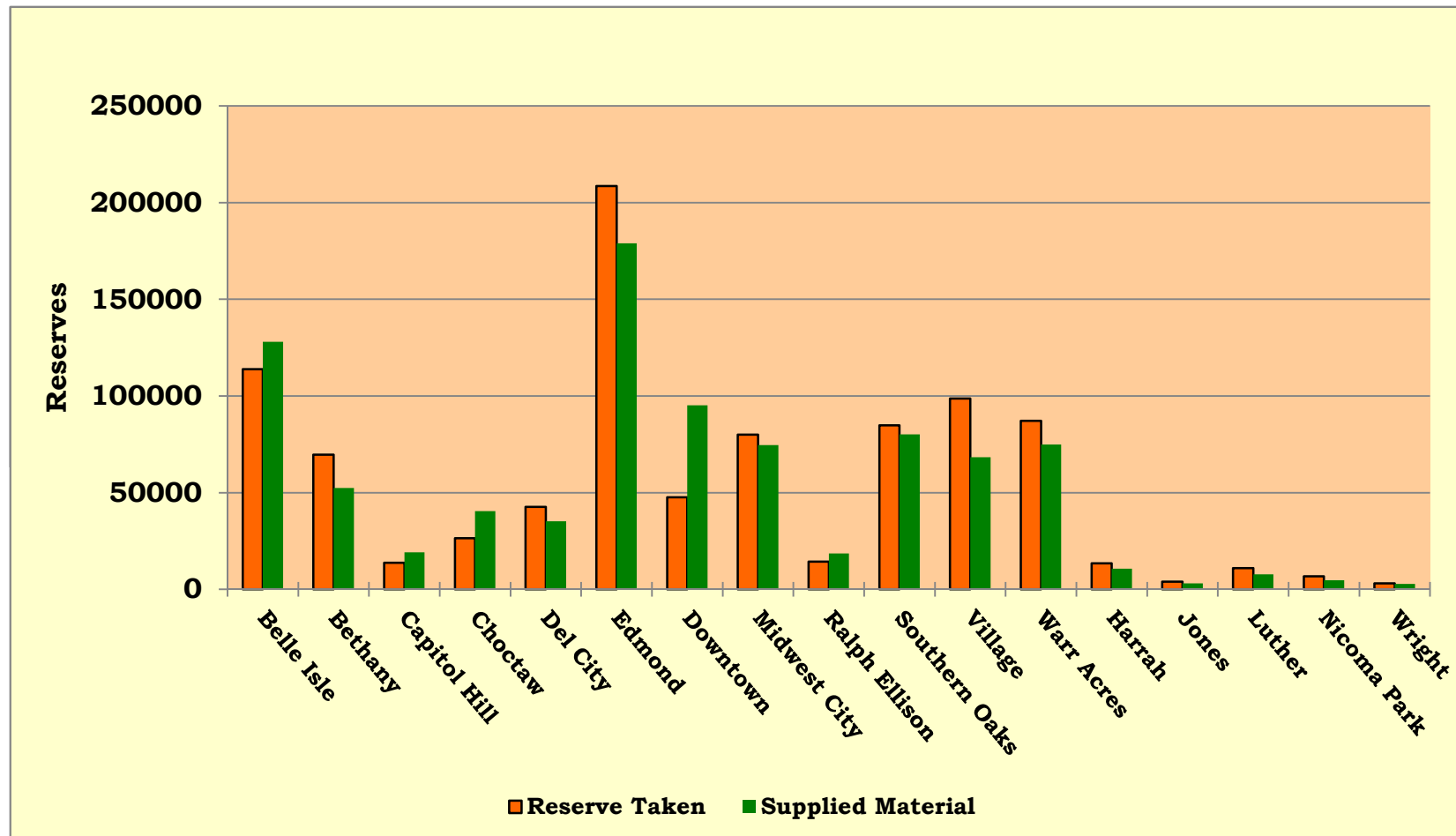
## Computer Usage by Minor Customers

July 1, 2010 through May 31, 2011 (91.67% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	10	91		1,810		1,313.15		1,508		19,617		14,940.29	
	11	100		1,734		1,404.26		1,483		18,692		14,135.57	
		<b>9</b>	<b>9.9</b>	<b>-76</b>	<b>-4.2</b>	<b>91.11</b>	<b>6.9</b>	<b>-25</b>	<b>-1.7</b>	<b>-925</b>	<b>-4.7</b>	<b>-804.72</b>	<b>-5.4</b>
VILLAGE	10	39		849		670.87		836		10,424		7,991.11	
	11	32		1,008		798.75		903		10,889		8,374.14	
		<b>-7</b>	<b>-17.9</b>	<b>159</b>	<b>18.7</b>	<b>127.88</b>	<b>19.1</b>	<b>67</b>	<b>8.0</b>	<b>465</b>	<b>4.5</b>	<b>383.03</b>	<b>4.8</b>
WARR ACRES	10	33		1,131		837.75		737		13,193		9,851.12	
	11	32		598		489.18		646		7,054		5,623.32	
		<b>-1</b>	<b>-3.0</b>	<b>-533</b>	<b>-47.1</b>	<b>-348.57</b>	<b>-41.6</b>	<b>-91</b>	<b>-12.3</b>	<b>-6,139</b>	<b>-46.5</b>	<b>-4,227.80</b>	<b>-42.9</b>
HARRAH	10	7		250		194.84		174		2,679		2,249.37	
	11	8		228		217.07		160		2,159		1,859.33	
		<b>1</b>	<b>14.3</b>	<b>-22</b>	<b>-8.8</b>	<b>22.23</b>	<b>11.4</b>	<b>-14</b>	<b>-8.0</b>	<b>-520</b>	<b>-19.4</b>	<b>-390.04</b>	<b>-17.3</b>
JONES	10			4		4.17		20		144		162.61	
	11	2		7		5.92		21		109		76.56	
		<b>2</b>		<b>3</b>	<b>75.0</b>	<b>1.75</b>	<b>42.0</b>	<b>1</b>	<b>5.0</b>	<b>-35</b>	<b>-24.3</b>	<b>-86.05</b>	<b>-52.9</b>
LUTHER	10	9		268		193.98		220		2,584		1,665.29	
	11	7		222		183.09		244		2,871		2,294.29	
		<b>-2</b>	<b>-22.2</b>	<b>-46</b>	<b>-17.2</b>	<b>-10.89</b>	<b>-5.6</b>	<b>24</b>	<b>10.9</b>	<b>287</b>	<b>11.1</b>	<b>629.00</b>	<b>37.8</b>
NICOMA PARK	10	2		24		13.95		32		224		141.00	
	11	1		13		9.77		48		372		274.30	
		<b>-1</b>	<b>-50.0</b>	<b>-11</b>	<b>-45.8</b>	<b>-4.18</b>	<b>-30.0</b>	<b>16</b>	<b>50.0</b>	<b>148</b>	<b>66.1</b>	<b>133.30</b>	<b>94.5</b>
WRIGHT	10	1		35		21.49		33		385		274.20	
	11	4		53		35.76		47		469		327.51	
		<b>3</b>	<b>300.0</b>	<b>18</b>	<b>51.4</b>	<b>14.27</b>	<b>66.4</b>	<b>14</b>	<b>42.4</b>	<b>84</b>	<b>21.8</b>	<b>53.31</b>	<b>19.4</b>
TOTAL	10	557		13,417		10,434.28		10,524		146,867		115,016.77	
	11	600		11,774		9,687.75		10,506		137,196		108,104.59	
		<b>43</b>	<b>7.7</b>	<b>-1,643</b>	<b>-12.2</b>	<b>-746.53</b>	<b>-7.2</b>	<b>-18</b>	<b>-.2</b>	<b>-9,671</b>	<b>-6.6</b>	<b>-6,912.18</b>	<b>-6.0</b>

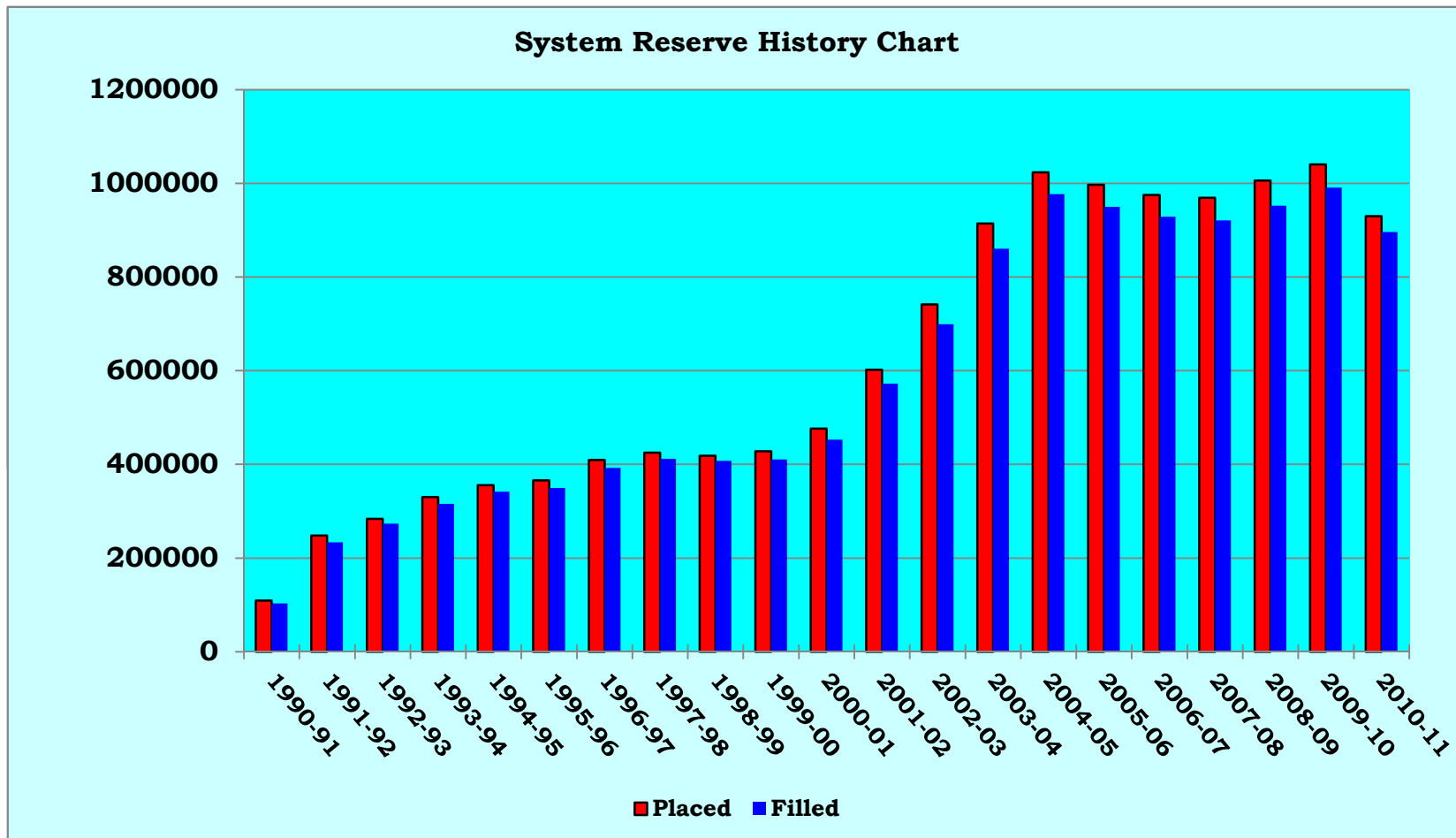
## System Reserve Report

July 1, 2010 through May 31, 2011 (91.67% of the 10-11 Fiscal Year)



## System Reserve Report

July 1, 2010 through May 31, 2011 (91.67% of the 10-11 Fiscal Year)



## System Reserves Report

July 1, 2010 through May 31, 2011 (91.67% of the 10-11 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	10	9,529	111,330		8,965	104,682	
	11	9,801	113,929		9,019	107,952	
		<b>272</b>	<b>2,599</b>	<b>2.3</b>	<b>54</b>	<b>3,270</b>	<b>3.1</b>
BETHANY	10	6,150	74,740		5,850	71,132	
	11	5,284	69,601		4,691	66,678	
		<b>-866</b>	<b>-5,139</b>	<b>-6.9</b>	<b>-1,159</b>	<b>-4,454</b>	<b>-6.3</b>
CAPITOL HILL	10	1,064	13,097		998	12,179	
	11	1,566	13,737		1,551	13,109	
		<b>502</b>	<b>640</b>	<b>4.9</b>	<b>553</b>	<b>930</b>	<b>7.6</b>
CHOCTAW	10	2,283	27,450		2,176	26,026	
	11	2,044	26,389		1,946	25,363	
		<b>-239</b>	<b>-1,061</b>	<b>-3.9</b>	<b>-230</b>	<b>-663</b>	<b>-2.5</b>
DEL CITY	10	3,715	45,524		3,400	42,567	
	11	3,833	42,640		3,519	40,637	
		<b>118</b>	<b>-2,884</b>	<b>-6.3</b>	<b>119</b>	<b>-1,930</b>	<b>-4.5</b>
EDMOND	10	19,208	214,403		17,409	204,383	
	11	17,318	208,653		16,431	201,103	
		<b>-1,890</b>	<b>-5,750</b>	<b>-2.7</b>	<b>-978</b>	<b>-3,280</b>	<b>-1.6</b>
DOWNTOWN	10	3,977	51,027		3,878	48,248	
	11	4,050	47,556		3,905	45,309	
		<b>73</b>	<b>-3,471</b>	<b>-6.8</b>	<b>27</b>	<b>-2,939</b>	<b>-6.1</b>
MIDWEST CITY	10	6,491	79,919		6,187	76,649	
	11	6,940	79,946		6,728	76,790	
		<b>449</b>	<b>27</b>	<b>.0</b>	<b>541</b>	<b>141</b>	<b>.2</b>
RALPH ELLISON	10	1,148	12,482		1,007	11,872	
	11	1,140	14,257		1,101	13,732	
		<b>-8</b>	<b>1,775</b>	<b>14.2</b>	<b>94</b>	<b>1,860</b>	<b>15.7</b>
SOUTHERN OAKS	10	8,169	93,982		7,584	89,348	
	11	5,955	84,779		5,315	80,997	
		<b>-2,214</b>	<b>-9,203</b>	<b>-9.8</b>	<b>-2,269</b>	<b>-8,351</b>	<b>-9.3</b>
VILLAGE	10	8,071	90,017		7,549	85,148	
	11	8,786	98,730		8,371	94,746	
		<b>715</b>	<b>8,713</b>	<b>9.7</b>	<b>822</b>	<b>9,598</b>	<b>11.3</b>
WARR ACRES	10	7,892	89,067		7,322	84,867	
	11	7,820	87,225		7,356	83,796	
		<b>-72</b>	<b>-1,842</b>	<b>-2.1</b>	<b>34</b>	<b>-1,071</b>	<b>-1.3</b>



## System Reserves Report

July 1, 2010 through May 31, 2011 (91.67% of the 10-11 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	10	1,066	12,877		957	12,169	
	11	1,029	13,426		974	12,891	
		<b>-37</b>	<b>549</b>	<b>4.3</b>	<b>17</b>	<b>722</b>	<b>5.9</b>
JONES	10	290	3,784		291	3,658	
	11	429	4,012		382	3,881	
		<b>139</b>	<b>228</b>	<b>6.0</b>	<b>91</b>	<b>223</b>	<b>6.1</b>
LUTHER	10	738	11,090		701	10,653	
	11	918	10,935		816	10,516	
		<b>180</b>	<b>-155</b>	<b>-1.4</b>	<b>115</b>	<b>-137</b>	<b>-1.3</b>
NICOMA PARK	10	636	7,208		596	6,705	
	11	509	6,719		502	6,537	
		<b>-127</b>	<b>-489</b>	<b>-6.8</b>	<b>-94</b>	<b>-168</b>	<b>-2.5</b>
WRIGHT	10	216	2,618		199	2,455	
	11	277	3,045		290	2,962	
		<b>61</b>	<b>427</b>	<b>16.3</b>	<b>91</b>	<b>507</b>	<b>20.7</b>
BOOKS-BY-MAIL	10	769	6,290		757	5,855	
	11	772	9,182		719	8,897	
		<b>3</b>	<b>2,892</b>	<b>46.0</b>	<b>-38</b>	<b>3,042</b>	<b>52.0</b>
TOTAL	10	81,412	946,905		75,826	898,596	
	11	78,471	934,761		73,616	895,896	
		<b>-2,941</b>	<b>-12,144</b>	<b>-1.3</b>	<b>-2,210</b>	<b>-2,700</b>	<b>-.3</b>

# *Information Technology Report*



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# Information Technology Report -- 2011

This year we continued preparing for the future with the moving of Southern Oaks to a temporary site so that their library could undergo a major renovation. IT's part in this project included having the data circuits moved, moving and re-installing all network equipment, and having data wiring installed at the temporary location as well as moving all computer related devices. We spent more time working on needs for the Northwest Library as well as 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: switch to Windows 7 operating system, providing a tool for Materials Selection to assist in processing the hundreds of customer suggestions that are received each week, and developing a prototype web-based application that will allow staff to provide more services outside of the library.

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**

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

After much searching and a complete overhaul, Southern Oaks moved into a temporary location in the Almonte Shopping Center at SW 59<sup>th</sup> & May. We had to have Cox install a data circuit while keeping the other one going and we also had AT&T move a T-1 circuit that connects Wright to the network through Southern Oaks. Once the S Walker location was closed, IT staff moved all computers, printers, and phones to the temporary location. On the first day the library was closed, we had to remove and re-install all routers and switches and make sure all lines were up as Wright was closed that day but would be open the following day. This meant that there could be no issues with the circuits or the network equipment or Wright would be without computers. We also took the opportunity to go ahead and replace several of their computers while they were closed as they were on the schedule and this allowed us to do it with little disruption to staff or the public.

### ***Northwest Library Preparation***

Construction is in full swing at the Northwest Library and we have continued our 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.

We completed our testing with the iPad and plan to begin using these as touchdown stations at Northwest and then implement them at other locations as well. This will allow staff to carry the device to the shelf when assisting customers without needing to go back to the service desk to look something up or place a reserve. The staff catalog has been redesigned to 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***

Due to the long delay in finding a temporary location for Southern Oaks, we will be continuing to work on plans for the move back to their 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.

### ***Bethany Carpet***

Bethany Library closed the last week of May to have new carpet. While they were closed, we took advantage of the time by having trenching done in the children's area and back by a public table to add power and data boxes so that more children's computers could be added and we could provide power to an additional table for laptop users. We also moved computers out of the way for the carpet installers and took advantage of them being closed to replace computers so that we would minimize the disruption to customers and staff.

### ***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 2010 (FY11), we received a funding commitment of \$229,275.64. 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 FY12 is 79% which is up 2% from last year. No funding commitments have been issued yet. We have submitted a funding commitment request of \$252,471 for Funding Year 2011 (FY12). This amount is up from last year as we will be adding the Northwest Library during this FY.

## ***WiFi Upgrade***

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 will be looking to replace or upgrade our equipment to allow customers to connect at the higher speed. The first phase of this upgrade was to purchase a Wireless Lan Controller that controls access points across the system. It also allows for much quicker configuration should a unit go bad and prevents "rogue" devices from accessing the network. The next phase of upgrading to allow 802.11n is to begin replacing the Access Points in each agency. The new Wireless Lan Controller will fully support that plus make any upgrade much simpler to accomplish in less 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 had been forwarded to Materials Selection as an e-mail and they processed the requests by checking to see if it is in system, checked to see that it met the library's collection policy, looked for reviews available recommending the material, and if it was in print or not yet published. If the material was purchased, the customer was then placed on reserve for the title so they would be notified once it is received. Due to the high volume of requests from customers, this had become a very time consuming process.

The enhancements to the software have automated the processing of these requests and put them directly into a database accessible through their mlsMaterials software. They are 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.

## ***MLS Application Conversion for Windows 7***

This year's computers were purchased with the Windows 7 operating system. This required converting all MLS application software, file formats, and messaging that would allow it to work with the Remote Server Call (RSC) that works with Windows 7 and communicate with the NonStop System which is the library's main database server.

This has been a fairly lengthy and involved process and we have had to perform a lot of testing on each application as it was converted to make sure it not only worked on the Windows 7 computers but also continued to work on current Windows XP installations.

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

Another project that was accomplished during the past year was the upgrade of the Operating System on the NonStop. This required working with a NonStop specialist to make sure everything would work right and then taking the system down on an “off” time to perform the upgrade and re-load the system. This was done on overnight hours the last weekend in August. It went very smoothly with minimal disruption to library services.

### ***Cataloging Software changes***

A conversion of the bibliographic file was completed this year that doubles the maximum allowable size of each MARC record. This allows Cataloging staff to provide more information in a record which was needed for many items. There is much more information in records transferred from the OCLC Cataloging system that can now be included in the MLS catalog.

**Resource Description and Access** or **RDA** is a set of instructions for the cataloging of books and other materials held in libraries and other cultural organizations such as museums and galleries. RDA is the successor to the second edition of the Anglo-American Cataloging Rules (AACR2), the current standard set of cataloging guidelines for English language libraries. MLS software was enhanced to allow the use of RDA while keeping the system compatible with the records done using AACR2 as there is no plan to go back and re-do all prior records.

### ***Big Bin Enhancements***

Big Bin is the storage machine that was purchased for the Service Center that allows more materials to be stored in less square footage of space than would be required if we used all shelving. Two enhancements were made to the software that communicates with the Big Bin device. The history of what has been put in and taken out as well as data on how long it was in storage is now retained and productivity reports are available for how the machine is used.

Also, we found that the machine storage gets fragmented over time due to materials being taken out of the totes at different intervals. Software was written that gives staff the ability to know which totes can be combined to defrag the storage and allow for many more items to be added.

### ***Oklahoma Employment Security Commission(OESC) Filing Requirements Changed***

Effective January 1, 2011, the Oklahoma Employment Security Commission began requiring employers to file Form OES-3 (Quarterly Compensation Report) electronically. The two ways of doing this were to upload a file in their specified format or enter all of the data manually. Manual entry would have been extremely time consuming so software was developed that creates the file and allows the Business Office staff to upload the data rather than entering it by hand.

### ***Switch to Intelligent Mail Barcode (IMB)***

The retirement of the POSTNET barcode (Zip+4 and delivery point) was set to take place at the beginning of May 2011. To be able to continue mailing overdue and reserve notifications at automation rate, the library would need to switch to the Intelligent Mail Barcode. This new barcode provides more information and functionality than its predecessors. Changes were made to the software and then in January the US Postal Service announced that they would continue to allow POSTNET barcoded mail to be mailed at automation rates beyond May 2011. A new retirement date for the older barcode has not been given. However, the IMB barcode is all ready to be implemented and since it is also accepted, we plan to implement it in the next few months which will keep us prepared for the future with our mailings.

### ***Apple Enterprise Developer Certification***

When we began looking at the iPad for use as a tool for librarians, we decided to look at what other applications might be useful on the iPad and even an iPod Touch. However, to develop for the Apple platform, you have to have Apple Enterprise Developer Certification to obtain full access to their tools. To facilitate this, Jim Welch now has his Apple Developer Certification and we are working on some things for the future that we are excited about and feel that they will be beneficial for staff in allowing them to be more mobile within their library.

### ***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: adding the Facebook "Like" button to the library catalog that then posts on a user's Facebook page that they like a link. When this happens, their friends can then click on the link and it will take them to the bibliographic record in CyberMARS. CyberMARS was also updated with a more user-friendly graphical menu. Previously, all information was text only. Now there are boxes that each have a small graphic in the corner as well as a text description of the menu choice.

Checkout period on DVDs and videos was increased from 7 to 14 days and fines were reduced from \$0.50 to \$0.10, the same as books. This required changes to the ILS System, the Express Checkout software, and CyberMARS. Information also had to be maintained at the higher fee for items that had been returned late before the change took effect.

The Express Checkout software is also in the process of being updated. We have many customers that know their library card number but do not carry their card with them. The Express Checkouts currently require the customer to have their card in hand to be able to use it. Changes have been made that give the customer the option to say they forgot their card and then a keyboard comes up on the screen that allows them to enter their card and the first four letters of their last name. This will make the Express Checkouts available to all customers which will be very useful at all libraries, especially at Northwest and the remodeled Southern Oaks as each of these libraries will have four Express Checkout units.

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 1,377 service calls over the past year. This does not include calls that can be resolved immediately over the phone. We have chosen to only log calls that require support and/or a visit by a technician to resolve the issue. We have also almost completed the upgrading/installing of 175 computers as part of our technology replacement cycle. Progress has been a bit slower this year due to the switch to the Windows 7 operating system. Technicians also continue to 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.



## **Plans for the Coming Year**

The IT department will continue to be involved in areas of construction of the new Northwest Library and remodel of the Southern Oaks 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.

### ***Northwest Library Preparation***

The Northwest Library continues to move towards completion. It will be a bit different than the remodels have been as there will be all new computers. Also, all of the network installation will be new which will be more involved. We plan to bid out the wiring project later this summer and will be bringing that to the commission for approval.

Another first that is planned for the Northwest Library is a bank of computers that will be specifically for teens. These computers will have a separate sign-up computer and will only be allocated to cardholders that fit the age criteria.

The Northwest Library is also going to have the first agency sorter. It will work much differently than the sorter at the Service Center so additional software will be developed that can then be used as other libraries have sorters installed. This agency sorter will check-in the material when the customer returns it and sort it into various sections for the library staff.

We also will be developing software to assist with using the Service Center sorter to organize all of the materials that have been purchased and stored for the Northwest Library as it will be an extremely large undertaking to get the materials in order to put on the shelves before the library opens.

The main item that will require a large amount of IT staff time is setting up and installing the new computers. It is one thing to move computers back and forth. It is completely different when all computers will be set up from scratch, taken to the Northwest Library and installed, especially with the number that will be at Northwest. We hope to purchase these computer a couple of months ahead of time so the setup and installation can be staged so as to not cause issues for other libraries while IT is working on this project.

### ***Southern Oaks Library Preparation***

Now that Southern Oaks has officially moved to a temporary location and the building has been turned over to the contractor for the remodel, we know that our part in this project should take place during the upcoming fiscal year. We will be preparing bid specifications for the data wiring to be completed during the remodel project. We will be purchasing additional computers as the number of public computers will be doubled in the remodeled building. We will also be purchasing additional coin boxes as the remodeled library will be going to more of a “self-service” model for checking out and will have four Express Checkout computers.

## ***Re-designed Express Checkout Coin Boxes***

As part of the design of the Northwest Library and Southern Oaks Library, the architects requested that the Express Checkout Coin Boxes be made of stainless steel rather than the current black units that we now use. They also had a requirement that the boxes only be 34 inches tall to comply with current ADA standards. The IT staff have worked with the vendor that was used for the original design and been able to negotiate the changes necessary for these units. In addition, we will be ordering part of the units with the staff access door opening one direction and the rest opening from the other direction to accommodate the placement of the units at the Southern Oaks Library.

## ***Netbook Purchase and Use***

When we were testing with the iPad, we also tested the same process with a Netbook to see if that would be better than the iPad. For the touchdown stations, we chose to use the iPad. However, we have been working on another application that will be used with Netbooks. Library staff have asked many times if they could issue library cards at a remote location. This always brought up lots of issues about checking to see if the person had a card before and how to get the information in the system without a lot of extra work.

With our secure server certificate, we have the ability to set up secure websites that will allow more flexibility with what can be accessed on the computer system. A secure page was developed that will allow staff to check if the person has a prior card and enter their information remotely from the library. It works through wireless networks so anywhere there is wireless access, cards can be issued. We can also use them out in the library to issue cards on very busy days. This is just the first step in an ongoing process to make the libraries' services more accessible for the future. Library Operations has formed a committee to develop guidelines for providing library services outside the physical library building.

## ***Mobile Apps Prototype being Developed for Staff Use***

With the choice of the iPads and Netbooks to be used for providing staff with tools that are mobile, we also began looking at other ways to provide tools that would allow staff to assist customers at a different level by being able to be more mobile within their library. We found a device that fits over an iPod Touch that will allow the use of a barcode scanner and also permit swiping of a credit card for payment. This has lead to the development of several prototype applications that could be used for assisting customers. These apps include:

- ⇒ Payments – This would allow staff to accept credit card payments from customers for fines, lost material, and damaged items without needing to be at a computer. The customer could then be e-mailed a receipt or pick the receipt up at the service desk. During busy times, this could be especially helpful as it would give staff more flexibility in reducing lines at the service desk.
- ⇒ Item Inquiry – Scan or key in any item barcode to view information about a specific item

- ⇒ FFME – This would allow Business Office staff to scan and collect physical inventory from a library then upload it to match against the NonStop inventory to determine that all items are accounted for at each library
- ⇒ Confirm Reserves – This application would allow staff to use the device out in the library to go ahead and confirm that a reserve has been found rather than having to batch the process by bringing the material to the circulation desk or back room for processing
- ⇒ Meeting Room Booking – The Meeting Room Booking Application would allow staff members to view information about a room booking and also take or refund payments for the room via credit card.

## ***Other Projects***

In addition to the projects listed above, we will be upgrading/replacing approximately 170 computers. 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/replace routers at four libraries this year. The current routers are over seven years old and they are both end-of-life and end-of-support from Cisco so if one fails, we cannot get a replacement.

## **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, access to the staff catalog, backup files for disaster recovery, support of the Raisers' Edge software client 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. Also provides suggested search terms, cover images, similar title suggestions and topic word cloud.
  - 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 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)
- ⇒ 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
- ⇒ Customer Suggestion Management System

### ***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
- ⇒ Oklahoma Employment Security Commission Reporting Interface

## ***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 Client Interface (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**

**JUNE 2011**

### **Marketing Department wins award**

We recently learned that our Marketing Department has won the 2011 Best of Show competition in the Special Programs and Event category! Our library system competes in the highest budget category so we are very pleased at this recognition. The flyer was for a chocolate fest to celebrate Valentine's Day at the Ralph Ellison Library. The award will be presented at the ALA PR Xchange at the annual conference in New Orleans later this month. Congrats to our Marketing team!

### **ALA Annual conference**

Several staff members and library commissioner, Cindy Friedemann, will be trekking to New Orleans later this month for the American Library Association annual conference. Most of the group is involved in committees such as the continuing education, mentoring, library buildings, marketing, public awareness, black caucus, and the trustee and friends division. We will also be present to see Kim Terry receive the above award at the presentation.

We have a strong group of people that represent our state and system very well on the national stage.

### **Comp and Class Update**

Laura Francisco and Paula Singer from the Singer Group will be here on July 11 and 12<sup>th</sup> to present the final compensation and classification results and reports. That information will be presented to the administrative team and the project review committee. Staff will then review it, make recommendations to the Administrative and Personnel and Finance Committees in advance of their meeting in the later part of August.

### **Capital Projects Update**

New Del City Library Manager, Tera McAmis, Director of Construction, Todd Olberding, and Donna Morris met with Del City Manager, Mark Edwards, to discuss potential plans for a new Del City Library. Surveys of residents and future planning sessions will determine priorities for upcoming Del City Capital Projects and we are hopeful that the library will be one of the top priorities. Mr. Edwards and others are excited about the potential and in our meeting we discussed timelines and schedules as to how the project will move forward.

Staff and architects for the Southern Oaks Project met recently to review potential furniture selections for Southern Oaks. A number of sample chairs were sent to the downtown library and we had a good time sitting in them and trying them out.

## ***DIRECTOR OUTREACH ACTIVITIES***

- ♣ Attended Rotary 29 Club Meetings
- ♣ OLA Legislative Meeting
- ♣ Attend Library Endowment Trust Meeting

- ♣ Annual Friends of the Library Meeting
- ♣ Attend Public Library Directors Annual Council
- ♣ Meet with City Manager of Del City
- ♣ Meeting with Singer Group/Project Review

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

### **Al Bostick presents Once, Twice, Thrice Upon A Time....**

Tuesday, July 5, 2011

Time: 10:30am-10:11am

Location: Bethany

All Ages

Take a trip, through Fabulous Fibs, Fables and Folklore throughout the world...

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

### **Joe Hayes presents Southwest Story Fiesta**

Tuesday, July 12, 2011

Time: 3:00pm-3:45pm

Location: Southern Oaks

All Ages

Held off-site at OCCC Family and Community Education Center, 6500 South Land Ave, OKC, OK 73159.

Bilingual storyteller Joe Hayes from Santa Fe will serve up a rich blend of tales from the Hispanic, Native American and Anglo cultures of the Southwest. Joe Hayes is the New Mexico Centennial Storyteller, an honor given in celebration of the 100 years of statehood.

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

### **Yoga with Suzie**

Sunday, July 17, 2011

Time: 1:15pm-2:30pm

Location: Midwest City

Adults

Yoga with Suzie is back at the Midwest City Library. No registration required. Join us with an open mind and a willing attitude.

### **Internet Privacy and You**

Tuesday, July 19, 2011

Time: 6:30pm-7:30pm

Location: Warr Acres

Adults

As the Internet becomes more ingrained in our society, privacy and personal information data have become a concern for many. This program

will educate the public on current privacy issues and trends concerning Internet, Social Media, and other web services. We will also look at tips for safeguarding your private information.

### **Oklahoma Children's Theatre presents Humpty Dumpty by Lyn Adams**

Thursday, July 21, 2011

Time: 10:30am-11:15am

Location: Edmond

All Ages

Who can put Humpty Dumpty back together again? All the King's Horsemen and all the King's Men couldn't! Nor could Jack and Jill when they came tumbling down the hill...well let's just say it's going to take all of Nursery Rhymeville to find and repair Humpty!

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

### **Handling Anger**

Saturday, July 23, 2011

Time: 12:30pm-4:30pm

Location: Midwest City

Adults

Dealing with anger is often challenging. For many, anger is triggered by financial problems, family relationships and stress. To better handle anger problems, the Midwest City Library will offer an Anger Management class. The goal is to build strong families and relationships that teach us to respect ourselves and others; encourage one another; and commit to the survival of one another for generations to come. To attend, please register at the Information Desk or call 405-732-4828. Co-sponsor: Life Changing Skills.

### **Children's Metro Music Fest Presents: Okee Dokee Brothers**

Thursday, July 28, 2011

Time: 2:00pm-3:00pm

Location: Village

All Ages

The 3rd Annual Children's Metro Music Fest is not to be missed. Very special guests this year include Gustafer Yellowgold and The Okee Dokee Brothers! So grab your dancing shoes-but come early-space is limited! Co-sponsors: Oklahoma Arts Council, Arts Council of Oklahoma City, Friends of the Metropolitan Library System, National Endowment for the Arts.