

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, January 19, 2012, 3:30 p.m. Ralph Ellison Library 2000 NE 23rd Oklahoma City, OK 73111 (Telephone: 424-1437)

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 – 3:45 pm INTRODUCTIONS

• Document #62 - 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 <u>residential</u> 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.

- Document #63 Approval of Minutes of December 8, 2011 Meeting
- Document #64 Acceptance of Review of Expenditures for December 2011
- Document #65 Contract Awards and Purchases Item A: Data & Telecommunications Cabling

 Item D: Signage & Weyfinding

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Item B: Signage & Wayfinding

4:00 - 4:15 pm COMMITTEE REPORTS

 Document #66 – Discussion, Consideration, and Possible Action – Report and Recommendations from Nominating Committee ~ Jose Jimenez, chair

4:15 – 4:30 pm SPECIAL PRESENTATIONS

- Literary Voices Suzie Symcox, Chair, Literary Voices
- MLS 2011 Annual Report Kim Terry, Director, Marketing and Communications
- Virtual Tour Todd Olberding, Director, Construction Management

4:30 – 4:45 pm INFORMATION REPORTS

- Document #67 MLS 2011 Annual Report
- Document #68 MLS Annual Statistical Report
- Document #69 MLS December 2011 Library Visits
- Document #70 MLS December 2011 Circulation Report
- Document #71 MLS December 2011 Computer Usage Report
- Document #72 MLS December 2011 System Reserve Report

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

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

Request by Commission Chair for 2012 MLC Standing Committee assignments

NEXT COMMISSION MEETING DATE AND PLACE:

February 16, 2012

Prepared by: Administration Office

Page 1 of 1

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 January 2012:

<u>Employees</u>	Years of Service
Gregory W. Bennett, Downtown Library, Serials Technician	15
Jennifer Carol Adkisson, Northwest Library, Circulation Clerk	10
Sharon Bish, Downtown Library, Librarian	10
Laura Elvira McMurtry, Information Technology, Computer Opera	tor 10
Nathan Clymer, Southern Oaks, Computer Specialist	5
Matthew Cotter, Information Technology, IT Technician	5
Paige Allyson Nifong, Harrah Library, Library Aide	5

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

DATE: December 08, 2011 TIME: 3:30 pm

MEETING PLACE: Capitol Hill Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County November 3, 2011. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Capitol Hill Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on December 6, 2011, in conformity with the Oklahoma Open Meeting Act §311.

Members

PRESENT:

EXCUSED:

Bose' Akadiri

Kim Patterson

Alyne Strube

Greg Womack

Nancy Anthony
Jose Jimenez
Willa Johnson
Carolyn Leslie
Penny McCaleb
Lori Nelson
Brenda Palmer
Hugh Rice
Vanna Shaw
Jim Shonts
Judy Smith, Vice-Chair
Beth Toland
Susan Tucker
Fran Cory, Chair

Donna Morris, Executive Director

Ralph Bullard
Mick Cornett, Mayor of Oklahoma City
Cynthia Friedemann
Rozz Grigsby
Deanna Hannah
Helene Harpman
Tracy McDaniel
Tracy McGehee
Mekush Patel

Prepared by: MLC Secretary

Page 1 of 4

(Secretary)

Estimate of general public and staff attending: 34

I. In the absence of a quorum, Mrs. Fran Cory introduced Mrs. Jana Hausburg, Manager of Capitol Hill Library. Mrs. Hausburg welcomed the commission and provided them with information on the current events at the Capitol Hill Library.

Mrs. Cory introduced and welcomed City of Oklahoma City Representatives Ms. Jane Abraham, Community & Government Affairs Manager and Mr. Steve Hill, Chief of Staff to the Mayor.

- **II.** Mrs. Cory called for the Presentation of Service certificates for December 2011. Although they were unable to attend the meeting, Mrs. Cory recognized the following employees for their years of service: Kellie Delaney, Manager of Web Development, Planning 5 years of service; Joshua Lewis, Extension Specialist, Library Operations 5 years of service; and Rosemary Ryden, Page, Bethany Library 15 years of service.
- **III.** Mrs. Cory called for comments from the general public. There was one request to speak. Ms. Melissa Weathers addressed the commission regarding the proposed changes to the employee leave policy.
- **IV.** The meeting was called to order at 3:44 by Mrs. Fran Cory, Chair.
- **V.** Roll was called to establish a quorum. Present: Anthony, Jimenez, Johnson, Leslie, McCaleb, Nelson, Palmer, Rice, Shaw, Shonts, Smith, Toland, Tucker, Cory.
- **VI.** Mrs. Cory presented the Consent Docket: Document #52 Approval of Minutes of November 17, 2011 Meeting; Document #53 Acceptance of Review of Expenditures for November 2011; Document #54 Contract Awards & Purchases; Document #55 Request for Transfer of Funds.

Mrs. Cory called for a motion.

Mrs. Beth Toland moved to accept the consent docket. Mrs. Penny McCaleb seconded. Questions and discussion followed. Motion passed unanimously.

VII. Mrs. Cory referred to Document #56 – Discussion, Consideration, and Possible Action: Naming of the new Northwest Library.

Mrs. Cory stated a formal request has been received from Mayor Mick Cornett that the Commission consider naming the Northwest Library after former Mayor Patience S. Latting. She referred to the official letter from Mayor Cornett included in the commission packet. Discussion Followed.

Mrs. Nancy Anthony moved to recommend to the City of Oklahoma City that the newest OKC and MLS library be named the "Patience S. Latting Northwest Library". Mrs. Willa Johnson seconded. No further discussion; motion passed unanimously.

VIII. Mrs. Cory referred to Document #57 – Discussion, Consideration and Possible Action: Jones Library Project.

Mrs. Morris stated the proposed Jones Library Project Agreement has been reviewed by the Library's Attorney. The agreement details the obligations of the Town of Jones and the library system concerning the project.

Mrs. Anthony moved to approve the Jones Library Project Agreement. Mrs. Johnson seconded. No further discussion; motion passed unanimously.

IX. Mrs. Cory referred to Document #62 – Discussion, Consideration, and Possible Action: Report and Recommendations from A & P Committee Meeting December 1, 2011 Hugh Rice, Chair.

Mr. Hugh Rice referred to the A & P Committee report included in the Commission Packets. He stated, as requested by the Finance Committee, Mrs. Laura Francisco with the Singer Group, attended the A & P Committee meeting and presented findings and recommendations from the Classification, Compensation, and Benefits Study. Mr. Rice explained the process of the study. Administration recommended two changes to employee leave benefits based on results from the Singer Study. 1. Eliminate doctor/dental leave; 2. Reduce sick/leave accrual from 10 hours a month to 8 hours a month. The A & P Committee suggested the library system continue to look into PTO plans, which would consolidate sick and vacation leave and would encourage employees to be responsible for their own leave use. Discussion followed.

Mr. Rice referred to and highlighted the recommended Revisions to the MLS Policy and Procedure Manual.

- **1. SH 220 Employee Leave**: The revisions to this policy match the recommendations of the Class & Comp study.
 - a. Elimination of three hour doctor/dental leave
 - b. Change sick leave earn rate for Category 1 employees from 10 to 8 hours per month
 - c. 6 month eligibility period for annual vacation leave for category 1 & category 2 employees eliminated
- **2. SH 221 Family and Medical Leave:** The revision to this policy clarifies that all accumulated leave must be used before using leave without pay for FMLA qualifying conditions.
- **3. SH 410 Discipline Policy**: This is a new policy that explains the process to address undesirable employee behavior and/or performance issues. This policy has been reviewed by the library's attorney.
- **4. SH 530 Due Process:** Revision to match the library attorney's recommendation to include that in an action involving termination, an employee may be placed on suspension with or without pay pending a decision
- 5. SH 610 Facility Access
 - a. Revision includes:
 - i. Clarification of building and operating hours with explanation that the Metropolitan Library Commission is to approve library operating hours
 - ii. Clarification of hours of access to the facilities as well as security codes, keys, etc.
 - iii. Staff access of buildings outside of established operating hours must be authorized according to SH 610.1 Facility Access Procedures
 - b. Several housekeeping revisions and rearrangements
- **6. SH 620 Staff Use of Library Property and Services:** Several housekeeping revisions and rearrangements.

Questions and discussion followed.

The Administrative and Personnel Committee moves to approve: 1. The recommended changes to employee leave benefits based on results of the Singer Study. 2. The recommended revisions and addition to the MLS

Prepared by: MLC Secretary

Page 4 of 4

Policy and Procedure Manaul. Motion coming from committee requires no second. Discussion followed. Motion passed unanimously.

- **X.** Mrs. Cory called on Mrs. Morris to present the Information Reports.
 - ω Document #58 MLS November 2011 Library Visits
 - ω Document #59 MLS November 2011 Circulation Report
 - ω Document #60 MLS November 2011 Computer Usage Report
 - σ Document #61 MLS November 2011 System Reserve Report

Questions and discussion followed.

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

The library will once again host an entertainment venue for the annual Opening Night celebration produced by the Arts Council of Oklahoma City.

The annual library Open House Holiday Festival will take place on Sunday, December 11, 2011, from 1:30pm – 4:30pm at the Downtown Library.

Kudos to Kay Bauman, Deputy Executive Director/Library Operations & Planning, who has been named chair of the LLAMA (Library Administrative and Management Section) Mentoring Committee.

The library system will close for Christmas on Saturday, December , Sunday, December and Monday, December . We will re open on Tuesday, the . For New Years, we will be closed on Sunday, January , and Monday, January , and re open Tuesday the .

XII. Mrs. Cory announced the nominating committee; Jose Jimenez, Chair; Friedemann, and Beth Toland. The nominating committee will be meeting prior to and making their recommendations for Chair, Vice-Chair and Disbursing Agent at the January Commission meeting.

XIII. The next Commission meeting will be held at the Ralph Ellison Library on January 19, 2012.

There being no further business, the meeting was adjourned at 4:22 pm.

Donna Morris, Executive Director

(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

December 31, 2011



For comparison 50.00% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of December 2011.

Document #64 MLC FY 2011-12 January 19, 2012

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\$45,982,847.38

METROPOLITAN LIBRARY SYSTEM GENERAL FUND STATEMENT OF FINANCIAL CONDITION

December 31, 2011

ASSETS

\$ 7,519,483.50 CASH 24,907,424.39 INVESTMENTS (Schedule attached) 30,000.00 PREPAID ACCOUNTS 29,988,898.00 TAXES RECEIVABLE: 2011-12 Ad Valorem Tax -2,726,263.00 Less: Reserve for Delinquent Tax 27,262,635.00 Budgeted Tax Revenue Less: Tax Received -13,736,695.51 13,525,939.49 \$45,982,847.38 Total Assets LIABILITIES, DEFERRED REVENUE AND FUND BALANCE LIABILITIES: \$286,806.50 2010-11 Reserve for Appropriations 1,222,380.13 2011-12 Purchase Orders Outstanding 2010-11 Purchase Orders Outstanding 55.717.69 311,015.45 2011-12 Checks Outstanding 192.00 2010-11 Checks Outstanding **Total Liabilities** 1,876,111.77 DEFERRED TAX REVENUE: Current Year Ad Valorem Tax 13,525,939.49 FUND BALANCE: Beginning of the Year \$31,225,521.14 Add: Revenues 13,995,695.51 Budgeted Other 1,175,902.59 15,171,598.10 Less: Expenditures (15,816,323.12)Total Fund Balance 30,580,796.12

Total Liabilities, Deferred Revenue and Fund Balance

METROPOLITAN LIBRARY SYSTEM GENERAL FUND SCHEDULE OF INVESTMENT

As of December 31, 2011

Туре	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%	230,000.00
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 - Interbank	11/9/2010	11/5/2013	2.000%	99,733.20
CD - Citizen's Bank of Edmond	7/2/2009	7/2/2014	2.810%	122,052.12
CD - Valliance Bank	3/5/2011	3/5/2012	1.600%	99,081.29
Fed Home LN BKS 08-13	1/22/2008	1/22/2013	4.000%	1,000,000.00
Fed Home LN BKS 12-16	7/27/2010	1/27/2016	2.000%	2,000,000.00
FNMA	9/30/2010	12/30/2015	2.000%	2,000,000.00
FNMA	9/21/2011	3/21/2016	1.220%	2,000,000.00
FNMA	9/28/2011	9/28/2016	1.400%	2,000,000.00
FNMA	9/21/2011	9/21/2016	1.500%	2,000,000.00
Federal Home Loan Bank	12/21/2011	12/21/2016	1.450%	2,000,000.00
Freddie Mac	12/28/2011	12/28/2015	1.050%	2,000,000.00
Freddie Mac	12/21/2011	12/21/2016	1.500%	2,000,000.00
Federal Home Loan Bank	12/21/2011	12/21/2015	1.100%	2,000,000.00
FNMA	12/29/2011	12/29/2017	1.510%	2,000,000.00
Freddie Mac	12/28/2011	6/28/2018	2.000%	2,000,000.00
Total Investments				\$ 24,907,424.39

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

December 1, 2011 to December 31, 2011

	Budget		Current Month Receipts		Year To Date Receipts	Percent Budget Received
BUDGETED:	Daagot	-	7,000,000	_		
2011 Ad Valorem Tax	\$27,262,635.00	\$	13,118,449.13	\$1	3,736,695.51	50.39%
State Aid	290,807.00		-		-	0.00%
Fines	474,660.00		35,000.00		259,000.00	54.57%
Total Budgeted Revenue	\$ 28,028,102.00	\$	13,153,449.13	\$1	3,995,695.51	49.93%
NOT BUDGETED:						
Prior Years Taxes		\$	128,521.73	\$	734,923.90	
Gifts and Lost Books Fees			0.00		0.00	
Investment Income			74,177.97		237,124.07	
Flexible Benefits Account Bal	ance		1,042.28		1,042.28	
Sale of Surplus Equipment			0.00		16,803.79	
Insurance Reimbursements			0.00		118,056.54	
Miscellaneous			4,003.82		67,952.01	
Total Miscellaneous Reven	ue	\$	207,745.80	\$	1,175,902.59	
Total Revenue	\$ 28,028,102.00	\$	13,361,194.93	\$1	5,171,598.10	54.13%

METROPOLITAN LIBRARY SYSTEM SPECIAL FUNDS STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2011

		BEGINNING OF MONTH	RECEIF	TS	EXPEND.	ENDING BALANCE
REVO	DLVING FUNDS:					
805	Gifts/Lost Books	\$ 30,088.15	\$ 3,57	0.11	\$ 677.25	\$ 32,981.01
810		(9,529.76)		0.00	160.06	(9,689.82)
	Fines	35,238.01	62,74		70,196.66	27,781.54
820		97,700.02	7,47		1,573.88	103,602.44
	Total Revolving Funds	\$ 153,496.42	\$ 73,78		\$ 72,607.85	\$ 154,675.17
GRA	NTS:	GRANT	RECEIP	TS	EXPEND.	ENDING
		AMOUNT	TO DA	TE	TO DATE	BALANCE
	Special Grants					
856	10/LET/Ralph Ellison Statuary	\$ 25,000.00	\$ 25,00	0.00	\$ 10,625.55	\$ 14,374.45
857	DN/LC Donations	92,529.29	92,52	9.29	90,798.91	1,730.38
860	10/LET/Special Grant	14,840.00	14,84	0.00	5,218.04	9,621.96
861	10/MWC/Florence Hughes Memoria	1,491.00	1,49	1.00	0.00	1,491.00
862	10/OCCF/Village	500.00	50	0.00	0.00	500.00
870	11/ODL/College Sweepstakes/DC	1,000.00	1,00	0.00	466.88	533.12
871	11/ODL/College Sweepstakes/CT	1,000.00	1,00	0.00	826.83	173.17
897	11/LET/Summer Reading	20,000.00	20,00	0.00	18,946.90	1,053.10
898	11/LET/Interactive Children's	25,000.00	25,00	0.00	25,000.00	0.00
899	11/LET/Young Professional Adv	3,000.00	3,00		0.00	3,000.00
926	12/OAC/Hawaiian Guitar and Hula	3,100.00	3,10	0.00	3,100.00	0.00
928	12/ODL/College/Saving	1,000.00	1,00	0.00	0.00	1,000.00
929	12/ODL/Early Literacy	2,500.00	2,50	0.00	1,566.02	933.98
931	12/ODL/Digital Inclusion	7,500.00	7,50	0.00	1,435.44	6,064.56
932	12/Walmart/MWC	2,000.00	2,00	0.00	0.00	2,000.00
944	09/LET/Gift Materials	33,563.00	33,56	3.00	31,790.66	1,772.34
963		5,000.00	4,95	7.32	4,885.12	72.20
985		20,000.00	20,00	0.00	0.00	20,000.00
986	12/LET/ReadFest	10,000.00	10,00	0.00	0.00	10,000.00
987		3,000.00	3,00	0.00	0.00	3,000.00
989	12/LET/NW Grand Opening	5,000.00	5,00	0.00	0.00	5,000.00
	12/LET/Commercials	12,000.00	12,00		0.00	12,000.00
991	12/LET/Materials	10,274.00	10,27	4.00	0.00	10,274.00
	Grants - Friends of MLS, Previous	Years				
875	08 Public Art	\$ 3,000.00	\$ 3,000	0.00	\$ -	\$ 3,000.00
	10 Public Art	3,000.00	3,000		0.00	3,000.00
	10 MLS TV Ads	20,000.00	20,000		16,555.00	3,445.00
	11 Lee Brawner Scholarships	18,000.00	18,000		14,628.42	3,371.58
	11 Volunteer Recognition	2,000.00	2,000		0.00	2,000.00
887	11 NW Interactive-Children's	25,000.00	25,000		0.00	25,000.00

GRA	NTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
888	11 Staff Recognition	9,440.00	9,653.00	9,653.00	0.00
	Grants - Friends of MLS, Curre	nt Fiscal Year			
911	12 Staff Recognition	\$ 11,000.00	\$ 11,378.44	\$ 10,649.39	\$ 729.05
912	12 Summer at the Library	20,000.00	20,000.00	170.00	19,830.00
914	12 Lee Brawner Scholarships	12,000.00	12,000.00	0.00	12,000.00
915	12 Presenting Information	1,000.00	1,000.00	767.02	232.98
916	12 Bench and Bike Rack	11,000.00	11,000.00	218.04	10,781.96
917	12 After School Program	9,600.00	9,600.00	4,800.00	4,800.00
918	12 Noon Tunes	11,000.00	11,000.00	7,612.21	3,387.79
919	12 Our World Series	30,000.00	30,000.00	15,356.00	14,644.00
920	12 Open House NW Library	5,000.00	5,000.00	0.00	5,000.00
921	12 Children's Author Visit	10,392.00	10,392.00	0.00	10,392.00
922	12 Winter ReadFest	12,000.00	12,000.00	0.00	12,000.00
923	12 OSP "A Christmas Carol"	3,000.00	3,000.00	3,000.00	0.00
930	12 Activity Tables	600.00	600.00	565.60	34.40
983	12 Thomas the Train table	650.00	650.00	644.50	5.50
984	12 L.I.F.E.	7,500.00	7,500.00	7,699.35	(199.35)
	Total Grants				\$ 238,049.17
Total	Special Funds				\$ 392,724.34

Metropolitan Library System Statement of Encumbrances Month of December 2011

FY-12

Personal Services

226

230

231

Memberships

Other Library-Related Services

Automation Contractual

Total Contractual Services

236 Network Catalog Services

Acct	Purpose	This Month	Year to Date	Percent	Appropriation	Balance
101 102 103	Salaries Wages - Part-time Payroll Taxes	1,429,191.57 193,036.15 119,346.12	6,085,394.49 855,937.01 506,132.70	45.25 38.20 45.06	13,447,084.00 2,240,488.00 1,123,302.00	7,361,689.51 1,384,550.99 617,169.30
109	Workers' Comp Insurance	22,892.00	93,228.00	46.76	199,369.00	106,141.00
112	Group Insurance	197,639.88	1,163,103.14	43.34	2,683,442.00	1,520,338.86
113	Employees' Retirement	1,205,805.01	1,496,718.41	82.41	1,816,108.00	319,389.59
114	Unemployment Compensation	.00	6,647.57	22.16	30,000.00	23,352.43
	Total Personal Services	3.167.910.73	10,207,161.32	47.39	21,539,793.00	11,332,631,68
	Total T Cisonal Oct vices	=======================================	10,207,101.32	47.55	21,339,793.00	11,332,031.00
wair	tenance & Operations - Cont	tractual Service	<u>es</u>			
201	Itenance & Operations - Cont Bldg, Property & Auto Insur	THEFT		75.78	223.018.00	54 017 50
		.00 .00	169,000.50 6,808.00	75.78 51.67	223,018.00 13,175.00	
201 202 205	Bldg, Property & Auto Insur	.00	169,000.50	2. 2.10.10.20.20.	And the second second	6,367.00
201 202 205 206	Bldg, Property & Auto Insur Liability/Bonding Insurance Rent of Library Buildings Rent of Equipment	.00 .00 400.00	169,000.50 6,808.00	51.67	13,175.00	6,367.00 102,000.00
201 202 205 206 207	Bldg, Property & Auto Insur Liability/Bonding Insurance Rent of Library Buildings Rent of Equipment Janitorial Services	.00 .00 400.00 .00 30,103.90	169,000.50 6,808.00 2,800.00 270.00 177,998.40	51.67 2.67 9.64 32.25	13,175.00 104,800.00	6,367.00 102,000.00 2,530.00
201 202 205 206 207 208	Bldg, Property & Auto Insur Liability/Bonding Insurance Rent of Library Buildings Rent of Equipment Janitorial Services Maintenance of Facilities	.00 .00 400.00 .00 30,103.90 31,638.19	169,000.50 6,808.00 2,800.00 270.00 177,998.40 262,310.61	51.67 2.67 9.64 32.25 44.94	13,175.00 104,800.00 2,800.00 552,000.00 583,720.00	6,367.00 102,000.00 2,530.00 374,001.60 321,409.39
201 202 205 206 207 208 211	Bldg, Property & Auto Insur Liability/Bonding Insurance Rent of Library Buildings Rent of Equipment Janitorial Services Maintenance of Facilities Parking & Transportation	.00 .00 400.00 .00 30,103.90 31,638.19 11,822.64	169,000.50 6,808.00 2,800.00 270.00 177,998.40 262,310.61 71,658.61	51.67 2.67 9.64 32.25 44.94 39.46	13,175.00 104,800.00 2,800.00 552,000.00 583,720.00 181,620.00	6,367.00 102,000.00 2,530.00 374,001.60 321,409.39 109,961.39
201 202 205 206 207 208 211 212	Bldg, Property & Auto Insur Liability/Bonding Insurance Rent of Library Buildings Rent of Equipment Janitorial Services Maintenance of Facilities Parking & Transportation Travel Expenses	.00 .00 400.00 .00 30,103.90 31,638.19 11,822.64 6,701.64	169,000.50 6,808.00 2,800.00 270.00 177,998.40 262,310.61 71,658.61 29,372.82	51.67 2.67 9.64 32.25 44.94 39.46 30.14	13,175.00 104,800.00 2,800.00 552,000.00 583,720.00 181,620.00 97,465.00	6,367.00 102,000.00 2,530.00 374,001.60 321,409.39 109,961.39 68,092.18
201 202 205 206 207 208 211 212	Bldg, Property & Auto Insur Liability/Bonding Insurance Rent of Library Buildings Rent of Equipment Janitorial Services Maintenance of Facilities Parking & Transportation Travel Expenses Professional Services	.00 .00 400.00 .00 30,103.90 31,638.19 11,822.64 6,701.64 9,559.20	169,000.50 6,808.00 2,800.00 270.00 177,998.40 262,310.61 71,658.61 29,372.82 134,358.35	51.67 2.67 9.64 32.25 44.94 39.46 30.14 42.66	13,175.00 104,800.00 2,800.00 552,000.00 583,720.00 181,620.00 97,465.00 314,930.00	6,367.00 102,000.00 2,530.00 374,001.60 321,409.39 109,961.39 68,092.18 180,571.65
201 202 205 206 207 208 211 212 213 214	Bldg, Property & Auto Insur Liability/Bonding Insurance Rent of Library Buildings Rent of Equipment Janitorial Services Maintenance of Facilities Parking & Transportation Travel Expenses Professional Services Security Services	.00 .00 400.00 .00 30,103.90 31,638.19 11,822.64 6,701.64 9,559.20 33,197.14	169,000.50 6,808.00 2,800.00 270.00 177,998.40 262,310.61 71,658.61 29,372.82 134,358.35 171,050.68	51.67 2.67 9.64 32.25 44.94 39.46 30.14 42.66 39.92	13,175.00 104,800.00 2,800.00 552,000.00 583,720.00 181,620.00 97,465.00 314,930.00 428,523.00	6,367.00 102,000.00 2,530.00 374,001.60 321,409.39 109,961.39 68,092.18 180,571.65 257,472.32
201 202 205 206 207 208 211 212 213 214 216	Bldg, Property & Auto Insur Liability/Bonding Insurance Rent of Library Buildings Rent of Equipment Janitorial Services Maintenance of Facilities Parking & Transportation Travel Expenses Professional Services Security Services Telephone Services	.00 .00 400.00 .00 30,103.90 31,638.19 11,822.64 6,701.64 9,559.20 33,197.14 7,604.49	169,000.50 6,808.00 2,800.00 270.00 177,998.40 262,310.61 71,658.61 29,372.82 134,358.35 171,050.68 48,146.23	51.67 2.67 9.64 32.25 44.94 39.46 30.14 42.66 39.92 15.27	13,175.00 104,800.00 2,800.00 552,000.00 583,720.00 181,620.00 97,465.00 314,930.00 428,523.00 315,383.00	6,367.00 102,000.00 2,530.00 374,001.60 321,409.39 109,961.39 68,092.18 180,571.65 257,472.32 267,236.77
201 202 205 206 207 208 211 212 213 214 216 217	Bldg, Property & Auto Insur Liability/Bonding Insurance Rent of Library Buildings Rent of Equipment Janitorial Services Maintenance of Facilities Parking & Transportation Travel Expenses Professional Services Security Services Telephone Services Electrical Services	.00 .00 400.00 .00 30,103.90 31,638.19 11,822.64 6,701.64 9,559.20 33,197.14 7,604.49 29,265.38	169,000.50 6,808.00 2,800.00 270.00 177,998.40 262,310.61 71,658.61 29,372.82 134,358.35 171,050.68 48,146.23 262,425.85	51.67 2.67 9.64 32.25 44.94 39.46 30.14 42.66 39.92 15.27 40.47	13,175.00 104,800.00 2,800.00 552,000.00 583,720.00 181,620.00 97,465.00 314,930.00 428,523.00 315,383.00 648,504.00	6,367.00 102,000.00 2,530.00 374,001.60 321,409.39 109,961.39 68,092.18 180,571.65 257,472.32 267,236.77 386,078.15
201 202 205 206 207 208 211 212 213 214 216 217 218	Bldg, Property & Auto Insur Liability/Bonding Insurance Rent of Library Buildings Rent of Equipment Janitorial Services Maintenance of Facilities Parking & Transportation Travel Expenses Professional Services Security Services Telephone Services Electrical Services Gas Services	.00 .00 400.00 .00 30,103.90 31,638.19 11,822.64 6,701.64 9,559.20 33,197.14 7,604.49 29,265.38 7,195.16	169,000.50 6,808.00 2,800.00 270.00 177,998.40 262,310.61 71,658.61 29,372.82 134,358.35 171,050.68 48,146.23 262,425.85 15,043.58	51.67 2.67 9.64 32.25 44.94 39.46 30.14 42.66 39.92 15.27 40.47 19.51	13,175.00 104,800.00 2,800.00 552,000.00 583,720.00 181,620.00 97,465.00 314,930.00 428,523.00 315,383.00 648,504.00 77,117.00	54,017.50 6,367.00 102,000.00 2,530.00 374,001.60 321,409.39 109,961.39 68,092.18 180,571.65 257,472.32 267,236.77 386,078.15 62,078.42
201	Bldg, Property & Auto Insur Liability/Bonding Insurance Rent of Library Buildings Rent of Equipment Janitorial Services Maintenance of Facilities Parking & Transportation Travel Expenses Professional Services Security Services Telephone Services Electrical Services	.00 .00 400.00 .00 30,103.90 31,638.19 11,822.64 6,701.64 9,559.20 33,197.14 7,604.49 29,265.38	169,000.50 6,808.00 2,800.00 270.00 177,998.40 262,310.61 71,658.61 29,372.82 134,358.35 171,050.68 48,146.23 262,425.85	51.67 2.67 9.64 32.25 44.94 39.46 30.14 42.66 39.92 15.27 40.47	13,175.00 104,800.00 2,800.00 552,000.00 583,720.00 181,620.00 97,465.00 314,930.00 428,523.00 315,383.00 648,504.00	6,367.00 102,000.00 2,530.00 374,001.60 321,409.39 109,961.39 68,092.18 180,571.65 257,472.32 267,236.77

1,513.00

5,340.22

29,067.09

3,866.11

220,859.26 1,947,993.60

12,155.00

239,234.13

169,453.08

29,962.80

50.24

65.69

46.04

38.11

41.96

24,193.00

364,195.00

368,054.00

4.642.616.00

78,625.00

12,038.00

124,960.87

198,600.92

2.694.622.40

48,662.20

Metropolitan Library System Statement of Encumbrances Month of December 2011

FY-12

Maintenance & Operations - Commodities

	Purpose	This Month	Year to Date	Percent	Appropriation	Balance
301	Printing & Printing Supplies	8,428.34	54,755.44	25.71	212,950.00	158,194.56
302	Postage	709.82	99,605.45	34.27	290,650.00	191,044.55
303	Supplies	91,100.38	207,811.23	42.23	492,054.00	284,242.77
310	Maintenance Supplies	.00	25,749.24	34.80	74,000.00	48,250.76
312	Safety Supplies & Equipment	327.14	2,655.25	37.40	7,100.00	4,444.75
321	Gasoline & Oil	3,055.84	18,899.80	43.95	43,000.00	24,100.20
322	Vehicle Parts & Repairs	329.07	6,742.48	21.07	32,000.00	25,257.52
330	Programming Activities	11,836.81	83,273.09	29.75	279,903.00	196,629.91
331	Other Commodities	4,231.86	13,474.75	34.31	39,268.00	25,793.25
	Total Commodities	120,019.26	512,966.73	34.87	1,470,925.00	957.958.27
			=========	7,110	=========	=========
Cani	tal Outlays					
-up						
401	Books & Materials	404.387.08	1.854.388.80	34.27	5.410.800.00	3.556.411.20
	Books & Materials Government Documents	404,387.08 .00	1,854,388.80 4,300.00	34.27 78.18	5,410,800.00 5,500.00	3,556,411.20 1,200.00
401 404 405		2.3 T. J. C. S. A. L. C. C.	The Country of Country and Cou			
401 404 405 407	Government Documents	.00	4,300.00	78.18	5,500.00	1,200.00
401 404 405 407 408	Government Documents Book Repairs & Bindings Periodicals & Subscriptions Furniture, Fixtures, & Equip	.00	4,300.00 .00 152,166.80 487,877.83	78.18 .00 84.58 20.32	5,500.00 2,100.00 179,900.00 2,401,207.00	1,200.00 2,100.00
401 404 405 407 408 409	Government Documents Book Repairs & Bindings Periodicals & Subscriptions Furniture, Fixtures, & Equip Motor Vehicles	.00 .00 12,432.34 1,153.58 .00	4,300.00 .00 152,166.80 487,877.83 25,830.02	78.18 .00 84.58 20.32 40.05	5,500.00 2,100.00 179,900.00 2,401,207.00 64,500.00	1,200.00 2,100.00 27,733.20 1,913,329.17 38,669.98
401 404 405 407 408 409 410	Government Documents Book Repairs & Bindings Periodicals & Subscriptions Furniture, Fixtures, & Equip Motor Vehicles Automation System & Equipment	.00 .00 12,432.34 1,153.58 .00 97,104.68	4,300.00 .00 152,166.80 487,877.83 25,830.02 297,783.33	78.18 .00 84.58 20.32 40.05 30.49	5,500.00 2,100.00 179,900.00 2,401,207.00 64,500.00 976,678.00	1,200.00 2,100.00 27,733.20 1,913,329.17 38,669.98 678,894.67
401 404 405 407 408 409 410 450	Government Documents Book Repairs & Bindings Periodicals & Subscriptions Furniture, Fixtures, & Equip Motor Vehicles Automation System & Equipment Capital Projects	.00 .00 12,432.34 1,153.58 .00 97,104.68 130,890.79	4,300.00 .00 152,166.80 487,877.83 25,830.02 297,783.33 325,854.69	78.18 .00 84.58 20.32 40.05 30.49 10.10	5,500.00 2,100.00 179,900.00 2,401,207.00 64,500.00 976,678.00 3,225,963.00	1,200.00 2,100.00 27,733.20 1,913,329.17 38,669.98 678,894.67 2,900,108.31
401 404 405 407 408 409 410 450 490	Government Documents Book Repairs & Bindings Periodicals & Subscriptions Furniture, Fixtures, & Equip Motor Vehicles Automation System & Equipment Capital Projects Capital Reserves - Current	.00 .00 12,432.34 1,153.58 .00 97,104.68 130,890.79	4,300.00 .00 152,166.80 487,877.83 25,830.02 297,783.33 325,854.69	78.18 .00 84.58 20.32 40.05 30.49 10.10 .00	5,500.00 2,100.00 179,900.00 2,401,207.00 64,500.00 976,678.00 3,225,963.00 162,270.84	1,200.00 2,100.00 27,733.20 1,913,329.17 38,669.98 678,894.67 2,900,108.31 162,270.84
401 404 405 407 408 409 410 450	Government Documents Book Repairs & Bindings Periodicals & Subscriptions Furniture, Fixtures, & Equip Motor Vehicles Automation System & Equipment Capital Projects	.00 .00 12,432.34 1,153.58 .00 97,104.68 130,890.79	4,300.00 .00 152,166.80 487,877.83 25,830.02 297,783.33 325,854.69	78.18 .00 84.58 20.32 40.05 30.49 10.10	5,500.00 2,100.00 179,900.00 2,401,207.00 64,500.00 976,678.00 3,225,963.00	1,200.00 2,100.00 27,733.20 1,913,329.17 38,669.98 678,894.67 2,900,108.31
401 404 405 407 408 409 410 450 490	Government Documents Book Repairs & Bindings Periodicals & Subscriptions Furniture, Fixtures, & Equip Motor Vehicles Automation System & Equipment Capital Projects Capital Reserves - Current	.00 .00 12,432.34 1,153.58 .00 97,104.68 130,890.79	4,300.00 .00 152,166.80 487,877.83 25,830.02 297,783.33 325,854.69	78.18 .00 84.58 20.32 40.05 30.49 10.10 .00	5,500.00 2,100.00 179,900.00 2,401,207.00 64,500.00 976,678.00 3,225,963.00 162,270.84	1,200.00 2,100.00 27,733.20 1,913,329.17 38,669.98 678,894.67 2,900,108.31 162,270.84

Monthly Journal Entries -- December 2011

Jrnl#	Acct#	Account Name and JE Description		Debits	Credits
Investr	ments				
88	1001 1101 3602	Cash Investments Interest Income CD with Kirkpatrick	\$ \$	3,912.43 5,000.00	\$ 8,912.43
89	1001 3602	Cash Interest Income CD with NBC	\$	2,396.21	\$ 2,396.21
90	1101 1001	Investments Cash Increase Kirkpatrick Bank CD	\$	130,000.00	\$ 130,000.00
91	1001 1101 3602	Cash Investments Interest Income Investment 3134g1n75 called	\$	2,022,500.00	\$ 2,000,000.00 22,500.00
92	1001 1101 3602	Cash Investments Interest Income Investment 313371uf1 called	\$	2,020,000.00	\$ 2,000,000.00 20,000.00
93	1101 1001	Investments Cash Purchased Investment 313376m51	\$	2,000,000.00	\$ 2,000,000.00
94	1101 1001	Investments Cash Purchased investment - 3134g3fr6	\$	2,000,000.00	\$ 2,000,000.00
95	1101 1001	Investments Cash Purchased investment - 3134g3ce8	\$	2,000,000.00	\$ 2,000,000.00
96	1101 1001	Investments Cash Purchased investment - 313376m44	\$	2,000,000.00	\$ 2,000,000.00
97	1101 1001	Investments Cash Purchased investment - 3136ftwq8	\$	2,000,000.00	\$ 2,000,000.00
98	1101 1001	Investments Cash Purchased investment - 3134g3dw7	\$	2,000,000.00	\$ 2,000,000.00

99	1001 3602	Cash Interest Interest on FNMA 3136F	PKH9				\$ 20,000.00	\$	20,000.00
Tax rev	renues								
100	1001 1201 3601	Cash Ad Valorem Tax - C Prior year Tax Ad Valorem Tax apporti			11/30		\$ 1,528,715.05	\$ \$	1,400,193.32 128,521.73
101	1001 1201	Cash Ad Valorem Tax - C Ad Valorem Tax apporti			2/9		\$ 1,557,406.13	\$	1,557,406.13
102	1001 1201	Cash Ad Valorem Tax - C Ad Valorem Tax apporti			2/15		\$ 246.38	\$	246.38
103	1001 1201	Cash Ad Valorem Tax - C Ad Valorem tax apportio			2/16		\$ 3,817,734.51	\$	3,817,734.51
104	1001 1201	Cash Ad Valorem Tax - C Ad Valorem tax apportio			2/23		\$ 6,342,868.79	\$	6,342,868.79
Miscell	aneous	revenue							
105	1001 3605 3611	Cash Mic. Reimbursement Flex Benefits Balant Friends's reimb Morningstar reimb IAO name badges Friends's reimb	616.42 170.00 50.00	Café Rent staff reimb LET Independent reba	\$ \$ ate	500.00 165.00 349.56 31.62	\$ 5,046.10	\$ \$	4,003.82 1,042.28
Fines				Total	Ď.	4,003.62			
106	1001 3403	Cash Projected Mic. Revi Fines transferred to Ger					\$ 35,000.00	\$	35,000.00
Payabl	e entrie	<u>s</u>							
107	3001 3011 3002 3012	Current Year Reservant Year P.O. (Prior Year Reserv. Prior Year P.O. Our Purchase orders issued	Outstand for Approtestanding	ing opriations.			\$ 4,155,213.26 120,203.31	\$ \$	4,155,213.26 120,203.31

108	3011	Current Year P.O. Outstanding	\$ 3,950,199.83	
	3021	Current Year Warrants Outstanding	100000000	\$ 3,950,199.83
	3012	Prior Year P.O. Outstanding	\$ 133,294.95	100 001 05
	3022	Prior Year Warrants Outstanding		\$ 133,294.95
		Checks issued in December		
109	3021	Current Year Warrants Outstanding	\$ 3,511,699.98	
100	1001	Cash		\$ 3,511,699.98
	3022	Prior Year Warrants Outstanding	\$ 134,582.54	
	1001	Cash		\$ 134,582.54
		Checks cleared Bank in December		
Bank ir	nterest	and fees		
110	1001	Cash	\$ 369.33	
110	3602	Bank Fees	\$	
	3602	Interest Income		\$ 675.41
		Interest and fees from GF checking account		
111	8000	Special Fund Cash		\$ 136.43
	8815	Bank Fees	\$ 176.66	
	8815	Interest Income		\$ 40.23
		Interest and fees from SF checking account		
Specia	I funds			
112	8000	Special Fund Cash	\$ 77,286.31	
	8815	Fines		\$ 60,461.81
	8820	Сору		\$
	8805	Gift & Lost Books		\$ 3,570.11
	8810	Prepaid Acct	\$ 160.06	
	8926			\$ 3,100.00
	8930			\$ 600.00
	8888		\$ 200.94	0.000.000
	8911			\$
	8815	Credit card receipts		\$ 2,238.15
	8815	Credit card expenses	\$ -	
		Revenues of special funds		

Document #64	
MLC FY 2011-12	
January 19, 2012	2

\$

				Janua	ry 19	9, 2012
113	8000	Special Fund Cash			\$	96,009.57
, , ,	8815	Fines	\$	70,020.00		
	8820	Сору	\$	1,573.88		
	8805	Gift & Lost Books	\$ \$	677.25		
	8915		\$	511.37		
	8923		\$ \$	2,000.00		
	8898		\$	12,500.00		
	8912		\$	170.00		
	8984			2,230.15		
	8918		\$ \$ \$ \$ \$	3,160.00		
	8929		\$	1,566.02		
	8849		\$	1,555.00		
	8983		\$	45.90		
Ž.		Expenditures of special funds				
Correc	tions, a	adjustments, and miscellaneous				
114	3021		\$	311,266.53		
	1102				\$	311,266.53
		To reverse ACH transaction for Dec 1, occurring early				
115	8005	Petty Cash	\$	1,295.00		
	8000	Cash			\$	1,295.00
		To record changes in Petty Cash balances	- C A	1 002 000 05	C 1	1,983,089.95
			D 4	1,983,089.95	P 4	1,500,005.90

General Fund F.Y. 11-12 December 2011 Warrant Register Vendor/Payee Number Purpose Amount G-02181 Bank of Oklahoma Payroll Transmittal-Chks 34,458.94 Payroll Transmittal-Chks 15,621.32 Payroll Transmittal-Chks 55.00 50,135.26 G-02182 Bank of Oklahoma Federal Witholding Tax 49,638.85 Federal Witholding Tax 3,826.00 53,464.85 G-02183 Oklahoma Tax Commission State Witholding Tax 15,104.00 State Witholding Tax 772.00 15.876.00 G-02184 Mun. Employees Credit Union Employee Cr Union Deducts 11,787.51 Employee Cr Union Deducts 87.50 11,875.01 G-02185 Employee Deductions 507.17 United Way of Central Oklahoma Employee Deductions 55.00 562.17 G-02186 Clerk, U.S. District Employee Deductions 76.87 Employee Deductions 76.87 Employee Deductions 76.87 230.61 G-02187 Jennifer R. Needham Employee Deductions 103.48 103.48 G-02188 United States Treasury Employee Deductions 50.50 50.50 G-02189 Bank of America Payroll Transmittal-DDep 273,182.78 Payroll Transmittal-DDep 36,928.75 Payroll Transmittal-DDep 1,155.00 311,266.53 G-02190 John Hardeman, Trustee Employee Deductions 484.62 484.62 G-02191 Nationwide Retirement Solution Employee Deductions 7,833.53 7,833.53 G-02192 Transamerica Worksite Mrktg. **Employee Deductions** 386.92 386.92 G-02193 Metro Library Sys Pension Trst Employee Contrib -- DB PI 4,473.82 4.473.82 G-02194 Bank of Oklahoma Employee Flexplan Deposit 31,053.46 31,053.46 G-02195 Bank of Oklahoma Employee Soc/Sec Deposits 18,375.14 Employee Soc/Sec Deposits 2,552.47 Employee Medicare Deposit 6,455.69 Employee Medicare Deposit 881.24 Employer Soc/Sec Deposits 30,893.45 **Employer Medicare Deposit** 7,336.72 66,494.71 G-02196 MassMutual Financial Group Employee Contrib -- DC PI 16,811.77 Employer Contrib -- DC PI 30,351.19 47.162.96 G-02197 Oklahoma Guaranteed Employee Deductions 155.22 155.22 G-02198 **ODHS** Oklahoma Centralized Employee Deductions 531.81 531.81 G-02199 United States Treasury Employee Deductions 507.70 507.70 G-02200 Randall S. Fudge Employee Deductions 146.41 146.41 G-02201 Administrative Services Employee Deductions 1,329.10 1.329.10 G-02202 **UNUM Life Insurance** Employee Deductions 1,460.90 Employee Deductions 37.30 1,498.20 G-02203 Gale Research Materials 1,685.80 1,685.80 G-02204 Baker & Taylor Books Materials 2,582.01 2,582.01 G-02205 Recorded Books, LLC Materials 2,198.40 2.198.40 G-02206 Gale Group Materials 3,624.11 3.624.11 G-02207 Library Video Co. 39.90 Materials 39.90 G-02208 Taylor & Francis/Routledge Materials 1,042.24 1.042.24 G-02209 Random House, Inc. Materials 2,752.50 2.752.50 G-02210 Ingram Library Service Materials 1.288.15 1.288.15 G-02211 Audio Editions Materials 321.92 321.92 G-02212 OverDrive, Inc. fka Materials 7,353.04 7.353.04 G-02213 Findaway World, LLC Materials 8,461.62 8,461.62 G-02214 AV Cafe Inc. Materials 1,909.09 1,909.09 G-02215 Ingram Library Service Materials 1,592.03 1,592.03

General	Fund F.Y. 11-12	Warrant Register	Dece	ember 2011
Number	Vendor/Payee	Purpose		Amount
G-02216	Barnes & Noble, Inc.	Materials	833.13	833.13
G-02217	AudioGo	Materials	1,543.44	1,543,44
G-02218	Baker & Taylor Books	Materials	1,085.46	1,085.46
G-02219	Baker & Taylor Entertainment		1,471.58	1,000.10
0 02210	baker a rayior Entertainment	Materials	6,266.72	
		Materials	3,771.11	11,509.41
G-02220	The Great Courses	Materials	389.85	389.85
G-02221	Faith Centered Resources	Materials	35.20	35.20
G-02222			878.21	35.20
G-02222	Baker & Taylor Books	Materials		
		Materials	2,297.43	
		Materials	4,304.75	
		Materials	5,284.63	
		Materials	3,305.30	
0.00000	D 1 0 T 1 D 1	Materials	6,951.96	23,022.28
G-02223	Baker & Taylor Books	Materials	1,512.88	
		Materials	4,899.97	
12 41174		Materials	6,872.97	13,285.82
G-02224	Baker & Taylor Entertainment		981.29	981.29
G-02225	Short Vowel Phonics LLC	Materials	512.00	512.00
G-02226	Metropolitan Library System	Professional Services	152.00	
		Supplies	6.58	
		Postage	11.60	
		Other Commodities	10.00	
		Supplies	50.07	
		Programming Activities	37.50	
		Programming Activities	38.73	306.48
G-02227	City of Midwest City, Inc.	Water & Garbage Services	404.18	404.18
G-02228	OG&E	Electrical Services	1,598.42	1,598.42
G-02229	Oklahoma Natural Gas Co.	Gas Services	299.23	
		Gas Services	302.08	601.31
G-02230	City of Oklahoma City	Water & Garbage Services	56.52	56.52
G-02231	Brodart, Inc.	Supplies	11.91	11.91
G-02232	Locke Supply Co.	Maintenance of Facilities	21.50	1,1,0,1
	2000 2000 X 2000	Maintenance of Facilities	92.51	114.01
G-02233	Demco	Furniture	147.58	114.01
		Furnitures	445.53	
		Supplies	126.06	
		Supplies	172.55	
		Supplies	31.82	923.54
G-02234	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-02235	EBSCO Subscription Services		11,733.86	11,733.86
G-02236	Gaylord Bros.	Furniture	1,157.63	1,157.63
G-02237	UNUM Life Insurance	Grp L-T Disab Ins Prm-Dec	5,970.22	5,970.22
G-02238	Oklahoma Library Association		60.00	60.00
G-02239	The Newspress	Periodicals & Subscriptio	153.00	153.00
G-02240	Control Fire Systems Compar		292.00	100.00
	or o oyotoma compan	Maintenance of Facilities	177.00	
		Maintenance of Facilities	211.00	
		Maintenance of Facilities	57.00	
		Maintenance of Facilities		
		Maintenance of Facilities	70.00	057.00
G-02241	CompSource Oklahoma	Worker's Comp Insurance	150.00	957.00
0 02241	Composaros Orianoma	Worker's Comp mourance	14,392.00	14,392.00

General Fund F.Y. 11-12

Warrant Register

Number	Vendor/Payee	Purpose		Amount
G-02242	American Library Association	Memberships	328.00	328.00
G-02243	United Refrigeration, Inc.	Maintenance of Facilities	39.75	39.75
G-02244	Hyunsoon Whang	Programming Activities	300.00	300.00
G-02245	Johnstone Supply	Maintenance of Facilities	94.86	94.86
G-02246	Mutual Assurance	Grp Life AD&D Ins Prm-Dec	45,492.24	45,492.24
G-02247	Anne G. Fischer	Mileage	76.04	76.04
G-02248	Independent Stationers	Supplies	30.14	
		Supplies	159.00	189.14
G-02249	Rosemary Czarski	Mileage	84.92	84.92
G-02250	Nancy Lytle	Parking	108.38	108.38
G-02251	INTEGRIS Corporate Assistance	Group Insurance	942.00	942.00
G-02252	Shawver & Son	Maint of Facilities	2,954.10	2,954.10
G-02253	Jonathan Willis	Mileage	62.72	62.72
G-02254	Diane Sarantakos	Mileage	88.80	88.80
G-02255	Employment Guide	Library-Related Services	381.00	381.00
G-02256	Dana Morrow	Programming	80.33	80.33
G-02257	Sum Total Systems, Inc.	Professional Services	13,500.00	13,500.00
G-02258	Walker Companies	Supplies	64.26	64.26
G-02259	Hannelore A. Chan	Programming Activities	50.00	50.00
G-02260	Metro Parking Garage			50.00
0-02200	Metro Farking Garage	Parking & Transportation	1,980.00	2 000 00
G-02261	Victoria Dixon	Parking & Transportation	1,080.00	3,060.00
G-02262		Parking	108.38	108.38
G-02263	ALA-PLA/Experient	Professional Services	265.00	265.00
G-02264	DWe Williams	Programming Activities	3,000.00	3,000.00
G-02265	Matthew Cotter	Telephone Services	35.00	35.00
	General Lighting & Sign Serv.	Maintenance of Facilities	743.12	743.12
G-02266 G-02267	Voss Lighting	Maintenance of Facilities	1,200.42	1,200.42
	Town of Luther	Water & Garbage Services	49.28	49.28
G-02268	Jana Hausburg	Mileage	61.33	61.33
G-02269	Dana Beach	Parking	108.38	108.38
G-02270	Deli Partners of Little Rock	Professional Services	445.58	445.58
G-02271	Landon Holman	Mileage	49.95	49.95
G-02272	Cindy Revels-Nigg	Mileage	1.67	1.67
G-02273	Contractors Supply Co.	Maintenance of Facilities	7.27	7.27
G-02274	Westquip, Inc	Maintenance of Facilities	74.72	
	The same of the sa	Maintenance of Facilities	64.72	139.44
G-02275	Kevin Colwell	Mileage	9.99	9.99
G-02276	City of Harrah	Water & Garbage Services	68.38	68.38
G-02277	Amazon/GE Money Bank	Supplies	53.97	
		Programming Activities	64.08	
		Supplies	98.85	
		Programming Activities	125.82	
		Other Lib Related Svcs	39.88	
		Supplies	59.49	442.09
G-02278	United Parcel Service	Postage	6.68	
		Postage	7.10	13.78
G-02279	City of Choctaw	Water & Garbage Services	343.10	343.10
G-02280	Vision Service Plan of	Grp Vision Ins Prem-Dec.	2,521.61	2,521.61
G-02281	Abolghasem Siavashi	Mileage	5.00	5.00
G-02282	Metropolitan Library System	Grp Hith/Dtl Ins Prem-Dec	139,974.31	139,974.31
G-02283	Focal Point Consulting, LLC	Professional Services	500.00	500.00
G-02284	Walmart Community/GEMB	Programming Activities	88.42	222.50
	** Continued **		531.08	

General Fund F.Y. 11-12

Warrant Register

		3.000	- 700	Name of the Same
Number	Vendor/Payee ** Continued **	Purpose		Amount
G-02284	Walmart Community/GEMB	Furniture, Fix & Equip.	24.02	
		Programming	40.16	152.60
G-02285	Construction Building	Maintenance of Facilities	250.00	250.00
G-02286	Allied Waste Services #060	Water & Garbage Services	998.48	998.48
G-02287	Sharon G. Bish	Memberships	35.00	35.00
G-02288	Star Lighting	Maintenance of Facilities	58.32	58.32
G-02289	Susan H. Wood	Programming Activities	125.00	125.00
G-02290	Kelley Hoffman	Mileage	31.69	31.69
G-02291	Kone Inc	Maintenance of Facilities	54,306.30	54,306.30
G-02292	COTPA	Parking & Transportation	1,083.23	
		Parking & Transportation	2,868.90	3,952.13
G-02293	Mallory Weigl	Other Commodities	57.18	57.18
G-02294	Cheryl Coleman	Mileage	29.13	29.13
G-02295	Stacy Schrank	Parking	108.38	108.38
G-02296	Dan Holman	Mileage	111.00	111.00
G-02297	UNUM Life Insurance	Grp LTC Insurance Prm-Dec	1,529.50	1,529.50
G-02298	Lindsay Jones Egle	Mileage	28.53	28.53
G-02299	ASIS International	Memberships	150.00	150.00
G-02300	Shoplet	Supplies	217.26	
720 816 23		Supplies	65.63	282.89
G-02301	Gale Research	Materials	278.35	278.35
G-02302	Baker & Taylor Books	Materials	695.08	695.08
G-02303	CCH Incorporated	Materials	99.50	99.50
G-02304	Recorded Books, LLC	Materials	7,597.20	7,597.20
G-02305	The Penworthy Co.	Materials	2,259.62	2,259.62
G-02306	Gale Group	Materials	1,801.53	1,801.53
G-02307	Hal Leonard Corporation	Materials	223.46	223.46
G-02308	Library Video Co.	Materials	74.85	74.85
G-02309	Full Circle Bookstore	Materials	11.96	11.96
G-02310	Random House, Inc	Materials	2,052.00	2,052.00
G-02311	Brilliance Corporation	Materials	3,839.61	3,839.61
G-02312	Gateway Films/Vision Video	Materials	975.45	975.45
G-02313	Ingram Library Service	Materials	7,433.99	15 57 52
0.00044	A P = PP	Materials	3,077.63	10,511.62
G-02314	Audio Editions	Materials	871.78	871.78
G-02315	OverDrive, Inc fka	Materials	6,174.76	6,174.76
G-02316	AV Cafe Inc	Materials	3,100.99	3,100.99
G-02317	Ingram Library Service	Materials	309.65	309.65
G-02318	Grey House Publishing	Materials	552.00	552.00
G-02319	Center Point Large Print	Materials	1,688.31	1,688.31
G-02320	AudioGo	Materials	3,814.77	3,814.77
G-02321	Baker & Taylor Books	Materials	1,200.33	1,200.33
G-02322	Baker & Taylor Entertainment		967.85	
		Materials	6,783.19	47.040.70
C 02222	Poker & Toyler Peeks	Materials	9,265.75	17,016.79
G-02323	Baker & Taylor Books	Materials Materials	1,686.19	
		Materials	1,489.93	
		Materials	3,188.13	
		Materials Materials	4,631.07	
		Materials Materials	4,122.19	20 727 00
		iviaterials	5,620.18	20,737.69

General Fund F.Y. 11-12 Warrant Register

General	Fullu F. 1. 11-12	Wallalli Kegistel	DCCC	IIIDOI ZOTT
Number	Vendor/Payee	Purpose		Amount
G-02324	Baker & Taylor Books	Materials	1,174.62	
0-02024	Baker a rayior Books	Materials	4,366.86	
		Materials	623.36	6,164.84
G-02325	Paker & Taylor Peaks	Materials	3,884.57	3,884.57
	Baker & Taylor Books		395.41	395.41
G-02326	Baker & Taylor Entertainment		183.05	183.05
G-02327	Mackin	Materials		163.05
G-02328	Metropolitan Library System	Travel Expenses	7.30	
		Professional Services	114.00	
		Parking	7.00	
		Postage	61.79	
		Supplies	50.10	
		Programming Activities	108.26	
		Programming Activities	78.33	
		Programming Activities	25.92	
		Other Commodities	44.93	497.63
G-02329	OG&E	Electrical Services	1,721.66	1,721.66
G-02330	City of Oklahoma City	Water & Garbage Services	26.56	
		Water & Garbage Services	354.68	
		Water & Garbage Services	137.29	518.53
G-02331	City of the Village	Water & Garbage Services	91.41	91.41
G-02332	Southwestern Stationers, Inc.	. Printing/Printing Supply	5,215.00	5,215.00
G-02333	Emsco Electric Supply	Maintenance of Facilities	58.64	58.64
G-02334	Gaylord Bros.	Furniture	277.00	277.00
G-02335	The University of Oklahoma	Printing/Printing Supplie	205.00	205.00
G-02336	Hewlett-Packard Co.	Automation Contractual	7,128.70	7,128.70
G-02337	Angela Thornton	Mileage	62.72	62.72
G-02338	J. Siobhan Morava	Transportation	65.12	65.12
G-02339	American Express	Professional Services	225.00	
. 20 35 43.5		Automation Contractual	69.95	
		Professional Services	10.00	304.95
G-02340	Greater Oklahoma City	Library-related Services	200.00	200.00
G-02341	Denyvetta Davis	Transportation	176.08	176.08
G-02342	Harvey Janitorial Sales, Inc.	Maintenance Supplies	784.00	784.00
G-02343	Anne G. Fischer	Telephone Services	50.00	50.00
G-02344	Friday	Subscriptions	25.00	25.00
G-02345	Midwest City	Memberships	220.00	220.00
G-02346	Copelin's Office Center	Supplies	846.67	846.67
G-02347	Independent Stationers	Automation	261.54	0.0.01
0 020-1	macpondent otationers	Supplies	23.45	284.99
G-02348	Janet Brooks	Transportation	16.02	16.02
G-02349	Commercial Concepts, Inc.	Automation Contractual	481.50	481.50
G-02350	International Foundation	Memberships	295.00	295.00
G-02351	5th Street Garage	Parking	32.29	32.29
G-02352	Scott's Printing & Copying	Printing/Printing Supply	696.26	696.26
G-02353	MPLC	Programming Activities	307.08	307.08
				307.00
G-02354	Hobby Lobby	Programming Activities	43.63	00 50
C 02255	Iulia Pallau	Supplies	54.96	98.59
G-02355	Julia Ballou	Transportation	47.18	47.18
G-02356	Candace McDaniel	Programming Activities	317.52	317.52
G-02357	Walker Companies	Supplies	53.90	53.90
G-02358	Larry G. Johnson	Parking	108.38	108.38
G-02359	Angela Rhea Percival	Furinture, Fix. & Equip.	1,375.00	1,375.00

General Fund F.Y. 11-12 Warrant Register Number Vendor/Payee G-02360 Tera McAmis Purpose Mileage

Number	Vendor/Payee	Purpose		Amount
G-02360	Tera McAmis	Mileage	56.83	56.83
G-02361	Michael Fresonke	Programming Activities	350.00	350.00
G-02362	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	91.50	91.50
G-02363	Meghan Attalla	Programming Activities	55.15	55.15
G-02364	Jonathan W. LaPuzza	Security Services	375.00	375.00
G-02365	Vernon Library Supply	Supplies	437.28	437.28
G-02366	Kay L. Bauman	Parking	108.38	108.38
G-02367	Anita Roesler	Transportation	78.26	78.26
G-02368	Critter Tales, Inc.	Programming Activities	80.00	80.00
G-02369	Jimmy Welch	Telephone Services	50.00	50.00
G-02370	First Presbyterian Church	Programming Activities	300.00	300.00
G-02371	Earl's Rib Palace	Other Commodities	144.00	144.00
G-02372	Jenny Rempel	Memberships	35.00	35.00
G-02373	Debra Jackson	Transportation	12.43	12.43
G-02374	Displays 2 Go	Programming Activities	797.05	797.05
G-02375	Ruby Soutiere	Mileage	8.27	8.27
G-02376	Kelley Riha	Mileage	72.15	72.15
G-02377	U.S. Postmaster	Postage	56.00	56.00
G-02378	Beacon Publishing Company	Subscriptions	50.00	50.00
G-02379	City of Midwest City	Maintenance of Facilities	5,000.00	
G-02380	Amazon/GE Money Bank			5,000.00
G-02381		Supplies	47.23	47.23
G-02301	Crowe & Dunlevy	Professional Services	1,425.50	0.004.50
G-02382	Oklohama Drasa Camilas	Professional Services	899.00	2,324.50
	Oklahoma Press Service	Library-related Services	195.20	195.20
G-02383	Cox Communications, Inc.	Telephone Services	1,823.95	
0.00004	01 15 1	Telephone Services	1,260.00	3,083.95
G-02384	Cheryl Pernell	Parking	108.38	108.38
G-02385	Walmart Community/GEMB	Programming Activities	269.06	
		Programming Activities	34.98	
		Programming Activities	30.99	
		Programming Activities	67.94	
		Programming Activities	24.85	
		Programming Activities	95.00	
		Programming Activities	147.78	670.60
G-02386	John L. Hilbert	Programming Activities	64.36	
		Programming Activities	81.17	145.53
G-02387	Garcia Tire Service, Inc.	Vehicle Repairs	15.00	15.00
G-02388	Gary Good Entertainment &	Programming Activities	450.00	450.00
G-02389	Imagenation Promotional Group	Professional Services	566.36	
		Other Commodities	2,055.62	2,621.98
G-02390	Star Lighting	Maintenance of Facilities	36.53	36.53
G-02391	John Utley	Mileage	39.96	
		Telephone Services	35.00	74.96
G-02392	Cintas Corporation 064	Maintenance of Facilities	594.95	594.95
G-02393	Myers Landscape Management,	Maintenance of Facilities	1,445.00	30,,,,,
		Maintenance of Facilities	1,205.00	2,650.00
G-02394	Cox Communications, Inc.	Telephone Service	998.83	998.83
G-02395	Securitas Security USA, Inc.	Security Services	6,695.48	6,695.48
G-02396	Clarissa Sharp	Programming Activities	90.00	90.00
G-02397	Emily Williams	Transportation	16.43	16.43
G-02398	Cooper Bros., Inc.	Maintenance of Facilities	786.00	786.00
G-02399	Erika Sterling	Maintenance of Facilities	120.00	700.00
	** Continued **	antonanoe of Facilities	120.00	
	- within www			

General	Fund F.Y. 11-12 War	rrant Register	December 2011	
Number	Vendor/Payee ** Continued **	Purpose		Amount
G-02399	Erika Sterling	Maintenance of Facilities	53.98	
		Maintenance of Facilities	63.45	237.43
G-02400	McBride Clinic, Inc.	Professional Services	74.00	74.00
G-02401	Stacy Schrank	Transportation	65.99	65.99
G-02402	Personalized Prevention	Professional Services	606.00	
		Professional Services	606.00	
		Professional Services	606.00	1,818.00
G-02403	Denise D. Ryan	Transportation	24.98	24.98
G-02404	R. Justin Herwig	Transportation	94.63	94.63
G-02405	Tyler Outdoor Advertising, LLC	Library-related Services	2,160.00	2,160.00
G-02406	Pacific Telemanagement Service	Telephone Services	78.00	78.00
G-02407	Bank of Oklahoma	Payroll Transmittal-Chks	37,953.05	
		Payroll Transmittal-Chks	17,175.80	55,128.85
G-02408	Bank of Oklahoma	Federal Witholding Tax	52,311.85	
		Federal Witholding Tax	4,349.00	56,660.85
G-02409	Oklahoma Tax Commission	State Witholding Tax	15,986.00	
2 02 113		State Witholding Tax	894.00	16,880.00
G-02410	Mun. Employees Credit Union	Employee Cr Union Deducts	11,787.51	
2 55 51.5	N. I. State of the	Employee Cr Union Deducts	87.50	11,875.01
G-02411	United Way of Central Oklahoma	Employee Deductions	507.17	
0.00110	and the second second	Employee Deductions	55.00	562.17
G-02412	Clerk, U.S. District	Employee Deductions	75.16	
		Employee Deductions	75.16	
0.00440		Employee Deductions	75.16	225.48
G-02413	Jennifer R. Needham	Employee Deductions	101.32	101.32
G-02414	United States Treasury	Employee Deductions	50.50	50.50
G-02415	Bank of America	Payroll Transmittal-DDep	283,994.57	1202000000
0.00446	John Handauser Tourte	Payroll Transmittal-DDep	39,770.44	323,765.01
G-02416	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-02417 G-02418	Nationwide Retirement Solution	Employee Deductions	7,833.53	7,833.53
G-02419	Transamerica Worksite Mrktg.	Employee Deductions	379.48	379.48
G-02419	Metro Library Sys Pension Trst Bank of Oklahoma	Employee Contrib DB PI	4,475.65	4,475.65
G-02421	Bank of Oklahoma	Employee Flexplan Deposit Employee Soc/Sec Deposits	13,891.84 19,458.40	13,891.84
0 02421	Dank of Oklahoma	Employee Soc/Sec Deposits		
		Employee Medicare Deposits	2,777.01 6,951.62	
		Employee Medicare Deposit	958.75	
		Employer Soc/Sec Deposits	32,823.68	
		Employer Medicare Deposit	7,910.13	70,879.59
G-02422	MassMutual Financial Group	Employee Contrib DC PI	16,872.42	10,019.59
		Employer Contrib DC PI	30,456.23	47,328.65
G-02423	Oklahoma Guaranteed	Employee Deductions	151.97	151.97
G-02424	ODHS Oklahoma Centralized	Employee Deductions	531.81	531.81
G-02425	Randall S. Fudge	Employee Deductions	108.95	108.95
G-02426	Administrative Services	Employee Deductions	1,322.57	1,322.57
G-02427	Federal Corporation	Maintenance of Facilities	47.28	47.28
G-02428	City of Oklahoma City	Water & Garbage Services	373.62	373.62
G-02429	Hunzicker Brothers, Inc.	Maintenance of Facilities	322.76	322.76
G-02430	Dagwell Dixie Inc	Maintenance of Facilities	21.64	21.64
G-02431	City of Edmond	Electrical Services	3,401.45	3,401.45
G-02432	Tina Clark	Programming Activities	90.00	90.00

General	Fund F.Y. 11-12	Varrant Register	Dec	ember 2011
Number	Vandar/Payes	Purposo		Amount
G-02433	Vendor/Payee Hannah Harder	Purpose Programming Activities	200.00	200.00
G-02433	A T & T Mobility		87.76	87.76
G-02434 G-02435	Fuelman	Telephone Services Gasoline & Oil	3,042.66	01.10
G-02435	rueiman		130.21	3,172.87
G-02436	Jornala Contracting	Vehicle Parts & Repairs Maintenance of Facilities	150.00	3,172.07
G-02430	Jerry's Contracting		450.00	
		Maintenance of Facilities Maintenance of Facilities		1,200.00
C 02427	Motro Library Syn Donaign Tra		600.00	
G-02437 G-02438	Metro Library Sys Pension Trs Chase Card Services	t Employee's Retirement Furniture	1,114,433.00 372.35	1,114,433.00
G-02430	Chase Card Services	Furniture	409.85	
		Professional Services	650.00	
		Automation	1,689.87 510.00	
		Travel Expenses	89.90	
		Programming Activities	45.80	
		Supplies	84.10	
		Programming Activities Supplies	327.51	
		Other Library Related Svc	298.89	
		Other Library Related SVC	455.83	
		Other Library Related Svc	687.92	
		Travel Expenses	1,841.82	
		Supplies Professional Services	68.94 350.00	
		Travel	564.80	
			1,345.37	9,792.95
G-02439	City of Edmond	Travel Expenses	435.84	435.84
G-02440	Office Depot Credit Plan	Water & Garbage Svcs- Aug Supplies	138.91	138.91
G-02441	Oklahoma City Police Dept.	Maintenance of Facilities	65.00	65.00
G-02442	Oklahoma Department of Laboration		25.00	25.00
G-02443	Kathy C. Brown	Programming Activities	43.75	43.75
G-02444	Federal Corporation	Maintenance of Facilities	391.30	391.30
G-02445	O G & E	Electrical Services	9,189.23	391.30
0-02440	OOGE	Electrical Services	911.74	10,100.97
G-02446	Oklahoma Natural Gas Co.	Gas Services	628.27	628.27
G-02447	City of Bethany	Water & Garbage Services	120.50	120.50
G-02448	City of Oklahoma City	Water & Garbage Services	55.38	55.38
G-02449	Brodart, Inc.	Supplies	10.76	10.76
G-02450	Locke Supply Co.	Maintenance of Facilities	38.07	10.70
0 02 100	Looke Supply So.	Maintenance of Facilities	118.76	156.83
G-02451	Tech-Lock	Maintenance of Facilities	12.00	12.00
G-02452	Emsco Electric Supply	Maintenance of Facilities	66.84	66.84
G-02453	Demco	Furniture	750.00	00.04
	2011100	Furniture	1,074.92	
		Furniture	681.01	
		Supplies	14.93	2,520.86
G-02454	Gaylord Bros.	Furniture	324.41	2,020.00
	/	Supplies	61.97	386.38
G-02455	Gale Research	Materials	5,173.60	5,173.60
G-02456	Standard Printing Co., Inc.	Supplies	475.00	475.00
G-02457	Baker & Taylor Books	Materials	4,771.71	4,771.71
G-02458	Control Fire Systems Compan		509.70	1,111.11
	and the second s	Maint of Facilities	45.00	
	** Continued **			
	and the second s			

General Fund F.Y. 11-12

Warrant Register

Number	Vendor/Payee ** Continued **	Purpose		Amount
G-02458	Control Fire Systems Company	Maint of Facilities	73.50	
5 55 45 5	Termina a distanta dempany	Maintenance of Facilities	143.96	
		Maintenance of Facilities	731.00	
				1 540 16
C 00450	Charles C Issaes	Maintenance of Facilities	45.00	1,548.16
G-02459	Charles S. Isaacs	Telephone Services	35.00	10.00
0.00400	¥	Mileage	47.73	82.73
G-02460	Taryn Kingery	Programming Activities	68.25	68.25
G-02461	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-02462	United Refrigeration, Inc.	Maintenance of Facilities	27.89	27.89
G-02463	Recorded Books, LLC	Materials	4,118.80	4,118.80
G-02464	Southwest Trailers & Equipment	Maintenance of Facilities	179.48	179.48
G-02465	Gale Group	Materials	10,843.29	10,843.29
G-02466	Randy Wayland	Other Commodities	197.55	197.55
G-02467	Independent Stationers	Supplies	7.15	107.00
	masportatin stationers	Supplies	52.37	59.52
G-02468	Library Video Co.	Materials	64.95	64.95
G-02469	AVID Products	Automation		
G-02470	Full Circle Bookstore		2,740.85	2,740.85
G-02470		Materials	354.30	354.30
	Amigos Library Services	Materials	369.75	369.75
G-02472	Great American Glass & Tinting	Maintenance of Facilities	348.00	348.00
G-02473	Shawver & Son	Maintenance of Facilities	1,327.91	1,327.91
G-02474	Jonathan Willis	Telephone Services	35.00	35.00
G-02475	USA Mobility Wireless, Inc	Telephone Services	140.78	140.78
G-02476	Employment Guide	Library-related Services	381.00	381.00
G-02477	Random House, Inc	Materials	1,823.67	1,823.67
G-02478	OCLC, Inc.	Network Catalog Services	3,866.11	3,866.11
G-02479	Brilliance Corporation	Materials	1,631.19	1,631.19
G-02480	Francie Pendleton	Transportation	19.43	19.43
G-02481	Filtration Services Group, LLC	Maintenance of Facilities	56.16	10.40
	,	Maintenance of Facilities	95.54	151.70
G-02482	Ingram Library Service	Materials	764.81	
G-02483	Dana Morrow		122.99	764.81
G-02484	High-Tech-Tronics, Inc.	Transportation		122.99
0-02404	right techt fromes, me.	Maintenance of Facilities	318.75	
		Maintenance of Facilities	679.95	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
0.00405	A	Maintenance of Facilities	419.40	1,418.10
G-02485	Audio Editions	Materials	917.74	917.74
G-02486	OverDrive, Inc fka	Materials	2,390.32	
	AT HE SECRET AT	Materials	5,653.07	8,043.39
G-02487	Lynda G. Bahr	Telephone Services	35.00	
		Telephone Services	35.00	
		Telephone Services	35.00	
		Transportation	61.05	
		Transportation	63.05	
		Transportation	97.57	
		Transportation	240.87	567.54
G-02488	Findaway World, LLC	Materials	8,482.38	8,482.38
G-02489	ALA-PLA/Experient	Professional Services	215.00	
G-02490	Newegg, Inc.	Equipment		215.00
G-02491	Walker Group		811.88	811.88
G-02492	AV Cafe Inc	Supplies	721.70	721.70
G-02493	California Language Labs	Materials	733.99	733.99
0 02400	Samornia Lariguage Labs	Materials	872.00	872.00

General Fund F.Y. 11-12 Warrant Register December 2011 Number Vendor/Payee Purpose Amount G-02494 Ingram Library Service 2.441.54 Materials 2,441.54 G-02495 Cherokee Building Materials 51.07 Maintenance of Facilities 51.07 G-02496 Jana Hausburg Supplies 102.49 102.49 G-02497 Barnes & Noble, Inc. Programming Activities 112.89 Materials 215.73 328.62 G-02498 Center Point Large Print Materials 3.222.12 3.222.12 G-02499 Angela Thornton Programming Activities 78.20 78.20 G-02500 Atlas Business Solutions, Inc. Automation Contractual 750.00 750.00 G-02501 Oklahoma Building Services, Inc. Janitorial Services 525.00 525.00 G-02502 Evans Hardware Maintenance of Facilities 5.49 Maintenance of Facilities 10.10 27.88 Maintenance of Facilities Maintenance of Facilities 5.18 Maintenance of Facilities 17.98 66.63 G-02503 Maverick Books Materials 174.37 174.37 G-02504 Batteries Sooner LLC Maintenance of Facilities 31.20 Maintenance of Facilities 8.99 40.19 G-02505 Southwest Paper - OKC Maintenance Supplies 8.192.26 8.192.26 G-02506 Steve's Wholesale Distributors Maintenance of Facilities 30.49 30.49 G-02507 Medco Supply Company Safety Supplies 98.70 98.70 G-02508 Contractors Supply Co. Maintenance of Facilities 27.78 27.78 G-02509 Jerry's Contracting Maintenance of Facilities 2.230.00 2.230.00 G-02510 Edward Ahad Marand Furniture, Fix & Equip 79.00 79.00 G-02511 World Book School & Library Materials 14.773.00 14,773.00 G-02512 Alice Murphy Supplies 60.00 60.00 G-02513 Baker & Taylor Books Materials 287.55 287.55 G-02514 Consolidated Plastics Co., Inc. Safety Supplies 135.76 135.76 G-02515 Baker & Taylor Entertainment Materials 711.78 Materials 8.619.01 9,330.79 G-02516 Daniel Fields Programming Activities 52.87 Programming Activities 105.73 Programming Activities 105.73 264.33 G-02517 LaVetta Kinsey Dent Supplies 54.15 Other Commodities 54.24 108.39 G-02518 Walmart Community/GEMB Programming Activities 115.25 115.25 G-02519 The Meadows Other Library Related Svc 45.00 Automation Contractual 45.00 90.00 G-02520 Preston Bell Transportation 50.00 50.00 G-02521 Garcia Tire Service, Inc. Maintenance of Facilities 37.95 37.95 G-02522 Imagenation Promotional Group Other Commodities 615.39 615.39 Pamela Buchanan G-02523 Transportation 21.92 Telephone Services 35.00 56.92 G-02524 Thomas P. Gallagher Transportation 25.00 25.00 G-02525 Gasoline & Oil O'Reilly Automotive, Inc. 13.18 13.18 G-02526 Donna Morris Parking & Transportation 450.00 450.00 G-02527 Star Lighting Maintenance of Facilities 58.75 Maintenance of Facilities 57.23 Maintenance of Facilities 13.98 129.96 G-02528 Oklahoma Heritage Association Materials 150.00 150.00 G-02529 Firetrol Protection Systems Maintenance of Facilities 300.00 300.00

Maintenance of Facilities

Maintenance of Facilities

232.00

227.47

459.47

G-02530

Worth Hydrochem of Oklahoma

General Fund F.Y. 11-12 December 2011 Warrant Register Number Purpose Amount Vendor/Pavee Maintenance of Facilities 65.00 G-02531 Oklahoma City Police Dept. Maintenance of Facilities 65.00 130.00 12.86 G-02532 Telephone Service 12.86 Cox Communications, Inc. G-02533 Securitas Security USA, Inc. Security Services 5,402,77 11,405.74 Security Services 6.002.97 G-02534 Materials 1,028.43 Baker & Taylor Books Materials 1,247.61 Materials 1.021.14 Materials 3.681.33 Materials 3.404.69 Materials 844.55 11,227,75 G-02535 Baker & Taylor Books Materials 1,427,77 Materials 2,527.01 3.954.78 G-02536 Baker & Taylor Books Materials 3,461.01 3,461.01 G-02537 Chase Card Services Books & Materials 89.57 Books & Materials 68.25 Books & Materials 558.24 230.09 Books & Materials 946.15 G-02538 Maria Watkins 30.53 Transportation 30.53 G-02539 Poetry Periodicals & Subscript. 35.00 35.00 G-02540 Kone Inc Maintenance of Facilities 865.00 865.00 G-02541 Lisa Bradley Parking 108.38 108.38 G-02542 Veolia Energy Oklahoma City. Veolia Energy Services 9,086.15 9.086.15 G-02543 Kiona Millirons Programming Activities 200.00 200.00 G-02544 Dan Holman Telephone Services 37.46 Transportation 122.10 159.56 G-02545 Maintenance of Facilities HIS Paints 276.36 Maintenance of Facilities 6.64 283.00 G-02546 Baker & Taylor Entertainment Materials 10.648.12 10,648.12 G-02547 Mackin Materials 2,274.06 2,274.06 G-02548 Picture This Photography Programming Activities 1,264.00 1,264.00 G-02549 Cynthia Selinger Programming Activities 40.13 40.13 G-02550 Darin R. Smith Transportation 50.00 50.00 G-02551 Jennifer I. Jones Programming Activities 59.99 Programming Activities 79.77 Programming Activities 341.45 201.69 Oakstone Wellness G-02552 Safety Supplies & Equip. 332.88 332.88 G-02553 Transportation Expense Metropolitan Library System 1.50 Professional Services 73.31 Maintenance of Facilities 27.53 Postage 8.00 Supplies 91.79 Supplies 93.44 Other Commodities 48.00 Programming Activities 62.60 Programming Activities 67.33 Programming Activities 72.57 546.07 G-02554 City of Del City Rent of Library Buildings 400.00 400.00 G-02555 OG&E Electrical Services 2,169.46

G-02556

Oklahoma Natural Gas Co.

** Continued **

Electrical Services

Gas Services

Gas Services

15,848.42

80.11

530.44

18.017.88

MLC - January 19, 2012 Prepared by: Deputy Executive Director/Finance & Support MLS - Financial Statement & Review of Expenditures December 2011 Page 24 of 31

649.50

649.50

General Fund F.Y. 11-12 Warrant Register December 2011 Number Vendor/Pavee Purpose Amount ** Continued ** G-02556 Oklahoma Natural Gas Co. Gas Services 548.48 Gas Services 1,289.88 Gas Services 271.67 2,720.58 G-02557 City of Oklahoma City Water & Garbage Services 38.06 Water & Garbage Services 189.25 Water & Garbage Services 477.98 705.29 G-02558 Triangle/A & E Capital Projects 12.60 Capital Projects 9.00 Capital Projects 11.25 Capital Projects 86.85 54.00 G-02559 Brodart, Inc. Supplies 114 90 Supplies 10.76 125.66 G-02560 Demco Supplies 89.76 89.76 G-02561 The University of Oklahoma Printing/Printing Supply 250.00 250.00 G-02562 City of Warr Acres Water & Garbage Services 53.20 53.20 G-02563 AT&T Telephone Services 139.86 139.86 G-02564 Alma L. Brown **Programming Activities** 37.01 37.01 G-02565 Baker & Taylor Books Materials 3.830.35 3.830.35 G-02566 Jessica Morris Mileage 12.21 12.21 G-02567 Dun & Bradstreet Materials 30.600.00 30.600.00 G-02568 TDS Telecom Telephone Services 1.287.44 1.287.44 G-02569 West Group Payment Center Periodicals & Subscript. 435.48 435.48 G-02570 Barbara Beasley Postage 61.60 61.60 G-02571 United Refrigeration, Inc. Maintenance of Facilities 4.93 4.93 G-02572 Recorded Books, LLC Materials 826.80 826.80 G-02573 Gale Group Materials 4.034.87 4.034.87 G-02574 Randy Wayland Transportation 14.43 14.43 G-02575 Commercial Concepts, Inc. Automation Contractual 100.00 Automation Contractual 430.00 530.00 Mad Science of Oklahoma G-02576 Programming Activities 250.00 250.00 G-02577 Random House, Inc. Materials 360.00 360.00 Scott's Printing & Copying G-02578 Printing/Printing Supply 851.94 Printing/Printing Supply 610.14 1.462.08 G-02579 Brilliance Corporation Materials 1,074.87 1,074.87 G-02580 HAJOCA Oklahoma City Maintenance of Facilities 22.25 22.25 G-02581 Ingram Library Service Materials 3.862.39 3.862.39 G-02582 Summit Mailing Systems, Inc. Postage 355.95 355.95 G-02583 James E. Nimmo Transportation 150.00 150.00 G-02584 Audio Editions Materials 159.96 159.96 G-02585 OverDrive, Inc fka Materials 4.491.02 4.491.02 G-02586 Findaway World, LLC Materials 7.600.50 7,600,50 **Employment Technologies Corp** G-02587 Professional Services 552.00 552.00 G-02588 ALA-PLA/Experient Professional Services 265.00 265.00 G-02589 Chickasaw Telecom, Inc. Capital Projects 42,428.17 42.428.17 G-02590 Ginger Waldrip **Programming Activities** 100.00 100.00 AV Cafe Inc G-02591 Materials 573.69 573.69 G-02592 Ingram Library Service Materials 1.234.99 1.234.99 G-02593 Jonathan W. LaPuzza Security Services 700.00 700.00 G-02594 Melody A. Kellogg Other Commodities 503.77 503.77 G-02595 Barnes & Noble, Inc. Materials 324.24 324 24

Fixtures

G-02596

WorthingtonDirect

General Fund F.Y. 11-12

Warrant Register

Number	Vendor/Payee	Purpose		Amount
G-02597	Oklahoma Building Services,Inc	Janitorial Service - Aug	24,832.00	
	A MANAGEMENT OF THE STREET OF THE STREET	Janitorial Services - Aug	3,221.90	
		Pest Control Service -Aug	1,015.00	
		Pest Control Service-Aug	450.00	
		Pest Control Service-Aug	60.00	29,578.90
G-02598	John Mark Dawson	Security Services	150.00	150.00
G-02599	Joseph D Slack	Capital Projects	1,000.00	
G-02600	Charles O Pilkey			1,000.00
G-02601	Movie Licensing USA	Capital Projects	1,500.00	1,500.00
G-02602	James Hirschfield	Programming Activities	2,884.00	2,884.00
		Capital Projects	1,500.00	1,500.00
G-02603	Quill Corporation	Automation	649.87	649.87
G-02604	Rita Gray-Martin	Materials	279.86	279.86
G-02605	Dowell Parking Center	Parking	388.00	388.00
G-02606	Norman Supply Company	Maintenance of Facilities	126.33	126.33
G-02607	U.S. Postmaster	Postage	56.00	56.00
G-02608	Crowe & Dunlevy	Professional Services	1,383.50	1,383.50
G-02609	John Wood	Telephone Services	50.00	50.00
G-02610	Office Depot Credit Plan	Supplies	103.67	103.67
G-02611	Baker & Taylor Books	Materials	7,549.46	7,549.46
G-02612	Baker & Taylor Entertainment	Materials	1,724.27	
		Materials	18.00	1,742.27
G-02613	Walmart Community/GEMB	Programming Activities	46.76	
		Supplies	56.78	
		Other Commodities	115.64	219.18
G-02614	The Great Courses	Materials	339.80	339.80
G-02615	Darrie Breathwit	Programming Activities	127.30	127.30
G-02616	Star Lighting	Maintenance of Facilities	385.70	127.50
200500000000000000000000000000000000000		Maintenance of Facilities	19.98	405.68
G-02617	Accuity	Materials	1,487.00	1,487.00
G-02618	Amy Laminsky	Transportation	16.65	16.65
G-02619	MSC Technologies	Automation	3,809.00	
G-02620	Faith Centered Resources	Materials	1,681.38	3,809.00
G-02621	AT&T			1,681.38
G-02622	Securitas Security USA, Inc.	Telephone Services	74.85	74.85
0-02022	decumas decumy down, mc.	Security Services	6,731.94	40.040.00
G-02623	Bakar & Taylor Books	Security Services	6,888.04	13,619.98
G-02023	Baker & Taylor Books	Materials	1,029.37	
		Materials	2,384.69	
		Materials	895.42	
		Materials	1,903.30	
		Materials	2,991.71	
		Materials	3,660.65	
0.00004	D	Materials	7,863.73	20,728.87
G-02624	Baker & Taylor Books	Materials	3,330.23	
		Materials	7,037.39	
2022		Materials	1,607.64	11,975.26
G-02625	Baker & Taylor Books	Materials	2,080.52	2,080.52
G-02626	Kelly Dalrymple	Transportation	21.09	21.09
G-02627	Tulin LaFollette	Transportation	22.20	22.20
G-02628	Christopher Carroll	Capital Projects	15.18	15.18
G-02629	Baker & Taylor Entertainment	Materials	912.58	912.58
G-02630	Provantage	Automation	1,291.25	1,291.25
G-02631	Chris Kennedy	Other Commodities	235.58	
	** Continued **			

General	Fund F.Y. 11-12 Wa	rrant Register	Dece	ember 2011
Number	Vendor/Payee ** Continued **	Purpose		Amount
G-02631	Chris Kennedy	Transportation	41.07	276.65
G-02632	Lindsay Jones Egle	Transportation	21.65	21.65
G-02633	Bank of Oklahoma	Payroll Transmittal-Chks	37,613.98	
		Payroll Transmittal-Chks	15,869.99	53,483.97
G-02634	Bank of Oklahoma	Federal Witholding Tax	55,173.85	
		Federal Witholding Tax	4,374.00	59,547.85
G-02635	Oklahoma Tax Commission	State Witholding Tax	16,811.00	
		State Witholding Tax	926.00	17,737.00
G-02636	Mun. Employees Credit Union	Employee Cr Union Deducts	11,787.51	
		Employee Cr Union Deducts	87.50	11,875.01
G-02637	Clerk, U.S. District	Employee Deductions	75.16	
		Employee Deductions	75.16	
		Employee Deductions	75.16	225.48
G-02638	Jennifer R. Needham	Employee Deductions	99.44	99.44
G-02639	United States Treasury	Employee Deductions	50.50	50.50
G-02640	Bank of America	Payroll Transmittal-DDep	300,362.87	
		Payroll Transmittal-DDep	41,098.10	341,460.97
G-02641	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-02642	Nationwide Retirement Solution	Employee Deductions	7,833.53	7,833.53
G-02643	Metro Library Sys Pension Trst	Employee Contrib DB PI	4,457.00	4,457.00
G-02644	Bank of Oklahoma	Employee Soc/Sec Deposits	19,225.05	
		Employee Soc/Sec Deposits	2,778.14	
		Employee Medicare Deposit	6,942.66	
		Employee Medicare Deposit	959.14	
		Employer Soc/Sec Deposits	32,480.44	
		Employer Medicare Deposit	7,901.70	70,287.13
G-02645	MassMutual Financial Group	Employee Contrib DC PI	16,947.49	
		Employer Contrib DC PI	30,564.59	47,512.08
G-02646	Oklahoma Guaranteed	Employee Deductions	149.15	149.15
G-02647	ODHS Oklahoma Centralized	Employee Deductions	531.81	531.81
G-02648	Randall S. Fudge	Employee Deductions	159.59	159.59
		Total of FY 11-12 Warrants Iss	ued \$	3,950,199.83

Document #64 MLC FY 2011-12 January 19, 2012

General Fund F.Y. 10-11		Warrant Register		December 2011	
Number	Vendor/Payee	Purpose	447.40	Amount	
G-05970	Baker & Taylor Books	Materials	117.12	117.12	
G-05971	Baker & Taylor Books	Materials	837.04	837.04	
G-05972	Oklahoma Roofing &	Capital Projects	106,883.18	106,883.18	
G-05973	Brodart, Inc.	Supplies	42.65	42.65	
G-05974	Michael Tosee	Materials	225.00	225.00	
G-05975	Bibliotheca ITG, LLC	Capital Projects	26,262.00	26,262.00	
G-05976	Baker & Taylor Books	Materials	15.52	15.52	
		Total of FY 10-11 Warran	ts Issued	\$ 134,382.51	

Canaial I	Fundo	Warrant Posistor	Dece	mber 2011
Special Funds		Warrant Register	December 2011	
Number	Vendor/Payee	Purpose		Amount
S-17109	Kathryn J. Leffel	Lost & Paid Book Returned	3.00	3.00
S-17110	Lexi C. Ledford	Lost & Paid Book Returned	3.00	3.00
S-17111	Donna L. Combs	Lost & Paid Book Returned	3.00	3.00
S-17112	Leesha A. Call	Lost & Paid Book Returned	5.95	5.95
S-17113	Nichol K. Rimmer	Lost & Paid Book Returned	10.95	10.95
S-17114	Jyme L. Cornelius	Lost & Paid Book Returned	3.00	3.00
S-17115	Karen E. Garlitz	Lost & Paid Book Returned	10.35	10.35
S-17116	Christine K. Lewis	Lost & Paid Book Returned	9.65	9.65
S-17117	Metropolitan Library System	Transfer of Fines & Fees	35,000.00	35,000.00
S-17118	Demco	Friends Grant	511.37	511.37
S-17119	BMI Systems Corporation	Copier Maintenance	78.50	011.07
3-17 113	Bivii Systems Corporation	Copier Maintenance	36.00	
		Copier Maintenance	78.50	193.00
S-17120	Standley Systems	Copier Maintenance	58.24	100.00
0-17120	Startuley Systems	Copier Maintenance	14.21	
		Copier Maintenance	39.56	
		Copier Maintenance	27.29	
		Copier Maintenance	6.41	
		Copier Usage	281.20	
		Copier Usage	332.90	759.81
S-17121	Oklahoma Shakespeare in the		1,000.00	700.01
0-17 121	Chlanoma Chancespeare in the	12/Friends/OSP Presents	1,000.00	2,000.00
S-17122	Burgeon Group	Fixtures	12,500.00	12,500.00
S-17123	Yvonne J. Juarez	Lost & Paid Item Returned	11.65	11.65
S-17124	Chandler K. Yates	Lost & Paid Item Returned	3.00	3.00
S-17125	Mario J. Perez	Lost & Paid Item Returned	12.95	12.95
S-17126	Nirwaan Azhar	Lost & Paid Item Returned	28.00	28.00
S-17127	Laura C. Anderson	Lost & Paid Item Returned	16.95	16.95
S-17128	Ron J. Anderson	Lost & Paid Item Returned	12.15	12.15
S-17129	Lauren A. Bell	Lost & Paid Item Returned	6.00	6.00
S-17130	Logan N. Latham	Lost & Paid Item Returned	6.95	6.95
S-17131	Lori K. Monsey	Lost & Paid Item Returned	33.45	33.45
S-17132	Ursula Lewis	Lost & Paid Item Returned	3.00	3.00
S-17133	Bonnie R. Vaughn	Lost & Paid Item Returned	14.95	14.95
S-17134	Rejeania D. Tolliver	Lost & Paid Item Returned	9.40	9.40
S-17135	Stephanie N. Salameh	Lost & Paid Item Returned	10.35	10.35
S-17136	Cole L. Chappell	Lost & Paid Item Returned	5.35	5.35
S-17137	Texas A & M University Librar		20.00	20.00
S-17138	Nathan Lee	12/Friends/After School	800.00	
		12/Friends/After School	400.00	1,200.00
S-17139	Kim Kay R. Williams	Lost & Paid Book Returned	6.65	6.65
S-17140	Stephen M. Dyer	Lost & Paid Book Returned	13.95	13.95
S-17141	Oklahoma Tax Commission	State Sales Tax-November	60.55	60.55
S-17142	Tera K. Lyons	Lost & Paid Book Returned	17.55	17.55
S-17143	Dorothy C. Weaver	Lost & Paid Book Returned	3.00	3.00
S-17144	Roberts Library- Southwester		75.00	75.00
S-17145	Eileen C. West	Lost & Paid Book Returned	11.95	11.95
S-17146	Kathryn E.Jones	Lost & Paid Book Returned	15.95	15.95
S-17147	Sami Al Hamidi	Lost & Paid Book Returned	3.00	3.00
S-17148	Michael D.Hite	Lost & Paid Book Returned	15.65	15.65
S-17149	Holly R. Bales	Lost & Paid Book Returned	4.85	4.85
S-17150	Saniyah R. Gaddis	Lost & Paid Book Returned	3.00	3.00
		The state of the s		5175

Special Funds		Warrant Register	December 20			
Number	Vendor/Payee	Purpose		Amount		
S-17151	Bruce T. Jacob	Lost & Paid Book Returned	10.95	10.95		
S-17152	Fiona D. Engle	Lost & Paid Book Returned	20.95	20.95		
S-17153	Stacy L. Phillips	Lost & Paid Book Returned	39.95	39.95		
S-17154	Olivia L. Gottschalk	Lost & Paid Book Returned	29.90	29.90		
S-17155	Mt. St. Mary College	Gifts & Books Lost	70.00	70.00		
S-17156	University of Oklahoma	Gifts & Books Lost	67.00	67.00		
S-17157	Peter Krauss	12/Friends/Summer @ Lib.	170.00	170.00		
S-17158	Metropolitan Library System	Transfer of Fines & fees	35,000.00	35,000.00		
S-17159	Oklahoma Tax Commission	State Sales Tax-November	617.23	617.23		
S-17160	Standley Systems	Copier Maintenance	3.84	3.84		
S-17161	Full Circle Bookstore	12/Friends/L.I.F.E	42.26			
		12/Friends/L.I.F.E.	223.89	266.15		
S-17162	Barnes & Noble, Inc.	LIFE Grant	1,098.28			
A 32320		LIFE Grant	865.72	1,964.00		
S-17163	Kiley P. Taft	Lost & Paid Item Returned	7.80	7.80		
S-17164	David J. Wolf	Lost & Paid Item Returned	7.95	7.95		
S-17165	Cheryl L. Duke	Lost & Paid Item Returned	13.95	13.95		
S-17166	Chandler K. Yates	Lost & Paid Item Returned	7.95	7.95		
S-17167	Jonathan M. Hughes, Sr.	Lost & Paid Item Returned	3.00	3.00		
S-17168	Marella K. Mize	Lost & Paid Item Returned	19.95	19.95		
S-17169	Sara E. Cook	Lost & Paid Item Returned	14.90	14.90		
S-17170	Meixiang Zhou	Lost & Paid Item Returned	15.00	15.00		
S-17171	Yamasi Redeagle	Lost & Paid Item Returned	28.85	28.85		
S-17172	Lorena F. Gibson	Lost & Paid Item Returned	14.95	14.95		
S-17173	Susan Pierce	12/Friends/Noon Tunes	560.00			
2.0.00	2-1-1-0-1-1	12/Friends/Noon Tunes	2,600.00	3,160.00		
S-17174	Scholastic Inc	ODL Early Literacy	1,566.02	1,566.02		
S-17175	Cox Media Oklahoma City	Library Related Services	1,555.00	1,555.00		
S-17176	Learning Tree	Friends Thomas the Train	45.90	45.90		
		Total of Special Funds Warran	ts Issued	\$ 97,359.52		

I, Donna Morris, certify that:

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

Donna Morris, Executive Director

Date

I, Lloyd Lovely, certify that:

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

Lloyd Lovely, Deputy Executive Director of Finance and Support

Date

Prepared by: Finance Office

Page 1 of 2

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: DATA & TELECOMMUNICATIONS CABLING

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

Specifications were prepared and bids were let for 14 days and advertised for two days in The Oklahoman. Bid packets were provided to 5 prospective bidders and 1 plan room.

A pre-bid conference was held on December 15th. Eight vendors attended.

Bids were received and publicly opened on December 15th. Seven vendors responded.

Vendor	Total Bid
Smart Technologies	\$32,652.80
Trace Technologies	\$34,539.93
Electra Link	\$38,962.60
Trans-tel	\$39,444.11
Techsico Enterprise	\$43,148.05
Hightechtronics	\$49,393.55
Dane Electric	\$71,798.39

RECOMMENDATION:

That the Commission approve the purchase of the Data and Telecommunications Wiring from Smart Technologies in the amount of \$32,652.80. Funding for the purchase is provided for in the FY2011-12 budget, account 450.

Prepared by: Finance Office

Page 2 of 2

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM B: SIGNAGE & WAYFINDING

Provided for in the FY2011-12 budget is the request for Signage and Wayfinding for the Northwest Library.

Specifications were prepared and bids were let for 21 days and advertised for two days in The Oklahoman. Bid packets were provided to 8 prospective bidders and 2 plan rooms.

A pre-bid conference was held on December 27th. One vendor attended.

Bids were received and publicly opened on January 10th. Four vendors responded.

Vendor	Total Bid
J and B Graphics	\$37,177.60
ASI Signage	\$38,798.62
Sign Productions	\$54,097.78
MetroSign	\$78,109.50

RECOMMENDATION:

That the Commission approve the purchase of the Data Signage and Wayfinding from J&B Graphics in the amount of \$37,177.60. Funding for the purchase is provided for in the FY2011-12 budget, account 408.

Nominating Committee Report

Cynthia Friedemann Beth Toland Jose Jimenez

The nominating committee met by telephone on Monday, January 9th to discuss the recommendations of officers for the 2012 term of the Metropolitan Library Commission.

The nominating committee has contacted each of the selected officers and confirmed that they have agreed to serve. The nominating committee is recommending the following individuals to be presented to the library commission for approval.

Chair: Fran Cory
Vice Chair Judy Smith
Disbursing Agent: Nancy Anthony

This recommendation is presented as our report for the Metropolitan Library Commission meeting on Thursday, January 19, 2012.

Anything You Want, We Got It; Anything You Need, We Got It

We won't sing about it the way Roy Orbison used to, but that doesn't mean that your Metropolitan Library System isn't able and willing to deliver what you want and need.

As we check 2011 off our To Do List, and before we charge full-throttle into 2012, we thought you might appreciate it if we let you know about a few of the special things we've been doing and plan to do in the months ahead.

We talked a lot during the last year about a new emphasis we've placed on eBooks and eMedia. MLS is certainly not a believer that "print is dead"—demand for new books, magazines, and newspapers continues and will continue for a long time to come—but demand is also increasing for material and information that can be accessed online. In 2011, customers checked out 76,638 eBooks, and just a little ahead of that, they checked out 79,282 audio books.

We also told you about some of our new and increasingly popular databases, which can be accessed through our website, www.metrolibrary.org, by clicking on "Databases". You took advantage of their accessibility and usage skyrocketed. Three of our genealogy databases, Biography and Genealogy Master Index, Footnote, and Sanborn Maps, recorded increases of 773, 539 and 52 percent. We also helped a lot of you learn a new language with Mango Languages, which shot up 270 percent.

Fiscal year 2010-2011 marked our continued expansion of library services in Oklahoma County. We introduced new community programming and newly repoyated facilities

In October 2010, over 3,000 customers participated in our first *Booktober Fest*—our latest, and obviously very popular, reading programming for adults.

This summary doesn't really begin to cover MLS' contributions to our community—it's merely suggestive of the areas in which we're involved.

And what's for the coming year? Look for the Grand Opening of the new Northwest Library in the spring and the unveiling of the new, improved Southern Oaks Library this summer.

We can't slow down—and we're not letting you slow down, either.





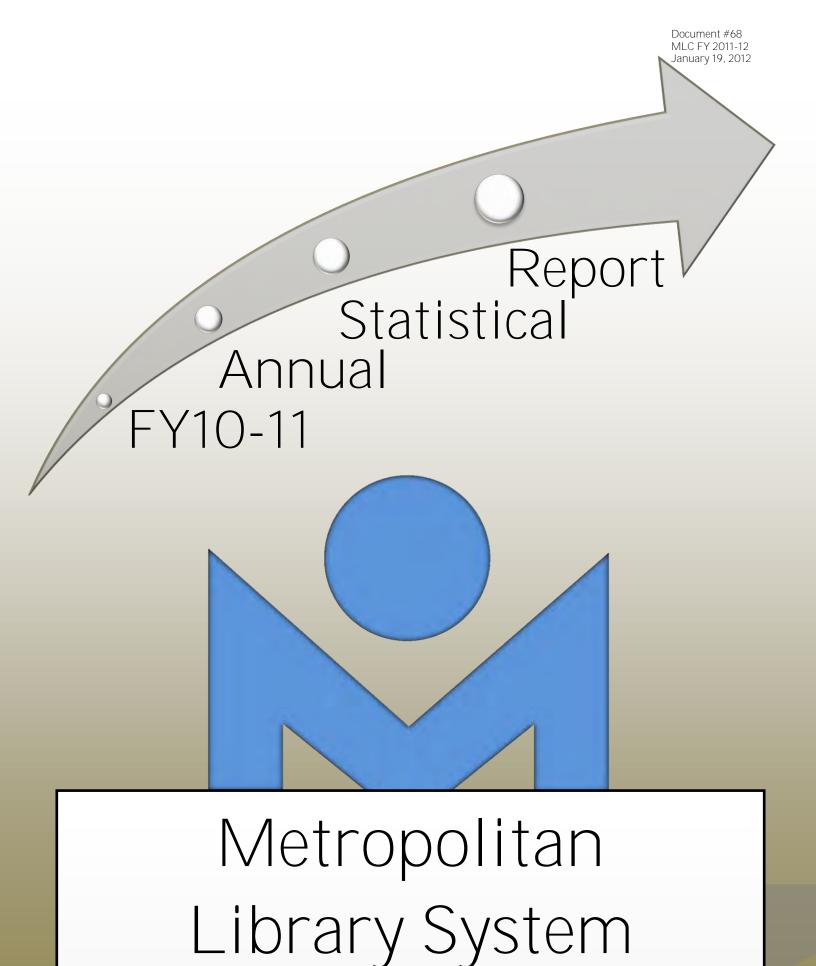


TABLE OF CONTENTS

Table of Contents	2
About this report	3
Circulation	4
Inventory	5
Library Inventories	
Reserves	7
Library Cards	8
Inter-Library Loans	9
Program Attendance	10
Reading Programs	11
Computer Usage History	12
Public Internet Usage	13
Customer Visits	14
Databases and Website	
MLS Staff	16
Conclusion	17

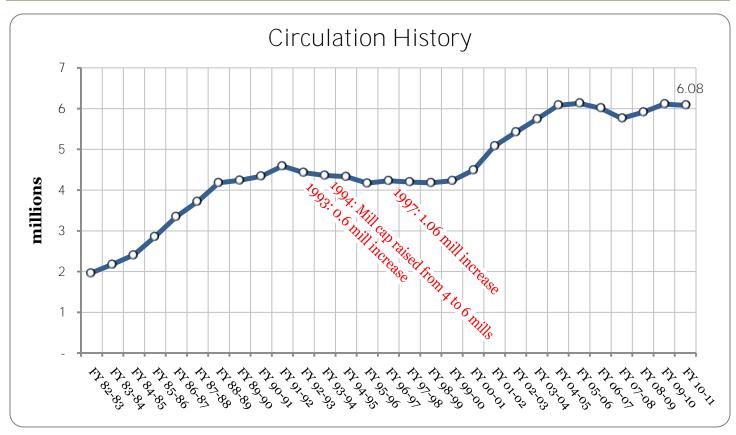
ABOUT THIS REPORT

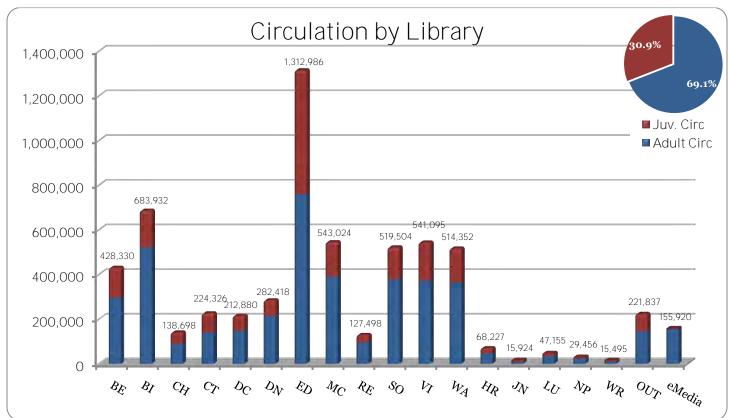
The Annual Statistical Report is a fixture of our yearly reporting practices. The Planning Department begins the process at the close of each fiscal year by gathering the past year's data from each agency. This information is first used to complete a report for the Oklahoma Department of Libraries (ODL). The ODL report, typically due in early October, is one of the requirements for MLS to be eligible for state aid in the coming year (\$354,928 in FY10-11). It is also an important resource for completing the many other annual surveys and reports, including this one, that are submitted to various agencies and organizations thereafter.

The Annual Statistical Report is intended to provide a fiscal year summary to the staff and Commission and to serve as a record for reference in future years. Some elements of this report vary from year to year but, where possible, numbers are placed in historical context to illustrate multi-year trends. These trends are the result of a combination of factors that can be broadly classified as either stemming from library policies and available resources or as the effects of larger social, demographic, and/or technological developments.

Finally, as we continue marketing the library to promote controlled and sustainable growth, there are considerations, such as maintaining a current and diverse collection, which take precedence over maximizing circulation or other numbers. Therefore, while reading this report, it is important to regard the results presented as a balancing of the resources used to fulfill our mission of providing materials, services and programs to Oklahoma County's diverse community.

CIRCULATION

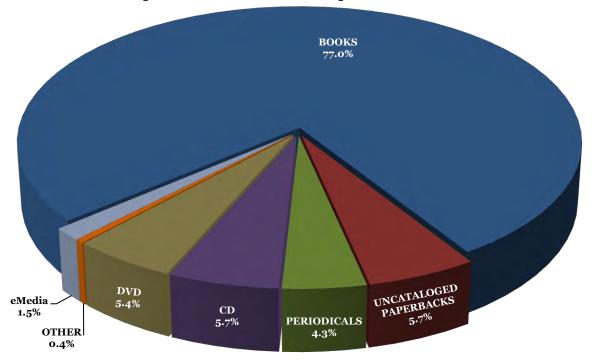




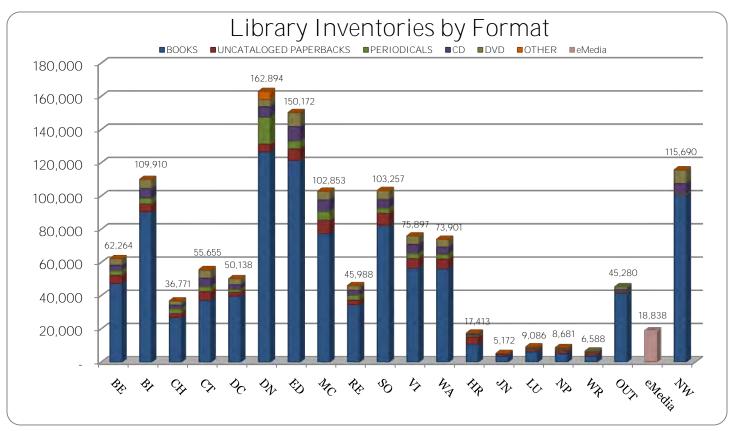
INVENTORY

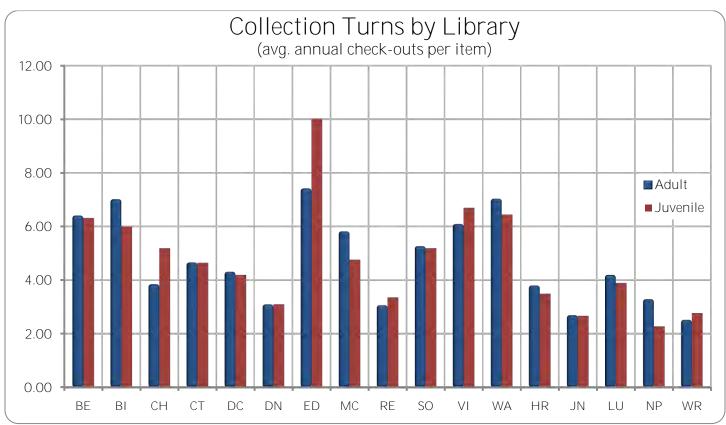


System Collection by Format



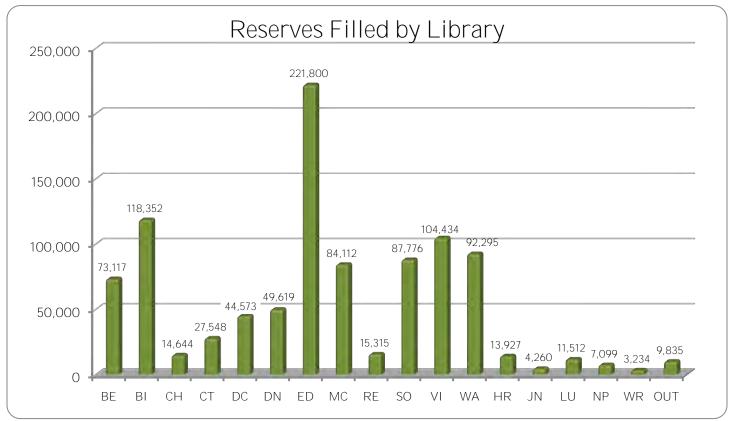
LIBRARY INVENTORIES



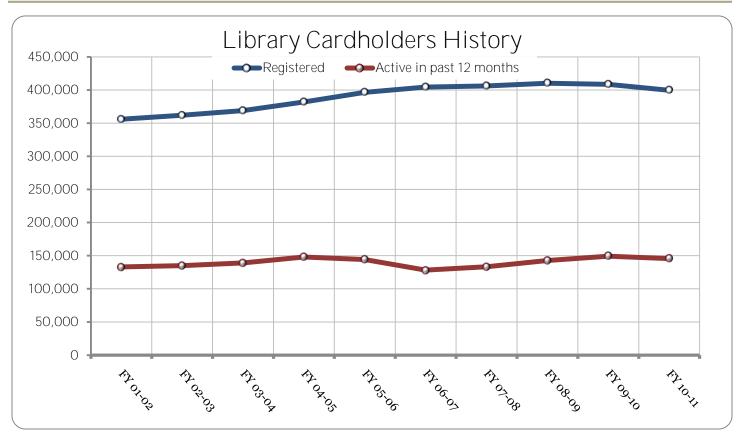


RESERVES



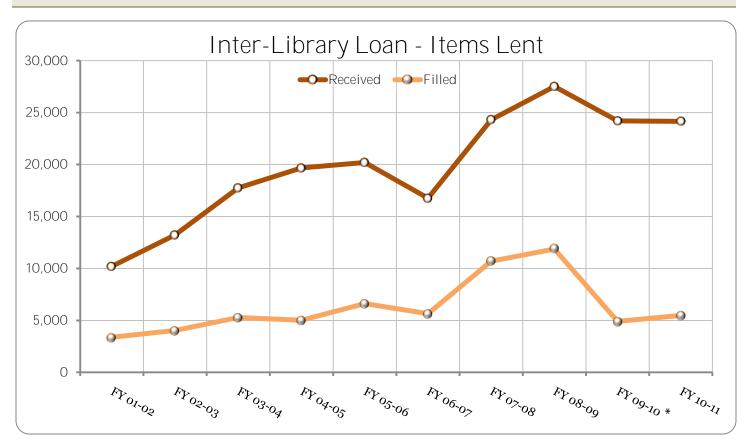


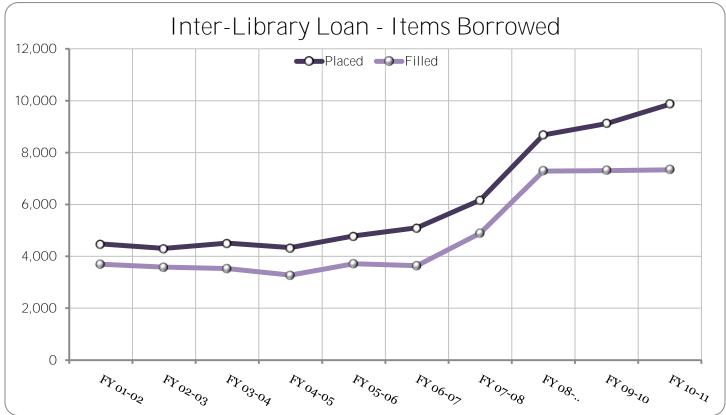
LIBRARY CARDS





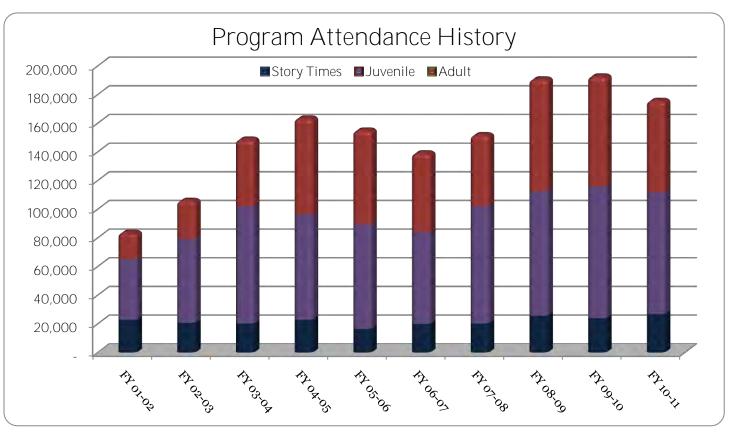
INTER-LIBRARY LOANS

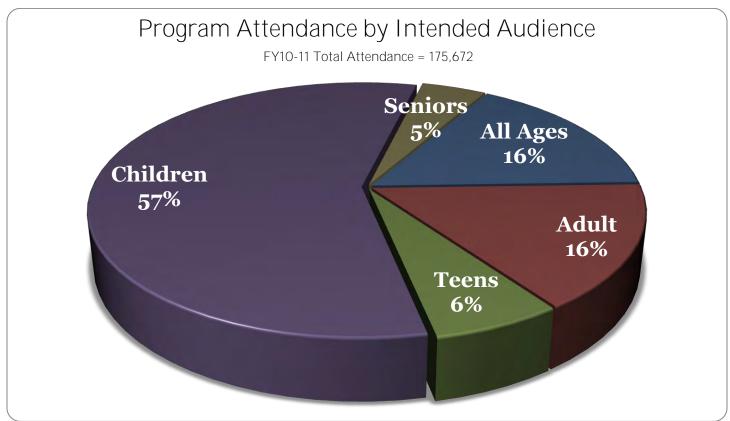




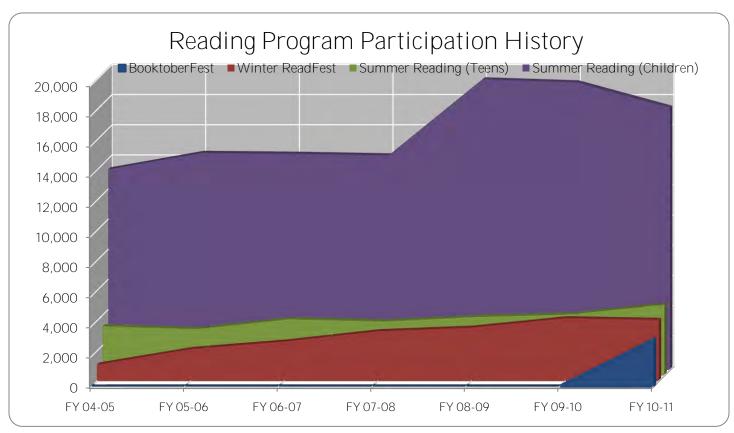
*ODL's Agent ILL system was discontinued in 2009 which eliminated many duplicate requests. ILL lending was also suspended for 2 months during the move to the service center.

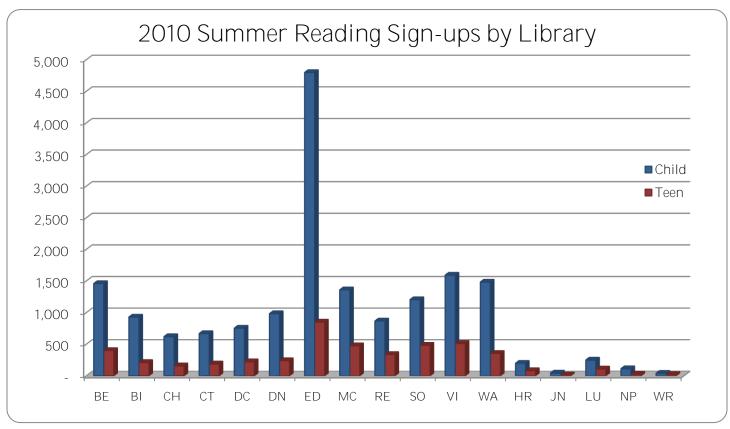
PROGRAM ATTENDANCE



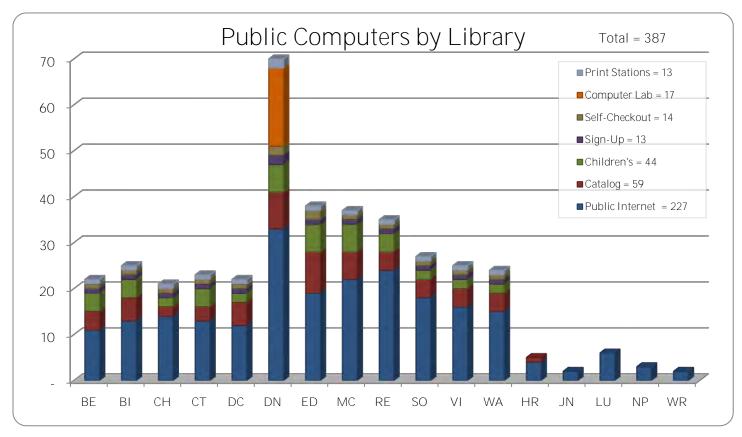


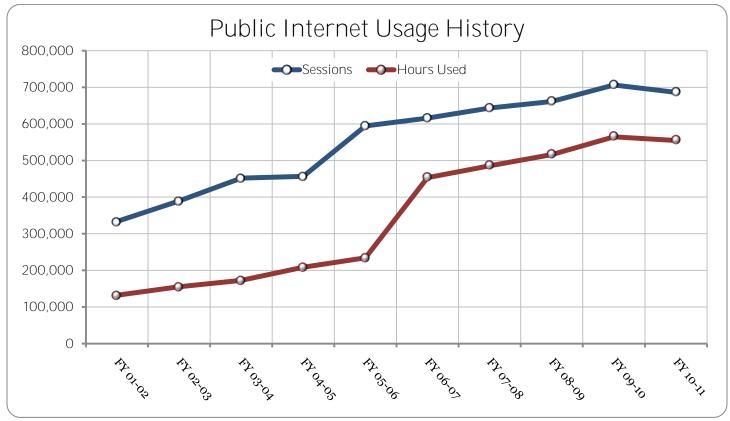
READING PROGRAMS





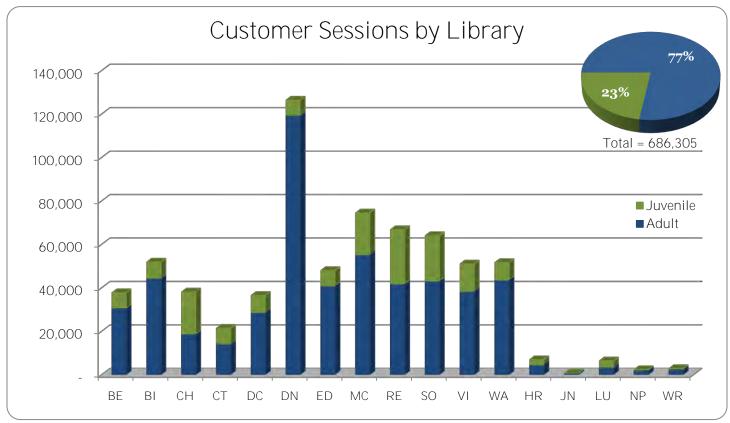
COMPUTER USAGE HISTORY



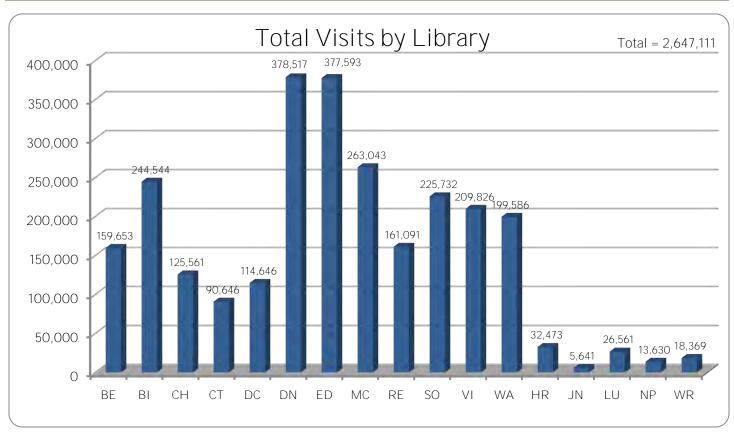


PUBLIC INTERNET USAGE



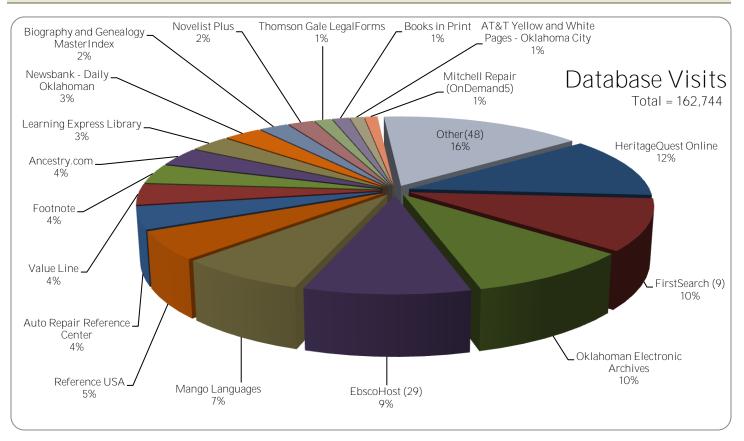


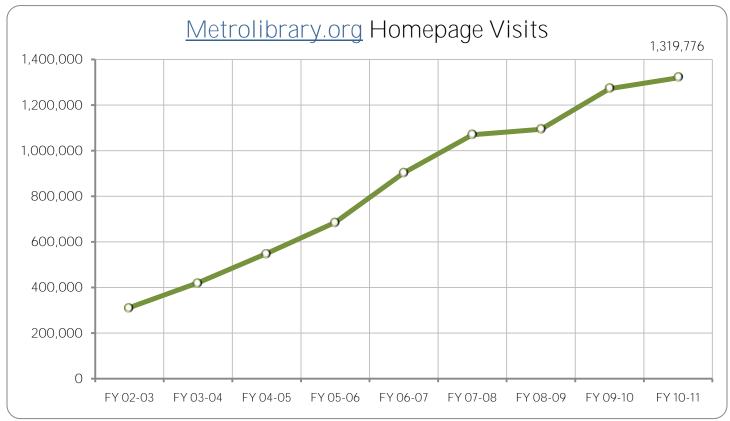
CUSTOMER VISITS



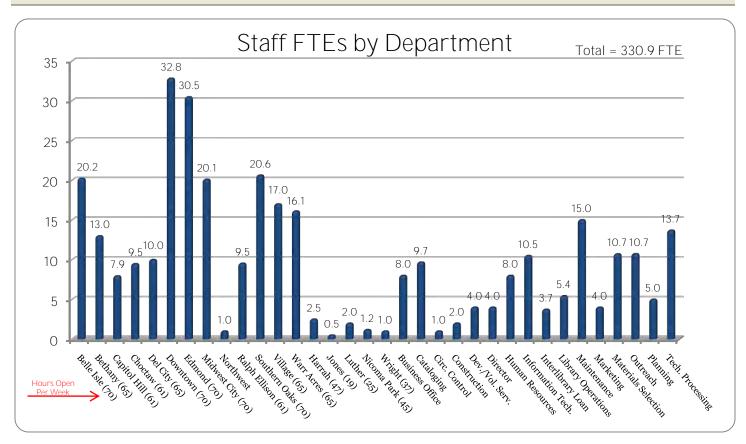


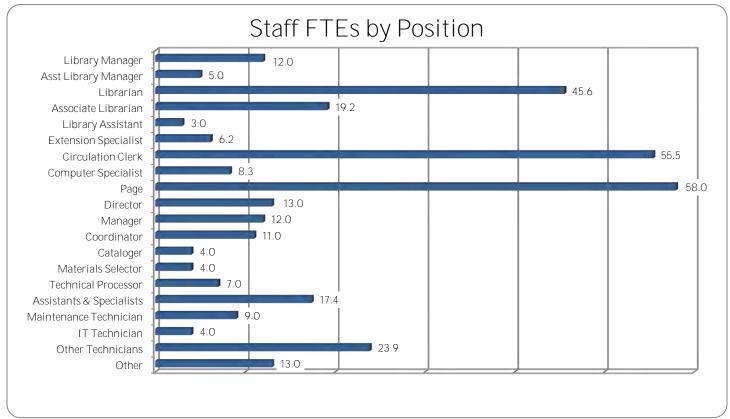
DATABASES AND WEBSITE





MLS STAFF





CONCLUSION

Fiscal year 2010-2011 marked the Metropolitan Library System's continuing expansion of library services in Oklahoma County. Facility improvements, increased materials holdings, additional electronic media and online content, and the introduction of new community programs represent ongoing projects which provide increased value to our community now and for the years to come.

Significant capital improvements have continued throughout the system during the 2010-2011 fiscal year. Southern Oaks Library was successfully transitioned to a temporary location in the Almonte Shopping Center at SW 59th & May, allowing for a comprehensive renovation of its regular space, and the Bethany Library received improvements as well. While certainly representing positive change for the system, these projects understandably contributed to a circulation and reserve decrease at these locations. Nevertheless, overall circulation decreased by only 0.49% to 6.08 million check-outs and reserves by only 0.78% to 0.98 million reserves filled, despite the closing of two full service libraries for 27 total days and the result of compensative gains in these areas.

Additionally, the Metropolitan Library System materials inventory continued to increase system wide, gaining 4.08%, over the previous fiscal year and totaling 1.257 million items. Most significantly, over 20,000 additional items were added to the collection being assembled in preparation for the Northwest Library. eMedia continues to constitute a rapidly growing portion of these figures, which now provides access to 18,838 items, a 211% increase over the previous fiscal year. In addition to this increase, 15,000 free, public domain titles were made available through a hyperlink on the eMedia Web page to the Project Gutenberg collection. In tandem, eMedia circulation increased by 166.3% over the same period; demonstrating not only the public's interest in this medium, but in its availability throughout the Metropolitan Library System.

Further, 18 additional databases were added to the MLS collection during fiscal year 2010-2011 and database visits increased 29.8% over the same period. Fiscal year 2010-2011 visits totaled 162,744, more than 37,000 greater than the previous fiscal year.

Finally, over 3,000 community members participated in the inaugural year of Booktober Fest, Metropolitan Library System's most recent addition to adult reading programs, which contributed significantly to a 7% increase in reading program popularity overall.

As has been clearly demonstrated through the data collected during fiscal year 2010-2011, the Metropolitan Library System continues to provide library services to the citizens of Oklahoma County in the variety of ways and formats in which they prefer. In the coming years, the Metropolitan Library System will continue to upgrade and expand its facilities, materials, and services in order to grow alongside the evolving needs of our diverse community.

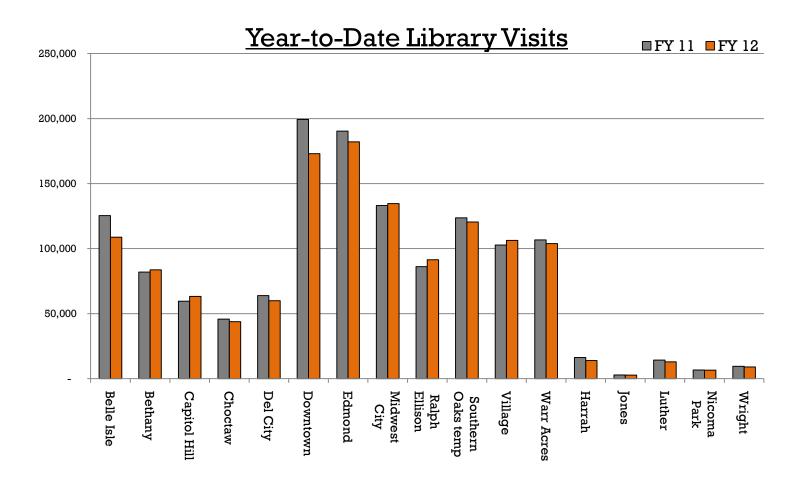
Prepared by: Planning Services

January 2012

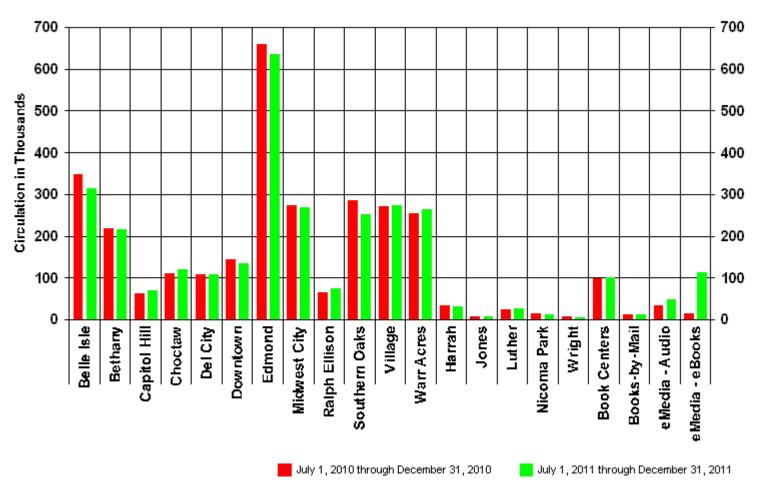
MLS Library Visits

July 1, 2011 - December 31, 2011 (50.00% of the 11-12 Fiscal Year)

December	FY	7 11	F	7 12	Pct. Ch	ange
<u>Library</u>	Month	<u>Year</u>	Month	Year	Month	Year
Belle Isle	18,304	125,411	13,493	108,739	-26.3%	-13.3%
Bethany	12,033	81,975	11,836	83,737	-1.6%	2.2%
Capitol Hill	9,220	59,561	9,687	63,281	5.1%	6.2%
Choctaw	6,291	45,739	6,160	43,760	-2.1%	-4.3%
Del City	8,370	63,818	8,928	59,945	6.7%	-6.1%
Downtown	28,026	199,329	23,459	173,029	-16.3%	-13.2%
Edmond	25,783	190,402	23,892	182,074	-7.3%	-4.4%
Midwest City	19,124	133,194	18,880	134,606	-1.3%	1.1%
Ralph Ellison	12,333	86,133	14,055	91,457	14.0%	6.2%
Southern Oaks temp	17,980	123,618	18,350	120,423	2.1%	-2.6%
Village	14,855	102,749	14,936	106,282	0.5%	3.4%
Warr Acres	14,904	106,668	14,292	103,853	-4.1%	-2.6%
Harrah	2,209	16,299	2,444	13,879	10.7%	-14.8%
Jones	401	2,825	369	2,692	-7.8%	-4.7%
Luther	1,928	14,292	1,719	12,941	-10.9%	-9.5%
Nicoma Park	1,109	6,624	1,032	6,487	-7.0%	-2.1%
Wright	1,823	9,528	1,716	8,984	-5.9%	-5.7%
Total	194,691	1,368,165	185,247	1,316,169	-4.9%	-3.8%



Circulation Gains and Losses



Circulation Gains and Losses

July 1, 2011 through December 31, 2011 (50.00% of the 11-12 Fiscal Year)

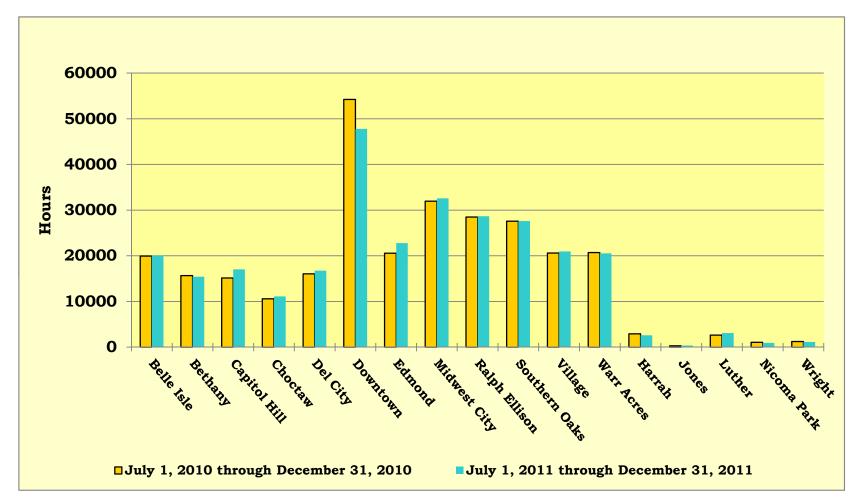
DECEMBER 31, 201	1	ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE <u>YEAR</u>	TOTAL MONTH	TOTAL <u>YEAR</u>	<u>%</u>
Belle Isle	11 12	41485 36047 -5438	267508 236901 - 30607	10313 9400 -913	81378 78461 -2917	51798 45447 - 6351	348886 315362 - 33524	-9.6
Bethany	11 12	23364 22281 - 1083	152547 148207 -4340	8422 8064 - 358	66678 68374 1696	31786 30345 - 1441	219225 216581 - 2644	-1.2
Capitol Hill	11 12	6129 6804 675	40926 44271 3345	3144 4019 875	21236 26406 5170	9273 10823 1550	62162 70677 8515	13.7
Choctaw	11 12	10460 12073 1613	68606 73424 4818	5168 6767 1599	41106 46057 4951	15628 18840 3212	109712 119481 9769	8.9
Del City	11 12	10996 11858 862	75503 77639 2136	4121 4270 149	33457 30317 - 3140	15117 16128 1011	108960 107956 - 1004	9
Downtown	11 12	15628 14532 -1096	110736 102075 - 8661	4210 4297 87	34380 33109 - 1271	19838 18829 -1009	145116 135184 -9932	-6.8
Edmond	11 12	56696 52749 -3947	387418 357785 - 29633	32837 32780 - 57	272638 277669 5031	89533 85529 -4004	660056 635454 - 24602	-3.7
Midwest City	11 12	29738 28694 - 1044	197608 189323 - 8285	9703 10655 952	76461 80224 3763	39441 39349 - 92	274069 269547 - 4522	-1.6
Ralph Ellison	11 12	7246 9205 1959	49137 54957 5820	1861 3605 1744	16688 18931 2243	9107 12810 3703	65825 73888 8063	12.2
Southern Oaks	11 12	31187 28119 -3068	210018 179663 - 30355	10088 10286 198	74760 73117 - 1643	41275 38405 - 2870	284778 252780 - 31998	-11.2
Village	11 12	28363 28090 - 273	187152 186542 - 610	10853 11020 167	84485 86408 1923	39216 39110 - 106	271637 272950 1313	.5
Warr Acres	11 12	26614 27216 602	179494 185578 6084	8683 9684 1001	75854 77868 2014	35297 36900 1603	255348 263446 8098	3.2

MLC - January 19, 2012 MLS - December 2011 Circulation Gains & Losses Prepared by: Information Technology Page 2 of 3

Circulation Gains and Losses

DECEMBER 31, 201	.1	ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE <u>YEAR</u>	TOTAL MONTH	TOTAL <u>YEAR</u>	<u>%</u>
EXTENSION LIBRAR	RIES:							
Harrah	11 12	3928 4350 422	23849 22687 - 1162	1302 1348 46	10315 9307 - 1008	5230 5698 468	34164 31994 -2170	-6.4
Jones	11 12	708 654 - 54	4934 4532 -402	364 221 - 143	2723 2451 -272	1072 875 - 197	7657 6983 - 674	-8.8
Luther	11 12	2610 2728 118	18140 17529 - 611	715 868 153	6523 7879 1356	3325 3596 271	24663 25408 745	3.0
Nicoma Park	11 12	1666 1318 - 348	11746 9490 - 2256	366 345 -21	3148 2798 - 350	2032 1663 - 369	14894 12288 - 2606	-17.5
Wright	11 12	1127 771 - 356	6238 4209 - 2029	347 253 -94	2015 1784 - 231	1474 1024 -450	8253 5993 - 2260	-27.4
OTHER:								
Book Centers	11 12	10206 10536 330	61244 62542 1298	6339 6297 -42	38086 38010 - 76	16545 16833 288	99330 100552 1222	1.2
Books-by-Mail	11 12	1931 2004 73	11350 12049 699	0 0 0	0 0 0	1931 2004 73	11350 12049 699	6.2
eMedia - Audio	11 12	5990 7737 1747	34792 47768 12976	0 0 0	0 0 0	5990 7737 1747	34792 47768 12976	37.3
eMedia - eBooks	11 12	4540 23061 18521	15599 111917 96318	0 0 0	0 0 0	4540 23061 18521	15599 111917 96318	617.5
TOTALS	11 12	320612 330827 10215	2114545 2129088 14543	118836 124179 5343	941931 959170 17239	439448 455006 15558	3056476 3088258 31782	1.0

Total Computer Hours Used by Library



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Total Computer Usage

		Month		Month		Month		Year		Year		Year	
	FY	Customers	%	Visits	%	Hours Used	%	Customers	%	Visits	%	Hours Used	%
BELLE ISLE	11	275		4,111		3,175.62		2,848		26,075		19,938.84	
	12	257		3,951		3,263.39		2,892		25,768		20,065.07	
		-18	-6.5	-160	-3.9	87.77	2.8	44	1.5	-307	-1.2	126.23	.6
BETHANY	11	218		3,020		2,537.98		2,262		20,180		15,665.38	
	12	224		2,952		2,448.60		2,417		19,738		15,407.17	
		6	2.8	-68	-2.3	-89.38	-3.5	155	6.9	-442	-2.2	-258.21	-1.6
CAPITOL HILL	11	210		2,983		2,442.95		2,129		19,175		15,129.04	
	12	233		3,489		2,861.44		2,522		21,603		17,035.30	
		23	11.0	506	17.0	418.49	17.1	393	18.5	2,428	12.7	1,906.26	12.6
CHOCTAW	11	74		1,662		1,732.69		1,224		11,205		10,574.51	
	12	91		1,559		1,694.57		1,189		10,429		11,103.16	
		17	23.0	-103	-6.2	-38.12	-2.2	-35	-2.9	-776	-6.9	528.65	5.0
DEL CITY	11	173		2,834		2,535.95		2,100		19,298		16,043.16	
	12	189		3,601		2,716.88		2,092		21,848		16,731.12	
		16	9.2	767	27.1	180.93	7.1	-8	4	2,550	13.2	687.96	4.3
DOWNTOWN	11	235		10,483		8,697.03		2,860		69,088		54,220.92	
	12	193		9,127		7,776.49		2,706		60,670		47,792.41	
		-42	-17.9	-1,356	-12.9	-920.54	-10.6	-154	-5.4	-8,418	-12.2	-6,428.51	-11.9
EDMOND	11	249		3,713		3,224.55		2,928		24,684		20,576.31	
	12	249		3,601		3,725.93		3,087		25,495		22,782.19	
			.0	-112	-3.0	501.38	15.5	159	5.4	811	3.3	2,205.88	10.7
MIDWEST CITY	11	387		5,940		5,055.32		4,186		38,340		31,953.49	
	12	368		6,043		5,079.23		4,241		41,101		32,589.67	
		-19	-4.9	103	1.7	23.91	.5	55	1.3	2,761	7.2	636.18	2.0
RALPH ELLISON	11	223		6,002		4,679.07		2,741		35,960		28,493.07	
	12	266		6,166		4,770.85		3,250		36,486		28,655.62	
		43	19.3	164	2.7	91.78	2.0	509	18.6	526	1.5	162.55	.6

Total Computer Usage

July 1, 2011 through December 31, 2011 (50.00% of the 11-12 Fiscal Year)

		Month		Month		Month		Year		Year		Year	
	FY	Customers	%	Visits	%	Hours Used	%	Customers	%	Visits	%	Hours Used	%
SOUTHERN OAKS	11	379		5,447		4,419.36		4,207		35,808		27,564.52	
	12	372		5,373		4,408.71		3,630		34,312		27,607.30	
		-7	-1.8	-74	-1.4	-10.65	2	-577	-13.7	-1,496	-4.2	42.78	.2
VILLAGE	11	290		4,078		3,298.04		3,163		26,328		20,607.19	
	12	275		4,056		3,395.96		3,365		26,155		20,959.77	
		-15	-5.2	-22	5	97.92	3.0	202	6.4	-173	7	352.58	1.7
WARR ACRES	11	246		4,244		3,266.35		2,647		26,922		20,695.15	
	12	238		3,893		3,116.08		2,678		27,119		20,538.31	
		-8	-3.3	-351	-8.3	-150.27	-4.6	31	1.2	197	.7	-156.84	8
HARRAH	11	37		488		449.04		359		3,468		2,908.69	
	12	31		544		460.00		343		3,060		2,608.79	
		-6	-16.2	56	11.5	10.96	2.4	-16	-4.5	-408	-11.8	-299.90	-10.3
JONES	11	4		59		47.26		43		363		291.54	
	12	1		57		59.20		49		366		342.07	
		-3	-75.0	-2	-3.4	11.94	25.3	6	14.0	3	.8	50.53	17.3
LUTHER	11	29		457		400.19		424		3,304		2,616.02	
	12	23		427		406.84		343		3,230		3,079.88	
		-6	-20.7	-30	-6.6	6.65	1.7	-81	-19.1	-74	-2.2	463.86	17.7
NICOMA PARK	11	6		181		183.28		135		1,159		1,054.95	
	12	14		149		137.29		116		946		912.75	
		8	133.3	-32	-17.7	-45.99	-25.1	-19	-14.1	-213	-18.4	-142.20	-13.5
WRIGHT	11	15		232		195.98		116		1,450		1,236.03	
	12	26		246		189.93		173		1,434		1,116.14	
		11	73.3	14	6.0	-6.05	-3.1	57	49.1	-16	-1.1	-119.89	-9.7
TOTAL	11	3,050		55,934		46,340.66		34,372		362,807		289,568.81	
	12	3,050		55,234		46,511.39		35,093		359,760		289,326.72	
			.0	-700	-1.3	170.73	.4	721	2.1	-3,047	8	-242.09	1

MLC - January 19, 2012

Prepared by: Information Technology Page 4 of 8

Computer Usage by Adult Customers

		Month		Month		Month		Year		Year		Year	
	FY	Customers	%	Visits	%	Hours Used	%	Customers	%	Visits	%	Hours Used	%
BELLE ISLE	11	228		3,530		2,739.25		2,387		22,112		16,997.26	
	12	230		3,521		2,913.33		2,435		22,578		17,667.67	
		2	.9	-9	3	174.08	6.4	48	2.0	466	2.1	670.41	3.9
BETHANY	11	178		2,466		2,069.84		1,811		16,337		12,699.49	
	12	198		2,417		2,009.36		1,974		15,760		12,342.15	
		20	11.2	-49	-2.0	-60.48	-2.9	163	9.0	-577	-3.5	-357.34	-2.8
CAPITOL HILL	11	139		1,407		1,294.97		1,262		9,017		7,842.62	
	12	148		1,773		1,535.15		1,529		10,714		9,176.62	
		9	6.5	366	26.0	240.18	18.5	267	21.2	1,697	18.8	1,334.00	17.0
CHOCTAW	11	52		1,033		954.12		895		7,646		7,041.37	
CHOCHI.	12	67		1,078		1,125.62		849		7,122		7,121.48	
	12	15	28.8	45	4.4	171.50	18.0	-46	-5.1	-524	-6.9	80.11	1.1
DEL CITY	11	131		2,177		1,968.28		1,627		15,145		12,661.14	
DEL CITT	12	161		2,177		2,256.65		1,641		17,575		13,540.18	
	12	30	22.9	742	34.1	288.37	14.7	1,041 14	.9	2,430	16.0	879.04	6.9
DOWNTOWN	11	001		0.056		0.020 E1		0.460		65,093		F0 087 F0	
DOWNTOWN		201		9,956		8,238.51		2,469		,		50,987.52	
	12	161 -40	10.0	8,725	10.4	7,448.77	0.6	2,362	4.0	57,933	11.0	45,576.93	10.6
		-40	-19.9	-1,231	-12.4	-789.74	-9.6	-107	-4.3	-7,160	-11.0	-5,410.59	-10.6
EDMOND	11	210		3,225		2,777.39		2,437		20,914		17,362.25	
	12	201		3,063		3,142.35		2,588		21,511		19,207.08	
		-9	-4.3	-162	-5.0	364.96	13.1	151	6.2	597	2.9	1,844.83	10.6
MIDWEST CITY	11	309		4,131		3,588.35		3,311		28,491		24,189.34	
	12	269		4,469		3,812.92		3,364		29,978		24,256.10	
		-40	-12.9	338	8.2	224.57	6.3	53	1.6	1,487	5.2	66.76	.3
RALPH ELLISON	11	168		3,507		2,967.83		2,062		21,469		18,211.60	
	12	194		3,873		3,167.87		2,398		22,977		19,254.86	
		26	15.5	366	10.4	200.04	6.7	336	16.3	1,508	7.0	1,043.26	5.7

Computer Usage by Adult Customers

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	11	289		3,904		3,194.43		3,120		24,520		19,311.82	
	12	294		3,708		3,088.07		2,658		23,679		19,601.29	
		5	1.7	-196	-5.0	-106.36	-3.3	-462	-14.8	-841	-3.4	289.47	1.5
VILLAGE	11	214		3,048		2,470.06		2,496		19,801		15,659.04	
	12	210		2,787		2,330.26		2,698		19,134		15,440.99	
		-4	-1.9	-261	-8.6	-139.80	-5.7	202	8.1	-667	-3.4	-218.05	-1.4
WARR ACRES	11	218		3,466		2,640.02		2,205		22,320		17,046.96	
	12	191		3,096		2,475.54		2,217		21,869		16,519.79	
		-27	-12.4	-370	-10.7	-164.48	-6.2	12	.5	-451	-2.0	-527.17	-3.1
HARRAH	11	29		357		313.15		244		2,288		1,876.17	
	12	22		355		290.16		241		1,948		1,564.13	
		-7	-24.1	-2	6	-22.99	-7.3	-3	-1.2	-340	-14.9	-312.04	-16.6
JONES	11	3		44		36.72		26		284		238.18	
	12	1		57		59.20		33		317		310.96	
		-2	-66.7	13	29.5	22.48	61.2	7	26.9	33	11.6	72.78	30.6
LUTHER	11	17		203		172.06		213		1,510		1,223.89	
	12	13		251		205.07		182		1,739		1,665.17	
		-4	-23.5	48	23.6	33.01	19.2	-31	-14.6	229	15.2	441.28	36.1
NICOMA PARK	11	3		150		158.98		97		959		913.86	
	12	8		124		122.07		92		827		808.28	
		5	166.7	-26	-17.3	-36.91	-23.2	-5	-5.2	-132	-13.8	-105.58	-11.6
WRIGHT	11	7		194		174.36		79		1,134		1,010.35	
	12	20		143		122.52		122		972		803.62	
		13	185.7	-51	-26.3	-51.84	-29.7	43	54.4	-162	-14.3	-206.73	-20.5
TOTAL	11	2,396		42,798		35,758.32		26,741		279,040		225,272.86	
	12	2,388		42,359		36,104.91		27,383		276,633		224,857.30	
		-8	3	-439	-1.0	346.59	1.0	642	2.4	-2,407	9	-415.56	2

Computer Usage by Minor Customers

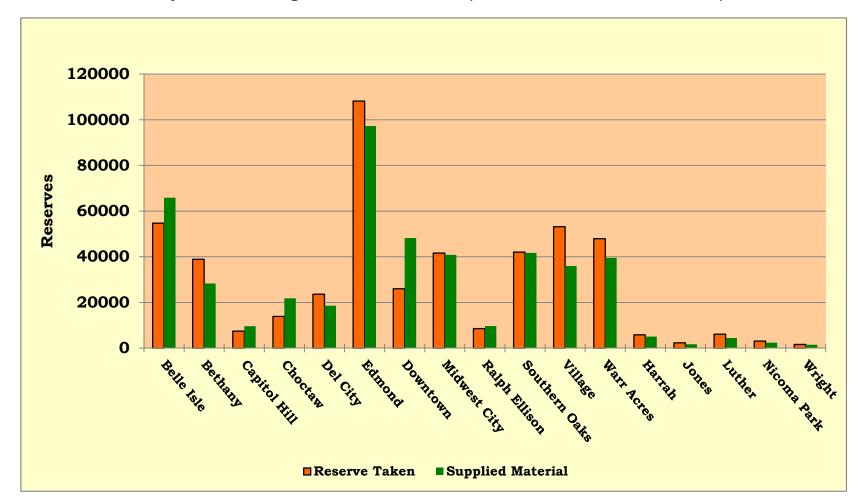
		Month		Month		Month		Year		Year		Year	
	FY	Customers	%	Visits	%	Hours Used	%	Customers	%	Visits	%	Hours Used	%
BELLE ISLE	11	47		581		436.37		461		3,963		2,941.58	
	12	27		430		350.06		457		3,190		2,397.40	
		-20	-42.6	-151	-26.0	-86.31	-19.8	-4	9	-773	-19.5	-544.18	-18.5
BETHANY	11	40		554		468.14		451		3,843		2,965.89	
	12	26		535		439.24		443		3,978		3,065.02	
		-14	-35.0	-19	-3.4	-28.90	-6.2	-8	-1.8	135	3.5	99.13	3.3
CAPITOL HILL	11	71		1,576		1,147.98		867		10,158		7,286.42	
	12	85		1,716		1,326.29		993		10,889		7,858.68	
		14	19.7	140	8.9	178.31	15.5	126	14.5	731	7.2	572.26	7.9
CHOCTAW	11	22		629		778.57		329		3,559		3,533.14	
ciiociii	12	24		481		568.95		340		3,307		3,981.68	
		2	9.1	-148	-23.5	-209.62	-26.9	11	3.3	-252	-7.1	448.54	12.7
DEL CITY	11	42		657		567.67		473		4,153		3,382.02	
222 0111	12	28		682		460.23		451		4,273		3,190.94	
		-14	-33.3	25	3.8	-107.44	-18.9	-22	-4.7	120	2.9	-191.08	-5.6
DOWNTOWN	11	34		527		458.52		391		3,995		3,233.40	
20	12	32		402		327.72		344		2,737		2,215.48	
		-2	-5.9	-125	-23.7	-130.80	-28.5	-47	-12.0	-1,258	-31.5	-1,017.92	-31.5
EDMOND	11	39		488		447.16		491		3,770		3,214.06	
	12	48		538		583.58		499		3,984		3,575.11	
		9	23.1	50	10.2	136.42	30.5	8	1.6	214	5.7	361.05	11.2
MIDWEST CITY	11	78		1,809		1,466.97		875		9,849		7,764.15	
	12	99		1,574		1,266.31		877		11,123		8,333.57	
	12	21	26.9	- 235	-13.0	- 200.66	-13.7	2	.2	1,274	12.9	569.42	7.3
RALPH ELLISON	11	55		2,495		1,711.24		679		14,491		10,281.47	
MALITE ELLISON	12	72		2,493		1,602.98		852		13,509		9,400.76	
	14	17 17	30.9	- 202	-8.1	-108.26	-6.3	1 73	25.5	- 982	-6.8	- 880.71	-8.6

Computer Usage by Minor Customers

		Month		Month		Month		Year		Year		Year	
	FY	Customers	%	Visits	%	Hours Used	%	Customers	%	Visits	%	Hours Used	%
SOUTHERN OAKS	11	90		1,543		1,224.93		1,087		11,288		8,252.70	
	12	78		1,665		1,320.64		972		10,633		8,006.01	
		-12	-13.3	122	7.9	95.71	7.8	-115	-10.6	-655	-5.8	-246.69	-3.0
VILLAGE	11	76		1,030		827.98		667		6,527		4,948.15	
	12	65		1,269		1,065.70		667		7,021		5,518.78	
		-11	-14.5	239	23.2	237.72	28.7		.0	494	7.6	570.63	11.5
WARR ACRES	11	28		778		626.33		442		4,602		3,648.19	
	12	47		797		640.54		461		5,250		4,018.52	
		19	67.9	19	2.4	14.21	2.3	19	4.3	648	14.1	370.33	10.2
HARRAH	11	8		131		135.89		115		1,180		1,032.52	
	12	9		189		169.84		102		1,112		1,044.66	
		1	12.5	58	44.3	33.95	25.0	-13	-11.3	-68	-5.8	12.14	1.2
JONES	11	1		15		10.54		17		79		53.36	
	12					.00		16		49		31.11	
		-1	-100.0	-15	-100.0	-10.54	-100.0	-1	-5.9	-30	-38.0	-22.25	-41.7
LUTHER	11	12		254		228.13		211		1,794		1,392.13	
	12	10		176		201.77		161		1,491		1,414.71	
		-2	-16.7	-78	-30.7	-26.36	-11.6	-50	-23.7	-303	-16.9	22.58	1.6
NICOMA PARK	11	3		31		24.30		38		200		141.09	
	12	6		25		15.22		24		119		104.47	
		3	100.0	-6	-19.4	-9.08	-37.4	-14	-36.8	-81	-40.5	-36.62	-26.0
WRIGHT	11	8		38		21.62		37		316		225.68	
	12	6		103		67.41		51		462		312.52	
		-2	-25.0	65	171.1	45.79	211.8	14	37.8	146	46.2	86.84	38.5
TOTAL	11	654		13,136		10,582.34		7,631		83,767		64,295.95	
	12	662		12,875		10,406.48		7,710		83,127		64,469.42	
		8	1.2	-261	-2.0	-175.86	-1.7	79	1.0	-640	8	173.47	.3

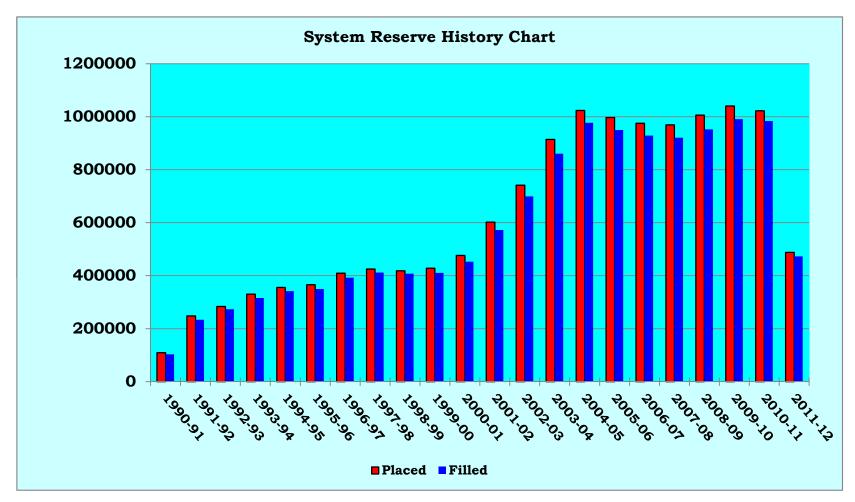
System Reserve Report

July 1, 2011 through December 31, 2011 (50.00% of the 11-12 Fiscal Year)



System Reserve Report

July 1, 2011 through December 31, 2011 (50.00% of the 11-12 Fiscal Year)



System Reserves Report

ouly 1, 2011 c	iiougii D	Month	Year	70 70 01	Month	Year	
		Placed	Placed	%	Filled	Filled	%
BELLE ISLE	11	9,041	64,085	70	9,005	60,864	70
2222 1022	12	7,708	54,699		7,620	52,593	
		-1,333	-9,386	-14.6	-1,385	-8,271	-13.6
		_,	2,222		_,	-,	
BETHANY	11	5,661	39,383		5,763	38,178	
	12	5,714	38,862		5,601	36,919	
		53	-521	-1.3	-162	-1,259	-3.3
CAPITOL HILL	11	1,045	6,770		1,026	6,497	
	12	1,058	7,454		1,102	7,319	
		13	684	10.1	76	822	12.7
OLIO OTTA III	1.1	0.057	14.470		1.070	12.020	
CHOCTAW	11	2,057	14,478		1,970	13,930	
	12	1,994	13,899	4.0	2,025	13,413	
		-63	-579	-4.0	55	-517	-3.7
DEL CITY	11	3,268	23,768		3,311	22,741	
	12	3,390	23,601		3,235	21,440	
		122	-167	7	-76	-1,301	-5.7
EDMOND	11	16,008	117,503		16,013	113,775	
LDMOND	12	14,475	108,206		14,684	105,314	
	14	-1,533	-9,297	-7.9	-1,329	-8,461	-7.4
D OMBITTO MBI		2.444	26.017		2.500	25 500	
DOWNTOWN	11	3,444	26,817		3,509	25,599	
	12	4,075	25,973	0.1	4,050	25,088	0.0
		631	-844	-3.1	541	-511	-2.0
MIDWEST CITY	11	6,385	44,555		6,357	42,762	
	12	6,363	41,631		6,416	40,487	
		-22	-2,924	-6.6	59	-2,275	-5.3
RALPH ELLISON	11	1,187	8,355		1,230	8,102	
	12	1,527	8,558		1,419	8,200	
		340	203	2.4	189	98	1.2
SOUTHERN OAKS	11	7,477	51,992		7,541	49,781	
	12	6,200	42,063		6,109	40,416	
		-1,277	-9,929	-19.1	-1,432	-9,365	-18.8
VILLAGE	11	8,060	54,396		7,937	52,346	
	12	7,478	53,203		7,708	51,697	
		-582	-1,193	-2.2	-229	-649	-1.2
WARR ACRES	11	6,269	48,064		6,620	46,721	
~	12	6,489	47,926		6,492	46,539	
	=	220	-138	3	-128	-182	4
			100				• •

System Reserves Report

		Month	Year		Month	Year	
		Placed	Placed	%	Filled	Filled	%
HARRAH	11	1,102	7,394		1,129	7,160	
	12	984	5,804		949	5,597	
	12	- 118	- 1,590	-21.5	-180	- 1,563	-21.8
		-	,			,	
JONES	11	283	1,970		312	1,948	
	12	326	2,317		333	2,288	
		43	347	17.6	21	340	17.5
LUTHER	11	754	6,318		788	6,019	
	12	750	6,117		857	6,101	
		-4	-201	-3.2	69	82	1.4
NICOMA PARK	11	595	3,777		563	3,603	
	12	403	3,070		460	3,029	
		-192	-707	-18.7	-103	-574	-15.9
WRIGHT	11	295	1,715		297	1,662	
	12	292	1,642		324	1,622	
		-3	-73	-4.3	27	-40	-2.4
BOOKS-BY-MAIL	11	780	5,121		767	4,915	
BOOKS-B1-WIND	12	777	4,940		784	4,828	
	12	-3	-181	-3.5	17	-87	-1.8
TOTAL	11	73,711	526,461		74,138	506,603	
1011111	12	70,003	489,965		70,168	472,890	
	14	- 3,708	- 36,496	-6.9	- 3,970	-33,713	-6.7

EXECUTIVE DIRECTOR'S REPORT JANUARY 2012

Southern Oaks Art

The committee charged with selecting public art for the Southern Oaks Library met on Monday, January 9th, to hear presentations from the three finalists that were selected earlier. The concepts and presentations from all three artists were outstanding and it was a very difficult choice. In the end, we chose local artist, Joe Slack, whose concept was the near unanimous choice of the committee based on the criteria for selection. The committee consisted of Fran Cory, Metropolitan Library Commission Chair, Sue Anne Hyde, community volunteer, Scott Dedmon, ADG architects, Randy Wayland, Southern Oaks Manager of Library Operations, Lloyd Lovely, DED for Finance/Support and Donna Morris, Executive Director.

Debbie Williams, State Director of Art for Public Places, Diane Sarantakos, Development Director, and Chris Carroll, Development office, organized and facilitated the process and were of great assistance to the committee.

ALA Midwinter Meeting

Several MLS staff members will travel to Dallas for the American Library Association's Midwinter meeting. All staff members attending are chairing or are members of ALA or ALA division committees. Lloyd Lovely, DED for Finance/Support will be attending the exhibits only to view some of the vendors and their products since the conference is nearby. In addition, commission member, Cindy Friedemann will be attending meetings of ALTAFF, the trustee and friends section, and Friends of the Library President Steve Bolton will be making a presentation to the ALTAFF group.

Newly Budgeted Services to begin soon

1. Playaway

Later this month, MLS will begin offering our customers books in an all-in-one audiobook format called Playaway. A Playaway is a small digital audio player with a pre-loaded book. It has a place for a universal jack to make listening easy through headphones, speakers or a car stereo system. The Playaway's small size, ultra-portability and easy-to use technology make it a convenient alternative to books on compact disc and it can be used by customers who do not have the equipment needed to download emedia. Playaway collections will initially be available at five pilot project libraries: Capitol Hill, Del City, Downtown, Village and Warr Acres. However, they can be reserved and sent to any library for pickup. There will also be a Playaway collection at the Northwest Library when it opens. If the format proves to be popular, collections may be added at other locations in the next fiscal year.

2. Additional Service Hours

As approved in the FY 12 budget, MLS will be adding operating hours this spring at all 12 full-service libraries, 5 extension libraries as well as opening a new full-service library. The following hours will be added:

- Sunday hours added for Bethany, Choctaw, Capitol Hill, Del City, Ralph Ellison, Village, Warr Acres
- An additional hour from 8:00pm -9:00pm for Choctaw, Capitol Hill, Ralph Ellison
- Saturday hours will increase at Jones & Wright to match others.
- Wright's weekday opening time will be 9:30 instead of 10 and its Friday & Saturday closing time will be 5:00 instead of 3:00.

• Northwest hours will have the same hours as the other full-service libraries. MLS total hours open to the public moves from 973.5 to 1101.5, an increase of 128 hours.

State Aid allotment announced

We received notification of our annual state aid amount from the Oklahoma Department of Libraries in the amount of \$286, 699.00. We will receive it in two increments over the next 6 months. This amount is lower than in previous years due to reductions to state agency budgets.

DIRECTOR OUTREACH ACTIVITIES

- Attend Rotary 29 Club Meetings
- OLA Legislative Meeting
- Attend PLDC Committee Meetings
- Southern Oaks Library Public Arts Meeting
- Attend Annual OKC Chamber Meeting
- ♣ Tour Northwest Library Site
- OLA Nominating Committee Meeting

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Michael Fresonke presents Joyful Music Guitar Concert

Saturday, February 4, 2012 Time: 2:00pm-3:00pm Location: Edmond

All Ages

Edmond native Michael Fresonke will present a guitar concert featuring works for solo classical guitar. The music moods will range from fun to spiritual. A highlight of the concert will be Fresonke's presentation of Little Suite in A Major, a work he recently composed and is recording

Rhythmically Speaking presents Sitting In with Clara

Tuesday, February 7, 2012 Time: 1:00pm-2:00pm Location: Capitol Hill Ages 8 to Adults

Members of the Youth Council of the NAACP and Clara Luper sat down at Katz Drug Store on August 19, 1958 and ordered a Coke®. This was one of many sit-in protests in Oklahoma City which resulted in the Integration of Katz Drug Store, Split-T Drive-in, the Skirvin Hotel and hundreds of other businesses. "I'm gonna sit in with Clara 'cause I can't stand for this anymore".

Cosponsor: Friends of the Metropolitan Library System, Oklahoma Arts Council, National Endowment for the Arts. *This program will be shown at several libraries during February.*

Fight the Internet Bad Guys and Win

Monday, February 13, 2012 Time: 6:30pm-7:30pm Location: Belle Isle

Adults

Internet criminals are out there, working to steal your stuff, or to use your computer behind your back to steal other people's stuff. In his free workshop, computer security expert Dave Moore will expose the bad guy's schemes, teaching you how to Fight the Internet Bad Guys and Win. Cosponsors: Friends of Libraries in Oklahoma and Oklahoma City Community Foundation.

Lawn Management with Ray Ridlen

Thursday, February 16, 2012

Time: 1:30pm-3:00pm Location: Midwest City

Adults

Probably nothing makes more of a difference in a landscape than a beautiful lawn. The Midwest City Library and Ray Ridlen from OSU/OKC will give attendees the skills and know-how they need to establish and care for a lush, weed-free, green lawn. To attend, please register at 405-732-4828 or contact the Information Desk.

Co-Sponsor: OSU/OKC Extension

Artist Talk: Eric Humphries- "Is the Whole World on Fire?"

Thursday, February 16, 2012

Time: 6:30pm-7:30pm Location: Ralph Ellison

All Ages

Join artist Eric Humphries as he discusses his research surrounding the Tulsa Race Riots and his art exhibit: "Is the Whole World on Fire? An Artistic Interpretation of the Tulsa Race Riot 1921". Humphries' work is on display all month long at the Ralph Ellison Library.

All In Order with Charlotte Hayes

Saturday, February 25, 2012 Time: 10:00am-12:00pm Location: Warr Acres

Adults

Join Charlotte Hayes, retired professional organizer, author and teacher as she helps you laugh and learn the 7 steps to successful organization. Find out about the different techniques based on your needs and start bringing All into Order.

Much Ado About Nothing

Saturday, February 25, 2012 Time: 1:00pm-4:00pm Location: Downtown

Ages 12 to Adult

The very first production independently produced by founder and artistic director, Tyler Woods' *Much Ado About Nothing* was first performed in 2000 in Edmond, Oklahoma. Told with all of the love and care of the original production, Woods hopes to bring further innovation into this lively look at love and deceit set in 1860 Italy. Co-Sponsor: Reduxion Theatre, Oklahoma Arts Council, National Endowment for the Arts.