



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

Thursday, February 16, 2012, 3:30 p.m.  
Belle Isle Library  
5501 N. Villa  
Oklahoma City, OK 73112  
(Telephone: 843-9601)

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 – 3:35 pm INTRODUCTIONS**

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

### **3:35 – 3:45 pm CONSENT DOCKET (#74 - #76)**

- Document #74 – Approval of Minutes of January 19, 2012 Meeting
- Document #75 – Acceptance of Review of Expenditures for January 2012
- Document #76 – Contract Awards & Purchases
  - Item A: Carpet Installation at Del City and Warr Acres Libraries
  - Item B: Chairs for Downtown Library
  - Item C: Minivan
  - Item D: Roof Replacement for Bethany Library

### **3:45 – 4:15 pm SPECIAL PRESENTATIONS**

- *Friends Annual Booksale* – Joe McReynolds, Booksale Coordinator
- *Teen Events in March* – Emily Williams, Outreach Services

### **4:15 – 4:30 pm INFORMATION REPORTS**

- Document #77 - MLS January 2012 Library Visits Report
- Document #78 – MLS January 2012 Circulation Report
- Document #79 – MLS January 2012 Computer Usage Report
- Document #80 – MLS January 2012 System Reserve Report

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

### **4:45 – 4:50 pm COMMISSION CHAIR'S REPORT**

- MLC 2012 Standing Committee Assignments

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

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

March 15, 2012  
Midwest City Library, 8143 E. Reno , Midwest City, OK 73110

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

DATE: January 19, 2012      TIME: 3:30 pm

MEETING PLACE: Ralph Ellison 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 Ralph Ellison Library 2000 NE 23<sup>rd</sup> and Downtown Library, 300 Park Avenue, Oklahoma City, on January 17, 2012, in conformity with the Oklahoma Open Meeting Act §311.**

**Members**

PRESENT:

Bose' Akadiri  
Nancy Anthony, Disbursing Agent  
Ralph Bullard  
Deanna Hannah  
Helene Harpman  
Carolyn Leslie  
Penny McCaleb  
Tracy McDaniel  
Lori Nelson  
Mukesh Patel  
Kim Patterson  
Vanna Shaw  
Jim Shonts  
Judy Smith, Vice-Chair  
Beth Toland  
Ray Vaughn  
Greg Womack  
Fran Cory, Chair  
Donna Morris, Executive Director  
**(Secretary)**

EXCUSED:

Mick Cornett, Mayor of Oklahoma City  
Cynthia Friedemann  
Rozz Grigsby  
Jose Jimenez  
Tracy McGehee  
Brenda Palmer  
Hugh Rice  
Alyne Strube  
Susan Tucker

Estimate of general public and staff attending: 25

- I.** The meeting was called to order at 3:30 p.m. by Mrs. Fran Cory, Chair.
- II.** Roll was called to establish a quorum. Present: Anthony, Hannah, Harpman, Leslie, McCaleb, McDaniel, Patel, Patterson, Shaw, Shonts, Smith, Toland, Vaughn, Womack, Cory (Arrived: Akadiri, 3:31; Bullard, 3:31; Nelson, 3:49).
- III.** Mrs. Cory introduced Mr. Michael Owens, Manager of the Ralph Ellison Library. Mr. Owens welcomed the Commission and provided them with information on the current events at Ralph Ellison. Mr. Owens invited commissioners to attend the unveiling of "*The Invisible Royalty*" sculpture, celebrating the work of Ralph Ellison, by artist David Phelps. The unveiling will take place on February at 3 p.m.
- IV.** Mrs. Cory called for Presentation of Service Certificates for January 2012: Greg Bennett, Serials Technician, Downtown~15 years; Jennifer Adkission, Circulation Clerk, Northwest~10 years; Sharon Bish, Librarian, Downtown~10 years; Laura McMurtry, Computer Operator, Information Technology~10 years; Nathan Clymer, Computer Specialist, Southern Oaks~5 years; Matthew Cotter, IT Technician, Information Technology~5 years; Paige Nifong, Library Aide, Harrah~5 years.
- V.** Mrs. Cory called for comments from the general public. There were none.
- VI.** Mrs. Cory presented the Consent Docket: Document #63 – Approval of Minutes of December 8, 2011; Document #64 – Acceptance of Review of Expenditures for December 2011; Document #65 – Contract Awards and Purchases.

Mrs. Cory called for a motion and second subject to individual consideration.

**Mrs. Nancy Anthony moved to accept the consent docket. Mrs. Carolyn Leslie seconded. No further discussion; motion passed unanimously.**

- VII.** Mrs. Cory referred to the Committee Reports: Document #66 – Discussion, Consideration, and Possible Action – Report and Recommendations from Nominating Committee Meeting, January 9, 2012~ Jose Jimenez, Chair.

In the absence of Mr. Jimenez, Mrs. Beth Toland provided a list of recommendations of officers for the 2012 term of the Library Commission. The committee did contact each of the selected officers and they have agreed to serve.

**The motion coming from the Nominating Committee is to elect Mrs. Fran Cory, Chair; Mrs. Judy Smith, Vice-Chair; and Mrs. Nancy Anthony, Disbursing Agent to serve one-year terms for the Metropolitan Library Commission. A motion coming from Committee requires no second. Motion passed unanimously.**

- VIII.** Mrs. Cory referred to Special Presentation.

Mrs. Cory called on Ms. Kim Terry, Director of Marketing and Communication, to present the *MLS 2011 Annual Report*. Ms. Terry stated this year's Annual Report was included in the library's *Info* magazine. A separate document of the report was also included in the commission packets. The report highlights a few of the special things we've been doing and plan to do in the months' ahead as well as financial information. Questions and Discussion followed.

Mrs. Cory called on Mr. Todd Olberding, Director Construction Management. Mr. Olberding presented a *Virtual Tour* slideshow of various MLS construction projects happening across the system. Questions and discussion followed.

- IX.** Mrs. Cory called on Mrs. Morris to present the Information Reports.

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

Questions and discussion followed.

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

The committee charged with selecting public art for the Southern Oaks Library met on Monday, January , to hear presentations from the three selected finalists. The concepts and presentations from all three artists were outstanding and it was a very difficult choice. The committee selected local artist, Joe Slack, whose concept was the near unanimous choice based on the criteria for selection. A mock-up of the selected art was unveiled to the commission. Questions and discussion followed.

Several staff members will be going to Dallas for the American Library Association Midwinter meeting. Commission member, Cindy Friedemann will be attending, as well as Friends of the Library President, Steve Bolton, who will be making a presentation to the ALTAFF group at the midwinter meeting.

The Playaway service will be beginning later this month, and will initially be available at five pilot project libraries: Capitol Hill, Del City, Downtown, Village and Warr Acres.

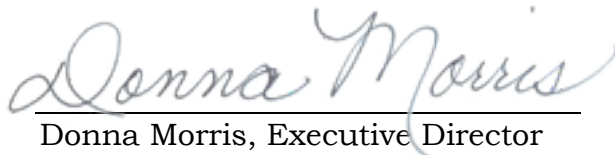
As part of the approved FY 2012 budget, the library system will be adding additional operating hours beginning in the spring. The commission will be notified once a date has been set for the change.

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

Mrs. Cory announced she will be making the Standing Committee assignments at next month's meeting.

**XII.** The next Commission meeting will be held at the Belle Isle Library on February 16, 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**

January 31, 2012

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of January 2012.

For comparison 58.33% of the fiscal year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of January 2012.

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

**January 31, 2012**

**ASSETS**

CASH		\$ 9,907,250.87
INVESTMENTS (Schedule attached)		28,907,424.39
PREPAID ACCOUNTS		30,000.00
TAXES RECEIVABLE: 2011-12 Ad Valorem Tax	29,988,898.00	
Less: Reserve for Delinquent Tax	<u>-2,726,263.00</u>	
Budgeted Tax Revenue	27,262,635.00	
Less: Tax Received	<u>-22,596,636.93</u>	
		4,665,998.07
<b>Total Assets</b>		<u><u>\$43,510,673.33</u></u>

**LIABILITIES, DEFERRED REVENUE AND FUND BALANCE**

**LIABILITIES:**

2010-11 Reserve for Appropriations	\$282,622.96	
2011-12 Purchase Orders Outstanding	917,612.54	
2010-11 Purchase Orders Outstanding	27,884.10	
2011-12 Checks Outstanding	184,874.47	
2010-11 Checks Outstanding	542.00	
<b>Total Liabilities</b>		1,413,536.07

**DEFERRED TAX REVENUE:**

Current Year Ad Valorem Tax	4,665,998.07
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**FUND BALANCE:**

Beginning of the Year	\$31,225,521.14	
Add: Revenues		
Budgeted	22,882,636.93	
Other	<u>1,317,016.57</u>	24,199,653.50
Less: Expenditures	<u>(17,994,035.45)</u>	
<b>Total Fund Balance</b>		<u>37,431,139.19</u>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>		<u><u>\$43,510,673.33</u></u>



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

**As of January 31, 2012**

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	7/21/2009	7/21/2012	3.056%	\$ 95,006.20
CD - Municipal Emp. Credit Union	5/28/2010	5/28/2013	2.650%	240,000.00
CD - Weokie Credit Union	1/17/2010	1/18/2015	3.140%	106,899.93
CD - UMB Bank	3/18/2010	2/18/2013	2.000%	97,864.05
CD - Stillwater National Bank	5/23/2010	6/23/2012	2.000%	240,000.00
CD - National Bank of Commerce.	12/19/2011	12/19/2013	1.100%	240,000.00
CD - Kirkpatrick Bank, Edmond	12/12/2011	12/12/2016	1.980%	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
Freddie Mac	1/25/2012	1/25/2016	1.000%	2,000,000.00
Federal Farm Credit Bank	1/11/2012	1/11/2016	1.050%	2,000,000.00
Total Investments				<u>\$ 28,907,424.39</u>



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

January 1, 2012 to January 31, 2012

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<b><u>BUDGETED:</u></b>				
2011 Ad Valorem Tax	\$27,262,635.00	\$ 8,859,941.42	\$22,596,636.93	82.89%
State Aid	290,807.00	-	-	0.00%
Fines	<u>474,660.00</u>	<u>27,000.00</u>	<u>286,000.00</u>	60.25%
<b>Total Budgeted Revenue</b>	<b><u>\$ 28,028,102.00</u></b>	<b><u>\$ 8,886,941.42</u></b>	<b><u>\$22,882,636.93</u></b>	81.64%
<b><u>NOT BUDGETED:</u></b>				
Prior Years Taxes		\$ 65,251.47	\$ 800,175.37	
Gifts and Lost Books Fees		0.00	0.00	
Investment Income		40,260.34	277,384.41	
Flexible Benefits Account Balance		0.00	1,042.28	
Sale of Surplus Equipment		0.00	16,803.79	
Insurance Reimbursements		0.00	118,056.54	
Miscellaneous		<u>35,602.17</u>	<u>103,554.18</u>	
<b>Total Miscellaneous Revenue</b>		<b><u>\$ 141,113.98</u></b>	<b><u>\$ 1,317,016.57</u></b>	
<b>Total Revenue</b>	<b><u>\$ 28,028,102.00</u></b>	<b><u>\$ 9,028,055.40</u></b>	<b><u>\$24,199,653.50</u></b>	86.34%

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

**January 31, 2012**

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 32,981.01	\$ 3,965.94	\$ 747.29	\$ 36,199.66
810 Prepaid Fees	(9,689.82)	65.81	0.00	(9,624.01)
815 Fines	27,781.54	35,489.96	31,737.66	31,533.84
820 Copy	103,602.44	9,945.25	1,363.28	112,184.41
<b>Total Revolving Funds</b>	<b>\$ 154,675.17</b>	<b>\$ 49,466.96</b>	<b>\$ 33,848.23</b>	<b>\$ 170,293.90</b>

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
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**Special Grants**

856 10/LET/Ralph Ellison Statuary	\$ 25,000.00	\$ 25,000.00	\$ 10,625.55	\$ 14,374.45
857 DN/LC Donations	92,529.29	92,529.29	90,798.91	1,730.38
860 10/LET/Special Grant	14,840.00	14,840.00	5,218.04	9,621.96
861 10/MWC/Florence Hughes Memoriz	1,491.00	1,491.00	55.00	1,436.00
862 10/OCCF/Village	500.00	500.00	0.00	500.00
870 11/ODL/College Sweepstakes/DC	1,000.00	1,000.00	466.88	533.12
871 11/ODL/College Sweepstakes/CT	1,000.00	1,000.00	826.83	173.17
897 11/LET/Summer Reading	20,000.00	20,000.00	18,946.90	1,053.10
899 11/LET/Young Professional Adv	3,000.00	3,000.00	0.00	3,000.00
928 12/ODL/College/Saving	1,000.00	1,000.00	0.00	1,000.00
929 12/ODL/Early Literacy	2,500.00	2,500.00	2,044.41	455.59
931 12/ODL/Digital Inclusion	7,500.00	7,500.00	1,435.44	6,064.56
932 12/Walmart/MWC	2,000.00	2,000.00	2,000.00	0.00
933 12/LET/Aviation	5,738.00	5,738.00	0.00	5,738.00
944 09/LET/Gift Materials	33,563.00	33,563.00	31,790.66	1,772.34
963 RE Friends/Programming Grant	5,000.00	4,957.32	4,885.12	72.20
985 12/LET/Summer Reading	20,000.00	20,000.00	0.00	20,000.00
986 12/LET/ReadFest	10,000.00	10,000.00	8,505.50	1,494.50
987 12/LET/Read Y'all	3,000.00	3,000.00	0.00	3,000.00
989 12/LET/NW Grand Opening	5,000.00	5,000.00	0.00	5,000.00
990 12/LET/Commercials	12,000.00	12,000.00	0.00	12,000.00
991 12/LET/Programs-Technology	4,536.00	4,536.00	0.00	4,536.00

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

875 08 Public Art	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00
846 10 Public Art	3,000.00	3,000.00	0.00	3,000.00
849 10 MLS TV Ads	20,000.00	20,000.00	19,715.00	285.00
883 11 Lee Brawner Scholarships	18,000.00	18,000.00	14,628.42	3,371.58
884 11 Volunteer Recognition	2,000.00	2,000.00	2,000.00	0.00
887 11 NW Interactive-Children's	25,000.00	25,000.00	0.00	25,000.00



GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<u>Grants - Friends of MLS, Current Fiscal Year</u>					
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	5,818.51	6,181.49
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	790.40	10,209.60
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	8,032.21	2,967.79
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	10,438.34	1,561.66
930	12 Activity Tables	600.00	600.00	600.00	0.00
983	12 Thomas the Train table	650.00	650.00	650.00	0.00
984	12 L.I.F.E.	7,500.00	7,500.00	7,699.35	(199.35)
<b>Total Grants</b>					<u>\$ 204,561.17</u>
<b>Total Special Funds</b>					<u><u>\$ 374,855.07</u></u>

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of January 2012

FY-12

**Personal Services**

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
101	Salaries	978,904.11	7,064,298.60	52.93	13,347,084.00	6,282,785.40
102	Wages - Part-time	130,331.57	986,268.58	44.02	2,240,488.00	1,254,219.42
103	Payroll Taxes	81,904.67	588,037.37	52.35	1,123,302.00	535,264.63
109	Workers' Comp Insurance	16,228.00	109,456.00	54.90	199,369.00	89,913.00
112	Group Insurance	204,404.54	1,367,507.68	50.96	2,683,442.00	1,315,934.32
113	Employees' Retirement	63,004.06	1,559,722.47	81.40	1,916,108.00	356,385.53
114	Unemployment Compensation	5,852.71	12,500.28	41.67	30,000.00	17,499.72
Total Personal Services		1,480,629.66	11,687,790.98	54.26	21,539,793.00	9,852,002.02
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**Maintenance & Operations - Contractual Services**

201	Bldg, Property & Auto Insur	.00	169,000.50	75.78	223,018.00	54,017.50
202	Liability/Bonding Insurance	.00	6,808.00	51.67	13,175.00	6,367.00
205	Rent of Library Buildings	400.00	3,200.00	3.05	104,800.00	101,600.00
206	Rent of Equipment	270.00	540.00	19.29	2,800.00	2,260.00
207	Janitorial Services	29,578.90	207,577.30	37.60	552,000.00	344,422.70
208	Maintenance of Facilities	22,615.55	284,546.16	48.75	583,720.00	299,173.84
211	Parking & Transportation	10,794.47	82,553.08	45.45	181,620.00	99,066.92
212	Travel Expenses	21,485.18	50,858.00	52.18	97,465.00	46,607.00
213	Professional Services	16,120.63	150,578.98	47.81	314,930.00	164,351.02
214	Security Services	24,362.69	195,413.37	45.60	428,523.00	233,109.63
216	Telephone Services	5,623.85	53,770.08	17.05	315,383.00	261,612.92
217	Electrical Services	37,580.41	300,006.26	46.26	648,504.00	348,497.74
218	Gas Services	7,486.38	22,529.96	29.22	77,117.00	54,587.04
219	Water & Garbage Services	3,289.73	42,113.08	63.33	66,494.00	24,380.92
220	Trigen Energy Services	8,297.92	115,419.53	58.29	198,000.00	82,580.47
226	Memberships	3,218.30	15,373.30	63.54	24,193.00	8,819.70
230	Other Library-Related Services	4,631.01	243,865.14	66.96	364,195.00	120,329.86
231	Automation Contractual	16,054.92	185,508.00	50.40	368,054.00	182,546.00
236	Network Catalog Services	10,061.87	40,024.67	50.91	78,625.00	38,600.33
Total Contractual Services		221,871.81	2,169,685.41	46.73	4,642,616.00	2,472,930.59
		=====	=====		=====	=====



**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of January 2012

FY-12

**Maintenance & Operations - Commodities**

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
301	Printing & Printing Supplies	9,884.40	64,639.84	30.35	212,950.00	148,310.16
302	Postage	18,261.87	117,867.32	40.55	290,650.00	172,782.68
303	Supplies	13,710.30	221,571.53	45.03	492,054.00	270,482.47
310	Maintenance Supplies	3,434.40	29,183.64	39.44	74,000.00	44,816.36
312	Safety Supplies & Equipment	.00	2,655.25	37.40	7,100.00	4,444.75
321	Gasoline & Oil	3,055.85	21,955.65	51.06	43,000.00	21,044.35
322	Vehicle Parts & Repairs	2,236.09	8,978.57	28.06	32,000.00	23,021.43
330	Programming Activities	17,300.84	100,523.93	35.91	279,903.00	179,379.07
331	Other Commodities	414.70	13,889.45	35.37	39,268.00	25,378.55
	<b>Total Commodities</b>	<b>68,298.45</b>	<b>581,265.18</b>	<b>39.52</b>	<b>1,470,925.00</b>	<b>889,659.82</b>

**Capital Outlays**

401	Books & Materials	364,571.96	2,218,960.76	41.01	5,410,800.00	3,191,839.24
404	Government Documents	1,000.00	5,300.00	96.36	5,500.00	200.00
405	Book Repairs & Bindings	.00	.00	.00	2,100.00	2,100.00
407	Periodicals & Subscriptions	948.00	153,114.80	85.11	179,900.00	26,785.20
408	Furniture, Fixtures, & Equip	35,942.24	523,820.07	21.81	2,401,207.00	1,877,386.93
409	Motor Vehicles	.00	25,830.02	40.05	64,500.00	38,669.98
410	Automation System & Equipment	-14.95	297,768.38	30.49	976,678.00	678,909.62
450	Capital Projects	4,495.16	330,499.85	10.24	3,225,963.00	2,895,463.15
490	Capital Reserves - Current	.00	.00	.00	162,270.84	162,270.84
499	Reserve Carryover - Prior	.00	.00	.00	19,171,370.30	19,171,370.30
	<b>Total Capital Outlays</b>	<b>406,942.41</b>	<b>3,555,293.88</b>	<b>11.25</b>	<b>31,600,289.14</b>	<b>28,044,995.26</b>
	<b>Total Budget</b>	<b>2,177,742.33</b>	<b>17,994,035.45</b>	<b>30.37</b>	<b>59,253,623.14</b>	<b>41,259,587.69</b>

**Monthly Journal Entries -- January 2012**

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<b><u>Investments</u></b>				
116	1101 1001	Investments Cash Purchase Freddie Mac 01/25/12	\$ 2,000,000.00	\$ 2,000,000.00
117	1101 1001	Investments Cash Purchase Fed Farm Credit Bank	\$ 2,000,000.00	\$ 2,000,000.00
118	1001 3602	Cash Interest Income Fed Home Ln Bks 12-16	\$ 20,000.00	\$ 20,000.00
119	1001 3602	Cash Interest Income Fed Home Ln Bks 08-13	\$ 20,000.00	\$ 20,000.00
<b><u>Tax revenues</u></b>				
120	1001 1201	Cash Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 12/26 to 12/30	\$ 4,053,997.82	\$ 4,053,997.82
121	1001 3601	Cash Prior year Tax Ad Valorem Tax apportioned by County for 12/16 to 12/30	\$ 65,251.47	\$ 65,251.47
122	1001 1201	Cash Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 1/1 to 1/06	\$ 4,104,547.55	\$ 4,104,547.55
123	1001 1201	Cash Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 1/9 to 1/13	\$ 563,345.34	\$ 563,345.34
124	1001 1201	Cash Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 1/16 to 1/20	\$ 138,050.71	\$ 138,050.71

**Miscellaneous revenue**



125	1001	Cash		\$	22,696.95		
	3605	Mic. Reimbursements				\$	22,696.95
		Jan Café rent	500.00	LET-postage	91.60		
		Cisco Eagle refund	530.00	LET-postage	151.80		
		Abibow	25.58	Let personnel	\$ 3,575.00		
		Abibow	20.51	Let personnel	\$ 2,975.00		
		Internat'l Found. Refund	25.00	Chase	\$ 3,615.61		
		OCCC	11,165.00				
		Phone Charges	21.85	Total	22,696.95		

#### Fines

126	1001	Cash		\$	27,000.00		
	3403	Projected Mic. Revenue - Fines				\$	27,000.00
		Fines transferred to General Fund in Jan.					

#### Payable entries

127	3001	Current Year Reserv. for Appropriations.		\$	2,177,712.33		
	3011	Current Year P.O. Outstanding				\$	2,177,712.33
	3002	Prior Year Reserv. for Appropriations.		\$	4,183.54		
	3012	Prior Year P.O. Outstanding				\$	4,183.54
		Purchase orders issued in January					
128	3011	Current Year P.O. Outstanding		\$	2,482,479.92		
	3021	Current Year Warrants Outstanding				\$	2,482,479.92
	3012	Prior Year P.O. Outstanding		\$	32,017.13		
	3022	Prior Year Warrants Outstanding				\$	32,017.13
		Checks issued in January					
129	3021	Current Year Warrants Outstanding		\$	2,607,942.80		
	1001	Cash				\$	2,607,942.80
	3022	Prior Year Warrants Outstanding		\$	31,667.13		
	1001	Cash				\$	31,667.13
		Checks cleared Bank in January					

#### Bank interest and fees

130	1001	Cash		\$	260.34		
	3602	Bank Fees		\$	785.76		
	3602	Interest Income				\$	1,046.10
		Interest and fees from GF checking account					
131	8000	Special Fund Cash				\$	177.48
	8815	Bank Fees		\$	215.00		
	8815	Interest Income				\$	37.52
		Interest and fees from SF checking account					

#### Special funds

132	8000	Special Fund Cash	\$	48,169.98	
	8815	Special Fund Accounts			\$ 34,192.98
	8820				\$ 9,945.25
	8805				\$ 3,965.94
	8810				\$ 65.81
	8991		\$	5,738.00	
	8933				\$ 5,738.00
		Revenues of special fund received			
133	8000	Special Fund Cash			\$ 67,121.23
	8815	Special Fund Accounts	\$	31,522.66	
	8820		\$	1,363.28	
	8805		\$	747.29	
	8914		\$	5,818.51	
	8929		\$	478.39	
	8932		\$	2,000.00	
	8861		\$	55.00	
	8916		\$	572.36	
	8849		\$	3,160.00	
	8986		\$	8,505.50	
	8918		\$	420.00	
	8922		\$	10,438.34	
	8930		\$	34.40	
	8983		\$	5.50	
	8884		\$	2,000.00	
		Expenditures of special fund			

**Corrections, adjustments, and miscellaneous**

134	1001	Cash	\$	2.00	
	3605	Miscellaneous income to correct check posting error			\$ 2.00
135	8000		\$	1,295.00	
	8815				\$ 1,295.00
		to correct the petty cash adjustment account number, originally posted in December			
136	8815		\$	35.54	
	8000				\$ 35.54
		to record a returned check			
137	1001	Cash	\$	12,902.41	
	3605	Mic. Reimbursements			\$ 12,902.41
		Additional cash reimbursement: Ok Tax Comm	\$	12,902.41	
138	3021		\$	678.10	
	1001				\$ 677.29
	3605				\$ 0.81
		Additional cleared checks			
		Grand Total		<u>\$ 20,474,515.54</u>	<u>\$ 20,474,515.54</u>
				\$	-

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General Fund F.Y. 11-12

Warrant Register

January 2012

Number	Vendor/Payee	Purpose	Amount
G-02649	Metropolitan Library System	Parking	50.00
		Other Commodities	92.14
		Supplies	85.22
		Supplies	31.13
		Programming Activities	98.93
			357.42
G-02650	City of Midwest City, Inc.	Water & Garbage Services	270.24
G-02651	O G & E	Electrical Services	1,648.37
			1,648.37
G-02652	Oklahoma Natural Gas Co.	Gas Services	768.68
		Gas Services	947.81
		Gas Services	270.12
			1,986.61
G-02653	City of Oklahoma City	Water & Garbage Services	39.37
			39.37
G-02654	Locke Supply Co.	Maintenance of Facilities	5.50
			5.50
G-02655	Gaylord Bros.	Supplies	16.20
			16.20
G-02656	The University of Oklahoma	Printing/Printing Supplie	600.00
			600.00
G-02657	U.S. Postal Service	Postage	15,000.00
			15,000.00
G-02658	CompSource Oklahoma	Worker's Comp Insurance	14,628.00
			14,628.00
G-02659	Bill Veazey's Party Store	Supplies	27.50
			27.50
G-02660	Oklahoma Genealogical Society	Professional Services	50.00
			50.00
G-02661	Denyveta Davis	Transportation	88.43
			88.43
G-02662	Darcus Smith	Transportation	18.68
			18.68
G-02663	Anne G. Fischer	Transportation	47.73
			47.73
G-02664	Independent Stationers	Supplies	89.23
			89.23
G-02665	INTEGRIS Corporate Assistance	Group Insurance	958.00
			958.00
G-02666	Diane Sarantakos	Transportation	174.27
			174.27
G-02667	Edgar Cruz, Inc.	Programming Activities	500.00
			500.00
G-02668	Cheryll Jones	Transportation	19.87
			19.87
G-02669	ALA - ALTAFF	Professional Services	50.00
			50.00
G-02670	Metro Parking Garage	Parking & Transporation	1,980.00
		Parking & Transportation	1,080.00
			3,060.00
G-02671	Scovil & Sides Hardware Co.	Maintenance of Facilities	375.00
			375.00
G-02672	ALA-PLA/Experient	Professional Services	215.00
			215.00
G-02673	Rotary Club of Oklahoma City	Other Commodities	125.00
		Memberships	135.00
			260.00
G-02674	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	103.50
			103.50
G-02675	Melody A. Kellogg	Professional Services	215.00
		Travel Expenses	524.80
			739.80
G-02676	Town of Luther	Water & Garbage Services	45.28
			45.28
G-02677	Vernon Library Supply	Supplies	81.74
			81.74
G-02678	Jimmy Welch	Transportation	87.69
			87.69
G-02679	CDW Government, Inc.	Capital Projects	4,592.35
			4,592.35
G-02680	OPUBCO Communications Group	Other Library Related Svc	167.30
			167.30
G-02681	Apple Inc.	Automation	371.00
			371.00
G-02682	Oklahoma Center for Nonprofits	Professional Services	50.00
			50.00
G-02683	Hewlett-Packard Co.	Automation	82,419.30
		Automation	1,831.54
		Automation	1,831.54
		Automation	2,747.31
		Automation	3,663.08
		Automation	3,663.08
		Automation	3,663.08
		Automation	915.77
		Automation	915.77

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General Fund F.Y. 11-12

Warrant Register

January 2012

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-02683	Hewlett-Packard Co.	Automation	22,894.25	
		Automation	10,073.47	
		Automation	2,747.31	
		Automation	2,747.31	140,112.81
G-02684	City of Harrah	Water & Garbage Services	57.45	57.45
G-02685	Amazon/GE Money Bank	Automation	168.00	168.00
G-02686	Crowe & Dunlevy	Professional Services	26.00	26.00
G-02687	Todd Olberding	Professional Services	190.00	
		Telephone Services	189.96	379.96
G-02688	John L. Hilbert	Programming Activities	122.12	
		Programming Activities	46.75	
		Programming Activities	6.34	175.21
G-02689	Risa White	Transportation	30.80	30.80
G-02690	John Rahhal	Transportation	124.71	124.71
G-02691	Kelley Hoffman	Transportation	21.59	21.59
G-02692	COTPA	Parking & Transportation	1,172.87	
		Parking & Transportation	3,101.32	4,274.19
G-02693	Martha Stallings	Programming Activities	150.00	150.00
G-02694	Shoplet	Supplies	138.86	138.86
G-02695	Kathy C. Brown	Programming Activities	43.75	43.75
G-02696	Metropolitan Library System	Professional Services	5,830.00	5,830.00
G-02697	UNUM Life Insurance	Grp L-T Disab Ins Prm-Jan	6,081.41	6,081.41
G-02698	Mutual Assurance	Grp Life AD&D Ins Prm-Jan	46,681.22	46,681.22
G-02699	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-Jan	145,293.10	145,293.10
G-02700	Metropolitan Library System	Professional Services	57.00	
		Postage	95.48	
		Supplies	17.78	
		Programming Activities	96.56	
		Programming Activities	37.23	
		Programming Activities	41.41	
		Programming Activities	63.06	
		Other Commodities	46.37	454.89
G-02701	Oklahoma Natural Gas Co.	Gas Services	609.49	
		Gas Services	429.78	1,039.27
G-02702	City of Oklahoma City	Water & Garbage Services	38.46	
		Water & Garbage Services	247.58	
		Water & Garbage Services	123.99	410.03
G-02703	City of the Village	Water & Garbage Services	91.41	91.41
G-02704	Brodart, Inc.	Supplies	3,794.00	3,794.00
G-02705	Southwestern Stationers, Inc.	Printing/Printing Supply	5,215.00	5,215.00
G-02706	Tech-Lock	Maintenance of Facilities	7.50	
		Maintenance of Facilities	20.00	
		Maintenance of Facilities	3.00	
		Maintenance of Facilities	5.00	35.50
G-02707	Forest Building Materials	Maintenance of Facilities	3.51	3.51
G-02708	Demco	Supplies	798.00	
		Supplies	6,901.00	7,699.00
G-02709	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-02710	EBSCO Subscription Services	Materials	19,715.00	19,715.00
G-02711	Gaylord Bros.	Supplies	150.23	
		Supplies	161.06	311.29



General Fund F.Y. 11-12

Warrant Register

January 2012

Number	Vendor/Payee	Purpose		Amount
G-02712	Gale Research	Materials	24,694.05	24,694.05
G-02713	Highsmith	Programming Activities	74.70	74.70
G-02714	Baker & Taylor Books	Materials	3,170.93	3,170.93
G-02715	Donna Morris	Telephone Services	100.00	100.00
G-02716	Cheryl Mann	Transportation	29.97	29.97
G-02717	Charles S. Isaacs	Transportation	12.21	
		Telephone Services	35.00	47.21
G-02718	ALA Order Fulfillment	Supplies	299.20	
		Programming Activities	54.00	353.20
G-02719	West Group Payment Center	Materials	2,045.50	2,045.50
G-02720	American Library Association	Memberships	245.00	245.00
G-02721	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-02722	United Refrigeration, Inc.	Maintenance of Facilities	21.88	21.88
G-02723	Recorded Books, LLC	Materials	3,041.40	3,041.40
G-02724	Oklahoma Genealogical Society	Books & Materials	55.00	55.00
G-02725	Gale Group	Materials	929.31	929.31
G-02726	Anne G. Fischer	Automation Contractual	70.76	
		Telephone Services	50.00	120.76
G-02727	Light Bulb Supply Co., Inc.	Maintenance of Facilities	89.70	
		Maintenance of Facilities	103.80	193.50
G-02728	Independent Stationers	Supplies	17.60	17.60
G-02729	Elizabeth Kessler	Transportation	10.16	10.16
G-02730	Full Circle Bookstore	Programming Activities	57.50	57.50
G-02731	Nancy Lytle	Parking	108.38	108.38
G-02732	Janet Brooks	Transportation	23.84	23.84
G-02733	The Oil & Gas Directory	Materials	140.00	140.00
G-02734	Shawver & Son	Maintenance of Facilities	324.73	
		Maintenance of Facilities	201.79	
		Maintenance of Facilities	262.83	789.35
G-02735	Blackstone Audio Books	Materials	1,551.00	1,551.00
G-02736	Random House, Inc	Materials	2,177.59	2,177.59
G-02737	A T & T Mobility	Telephone Services	86.26	86.26
G-02738	Scott's Printing & Copying	Printing/Printing Supply	650.77	
		Printing/Printing Supply	122.72	773.49
G-02739	Brilliance Corporation	Materials	3,617.55	3,617.55
G-02740	ALA Advance Registration	Professional Services	215.00	215.00
G-02741	Ingram Library Service	Materials	6,572.69	6,572.69
G-02742	Audio Editions	Materials	287.95	287.95
G-02743	OverDrive, Inc fka	Materials	12,787.93	12,787.93
G-02744	Victoria Dixon	Parking	108.38	108.38
G-02745	Fuelman	Vehicle Parts & Repairs	66.49	
		Gasoline & Oil	3,055.85	3,122.34
G-02746	Newegg, Inc.	Maintenance of Facilities	505.56	505.56
G-02747	Tiger Direct Inc	Automation	120.65	120.65
G-02748	AV Cafe Inc	Materials	2,540.69	2,540.69
G-02749	Matthew Cotter	Transportation	29.58	29.58
G-02750	Ingram Library Service	Materials	2,299.67	2,299.67
G-02751	Jonathan W. LaPuzza	Security Services	375.00	375.00
G-02752	Dana Beach	Parking	108.38	108.38
G-02753	Kay L. Bauman	Parking	108.38	108.38
G-02754	Landon Holman	Transportation	63.27	63.27
G-02755	Jimmy Welch	Telephone Services	50.00	50.00



General Fund F.Y. 11-12

Warrant Register

January 2012

Number	Vendor/Payee	Purpose		Amount
G-02756	Oklahoma Petroleum Directory	Materials	230.00	230.00
G-02757	David Kamphaus	Programming Activities	50.00	50.00
G-02758	Evans Hardware	Maintenance of Facilities	6.49	6.49
G-02759	Oklahoma Historical Society	Materials	180.00	180.00
G-02760	Heidi A. Port	Transportation	63.27	63.27
G-02761	Tammie Burlison	Programming Activities	40.00	40.00
G-02762	OPUBCO Communications Group	Other Library Related Svc	140.15	140.15
G-02763	Tulsa World Publishing Company	Library-related Services	386.70	386.70
G-02764	Jessica A Sheetz-Nguyen	Programming Activities	100.00	100.00
G-02765	Contractors Supply Co.	Maintenance of Facilities	13.61	13.61
G-02766	Sharon A. Nolan	Programming Activities	163.61	163.61
G-02767	Ruby Soutiere	Mileage	3.50	3.50
G-02768	Amazon/GE Money Bank	Supplies	6.95	
		Automation	1,615.87	
		supplies	6.00	
		Programming Activities	169.86	
		Programming Activities	150.64	
		Automation	3,022.06	4,971.38
G-02769	Oklahoma Press Service	Library-related Services	150.20	150.20
G-02770	City of Choctaw	Water & Garbage Services	67.86	67.86
G-02771	Office Depot Credit Plan	Supplies	131.45	131.45
G-02772	Todd Olberding	Transportation	247.09	247.09
G-02773	Alice Murphy	Capital Projects	64.79	64.79
G-02774	Baker & Taylor Books	Materials	5,994.15	5,994.15
G-02775	International School Services	Books & Materials	309.96	309.96
G-02776	Baker & Taylor Entertainment	Materials	1,920.76	
		Materials	7,532.49	
		Materials	1,281.94	10,735.19
G-02777	Mediatriton	Books & Materials	144.12	144.12
G-02778	CoolGreens	Capital Projects	132.76	132.76
G-02779	Oklahoma City Human Resource	Memberships	50.00	50.00
G-02780	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	12.00	
		Vehicle Parts & Repairs	148.91	160.91
G-02781	Allied Waste Services #060	Water & Garbage Services	820.19	820.19
G-02782	Pamela Buchanan	Telephone Services	35.00	
		Transportation	66.32	101.32
G-02783	Sky J Elliott	Programming Activities	100.00	100.00
G-02784	Star Lighting	Maintenance of Facilities	21.00	
		Maintenance of Facilities	137.40	
		Maintenance of Facilities	217.75	376.15
G-02785	John Utley	Telephone Services	35.00	
		Transportation	19.98	54.98
G-02786	Cintas Corporation 064	Maintenance of Facilities	460.96	460.96
G-02787	Myers Landscape Management,	Maintenance of Facilities	1,445.00	
		Maintenance of Facilities	1,205.00	2,650.00
G-02788	Securitas Security USA, Inc.	Security Services	6,946.42	6,946.42
G-02789	Discount School Supply	Programming Activities	34.99	34.99
G-02790	Baker & Taylor Books	Materials	1,677.43	
		Materials	1,588.25	
		Materials	2,575.64	
		Materials	2,398.61	
		Materials	3,602.81	

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General Fund F.Y. 11-12

Warrant Register

January 2012

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-02790	Baker & Taylor Books	Materials	6,142.05
		Materials	10,762.26
		Materials	45.72
G-02791	Baker & Taylor Books	Materials	1,324.44
		Materials	2,595.99
		Materials	5,086.36
		Materials	97.56
G-02792	Baker & Taylor Books	Materials	1,409.70
G-02793	Ruth Harder	Transportation	26.64
G-02794	Sabre Technologies	Supplies	9,998.00
		Supplies	1,664.00
G-02795	Lisa Bradley	Parking	108.38
G-02796	Cheryl Coleman	Programming Activities	202.11
G-02797	Christopher Carroll	Transportation	89.36
G-02798	Kiona Millirons	Programming Activities	100.00
G-02799	Stacy Schrank	Parking	108.38
G-02800	Personalized Prevention	Professional Services	606.00
G-02801	Dan Holman	Transportation	87.14
		Telephone Services	37.46
G-02802	Baker & Taylor Entertainment	Materials	182.67
G-02803	Mackin	Materials	412.28
G-02804	R. Justin Herwig	Transportation	204.80
G-02805	Tyler Outdoor Advertising, LLC	Library-related Services	2,160.00
G-02806	Anna Todd	Transportation	11.10
G-02807	Knoll, Inc.	Furniture, Fixtures & Equ	74.95
G-02808	Kathy C. Brown	Programming Activities	43.75
G-02809	Bank of Oklahoma	Payroll Transmittal-Chks	37,105.93
		Payroll Transmittal-Chks	16,382.19
		Payroll Transmittal-Chks	55.00
G-02810	Bank of Oklahoma	Federal Withholding Tax	51,159.85
		Federal Withholding Tax	4,176.00
G-02811	Oklahoma Tax Commission	State Withholding Tax	15,169.00
		State Withholding Tax	879.00
G-02812	Mun. Employees Credit Union	Employee Cr Union Deducts	11,927.51
		Employee Cr Union Deducts	87.50
G-02813	United Way of Central Oklahoma	Employee Deductions	593.81
		Employee Deductions	66.75
G-02814	Clerk, U.S. District	Employee Deductions	78.82
		Employee Deductions	78.82
		Employee Deductions	78.82
G-02815	Jennifer R. Needham	Employee Deductions	106.07
G-02816	United States Treasury	Employee Deductions	50.50
G-02817	Bank of America	Payroll Transmittal-DDep	279,940.00
		Payroll Transmittal-DDep	39,117.21
		Payroll Transmittal-DDep	1,210.00
G-02818	John Hardeman, Trustee	Employee Deductions	484.62
G-02819	Nationwide Retirement Solution	Employee Deductions	7,833.53
G-02820	Transamerica Worksite Mrktg.	Employee Deductions	388.16
G-02821	Metro Library Sys Pension Trst	Employee Contrib -- DB Pl	4,569.63
G-02822	Bank of Oklahoma	Employee Flexplan Deposit	31,466.20
G-02823	Bank of Oklahoma	Employee Soc/Sec Deposits	19,227.21
	** Continued **		



General Fund F.Y. 11-12

Warrant Register

January 2012

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-02823	Bank of Oklahoma	Employee Soc/Sec Deposits	2,704.69
		Employee Medicare Deposit	6,638.02
		Employee Medicare Deposit	933.77
		Employer Soc/Sec Deposits	32,375.67
		Employer Medicare Deposit	7,571.67
G-02824	MassMutual Financial Group	Employee Contrib -- DC PI	17,337.39
		Employer Contrib -- DC PI	31,314.56
G-02825	Oklahoma Guaranteed	Employee Deductions	159.11
G-02826	ODHS Oklahoma Centralized	Employee Deductions	531.81
G-02827	Randall S. Fudge	Employee Deductions	169.58
G-02828	Administrative Services	Employee Deductions	1,341.76
G-02829	UNUM Life Insurance	Employee Deductions	1,568.80
		Employee Deductions	37.30
G-02830	Vision Service Plan of	Grp Vision Ins Prem-Jan.	2,531.81
G-02831	UNUM Life Insurance	Grp LTC Insurance Prm-Jan	1,594.00
G-02832	Metropolitan Library System	Professional Services	55.41
		Programming Activities	104.93
		Programming Activities	56.26
G-02833	O G & E	Electrical Services	8,243.64
		Electrical Services	1,618.21
G-02834	City of Oklahoma City	Water & Garbage Services	333.97
G-02835	Southwestern Stationers, Inc.	Supplies	830.00
		Supplies	15.94
		Supplies	28.78
		Supplies	19.80
G-02836	Locke Supply Co.	Maintenance of Facilities	25.55
		Maintenance of Facilities	23.04
		Maintenance of Facilities	53.68
		Maintenance of Facilities	77.79
		Maintenance of Facilities	65.76
		Maintenance of Facilities	11.46
		Maintenance of Facilities	16.55
G-02837	Tech-Lock	Maintenance of Facilities	11.95
G-02838	Demco		21.75
		Supplies	25.82
G-02839	Gaylord Bros.	Supplies	235.42
G-02840	Gale Research	Materials	663.60
G-02841	Hewlett-Packard Co.	Automation Contractual	7,128.70
G-02842	Superintendent of Documents	Government Documents	1,000.00
G-02843	City of Edmond	Electrical Services	3,870.58
G-02844	Central Oklahoma Winnelson	Maintenance of Facilities	22.32
G-02845	American Express	Supplies	25.86
		Automation	2,357.46
		Automation	56.59
		Automation Contractual	69.95
		Professional Services	22.00
		Professional Services	325.00
G-02846	American Library Association	Memberships	2,690.00
G-02847	Barbara Beasley	Postage	17.60
		Supplies	34.68
G-02848	Oklahoma Employment	Unemployment Benefits	5,852.71



General Fund F.Y. 11-12

Warrant Register

January 2012

Number	Vendor/Payee	Purpose		Amount
G-02849	Gale Group	Materials	503.06	503.06
G-02850	BayScan Technologies	Supplies	59,950.00	59,950.00
G-02851	The Job Paper, LLC	Library-related Services	175.00	175.00
G-02852	Hal Leonard Corporation	Materials	158.62	158.62
G-02853	Angie Paeltz	Transportation	30.75	30.75
G-02854	Independent Stationers	Supplies	926.64	
		Supplies	33.86	
		Supplies	89.00	
		Supplies	20.34	
		Other Library Related Svc	53.80	1,123.64
G-02855	OHC of the Southwest, P.A.	Professional Services	79.00	79.00
G-02856	Solomon Bassoff	Capital Projects	1,000.00	1,000.00
G-02857	Employment Guide	Library-related Services	381.00	381.00
G-02858	Blackstone Audio Books	Materials	910.50	910.50
G-02859	5th Street Garage	Parking	32.29	32.29
G-02860	Scott's Printing & Copying	Printing/Printing Supply	880.16	
		Printing/Printing Supply	656.59	1,536.75
G-02861	Brilliance Corporation	Materials	4,576.64	4,576.64
G-02862	Filtration Services Group, LLC	Maintenance of Facilities	91.92	91.92
G-02863	Ingram Library Service	Materials	4,038.09	4,038.09
G-02864	Harrah Chamber of Commerce	Memberships	25.00	25.00
G-02865	Audio Editions	Materials	1,513.30	1,513.30
G-02866	Larry G. Johnson	Parking	108.38	108.38
G-02867	Luxe Objects	Furniture	2,193.00	2,193.00
G-02868	Tera McAmis	Transportation	28.53	28.53
G-02869	ALA-PLA/Experient	Professional Services	345.00	345.00
G-02870	Chickasaw Telecom, Inc.	Capital Projects	19,547.21	
		Capital Projects	3,303.72	
		Automation Contractual	971.50	23,822.43
G-02871	Ingram Library Service	Materials	741.07	741.07
G-02872	Melody A. Kellogg	Transportation	59.66	59.66
G-02873	Cherokee Building Materials	Maintenance of Facilities	96.62	96.62
G-02874	Center Point Large Print	Materials	622.53	622.53
G-02875	Cox Media Oklahoma City	Library-related Services	875.00	875.00
G-02876	Evans Hardware	Maintenance of Facilities	17.54	17.54
G-02877	Total Truck & Trailer	Maintenance of Facilities	1,445.75	1,445.75
G-02878	ExaminerEnterprise	Periodicals & Subscript	192.00	192.00
G-02879	Postmaster	Postage	3,000.00	3,000.00
G-02880	The Singer Group, Inc.	Professional Services	3,013.26	3,013.26
G-02881	Chase Card Services	Travel Expenses	487.80	
		Travel Expenses	487.80	
		Programming Activites	28.45	
		Automation	84.90	
		Memberships	315.00	
		Supplies	79.99	
		Supplies	31.88	
		Programming Activities	100.00	
		Programming Activities	106.00	
		Programming Activities	92.24	
		Other Library Related Svc	483.32	
		Professional Services	14.95	
		Maintenance of Facilities	69.00	

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Warrant Register

January 2012

Number	Vendor/Payee ** Continued **	Purpose	Amount
G-02881	Chase Card Services	Automation	877.46
		Automation	344.95
		Automation	84.75
		Travel	1,061.78
		Travel Expenses	1,723.98
G-02882	Choctaw Chamber of Commerce	Memberships	113.30
G-02883	City of Edmond	Water & Garbage Svcs- Aug	254.60
G-02884	Kevin Colwell	Transportation	19.98
G-02885	Amazon/GE Money Bank	Supplies	122.26
		Supplies	60.26
G-02886	United Parcel Service	Postag	12.69
		Capital Projects	78.06
G-02887	Abolghasem Siavashi	Transportation	5.00
G-02888	Office Depot Credit Plan	Supplies	41.93
		Supplies	21.99
G-02889	Alice Murphy	Supplies	21.00
		Programming Activities	286.72
G-02890	Baker & Taylor Books	Materials	619.75
G-02891	Cox Communications, Inc.	Telephone Services	1,823.95
		Telephone Services	1,260.00
G-02892	Cheryl Pernell	Parking	108.38
G-02893	Baker & Taylor Entertainment	Materials	4,390.79
		Materials	4,128.98
G-02894	Oklahoma Historical Society	Periodicals & Subscript.	150.00
G-02895	Walmart Community/GEMB	Supplies	256.02
		Programming Activities	12.00
G-02896	Kimberly A Terry	Telephone Services	100.00
G-02897	Preston Bell	Transportation	50.00
G-02898	The Great Courses	Materials	2,772.85
G-02899	Oklahoma City County Health	Programming Activities	550.00
G-02900	Donna Morris	Parking & Transportation	450.00
G-02901	Marquis Who's Who	Materials	349.00
G-02902	Downtown Tire & Auto Svc, Inc.	Gasoline & Oil	49.55
G-02903	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00
G-02904	Faith Centered Resources	Materials	255.22
G-02905	Cox Communications, Inc.	Telephone Service	1,002.15
G-02906	Securitas Security USA, Inc.	Security Services	5,920.50
		Security Services	4,700.65
G-02907	Baker & Taylor Books	Materials	2,436.10
		Materials	1,813.92
		Materials	2,094.86
		Materials	4,030.96
		Materials	4,247.51
		Materials	6,885.45
		Materials	2,099.60
G-02908	Baker & Taylor Books	Materials	3,483.92
		Materials	3,944.76
		Materials	6,881.24
G-02909	Baker & Taylor Books	Materials	2,359.82
G-02910	Clarissa Sharp	Programming Activities	45.00
G-02911	Made By Me Publications, Inc.	Materials	26.99



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Warrant Register

January 2012

Number	Vendor/Payee	Purpose		Amount
G-02912	Cooper Bros., Inc.	Maintenance of Facilities	1,985.00	1,985.00
G-02913	Veolia Energy Oklahoma City,	Veolia Energy Services	8,297.92	8,297.92
G-02914	Personalized Prevention	Professional Services	2,000.00	2,000.00
G-02915	Baker & Taylor Entertainment	Materials	76.38	76.38
G-02916	Mackin	Materials	319.01	319.01
G-02917	Pacific Telemanagement Service	Telephone Services	78.00	78.00
G-02918	Chris Kennedy	Transportation	22.76	
		Supplies	74.97	97.73
G-02919	Metropolitan Library System	Postage	43.04	
		Supplies	135.46	
		Supplies	93.75	
		Programming Activities	84.98	
		Programming Activities	52.25	
		Programming Activities	43.78	
		Programming Activities	19.69	
		Other Commodities	39.22	512.17
G-02920	City of Del City	Rent of Library Buildings	400.00	400.00
G-02921	O G & E	Electrical Services	829.61	829.61
G-02922	Oklahoma Natural Gas Co.	Gas Services	97.94	
		Gas Services	493.23	
		Gas Services	310.79	
		Gas Services	1,312.62	
		Gas Services	689.60	2,904.18
G-02923	City of Bethany	Water & Garbage Services	121.41	121.41
G-02924	City of Oklahoma City	Water & Garbage Services	52.08	52.08
G-02925	Triangle/A & E	Capital Projects	41.40	41.40
G-02926	Demco	Supplies	104.55	
		Supplies	119.96	224.51
G-02927	Gale Research	Materials	3,688.85	3,688.85
G-02928	The University of Oklahoma	Printing	720.00	720.00
G-02929	AT&T	Telephone Services	744.52	
		Telephone Services	731.56	
		Telephone Services	520.68	1,996.76
G-02930	Baker & Taylor Books	Materials	11,309.51	11,309.51
G-02931	Consumer Reports	Materials	914.60	914.60
G-02932	TDS Telecom	Telephone Services	1,289.82	1,289.82
G-02933	CCH Incorporated	Materials	100.16	100.16
G-02934	Rowman & Littlefield Pub. Co.	Materials	159.78	159.78
G-02935	Kasandra Dewbre-Burrows	Mileage	6.28	6.28
G-02936	The Penworthy Co.	Materials	1,438.83	1,438.83
G-02937	Gale Group	Materials	7,367.67	7,367.67
G-02938	The Norman Transcript	Subscriptions	216.00	216.00
G-02939	Staples Credit Plan	Supplies	149.99	149.99
G-02940	Independent Stationers	Supplies	926.64	
		Supplies	439.20	1,365.84
G-02941	Walter Wayne McEvilly	Programming Activities	125.00	125.00
G-02942	AVID Products	Automation	457.50	457.50
G-02943	Full Circle Bookstore	Materials	99.80	99.80
G-02944	Morningstar	Materials	925.00	925.00
G-02945	Debbie Langston	Programming Activities	60.00	60.00
G-02946	Gardner Arts Network	Programming	3,400.00	3,400.00
G-02947	Jonathan Willis	Telephone Services	35.00	35.00



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Warrant Register

January 2012

Number	Vendor/Payee	Purpose		Amount
G-02948	Random House, Inc	Materials	342.00	342.00
G-02949	OCLC, Inc.	Network Catalog Services	4,217.87	4,217.87
G-02950	Brilliance Corporation	Materials	1,017.09	1,017.09
G-02951	RSPT LLC	Materials	38.35	38.35
G-02952	Ingram Library Service	Materials	854.30	854.30
G-02953	Julia Ballou	Mileage	22.20	22.20
G-02954	Dana Morrow	Other Commodities	259.20	259.20
G-02955	Walker Companies	Supplies	29.95	29.95
G-02956	Audio Editions	Materials	199.26	199.26
G-02957	OverDrive, Inc fka	Materials	14,100.97	
		Materials	4,298.61	18,399.58
G-02958	Findaway World, LLC	Materials	3,262.66	3,262.66
G-02959	ALA-PLA/Experient	Professional Services	240.00	
		Professional Services	240.00	
		Professional Services	240.00	720.00
G-02960	Chickasaw Telecom, Inc.	Capital Projects	65,758.31	
		Automation	24,085.51	
		Automation	64,304.70	154,148.52
G-02961	Tiger Direct Inc	Automation Contractual	151.95	151.95
G-02962	AV Cafe Inc	Materials	887.83	887.83
G-02963	Ingram Library Service	Materials	2,110.32	2,110.32
G-02964	Voss Lighting	Maintenance of Facilities	21.85	21.85
G-02965	Jonathan W. LaPuzza	Security Services	387.50	387.50
G-02966	Beaver Express	Programming Activities	149.35	149.35
G-02967	Center Point Large Print	Materials	1,116.18	1,116.18
G-02968	John Mark Dawson	Security Services	100.00	100.00
G-02969	Kathie Snow	Professional Services	1,627.91	1,627.91
G-02970	Dowell Parking Center	Parking	388.00	388.00
G-02971	AudioGo	Materials	415.90	415.90
G-02972	Bank of Oklahoma	Employer FICA Deposits	18.72	18.72
G-02973	Clyde Herrod	Memberships	35.00	35.00
G-02974	Sara Alavi	Programming Activities	50.00	50.00
G-02975	John Wood	Telephone Services	50.00	50.00
G-02976	Baker & Taylor Books	Materials	732.45	732.45
G-02977	Baker & Taylor Entertainment	Materials	1,167.09	
		Materials	3,665.28	4,832.37
G-02978	Shawnee News - Star	Subscriptions	152.00	152.00
G-02979	LaVetta Kinsey Dent	Travel Expenses	381.60	381.60
G-02980	Walmart Community/GEMB	Programming Activities	140.72	140.72
G-02981	Jennifer Adkisson	Mileage	6.94	6.94
G-02982	Thomas P. Gallagher	Transportation	25.00	25.00
G-02983	The Great Courses	Materials	169.75	169.75
G-02984	American Library Association	Library Related Services	322.75	322.75
G-02985	Melissa Weathers	Mileage	21.82	21.82
G-02986	2M Solutions, Inc	Maintenance of Facilities	505.89	505.89
G-02987	Faith Centered Resources	Materials	213.04	213.04
G-02988	Cox Communications, Inc.	Telephone Service	12.86	12.86
G-02989	Securitas Security USA, Inc.	Security Services	6,968.89	6,968.89
G-02990	Baker & Taylor Books	Materials	1,179.75	
		Materials	1,865.39	
		Materials	1,727.79	
		Materials	6,159.45	

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Warrant Register

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Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-02990	Baker & Taylor Books	Materials	1,744.94	
		Materials	3,497.38	16,174.70
G-02991	Baker & Taylor Books	Materials	1,028.27	
		Materials	3,566.56	
		Materials	3,475.86	8,070.69
G-02992	Erika Sterling	Maintenance of Facilities	120.00	
		Maintenance of Facilities	138.44	258.44
G-02993	Baker & Taylor Entertainment	Materials	1,029.32	1,029.32
G-02994	Mackin	Materials	132.04	132.04
G-02995	Atlas General Contractors, LLC	Capital Projects	1,536.15	1,536.15
G-02996	En Pointe Technologies	Automation	11,726.51	11,726.51
G-02997	Darin R. Smith	Transportation	50.00	50.00
G-02998	Shoplet	Supplies	37.87	37.87
G-02999	Kathy C. Brown	Programming Activities	43.75	43.75
G-03000	Bank of Oklahoma	Payroll Transmittal-Chks	37,285.06	
		Payroll Transmittal-Chks	16,866.52	54,151.58
G-03001	Bank of Oklahoma	Federal Withholding Tax	54,696.85	
		Federal Withholding Tax	4,267.00	58,963.85
G-03002	Oklahoma Tax Commission	State Withholding Tax	16,154.00	
		State Withholding Tax	873.00	17,027.00
G-03003	Mun. Employees Credit Union	Employee Cr Union Deducts	11,927.51	
		Employee Cr Union Deducts	87.50	12,015.01
G-03004	United Way of Central Oklahoma	Employee Deductions	592.81	
		Employee Deductions	69.25	662.06
G-03005	Clerk, U.S. District	Employee Deductions	77.11	
		Employee Deductions	77.11	
		Employee Deductions	77.11	231.33
G-03006	United States Treasury	Employee Deductions	50.50	50.50
G-03007	Bank of America	Payroll Transmittal-DDep	295,673.06	
		Payroll Transmittal-DDep	39,969.53	335,642.59
G-03008	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-03009	Nationwide Retirement Solution	Employee Deductions	7,833.53	7,833.53
G-03010	Transamerica Worksite Mrktg.	Employee Deductions	385.68	385.68
G-03011	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,547.69	4,547.69
G-03012	Bank of Oklahoma	Employee Flexplan Deposit	14,136.15	14,136.15
G-03013	Bank of Oklahoma	Employee Soc/Sec Deposits	20,236.89	
		Employee Soc/Sec Deposits	2,788.07	
		Employee Medicare Deposit	6,986.58	
		Employee Medicare Deposit	962.59	
		Employer Soc/Sec Deposits	33,989.51	
		Employer Medicare Deposit	7,949.10	72,912.74
G-03014	MassMutual Financial Group	Employee Contrib -- DC PI	17,575.72	
		Employer Contrib -- DC PI	31,689.50	49,265.22
G-03015	Oklahoma Guaranteed	Employee Deductions	156.04	156.04
G-03016	ODHS Oklahoma Centralized	Employee Deductions	531.81	531.81
G-03017	Randall S. Fudge	Employee Deductions	135.48	135.48
G-03018	Administrative Services	Employee Deductions	1,341.55	1,341.55
G-03019	Baker & Taylor Books	Materials	1,864.46	1,864.46
G-03020	ABDO Publishing Company	Materials	6,566.31	6,566.31
G-03021	West Group Payment Center	Materials	1,128.00	1,128.00
G-03022	Infobase Learning	Materials	4,609.58	4,609.58

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January 2012

Number	Vendor/Payee	Purpose		Amount
G-03023	Recorded Books, LLC	Materials	165.60	165.60
G-03024	The Penworthy Co.	Materials	139.60	139.60
G-03025	American Library Association	Materials	76.00	76.00
G-03026	Gale Group	Materials	541.56	541.56
G-03027	Morningstar	Materials	508.00	508.00
G-03028	Ingram Library Service	Materials	3,219.11	3,219.11
G-03029	Information Today, Inc.	Materials	622.60	622.60
G-03030	Audio Editions	Materials	223.94	223.94
G-03031	OverDrive, Inc fka	Materials	2,921.21	2,921.21
G-03032	Findaway World, LLC	Materials	985.37	985.37
G-03033	AV Cafe Inc	Materials	362.11	362.11
G-03034	Ingram Library Service	Materials	414.86	414.86
G-03035	Oklahoma Building Services, Inc	Janitorial Service - Aug	24,832.00	
		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-03036	Molly Griffis	Materials	247.24	247.24
G-03037	AudioGo	Materials	4,862.08	4,862.08
G-03038	Baker & Taylor Books	Materials	1,681.12	1,681.12
G-03039	Baker & Taylor Entertainment	Materials	4,255.72	
		Materials	5,221.48	9,477.20
G-03040	Faith Centered Resources	Materials	53.69	53.69
G-03041	Baker & Taylor Books	Materials	979.54	
		Materials	1,199.35	
		Materials	2,451.26	
		Materials	1,460.15	
		Materials	5,618.99	
		Materials	1,090.35	12,799.64
G-03042	Baker & Taylor Books	Materials	2,269.24	
		Materials	1,296.08	
		Materials	5,503.30	9,068.62
G-03043	Baker & Taylor Books	Materials	5,342.37	5,342.37
G-03044	Baker & Taylor Entertainment	Materials	176.34	176.34
G-03045	Mackin	Materials	279.77	279.77
G-03046	Forty-Sixth Star Press	Materials	167.58	167.58
Total of FY 11-12 Warrants Issued				\$ 2,482,479.92



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Warrant Register

January 2012

Number	Vendor/Payee	Purpose		Amount
G-05977	Chickasaw Telecom, Inc.	Automation	17,475.00	17,475.00
G-05978	Walgreen Co.	Professional Services	29.99	29.99
G-05979	Christopher Carroll	Transportation	157.70	157.70
G-05980	Marpro Label Inc.	Supplies	4,339.44	4,339.44
G-05981	Studio Architecture PC	Capital Projects	250.00	250.00
G-05982	Oklahoma Roofing &	Capital Projects	9,415.00	9,415.00
G-05983	Commercial Concepts, Inc.	Furniture	350.00	350.00
Total of FY 10-11 Warrants Issued				\$ 32,017.13

Special Funds

Warrant Register

January 2012

Number	Vendor/Payee	Purpose		Amount
S-17177	Ann Kennett	Lost & Paid Item Returned	26.00	26.00
S-17178	Janna E. O'Connor	Lost & Paid Item Returned	15.55	15.55
S-17179	Jason A Kirby	Lost & Paid Item Returned	26.95	26.95
S-17180	William M Shepard	Lost & Paid Item Returned	3.00	3.00
S-17181	Andrella M Opbe	Lost & Paid Item Returned	6.95	6.95
S-17182	Jeanne Akin	Lost & Paid Item Returned	9.00	9.00
S-17183	Jessica L Bradley	Lost & Paid Item Returned	20.05	20.05
S-17184	Dorothy Anna A Bradway	Lost & Paid Item Returned	14.95	14.95
S-17185	Anthony M Gammon	Lost & Paid Item Returned	10.95	10.95
S-17186	Matthew C Chandler	Lost & Paid Item Returned	5.60	5.60
S-17187	Callie B. Shepard	Lost & Paid Item Returned	17.95	17.95
S-17188	Priscilla K Mattinson	Lost & Paid Item Returned	21.55	21.55
S-17189	Jessica Morris	Lee Brawner Scholarship	600.00	600.00
S-17190	Linda Hyams	Lee Brawner Scholarship	900.00	900.00
S-17191	Kristin Williamson	Lee Brawner Scholarship	1,200.00	1,200.00
S-17192	Cheryll Jones	Lee Brawner Scholarship	600.00	600.00
S-17193	R. Justin Herwig	Lee Brawner Scholar	900.00	900.00
S-17194	Suzette V. Felton	Lee Brawner Scholarship	1,200.00	1,200.00
S-17195	Christopher K. Bridge	Lost & Paid Item Returned	3.00	3.00
S-17196	Toni E. Bradley	Lost & Paid Item Returned	3.00	3.00
S-17197	Amy S. Cooper	Lost & Paid Item Returned	15.95	15.95
S-17198	Tara B. Sanders	Lost & Paid Item Returned	3.00	3.00
S-17199	Nia J. Long	Lost & Paid Item Returned	12.95	12.95
S-17200	Robert R. Weaver	Lost & Paid Item Returned	18.95	18.95
S-17201	Abbey L. Phillips	Lost & Paid Item Returned	13.95	13.95
S-17202	Ashley P. Herrera	Lost & Paid Item Returned	17.95	17.95
S-17203	Madeline J. Mitchell	Lost & Paid Item Returned	51.90	51.90
S-17204	Jeanor P. Taylor	Lost & Paid Item Returned	42.00	42.00
S-17205	Kemelia A. Shively	Lost & Paid Item Returned	3.00	3.00
S-17206	Maria K. Maule	Lost & Paid Item Returned	16.95	16.95
S-17207	Gwendolyn J. Hill	Lost & Paid Item Returned	3.00	3.00
S-17208	Raegan A. Rethard	Lost & Paid Item Returned	21.95	21.95
S-17209	BMI Systems Corporation	Copier Maintenance	78.50	
		Copier Maintenance	36.00	
		Copier Maintenance	78.50	193.00
S-17210	Standley Systems	Copier Maintenance	43.87	
		Copier Maintenance	9.77	
		Copier Maintenance	27.88	
		Copier Maintenance	21.38	
		Copier Maintenance	6.87	
		Copier Usage	197.87	
		Copier Usage	260.38	568.02
S-17211	Amazon/GE Money Bank	ODL Early Literacy	224.76	
		ODL Early Literacy	54.76	279.52
S-17212	Robert L. Hampton, Jr.-Charter	Landscaping of MC	2,000.00	2,000.00
S-17213	Robert L. Hampton, Jr.-Charter	Landscaping of MC	55.00	55.00
S-17214	Donald R. Phillips	Lost & Paid Item Returned	3.00	3.00
S-17215	Judith A. Jensen	Lost & Paid Item Returned	6.35	6.35
S-17216	Tynetta R. Franklin	Lost & Paid Item Returned	9.90	9.90
S-17217	Rachel A. Lake	Lost & Paid Item Returned	3.00	3.00
S-17218	Alexander J. Knox	Lost & Paid Item Returned	20.00	20.00
S-17219	Patricia Ann Dow	Lost & Paid Item Returned	5.35	5.35



Special Funds

Warrant Register

January 2012


Number	Vendor/Payee	Purpose		Amount
S-17220	Amanda R. Glasco	Lost & Paid Item Returned	47.15	47.15
S-17221	Sandra E. Hodges	Lost & Paid Item Returned	27.30	27.30
S-17222	Donna F. Fuller	Lost & Paid Item Returned	10.95	10.95
S-17223	Gay L. Shick	Lost & Paid Item Returned	13.95	13.95
S-17224	Sterling Municipal Library	Payment for Lost Book	12.95	12.95
S-17225	Annie L. Griffin	Lost & Paid Item Returned	3.00	3.00
S-17226	Anita Roesler	Lee B Brawner Scholarship	418.51	418.51
S-17227	Metropolitan Library System	Fines Account	27,000.00	27,000.00
S-17228	Chase Card Services	Friends Bike Rack	572.36	572.36
S-17229	Lakeshore Learning Materials	ODL Early Literacy	136.45	136.45
S-17230	Chase Card Services	ODL Early Literacy	30.07	
		ODL Early Literacy	32.35	62.42
S-17231	Cox Media Oklahoma City	MLS TV Ads	3,160.00	3,160.00
S-17232	Don E. McNamara	Lost & Paid Item Returned	4.95	4.95
S-17233	Oklahoma Tax Commission	State Sales Tax-December	34.29	34.29
S-17234	Christina Y. Berg	Lost & Paid Item Returned	22.95	22.95
S-17235	Sheryl L. Pearson	Lost & Paid Item Returned	3.00	3.00
S-17236	Caleb S. Swearingen	Lost & Paid Item Returned	5.40	5.40
S-17237	Robert A. Russick	Lost & Paid Item Returned	10.95	10.95
S-17238	Anne R. Healy	Lost & Paid Item Returned	28.95	28.95
S-17239	Oklahoma Tax Commission	State Sales Tax-December	597.75	597.75
S-17240	Standley Systems	Copier Maintenance	4.51	4.51
S-17241	Lyric Theatre of Oklahoma	Winter Readfest	5,337.50	5,337.50
S-17242	OKC Barons	Winter Readfest	3,168.00	3,168.00
S-17243	Carrie D. Wilson	Lost & Paid item Returned	3.00	3.00
S-17244	Lu E. Billings	Lost & Paid item Returned	12.95	12.95
S-17245	Sarah M Morgan	Lost & Paid item Returned	13.95	13.95
S-17246	Megan E. Green	Lost & Paid item Returned	15.95	15.95
S-17247	Sheila M. Leaf	Lost & Paid item Returned	22.75	22.75
S-17248	Lavonda L. Wood	Lost & Paid item Returned	3.95	3.95
S-17249	Ruth K. Lange	Lost & Paid item Returned	21.95	21.95
S-17250	Joseph K. Harris	Lost & Paid item Returned	4.75	4.75
S-17251	Marae S. Bickford	Lost & Paid item Returned	3.00	3.00
S-17252	Blerta M. Meta	Lost & Paid item Returned	3.00	3.00
S-17253	Michelle R. Dunham	Lost & Paid item Returned	11.25	11.25
S-17254	Suzanne R. Pemantell	Lost & Paid item Returned	3.00	3.00
S-17255	Tiera M. Harding	Lost & Paid item Returned	6.95	6.95
S-17256	Elsa M. Ramirez	Lost & Paid item Returned	19.25	19.25
S-17257	Christi T. Heard	Lost & Paid item Returned	8.55	8.55
S-17258	Norma G. Navarro	Lost & Paid item Returned	15.95	15.95
S-17259	Annie L. Griffin	Lost & Paid item Returned	15.00	15.00
S-17260	EcoPromos Online/Brandon-Quay	Book Bags	4,522.66	4,522.66
S-17261	Susan Pierce	Noon Tunes	420.00	420.00
S-17262	Swadley's Restaurant	Winter Readfest	425.00	425.00
S-17263	Cattlemen's Steakhouse Inc	Winter Readfest	425.00	425.00
S-17264	Apple Inc.	Friends Winter ReadFest	8,313.34	8,313.34
S-17265	Johnnie's Restaurant	Winter Readfest	425.00	425.00
S-17266	Bedre Chocolates	Winter Readfest	850.00	850.00
S-17267	Friends of the Metro. Library	12/Friends/Activity Table	34.40	34.40
S-17268	Friends of the Metro. Library	12//Thomas the Train	5.50	5.50
S-17269	Imagination Promotional Group	Volunteer Recognition	2,000.00	2,000.00

Total of Special Funds Warrants Issued \$ 67,238.58



I, Donna Morris, certify that:

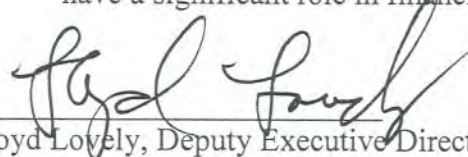
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered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

2-9-12  
Date

I, Lloyd Lovely, certify that:

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

  
Lloyd Lovely, Deputy Executive Director of Finance and Support

2-9-12  
Date



## **CONTRACT AWARDS AND PURCHASES**

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

### **ITEM A: CARPET INSTALLATION AT DEL CITY AND WARR ACRES LIBRARIES**

Provided for in the FY2011-12 budget is funding for carpet replacement at the Del City and Warr Acres Libraries. The carpet selected was from InterfaceFLOR.

InterfaceFLOR was awarded a competitively bid contract with National Joint Powers Alliance (NJPA) on April 22, 2008. The contract has been renewed each year thereafter. InterfaceFLOR will use a local dealer, Bryan's Carpet, for the installation. Bryan's Carpet is one of two Certified Contract Approved Dealers in Oklahoma City.

The proposals are based on NJPA pricing for materials and labor.

<b>Library</b>	<b>Total Bid Price</b>
Del City	\$48,736.19
Warr Acres	\$61,931.33
Total	\$110,667.52

### **RECOMMENDATION:**

That the Commission award the contract for the carpet replacement for the Del City and Warr Acres Libraries to InterfaceFLOR in the amount of \$110,667.52. Adequate funding is available in the FY 2011-2012 budget, account 450.

## **CONTRACT AWARDS AND PURCHASES**

(cont'd)

### **ITEM B: CHAIRS FOR DOWNTOWN LIBRARY**

Provided for in the FY2011-12 budget is funding for 54 computer task chairs the Downtown Library. The chairs selected are Cachet by Steelcase, Inc.

Steelcase, Inc. was awarded a competitively bid contract with the National Joint Powers Alliance (NJPA) on July 22, 2010. The contract has been renewed each year thereafter.

Scott Rice, Inc. is the local Steelcase dealer. The pricing below is the NJPA contract pricing.

Style	Model No.	Unit Price	Qty	Extended Price
Cachet Task Chairs	48711410	\$305.50	54	\$16,497.00
Delivery and installation				\$540.00
Energy Surcharge				\$85.20
Total				\$17,122.20

### **RECOMMENDATION:**

That the Commission award the contract for the Steelcase furniture to Scott Rice, Inc. in the amount of \$17,122.20. Adequate funding is available in the FY 2011-2012 budget, account 408.



## **CONTRACT AWARDS AND PURCHASES**

(cont'd)

### **ITEM C: MINIVAN**

Provided for in the FY2011-12 budget is the request for a new Minivan for the IT Division. The Minivan that meets the IT Divisions specifications is Dodge Caravan SE.

There is a state contract for vehicle purchase. The state contract is SW0035. The Dodge Caravan SE is listed on the State Contract. The Library's purchasing policy allows the Library to purchase off of any state contract.

Bob Howard Auto is on this state contract as a vendor. The table below shows the equipment that will be purchased and the pricing of the equipment:

<b>Quantity</b>	<b>Description</b>	<b>Contract Price</b>
1	Dodge Caravan SE	\$20,502.00
1	U-Connect Hands-Free	\$655.50
1	Rear Air	\$948.02
1	SXT Power Convenience Upgrade: Black Side Roof Rails Integrated Roof Rail Crossbars Left Power Sliding Door Power Liftgate Super Console Power Adjustable Pedals	\$1,680.00
3	Total Contract Price	\$23,785.52

### **RECOMMENDATION:**

That the Commission approve the purchase of the Dodge Caravan from Bob Howard Auto in the amount of \$23,785.52. Funding for the purchase is provided for in the FY11-12 budget, account 409.

## **CONTRACT AWARDS AND PURCHASES**

(cont'd)

### **ITEM D: ROOF REPLACEMENT FOR BETHANY LIBRARY**

Provided for in the FY2011-12 budget is the request for roof replacement for the Bethany Library.

Oklahoma Roofing is the designated contractor for central Oklahoma under the State of Oklahoma Roof Asset Management Program administered by the Department of Central Services Construction and Properties Division (CAP). The roofing maintenance contract provides competitively bid, line item unit pricing for roofing maintenance and replacement. In addition to being utilized by Oklahoma State Agencies the program is available to and is utilized by other Oklahoma government entities such as cities, counties, and schools.

The contract is administered by the CAP which sends the contract and bonds to the contractor, receives the completed contract and bonds, verifies current insurance coverage, and verifies that plans and specifications have been received, reviewed and approved.

The contractor submits payment application to CAP which reviews the payment application and forwards agency for payment. CAP charges a 5% administrative fee for this service.

The proposals from Oklahoma Roofing under the Roof Asset Management Program is as follows:

<b>Location</b>	<b>Price</b>	<b>Admin Fee</b>	<b>Total</b>
<b>Bethany</b>	<b>66,709.09</b>	<b>\$3,335.45</b>	<b>\$70,044.54</b>

### **RECOMMENDATION:**

That the Commission award the contract to Oklahoma Roofing for the roof replacement at Bethany Library in the amount of \$70,044.54. Funding for this project is provided for in the FY2011-12 budget, account 450.



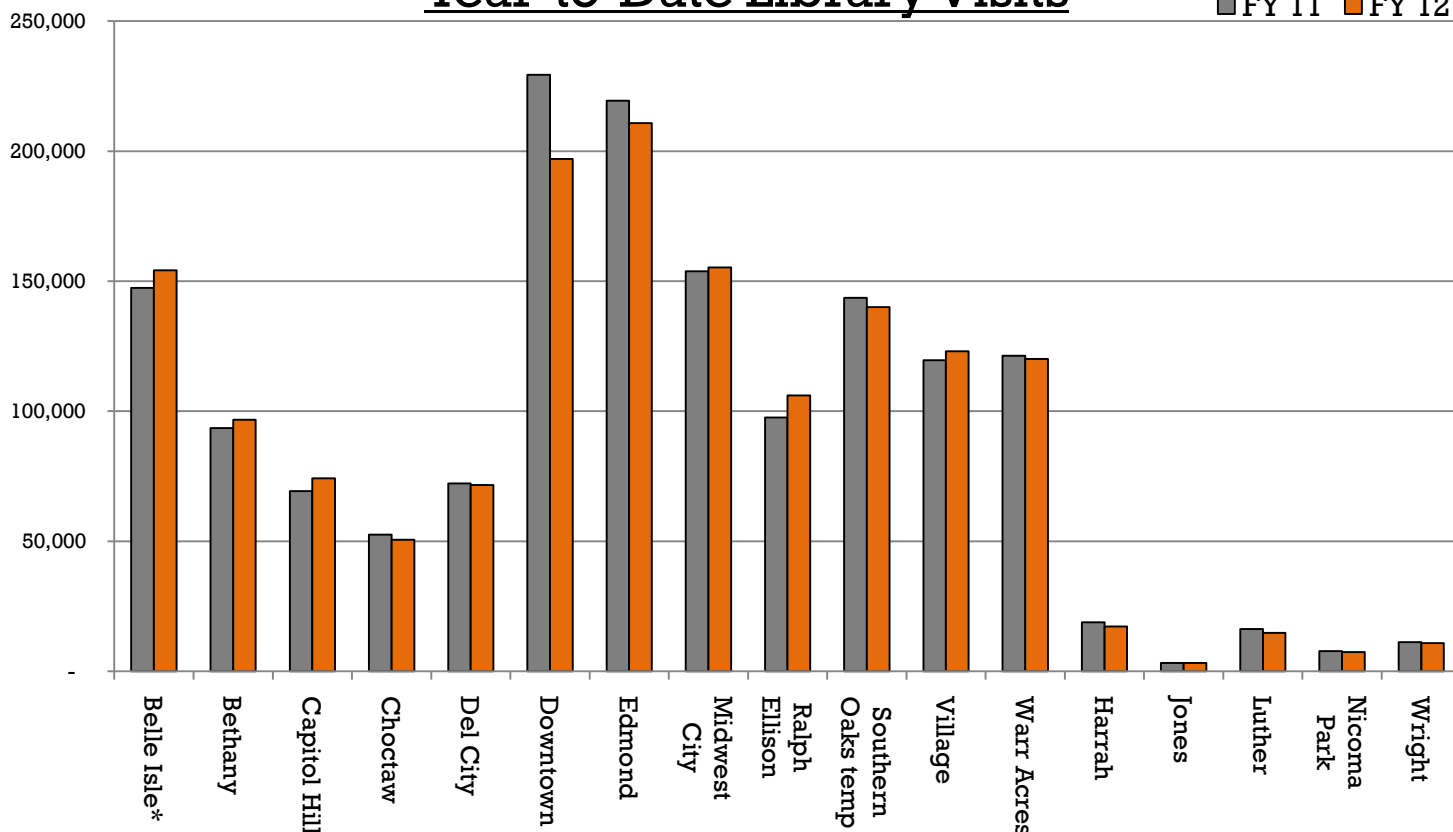
# MLS Library Visits

July 1, 2011 - January 31, 2012 (58.33% of the 11-12 Fiscal Year)

January	FY 11		FY 12		Pct. Change	
<u>Library</u>	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>
Belle Isle*	21,953	147,365	21,554	154,164	-1.8%	4.6%
Bethany	11,566	93,540	12,935	96,672	11.8%	3.3%
Capitol Hill	9,784	69,345	10,970	74,251	12.1%	7.1%
Choctaw	6,832	52,571	6,816	50,577	-0.2%	-3.8%
Del City	8,408	72,226	9,644	71,601	14.7%	-0.9%
Downtown	29,990	229,319	24,006	197,035	-20.0%	-14.1%
Edmond	29,039	219,442	28,654	210,728	-1.3%	-4.0%
Midwest City	20,660	153,854	20,721	155,327	0.3%	1.0%
Ralph Ellison	11,476	97,609	14,646	106,104	27.6%	8.7%
Southern Oaks temp	20,009	143,627	19,639	140,062	-1.8%	-2.5%
Village	16,827	119,576	16,737	123,019	-0.5%	2.9%
Warr Acres	14,719	121,388	16,253	120,106	10.4%	-1.1%
Harrah	2,512	18,811	2,321	17,199	-7.6%	-8.6%
Jones	390	3,215	505	3,196	29.2%	-0.6%
Luther	1,945	16,238	1,821	14,762	-6.4%	-9.1%
Nicoma Park	1,127	7,751	884	7,371	-21.5%	-4.9%
Wright	1,696	11,224	1,800	10,783	6.1%	-3.9%
<b>Total</b>	<b>208,934</b>	<b>1,577,099</b>	<b>209,907</b>	<b>1,552,958</b>	<b>0.5%</b>	<b>-1.5%</b>

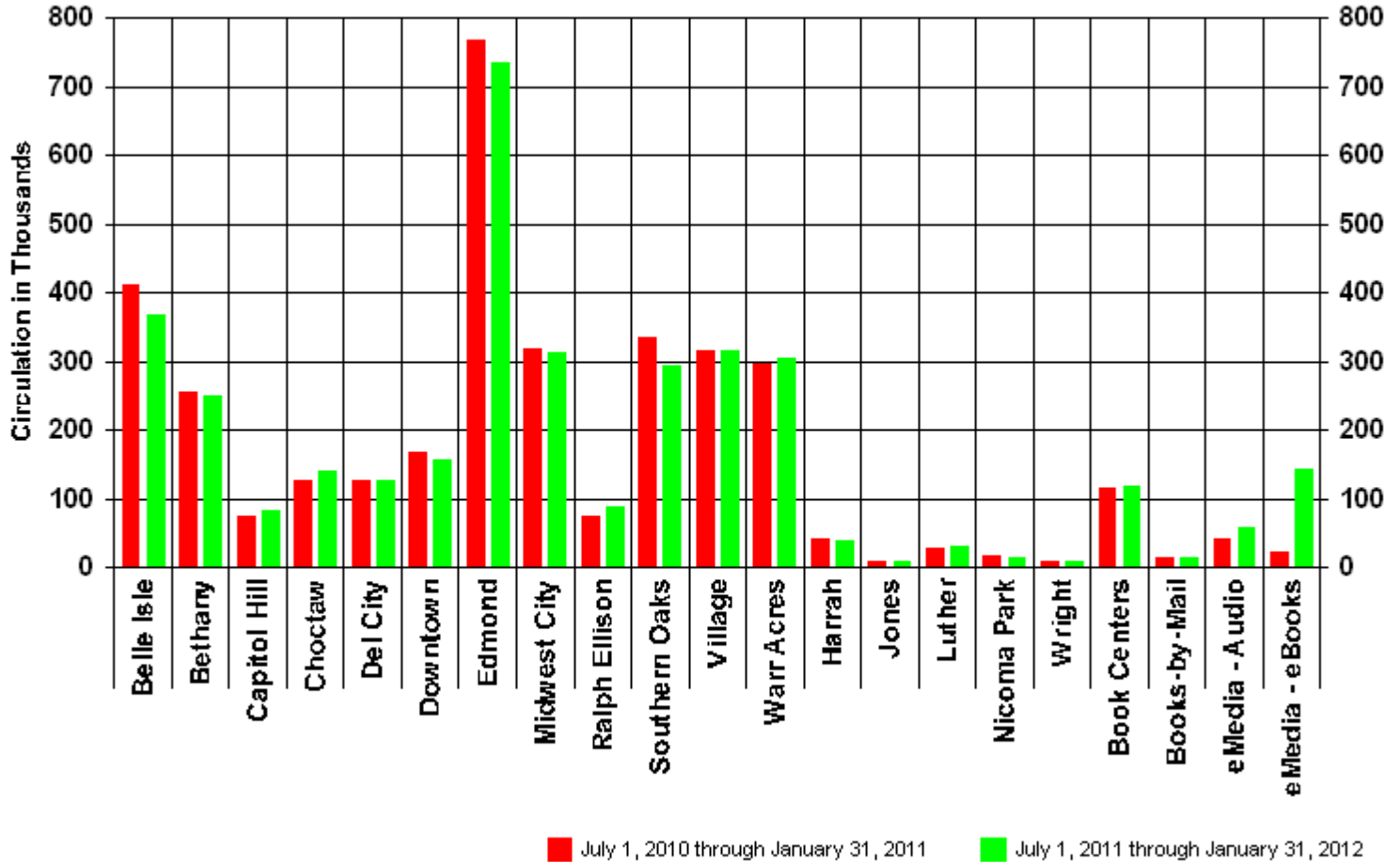
\* FY12 months of Sep, Oct, Nov, Dec and Jan based on historical estimation.

## Year-to-Date Library Visits



## **Circulation Gains and Losses**

**July 1, 2011 through January 31, 2012 (58.33% of the 11-12 Fiscal Year)**







## **Circulation Gains and Losses**

**July 1, 2011 through January 31, 2012 (58.33% of the 11-12 Fiscal Year)**

<b>JANUARY 31, 2012</b>		<b>ADULT MONTH</b>	<b>ADULT YEAR</b>	<b>JUVENILE MONTH</b>	<b>JUVENILE YEAR</b>	<b>TOTAL MONTH</b>	<b>TOTAL YEAR</b>	<b>%</b>
Belle Isle	11	48015	315523	12886	94264	60901	409787	
	12	38938	275839	11871	90332	50809	366171	
		<b>-9077</b>	<b>-39684</b>	<b>-1015</b>	<b>-3932</b>	<b>-10092</b>	<b>-43616</b>	<b>-10.6</b>
Bethany	11	25859	178406	9554	76232	35413	254638	
	12	22906	171113	9532	77906	32438	249019	
		<b>-2953</b>	<b>-7293</b>	<b>-22</b>	<b>1674</b>	<b>-2975</b>	<b>-5619</b>	<b>-2.2</b>
Capitol Hill	11	7249	48175	3515	24751	10764	72926	
	12	7261	51532	4487	30893	11748	82425	
		<b>12</b>	<b>3357</b>	<b>972</b>	<b>6142</b>	<b>984</b>	<b>9499</b>	<b>13.0</b>
Choctaw	11	12155	80761	5530	46636	17685	127397	
	12	12254	85678	7247	53304	19501	138982	
		<b>99</b>	<b>4917</b>	<b>1717</b>	<b>6668</b>	<b>1816</b>	<b>11585</b>	<b>9.1</b>
Del City	11	12792	88295	4892	38349	17684	126644	
	12	12277	89916	4784	35101	17061	125017	
		<b>-515</b>	<b>1621</b>	<b>-108</b>	<b>-3248</b>	<b>-623</b>	<b>-1627</b>	<b>-1.3</b>
Downtown	11	16814	127550	4753	39133	21567	166683	
	12	16803	118878	4707	37816	21510	156694	
		<b>-11</b>	<b>-8672</b>	<b>-46</b>	<b>-1317</b>	<b>-57</b>	<b>-9989</b>	<b>-6.0</b>
Edmond	11	66491	453909	41169	313807	107660	767716	
	12	58436	416221	40966	318635	99402	734856	
		<b>-8055</b>	<b>-37688</b>	<b>-203</b>	<b>4828</b>	<b>-8258</b>	<b>-32860</b>	<b>-4.3</b>
Midwest City	11	34368	231976	10648	87109	45016	319085	
	12	29939	219262	11688	91912	41627	311174	
		<b>-4429</b>	<b>-12714</b>	<b>1040</b>	<b>4803</b>	<b>-3389</b>	<b>-7911</b>	<b>-2.5</b>
Ralph Ellison	11	7208	56345	2071	18759	9279	75104	
	12	9311	64268	3465	22396	12776	86664	
		<b>2103</b>	<b>7923</b>	<b>1394</b>	<b>3637</b>	<b>3497</b>	<b>11560</b>	<b>15.4</b>
Southern Oaks	11	36566	246584	11906	86666	48472	333250	
	12	28418	208081	11605	84722	40023	292803	
		<b>-8148</b>	<b>-38503</b>	<b>-301</b>	<b>-1944</b>	<b>-8449</b>	<b>-40447</b>	<b>-12.1</b>
Village	11	32247	219399	12497	96982	44744	316381	
	12	28912	215454	12665	99073	41577	314527	
		<b>-3335</b>	<b>-3945</b>	<b>168</b>	<b>2091</b>	<b>-3167</b>	<b>-1854</b>	<b>-.6</b>
Warr Acres	11	29995	209489	10385	86239	40380	295728	
	12	29041	214619	11600	89468	40641	304087	
		<b>-954</b>	<b>5130</b>	<b>1215</b>	<b>3229</b>	<b>261</b>	<b>8359</b>	<b>2.8</b>

## **Circulation Gains and Losses**

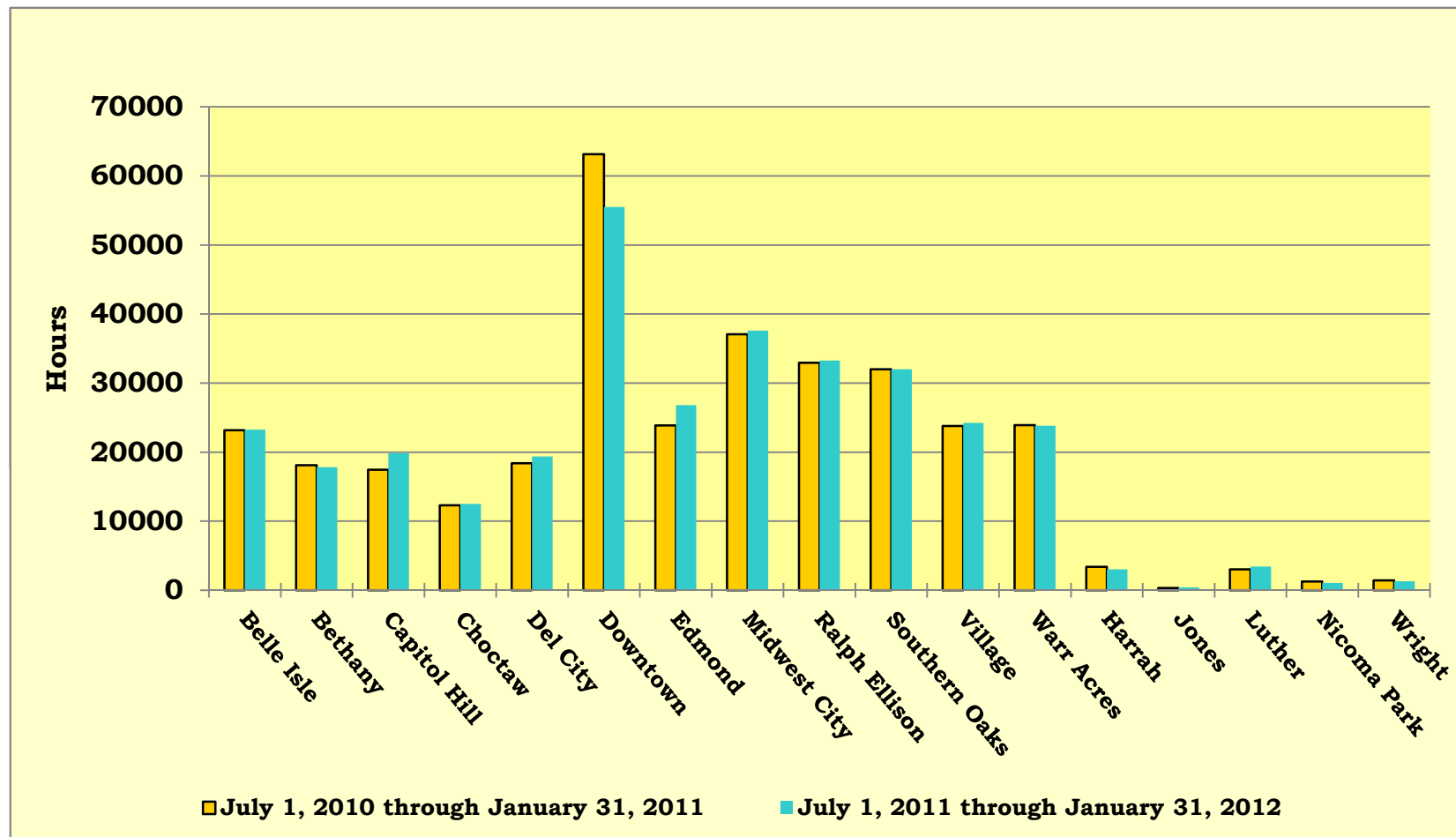
**July 1, 2011 through January 31, 2012 (58.33% of the 11-12 Fiscal Year)**

<b>JANUARY 31, 2012</b>		<b><u>ADULT MONTH</u></b>	<b><u>ADULT YEAR</u></b>	<b><u>JUVENILE MONTH</u></b>	<b><u>JUVENILE YEAR</u></b>	<b><u>TOTAL MONTH</u></b>	<b><u>TOTAL YEAR</u></b>	<b><u>%</u></b>
<b><u>EXTENSION LIBRARIES:</u></b>								
Harrah	11	4241	28090	1835	12150	6076	40240	
	12	3705	26392	1574	10881	5279	37273	
		<b>-536</b>	<b>-1698</b>	<b>-261</b>	<b>-1269</b>	<b>-797</b>	<b>-2967</b>	<b>-7.4</b>
Jones	11	841	5775	577	3300	1418	9075	
	12	935	5467	339	2790	1274	8257	
		<b>94</b>	<b>-308</b>	<b>-238</b>	<b>-510</b>	<b>-144</b>	<b>-818</b>	<b>-9.0</b>
Luther	11	2923	21063	864	7387	3787	28450	
	12	2594	20123	1077	8956	3671	29079	
		<b>-329</b>	<b>-940</b>	<b>213</b>	<b>1569</b>	<b>-116</b>	<b>629</b>	<b>2.2</b>
Nicoma Park	11	1896	13642	433	3581	2329	17223	
	12	1681	11171	571	3369	2252	14540	
		<b>-215</b>	<b>-2471</b>	<b>138</b>	<b>-212</b>	<b>-77</b>	<b>-2683</b>	<b>-15.6</b>
Wright	11	891	7129	314	2329	1205	9458	
	12	845	5054	336	2120	1181	7174	
		<b>-46</b>	<b>-2075</b>	<b>22</b>	<b>-209</b>	<b>-24</b>	<b>-2284</b>	<b>-24.1</b>
<b><u>OTHER:</u></b>								
Book Centers	11	10277	71521	6309	44395	16586	115916	
	12	10546	73088	6292	44302	16838	117390	
		<b>269</b>	<b>1567</b>	<b>-17</b>	<b>-93</b>	<b>252</b>	<b>1474</b>	<b>1.3</b>
Books-by-Mail	11	1869	13219	0	0	1869	13219	
	12	1953	14002	0	0	1953	14002	
		<b>84</b>	<b>783</b>	<b>0</b>	<b>0</b>	<b>84</b>	<b>783</b>	<b>5.9</b>
eMedia - Audio	11	6912	41704	0	0	6912	41704	
	12	8722	56490	0	0	8722	56490	
		<b>1810</b>	<b>14786</b>	<b>0</b>	<b>0</b>	<b>1810</b>	<b>14786</b>	<b>35.5</b>
eMedia - eBooks	11	6680	22279	0	0	6680	22279	
	12	29618	141535	0	0	29618	141535	
		<b>22938</b>	<b>119256</b>	<b>0</b>	<b>0</b>	<b>22938</b>	<b>119256</b>	<b>535.3</b>
TOTALS	11	366289	2480834	140138	1082069	506427	3562903	
	12	355095	2484183	144806	1103976	499901	3588159	
		<b>-11194</b>	<b>3349</b>	<b>4668</b>	<b>21907</b>	<b>-6526</b>	<b>25256</b>	<b>.7</b>



## Total Computer Hours Used by Library

July 1, 2011 through January 31, 2012 (58.33% of the 11-12 Fiscal Year)



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## Total Computer Usage

July 1, 2011 through January 31, 2012 (58.33% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	11	292		4,355		3,240.57		3,139		30,430		23,179.41	
	12	293		4,117		3,196.02		3,184		29,885		23,261.09	
		<b>1</b>	<b>.3</b>	<b>-238</b>	<b>-5.5</b>	<b>-44.55</b>	<b>-1.4</b>	<b>45</b>	<b>1.4</b>	<b>-545</b>	<b>-1.8</b>	<b>81.68</b>	<b>.4</b>
BETHANY	11	213		3,101		2,426.31		2,472		23,281		18,091.69	
	12	241		3,064		2,414.93		2,656		22,802		17,822.10	
		<b>28</b>	<b>13.1</b>	<b>-37</b>	<b>-1.2</b>	<b>-11.38</b>	<b>-.5</b>	<b>184</b>	<b>7.4</b>	<b>-479</b>	<b>-2.1</b>	<b>-269.59</b>	<b>-1.5</b>
CAPITOL HILL	11	222		2,892		2,343.57		2,348		22,067		17,472.61	
	12	284		3,418		2,836.86		2,804		25,021		19,872.16	
		<b>62</b>	<b>27.9</b>	<b>526</b>	<b>18.2</b>	<b>493.29</b>	<b>21.0</b>	<b>456</b>	<b>19.4</b>	<b>2,954</b>	<b>13.4</b>	<b>2,399.55</b>	<b>13.7</b>
CHOCTAW	11	83		1,698		1,718.26		1,307		12,903		12,292.77	
	12	105		1,439		1,422.05		1,294		11,868		12,525.21	
		<b>22</b>	<b>26.5</b>	<b>-259</b>	<b>-15.3</b>	<b>-296.21</b>	<b>-17.2</b>	<b>-13</b>	<b>-1.0</b>	<b>-1,035</b>	<b>-8.0</b>	<b>232.44</b>	<b>1.9</b>
DEL CITY	11	207		2,730		2,351.88		2,306		22,028		18,395.04	
	12	210		3,396		2,642.89		2,302		25,244		19,374.01	
		<b>3</b>	<b>1.4</b>	<b>666</b>	<b>24.4</b>	<b>291.01</b>	<b>12.4</b>	<b>-4</b>	<b>-.2</b>	<b>3,216</b>	<b>14.6</b>	<b>978.97</b>	<b>5.3</b>
DOWNTOWN	11	228		11,171		8,918.29		3,085		80,259		63,139.21	
	12	232		9,227		7,712.50		2,935		69,897		55,504.91	
		<b>4</b>	<b>1.8</b>	<b>-1,944</b>	<b>-17.4</b>	<b>-1,205.79</b>	<b>-13.5</b>	<b>-150</b>	<b>-4.9</b>	<b>-10,362</b>	<b>-12.9</b>	<b>-7,634.30</b>	<b>-12.1</b>
EDMOND	11	259		3,826		3,285.42		3,184		28,510		23,861.73	
	12	293		4,421		4,026.29		3,373		29,916		26,808.48	
		<b>34</b>	<b>13.1</b>	<b>595</b>	<b>15.6</b>	<b>740.87</b>	<b>22.6</b>	<b>189</b>	<b>5.9</b>	<b>1,406</b>	<b>4.9</b>	<b>2,946.75</b>	<b>12.3</b>
MIDWEST CITY	11	368		5,936		5,139.00		4,554		44,276		37,092.49	
	12	384		5,808		5,030.73		4,623		46,909		37,620.40	
		<b>16</b>	<b>4.3</b>	<b>-128</b>	<b>-2.2</b>	<b>-108.27</b>	<b>-2.1</b>	<b>69</b>	<b>1.5</b>	<b>2,633</b>	<b>5.9</b>	<b>527.91</b>	<b>1.4</b>
RALPH ELLISON	11	242		5,106		4,434.97		2,982		41,066		32,928.04	
	12	286		5,923		4,632.06		3,534		42,409		33,287.68	
		<b>44</b>	<b>18.2</b>	<b>817</b>	<b>16.0</b>	<b>197.09</b>	<b>4.4</b>	<b>552</b>	<b>18.5</b>	<b>1,343</b>	<b>3.3</b>	<b>359.64</b>	<b>1.1</b>



## Total Computer Usage

July 1, 2011 through January 31, 2012 (58.33% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	11	431		5,557		4,422.21		4,636		41,365		31,986.73	
	12	340		5,290		4,388.74		3,962		39,602		31,996.04	
		<b>-91</b>	<b>-21.1</b>	<b>-267</b>	<b>-4.8</b>	<b>-33.47</b>	<b>-.8</b>	<b>-674</b>	<b>-14.5</b>	<b>-1,763</b>	<b>-4.3</b>	<b>9.31</b>	<b>.0</b>
VILLAGE	11	287		3,987		3,200.96		3,450		30,315		23,808.15	
	12	315		4,018		3,273.23		3,680		30,173		24,233.00	
		<b>28</b>	<b>9.8</b>	<b>31</b>	<b>.8</b>	<b>72.27</b>	<b>2.3</b>	<b>230</b>	<b>6.7</b>	<b>-142</b>	<b>-.5</b>	<b>424.85</b>	<b>1.8</b>
WARR ACRES	11	248		4,076		3,203.36		2,894		30,998		23,898.51	
	12	284		4,298		3,302.17		2,961		31,417		23,840.48	
		<b>36</b>	<b>14.5</b>	<b>222</b>	<b>5.4</b>	<b>98.81</b>	<b>3.1</b>	<b>67</b>	<b>2.3</b>	<b>419</b>	<b>1.4</b>	<b>-58.03</b>	<b>-.2</b>
HARRAH	11	28		576		475.95		386		4,044		3,384.64	
	12	22		478		416.93		364		3,538		3,025.72	
		<b>-6</b>	<b>-21.4</b>	<b>-98</b>	<b>-17.0</b>	<b>-59.02</b>	<b>-12.4</b>	<b>-22</b>	<b>-5.7</b>	<b>-506</b>	<b>-12.5</b>	<b>-358.92</b>	<b>-10.6</b>
JONES	11	5		58		54.83		48		421		346.37	
	12	3		73		76.81		52		439		418.88	
		<b>-2</b>	<b>-40.0</b>	<b>15</b>	<b>25.9</b>	<b>21.98</b>	<b>40.1</b>	<b>4</b>	<b>8.3</b>	<b>18</b>	<b>4.3</b>	<b>72.51</b>	<b>20.9</b>
LUTHER	11	29		460		408.00		453		3,764		3,024.02	
	12	21		344		353.46		364		3,574		3,433.34	
		<b>-8</b>	<b>-27.6</b>	<b>-116</b>	<b>-25.2</b>	<b>-54.54</b>	<b>-13.4</b>	<b>-89</b>	<b>-19.6</b>	<b>-190</b>	<b>-5.0</b>	<b>409.32</b>	<b>13.5</b>
NICOMA PARK	11	13		225		210.13		148		1,384		1,265.08	
	12	14		206		154.81		130		1,152		1,067.56	
		<b>1</b>	<b>7.7</b>	<b>-19</b>	<b>-8.4</b>	<b>-55.32</b>	<b>-26.3</b>	<b>-18</b>	<b>-12.2</b>	<b>-232</b>	<b>-16.8</b>	<b>-197.52</b>	<b>-15.6</b>
WRIGHT	11	16		228		183.57		132		1,678		1,419.60	
	12	14		264		210.03		187		1,698		1,326.17	
		<b>-2</b>	<b>-12.5</b>	<b>36</b>	<b>15.8</b>	<b>26.46</b>	<b>14.4</b>	<b>55</b>	<b>41.7</b>	<b>20</b>	<b>1.2</b>	<b>-93.43</b>	<b>-6.6</b>
TOTAL	11	3,171		55,982		46,017.28		37,524		418,789		335,586.09	
	12	3,341		55,784		46,090.51		38,405		415,544		335,417.23	
		<b>170</b>	<b>5.4</b>	<b>-198</b>	<b>-.4</b>	<b>73.23</b>	<b>.2</b>	<b>881</b>	<b>2.3</b>	<b>-3,245</b>	<b>-.8</b>	<b>-168.86</b>	<b>-.1</b>

## Computer Usage by Adult Customers

**July 1, 2011 through January 31, 2012 (58.33% of the 11-12 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	11	253		3,727		2,785.79		2,641		25,836		19,779.17	
	12	244		3,641		2,851.35		2,679		26,228		20,522.70	
		<b>-9</b>	<b>-3.6</b>	<b>-86</b>	<b>-2.3</b>	<b>65.56</b>	<b>2.4</b>	<b>38</b>	<b>1.4</b>	<b>392</b>	<b>1.5</b>	<b>743.53</b>	<b>3.8</b>
BETHANY	11	188		2,567		2,024.58		2,003		18,940		14,752.24	
	12	201		2,617		2,067.47		2,177		18,393		14,420.16	
		<b>13</b>	<b>6.9</b>	<b>50</b>	<b>1.9</b>	<b>42.89</b>	<b>2.1</b>	<b>174</b>	<b>8.7</b>	<b>-547</b>	<b>-2.9</b>	<b>-332.08</b>	<b>-2.3</b>
CAPITOL HILL	11	148		1,520		1,375.98		1,411		10,537		9,220.76	
	12	186		2,088		1,838.12		1,714		12,801		11,014.61	
		<b>38</b>	<b>25.7</b>	<b>568</b>	<b>37.4</b>	<b>462.14</b>	<b>33.6</b>	<b>303</b>	<b>21.5</b>	<b>2,264</b>	<b>21.5</b>	<b>1,793.85</b>	<b>19.5</b>
CHOCTAW	11	57		1,151		1,111.50		957		8,828		8,183.33	
	12	82		1,057		1,006.48		930		8,144		8,088.13	
		<b>25</b>	<b>43.9</b>	<b>-94</b>	<b>-8.2</b>	<b>-105.02</b>	<b>-9.4</b>	<b>-27</b>	<b>-2.8</b>	<b>-684</b>	<b>-7.7</b>	<b>-95.20</b>	<b>-1.2</b>
DEL CITY	11	177		2,183		1,881.70		1,805		17,329		14,543.41	
	12	165		2,740		2,173.78		1,806		20,314		15,711.39	
		<b>-12</b>	<b>-6.8</b>	<b>557</b>	<b>25.5</b>	<b>292.08</b>	<b>15.5</b>	<b>1</b>	<b>.1</b>	<b>2,985</b>	<b>17.2</b>	<b>1,167.98</b>	<b>8.0</b>
DOWNTOWN	11	194		10,644		8,483.08		2,665		75,705		59,462.70	
	12	214		8,909		7,429.88		2,576		66,836		53,003.55	
		<b>20</b>	<b>10.3</b>	<b>-1,735</b>	<b>-16.3</b>	<b>-1,053.20</b>	<b>-12.4</b>	<b>-89</b>	<b>-3.3</b>	<b>-8,869</b>	<b>-11.7</b>	<b>-6,459.15</b>	<b>-10.9</b>
EDMOND	11	223		3,354		2,859.50		2,659		24,236		20,200.86	
	12	249		3,838		3,475.43		2,832		25,324		22,667.49	
		<b>26</b>	<b>11.7</b>	<b>484</b>	<b>14.4</b>	<b>615.93</b>	<b>21.5</b>	<b>173</b>	<b>6.5</b>	<b>1,088</b>	<b>4.5</b>	<b>2,466.63</b>	<b>12.2</b>
MIDWEST CITY	11	305		4,462		3,961.44		3,618		32,969		28,162.11	
	12	318		4,652		4,071.02		3,683		34,636		28,331.97	
		<b>13</b>	<b>4.3</b>	<b>190</b>	<b>4.3</b>	<b>109.58</b>	<b>2.8</b>	<b>65</b>	<b>1.8</b>	<b>1,667</b>	<b>5.1</b>	<b>169.86</b>	<b>.6</b>
RALPH ELLISON	11	188		3,473		3,179.66		2,250		24,941		21,395.14	
	12	219		4,224		3,419.77		2,617		27,213		22,686.88	
		<b>31</b>	<b>16.5</b>	<b>751</b>	<b>21.6</b>	<b>240.11</b>	<b>7.6</b>	<b>367</b>	<b>16.3</b>	<b>2,272</b>	<b>9.1</b>	<b>1,291.74</b>	<b>6.0</b>

## Computer Usage by Adult Customers

**July 1, 2011 through January 31, 2012 (58.33% of the 11-12 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	11	345		4,060		3,234.85		3,465		28,578		22,543.37	
	12	266		4,064		3,373.11		2,920		27,706		22,950.91	
		<b>-79</b>	<b>-22.9</b>	<b>4</b>	<b>.1</b>	<b>138.26</b>	<b>4.3</b>	<b>-545</b>	<b>-15.7</b>	<b>-872</b>	<b>-3.1</b>	<b>407.54</b>	<b>1.8</b>
VILLAGE	11	250		3,031		2,475.43		2,747		22,857		18,155.33	
	12	258		3,210		2,649.97		2,958		22,350		18,097.11	
		<b>8</b>	<b>3.2</b>	<b>179</b>	<b>5.9</b>	<b>174.54</b>	<b>7.1</b>	<b>211</b>	<b>7.7</b>	<b>-507</b>	<b>-2.2</b>	<b>-58.22</b>	<b>-.3</b>
WARR ACRES	11	214		3,571		2,777.09		2,418		25,770		19,708.70	
	12	243		3,682		2,803.36		2,463		25,434		19,213.77	
		<b>29</b>	<b>13.6</b>	<b>111</b>	<b>3.1</b>	<b>26.27</b>	<b>.9</b>	<b>45</b>	<b>1.9</b>	<b>-336</b>	<b>-1.3</b>	<b>-494.93</b>	<b>-2.5</b>
HARRAH	11	20		406		344.04		264		2,695		2,220.36	
	12	12		273		202.78		254		2,223		1,767.16	
		<b>-8</b>	<b>-40.0</b>	<b>-133</b>	<b>-32.8</b>	<b>-141.26</b>	<b>-41.1</b>	<b>-10</b>	<b>-3.8</b>	<b>-472</b>	<b>-17.5</b>	<b>-453.20</b>	<b>-20.4</b>
JONES	11	5		52		52.13		31		336		290.31	
	12	2		68		73.97		35		385		384.93	
		<b>-3</b>	<b>-60.0</b>	<b>16</b>	<b>30.8</b>	<b>21.84</b>	<b>41.9</b>	<b>4</b>	<b>12.9</b>	<b>49</b>	<b>14.6</b>	<b>94.62</b>	<b>32.6</b>
LUTHER	11	20		241		217.69		234		1,761		1,444.93	
	12	17		238		239.91		200		2,014		1,930.34	
		<b>-3</b>	<b>-15.0</b>	<b>-3</b>	<b>-1.2</b>	<b>22.22</b>	<b>10.2</b>	<b>-34</b>	<b>-14.5</b>	<b>253</b>	<b>14.4</b>	<b>485.41</b>	<b>33.6</b>
NICOMA PARK	11	10		174		173.38		107		1,133		1,087.24	
	12	10		175		142.81		102		1,002		951.09	
			<b>.0</b>	<b>1</b>	<b>.6</b>	<b>-30.57</b>	<b>-17.6</b>	<b>-5</b>	<b>-4.7</b>	<b>-131</b>	<b>-11.6</b>	<b>-136.15</b>	<b>-12.5</b>
WRIGHT	11	15		195		161.98		94		1,329		1,172.33	
	12	14		196		165.08		138		1,180		975.85	
		<b>-1</b>	<b>-6.7</b>	<b>1</b>	<b>.5</b>	<b>3.10</b>	<b>1.9</b>	<b>44</b>	<b>46.8</b>	<b>-149</b>	<b>-11.2</b>	<b>-196.48</b>	<b>-16.8</b>
TOTAL	11	2,612		44,811		37,099.82		29,369		323,780		262,322.29	
	12	2,700		45,672		37,984.29		30,084		322,183		262,718.04	
		<b>88</b>	<b>3.4</b>	<b>861</b>	<b>1.9</b>	<b>884.47</b>	<b>2.4</b>	<b>715</b>	<b>2.4</b>	<b>-1,597</b>	<b>-.5</b>	<b>395.75</b>	<b>.2</b>



## Computer Usage by Minor Customers

**July 1, 2011 through January 31, 2012 (58.33% of the 11-12 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	11	39		628		454.78		498		4,594		3,400.24	
	12	49		476		344.67		505		3,657		2,738.39	
		<b>10</b>	<b>25.6</b>	<b>-152</b>	<b>-24.2</b>	<b>-110.11</b>	<b>-24.2</b>	<b>7</b>	<b>1.4</b>	<b>-937</b>	<b>-20.4</b>	<b>-661.85</b>	<b>-19.5</b>
BETHANY	11	25		534		401.73		469		4,341		3,339.45	
	12	40		447		347.46		479		4,409		3,401.94	
		<b>15</b>	<b>60.0</b>	<b>-87</b>	<b>-16.3</b>	<b>-54.27</b>	<b>-13.5</b>	<b>10</b>	<b>2.1</b>	<b>68</b>	<b>1.6</b>	<b>62.49</b>	<b>1.9</b>
CAPITOL HILL	11	74		1,372		967.59		937		11,530		8,251.85	
	12	98		1,330		998.74		1,090		12,220		8,857.55	
		<b>24</b>	<b>32.4</b>	<b>-42</b>	<b>-3.1</b>	<b>31.15</b>	<b>3.2</b>	<b>153</b>	<b>16.3</b>	<b>690</b>	<b>6.0</b>	<b>605.70</b>	<b>7.3</b>
CHOCTAW	11	26		547		606.76		350		4,075		4,109.44	
	12	23		382		415.57		364		3,724		4,437.08	
		<b>-3</b>	<b>-11.5</b>	<b>-165</b>	<b>-30.2</b>	<b>-191.19</b>	<b>-31.5</b>	<b>14</b>	<b>4.0</b>	<b>-351</b>	<b>-8.6</b>	<b>327.64</b>	<b>8.0</b>
DEL CITY	11	30		547		470.18		501		4,699		3,851.63	
	12	45		656		469.11		496		4,930		3,662.62	
		<b>15</b>	<b>50.0</b>	<b>109</b>	<b>19.9</b>	<b>-1.07</b>	<b>-.2</b>	<b>-5</b>	<b>-1.0</b>	<b>231</b>	<b>4.9</b>	<b>-189.01</b>	<b>-4.9</b>
DOWNTOWN	11	34		527		435.21		420		4,554		3,676.51	
	12	18		318		282.62		359		3,061		2,501.36	
		<b>-16</b>	<b>-47.1</b>	<b>-209</b>	<b>-39.7</b>	<b>-152.59</b>	<b>-35.1</b>	<b>-61</b>	<b>-14.5</b>	<b>-1,493</b>	<b>-32.8</b>	<b>-1,175.15</b>	<b>-32.0</b>
EDMOND	11	36		472		425.92		525		4,274		3,660.87	
	12	44		583		550.86		541		4,592		4,140.99	
		<b>8</b>	<b>22.2</b>	<b>111</b>	<b>23.5</b>	<b>124.94</b>	<b>29.3</b>	<b>16</b>	<b>3.0</b>	<b>318</b>	<b>7.4</b>	<b>480.12</b>	<b>13.1</b>
MIDWEST CITY	11	63		1,474		1,177.56		936		11,307		8,930.38	
	12	66		1,156		959.71		940		12,273		9,288.43	
		<b>3</b>	<b>4.8</b>	<b>-318</b>	<b>-21.6</b>	<b>-217.85</b>	<b>-18.5</b>	<b>4</b>	<b>.4</b>	<b>966</b>	<b>8.5</b>	<b>358.05</b>	<b>4.0</b>
RALPH ELLISON	11	54		1,633		1,255.31		732		16,125		11,532.90	
	12	67		1,699		1,212.29		917		15,196		10,600.80	
		<b>13</b>	<b>24.1</b>	<b>66</b>	<b>4.0</b>	<b>-43.02</b>	<b>-3.4</b>	<b>185</b>	<b>25.3</b>	<b>-929</b>	<b>-5.8</b>	<b>-932.10</b>	<b>-8.1</b>

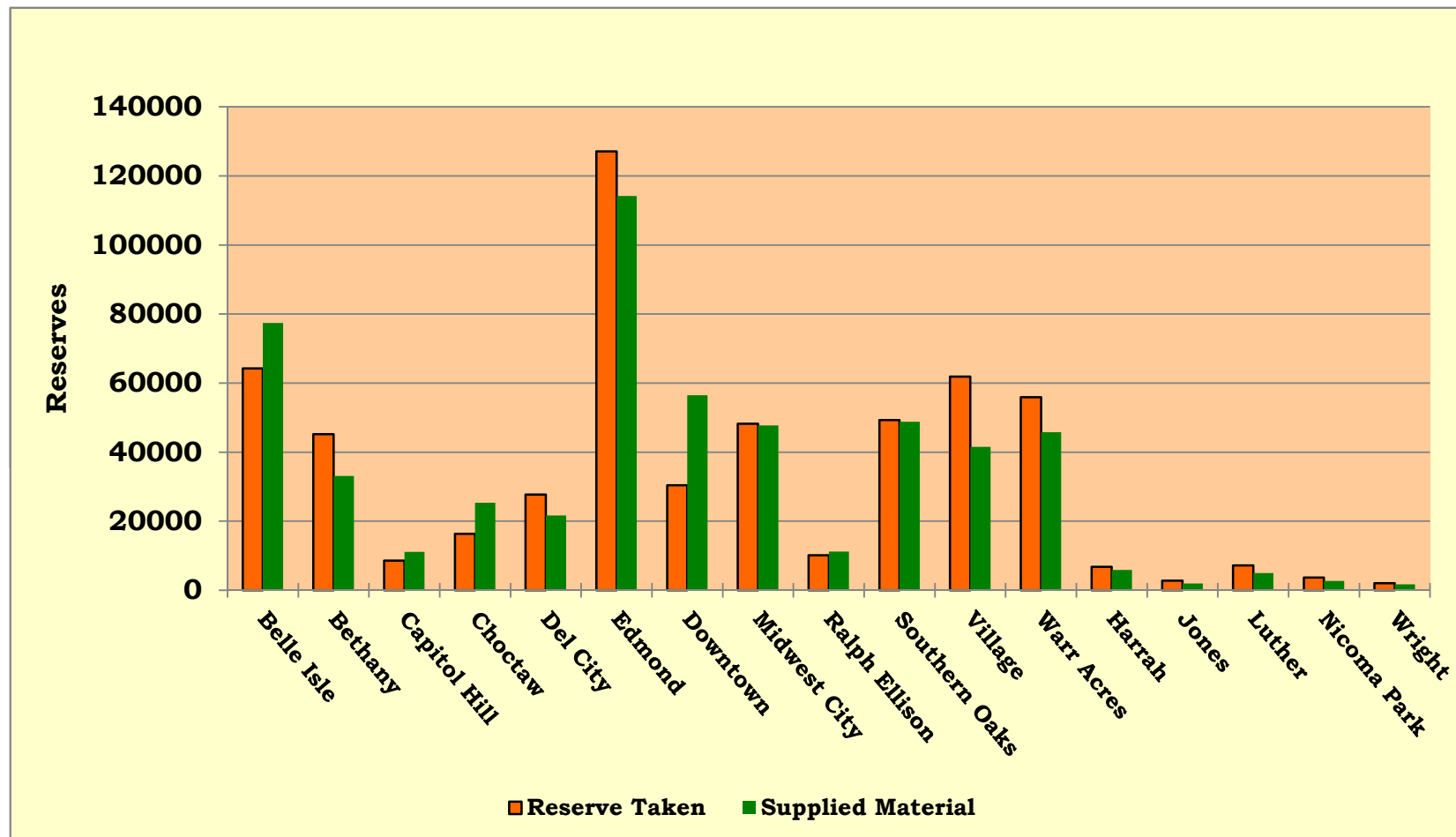
## Computer Usage by Minor Customers

**July 1, 2011 through January 31, 2012 (58.33% of the 11-12 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	11	86		1,497		1,187.36		1,171		12,787		9,443.36	
	12	74		1,226		1,015.63		1,042		11,896		9,045.13	
		<b>-12</b>	<b>-14.0</b>	<b>-271</b>	<b>-18.1</b>	<b>-171.73</b>	<b>-14.5</b>	<b>-129</b>	<b>-11.0</b>	<b>-891</b>	<b>-7.0</b>	<b>-398.23</b>	<b>-4.2</b>
VILLAGE	11	37		956		725.53		703		7,458		5,652.82	
	12	57		808		623.26		722		7,823		6,135.89	
		<b>20</b>	<b>54.1</b>	<b>-148</b>	<b>-15.5</b>	<b>-102.27</b>	<b>-14.1</b>	<b>19</b>	<b>2.7</b>	<b>365</b>	<b>4.9</b>	<b>483.07</b>	<b>8.5</b>
WARR ACRES	11	34		505		426.27		476		5,228		4,189.81	
	12	41		616		498.81		498		5,983		4,626.71	
		<b>7</b>	<b>20.6</b>	<b>111</b>	<b>22.0</b>	<b>72.54</b>	<b>17.0</b>	<b>22</b>	<b>4.6</b>	<b>755</b>	<b>14.4</b>	<b>436.90</b>	<b>10.4</b>
HARRAH	11	8		170		131.91		122		1,349		1,164.28	
	12	10		205		214.15		110		1,315		1,258.56	
		<b>2</b>	<b>25.0</b>	<b>35</b>	<b>20.6</b>	<b>82.24</b>	<b>62.3</b>	<b>-12</b>	<b>-9.8</b>	<b>-34</b>	<b>-2.5</b>	<b>94.28</b>	<b>8.1</b>
JONES	11			6		2.70		17		85		56.06	
	12	1		5		2.84		17		54		33.95	
		<b>1</b>		<b>-1</b>	<b>-16.7</b>	<b>.14</b>	<b>5.2</b>		<b>.0</b>	<b>-31</b>	<b>-36.5</b>	<b>-22.11</b>	<b>-39.4</b>
LUTHER	11	9		219		190.31		219		2,003		1,579.09	
	12	4		106		113.55		164		1,560		1,503.00	
		<b>-5</b>	<b>-55.6</b>	<b>-113</b>	<b>-51.6</b>	<b>-76.76</b>	<b>-40.3</b>	<b>-55</b>	<b>-25.1</b>	<b>-443</b>	<b>-22.1</b>	<b>-76.09</b>	<b>-4.8</b>
NICOMA PARK	11	3		51		36.75		41		251		177.84	
	12	4		31		12.00		28		150		116.47	
		<b>1</b>	<b>33.3</b>	<b>-20</b>	<b>-39.2</b>	<b>-24.75</b>	<b>-67.3</b>	<b>-13</b>	<b>-31.7</b>	<b>-101</b>	<b>-40.2</b>	<b>-61.37</b>	<b>-34.5</b>
WRIGHT	11	1		33		21.59		38		349		247.27	
	12			68		44.95		49		518		350.32	
		<b>-1</b>	<b>-100.0</b>	<b>35</b>	<b>106.1</b>	<b>23.36</b>	<b>108.2</b>	<b>11</b>	<b>28.9</b>	<b>169</b>	<b>48.4</b>	<b>103.05</b>	<b>41.7</b>
TOTAL	11	559		11,171		8,917.46		8,155		95,009		73,263.80	
	12	641		10,112		8,106.22		8,321		93,361		72,699.19	
		<b>82</b>	<b>14.7</b>	<b>-1,059</b>	<b>-9.5</b>	<b>-811.24</b>	<b>-9.1</b>	<b>166</b>	<b>2.0</b>	<b>-1,648</b>	<b>-1.7</b>	<b>-564.61</b>	<b>-.8</b>

## System Reserve Report

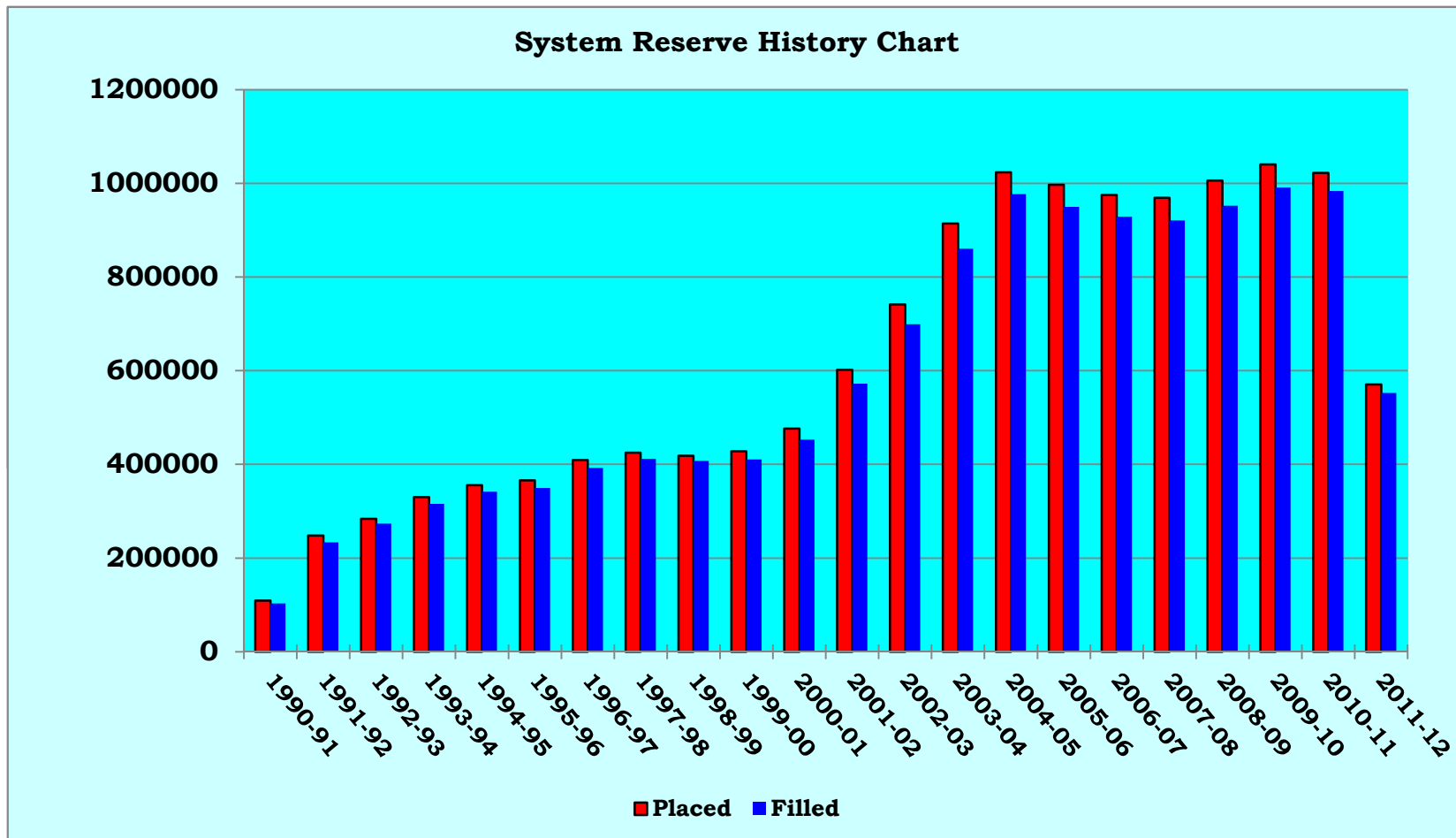
July 1, 2011 through January 31, 2012 (58.33% of the 11-12 Fiscal Year)





## System Reserve Report

July 1, 2011 through January 31, 2012 (58.33% of the 11-12 Fiscal Year)



# System Reserves Report

July 1, 2011 through January 31, 2012 (58.33% of the 11-12 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	11	10,628	74,779		10,472	71,336	
	12	9,495	64,229		8,903	61,496	
		<b>-1,133</b>	<b>-10,550</b>	<b>-14.1</b>	<b>-1,569</b>	<b>-9,840</b>	<b>-13.8</b>
BETHANY	11	6,523	45,931		6,495	44,673	
	12	6,291	45,216		6,209	43,127	
		<b>-232</b>	<b>-715</b>	<b>-1.6</b>	<b>-286</b>	<b>-1,546</b>	<b>-3.5</b>
CAPITOL HILL	11	1,323	8,116		1,296	7,793	
	12	1,170	8,624		1,086	8,405	
		<b>-153</b>	<b>508</b>	<b>6.3</b>	<b>-210</b>	<b>612</b>	<b>7.9</b>
CHOCTAW	11	2,638	17,128		2,631	16,561	
	12	2,478	16,391		2,399	15,812	
		<b>-160</b>	<b>-737</b>	<b>-4.3</b>	<b>-232</b>	<b>-749</b>	<b>-4.5</b>
DEL CITY	11	4,154	27,938		4,058	26,799	
	12	4,080	27,689		3,715	25,155	
		<b>-74</b>	<b>-249</b>	<b>-0.9</b>	<b>-343</b>	<b>-1,644</b>	<b>-6.1</b>
EDMOND	11	19,938	137,534		19,603	133,373	
	12	18,818	127,136		17,854	123,166	
		<b>-1,120</b>	<b>-10,398</b>	<b>-7.6</b>	<b>-1,749</b>	<b>-10,207</b>	<b>-7.7</b>
DOWNTOWN	11	4,012	30,870		3,877	29,476	
	12	4,406	30,419		4,171	29,257	
		<b>394</b>	<b>-451</b>	<b>-1.5</b>	<b>294</b>	<b>-219</b>	<b>-0.7</b>
MIDWEST CITY	11	7,501	52,080		7,444	50,205	
	12	6,599	48,266		6,428	46,914	
		<b>-902</b>	<b>-3,814</b>	<b>-7.3</b>	<b>-1,016</b>	<b>-3,291</b>	<b>-6.6</b>
RALPH ELLISON	11	1,273	9,646		1,249	9,351	
	12	1,554	10,126		1,511	9,708	
		<b>281</b>	<b>480</b>	<b>5.0</b>	<b>262</b>	<b>357</b>	<b>3.8</b>
SOUTHERN OAKS	11	9,192	61,218		8,955	58,733	
	12	7,179	49,272		6,953	47,368	
		<b>-2,013</b>	<b>-11,946</b>	<b>-19.5</b>	<b>-2,002</b>	<b>-11,365</b>	<b>-19.4</b>
VILLAGE	11	9,710	64,154		9,490	61,835	
	12	8,648	61,878		8,460	60,157	
		<b>-1,062</b>	<b>-2,276</b>	<b>-3.5</b>	<b>-1,030</b>	<b>-1,678</b>	<b>-2.7</b>
WARR ACRES	11	8,490	56,611		8,208	54,928	
	12	7,943	55,926		7,683	54,222	
		<b>-547</b>	<b>-685</b>	<b>-1.2</b>	<b>-525</b>	<b>-706</b>	<b>-1.3</b>

## System Reserves Report

July 1, 2011 through January 31, 2012 (58.33% of the 11-12 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	11	1,408	8,812		1,288	8,447	
	12	967	6,778		973	6,570	
		<b>-441</b>	<b>-2,034</b>	<b>-23.1</b>	<b>-315</b>	<b>-1,877</b>	<b>-22.2</b>
JONES	11	471	2,442		426	2,374	
	12	443	2,764		441	2,729	
		<b>-28</b>	<b>322</b>	<b>13.2</b>	<b>15</b>	<b>355</b>	<b>15.0</b>
LUTHER	11	1,192	7,512		1,130	7,149	
	12	1,085	7,218		1,013	7,114	
		<b>-107</b>	<b>-294</b>	<b>-3.9</b>	<b>-117</b>	<b>-35</b>	<b>-.5</b>
NICOMA PARK	11	656	4,437		755	4,358	
	12	613	3,684		542	3,571	
		<b>-43</b>	<b>-753</b>	<b>-17.0</b>	<b>-213</b>	<b>-787</b>	<b>-18.1</b>
WRIGHT	11	265	1,981		274	1,936	
	12	389	2,032		360	1,982	
		<b>124</b>	<b>51</b>	<b>2.6</b>	<b>86</b>	<b>46</b>	<b>2.4</b>
BOOKS-BY-MAIL	11	850	5,971		892	5,807	
	12	764	5,704		771	5,599	
		<b>-86</b>	<b>-267</b>	<b>-4.5</b>	<b>-121</b>	<b>-208</b>	<b>-3.6</b>
TOTAL	11	90,224	617,160		88,543	595,134	
	12	82,922	573,353		79,472	552,352	
		<b>-7,302</b>	<b>-43,807</b>	<b>-7.1</b>	<b>-9,071</b>	<b>-42,782</b>	<b>-7.2</b>



# EXECUTIVE DIRECTOR'S REPORT

FEBRUARY 2012

## ***Northwest Library Opening Date Set***

We have selected Tuesday, May 22 as the date for the grand opening of the Patience S. Latting Northwest Library. We are looking at a substantial completion date in March which should give MLS staff sufficient time to complete all of our necessary tasks for the opening. An invitation will be sent out later in the spring.

## ***Marketing Department wins 2 ADDY® Awards***

The Marketing and Communications department recently received notice that they have won an ADDY® award for the "Zombie Attack!....I Can't Believe I Shot That: IV" poster for the Downtown Library and for the "DIY Valentines (or Anti-Valentines)" poster for Del City Library. The ADDY® Awards is the advertising industry's largest and most representative competition, attracting over 50,000 entries every year in local ADDY® competitions. The mission of the ADDY® competition is to recognize and reward creative excellence in the art of advertising. **Congratulations to our entire Marketing Crew!**

## ***Long Range Planning committee to Meet***

The Long Range Planning Committee of the commission will be meeting on Monday, February 27<sup>th</sup> at the Belle Isle Library. The main agenda item will be updates on capital projects and potential new projects. All Commission members are invited to attend.

MLS supervisors will be meeting on February 20<sup>th</sup> to begin work on an updated Strategic Plan which will be presented to the Long Range Planning committee later in the spring.

## ***Expanded Service Hours***

Last month, we reported that we were developing plans for our expansion of service hours and I am happy to report that these new hours (attached) will begin on May 7<sup>th</sup>.

## ***Winter Readfest***

The annual winter readfest is underway at our libraries and features a wide variety of prizes to entice adults to get in the library and read! Prizes include an Apple iPad, Kindle Fire, tickets to Lyric, Baron's Hockey, Visa gift cards, and restaurant gift cards along with other wonderful prizes too numerous to list. Thanks to Anita Roesler for coordinating the program and all of our library staff for helping to make it work. Special thanks to the Friends of the Library and the Library Endowment Trust for co-sponsoring and providing additional funding to make it all happen.

## ***MLS staffers attend Public Library Association Bi-annual meeting in Philadelphia March 14-17***

Every other year the Public Library Association holds a conference just for public librarians. This conference features a wide variety of programs over the course of 3 and ½ days and provides public librarians an abundance of new learning opportunities in how we serve our customers. Thanks to the commission we are able to send library managers to this event every other year and this year also provided an opportunity for 2 front line librarians to attend. Library Managers, Chris Kennedy(MWC), Angela Thornton (DTN), LaVetta Dent (VI), Katrina Prince, (BE), Jana Hausburg (CH), Melody Kellogg (ED), Julie Ballou (NW), Randy Wayland (SO), and Barbara Beasley (WA) will be attending. The two librarians who applied for the conference and will be attending are Linda Temple (MWC) and Kim Edwards(DTN).

I will also be attending this conference as will a number of our Deputy Directors and Directors. Since this meeting is being held the same week of our March commission meeting the very capable Jim Welch will be serving as the MLC secretary for the March meeting in my absence.

I have attached a sheet of the program tracks for your information – a number of very good programs are planned.

### ***DIRECTOR OUTREACH ACTIVITIES***

- ♣ Attend Rotary 29 Club Meetings
- ♣ OLA Legislative Meeting
- ♣ Attend American Library Midwinter Convention
- ♣ Attend State of the City Luncheon
- ♣ Tour Northwest Library Site
- ♣ OU Library Alumni Meeting
- ♣ PLDC Meeting in Durant
- ♣ Dedication of public art at Ralph Ellison Library

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

#### **Get Your Plate In Shape, Eat Right**

Thursday, March 1, 2012

Time: 9:00am-9:00pm

Location: Southern Oaks

All Ages

"Get Your Plate in Shape" with information provided by the American Dietetic Association. Books, magazines, videos and handouts will be available the entire month of March during library hours.

#### ***Tai Chi: Moving for Better Balance***

Thursday, March 1, 2012

Time: 11:00am-12:00pm

Location: Ralph Ellison

Adults

This Tai Chi program is designed for mature adults who want to improve their posture, lessen joint stiffness, raise energy levels, and reduce the risk of falling. Cosponsor: Oklahoma City-County Health Department

#### ***Kindle Touch and the Edmond Library***

Saturday, March 3, 2012

Time: 2:00pm-3:30pm

Location: Edmond

Adults

Learn how to borrow eMedia from the library with your Kindle Touch. Class size limited. Call Reference at 341-9282 to make reservations.

Saturday, March 3, 2012

***St. Patrick's Day Event***

Saturday, March 17, 2012

Time: 3:00pm-4:00pm

Location: Bethany

All Ages

St. Patrick's Day will be celebrated with the Celtic Cadence Dance Company. Award-winning stepdancers from Hill Irish Dance School will present traditional and modern dances of the Emerald Isle. Seating is limited. Arrive 15-20 minutes early for a seat. Doors will close at 3:00pm. Refreshments will be served after the event.

***Post Comedy Theater***

Sunday, March 18, 2012

Time: 2:00pm-3:00pm

Location: Downtown

Ages 8 years to Adult

Robert Post is a brilliant physical comedian with a stunning theatrical mind. Combine a quart of dry humor with three tablespoons of expert mime, versatile acting, and skilled juggling; add a keen sense of satire and the absurd. Blend in splendid timing and experience, and what do you get? A host of unforgettable characters at the perfect comedy feast!

Robert's one-man show has been performed in almost every conceivable setting including concert halls, street corners, dinner theaters, prisons, factories, schools, corporate retreats, TV commercials, homeless shelters, festivals, river boats, with symphony orchestras, and more.

Cosponsor: Friends of the Metropolitan Library System, Oklahoma Arts Council, National Endowment for the Arts.

***Baby Signs***

Tuesday, March 20, 2012

Time: 6:00pm-7:30pm

Location: Village

Parents of children 9-22 months

Baby Sign teaches communication before babies are able to use words. This fun and interactive signing class teaches how to include signs naturally while interacting with your child through daily routines and play. Learn and practice approximately 50 signs. Facilitated by Tracy Goebel and Cheryl Custer. Please call 425-4412 to register.

Cosponsor: Oklahoma City County Health Department.

***Soothing Concert with the Music of Quantum Calm***

Sunday, March 25, 2012

Time: 3:00pm-4:00pm

Location: Belle Isle

All Ages

The musical ensemble Quantum Calm creates relaxing, peaceful music in order to counter the social norm of constant frenzy and sensory overload. The music is slow, peaceful, and relaxing with an instrumentation of oboe, guitar, singing bowls, piano, and synthesizer.





## 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.

The charts below show the spring 2012 schedule and the underlines indicate the specific time that changes.

<b>MLS Libraries</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>S</b>	<b>S</b>
Belle Isle	9-9	9-9	9-9	9-9	9-6	9-5	1-6
Bethany	9-9	9-9	9-9	9-9	9-6	9-5	<u>1-6</u>
Capitol Hill	<u>9-9</u>	<u>9-9</u>	<u>9-9</u>	<u>9-9</u>	9-6	9-5	<u>1-6</u>
Choctaw	<u>9-9</u>	<u>9-9</u>	<u>9-9</u>	<u>9-9</u>	9-6	9-5	<u>1-6</u>
Del City	9-9	9-9	9-9	9-9	9-6	9-5	<u>1-6</u>
Downtown	9-9	9-9	9-9	9-9	9-6	9-5	1-6
Edmond	9-9	9-9	9-9	9-9	9-6	9-5	1-6
Midwest City	9-9	9-9	9-9	9-9	9-6	9-5	1-6
Northwest	<u>9-9</u>	<u>9-9</u>	<u>9-9</u>	<u>9-9</u>	<u>9-6</u>	<u>9-5</u>	<u>1-6</u>
Ralph Ellison	<u>9-9</u>	<u>9-9</u>	<u>9-9</u>	<u>9-9</u>	9-6	9-5	<u>1-6</u>
The Village	9-9	9-9	9-9	9-9	9-6	9-5	<u>1-6</u>
Warr Acres	9-9	9-9	9-9	9-9	9-6	9-5	<u>1-6</u>

<b>MLS Extension Libraries*</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>S</b>	<b>S</b>
Harrah	9:30-6	9:30-6	9:30-6	9:30-6	9-5	9-5	-
Jones	-	9:30-5	-	9:30-5	-	<u>9-5</u>	-
Luther	9:30-6	9:30-6	9:30-6	9:30-6	9-5	9-5	-
Nicoma Park	-	9:30-5:30	9:30-5:30	9:30-5:30	9-5	9-5	-
Wright	-	<u>9:30-5:30</u>	<u>9:30-5:30</u>	<u>9:30-5:30</u>	<u>9-5</u>	<u>9-5</u>	-

\*Extensions close daily for lunch from 12:30-1

# Faducci LLC

Solomon Bassoff & Domenica Mottarella

## Project Narrative

The **Faducci** sculpture installation is conceived as a library and community icon symbolizing creativity and Oklahoma City's continuing commitment to the arts, history, environment, and education. Designed to represent Oklahoma state animals, it is intended to embody an appreciation of nature, while providing an atmosphere that encourages the pursuit of knowledge.

- **Physical Image:** Faducci sculptures are constructed with a steel armature covered with hand sculpted cement. Iridescent Italian glass mosaic inlaid on the sculptures reflects light in a similar manner as the glass walls of the library will. The mosaic tiles will complement the color pallet of the interior décor. The images are whimsical in design in respect to the architecture of the Northwest Library with its unusual oil derrick skylights.

The Saurophaganax dinosaur (King of the Lizard Eaters) has books falling from its arms. These books have various state animals as bas relief images on the books (Bullfrog, Mexican-free-tailed-bat, honeybee, Scissor tailed fly catcher and black swallowtail).

The Collarded lizard will also be set on a "concrete" rock.

The Raccoon will be located on the entry roof.

Lucille Mulhall, America's first cowgirl, born in Oklahoma and Wall-e (Oklahoma dog that survived euthanasia) are peering into the library window next to the outdoor seating area.

- **Dimensions:** The Collared Lizard on a cement rock will be approximately 7' long, 4' tall, and 7' deep.

The Dinosaur on a cement rock will be approximately 12' long, 7 ½' tall and 5' deep.

Raccoon on the entry roof will be approximately 2.5' wide, 2' tall, 2' deep  
Lisa Mulhall will be 5' tall and Wall-e will be 2'8" tall

- **Location:** Dinosaur ... left side of the entry of the library. Lizard ... right side of the entry to the library. Raccoon...above entry on suspended roof. Cowgirl with Dog...next to patio on street side of library.
- **History:** The Faducci sculptures will join other public art installations to commemorate significant history and nature of Oklahoma.
- **Purpose:** The Faducci sculptures will serve as a unique tribute to the natural resources and history of Oklahoma and stimulate learning about the local natural environment. The front installation will be a welcoming delightful focal point for the library entrance. The sculpture depicting Lisa Mulhall and dog is designed to engage visitors from both the interior and exterior of the library patio. The sculptures are intended to encourage library use, to touch hearts and inspire minds of library guests of all ages for generations to come.





*Faducci Sculptures  
for Northwest Library*





# PROGRAMS

## HELP US MAKE THE MOST OF OUR SPACE IN PHILADELPHIA.

Take our session preference survey at [www.placonference.org](http://www.placonference.org). This helps us determine appropriate meeting rooms for each program. Thanks!

The array of professional development programs are the highlight of PLA Conference. See below for programs in nine unique tracks to look forward to. Note: This is a tentative schedule and is subject to change. New programs are still being added. Check [www.placonference.org](http://www.placonference.org) for updates and more information.

### Program Track: Administration/Management

Advocacy Is #1 in Times of Shrinking Funding  
Black Belt Libraries: Maximizing Your Building's Effectiveness in Keeping Your Library Safe  
Can't, Won't, Don't, Couldn't, Shouldn't, Wouldn't: Combating Negativity Nellies in the Workplace  
Creating a Vibrant Organizational Culture at Your Library  
Creating the Library of the Year  
Dancing with Elephants: Leading, Not Following, during Tough Times  
Emergency Succession Planning  
Everyday Ethics: Tools for First Responders on the Library's Front Lines  
From the Heartland to Sin City: The Customer First Revolution  
Get Involved: Powered by Your Library—Successful Engagement of High Impact Volunteers  
In Order To Form a More Perfect Union: Library Access As An Emerging Constitutional Right  
Intellectual Freedom Update 2012  
Keeping the Ship Afloat and on Course: Navigating through Budget Crises  
Leaders As Readers: What Happens When Directors Choose Reading As a Core Initiative  
Losing My Religion: Crafting Meeting Room Policies That Keep You in Charge and out of Court  
Making Business Intelligence Work for Libraries: How Patron Driven Consumer Research Will Improve the User Experience  
Making Every Mile Count: Creating a Needs-Based Approach to Mobilizing Your Bookmobile Library Services  
No Fear Management: Dealing with Difficult People, Difficult Situations, and Difficult Conversations  
Now What? 12 Steps to Survival in a Leaner, Meaner World  
Plan Once, Deliver Nineteen Times: A Centralized Programming Model  
Project Phoenix: Rising from the Ashes  
Saying Yes to the Community  
Tell Me Something I Don't Know: Meaningful Community Engagement

The Future of Libraries: Trends in Building Design, User Experience, and Community Partnerships  
With Friends Like These...

### Program Track: Collections/Tech Services

Getting E-Content to Your Customers: Challenges, Best Practices, and Solutions  
I've Got These Historical Materials—Now What?  
On Life Support, but Not Dead Yet! Revitalizing Reference for the 21st Century  
The Speed Team: How We Got Rid of Our Backlog, Improved Customer Service, and Saved Money, without Using a Consultant  
The Times They Are A-Changin': Using Music to Change Perceptions about Libraries  
Under the Covers: Collecting Erotic Fiction and Erotica in Public Libraries  
What Makes a Collection? Redefining the Library through the Collection  
Zines, Records, and Nonconformist Media: Guerilla Marketing through Alternative Collections

### Program Track: Facilities

An Industrial Engineering Approach to Library Efficiency: Increased Efficiency through the Study of Moving Materials  
Branded Interactive Early Literacy Learning Centers: From Grand Places to Table Top Spaces  
Commons Ground: Information Commons, Master Planning, and New Models of Public Service Delivery  
Deep Green: Achieving Sustainability from the Ground Up  
Library-To-Go: Putting Your Library Virtually Anywhere  
Mechanics and Schematics: Some Ramifications of Building Modifications  
"Sustainable" is the New Strategic

### Program Track: Leadership

Being the Best: Stories from the Best Small Libraries in America  
Building Your Base (& Your Budget)  
Change at the Grassroots Level: One Successful Model  
Leading Up! Reap High Rewards by Developing an Internal Leadership Institute  
Library Career Ladders: Ascending the Rungs of Leadership  
The Bensenville Reunion Tour: Creative People, Creative Projects  
Total Branch Makeover: A Six-Month Action Plan  
Transforming Public Libraries from Institutions of the Industrial Age to Change Agents for the Networked Society  
Turning the Page Goes Global

### Program Track: Marketing/Fundraising/Partnerships

Building Strong Community Partnerships: Sno-Isle Libraries, the Teen Project, and the 40 Developmental Assets







Creative Funding: How to Afford the Services Your Community Wants  
 Good Libraries Are Good for Business: How to Run a Successful Library Campaign  
 Grassroots Library Advocacy  
 Programs That Pack the Place: Successful Community Collaborations  
 Sharing and Helping: How to Use Ethnic Traditions to Generate Support for Your Library  
 Social Media and Your Marketing Strategy  
 Successful Partnerships to Serve Immigrant Communities Today  
 Why Libraries Matter: Empowering Community Voices

## Program Track: Serving Adults

Backstage Pass to Concerts at Your Library!  
 Birds Do It, Bees Do It, and You Know You Get Questions about It: Sexual Health Resources across the Lifespan  
 Books and Authors: The Top 5 of Another 5  
 Books for Dessert: A Book Club for Adults with Intellectual and Developmental Disabilities  
 Debut Authors Program  
 Digital Access—the Future Is Now: the Next Dimension of Accessible Audio Media  
 Dynamic Rural Library Programming for Adult Audiences  
 Family Literacy Focus: Serving Diverse Communities through Innovative Library-Based Programs  
 Family Literacy on the Inside: Bringing the Public Library to Incarcerated Parents  
 Good Reading You May Have Missed (for Yourself, Your Patrons, and Your Book Groups)  
 Isn't It Romantic?  
 Maximizing the Impact of Programming: Getting the Most from Your Efforts  
 Mystery Authors Panel  
 One Simple Goal: Help People Get Jobs!  
 Perfect Partners in Crime: Public Libraries and Sisters in Crime Program-Palooza: 60 Programs in 60 Minutes!  
 Read/Watch/Discuss: Book and Film Programs in the Library  
 Readers' Advisory Toolkit V: RA Training Makes It Happen  
 Take Time to Read! A Community Campaign  
 The American Dream Starts @ your library: Lessons from the Field  
 The Right Service at the Right Time: E-Gov and More Made Easy  
 Transforming Life after 50: Public Libraries and Baby Boomers  
 Trends and Tips to Help English and Hispanic Elders Online  
 Trends in Genre Series  
 We've Got the Beat: Music Advisory in Public Libraries  
 What's New in Fantasy and Science Fiction for Teens and Adults  
 What Public Libraries Can Do for Families Experiencing Homelessness

## Program Track: Serving Youth

A Wealth of Words: Helping Families Build Young Children's Language and Literacy  
 Beyond Booktalking: Innovative Approaches to Readers' Advisory with Teens and Younger Adults

Collaborating with Child Care Providers: Everybody Wins @ your library  
 Crossover Readers' Advisory Youth/Adults  
 Cuddle Up and Read: Storytimes for Pregnant and Parenting Teens  
 Drawn in Brooklyn: Stimulating Kids' Imaginations through Book Illustration and Building Engagement with Story  
 Early Literacy and Learning Spaces: An ECRR Workshop  
 Engaging with Teens on a Shoestring Budget  
 Every Child Ready to Read in Action  
 Get with the Program, Get Graphic: Using Graphic Novels for Programming for Teens  
 It Takes a Village to Raise a Reader: Creating Grant-Worthy, Outcomes-Based Early Literacy Programs  
 LEAP into Science: A Library-Museum Partnership to Promote Science and Literacy in Afterschool Programs and with Families  
 Libraries, Multimedia, and Technology  
 Mapping the Future of Libraries: Teen Multicultural Internship Program  
 Meeting Teen Demand for Street Lit  
 Robotix Blox: Robotics Rocks! Using Robotics in Youth Programming  
 Team Read-a-Book: Building Bridges to the Library for Kids Who Learn Differently  
 Teen Speak  
 Teen Tech Trends: 2012 Edition  
 Tracking Children's Early Literacy Skills: A Case Study  
 Using the MGOL Method for Creating and Presenting Dynamic Early Literacy Programs  
 Young Adults Deserve the Best: YALSA's Competencies in Action

## Program Track: Staffing

Commando Diplomacy: Building Skills and Tolerance for Having Difficult Conversations and Making Real Progress  
 Creating a Virtual Orientation for New Staff  
 Give 'em a Shot! Mentoring and Providing Professional Opportunities for the Next Generation of Librarians  
 Isn't It All Just Improv Anyway? Building Successful Relationships in the Workplace and Community  
 Up to the Challenge: Training Staff to Handle Intellectual Freedom Questions

## Program Track: Technology

Designing and Building a Social Library Website  
 E-Learning for Libraries  
 Engaging Customers in an Online Environment  
 iPads in the Library: From Tech Programming to Staff Productivity  
 Social Networking, Gaming, and Summerreading.org  
 Teaching Visualization: Sticky Search Skills for Library Users  
 Visualization: A New Frontier for Library Design  
 You Can Run a Website: Content Management Systems for the Layperson





# METRO LIBRARIES DRAW UP ART ACTIVITIES FOR CHILDREN



Nikki Rimmer melts crayons for a melted crayon art workshop at the Choctaw Public Library.



Milton Johnson concentrates on his melted crayon art project at the Choctaw Public Library.

Students created works of art out of crayons and hot glue Thursday at the Choctaw Library.

The project was one of several art programs for children planned this month at Oklahoma City-area libraries.

- Prekindergarten children can create snowflake and snowman decorations and hear a snow-themed story at 10 a.m. Wednesday at the Belle Isle Library, 5501 N Villa. For more information, call 843-9601.

- Children ages 3 to 6 can attend a winter-themed story and craft time at 10 a.m. Thursday at the Bethany Library, 3510 N Muell-er. For more information, call 789-8363.

- An origami class for teens will be at 2 p.m. Jan. 28 at the Warr Acres Library, 5901 NW 63. For more information, call 721-2616.

- School-aged children can attend an after-school winter craft class at 3:30 p.m. Jan. 30 at the Capitol Hill Library, 334 SW 26. For more information, call 634-6308.

- A family craft night for all ages will begin at 6:30 p.m. Jan. 31 at the Midwest City Library, 8143 E Reno Ave. Call 732-4828 for more information.

# **METROPOLITAN LIBRARY COMMISSION**

## **APPOINTMENTS TO STANDING COMMITTEES February 2012 ~ February 2013**

<b><u>STANDING COMMITTEE</u></b>	<b><u>TYPICAL AREAS OF RESPONSIBILITY</u></b>
<b><u>Administrative &amp; Personnel Committee</u></b>	
Hugh Rice, Chair Bose` Akadiri Ralph Bullard Cynthia Friedemann Helene Harpman Mukesh Patel	<ul style="list-style-type: none"><li>– Personnel Classification/Compensation Schedules</li><li>– Personnel policies and benefits</li><li>– Insurance coverage: property, group medical, liability, vehicles</li><li>– Conducts Executive Director Evaluation</li></ul>
<b><u>Finance Committee</u></b>	
Nancy Anthony, Chair Rozz Grigsby Jim Shonts Judy Smith Beth Toland Greg Womack	<ul style="list-style-type: none"><li>– Review and propose Annual Estimate of Needs (preliminary budget) and Final Budget to Commission</li><li>– Review and propose any budget amendments to the Commission</li></ul>
<b><u>Long-Range Planning Committee</u></b>	
Penny McCaleb, Chair Deanna Hannah Tracy McDaniel Tracy McGehee Alyne Strube Beth Toland Susan Tucker	<ul style="list-style-type: none"><li>– Review and propose plans for library services and facilities that go beyond the current fiscal year</li><li>– Planning may include: needs assessments, recommendations for new or expanded library buildings, related data to improve services</li></ul>
<b><u>Public Services Committee</u></b>	
Jose Jimenez, Chair Carolyn Leslie Lori Nelson Brenda Palmer Kim Patterson Vanna Shaw	<ul style="list-style-type: none"><li>– Policies for joint services and programs with other community organizations</li><li>– Policies for loan of books and other Materials</li><li>– Policies and fees for services, use of meeting rooms, etc.</li><li>– Library programming policies</li></ul>

**NOTE:** Appointments are made by the Chair of the Metropolitan Library Commission.