



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, April 19, 2012, 3:30 p.m.
Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(Telephone: 231-8650)

The Metropolitan Library System of Oklahoma County encourages participation from all patrons and citizens of Oklahoma County. If participation at any public meeting is not possible due to a disability, whether physical, hearing or speech related, please notify the office of the Executive Director (606-3726) at least forty-eight (48) hours prior to the scheduled public meeting to allow the Library to make necessary accommodations.

3:30 pm CALL TO ORDER AND ROLL CALL TO ESTABLISH QUORUM

Fran Cory, Chair

3:30 – 3:45 pm INTRODUCTIONS

- Document #90 – Presentation of Service Certificates for Library Staff

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

3:45 – 4:00 pm CONSENT DOCKET (#91 - #93)

- Document #91 – Approval of Minutes of March 15, 2012 Meeting
- Document #92 – Acceptance of Review of Expenditures for March 2012
- Document #93 – Contract Awards and Purchases
 - Item A: Furniture for Southern Oaks Library
 - Item B: Furniture for Southern Oaks Library
 - Item C: Furniture for Southern Oaks Library
 - Item D: Furniture for Southern Oaks Library
 - Item E: Furniture for Southern Oaks Library
 - Item F: Netbooks
 - Item G: HVAC Systems for the Bethany, Harrah, and Village Libraries

4:00 – 4:15 pm REPORT AND RECOMMENDATIONS FROM ADMINISTRATION

- Document #94 – Discussion, Consideration, and Possible Action – Commission Elected Candidates to the Library Endowment Trust Board

4:15 – 4:45 pm INFORMATION REPORTS

- Document #95 – MLS March 2012 Library Visits
- Document #96 – MLS March 2012 Circulation Report
- Document #97 – MLS March 2012 Computer Usage Report
- Document #98 – MLS March 2012 System Reserve Report

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

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

NEXT COMMISSION MEETING DATE AND PLACE:

May 17, 2012
Village Library, 10307 N. Penn, The Village, OK 73120

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

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

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

Library System staff receiving Certificates of Service in April 2012:

<u>Employees</u>	<u>Years of Service</u>
Clyde D. Herrod, Associate Cataloger, Cataloging	30
Jean M. Wilburn, Circulation Clerk, Belle Isle Library	20
Keri L. Cloud, Library Aide, Edmond Library	10
Jeanette C. Mirll, Library Aide, Edmond Library	5
Kevin R. Sendall, Circulation Clerk, Choctaw Library	5

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

DATE: March 15, 2012

TIME: 3:30 pm

MEETING PLACE: Midwest City 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 Midwest City Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on March 13, 2012, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Nancy Anthony, Disbursing Agent
Ralph Bullard
Cynthia Friedemann
Rozz Grigsby
Deanna Hannah
Jose Jimenez
Carolyn Leslie
Penny McCaleb
Tracy McDaniel
Tracy McGehee
Mekush Patel
Kim Patterson
Jim Shonts
Judy Smith, Vice-Chair
Alyne Strube
Beth Toland
Susan Tucker
Ray Vaughn
Greg Womack
Fran Cory, Chair
Jim Welch, Deputy Executive
Director/Technology
(Secretary)

EXCUSED:

Bose' Akadiri
Mick Cornett, Mayor of Oklahoma City
Helene Harpman
Lori Nelson
Brenda Palmer
Hugh Rice
Vanna Shaw

Estimate of general public and staff attending: 14

I. The meeting was called to order at 3:31 p.m. by Mrs. Fran Cory, Chair. Mrs. Cory introduced Mrs. Tracy Thompson, Assistant Manager of the Midwest City Library. Mrs. Thompson welcomed the commission and provided them with information on the current events at Midwest City.

II. Roll was called to establish a quorum. Present: Friedemann, Grigsby, Hannah, Jimenez, Leslie, McCaleb, McDaniel, McGehee, Patel, Patterson, Shonts, Smith, Toland, Tucker, Vaughn, Cory (Bullard, 3:34; Anthony, 3:40; Womack, 3:40; Strube, 3:59).

III. Mrs. Cory introduced Mr. Jim Welch, Deputy Executive Director/Information Technology who is filling in for Mrs. Donna Morris, Executive Director (Secretary).

IV. Mrs. Cory called for the Presentation of Service certificates for March 2012: Jill Vessels, Cataloging Technician, Cataloging-25 years of service; Denise Ryan, Accounting Technician, Business Office-5 years of service.

Although they were unable to attend the meeting, Mrs. Cory recognized the following employees for their years of service: Denise Courts, Benefits Specialist, Human Resources-25 years of service; Joe Poe, Security, Downtown-25 years of service; Beverly Cunningham, Librarian, Southern Oaks-5 years of service; Jeffrey Fredericks, Circulation Clerk, Edmond-5 years of service; Rebecca Mason, Circulation Clerk, Warr Acres-5 years of service.

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

VI. Mrs. Cory presented the Consent Docket: Document #82 – Approval of Minutes of February 16, 2012 Meeting; Document #83 – Acceptance of Review of Expenditures for February 2012; Document #84 – Contract Awards & Purchases February 2012.

Mrs. Cory called for a motion.

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

VII. Mrs. Cory referred to Document #85 – Discussion, Consideration, and Possible Action –Long-Range Planning Committee meeting minutes, February 27, 2012 – Penny McCaleb, Chair.

Mrs. Penny McCaleb referred to the minutes and reported on the topics discussed at the Long-Range Planning Committee meeting. She highlighted the Guidelines for Locating and Planning Library Facilities, and the recent changes made to the guidelines. Mrs. McCaleb also reported on the current capital projects that are underway. Questions and Discussion followed. No action is needed from the Long-Range Planning Committee meeting.

VIII. Mrs. Cory referred to Special Presentations – *Literary Voices*

Mrs. Diane Sarantakos, Director of Development and Volunteer reported the annual Literary Voices event will be held at the Oklahoma City Golf and Country Club on Tuesday, April 10. This year's event will feature author, Mary Higgins Clark. Commission member, Mr. Hugh Rice, will be recognized as the Lee Brawner award recipient at the event.

IX. Mrs. Cory called on Mr. Welch to present the Information Reports.

- ⌘ Document #86 – MLS February 2012 Library Visits
- ⌘ Document #87 – MLS February 2012 Circulation Report
- ⌘ Document #88 – MLS February 2012 Computer Usage Report
- ⌘ Document #89 – MLS February 2012 System Reserve Report

Questions and discussion followed.

X. Mrs. Cory called on Mr. Welch to present the Executive Director's Report.

Mr. Welch called on Mr. Lloyd Lovely to introduce the new Director of Human Resources, Ms. Lori Hedin.

The annual Oklahoma Library Association conference will be held at the Embassy Suites in Norman on March 28 to March 30. If any commissioners are interested in attending, please contact the Director's office.

Mr. Welch reported on recent minor changes made to the Purchasing policy (SF200). The changes have been temporarily implemented, and the Finance committee will be reviewing them in May.

Mr. Welch reminded the Commission of upcoming meeting location changes. The April 19th Commission meeting will be held at the Downtown Library and the June 21st Commission meeting will be held at the Northwest Library.

The Friends Annual Booksale raised over \$230,000.00 in the three day sale at the Fairgrounds.

Mr. Welch reported on discussions that are currently underway regarding the possibility of keeping the Almonte location open once the Southern Oaks Walker location re-opens. The Almonte location is currently serving a fairly significant number of new customers who did not use the Southern Oaks location. Administration has met with city councilman and former commission member, David Greenwell regarding the possibility. Mr. Greenwell has heard from a number of citizens in his ward who would like to see the Almonte location remain open. The property management firm is interested in discussing this with us and we will be approaching the City to share some of the potential lease costs.

XI. The next Commission meeting will be held at the Downtown Library on April 19, 2012.

There being no further business, the meeting was adjourned at 4:00 pm.



Jim Welch, Deputy Executive
Director/Technology
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

March 31, 2012

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

For comparison 75.00% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of March 2012.

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

March 31, 2012

ASSETS

CASH		\$14,271,055.29
INVESTMENTS (Schedule attached)		23,147,424.39
PREPAID ACCOUNTS		30,000.00
TAXES RECEIVABLE: 2011-12 Ad Valorem Tax	29,988,898.00	
Less: Reserve for Delinquent Tax	-2,726,263.00	
Budgeted Tax Revenue	27,262,635.00	
Less: Tax Received	-25,292,239.94	
		1,970,395.06
Total Assets		<u>\$39,418,874.74</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2010-11 Reserve for Appropriations	\$295,087.96	
2011-12 Purchase Orders Outstanding	1,317,576.68	
2010-11 Purchase Orders Outstanding	15,575.00	
2011-12 Checks Outstanding	176,855.61	
2010-11 Checks Outstanding	0.00	
Total Liabilities		1,805,095.25

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	1,970,395.06
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FUND BALANCE:

Beginning of the Year	\$31,225,521.14	
Add: Revenues		
Budgeted	25,804,276.94	
Other	1,649,318.98	27,453,595.92
Less: Expenditures	(23,035,732.63)	
Total Fund Balance		<u>35,643,384.43</u>

Total Liabilities, Deferred Revenue and Fund Balance	<u>\$39,418,874.74</u>
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**METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
SCHEDULE OF INVESTMENT**

As of March 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 - First State Bank	3/20/2012	3/20/2014	1.220%	240,000.00
CD - Valliance Bank	3/5/2011	9/5/2012	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
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>\$ 23,147,424.39</u>

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

March 1, 2012 to March 31, 2012

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2011 Ad Valorem Tax	\$27,262,635.00	\$ 1,970,498.40	\$25,292,239.94	92.77%
State Aid	290,807.00	143,037.00	143,037.00	49.19%
Fines	<u>474,660.00</u>	<u>52,000.00</u>	<u>369,000.00</u>	77.74%
Total Budgeted Revenue	<u>\$ 28,028,102.00</u>	<u>\$ 2,165,535.40</u>	<u>\$25,804,276.94</u>	92.07%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 32,815.95	\$ 1,061,601.98	
Gifts and Lost Books Fees		0.00	0.00	
Investment Income		42,462.70	320,409.88	
Flexible Benefits Account Balance		159.14	1,393.69	
Sale of Surplus Equipment		0.00	16,803.79	
Insurance Reimbursements		0.00	118,056.54	
Miscellaneous		<u>9,653.96</u>	<u>131,053.10</u>	
Total Miscellaneous Revenue		<u>\$ 85,091.75</u>	<u>\$ 1,649,318.98</u>	
Total Revenue	<u>\$ 28,028,102.00</u>	<u>\$ 2,250,627.15</u>	<u>\$27,453,595.92</u>	97.95%

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

March 31, 2012

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 40,888.53	\$ 4,726.94	\$ 680.21	\$ 44,935.26
810 Prepaid Fees	(10,203.88)	0.00	146.40	(10,350.28)
815 Fines	52,226.31	27,653.96	52,144.96	27,735.31
820 Copy	119,746.67	10,289.60	3,678.70	126,357.57
Total Revolving Funds	\$ 202,657.63	\$ 42,670.50	\$ 56,650.27	\$ 188,677.86

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<u>Special Grants</u>				
856 10/LET/Ralph Ellison Statuary	\$ 25,000.00	\$ 25,000.00	\$ 20,500.00	\$ 4,500.00
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 Memorial	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
924 12/OAC/Comedy Theatre	3,000.00	0.00	3,000.00	(3,000.00)
925 12/OAC/Black History Month	3,600.00	3,600.00	3,600.00	0.00
928 12/ODL/College Savings	1,000.00	1,000.00	0.00	1,000.00
929 12/ODL/Early Literacy	2,500.00	2,500.00	2,263.11	236.89
931 12/ODL/Digital Inclusion	7,500.00	7,500.00	1,435.44	6,064.56
933 12/LET/Aviation	5,738.00	5,738.00	0.00	5,738.00
934 12/MWC/Garden Restoration	25,000.00	25,000.00	0.00	25,000.00
935 12/Conoco/MWC	1,000.00	1,000.00	0.00	1,000.00
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	4,872.00	15,128.00
986 12/LET/ReadFest	10,000.00	10,000.00	9,905.46	94.54
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

GRANTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
887 11 NW Interactive-Children's	25,000.00	25,000.00	0.00	25,000.00

Grants - Friends of MLS, Current Fiscal Year

911 12 Staff Recognition	\$ 11,000.00	\$ 11,385.94	\$ 10,649.39	\$ 736.55
912 12 Summer at the Library	20,000.00	20,000.00	16,346.00	3,654.00
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	5,200.00	4,400.00
918 12 Noon Tunes	11,000.00	11,000.00	11,296.21	(296.21)
919 12 Our World Series	30,000.00	30,000.00	30,000.00	0.00
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	848.82	9,543.18
922 12 Winter ReadFest	12,000.00	12,000.00	11,989.21	10.79
984 12 L.I.F.E.	7,500.00	7,699.35	7,699.35	0.00

Total Grants \$ 174,519.22

Total Special Funds \$ 363,197.08

Metropolitan Library System
Statement of Encumbrances
Month of March 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	984,113.76	9,027,007.77	67.63	13,347,084.00	4,320,076.23
102	Wages - Part-time	135,829.02	1,257,918.11	56.14	2,240,488.00	982,569.89
103	Payroll Taxes	82,230.91	752,079.29	66.95	1,123,302.00	371,222.71
109	Workers' Comp Insurance	14,984.00	139,971.00	70.21	199,369.00	59,398.00
112	Group Insurance	211,208.76	1,785,069.66	66.52	2,683,442.00	898,372.34
113	Employees' Retirement	63,681.25	1,686,212.74	88.00	1,916,108.00	229,895.26
114	Unemployment Compensation	.00	12,500.28	41.67	30,000.00	17,499.72
Total Personal Services		1,492,047.70	14,660,758.85	68.06	21,539,793.00	6,879,034.15

Maintenance & Operations - Contractual Services

201	Bldg, Property & Auto Insur	729.00	169,779.50	76.13	223,018.00	53,238.50
202	Liability/Bonding Insurance	.00	6,808.00	51.67	13,175.00	6,367.00
205	Rent of Library Buildings	400.00	4,000.00	3.82	104,800.00	100,800.00
206	Rent of Equipment	.00	540.00	19.29	2,800.00	2,260.00
207	Janitorial Services	29,578.90	266,735.10	48.32	552,000.00	285,264.90
208	Maintenance of Facilities	39,660.33	341,284.24	58.47	583,720.00	242,435.76
211	Parking & Transportation	11,536.37	104,879.75	57.75	181,620.00	76,740.25
212	Travel Expenses	6,596.70	63,424.22	65.07	97,465.00	34,040.78
213	Professional Services	9,579.09	171,506.62	54.46	314,930.00	143,423.38
214	Security Services	35,726.49	259,991.47	60.67	428,523.00	168,531.53
216	Telephone Services	9,147.42	71,393.08	22.64	315,383.00	243,989.92
217	Electrical Services	29,313.75	358,263.93	55.24	648,504.00	290,240.07
218	Gas Services	3,514.33	33,208.02	43.06	77,117.00	43,908.98
219	Water & Garbage Services	3,625.09	49,057.13	73.78	66,494.00	17,436.87
220	Trigen Energy Services	11,265.60	135,812.86	68.59	198,000.00	62,187.14
226	Memberships	491.53	17,017.83	70.34	24,193.00	7,175.17
230	Other Library-Related Services	17,033.95	279,148.33	76.65	364,195.00	85,046.67
231	Automation Contractual	22,101.58	219,387.85	59.61	368,054.00	148,666.15
236	Network Catalog Services	3,863.01	48,105.03	61.18	78,625.00	30,519.97
Total Contractual Services		234,163.14	2,600,342.96	56.01	4,642,616.00	2,042,273.04

Metropolitan Library System
Statement of Encumbrances
Month of March 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	58,219.67	134,960.68	63.38	212,950.00	77,989.32
302	Postage	18,332.61	160,217.99	55.12	290,650.00	130,432.01
303	Supplies	8,864.47	265,525.87	53.96	492,054.00	226,528.13
310	Maintenance Supplies	5,173.04	43,141.04	58.30	74,000.00	30,858.96
312	Safety Supplies & Equipment	204.31	2,859.56	40.28	7,100.00	4,240.44
321	Gasoline & Oil	3,506.98	28,642.24	66.61	43,000.00	14,357.76
322	Vehicle Parts & Repairs	1,044.23	14,070.66	43.97	32,000.00	17,929.34
330	Programming Activities	13,513.57	133,966.09	47.86	279,903.00	145,936.91
331	Other Commodities	1,264.46	16,706.51	42.54	39,268.00	22,561.49
	Total Commodities	110,123.34	800,090.64	54.39	1,470,925.00	670,834.36
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Capital Outlays

401	Books & Materials	363,095.50	2,936,704.93	54.27	5,410,800.00	2,474,095.07
404	Government Documents	.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	273.40	154,668.36	85.97	179,900.00	25,231.64
408	Furniture, Fixtures, & Equip	145,097.84	675,493.63	28.13	2,401,207.00	1,725,713.37
409	Motor Vehicles	1,157.46	50,773.00	78.72	64,500.00	13,727.00
410	Automation System & Equipment	3,095.00	425,408.10	43.56	976,678.00	551,269.90
450	Capital Projects	181,136.90	726,192.16	22.51	3,225,963.00	2,499,770.84
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
	Total Capital Outlays	693,856.10	4,974,540.18	15.74	31,600,289.14	26,625,748.96
		=====	=====		=====	=====
	Total Budget	2,530,190.28	23,035,732.63	38.88	59,253,623.14	36,217,890.51
		=====	=====		=====	=====

Monthly Journal Entries -- March 2012

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
154	1101	Investments	\$ 240,000.00	
	1001	Cash		\$ 240,000.00
		Purchase of CD from First State Bank		
155	1001	Cash	\$ 2,015,000.00	
	3602	Interest Income		\$ 15,000.00
	1101	Investments		\$ 2,000,000.00
		Called Fannie Mae 3136frx65		
156	1001	Cash	\$ 2,012,200.00	
	3602	Interest Income		\$ 12,200.00
	1101	Investments		\$ 2,000,000.00
		Called Fannie Mae 3136fr3g6		
157	1001	Cash	\$ 2,014,000.00	
	3602	Interest Income		\$ 14,000.00
	1101	Investments		\$ 2,000,000.00
		Called Fannie Mae 3136fr3t8		
<u>Tax revenues</u>				
158	1001	Cash	\$ 327,170.48	
	1201	Ad Valorem Tax - Current year		\$ 294,354.53
	3601	Prior year Tax		\$ 32,815.95
		Ad Valorem Tax apportioned by County for 2/16 to 2/29		
159	1001	Cash	\$ 332,687.55	
	1201	Ad Valorem Tax - Current year		\$ 332,687.55
		Ad Valorem Tax apportioned by County for 3/1 to 3/9		
160	1001	Cash	\$ 6.34	
	1201	Ad Valorem Tax - Current year		\$ 6.34
		Ad Valorem Tax apportioned by County for 3/01 to 3/15		
161	1001	Cash	\$ 473,327.03	
	1201	Ad Valorem Tax - Current year		\$ 473,327.03
		Ad Valorem Tax apportioned by County for 3/12 to 3/16		
162	1001	Cash	\$ 870,122.95	
	1201	Ad Valorem Tax - Current year		\$ 870,122.95
		Ad Valorem Tax apportioned by County for 3/21 to 3/25		
163	1001	Cash	\$ 143,037.00	
	3401	State Aid		\$ 143,037.00
		State Aid, 1st payment		

Miscellaneous revenue

164	1001	Cash		\$	9,671.48	
	3605	Mic. Reimbursements				\$ 9,512.34
	3611	Flex				\$ 159.14
		Friends-salaries	\$ 4,060.32	Café rent	\$ 500.00	
		Friends-salaries	3,068.11	Insurance-Rea	795.72	
		LET	412.95	Cons. Rpts refund	27.00	
		Insurance-Peaden	\$ 644.24	badges	1.00	
				badges	3.00	
				Total	9,512.34	

Fines

165	1001	Cash		\$	52,000.00	
	3403	Projected Mic. Revenue - Fines				\$ 52,000.00
		Fines transferred to General Fund in March				

Payable entries

166	3001	Current Year Reserv. for Appropriations.		\$	2,530,190.28	
	3011	Current Year P.O. Outstanding				\$ 2,530,190.28
	3002	Prior Year Reserv. for Appropriations.				\$ 12,465.00
	3012	Prior Year P.O. Outstanding		\$	12,465.00	
		Purchase orders issued in March				
167	3011	Current Year P.O. Outstanding		\$	2,358,274.95	
	3021	Current Year Warrants Outstanding				\$ 2,358,274.95
		Checks issued in March				
168	3021	Current Year Warrants Outstanding		\$	2,405,820.42	
	1001	Cash				\$ 2,405,820.42
	3022	Prior Year Warrants Outstanding		\$	42.00	
	1001	Cash				\$ 42.00
		Checks cleared Bank in March				

Bank interest and fees

169	1001	Cash		\$	1,262.70	
	3602	Bank Fees		\$	344.90	
	3602	Interest Income				\$ 1,607.60
		Interest and fees from GF checking account				
170	8000	Special Fund Cash				\$ 104.03
	8815	Bank Fees		\$	164.96	
	8815	Interest Income				\$ 60.93
		Interest and fees from SF checking account				

Special funds

171	8000	Special Fund Cash	\$	72,270.02	
	8815	Fines			\$ 27,593.03
	8820	Copy			\$ 10,289.60
	8805	Gift/Lost Books			\$ 4,726.94
	8810	Prepaid Fees	\$	146.40	
	8911				\$ 7.50
	8925				\$ 3,600.00
	8934				\$ 25,000.00
	8935				\$ 1,000.00
	8984				\$ 199.35

Revenues of special funds received in March

172	8000	Special Fund Cash			\$ 90,899.73
	8815	Fines	\$	51,980.00	
	8820	Copy	\$	3,678.70	
	8805	Gift/Lost Books	\$	680.21	
	8912		\$	16,176.00	
	8921		\$	848.82	
	8985		\$	4,872.00	
	8918		\$	3,264.00	
	8919		\$	6,000.00	
	8924		\$	3,000.00	
	8917		\$	400.00	

Expenditures of special funds in March

Corrections, adjustments, and miscellaneous

173	1001		\$	14,310.46	
	3021				\$ 14,168.84
	3605		\$	269.10	
	3001				\$ 410.72
		to correct for voided checks and duplicate posting of check			
174	8000		\$	2.35	
	8815				\$ 2.35

Longage in deposit

Grand Total

\$ 15,975,686.10	\$15,975,686.10
	\$ -

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Warrant Register

March 2012

Number	Vendor/Payee	Purpose		Amount
G-03605	Metropolitan Library System	Automation Contractual	21.59	
		Professional Services	57.00	
		Supplies	34.05	
		Programming Activities	93.51	
		Programming Activities	73.99	
		Programming Activities	22.74	
		Other Commodities	28.27	331.15
G-03606	City of Midwest City, Inc.	Water & Garbage Services	307.68	
		Maintenance of Facilities	20.00	327.68
G-03607	O G & E	Electrical Services	1,391.54	1,391.54
G-03608	City of Oklahoma City	Water & Garbage Services	39.37	39.37
G-03609	Brodart, Inc.	Supplies	2,493.75	
		Supplies	4,025.00	6,518.75
G-03610	Southwestern Stationers, Inc.	Supplies	13.87	13.87
G-03611	Locke Supply Co.	Maintenance of Facilities	9.77	9.77
G-03612	Demco	Supplies	4,575.00	
		Supplies	875.25	5,450.25
G-03613	Eales Electronics Corp.	Maintenance of Facilities	50.00	
		Maintenance of Facilities	50.00	100.00
G-03614	The University of Oklahoma	Printing	434.50	434.50
G-03615	UNUM Life Insurance	Grp L-T Disab Ins Prm-MAR	6,350.89	6,350.89
G-03616	Oklahoma Library Association	Professional Services	735.00	
		Professional Services	155.00	
		Professional Services	205.00	
		Professional Services	820.00	
		Professional Services	155.00	2,070.00
G-03617	Baker & Taylor Books	Materials	144.25	144.25
G-03618	CompSource Oklahoma	Worker's Comp Insurance	14,984.00	14,984.00
G-03619	American Library Association	Memberships	37.53	37.53
G-03620	Best of Books	Materials	312.96	312.96
G-03621	Recorded Books, LLC	Materials	4,221.40	4,221.40
G-03622	Scott Rice Co. - OKC	Furniture	17,122.20	17,122.20
G-03623	Kasandra Dewbre-Burrows	Transportation	3.33	3.33
G-03624	ALA/NLLD Registration	Professional Services	20.00	20.00
G-03625	Gale Group	Materials	1,075.36	1,075.36
G-03626	Salem Press Accounting Office	Materials	195.00	195.00
G-03627	Hannah Harder	Programming Activities	150.00	150.00
G-03628	Copelin's Office Center	Supplies	1,723.20	
		Supplies	1,281.00	3,004.20
G-03629	Independent Stationers	Supplies	18.52	
		Supplies	121.40	139.92
G-03630	Library Video Co.	Materials	508.95	508.95
G-03631	Full Circle Bookstore	Programming Activities	16.78	16.78
G-03632	Janet Brooks	Transportation	41.46	41.46
G-03633	Commercial Concepts, Inc.	Automation Contractual	792.00	792.00
G-03634	INTEGRIS Corporate Assistance	Group Insurance	956.00	956.00
G-03635	Debbie Langston	Programming Activities	60.00	60.00
G-03636	Diane Sarantakos	Transportation	116.55	116.55
G-03637	Random House, Inc	Materials	1,236.25	1,236.25
G-03638	Scott's Printing & Copying	Printing	2,454.84	
		Printing	239.07	2,693.91
G-03639	Brilliance Corporation	Materials	1,187.55	1,187.55

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March 2012

Number	Vendor/Payee	Purpose		Amount
G-03640	ALA Advance Registration	Professional Services	220.00	220.00
G-03641	Ingram Library Service	Materials	37.95	37.95
G-03642	High-Tech-Tronics, Inc.	Maintenance of Facilities	1,792.00	1,792.00
G-03643	Audio Editions	Materials	335.94	335.94
G-03644	Lakeshore Learning Materials	Programming	127.41	127.41
G-03645	OverDrive, Inc fka	Materials	6,484.04	6,484.04
G-03646	Tera McAmis	Transportation	12.77	12.77
G-03647	Metro Parking Garage	Parking & Transportation	2,070.00	
		Parking & Transportation	1,080.00	3,150.00
G-03648	Scovil & Sides Hardware Co.	Maintenance of Facilities	2,048.40	2,048.40
G-03649	Victoria Dixon	Parking	108.38	108.38
G-03650	Ginger Waldrup	Programming Activities	100.00	100.00
G-03651	AV Cafe Inc	Materials	612.73	612.73
G-03652	Ingram Library Service	Materials	384.70	384.70
G-03653	General Lighting & Sign Serv.	Maintenance of Facilities	150.00	150.00
G-03654	Jonathan W. LaPuzza	Security Services	375.00	375.00
G-03655	Cherokee Building Materials	Maintenance of Facilities	296.54	296.54
G-03656	Dana Beach	Parking	108.38	108.38
G-03657	Deli Partners of Little Rock	Professional Services	268.88	
		Professional Services	286.80	555.68
G-03658	Kay L. Bauman	Parking	108.38	108.38
G-03659	Anita Roesler	Transportation	13.15	13.15
G-03660	Critter Tales, Inc.	Programming Activities	120.00	120.00
G-03661	Evans Hardware	Maintenance of Facilities	10.98	
		Maintenance of Facilities	11.18	22.16
G-03662	Scholastic Library	Materials	15,208.00	15,208.00
G-03663	Batteries Sooner LLC	Maintenance of Facilities	179.80	179.80
G-03664	Robert Howard Co.	Supplies	395.61	395.61
G-03665	Heidi Johnson	Transportation	15.54	15.54
G-03666	Jerry's Contracting	Maintenance of Facilities	4,750.00	4,750.00
G-03667	Sandra Harris Burden	Programming Activities	300.00	300.00
G-03668	William Khanagov	Programming Activities	300.00	300.00
G-03669	Kelley Riha	Transportation	95.85	95.85
G-03670	Kevin Colwell	Transportation	19.98	19.98
G-03671	City of Harrah	Water & Garbage Services	58.75	58.75
G-03672	Info Group, Inc.	Materials	550.00	550.00
G-03673	The Lyle Corporation	Other Commodities	102.34	102.34
G-03674	Ford Audio-Video	Maintenance of Facilities	302.25	302.25
G-03675	Roy Ballou	Transportation	48.84	48.84
G-03676	Alice Murphy	Supplies	26.00	
		Supplies	29.25	55.25
G-03677	Cheryl Pernell	Parking	108.38	108.38
G-03678	Baker & Taylor Entertainment	Materials	1,069.58	
		Materials	5,350.51	6,420.09
G-03679	Walmart Community/GEMB	Programming Activities	84.23	84.23
G-03680	Coop's Buttons	Supplies	103.49	103.49
G-03681	O'Reilly Automotive Stores,	Maintenance of Facilities	49.90	49.90
G-03682	Darrie Breathwit	Mileage	6.66	
		Programming Activities	112.29	118.95
G-03683	American Library Association	Library-related Services	211.50	211.50
G-03684	Cintas Corporation 064	Maintenance of Facilities	453.12	453.12
G-03685	York International Corp.	Maintenance of Facilities	151.00	151.00

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Warrant Register

March 2012

Number	Vendor/Payee	Purpose		Amount
G-03686	Kelley Hoffman	Transportation	36.35	36.35
G-03687	Faith Centered Resources	Materials	148.71	148.71
G-03688	Oklahoma City Police Dept.	Maintenance of Facilities	68.00	68.00
G-03689	Cox Communications, Inc.	Telephone Service	16.45	16.45
G-03690	Securitas Security USA, Inc.	Security Services	6,803.98	6,803.98
G-03691	Baker & Taylor Books	Materials	686.15	
		Materials	1,351.06	
		Materials	1,689.01	
		Materials	2,951.72	
		Materials	3,390.20	
		Materials	8,337.80	18,405.94
G-03692	Baker & Taylor Books	Materials	3,266.55	
		Materials	8,512.35	
		Materials	2,846.10	
		Materials	7,772.57	22,397.57
G-03693	Baker & Taylor Books	Materials	474.82	474.82
G-03694	Sabre Technologies	Supplies	5,060.00	5,060.00
G-03695	Smart Technologies	Automation Contractual	180.00	180.00
G-03696	COTPA	Parking & Transportation	1,073.31	
		Parking & Transportation	2,701.58	3,774.89
G-03697	Kiona Millirons	Programming Activities	200.00	200.00
G-03698	Postal Customer Council USPS	Other Commodities	20.00	20.00
G-03699	Joe H Shelton	Programming Activities	60.00	60.00
G-03700	Baker & Taylor Entertainment	Materials	662.21	662.21
G-03701	Mackin	Materials	469.01	469.01
G-03702	R. Justin Herwig	Transportation	24.98	24.98
G-03703	Kathy C. Brown	Programming Activities	43.75	43.75
G-03704	Metropolitan Library System	Programming Activities	199.35	199.35
G-03705	Oklahoma Natural Gas Co.	Gas Services	510.31	
		Gas Services	748.56	1,258.87
G-03706	Brodart, Inc.	Supplies	50.25	50.25
G-03707	Gaylord Bros.	Furniture	2,191.53	
		Supplies	77.30	2,268.83
G-03708	Alma L. Brown	Programming Activities	23.88	
		Programming Activities	61.27	
		Programming Activities	25.81	110.96
G-03709	Oklahoma Library Association	Professional Services	770.00	770.00
G-03710	Susie Beasley	Transportation	12.15	
		Supplies	37.83	
		Programming Activities	48.86	
		Programming Activities	147.20	
		Programming Activities	110.45	
		Programming Activities	39.60	396.09
G-03711	Donna Morris	Telephone Services	100.00	100.00
G-03712	Charles S. Isaacs	Telephone Services	35.00	
		Transportation	93.80	128.80
G-03713	Barbara Beasley	Transportation	27.47	27.47
G-03714	Tindle Arnold	Transportation	12.99	12.99
G-03715	Denyveta Davis	Transportation	127.51	127.51
G-03716	Mutual Assurance	Grp Life AD&D Ins Prm-MAR	47,936.00	47,936.00
G-03717	Anne G. Fischer	Transportation	81.03	81.03
G-03718	Phyllis Davidson	Transportation	14.84	14.84

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Warrant Register

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Number	Vendor/Payee	Purpose		Amount
G-03719	Matthew Cotter	Telephone Services	35.00	
		Transportation	30.14	65.14
G-03720	Town of Luther	Water & Garbage Services	45.28	45.28
G-03721	Landon Holman	Transportation	59.94	59.94
G-03722	The Library Store, Inc.	Fixtures	161.36	161.36
G-03723	Batteries Sooner LLC	Maintenance of Facilities	110.25	110.25
G-03724	OPUBCO Communications Group	Other Library Related Svc	114.70	114.70
G-03725	Tesco Industries LP	Furniture Fixtures Equip.	1,692.00	1,692.00
G-03726	Kathryn Hatfield	Programming Activities	92.40	92.40
G-03727	Ruby Soutiere	Transportation	17.77	17.77
G-03728	Carol L. Roberts	Transportation	30.61	30.61
G-03729	Amazon/GE Money Bank	Equipment	529.99	
		Supplies	154.32	
		Supplies	2.09	686.40
G-03730	City of Choctaw	Water & Garbage Services	65.14	65.14
G-03731	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-MAR	150,413.45	150,413.45
G-03732	Kimberly A Terry	Transportation	79.92	79.92
G-03733	Allied Waste Services #060	Water & Garbage Services	814.57	814.57
G-03734	Pamela Buchanan	Telephone Services	35.00	
		Transportation	59.94	94.94
G-03735	John Utley	Transportation	21.90	
		Telephone Services	35.00	56.90
G-03736	Juggle Whatever	Programming Activities	125.00	125.00
G-03737	Emily Williams	Transportation	25.14	25.14
G-03738	Bank of Oklahoma	Payroll Transmittal-Chks	37,349.04	
		Payroll Transmittal-Chks	18,261.78	
		Payroll Transmittal-Chks	165.00	55,775.82
G-03739	Bank of Oklahoma	Federal Withholding Tax	51,711.85	
		Federal Withholding Tax	4,273.00	55,984.85
G-03740	Oklahoma Tax Commission	State Withholding Tax	15,258.00	
		State Withholding Tax	872.00	16,130.00
G-03741	Mun. Employees Credit Union	Employee Cr Union Deducts	11,677.51	
		Employee Cr Union Deducts	87.50	11,765.01
G-03742	United Way of Central Oklahoma	Employee Deductions	593.81	
		Employee Deductions	69.25	663.06
G-03743	Clerk, U.S. District	Employee Deductions	78.82	
		Employee Deductions	78.82	
		Employee Deductions	78.82	236.46
G-03744	United States Treasury	Employee Deductions	50.50	50.50
G-03745	Bank of America	Payroll Transmittal-DDep	282,762.20	
		Payroll Transmittal-DDep	39,890.78	
		Payroll Transmittal-DDep	1,155.00	323,807.98
G-03746	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-03747	Nationwide Retirement Solution	Employee Deductions	7,069.44	7,069.44
G-03748	Transamerica Worksite Mrktg.	Employee Deductions	385.68	385.68
G-03749	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,581.29	4,581.29
G-03750	Bank of Oklahoma	Employee Flexplan Deposit	32,104.02	32,104.02
G-03751	Bank of Oklahoma	Employee Soc/Sec Deposits	19,371.13	
		Employee Soc/Sec Deposits	2,826.85	
		Employee Medicare Deposit	6,687.72	
		Employee Medicare Deposit	976.03	
		Employer Soc/Sec Deposits	32,768.58	

** Continued **

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Warrant Register

March 2012

Number	Vendor/Payee	Purpose		Amount
** Continued **				
G-03751	Bank of Oklahoma	Employer Medicare Deposit	7,663.46	70,293.77
G-03752	MassMutual Financial Group	Employee Contrib -- DC PI	17,729.39	
		Employer Contrib -- DC PI	32,031.52	49,760.91
G-03753	Oklahoma Guaranteed	Employee Deductions	159.11	159.11
G-03754	ODHS Oklahoma Centralized	Employee Deductions	520.28	520.28
G-03755	Randall S. Fudge	Employee Deductions	123.05	123.05
G-03756	Administrative Services	Employee Deductions	1,501.85	1,501.85
G-03757	UNUM Life Insurance	Employee Deductions	1,597.10	
		Employee Deductions	37.30	1,634.40
G-03758	Vision Service Plan of	Grp Vision Ins Prem-Mar.	2,657.32	2,657.32
G-03759	UNUM Life Insurance	Grp LTC Insurance Prm-MAR	1,575.10	1,575.10
G-03760	Metropolitan Library System	Professional Services	49.09	
		Postage	85.11	
		Supplies	42.11	
		Programming Activities	63.50	
		Programming Activities	35.35	
		Other Commodities	116.61	
		Parking & Transportation	44.00	435.77
G-03761	O G & E	Electrical Services	1,459.79	1,459.79
G-03762	Oklahoma Natural Gas Co.	Gas Services	303.17	303.17
G-03763	City of Oklahoma City	Water & Garbage Services	377.57	
		Water & Garbage Services	26.56	
		Water & Garbage Services	289.23	
		Water & Garbage Services	135.89	829.25
G-03764	City of the Village	Water & Garbage Services	91.41	91.41
G-03765	Brodart, Inc.	Supplies	2,450.00	
		Shipping	1,344.00	3,794.00
G-03766	Southwestern Stationers, Inc.	Supplies	460.48	
		Printing/Printing Supply	5,183.00	5,643.48
G-03767	Hunzicker Brothers, Inc.	Maintenance of Facilities	349.28	349.28
G-03768	Demco	Furniture	2,117.30	
		Furniture	229.03	
		Supplies	36.13	2,382.46
G-03769	The University of Oklahoma	Printing/Printing Supply	325.00	325.00
G-03770	Hewlett-Packard Co.	Automation Contractual	7,128.70	7,128.70
G-03771	Synergy Datacom Supply, Inc.	Supplies	22.20	22.20
G-03772	City of Edmond	Electrical Services	3,392.58	3,392.58
G-03773	Standard Printing Co., Inc.	Supplies	1,428.50	1,428.50
G-03774	Oklahoma Library Association	Professional Services	400.00	
		Professional Services	275.00	
		Professional Services	270.00	
		Professional Services	220.00	1,165.00
G-03775	J. Siobhan Morava	Transportation	120.75	120.75
G-03776	American Express	Supplies for Lounge	386.00	
		Maintenance Supplies	83.35	
		Supplies	233.61	
		Supplies	49.50	
		Supplies	191.45	
		Automation Contractual	69.95	
		Professional Services	20.00	1,033.86
G-03777	American Library Association	Memberships	235.00	235.00

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Warrant Register

March 2012

Number	Vendor/Payee	Purpose		Amount
G-03778	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-03779	United Refrigeration, Inc.	Maintenance of Facilities	1,447.87	
		Maintenance of Facilities	121.77	1,569.64
G-03780	Recorded Books, LLC	Materials	5,613.40	5,613.40
G-03781	Johnstone Supply	Maintenance of Facilities	143.35	143.35
G-03782	Southwest Trailers & Equipment	Maintenance of Facilities	196.62	196.62
G-03783	Arphax Publishing Co	Materials	406.14	406.14
G-03784	The Edmond Sun	Periodicals & Subscription	86.40	
		Library-related Services	445.00	531.40
G-03785	Anne G. Fischer	Telephone Services	50.00	50.00
G-03786	Friday	Library-related Services	1,560.00	1,560.00
G-03787	Hal Leonard Corporation	Materials	552.72	552.72
G-03788	Independent Stationers	Supplies	181.85	
		Supplies	124.19	
		Supplies	17.60	
		Supplies	12.00	
		Supplies	38.30	
		Other Library Related Svc	122.88	496.82
G-03789	School Outfitters	Capital Projects	1,426.83	1,426.83
G-03790	Great American Glass & Tinting	Maintenance of Facilities	140.00	140.00
G-03791	Southwest Solutions Group, Inc	Maintenance of Facilities	2,500.00	2,500.00
G-03792	Blackstone Audio Books	Materials	152.00	152.00
G-03793	Oklahoma Gazette	Library-related Services	1,616.00	
		Library-related Services	808.00	2,424.00
G-03794	A T & T Mobility	Telephone Services	84.85	84.85
G-03795	Scott's Printing & Copying	Printing/Printing Supply	472.20	472.20
G-03796	Hobby Lobby	Programming Activities	62.67	
		Programming Activities	39.83	102.50
G-03797	Filtration Services Group, LLC	Maintenance of Facilities	349.32	349.32
G-03798	Ingram Library Service	Materials	8,965.17	
		Materials	1,250.00	10,215.17
G-03799	OKC Biz	Periodicals/Subscriptions	27.00	27.00
G-03800	Dana Morrow	Transportation	97.79	97.79
G-03801	Amy Nevius	Programming Activities	400.00	400.00
G-03802	OSCPA	Professional Services	580.00	580.00
G-03803	Larry G. Johnson	Parking	108.38	108.38
G-03804	OverDrive, Inc fka	Materials	10,265.33	10,265.33
G-03805	Findaway World, LLC	Materials	13,155.73	13,155.73
G-03806	Fuelman	Gasoline & Oil	3,506.98	
		Vehicle Parts & Repairs	104.73	3,611.71
G-03807	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	118.50	118.50
G-03808	Ingram Library Service	Materials	641.76	641.76
G-03809	General Lighting & Sign Serv.	Maintenance of Facilities	261.82	261.82
G-03810	Voss Lighting	Maintenance of Facilities	1,149.64	1,149.64
G-03811	Melody A. Kellogg	Transportation	41.90	41.90
G-03812	Perry Publishing Co.	Periodicals/Subscriptions	140.00	
		Library-related Services	1,096.64	1,236.64
G-03813	Jana Hausburg	Programming Activities	52.02	52.02
G-03814	Center Point Large Print	Materials	1,267.17	1,267.17
G-03815	Matthews Ford	Motor Vehicles	25,830.02	25,830.02
G-03816	Anita Roesler	Transportation	127.93	127.93
G-03817	Angela Thornton	Travel Expenses	490.40	

** Continued **

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Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-03817	Angela Thornton	Transportation	28.31
G-03818	Jimmy Welch	Telephone Services	50.00
G-03819	Evans Hardware	Maintenance of Facilities	8.47
		Maintenance of Facilities	8.78
		Maintenance of Facilities	157.96
G-03820	Batteries Sooner LLC	Maintenance of Facilities	38.99
		Maintenance of Facilities	71.67
G-03821	Maricela Peraza	Programming Activities	50.00
G-03822	KaDee Bramlett	Programming Activities	150.00
G-03823	Cintas	Maintenance of Facilities	127.10
G-03824	Jerry's Contracting	Maintenance of Facilities	2,785.00
		Maintenance of Facilities	3,635.00
G-03825	Julius Dillahunt	Programming Activities	50.00
G-03826	City of Edmond	Water & Garbage Svcs- Aug	327.04
G-03827	ULINE	Maintenance of Facilities	231.96
G-03828	Amazon/GE Money Bank	Other Library Related Svc	64.78
		Other Library Related Svc	255.95
		Supplies	47.00
		Supplies	31.96
		Supplies	550.56
G-03829	Learning Express	Materials	7,500.00
G-03830	Crowe & Dunlevy	Professional Services	189.00
G-03831	Oklahoma Press Service	Library-related Services	188.90
G-03832	KJKE FM Radio	Library-related Services	975.00
G-03833	AT&T Yellow Pages	Library-related Services	2,658.00
G-03834	Cox Communications, Inc.	Telephone Services	1,823.95
		Telephone Services	1,900.00
G-03835	Baker & Taylor Entertainment	Materials	1,339.51
G-03836	Daniel Fields	Programming Activities	52.55
		Programming Activities	36.60
		Programming Activities	26.67
G-03837	Walmart Community/GEMB	Programming Activities	193.26
		Programming Activities	70.88
		Maintenance of Facilities	56.64
		Maintenance of Facilities	53.27
		Other Commodities	82.57
G-03838	MetroFamily Magazine	Library-related Services	1,449.00
G-03839	John L. Hilbert	Programming Activities	64.25
		Programming Activities	77.15
		Programming Activities	45.36
G-03840	USPS/BME	Postage	190.00
G-03841	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	742.88
G-03842	City Treasurer's Office	Professional Services	55.00
G-03843	Star Lighting	Maintenance of Facilities	57.08
G-03844	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00
G-03845	Myers Landscape Management,	Maintenance of Facilities	1,445.00
		Maintenance of Facilities	1,205.00
G-03846	Cox Communications, Inc.	Telephone Service	964.51
G-03847	Securitas Security USA, Inc.	Security Services	6,697.94
G-03848	Baker & Taylor Books	Materials	1,213.77
		Materials	2,272.87

** Continued **

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Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-03848	Baker & Taylor Books	Materials	1,866.88
		Materials	4,460.20
		Materials	2,780.94
		Materials	2,276.74
		Materials	7,446.00
		Materials	440.22
			22,757.62
G-03849	Baker & Taylor Books	Materials	2,859.63
		Materials	3,269.39
		Materials	2,484.72
		Materials	7,713.84
		Materials	1,749.42
			18,077.00
G-03850	Baker & Taylor Books	Materials	1,715.01
G-03851	Susan E Scott	Programming Activities	120.00
G-03852	Maria Watkins	Transportation	38.14
G-03853	Erika Sterling	Maintenance of Facilities	240.00
G-03854	Veolia Energy Oklahoma City,	Veolia Energy Services	11,265.60
G-03855	Kiona Millirons	Programming Activities	200.00
G-03856	Dan Holman	Transportation	197.58
		Telephone Services	37.74
			235.32
G-03857	Baker & Taylor Entertainment	Materials	1,152.50
G-03858	Tyler Outdoor Advertising, LLC	Library-related Services	2,160.00
		Library-related Services	1,450.00
			3,610.00
G-03859	Wayne Stein	Programming Activities	100.00
G-03860	Savannah Mitchell	Programming Activities	30.00
G-03861	Chris Kennedy	Transportation	34.41
G-03862	Kathy C. Brown	Programming Activities	43.75
G-03863	Metropolitan Library System	Supplies	4.92
		Programming Activities	69.31
		Programming Activities	109.37
			183.60
G-03864	O G & E	Electrical Services	7,832.17
		Electrical Services	806.27
			8,638.44
G-03865	Oklahoma Natural Gas Co.	Gas Services	416.01
		Gas Services	432.91
			848.92
G-03866	City of Bethany	Water & Garbage Services	121.41
G-03867	City of Oklahoma City	Water & Garbage Services	55.38
G-03868	Triangle/A & E	Capital Projects	67.50
G-03869	Gaylord Bros.	Supplies	101.85
G-03870	AT&T	Telephone Services	678.18
		Telephone Services	737.06
		Telephone Services	677.50
			2,092.74
G-03871	Oklahoma Library Association	Professional Services	120.00
G-03872	Weston Woods Accts Receivable	Materials	214.50
G-03873	Baker & Taylor Books	Materials	337.37
G-03874	U.S. Postal Service	Postage	15,000.00
G-03875	John R. Day	Transportation	83.81
G-03876	American Library Association	Memberships	164.00
G-03877	Recorded Books, LLC	Materials	14,309.97
G-03878	Gale Group	Materials	359.86
G-03879	Live Oak Media	Materials	482.09
G-03880	James Davis	Capital Projects	1,000.00
G-03881	Spaces, Inc.	Furniture	542.00

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Number	Vendor/Payee	Purpose		Amount
G-03882	New Atlas dot Com, Inc.	Materials	923.72	923.72
G-03883	Independent Stationers	Supplies	25.44	
		Supplies	15.69	41.13
G-03884	Library Video Co.	Materials	311.40	311.40
G-03885	Jean Hill	Programming Activities	175.00	175.00
G-03886	Full Circle Bookstore	Programming Supplies	355.44	355.44
G-03887	Nancy Lytle	Parking	108.38	108.38
G-03888	OHC of the Southwest, P.A.	Professional Services	79.00	79.00
G-03889	Shawver & Son	Maintenance of Facilities	247.30	247.30
G-03890	Jonathan Willis	Transportation	77.70	
		Telephone Services	35.00	112.70
G-03891	USA Mobility Wireless, Inc	Telephone Services	119.33	119.33
G-03892	Employment Guide	Library-Related Services	381.00	381.00
G-03893	Blackstone Audio Books	Materials	418.00	418.00
G-03894	Random House, Inc	Materials	1,020.00	1,020.00
G-03895	OCLC, Inc.	Network Catalog Services	3,863.01	3,863.01
G-03896	Brilliance Corporation	Materials	989.53	989.53
G-03897	Ingram Library Service	Materials	4,753.14	4,753.14
G-03898	Mergent Co., Inc.	Materials	1,690.00	1,690.00
G-03899	High-Tech-Tronics, Inc.	Maintenance of Facilities	2,029.00	2,029.00
G-03900	Audio Editions	Materials	3,175.85	3,175.85
G-03901	OverDrive, Inc fka	Materials	2,354.05	2,354.05
G-03902	Findaway World, LLC	Materials	383.20	383.20
G-03903	Oklahoma Center for the Book	Professional Services	50.00	50.00
G-03904	Mometrix Media, LLC	Materials	879.81	879.81
G-03905	Perfection Truck Parts&Equip.	Capital Projects	1,017.46	1,017.46
G-03906	AV Cafe Inc	Materials	1,844.50	1,844.50
G-03907	Angel M Thrasher-Banker	Programming Activities	50.00	50.00
G-03908	Ingram Library Service	Materials	2,752.30	2,752.30
G-03909	Voss Lighting	Maintenance of Facilities	1,920.70	1,920.70
G-03910	Jonathan W. LaPuzza	Security Services	700.00	700.00
G-03911	Jana Hausburg	Supplies	63.12	63.12
G-03912	Center Point Large Print	Materials	1,241.52	1,241.52
G-03913	Evans Hardware	Maintenance of Facilities	13.16	13.16
G-03914	John Mark Dawson	Security Services	150.00	150.00
G-03915	Associated Appliance, Inc.	Maintenance of Facilities	7.60	7.60
G-03916	Southwest Paper - OKC	Maintenance Supplies	8,784.36	8,784.36
G-03917	ProQuest	Materials	55,505.00	55,505.00
G-03918	Bank of America	Library-related Services	212.81	212.81
G-03919	Contractors Supply Co.	Maintenance of Facilities	50.66	50.66
G-03920	Jerry's Contracting	Maintenance of Facilities	1,125.00	1,125.00
G-03921	Hewlett-Packard Co.	Automation	5,494.62	
		Automation	4,578.85	
		Automation	5,157.39	
		Automation	16,483.86	
		Automation	13,736.55	
		Automation	9,157.70	
		Automation	8,241.93	
		Automation	10,989.24	
		Automation	915.77	
		Automation	915.77	
		Automation System	605.00	76,276.68

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Number	Vendor/Payee	Purpose		Amount
G-03922	Rainbow Resource Center, Inc	Materials	333.90	333.90
G-03923	Ramier Shaik	Programming Activities	60.00	60.00
G-03924	James Gay	Supplies	112.50	112.50
G-03925	Neofunds by Neopost	Postage	2,999.36	2,999.36
G-03926	MAC Systems, Inc.	Maintenance of Facilities	255.00	
		Maintenance of Facilities	200.00	455.00
G-03927	AudioGo	Materials	106.52	106.52
G-03928	Chase Card Services	Travel Expenses	456.70	
		Programming Activities	15.98	
		Supplies	119.00	
		Programming	46.99	
		Automation	109.70	
		Library-Related Services	421.67	
		Travel	1,561.90	
		Travel	850.40	
		Professional Services	255.00	
		Supplies	188.80	
		Automation	19.99	
		Travel Expenses	456.70	
		Travel Expenses	401.60	
		Programming Activities	58.99	
		Other Commodities	258.00	5,221.42
G-03929	Bibliotheca ITG, LLC	Automation	11,571.10	11,571.10
G-03930	Envisionware	Automation	2,675.00	2,675.00
G-03931	Amazon/GE Money Bank	Supplies	60.44	
		Programming	109.68	
		Programming Activities	30.68	200.80
G-03932	United Parcel Service	Postage	6.26	
		Furniture	18.22	
		Postage	6.35	
		Furniture	13.52	44.35
G-03933	Alice Murphy	Supplies	58.50	58.50
G-03934	Reduxion Theatre	Programming Activities	1,120.00	1,120.00
G-03935	Baker & Taylor Entertainment	Materials	464.33	
		Materials	7,277.88	7,742.21
G-03936	Financial Information, Inc.	Materials	1,095.00	1,095.00
G-03937	Preston Bell	Transportation	50.00	50.00
G-03938	Leadership Oklahoma City, Inc.	Professional Services	20.00	20.00
G-03939	Donna Morris	Parking & Transportation	450.00	450.00
G-03940	Fred Pryor Seminars/	Professional Services	149.00	149.00
G-03941	Melissa Weathers	Mileage	30.83	30.83
G-03942	Securitas Security USA, Inc.	Security Services	6,770.25	6,770.25
G-03943	Baker & Taylor Books	Materials	1,532.88	
		Materials	1,557.77	
		Materials	1,010.90	
		Materials	1,987.19	
		Materials	4,640.16	
		Materials	544.73	11,273.63
G-03944	Baker & Taylor Books	Materials	1,200.87	
		Materials	2,359.65	
		Materials	3,030.56	
		Materials	1,784.21	8,375.29

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Number	Vendor/Payee	Purpose		Amount
G-03945	Baker & Taylor Books	Materials	1,274.16	1,274.16
G-03946	Kone Inc	Maintenance of Facilities	865.00	865.00
G-03947	Personalized Prevention	Professional Services	606.00	606.00
G-03948	Baker & Taylor Entertainment	Materials	2,794.77	2,794.77
G-03949	Pacific Telemanagement Service	Telephone Services	78.00	78.00
G-03950	Bank of Oklahoma	Payroll Transmittal-Chks	37,134.98	
		Payroll Transmittal-Chks	18,012.26	55,147.24
G-03951	Bank of Oklahoma	Federal Withholding Tax	54,771.85	
		Federal Withholding Tax	4,481.00	59,252.85
G-03952	Oklahoma Tax Commission	State Withholding Tax	16,122.00	
		State Withholding Tax	906.00	17,028.00
G-03953	Mun. Employees Credit Union	Employee Cr Union Deducts	11,677.51	
		Employee Cr Union Deducts	87.50	11,765.01
G-03954	United Way of Central Oklahoma	Employee Deductions	593.81	
		Employee Deductions	69.25	663.06
G-03955	Clerk, U.S. District	Employee Deductions	77.11	
		Employee Deductions	77.11	
		Employee Deductions	77.11	231.33
G-03956	United States Treasury	Employee Deductions	50.50	50.50
G-03957	Bank of America	Payroll Transmittal-DDep	298,056.01	
		Payroll Transmittal-DDep	41,043.41	339,099.42
G-03958	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-03959	Nationwide Retirement Solution	Employee Deductions	6,894.44	6,894.44
G-03960	Transamerica Worksite Mrktg.	Employee Deductions	385.68	385.68
G-03961	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,628.67	4,628.67
G-03962	Bank of Oklahoma	Employee Flexplan Deposit	14,310.46	14,310.46
G-03963	Bank of Oklahoma	Employee Soc/Sec Deposits	20,070.43	
		Employee Soc/Sec Deposits	2,877.86	
		Employee Medicare Deposit	6,929.15	
		Employee Medicare Deposit	993.55	
		Employer Soc/Sec Deposits	33,876.26	
		Employer Medicare Deposit	7,922.61	72,669.86
G-03964	MassMutual Financial Group	Employee Contrib -- DC PI	17,532.38	
		Employer Contrib -- DC PI	31,649.73	49,182.11
G-03965	Oklahoma Guaranteed	Employee Deductions	228.08	228.08
G-03966	ODHS Oklahoma Centralized	Employee Deductions	488.90	488.90
G-03967	Randall S. Fudge	Employee Deductions	123.05	123.05
G-03968	Administrative Services	Employee Deductions	1,509.56	1,509.56
G-03969	Metropolitan Library System	Automation Contractual	47.82	
		Professional Services	171.00	
		Supplies	96.97	
		Programming Activities	97.68	
		Programming Activities	42.99	
		Programming Activities	89.46	
		Other Commodities	118.82	664.74
G-03970	City of Del City	Rent of Library Buildings	400.00	400.00
G-03971	O G & E	Electrical Services	14,489.68	
		Electrical Services	2,241.72	16,731.40
G-03972	Oklahoma Natural Gas Co.	Gas Services	737.15	
		Gas Services	620.65	
		Gas Services	53.64	
		Gas Services	166.42	

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Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-03972	Oklahoma Natural Gas Co.	Gas Services	176.51	1,754.37
G-03973	City of Oklahoma City	Water & Garbage Services	555.33	
		Water & Garbage Services	213.05	
		Water & Garbage Services	44.01	812.39
G-03974	Brodart, Inc.	Supplies	24.62	
		Supplies	11.37	
		Supplies	31.90	67.89
G-03975	Tech-Lock	Maintenance of Facilities	19.90	
		Maintenance of Facilities	210.00	
		Maintenance of Facilities	45.00	274.90
G-03976	Demco	Supplies	126.21	
		Supplies	183.41	
		Supplies	154.13	
		Furniture	563.33	
		Supplies	18.94	
		Supplies	948.96	
		Supplies	16.42	2,011.40
G-03977	The University of Oklahoma	Printing/Printing Supply	60.00	60.00
G-03978	City of Warr Acres	Water & Garbage Services	53.20	53.20
G-03979	AT&T	Telephone Services	140.50	140.50
G-03980	Weston Woods Accts Receivable	Materials	359.70	359.70
G-03981	Baker & Taylor Books	Materials	108.24	108.24
G-03982	Donna Morris	Travel Expenses	506.88	
		Travel Expenses	383.00	889.88
G-03983	ABDO Publishing Company	Materials	2,718.82	2,718.82
G-03984	TDS Telecom	Telephone Services	1,290.33	1,290.33
G-03985	United Refrigeration, Inc.	Maintenance of Facilities	29.70	29.70
G-03986	Recorded Books, LLC	Materials	223.87	223.87
G-03987	Johnstone Supply	Maintenance of Facilities	20.00	20.00
G-03988	Denyvetta Davis	Travel Expenses	271.00	271.00
G-03989	Gale Group	Materials	4,466.20	4,466.20
G-03990	Live Oak Media	Materials	97.04	97.04
G-03991	JoNita Normore	Transportation	14.99	14.99
G-03992	Anne G. Fischer	Travel Expenses	366.00	366.00
G-03993	Independent Stationers	Supplies	115.16	
		Supplies	13.39	
		Supplies	926.64	
		Other Library Related Svc	115.40	1,170.59
G-03994	Library Video Co.	Materials	1,168.05	1,168.05
G-03995	Janet Brooks	Other Commodities	110.00	110.00
G-03996	Commercial Concepts, Inc.	Furniture, Fixtures	325.00	
		Maintenance of Facilities	331.50	656.50
G-03997	Oklahoma Gazette	Library-Related Services	1,616.00	1,616.00
G-03998	Random House, Inc	Materials	60.00	60.00
G-03999	Scott's Printing & Copying	Printing/Printing Supply	581.70	581.70
G-04000	Brilliance Corporation	Materials	1,380.06	1,380.06
G-04001	Karen L.Litteral	Transportation	7.77	7.77
G-04002	RSPT LLC	Materials	17.88	17.88
G-04003	Ingram Library Service	Materials	2,803.69	
		Materials	53.27	2,856.96
G-04004	Julia Ballou	Travel Expenses	337.50	337.50

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Number	Vendor/Payee	Purpose		Amount
G-04005	James E. Nimmo	Transportation	150.00	150.00
G-04006	Audio Editions	Materials	115.15	115.15
G-04007	OverDrive, Inc fka	Materials	1,664.54	1,664.54
G-04008	Findaway World, LLC	Supplies	268.27	268.27
G-04009	Employment Technologies Corp	Professional Services	960.00	960.00
G-04010	Scovil & Sides Hardware Co.	Maintenance of Facilities	1,616.00	1,616.00
G-04011	Chickasaw Telecom, Inc.	Automation	149.04	
		Automation	93.15	242.19
G-04012	Capstone	Materials	2,415.48	2,415.48
G-04013	AV Cafe Inc	Materials	956.63	956.63
G-04014	Ingram Library Service	Materials	2,073.14	2,073.14
G-04015	Voss Lighting	Maintenance of Facilities	232.00	232.00
G-04016	Jonathan W. LaPuzza	Security Services	375.00	375.00
G-04017	Perry Publishing Co.	Periodicals/Subscriptions	20.00	20.00
G-04018	Kay L. Bauman	Travel Expenses	275.25	275.25
G-04019	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-04020	Batteries Sooner LLC	Maintenance of Facilities	313.50	
		Maintenance of Facilities	32.76	346.26
G-04021	Associated Appliance, Inc.	Maintenance of Facilities	262.49	262.49
G-04022	Heidi A. Port	Postage	8.34	8.34
G-04023	Southwest Paper - OKC	Supplies	1,256.00	1,256.00
G-04024	Steve's Wholesale Distributors	Maintenance of Facilities	9.77	9.77
G-04025	Harry Hoang	Programming Activities	67.36	67.36
G-04026	American Parking	Parking	236.46	236.46
G-04027	Contractors Supply Co.	Maintenance of Facilities	48.97	48.97
G-04028	Jerry's Contracting	Maintenance of Facilities	850.00	850.00
G-04029	Mailing Services -134730000	Printing/Printing Supply	44.20	44.20
G-04030	Hewlett-Packard Co.	Automation	37,546.57	37,546.57
G-04031	Dowell Parking Center	Parking	312.00	312.00
G-04032	Kellie Delaney	Travel Expenses	416.35	
		Travel Expenses	319.50	735.85
G-04033	Norman Supply Company	Maintenance of Facilities	73.05	73.05
G-04034	Amazon/GE Money Bank	Programming Activities	45.42	
		Programming Activities	79.56	
		Equipment	499.00	
		Supplies	39.98	
		Supplies	61.09	
		Equipment	25.57	750.62
G-04035	Crowe & Dunlevy	Professional Services	108.00	108.00
G-04036	John Wood	Telephone Services	100.00	100.00
G-04037	KJKE FM Radio	Library-related Services	975.00	975.00
G-04038	Todd Olberding	Travel Expenses	1,185.93	
		Telephone Services	37.83	1,223.76
G-04039	Baker & Taylor Entertainment	Materials	1,738.91	
		Materials	3,100.95	4,839.86
G-04040	Walmart Community/GEMB	Programming Activities	121.44	
		Supplies	26.70	
		Safety Supplies	204.31	

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Number	Vendor/Payee ** Continued **	Purpose		Amount
G-04040	Walmart Community/GEMB	Programming Activities	100.30	452.75
G-04041	The Meadows	Library-related Services	44.00	
		Automation Contractual	44.00	88.00
G-04042	Kimberly A Terry	Travel Expenses	439.70	439.70
G-04043	Thomas P. Gallagher	Transportation	25.00	25.00
G-04044	Star Lighting	Maintenance of Facilities	336.04	
		Maintenance of Facilities	45.00	381.04
G-04045	Susan H. Wood	Programming Activities	250.00	
		Programming Activities	380.00	630.00
G-04046	AT&T	Telephone Services	79.72	79.72
G-04047	Cox Communications, Inc.	Telephone Service	22.92	22.92
G-04048	Janeal Walker	Transportation	23.08	23.08
G-04049	Securitas Security USA, Inc.	Security Services	6,895.55	
		Security Services	7,103.41	13,998.96
G-04050	Baker & Taylor Books	Materials	750.02	
		Materials	1,389.76	
		Materials	2,884.25	
		Materials	2,672.08	
		Materials	4,302.47	
		Materials	5,100.27	
		Materials	5,631.48	22,730.33
G-04051	Baker & Taylor Books	Materials	1,560.54	
		Materials	4,533.80	
		Materials	3,068.93	
		Materials	676.85	9,840.12
G-04052	Baker & Taylor Books	Materials	726.38	726.38
G-04053	Tulin LaFollette	Transportation	28.19	28.19
G-04054	Cooper Bros., Inc.	Capital Projects	9,000.00	9,000.00
G-04055	Kiona Millirons	Programming Activities	100.00	
		Programming Activities	400.00	500.00
G-04056	Global Industrial Equipment	Supplies	243.29	243.29
G-04057	Stacy Schrank	Travel Expenses	353.00	353.00
G-04058	Joe H Shelton	Programming Activities	65.00	65.00
G-04059	Baker & Taylor Entertainment	Materials	1,051.27	1,051.27
G-04060	Environments, Inc.	Programming Activities	13.30	13.30
G-04061	Shoplet	Supplies	141.06	141.06
G-04062	Kathy C. Brown	Programming Activities	43.75	43.75
Total of FY 11-12 Warrants Issued				\$ 2,358,274.95

Special Funds

Warrant Register

March 2012

Number	Vendor/Payee	Purpose		Amount
S-17351	Benjamin A. Margenin	Lost & Paid Item Returned	16.95	16.95
S-17352	Brecken G. Roegiers	Lost & Paid Item Returned	3.00	3.00
S-17353	Roy W. Thanscheidt	Lost & Paid Item Returned	21.95	21.95
S-17354	Tracy L. Thompson-Ecker	Lost & Paid Item Returned	4.95	4.95
S-17355	Renaldo J. Lemons	Lost & Paid Item Returned	3.00	3.00
S-17356	Mary Jo Meacham	Lost & Paid Item Returned	22.95	22.95
S-17357	Marshall W. Mann	Lost & Paid Item Returned	7.95	7.95
S-17358	Regina D. Carron	Lost & Paid Item Returned	3.00	3.00
S-17359	Benjamin L. Hanel	Lost & Paid Item Returned	3.00	3.00
S-17360	Karolyn J. Chowning	Lost & Paid Item Returned	17.15	17.15
S-17361	Sara M. Creevey	Lost & Paid Item Returned	14.00	14.00
S-17362	Veda Boggs	Lost & Paid Item Returned	6.20	6.20
S-17363	Wesley J. Day	Lost & Paid Item Returned	3.00	3.00
S-17364	Beverly Ann Stevens	Lost & Paid Item Returned	21.95	21.95
S-17365	Thomas M. Glathar	Lost & Paid Item Returned	12.95	12.95
S-17366	Imagenation Promotional Group	Summer @ the Library	16,176.00	16,176.00
S-17367	Staples Credit Plan	Equipment	1,849.99	1,849.99
S-17368	Standley Systems	Copier Maintenance	58.48	
		Copier Maintenance	15.53	
		Copier Maintenance	35.20	
		Copier Maintenance	35.07	
		Copier Usage	274.13	
		Copier Usage	414.36	832.77
S-17369	ImageNet Consulting, LLC	Copier Maintenance	78.50	
		Copier Maintenance	36.00	
		Copier Maintenance	78.50	193.00
S-17370	Full Circle Bookstore	Children's Author Visit	848.82	848.82
S-17371	Imagenation Promotional Group	Summer Reading	4,872.00	4,872.00
S-17372	Oklahoma Tax Commission	State Sales Tax-February	58.84	58.84
S-17373	Carla C. Daw	Lost & Paid Item Returned	28.65	28.65
S-17374	Chandler K. Yates	Lost & Paid Item Returned	7.50	7.50
S-17375	Angelyn E. Olson	Lost & Paid Item Returned	3.00	3.00
S-17376	Meagan A. Homsey	Lost & Paid Item Returned	36.95	36.95
S-17377	Todd P. Swindall	Lost & Paid Item Returned	4.95	4.95
S-17378	Amanda J. Copeland	Lost & Paid Item Returned	36.70	36.70
S-17379	Julius J. Stanfield, Jr.	Lost & Paid Item Returned	17.25	17.25
S-17380	Lucinda K. Stillinger	Lost & Paid Item Returned	11.95	11.95
S-17381	Beach, Dana	Lost & Paid Item Returned	31.90	31.90
S-17382	Spencer L. Yates	Lost & Paid Item Returned	11.95	11.95
S-17383	Johnson County Library	Lost Material Fee	29.98	29.98
S-17384	Susan Pierce	Noon Tunes	504.00	
		Noon Tunes	2,200.00	2,704.00
S-17385	Robert A Post	Our World Series	6,000.00	6,000.00
S-17386	Oklahoma Tax Commission	State Sales Tax-February	774.62	774.62
S-17387	Robert A Post	OAC- Comedy Theater	3,000.00	3,000.00
S-17388	Don E. McNamara	Lost & Paid Item Returned	9.45	9.45
S-17389	Elijah T. Jones	Lost & Paid Item Returned	19.95	19.95
S-17390	Shawn M. W. Castro	Lost & Paid Item Returned	12.95	12.95
S-17391	Jewellena M. Golden	Lost & Paid Item Returned	3.00	3.00
S-17392	Chad Pape	Lost & Paid Item Returned	8.45	8.45
S-17393	Kim Garrison	Lost & Paid Item Returned	14.00	14.00
S-17394	Kimberly A. Camp	Lost & Paid Item Returned	16.95	16.95

Special Funds

Warrant Register


March 2012

Number	Vendor/Payee	Purpose		Amount
S-17395	Youngju Hwang	Lost & Paid Item Returned	16.95	16.95
S-17396	Bellwood Public Library	Gifts & Books Lost Acct.	40.00	40.00
S-17397	Micah A. Edmonds	Lost & Paid Item Returned	13.85	13.85
S-17398	Metropolitan Library System	Transfer of Fines & Fees	52,000.00	52,000.00
S-17400	Geoffrey L. Smith	After School Program	400.00	400.00
S-17401	Standley Systems	Copier Maintenance	28.32	28.32
S-17402	Oklahoma Dept. of Libraries	Gifts & Books Lost Acct.	94.99	94.99
S-17403	Hannah M. Sherwin	Lost & Paid Item Returned	6.95	6.95
S-17404	Georgiana T. Peterson	Lost & Paid Item Returned	18.15	18.15
S-17405	Sheila L. Foreman	Lost & Paid Item Returned	11.95	11.95
S-17406	Amanda F. Rippetoe	Lost & Paid Item Returned	24.95	24.95
S-17407	Maria R. Gomez	Lost & Paid Item Returned	8.55	8.55
S-17408	Karel L. Brackeen	Lost & Paid Item Returned	6.95	6.95
S-17409	Natalie Y. Hawthorne	Lost & Paid Item Returned	6.25	6.25
S-17410	Susan Pierce	Noon Tunes	560.00	560.00

Total of Special Funds Warrants Issued \$ 91,015.43

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

4-9-12
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

4-6-12
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: FURNITURE FOR SOUTHERN OAKS LIBRARY

Provided for in the FY2011-12 budget is funding for new furniture for the renovated Southern Oaks Library. The architects Meyer, Scherer, & Rockcastle (MS&R) and the Library selected the furniture to be purchased and MS&R prepared the specifications for the furniture. BCI Library Design is one of the manufacturers recommended by MS&R.

Cultural Surroundings is the only designated dealer for Oklahoma and is considered the sole source for this purchase.

Code	Style	Model No.	Unit Price	Qty	Extended Price
036	Mezitta Computer Station	Mez	\$2,288.00	34	\$77,792.00
		Freight & Install		1	\$7,905.28
			Total		\$85,697.28

RECOMMENDATION:

That the Commission award the contract for the Mezitta to Cultural Surroundings in the amount of \$85,697.28. Adequate funding is available in the FY 2011-2012 budget, account 450.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM B: FURNITURE FOR SOUTHERN OAKS LIBRARY

Provided for in the FY2011-12 budget is funding for new furniture for the renovated Southern Oaks Library. The architects Meyer, Scherer, & Rockcastle (MS&R) and the Library selected the furniture to be purchased and MS&R prepared the specifications for the furniture. Haworth, Inc. is one of the manufacturers recommended by MS&R.

Haworth, Inc. was awarded a competitively bid contract with U.S. Communities on May 1, 2007. The contract has been renewed each year thereafter.

Vater Office Furniture is the local Haworth dealer. The pricing below is the U.S. Communities contract pricing.

Code	Style	Model No.	Unit Price	Qty	Extended Price
005	Very Side Chair	SCS-24-01	\$244.80	22	\$5,385.60
006	Very Wire Stackers	SCH-44-0S	\$88.80	110	\$9,768.00
019	Zody Task Chair	SZT-20-721MA1	\$572.64	14	\$8,016.96
020	Zody Task Stool	SPLL-8529	\$732.96	2	\$1,465.92
035	Planew Y-Leg Flip Top Table	TARA-3060-L JSNYH4	\$497.08	4	\$1,988.32
119	Very Stacking Cart	SCT-1	\$189.12	5	\$945.60
			Total		\$27,570.40

RECOMMENDATION:

That the Commission award the contract for the Haworth furniture to Vater Office Furniture in the amount of \$27,570.40. Adequate funding is available in the FY 2011-2012 budget, account 450.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM C: FURNITURE FOR SOUTHERN OAKS LIBRARY

Provided for in the FY2011-12 budget is funding for new furniture for the renovated Southern Oaks Library. The architects Meyer, Scherer, & Rockcastle (MS&R) and the Library selected the furniture to be purchased and MS&R prepared the specifications for the furniture. Knoll, Inc. is one of the manufacturers recommended by MS&R.

Knoll, Inc. was awarded a competitively bid contract with U.S. Communities on May 1, 2007. The contract has been renewed each year thereafter.

Spaces, Inc. is the local Knoll dealer. The pricing below is the U.S. Communities contract pricing.

Code	Style	Unit Price	Qty	Extended Price
043	Knoll Upstart Table w/ Storage Below	\$838.26	1	\$838.26
110	Knoll Dividends Horizon Private Office	\$4,044.18	1	\$4,044.18
111	Knoll Dividends Horizon Row of 2 Workstations	\$3,239.94	1	\$3,239.94
112	Knoll Dividends Horizon Row of 3 Workstations	\$5,553.56	1	\$5,553.56
113	Knoll Dividends Horizon Cluster of 3 Workstations	\$4,499.60	1	\$4,499.60
114	Knoll Dividends Horizon Single Desk w/Overhead	\$1,996.41	1	\$4,114.50
		Total		\$22,290.04

RECOMMENDATION:

That the Commission award the contract for the Knoll furniture to Spaces, Inc. in the amount of \$22,290.04. Adequate funding is available in the FY 2011-2012 budget, account 450

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM D: FURNITURE FOR SOUTHERN OAKS LIBRARY

Provided for in the FY2011-12 budget is funding for new furniture for the renovated Southern Oaks Library. The architects Meyer, Scherer, & Rockcastle (MS&R) and the Library selected the furniture to be purchased and MS&R prepared the specifications for the furniture. Steelcase, Inc. is one of the manufacturers recommended by MS&R.

Steelcase, Inc. was awarded a competitively bid contract with 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.

Code	Style	Model No.	Unit Price	Qty	Extended Price
008A	Coalesse Alina Chair	321	\$1,480.03	10	\$14,800.30
008B	Coalesse Alina Chair	321	\$1,115.83	4	\$4,463.32
008C	Coalesse Alina Chair	321	\$1,415.66	4	\$5,662.64
008D	Coalesse Alina Chair	321	\$1,106.87	4	\$4,427.48
		Delivery Charge		1	\$483.46
			Total		\$29,837.20

RECOMMENDATION:

That the Commission award the contract for the Steelcase furniture to Scott Rice, Inc. in the amount of \$29,837.20. Adequate funding is available in the FY 2011-2012 budget, account 450.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM E: FURNITURE FOR SOUTHERN OAKS LIBRARY

Provided for in the FY2011-12 budget is funding for new furniture for the renovated Southern Oaks Library. The architects Meyer, Scherer, & Rockcastle (MS&R) and the Library selected the furniture to be purchased and MS&R prepared the furniture specifications for the bid.

Bids were let for 28 days and were advertised for two days in The Oklahoman (March 13 and 20, 2012). Bid packets were sent to 23 prospective bidders and two Plan Rooms.

A pre-bid conference was held on Wednesday, March 20, 2012. Three vendors attended.

Bids were received and publicly opened on April 10, 2012. Ten vendors responded.

See attached bid tabulation.

Scott Rice is the best and lowest bidder for Furniture Groups B, J, and M.

Spaces is the best and lowest bidder for Furniture Groups D, E, and K.

Bill Warren is the best and lowest bidder for Furniture Groups A, C, F, H, and I.

Copelins is the best and lowest bidder for Furniture Groups G and P.

KI is the best and lowest bidder for Furniture Group O.

Cultural Surroundings is the best and lowest bidder for Furniture Groups L, N, and Q.

RECOMMENDATION:

That the Commission award the contracts for the furniture for the new Northwest Library to the following vendors: Scott Rice for furniture groups B, J, and M in the amount of \$6,315.05; Spaces for furniture groups D, E, and K in the amount of \$23,191.00; Bill Warren for furniture groups A, C, F, H, and I in the amount of \$37,337.65; Copelins for furniture groups G and P in the amount of \$24,447.89; KI for furniture group O in the amount of \$861.00 and Cultural Surrounding for furniture groups L, N, and Q in the amount of \$169,816.00. Adequate funding is available in the FY 2011-2012 budget, account 408.

Furniture Group	Scott Rice	Spaces	Bill Warren	Copelins	KI	Vance Hunt & Associates	LDS Group	Library Interiors of Texas	Cultural Surroundings	Burroughs
Group A: Emeco	\$16,036.60	\$16,184.00	\$15,748.56	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Group B: ICF	\$1,941.66	\$1,952.00	\$1,947.28	\$1,975.94	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Group C: Teknion	No Bid	No Bid	\$11,407.59	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Group D: Vitra	\$6,156.56	\$5,292.00	\$6,152.12	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Group E: Azure	\$20,070.39	\$16,311.00	\$20,652.15	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Group F: HBF	\$5,670.00	\$5,700.00	\$5,232.40	\$5,705.96	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Group G: Keilhauer	\$16,325.04	\$16,483.00	\$16,526.11	\$16,120.89	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Group H: Bernhardt Design	\$2,870.16	\$2,766.00	\$2,479.50	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Group I: Botanist	No Bid	No Bid	\$2,469.60	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Group J: Campbell Contract	\$3,052.40	\$3,308.00	\$3,222.60	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Group K: CAB Deco	\$1,883.34	\$1,588.00	\$1,738.46	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Group L: Worden or Approved Equal	No Bid	No Bid	\$23,190.83	No Bid	No Bid	No Bid	No Bid	\$28,230.00	\$19,240.00	No Bid
Group M: Sparkeology	\$1,320.99	\$2,839.00	\$1,325.35	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Group N: TMC or Approved Equal	\$3,730.66	\$3,688.00	\$3,666.10	No Bid	No Bid	No Bid	No Bid	No Bid	\$3,108.00	No Bid
Group O: Harter or Approved Equal	\$1,098.22	\$1,072.00	\$1,111.44	\$1,086.00	\$861.00	No Bid	No Bid	No Bid	No Bid	No Bid
Group P: Southern Aluminum	\$8,885.48	\$9,228.00	\$9,533.68	\$8,354.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Group Q: MJ	No Bid	No Bid	No Bid	No Bid	No Bid	\$151,602.00	\$164,919.00	No Bid	\$147,468.00	\$160,855.81
Total Award	\$6,315.05	\$23,191.00	\$37,337.65	\$24,474.89	\$861.00	\$0.00	\$0.00	\$0.00	\$169,816.00	\$0.00
Grand Total										\$261,995.59

The following vendors did not bid:

Brodart, Business Interiors by Staples, Interiors for Business, Libra Tech Corp., Office Concepts, OCI, Southwestern Stationers Office USA, South West Solutions, Stows Office Furniture, Vater, Village Furniture, and Workplace Resource.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM F: NETBOOKS

Provided for in the FY2011-12 budget is the request for netbooks. These computers are similar to a laptop but smaller and more portable. These netbooks will allow library staff to issue library cards to customers in various locations both in the library and off-site using wireless Internet access. They can issue cards to students on a school visit in the meeting room or go to the school and issue cards in the classroom. They can also take the computers to off-site events where wireless Internet access is available and issue cards to interested customers.

The Library's purchasing policy allows the Library to purchase off of any state contract. The State of Oklahoma still participates in the Western States Contracting Alliance for computers under State Contract #SW206.

Hewlett-Packard participates in the State Contract pricing. They have a 3115m Notebook PC that meets the requirements of the library. The price of these units is \$494 each and includes a 3-year warranty.

RECOMMENDATION:

That the Commission approve the purchase of 26 netbook computers to Hewlett-Packard in the amount of \$12,844. Funding for the purchase is provided for in the FY2011-12 budget, account 410.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM G: HVAC SYSTEMS FOR THE BETHANY, HARRAH, AND VILLAGE LIBRARIES

Provided for in the FY2011-12 budget is funding for replacement of the HVAC systems at the Bethany, Harrah, and Village Libraries. Specifications were prepared and bids were let for 21 days. The bid was advertised for two days (March 20 and 27) in The Oklahoman.

Bids were sent to seven prospective bidders and to four plan rooms. A pre-bid meeting was held on March 29. Seven vendors attended.

Bids were received and publicly opened on April 10, 2011.

Library	Hardesty Team	United Mechanical	Metro Service Co	Comfort OK	Metropolitan AC Service	Air Engineering	DePaul's Installs
Bethany	\$91,450.00	No Bid	\$85,584.00	No Bid	\$194,500.00	No Bid	No Bid
Village	\$67,500.00	No Bid	\$77,600.00	No Bid	\$65,765.00	No Bid	No Bid
Harrah	\$7,400.00	No Bid	\$7,890.00	No Bid	\$8,020.00	No Bid	No Bid
Total	\$166,350.00	No Bid	\$171,074.00	No Bid	\$268,285.00	No Bid	No Bid

RECOMMENDATION:

That the Commission award the contract for the purchase and installation of the HVAC systems to Hardesty Team in the amount of \$166,350. Adequate funding is available in the FY 2011-2012 budget, account 450.

REPORT AND RECOMMENDATIONS FROM ADMINISTRATION

Commission Elected Candidates to the Library Endowment Trust Board

Recently, the Library Endowment Trust changed their bylaws to make it easier to facilitate contributions from donors. This requires that the Metropolitan Library Commission appoint a majority of the Trustees. These trustees are referred to as "Class A Trustees." The Bylaws also state that the Trust Board Governance Committee prepares two (2) slates of candidates for Trustees.

The first slate shall consist of Class A candidates and shall be presented to the Library Commission for appointment. Such slate shall be presented to the Commission prior to the last meeting of the fiscal year of the Trust to allow the appointed Commission elected Trustees to be announced at the last meeting of the fiscal year of the Trust.

For your consideration, the Library Endowment Trust Board Governance Committee presents the following candidate for new Trustee:

Craig Woodruff
Treasurer - - North America
Archer Well Company, Inc.
14201 Caliber Drive, Suite 300
Oklahoma City, Ok 73134

COMMISSION ACTION:

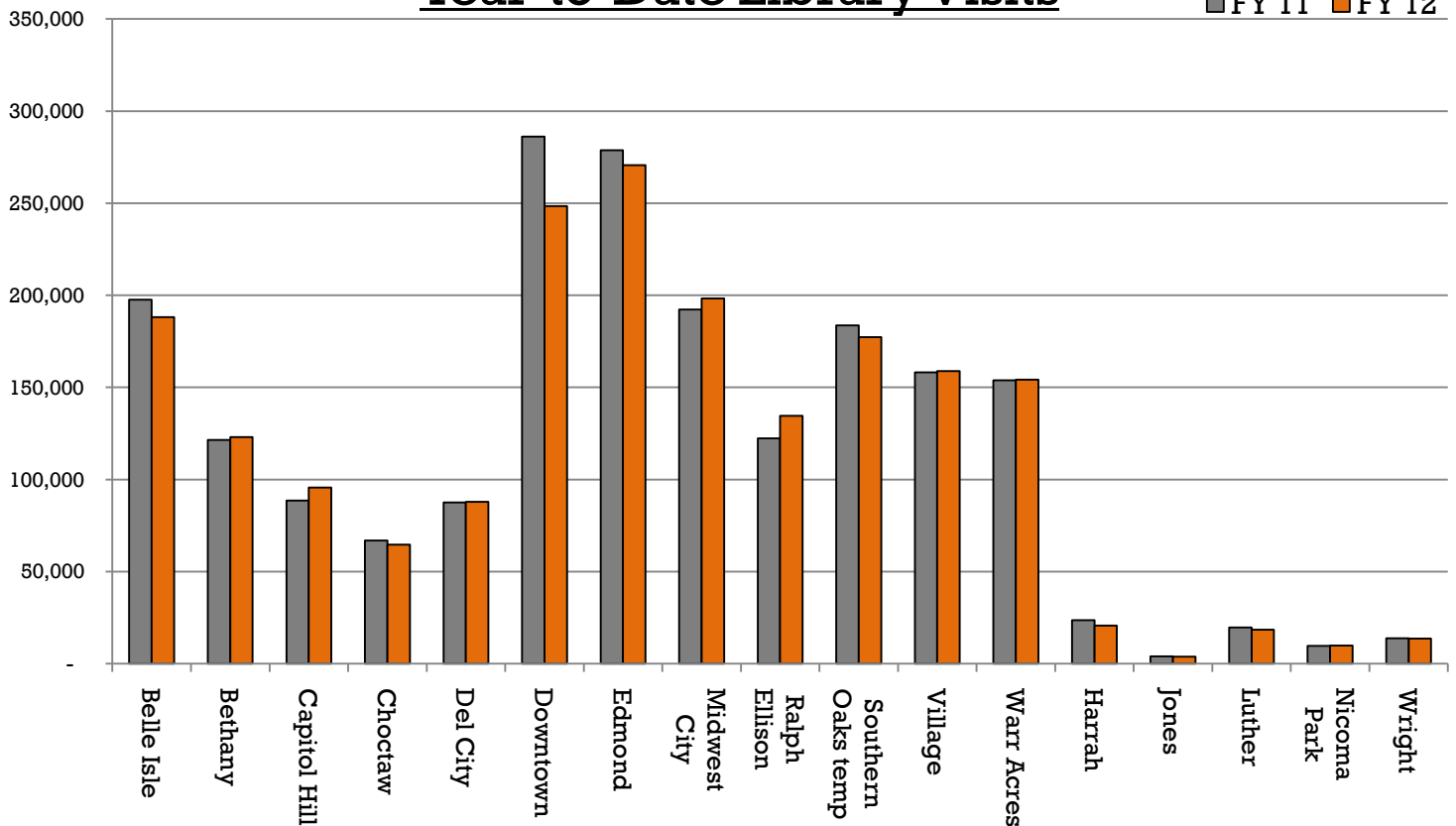
That the Commission approve the appointment of Craig Woodruff to the Library Endowment Trust.

MLS Library Visits

July 1, 2011 - March 31, 2012 (75.00% of the 11-12 Fiscal Year)

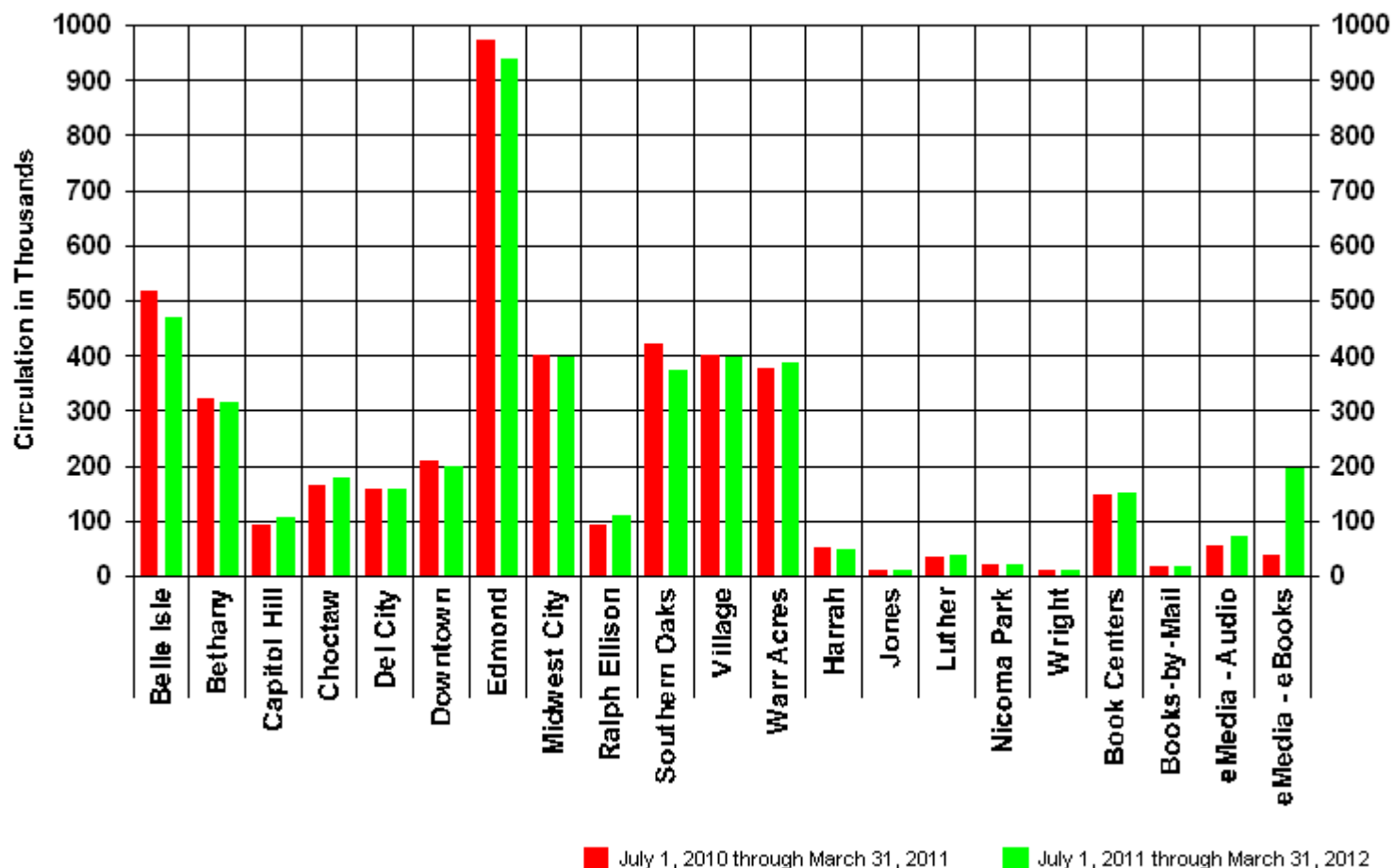
March	FY 11		FY 12		Pct. Change	
<u>Library</u>	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>
Belle Isle	23,251	197,564	20,459	188,212	-12.0%	-4.7%
Bethany	13,796	121,516	13,482	122,930	-2.3%	1.2%
Capitol Hill	11,030	88,583	10,625	95,661	-3.7%	8.0%
Choctaw	8,388	66,940	7,228	64,602	-13.8%	-3.5%
Del City	9,404	87,519	9,297	87,902	-1.1%	0.4%
Downtown	32,439	286,165	26,417	248,381	-18.6%	-13.2%
Edmond	33,523	278,744	30,052	270,702	-10.4%	-2.9%
Midwest City	22,792	192,248	22,089	198,316	-3.1%	3.2%
Ralph Ellison	13,618	122,404	14,272	134,586	4.8%	10.0%
Southern Oaks temp	21,777	183,629	18,950	177,246	-13.0%	-3.5%
Village	19,130	158,094	18,117	158,930	-5.3%	0.5%
Warr Acres	17,348	153,915	16,932	154,162	-2.4%	0.2%
Harrah	2,830	23,627	2,368	20,767	-16.3%	-12.1%
Jones	501	4,033	362	3,885	-27.8%	-3.7%
Luther	2,126	19,642	1,993	18,527	-6.3%	-5.7%
Nicoma Park	1,126	9,588	1,397	9,803	24.1%	2.2%
Wright	1,441	13,846	1,427	13,562	-1.0%	-2.0%
Total	234,520	2,008,055	215,467	1,968,175	-8.1%	-2.0%

Year-to-Date Library Visits



Circulation Gains and Losses

July 1, 2011 through March 31, 2012 (75.00% of the 11-12 Fiscal Year)



Circulation Gains and Losses

July 1, 2011 through March 31, 2012 (75.00% of the 11-12 Fiscal Year)

MARCH 31, 2012		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
Belle Isle	11	44468	399180	13208	118507	57676	517687	
	12	38648	353004	12343	115161	50991	468165	
		-5820	-46176	-865	-3346	-6685	-49522	-9.6
Bethany	11	25624	226047	10450	95579	36074	321626	
	12	22720	215629	11014	98354	33734	313983	
		-2904	-10418	564	2775	-2340	-7643	-2.4
Capitol Hill	11	7726	61942	4548	32096	12274	94038	
	12	7680	66377	4535	40103	12215	106480	
		-46	4435	-13	8007	-59	12442	13.2
Choctaw	11	12701	104630	7633	60133	20334	164763	
	12	11249	108530	7666	68579	18915	177109	
		-1452	3900	33	8446	-1419	12346	7.5
Del City	11	12171	111258	4928	47083	17099	158341	
	12	11915	113660	5163	44853	17078	158513	
		-256	2402	235	-2230	-21	172	.1
Downtown	11	18006	160358	5388	48623	23394	208981	
	12	15701	149882	5325	48085	21026	197967	
		-2305	-10476	-63	-538	-2368	-11014	-5.3
Edmond	11	64339	574799	44849	396341	109188	971140	
	12	57771	531875	43656	406772	101427	938647	
		-6568	-42924	-1193	10431	-7761	-32493	-3.3
Midwest City	11	32481	293379	11398	108183	43879	401562	
	12	30829	279345	13833	118252	44662	397597	
		-1652	-14034	2435	10069	783	-3965	-1.0
Ralph Ellison	11	8269	70854	1869	22127	10138	92981	
	12	9202	81583	2657	27338	11859	108921	
		933	10729	788	5211	1721	15940	17.1
Southern Oaks	11	34012	311176	13321	110604	47333	421780	
	12	27912	264936	12077	109132	39989	374068	
		-6100	-46240	-1244	-1472	-7344	-47712	-11.3
Village	11	31776	278801	13724	121653	45500	400454	
	12	29050	272306	13452	124929	42502	397235	
		-2726	-6495	-272	3276	-2998	-3219	-.8
Warr Acres	11	32257	268867	11884	107778	44141	376645	
	12	31236	274556	12635	113801	43871	388357	
		-1021	5689	751	6023	-270	11712	3.1

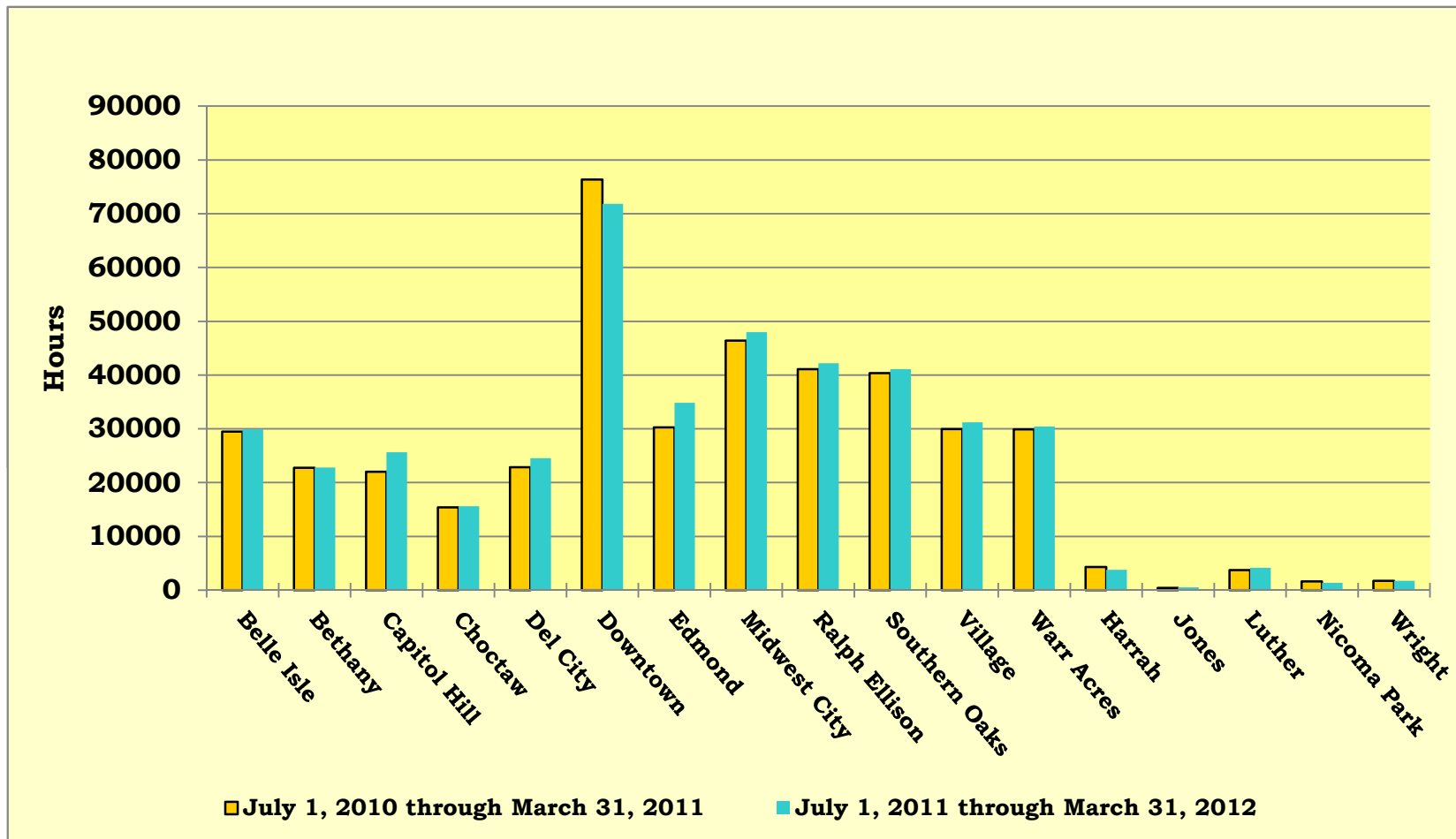
Circulation Gains and Losses

July 1, 2011 through March 31, 2012 (75.00% of the 11-12 Fiscal Year)

MARCH 31, 2012		<u>ADULT</u> <u>MONTH</u>	<u>ADULT</u> <u>YEAR</u>	<u>JUVENILE</u> <u>MONTH</u>	<u>JUVENILE</u> <u>YEAR</u>	<u>TOTAL</u> <u>MONTH</u>	<u>TOTAL</u> <u>YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
Harrah	11	3764	35509	1803	15636	5567	51145	
	12	3404	33330	1396	13857	4800	47187	
		-360	-2179	-407	-1779	-767	-3958	-7.7
Jones	11	913	7506	550	4290	1463	11796	
	12	533	6761	357	3476	890	10237	
		-380	-745	-193	-814	-573	-1559	-13.2
Luther	11	2321	25655	859	8999	3180	34654	
	12	2861	25820	1065	11066	3926	36886	
		540	165	206	2067	746	2232	6.4
Nicoma Park	11	2036	17347	412	4296	2448	21643	
	12	1748	14856	644	4445	2392	19301	
		-288	-2491	232	149	-56	-2342	-10.8
Wright	11	887	8692	389	2942	1276	11634	
	12	711	6590	253	2637	964	9227	
		-176	-2102	-136	-305	-312	-2407	-20.7
<u>OTHER:</u>								
Book Centers	11	10242	91968	6339	57012	16581	148980	
	12	10526	94115	6191	56692	16717	150807	
		284	2147	-148	-320	136	1827	1.2
Books-by-Mail	11	2104	16901	0	0	2104	16901	
	12	2204	18188	0	0	2204	18188	
		100	1287	0	0	100	1287	7.6
eMedia - Audio	11	7465	55260	0	0	7465	55260	
	12	8601	73368	0	0	8601	73368	
		1136	18108	0	0	1136	18108	32.8
eMedia - eBooks	11	9067	38330	0	0	9067	38330	
	12	27175	195033	0	0	27175	195033	
		18108	156703	0	0	18108	156703	408.8
TOTALS	11	362629	3158459	153552	1361882	516181	4520341	
	12	351676	3179744	154262	1407532	505938	4587276	
		-10953	21285	710	45650	-10243	66935	1.5

Total Computer Hours Used by Library

July 1, 2011 through March 31, 2012 (75.00% of the 11-12 Fiscal Year)



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Total Computer Usage

July 1, 2011 through March 31, 2012 (75.00% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	11	266		4,741		3,610.81		3,638		38,633		29,489.00	
	12	219		4,128		3,362.25		3,634		38,087		29,909.99	
		-47	-17.7	-613	-12.9	-248.56	-6.9	-4	-.1	-546	-1.4	420.99	1.4
BETHANY	11	213		3,351		2,733.40		2,856		28,904		22,746.95	
	12	196		3,075		2,547.79		3,053		28,869		22,810.88	
		-17	-8.0	-276	-8.2	-185.61	-6.8	197	6.9	-35	-.1	63.93	.3
CAPITOL HILL	11	180		3,191		2,623.08		2,657		27,568		22,044.24	
	12	229		3,545		2,948.54		3,237		31,817		25,637.14	
		49	27.2	354	11.1	325.46	12.4	580	21.8	4,249	15.4	3,592.90	16.3
CHOCTAW	11	108		1,870		1,788.88		1,479		16,083		15,378.69	
	12	71		1,438		1,618.59		1,492		14,732		15,599.99	
		-37	-34.3	-432	-23.1	-170.29	-9.5	13	.9	-1,351	-8.4	221.30	1.4
DEL CITY	11	185		2,916		2,637.70		2,646		26,833		22,843.66	
	12	170		2,877		2,608.37		2,651		30,997		24,556.19	
		-15	-8.1	-39	-1.3	-29.33	-1.1	5	.2	4,164	15.5	1,712.53	7.5
DOWNTOWN	11	218		10,288		7,585.23		3,474		98,368		76,349.70	
	12	203		8,945		8,372.83		3,339		88,004		71,822.33	
		-15	-6.9	-1,343	-13.1	787.60	10.4	-135	-3.9	-10,364	-10.5	-4,527.37	-5.9
EDMOND	11	239		4,279		3,673.86		3,622		35,941		30,290.80	
	12	240		4,160		4,057.05		3,857		38,123		34,864.85	
		1	.4	-119	-2.8	383.19	10.4	235	6.5	2,182	6.1	4,574.05	15.1
MIDWEST CITY	11	366		5,909		5,329.73		5,227		54,629		46,417.73	
	12	329		6,239		5,315.07		5,331		58,999		47,976.41	
		-37	-10.1	330	5.6	-14.66	-.3	104	2.0	4,370	8.0	1,558.68	3.4
RALPH ELLISON	11	255		5,334		4,739.98		3,420		49,859		41,103.98	
	12	245		5,242		4,667.99		4,000		52,501		42,211.57	
		-10	-3.9	-92	-1.7	-71.99	-1.5	580	17.0	2,642	5.3	1,107.59	2.7

Total Computer Usage

July 1, 2011 through March 31, 2012 (75.00% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	11	406		6,020		4,863.36		5,347		51,661		40,372.73	
	12	300		5,397		4,662.26		4,587		50,194		41,104.25	
		-106	-26.1	-623	-10.3	-201.10	-4.1	-760	-14.2	-1,467	-2.8	731.52	1.8
VILLAGE	11	279		4,252		3,547.87		3,955		37,755		29,962.76	
	12	272		4,400		3,648.14		4,229		38,456		31,203.89	
		-7	-2.5	148	3.5	100.27	2.8	274	6.9	701	1.9	1,241.13	4.1
WARR ACRES	11	279		4,216		3,495.97		3,375		38,290		29,923.97	
	12	219		4,198		3,351.97		3,407		39,428		30,426.38	
		-60	-21.5	-18	-.4	-144.00	-4.1	32	.9	1,138	3.0	502.41	1.7
HARRAH	11	27		635		510.27		434		5,148		4,287.05	
	12	18		443		385.49		421		4,456		3,813.48	
		-9	-33.3	-192	-30.2	-124.78	-24.5	-13	-3.0	-692	-13.4	-473.57	-11.0
JONES	11	5		57		59.81		55		507		437.37	
	12	3		41		38.91		56		533		517.03	
		-2	-40.0	-16	-28.1	-20.90	-34.9	1	1.8	26	5.1	79.66	18.2
LUTHER	11	20		493		402.39		487		4,608		3,733.17	
	12	15		388		368.43		408		4,303		4,153.96	
		-5	-25.0	-105	-21.3	-33.96	-8.4	-79	-16.2	-305	-6.6	420.79	11.3
NICOMA PARK	11	14		207		193.34		167		1,760		1,634.03	
	12	15		181		151.80		155		1,517		1,387.22	
		1	7.1	-26	-12.6	-41.54	-21.5	-12	-7.2	-243	-13.8	-246.81	-15.1
WRIGHT	11	17		258		202.25		159		2,098		1,753.42	
	12	5		251		206.83		201		2,195		1,718.14	
		-12	-70.6	-7	-2.7	4.58	2.3	42	26.4	97	4.6	-35.28	-2.0
TOTAL	11	3,077		58,017		47,997.93		42,998		518,645		418,769.25	
	12	2,749		54,948		48,312.31		44,058		523,211		429,713.70	
		-328	-10.7	-3,069	-5.3	314.38	.7	1,060	2.5	4,566	.9	10,944.45	2.6

Computer Usage by Adult Customers

July 1, 2011 through March 31, 2012 (75.00% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	11	218		4,197		3,204.68		3,056		33,023		25,308.08	
	12	193		3,699		3,029.19		3,072		33,485		26,423.35	
		-25	-11.5	-498	-11.9	-175.49	-5.5	16	.5	462	1.4	1,115.27	4.4
BETHANY	11	165		2,702		2,231.35		2,309		23,526		18,574.05	
	12	159		2,615		2,173.71		2,502		23,503		18,636.90	
		-6	-3.6	-87	-3.2	-57.64	-2.6	193	8.4	-23	-.1	62.85	.3
CAPITOL HILL	11	131		1,579		1,474.74		1,629		13,350		11,847.73	
	12	137		1,947		1,714.87		1,990		16,647		14,497.05	
		6	4.6	368	23.3	240.13	16.3	361	22.2	3,297	24.7	2,649.32	22.4
CHOCTAW	11	83		1,273		1,168.02		1,088		11,123		10,535.89	
	12	58		1,003		1,064.21		1,088		10,335		10,405.29	
		-25	-30.1	-270	-21.2	-103.81	-8.9		.0	-788	-7.1	-130.60	-1.2
DEL CITY	11	154		2,354		2,122.70		2,092		21,197		18,077.57	
	12	131		2,366		2,158.38		2,090		25,086		20,069.30	
		-23	-14.9	12	.5	35.68	1.7	-2	-.1	3,889	18.3	1,991.73	11.0
DOWNTOWN	11	197		9,915		7,288.40		3,014		93,139		72,145.76	
	12	188		8,553		7,984.04		2,949		84,231		68,637.78	
		-9	-4.6	-1,362	-13.7	695.64	9.5	-65	-2.2	-8,908	-9.6	-3,507.98	-4.9
EDMOND	11	201		3,679		3,134.81		3,031		30,680		25,751.70	
	12	200		3,598		3,456.05		3,246		32,438		29,570.80	
		-1	-.5	-81	-2.2	321.24	10.2	215	7.1	1,758	5.7	3,819.10	14.8
MIDWEST CITY	11	286		4,595		4,225.31		4,163		40,846		35,413.77	
	12	264		4,647		4,077.25		4,252		44,021		36,562.95	
		-22	-7.7	52	1.1	-148.06	-3.5	89	2.1	3,175	7.8	1,149.18	3.2
RALPH ELLISON	11	208		3,622		3,405.78		2,603		30,963		27,293.10	
	12	180		3,553		3,121.23		2,970		34,141		28,797.84	
		-28	-13.5	-69	-1.9	-284.55	-8.4	367	14.1	3,178	10.3	1,504.74	5.5

Computer Usage by Adult Customers

July 1, 2011 through March 31, 2012 (75.00% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	11	323		4,249		3,482.83		4,039		35,828		28,520.47	
	12	221		3,679		3,258.46		3,411		35,070		29,451.14	
		-102	-31.6	-570	-13.4	-224.37	-6.4	-628	-15.5	-758	-2.1	930.67	3.3
VILLAGE	11	221		3,305		2,778.58		3,162		28,855		23,165.44	
	12	214		3,431		2,793.42		3,401		28,907		23,540.94	
		-7	-3.2	126	3.8	14.84	.5	239	7.6	52	.2	375.50	1.6
WARR ACRES	11	225		3,666		3,024.67		2,818		32,106		24,921.68	
	12	186		3,414		2,675.09		2,844		32,149		24,638.43	
		-39	-17.3	-252	-6.9	-349.58	-11.6	26	.9	43	.1	-283.25	-1.1
HARRAH	11	17		431		343.97		295		3,441		2,835.23	
	12	15		301		230.45		298		2,820		2,188.82	
		-2	-11.8	-130	-30.2	-113.52	-33.0	3	1.0	-621	-18.0	-646.41	-22.8
JONES	11	5		52		57.02		38		413		373.42	
	12	1		32		30.14		37		469		473.56	
		-4	-80.0	-20	-38.5	-26.88	-47.1	-1	-2.6	56	13.6	100.14	26.8
LUTHER	11	18		268		226.66		265		2,271		1,883.31	
	12	8		267		253.95		235		2,549		2,453.88	
		-10	-55.6	-1	-.4	27.29	12.0	-30	-11.3	278	12.2	570.57	30.3
NICOMA PARK	11	13		160		164.98		124		1,429		1,396.71	
	12	12		161		132.57		123		1,335		1,244.20	
		-1	-7.7	1	.6	-32.41	-19.6	-1	-.8	-94	-6.6	-152.51	-10.9
WRIGHT	11	15		225		178.59		118		1,703		1,474.77	
	12	5		200		162.68		151		1,567		1,281.60	
		-10	-66.7	-25	-11.1	-15.91	-8.9	33	28.0	-136	-8.0	-193.17	-13.1
TOTAL	11	2,480		46,272		38,513.09		33,844		403,893		329,518.68	
	12	2,172		43,466		38,315.69		34,659		408,753		338,873.83	
		-308	-12.4	-2,806	-6.1	-197.40	-.5	815	2.4	4,860	1.2	9,355.15	2.8

Computer Usage by Minor Customers

July 1, 2011 through March 31, 2012 (75.00% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	11	48		544		406.13		582		5,610		4,180.92	
	12	26		429		333.06		562		4,602		3,486.64	
		-22	-45.8	-115	-21.1	-73.07	-18.0	-20	-3.4	-1,008	-18.0	-694.28	-16.6
BETHANY	11	48		649		502.05		547		5,378		4,172.90	
	12	37		460		374.08		551		5,366		4,173.98	
		-11	-22.9	-189	-29.1	-127.97	-25.5	4	.7	-12	-.2	1.08	.0
CAPITOL HILL	11	49		1,612		1,148.34		1,028		14,218		10,196.51	
	12	92		1,598		1,233.67		1,247		15,170		11,140.09	
		43	87.8	-14	-.9	85.33	7.4	219	21.3	952	6.7	943.58	9.3
CHOCTAW	11	25		597		620.86		391		4,960		4,842.80	
	12	13		435		554.38		404		4,397		5,194.70	
		-12	-48.0	-162	-27.1	-66.48	-10.7	13	3.3	-563	-11.4	351.90	7.3
DEL CITY	11	31		562		515.00		554		5,636		4,766.09	
	12	39		511		449.99		561		5,911		4,486.89	
		8	25.8	-51	-9.1	-65.01	-12.6	7	1.3	275	4.9	-279.20	-5.9
DOWNTOWN	11	21		373		296.83		460		5,229		4,203.94	
	12	15		392		388.79		390		3,773		3,184.55	
		-6	-28.6	19	5.1	91.96	31.0	-70	-15.2	-1,456	-27.8	-1,019.39	-24.2
EDMOND	11	38		600		539.05		591		5,261		4,539.10	
	12	40		562		601.00		611		5,685		5,294.05	
		2	5.3	-38	-6.3	61.95	11.5	20	3.4	424	8.1	754.95	16.6
MIDWEST CITY	11	80		1,314		1,104.42		1,064		13,783		11,003.96	
	12	65		1,592		1,237.82		1,079		14,978		11,413.46	
		-15	-18.8	278	21.2	133.40	12.1	15	1.4	1,195	8.7	409.50	3.7
RALPH ELLISON	11	47		1,712		1,334.20		817		18,896		13,810.88	
	12	65		1,689		1,546.76		1,030		18,360		13,413.73	
		18	38.3	-23	-1.3	212.56	15.9	213	26.1	-536	-2.8	-397.15	-2.9

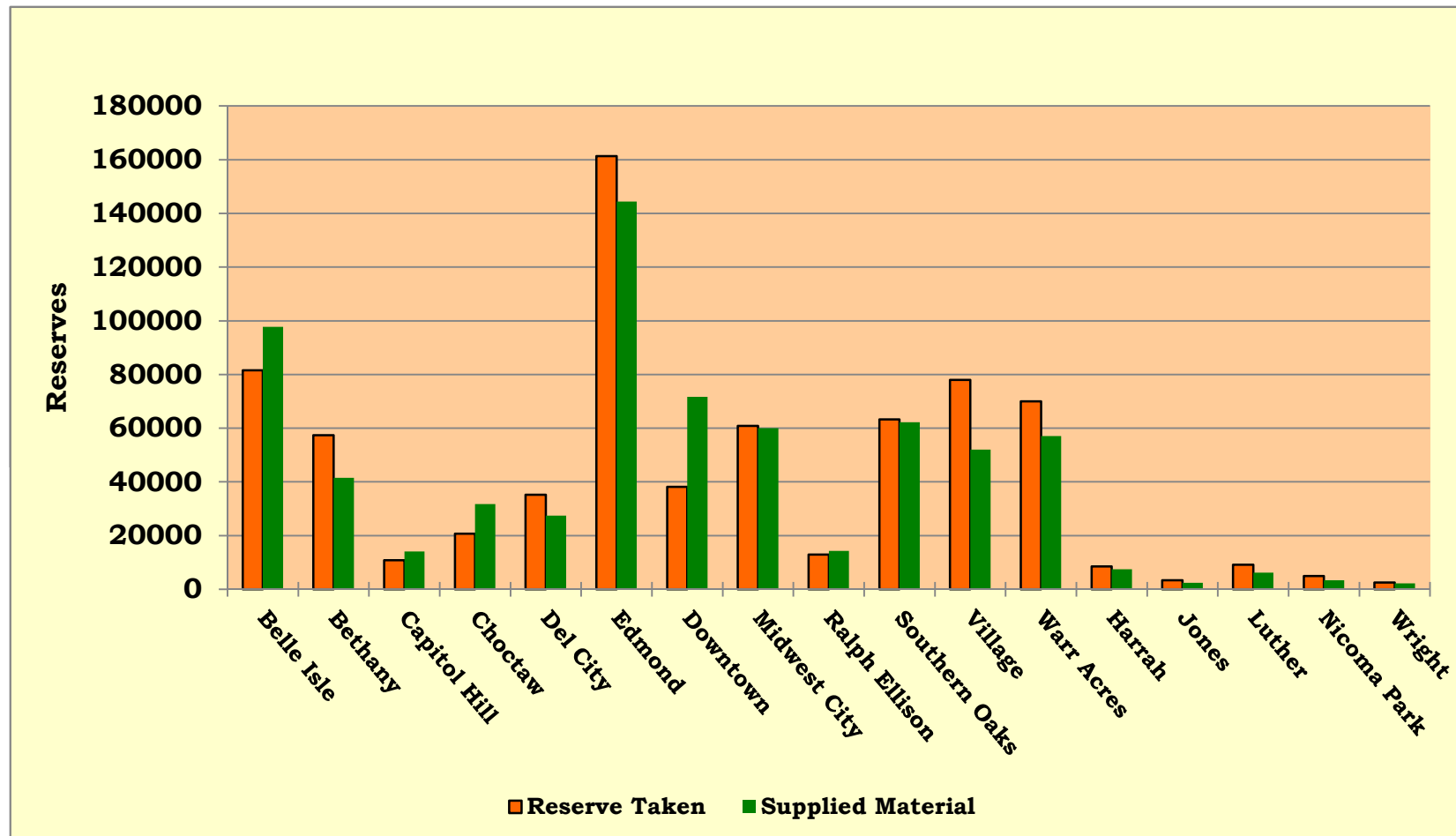
Computer Usage by Minor Customers

July 1, 2011 through March 31, 2012 (75.00% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	11	83		1,771		1,380.53		1,308		15,833		11,852.26	
	12	79		1,718		1,403.80		1,176		15,124		11,653.11	
		-4	-4.8	-53	-3.0	23.27	1.7	-132	-10.1	-709	-4.5	-199.15	-1.7
VILLAGE	11	58		947		769.29		793		8,900		6,797.32	
	12	58		969		854.72		828		9,549		7,662.95	
			.0	22	2.3	85.43	11.1	35	4.4	649	7.3	865.63	12.7
WARR ACRES	11	54		550		471.30		557		6,184		5,002.29	
	12	33		784		676.88		563		7,279		5,787.95	
		-21	-38.9	234	42.5	205.58	43.6	6	1.1	1,095	17.7	785.66	15.7
HARRAH	11	10		204		166.30		139		1,707		1,451.82	
	12	3		142		155.04		123		1,636		1,624.66	
		-7	-70.0	-62	-30.4	-11.26	-6.8	-16	-11.5	-71	-4.2	172.84	11.9
JONES	11			5		2.79		17		94		63.95	
	12	2		9		8.77		19		64		43.47	
		2		4	80.0	5.98	214.3	2	11.8	-30	-31.9	-20.48	-32.0
LUTHER	11	2		225		175.73		222		2,337		1,849.86	
	12	7		121		114.48		173		1,754		1,700.08	
		5	250.0	-104	-46.2	-61.25	-34.9	-49	-22.1	-583	-24.9	-149.78	-8.1
NICOMA PARK	11	1		47		28.36		43		331		237.32	
	12	3		20		19.23		32		182		143.02	
		2	200.0	-27	-57.4	-9.13	-32.2	-11	-25.6	-149	-45.0	-94.30	-39.7
WRIGHT	11	2		33		23.66		41		395		278.65	
	12			51		44.15		50		628		436.54	
		-2	-100.0	18	54.5	20.49	86.6	9	22.0	233	59.0	157.89	56.7
TOTAL	11	597		11,745		9,484.84		9,154		114,752		89,250.57	
	12	577		11,482		9,996.62		9,399		114,458		90,839.87	
		-20	-3.4	-263	-2.2	511.78	5.4	245	2.7	-294	-.3	1,589.30	1.8

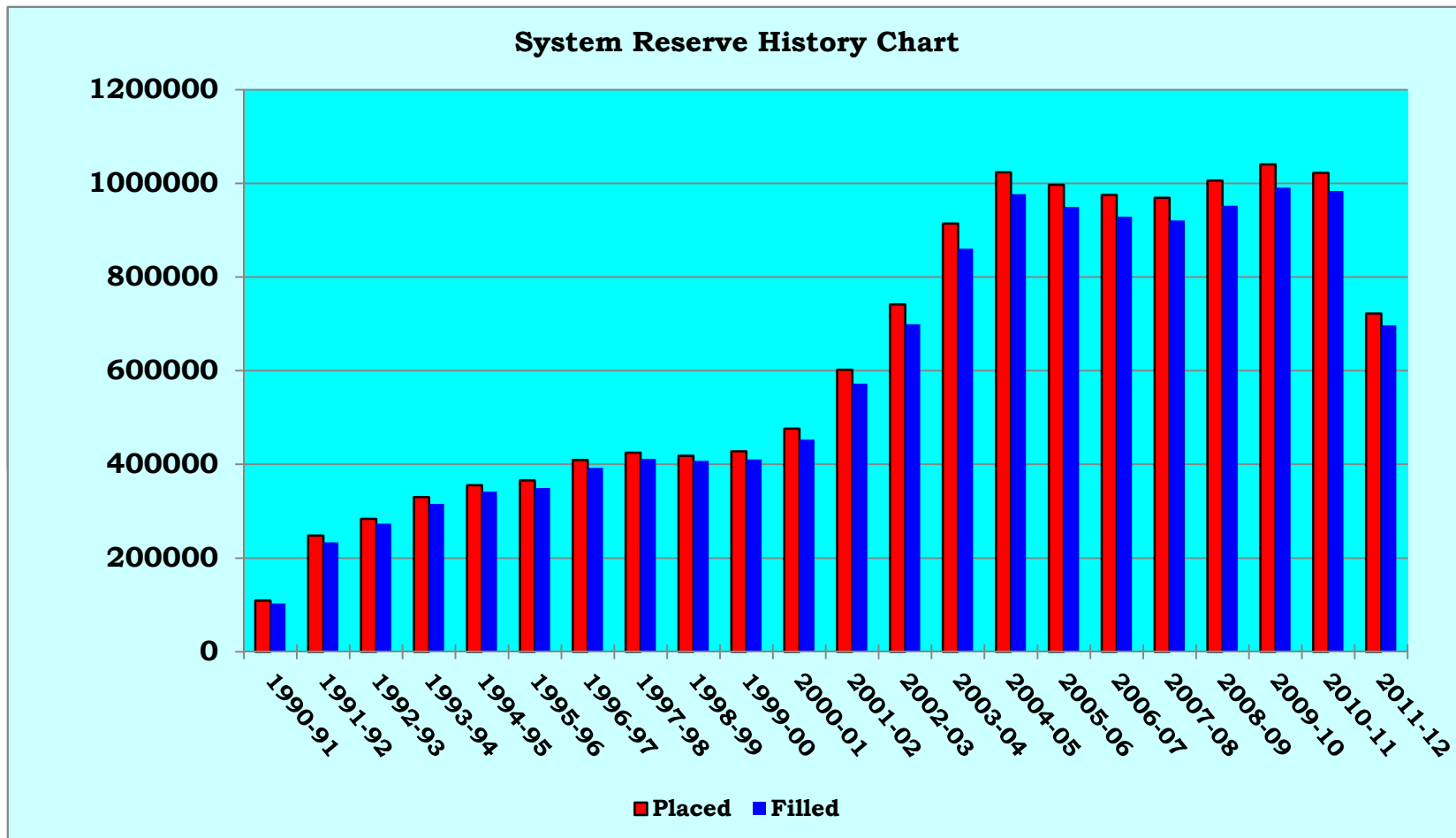
System Reserve Report

July 1, 2011 through March 31, 2012 (75.00% of the 11-12 Fiscal Year)



System Reserve Report

July 1, 2011 through March 31, 2012 (75.00% of the 11-12 Fiscal Year)



System Reserves Report

July 1, 2011 through March 31, 2012 (75.00% of the 11-12 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	11	10,621	94,364		10,048	89,654	
	12	8,786	81,588		7,916	77,716	
		-1,835	-12,776	-13.5	-2,132	-11,938	-13.3
BETHANY	11	6,591	58,249		6,298	56,277	
	12	6,089	57,417		5,717	54,375	
		-502	-832	-1.4	-581	-1,902	-3.4
CAPITOL HILL	11	1,312	10,298		1,157	9,848	
	12	1,105	10,785		1,016	10,470	
		-207	487	4.7	-141	622	6.3
CHOCTAW	11	2,461	21,937		2,413	21,146	
	12	1,928	20,669		1,754	19,823	
		-533	-1,268	-5.8	-659	-1,323	-6.3
DEL CITY	11	3,868	35,005		3,738	33,552	
	12	3,676	35,173		3,076	31,847	
		-192	168	.5	-662	-1,705	-5.1
EDMOND	11	19,430	173,993		18,714	168,069	
	12	16,974	161,350		16,059	155,929	
		-2,456	-12,643	-7.3	-2,655	-12,140	-7.2
DOWNTOWN	11	4,587	39,213		4,361	37,292	
	12	3,867	38,191		3,718	36,727	
		-720	-1,022	-2.6	-643	-565	-1.5
MIDWEST CITY	11	7,602	66,243		7,376	63,680	
	12	6,346	60,891		6,154	59,008	
		-1,256	-5,352	-8.1	-1,222	-4,672	-7.3
RALPH ELLISON	11	1,130	11,966		1,147	11,545	
	12	1,404	12,958		1,390	12,455	
		274	992	8.3	243	910	7.9
SOUTHERN OAKS	11	7,191	75,700		5,926	71,478	
	12	7,000	63,283		6,657	60,764	
		-191	-12,417	-16.4	731	-10,714	-15.0
VILLAGE	11	9,385	81,216		9,081	78,073	
	12	8,363	77,991		7,488	75,182	
		-1,022	-3,225	-4.0	-1,593	-2,891	-3.7
WARR ACRES	11	8,043	71,607		7,709	69,177	
	12	7,301	70,036		6,870	67,754	
		-742	-1,571	-2.2	-839	-1,423	-2.1

System Reserves Report

July 1, 2011 through March 31, 2012 (75.00% of the 11-12 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	11	1,242	11,147		1,193	10,770	
	12	885	8,533		846	8,220	
		-357	-2,614	-23.5	-347	-2,550	-23.7
JONES	11	443	3,261		391	3,149	
	12	303	3,397		283	3,369	
		-140	136	4.2	-108	220	7.0
LUTHER	11	916	9,215		900	8,856	
	12	966	9,139		914	8,941	
		50	-76	-.8	14	85	1.0
NICOMA PARK	11	717	5,684		667	5,507	
	12	736	4,940		604	4,647	
		19	-744	-13.1	-63	-860	-15.6
WRIGHT	11	252	2,463		261	2,409	
	12	301	2,562		285	2,499	
		49	99	4.0	24	90	3.7
BOOKS-BY-MAIL	11	921	7,650		869	7,384	
	12	726	7,298		740	7,144	
		-195	-352	-4.6	-129	-240	-3.3
TOTAL	11	86,712	779,211		82,249	747,866	
	12	76,756	726,205		71,487	696,872	
		-9,956	-53,006	-6.8	-10,762	-50,994	-6.8

EXECUTIVE DIRECTOR'S REPORT

APRIL 2012

Primary Book Vendor Evaluation

The Metropolitan Library System's policy SF200 Purchasing calls for an annual service evaluation of the primary book vendor and for an initiation of the competitive bid process if the current vendor fails to meet the library's needs. Karen Marriott, Deputy Executive Director/ Materials & Outreach, has completed the evaluation for the period July 1, 2011 through March 31, 2012.

The evaluation shows that Baker & Taylor has met or exceeded requirements of the current contract. Highlights of the evaluation as of March 31 include:

The evaluation shows that Baker & Taylor has met or exceeded requirements of the current contract. Highlights of the evaluation as of March 31 include:

- Discounts received are 1.56% higher than estimates
- A fill rate of 90.2% with many orders still out (the contract calls for a 90% fill rate). Last year's final fill rate came in at 98.9%.
- Problems with receipt of materials has been low – 97.7% of invoices and 99.8% of materials have been received without problems.
- Customer service response has been excellent with 100% of requests for assistance handled satisfactorily.

Because of the above, Baker & Taylor continues to be the best option for us at this time and our current contract will remain in force due to their excellent performance.

Legislative Efforts

The Oklahoma Library Association held its annual legislative day this week on April 11. A number of staff members will be participating as part of the association's efforts to bring awareness to the Oklahoma legislature about library issues.

I will again be participating in National Library Legislative Day in Washington DC on April 23 and 24th. This year we have a small delegation representing Tulsa, Oklahoma City, Clinton and Norman. Federal funding is critical in the Oklahoma Department of Libraries efforts that support summer reading and databases throughout the entire state.

Policy and Procedure Housekeeping

According to our Purchasing policy SF200; Section VI #19, the library may contract with employees or other associated individuals (such as family members) for special services including artistic endeavors or books that the library might want to purchase for its collection. In these cases, The Executive Director will make a disclosure to the Commission at its regular monthly meeting whenever one of these specific situations occurs. I have 2 of these situations to report to the commission.

- We recently purchased copies of the book *IMPACT: Blacks in Oklahoma History* written by the spouse of an employee.
- Midwest City Library will be using relatives of employees for several programs in the upcoming months; a knitting program; a coupon program and a children's craft program.

Literary Voices Event

Congratulations to our very own Hugh Rice who was honored Tuesday night (April 10) with the Lee B. Brawner award at the annual Literary Voices dinner. Hugh spoke eloquently about the library and its mission and our role in the community.

The dinner was once again a great success with tables filled to capacity. The featured speaker Mary Higgins Clark charmed the audience with her stories about her life as a wife, mother and author. Larry Nichols was an outstanding master of ceremonies and a good time was had by all.

Capital Projects Update

As I write this; the Northwest library is close to substantial completion and the grand opening date of May 22, 2012 at 3:30 is getting closer. Yesterday, I visited Northwest and many activities were underway. Our IT staff was working with the vendor to install the 7 bin sorter which will be one of NW unique features, data cabling was occurring in the building and various trades were working on completing the punch list items. It is a spectacular building and one that will work well for us, we believe. Customers are highly anticipating the opening and are anxious to begin using the new library. We are currently working on the invitations and mailing list and you all will receive them in early May. We have music and activities and refreshments planned immediately after the ribbon cutting, so it promises to be a festive evening.

I also had the opportunity to visit Southern Oaks Library this week and the construction remains on schedule and going well. Our Metropolitan Library System "M" logo has been placed on the beautiful new red exterior facade as well as a large Southern Oaks Library sign on the entrway and they both look very nice. The new driveway is complete and the interior finishes are underway. We are on schedule to reopen in late August in the newly renovated building.

DIRECTOR OUTREACH ACTIVITIES

- ♣ Attend Rotary 29 Club Meetings
- ♣ OLA Legislative Meeting
- ♣ Tour Northwest Library Site
- ♣ Literary Voices Author Dinner
- ♣ Endowment Trust Breakfast for Literary Voices Guest Author
- ♣ OLA Legislative Day @State Capital
- ♣ Oklahoma City Arts
- ♣ Public Libraries Association Conference in Philadelphia

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Zumba

Saturday, May 5, 2012

Time: 1:00pm-2:00pm

Location: Ralph Ellison

Adults

Looking for a fun way to get in shape? Have you always wanted to try Zumba? Then let instructor Candace Liger show you the moves each Saturday in May at the Ralph Ellison Library.

I Can't Believe I Shot That - V...Strikes Back!

Sunday, May 6, 2012

Time: 2:00pm-4:00pm

Location: Downtown

All Ages

It's the 5th Annual Downtown Library's "I Can't Believe I Shot That!" Teen film festival! The top films submitted will be screened for the public and prizes will be given out for 1st, 2nd & 3rd place, there will also be an Audience Choice prize! Refreshments will be served, so if you're attending please register at (405) 606-3879.

Getting All There Is From your eReader

Tuesday, May 8, 2012

Time: 6:00pm-7:00pm

Location: Choctaw

Adults

Kindles of every ilk, Nooks of every nature. iPods, iPads and I-don't-knows. Bring your eReader and get clear, written, step-by-step instructions on how to check books out from the Metropolitan Library System. While we'll concentrate on books from MLS, we'll also have time for sharing information such as sites for free and inexpensive books, care and feeding of your eReader, and other relevant issues.

Heartland Voices Sing Out for Mother's Day Event

Saturday, May 12, 2012

Time: 2:00pm-3:00pm

Location: Bethany

Bethany Library is pleased to host the "Heartland Voices". This community women's vocal music chorus will perform at the Art's Festival this year. This is a free event for all ages. Mothers will receive a special gift. Refreshments will be served after the program. Seating is limited so please come early. Doors will close at 2pm.

Carmen T. Bernier-Grand Author visit

Monday, May 14, 2012

Time: 9:30am-10:30am

Location: Capitol Hill

All Ages

Carmen T. Bernier-Grand is a three time Pura Belpre honor winner for writing. Originally from Puerto Rico, she writes stories and poetry for children about her childhood, about important Latino cultural figures and collections of folktales from her country. Carmen will talk about her country, her books and about becoming a children's author. Cosponsor: Friends of the Metropolitan Library System.

Asian-Pacific American Heritage Month Program

Saturday, May 19, 2012

Time: 2:00pm

Location: Belle Isle

All Ages

May is Asian-Pacific American Heritage Month. This program with Tao Ling, will present a fun and interesting program for all ages exploring Chinese culture. The program will feature learning a few Chinese words, a Tai Chi Quan demonstration (including audience participation), a performance of Tai Chi Fan dance, and a demonstration of calligraphy with audience participation.

Al Bostick Story Teller

Wednesday, May 23, 2012

Time: 3:30pm-5:30pm

Location: Northwest

All Ages

Master Story Teller, griot, and Renaissance man, Al Bostick will present a performance that will delight, teach and stimulate your mind, body and spirit. Cosponsor: Library Endowment Trust and Friends of the Metropolitan Library System.

PO Box 60321
Oklahoma City, OK 73146-0321
(405) 596-7612
April 9, 2012

Oklahoma City/County Libraries
Donna Morris, Director
Downtown Library
300 Park Avenue
Oklahoma City, OK 73102

Dear Ms. Morris,

Most people seem to take public libraries for granted, but I will never again be one of those "most people".

After leaving my last job, I found a U.S. Postal Service position listed in the classified ads. However, they were only accepting applications by way of their online website and sadly, I no longer had access to a computer.

A friend told me that the public library had computers that patrons could use at no charge. I had long since lost my library card, but the nice folks at Belle Isle Library fixed me up with a new one and got me set up to use a computer.

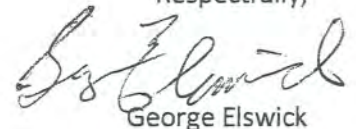
Fast forwarding six months, I am about to start training for my new \$11/hour Postal Service job, which was made possible by the Oklahoma City/County Public Library system and its services.

I'm very grateful that the public library has kept pace with the rest of society in the services that it provides. And all of the library employees that I've met have been extremely helpful, knowledgeable and courteous, though I've only gone to the Belle Isle Library so far.

It may be "old-fashioned" to say "Thank you!", but I really do want to express my sincere thanks for the existence and preservation of the library system in this area and for the fine way that our libraries are operated.

I always enjoyed going to the library as a kid, and now that joy has returned since I've rediscovered the "New Library" and its modern services.

Respectfully,



George Elswick

Cc: Priscilla Doss, Belle Isle Library



It's a crime

ALL CLUES lead to the Library this year when Literary Voices brings the Queen of Crime, author Mary Higgins Clark, to speak at the annual fund raiser April 10 at the Oklahoma City Golf & Country Club, Penny McCaleb, Chairman Suzie Symcox and Lana Lopez are searching for patrons. Call 606-3760 for tickets.



Actors enter a scene from behind three girls watching Reduxion Theatre Company's performance of "Much Ado About Nothing" at the Midwest City Library this month.

PHOTO BY JIM BECKEL, THE OKLAHOMAN

SHOWS AT LIBRARIES PROVIDE CHALLENGE FOR STAGE ACTORS

BY MATT PATTERSON

Staff Writer
mpatterson@opubco.com

If someone handed actress Erin Woods the keys to a Broadway-style theater, she probably wouldn't know where to begin.

And it's not because Woods is inexperienced in theater. Her credits include two off-Broadway productions in New York. She has studied with the

Royal Shakespeare Company in London.

These days, Woods acts in productions for Oklahoma City's Reduxion Theatre Company.

Reduxion also produces plays for the Metropolitan Library System, including "Much Ado About Nothing," currently showing at several libraries.

Woods is used to working in unusual spaces. A recent performance of

"Much Ado About Nothing" was in the lobby of the Midwest City Library.

But the most difficult space turned out to be the most traditional auditorium — a 200-seat venue at the Downtown Library in Oklahoma City.

"That was one of our biggest challenges," Woods said. "We're used to performing in the round, so when we had access to a traditional space,

it was something we had to sit back and think about for a minute."

Another challenge is putting on full-length productions. Most library shows are under an hour. "Much Ado About Nothing" runs more than two hours with a 15-minute intermission.

Capitol Hill Library goes for the juggler



Pablo Espinoza, 9, practices scarf juggling during a juggling class at the Capitol Hill Library.



A class practices juggling at the Capitol Hill Library in Oklahoma City on Wednesday.

PHOTOS BY DAVID MCDANIEL, THE OKLAHOMAN

FROM STAFF REPORTS

What better way to spend spring break than at the library ... learning to juggle!

The Capitol Hill Library hosted a series of fun-filled and creative events for students and families this week, including juggling and mask making.

Students twirled and threw colorful scarves in the air while learning tips on juggling.

For more information, call the library at 634-6308.



Right: Anixa Manizer, 6.



Instructor Monica Buck demonstrates a three-pin



Creed Kersh, 9, reads to Stavros at the Edmond Public Library.

PHOTOS BY SARAH PHIPPS, THE OKLAHOMAN

DOGS' LISTENING EARS INSPIRE KIDS TO READ LIBRARY BOOKS

BY MATT PATTERSON

Staff Writer
mpatterson@opubco.com

As Creed Kersh read aloud, Stavros mostly listened intently. But sometimes his ears perked up if something interesting happened in the background at the Edmond Public Library.

Creed is a 9-year-old boy. Stavros is a 100-pound Great Dane.

Creed and the big black dog with white paws were instant pals.

"He's big," Creed said as he patted the gentle dog's head.

Creed and other children were taking part in the Metropolitan Library System's "Reading to Dogs" program.



Zane Dugas, 4, reads to Boone at the Edmond Public Library.



Aaron Porter, 11, reads to Stavros at the Edmond Public Library.

PHOTOS BY SARAH PHIPPS, THE OKLAHOMAN



Callie Schmitz, 7, reads to Boone as Carla Templeton listens at the Edmond Public Library as part of the Metropolitan Library System's "Reading to Dogs' program.



Rinn Kersh, 6, reads to a therapy dog.