



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

Thursday, July 19, 2012, 3:30 p.m.  
Edmond Library  
10 S. Boulevard  
Edmond, OK 73034  
(Telephone: 341-9282)

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 #01 – 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 – 3:55 pm CONSENT DOCKET (#02 - #04)**

- Document #02 – Approval of Minutes of June 21, 2012 Meeting
- Document #03 – Acceptance of Review of Expenditures for June 2012
- Document #04 – Contract Awards & Purchases  
Item A: Signage for Southern Oaks Library

### **3:55 – 4:15 pm REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

- Document #05 – Discussion, Consideration, and Possible Action – Commission Elected Candidates to the Library Endowment Trust Board

### **4:15 – 4:30 pm SPECIAL PRESENTATIONS**

- *Summer Reading Update* – Emily Williams, Young Adult Services Coordinator, Outreach

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

- Document #06 – MLS June 2012 Library Visits
- Document #07 – MLS June 2012 Circulation Report
- Document #08 – MLS June 2012 Computer Usage Report
- Document #09 – MLS June 2012 System Reserve Report
- Document #10 – MLS Annual Furniture & Equipment Inventory Report FY 11-12

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

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

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

August 23, 2012

Belle Isle Library, 5501 N. Villa, Oklahoma City, OK 73112

## **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 July 2012:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Ronna C. Davis, Edmond Library, Librarian	30
Ursula A. Ward, Cataloging, Government Documents Cataloger	30
Angela M. Paeltz, Luther Library, Extension Specialist	20
Carol F. Moody, Village Library, Library Assistant	15
Dagmar M. Peery, Edmond Library, Library Aide	15
Rick George, Marketing & Communications, Visual Communications Manager	5
Ramina Golshani, Village Library, Library Aide	5
Bryan Conner Smythe, Downtown Library, Security Officer	5

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

DATE: June 21, 2012

TIME: 3:30 pm

MEETING PLACE: Northwest 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 Northwest Library and Downtown Library, 300 Park Avenue, Oklahoma City, on June 19, 2012, in conformity with the Oklahoma Open Meeting Act §311.**

**Commission Members**

**PRESENT:**

Bose' Akadari  
Nancy Anthony, Disbursing Agent  
Ralph Bullard  
Rozz Grigsby  
Helene Harpman  
Jose Jimenez  
Carolyn Leslie  
Penny McCaleb  
Tracy McDaniel  
Tracy McGehee  
Lori Nelson  
Brenda Palmer  
Mukesh Patel  
Kim Patterson  
Hugh Rice  
Judy Smith, Vice-Chair  
Alyne Strube  
Beth Toland  
Susan Tucker  
Ray Vaughn  
Fran Cory, Chair  
Donna Morris, Executive Director  
**(Secretary)**

**EXCUSED:**

Mick Cornett, Mayor of Oklahoma City  
Cynthia Friedemann  
Deanna Hannah  
Vanna Shaw  
Jim Shonts  
Greg Womack

Estimate of general public and staff attending: 25

**I.** The meeting was called to order at 3:30 p.m. by Mrs. Fran Cory, Chair.

Roll was called to establish a quorum. Present: Akadiri, Anthony, Grigsby, Jimenez, Leslie, McGehee, Palmer, Rice, Smith, Strube, Toland, Tucker, Vaughn, Cory. (Arrived: Harpman, 3:31; McCaleb, 3:35; Patel, 3:35; Patterson, 3:35; Bullard, 3:36; McDaniel, 3:39; Nelson, 3:41).

**II.** Mrs. Cory introduced Mrs. Julie Ballou, Manager of Library Operations for the Northwest Library. Mrs. Ballou welcomed the Commission and provided details of events and excitement at the new Northwest Library.

**III.** Mrs. Cory called for Presentation of Service Certificates for June 2012: Selma Zuhdi, Library Aide, Belle Isle Library ~ 35 years of service; Abe Ejtehad, Librarian, Edmond Library ~ 30 years of service; Lanny B. Myers, Maintenance Tech I, Maintenance ~ 25 years; Shanelle Jackson, Circulation Clerk, Downtown Library ~ 5 years of service.

Mrs. Cory also recognized the following employees who were unable to attend today's meeting: Charlene Miller, Library Assistant, Choctaw Library ~ 15 years of service; Destanie Ellis, Library Aide, Warr Acres ~ 5 years of service; Anne Motley, Library Aide, Choctaw Library ~ 5 years of Service.

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

**V.** Mrs. Cory presented the Consent Docket: Document #108 – Approval of Minutes of May 17, 2012; Document #109 – Acceptance of Expenditures for May 2012; Document #110 – Contract Awards & Purchases for May 2012.

Mrs. Cory called for a motion.

**Mrs. Nancy Anthony moved to accept the consent docket with corrections. Mr. Hugh Rice seconded. Questions and discussion followed.**  
*A correction was made to the minutes. Motion passed unanimously.*

**VI.** Mrs. Cory referred to Document #111 – Discussion, Consideration, and Possible Action: Report & Recommendations ~ Long-Range Planning Committee meeting May 7, 2012.

Mrs. Penny McCaleb provided an update from the Long-Range Planning Committee meeting on May 7. The committee met and approved the proposed Capitol Projects, which were then taken to the Finance Committee to be approved as part of the FY 2012-13 Preliminary Budget. The committee also discussed and approved the proposed 2012-2015 Strategic Plan.

Mrs. McCaleb called on Mrs. Kay Bauman, Deputy Executive Director/Library Operations to present the proposed 2012-2015 Strategic Plan.

Mrs. Bauman provided a video presentation of the proposed FY 2012-2015 Strategic Plan. Questions and discussion followed the video presentation. Mrs. Bauman stated a third and final telephone survey will be conducted for the current Strategic Plan and those results will be provided to the commission in the fall. The results from the survey will be included as we move forward with the proposed Strategic Plan.

**Mrs. McCaleb stated the motion coming from the Long-Range Planning Committee is to approve the proposed 2012-2015 Strategic Plan. A**

**motion coming from committee requires no second. No further discussion; motion passed unanimously.**

**VII.** Mrs. Cory referred to Document #112 – Discussion, Consideration, and Possible Action: Report & Recommendations ~ Administrative & Personnel Committee meeting May 21, 2012.

Mr. Hugh Rice, A&P Committee Chair, requested to enter into Executive Session to discuss the employment, hiring, appointment, promotion, etc., of the Executive Director pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(1) as documented on the agenda.

Mrs. Cory called for a motion.

**Mr. Ray Vaughn moved to enter into Executive Session. Mrs. Judy Smith seconded. No further discussion; motion passed unanimously.**

The commission entered into Executive Session at 3:53 p.m.

Mrs. Cory called for a motion to return to Open Meeting.

**Mrs. Penny McCaleb moved to return to Open Meeting. Mrs. Alyne Strube seconded. No further discussion; motion passed unanimously.**

The commission reconvened in Open Meeting at 4:09 p.m.

**Mr. Rice stated the motion coming from the Administrative and Personnel Committee is to approve a 6% salary increase be provided to Mrs. Donna Morris, Executive Director, effective January 1, 2013. A motion coming from committee requires no second. No further discussion; motion passed unanimously.**

Mr. Rice stated the consensus of the commission is to have the Administrative and Personnel Committee initiate the process of succession planning for a new Executive Director, upon the expected retirement of the current Executive Director in two years. Mr. Rice will be meeting with Mrs. Morris to discuss the implementation.

The Administrative & Personnel Committee's recommendations regarding Salaries and Benefits were sent to the Finance Committee for approval, in conjunction with the FY 2012-2013 Preliminary Budget. No separate action is needed from the commission.

**VIII.** Mrs. Cory referred to Document #113 – Discussion, Consideration, & Possible Action: Report & Recommendation ~ Finance Committee meeting May 30, 2012 and Document #114 – Discussion, Consideration, & Possible Action: Metropolitan Library System Preliminary Budget FY 2012-2013.

Mrs. Nancy Anthony, Finance Committee Chair, stated the Finance Committee met and reviewed recommendations from the Long-Range Planning Committee and the Administrative and Personnel Committee. The Preliminary Budget being presented today incorporates the recommendations from both committees.

Mrs. Anthony called on Mr. Lloyd Lovely, Deputy Executive Director/Finance & Support to highlight the proposed Preliminary Budget.

Mr. Lovely referred to page 1-3 and explained in detail the various revenue sources. The library system is estimating a 2.3 percent increase in the amount of revenue received from ad valorem taxes. The final numbers will not be available from the county until August 1<sup>st</sup>. Last year there was a 2.6 percent increase in ad valorem taxes.

Mr. Lovely reviewed page 2-1 and explained the various expenses, including staff salaries and benefits. Questions and Discussion followed.

**The motion coming from the Finance Committee is to approve the Metropolitan Library System Preliminary Budget FY 2012-13. A motion coming from committee requires no second. Motion passed unanimously.**

Mrs. Anthony referred to the recommendations from the Finance Committee revisions to the MLS Policy and Procedure Manual.

**The motion coming from the Finance Committee is to approve the revisions to SF 700 Sponsorships and Grants and to affirm previously reported housekeeping revisions to SF 200 Purchasing. A motion coming from committee requires no second. Motion passed unanimously.**

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

- Document #115 – MLS May 2012 Library Visits Report
- Document #116 – MLS May 2012 Circulation Report
- Document #117 – MLS May 2012 Computer Usage Report
- Document #118 – MLS May 2012 System Reserve Report

Questions and Discussion followed.

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


Mrs. Morris stated long time Deputy Executive Director/Technology, Mr. Jim Welch, has announced his retirement effective June 28, 2013. Jimmy has agreed to contract with us on a part time basis following his retirement.

Mrs. Morris met with Jim Couch and three Oklahoma City Councilmen last week and presented the proposal that the city pay the lease cost for continuing library service at the Almonte location, once the Southern Oaks renovation is complete. The city was very supportive and has agreed to pay the lease costs for the Almonte location. In addition, they will recommend that a permanent location be considered as part of the next OKC general obligation bond package.

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

**XII.** The next Commission meeting will be held at the Edmond Library on July 19, 2012.

There being no further business, the meeting was adjourned at 4:47 pm.

  
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Donna Morris, Executive Director  
(Secretary)

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

June 30, 2012

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

For comparison 100.00% of the fiscal year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of June 2012.

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METROPOLITAN LIBRARY SYSTEM  
GENERAL FUND  
STATEMENT OF FINANCIAL CONDITION

June 30, 2012

ASSETS

CASH	\$11,769,882.79
INVESTMENTS (Schedule attached)	21,151,010.03
PREPAID ACCOUNTS	30,000.00
<b>Total Assets</b>	<u><u>\$32,950,892.82</u></u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2010-11 Reserve for Appropriations	\$300,132.00	
2011-12 Purchase Orders Outstanding	2,346,481.67	
2010-11 Purchase Orders Outstanding	0.00	
2011-12 Checks Outstanding	394,637.66	
2010-11 Checks Outstanding	0.00	
<b>Total Liabilities</b>		3,041,251.33

FUND BALANCE:

Beginning of the Year	\$31,225,521.14	
Add: Revenues		
Budgeted	29,774,096.36	
Other	<u>1,977,577.08</u>	31,751,673.44
Less: Expenditures	<u>(33,067,553.02)</u>	
<b>Total Fund Balance</b>		<u>29,909,641.56</u>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>		<u><u>\$32,950,892.89</u></u>

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

**As of June 30, 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	6/23/2012	6/23/2015	1.050%	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	4/14/2012	12/14/2013	1.100%	100,373.24
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
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
FNMA	5/23/2012	11/23/2012	1.000%	2,000,000.00
Total Investments				<u>\$ 21,151,010.03</u>

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

**June 1, 2012 to June 30, 2012**

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<b><u>BUDGETED:</u></b>				
2011 Ad Valorem Tax	\$27,262,635.00	\$ 293,269.24	\$28,988,023.36	106.33%
State Aid	290,807.00	28,607.00	286,073.00	98.37%
Fines	474,660.00	82,000.00	500,000.00	105.34%
<b>Total Budgeted Revenue</b>	<b><u>\$ 28,028,102.00</u></b>	<b><u>\$ 403,876.24</u></b>	<b><u>\$29,774,096.36</u></b>	<b>106.23%</b>
<b><u>NOT BUDGETED:</u></b>				
Prior Years Taxes		\$ 77,702.55	\$ 1,263,587.11	
Gifts and Lost Books Fees		0.00	0.00	
Investment Income		87,432.00	421,542.81	
Flexible Benefits Account Balance		0.00	1,393.69	
Sale of Surplus Equipment		0.00	16,803.79	
Insurance Reimbursements		0.00	118,056.54	
Miscellaneous		4,495.36	156,193.14	
<b>Total Miscellaneous Revenue</b>		<b><u>\$ 169,629.91</u></b>	<b><u>\$ 1,977,577.08</u></b>	
<b>Total Revenue</b>	<b><u>\$ 28,028,102.00</u></b>	<b><u>\$ 573,506.15</u></b>	<b><u>\$31,751,673.44</u></b>	<b>113.29%</b>



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

June 30, 2012

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 50,475.71	\$ 4,480.09	\$ 1,386.78	\$ 53,569.02
810 Prepaid Fees	(10,759.39)	0.00	601.29	(11,360.68)
815 Fines	28,358.92	105,670.13	82,310.60	51,718.45
820 Copy	133,951.28	8,632.10	1,730.41	140,852.97
<b>Total Revolving Funds</b>	<b>\$ 202,026.52</b>	<b>\$ 118,782.32</b>	<b>\$ 86,029.08</b>	<b>\$ 234,779.76</b>

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<b><u>Special Grants</u></b>				
856 10/LET/Ralph Ellison Statuary	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -
860 10/LET/Special Grant	14,840.00	14,840.00	7,928.70	6,911.30
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	1,000.00	0.00
897 11/LET/Summer Reading	20,000.00	20,000.00	18,946.90	1,053.10
899 11/LET/Young Professional Adv	3,000.00	3,000.00	0.00	3,000.00
928 12/ODL/College 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	830.07	24,169.93
935 12/Conoco/MWC	1,000.00	1,000.00	0.00	1,000.00
936 12/Sonic/Books	25,000.00	25,000.00	24,923.00	77.00
944 09/LET/Gift Materials	33,563.00	33,563.00	32,888.29	674.71
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	19,660.07	339.93
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	4,052.70	947.30
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	\$ 2,500.00	\$ 500.00
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 - Friends of MLS, Current Fiscal Year**

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
911	12 Staff Recognition	\$ 11,000.00	\$ 11,385.94	\$ 10,659.39	\$ 726.55
912	12 Summer at the Library	20,000.00	20,000.00	19,171.10	828.90
914	12 Lee Brawner Scholarships	12,000.00	12,000.00	11,368.51	631.49
915	12 Presenting Information	1,000.00	1,000.00	999.97	0.03
916	12 Bench and Bike Rack	11,000.00	11,000.00	2,646.34	8,353.66
918	12 Noon Tunes	11,000.00	11,000.00	11,827.21	(827.21)
920	12 Open House NW Library	5,000.00	5,000.00	5,000.00	0.00
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
937	13 Staff Recognition	11,000.00	0.00	1,325.00	(1,325.00)
Total Grants					98,483.55
Total Special Funds					<u>\$ 333,263.31</u>



**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of June 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	1,015,368.64	12,516,966.08	93.78	13,347,084.00	830,117.92
102	Wages - Part-time	161,650.35	1,776,550.78	79.29	2,240,488.00	463,937.22
103	Payroll Taxes	86,549.72	1,048,391.48	93.33	1,123,302.00	74,910.52
109	Workers' Comp Insurance	15,859.00	193,091.00	96.85	199,369.00	6,278.00
112	Group Insurance	211,743.88	2,413,569.44	89.94	2,683,442.00	269,872.56
113	Employees' Retirement	65,113.67	1,911,045.28	99.74	1,916,108.00	5,062.72
114	Unemployment Compensation	7,000.00	21,178.36	70.59	30,000.00	8,821.64
Total Personal Services		1,563,285.26	19,880,792.42	92.30	21,539,793.00	1,659,000.58
		=====	=====		=====	=====

**Maintenance & Operations - Contractual Services**

201	Bldg, Property & Auto Insur	.00	179,109.50	80.31	223,018.00	43,908.50
202	Liability/Bonding Insurance	.00	6,808.00	51.67	13,175.00	6,367.00
205	Rent of Library Buildings	4,947.92	19,643.76	18.74	104,800.00	85,156.24
206	Rent of Equipment	270.00	1,080.00	38.57	2,800.00	1,720.00
207	Janitorial Services	44,074.20	374,713.95	67.88	552,000.00	177,286.05
208	Maintenance of Facilities	67,129.74	477,046.63	81.73	583,720.00	106,673.37
211	Parking & Transportation	9,927.01	137,737.44	75.84	181,620.00	43,882.56
212	Travel Expenses	4,519.52	70,278.65	72.11	97,465.00	27,186.35
213	Professional Services	13,842.10	199,108.62	63.22	314,930.00	115,821.38
214	Security Services	48,471.66	366,538.71	85.54	428,523.00	61,984.29
216	Telephone Services	12,720.95	108,551.27	34.42	315,383.00	206,831.73
217	Electrical Services	62,490.67	497,856.07	76.77	648,504.00	150,647.93
218	Gas Services	2,203.83	37,172.36	48.20	77,117.00	39,944.64
219	Water & Garbage Services	8,140.87	66,494.00	100.00	66,494.00	.00
220	Trigen Energy Services	24,525.34	196,902.96	99.45	198,000.00	1,097.04
226	Memberships	.00	19,246.25	79.55	24,193.00	4,946.75
230	Other Library-Related Services	62,543.10	364,195.00	100.00	364,195.00	.00
231	Automation Contractual	12,356.68	293,635.71	79.78	368,054.00	74,418.29
236	Network Catalog Services	10,591.36	68,975.34	87.73	78,625.00	9,649.66
Total Contractual Services		388,754.95	3,485,094.22	75.07	4,642,616.00	1,157,521.78
		=====	=====		=====	=====

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of June 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	41,550.84	187,326.76	87.97	212,950.00	25,623.24
302	Postage	22,781.97	203,276.72	69.94	290,650.00	87,373.28
303	Supplies	40,263.43	400,387.34	81.37	492,054.00	91,666.66
310	Maintenance Supplies	1,326.74	64,941.48	87.76	74,000.00	9,058.52
312	Safety Supplies & Equipment	260.69	3,120.25	43.95	7,100.00	3,979.75
321	Gasoline & Oil	5,992.77	42,999.82	100.00	43,000.00	.18
322	Vehicle Parts & Repairs	1,937.23	16,430.46	51.35	32,000.00	15,569.54
330	Programming Activities	59,773.82	243,500.03	86.99	279,903.00	36,402.97
331	Other Commodities	8,516.77	28,681.31	73.04	39,268.00	10,586.69
Total Commodities		182,404.26	1,190,664.17	80.95	1,470,925.00	280,260.83
		=====	=====		=====	=====

**Capital Outlays**

401	Books & Materials	1,532,854.11	5,410,800.00	100.00	5,410,800.00	.00
404	Government Documents	200.00	5,500.00	100.00	5,500.00	.00
405	Book Repairs & Bindings	2,100.00	2,100.00	100.00	2,100.00	.00
407	Periodicals & Subscriptions	21,807.60	179,733.36	99.91	179,900.00	166.64
408	Furniture, Fixtures, & Equip	28,923.61	737,427.08	30.71	2,401,207.00	1,663,779.92
409	Motor Vehicles	26.65	50,838.15	78.82	64,500.00	13,661.85
410	Automation System & Equipment	71,713.72	534,642.99	54.74	976,678.00	442,035.01
450	Capital Projects	292,828.48	1,589,960.63	49.29	3,225,963.00	1,636,002.37
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		1,950,454.17	8,511,002.21	26.93	31,600,289.14	23,089,286.93
		=====	=====		=====	=====
Total Budget		4,084,898.64	33,067,553.02	55.81	59,253,623.14	26,186,070.12
		=====	=====		=====	=====

**Monthly Journal Entries -- June 2012**

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<b><u>Investments</u></b>				
209	1001	Cash	\$ 2,015,100.00	
	3602	Interest Income		\$ 15,100.00
	1101	Investments		\$ 2,000,000.00
		Called Fannie Mae 3136ftwq8		
210	1001	Cash	\$ 20,000.00	
	3602	Interest Income		\$ 20,000.00
		Interest from Freddie Mac 3134g3dw7		
211	1001	Cash	\$ 10,500.00	
	3602	Interest Income		\$ 10,500.00
		Interest from Freddie Mac 3134g3fr6		
212	1001	Cash	\$ 15,000.00	
	3602	Interest Income		\$ 15,000.00
		Interest from Freddie Mac 3134g3ce8		
213	1001	Cash	\$ 11,000.00	
	3602	Interest Income		\$ 11,000.00
		Interest from Fed Home Loan Bank 313376m44		
214	1001	Cash	\$ 14,500.00	
	3602	Interest Income		\$ 14,500.00
		Interest from Fed Home Loan Bank 313376m51		
<b><u>Tax revenues</u></b>				
215	1001	Cash	\$ 308,499.35	
	1201	Ad Valorem Tax - Current year		\$ 230,796.80
	3601	Prior year Tax		\$ 77,702.55
		Ad Valorem Tax apportioned by County for 5/16 to 5/31		
216	1001	Cash	\$ 62,472.44	
	1201	Ad Valorem Tax - Current year		\$ 62,472.44
		Ad Valorem Tax apportioned by County for 6/1 to 6/15		
217	1001	Cash	\$ 28,607.00	
	3401	State Aid		\$ 28,607.00
		State Aid, final payment		



**Miscellaneous revenue**

218	1001	Cash		\$	4,495.36		
	3605	Mic. Reimbursements				\$	4,495.36
		Abibow	17.22	Abibow	15.53		
		LET	31.55	Friends	1,845.10		
		Ins -R Rea	795.72	Café rent	500.00		
		OCCC	446.07	MLS	\$ 830.07		
		Staff copy money	14.10	total	4,495.36		

**Fines**

219	1001	Cash		\$	82,000.00		
	3403	Projected rev - Fines				\$	82,000.00
		Fines transferred to General fund					

**Payable entries**

220	3001	Current Year Reserve for Appropriations.		\$	4,084,628.71		
	3011	Current Year P.O. Outstanding				\$	4,084,628.71
		Purchase orders issued in June					
221	3011	Current Year P.O. Outstanding		\$	2,969,530.46		
	3021	Current Year Warrants Outstanding				\$	2,969,530.46
		Checks issued in June					
222	3021	Current Year Warrants Outstanding		\$	2,943,910.89		
	1001	Current Year Cash				\$	2,943,910.89
		Checks cleared Bank in June					

**Bank interest and fees**

223	1001	Current Year Cash		\$	1,332.00		
	3602	Bank Fees		\$	403.33		
	3602	Interest Income				\$	1,735.33
		Interest and fees from GF checking account					
224	8000	Special Fund Cash				\$	134.65
	8815	Bank Fees		\$	190.70		
	8815	Interest Income				\$	56.05
		Interest and fees from SF checking account					

**Special funds**

225	8000	Special Fund Cash		\$	118,124.56		
	8815	Fines				\$	26,484.23
	8820	Copy				\$	8,632.10
	8805	Gift/Lost Books				\$	4,480.09
	8810	Prepaid Fees		\$	601.29		
	8871			\$	0.42		
	8815	Credit card receipts				\$	79,129.85
	8815	Credit card expenses		\$	-		
		Revenues of special funds received in June					

226	8000	Special fund cash		\$	102,120.33
	8815	Fines	\$	82,119.90	
	8820	Copy	\$	1,730.41	
	8805	Gift/Lost Books	\$	1,386.78	
	8920		\$	747.50	
	8985		\$	6,878.07	
	8944		\$	394.40	
	8989		\$	1,891.25	
	8916		\$	1,409.00	
	8934		\$	830.07	
	8856		\$	4,500.00	
	8915		\$	232.95	
		Expenditures of special funds			

General Fund F.Y. 11-12

Warrant Register

June 2012

Number	Vendor/Payee	Purpose		Amount
G-05254	City of Midwest City, Inc.	Water & Garbage Services	276.00	276.00
G-05255	Grainger	Maintenance of Facilities	182.93	182.93
G-05256	City of Oklahoma City	Water & Garbage Services	44.27	44.27
G-05257	Brodart, Inc.	Supplies	43.51	
		Supplies	960.96	1,004.47
G-05258	Demco	Equipment	539.99	
		Supplies	1,588.45	2,128.44
G-05259	EBSCO Subscription Services	Materials	19,371.00	19,371.00
G-05260	Highsmith	Supplies	66.10	66.10
G-05261	UNUM Life Insurance	Grp L-T Disab Ins Prm-JN	6,549.26	6,549.26
G-05262	Oklahoma Library Association	Professional Services	70.00	
		Professional Services	70.00	140.00
G-05263	Baker & Taylor Books	Materials	1,032.00	1,032.00
G-05264	Susie Beasley	Transportation	22.68	
		Programming Activities	59.24	
		Programming Activities	15.08	
		Supplies	22.71	119.71
G-05265	Karen Marriott	Books & Materials	71.92	
		Books & Materials	89.96	161.88
G-05266	U.S. Postal Service	Postage	15,000.00	15,000.00
G-05267	J. Siobhan Morava	Transportation	81.05	81.05
G-05268	Kappa Publishing	Materials	119.52	119.52
G-05269	John R. Day	Transportation	152.51	152.51
G-05270	CompSource Oklahoma	Worker's Comp Insurance	14,846.00	14,846.00
G-05271	Upstart	Programming Activities	181.50	
		Supplies	54.00	
		Supplies	26.82	262.32
G-05272	Infobase Learning	Materials	9,740.72	9,740.72
G-05273	Recorded Books, LLC	Materials	8,451.12	8,451.12
G-05274	Scott Rice Co. - OKC	Furniture	14,721.19	
		Furniture	19,438.19	34,159.38
G-05275	The Penworthy Co.	Materials	819.88	819.88
G-05276	Denyveta Davis	Travel Expenses	511.00	511.00
G-05277	Gale Group	Materials	1,568.38	1,568.38
G-05278	Oxford University Press	Materials	3,025.00	3,025.00
G-05279	Live Oak Media	Materials	325.46	325.46
G-05280	Darcus Smith	Transportation	11.41	11.41
G-05281	Mutual Assurance	Grp Life AD&D Ins Prm-JN	48,005.32	48,005.32
G-05282	Anne G. Fischer	Transportation	237.93	237.93
G-05283	Independent Stationers	Supplies	10.20	
		Supplies	13.35	23.55
G-05284	Library Video Co.	Materials	419.30	419.30
G-05285	Priscilla Doss	Transportation	8.72	8.72
G-05286	School Outfitters	Capital Projects	900.00	900.00
G-05287	Amigos Library Services	Materials	14,631.00	14,631.00
G-05288	INTEGRIS Corporate Assistance	Group Insurance	986.00	986.00
G-05289	Solomon Bassoff	Capital Projects	12,300.00	12,300.00
G-05290	Linda Hyams	Travel Expenses	271.72	271.72
G-05291	Blackstone Audio Books	Materials	2,155.50	2,155.50
G-05292	Oklahoma Gazette	Library-related Services	1,616.00	
		Library-related Services	1,616.00	3,232.00
G-05293	Random House, Inc	Materials	700.50	700.50



General Fund F.Y. 11-12

Warrant Register

June 2012

Number	Vendor/Payee	Purpose		Amount
G-05294	Scott's Printing & Copying	Printing/Printing Supply	618.69	618.69
G-05295	Brilliance Corporation	Materials	1,551.43	1,551.43
G-05296	Ingram Library Service	Materials	617.81	617.81
G-05297	Candace McDaniel	Supplies	48.75	48.75
G-05298	Audio Editions	Materials	1,187.21	1,187.21
G-05299	Lakeshore Learning Materials	Programming Activities	19.25	19.25
G-05300	OverDrive, Inc fka	Materials	8,568.45	8,568.45
G-05301	Metro Parking Garage	Parking & Transportation	2,070.00	
		Parking & Transportation	1,080.00	3,150.00
G-05302	AV Cafe Inc	Materials	233.06	233.06
G-05303	Ingram Library Service	Materials	2,782.91	2,782.91
G-05304	Town of Luther	Water & Garbage Services	45.28	45.28
G-05305	Jana Hausburg	Transportation	12.21	12.21
G-05306	Center Point Large Print	Materials	203.70	203.70
G-05307	Landon Holman	Transportation	69.93	69.93
G-05308	Anita Roesler	Transportation	94.57	94.57
G-05309	Angela Thornton	Transportation	57.66	57.66
G-05310	Security Imaging	Supplies	129.81	129.81
G-05311	J & B Graphics	Fixtures	116.95	116.95
G-05312	Home Depot Credit Services	Equipment	119.94	119.94
G-05313	Debbie Robertus	Transportation	22.76	22.76
G-05314	Batteries Sooner LLC	Maintenance of Facilities	130.07	
		Maintenance of Facilities	77.94	208.01
G-05315	OPUBCO Communications Group	Library-Related Services	57.75	57.75
G-05316	Cintas	Maintenance of Facilities	125.00	125.00
G-05317	InterfaceFlor	Capital Projects	1,900.68	1,900.68
G-05318	Steve Crawford	Programming Activities	225.00	225.00
G-05319	Science Museum Oklahoma	Programming Activities	175.00	175.00
G-05320	Kevin Colwell	Transportation	19.98	19.98
G-05321	ULINE	Equipment	143.72	143.72
G-05322	City of Harrah	Water & Garbage Services	64.44	64.44
G-05323	Info Group, Inc.	Materials	23,349.00	23,349.00
G-05324	Oklahoma Literacy Coalition	Memberships	40.00	40.00
G-05326	Roaring Fork Associates, LLC	Rent of Library Buildings	4,947.92	4,947.92
G-05327	Lori Hedin	Travel Expenses	397.84	
		Mileage	88.97	486.81
G-05328	Ford Audio-Video	Maintenance of Facilities	892.55	892.55
G-05329	Association of Fundraising	Memberships	300.00	300.00
G-05330	Heritage Books Inc	Materials	81.00	81.00
G-05331	City of Choctaw	Water & Garbage Services	538.70	538.70
G-05332	Gregory J Arnold Jr	Programming Activities	1,000.00	1,000.00
G-05333	Office Depot Credit Plan	Supplies	503.44	503.44
G-05334	Alice Murphy	Supplies	32.50	32.50
G-05335	Baker & Taylor Books	Materials	1,789.97	1,789.97
G-05336	Baker & Taylor Entertainment	Materials	1,404.44	
		Materials	118.57	1,523.01
G-05337	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-JN	150,532.34	150,532.34
G-05338	Kimberly A Terry	Transportation	78.87	
		Telephone Services	50.00	128.87
G-05339	Papa John's Pizza	Programming Activities	53.25	53.25
G-05340	Pete Roberson	Mileage	71.82	71.82
G-05341	Primary Source Media	Periodicals/Subscriptions	65.10	65.10

General Fund F.Y. 11-12

Warrant Register

June 2012

Number	Vendor/Payee	Purpose		Amount
G-05342	John Utley	Telephone Services	35.00	
		Transportation	31.08	66.08
G-05343	Faith Centered Resources	Materials	1,228.48	1,228.48
G-05344	Securitas Security USA, Inc.	Security Services	7,287.13	7,287.13
G-05345	Discount School Supply	Programming Activities	66.61	66.61
G-05346	Baker & Taylor Books	Materials	798.65	
		Materials	776.97	
		Materials	1,879.88	
		Materials	2,760.14	
		Materials	4,028.48	
		Materials	5,681.64	
		Materials	435.18	16,360.94
G-05347	Baker & Taylor Books	Materials	1,012.25	
		Materials	1,840.82	
		Materials	2,932.04	
		Materials	1,761.86	7,546.97
G-05348	Baker & Taylor Books	Materials	532.22	532.22
G-05349	Juggle Whatever	Programming Activities	125.00	
		Programming Activities	100.00	
		Programming Activities	125.00	350.00
G-05350	Maria Watkins	Transportation	64.38	64.38
G-05351	Emily Williams	Transportation	148.52	148.52
G-05352	Kelly Dalrymple	Transportation	23.31	23.31
G-05353	Various Indian Peoples	Materials	126.90	126.90
G-05354	Sabre Technologies	Supplies	6,983.00	6,983.00
G-05355	COTPA-Sheridan & Walker	Parking & Transportation	1,095.00	
		Parking & Transportation	2,263.00	3,358.00
G-05356	Baker & Taylor Entertainment	Materials	596.06	596.06
G-05357	R. Justin Herwig	Transportation	107.39	107.39
G-05358	Mary J. Sholly	Transportation	104.23	104.23
G-05359	Suzette V. Felton	Transportation	34.41	34.41
G-05360	Chris Kennedy	Transportation	30.91	30.91
G-05361	Knoll, Inc.	Furniture	1,102.94	
		Furniture	1,138.04	2,240.98
G-05362	Andrew N. Soliven	Parking	108.38	108.38
G-05363	Amazon/GE Money Bank	Supplies	59.97	
		Supplies	192.93	
		Supplies	52.50	
		Supplies	38.96	
		Supplies	146.19	
		Furniture	476.00	966.55
G-05364	Metropolitan Library System	Maintenance of Facilities	32.80	
		Professional Services	63.00	
		Postage	9.00	
		Programming Activities	119.54	
		Programming Activities	94.94	
		Programming Activities	47.37	
		Programming Activities	67.76	
		Automation Contractual	11.89	
		Other Commodities	30.00	476.30
G-05365	Federal Corporation	Maintenance of Facilities	182.40	182.40
G-05366	O G & E	Electrical Services	2,820.15	2,820.15



General Fund F.Y. 11-12

Warrant Register

June 2012

Number	Vendor/Payee	Purpose		Amount
G-05367	Oklahoma Natural Gas Co.	Gas Services	159.93	
		Gas Services	84.10	244.03
G-05368	City of Oklahoma City	Water & Garbage Services	20.61	
		Water & Garbage Services	1,080.58	
		Water & Garbage Services	135.89	1,237.08
G-05369	City of the Village	Water & Garbage Services	91.41	91.41
G-05370	Brodart, Inc.	Furniture and Equipment	7,886.22	7,886.22
G-05371	Locke Supply Co.	Maintenance of Facilities	16.69	16.69
G-05372	Tech-Lock	Maintenance of Facilities	10.50	
		Maintenance of Facilities	69.00	79.50
G-05373	Demco	Supplies	158.79	
		Supplies	327.76	
		Furniture, Fixtures & Equip	734.85	
		Programming Activities	52.43	1,273.83
G-05374	EBSCO Subscription Services	Materials	54,187.00	54,187.00
G-05375	The University of Oklahoma	Printing/Printing Supply	575.00	
		Printing/Printing Supply	165.00	
		Printing/Printing Supply	1,494.00	2,234.00
G-05376	Weston Woods Accts Receivable	Materials	2,517.90	2,517.90
G-05377	Baker & Taylor Books	Materials	45.04	45.04
G-05378	Charles S. Isaacs	Telephone Services	35.00	
		Transportation	15.87	50.87
G-05379	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-05380	Upstart	Programming Supplies	104.23	
		Programming Supplies	30.28	
		Programming Activities	54.75	189.26
G-05381	United Refrigeration, Inc.	Maintenance of Facilities	93.95	93.95
G-05382	Kasandra Dewbre-Burrows	Mileage	22.20	22.20
G-05383	Southwest Trailers & Equipment	Vehicle Parts & Repairs	300.67	300.67
G-05384	Denyveta Davis	Transportation	254.86	254.86
G-05385	Gale Group	Materials	2,765.28	2,765.28
G-05386	Anne G. Fischer	Telephone Services	50.00	50.00
G-05387	Friday	Printing	4,760.00	4,760.00
G-05388	Spaces, Inc.	Furn, Fixtures & Equip	500.00	500.00
G-05389	Independent Stationers	Supplies	16.87	16.87
G-05390	Full Circle Bookstore	Programming Activities	212.95	
		Materials	756.32	969.27
G-05391	Nancy Lytle	Parking	108.38	108.38
G-05392	Morningstar	Materials	9,863.75	9,863.75
G-05393	Commercial Concepts, Inc.	Automation	1,559.92	1,559.92
G-05394	Michael King	Programming Activities	200.00	200.00
G-05395	Debbie Langston	Programming Activities	60.00	60.00
G-05396	Shawver & Son	Capital Projects	184.63	184.63
G-05397	Diane Sarantakos	Mileage	156.01	156.01
G-05398	AT&T	Telephone Services	663.30	663.30
G-05399	Oklahoma Gazette	Library-related Services	1,616.00	1,616.00
G-05400	Random House, Inc	Materials	851.25	851.25
G-05401	A T & T Mobility	Telephone Services	88.45	88.45
G-05402	Scott's Printing & Copying	Printing/Printing Supply	1,838.98	
		Printing	924.92	2,763.90
G-05403	Brilliance Corporation	Materials	490.53	490.53
G-05404	Hobby Lobby	Supplies	233.95	233.95



General Fund F.Y. 11-12

**Warrant Register**

June 2012

Number	Vendor/Payee	Purpose		Amount
G-05405	Filtration Services Group, LLC	Maintenance of Facilities	225.36	
		Maintenance of Facilities	344.76	570.12
G-05406	Ingram Library Service	Materials	1,153.64	1,153.64
G-05407	Phyllis Davidson	Mileage	33.16	33.16
G-05408	Information Today, Inc.	Materials	1,069.65	1,069.65
G-05409	Audio Editions	Materials	633.40	633.40
G-05410	Larry G. Johnson	Parking	108.38	108.38
G-05411	OverDrive, Inc fka	Materials	12,871.63	12,871.63
G-05412	Findaway World, LLC	Materials	7,105.33	7,105.33
G-05413	Victoria Dixon	Parking	108.38	108.38
G-05414	Chickasaw Telecom, Inc.	Capital Projects	6,712.00	
		Automation	3,780.00	10,492.00
G-05415	Mardel, Inc.	Materials	326.79	326.79
G-05416	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	85.00	85.00
G-05417	Oklahoma City Zoo Educ. Dept.	Programming Activities	150.00	150.00
G-05418	AV Cafe Inc	Materials	77.84	77.84
G-05419	Matthew Cotter	Telephone Services	35.00	35.00
G-05420	Ingram Library Service	Materials	1,080.36	1,080.36
G-05421	Melody A. Kellogg	Transportation	87.14	87.14
G-05422	Cherokee Building Materials	Maintenance of Facilities	358.40	358.40
G-05423	PPBC, Inc.	Printing/Printing Supply	1,500.00	1,500.00
G-05424	Barnes & Noble, Inc.	Materials	4,164.69	4,164.69
G-05425	Center Point Large Print	Materials	1,777.65	1,777.65
G-05426	Ling Y Miller	Programming Activities	150.00	150.00
G-05427	Kay L. Bauman	Parking	108.38	108.38
G-05428	Oklahoma Museum Network	Programming Activities	175.00	175.00
G-05429	Batteries Sooner LLC	Maintenance of Facilities	115.68	
		Maintenance of Facilities	403.57	
		Maintenance of Facilities	10.92	530.17
G-05430	Heidi A. Port	Mileage	88.52	88.52
G-05431	Southwest Paper - OKC	Maintenance Supplies	276.44	276.44
G-05432	ProQuest	Materials	47,900.00	47,900.00
G-05433	Jerry's Contracting	Capital Projects	9,625.00	9,625.00
G-05434	Ruby Soutiere	Mileage	54.83	54.83
G-05435	Kelley Riha	Mileage	128.48	128.48
G-05436	Neofunds by Neopost	Postage	6,020.00	6,020.00
G-05437	MAC Systems, Inc.	Maintenance of Facilities	697.00	
		Maintenance of Facilities	384.00	
		Maintenance of Facilities	96.00	1,177.00
G-05438	Department of Central Services	Capital Projects	2,334.82	2,334.82
G-05439	Amazon/GE Money Bank	Programming Activities	39.30	
		Supplies	267.00	
		Programming Activities	38.87	
		Programming Activities	92.37	
		Programming Activities	59.21	
		Supplies	154.00	
		Furniture	597.98	
		Programming Activities	46.98	
		Programming Activities	115.28	1,410.99
G-05440	Azucena Verdin	Programming Activities	100.00	100.00
G-05441	ABC-CLIO, LLC	Materials	2,598.00	2,598.00
G-05442	Hardesty Team	Capital Projects	134,940.00	134,940.00

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**Warrant Register**

June 2012

Number	Vendor/Payee	Purpose		Amount
G-05443	Devin McGhee	Mileage	36.63	36.63
G-05444	Office Depot Credit Plan	Supplies	117.91	117.91
G-05445	Todd Olberding	Mileage	1,419.70	
		Telephone Services	37.86	1,457.56
G-05446	Baker & Taylor Books	Materials	643.63	643.63
G-05447	Cox Communications, Inc.	Telephone Services	1,823.95	
		Telephone Services	3,660.00	5,483.95
G-05448	Reduxion Theatre	Programming Activities	200.00	200.00
G-05449	Cheryl Pernell	Parking	108.38	108.38
G-05450	Baker & Taylor Entertainment	Materials	1,669.29	
		Materials	2,560.52	4,229.81
G-05451	Walmart Community/GEMB	Other Commodities	80.88	80.88
G-05452	Construction Building	Capital Projects	800.00	
		Capital Projects	650.00	1,450.00
G-05453	Imagination Promotional Group	Library-related Services	420.86	
		Library-related Services	642.29	1,063.15
G-05454	Oklahoma Heritage Association	Materials	235.21	235.21
G-05455	Baker & Taylor Books	Materials	908.15	
		Materials	2,065.47	
		Materials	1,197.24	
		Materials	2,949.30	
		Materials	2,649.34	
		Materials	3,876.51	
		Materials	6,513.33	
		Materials	467.32	20,626.66
G-05456	Baker & Taylor Books	Materials	598.97	
		Materials	2,157.99	
		Materials	1,080.95	
		Materials	3,520.93	7,358.84
G-05457	Baker & Taylor Books	Materials	747.14	747.14
G-05458	Mango Languages	Materials	5,500.00	5,500.00
G-05459	Baker & Taylor Entertainment	Materials	240.50	240.50
G-05460	Bank of Oklahoma	Payroll Transmittal-Chks	33,400.22	
		Payroll Transmittal-Chks	16,894.91	
		Payroll Transmittal-Chks	110.00	50,405.13
G-05461	Bank of Oklahoma	Federal Withholding Tax	54,049.85	
		Federal Withholding Tax	4,960.00	59,009.85
G-05462	Oklahoma Tax Commission	State Withholding Tax	16,000.00	
		State Withholding Tax	1,078.00	17,078.00
G-05463	Mun. Employees Credit Union	Employee Cr Union Deducts	11,748.51	
		Employee Cr Union Deducts	87.50	11,836.01
G-05464	United Way of Central Oklahoma	Employee Deductions	593.81	
		Employee Deductions	63.83	657.64
G-05465	Clerk, U.S. District	Employee Deductions	80.31	
		Employee Deductions	80.31	
		Employee Deductions	80.31	240.93
G-05466	United States Treasury	Employee Deductions	50.50	50.50
G-05467	Bank of America	Payroll Transmittal-DDep	298,671.70	
		Payroll Transmittal-DDep	48,924.10	
		Payroll Transmittal-DDep	1,265.00	348,860.80
G-05468	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-05469	Nationwide Retirement Solution	Employee Deductions	6,894.44	6,894.44



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Number	Vendor/Payee	Purpose		Amount
G-05470	Transamerica Life Insurance Co	Employee Deductions	385.68	385.68
G-05471	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,613.82	4,613.82
G-05472	Bank of Oklahoma	Employee Flexplan Deposit	32,546.00	32,546.00
G-05473	Bank of Oklahoma	Employee Soc/Sec Deposits	20,047.46	
		Employee Soc/Sec Deposits	3,207.68	
		Employee Medicare Deposit	6,921.20	
		Employee Medicare Deposit	1,107.39	
		Employer Soc/Sec Deposits	34,329.05	
		Employer Medicare Deposit	8,028.54	73,641.32
G-05474	MassMutual Financial Group	Employee Contrib -- DC PI	18,065.52	
		Employer Contrib -- DC PI	32,546.19	50,611.71
G-05475	Oklahoma Guaranteed	Employee Deductions	159.11	159.11
G-05476	ODHS Oklahoma Centralized	Employee Deductions	488.90	488.90
G-05477	Randall S. Fudge	Employee Deductions	157.02	157.02
G-05478	Administrative Services	Employee Deductions	1,558.87	1,558.87
G-05479	UNUM Life Insurance	Employee Deductions	1,426.30	
		Employee Deductions	37.30	1,463.60
G-05480	American Express	Supplies	100.85	
		Misc. Advertisement	49.00	
		Furniture,Fixtures&Equip.	473.87	
		123/LET/Summer Reading	2,587.00	
		Automation Contractual	69.95	
		Programming Activities	35.25	
		Motor Vehicles	26.65	3,342.57
G-05481	Vision Service Plan of	Grp Vision Ins Prem-June	2,692.76	2,692.76
G-05482	Allied Waste Services #060	Water & Garbage Services	962.75	962.75
G-05483	Papa John's Pizza	Other Commodities	108.95	108.95
G-05484	Pamela Buchanan	Telephone Services	35.00	
		Transportation	13.04	48.04
G-05485	Cintas Corporation 064	Maintenance of Facilities	560.90	560.90
G-05486	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	
		Maintenance of Facilities	95.00	327.00
G-05487	Kelley Hoffman	Tranportation	13.93	13.93
G-05488	Cox Communications, Inc.	Telephone Service	1,013.96	1,013.96
G-05489	Staples Advantage	Furniture	32,051.79	32,051.79
G-05490	City of The Village	Maintenance of Facilities	4,300.00	4,300.00
G-05491	Tulin LaFollette	Mileage	6.99	6.99
G-05492	Lloyd Lovely	Mileage	176.77	176.77
G-05493	Kiona Millirons	Programming Activities	100.00	
		Programming Activities	400.00	500.00
G-05494	Teresa Matthews	Programming Activities	78.23	78.23
G-05495	Stacy Schrank	Travel Expenses	98.24	
		Mileage	181.15	279.39
G-05496	Personalized Prevention	Professional Services	1,212.00	1,212.00
G-05497	Joe H Shelton	Mileage	13.99	13.99
G-05498	Dan Holman	Telephone Services	37.67	
		Transportation	92.69	130.36
G-05499	James E. Powell	Maintenance of Facilities	1,775.00	
		Maintenance of Facilities	1,975.00	3,750.00
G-05500	Sheldon Beach	Parking	108.38	
		Transportation	9.99	118.37
G-05501	Tyler Outdoor Advertising, LLC	Library-related Services	3,610.00	3,610.00

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Number	Vendor/Payee	Purpose		Amount
G-05502	UNUM Life Insurance	Grp LTC Insurance Prm-JN	1,603.20	1,603.20
G-05503	Comfort Inn @ Founders Towers	Programming Activities	201.00	201.00
G-05504	Kathy C. Brown	Programming Activities	43.75	43.75
G-05505	EBSCO Subscription Services	Materials	8,652.00	8,652.00
G-05506	Gale Research	Materials	16,659.15	16,659.15
G-05507	Baker & Taylor Books	Materials	1,114.58	1,114.58
G-05508	A.M. Best Co.	Materials	5,510.00	5,510.00
G-05509	Recorded Books, LLC	Materials	21,018.82	21,018.82
G-05510	World Trade Press	Materials	2,000.00	2,000.00
G-05511	Arphax Publishing Co	Materials	779.38	779.38
G-05512	Gale Group	Materials	460.66	460.66
G-05513	Blackstone Audio Books	Materials	975.00	975.00
G-05514	Random House, Inc	Materials	948.75	948.75
G-05515	Ingram Library Service	Materials	12,181.81	
		Materials	1,015.39	13,197.20
G-05516	Information Today, Inc.	Materials	253.55	253.55
G-05517	Audio Editions	Materials	1,947.42	1,947.42
G-05518	OverDrive, Inc fka	Materials	16,393.06	
		Materials	2,892.41	19,285.47
G-05519	Findaway World, LLC	Materials	4,451.69	4,451.69
G-05520	AV Cafe Inc	Materials	184.42	184.42
G-05521	Ingram Library Service	Materials	1,553.34	1,553.34
G-05522	Center Point Large Print	Materials	598.59	598.59
G-05523	Oklahoma Petroleum Directory	Materials	200.00	200.00
G-05524	ProQuest	Materials	808.00	808.00
G-05525	Baker & Taylor Books	Materials	2,989.33	2,989.33
G-05526	Baker & Taylor Entertainment	Materials	1,236.68	
		Materials	794.23	2,030.91
G-05527	Faith Centered Resources	Materials	271.65	271.65
G-05528	Baker & Taylor Books	Materials	1,452.06	
		Materials	854.87	
		Materials	3,373.01	
		Materials	3,110.77	
		Materials	2,166.46	
		Materials	2,101.62	
		Materials	3,829.38	
		Materials	536.45	17,424.62
G-05529	Baker & Taylor Books	Materials	1,020.23	
		Materials	2,551.52	
		Materials	2,769.54	
		Materials	1,881.50	8,222.79
G-05530	Baker & Taylor Books	Materials	972.15	972.15
G-05531	Baker & Taylor Entertainment	Materials	1,823.74	1,823.74
G-05532	Metropolitan Library System	Supplies	113.26	
		Supplies	92.77	
		Programming Activities	123.70	
		Programming Activities	73.20	
		Programming Activities	9.07	
		Other Commodities	100.58	512.58
G-05533	Bradford Industrial Suppl Corp	Maintenance of Facilities	262.73	262.73
G-05534	O G & E	Electrical Services	14,256.90	
		Electrical Services	2,158.96	

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Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-05534	O G & E	Electrical Services	422.19
		Electrical Services	6,591.26
G-05535	Oklahoma Natural Gas Co.	Gas Services	85.08
		Gas Services	34.75
		Gas Services	194.68
G-05536	City of Bethany	Water & Garbage Services	121.41
G-05537	City of Oklahoma City	Water & Garbage Services	947.12
		Water & Garbage Services	58.68
G-05538	Brodart, Inc.	Supplies	2,450.00
G-05539	Southwestern Stationers, Inc.	Supplies	336.25
G-05540	Locke Supply Co.	Maintenance of Facilities	35.44
G-05541	Demco	Programming Activities	207.85
G-05542	Hewlett-Packard Co.	Automation Contractual	7,107.10
G-05543	AT&T	Telephone Services	674.36
		Telephone Services	747.65
		Telephone Services	729.02
G-05544	City of Edmond	Electrical Services	3,947.70
G-05545	Alma L. Brown	Programming Activities	29.97
G-05546	Laurie F. Mack-Clark	Transportation	42.79
G-05547	Bradley M. Dunn	Security Services	225.00
G-05548	United Refrigeration, Inc.	Maintenance of Facilities	487.73
G-05549	Scott Rice Co. - OKC	Furniture	13,403.52
G-05550	Robert L. Hampton, Jr.-Charter	Maintenance of Facilities	500.00
G-05551	Copelin's Office Center	Supplies	431.25
G-05552	Independent Stationers	Supplies	91.96
		Supplies	8.16
		Supplies	32.02
G-05553	Janet Brooks	Mileage	46.88
G-05554	OHC of the Southwest, P.A.	Professional Services	158.00
G-05555	National Archive Publishing	Periodicals/Subscriptions	21,742.50
G-05556	Jonathan Willis	Telephone Services	35.00
G-05557	Diane Sarantakos	Travel Expenses	299.00
		Travel Expense	91.02
G-05558	USA Mobility Wireless, Inc	Telephone Services	131.92
G-05559	OCLC, Inc.	Network Catalog Services	3,701.36
G-05560	Hobby Lobby	Supplies	100.19
		Furniture, Fix & Equip	257.58
G-05561	R. R. Bowker, LLC	Network Catalog Services	1,890.00
G-05562	Summit Mailing Systems, Inc.	Postage	103.45
G-05563	FedEx Office	Programming Activities	42.50
G-05564	Tera McAmis	Transportation	31.08
G-05565	Cummins Southern Plains, Ltd.	Maintenance of Facilities	675.00
G-05566	Chickasaw Telecom, Inc.	Capital Projects	6,384.50
G-05567	Ginger Waldrip	Programming Activities	100.00
G-05568	PAR Sprinkler, Inc.	Maintenance of Facilities	750.30
		Maintenance of Facilities	195.80
		Maintenance of Facilities	219.00
G-05569	Jonathan W. LaPuzza	Security Services	475.00
G-05570	Susan Pierce	Programming Activities	504.00
G-05571	Critter Tales, Inc.	Programming Activities	1,800.00
G-05572	Jimmy Welch	Telephone Services	50.00

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Number	Vendor/Payee	Purpose		Amount
G-05573	Oklahoma Museum Network	Programming Activities	175.00	175.00
G-05574	Home Depot Credit Services	Equipment	594.09	
		Maintenance of Facilities	20.97	615.06
G-05575	Evans Hardware	Maintenance of Facilities	16.19	
		Maintenance of Facilities	138.64	
		Maintenance of Facilities	18.47	
		Maintenance of Facilities	177.15	
		Maintenance of Facilities	14.03	
		Maintenance of Facilities	23.28	387.76
G-05576	John Mark Dawson	Security Services	150.00	150.00
G-05577	Batteries Sooner LLC	Maintenance of Facilities	44.75	44.75
G-05578	Southwest Paper - OKC	Maintenance Supplies	1,629.18	1,629.18
G-05579	Custom Stainless	Capital Projects	1,628.00	1,628.00
G-05580	Bank of America	Library-Related Services	289.25	289.25
G-05581	Contractors Supply Co.	Maintenance of Facilities	55.46	
		Maintenance of Facilities	312.41	
		Maintenance of Facilities	23.97	
		Maintenance of Facilities	11.03	
		Maintenance of Facilities	35.58	438.45
G-05582	MAC Systems, Inc.	Maintenance of Facilities	516.00	516.00
G-05583	Chase Card Services	Supplies	102.61	
		Other Commodities	42.97	
		Programming Activities	84.25	
		Programming Activities	20.00	
		Supplies	26.35	
		Supplies	218.34	
		Supplies	136.94	
		Supplies	73.65	
		Other Commodities	489.95	
		Programming Activities	103.98	
		Programming Activities	35.09	
		Programming Activities	31.73	
		Programming Activities	412.50	
		Supplies	54.02	
		Supplies	475.60	
		Supplies	77.05	
		Supplies	195.67	
		Supplies	64.81	
		Maintenance of Facilities	2,228.38	
		Supplies	199.00	
		Automation	393.99	
		Postage	46.25	
		Programming Activities	1,649.91	
		Programming Activities	291.68	
		Printing Supplies	654.95	
		Supplies	41.34	
		Supplies	99.08	
		Programming Activities	14.22	8,264.31
G-05584	Dean Johnson	Programming Activities	150.00	150.00
G-05585	Amber Austin	Programming Activities	100.00	100.00
G-05586	City of Edmond	Water & Garbage Svcs- Aug	637.66	637.66
G-05587	Construction Specialties, Inc	Capital Projects	4,482.00	4,482.00



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Number	Vendor/Payee	Purpose		Amount
G-05588	First Advantage	Professional Services	31.50	31.50
G-05589	Debbie Davis	Programming Activities	132.00	132.00
G-05590	United Parcel Service	Postage	6.26	6.26
G-05591	Oklahoma Press Service	Library-related Services	161.00	161.00
G-05592	OL Service Professionals Inc	Maintenance of Facilities	2,089.08	2,089.08
G-05593	Office Depot Credit Plan	Supplies	135.35	
		Supplies	29.20	164.55
G-05594	Consolidated Plastics Co., Inc	Supplies	166.76	166.76
G-05595	AccuZip, Inc.	Postage	995.00	995.00
G-05596	Walmart Community/GEMB	Programming Activities	521.65	521.65
G-05597	Construction Building	Capital Projects	292.14	292.14
G-05598	John L. Hilbert	Programming Activities	75.70	
		Programming Activities	69.53	
		Programming Activities	87.86	233.09
G-05599	Preston Bell	Transportation	50.00	50.00
G-05600	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	12.00	12.00
G-05601	City Arts Center	Programming Activities	1,050.00	1,050.00
G-05602	Mathis Brothers Furniture	Furniture	635.90	635.90
G-05603	O'Reilly Automotive Stores,	Vehicle Parts & Repairs	11.49	
		Maintenance of Facilities	11.49	22.98
G-05604	Donna Morris	Parking & Transportation	450.00	450.00
G-05605	Downtown Tire & Auto Svc, Inc.	Gasoline & Oil	38.75	
		Vehicle Parts & Repairs	18.90	57.65
G-05606	Securitas Security USA, Inc.	Security Services	7,236.71	
		Security Services	5,188.35	12,425.06
G-05607	Chase Card Services	Books & Materials	135.95	135.95
G-05608	Juggle Whatever	Programming Activities	200.00	200.00
G-05609	Kone Inc	Maintenance of Facilities	865.00	865.00
G-05610	Cheryl Coleman	Transportation	12.21	12.21
G-05611	Veolia Energy Oklahoma City,	Veolia Energy Services	20,525.34	20,525.34
G-05612	Kiona Millirons	Programming Activities	100.00	
		Programming Activities	150.00	250.00
G-05613	Teresa Matthews	Supplies	275.64	
		Programming Activities	19.88	
		Programming Activities	92.50	
		Programming Activities	47.21	435.23
G-05614	Global Industrial Equipment	Supplies	211.05	211.05
G-05615	McBride Clinic, Inc.	Professional Services	124.00	124.00
G-05616	Joe H Shelton	Programming Activities	66.00	66.00
G-05617	H I S Paints	Maintenance of Facilities	49.43	49.43
G-05618	Chris Kennedy	Mileage	71.60	
		Transportation	115.44	187.04
G-05619	Metropolitan Library System	Professional Services	76.00	
		Automation Contractual	3.39	
		Postage	61.50	
		Supplies	25.94	
		Programming Activities	97.51	
		Programming Activities	19.49	
		Professional Services	76.00	
		Postage	41.00	
		Supplies	52.84	
		Programming Activities	21.21	

\*\* Continued \*\*

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Number	Vendor/Payee ** Continued **	Purpose	Amount	Amount
G-05619	Metropolitan Library System	Programming Activities	95.10	
		Programming Activities	55.75	625.73
G-05620	Bradford Industrial Suppl Corp	Maintenance of Facilities	67.00	67.00
G-05621	O G & E	Electrical Services	19,981.06	
		Electrical Services	4,422.26	24,403.32
G-05622	Oklahoma Natural Gas Co.	Gas Services	93.10	
		Gas Services	35.99	
		Gas Services	112.91	
		Gas Services	194.74	
		Gas Services	56.27	
		Gas Services	34.75	527.76
G-05623	City of Oklahoma City	Water & Garbage Services	135.70	
		Water & Garbage Services	44.01	
		Water & Garbage Services	591.03	770.74
G-05624	Brodart, Inc.	Supplies	1,478.40	1,478.40
G-05625	Southwestern Stationers, Inc.	Supplies	4.77	4.77
G-05626	Locke Supply Co.	Maintenance of Facilities	7.67	
		Maintenance of Facilities	89.24	96.91
G-05627	Dagwell Dixie Inc	Maintenance of Facilities	17.70	17.70
G-05628	Emsco Electric Supply	Maintenance of Facilities	15.26	15.26
G-05629	Demco	Supplies	188.65	
		Furniture	303.16	491.81
G-05630	Gaylord Bros.	Furniture	723.33	
		Equipment	331.09	1,054.42
G-05631	Gale Research	Materials	11,793.01	
		Materials	2,823.40	14,616.41
G-05632	City of Warr Acres	Water & Garbage Services	54.45	54.45
G-05633	AT&T	Telephone Services	140.38	140.38
G-05634	Baker & Taylor Books	Materials	1,329.69	1,329.69
G-05635	Donna Morris	Telephone Services	50.00	
		Telephone Services	50.00	100.00
G-05636	Central Oklahoma Winnelson	Maintenance of Facilities	248.71	248.71
G-05637	ABDO Publishing Company	Materials	6,262.60	6,262.60
G-05638	TDS Telecom	Telephone Services	1,289.84	1,289.84
G-05639	Recorded Books, LLC	Materials	1,850.21	1,850.21
G-05640	Scott Rice Co. - OKC	Furniture	4,169.22	4,169.22
G-05641	Gale Group	Materials	356.13	356.13
G-05642	Robert L. Hampton, Jr.-Charter	Maintenance of Facilities	500.00	500.00
G-05643	Spaces, Inc.	Furniture	1,237.20	
		Furniture	871.80	2,109.00
G-05644	Independent Stationers	Supplies	5.28	
		Supplies	174.17	
			65.78	245.23
G-05645	Library Video Co.	Materials	239.60	239.60
G-05646	Rosemary Czarski	Transportation	29.75	29.75
G-05647	Criss-Cross Numerical Direct.	Materials	9,391.93	9,391.93
G-05648	Liberty Flags Inc.	Supplies	134.40	134.40
G-05649	Solomon Bassoff	Capital Projects	12,300.00	12,300.00
G-05650	Diane Sarantakos	Travel Expenses	10.88	
		Transportation	133.31	144.19
G-05651	Random House, Inc	Materials	2,655.75	2,655.75



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Number	Vendor/Payee	Purpose		Amount
G-05652	Scott's Printing & Copying	Printing/Printing Supply	426.94	426.94
G-05653	Brilliance Corporation	Materials	1,764.78	1,764.78
G-05654	RSPT LLC	Materials	348.90	348.90
G-05655	Filtration Services Group, LLC	Maintenance of Facilities	81.36	
		Maintenance of Facilities	235.44	316.80
G-05656	Ingram Library Service	Materials	6,768.91	6,768.91
G-05657	Dana Morrow	Transportation	65.05	
		Transportation	55.28	120.33
G-05658	James E. Nimmo	Transportation	150.00	150.00
G-05659	Walker Companies	Supplies	40.50	40.50
G-05660	Audio Editions	Materials	1,705.15	1,705.15
G-05661	ALA - ALTAFF	Professional Services	49.00	49.00
G-05662	OverDrive, Inc fka	Materials	9,730.10	9,730.10
G-05663	Findaway World, LLC	Materials	5,098.25	5,098.25
G-05664	Tera McAmis	Transportation	16.10	16.10
G-05665	Fuelman	Gasoline & Oil	4,322.77	
		Vehicle Parts & Repairs	44.74	4,367.51
G-05666	Russell Interiors	Capital Projects	12,830.00	
		Furniture, Fixtures, Equip	1,658.21	14,488.21
G-05667	Chickasaw Telecom, Inc.	Capital Projects	19,493.22	
		Capital Projects	745.20	20,238.42
G-05668	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-05669	PAR Sprinkler, Inc.	Maintenance of Facilities	1,526.55	1,526.55
G-05670	AV Cafe Inc	Materials	1,084.24	1,084.24
G-05671	Ingram Library Service	Materials	1,510.29	1,510.29
G-05672	Jonathan W. LaPuzza	Security Services	375.00	375.00
G-05673	Melody A. Kellogg	Supplies	8.06	
		Furn, Fixtures, Equip	99.45	
		Supplies	17.98	125.49
G-05674	Bharathi Srinivasan	Programming Activities	200.00	200.00
G-05675	Kay L. Bauman	Other Commodities	60.00	60.00
G-05676	Critter Tales, Inc.	Programming Activities	150.00	150.00
G-05677	J & B Graphics	Furn., Fixtures, Equip.	3,811.82	3,811.82
G-05678	Oklahoma Building Services, Inc	Janitorial Service	25,166.98	
		Janitorial Services	3,606.15	
		Pest Control Service	1,015.00	
		Pest Control Service	450.00	
		Pest Control Service	205.00	
		Janitorial Services	1,604.40	
		Janitorial Services	1,951.67	
		Janitorial Services	75.00	34,074.20
G-05679	Evans Hardware	Maintenance of Facilities	20.76	
		Maintenance of Facilities	14.37	35.13
G-05680	Tracey Thompson	Mileage	105.45	105.45
G-05681	Batteries Sooner LLC	Maintenance of Facilities	71.96	
		Maintenance of Facilities	19.98	91.94
G-05682	Displays 2 Go	Equipment	853.62	853.62
G-05683	Kimberly Edwards	Programming Activities	48.41	48.41
G-05684	Heidi Johnson	Other Commodities	124.86	124.86
G-05685	Tesco Industries LP	Maintenance of Facilities	1,491.00	1,491.00
G-05686	Sharon A. Nolan	Programming Activities	254.33	
		Programming Activities	10.99	

\*\* Continued \*\*

General Fund F.Y. 11-12

Warrant Register

June 2012

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-05686	Sharon A. Nolan	Programming Activities	66.79 332.11
G-05687	Newsbank	Materials	46,746.00 46,746.00
G-05688	Kathryn Hatfield	Transportation	44.40 44.40
G-05689	Science Museum Oklahoma	Programming Activities	175.00
		Programming Activities	875.00
		Programming Activities	175.00
		Programming Activities	80.00 1,305.00
G-05690	B&S Quality Printing	Programming Activities	1,458.00 1,458.00
G-05691	MAC Systems, Inc.	Maintenance of Facilities	540.00
		Maintenance of Facilities	756.00
		Maintenance of Facilities	369.00 1,665.00
G-05692	Lauren BeHeau Gerfen	Programming Activities	138.90 138.90
G-05693	Amazon/GE Money Bank	Equipment	168.09
		Programming Supplies	39.60 207.69
G-05694	G. Patrick Riley	Programming Activities	175.00 175.00
G-05695	John Wood	Telephone Services	50.00 50.00
G-05696	Baker & Taylor Books	Materials	2,409.32 2,409.32
G-05697	Reduxion Theatre	Programming Activities	200.00 200.00
G-05698	Baker & Taylor Entertainment	Materials	2,370.95
		Materials	3,953.64 6,324.59
G-05699	Daniel Fields	Programming Activities	69.21
		Programming Activities	48.75
		Programming Activities	82.22
		Programming Activities	74.60
		Programming Activities	23.54
		Programming Activities	74.59
		Programming Activities	24.71
		Programming Activities	63.08
		Programming Activities	31.80 492.50
G-05700	Walmart Community/GEMB	Programming Activities	97.32 97.32
G-05701	CoolGreens	Other Commodities	85.00 85.00
G-05702	MetroFamily Magazine	Printing/Printing Supply	1,449.00 1,449.00
G-05703	Oyate	Programming Activities	2,083.20 2,083.20
G-05704	Oklahoma Basket Supply	Programming Activities	31.00 31.00
G-05705	Imagenation Promotional Group	Other Commodities	514.98
		Other Commodities	2,607.00
		Other Commodities	1,346.00
		Other Commodities	648.01 5,115.99
G-05706	Thomas P. Gallagher	Transportation	25.00 25.00
G-05707	Oklahoma City County Health	Programming Activities	750.00 750.00
G-05708	Darrie Breathwit	Programming Activities	48.23
		Mileage	57.64 105.87
G-05709	Susan H. Wood	Programming Activities	250.00
		Programming Activities	115.00 365.00
G-05710	Faith Centered Resources	Materials	20.00 20.00
G-05711	AT&T	Telephone Services	79.67 79.67
G-05712	Myers Landscape Management,	Maintenance of Facilities	1,445.00
		Maintenance of Facilities	1,205.00 2,650.00
G-05713	Cox Communications, Inc.	Telephone Service	12.86 12.86
G-05714	Christian Book Distributors	Books & Materials	38.97 38.97
G-05715	Securitas Security USA, Inc.	Security Services	7,345.85 7,345.85



General Fund F.Y. 11-12

Warrant Register

June 2012

Number	Vendor/Payee	Purpose	Amount
G-05716	Baker & Taylor Books	Materials	1,785.60
		Materials	1,245.44
		Materials	2,867.28
		Materials	4,561.18
		Materials	2,724.93
		Materials	5,360.82
		Materials	3,726.51
			22,271.76
G-05717	Baker & Taylor Books	Materials	1,382.55
		Materials	3,010.61
		Materials	3,432.99
			7,826.15
G-05718	Baker & Taylor Books	Materials	3,112.97
			3,112.97
G-05719	Patrick Williams	Other Commodities	168.00
			168.00
G-05720	Erika Sterling	Maintenance of Facilities	73.95
		Maintenance of Facilities	120.00
		Maintenance of Facilities	200.93
		Maintenance of Facilities	120.00
			514.88
G-05721	Kiona Millirons	Programming Activities	700.00
			700.00
G-05722	Baker & Taylor Entertainment	Materials	1,589.07
			1,589.07
G-05723	Chris Kennedy	Travel Expenses	7.80
			7.80
G-05724	Enye Media, LLC	Programming Activities	400.00
			400.00
G-05725	Kathy C. Brown	Programming Activities	43.75
			43.75
G-05726	Bank of Oklahoma	Payroll Transmittal-Chks	35,792.76
		Payroll Transmittal-Chks	18,930.63
			54,723.39
G-05727	Bank of Oklahoma	Federal Withholding Tax	56,683.85
		Federal Withholding Tax	5,565.00
			62,248.85
G-05728	Oklahoma Tax Commission	State Withholding Tax	16,748.00
		State Withholding Tax	1,217.00
			17,965.00
G-05729	Mun. Employees Credit Union	Employee Cr Union Deducts	11,687.51
		Employee Cr Union Deducts	87.50
			11,775.01
G-05730	United Way of Central Oklahoma	Employee Deductions	593.81
		Employee Deductions	63.83
			657.64
G-05731	Clerk, U.S. District	Employee Deductions	78.60
		Employee Deductions	78.60
		Employee Deductions	78.60
			235.80
G-05732	Morgan & Associates, P.C.	Employee Deductions	5.53
			5.53
G-05733	United States Treasury	Employee Deductions	50.50
			50.50
G-05734	Bank of America	Payroll Transmittal-DDep	310,029.58
		Payroll Transmittal-DDep	54,538.26
			364,567.84
G-05735	John Hardeman, Trustee	Employee Deductions	484.62
			484.62
G-05736	Nationwide Retirement Solution	Employee Deductions	6,894.44
			6,894.44
G-05737	Transamerica Life Insurance Co	Employee Deductions	385.68
			385.68
G-05738	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,597.96
			4,597.96
G-05739	Bank of Oklahoma	Employee Flexplan Deposit	14,027.53
			14,027.53
G-05740	Bank of Oklahoma	Employee Soc/Sec Deposits	20,680.81
		Employee Soc/Sec Deposits	3,581.66
		Employee Medicare Deposit	7,139.81
		Employee Medicare Deposit	1,236.53
		Employer Soc/Sec Deposits	35,815.86
		Employer Medicare Deposit	8,376.27
			76,830.94
G-05741	MassMutual Financial Group	Employee Contrib -- DC PI	18,079.32
		Employer Contrib -- DC PI	32,567.48
			50,646.80
G-05742	Oklahoma Guaranteed	Employee Deductions	156.04
			156.04

General Fund F.Y. 11-12

Warrant Register

June 2012

Number	Vendor/Payee	Purpose		Amount
G-05743	ODHS Oklahoma Centralized	Employee Deductions	488.90	488.90
G-05744	Randall S. Fudge	Employee Deductions	169.21	169.21
G-05745	Administrative Services	Employee Deductions	1,551.75	1,551.75
G-05746	Metropolitan Library System	Professional Services	114.00	
		Postage	15.40	
		Supplies	33.35	
		Programming Activities	78.54	
		Programming Activities	16.71	
		Programming Activities	65.19	
		Professional Services	114.00	
		Postage	14.53	
		Supplies	11.90	
		Programming Activities	39.34	
		Programming Activities	76.59	
		Programming Activities	49.64	
		Other Commodities	110.72	
		Other Commodities	99.77	839.68
G-05747	City of Midwest City, Inc.	Water & Garbage Services	1,155.12	1,155.12
G-05748	Bradford Industrial Suppl Corp	Maintenance of Facilities	508.37	508.37
G-05749	O G & E	Electrical Services	2,890.19	2,890.19
G-05750	Oklahoma Natural Gas Co.	Gas Services	117.53	117.53
G-05751	City of Oklahoma City	Water & Garbage Services	39.37	
		Water & Garbage Services	504.77	544.14
G-05752	Locke Supply Co.	Maintenance of Facilities	38.80	38.80
G-05753	Demco	Supplies	434.78	
		Supplies	189.72	
		Supplies	260.81	885.31
G-05754	Gaylord Bros.	Supplies	96.32	96.32
G-05755	Alma L. Brown	Programming Activities	55.04	55.04
G-05756	Standard Printing Co., Inc.	Supplies	495.00	
		Supplies	868.50	1,363.50
G-05757	Susie Beasley	Supplies	109.89	
		Supplies	160.94	
		Programming Activities	74.91	
		Programming Activities	122.41	468.15
G-05758	Donna Morris	Travel Expenses	881.46	881.46
G-05759	Karen Marriott	Travel Expenses	460.98	
		Travel Expenses	455.50	916.48
G-05760	CompSource Oklahoma	Worker's Comp Insurance	22,499.00	22,499.00
G-05761	Barbara Beasley	Other Commodities	254.00	
		Other Commodities	12.00	266.00
G-05762	Upstart	Programming Activities	23.45	23.45
G-05763	Reliance Label Solutions, Inc	Supplies	3,646.32	3,646.32
G-05764	Anne G. Fischer	Travel Expenses	302.70	
		Other Commodities	144.00	446.70
G-05765	AVID Products	Automation	2,615.98	2,615.98
G-05766	Rosemary Czarski	Professional Services	70.00	
		Travel Expenses	241.18	311.18
G-05767	Liberty Flags Inc.	Supplies	109.90	109.90
G-05768	Shawver & Son	Maintenance of Facilities	120.90	
		Maintenance of Facilities	190.73	311.63
G-05769	Francie Pendleton	Transportation	16.76	16.76



General Fund F.Y. 11-12

Warrant Register

June 2012

Number	Vendor/Payee	Purpose		Amount
G-05770	Carrier Enterprise, LLC-S.C.	Maintenance of Facilities	22.37	22.37
G-05771	Julie Ballou	Other Commodities	41.66	41.66
G-05772	Summit Mailing Systems, Inc.	Maintenance of Facilities	134.95	134.95
G-05773	Walker Companies	Programming Activities	144.00	144.00
G-05774	Lakeshore Learning Materials	Programming Supplies	216.98	
		Programming Activities	431.25	648.23
G-05775	Lynda G. Bahr	Telephone Services	70.00	
		Transportation	183.87	253.87
G-05776	Matthew Cotter	Telephone Services	35.00	35.00
G-05777	Kay L. Bauman	Travel Expenses	691.47	
		Travel Expenses	312.00	1,003.47
G-05778	Jimmy Welch	Transportation	84.03	84.03
G-05779	CDW Government, Inc.	Programming Activities	17,245.44	
		Automaiton	1,695.14	
		Automation	6,624.76	
		Automation	3,390.28	
		Automation	3,390.28	32,345.90
G-05780	Steve Crawford	Programming Activities	150.00	150.00
G-05781	ULINE	Programming	751.24	751.24
G-05782	Amazon/GE Money Bank	Programming Supplies	8.94	8.94
G-05783	Crowe & Dunlevy	Professional Services	1,184.00	1,184.00
G-05784	United Parcel Service	Postage	14.65	
		Postage	9.05	
		Postage	3.53	27.23
G-05785	Discount Office Items	Maintenance Supplies	395.92	395.92
G-05786	Dallas McLemore Striping, LLC	Capital Projects	627.50	627.50
G-05787	Southern Hardlines, Inc.	Maintenance of Facilities	49.16	
		Maintenance of Facilities	8.27	57.43
G-05788	Walmart Community/GEMB	Other Commodities	76.69	
		Programming Activities	18.90	
		Postage	18.00	
		Programming Activities	4.85	
		Programming Activities	6.35	124.79
G-05789	The Meadows	Automation Contractual	45.00	45.00
G-05790	Kimberly A Terry	Travel	284.00	
		Travel Expenses	63.25	347.25
G-05791	Metro Tech	Professional Services	1,500.00	1,500.00
G-05792	SLRS, Inc.	Programming Activities	209.00	209.00
G-05793	Melissa Weathers	Mileage	21.82	21.82
G-05794	Cintas Corporation 064	Maintenance of Facilities	533.83	533.83
G-05795	Kelley Hoffman	Transportation	30.83	30.83
G-05796	Cox Communications, Inc.	Telephone Service	10.06	10.06
G-05797	Securitas Security USA, Inc.	Security Services	7,360.98	7,360.98
G-05798	Maria Watkins	Transportation	16.76	16.76
G-05799	Stacy Schrank	Travel Expenses	555.25	555.25
G-05800	Denise D. Ryan	Transportation	245.98	245.98
G-05801	Knoll, Inc.	Capital Projects	17,503.74	17,503.74

Total of FY 11-12 Warrants Issued

\$ 2,969,800.46



Special Funds

Warrant Register

June 2012

Number	Vendor/Payee	Purpose		Amount
S-17604	Laurann M. Donahue	Lost & Paid Item Returned	13.00	13.00
S-17605	Timothy J. Wolf	Lost & Paid Item Returned	13.35	13.35
S-17606	Nime N. Aguru	Lost & Paid Item Returned	14.95	14.95
S-17607	Julie A. Herget	Lost & Paid Item Returned	14.80	14.80
S-17608	Shawn A. Sanders	Lost & Paid Item Returned	7.95	7.95
S-17609	Vanessa P. Cross	Lost & Paid Item Returned	24.90	24.90
S-17610	Jim T. Priest	Lost & Paid Item Returned	13.95	13.95
S-17611	Dedra D. Jones	Lost & Paid Item Returned	3.00	3.00
S-17612	Jamie L. Farha	Lost & Paid Item Returned	31.85	31.85
S-17613	Sky J. Elliott	Lost & Paid Item Returned	8.95	8.95
S-17614	Laken E. Wise	Lost & Paid Item Returned	10.95	10.95
S-17615	Mary Granger	Lost & Paid Item Returned	12.95	12.95
S-17616	Juliet M. Alavichen	Lost & Paid Item Returned	11.95	11.95
S-17617	Misty J. Montgomery	Lost & Paid Item Returned	26.00	26.00
S-17618	Emily Brashier	Lost & Paid Item Returned	3.00	3.00
S-17619	Coleman's Flowers LLC	NW Open House	500.00	500.00
S-17620	Walmart Community/GEMB	Open House NW	181.22	181.22
S-17621	Standley Systems	Copier Maintenance	76.20	
		Copier Maintenance	21.35	
		Copier Maintenance	45.55	
		Copier Maintenance	47.82	
		Copier Usage	249.89	
		Copier Usage	306.47	747.28
S-17622	ImageNet Consulting, LLC	Copier Maintenance	78.50	
		Copier Maintenance	36.00	
		Copier Maintenance	78.50	193.00
S-17623	Amazon/GE Money Bank	LET Summer Reading	869.97	
		123/LET/Summer Reading	1,087.65	1,957.62
S-17624	J. Michele Driver	Lost & Paid Item Returned	3.00	3.00
S-17625	Nha Trung Duong	Lost & Paid Item Returned	16.85	16.85
S-17626	Oklahoma Tax Commission	State Sales Tax-May	66.33	66.33
S-17627	Amy L Palumbo	Lost & Paid Item Returned	3.00	3.00
S-17628	Lucinda K. Stillinger	Lost & Paid Item Returned	9.95	9.95
S-17629	Katelyn A. Rusnack	Lost & Paid Item Returned	26.00	26.00
S-17630	Connie C. Peters	Lost & Paid Item Returned	31.95	31.95
S-17631	Caleb N. Dyer	Lost & Paid Item Returned	3.00	3.00
S-17632	Brianna L. Swafford	Lost & Paid Item Returned	3.00	3.00
S-17633	Martha K. Loney	Lost & Paid Item Returned	8.15	8.15
S-17634	Starla D. Smith	Lost & Paid Item Returned	12.55	12.55
S-17635	Brighton L. Hutton	Lost & Paid Item Returned	22.20	22.20
S-17636	Rinn M. Kersh	Lost & Paid Item Returned	3.00	3.00
S-17637	Donye V. Robinson	Lost & Paid Item Returned	8.95	8.95
S-17638	Jennifer A. Lay	Lost & Paid Item Returned	9.95	9.95
S-17639	Vivian Isobel Suhrstedt	Lost & Paid Item Returned	3.00	3.00
S-17640	Becky R. Schubert	Lost & Paid Item Returned	6.00	6.00
S-17641	Christina M. Finefrock	Lost & Paid Item Returned	14.45	14.45
S-17642	Ramiro Salinas	Lost & Paid Item Returned	10.95	10.95
S-17643	Angela A. Marler	Lost & Paid Item Returned	11.75	11.75
S-17644	Nashville Public Library	Gifts & Books Lost Acct	61.44	61.44
S-17645	Tina Z. Shaw	Lost & Paid Item Returned	3.00	3.00
S-17646	W. Jeanie Johnson	Lost & Paid Item Returned	11.95	11.95
S-17647	Ada Berry	Lost & Paid Item Returned	97.00	97.00



Special Funds

Warrant Register

June 2012

Number	Vendor/Payee	Purpose		Amount
S-17648	Metropolitan Library System	Transfer of fines & Fees	28,000.00	28,000.00
S-17649	Oklahoma Tax Commission	State Sales Tax-May	739.11	739.11
S-17650	Imagination Promotional Group	12/Friends Open House NW	66.28	66.28
S-17651	Baker & Taylor Books	Materials	99.26	99.26
S-17652	American Express	Summer at the Library	1,490.00	1,490.00
S-17653	Amazon/GE Money Bank	12/LET/Summer Reading	415.12	415.12
S-17654	Imagination Promotional Group	12/LET/NW Grand Opening	1,064.97	
		12/LET/NW Grand Opening	826.28	1,891.25
S-17655	Brenda L. Caskey	Lost & Paid Item Returned	4.95	4.95
S-17656	Amber A. Steele	Lost & Paid Item Returned	8.15	8.15
S-17657	Connie L. Standridge	Lost & Paid Item Returned	27.75	27.75
S-17658	Virginia R. Gurney	Lost & Paid Item Returned	17.95	17.95
S-17659	Traci L. Nyberg	Lost & Paid Item Returned	9.55	9.55
S-17660	Julie Watson	Lost & Paid Item Returned	13.95	13.95
S-17661	Leslie C. Ball	Lost & Paid Item Returned	7.65	7.65
S-17662	Jolie B. Ta	Lost & Paid Item Returned	3.00	3.00
S-17663	Elizabeth L. Shultz	Lost & Paid Item Returned	39.95	39.95
S-17664	Sierra L. Lawson	Lost & Paid Item Returned	6.95	6.95
S-17665	Mark J. Grissom	Lost & Paid Item Returned	3.00	3.00
S-17666	Eric A. Carnell	Lost & Paid Item Returned	34.90	34.90
S-17667	Hannah J. Rath	Lost & Paid Item Returned	8.95	8.95
S-17668	Carolyn S. Dye	Lost & Paid Item Returned	3.00	3.00
S-17669	Kolby J. Gill	Lost & Paid Item Returned	3.00	3.00
S-17670	Adan G. Ortiz	Lost & Paid Item Returned	3.00	3.00
S-17671	Rachel G. Sine	Lost & Paid Item Returned	3.00	3.00
S-17672	Sayed A. Nazir	Lost & Paid Item Returned	3.00	3.00
S-17673	Meadow M. Vanmeter	Lost & Paid Item Returned	8.95	8.95
S-17674	Kriston N. Ahlefeld	Lost & Paid Item Returned	29.90	29.90
S-17675	Joshua R. Dalrymple	Lost & Paid Item Returned	19.95	19.95
S-17676	Caleb S.L. Jefferson	Lost & Paid Item Returned	7.95	7.95
S-17677	Jovanna Perez	Lost & Paid Item Returned	13.35	13.35
S-17678	Shilah D. Seale	Lost & Paid Item Returned	3.00	3.00
S-17679	Sandpoint Branch	Gifts & Books Lost Acct.	8.63	8.63
S-17680	Karen Y. Stephens	Lost & Paid Item Returned	16.95	16.95
S-17681	Laurie A. Davidson	Lost & Paid Item Returned	3.00	3.00
S-17682	Janet B. Banks	Lost & Paid Item Returned	3.00	3.00
S-17683	Damian L. Stanart	Lost & Paid Item Returned	9.00	9.00
S-17684	Metropolitan Library System	Transfer of Fines & Fees	54,000.00	54,000.00
S-17685	Chase Card Services	Fines Account	119.90	119.90
S-17686	Derovations Corporation	12/Bench & Bike Rack	1,409.00	1,409.00
S-17687	Standley Systems	Copier Maintenance	9.82	9.82
S-17688	Metropolitan Library System	Garden Restoration	830.07	830.07
S-17689	Ingram Library Service	Materials	204.24	204.24
S-17690	Chase Card Services	LET Summer Reading	1,449.95	
		LET Summer Reading	1,490.00	
		12/LET/Summer Reading	75.38	3,015.33
S-17691	Hannah M. Sherwin	Lost & Paid Item Returned	11.00	11.00
S-17692	Sharon A. Nolan	Lost & Paid Item Returned	24.95	24.95
S-17693	Mid-Continent Public Library	Books Lost Account	14.95	14.95
S-17694	Becky R. Schubert	Lost & Paid Item Returned	3.00	3.00
S-17695	Nathan J Porcelli	Lost & Paid Item Returned	25.95	25.95
S-17696	James R Purcell	Lost & Paid Item Returned	26.15	26.15



Special Funds

Warrant Register

June 2012

Number	Vendor/Payee	Purpose		Amount
S-17697	Rhoda R Sutton	Lost & Paid Item Returned	3.00	3.00
S-17698	Sally S Riesenber	Lost & Paid Item Returned	4.10	4.10
S-17699	Tony M Davis	Lost & Paid Item Returned	3.00	3.00
S-17700	Julian L Carlton	Lost & Paid Item Returned	12.85	12.85
S-17701	Kathryn E Soucek	Lost & Paid Item Returned	6.00	6.00
S-17702	Bushra S Muneer	Lost & Paid Item Returned	18.50	18.50
S-17703	Dallas Public Library	Books Lost Account	14.00	14.00
S-17704	Christie J. Lanham	Lost & Paid Item Returned	3.00	3.00
S-17705	ImageNet Consulting, LLC	Copier Maintenance	41.20	41.20
S-17706	Baker & Taylor Books	Materials	90.90	90.90
S-17707	David L. Phelps	10/LET/ RE Statuary	4,500.00	4,500.00
S-17708	Grace Castleberry	Lost & Paid Item Returned	3.00	3.00
S-17709	Micah A. Stirling	Lost & Paid Item Returned	13.00	13.00
S-17710	Jina B. Tolle	Lost & Paid Item Returned	3.00	3.00
S-17711	Jordan D. Hutchison	Lost & Paid Item Returned	20.00	20.00
S-17712	Lindsay W. Hobbs	Lost & Paid Item Returned	3.00	3.00
S-17713	Samuel K. Miller	Lost & Paid Item Returned	72.75	72.75
S-17714	Zachary A. Lange	Lost & Paid Item Returned	15.95	15.95
S-17715	Jana L. Lewallen	Lost & Paid Item Returned	11.95	11.95
S-17716	Wilma J. Anderson-Wright	Lost & Paid Item Returned	14.38	14.38
S-17717	Amanda Walker	Lost & Paid Item Returned	3.00	3.00
S-17718	Chris A. Pope	Lost & Paid Item Returned	5.40	5.40
S-17719	Darius R. Packer	Lost & Paid Item Returned	17.95	17.95
S-17720	Anita I. Minera	Lost & Paid Item Returned	39.95	39.95
S-17721	Sam D. Baker	Lost & Paid Item Returned	3.00	3.00
S-17722	Sue Wood	Lost & Paid Item Returned	3.00	3.00
S-17723	Jennifer A. Hanks	Lost & Paid Item Returned	23.30	23.30
S-17724	Malia K. Allen	Lost & Paid Item Returned	3.00	3.00
S-17725	So Yon Cho	Lost & Paid Item Returned	3.00	3.00
S-17726	Valerie L. Sisk	Lost & Paid Item Returned	13.95	13.95
S-17727	Andrew J. Dudleson	Lost & Paid Item Returned	9.65	9.65
S-17728	Annie L. Griffin	Lost & Paid Item Returned	3.00	3.00
S-17729	S & S Promotions, Inc.	12friends/Presenting Info	232.95	232.95

Total of Special Funds Warrants Issued \$ 102,173.58

I, Donna Morris, certify that:

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

  
Donna Morris, Executive Director

7-13-12  
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

7-12-12  
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: SIGNAGE FOR SOUTHERN OAKS LIBRARY**

To be provided for in the FY2012-13 budget is the request for Signage for the Southern Oaks Library.

Specifications were prepared and bids were let for 15 days and advertised for two days in The Oklahoman. Bid packets were provided to 4 prospective bidders and 1 plan room.

A pre-bid conference was held on July 3<sup>rd</sup>. No vendors attended.

Bids were received and publicly opened on July 11<sup>th</sup>. Two vendors responded.

<b>Vendor</b>	<b>Total Bid</b>
J and B Graphics	\$19,499.40
ASI Signage	\$35,101.05

### **RECOMMENDATION:**

That the Commission approve the purchase of the Signage and from J&B Graphics in the amount of \$19,499.40. Funding for the purchase will be provided for in the FY2012-13 budget, account 408.



## **REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

### **Commission Elected Candidates to the Library Endowment Trust Board**

As discussed at the April 2012 Commission meeting, a majority of the Trustees for the Library Endowment Trust (LET) are to be appointed by the Metropolitan Library Commission.

The change in the LET bylaws required the trust to determine which of the current trustees were Commission appointees. The commission suggested that they should approve the entire group of library commission appointees in July so that we are in accordance with the LET bylaws.

In addition, as requested, we have attached detailed biographies for each of the sitting Trust members who have been designated as Commission appointees.

### **COMMISSION ACTION:**

That the Commission approves the appointments of the attached list of Library Endowment Trust members as commission appointees to the trust.

Library Endowment Trust – Commission-Elected Trustees biographical information

<i>Board member</i>	<i>Joined LET</i>	<i>Term expires</i>	<i>Area of expertise</i>
<b>Brian T. Alford</b> Director of Corporate Communications OGE Energy Corp Spouse: Ronita Alford	2007	2013	Marketing/PR

Brian Alford serves as Managing Director of Public Affairs for OGE Energy Corp. In his role, Brian oversees areas such as corporate communications, community affairs and economic development.

A native Texan, Brian previously served as Director of Marketing and Public Relations for Children's Medical Center of Dallas. He also has worked as a public information officer for the City of Irving, Texas, and as a senior account executive for the international public relations firm of Hill and Knowlton. He also served as an assistant sergeant-at-arms in the Texas House of Representatives and as legislative director for a member of the Texas House.

In the community, he serves as a trustee for the Metropolitan Library Endowment Trust, a board member of the Myriad Garden Foundation and as a member of the Executive Council of the Jim Thorpe Association, serving on the selection committee for the Jim Thorpe Award, which honors college football's most outstanding defensive back. He also is a member of Oklahoma City Rotary Club 29.

Brian and his wife, Ronita, have a son, Bryce, 15, and live in the Deer Creek area of northwest Oklahoma City.

<i>Board member</i>	<i>Joined LET</i>	<i>Term expires</i>	<i>Area of expertise</i>
<b>David Carpenter</b> President American Fidelity Assurance Spouse: Sharon Carpenter	2002	2014	Investments

Dave Carpenter has been with American Fidelity Assurance Company for 35 years. Dave was hired as a result of an audit recommendation and was AFA's first GAAP accountant. Dave was later promoted to Supervisor of Accounting and eventually to CFO in 1998. In 2002 Dave was promoted to the Office of the Chairman and Chief Operating Officer. In 2003 Dave also assumed the duties of Interim President of the

## Library Endowment Trust – Commission-Elected Trustees biographical information

Association Worksite Division. Dave was elected President and Chief Operating Officer of AFA on September 1, 2009.

Dave's community activities include Board service to The United Way of Central Oklahoma, Leadership Oklahoma City, the Last Frontier Council of the Boy Scouts of America, the Oklahoma City Metropolitan Library Endowment Trust, the Oklahoma City Boathouse Foundation and the Oklahoma Blood Institute.

Dave received his Bachelor of Arts in Business Administration from the University of South Dakota. Dave is a Certified Public Accountant, a FINRA Registered Principal, a licensed insurance agent, and has earned his FLMI designation (Fellow, Life Management Institute).

Dave has been married to his wife, Sharon, for 39 years. They have two adult daughters and five grandchildren.

<i>Board member</i>	<i>Joined LET</i>	<i>Term expires</i>	<i>Area of expertise</i>
<b>Robert Clements</b> President Clements Foods Company Spouse: Sody Clements	2008	2014	Fundraising

Robert Clements is a native Oklahoman. He is Executive Vice-President of Clements Foods Co., a family owned processor of condiments. He is President Elect of the Oklahoma City Rotary Club, and a board member of the United Way and the Regional Food Bank. He is a past president and board member of the Oklahoma City Philharmonic. He and his wife, Sody, have two sons, William and Robert. The family attends All Souls' Episcopal Church, where Robert has served on the Vestry and as Junior and Senior Warden.



Library Endowment Trust – Commission-Elected Trustees biographical information

<i>Board member</i>	<i>Joined LET</i>	<i>Term expires</i>	<i>Area of expertise</i>
<b>David Durrett</b> Chairman and CEO The First State Bank Spouse: Druanne Durrett	2000	2015	Investments

David Durrett has been a banker in Oklahoma City for over 35 years. He started at Fidelity/Bank of Oklahoma in 1972, and he has bought or started three banks in the OKC area during his career. He currently serves as Chairman and CEO of The First State Bank in OKC.

David has his undergrad degree from Oklahoma State University, graduate degree in Business from University of Central Oklahoma, and his graduate degree in banking from Stonier School of Banking at Rutgers University. He has served on the United Way Board, been president of Quail Creek Country Club, and is currently on the Oklahoma Bankers Association Board and the Chance To Change Board.

<i>Board member</i>	<i>Joined LET</i>	<i>Term expires</i>	<i>Area of expertise</i>
<b>Karleen Krywucki</b> Director, Major Tenant Leasing Price Edwards & Company Spouse: Michael Krywucki	1996	2014	Investments

Karleen Krywucki is the Director of Major Retail tenant leasing at Price Edwards & Company and has been in this position for 23 years working with national retailers expanding into the state of Oklahoma or disposing of their retail buildings here. She has served on the Commercial Real Estate council as President and is a member of the International Council of Shopping Centers.

Karleen and her husband Mike are active members of All Souls Episcopal Church where she is a layreader.

Library Endowment Trust – Commission-Elected Trustees biographical information

<i>Board member</i>	<i>Joined LET</i>	<i>Term expires</i>	<i>Area of expertise</i>
<b>Lana Lopez</b> Community Volunteer Spouse: Dave Lopez	2010	2013	Fundraising

Lana Lopez currently serves as a community volunteer on the following boards: Advisory Board Member - Oklahoma University Breast Institute and the Library Endowment Trust Trustee. She has previously served on the following boards: Lyric Theatre, Calm Waters and Impact Oklahoma. She has co-chaired the Literary Voices dinner, Juliette Low Leadership luncheon, Wine, Women and Shoes event, Herat Arrhythmia Institute luncheon, Calm Waters Anniversary.

<i>Board member</i>	<i>Joined LET</i>	<i>Term expires</i>	<i>Area of expertise</i>
<b>Marcy Price</b> Program Director Jewish Federation of Greater OKC Spouse: Louis Price	2011	2014	Marketing/PR

Marcy Price enjoys working in the non-profit sector in OKC and in her position as the Program Director for the Jewish Federation. In this capacity for the past 14 years, she has had the opportunity to design and implement adult education programs, community outreach events, monthly senior cultural programs, an annual book discussion group, oral history projects, a summer day camp and most recently - a family based early literacy program, called PJ Library.

She enjoyed serving this year as the Co-Chair for the Young at Art Mart tent during the OKC Arts Festival. She coordinates canned food drives and volunteers for the OKC Regional Food Bank and Infant Crisis Center among her Camp Chaverim staff and campers. She stays in touch and involved with the alumni groups for both Leadership OKC and Leadership Oklahoma.

Library Endowment Trust – Commission-Elected Trustees biographical information

<i>Board member</i>	<i>Joined LET</i>	<i>Term expires</i>	<i>Area of expertise</i>
<b>Mary Price</b> Community Volunteer Spouse: Bill Price	2006	2015	Marketing/PR

Mary Price considers it a privilege to serve on the Library Endowment Trust and be part of such an important mission. Libraries and books are the bedrock of civilization, and, as an avid reader, one of her favorite places. Her professional and community involvement have always revolved around books. As a creative writing teacher at Rose State College, as a volunteer tutor in the Public School system and as editor of the Junior League magazine. She has served on several Boards, including the Executive Women's Club, Downtown Now, Oklahoma City Bar Auxiliary and Lyric Theatre (President 2003) and just finished her term as president of the Library Endowment Trust. She is a writer (of short stories, articles and plays) a member of Second Sight Book club, and a big fan of the Metropolitan Library System.

<i>Board member</i>	<i>Joined LET</i>	<i>Term expires</i>	<i>Area of expertise</i>
<b>Heather Ross</b> Community Volunteer Spouse: Bob Ross	2011	2014	Fundraising

Heather Ross resides in Oklahoma City with her husband, Bob, and their two children, Lilly and Frank. She actively volunteers with her church, her children's school, University of Oklahoma, and on numerous committees for various non-profit organizations. She is currently a board member of The Library Endowment Trust and The Kennedy Center Touring Cast.



Library Endowment Trust – Commission-Elected Trustees biographical information

<i>Board member</i>	<i>Joined LET</i>	<i>Term expires</i>	<i>Area of expertise</i>
<b>Jane Thompson</b> Community Volunteer Spouse: David Thompson	2010	2013	Fundraising

Jane Thompson was born and raised in Oklahoma City and enjoys volunteering in the community. Some of the current boards she serves on are: Civic Center Foundation Board, Friends of the OU Breast Institute Executive Board, Impact Oklahoma Executive Board.

She is currently co-chairing the Allied Arts OPUS event which will take place in October 2012. She is also co-chairing the United Way Women's Leadership Society, and is working with the Juliette Low Society, Heart Rhythm Institute, YWCA, and Integris Circle of Friends and Literary Voices.

<i>Board member</i>	<i>Joined LET</i>	<i>Term expires</i>	<i>Area of expertise</i>
<b>Craig Woodruff</b> Treasurer -- North America Archer Well Company Spouse: Michelle Woodruff	2012	2015	Accounting

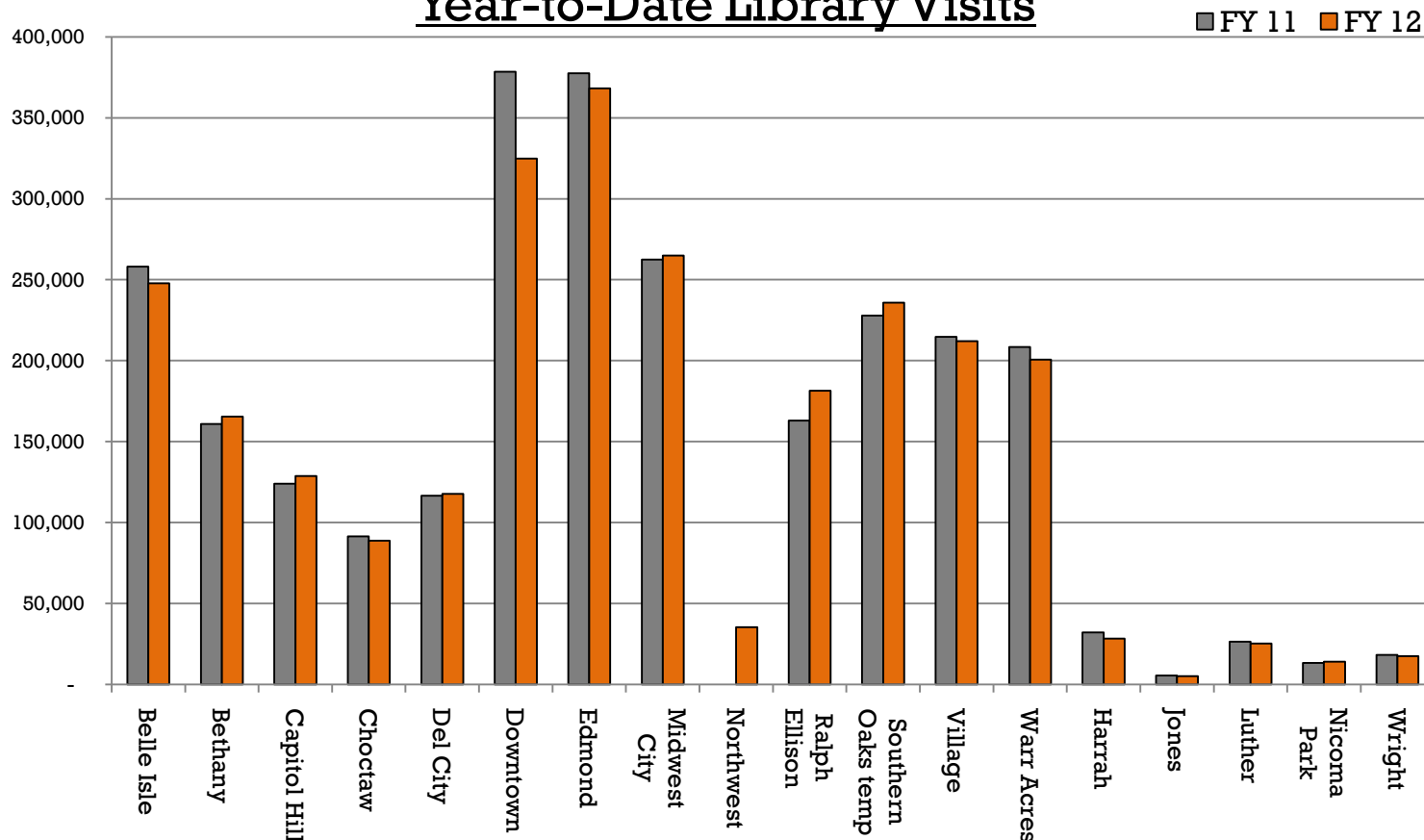
Craig Woodruff is a native Oklahoman raised in both Oklahoma City and Tulsa, a graduate of Oklahoma State University and Oklahoma City University's Meinders School of Business. He and his wife, Michelle, have 3 children, ages 6, 5 and 1, and they live in Northwest OKC. He has worked in the energy sector for almost 10 years and currently serves as Treasurer for Archer Well Company, overseeing the company's treasury, cash and finance functions for North America. He is actively involved in the community through board service, current and past, with local schools and community development organizations that seek to improve our city and state through the advancement of education and learning.

# MLS Library Visits

July 1, 2011 - June 30, 2012 (100.00% of the 11-12 Fiscal Year)

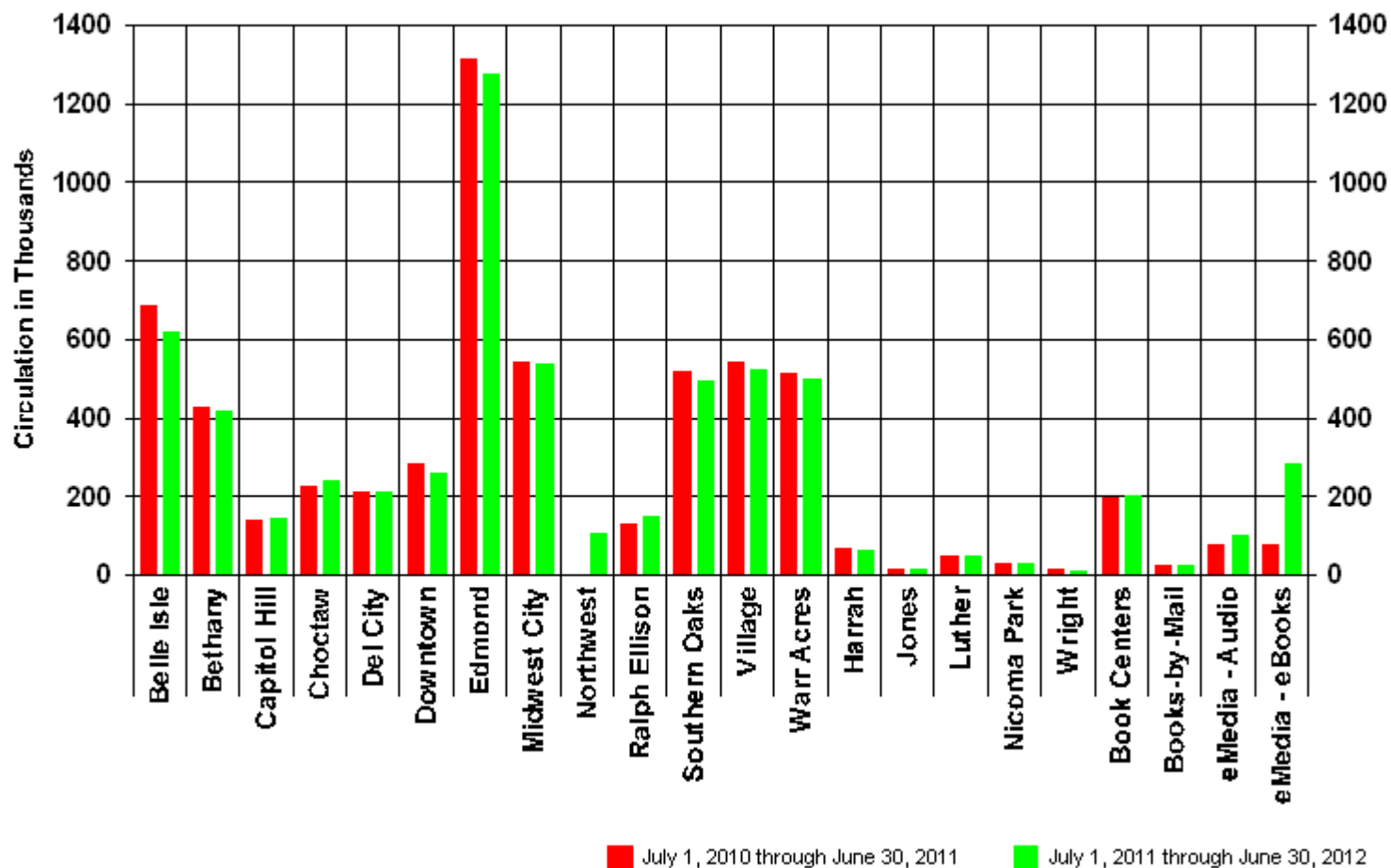
June	FY 11		FY 12		Pct. Change	
<u>Library</u>	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>
Belle Isle	20,693	258,078	19,344	247,813	-6.5%	-4.0%
Bethany	17,438	160,780	17,694	165,419	1.5%	2.9%
Capitol Hill	11,980	124,030	11,965	128,670	-0.1%	3.7%
Choctaw	9,047	91,358	9,504	88,760	5.1%	-2.8%
Del City	11,395	116,535	13,412	117,622	17.7%	0.9%
Downtown	35,285	378,520	27,631	324,852	-21.7%	-14.2%
Edmond	41,051	377,467	38,864	368,240	-5.3%	-2.4%
Midwest City	28,437	262,444	25,399	264,951	-10.7%	1.0%
Northwest	N/A	N/A	26,788	35,270	N/A	N/A
Ralph Ellison	16,663	163,028	19,205	181,405	15.3%	11.3%
Southern Oaks temp	22,790	227,878	22,064	235,856	-3.2%	3.5%
Village	22,547	214,693	18,814	212,017	-16.6%	-1.2%
Warr Acres	21,813	208,412	16,905	200,686	-22.5%	-3.7%
Harrah	2,795	32,050	2,584	28,305	-7.5%	-11.7%
Jones	519	5,514	482	5,092	-7.2%	-7.6%
Luther	2,732	26,360	2,256	25,243	-17.4%	-4.2%
Nicoma Park	1,362	13,213	1,706	14,064	25.3%	6.4%
Wright	1,634	18,194	1,507	17,379	-7.8%	-4.5%
<b>Total</b>	<b>268,179</b>	<b>2,678,553</b>	<b>276,123</b>	<b>2,661,643</b>	<b>3.0%</b>	<b>-0.6%</b>

## Year-to-Date Library Visits



## **Circulation Gains and Losses**

**July 1, 2011 through June 30, 2012 (100.00% of the 11-12 Fiscal Year)**





## **Circulation Gains and Losses**

**July 1, 2011 through June 30, 2012 (100.00% of the 11-12 Fiscal Year)**

<b>JUNE 30, 2012</b>		<b>ADULT MONTH</b>	<b>ADULT YEAR</b>	<b>JUVENILE MONTH</b>	<b>JUVENILE YEAR</b>	<b>TOTAL MONTH</b>	<b>TOTAL YEAR</b>	<b>%</b>
Belle Isle	11	43226	521871	18967	162061	62193	683932	
	12	36072	462487	15335	154237	51407	616724	
		<b>-7154</b>	<b>-59384</b>	<b>-3632</b>	<b>-7824</b>	<b>-10786</b>	<b>-67208</b>	<b>-9.8</b>
Bethany	11	27988	297071	18646	131259	46634	428330	
	12	25532	283538	16047	133872	41579	417410	
		<b>-2456</b>	<b>-13533</b>	<b>-2599</b>	<b>2613</b>	<b>-5055</b>	<b>-10920</b>	<b>-2.5</b>
Capitol Hill	11	9410	90753	6858	47945	16268	138698	
	12	8507	88874	7858	55695	16365	144569	
		<b>-903</b>	<b>-1879</b>	<b>1000</b>	<b>7750</b>	<b>97</b>	<b>5871</b>	<b>4.2</b>
Choctaw	11	13962	140113	11617	84213	25579	224326	
	12	13602	144332	13459	96499	27061	240831	
		<b>-360</b>	<b>4219</b>	<b>1842</b>	<b>12286</b>	<b>1482</b>	<b>16505</b>	<b>7.4</b>
Del City	11	13767	148848	8371	64032	22138	212880	
	12	14292	149627	8174	61882	22466	211509	
		<b>525</b>	<b>779</b>	<b>-197</b>	<b>-2150</b>	<b>328</b>	<b>-1371</b>	<b>-.6</b>
Downtown	11	19581	214340	9266	68078	28847	282418	
	12	14969	193316	6918	63694	21887	257010	
		<b>-4612</b>	<b>-21024</b>	<b>-2348</b>	<b>-4384</b>	<b>-6960</b>	<b>-25408</b>	<b>-9.0</b>
Edmond	11	68786	759762	75722	553224	144508	1312986	
	12	63429	706487	72461	567781	135890	1274268	
		<b>-5357</b>	<b>-53275</b>	<b>-3261</b>	<b>14557</b>	<b>-8618</b>	<b>-38718</b>	<b>-2.9</b>
Midwest City	11	34827	390623	20569	152401	55396	543024	
	12	32472	370628	20624	164930	53096	535558	
		<b>-2355</b>	<b>-19995</b>	<b>55</b>	<b>12529</b>	<b>-2300</b>	<b>-7466</b>	<b>-1.4</b>
Northwest	11	0	0	0	0	0	0	
	12	40151	50321	43873	54921	84024	105242	
		<b>40151</b>	<b>50321</b>	<b>43873</b>	<b>54921</b>	<b>84024</b>	<b>105242</b>	<b>100.0</b>
Ralph Ellison	11	10500	96416	5083	31082	15583	127498	
	12	10266	109348	6024	39600	16290	148948	
		<b>-234</b>	<b>12932</b>	<b>941</b>	<b>8518</b>	<b>707</b>	<b>21450</b>	<b>16.8</b>
Southern Oaks	11	31036	378697	16704	140807	47740	519504	
	12	28507	347877	16209	146486	44716	494363	
		<b>-2529</b>	<b>-30820</b>	<b>-495</b>	<b>5679</b>	<b>-3024</b>	<b>-25141</b>	<b>-4.8</b>
Village	11	34270	372953	22766	168142	57036	541095	
	12	26346	356130	16426	166854	42772	522984	
		<b>-7924</b>	<b>-16823</b>	<b>-6340</b>	<b>-1288</b>	<b>-14264</b>	<b>-18111</b>	<b>-3.3</b>
Warr Acres	11	35169	364169	20417	150183	55586	514352	
	12	25238	351714	11527	145154	36765	496868	
		<b>-9931</b>	<b>-12455</b>	<b>-8890</b>	<b>-5029</b>	<b>-18821</b>	<b>-17484</b>	<b>-3.4</b>

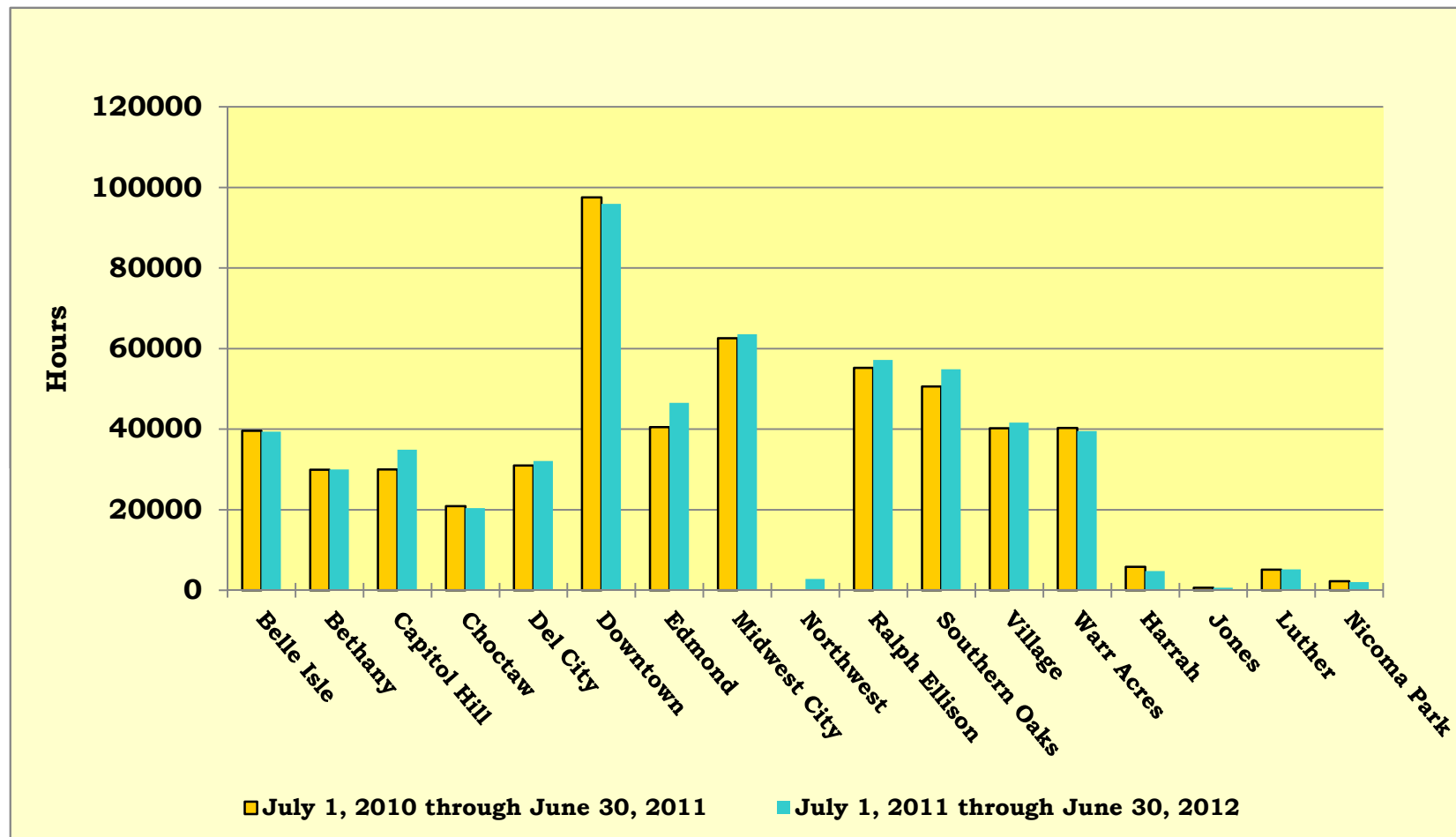
## **Circulation Gains and Losses**

**July 1, 2011 through June 30, 2012 (100.00% of the 11-12 Fiscal Year)**

<b>JUNE 30, 2012</b>		<b><u>ADULT MONTH</u></b>	<b><u>ADULT YEAR</u></b>	<b><u>JUVENILE MONTH</u></b>	<b><u>JUVENILE YEAR</u></b>	<b><u>TOTAL MONTH</u></b>	<b><u>TOTAL YEAR</u></b>	<b><u>%</u></b>
<b><u>EXTENSION LIBRARIES:</u></b>								
Harrah	11	4348	46990	2575	21237	6923	68227	
	12	3837	44231	2421	19295	6258	63526	
		<b>-511</b>	<b>-2759</b>	<b>-154</b>	<b>-1942</b>	<b>-665</b>	<b>-4701</b>	<b>-6.9</b>
Jones	11	911	10002	947	5922	1858	15924	
	12	637	8574	859	5036	1496	13610	
		<b>-274</b>	<b>-1428</b>	<b>-88</b>	<b>-886</b>	<b>-362</b>	<b>-2314</b>	<b>-14.5</b>
Luther	11	3318	33798	2425	13357	5743	47155	
	12	2848	33502	2177	15322	5025	48824	
		<b>-470</b>	<b>-296</b>	<b>-248</b>	<b>1965</b>	<b>-718</b>	<b>1669</b>	<b>3.5</b>
Nicoma Park	11	1884	23238	946	6218	2830	29456	
	12	1848	20148	1156	6572	3004	26720	
		<b>-36</b>	<b>-3090</b>	<b>210</b>	<b>354</b>	<b>174</b>	<b>-2736</b>	<b>-9.3</b>
Wright	11	996	11435	597	4060	1593	15495	
	12	793	8571	695	3679	1488	12250	
		<b>-203</b>	<b>-2864</b>	<b>98</b>	<b>-381</b>	<b>-105</b>	<b>-3245</b>	<b>-20.9</b>
<b><u>OTHER:</u></b>								
Book Centers	11	10174	122393	6440	76340	16614	198733	
	12	10599	125725	6302	75428	16901	201153	
		<b>425</b>	<b>3332</b>	<b>-138</b>	<b>-912</b>	<b>287</b>	<b>2420</b>	<b>1.2</b>
Books-by-Mail	11	2016	23104	0	0	2016	23104	
	12	2141	24593	0	0	2141	24593	
		<b>125</b>	<b>1489</b>	<b>0</b>	<b>0</b>	<b>125</b>	<b>1489</b>	<b>6.4</b>
eMedia - Audio	11	8207	79282	0	0	8207	79282	
	12	9103	99937	0	0	9103	99937	
		<b>896</b>	<b>20655</b>	<b>0</b>	<b>0</b>	<b>896</b>	<b>20655</b>	<b>26.1</b>
eMedia - eBooks	11	14705	76638	0	0	14705	76638	
	12	31225	280912	0	0	31225	280912	
		<b>16520</b>	<b>204274</b>	<b>0</b>	<b>0</b>	<b>16520</b>	<b>204274</b>	<b>266.5</b>
TOTALS	11	389081	4202496	248916	1880561	637997	6083057	
	12	402414	4260872	268545	1976937	670959	6237809	
		<b>13333</b>	<b>58376</b>	<b>19629</b>	<b>96376</b>	<b>32962</b>	<b>154752</b>	<b>2.5</b>

## Total Computer Hours Used by Library

July 1, 2011 through June 30, 2012 (100.00% of the 11-12 Fiscal Year)





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## Total Computer Usage

**July 1, 2011 through June 30, 2012 (100.00% of the 11-12 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	11	252		4,608		3,513.45		4,328		51,816		39,610.57	
	12	206		3,698		3,115.84		4,294		49,558		39,410.91	
		<b>-46</b>	<b>-18.3</b>	<b>-910</b>	<b>-19.7</b>	<b>-397.61</b>	<b>-11.3</b>	<b>-34</b>	<b>-.8</b>	<b>-2,258</b>	<b>-4.4</b>	<b>-199.66</b>	<b>-.5</b>
BETHANY	11	235		3,280		2,640.88		3,418		37,726		29,898.14	
	12	215		3,570		2,778.57		3,600		38,148		30,013.74	
		<b>-20</b>	<b>-8.5</b>	<b>290</b>	<b>8.8</b>	<b>137.69</b>	<b>5.2</b>	<b>182</b>	<b>5.3</b>	<b>422</b>	<b>1.1</b>	<b>115.60</b>	<b>.4</b>
CAPITOL HILL	11	238		3,829		2,833.64		3,372		38,043		30,026.92	
	12	250		4,321		3,375.65		3,891		43,019		34,868.63	
		<b>12</b>	<b>5.0</b>	<b>492</b>	<b>12.8</b>	<b>542.01</b>	<b>19.1</b>	<b>519</b>	<b>15.4</b>	<b>4,976</b>	<b>13.1</b>	<b>4,841.71</b>	<b>16.1</b>
CHOCTAW	11	82		1,711		1,964.45		1,732		21,316		20,860.38	
	12	118		1,697		1,709.96		1,778		19,398		20,414.07	
		<b>36</b>	<b>43.9</b>	<b>-14</b>	<b>-.8</b>	<b>-254.49</b>	<b>-13.0</b>	<b>46</b>	<b>2.7</b>	<b>-1,918</b>	<b>-9.0</b>	<b>-446.31</b>	<b>-2.1</b>
DEL CITY	11	166		3,702		2,961.01		3,152		36,474		31,005.33	
	12	218		3,969		2,959.26		3,197		40,335		32,120.11	
		<b>52</b>	<b>31.3</b>	<b>267</b>	<b>7.2</b>	<b>-1.75</b>	<b>-.1</b>	<b>45</b>	<b>1.4</b>	<b>3,861</b>	<b>10.6</b>	<b>1,114.78</b>	<b>3.6</b>
DOWNTOWN	11	255		9,974		7,339.68		4,143		126,346		97,525.09	
	12	193		9,348		7,996.55		3,901		115,906		95,916.58	
		<b>-62</b>	<b>-24.3</b>	<b>-626</b>	<b>-6.3</b>	<b>656.87</b>	<b>8.9</b>	<b>-242</b>	<b>-5.8</b>	<b>-10,440</b>	<b>-8.3</b>	<b>-1,608.51</b>	<b>-1.6</b>
EDMOND	11	276		4,359		3,642.73		4,389		47,931		40,528.60	
	12	241		4,029		3,921.74		4,527		50,000		46,494.15	
		<b>-35</b>	<b>-12.7</b>	<b>-330</b>	<b>-7.6</b>	<b>279.01</b>	<b>7.7</b>	<b>138</b>	<b>3.1</b>	<b>2,069</b>	<b>4.3</b>	<b>5,965.55</b>	<b>14.7</b>
MIDWEST CITY	11	371		7,387		5,769.16		6,283		74,421		62,593.00	
	12	365		6,884		5,334.47		6,353		77,609		63,572.12	
		<b>-6</b>	<b>-1.6</b>	<b>-503</b>	<b>-6.8</b>	<b>-434.69</b>	<b>-7.5</b>	<b>70</b>	<b>1.1</b>	<b>3,188</b>	<b>4.3</b>	<b>979.12</b>	<b>1.6</b>
NORTHWEST	11					.00						.00	
	12	526		2,799		2,401.67		708		3,409		2,841.86	
		<b>526</b>	<b>100.0</b>	<b>2,799</b>	<b>100.0</b>	<b>2,401.67</b>	<b>100.0</b>	<b>708</b>	<b>100.0</b>	<b>3,409</b>	<b>100.0</b>	<b>2,841.86</b>	<b>100.0</b>
RALPH ELLISON	11	265		7,052		5,220.80		4,131		66,724		55,248.20	
	12	240		7,064		5,411.68		4,726		70,342		57,144.68	
		<b>-25</b>	<b>-9.4</b>	<b>12</b>	<b>.2</b>	<b>190.88</b>	<b>3.7</b>	<b>595</b>	<b>14.4</b>	<b>3,618</b>	<b>5.4</b>	<b>1,896.48</b>	<b>3.4</b>

## Total Computer Usage

**July 1, 2011 through June 30, 2012 (100.00% of the 11-12 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	11	355		6,175		4,785.26		6,148		63,960		50,602.10	
	12	299		5,941		4,646.97		5,472		66,845		54,864.57	
		<b>-56</b>	<b>-15.8</b>	<b>-234</b>	<b>-3.8</b>	<b>-138.29</b>	<b>-2.9</b>	<b>-676</b>	<b>-11.0</b>	<b>2,885</b>	<b>4.5</b>	<b>4,262.47</b>	<b>8.4</b>
VILLAGE	11	317		5,035		3,729.45		4,758		50,938		40,242.31	
	12	293		4,392		3,659.84		5,082		50,900		41,615.90	
		<b>-24</b>	<b>-7.6</b>	<b>-643</b>	<b>-12.8</b>	<b>-69.61</b>	<b>-1.9</b>	<b>324</b>	<b>6.8</b>	<b>-38</b>	<b>-1</b>	<b>1,373.59</b>	<b>3.4</b>
WARR ACRES	11	232		4,814		3,654.43		4,039		51,581		40,302.16	
	12	171		3,691		3,212.74		4,012		50,440		39,528.72	
		<b>-61</b>	<b>-26.3</b>	<b>-1,123</b>	<b>-23.3</b>	<b>-441.69</b>	<b>-12.1</b>	<b>-27</b>	<b>-7</b>	<b>-1,141</b>	<b>-2.2</b>	<b>-773.44</b>	<b>-1.9</b>
HARRAH	11	22		532		480.58		506		6,910		5,798.37	
	12	26		386		259.98		506		5,697		4,780.20	
		<b>4</b>	<b>18.2</b>	<b>-146</b>	<b>-27.4</b>	<b>-220.60</b>	<b>-45.9</b>		<b>.0</b>	<b>-1,213</b>	<b>-17.6</b>	<b>-1,018.17</b>	<b>-17.6</b>
JONES	11	3		75		67.45		67		722		623.19	
	12	1		81		64.11		60		696		660.29	
		<b>-2</b>	<b>-66.7</b>	<b>6</b>	<b>8.0</b>	<b>-3.34</b>	<b>-5.0</b>	<b>-7</b>	<b>-10.4</b>	<b>-26</b>	<b>-3.6</b>	<b>37.10</b>	<b>6.0</b>
LUTHER	11	23		705		562.98		545		6,309		5,132.59	
	12	35		421		360.51		502		5,542		5,189.74	
		<b>12</b>	<b>52.2</b>	<b>-284</b>	<b>-40.3</b>	<b>-202.47</b>	<b>-36.0</b>	<b>-43</b>	<b>-7.9</b>	<b>-767</b>	<b>-12.2</b>	<b>57.15</b>	<b>1.1</b>
NICOMA PARK	11	11		192		187.80		193		2,299		2,219.31	
	12	13		186		187.85		194		2,146		2,012.25	
		<b>2</b>	<b>18.2</b>	<b>-6</b>	<b>-3.1</b>	<b>.05</b>	<b>.0</b>	<b>1</b>	<b>.5</b>	<b>-153</b>	<b>-6.7</b>	<b>-207.06</b>	<b>-9.3</b>
TOTAL	11	3,103		63,430		49,353.75		51,204		683,516		552,216.26	
	12	3,410		62,477		51,397.39		52,803		689,990		571,448.52	
		<b>307</b>	<b>9.9</b>	<b>-953</b>	<b>-1.5</b>	<b>2,043.64</b>	<b>4.1</b>	<b>1,599</b>	<b>3.1</b>	<b>6,474</b>	<b>.9</b>	<b>19,232.26</b>	<b>3.5</b>



## Computer Usage by Adult Customers

**July 1, 2011 through June 30, 2012 (100.00% of the 11-12 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	11	205		3,953		3,027.87		3,645		44,368		34,065.07	
	12	181		3,344		2,818.67		3,649		43,698		34,946.74	
		<b>-24</b>	<b>-11.7</b>	<b>-609</b>	<b>-15.4</b>	<b>-209.20</b>	<b>-6.9</b>	<b>4</b>	<b>.1</b>	<b>-670</b>	<b>-1.5</b>	<b>881.67</b>	<b>2.6</b>
BETHANY	11	176		2,528		2,020.66		2,768		30,593		24,260.71	
	12	154		2,893		2,258.42		2,936		31,274		24,686.38	
		<b>-22</b>	<b>-12.5</b>	<b>365</b>	<b>14.4</b>	<b>237.76</b>	<b>11.8</b>	<b>168</b>	<b>6.1</b>	<b>681</b>	<b>2.2</b>	<b>425.67</b>	<b>1.8</b>
CAPITOL HILL	11	116		1,481		1,141.45		2,068		18,712		16,140.47	
	12	113		1,850		1,541.06		2,355		22,246		19,465.57	
		<b>-3</b>	<b>-2.6</b>	<b>369</b>	<b>24.9</b>	<b>399.61</b>	<b>35.0</b>	<b>287</b>	<b>13.9</b>	<b>3,534</b>	<b>18.9</b>	<b>3,325.10</b>	<b>20.6</b>
CHOCTAW	11	67		1,131		1,187.76		1,286		14,625		14,000.73	
	12	80		1,090		1,117.18		1,292		13,338		13,506.90	
		<b>13</b>	<b>19.4</b>	<b>-41</b>	<b>-3.6</b>	<b>-70.58</b>	<b>-5.9</b>	<b>6</b>	<b>.5</b>	<b>-1,287</b>	<b>-8.8</b>	<b>-493.83</b>	<b>-3.5</b>
DEL CITY	11	123		2,836		2,252.69		2,482		28,782		24,463.52	
	12	149		2,719		2,065.29		2,491		32,024		25,792.46	
		<b>26</b>	<b>21.1</b>	<b>-117</b>	<b>-4.1</b>	<b>-187.40</b>	<b>-8.3</b>	<b>9</b>	<b>.4</b>	<b>3,242</b>	<b>11.3</b>	<b>1,328.94</b>	<b>5.4</b>
DOWNTOWN	11	208		9,231		6,787.62		3,595		119,291		91,931.43	
	12	165		8,895		7,655.41		3,440		110,682		91,526.03	
		<b>-43</b>	<b>-20.7</b>	<b>-336</b>	<b>-3.6</b>	<b>867.79</b>	<b>12.8</b>	<b>-155</b>	<b>-4.3</b>	<b>-8,609</b>	<b>-7.2</b>	<b>-405.40</b>	<b>-.4</b>
EDMOND	11	224		3,657		3,056.44		3,675		41,042		34,572.94	
	12	201		3,426		3,261.15		3,820		42,525		39,294.26	
		<b>-23</b>	<b>-10.3</b>	<b>-231</b>	<b>-6.3</b>	<b>204.71</b>	<b>6.7</b>	<b>145</b>	<b>3.9</b>	<b>1,483</b>	<b>3.6</b>	<b>4,721.32</b>	<b>13.7</b>
MIDWEST CITY	11	291		4,875		3,885.40		5,025		55,515		47,617.91	
	12	269		4,642		3,622.45		5,045		57,728		48,120.78	
		<b>-22</b>	<b>-7.6</b>	<b>-233</b>	<b>-4.8</b>	<b>-262.95</b>	<b>-6.8</b>	<b>20</b>	<b>.4</b>	<b>2,213</b>	<b>4.0</b>	<b>502.87</b>	<b>1.1</b>
NORTHWEST	11					.00						.00	
	12	365		2,134		1,907.98		477		2,563		2,253.98	
		<b>365</b>	<b>100.0</b>	<b>2,134</b>	<b>100.0</b>	<b>1,907.98</b>	<b>100.0</b>	<b>477</b>	<b>100.0</b>	<b>2,563</b>	<b>100.0</b>	<b>2,253.98</b>	<b>100.0</b>
RALPH ELLISON	11	170		4,141		3,206.54		3,143		42,018		37,049.79	
	12	165		4,077		3,252.84		3,519		45,657		38,670.74	
		<b>-5</b>	<b>-2.9</b>	<b>-64</b>	<b>-1.5</b>	<b>46.30</b>	<b>1.4</b>	<b>376</b>	<b>12.0</b>	<b>3,639</b>	<b>8.7</b>	<b>1,620.95</b>	<b>4.4</b>

## Computer Usage by Adult Customers

**July 1, 2011 through June 30, 2012 (100.00% of the 11-12 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	11	243		3,763		3,017.58		4,608		43,689		35,291.97	
	12	217		3,694		2,934.72		4,089		46,752		39,292.84	
		<b>-26</b>	<b>-10.7</b>	<b>-69</b>	<b>-1.8</b>	<b>-82.86</b>	<b>-2.7</b>	<b>-519</b>	<b>-11.3</b>	<b>3,063</b>	<b>7.0</b>	<b>4,000.87</b>	<b>11.3</b>
VILLAGE	11	227		3,460		2,570.09		3,809		38,681		30,862.35	
	12	224		3,222		2,515.99		4,101		38,673		31,516.72	
		<b>-3</b>	<b>-1.3</b>	<b>-238</b>	<b>-6.9</b>	<b>-54.10</b>	<b>-2.1</b>	<b>292</b>	<b>7.7</b>	<b>-8</b>	<b>.0</b>	<b>654.37</b>	<b>2.1</b>
WARR ACRES	11	189		3,885		2,907.37		3,374		43,323		33,644.90	
	12	142		2,885		2,336.93		3,351		41,020		31,721.44	
		<b>-47</b>	<b>-24.9</b>	<b>-1,000</b>	<b>-25.7</b>	<b>-570.44</b>	<b>-19.6</b>	<b>-23</b>	<b>-.7</b>	<b>-2,303</b>	<b>-5.3</b>	<b>-1,923.46</b>	<b>-5.7</b>
HARRAH	11	12		339		256.34		343		4,567		3,720.53	
	12	19		314		208.02		366		3,685		2,770.58	
		<b>7</b>	<b>58.3</b>	<b>-25</b>	<b>-7.4</b>	<b>-48.32</b>	<b>-18.8</b>	<b>23</b>	<b>6.7</b>	<b>-882</b>	<b>-19.3</b>	<b>-949.95</b>	<b>-25.5</b>
JONES	11	1		58		51.90		44		596		531.08	
	12			64		52.28		39		611		602.57	
		<b>-1</b>	<b>-100.0</b>	<b>6</b>	<b>10.3</b>	<b>.38</b>	<b>.7</b>	<b>-5</b>	<b>-11.4</b>	<b>15</b>	<b>2.5</b>	<b>71.49</b>	<b>13.5</b>
LUTHER	11	10		344		289.58		299		3,227		2,695.36	
	12	17		229		185.12		282		3,251		3,024.66	
		<b>7</b>	<b>70.0</b>	<b>-115</b>	<b>-33.4</b>	<b>-104.46</b>	<b>-36.1</b>	<b>-17</b>	<b>-5.7</b>	<b>24</b>	<b>.7</b>	<b>329.30</b>	<b>12.2</b>
NICOMA PARK	11	3		151		153.65		140		1,894		1,920.13	
	12	11		169		178.37		155		1,869		1,803.92	
		<b>8</b>	<b>266.7</b>	<b>18</b>	<b>11.9</b>	<b>24.72</b>	<b>16.1</b>	<b>15</b>	<b>10.7</b>	<b>-25</b>	<b>-1.3</b>	<b>-116.21</b>	<b>-6.1</b>
TOTAL	11	2,265		45,833		35,812.94		40,304		530,923		432,768.89	
	12	2,472		45,647		37,911.88		41,407		537,596		448,996.57	
		<b>207</b>	<b>9.1</b>	<b>-186</b>	<b>-.4</b>	<b>2,098.94</b>	<b>5.9</b>	<b>1,103</b>	<b>2.7</b>	<b>6,673</b>	<b>1.3</b>	<b>16,227.68</b>	<b>3.7</b>

## Computer Usage by Minor Customers

**July 1, 2011 through June 30, 2012 (100.00% of the 11-12 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	11	47		655		485.58		683		7,448		5,545.50	
	12	25		354		297.17		645		5,860		4,464.17	
		<b>-22</b>	<b>-46.8</b>	<b>-301</b>	<b>-46.0</b>	<b>-188.41</b>	<b>-38.8</b>	<b>-38</b>	<b>-5.6</b>	<b>-1,588</b>	<b>-21.3</b>	<b>-1,081.33</b>	<b>-19.5</b>
BETHANY	11	59		752		620.22		650		7,133		5,637.43	
	12	61		677		520.15		664		6,874		5,327.36	
		<b>2</b>	<b>3.4</b>	<b>-75</b>	<b>-10.0</b>	<b>-100.07</b>	<b>-16.1</b>	<b>14</b>	<b>2.2</b>	<b>-259</b>	<b>-3.6</b>	<b>-310.07</b>	<b>-5.5</b>
CAPITOL HILL	11	122		2,348		1,692.19		1,304		19,331		13,886.45	
	12	137		2,471		1,834.59		1,536		20,773		15,403.06	
		<b>15</b>	<b>12.3</b>	<b>123</b>	<b>5.2</b>	<b>142.40</b>	<b>8.4</b>	<b>232</b>	<b>17.8</b>	<b>1,442</b>	<b>7.5</b>	<b>1,516.61</b>	<b>10.9</b>
CHOCTAW	11	15		580		776.69		446		6,691		6,859.65	
	12	38		607		592.78		486		6,060		6,907.17	
		<b>23</b>	<b>153.3</b>	<b>27</b>	<b>4.7</b>	<b>-183.91</b>	<b>-23.7</b>	<b>40</b>	<b>9.0</b>	<b>-631</b>	<b>-9.4</b>	<b>47.52</b>	<b>.7</b>
DEL CITY	11	43		866		708.32		670		7,692		6,541.81	
	12	69		1,250		893.97		706		8,311		6,327.65	
		<b>26</b>	<b>60.5</b>	<b>384</b>	<b>44.3</b>	<b>185.65</b>	<b>26.2</b>	<b>36</b>	<b>5.4</b>	<b>619</b>	<b>8.0</b>	<b>-214.16</b>	<b>-3.3</b>
DOWNTOWN	11	47		743		552.06		548		7,055		5,593.66	
	12	28		453		341.14		461		5,224		4,390.55	
		<b>-19</b>	<b>-40.4</b>	<b>-290</b>	<b>-39.0</b>	<b>-210.92</b>	<b>-38.2</b>	<b>-87</b>	<b>-15.9</b>	<b>-1,831</b>	<b>-26.0</b>	<b>-1,203.11</b>	<b>-21.5</b>
EDMOND	11	52		702		586.29		714		6,889		5,955.66	
	12	40		603		660.59		707		7,475		7,199.89	
		<b>-12</b>	<b>-23.1</b>	<b>-99</b>	<b>-14.1</b>	<b>74.30</b>	<b>12.7</b>	<b>-7</b>	<b>-1.0</b>	<b>586</b>	<b>8.5</b>	<b>1,244.23</b>	<b>20.9</b>
MIDWEST CITY	11	80		2,512		1,883.76		1,258		18,906		14,975.09	
	12	96		2,242		1,712.02		1,308		19,881		15,451.34	
		<b>16</b>	<b>20.0</b>	<b>-270</b>	<b>-10.7</b>	<b>-171.74</b>	<b>-9.1</b>	<b>50</b>	<b>4.0</b>	<b>975</b>	<b>5.2</b>	<b>476.25</b>	<b>3.2</b>
NORTHWEST	11					.00						.00	
	12	161		665		493.69		231		846		587.88	
		<b>161</b>	<b>100.0</b>	<b>665</b>	<b>100.0</b>	<b>493.69</b>	<b>100.0</b>	<b>231</b>	<b>100.0</b>	<b>846</b>		<b>587.88</b>	<b>100.0</b>
RALPH ELLISON	11	95		2,911		2,014.26		988		24,706		18,198.41	
	12	75		2,987		2,158.84		1,207		24,685		18,473.94	
		<b>-20</b>	<b>-21.1</b>	<b>76</b>	<b>2.6</b>	<b>144.58</b>	<b>7.2</b>	<b>219</b>	<b>22.2</b>	<b>-21</b>	<b>-.1</b>	<b>275.53</b>	<b>1.5</b>



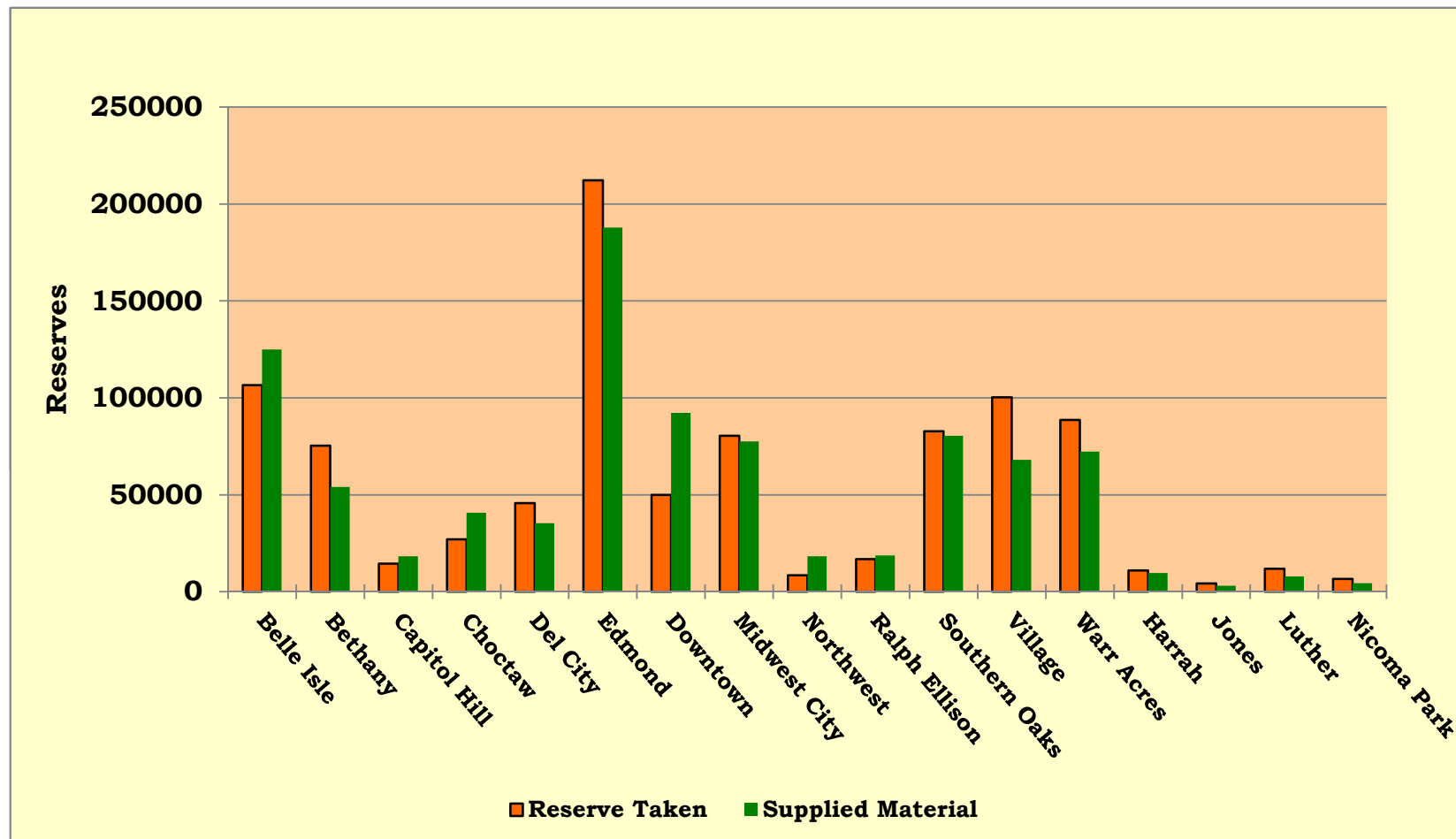
## Computer Usage by Minor Customers

**July 1, 2011 through June 30, 2012 (100.00% of the 11-12 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	11	112		2,412		1,767.68		1,540		20,271		15,310.13	
	12	82		2,247		1,712.25		1,383		20,093		15,571.73	
		<b>-30</b>	<b>-26.8</b>	<b>-165</b>	<b>-6.8</b>	<b>-55.43</b>	<b>-3.1</b>	<b>-157</b>	<b>-10.2</b>	<b>-178</b>	<b>-.9</b>	<b>261.60</b>	<b>1.7</b>
VILLAGE	11	90		1,575		1,159.36		949		12,257		9,379.96	
	12	69		1,170		1,143.85		981		12,227		10,099.18	
		<b>-21</b>	<b>-23.3</b>	<b>-405</b>	<b>-25.7</b>	<b>-15.51</b>	<b>-1.3</b>	<b>32</b>	<b>3.4</b>	<b>-30</b>	<b>-.2</b>	<b>719.22</b>	<b>7.7</b>
WARR ACRES	11	43		929		747.06		665		8,258		6,657.26	
	12	29		806		875.81		661		9,420		7,807.28	
		<b>-14</b>	<b>-32.6</b>	<b>-123</b>	<b>-13.2</b>	<b>128.75</b>	<b>17.2</b>	<b>-4</b>	<b>-.6</b>	<b>1,162</b>	<b>14.1</b>	<b>1,150.02</b>	<b>17.3</b>
HARRAH	11	10		193		224.24		163		2,343		2,077.84	
	12	7		72		51.96		140		2,012		2,009.62	
		<b>-3</b>	<b>-30.0</b>	<b>-121</b>	<b>-62.7</b>	<b>-172.28</b>	<b>-76.8</b>	<b>-23</b>	<b>-14.1</b>	<b>-331</b>	<b>-14.1</b>	<b>-68.22</b>	<b>-3.3</b>
JONES	11	2		17		15.55		23		126		92.11	
	12	1		17		11.83		21		85		57.72	
		<b>-1</b>	<b>-50.0</b>		<b>.0</b>	<b>-3.72</b>	<b>-23.9</b>	<b>-2</b>	<b>-8.7</b>	<b>-41</b>	<b>-32.5</b>	<b>-34.39</b>	<b>-37.3</b>
LUTHER	11	13		361		273.40		246		3,082		2,437.23	
	12	18		192		175.39		220		2,291		2,165.08	
		<b>5</b>	<b>38.5</b>	<b>-169</b>	<b>-46.8</b>	<b>-98.01</b>	<b>-35.8</b>	<b>-26</b>	<b>-10.6</b>	<b>-791</b>	<b>-25.7</b>	<b>-272.15</b>	<b>-11.2</b>
NICOMA PARK	11	8		41		34.15		53		405		299.18	
	12	2		17		9.48		39		277		208.33	
		<b>-6</b>	<b>-75.0</b>	<b>-24</b>	<b>-58.5</b>	<b>-24.67</b>	<b>-72.2</b>	<b>-14</b>	<b>-26.4</b>	<b>-128</b>	<b>-31.6</b>	<b>-90.85</b>	<b>-30.4</b>
TOTAL	11	838		17,597		13,540.81		10,900		152,593		119,447.37	
	12	938		16,830		13,485.51		11,396		152,394		122,451.95	
		<b>100</b>	<b>11.9</b>	<b>-767</b>	<b>-4.4</b>	<b>-55.30</b>	<b>-.4</b>	<b>496</b>	<b>4.6</b>	<b>-199</b>	<b>-.1</b>	<b>3,004.58</b>	<b>2.5</b>

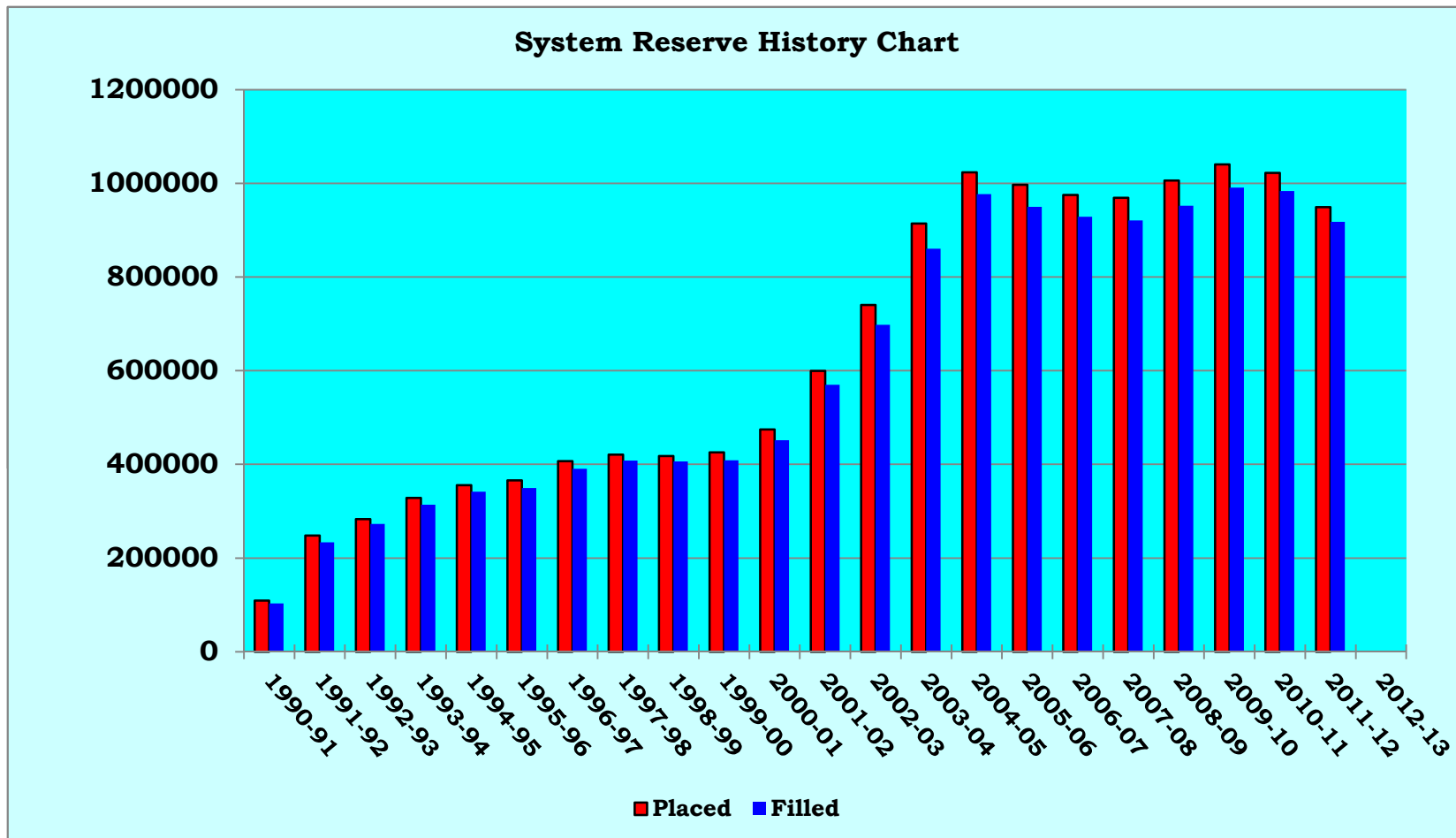
## System Reserve Report

July 1, 2011 through June 30, 2012 (100.00% of the 11-12 Fiscal Year)



## System Reserve Report

July 1, 2011 through June 30, 2012 (100.00% of the 11-12 Fiscal Year)





# System Reserves Report

July 1, 2011 through June 30, 2012 (100.00% of the 11-12 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	11	10,864	124,833		10,402	118,352	
	12	8,565	106,572		8,167	101,939	
		<b>-2,299</b>	<b>-18,261</b>	<b>-14.6</b>	<b>-2,235</b>	<b>-16,413</b>	<b>-13.9</b>
BETHANY	11	6,633	76,265		6,439	73,117	
	12	6,407	75,395		5,690	70,903	
		<b>-226</b>	<b>-870</b>	<b>-1.1</b>	<b>-749</b>	<b>-2,214</b>	<b>-3.0</b>
CAPITOL HILL	11	1,557	15,312		1,535	14,644	
	12	1,440	14,526		1,303	14,015	
		<b>-117</b>	<b>-786</b>	<b>-5.1</b>	<b>-232</b>	<b>-629</b>	<b>-4.3</b>
CHOCTAW	11	2,326	28,733		2,185	27,548	
	12	2,305	26,977		2,200	25,968	
		<b>-21</b>	<b>-1,756</b>	<b>-6.1</b>	<b>15</b>	<b>-1,580</b>	<b>-5.7</b>
DEL CITY	11	4,448	47,107		3,936	44,573	
	12	3,887	45,644		3,536	41,906	
		<b>-561</b>	<b>-1,463</b>	<b>-3.1</b>	<b>-400</b>	<b>-2,667</b>	<b>-6.0</b>
EDMOND	11	21,654	230,421		20,697	221,800	
	12	17,615	212,288		17,195	205,683	
		<b>-4,039</b>	<b>-18,133</b>	<b>-7.9</b>	<b>-3,502</b>	<b>-16,117</b>	<b>-7.3</b>
DOWNTOWN	11	4,653	52,272		4,310	49,619	
	12	3,855	49,945		3,831	48,033	
		<b>-798</b>	<b>-2,327</b>	<b>-4.5</b>	<b>-479</b>	<b>-1,586</b>	<b>-3.2</b>
MIDWEST CITY	11	7,703	87,682		7,327	84,112	
	12	6,741	80,470		6,491	77,880	
		<b>-962</b>	<b>-7,212</b>	<b>-8.2</b>	<b>-836</b>	<b>-6,232</b>	<b>-7.4</b>
NORTHWEST	11						
	12	6,904	8,528		5,916	6,924	
		<b>6,904</b>	<b>8,528</b>		<b>5,916</b>	<b>6,924</b>	
RALPH ELLISON	11	1,755	16,024		1,586	15,315	
	12	1,503	16,828		1,492	16,235	
		<b>-252</b>	<b>804</b>	<b>5.0</b>	<b>-94</b>	<b>920</b>	<b>6.0</b>
SOUTHERN OAKS	11	7,077	91,888		6,779	87,776	
	12	6,789	82,732		6,400	79,539	
		<b>-288</b>	<b>-9,156</b>	<b>-10.0</b>	<b>-379</b>	<b>-8,237</b>	<b>-9.4</b>
VILLAGE	11	10,278	109,056		9,693	104,434	
	12	6,759	100,255		6,543	97,256	
		<b>-3,519</b>	<b>-8,801</b>	<b>-8.1</b>	<b>-3,150</b>	<b>-7,178</b>	<b>-6.9</b>

## System Reserves Report

July 1, 2011 through June 30, 2012 (100.00% of the 11-12 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
WARR ACRES	11	8,935	96,230		8,499	92,295	
	12	5,757	88,561		5,675	85,864	
		<b>-3,178</b>	<b>-7,669</b>	<b>-8.0</b>	<b>-2,824</b>	<b>-6,431</b>	<b>-7.0</b>
HARRAH	11	1,088	14,518		1,036	13,927	
	12	801	10,972		767	10,635	
		<b>-287</b>	<b>-3,546</b>	<b>-24.4</b>	<b>-269</b>	<b>-3,292</b>	<b>-23.6</b>
JONES	11	393	4,406		379	4,260	
	12	294	4,299		276	4,253	
		<b>-99</b>	<b>-107</b>	<b>-2.4</b>	<b>-103</b>	<b>-7</b>	<b>-.2</b>
LUTHER	11	1,156	12,096		996	11,512	
	12	1,018	11,832		936	11,514	
		<b>-138</b>	<b>-264</b>	<b>-2.2</b>	<b>-60</b>	<b>2</b>	<b>.0</b>
NICOMA PARK	11	526	7,248		562	7,099	
	12	506	6,561		435	6,277	
		<b>-20</b>	<b>-687</b>	<b>-9.5</b>	<b>-127</b>	<b>-822</b>	<b>-11.6</b>
WRIGHT	11	302	3,355		272	3,234	
	12	210	3,251		207	3,191	
		<b>-92</b>	<b>-104</b>	<b>-3.1</b>	<b>-65</b>	<b>-43</b>	<b>-1.3</b>
TOTAL	11	92,378	1,027,658		87,571	983,452	
	12	82,153	955,295		77,873	917,498	
		<b>-10,225</b>	<b>-72,363</b>	<b>-7.0</b>	<b>-9,698</b>	<b>-65,954</b>	<b>-6.7</b>

**METROPOLITAN LIBRARY SYSTEM**  
**ANNUAL FURNITURE & EQUIPMENT INVENTORY REPORT**  
**FY 2011 – 2012**

Annually the Business Office conducts a System-wide inventory of furniture and equipment.

Below is the summarized listing by major categories of furniture and equipment as of June 30, 2012. A detailed listing of all categories, including the description, location and value of each item, is available for review in the Business Office.

**FURNITURE**

<b>Category</b>	<b>Quantity</b>	<b>Cost</b>
Benches, Chairs, Couches, Stools	823	\$704,226
Buffets, Bulletin Boards, Carrels, Counters, Desks, Workstations	318	\$747,389
Lecterns, Sculptures, Showcases, Stands, Tables	606	\$891,363
Book Bins, Bookcases, Cabinets	331	\$299,630
Clocks, Clothes Racks, Lamps, Lockers, Open Office Equipment, Panel Systems, Planters, Safes	49	\$110,427
Displayers, Easels, Magazine/Newspaper Racks	79	\$100,750
Bookdrops, Booktrucks, Caddies, Carts, Carrying Cases	55	\$44,401

**EQUIPMENT**

<b>Category</b>	<b>Quantity</b>	<b>Cost</b>
Computer Equipment	1,911	\$2,962,385
Buildings, Property, Trailers and Vehicles	31	\$6,333,877
Office Production Equipment	108	\$279,022
Audio Visual, Reader/Printers, Security Equipment	200	\$986,652
Kitchen and Lounge Equipment	36	\$50,034
Maintenance Shop Equipment	18	\$95,632

<b>TOTAL INVENTORY</b>	<b>4,565</b>	<b>\$13,605,788</b>
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# EXECUTIVE DIRECTOR'S REPORT

JULY 2012

## ***Commission reappointments announced***

I am pleased to announce that Nancy Anthony, Bosé Akadiri, and Lori Nelson have been reappointed to new 3 year terms by the City of Oklahoma City at the council meeting on July 3<sup>rd</sup>, 2012. In addition, Ralph Bullard was reappointed to a new 3 year term by the Oklahoma County Commissioners, also on July 3<sup>rd</sup>. We appreciate their willingness to serve a new term and their dedication to providing quality library services to our community.

## ***MLS recognized at OKC public schools board meeting***

Dana Morrow and her staff will be recognized Monday evening at the Oklahoma City Public School Board meeting. Below is the excerpt from the recognition that will be read at the meeting:

*The Metropolitan Library System (MLS) has long partnered with local school districts in an effort to assist parents in becoming the first and best teacher for their children through story time. Through the visionary leadership of Director Dana Morrow, the MLS Outreach Department has initiated projects that have impacted early learning and school readiness for children in all districts in the greater metro area.*

*In 2008, Lisa Wood, Children's Coordinator for MLS, developed a portable 1-2-3 Play With Me program that models for parents the importance of play in early childhood development and literacy skills. With the assistance of Smart Start Central OK volunteer, Marci Brueggen, and the vision of your principals, the library took 1,2,3 Play With Me into your district schools and soon added other early literacy and brain development programs such as Toddler Aerobics and Mother Goose on the Loose.*

*Parents were responsive to the invitation to bring their birth to five year olds into the schools for these events, to visit in the school libraries of their older siblings and to have their preschoolers get ready for their own learning success when they entered school.*

*Superintendent Carl Springer and Dr. DeAnn Davis saw the value of these informal efforts in your schools and adopted them in 54 of the 55 elementary schools during the past two semesters. The partnership of your district, the MLS and SSCO provides parents of young children opportunities to stimulate early learning through the Smart Start in the Schools which you fund through Title I monies. SSCO has assumed the administrative task of overseeing Smart Start in the Schools and MLS joins them with planning, training and maintaining a high level of quality and access. Children who are engaged with their families in early learning experiences from birth have a greater chance of success when entering school for the first time. They have the opportunity of developing grade level skills at the appropriate time with time for enrichment rather than remediation.*

Kudos to Lisa and Dana for being such valuable community partners!

## **E. Rate funding notification received**

This is the 15th year that the library has applied for e-rate discounts. Each year schools and libraries are required to file for e-rate discounts within a time frame specified by the Schools and Libraries Corporation. The deadline is usually in late February or early March. The SLC then processes the applications and sends out Funding Commitment Decision Letters (FCDLs) in waves. This year we are very fortunate that we are in Wave 1. We received notice that we will be receiving a 79% discount/refund on our telecommunications this year. The commitment we will receive is \$258,103. The discount is determined by the number of students that are eligible for free and reduced lunches in the school districts in which our libraries are located.



## ***Capitol Project Update***

- ***Jones***
  - The Jones city trustees approved a process for hiring an architect at a special meeting on June 25th. Request for qualifications for architects for the project were mailed shortly afterward and advertisements were placed in the Journal Record and other outlets. The RFQ's are due back to the city on July 12, and Todd and I will be meeting with the mayor on June 13 to review the RFQ's submitted. Interviews are scheduled for early August.
- ***Southern Oaks***
  - The project has begun the final punch list stage and we are meeting with the city next week to plan the grand opening. Tentatively, we are looking at Tuesday, September 25 as the date; however, that is not yet confirmed.
  - Data cabling should begin around July 30 with shelving installation due to begin around August 13<sup>th</sup>. Other furniture installation will follow the shelving and the final component will be the sorter installation scheduled for September 17<sup>th</sup>.
  - The public art done by artist Joe Slack will be complete for the grand opening; and we are working on details on how best to unveil the artwork.
- ***Del City***
  - The Del City election is set for August 28<sup>th</sup> with the main talking point "to build a new library at a site to be determined." The city manager believes that support for the project is very high. We will begin working with the city on potential sites and space requirements.

## ***DIRECTOR OUTREACH ACTIVITIES***

- Attended Rotary 29 Club Meetings
- Attend ALA Conference in San Diego Meetings
- Attend Library Endowment Trust Meeting
- Attend PLDC Meeting
- Meeting with OKC City Council

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

### ***Artist Reception: August 4, 2-4pm***

Exhibit: August 1-20

Jan Auld's World

Location: Midwest City

All Ages

The artwork of Jan Auld will be on display in the lobby gallery at the MWC Library from August 1- August 20. A reception will be held for the artist on Saturday, August 4, 2-4pm. The exhibit is free and open during all library hours.

### ***Salsa Dancing for Beginners***

Saturday, August 4, 2012

Time: 1:30pm-2:30pm

Location: Ralph Ellison

Ages 16 - older

Looking for a fun way to stay in shape? Want to learn some new moves on the dance floor? Then join our Salsa Dancing for Beginners class Saturdays all month long. Dancing partners recommended but not required.

### ***Tai Chi for Better Balance***

Tuesday, August 7, 2012

Time: 2:00pm-2:45pm

Location: Northwest

Seniors

Tai Chi classes are now being offered at the NW Library! Come learn basic Tai Chi forms to improve balance and mobility. We will go through the eight form exercises endorsed by the Oklahoma City County Health Department and expand upon those as the class progresses. Classes meet Tuesdays and Thursdays. Please register at 606-3580. Cosponsor: Oklahoma City/County Health Dept.

### ***E-Media Workshops***

Saturday, August 11, 2012

Time: 2:00pm-4:15pm

Location: Edmond

Age 16 - Adults

Does using your Kindle or Nook have you confused and scratching your head? The world of E-Media is waiting for you. Join our computer guru, Carl Tibbets, to find out more about using your Kindle or Nook to access books electronically. Kindle users meet at 2:00, and Nook users meet at 3:15. Space is limited. Please register by calling the library at 341-9282 or at the Reference Desk.

### ***Steampunk Tea: Steampunk Scholars***

Saturday, August 25, 2012

Time: 2:00pm-4:00pm

Location: Belle Isle

Teens and Adults

Professors from local universities and OctopodiCon staff will discuss how steampunk can be used to generate interest in topics. Learn about how steampunk sparks a desire to do research for back stories, costuming, and science projects, how to do the research, and where the best resources are. Cosponsor: OctopodiCon.

### ***Total Wellness***

Tuesday, August 28, 2012

Time: 5:30am-6:30pm

Location: Village

Adults

Help prevent chronic diseases like diabetes, heart disease, some cancers and asthma. Learn simple ways to a healthier lifestyle. Free classes meet 1 hour a week for 11 weeks, starting 8/28 & ending 11/13. (No class here 9/18.) The goal is for everyone to lose 5% of body weight and become more active. Call (405) 425-4362 or email [Total\\_Wellness@occhd.org](mailto:Total_Wellness@occhd.org) to register. Cosponsor: Oklahoma City/County Health Dept.