



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, September 20, 2012, 3:30 p.m.
Del City Library
4509 SE 15th
Del City, OK 73115
(Telephone: 672-1377)

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 #21 – Presentation of Service Certificates for Library Staff

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

3:45 – 4:00 pm CONSENT DOCKET (#22 - #25)

- Document #22 – Approval of Minutes of August 23, 2012 Meeting
- Document #23 – Acceptance of Review of Expenditures for August 2012
- Document #24 – Contract Awards & Purchases
 - Item A: Printing and Delivery of Library Cards
 - Item B: Cisco Routers, Switches, and Wireless Upgrade/Replacement
- Document #25 – Request to Declare Furniture & Equipment Surplus

4:00 – 4:15 pm COMMITTEE REPORTS

- Document #26 – Discussion, Consideration and Possible Action: Report and Recommendations from Finance Committee – September 6, 2012 – Nancy Anthony, Chair
- Document #27 – Metropolitan Library System Fiscal Year 2012–2013 Final Budget

4:15 – 4:30 pm SPECIAL PRESENTATIONS

- *Olympic Size Staff Day* – Stacy Schrank, Employee Development Coordinator

4:30 – 4:45 pm INFORMATION REPORTS

- Document #28 – MLS August 2012 Library Visits
- Document #29 – MLS August 2012 Circulation Report
- Document #30 – MLS August 2012 Computer Usage Report
- Document #31 – MLS August 2012 System Reserve Report

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

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

NEXT COMMISSION MEETING DATE AND PLACE:

October 18, 2012
Southern Oaks Library, 6900 S. Walker, Oklahoma City, OK 73139

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 September 2012:

<u>Employees</u>	<u>Years of Service</u>
Karen L. Marriott, Material Selection, Deputy Executive Director/MSL	35
Kay L. Bauman, Library Operations, Deputy Executive Director/LO	30
Alma Louise Brown, Warr Acres Library, Librarian	30
Rosemary A. Czarski, Choctaw Library, Manager of Library Operations	30
Van R. Bielstein, Village, Circulation Clerk	10
Matthew E. Evans, Bethany Library, Library Aide	10
Thomas P. Gallagher, Downtown Library, Library Aide	10
Carol L. Roberts, Choctaw, Associate Librarian	5

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

DATE: August 23, 2012

TIME: 3:30 pm

MEETING PLACE: Belle Isle 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 Belle Isle Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on August 21, 2012, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Ralph Bullard
Allen Coffey
Cynthia Friedemann
Helene Harpman
Jose Jimenez
Carolyn Leslie
Penny McCaleb
Tracy McDaniel
Lori Nelson
Mukesh Patel
Hugh Rice
Jim Shonts
Judy Smith, Vice-Chair
Beth Toland
Susan Tucker
Ray Vaughn
Fran Cory, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Bose' Akadiri
Nancy Anthony, Disbursing Agent
Mick Cornett, Mayor of Oklahoma City
Rozz Grigsby
Deanna Hannah
Tracy McGehee
Kim Patterson
Vanna Shaw
Alyne Strube

Estimate of general public and staff attending: 24

I. The meeting was called to order at 3:32 p.m. by Mrs. Fran Cory, Chair. Roll was called to establish a quorum. Present: Bullard, Coffey, Friedemann, Harpman, Jimenez, Leslie, McCaleb, Patel, Rice, Shonts, Smith, Toland, Tucker, Vaughn, Cory (Arrived: McDaniel, 3:40 p.m.; Nelson, 3:43 p.m.).

II. Mrs. Cory introduced Ms. Priscilla Doss, Manager of the Belle Isle Library. Ms. Doss welcomed the commission and provided information on the current events and programs at the Belle Isle Library.

III. Mrs. Cory called for the Presentation of Service certificates for September 2012: Priscilla Doss, Manager of Library Operations, Belle Isle Library - 40 years of service; Phil Tolbert, Assistant Manager of Library Operations, Downtown Library - 30 years of service; Glen Webb, Librarian, Capitol Hill Library - 15 years of service; Barbara Johnson, Associate Librarian, Belle Isle Library - 10 years of service; Lindsay Egle, Associate Librarian, Del City Library - 5 years of service; Joey Shelton, Associate Librarian, Ralph Ellison Library - 5 years of service; Stanley Taucer, Public Computer Specialist, Belle Isle Library - 5 years of service.

Mrs. Cory also recognized the following employees, who were unable to attend the meeting: Sharon Maine, Books By Mail Coordinator, Outreach - 30 years of service; Fannie M. Harshbarger, Associate Librarian, Library Operations - 10 years of service; Gerald Hickman, Librarian, Library Operations - 10 years of service; Sharon Davis Jorski, Librarian, Library Operations - 10 years of service; Jaime Lynne Hackworth, Library Aide, Midwest City Library - 5 years of service; Travis Reid Howell, Library Aide, Midwest City Library - 5 years of service; Erika Salinas, Library Aide, Downtown 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 #12 – Approval of Minutes of the July 19, 2012 Meeting; Document #13 – Acceptance of Expenditures for July 2012; Document #14 – Contract Awards & Purchases.

Mrs. Beth Toland moved to accept the consent docket. Mrs. Susan Tucker seconded.

Mrs. Cory called on Mr. Steve Payne representing Chubb Insurance to highlight any changes to and answer any questions regarding the Contract Award for Property and Casualty Insurance. Questions and discussion followed.

The motion to accept the consent docket passed unanimously.

VI. Mrs. Cory referred back to the Introductions and welcomed Mr. Allen Coffey to the commission. Mr. Coffey was appointed by the City of Oklahoma City to replace Mrs. Brenda Palmer.

VII. Mrs. Cory presented Document #15 – Discussion, Consideration and Possible Action: Renewal of Midwest City Library Lease.

Mrs. Morris referred to the proposed lease renewal for the Midwest City Library. The previous lease between the library and Midwest City expires this year. The proposed renewal is to approve a new 15 year lease with the same terms as the previous lease. No other changes were made.

Mr. Ray Vaughn moved to approve the 15 year lease with the City of Midwest City for the operation of a public library in Midwest City. Mr. Hugh Rice seconded. No further discussion, motion passed unanimously.

VIII. Mrs. Cory called on Mrs. Morris to present the Information Reports.

- ❖ Document #16 – MLS Annual Information Technology Report
- ❖ Document #17 – MLS July 2012 Library Visits
- ❖ Document #18 – MLS July 2012 Circulation Report
- ❖ Document #19 – MLS July 2012 Computer Usage Report
- ❖ Document #20 – MLS July 2012 System Reserve Report

Mrs. Judy Smith expressed her appreciation for the IT department and all of their hard work as detailed in the Information Technology Report. Discussion followed.

Mrs. Morris called on Mrs. Kay Bauman, Deputy Executive Director/Library Operations to highlight the revisions made to the Library Visits Report. Discussion followed.

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

Mrs. Morris reported Mrs. Carolyn Leslie has been re-appointed by Midwest City to serve another three year term on the Commission.

Mrs. Morris stated the Metropolitan Library System's annual staff day will be held on Monday, October 8 at the Meridian Conference Center in the Magnuson Hotel. This year's staff day will be held in partnership with the Pioneer Library System, with a total attendance of about 600 library staff members. Mr. Stacy Schrank, Employee Development Coordinator will present an overview at the September Commission meeting.

As a reminder, The September 20th meeting of the commission will be held at the Del City library and the October 18th meeting will be held at the Southern Oaks library. The locations had to be switched due to the fact that Southern Oaks will not be re-opening until September 25th.

Mrs. Morris reported a task force of senior administrators has been meeting regularly to begin the planning process for purchasing and implementing a new ILS system. The task force has done a good deal of research and identified four vendors that were asked to come and provide a demonstration of their product. Three of the four vendors have made their presentations, and the fourth vendor will be making its presentation in September. Once the presentations are complete, the task force will contact the various libraries who use the products to obtain more information about the process and how well they work for the libraries. The task force will also make plans to visit the libraries to assess the systems in use. The task force is planning to make a presentation to the commission at a future meeting.

Ten proposals from architects were received in response to the RFP's sent out for a new Jones Library. Jones officials and library staff have reviewed and selected four architects to interview. Interviews will be conducted next week.

Invitations for the grand re-opening of the Southern Oaks Library will be mailed out in early September. The re-opening will be held on September 25 at 3:00 p.m. The public art will be installed by that time and the artist Joe Slack will be in attendance.

X. Mrs. Cory called for comments from Commission members.

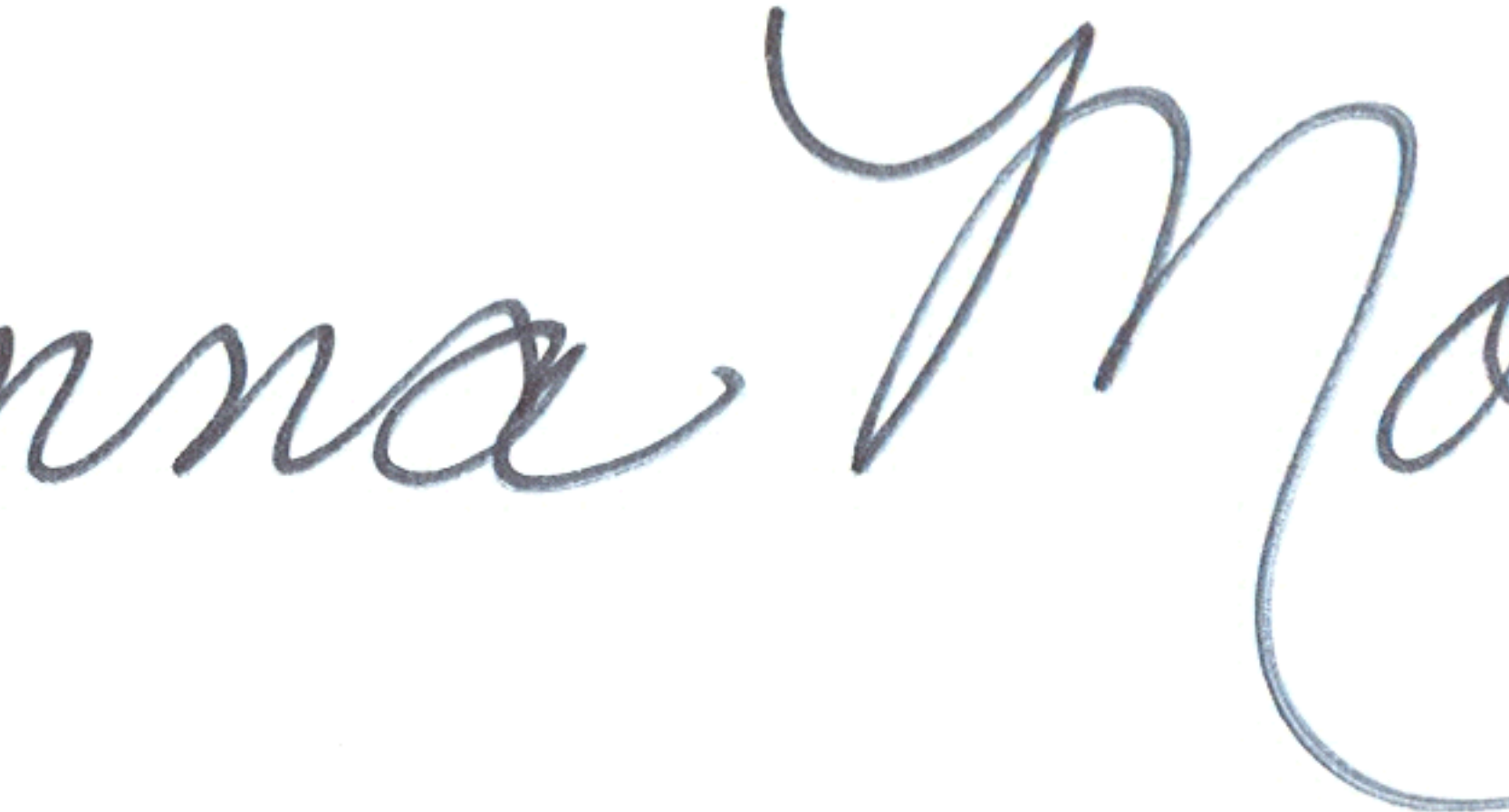
The next Commission meeting will be held at the Del City Library on September 20, 2012.

There being no further business, the meeting was adjourned at 4:10 pm.


Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

August 31, 2012



COMMISSION ACTION

That the Commission acknowledge the financial report of August 2012.

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

August 31, 2012

ASSETS

CASH		\$ 6,706,505.20
INVESTMENTS (Schedule attached)		21,151,018.18
PREPAID ACCOUNTS		30,000.00
TAXES RECEIVABLE: 2012-13 Ad Valorem Tax	30,680,000.00	
Less: Reserve for Delinquent Tax	<u>-2,789,091.00</u>	
Budgeted Tax Revenue	27,890,909.00	
Less: Tax Received	<u>0.00</u>	
		27,890,909.00
Total Assets		<u><u>\$55,778,432.38</u></u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2011-12 Reserve for Appropriations	\$438,685.67	
2012-13 Purchase Orders Outstanding	182,344.05	
2011-12 Purchase Orders Outstanding	477,794.16	
2012-13 Checks Outstanding	254,638.09	
Total Liabilities		1,353,461.97

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	27,890,909.00
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FUND BALANCE:

Beginning of the Year	\$30,209,773.49	
Add: Revenues		
Budgeted	100,000.00	
Other	<u>538,053.51</u>	638,053.51
Less: Expenditures	<u>(4,313,765.59)</u>	
Total Fund Balance		<u>26,534,061.41</u>
Total Liabilities, Deferred Revenue and Fund Balance		<u><u>\$55,778,432.38</u></u>

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

As of August 31, 2012

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	7/24/2012	1/24/2015	1.000%	\$ 95,014.35
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	7/28/2012	7/27/2015	1.200%	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
FNMA	9/30/2010	12/30/2015	2.000%	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
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	11/23/2016	1.000%	2,000,000.00
Freddie Mac	8/7/2012	11/7/2017	1.000%	2,000,000.00
Freddie Mac	8/23/2012	8/23/2019	1.400%	2,000,000.00
Federal Home Loan Bank	8/21/2012	11/21/2017	1.030%	2,000,000.00
Total Investments				<u>\$ 21,151,018.18</u>

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

August 1, 2012 to August 31, 2012

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2011 Ad Valorem Tax	\$27,890,909.00	\$ -	\$ -	0.00%
State Aid	257,466.60	-	-	0.00%
Fines	<u>481,194.00</u>	<u>49,000.00</u>	<u>100,000.00</u>	20.78%
Total Budgeted Revenue	<u>\$ 28,629,569.60</u>	<u>\$ 49,000.00</u>	<u>\$ 100,000.00</u>	0.35%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 223,552.82	\$ 356,530.36	
Gifts and Lost Books Fees		0.00	50,000.00	
Investment Income		17,989.99	104,809.39	
Flexible Benefits Account Balance		0.00	0.00	
Sale of Surplus Equipment		0.00	0.00	
Insurance Reimbursements		0.00	0.00	
Miscellaneous		<u>10,470.24</u>	<u>26,713.76</u>	
Total Miscellaneous Revenue		<u>\$ 252,013.05</u>	<u>\$ 538,053.51</u>	
Total Revenue	<u>\$ 28,629,569.60</u>	<u>\$ 301,013.05</u>	<u>\$ 638,053.51</u>	2.23%

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

August 31, 2012

-1091.82	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 7,972.07	\$ 4,218.66	\$ 1,329.01	\$ 10,861.72
810 Prepaid Fees	(11,594.27)	145.45	0.00	(11,448.82)
815 Fines	48,761.21	47,810.77	51,026.13	45,545.85
820 Copy	148,686.18	10,371.02	123,457.62	35,599.58
Total Revolving Funds	\$ 193,825.19	\$ 62,545.90	\$175,812.76	\$ 80,558.33

GRANTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
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Special Grants

860 10/LET/Special Grant	14,840.00	14,840.00	8,172.02	6,667.98
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
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	7,500.00	0.00
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	10,761.49	14,238.51
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	33,355.05	207.95
949 13/Dollar General/Mother Goose	5,000.00	5,000.00	0.00	5,000.00
951 13/LET/WA Art	10,000.00	10,000.00	0.00	10,000.00
952 13/LET/Materials	13,315.00	13,315.00	0.00	13,315.00
963 RE Friends/Programming Grant	5,000.00	4,957.32	4,885.12	72.20
982 13/OAC/Children's Music Fest	3,800.00	0.00	3,800.00	(3,800.00)
986 12/LET/ReadFest	10,000.00	10,000.00	9,905.46	94.54
987 12/LET/Read Y'all	6,000.00	6,000.00	0.00	6,000.00
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	12,000.00	0.00
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	20,000.00	0.00
883 11 Lee Brawner Scholarships	18,000.00	18,000.00	18,000.00	0.00
911 12 Staff Recognition	\$ 11,000.00	\$ 11,385.94	\$ 10,659.39	\$ 726.55

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
912	12 Summer at the Library	20,000.00	20,000.00	20,000.00	0.00
914	12 Lee Brawner Scholarships	12,000.00	12,000.00	12,000.00	0.00
915	12 Presenting Information	1,000.00	1,000.00	1,000.00	0.00
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)
921	12 Children's Author Visit	10,392.00	10,392.00	2,446.82	7,945.18
922	12 Winter ReadFest	12,000.00	12,000.00	12,000.00	0.00
<u>Grants - Friends of MLS, Current Fiscal Year</u>					
945	13 Staff Recognition	11,000.00	11,239.02	2,532.23	8,706.79
946	13 Come Read with Me	60,181.00	60,181.00	3,339.64	56,841.36
947	13 Lee Brawner Scholarships	12,000.00	12,000.00	46.93	11,953.07
948	13 Summer at the Library	67,300.00	67,300.00	0.00	67,300.00
950	13 SO Grand Opening	2,000.00	2,000.00	0.00	2,000.00
Total Grants					238,352.99
Total Special Funds					<u><u>\$ 318,911.32</u></u>

Metropolitan Library System
Statement of Encumbrances
Month of August 2012

FY-13

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	1,018,171.43	2,033,643.65	14.06	14,468,939.00	12,435,295.35
102	Wages - Part-time	151,035.84	315,076.58	12.63	2,495,585.00	2,180,508.42
103	Payroll Taxes	85,371.80	172,067.84	14.23	1,209,170.00	1,037,102.16
109	Workers Comp Insurance	15,100.00	30,200.00	13.71	220,247.00	190,047.00
112	Group Insurance	215,313.72	436,599.56	15.16	2,879,887.00	2,443,287.44
113	Employees' Retirement	65,691.36	130,368.62	6.70	1,946,094.00	1,815,725.38
114	Unemployment Compensation	.00	.00	.00	30,000.00	30,000.00
Total Personal Services		1,550,684.15	3,117,956.25	13.41	23,249,922.00	20,131,965.75

Maintenance & Operations - Contractual Services

201	Bldg, Property, & Auto Insur.	1,218.00	1,218.00	.52	232,197.00	230,979.00
202	Liability/Life Insurance	.00	.00	.00	.00	.00
205	Rent of Library Buildings	5,347.92	16,043.76	16.92	94,800.00	78,756.24
206	Rent of Equipment	.00	.00	.00	.00	.00
207	Janitorial Services	32,469.80	64,939.60	12.39	524,000.00	459,060.40
208	Maintenance of Facilities	23,621.24	47,655.69	7.28	654,909.00	607,253.31
211	Parking & Transportation	10,152.77	25,382.30	14.37	176,600.00	151,217.70
212	Travel Expenses	2,772.98	5,297.58	4.98	106,326.00	101,028.42
213	Professional Services	12,979.66	25,381.80	7.70	329,651.00	304,269.20
214	Security Services	39,984.01	60,637.36	10.75	564,110.00	503,472.64
216	Telephone Services	15,495.01	39,251.46	12.03	326,363.00	287,111.54
217	Electrical Services	73,325.97	132,271.14	19.55	676,709.00	544,437.86
218	Gas Services	1,147.19	2,453.66	3.16	77,734.00	75,280.34
219	Water & Garbage Services	10,045.65	17,598.73	22.27	79,008.00	61,409.27
220	Veolia Energy Services	27,323.54	49,623.54	25.07	197,939.00	148,315.46
226	Memberships	728.00	5,492.00	21.78	25,215.00	19,723.00
230	Other Library-Related Services	20,522.98	27,022.15	7.11	380,091.00	353,068.85
231	Automation Contractual	12,098.21	27,873.69	6.75	413,007.00	385,133.31
236	Network Catalog Services	4,921.16	12,238.41	14.92	82,000.00	69,761.59
Total Contractual Services		294,154.09	560,380.87	11.34	4,940,659.00	4,380,278.13

Metropolitan Library System
Statement of Encumbrances
Month of August 2012

FY-13

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	8,388.89	17,491.53	7.67	227,950.00	210,458.47
302	Postage	16,288.66	39,606.33	13.76	287,850.00	248,243.67
303	Supplies	40,481.40	64,530.55	12.93	499,202.00	434,671.45
310	Maintenance Supplies	3,429.80	3,429.80	4.63	74,000.00	70,570.20
312	Safety Supplies & Equipment	.00	.00	.00	4,200.00	4,200.00
321	Gasoline & Oil	4,082.34	8,032.76	18.68	43,000.00	34,967.24
322	Vehicle Parts & Repairs	2,584.24	7,632.90	23.85	32,000.00	24,367.10
330	Programming Activities	12,062.40	55,558.00	15.67	354,470.00	298,912.00
331	Other Commodities	2,576.41	4,815.52	10.79	44,650.00	39,834.48
Total Commodities		89,894.14	201,097.39	12.83	1,567,322.00	1,366,224.61

Capital Outlays

401	Books & Materials	221,308.17	376,820.21	6.85	5,502,560.00	5,125,739.79
404	Governmental Documents	.00	.00	.00	6,700.00	6,700.00
405	Book Repairs & Bindings	.00	.00	.00	1,900.00	1,900.00
407	Periodicals & Subscriptions	20,787.27	26,622.91	14.66	181,600.00	154,977.09
408	Furniture, Fixture, & Equip	5,110.09	12,934.67	4.42	292,370.00	279,435.33
409	Motor Vehicles	.00	.00	.00	60,000.00	60,000.00
410	Automation System & Equipment	.00	.00	.00	913,700.00	913,700.00
450	Capital Projects	8,692.50	17,953.29	.42	4,306,000.00	4,288,046.71
490	Capital Reserves - Current	.00	.00	.00	-1,528,821.00	-1,528,821.00
499	Reserve Carryover - Prior	.00	.00	.00	19,333,641.14	19,333,641.14
Total Capital Outlays		255,898.03	434,331.08	1.49	29,069,650.14	28,635,319.06
Total Budget		2,190,630.41	4,313,765.59	7.33	58,827,553.14	54,513,787.55

Monthly Journal Entries -- August 2012

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
24	1001	Cash	\$ 16,527.75	
	3602	Interest Income		\$ 16,527.75
		Interest from BancFirst CD		
25	1101	Investments	\$ 2,000,000.00	
	1001	Cash		\$ 2,000,000.00
		Purchased investment 3134g3zq6		
26	1101	Investments	\$ 2,000,000.00	
	1001	Cash		\$ 2,000,000.00
		Purchased investment 313380bp1		
27	1101	Investments	\$ 2,000,000.00	
	1001	Cash		\$ 2,000,000.00
		Purchased investment 3134g3a83		
<u>Tax revenues</u>				
28	1001	Cash	\$ 86,831.57	
	3601	Prior year Tax		\$ 86,831.57
		Ad Valorem Tax apportioned by County for 7/16 to 7/31		
29	1001	Cash	\$ 136,721.25	
	3601	Prior year Tax		\$ 136,721.25
		Ad Valorem Tax apportioned by County for 8/1 to 8/15		
<u>Miscellaneous revenues</u>				
30	1001	Cash	\$ 1,040.24	
	3605	Mic. Reimbursements		\$ 1,040.24
		ins-A. Nolan 164.90 café rent \$ 500.00		
		ins-C. Peaden 334.30 ALA refund 5.00		
		badge 1.00 LET postage 35.05		
		bank error (0.01) total 1,040.24		
<u>Fines</u>				
31	1001	Cash	\$ 49,000.00	
	3403	Projected Mic. Revenue - Fines		\$ 49,000.00
		Fines transferred to General Fund in August		

Payable entries

32	3001	Current Year Reserv. for Appropriations.	\$	2,190,630.41	
	3011	Current Year P.O. Outstanding			\$ 2,190,630.41
	3002	Prior Year Reserv. for Appropriations.	\$	206,346.37	
	3012	Prior Year P.O. Outstanding			\$ 206,346.37
		Purchase orders issued in August			
33	3011	Current Year P.O. Outstanding	\$	2,147,369.62	
	3021	Current Year Warrants Outstanding			\$ 2,147,369.62
	3012	Prior Year P.O. Outstanding	\$	589,649.51	
	3022	Prior Year Warrants Outstanding			\$ 589,649.51
		Checks issued in August			
34	3021	Current Year Warrants Outstanding	\$	2,680,827.91	
	1001	Cash			\$ 2,680,827.91
	3022	Prior Year Warrants Outstanding	\$	104,698.82	
	1001	Cash			\$ 104,698.82
		Checks cleared Bank in August			

Bank interest and fees

35	1001	Cash	\$	1,462.24	
	3602	Bank Fees	\$	398.33	
	3602	Interest Income			\$ 1,860.57
		Interest and fees from GF checking account			
36	8000	Special Fund Cash			\$ 174.31
	8815	Bank Fees	\$	249.49	
	8815	Interest Income			\$ 75.18
		Interest and fees from SF checking account			

Special funds

37	8000	Special Fund Cash	\$	63,189.73	
	8815	Fines			\$ 28,789.54
	8820	Copy			\$ 10,371.02
	8805	Gift/Lost Books			\$ 4,218.66
	8810	Prepaid Fees			\$ 145.45
	8915	other	\$	0.03	
	8950				\$ 2,000.00
	8815	Credit card receipts			\$ 18,946.05
	8815	Credit card expenses	\$	1,280.96	
		Revenues of special funds received in August			

38	8000			\$	194,199.36
	8815	Fines	\$	49,495.68	
	8820	Copy	\$	123,457.62	
	8805	Gift/Lost Books	\$	1,329.01	
	8934		\$	1,171.10	
	8945		\$	207.23	
	8946		\$	3,339.64	
	8860		\$	243.32	
	8914		\$	181.49	
	8883		\$	3,371.58	
	8912		\$	828.90	
	8931		\$	6,064.56	
	8947		\$	46.93	
	8849		\$	285.00	
	8990		\$	2,568.51	
	8921		\$	1,598.00	
	8922		\$	10.79	
		Expenditures of special funds in August			
39	8005	Petty cash	\$	1,148.30	
	8000	Cash			\$ 1,148.30
		To record adjustments to petty cash			
40	3022		\$	589,649.51	
	3021				\$ 589,649.51
		to consolidate warrants outstanding into one account			
		Grand Total		<u>\$ 15,061,221.40</u>	<u>\$ 15,061,221.40</u>

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General Fund F.Y. 12-13

Warrant Register

August 2012

Number	Vendor/Payee	Purpose		Amount
G-00332	Metropolitan Library System	Professional Services	19.00	
		Postage	13.75	
		Supplies	81.40	
		Programming Activities	50.36	
		Programming Activities	135.19	
		Programming Activities	56.96	
		Other Commodities	5.13	
		Professional Services	30.00	
		Postage	5.75	
		Supplies	56.10	
		Other Commodities	106.24	
		Programming Activities	63.61	623.49
G-00333	City of Midwest City, Inc.	Water & Garbage Services	897.72	897.72
G-00334	Grainger	Maintenance of Facilities	146.10	146.10
G-00335	O G & E	Electrical Services	3,305.10	3,305.10
G-00336	Oklahoma Natural Gas Co.	Gas Services	157.35	
		Gas Services	128.63	
		Gas Services	83.23	369.21
G-00337	City of Oklahoma City	Water & Garbage Services	20.90	
		Water & Garbage Services	993.67	
		Water & Garbage Services	340.77	1,355.34
G-00338	Brodart Co.	Supplies	25.40	25.40
G-00339	Southwestern Stationers, Inc.	Printing/Printing Supply	1,128.00	1,128.00
G-00340	Locke Supply Co.	Maintenance of Facilities	11.14	
		Maintenance of Facilities	12.08	23.22
G-00341	Tech-Lock	Maintenance of Facilities	30.00	30.00
G-00342	Gale Research	Materials	1,178.00	1,178.00
G-00343	The University of Oklahoma	Printing/Printing Supply	45.00	45.00
G-00344	UNUM Life Insurance	Grp L-T Disab Ins Prem-AG	6,478.26	6,478.26
G-00345	Alma L. Brown	Programming Activities	45.86	45.86
G-00346	Donna Morris	Telephone Services	50.00	50.00
G-00347	Central Oklahoma Winnelson	Maintenance of Facilities	170.19	
		Maintenance of Facilities	77.33	
		Maintenance of Facilities	596.66	844.18
G-00348	American Express	Memberships	330.00	
		Other Library Related Svc	157.99	
		Automation Contractual	149.00	
		Maintenance Supplies	64.41	
		Automation	238.50	
		Programming Activities	112.30	
		Meal Functions	179.49	
		Postage	78.75	
		Lunch Endowment Trust Bd	344.49	
		Automation Contractual	69.95	1,724.88
G-00349	Charles S. Isaacs	Telephone Services	35.00	
		Transportation	101.29	136.29
G-00350	FedEx	Postage	10.79	10.79
G-00351	Kasandra Dewbre-Burrows	Transportation	15.48	15.48
G-00352	Marilyn E. Backus	Transportation	16.59	16.59
G-00353	Southwest Trailers & Equipment	Vehicle Parts & Repairs	125.17	125.17
G-00354	Denyvretta Davis	Mileage	102.12	102.12
G-00355	Del City Chamber of Commerce	Memberships	120.00	120.00

General Fund F.Y. 12-13

Warrant Register

August 2012

Number	Vendor/Payee	Purpose		Amount
G-00356	Anne G. Fischer	Transportation	75.15	75.15
G-00357	Spaces, Inc.	Capital Projects	150.00	150.00
G-00358	Angie Paeltz	Transportation	18.87	18.87
G-00359	Independent Stationers	Supplies	42.93	
		Supplies	25.04	67.97
G-00360	Nancy Lytle	Parking	108.38	108.38
G-00361	Morningstar	Materials	170.00	170.00
G-00362	Janet Brooks	Transportation	30.53	30.53
G-00363	Amigos Library Services	Network Catalog Services	840.00	840.00
G-00364	INTEGRIS Corporate Assistance	Group Insurance	1,036.00	1,036.00
G-00365	Mardel, Inc.	Materials	1,553.09	1,553.09
G-00366	Debbie Langston	Programming Activities	60.00	
		Programming Activities	105.00	165.00
G-00367	Shawver & Son	Maintenance of Facilities	210.00	210.00
G-00368	Jonathan Willis	Transportation	35.80	35.80
G-00369	Diane Sarantakos	Transportation	174.27	174.27
G-00370	AT&T	Telephone Services	1,210.35	1,210.35
G-00371	Scott's Printing & Copying	Printing/Printing Supply	558.82	
		Printing/Printing Supply	558.54	
		Printing/Printing Supply	533.02	1,650.38
G-00372	Filtration Services Group, LLC	Maintenance of Facilities	121.16	121.16
G-00373	Ingram Library Service	Materials	614.03	614.03
G-00374	Phyllis Davidson	Transportation	14.84	14.84
G-00375	Dana Morrow	Transportation	141.41	141.41
G-00376	Larry G. Johnson	Parking	108.38	108.38
G-00377	OverDrive, Inc fka	Materials	3,028.74	3,028.74
G-00378	Metro Parking Garage	Parking & Transportation	1,710.00	
		Parking & Transportation	1,440.00	3,150.00
G-00379	Victoria Dixon	Parking	108.38	108.38
G-00380	Capstone	Materials	3,881.12	3,881.12
G-00381	Matthew Cotter	Transportation	22.76	22.76
G-00382	Ingram Library Service	Materials	299.35	299.35
G-00383	Voss Lighting	Maintenance of Facilities	757.60	757.60
G-00384	Town of Luther	Water & Garbage Services	57.81	57.81
G-00385	Jana Hausburg	Programming Activities	75.00	75.00
G-00386	Barnes & Noble, Inc.	Programming Activities	3.19	
		Materials	662.03	665.22
G-00387	Center Point Large Print	Materials	165.36	165.36
G-00388	Landon Holman	Transportation	46.62	46.62
G-00389	Susan Pierce	Programming Activities	504.00	504.00
G-00390	City of Edmond	Maintenance of Facilities	20.00	20.00
G-00391	CDW Government, Inc.	Automation	3,750.00	3,750.00
G-00392	Batteries Sooner LLC	Maintenance of Facilities	20.97	
		Maintenance of Facilities	42.25	63.22
G-00393	OPUBCO Communications Group	Legal Notices	45.50	
		Legal Notices	62.05	107.55
G-00394	Lisa Walker	Transportation	31.80	31.80
G-00395	Contractors Supply Co.	Maintenance of Facilities	43.73	43.73
G-00396	Cintas	Maintenance of Facilities	100.00	100.00
G-00397	Jerry's Contracting	Maintenance of Facilities	250.00	250.00
G-00398	Ruby Soutiere	Transportation	15.31	15.31
G-00399	Neofunds by Neopost	Postage	4,000.00	4,000.00

General Fund F.Y. 12-13

Warrant Register

August 2012

Number	Vendor/Payee	Purpose		Amount
G-00400	MAC Systems, Inc.	Maintenance of Facilities	384.00	
		Maintenance of Facilities	212.00	
		Maintenance of Facilities	212.00	
		Maintenance of Facilities	126.00	934.00
G-00401	Bibliotheca ITG, LLC	Automation Contractual	150.00	150.00
G-00402	Novalco, Inc	Maintenance of Facilities	221.12	221.12
G-00403	Sally Gray	Programming Activites	100.00	100.00
G-00404	Kevin Colwell	Transportation	14.99	14.99
G-00405	City of Harrah	Water & Garbage Services	78.27	78.27
G-00406	Oklahoma Literacy Coalition	Professional Services	50.00	50.00
G-00407	Amazon/GE Money Bank	Supplies	59.20	
		Programming	57.40	
		Programming Activities	73.12	
		Programming	45.70	
		Programming Activities	142.58	
		Supplies	39.96	417.96
G-00408	Gregory Bennett	Transportation	10.55	10.55
G-00409	Cummins-Allison Corp	Mtc Contract Currency Ctr	354.00	354.00
G-00410	Eaton-Quade Plastics Co.	Maintenance of Facilities	180.00	180.00
G-00411	OL Service Professionals Inc	Maintenance of Facilities	199.50	199.50
G-00412	City of Choctaw	Water & Garbage Services	479.21	479.21
G-00413	Andrew N. Soliven	Parking	108.38	108.38
G-00414	Abolghasem Siavashi	Transportation	5.00	5.00
G-00415	Devin McGhee	Transportation	21.92	21.92
G-00416	C. L. Frates & Co.	Bldg & Auto Insurance	1,044.00	1,044.00
G-00417	James Reynolds	Programming Activities	120.00	120.00
G-00418	Cheryl Pernel	Parking	108.38	108.38
G-00419	Maira Productions	Materials	521.35	521.35
G-00420	Baker & Taylor Entertainment	Materials	1,985.35	1,985.35
G-00421	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-AG	154,488.46	154,488.46
G-00422	Todd Podzemny	Transportation	7.27	
		Parking	4.00	11.27
G-00423	University of Central Oklahoma	Programming Activities	25.00	25.00
G-00424	Rockhurst University Cont.	Professional Services	199.00	199.00
G-00425	Arts Council of Oklahoma City	Memberships	100.00	100.00
G-00426	Julia L Gates	Programming Activities	50.00	50.00
G-00427	Walmart Community/GEMB	Programming Activities	13.72	13.72
G-00428	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	15.00	15.00
G-00429	Coop's Buttons	Supplies	103.49	103.49
G-00430	Allied Waste Services #060	Garbage Service	1,078.67	
		Garbage Services	181.23	1,259.90
G-00431	Kevin Sendall	Transportation	18.32	18.32
G-00432	American Library Association	Library-related Services	66.00	66.00
G-00433	Melissa Weathers	Transportation	28.45	28.45
G-00434	Cintas Corporation 064	Maintenance of Facilities	600.95	600.95
G-00435	2M Solutions, Inc	Equipment	248.44	248.44
G-00436	Janeal Walker	Transportation	7.94	7.94
G-00437	Winner's Circle, Inc.	Professional Services	265.00	
		Professional Services	150.00	415.00
G-00438	Baker & Taylor Books	Materials	2,221.15	
		Materials	3,577.27	
		Materials	1,818.30	7,616.72

General Fund F.Y. 12-13

Warrant Register

August 2012

Number	Vendor/Payee	Purpose	Amount	
G-00439	Baker & Taylor Books	Materials	9,736.31	
		Materials	392.52	10,128.83
G-00440	Laser Quest	Other Commodities	1,254.00	1,254.00
G-00441	Baker & Taylor Books	Materials	556.58	556.58
G-00442	Clarissa Sharp	Programming Activities	100.00	100.00
G-00443	Emily Williams	Transportation	75.98	75.98
G-00444	Sheet Metal Service	Maintenance of Facilities	202.41	202.41
G-00445	Smart Technologies	Automation Contractual	127.50	
		Automation Contractual	868.00	995.50
G-00446	Cheryl Coleman	Programming Activities	170.24	170.24
G-00447	Global Industrial Equipment	Supplies	277.70	277.70
G-00448	Stacy Schrank	Transportation	12.70	12.70
G-00449	Joe H Shelton	Programming Supplies	79.93	79.93
G-00450	Baker & Taylor Entertainment	Materials	204.44	204.44
G-00451	Provantage	Automation	1,126.96	1,126.96
G-00452	R. Justin Herwig	Transportation	37.19	37.19
G-00453	Tyler Outdoor Advertising, LLC	Library-related Services	3,510.00	3,510.00
G-00454	Strategic Government Resources	Professional Services	5,059.42	5,059.42
G-00455	Bank of Oklahoma	Payroll Transmittal-Chks	33,095.19	
		Payroll Transmittal-Chks	14,101.21	
		Payroll Transmittal-Chks	110.00	47,306.40
G-00456	Bank of Oklahoma	Federal Withholding Tax	54,481.85	
		Federal Withholding Tax	4,872.00	59,353.85
G-00457	Oklahoma Tax Commission	State Withholding Tax	16,080.00	
		State Withholding Tax	1,022.00	17,102.00
G-00458	Mun. Employees Credit Union	Employee Cr Union Deducts	11,712.51	
		Employee Cr Union Deducts	87.50	11,800.01
G-00459	United Way of Central Oklahoma	Employee Deductions	588.81	
		Employee Deductions	18.00	606.81
G-00460	Clerk, U.S. District	Employee Deductions	80.32	
		Employee Deductions	80.32	
		Employee Deductions	80.32	240.96
G-00461	Mutual Assurance	Employee Deductions	172.50	172.50
G-00462	Bank of America	Payroll Transmittal-DDep	302,007.90	
		Payroll Transmittal-DDep	51,987.23	
		Payroll Transmittal-DDep	1,100.00	355,095.13
G-00463	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-00464	Nationwide Retirement Solution	Employee Deductions	6,894.44	6,894.44
G-00465	Transamerica Life Insurance Co	Employee Deductions	350.05	350.05
G-00466	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,448.47	4,448.47
G-00467	Bank of Oklahoma	Employee Flexplan Deposit	32,887.50	32,887.50
G-00468	Bank of Oklahoma	Employee Soc/Sec Deposits	20,108.07	
		Employee Soc/Sec Deposits	3,209.03	
		Employee Medicare Deposit	6,973.78	
		Employee Medicare Deposit	1,107.91	
		Employer Soc/Sec Deposits	34,420.45	
		Employer Medicare Deposit	8,081.70	73,900.94
G-00469	MassMutual Financial Group	Employee Contrib -- DC PI	18,261.71	
		Employer Contrib -- DC PI	32,881.67	51,143.38
G-00470	Pioneer Credit Recovery	Employee Deductions	158.52	158.52
G-00471	ODHS Oklahoma Centralized	Employee Deductions	488.90	488.90
G-00472	Randall S. Fudge	Employee Deductions	186.23	186.23

General Fund F.Y. 12-13

Warrant Register

August 2012

Number	Vendor/Payee	Purpose		Amount
G-00473	Administrative Services	Employee Deductions	1,473.43	1,473.43
G-00474	UNUM Life Insurance	Employee Deductions	1,315.90	
		Employee Deductions	37.30	1,353.20
G-00475	Mutual Assurance	Grp Life AD&D Ins Prm-AG	47,907.33	47,907.33
G-00476	Vision Service Plan of	Grp Vision Ins Prem-Aug.	2,646.37	2,646.37
G-00477	UNUM Life Insurance	Grp LTC Ins Prem-Aug.	1,547.30	1,547.30
G-00478	O G & E	Electrical Services	12,718.46	
		Electrical Services	3,797.89	16,516.35
G-00479	Brodart Co.	Equipment	729.60	
		Supplies	158.54	888.14
G-00480	Southwestern Stationers, Inc.	Supplies	757.90	757.90
G-00481	Gaylord Bros.	Supplies	352.61	352.61
G-00482	Hewlett-Packard Co.	Automation Contractual	7,107.10	7,107.10
G-00483	City of Edmond	Electrical Services	4,662.92	4,662.92
G-00484	Susie Beasley	Programming Activities	64.92	
		Programming Activities	60.53	125.45
G-00485	U.S. Postal Service	Postage	15,000.00	15,000.00
G-00486	J. Siobhan Morava	Transportation	36.33	36.33
G-00487	American Library Association	Memberships	328.00	328.00
G-00488	YALSA	Professional Services	1,196.00	1,196.00
G-00489	Staples Business Advantage	Supplies	16.79	16.79
G-00490	Anne G. Fischer	Telephone Services	50.00	50.00
G-00491	Linda Hyams	Telephone Services	35.00	35.00
G-00492	XPEDX	Supplies	1,162.15	1,162.15
G-00493	Summit Mailing Systems, Inc.	Maintenance of Facilities	258.95	258.95
G-00494	Tera McAmis	Supplies	72.67	72.67
G-00495	Chickasaw Telecom, Inc.	Automation Contractual	256.00	256.00
G-00496	Matthew Cotter	Telephone Services	35.00	35.00
G-00497	Jana Hausburg	Transportation	23.31	23.31
G-00498	Kay L. Bauman	Parking	108.38	108.38
G-00499	Anita Roesler	Transportation	69.93	69.93
G-00500	Jimmy Welch	Telephone Services	50.00	50.00
G-00501	Presort First Class	Postage	127.79	127.79
G-00502	Kelley Riha	Transportation	288.21	288.21
G-00503	City of Edmond	Water & Garbage Services	1,172.41	1,172.41
G-00504	Amazon/GE Money Bank	Programming	28.73	28.73
G-00505	Gregory Bennett	Transportation	18.32	18.32
G-00506	Walmart Community/GEMB	Programming Activities	178.77	178.77
G-00507	John Utley	Telephone Services	35.00	
		Transportatin	54.39	89.39
G-00508	2M Solutions, Inc	Equipment	485.56	485.56
G-00509	Amy Laminsky	Transportation	26.09	26.09
G-00510	Winner's Circle, Inc.	Professional Services	300.00	300.00
G-00511	Oklahomans for the Arts	Professional Services	75.00	75.00
G-00512	Erika Sterling	Maintenance of Facilities	390.00	390.00
G-00513	Kiona Millirons	Programming Activities	125.00	125.00
G-00514	Sheldon Beach	Parking	108.38	108.38
G-00515	Mary J. Sholly	Transportation	50.56	50.56
G-00516	Pacific Telemanagement Service	Telephone Services	78.00	78.00
G-00517	Comfort Inn @ Founders Towers	Programming Activities	1,005.00	1,005.00
G-00518	Shoplet	Supplies	29.54	
		Supplies	191.61	221.15

General Fund F.Y. 12-13

Warrant Register

August 2012

Number	Vendor/Payee	Purpose		Amount
G-00519	Metropolitan Library System	Professional Services	57.00	
		Postage	70.65	
		Supplies	8.13	
		Programming Activities	106.59	
		Programming Activities	54.23	
		Programming Activities	34.48	
		Other Commodities	48.96	380.04
G-00520	Grainger	Maintenance of Facilities	222.75	222.75
G-00521	O G & E	Electrical Services	4,223.08	4,223.08
G-00522	City of Oklahoma City	Water & Garbage Services	1,059.28	
		Water & Garbage Services	176.12	1,235.40
G-00523	City of the Village	Water & Garbage Services	91.41	91.41
G-00524	Triangle/A & E	Capital Projects	64.96	64.96
G-00525	Locke Supply Co.	Maintenance of Facilities	11.32	
		Maintenance of Facilities	40.60	51.92
G-00526	AT&T	Telephone Services	677.66	
		Telephone Services	815.57	
		Telephone Services	732.05	2,225.28
G-00527	Central Oklahoma Winnelson	Maintenance of Facilities	851.40	851.40
G-00528	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-00529	Recorded Books, LLC	Materials	2,917.80	2,917.80
G-00530	Spoken Arts, Inc.	Materials	87.80	87.80
G-00531	Copelin's Office Center	Supplies	910.48	910.48
G-00532	Independent Stationers	Supplies	38.85	
		Supplies	35.44	74.29
G-00533	Library Video Co.	Materials	239.45	239.45
G-00534	Mardel, Inc.	Materials	958.46	958.46
G-00535	Random House, Inc	Materials	453.75	453.75
G-00536	A T & T Mobility	Telephone Services	86.39	86.39
G-00537	Brilliance Corporation	Materials	1,167.66	1,167.66
G-00538	RSPT LLC	Materials	232.11	232.11
G-00539	Filtration Services Group, LLC	Maintenance of Facilities	152.00	
		Maintenance of Facilities	38.64	
		Maintenance of Facilities	131.16	
		Maintenance of Facilities	38.16	359.96
G-00540	Ingram Library Service	Materials	1,073.26	1,073.26
G-00541	OverDrive, Inc fka	Materials	14,622.95	14,622.95
G-00542	Findaway World, LLC	Materials	453.51	453.51
G-00543	Chickasaw Telecom, Inc.	Maintenance of Facilities	128.00	128.00
G-00544	Capstone	Materials	153.56	153.56
G-00545	PAR Sprinkler, Inc.	Maintenance of Facilities	354.31	354.31
G-00546	Ingram Library Service	Materials	698.50	698.50
G-00547	Evans Hardware	Maintenance of Facilities	26.98	
		Maintenance of Facilities	30.30	57.28
G-00548	Batteries Sooner LLC	Maintenance of Facilities	23.85	
		Maintenance of Facilities	254.83	
		Maintenance of Facilities	42.25	320.93
G-00549	Bank of America	Library-related services	223.32	223.32
G-00550	Rainbow Pennant Co.	Library-related Services	1,338.75	1,338.75
G-00551	AudioGo	Materials	389.76	389.76
G-00552	Chase Card Services	Automation	1,977.52	
		Supplies	53.07	

** Continued **

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G-00552	Chase Card Services	Travel Expenses	151.60	
		Supplies	25.50	
		Supplies	9.99	
		Automation Contractual	240.00	
		Other Library Related Svc	57.62	
		Supplies	38.00	
		Other Library Related Svc	25.93	2,579.23
G-00553	Andrew N. Soliven	Trnsportation	26.58	26.58
G-00554	Cox Communications, Inc.	Telephone Services	1,823.95	
		Telephone Services	3,726.67	5,550.62
G-00555	Baker & Taylor Entertainment	Materials	5,179.00	5,179.00
G-00556	John L. Hilbert	Programming Activities	153.16	
		Programming Activities	75.54	228.70
G-00557	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	50.00	
		Vehicle Parts & Repairs	90.00	140.00
G-00558	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	
		Maintenance of Facilities	95.00	327.00
G-00559	Cox Communications, Inc.	Telephone Services	1,259.68	1,259.68
G-00560	Baker & Taylor Books	Materials	2,357.98	
		Materials	1,327.91	
		Materials	2,702.84	6,388.73
G-00561	Baker & Taylor Books	Materials	4,965.68	
		Materials	4,309.48	
		Materials	2,742.96	12,018.12
G-00562	Baker & Taylor Books	Materials	848.88	848.88
G-00563	Baker & Taylor Entertainment	Materials	1,692.80	1,692.80
G-00564	Shoplet	Supplies	301.35	
		Supplies	167.72	469.07
G-00565	Kathy C. Brown	Programming Activities	43.75	43.75
G-00566	Metropolitan Library System	Professional Services	3,620.60	3,620.60
G-00567	Bradford Industrial Suppl Corp	Maintenance of Facilities	12.91	12.91
G-00568	O G & E	Electrical Services	3,070.17	
		Electrical Services	7,698.72	10,768.89
G-00569	Oklahoma Natural Gas Co.	Gas Services	152.29	152.29
G-00570	City of Bethany	Water & Garbage Services	147.11	147.11
G-00571	City of Oklahoma City	Water & Garbage Services	131.28	131.28
G-00572	Brodart Co.	Supplies	3,794.00	3,794.00
G-00573	Locke Supply Co.	Maintenance of Facilities	11.47	
		Maintenance of Facilities	28.05	39.52
G-00574	Tech-Lock	Capital Projects	801.00	801.00
G-00575	Demco	Supplies	18.94	18.94
G-00576	Synergy Datacom Supply, Inc.	Supplies	14.18	14.18
G-00577	Weston Woods Accts Receivable	Materials	119.80	119.80
G-00578	Baker & Taylor Books	Materials	5,121.33	5,121.33
G-00579	John R. Day	Transportation	28.97	28.97
G-00580	Recorded Books, LLC	Materials	1,981.60	1,981.60
G-00581	Gale Group	Materials	2,097.21	2,097.21
G-00582	Independent Stationers	Supplies	973.44	973.44
G-00583	Full Circle Bookstore	Programming Activities	14.38	14.38
G-00584	Shawver & Son	Maintenance of Facilities	216.14	216.14
G-00585	Jonathan Willis	Telephone Services	35.00	35.00

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Number	Vendor/Payee	Purpose		Amount
G-00586	Blackstone Audio Books	Materials	139.96	139.96
G-00587	Oklahoma Gazette	Library-related Services	1,136.00	1,136.00
G-00588	Cheryll Jones	Mileage	15.85	15.85
G-00589	Random House, Inc	Materials	1,953.00	1,953.00
G-00590	Scott's Printing & Copying	Printing/Printing Supply	49.00	49.00
G-00591	Brilliance Corporation	Materials	937.14	937.14
G-00592	Ingram Library Service	Materials	2,246.24	
		Materials	691.95	2,938.19
G-00593	Audio Editions	Materials	688.65	688.65
G-00594	OverDrive, Inc fka	Materials	2,992.72	2,992.72
G-00595	Fuelman	Vehicle Parts & Repairs	55.49	
		Gasoline & Oil	4,082.34	4,137.83
G-00596	Ginger Waldrip	Programming Activities	100.00	100.00
G-00597	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	93.50	93.50
G-00598	Ingram Library Service	Materials	651.74	651.74
G-00599	Voss Lighting	Maintenance of Facilities	228.50	
		Maintenance of Facilities	195.50	424.00
G-00600	Melody A. Kellogg	Transportation	23.31	23.31
G-00601	Center Point Large Print	Materials	1,281.54	1,281.54
G-00602	Glen A Collymore	Maintenance of Facilities	250.00	250.00
G-00603	Cox Media Oklahoma City	Library-Related Services	13,736.93	13,736.93
G-00604	Evans Hardware	Maintenance of Facilities	8.16	
		Maintenance of Facilities	8.07	16.23
G-00605	Batteries Sooner LLC	Maintenance of Facilities	71.94	
		Maintenance of Facilities	2.69	
		Maintenance of Facilities	209.70	284.33
G-00606	Associated Appliance, Inc.	Maintenance of Facilities	23.45	23.45
G-00607	Southwest Paper - OKC	Maintenance Supplies	300.00	300.00
G-00608	Steve's Wholesale Distributors	Maintenance of Facilities	21.67	21.67
G-00609	Contractors Supply Co.	Maintenance of Facilities	10.04	10.04
G-00610	AudioGo	Materials	25.94	25.94
G-00611	Westquip, Inc	Vehicle Parts & Repairs	259.50	259.50
G-00612	G. Patrick Riley	Programming Activities	150.00	150.00
G-00613	Oklahoma Press Service	Library-related Services	133.10	133.10
G-00614	John Wood	Telephone Services	50.00	50.00
G-00615	Carolyn K McCurry	Programming Activities	75.00	75.00
G-00616	Irrigation Station, LLP	Maintenance of Facilities	78.84	78.84
G-00617	Baker & Taylor Entertainment	Materials	4,717.42	
		Materials	979.81	5,697.23
G-00618	Walmart Community/GEMB	Programming Activities	182.46	
		Supplies	9.76	192.22
G-00619	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	624.74	624.74
G-00620	The Great Courses	Materials	30.00	30.00
G-00621	Donna Morris	Transportation	450.00	450.00
G-00622	Susan H. Wood	Programming Activities	250.00	
		Programming Activities	115.00	365.00
G-00623	Cox Communications, Inc.	Telephone Service	12.86	12.86
G-00624	Securitas Security USA, Inc.	Security Services	7,827.35	
		Security Services	7,108.06	
		Security Services	7,536.02	22,471.43
G-00625	Discount School Supply	Programming	119.25	119.25
G-00626	Baker & Taylor Books	Materials	3,735.71	

** Continued **

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Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-00626	Baker & Taylor Books	Materials	1,523.81	
		Materials	4,682.57	
		Materials	2,446.20	12,388.29
G-00627	Baker & Taylor Books	Materials	2,571.08	
		Materials	1,762.44	
		Materials	4,863.60	9,197.12
G-00628	Baker & Taylor Books	Materials	860.32	860.32
G-00629	Clarissa Sharp	Programming Activities	100.00	100.00
G-00630	Sheet Metal Service	Maintenance of Facilities	116.46	116.46
G-00631	Sabre Technologies	Supplies	7,809.00	7,809.00
G-00632	Veolia Energy Oklahoma City,	Veolia Energy Services	27,323.54	27,323.54
G-00633	Kiona Millirons	Programming Activities	138.50	138.50
G-00634	Personalized Prevention	Professional Services	606.00	606.00
G-00635	Joe H Shelton	Transportation	18.37	18.37
G-00636	Baker & Taylor Entertainment	Materials	1,107.83	1,107.83
G-00637	Provantage	Equipment	349.66	349.66
G-00638	Gas & Supply	Maintenance of Facilities	60.00	60.00
G-00639	Savannah Mitchell	Transportation	32.75	32.75
G-00640	O G & E	Capital Projects	2,987.00	2,987.00
G-00641	Shoplet	Supplies	53.84	53.84
G-00642	Metropolitan Library System	Professional Services	36.00	
		Postage	33.95	
		Supplies	113.35	
		Programming Activities	31.83	
		Professional Services	116.36	
		Postage	33.50	
		Supplies	77.98	
		Programming Activities	85.06	
		Programming Activities	64.55	
		Programming Activities	113.05	
		Programming Activities	7.59	
		Other Commodities	50.28	763.50
G-00643	Grainger	Maintenance of Facilities	222.75	222.75
G-00644	O G & E	Electrical Services	5,730.66	5,730.66
G-00645	Oklahoma Natural Gas Co.	Gas Services	83.23	
		Gas Services	120.12	
		Gas Services	36.16	
		Gas Services	36.16	
		Gas Services	16.94	292.61
G-00646	City of Oklahoma City	Water & Garbage Services	1,031.33	1,031.33
G-00647	Locke Supply Co.	Maintenance of Facilities	12.71	12.71
G-00648	The University of Oklahoma	Printing/Printing Supply	3,924.00	3,924.00
G-00649	Independent Stationers	Supplies	852.24	
		Supplies	91.60	943.84
G-00650	City of Bethany Police Dept.	Maintenance of Facilities	10.00	10.00
G-00651	USA Mobility Wireless, Inc	Telephone Services	95.04	
		Telephone Services	506.52	601.56
G-00652	Scott's Printing & Copying	Printing/Printing Supply	294.63	
		Printing/Printing Supply	374.15	668.78
G-00653	MPLC	Programming Activities	220.00	220.00
G-00654	Metro Parking Garage	Parking	20.50	20.50

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Number	Vendor/Payee	Purpose		Amount
G-00655	Batteries Sooner LLC	Maintenance of Facilities	9.99	
		Maintenance of Facilities	42.50	
		Maintenance of Facilities	31.97	84.46
G-00656	Jerry's Contracting	Maintenance of Facilities	375.00	375.00
G-00657	Sharon A. Nolan	Programming Activities	319.78	319.78
G-00658	Joy E. Cavett	Programming Activities	95.00	95.00
G-00659	Alice Murphy	Supplies	19.50	19.50
G-00660	Walmart Community/GEMB	Programming Activities	113.04	113.04
G-00661	Preston Bell	Transportation	50.00	50.00
G-00662	Imagenation Promotional Group	Programming Activities	447.55	447.55
G-00663	Thomas P. Gallagher	Transportation	25.00	25.00
G-00664	Christian Book Distributors	Books & Materials	66.55	66.55
G-00665	Winner's Circle, Inc.	Professional Services	150.00	
		Professional Services	150.00	300.00
G-00666	Provantage	Other Library Related Svc	1,179.29	1,179.29
G-00667	Bank of Oklahoma	Payroll Transmittal-Chks	36,424.27	
		Payroll Transmittal-Chks	14,686.96	51,111.23
G-00668	Bank of Oklahoma	Federal Withholding Tax	57,001.85	
		Federal Withholding Tax	4,707.00	61,708.85
G-00669	Oklahoma Tax Commission	State Withholding Tax	16,774.00	
		State Withholding Tax	982.00	17,756.00
G-00670	Mun. Employees Credit Union	Employee Cr Union Deducts	11,702.51	
		Employee Cr Union Deducts	87.50	11,790.01
G-00671	United Way of Central Oklahoma	Employee Deductions	588.81	
		Employee Deductions	18.00	606.81
G-00672	Clerk, U.S. District	Employee Deductions	78.60	
		Employee Deductions	78.60	
		Employee Deductions	78.60	235.80
G-00673	Bank of America	Payroll Transmittal-DDep	308,727.54	
		Payroll Transmittal-DDep	49,932.80	358,660.34
G-00674	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-00675	Nationwide Retirement Solution	Employee Deductions	6,794.44	6,794.44
G-00676	Transamerica Life Insurance Co	Employee Deductions	350.05	350.05
G-00677	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,399.20	4,399.20
G-00678	Bank of Oklahoma	Employee Flexplan Deposit	14,250.18	14,250.18
G-00679	Bank of Oklahoma	Employee Soc/Sec Deposits	20,345.53	
		Employee Soc/Sec Deposits	3,134.50	
		Employee Medicare Deposit	7,126.31	
		Employee Medicare Deposit	1,082.20	
		Employer Soc/Sec Deposits	34,661.16	
		Employer Medicare Deposit	8,208.49	74,558.19
G-00680	MassMutual Financial Group	Employee Contrib -- DC PI	18,232.33	
		Employer Contrib -- DC PI	32,809.69	51,042.02
G-00681	Pioneer Credit Recovery	Employee Deductions	155.27	155.27
G-00682	ODHS Oklahoma Centralized	Employee Deductions	488.90	488.90
G-00683	Randall S. Fudge	Employee Deductions	167.75	167.75
G-00684	Administrative Services	Employee Deductions	1,473.43	1,473.43
G-00685	Metropolitan Library System	Supplies	175.00	175.00
G-00686	City of Del City	Rent of Buildings	400.00	400.00
G-00687	Bradford Industrial Suppl Corp	Maintenance of Facilities	19.48	19.48
G-00688	O G & E	Electrical Services	19,602.51	19,602.51
G-00689	Oklahoma Natural Gas Co.	Gas Services	92.83	

** Continued **

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-00689	Oklahoma Natural Gas Co.	Gas Services	95.15	187.98
G-00690	Tech-Lock	Maintenance of Facilities	59.70	59.70
G-00691	City of Warr Acres	Water & Garbage Services	81.95	81.95
G-00692	Central Oklahoma Winnelson	Maintenance of Facilities	89.00	
		Maintenance of Facilities	221.61	310.61
G-00693	TDS Telecom	Telephone Services	1,301.09	1,301.09
G-00694	ALA Order Fulfillment	Programming	38.70	38.70
G-00695	Denyvetta Davis	Other Commodities	91.00	91.00
G-00696	Anne G. Fischer	Other Commodities	75.71	75.71
G-00697	Independent Stationers	Supplies	83.57	83.57
G-00698	Chicago Tribune	Periodicals & Subscript.	468.52	468.52
G-00699	Commercial Concepts, Inc.	Capital Projects	275.50	275.50
G-00700	Great American Glass & Tinting	Maintenance of Facilities	200.00	200.00
G-00701	OCLC, Inc.	Network Catalog Services	3,949.19	3,949.19
G-00702	Filtration Services Group, LLC	Maintenance of Facilities	180.70	180.70
G-00703	Ginger Waldrip	Programming Activities	200.00	200.00
G-00704	Susan Pierce	Programming Activities	560.00	560.00
G-00705	Oklahoma Building Services, Inc	Janitorial Services	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	2,026.67	32,469.80
G-00706	CDW Government, Inc.	Capital Projects	3,295.26	3,295.26
G-00707	Batteries Sooner LLC	Maintenance of Facilities	27.37	27.37
G-00708	Quill Corporation	Supplies	104.99	104.99
G-00709	Steve's Wholesale Distributors	Maintenance of Facilities	13.59	13.59
G-00710	First Advantage	Professional Services	19.50	19.50
G-00711	United Parcel Service	Postage	9.19	
		Postage	8.15	17.34
G-00712	OL Service Professionals Inc	Capital Projects	595.76	595.76
G-00713	C. L. Frates & Co.	Property Insurance	174.00	174.00
G-00714	Rose Rock Development Inc	Maintenance of Facilities	1,695.00	
		Maintenance of Facilities	1,005.00	2,700.00
G-00715	James Reynolds	Programming Activities	105.00	105.00
G-00716	AT&T	Telephone Services	88.30	88.30
G-00717	Kone Inc	Maintenance of Facilities	865.00	865.00
G-00718	Kiona Millirons	Programming Activities	300.00	300.00
G-00719	Baker & Taylor Books	Materials	6,984.68	6,984.68
G-00720	Recorded Books, LLC	Materials	3,526.62	3,526.62
G-00721	World Trade Press	Materials	6,877.50	6,877.50
G-00722	Gale Group	Materials	352.38	352.38
G-00723	Full Circle Bookstore	Materials	40.00	40.00
G-00724	Brilliance Corporation	Materials	769.54	769.54
G-00725	RSPT LLC	Materials	63.16	63.16
G-00726	Ingram Library Service	Materials	215.96	215.96
G-00727	Audio Editions	Materials	158.16	158.16
G-00728	OverDrive, Inc fka	Materials	9,981.49	9,981.49
G-00729	Findaway World, LLC	Materials	23,161.91	23,161.91
G-00730	AV Cafe Inc	Materials	3,145.24	3,145.24
G-00731	Ingram Library Service	Materials	1,286.50	1,286.50

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G-00732	Baker & Taylor Entertainment	Materials	2,498.06	2,498.06
G-00733	The Great Courses	Materials	329.80	329.80
G-00734	Baker & Taylor Books	Materials	2,824.89	
		Materials	5,693.77	
		Materials	2,183.50	
		Materials	3,106.76	
		Materials	2,555.07	16,363.99
G-00735	Baker & Taylor Books	Materials	2,952.01	
		Materials	3,838.90	
		Materials	3,227.96	
		Materials	2,784.60	12,803.47
G-00736	Baker & Taylor Books	Materials	792.53	792.53
G-00737	Baker & Taylor Entertainment	Materials	1,546.07	1,546.07
G-00738	Mackin	Materials	493.86	493.86
G-00739	Metropolitan Library System	Professional Services	95.00	
		Supplies	26.40	
		Programming Activities	85.84	
		Programming Activities	77.30	284.54
G-00740	O G & E	Electrical Services	2,776.78	
		Electrical Services	879.62	3,656.40
G-00741	Oklahoma Natural Gas Co.	Gas Services	182.27	
		Gas Services	56.10	238.37
G-00742	City of Oklahoma City	Water & Garbage Services	39.66	
		Water & Garbage	142.89	
		Water & Garbage Services	44.27	226.82
G-00743	Brodart Co.	Equipment	1,888.28	
		Supplies	1,270.08	3,158.36
G-00744	AT&T	Telephone Services	140.82	140.82
G-00745	United Refrigeration, Inc.	Maintenance of Facilities	895.98	895.98
G-00746	Hunter's Battery Warehouse	Maintenance of Facilities	89.68	89.68
G-00747	Independent Stationers	Supplies	25.53	25.53
G-00748	Summit Mailing Systems, Inc.	Postage	195.95	195.95
G-00749	Jonathan W. LaPuzza	Security Services	375.00	375.00
G-00750	Susan Pierce	Programming Activities	1,825.00	1,825.00
G-00751	John Mark Dawson	Security Services	150.00	150.00
G-00752	Batteries Sooner LLC	Maintenance of Facilities	399.75	
		Maintenance of Facilities	12.96	412.71
G-00753	American Parking		130.00	130.00
G-00754	Dowell Parking Center	Parking & Transportation	312.00	312.00
G-00755	Walmart Community/GEMB	Supplies	31.90	
		Programming Activities	113.43	145.33
G-00756	City Arts Center	Programming Activities	210.00	210.00
G-00757	Cox Communications, Inc.	Telephone Service	10.06	10.06
G-00758	Securitas Security USA, Inc.	Security Services	7,498.69	
		Security Services	8,446.62	15,945.31
G-00759	Chris Kennedy	Supplies	70.65	
		Transportation	22.20	92.85
G-00760	Society for Human Resource	Professional Services	180.00	180.00
G-00761	Kathy C. Brown	Programming Activities	43.75	43.75
G-00762	Metropolitan Library System	Programming Activities	827.21	827.21
G-00763	City of Midwest City, Inc.	Water & Garbage Services	1,266.55	1,266.55
G-00764	O G & E	Electrical Services	3,348.25	

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-00764	O G & E	Electric Services	452.75	3,801.00
G-00765	Oklahoma Natural Gas Co.	Gas Services	119.03	
		Gas Services	140.84	259.87
G-00766	Triangle/A & E	Capital Projects	6.00	6.00
G-00767	Locke Supply Co.	Maintenance of Facilities	455.00	
		Maintenance of Facilities	1.55	
		Maintenance of Facilities	220.87	
		Maintenance of Facilities	3.46	
		Maintenance of Facilities	4.37	
		Maintenance of Facilities	39.32	724.57
G-00768	Tech-Lock	Maintenance of Facilities	205.00	205.00
G-00769	Forest Building Materials	Maintenance of Facilities	12.20	12.20
G-00770	ALA Order Fulfillment	Programming	31.05	31.05
G-00771	American Library Association	Memberships	200.00	200.00
G-00772	Keystone Tape & Label, Inc.	Printing/Printing Supply	1,772.89	
		Printing/Printing Supply	73.24	1,846.13
G-00773	Marilyn E. Backus	Transportation	21.73	21.73
G-00774	Copelin's Office Center	Equipment	2,572.00	2,572.00
G-00775	Rosemary Czarski	Programming Activities	51.53	
		Postage	17.50	69.03
G-00776	Debbie Langston	Programming Activities	60.00	60.00
G-00777	Cheryll Jones	Transportation	14.43	14.43
G-00778	Scott's Printing & Copying	Printing/Printing Supply	108.96	108.96
G-00779	Francie Pendleton	Transportation	27.75	27.75
G-00780	Jonathan W. LaPuzza	Security Services	700.00	700.00
G-00781	Deli Partners of Little Rock	Professional Services	192.78	192.78
G-00782	Evans Hardware	Maintenance of Facilities	70.95	70.95
G-00783	Southwest Paper - OKC	Supplies	240.25	240.25
G-00784	Westlake Hardware	Maintenance of Facilities	8.28	8.28
G-00785	ProQuest	Periodicals & Subscript.	20,318.75	20,318.75
G-00786	Cintas	Maintenance of Facilities	125.00	125.00
G-00787	Jerry's Contracting	Maintenance of Facilities	2,450.00	2,450.00
G-00788	Amazon/GE Money Bank	Supplies	40.51	40.51
G-00789	Alice Murphy	Supplies	32.50	32.50
G-00790	Construction Building	Maintenance of Facilities	225.00	225.00
G-00791	USPS/BME	Postage	795.00	795.00
G-00792	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	12.00	12.00
G-00793	O'Reilly Automotive Stores,	Maintenance of Facilities	9.38	9.38
G-00794	Cintas Corporation 064	Maintenance of Facilities	487.36	487.36
G-00795	Juggle Whatever	Programming Activities	125.00	125.00
G-00796	Maria Watkins	Transportation	11.10	11.10
G-00797	Global Industrial Equipment	Equipment	750.56	750.56
Total of FY 12-13 Warrants Issued				\$ 2,147,369.62

General Fund F.Y. 11-12

Warrant Register

August 2012

Number	Vendor/Payee	Purpose		Amount
G-06077	Metropolitan Library System	Maintenance of Facilities	8.29	
		Programming Activities	34.60	
		Other Commodities	14.87	57.76
G-06078	The University of Oklahoma	Library-related Services	95.84	95.84
G-06079	Donna Morris	Telephone Services	50.00	50.00
G-06080	ABDO Publishing Company	Materials	2,658.92	2,658.92
G-06081	American Express	Equipment	415.71	
		Programming Activities	228.46	
		Programming Activities	79.99	724.16
G-06082	CompSource Oklahoma	Worker's Comp Insurance	15,628.00	15,628.00
G-06083	Recorded Books, LLC	Materials	6,755.52	6,755.52
G-06084	Marilyn E. Backus	Transportation	150.69	150.69
G-06085	Gale Group	Materials	228.36	228.36
G-06086	Ingram Library Service	Materials	4,467.66	4,467.66
G-06087	Audio Editions	Materials	151.14	151.14
G-06088	PAR Sprinkler, Inc.	Maintenance of Facilities	2,275.00	2,275.00
G-06089	Ingram Library Service	Materials	133.22	133.22
G-06090	CDW Government, Inc.	Automation	920.67	
		Automation	920.67	1,841.34
G-06091	American Benefit Systems, Inc.	Professional Services	1,356.25	1,356.25
G-06092	MAC Systems, Inc.	Maintenance of Facilities	772.00	772.00
G-06093	Amazon/GE Money Bank	Programming Activities	63.07	63.07
G-06094	Land's End Business Outfitters	Professional Services	95.00	95.00
G-06095	Baker & Taylor Books	Materials	1,586.81	1,586.81
G-06096	Baker & Taylor Entertainment	Materials	1,193.62	
		Materials	371.74	1,565.36
G-06097	Construction Building	Maintenance of Facilities	372.00	372.00
G-06098	Baker & Taylor Books	Materials	1,121.61	
		Materials	2,613.61	
		Materials	1,372.95	
		Materials	2,212.87	
		Materials	2,842.41	
		Materials	2,878.19	
		Materials	4,274.63	
		Materials	5,387.86	
		Materials	3,414.55	26,118.68
G-06099	Baker & Taylor Books	Materials	2,986.29	
		Materials	4,121.56	
		Materials	2,378.48	9,486.33
G-06100	Patrick Williams	Professional Services	80.00	80.00
G-06101	Smart Technologies	Capital Projects	17,612.90	17,612.90
G-06102	Knoll, Inc.	Furniture	92.88	
		Furniture	1,214.18	
		Furniture	150.00	1,457.06
G-06103	Triangle/A & E	Capital Projects	23.70	23.70
G-06104	Chickasaw Telecom, Inc.	Automation	27,988.52	27,988.52
G-06105	BMC Software, Inc.	Automation	2,900.00	2,900.00
G-06106	Recorded Books, LLC	Materials	4,399.80	4,399.80
G-06107	Library Video Co.	Materials	104.65	104.65
G-06108	Random House, Inc	Materials	264.00	264.00
G-06109	Brilliance Corporation	Materials	9,429.55	9,429.55
G-06110	Ingram Library Service	Materials	6,523.93	6,523.93

General Fund F.Y. 11-12

Warrant Register

August 2012

Number	Vendor/Payee	Purpose		Amount
G-06111	Audio Editions	Materials	1,669.86	1,669.86
G-06112	Findaway World, LLC	Materials	6,823.56	6,823.56
G-06113	AV Cafe Inc	Materials	148.19	148.19
G-06114	Ingram Library Service	Materials	160.36	160.36
G-06115	Center Point Large Print	Materials	2,353.59	2,353.59
G-06116	Baker & Taylor Books	Materials	2,387.01	2,387.01
G-06117	Cox Communications, Inc.	Capital Projects	2,043.76	2,043.76
G-06118	Baker & Taylor Entertainment	Materials	2,142.56	
		Materials	655.09	2,797.65
G-06119	Cynthia Friedemann	Travel Expenses	455.00	455.00
G-06120	Baker & Taylor Books	Materials	1,080.32	
		Materials	743.04	
		Materials	1,735.79	
		Materials	2,700.65	
		Materials	2,157.49	
		Materials	1,353.09	
		Materials	2,584.39	
		Materials	3,956.75	16,311.52
G-06121	Baker & Taylor Books	Materials	785.71	
		Materials	2,817.51	
		Materials	741.91	4,345.13
G-06122	Baker & Taylor Books	Materials	14.41	14.41
G-06123	Mackin	Materials	1,314.38	1,314.38
G-06124	Scott Rice Co. - OKC	Furniture	4,618.89	4,618.89
G-06125	ALA Order Fulfillment	Programming Activities	596.00	596.00
G-06126	Arrow Wrecker Service, Inc.	Vehicle Parts & Repairs	213.46	213.46
G-06127	Recorded Books, LLC	Materials	3,825.60	3,825.60
G-06128	Gale Group	Materials	8,746.73	8,746.73
G-06129	American Library Association	Supplies	709.00	709.00
G-06130	Shawver & Son	Maintenance of Facilities	1,300.00	
		Maintenance of Facilities	9,750.00	11,050.00
G-06131	Random House, Inc	Materials	1,878.75	1,878.75
G-06132	Ingram Library Service	Materials	2,661.67	2,661.67
G-06133	Walker Companies	Supplies	36.40	36.40
G-06134	Audio Editions	Materials	931.70	931.70
G-06135	Ingram Library Service	Materials	122.61	122.61
G-06136	Center Point Large Print	Materials	5,059.08	5,059.08
G-06137	Total Electric of OK, Inc.	Capital Projects	3,042.35	3,042.35
G-06138	Baker & Taylor Books	Materials	360.07	360.07
G-06139	Baker & Taylor Entertainment	Materials	1,498.64	1,498.64
G-06140	Baker & Taylor Books	Materials	1,532.10	
		Materials	1,361.63	
		Materials	1,037.52	
		Materials	1,785.10	
		Materials	2,628.26	
		Materials	969.88	9,314.49
G-06141	Baker & Taylor Books	Materials	1,129.71	
		Materials	1,096.97	2,226.68
G-06142	Mackin	Materials	132.96	132.96
G-06143	O G & E	Capital Projects	6,799.00	6,799.00
G-06144	Spaces, Inc.	Capital Projects	5,292.00	5,292.00
G-06145	Filtration Services Group, LLC	Maintenance of Facilities	46.98	46.98

General Fund F.Y. 11-12

Warrant Register

August 2012

Number	Vendor/Payee	Purpose		Amount
G-06146	Cultural Surroundings	Capital Projects	21,230.60	
		Capital Projects	139,074.30	
		Capital Projects	81,412.42	241,717.32
G-06147	Knoll, Inc.	Furniture, Fixtures & Equ	2,800.00	
		Furniture	150.00	2,950.00
G-06148	Environments, Inc.	Programming Activities	93.95	93.95
G-06149	Brodart Co.	Supplies	556.00	556.00
G-06150	Recorded Books, LLC	Materials	4,777.00	4,777.00
G-06151	Blackstone Audio Books	Materials	450.00	450.00
G-06152	Brilliance Corporation	Materials	882.39	882.39
G-06153	Ingram Library Service	Materials	5,847.64	5,847.64
G-06154	Audio Editions	Materials	526.72	526.72
G-06155	OverDrive, Inc fka	Books & Materials	3,193.50	3,193.50
G-06156	Findaway World, LLC	Materials	2,899.72	2,899.72
G-06157	TSHA, Inc.	Programming Activities	113.60	113.60
G-06158	Baker & Taylor Books	Materials	1,017.84	1,017.84
G-06159	Baker & Taylor Entertainment	Materials	3,246.53	3,246.53
G-06160	Baker & Taylor Books	Materials	1,067.23	
		Materials	1,431.85	
		Materials	2,373.85	
		Materials	1,195.71	
		Materials	1,569.35	
		Materials	544.72	8,182.71
G-06161	Baker & Taylor Books	Materials	1,578.31	
		Materials	2,174.14	3,752.45
G-06162	Keystone Tape & Label, Inc.	Printing/Printing Supply	337.15	337.15
G-06163	Copelin's Office Center	Capital Projects	24,129.89	24,129.89
G-06164	Haworth, Inc	Capital Projects	27,570.40	27,570.40
Total of FY 11-12 Warrants Issued				\$ 589,649.51

Special Funds

Warrant Register

August 2012

Number	Vendor/Payee	Purpose		Amount
S-17812	Farris E. Willingham, II	Lost &aid Item Returned	24.80	24.80
S-17813	Rhoda R Sutton	Lost &aid Item Returned	3.00	3.00
S-17814	Janay L. Irvin	Lost &aid Item Returned	4.50	4.50
S-17815	Jacqueline R. Johnson	Lost &aid Item Returned	13.95	13.95
S-17816	Angel Pasillas	Lost &aid Item Returned	11.95	11.95
S-17817	Justice C. Hankins	Lost &aid Item Returned	29.95	29.95
S-17818	Dawit A. Worku	Lost &aid Item Returned	26.95	26.95
S-17819	David J. Wilson	Lost &aid Item Returned	3.50	3.50
S-17820	Michael Rosenbach	Lost &aid Item Returned	14.95	14.95
S-17821	Julie E. Elerick	Lost &aid Item Returned	11.95	11.95
S-17822	Hetal Desai	Lost &aid Item Returned	13.95	13.95
S-17823	Andrea M. Robinson	Lost &aid Item Returned	12.75	12.75
S-17824	Kevin Mooney	Lost &aid Item Returned	4.95	4.95
S-17825	Maricela Chavez	Lost &aid Item Returned	24.95	24.95
S-17826	Cayce L. Ermey	Lost &aid Item Returned	9.15	9.15
S-17827	Colin G. Chappell	Lost &aid Item Returned	8.45	8.45
S-17828	Jared E. Haymore	Lost &aid Item Returned	13.95	13.95
S-17829	Karen E. Navarro	Lost &aid Item Returned	14.55	14.55
S-17830	Priscilla K Mattinson	Lost &aid Item Returned	3.50	3.50
S-17831	Barbara J. Wagner	Lost &aid Item Returned	21.05	21.05
S-17832	Shamberg, Johnson & Bergman	Fines Account	40.00	40.00
S-17833	Council Grove of the DAR	Fines Account	20.00	20.00
S-17834	Amazon/GE Money Bank	Copier	1,797.49	1,797.49
S-17835	Standley Systems	Copier Maintenance	67.02	
		Copier Maintenance	3.20	
		Copier Maintenance	23.91	
		Copier Maintenance	17.19	
		Copier Usage	207.77	
		Copier Usage	289.81	608.90
S-17836	ImageNet Consulting, LLC	Copier Maintenance	82.43	
		Copier Maintenance	37.80	
		Copier Maintenance	82.43	202.66
S-17837	Metropolitan Library System	MWC Garden Restoration	1.10	1.10
S-17838	American Express	13/Friends/Staff Recognit	167.72	167.72
S-17839	Barnes & Noble, Inc.	13/Friends/Come Read	3,339.64	3,339.64
S-17840	Hetal Desai	Lost & Paid Item Returned	59.90	59.90
S-17841	Jaidi L. Clayton	Lost & Paid Item Returned	3.00	3.00
S-17842	Reagan O. Riley	Lost & Paid Item Returned	18.95	18.95
S-17843	Shanna R. Johnson	Lost & Paid Item Returned	16.95	16.95
S-17844	Abby M. Rowell	Lost & Paid Item Returned	3.00	3.00
S-17845	Kaleb M. Davidson	Lost & Paid Item Returned	3.00	3.00
S-17846	Eleanor G. Derrico	Lost & Paid Item Returned	3.00	3.00
S-17847	Gayle L. McKinney	Lost & Paid Item Returned	17.95	17.95
S-17848	Caitlin E. Eyestone	Lost & Paid Item Returned	28.55	28.55
S-17849	Christian M. Peters	Lost & Paid Item Returned	14.95	14.95
S-17850	Tatiana I. Vierling	Lost & Paid Item Returned	17.00	17.00
S-17851	Sara R. Box	Lost & Paid Item Returned	14.95	14.95
S-17852	Christine E. Simmons	Lost & Paid Item Returned	19.60	19.60
S-17853	Maria D. Lopez	Lost & Paid Item Returned	3.00	3.00
S-17854	Cheryl L. Murdock	Lost & Paid Item Returned	26.95	26.95
S-17855	Kandi K. Deaton	Lost & Paid Item Returned	9.45	9.45
S-17856	Abbee L. Geissler	Lost & Paid Item Returned	3.00	3.00

Special Funds

Warrant Register

August 2012

Number	Vendor/Payee	Purpose		Amount
S-17857	Jennifer M. Peterson	Lost & Paid Item Returned	3.00	3.00
S-17858	Desiree D. Swart	Lost & Paid Item Returned	3.00	3.00
S-17859	ImageNet Consulting, LLC	Copier Maintenance	61.03	61.03
S-17860	Candace McDaniel	13/Staff Recognition	39.51	39.51
S-17861	Minick Materials	10/LET/Special Grant	243.32	243.32
S-17862	Janeal Walker	12-Lee Brawner Scholar	181.49	181.49
S-17863	Metropolitan Library System	Transfer of Fines & Fees	49,000.00	49,000.00
S-17864	Chase Card Services	Fines Account	154.60	154.60
S-17865	Janeal Walker	11-Lee Brawner Scholar	418.51	418.51
S-17866	Suzette V. Felton	11-Lee B. Brawner Scholar	600.00	600.00
S-17867	Oklahoma Tax Commission	State Sales Tax-July	90.63	90.63
S-17868	Chandler K. Yates	Lost & Paid Item Returned	114.35	114.35
S-17869	Carole F. Waldvogel	Lost & Paid Item Returned	16.95	16.95
S-17870	Hannah M. Sherwin	Lost & Paid Item Returned	6.95	6.95
S-17871	Laura C. Anderson	Lost & Paid Item Returned	16.95	16.95
S-17872	Georgiana T. Peterson	Lost & Paid Item Returned	18.15	18.15
S-17873	Vickie L. Sowards	Lost & Paid Item Returned	6.00	6.00
S-17874	Vicki J. Dimmer	Lost & Paid Item Returned	51.95	51.95
S-17875	Carolyn S. Dye	Lost & Paid Item Returned	35.85	35.85
S-17876	Paul J. Swinney	Lost & Paid Item Returned	21.75	21.75
S-17877	Makail O. A. Jefferson	Lost & Paid Item Returned	6.95	6.95
S-17878	Nhe Van Vu	Lost & Paid Item Returned	20.95	20.95
S-17879	Reeca A. Young	Lost & Paid Item Returned	3.00	3.00
S-17880	Courtney A. Crawford	Lost & Paid Item Returned	30.60	30.60
S-17881	Alejandra Ramirez	Lost & Paid Item Returned	3.00	3.00
S-17882	Vivian Isobel Suhrstedt	Lost & Paid Item Returned	16.95	16.95
S-17883	Jessica M. Breau	Lost & Paid Item Returned	10.25	10.25
S-17884	Shania Minh Hieu Ngo	Lost & Paid Item Returned	3.45	3.45
S-17885	Teresa G. Slaughter	Lost & Paid Item Returned	3.00	3.00
S-17886	Spencer L. Yates	Lost & Paid Item Returned	116.70	
		Lost & Paid Item Returned	28.85	145.55
S-17887	Full Circle Bookstore	12 Summer @ the Library	417.55	417.55
S-17888	Imagination Promotional Group	12 Summer @ the Library	411.35	411.35
S-17889	Oklahoma Tax Commission	State Sales Tax-July	121.08	121.08
S-17890	Oklahoma Tax Commission	State Sales Tax-July	689.60	689.60
S-17891	Standley Systems	Copier Maintenance	7.74	7.74
S-17892	Cox Media Oklahoma City	Digital Inclusion	6,064.56	6,064.56
S-17893	Rena Gibson	11/Lee B. Brawner Scholar	46.93	46.93
S-17894	Cox Media Oklahoma City	MLS TV Ads	285.00	285.00
S-17895	Rena Gibson	11/Lee B. Brawner Scholar	2,353.07	2,353.07
S-17896	Cox Media Oklahoma City	Commercials	2,568.51	2,568.51
S-17897	ImageNet Consulting, LLC	Copier Maintenance	90.20	90.20
S-17898	Derrick D Butler	MWC Garden Restoration	1,170.00	1,170.00
S-17899	Crystal R. Clark	Lost & Paid Item Returned	5.20	5.20
S-17900	Irving Public Library	Books Lost Account	34.95	34.95
S-17901	Donna L. Johnson	Lost & Paid Item Returned	19.95	19.95
S-17902	Amy C. Norfleet	Lost & Paid Item Returned	10.85	10.85
S-17903	Damion Reinhardt	Lost & Paid Item Returned	17.05	17.05
S-17904	Christina M. Wutz	Lost & Paid Item Returned	6.95	6.95
S-17905	E'Layne Z. Davis	Lost & Paid Item Returned	3.00	3.00
S-17906	Drew J. Hartman	Lost & Paid Item Returned	3.00	3.00
S-17907	Lasha Stephens	Lost & Paid Item Returned	11.25	11.25

Special Funds

Warrant Register

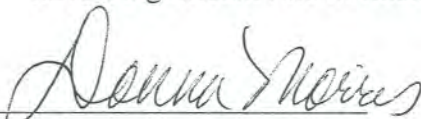
August 2012

Number	Vendor/Payee	Purpose		Amount
S-17908	Talea K. Sumlin	Lost & Paid Item Returned	6.99	6.99
S-17909	Brian E. Allen	Lost & Paid Item Returned	26.45	26.45
S-17910	Vertis L. Pace	Lost & Paid Item Returned	11.95	11.95
S-17911	Fort Smith Public Library	Gifts & Books Lost Acct	11.99	11.99
S-17912	University of Oklahoma	Gifts & Books Lost Acct	67.00	67.00
S-17913	Mary E. Stanart	Lost & Paid Item Return	3.00	3.00
S-17914	Clarence J Hutchison	Lost & Paid Item Return	11.35	11.35
S-17915	Kaitlyn Hahn	Lost & Paid Item Return	6.00	6.00
S-17916	Tylor R Horn	Lost & Paid Item Return	3.00	3.00
S-17917	Paul D Gallimore	Lost & Paid Item Return	19.85	19.85
S-17918	Deanna K Parrish	Lost & Paid Item Return	15.95	15.95
S-17919	Katie E Brooke	Lost & Paid Item Return	19.95	19.95
S-17920	Racheal C Scott	Lost & Paid Item Return	8.40	8.40
S-17921	Mica L Smith	Lost & Paid Item Return	14.95	14.95
S-17922	Christian M McCullough	Lost & Paid Item Return	12.95	12.95
S-17923	Liliana Godinez	Lost & Paid Item Return	14.95	14.95
S-17924	Marian E. Jeter	Lost & Paid Item Return	11.75	11.75
S-17925	Paul Dyer	Fines Account	160.00	160.00
S-17926	Metropolitan Library System	Copy Fund	120,000.00	120,000.00
S-17927	Brilliance Corporation	Friends Children's Author	1,598.00	1,598.00
S-17928	Friends of the Metro. Library	Winter ReadFest	10.79	10.79

Total of Special Funds Warrants Issued \$ 194,414.21

I, Donna Morris, certify that:

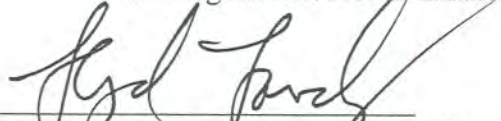
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered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

9-11-12
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

9-11-12
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: PRINTING AND DELIVERY OF LIBRARY CARDS

To be provided in the FY2012-13 budget is the request for printing and delivery of library cards.

Specifications were prepared and bids were let for 23 days and advertised for two days in The Oklahoman. Bid packets were provided to 9 prospective bidders.

A pre-bid conference was held on August 30th. No vendors attended.

Bids were received and publicly opened on September 6th. Five vendors responded.

Vendor	Quantity	Price per Unit	Product Total	Shipping	Grand Total
Lucas Color Card	120,000	0.1262	\$15,144.00	\$121.19	\$15,265.19
Vanguard ID Systems	120,000	0.1741	\$20,892.00	\$0.00	\$20,892.00
Dasher Printing	120,000	0.1804	\$21,648.00	\$0.00	\$21,648.00
Rainbow Printing	120,000	0.119	\$14,280.00	\$0.00	\$14,280.00
Reliance Label Solutions	120,000	0.159	\$19,080.00	\$0.00	\$19,080.00

RECOMMENDATION:

That the Commission award bid for printing and delivery of library cards to Rainbow Printing in the amount of \$14,280.00. Funding for the purchase is provided for in the FY2012-13 budget, account 303.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM B: CISCO ROUTERS, SWITCHES, AND WIRELESS UPGRADE/REPLACEMENT

Provided for in the FY2012-13 budget is the request to upgrade the Cisco routers at seven libraries, replace 34 switches, and replace 55 wireless Access Points. The library system purchased the current routers and switches in 2004 and the access points in 2005. These routers are now obsolete and have reached end-of-life/end-of-service with Cisco. New routers will combine two routers into one with all the same functionality while also providing higher speed throughput of data. The current access points only allow for the 802.11a/b/g protocol but the new ones will allow for the 802.11n protocol which will provide a better wireless experience for customers using their own computers in the library. This is the second phase of the wireless upgrade and will complete the upgrade. We will also be able to trade-in the obsolete equipment for a small credit towards this purchase.

There is a state contract for Cisco equipment and installation services. The state contract is: #ITSW1006. The Library's purchasing policy allows the Library to purchase off of any state contract.

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

Cisco Networking Equipment	
Equipment	Price
Hardware	\$231,604.10
Less: Trade-In	12,334.65
Total Net cost	\$219,269.45

RECOMMENDATION:

That the Commission approve the upgrade purchase of the Cisco routers, switches, and wireless Access Points from Chickasaw Telecom. Funding for the purchase is provided for in the FY2012-13 budget, account 410.

REQUEST TO DECLARE FURNITURE AND EQUIPMENT SURPLUS

Throughout the year various pieces of furniture and equipment have become surplus to the Library's needs. Some are now obsolete and others are no longer required due to new purchases. Commission's approval is required to declare furniture and equipment to be surplus so they can be disposed of in accordance with Commission policy.

A summarized listing of the furniture and equipment that have become surplus to the Library is provided below. A detailed list is available for inspection in the Business Office.

The furniture and equipment, which have become excessive and surplus to a division, have been made available to the Library System's other divisions. Any items transferred to the divisions before the retail sale will be put back into the inventory list at a later date.

The sale of the surplus furniture and equipment will be by retail sale. Notice of the retail sale will be published in the local paper and posted for public information at all library locations. Money received from the retail sale will be placed in the general fund.

Those items that are not sold at the retail sale will be disposed of in the best interest of the Library System.

Qty	Description
2	Cabinet, Storage
1	Camera
5	Chair, Lounge
3	Chair, Swivel, with Arms
13	Chair, Swivel, without Arms
1	Computer Room Equipment
155	Computer, Micro, Base Unit
1	Computer, Micro, Disc Drive
184	Computer, Micro, Monitor
1	Copier
1	Credenza
1	Desk, Executive
1	Desk, L-Shape
1	Dispenser, Tape

Qty	Description
1	Displayer, CD
1	Easel
2	Locker, Full Length
1	Paper Cutter, Commercial
1	Postage Machine
1	Projector, 16 MM
1	Reader-Printer, Microfilm
1	Scale
2	Show Case
1	Table, Conference
1	Table, Round
1	Worksurface
**	Miscellaneous Furniture and Equipment
**	Miscellaneous Shelving

**Each individual item valued under \$500

RECOMMENDATION:

The Commission declares the furniture and equipment listed to be surplus to the Library's needs and authorize the sale of the surplus in accordance with Commission policy by public retail sale.

REPORT AND RECOMMENDATIONS FROM FINANCE COMMITTEE

The Finance Committee met September 6, 2012 for:

(Please reference the Finance Committee packet for detailed reports.)

- I.** Discussion, Consideration, and Possible Action: Approval of FY 2012-13 Final Budget
- II.** Discussion, Consideration, and Possible Action: Report and Recommendations from Administration
 - MLS Fund Balance Guidelines – Adopted for GASB 54

During its meeting, the Committee:

Reviewed and discussed all items.

The following recommendations are the result of the discussions.

COMMITTEE RECOMMENDATION FOR COMMISSION ACTION:

- 1.** To approve the Metropolitan Library System Proposed Final Budget for FY 2012-13.
- 2.** To approve the MLS Fund Balance Guidelines, Adopted for GASB 54.

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

FINANCE COMMITTEE

MINUTES

DATE: Thursday, September 6, 2012 TIME: 3:30 PM
MEETING PLACE: Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(405) 231-8650

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, July 25, 2012. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on September 4, 2012, in conformity with the Oklahoma Open Meeting Act.

COMMITTEE MEMBERS PRESENT:

Nancy Anthony, Chair
Allen Coffey
Rozz Grigsby
Jim Shonts
Judy Smith
Beth Toland

COMMITTEE MEMBERS EXCUSED:

COMMISSION MEMBERS PRESENT:

Donna Morris, Executive Director

ESTIMATE OF OTHERS PRESENT: 13

I. Mrs. Nancy Anthony called the meeting to order at 3:27 p.m. Roll was called to establish a quorum. Present: Coffey, Grigsby, Shonts, Smith, Toland, Anthony.

II. Mrs. Anthony referred to Discussion, Consideration, and Possible Action: Approval of FY 2012-13 Final Budget.

Mr. Lloyd Lovely, Deputy Executive Director/Finance presented the proposed Final Budget. Mr. Lovely handed out a comparative schedule of the annual growth of property valuation, which listed property valuations from FY 1982-83 to the current FY 2012-13. He stated the final assessment numbers from the county came in with a 1.91% increase over last year; however, a 2.3% increase was estimated in the preliminary budget, which equals approximately \$121,000 less in revenue for the final budget. Even with the increase less than anticipated, the library system is still in good shape. Mr. Lovely reported that there is a state question on the November ballot to put a 3% cap on the valuation increases. Currently, there is a 5% cap. If the election passes, over the long term, it could mean less revenue for the library system as well as for schools, and all those who are funded by ad valorem taxes.

Mr. Lovely reviewed the list of operating expense changes which are included in the proposed final budget. He explained in detail some of the main changes from the preliminary budget.

\$500,000 ILS (Integrated Library System) Software

Mrs. Morris explained with Jim Welch's upcoming retirement, the library system will have to make the move to a vendor driven Integrated Library System. It is a very large and expensive proposition. As mentioned in the August Commission packet, a presentation of what this change entails will be brought to the commission in the future. The cost is not known at this time; however \$500,000 has been added to the operating expenses in Account 450 and another \$500,000 has been included in the reserves.

\$265,909 NW Library – Carryover from 2011-2012

\$578,724 DC Library – Increased request for capital.

Mr. Lovely explained, the amount reflects the library's contribution towards a new Del City Library. This was previously presented to the Long-Range Planning Committee and Commission and was approved; however, it was mistakenly left out of the preliminary budget

Questions and discussion followed.

Mr. Lovely stated the proposed final budget of \$58,706,351 consists of \$36,748,768 for the operating budget, \$5,828,633 for capital projects, and \$16,128,950 for reserves. The operating budget is an increase of \$54,749 or 0.15% from last year's budget.

Mrs. Anthony called for a motion to approve the Fiscal Year 2012-13 Final Budget.

Mrs. Judy Smith moved to approve the Metropolitan Library System proposed Final Budget for FY 2012-13 as presented. Mrs. Beth Toland seconded. No further discussion. Motion passed unanimously.

III. Mrs. Anthony referred to Discussion, Consideration, and Possible Action: Report and Recommendations from Administration: MLS Fund Balance Guidelines – Adopted for GASB 54.

Mr. Lovely reported the auditors have recommended the library system adopt the MLS Fund Balance Guidelines. The guidelines establish a key element of the financial stability of the Library. The guidelines specify an order of expenditure of funds when multiple categories of fund balance are available, spending the most restricted category before moving to the next category with available funds. The library system already operates using these practices; however, the guidelines put the practices in writing.

Mr. Jim Shonts moved to approve the MLS Fund Balance Guidelines, Adopted for GASB 54. Mrs. Rozz Grigsby seconded. No further discussion. Motion passed unanimously.

IV. There being no further business, Mrs. Anthony adjourned the meeting at 4:03 p.m.


Donna Morris, Executive Director
(Secretary)

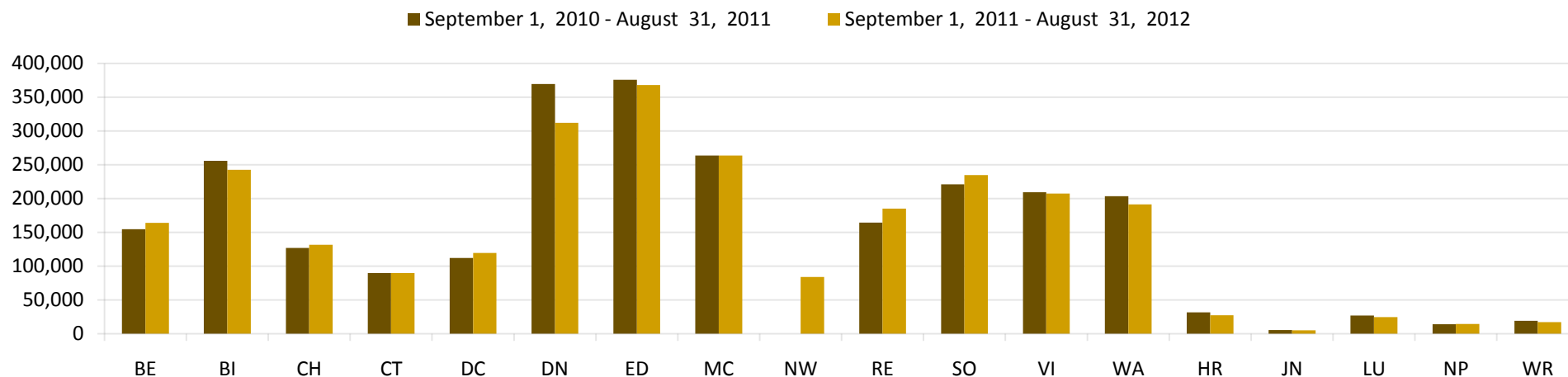
Final Budget
FY 2012 – 2013
(July 1, 2012 to June 30, 2013)

Please remember to bring your
FY 2012-13 Final Budget Binder
to the September 20, 2012
Commission meeting @ Del City Library

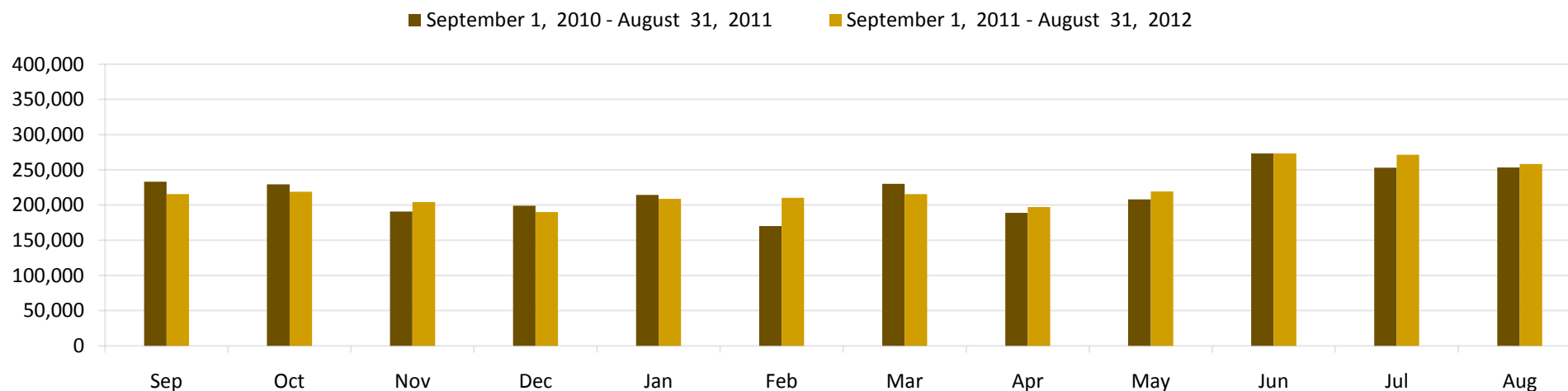
Library Visits Report

System Summary

Visits by Library



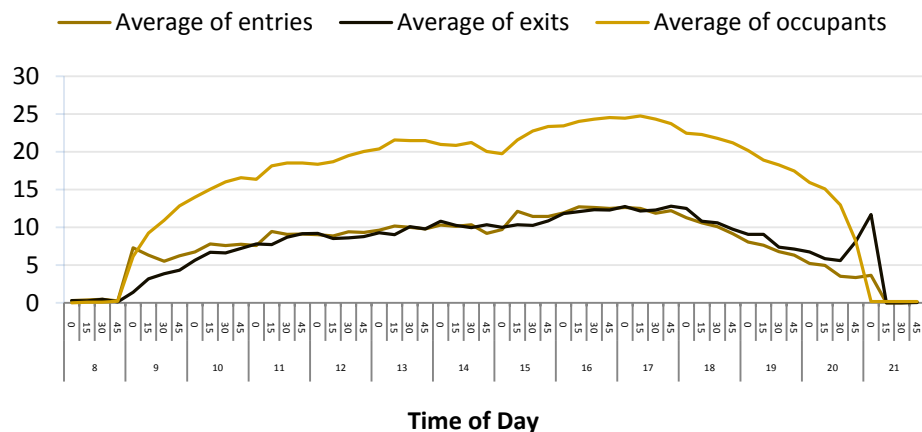
Visits by Month



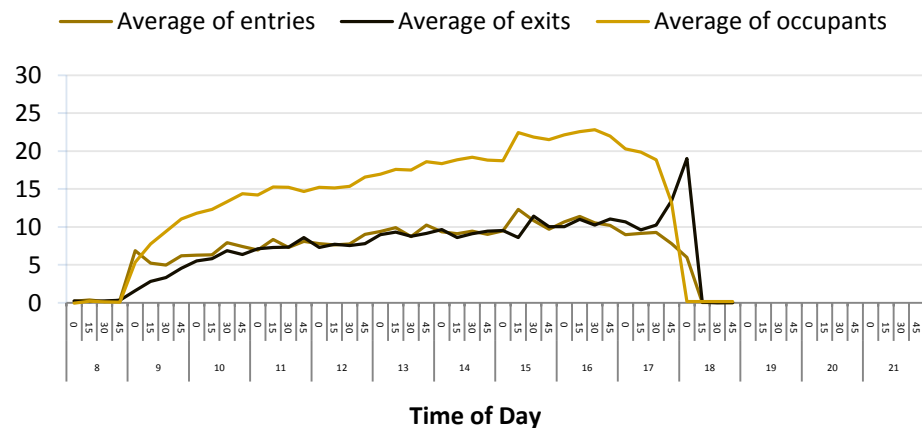
Library Visits Report

Visits Profile: DC

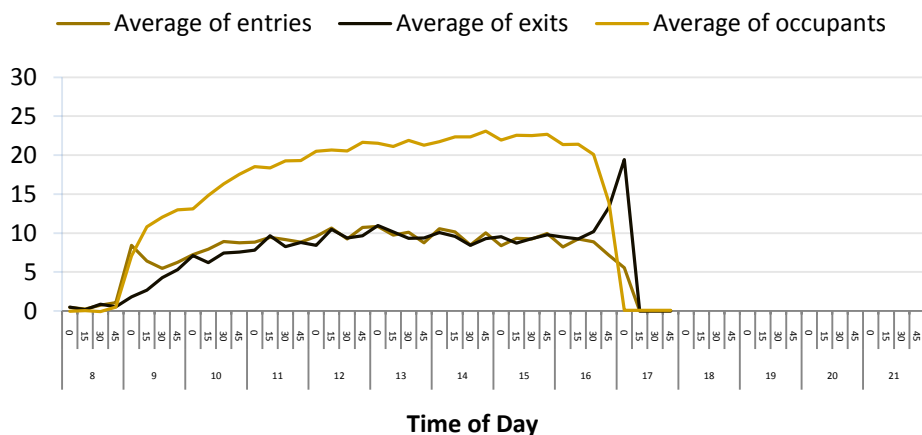
Monday - Thursday
(Trailing Twelve Months)



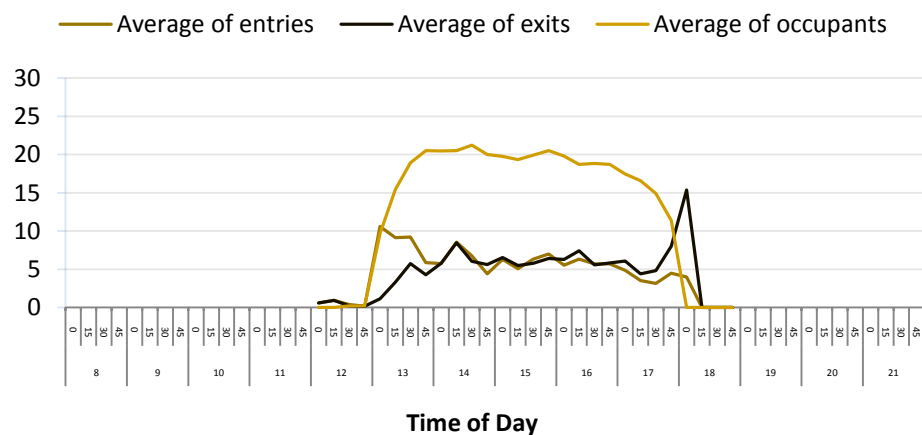
Friday
(Trailing Twelve Months)



Saturday
(Trailing Twelve Months)



Sunday
(Trailing Twelve Months)



Library Visits Report

Data

July 1, 2012 - August 31, 2012 (16.67% of the 12-13 Fiscal Year)

		<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>FYTD Total</u>
BI	FY12	22,714	25,210	21,178	21,200	20,197	18,423	20,647	20,621	20,459	19,920	20,337	19,344	47,924
	FY13	19,684	20,518	-	-	-	-	-	-	-	-	-	-	40,201
	%	-13.3%	-18.6%											-16.1%
BE	FY12	16,525	15,844	13,379	13,529	12,624	11,836	12,935	12,776	13,482	13,747	11,048	17,694	32,369
	FY13	16,408	14,583	-	-	-	-	-	-	-	-	-	-	30,991
	%	-0.7%	-8.0%											-4.3%
CH	FY12	10,042	11,205	10,300	11,582	10,466	9,687	10,830	10,954	10,625	9,839	11,205	11,791	21,246
	FY13	11,751	12,690	-	-	-	-	-	-	-	-	-	-	24,441
	%	17.0%	13.3%											15.0%
CT	FY12	8,410	7,976	7,617	7,109	6,490	6,160	6,816	6,962	7,228	6,713	7,941	9,504	16,386
	FY13	9,167	8,206	-	-	-	-	-	-	-	-	-	-	17,372
	%	9.0%	2.9%											6.0%
DC	FY12	10,365	11,054	9,557	9,584	9,654	8,928	9,644	9,461	9,297	6,451	9,857	13,412	21,419
	FY13	12,301	11,238	-	-	-	-	-	-	-	-	-	-	23,539
	%	18.7%	1.7%											9.9%
DN	FY12	34,380	34,266	27,714	27,466	25,745	23,459	24,006	24,929	26,398	23,905	24,348	26,164	68,646
	FY13	28,393	29,480	-	-	-	-	-	-	-	-	-	-	57,873
	%	-17.4%	-14.0%											-15.7%
ED	FY12	37,611	33,871	29,621	29,275	27,804	23,892	28,654	29,921	30,052	28,128	30,273	38,864	71,482
	FY13	38,203	33,006	-	-	-	-	-	-	-	-	-	-	71,209
	%	1.6%	-2.6%											-0.4%
MC	FY12	25,287	25,380	22,111	22,226	20,723	18,880	20,721	20,899	22,089	20,630	20,606	25,399	50,667
	FY13	25,032	24,228	-	-	-	-	-	-	-	-	-	-	49,261
	%	-1.0%	-4.5%											-2.8%
NW	FY12	-	-	-	-	-	-	-	-	-	-	8,482	26,788	-
	FY13	26,552	22,353	-	-	-	-	-	-	-	-	-	-	48,905
	%													
RE	FY12	17,028	18,189	13,981	14,917	13,288	14,055	14,646	14,253	14,272	13,328	14,352	19,205	35,217
	FY13	19,398	19,333	-	-	-	-	-	-	-	-	-	-	38,730
	%	13.9%	6.3%											10.0%

Library Visits Report

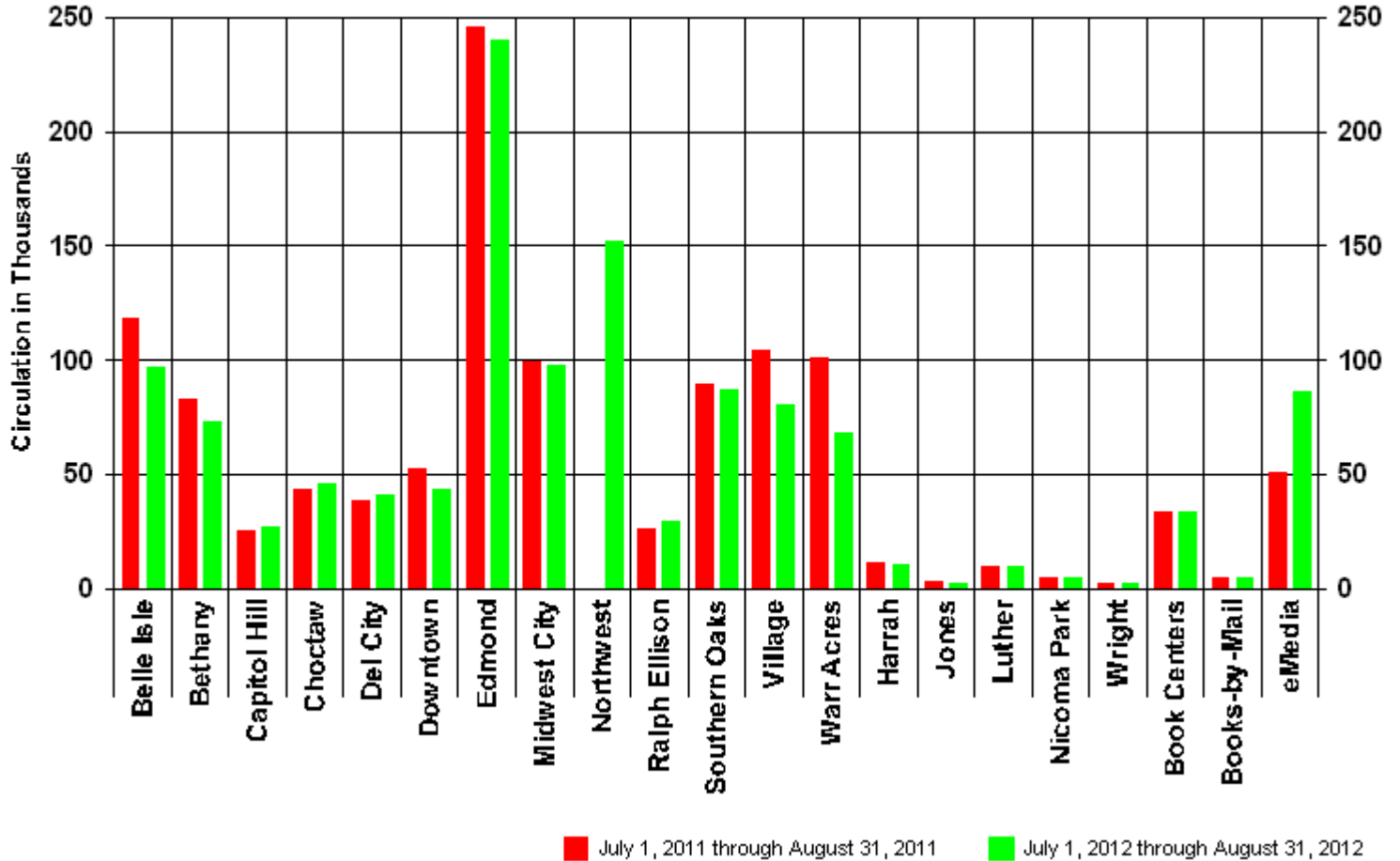
Data

July 1, 2012 - August 31, 2012 (16.67% of the 12-13 Fiscal Year)

		<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>FYTD Total</u>
SO	FY12	21,258	21,911	19,219	21,137	18,548	18,350	19,639	18,233	18,950	17,797	18,749	21,594	43,169
	FY13	21,700	20,986	-	-	-	-	-	-	-	-	-	-	42,686
	%	2.1%	-4.2%											-1.1%
VI	FY12	20,343	20,349	17,490	17,292	15,872	14,936	16,737	17,794	18,117	17,446	16,827	18,814	40,692
	FY13	18,823	17,358	-	-	-	-	-	-	-	-	-	-	36,181
	%	-7.5%	-14.7%											-11.1%
WA	FY12	20,789	20,103	17,055	15,976	15,638	14,292	16,253	16,433	16,932	12,239	17,380	16,236	40,892
	FY13	16,706	16,314	-	-	-	-	-	-	-	-	-	-	33,020
	%	-19.6%	-18.8%											-19.2%
HR	FY12	2,329	2,551	1,647	2,327	2,243	2,444	2,321	2,070	2,368	2,375	2,578	2,584	4,880
	FY13	2,011	2,294	-	-	-	-	-	-	-	-	-	-	4,305
	%	-13.6%	-10.1%											-11.8%
JN	FY12	566	437	370	512	436	369	505	386	362	322	402	482	1,004
	FY13	501	483	-	-	-	-	-	-	-	-	-	-	983
	%	-11.6%	10.4%											-2.0%
LU	FY12	2,607	2,537	2,004	2,151	1,923	1,719	1,821	1,938	1,993	2,204	2,257	2,256	5,144
	FY13	2,072	2,489	-	-	-	-	-	-	-	-	-	-	4,561
	%	-20.5%	-1.9%											-11.3%
NP	FY12	1,294	1,114	1,113	968	966	1,032	884	1,057	1,505	1,119	1,435	1,706	2,408
	FY13	1,479	1,306	-	-	-	-	-	-	-	-	-	-	2,785
	%	14.3%	17.2%											15.7%
WR	FY12	1,598	1,333	1,262	1,552	1,524	1,716	1,800	1,519	1,427	1,058	1,251	1,507	2,931
	FY13	1,283	1,509	-	-	-	-	-	-	-	-	-	-	2,792
	%	-19.7%	13.2%											-4.7%
SYS	FY12	253,144	253,330	215,617	218,802	204,139	190,178	208,859	210,207	215,557	197,222	219,328	273,343	506,474
	FY13	271,465	258,373	-	-	-	-	-	-	-	-	-	-	529,838
	%	7.2%	2.0%											4.6%

Circulation Gains and Losses

July 1, 2012 through August 31, 2012 (16.67% of the 12-13 Fiscal Year)



Circulation Gains and Losses

July 1, 2012 through August 31, 2012 (16.67% of the 12-13 Fiscal Year)

AUGUST 31, 2012		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
Belle Isle	12	43752	87555	14735	30497	58487	118052	
	13	35749	72435	11713	24510	47462	96945	
		-8003	-15120	-3022	-5987	-11025	-21107	-17.9
Bethany	12	27155	54992	12432	27807	39587	82799	
	13	22965	48099	10799	24724	33764	72823	
		-4190	-6893	-1633	-3083	-5823	-9976	-12.0
Capitol Hill	12	7957	15952	4007	8966	11964	24918	
	13	7965	15992	5395	10925	13360	26917	
		8	40	1388	1959	1396	1999	8.0
Choctaw	12	13001	26030	7512	16970	20513	43000	
	13	13566	26755	8461	19179	22027	45934	
		565	725	949	2209	1514	2934	6.8
Del City	12	14101	27563	4822	11121	18923	38684	
	13	13931	28170	5461	12466	19392	40636	
		-170	607	639	1345	469	1952	5.0
Downtown	12	18885	38347	6140	13816	25025	52163	
	13	15354	30972	5089	12176	20443	43148	
		-3531	-7375	-1051	-1640	-4582	-9015	-17.3
Edmond	12	66344	135215	49954	110634	116298	245849	
	13	61405	126595	48683	113886	110088	240481	
		-4939	-8620	-1271	3252	-6210	-5368	-2.2
Midwest City	12	34891	69212	14092	30152	48983	99364	
	13	31914	66109	13580	31561	45494	97670	
		-2977	-3103	-512	1409	-3489	-1694	-1.7
Northwest	12	0	0	0	0	0	0	
	13	40240	84106	28256	68152	68496	152258	
		40240	84106	28256	68152	68496	152258	100.0
Ralph Ellison	12	9878	18787	2840	6951	12718	25738	
	13	10204	20718	3586	8383	13790	29101	
		326	1931	746	1432	1072	3363	13.1
Southern Oaks	12	32281	63731	12000	25553	44281	89284	
	13	29294	59004	13342	27624	42636	86628	
		-2987	-4727	1342	2071	-1645	-2656	-3.0
Village	12	34771	69337	16024	34847	50795	104184	
	13	25820	53162	11742	26899	37562	80061	
		-8951	-16175	-4282	-7948	-13233	-24123	-23.2
Warr Acres	12	35109	70535	13635	30656	48744	101191	
	13	23437	48541	8190	19103	31627	67644	
		-11672	-21994	-5445	-11553	-17117	-33547	-33.2

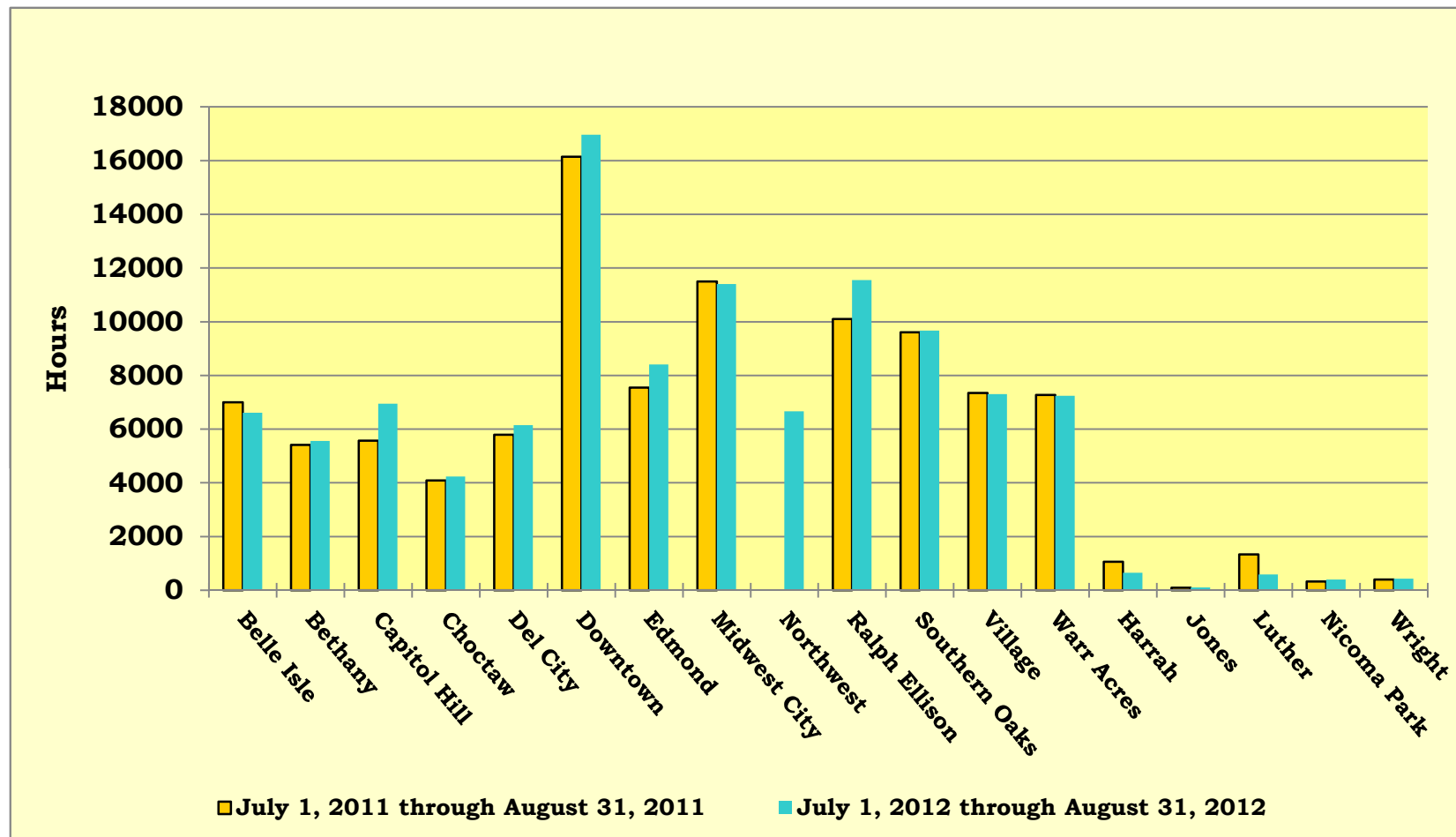
Circulation Gains and Losses

July 1, 2012 through August 31, 2012 (16.67% of the 12-13 Fiscal Year)

AUGUST 31, 2012		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
Harrah	12	3845	7750	1347	3237	5192	10987	
	13	3790	7362	1487	3062	5277	10424	
		-55	-388	140	-175	85	-563	-5.1
Jones	12	810	1768	286	1051	1096	2819	
	13	581	1327	267	1002	848	2329	
		-229	-441	-19	-49	-248	-490	-17.4
Luther	12	2917	6456	1304	3214	4221	9670	
	13	2658	5697	1338	3536	3996	9233	
		-259	-759	34	322	-225	-437	-4.5
Nicoma Park	12	1626	3411	391	1264	2017	4675	
	13	1761	3421	508	1208	2269	4629	
		135	10	117	-56	252	-46	-1.0
Wright	12	776	1768	184	586	960	2354	
	13	608	1159	309	760	917	1919	
		-168	-609	125	174	-43	-435	-18.5
<u>OTHER:</u>								
Book Centers	12	10399	20586	6310	12746	16709	33332	
	13	10536	21098	6297	12627	16833	33725	
		137	512	-13	-119	124	393	1.2
Books-by-Mail	12	2318	4507	0	0	2318	4507	
	13	2369	4732	0	0	2369	4732	
		51	225	0	0	51	225	5.0
eMedia	12	25684	50946	0	0	25684	50946	
	13	42398	85964	0	0	42398	85964	
		16714	35018	0	0	16714	35018	68.7
TOTALS	12	386500	774448	168015	370068	554515	1144516	
	13	396545	811418	184503	421783	581048	1233201	
		10045	36970	16488	51715	26533	88685	7.7

Total Computer Hours Used by Library

July 1, 2012 through August 31, 2012 (16.67% of the 12-13 Fiscal Year)



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Total Computer Usage

July 1, 2012 through August 31, 2012 (16.67% of the 12-13 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	12	597		4,814		3,626.06		1,663		9,317		6,996.54	
	13	605		4,191		3,363.02		1,679		8,118		6,615.33	
		8	1.3	-623	-12.9	-263.04	-7.3	16	1.0	-1,199	-12.9	-381.21	-5.4
BETHANY	12	504		3,769		2,861.21		1,381		7,163		5,416.43	
	13	454		3,413		2,791.97		1,359		6,908		5,564.42	
		-50	-9.9	-356	-9.4	-69.24	-2.4	-22	-1.6	-255	-3.6	147.99	2.7
CAPITOL HILL	12	487		3,795		2,909.91		1,288		7,435		5,569.52	
	13	523		4,333		3,544.66		1,403		8,697		6,944.60	
		36	7.4	538	14.2	634.75	21.8	115	8.9	1,262	17.0	1,375.08	24.7
CHOCTAW	12	225		1,927		2,122.64		688		3,743		4,086.98	
	13	251		1,823		2,132.55		715		3,613		4,236.42	
		26	11.6	-104	-5.4	9.91	.5	27	3.9	-130	-3.5	149.44	3.7
DEL CITY	12	393		4,169		3,093.22		1,163		7,384		5,788.58	
	13	468		3,917		3,143.31		1,322		7,961		6,151.40	
		75	19.1	-252	-6.0	50.09	1.6	159	13.7	577	7.8	362.82	6.3
DOWNTOWN	12	526		12,252		8,967.81		1,636		22,105		16,147.10	
	13	458		10,999		8,744.79		1,486		20,800		16,962.08	
		-68	-12.9	-1,253	-10.2	-223.02	-2.5	-150	-9.2	-1,305	-5.9	814.98	5.0
EDMOND	12	639		4,982		3,929.58		1,738		9,511		7,550.55	
	13	590		4,570		4,330.74		1,680		8,956		8,405.49	
		-49	-7.7	-412	-8.3	401.16	10.2	-58	-3.3	-555	-5.8	854.94	11.3
MIDWEST CITY	12	815		7,611		5,996.71		2,387		14,982		11,493.61	
	13	881		7,658		5,837.24		2,421		15,070		11,400.35	
		66	8.1	47	.6	-159.47	-2.7	34	1.4	88	.6	-93.26	-.8
NORTHWEST	12					.00						.00	
	13	556		3,636		3,600.90		1,553		6,937		6,665.94	
		556	100.0	3,636	100.0	3,600.90	100.0	1,553	100.0	6,937	100.0	6,665.94	100.0
RALPH ELLISON	12	640		6,867		5,208.26		1,908		13,744		10,101.86	
	13	691		7,615		6,034.69		2,055		14,785		11,552.53	
		51	8.0	748	10.9	826.43	15.9	147	7.7	1,041	7.6	1,450.67	14.4

Total Computer Usage

July 1, 2012 through August 31, 2012 (16.67% of the 12-13 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	12	711		6,226		5,001.92		2,016		12,230		9,606.59	
	13	696		6,288		4,949.39		2,055		12,497		9,670.20	
		-15	-2.1	62	1.0	-52.53	-1.1	39	1.9	267	2.2	63.61	.7
VILLAGE	12	726		5,022		3,880.60		1,912		9,683		7,348.87	
	13	659		4,662		3,781.79		1,874		9,079		7,303.15	
		-67	-9.2	-360	-7.2	-98.81	-2.5	-38	-2.0	-604	-6.2	-45.72	-.6
WARR ACRES	12	585		5,166		3,825.40		1,547		10,009		7,276.00	
	13	531		4,770		3,732.92		1,466		9,207		7,237.42	
		-54	-9.2	-396	-7.7	-92.48	-2.4	-81	-5.2	-802	-8.0	-38.58	-.5
HARRAH	12	81		632		533.10		200		1,222		1,057.51	
	13	76		461		402.78		179		818		656.63	
		-5	-6.2	-171	-27.1	-130.32	-24.4	-21	-10.5	-404	-33.1	-400.88	-37.9
JONES	12	2		38		40.58		28		111		94.25	
	13	9		49		52.27		27		108		106.73	
		7	350.0	11	28.9	11.69	28.8	-1	-3.6	-3	-2.7	12.48	13.2
LUTHER	12	61		702		651.96		221		1,475		1,337.52	
	13	54		370		293.76		177		721		590.76	
		-7	-11.5	-332	-47.3	-358.20	-54.9	-44	-19.9	-754	-51.1	-746.76	-55.8
NICOMA PARK	12	23		148		151.81		72		316		323.71	
	13	24		201		205.31		70		405		394.59	
		1	4.3	53	35.8	53.50	35.2	-2	-2.8	89	28.2	70.88	21.9
WRIGHT	12	29		240		195.18		89		508		402.53	
	13	32		310		242.53		86		532		430.91	
		3	10.3	70	29.2	47.35	24.3	-3	-3.4	24	4.7	28.38	7.1
TOTAL	12	7,044		68,360		52,995.95		19,937		130,938		100,598.15	
	13	7,558		69,266		57,184.62		21,607		135,212		110,888.95	
		514	7.3	906	1.3	4,188.67	7.9	1,670	8.4	4,274	3.3	10,290.80	10.2

Computer Usage by Adult Customers

July 1, 2012 through August 31, 2012 (16.67% of the 12-13 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	12	484		4,185		3,186.58		1,408		8,191		6,175.98	
	13	485		3,628		2,956.49		1,427		7,131		5,868.09	
		1	.2	-557	-13.3	-230.09	-7.2	19	1.3	-1,060	-12.9	-307.89	-5.0
BETHANY	12	411		2,894		2,217.81		1,114		5,402		4,085.27	
	13	374		2,921		2,417.88		1,109		5,807		4,716.80	
		-37	-9.0	27	.9	200.07	9.0	-5	-.4	405	7.5	631.53	15.5
CAPITOL HILL	12	327		1,978		1,628.33		763		3,469		2,771.86	
	13	353		2,298		2,029.14		861		4,233		3,612.82	
		26	8.0	320	16.2	400.81	24.6	98	12.8	764	22.0	840.96	30.3
CHOCTAW	12	172		1,393		1,467.61		498		2,654		2,805.03	
	13	185		1,296		1,463.94		510		2,541		2,945.61	
		13	7.6	-97	-7.0	-3.67	-.3	12	2.4	-113	-4.3	140.58	5.0
DEL CITY	12	314		3,370		2,512.25		895		5,795		4,499.29	
	13	363		2,881		2,306.92		987		5,512		4,261.65	
		49	15.6	-489	-14.5	-205.33	-8.2	92	10.3	-283	-4.9	-237.64	-5.3
DOWNTOWN	12	455		11,726		8,568.16		1,427		20,926		15,247.28	
	13	402		10,430		8,277.69		1,333		19,707		16,101.90	
		-53	-11.6	-1,296	-11.1	-290.47	-3.4	-94	-6.6	-1,219	-5.8	854.62	5.6
EDMOND	12	525		4,173		3,297.13		1,475		7,986		6,336.15	
	13	494		3,823		3,504.28		1,406		7,466		6,866.46	
		-31	-5.9	-350	-8.4	207.15	6.3	-69	-4.7	-520	-6.5	530.31	8.4
MIDWEST CITY	12	676		5,422		4,361.58		1,892		10,368		8,079.07	
	13	700		5,564		4,269.34		1,888		10,553		8,064.17	
		24	3.6	142	2.6	-92.24	-2.1	-4	-.2	185	1.8	-14.90	-.2
NORTHWEST	12					.00						.00	
	13	448		3,115		3,148.55		1,228		5,756		5,662.19	
		448	100.0	3,115	100.0	3,148.55	100.0	1,228	100.0	5,756	100.0	5,662.19	100.0
RALPH ELLISON	12	499		4,248		3,515.29		1,363		8,031		6,333.09	
	13	531		5,035		4,079.06		1,479		9,083		7,282.08	
		32	6.4	787	18.5	563.77	16.0	116	8.5	1,052	13.1	948.99	15.0

Computer Usage by Adult Customers

July 1, 2012 through August 31, 2012 (16.67% of the 12-13 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	12	538		4,280		3,570.10		1,474		8,114		6,589.26	
	13	554		4,477		3,589.03		1,532		8,166		6,474.56	
		16	3.0	197	4.6	18.93	.5	58	3.9	52	.6	-114.70	-1.7
VILLAGE	12	580		3,847		3,000.23		1,529		7,233		5,525.78	
	13	551		3,633		2,843.48		1,515		6,784		5,248.61	
		-29	-5.0	-214	-5.6	-156.75	-5.2	-14	-.9	-449	-6.2	-277.17	-5.0
WARR ACRES	12	498		4,238		3,107.82		1,282		7,897		5,704.56	
	13	460		3,652		2,804.25		1,224		6,814		5,185.53	
		-38	-7.6	-586	-13.8	-303.57	-9.8	-58	-4.5	-1,083	-13.7	-519.03	-9.1
HARRAH	12	54		456		363.17		142		816		667.27	
	13	52		343		265.95		132		645		476.48	
		-2	-3.7	-113	-24.8	-97.22	-26.8	-10	-7.0	-171	-21.0	-190.79	-28.6
JONES	12	1		34		38.68		18		93		84.13	
	13	6		45		51.29		21		98		102.35	
		5	500.0	11	32.4	12.61	32.6	3	16.7	5	5.4	18.22	21.7
LUTHER	12	36		368		356.70		117		702		658.04	
	13	21		191		143.34		94		381		288.11	
		-15	-41.7	-177	-48.1	-213.36	-59.8	-23	-19.7	-321	-45.7	-369.93	-56.2
NICOMA PARK	12	22		134		137.90		59		265		273.25	
	13	20		182		190.05		56		361		363.82	
		-2	-9.1	48	35.8	52.15	37.8	-3	-5.1	96	36.2	90.57	33.1
WRIGHT	12	22		190		163.05		58		349		284.94	
	13	25		272		223.83		59		429		368.72	
		3	13.6	82	43.2	60.78	37.3	1	1.7	80	22.9	83.78	29.4
TOTAL	12	5,614		52,936		41,492.39		15,514		98,291		76,120.25	
	13	6,024		53,786		44,564.51		16,861		101,467		83,889.95	
		410	7.3	850	1.6	3,072.12	7.4	1,347	8.7	3,176	3.2	7,769.70	10.2

Computer Usage by Minor Customers

July 1, 2012 through August 31, 2012 (16.67% of the 12-13 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	12	113		629		439.48		255		1,126		820.56	
	13	120		563		406.53		252		987		747.24	
		7	6.2	-66	-10.5	-32.95	-7.5	-3	-1.2	-139	-12.3	-73.32	-8.9
BETHANY	12	93		875		643.40		267		1,761		1,331.16	
	13	80		492		374.09		250		1,101		847.62	
		-13	-14.0	-383	-43.8	-269.31	-41.9	-17	-6.4	-660	-37.5	-483.54	-36.3
CAPITOL HILL	12	160		1,817		1,281.58		525		3,966		2,797.66	
	13	170		2,035		1,515.52		542		4,464		3,331.78	
		10	6.3	218	12.0	233.94	18.3	17	3.2	498	12.6	534.12	19.1
CHOCTAW	12	53		534		655.03		190		1,089		1,281.95	
	13	66		527		668.61		205		1,072		1,290.81	
		13	24.5	-7	-1.3	13.58	2.1	15	7.9	-17	-1.6	8.86	.7
DEL CITY	12	79		799		580.97		268		1,589		1,289.29	
	13	105		1,036		836.39		335		2,449		1,889.75	
		26	32.9	237	29.7	255.42	44.0	67	25.0	860	54.1	600.46	46.6
DOWNTOWN	12	71		526		399.65		209		1,179		899.82	
	13	56		569		467.10		153		1,093		860.18	
		-15	-21.1	43	8.2	67.45	16.9	-56	-26.8	-86	-7.3	-39.64	-4.4
EDMOND	12	114		809		632.45		263		1,525		1,214.40	
	13	96		747		826.46		274		1,490		1,539.03	
		-18	-15.8	-62	-7.7	194.01	30.7	11	4.2	-35	-2.3	324.63	26.7
MIDWEST CITY	12	139		2,189		1,635.13		495		4,614		3,414.54	
	13	181		2,094		1,567.90		533		4,517		3,336.18	
		42	30.2	-95	-4.3	-67.23	-4.1	38	7.7	-97	-2.1	-78.36	-2.3
NORTHWEST	12					.00						.00	
	13	108		521		452.35		325		1,181		1,003.75	
		108	100.0	521	100.0	452.35	100.0	325	100.0	1,181		1,003.75	100.0
RALPH ELLISON	12	141		2,619		1,692.97		545		5,713		3,768.77	
	13	160		2,580		1,955.63		576		5,702		4,270.45	
		19	13.5	-39	-1.5	262.66	15.5	31	5.7	-11	-.2	501.68	13.3

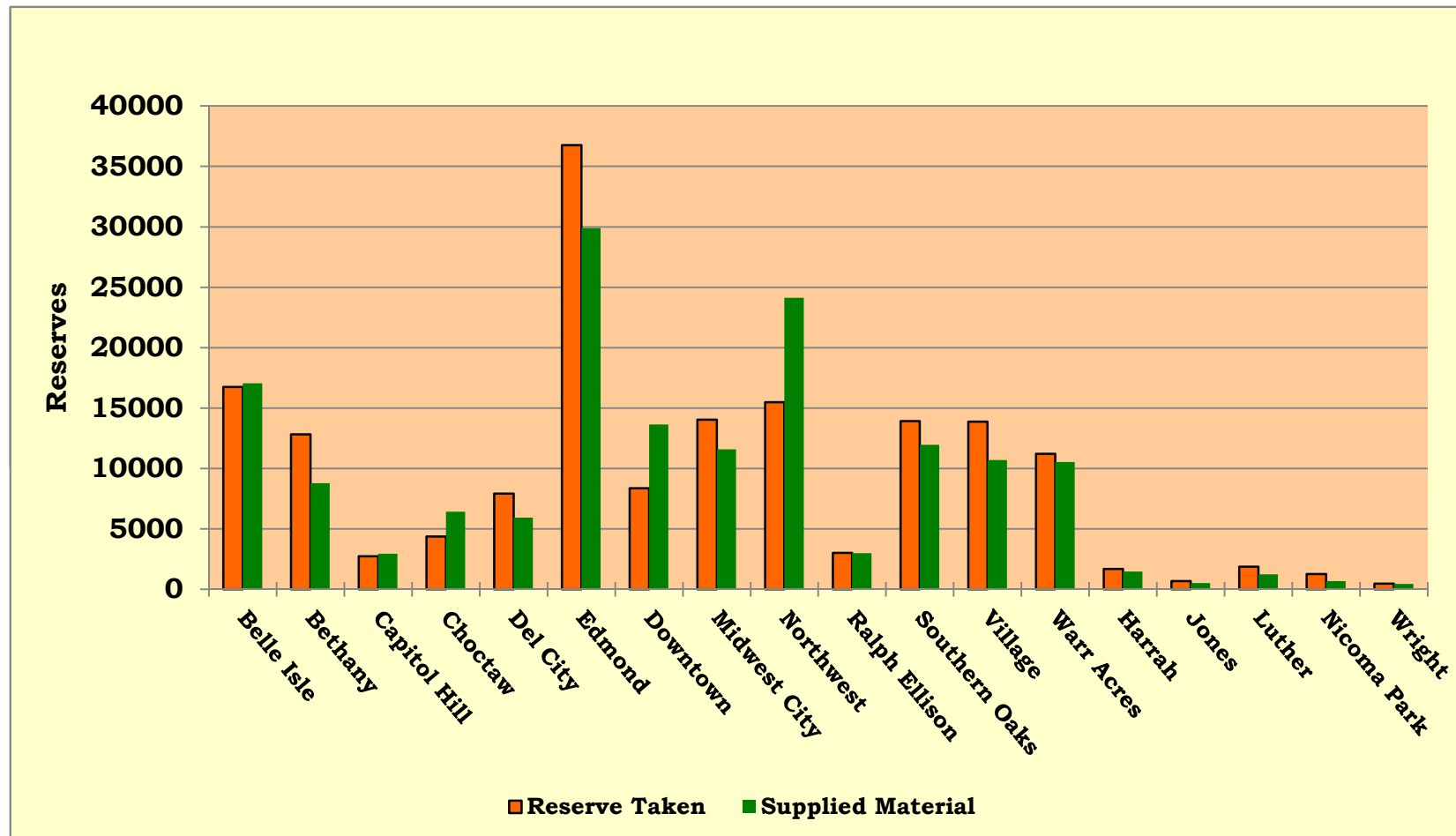
Computer Usage by Minor Customers

July 1, 2012 through August 31, 2012 (16.67% of the 12-13 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	12	173		1,946		1,431.82		542		4,116		3,017.33	
	13	142		1,811		1,360.36		523		4,331		3,195.64	
		-31	-17.9	-135	-6.9	-71.46	-5.0	-19	-3.5	215	5.2	178.31	5.9
VILLAGE	12	146		1,175		880.37		383		2,450		1,823.09	
	13	108		1,029		938.31		359		2,295		2,054.54	
		-38	-26.0	-146	-12.4	57.94	6.6	-24	-6.3	-155	-6.3	231.45	12.7
WARR ACRES	12	87		928		717.58		265		2,112		1,571.44	
	13	71		1,118		928.67		242		2,393		2,051.89	
		-16	-18.4	190	20.5	211.09	29.4	-23	-8.7	281	13.3	480.45	30.6
HARRAH	12	27		176		169.93		58		406		390.24	
	13	24		118		136.83		47		173		180.15	
		-3	-11.1	-58	-33.0	-33.10	-19.5	-11	-19.0	-233	-57.4	-210.09	-53.8
JONES	12	1		4		1.90		10		18		10.12	
	13	3		4		.98		6		10		4.38	
		2	200.0		.0	-.92	-48.4	-4	-40.0	-8	-44.4	-5.74	-56.7
LUTHER	12	25		334		295.26		104		773		679.48	
	13	33		179		150.42		83		340		302.65	
		8	32.0	-155	-46.4	-144.84	-49.1	-21	-20.2	-433	-56.0	-376.83	-55.5
NICOMA PARK	12	1		14		13.91		13		51		50.46	
	13	4		19		15.26		14		44		30.77	
		3	300.0	5	35.7	1.35	9.7	1	7.7	-7	-13.7	-19.69	-39.0
WRIGHT	12	7		50		32.13		31		159		117.59	
	13	7		38		18.70		27		103		62.19	
			.0	-12	-24.0	-13.43	-41.8	-4	-12.9	-56	-35.2	-55.40	-47.1
TOTAL	12	1,430		15,424		11,503.56		4,423		32,647		24,477.90	
	13	1,534		15,480		12,620.11		4,746		33,745		26,999.00	
		104	7.3	56	.4	1,116.55	9.7	323	7.3	1,098	3.4	2,521.10	10.3

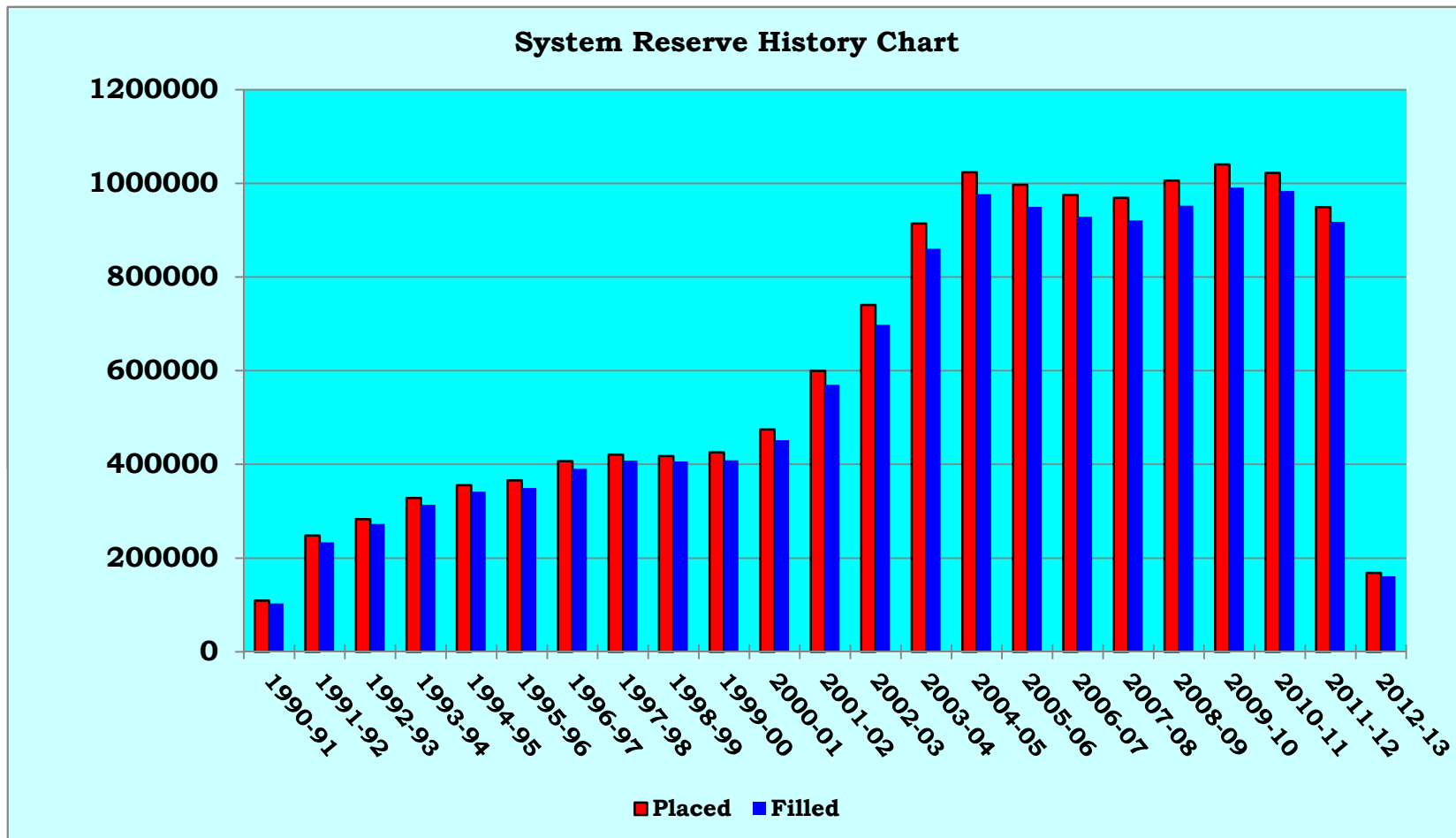
System Reserve Report

July 1, 2012 through August 31, 2012 (16.67% of the 12-13 Fiscal Year)



System Reserve Report

July 1, 2012 through August 31, 2012 (16.67% of the 12-13 Fiscal Year)



System Reserves Report

July 1, 2012 through August 31, 2012 (16.67% of the 12-13 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	12	9,979	20,758		9,986	19,900	
	13	8,039	16,739		7,866	15,928	
		-1,940	-4,019	-19.4	-2,120	-3,972	-20.0
BETHANY	12	7,207	14,363		7,059	13,428	
	13	6,423	12,819		6,072	12,147	
		-784	-1,544	-10.7	-987	-1,281	-9.5
CAPITOL HILL	12	1,448	2,954		1,398	2,870	
	13	1,504	2,729		1,385	2,583	
		56	-225	-7.6	-13	-287	-10.0
CHOCTAW	12	2,739	5,217		2,662	5,014	
	13	2,134	4,370		2,103	4,219	
		-605	-847	-16.2	-559	-795	-15.9
DEL CITY	12	4,278	8,512		3,884	7,571	
	13	3,977	7,919		3,751	7,339	
		-301	-593	-7.0	-133	-232	-3.1
EDMOND	12	20,398	41,299		20,032	39,570	
	13	18,199	36,769		17,930	35,430	
		-2,199	-4,530	-11.0	-2,102	-4,140	-10.5
DOWNTOWN	12	5,058	9,939		4,920	9,542	
	13	4,065	8,354		3,999	7,984	
		-993	-1,585	-15.9	-921	-1,558	-16.3
MIDWEST CITY	12	7,663	15,280		7,583	14,712	
	13	6,887	14,031		6,726	13,445	
		-776	-1,249	-8.2	-857	-1,267	-8.6
NORTHWEST	12						
	13	7,750	15,490		7,553	14,686	
		7,750	15,490		7,553	14,686	
RALPH ELLISON	12	1,455	2,986		1,411	2,861	
	13	1,306	3,008		1,342	2,902	
		-149	22	.7	-69	41	1.4
SOUTHERN OAKS	12	7,525	15,088		7,459	14,287	
	13	6,593	13,930		6,314	13,140	
		-932	-1,158	-7.7	-1,145	-1,147	-8.0
VILLAGE	12	10,272	20,628		9,758	19,352	
	13	6,876	13,875		6,514	13,188	
		-3,396	-6,753	-32.7	-3,244	-6,164	-31.9

System Reserves Report

July 1, 2012 through August 31, 2012 (16.67% of the 12-13 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
WARR ACRES	12	9,055	18,229		8,771	17,527	
	13	5,369	11,223		5,344	10,846	
		-3,686	-7,006	-38.4	-3,427	-6,681	-38.1
HARRAH	12	981	2,010		907	1,916	
	13	974	1,688		949	1,631	
		-7	-322	-16.0	42	-285	-14.9
JONES	12	282	783		346	797	
	13	295	670		296	657	
		13	-113	-14.4	-50	-140	-17.6
LUTHER	12	1,109	2,189		1,004	2,152	
	13	905	1,866		939	1,870	
		-204	-323	-14.8	-65	-282	-13.1
NICOMA PARK	12	589	1,122		555	1,039	
	13	704	1,255		648	1,187	
		115	133	11.9	93	148	14.2
WRIGHT	12	244	515		237	509	
	13	311	475		270	438	
		67	-40	-7.8	33	-71	-13.9
TOTAL	12	91,229	183,677		88,864	174,802	
	13	83,215	168,896		80,771	161,125	
		-8,014	-14,781	-8.0	-8,093	-13,677	-7.8

EXECUTIVE DIRECTOR'S REPORT

SEPTEMBER 2012

Congratulations to Tracy McDaniel and KIPP Reach School

Kipp reach has been acknowledged as a national Blue ribbon School by the U.S. Department of Education and Scholastic Magazine has recognized KIPP reach as one of the 25 Coolest Schools in America!

If you have not visited Tracy and KIPP – try to take time to do so. They are doing amazing work!

MLS at September Fest

For the 16th consecutive year, the MLS Outreach Department (and other MLS'ers) were present at the annual September Fest held on the grounds of the Governor's Mansion. Gov. Mary Fallin read books to children at our storytelling area. Spoticus was available for hugs from the kids. Estimates were between 500-700 children and families came by the Storytelling area.

New Read Ya'll posters to be unveiled

This year's edition of the famous Read Ya'll posters feature University of Oklahoma football coach, Bob Stoops, and Oklahoma State University football coach, Mike Gundy. One of posters features the two coaches together and there is a separate poster of each coach alone. Read Ya'll is the "Great Oklahoma Library Association Literacy Initiative" and this year's posters were sponsored by the Library Endowment Trust. Famous Oklahoman's who have appeared on this poster in the past include, Toby Keith, Carrie Underwood, Kristen Chenoweth and many others. Oklahoma libraries across the state receive these posters from the Oklahoma Department of Libraries. Our thanks to the Endowment Trust for their sponsorship of this initiative.

Northwest Art Installed

If you were not able to make the Meet the Artist program at Northwest Library on Monday evening, try to stop by next time you are in the neighborhood to see the beautiful, whimsical pieces by California artist Solomon Bassoff of Faducci Studio. The drive up book drop area has a wonderful piece of "America's first cowgirl" from Oklahoma, Lucille Mulhall and her dog Wally. The other sculptured figures are of three official state representatives, a raccoon, our official State Furbearing Animal; a collared lizard, the State Reptile, and a saurophaganax dinosaur, the State Fossil. The raccoon will be living on one of the columns on the children's patio; the lizard greets visitors as they walk in the front door and the dinosaur resides on the north side of the library building fronting 122nd street. They are unique additions to the library's public art collections.

Capitol Project Update

- Jones - The architectural selection committee selected Studio Architects for the Jones Library Project and submitted their name to the Town of Jones Council for approval. The town council approved Studio at their meeting on September 4, 2012. Commission members might recall that Studio was the firm that we worked with on the MLS Service Center. Negotiations are underway to finalize the contract.
- Southern Oaks temporary location in the Almonte shopping center closed on Monday, September 10 and the move began to the newly renovated and expanded Southern Oaks Library. In just 3

days, the majority of books and materials had already been moved from the temporary to the permanent location. Work continues and the library will reopen on September 25th.

- Almonte – Oklahoma City, Roaring Fork LLC, and MLS continue to hammer out the details of the agreements required to reopen a library location in the former temporary Southern Oaks location. Attorneys are close to finalizing the arrangements. Staff is beginning to develop the plans and layouts needed to house a smaller, but full service library in the space.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- Endowment Trust Meeting
- Library Endowment Trust Art Meeting
- OLA Legislative Meeting
- Interview Architects for Jones Library
- ILS Demonstrations
- Attend MAPS Meeting

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Yoga for your Health

Wednesday, October 3, 2012

Time: 6:15pm-7:15pm

Location: Choctaw

Adults

The health benefits of yoga include stress reduction, the concentration required during yoga practice tends to focus your attention on the matter at hand, and thereby reducing the emphasis you may be putting on the stress in your life. Sandi Burden of Oklahoma City will lead these sessions. Classes are free and space is limited. Please pre-register at 390-8418 ext 3.

Say NO! to Slips, Trips, and Broken Hips

Thursday, October 4, 2012

Time: 6:30pm-7:30pm

Location: Del City

Adults

A fall that happens in a split second can have serious long term effects. Falls are the leading cause of injury related deaths of people over-65. Learn about risk factors and prevention of falls and receive a free fall risk assessment. Cosponsor: INTEGRIS Third Age Life Center.

Interactive Parent Workshop: Empowering Your Child for Kindergarten

Saturday, October 6, 2012

Time: 2:00pm-3:00pm

Location: Northwest

Parents

This interactive workshop will focus on the skills your child will need to be successful in kindergarten and beyond. Topics will include school standards, teacher expectations, social and emotional well-being, building independence and confidence. We will share and discuss parent concerns and questions. Take home material will be provided. Sessions are developed for parents of children ages 4-6. Please call 606-3580 to register

2nd Sunday Concert Series

Sunday, October 14, 2012

Time: 2:00pm-3:00pm

Location: Downtown

All Ages

2nd Sunday returns with a fresh, new feel. Join Branjae and Sam Live from Tulsa as they fill the air of the open Atrium with soulful, mellow, jazzy tunes from old soul Stevie Wonder to 90's Pop Culture; from Sam Cook to Michael Jackson. This is a one of a kind combination that you don't want to miss.

Introduction to PowerPoint

Thursday, October 18, 2012

Time: 6:30pm-8:00pm

Location: Village

Adults

Introduction to Power Point-Free computer class for adults! Learn to create Power Point productions for teaching, sales presentations, or presentations to groups or clubs. Come in or call to sign up. Please call The Village Library (405) 755-0710, to register.

Fall Festival

Saturday, October 27, 2012

Time: 1:00pm-4:00pm

Location: Ralph Ellison

All Ages

Drop in to the Annual Fall Festival at Ralph Ellison Library and enjoy a variety of fun family activities! Get an up close look at a pony, miniature donkey, and pygmy goat at the petting zoo. Dress up in a silly and original costume for a costume contest. Dance to spooky music. Get creative with autumn nature crafts and face painting, and enjoy lots of tasty treats! Crafts and candy are provided on a first come, first serve basis. Cosponsor: Special Friends of the Ralph Ellison Library.

Making Sense of the Civil War

Tuesday, October 30, 2012

Time: 6:30pm-8:30pm

Location: Edmond

Adults

The Edmond Library is hosting a new reading and discussion series titled "Making Sense of the American Civil War." This series is designed to offer you an opportunity to learn about the legacy of the Civil War and emancipation through historical and contemporary literature and exploring these works in scholar-led discussions at the library. Dr. Stan Adamiak, UCO professor of history, will lead the five-part series. The dates for the 5 sessions are Sept. 18, Oct. 9, Oct. 30, Nov. 27 & Dec. 18. All reading materials will be provided. Space is limited. Please register and pick up your course materials at the library beginning August 21. Cosponsor: Oklahoma Humanities Council, National Endowment for the Humanities, American Library Association.

JONES READIES FOR NEW LIBRARY



Josh Lewis, library extension specialist, shelves returned items at the Jones Public Library. Space is tight in the portable building that has housed the town's library for about 20 years.

PHOTOS BY PAUL B. SOUTHERLAND, THE OKLAHOMAN

BY VALLERY BROWN

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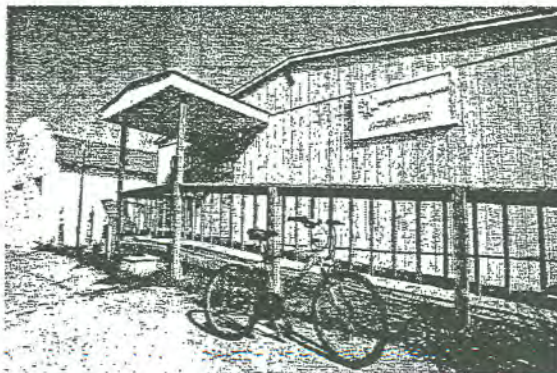
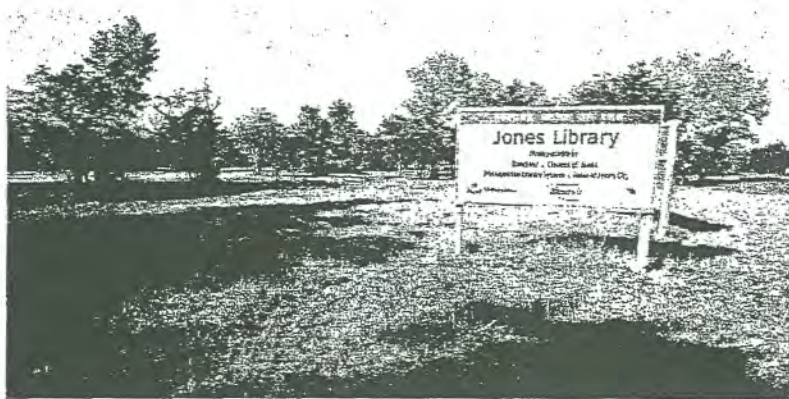
JONES — A sign is up on the south side of Britton Road west of Hiwassee Road, announcing the future site of the town's new public library.

Mayor Ray Poland said when he was a child, the town only had a bookmobile. About 20 years ago a portable building was donated to house the town library. It's small — enough room for a couple of computers and a desk and floor-to-ceiling book storage. The building, across from Town Hall on Main Street, comfortably holds only a few people at a time.

Poland said nearly three acres of land for the building was donated by BancFirst. He expects the project to be finished near the end of 2013.

"I'm excited about the library," Poland said. "It's an exciting time to be in Jones and this is only the beginning."

Sidewalks downtown are currently being updated as well. Poland said the original sidewalks were built around 1935 and haven't been updated since.



Above: This site is where the new Jones library will be built on Britton Road just west of Hiwassee in Jones.

Left: This portable building has been home to the Jones Public Library for about 20 years.

METRO | STATE

FRIDAY, SEPTEMBER 7, 2012

THE OKLAHOMAN | NEWS

BRUCE BENSON & STUDIO B PLAY FOR JAZZ ON THE LAWN



Top: Naomi Williams, 7, hula hoops Tuesday during Jazz on the Lawn at the Ralph Ellison Library.



Above and right: Bruce Benson & Studio B perform Tuesday during Jazz on the Lawn at the Ralph Ellison Library.

PHOTOS BY BRYAN TERRY,
THE OKLAHOMAN

