

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, March 20, 2008, 3:30 p.m.
Southern Oaks Library
6900 S. Walker
Oklahoma City, OK 73139
(Telephone: 631-4468)

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

Hugh Rice, Chair

3:30 – 3:45 pm INTRODUCTIONS

- Document #77 – 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 (#78 - #80)

- Document #78 – Approval of Minutes of February 21, 2008 Meeting
- Document #79 – Acceptance of Review of Expenditures for February 2008
- Document #80 – Approval of Contract Awards and Purchases
Item A: Summer Reading Program Material

4:00 – 4:15 pm SPECIAL PRESENTATIONS

- *Friends 2008 Booksale update* – Carol Gilbert, Friends Coordinator

4:15 – 4:30 pm INFORMATION REPORTS

- Document #81 – MLS February 2008 Circulation Report
- Document #82 – MLS February 2008 Computer Usage Report
- Document #83 – MLS February 2008 System Reserve Report

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

4:45 – 5:00 pm COMMENTS FROM COMMISSION MEMBERS

A tour of this library will be available for Commission members at the conclusion of the meeting.

NEXT COMMISSION MEETING DATE AND PLACE:

Thursday, April 17, 2008
Ralph Ellison Library, 2000 NE 23rd, Oklahoma City, OK 73111

*HOSTED BY CHOCTAW LIBRARY
ROSEMARY CZARSKI, MANAGER*

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 March 2008:

<u>Employees</u>	<u>Years of Service</u>
Tracy C. Stone, Librarian, Downtown Library	20
Beverly K. Phillips, Librarian, Southern Oaks Library	15
Simona Long, Associate Librarian, Del City Library	5

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

DATE: February 21, 2008 TIME: 3:30 pm

MEETING PLACE: Village Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County November 19, 2007. 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 Village Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on February 19, 2008, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Ralph Bullard
Carolyn Cornelius
Fran Cory
Margaret Graham
Deanna Hannah
Jose Jimenez
Lee Alan Leslie
Penny McCaleb
Tracy McDaniel
Tracy McGehee
Lori Nelson
Mukesh Patel
Marguerite Ross
Jim Shonts
Judy Smith
Beth Toland
Greg Womack
Hugh Rice, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Nancy Anthony
Dr. Ann Caine, Vice-Chair
Glenda Choate
Mick Cornett, Mayor of Oklahoma City
David Greenwell, Disbursing Agent
Kim Patterson
Alyne Strube
Ray Vaughn, Chair, Board of County
Commissioners
Alexandra Vera

Estimate of general public and staff attending: 18

I. The meeting was called to order at 3:30 p.m. by, Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Bullard, Cornelius, Cory, Graham, Hannah, Jimenez, Leslie, McGehee, Nelson, Ross, Shonts, Smith, Toland, Rice. (Arrived: McCaleb, 3:30; Womack, 3:31; Patel, 3:34; McDaniel, 3:37).

II. Mr. Rice introduced Mrs. LaVetta Dent, Manager of the Village Library. Mrs. Dent welcomed the Commission and introduced Mr. Chris Bernardy, Vice-Mayor of The Village. Mrs. Dent commented on the exciting things that are happening at the Village Library and concluded that after the meeting, Mr. Josh Schell, Young Adult Service Librarian for the Village Library, will be available to take commission members on a tour of the library.

Mr. Rice called on Mrs. Rita Gunter-Dearmon, Library Endowment Trustee, to provide the *Literary Voices* special presentation.

On behalf of the Endowment Trust, Mrs. Dearmon invited each commission member to the April 17, 2008 Literary Voices dinner. The dinner will feature Scott Turow, author of best selling legal thrillers. The event will be held at the Oklahoma City Golf and Country Club. For more information or to purchase a ticket to the event, contact the Development Office. Save the date cards have been mailed out to each commission member and invitations will follow.

III. Mr. Rice called for Presentation of Service Certificates. There were none.

IV. Mr. Rice called for comments from the general public. (One *Citizens Request to Speak* form is attached.)

V. Mr. Rice presented the Consent Docket; Document #69 – Approval of Minutes of the January 17, 2008 meeting; Document #70 – Acceptance of Review of Expenditures for January 2008; Document #71 – Approval of Contract Awards and Purchases.

Mr. Rice called for a motion.

Ms. Marguerite Ross moved to accept the consent docket. Mr. Tracy McDaniel seconded. Questions and discussion followed. Motion passed unanimously.

VI. Mr. Rice presented the Committee Reports; Document #72 – Report and Minutes from the A & P Committee Grievance hearing, January 16, 2008; Document #73 – Report and Minutes from the continued A & P Committee Grievance hearing, January 24, 2008..

In the absence of Dr. Ann Caine, Mrs. Carolyn Cornelius provided the report from the committee.

Mrs. Cornelius stated the committee met on January 16 for a grievance hearing, the hearing was continued until January 24. At the conclusion of the January 24 meeting, the committee unanimously made a motion to reinstate the grievant effective immediately. Mrs. Cornelius concluded no action from the commission is needed.

Mr. Rice stated confidential communication relating to the recent Grievance Hearing, has been received from the library's attorney. As outlined in the Oklahoma Open Meeting Act, the Commission should go into Executive Session to discuss such matter.

Mr. Jose Jimenez moved to go into Executive Session. Mrs. Penny McCaleb seconded. No further discussion. Motion passed unanimously.

The Commission went into Executive Session at 3:51 pm.

Mr. Rice called for a motion to end Executive Session.

Mr. Lee Alan Leslie moved to end Executive Session. Mr. Ralph Bullard seconded. No further discussion. Motion passed unanimously.

The Commission ended Executive Session at 4:28 pm

Mr. Rice called for a motion from the Commission.

Mr. Leslie moved to authorize payment up to the amount discussed in Executive Session and settle the claim. Mrs. Judy Smith seconded. No further discussion. Motion passed unanimously.

VII. Mr. Rice referred to Special Presentations ~ *Friends Booksale*.

In the absence of Carol Gilbert, Friends Coordinator, Mrs. Beth Toland provided information regarding the upcoming 29th annual *Friends Booksale*. The Booksale will be February 22 through February 24. Tickets to the Friday night sale were handed out to Commission members and Mrs. Toland encouraged members if they have not done so already, to join the Friends to help support the library system.

Questions and discussion followed.

VIII. Mr. Rice referred to the Information Reports.

- ◆ Document #74 – MLS February 2008 Circulation Report
- ◆ Document #75 – MLS February 2008 Computer Usage Report
- ◆ Document #76 – MLS February 2008 System Reserve Report

Discussion followed.

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

Mrs. Morris stated a new print management system is being installed. It has already been installed at eight libraries.

The RFID (Radio Frequency Identification) tagging process is progressing and is ahead of schedule.

The City Council has approved and is beginning negotiations with LWPB Architectural Firm for the Northwest Library.


Mrs. Morris concluded, Administration will look into the recycling program and will report back to the Commission.

X. Mr. Rice called for comments from Commission members.

Mr. Rice stated the Standing Committee appointments for 2008 have been made. He thanked the Commission for their interest in serving on the individual committees. The updated document has been placed at each commission member's place.

XI. The next Commission meeting will be held at Southern Oaks Library on March 20, 2008.

There being no further business, the meeting was adjourned at 4:41 pm.


Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

February 29, 2008

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of February 2008.

For comparison, 66.67% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of February 2008.

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

February 29, 2008

ASSETS

CASH - Overnight Investment Account		\$ 5,089,228.04
INVESTMENTS (Schedule attached)		26,388,198.83
PREPAID ACCOUNTS		30,000.00
TAXES RECEIVABLE: 2007-08 Ad Valorem Tax	25,551,797.00	
Less: Reserve for Delinquent Tax	(2,322,891.00)	
Budgeted Tax Revenue	23,228,906.00	
Less: Tax Received	(19,442,421.05)	
		3,786,484.95
Total Assets		<u>\$35,293,911.82</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2006-07 Reserve for Appropriations	\$220,192.76	
2007-08 Purchase Orders Outstanding	405,130.59	
2006-07 Purchase Orders Outstanding	3,685.00	
2007-08 Checks Outstanding	275,629.40	
2006-07 Checks Outstanding	283.59	
Total Liabilities		904,921.34

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	3,786,484.95
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FUND BALANCE:

Beginning of the Year	\$23,823,209.10	
Add: Revenues		
Budgeted	19,758,421.05	
Other	2,928,168.98	22,686,590.03
Less: Expenditures	(15,907,293.60)	
Total Fund Balance		30,602,505.53
Total Liabilities, Deferred Revenue and Fund Balance		<u>\$35,293,911.82</u>

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

As of February 29, 2008

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	11/16/2007	11/16/2014	5.686%	\$ 95,000.00
CD - Municipal Emp. Credit Union	6/18/2003	6/18/2009	3.750%	100,000.00
CD - Weokie Credit Union	1/17/2003	1/18/2010	4.100%	100,000.00
CD - UMB Bank	2/18/2008	2/18/2009	3.850%	95,000.00
CD - Stillwater National Bank	4/23/2003	5/23/2009	4.250%	100,000.00
CD - National Bank of Commerce.	12/20/2007	12/20/2008	4.180%	95,000.00
CD - Kirkpatrick Bank, Edmond	7/18/2004	3/16/2008	5.150%	100,000.00
CD - Coppermark Bank	7/18/2004	3/18/2008	5.050%	100,000.00
CD - BancFirst	7/28/2004	7/28/2009	5.050%	100,000.00
CD - Rose Rock Bank	10/15/2003	9/5/2008	5.010%	95,000.00
CD - Fidelity Bank	10/19/2004	10/19/2009	4.000%	100,000.00
CD - Quail Creek Bank	12/7/2007	6/7/2008	4.500%	95,000.00
CD - Citizen's Bank of Edmond	7/2/2004	7/2/2009	4.060%	100,000.00
CD - Intrust Bank	7/9/2007	7/7/2008	5.050%	100,000.00
FHLB notes	2/25/2005	8/27/2008	4.000%	1,000,025.00
CD - Valliance Bank	3/3/2005	3/5/2008	5.200%	100,000.00
FNMA 06-08	8/3/2005	6/30/2008	4.300%	1,072,211.33
Fed Home LN MC '08 DISC NTS	1/2/2008	6/30/2008	4.030%	1,470,375.00
Fed Home LN 08-09	7/16/2007	7/16/2009	5.250%	1,500,000.00
Fed Home LN BKS 08-10	10/29/2007	10/29/2010	5.000%	1,000,000.00
Fed Home LN MTG CORP 08-10	10/1/2007	4/1/2010	5.000%	2,400,000.00
Fed Home LN BKS 08-09	10/23/2007	10/23/2009	4.800%	1,000,000.00
Fed Home LN BKS 08-09	10/30/2007	10/30/2009	4.580%	2,000,000.00
Fed Home LN BKS 08-10	12/3/2007	9/3/2010	4.350%	1,000,000.00
Fed Home LN BKS 08-10	12/17/2007	12/17/2010	4.300%	2,000,000.00
FNMA '08 DISC NTS	1/3/2008	7/2/2008	4.044%	1,470,587.50
Fed Home LN BKS 08-11	1/14/2008	7/14/2011	4.000%	2,000,000.00
Fed Home LN BKS 08-13	1/22/2008	1/22/2013	4.000%	1,000,000.00
Fed Home LN BKS 09-13	1/15/2008	1/23/2013	4.000%	2,000,000.00
Fed Home LN BKS 08-11	1/28/2008	1/28/2011	4.200%	2,000,000.00
Fed Home LN BKS 08-10	1/29/2008	7/29/2010	4.000%	2,000,000.00
Total Investments				<u>\$ 26,388,198.83</u>

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

February 1, 2008 to February 29, 2008

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2007 Ad Valorem Tax	\$23,228,906.00	\$ 358,835.78	\$19,442,421.05	83.70%
State Aid	282,936.00	-	-	0.00%
Fines	<u>513,000.00</u>	<u>-</u>	<u>316,000.00</u>	61.60%
Total Budgeted Revenue	<u>\$ 24,024,842.00</u>	<u>\$ 358,835.78</u>	<u>\$19,758,421.05</u>	82.24%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 81,206.27	\$ 1,848,582.47	
Gifts and Lost Books Fees		0.00	75,000.00	
Investment Income		84,134.31	875,434.35	
Flexible Benefits Account Balance		0.00	4,725.31	
Sale of Surplus Equipment		0.00	4,794.88	
Miscellaneous		<u>14,169.16</u>	<u>119,631.97</u>	
Total Miscellaneous Revenue		<u>\$ 179,509.74</u>	<u>\$ 2,928,168.98</u>	
Total Revenue	<u>\$ 24,024,842.00</u>	<u>\$ 538,345.52</u>	<u>\$22,686,590.03</u>	94.43%

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

February 29, 2008

	<u>BEGINNING OF MONTH</u>	<u>RECEIPTS February</u>	<u>EXPEND. February</u>	<u>ENDING BALANCE</u>
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 47,045.03	\$ 7,029.02	\$ 604.97	\$ 53,469.08
810 Prepaid Fees	(1,421.66)	0.00	178.48	(1,600.14)
815 Fines	55,526.37	42,839.81	55,025.00	43,341.18
820 Copy	109,264.14	6,470.08	8,326.31	107,407.91
900 Special Event Fund	1,915.12	0.00	0.00	1,915.12
Total Revolving Funds	<u>\$ 212,329.00</u>	<u>\$ 56,338.91</u>	<u>\$ 64,134.76</u>	<u>\$ 204,533.15</u>

GRANTS:	<u>GRANT AMOUNT</u>	<u>RECEIPTS TO DATE</u>	<u>EXPEND. TO DATE</u>	<u>ENDING BALANCE</u>
<u>Special Grants</u>				
857 DN/LC Donations	92,000.00	92,029.29	89,785.96	2,243.33
859 OCCF/Invisible Man	26,721.81	26,721.81	26,565.92	155.89
876 08/Guild/Choctaw Books	3,500.00	3,500.00	3,242.96	257.04
879 08/Krisman/Books by Mail	1,000.00	1,000.00	545.91	454.09
885 08/OAC/Af-Am History	4,500.00	0.00	4,500.00	(4,500.00)
887 08/WalMart/MWC	300.00	300.00	0.00	300.00
888 08/Guild/Choctaw Spanish	450.00	450.00	0.00	450.00
889 08/Guild Choctaw Tai Chi	700.00	700.00	0.00	700.00
901 07/Endowment/Vehicle	18,000.00	18,006.71	18,006.71	0.00
928 07/LET/Summer Reading	12,000.00	12,000.00	38.63	11,961.37
947 Endowment/ Choctaw Childrens	4,500.00	4,500.00	4,467.79	32.21
952 Human Rights Video Project	750.00	750.00	0.00	750.00
963 RE Friends/Programming Grant	5,000.00	4,857.32	2,613.12	2,244.20
980 05 WalMart Children's	1,000.00	1,000.00	394.45	605.55
981 Downtown Club/Children's	1,900.00	1,900.00	1,817.23	82.77
991 06 Inasmuch	60,000.00	60,000.00	41,783.89	18,216.11
993 06 WalMart/Edmond Library	2,000.00	2,000.00	2,000.00	0.00
994 06 WalMart/Village	2,000.00	2,000.00	1,806.05	193.95
995 06 WalMart/Midwest City	1,977.41	1,977.41	1,711.10	266.31

Grants - Friends of MLS, Previous Years

938 03 VI - Library Sign	5,000.00	5,000.00	0.00	5,000.00
877 06 Las Clases Espanolas	8,000.00	8,000.00	6,540.00	1,460.00
906 07 Summer at the Library	5,000.00	5,000.00	4,702.68	297.32

GRANTS:

	<u>GRANT AMOUNT</u>	<u>RECEIPTS TO DATE</u>	<u>EXPEND. TO DATE</u>	<u>ENDING BALANCE</u>
<u>Grants - Friends of MLS, Current Fiscal Year</u>				
860 08 Volunteer Recognition	2,000.00	2,000.00	1,777.53	222.47
861 08 Staff Recognition	6,845.00	7,004.45	6,631.70	372.75
863 08 123 Play with Me	3,000.00	3,000.00	3,042.72	(42.72)
864 08 LIFE	7,500.00	7,500.00	1,669.05	5,830.95
866 08 System-wide Adult Programs	5,000.00	0.00	5,000.00	(5,000.00)
868 08 Author Visit - Bob Burke	3,266.00	3,266.00	2,791.02	474.98
869 08 Our World - System Prgrmmng	14,400.00	14,400.00	9,500.00	4,900.00
873 08 Teen & Children's Furnishings	1,713.00	1,713.00	1,356.50	356.50
Total Grants				<u>\$48,285.07</u>
Total Special Funds				<u>\$ 252,818.22</u>

Metropolitan Library System
Statement of Encumbrances
Month of February 2008

FY-08

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	748,558.85	6,483,526.06	65.23	9,939,418.00	3,455,891.94
102	Wages - Part-time	103,250.36	948,231.08	55.04	1,722,782.00	774,550.92
103	Payroll Taxes	63,100.69	549,588.39	68.09	807,177.00	257,588.61
109	Workers Comp Insurance	7,017.00	71,615.00	59.99	119,370.00	47,755.00
112	Group Insurance	118,583.44	971,613.46	60.18	1,614,468.00	642,854.54
113	Employees' retirement	40,715.82	1,153,584.01	87.87	1,312,852.00	159,267.99
114	Unemployment Compen.	.00	12,650.00	63.25	20,000.00	7,350.00
Total Personal Services		1,081,226.16	10,190,808.00	65.59	15,536,067.00	5,345,259.00

Maintenance & Operations - Contractual Services

201	Bldg, Property, & Auto Insur.	.00	128,989.00	77.30	166,865.00	37,876.00
202	Liability/Bonding Insurance	.00	.00	.00	5,500.00	5,500.00
205	Rent of Library Buildings	400.00	3,600.00	75.00	4,800.00	1,200.00
206	Rent of Equipment	.00	993.00	14.82	6,700.00	5,707.00
207	Janitorial Services	43,600.00	221,357.38	62.15	356,180.00	134,822.62
208	Maintenance of Facilities	16,348.80	171,369.64	61.23	279,875.00	108,505.36
211	Parking & Transportation	10,695.01	96,392.23	55.31	174,265.00	77,872.77
212	Travel Expenses	17,744.75	38,542.03	46.60	82,708.00	44,165.97
213	Professional Services	25,820.28	221,448.46	57.81	383,045.00	161,596.54
214	Security Services	29,483.09	229,418.24	58.42	392,693.00	163,274.76
216	Telephone Services	9,030.03	81,751.90	28.89	282,960.00	201,208.10
217	Electrical Services	38,960.97	301,635.13	58.51	515,530.00	213,894.87
218	Gas Services	14,789.72	32,943.56	48.74	67,585.00	34,641.44
219	Water & Garbage Services	2,493.23	32,071.30	67.50	47,510.00	15,438.70
220	Trigen Energy Services	9,122.11	101,868.49	55.67	183,000.00	81,131.51
226	Memberships	360.00	19,538.00	71.69	27,255.00	7,717.00
230	Other Library-Related Services	9,328.59	208,450.41	63.15	330,087.00	121,636.59
231	Automation Contractual	16,380.70	179,372.06	54.62	328,417.00	149,044.94
236	Network Catalog Services	190.50	56,360.15	89.78	62,775.00	6,414.85
Total Contractual Services		244,747.78	2,126,100.98	57.50	3,697,750.00	1,571,649.02

Metropolitan Library System
Statement of Encumbrances
Month of February 2008

FY-08

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	2,807.26	65,478.71	32.03	204,420.00	138,941.29
302	Postage	15,524.97	156,879.34	56.68	276,765.00	119,885.66
303	Supplies	22,294.59	556,337.46	83.77	664,100.00	107,762.54
310	Maintenance Supplies	7,862.93	29,463.07	41.50	71,000.00	41,536.93
312	Safety Supplies & Equipment	370.62	2,937.42	22.77	12,900.00	9,962.58
321	Gasoline & Oil	2,655.53	17,160.67	38.13	45,000.00	27,839.33
322	Vehicle Parts & Repairs	168.97	3,063.88	17.02	18,000.00	14,936.12
330	Programming Activities	8,246.94	85,124.56	42.03	202,525.00	117,400.44
331	Other Commodities	675.02	9,463.45	30.51	31,015.00	21,551.55
Total Commodities		60,606.83	925,908.56	60.69	1,525,725.00	599,816.44

Capital Outlays

401	Books & Materials	246,407.87	1,969,736.87	60.14	3,275,170.00	1,305,433.13
404	Government Documents	.00	1,552.50	31.05	5,000.00	3,447.50
405	Book Repairs & Bindings	.00	177.99	8.09	2,200.00	2,022.01
407	Periodicals & Subscriptions	368.10	137,214.38	88.62	154,830.00	17,615.62
408	Furniture, Fixture, & Equipmnt	6,830.08	63,476.25	38.57	164,569.00	101,092.75
409	Motor Vehicles	.00	45,420.00	90.84	50,000.00	4,580.00
410	Automation System & Equipment	.00	380,760.48	79.37	479,719.00	98,958.52
450	Capital Projects	1,084.79	66,137.59	1.40	4,707,815.00	4,641,677.41
490	Capital Reserves - Current	.00	.00	.00	5,089,179.10	5,089,179.10
499	Reserve Carryover - Prior	.00	.00	.00	13,160,027.00	13,160,027.00
Total Capital Outlays		254,690.84	2,664,476.06	9.84	27,088,509.10	24,424,033.04
Total Budget		1,641,271.61	15,907,293.60	33.25	47,848,051.10	31,940,757.50

General Fund F.Y. 07-08

Warrant Register

February 2008

Number	Vendor/Payee	Purpose		Amount
G-02765	O G & E	Electrical Services	23,322.16	23,322.16
G-02766	Oklahoma Natural Gas Co.	Gas Services	1,987.70	1,987.70
G-02767	City of Oklahoma City	Water & Garbage Services	625.58	625.58
G-02768	Southwestern Stationery and	Supplies	24.69	
		Supplies	162.00	
		Supplies	85.76	
		Supplies	882.72	1,155.17
G-02769	Hunzicker Brothers, Inc.	Maintenance of Facilities	56.54	56.54
G-02770	Locke Supply Co.	Maintenance of Facilities	13.54	13.54
G-02771	Emsco Electric Supply	Maintenance of Facilities	507.22	507.22
G-02772	MASSCO/PAPER SALES	Maintenance Supplies	596.08	596.08
G-02773	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-02774	Oriental Trading Company	Programming Activities	105.55	105.55
G-02775	UNUM Life Insurance	Grp L-T Disab. Ins.-FEB	6,979.03	6,979.03
G-02776	Oklahoma Historical Society	Subscriptions	40.00	40.00
G-02777	Central Parking System	Parking	72.00	72.00
G-02778	Oklahoma Library Association	Professional Services	50.00	
		Professional Services	50.00	
		Professional Services	60.00	160.00
G-02779	Baker & Taylor Books	Materials	2,472.34	2,472.34
G-02780	Donna Morris	Telephone Services	50.00	50.00
G-02781	Central Oklahoma Winnelson	Maintenance of Facilities	60.65	60.65
G-02782	Spence & Associates, Inc	Library-Related Services	1,900.00	1,900.00
G-02783	Charles S. Isaacs	Telephone Services	35.00	
		Mileage	12.37	47.37
G-02784	CompSource Oklahoma	Workers Comp Insurance	7,017.00	7,017.00
G-02785	Edgar Cruz	Materials	104.65	104.65
G-02786	ALA Membership CSC	Memberships	154.00	
		Memberships	154.00	
		Memberships	154.00	
		Memberships	154.00	
		Memberships	154.00	
		Memberships	2,030.00	2,800.00
G-02787	Barbara Beasley	Mileage	11.62	11.62
G-02788	Recorded Books, LLC	Materials	1,104.74	1,104.74
G-02789	Johnstone Supply	Maintenance of Facilities	22.85	22.85
G-02790	The Penworthy Co.	Materials	1,245.31	1,245.31
G-02791	Instructional Video, Inc.	Materials	109.80	109.80
G-02792	Denyvetta Davis	Travel Expense	311.50	
		Mileage	119.69	431.19
G-02793	Gale Group	Materials	712.93	712.93
G-02794	JoNita Normore	Mileage	10.10	10.10
G-02795	The Norman Transcript	Subscriptions	156.00	156.00
G-02796	Mutual Assurance	Grp Life/AD&D Ins Prm-FEB	28,761.37	28,761.37
G-02797	Staples Credit Plan	Supplies	137.76	137.76
G-02798	Full Circle Bookstore	Materials	720.40	720.40
G-02799	Criss-Cross Numerical Direct.	Materials	7,342.00	7,342.00
G-02800	INTEGRIS Corporate Assistance	Professional Services	822.00	822.00
G-02801	Random House, Inc	Materials	3,307.20	3,307.20
G-02802	A T & T Mobility	Telephone Services	86.04	86.04
G-02803	Scott's Printing & Copying	Printing	283.69	
		Printing	573.00	856.69

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G-02804	J & E Supply	Maintenance of Facilities	6.96	6.96
G-02805	RSPT LLC	Materials	151.05	151.05
G-02806	Ingram Library Service	Materials	103.18	103.18
G-02807	XPEDX	Supplies	2,272.11	2,272.11
G-02808	HVAC Plus, Inc	Maintenance of Facilities	77.00	77.00
G-02809	High-Tech-Tronics, Inc.	Maintenance of Facilities	344.25	
		Maintenance of Facilities	300.00	644.25
G-02810	Audio Editions	Materials	383.52	383.52
G-02811	Lakeshore Learning Materials	Supplies	149.67	149.67
G-02812	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	75.00	75.00
G-02813	Minuteman Press	Printing	551.97	551.97
G-02814	Ingram Library Service	Materials	1,088.17	1,088.17
G-02815	Town of Luther	Water & Garbage	44.25	44.25
G-02816	Barnes & Noble, Inc.	Other Commodities	504.84	
		Materials	59.90	564.74
G-02817	Three Ring Circus	Materials	297.10	297.10
G-02818	Susan Pierce	Programming Activities	70.00	70.00
G-02819	Evans Hardware	Maintenance of Facilities	14.97	14.97
G-02820	Debbie Robertus	Mileage	5.66	5.66
G-02821	Jim Austin Sales	Maintenance of Facilities	1,068.20	1,068.20
G-02822	Heidi A. Port	Mileage	6.79	6.79
G-02823	Southwest Paper - OKC	Maintenance Supplies	863.60	863.60
G-02824	Disney Educational Products	Materials	1,157.00	1,157.00
G-02825	Dowell Parking Center	Parking & Transportation	100.00	100.00
G-02826	Daniel P. James	Programming Activities	30.00	30.00
G-02827	Choctaw Chamber of Commerce	Memberships	100.00	100.00
G-02828	MCC Centers of Oklahoma	Maintenance of Facilities	28.00	
		Maintenance of Facilities	19.98	47.98
G-02829	Kim Ventrella	Programming Activities	269.32	269.32
G-02830	Ann Arbor Plastics	Supplies	57.19	57.19
G-02831	City of Harrah	Water & Garbage	49.74	49.74
G-02832	Oklahoma Literacy Coalition	Memberships	40.00	40.00
G-02833	Amazon/GE Money Bank	Supplies	35.88	35.88
G-02834	Crowe & Dunlevy	Professional Services	21.50	21.50
G-02835	Office Depot Credit Plan	Computer Supplies	359.94	
		Supplies	65.94	
		Supplies	37.94	463.82
G-02836	Todd Olberding	Telephone Services	45.39	45.39
G-02837	Medicine Wheel Press	Materials	179.60	179.60
G-02838	Baker & Taylor Books	Materials	2,158.09	2,158.09
G-02839	Baker & Taylor Entertainment	Materials	6,192.57	
		Materials	126.62	6,319.19
G-02840	Metropolitan Library System	Grp Med/Dtl Ins Prem-FEB	78,462.83	78,462.83
G-02841	AccuZip, Inc.	Postage	1,001.00	1,001.00
G-02842	Accu Cut	Supplies	401.25	401.25
G-02843	John L. Hilbert	Programming Activities	76.06	
		Programming Activities	12.21	
		Programming Activities	35.64	123.91
G-02844	Garcia Tire Service, Inc.	Maintenance of Facilities	13.45	13.45
G-02845	The Homeless Alliance, Inc.	Programming Activities	100.00	100.00
G-02846	Teaching Company	Materials	609.75	609.75
G-02847	John Utley	Telephone Services	35.00	35.00

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Number	Vendor/Payee	Purpose		Amount
G-02848	Cintas Corp.	Maintenance of Facilities	280.30	280.30
G-02849	Kelley Hoffman	Mileage	13.79	13.79
G-02850	Corporate Express, Inc.	Supplies	159.92	
		Supplies	942.90	
		Supplies	4.56	
		Supplies	46.72	1,154.10
G-02851	Securitas Security USA, Inc.	Security Services	6,300.73	6,300.73
G-02852	Baker & Taylor Books	Materials	1,193.35	
		Materials	2,280.34	
		Materials	5,286.47	
		Materials	2,581.26	
		Materials	6,404.09	
		Materials	3,152.44	20,897.95
G-02853	Baker & Taylor Books	Materials	1,853.94	
		Materials	1,519.80	
		Materials	7,782.64	
		Materials	5,831.13	16,987.51
G-02854	Baker & Taylor Books	Materials	867.29	867.29
G-02855	Pioneer Library System	Professional Services	2,398.00	2,398.00
G-02856	Heartland Payphone Service	Telephone Services	265.90	265.90
G-02857	Angela Wall	Programming Activities	60.00	60.00
G-02858	Lisa Bradley	Programming	50.84	50.84
G-02859	COTPA	Staff Parking	2,679.87	
		Staff Parking	2,145.68	
		Staff Parking	4,024.26	8,849.81
G-02860	Midwest Single Source, Inc.	Safety Supplies/Equipment	660.60	
		Supplies	476.00	
		Supplies	72.45	1,209.05
G-02861	Stacy Schrank	Travel Expense	343.00	343.00
G-02862	Postal Customer Council USPS	Registration	18.50	18.50
G-02863	Metropolitan Library System	Professional Services	30.00	
		Postage	59.50	
		Supplies	39.26	
		Programming Activities	97.92	
		Other Commodities	111.18	337.86
G-02864	City of Midwest City, Inc.	Water & Garbage Services	218.26	218.26
G-02865	Del Technical Coatings, Inc.	Maintenance of Facilities	15.80	15.80
G-02866	Grainger	Maintenance of Facilities	160.65	
		Maintenance of Facilities	252.68	413.33
G-02867	Oklahoma Natural Gas Co.	Gas Services	8,864.78	8,864.78
G-02868	City of the Village	Water & Garbage Services	80.98	80.98
G-02869	Triangle/A & E	Capital Projects	271.02	271.02
G-02870	Southwestern Stationery and	Supplies	13.10	13.10
G-02871	Emsco Electric Supply	Maintenance of Facilities	45.59	45.59
G-02872	Demco	Supplies	334.72	
		Supplies	475.00	
		Supplies	80.79	
		Supplies	112.88	1,003.39
G-02873	MASSCO/PAPER SALES	Supplies	1,056.65	1,056.65
G-02874	Gaylord Bros.	Supplies	493.75	
		Supplies	197.50	691.25
G-02875	Gale Research	Materials	1,584.00	1,584.00

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Number	Vendor/Payee	Purpose		Amount
G-02876	Journey House Travel, Inc.	Travel Expense	442.50	442.50
G-02877	Ernestine Clark	Mileage	25.27	25.27
G-02878	Oklahoma Library Association	Professional Services	60.00	60.00
G-02879	Weston Woods Accts Receivable	Materials	140.78	140.78
G-02880	Baker & Taylor Books	Materials	1,142.47	1,142.47
G-02881	Susan Ryan	Mileage	22.22	22.22
G-02882	Charles S. Isaacs	Mileage	15.91	15.91
G-02883	ALA Membership CSC	Memberships	50.00	50.00
G-02884	FedEx	Postage	5.30	5.30
G-02885	Recorded Books, LLC	Materials	2,109.79	2,109.79
G-02886	U.S. Postmaster	Postage	46.12	46.12
G-02887	ConocoPhillips Fleet	Gasoline	73.31	73.31
G-02888	Gale Group	Materials	4,512.28	4,512.28
G-02889	The Edmond Evening Sun	Subscriptions	144.00	144.00
G-02890	Live Oak Media	Materials	278.79	278.79
G-02891	Northwest Chamber	Memberships	250.00	250.00
G-02892	Anne G. Fischer	Mileage	77.77	
		Telephone Services	50.00	127.77
G-02893	Hal Leonard Publishing	Materials	419.30	419.30
G-02894	Midwest City	Memberships	190.00	190.00
G-02895	Copelin's Office Center	Supplies	84.95	84.95
G-02896	New Atlas dot Com, Inc.	Materials	674.75	674.75
G-02897	Oklahoma City Comm. College	Library-Related Services	100.00	100.00
G-02898	Library Video Co.	Materials	119.60	119.60
G-02899	Full Circle Bookstore	Programming Activities	48.72	48.72
G-02900	Janet Brooks	Mileage	96.76	96.76
G-02901	Jonathan Willis	Mileage	30.30	30.30
G-02902	Mary Strasner	Programming Activities	54.50	
		Mileage	10.10	64.60
G-02903	AT&T	Telephone Services	893.75	893.75
G-02904	Random House, Inc	Materials	2,128.00	2,128.00
G-02905	Brilliance Corporation	Materials	1,082.26	1,082.26
G-02906	A. Rifkin Co.	Supplies	9.45	9.45
G-02907	Andes Manta	Programming Activities	1,400.00	1,400.00
G-02908	Ingram Library Service	Materials	2,494.85	2,494.85
G-02909	Julia Ballou	Mileage	12.63	12.63
G-02910	Walker Companies	Supplies	23.45	23.45
G-02911	Audio Editions	Materials	996.38	996.38
G-02912	Digital Library Reserve, Inc	Network Catalog Services	190.50	190.50
G-02913	American Petroleum Institute	Materials	1,430.00	1,430.00
G-02914	FedEx Kinko's Print Services	Programming Activities	4.05	
		Programming Activities	3.38	7.43
G-02915	Chickasaw Telecom, Inc.	Automation Contractual	147.50	147.50
G-02916	Jerod Gerfen	Mileage	76.76	76.76
G-02917	Ingram Library Service	Materials	54.02	54.02
G-02918	Frances V. Harbert	Mileage	15.91	15.91
G-02919	Center Point Large Print	Materials	1,339.56	1,339.56
G-02920	L. E. Acker Co.	Maintenance of Facilities	229.82	229.82
G-02921	Landon Holman	Mileage	25.25	25.25
G-02922	Anita Roesler	Mileage	24.59	24.59
G-02923	J & B Graphics	Maintenance of Facilities	130.50	130.50
G-02924	Jeffrey J. Crawford	Security Services	275.00	275.00

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G-02925	John Mark Dawson	Security Service	300.00	300.00
G-02926	Miguel A. Campos	Security Services	212.50	212.50
G-02927	Jurden Brown, Jr.	Security Service	812.50	812.50
G-02928	John Paull	Security Service	275.00	275.00
G-02929	Stanley Campbell	Security Service	212.50	212.50
G-02930	Bank of Oklahoma	Employer Contribution	1,000.00	1,000.00
G-02931	BBC Audiobooks America	Materials	591.05	591.05
G-02932	MCC Centers of Oklahoma	Maintenance of Facilities	22.03	22.03
G-02933	Arkansas Research	Materials	529.90	529.90
G-02934	Baker & Taylor Entertainment	Materials	1,846.05	1,846.05
G-02935	Oklahoma Department of	Materials	50.40	50.40
G-02936	National Center for	Materials	60.00	60.00
G-02937	Teaching Company	Materials	1,399.90	1,399.90
G-02938	Baker & Taylor Books	Materials	597.40	
		Materials	1,423.89	
		Materials	1,783.07	
		Materials	2,596.99	
		Materials	3,484.28	
		Materials	3,979.88	
		Materials	1,701.93	15,567.44
G-02939	Baker & Taylor Books	Materials	830.53	
		Materials	4,275.36	
		Materials	7,800.09	
		Materials	3,621.58	16,527.56
G-02940	Baker & Taylor Books	Materials	755.78	755.78
G-02941	Bank of Oklahoma	Travel Expense	2,298.78	2,298.78
G-02942	Bank of Oklahoma	Payroll Transmittal-Chks	42,578.66	
		Payroll Transmittal-Chks	20,470.89	
		Payroll Transmittal-Chks	165.00	63,214.55
G-02943	Bank of Oklahoma	Federal Withholding Tax	37,718.60	
		Federal Withholding Tax	2,548.00	40,266.60
G-02944	Oklahoma Tax Commission	State Withholding Tax	13,168.00	
		State Withholding Tax	850.50	14,018.50
G-02945	Mun. Employees Credit Union	Employee Cr Union Deducts	11,925.13	
		Employee Cr Union Deducts	167.50	12,092.63
G-02946	United Way of Central Oklahoma	Employee Deductions	419.72	
		Employee Deductions	5.00	424.72
G-02947	Oklahoma Tax Commission	Employee Deductions	320.42	320.42
G-02948	Rausch, Sturm, Israel & Hornik	Employee Deductions	156.35	156.35
G-02949	Bank of America	Payroll Transmittal-DDep	193,875.46	
		Payroll Transmittal-DDep	23,813.69	
		Payroll Transmittal-DDep	1,045.00	218,734.15
G-02950	Nationwide Retirement Solution	Employee Deductions	7,673.69	7,673.69
G-02951	Transamerica Worksite Mrktg.	Employee Deductions	539.03	539.03
G-02952	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,922.37	4,922.37
G-02953	Bank of Oklahoma	Employee Flexplan Deposit	19,122.26	19,122.26
G-02954	Bank of Oklahoma	Employee Soc/Sec Deposits	21,939.77	
		Employee Soc/Sec Deposits	3,212.83	
		Employee Medicare Deposit	5,131.03	
		Employee Medicare Deposit	751.35	
		Employer Soc/Sec Deposits	25,152.48	
		Employer Medicare Deposit	5,882.52	62,069.98

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G-02955	MassMutual Financial Group	Employee Contrib -- DC PI	11,019.05	
		Employer Contrib -- DC PI	20,273.48	31,292.53
G-02956	Love, Beal & Nixon, P.C.	Employee Deductions	85.00	85.00
G-02957	ODHS Oklahoma Centralized	Employee Deductions	217.55	217.55
G-02958	Administrative Systems, Inc.	Employee Deductions	966.56	966.56
G-02959	Peter Krauss	Maintenance of Facilities	450.00	450.00
G-02960	Integrated Technology Group	Supplies	59,000.00	59,000.00
G-02961	Envisionware	Equipment	7,913.50	
		Equipment	3,521.00	
		Equipment	3,381.50	
		Equipment	3,358.25	
		Equipment	3,451.25	
		Equipment	3,404.75	
		Equipment	3,660.50	
		Equipment	3,776.75	
		Equipment	3,451.25	
		Equipment	3,590.75	
		Equipment	3,474.50	
		Equipment	3,521.00	
		Equipment	7,410.00	53,915.00
G-02962	Kim Ventrella	Postage	56.24	
		Supplies	7.56	63.80
G-02963	Kevin Colwell	Mileage	7.58	7.58
G-02964	Amazon/GE Money Bank	Supplies	33.93	33.93
G-02965	City of Choctaw	Water & Garbage Services	34.70	34.70
G-02966	Abolghasem Siavashi	Mileage	2.53	2.53
G-02967	Roy Ballou	Mileage	28.79	28.79
G-02968	Cox Communications, Inc.	Telephone Services	2,037.11	
		Telephone Services	1,860.84	3,897.95
G-02969	Commercial Card Solutions	Supplies	5,000.00	5,000.00
G-02970	Sharon Thompson	Professional Services	300.00	300.00
G-02971	FBD Consulting, Inc.	Professional Services	155.00	155.00
G-02972	Walmart Community	Supplies	711.25	711.25
G-02973	Danny Gordon	Programming Activities	200.00	200.00
G-02974	Reef Shop Warehouse	Maintenance of Facilities	90.93	90.93
G-02975	Allied Waste Services #060	Water & Garbage	548.56	548.56
G-02976	Pamela Buchanan	Mileage	65.15	65.15
G-02977	Darrie Breathwit	Mileage	7.58	7.58
G-02978	Phillip M. Mitchell	Programming Activities	600.00	600.00
G-02979	Budget Box and Bag	Supplies	57.80	57.80
G-02980	Star Lighting	Maintenance of Facilities	323.76	
		Maintenance of Facilities	153.60	
		Maintenance of Facilities	277.29	754.65
G-02981	Melissa Weathers	Mileage	15.66	15.66
G-02982	Kerry L. Burrows	Mileage	7.83	7.83
G-02983	Corporate Express, Inc.	Supplies	27.70	
		Supplies	43.23	70.93
G-02984	Securitas Security USA, Inc.	Security Services	5,262.80	5,262.80
G-02985	SimplexGrinnell	Equipment	7,315.00	7,315.00
G-02986	Logan J. Riggs	Mileage	7.07	7.07
G-02987	Laura Schaller	Programming Activities	100.00	100.00
G-02988	Emily Williams	Mileage	39.69	39.69

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G-02989	Sabre Technologies	Supplies	2,440.00	2,440.00
G-02990	Smart Technologies	Computer Equipment	2,398.00	
		Computer Equipment	9,592.00	
		Automation Contractual	80.00	12,070.00
G-02991	Erika Sterling	Maintenance of Facilities	120.00	120.00
G-02992	Midwest Single Source, Inc.	Supplies	55.99	55.99
G-02993	Kiona Millirons	Programming Activities	100.00	100.00
G-02995	Brian Zabovnik	Programming Activities	250.00	250.00
G-02996	Joe H Shelton	Mileage	12.63	12.63
G-02997	Cox Communications, Inc.	Telephone Service - JAN	813.04	813.04
G-02998	O G & E	Electrical Services	4,265.63	
		Electrical Services	6,914.69	11,180.32
G-02999	Oklahoma Natural Gas Co.	Gas Services	582.00	
		Gas Services	3,355.24	3,937.24
G-03000	Southwestern Stationery and	Supplies	200.00	
		Printing	5,162.00	5,362.00
G-03001	Hunzicker Brothers, Inc.	Maintenance of Facilities	192.30	192.30
G-03002	Tech-Lock	Maintenance of Facilities	9.49	9.49
G-03003	Highsmith Co., Inc.	Supplies	31.56	31.56
G-03004	Journey House Travel, Inc.	Travel Expense	435.50	
		Travel Expense	435.50	871.00
G-03005	United Mechanical	Automation Contractual	411.19	411.19
G-03006	Hewlett-Packard Co.	Automation Contractual	12,834.00	12,834.00
G-03007	AT&T	Telephone Services	946.69	
		Telephone Services	1,347.48	
		Telephone Services	327.78	2,621.95
G-03008	City of Edmond	Electrical Services	4,458.49	4,458.49
G-03009	Strictly Jobs	Library-Related Services	150.00	150.00
G-03010	Weston Woods Accts Receivable	Materials	224.27	224.27
G-03011	U.S. Postal Service	Postage	15,000.00	15,000.00
G-03012	Spence & Associates, Inc	Library-Related Services	1,900.00	1,900.00
G-03013	Mid-west Landscape, LLC	Maintenance of Facilities	3,640.00	
		Maintenance of Facilities	1,110.00	4,750.00
G-03014	Cheryl Mann	Mileage	15.15	15.15
G-03015	Charles S. Isaacs	Telephone Services	35.00	35.00
G-03016	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-03017	Gale Group	Materials	545.20	545.20
G-03018	Hunter's Battery Warehouse	Maintenance of Facilities	49.66	
		Maintenance of Facilities	12.05	61.71
G-03019	Del City Chamber of Commerce	Memberships	120.00	120.00
G-03020	Staples Business Advantage	Printing Supplies	54.99	54.99
G-03021	Walter Wayne McEvilly	Programming Activities	1,400.00	1,400.00
G-03022	Library Video Co.	Materials	865.55	865.55
G-03023	School of Metaphysics	programming Activities	50.00	50.00
G-03024	Commercial Concepts	Automation Contractual	750.00	750.00
G-03025	Oklahoma Air Filter	Maintenance of Facilities	36.48	
		Maintenance of Facilities	30.48	
		Maintenance of Facilities	600.24	667.20
G-03026	Downtown College Consortium	Professional Services	99.00	99.00
G-03027	Jonathan Willis	Telephone Services	35.00	35.00
G-03028	Blick Art Materials	Supplies	7.95	7.95
G-03029	Metrocall Wireless	Telephone Services	160.25	160.25

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Number	Vendor/Payee	Purpose		Amount
G-03030	Oklahoma City Employment Guide	Library-Related Services	202.80	202.80
G-03031	Blackstone Audio Books	Materials	1,096.50	1,096.50
G-03032	Oklahoma Gazette	Library-Related Services	607.50	
		Library-Related Services	807.50	1,415.00
G-03033	Random House, Inc	Materials	656.00	656.00
G-03034	Scott's Printing & Copying	Printing	144.24	
		Printing	395.20	539.44
G-03035	Crystal Data/Business Products	Supplies	1,979.10	1,979.10
G-03036	Brilliance Corporation	Materials	1,050.77	1,050.77
G-03037	Ingram Library Service	Materials	192.29	192.29
G-03038	Audio Editions	Materials	375.53	375.53
G-03039	Digital Library Reserve, Inc	Materials	1,055.52	1,055.52
G-03040	Debra O. Spindle	Programming Activities	50.00	50.00
G-03041	Fuelman	Gasoline	2,582.22	
		Vehicle Parts & Repairs	5.00	2,587.22
G-03042	Perfection Truck Parts&Equip.	Maintenance of Facilities	102.37	102.37
G-03043	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	106.49	106.49
G-03044	Ingram Library Service	Materials	206.68	206.68
G-03045	Perry Publishing Co.	Library-Related Services	1,152.00	1,152.00
G-03046	RIA	Materials	1,650.00	1,650.00
G-03047	Jimmy Welch	Telephone Services	50.00	50.00
G-03048	Associated Appliance, Inc.	Maintenance of Facilities	15.99	15.99
G-03049	Southwest Paper - OKC	Maintenance Supplies	1,295.40	1,295.40
G-03050	American Benefit Systems, Inc.	Professional Services	1,068.75	1,068.75
G-03051	Bank of America	Library-Related Services	145.27	145.27
G-03052	Sharon A. Nolan	Programming Activities	137.72	137.72
G-03053	Ruby Soutiere	Mileage	12.63	12.63
G-03054	Joy E. Cavett	Programming Activities	95.00	95.00
G-03055	PS Print, LLC	Printing	241.38	241.38
G-03056	Meyer,Scherer & Rockcastle, Lt	Professional Services	492.86	
		Professional Services	9,275.63	9,768.49
G-03057	City of Edmond	Water& Garbage Services	214.10	214.10
G-03058	Leinbach Commercial	Maintenance of Facilities	356.00	356.00
G-03059	Kimberly Rickey	Mileage	13.13	13.13
G-03060	City of Oklahoma City	Programming Activities	20.00	20.00
G-03061	Oklahoma Press Service	Library-Related Services	142.51	142.51
G-03062	John Wood	Telephone Services	50.00	50.00
G-03063	Vision Service Plan of	Grp Vision Ins Prem-FEB	2,170.21	2,170.21
G-03064	Office Depot Credit Plan	Supplies	69.45	69.45
G-03065	Baker & Taylor Books	Materials	1,197.00	1,197.00
G-03066	Commercial Card Solutions	Travel Expense	725.04	
		Supplies	68.89	
		Professional Services	38.94	
		Supplies	169.07	
		Postage	148.60	
		Registrations	180.00	
		Telephone Services	53.36	
		Supplies	32.95	
		Equipment	473.71	
		Safety Supplies	270.55	
		Furniture	294.00	
		Furniture	617.50	

** Continued **

General Fund F.Y. 07-08

Warrant Register

February 2008

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-03066	Commercial Card Solutions	Supplies	41.25
		Programming Supplies	80.00
		Supplies	40.65
		Supplies	39.85
		Travel Expense	388.50
		Travel Expense	1,654.33
		Supplies	198.24
		Professional Services	14.00
		Registration	180.00
G-03067	Baker & Taylor Entertainment	Materials	6,350.75
G-03068	Walmart Community	Supplies	16.32
G-03069	LaWana D. Morgan	Mileage	6.06
G-03070	Commercial Card Solutions	Books & Materials	144.29
		Books & Materials	117.17
		Books & Materials	401.85
		Books & Materials	246.50
		Books & Materials	213.74
		Books & Materials	268.15
		Books & Materials	316.62
		Books & Materials	347.75
		Books & Materials	577.78
		Books & Materials	288.65
		Books & Materials	205.35
G-03071	Dr. Max Price	Programming Activities	75.00
		Programming Activities	150.00
		Programming Activities	75.00
G-03072	Preston Bell	Transportation	40.00
G-03073	Canyon Records	Materials	277.64
G-03074	Donna Morris	Parking & Transportation	450.00
G-03075	Barbara A. Johnson	Mileage	5.05
G-03076	Robyn Poston	Programming Activities	85.00
		Programming Activities	170.00
G-03077	Star Lighting	Maintenance of Facilities	525.90
		Maintenance of Facilities	54.33
		Maintenance of Facilities	89.40
		Maintenance of Facilities	130.34
G-03078	Susan H. Wood	Programming Activities	125.00
G-03079	Lesli Jones	Library-Related Services	320.00
G-03080	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00
		Maintenance of Facilities	80.00
G-03081	Securitas Security USA, Inc.	Security Services	6,382.03
G-03082	Baker & Taylor Books	Materials	1,410.55
		Materials	4,245.77
		Materials	7,711.68
		Materials	9,096.09
G-03083	Baker & Taylor Books	Materials	1,903.36
		Materials	9,498.21
G-03084	Baker & Taylor Books	Materials	2,583.35
G-03085	Kone Inc	Maintenance of Facilities	975.00
G-03086	Sabre Technologies	Computer Equipment	10,791.00
		Supplies	1,575.00
	** Continued **		

General Fund F.Y. 07-08

Warrant Register

February 2008

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-03086	Sabre Technologies	Equipment	1,487.00	13,853.00
G-03087	Trigen-OKC Energy Corporation	Engery Services	9,122.11	9,122.11
G-03088	Highsmith Co., Inc.	Supplies	25.34	25.34
G-03089	Baker & Taylor Books	Materials	2,677.31	2,677.31
G-03090	Bank of Oklahoma	Payroll Transmittal-Chks	40,830.15	
		Payroll Transmittal-Chks	20,914.76	61,744.91
G-03091	Bank of Oklahoma	Federal Withholding Tax	39,948.60	
		Federal Withholding Tax	2,544.00	42,492.60
G-03092	Oklahoma Tax Commission	State Withholding Tax	13,911.00	
		State Withholding Tax	819.50	14,730.50
G-03093	Mun. Employees Credit Union	Employee Cr Union Deducts	12,049.13	
		Employee Cr Union Deducts	167.50	12,216.63
G-03094	United Way of Central Oklahoma	Employee Deductions	419.72	
		Employee Deductions	5.00	424.72
G-03095	Instructional Video, Inc.	Materials	624.62	624.62
G-03096	Gale Group	Materials	294.64	294.64
G-03097	Oklahoma Tax Commission	Employee Deductions	351.45	351.45
G-03098	Random House, Inc	Materials	3,817.76	3,817.76
G-03099	Brilliance Corporation	Materials	493.90	493.90
G-03100	Gateway Films/Vision Video	Materials	323.72	323.72
G-03101	Ingram Library Service	Materials	3,719.75	3,719.75
G-03102	Audio Editions	Materials	447.46	447.46
G-03103	Rausch, Sturm, Israel & Hornik	Employee Deductions	158.15	158.15
G-03104	Hope Chest Legacy	Materials	22.50	22.50
G-03105	AV Cafe Inc	Materials	555.27	555.27
G-03106	Bank of America	Payroll Transmittal-DDep	206,440.14	
		Payroll Transmittal-DDep	23,045.37	229,485.51
G-03107	Ingram Library Service	Materials	222.85	222.85
G-03108	Tandem Library Group	Materials	109.56	109.56
G-03109	Nationwide Retirement Solution	Employee Deductions	7,673.69	7,673.69
G-03110	G. Neil	Materials	1,568.64	1,568.64
G-03111	Transamerica Worksite Mrktg.	Employee Deductions	539.03	539.03
G-03112	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,989.54	4,989.54
G-03113	Bank of Oklahoma	Employee Flexplan Deposit	9,050.47	9,050.47
G-03114	Bank of Oklahoma	Employee Soc/Sec Deposits	22,799.30	
		Employee Soc/Sec Deposits	3,188.71	
		Employee Medicare Deposit	5,332.07	
		Employee Medicare Deposit	745.76	
		Employer Soc/Sec Deposits	25,987.87	
		Employer Medicare Deposit	6,077.82	64,131.53
G-03115	MassMutual Financial Group	Employee Contrib -- DC PI	11,108.99	
		Employer Contrib -- DC PI	20,442.34	31,551.33
G-03116	Baker & Taylor Books	Materials	1,230.06	1,230.06
G-03117	Baker & Taylor Entertainment	Materials	1,977.51	
		Materials	4,287.94	6,265.45
G-03118	ODHS Oklahoma Centralized	Employee Deductions	217.55	217.55
G-03119	Baker & Taylor Books	Materials	1,077.51	
		Materials	749.17	
		Materials	925.81	
		Materials	8,616.46	
		Materials	2,822.80	

** Continued **

General Fund F.Y. 07-08

Warrant Register

February 2008

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-03119	Baker & Taylor Books	Materials	7,957.36
G-03120	Baker & Taylor Books	Materials	1,147.99
		Materials	4,000.19
		Materials	3,735.02
		Materials	9,030.92
G-03121	Baker & Taylor Books	Materials	2,137.01
G-03122	Administrative Systems, Inc.	Employee Deductions	961.22
G-03123	Metropolitan Library System	Professional Services	150.00
		Postage	138.09
		Supplies	187.44
		Supplies	52.68
		Programming Supplies	161.98
		Programming Activities	63.52
		Other Commodities	61.62
G-03124	City of Del City	Rent of Library Buildings	400.00
G-03125	Del Technical Coatings, Inc.	Maintenance of Facilities	182.95
		Maintenance of Facilities	69.50
		Maintenance of Facilities	16.50
G-03126	City of Bethany	Water & Garbage Services	131.68
G-03127	City of Oklahoma City	Water & Garbage Services	490.68
G-03128	Triangle/A & E	Capital Projects	9.72
		Capital Projects	4.05
G-03129	Brodart, Inc.	Supplies	2,205.00
		Supplies	384.00
G-03130	Southwestern Stationery and	Supplies	101.80
		Supplies	518.40
		Supplies	15.36
G-03131	Emsco Electric Supply	Maintenance Supplies	286.10
G-03132	Demco	Supplies	129.62
		Supplies	406.30
		Supplies	257.29
G-03133	Gaylord Bros.	Equipment	727.00
G-03134	Standard Printing Co., Inc.	Supplies	138.99
		Printing	1,174.90
G-03135	Susie Beasley	Mileage	12.88
G-03136	TDS Telecom	Telephone Services	115.78
G-03137	American Library Assoc.	Other Commodities	39.00
G-03138	Keystone Tape & Label, Inc.	Library-Related Services	148.39
		Library-Related Services	592.33
G-03139	United Refrigeration, Inc.	Maintenance of Facilities	52.17
G-03140	FedEx	Postage	27.20
G-03141	Chester 'Jack' Kinzie, Jr.	Mileage	2.78
G-03142	Pure Service Corp.	Janitorial Services	11,220.00
		Janitorial Services	6,135.00
		Janitorial Services	713.00
		Janitorial Services	650.00
		Janitorial Services	166.00
		Janitorial Services	16,552.00
		Janitorial Services	7,758.00
		Janitorial Services	406.00
G-03143	Johnstone Supply	Maintenance of Facilities	70.78
	** Continued **		

General Fund F.Y. 07-08

Warrant Register

February 2008

Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-03143	Johnstone Supply	Maintenance of Facilities	60.95	
		Maintenance of Facilities	22.35	154.08
G-03144	Marilyn E. Backus	Mileage	13.64	13.64
G-03145	The Edmond Evening Sun	Subscription	144.00	144.00
G-03146	Ultimate Office	Supplies	59.43	59.43
G-03147	Angie Paeltz	Postage	16.42	
		Programming Activities	19.51	
		Programming Supplies	31.11	67.04
G-03148	Full Circle Bookstore	Programming Activities	17.56	17.56
G-03149	Boone & Boone Sales Co., Inc.	Maintenance of Facilities	81.76	
		Maintenance of Facilities	853.93	935.69
G-03150	Liberty Flags Inc.	Supplies	110.25	110.25
G-03151	Oklahoma City Employment Guide	Library-Related Services	202.80	202.80
G-03152	Dana Bickford	Professional Services	1,200.00	1,200.00
G-03153	Scott's Printing & Copying	Printing	494.40	
		Printing Supplies	42.08	
		Printing	315.06	851.54
G-03154	Angela Hill	Programming Activities	50.47	50.47
G-03155	HAJOCA Corporation	Maintenance of Facilities	277.40	
		Maintenance of Facilities	27.06	304.46
G-03156	American Library Association	Professional Services	175.00	
		Professional Services	170.00	
		Professional Services	175.00	520.00
G-03157	OKC Business	Subscription	39.00	39.00
G-03158	Albert Bostick	Programming Activities	500.00	500.00
G-03159	Walker Companies	Supplies	14.02	14.02
G-03160	Lynda G. Bahr	Mileage	104.66	104.66
G-03161	DWe Williams	Programming	5,000.00	
		Programming Activities	200.00	5,200.00
G-03162	Jason's Deli/Deli Partners	Other Commodities	173.91	173.91
G-03163	Evans Hardware	Maintenance of Facilities	24.66	
		Maintenance of Facilities	14.14	
		Maintenance of Facilities	15.96	
		Maintenance of Facilities	19.55	74.31
G-03164	Jeffrey J. Crawford	Security Services	437.50	437.50
G-03165	Debbie Robertus	Mileage	10.61	10.61
G-03166	Miguel A. Campos	Security Services	212.50	212.50
G-03167	Jurden Brown, Jr.	Security Services	650.00	650.00
G-03168	Deborah Willis	Mileage	7.83	7.83
G-03169	John Paull	Security Services	275.00	275.00
G-03170	Stanley Campbell	Security Services	212.50	212.50
G-03171	Southwest Paper - OKC	Maintenance Supplies	3,144.00	
		Supplies	3,351.20	6,495.20
G-03172	Sandra L. McMillon	Programming Activities	140.00	140.00
G-03173	OPUBCO Communications Group	Publication	77.49	77.49
G-03174	MCC Centers of Oklahoma	Maintenance of Facilities	28.00	
		Maintenance of Facilities	20.66	48.66
G-03175	Kyndall Overstreet	Mileage	5.30	5.30
G-03176	National Pen Corp.	Supplies	83.05	83.05
G-03177	Fariba Williams	Mileage	21.21	21.21
G-03178	C. L. Frates & Co.	Professional Services	50.00	50.00

General Fund F.Y. 07-08

Warrant Register

February 2008

Number	Vendor/Payee	Purpose		Amount
G-03179	Office Depot Credit Plan	Supplies	63.13	63.13
G-03180	Susan Stinson	Mileage	14.65	14.65
G-03181	Walmart Community	Other Commodities	94.08	
		Safety Supplies	370.62	
		Other Commodities	58.61	
		Programming Activities	159.92	683.23
G-03182	Star Lighting	Maintenance of Facilities	222.60	222.60
G-03183	Cheryll Smith	Mileage	5.56	5.56
G-03184	Oklahoma City Police Dept.	Maintenance of Facilities	17.00	17.00
G-03185	Budget Flags & Banners	Maintenance of Facilities	120.00	120.00
G-03186	Corporate Express, Inc.	Supplies	51.06	
		Supplies	11.30	
		Supplies	19.44	81.80
G-03187	Securitas Security USA, Inc.	Security Services	6,399.86	6,399.86
G-03188	Laura Schaller	Programming Activities	50.00	50.00
G-03189	Maria Watkins	Mileage	10.10	10.10
G-03190	Mary R. McElroy	Mileage	5.30	5.30
G-03191	Sabre Technologies	Supplies	3,950.00	
		Supplies	2,475.00	6,425.00
G-03192	Brenda Hammons	Mileage	5.30	5.30
G-03193	Jean Wilburn	Mileage	10.61	10.61
G-03194	Midwest Single Source, Inc.	Supplies	380.25	
		Supplies	186.65	566.90
G-03195	Stacy Schrank	Mileage	36.71	36.71
G-03196	Doyle Wilcox	Mileage	15.15	15.15
G-03197	Richard Mullins	Mileage	7.58	7.58
G-03198	Jerry Nance	Mileage	15.15	15.15
G-03199	Dennis D. Delano	Mileage	17.17	17.17
Total of FY 07-08 Warrants Issued				\$ 1,786,077.54

General Fund F.Y. 06-07

Warrant Register

February 2008

Number	Vendor/Payee	Purpose		Amount
G-05400	Studio Architecture PC	Capital Projects	4,843.55	4,843.55
		Total of FY 06-07 Warrants Issued		\$ 4,843.55

Special Funds

Warrant Register

February 2008

Number	Vendor/Payee	Purpose		Amount
S-13559	Teaching Company	Materials	529.85	529.85
S-13560	Linda R. Harrison	Lost & Paid Book Returned	3.00	3.00
S-13561	Daniel E. Welch	Lost & Paid Book Returned	3.00	3.00
S-13562	Rebecca M. Buswell	Lost & Paid Book Returned	15.43	15.43
S-13563	Kay L. Bauman	Lost & Paid Book Returned	14.00	14.00
S-13564	Judy L. Davis	Lost & Paid Book Returned	9.95	9.95
S-13565	Lorraine Bacon-Barclay	Lost & Paid Book Returned	5.99	5.99
S-13566	Mohammed Baha	Lost & Paid Book Returned	9.95	9.95
S-13567	Haley M. Meyer	Lost & Paid Book Returned	3.00	3.00
S-13568	Chance Miller	Lost & Paid Book Returned	14.95	14.95
S-13569	Vernon L. Young	Lost & Paid Book Returned	15.95	15.95
S-13570	Diana R. Ruiz	Lost & Paid Book Returned	8.15	8.15
S-13571	Rick M. Tipton	Lost & Paid Book Returned	3.95	3.95
S-13572	Raegan A. Rethard	Lost & Paid Book Returned	17.00	17.00
S-13573	Karla D. Jackson	Lost & Paid Book Returned	3.00	3.00
S-13574	Kristi A. Hazelrigg	Lost & Paid Book Returned	12.69	12.69
S-13575	Brad Benge	Programming	300.00	300.00
S-13576	Mickey Sherman	Programming	70.00	70.00
S-13577	Cole L. Owens	Lost & Paid Book Returned	3.00	3.00
S-13578	Jill J. Rother	Lost & Paid Book Returned	4.96	4.96
S-13579	Jodie L. Bowie	Lost & Paid Book Returned	8.98	8.98
S-13581	Lucie G. Taylor	Lost & Paid Book Returned	20.98	20.98
S-13582	James P. Paradis	Lost & Paid Book Returned	3.00	3.00
S-13583	Mildred A. Rodriguez	Lost & Paid Book Returned	21.99	21.99
S-13584	Lesa M. Buckley	Lost & Paid Book Returned	16.00	16.00
S-13585	Jeral R. Fulton	Lost & Paid Book Returned	15.98	15.98
S-13586	Joy A. McDonald	Lost & Paid Book Returned	3.00	3.00
S-13587	Theodore R. Williams	Lost & Paid Book Returned	36.95	36.95
S-13588	Stillwater Public Library	Lost ILL Book Replacement	21.95	21.95
S-13589	BMI Systems Corp.	Copy Fund	78.50	
		Copy Fund	31.62	
		Copy Fund	314.40	
		Copy Fund	95.18	
		Copy Fund	71.10	
		Copy Fund	78.50	
		Copy Fund	49.33	718.63
S-13590	Standley Systems	Copier Usage	196.01	
		Copier Usage	261.40	457.41
S-13591	Fariba Williams	Staff Recognition Supplie	25.98	25.98
S-13592	Amber A. Shockey	Lost & Paid Book Returned	7.50	7.50
S-13593	Lisa K. Wilkes	Lost & Paid Book Returned	6.39	6.39
S-13594	Aven J. Korstjens	Lost & Paid Book Returned	6.95	6.95
S-13595	Phyllis C. Byerly	Lost & Paid Book Returned	3.00	3.00
S-13596	Rhianon M. McCollum	Lost & Paid Book Returned	19.95	19.95
S-13597	Joyce L. Curttright	Lost & Paid Book Returned	23.95	23.95
S-13598	Pandora F. Hancock	Lost & Paid Book Returned	24.35	24.35
S-13599	Brinda K. Ward	Lost & Paid Book Returned	15.95	15.95
S-13600	Barbara J. O'Malley	Lost & Paid Book Returned	25.95	25.95
S-13601	Trula J. Miles	Lost & Paid Book Returned	43.85	43.85
S-13602	Torina D. Gonzalez	Lost & Paid Book Returned	5.00	5.00
S-13603	Debra L. Wheeler	Lost & Paid Book Returned	3.00	3.00
S-13604	Central Arkansas Library Sys	ILL Lost Book Fees	40.00	40.00

Special Funds


Warrant Register

February 2008

Number	Vendor/Payee	Purpose		Amount
S-13605	Lehigh University	ILL Borrowing Fees	25.00	25.00
S-13606	BMI Systems	Equipment	6,796.00	6,796.00
S-13607	Baker & Taylor	Books	55.90	55.90
S-13608	Target Bank	Volunteer Recognition	71.19	71.19
S-13609	Mickey Sherman	Programming	70.00	70.00
S-13610	Ruth Ann Martin	Lost & Paid Item Returned	21.95	21.95
S-13611	Oklahoma Tax Commission	State Sales Tax-Jan 2008	76.04	76.04
S-13612	Oklahoma Dept. of Libraries	ILL Lost Book fees	72.61	72.61
S-13613	Georgiana T. Peterson	Lost & Paid Book Returned	21.97	21.97
S-13614	Priscilla K. Beattie	Lost & Paid Item Returned	6.55	6.55
S-13615	Pat A. Vaught	Lost & Paid Item Returned	12.00	12.00
S-13616	Kylie P. Moseley	Lost & Paid Book Returned	3.00	3.00
S-13617	Cinthia J. Dudley	Lost & Paid Book Returned	3.00	3.00
S-13618	Pamela D. Fricker	Prepaid Balance Refund	3.40	3.40
S-13619	Metropolitan Library System	Transfer of Fines & Fees	55,000.00	55,000.00
S-13620	Oklahoma Tax Commission	State Sales Tax- Jan 2008	354.27	354.27
S-13621	Rondia K. Banks	Staff Recognition	48.53	48.53
S-13622	DWe Williams	Programming	4,500.00	4,500.00
S-13623	K-Log Inc.	Furniture	1,356.50	1,356.50
S-13624	Claudia C. Marin	Programming	120.00	120.00
S-13625	Borders Group, Inc.	Books by Mail	248.38	248.38
S-13626	Full Circle Bookstore	Books by Mail	227.29	227.29
S-13627	DWe Williams	Programming	4,500.00	4,500.00
S-13628	Metropolitan Library System	Supplies	9.25	9.25
Total of Special Funds Warrants Issued				\$ 76,227.34

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

3-14-2008
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

MARCH 11, 2008
Date

CONTRACT AWARDS AND PURCHASES

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

ITEM A: SUMMER READING PROGRAM MATERIAL

Provided for in the FY 2007-2008 budget is the annual request for a printing of Summer Reading Program material.

Specifications were prepared and bids were let for 16 days and were advertised for two days (February 5 and 7, 2008) in ***The Oklahoman***. Bids were sent to nine prospective vendors.

A pre-bid meeting was conducted on Tuesday, February 12, 2008. No vendors attended.

Bids were received and publicly opened on Tuesday February 19, 2008. Three vendors responded.

Vendors	Printing Cost
Southwestern Stationary	\$13,910.00
Triple T Printing	\$17,482.00
DPS Printing	\$17,680.00

Triple T Printing is located in Cleveland County. Southwestern Stationary and DPS Printing are located in Oklahoma County. All vendors meet specifications.

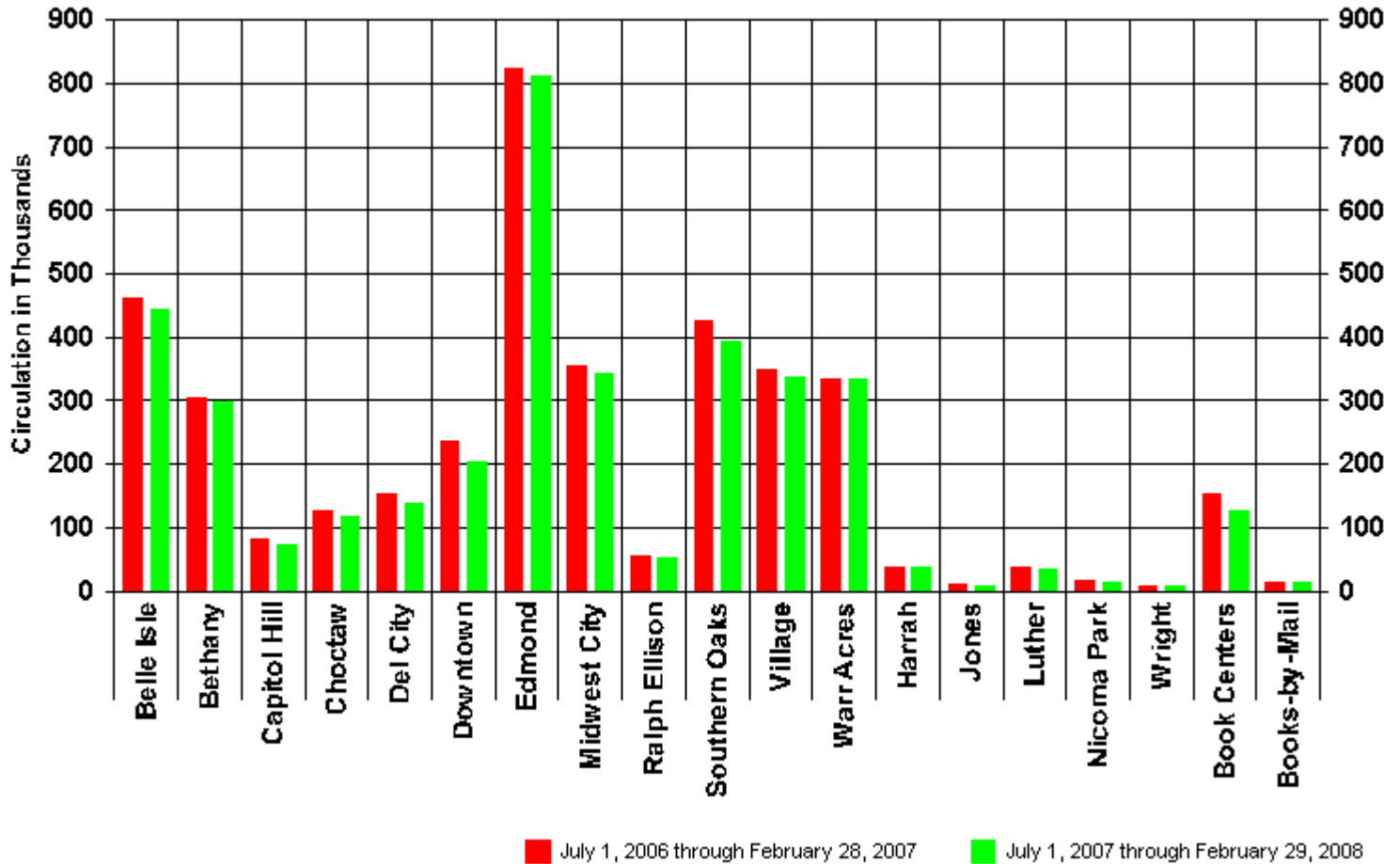
Southwestern Stationary has printed the Summer Reading Program material for the last three years.

RECOMMENDATION:

That the Commission award the contract for printing Summer Reading Program material to Southwestern Stationary in the amount of \$13,910.00. Adequate funding is available in the FY 2007-08 budget, account 301.

Circulation Gains and Losses

July 1, 2007 through February 29, 2008 (66.67% of the 07-08 Fiscal Year)



Circulation Gains and Losses

July 1, 2007 through February 29, 2008 (66.67% of the 07-08 Fiscal Year)

FEBRUARY 29, 2008		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
BELLE ISLE	07	39581	346427	13047	114217	52628	460644	
	08	42006	338465	12760	105542	54766	444007	
		2425	-7962	-287	-8675	2138	-16637	-3.6
BETHANY	07	24694	207945	11386	95598	36080	303543	
	08	25090	205598	9875	91508	34965	297106	
		396	-2347	-1511	-4090	-1115	-6437	-2.1
CAPITOL HILL	07	6114	53705	3126	27464	9240	81169	
	08	6110	50833	2716	22509	8826	73342	
		-4	-2872	-410	-4955	-414	-7827	-9.6
CHOCTAW	07	9714	80655	4923	46214	14637	126869	
	08	9408	70979	5604	45605	15012	116584	
		-306	-9676	681	-609	375	-10285	-8.1
DEL CITY	07	12538	109144	4576	43241	17114	152385	
	08	11839	97717	5138	40155	16977	137872	
		-699	-11427	562	-3086	-137	-14513	-9.5
DOWNTOWN	07	19682	176018	6444	58419	26126	234437	
	08	18027	156400	6040	48061	24067	204461	
		-1655	-19618	-404	-10358	-2059	-29976	-12.8
EDMOND	07	58540	484395	39161	339808	97701	824203	
	08	59722	478187	39209	334290	98931	812477	
		1182	-6208	48	-5518	1230	-11726	-1.4
MIDWEST CITY	07	28807	254967	10735	98378	39542	353345	
	08	29893	243563	12491	100150	42384	343713	
		1086	-11404	1756	1772	2842	-9632	-2.7
RALPH ELLISON	07	4874	42283	1363	13451	6237	55734	
	08	4918	38482	1167	12262	6085	50744	
		44	-3801	-196	-1189	-152	-4990	-9.0
SOUTHERN OAKS	07	36026	315602	12102	108662	48128	424264	
	08	35201	290010	11319	101661	46520	391671	
		-825	-25592	-783	-7001	-1608	-32593	-7.7
VILLAGE	07	26726	237797	12065	109864	38791	347661	
	08	27840	233388	11285	102533	39125	335921	
		1114	-4409	-780	-7331	334	-11740	-3.4
WARR ACRES	07	27357	224979	12086	109480	39443	334459	
	08	27003	227941	11335	106304	38338	334245	
		-354	2962	-751	-3176	-1105	-214	-.1

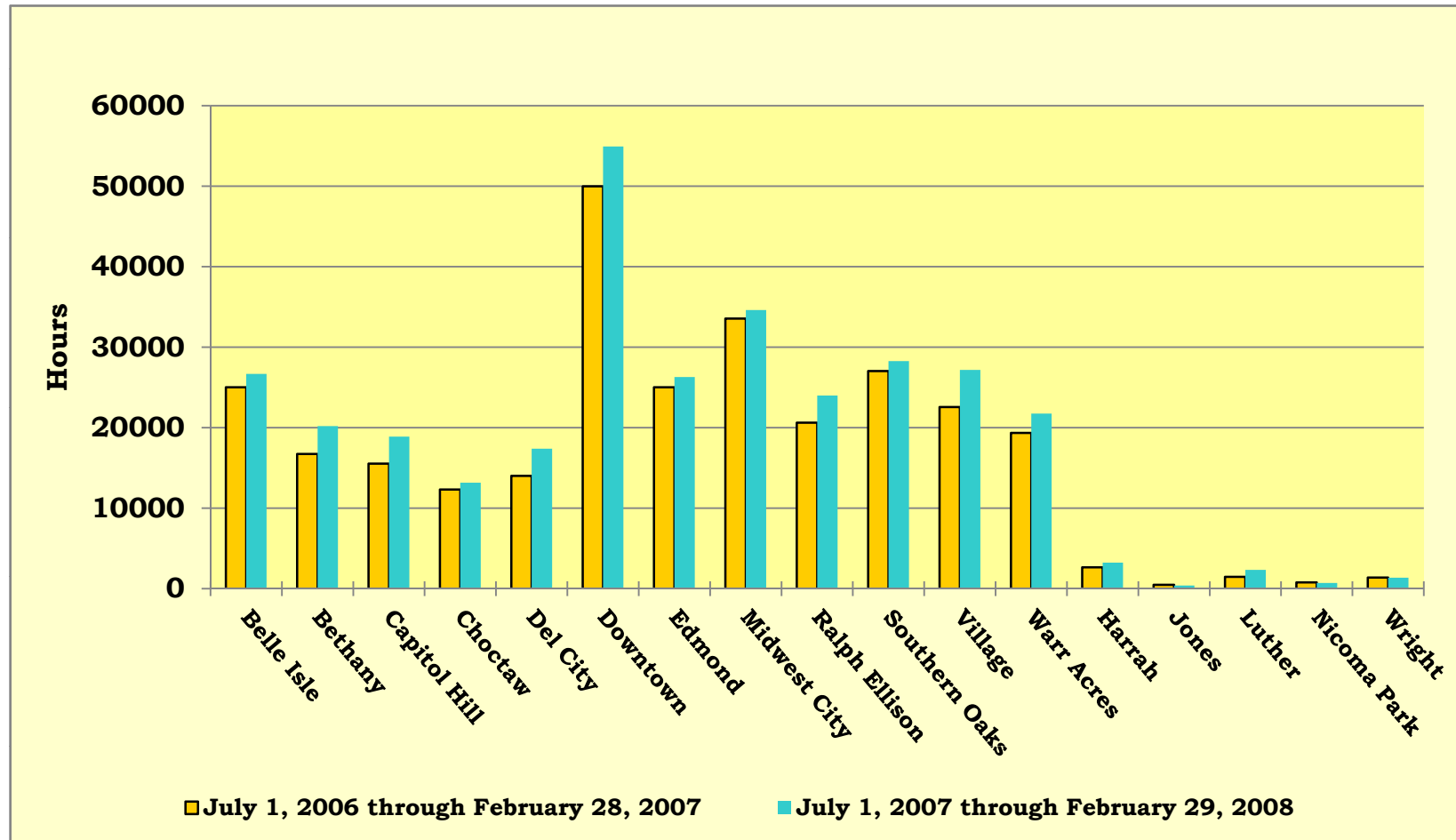
Circulation Gains and Losses

July 1, 2007 through February 29, 2008 (66.67% of the 07-08 Fiscal Year)

FEBRUARY 29, 2008		<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	07	2949	25645	1320	10565	4269	36210	
	08	3388	25350	1435	10606	4823	35956	
		439	-295	115	41	554	-254	-.7
JONES	07	1119	8880	200	1996	1319	10876	
	08	812	6343	303	2102	1115	8445	
		-307	-2537	103	106	-204	-2431	-22.4
LUTHER	07	3570	27817	961	8517	4531	36334	
	08	3539	27000	906	7431	4445	34431	
		-31	-817	-55	-1086	-86	-1903	-5.2
NICOMA PARK	07	1416	14283	324	3231	1740	17514	
	08	2036	12503	330	2160	2366	14663	
		620	-1780	6	-1071	626	-2851	-16.3
WRIGHT	07	624	4984	118	1088	742	6072	
	08	727	5449	141	1516	868	6965	
		103	465	23	428	126	893	14.7
<u>OTHER:</u>								
BOOK CENTERS	07	9490	75142	6023	77701	15513	152843	
	08	9725	76819	6134	48722	15859	125541	
		235	1677	111	-28979	346	-27302	-17.9
BOOKS-BY-MAIL	07	1530	12364	0	0	1530	12364	
	08	1604	13580	0	0	1604	13580	
		74	1216	0	0	74	1216	9.8
TOTALS	07	315351	2703032	139960	1267894	455311	3970926	
	08	318888	2598607	138188	1183117	457076	3781724	
		3537	-104425	-1772	-84777	1765	-189202	-4.8

Total Computer Hours Used by Library

July 1, 2007 through February 29, 2008 (66.67% of the 07-08 Fiscal Year)



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Total Computer Usage

July 1, 2007 through February 29, 2008 (66.67% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	07	248		4,393		3,171.43		3,615		35,452		25,012.18	
	08	265		4,460		3,267.26		3,495		37,221		26,670.91	
		17	6.9	67	1.5	95.83	3.0	-120	-3.3	1,769	5.0	1,658.73	6.6
BETHANY	07	197		3,198		2,409.40		2,323		22,723		16,739.03	
	08	231		2,999		2,339.18		2,789		26,909		20,189.62	
		34	17.3	-199	-6.2	-70.22	-2.9	466	20.1	4,186	18.4	3,450.59	20.6
CAPITOL HILL	07	192		2,631		2,199.63		2,200		20,243		15,530.68	
	08	167		2,783		2,279.29		2,368		23,776		18,879.24	
		-25	-13.0	152	5.8	79.66	3.6	168	7.6	3,533	17.5	3,348.56	21.6
CHOCTAW	07	105		1,705		1,547.39		1,348		14,055		12,321.88	
	08	102		1,775		1,464.49		1,410		15,968		13,165.34	
		-3	-2.9	70	4.1	-82.90	-5.4	62	4.6	1,913	13.6	843.46	6.8
DEL CITY	07	177		2,463		1,886.68		2,094		18,802		14,009.11	
	08	184		2,579		2,034.37		2,462		22,778		17,384.56	
		7	4.0	116	4.7	147.69	7.8	368	17.6	3,976	21.1	3,375.45	24.1
DOWNTOWN	07	270		7,912		6,193.69		3,867		64,322		49,984.62	
	08	240		8,489		6,763.85		3,497		74,673		54,936.87	
		-30	-11.1	577	7.3	570.16	9.2	-370	-9.6	10,351	16.1	4,952.25	9.9
EDMOND	07	318		4,157		3,102.28		4,013		34,996		25,023.87	
	08	267		4,184		3,245.73		3,883		35,095		26,284.64	
		-51	-16.0	27	.6	143.45	4.6	-130	-3.2	99	.3	1,260.77	5.0
MIDWEST CITY	07	357		5,824		4,282.03		5,010		46,107		33,554.54	
	08	371		5,587		4,175.15		4,975		47,446		34,610.68	
		14	3.9	-237	-4.1	-106.88	-2.5	-35	-.7	1,339	2.9	1,056.14	3.1
RALPH ELLISON	07	213		3,521		2,755.51		2,648		25,547		20,623.04	
	08	174		3,744		3,096.40		2,380		31,409		23,984.74	
		-39	-18.3	223	6.3	340.89	12.4	-268	-10.1	5,862	22.9	3,361.70	16.3

Total Computer Usage

July 1, 2007 through February 29, 2008 (66.67% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	07	369		4,708		3,393.50		4,609		38,392		27,038.24	
	08	328		4,610		3,433.24		4,496		38,637		28,268.79	
		-41	-11.1	-98	-2.1	39.74	1.2	-113	-2.5	245	.6	1,230.55	4.6
VILLAGE	07	278		4,263		3,199.04		3,498		31,869		22,553.86	
	08	259		4,189		3,230.48		3,637		37,274		27,172.97	
		-19	-6.8	-74	-1.7	31.44	1.0	139	4.0	5,405	17.0	4,619.11	20.5
WARR ACRES	07	206		3,538		2,580.58		2,848		26,990		19,345.18	
	08	213		3,649		2,648.87		2,916		30,946		21,742.51	
		7	3.4	111	3.1	68.29	2.6	68	2.4	3,956	14.7	2,397.33	12.4
HARRAH	07	25		476		349.79		367		3,602		2,650.96	
	08	30		551		444.94		452		4,201		3,235.70	
		5	20.0	75	15.8	95.15	27.2	85	23.2	599	16.6	584.74	22.1
JONES	07	1		89		67.22		65		653		480.24	
	08	3		45		36.36		63		477		380.58	
		2	200.0	-44	-49.4	-30.86	-45.9	-2	-3.1	-176	-27.0	-99.66	-20.8
LUTHER	07	21		251		183.54		259		1,896		1,461.57	
	08	18		508		474.64		281		2,753		2,333.76	
		-3	-14.3	257	102.4	291.10	158.6	22	8.5	857	45.2	872.19	59.7
NICOMA PARK	07	7		119		70.46		112		1,021		775.46	
	08	12		124		91.82		120		1,006		699.64	
		5	71.4	5	4.2	21.36	30.3	8	7.1	-15	-1.5	-75.82	-9.8
WRIGHT	07	12		247		177.61		130		2,044		1,373.01	
	08	12		221		174.94		151		1,858		1,365.78	
			.0	-26	-10.5	-2.67	-1.5	21	16.2	-186	-9.1	-7.23	-.5
TOTAL	07	2,996		49,495		37,569.78		39,006		388,714		288,477.47	
	08	2,876		50,497		39,201.01		39,375		432,427		321,306.33	
		-120	-4.0	1,002	2.0	1,631.23	4.3	369	.9	43,713	11.2	32,828.86	11.4

Computer Usage by Adult Customers

July 1, 2007 through February 29, 2008 (66.67% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	07	215		3,841		2,781.67		3,059		30,896		21,800.04	
	08	214		3,691		2,713.30		2,923		31,696		22,646.05	
		-1	-1.5	-150	-3.9	-68.37	-2.5	-136	-4.4	800	2.6	846.01	3.9
BETHANY	07	159		2,453		1,875.68		1,857		17,840		13,281.01	
	08	196		2,364		1,833.66		2,201		19,488		14,472.89	
		37	23.3	-89	-3.6	-42.02	-2.2	344	18.5	1,648	9.2	1,191.88	9.0
CAPITOL HILL	07	106		1,222		1,130.25		1,229		8,914		7,321.76	
	08	109		1,323		1,236.36		1,273		10,925		9,598.09	
		3	2.8	101	8.3	106.11	9.4	44	3.6	2,011	22.6	2,276.33	31.1
CHOCTAW	07	81		1,134		1,010.77		955		9,135		7,771.07	
	08	74		1,060		861.70		1,000		9,741		7,778.55	
		-7	-8.6	-74	-6.5	-149.07	-14.7	45	4.7	606	6.6	7.48	.1
DEL CITY	07	139		1,737		1,339.05		1,618		14,146		10,450.55	
	08	150		1,916		1,502.40		1,873		15,375		11,694.49	
		11	7.9	179	10.3	163.35	12.2	255	15.8	1,229	8.7	1,243.94	11.9
DOWNTOWN	07	245		7,298		5,707.37		3,235		57,745		45,059.01	
	08	203		7,611		6,045.92		2,882		67,250		49,187.03	
		-42	-17.1	313	4.3	338.55	5.9	-353	-10.9	9,505	16.5	4,128.02	9.2
EDMOND	07	252		3,275		2,478.92		3,246		28,514		20,473.26	
	08	217		3,474		2,700.57		3,047		28,162		21,110.77	
		-35	-13.9	199	6.1	221.65	8.9	-199	-6.1	-352	-1.2	637.51	3.1
MIDWEST CITY	07	276		4,260		3,222.98		3,953		33,325		24,616.24	
	08	294		3,759		2,853.02		3,840		32,856		24,316.21	
		18	6.5	-501	-11.8	-369.96	-11.5	-113	-2.9	-469	-1.4	-300.03	-1.2
RALPH ELLISON	07	159		2,326		1,896.52		1,992		17,657		14,182.60	
	08	124		2,356		2,024.49		1,727		17,777		13,922.35	
		-35	-22.0	30	1.3	127.97	6.7	-265	-13.3	120	.7	-260.25	-1.8

Computer Usage by Adult Customers

July 1, 2007 through February 29, 2008 (66.67% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	07	285		3,293		2,398.24		3,436		26,119		18,747.75	
	08	265		3,055		2,343.19		3,307		25,637		19,139.82	
		-20	-7.0	-238	-7.2	-55.05	-2.3	-129	-3.8	-482	-1.8	392.07	2.1
VILLAGE	07	211		2,966		2,306.63		2,746		23,094		16,619.25	
	08	196		3,096		2,424.89		2,821		26,118		19,349.69	
		-15	-7.1	130	4.4	118.26	5.1	75	2.7	3,024	13.1	2,730.44	16.4
WARR ACRES	07	167		2,731		1,982.55		2,336		20,861		15,015.26	
	08	173		2,458		1,820.08		2,352		21,389		15,184.47	
		6	3.6	-273	-10.0	-162.47	-8.2	16	.7	528	2.5	169.21	1.1
HARRAH	07	13		329		231.59		248		2,619		1,812.86	
	08	21		340		272.18		292		2,756		2,058.65	
		8	61.5	11	3.3	40.59	17.5	44	17.7	137	5.2	245.79	13.6
JONES	07	1		47		38.60		33		280		224.12	
	08	1		30		27.15		41		288		241.62	
			.0	-17	-36.2	-11.45	-29.7	8	24.2	8	2.9	17.50	7.8
LUTHER	07	12		130		99.77		138		1,000		812.16	
	08	11		203		210.78		136		1,201		1,041.22	
		-1	-8.3	73	56.2	111.01	111.3	-2	-1.4	201	20.1	229.06	28.2
NICOMA PARK	07	6		93		54.74		77		576		381.58	
	08	9		78		54.02		84		662		408.81	
		3	50.0	-15	-16.1	-.72	-1.3	7	9.1	86	14.9	27.23	7.1
WRIGHT	07	11		189		144.11		88		1,538		1,060.46	
	08	8		159		131.61		102		1,183		865.90	
		-3	-27.3	-30	-15.9	-12.50	-8.7	14	15.9	-355	-23.1	-194.56	-18.3
TOTAL	07	2,338		37,324		28,699.44		30,246		294,259		219,628.98	
	08	2,265		36,973		29,055.32		29,901		312,504		233,016.61	
		-73	-3.1	-351	-.9	355.88	1.2	-345	-1.1	18,245	6.2	13,387.63	6.1

Computer Usage by Minor Customers

July 1, 2007 through February 29, 2008 (66.67% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	07	33		552		389.76		556		4,556		3,212.14	
	08	51		769		553.96		572		5,525		4,024.86	
		18	54.5	217	39.3	164.20	42.1	16	2.9	969	21.3	812.72	25.3
BETHANY	07	38		745		533.72		466		4,883		3,458.02	
	08	35		635		505.52		588		7,421		5,716.73	
		-3	-7.9	-110	-14.8	-28.20	-5.3	122	26.2	2,538	52.0	2,258.71	65.3
CAPITOL HILL	07	86		1,409		1,069.38		971		11,329		8,208.92	
	08	58		1,460		1,042.93		1,095		12,851		9,281.15	
		-28	-32.6	51	3.6	-26.45	-2.5	124	12.8	1,522	13.4	1,072.23	13.1
CHOCTAW	07	24		571		536.62		393		4,920		4,550.81	
	08	28		715		602.79		410		6,227		5,386.79	
		4	16.7	144	25.2	66.17	12.3	17	4.3	1,307	26.6	835.98	18.4
DEL CITY	07	38		726		547.63		476		4,656		3,558.56	
	08	34		663		531.97		589		7,403		5,690.07	
		-4	-10.5	-63	-8.7	-15.66	-2.9	113	23.7	2,747	59.0	2,131.51	59.9
DOWNTOWN	07	25		614		486.32		632		6,577		4,925.61	
	08	37		878		717.93		615		7,423		5,749.84	
		12	48.0	264	43.0	231.61	47.6	-17	-2.7	846	12.9	824.23	16.7
EDMOND	07	66		882		623.36		767		6,482		4,550.61	
	08	50		710		545.16		836		6,933		5,173.87	
		-16	-24.2	-172	-19.5	-78.20	-12.5	69	9.0	451	7.0	623.26	13.7
MIDWEST CITY	07	81		1,564		1,059.05		1,057		12,782		8,938.30	
	08	77		1,828		1,322.13		1,135		14,590		10,294.47	
		-4	-4.9	264	16.9	263.08	24.8	78	7.4	1,808	14.1	1,356.17	15.2
RALPH ELLISON	07	54		1,195		858.99		656		7,890		6,440.44	
	08	50		1,388		1,071.91		653		13,632		10,062.39	
		-4	-7.4	193	16.2	212.92	24.8	-3	-.5	5,742	72.8	3,621.95	56.2

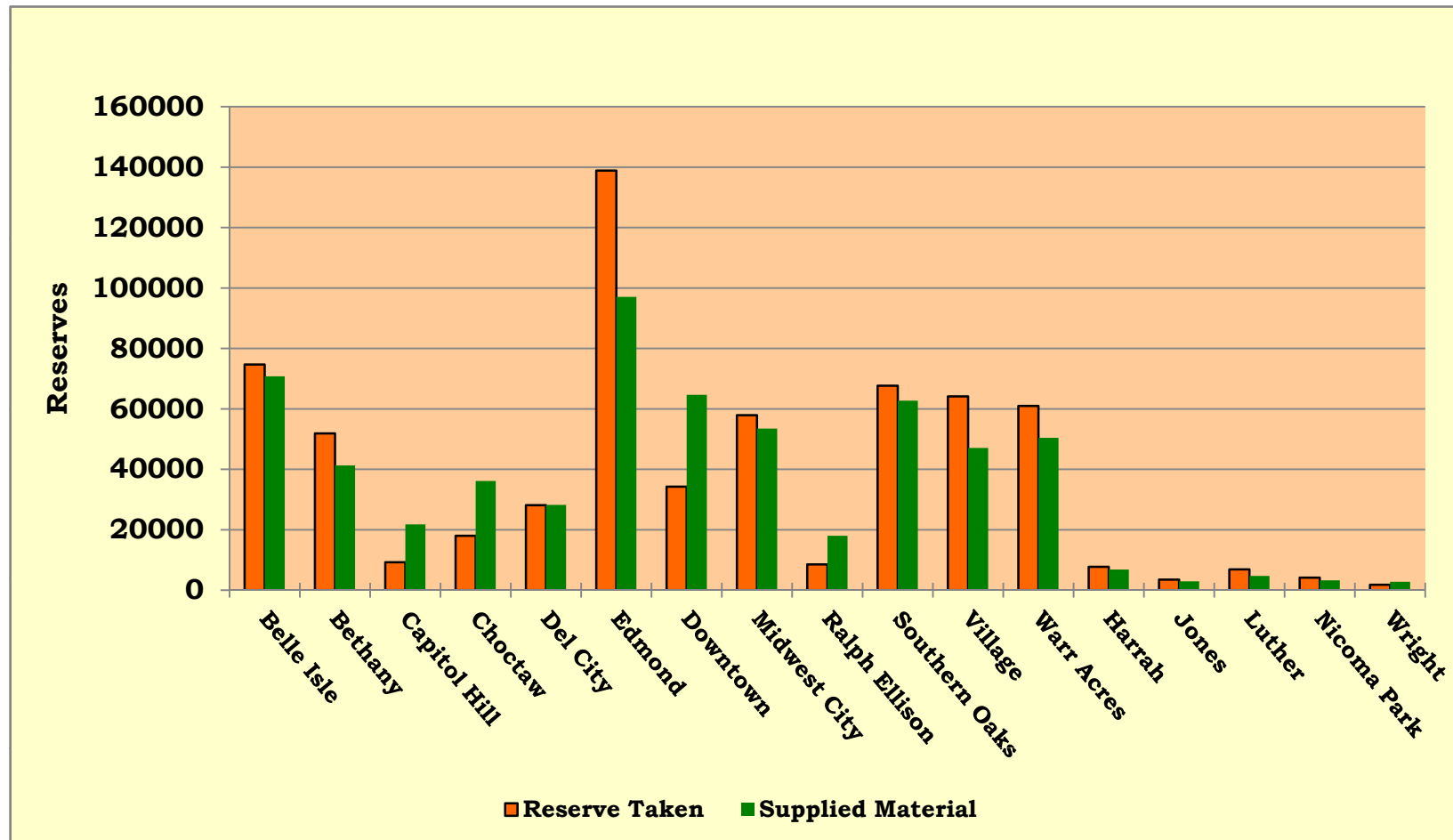
Computer Usage by Minor Customers

July 1, 2007 through February 29, 2008 (66.67% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	07	84		1,415		995.26		1,173		12,273		8,290.49	
	08	63		1,555		1,090.05		1,189		13,000		9,128.97	
		-21	-25.0	140	9.9	94.79	9.5	16	1.4	727	5.9	838.48	10.1
VILLAGE	07	67		1,297		892.41		752		8,775		5,934.61	
	08	63		1,093		805.59		816		11,156		7,823.28	
		-4	-6.0	-204	-15.7	-86.82	-9.7	64	8.5	2,381	27.1	1,888.67	31.8
WARR ACRES	07	39		807		598.03		512		6,129		4,329.92	
	08	40		1,191		828.79		564		9,557		6,558.04	
		1	2.6	384	47.6	230.76	38.6	52	10.2	3,428	55.9	2,228.12	51.5
HARRAH	07	12		147		118.20		119		983		838.10	
	08	9		211		172.76		160		1,445		1,177.05	
		-3	-25.0	64	43.5	54.56	46.2	41	34.5	462	47.0	338.95	40.4
JONES	07			42		28.62		32		373		256.12	
	08	2		15		9.21		22		189		138.96	
		2		-27	-64.3	-19.41	-67.8	-10	-31.3	-184	-49.3	-117.16	-45.7
LUTHER	07	9		121		83.77		121		896		649.41	
	08	7		305		263.86		145		1,552		1,292.54	
		-2	-22.2	184	152.1	180.09	215.0	24	19.8	656	73.2	643.13	99.0
NICOMA PARK	07	1		26		15.72		35		445		393.88	
	08	3		46		37.80		36		344		290.83	
		2	200.0	20	76.9	22.08	140.5	1	2.9	-101	-22.7	-103.05	-26.2
WRIGHT	07	1		58		33.50		42		506		312.55	
	08	4		62		43.33		49		675		499.88	
		3	300.0	4	6.9	9.83	29.3	7	16.7	169	33.4	187.33	59.9
TOTAL	07	658		12,171		8,870.34		8,760		94,455		68,848.49	
	08	611		13,524		10,145.69		9,474		119,923		88,289.72	
		-47	-7.1	1,353	11.1	1,275.35	14.4	714	8.2	25,468	27.0	19,441.23	28.2

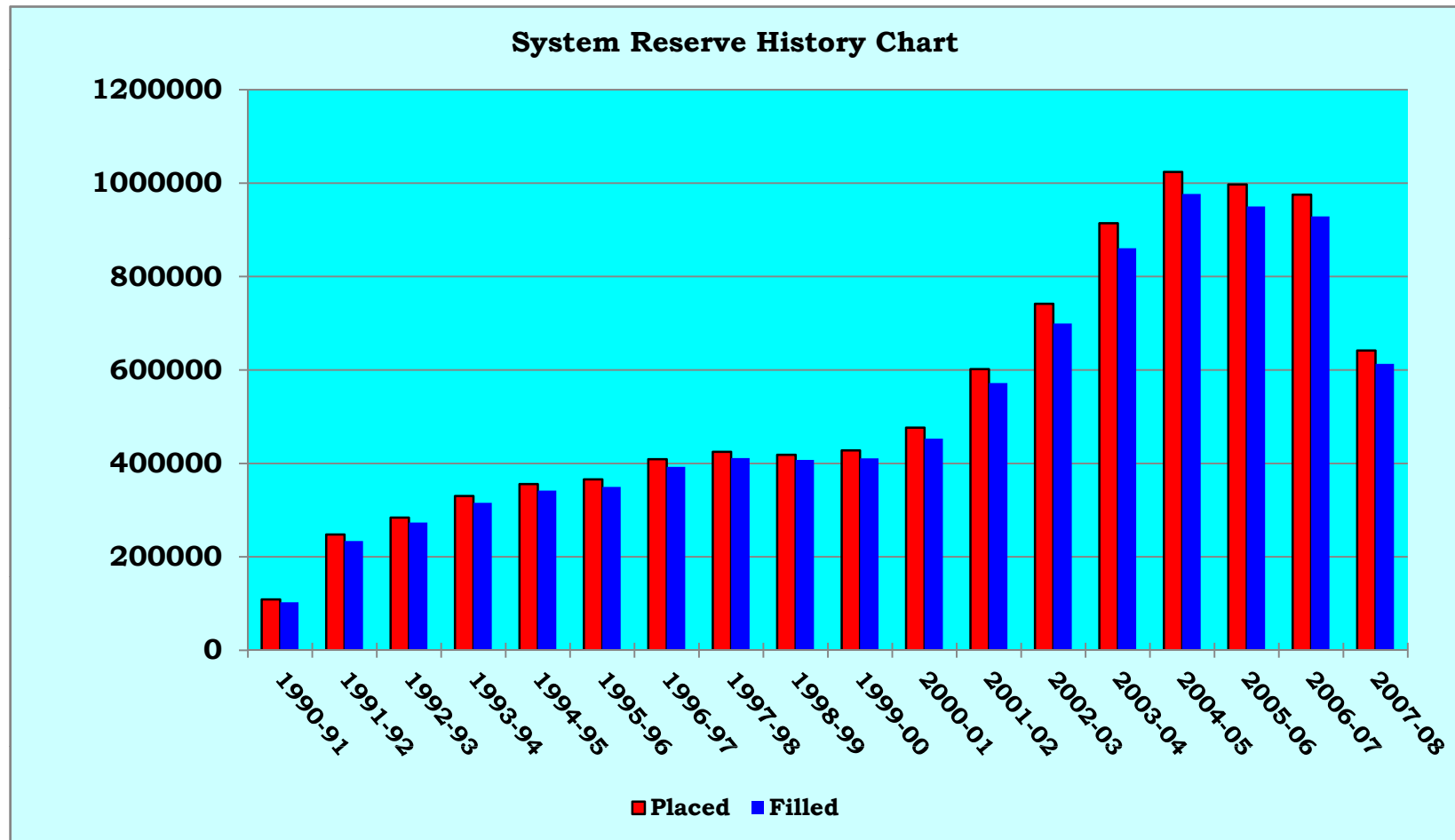
System Reserve Report

July 1, 2007 through February 29, 2008 (66.67% of the 07-08 Fiscal Year)



System Reserve Report

July 1, 2007 through February 29, 2008 (66.67% of the 07-08 Fiscal Year)



System Reserves Report

July 1, 2007 through February 29, 2008 (66.67% of the 07-08 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	07	8,615	75,436		8,046	72,193	
	08	8,943	74,668		8,590	71,529	
		328	-768	-1.0	544	-664	-.9
BETHANY	07	6,442	51,737		6,059	49,377	
	08	6,426	51,853		6,100	49,505	
		-16	116	.2	41	128	.3
CAPITOL HILL	07	1,253	10,091		1,184	9,389	
	08	1,157	9,244		1,010	8,497	
		-96	-847	-8.4	-174	-892	-9.5
CHOCTAW	07	2,228	19,211		2,150	18,448	
	08	2,333	18,002		2,149	17,032	
		105	-1,209	-6.3	-1	-1,416	-7.7
DEL CITY	07	3,682	30,139		3,498	28,718	
	08	3,380	28,105		3,132	26,678	
		-302	-2,034	-6.7	-366	-2,040	-7.1
EDMOND	07	15,968	132,425		15,386	127,270	
	08	17,947	138,858		17,053	133,394	
		1,979	6,433	4.9	1,667	6,124	4.8
DOWNTOWN	07	4,397	37,078		4,236	35,385	
	08	4,324	34,231		4,032	32,463	
		-73	-2,847	-7.7	-204	-2,922	-8.3
MIDWEST CITY	07	6,792	57,910		6,290	55,391	
	08	7,052	57,926		6,770	55,455	
		260	16	.0	480	64	.1
RALPH ELLISON	07	1,065	9,440		1,026	9,095	
	08	1,004	8,545		987	8,212	
		-61	-895	-9.5	-39	-883	-9.7
SOUTHERN OAKS	07	7,968	69,482		7,674	65,939	
	08	8,237	67,670		7,663	64,200	
		269	-1,812	-2.6	-11	-1,739	-2.6
VILLAGE	07	7,391	63,434		6,717	60,297	
	08	7,979	64,109		7,419	61,117	
		588	675	1.1	702	820	1.4
WARR ACRES	07	7,239	60,792		6,931	58,456	
	08	7,025	60,944		6,783	58,609	
		-214	152	.3	-148	153	.3

System Reserves Report

July 1, 2007 through February 29, 2008 (66.67% of the 07-08 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	07	872	6,483		805	6,245	
	08	1,041	7,730		1,030	7,182	
		169	1,247	19.2	225	937	15.0
JONES	07	502	4,841		532	4,563	
	08	352	3,483		347	3,335	
		-150	-1,358	-28.1	-185	-1,228	-26.9
LUTHER	07	670	6,418		639	6,100	
	08	877	6,866		760	6,398	
		207	448	7.0	121	298	4.9
NICOMA PARK	07	569	4,502		491	4,226	
	08	586	4,143		519	3,907	
		17	-359	-8.0	28	-319	-7.5
WRIGHT	07	242	1,732		213	1,682	
	08	152	1,809		143	1,746	
		-90	77	4.4	-70	64	3.8
BOOKS-BY-MAIL	07	541	4,536		520	4,366	
	08	466	3,771		408	3,611	
		-75	-765	-16.9	-112	-755	-17.3
TOTAL	07	76,436	645,697		72,397	617,148	
	08	79,281	641,960		74,895	612,873	
		2,845	-3,737	-.6	2,498	-4,275	-.7

EXECUTIVE DIRECTOR'S REPORT

MARCH 2008

TECHNOLOGY UPDATE

I am pleased to report that the RFID project is approximately 63.7% complete. Staff finished the Village Library last week and will be moving to Bethany on March 17th.

LEADERSHIP MLS II

The second leadership MLS class has gone through the application and selection process and I am pleased to announce our 6 participants for this year: Larry "Buddy" Johnson, Downtown Reference Librarian (noted author and essayist for Oklahoma Images); Roy Ballou, Employment Manager, Human Resources; Kelley Riha, Community Information Coordinator, Outreach; LaVetta Dent, Manager of Library Operations, Village Library; Rondia Banks, Warr Acres Librarian; Jana Hausburg, Cataloger, Cataloging Department.

Leadership MLS I served as "guinea pigs" for this new training/leadership opportunity. We learned a great deal from that class and made numerous changes to the program based upon last year's participant evaluations and feed back. We are very proud of our Leadership MLS I class and they will serve as models for this new class and the classes to come.

MLS STAFFERS HONORED BY THE OKLAHOMA CENTER FOR THE BOOK

Saturday night, the 19th Annual Oklahoma Book Awards were held at the Oklahoma Heritage Center. 2 MLS employees were recognized that night and we are very proud of their work with the Oklahoma Center for the Book.

Larry "Buddy" Johnson is the first librarian with MLS to be named a finalist in the Book Award competition. He was finalist in the Design/Illustration category which honors outstanding book design, photography, and illustration for his book ***Historic Photos of Oklahoma City-Design Megan Latta and Larry Johnson***. Their book provides a nostalgic look at the city that was.

BJ Williams, producer and coordinator of the library system's television show ***"Read About It"*** was honored for Distinguished Service to the Oklahoma Center for the Book by the Friends of the Oklahoma Center for the Book. The Center's distinguished service award honors service to the Center and/or service to Oklahoma's book community. BJ was cited for her leadership during a difficult transition period when the Center's membership organization and board was changed to a Friends organization and board, her chairmanship of the book Awards ceremony committee and her 15 years of promoting reading, library programming, and Oklahoma Authors and books through Metro's television program, ***Read About It***.

Congratulations to them both!

DAILY LINKS/SERVICE PRINCIPLES

As you all know, last spring the Library System introduced its new Strategic Plan 2007-2012. Your Inviting Innovative Link to the World is our vision on how we want customers to see our library. To assist us in achieving our plan and vision, we began a new initiative on March 3rd called "The Daily Link." It is designed to help us focus on our culture of excellent service. We believe that the concept of a Service Culture requires a unifying approach to defining expectations of service. To help establish that "expectation of service," every MLS team-every office, department, public service shift, etc. – gathers for a brief meeting called the "Daily Link." During this meeting, we will explore a different service Principle for demonstrating good customer service. Leadership of the Daily Link will rotate between all members of each team. The entirety of MLS will focus on the same principle and then each employee is expected to practice that principle for the day. By practicing these principles everyday, we will improve our customer service and enable MLS to come closer to achieving its vision and mission.

RECYCLING

I thought it appropriate to give you an update on the recycling efforts at the Metropolitan Library System based on our public comments last week. 2 of our libraries have a recycling program with Abitibi. The Bethany library participates in the program and the library received \$55.00 in 2007. Midwest City has 3 Abitibi bins in their parking lot, however, the project is coordinated by the City of Midwest City and the library does not receive money from those bins. Several of our libraries are interested and we will have them work directly with the vendor to ascertain if their parking lot can accommodate the recycling bins.

SECURITY ISSUES

We have looked into the issues regarding security that were raised at last month's meeting and wanted to give you an update on measures we are taking to improve security at all locations. While staff fill out "unusual incident" reports on a regular basis for incidents that happen at their locations, many times if they feel the incident is not of such a serious nature that it requires a form; they do not send one in. Therefore, we have asked library managers to keep an incident "log" to track problem customers, unique problems/situations, etc. These incident logs will provide a snapshot of things that may be contributing negatively to the environment/atmosphere thus preventing the library from being an inviting, welcoming place for customers all day, everyday. These will be submitted monthly to the Library Operations office so that we will also be aware of any patterns or trends that might be developing.

PUBLIC LIBRARY ASSOCIATION BI-ANNUAL CONFERENCE TO BE HELD IN MINNEAPOLIS, MARCH 26-29TH.

Every other year, the Public Library Association (a division of the American Library Association) holds a conference specifically targeted to public librarians. The entire conference consists of programs geared to improving public libraries. There are no business or committee meetings; just learning new trends, seeing how other libraries do things and seeing new products. MLS sends a large contingent of staff to this conference every 2 years as it has so many wonderful speakers and ideas on how to do our jobs better. This year we have 6 Library Managers attending: Karen Bays, Edmond; Barbara Beasley, Warr Acres; Rosemary Czarski, Choctaw; Phil Tolbert, Capitol Hill; Randy Wayland, Southern Oaks and

Deb Willis, Midwest City. In addition Outreach, Library Operations, Marketing, Planning, Construction, Materials Selection and the Director are sending staff to the conference.

I would like to take the opportunity to thank the commission for their support of continuing education for MLS staff by providing the funds in the budget to enable our staff to attend this conference.

CAPITAL PROJECTS UPDATE

Work continues on the final plans for the **Service Center** project. However, several issues have surfaced over the last several weeks that have created delays in the construction bid documents being released. We now hope that the contract award can be presented to the Commission at the May meeting.

Negotiations are underway regarding the contract for architectural services for the **Northwest Library**. We are confident that a successful contract can be developed by mid to late March.

Work continues on the **Ralph Ellison** expansion project. Design Documents have been delivered to the library at the 95% stage and we are on target to award a construction contract in early June.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- Attended OLA Legislative Committee Meeting
- PLA Bi-Annual Conference in Minneapolis
- Tour of Library buildings in Phoenix
- Attend OLA Legislative Day
- Presenter at OLA Workshop Challenge ABC's:
Building Blocks of Intellectual Freedom
- Attended Governors Press Conference on Tax Alliance

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Poetry Contest

Tuesday, April 1, 2008

Time: 9:00 am – 9:00 pm

Location: Ralph Ellison Library

All Ages

Children, teens and adults. Let your hidden poet shine in our month-long poetry contest. Drop off your typed entries anytime during the month of April at the library's Reference Desk. Poems should be between 50 and 2, 500 words long. One top prize will be awarded in each of the following three categories: children ages 0-12, teens ages 13-18, adults ages 19 and older. All entries must include full name, age and phone number. Questions? Call Kim at 405.1437.

Make your life easier with Routines Workshop

Tuesday, April 1, 2008

Time: 2:30 pm – 4:00 pm
Location: Warr Acres Library
Adults and caregivers of young children.

Do you need to teach your infant to sleep through the night? Or, do you have a picky eater? A routine will make a BIG difference in your family's life. Research shows that every family member is less stressed, more agreeable and happier when there is a routine that is followed MOST of the time. Come discuss ways to make a routine work for your family. Facilitated by Robyn Sears and Deborah Shapiro, call 425-4412.

Egg Decorating Demonstration: Ukrainian Eggs

Thursday, April 3, 2008
Time: 10:00 am – 11:00 am
Location: Edmond Library
All Ages

Artist Richard Dodder will demonstrate the precise and careful process of making traditional Ukrainian eggs. The demonstration will involve the marking and coloring procedures, as well as the steps involved in designing and decorating eggs.

Opening Reception ~ Mid-Del Art Guild Exhibit

Thursday, April 3, 2008
Time: 6:00 pm – 8:00 pm
Location: Midwest City Library
All Ages

The public is invited to the Opening Reception of the Mid-Del Art Guild Exhibit at the Midwest City Library. The reception offers the public an opportunity to meet the artists and view their artwork. The exhibit will be on display until April 29th, in the Lobby Gallery.

Rilla Askew, Oklahoma Reads Oklahoma

Adults

Rilla Askew, a fifth generation Oklahoman, will be discussing *Fire In Beulah*, the fourth and final Oklahoma Reads Oklahoma Centennial project. Seen from the viewpoint of two families, one black one, white, the book narrates the tumultuous days leading up to the violent climax of the 1921 Tulsa race riot during the oil boom days. Ms. Askew will sign books following the discussion. Copies will be available for purchase.

Co-sponsors: Oklahoma Library Association and Friends of the Library System.

Rilla Askew will be at these locations:

Sunday, April 6th, 2:00 pm – 3:00 pm
Thursday, April 10th, 6:30 pm – 7:30 pm
Saturday, April 12th, 2:00 pm – 3:00 pm
Monday, April 14th, 7:00 pm – 8:00 pm
Saturday, April 19th, 1:00 pm – 2:00 pm
Thursday, April 24th, 6:00 pm – 7:00 pm

Downtown Library
Southern Oaks Library
Edmond Library
Belle Isle Library
Ralph Ellison Library
Choctaw Library

Scott Turow Talks: The Art of Writing

Tuesday, April 15, 2008
Time: 10:00 am – 11:00 am
Location: Downtown Library
Adults

Scott Turow, attorney and bestselling legal thriller author, will speak in the 46th Star Auditorium. He will share some of his writer's insights and answer questions from the audience. "Presumed Innocent" is the novel that heralded Scott Turow's sensational debut as a writer. "No one writes better mystery suspense novels than Scott Turow" according to the Los Angeles Times. Books will be available and a book signing will follow his talk. Call 606-3760 or 606-3761 for questions or information.

Co-sponsor: The Library Endowment Trust.

Michael Black of the Legendary Black Family from Ireland

All Ages

San Francisco Bay area singer-musician MICHAEL BLACK is a member of Ireland's foremost family of song. Both of Michael's parents were noted singers and his father was an accomplished musician, playing mandolin, banjo, fiddle, accordion, flute and bagpipes. His mother, Patty, performed at ballrooms and dance parties in and around Dublin in the 1930's and 1940's. It comes as no surprise that Michael followed in their footsteps. Black believes that songs and music "are good for the soul" and this inherent love of music continues to give him an emotional lift that can only inspire musical endeavors in the years to come. He has a clear, exquisite tenor voice, which critics describe as "exhilarating" and "nothing short of stunning." Michael accompanies himself on guitar, banjo and base mandolin. He is regarded among the finest and most popular singers in Ireland.

Co-sponsor: Friends of the Metropolitan Library.

Michael Black will be performing at these locations:

Sunday, April 20th, 2:00 pm – 3:00 pm
Monday, April 21st, 1:00 pm – 2:00 pm
Monday, April 21st, 7:00 pm – 8:00 pm
Tuesday, April 22nd, 2:00 pm – 3:00 pm
Tuesday, April 22nd, 7:00 pm – 8:00 pm

Downtown Library
Southern Oaks Library
Belle Isle Library
Warr Acres Library
Bethany Library

Get It Sold! Preparing Your Home for Sale

Saturday, April 26, 2008

Time: 2:00 pm – 3:00 pm

Location: Warr Acres Library

Adults

You get only once chance to make a first impression! Kristyn Grewell, an Accredited Staging Professional and Realtor, presents you with a variety of quick fixes designed to help you sell your home.

Oklahoma Outlaws, Legends, & Folklore

Monday, April 21, 2008

Time: 7:00 pm – 8:00 pm

Location: Midwest City

All Ages

Join David A. Farris, author of the books "Mysterious Oklahoma," and "More Mysterious Oklahoma." He'll share stories from his book "Oklahoma Outlaw Tales." Learn some fascinating stories from Oklahoma's colorful history. Books will be available for signing and purchase.

The Village Community Garden, Adopt-a-plot Meeting

Saturday, April 26, 2008
Time: 3:30 pm – 4:00 pm
Location: The Village Library
All Ages

Do you want to adopt-a-plot at The Village Community Garden? Come to this meeting and claim your plot! Local gardener, Katherine Hosty, will be available to answer questions and assign plots.

For more information email The Village Garden at villagecommunitygarden@yahoo.com or call The Village Library at 755-0710 and we will bet you in touch with our local gardener.

“April is the cruelest month”—Celebrating the poetry of T. S. Eliot

Sunday, April 27, 2008
Time: 3:00 pm – 5:00 pm
Location: Edmond Library

Let us go then, you and I, to the Edmond Library to hear professors and poetry fans read and discuss poems of T. S. Eliot. And indeed there will be time for a reading of “The Wasteland” before the taking of toast and tea. We hope to lead you to an overwhelming question, if you just call (405) 341-9282 to pre-register for this free program.

Co-Sponsor: University of Central Oklahoma English Department.