

# **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

Thursday, April 17, 2008, 3:30 p.m.

Ralph Ellison Library  
2000 NE 23rd  
Oklahoma City, OK 73111  
(Telephone: 424-1437)

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**

**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 (#84 - #86)**

- Document #84 – Approval of Minutes of March 20, 2008 Meeting
- Document #85 – Acceptance of Review of Expenditures for March 2008
- Document #86 – Approval of Contract Awards and Purchases  
Item A: Summer Reading Program Award Ribbons

## **4:00 – 4:10 pm NEW BUSINESS**

- Document #87 – Resolution of Appreciation: Dr. Ann Caine

## **4:10 – 4:20 pm SPECIAL PRESENTATIONS**

- *Volunteer Recognition* – Heidi Port, Volunteer Coordinator

## **4:20 – 4:30 pm INFORMATION REPORTS**

- Document #88 – MLS March 2008 Circulation Report
- Document #89 – MLS March 2008 Computer Usage Report
- Document #90 – MLS March 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, May 15, 2008  
Downtown Library, 300 Park Avenue, Oklahoma City, OK 73102

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

DATE: March 20, 2008

TIME: 3:30 pm

MEETING PLACE: Southern Oaks 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 Southern Oaks Library and Downtown Library, 300 Park Avenue, Oklahoma City, on March 17, 2008, in conformity with the Oklahoma Open Meeting Act §311.

**Commission Members**

**PRESENT:**

Nancy Anthony  
Margaret Graham  
Deanna Hannah  
Jose Jimenez  
Lee Alan Leslie  
Penny McCaleb  
Tracy McDaniel  
Lori Nelson  
Mukesh Patel  
Kim Patterson  
Marguerite Ross  
Judy Smith  
Alyne Strube  
Beth Toland  
Alexandra Vera  
Hugh Rice, Chair  
Donna Morris, Executive Director  
**(Secretary)**

**EXCUSED:**

Ralph Bullard  
Dr. Ann Caine, Vice-Chair  
Glenda Choate  
Carolyn Cornelius  
Mick Cornett, Mayor of Oklahoma City  
Fran Cory  
David Greenwell, Disbursing Agent  
Tracy McGehee  
Jim Shonts  
Ray Vaughn, Chair, Board of County  
Commissioners  
Greg Womack

Estimate of general public and staff attending: 16

The meeting was called to order at 3:31 p.m. by, Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Anthony, Graham, Hannah, Jimenez, Leslie, McCaleb, McDaniel, Nelson, Patel, Patterson, Ross, Strube, Toland, Vera, Rice (Arrived: Smith, 3:59 pm).

**I.** Mr. Rice introduced Mrs. Rosemary Czarski, Manager of the Choctaw Library.

Mrs. Czarski welcomed the Commission and highlighted the current events and programs happening at the Choctaw Library.

**II.** Mr. Rice called for comments from the general public. There were none.

**III.** Mr. Rice presented the Consent Docket; Document #78 – Approval of Minutes for February 21, 2008 Meeting; Document #79 – Acceptance of Review of Expenditures for February 2008; Document # 80 – Approval of Contract Awards and Purchases.

Mr. Rice called for a motion.

**Mrs. Nancy Anthony moved to accept the consent docket. Mr. Tracy McDaniel seconded. Questions and discussion followed. Motion passed unanimously.**

**IV.** Mr. Rice referred to Special Presentations ~ *Friends 2008 Booksale update*, Carol Gilbert, Friends Coordinator.

Ms. Gilbert reported the total proceeds from the booksale were about \$239,000.00. She thanked the library system and over 800 volunteers for helping to make the booksale a great success.

**V.** Mr. Rice referred to the 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

Discussion followed.

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

Mrs. Morris reported the RFID (Radio Frequency Identification Device) project is approximately 63.7% complete.

Two MLS staffers were honored by the Oklahoma Center for the Book at the 19<sup>th</sup> Annual Oklahoma Book Awards. Larry "Buddy" Johnson was named a finalist in the Book Award competition. BJ Williams was also honored for her work as producer and coordinator of the library system's television show ***Read About It.***

Mrs. Morris provided updates on the current Capital Projects.

**VII.** Mr. Rice called for comments from Commission members.


Mr. Rice announced the resignation of Dr. Ann Caine from the library commission. Dr. Caine has accepted a new job as Superintendent of Public Schools in Stillwater, OK. Her resignation will be effective April 30.

Ms. Ernestine Clark, Director of Development, passed out flyers to each commission member inviting them to attend the Literary Voices Author dinner, sponsored by the Endowment Trust. This is the 6<sup>th</sup> year for the dinner and this year's speaker will be

Author Scott Turow. The dinner will be held April 17<sup>th</sup> at the Oklahoma City Country Club. Mr. Turow will also be speaking at the Downtown Library on April 18<sup>th</sup> at 10:00 am.

The next Commission meeting will be held at Ralph Ellison Library, April 17, 2008.

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



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Donna Morris, Executive Director  
(Secretary)

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

March 31, 2008

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

For comparison, 75.00% of the fiscal year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of March 2008.

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

**March 31, 2008**

**ASSETS**

CASH - Overnight Investment Account		\$ 5,110,027.96
INVESTMENTS (Schedule attached)		26,373,198.83
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	(20,971,152.26)	
		2,257,753.74
<b>Total Assets</b>		<u><u>\$33,770,980.53</u></u>

**LIABILITIES, DEFERRED REVENUE AND FUND BALANCE**

**LIABILITIES:**

2006-07 Reserve for Appropriations	\$221,975.36	
2007-08 Purchase Orders Outstanding	355,007.81	
2006-07 Purchase Orders Outstanding	1,185.00	
2007-08 Checks Outstanding	182,315.66	
2006-07 Checks Outstanding	153.59	
<b>Total Liabilities</b>		760,637.42

**DEFERRED TAX REVENUE:**

Current Year Ad Valorem Tax	2,257,753.74
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**FUND BALANCE:**

Beginning of the Year	\$23,823,209.10	
Add: Revenues		
Budgeted	21,560,659.76	
Other	2,967,127.85	24,527,787.61
Less: Expenditures	(17,598,407.34)	
<b>Total Fund Balance</b>		<u>30,752,589.37</u>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>		<u><u>\$33,770,980.53</u></u>



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

**As of March 31, 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	3/17/2008	9/12/2008	3.440%	95,000.00
CD - Coppermark Bank	3/18/2008	9/18/2008	3.200%	95,000.00
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	3/6/2008	3/6/2009	3.500%	95,000.00
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>\$ 26,373,198.83</u>



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

**March 1, 2008 to March 31, 2008**

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<b><u>BUDGETED:</u></b>				
2007 Ad Valorem Tax	\$23,228,906.00	\$ 1,528,731.21	\$20,971,152.26	90.28%
State Aid	282,936.00	176,507.50	176,507.50	62.38%
Fines	513,000.00	97,000.00	413,000.00	80.51%
<b>Total Budgeted Revenue</b>	<b><u>\$ 24,024,842.00</u></b>	<b><u>\$ 1,802,238.71</u></b>	<b><u>\$21,560,659.76</u></b>	<b>89.74%</b>
<b><u>NOT BUDGETED:</u></b>				
Prior Years Taxes		\$ (1,360.24)	\$ 1,847,222.23	
Gifts and Lost Books Fees		0.00	75,000.00	
Investment Income		26,391.35	901,825.70	
Flexible Benefits Account Balance		0.00	4,725.31	
Sale of Surplus Equipment		0.00	4,794.88	
Miscellaneous		13,927.76	133,559.73	
<b>Total Miscellaneous Revenue</b>		<b><u>\$ 38,958.87</u></b>	<b><u>\$ 2,967,127.85</u></b>	
<b>Total Revenue</b>	<b><u>\$ 24,024,842.00</u></b>	<b><u>\$ 1,841,197.58</u></b>	<b><u>\$24,527,787.61</u></b>	<b>102.09%</b>

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

**March 31, 2008**

	<u>BEGINNING OF MONTH</u>	<u>RECEIPTS March</u>	<u>EXPEND. March</u>	<u>ENDING BALANCE</u>
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 53,469.08	\$ 6,681.62	\$ 588.59	\$ 59,562.11
810 Prepaid Fees	(1,600.14)	3.40	194.02	(1,790.76)
815 Fines	43,341.18	43,979.35	42,015.00	45,305.53
820 Copy	107,407.91	8,604.01	1,879.27	114,132.65
900 Special Event Fund	1,915.12	0.00	0.00	1,915.12
<b>Total Revolving Funds</b>	<b>\$ 204,533.15</b>	<b>\$ 59,268.38</b>	<b>\$ 44,676.88</b>	<b>\$ 219,124.65</b>
<b>GRANTS:</b>				
	<u>GRANT AMOUNT</u>	<u>RECEIPTS TO DATE</u>	<u>EXPEND. TO DATE</u>	<u>ENDING BALANCE</u>
<b><u>Special Grants</u></b>				
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	26,721.81	0.00
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	668.94	331.06
885 08/OAC/Af-Am History	4,500.00	0.00	4,500.00	(4,500.00)
886 08/OAC/Asian Treasure Bag	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
890 08/ALA/Lets Talk About It	2,500.00	2,500.00	0.00	2,500.00
928 07/LET/Summer Reading	12,000.00	12,000.00	3,853.79	8,146.21
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
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
<b><u>Grants - Friends of MLS, Previous Years</u></b>				
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	6,990.00	1,010.00
906 07 Summer at the Library	5,000.00	5,000.00	5,000.00	0.00

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<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	3,042.72	3,042.72	0.00
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	14,078.00	322.00
873	08 Teen & Children's Furnishings	1,713.00	1,713.00	1,356.50	356.50
<b>Total Grants</b>					<u>\$36,908.39</u>
<b>Total Special Funds</b>					<u>\$ 256,033.04</u>



**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of March 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	766,802.07	7,250,328.13	72.95	9,939,418.00	2,689,089.87
102	Wages - Part-time	103,948.04	1,052,179.12	61.07	1,722,782.00	670,602.88
103	Payroll Taxes	64,466.47	614,054.86	76.07	807,177.00	193,122.14
109	Workers Comp Insurance	11,145.00	82,760.00	69.33	119,370.00	36,610.00
112	Group Insurance	122,943.61	1,094,557.07	67.80	1,614,468.00	519,910.93
113	Employees' retirement	42,524.23	1,196,108.24	91.11	1,312,852.00	116,743.76
114	Unemployment Compen.	.00	12,650.00	63.25	20,000.00	7,350.00
Total Personal Services		1,111,829.42	11,302,637.42	72.75	15,536,067.00	4,233,429.58

**Maintenance & Operations - Contractual Services**

201	Bldg, Property, & Auto Insur.	694.00	129,683.00	77.72	166,865.00	37,182.00
202	Liability/Bonding Insurance	4,025.00	4,025.00	73.18	5,500.00	1,475.00
205	Rent of Library Buildings	400.00	4,000.00	83.33	4,800.00	800.00
206	Rent of Equipment	.00	993.00	14.82	6,700.00	5,707.00
207	Janitorial Services	18,884.00	240,241.38	67.45	356,180.00	115,938.62
208	Maintenance of Facilities	14,452.30	184,259.02	65.84	279,875.00	95,615.98
211	Parking & Transportation	12,366.82	108,759.05	62.41	174,265.00	65,505.95
212	Travel Expenses	7,801.42	46,343.45	56.03	82,708.00	36,364.55
213	Professional Services	19,244.71	240,693.17	62.84	383,045.00	142,351.83
214	Security Services	29,628.78	259,047.02	65.97	392,693.00	133,645.98
216	Telephone Services	8,429.52	90,181.42	31.87	282,960.00	192,778.58
217	Electrical Services	27,469.67	329,104.80	63.84	515,530.00	186,425.20
218	Gas Services	22,678.73	55,622.29	82.30	67,585.00	11,962.71
219	Water & Garbage Services	2,831.12	34,902.42	73.46	47,510.00	12,607.58
220	Trigen Energy Services	8,789.18	110,657.67	60.47	183,000.00	72,342.33
226	Memberships	919.00	20,457.00	75.06	27,255.00	6,798.00
230	Other Library-Related Services	9,536.22	217,986.63	66.04	330,087.00	112,100.37
231	Automation Contractual	32,902.84	212,274.90	64.64	328,417.00	116,142.10
236	Network Catalog Services	.00	56,360.15	89.78	62,775.00	6,414.85
Total Contractual Services		221,053.31	2,345,591.37	63.43	3,697,750.00	1,352,158.63

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of March 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	33,791.77	99,270.48	48.56	204,420.00	105,149.52
302	Postage	24,752.84	181,632.18	65.63	276,765.00	95,132.82
303	Supplies	28,320.86	584,658.32	88.04	664,100.00	79,441.68
310	Maintenance Supplies	2,951.48	32,400.47	45.63	71,000.00	38,599.53
312	Safety Supplies & Equipment	.00	2,937.42	22.77	12,900.00	9,962.58
321	Gasoline & Oil	3,374.46	20,535.13	45.63	45,000.00	24,464.87
322	Vehicle Parts & Repairs	2,932.80	5,996.68	33.31	18,000.00	12,003.32
330	Programming Activities	10,597.90	95,722.46	47.26	202,525.00	106,802.54
331	Other Commodities	1,092.56	10,556.01	34.04	31,015.00	20,458.99
	Total Commodities	107,814.67	1,033,709.15	67.75	1,525,725.00	492,015.85
		=====	=====		=====	=====

**Capital Outlays**

401	Books & Materials	239,453.60	2,209,190.47	67.45	3,275,170.00	1,065,979.53
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	140.00	137,354.38	88.71	154,830.00	17,475.62
408	Furniture, Fixture, & Equipmnt	5,609.02	70,662.27	42.94	164,569.00	93,906.73
409	Motor Vehicles	30.00	45,450.00	90.90	50,000.00	4,550.00
410	Automation System & Equipment	2,332.81	383,093.29	79.86	479,719.00	96,625.71
450	Capital Projects	2,850.91	68,988.50	1.47	4,707,815.00	4,638,826.50
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	250,416.34	2,916,469.40	10.77	27,088,509.10	24,172,039.70
		=====	=====		=====	=====
	Total Budget	1,691,113.74	17,598,407.34	36.78	47,848,051.10	30,249,643.76
		=====	=====		=====	=====



General Fund F.Y. 07-08

Warrant Register

March 2008

Number	Vendor/Payee	Purpose		Amount
G-03200	Metropolitan Library System	Maintenance of Facilities	16.67	
		Professional Services	10.00	
		Automation Contractual	18.40	
		Postage	8.20	
		Supplies	36.22	
		Maintenance Supplies	14.08	
		Programming Activities	87.83	
		Programming Activities	18.24	
		Other commodities	37.96	247.60
G-03201	O G & E	Electrical Services	13,303.39	13,303.39
G-03202	Oklahoma Natural Gas Co.	Gas Services	1,884.67	1,884.67
G-03203	City of Oklahoma City	Water & Garbage Services	755.37	755.37
G-03204	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-03205	Gale Research	Materials	712.55	712.55
G-03206	Journey House Travel, Inc.	Travel Expense	317.50	317.50
G-03207	UNUM Life Insurance	Grp L-T Disab. Ins.-March	6,868.58	6,868.58
G-03208	City of Warr Acres	Water & Garbage Services	54.70	54.70
G-03209	AT&T	Telephone Services	141.10	141.10
G-03210	Ernestine Clark	Supplies	99.62	99.62
G-03211	Frank Ray	Mileage	90.65	90.65
G-03212	Oklahoma Library Association	Professional Services	50.00	50.00
G-03213	Baker & Taylor Books	Materials	77.48	77.48
G-03214	Central Oklahoma Winnelson	Maintenance of Facilities	18.38	18.38
G-03215	Susan Ryan	Mileage	24.24	24.24
G-03216	CompSource Oklahoma	Workers Comp Insurance	11,145.00	11,145.00
G-03217	American Library Assoc.	Promotional Items	89.00	89.00
G-03218	Recorded Books, LLC	Materials	166.95	166.95
G-03219	Elizabeth Holshouser	Mileage	10.61	10.61
G-03220	Instructional Video, Inc.	Materials	732.32	732.32
G-03221	Gale Group	Materials	1,367.00	1,367.00
G-03222	JoNita Normore	Mileage	6.06	6.06
G-03223	Mutual Assurance	Grp Life/AD&D Ins Prm-MAR	29,996.75	29,996.75
G-03224	Anne G. Fischer	Mileage	85.35	85.35
G-03225	Copelin's Office Center	Supplies	6.68	6.68
G-03226	Library Video Co.	Materials	778.70	778.70
G-03227	Jean Hill	Programming Activities	150.00	150.00
G-03228	Full Circle Bookstore	Materials	184.01	184.01
G-03229	Genealogical Publishing Co, Inc	Materials	202.90	202.90
G-03230	INTEGRIS Corporate Assistance	Professional Services	824.00	824.00
G-03231	Rosemary Stafford	Mileage	5.81	5.81
G-03232	Municipal Code Corporation	Materials	110.24	110.24
G-03233	Random House, Inc	Materials	4,022.40	4,022.40
G-03234	Christine Francis	Programming Activities	420.00	420.00
G-03235	ahal Process, Inc.	Books & Materials	132.90	132.90
G-03236	Ingram Library Service	Materials	962.32	962.32
G-03237	Walker Companies	Supplies	7.90	7.90
G-03238	Audio Editions	Materials	137.75	137.75
G-03239	Digital Library Reserve, Inc	Materials	678.18	678.18
G-03240	Lynda G. Bahr	Programming Activities	66.70	66.70
G-03241	Oklahoma County Newspapers	Subscriptions	25.00	25.00
G-03242	Jason Meyers	Programming Activities	1,100.00	1,100.00
G-03243	Ingram Library Service	Materials	327.51	327.51



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Number	Vendor/Payee	Purpose		Amount
G-03244	Voss Lighting	Maintenance Supplies	241.50	
		Maintenance Supplies	129.30	370.80
G-03245	Town of Luther	Water & Garbage	44.25	44.25
G-03246	Barnes & Noble, Inc.	Materials	1,594.99	1,594.99
G-03247	The Library Store, Inc.	Furniture	394.09	
		Furniture	91.30	485.39
G-03248	Scholastic Library Publishing	Materials	13,794.00	13,794.00
G-03249	Clinescot Publishing	Materials	50.40	50.40
G-03250	Evans Hardware	Maintenance of Facilities	6.78	
		Maintenance of Facilities	114.46	
		Maintenance of Facilities	5.56	
		Maintenance of Facilities	5.29	132.09
G-03251	Jim Austin Sales	Maintenance of Facilities	742.17	742.17
G-03252	Steve's Wholesale Distributors	Maintenance of Facilities	7.39	
		Maintenance Supplies	33.13	40.52
G-03253	Joan Porter	Mileage	46.50	46.50
G-03254	OPHRA	Professional Services	65.00	65.00
G-03255	Dowell Parking Center	Parking & Transportation	100.00	100.00
G-03256	City of Harrah	Water & Garbage	50.50	50.50
G-03257	Heritage Microfilm, Inc	Periodicals	155.10	155.10
G-03258	John Wood	Mileage	36.11	36.11
G-03259	City of Choctaw	Water & Garbage Services	77.95	77.95
G-03260	Todd Olberding	Telephone Services	42.54	42.54
G-03261	Christy O'Brien	Mileage	8.59	8.59
G-03262	Baker & Taylor Entertainment	Materials	2,627.49	2,627.49
G-03263	Metropolitan Library System	Grp Med/Dtl Ins Prem-MAR	82,511.82	82,511.82
G-03264	Daniel Fields	Programming Activities	42.50	42.50
G-03265	MetroFamily Magazine	Programming Activities	150.00	150.00
G-03266	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	15.00	15.00
G-03267	Star Lighting	Maintenance of Facilities	430.05	430.05
G-03268	John Utley	Telephone Services	35.00	
		Mileage	14.65	49.65
G-03269	Cintas Corp.	Maintenance of Facilities	441.05	441.05
G-03270	AT&T	Telephone Services	57.73	57.73
G-03271	Rob Vollmar	Programming Activities	150.00	150.00
G-03272	Baker & Taylor Books	Materials	507.94	
		Materials	2,554.37	
		Materials	1,939.12	
		Materials	2,969.57	
		Materials	8,083.06	
		Materials	2,477.79	
		Materials	4,546.66	23,078.51
G-03273	Baker & Taylor Books	Materials	1,129.73	
		Materials	4,056.45	
		Materials	6,399.98	
		Materials	2,747.84	14,334.00
G-03274	Baker & Taylor Books	Materials	2,228.42	2,228.42
G-03275	Commercial Furniture	Furniture	1,581.00	1,581.00
G-03276	Karen Zanfardino, M.S.	Programming Activities	85.00	85.00
G-03277	COTPA	Staff Parking	2,820.27	
		Staff Parking	2,116.00	
		Staff Parking	4,022.62	8,958.89



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Number	Vendor/Payee	Purpose		Amount
G-03278	Midwest Single Source, Inc.	Supplies	96.25	96.25
G-03279	Kim E. Macarty	Mileage	8.59	8.59
G-03280	Dan Holman	Mileage	126.00	126.00
G-03281	Gale Research	Materials	6,067.88	6,067.88
G-03282	Edgar Cruz	Materials	119.60	119.60
G-03283	Instructional Video, Inc.	Materials	682.58	682.58
G-03284	Gale Group	Materials	4,518.22	4,518.22
G-03285	Hal Leonard Publishing	Materials	231.56	231.56
G-03286	Library Video Co.	Materials	199.50	199.50
G-03287	Full Circle Bookstore	Materials	79.84	79.84
G-03288	Ingram Library Service	Materials	63.49	63.49
G-03289	Ingram Library Service	Materials	319.37	319.37
G-03290	Grey House Publishing	Materials	448.95	448.95
G-03291	Tandem Library Group	Materials	238.79	238.79
G-03292	Center Point Large Print	Materials	506.22	506.22
G-03293	Findaway World, LLC	Materials	200.00	200.00
G-03294	BBC Audiobooks America	Materials	6.50	6.50
G-03295	Finder Binder	Materials	600.00	600.00
G-03296	Film Ideas, Inc.	Materials	211.75	211.75
G-03297	Baker & Taylor Entertainment	Materials	4,098.13	
		Materials	1,588.43	5,686.56
G-03298	Baker & Taylor Books	Materials	1,546.16	
		Materials	3,283.83	
		Materials	4,585.10	
		Materials	4,417.87	
		Materials	2,643.16	16,476.12
G-03299	Baker & Taylor Books	Materials	2,335.67	
		Materials	496.10	2,831.77
G-03300	Baker & Taylor Books	Materials	13.15	13.15
G-03301	Southern Historical Press, Inc	Materials	167.00	167.00
G-03302	Bank of Oklahoma	Payroll Transmittal-Chks	38,370.14	
		Payroll Transmittal-Chks	19,687.49	
		Payroll Transmittal-Chks	165.00	58,222.63
G-03303	Bank of Oklahoma	Federal Withholding Tax	42,294.60	
		Federal Withholding Tax	2,672.00	44,966.60
G-03304	Oklahoma Tax Commission	State Withholding Tax	14,108.00	
		State Withholding Tax	865.50	14,973.50
G-03305	Mun. Employees Credit Union	Employee Cr Union Deducts	12,049.13	
		Employee Cr Union Deducts	167.50	12,216.63
G-03306	United Way of Central Oklahoma	Employee Deductions	415.80	
		Employee Deductions	5.00	420.80
G-03307	Oklahoma Tax Commission	Employee Deductions	320.42	320.42
G-03308	Rausch, Sturm, Israel & Hornik	Employee Deductions	158.15	158.15
G-03309	Bank of America	Payroll Transmittal-DDep	207,586.96	
		Payroll Transmittal-DDep	25,139.48	
		Payroll Transmittal-DDep	1,155.00	233,881.44
G-03310	Nationwide Retirement Solution	Employee Deductions	7,742.92	7,742.92
G-03311	Transamerica Worksite Mrktg.	Employee Deductions	535.50	535.50
G-03312	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,952.79	4,952.79
G-03313	Bank of Oklahoma	Employee Flexplan Deposit	19,102.09	19,102.09
G-03314	Bank of Oklahoma	Employee Soc/Sec Deposits	23,052.24	
		Employee Soc/Sec Deposits	3,258.58	

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Number	Vendor/Payee ** Continued **	Purpose	Amount
G-03314	Bank of Oklahoma	Employee Medicare Deposit	5,391.16
		Employee Medicare Deposit	762.07
		Employer Soc/Sec Deposits	26,310.64
		Employer Medicare Deposit	6,153.40
			64,928.09
G-03315	MassMutual Financial Group	Employee Contrib -- DC PI	12,102.64
		Employer Contrib -- DC PI	22,046.08
			34,148.72
G-03316	ODHS Oklahoma Centralized	Employee Deductions	217.73
G-03317	Administrative Systems, Inc.	Employee Deductions	1,190.83
G-03318	Metropolitan Library System	Programming Activities	42.72
G-03319	City of Midwest City, Inc.	Water & Garbage Services	224.78
G-03320	O G & E	Electrical Services	4,156.50
G-03321	Oklahoma Natural Gas Co.	Gas Services	7,331.57
G-03322	Southwestern Stationery and	Supplies	77.00
		Furniture	94.99
		Supplies	676.90
			848.89
G-03323	Emsco Electric Supply	Maintenance of Facilities	47.60
G-03324	MASSCO Maintenance Supply Co.	Maintenance of Facilities	186.61
G-03325	Highsmith Co., Inc.	Supplies	74.54
G-03326	Journey House Travel, Inc.	Travel Expenses	470.00
		Travel Expense	536.69
		Travel Expense	346.50
			1,353.19
G-03327	Ernestine Clark	Mileage	31.31
G-03328	Oklahoma Historical Society	Subscriptions	40.00
G-03329	Standard Printing Co., Inc.	Supplies	230.00
G-03330	Oklahoma Library Association	Professional Services	300.00
G-03331	Donna Morris	Telephone Services	50.00
G-03332	Mid-west Landscape, LLC	Maintenance of Facilities	1,490.00
		Maintenance of Facilities	825.00
			2,315.00
G-03333	Charles S. Isaacs	Mileage	37.62
		Telephone Services	35.00
			72.62
G-03334	WF Job Fair	Library-Related Services	175.00
G-03335	United Refrigeration, Inc.	Maintenance of Facilities	79.18
G-03336	FedEx	Postage	11.26
G-03337	Ronna Davis	Programming Activities	51.21
G-03338	Johnstone Supply	Maintenance of Facilities	445.24
G-03339	ConocoPhillips Fleet	Gasoline	223.75
G-03340	Denyveta Davis	Mileage	174.23
G-03341	Staples Business Advantage	Supplies	52.99
G-03342	Jean Hill	Programming Activities	150.00
G-03343	Priscilla Doss	Mileage	14.39
G-03344	Full Circle Bookstore	Programming Activities	17.60
		Books	4.63
			22.23
G-03345	Janet Brooks	Mileage	59.59
G-03346	Commercial Concepts	Maintenance of Facilities	510.25
		Automation Contractual	1,020.00
			1,530.25
G-03347	Jonathan Willis	Mileage	25.00
G-03348	Mary Strasner	Programming Activities	66.70
G-03349	Culinary Concepts, LLC	Professional Services	253.28
G-03350	A T & T Mobility	Telephone Services	87.73
G-03351	Scott's Printing & Copying	Printing Supplies	485.01
G-03352	PAPERDIRECT	Supplies	79.91
			79.91



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Number	Vendor/Payee	Purpose		Amount
G-03353	HAJOCA Corporation	Maintenance of Facilities	442.24	442.24
G-03354	Julia Ballou	Mileage	24.24	24.24
G-03355	Dana Morrow	Programming Acitivites	56.56	56.56
G-03356	Harrah Chamber of Commerce	Memberships	100.00	100.00
G-03357	JoNita White	Mileage	37.37	37.37
G-03358	Chickasaw Telecom, Inc.	Automation Contractual	295.00	295.00
G-03359	Matthew Cotter	Mileage	29.04	29.04
G-03360	Regina Kirkham	Mileage	13.38	13.38
G-03361	Frances V. Harbert	Mileage	12.07	12.07
G-03362	Perry Publishing Co.	Library-Related Services	1,152.00	1,152.00
G-03363	Deli Partners of Little Rock	Professional Services	148.79	
		Other Commodities	138.64	287.43
G-03364	Landon Holman	Mileage	19.95	19.95
G-03365	Anita Roesler	Mileage	67.17	67.17
G-03366	Cox Media Oklahoma City	Library-Related Services	3,614.00	
		Library-Related Services	250.00	3,864.00
G-03367	Vision Service Plan of	Grp Vision Ins Prem-MAR	2,246.46	2,246.46
G-03368	Evans Hardware	Maintenance of Facilities	18.66	
		Maintenance of Facilities	9.48	28.14
G-03369	Jeffrey J. Crawford	Security Services	275.00	275.00
G-03370	John Mark Dawson	Security Services	450.00	450.00
G-03371	Miguel A. Campos	Security Services	212.50	212.50
G-03372	Jurden Brown, Jr.	Security Services	487.50	487.50
G-03373	John Paull	Security Services	600.00	600.00
G-03374	Stanley Campbell	Security Services	212.50	212.50
G-03375	OPUBCO Communications Group	Library-Related Services	245.00	245.00
G-03376	Heidi Johnson	Mileage	27.27	27.27
G-03377	Hudiburg Chevrolet, Inc.	Oil Change	168.78	168.78
G-03378	Ruby Soutiere	Mileage	16.67	16.67
G-03379	Amazon/GE Money Bank	Material	59.37	59.37
G-03380	Crowe & Dunlevy	Professional Services	8,786.98	8,786.98
G-03381	Producers Playhouse	Library-Related Services	120.00	120.00
G-03382	AT&T Yellow Pages	Library-Related Services	1,851.12	1,851.12
G-03383	Cox Communications, Inc.	Telephone Services	2,037.11	
		Telephone Services	1,860.84	3,897.95
G-03384	Upstate Networks, Inc.	Software	395.00	395.00
G-03385	Daniel Fields	Programming Activities	22.80	
		Programming Activities	63.07	
		Programming Activities	34.20	120.07
G-03386	FBD Consulting, Inc.	Professional Services	155.00	155.00
G-03387	LaVetta Kinsey Dent	Supplies	59.43	59.43
G-03388	Walmart Community	Other Commodities	71.88	71.88
G-03389	SYMETRA LIFE INSURANCE COMPANY	Premium	4,025.00	4,025.00
G-03390	Reef Shop Warehouse	Maintenance of Facilities	103.97	103.97
G-03391	Jane Humphries	Professional Services	1,000.00	1,000.00
G-03392	Evelyn Carol Gilbert	Mileage	116.20	116.20
G-03393	Allied Waste Services #060	Water & Garbarge	547.99	547.99
G-03394	Pamela Buchanan	Mileage	20.96	20.96
G-03395	Bryan Dahlvang	Programming Activities	300.00	300.00
G-03397	Darrie Breathwit	Mileage	20.20	20.20
G-03398	Robyn Poston	Programming Activities	85.00	85.00
G-03399	Melissa Weathers	Mileage	27.27	27.27



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Number	Vendor/Payee	Purpose		Amount
G-03400	York International Corp.	Maintenance of Facilities	86.00	86.00
G-03401	Kelley Hoffman	Mileage	11.01	11.01
G-03402	Cox Communications, Inc.	Telephone Service - FEB	811.86	811.86
G-03403	Securitas Security USA, Inc.	Security Services	6,441.64	
		Security Services	6,408.41	
		Security Services	6,375.49	19,225.54
G-03404	James Cain	Programming Activities	75.00	75.00
G-03405	Laura Schaller	Programming Activities	50.00	50.00
G-03406	Maria Watkins	Mileage	46.97	46.97
G-03407	Emily Williams	Mileage	102.52	102.52
G-03408	Lloyd Lovely	Mileage	21.72	21.72
G-03409	Cheryl Coleman	Mileage	12.12	12.12
G-03410	Quik Print	Programming Activities	3.00	3.00
G-03411	Midwest Single Source, Inc.	Supplies	49.26	
		Supplies	50.42	
		Supplies	288.20	387.88
G-03412	McBride Clinic, Inc.	Professional Services	30.00	30.00
G-03413	KOCB, Inc.	Library-Related Services	1,640.00	1,640.00
G-03414	Devale J. Long, MSW	Programming Activities	75.00	75.00
G-03415	Dan Holman	Telephone Services	96.74	96.74
G-03416	Julie A. Schofield	Mileage	7.32	7.32
G-03417	Michelle Hindman	Mileage	11.36	11.36
G-03418	Perry Wilson	Mileage	15.15	15.15
G-03419	City of Del City	Rent of Library Buildings	400.00	400.00
G-03420	O G & E	Electrical Services	6,854.94	6,854.94
G-03421	Oklahoma Natural Gas Co.	Gas Services	766.87	766.87
G-03422	City of Bethany	Water & Garbage Services	150.80	150.80
G-03423	City of Oklahoma City	Water & Garbage Services	629.21	629.21
G-03424	City of the Village	Water & Garbage Services	80.98	80.98
G-03425	Brodart, Inc.	Furniture	195.87	195.87
G-03426	Southwestern Stationery and	Supplies	531.25	
		Supplies	21.83	
		Supplies	21.83	
		Supplies	37.04	
		Supplies	14.24	
		Printing	4,821.60	5,447.79
G-03427	Locke Supply Co.	Maintenance of Facilities	70.07	70.07
G-03428	MASSCO Maintenance Supply Co.	Maintenance of Facilities	188.17	188.17
G-03429	Gale Research	Materials	1,338.15	1,338.15
G-03430	Irwin Business Machines	Maintenance of Facilities	544.65	544.65
G-03431	Hewlett-Packard Co.	Automation Contractual	12,834.00	12,834.00
G-03432	AT&T	Telephone Services	952.93	
		Telephone Services	1,356.15	
		Telephone Services	327.78	2,636.86
G-03433	City of Edmond	Electrical Services	3,154.84	3,154.84
G-03434	Oklahoma Library Association	Professional Services	125.00	125.00
G-03435	South OKC Chamber of Commerce	Programming Activities	300.00	300.00
G-03436	Baker & Taylor Books	Materials	4,356.08	4,356.08
G-03437	Susie Beasley	Programming Activities	111.43	111.43
G-03438	U.S. Postal Service	Postage	15,000.00	15,000.00
G-03439	ALA Membership CSC	Memberships	230.00	
		Memberships	220.00	450.00



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Number	Vendor/Payee	Purpose		Amount
G-03440	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-03441	Instructional Video, Inc.	Materials	1,957.71	1,957.71
G-03442	Gale Group	Materials	1,003.42	1,003.42
G-03443	ACE'S THREE	Maintenance of Facilities	101.00	101.00
G-03444	Live Oak Media	Materials	625.51	625.51
G-03445	Staples Business Advantage	Supplies	81.70	81.70
G-03446	Anne G. Fischer	Telephone Services	50.00	50.00
G-03447	BayScan Technologies	Supplies	2,404.30	2,404.30
G-03448	Hal Leonard Publishing	Materials	91.60	91.60
G-03449	City Chevrolet	Vehicles	18,740.00	18,740.00
G-03450	Staples Credit Plan	Supplies	35.38	
		Supplies	55.02	
		Supplies	47.96	138.36
G-03451	Library Video Co.	Materials	1,200.46	1,200.46
G-03452	Morningstar	Materials	115.00	115.00
G-03453	Julianna Link	Travel Expense	122.14	122.14
G-03454	Oklahoma Air Filter	Maintenance of Facilities	168.42	168.42
G-03455	Metrocall Wireless	Maintenance of Facilities	159.36	159.36
G-03456	Blackstone Audio Books	Materials	297.00	297.00
G-03457	Joyce McCauley Johnson	Mileage	30.20	30.20
G-03458	Random House, Inc	Materials	2,919.26	2,919.26
G-03459	Scott's Printing & Copying	Printing	49.93	
		Printing	543.27	593.20
G-03460	Little River Zoo	Programming Activities	105.00	105.00
G-03461	Brilliance Corporation	Materials	91.03	91.03
G-03462	Ursula Ward	Mileage	17.17	17.17
G-03463	Ingram Library Service	Materials	1,250.68	1,250.68
G-03464	XPEDX	Supplies	260.99	
		Supplies	2,272.11	2,533.10
G-03465	James E. Nimmo	Transportation	120.00	120.00
G-03466	Walker Companies	Supplies	19.45	19.45
G-03467	Audio Editions	Materials	590.16	590.16
G-03468	Fuelman	Gasoline	3,150.71	
		Vehicle Parts	12.00	3,162.71
G-03469	Mardel, Inc.	Materials	259.12	259.12
G-03470	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	86.50	86.50
G-03471	Oklahoma City Zoo Educ. Dept.	Programming Activities	75.00	75.00
G-03472	Jerod Gerfen	Mileage	76.76	76.76
G-03473	Minuteman Press	Printing	52.51	52.51
G-03474	Ingram Library Service	Materials	587.86	587.86
G-03475	Love Envelopes Inc	Supplies	2,043.80	2,043.80
G-03476	Perry Publishing Co.	Subscriptions	100.00	100.00
G-03477	Jana Hausburg	Mileage	7.58	7.58
G-03478	Jimmy Welch	Telephone Services	50.00	50.00
G-03479	Pauline Rodriguez-Atkins	Mileage	15.15	15.15
G-03480	Baker & Taylor	Programming Activities	19.74	19.74
G-03481	Evans Hardware	Maintenance of Facilities	19.56	19.56
G-03482	Maverick Books	Materials	411.80	411.80
G-03483	Debbie Robertus	Mileage	23.74	23.74
G-03484	Melissa O'Neil	Mileage	6.57	6.57
G-03485	Debra Jackson	Mileage	26.26	26.26
G-03486	David Farris	Programming Activities	50.00	50.00



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Number	Vendor/Payee	Purpose		Amount
G-03487	Quill Corp.	Supplies	123.00	123.00
G-03488	Steve's Wholesale Distributors	Maintenance of Facilities	30.52	
		Maintenance of Facilities	12.56	43.08
G-03489	Southwest Compressor, Inc.	Maintenance of Facilities	150.00	150.00
G-03490	Hagstrom Map Company	Materials	76.59	76.59
G-03491	Bank of America	Library-Related Services	160.18	160.18
G-03492	Hudiburg Chevrolet, Inc.	Vehicles	17,645.00	17,645.00
G-03493	Aaron Killough	Mileage	12.12	12.12
G-03494	BBC Audiobooks America	Materials	90.10	90.10
G-03495	Kellie Bradford	Mileage	17.68	17.68
G-03496	Joy E. Cavett	Programming Activities	95.00	95.00
G-03497	Integrated Technology Group	Supplies	59,000.00	59,000.00
G-03498	Books in Motion	Materials	6.00	6.00
G-03499	Meyer, Scherer & Rockcastle, Lt	Professional Services	4,274.88	
		Professional Services	22.53	4,297.41
G-03500	Kim Ventrella	Programming Activities	75.00	75.00
G-03501	City of Edmond	Water & Garbage Services	205.40	205.40
G-03502	Carol L. Roberts	Mileage	43.94	43.94
G-03503	Clyde Herrod	Mileage	2.53	2.53
G-03504	ULINE	Supplies	486.30	486.30
G-03505	Info USA Marketing, Inc.	Materials	5,500.00	5,500.00
G-03506	Sauder	Furniture	8,033.85	8,033.85
G-03507	Oklahoma Press Service	Library-Related Services	133.07	133.07
G-03508	Galen Kurth	Mileage	13.13	13.13
G-03509	Office Depot Credit Plan	Furniture	639.96	
		Supplies	41.17	681.13
G-03510	Upstate Networks, Inc.	Equipment	3,955.35	3,955.35
G-03511	Bob Moore	Programming Activities	150.00	150.00
G-03512	Commercial Card Solutions	Travel Expense	787.21	
		Travel Expense	147.00	
		Travel Expense	479.21	
		Travel Expenses	479.21	
		Supplies	93.98	
		Maintenance Supplies	19.38	
		Professional Services	198.00	
		Travel Expense	1,088.49	
		Supplies	49.09	
		Furniture	302.92	
		Supplies	258.97	
		Maintenance Supplies	150.60	
		Travel Expense	249.87	
		Supplies	39.47	
		Travel Expense	249.87	
		Supplies	46.29	
		Supplies	262.55	
		Supplies	42.61	
		Professional Services	6.00	
		Automation Contractual	174.95	5,125.67
G-03513	Oklahoman	Materials	12,000.00	12,000.00
G-03514	Baker & Taylor Entertainment	Materials	1,806.06	
		Materials	4,971.72	6,777.78
G-03515	MetroFamily Magazine	Library-Related Services	2,995.00	2,995.00

General Fund F.Y. 07-08

Warrant Register

March 2008

Number	Vendor/Payee	Purpose	Amount
G-03516	Commercial Card Solutions	Books & Materials	420.79
		Books & Materials	223.20
		Books & Materials	140.66
G-03517	Preston Bell	Transportation	40.00
G-03518	Jane Humphries	Professional Services	250.00
G-03519	Coop's Buttons	Supplies	103.49
G-03520	Donna Morris	Parking & Transportation	450.00
G-03521	Denesa Bennett	Mileage	2.02
G-03522	Robyn Poston	Programming Activities	85.00
G-03523	Star Lighting	Maintenance of Facilities	89.40
		Maintenance of Facilities	44.00
G-03524	Melissa Weathers	Supplies	179.92
G-03525	Susan H. Wood	Programming Activities	250.00
		Programming Activities	300.00
		Programming Activities	285.00
G-03526	Richard Dodder	Programming Activities	100.00
		Programming Activities	100.00
		Programming Activities	150.00
G-03527	Oklahoma City Police Dept.	Maintenance of Facilities	17.00
		Maintenance of Facilities	17.00
		Maintenance of Facilities	17.00
		Maintenance of Facilities	17.00
		Maintenance of Facilities	17.00
		Maintenance of Facilities	65.00
		Maintenance of Facilities	65.00
		Maintenance of Facilities	65.00
		Maintenance of Facilities	65.00
G-03528	First American Title Company	Capital Projects	275.00
G-03529	Baker & Taylor Books	Materials	961.50
		Materials	4,763.06
		Materials	5,679.48
		Materials	5,382.09
G-03530	Baker & Taylor Books	Materials	2,131.02
		Materials	6,390.28
		Materials	3,861.96
G-03531	Baker & Taylor Books	Materials	1,861.89
G-03532	Karen Zanfardino, M.S.	Programming Activities	85.00
G-03533	Mary Lynn Stephens	Mileage	9.85
G-03534	Erika Sterling	Maintenance of Facilities	120.00
G-03535	Trigen-OKC Energy Corporation	Engery Services	8,789.18
G-03536	Sharon Maine	Mileage	12.63
G-03537	Veronica Escobar	Mileage	2.53
G-03538	Robert Kikvchi-Yngojo	Programming Activities	922.00
G-03539	Patsy Glover	Mileage	2.02
G-03540	Terrie Thomas	Mileage	4.04
G-03541	City of Midwest City, Inc.	Maintenance of Facilities	500.00
G-03542	Del Technical Coatings, Inc.	Maintenance of Facilities	91.20
		Maintenance of Facilities	18.76
G-03543	Oklahoma Natural Gas Co.	Gas Services	2,091.26
G-03544	Triangle/A & E	Capital Projects	54.27
G-03545	Brodart, Inc.	Furniture	446.37
		Supplies	35.92



General Fund F.Y. 07-08

Warrant Register

March 2008

Number	Vendor/Payee	Purpose		Amount
G-03546	Southwestern Stationery and	Supplies	16.60	
		Supplies	510.00	
		Supplies	19.92	546.52
G-03547	Locke Supply Co.	Maintenance of Facilities	134.83	134.83
G-03548	Tech-Lock	Supplies	42.00	
		Maintenance of Facilities	10.95	
		Maintenance of Facilities	26.90	79.85
G-03549	Emsco Electric Supply	Maintenance of Facilities	10.80	10.80
G-03550	Demco	Furniture	1,160.98	
		Supplies	41.87	1,202.85
G-03551	MASSCO Maintenance Supply Co.	Maintenance Supplies	131.55	131.55
G-03552	Gaylord Bros.	Supplies	150.72	150.72
G-03553	Ernestine Clark	Printing Supplies	222.32	222.32
G-03554	Central Parking System	Parking	120.00	120.00
G-03555	Oklahoma Library Association	Professional Services	125.00	
		Professional Services	125.00	
		Professional Services	110.00	
		Professional Services	125.00	
		Professional Services	100.00	
		Professional Services	100.00	
		Professional Services	100.00	
		Professional Services	100.00	
		Professional Services	125.00	
		Professional Services	125.00	
		Professional Services	100.00	1,235.00
G-03556	Susie Beasley	Parking	7.00	
		Professional Services	25.00	32.00
G-03557	Spence & Associates, Inc	Library-Related Services	1,900.00	1,900.00
G-03558	WCA Waste Corporation	Maintenance of Facilities	84.75	84.75
G-03559	Carol Provine	Mileage	4.04	4.04
G-03560	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	18,884.00
G-03561	Johnstone Supply	Maintenance of Facilities	8.34	8.34
G-03562	Southwest Trailers & Equipment	Vehicles	9,005.00	9,005.00
G-03563	Copelin's Office Center	Supplies	382.00	382.00
G-03564	Walter Wayne McEvilly	Programming Activities	200.00	200.00
G-03565	Elizabeth Kessler	Professional Services	450.00	450.00
G-03566	Boone & Boone Sales Co., Inc.	Maintenance of Facilities	961.00	961.00
G-03567	Oklahoma Air Filter	Maintenance of Facilities	69.60	69.60
G-03568	Jonathan Willis	Telephone Services	35.00	35.00
G-03569	Mary Strasner	Programming Activities	104.66	104.66
G-03570	Dana Bickford	Professional Services	600.00	600.00
G-03571	Culinary Concepts, LLC	Professional Services	441.25	441.25
G-03572	Scott's Printing & Copying	Printing	2,007.29	
		Printing	2,918.33	
		Printing	720.80	
		Printing	165.75	5,812.17
G-03573	Summit Mailing Systems, Inc.	Postage	232.70	
		Supplies	199.00	

\*\* Continued \*\*



General Fund F.Y. 07-08

Warrant Register

March 2008

Number	Vendor/Payee ** Continued **	Purpose		Amount
G-03573	Summit Mailing Systems, Inc.	Postage	65.65	497.35
G-03574	Perfection Truck Parts&Equip.	Maintenance of Facilities	454.29	454.29
G-03575	Brenda J. Stockton-Hiss	Mileage	2.02	2.02
G-03576	Voss Lighting	Maintenance of Facilities	334.00	334.00
G-03577	Evans Hardware	Maintenance of Facilities	27.23	
		Maintenance of Facilities	28.27	
		Maintenance of Facilities	13.58	
		Maintenance of Facilities	10.38	79.46
G-03578	Jeffrey J. Crawford	Security Services	437.50	437.50
G-03579	First Edition Cafe	Supplies	24.00	24.00
G-03580	Miguel A. Campos	Security Service	212.50	212.50
G-03581	Jurden Brown, Jr.	Security Services	487.50	487.50
G-03582	John Paull	Security Service	437.50	437.50
G-03583	Stanley Campbell	Security Service	212.50	212.50
G-03584	Quill Corp.	Supplies	164.86	164.86
G-03585	Steve's Wholesale Distributors	Maintenance of Facilities	16.18	16.18
G-03586	Kimberly Edwards	Programming Activites	150.00	150.00
G-03587	Carol Moody	Mileage	13.13	13.13
G-03588	Cox Channel	Library-Related Services	900.00	
		Library-Related Services	1,580.00	
		Library-Related Services	460.00	2,940.00
G-03589	Dowell Parking Center	Parking & Transportation	50.00	50.00
G-03590	Selma Zuhdi	Mileage	2.02	2.02
G-03591	Windsor Door Co. of OK, Inc.	Maintenance of Facilities	275.00	275.00
G-03592	ULINE	Supplies	138.31	138.31
G-03593	Darlene S. Browers	Programming Activities	50.80	50.80
G-03594	John Wood	Telephone Services	50.00	50.00
G-03595	Producers Playhouse	Library-Related Services	170.00	170.00
G-03596	Susan Stinson	Mileage	7.83	7.83
G-03597	Francis Tuttle	Professional Services	1,200.00	1,200.00
G-03598	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	487.08	
		Vehicle Parts & Repairs	795.83	1,282.91
G-03599	Deanna Biddle	Mileage	2.02	2.02
G-03600	Pamela Buchanan	Telephone Services	35.00	35.00
G-03601	Star Lighting	Maintenance of Facilities	27.96	
		Maintenance of Facilities	72.43	
		Maintenance of Facilities	242.56	
		Maintenance Supplies	499.90	
		Maintenance of Facilities	86.60	929.45
G-03602	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00	210.00
G-03603	Cheryll Smith	Programming Activities	68.73	68.73
G-03604	Oklahoma City Police Dept.	Maintenance of Facilities	65.00	
		Maintenance of Facilities	65.00	
		Maintenance of Facilities	65.00	195.00
G-03605	Securitas Security USA, Inc.	Security Services	6,338.06	6,338.06
G-03606	Kone Inc	Maintenance of Facilities	975.00	975.00
G-03607	Patricia Whisenhunt	Mileage	2.02	2.02
G-03608	Sabre Technologies	Supplies	5,760.00	
		Supplies	4,140.00	
		Supplies	3,525.00	13,425.00
G-03609	Midwest Single Source, Inc.	Supplies	14.40	14.40



General Fund F.Y. 07-08

Warrant Register

March 2008

Number	Vendor/Payee	Purpose		Amount
G-03610	Dennis D. Delano	Mileage	21.21	21.21
G-03611	Tamerat Atlabachew	Mileage	6.57	6.57
G-03612	Carol Cook	Mileage	24.75	24.75
G-03613	Joshua Pershica	Security Service	162.50	162.50
G-03614	Highsmith Co., Inc.	Programming Supplies	54.08	54.08
G-03615	Oklahoma Library Association	Registration	160.00	160.00
G-03616	Weston Woods Accts Receivable	Materials	91.28	91.28
G-03617	Baker & Taylor Books	Materials	112.27	112.27
G-03618	Recorded Books, LLC	Materials	7,052.30	7,052.30
G-03619	Instructional Video, Inc.	Materials	657.90	657.90
G-03620	Gale Group	Materials	1,393.87	1,393.87
G-03621	Live Oak Media	Materials	81.11	81.11
G-03622	Hal Leonard Publishing	Materials	241.39	241.39
G-03623	Library Video Co.	Materials	149.50	149.50
G-03624	Kristin Williamson	Programming Activities	78.95	78.95
G-03625	Blackstone Audio Books	Materials	222.00	222.00
G-03626	Random House, Inc	Materials	2,251.20	2,251.20
G-03627	Brilliance Corporation	Materials	556.88	556.88
G-03628	Ingram Library Service	Materials	1,897.27	1,897.27
G-03629	High-Tech-Tronics, Inc.	Maintenance of Facilities	703.80	
		Maintenance of Facilities	209.70	913.50
G-03630	Audio Editions	Materials	934.94	934.94
G-03631	Digital Library Reserve, Inc	Materials	1,183.05	1,183.05
G-03632	Ingram Library Service	Materials	567.87	567.87
G-03633	Tandem Library Group	Materials	18.04	18.04
G-03634	Baker & Taylor	Programming Supplis	328.50	328.50
G-03635	Deborah Willis	Mileage	45.45	45.45
G-03636	Municipal Employees Cr Union	Programming Activities	2,000.00	2,000.00
G-03637	Hudiburg Chevrolet, Inc.	Maintenance of Facilities	947.75	947.75
G-03638	Findaway World, LLC	Materials	191.90	191.90
G-03639	C. L. Frates & Co.	Insurance	694.00	694.00
G-03640	Baker & Taylor Entertainment	Materials	10,307.83	
		Materials	29.22	10,337.05
G-03641	Kimberly A Terry	Memberships	180.00	180.00
G-03642	Oklahoma Heritage Association	Materials	116.19	116.19
G-03643	Lesli Jones	Library-Related Services	380.00	380.00
G-03644	Baker & Taylor Books	Materials	1,005.45	
		Materials	1,037.02	
		Materials	2,636.77	
		Materials	1,757.11	
		Materials	4,979.14	
		Materials	5,702.93	17,118.42
G-03645	Baker & Taylor Books	Materials	2,308.58	
		Materials	6,189.22	
		Materials	2,181.45	10,679.25
G-03646	Baker & Taylor Books	Materials	2,221.86	2,221.86
G-03647	National Library Legislative	Registration	20.00	20.00
G-03648	ALA Subscription Dept	Materials	35.00	35.00
G-03649	Bank of Oklahoma	Payroll Transmittal-Chks	39,886.39	
		Payroll Transmittal-Chks	19,458.75	59,345.14
G-03650	Bank of Oklahoma	Federal Withholding Tax	40,044.60	
		Federal Withholding Tax	2,635.00	42,679.60

General Fund F.Y. 07-08

**Warrant Register**

March 2008

Number	Vendor/Payee	Purpose		Amount
G-03651	Oklahoma Tax Commission	State Withholding Tax	13,966.00	
		State Withholding Tax	859.50	14,825.50
G-03652	Mun. Employees Credit Union	Employee Cr Union Deducts	12,049.13	
		Employee Cr Union Deducts	167.50	12,216.63
G-03653	United Way of Central Oklahoma	Employee Deductions	415.80	
		Employee Deductions	5.00	420.80
G-03654	Rausch, Sturm, Israel & Hornik	Employee Deductions	150.07	150.07
G-03655	Bank of America	Payroll Transmittal-DDep	207,221.96	
		Payroll Transmittal-DDep	23,182.50	230,404.46
G-03656	Nationwide Retirement Solution	Employee Deductions	7,742.92	7,742.92
G-03657	Transamerica Worksite Mrktg.	Employee Deductions	535.50	535.50
G-03658	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,062.69	5,062.69
G-03659	Bank of Oklahoma	Employee Flexplan Deposit	9,021.28	9,021.28
G-03660	Bank of Oklahoma	Employee Soc/Sec Deposits	22,827.80	
		Employee Soc/Sec Deposits	3,108.99	
		Employee Medicare Deposit	5,338.79	
		Employee Medicare Deposit	727.10	
		Employer Soc/Sec Deposits	25,936.63	
		Employer Medicare Deposit	6,065.80	64,005.11
G-03661	MassMutual Financial Group	Employee Contrib -- DC PI	11,137.47	
		Employer Contrib -- DC PI	20,478.15	31,615.62
G-03662	Love, Beal & Nixon, P.C.	Employee Deductions	400.23	400.23
G-03663	ODHS Oklahoma Centralized	Employee Deductions	217.73	217.73
G-03664	Administrative Systems, Inc.	Employee Deductions	1,192.61	1,192.61
Total of FY 07-08 Warrants Issued				\$ 1,741,236.52

General Fund F.Y. 06-07

**Warrant Register**

March 2008

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
G-05401	Johnnie W. Fletcher	Materials	20.00	20.00
G-05402	PS Print, LLC	Printing	697.40	697.40
Total of FY 06-07 Warrants Issued				\$ 717.40



Special Funds

Warrant Register

March 2008

Number	Vendor/Payee	Purpose		Amount
S-13629	Carol A. Adams	Lost & Paid Book Returned	3.00	3.00
S-13630	Susan C. McVey	Lost & Paid Book Returned	3.89	3.89
S-13631	Angela D. Martin	Lost & Paid Book Returned	9.99	9.99
S-13632	Douglas County Libraries	Lost ILL Material	24.95	24.95
S-13633	Joseph D. Ahrabizad	Lost & Paid Book Returned	18.98	18.98
S-13634	Jewel M. Steverson	Lost & Paid Book Returned	12.95	12.95
S-13635	Melaine B. Bartosh	Lost & Paid Book Returned	3.00	3.00
S-13636	Barrett G. Matthews	Lost & Paid Book Returned	3.00	3.00
S-13637	William L. Leighton	Lost & Paid Book Returned	7.95	7.95
S-13638	Sharon S. Kyle	Lost & Paid Book Returned	25.00	25.00
S-13639	Aysha L. Baker	Lost & Paid Book Returned	15.98	15.98
S-13640	Jonathan M. Hughes	Lost & Paid Book Returned	3.00	3.00
S-13641	Mickey Sherman	Programming	70.00	70.00
S-13642	Barnes & Noble, Inc.	Books By Mail Materials	123.03	123.03
S-13643	Georgiana T. Peterson	Lost & Paid Book Returned	91.90	91.90
S-13644	Elle K. Fitzpatrick	Lost & Paid Book Returned	5.95	5.95
S-13645	Dawn Wood	Lost & Paid Book Returned	12.95	12.95
S-13646	Hope E. Barton	Lost & Paid Book Returned	3.00	3.00
S-13647	Zachary A. Wilson	Lost & Paid Book Returned	24.95	24.95
S-13648	Randi Lane Moore	Lost & Paid Book Returned	16.95	16.95
S-13649	Robert S. Ryan	Lost & Paid Book Returned	17.95	17.95
S-13650	Devon M. Jordan	Lost & Paid Book Returned	3.00	3.00
S-13651	Caroline F. Pierce	Lost & Paid Book Returned	3.00	3.00
S-13652	Carina C. Plett	Lost & Paid Book Returned	3.00	3.00
S-13653	Zoey L. Patterson	Lost & Paid Book Returned	9.40	9.40
S-13654	Metropolitan Library System	Transfer Fines and Fees	42,000.00	42,000.00
S-13655	BMI Systems Corp.	Copy Fund	78.50	
		Copy Fund	31.62	
		Copy Fund	304.86	
		Copy Fund	95.12	
		Copy Fund	80.70	
		Copy Fund	78.50	
		Copy Fund	49.33	718.63
S-13656	Standley Systems	Copier Usage	214.96	
		Copier Usage	422.13	637.09
S-13657	Full Circle Bookstore	Books	155.89	155.89
S-13658	Claudia C. Marin	Programming	120.00	120.00
S-13659	Linda R. Harrison	Lost & Paid Book Returned	3.00	3.00
S-13660	Kim M. Cummings	Lost & Paid Book Returned	12.99	12.99
S-13661	Oklahoma Tax Commission	State Sales Tax-Feb 2008	77.16	77.16
S-13662	Briana N. Sanders	Lost & Paid Book Returned	14.88	14.88
S-13663	St Louis County Library	Lost IL Loan Material	24.98	24.98
S-13664	Christie J. Lanham	Lost & Paid Book Returned	3.00	3.00
S-13665	Tammi S. Schubert	Lost & Paid Book Returned	3.00	3.00
S-13666	Shari L. Kimbro	Lost & Paid Book Returned	22.00	22.00
S-13667	Charles H. Smith II	Lost & Paid Book Returned	11.00	11.00
S-13668	James H. Darby	Lost & Paid Book Returned	9.80	9.80
S-13669	Markie A. Rosenberg	Lost & Paid Book Returned	3.00	3.00
S-13670	Laurie L. Ballweber	Lost & Paid Book Returned	5.95	5.95
S-13671	James M. Duhart	Lost & Paid Book Returned	3.00	3.00
S-13672	Daniel E. Myers	Lost & Paid Book Returned	6.80	6.80
S-13673	Brittany S. Bryant	Lost & Paid Book Returned	3.00	3.00

Special Funds

Warrant Register

March 2008

Number	Vendor/Payee	Purpose		Amount
S-13674	Shawnessy G. Enterline	Lost & Paid Book Returned	11.40	11.40
S-13675	Karen L. Birkenholz	Lost & Paid Book Returned	3.00	3.00
S-13676	Barbara J. Wagner	Lost & Paid Book Returned	19.49	19.49
S-13677	Oklahoma Tax Commission	State Sales Tax- Feb 2008	523.55	523.55
S-13678	Robert Kikvchi-Yngojo	Programming	4,578.00	4,578.00
S-13679	Claudia C. Marin	Programming Activities	120.00	120.00
S-13680	Mickey Sherman	Programming	70.00	70.00
S-13681	Robert Kikvchi-Yngojo	Programming	4,500.00	4,500.00
S-13682	Linda L Short	Lost & Paid Book Returned	24.95	24.95
S-13683	Ruthie I. Phillips	Lost & Paid Book Returned	3.00	3.00
S-13684	Jacquelyn J. Taylor	Lost & Paid Book Returned	44.95	44.95
S-13685	Olga Fernandez	Lost & Paid Book Returned	10.98	10.98
S-13686	Rita A. Hernandez	Lost & Paid Book Returned	3.00	3.00
S-13687	Jennifer S. Lefler	Lost & Paid Book Returned	26.99	26.99
S-13688	Leah A. Fulk	Lost & Paid Book Returned	21.49	21.49
S-13689	Debi L. Seirafi-Pour	Lost & Paid Book Returned	6.00	6.00
S-13690	Nicholas L. King	Lost & Paid Book Returned	3.00	3.00
S-13691	Beth A. Landon	Lost & Paid Book Returned	6.95	6.95
S-13692	Shawnda D. Sanders	Lost & Paid Book Returned	3.00	3.00
S-13693	Imagenation Promotional Group	Summer Reading Prizes	297.32	297.32
S-13694	Rice University	ILL Borrowing Fee	15.00	15.00
S-13695	Imagenation Promotional Group	Summer Reading Prizes	3,815.16	3,815.16
S-13696	Mickey Sherman	Programming	70.00	70.00
Total of Special Funds Warrants Issued				\$ 58,529.17



I, Donna Morris, certify that:

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

  
Donna Morris, Executive Director

4-10-08  
Date

I, Lloyd Lovely, certify that:

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

  
Lloyd Lovely, Deputy Executive Director of Finance and Support

4-9-08  
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 AWARD RIBBONS**

Provided for in the FY 2007-2008 budget is the annual request for the production of Summer Reading Award Ribbons. The Library wishes to purchase 12,000 award ribbons this year.

Specifications were prepared and bids were let for 16 days and were advertised for two days (March 11 and 13, 2008) in ***The Oklahoman***. Bids were sent to five prospective vendors.

A pre-bid meeting was scheduled on Tuesday, March 18, 2008. No vendors attended.

Bids were received and publicly opened on Tuesday, March 25, 2008. Three vendors responded.

<b>Vendors</b>	<b>Production Cost of 12,000 Award Ribbons</b>
<b>Midwest Single Source</b>	<b>\$15,300.00</b>
<b>Walker Stamp</b>	<b>\$15,516.87</b>
<b>IPGI</b>	<b>\$16,594.00</b>

All three vendors are located in Oklahoma County and meet specifications.

Midwest Single Source is the best and lowest bidder for the production of the 12,000 Award Ribbons.

### **RECOMMENDATION:**

That the Commission award the contract for the production of Summer Reading Award Ribbons to Midwest Single Source in the amount of \$15,300.00. Adequate funding is available in the FY 2007-08 budget, account 330.

# **RESOLUTION OF APPRECIATION FOR OUTGOING LIBRARY COMMISSIONER DR. ANN CAINE**

**WHEREAS**, Dr. Ann Caine, appointed July 18, 2000, by the Oklahoma City Mayor Kirk Humphreys, has served as a member of the Metropolitan Library Commission of Oklahoma County for 8 years; and,

**WHEREAS**, she has served as Vice Chairman of the Metropolitan Library Commission since 2005, a role that requires leadership in the absence of the elected chair and also in providing guidance to library staff on official business of the commission; and

**WHEREAS**, she has been a member of the Library Commission's Administrative and Personnel Committee from 2003 to 2008, and has served as chair of this committee since 2005. Dr. Caine's leadership as chairman of this committee has been outstanding. The committee meets several times each year and has the very large task of reviewing personnel policies and procedures; conducting the annual evaluation of the executive director, reviewing and recommending to the Finance Committee proposed salary increases and benefit changes for employees, and handling employee grievances when required by policy. Dr. Caine has provided excellent guidance and leadership, not only to her fellow committee members, but also to library staff in the discussion and resolution of difficult issues; and

**WHEREAS**, she also served as a member of the 2006 Special Committee on the collection, which required many months of meetings and research in order to come up with an acceptable solution. She was the epitome of grace and professionalism as she helped to resolve this difficult and emotional issue in the best interest of the commission and the community; and,


**WHEREAS**, she has been a strong advocate for outstanding library service to the community and a great supporter of library customers and staff during her tenure. Her devotion and commitment to the community has been demonstrated by outstanding attendance at commission and committee meetings and also by her attendance at many library events and activities.

**NOW, THEREFORE, BE IT RESOLVED** that the Library Commission extends its gratitude to Dr. Ann Caine for her distinguished service on the Commission and her dedicated support of library services for the people of Oklahoma County.

**APPROVED THIS 17<sup>TH</sup> DAY OF APRIL 2008  
BY THE METROPOLITAN LIBRARY COMMISSION  
OF OKLAHOMA COUNTY**

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Hugh Rice, Chair  
Metropolitan Library Commission

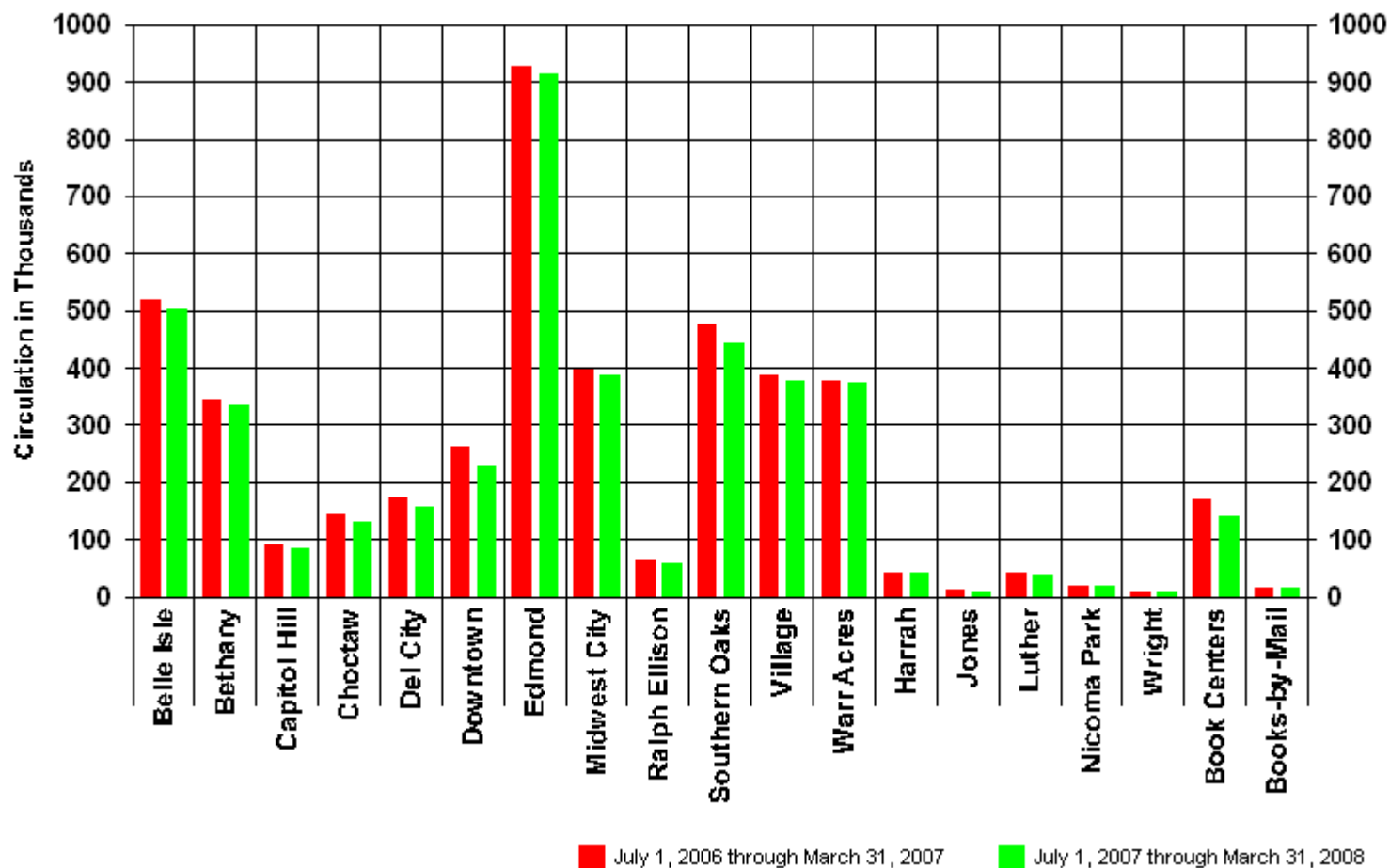


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Donna Morris, Executive Director  
Metropolitan Library System

## **Circulation Gains and Losses**

**July 1, 2007 through March 31, 2008 (75.00% of the 07-08 Fiscal Year)**





## **Circulation Gains and Losses**

**July 1, 2007 through March 31, 2008 (75.00% of the 07-08 Fiscal Year)**

<b>MARCH 31, 2008</b>		<b><u>ADULT MONTH</u></b>	<b><u>ADULT YEAR</u></b>	<b><u>JUVENILE MONTH</u></b>	<b><u>JUVENILE YEAR</u></b>	<b><u>TOTAL MONTH</u></b>	<b><u>TOTAL YEAR</u></b>	<b><u>%</u></b>
BELLE ISLE	07	45013	391440	14358	128575	59371	520015	
	08	43422	381887	14585	120127	58007	502014	
		<b>-1591</b>	<b>-9553</b>	<b>227</b>	<b>-8448</b>	<b>-1364</b>	<b>-18001</b>	<b>-3.5</b>
BETHANY	07	27171	235116	12272	107870	39443	342986	
	08	25688	231286	11539	103047	37227	334333	
		<b>-1483</b>	<b>-3830</b>	<b>-733</b>	<b>-4823</b>	<b>-2216</b>	<b>-8653</b>	<b>-2.5</b>
CAPITOL HILL	07	6919	60624	3341	30805	10260	91429	
	08	6312	57145	2845	25354	9157	82499	
		<b>-607</b>	<b>-3479</b>	<b>-496</b>	<b>-5451</b>	<b>-1103</b>	<b>-8930</b>	<b>-9.8</b>
CHOCTAW	07	10158	90813	5275	51489	15433	142302	
	08	9736	80715	5576	51181	15312	131896	
		<b>-422</b>	<b>-10098</b>	<b>301</b>	<b>-308</b>	<b>-121</b>	<b>-10406</b>	<b>-7.3</b>
DEL CITY	07	13754	122898	5384	48625	19138	171523	
	08	12145	109862	5252	45407	17397	155269	
		<b>-1609</b>	<b>-13036</b>	<b>-132</b>	<b>-3218</b>	<b>-1741</b>	<b>-16254</b>	<b>-9.5</b>
DOWNTOWN	07	21526	197544	6748	65167	28274	262711	
	08	18785	175185	5853	53914	24638	229099	
		<b>-2741</b>	<b>-22359</b>	<b>-895</b>	<b>-11253</b>	<b>-3636</b>	<b>-33612</b>	<b>-12.8</b>
EDMOND	07	61834	546229	41040	380848	102874	927077	
	08	60833	539020	42135	376425	102968	915445	
		<b>-1001</b>	<b>-7209</b>	<b>1095</b>	<b>-4423</b>	<b>94</b>	<b>-11632</b>	<b>-1.3</b>
MIDWEST CITY	07	31308	286275	12881	111259	44189	397534	
	08	31214	274777	12769	112919	43983	387696	
		<b>-94</b>	<b>-11498</b>	<b>-112</b>	<b>1660</b>	<b>-206</b>	<b>-9838</b>	<b>-2.5</b>
RALPH ELLISON	07	5542	47825	1700	15151	7242	62976	
	08	4768	43250	1449	13711	6217	56961	
		<b>-774</b>	<b>-4575</b>	<b>-251</b>	<b>-1440</b>	<b>-1025</b>	<b>-6015</b>	<b>-9.6</b>
SOUTHERN OAKS	07	38686	354288	13863	122525	52549	476813	
	08	38390	328400	13333	114994	51723	443394	
		<b>-296</b>	<b>-25888</b>	<b>-530</b>	<b>-7531</b>	<b>-826</b>	<b>-33419</b>	<b>-7.0</b>
VILLAGE	07	26586	264383	12291	122155	38877	386538	
	08	29256	262644	11748	114281	41004	376925	
		<b>2670</b>	<b>-1739</b>	<b>-543</b>	<b>-7874</b>	<b>2127</b>	<b>-9613</b>	<b>-2.5</b>
WARR ACRES	07	29793	254772	14324	123804	44117	378576	
	08	28168	256109	12588	118892	40756	375001	
		<b>-1625</b>	<b>1337</b>	<b>-1736</b>	<b>-4912</b>	<b>-3361</b>	<b>-3575</b>	<b>-.9</b>

## Circulation Gains and Losses

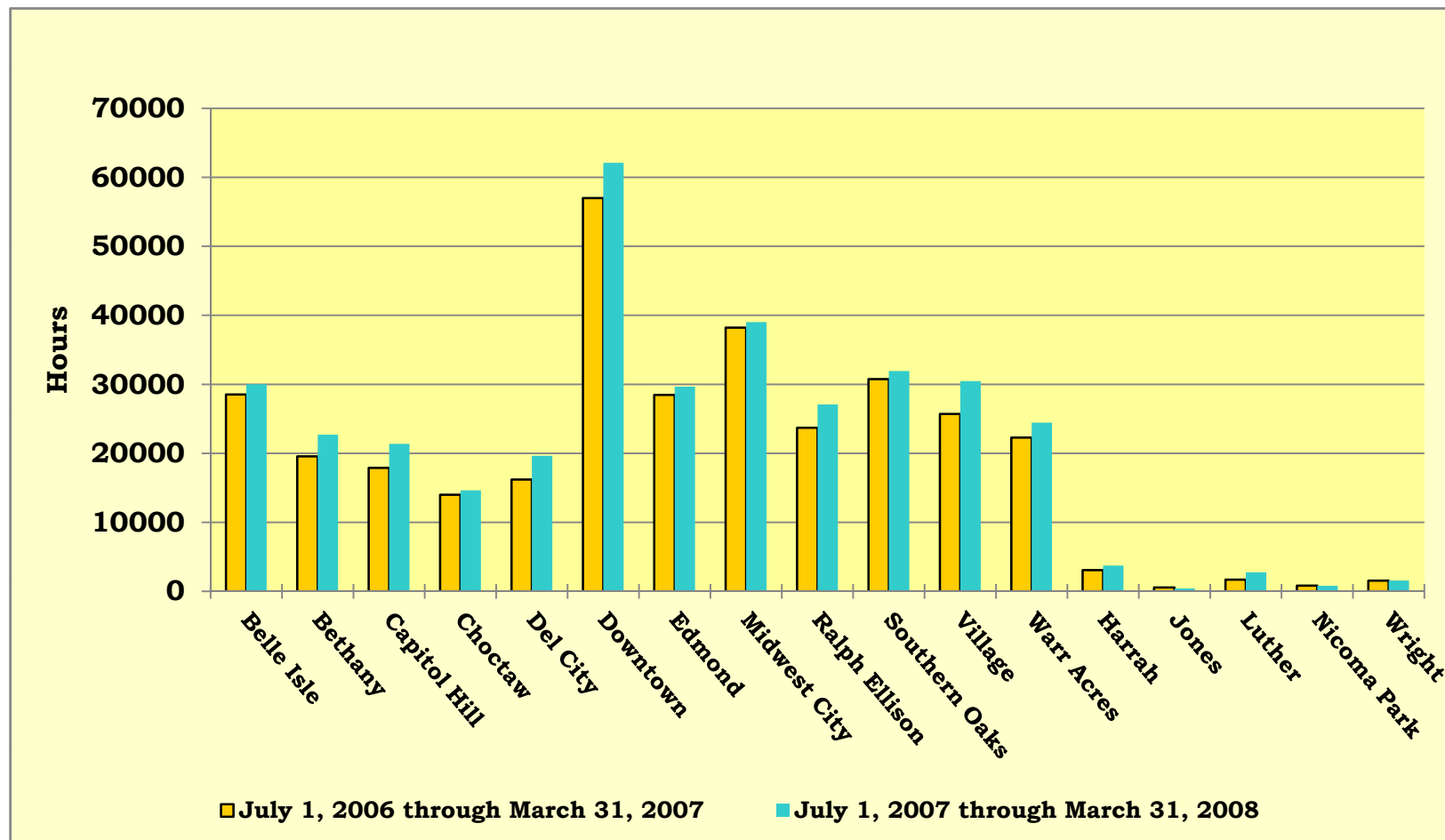
**July 1, 2007 through March 31, 2008 (75.00% of the 07-08 Fiscal Year)**

<b>MARCH 31, 2008</b>		<b><u>ADULT</u> <u>MONTH</u></b>	<b><u>ADULT</u> <u>YEAR</u></b>	<b><u>JUVENILE</u> <u>MONTH</u></b>	<b><u>JUVENILE</u> <u>YEAR</u></b>	<b><u>TOTAL</u> <u>MONTH</u></b>	<b><u>TOTAL</u> <u>YEAR</u></b>	<b><u>%</u></b>
<b><u>EXTENSION LIBRARIES:</u></b>								
HARRAH	07	3542	29187	1287	11852	4829	41039	
	08	3655	29005	1372	11978	5027	40983	
		<b>113</b>	<b>-182</b>	<b>85</b>	<b>126</b>	<b>198</b>	<b>-56</b>	<b>-.1</b>
JONES	07	1430	10310	350	2346	1780	12656	
	08	779	7122	353	2455	1132	9577	
		<b>-651</b>	<b>-3188</b>	<b>3</b>	<b>109</b>	<b>-648</b>	<b>-3079</b>	<b>-24.3</b>
LUTHER	07	3987	31804	991	9508	4978	41312	
	08	3821	30821	902	8333	4723	39154	
		<b>-166</b>	<b>-983</b>	<b>-89</b>	<b>-1175</b>	<b>-255</b>	<b>-2158</b>	<b>-5.2</b>
NICOMA PARK	07	1711	15994	349	3580	2060	19574	
	08	2145	14648	516	2676	2661	17324	
		<b>434</b>	<b>-1346</b>	<b>167</b>	<b>-904</b>	<b>601</b>	<b>-2250</b>	<b>-11.5</b>
WRIGHT	07	751	5735	139	1227	890	6962	
	08	904	6353	233	1749	1137	8102	
		<b>153</b>	<b>618</b>	<b>94</b>	<b>522</b>	<b>247</b>	<b>1140</b>	<b>16.4</b>
<b><u>OTHER:</u></b>								
BOOK CENTERS	07	9499	84641	6037	83738	15536	168379	
	08	9742	86561	6121	54843	15863	141404	
		<b>243</b>	<b>1920</b>	<b>84</b>	<b>-28895</b>	<b>327</b>	<b>-26975</b>	<b>-16.0</b>
BOOKS-BY-MAIL	07	1535	13899	0	0	1535	13899	
	08	1487	15067	0	0	1487	15067	
		<b>-48</b>	<b>1168</b>	<b>0</b>	<b>0</b>	<b>-48</b>	<b>1168</b>	<b>8.4</b>
TOTALS	07	340745	3043777	152630	1420524	493375	4464301	
	08	331250	2929857	149169	1332286	480419	4262143	
		<b>-9495</b>	<b>-113920</b>	<b>-3461</b>	<b>-88238</b>	<b>-12956</b>	<b>-202158</b>	<b>-4.5</b>



## Total Computer Hours Used by Library

July 1, 2007 through March 31, 2008 (75.00% of the 07-08 Fiscal Year)



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## Total Computer Usage

**July 1, 2007 through March 31, 2008 (75.00% of the 07-08 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	07	275		4,859		3,516.93		3,889		40,310		28,528.71	
	08	264		4,509		3,337.97		3,755		41,729		30,007.98	
		<b>-11</b>	<b>-4.0</b>	<b>-350</b>	<b>-7.2</b>	<b>-178.96</b>	<b>-5.1</b>	<b>-134</b>	<b>-3.4</b>	<b>1,419</b>	<b>3.5</b>	<b>1,479.27</b>	<b>5.2</b>
BETHANY	07	215		3,945		2,812.61		2,536		26,666		19,550.60	
	08	187		3,213		2,513.85		2,975		30,121		22,703.40	
		<b>-28</b>	<b>-13.0</b>	<b>-732</b>	<b>-18.6</b>	<b>-298.76</b>	<b>-10.6</b>	<b>439</b>	<b>17.3</b>	<b>3,455</b>	<b>13.0</b>	<b>3,152.80</b>	<b>16.1</b>
CAPITOL HILL	07	208		3,062		2,363.68		2,408		23,305		17,894.36	
	08	170		3,084		2,493.56		2,538		26,860		21,372.80	
		<b>-38</b>	<b>-18.3</b>	<b>22</b>	<b>.7</b>	<b>129.88</b>	<b>5.5</b>	<b>130</b>	<b>5.4</b>	<b>3,555</b>	<b>15.3</b>	<b>3,478.44</b>	<b>19.4</b>
CHOCTAW	07	108		1,787		1,666.05		1,455		15,841		13,987.45	
	08	83		1,698		1,474.61		1,493		17,666		14,639.95	
		<b>-25</b>	<b>-23.1</b>	<b>-89</b>	<b>-5.0</b>	<b>-191.44</b>	<b>-11.5</b>	<b>38</b>	<b>2.6</b>	<b>1,825</b>	<b>11.5</b>	<b>652.50</b>	<b>4.7</b>
DEL CITY	07	207		2,874		2,198.80		2,301		21,676		16,207.91	
	08	199		2,875		2,256.22		2,661		25,653		19,640.78	
		<b>-8</b>	<b>-3.9</b>	<b>1</b>	<b>.0</b>	<b>57.42</b>	<b>2.6</b>	<b>360</b>	<b>15.6</b>	<b>3,977</b>	<b>18.3</b>	<b>3,432.87</b>	<b>21.2</b>
DOWNTOWN	07	287		9,306		7,015.64		4,154		73,628		57,000.26	
	08	233		8,828		7,172.36		3,730		83,501		62,109.23	
		<b>-54</b>	<b>-18.8</b>	<b>-478</b>	<b>-5.1</b>	<b>156.72</b>	<b>2.2</b>	<b>-424</b>	<b>-10.2</b>	<b>9,873</b>	<b>13.4</b>	<b>5,108.97</b>	<b>9.0</b>
EDMOND	07	280		4,719		3,446.21		4,293		39,715		28,470.08	
	08	280		4,469		3,374.50		4,162		39,563		29,658.81	
			<b>.0</b>	<b>-250</b>	<b>-5.3</b>	<b>-71.71</b>	<b>-2.1</b>	<b>-131</b>	<b>-3.1</b>	<b>-152</b>	<b>-.4</b>	<b>1,188.73</b>	<b>4.2</b>
MIDWEST CITY	07	356		6,541		4,655.18		5,364		52,647		38,208.84	
	08	347		5,793		4,401.61		5,318		53,237		39,010.86	
		<b>-9</b>	<b>-2.5</b>	<b>-748</b>	<b>-11.4</b>	<b>-253.57</b>	<b>-5.4</b>	<b>-46</b>	<b>-.9</b>	<b>590</b>	<b>1.1</b>	<b>802.02</b>	<b>2.1</b>
RALPH ELLISON	07	197		4,096		3,088.15		2,845		29,643		23,711.19	
	08	163		3,805		3,095.04		2,539		35,211		27,077.76	
		<b>-34</b>	<b>-17.3</b>	<b>-291</b>	<b>-7.1</b>	<b>6.89</b>	<b>.2</b>	<b>-306</b>	<b>-10.8</b>	<b>5,568</b>	<b>18.8</b>	<b>3,366.57</b>	<b>14.2</b>

## Total Computer Usage

**July 1, 2007 through March 31, 2008 (75.00% of the 07-08 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	07	349		5,147		3,710.58		4,957		43,538		30,748.44	
	08	364		4,962		3,663.22		4,857		43,596		31,929.66	
		<b>15</b>	<b>4.3</b>	<b>-185</b>	<b>-3.6</b>	<b>-47.36</b>	<b>-1.3</b>	<b>-100</b>	<b>-2.0</b>	<b>58</b>	<b>.1</b>	<b>1,181.22</b>	<b>3.8</b>
VILLAGE	07	264		4,265		3,153.32		3,762		36,134		25,707.18	
	08	266		4,134		3,294.28		3,901		41,406		30,466.10	
		<b>2</b>	<b>.8</b>	<b>-131</b>	<b>-3.1</b>	<b>140.96</b>	<b>4.5</b>	<b>139</b>	<b>3.7</b>	<b>5,272</b>	<b>14.6</b>	<b>4,758.92</b>	<b>18.5</b>
WARR ACRES	07	240		4,172		2,940.51		3,086		31,161		22,285.27	
	08	212		3,797		2,713.94		3,126		34,741		24,455.53	
		<b>-28</b>	<b>-11.7</b>	<b>-375</b>	<b>-9.0</b>	<b>-226.57</b>	<b>-7.7</b>	<b>40</b>	<b>1.3</b>	<b>3,580</b>	<b>11.5</b>	<b>2,170.26</b>	<b>9.7</b>
HARRAH	07	46		579		421.36		413		4,181		3,072.32	
	08	47		624		490.18		499		4,825		3,725.88	
		<b>1</b>	<b>2.2</b>	<b>45</b>	<b>7.8</b>	<b>68.82</b>	<b>16.3</b>	<b>86</b>	<b>20.8</b>	<b>644</b>	<b>15.4</b>	<b>653.56</b>	<b>21.3</b>
JONES	07	8		105		81.10		73		758		561.34	
	08	3		52		39.70		66		529		420.28	
		<b>-5</b>	<b>-62.5</b>	<b>-53</b>	<b>-50.5</b>	<b>-41.40</b>	<b>-51.0</b>	<b>-7</b>	<b>-9.6</b>	<b>-229</b>	<b>-30.2</b>	<b>-141.06</b>	<b>-25.1</b>
LUTHER	07	17		307		224.87		276		2,203		1,686.44	
	08	23		400		422.91		304		3,153		2,756.67	
		<b>6</b>	<b>35.3</b>	<b>93</b>	<b>30.3</b>	<b>198.04</b>	<b>88.1</b>	<b>28</b>	<b>10.1</b>	<b>950</b>	<b>43.1</b>	<b>1,070.23</b>	<b>63.5</b>
NICOMA PARK	07	6		95		56.96		118		1,116		832.42	
	08	8		129		96.16		128		1,135		795.80	
		<b>2</b>	<b>33.3</b>	<b>34</b>	<b>35.8</b>	<b>39.20</b>	<b>68.8</b>	<b>10</b>	<b>8.5</b>	<b>19</b>	<b>1.7</b>	<b>-36.62</b>	<b>-4.4</b>
WRIGHT	07	13		243		167.32		143		2,287		1,540.33	
	08	11		255		198.97		161		2,112		1,563.83	
		<b>-2</b>	<b>-15.4</b>	<b>12</b>	<b>4.9</b>	<b>31.65</b>	<b>18.9</b>	<b>18</b>	<b>12.6</b>	<b>-175</b>	<b>-7.7</b>	<b>23.50</b>	<b>1.5</b>
TOTAL	07	3,076		56,102		41,519.27		42,073		444,809		329,993.14	
	08	2,860		52,627		41,039.08		42,213		485,038		362,335.32	
		<b>-216</b>	<b>-7.0</b>	<b>-3,475</b>	<b>-6.2</b>	<b>-480.19</b>	<b>-1.2</b>	<b>140</b>	<b>.3</b>	<b>40,229</b>	<b>9.0</b>	<b>32,342.18</b>	<b>9.8</b>

## Computer Usage by Adult Customers

**July 1, 2007 through March 31, 2008 (75.00% of the 07-08 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	07	236		4,364		3,155.21		3,294		35,263		24,958.20	
	08	215		3,714		2,740.51		3,137		35,436		25,408.00	
		<b>-21</b>	<b>-8.9</b>	<b>-650</b>	<b>-14.9</b>	<b>-414.70</b>	<b>-13.1</b>	<b>-157</b>	<b>-4.8</b>	<b>173</b>	<b>.5</b>	<b>449.80</b>	<b>1.8</b>
BETHANY	07	173		2,961		2,103.69		2,028		20,800		15,383.69	
	08	155		2,494		1,924.34		2,355		21,981		16,397.16	
		<b>-18</b>	<b>-10.4</b>	<b>-467</b>	<b>-15.8</b>	<b>-179.35</b>	<b>-8.5</b>	<b>327</b>	<b>16.1</b>	<b>1,181</b>	<b>5.7</b>	<b>1,013.47</b>	<b>6.6</b>
CAPITOL HILL	07	128		1,454		1,249.95		1,358		10,369		8,572.24	
	08	90		1,384		1,257.59		1,363		12,313		10,859.18	
		<b>-38</b>	<b>-29.7</b>	<b>-70</b>	<b>-4.8</b>	<b>7.64</b>	<b>.6</b>	<b>5</b>	<b>.4</b>	<b>1,944</b>	<b>18.7</b>	<b>2,286.94</b>	<b>26.7</b>
CHOCTAW	07	79		1,277		1,153.70		1,034		10,545		9,107.24	
	08	62		1,063		897.04		1,063		10,836		8,713.62	
		<b>-17</b>	<b>-21.5</b>	<b>-214</b>	<b>-16.8</b>	<b>-256.66</b>	<b>-22.2</b>	<b>29</b>	<b>2.8</b>	<b>291</b>	<b>2.8</b>	<b>-393.62</b>	<b>-4.3</b>
DEL CITY	07	153		2,011		1,553.43		1,772		16,178		12,014.53	
	08	152		1,996		1,563.58		2,026		17,373		13,259.64	
		<b>-1</b>	<b>-.7</b>	<b>-15</b>	<b>-.7</b>	<b>10.15</b>	<b>.7</b>	<b>254</b>	<b>14.3</b>	<b>1,195</b>	<b>7.4</b>	<b>1,245.11</b>	<b>10.4</b>
DOWNTOWN	07	243		8,593		6,447.77		3,481		66,343		51,510.96	
	08	191		7,563		6,113.79		3,073		74,813		55,300.82	
		<b>-52</b>	<b>-21.4</b>	<b>-1,030</b>	<b>-12.0</b>	<b>-333.98</b>	<b>-5.2</b>	<b>-408</b>	<b>-11.7</b>	<b>8,470</b>	<b>12.8</b>	<b>3,789.86</b>	<b>7.4</b>
EDMOND	07	225		3,766		2,779.24		3,471		32,280		23,252.50	
	08	230		3,635		2,752.91		3,277		31,797		23,863.50	
		<b>5</b>	<b>2.2</b>	<b>-131</b>	<b>-3.5</b>	<b>-26.33</b>	<b>-.9</b>	<b>-194</b>	<b>-5.6</b>	<b>-483</b>	<b>-1.5</b>	<b>611.00</b>	<b>2.6</b>
MIDWEST CITY	07	280		4,645		3,394.87		4,232		37,997		28,036.53	
	08	247		3,900		3,039.27		4,086		36,765		27,363.36	
		<b>-33</b>	<b>-11.8</b>	<b>-745</b>	<b>-16.0</b>	<b>-355.60</b>	<b>-10.5</b>	<b>-146</b>	<b>-3.4</b>	<b>-1,232</b>	<b>-3.2</b>	<b>-673.17</b>	<b>-2.4</b>
RALPH ELLISON	07	132		2,486		1,957.73		2,124		20,143		16,140.33	
	08	120		2,180		1,868.73		1,844		19,954		15,789.58	
		<b>-12</b>	<b>-9.1</b>	<b>-306</b>	<b>-12.3</b>	<b>-89.00</b>	<b>-4.5</b>	<b>-280</b>	<b>-13.2</b>	<b>-189</b>	<b>-.9</b>	<b>-350.75</b>	<b>-2.2</b>

## Computer Usage by Adult Customers

**July 1, 2007 through March 31, 2008 (75.00% of the 07-08 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	07	263		3,479		2,527.19		3,698		29,597		21,274.56	
	08	269		3,221		2,423.68		3,575		28,857		21,562.13	
		<b>6</b>	<b>2.3</b>	<b>-258</b>	<b>-7.4</b>	<b>-103.51</b>	<b>-4.1</b>	<b>-123</b>	<b>-3.3</b>	<b>-740</b>	<b>-2.5</b>	<b>287.57</b>	<b>1.4</b>
VILLAGE	07	210		3,200		2,397.60		2,957		26,296		19,017.85	
	08	221		3,014		2,431.35		3,041		29,131		21,780.24	
		<b>11</b>	<b>5.2</b>	<b>-186</b>	<b>-5.8</b>	<b>33.75</b>	<b>1.4</b>	<b>84</b>	<b>2.8</b>	<b>2,835</b>	<b>10.8</b>	<b>2,762.39</b>	<b>14.5</b>
WARR ACRES	07	199		3,263		2,295.79		2,535		24,161		17,336.77	
	08	163		2,232		1,667.21		2,513		23,619		16,850.76	
		<b>-36</b>	<b>-18.1</b>	<b>-1,031</b>	<b>-31.6</b>	<b>-628.58</b>	<b>-27.4</b>	<b>-22</b>	<b>-.9</b>	<b>-542</b>	<b>-2.2</b>	<b>-486.01</b>	<b>-2.8</b>
HARRAH	07	26		341		228.12		274		2,966		2,045.79	
	08	37		404		317.97		329		3,160		2,376.62	
		<b>11</b>	<b>42.3</b>	<b>63</b>	<b>18.5</b>	<b>89.85</b>	<b>39.4</b>	<b>55</b>	<b>20.1</b>	<b>194</b>	<b>6.5</b>	<b>330.83</b>	<b>16.2</b>
JONES	07	7		65		55.87		40		345		279.99	
	08	3		40		30.05		44		328		271.67	
		<b>-4</b>	<b>-57.1</b>	<b>-25</b>	<b>-38.5</b>	<b>-25.82</b>	<b>-46.2</b>	<b>4</b>	<b>10.0</b>	<b>-17</b>	<b>-4.9</b>	<b>-8.32</b>	<b>-3.0</b>
LUTHER	07	8		155		113.67		146		1,155		925.83	
	08	16		219		240.99		152		1,420		1,282.21	
		<b>8</b>	<b>100.0</b>	<b>64</b>	<b>41.3</b>	<b>127.32</b>	<b>112.0</b>	<b>6</b>	<b>4.1</b>	<b>265</b>	<b>22.9</b>	<b>356.38</b>	<b>38.5</b>
NICOMA PARK	07	5		69		35.98		82		645		417.56	
	08	5		56		34.04		89		718		442.85	
			<b>.0</b>	<b>-13</b>	<b>-18.8</b>	<b>-1.94</b>	<b>-5.4</b>	<b>7</b>	<b>8.5</b>	<b>73</b>	<b>11.3</b>	<b>25.29</b>	<b>6.1</b>
WRIGHT	07	8		170		121.33		97		1,713		1,184.49	
	08	9		182		145.29		111		1,365		1,010.65	
		<b>1</b>	<b>12.5</b>	<b>12</b>	<b>7.1</b>	<b>23.96</b>	<b>19.7</b>	<b>14</b>	<b>14.4</b>	<b>-348</b>	<b>-20.3</b>	<b>-173.84</b>	<b>-14.7</b>
TOTAL	07	2,375		42,299		31,571.14		32,623		336,796		251,459.06	
	08	2,185		37,297		29,448.34		32,078		349,866		262,531.99	
		<b>-190</b>	<b>-8.0</b>	<b>-5,002</b>	<b>-11.8</b>	<b>-2,122.80</b>	<b>-6.7</b>	<b>-545</b>	<b>-1.7</b>	<b>13,070</b>	<b>3.9</b>	<b>11,072.93</b>	<b>4.4</b>

## Computer Usage by Minor Customers

**July 1, 2007 through March 31, 2008 (75.00% of the 07-08 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	07	39		495		361.72		595		5,047		3,570.51	
	08	49		795		597.46		618		6,293		4,599.98	
		<b>10</b>	<b>25.6</b>	<b>300</b>	<b>60.6</b>	<b>235.74</b>	<b>65.2</b>	<b>23</b>	<b>3.9</b>	<b>1,246</b>	<b>24.7</b>	<b>1,029.47</b>	<b>28.8</b>
BETHANY	07	42		984		708.92		508		5,866		4,166.91	
	08	32		719		589.51		620		8,140		6,306.24	
		<b>-10</b>	<b>-23.8</b>	<b>-265</b>	<b>-26.9</b>	<b>-119.41</b>	<b>-16.8</b>	<b>112</b>	<b>22.0</b>	<b>2,274</b>	<b>38.8</b>	<b>2,139.33</b>	<b>51.3</b>
CAPITOL HILL	07	80		1,608		1,113.73		1,050		12,936		9,322.12	
	08	80		1,700		1,235.97		1,175		14,547		10,513.62	
			<b>.0</b>	<b>92</b>	<b>5.7</b>	<b>122.24</b>	<b>11.0</b>	<b>125</b>	<b>11.9</b>	<b>1,611</b>	<b>12.5</b>	<b>1,191.50</b>	<b>12.8</b>
CHOCTAW	07	29		510		512.35		421		5,296		4,880.21	
	08	21		635		577.57		430		6,830		5,926.33	
		<b>-8</b>	<b>-27.6</b>	<b>125</b>	<b>24.5</b>	<b>65.22</b>	<b>12.7</b>	<b>9</b>	<b>2.1</b>	<b>1,534</b>	<b>29.0</b>	<b>1,046.12</b>	<b>21.4</b>
DEL CITY	07	54		863		645.37		529		5,498		4,193.38	
	08	47		879		692.64		635		8,280		6,381.14	
		<b>-7</b>	<b>-13.0</b>	<b>16</b>	<b>1.9</b>	<b>47.27</b>	<b>7.3</b>	<b>106</b>	<b>20.0</b>	<b>2,782</b>	<b>50.6</b>	<b>2,187.76</b>	<b>52.2</b>
DOWNTOWN	07	44		713		567.87		673		7,285		5,489.30	
	08	42		1,265		1,058.57		657		8,688		6,808.41	
		<b>-2</b>	<b>-4.5</b>	<b>552</b>	<b>77.4</b>	<b>490.70</b>	<b>86.4</b>	<b>-16</b>	<b>-2.4</b>	<b>1,403</b>	<b>19.3</b>	<b>1,319.11</b>	<b>24.0</b>
EDMOND	07	55		953		666.97		822		7,435		5,217.58	
	08	50		834		621.59		885		7,766		5,795.31	
		<b>-5</b>	<b>-9.1</b>	<b>-119</b>	<b>-12.5</b>	<b>-45.38</b>	<b>-6.8</b>	<b>63</b>	<b>7.7</b>	<b>331</b>	<b>4.5</b>	<b>577.73</b>	<b>11.1</b>
MIDWEST CITY	07	76		1,896		1,260.31		1,132		14,650		10,172.31	
	08	100		1,893		1,362.34		1,232		16,472		11,647.50	
		<b>24</b>	<b>31.6</b>	<b>-3</b>	<b>-.2</b>	<b>102.03</b>	<b>8.1</b>	<b>100</b>	<b>8.8</b>	<b>1,822</b>	<b>12.4</b>	<b>1,475.19</b>	<b>14.5</b>
RALPH ELLISON	07	65		1,610		1,130.42		721		9,500		7,570.86	
	08	43		1,625		1,226.31		695		15,257		11,288.18	
		<b>-22</b>	<b>-33.8</b>	<b>15</b>	<b>.9</b>	<b>95.89</b>	<b>8.5</b>	<b>-26</b>	<b>-3.6</b>	<b>5,757</b>	<b>60.6</b>	<b>3,717.32</b>	<b>49.1</b>



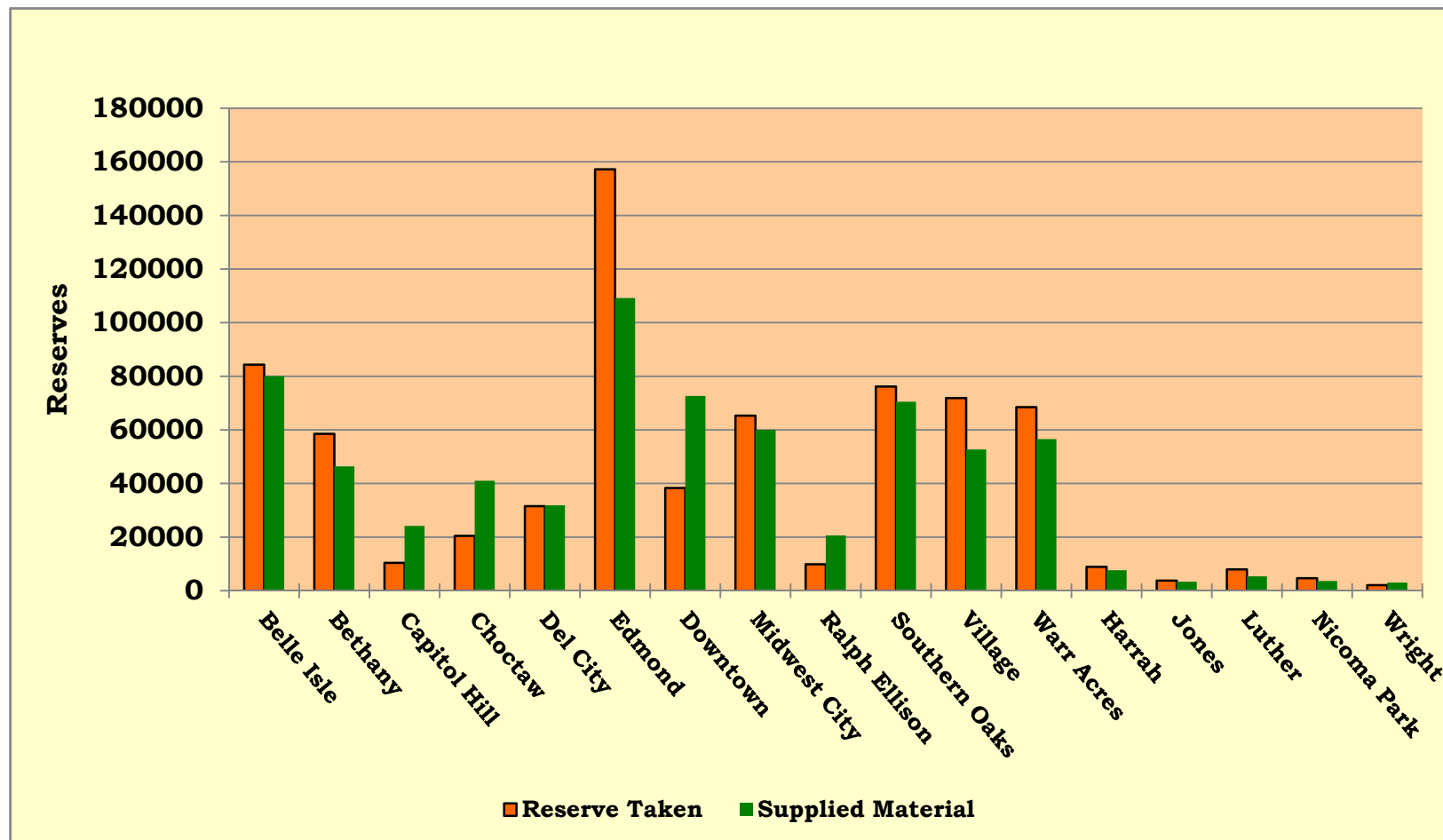
## Computer Usage by Minor Customers

**July 1, 2007 through March 31, 2008 (75.00% of the 07-08 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	07	86		1,668		1,183.39		1,259		13,941		9,473.88	
	08	95		1,741		1,239.54		1,282		14,739		10,367.53	
		<b>9</b>	<b>10.5</b>	<b>73</b>	<b>4.4</b>	<b>56.15</b>	<b>4.7</b>	<b>23</b>	<b>1.8</b>	<b>798</b>	<b>5.7</b>	<b>893.65</b>	<b>9.4</b>
VILLAGE	07	54		1,065		755.72		805		9,838		6,689.33	
	08	45		1,120		862.93		860		12,275		8,685.86	
		<b>-9</b>	<b>-16.7</b>	<b>55</b>	<b>5.2</b>	<b>107.21</b>	<b>14.2</b>	<b>55</b>	<b>6.8</b>	<b>2,437</b>	<b>24.8</b>	<b>1,996.53</b>	<b>29.8</b>
WARR ACRES	07	41		909		644.72		551		7,000		4,948.50	
	08	49		1,565		1,046.73		613		11,122		7,604.77	
		<b>8</b>	<b>19.5</b>	<b>656</b>	<b>72.2</b>	<b>402.01</b>	<b>62.4</b>	<b>62</b>	<b>11.3</b>	<b>4,122</b>	<b>58.9</b>	<b>2,656.27</b>	<b>53.7</b>
HARRAH	07	20		238		193.24		139		1,215		1,026.53	
	08	10		220		172.21		170		1,665		1,349.26	
		<b>-10</b>	<b>-50.0</b>	<b>-18</b>	<b>-7.6</b>	<b>-21.03</b>	<b>-10.9</b>	<b>31</b>	<b>22.3</b>	<b>450</b>	<b>37.0</b>	<b>322.73</b>	<b>31.4</b>
JONES	07	1		40		25.23		33		413		281.35	
	08			12		9.65		22		201		148.61	
		<b>-1</b>	<b>-100.0</b>	<b>-28</b>	<b>-70.0</b>	<b>-15.58</b>	<b>-61.8</b>	<b>-11</b>	<b>-33.3</b>	<b>-212</b>	<b>-51.3</b>	<b>-132.74</b>	<b>-47.2</b>
LUTHER	07	9		152		111.20		130		1,048		760.61	
	08	7		181		181.92		152		1,733		1,474.46	
		<b>-2</b>	<b>-22.2</b>	<b>29</b>	<b>19.1</b>	<b>70.72</b>	<b>63.6</b>	<b>22</b>	<b>16.9</b>	<b>685</b>	<b>65.4</b>	<b>713.85</b>	<b>93.9</b>
NICOMA PARK	07	1		26		20.98		36		471		414.86	
	08	3		73		62.12		39		417		352.95	
		<b>2</b>	<b>200.0</b>	<b>47</b>	<b>180.8</b>	<b>41.14</b>	<b>196.1</b>	<b>3</b>	<b>8.3</b>	<b>-54</b>	<b>-11.5</b>	<b>-61.91</b>	<b>-14.9</b>
WRIGHT	07	5		73		45.99		46		574		355.84	
	08	2		73		53.68		50		747		553.18	
		<b>-3</b>	<b>-60.0</b>		<b>.0</b>	<b>7.69</b>	<b>16.7</b>	<b>4</b>	<b>8.7</b>	<b>173</b>	<b>30.1</b>	<b>197.34</b>	<b>55.5</b>
TOTAL	07	701		13,803		9,948.13		9,450		108,013		78,534.08	
	08	675		15,330		11,590.74		10,135		135,172		99,803.33	
		<b>-26</b>	<b>-3.7</b>	<b>1,527</b>	<b>11.1</b>	<b>1,642.61</b>	<b>16.5</b>	<b>685</b>	<b>7.2</b>	<b>27,159</b>	<b>25.1</b>	<b>21,269.25</b>	<b>27.1</b>

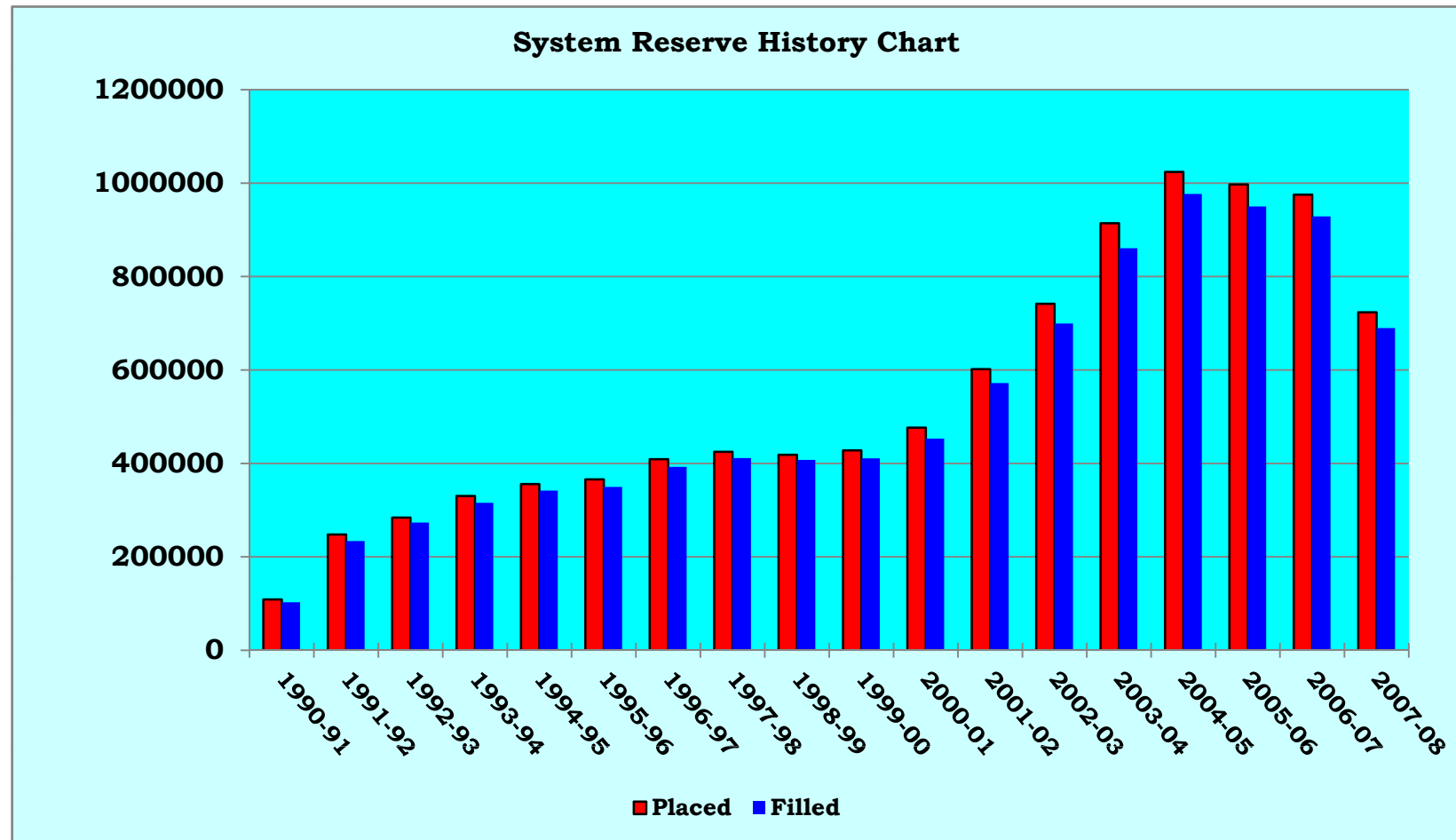
## System Reserve Report

July 1, 2007 through March 31, 2008 (75.00% of the 07-08 Fiscal Year)



# System Reserve Report

July 1, 2007 through March 31, 2008 (75.00% of the 07-08 Fiscal Year)



## System Reserves Report

July 1, 2007 through March 31, 2008 (75.00% of the 07-08 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	07	9,500	84,938		8,983	81,176	
	08	9,661	84,331		8,785	80,313	
		<b>161</b>	<b>-607</b>	<b>-7</b>	<b>-198</b>	<b>-863</b>	<b>-1.1</b>
BETHANY	07	6,745	58,483		6,393	55,770	
	08	6,639	58,493		6,417	55,922	
		<b>-106</b>	<b>10</b>	<b>.0</b>	<b>24</b>	<b>152</b>	<b>.3</b>
CAPITOL HILL	07	1,397	11,488		1,328	10,717	
	08	1,123	10,367		979	9,476	
		<b>-274</b>	<b>-1,121</b>	<b>-9.8</b>	<b>-349</b>	<b>-1,241</b>	<b>-11.6</b>
CHOCTAW	07	2,597	21,808		2,393	20,841	
	08	2,466	20,468		2,370	19,402	
		<b>-131</b>	<b>-1,340</b>	<b>-6.1</b>	<b>-23</b>	<b>-1,439</b>	<b>-6.9</b>
DEL CITY	07	4,128	34,267		4,018	32,735	
	08	3,405	31,514		3,238	29,916	
		<b>-723</b>	<b>-2,753</b>	<b>-8.0</b>	<b>-780</b>	<b>-2,819</b>	<b>-8.6</b>
EDMOND	07	15,784	148,214		15,336	142,604	
	08	18,335	157,202		17,162	150,555	
		<b>2,551</b>	<b>8,988</b>	<b>6.1</b>	<b>1,826</b>	<b>7,951</b>	<b>5.6</b>
DOWNTOWN	07	4,781	41,862		4,519	39,902	
	08	4,095	38,327		3,815	36,278	
		<b>-686</b>	<b>-3,535</b>	<b>-8.4</b>	<b>-704</b>	<b>-3,624</b>	<b>-9.1</b>
MIDWEST CITY	07	7,321	65,231		7,053	62,444	
	08	7,360	65,289		6,825	62,279	
		<b>39</b>	<b>58</b>	<b>.1</b>	<b>-228</b>	<b>-165</b>	<b>-.3</b>
RALPH ELLISON	07	1,184	10,624		1,111	10,206	
	08	1,305	9,850		1,073	9,284	
		<b>121</b>	<b>-774</b>	<b>-7.3</b>	<b>-38</b>	<b>-922</b>	<b>-9.0</b>
SOUTHERN OAKS	07	8,815	78,301		8,363	74,302	
	08	8,499	76,173		8,021	72,220	
		<b>-316</b>	<b>-2,128</b>	<b>-2.7</b>	<b>-342</b>	<b>-2,082</b>	<b>-2.8</b>
VILLAGE	07	7,295	70,730		7,015	67,311	
	08	7,763	71,875		7,302	68,419	
		<b>468</b>	<b>1,145</b>	<b>1.6</b>	<b>287</b>	<b>1,108</b>	<b>1.6</b>
WARR ACRES	07	8,077	68,869		7,609	66,065	
	08	7,508	68,461		7,061	65,670	
		<b>-569</b>	<b>-408</b>	<b>-.6</b>	<b>-548</b>	<b>-395</b>	<b>-.6</b>



## System Reserves Report

July 1, 2007 through March 31, 2008 (75.00% of the 07-08 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	07	1,107	7,590		1,026	7,271	
	08	1,174	8,905		1,092	8,274	
		<b>67</b>	<b>1,315</b>	<b>17.3</b>	<b>66</b>	<b>1,003</b>	<b>13.8</b>
JONES	07	710	5,551		752	5,315	
	08	275	3,758		342	3,677	
		<b>-435</b>	<b>-1,793</b>	<b>-32.3</b>	<b>-410</b>	<b>-1,638</b>	<b>-30.8</b>
LUTHER	07	747	7,165		764	6,864	
	08	1,074	7,940		939	7,337	
		<b>327</b>	<b>775</b>	<b>10.8</b>	<b>175</b>	<b>473</b>	<b>6.9</b>
NICOMA PARK	07	720	5,222		611	4,837	
	08	512	4,655		592	4,496	
		<b>-208</b>	<b>-567</b>	<b>-10.9</b>	<b>-19</b>	<b>-341</b>	<b>-7.0</b>
WRIGHT	07	314	2,046		283	1,965	
	08	240	2,049		222	1,968	
		<b>-74</b>	<b>3</b>	<b>.1</b>	<b>-61</b>	<b>3</b>	<b>.2</b>
BOOKS-BY-MAIL	07	451	4,987		481	4,847	
	08	424	4,195		429	4,040	
		<b>-27</b>	<b>-792</b>	<b>-15.9</b>	<b>-52</b>	<b>-807</b>	<b>-16.6</b>
TOTAL	07	81,673	727,386		78,038	695,180	
	08	81,858	723,855		76,664	689,529	
		<b>185</b>	<b>-3,531</b>	<b>-.5</b>	<b>-1,374</b>	<b>-5,651</b>	<b>-.8</b>

## **EXECUTIVE DIRECTOR'S REPORT**

**APRIL 2008**

### **TECHNOLOGY UPDATE**

IT staff will be moving to Choctaw this week to work on the RFID project. We are nearing 75% completion on the RFID.

### **RALPH ELLISON TEMPORARY LOCATION**

Library Staff have been working to locate a temporary space for the Ralph Ellison Library while the building undergoes renovation and expansion beginning sometime in August. We have located a vacant Hollywood Video Store at the corner of NE 23<sup>rd</sup> and MLK; which is across the street from the library. The building is only 4 years old and is approximately 6,600 sq. ft. Staff are working with the owner and property management firm on pricing and suitability for the temporary location. If a suitable lease can be negotiated, we will bring a lease to the commission for approval in the next 1 – 2 months.

Budget Preparations are almost complete.

Library staff completed the budget submittal process on April 14<sup>th</sup>. The next phase in our budget process is a series of budget meetings with the executive director and deputy executive director of finance/support and the various department heads. Adjustments will be made and items approved and not approved. That process will take several weeks and then staff will meet with the A & P committee to review salaries and benefits before the preliminary budget is presented to the finance committee at the beginning of June.

### **CAPITAL PROJECTS UPDATE**

Work continues on all 3 library projects: the **Service Center, Ralph Ellison** and **Northwest**. Construction documents are being completed for Ellison and the Service Center and furniture and equipment are being evaluated at this time. We hope to bring contract awards for these projects to the commission in the next few months, although we continue to experience minor delays.

### **DIRECTOR OUTREACH ACTIVITIES**

- ◆ Attended Rotary 29 Club Meetings
- ◆ Legislative meeting at ODL
- ◆ OLA Conference in Tulsa
- ◆ Literary Voices Author Dinner
- ◆ Funders Forum at OKC Chamber of Commerce
- ◆ OKC Chamber Chairman's Breakfast
- ◆ Visited Fayetteville Public Library
- ◆ LIFE Committee meeting

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

### ***City Art Center Weaving Studio***

**May 1 – 31, 2008**

**Time: During Library Hours**

**Location: Midwest City Library**

**All Ages**

Midwest City Library is pleased to host an exhibit featuring the work of students in the Weaving Studio at the City Art Center in Oklahoma City during the month of May. Student skill level ranges from beginning to advanced. The display in the Lobby Gallery will feature an array of hand woven projects, from the functional to the frivolous. The exhibit is open during all library hours.

### ***Historical Model Display***

**May 1 – 31, 2008**

**Time: During Library Hours**

**Location: Edmond Library**

**All Ages**

The International Plastic Modelers' Society will display plastic models of historical aircraft, cars, ships, tanks, and objects from science fiction and space.

### ***Scottish Heritage and Music Event***

**Saturday, May 3, 2008**

**Time: 2:00pm – 3:00pm**

**Location: Bethany Library**

**All Ages**

Please bring a lawn chair and join us on the south lawn Saturday afternoon for this educational and entertaining event. Our Scottish piper Mikeal Murray will fill your heart with joy. Refreshments will be served after the program. For more details please call 789-8363.

### ***Crossing Bok Chitto: A Visit With Author Tim Tingle***

**Thursday, May 8, 2008**

**Time: 10:00am – 11:00am**

**Location: Southern Oaks**

**All Ages**

Choctaw storyteller and author Tim Tingle will perform the story from his award-winning book about a courageous friendship between a young Choctaw girl and a slave-boy. He will also share songs and other Native American tales.

Co-Sponsor: Friends of the Metropolitan Library System.

### ***Special Friends of The Village Library presents: The Village Fair***

**Saturday, May 10, 2008**

**Time: 9:00am – 4:00pm**

**Location: The Village Library**

**All Ages**

The Special Friends of The Village Library is having their 7<sup>th</sup> Annual Village Fair on Saturday, May 10, 2008. There will be a "Touch the Truck" area for children and families, craft vendors, a Children's Potting Shed and more! Plan to attend and make or purchase something for your mother for Mother's Day 2008. There will be a contest in April for children to write and nominate their Mom for the "Best Mom Award." Winners will be announced and prizes awarded at this event. Other prizes will be available, so plan to attend and enjoy, while supporting the Special Friends of The Village Library group.

Co-sponsor: Special Friends of The Village Library.

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Prepared by: Executive Director

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***Basic Photography***

**Saturday, May 10, 2008**

**Time: 2:00pm – 3:00pm**

**Location: Capitol Hill Library**

**Adults**

This program is for learning basic photography. It is designed to give you the necessary information and help needed to become confident with your camera. The class will include portrait and landscape techniques. If you have a camera, please bring it to the program with you. Call 634-6308 to register.

***Nintendo Wii for Adults***

**Monday, May 12, 2008**

**Time: 6:00pm – 7:30pm**

**Location: Midwest City Library**

**Adults**

Video games aren't just for kids anymore! Come play Nintendo Wii with us at the Midwest City Library. Registration is limited so sign up today.

***Building Blocks Of Reading***

**Friday, May 16, 2008**

**Time: 2:30pm – 3:30pm**

**Location: Southern Oaks Library**

**For parents of young children**

In order for young children to become skilled and confident readers, we know that they need many experiences before going to school. This workshop will explore the necessary building blocks and the parent's role in helping children to become readers.

Facilitated by Teresa Widick & Tracy Goebel.

Call Child Guidance at 425-4412 to register for the free workshop.

Co-Sponsor: Oklahoma City County Health Department.

***Shakespeare off the Shelf***

**Sunday, May 18, 2008**

**Time: 2:00pm – 3:00pm**

**Location: Downtown Library**

**All Ages**

Experience the romance, the drama and the comedy of great literature when you see the dramatization of Shakespeare's "Taming of the Shrew" as done by the "Shakespeare off the Shelf" touring group. The actors romp through the great scenes of Shakespeare and bring the joy of this great work to us all.

Admission is free. Seating is limited and begins at 1:30pm in the 46<sup>th</sup> Star Auditorium.

***Healthy Brain Strategies***

**Monday, May 19, 2008**

**Time: 10:30am – 11:30am**

**Location: Warr Acres Library**

**Adults**

Tiffany Wagner from the Alzheimer's Association will focus on preserving and maintaining your brain health by talking about the biological, psychological, and social connections that affect your brain.



***Chinese Water Color***

**Tuesday, May 27, 2008**

**Time: 6:30pm – 8:30pm**

**Location: Del City Library**

**Adults**

Spring is a time for growth. Grow your artistic abilities and let them flower in a new form of creative expression, Chinese water color. Kristie Ming Tan will teach you the secrets of this Eastern style. The library will provide all necessary materials, but you may bring your own. Call 672-1377 to preregister.