

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, July 17, 2008, 3:30 p.m.
Edmond Library
10 S. Boulevard
Edmond, OK 73034
(Telephone: 341-9282)

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

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

Hugh Rice, Chair

3:30 – 3:45 pm INTRODUCTIONS

- Document #01 – Presentation of Service Certificates for Library Staff

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

3:45 – 4:00 pm CONSENT DOCKET (#02 - #04)

- Document #02 – Approval of Minutes of June 19, 2008 Meeting
- Document #03 – Acceptance of Review of Expenditures for June 2008
- Document #04 - Approval of Contract Awards and Purchases
 - Item A: Removable Adhesive Labels
 - Item B: Construction of the New Service Center
 - Item C: Express Checkout Coin & Bill Acceptor Units

4:15 – 4:20 pm SPECIAL PRESENTATIONS

- *Library Night at the Ballpark* – Lisa Wood, Children's Services Coordinator, Outreach and Emily Williams, Young Adult Services Coordinator, Outreach

4:20 – 4:30 pm INFORMATION REPORTS

- Document #05 – MLS Annual Furniture & Equipment Inventory Report FY 07-08
- Document #06 – MLS June 2008 Circulation Report
- Document #07 – MLS June 2008 Computer Usage Report
- Document #08 – MLS June 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, August 28, 2008
Belle Isle Library, 5501 N. Villa, OKC, OK 73112

*MEETING HOSTED BY: BETHANY LIBRARY
KATRINA PRINCE, MANAGER*

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

DATE: June 19, 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 the Downtown Library, 300 Park Avenue, Oklahoma City, on June 17, 2008, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Nancy Anthony
Ralph Bullard
Carolyn Cornelius
Fran Cory
Margaret Graham
David Greenwell
Jose Jimenez
Lee Alan Leslie
Penny McCaleb
Tracy McDaniel
Tracy McGehee
Lori Nelson
Mukesh Patel
Kim Patterson
Jim Shonts
Judy Smith
Alyne Strube
Beth Toland
Hugh Rice, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Glenda Choate
Mick Cornett, Mayor of Oklahoma City
Deanna Hannah
Marguerite Ross
Ray Vaughn
Alexandra Vera
Greg Womack

Estimate of general public and staff attending: 27

I. The meeting was called to order at 3:28 p.m. by, Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Anthony, Bullard, Cornelius, Cory, Graham, Greenwell, Jimenez, Leslie, McCaleb, McGehee, Nelson, Patel, Patterson, Shonts, Smith, Strube, Toland, Rice (Arrived: McDaniel, 3:29).

II. Mr. Rice introduced Mr. Randy Wayland, Manager of the Southern Oaks Library.

Mr. Wayland welcomed the commission and reported on the Summer Reading programs at Southern Oaks.

III. Mr. Rice called for Presentation of Service Certificates for June 2008: *Cheryl A. Mann, Circulation Control Technician~35 years of service.*

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

V. Mr. Rice presented the Consent Docket; Document #104 – Acceptance of Review of Expenditures for May 2008; Document #105 – Approval of Minutes for May 15, 2008; Document #106 – Approval of Contract Awards and Purchases.

Mrs. Nancy Anthony moved to accept the consent docket. Mr. Jim Shonts seconded. Questions and discussion followed. Motion passed unanimously.

VI. Mr. Rice referred to Document #107 – Discussion, Consideration, and Possible Action: Report and Minutes from the A & P Committee meeting, May 28, 2008.

In the absence of a committee chair, Mrs. Donna Morris provided the report of the A & P Committee meeting. The committee met May 28 to review the annual salary and benefits report. Mrs. Morris referred to the information included in the commission packets, highlighting some of the changes to the benefits. The committee recommended to the Finance Committee a 4% market adjustment increase and a 0 to 3% merit increase schedule to be incorporated into the FY 2008-2009 Preliminary Budget.

The committee also approved and recommended to the Finance Committee that the Medical Funding Account reserve formula be revised to reflect a minimum retention of a dollar amount equal to 35% of the forthcoming Plan Year's Maximum Liability with the option to utilize the available surplus to buy-down premium contributions for the library system and employees. Questions and Discussion followed.

Mrs. Morris stated at the April commission meeting, Mr. Rice distributed an anonymous letter he had received regarding allegations relating to employment practices. Mr. Rice asked the A & P Committee to meet with the Library's Attorney, Ms. Courtney Warmington, to review the allegations and review library policies relating to them. Ms. Warmington attended the Committee meeting and met with the committee in Executive Session. As a result of the discussions in Executive Session, the A & P Committee makes the following recommendation to the Commission:

The motion coming from committee is to approve the recommendations from the Administration & Personnel Committee that staff complete the revision of SH 510 Civil Rights Policy as soon as possible. Upon completion, the Administrative and Personnel Committee should be notified and the revised policy should be distributed to all staff immediately. Ongoing discrimination training should continue either through classes or online training for all employees and staff should continue to monitor compliance with existing civil rights policies and procedures. A motion coming from committee requires no second. Discussion followed. Motion passed unanimously.

V. Mr. Rice referred to Document #108 – Discussion, Consideration, and Possible Action: Report and Minutes – Public Services Committee meeting May 29, 2008.

Mr. Jose Jimenez, Chair of the Public Services Committee presented the Report and Recommendations from the May 29, 2008 meeting.

Mr. Jimenez stated the committee reviewed revisions to AL 320 – Rules of Conduct Policy and AL 330 – Responsibilities for Unsupervised Children in the Library. The committee also reviewed a new policy, AM 313 – Local History Permission to Use & Fee Schedule, which was recommended for approval and inclusion in the Policy and Procedure Manual. Questions and Discussion followed.

The motion coming from committee is to approve the recommendations from the Public Services Committee for adoption to the Metropolitan Library System Policy and Procedure Manual revisions to AL 320 Rules of Conduct; AL 330 Responsibilities for Unsupervised Children in the Library; and AM 313 Local History Permission to Use & Fee Schedule. A motion coming from committee requires no second. Motion passed unanimously.

VI. Mr. Rice referred to Document #109 – Discussion, Consideration, and Possible Action: Report and Minutes from Finance Committee meeting June 4, 2008 and Document #110 Preliminary Budget FY 2008-09.

Mr. David Greenwell, Finance Committee Chair, first referred to Document #109 and reviewed the Report and Minutes from the Finance Committee meeting. The Committee approved the A & P Committee recommendations for adjustments to compensation and benefits.

Mr. Greenwell referred to the Preliminary Budget (Document #110) and provided a brief review. The proposed total budget for FY 2008-09 is \$52,712,869.00. The total budget consists of \$26,527,049 for the operating budget; \$9,302,208 for capital projects; and \$16,883,612 for reserves. Questions and Discussion followed

The motion coming from committee is to approve the Metropolitan Library System Preliminary Budget FY 2008-09. A motion coming from committee requires no second. Motion passed unanimously.

Mr. Greenwell referred to and reviewed the next recommendation from the Finance Committee which relates to the Stewardship of Financial Resources - Reporting of Financial Concerns, commonly referred to as the Whistle Blower Policy.

The motion coming from committee is to approve the recommendation for adoption to the Metropolitan Library System Policy and Procedure Manual a new policy, SF 900 Reporting Financial Concerns. A motion coming from committee requires no second. Motion passed unanimously.

VII. Mr. Rice referred to Document #111 – Discussion, Consideration, and Possible Action: Report and Recommendation from Administration ~Lease Agreement between the Metropolitan Library System and Culinary Concepts.

Mrs. Morris reviewed the updated lease agreement between the Café and the Downtown Library. The only change in the agreement is Item #2, which changed to reflect the option for the Café operator to negotiate modified hours of operation based on business demands and special library events. This is in accordance with the original contract which provided for an annual review of the lease.

Mrs. Anthony moved to approve the Lease Agreement between the Metropolitan Library System and Culinary Concepts effective July 1, 2008. Mrs. Judy Smith seconded. No further discussion. Motion passed unanimously.

VII. Mr. Rice referred to Document #112 – Discussion, Consideration, and Possible Action: Report and Recommendation from Administration ~ Lease Agreement for temporary location of Ralph Ellison Library.

Mrs. Morris referred to the proposed lease agreement for the temporary location of the Ralph Ellison Library. The lease agreement has been reviewed by Library attorney, William Comstock. Discussion followed.

Mrs. Smith moved to approve the proposed lease agreement with adequate funding provided in the FY 08-09 budget. No further discussion. Motion passed unanimously.

VII. Mr. Rice reverted back to the Presentation of Service Certificates and recognized Ms. Sheila D. Fixel, Circulation Clerk at the Del City Library, for 25 Years of Service.

VIII. Mr. Rice referred to Special Presentations ~ *Ralph Ellison Library Architectural Presentation* – Mr. Allen Brown.

Mr. Allen Brown and his staff presented architectural plans for the renovation of the Ralph Ellison Library.

IX. Mr. Rice referred to the Information Reports.

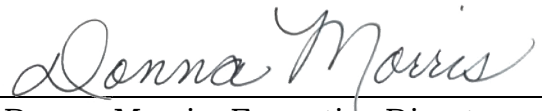
- ◆ Document #64 – MLS May 2008 Circulation Report
- ◆ Document #65 – MLS May 2008 Computer Usage Report
- ◆ Document #66 – MLS May 2008 System Reserve Report
- ◆ Document #67 – MLS 2008 Annual Information Technology Report

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

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

XII. The next Commission meeting will be held at the Edmond Library on July 17, 2008.

There being no further business, the meeting was adjourned at 4:34 pm.


Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

June 30, 2008

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

For comparison, 100% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of June 2008.

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

June 30, 2008

ASSETS

CASH - Overnight Investment Account	\$ 5,139,567.49
INVESTMENTS (Schedule attached)	23,830,612.50
PREPAID ACCOUNTS	30,000.00
Total Assets	<u>\$29,000,179.99</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2006-07 Reserve for Appropriations	\$223,178.95	
2007-08 Purchase Orders Outstanding	768,742.90	
2006-07 Purchase Orders Outstanding	0.00	
2007-08 Checks Outstanding	171,764.25	
2006-07 Checks Outstanding	<u>0.00</u>	
Total Liabilities		1,163,686.10

DEFERRED TAX REVENUE:

FUND BALANCE:

Beginning of the Year		\$23,823,209.10	
Add: Revenues			
Budgeted	25,199,079.12		
Other	<u>3,298,693.52</u>	28,497,772.64	
Less: Expenditures		<u>(24,484,487.85)</u>	
Total Fund Balance			<u>27,836,493.89</u>
Total Liabilities, Deferred Revenue and Fund Balance			<u>\$29,000,179.99</u>

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

As of June 30, 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	2.500%	95,000.00
CD - BancFirst	7/28/2004	7/28/2009	3.830%	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	6/7/2008	12/7/2008	3.100%	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
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>\$ 23,830,612.50</u>

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

June 1, 2008 to June 30, 2008

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2007 Ad Valorem Tax	\$23,228,906.00	\$ 214,396.75	\$24,310,064.12	104.65%
State Aid	282,936.00	-	353,015.00	124.77%
Fines	<u>513,000.00</u>	<u>38,000.00</u>	<u>536,000.00</u>	104.48%
Total Budgeted Revenue	<u><u>\$ 24,024,842.00</u></u>	<u><u>\$ 252,396.75</u></u>	<u><u>\$25,199,079.12</u></u>	104.89%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 8,285.44	\$ 1,854,381.05	
Gifts and Lost Books Fees		0.00	75,000.00	
Investment Income		122,863.45	1,195,403.36	
Flexible Benefits Account Balance		0.00	4,725.31	
Sale of Surplus Equipment		0.00	13,794.88	
Miscellaneous		<u>17,437.30</u>	<u>155,388.92</u>	
Total Miscellaneous Revenue		<u><u>\$ 148,586.19</u></u>	<u><u>\$ 3,298,693.52</u></u>	
Total Revenue	<u><u>\$ 24,024,842.00</u></u>	<u><u>\$ 400,982.94</u></u>	<u><u>\$28,497,772.64</u></u>	118.62%

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

June 30, 2008

	BEGINNING OF MONTH	RECEIPTS May	EXPEND. May	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 70,729.24	\$ 6,850.15	\$ 850.57	\$ 76,728.82
810 Prepaid Fees	(2,047.49)	153.35	0.00	(1,894.14)
815 Fines	44,954.42	53,401.61	39,427.97	58,928.06
820 Copy	126,399.09	8,016.07	18,606.41	115,808.75
900 Special Event Fund	1,915.12	0.00	0.00	1,915.12
Total Revolving Funds	\$ 241,950.38	\$ 68,421.18	\$ 58,884.95	\$ 251,486.61
GRANTS:				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<u>Special Grants</u>				
857 DN/LC Donations	92,029.29	92,029.29	89,785.96	2,243.33
859 OCCF/Invisible Man	26,721.81	26,721.81	26,565.92	155.89
876 08/Guild/Choctaw Books	3,500.00	3,500.00	3,455.33	44.67
879 08/Krisman/Books by Mail	1,000.00	1,000.00	866.12	133.88
887 08/WalMart/MWC	300.00	300.00	300.00	0.00
888 08/Guild/Choctaw Spanish	450.00	450.00	450.00	0.00
890 08/ALA/Lets Talk About It	2,500.00	2,500.00	1,623.67	876.33
892 08/ALA/Great Stories Club	100.00	100.00	0.00	100.00
894 08/Kirkpatrick/Come Read w/ Me	5,000.00	5,000.00	0.00	5,000.00
928 07/LET/Summer Reading	12,000.00	12,000.00	11,013.62	986.38
952 Human Rights Video Project	750.00	750.00	400.00	350.00
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	59,324.49	675.51
994 06 WalMart/Village	2,000.00	2,000.00	1,967.62	32.38
995 06 WalMart/Midwest City	1,977.41	1,977.41	1,711.10	266.31
<u>Grants - Friends of MLS, Previous Years</u>				
877 06 Las Clases Espanolas	8,000.00	8,000.00	7,800.00	200.00
<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	6,706.35	298.10
862 08 Summer at the Library	5,000.00	5,000.00	0.00	5,000.00
864 08 LIFE	7,500.00	7,500.00	1,995.29	5,504.71
865 08 Author Visit	10,000.00	10,000.00	9,826.18	173.82
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
872 08 Big Cozy Book Furniture	10,000.00	10,000.00	0.00	10,000.00
873 08 Teen & Children's Furnishings	1,713.00	1,713.00	1,477.36	235.64
875 08 Public Art	3,000.00	3,000.00	0.00	3,000.00
Total Grants				\$39,228.92
Total Special Funds				\$ 290,715.53

Metropolitan Library System
Statement of Encumbrances
Month of June 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	758,059.90	9,530,239.69	95.88	9,939,418.00	409,178.31
102	Wages - Part-time	111,602.36	1,375,195.16	79.82	1,722,782.00	347,586.84
103	Payroll Taxes	64,445.03	806,645.81	99.93	807,177.00	531.19
109	Workers Comp Insurance	7,132.69	97,684.69	81.83	119,370.00	21,685.31
112	Group Insurance	123,393.43	1,466,475.62	90.83	1,614,468.00	147,992.38
113	Employees' retirement	21,020.02	1,301,348.35	99.12	1,312,852.00	11,503.65
114	Unemployment Compen.	7,350.00	20,000.00	100.00	20,000.00	.00
Total Personal Services		1,093,003.43	14,597,589.32	93.96	15,536,067.00	938,477.68
		=====	=====		=====	=====

Maintenance & Operations - Contractual Services

201	Bldg, Property, & Auto Insur.	.00	129,683.00	77.72	166,865.00	37,182.00
202	Liability/Bonding Insurance	.00	4,025.00	73.18	5,500.00	1,475.00
205	Rent of Library Buildings	.00	4,800.00	100.00	4,800.00	.00
206	Rent of Equipment	600.00	1,863.00	27.81	6,700.00	4,837.00
207	Janitorial Services	26,290.58	319,894.96	89.81	356,180.00	36,285.04
208	Maintenance of Facilities	34,539.26	261,691.44	93.50	279,875.00	18,183.56
211	Parking & Transportation	5,070.52	139,251.54	79.91	174,265.00	35,013.46
212	Travel Expenses	2,067.55	49,948.80	60.39	82,708.00	32,759.20
213	Professional Services	19,092.60	296,618.12	77.44	383,045.00	86,426.88
214	Security Services	50,609.47	370,254.12	94.29	392,693.00	22,438.88
216	Telephone Services	10,147.73	115,562.17	40.84	282,960.00	167,397.83
217	Electrical Services	42,551.67	427,697.62	82.96	515,530.00	87,832.38
218	Gas Services	3,394.29	62,990.69	93.20	67,585.00	4,594.31
219	Water & Garbage Services	4,949.31	45,242.10	95.23	47,510.00	2,267.90
220	Trigen Energy Services	24,270.41	159,898.97	87.38	183,000.00	23,101.03
226	Memberships	1,060.00	23,087.50	84.71	27,255.00	4,167.50
230	Other Library-Related Services	38,351.74	321,584.12	97.42	330,087.00	8,502.88
231	Automation Contractual	19,385.02	267,141.20	81.34	328,417.00	61,275.80
236	Network Catalog Services	7,063.35	62,775.00	100.00	62,775.00	.00
Total Contractual Services		289,443.50	3,064,009.35	82.86	3,697,750.00	633,740.65
		=====	=====		=====	=====

Metropolitan Library System
Statement of Encumbrances
Month of June 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	36,288.85	204,420.00	100.00	204,420.00	.00
302	Postage	18,979.94	243,796.95	88.09	276,765.00	32,968.05
303	Supplies	26,823.46	663,459.87	99.90	664,100.00	640.13
310	Maintenance Supplies	8,490.19	41,784.26	58.85	71,000.00	29,215.74
312	Safety Supplies & Equipment	506.61	6,171.63	47.84	12,900.00	6,728.37
321	Gasoline & Oil	9,633.31	36,572.39	81.27	45,000.00	8,427.61
322	Vehicle Parts & Repairs	237.51	11,600.40	64.45	18,000.00	6,399.60
330	Programming Activities	29,355.64	180,485.28	89.12	202,525.00	22,039.72
331	Other Commodities	5,681.20	25,800.69	83.19	31,015.00	5,214.31
Total Commodities		135,996.71	1,414,091.47	92.68	1,525,725.00	111,633.53

Capital Outlays

401	Books & Materials	524,256.43	3,275,170.00	100.00	3,275,170.00	.00
404	Government Documents	1,447.50	5,000.00	100.00	5,000.00	.00
405	Book Repairs & Bindings	2,022.01	2,200.00	100.00	2,200.00	.00
407	Periodicals & Subscriptions	17,332.62	154,830.00	100.00	154,830.00	.00
408	Furniture, Fixture, & Equipmnt	32,285.57	158,062.60	96.05	164,569.00	6,506.40
409	Motor Vehicles	49.00	45,628.00	91.26	50,000.00	4,372.00
410	Automation System & Equipment	7,592.74	380,946.22	79.41	479,719.00	98,772.78
450	Capital Projects	12,077.16	1,386,960.89	29.46	4,707,815.00	3,320,854.11
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		597,063.03	5,408,797.71	19.97	27,088,509.10	21,679,711.39
Total Budget		2,115,506.67	24,484,487.85	51.17	47,848,051.10	23,363,563.25

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Number	Vendor/Payee	Purpose	Amount
G-04588	Metropolitan Library System	Professional Services	118.61
		Postage	108.33
		Supplies	94.48
		Supplies	22.70
		Programming Activities	138.58
		Programming Activities	55.23
		Programming Activities	41.58
		Other Commodities	77.79
		Maintenance of Facilities	22.29
G-04589	Oklahoma Natural Gas Co.	Gas Services	161.33
G-04590	Locke Supply Co.	Maintenance of Facilities	26.32
		Maintenance of Facilities	20.83
		Maintenance of Facilities	98.64
G-04591	Demco	Supplies	35.14
		Supplies	100.35
G-04592	Eales Electronics Corp.	Maintenance of Facilities	25.00
G-04593	Gale Research	Materials	471.70
G-04594	Doc Savage Supply Co.	Maintenance of Facilities	196.97
G-04595	Kathryn Thurman	Programming Activities	125.00
G-04596	UNUM Life Insurance	Grp L-T Disab. Ins.-June	6,946.02
G-04597	AT&T	Telephone Services	141.50
G-04598	Weston Woods Accts Receivable	Materials	168.34
G-04599	Baker & Taylor Books	Materials	284.57
G-04600	CompSource Oklahoma	Workers Comp Insurance	7,132.69
G-04601	United Refrigeration, Inc.	Maintenance of Facilities	59.30
		Maintenance of Facilities	3,220.47
		Maintenance of Facilities	43.48
		Maintenance of Facilities	101.62
G-04602	Recorded Books, LLC	Materials	332.77
G-04603	Johnstone Supply	Maintenance of Facilities	58.80
		Maintenance of Facilities	118.71
G-04604	Instructional Video, Inc.	Materials	455.85
G-04605	Gale Group	Materials	631.15
G-04606	Ultimate Office	Supplies	207.28
G-04607	Mutual Assurance	Grp Life/AD&D Ins Prm-Jun	29,942.04
G-04608	Spaces, Inc.	Furniture	1,024.92
G-04609	Library Video Co.	Materials	209.30
G-04610	Great American Glass & Tinting	Maintenance of Facilities	2,018.47
G-04611	Michael King	Programming Activities	450.00
G-04612	Restoration Station L.L.C.	Furniture	115.00
G-04613	City of Bethany Police Dept.	Maintenance of Facilities	10.00
G-04614	DPS Printing	Supplies	212.00
G-04615	Catering By Finley, Inc.	Programming Activities	350.00
G-04616	Una Belle Townsend	Programming Activities	100.00
G-04617	Blackstone Audio Books	Materials	150.00
G-04618	Random House, Inc	Materials	1,340.00
G-04619	Scott's Printing & Copying	Printing	429.80
		Printing	435.80
		Printing	565.47
G-04620	Brilliance Corporation	Materials	1,013.52
G-04621	Ingram Library Service	Materials	1,473.10
G-04622	James E. Garling	Programming Activities	150.00

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Number	Vendor/Payee	Purpose		Amount
G-04623	Audio Editions	Materials	27.39	27.39
G-04624	Lakeshore Learning Materials	Programming Supplies	137.77	137.77
G-04625	Ingram Library Service	Materials	686.09	
		Materials	95.59	781.68
G-04626	Town of Luther	Water & Garbage	44.25	44.25
G-04627	Center Point Large Print	Materials	40.74	40.74
G-04628	Anita Roesler	Mileage	64.64	64.64
G-04629	Evans Hardware	Maintenance of Facilities	16.59	16.59
G-04630	Jeffrey J. Crawford	Security Services	437.50	437.50
G-04631	John Mark Dawson	Security Services	81.25	81.25
G-04632	Miguel A. Campos	Security Services	212.50	212.50
G-04633	Michael Corley	Programming Activities	159.00	159.00
G-04634	David Farris	Programming Activities	50.00	50.00
G-04635	Stanley Campbell	Security Services	212.50	212.50
G-04636	OPUBCO Communications Group	Legal Notice Adv.	87.45	87.45
G-04637	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	1,511.82	1,511.82
G-04638	Robin Hocker	Programming Activities	250.00	250.00
G-04639	Bank of Oklahoma	Group Insurance	100.00	100.00
G-04640	BBC Audiobooks America	Materials	278.39	278.39
G-04641	Darleen Bailey Beard, Inc.	Programming Activities	200.00	200.00
G-04642	The State Chamber	Memberships	379.00	379.00
G-04643	City of Harrah	Water & Garbage	49.74	49.74
G-04644	Office Depot Credit Plan	Supplies	38.97	38.97
G-04645	Baker & Taylor Books	Materials	1,792.22	1,792.22
G-04646	Baker & Taylor Entertainment	Materials	2,416.19	
		Materials	71.05	2,487.24
G-04647	Metropolitan Library System	Grp Med/Dtl Ins Prem-June	82,938.89	82,938.89
G-04648	Love and Logic Institute	Materials	227.96	227.96
G-04649	Star Lighting	Maintenance of Facilities	227.44	227.44
G-04650	John Utley	Telephone Services	35.00	35.00
G-04651	Cintas Corp.	Maintenance of Facilities	355.00	355.00
G-04652	York International Corp.	Maintenance of Facilities	177.00	177.00
G-04653	Lesli Jones	Library-Related Services	250.00	
		Library-Related Services	115.00	365.00
G-04654	OKC Philharmonic Orchestra	Programming Activities	200.00	200.00
G-04655	AT&T	Telephone Services	58.55	58.55
G-04656	Timothy D Fisher	Other Commodities	53.43	53.43
G-04657	Securitas Security USA, Inc.	Security Services	6,417.33	6,417.33
G-04658	Oklahoma Business Forms	Equipment	5,325.00	5,325.00
G-04659	Baker & Taylor Books	Materials	1,235.09	
		Materials	1,779.55	
		Materials	1,304.34	
		Materials	4,088.06	
		Materials	1,699.35	
		Materials	9,697.06	
		Materials	1,324.37	21,127.82
G-04660	Baker & Taylor Books	Materials	2,753.59	
		Materials	5,518.09	8,271.68
G-04661	Baker & Taylor Books	Materials	2,984.77	2,984.77
G-04662	Christine Bassett	Mileage	3.28	3.28
G-04663	COTPA	Staff Parking	2,944.00	
		Staff Parking	2,116.00	

** Continued **

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-04663	COTPA	Staff Parking	4,048.00	9,108.00
G-04664	Midwest Single Source, Inc.	Programming Supplies	15,300.00	
		Supplies	289.90	15,589.90
G-04665	Teresa Matthews	Programming Activities	71.81	71.81
G-04666	Stephen A. Kendall	Programming Activities	75.00	
		Programming Activities	50.00	125.00
G-04667	James E. Powell	Construction	1,580.00	1,580.00
G-04668	Terrie Thomas	Mileage	18.43	18.43
G-04669	Carol Cook	Mileage	11.62	11.62
G-04670	Joshua Pershica	Security Services	600.00	600.00
G-04671	J. D. Thompson & Associates	Maintenance of Facilities	438.88	438.88
G-04672	Alonzo Rivera	Security Services	150.00	150.00
G-04673	Bank of Oklahoma	Payroll Transmittal-Chks	37,761.63	
		Payroll Transmittal-Chks	18,244.23	
		Payroll Transmittal-Chks	165.00	56,170.86
G-04674	Bank of Oklahoma	Federal Withholding Tax	38,470.60	
		Federal Withholding Tax	2,517.00	40,987.60
G-04675	Oklahoma Tax Commission	State Withholding Tax	13,367.00	
		State Withholding Tax	838.50	14,205.50
G-04676	Mun. Employees Credit Union	Employee Cr Union Deducts	11,307.33	
		Employee Cr Union Deducts	167.50	11,474.83
G-04677	United Way of Central Oklahoma	Employee Deductions	412.74	412.74
G-04678	Bank of America	Payroll Transmittal-DDep	204,602.96	
		Payroll Transmittal-DDep	24,886.14	
		Payroll Transmittal-DDep	1,155.00	230,644.10
G-04679	Nationwide Retirement Solution	Employee Deductions	7,797.92	7,797.92
G-04680	Transamerica Worksite Mrktg.	Employee Deductions	535.50	535.50
G-04681	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,927.76	4,927.76
G-04682	Bank of Oklahoma	Employee Flexplan Deposit	19,542.70	19,542.70
G-04683	Bank of Oklahoma	Employee Soc/Sec Deposits	22,405.19	
		Employee Soc/Sec Deposits	3,132.08	
		Employee Medicare Deposit	5,239.92	
		Employee Medicare Deposit	732.51	
		Employer Soc/Sec Deposits	25,537.34	
		Employer Medicare Deposit	5,972.44	63,019.48
G-04684	MassMutual Financial Group	Employee Contrib -- DC PI	11,488.84	11,488.84
G-04685	Love, Beal & Nixon, P.C.	Employee Deductions	315.17	315.17
G-04686	Vision Service Plan of	Grp Vision Ins Prem-June	2,246.48	2,246.48
G-04687	ODHS Oklahoma Centralized	Employee Deductions	217.73	217.73
G-04688	Administrative Systems, Inc.	Employee Deductions	1,203.80	1,203.80
G-04689	City of Midwest City, Inc.	Water & Garbage Services	251.36	251.36
G-04690	Bradford Industrial Suppl Corp	Maintenance of Facilities	52.66	
		Maintenance of Facilities	14.33	66.99
G-04691	O G & E	Electrical Services	13,948.80	
		Electrical Services	6,204.22	20,153.02
G-04692	Oklahoma Natural Gas Co.	Gas Services	1,071.04	1,071.04
G-04693	City of Oklahoma City	Water & Garbage Services	1,039.75	1,039.75
G-04694	Brodart, Inc.	Supplies	267.76	
		Supplies	26.86	294.62
G-04695	Southwestern Stationery and	Supplies	29.44	
		Printing	5,886.00	
	** Continued **			

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-04695	Southwestern Stationery and	Printing	1,450.00	7,365.44
G-04696	Borders Group, Inc.	Programming Activities	1,125.27	1,125.27
G-04697	Emsco Electric Supply	Maintenance of Facilities	358.43	358.43
G-04698	Gaylord Bros.	Programming Supplies	384.37	384.37
G-04699	Gale Research	Materials	2,543.10	2,543.10
G-04700	Highsmith Co., Inc.	Supplies	420.38	420.38
G-04701	Tina Clark	Programming Activities	450.00	450.00
G-04702	Standard Printing Co., Inc.	Supplies	474.90	474.90
G-04703	Baker & Taylor Books	Materials	237.60	237.60
G-04704	Donna Morris	Telephone Services	50.00	
		Telephone Services	50.00	100.00
G-04705	U.S. Postal Service	Postage	15,000.00	15,000.00
G-04706	Charles S. Isaacs	Mileage	45.96	45.96
G-04707	American Library Assoc.	Programming Supplies	85.80	85.80
G-04708	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-04709	Barbara Beasley	Mileage	8.08	8.08
G-04710	Facts On File, Inc.	Materials	8,998.92	8,998.92
G-04711	Recorded Books, LLC	Materials	184.95	184.95
G-04712	Johnstone Supply	Maintenance of Facilities	214.03	
		Maintenance of Facilities	4.91	218.94
G-04713	ConocoPhillips Fleet	Gasoline	86.24	86.24
G-04714	Instructional Video, Inc.	Materials	367.60	367.60
G-04715	Gale Group	Materials	153.36	153.36
G-04716	Anne G. Fischer	Mileage	84.59	
		Other Commodities	132.00	216.59
G-04717	Copelin's Office Center	Programming Activities	28.48	
		Supplies	295.50	323.98
G-04718	Walter Wayne McEvilly	Programming Activities	200.00	200.00
G-04719	Oklahoma Tax Commission	Professional Services	20.00	20.00
G-04720	National Learning Corporation	Materials	2,234.77	2,234.77
G-04721	Janet Brooks	Mileage	54.79	54.79
G-04722	INTEGRIS Corporate Assistance	Professional Services	844.00	844.00
G-04723	Liberty Flags Inc.	Supplies	144.00	
		Supplies	196.50	340.50
G-04724	Jonathan Willis	Mileage	17.68	17.68
G-04725	Melanie Levick	Mileage	10.10	10.10
G-04726	Random House, Inc	Materials	2,224.80	2,224.80
G-04727	A T & T Mobility	Telephone Services	87.01	87.01
G-04728	RSPT LLC	Materials	100.48	100.48
G-04729	Ingram Library Service	Materials	2,060.69	2,060.69
G-04730	Julia Ballou	Mileage	5.56	5.56
G-04731	Audio Editions	Materials	287.64	287.64
G-04732	Lakeshore Learning Materials	Programming Activities	139.93	139.93
G-04733	Digital Library Reserve, Inc	Materials	5,858.35	5,858.35
G-04734	FedEx Kinko's Print Services	Supplies	16.09	
		Programming Activities	50.98	
		Supplies	568.54	635.61
G-04735	Oklahoma Center for the Book	Library-Related Services	140.00	
		Memberships	35.00	175.00
G-04736	Porch School Supply	Programming Activities	555.57	555.57
G-04737	Oklahoma City Zoo Educ. Dept.	Programming Activities	150.00	150.00

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Number	Vendor/Payee	Purpose		Amount
G-04738	Sam Richards	Professional Services	300.00	300.00
G-04739	Matthew Cotter	Mileage	43.94	43.94
G-04740	Elizabeth L. Wilson	Mileage	9.60	9.60
G-04741	Ingram Library Service	Materials	1,099.21	1,099.21
G-04742	Tandem Library Group	Materials	33.54	33.54
G-04743	Frances V. Harbert	Mileage	7.47	7.47
G-04744	Center Point Large Print	Materials	593.07	593.07
G-04745	Landon Holman	Mileage	23.99	23.99
G-04746	Mae Dean Erb	Programming Activities	224.70	224.70
G-04747	Anita Roesler	Mileage	92.11	92.11
G-04748	Cox Media Oklahoma City	Library-Related Services	150.00	150.00
G-04749	Pauline Rodriguez-Atkins	Other Commodities	154.00	154.00
G-04750	Displays 2 Go	Programming Supplies	456.21	456.21
G-04751	Steve's Wholesale Distributors	Maintenance of Facilities	11.35	
		Maintenance of Facilities	19.79	
		Maintenance of Facilities	30.53	
		Maintenance of Facilities	16.98	78.65
G-04752	American Benefit Systems, Inc.	Professional Services	1,252.13	1,252.13
G-04753	OPUBCO Communications Group	Legal Notice Adv.	64.55	
		Publications	135.20	199.75
G-04754	Better Containers	Programming Supplies	229.59	229.59
G-04755	OPHRA	Professional Services	65.00	65.00
G-04756	Kevin Colwell	Mileage	10.10	10.10
G-04757	Priscilla A. Russell	Programming	100.00	
		Programming Activities	100.00	200.00
G-04758	Amazon/GE Money Bank	Supplies	132.47	132.47
G-04759	Crowe & Dunlevy	Professional Services	135.00	135.00
G-04760	City of Choctaw	Water & Garbage Services	71.59	71.59
G-04761	Fariba Williams	Programming Activities	103.46	103.46
G-04762	Office Depot Credit Plan	Supplies	167.32	167.32
G-04763	Todd Olberding	Telephone Services	37.31	37.31
G-04764	Roy Ballou	Mileage	84.84	84.84
G-04765	Baker & Taylor Books	Materials	2,403.36	2,403.36
G-04766	Cox Communications, Inc.	Telephone Services	2,037.11	
		Telephone Services	1,860.84	3,897.95
G-04767	Upstate Networks, Inc.	Equipment	5,620.44	5,620.44
G-04768	Christy O'Brien	Mileage	2.53	2.53
G-04769	Baker & Taylor Entertainment	Materials	4,401.01	4,401.01
G-04770	Manpower, Inc.	Wages- Part Time	4,481.95	4,481.95
G-04771	Arts Council of Oklahoma City	Programming Activities	6,025.00	6,025.00
G-04772	FBD Consulting, Inc.	Professional Services	310.00	310.00
G-04773	Garcia Tire Service, Inc.	Maintenance of Facilities	499.80	499.80
G-04774	Imagination Promotional Group	Printing	2,394.32	2,394.32
G-04775	Carrier North	Maintenance of Facilities	400.30	400.30
G-04776	Allied Waste Services #060	Water & Garbage	574.30	574.30
G-04777	Pamela Buchanan	Mileage	24.75	24.75
G-04778	Bryan Dahlvang	Programming Activities	300.00	300.00
G-04779	Teaching Company	Materials	79.95	79.95
G-04780	Star Lighting	Maintenance of Facilities	11.20	
		Maintenance Supplies	223.50	234.70
G-04781	John Utley	Mileage	21.21	21.21
G-04782	Melissa Weathers	Mileage	11.62	11.62

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Number	Vendor/Payee	Purpose		Amount
G-04783	Kelley Hoffman	Mileage	7.98	7.98
G-04784	Postal Customer Council	Other Commodities	18.50	18.50
G-04785	Cox Communications, Inc.	Telephone Service - May	822.22	822.22
G-04786	Baker & Taylor Books	Materials	695.89	
		Materials	1,309.00	
		Materials	2,877.88	
		Materials	2,747.10	
		Materials	6,538.57	
		Materials	3,243.62	17,412.06
G-04787	Baker & Taylor Books	Materials	1,996.07	
		Materials	2,558.94	4,555.01
G-04788	Baker & Taylor Books	Materials	540.17	540.17
G-04789	Emily Williams	Mileage	52.57	52.57
G-04790	Karen Zanfardino, M.S.	Programming Activities	85.00	85.00
G-04791	Maria Y. Bozarth	Programming Activities	250.00	250.00
G-04792	Scholastic Book Fairs	Programming Supplies	599.75	599.75
G-04793	Kiona Millirons	Programming Activities	400.00	400.00
G-04794	R. Justin Herwig	Mileage	79.03	79.03
G-04795	Monique M. Bruner	Programming Activities	250.00	250.00
G-04796	National Auto Accessories	Vehicles	178.00	178.00
G-04797	Susan G. Brown	Programming Activities	50.00	50.00
G-04798	Wayne Stein	Programming Activities	100.00	100.00
G-04799	Sue Tarr	Programming Activities	200.00	200.00
G-04800	City Treasurer's Office	Library-Related Services	62.44	62.44
G-04801	EBSCO Subscription Services	Materials	19,803.00	19,803.00
G-04802	Baker & Taylor Books	Materials	1,236.08	1,236.08
G-04803	The McGraw - Hill Companies	Materials	7,120.45	7,120.45
G-04804	Hal Leonard Publishing	Materials	27.92	27.92
G-04805	Library Video Co.	Materials	1,999.59	1,999.59
G-04806	Random House, Inc	Materials	1,560.00	1,560.00
G-04807	Ingram Library Service	Materials	1,096.42	1,096.42
G-04808	Audio Editions	Materials	355.68	355.68
G-04809	Digital Library Reserve, Inc	Materials	546.70	546.70
G-04810	ACCU Weather, Inc.	Materials	9,728.00	9,728.00
G-04811	Ingram Library Service	Materials	798.88	798.88
G-04812	Tandem Library Group	Materials	293.37	293.37
G-04813	Center Point Large Print	Materials	1,037.04	1,037.04
G-04814	Baker & Taylor, Inc.	Materials	4,790.00	4,790.00
G-04815	Maverick Books	Materials	271.87	271.87
G-04816	Baker & Taylor Books	Materials	1,165.84	1,165.84
G-04817	Baker & Taylor Entertainment	Materials	1,424.09	1,424.09
G-04818	Baker & Taylor Books	Materials	1,291.16	
		Materials	2,038.17	
		Materials	2,293.01	
		Materials	2,550.04	
		Materials	6,439.62	
		Materials	6,166.36	
		Materials	3,434.49	
		Materials	10,361.92	34,574.77
G-04819	Baker & Taylor Books	Materials	1,708.15	
		Materials	2,809.49	
		Materials	2,987.89	7,505.53

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Number	Vendor/Payee	Purpose		Amount
G-04820	Baker & Taylor Books	Materials	461.65	461.65
G-04821	Baker & Taylor Entertainment	Materials	44.80	44.80
G-04822	Bank of Oklahoma	Payroll Transmittal-Chks	39,449.74	
		Payroll Transmittal-Chks	24,492.72	63,942.46
G-04823	Bank of Oklahoma	Federal Withholding Tax	39,929.60	
		Federal Withholding Tax	3,275.00	43,204.60
G-04824	Oklahoma Tax Commission	State Withholding Tax	13,928.00	
		State Withholding Tax	1,053.50	14,981.50
G-04826	United Way of Central Oklahoma	Employee Deductions	412.74	412.74
G-04827	Bank of America	Payroll Transmittal-DDep	209,560.61	
		Payroll Transmittal-DDep	27,422.81	236,983.42
G-04828	Nationwide Retirement Solution	Employee Deductions	7,797.92	7,797.92
G-04829	Transamerica Worksite Mrktg.	Employee Deductions	520.68	520.68
G-04830	Metro Library Sys Pension Trst	Employee Contrib -- DB Pl	4,898.56	4,898.56
G-04831	Bank of Oklahoma	Employee Flexplan Deposit	9,021.28	9,021.28
G-04832	Bank of Oklahoma	Employee Soc/Sec Deposits	22,905.45	
		Employee Soc/Sec Deposits	3,787.22	
		Employee Medicare Deposit	5,356.94	
		Employee Medicare Deposit	885.65	
		Employer Soc/Sec Deposits	26,692.58	
		Employer Medicare Deposit	6,242.67	65,870.51
G-04833	MassMutual Financial Group	Employee Contrib -- DC Pl	11,432.73	
		Employer Contrib -- DC Pl	21,020.02	32,452.75
G-04834	Love, Beal & Nixon, P.C.	Employee Deductions	266.82	266.82
G-04835	ODHS Oklahoma Centralized	Employee Deductions	217.73	217.73
G-04836	Administrative Systems, Inc.	Employee Deductions	1,169.98	1,169.98
G-04837	Mun. Employees Credit Union	Employees Cr Union Deduct	167.50	
		Employee Cr Union Deducts	11,427.33	11,594.83
G-04838	JoNita Normore	Refund Cr Union Deduct	167.00	167.00
G-04839	O G & E	Electrical Services	12,348.73	12,348.73
G-04840	Oklahoma Natural Gas Co.	Gas Services	98.86	
		Gas Services	604.84	703.70
G-04841	City of the Village	Water & Garbage Services	80.98	80.98
G-04842	Brodart, Inc.	Supplies	2,822.40	2,822.40
G-04843	Locke Supply Co.	Maintenance of Facilities	281.58	
		Maintenance of Facilities	18.27	
		Maintenance of Facilities	27.18	
		Maintenance of Facilities	31.04	
		Maintenance of Facilities	52.07	
		Maintenance of Facilities	44.40	454.54
G-04844	Demco	Supplies	564.46	
		Programming Supplies	38.07	
		Programming Supplies	41.50	
		Supplies	133.28	777.31
G-04845	MASSCO Maintenance Supply Co.	Maintenance Supplies	361.60	361.60
G-04846	Gaylord Bros.	Supplies	31.41	31.41
G-04847	Hewlett-Packard Co.	Automation Contractual	12,834.00	12,834.00
G-04848	AT&T	Telephone Services	966.68	
		Telephone Services	768.45	
		Telephone Services	328.68	2,063.81
G-04849	City of Edmond	Electrical Services	3,905.51	3,905.51
G-04850	Alma L. Brown	Travel Expenses	61.61	61.61

General Fund F.Y. 07-08

Warrant Register

June 2008

Number	Vendor/Payee	Purpose		Amount
G-04851	Oklahoma Historical Society	Susbsriptions	40.00	40.00
G-04852	U.S. Postal Service	Postage	180.00	180.00
G-04853	Spence & Associates, Inc	Library-Related Services	1,900.00	
		Library-Related Services	150.00	
		Library-Related Services	675.00	
		Library-Related Services	1,900.00	4,625.00
G-04854	Mid-west Landscape, LLC	Maintenance of Facilities	1,785.00	
		Maintenance of Facilities	1,735.00	3,520.00
G-04855	Charles S. Isaacs	Telephone Services	35.00	35.00
G-04856	United Refrigeration, Inc.	Maintenance of Facilities	366.45	366.45
G-04857	Urban Libraries Council	Professional Services	150.00	150.00
G-04858	Anne G. Fischer	Telephone Services	50.00	50.00
G-04859	Fast Signs	Printing	2,345.68	
		Printing	2,345.68	4,691.36
G-04860	Friday	Subscriptions	25.00	25.00
G-04861	Spaces, Inc.	Furniture	9,804.00	9,804.00
G-04862	Full Circle Bookstore	Programming Activities	128.47	
		Programming Activities	433.95	
		Programming Activities	269.16	831.58
G-04863	Amigos Library Services	Network Catalog Services	6,700.00	6,700.00
G-04864	Oklahoma Air Filter	Maintenance of Facilities	200.16	200.16
G-04865	Downtown College Consortium	Professional Services	70.00	70.00
G-04866	Metrocall Wireless	Telephone Services	60.09	60.09
G-04867	AT&T	Telephone Services	893.75	893.75
G-04868	Kristin Williamson	Programming Activities	97.57	
		Professional Services	450.00	
		Programming Activities	70.79	618.36
G-04869	Oklahoma Gazette	Library-Related Services	1,482.80	1,482.80
G-04870	Scott's Printing & Copying	Printing	1,261.42	
		Printing	719.50	
		Printing	137.45	2,118.37
G-04871	XPEDX	Supplies	1,140.06	1,140.06
G-04872	James E. Nimmo	Transportation	120.00	120.00
G-04873	Lynda G. Bahr	Supplies	57.35	57.35
G-04874	FedEx Kinko's Print Services	Supplies	88.49	88.49
G-04875	Oklahoma County Newspapers	Subscriptions	54.00	54.00
G-04876	Fuelman	Gasoline	4,047.07	4,047.07
G-04877	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	87.00	87.00
G-04878	Barnes & Noble, Inc.	Programming Activities	2,667.10	
		Programming Activities	568.69	3,235.79
G-04879	Kay L. Bauman	Mileage	47.72	47.72
G-04880	Jimmy Welch	Telephone Services	50.00	50.00
G-04881	Jeffrey J. Crawford	Security Services	437.50	437.50
G-04882	John Mark Dawson	Security Service	300.00	300.00
G-04883	Miguel A. Campos	Security Services	212.50	212.50
G-04884	Jurden Brown, Jr.	Security Services	325.00	325.00
G-04885	Deborah Willis	Mileage	11.11	11.11
G-04886	Stanley Campbell	Security Service	212.50	212.50
G-04887	Kaeser and Blair Inc.	Programming Activities	255.95	255.95
G-04888	Bank of America	Library-Related Services	173.23	173.23
G-04889	Oklahoma Center for Nonprofits	Memberships	500.00	500.00
G-04890	Science Museum Oklahoma	Programming Activities	100.00	

** Continued **

General Fund F.Y. 07-08

Warrant Register

June 2008

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-04890	Science Museum Oklahoma	Programming Activities	900.00	
		Programming Activities	150.00	1,150.00
G-04891	American Solutions	Supplies	9,305.73	9,305.73
G-04892	Dean Johnson	Programming Activities	200.00	200.00
G-04893	Meyer, Scherer & Rockcastle, Lt	Professional Services	134.88	
		Professional Services	1.65	136.53
G-04894	City of Edmond	Water & Garbage Services	325.85	325.85
G-04895	Fariba Williams	Mileage	29.80	29.80
G-04896	Producers Playhouse	Library-Related Services	211.00	211.00
G-04897	Upstate Networks, Inc.	Computer Equipment	468.37	
		Computer Maintenance	1,356.02	1,824.39
G-04898	Commercial Card Solutions	Supplies	55.80	
		Other Commodities	50.00	
		Supplies	22.90	
		Postage	85.00	
		Supplies	61.32	
		Telephone Services	69.82	
		Programming Supplies	39.91	
		Programming Supplies	139.85	
		Professional Services	186.50	
		Registration	60.00	
		Telephone Services	86.04	
		Furniture	885.00	
		Programming Supplies	109.20	
		Fixtures	102.66	
		Programming Supplies	549.99	
		Supplies	66.78	
		Professional Services	20.00	
		Professional Services	25.00	2,615.77
G-04899	Walmart Community	Programming Activities	59.64	59.64
G-04900	MetroFamily Magazine	Library-Related Services	1,170.00	1,170.00
G-04901	Commercial Card Solutions	Professional Services	25.00	
		Books & Materials	311.33	
		Books & Materials	145.14	
		Books & Materials	138.89	
		Books & Materials	135.12	
		Books & Materials	554.70	
		Books & Materials	275.90	1,586.08
G-04902	Preston Bell	Transportation	40.00	40.00
G-04903	Danny Gordon	Programming Activities	230.00	230.00
G-04904	Reef Shop Warehouse	Maintenance of Facilities	101.97	101.97
G-04905	Glover-Smith-Bode, Inc	Capital Projects	167.50	167.50
G-04906	Imagination Promotional Group	Professional Services	717.36	717.36
G-04907	Evelyn Carol Gilbert	Mileage	53.90	53.90
G-04908	D.C.T. Enterprises of Oklahoma	Programming Activities	51.91	51.91
G-04909	Pamela Buchanan	Telephone Services	35.00	35.00
G-04910	Donna Morris	Parking & Transportation	450.00	450.00
G-04911	Phillip M. Mitchell	Programming Activities	600.00	600.00
G-04912	Lesli Jones	Library-Related Services	140.00	140.00
G-04913	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00	210.00
G-04914	OKC Philharmonic Orchestra	Programming Activities	200.00	200.00

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Warrant Register

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Number	Vendor/Payee	Purpose		Amount
G-04915	Securitas Security USA, Inc.	Security Services	6,359.89	
		Security Services	5,269.35	11,629.24
G-04916	Laura Schaller	Programming Activities	100.00	100.00
G-04917	Kone Inc	Maintenance of Facilities	975.00	975.00
G-04918	Lloyd Lovely	Mileage	33.33	33.33
G-04919	William F Comstock, P.C.	Professional Services	2,750.82	2,750.82
G-04920	Angela Wall	Programming Activities	60.00	60.00
G-04921	Erika Sterling	Maintenance of Facilities	120.00	120.00
G-04922	Cheryl Coleman	Mileage	15.66	15.66
G-04923	Trigen-OKC Energy Corporation	Engery Services	15,270.41	15,270.41
G-04924	Midwest Single Source, Inc.	Supplies	26.28	
		SUPPLIES	16.98	
		Supplies	13.97	57.23
G-04925	Christopher Carroll	Mileage	15.99	15.99
G-04926	John Sing	Repair of Facilities	250.00	250.00
G-04927	Dan Holman	Telephone Services	38.88	
		Mileage	44.44	83.32
G-04928	Joshua Pershica	Security Services	600.00	600.00
G-04929	Fitz Jennings	Programming Activities	900.00	900.00
G-04930	Hatch	Programming Supplies	132.02	132.02
G-04931	Thomas McLain	Programming Activities	250.00	250.00
G-04932	Thomas B. Horne	Capital Projects	4,437.33	4,437.33
G-04933	E.T. Bar-B-Q	Programming Activities	399.60	399.60
G-04934	Donna Morris	Other Commodities	77.00	
		Other Commodities	364.93	441.93
G-04935	Bradford Industrial Suppl Corp	Maintenance of Facilities	354.84	
		Maintenance of Facilities	20.28	375.12
G-04936	O G & E	Electrical Services	144.41	144.41
G-04937	Oklahoma Natural Gas Co.	Gas Services	75.93	75.93
G-04938	City of Bethany	Water & Garbage Services	150.80	150.80
G-04939	City of Oklahoma City	Water & Garbage Services	1,292.69	1,292.69
G-04940	Southwestern Stationery and	Printing	560.00	
		Supplies	1,956.02	2,516.02
G-04941	Borders Group, Inc.	Programming Activities	550.74	
		Programming Activities	122.18	672.92
G-04942	Locke Supply Co.	Maintenance of Facilities	50.31	50.31
G-04943	Dagwell Dixie Inc	Maintenance of Facilities	16.06	16.06
G-04944	Forest Building Materials	Maintenance of Facilities	126.99	126.99
G-04945	Demco	Supplies	2,031.00	2,031.00
G-04946	EBSCO Subscription Services	Materials	12,000.00	12,000.00
G-04947	Gale Research	Materials	5,335.27	5,335.27
G-04948	Highsmith Co., Inc.	Programming Supplies	248.54	248.54
G-04949	Alma L. Brown	Programming Activities	154.45	154.45
G-04950	Oklahoma Historical Society	Materials	165.45	165.45
G-04951	Standard Printing Co., Inc.	Printing	1,360.00	
		Printing	3,300.00	
		Printing	1,250.00	5,910.00
G-04952	Baker & Taylor Books	Materials	1,780.59	1,780.59
G-04953	Susie Beasley	Supplies	44.50	
		Programming	70.70	115.20
G-04954	American Library Assoc.	Programming Supplies	67.95	
		ProgrammingSupplies	291.60	359.55

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Number	Vendor/Payee	Purpose		Amount
G-04955	Oklahoma Opry, LLC	Programming Activities	150.00	
		Programming Activities	150.00	300.00
G-04956	Keystone Tape & Label, Inc.	Printing	524.05	
		Printing	1,417.27	1,941.32
G-04957	United Refrigeration, Inc.	Maintenance of Facilities	3,175.84	
		Maintenance of Facilities	18.98	
		Maintenance of Facilities	23.70	
		Maintenance of Facilities	59.59	3,278.11
G-04958	WCA Waste Corporation	Maintenance of Facilities	27.16	27.16
G-04959	Ronna Davis	Programming Activities	50.87	50.87
G-04960	Recorded Books, LLC	Materials	13.90	13.90
G-04961	Johnstone Supply	Maintenance of Facilities	58.68	
		Maintenance of Facilities	74.71	
		Maintenance of Facilities	29.34	162.73
G-04962	Southwest Trailers & Equipment	Vehilce Parts & Repairs	237.51	237.51
G-04963	Arphax Publishing Co	Materials	47.10	47.10
G-04964	Bill Veazey's Party Store	Supplies	83.60	83.60
G-04965	Gale Group	Materials	2,667.51	2,667.51
G-04966	Staples Business Advantage	Supplies	40.22	
		Supplies	35.31	
		Supplies	111.93	
		Supplies	40.56	228.02
G-04967	JoNita Normore	Mileage	10.10	10.10
G-04968	Copelin's Office Center	Supplies	6.89	6.89
G-04969	School of Metaphysics	Programming Activities	50.00	50.00
G-04970	Full Circle Bookstore	Materials	87.20	87.20
G-04971	Great American Glass & Tinting	Maintenance of Facilities	330.00	330.00
G-04972	Jonathan Willis	Telephone Services	35.00	35.00
G-04973	Joyce McCauley Johnson	Mileage	28.18	28.18
G-04974	Oklahoma Gazette	Library-Related Services	1,061.60	1,061.60
G-04975	Random House, Inc	Materials	663.57	663.57
G-04976	Scott's Printing & Copying	Printing	682.34	
		Printing	686.07	
		Printing	284.09	1,652.50
G-04977	Little River Zoo	Programming Activities	150.00	150.00
G-04978	Printing Equipment Inc.	Supplies	108.50	108.50
G-04979	Ingram Library Service	Materials	1,211.44	1,211.44
G-04980	OKC Business	=Subscriptions	39.00	39.00
G-04981	Audio Editions	Materials	47.90	47.90
G-04982	Digital Library Reserve, Inc	Materials	1,041.65	1,041.65
G-04983	Scovil & Sides Hardware Co.	Maintenance of Facilities	2,061.00	2,061.00
G-04984	Chickasaw Telecom, Inc.	Maintenance Agreements	1,767.00	1,767.00
G-04985	Sam Richards	Travel Expenses	120.19	
		Professional Services	75.00	195.19
G-04986	Stone Computer & Copier	Supplies	5,192.50	5,192.50
G-04987	Ingram Library Service	Materials	32.26	32.26
G-04988	Tandem Library Group	Materials	26.16	26.16
G-04989	Voss Lighting	Maintenance of Facilities	457.21	457.21
G-04990	Jana Hausburg	Mileage	31.31	31.31
G-04991	Barnes & Noble, Inc.	Materials	1,138.92	1,138.92
G-04992	Center Point Large Print	Materials	648.81	648.81
G-04993	H. Joan Shelton	Programming Activities	102.66	102.66

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Warrant Register

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Number	Vendor/Payee	Purpose	Amount
G-04994	Evans Hardware	Maintenance of Facilities	15.88
		Maintenance of Facilities	68.03
		Maintenance of Facilities	13.38
G-04995	Displays 2 Go	Programming Supplies	2,202.21
G-04996	Southwest Paper - OKC	Maintenance Supplies	7,440.80
G-04997	Quill Corporation	Supplies	158.84
G-04998	Heidi Johnson	OPther Commodities	70.46
G-04999	Sharon A. Nolan	Programming Activities	194.00
		Other Commodities	61.58
G-05000	Oklahoma Center for Nonprofits	Professional Services	140.00
G-05001	Postmaster	Postage for Permit	2,500.00
G-05002	Novalco, Inc	Maintenance of Facilities	596.70
G-05003	HF Group, LLC	Book Repairs & Bindings	910.24
		Book Repairs & Bindings	343.60
G-05004	Rhodes, Hieronymus, Jones	Professional Services	87.70
G-05005	Info USA Marketing, Inc.	Materials	20,475.00
G-05006	Oklahoma Press Service	Library-Related Services	147.02
G-05007	John Wood	Telephone Services	50.00
G-05008	Office Depot Credit Plan	Supplies	185.91
		Supplies	51.12
G-05009	Baker & Taylor Books	Materials	1,853.64
G-05010	Baker & Taylor Entertainment	Materials	1,340.37
G-05011	Daniel Fields	Programming Activities	101.18
		Programming Activities	81.28
		Programming Activities	54.87
		Programming Activities	24.59
		Programming Activities	13.44
G-05012	LaVetta Kinsey Dent	Mileage	44.44
G-05013	Walmart Community	Supplies	288.18
		Safety Supplies	280.88
G-05014	Kimberly A Terry	Mileage	67.37
		Telephone Services	105.00
G-05015	Bryan Dahlvang	Programming Activities	450.00
G-05016	KMGL	Library-Related Services	1,215.00
G-05017	ESS	Automation Contractual	488.00
G-05018	Susan H. Wood	Programming Activities	250.00
		Programming Activities	100.00
G-05019	Lesli Jones	Library-Related Services	65.00
G-05020	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00
G-05021	Cheryll Smith	Programming Activities	202.52
G-05022	Securitas Security USA, Inc.	Security Services	6,394.34
G-05023	Baker & Taylor Books	Materials	565.16
		Materials	1,492.37
		Materials	4,039.87
		Materials	4,122.84
		Materials	3,701.90
		Materials	8,959.51
		Materials	1,476.20
G-05024	Baker & Taylor Books	Materials	1,295.88
		Materials	5,189.70
		Materials	12,153.44
G-05025	Baker & Taylor Books	Materials	1,071.79

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Number	Vendor/Payee	Purpose		Amount
G-05026	Laura Schaller	Programming Activities	100.00	100.00
G-05027	Maria Watkins	Mileage	10.10	10.10
G-05028	Patrick Williams	Professional Services	300.00	
		Other Commodities	121.00	421.00
G-05029	COTPA	Parking	500.00	500.00
G-05030	Midwest Single Source, Inc.	Postage	46.89	
		Supplies	83.31	
		Supplies	38.60	168.80
G-05031	Kiona Millirons	Programming Activiites	500.00	500.00
G-05032	Joe H Shelton	Mileage	17.93	17.93
G-05033	H I S Paints	Maintenance of Facilities	229.74	229.74
G-05034	Baker & Taylor Entertainment	Materials	108.65	108.65
G-05035	Gregory Rodgers	Programming Activities	150.00	150.00
G-05036	Forty-Sixth Star Press	Materials	299.25	299.25
G-05037	Myriad Botanical Gardens	Programming Activities	63.08	63.08
G-05038	Value Line	Materials	17,000.00	17,000.00
G-05039	Strategy Architects, LLC	Printing	3,998.65	3,998.65
Total of FY 07-08 Warrants Issued				\$ 1,746,108.09

Special Funds

Warrant Register

June 2008

Number	Vendor/Payee	Purpose		Amount
S-13828	Sharon A. Nolan	Lost & Paid Book Returned	24.95	24.95
S-13829	Teaching Company	Materials	10.00	10.00
S-13830	Christina G. Keeling	Lost & Paid Book Returned	3.00	3.00
S-13831	Lisa D. Charlton	Lost & Paid Book Returned	3.00	3.00
S-13832	Sharon L. Powers	Lost & Paid Book Returned	15.95	15.95
S-13833	Judy D. Bell	Lost & Paid Book Returned	7.99	7.99
S-13834	Chinyere E. Omeke	Lost & Paid Book Returned	3.00	3.00
S-13835	Tehseen Fazili	Lost & Paid Book Returned	14.80	14.80
S-13836	Shirley E. Custard	Lost & Paid Book Returned	3.00	3.00
S-13837	Pamela J. Blevins	Lost & Paid Book Returned	3.00	3.00
S-13838	Ashley N. Thomas	Lost & Paid Book Returned	3.00	3.00
S-13839	Elizabeth Macias	Lost & Paid Book Returned	8.29	8.29
S-13840	Rice University	Interlibrary Loan Fees	15.00	15.00
S-13841	Wisconsin Library Services	Interlibrary Loan Fees	20.00	20.00
S-13842	Ad Specialties & More, Ltd.	Programming Supplies	4,950.00	4,950.00
S-13843	Metropolitan Library System	Programming Activites	76.18	76.18
S-13844	Claudia C. Marin	Programming	120.00	120.00
S-13845	Sharon A. Nolan	Lost & Paid Book Returned	23.95	23.95
S-13846	Candelaria Nunez	Lost & Paid Book Returned	5.65	5.65
S-13847	Madison L. Blankenship	Lost & Paid Book Returned	22.10	22.10
S-13849	Nathan Sosa	Lost & Paid Book Returned	3.00	3.00
S-13850	Morgan A. Martinek	Lost & Paid Book Returned	21.00	21.00
S-13851	Brooklyn J. Woodard	Lost & Paid Book Returned	8.05	8.05
S-13852	Dawn C. LaFollette	Lost & Paid Book Returned	3.00	3.00
S-13853	Aaron C. Wilder	Lost & Paid Book Returned	3.00	3.00
S-13854	Marcey L. Blochowiak	Lost & Paid Book Returned	3.00	3.00
S-13855	Amy M. Irwin	Lost & Paid Book Returned	11.95	11.95
S-13856	Jim B. Gibbons	Lost & Paid Book Returned	3.00	3.00
S-13857	Tufts University	Interlibrary Loan Fee	130.00	130.00
S-13858	Metropolitan Library System	Transfer of Fines & Fees	38,000.00	38,000.00
S-13859	First Edition Cafe	Meeting Room Catering	1,267.50	1,267.50
S-13860	Sherry Martin	Meeting Room Cancellation	40.00	40.00
S-13861	BMI Systems Corp.	Copy Fund	107.60	
		Copy Fund	31.62	
		Copy Fund	36.00	
		Copy Fund	292.80	
		Copy Fund	112.70	
		Copy Fund	87.69	
		Copy Fund	78.50	
		Copy Fund	49.33	796.24
S-13862	Barnes & Noble, Inc.	Books	326.24	326.24
S-13863	Maria Y. Bozarth	Programming	50.00	50.00
S-13864	Center Point Large Print	Materials	60.51	60.51
S-13865	Sha L. Buchanan	Lost & Paid Book Returned	15.45	15.45
S-13866	Michele K. Lindley	Lost & Paid Book Returned	3.00	3.00
S-13867	Jennifer S. Lefler	Lost & Paid Book Returned	7.98	7.98
S-13868	Melita L. McGee	Lost & Paid Book Returned	3.00	3.00
S-13869	Doyle A. Burton II	Lost & Paid Book Returned	10.85	10.85
S-13870	Yogananda Tumpudi	Lost & Paid Book Returned	88.90	88.90
S-13871	Allyson N. Muldoon	Lost & Paid Book Returned	19.95	19.95
S-13872	Angela D. Giddens	Lost & Paid Book Returned	8.99	8.99
S-13873	Dana C. Mobly	Lost & Paid Book Returned	4.89	4.89

Special Funds

Warrant Register

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Number	Vendor/Payee	Purpose		Amount
S-13874	Elena V. Allen	Lost & Paid Book Returned	7.30	7.30
S-13875	Shelly D. Ferguson	Lost & Paid Book Returned	3.99	3.99
S-13876	John O. Erickson	Lost & Paid Book Returned	15.00	15.00
S-13877	Jacob D. King	Lost & Paid Book Returned	3.00	3.00
S-13878	Lynae J. Dowdell	Lost & Paid Book Returned	9.99	9.99
S-13879	Annie N. Pappas	Lost & Paid Book Returned	3.00	3.00
S-13880	Penny S. Corbin	Lost & Paid Book Returned	5.85	5.85
S-13881	Commercial Card Solutions	Fines Account	59.95	59.95
S-13882	Standley Systems	Equipment	5,550.00	
		Equipment	5,550.00	
		Equipment	5,550.00	
		Copier Usage	204.40	
		Copier Usage	303.05	17,157.45
S-13883	Ruthie I. Phillips	Lost & Paid Book Returned	3.00	3.00
S-13884	Oklahoma Tax Commission	State Sales Tax-May 2008	76.58	76.58
S-13885	Candelaria Nunez	Lost & Paid Book Returned	6.99	6.99
S-13886	Teresa A. Stotler	Lost & Paid Book Returned	15.95	15.95
S-13887	Baker & Taylor Books	Materials	72.91	72.91
S-13888	John W. Knox	Lost & Paid Book Returned	3.00	3.00
S-13889	Caryl B. Gibbs	Lost & Paid Book Returned	26.95	26.95
S-13890	Debbie M. Walden	Lost & Paid Book Returned	12.00	12.00
S-13891	Jack L. Modlin	Lost & Paid Book Returned	5.85	5.85
S-13892	Elizabeth A. Puffinbarger	Lost & Paid Book Returned	3.95	3.95
S-13893	Betty Wilkinson	Lost & Paid Book Returned	21.00	21.00
S-13894	Karen L. Blackwell	Lost & Paid Book Returned	18.40	18.40
S-13895	Daniel J. Scarsella	Lost & Paid Book Returned	3.00	3.00
S-13896	Alice J. Conceicao	Lost & Paid Book Returned	3.00	3.00
S-13897	Vicki L. Morris	Lost & Paid Book Returned	3.00	3.00
S-13898	Nadja M. Bullis	Lost & Paid Book Returned	9.74	9.74
S-13899	Betty J. Johnson	Lost & Paid Book Returned	3.00	3.00
S-13900	First Edition Cafe	Meeting Room Catering	45.52	45.52
S-13901	Oklahoma Tax Commission	State Sales Tax- May 2008	618.42	618.42
S-13902	Standley Systems	Copier Maintenance	14.30	14.30
S-13903	Amazon/GE Money Bank	Summer Reading Gifts	1,169.91	
		Summer Reading Gifts	1,039.92	2,209.83
S-13904	Tri City Youth & Family Cntr	Programming	400.00	400.00
S-13905	Borders Group, Inc.	Materials	197.18	197.18

Total of Special Funds Warrants Issued \$ 67,261.46

I, Donna Morris, certify that:

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


Donna Morris, Executive Director

7-10-08
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

July 10, 2008
Date

CONTRACT AWARDS AND PURCHASES

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

ITEM A: REMOVABLE ADHESIVE LABELS

Provided for in the annual budget is the request for removable adhesive labels to be placed on Reserve Books. The labels must be easy to remove and leave no residue on the books. Specific adhesive is requested on the removable labels. The Library expects to purchase 1,000,000 labels annually.

Specifications were prepared and bids were let for 18 days. Bids were published for two days in ***The Oklahoman*** (June 17 and 19, 2008). Bid packets were also sent to seven prospective vendors.

A pre-bid conference was held on Thursday, June 26, 2008. One vendor attended.

A public bid opening was conducted Thursday, July 3, 2008. Three vendors responded.

Vendors	Cost per M Labels	Extended Cost
Label Design & Supply	\$23.25	\$23,250.00
Hoffman Graphics	\$24.96	\$24,960.00
Marking Products	\$26.00	\$26,000.00

Hoffman Graphics and Marking Products are located in Oklahoma County. Label Design & Supply is located out of state.

Even with the Local Preference option considered, Label Design & Supply is the best and lowest bidder for the Removable Adhesive Labels.

RECOMMENDATION:

That the Commission award the contract for 1,000,000 Removable Adhesive Labels to Label Designs & Supply in the amount of \$23,250.00. Funding for this purchase is provided for in the FY2008-09 budget, account 303.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM B: CONSTRUCTION OF THE NEW SERVICE CENTER

Provided for in the Fiscal Year 2008-2009 budget is the request for the construction of a new Service Center, which will house the Maintenance Department, Cataloging Department, Technical Processing Department, The Friends of the Library and a general storage area.

The architectural firm of Studio Architecture was hired to design the service center, to prepare specifications, other bid documents, and to oversee the bidding of this construction project.

Construction documents dated June 5, 2008, were prepared and bids were let for 30 days. Requests for Bids were published for three days in ***The Oklahoman*** (June 3, 5 and 10, 2008). Bid documents were also posted at three plan houses in the Oklahoma City area.

A pre-bid conference was held on Thursday, June 22, 2008. Five contractors attended.

A public bid opening was conducted Tuesday, July 1, 2008. Five contractors responded.

Contractors	Completion Days	Base Bid	Alt #1: Use of GE Panel	Alt #2: Stainless Steel Overhead Door	Alt #3: Fire Treated Plywood
Atlas General Contractors	390	\$4,048,000	N/C	\$72,000	\$4,600
Gail Armstrong Construction	435	\$4,230,000	N/C	\$73,800	\$5,800
W.L. McNatt & Company	365	\$4,251,000	N/C	\$73,500	\$7,000
Nashert Constructors	365	\$4,260,000	N/C	\$76,000	\$4,000
Wynn Construction Group	390	\$4,392,000	\$1,000	\$74,000	\$16,000

While Atlas General Contractors' corporate office is located out of Oklahoma County, they do have an Oklahoma City office. The other four contractors are located in Oklahoma County.

Based upon a review of the proposals, Studio Architects and the Library staff recommend the contract be awarded to Atlas General Contractors for the Base Bid, Alternate #1 and Alternate #3. The award amount is \$4,052,600.00 (Four million, fifty-two thousand, six hundred dollars and no cents).

RECOMMENDATION:

That the Commission award the contract for the construction of the Service Center to Atlas General Contractors in the amount of \$4,052,600.00. Funding for this project is provided for in the FY 2008-09 budget, account 450. Note – this funding is a carry over from FY 2007-08

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM C: EXPRESS CHECKOUT COIN & BILL ACCEPTOR UNITS

Provided for in the FY2008-09 budget are requests for Coin & Bill Acceptor Units to be used with each Express Checkout unit. We are in the process of re-developing the Express Checkout unit to use RFID and to take payments for fines, lost materials, and other charges by credit card or by cash if the customer chooses. This will allow customers to complete almost all transactions at the Express Checkout units.

We began looking for Coin & Bill Acceptor units earlier this year. We decided that we needed to locate a unit that would dispense \$1 coins in change in addition to quarters, dimes, and nickels. We found that CoinCo is the major manufacturer of CBA equipment. However, they require that you work with a distributor to acquire their products. We purchased a controller board and unit from Upstate Networks that would meet these needs and developed software that would control the unit the way we needed using their .ocx file (intellectual property) as part of the development. Based on this development, this vendor/unit is a sole source.

Coin & Bill Acceptor Units	
Equipment	Total Price
Coin Acceptor/Dispenser, Cables, & Coin Return Cups	\$4617.15
Bill Acceptor/Validator Units	\$ 8128.20

RECOMMENDATION:

That the Commission approve the purchase of Coin & Bill Acceptor equipment from Upstate Networks in the amount of \$12,745.35. Funding for the purchase is provided for in the FY2008-09 budget, account 410.

METROPOLITAN LIBRARY SYSTEM
ANNUAL FURNITURE & EQUIPMENT INVENTORY REPORT
FY 2007 – 2008

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

Below is the summarized listing by major categories of furniture and equipment as of June 30, 2008. A detailed listing of all categories, including the description, location and value of each item, is available for review in the Business Office.

FURNITURE

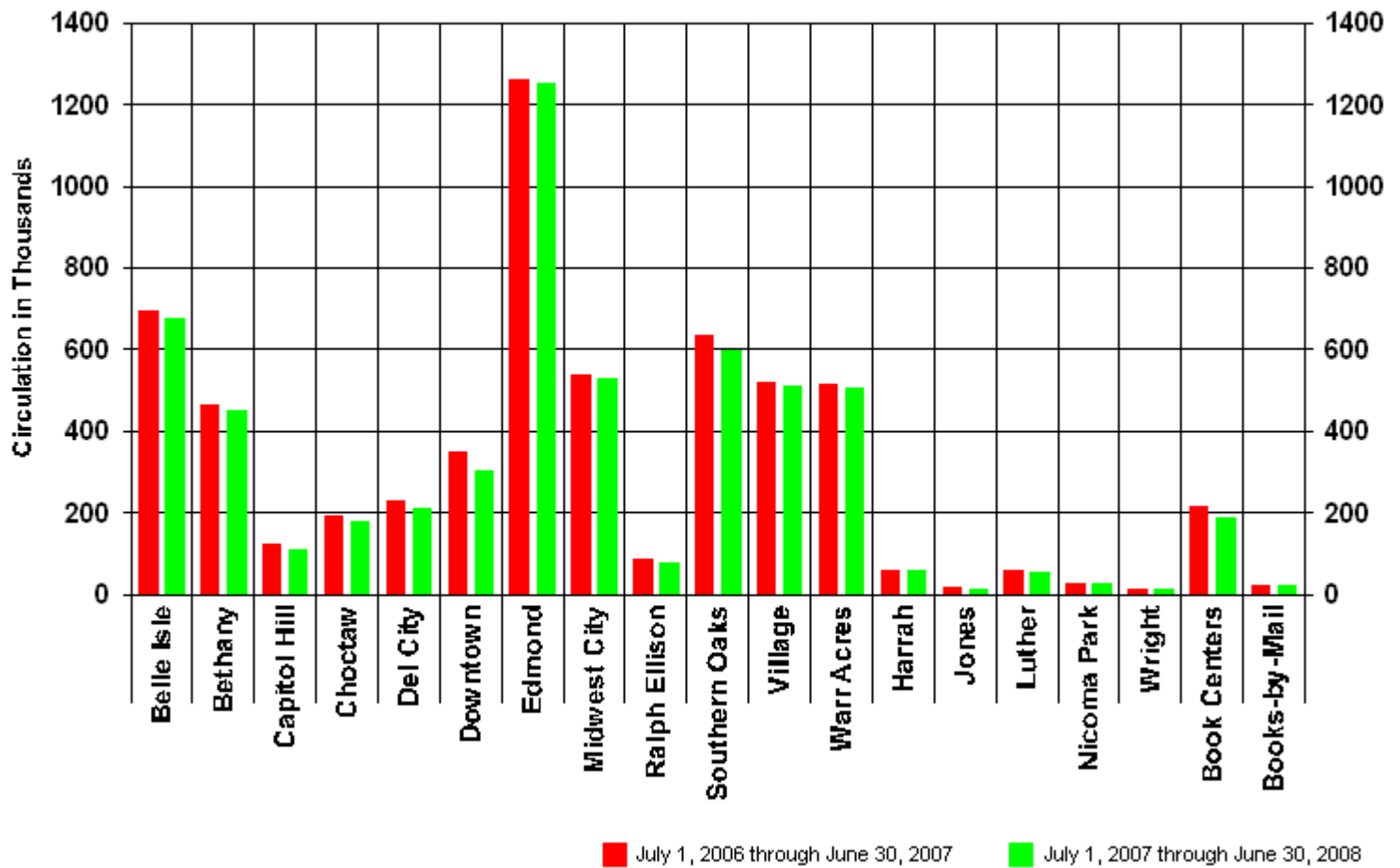
Category	Quantity	Cost
Benches, Chairs, Couches, Stools	599	\$491,244
Buffets, Bulletin Boards, Carrels, Counters, Desks, Workstations	275	\$590,928
Lecterns, Sculptures, Showcases, Stands, Tables	472	\$655,745
Book Bins, Bookcases, Cabinets	289	\$266,003
Clocks, Clothes Racks, Lockers, Open Office Equipment, Panel Systems, Planters	46	\$93,117
Displayers, Easels, Magazine/Newspaper Racks	73	\$70,641
Bookdrops, Booktrucks, Caddies, Carts, Carrying Cases	35	\$28,531

EQUIPMENT

Category	Quantity	Cost
Computer Equipment	1,257	\$1,760,330
Buildings, Property, Trailers and Vehicles	20	\$777,709
Office Production Equipment	92	\$255,017
Audio Visual, Reader/Printers, Security Equipment	123	\$904,187
Kitchen and Lounge Equipment	21	\$26,024
Maintenance Shop Equipment	16	\$33,864
TOTAL INVENTORY	3,318	\$5,953,340

Circulation Gains and Losses

July 1, 2007 through June 30, 2008 (100.00% of the 07-08 Fiscal Year)



Circulation Gains and Losses

July 1, 2007 through June 30, 2008 (100.00% of the 07-08 Fiscal Year)

JUNE 30, 2008		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
BELLE ISLE	07	45668	522363	18390	173316	64058	695679	
	08	45319	509318	18289	164488	63608	673806	
		-349	-13045	-101	-8828	-450	-21873	-3.1
BETHANY	07	28701	316679	17982	148530	46683	465209	
	08	26825	308387	15801	140408	42626	448795	
		-1876	-8292	-2181	-8122	-4057	-16414	-3.5
CAPITOL HILL	07	6882	81681	4882	41225	11764	122906	
	08	5964	74138	3929	34198	9893	108336	
		-918	-7543	-953	-7027	-1871	-14570	-11.9
CHOCTAW	07	10524	121249	9252	71787	19776	193036	
	08	9598	108239	9035	70883	18633	179122	
		-926	-13010	-217	-904	-1143	-13914	-7.2
DEL CITY	07	14259	163411	8606	67211	22865	230622	
	08	13512	147470	9307	64340	22819	211810	
		-747	-15941	701	-2871	-46	-18812	-8.2
DOWNTOWN	07	22494	263668	9048	85429	31542	349097	
	08	20627	231598	7581	71329	28208	302927	
		-1867	-32070	-1467	-14100	-3334	-46170	-13.2
EDMOND	07	67952	735296	63304	527499	131256	1262795	
	08	66833	724246	67658	526168	134491	1250414	
		-1119	-11050	4354	-1331	3235	-12381	-1.0
MIDWEST CITY	07	34116	384204	21052	155230	55168	539434	
	08	33954	370471	20683	157529	54637	528000	
		-162	-13733	-369	2299	-531	-11434	-2.1
RALPH ELLISON	07	5648	63322	3148	21084	8796	84406	
	08	5366	57497	2623	19097	7989	76594	
		-282	-5825	-525	-1987	-807	-7812	-9.3
SOUTHERN OAKS	07	42981	469170	19666	166852	62647	636022	
	08	38246	438796	17994	157151	56240	595947	
		-4735	-30374	-1672	-9701	-6407	-40075	-6.3
VILLAGE	07	33283	355456	19065	164678	52348	520134	
	08	31166	350761	18532	157011	49698	507772	
		-2117	-4695	-533	-7667	-2650	-12362	-2.4
WARR ACRES	07	32075	343890	20121	170451	52196	514341	
	08	31769	344943	19301	162191	51070	507134	
		-306	1053	-820	-8260	-1126	-7207	-1.4

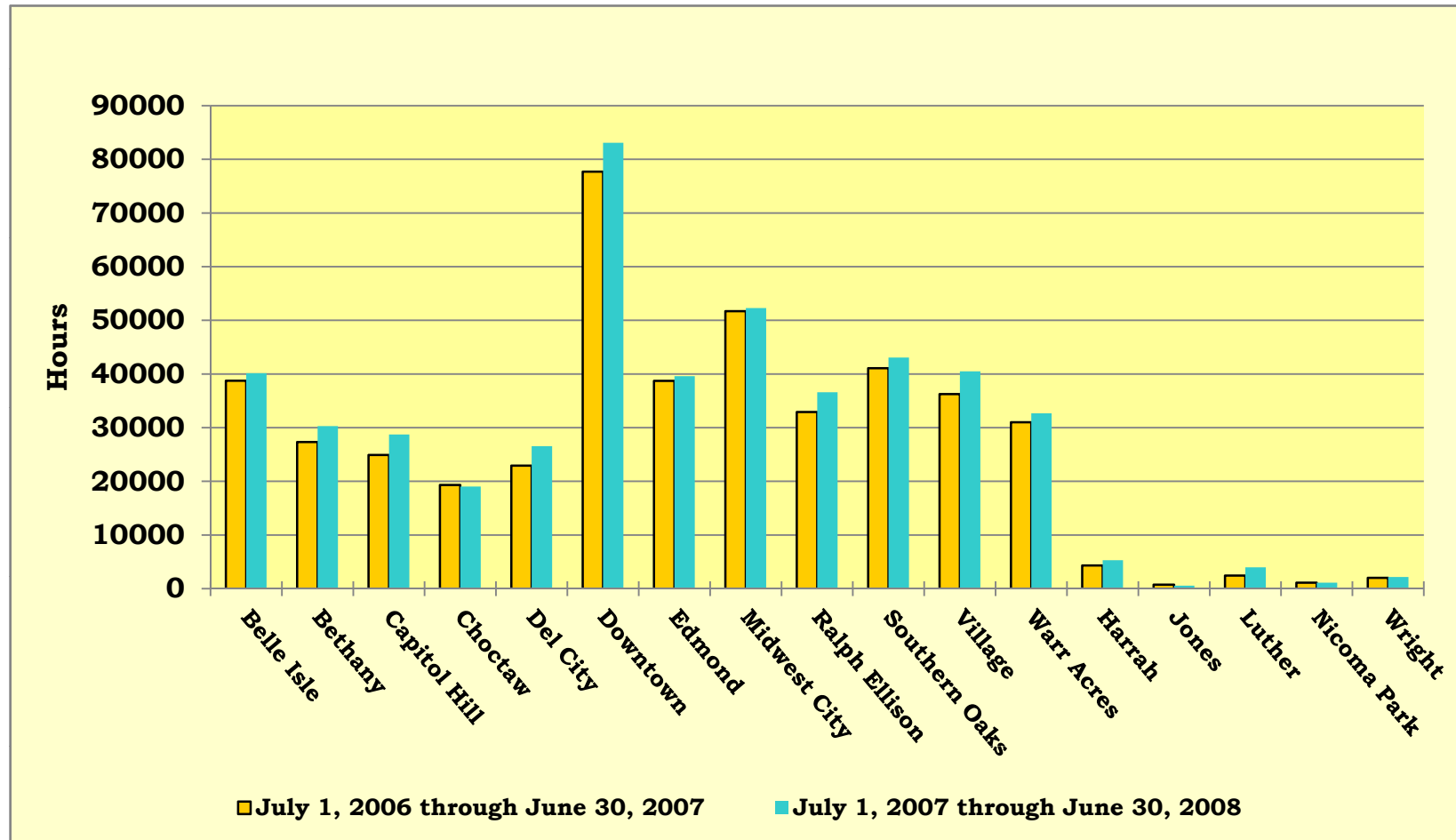
Circulation Gains and Losses

July 1, 2007 through June 30, 2008 (100.00% of the 07-08 Fiscal Year)

JUNE 30, 2008		<u>ADULT</u> <u>MONTH</u>	<u>ADULT</u> <u>YEAR</u>	<u>JUVENILE</u> <u>MONTH</u>	<u>JUVENILE</u> <u>YEAR</u>	<u>TOTAL</u> <u>MONTH</u>	<u>TOTAL</u> <u>YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
HARRAH	07	3612	39291	2143	16363	5755	55654	
	08	3791	39630	2400	17156	6191	56786	
		179	339	257	793	436	1132	2.0
JONES	07	1055	13618	457	3377	1512	16995	
	08	818	9386	472	3560	1290	12946	
		-237	-4232	15	183	-222	-4049	-23.8
LUTHER	07	4404	43914	1929	13344	6333	57258	
	08	4086	42761	1387	11663	5473	54424	
		-318	-1153	-542	-1681	-860	-2834	-4.9
NICOMA PARK	07	1584	20874	503	4631	2087	25505	
	08	1622	19813	442	3539	2064	23352	
		38	-1061	-61	-1092	-23	-2153	-8.4
WRIGHT	07	959	8213	221	1655	1180	9868	
	08	782	8944	374	2601	1156	11545	
		-177	731	153	946	-24	1677	17.0
<u>OTHER:</u>								
BOOK CENTERS	07	9512	113024	6201	102060	15713	215084	
	08	8243	114310	6221	73273	14464	187583	
		-1269	1286	20	-28787	-1249	-27501	-12.8
BOOKS-BY-MAIL	07	1622	18935	0	0	1622	18935	
	08	1674	20234	0	0	1674	20234	
		52	1299	0	0	52	1299	6.9
TOTALS	07	367331	4078258	225970	1934722	593301	6012980	
	08	350195	3920942	222029	1836585	572224	5757527	
		-17136	-157316	-3941	-98137	-21077	-255453	-4.2

Total Computer Hours Used by Library

July 1, 2007 through June 30, 2008 (100.00% of the 07-08 Fiscal Year)



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Total Computer Usage

July 1, 2007 through June 30, 2008 (100.00% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	07	247		4,929		3,464.82		4,557		54,630		38,750.66	
	08	256		4,646		3,424.52		4,491		55,470		40,154.83	
		9	3.6	-283	-5.7	-40.30	-1.2	-66	-1.4	840	1.5	1,404.17	3.6
BETHANY	07	216		3,762		2,612.20		3,147		37,514		27,330.70	
	08	205		3,303		2,527.69		3,508		39,844		30,282.45	
		-11	-5.1	-459	-12.2	-84.51	-3.2	361	11.5	2,330	6.2	2,951.75	10.8
CAPITOL HILL	07	180		3,309		2,530.16		2,876		32,460		24,910.58	
	08	167		3,002		2,479.39		2,979		35,674		28,724.32	
		-13	-7.2	-307	-9.3	-50.77	-2.0	103	3.6	3,214	9.9	3,813.74	15.3
CHOCTAW	07	79		2,114		1,830.96		1,722		22,069		19,324.76	
	08	85		1,759		1,599.09		1,764		22,959		19,036.65	
		6	7.6	-355	-16.8	-231.87	-12.7	42	2.4	890	4.0	-288.11	-1.5
DEL CITY	07	188		3,222		2,341.33		2,826		30,712		22,912.85	
	08	152		3,016		2,303.51		3,094		34,677		26,559.66	
		-36	-19.1	-206	-6.4	-37.82	-1.6	268	9.5	3,965	12.9	3,646.81	15.9
DOWNTOWN	07	236		10,015		6,976.53		4,851		102,603		77,711.39	
	08	229		9,094		7,125.05		4,386		108,960		83,094.60	
		-7	-3.0	-921	-9.2	148.52	2.1	-465	-9.6	6,357	6.2	5,383.21	6.9
EDMOND	07	274		4,775		3,447.57		5,063		53,859		38,706.62	
	08	264		4,364		3,384.13		4,883		52,249		39,599.61	
		-10	-3.6	-411	-8.6	-63.44	-1.8	-180	-3.6	-1,610	-3.0	892.99	2.3
MIDWEST CITY	07	342		6,675		4,536.21		6,365		71,870		51,701.89	
	08	297		6,186		4,546.87		6,209		70,471		52,281.66	
		-45	-13.2	-489	-7.3	10.66	.2	-156	-2.5	-1,399	-1.9	579.77	1.1
RALPH ELLISON	07	189		4,897		3,264.25		3,371		42,565		32,918.73	
	08	156		4,712		3,283.60		2,954		47,566		36,602.50	
		-33	-17.5	-185	-3.8	19.35	.6	-417	-12.4	5,001	11.7	3,683.77	11.2

Total Computer Usage

July 1, 2007 through June 30, 2008 (100.00% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	07	316		5,344		3,679.32		5,848		58,129		41,077.62	
	08	317		5,194		3,833.60		5,820		58,746		43,058.53	
		1	.3	-150	-2.8	154.28	4.2	-28	-.5	617	1.1	1,980.91	4.8
VILLAGE	07	229		5,209		3,640.62		4,493		50,919		36,243.83	
	08	203		4,566		3,418.46		4,587		54,364		40,499.49	
		-26	-11.4	-643	-12.3	-222.16	-6.1	94	2.1	3,445	6.8	4,255.66	11.7
WARR ACRES	07	184		4,296		2,911.75		3,620		43,773		31,014.90	
	08	231		3,652		2,702.46		3,805		45,761		32,672.10	
		47	25.5	-644	-15.0	-209.29	-7.2	185	5.1	1,988	4.5	1,657.20	5.3
HARRAH	07	41		523		393.24		505		5,845		4,312.78	
	08	34		590		486.99		598		6,862		5,290.88	
		-7	-17.1	67	12.8	93.75	23.8	93	18.4	1,017	17.4	978.10	22.7
JONES	07	5		90		68.33		82		998		747.88	
	08	4		50		40.47		84		704		556.79	
		-1	-20.0	-40	-44.4	-27.86	-40.8	2	2.4	-294	-29.5	-191.09	-25.6
LUTHER	07	36		377		280.19		342		3,170		2,434.34	
	08	31		454		415.39		379		4,503		3,971.53	
		-5	-13.9	77	20.4	135.20	48.3	37	10.8	1,333	42.1	1,537.19	63.1
NICOMA PARK	07	2		160		131.58		131		1,490		1,110.35	
	08	9		153		143.82		150		1,527		1,125.92	
		7	350.0	-7	-4.4	12.24	9.3	19	14.5	37	2.5	15.57	1.4
WRIGHT	07	8		257		172.65		179		2,982		2,011.98	
	08	6		236		199.18		197		2,876		2,179.06	
		-2	-25.0	-21	-8.2	26.53	15.4	18	10.1	-106	-3.6	167.08	8.3
TOTAL	07	2,772		59,954		42,281.71		49,978		615,588		453,221.86	
	08	2,646		54,977		41,914.22		49,888		643,213		485,690.58	
		-126	-4.5	-4,977	-8.3	-367.49	-.9	-90	-.2	27,625	4.5	32,468.72	7.2

Computer Usage by Adult Customers

July 1, 2007 through June 30, 2008 (100.00% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	07	210		4,173		2,938.19		3,869		47,780		33,910.29	
	08	198		3,600		2,619.02		3,740		46,531		33,514.82	
		-12	-5.7	-573	-13.7	-319.17	-10.9	-129	-3.3	-1,249	-2.6	-395.47	-1.2
BETHANY	07	165		2,557		1,777.20		2,483		28,548		20,924.28	
	08	157		2,600		1,946.23		2,773		29,611		22,216.78	
		-8	-4.8	43	1.7	169.03	9.5	290	11.7	1,063	3.7	1,292.50	6.2
CAPITOL HILL	07	86		1,456		1,221.53		1,627		14,490		12,135.26	
	08	76		1,313		1,146.87		1,609		16,577		14,680.18	
		-10	-11.6	-143	-9.8	-74.66	-6.1	-18	-1.1	2,087	14.4	2,544.92	21.0
CHOCTAW	07	55		1,318		1,050.91		1,228		14,565		12,484.39	
	08	48		1,019		804.98		1,239		13,882		11,081.47	
		-7	-12.7	-299	-22.7	-245.93	-23.4	11	.9	-683	-4.7	-1,402.92	-11.2
DEL CITY	07	129		2,118		1,508.66		2,178		22,444		16,620.61	
	08	111		1,939		1,472.52		2,359		23,581		17,952.14	
		-18	-14.0	-179	-8.5	-36.14	-2.4	181	8.3	1,137	5.1	1,331.53	8.0
DOWNTOWN	07	204		8,994		6,225.19		4,094		92,569		70,110.75	
	08	180		7,968		6,197.87		3,626		97,208		73,613.12	
		-24	-11.8	-1,026	-11.4	-27.32	-.4	-468	-11.4	4,639	5.0	3,502.37	5.0
EDMOND	07	227		3,765		2,723.99		4,113		43,556		31,369.42	
	08	218		3,512		2,699.25		3,892		41,949		31,773.71	
		-9	-4.0	-253	-6.7	-24.74	-.9	-221	-5.4	-1,607	-3.7	404.29	1.3
MIDWEST CITY	07	256		4,229		2,922.62		5,020		51,184		37,500.28	
	08	212		3,876		2,863.53		4,786		48,501		36,511.72	
		-44	-17.2	-353	-8.3	-59.09	-2.0	-234	-4.7	-2,683	-5.2	-988.56	-2.6
RALPH ELLISON	07	117		2,130		1,437.33		2,483		26,898		21,165.68	
	08	86		1,923		1,385.89		2,121		26,222		20,739.81	
		-31	-26.5	-207	-9.7	-51.44	-3.6	-362	-14.6	-676	-2.5	-425.87	-2.0

Computer Usage by Adult Customers

July 1, 2007 through June 30, 2008 (100.00% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	07	207		3,334		2,337.58		4,336		39,364		28,329.21	
	08	218		2,864		2,176.78		4,294		38,126		28,578.17	
		11	5.3	-470	-14.1	-160.80	-6.9	-42	-1.0	-1,238	-3.1	248.96	.9
VILLAGE	07	164		3,498		2,436.90		3,547		36,856		26,607.93	
	08	156		3,305		2,494.37		3,588		38,757		29,234.07	
		-8	-4.9	-193	-5.5	57.47	2.4	41	1.2	1,901	5.2	2,626.14	9.9
WARR ACRES	07	143		2,695		1,866.78		2,957		33,047		23,491.23	
	08	166		2,466		1,789.43		3,042		31,157		22,430.00	
		23	16.1	-229	-8.5	-77.35	-4.1	85	2.9	-1,890	-5.7	-1,061.23	-4.5
HARRAH	07	17		315		219.54		322		3,940		2,744.37	
	08	20		332		238.37		384		4,277		3,198.65	
		3	17.6	17	5.4	18.83	8.6	62	19.3	337	8.6	454.28	16.6
JONES	07	1		31		28.04		44		456		370.25	
	08	1		27		19.79		52		442		365.17	
			.0	-4	-12.9	-8.25	-29.4	8	18.2	-14	-3.1	-5.08	-1.4
LUTHER	07	15		160		108.51		178		1,612		1,265.46	
	08	13		200		192.92		187		1,978		1,788.46	
		-2	-13.3	40	25.0	84.41	77.8	9	5.1	366	22.7	523.00	41.3
NICOMA PARK	07	1		62		41.55		91		852		566.17	
	08	6		90		75.14		106		959		622.54	
		5	500.0	28	45.2	33.59	80.8	15	16.5	107	12.6	56.37	10.0
WRIGHT	07	4		165		104.15		126		2,211		1,517.57	
	08	5		133		102.79		142		1,896		1,432.83	
		1	25.0	-32	-19.4	-1.36	-1.3	16	12.7	-315	-14.2	-84.74	-5.6
TOTAL	07	2,001		41,000		28,948.67		38,696		460,372		341,113.15	
	08	1,871		37,167		28,225.75		37,940		461,654		349,733.64	
		-130	-6.5	-3,833	-9.3	-722.92	-2.5	-756	-2.0	1,282	.3	8,620.49	2.5

Computer Usage by Minor Customers

July 1, 2007 through June 30, 2008 (100.00% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	07	37		756		526.63		688		6,850		4,840.37	
	08	58		1,046		805.50		751		8,939		6,640.01	
		21	56.8	290	38.4	278.87	53.0	63	9.2	2,089	30.5	1,799.64	37.2
BETHANY	07	51		1,205		835.00		664		8,966		6,406.42	
	08	48		703		581.46		735		10,233		8,065.67	
		-3	-5.9	-502	-41.7	-253.54	-30.4	71	10.7	1,267	14.1	1,659.25	25.9
CAPITOL HILL	07	94		1,853		1,308.63		1,249		17,970		12,775.32	
	08	91		1,689		1,332.52		1,370		19,097		14,044.14	
		-3	-3.2	-164	-8.9	23.89	1.8	121	9.7	1,127	6.3	1,268.82	9.9
CHOCTAW	07	24		796		780.05		494		7,504		6,840.37	
	08	37		740		794.11		525		9,077		7,955.18	
		13	54.2	-56	-7.0	14.06	1.8	31	6.3	1,573	21.0	1,114.81	16.3
DEL CITY	07	59		1,104		832.67		648		8,268		6,292.24	
	08	41		1,077		830.99		735		11,096		8,607.52	
		-18	-30.5	-27	-2.4	-1.68	-0.2	87	13.4	2,828	34.2	2,315.28	36.8
DOWNTOWN	07	32		1,021		751.34		757		10,034		7,600.64	
	08	49		1,126		927.18		760		11,752		9,481.48	
		17	53.1	105	10.3	175.84	23.4	3	.4	1,718	17.1	1,880.84	24.7
EDMOND	07	47		1,010		723.58		950		10,303		7,337.20	
	08	46		852		684.88		991		10,300		7,825.90	
		-1	-2.1	-158	-15.6	-38.70	-5.3	41	4.3	-3	.0	488.70	6.7
MIDWEST CITY	07	86		2,446		1,613.59		1,345		20,686		14,201.61	
	08	85		2,310		1,683.34		1,423		21,970		15,769.94	
		-1	-1.2	-136	-5.6	69.75	4.3	78	5.8	1,284	6.2	1,568.33	11.0
RALPH ELLISON	07	72		2,767		1,826.92		888		15,667		11,753.05	
	08	70		2,789		1,897.71		833		21,344		15,862.69	
		-2	-2.8	22	.8	70.79	3.9	-55	-6.2	5,677	36.2	4,109.64	35.0

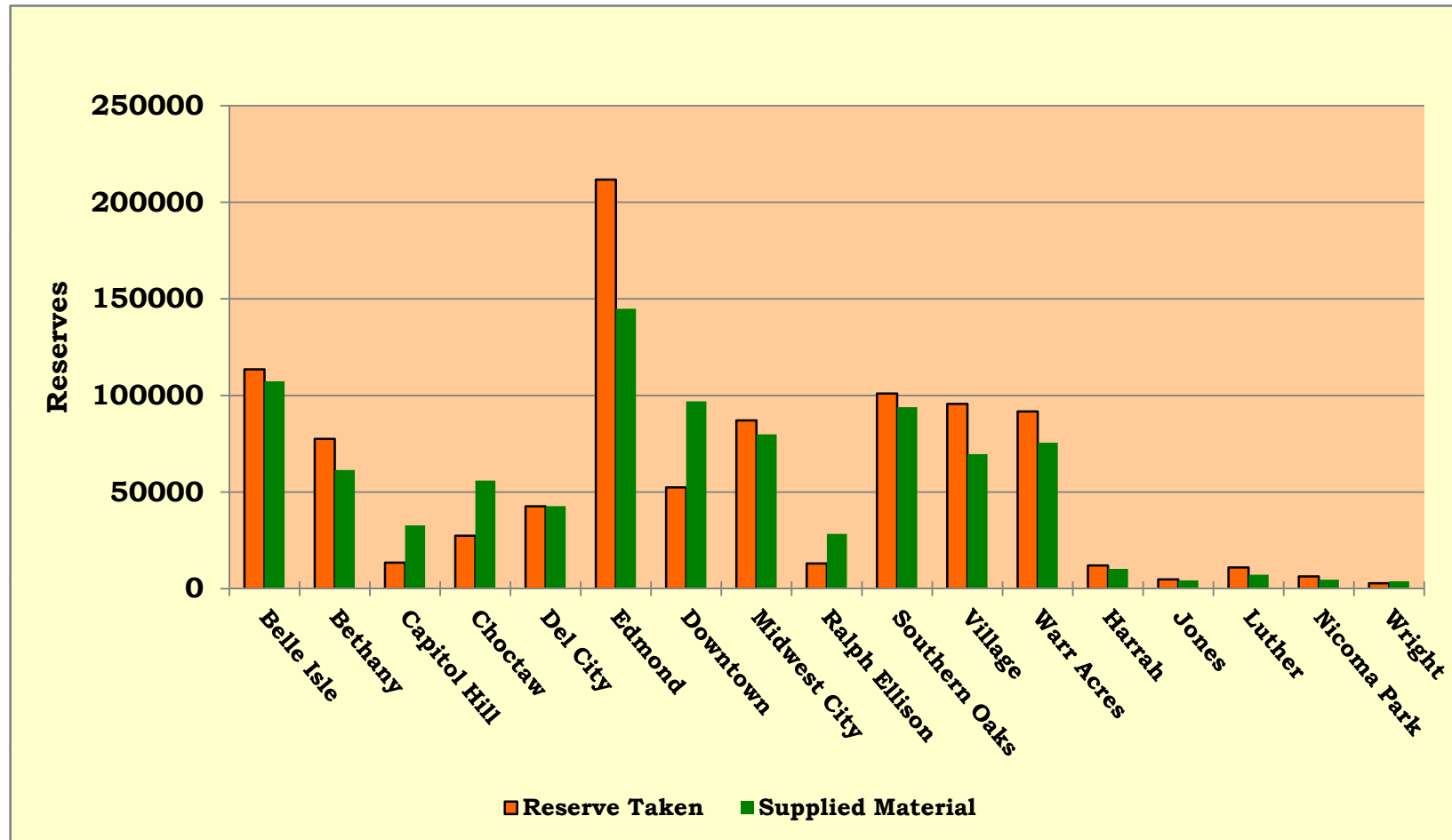
Computer Usage by Minor Customers

July 1, 2007 through June 30, 2008 (100.00% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	07	109		2,010		1,341.74		1,512		18,765		12,748.41	
	08	99		2,330		1,656.82		1,526		20,620		14,480.36	
		-10	-9.2	320	15.9	315.08	23.5	14	.9	1,855	9.9	1,731.95	13.6
VILLAGE	07	65		1,711		1,203.72		946		14,063		9,635.90	
	08	47		1,261		924.09		999		15,607		11,265.42	
		-18	-27.7	-450	-26.3	-279.63	-23.2	53	5.6	1,544	11.0	1,629.52	16.9
WARR ACRES	07	41		1,601		1,044.97		663		10,726		7,523.67	
	08	65		1,186		913.03		763		14,604		10,242.10	
		24	58.5	-415	-25.9	-131.94	-12.6	100	15.1	3,878	36.2	2,718.43	36.1
HARRAH	07	24		208		173.70		183		1,905		1,568.41	
	08	14		258		248.62		214		2,585		2,092.23	
		-10	-41.7	50	24.0	74.92	43.1	31	16.9	680	35.7	523.82	33.4
JONES	07	4		59		40.29		38		542		377.63	
	08	3		23		20.68		32		262		191.62	
		-1	-25.0	-36	-61.0	-19.61	-48.7	-6	-15.8	-280	-51.7	-186.01	-49.3
LUTHER	07	21		217		171.68		164		1,558		1,168.88	
	08	18		254		222.47		192		2,525		2,183.07	
		-3	-14.3	37	17.1	50.79	29.6	28	17.1	967	62.1	1,014.19	86.8
NICOMA PARK	07	1		98		90.03		40		638		544.18	
	08	3		63		68.68		44		568		503.38	
		2	200.0	-35	-35.7	-21.35	-23.7	4	10.0	-70	-11.0	-40.80	-7.5
WRIGHT	07	4		92		68.50		53		771		494.41	
	08	1		103		96.39		55		980		746.23	
		-3	-75.0	11	12.0	27.89	40.7	2	3.8	209	27.1	251.82	50.9
TOTAL	07	771		18,954		13,333.04		11,282		155,216		112,108.71	
	08	775		17,810		13,688.47		11,948		181,559		135,956.94	
		4	.5	-1,144	-6.0	355.43	2.7	666	5.9	26,343	17.0	23,848.23	21.3

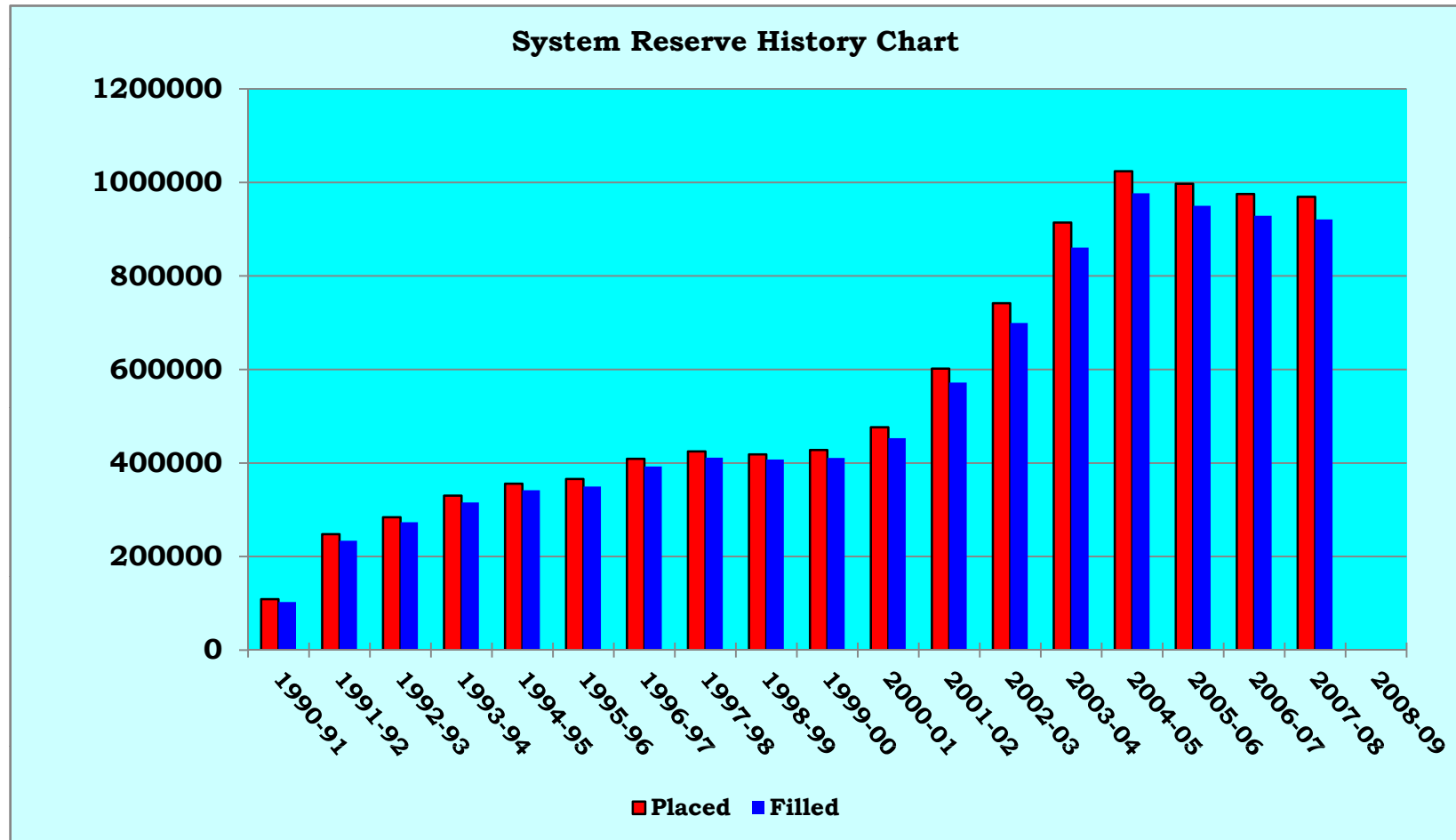
System Reserve Report

July 1, 2007 through June 30, 2008 (100.00% of the 07-08 Fiscal Year)



System Reserve Report

July 1, 2007 through June 30, 2008 (100.00% of the 07-08 Fiscal Year)



System Reserves Report

July 1, 2007 through June 30, 2008 (100.00% of the 07-08 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	07	10,624	114,758		9,776	109,141	
	08	10,239	113,534		9,456	107,770	
		-385	-1,224	-1.1	-320	-1,371	-1.3
BETHANY	07	6,960	78,154		6,381	74,388	
	08	6,242	77,502		5,935	73,823	
		-718	-652	-.8	-446	-565	-.8
CAPITOL HILL	07	1,189	15,380		1,120	14,321	
	08	936	13,452		848	12,238	
		-253	-1,928	-12.5	-272	-2,083	-14.5
CHOCTAW	07	2,402	28,908		2,238	27,469	
	08	2,258	27,402		2,146	25,983	
		-144	-1,506	-5.2	-92	-1,486	-5.4
DEL CITY	07	3,614	45,530		3,458	43,429	
	08	3,939	42,640		3,719	40,341	
		325	-2,890	-6.3	261	-3,088	-7.1
EDMOND	07	19,173	200,749		17,929	192,121	
	08	19,803	211,721		18,253	201,903	
		630	10,972	5.5	324	9,782	5.1
DOWNTOWN	07	4,949	56,135		4,643	53,205	
	08	5,183	52,384		4,786	49,350	
		234	-3,751	-6.7	143	-3,855	-7.2
MIDWEST CITY	07	7,884	87,748		7,241	83,645	
	08	7,795	87,089		7,190	82,924	
		-89	-659	-.8	-51	-721	-.9
RALPH ELLISON	07	1,219	14,085		1,148	13,554	
	08	1,093	12,994		1,009	12,256	
		-126	-1,091	-7.7	-139	-1,298	-9.6
SOUTHERN OAKS	07	8,744	102,992		11,474	97,296	
	08	8,804	100,976		8,164	95,551	
		60	-2,016	-2.0	-3,310	-1,745	-1.8
VILLAGE	07	8,909	95,540		8,214	90,502	
	08	8,533	95,660		7,882	90,913	
		-376	120	.1	-332	411	.5
WARR ACRES	07	8,485	92,434		7,762	88,364	
	08	8,294	91,721		7,733	87,482	
		-191	-713	-.8	-29	-882	-1.0

System Reserves Report

July 1, 2007 through June 30, 2008 (100.00% of the 07-08 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	07	961	10,463		878	9,938	
	08	1,075	12,001		1,020	11,149	
		114	1,538	14.7	142	1,211	12.2
JONES	07	597	7,310		519	6,882	
	08	341	4,792		307	4,645	
		-256	-2,518	-34.4	-212	-2,237	-32.5
LUTHER	07	751	9,468		693	9,050	
	08	948	11,002		920	10,252	
		197	1,534	16.2	227	1,202	13.3
NICOMA PARK	07	498	6,592		522	6,327	
	08	630	6,334		557	6,028	
		132	-258	-3.9	35	-299	-4.7
WRIGHT	07	241	2,805		259	2,716	
	08	206	2,766		208	2,658	
		-35	-39	-1.4	-51	-58	-2.1
BOOKS-BY-MAIL	07	402	6,453		364	6,228	
	08	520	5,682		483	5,445	
		118	-771	-11.9	119	-783	-12.6
TOTAL	07	87,602	975,517		84,619	928,586	
	08	86,839	969,655		80,616	920,714	
		-763	-5,862	-.6	-4,003	-7,872	-.8

EXECUTIVE DIRECTOR'S REPORT

JULY 2008

NEW COMMISSION MEMBER APPOINTED

Mayor Mick Cornett appointed Brenda Palmer to the Metropolitan Library Commission on June 17 to replace Dr. Ann Caine. Ms. Palmer lives in southwest Oklahoma City and has been a special education teacher in the past. She is currently a stay-at-home mom for her 5 children! Brenda could not be here today, but you will be able to welcome her at the August meeting.

MLS HAS ANOTHER PUBLISHED AUTHOR

Cataloger Jana Hausburg recently published her first book *It Wasn't Much: Ten True Tales of Oklahoma Heroes*. The book is her first book of juvenile non-fiction and is a collection of short biographies detailing real life adventures of heroic Oklahomans. The book is published by our very own Buddy Johnson, as part of his new publishing imprint, Forty-Sixth Star Press. It exciting to have such "literary stars" as part of our staff.

Congratulations to Jana on her new book!

NORTHWEST DESIGN ARCHITECTS CONDUCT DESIGN "CHARETTE"

"Last week, architectural firm of LWPB Architecture of Oklahoma City and their consultant Richard+Bauer of Phoenix, conducted a design workshop for the new Northwest Oklahoma City Library. This process involved numerous discussions and brainstorming sessions to learn both community needs and operational requirements for the new library. These meetings included the Metropolitan Library System staff, staff from the City of Oklahoma City and other stakeholders. The week culminated with a presentation on June 20, at which time these ideas, along with earlier suggestions received from the public, came together.

"The library will have shelf space for 156,000 items, including books, magazines, newspapers, CDs, DVDs, and audio books. There will be meeting rooms, large spaces for children and teens, study areas and over 50 public access computer stations. The building will also be Wi-Fi compatible for wireless Internet access.

"LWPB Architecture, working with the award-winning library architecture consultants Richard+Bauer, will be fine tuning the information developed during the design workshop. A preliminary design will be presented in late July 2008."

(Read the full press release on our website www.metrolibrary.org under "News.")

RALPH ELLISON TO CLOSE IN AUGUST

The Ralph Ellison Library will close on Monday, August 4 to begin moving into the temporary location at 1918 NE 23rd, formerly a Hollywood Video Store. We will re-open in the temporary location on Monday, August 18th. Staff from Ralph Ellison, Maintenance, Business Office, Library Operations, Information Technology and Materials Selection will help to achieve our goal of moving materials and equipment to the new location. Please bear with us if we are short-staffed in some of these offices while staff is helping to make sure we can re-open on time.

CAPITAL PROJECTS UPDATE

Construction Bids are due to Oklahoma City on Tuesday, July 15 for the **Ralph Ellison** Project. If the bids come in on target, it is expected that the contract award will be on the agenda of the Oklahoma City Council in August. Construction is expected to begin on or around August 18.

Library staff has met with **Edmond** mayor, city manager and assistant city manager to continue to dialog about a second library for Edmond. Edmond is negotiating with library consultant Jeff Schere to help them develop some of the planning documents related to the location and construction of a new library. We have another meeting scheduled for next week to continue the discussion. The city has established a timeline for determination of a site. Library staff is working with the city and consultant by providing usage and library demographic information related to a new Edmond Library.

Melissa Weathers, Manager of Library Operations at Del City, has been appointed to the Del City Community Center Renovation Committee. Their first meeting is Thursday, July 10, 2008. Todd Olberding and Donna Morris will be assisting Melissa with information and attending meetings as requested.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- Participated in the week-long Northwest Library Design Charette
- Toured Douglass High School, The Village & Belle Isle with LWPB, Northwest Library Architects
- Attended the ALA Convention in Anaheim, CA
- Toured the Cerritos Public Library in Cerritos, CA with Kay Bauman, Karen Marriott, Kim Terry and Denyveta Davis

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Ice Cream Social

Saturday, August 2, 2008

Time: 2:00pm – 3:00pm

Location: Bethany Library

All Ages

For a cool respite from the summer heat, please join the Bethany Library staff for our annual end of summer and back to school event. Pick a flavor and we will scoop it up for you. What's more fun than ice cream and smilin' faces? Sorbet will be offered for those with dairy concerns.

Scrapbooking Crop

Monday, August 4, 2008

Time: 6:30pm – 8:30pm

Location: Midwest City Library

All Ages

What is a Crop? The name comes from the activity of trimming or cropping photos. Scrapbooking Crops are designed to allow you to meet new friends in a group setting while working on your scrapbook. Some people attend crops merely for the socialization, while others go to complete as

many scrapbook pages as possible. No matter what your intent is, you will surely benefit from a fun gathering with like-minded scrapbookers!

Introduction to Microsoft Excel

Monday, August 4, 2008
Time: 6:30pm – 8:30pm
Location: The Village Library
Adults

Free individualized instruction in Microsoft Excel. Learn to create workbooks and spreadsheets, use formulas and functions, format data, create charts, and more. Monday evenings from 6:30 to 8:30pm. Scheduled in 30 minute to one hour sessions per individual. Come in or call to reserve your instruction time. The Village Library 755-0710.

Build Your Own Business from Small Business Administration

Tuesday, August 5, 2008
Time: 6:30pm -7:30pm
Location: The Village Library
Adults

Have you ever wanted to start and manage a business of your own? Do you know the importance of a business plan and where you can find funding for a new business? Learn about starting a business in Oklahoma and the factors leading to success. Is being an entrepreneur a good choice for you? Attend this seminar conducted by SCORE, "Councilors to America's Small Business." Call The Village Library at 755-0710 to register for the free workshop. SCORE is a nonprofit association dedicated to entrepreneur education and the formation, growth and success of small businesses nationwide. Co-sponsor: Small Business Association.

Handmade Soap Workshop

Thursday, August 7, 2008
Time: 1:30pm-2:30pm
Location: Southern Oaks Library
All Ages

Handmade soaps are exciting to use and create! Join Kelly Fuselier-Thompson as she demonstrates how to make soap. Learn to make soap creations to use for yourself, to give as gifts, or to display in your home or office. Soapmaking is a well respected craft and hobby. There are so many varieties imaginable all you have to do is begin! Call 631-4468 to register for the workshop, all participants will get a free soap sample to take home.

Library Night at the Ballpark

Tuesday, August 5, 2008
Time: 7:05pm
Location: Bricktown Ballpark
Summer Readers

Readers who finish Goals 1 and 2 in the Summer at the Library reading program come to the Bricktown Ballpark to see the Oklahoma Redhawks play the Tucson Sidewinders. Admission is a Library Night at the Ballpark coupon received after completing Goal 2.

Health Screening for Medicare-Eligible Seniors

Thursday, August 7, 2008
Time: 10:00am-11:30am
Location: Belle Isle Library
Adults

Medicare-Eligible Seniors can come to the Belle Isle Library for blood sugar/cholesterol screenings. Oklahoma City Clinic will provide this FREE, confidential service, so plan to come by and make your health a priority. Co-sponsor: Oklahoma City Clinic.

AAA Motor Vehicle Crash Prevention Course

Saturday, August 16, 2008
Time: 9:00am-4:00pm
Location: Midwest City Library
Licensed Drivers

Save money on your auto insurance and become a safer driver. Mark Sprayberry, a certified AAA instructor, will be conducting this class at the Midwest City Library. A small materials fee will apply; AAA members will receive a discount. Pre-registration is required. Call Becci at (800) AAA-CLUB (222-2582). Co-sponsor: AAA.

Introduction to Power Point

Saturday, August 16, 2008
Time: 10:00am-11:30am
Location: The Village Library
Adults

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

Nutrition for a Healthier Lifestyle

Monday, August 18, 2008
Time: 10:30am-11:30am
Location: Warr Acres Library
Adults

Your brain requires proper nutrition and exercise to stay healthy. Come early for Coffee Break at 9:30 and stay to hear a nutritionist discuss ways to maintain your health.

Land Runs, Lotteries & Homesteading in Oklahoma

Monday, August 23, 2008
Time: 2:00pm-4:00pm
Location: Downtown Library
Adults

Oklahoma's unusual settlement history runs the gamut from Indian tribes' relocation, cattle trails, and railroads to European settlers, land runs, and lotteries. This seminar explores the historical background, the Homestead Act, the rectangular survey system, the unique land openings in Oklahoma, the process for obtaining land, and the records available to find your ancestor's role in these events. Please call 606-3856 to register.

Modern Marvels: Jewish Adventures in the Graphic Novel

Monday, August 25, 2008
Time: 7:00pm-8:30pm
Location: Downtown Library
Adults

The Downtown Library will be having book discussions utilizing graphic novels. Modern Marvels: Jewish Adventures in the Graphic Novel is a series that includes five Jewish artists' experiments with words and pictures to tell stories of childhood, war, and desire; to conjure up lost worlds, both real and imaginary; and to contemplate history, myth, and the individual psyche. These discussions will be led by scholar Orit Rabkin, OU doctoral candidate in American Literature and are part of the American Library Association "Let's Talk About It" project. Tonight's graphic novel: *The Complete Maus: A Survivor's Tale* by Art Spiegelman. For questions and further information call Darlene Browsers, 606-3878. Co-sponsors: Jewish Federation of Greater Oklahoma City, Nextbook & The American Library Association.

"I'll Never Say That to My Kids!"

Wednesday, August 27, 2008
Time: 2:30pm-4:00pm
Location: Edmond Library
Parents of young children

How many of you remember yelling that at your parents? Parents learn to be moms and dads by watching their own parents. We remember some childhood moments fondly and others, well, less fondly. Let's talk about the skills we want to continue down the line in our families and which ones we would rather not. Facilitated by Robyn Sears and Louise Hagar. Call 425-4412 to pre-register. Co-sponsor: OCCHD.