

# **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

Thursday, September 18, 2008, 3:30 p.m.  
Midwest City Library  
8143 E. Reno  
Midwest City, OK 73110  
(Telephone: 732-4828)

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 – 3:40 pm INTRODUCTIONS**

- Document #18 – 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.

## **3:40 – 3:50 pm CONSENT DOCKET (#19 - #22)**

- Document #19 – Approval of Minutes of August 21, 2008 Meeting
- Document #20 – Acceptance of Review of Expenditures for August 2008
- Document #21 – Approval of Contract Awards and Purchases
  - Item A: Vertical Lift Module Storage System
  - Item B: Carpet Tile Installation at the Edmond Library
  - Item C: Property and Casualty Insurance
  - Item D: HP NonStop System Upgrade
- Document #22 – Request to Declare Furniture and Equipment Surplus

## **3:50 – 4:10 pm COMMITTEE REPORTS**

- Document #23 – Discussion, Consideration, and Possible Action: Report and Recommendations ~ Finance Committee meeting, September 3, 2007 – David Greenwell, Chair
- Document #24 – Metropolitan Library System Fiscal Year 2008–2009 Final Budget

## **4:10 – 4:20 pm NEW BUSINESS**

- Document #25 – Discussion, Consideration and Possible Action: Acceptance of Annual Audit – Eide Bailly LLP

## **4:20 – 4:30 pm SPECIAL PRESENTATIONS**

- *Heroes: FOCUS 2008* – Stacy Schrank, Employee Development Coordinator, Planning

## **4:30 – 4:35 pm INFORMATION REPORTS**

- Document #26 – MLS August 2008 Circulation Report
- Document #27 – MLS August 2008 Computer Usage Report
- Document #28 – MLS August 2008 System Reserve Report

## **4:35 – 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, October 16, 2008  
Del City Library, 4509 SE 15<sup>th</sup>, Del City, OK 73115

## **PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF**

The Friends of the Metropolitan Library System have underwritten a staff recognition service program recognizing staff who have been employed by the Library System for five years or more. The Friends provide an attractive pin with the library system logo and name for staff who have served five years. After 10 years, a ruby is added to the pin; subsequent rubies are added at 10, 15, 20 and 25-year intervals of service culminating with the addition of a diamond to the pin for 30 years of service. The Library System staff are presented with the pins at a special reception hosted by the Friends each year.

To complement that recognition of service in a formal way, the Metropolitan Library Commission of Oklahoma County presents service certificates of appreciation to Library System staff for these same increments of service. The staff to be presented with certificates will be recognized at each monthly meeting at which time the certificates are presented.

Library System staff receiving Certificates of Service in September 2008:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Susie L. Beasley, Librarian, Choctaw Library	30
Teresa R. Matthews, Edmond Library	5
Burton D. Thurmond, Library Page, Edmond Library	5
Emily R. Williams, Outreach Services	5

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

DATE: August 21, 2008

TIME: 3:30 pm

MEETING PLACE: Belle Isle Library

**Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County October 16, 2006. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on December 11, 2007, in conformity with the Oklahoma Open Meeting Act §311.**

**Commission Members**

**PRESENT:**

Glenda Choate  
Fran Cory  
Margaret Graham  
David Greenwell  
Penny McCaleb  
Tracy McDaniel  
Tracy McGehee  
Cynthia Mitas  
Lori Nelson  
Brenda Palmer  
Mukesh Patel  
Kim Patterson  
Judy Smith  
Alyne Strube  
Beth Toland  
Ray Vaughn  
Hugh Rice, Chair  
Donna Morris, Executive Director  
**(Secretary)**

**EXCUSED:**

Nancy Anthony  
Ralph Bullard  
Carolyn Cornelius  
Mick Cornett, Mayor of Oklahoma City  
Deanna Hannah  
Jose Jimenez  
Lee Alan Leslie  
Jim Shonts  
Alexandra Vera  
Greg Womack

Estimate of general public and staff attending: 20

**I.** The meeting was called to order at 3:35 p.m. by Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Choate, Cory, Graham, McCaleb, McDaniel, McGehee, Mitas, Nelson, Palmer, Patel, Patterson, Smith, Strube, Toland, Rice. (Arrived: Vaughn, 3:35; Greenwell, 3:47.)

**II.** Mr. Rice welcomed the two newest members of the commission, Ms. Cynthia Mitas and Mrs. Brenda Palmer. Both are representatives for Oklahoma City.

Mr. Rice introduced Ms. Priscilla Doss, Manager of the Belle Isle Library.

**III.** Mr. Rice called for Presentations of Service Certificates for August 2008: Julia A. Ballou, Materials Selector, Materials Selection ~ 15 years of service

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

**V.** Mr. Rice presented the Consent Docket: Document #10 – Approval of Minutes for July 17, 2008 Meeting; Document #11 – Acceptance of Review of Expenditures for July 2008; Document #12 – Approval of Contract Awards and Purchases.

Mr. Rice called for a motion. Questions and discussion followed.

**Mrs. Smith made a correction to the Contract Award: The date of the contract Award should read Monday, August 18<sup>th</sup>. Mrs. Judy Smith moved to accept the consent docket. Ms. Tracy McGehee seconded. Motion passed unanimously, with corrections.**

**VI.** Mr. Rice presented New Business: Document #13 – Discussion, Consideration and Possible Action: Resolution of Appreciation for Ms. Marguerite Ross. Mr. Rice called for a motion.

**Mrs. Beth Toland moved to approve the resolution for Ms. Ross. Ms. McGehee seconded. No further discussion. Motion passed unanimously.**

**VII.** Document # 14 – Discussion, Consideration and Possible Action: Report and Recommendation from Administration ~ Authorization to Approve Additional Funds.

**Recommendations that Commission approve the added expenditures of \$10,000 for the Ralph Ellison move and of \$2,500 for the piano for Downtown Library. In the absence of a motion, vote was called and passed unanimously.**

**VIII.** Mr. Rice referred to the Information Reports.

- ◆ Document #15 – MLS July 2008 Circulation Report
- ◆ Document #16 – MLS July 2008 Computer Usage Report
- ◆ Document #17 – MLS July 2008 System Reserve Report

Discussion followed.

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

The Oklahoma City Council and Mayor Mick Cornett appointed Cynthia Mitas to the Metropolitan Library Commission to replace Marguerite Ross.

Ralph Ellison Library is now open in the new temporary location at 1918 NE 23<sup>rd</sup>. The move went smoothly. The temporary location turned out very well. Ralph Ellison staff and the community partners worked to secure locations in which to continue to offer library

programs during the year that we will occupy the space. A big thank you to the many, many staff who were involved in the move and did a fabulous job.

The City of Oklahoma City and MLS will host a groundbreaking ceremony for the Ralph Ellison Library renovation project on September 9, 2008 at 2:00 pm.

The Oklahoma City Council approved a contract with Nashert Construction for the Ralph Ellison Library project on August 12. Construction is expected to begin by the end of the month.

Construction trailers are being moved to the Service Center location and we are expecting work to begin on or around Monday, August 18.

The latest issue of our *Info* magazine contains information about the upcoming Big Read *One Book – One Community* program, a partnership between Rose State College and MLS. The Big Read is an initiative of the National Endowment for the Arts in partnership with the Institute of Museum and Library Services and Arts Midwest. The program will run from September 28 through October 31, and will be featuring *Fahrenheit 451* by Ray Bradbury.

This year's summer reading program was another *big hit* with local children and teens. We had 17,805 to sign up for the program. While this number was slightly down from last year in the number of sign ups, the number of teens who reached goal 1 was up and the number of children who reached goal 2 was almost the same as last year.

Mrs. Morris introduced the six new members of the second MLS Leadership Class.

Design development continues for the Northwest Library. Our next meeting with the architects will take place August 26 and 27.

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

Mr. David Greenwell stated that the Finance Committee will meet before the September commission meeting.

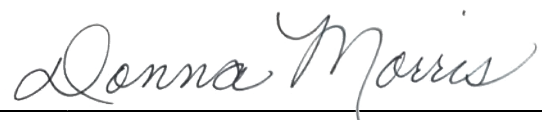
Mrs. Judy Smith asked if there was a time line for installation of the carpet at The Village Library. Mrs. LaVetta Dent, manager of The Village Library, said that the date is September 22.

Mrs. Alyne Strube stated that she and Mrs. Beth Toland attended the Choctaw Guild meeting. Both were happy to report the generous donation from the Choctaw Guild in the amount of \$3,500.

Mr. Tracy McDaniel inquired about the process to request materials be added to the collection. Mrs. Morris stated that he could send the list to the Director's office and it would be sent on to the Materials Selection department.

**XI.** The next Commission meeting will be held at the Midwest City Library on September 18, 2008.

There being no further business, the meeting was adjourned at 4:03 pm.

  
Donna Morris, Executive Director  
(Secretary)

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

August 31, 2008

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

This is the second monthly report for 2008-09. The revenue budget and expenditure appropriations are based on the Preliminary Budget approved by the Commission on June 19, 2008.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of August 2008.

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

**August 31, 2008**

**ASSETS**

CASH - Overnight Investment Account	\$ 5,583,094.72
INVESTMENTS (Schedule attached)	19,855,000.00
PREPAID ACCOUNTS	30,000.00
<b>Total Assets</b>	<u><u>\$25,468,094.72</u></u>

**LIABILITIES, DEFERRED REVENUE AND FUND BALANCE**

**LIABILITIES:**

2007-08 Reserve for Appropriations	\$126,225.83	
2008-09 Purchase Orders Outstanding	390,527.22	
2007-08 Purchase Orders Outstanding	106,017.60	
2008-09 Checks Outstanding	202,454.88	
2007-08 Checks Outstanding	7,327.99	
<b>Total Liabilities</b>		832,553.52

**DEFERRED TAX REVENUE:**

**FUND BALANCE:**

Beginning of the Year		\$28,059,672.84	
Add: Revenues			
Budgeted	111,000.00		
Other	<u>847,272.64</u>	958,272.64	
Less: Expenditures		<u>(4,382,404.28)</u>	
<b>Total Fund Balance</b>			<u>24,635,541.20</u>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>			<u><u>\$25,468,094.72</u></u>



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

**As of August 31, 2008**

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	11/16/2007	11/16/2014	5.686%	\$ 95,000.00
CD - Municipal Emp. Credit Union	6/18/2003	6/18/2009	3.750%	100,000.00
CD - Weokie Credit Union	1/17/2003	1/18/2010	4.100%	100,000.00
CD - UMB Bank	2/18/2008	2/18/2009	3.850%	95,000.00
CD - Stillwater National Bank	4/23/2003	5/23/2009	4.250%	100,000.00
CD - National Bank of Commerce.	12/20/2007	12/20/2008	4.180%	95,000.00
CD - Kirkpatrick Bank, Edmond	3/17/2008	9/12/2008	3.440%	95,000.00
CD - Coppermark Bank	3/18/2008	9/18/2008	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	7/7/2008	7/7/2009	2.500%	95,000.00
Fed Home LN BKS 10-12	8/28/2008	8/24/2012	4.020%	2,000,000.00
CD - Valliance Bank	3/6/2008	3/6/2009	3.500%	95,000.00
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 10-12	7/30/2008	1/30/2012	4.020%	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
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
Total Investments				<u>\$ 19,855,000.00</u>

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

**August 1, 2008 to August 31, 2008**

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<b><u>BUDGETED:</u></b>				
2007 Ad Valorem Tax	\$24,088,375.00	\$ -	\$ -	0.00%
State Aid	317,714.00	-	-	0.00%
Fines	<u>461,700.00</u>	<u>57,000.00</u>	<u>111,000.00</u>	24.04%
<b>Total Budgeted Revenue</b>	<b><u>\$ 24,867,789.00</u></b>	<b><u>\$ 57,000.00</u></b>	<b><u>\$ 111,000.00</u></b>	0.45%
<b><u>NOT BUDGETED:</u></b>				
Prior Years Taxes		\$ 299,495.58	\$ 412,213.16	
Gifts and Lost Books Fees		0.00	75,000.00	
Investment Income		29,794.04	322,423.94	
Flexible Benefits Account Balance		0.00	0.00	
Sale of Surplus Equipment		0.00	0.00	
Miscellaneous		<u>13,012.95</u>	<u>37,635.54</u>	
<b>Total Miscellaneous Revenue</b>		<b><u>\$ 342,302.57</u></b>	<b><u>\$ 847,272.64</u></b>	
<b>Total Revenue</b>	<b><u>\$ 24,867,789.00</u></b>	<b><u>\$ 399,302.57</u></b>	<b><u>\$ 958,272.64</u></b>	3.85%



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

**August 31, 2008**

	BEGINNING OF MONTH	RECEIPTS August	EXPEND. August	ENDING BALANCE
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 5,908.98	\$ 5,588.73	\$ 2,349.18	\$ 9,148.53
810 Prepaid Fees	(1,523.34)	0.00	611.70	(2,135.04)
815 Fines	57,697.03	42,949.49	57,269.95	43,376.57
820 Copy	122,489.34	7,796.50	8,883.11	121,402.73
900 Special Event Fund	1,915.12	0.00	0.00	1,915.12
<b>Total Revolving Funds</b>	<b>\$ 186,487.13</b>	<b>\$ 56,334.72</b>	<b>\$ 69,113.94</b>	<b>\$ 173,707.91</b>

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<b>GRANTS:</b>				
<b><u>Special Grants</u></b>				
857 DN/LC Donations	92,029.29	92,529.29	89,785.96	2,743.33
859 OCCF/Invisible Man	26,721.81	26,721.81	26,565.92	155.89
876 08/Guild/Choctaw Books	10,000.00	7,000.00	3,496.90	3,503.10
879 08/Krisman/Books by Mail	1,000.00	1,000.00	963.59	36.41
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	1,823.67	676.33
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
921 09 Walmart Del City	1,000.00	1,000.00	0.00	1,000.00
928 07/LET/Summer Reading	12,000.00	12,000.00	11,948.62	51.38
952 Human Rights Video Project	750.00	750.00	660.56	89.44
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	1,900.00	0.00
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

**Grants - Friends of MLS, Previous Years**

877 06 Las Clases Espanolas	8,000.00	8,000.00	7,800.00	200.00
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	5,000.00	0.00
864 08 LIFE	7,500.00	7,500.00	6,538.79	961.21
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 Prgmmng	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

<b>GRANTS:</b>		<b>GRANT AMOUNT</b>	<b>RECEIPTS TO DATE</b>	<b>EXPEND. TO DATE</b>	<b>ENDING BALANCE</b>
873	08 Teen & Children's Furnishings	1,713.00	1,713.00	1,639.35	73.65
875	08 Public Art	3,000.00	3,000.00	0.00	3,000.00

**Grants - Friends of MLS, Current Fiscal Year**

901	09 Volunteer Recognition	\$2,000.00	0.00	0.00	0.00
902	09/Staff Recognition	\$6,845.00	0.00	0.00	0.00
903	09 Brawner scholarships	\$7,000.00	7,000.00	750.00	6,250.00
904	09 Summer at the Library	\$5,000.00	0.00	0.00	0.00
905	09 L.I.F.E.	\$7,500.00	7,500.00	0.00	7,500.00
906	09 YA Author Visit	\$13,100.00	0.00	0.00	0.00
907	09 System-wide adult programming	\$2,500.00	0.00	0.00	0.00
908	09 System-wide senior programmin	\$6,000.00	0.00	0.00	0.00
909	09 Noon Tunes	\$19,000.00	19,000.00	2,302.00	16,698.00
910	09 Our World - System Programmin	\$18,000.00	0.00	0.00	0.00
911	09 Celebration of Black History & C	\$1,000.00	0.00	0.00	0.00
912	09 Piano	\$5,000.00	7,500.00	7,000.00	500.00
913	09 Teen Café Tables	\$1,420.00	0.00	0.00	0.00
914	09 Children's Furniture	\$10,000.00	0.00	0.00	0.00
915	09 Big Cozy Books Furniture	\$8,000.00	0.00	0.00	0.00
916	09 Inviting Storytime Rug	\$580.69	0.00	484.77	(484.77)
917	09 Public Art in Libraries	\$3,000.00	0.00	0.00	0.00
918	09 Harlem Renaissance Arts Projec	\$360.00	0.00	0.00	0.00
919	09 Library Endowment Trust	\$1,000.00	0.00	0.00	0.00
920	09 MLS TV Ad Production	\$15,000.00	15,000.00	0.00	15,000.00

**Total Grants**

\$78,369.29

**Total Special Funds**

\$ 252,077.20



**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of August 2008

FY-09

**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	754,976.31	1,887,679.12	17.61	10,719,769.00	8,832,089.88
102	Wages - Part-time	108,051.97	298,514.98	17.94	1,664,141.00	1,365,626.02
103	Payroll Taxes	63,313.09	162,176.99	16.94	957,089.00	794,912.01
109	Workers Comp Insurance	9,800.00	19,600.00	15.65	125,211.00	105,611.00
112	Group Insurance	132,774.70	277,714.30	15.30	1,815,292.00	1,537,577.70
113	Employees' Retirement	41,922.33	104,700.78	7.30	1,433,360.00	1,328,659.22
114	Unemployment Compensation	.00	.00	.00	20,000.00	20,000.00
Total Personal Services		1,110,838.40	2,750,386.17	16.44	16,734,862.00	13,984,475.83

**Maintenance & Operations - Contractual Services**

201	Bldg, Property, & Auto Insur.	.00	.00	.00	140,066.00	140,066.00
202	Liability/Bonding Insurance	.00	.00	.00	13,700.00	13,700.00
205	Rent of Library Buildings	4,837.33	16,244.83	27.63	58,800.00	42,555.17
206	Rent of Equipment	.00	.00	.00	7,200.00	7,200.00
207	Janitorial Services	47,501.34	83,099.34	20.14	412,625.00	329,525.66
208	Maintenance of Facilities	13,407.38	44,509.76	15.99	278,354.00	233,844.24
211	Parking & Transportation	11,654.55	30,654.04	18.90	162,216.00	131,561.96
212	Travel Expenses	-163.14	2,890.10	5.44	53,088.00	50,197.90
213	Professional Services	6,341.50	10,092.21	3.94	256,056.00	245,963.79
214	Security Services	29,340.63	55,759.30	14.09	395,843.00	340,083.70
216	Telephone Services	22,936.97	42,713.73	15.92	268,231.00	225,517.27
217	Electrical Services	64,105.19	118,097.15	23.57	500,950.00	382,852.85
218	Gas Services	1,645.72	2,917.37	4.59	63,516.00	60,598.63
219	Water & Garbage Services	5,251.55	11,450.99	23.75	48,213.00	36,762.01
220	Trigen Energy Services	21,308.81	39,308.81	20.80	189,000.00	149,691.19
226	Memberships	1,026.00	3,586.50	12.83	27,960.00	24,373.50
230	Other Library-related Services	19,083.70	27,078.01	6.79	399,051.00	371,972.99
231	Automation Contractual	17,145.21	31,818.60	8.87	358,570.00	326,751.40
236	Network Catalog Services	.00	45,094.50	75.76	59,525.00	14,430.50
Total Contractual Services		265,422.74	565,315.24	15.31	3,692,964.00	3,127,648.76

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of August 2008

FY-09

**Maintenance & Operations - Commodities**

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
301	Printing & Printing Supplies	8,367.29	17,312.55	10.68	162,100.00	144,787.45
302	Postage	17,207.24	41,519.64	14.87	279,175.00	237,655.36
303	Supplies	14,101.68	62,451.24	15.16	411,918.00	349,466.76
310	Maintenance Supplies	5,882.28	10,058.55	14.17	71,000.00	60,941.45
312	Safety Supplies & Equipment	.00	616.45	6.04	10,200.00	9,583.55
321	Gasoline & Oil	4,400.26	4,400.26	9.17	48,000.00	43,599.74
322	Vehicle Parts & Repairs	697.21	2,472.54	12.36	20,000.00	17,527.46
330	Programming Activities	15,037.50	28,760.58	14.23	202,120.00	173,359.42
331	Other Commodities	2,050.28	2,598.72	7.45	34,900.00	32,301.28
Total Commodities		67,743.74	170,190.53	13.73	1,239,413.00	1,069,222.47

**Capital Outlays**

401	Books & Materials	231,230.78	405,693.98	11.58	3,502,400.00	3,096,706.02
404	Government Documents	.00	.00	.00	5,000.00	5,000.00
405	Book Repairs & Bindings	.00	.00	.00	2,200.00	2,200.00
407	Periodicals & Subscriptions	12,980.86	13,731.86	8.92	154,020.00	140,288.14
408	Furniture, Fixture, & Equipmnt	9,659.33	11,260.81	1.80	625,727.00	614,466.19
409	Motor Vehicles	.00	.00	.00	75,000.00	75,000.00
410	Automation System & Equipment	.00	26,497.90	5.35	495,463.00	468,965.10
450	Capital Projects	92,739.37	439,327.79	4.72	9,302,208.00	8,862,880.21
490	Capital Reserves - Current	.00	.00	.00	-1,365,594.22	-1,365,594.22
499	Reserve Carryover - Prior	.00	.00	.00	18,249,206.10	18,249,206.10
Total Capital Outlays		346,610.34	896,512.34	2.89	31,045,629.88	30,149,117.54
Total Budget		1,790,615.22	4,382,404.28	8.31	52,712,168.88	48,330,464.60



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Number	Vendor/Payee	Purpose		Amount
G-00265	Metropolitan Library System	Postage	84.28	
		Supplies	7.55	
		Programming Activities	43.33	135.16
G-00266	O G & E	Electrical Services	11,878.08	11,878.08
G-00267	Oklahoma Natural Gas Co.	Gas Services	646.36	
		Gas Services	46.15	692.51
G-00268	City of Oklahoma City	Water & Garbage	125.54	125.54
G-00269	Brodart, Inc.	Supplies	29.45	29.45
G-00270	Southwestern Stationery and	Supplies	19.75	
		Supplies	757.50	
		Supplies	835.20	1,612.45
G-00271	Tech-Lock	Capital Projects	12.09	
		Capital Projects	5.00	
		Capital Projects	10.50	
		Maintenance of Facilities	39.44	
		Capital Projects	179.00	246.03
G-00272	Emsco Electric Supply	Capital Projects	57.14	57.14
G-00273	Forest Building Materials	Capital Projects	77.66	
		Construction	445.74	523.40
G-00274	Demco	Supplies	23.16	
		Supplies	3,050.00	3,073.16
G-00275	MASSCO Maintenance Supply Co.	Supplies	135.54	135.54
G-00276	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-00277	Gale Research	Materials	4,681.15	4,681.15
G-00278	Frank Ray	Mileage	29.84	29.84
G-00279	Strictly Jobs	Library-Related Services	175.00	
		Library-Related Services	175.00	350.00
G-00280	Baker & Taylor Books	Materials	1,961.73	1,961.73
G-00281	Charles S. Isaacs	Mileage	63.77	63.77
G-00282	Keystone Tape & Label, Inc.	Printing	120.98	120.98
G-00283	United Refrigeration, Inc.	Maintenance of Facilities	140.68	
		Ralph Ellison Relocation	34.65	
		Maintenance of Facilities	174.20	
		Maintenance of Facilities	207.07	556.60
G-00284	FedEx	Automation Contractual	24.39	24.39
G-00285	Ronna Davis	Programming	62.39	62.39
G-00286	The Penworthy Co.	Materials	5,568.44	5,568.44
G-00287	Instructional Video, Inc.	Materials	803.48	803.48
G-00288	Gale Group	Materials	5,845.80	5,845.80
G-00289	Hunter's Battery Warehouse	Maintenance of Facilities	51.64	51.64
G-00290	Staples Business Advantage	Supplies	46.92	46.92
G-00291	Anne G. Fischer	Mileage	127.83	127.83
G-00292	BayScan Technologies	Equipment	1,107.00	1,107.00
G-00293	Light Bulb Supply Co., Inc.	Maintenance of Facilities	298.80	298.80
G-00294	Copelin's Office Center	Supplies	290.30	290.30
G-00295	Walter Wayne McEvilly	Programming Activities	200.00	200.00
G-00296	Nancy Lytle	Mileage	5.85	5.85
G-00297	Janet Brooks	Mileage	28.67	28.67
G-00298	Julianna Link	Mileage	10.53	10.53
G-00299	INTEGRIS Corporate Assistance	Professional Services	880.00	880.00
G-00300	Oklahoma Air Filter	Capital Projects	420.99	
		Maintenance of Facilities	28.80	449.79



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Number	Vendor/Payee	Purpose		Amount
G-00301	Jonathan Willis	Mileage	93.02	93.02
G-00302	Mary Strasner	Programming Activities	124.73	124.73
G-00303	Oklahoma Gazette	Library-Related Services	1,061.60	1,061.60
G-00304	Random House, Inc	Materials	148.16	148.16
G-00305	A T & T Mobility	Telephone Services	90.34	90.34
G-00306	Scott's Printing & Copying	Printing	538.90	538.90
G-00307	Little River Zoo	Programming Activities	105.00	105.00
G-00308	Brilliance Corporation	Materials	1,553.49	1,553.49
G-00309	Ursula Ward	Mileage	18.72	18.72
G-00310	Ingram Library Service	Materials	67.56	67.56
G-00311	Mergent Co., Inc.	Materials	8,805.00	8,805.00
G-00312	High-Tech-Tronics, Inc.	Maintenance of Facilities	344.25	344.25
G-00313	Walker Companies	Supplies	22.95	22.95
G-00314	Audio Editions	Materials	1,891.56	1,891.56
G-00315	Lakeshore Learning Materials	Programming Activities	98.18	98.18
G-00316	OverDrive, Inc fka	Network Catalog Services	94.50	
		Materials	1,549.98	1,644.48
G-00317	Karen R. Bray	Mileage	14.04	14.04
G-00318	Ingram Library Service	Materials	486.89	486.89
G-00319	Perry Publishing Co.	Subscriptions	40.00	40.00
G-00320	Jana Hausburg	Mileage	8.78	8.78
G-00321	Landon Holman	Mileage	54.99	54.99
G-00322	Evans Hardware	Maintenance of Facilities	3.96	
		Maintenance of Facilities	20.75	
		Maintenance of Facilities	19.99	
		Maintenance of Facilities	5.97	
		Maintenance of Facilities	104.06	
		Capital Projects	23.17	177.90
G-00323	First Edition Cafe	Supplies	18.00	18.00
G-00324	Displays 2 Go	Supplies	56.57	56.57
G-00325	Sharon A. Nolan	Other Commodities	65.36	
		Programming Activities	48.16	113.52
G-00326	Kelly Fuselier	Programming Activities	125.00	125.00
G-00327	Aaron Killough	Mileage	31.59	31.59
G-00328	BBC Audiobooks America	Materials	2,191.86	2,191.86
G-00329	Quiznos #1749	Programming Activities	315.02	315.02
G-00330	MCC Centers of Oklahoma	Vehicle PArts & Repairs	28.00	
		Vehicle Parts & Repairs	30.81	
		Vehicle Parts & Repairs	30.81	
		Vehicle Parts & Repairs	28.00	117.62
G-00331	Novalco, Inc	Maintenance of Facilities	145.00	145.00
G-00332	IFMA-Headquarters	Memberships	373.00	373.00
G-00333	Kim Ventrella	Programming Activities	104.22	104.22
G-00334	Clyde Herrod	Mileage	4.39	4.39
G-00335	ULINE	Ralph Ellison Relocation	102.69	102.69
G-00336	City of Harrah	Water & Garbage Services	49.09	49.09
G-00337	Amazon/GE Money Bank	Programming Gifts	89.98	
		Supplies	89.96	179.94
G-00338	Learning Express	Materials	9,010.00	9,010.00
G-00339	John Wood	Mileage	12.29	12.29
G-00340	City of Choctaw	Water & Garbage Services	88.03	88.03
G-00341	Office Depot Credit Plan	Supplies	121.91	121.91



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Number	Vendor/Payee	Purpose		Amount
G-00342	Cheryl Pernell	Mileage	5.50	5.50
G-00343	Baker & Taylor Entertainment	Materials	3,458.02	3,458.02
G-00344	Walmart Community	Supplies	15.48	
		Capital Projects	34.91	50.39
G-00345	Kimberly A Terry	Mileage	26.68	26.68
G-00346	Garcia Tire Service, Inc.	Maintenance of Facilities	138.38	138.38
G-00347	Imagination Promotional Group	Library-Related Services	2,531.11	2,531.11
G-00348	Allied Waste Services #060	Water & Garbage Services	904.82	904.82
G-00349	Clean-Pro Industries, Inc.	Materials	166.85	166.85
G-00350	Star Lighting	Maintenance of Facilities	106.09	
		Maintenance of Facilities	235.60	
		Maintenance of Facilities	42.00	
		Maintenance of Facilities	20.28	
		Maintenance of Facilities	89.40	
		Maintenance of Facilities	293.60	786.97
G-00351	John Utey	Mileage	34.52	34.52
G-00352	Cintas Corp.	Maintenance of Facilities	399.61	399.61
G-00353	Lesli Jones	Library-Related Services	160.00	160.00
G-00354	Kelley Hoffman	Mileage	5.97	5.97
G-00355	Cheryll Smith	Mileage	6.44	6.44
G-00356	Target Bank	Supplies	49.99	49.99
G-00357	Baker & Taylor Books	Materials	3,470.02	
		Materials	3,714.03	
		Materials	7,266.25	14,450.30
G-00358	Baker & Taylor Books	Materials	4,543.58	
		Materials	3,204.10	7,747.68
G-00359	Baker & Taylor Books	Materials	1,197.52	1,197.52
G-00360	SimplexGrinnell	Maintenance of Facilities	223.44	
		Maintenance of Facilities	39.20	262.64
G-00361	Laura Schaller	Programming Activities	100.00	100.00
G-00362	Angela Wall	Programming Activities	60.00	60.00
G-00363	Midwest Single Source, Inc.	Supplies	419.76	419.76
G-00364	Christopher Carroll	Mileage	20.26	20.26
G-00365	Teresa Matthews	Programming Activities	104.82	104.82
G-00366	Dan Holman	Mileage	167.31	
		Telephone Services	39.17	206.48
G-00367	James E. Powell	Capital Projects	2,250.00	2,250.00
G-00368	Veronica Escobar	Mileage	14.63	14.63
G-00369	H I S Paints	Maintenance of Facilities	341.04	
		Maintenance of Facilities	52.29	
		Capital Projects	43.62	436.95
G-00370	R. Justin Herwig	Mileage	130.75	130.75
G-00371	Byron Katie International	Materials	305.86	305.86
G-00372	Someplace Else	Other Commodities	92.94	92.94
G-00373	Mutual Assurance	Grp Med/Dtl Ins Prem-AUG	30,997.66	30,997.66
G-00374	Metropolitan Library System	Grp Med/Dtl Ins Prms-AUG	95,301.68	95,301.68
G-00375	Metropolitan Library System	Furniture	2,500.00	2,500.00
G-00376	Bradford Industrial Suppl Corp	Capital Projects	71.40	
		Maintenance of Facilities	354.84	426.24
G-00377	City of the Village	Water & Garbage	82.97	82.97
G-00378	Triangle/A & E	Capital Projects	240.00	240.00
G-00379	Gale Research	Materials	1,125.35	1,125.35



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Number	Vendor/Payee	Purpose		Amount
G-00380	Journey House Travel, Inc.	Travel Expense	510.50	510.50
G-00381	Ernestine Clark	Mileage	20.96	20.96
G-00382	Alma L. Brown	Programming Activities	77.20	
		Programming Activities	174.40	251.60
G-00383	Oklahoma Library Association	Memberships	32.00	
		Memberships	32.00	64.00
G-00384	Weston Woods Accts Receivable	Materials	125.39	125.39
G-00385	Baker & Taylor Books	Materials	1,416.60	1,416.60
G-00386	Spence & Associates, Inc	Library-Related Services	1,900.00	
		Library-Related Services	500.00	
		Library-Related Services	1,900.00	4,300.00
G-00387	Mid-west Landscape, LLC	Maintenance of Facilities	1,490.00	
		Maintenance of Facilities	935.00	2,425.00
G-00388	Charles S. Isaacs	Telephone Services	35.00	35.00
G-00389	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-00390	Oasis Audio LLC	Materials	125.94	125.94
G-00391	Recorded Books, LLC	Materials	3,722.83	3,722.83
G-00392	ConocoPhillips Fleet	Gasoline	10.70	10.70
G-00393	Denyveta Davis	Mileage	102.02	102.02
G-00394	Gale Group	Materials	394.44	394.44
G-00395	Ann Aliotta	Mileage	17.55	17.55
G-00396	Live Oak Media	Materials	162.21	162.21
G-00397	Staples Business Advantage	Supplies	30.32	30.32
G-00398	Mutual Assurance	Professional Services	876.00	876.00
G-00399	Anne G. Fischer	Telephone Services	50.00	50.00
G-00400	Friday	Subscriptions	25.00	
		Library-Related Services	700.00	725.00
G-00401	Elizabeth Kessler	Professional Services	450.00	450.00
G-00402	Library Video Co.	Materials	873.24	873.24
G-00403	Priscilla Doss	Mileage	8.48	8.48
G-00404	Full Circle Bookstore	Programming Activities	351.84	351.84
G-00405	Amigos Library Services	Materials	1,234.00	1,234.00
G-00406	AT&T	Telephone Services	893.75	893.75
G-00407	Blackstone Audio Books	Materials	596.25	596.25
G-00408	Dana Bickford	Professional Services	600.00	600.00
G-00409	Oklahoma Gazette	Library-Related Services	1,061.60	1,061.60
G-00410	Random House, Inc	Materials	10,167.20	10,167.20
G-00411	Scott's Printing & Copying	Printing	142.65	142.65
G-00412	Brilliance Corporation	Materials	52.94	52.94
G-00413	aha! Process, Inc.	Books & Materials	81.00	81.00
G-00414	Ingram Library Service	Materials	868.66	868.66
G-00415	Phyllis Davidson	Mileage	23.28	23.28
G-00416	Julia Ballou	Mileage	13.46	13.46
G-00417	XPEDX	Supplies	2,684.96	2,684.96
G-00418	Audio Editions	Materials	209.70	209.70
G-00419	Lynda G. Bahr	Mileage	130.75	130.75
G-00420	Stuart Williamson	Mileage	45.63	45.63
G-00421	Oklahoma County Newspapers	Subscriptions	36.00	36.00
G-00422	Crystal Roper	Group Insurance	9.03	9.03
G-00423	Matthew Cotter	Mileage	18.72	18.72
G-00424	Elizabeth L. Wilson	Mileage	22.23	22.23
G-00425	Ingram Library Service	Materials	220.28	220.28



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Number	Vendor/Payee	Purpose		Amount
G-00426	Town of Luther	Water & Garbage	44.25	44.25
G-00427	Center Point Large Print	Materials	203.70	203.70
G-00428	Studio Architecture PC	Capital Projects	3,289.96	3,289.96
G-00429	Deli Partners of Little Rock	Professional Services	152.80	152.80
G-00430	New Forums Press	Materials	554.95	554.95
G-00431	Anita Roesler	Mileage	45.34	45.34
G-00432	Jeffrey J. Crawford	Security Services	600.00	600.00
G-00433	John Mark Dawson	Security Services	300.00	300.00
G-00434	Rena Gibson	Mileage	17.55	17.55
G-00435	Miguel A. Campos	Security Service	212.50	212.50
G-00436	Stanley Campbell	Security Services	212.50	212.50
G-00437	American Benefit Systems, Inc.	Professional Services	943.75	943.75
G-00438	OPUBCO Communications Group	Library-Related Services	78.75	78.75
G-00439	Heidi Johnson	Mileage	2.93	2.93
G-00440	Kelly Fuselier	Programming Activities	100.00	100.00
G-00441	Ruby Soutiere	Mileage	13.75	13.75
G-00442	Right Management	Professional Services	708.65	708.65
G-00443	Kim Ventrella	Mileage	64.94	64.94
G-00444	Kevin Colwell	Mileage	11.70	11.70
G-00445	Timothy W. Brewer, Jr.	Security Service	150.00	150.00
G-00446	Amazon/GE Money Bank	Maintenance Supplies	30.66	30.66
G-00447	Gregory Bennett	Mileage	22.23	22.23
G-00448	Office Depot Credit Plan	Automationa Contractual	209.99	
		Supplies	60.93	
		Supplies	33.99	304.91
G-00449	Todd Olberding	Telephone Services	37.33	37.33
G-00450	Baker & Taylor Books	Materials	1,228.40	1,228.40
G-00451	Cox Communications, Inc.	Telephone Services	7,326.63	
		Telephone Services	6,854.68	14,181.31
G-00452	Baker & Taylor Entertainment	Materials	3,118.26	3,118.26
G-00453	Walmart Community	Supplies	216.25	
		Supplies	70.29	286.54
G-00454	Betty Scott	Mileage	18.14	18.14
G-00455	Classic Paper Supply	Supplies	658.00	658.00
G-00456	Evelyn Carol Gilbert	July 2008	42.30	42.30
G-00457	Pamela Buchanan	Telephone Services	35.00	
		Mileage	117.30	152.30
G-00458	Teaching Company	Materials	239.90	239.90
G-00459	John Utley	Telephone Services	35.00	35.00
G-00460	Lesli Jones	Library-Related Services	150.00	
		Library-Related Services	120.00	270.00
G-00461	Cox Communications, Inc.	Telephone Service	3,415.15	3,415.15
G-00462	Securitas Security USA, Inc.	Security Services	6,778.10	
		Security Services	7,227.24	14,005.34
G-00463	Baker & Taylor Books	Materials	3,927.06	
		Materials	3,287.05	
		Materials	1,648.16	
		Materials	6,594.55	
		Materials	1,075.94	16,532.76
G-00464	Baker & Taylor Books	Materials	3,658.96	
		Materials	2,254.14	5,913.10
G-00465	Laser Quest	Other Commodities	1,092.01	1,092.01



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Number	Vendor/Payee	Purpose		Amount
G-00466	Baker & Taylor Books	Materials	1,084.48	1,084.48
G-00467	James Cain	Programming Activities	75.00	75.00
G-00468	Jenifer L. King	Programming Activities	150.00	150.00
G-00469	Emily Williams	Mileage	62.24	62.24
G-00470	Trigen-OKC Energy Corporation	Energy Services	19,308.81	19,308.81
G-00471	Midwest Single Source, Inc.	Supplies	968.89	968.89
G-00472	Joshua Pershica	Security Services	600.00	600.00
G-00473	Baker & Taylor Entertainment	Materials	67.38	67.38
G-00474	Thomas B. Horne	Capital Projects	4,437.33	4,437.33
G-00475	Meyer Architecture Plus, LLC	Capital Projects	5,000.00	5,000.00
G-00476	UNUM Life Insurance	Grp L-T Disab Ins.-August	2,876.36	2,876.36
G-00477	Bank of Oklahoma	Payroll Transmittal-Chks	41,711.36	
		Payroll Transmittal-Chks	20,106.06	
		Payroll Transmittal-Chks	165.00	61,982.42
G-00478	Bank of Oklahoma	Federal Withholding Tax	38,497.60	
		Federal Withholding Tax	3,066.00	41,563.60
G-00479	Oklahoma Tax Commission	State Withholding Tax	13,340.00	
		State Withholding Tax	980.50	14,320.50
G-00480	Mun. Employees Credit Union	Employee Cr Union Deducts	11,295.33	
		Employee Cr Union Deducts	167.50	11,462.83
G-00481	United Way of Central Oklahoma	Employee Deductions	407.72	407.72
G-00482	Bank of America	Payroll Transmittal-DDep	196,779.41	
		Payroll Transmittal-DDep	26,552.71	
		Payroll Transmittal-DDep	1,210.00	224,542.12
G-00483	Nationwide Retirement Solution	Employee Deductions	7,424.92	7,424.92
G-00484	Transamerica Worksite Mrktg.	Employee Deductions	486.01	486.01
G-00485	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,777.74	4,777.74
G-00486	Bank of Oklahoma	Employee Flexplan Deposit	21,634.08	21,634.08
G-00487	Bank of Oklahoma	Employee Soc/Sec Deposits	22,100.80	
		Employee Soc/Sec Deposits	3,415.37	
		Employee Medicare Deposit	5,171.06	
		Employee Medicare Deposit	798.81	
		Employer Soc/Sec Deposits	25,516.23	
		Employer Medicare Deposit	5,969.72	62,971.99
G-00488	MassMutual Financial Group	Employee Contrib -- DC PI	11,566.92	
		Employer Contrib -- DC PI	21,162.04	32,728.96
G-00489	Love, Beal & Nixon, P.C.	Employee Deductions	373.89	373.89
G-00490	Vision Service Plan of	Grp Vision Ins Prem-Aug	2,214.97	2,214.97
G-00491	ODHS Oklahoma Centralized	Employee Deductions	217.73	217.73
G-00492	Administrative Systems, Inc.	Employee Deductions	1,097.60	1,097.60
G-00493	Metropolitan Library System	Professional Services	30.00	
		Postage	125.24	
		Supplies	20.30	
		Programming Activities	190.41	
		Programming Activities	16.47	
		Janitorial Supplies	17.34	
		Other Commodities	14.44	414.20
G-00494	City of Midwest City, Inc.	Water & Garbage Services	341.72	341.72
G-00495	Grainger	Maintenance of Facilities	121.28	
		Safety Supplies	381.50	
		Maintenance of Facilities	446.77	
		Maintenance of Facilities	217.08	

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Number	Vendor/Payee ** Continued **	Purpose		Amount
G-00495	Grainger	Maintenance of Facilities	76.64	1,243.27
G-00496	O G & E	Electrical Services	19,241.80	19,241.80
G-00497	Oklahoma Natural Gas Co.	Gas Services	823.85	
		Gas Services	1.42	825.27
G-00498	City of Oklahoma City	Water & Garbage	751.39	
		Water & Garbage	958.87	1,710.26
G-00499	Brodart, Inc.	Supplies	1,176.00	1,176.00
G-00500	Southwestern Stationery and	Printing	5,162.00	
		Printing	1,853.00	7,015.00
G-00501	Borders Group, Inc.	Materials	174.54	174.54
G-00502	Hunzicker Brothers, Inc.	Maintenance of Facilities	40.45	40.45
G-00503	Locke Supply Co.	Maintenance of Facilities	3.94	
		Maintenance of Facilities	20.98	
		Maintenance of Facilities	19.90	44.82
G-00504	Tech-Lock	Maintenance of Facilities	21.00	21.00
G-00505	MASSCO Maintenance Supply Co.	Supplies	377.10	
		Supplies	265.08	642.18
G-00506	Eales Electronics Corp.	Capital Projects	404.62	
		Maintenance of Facilities	20.00	424.62
G-00507	Gale Research	Materials	245.60	245.60
G-00509	Hewlett-Packard Co.	Automation Contractual	12,834.00	12,834.00
G-00510	Synergy Datacom Supply, Inc.	Capital Projects	34.73	
		Capital Projects	36.36	
		Capital Projects	19.51	90.60
G-00511	AT&T	Telephone Services	946.06	
		Telephone Services	763.41	
		Telephone Services	325.71	2,035.18
G-00512	City of Edmond	Electrical Services	5,610.31	5,610.31
G-00513	Richard Rea	Mileage	19.60	19.60
G-00514	Standard Printing Co., Inc.	Supplies	428.00	428.00
G-00515	Baker & Taylor Books	Materials	2,482.81	2,482.81
G-00516	U.S. Postal Service	Postage	15,000.00	15,000.00
G-00517	Standard & Poor's	Materials	3,659.90	3,659.90
G-00518	Bill Warren Office Products	Supplies	22.05	
		Supplies	178.98	201.03
G-00519	WF Job Fair	Library-Related Services	175.00	175.00
G-00520	A.M. Best Co.	Materials	5,469.75	5,469.75
G-00521	United Refrigeration, Inc.	Maintenance of Facilities	100.92	100.92
G-00522	KTUZ TV	Library-Related Services	250.00	250.00
G-00523	Instructional Video, Inc.	Materials	1,959.54	1,959.54
G-00524	Hunter's Battery Warehouse	Vehicle Parts & Repairs	74.93	
		Maintenance of Facilities	99.00	173.93
G-00525	Staples Business Advantage	Supplies	39.96	39.96
G-00526	Harmony Business Supplies	Supplies	1,221.55	1,221.55
G-00527	Morningstar	Materials	7,000.00	
		Materials	875.00	7,875.00
G-00528	Rosemary Stafford	Mileage	7.61	7.61
G-00529	Jonathan Willis	Telephone Services	35.00	35.00
G-00530	Linda Hyams	Mileage	63.25	63.25
G-00531	Metrocall Wireless	Telephone Services	439.38	439.38
G-00532	Random House, Inc	Materials	1,136.00	1,136.00



General Fund F.Y. 08-09

Warrant Register

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Number	Vendor/Payee	Purpose		Amount
G-00533	Ingram Library Service	Materials	3,218.49	3,218.49
G-00534	Linda Temple	Mileage	3.39	3.39
G-00535	Cummins Southern Plains, Ltd.	Maintenance of Facilities	606.00	606.00
G-00536	Fuelman	Gasoline	4,389.56	
		Vehicle Parts & Repairs	7.00	4,396.56
G-00537	Ingram Library Service	Materials	72.63	72.63
G-00538	The Library Store, Inc.	Supplies	20.76	20.76
G-00539	Jimmy Welch	Telephone Services	50.00	50.00
G-00540	Pauline Rodriguez-Atkins	Mileage	19.31	19.31
G-00541	Evans Hardware	Capital Projects	18.37	18.37
G-00542	Debbie Robertus	Memberships	35.00	35.00
G-00543	Deborah Willis	Mileage	26.33	26.33
G-00544	Southwest Paper - OKC	Supplies	2,829.20	2,829.20
G-00545	Quill Corporation	Supplies	91.96	
		Supplies	287.80	379.76
G-00546	OPUBCO Communications Group	Library-Related Services	507.00	
		Library-Related Services	38.00	545.00
G-00547	Medco Supply Company	Safety Supplies	234.95	234.95
G-00548	Bank of America	Library-Related Services	220.54	220.54
G-00549	Kelly Fuselier	Programming Activities	100.00	100.00
G-00550	Pleasant Pools	Maintenance of Facilities	2.99	2.99
G-00551	MCC Centers of Oklahoma	Maintenance of Facilities	35.85	
		Vehicle Parts & Repairs	27.46	63.31
G-00552	Integrated Technology Group	Computer Equipment	9,587.55	
		Computer Equipment	4,165.00	13,752.55
G-00553	City of Edmond	Water & Garbage Services	466.46	466.46
G-00554	Sally Gray	Mileage	13.46	13.46
G-00555	Oklahoma Press Service	Library-Related Services	159.46	159.46
G-00556	John Wood	Telephone Services	50.00	50.00
G-00557	Fariba Williams	Mileage	11.12	11.12
G-00558	Denise Lukes	Mileage	3.51	3.51
G-00559	Commercial Card Solutions	Supplies	158.28	
		Registration	345.00	
		Maintenance Supplies	380.89	
		Construction	147.50	
		Maintenance Supplies	157.46	
		Registration	170.00	
		Memberships	160.00	
		Construction	218.49	
		Professional Services	200.00	
		Equipment	281.50	
		Postage	1,441.00	
		Professional Services	14.00	
		Memberships	225.00	
		Supplies	76.94	3,976.06
G-00560	Baker & Taylor Entertainment	Materials	6,798.85	6,798.85
G-00561	Arts Council of Oklahoma City	Programming Activities	8,975.00	8,975.00
G-00562	Walmart Community	Supplies	54.50	54.50
G-00563	MetroFamily Magazine	Library-Related Services	1,544.50	1,544.50
G-00564	Commercial Card Solutions	Books & Materials	196.70	
		Books & Materials	195.22	
		Books & Materials	248.92	

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Warrant Register

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Number	Vendor/Payee ** Continued **	Purpose	Amount	Amount
G-00564	Commercial Card Solutions	Books & Materials	268.49	
		Books & Materials	169.74	
		Books & Materials	167.66	
		Books & Materials	144.51	
		Books & Materials	122.88	1,514.12
G-00565	Preston Bell	Transportation	40.00	40.00
G-00566	USPS/BME	Postage	565.00	565.00
G-00567	Reef Shop Warehouse	Maintenance of Facilities	65.45	65.45
G-00568	The Tribune	Library-Related Services	25.00	25.00
G-00569	Clear Channel Broadcasting Inc	Library-Related Services	2,978.00	2,978.00
G-00570	Donna Morris	Parking & Transportation	450.00	450.00
G-00571	Melissa Weathers	Mileage	7.90	7.90
G-00572	Susan H. Wood	Programming Activities	250.00	
		Programming Activities	100.00	350.00
G-00573	Lesli Jones	Library-Related Services	55.00	55.00
G-00574	Worth Hydrochem of Oklahoma	Maintenance of Facilities	222.00	222.00
G-00575	Serina Garcia	Mileage	11.12	11.12
G-00576	Securitas Security USA, Inc.	Security Services	6,759.27	6,759.27
G-00577	Baker & Taylor Books	Materials	3,096.13	
		Materials	6,024.03	
		Materials	2,140.41	
		Materials	4,053.40	
		Materials	4,275.43	19,589.40
G-00578	Baker & Taylor Books	Materials	2,844.23	
		Materials	4,311.78	
		Materials	382.23	7,538.24
G-00579	Baker & Taylor Books	Materials	1,319.15	1,319.15
G-00580	SimplexGrinnell	Maintenance of Facilities	561.95	
		Maintenance of Facilities	56.48	618.43
G-00581	Kone Inc	Maintenance of Facilities	975.00	975.00
G-00582	Smart Technologies	Automation Contractual	596.00	596.00
G-00583	Oklahoma Accountancy Board	Memberships	100.00	100.00
G-00584	Midwest Single Source, Inc.	Supplies	58.95	
		Supplies	15.75	
		Supplies	254.36	
		Supplies	15.96	345.02
G-00585	Kiona Millirons	Programming Activities	25.00	25.00
G-00586	Carol Cook	Mileage	26.91	26.91
G-00587	KOCO Channel 5	Library-Related Services	2,000.00	2,000.00
G-00588	Overdrive, Inc.	Materials	447.25	447.25
G-00589	Jaime Hackworth	Mileage	23.40	23.40
G-00590	Damon Frazier	Programming Activities	150.00	150.00
G-00591	Mary Ann Johnson	Programming Activities	70.44	70.44
G-00592	Grout Service	Maintenance of Facilities	675.00	675.00
G-00593	Gale Research	Materials	240.85	240.85
G-00594	Baker & Taylor Books	Materials	1,383.22	1,383.22
G-00595	ALA Order Fulfillment	Materials	121.00	121.00
G-00596	A.M. Best Co.	Materials	5,469.75	5,469.75
G-00597	Instructional Video, Inc.	Materials	89.85	89.85
G-00598	Library Video Co.	Materials	199.80	199.80
G-00599	Random House, Inc	Materials	948.00	948.00



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Warrant Register

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Number	Vendor/Payee	Purpose		Amount
G-00600	Ingram Library Service	Materials	2,493.66	2,493.66
G-00601	Audio Editions	Materials	3,334.08	3,334.08
G-00602	Ingram Library Service	Materials	747.00	747.00
G-00603	Barnes & Noble, Inc.	Materials	1,179.88	1,179.88
G-00604	Baker & Taylor Entertainment	Materials	2,353.81	
		Materials	291.20	2,645.01
G-00605	Baker & Taylor Books	Materials	3,637.52	
		Materials	3,623.25	
		Materials	2,121.94	
		Materials	5,031.68	14,414.39
G-00606	Baker & Taylor Books	Materials	1,370.96	
		Materials	8,199.60	9,570.56
G-00607	Baker & Taylor Books	Materials	2,469.77	2,469.77
G-00608	Amy Jo Love	Materials	212.40	212.40
G-00609	Bank of Oklahoma	Payroll Transmittal-Chks	44,198.24	
		Payroll Transmittal-Chks	19,066.87	63,265.11
G-00610	Bank of Oklahoma	Federal Withholding Tax	40,410.60	
		Federal Withholding Tax	2,804.00	43,214.60
G-00611	Oklahoma Tax Commission	State Withholding Tax	13,925.00	
		State Withholding Tax	893.50	14,818.50
G-00612	Mun. Employees Credit Union	Employee Cr Union Deducts	11,295.33	
		Employee Cr Union Deducts	167.50	11,462.83
G-00613	United Way of Central Oklahoma	Employee Deductions	409.72	409.72
G-00614	Bank of America	Payroll Transmittal-DDep	204,090.35	
		Payroll Transmittal-DDep	25,981.36	230,071.71
G-00615	Nationwide Retirement Solution	Employee Deductions	7,424.92	7,424.92
G-00616	Transamerica Worksite Mrktg.	Employee Deductions	486.01	486.01
G-00617	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,959.69	4,959.69
G-00618	Bank of Oklahoma	Employee Flexplan Deposit	10,112.03	10,112.03
G-00619	Bank of Oklahoma	Employee Soc/Sec Deposits	22,439.61	
		Employee Soc/Sec Deposits	3,283.80	
		Employee Medicare Deposit	5,335.79	
		Employee Medicare Deposit	767.99	
		Employer Soc/Sec Deposits	25,723.45	
		Employer Medicare Deposit	6,103.69	63,654.33
G-00620	MassMutual Financial Group	Employee Contrib -- DC PI	11,322.03	
		Employee Contrib -- DC PI	20,760.29	32,082.32
G-00621	Love, Beal & Nixon, P.C.	Employee Deductions	369.49	369.49
G-00622	ODHS Oklahoma Centralized	Employee Deductions	217.73	217.73
G-00623	Administrative Systems, Inc.	Employee Deductions	1,097.60	1,097.60
G-00624	City of Del City	Rent of Library Buildings	400.00	400.00
G-00625	Oklahoma Natural Gas Co.	Gas Services	77.94	77.94
G-00626	City of Bethany	Water & Garbage	166.19	166.19
G-00627	City of Oklahoma City	Wate & Garbage	889.92	889.92
G-00628	Brodart, Inc.	Supplies	907.92	907.92
G-00629	Southwestern Stationery and	Printing	1,044.00	
		Supplies	73.56	
		Supplies	1,072.80	2,190.36
G-00630	Tech-Lock	Capital Projects	5.56	5.56
G-00631	Forest Building Materials	Capital Projects	36.55	36.55
G-00632	Demco	Supplies	43.24	
		Supplies	90.94	

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General Fund F.Y. 08-09

Warrant Register

August 2008

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-00632	Demco	Supplies	42.37	176.55
G-00633	Journal Record Publishing	Subscriptions	1,352.00	
		Subscriptions	338.00	
		Subscriptions	338.00	2,028.00
G-00634	City Glass, Inc.	Capital Projects	217.60	217.60
G-00635	City of Warr Acres	Water & Garbage	52.30	52.30
G-00636	TDS Telecom	Telephone Services	436.86	
		Telephone Services	844.29	1,281.15
G-00637	American Library Assoc.	Supplies	59.00	59.00
G-00638	ALA Membership CSC	Memberships	154.00	
		Memberships	154.00	
		Memberships	154.00	462.00
G-00639	Pure Service Corp.	Jaintorial Services	13,645.00	
		JANITORIAL SERVICES	6,760.00	
		Janitorial Services	753.00	
		Janitorial Services	690.00	
		Janitorial Services	176.00	22,024.00
G-00640	Reliance Label Solutions, Inc	Supplies	1,610.42	1,610.42
G-00641	BayScan Technologies	Supplies	999.14	999.14
G-00642	Copelin's Office Center	Supplies	35.27	35.27
G-00643	Oklahoma City Comm. College	Library-Related Services	100.00	100.00
G-00644	Commercial Concepts	Automation Contractual	168.00	168.00
G-00645	National Seminars Group	Professional Services	798.00	798.00
G-00646	XPEDX	Supplies	279.05	279.05
G-00647	Summit Mailing Systems, Inc.	Supplies	227.00	227.00
G-00648	Linda Temple	Memberships	35.00	35.00
G-00649	Porch School Supply	Supplies	809.13	809.13
G-00650	Walker Group	Supplies	520.95	520.95
G-00651	Barnes & Noble, Inc.	Programming Activities	177.90	177.90
G-00652	Kay L. Bauman	Ralph Ellison Relocation	58.73	58.73
G-00653	Cox Media Oklahoma City	Library-Related Services	3,998.00	
		Library-Related Services	750.00	4,748.00
G-00654	Debbie Robertus	Mileage	8.19	8.19
G-00655	Label Design & Supplies	Supplies	11,978.40	11,978.40
G-00656	OPUBCO Communications Group	Library-Related Services	127.95	127.95
G-00657	Epperson Photo-Video	Programming Activities	14.89	
		Programming Activities	59.53	74.42
G-00658	Aaron Killough	Memberships	35.00	35.00
G-00659	Dowell Parking Center	Parking & Transportation	50.00	50.00
G-00660	DLT Solutions	Subscription	327.77	327.77
G-00661	Linda Felton	Mileage	24.97	24.97
G-00662	Kim Ventrella	Supplies	69.41	69.41
G-00663	OHC of Oklahoma, L.L.C.	Professional Services	214.50	214.50
G-00664	ULINE	Programming Supplies	127.00	127.00
G-00665	Alliance Personnel Service LLC	Ralph Ellison Relocation	1,658.80	1,658.80
G-00666	Lisa M. Wood	Programming Activities	64.91	64.91
G-00667	OASLMS	Professional Services	25.00	
		Professional Services	25.00	50.00
G-00668	Eaton-Quade Plastics Co.	Maintenance of Facilities	80.00	80.00
G-00669	Progressive Business Pub	Subscriptions	299.00	299.00
G-00670	John L. Hilbert	Programming Activities	110.49	
	** Continued **			

General Fund F.Y. 08-09

Warrant Register

August 2008

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-00670	John L. Hilbert	Programming Activities	27.35	137.84
G-00671	Saisri V. McCormick	Mileage	5.85	5.85
G-00672	Robyn Poston	Programming Activities	170.00	170.00
G-00673	York International Corp.	Ralph Ellison Relocation	5,105.17	5,105.17
G-00674	Lesli Jones	Library-Related Services	50.00	50.00
G-00675	Worth Hydrochem of Oklahoma	Maintenance of Facilities	90.00	90.00
G-00676	AT&T	Telephone Services	58.22	58.22
G-00677	Securitas Security USA, Inc.	Security Services	7,130.22	
		Security Services	6,707.80	13,838.02
G-00678	SimplexGrinnell	Maintenance of Facility	175.00	
		Maintenance of Facilities	85.15	
		Ralph Ellison Relocation	95.64	355.79
G-00679	Lloyd Lovely	Mileage	17.55	17.55
G-00680	Sabre Technologies	Supplies	1,900.00	1,900.00
G-00681	Erika Sterling	Maintenance of Facilities	120.00	120.00
G-00682	Midwest Single Source, Inc.	Supplies	27.74	
		Supplies	35.30	
		Supplies	73.00	136.04
G-00683	Stacy Schrank	Professional Services	83.88	83.88
G-00684	James E. Powell	Ralph Ellison Relocation	250.00	250.00
G-00685	Hughes Painting, Inc.	Construction	2,028.00	
		Construction	472.00	2,500.00
G-00686	Service Experts, Inc.	Ralph Ellison Relocation	1,065.00	1,065.00
G-00687	Oklahoma Association of Gifted	Professional Services	25.00	25.00
G-00688	Mobile Mini, Inc.	Ralph Ellison Relocation	392.95	392.95
G-00689	Mary J. Sholly	Mileage	11.12	11.12
G-00690	Carolyn Elizabeth Emery	Programming Activities	75.00	75.00
G-00691	Deborah Manzo	Mileage	1.05	1.05
G-00692	Lindsay Lui	Mileage	5.97	5.97
G-00693	Gail Sloop	Mileage	5.97	5.97
G-00694	Teri Wooley	Mileage	6.79	6.79
G-00695	Amy Upchurch	Mileage	2.11	2.11
G-00696	Ha Tran	Mileage	6.79	6.79
G-00697	James Thatcher	Mileage	3.92	3.92
G-00698	Dung Le	Mileage	11.29	11.29
G-00699	Rocio Negrete	Mileage	2.11	2.11
G-00700	Sarah Hartsfield	Mileage	13.46	13.46
Total of FY 08-09 Warrants Issued				\$ 1,671,940.18



General Fund F.Y. 07-08

Warrant Register

August 2008

Number	Vendor/Payee	Purpose		Amount
G-05349	Metropolitan Library System	Postage	25.20	
		Supplies	27.61	
		Programming Activities	152.30	
		Programming Activities	7.03	212.14
G-05350	Brodart, Inc.	Supplies	27.69	27.69
G-05351	Demco	Supplies	1,064.00	
		Supplies	1,100.25	
		Supplies	1,540.00	
		Supplies	475.00	4,179.25
G-05352	CompSource Oklahoma	Workers Comp Insurance	7,940.00	7,940.00
G-05353	American Library Assoc.	Programming Supplies	1,149.55	
		Programming Activities	47.00	1,196.55
G-05354	Recorded Books, LLC	Materials	293.62	293.62
G-05355	Instructional Video, Inc.	Materials	3,893.49	3,893.49
G-05356	Gale Group	Materials	103.80	103.80
G-05357	Evans Hardware	Maintenance of Facilities	19.99	19.99
G-05358	Links, Inc.	Programming Activities	1,000.00	1,000.00
G-05359	Amazon/GE Money Bank	Programming Supplies	257.70	257.70
G-05360	Baker & Taylor Entertainment	Materials	107.40	107.40
G-05361	Walmart Community	Programming Activities	35.77	35.77
G-05362	Kimberly A Terry	Mileage	6.52	6.52
G-05363	Rondia K. Banks	Programming Activities	13.49	
		Programming Activities	13.16	26.65
G-05364	Baker & Taylor Books	Materials	687.12	
		Materials	1,291.51	
		Materials	1,045.58	
		Materials	324.38	3,348.59
G-05365	Baker & Taylor Books	Materials	415.70	
		Materials	1,004.17	1,419.87
G-05366	Libra-Tech Corporation	Furniture	4,077.24	4,077.24
G-05367	Friday	Library-Related Services	900.00	900.00
G-05368	Spaces, Inc.	Furniture	7,430.00	
		Furniture	14,432.00	21,862.00
G-05369	Scott's Printing & Copying	Printing	211.33	211.33
G-05370	Ingram Library Service	Materials	292.19	292.19
G-05371	Positive Promotions	Programming Supplies	283.70	283.70
G-05372	Ingram Library Service	Materials	344.58	344.58
G-05373	Samuel Weehunt	Mileage	15.15	15.15
G-05374	Amazon/GE Money Bank	Supplies	180.60	180.60
G-05375	Baker & Taylor Entertainment	Materials	50.96	50.96
G-05376	Baker & Taylor Books	Materials	1,695.53	
		Materials	572.27	
		Materials	264.63	2,532.43
G-05377	Baker & Taylor Books	Materials	228.28	228.28
G-05378	SimplexGrinnell	Equipment	1,035.00	1,035.00
G-05379	Mackin	Materials	276.14	276.14
G-05380	Tara Harp Brown	Mileage	3.28	3.28
G-05381	Metropolitan Library System	Postage	11.02	
		Janitorial Supplies	7.58	18.60
G-05382	Southwestern Stationery and	Printing	2,000.00	
		Printing	242.00	2,242.00
G-05383	Demco	Supplies	281.67	
	** Continued **			

General Fund F.Y. 07-08

Warrant Register

August 2008

Number	Vendor/Payee ** Continued **	Purpose	Amount	Amount
G-05383	Demco	Supplies	41.76	
		Gifts	167.05	490.48
G-05384	Highsmith Co., Inc.	Programming Supplies	85.56	85.56
G-05385	KTUZ TV	Library-Related Services	2,285.00	2,285.00
G-05386	Instructional Video, Inc.	Materials	146.97	146.97
G-05387	Fast Signs	Maintenance of Facilities	111.50	111.50
G-05388	Spaces, Inc.	Furniture	144.18	144.18
G-05389	KTUZ Radio	Library-Related Services	730.00	730.00
G-05390	High-Tech-Tronics, Inc.	Maintenance of Facilities	86.70	86.70
G-05391	Ingram Library Service	Materials	394.62	394.62
G-05392	Sharon A. Nolan	Programming Activities	98.72	98.72
G-05393	Commercial Card Solutions	Gifts	537.18	
		Supplies	3.25	540.43
G-05394	Sharon Thompson	Lee Brawner Scholarship	300.00	300.00
G-05395	Baker & Taylor Entertainment	Materials	388.96	388.96
G-05396	KMGL	Library-Related Services	1,320.00	1,320.00
G-05397	Baker & Taylor Books	Materials	497.65	
		Materials	536.40	1,034.05
G-05398	Baker & Taylor Books	Materials	117.04	117.04
G-05399	Midwest Single Source, Inc.	Supplies	167.00	167.00
G-05400	KOCO Channel 5	Library-Related Services	1,075.00	1,075.00
G-05401	Instructional Video, Inc.	Materials	69.95	69.95
G-05402	Brilliance Corporation	Materials	136.95	136.95
G-05403	Ingram Library Service	Materials	28.87	28.87
G-05404	Baker & Taylor Books	Materials	971.11	971.11
G-05405	Baker & Taylor Books	Materials	661.08	661.08
G-05406	Keystone Tape & Label, Inc.	Printing	609.38	609.38
G-05407	High-Tech-Tronics, Inc.	Maintenance of Facilities	500.00	500.00
G-05408	Cox Media Oklahoma City	Library Related Services	1,000.00	
		Library-Related Services	750.00	1,750.00
G-05409	Linda Felton	Mileage	18.14	18.14
G-05410	John L. Hilbert	Programming Activities	63.28	63.28
G-05411	Deborah Manzo	Mileage	1.82	1.82
G-05412	Lindsay Lui	Mileage	5.15	5.15
G-05413	Gail Sloop	Mileage	5.15	5.15
G-05414	Teri Wooley	Mileage	7.58	7.58
G-05415	Amy Upchurch	Mileage	1.82	1.82
G-05416	Ha Tran	Mileage	9.24	9.24
G-05417	James Thatcher	Mileage	6.77	6.77
G-05418	Dung Le	Mileage	6.77	6.77
G-05419	Rocio Negrete	Mileage	.91	.91
G-05420	Sarah Hartsfield	Mileage	11.62	11.62
Total of FY 07-08 Warrants Issued				\$ 73,004.31



Special Funds

Warrant Register

August 2008

Number	Vendor/Payee	Purpose		Amount
S-13995	Christina L. Todd	Lost & Paid Book Returned	3.00	3.00
S-13996	Imagenation Promotional Group	Supplies	1,767.00	1,767.00
S-13997	Moriah R. Stewart	Lost & Paid Book Returned	12.05	12.05
S-13998	Maria Tapia	Lost & Paid Book Returned	10.65	10.65
S-13999	Jalisha L. Petties	Lost & Paid Book Returned	3.00	3.00
S-14000	Mark B. Richards	Lost & Paid Book Returned	3.00	3.00
S-14001	Chester L. Putnam	Lost & Paid Book Returned	3.95	3.95
S-14002	Georgiana R. Pineda	Lost & Paid Book Returned	3.00	3.00
S-14003	Nikijo T. Hull	Lost & Paid Book Returned	3.00	3.00
S-14004	Demco	Furniture	117.00	117.00
S-14005	Barnes & Noble, Inc.	Summer Programming	3,789.08	
		Summer Programming	617.06	4,406.14
S-14006	Deborah C. Zimms	Lost & Paid Book Returned	8.45	8.45
S-14007	Elizabeth A. Hildebrand	Lost & Paid Book Returned	16.95	16.95
S-14008	Melecia R. Caruthers	Lost & Paid Book Returned	6.95	6.95
S-14009	William J. Elder	Lost & Paid Book Returned	13.95	13.95
S-14010	Annie L. Griffin	Lost & Paid Book Returned	12.00	12.00
S-14011	Robert J. Duncan III	Lost & Paid Book Returned	14.50	14.50
S-14012	Marcellus D. Caldwell	Lost & Paid Book Returned	10.95	10.95
S-14013	Lindsey Q. Ferguson	Lost & Paid Book Returned	9.95	9.95
S-14014	Dennis J. Hurst	Lost & Paid Book Returned	6.00	6.00
S-14015	Janet B. Banks	Lost & Paid Book Returned	5.25	5.25
S-14016	Patricia L. Rodgers	Lost & Paid Book Returned	3.00	3.00
S-14017	Jennifer Ruse	Lost & Paid Book Returned	18.95	18.95
S-14018	Bobbie L. Dean	Lost & Paid Book Returned	3.00	3.00
S-14019	Breanna N. Guthrie	Lost & Paid Book Returned	18.60	18.60
S-14020	Sharon A. O'Donnell	Lost & Paid Book Returned	3.00	3.00
S-14021	George Holbert	Atrium Grand Piano	7,000.00	7,000.00
S-14022	BMI Systems Corp.	Copier Maintenance	79.86	
		Copier Maintenance	31.62	
		Copier Maintenance	36.00	
		Copier Maintenance	94.21	
		Copier Maintenance	60.37	
		Copier Maintenance	300.14	
		Copier Maintenance	78.50	
		Copier Maintenance	49.33	
		Copier Maintenance	25.96	755.99
S-14023	Standley Systems	Copier Usage	274.66	
		Copier Usage	245.41	520.07
S-14024	Stuart Williamson	Lee Brawner Scholarship	450.00	450.00
S-14025	Anna Todd	Lee Brawner Scholarship	300.00	300.00
S-14026	Oklahoma Tax Commission	State Sales Tax-July 2008	76.82	76.82
S-14027	Pauline Rodriguez-Atkins	Lost & Paid Book Returned	14.95	14.95
S-14028	Vickie D. Nicholas	Lost & Paid Book Returned	8.95	8.95
S-14029	Don R. Roberts	Lost & Paid Book Returned	19.95	19.95
S-14030	Patricia L. Oglesby	Lost & Paid Book Returned	3.00	3.00
S-14031	Katie E. Pacetti	Lost & Paid Book Returned	22.95	22.95
S-14032	Jason M. Erickson	Lost & Paid Book Returned	3.00	3.00
S-14033	Ellen M. Baker	Lost & Paid Book Returned	77.75	77.75
S-14034	John C. Tolbert	Lost & Paid Book Returned	3.00	3.00
S-14035	Joseph M. Delagarza	Lost & Paid Book Returned	13.45	13.45
S-14036	Ann M. Wilson	Lost & Paid Book Returned	3.00	3.00

**Special Funds**

**Warrant Register**

**August 2008**

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
S-14037	Nancy M. Tarr	Lost & Paid Book Returned	3.00	3.00
S-14038	Jan Fortelney	Lost & Paid Book Returned	4.70	4.70
S-14039	Rosie B. Gibbs	Lost & Paid Book Returned	3.00	3.00
S-14040	James A. Reynolds	Lost & Paid Book Returned	9.00	9.00
S-14041	Susan Pierce	Programming	252.00	252.00
S-14042	Commercial Card Solutions	PayPal Account Fees	59.95	59.95
S-14043	Oklahoma Tax Commission	State Sales Tax-July 2008	633.24	633.24
S-14044	Orit Rabkin	Adult Programming	200.00	200.00
S-14045	A. Joy McDonald	Lost & Paid Book Returned	3.00	3.00
S-14046	Xiaohong Hu	Lost & Paid Book Returned	3.00	3.00
S-14047	Barbara C. Sandburg	Lost & Paid Book Returned	21.95	21.95
S-14048	Marcia Conner	Lost & Paid Book Returned	26.55	26.55
S-14049	Evetta L. Liddell	Lost & Paid Book Returned	3.00	3.00
S-14050	Richard E. Mahoney	Lost & Paid Book Returned	22.95	22.95
S-14051	Betty J. Matthews	Lost & Paid Book Returned	14.95	14.95
S-14052	Marva L. Hogg	Lost & Paid Book Returned	33.95	33.95
S-14053	Nellene S. Perry	Lost & Paid Book Returned	3.00	3.00
S-14054	Connie E. Barrick	Lost & Paid Book Returned	3.00	3.00
S-14055	Timothy F. Brown	Lost & Paid Book Returned	18.25	18.25
S-14056	Rozella R. Baumann	Lost & Paid Book Returned	14.00	14.00
S-14057	Donna K. McGee	Lost & Paid Book Returned	3.00	3.00
S-14058	Susan Pierce	Noon Tune Programming	2,050.00	2,050.00
S-14059	Metropolitan Library System	Transfer Fines & Fees	57,000.00	57,000.00
S-14060	AAA - Tulsa OK	Meeting Room Refund	210.00	210.00
S-14061	Demco	Fixtures	484.77	484.77
S-14062	Business Imaging Systems, Inc.	Maintenance	992.00	
		Maintenance	5,981.81	6,973.81
Total of Special Funds Warrants Issued				\$ 83,810.24



I, Donna Morris, certify that:

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

  
Donna Morris, Executive Director

9-10-08  
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

9-10-08  
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: VERTICAL LIFT MODULE STORAGE SYSTEM**

Provided for in the FY 2008-09 budget is the request for a storage system for new books and other materials in the Technical Processing Department at the new Service Center.

Southwest Solutions Group has presented a proposal for a storage system for the Technical Processing Department based on GSA pricing. The GSA contract number is GS-25F-0038M. The library's purchasing policy (SF 200 Purchasing) does not require competitive bidding procedure for items listed under state contract or GSA pricing. Southwest Solutions Group is offering GSA pricing to the Library for this item.

### **Remstar Shuttle XP VLM Storage System, Delivered & Installed: \$269,755.00**

Southwest Solutions Group is located in Oklahoma City. Southwest Solutions Group has provided storage systems to the Library in the past.

### **RECOMMENDATION:**

That the Commission award the contract for Remstar Shuttle XP VLM Storage System to Southwest Solutions Group in the amount of \$269,755.00. Funding for this project is provided for in the FY 2008-09 budget account 450.



## **CONTRACT AWARDS AND PURCHASES**

(cnt'd)

### **ITEM B: CARPET TILE INSTALLATION AT THE EDMOND LIBRARY**

Provided for in FY 2008-09 budget is a request for new carpet tile throughout the Edmond Library. The request calls for removal of the old carpet tile and installation of Milliken brand carpet tile.

Specifications were prepared and bids were let for 30 days. Bids were also published for three days in *The Oklahoman* (August 4, 6 and 8, 2008). A bid packet was also sent to the *Bid News* plan room.

A pre-bid conference was held at the Edmond Library on Tuesday, August 12, 2008. Three vendors attended.

A public bid opening was conducted on Tuesday, September 3, 2008. Three vendors responded.

<b>Contractors</b>		<b>Cost for Installing New Milliken Carpet Tile</b>
<b>ANDECO</b>		<b>\$157,000</b>
<b>Floorco</b>		<b>\$179,849</b>
<b>Allen's Floor System</b>		<b>\$189,600</b>

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

ANDECO is the best and lowest bidder.

### **RECOMMENDATION:**

That the Commission award the contract for Milliken carpet tile for the Edmond Library to ANDECO in the amount of \$157,000.00. Funding for this project will come from the FY 2008-09 budget account 450.

## **CONTRACT AWARDS AND PURCHASES**

(cnt'd)

### **ITEM C: PROPERTY AND CASUALTY INSURANCE**

The system's property, vehicle and fiduciary liability insurance policies are scheduled for renewal. Mr. Steve Payne, representing C.L. Frates and Company, our Agency of Record, has proposed premiums for FY 2008-09. A comparison with last year's premiums is presented as follows:

<b>Insurance Required</b>	<b>FY 2007-08 Premiums</b>	<b>FY 2008-09 Premiums</b>
<b>Commercial Package</b>	<b>\$97,880.00</b>	<b>\$94,737.00</b>
<b>Commercial Auto</b>	<b>\$15,617.00</b>	<b>\$15,888.00</b>
<b>Fiduciary Liability</b>	<b>\$11,050.00</b>	<b>\$11,050.00</b>
<b>Umbrella \$1,000,000 Limit</b>	<b>\$4,442.00</b>	<b>\$4,442.00</b>
<b>Directors &amp; Officers</b>	<b>Prepaid in FY 2006-07</b>	<b>\$8,479.00</b>
<b>Builders Risk for Service Center Construction</b>	<b>N/A</b>	<b>\$4,537.00</b>
<b>Total Annual Premium</b>	<b>\$128,989.00</b>	<b>\$139,133</b>

The Friends of the Metropolitan Library System and the Endowment Trust will reimburse the Library for their share of the insurance premium on commercial liability. The amounts of the Friends and Trust premiums are included in the above FY 2008-09 premiums.

Loss through terrorism is included in the premiums.

Attached is a summary of each policy and the coverage. A representative from C.L. Frates & Company will be present at the Commission meeting to answer any questions concerning the insurance policy.

### **RECOMMENDATION:**

That the Commission renew the annual contract for the above coverages with C.L. Frates in the amount of \$139,133.00. Adequate funding for this insurance is provided for in the FY 2008-09 budget, account 201.

## **CONTRACT AWARDS AND PURCHASES**

(cnt'd)

### **ITEM D: HP NonStop SYSTEM UPGRADE**

Provided for in the FY2008-09 budget is the request to upgrade the HP NonStop system. The HP NonStop system currently being used by the Metropolitan Library System to support library computer functions was last upgraded in 2003. We have always tried to upgrade the system every 4-5 years to allow us to keep up with growth and new technologies as they become available.

We have received a quote for the purchase of the hardware and installation of the system as well as professional services to assist with planning and migration to the new system. The hardware costs are \$93,947.50, installation and professional services are \$50,500 for a total of \$144,447.50.

**Hewlett Packard NonStop Upgrades, Delivered & Installed:  
\$144,477.50**

### **RECOMMENDATION:**

That the Metropolitan Library Commission authorize library staff to purchase the NonStop server hardware and related installation services from Hewlett-Packard Corporation in the amount of \$144,447.50. Funding for the purchase is provided for in the FY2008-09 budget, accounts 231 and 410.

**INSURANCE SUMMARY  
FOR  
METROPOLITAN LIBRARY COMMISSION  
As of September 5, 2008**

COMPANY / POLICY NO TERM.	LINE OF COVERAGE	LIMIT	DED	ANNUAL PREMIUM
<b>Chubb</b> <b>35250529</b> <b>10/01/08 - 09</b>	<b>PACKAGE POLICY</b> <i>Property</i> Buildings Machinery Breakdown Business Personal Property EDP Earthquake *Per Location, per Occurrence <i>General Liability</i> Occurrence Aggregate Advertising/Personal Injury Damage to Premises Rented to You Medical Expense <i>Crime</i>	  \$43,657,470 Incl'd in Above \$23,779,279 \$584,675 \$30,000,000  \$1,000,000 \$2,000,000 \$1,000,000 \$1,000,000 \$10,000 \$25,000	  10,000 10,000 10,000 10,000 *50,000  None     \$1,000	<b>\$94,737</b>
<b>Chubb</b> <b>73231775</b> <b>10/01/08 - 09</b>	<b>COMMERCIAL AUTO</b> Liability – CSL Uninsured Motorist Medical Payments Comp & Collision Deductible Hired & Non-Owned Auto Hired Car Physical Damage	 \$1,000,000 \$1,000,000 \$10,000 \$1,000 Included \$30,000	    \$1,000 \$1,000	<b>\$15,888</b>
<b>Chubb</b> <b>79075689</b> <b>10/01/08 - 09</b>	<b>UMBRELLA.</b> Aggregate Per Occurrence Deductible	 \$1,000,000 \$1,000,000	 None	<b>\$4,442</b>
<b>Chubb</b> <b>81198020</b> <b>10/01/08 - 09</b>	<b>FIDUCIARY LIABILITY</b> Per Loss / Aggregate Non-Indemnifiable Loss Indemnifiable Loss	 \$7,000,000	 None \$25,000	<b>\$11,050</b>
<b>AIG</b> <b>9669522</b> <b>10/01/08 - 09</b>	<b>D&amp;O AND EPLI</b> D&O Employment Practices	 \$3,000,000 Included	 \$10,000 \$25,000	<b>\$8,479</b>
<b>Chubb</b> <b>406257</b> <b>09/02/08 - 09</b>	<b>BUILDERS RISK</b> Service Center – 222 NE 50 <sup>th</sup> St	 \$5,500,000	 \$5,000	<b>\$4,537</b>
				<b>\$139,133</b>

## **REQUEST TO DECLARE FURNITURE AND EQUIPMENT SURPLUS**

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

A summarized listing of the furniture and equipment that have become surplus to the Library is included. An itemized list is available for inspection in the Business Office.

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

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

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

<b>Qty</b>	<b>Description</b>	<b>Qty</b>	<b>Description</b>
1	Bindery Equipment	1	Desk, L-Shape
1	Cabinet, File, 3 Drawer	1	Fax Machine
1	Cabinet, Micromedia	38	Hubs
4	Carrels	1	Miscellaneous Furniture and Equipment
11	Chairs, Straight, with Arms	75	Monitors
2	Chairs, Swivel, with Arms	6	Panel Systems
1	Chair, Swivel, without Arms	1	Postage Machine
2	Computer Hardware, Communications	3	Reader-Printer, Microfiches
43	Computer Hardware, Printers	1	Reader-Printer, Microfilm
1	Computer Room Equipment	1	Table, Atlas
46	Computer, Micro, Base Units	3	Typewriters, Electronic
1	Copier	1	Work Station
1	Desk, Executive	1	Worksurface

### **RECOMMENDATION:**

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

## **REPORT AND RECOMMENDATIONS FROM FINANCE COMMITTEE**

### **The Finance Committee met September 3, 2008 for:**

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

- I. Discussion, Consideration, and Possible Action: Approval of FY 2008-09 Final Budget
- II. Discussion, Consideration, and Possible Action: Report and Recommendations from Administration ~ Revisions to MLS Policy and Procedure Manual – Stewardship of Financial Resources
  - SF 910 (Formerly AM111) Fee Schedule
  - SF 600 Travel and Registration Expense Reimbursement Policy

### **During its meeting, the Committee:**

Reviewed and discussed all items.

The following recommendations are the result of the discussions.

### **COMMITTEE RECOMMENDATION FOR COMMISSION ACTION:**

1. To approve the Metropolitan Library System Proposed Final Budget for FY 2008-09 totaling \$53,840,468.
2. To approve the adoption to the Metropolitan Library System Policy & Procedure Manual revisions to SF 910 Fee Schedule and SF 600 Travel and Registration Expense Reimbursement Policy.

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

**FINANCE COMMITTEE**

**MINUTES**

DATE: Wednesday, September 3, 2008      TIME: 3:30 PM  
MEETING PLACE: Downtown Library  
300 Park Avenue, Classrooms A & B  
Oklahoma City, OK 73102  
(405) 231-8650

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, August 5, 2008. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on September 5, 2007, in conformity with the Oklahoma Open Meeting Act.

**COMMITTEE MEMBERS PRESENT:**

David Greenwell, Chair  
Nancy Anthony  
Fran Cory  
Jim Shonts  
Greg Womack

**COMMITTEE MEMBERS EXCUSED:**

None

**COMMISSION MEMBERS PRESENT:**

Donna Morris, Executive Director

**ESTIMATE OF OTHERS PRESENT: 12**

**I.** Mr. David Greenwell called the meeting to order at 3:32 p.m. Roll was called to establish a quorum. Present: Anthony, Cory, Shonts, Womack, Greenwell.

**II.** Mr. Greenwell called on Mr. Lloyd Lovely, Deputy Executive Director/Finance & Support, to present the Metropolitan Library System FY 2008-09 Final Budget reconciliation.

Mr. Lovely reviewed the reconciliation of the FY 2008-09 Final Budget.

He stated the final budget of \$53,840,468 represents an increase of \$5,992,417 or 12.5% over the last fiscal year's budget. It also represents a \$1,127,599 increase from the preliminary budget approved by the Library Commission on June 19, 2008.

The increase from the June preliminary budget is a result of following changes in funding sources:

Tax Revenues	\$ 892,306
Miscellaneous Income	20,700
Lapsed and Cancelled	<u>214,593</u>
Total	<u>\$1,127,599</u>

Mr. Lovely reviewed and explained the changes to the preliminary budget which are included in the proposed final budget. Some of the main changes from the preliminary budget were explained in detail by Mr. Lovely and Mrs. Morris.

\$836,363 Move funds from reserve to begin exploration of expansion of Southern Oaks  
(\$95,586) Decrease in Defined Benefit Plan expense  
\$50,000 Construction consultant for Capitol Hill  
(\$34,549) Delete position at Warr Acres  
\$18,500 Parking lot overlay for Bethany  
\$14,000 Additional Lee B. Brawner scholarships for employees  
\$10,000 Increase for cost of temporary Ralph Ellison location  
\$7,000 Increase in mileage reimbursement rate  
\$2,500 Additional cost and moving expense of new piano for Downtown

Questions and discussion followed.

**Mrs. Anthony moved to approve the MLS FY 2008-09 Final Budget as presented. Mr. Womack seconded. No further discussion. Motion passed unanimously.**

**II.** Mr. Greenwell called on Mrs. Donna Morris, Executive Director, to present the recommended revisions to the MLS Policy and Procedure Manual – Stewardship of Financial Resources.

Mrs. Morris referenced the proposed changes to the purchasing policy.

- SF 910 (formerly AM 111) – Fee Schedule
  - a. *Printer fee to equal copying fee*
  - b. *Reorganization of fees into one document*
- SF 600 – Travel and Registration Expense Reimbursement Policy
  - a. *Remove requirement for Executive Director approval of administrative team members' travel and related requests*



b. *Clarified Executive Director's travel requests requiring approval by MLC*

Questions and discussion followed.

Mr. Greenwell called for a motion on the recommendations for revisions of SF 910 Fee Schedule and SF 600 Travel and Registration Expense Policy.

**Mr. Jim Shonts moved to approve the revision of the MLS Policy and Procedure Manual – Stewardship of Financial Resources. Mrs. Fran Cory seconded. No further discussion. Motion passed unanimously.**

**III.** There being no further business, Mr. Greenwell adjourned the meeting at 4:12 p.m.



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Donna Morris, Executive Director  
(Secretary)

**Final Budget**  
**FY 2008 – 2009**  
**(July 1, 2008 to June 30, 2009)**

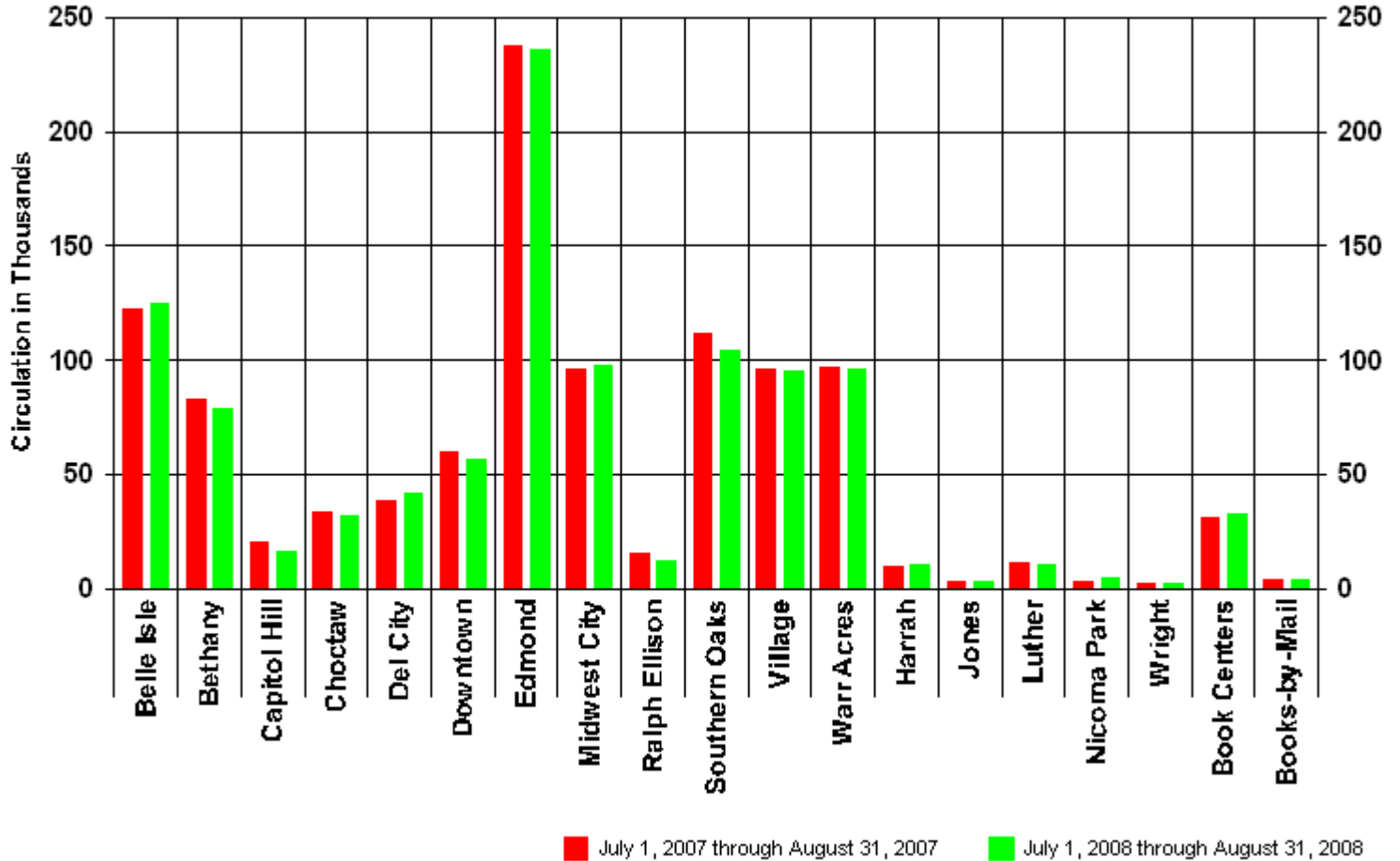
**Please remember to bring your RED  
FY 2008-09 Final Budget Binder  
to the Commission meeting September 18, 2008**

## **ACCEPTANCE OF ANNUAL AUDIT**

The Auditor's Report will be sent to each commission member for review prior to the September Commission Meeting.

## **Circulation Gains and Losses**

**July 1, 2008 through August 31, 2008 (16.67% of the 08-09 Fiscal Year)**



## **Circulation Gains and Losses**

**July 1, 2008 through August 31, 2008 (16.67% of the 08-09 Fiscal Year)**

<b>AUGUST 31, 2008</b>		<b><u>ADULT MONTH</u></b>	<b><u>ADULT YEAR</u></b>	<b><u>JUVENILE MONTH</u></b>	<b><u>JUVENILE YEAR</u></b>	<b><u>TOTAL MONTH</u></b>	<b><u>TOTAL YEAR</u></b>	<b><u>%</u></b>
BELLE ISLE	08	44864	92724	13509	29682	58373	122406	
	09	44714	93700	13475	31115	58189	124815	
		<b>-150</b>	<b>976</b>	<b>-34</b>	<b>1433</b>	<b>-184</b>	<b>2409</b>	<b>2.0</b>
BETHANY	08	27112	56301	11279	26146	38391	82447	
	09	25712	53289	10781	25708	36493	78997	
		<b>-1400</b>	<b>-3012</b>	<b>-498</b>	<b>-438</b>	<b>-1898</b>	<b>-3450</b>	<b>-4.2</b>
CAPITOL HILL	08	7023	13937	2687	6510	9710	20447	
	09	5469	11447	1726	4595	7195	16042	
		<b>-1554</b>	<b>-2490</b>	<b>-961</b>	<b>-1915</b>	<b>-2515</b>	<b>-4405</b>	<b>-21.5</b>
CHOCTAW	08	9974	20225	5157	12931	15131	33156	
	09	9374	19528	5081	12282	14455	31810	
		<b>-600</b>	<b>-697</b>	<b>-76</b>	<b>-649</b>	<b>-676</b>	<b>-1346</b>	<b>-4.1</b>
DEL CITY	08	13292	26755	5147	11477	18439	38232	
	09	12712	26991	5502	14492	18214	41483	
		<b>-580</b>	<b>236</b>	<b>355</b>	<b>3015</b>	<b>-225</b>	<b>3251</b>	<b>8.5</b>
DOWNTOWN	08	22243	45077	6189	14874	28432	59951	
	09	20858	42825	5565	13619	26423	56444	
		<b>-1385</b>	<b>-2252</b>	<b>-624</b>	<b>-1255</b>	<b>-2009</b>	<b>-3507</b>	<b>-5.8</b>
EDMOND	08	64926	135140	44764	102265	109690	237405	
	09	62734	133431	43481	102928	106215	236359	
		<b>-2192</b>	<b>-1709</b>	<b>-1283</b>	<b>663</b>	<b>-3475</b>	<b>-1046</b>	<b>-.4</b>
MIDWEST CITY	08	32956	67621	11845	28410	44801	96031	
	09	32591	67994	12287	29506	44878	97500	
		<b>-365</b>	<b>373</b>	<b>442</b>	<b>1096</b>	<b>77</b>	<b>1469</b>	<b>1.5</b>
RALPH ELLISON	08	5363	10816	1705	4124	7068	14940	
	09	2461	8472	735	3324	3196	11796	
		<b>-2902</b>	<b>-2344</b>	<b>-970</b>	<b>-800</b>	<b>-3872</b>	<b>-3144</b>	<b>-21.0</b>
SOUTHERN OAKS	08	39371	81569	13042	30362	52413	111931	
	09	36001	75791	11598	28484	47599	104275	
		<b>-3370</b>	<b>-5778</b>	<b>-1444</b>	<b>-1878</b>	<b>-4814</b>	<b>-7656</b>	<b>-6.8</b>
VILLAGE	08	32679	66346	13105	29820	45784	96166	
	09	30958	65402	12841	30175	43799	95577	
		<b>-1721</b>	<b>-944</b>	<b>-264</b>	<b>355</b>	<b>-1985</b>	<b>-589</b>	<b>-.6</b>
WARR ACRES	08	31845	64963	14065	31942	45910	96905	
	09	30087	64042	13182	32031	43269	96073	
		<b>-1758</b>	<b>-921</b>	<b>-883</b>	<b>89</b>	<b>-2641</b>	<b>-832</b>	<b>-.9</b>

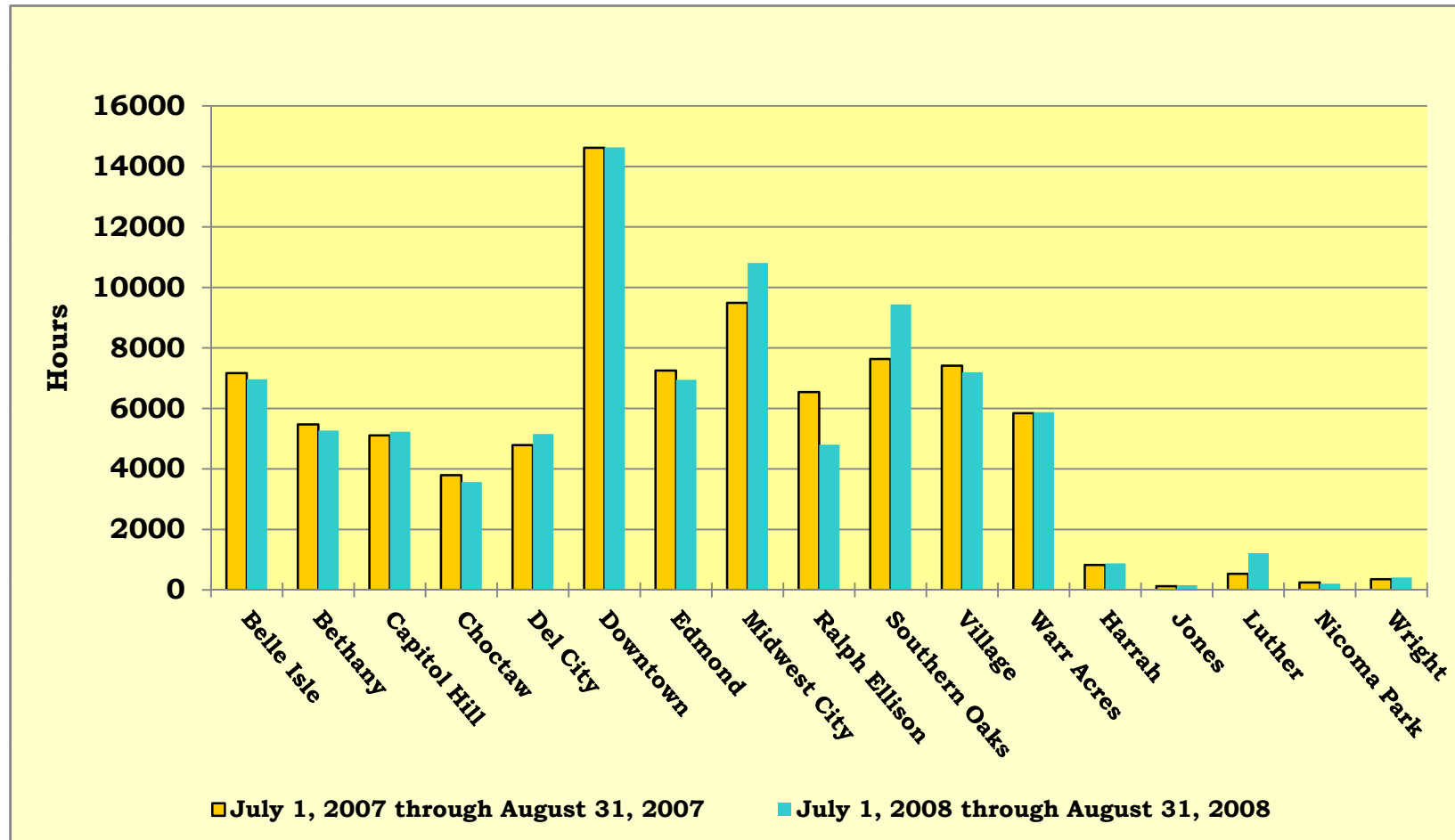
## **Circulation Gains and Losses**

**July 1, 2008 through August 31, 2008 (16.67% of the 08-09 Fiscal Year)**

<b>AUGUST 31, 2008</b>		<b><u>ADULT</u> <u>MONTH</u></b>	<b><u>ADULT</u> <u>YEAR</u></b>	<b><u>JUVENILE</u> <u>MONTH</u></b>	<b><u>JUVENILE</u> <u>YEAR</u></b>	<b><u>TOTAL</u> <u>MONTH</u></b>	<b><u>TOTAL</u> <u>YEAR</u></b>	<b><u>%</u></b>
<b><u>EXTENSION LIBRARIES:</u></b>								
HARRAH	08	3330	6724	1238	2835	4568	9559	
	09	3539	7458	1294	2997	4833	10455	
		<b>209</b>	<b>734</b>	<b>56</b>	<b>162</b>	<b>265</b>	<b>896</b>	<b>9.4</b>
JONES	08	934	1910	164	655	1098	2565	
	09	891	1825	325	889	1216	2714	
		<b>-43</b>	<b>-85</b>	<b>161</b>	<b>234</b>	<b>118</b>	<b>149</b>	<b>5.8</b>
LUTHER	08	4143	8184	1118	2658	5261	10842	
	09	3350	7295	1060	2822	4410	10117	
		<b>-793</b>	<b>-889</b>	<b>-58</b>	<b>164</b>	<b>-851</b>	<b>-725</b>	<b>-6.7</b>
NICOMA PARK	08	1387	2697	228	557	1615	3254	
	09	1850	3578	373	1078	2223	4656	
		<b>463</b>	<b>881</b>	<b>145</b>	<b>521</b>	<b>608</b>	<b>1402</b>	<b>43.1</b>
WRIGHT	08	575	1456	215	572	790	2028	
	09	631	1263	175	464	806	1727	
		<b>56</b>	<b>-193</b>	<b>-40</b>	<b>-108</b>	<b>16</b>	<b>-301</b>	<b>-14.8</b>
<b><u>OTHER:</u></b>								
BOOK CENTERS	08	9557	19119	6114	12136	15671	31255	
	09	9875	19730	6272	12525	16147	32255	
		<b>318</b>	<b>611</b>	<b>158</b>	<b>389</b>	<b>476</b>	<b>1000</b>	<b>3.2</b>
BOOKS-BY-MAIL	08	1920	3911	0	0	1920	3911	
	09	1806	3818	0	0	1806	3818	
		<b>-114</b>	<b>-93</b>	<b>0</b>	<b>0</b>	<b>-114</b>	<b>-93</b>	<b>-2.4</b>
TOTALS	08	353494	725475	151571	347956	505065	1073431	
	09	335613	707879	145753	349034	481366	1056913	
		<b>-17881</b>	<b>-17596</b>	<b>-5818</b>	<b>1078</b>	<b>-23699</b>	<b>-16518</b>	<b>-1.5</b>

## Total Computer Hours Used by Library

July 1, 2008 through August 31, 2008 (16.67% of the 08-09 Fiscal Year)



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## Total Computer Usage

**July 1, 2008 through August 31, 2008 (16.67% of the 08-09 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	08	507		5,117		3,661.77		1,617		10,136		7,165.60	
	09	513		4,617		3,384.05		1,648		9,480		6,962.11	
		<b>6</b>	<b>1.2</b>	<b>-500</b>	<b>-9.8</b>	<b>-277.72</b>	<b>-7.6</b>	<b>31</b>	<b>1.9</b>	<b>-656</b>	<b>-6.5</b>	<b>-203.49</b>	<b>-2.8</b>
BETHANY	08	424		3,792		2,831.00		1,271		7,548		5,469.36	
	09	423		3,430		2,580.09		1,313		6,923		5,267.48	
		<b>-1</b>	<b>-.2</b>	<b>-362</b>	<b>-9.5</b>	<b>-250.91</b>	<b>-8.9</b>	<b>42</b>	<b>3.3</b>	<b>-625</b>	<b>-8.3</b>	<b>-201.88</b>	<b>-3.7</b>
CAPITOL HILL	08	384		3,607		2,641.46		1,102		6,837		5,108.81	
	09	336		2,965		2,496.17		1,055		6,284		5,231.31	
		<b>-48</b>	<b>-12.5</b>	<b>-642</b>	<b>-17.8</b>	<b>-145.29</b>	<b>-5.5</b>	<b>-47</b>	<b>-4.3</b>	<b>-553</b>	<b>-8.1</b>	<b>122.50</b>	<b>2.4</b>
CHOCTAW	08	234		2,430		1,951.37		734		4,634		3,792.18	
	09	220		1,868		1,716.01		694		3,766		3,566.53	
		<b>-14</b>	<b>-6.0</b>	<b>-562</b>	<b>-23.1</b>	<b>-235.36</b>	<b>-12.1</b>	<b>-40</b>	<b>-5.4</b>	<b>-868</b>	<b>-18.7</b>	<b>-225.65</b>	<b>-6.0</b>
DEL CITY	08	406		3,309		2,441.07		1,179		6,615		4,787.15	
	09	376		3,230		2,670.40		1,166		6,421		5,155.15	
		<b>-30</b>	<b>-7.4</b>	<b>-79</b>	<b>-2.4</b>	<b>229.33</b>	<b>9.4</b>	<b>-13</b>	<b>-1.1</b>	<b>-194</b>	<b>-2.9</b>	<b>368.00</b>	<b>7.7</b>
DOWNTOWN	08	496		10,683		7,572.47		1,729		20,785		14,615.52	
	09	466		9,940		7,235.72		1,720		19,722		14,628.67	
		<b>-30</b>	<b>-6.0</b>	<b>-743</b>	<b>-7.0</b>	<b>-336.75</b>	<b>-4.4</b>	<b>-9</b>	<b>-.5</b>	<b>-1,063</b>	<b>-5.1</b>	<b>13.15</b>	<b>.1</b>
EDMOND	08	617		5,068		3,670.21		1,793		10,153		7,249.85	
	09	611		4,439		3,391.86		1,775		9,161		6,945.90	
		<b>-6</b>	<b>-1.0</b>	<b>-629</b>	<b>-12.4</b>	<b>-278.35</b>	<b>-7.6</b>	<b>-18</b>	<b>-1.0</b>	<b>-992</b>	<b>-9.8</b>	<b>-303.95</b>	<b>-4.2</b>
MIDWEST CITY	08	826		6,853		4,865.92		2,350		13,418		9,491.39	
	09	749		6,683		5,337.96		2,360		14,170		10,807.86	
		<b>-77</b>	<b>-9.3</b>	<b>-170</b>	<b>-2.5</b>	<b>472.04</b>	<b>9.7</b>	<b>10</b>	<b>.4</b>	<b>752</b>	<b>5.6</b>	<b>1,316.47</b>	<b>13.9</b>
RALPH ELLISON	08	356		4,744		3,387.83		1,053		9,427		6,540.10	
	09	158		1,605		1,390.57		992		6,557		4,798.93	
		<b>-198</b>	<b>-55.6</b>	<b>-3,139</b>	<b>-66.2</b>	<b>-1,997.26</b>	<b>-59.0</b>	<b>-61</b>	<b>-5.8</b>	<b>-2,870</b>	<b>-30.4</b>	<b>-1,741.17</b>	<b>-26.6</b>

## Total Computer Usage

**July 1, 2008 through August 31, 2008 (16.67% of the 08-09 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	08	715		5,484		3,932.04		2,034		10,873		7,632.23	
	09	717		6,350		4,590.58		2,088		13,196		9,437.32	
		<b>2</b>	<b>.3</b>	<b>866</b>	<b>15.8</b>	<b>658.54</b>	<b>16.7</b>	<b>54</b>	<b>2.7</b>	<b>2,323</b>	<b>21.4</b>	<b>1,805.09</b>	<b>23.7</b>
VILLAGE	08	578		5,561		3,861.97		1,662		11,015		7,411.15	
	09	553		4,645		3,526.42		1,721		9,586		7,192.10	
		<b>-25</b>	<b>-4.3</b>	<b>-916</b>	<b>-16.5</b>	<b>-335.55</b>	<b>-8.7</b>	<b>59</b>	<b>3.5</b>	<b>-1,429</b>	<b>-13.0</b>	<b>-219.05</b>	<b>-3.0</b>
WARR ACRES	08	449		4,640		3,061.47		1,347		8,834		5,843.38	
	09	475		4,050		2,887.42		1,373		8,235		5,876.63	
		<b>26</b>	<b>5.8</b>	<b>-590</b>	<b>-12.7</b>	<b>-174.05</b>	<b>-5.7</b>	<b>26</b>	<b>1.9</b>	<b>-599</b>	<b>-6.8</b>	<b>33.25</b>	<b>.6</b>
HARRAH	08	69		550		419.53		213		1,088		825.10	
	09	83		584		463.55		232		1,121		876.43	
		<b>14</b>	<b>20.3</b>	<b>34</b>	<b>6.2</b>	<b>44.02</b>	<b>10.5</b>	<b>19</b>	<b>8.9</b>	<b>33</b>	<b>3.0</b>	<b>51.33</b>	<b>6.2</b>
JONES	08	8		66		57.88		28		139		121.71	
	09	9		93		75.48		32		171		154.72	
		<b>1</b>	<b>12.5</b>	<b>27</b>	<b>40.9</b>	<b>17.60</b>	<b>30.4</b>	<b>4</b>	<b>14.3</b>	<b>32</b>	<b>23.0</b>	<b>33.01</b>	<b>27.1</b>
LUTHER	08	36		353		318.97		146		675		533.02	
	09	46		601		545.96		180		1,359		1,216.53	
		<b>10</b>	<b>27.8</b>	<b>248</b>	<b>70.3</b>	<b>226.99</b>	<b>71.2</b>	<b>34</b>	<b>23.3</b>	<b>684</b>	<b>101.3</b>	<b>683.51</b>	<b>128.2</b>
NICOMA PARK	08	20		133		90.97		54		321		247.20	
	09	24		116		100.93		56		250		204.87	
		<b>4</b>	<b>20.0</b>	<b>-17</b>	<b>-12.8</b>	<b>9.96</b>	<b>10.9</b>	<b>2</b>	<b>3.7</b>	<b>-71</b>	<b>-22.1</b>	<b>-42.33</b>	<b>-17.1</b>
WRIGHT	08	18		267		197.72		64		488		352.34	
	09	12		256		206.85		61		518		410.00	
		<b>-6</b>	<b>-33.3</b>	<b>-11</b>	<b>-4.1</b>	<b>9.13</b>	<b>4.6</b>	<b>-3</b>	<b>-4.7</b>	<b>30</b>	<b>6.1</b>	<b>57.66</b>	<b>16.4</b>
TOTAL	08	6,143		62,657		44,963.65		18,376		122,986		87,186.09	
	09	5,771		55,472		42,600.02		18,466		116,920		88,732.54	
		<b>-372</b>	<b>-6.1</b>	<b>-7,185</b>	<b>-11.5</b>	<b>-2,363.63</b>	<b>-5.3</b>	<b>90</b>	<b>.5</b>	<b>-6,066</b>	<b>-4.9</b>	<b>1,546.45</b>	<b>1.8</b>

## Computer Usage by Adult Customers

**July 1, 2008 through August 31, 2008 (16.67% of the 08-09 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	08	433		4,594		3,278.10		1,377		8,994		6,326.98	
	09	435		3,812		2,764.00		1,370		7,748		5,649.47	
		<b>2</b>	<b>.5</b>	<b>-782</b>	<b>-17.0</b>	<b>-514.10</b>	<b>-15.7</b>	<b>-7</b>	<b>-.5</b>	<b>-1,246</b>	<b>-13.9</b>	<b>-677.51</b>	<b>-10.7</b>
BETHANY	08	345		2,727		2,019.88		977		5,163		3,750.17	
	09	334		2,647		1,979.62		1,014		5,294		3,995.76	
		<b>-11</b>	<b>-3.2</b>	<b>-80</b>	<b>-2.9</b>	<b>-40.26</b>	<b>-2.0</b>	<b>37</b>	<b>3.8</b>	<b>131</b>	<b>2.5</b>	<b>245.59</b>	<b>6.5</b>
CAPITOL HILL	08	207		1,577		1,258.38		588		2,977		2,356.13	
	09	169		1,422		1,269.32		531		2,769		2,395.44	
		<b>-38</b>	<b>-18.4</b>	<b>-155</b>	<b>-9.8</b>	<b>10.94</b>	<b>.9</b>	<b>-57</b>	<b>-9.7</b>	<b>-208</b>	<b>-7.0</b>	<b>39.31</b>	<b>1.7</b>
CHOCTAW	08	159		1,485		1,153.05		503		2,848		2,206.59	
	09	145		1,148		1,025.64		465		2,245		1,961.04	
		<b>-14</b>	<b>-8.8</b>	<b>-337</b>	<b>-22.7</b>	<b>-127.41</b>	<b>-11.0</b>	<b>-38</b>	<b>-7.6</b>	<b>-603</b>	<b>-21.2</b>	<b>-245.55</b>	<b>-11.1</b>
DEL CITY	08	324		2,221		1,615.82		897		4,287		3,070.59	
	09	290		2,267		1,864.07		861		4,171		3,339.91	
		<b>-34</b>	<b>-10.5</b>	<b>46</b>	<b>2.1</b>	<b>248.25</b>	<b>15.4</b>	<b>-36</b>	<b>-4.0</b>	<b>-116</b>	<b>-2.7</b>	<b>269.32</b>	<b>8.8</b>
DOWNTOWN	08	400		9,426		6,609.29		1,432		18,125		12,645.57	
	09	381		8,592		6,218.86		1,414		16,757		12,382.07	
		<b>-19</b>	<b>-4.8</b>	<b>-834</b>	<b>-8.8</b>	<b>-390.43</b>	<b>-5.9</b>	<b>-18</b>	<b>-1.3</b>	<b>-1,368</b>	<b>-7.5</b>	<b>-263.50</b>	<b>-2.1</b>
EDMOND	08	485		3,926		2,840.36		1,427		7,735		5,517.68	
	09	492		3,473		2,662.71		1,431		7,295		5,528.44	
		<b>7</b>	<b>1.4</b>	<b>-453</b>	<b>-11.5</b>	<b>-177.65</b>	<b>-6.3</b>	<b>4</b>	<b>.3</b>	<b>-440</b>	<b>-5.7</b>	<b>10.76</b>	<b>.2</b>
MIDWEST CITY	08	660		4,831		3,470.40		1,777		9,186		6,575.44	
	09	597		4,385		3,580.56		1,779		8,865		6,911.94	
		<b>-63</b>	<b>-9.5</b>	<b>-446</b>	<b>-9.2</b>	<b>110.16</b>	<b>3.2</b>	<b>2</b>	<b>.1</b>	<b>-321</b>	<b>-3.5</b>	<b>336.50</b>	<b>5.1</b>
RALPH ELLISON	08	275		2,193		1,630.02		724		4,163		2,989.12	
	09	127		833		734.16		613		2,850		2,179.38	
		<b>-148</b>	<b>-53.8</b>	<b>-1,360</b>	<b>-62.0</b>	<b>-895.86</b>	<b>-55.0</b>	<b>-111</b>	<b>-15.3</b>	<b>-1,313</b>	<b>-31.5</b>	<b>-809.74</b>	<b>-27.1</b>

## Computer Usage by Adult Customers

**July 1, 2008 through August 31, 2008 (16.67% of the 08-09 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	08	505		3,503		2,578.76		1,461		7,007		5,033.27	
	09	513		3,368		2,619.77		1,450		6,669		5,124.01	
		<b>8</b>	<b>1.6</b>	<b>-135</b>	<b>-3.9</b>	<b>41.01</b>	<b>1.6</b>	<b>-11</b>	<b>-0.8</b>	<b>-338</b>	<b>-4.8</b>	<b>90.74</b>	<b>1.8</b>
VILLAGE	08	454		3,686		2,602.36		1,284		7,016		4,798.71	
	09	449		3,324		2,500.15		1,325		6,689		5,007.10	
		<b>-5</b>	<b>-1.1</b>	<b>-362</b>	<b>-9.8</b>	<b>-102.21</b>	<b>-3.9</b>	<b>41</b>	<b>3.2</b>	<b>-327</b>	<b>-4.7</b>	<b>208.39</b>	<b>4.3</b>
WARR ACRES	08	374		3,194		2,142.68		1,076		5,864		3,924.48	
	09	387		2,855		2,041.28		1,073		5,533		3,965.28	
		<b>13</b>	<b>3.5</b>	<b>-339</b>	<b>-10.6</b>	<b>-101.40</b>	<b>-4.7</b>	<b>-3</b>	<b>-0.3</b>	<b>-331</b>	<b>-5.6</b>	<b>40.80</b>	<b>1.0</b>
HARRAH	08	49		368		264.66		137		719		519.49	
	09	48		368		303.86		142		756		592.66	
		<b>-1</b>	<b>-2.0</b>		<b>.0</b>	<b>39.20</b>	<b>14.8</b>	<b>5</b>	<b>3.6</b>	<b>37</b>	<b>5.1</b>	<b>73.17</b>	<b>14.1</b>
JONES	08	6		39		33.24		16		63		53.82	
	09	4		34		22.69		14		59		39.23	
		<b>-2</b>	<b>-33.3</b>	<b>-5</b>	<b>-12.8</b>	<b>-10.55</b>	<b>-31.7</b>	<b>-2</b>	<b>-12.5</b>	<b>-4</b>	<b>-6.3</b>	<b>-14.59</b>	<b>-27.1</b>
LUTHER	08	17		165		152.69		64		322		250.22	
	09	23		262		208.61		82		548		466.99	
		<b>6</b>	<b>35.3</b>	<b>97</b>	<b>58.8</b>	<b>55.92</b>	<b>36.6</b>	<b>18</b>	<b>28.1</b>	<b>226</b>	<b>70.2</b>	<b>216.77</b>	<b>86.6</b>
NICOMA PARK	08	16		105		63.58		40		184		111.02	
	09	18		81		63.15		42		187		141.69	
		<b>2</b>	<b>12.5</b>	<b>-24</b>	<b>-22.9</b>	<b>-4.3</b>	<b>-0.7</b>	<b>2</b>	<b>5.0</b>	<b>3</b>	<b>1.6</b>	<b>30.67</b>	<b>27.6</b>
WRIGHT	08	15		176		119.93		48		322		223.91	
	09	8		186		148.18		41		330		252.36	
		<b>-7</b>	<b>-46.7</b>	<b>10</b>	<b>5.7</b>	<b>28.25</b>	<b>23.6</b>	<b>-7</b>	<b>-14.6</b>	<b>8</b>	<b>2.5</b>	<b>28.45</b>	<b>12.7</b>
TOTAL	08	4,724		44,216		31,833.20		13,828		84,975		60,353.19	
	09	4,420		39,057		30,006.63		13,647		78,765		59,932.77	
		<b>-304</b>	<b>-6.4</b>	<b>-5,159</b>	<b>-11.7</b>	<b>-1,826.57</b>	<b>-5.7</b>	<b>-181</b>	<b>-1.3</b>	<b>-6,210</b>	<b>-7.3</b>	<b>-420.42</b>	<b>-0.7</b>



## Computer Usage by Minor Customers

**July 1, 2008 through August 31, 2008 (16.67% of the 08-09 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	08	74		523		383.67		240		1,142		838.62	
	09	78		805		620.05		278		1,732		1,312.64	
		<b>4</b>	<b>5.4</b>	<b>282</b>	<b>53.9</b>	<b>236.38</b>	<b>61.6</b>	<b>38</b>	<b>15.8</b>	<b>590</b>	<b>51.7</b>	<b>474.02</b>	<b>56.5</b>
BETHANY	08	79		1,065		811.12		294		2,385		1,719.19	
	09	89		783		600.47		299		1,629		1,271.72	
		<b>10</b>	<b>12.7</b>	<b>-282</b>	<b>-26.5</b>	<b>-210.65</b>	<b>-26.0</b>	<b>5</b>	<b>1.7</b>	<b>-756</b>	<b>-31.7</b>	<b>-447.47</b>	<b>-26.0</b>
CAPITOL HILL	08	177		2,030		1,383.08		514		3,860		2,752.68	
	09	167		1,543		1,226.85		524		3,515		2,835.87	
		<b>-10</b>	<b>-5.6</b>	<b>-487</b>	<b>-24.0</b>	<b>-156.23</b>	<b>-11.3</b>	<b>10</b>	<b>1.9</b>	<b>-345</b>	<b>-8.9</b>	<b>83.19</b>	<b>3.0</b>
CHOCTAW	08	75		945		798.32		231		1,786		1,585.59	
	09	75		720		690.37		229		1,521		1,605.49	
			<b>.0</b>	<b>-225</b>	<b>-23.8</b>	<b>-107.95</b>	<b>-13.5</b>	<b>-2</b>	<b>-.9</b>	<b>-265</b>	<b>-14.8</b>	<b>19.90</b>	<b>1.3</b>
DEL CITY	08	82		1,088		825.25		282		2,328		1,716.56	
	09	86		963		806.33		305		2,250		1,815.24	
		<b>4</b>	<b>4.9</b>	<b>-125</b>	<b>-11.5</b>	<b>-18.92</b>	<b>-2.3</b>	<b>23</b>	<b>8.2</b>	<b>-78</b>	<b>-3.4</b>	<b>98.68</b>	<b>5.7</b>
DOWNTOWN	08	96		1,257		963.18		297		2,660		1,969.95	
	09	85		1,348		1,016.86		306		2,965		2,246.60	
		<b>-11</b>	<b>-11.5</b>	<b>91</b>	<b>7.2</b>	<b>53.68</b>	<b>5.6</b>	<b>9</b>	<b>3.0</b>	<b>305</b>	<b>11.5</b>	<b>276.65</b>	<b>14.0</b>
EDMOND	08	132		1,142		829.85		366		2,418		1,732.17	
	09	119		966		729.15		344		1,866		1,417.46	
		<b>-13</b>	<b>-9.8</b>	<b>-176</b>	<b>-15.4</b>	<b>-100.70</b>	<b>-12.1</b>	<b>-22</b>	<b>-6.0</b>	<b>-552</b>	<b>-22.8</b>	<b>-314.71</b>	<b>-18.2</b>
MIDWEST CITY	08	166		2,022		1,395.52		573		4,232		2,915.95	
	09	152		2,298		1,757.40		581		5,305		3,895.92	
		<b>-14</b>	<b>-8.4</b>	<b>276</b>	<b>13.6</b>	<b>361.88</b>	<b>25.9</b>	<b>8</b>	<b>1.4</b>	<b>1,073</b>	<b>25.4</b>	<b>979.97</b>	<b>33.6</b>
RALPH ELLISON	08	81		2,551		1,757.81		329		5,264		3,550.98	
	09	31		772		656.41		379		3,707		2,619.55	
		<b>-50</b>	<b>-61.7</b>	<b>-1,779</b>	<b>-69.7</b>	<b>-1,101.40</b>	<b>-62.7</b>	<b>50</b>	<b>15.2</b>	<b>-1,557</b>	<b>-29.6</b>	<b>-931.43</b>	<b>-26.2</b>

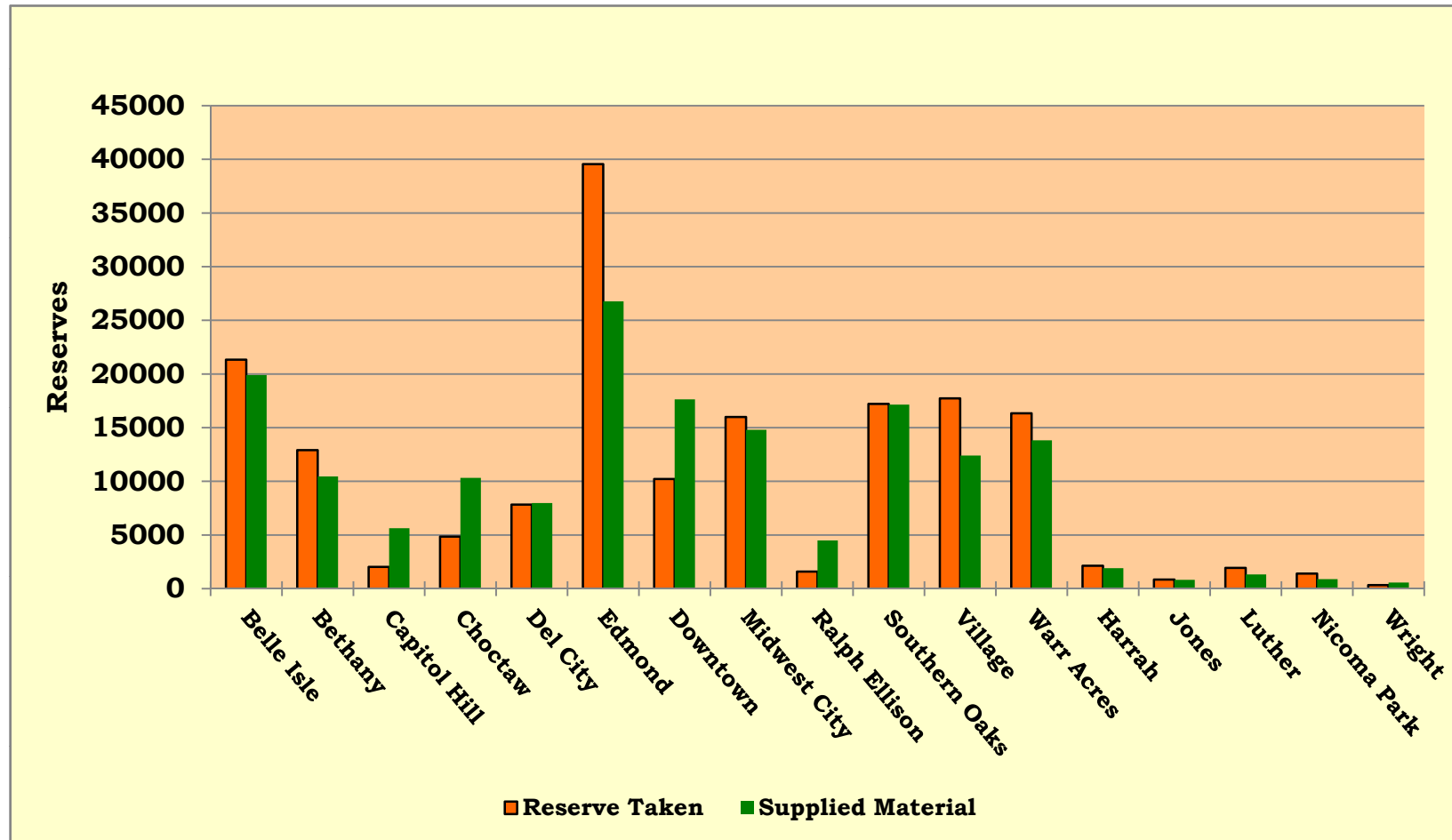
## Computer Usage by Minor Customers

**July 1, 2008 through August 31, 2008 (16.67% of the 08-09 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	08	210		1,981		1,353.28		573		3,866		2,598.96	
	09	204		2,982		1,970.81		638		6,527		4,313.31	
		<b>-6</b>	<b>-2.9</b>	<b>1,001</b>	<b>50.5</b>	<b>617.53</b>	<b>45.6</b>	<b>65</b>	<b>11.3</b>	<b>2,661</b>	<b>68.8</b>	<b>1,714.35</b>	<b>66.0</b>
VILLAGE	08	124		1,875		1,259.61		378		3,999		2,612.44	
	09	104		1,321		1,026.27		396		2,897		2,185.00	
		<b>-20</b>	<b>-16.1</b>	<b>-554</b>	<b>-29.5</b>	<b>-233.34</b>	<b>-18.5</b>	<b>18</b>	<b>4.8</b>	<b>-1,102</b>	<b>-27.6</b>	<b>-427.44</b>	<b>-16.4</b>
WARR ACRES	08	75		1,446		918.79		271		2,970		1,918.90	
	09	88		1,195		846.14		300		2,702		1,911.35	
		<b>13</b>	<b>17.3</b>	<b>-251</b>	<b>-17.4</b>	<b>-72.65</b>	<b>-7.9</b>	<b>29</b>	<b>10.7</b>	<b>-268</b>	<b>-9.0</b>	<b>-7.55</b>	<b>-.4</b>
HARRAH	08	20		182		154.87		76		369		305.61	
	09	35		216		159.69		90		365		283.77	
		<b>15</b>	<b>75.0</b>	<b>34</b>	<b>18.7</b>	<b>4.82</b>	<b>3.1</b>	<b>14</b>	<b>18.4</b>	<b>-4</b>	<b>-1.1</b>	<b>-21.84</b>	<b>-7.1</b>
JONES	08	2		27		24.64		12		76		67.89	
	09	5		59		52.79		18		112		115.49	
		<b>3</b>	<b>150.0</b>	<b>32</b>	<b>118.5</b>	<b>28.15</b>	<b>114.2</b>	<b>6</b>	<b>50.0</b>	<b>36</b>	<b>47.4</b>	<b>47.60</b>	<b>70.1</b>
LUTHER	08	19		188		166.28		82		353		282.80	
	09	23		339		337.35		98		811		749.54	
		<b>4</b>	<b>21.1</b>	<b>151</b>	<b>80.3</b>	<b>171.07</b>	<b>102.9</b>	<b>16</b>	<b>19.5</b>	<b>458</b>	<b>129.7</b>	<b>466.74</b>	<b>165.0</b>
NICOMA PARK	08	4		28		27.39		14		137		136.18	
	09	6		35		37.78		14		63		63.18	
		<b>2</b>	<b>50.0</b>	<b>7</b>	<b>25.0</b>	<b>10.39</b>	<b>37.9</b>		<b>.0</b>	<b>-74</b>	<b>-54.0</b>	<b>-73.00</b>	<b>-53.6</b>
WRIGHT	08	3		91		77.79		16		166		128.43	
	09	4		70		58.67		20		188		157.64	
		<b>1</b>	<b>33.3</b>	<b>-21</b>	<b>-23.1</b>	<b>-19.12</b>	<b>-24.6</b>	<b>4</b>	<b>25.0</b>	<b>22</b>	<b>13.3</b>	<b>29.21</b>	<b>22.7</b>
TOTAL	08	1,419		18,441		13,130.45		4,548		38,011		26,832.90	
	09	1,351		16,415		12,593.39		4,819		38,155		28,799.77	
		<b>-68</b>	<b>-4.8</b>	<b>-2,026</b>	<b>-11.0</b>	<b>-537.06</b>	<b>-4.1</b>	<b>271</b>	<b>6.0</b>	<b>144</b>	<b>.4</b>	<b>1,966.87</b>	<b>7.3</b>

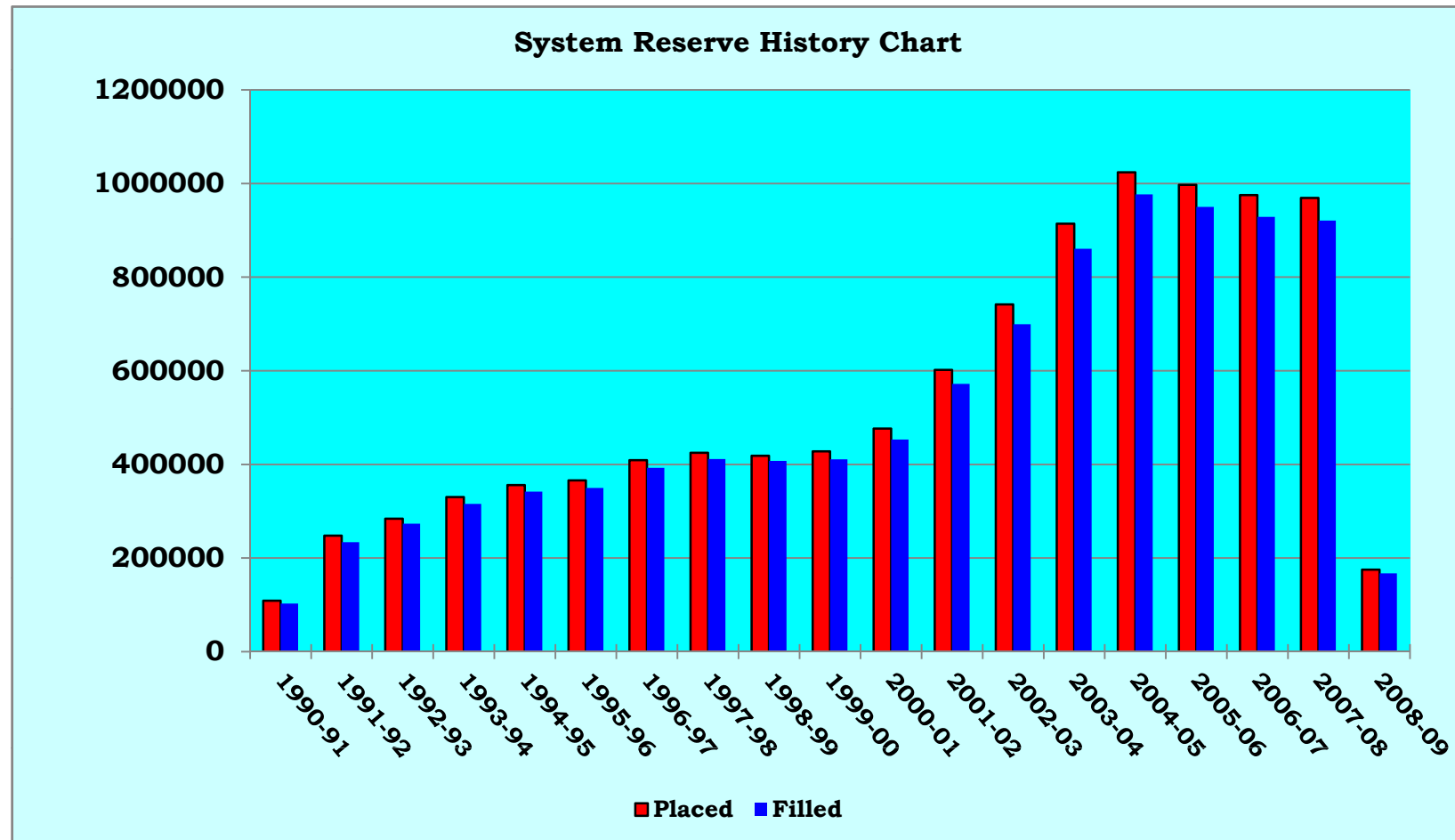
## System Reserve Report

July 1, 2008 through August 31, 2008 (16.67% of the 08-09 Fiscal Year)



## System Reserve Report

July 1, 2008 through August 31, 2008 (16.67% of the 08-09 Fiscal Year)





# System Reserves Report

July 1, 2008 through August 31, 2008 (16.67% of the 08-09 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	08	9,874	20,835		9,725	20,106	
	09	9,960	21,331		9,647	20,352	
		<b>86</b>	<b>496</b>	<b>2.4</b>	<b>-78</b>	<b>246</b>	<b>1.2</b>
BETHANY	08	6,900	14,294		6,791	13,680	
	09	6,264	12,901		5,822	12,245	
		<b>-636</b>	<b>-1,393</b>	<b>-9.7</b>	<b>-969</b>	<b>-1,435</b>	<b>-10.5</b>
CAPITOL HILL	08	1,443	2,753		1,321	2,514	
	09	935	2,029		849	1,813	
		<b>-508</b>	<b>-724</b>	<b>-26.3</b>	<b>-472</b>	<b>-701</b>	<b>-27.9</b>
CHOCTAW	08	2,861	5,301		2,717	4,947	
	09	2,458	4,849		2,301	4,540	
		<b>-403</b>	<b>-452</b>	<b>-8.5</b>	<b>-416</b>	<b>-407</b>	<b>-8.2</b>
DEL CITY	08	3,996	7,701		3,807	7,273	
	09	3,708	7,830		3,448	7,506	
		<b>-288</b>	<b>129</b>	<b>1.7</b>	<b>-359</b>	<b>233</b>	<b>3.2</b>
EDMOND	08	18,512	38,044		18,087	36,488	
	09	19,003	39,556		18,010	37,896	
		<b>491</b>	<b>1,512</b>	<b>4.0</b>	<b>-77</b>	<b>1,408</b>	<b>3.9</b>
DOWNTOWN	08	4,820	9,609		4,581	9,055	
	09	4,982	10,220		4,664	9,683	
		<b>162</b>	<b>611</b>	<b>6.4</b>	<b>83</b>	<b>628</b>	<b>6.9</b>
MIDWEST CITY	08	7,942	16,420		7,847	15,739	
	09	7,641	15,993		7,331	15,284	
		<b>-301</b>	<b>-427</b>	<b>-2.6</b>	<b>-516</b>	<b>-455</b>	<b>-2.9</b>
RALPH ELLISON	08	1,308	2,463		1,228	2,326	
	09	494	1,585		726	1,486	
		<b>-814</b>	<b>-878</b>	<b>-35.6</b>	<b>-502</b>	<b>-840</b>	<b>-36.1</b>
SOUTHERN OAKS	08	9,143	19,029		8,856	17,964	
	09	8,366	17,214		7,805	16,358	
		<b>-777</b>	<b>-1,815</b>	<b>-9.5</b>	<b>-1,051</b>	<b>-1,606</b>	<b>-8.9</b>
VILLAGE	08	9,156	18,032		8,770	17,246	
	09	8,373	17,728		8,055	16,815	
		<b>-783</b>	<b>-304</b>	<b>-1.7</b>	<b>-715</b>	<b>-431</b>	<b>-2.5</b>
WARR ACRES	08	8,648	17,600		8,474	16,970	
	09	7,786	16,332		7,443	15,725	
		<b>-862</b>	<b>-1,268</b>	<b>-7.2</b>	<b>-1,031</b>	<b>-1,245</b>	<b>-7.3</b>

## System Reserves Report

July 1, 2008 through August 31, 2008 (16.67% of the 08-09 Fiscal Year)

		Month	Year		Month	Year	
		Placed	Placed	%	Filled	Filled	%
HARRAH	08	848	1,831		834	1,738	
	09	1,078	2,135		1,047	2,009	
		<b>230</b>	<b>304</b>	<b>16.6</b>	<b>213</b>	<b>271</b>	<b>15.6</b>
JONES	08	474	1,034		546	1,102	
	09	382	844		385	802	
		<b>-92</b>	<b>-190</b>	<b>-18.4</b>	<b>-161</b>	<b>-300</b>	<b>-27.2</b>
LUTHER	08	1,037	1,870		937	1,755	
	09	994	1,936		909	1,889	
		<b>-43</b>	<b>66</b>	<b>3.5</b>	<b>-28</b>	<b>134</b>	<b>7.6</b>
NICOMA PARK	08	612	1,100		556	1,013	
	09	791	1,407		740	1,338	
		<b>179</b>	<b>307</b>	<b>27.9</b>	<b>184</b>	<b>325</b>	<b>32.1</b>
WRIGHT	08	284	535		232	481	
	09	188	332		172	333	
		<b>-96</b>	<b>-203</b>	<b>-37.9</b>	<b>-60</b>	<b>-148</b>	<b>-30.8</b>
BOOKS-BY-MAIL	08	439	980		460	995	
	09	481	1,109		500	1,102	
		<b>42</b>	<b>129</b>	<b>13.2</b>	<b>40</b>	<b>107</b>	<b>10.8</b>
TOTAL	08	88,297	179,434		85,769	171,395	
	09	83,884	175,331		79,854	167,176	
		<b>-4,413</b>	<b>-4,103</b>	<b>-2.3</b>	<b>-5,915</b>	<b>-4,219</b>	<b>-2.5</b>

## **EXECUTIVE DIRECTOR'S REPORT**

**SEPTEMBER 2008**

### **Penny McCaleb reappointed to 3 year term**

I am pleased to announce that Mayor Cornett reappointed Penny McCaleb to a new 3 year term and it was unanimously approved by the Oklahoma City Council on August 26, 2008. As a former chairman and long time member of the Metropolitan Library Commission, Penny's expertise and knowledge of the system is a real benefit to the library, the commission and the community.

### **New Library managers announced**

We are happy to announce that Michael Owens has been named the new library manager at Ralph Ellison. Michael recently completed his MLIS from the University of Wisconsin and had been working as a reference librarian at the Racine Public Library. His previous experience includes 5 years in the United States Navy and several years in the management field in the private sector. Michael will begin work at the temporary Ellison Library location on October 6, 2008.

Our 2<sup>nd</sup> new manager is Julie Ballou who will be taking over at the Downtown Library on September 22, 2008. Julie is currently a selector in the Materials Selection Office and had previously worked as a youth services librarian at the Village Library and also as a Sunday librarian. She has a Masters of Library Science from the University of Oklahoma and a BA in English from Oklahoma City University. She is replacing Mary Patton who retired earlier this summer.

### **Village Library to Close for new carpet**

The Village Library will be closed from Monday, September 22<sup>nd</sup> through Tuesday September 30<sup>th</sup> for the installation of new carpeting. While closed, we will also be rearranging the shelving to give the children's area a wide-open and inviting entrance and space for browsing shelves, reading, working puzzles and other activities. We will also be rearranging the shelving on the adult side to relocate the magazine area so that customers will enjoy reading in front of the big window and provide a bit more shelving to be added later this year.

Upon re-opening, we hope Village customers will appreciate the updated look to the library and the special "reading nook" we have created for children.

### **Spoticus and Storytelling for Louisiana evacuees**

Thanks to a great idea from Ric Rea, Director of Human Resources, the Metropolitan Library System provided entertainment for some of children who had evacuated Louisiana as Hurricane Gustave approached. Spoticus and storyteller Dwe Williams went to the Lucent evacuation shelter on Tuesday, September 2<sup>nd</sup> for an afternoon of special tales and fun. We were pleased to be able to help cheer folks up in a very small way.



## **Capital Projects Update**

Construction is underway!! Both Ralph Ellison and The Service Center locations have construction trailers on site and work is beginning. Staff is very excited that these projects are finally underway and we can see actual work being done.

The Schematic Design phase is close to completion for the Northwest Library. Staff and architects met the last week of August to review plans, and make suggestions and corrections to the proposed design. Design architect, Jim Richard and his staff and LWPB will be finalizing those comments and wrapping up this portion of the design. We hope to have sketches and drawings to show to the commission in the next couple of months.

Library Staff continue to work on beginning plans for Capitol Hill and Southern Oaks renovation projects.

## **Noon Tunes Begins**

Downtown Library kicked off the first Noon Tunes on September 5. These special "lunchtime" performances will be held every Thursday beginning at 11:30 in the atrium of the library. We had a very good crowd for the first event and I invite everyone to drop by and check it out.

## **DIRECTOR OUTREACH ACTIVITIES**

- Attended Rotary 29 Club Meetings
- Attend OLA Committee Meetings
- Attend OU Alumni~Library Association Meeting
- Ralph Ellison site visit the Commission Member
- Attend Ralph Ellison Groundbreaking Ceremony
- Attend design meeting with Northwest Library Architects

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

### ***The Tuskegee Airmen of Oklahoma City-Exhibit***

October 1-31, 2008

Location: Midwest City

All Ages

The Oklahoma City chapter of the Tuskegee Airmen Foundation will be featured in a display at the Midwest City Library throughout the month of October. The purpose of the Chapter is to bring together in a spirit of goodwill and friendship all persons who share in the aspirations, frustrations, trials, and successes of the men and women who pioneered in military aviation in the Tuskegee Experiment of the United States Army Air Corps and in aviation in general. The local chapter also encourages and supports the aspirations of all youth, particularly minority

youth, in the fields of Aviation and Aerospace Sciences, to encourage them to excellence and high achievement. The exhibit is free and open to the public all library hours.

***Made in Oklahoma Display and Drawing***

Oct 1-30, Library Hours  
Location: Southern Oaks  
All Ages

Made in Oklahoma....good for you. Good for Oklahoma! Did you know that Made-in-Oklahoma food products represent \$2.5 billion in annual sales and generate 15,000 jobs for Oklahomans? Visit the Southern Oaks Library anytime during the month of October and register for a chance to win a beautiful "Made in Oklahoma" basket, filled with Oklahoma products. A Made-in-Oklahoma Display & free recipe cards will be available October 1-31<sup>st</sup>.

***Banned Books Week and Fahrenheit 451***

Thursday, October 2, 2008  
Time: 7:00pm-8:00pm  
Location: Bethany

Teen and Adult

Professor Toni Castillo of Rose State College will lead a discussion on the many issues and themes in *Fahrenheit 451*. How it relates to Banned book week? Refreshments will be served after the program.

***The Big Read Book Giveaway***

Saturday, October 4, 2008  
Time: 9:00am-5:00pm  
Location: Belle Isle  
Adults

Come get your free copy of *Fahrenheit 451* in celebration of Banned Books Week and the Big Read! While supplies last. Co-sponsor: Rose State College.

***Franklin and Eleanor***

Saturday, October 4, 2008  
Time: 2:00pm-3:00pm  
Location: Edmond  
Adults

Franklin and Eleanor Roosevelt were the most influential and inspiring people of their time. Their leadership will live forever in the annals of world history. In this re-creation, Erma Stewart and Dr. Gary Gray will present an hour in the lives of these two brilliant people.

***German Language Class***

Tuesday, October 7, 2008  
Time: 7:00pm-8:00pm  
Location: Midwest City  
Ages 10 & Up

This course will teach basic German language conversational skills. The class will meet on Tuesday nights from October through December. A small materials fee will apply. Children under 16 must be accompanied by an adult. To register call Hannelore Chan at 399-5732.



### ***Aboriginal Australia - Stories, Music, & Images***

All Ages

Yidumduma Bill Harney, Elder and Senior Custodian of the Wardaman people of the North Territory of Australia and Australian storyteller and musician Paul Taylor will tour together performing and teaching the cultural richness of Aboriginal Australia. Their multi-media performances feature stories, music and images from the Wardaman people. Audiences will have a rare opportunity to learn these stories and music from one of the last living Elders of the Aboriginal people. It is Yidumduma's desire that as many as possible hear about his people. Co-sponsor: Friends of the Metropolitan Library, Oklahoma Arts Council, National Endowment for the Arts.

*Schedule for Aboriginal Australia:*

Downtown Library, Sunday, October 5, 2:00pm

Belle Isle Library, Monday, October 6, 7pm

Bethany Library, Tuesday, October 7, 6:30pm

The Village Library, Wednesday, October 8, 10:30am

Del City Library, Wednesday, October 8, 6:30pm

Edmond Library, Thursday, October 9, 7pm

Warr Acres Library, Friday, October 10, 4pm

### ***Quilt Trunk Show with Judy Howard***

Saturday, October 11, 2008

Time: 2:00pm-3:00pm

Location: Edmond

Adults

Enjoy a wide variety of quilts and quilting techniques presented by Judy Howard, owner of Buckboard Antiques. This will be followed by light refreshments. Enjoy the wide variety of quilts that Judy will present.

### ***A Living History: 1900 Guthrie***

Sunday, October 12, 2008

Time: 2:00pm-3:00pm

Location: Belle Isle

All Ages

Statehood Day will soon be upon us, so relive history with a visitor from 1900s Guthrie in Oklahoma Territory. Barbara Byrd will re-enact a typical Guthrie woman, Stella Louise Wilson, as we learn about her life and times. Refreshments provided, so sign up at the Reference Desk.

### ***Internet Job Search Class***

Thursday, October 16, 2008

Time: 6:30pm-8:00pm

Location: Village

Adults

Free class for adults! Learn to use Microsoft Word to write a resume, obtain a list of websites of local businesses that have online employment applications, learn to fill out an online application, and learn how to register with Oklahoma Work Force. Come in or call to sign up. Village Library (405) 755-0710.

### ***Halloween Open House***

Saturday, October 25, 2008

Time: 1:00pm-3:00pm

Location: Capitol Hill

All Ages

Join us for magic tricks and comedy with performer John Pansze. Crafts and book giveaway with follow his program. Welcome to children, teens and parents.

***Mysterious Oklahoma***

Monday, October 27, 2008

Time: 7:00pm-8:00pm

Location: Midwest City

All Ages

Don't miss this opportunity to hear spooky tales from the Sooner State, just in time for Halloween! David Farris will be telling stories from his books, "Mysterious Oklahoma" and "More Mysterious Oklahoma." Books will be available for purchase.

***Women's Crafting Group***

Tuesday, October 28, 2008

Time: 10:00am-12:00pm

Location: Nicoma Park

Adults

Women create crafts suitable for the season the last Tuesday of the month. All are welcome. Call 769-9452 for more information.