

# **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

Thursday, October 16, 2008, 3:30 p.m.  
Del City Library  
4509 SE 15<sup>th</sup> Street  
Del City, OK 73115  
(Telephone: 672-1377)

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

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

Hugh Rice, Chair

## **3:30 – 3:40 pm INTRODUCTIONS**

- Document #29 – 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 (#30 - #31)**

- Document #30 – Approval of Minutes of September 18, 2008 Meeting
- Document #31 – Acceptance of Review of Expenditures for September 2008

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

- Document #32 – Discussion, Consideration, and Possible Action: Report and Recommendations ~ Finance Committee meeting, October 9, 2008 – David Greenwell, Chair

## **4:10 – 4:20 pm NEW BUSINESS**

- Document #33 – Discussion, Consideration and Possible Action: Approval of Metropolitan Library Commission Meeting Dates 2009
- Document #34 – Discussion, Consideration and Possible Action: Report and Recommendation from Administration ~ Southern Oaks Project Agreement

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

- *Staff Recognition Dinner 2008 ~ Rondia Banks, Chair, Staff Recognition Committee*

## **4:30 – 4:40 pm INFORMATION REPORTS**

- Document #35 – MLS Strategic Plan Report – Kay Bauman, Deputy Executive Director, Library Operations
- Document #36 – MLS August 2008 Circulation Report
- Document #37 – MLS August 2008 Computer Usage Report
- Document #38 – MLS August 2008 System Reserve Report

## **4:40 – 4:50 pm EXECUTIVE DIRECTOR'S REPORT**

## **4:50 – 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, November 20, 2008  
Edmond Library, 10 S. Boulevard, Edmond, OK 73034

## **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 October 2008:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Ruby Soutiere, Materials Selector, Materials Selection	30
Regina Kirkham, Circulation Clerk, Bethany Library	15
Cecil Peaden, Librarian, Bethany Library	15
Linda Holmberg, Library Page, Belle Isle Library	10
Laura Tallant, Circulation Clerk, Downtown Library	10

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

DATE: September 18, 2008      TIME: 3:30 pm

MEETING PLACE: Midwest City Library

**Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County November 19, 2007. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Midwest City Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on September 16, 2008, in conformity with the Oklahoma Open Meeting Act §311.**

**Commission Members**

PRESENT:

Nancy Anthony  
Ralph Bullard  
Glenda Choate  
Carolyn Cornelius  
Fran Cory  
Margaret Graham  
David Greenwell  
Deanna Hannah  
Lee Alan Leslie  
Tracy McGehee  
Cynthia Mitas  
Lori Nelson  
Brenda Palmer  
Mukesh Patel  
Jim Shonts  
Judy Smith  
Alyne Strube  
Beth Toland  
Ray Vaughn  
Hugh Rice  
Donna Morris, Executive Director  
**(Secretary)**

EXCUSED:

Mick Cornett, Mayor of Oklahoma City  
Jose Jimenez  
Penny McCaleb  
Tracy McDaniel  
Kim Patterson  
Alexandra Vera  
Greg Womack

Estimate of general public and staff attending: 23

- I.** The meeting was called to order at 3:32 p.m. by Mr. Hugh Rice, Chair.
- II.** Roll was called to establish a quorum. Present: Bullard, Choate, Cory, Graham, Greenwell, Hannah, Leslie, Mitas, Palmer, Patel, Shonts, Smith, Strube, Toland, Vaughn, Rice. (Arrived: McGehee, 3:33; Anthony, 3:38; Cornelius, 3:40; Nelson, 3:50).
- III.** Mr. Rice introduced Russell Smith, Mayor of Midwest City, and Sheila McAlester, representative from C. L. Frates & Co. Mayor Smith welcomed the Commission to Midwest City and thanked the Commissioners for the work they do for the library system. Mr. Rice presented a resolution of appreciation for outgoing library commission member Ms. Marguerite Ross. Ms. Ross thanked the Commission and stated that it was an honor and a pleasure to serve on the Commission. Mr. Rice introduced Mrs. Fariba Williams, Assistant Manager of the Midwest City Library. Mrs. Williams welcomed the commission, provided information on the current events at the Midwest City Library and invited commission members for a tour after the meeting.
- IV.** Mr. Rice called for Presentation of Service Certificates for July 2008: Susie L. Beasley, Librarian, Choctaw Library~30 years of service, and Burton D. Thurmond, Library Page, Edmond Library~5 years of service.
- V.** Mr. Rice called for comments from the general public. There were none.
- VI.** Mr. Rice presented the Consent Docket: Document #19 – Approval of Minutes of August 21, 2008; Document #20 – Acceptance of Expenditures for August 2008; Document #21 – Approval of Contract Awards and Purchases; and Document #22 – Request to Declare Furniture & Equipment Surplus.

Mr. Rice called for a motion.

**Mr. Ray Vaughn moved to accept the consent docket. Mrs. Judy Smith seconded.**

Mr. Rice referred to the Contract Awards and Purchases and called on Ms. Karen Marriott, Deputy Executive Director of Materials and Outreach, to provide details on Document #21 Item A: Vertical Lift Module Storage System.

**Questions and discussion followed. Motion passed unanimously.**

- VII.** Mr. Rice presented the Committee Reports: Document #23 – Discussion, Consideration, and Possible Action: Report and Recommendations ~ Finance Committee Meeting September 3, 2008 and Document #24 – Metropolitan Library System Fiscal Year 2008-2009 Final Budget. Mr. Rice called on Mr. David Greenwell to summarize the actions of the Finance Committee. Questions and discussion followed.

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

Mr. Greenwell referred to the next recommendation from the committee, to approve revisions to the Metropolitan Library System Policy & Procedure Manual SF 910 Fee Schedule and SF 600 Travel and Registration Expense Reimbursement Policy. Mr. Greenwell stated that the price for black-and-white copies and black-and-white computer printouts would now be equal. All fees are reorganized into a single policy, SF 910 Fee Schedule. Travel and registration expenses from the administrative team will now require supervisor approval but not necessarily Executive Director approval, unless the Executive Director is the administrative team member's direct supervisor. Questions and discussion followed.

**The motion coming from committee is to approve the recommendation to adopt revisions to the Metropolitan Library System Policy & Procedure Manual SF 910 Fee Schedule and SF 600 Travel and Registration Expense Reimbursement Policy. A motion coming from committee requires no second. Motion passed unanimously.**

**VIII.** Mr. Rice referred to Document #25 – Acceptance of Annual Audit. He announced that the audit is not complete. Mrs. Morris stated that the audit will be presented for approval at the October meeting of the Metropolitan Library Commission. Mr. Greenwell explained that the delay is internal to the auditor, Eide Bailly LLP, and not due to any problems with the audit.

**IX.** Mr. Rice called on Stacy Schrank, Employee Development Coordinator, Planning, to give a special presentation. Mr. Schrank presented information on FOCUS 2008, the Metropolitan Library System's annual staff development day. Mr. Schrank invited the Commissioners to attend all or part of FOCUS. Mr. Schrank presented information on the Prepare Training offered by the Metropolitan Library System for its employees to teach them how to deal with difficult situations. Mr. Schrank invited the Commissioners to attend Prepare Training.

**X.** Mr. Rice called on Mrs. Morris to present the 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

Mrs. Morris stated that when a library closes for a short period it has a dramatic impact on that library's circulation. This explains the drop in circulation at the Ralph Ellison Library. Questions and discussion followed.

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

Mrs. Morris stated the Mayor of Oklahoma City has reappointed Mrs. Penny McCaleb to a new three-year term. Mrs. Morris announced that Michael Owens will begin work as manager of the Ralph Ellison Library on October 6. Mrs. Morris hopes that he and Julie Ballou, the new manager at the Downtown Library, will attend the October meeting of the Commission to be introduced to the Commission. Mrs. Morris met with Mr. Tracy McDaniel at his school and enjoyed speaking with the students in his class. The Village Library will close for installation of new carpeting, modifications to shelving, and moving of furniture. Spoticus and storyteller Dwe Williams went to the Lucent evacuation center to read to hurricane evacuees.

**XII.** Mr. Rice called for comments from Commissioners.

**XIII.** The next Commission meeting will be held at the Del City Library on October 16, 2008.

There being no further business, the meeting was adjourned at 4:14 pm.



Donna Morris, Executive Director  
(Secretary)

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

September 30, 2008

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

For comparison, 25% of the fiscal year has passed.

### **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**

**September 30, 2008**

**ASSETS**

CASH - Overnight Investment Account		\$ 4,819,248.30
INVESTMENTS (Schedule attached)		18,951,608.11
PREPAID ACCOUNTS		30,000.00
TAXES RECEIVABLE: 2008-09 Ad Valorem Tax	27,478,749.00	
Less: Reserve for Delinquent Tax	(2,498,068.00)	
Budgeted Tax Revenue	24,980,681.00	
Less: Tax Received	0.00	
		24,980,681.00
<b>Total Assets</b>		<b><u>\$48,781,537.41</u></b>

**LIABILITIES, DEFERRED REVENUE AND FUND BALANCE**

**LIABILITIES:**

2007-08 Reserve for Appropriations	\$119,798.04	
2008-09 Purchase Orders Outstanding	5,073,855.79	
2007-08 Purchase Orders Outstanding	83,471.88	
2008-09 Checks Outstanding	167,205.18	
2007-08 Checks Outstanding	4,717.28	
<b>Total Liabilities</b>		<b>5,449,048.17</b>

**DEFERRED TAX REVENUE:**

Current Year Ad Valorem Tax	24,980,681.00
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**FUND BALANCE:**

Beginning of the Year	\$28,059,673.14	
Add: Revenues		
Budgeted	154,000.00	
Other	<u>1,009,135.58</u>	1,163,135.58
Less: Expenditures		<u>(10,871,000.18)</u>
<b>Total Fund Balance</b>		<b><u>18,351,808.54</u></b>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>		<b><u>\$48,781,537.71</u></b>



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

**As of September 30, 2008**

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	11/16/2007	11/16/2014	5.686%	\$ 95,000.00
CD - Municipal Emp. Credit Union	6/18/2003	6/18/2009	3.750%	100,000.00
CD - Weokie Credit Union	1/17/2003	1/18/2010	4.100%	100,000.00
CD - UMB Bank	2/18/2008	2/18/2009	3.850%	95,000.00
CD - Stillwater National Bank	4/23/2003	5/23/2009	4.250%	100,000.00
CD - National Bank of Commerce.	12/20/2007	12/20/2008	4.180%	95,000.00
CD - Kirkpatrick Bank, Edmond	9/12/2008	12/12/2008	2.420%	96,608.11
CD - Coppermark Bank	9/15/2008	6/15/2009	3.350%	95,000.00
CD - BancFirst	7/28/2004	7/28/2009	3.830%	100,000.00
CD - Rose Rock/Union Bank	9/5/2008	10/5/2009	3.040%	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
CD - Valliance Bank	3/6/2008	3/6/2009	3.500%	95,000.00
CD - IronStone Bank	9/23/2008	9/23/2009	4.070%	95,000.00
Fed Home LN BKS 10-12	8/28/2008	8/24/2012	4.020%	2,000,000.00
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	12/17/2007	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
FNMA 09-13	9/25/2008	9/25/2013	4.125%	2,000,000.00
Total Investments				<u>\$ 18,951,608.11</u>

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

**September 1, 2008 to September 30, 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	\$24,980,681.00	\$ -	\$ -	0.00%
State Aid	317,714.00	-	-	0.00%
Fines	<u>482,400.00</u>	<u>43,000.00</u>	<u>154,000.00</u>	31.92%
<b>Total Budgeted Revenue</b>	<u><u>\$ 25,780,795.00</u></u>	<u><u>\$ 43,000.00</u></u>	<u><u>\$ 154,000.00</u></u>	0.60%
<b><u>NOT BUDGETED:</u></b>				
Prior Years Taxes		\$ 121,175.40	\$ 533,388.56	
Gifts and Lost Books Fees		0.00	75,000.00	
Investment Income		90,002.60	362,156.72	
Flexible Benefits Account Balance		0.00	0.00	
Sale of Surplus Equipment		0.00	0.00	
Miscellaneous		<u>9,076.83</u>	<u>38,590.30</u>	
<b>Total Miscellaneous Revenue</b>		<u><u>\$ 220,254.83</u></u>	<u><u>\$ 1,009,135.58</u></u>	
<b>Total Revenue</b>	<u><u>\$ 25,780,795.00</u></u>	<u><u>\$ 263,254.83</u></u>	<u><u>\$ 1,163,135.58</u></u>	4.51%



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

**September 30, 2008**

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 9,148.53	\$ 5,076.50	\$ 752.92	\$ 13,472.11
810 Prepaid Fees	(2,135.04)	0.00	75.82	(2,210.86)
815 Fines	43,376.57	43,483.12	43,103.75	43,755.94
820 Copy	121,402.73	8,649.98	2,594.76	127,457.95
900 Special Event Fund	1,915.12	0.00	0.00	1,915.12
<b>Total Revolving Funds</b>	<b>\$ 173,707.91</b>	<b>\$ 57,209.60</b>	<b>\$ 46,527.25</b>	<b>\$ 184,390.26</b>

<b>GRANTS:</b>	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<u><b>Special Grants</b></u>				
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	1,000.00	0.00
890 08/ALA/Lets Talk About It	2,500.00	2,500.00	1,923.67	576.33
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	256.87	743.13
922 09/OAC/Aboriginal Stories and Son	3,500.00	0.00	3,500.00	(3,500.00)
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
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	6,897.83	106.62
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 Prgrmmng	14,400.00	14,400.00	14,078.00	322.00
872 08 Big Cozy Book Furniture	10,000.00	10,000.00	0.00	10,000.00
873 08 Teen & Children's Furnishings	1,713.00	1,713.00	1,639.35	73.65
875 08 Public Art	3,000.00	3,000.00	0.00	3,000.00

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<u>Grants - Friends of MLS, Current Fiscal Year</u>					
901	09 Volunteer Recognition	\$2,000.00	2,000.00	0.00	2,000.00
902	09/Staff Recognition	\$6,845.00	0.00	0.00	0.00
903	09 Brawner scholarships	\$7,000.00	7,000.00	1,200.00	5,800.00
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	5,000.00	(5,000.00)
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	7,480.00	20.00
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	580.69	484.77	95.92
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
<b>Total Grants</b>					<u>\$70,935.22</u>
<b>Total Special Funds</b>					<u>\$ 255,325.48</u>



**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of September 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	751,945.35	2,639,624.47	24.70	10,685,220.00	8,045,595.53
102	Wages - Part-time	103,085.31	401,600.29	24.13	1,664,141.00	1,262,540.71
103	Payroll Taxes	62,303.64	224,480.63	23.45	957,089.00	732,608.37
109	Workers Comp Insurance	11,970.00	31,570.00	25.21	125,211.00	93,641.00
112	Group Insurance	140,435.33	418,149.63	23.03	1,815,292.00	1,397,142.37
113	Employees' Retirement	41,515.14	146,215.92	10.93	1,337,774.00	1,191,558.08
114	Unemployment Compensation	.00	.00	.00	20,000.00	20,000.00
Total Personal Services		1,111,254.77	3,861,640.94	23.26	16,604,727.00	12,743,086.06

**Maintenance & Operations - Contractual Services**

201	Bldg, Property, & Auto Insur.	4,740.00	4,740.00	3.38	140,066.00	135,326.00
202	Liability/Bonding Insurance	.00	.00	.00	13,700.00	13,700.00
205	Rent of Library Buildings	400.00	16,644.83	28.31	58,800.00	42,155.17
206	Rent of Equipment	.00	.00	.00	7,200.00	7,200.00
207	Janitorial Services	22,024.00	105,123.34	25.48	412,625.00	307,501.66
208	Maintenance of Facilities	18,351.72	62,973.93	19.18	328,354.00	265,380.07
211	Parking & Transportation	12,155.81	42,809.85	25.30	169,216.00	126,406.15
212	Travel Expenses	2,420.18	5,310.28	10.00	53,088.00	47,777.72
213	Professional Services	21,649.75	31,741.96	11.11	285,656.00	253,914.04
214	Security Services	31,180.14	86,939.44	21.96	395,843.00	308,903.56
216	Telephone Services	4,660.19	47,373.92	17.66	268,231.00	220,857.08
217	Electrical Services	56,573.99	174,671.14	34.87	500,950.00	326,278.86
218	Gas Services	1,222.61	4,139.98	6.52	63,516.00	59,376.02
219	Water & Garbage Services	5,338.83	16,789.82	34.82	48,213.00	31,423.18
220	Trigen Energy Services	17,467.48	56,776.29	30.04	189,000.00	132,223.71
226	Memberships	2,789.00	6,375.50	20.53	31,060.00	24,684.50
230	Other Library-related Services	9,126.31	36,204.32	9.07	399,051.00	362,846.68
231	Automation Contractual	21,303.20	53,316.60	14.87	358,570.00	305,253.40
236	Network Catalog Services	1,563.94	46,658.44	78.38	59,525.00	12,866.56
Total Contractual Services		232,967.15	798,589.64	21.11	3,782,664.00	2,984,074.36

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of September 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	11,151.95	28,464.50	17.56	162,100.00	133,635.50
302	Postage	26,669.53	68,189.17	24.43	279,175.00	210,985.83
303	Supplies	24,573.60	87,046.23	20.81	418,318.00	331,271.77
310	Maintenance Supplies	4,741.73	14,800.28	20.85	71,000.00	56,199.72
312	Safety Supplies & Equipment	1,938.19	2,604.14	25.53	10,200.00	7,595.86
321	Gasoline & Oil	3,267.36	7,667.62	15.97	48,000.00	40,332.38
322	Vehicle Parts & Repairs	274.82	2,747.36	13.74	20,000.00	17,252.64
330	Programming Activities	8,006.33	36,676.72	18.03	203,395.00	166,718.28
331	Other Commodities	499.91	2,923.13	8.38	34,900.00	31,976.87
Total Commodities		81,123.42	251,119.15	20.14	1,247,088.00	995,968.85

**Capital Outlays**

401	Books & Materials	281,188.26	686,882.24	19.61	3,502,400.00	2,815,517.76
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	4,872.56	18,604.42	12.08	154,020.00	135,415.58
408	Furniture, Fixture, & Equipmnt	4,351.54	15,612.35	2.49	628,227.00	612,614.65
409	Motor Vehicles	.00	.00	.00	75,000.00	75,000.00
410	Automation System & Equipment	144,197.50	170,695.40	34.45	495,463.00	324,767.60
450	Capital Projects	4,628,640.70	5,067,856.04	49.34	10,271,327.00	5,203,470.96
490	Capital Reserves - Current	.00	.00	.00	-1,176,853.96	-1,176,853.96
499	Reserve Carryover - Prior	.00	.00	.00	18,249,206.10	18,249,206.10
Total Capital Outlays		5,063,250.56	5,959,650.45	18.50	32,205,989.14	26,246,338.69
Total Budget		6,488,595.90	10,871,000.18	20.19	53,840,468.14	42,969,467.96



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Number	Vendor/Payee	Purpose		Amount
G-00701	Metropolitan Library System	Professional Services	30.00	
		Postage	62.19	
		Supplies	146.80	
		Supplies	44.46	
		Programming Activities	210.77	
		Programming Activities	28.41	
		Other Commodities	39.14	561.77
G-00702	O G & E	Electrical Services	22,325.01	22,325.01
G-00703	City of Oklahoma City	Water & Garbage	125.54	125.54
G-00704	Triangle/A & E	Printing	97.75	
		Printing	16.20	113.95
G-00705	Southwestern Stationery and	Supplies	54.35	54.35
G-00706	Tech-Lock	Maintenance of Facilities	16.90	
		Ralph Ellison Relocation	3.00	
		Ralph Ellison Relocation	250.00	269.90
G-00707	Forest Building Materials	Ralph Ellison Relocation	77.39	77.39
G-00708	Demco	Supplies	378.90	378.90
G-00709	UNUM Life Insurance	Grp L-T Disab Ins.-Sept.	4,867.87	4,867.87
G-00710	AT&T	Telephone Services	140.18	140.18
G-00711	Frank Ray	Mileage	43.29	43.29
G-00712	Tina Clark	Programming Activities	150.00	150.00
G-00713	Donna Morris	Telephone Services	50.00	50.00
G-00714	CompSource Oklahoma	Workers Comp Insurance	11,970.00	11,970.00
G-00715	FedEx	Postage	13.81	13.81
G-00716	Pure Service Corp.	Janitorial Services	18,654.00	
		Janitorial Services	6,485.00	
		Janitorial Services	321.00	25,460.00
G-00717	Johnstone Supply	Maintenance of Facilities	484.30	484.30
G-00718	Sylvia Lawson	Mileage	17.55	17.55
G-00719	Southwest Trailers & Equipment	Vehicle Parts & Repairs	185.00	185.00
G-00720	Staples Business Advantage	Supplies	85.96	85.96
G-00721	JoNita Normore	Mileage	17.55	17.55
G-00722	Mutual Assurance	Grp Med/Dtl Ins Prem-SEP	31,642.23	31,642.23
G-00723	Staples Credit Plan	Computer Supplies	194.80	194.80
G-00724	Debbie Langston	Programming Activities	100.00	100.00
G-00725	Teen Ink	Library-Related Services	149.00	149.00
G-00726	Oklahoma Air Filter	Maintenance of Facilities	17.16	17.16
G-00727	Hobby Lobby	Other Commodities	73.13	73.13
G-00728	Albert Bostick	Programming Activities	200.00	200.00
G-00729	High-Tech-Tronics, Inc.	Ralph Ellison Relocation	378.00	
		Maintenance of Facilities	130.05	508.05
G-00730	Oklahoma County Newspapers	Subscriptions	36.00	36.00
G-00731	DWe Williams	Programmming Activities	200.00	200.00
G-00732	Mardel, Inc.	Supplies	74.97	74.97
G-00733	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	88.50	88.50
G-00734	Evans Hardware	Ralph Ellison Relocation	29.28	
		Ralph Ellison Relocation	109.25	
		Ralph Ellison Relocation	72.42	
		Maintenance of Facilities	263.98	
		Ralph Ellison Relocation	11.16	
		Maintenance of Facilities	3.14	489.23
G-00735	Dell Marketing L.P.	Computer Equipment	234.00	234.00



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Number	Vendor/Payee	Purpose		Amount
G-00736	Michael Corley	Programming Activities	159.00	159.00
G-00737	Displays 2 Go	Supplies	313.03	313.03
G-00738	Southwest Paper - OKC	Supplies	495.76	495.76
G-00739	Medco Supply Company	Safety Supplies	37.75	37.75
G-00740	ProQuest	Subscriptions	10,539.36	10,539.36
G-00741	Contractors Supply Co.	Maintenance of Facilities	181.50	181.50
G-00742	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	182.88	182.88
G-00743	Edward Ahad Marand	Mileage	6.44	6.44
G-00744	Sharon A. Nolan	Mileage	20.77	20.77
G-00745	Oklahoma Center for Nonprofits	Professional Services	120.00	120.00
G-00746	Party Galaxy M.G.	Other Commodities	1.95	1.95
G-00747	Leslie Deer	Programming Activities	200.00	200.00
G-00748	Daniel P. James	Programming Activities	35.00	35.00
G-00749	OHC of Oklahoma, L.L.C.	Professional Services	429.00	429.00
G-00750	Alliance Personnel Service LLC	Ralph Ellison Relocation	742.40	742.40
G-00751	Amazon/GE Money Bank	Supplies	29.83	
		Supplies	49.99	
		Computer Supplies	391.65	471.47
G-00752	Todd Olberding	Telephone Services	37.33	37.33
G-00753	Karen L. Bays	Mileage	26.33	26.33
G-00754	Cheryl Pernell	Mileage	2.46	2.46
G-00755	Upstate Networks, Inc.	Computer Equipment	12,745.35	12,745.35
G-00756	Metropolitan Library System	Grp Med/Dtl Ins Prms-SEP	98,560.97	98,560.97
G-00757	Walmart Community	Other Commodities	9.00	9.00
G-00758	Kimberly A Terry	Telephone Services	35.00	
		Supplies	90.19	
		Mileage	53.41	178.60
G-00759	John L. Hilbert	Programming Activities	117.06	117.06
G-00760	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	24.00	
		Maintenance of Facilities	138.38	
		Vehicle Parts & Repair	281.64	444.02
G-00761	Bryan Dahlvang	Programming Activities	225.00	225.00
G-00762	Sharon G. Bish	Memberships	35.00	35.00
G-00763	Darrie Breathwit	Mileage	3.22	3.22
G-00764	Star Lighting	Maintenance of Facilities	704.22	
		Ralph Ellison Relocation	541.63	
		Maintenance of Facilities	44.70	
		Maintenance of Facilities	9.90	1,300.45
G-00765	Cintas Corp.	Maintenance of Facilities	302.72	302.72
G-00766	Clarissa Sharp	Programming Activities	80.00	80.00
G-00767	Poetry	Subscriptions	17.50	17.50
G-00768	COTPA	Parking & Transportation	2,852.00	
		Parking & Transportation	2,136.77	
		Parking & Transportation	3,804.64	8,793.41
G-00769	Kiona Millirons	Programming Activities	300.00	300.00
G-00770	The McCullough Group, LLC	Professional Services	400.00	400.00
G-00771	Adams Window Tinting, LLC	Ralph Ellison Relocation	194.56	194.56
G-00772	Tim Daubenspeck	Mileage	4.68	4.68
G-00773	Grainger	Maintenance of Facilities	450.45	
		Maintenance of Facilities	70.31	
		Maintenance of Facilities	142.43	
		Maintenance Supplies	165.78	

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Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-00773	Grainger	Maintenance of Facilities	50.63	
		Ralph Ellison Relocation	92.16	971.76
G-00774	O G & E	Electrical Services	11,702.01	11,702.01
G-00775	Oklahoma Natural Gas Co.	Gas Services	212.32	212.32
G-00776	Brodart, Inc.	Supplies	69.53	69.53
G-00777	Locke Supply Co.	Ralph Ellison Relocation	30.74	
		Maintenance of Facilities	12.50	
		Maintenance of Facilities	12.50	55.74
G-00778	Eales Electronics Corp.	Maintenance of Facilities	25.00	
		Maintenance of Facilities	20.00	45.00
G-00779	Gale Research	Materials	9,957.10	
		Materials	5,493.97	15,451.07
G-00780	Ernestine Clark	Mileage	17.90	17.90
G-00781	Richard Rea	Mileage	43.29	43.29
G-00782	Oklahoma Library Association	Professional Services	80.00	80.00
G-00783	Baker & Taylor Books	Materials	8,229.90	8,229.90
G-00784	Spence & Associates, Inc	Library-Related Services	1,650.00	1,650.00
G-00785	Mid-west Landscape, LLC	Maintenance of Facilities	1,912.20	
		Maintenance of Facilities	712.84	2,625.04
G-00786	Charles S. Isaacs	Mileage	85.41	85.41
G-00787	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-00788	Recorded Books, LLC	Materials	65.47	65.47
G-00789	Marilyn E. Backus	Mileage	28.67	
		Mileage	37.44	66.11
G-00790	ConocoPhillips Fleet	Gasoline	91.05	91.05
G-00791	Instructional Video, Inc.	Materials	1,024.65	1,024.65
G-00792	Bill Veazey's Party Store	Supplies	6.71	6.71
G-00793	Films for the Humanities	Materials	192.49	192.49
G-00794	Gale Group	Materials	454.72	454.72
G-00795	Hunter's Battery Warehouse	Maintenance of Facilities	24.10	
		Maintenance of Facilities	36.15	60.25
G-00796	Staples Business Advantage	Supplies	57.88	57.88
G-00797	McDonald & Associates	Computer Supplies	444.95	444.95
G-00798	Anne G. Fischer	Mileage	105.59	105.59
G-00799	Walter Wayne McEvilly	Programming Activities	250.00	
		Programming Activities	200.00	450.00
G-00800	Library Video Co.	Materials	4,127.11	4,127.11
G-00801	Janet Brooks	Mileage	26.33	26.33
G-00802	Great American Glass & Tinting	Maintenance of Facilities	342.48	342.48
G-00803	INTEGRIS Corporate Assistance	Professional Services	824.00	824.00
G-00804	Audio Forum	Materials	159.80	159.80
G-00805	National Archive Publishing Co	Subscriptions	1,319.95	
		Subscriptions	1,776.37	
		Subscriptions	1,217.72	4,314.04
G-00806	Jonathan Willis	Mileage	23.40	23.40
G-00807	Oklahoma City Employment Guide	Library-Related Services	200.00	200.00
G-00808	AT&T	Telephone Services	893.75	893.75
G-00809	Oklahoma Gazette	Library-Related Services	607.50	607.50
G-00810	Random House, Inc	Materials	295.20	295.20
G-00811	A T & T Mobility	Telephone Services	85.34	85.34
G-00812	Scott's Printing & Copying	Printing	520.22	
	** Continued **			



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Number	Vendor/Payee ** Continued **	Purpose	Amount	Amount
G-00812	Scott's Printing & Copying	Printing	45.25	
		Printing	530.22	1,095.69
G-00813	Brilliance Corporation	Materials	5,388.91	5,388.91
G-00814	Nicoma Park-Choctaw Business	Memberships	40.00	40.00
G-00815	Ingram Library Service	Materials	5,685.99	5,685.99
G-00816	R. R. Bowker	Materials	1,005.48	1,005.48
G-00817	Julia Ballou	Mileage	30.42	30.42
G-00818	Dana Morrow	Supplies	53.73	53.73
G-00819	James E. Nimmo	Transportation	120.00	120.00
G-00820	Walker Companies	Supplies	876.77	876.77
G-00821	Audio Editions	Materials	274.90	274.90
G-00822	Stuart Williamson	Mileage	10.53	10.53
G-00823	JoNita White	Mileage	47.39	47.39
G-00824	Matthew Cotter	Mileage	43.00	43.00
G-00825	Ingram Library Service	Materials	1,069.88	1,069.88
G-00826	Town of Luther	Water & Garbage	46.09	46.09
G-00827	Barnes & Noble, Inc.	Programming Activities	181.87	181.87
G-00828	Studio Architecture PC	Capital Projects	2,749.88	
		Capital Projects	600.82	3,350.70
G-00829	Landon Holman	Mileage	53.82	53.82
G-00830	Jimmy Welch	Mileage	41.54	41.54
G-00831	First Edition Cafe	NW Meeting	22.50	
		Supplies	84.00	106.50
G-00832	Heidi A. Port	Mileage	58.09	58.09
G-00833	Southwest Paper - OKC	Maintenance Supplies	4,823.24	
		Supplies	369.00	5,192.24
G-00834	Steve's Wholesale Distributors	Maintenance of Facilities	7.40	7.40
G-00835	Heidi Johnson	Mileage	8.78	8.78
G-00836	ProQuest	Materials	330.48	330.48
G-00837	Ruby Soutiere	Mileage	33.35	33.35
G-00838	Kelley Riha	Mileage	183.87	183.87
G-00839	Postmaster	Postage	2,500.00	2,500.00
G-00840	Kim Ventrella	Mileage	28.08	28.08
G-00841	Kevin Colwell	Mileage	5.85	5.85
G-00842	OHC of Oklahoma, L.L.C.	Professional Services	423.75	423.75
G-00843	Alliance Personnel Service LLC	Ralph Ellison Relocation	313.20	313.20
G-00844	City of Harrah	Water & Garbage Services	48.54	48.54
G-00845	City of Choctaw	Water & Garbage Services	115.27	115.27
G-00846	Abolghasem Siavashi	Mileage	8.78	8.78
G-00847	Fariba Williams	Mileage	40.37	40.37
G-00848	Todd Olberding	Mileage	102.61	102.61
G-00849	Producers Playhouse	Library-Related Services	347.00	347.00
G-00850	Roy Ballou	Mileage	131.33	131.33
G-00851	Ann Meeks	Memberships	35.00	35.00
G-00852	Baker & Taylor Books	Materials	976.95	976.95
G-00853	Baker & Taylor Entertainment	Materials	10,705.17	
		Materials	8,542.61	19,247.78
G-00854	LaVetta Kinsey Dent	Mileage	50.31	50.31
G-00855	Bill's Pavement Maintenance	Construction	225.00	225.00
G-00856	Preston Bell	Transportation	40.00	40.00
G-00857	Evelyn Carol Gilbert	Mileage	62.89	62.89



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Number	Vendor/Payee	Purpose		Amount
G-00858	Allied Waste Services #060	Water & Garbage Services	844.59	844.59
G-00859	Pamela Buchanan	Mileage	15.50	15.50
G-00860	Janet Bowen	Mileage	4.68	4.68
G-00861	Carol Hunter	Mileage	17.55	17.55
G-00862	John Utley	Telephone Services	35.00	
		Mileage	40.37	75.37
G-00863	Lesli Jones	Library-Related Services	50.00	50.00
G-00864	Kelley Hoffman	Mileage	34.75	34.75
G-00865	Cheryll Smith	Mileage	17.26	17.26
G-00866	Target Bank	Other Commodities	13.00	13.00
G-00867	Baker & Taylor Books	Materials	2,847.82	
		Materials	5,241.56	
		Materials	5,280.24	
		Materials	4,826.40	
		Materials	2,788.96	
		Materials	6,744.61	
		Materials	5,042.57	32,772.16
G-00868	Baker & Taylor Books	Materials	1,601.66	
		Materials	2,362.84	
		Materials	3,085.81	7,050.31
G-00869	Baker & Taylor Books	Materials	4,653.18	4,653.18
G-00870	SimplexGrinnell	Maintenance of Facilities	16.07	16.07
G-00871	Emily Williams	Mileage	59.79	59.79
G-00872	Stacy Schrank	Memberships	35.00	35.00
G-00873	Dan Holman	Mileage	87.17	
		Telephone Services	38.76	125.93
G-00874	Baker & Taylor Entertainment	Materials	37.46	37.46
G-00875	Mackin	Materials	383.55	383.55
G-00876	R. Justin Herwig	Mileage	62.30	62.30
G-00877	Overdrive, Inc.	Materials	5,896.55	5,896.55
G-00878	Crisis Prevention Institute,	Professional Services	106.92	106.92
G-00879	Ameriworks Occupational	Professional Services	150.00	150.00
G-00880	Bank of Oklahoma	Payroll Transmittal-Chks	43,107.47	
		Payroll Transmittal-Chks	19,278.38	
		Payroll Transmittal-Chks	165.00	62,550.85
G-00881	Bank of Oklahoma	Federal Withholding Tax	37,861.60	
		Federal Withholding Tax	2,534.00	40,395.60
G-00882	Oklahoma Tax Commission	State Withholding Tax	13,253.00	
		State Withholding Tax	822.50	14,075.50
G-00883	Mun. Employees Credit Union	Employee Cr Union Deducts	12,081.13	
		Employee Cr Union Deducts	87.50	12,168.63
G-00884	United Way of Central Oklahoma	Employee Deductions	409.72	409.72
G-00885	Bank of America	Payroll Transmittal-DDep	194,347.19	
		Payroll Transmittal-DDep	23,966.14	
		Payroll Transmittal-DDep	1,210.00	219,523.33
G-00886	Nationwide Retirement Solution	Employee Deductions	7,334.92	7,334.92
G-00887	Transamerica Worksite Mrktg.	Employee Deductions	512.01	512.01
G-00888	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,850.49	4,850.49
G-00889	Bank of Oklahoma	Employee Flexplan Deposit	21,937.97	21,937.97
G-00890	Bank of Oklahoma	Employee Soc/Sec Deposits	21,639.68	
		Employee Soc/Sec Deposits	3,134.46	
		Employee Medicare Deposit	5,147.70	

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Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-00890	Bank of Oklahoma	Employee Medicare Deposit	732.99
		Employer Soc/Sec Deposits	24,774.26
		Employer Medicare Deposit	5,880.75
G-00891	MassMutual Financial Group	Employee Contrib -- DC PI	11,306.08
		Employer Contrib -- DC PI	20,696.48
G-00892	Love, Beal & Nixon, P.C.	Employee Deductions	373.89
G-00893	Vision Service Plan of	Grp Vision Ins Prem-Sept.	2,268.06
G-00894	ODHS Oklahoma Centralized	Employee Deductions	217.73
G-00895	Administrative Systems, Inc.	Employee Deductions	1,108.97
G-00896	City of Midwest City, Inc.	Water & Garbage Services	302.60
G-00897	Oklahoma Natural Gas Co.	Gas Services	463.29
		Gas Services	469.06
G-00898	City of Oklahoma City	Water & Garbage	686.52
		Water & Garbage	833.57
G-00899	City of the Village	Water & Garbage	82.97
G-00900	Triangle/A & E	Printing	22.50
		Printing	21.00
		Printing	139.87
G-00901	Southwestern Stationery and	Supplies	421.20
		Printing	5,162.00
		Printing	796.00
G-00902	Borders Group, Inc.	Materials	286.19
G-00903	Dagwell Dixie Inc	Maintenance of Facilities	200.87
		Maintenance of Facilities	16.48
G-00904	Forest Building Materials	Maintenance of Facilities	42.28
G-00905	Demco	Supplies	525.14
		Supplies	6.49
G-00906	Eales Electronics Corp.	Maintenance of Facilities	116.00
G-00907	Gale Research	Materials	240.85
G-00908	AT&T	Telephone Services	1,244.17
		Telephone Services	765.39
		Telephone Services	326.97
G-00909	City of Edmond	Electrical Services	5,323.42
G-00910	Oklahoma Library Association	Professional Services	80.00
		Professional Services	80.00
		Professional Services	75.00
G-00911	Baker & Taylor Books	Materials	275.33
G-00912	Charles S. Isaacs	Telephone Service	35.00
G-00913	United Refrigeration, Inc.	Maintenance of Facilities	17.91
G-00914	WCA Waste Corporation	Maintenance of Facilities	46.48
G-00915	Stryker-Post Publications	Materials	892.65
G-00916	Denyvetta Davis	Mileage	110.57
G-00917	Walter Wayne McEvilly	Programming Activities	200.00
G-00918	Library Video Co.	Materials	134.70
G-00919	Chicago Tribune	Subscriptions	468.52
G-00920	Full Circle Bookstore	Materials	172.47
G-00921	Commercial Concepts	Maintenance of Facility	292.50
		Construction	1,078.00
		Construction	2,268.00
G-00922	Oklahoma Air Filter	Maintenance of Facilities	718.08
		Maintenance of Facilities	15.84
	** Continued **		



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Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-00922	Oklahoma Air Filter	Maintenance of Facilities	38.40	
		Maintenance of Facilities	47.52	
		Maintenance of Facilities	26.64	846.48
G-00923	DPS Printing	Supplies	588.40	588.40
G-00924	Random House, Inc	Materials	2,809.60	2,809.60
G-00925	Scott's Printing & Copying	Printing	1,117.80	
		Printing	140.50	
		Printing	851.59	2,109.89
G-00926	Ursula Ward	Mileage	3.51	3.51
G-00927	Francie Pendleton	Mileage	11.70	11.70
G-00928	Ingram Library Service	Materials	779.65	779.65
G-00929	Audio Editions	Materials	1,593.68	1,593.68
G-00930	Lakeshore Learning Materials	Programming Activities	15.98	15.98
G-00931	Fuelman	Gasoline	3,176.31	3,176.31
G-00932	DWe Williams	Programming Activites	300.00	300.00
G-00933	Aqualife Aquarium Systems, Inc	Maintenance of Facilitie	88.50	88.50
G-00934	Regina Kirkham	Mileage	4.68	4.68
G-00935	Ingram Library Service	Materials	335.20	335.20
G-00936	Voss Lighting	Maintenance Supplies	302.50	
		Maintenance of Facilities	91.00	
		Maintenance of Facilities	49.90	443.40
G-00937	Frances V. Harbert	Mileage	30.71	
		Memberships	35.00	65.71
G-00938	Jana Hausburg	Mileage	18.72	18.72
G-00939	Center Point Large Print	Materials	1,035.98	1,035.98
G-00940	Pauline Rodriguez-Atkins	Mileage	5.85	5.85
G-00941	Baker & Taylor	Programming Supplies	45.53	45.53
G-00942	Evans Hardware	Maintenance of Facilities	57.06	
		Maintenance of Facilities	12.99	
		Maintenance of Facilities	25.98	96.03
G-00943	Jeffrey J. Crawford	Security Services	600.00	600.00
G-00944	Samuel Weehunt	Programming Activities	32.47	32.47
G-00945	Rena Gibson	Mileage	8.19	8.19
G-00946	Miguel A. Campos	Security Services	212.50	212.50
G-00947	Jurden Brown, Jr.	Security Services	162.50	162.50
G-00948	Stanley Campbell	Security Services	212.50	212.50
G-00949	OSU Oklahoma City	Library-Related Services	100.00	100.00
G-00950	Bank of America	Direct Deposit Fee	183.91	183.91
G-00951	Contractors Supply Co.	Maintenance of Facilities	34.59	34.59
G-00952	Joan Porter	Mileage	17.55	17.55
G-00953	Aaron Killough	Mileage	2.93	2.93
G-00954	Senior Connection	Materials	64.00	64.00
G-00955	Walterine Alfredia Pickett	Programming Activities	105.00	105.00
G-00956	City of Edmond	Water & Garbage Services	947.89	947.89
G-00957	OHC of Oklahoma, L.L.C.	Professional Services	357.50	357.50
G-00958	ULINE	Supplies	168.75	168.75
G-00959	C. L. Frates & Co.	Insurance	203.00	
		Insurance	4,537.00	4,740.00
G-00960	Cox Communications, Inc.	Relocate Cox Data Fiber	2,308.01	2,308.01
G-00961	Baker & Taylor Entertainment	Materials	3,723.50	3,723.50
G-00962	FBD Consulting, Inc.	Benefit Calculation	9,206.00	9,206.00



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Warrant Register

September 2008

Number	Vendor/Payee	Purpose		Amount
G-00963	MetroFamily Magazine	Library-Related Services	820.00	820.00
G-00964	Reef Shop Warehouse	Maintenance of Facilities	89.94	89.94
G-00965	Donna Morris	Parking & Transportation	450.00	450.00
G-00966	Star Lighting	Maintenance of Facilities	7.90	
		Maintenance of Facilities	93.00	
		Maintenance of Facilities	229.50	
		Maintenance of Facilities	72.74	
		Maintenance of Facilities	29.78	
		Maintenance Supplies	146.70	
		Maintenance of Facilities	171.00	750.62
G-00967	Melissa Weathers	Mileage	49.14	
		Supplies	153.54	202.68
G-00968	Lesli Jones	Library-Related Services	120.00	120.00
G-00969	Securitas Security USA, Inc.	Security Services	6,668.34	
		Security Services	6,666.26	13,334.60
G-00970	Baker & Taylor Books	Materials	1,383.29	
		Materials	4,477.76	
		Materials	3,511.68	
		Materials	1,846.13	
		Materials	3,261.13	
		Materials	4,321.36	
		Materials	2,647.82	
		Materials	1,300.54	22,749.71
G-00971	Baker & Taylor Books	Materials	2,137.18	
		Materials	3,475.68	
		Materials	3,463.14	9,076.00
G-00972	Baker & Taylor Books	Materials	570.38	570.38
G-00973	Smart Technologies	Construction	3,758.45	3,758.45
G-00974	Angela Wall	Programming Activities	60.00	60.00
G-00975	Erika Sterling	Maintenance of Facilities	120.00	120.00
G-00976	Midwest Single Source, Inc.	Computer Supplies	28.85	
		Supplies	10.21	
		Supplies	159.48	
		Volunteer Supplies	22.99	221.53
G-00977	Veronica Escobar	Mileage	12.87	12.87
G-00978	Joshua Pershica	Security Services	600.00	600.00
G-00979	H I S Paints	Ralph Ellison Relocation	50.64	50.64
G-00980	Mackin	Materials	12.45	12.45
G-00981	Overdrive, Inc.	Materials	8,106.39	8,106.39
G-00982	Andrew Nguyen	Programming Activities	200.00	200.00
G-00983	David Hanes	Security Service	162.50	162.50
G-00984	Eide Bailly LLP	Annual Audit	8,000.00	8,000.00
G-00985	Troy Scott	Programming Activities	325.00	325.00
G-00986	COTPA	Parking	500.00	500.00
G-00987	Gale Research	Materials	451.75	451.75
G-00988	Baker & Taylor Books	Materials	1,258.45	1,258.45
G-00989	Standard & Poor's	Materials	298.00	298.00
G-00990	Instructional Video, Inc.	Materials	3,227.63	3,227.63
G-00991	Gale Group	Materials	228.36	228.36
G-00992	Live Oak Media	Materials	335.39	335.39
G-00993	LexisNexis Matthew Bender	Materials	120.40	120.40
G-00994	Hal Leonard Publishing	Materials	51.22	51.22

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September 2008

Number	Vendor/Payee	Purpose		Amount
G-00995	Library Video Co.	Materials	269.55	269.55
G-00996	Blackstone Audio Books	Materials	54.00	54.00
G-00997	Random House, Inc	Materials	103.20	103.20
G-00998	Ingram Library Service	Materials	6,455.33	6,455.33
G-00999	Ingram Library Service	Materials	465.29	465.29
G-01000	Center Point Large Print	Materials	377.46	377.46
G-01001	BBC Audiobooks America	Materials	1,347.22	1,347.22
G-01002	Baker & Taylor Entertainment	Materials	3,900.02	
		Materials	657.94	4,557.96
G-01003	Baker & Taylor Books	Materials	2,072.04	
		Materials	1,431.63	
		Materials	3,662.96	
		Materials	2,379.73	
		Materials	6,640.94	
		Materials	1,310.05	17,497.35
G-01004	Baker & Taylor Books	Materials	2,489.44	
		Materials	7,362.11	
		Materials	3,027.30	12,878.85
G-01005	Baker & Taylor Books	Materials	2,392.57	2,392.57
G-01006	Baker & Taylor Entertainment	Materials	56.22	56.22
G-01007	Greathall Productions, Inc.	Materials	439.70	439.70
G-01008	KIVA Records	Materials	139.65	139.65
G-01009	Metropolitan Library System	Professional Services	45.00	
		Automation Contractual	22.02	
		Postage	9.00	
		Supplies	38.98	
		Programming Activities	156.41	
		Programming Activities	73.16	
		Other Commodities	45.89	390.46
G-01010	City of Del City	Rent of Library Buildings	400.00	400.00
G-01011	O G & E	Electrical Services	17,223.55	17,223.55
G-01012	Oklahoma Natural Gas Co.	Gas Services	77.94	77.94
G-01013	City of Bethany	Water & Garbage	160.64	160.64
G-01014	City of Oklahoma City	Wate & Garbage	1,044.61	1,044.61
G-01015	Triangle/A & E	Capital Projects	97.76	
		Capital Projects	7.56	105.32
G-01016	Southwestern Stationery and	Ralph Ellison Renovation	188.00	188.00
G-01017	Locke Supply Co.	Maintenance of Facilities	34.23	
		Maintenance of Facilities	58.69	92.92
G-01018	Hewlett-Packard Co.	Automation Contractual	12,834.00	12,834.00
G-01019	Oklahoma Library Association	Memberships	111.00	
		Professional Services	80.00	191.00
G-01020	ALA Membership CSC	Memberships	154.00	154.00
G-01021	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-01022	Greater Oklahoma City	Memberships	1,345.00	1,345.00
G-01023	Business & Legal Reports, Inc.	Supplies	119.00	119.00
G-01024	Reliance Label Solutions, Inc	Supplies	1,450.58	1,450.58
G-01025	Staples Business Advantage	Supplies	39.90	

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General Fund F.Y. 08-09

Warrant Register

September 2008

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-01025	Staples Business Advantage	Supplies	54.99	94.89
G-01026	Center for Economic	Supplies	10.00	10.00
G-01027	Anne G. Fischer	Telephone Services	50.00	50.00
G-01028	Copelin's Office Center	Supplies	43.45	43.45
G-01029	AVID Products	Supplies	1,575.00	1,575.00
G-01030	Priscilla Doss	Memberships	35.00	35.00
G-01031	Full Circle Bookstore	Programming Supplies	19.43	19.43
G-01032	Shawver & Son	Ralph Ellison Relocation	6,500.00	6,500.00
G-01033	Downtown College Consortium	Professional Services	85.00	85.00
G-01034	Jonathan Willis	Telephone Services	35.00	35.00
G-01035	Metrocall Wireless	Telephone Services	128.50	128.50
G-01036	Dana Bickford	Professional Services	600.00	600.00
G-01037	Oklahoma Gazette	Library-Related Services	530.80	530.80
G-01038	Phyllis Davidson	Mileage	3.98	3.98
G-01039	High-Tech-Tronics, Inc.	Maintenance of Facilities	703.80	703.80
G-01040	Summit Mailing Systems, Inc.	Maintenance of Facilities	165.00	165.00
G-01041	United States Postal Service	Postage	9,000.00	9,000.00
G-01042	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	88.50	88.50
G-01043	Stone Computer & Copier	Printing Supplies	206.00	206.00
G-01044	Anita Roesler	Mileage	40.07	40.07
G-01045	Critter Tales, Inc.	Programming Activities	200.00	200.00
G-01046	Jimmy Welch	Telephone Services	50.00	50.00
G-01047	Displays 2 Go	Supplies	175.38	175.38
G-01048	Southwest Paper - OKC	Supplies	3,347.60	
		Maintenace of Facilities	180.00	3,527.60
G-01049	ASTD	Memberships	180.00	180.00
G-01050	Mary Daugherty	Mileage	7.61	7.61
G-01051	Dowell Parking Center	Parking & Transportation	50.00	50.00
G-01052	Joy E. Cavett	Programming Activities	120.00	120.00
G-01053	Novalco, Inc	Maintenance of Facilities	33.60	33.60
G-01054	Direct Safety Co.	Safety Supplies	19.99	19.99
G-01055	Rhodes, Hieronymus, Jones	Professional Services	35.00	35.00
G-01056	SignTec	Maintenance of Facilities	490.00	490.00
G-01057	Oklahoma Press Service	Library-Related Services	181.70	181.70
G-01058	John Wood	Telephone Services	50.00	50.00
G-01059	Commercial Card Solutions	Programming Supplies	209.58	
		Volunteer Recog. Supplies	417.50	
		Ralph Ellison Relocation	218.49	
		Maintenance Supplies	214.40	
		Supplies	28.80	
		Supplies	125.50	
		Supplies	119.85	
		Supplies	134.12	
		Maintenance Supplies	148.61	
		Programming Supplies	20.95	
		Programming Supplies	24.99	
		Supplies	89.45	
		Programming Supplies	102.95	
		Supplies	205.73	
		Supplies	52.45	
		Supplies	103.49	

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General Fund F.Y. 08-09

**Warrant Register**

September 2008

Number	Vendor/Payee	Purpose	Amount
<b>** Continued **</b>			
G-01059	Commercial Card Solutions	Memberships	170.00
		Professional Services	13.00
		Programming Supplies	61.95
		Programming Supplies	61.88
		Programming Supplies	70.50
		Professional Services	300.00
		Professional Service	2.00
		Automation Supplies	29.05
			2,925.24
G-01060	Walmart Community	Supplies	25.76
G-01061	Commercial Card Solutions	Books & Materials	233.42
		Books & Materials	175.65
		Books & Materials	151.97
		Books & Materials	243.46
		Books & Materials	126.60
		Books & Materials	83.70
			1,014.80
G-01062	Reef Shop Warehouse	Maintenance of Facilities	71.95
G-01063	O'Reilly Automotive, Inc.	Maintenance of Facilities	43.08
G-01064	Saisri V. McCormick	Mileage	5.85
G-01065	Susan H. Wood	Programming Activities	250.00
		Programming Activities	300.00
			550.00
G-01066	Worth Hydrochem of Oklahoma	Maintenacne of Facilities	222.00
G-01067	SimplexGrinnell	Maintenance of Facilities	147.00
		Maintenance of Facilities	1,131.90
			1,278.90
G-01068	Kone Inc	Maintenance of Facilities	975.00
G-01069	Trigen-OKC Energy Corporation	Engery Services	17,467.48
G-01070	Mobile Mini, Inc.	Ralph Ellison Relocation	123.00
G-01071	UNUM Life Insurance	Grp LTC Insurance-OCT	1,721.20
G-01072	City Sentinel	Subscriptions	15.00
G-01073	Pacific Telemanagement Service	Telephone Services	169.94
		Telephone Services	78.00
			247.94
G-01074	Atlas General Contractors, LLC	Capital Projects	90,270.00
G-01075	U. S. Postmaster	P.O. Box Rental	72.00
G-01076	Bank of Oklahoma	Payroll Transmittal-Chks	41,200.63
		Payroll Transmittal-Chks	20,142.52
			61,343.15
G-01077	Bank of Oklahoma	Federal Withholding Tax	39,555.60
		Federal Withholding Tax	2,664.00
			42,219.60
G-01078	Oklahoma Tax Commission	State Withholding Tax	13,798.00
		State Withholding Tax	841.50
			14,639.50
G-01079	Mun. Employees Credit Union	Employee Cr Union Deducts	11,863.13
		Employee Cr Union Deducts	87.50
			11,950.63
G-01080	United Way of Central Oklahoma	Employee Deductions	409.72
G-01081	Bank of America	Payroll Transmittal-DDep	205,765.82
		Payroll Transmittal-DDep	24,775.35
			230,541.17
G-01082	Nationwide Retirement Solution	Employee Deductions	7,334.92
G-01083	Transamerica Worksite Mrktg.	Employee Deductions	512.01
G-01084	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,913.93
G-01085	Bank of Oklahoma	Employee Flexplan Deposit	10,371.23
G-01086	Bank of Oklahoma	Employee Soc/Sec Deposits	22,321.98
		Employee Soc/Sec Deposits	3,256.81
		Employee Medicare Deposit	5,308.26
		Employee Medicare Deposit	761.66

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General Fund F.Y. 08-09

Warrant Register

September 2008

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-01086	Bank of Oklahoma	Employer Soc/Sec Deposits	25,578.75
		Employer Medicare Deposit	6,069.88
G-01087	MassMutual Financial Group	Employee Contrib -- DC PI	11,397.85
		Employer Contrib -- DC PI	20,818.66
G-01088	Love, Beal & Nixon, P.C.	Employee Deductions	369.49
G-01089	ODHS Oklahoma Centralized	Employee Deductions	217.73
G-01090	Administrative Systems, Inc.	Employee Deductions	1,115.50
G-01091	Gale Research	Materials	523.50
G-01092	Weston Woods Accts Receivable	Materials	108.33
G-01093	Baker & Taylor Books	Materials	3,239.17
G-01094	Oasis Audio LLC	Materials	35.87
G-01095	Recorded Books, LLC	Materials	3,506.34
G-01096	Instructional Video, Inc.	Materials	69.95
G-01097	Gale Group	Materials	4,686.80
G-01098	Random House, Inc	Materials	929.60
G-01099	Brilliance Corporation	Materials	730.27
G-01100	Ingram Library Service	Materials	2,545.13
G-01101	Audio Editions	Materials	8.00
G-01102	Ingram Library Service	Materials	365.71
G-01103	Center Point Large Print	Materials	1,784.51
G-01104	Anderson News, LLC	Materials	124.54
G-01105	Baker & Taylor Entertainment	Materials	2,857.75
		Materials	3,010.80
G-01106	Baker & Taylor Books	Materials	1,044.48
		Materials	1,863.47
		Materials	4,273.74
		Materials	3,740.64
		Materials	4,944.04
		Materials	5,414.48
		Materials	4,718.11
		Materials	149.31
G-01107	Baker & Taylor Books	Materials	1,909.59
		Materials	891.47
		Materials	1,583.92
G-01108	Baker & Taylor Books	Materials	1,026.41
G-01109	Baker & Taylor Entertainment	Materials	426.82
G-01110	Overdrive, Inc.	Materials	2,456.50
G-01111	Marion Moore Hill	Materials	97.00
G-01112	Mr. Paul Taylor	Materials	130.00
Total of FY 08-09 Warrants Issued			\$ 1,805,267.33



General Fund F.Y. 07-08

Warrant Register

September 2008

Number	Vendor/Payee	Purpose		Amount
G-05421	Spaces, Inc.	Furniture	2,640.00	2,640.00
G-05422	XPEDX	Supplies	344.00	344.00
G-05423	Worth Hydrochem of Oklahoma	Maintenance of Facilities	80.00	80.00
G-05424	Spaces, Inc.	Furniture	8,800.00	
		Furniture	8,609.78	17,409.78
G-05425	Ingram Library Service	Materials	179.38	179.38
G-05426	Amazon/GE Money Bank	Supplies	173.73	173.73
G-05427	Baker & Taylor Entertainment	Materials	120.66	120.66
G-05428	Baker & Taylor Books	Materials	783.50	
		Materials	736.26	1,519.76
G-05429	Baker & Taylor Books	Materials	293.45	293.45
G-05430	Mackin	Materials	859.49	859.49
G-05431	Instructional Video, Inc.	Materials	59.90	59.90
G-05432	Ingram Library Service	Materials	99.85	99.85
G-05433	Meyer, Scherer & Rockcastle, Lt	Professional Services	1,044.75	
		Professional Services	1.71	1,046.46
G-05434	Baker & Taylor Books	Materials	835.02	835.02
G-05435	Baker & Taylor Books	Materials	46.06	46.06
G-05436	Instructional Video, Inc.	Materials	199.75	199.75
G-05437	Ford Audio-Video	Maintenance of Equipment	300.00	
		Maintenance of Equipment	386.82	686.82
G-05438	Baker & Taylor Books	Materials	583.90	583.90
G-05439	Baker & Taylor Books	Materials	39.49	39.49
G-05440	Baker & Taylor Entertainment	Materials	114.57	114.57
G-05441	Oklahoma Library Association	Professional Expenses	75.00	75.00
G-05442	Random House, Inc	Materials	864.00	864.00
G-05443	Christine Francis	Programming Activities	420.00	420.00
G-05444	Ingram Library Service	Materials	77.76	77.76
G-05445	Baker & Taylor Books	Materials	189.58	189.58
G-05446	Baker & Taylor Books	Materials	15.10	15.10
Total of FY 07-08 Warrants Issued				\$ 28,973.51

Special Funds

Warrant Register

September 2008

Number	Vendor/Payee	Purpose		Amount
S-14063	Ruth Ann Martin	Lost & Paid Book Returned	3.00	3.00
S-14064	Katherine L. Yost	Lost & Paid Book Returned	3.00	3.00
S-14065	Sharon Alexander	Lost & Paid Book Returned	3.00	3.00
S-14066	Morgan K. Coleman	Lost & Paid Book Returned	22.60	22.60
S-14067	Kristen S. Allen	Lost & Paid Book Returned	3.00	3.00
S-14068	Gerard A. Franks	Lost & Paid Book Returned	7.80	7.80
S-14069	Sherry L. Smith	Lost & Paid Book Returned	12.95	12.95
S-14070	Horacio G. Juarez Jr	Lost & Paid Book Returned	5.95	5.95
S-14071	Chris T. Cockrell	Lost & Paid Book Returned	14.80	14.80
S-14072	Larsen Music	Atrium Piano Cover	350.00	350.00
S-14073	BMI Systems Corp.	Copier Maintenance	78.50	
		Copier Maintenance	31.62	
		Copier Maintenance	36.00	
		Copier Maintenance	78.50	
		Copier Maintenance	49.33	
		Copier Maintenance	232.18	
		Copier Maintenance	128.33	
		Copier Maintenance	120.17	754.63
S-14074	Sydney L. Martinek	Lost & Paid Book Returned	3.00	3.00
S-14075	Laurie W. Bowman	Lost & Paid Book Returned	14.95	14.95
S-14076	Ana C. Gutierrez	Lost & Paid Book Returned	13.95	13.95
S-14077	LaShawn A. Harris	Lost & Paid Book Returned	10.95	10.95
S-14078	Maryanne Mohr	Lost & Paid Book Returned	3.00	3.00
S-14079	Joshua S. Buffalohead	Lost & Paid Book Returned	34.95	34.95
S-14080	Vanessa N. Harvey	Lost & Paid Book Returned	30.45	30.45
S-14081	Sung-Eun Choi	Lost & Paid Book Returned	17.00	17.00
S-14083	En-Yi Lee	Lost & Paid Book Returned	3.00	3.00
S-14084	Stephanie Y. Delce	Lost & Paid Book Returned	3.00	3.00
S-14085	Standley Systems	Copier Usage	265.47	
		Copier Usage	191.81	457.28
S-14086	Landon Holman	Lee Brawner Scholarship	450.00	450.00
S-14087	Timothy J. Smith	Lost & Paid Book Returned	3.00	3.00
S-14088	Dalaney A. Flies	Lost & Paid Book Returned	3.00	3.00
S-14089	Kenneth W. Keels	Lost & Paid Book Returned	3.00	3.00
S-14090	Monique S. Mathias	Lost & Paid Book Returned	3.99	3.99
S-14091	Freddie J. Gibson	Lost & Paid Book Returned	3.00	3.00
S-14092	Stephanie E. Axley	Lost & Paid Book Returned	17.65	17.65
S-14093	Metropolitan Library System	Transfer Fines & Fees	43,000.00	43,000.00
S-14094	Betty M. McCoy	Lost & Paid Book Returned	3.00	3.00
S-14095	David J. Wolf	Lost & Paid Book Returned	3.00	3.00
S-14096	Oklahoma Tax Commission	State Sales Tax-Aug. 2008	64.36	64.36
S-14097	Center Point Large Print	Materials	35.94	35.94
S-14098	Juliette A. Hulen	Lost & Paid Book Returned	9.50	9.50
S-14099	Nola T. Chamberlain	Lost & Paid Book Returned	34.90	34.90
S-14100	Kari M. Rosebrook	Lost & Paid Book Returned	3.00	3.00
S-14101	Tiffany P. Phan	Lost & Paid Book Returned	29.95	29.95
S-14102	Chloe D. Gentry	Lost & Paid Book Returned	15.95	15.95
S-14103	Kristy D. Carver	Lost & Paid Book Returned	8.05	8.05
S-14104	Gretchen A. Swinney	Lost & Paid Book Returned	3.00	3.00
S-14105	Bill R. Long	Lost & Paid Book Returned	22.45	22.45
S-14106	Matt E. Evans	Lost & Paid Book Returned	14.95	14.95
S-14107	Alvin Liang	Lost & Paid Book Returned	29.90	29.90



Special Funds


Warrant Register

September 2008

Number	Vendor/Payee	Purpose		Amount
S-14108	Cheryl M. Dorrance	Lost & Paid Book Returned	4.00	4.00
S-14109	Roger L. Gregory	Lost & Paid Book Returned	6.00	6.00
S-14110	Randi R. Wilson	Lost & Paid Book Returned	24.90	24.90
S-14111	Vita M. Crowe	Lost & Paid Book Returned	11.95	11.95
S-14112	Mary L. Stevens	Lost & Paid Book Returned	3.00	3.00
S-14113	Phyllis J. Been	Lost & Paid Book Returned	27.90	27.90
S-14114	Renee T. Lowther	Lost & Paid Book Returned	13.95	13.95
S-14115	Betty J. Wright	Lost & Paid Book Returned	14.95	14.95
S-14116	Carl W. Burney	Lost & Paid Book Returned	3.00	3.00
S-14117	Cheryl K. Howell	Lost & Paid Book Returned	3.00	3.00
S-14118	Peter Krauss	Atrium Piano Servicing	130.00	130.00
S-14119	Commercial Card Solutions	Transaction Fees	63.75	63.75
S-14120	Oklahoma Tax Commission	State Sales Tax-Aug. 2008	628.22	628.22
S-14121	Commercial Card Solutions	Fixtures	256.87	256.87
S-14122	Full Circle Bookstore	Books By Mail	36.41	36.41
S-14123	Orit Rabkin	Adult Programming	100.00	100.00
S-14124	Jeannie A. Hoang	Lost & Paid Book Returned	8.95	8.95
S-14125	Don R. Roberts	Lost & Paid Book Returned	39.95	39.95
S-14126	Karen Y. Stephens	Lost & Paid Book Returned	23.90	23.90
S-14127	Freddie J. Gibson	Lost & Paid Book Returned	3.00	3.00
S-14128	Brandon M. Coker	Lost & Paid Book Returned	19.95	19.95
S-14129	Kaleb W. Stagner	Lost & Paid Book Returned	10.85	10.85
S-14130	Bette L. Gordon	Lost & Paid Book Returned	3.00	3.00
S-14131	Omar E. Reyes	Lost & Paid Book Returned	14.00	14.00
S-14132	Heather T. Vick	Lost & Paid Book Returned	18.65	18.65
S-14133	Suzanne W. Monroe	Lost & Paid Book Returned	3.00	3.00
S-14134	Paul Taylor	Programming	5,000.00	5,000.00
S-14135	Annette Murphy	Meeting Room Refund	40.00	40.00
S-14136	BMI Systems Corp.	Copier Maintenance	78.50	
		Copier Maintenance	31.62	
		Copier Maintenance	36.00	
		Copier Maintenance	152.14	
		Copier Maintenance	161.89	
		Copier Maintenance	120.17	
		Copier Maintenance	78.50	
		Copier Maintenance	49.33	
		Copier Maintenance	46.48	754.63
S-14137	Paul Taylor	Programming	3,500.00	3,500.00
S-14138	Candace McDaniel	Staff Recognition Event	191.48	191.48
Total of Special Funds Warrants Issued				\$ 56,493.11

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

10-9-08  
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

Oct 9, 2008  
Date

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

### **The Finance Committee met October 9, 2008 for:**

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

- I. Discussion, Consideration, and Possible Action: Review of Annual Audit Report FY 2007-2008, Eide Bailly LLP
- II. Discussion, Consideration, and Possible Action: Report & Recommendation from Administration: Revisions to Metropolitan Library System Fiscal Year 2008-2009 Annual Budget
- III. Discussion, Consideration, and Possible Action: Review of Changes to Construction Order for the Service Center

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

Reviewed and discussed all items.

The following recommendations are the result of the discussions.

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

1. That the Commission approve the auditor recommendation that journal entries made by the Deputy Executive Director/Finance & Support be reviewed by the Metropolitan Library Commission as part of the regular monthly review of expenditures.
2. That the Commission approve the annual audit report FY 2007-2008 as presented by Eide Bailly LLP.
3. That the Commission approve the revision of the Metropolitan Library System FY 2008-2009 annual budget reducing the Total Ad Valorem Taxes budget by \$441,256 from \$24,980,681 to \$24,539,425 and therefore reducing the Future Capital Improvements component on the schedule of Cash Reserve from \$2,989,903 to \$2,548,647.
4. That the Commission approve implementation of a procedure for change orders related to the Service Center construction contract requiring that change orders have prior approval from the Commission should the change order exceed \$25,000 and any change orders less than \$25,000 be reported to the Commission individually as well as cumulatively. Should the cumulative change orders exceed \$250,000, the Finance Committee will reconvene and reexamine the project. The Construction Manager, Deputy Executive Director of Finance & Support, and Executive Director are therefore authorized to approve any change orders under \$25,000.



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

**FINANCE COMMITTEE**

**MINUTES**

DATE: Thursday, October 9, 2008                      TIME: 4:00 PM  
MEETING PLACE: Oklahoma City Community Foundation  
1000 N Broadway, Community Room  
Oklahoma City, OK 73102  
(405) 235-5603

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, October 6, 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 October 7, 2008, 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: 4**



**I.** Mr. David Greenwell called the meeting to order at 4:00 p.m. Roll was called to establish a quorum. Present: Anthony, Cory, Shonts, Greenwell. (Arrived: Womack, 4:03.)

**II.** Mr. Greenwell called on Ms. Carolyn Levings, Auditor at Eide Bailly LLP, to present the draft copy of the annual audit report FY 2007-08. Ms. Levings stated that the Metropolitan Library System has a clean opinion and she believes the System is in compliance with generally accepted accounting principles and government auditing standards. Eide Bailly found no unusual transactions, no significant sensitive estimates, and had no difficulties in performing the audit. Eide Bailly found one uncorrected entry but it was not significant enough to correct. Eide Bailly encountered no disagreements with management and no other auditing issues. Eide Bailly has one recommendation, that an additional level of oversight be added to review monthly journal entries.

Questions and discussion followed.

**Mrs. Anthony moved to approve the recommendation to include monthly journal entries in the monthly review of expenditures presented to the Commission. Mr. Womack seconded. No further discussion. Motion passed unanimously.**

**Mrs. Anthony moved to approve the annual audit report. Mr. Shonts seconded. No further discussion. Motion passed unanimously.**

**III.** Mr. Greenwell called on Mr. Lovely to explain the revision to the FY 2008-09 Annual Budget (see attachment). Mr. Lovely explained that the millage calculated for the budget was \$24,980,681 but should have been \$24,539,425, a difference of \$441,256. The corrected total FY 2008-09 budget will be \$53,399,212. Mr. Lovely suggests the \$441,256 come out of the Future Capital Improvements account, which is money that has not been earmarked for any particular project. This will leave the Future Capital Improvements balance at \$2,548,647.

Questions and discussion followed.

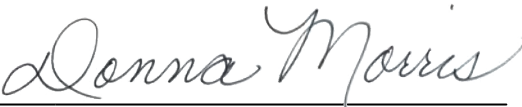
**Mrs. Anthony moved to approve the revision of the FY 2008-09 Annual Budget. Mrs. Fran Cory seconded. No further discussion. Motion passed unanimously.**

**IV.** Mr. Greenwell called on Mrs. Donna Morris, Executive Director, to explain the need for a procedure for change orders for construction project components that have already been let out for bid and awarded.

Questions and discussion followed. Mr. Greenwell suggested any individual change orders under \$25,000 be authorized by administration and reported to the Metropolitan Library Commission at its monthly meeting. Any individual change orders over \$25,000 will be presented to the Commission as part of the Contract Awards & Purchases and voted upon by the Commission. Mr. Greenwell suggested administration create a change order authorization form that is signed by the Director of Construction Management, the Deputy Executive Director of Finance & Support, and the Executive Director. Once the cumulative amount of all change orders has reached \$250,000, the Finance Committee will meet to discuss the project.

**Mrs. Anthony moved to approve the proposed procedure for change orders. Mrs. Cory seconded. No further discussion. Motion passed unanimously.**

**V.** There being no further business, Mr. Greenwell adjourned the meeting at 4:41 p.m.

  
\_\_\_\_\_  
Donna Morris, Executive Director  
(Secretary)

&lt;

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**Date:** 9/25/2008 9:20 AM  
**From:** Prince, Karen  
**To:** Lloyd Lovely <llovely@metrolibrary.org>  
**Attachments:** citbanna.gif, Citrus Punch Bkgrd.gif

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DIV>Lloyd

I just checked over your Estimate of Needs and you used the wrong valuation numbers. You used the total assessed valuation, but you are suppose to use the total county valuation. If you use the total assessed number you will be overstating your budget because the money from the TIF doesn't not go to the cities, schools or us. It goes only to the TIF Districts. You need to re-figure your budget. My Board started meeting on the Estimates of Needs yesterday and will be meeting through next week.

*Karen Prince, Budget Analyst  
for Carolynn Caudill, County Clerk  
Phone: 713-1805 Fax: 713-1524  
karpri@oklahomacounty.org*



# ASSESSED VALUATION OF OKLAHOMA COUNTY FOR YEAR 2008

SCHOOL DISTRICTS	PERSONAL	PUBLIC SERVICE	REAL ESTATE	TOTAL VALUE	HOMESTEAD EXEMPTION	*VETERAN EXEMPTION	NET VALUE
PUTNAM CITY #1 LESS TIF	124,542,156	31,625,236	729,540,356	885,707,748	23,420,523	3,412,314	858,874,911
LUTHER #3	45,568,363	3,111,286	14,431,250	63,110,899	781,997	175,014	62,153,888
LUTHER #3 - 189	78,108	2,578,667	6,256,450	8,913,225	142,000	38,513	8,732,712
SUBTOTAL LUTHER #3	45,646,471	5,689,953	20,687,700	72,024,124	923,997	213,527	70,886,600
CHOCTAW #4	5,071,645	9,354,293	148,954,180	163,380,118	6,538,183	2,580,200	154,261,735
DEER CREEK #6	4,242,395	7,617,240	154,177,729	166,037,364	2,394,000	596,976	163,046,388
HARRAH #7	3,174,302	21,773,592	37,521,085	62,468,979	1,897,972	546,693	60,024,314
JONES #9	3,201,507	2,361,232	24,632,526	30,195,265	1,272,372	285,639	28,637,254
EDMOND #12	96,845,513	25,444,555	1,092,826,157	1,215,116,225	22,503,000	4,025,768	1,188,587,457
EDMOND #12 - 189	655,139	1,777,887	29,564,625	31,997,651	460,685	68,171	31,468,795
SUBTOTAL EDMOND #12	97,500,652	27,222,442	1,122,390,782	1,247,113,876	22,963,685	4,093,939	1,220,056,252
OAKDALE #29	10,733,366	1,233,559	47,016,687	58,983,612	486,000	19,361	58,478,251
MILLWOOD #37	11,338,029	1,506,719	21,872,947	34,717,695	917,776	192,841	33,607,078
WESTERN HEIGHTS #41	101,735,777	20,435,591	105,152,903	227,324,271	2,136,771	173,304	225,014,196
MID-DEL #52 LESS TIF	71,407,675	21,902,761	345,280,572	438,591,008	15,070,347	4,889,517	418,631,144
CROOKED OAK #53	16,772,665	6,438,104	15,160,361	38,371,130	330,082	5,852	38,035,196
CRUTCHO #74	2,374,183	2,533,160	5,760,487	10,667,830	202,646	44,663	10,420,521
BETHANY #88	848,789	877,335	11,019,700	12,745,824	483,000	35,504	12,227,320
OKLAHOMA CITY #89 LESS TIF	277,771,691	212,130,300	1,296,313,699	1,786,215,690	46,287,454	5,348,014	1,734,580,222
McLOUD #1	122,847	1,030,976	5,211,687	6,365,510	297,513	51,170	6,016,827
MOORE #2	7,645,551	3,533,161	59,644,261	70,822,973	2,205,000	657,032	67,960,941
PIEDMONT #22	195,926	1,190,466	22,711,010	24,097,402	654,000	195,049	23,248,353
MUSTANG #69	83,250	403,105	6,841,447	7,327,802	303,000	0	7,024,802
TOTAL SCHOOL DISTRICTS	784,408,877	378,859,225	4,179,890,119	5,343,158,221	128,784,321	23,341,565	5,191,032,305
SCHOOL INCREMENT							
OKC #89 TIF 1 INCREMENT	11,495,183	0	6,547,532	18,042,715	0	0	18,042,715
OKC #89 TIF 2 INCREMENT	14,861,080	0	44,325,295	59,186,375	19,269	0	59,167,106
OKC #89 TIF 4 INCREMENT	5,630,703	0	298,639	5,929,342	(605)	0	5,929,947
OKC #89 LAS ROSAS TIF 6 INCREMENT	69	0	109,955	110,024	2,000	0	108,024
OKC #89 OU HEALTH TIF 7 INCREMENT	34,911	0	(147,821)	(112,910)	48,572	688	(162,170)
OKC #89 VILLAGE TIF 1 INCREMENT	59,700	0	215,693	275,393	0	0	275,393
PUTNAM CITY #1 TIF 4 INCREMENT	113,226	0	49,621	162,847	(2,000)	0	164,847
MID-DEL #52 TIF 1 INCREMENT	9,192,824	0	623,860	9,816,684	0	0	9,816,684
TOTAL TIF INCREMENTS	41,387,696	0	52,022,774	93,410,470	67,236	688	93,342,546
TOTAL ASSESSED VALUE	825,796,573	378,859,225	4,231,912,893	5,436,568,691	128,851,557	23,342,253	5,284,374,851

Should have used.

Amount 1 used.

	FY 2004-05	FY 2005-06	FY 2006-07	Final FY 2007-08	Final FY 2008-09	corrected Final FY 2008-09
Net Assessed Valuation	3,986,566,594 106.18%	4,365,558,760 109.51%	4,657,648,052 106.69%	4,913,807,102 105.50%	5,284,374,851 107.54%	5,191,032,305 105.64%
5.2 mills	20,730,146	22,700,906	24,219,770	25,551,797	27,478,749	26,993,368
Less: 10% reserve	(1,884,559)	(2,063,719)	(2,201,797)	(2,322,891)	(2,498,068)	(2,453,943)
Projected tax income	18,845,588 106.18%	20,637,187 1.0951	22,017,973 1.0669	23,228,906 1.0550	24,980,681 1.0754	24,539,425

\*\* Estimated at 3.7% increase due to slow-down in real estate prices

09/25/08

budget/levyincr

whoa!

CORRECTED



METROPOLITAN LIBRARY SYSTEM

2008-09 BUDGET

FOR FISCAL YEAR ENDING JUNE 30, 2009

Projected Revenue Available for Appropriations From 5.2 mills Library Tax Levy	\$24,539,425
Projected Miscellaneous Income Available for Appropriations in FY 2008-09	800,114
FY 2007-08 And Prior Year Budget Carryover	<u>9,810,467</u>
<b>Total Available for Budget</b>	<b>35,150,006</b>
Reserve Carryover	<u>18,249,206</u>
<b>FY 2008-09 Proposed Budget</b>	<b><u><u>\$53,399,212</u></u></b>

This Budget does not include grants from the Friends of the MLS, the Library Endowment Trust, and other public or private sectors. Those grants are reported separately as special funds because their expenditures are restricted to specific purposes set by grantors.

## Schedule of Cash Reserve

	2004-05 Approved	2005-06 Approved	2006-07 Approved	2007-08 Approved	2008-09 Proposed
<b>Beginning Balance</b>	\$10,252,348	\$10,862,981	\$12,624,653	\$13,160,027	\$18,249,206
Annual Contribution: Increase or (Decrease)	610,633	1,761,672	535,374	5,089,179	(1,618,110)
<b>Ending Balance</b>	<u>\$10,862,981</u>	<u>\$12,624,653</u>	<u>\$13,160,027</u>	<u>\$18,249,206</u>	<u>\$16,631,096</u>
<b>Allocation of Reserves:</b>					
Reserve for Cash flow	2,900,000	3,400,000	3,900,000	4,400,000	4,900,000
Reserve for Extra Payday	250,000	300,000	360,000	420,000	480,000
Capital Projects Reserve:					
<b>Currently Identified Improvements:</b>					
Belle Isle Library					646,719
Bethany Library					442,957
Capitol Hill Library		205,332	205,332	205,332	930,503
Del City Library					464,715
New Edmond Library					3,891,907
New Northwest Library	3,551,527	3,551,527	2,190,000	2,657,645	1,407,645
Service Center				3,616,949	0
Southern Oaks Library	736,363	736,363	736,363	736,363	0
Village Library					491,481
Warr Acres Library					426,522
<b>Future Capital Improvements</b>	3,425,091	4,431,431	5,768,332	6,212,917	2,548,647
<b>Total Reserves</b>	<u>\$10,862,981</u>	<u>\$12,624,653</u>	<u>\$13,160,027</u>	<u>\$18,249,206</u>	<u>\$16,631,096</u>

BUDGET APPROVED BY THE  
COMMISSION SHOWS  
\$ 2,989,903.

## **METROPOLITAN LIBRARY COMMISSION**

### **CALENDAR YEAR 2009 MEETING DATES**

<b><u>2009 DATES</u></b>	<b><u>LIBRARY LOCATION</u></b>	<b><u>ADDRESS</u></b>
January 15**	<b>Belle Isle</b> Warr Acres-Host**	5501 N. Villa, Oklahoma City 843-9601
February 19	<b>The Village</b>	10307 N. Penn., Oklahoma City 755-0710
March 19**	<b>Southern Oaks</b> Choctaw-Host**	6900 S. Walker, Oklahoma City 631-4468
April 16**	<b>Midwest City</b> Ralph Ellison-Host**	8143 E. Reno, Midwest City 732-4828
May 21	<b>Downtown</b>	300 Park Avenue, Oklahoma City 231-8650
June 18	<b>Southern Oaks</b>	6900 S. Walker, Oklahoma City 631-4468
July 16**	<b>Edmond</b> Bethany-Host**	10 S. Boulevard, Edmond 341-9282
August 28*	<b>Belle Isle</b>	5501 N. Villa, Oklahoma City 843-9601
<b>*Moved to 4<sup>th</sup> Thursday to accommodate final budget preparations per by-laws</b>		
September 17	<b>Midwest City</b>	8143 E. Reno, Midwest City 732-4828
October 15	<b>Del City</b>	4509 SE 15 <sup>th</sup> , Del City 672-1377
November 19	<b>Edmond</b>	10 S. Boulevard, Edmond 341-9282
December 10**	<b>Downtown</b> Capitol Hill-Host**	300 Park Avenue, Oklahoma City 231-8650

**\*Moved to 2<sup>nd</sup> Thursday to accommodate Christmas Break per by-laws**



## **REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

### **Southern Oaks Library Project Agreement**

The Library System and the City of Oklahoma City are beginning the architect selection process for the Southern Oaks Project, which is part of the Oklahoma City General Obligation Bond Package of 2000.

In order to facilitate this process, the library needs to enter into an agreement with the city regarding the funding for the architectural services, as the city cannot legally purchase such services until the project is fully funded.

This agreement details the obligations of the city and the library concerning the project.

### **ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:**

That the Commission approve the Southern Oaks Project Agreement between the City of Oklahoma City and the Metropolitan Library Commission of Oklahoma County.

**SOUTHERN OAKS LIBRARY PROJECT AGREEMENT**

**Participation Agreement for the Southern Oaks Library, Oklahoma City, Oklahoma**  
**6900 South Walker Avenue, Oklahoma City, Oklahoma 73139**

This Agreement is made and entered into on \_\_\_\_\_ day of \_\_\_\_\_, 2008, by and between The City of Oklahoma City, a municipal corporation (hereinafter referred to as “City”) and the Metropolitan Library Commission of Oklahoma County a.k.a. Metropolitan Library System, a public agency and body corporate created and existing under the laws of the state of Oklahoma (hereinafter referred to as “MLS”),

**WITNESSED:**

**WHEREAS**, the 2000 General Obligation Bond Issue, as passed by the registered voters of the City, contained a \$13,600,000 Proposition No. 9 for constructing, expanding, renovating, remodeling, repairing, improving, equipping and/or furnishing libraries;

**WHEREAS**, Project 4 of Proposition No. 9 of the 2000 General Obligation Bond Issue, as approved by the registered voters of the City, allows for the, “Expansion, renovation and remodeling of Southern Oaks Library in the vicinity of 6900 S. Walker Ave., which may include related site acquisition and preparation, infrastructure, drainage, utilities, roadways, parking, landscaping and/or fencing” (the “Southern Oaks Library Project” or “Project”), in the amount of \$1,840,000;

**WHEREAS**, it is the desire of the MLS to participate with the City in Architectural/Engineering (A&E) Services for the Southern Oaks Library Project; and

**WHEREAS**, in order to begin said project, it is necessary to obtain architectural and engineering services (A&E); and

**WHEREAS**, the Southern Oaks Library Project is not yet fully funded; and

**WHEREAS**, MLS has elected to expend funds for the purpose of the design of the Southern Oaks Library Project; and

**WHEREAS**, the A&E will be selected in accordance with the "Resolution Adopting Standards and Prescribing Procedures for the Selection of Architects and Engineers and Planners for all Public Improvement Work" as approved by the City in 1974 and amended in 1978, 1980 & 1986; and

**WHEREAS**, the design and construction of the Project can affect the operations which will be funded and performed by MLS; and

**WHEREAS**, the City and MLS intend to work together to achieve a successful outcome to the Project; and

**WHEREAS**, the MLS is willing to purchase certain Furniture, Fixtures and Equipment (FF& E) for said Project.

**NOW, THEREFORE**, in consideration of the various covenants and promises set forth hereinafter and as further outlined above, the parties agree as follows:

## **I. OBLIGATIONS OF MLS.**

A. MLS shall provide to the City funding, up to but not exceeding, \$423,000.00 as described below:

- a. \$186,000.00 for Architectural, Engineering, and Consulting design services required for the Southern Oaks Library Project including site survey, civil engineering, printing, consultants, site visitations and testing costs.
- b. \$37,000.00 for design services associated with FF&E to be purchased directly by MLS for the Southern Oaks Library Project.



- c. An additional amount not to exceed \$200,000.00 for construction.
  - d. The funding described above shall be provided to the City before the respective Architectural, Engineering, and Consulting or Construction contracts are approved by City Council.
  - e. Should the above amounts need to be increased, the City and MLS, by mutual agreement, shall determine the amount of any additional funds for Architectural, Engineering & Consulting Services and / or Construction, to be provide by MLS
- B. It is MLS's intention to completely vacate Southern Oaks Library during construction.
- C. MLS shall provide copies, to the extent available, of all existing documentation related to this project including, but not limited to, drawings, specifications and correspondence.
- D. MLS shall communicate with the Architect/Engineer and/or the Project Contractor only through the City, unless otherwise directed by the City.
- E. MLS shall provide certain FF&E, to be placed in the Southern Oaks Library. MLS will retain ownership of all FF&E or movable property purchased with MLS funds; provided, if the City provides funding for any movable property for the Southern Oaks Library Project from City Bond funds and/or other City and/or City Trust revenues, all such property will remain the exclusive property of the City or City Trust, as applicable. All FF&E purchased solely with MLS funds will be procured by MLS.
- F. MLS shall provide recommendations to the City for the scope of the proposed project, various components, phases and timetables.

- G. The parties understand and agree the Southern Oaks Library and all “fixtures,” (as defined in 60 Okla. Stat. § 7), to the library itself and/or to the land upon which the library sits, shall be owned exclusively by the City.

## **II. OBLIGATIONS OF CITY.**

- A. The City shall select and the City shall contract with the A&E, in accordance with the “Resolution for the Selection of Architects, Engineers and Planners” and with this agreement. The City shall coordinate with MLS and the City’s A&E for design of the project and the City will assume the role of Project Manager for the Southern Oaks Library Project. MLS shall be the Department as such term is defined in the Resolution of Architects, Engineers and Planners and shall perform such duties.
- B. After completion of the project, the City shall return to MLS any unused funding provided by MLS as stated in Section I. A. above.
- C. Should any of the bond funds sold for Project 4 of Proposition No. 9 of the 2000 General Obligation Bond Issue remain unused after all construction (including all change orders, site acquisition, drainage, utilities, parking, landscaping, fencing, roadways, and infrastructure) on the Project is complete, upon approval of the Bond Advisory Committee and City Council, said unused bond funds shall be declared surplus. All such surplus bond funds shall be used by the City for the same general purpose as listed in Proposition 9 of the 2000 General Obligation Bond Issue official.
- D. Quarterly, the City shall provide MLS, in a form acceptable to MLS, an accounting of all funds expended on this project.

- E. All MLS funds shall be placed in an interest bearing account and all interest earned on MLS funds shall be compounded, accrued, and added to the fund account monthly at the same interest rate received on the City's Operating Pool.
- F. The City shall make a good faith effort to copy MLS in a format mutually acceptable to all, on all Project correspondence and Project documentation between; the City and the A&E; the City and the Contractor; and the A&E and the Contractor at no cost to MLS.
- G. The City shall cause MLS to be named as additional insured in all A&E and Contractor Insurance Certificates on all lines of coverage except Worker's Compensation.
- H. The City shall make a good faith effort to invite MLS to all project and site meetings.
- I. The City and MLS shall review each phase of the Project.
- J. MLS shall have the right to reproduce the Project documents.
- K. The City shall provide MLS access to the Project, as reasonably requested.



### **III. WHOLE AGREEMENT.**

This written agreement between the City and MLS constitutes the entire understanding between the parties and no other documents or oral discussions modify this written document. Should it be the desire of both parties to amend this agreement, such amendment shall be in writing and must be signed by both parties in order to have legal effect.

### **IV. VENUE AND APPLICABLE LAW.**

The City and MLS hereby agree that any dispute which may arise between or among them out of or in connection with this Agreement shall be adjudicated before a court located in Oklahoma City, Oklahoma, in accordance with the laws of Oklahoma. The City and MLS hereby submit to the exclusive personal jurisdiction of the courts of the State of Oklahoma located in Oklahoma City, Oklahoma, with respect to any action or legal proceeding commenced by any party to this Agreement.

The City and MLS further consent to the service of process in any such action of legal proceeding by means of registered or certified mail, return receipt requested, in care the Executive Director of MLS at 300 Park Avenue, Oklahoma City, Oklahoma, 73102 and with the City at City Clerk, City of Oklahoma City, 200 N. Walker, 2nd floor, Oklahoma City, Oklahoma, 73102.

**IN WITNESS WHEREOF**, the Metropolitan Library System adopts and approves this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

**Metropolitan Library Commission**

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
MLC Secretary

**IN WITNESS WHEREOF**, this Agreement was approved and executed by the City of Oklahoma City this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

**The City of Oklahoma City**

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Reviewed this \_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
Assistant Municipal Counselor



# STRATEGIC PLAN 2007-2012

## WHERE ARE WE NOW?

### Year 1

### Highlights



### Satisfying Curiosity: Lifelong Learning

*Goal: All ages realize their library offers topics in a variety of formats they find captivating and enriching to their lives.*

#### September 2007

City of Edmond formally expresses desire for a second library

#### October 2007

Northwest Library community visioning meeting held on October 16th

Belle Isle replaces their shelving signage

#### January 2008

Edmond Library creates "Best Books of the Year" display

#### February 2008

Friends of the Library Booksale raises \$239,000 to fund special library projects

#### March 2008

3,302 seniors participate in *Winter ReadFest*

Libraries offer gaming opportunities for Teen Tech Month

#### April 2008

Harrah hosted 17 Virginia Elementary School classes, a total of 533 students

#### May 2008

Kick off for audiobook marketing campaign

Outreach department receives an American Library Association grant to establish a Great Stories CLUB (Connecting Libraries, Underserved teens and Books) at Emerson Alternative School

Summer at the Library begins with heavy advertising promoting the events

"Staff Pick" sticky notes highlight books customers may enjoy

*Come Read with Me* funded by the Friends of the Library

#### June 2008

Del City Library offers browsing baskets for customers to use while selecting materials to borrow

Bethany sets aside a section to display their audiobooks

Bus benches promote using the Metropolitan Library System in English and Spanish

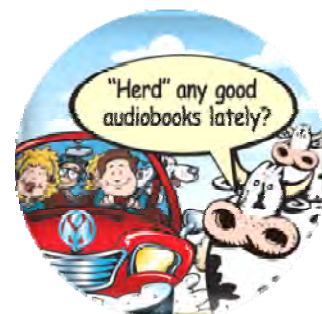
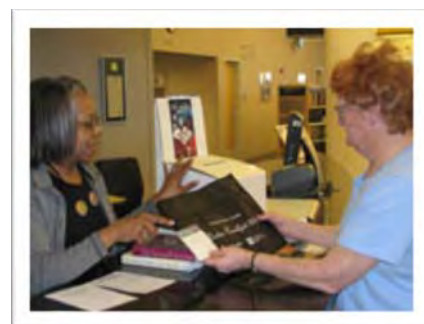
#### July 2008

*Reading to Dogs* program encourages children to read

Libraries promote our children's music materials, INFO magazine ad

KOCO website ads for *Summer @ the Library* have high click rate

Edmond *Summer @ the Library* featured on front page of *Edmond Sun*





### August 2008

17,805 children and teens participated in the 2008 Summer Reading program  
Belle Isle and Downtown libraries rated 2nd & 3rd best local bookstore/library respectively by the *Oklahoma Gazette*

MLS partners with Rose State to participate in *The Big Read*

Harrah hosted the Tail Waggin' Tutors program, children read to a dog named Duke

### September 2008

INFO magazine article spotlights the library's genealogy resources

Edmond Library partners with several organizations to plan *Edmond Living History Social*

Edmond Library participates in the Central OK Home Educators "back to school" conference.

Edmond Library works a booth at Panera Bread with the Edmond Senior Community Foundation

Belle Isle adds informational signs to the circulation and young adult areas

Nicoma Park adds new shelving to highlight various media formats

Ralph Ellison Library employee Kim Ventrella, answers School Library Journal question "What are they reading for fun?"



*Goal: Residents see their library as a resource for introductions to an assortment of cultural, civic and/or community interests.*

### July 2007

Oklahoma Voices program allows our customers to record and share their own history

### September 2007

INFO magazine article spotlights MLS resources for Hispanics

### October 2007

450 people attend Alfalfa Bill Murray program series at our libraries

Oklahoma Images Brochure available for our Downtown customers

Wright hosts the Stockyard's Morning on Mainstreet business meeting

### November 2007

*Our World* series, funded in part by the Friends of the Library, brings classical music of India to our libraries and 1,123 people attend

Metrolibrary.org spotlights MLS resources for Native Americans

### December 2007

MLS sponsors Oklahoma Centennial activities as highlighted in INFO magazine

Luther places Christmas trees for each of the grades in the local elementary school on the grounds of the library, 350 children decorate the trees

### February 2008

*Rhythmically Speaking, Hidden Soldier: I just need a JOB* performed for Black History Month at our libraries and 1,141 people attend

Metrolibrary.org spotlights MLS resources for African Americans

### March 2008

Spring Fling features *Eth No Tec* performances at our libraries, 568 people attend

### April 2008

Endowment Trust's guest of honor at the Literary Voices Author Dinner is attorney & author Scott Turow

### May 2008

OKC Arts Commission & Oklahoma City install four new glass art pieces at the Downtown Library

Ralph Ellison art contest winners announced in INFO magazine

Luther sets up a display during Washington High School Alumni weekend highlighting the history of



Luther and the surrounding areas

#### June 2008

Capitol Hill employee, Joan Shelton, is interviewed in Spanish by the Telemundo TV station about *Summer at the Library*  
Capitol Hill partners with the Hispanic Chamber of Commerce and Rainbow Fleet for the *Annual Hispanic Expo*  
Bethany Library plants a seedling from the bombing Survivor Tree

#### July 2008

Cultural diversity of library programming is a topic of INFO magazine article  
*Summer at the Library* events at the individual libraries, attendance 2, 727

#### August 2008

Midwest City Library conducts a children's bookmark art contest for "Get out and Vote"

#### September 2008

*Build Your Own Business* events and discussion of MLS meeting rooms promoted in INFO magazine ad

### Visit a Comfortable Place: Public & Virtual Places

*Goal: All ages appreciate their library for its designated places for quiet reading or studying and as a place for social or business activities.*

#### August 2007

1<sup>st</sup> Edition Café opens inside the Downtown Library

#### October 2007

MLS celebrates Teen Read Week with programs and publicity

#### December 2007

Oklahoma City includes library projects in General Obligation Bond package  
MLS Holiday Open House promotes our meeting spaces to the downtown business community

#### January 2008

Luther expands its hours, now open 6 days/week  
Libraries replace worn out chairs to improve comfort of customers

#### February 2008

Bank First of Nicoma Park employees donate plants and labor for a beautification project at Nicoma Park

#### March 2008

News 9.com uses the Downtown Library atrium to film their commercial  
Libraries begin new process for educating customers about library rules of conduct

#### April 2008

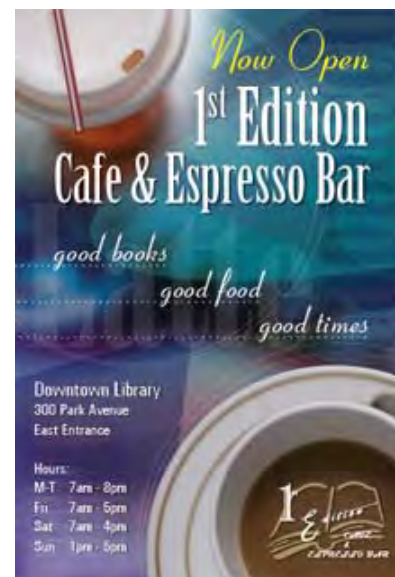
MLS updates exterior lighted signage at Belle Isle, Southern Oaks, The Village and Warr Acres libraries

#### May 2008

Bethany Library moves the Large Print collection closer to the door for ease of access  
The Village begins work on the new Children's Reading Nook, funded by The Village Friends  
Del City purchases new tables and chairs for the Teen area funded by the Friends of the Library  
Midwest City and Ralph Ellison receive Friends grants for new children's area furniture  
Southern Oaks Library receives a Friends Grant to purchase a storytime rug

#### June 2008

The Village Library partners with the Village Friends for the Village Fair and raises over \$15,000 from sponsorships  
Del City Library orders new bean bag chairs for the children's area



Southern Oaks rearranges the seating area to provide more room near the computers

#### July 2008

Edmond Library hires a day porter to clean around the library during the day

#### August 2008

*Healthful programs in August*, INFO magazine article

Ralph Ellison Library moves to temporary location during renovations

MLS hosts Devon Energy in the Downtown Library's 46th Star auditorium for the unveiling of their headquarter plans

#### September 2008

INFO magazine article promotes the many uses of our libraries' meeting spaces

Construction begins for our new Service Center building

Groundbreaking for Ralph Ellison Library renovations

The Village Library gets new carpeting and creates more inviting children's and magazine reading areas

Downtown Library meeting room usage by paying customers increases by 32% in past year

*Goal: All ages recognize their library as a great place both physically and virtually to interact with others due to the noteworthy opportunities provided.*

#### August 2007

Southern Oaks Library hosts a Wizard Rock concert

#### October 2007

Jones holds an Open House during Old Timers' Day

MLS celebrates Customer Appreciation Month

#### December 2007

Capitol Hill Open House attracts over 650 visitors

Downtown Library atrium is a venue for Opening Night 2008

#### January 2008

Downtown Library conducts "I Can't Believe I Shot That" teen film contest

#### April 2008

Scott Turow gives a talk at the Downtown Library, 100 people attend

Outreach department receives Friends Grant to bring authors to our libraries

#### May 2008

News 9 visits with Edmond Library customers about the *Reading to Dogs* program

KFOR (Channel 4) reports on Edmond Library's display of "Centennial Chronicles" books created by students and *The Edmond Sun* an article

#### June 2008

Capitol Hill customers enjoyed 3 La Zeta radio station personalities reading at Friday storytimes

The *Joy of Mozart* series begins bringing piano performances to several libraries

INFO article about events during *Summer at the Library*

Edmond Library employee, Teresa Mathews, discusses "Trick my Truck" program with News 9





### July 2008

Wizard Rock concert at Edmond Library  
12,898 children and teens attend our *Neighborhood Arts* events  
Capitol Hill Library participates in the *Annual Hispanic Expo* at the State Fairgrounds

### September 2008

Downtown Library purchases a baby grand piano for the Downtown Library atrium, funding by the Friends of the Library  
MLS begins Noon Tunes music in the Downtown Library atrium, funding by the Friends of the Library  
Aboriginal Australia cultural event (sound clip added to MLS website)  
The Downtown Library participates in *Roman Art Family Day* with the OKC Museum of Art, 500 attend



### Know How to Find, Evaluate & Use Information: Information Fluency

*Goal: All visitors can expect library staff to have up-to-date knowledge, skills, and abilities to deliver library services.*

### August 2007

Commission approves hiring Right Management to review our appraisal system

### September 2007

New system reserve process implemented, reducing process time and cross-shipping between libraries

### October 2007

MLS Transforming Lives: FOCUS 2007, our staff development day sees 265 attend  
Portable Family Place: 1,2,3 Play with Me (on the go) begins

### December 2007

Leadership MLS Class I graduates  
*Prepare Training* is offered to improve employee's ability to diffuse difficult situations  
Some staff attend the American Library Association Midwinter Conference in Philadelphia  
MetroU Mentors begin providing training to co-workers

### January 2008

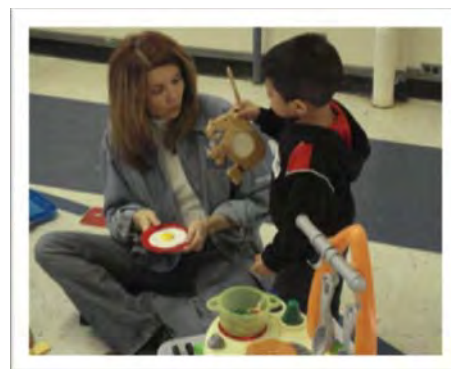
The Village Library staff create development plans to encourage them to improve their service

### February 2008

Sexual Harassment Training is conducted for all staff

### March 2008

Library employees, Buddy Johnson and BJ Williams are honored by the OK Center for the Book  
Leadership MLS Class II is selected  
Several staff attend the bi-annual Public Library Association Convention in Minneapolis



#### April 2008

Intranet Page created to keep staff apprised of the progress toward the goals in our Strategic Plan

Door count survey conducted at all seventeen libraries shows that a typical week brings about 55,000 people through our doors

INFO magazine article talks about our process of selecting materials

#### May 2008

System-wide RFID tagging completed ahead of schedule

MLS prepares to undertake an Organizational Culture Survey

INFO magazine article about our 17 locations and how this system benefits customers

#### June 2008

Our Marketing department receives an honorable mention in the 2008 Best of Show competition in the Printed Materials Promotion category from the American Library Association.

Del City Library manager, Melissa Weathers, joins the Del City Community Center Renovation Committee

MLS staff encouraged to improve their job skills by applying for the Lee B. Brawner Scholarship, funded by the Friend of the Library

Choctaw provides staff and space to proctor various test sessions

Several staff attend the annual American Library Association Conference in Anaheim

Warr Acres creates exercises to enhance staff and customer familiarity with databases

Our Employee Development Coordinator, Stacy Schrank, is the 2008-09 President of the American Library Association's CLENE roundtable, which focuses on continuing education for library staff

During FY 07-08 a total of 2028 staff attended 172 courses

#### July 2008

Training sessions created for the new MLS Code of Conduct



*Goal: All ages can expect friendly guidance on how to locate the best information resources to meet their requests or needs.*

#### August 2007

Libraries begin making a concerted effort to greet all customers as they enter and exit the library

#### September 2007

Librarians spend more time roaming to better serve customers

#### October 2007

Staff learn how United Way helps our community and the MLS campaign raises \$13,357

#### March 2008

Service Principles are introduced system-wide and are reviewed by staff daily

#### May 2008

Capitol Hill offers library tours to customers obtaining a new library card

#### July 2008

Edmond Library enlists secret shoppers to evaluate customer service



## Connect to the Online World: Public Internet Access

*Goal: All ages discover that their library has current equipment, tools and training for the public to responsibly access the digital world.*

### June 2007

- Information Technology Annual Report details accomplishments and plans for 2008 (document #117)
- Del City Library adds a CyberMars catalog computer for the convenience of customers and staff
- Del City Library adds two public computers
- Capitol Hill purchases new furniture for an additional CyberMars computer

### August 2007

- Downtown Library opens computer lab to the public on Sundays, reduces customer wait times
- MLS adds a second internet connection to expand bandwidth available to customers and staff

### January 2008

- CyberMARS search interface re-designed

### February 2008

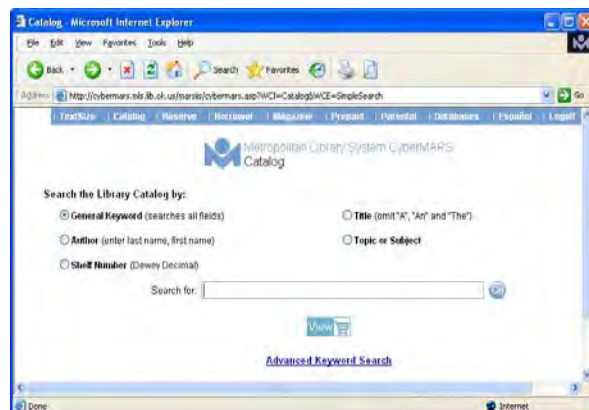
- Public Printing Management System (aka LPT1) is implemented to ensure equitable use of printing

### April 2008

- Credit cards accepted on CyberMARS, as of Sept 30, 2008 customers have used this service 2,086 times to discharge nearly \$23,000 in fines

### June 2008

- Information Technology Annual Report details accomplishments and plans for 2009 (document #116)



*Goal: Adults understand that using the Internet is beneficial to development for all ages.*

### August 2007

- Teens use MLS' wireless Internet access for homework on the cover of INFO magazine

### March 2008

- Benefits of connecting to the online world, INFO magazine article
- Parents begin observing teen video game programs

### April 2008

- Videos from Downtown film contest posted on youtube

### July 2008

- INFO magazine article on life-enhancement potential available through the online world





*Goal: All ages recognize and use their library's website and its resources as an extension of the physical library.*

#### September 2007

Oklahoma Folklore online database launched

CyberMars adds shopping carts, 16,375 unique carts in use as of September 30, 2008

The Village offers a program on how to use downloadable media

#### October 2007

*Oklahoma Moments* videos featuring Gov. George Nigh begin airing

#### January 2008

Cover image, summary, and Table of Contents profile added to CyberMARS item records

#### June 2008

New database Novelist Plus made available

Exploring databases at your library and its website, INFO magazine article

MLS added or upgraded 7 more online database subscriptions to CyberMars

#### July 2008

Many online resources available through CyberMars, INFO magazine article

#### August 2008

INFO magazine spotlights the Oklahoma Folklore Collection

#### September 2008

RSS feeds added to our website allowing customers to be updated on MLS news, events and catalog additions

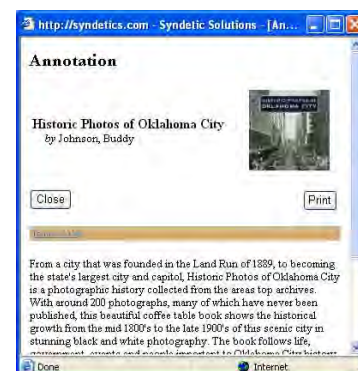
Stickers promoting database affixed to ValueLine binders

Free online resources announced in MLS press release

Warr Acres begins offering classes to the public on our online databases

Customers meet on Facebook to register for and discuss John Green author visit.

MLS begins purchasing downloadable audiobooks in mp3 format



## All Goals

### June 2007

Long-Range Planning Committee reviews strategic plan

### July 2007

Commission approves strategic plan

### August 2007

Libraries continue working with schools in their service areas by calling, visiting and having various partnerships

### October 2007

Transformational Café at FOCUS generates ideas from staff on ways to fulfill strategic plan goals

### December 2007

MLS Annual Statistical Report details past year usage (document #54)

### January 2008

MLS Annual Report highlight past year

Strategic Plan measuring process begins with a telephone survey conducted of Oklahoma County residents and an online survey of library customers (see Attachment A)

### April 2008

The V2R training developed by the first Leadership MLS group is expanded to include all MLS agencies and departments

Managers incorporate strategic plan progress as an element of their monthly reports


MLS begins promoting our new vision statement "Your Inviting, Innovative Link to the World"



Metropolitan Library System

## Your Inviting, Innovative Link to the World!

We've got it all. Visit your nearest Metropolitan Library and discover *Your Inviting, Innovative Link to the World!*

 Metropolitan  
www.metrolibrary.org

Belle Isle | Bethany | Capitol Hill | Choctaw | Del City | Downtown | Edmond | Hiramah | Jones | Luther  
Midwest City | Nicoma Park | Ralph Ellison | Southern Oaks | Village | West Acres | Wright



ATTACHMENT A

# MLS STRATEGIC PLAN SURVEY MEASURING PROCESS

If it's true that a public organization can't establish effective goals if it doesn't know its own history, it's even more true that changes cannot be planned if it doesn't understand how the public perceives it in the present moment.

With this in mind, the Metropolitan Library System commissioned OU Poll to conduct a telephone survey of approximately 35,000 calls to 6,500 randomly generated and unique phone numbers in Oklahoma County from January 7<sup>th</sup> through February 22<sup>nd</sup> 2008. The callers completed 1,094 interviews, and the information has been analyzed to help us meet our bottom line goal: to enhance and enrich the lives of the citizens of central Oklahoma by continuing to be relevant to our community.

We need to learn in what ways the public expects us to move so we can stay on the cutting edge of library service as it will evolve in the 21<sup>st</sup> century. The Telephone Survey provides us with a foundation on which we can build, and gives us a baseline by which we can measure the success of our activities that address the four questions at the heart of our Strategic Plan:

1. How well do we satisfy the need for lifelong learning?
2. Do we supply comfortable, safe places, both actual and virtual?
3. Does our staff know how to find, evaluate and use information?
4. Do we keep up with ways for our customers to connect to the online world?

The survey measured the public's relationship with MLS in three ways: we wanted to find out which library materials and services the public knows about, what the perceptions of public libraries are in the 21<sup>st</sup> century, and the degree to which customers and non-customers are satisfied with their Metropolitan Library System.

There is no doubt that public library service is a highly valued element in central Oklahoma. The most overwhelming response to any survey question came when we asked interviewees to respond to this statement: "I value having a public library in the community," and an astounding 98 percent agreed while only .5 percent disagreed, with 1.5 having no opinion.

**98%**  
**VALUE THE LIBRARY**





**“  
The winds of change blow strong in Oklahoma,  
but there must be no weakening of the  
relevance of our public library to the lives  
of the people who depend on us.  
”**

newspaper collections, as well as the availability of free public access to the Internet at our computer workstations. Knowledge of our video and audio book collections was shared by 69 percent of the population, while awareness of library sponsored programming events, music CDs and wireless Internet access hovered between 50-54 percent.

The survey continued with questions for interviewees about their general perceptions regarding the Metropolitan Library System. The most gratifying response came to the statement: “The library provides an inviting environment to read quietly and/or study.” Our respondents agreed with the survey statement 94 percent of the time. When asked if they thought the library was “an inviting environment for business and social activities,” the response was noticeably less, with 68 percent

agreeing. This reaction from the public, along with others from the survey, shows us a clear goal on which to focus.

When asked if library staff is knowledgeable about the sources of information each library contains, and whether or not staff are attentive to customer needs, the response was 85 percent positive, with 10 percent expressing no opinion.

Interviewees gave us our highest marks when asked about their general level of satisfaction with the Metropolitan Library System. A question about overall satisfaction indicates that 82

percent of our customers agree with what we are doing, and 89 percent agree that there are great benefits to be gotten from our free Internet access.

At the same time the telephone survey was in process we were also conducting an online survey. On the telephone, OU Poll was collecting data from both library users and non-users while the online survey reached users only because the gateway to the survey was on our website. Over the five-year period covered by the Strategic Plan we will continue to gather information regarding our progress by using smaller checkpoint surveys.

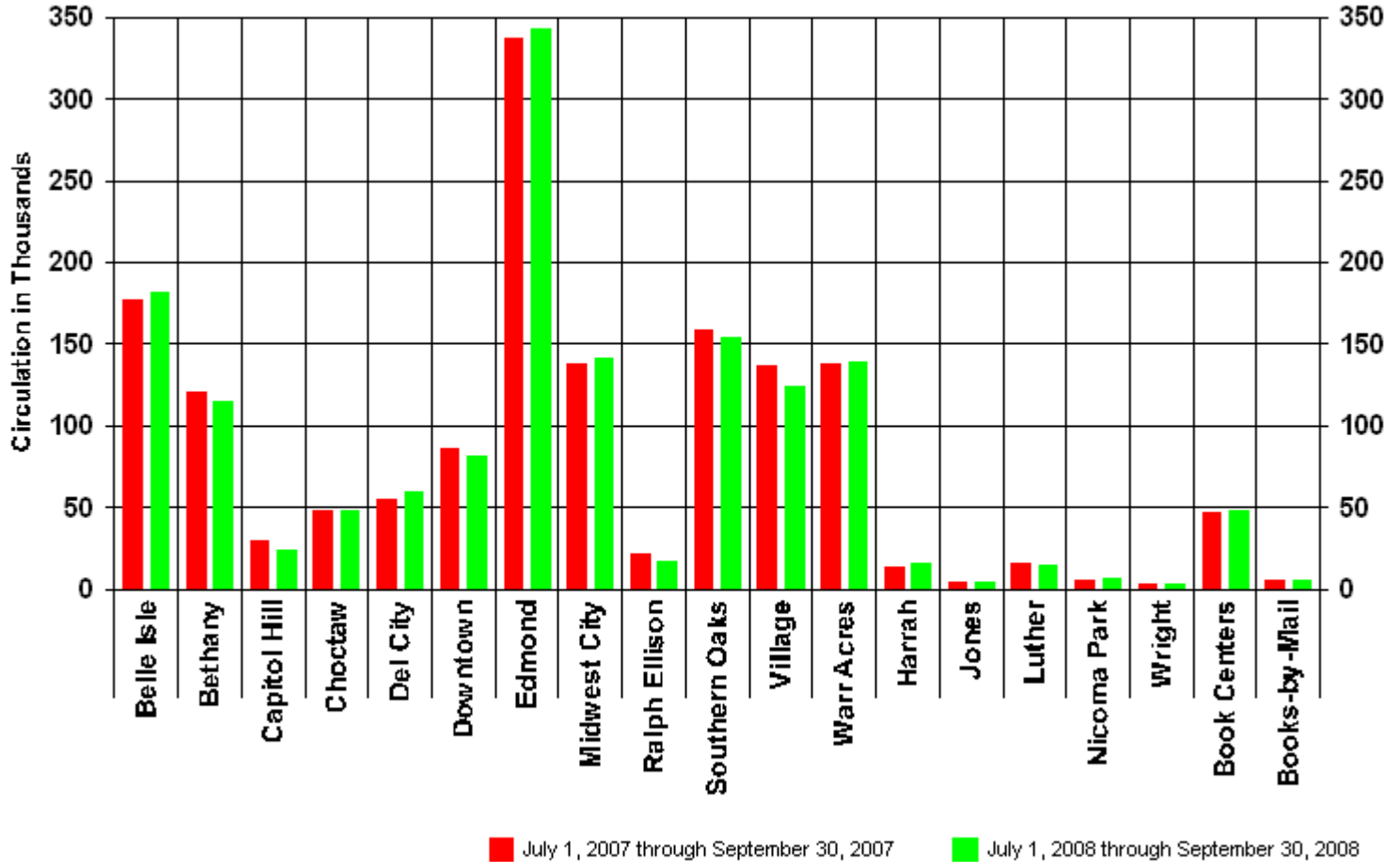
These methods of data collection give us information to analyze and learn from so we can remain a leader in innovative public library service. For nearly half a century the Metropolitan Library System has been dedicated to improving the lives of the citizens of central Oklahoma by supplying them, at no cost, materials for both entertainment and life-long learning.

The winds of change blow strong in Oklahoma, but there must be no weakening of the relevance of our public library to the lives of the people who depend on us.



## **Circulation Gains and Losses**

**July 1, 2008 through September 30, 2008 (25.00% of the 08-09 Fiscal Year)**



## Circulation Gains and Losses

**July 1, 2008 through September 30, 2008 (25.00% of the 08-09 Fiscal Year)**

<b>SEPTEMBER 30, 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	41076	133800	13630	43312	54706	177112	
	09	42348	136048	14681	45796	57029	181844	
		<b>1272</b>	<b>2248</b>	<b>1051</b>	<b>2484</b>	<b>2323</b>	<b>4732</b>	<b>2.7</b>
BETHANY	08	25063	81364	12718	38864	37781	120228	
	09	24538	77827	11758	37466	36296	115293	
		<b>-525</b>	<b>-3537</b>	<b>-960</b>	<b>-1398</b>	<b>-1485</b>	<b>-4935</b>	<b>-4.1</b>
CAPITOL HILL	08	6591	20528	2567	9077	9158	29605	
	09	5955	17402	1769	6364	7724	23766	
		<b>-636</b>	<b>-3126</b>	<b>-798</b>	<b>-2713</b>	<b>-1434</b>	<b>-5839</b>	<b>-19.7</b>
CHOCTAW	08	8656	28881	5754	18685	14410	47566	
	09	9546	29074	5973	18255	15519	47329	
		<b>890</b>	<b>193</b>	<b>219</b>	<b>-430</b>	<b>1109</b>	<b>-237</b>	<b>-.5</b>
DEL CITY	08	11596	38351	4806	16283	16402	54634	
	09	12501	39492	5288	19780	17789	59272	
		<b>905</b>	<b>1141</b>	<b>482</b>	<b>3497</b>	<b>1387</b>	<b>4638</b>	<b>8.5</b>
DOWNTOWN	08	19956	65033	5667	20541	25623	85574	
	09	19523	62348	5333	18952	24856	81300	
		<b>-433</b>	<b>-2685</b>	<b>-334</b>	<b>-1589</b>	<b>-767</b>	<b>-4274</b>	<b>-5.0</b>
EDMOND	08	57101	192241	43375	145640	100476	337881	
	09	61130	194561	46182	149110	107312	343671	
		<b>4029</b>	<b>2320</b>	<b>2807</b>	<b>3470</b>	<b>6836</b>	<b>5790</b>	<b>1.7</b>
MIDWEST CITY	08	30096	97717	12237	40647	42333	138364	
	09	31108	99102	12810	42316	43918	141418	
		<b>1012</b>	<b>1385</b>	<b>573</b>	<b>1669</b>	<b>1585</b>	<b>3054</b>	<b>2.2</b>
RALPH ELLISON	08	4581	15397	1365	5489	5946	20886	
	09	3875	12347	1273	4597	5148	16944	
		<b>-706</b>	<b>-3050</b>	<b>-92</b>	<b>-892</b>	<b>-798</b>	<b>-3942</b>	<b>-18.9</b>
SOUTHERN OAKS	08	34764	116333	12344	42706	47108	159039	
	09	36759	112550	13432	41916	50191	154466	
		<b>1995</b>	<b>-3783</b>	<b>1088</b>	<b>-790</b>	<b>3083</b>	<b>-4573</b>	<b>-2.9</b>
VILLAGE	08	28121	94467	12270	42090	40391	136557	
	09	19761	85163	8766	38941	28527	124104	
		<b>-8360</b>	<b>-9304</b>	<b>-3504</b>	<b>-3149</b>	<b>-11864</b>	<b>-12453</b>	<b>-9.1</b>
WARR ACRES	08	27750	92713	12821	44763	40571	137476	
	09	28512	92554	14024	46055	42536	138609	
		<b>762</b>	<b>-159</b>	<b>1203</b>	<b>1292</b>	<b>1965</b>	<b>1133</b>	<b>.8</b>



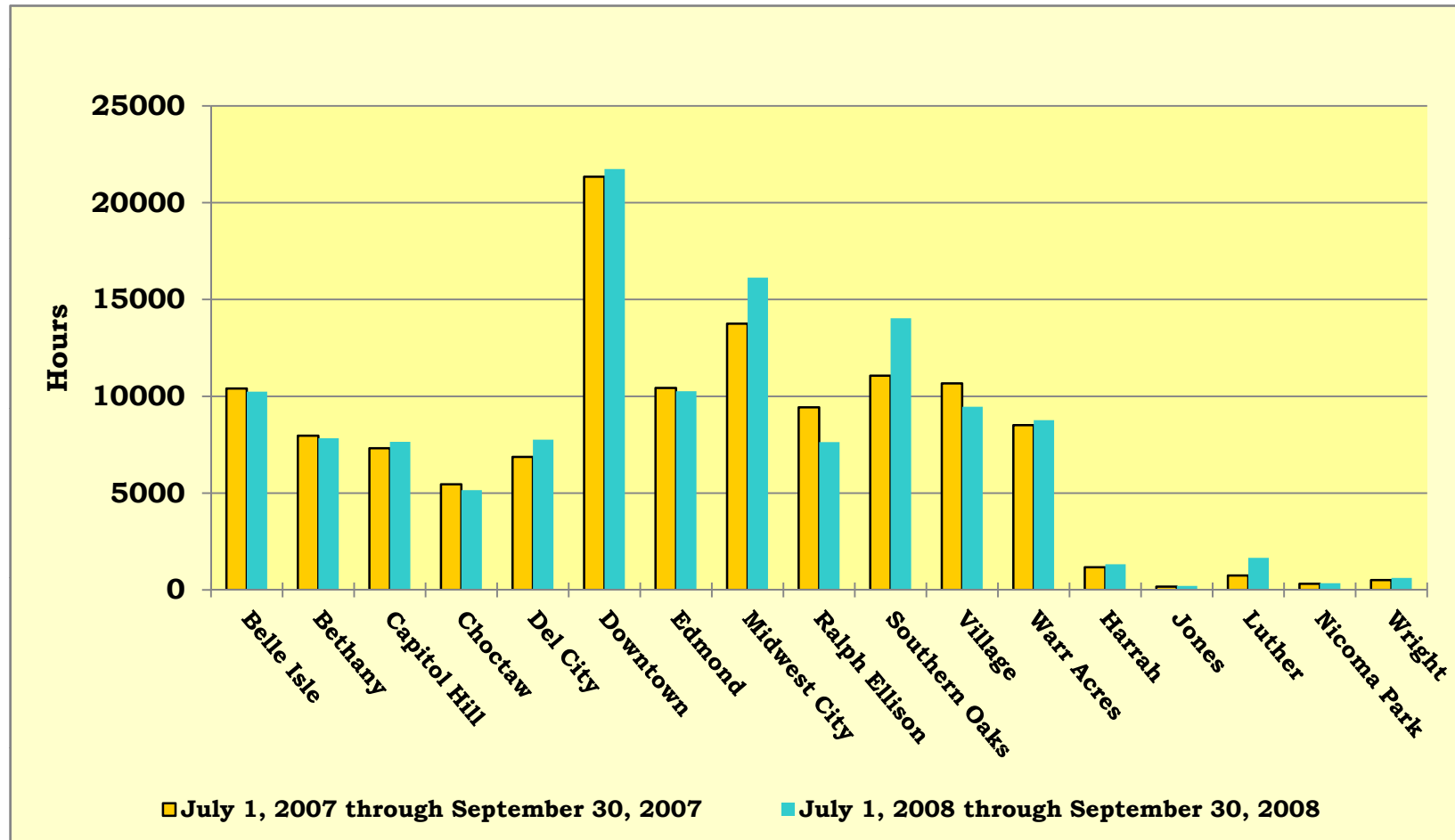
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<b><u>EXTENSION LIBRARIES:</u></b>								
HARRAH	08	2776	9500	1279	4114	4055	13614	
	09	3954	11412	1743	4740	5697	16152	
		<b>1178</b>	<b>1912</b>	<b>464</b>	<b>626</b>	<b>1642</b>	<b>2538</b>	<b>18.6</b>
JONES	08	898	2808	212	867	1110	3675	
	09	712	2537	201	1090	913	3627	
		<b>-186</b>	<b>-271</b>	<b>-11</b>	<b>223</b>	<b>-197</b>	<b>-48</b>	<b>-1.3</b>
LUTHER	08	3367	11551	1035	3693	4402	15244	
	09	3419	10714	1101	3923	4520	14637	
		<b>52</b>	<b>-837</b>	<b>66</b>	<b>230</b>	<b>118</b>	<b>-607</b>	<b>-4.0</b>
NICOMA PARK	08	1367	4064	255	812	1622	4876	
	09	1715	5293	412	1490	2127	6783	
		<b>348</b>	<b>1229</b>	<b>157</b>	<b>678</b>	<b>505</b>	<b>1907</b>	<b>39.1</b>
WRIGHT	08	579	2035	152	724	731	2759	
	09	652	1915	67	531	719	2446	
		<b>73</b>	<b>-120</b>	<b>-85</b>	<b>-193</b>	<b>-12</b>	<b>-313</b>	<b>-11.3</b>
<b><u>OTHER:</u></b>								
BOOK CENTERS	08	9492	28611	6035	18171	15527	46782	
	09	9871	29601	6146	18671	16017	48272	
		<b>379</b>	<b>990</b>	<b>111</b>	<b>500</b>	<b>490</b>	<b>1490</b>	<b>3.2</b>
BOOKS-BY-MAIL	08	1515	5426	0	0	1515	5426	
	09	1372	5190	0	0	1372	5190	
		<b>-143</b>	<b>-236</b>	<b>0</b>	<b>0</b>	<b>-143</b>	<b>-236</b>	<b>-4.3</b>
TOTALS	08	315345	1040820	148522	496478	463867	1537298	
	09	317251	1025130	150959	499993	468210	1525123	
		<b>1906</b>	<b>-15690</b>	<b>2437</b>	<b>3515</b>	<b>4343</b>	<b>-12175</b>	<b>-.8</b>

## Total Computer Hours Used by Library

July 1, 2008 through September 30, 2008 (25.00% of the 08-09 Fiscal Year)



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## Total Computer Usage

**July 1, 2008 through September 30, 2008 (25.00% of the 08-09 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	08	372		4,611		3,234.17		1,989		14,747		10,399.77	
	09	436		4,415		3,280.80		2,083		13,895		10,242.91	
		<b>64</b>	<b>17.2</b>	<b>-196</b>	<b>-4.3</b>	<b>46.63</b>	<b>1.4</b>	<b>94</b>	<b>4.7</b>	<b>-852</b>	<b>-5.8</b>	<b>-156.86</b>	<b>-1.5</b>
BETHANY	08	311		3,361		2,496.44		1,582		10,909		7,965.80	
	09	294		3,400		2,567.83		1,607		10,323		7,835.31	
		<b>-17</b>	<b>-5.5</b>	<b>39</b>	<b>1.2</b>	<b>71.39</b>	<b>2.9</b>	<b>25</b>	<b>1.6</b>	<b>-586</b>	<b>-5.4</b>	<b>-130.49</b>	<b>-1.6</b>
CAPITOL HILL	08	253		2,830		2,205.03		1,355		9,667		7,313.84	
	09	272		2,774		2,420.76		1,327		9,058		7,652.07	
		<b>19</b>	<b>7.5</b>	<b>-56</b>	<b>-2.0</b>	<b>215.73</b>	<b>9.8</b>	<b>-28</b>	<b>-2.1</b>	<b>-609</b>	<b>-6.3</b>	<b>338.23</b>	<b>4.6</b>
CHOCTAW	08	145		2,095		1,666.13		879		6,729		5,458.31	
	09	162		1,850		1,588.83		856		5,616		5,155.36	
		<b>17</b>	<b>11.7</b>	<b>-245</b>	<b>-11.7</b>	<b>-77.30</b>	<b>-4.6</b>	<b>-23</b>	<b>-2.6</b>	<b>-1,113</b>	<b>-16.5</b>	<b>-302.95</b>	<b>-5.6</b>
DEL CITY	08	255		2,730		2,081.95		1,433		9,344		6,868.87	
	09	288		3,181		2,606.63		1,454		9,602		7,761.78	
		<b>33</b>	<b>12.9</b>	<b>451</b>	<b>16.5</b>	<b>524.68</b>	<b>25.2</b>	<b>21</b>	<b>1.5</b>	<b>258</b>	<b>2.8</b>	<b>892.91</b>	<b>13.0</b>
DOWNTOWN	08	337		9,380		6,723.75		2,066		30,165		21,339.27	
	09	413		9,556		7,107.46		2,133		29,278		21,736.13	
		<b>76</b>	<b>22.6</b>	<b>176</b>	<b>1.9</b>	<b>383.71</b>	<b>5.7</b>	<b>67</b>	<b>3.2</b>	<b>-887</b>	<b>-2.9</b>	<b>396.86</b>	<b>1.9</b>
EDMOND	08	424		4,333		3,183.14		2,216		14,486		10,432.99	
	09	427		4,279		3,313.09		2,202		13,440		10,258.99	
		<b>3</b>	<b>.7</b>	<b>-54</b>	<b>-1.2</b>	<b>129.95</b>	<b>4.1</b>	<b>-14</b>	<b>-.6</b>	<b>-1,046</b>	<b>-7.2</b>	<b>-174.00</b>	<b>-1.7</b>
MIDWEST CITY	08	547		5,916		4,261.44		2,896		19,333		13,752.61	
	09	643		6,280		5,323.26		3,001		20,450		16,131.12	
		<b>96</b>	<b>17.6</b>	<b>364</b>	<b>6.2</b>	<b>1,061.82</b>	<b>24.9</b>	<b>105</b>	<b>3.6</b>	<b>1,117</b>	<b>5.8</b>	<b>2,378.51</b>	<b>17.3</b>
RALPH ELLISON	08	324		3,709		2,887.66		1,376		13,135		9,426.76	
	09	219		3,436		2,837.90		1,211		9,993		7,636.83	
		<b>-105</b>	<b>-32.4</b>	<b>-273</b>	<b>-7.4</b>	<b>-49.76</b>	<b>-1.7</b>	<b>-165</b>	<b>-12.0</b>	<b>-3,142</b>	<b>-23.9</b>	<b>-1,789.93</b>	<b>-19.0</b>

## Total Computer Usage

**July 1, 2008 through September 30, 2008 (25.00% of the 08-09 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	08	497		4,668		3,429.74		2,531		15,541		11,061.97	
	09	586		6,183		4,594.47		2,673		19,378		14,031.41	
		<b>89</b>	<b>17.9</b>	<b>1,515</b>	<b>32.5</b>	<b>1,164.73</b>	<b>34.0</b>	<b>142</b>	<b>5.6</b>	<b>3,837</b>	<b>24.7</b>	<b>2,969.44</b>	<b>26.8</b>
VILLAGE	08	421		4,499		3,255.29		2,083		15,514		10,666.44	
	09	310		2,834		2,267.04		2,030		12,419		9,458.09	
		<b>-111</b>	<b>-26.4</b>	<b>-1,665</b>	<b>-37.0</b>	<b>-988.25</b>	<b>-30.4</b>	<b>-53</b>	<b>-2.5</b>	<b>-3,095</b>	<b>-19.9</b>	<b>-1,208.35</b>	<b>-11.3</b>
WARR ACRES	08	303		3,892		2,666.92		1,649		12,726		8,510.30	
	09	364		3,983		2,887.86		1,736		12,218		8,764.49	
		<b>61</b>	<b>20.1</b>	<b>91</b>	<b>2.3</b>	<b>220.94</b>	<b>8.3</b>	<b>87</b>	<b>5.3</b>	<b>-508</b>	<b>-4.0</b>	<b>254.19</b>	<b>3.0</b>
HARRAH	08	50		499		348.76		263		1,587		1,173.86	
	09	59		630		449.27		291		1,751		1,325.70	
		<b>9</b>	<b>18.0</b>	<b>131</b>	<b>26.3</b>	<b>100.51</b>	<b>28.8</b>	<b>28</b>	<b>10.6</b>	<b>164</b>	<b>10.3</b>	<b>151.84</b>	<b>12.9</b>
JONES	08	11		73		45.22		39		212		166.93	
	09	7		62		52.47		39		233		207.19	
		<b>-4</b>	<b>-36.4</b>	<b>-11</b>	<b>-15.1</b>	<b>7.25</b>	<b>16.0</b>		<b>.0</b>	<b>21</b>	<b>9.9</b>	<b>40.26</b>	<b>24.1</b>
LUTHER	08	22		270		209.77		168		945		742.79	
	09	34		580		438.43		214		1,939		1,654.96	
		<b>12</b>	<b>54.5</b>	<b>310</b>	<b>114.8</b>	<b>228.66</b>	<b>109.0</b>	<b>46</b>	<b>27.4</b>	<b>994</b>	<b>105.2</b>	<b>912.17</b>	<b>122.8</b>
NICOMA PARK	08	9		115		70.99		63		436		318.19	
	09	15		156		141.97		71		406		346.84	
		<b>6</b>	<b>66.7</b>	<b>41</b>	<b>35.7</b>	<b>70.98</b>	<b>100.0</b>	<b>8</b>	<b>12.7</b>	<b>-30</b>	<b>-6.9</b>	<b>28.65</b>	<b>9.0</b>
WRIGHT	08	13		223		158.73		77		711		511.07	
	09	13		267		206.79		74		785		616.79	
			<b>.0</b>	<b>44</b>	<b>19.7</b>	<b>48.06</b>	<b>30.3</b>	<b>-3</b>	<b>-3.9</b>	<b>74</b>	<b>10.4</b>	<b>105.72</b>	<b>20.7</b>
TOTAL	08	4,294		53,204		38,925.13		22,665		176,187		126,109.77	
	09	4,542		53,866		42,084.86		23,002		170,784		130,815.97	
		<b>248</b>	<b>5.8</b>	<b>662</b>	<b>1.2</b>	<b>3,159.73</b>	<b>8.1</b>	<b>337</b>	<b>1.5</b>	<b>-5,403</b>	<b>-3.1</b>	<b>4,706.20</b>	<b>3.7</b>

## Computer Usage by Adult Customers

**July 1, 2008 through September 30, 2008 (25.00% of the 08-09 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	08	303		4,044		2,816.74		1,680		13,038		9,143.72	
	09	349		3,620		2,697.41		1,718		11,350		8,340.94	
		<b>46</b>	<b>15.2</b>	<b>-424</b>	<b>-10.5</b>	<b>-119.33</b>	<b>-4.2</b>	<b>38</b>	<b>2.3</b>	<b>-1,688</b>	<b>-12.9</b>	<b>-802.78</b>	<b>-8.8</b>
BETHANY	08	237		2,416		1,784.55		1,213		7,578		5,534.25	
	09	232		2,661		2,013.81		1,246		7,955		6,009.57	
		<b>-5</b>	<b>-2.1</b>	<b>245</b>	<b>10.1</b>	<b>229.26</b>	<b>12.8</b>	<b>33</b>	<b>2.7</b>	<b>377</b>	<b>5.0</b>	<b>475.32</b>	<b>8.6</b>
CAPITOL HILL	08	132		1,471		1,223.90		723		4,497		3,592.09	
	09	171		1,453		1,349.94		703		4,269		3,755.65	
		<b>39</b>	<b>29.5</b>	<b>-18</b>	<b>-1.2</b>	<b>126.04</b>	<b>10.3</b>	<b>-20</b>	<b>-2.8</b>	<b>-228</b>	<b>-5.1</b>	<b>163.56</b>	<b>4.6</b>
CHOCTAW	08	102		1,212		964.30		606		4,061		3,170.99	
	09	114		1,163		1,047.59		579		3,408		3,008.63	
		<b>12</b>	<b>11.8</b>	<b>-49</b>	<b>-4.0</b>	<b>83.29</b>	<b>8.6</b>	<b>-27</b>	<b>-4.5</b>	<b>-653</b>	<b>-16.1</b>	<b>-162.36</b>	<b>-5.1</b>
DEL CITY	08	212		1,844		1,412.13		1,108		6,131		4,483.37	
	09	236		2,340		1,939.67		1,096		6,509		5,279.28	
		<b>24</b>	<b>11.3</b>	<b>496</b>	<b>26.9</b>	<b>527.54</b>	<b>37.4</b>	<b>-12</b>	<b>-1.1</b>	<b>378</b>	<b>6.2</b>	<b>795.91</b>	<b>17.8</b>
DOWNTOWN	08	281		8,527		6,060.47		1,713		26,652		18,706.04	
	09	328		8,583		6,329.15		1,743		25,331		18,707.99	
		<b>47</b>	<b>16.7</b>	<b>56</b>	<b>.7</b>	<b>268.68</b>	<b>4.4</b>	<b>30</b>	<b>1.8</b>	<b>-1,321</b>	<b>-5.0</b>	<b>1.95</b>	<b>.0</b>
EDMOND	08	323		3,339		2,447.07		1,750		11,077		7,966.02	
	09	359		3,557		2,751.88		1,792		10,856		8,282.82	
		<b>36</b>	<b>11.1</b>	<b>218</b>	<b>6.5</b>	<b>304.81</b>	<b>12.5</b>	<b>42</b>	<b>2.4</b>	<b>-221</b>	<b>-2.0</b>	<b>316.80</b>	<b>4.0</b>
MIDWEST CITY	08	435		4,288		3,160.14		2,213		13,476		9,735.98	
	09	489		4,343		3,877.29		2,268		13,231		10,812.33	
		<b>54</b>	<b>12.4</b>	<b>55</b>	<b>1.3</b>	<b>717.15</b>	<b>22.7</b>	<b>55</b>	<b>2.5</b>	<b>-245</b>	<b>-1.8</b>	<b>1,076.35</b>	<b>11.1</b>
RALPH ELLISON	08	250		2,172		1,659.73		974		6,335		4,648.85	
	09	179		1,842		1,560.14		792		4,622		3,699.53	
		<b>-71</b>	<b>-28.4</b>	<b>-330</b>	<b>-15.2</b>	<b>-99.59</b>	<b>-6.0</b>	<b>-182</b>	<b>-18.7</b>	<b>-1,713</b>	<b>-27.0</b>	<b>-949.32</b>	<b>-20.4</b>



## Computer Usage by Adult Customers

**July 1, 2008 through September 30, 2008 (25.00% of the 08-09 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	08	372		3,286		2,433.98		1,835		10,295		7,467.74	
	09	421		4,030		3,045.47		1,873		10,702		8,171.56	
		<b>49</b>	<b>13.2</b>	<b>744</b>	<b>22.6</b>	<b>611.49</b>	<b>25.1</b>	<b>38</b>	<b>2.1</b>	<b>407</b>	<b>4.0</b>	<b>703.82</b>	<b>9.4</b>
VILLAGE	08	341		3,208		2,328.44		1,624		10,223		7,126.48	
	09	248		2,242		1,784.53		1,572		8,930		6,790.58	
		<b>-93</b>	<b>-27.3</b>	<b>-966</b>	<b>-30.1</b>	<b>-543.91</b>	<b>-23.4</b>	<b>-52</b>	<b>-3.2</b>	<b>-1,293</b>	<b>-12.6</b>	<b>-335.90</b>	<b>-4.7</b>
WARR ACRES	08	249		2,917		2,014.20		1,325		8,783		5,939.19	
	09	275		2,892		2,114.64		1,348		8,422		6,076.12	
		<b>26</b>	<b>10.4</b>	<b>-25</b>	<b>-.9</b>	<b>100.44</b>	<b>5.0</b>	<b>23</b>	<b>1.7</b>	<b>-361</b>	<b>-4.1</b>	<b>136.93</b>	<b>2.3</b>
HARRAH	08	36		374		262.62		173		1,093		782.11	
	09	37		366		275.32		179		1,122		867.98	
		<b>1</b>	<b>2.8</b>	<b>-8</b>	<b>-2.1</b>	<b>12.70</b>	<b>4.8</b>	<b>6</b>	<b>3.5</b>	<b>29</b>	<b>2.7</b>	<b>85.87</b>	<b>11.0</b>
JONES	08	6		42		26.57		22		105		80.39	
	09	5		31		22.99		19		90		62.22	
		<b>-1</b>	<b>-16.7</b>	<b>-11</b>	<b>-26.2</b>	<b>-3.58</b>	<b>-13.5</b>	<b>-3</b>	<b>-13.6</b>	<b>-15</b>	<b>-14.3</b>	<b>-18.17</b>	<b>-22.6</b>
LUTHER	08	16		138		99.93		80		460		350.15	
	09	18		261		219.69		100		809		686.68	
		<b>2</b>	<b>12.5</b>	<b>123</b>	<b>89.1</b>	<b>119.76</b>	<b>119.8</b>	<b>20</b>	<b>25.0</b>	<b>349</b>	<b>75.9</b>	<b>336.53</b>	<b>96.1</b>
NICOMA PARK	08	4		87		52.54		44		271		163.56	
	09	10		115		101.77		52		302		243.46	
		<b>6</b>	<b>150.0</b>	<b>28</b>	<b>32.2</b>	<b>49.23</b>	<b>93.7</b>	<b>8</b>	<b>18.2</b>	<b>31</b>	<b>11.4</b>	<b>79.90</b>	<b>48.9</b>
WRIGHT	08	8		147		109.69		56		469		333.60	
	09	8		231		185.71		49		561		438.07	
			<b>.0</b>	<b>84</b>	<b>57.1</b>	<b>76.02</b>	<b>69.3</b>	<b>-7</b>	<b>-12.5</b>	<b>92</b>	<b>19.6</b>	<b>104.47</b>	<b>31.3</b>
TOTAL	08	3,307		39,512		28,857.00		17,139		124,544		89,224.53	
	09	3,479		39,730		31,317.00		17,129		118,469		91,233.41	
		<b>172</b>	<b>5.2</b>	<b>218</b>	<b>.6</b>	<b>2,460.00</b>	<b>8.5</b>	<b>-10</b>	<b>-.1</b>	<b>-6,075</b>	<b>-4.9</b>	<b>2,008.88</b>	<b>2.3</b>

## Computer Usage by Minor Customers

**July 1, 2008 through September 30, 2008 (25.00% of the 08-09 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	08	69		567		417.43		309		1,709		1,256.05	
	09	87		795		583.39		365		2,545		1,901.97	
		<b>18</b>	<b>26.1</b>	<b>228</b>	<b>40.2</b>	<b>165.96</b>	<b>39.8</b>	<b>56</b>	<b>18.1</b>	<b>836</b>	<b>48.9</b>	<b>645.92</b>	<b>51.4</b>
BETHANY	08	74		945		711.89		369		3,331		2,431.55	
	09	62		739		554.02		361		2,368		1,825.74	
		<b>-12</b>	<b>-16.2</b>	<b>-206</b>	<b>-21.8</b>	<b>-157.87</b>	<b>-22.2</b>	<b>-8</b>	<b>-2.2</b>	<b>-963</b>	<b>-28.9</b>	<b>-605.81</b>	<b>-24.9</b>
CAPITOL HILL	08	121		1,359		981.13		632		5,170		3,721.75	
	09	101		1,321		1,070.82		624		4,789		3,896.42	
		<b>-20</b>	<b>-16.5</b>	<b>-38</b>	<b>-2.8</b>	<b>89.69</b>	<b>9.1</b>	<b>-8</b>	<b>-1.3</b>	<b>-381</b>	<b>-7.4</b>	<b>174.67</b>	<b>4.7</b>
CHOCTAW	08	43		883		701.83		273		2,668		2,287.32	
	09	48		687		541.24		277		2,208		2,146.73	
		<b>5</b>	<b>11.6</b>	<b>-196</b>	<b>-22.2</b>	<b>-160.59</b>	<b>-22.9</b>	<b>4</b>	<b>1.5</b>	<b>-460</b>	<b>-17.2</b>	<b>-140.59</b>	<b>-6.1</b>
DEL CITY	08	43		886		669.82		325		3,213		2,385.50	
	09	52		841		666.96		358		3,093		2,482.50	
		<b>9</b>	<b>20.9</b>	<b>-45</b>	<b>-5.1</b>	<b>-2.86</b>	<b>-4</b>	<b>33</b>	<b>10.2</b>	<b>-120</b>	<b>-3.7</b>	<b>97.00</b>	<b>4.1</b>
DOWNTOWN	08	56		853		663.28		353		3,513		2,633.23	
	09	85		973		778.31		390		3,947		3,028.14	
		<b>29</b>	<b>51.8</b>	<b>120</b>	<b>14.1</b>	<b>115.03</b>	<b>17.3</b>	<b>37</b>	<b>10.5</b>	<b>434</b>	<b>12.4</b>	<b>394.91</b>	<b>15.0</b>
EDMOND	08	101		994		736.07		466		3,409		2,466.97	
	09	68		722		561.21		410		2,584		1,976.17	
		<b>-33</b>	<b>-32.7</b>	<b>-272</b>	<b>-27.4</b>	<b>-174.86</b>	<b>-23.8</b>	<b>-56</b>	<b>-12.0</b>	<b>-825</b>	<b>-24.2</b>	<b>-490.80</b>	<b>-19.9</b>
MIDWEST CITY	08	112		1,628		1,101.30		683		5,857		4,016.63	
	09	154		1,937		1,445.97		733		7,219		5,318.79	
		<b>42</b>	<b>37.5</b>	<b>309</b>	<b>19.0</b>	<b>344.67</b>	<b>31.3</b>	<b>50</b>	<b>7.3</b>	<b>1,362</b>	<b>23.3</b>	<b>1,302.16</b>	<b>32.4</b>
RALPH ELLISON	08	74		1,537		1,227.93		402		6,800		4,777.91	
	09	40		1,594		1,277.76		419		5,371		3,937.30	
		<b>-34</b>	<b>-45.9</b>	<b>57</b>	<b>3.7</b>	<b>49.83</b>	<b>4.1</b>	<b>17</b>	<b>4.2</b>	<b>-1,429</b>	<b>-21.0</b>	<b>-840.61</b>	<b>-17.6</b>

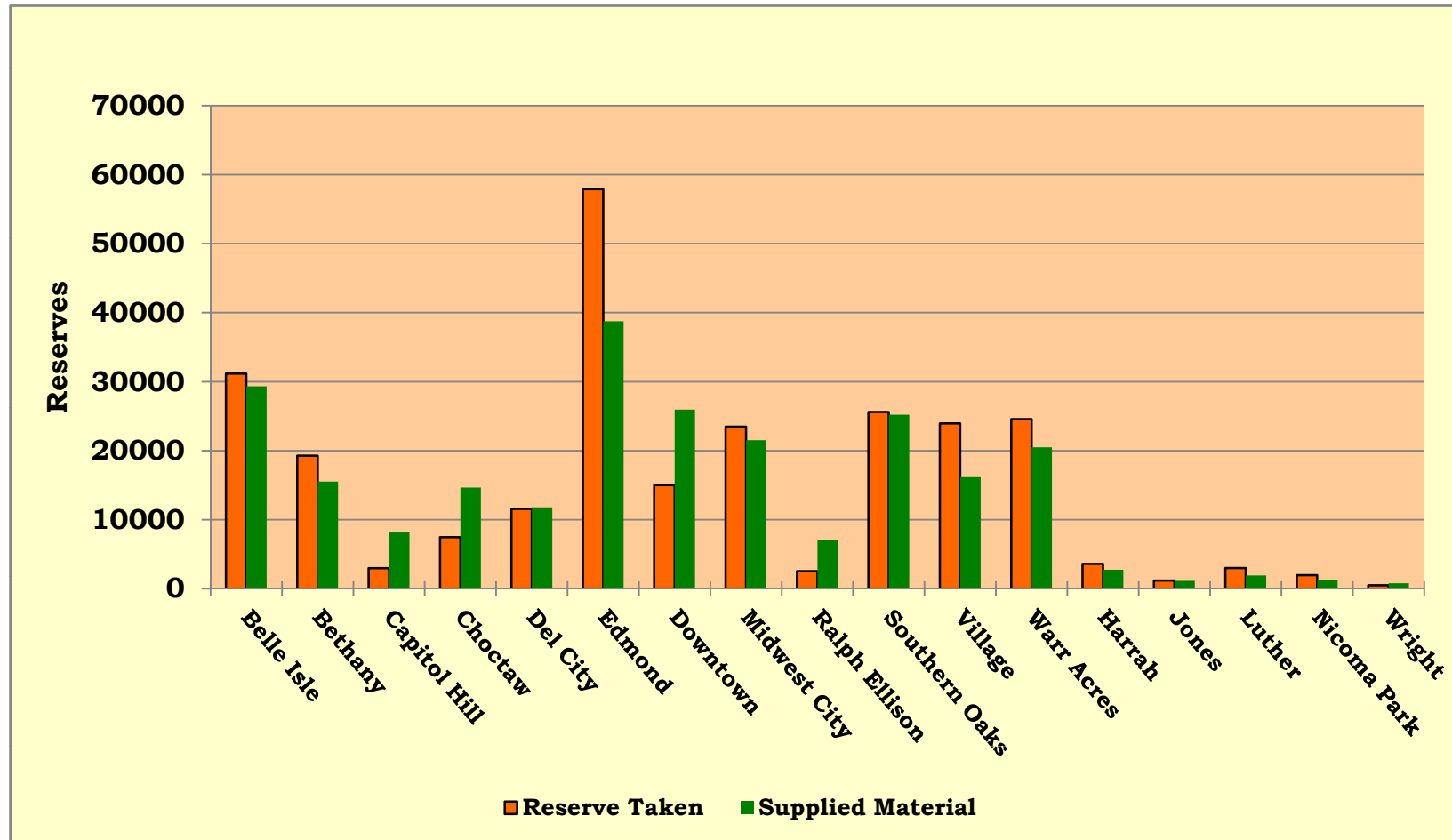
## Computer Usage by Minor Customers

**July 1, 2008 through September 30, 2008 (25.00% of the 08-09 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	08	125		1,382		995.76		696		5,246		3,594.23	
	09	165		2,153		1,549.00		800		8,676		5,859.85	
		<b>40</b>	<b>32.0</b>	<b>771</b>	<b>55.8</b>	<b>553.24</b>	<b>55.6</b>	<b>104</b>	<b>14.9</b>	<b>3,430</b>	<b>65.4</b>	<b>2,265.62</b>	<b>63.0</b>
VILLAGE	08	80		1,291		926.85		459		5,291		3,539.96	
	09	62		592		482.51		458		3,489		2,667.51	
		<b>-18</b>	<b>-22.5</b>	<b>-699</b>	<b>-54.1</b>	<b>-444.34</b>	<b>-47.9</b>	<b>-1</b>	<b>-.2</b>	<b>-1,802</b>	<b>-34.1</b>	<b>-872.45</b>	<b>-24.6</b>
WARR ACRES	08	54		975		652.72		324		3,943		2,571.11	
	09	89		1,091		773.22		388		3,796		2,688.37	
		<b>35</b>	<b>64.8</b>	<b>116</b>	<b>11.9</b>	<b>120.50</b>	<b>18.5</b>	<b>64</b>	<b>19.8</b>	<b>-147</b>	<b>-3.7</b>	<b>117.26</b>	<b>4.6</b>
HARRAH	08	14		125		86.14		90		494		391.75	
	09	22		264		173.95		112		629		457.72	
		<b>8</b>	<b>57.1</b>	<b>139</b>	<b>111.2</b>	<b>87.81</b>	<b>101.9</b>	<b>22</b>	<b>24.4</b>	<b>135</b>	<b>27.3</b>	<b>65.97</b>	<b>16.8</b>
JONES	08	5		31		18.65		17		107		86.54	
	09	2		31		29.48		20		143		144.97	
		<b>-3</b>	<b>-60.0</b>		<b>.0</b>	<b>10.83</b>	<b>58.1</b>	<b>3</b>	<b>17.6</b>	<b>36</b>	<b>33.6</b>	<b>58.43</b>	<b>67.5</b>
LUTHER	08	6		132		109.84		88		485		392.64	
	09	16		319		218.74		114		1,130		968.28	
		<b>10</b>	<b>166.7</b>	<b>187</b>	<b>141.7</b>	<b>108.90</b>	<b>99.1</b>	<b>26</b>	<b>29.5</b>	<b>645</b>	<b>133.0</b>	<b>575.64</b>	<b>146.6</b>
NICOMA PARK	08	5		28		18.45		19		165		154.63	
	09	5		41		40.20		19		104		103.38	
			<b>.0</b>	<b>13</b>	<b>46.4</b>	<b>21.75</b>	<b>117.9</b>		<b>.0</b>	<b>-61</b>	<b>-37.0</b>	<b>-51.25</b>	<b>-33.1</b>
WRIGHT	08	5		76		49.04		21		242		177.47	
	09	5		36		21.08		25		224		178.72	
			<b>.0</b>	<b>-40</b>	<b>-52.6</b>	<b>-27.96</b>	<b>-57.0</b>	<b>4</b>	<b>19.0</b>	<b>-18</b>	<b>-7.4</b>	<b>1.25</b>	<b>.7</b>
TOTAL	08	987		13,692		10,068.13		5,526		51,643		36,885.24	
	09	1,063		14,136		10,767.86		5,873		52,315		39,582.56	
		<b>76</b>	<b>7.7</b>	<b>444</b>	<b>3.2</b>	<b>699.73</b>	<b>6.9</b>	<b>347</b>	<b>6.3</b>	<b>672</b>	<b>1.3</b>	<b>2,697.32</b>	<b>7.3</b>

## System Reserve Report

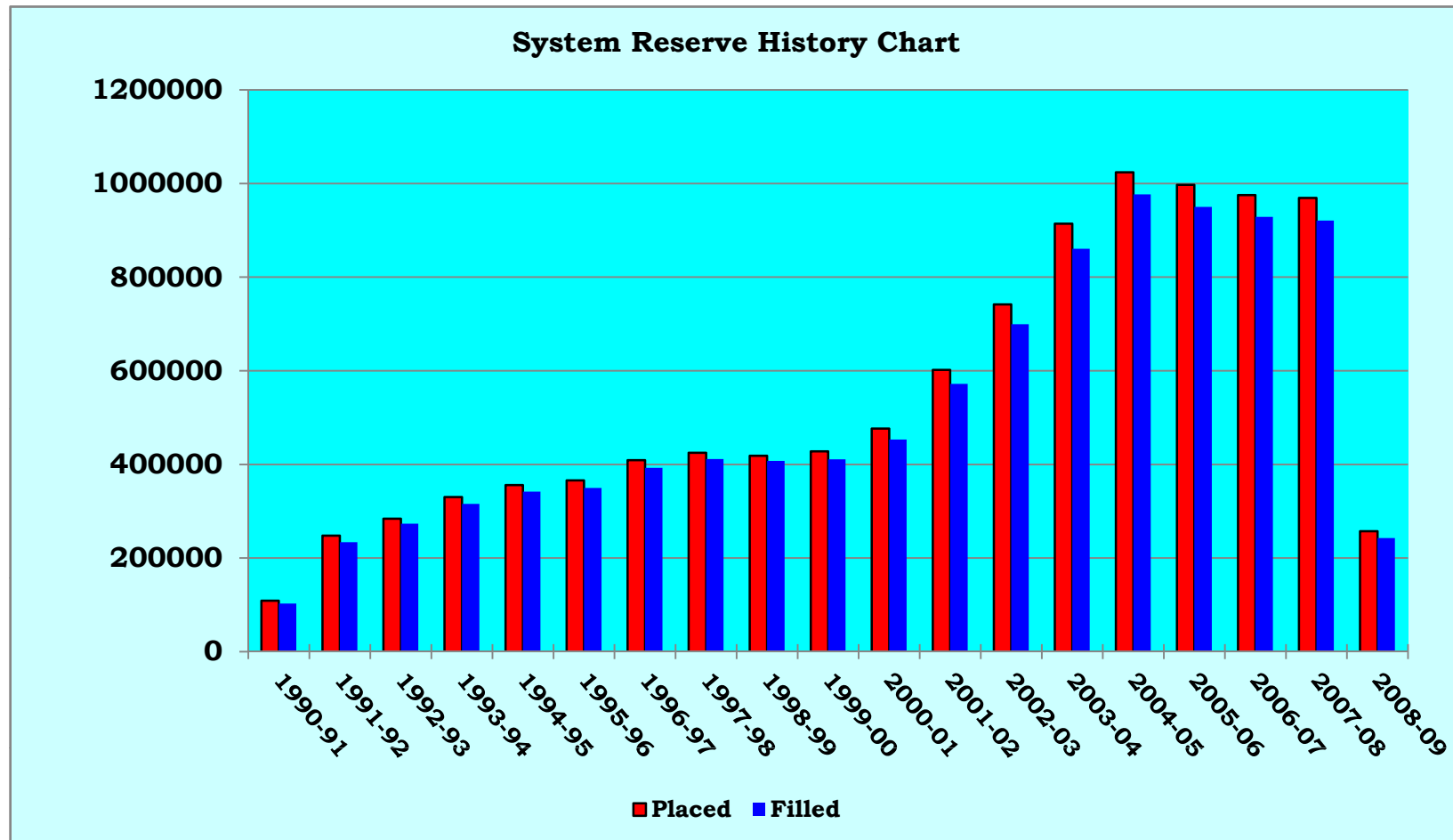
July 1, 2008 through September 30, 2008 (25.00% of the 08-09 Fiscal Year)





## System Reserve Report

July 1, 2008 through September 30, 2008 (25.00% of the 08-09 Fiscal Year)



## System Reserves Report

July 1, 2008 through September 30, 2008 (25.00% of the 08-09 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	08	9,247	30,089		8,559	28,665	
	09	9,821	31,158		9,423	29,773	
		<b>574</b>	<b>1,069</b>	<b>3.6</b>	<b>864</b>	<b>1,108</b>	<b>3.9</b>
BETHANY	08	6,434	20,737		6,044	19,724	
	09	6,362	19,268		6,187	18,432	
		<b>-72</b>	<b>-1,469</b>	<b>-7.1</b>	<b>143</b>	<b>-1,292</b>	<b>-6.6</b>
CAPITOL HILL	08	1,261	4,014		1,137	3,651	
	09	947	2,977		868	2,681	
		<b>-314</b>	<b>-1,037</b>	<b>-25.8</b>	<b>-269</b>	<b>-970</b>	<b>-26.6</b>
CHOCTAW	08	2,218	7,519		2,110	7,057	
	09	2,621	7,470		2,528	7,067	
		<b>403</b>	<b>-49</b>	<b>-.7</b>	<b>418</b>	<b>10</b>	<b>.1</b>
DEL CITY	08	3,499	11,200		3,290	10,562	
	09	3,731	11,563		3,605	11,111	
		<b>232</b>	<b>363</b>	<b>3.2</b>	<b>315</b>	<b>549</b>	<b>5.2</b>
EDMOND	08	17,208	55,258		16,164	52,650	
	09	18,333	57,899		17,844	55,739	
		<b>1,125</b>	<b>2,641</b>	<b>4.8</b>	<b>1,680</b>	<b>3,089</b>	<b>5.9</b>
DOWNTOWN	08	4,074	13,684		3,854	12,908	
	09	4,791	15,015		4,524	14,207	
		<b>717</b>	<b>1,331</b>	<b>9.7</b>	<b>670</b>	<b>1,299</b>	<b>10.1</b>
MIDWEST CITY	08	7,225	23,649		6,821	22,559	
	09	7,487	23,484		7,123	22,407	
		<b>262</b>	<b>-165</b>	<b>-.7</b>	<b>302</b>	<b>-152</b>	<b>-.7</b>
RALPH ELLISON	08	908	3,372		870	3,196	
	09	945	2,530		926	2,412	
		<b>37</b>	<b>-842</b>	<b>-25.0</b>	<b>56</b>	<b>-784</b>	<b>-24.5</b>
SOUTHERN OAKS	08	8,218	27,253		7,700	25,663	
	09	8,387	25,606		8,048	24,406	
		<b>169</b>	<b>-1,647</b>	<b>-6.0</b>	<b>348</b>	<b>-1,257</b>	<b>-4.9</b>
VILLAGE	08	8,242	26,278		7,653	24,898	
	09	6,215	23,950		2,877	19,691	
		<b>-2,027</b>	<b>-2,328</b>	<b>-8.9</b>	<b>-4,776</b>	<b>-5,207</b>	<b>-20.9</b>
WARR ACRES	08	7,660	25,264		7,289	24,259	
	09	8,227	24,564		7,949	23,674	
		<b>567</b>	<b>-700</b>	<b>-2.8</b>	<b>660</b>	<b>-585</b>	<b>-2.4</b>

## System Reserves Report

July 1, 2008 through September 30, 2008 (25.00% of the 08-09 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	08	948	2,779		830	2,568	
	09	1,446	3,582		1,336	3,345	
		<b>498</b>	<b>803</b>	<b>28.9</b>	<b>506</b>	<b>777</b>	<b>30.3</b>
JONES	08	545	1,579		419	1,521	
	09	338	1,182		338	1,140	
		<b>-207</b>	<b>-397</b>	<b>-25.1</b>	<b>-81</b>	<b>-381</b>	<b>-25.0</b>
LUTHER	08	750	2,620		611	2,366	
	09	1,060	2,996		926	2,815	
		<b>310</b>	<b>376</b>	<b>14.4</b>	<b>315</b>	<b>449</b>	<b>19.0</b>
NICOMA PARK	08	609	1,710		468	1,481	
	09	546	1,953		538	1,876	
		<b>-63</b>	<b>243</b>	<b>14.2</b>	<b>70</b>	<b>395</b>	<b>26.7</b>
WRIGHT	08	220	755		249	730	
	09	155	487		159	492	
		<b>-65</b>	<b>-268</b>	<b>-35.5</b>	<b>-90</b>	<b>-238</b>	<b>-32.6</b>
BOOKS-BY-MAIL	08	366	1,346		352	1,347	
	09	464	1,573		390	1,492	
		<b>98</b>	<b>227</b>	<b>16.9</b>	<b>38</b>	<b>145</b>	<b>10.8</b>
TOTAL	08	79,632	259,109		74,420	245,808	
	09	81,876	257,257		75,589	242,760	
		<b>2,244</b>	<b>-1,852</b>	<b>-.7</b>	<b>1,169</b>	<b>-3,048</b>	<b>-1.2</b>

## **EXECUTIVE DIRECTOR'S REPORT**

**OCTOBER 2008**

### **RSS FEEDS**

The Metropolitan Library System now offers syndicated news feeds of some of its web content in the RSS (Really Simple Syndication) format. This allows anyone with Internet access to keep up to date automatically with what is happening at MLS. You can also keep up to date on new materials recently added to the library's collection through RSS feeds.

### **NEW LIBRARY MANAGER ANNOUNCED**

Chris Kennedy will be taking over the reins as Midwest City Library Manager on October 20. Chris comes to us from the Pioneer Library System where he has spent the past 8 years, most recently as manager of the Noble Public Library. Chris has a BAc in Accounting and a BBA in Marketing from the University of Oklahoma, and a Masters of Human Relations from the University of Oklahoma. He is currently working on his MLIS at the University of Oklahoma which he expects to complete in the spring of 2009.

### **EDMOND LIBRARY TO CLOSE FOR NEW CARPET**

The Edmond Library will be closed from Monday, October 20 through Wednesday, October 29 for the installation of new carpeting. During this time we will also be doing some painting, taking out the "queue" on the children's side of the circulation desk, and doing some general cleaning and library collection maintenance projects. The library will also be receiving 12 new adult lounge chairs to replace worn out seating.

### **IMPROVEMENTS MADE TO E-MEDIA SERVICE**

The Metropolitan Library System is proud to announce the addition of Overdrive MP3 Audio books to our downloadable media collection. These MP3 Audio books can be transferred to a wide range of devices, including the IPOD®, iPhone™ and the iPod Touch! Visit our website at [www.metrolibrary.org](http://www.metrolibrary.org) and click on the emedia tab for more information.

### **STAFF ASSOCIATION ANNOUNCES NEW OFFICERS**

Sheldon Beach, Librarian at the Downtown library, will be taking over as Chair of the Staff Association. Other officers are Terrie Thomas, Belle Isle – Vice-Chair, and Joan Kendall, Edmond – Treasurer.

### **CHANGES TO DOWNTOWN ALLEY AND PARKING**

The construction of the new Devon Building will have a temporary impact on operations at the downtown library. A new loading dock area must be built from Hudson Avenue for the Corporate Tower and Oklahoma Tower buildings. The city and the architectural firm, ADG, have met with Donna Morris and Todd Olberding on the new alley and loading zone. Several electrical lines, an emergency generator and transformers have to be re-located. During this first phase of construction the library will not have available the 15 spaces located to the south of our building. This construction is scheduled to begin on December 1. We are working with COPTA to



secure spaces during the 2 – 3 month construction period. Around February 1, this phase of the loading zone/alley should be completed at which time we will get back approximately six parking spaces. These will be located on the north side of the alley. We expect to have approximately 12 spaces upon completion of the project, tentatively scheduled for mid summer.

### **CAPITAL PROJECTS UPDATE**

All of our capital projects are on track with construction underway at both Ralph Ellison and the Service Center. The design phase of the Northwest library is moving along well and library staff, Richard + Bauer, LWPB architects, and Oklahoma City staff are meeting weekly via teleconference to work on the design details.

### **TEEN LIBRARIANS MARCH IN ANNUAL HALLOWEEN PARADE**

Several intrepid library staff will be involved in the annual Oklahoma Gazette Ghouls Gone Wild parade. It promises to be quite a show as the staff will push appropriately “scary” book carts along the parade route and be accompanied by our fearless mascot Spoticus. Watch for fun photos of this event in an upcoming director’s report. As our library newsletter stated, “these are not your grandma’s librarians.” Kudos to them for discovering and implementing non-traditional ways to spread the word about our library services.

### **DIRECTOR OUTREACH ACTIVITIES**

- Attended Rotary 29 Club Meetings
- Attended OLA Committee Meetings
- Attended Endowment Trust Meeting
- Photo with Councilman Sam Bowman & Oklahoma City Beautiful at Belle Isle
- Attended meeting with Northwest Library Architects

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

#### ***When Is It Too Scary for My Child?***

Tuesday, Oct. 21

Time: 2:30pm-4:00pm

Location: Warr Acres

Adults

Halloween is all in fun when we’re dressing our youngest like a ladybug or a bumblebee. However, what about the scary movies on TV or the violent video games that are advertised even more prominently this time of year? We will discuss how to make decisions, set limits and protect our children from adult content they may be exposed to on a daily basis.

#### ***The Gang That Couldn’t Shoot Straight: The Timothy McVeigh Defense Team***

Tuesday, Oct. 21

Time: 6:30pm-7:30pm

Location: Del City

Adults

Ever wonder why Timothy McVeigh was convicted so quickly while Terry Nichols was not? OU law Professor Randy Coyne will explore this topic with you at the Del City Library. Did McVeigh's attorneys defend him to the best of their abilities or not? Were

they as anxious as everyone else to bring closure to the horrific Oklahoma City bombing case? Call 672-1377 to pre-register.

***Noon Tunes presents the Wilson Elementary Strings and Choir***

Thursday, Oct. 23

Time: 11:30am-1:00pm

Location: Downtown

All Ages

Music in the atrium! Enjoy high entertainment during lunch. Food is available for purchase in the 1st Edition Cafe. Today's entertainment is the Wilson Elementary Strings and Choir. The pride of Wilson Elementary will be showcased, featuring the Honor Strings and Honor Choir. This school is affiliated with the Kennedy Performing Arts Center for the purpose of bringing the arts into the classroom. Co-Sponsor: Friends of the Metropolitan Library System.

***Modern Marvels: Jewish Adventures in the Graphic Novel***

Monday, Oct. 27

Time: 7:00pm-8:30pm

Location: Downtown

Adults

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

***Doing Their Part: Oklahomans and the World War II Experience***

Saturday, Nov. 1

Location: Midwest City

Exhibit: Nov. 1-30, Library Hours

To commemorate Veteran's Day, the Midwest City Library is pleased to host a traveling exhibit from the Carl Albert Congressional Research and Study Center at the University of Oklahoma. *Doing Their Part: Oklahomans and the World War II Experience* tells the story of Oklahoma's Greatest Generation through photographs, V-mail, cartoons, ration books, brochures, and pamphlet covers which show that Oklahomans from all walks of life did their part for the war effort. Nearly 500,000 Sooners served in the armed forces, including the Comanche code talkers, a small group of young men who played a vital role in sending communications in a code never broken by the Germans. The exhibit is free and open to the public all library hours in November.

***John and Hank Green Nerdfighter Tour***

Sunday, Nov. 2

Time: 7:00pm

Location: Downtown

All Ages

The original nerdfighters are coming to town! John Green is the award-winning author of *Looking for Alaska*, *An Abundance of Katherines*, and *Paper Towns*. Hank Green is the founder of ecogeek.org and costar of the TV show "The G Word." Together, they are the vlogbrothers, one of the most popular (and nerdy!) channels in the history of YouTube. They're coming to the library to talk about books, sing about Harry Potter, and discuss all things awesome. Books and CDs will be signed, nerdiness will be celebrated, and happy dances will be danced! Call 606-3834 for more information.

### ***Stuttering and Self-Esteem***

Tuesday, Nov. 4  
Time: 2:30pm-4:00pm  
Location: Warr Acres  
Adults

Stuttering or speech difficulties can affect the way a child feels about him/herself. We will discuss how parents and teachers can have a positive impact on a child's self-esteem.

### ***Genealogy Databases***

Saturday, Nov. 8  
Time: 2:00pm-3:00pm  
Location: Bethany  
Adults

Debra Spindle will give a presentation on the ins and outs of genealogy databases. Be sure to attend this program whether you're a novice or a seasoned genealogist. There is always something to learn. Call for reservations 789-8363, ext.3.

### ***Apple Pie Time***

Saturday, Nov. 8  
Time: 10:00am-11:30am  
Location: Village  
Ages 5-12

Join us for our annual apple pie making class. Children will make a delicious apple pie to take home and bake. This class fills up quickly, and pre-registration is required. Call 755-0710 or stop by the Information Desk.

### ***Huun Huur Tu - Tuvan Throat Singers***

Tuesday, Nov. 11  
Time: 1:30pm-2:30pm  
Location: Southern Oaks  
All Ages

Huun-Huur-Tu (Tuvan: xün xürtü) literally means "sun propeller." The vertical separation of light rays that often occurs just after sunrise or just before sunset. For the members of Huun-Huur-Tu, the refraction of light that produces these rays seems analogous to the "refraction" of sound that produces articulated harmonics in Tuvan throat-singing. In the case of Huun-Huur-Tu, the art of imitation is rooted in a centuries-old world view of music as an offering, as opposed to the commercial vehicle catering to the least common denominator we've come to expect. The end result is a strange, beautiful tapestry of sound and rhythm that taps into something more real, more authentic, than anything you'll likely find on the American musical landscape.

Co-Sponsor: Friends of the Metropolitan Library System, Oklahoma Arts Council, National Endowment for the Arts.

***Native American Jewelry & Metalworking Workshop***

Tuesday, Nov. 11  
Time: 6:30pm-8:30pm  
Location: Belle Isle  
6 and up

In celebration of Native American Heritage Month, a unique opportunity to meet a Sac and Fox-Pawnee German jewelry maker and metal smith. Bruce Caesar of Anadarko represents the third generation of metal smiths in his family. His work has won many awards and has been featured in major exhibits, such as *Contemporary Southern Plains Indian Metalwork*, sponsored by the Indian Arts and Crafts Board, and in articles in *Oklahoma Today* and *Native Peoples* magazines. He'll demonstrate his skills, discuss the history, and show some pieces, both old and new. Sign up at the Reference Desk.

***ElectroPlating Fun: Science with Dr. Gaines Jackson***

Tuesday, Nov. 11  
Time: 6:00pm-7:30pm  
Location: Choctaw  
Ages 10-16

Dr Gaines Jackson, retired Rose State College professor will lead this fascinating fun science program. Demonstrating the electromotive series of how one metal will replace another, Dr. Jackson will demonstrate using a 900 milliamp Nintendo Power supply. Space is limited. Pre-registration required. Co-Sponsor: Total Environmental Services & Testing Inc.

***Values-Based Investing***

Thursday, Nov. 13  
Time: 10:30am-11:30am  
Location: Edmond  
Adults

Investing wisely can help not only you, but also society. Learn how to identify those corporations whose business practices are consistent with your moral beliefs. Instructor is Keith Carter of Money Concepts.

***AAA Motor Vehicle Crash Prevention Course***

Saturday, Nov. 15  
Time: 9:00am-4:00pm  
Location: Midwest City  
Licensed Drivers

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

***My Child Won't Mind Me!***

Tuesday, Nov. 18



Time: 2:30pm-4:00pm  
Location: Warr Acres  
Adults

Do you sometimes feel like you're talking to a wall or have to repeat yourself 100 times? Most parents experience these feelings of not being listened to by their children. We'll discuss why this happens and ways to help children listen and cooperate more often. We will further discuss how attention span and hearing play a big part in a child's listening abilities.

***Ladies Crafting***

Tuesday, Nov. 18  
Time: 10:00am-12:00pm  
Location: Nicoma Park  
Adults

Women of all ages come together on the third Tuesday this month to create a craft suitable for the season. We will be working toward Christmas again this month. For more information call 769- 9452.