

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, February 19, 2009, 3:30 p.m.

Village Library
10307 N. Penn
The Village, OK 73120
(Telephone: 755-0710)

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 #67 – 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 (#68 - #70)

- Document #68 – Approval of Minutes of January 15, 2009 Meeting
- Document #69 – Acceptance of Review of Expenditures for January 2009
- Document #70 – Contract Awards and Purchases
 - Item A: 19,500 lbs GVWR Cab & Chassis
 - Item B: 16' Dry Freight Van Box & 1,600 lbs Lift Gate
 - Item C: Warr Acres Restroom Remodel
 - Item D: Downtown Restroom Entrances Revision
 - Item E: Automated Materials Handling (AMH) Equipment

3:50 – 4:00 pm COMMITTEE REPORTS

- 2009 Nominating Committee Report – Nancy Anthony, chair

4:00 – 4:20 pm SPECIAL PRESENTATIONS

- *Friends Booksale* – Carol Gilbert, Friends Coordinator
- *Winter Read Fest* – Presented by: Anita Roesler, Senior Services Coordinator, Outreach

4:20 – 4:30 pm INFORMATION REPORTS

- Document #71 – MLS January 2009 Circulation Report
- Document #72 – MLS January 2009 Computer Usage Report
- Document #73 – MLS January 2009 System Reserve Report

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

4:45 – 4:50 pm COMMISSION CHAIR'S REPORT

- MLC 2009 Standing Committee Assignments

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, March 19, 2009
Southern Oaks Library, 6900 S. Walker, Oklahoma City, OK 73139

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 February 2009:

<u>Employees</u>	<u>Years of Service</u>
Sarah J. Kellum, Library Page, Midwest City Library	15
Shahin S. Asghari, Circulation Clerk, Edmond Library	10
Roy S. Ballou, Employment Manager, Human Resources	10
Mark Marshall, Circulation Clerk, Village Library	10
Tamerat Atlabachew, Library Page, Village Library	5
Lawana Denise Morgan, Circulation Clerk, Ralph Ellison Library	5
Gloria J. Turner, Library Page, Edmond Library	5
Christopher Rand Carroll, Development Specialist, Development/Volunteer Services	5

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

DATE: January 15, 2009

TIME: 3:30 pm

MEETING PLACE: Belle Isle Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County October 31, 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 Belle Isle Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on January 13, 2009, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Ralph Bullard
Glenda Choate
Carolyn Cornelius
Fran Cory
Margaret Graham
Deanna Hannah
Lee Alan Leslie
Penny McCaleb
Tracy McGehee
Cynthia Mitas
Lori Nelson
Brenda Palmer
Mukesh Patel
Kim Patterson
Jim Shonts
Judy Smith
Beth Toland
Hugh Rice, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Nancy Anthony
Mick Cornett, Mayor of Oklahoma City
David Greenwell
Jose Jimenez
Tracy McDaniel
Alyne Strube
Ray Vaughn
Alexandra Vera
Greg Womack

Estimate of general public and staff attending: 18

I. The meeting was called to order at 3:32 p.m. by, Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Bullard, Choate, Cornelius, Cory, Graham, Hannah, Leslie, McCaleb, McGehee, Mitas, Patterson, Shonts, Smith, Toland, Rice (Arrived: Patel, 3:32; Palmer, 3:35; Nelson, 3:38).

II. Mr. Rice introduced Ms. Barbara Beasley, Manager of the Warr Acres Library.

Ms. Beasley welcomed the commission.

III. Mr. Rice called for Presentation of Service Certificates for January 2009: Sylvia Lawson, Senior Accounting Technician, Business Office ~ 20 years of service and Lloyd Lovely, Deputy Executive Director/Finance & Support ~ 5 years of service.

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

V. Mr. Rice presented the Consent Docket; Document #60 – Approval of Minutes for December 2008; Document #61 – Acceptance of Review of Expenditures for December 2008; Document #62 – Approval of Contract Awards and Purchases for January 2009.

Mrs. Beth Toland moved to accept the consent docket. Mrs. Judy Smith seconded. Questions and Discussion followed. Motion passed unanimously.

VI. Mr. Rice referred to Special Presentations ~ *MLS 2008 Annual Report* – Ms. Kim Terry, Manager, Marketing and Communications.

Ms. Terry highlighted the MLS 2008 Annual Report, included in each commissioner's packet. Most of the statistics and numbers included in the Annual Report were presented in December as part of the Annual Statistical Report. The Annual Report was tied to a basketball theme in celebration of the recent addition of NBA Basketball to Oklahoma City.

VII. Mr. Rice referred to the Information Reports.

- ◆ Document #63 – MLS 2008 Annual Report
- ◆ Document #64 – MLS December 2008 Circulation Report
- ◆ Document #65 – MLS December 2008 Computer Usage Report
- ◆ Document #66 – MLS December 2008 System Reserve Report

Questions and Discussion followed.

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

Mrs. Morris provided updates to the Capitol projects. She referred to an article in *The Oklahoman* regarding the future Northwest Library.

Mrs. Morris met with Mrs. Glenda Choate this week. The City of Jones is interested in trying to improve their library facilities. Discussion regarding the same with Harrah city officials is also underway.

Mrs. Morris and Mr. Olberding met with the City Manager and Mayor of Edmond continuing discussion of a second library for Edmond.

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

X. The next Commission meeting will be held at the Village Library on February 19, 2009.

There being no further business, the meeting was adjourned at 3:55 pm.

A handwritten signature in cursive script that reads "Donna Morris". The signature is written in dark ink and is positioned above a horizontal line.

Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

January 31, 2009

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of January 2009.

For comparison, 58.33% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of January 2009.

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

January 31, 2009

ASSETS

CASH - Overnight Investment Account		\$ 9,728,348.50
INVESTMENTS (Schedule attached)		25,840,000.00
PREPAID ACCOUNTS		30,000.00
TAXES RECEIVABLE: 2008-09 Ad Valorem Tax	26,993,368.00	
Less: Reserve for Delinquent Tax	(2,453,943.00)	
Budgeted Tax Revenue	24,539,425.00	
Less: Tax Received	(20,549,998.32)	
		3,989,426.68
Total Assets		<u>\$39,587,775.18</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2007-08 Reserve for Appropriations	\$117,492.45	
2008-09 Purchase Orders Outstanding	3,938,476.70	
2007-08 Purchase Orders Outstanding	39,114.58	
2008-09 Checks Outstanding	196,655.10	
2007-08 Checks Outstanding	10.25	
Total Liabilities		4,291,749.08

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	3,989,426.68
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FUND BALANCE:

Beginning of the Year	\$28,059,672.84	
Add: Revenues		
Budgeted	20,873,998.32	
Other	1,844,298.56	22,718,296.88
Less: Expenditures	(19,471,370.30)	
Total Fund Balance		31,306,599.42
Total Liabilities, Deferred Revenue and Fund Balance		<u>\$39,587,775.18</u>

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

As of January 31, 2009

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.	12/19/2008	12/19/2009	3.000%	240,000.00
CD - Kirkpatrick Bank, Edmond	12/12/2008	12/12/2011	3.030%	95,000.00
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	12/7/2008	6/7/2009	3.300%	240,000.00
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
CD - Bank of Oklahoma	1/8/2009	7/7/2009	0.910%	8,000,000.00
Fed Home LN BKS 09-12	10/30/2008	10/30/2012	4.125%	1,000,000.00
Fed Home LN BKS 10-12	7/30/2008	1/30/2012	4.020%	2,000,000.00
Fed NATL MTG ASSN 09/12	12/18/2008	12/18/2012	3.150%	2,000,000.00
Fed Home LN BKS 09-12	10/30/2008	10/30/2012	4.150%	2,000,000.00
Fed Home LN BKS 08-13	1/22/2008	1/22/2013	4.000%	1,000,000.00
CD - Bank of Oklahoma	1/8/2009	10/5/2009	1.070%	2,000,000.00
FNMA 09-13	9/25/2008	9/25/2013	4.125%	2,000,000.00
Fed Home LN BKS 09-11	12/30/2008	12/30/2011	2.100%	2,000,000.00
Total Investments				<u>\$ 25,840,000.00</u>

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

January 1, 2009 to January 31, 2009

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2007 Ad Valorem Tax	\$24,539,425.00	\$ 14,386,907.70	\$20,549,998.32	83.74%
State Aid	317,714.00	-	-	0.00%
Fines	<u>482,400.00</u>	<u>46,000.00</u>	<u>324,000.00</u>	67.16%
Total Budgeted Revenue	<u>\$ 25,339,539.00</u>	<u>\$ 14,432,907.70</u>	<u>\$20,873,998.32</u>	82.38%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 94,998.46	\$ 985,349.78	
Gifts and Lost Books Fees		0.00	75,000.00	
Investment Income		131,190.19	687,168.20	
Flexible Benefits Account Balance		0.00	2,088.20	
Sale of Surplus Equipment		0.00	5,795.72	
Miscellaneous		<u>11,228.04</u>	<u>88,896.66</u>	
Total Miscellaneous Revenue		<u>\$ 237,416.69</u>	<u>\$ 1,844,298.56</u>	
Total Revenue	<u>\$ 25,339,539.00</u>	<u>\$ 14,670,324.39</u>	<u>\$22,718,296.88</u>	89.66%

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

January 31, 2009

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 25,570.84	\$ 5,169.91	\$ 574.38	\$ 30,166.37
810 Prepaid Fees	236.29	0.00	623.72	(387.43)
815 Fines	46,352.58	45,177.80	46,416.54	45,113.84
820 Copy	145,754.93	6,087.45	1,663.74	150,178.64
900 Special Event Fund	1,915.12	0.00	0.00	1,915.12
Total Revolving Funds	\$ 219,829.76	\$ 56,435.16	\$ 49,278.38	\$ 226,986.54

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
GRANTS:				
<u>Special Grants</u>				
857 DN/LC Donations	92,029.29	92,529.29	89,785.96	2,743.33
876 08/Guild/Choctaw Books	10,000.00	7,000.00	6,098.81	901.19
890 08/ALA/Lets Talk About It	2,500.00	2,500.00	2,123.67	376.33
892 08/ALA/Great Stories Club	100.00	100.00	100.00	0.00
894 08/Kirkpatrick/Come Read w/ Me	5,000.00	5,000.00	0.00	5,000.00
921 09 Walmart Del City	2,000.00	2,000.00	256.87	1,743.13
923 09/OAC/Huun-Huur-Tu Tuvan	4,500.00	0.00	4,500.00	(4,500.00)
928 07/LET/Summer Reading	12,000.00	12,000.00	12,000.00	0.00
932 09/Village/Shelving	10,031.00	10,031.00	0.00	10,031.00
933 09/Rose State/Big Read	3,043.86	3,043.86	1,627.00	1,416.86
934 09/Guild/Tai Chi	1,400.00	1,400.00	0.00	1,400.00
935 09/Guild/Creative Teen Arts	300.00	300.00	0.00	300.00
936 09/Guild/Scottish Heritage	500.00	500.00	0.00	500.00
937 09/Guild/Spanish Classes	350.00	350.00	0.00	350.00
940 09/Sams/Programming MWC	1,000.00	1,000.00	0.00	1,000.00
941 09/LET/Summer Reading	12,000.00	12,000.00	1,185.68	10,814.32
942 09/LET/Winter Readfest	3,000.00	3,000.00	0.00	3,000.00
944 09/LET/Gift Materials	33,563.00	33,563.00	0.00	33,563.00
945 09/LET/Piano performances	3,000.00	3,000.00	0.00	3,000.00
952 Human Rights Video Project	750.00	750.00	750.00	0.00
963 RE Friends/Programming Grant	5,000.00	4,857.32	2,613.12	2,244.20
980 05 WalMart Children's	1,000.00	1,000.00	394.45	605.55
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	1,969.96	7.45

Grants - Friends of MLS, Previous Years

877 06 Las Clases Espanolas	8,000.00	8,000.00	8,000.00	0.00
860 08 Volunteer Recognition	2,000.00	2,000.00	2,000.00	0.00

GRANTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
864 08 LIFE	7,500.00	7,500.00	7,500.00	0.00
865 08 Author Visit	10,000.00	10,000.00	10,000.00	0.00
868 08 Author Visit - Bob Burke	3,266.00	3,439.82	3,439.82	0.00
869 08 Our World - System Prgrmmng	14,400.00	14,400.00	14,173.57	226.43
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	1,713.00	0.00
875 08 Public Art	3,000.00	3,000.00	0.00	3,000.00

Grants - Friends of MLS, Current Fiscal Year

901 09 Volunteer Recognition	\$2,000.00	2,000.00	1,000.00	1,000.00
902 09/Staff Recognition	\$6,845.00	6,924.35	7,027.53	(103.18)
903 09 Brawner scholarships	\$7,000.00	7,000.00	7,000.00	0.00
904 09 Summer at the Library	\$5,000.00	5,000.00	0.00	5,000.00
905 09 L.I.F.E.	\$7,500.00	7,500.00	1,067.08	6,432.92
906 09 YA Author Visit	\$13,100.00	13,100.00	0.00	13,100.00
907 09 System-wide adult programming	\$2,500.00	0.00	0.00	0.00
908 09 System-wide senior programmin	\$6,000.00	6,000.00	0.00	6,000.00
909 09 Noon Tunes	\$19,000.00	19,000.00	7,024.00	11,976.00
910 09 Our World - System Programmin	\$18,000.00	18,000.00	10,000.00	8,000.00
911 09 Celebration of Black History & C	\$1,000.00	1,000.00	0.00	1,000.00
912 09 Piano	\$5,000.00	7,500.00	7,500.00	0.00
913 09 Teen Café Tables	\$1,420.00	0.00	1,192.50	(1,192.50)
914 09 Children's Furniture	\$10,000.00	0.00	0.00	0.00
915 09 Big Cozy Books Furniture	\$8,000.00	8,000.00	7,598.00	402.00
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	360.00	345.72	14.28
919 09 Library Endowment Trust	\$1,000.00	0.00	0.00	0.00
920 09 MLS TV Ad Production	\$15,000.00	15,000.00	0.00	15,000.00

Total Grants

\$155,156.12

Total Special Funds

\$ 382,142.66

Metropolitan Library System
Statement of Encumbrances
Month of January 2009

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	807,583.46	6,111,971.38	57.20	10,685,220.00	4,573,248.62
102	Wages - Part-time	111,389.72	882,687.89	53.04	1,664,141.00	781,453.11
103	Payroll Taxes	67,929.79	515,258.16	53.84	957,089.00	441,830.84
109	Workers Comp Insurance	7,042.00	61,710.00	49.28	125,211.00	63,501.00
112	Group Insurance	137,489.33	967,233.98	53.28	1,815,292.00	848,058.02
113	Employees' Retirement	45,201.81	1,052,533.57	78.68	1,337,774.00	285,240.43
114	Unemployment Compensation	169.80	7,077.95	35.39	20,000.00	12,922.05
Total Personal Services		1,176,805.91	9,598,472.93	57.81	16,604,727.00	7,006,254.07

Maintenance & Operations - Contractual Services

201	Bldg, Property, & Auto Insur.	.00	130,857.00	93.43	140,066.00	9,209.00
202	Liability/Bonding Insurance	.00	7,886.00	57.56	13,700.00	5,814.00
205	Rent of Library Buildings	4,837.33	34,261.31	58.27	58,800.00	24,538.69
206	Rent of Equipment	270.00	540.00	7.50	7,200.00	6,660.00
207	Janitorial Services	35,598.00	230,921.86	55.96	412,625.00	181,703.14
208	Maintenance of Facilities	18,343.23	136,085.14	41.44	328,354.00	192,268.86
211	Parking & Transportation	10,711.27	90,928.92	53.74	169,216.00	78,287.08
212	Travel Expenses	8,130.96	16,310.15	30.72	53,088.00	36,777.85
213	Professional Services	9,016.12	94,258.67	33.00	285,656.00	191,397.33
214	Security Services	29,279.49	213,200.62	53.86	395,843.00	182,642.38
216	Telephone Services	9,438.67	78,685.61	29.34	268,231.00	189,545.39
217	Electrical Services	19,583.25	310,027.28	61.89	500,950.00	190,922.72
218	Gas Services	16,925.85	33,110.19	52.13	63,516.00	30,405.81
219	Water & Garbage Services	1,921.71	31,901.56	66.17	48,213.00	16,311.44
220	Trigen Energy Services	5,098.88	93,960.57	49.71	189,000.00	95,039.43
226	Memberships	11,076.00	21,861.00	70.38	31,060.00	9,199.00
230	Other Library-related Services	143,786.68	204,386.36	51.22	399,051.00	194,664.64
231	Automation Contractual	14,469.42	160,965.20	44.89	358,570.00	197,604.80
236	Network Catalog Services	130.50	46,871.44	78.74	59,525.00	12,653.56
Total Contractual Services		338,617.36	1,937,018.88	51.21	3,782,664.00	1,845,645.12

Metropolitan Library System
Statement of Encumbrances
Month of January 2009

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	9,107.40	70,065.79	43.22	162,100.00	92,034.21
302	Postage	16,262.29	129,441.04	46.37	279,175.00	149,733.96
303	Supplies	26,877.22	231,366.56	55.31	418,318.00	186,951.44
310	Maintenance Supplies	5,849.98	35,379.13	49.83	71,000.00	35,620.87
312	Safety Supplies & Equipment	68.82	3,557.69	34.88	10,200.00	6,642.31
321	Gasoline & Oil	1,273.32	16,241.29	33.84	48,000.00	31,758.71
322	Vehicle Parts & Repairs	177.59	9,437.89	47.19	20,000.00	10,562.11
330	Programming Activities	8,032.59	76,989.77	37.85	203,395.00	126,405.23
331	Other Commodities	1,961.79	6,484.34	18.58	34,900.00	28,415.66
Total Commodities		69,611.00	578,963.50	46.43	1,247,088.00	668,124.50

Capital Outlays

401	Books & Materials	300,831.17	1,858,721.36	53.07	3,502,400.00	1,643,678.64
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	906.00	131,709.77	85.51	154,020.00	22,310.23
408	Furniture, Fixture, & Equipmnt	5,017.50	47,779.19	7.61	628,227.00	580,447.81
409	Motor Vehicles	16,740.00	16,740.00	22.32	75,000.00	58,260.00
410	Automation System & Equipment	-183.00	292,152.49	58.97	495,463.00	203,310.51
450	Capital Projects	30,755.98	5,009,812.18	48.77	10,271,327.00	5,261,514.82
490	Capital Reserves - Current	.00	.00	.00	-1,618,109.96	-1,618,109.96
499	Reserve Garryover - Prior	.00	.00	.00	18,249,206.10	18,249,206.10
Total Capital Outlays		354,067.65	7,356,914.99	23.16	31,764,733.14	24,407,818.15
Total Budget		1,939,101.92	19,471,370.30	36.46	53,399,212.14	33,927,841.84

Monthly Journal Entries -- January 2009

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
126	1001	Cash	\$ 2,430,000.00	
	3602	Interest Income		\$ 30,000.00
	1101	Investments		\$ 2,400,000.00
		Fed Home LN MTG CORP 08-10, called 1/2/09		
127	1001	Cash	\$ 2,040,000.00	
	3602	Interest Income		\$ 40,000.00
	1101	Investments		\$ 2,000,000.00
		Fed Home LN BKS 09-13, called 1/23/09		
128	1001	Cash	\$ 20,000.00	
	3602	Interest Income		\$ 20,000.00
		FED HOME LN BKS 08-13		
129	1001	Cash	\$ 40,200.00	
	3602	Interest Income		\$ 40,200.00
		FED HOME LN BKS 10-12		
130	1101	Investments	8,000,000.00	
	1001	Cash		\$ 8,000,000.00
		to record purchase of BOK collateralized CD - 6 months		
131	1101	Investments	2,000,000.00	
	1001	Cash		\$ 2,000,000.00
		to record purchase of BOK collateralized CD - 9 months		
<u>Tax revenues</u>				
132	1001	Cash	\$ 10,767,847.06	
	1201	Ad Valorem Tax - Current year		\$10,767,847.06
		Ad Valorem Tax apportioned by County for 12/22 to 12/31		
133	1001	Cash	\$ 94,978.65	
	1201	Ad Valorem Tax - Current year		\$ 2.95
	3601	Prior year Tax		\$ 94,975.70
		Ad Valorem Tax apportioned by County for 12/16 to 12/31		
134	1001	Cash	\$ 3,084,039.56	
	1201	Ad Valorem Tax - Current year		\$ 3,084,039.56
		Ad Valorem Tax apportioned by County for 1/1 to 1/09		
135	1001	Cash	\$ 45.52	
	1201	Ad Valorem Tax - Current year		\$ 22.76
	3601	Prior year Tax		\$ 22.76
		Ad Valorem Tax apportioned by County for 1/1 to 1/15		
136	1001	Cash	\$ 395,512.50	
	1201	Ad Valorem Tax - Current year		\$ 395,512.50
		Ad Valorem Tax apportioned by County for 1/12 to 1/16		
137	1001	Cash	\$ 139,482.87	
	1201	Ad Valorem Tax - Current year		\$ 139,482.87
		Ad Valorem Tax apportioned by County for 1/19 to 1/23		

Miscellaneous revenue

138	1001	Cash		\$	11,225.40	
	3605	Mic. Reimbursements				\$ 11,225.40
		Jan Café rent	500.00	Friends	224.01	
		Frates refund	524.00	Amigos	\$ 1,000.00	
		Friends	8,977.39			

Fines

Total 11,225.40

139	1001	Cash		\$	46,000.00	
	3403	Projected Mic. Revenue - Fines				\$ 46,000.00
		Fines transferred to General Fund in Jan.				

Payable entries

140	3001	Current Year Reserv. for Appropriations.		\$	1,938,754.92	
	3011	Current Year P.O. Outstanding				\$ 1,938,754.92
	3002	Prior Year Reserv. for Appropriations.		\$	6,648.85	
	3012	Prior Year P.O. Outstanding				\$ 6,648.85
		Purchase orders issued in January				
141	3011	Current Year P.O. Outstanding		\$	2,159,798.35	
	3021	Current Year Warrants Outstanding				\$ 2,159,798.35
	3012	Prior Year P.O. Outstanding		\$	6,948.85	
	3022	Prior Year Warrants Outstanding				\$ 6,948.85
		Checks issued in January				
142	3021	Current Year Warrants Outstanding		\$	2,207,174.71	
	1001	Cash				\$ 2,207,174.71
	3022	Prior Year Warrants Outstanding		\$	7,256.60	
	1001	Cash				\$ 7,256.60
		Checks cleared Bank in January				

Bank interest and fees

143	1001	Cash		\$	990.19	
	3602	Interest Income				\$ 990.19
		Interest from GF checking acct less fees				
144	8000	Special Fund Cash				\$ 106.59
	8815	Fines Account		\$	106.59	
		Interest from SF Checking Acct less fees				

Special funds

145	8000	Special Fund Cash		\$	121,276.72	
	8815	Special Fund Accounts				\$ 39,338.67
	8820					\$ 6,087.45
	8805					\$ 5,169.91
	8810			\$	623.72	
	8865			\$	173.82	
	8868					\$ 173.82
	8892			\$	0.59	
	8902					\$ 6,845.00
	8904					\$ 5,000.00
	8906					\$ 13,100.00
	8908					\$ 6,000.00
	8910					\$ 18,000.00
	8911					\$ 1,000.00

	8915		\$	8,000.00	
	8918		\$	360.00	
	8921		\$	1,000.00	
	8941		\$	12,000.00	
	Revenues of special fund received				
146	8000		\$	45,312.69	
	8942		\$	3,000.00	
	8944		\$	33,563.00	
	8945		\$	3,000.00	
	8952		\$	89.44	
	8815	Credit card receipts, net	\$	5,839.13	
	Revenues of special fund received, continued				
147	8000	Special Fund Cash		\$	59,273.41
	8815	Special Fund Accounts	\$	46,309.95	
	8820		\$	1,663.74	
	8805		\$	574.38	
	8903		\$	3,850.00	
	8905		\$	1,067.08	
	8909		\$	2,050.00	
	8864		\$	961.21	
	8901		\$	1,000.00	
	8928		\$	51.38	
	8941		\$	1,185.68	
	8860		\$	170.77	
	8869		\$	95.57	
	8912		\$	20.00	
	8873		\$	73.65	
	8877		\$	200.00	
	Expenditures of special fund				

Corrections, adjustments, and miscellaneous

148	3021	Current Year Warrants Outstanding	\$	5.86	
	3605	Miscellaneous revenue		\$	2.64
	3022	Prior Year Warrants Outstanding		\$	3.22
	to correct Nov entry 107				
149	3021		\$	6,948.85	
	3011			\$	6,948.85
	to adjust current year checks cleared by last year's amount (entry 141)				
150	1001		\$	7,256.60	
	3021			\$	7,256.60
	to correct je 142				
	3011		\$	6,948.85	
	3021			\$	6,948.85
	to reverse je 149				
	3012		\$	6,648.85	
	3002			\$	6,648.85
	to reverse je 140				
	3012		\$	300.00	
	3002			\$	300.00
	Corrected je 140				
	Grand Total				
			\$	35,630,715.72	\$35,630,715.72
			\$	-	

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General Fund F.Y. 08-09

Warrant Register

January 2009

Number	Vendor/Payee	Purpose		Amount
G-02603	Grainger	Maintenance of Facilities	131.13	131.13
G-02604	O G & E	Electrical Services	15,554.18	15,554.18
G-02605	City of Oklahoma City	Water & Garbage	438.53	438.53
G-02606	Brodart, Inc.	Supplies	12.99	12.99
G-02607	Hunzicker Brothers, Inc.	Maintenance of Facilities	126.00	126.00
G-02608	Tech-Lock	Maintenance of Facilities	23.20	23.20
G-02609	UNUM Life Insurance	Grp L-T Disab Ins.-JAN	4,934.01	4,934.01
G-02610	Alma L. Brown	Programming Activities	27.98	27.98
G-02611	Baker & Taylor Books	Materials	3,154.75	3,154.75
G-02612	TDS Telecom	Telephone Services	117.13	117.13
G-02613	CompSource Oklahoma	Workers Comp Insurance	7,042.00	7,042.00
G-02614	FedEx	Postage	8.07	8.07
G-02615	Recorded Books, LLC	Materials	156.12	156.12
G-02616	The Penworthy Co.	Materials	298.80	298.80
G-02617	Arphax Publishing Co	Materials	650.87	650.87
G-02618	Hunter's Battery Warehouse	Maintenance of Facilities	34.00	
		Maintenance of Facilities	62.98	96.98
G-02619	Urban Libraries Council	Memberships	10,500.00	10,500.00
G-02620	Mutual Assurance	Grp Med/Dtl Ins Prem-JAN	31,328.26	31,328.26
G-02621	BayScan Technologies	Supplies	52,450.00	52,450.00
G-02622	Spaces, Inc.	Furniture	3,690.00	3,690.00
G-02623	Staples Credit Plan	Supplies	34.98	
		Supplies	11.49	46.47
G-02624	INTEGRIS Corporate Assistance	Professional Services	860.00	860.00
G-02625	Oklahoma Air Filter	Maintenance of Facilities	158.60	
		Maintenance of Facilities	50.22	208.82
G-02626	AT&T	Telephone Services	893.75	893.75
G-02627	Scott's Printing & Copying	Printing	719.50	
		Printing	390.25	1,109.75
G-02628	Brilliance Corporation	Materials	2,265.35	2,265.35
G-02629	Christine Francis	Programming Activities	420.00	420.00
G-02630	PAPERDIRECT	Other commodities	32.94	32.94
G-02631	Ingram Library Service	Materials	835.88	835.88
G-02632	Walker Companies	Supplies	30.45	30.45
G-02633	Audio Editions	Materials	293.44	293.44
G-02634	FedEx Kinko's Print Services	Supplies	13.56	13.56
G-02635	Rotary Club of Oklahoma City	Memberships	135.00	
		Other Commodites	125.00	260.00
G-02636	Ingram Library Service	Materials	1,178.27	1,178.27
G-02637	Landon Holman	Mileage	67.86	67.86
G-02638	Anita Roesler	Mileage	105.18	105.18
G-02639	Home Depot Credit Services	Maintenance of Facilities	16.46	16.46
G-02640	Label Design & Supplies	Supplies	11,978.40	11,978.40
G-02641	Kevin Colwell	Mileage	2.93	2.93
G-02642	OHC of Oklahoma, L.L.C.	Professional Services	143.00	143.00
G-02643	City of Harrah	Water & Garbage Services	46.85	46.85
G-02644	Amazon/GE Money Bank	Equipment	511.57	
		Supplies	151.20	
		Supplies	202.42	865.19
G-02645	City of Choctaw	Water & Garbage Services	205.08	205.08
G-02646	World Book School & Library	Materials	14,830.00	14,830.00
G-02647	Office Depot Credit Plan	Spplies	19.98	

** Continued **

General Fund F.Y. 08-09

Warrant Register

January 2009

Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-02647	Office Depot Credit Plan	Supplies	54.88	74.86
G-02648	Todd Olberding	Telephone Services	37.33	37.33
G-02649	CPI Office Products	Supplies	74.99	74.99
G-02650	Baker & Taylor Books	Materials	1,549.34	1,549.34
G-02651	Baker & Taylor Entertainment	Materials	1,530.62	
		Materials	96.98	1,627.60
G-02652	Metropolitan Library System	Grp Med/Dtl Ins Prms-JAN	95,831.52	95,831.52
G-02653	LaWana D. Morgan	Mileage	27.85	
		Other Commodities	54.19	
		Other Commodities	175.00	257.04
G-02654	C.O.V.A.	Memberships	20.00	20.00
G-02655	Reef Shop Warehouse	Maintenance of Facilities	78.96	78.96
G-02656	Allied Waste Services #060	Water & Garbage Services	731.49	731.49
G-02657	O'Reilly Automotive, Inc.	Maintenance of Facilities	7.96	7.96
G-02658	MSC Technologies	Automation Contractual	3,920.00	3,920.00
G-02659	Securitas Security USA, Inc.	Security Services	6,772.00	6,772.00
G-02660	Baker & Taylor Books	Materials	959.85	
		Materials	651.19	
		Materials	2,494.19	
		Materials	2,893.93	
		Materials	2,357.96	
		Materials	3,022.66	
		Materials	2,990.72	15,370.50
G-02661	Baker & Taylor Books	Materials	2,824.27	
		Materials	2,463.40	5,287.67
G-02662	Angela Wall	Programming Activities	60.00	60.00
G-02663	Scholastic Book Fairs	Programming Supplies	1,022.67	1,022.67
G-02664	Erika Sterling	Maintenance of Facilities	75.00	75.00
G-02665	Cheryl Coleman	Programming Activities	61.90	61.90
G-02666	COTPA	Parking & Transportation	3,036.00	
		Parking & Transportation	2,116.00	
		Parking & Transportation	4,279.48	9,431.48
G-02667	H I S Paints	Maintenance of Facilities	58.41	58.41
G-02668	R. Justin Herwig	Mileage	68.74	68.74
G-02669	Susan G. Brown	Programming Activities	50.00	50.00
G-02670	Mobile Mini, Inc.	Ralph Ellison Relocation	123.00	123.00
G-02671	Kyle Dillingham, LLC	Materials	85.00	85.00
G-02672	Perry Genealogical Society	Books & Materials	81.50	81.50
G-02673	Rosetta Stone Ltd.	Professional Services	1,015.00	1,015.00
G-02674	Heartland Voices	Programming Activities	100.00	100.00
G-02675	Gale Research	Materials	13,213.55	
		Materials	30,720.65	43,934.20
G-02676	Baker & Taylor Books	Materials	1,377.84	1,377.84
G-02677	Dun & Bradstreet	Materials	38,301.00	38,301.00
G-02678	H.W. Wilson Company Lockbox	Materials	420.00	420.00
G-02679	West Group Payment Center	Materials	459.00	459.00
G-02680	Recorded Books, LLC	Materials	203.84	203.84
G-02681	Instructional Video, Inc.	Materials	3,400.63	3,400.63
G-02682	Gale Group	Materials	980.88	980.88
G-02683	Salem Press Accounting Office	Materials	670.00	670.00
G-02684	Live Oak Media	Materials	81.11	81.11

General Fund F.Y. 08-09

Warrant Register

January 2009

Number	Vendor/Payee	Purpose		Amount
G-02685	Rand McNally	Materials	1,207.64	1,207.64
G-02686	Hal Leonard Publishing	Materials	335.32	335.32
G-02687	Library Video Co.	Materials	101.83	101.83
G-02688	Blackstone Audio Books	Materials	1,310.25	1,310.25
G-02689	Random House, Inc	Materials	4,508.30	4,508.30
G-02690	Brilliance Corporation	Materials	821.27	821.27
G-02691	Ingram Library Service	Materials	2,166.67	2,166.67
G-02692	Audio Editions	Materials	1,540.08	1,540.08
G-02693	Full Cast Audio	Materials	230.95	230.95
G-02694	AV Cafe Inc	Materials	472.69	472.69
G-02695	Ingram Library Service	Materials	122.20	122.20
G-02696	ProQuest	Materials	4,515.00	4,515.00
G-02697	Baker & Taylor Books	Materials	969.00	969.00
G-02698	Baker & Taylor Entertainment	Materials	1,598.68	1,598.68
G-02699	Gregath Publishing Company	Materials	44.00	44.00
G-02700	Lexis Nexis Business	Materials	2,249.00	2,249.00
G-02701	Accuity	Materials	677.00	677.00
G-02702	Baker & Taylor Books	Materials	642.58	
		Materials	1,133.66	
		Materials	1,827.13	
		Materials	2,723.67	
		Materials	3,764.61	
		Materials	3,722.68	
		Materials	11,554.06	
		Materials	2,695.43	28,063.82
G-02703	Baker & Taylor Books	Materials	1,599.56	
		Materials	4,005.10	
		Materials	4,554.45	10,159.11
G-02704	Overdrive, Inc.	Materials	394.36	394.36
G-02705	Gene Tsoodle	Materials	25.00	25.00
G-02706	Federal Corporation	Maintenance of Facilities	79.88	79.88
G-02707	O G & E	Electrical Services	4,879.90	4,879.90
G-02708	Oklahoma Natural Gas Co.	Gas Services	2,834.70	
		Gas Services	3,134.65	5,969.35
G-02709	City of Oklahoma City	Water & Garbage	232.41	232.41
G-02710	Triangle/A & E	Capital Projects	5.00	
		Maintenance of Facilities	128.70	133.70
G-02711	Brodart, Inc.	Supplies	21.29	21.29
G-02712	Southwestern Stationery and	Supplies	27.51	
		Supplies	1,476.68	
		Printing	3,921.00	5,425.19
G-02713	Highsmith Co., Inc.	Supplies	64.10	
		Supplies	54.24	118.34
G-02714	Journal Record Publishing	Subscriptions	169.00	169.00
G-02715	Ernestine Clark	Mileage	8.78	8.78
G-02716	Oklahoma Historical Society	Subscriptions	110.00	110.00
G-02717	Oklahoma Library Association	Professional Services	60.00	60.00
G-02718	Charles S. Isaacs	Mileage	25.74	
		Telephone Services	35.00	60.74
G-02719	Barbara Beasley	Mileage	32.76	32.76
G-02720	U.S. Postmaster	Postage	50.39	50.39
G-02721	ConocoPhillips Fleet	Gasoline	35.35	35.35

General Fund F.Y. 08-09

Warrant Register

January 2009

Number	Vendor/Payee	Purpose		Amount
G-02722	Anne G. Fischer	Telephone Services	50.00	
		Mileage	12.87	62.87
G-02723	Harmony Business Supplies	Supplies	998.45	998.45
G-02724	Staples Credit Plan	Supplies	14.99	
		Supplies	65.14	80.13
G-02725	Full Circle Bookstore	Programming Activities	76.70	76.70
G-02726	Janet Brooks	Mileage	14.05	14.05
G-02727	Jonathan Willis	Mileage	33.93	33.93
G-02728	Jill Vessels	Professional Services	350.00	350.00
G-02729	A T & T Mobility	Telephone Services	85.54	85.54
G-02730	Phyllis Davidson	Mileage	3.97	3.97
G-02731	Walker Companies	Supplies	36.45	36.45
G-02732	OverDrive, Inc fka	Network Catalog Services	130.50	130.50
G-02733	Matthew Cotter	Mileage	55.87	55.87
G-02734	Town of Luther	Water & Garbage	44.25	44.25
G-02735	Jimmy Welch	Telephone Services	50.00	50.00
G-02736	J & B Graphics	Maintenance of Facilities	75.00	75.00
G-02737	Jeffrey J. Crawford	Security Services	725.00	725.00
G-02738	John Mark Dawson	Security Services	300.00	300.00
G-02739	Jim Austin Sales	Maintenance of Facilities	10.50	10.50
G-02740	Miguel A. Campos	Security Services	212.50	
		Security Services	212.50	425.00
G-02741	Jurden Brown, Jr.	Security Services	162.50	162.50
G-02742	Stanley Campbell	Security Services	400.00	400.00
G-02743	Hewlett-Packard Co.	Computer Equipment	737.00	
		Computer Equipment	944.00	
		Computer Equipment	1,888.00	
		Computer Equipment	2,832.00	
		Computer Equipment	3,776.00	
		Computer Equipment	944.00	
		Computer Equipment	6,608.00	
		Computer Equipment	4,720.00	
		Computer Equipment	6,608.00	
		Computer Equipment	944.00	
		Computer Equipment	1,888.00	
		Computer Equipment	2,832.00	
		Computer Equipment	43,424.00	
		Computer Equipment	10,384.00	
		Computer Equipment	5,664.00	
		Computer Equipment	7,552.00	
		Computer Equipment	4,720.00	
		Computer Equipment	14,160.00	
		Computer Equipment	15,104.00	
		Computer Equipment	9,440.00	
		Computer Equipment	8,496.00	
		Computer Equipment	6,608.00	
		Computer Equipment	944.00	
		Computer Equipment	1,888.00	
		Computer Equipment	944.00	164,049.00
G-02744	Midland Recycling	Maintenance of Facilities	64.00	64.00
G-02745	Ruby Soutiere	Mileage	8.78	8.78
G-02746	ExaminerEnterprise	Subscriptions	192.00	192.00

General Fund F.Y. 08-09

Warrant Register

January 2009

Number	Vendor/Payee	Purpose		Amount
G-02747	Right Management	Professional Services	2,718.75	2,718.75
G-02748	Carol L. Roberts	Mileage	56.16	56.16
G-02749	Timothy W. Brewer, Jr.	Security Services	150.00	150.00
G-02750	Amazon/GE Money Bank	Supplies	67.50	
		Supplies	59.99	
		Promotional Gifts	209.00	336.49
G-02751	Oklahoma Press Service	Library-Related Services	211.72	211.72
G-02752	Abolghasem Siavashi	Mileage	8.78	8.78
G-02753	Fariba Williams	Mileage	22.23	22.23
G-02754	Office Depot Credit Plan	Programming Supplies	68.48	
		Supplies	95.95	
		Supplies	78.15	242.58
G-02755	Cox Communications, Inc.	Telephone Services	2,037.11	
		Telephone Services	1,860.84	3,897.95
G-02756	Sharon Thompson	Professional Services	1,200.00	1,200.00
G-02757	Walmart Community	Programming Supplies	64.99	
		Supplies	4.46	
		Safety Supplies	68.82	
		Supplies	835.32	973.59
G-02758	Francis Tuttle	Library-Related Services	30.00	30.00
G-02759	Reef Shop Warehouse	Maintenance of Facilities	40.98	40.98
G-02760	Evelyn Carol Gilbert	Mileage	9.36	9.36
G-02761	Pamela Buchanan	Mileage	11.70	
		Telephone Services	35.00	46.70
G-02762	Star Lighting	Maintenance of Facilities	325.44	
		Maintenance of Facilities	41.00	366.44
G-02763	John Utlej	Telephone Services	35.00	
		Mileage	28.08	63.08
G-02764	Cintas Corp.	Maintenance of Facilities	474.94	474.94
G-02765	Cheryll Smith	Professional Services	1,200.00	1,200.00
G-02766	Cox Communications, Inc.	Telephone Service	1,919.72	1,919.72
G-02767	Securitas Security USA, Inc.	Security Services	4,177.00	4,177.00
G-02768	CEBS Program	Professional Services	566.00	566.00
G-02769	Emily Williams	Mileage	16.38	16.38
G-02770	Sabre Technologies	Supplies	8,920.00	8,920.00
G-02772	Dan Holman	Telephone Services	38.99	
		Mileage	25.16	64.15
G-02773	Joshua Pershica	Security Services	925.00	925.00
G-02774	Susan G. Brown	Programming Activities	50.00	50.00
G-02775	Thomas B. Horne	Rent of Facility	4,437.33	4,437.33
G-02776	Ameriworks Occupational	Professional Services	150.00	150.00
G-02777	Robert Wood	Programming Activities	200.00	200.00
G-02778	Vernon L. Kriethe	Security Services	225.00	225.00
G-02779	Chris Kennedy	Supplies	61.94	
		Mileage	31.01	92.95
G-02780	Archie E. Poindexter	Security Service	112.50	112.50
G-02781	MA+ Architecture	Capitol Projects	1,357.50	1,357.50
G-02782	SRO Artists, Inc.	Programming Activities	850.00	850.00
G-02783	Bank of Oklahoma	Payroll Transmittal-Chks	41,310.15	
		Payroll Transmittal-Chks	19,713.15	
		Payroll Transmittal-Chks	165.00	61,188.30
G-02784	Bank of Oklahoma	Federal Withholding Tax	41,855.60	
	** Continued **			

General Fund F.Y. 08-09

Warrant Register

January 2009

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-02784	Bank of Oklahoma	Federal Withholding Tax	2,816.00	44,671.60
G-02785	Oklahoma Tax Commission	State Withholding Tax	13,476.00	
		State Withholding Tax	630.50	14,106.50
G-02786	Mun. Employees Credit Union	Employee Cr Union Deducts	11,525.83	
		Employee Cr Union Deducts	87.50	11,613.33
G-02787	United Way of Central Oklahoma	Employee Deductions	415.56	
		Employee Deductions	2.00	417.56
G-02788	Bank of America	Payroll Transmittal-DDep	217,140.24	
		Payroll Transmittal-DDep	28,173.65	
		Payroll Transmittal-DDep	1,265.00	246,578.89
G-02789	Nationwide Retirement Solution	Employee Deductions	7,674.92	7,674.92
G-02790	Transamerica Worksite Mrktg.	Employee Deductions	486.42	486.42
G-02791	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,253.52	5,253.52
G-02792	Bank of Oklahoma	Employee Flexplan Deposit	22,033.47	22,033.47
G-02793	Bank of Oklahoma	Employee Soc/Sec Deposits	23,937.02	
		Employee Soc/Sec Deposits	3,452.32	
		Employee Medicare Deposit	5,598.28	
		Employee Medicare Deposit	807.41	
		Employer Soc/Sec Deposits	27,389.48	
		Employer Medicare Deposit	6,405.49	67,590.00
G-02794	MassMutual Financial Group	Employee Contrib -- DC PI	12,433.96	
		Employer Contrib -- DC PI	22,705.00	35,138.96
G-02795	Love, Beal & Nixon, P.C.	Employee Deductions	389.75	389.75
G-02796	Vision Service Plan of	Grp Vision Ins Prem-JAN.	2,246.04	2,246.04
G-02797	ODHS Oklahoma Centralized	Employee Deductions	355.81	355.81
G-02798	Administrative Systems, Inc.	Employee Deductions	1,111.78	1,111.78
G-02799	UNUM Life Insurance	Employee Deductions	1,652.50	
		Employee Deductions	34.80	
		Grp LTC Insurance-JAN	1,719.50	3,406.80
G-02800	Metropolitan Library System	Professional Services	45.00	
		Postage	54.30	
		Supplies	71.08	
		Programming Activities	119.96	
		Programming Activities	32.55	
		Other Commodities	39.35	
		Other Commodities	103.18	465.42
G-02801	City of Midwest City, Inc.	Water & Garbage Services	296.73	296.73
G-02802	Federal Corporation	Maintenance of Facilities	79.88	
		Maintenance of Facilities	2,625.00	2,704.88
G-02803	O G & E	Electrical Services	8,809.20	8,809.20
G-02804	Oklahoma Natural Gas Co.	Gas Services	3,118.34	
		Gas Services	929.69	4,048.03
G-02805	City of Bethany	Water & Garbage	145.41	145.41
G-02806	City of Oklahoma City	Water & Garbage	359.09	359.09
G-02807	City of the Village	Water & Garbage	82.97	82.97
G-02808	Locke Supply Co.	Maintenance of Facilities	103.45	103.45
G-02809	Dagwell Dixie Inc	Maintenance of Facilities	27.36	27.36
G-02810	Emsco Electric Supply	Maintenance of Facilities	1,030.76	1,030.76
G-02811	Eales Electronics Corp.	Maintenance of Facilities	25.00	
		Maintenance of Facilities	20.00	45.00
G-02812	Gale Research	Materials	1,456.90	1,456.90

General Fund F.Y. 08-09

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Number	Vendor/Payee	Purpose		Amount
G-02813	Hewlett-Packard Co.	Automation Contractual	6,130.70	6,130.70
G-02814	AT&T	Telephone Services	896.69	
		Telephone Services	761.10	
		Telephone Services	324.54	1,982.33
G-02815	City of Edmond	Electrical Services	4,164.97	4,164.97
G-02816	Oklahoma Library Association	Professional Services	60.00	
		Memberships	111.00	171.00
G-02817	Baker & Taylor Books	Materials	3,801.44	3,801.44
G-02818	Central Oklahoma Winnelson	Maintenance of Facilities	17.19	
		Maintenance of Facilities	17.59	34.78
G-02819	U.S. Postal Service	Postage	15,000.00	15,000.00
G-02820	Mid-west Landscape, LLC	Maintenance of Facilities	1,701.10	
		Maintenance of Facilities	623.92	2,325.02
G-02821	ALA Membership CSC	Memberships	230.00	230.00
G-02822	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-02823	Keystone Tape & Label, Inc.	Library-Related Services	203.44	203.44
G-02824	Oasis Audio LLC	Materials	36.67	36.67
G-02825	Oklahoma Employment	Unemployment Compensation	169.80	169.80
G-02826	Eureka Water Co.	Ralph Ellison Relocation	46.05	46.05
G-02827	City Bites	Other Commodities	156.79	156.79
G-02828	Instructional Video, Inc.	Materials	923.30	923.30
G-02829	Gale Group	Materials	769.16	769.16
G-02830	The Edmond Evening Sun	Subscriptions	87.00	87.00
G-02831	Reliance Label Solutions, Inc	Supplies	3,542.01	3,542.01
G-02832	Library Video Co.	Materials	3,736.26	3,736.26
G-02833	Full Circle Bookstore	Materials	119.72	119.72
G-02834	School Outfitters	Furniture	2,514.82	2,514.82
G-02835	Jonathan Willis	Telephone Services	35.00	35.00
G-02836	Metrocall Wireless	Telephone Services	75.45	75.45
G-02837	Random House, Inc	Materials	1,278.80	1,278.80
G-02838	Scott's Printing & Copying	Printing	1,773.69	1,773.69
G-02839	Brilliance Corporation	Materials	1,868.36	1,868.36
G-02840	Ingram Library Service	Materials	1,919.87	1,919.87
G-02841	Summit Mailing Systems, Inc.	Maintenance of Facilities	473.75	
		Rent of Equipment	270.00	743.75
G-02842	Audio Editions	Materials	1,453.26	1,453.26
G-02843	Fuelman	Maintenance of Facilities	43.86	
		Gasoline	1,237.97	
		Vehicle Parts & Repairs	175.47	1,457.30
G-02844	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	88.50	88.50
G-02845	Ingram Library Service	Materials	857.54	857.54
G-02846	Frances V. Harbert	Programming Activities	108.14	108.14
G-02847	Barnes & Noble, Inc.	Library-Related Services	534.80	
		Materials	442.28	977.08
G-02848	Center Point Large Print	Materials	506.22	506.22
G-02849	Schiffer Publishing	Materials	33.88	33.88
G-02850	Studio Architecture PC	Capital Projects	2,749.88	2,749.88
G-02851	Evans Hardware	Maintenance of Facilities	17.37	
		Maintenance of Facilities	10.54	
		Maintenance of Facilities	35.94	
		Maintenance of Facilities	13.43	77.28
G-02852	Amy I-Lin Cheng	Programming Activities	200.00	200.00

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Number	Vendor/Payee	Purpose		Amount
G-02853	American Benefit Systems, Inc.	Professional Services	200.00	200.00
G-02854	Robert Howard Co.	Supplies	311.84	311.84
G-02855	Hagstrom Map Company	Materials	87.89	87.89
G-02856	Bank of America	Library-Related Services	227.70	227.70
G-02857	Envisionware	Automation Contractual	6,121.65	6,121.65
G-02858	City of Edmond	Water & Garbage Services	207.75	207.75
G-02859	OHC of Oklahoma, L.L.C.	Professional Fees	71.50	
		Professional Services	71.50	143.00
G-02860	John Wood	Telephone Services	50.00	50.00
G-02861	Producers Playhouse	Library-Related Services	100.00	100.00
G-02862	Commercial Card Solutions	Professional Services	6.85	
		Maintenance of Facilities	161.27	
		Postage	703.00	
		Equipment	449.00	
		Promotional Supplies	161.75	
		Programming Equipment	189.13	
		Programming Equipment	596.05	
		Professional Services	334.29	
		Supplies	95.60	
		Automation Contractual	63.13	
		Programming Supplies	88.00	
		Professional Services	4.00	2,852.07
G-02863	Baker & Taylor Entertainment	Materials	2,036.81	2,036.81
G-02864	Shawnee News - Star	Subscriptions	132.00	132.00
G-02865	The Meadows	Library-Related Services	129.78	129.78
G-02866	Commercial Card Solutions	Books & Materials	401.20	
		Books & Materials	176.59	
		Books & Materials	53.97	631.76
G-02867	Kimberly A Terry	Telephone Services	175.00	
		Mileage	170.26	345.26
G-02868	Preston Bell	Transportation	40.00	40.00
G-02869	Imagination Promotional Group	Other Commodities	1,206.63	1,206.63
G-02870	Evelyn Carol Gilbert	Mileage	33.40	33.40
G-02871	Donna Morris	Parking & Transportation	450.00	450.00
G-02872	Lesli Jones	Library-Related Services	100.00	100.00
G-02873	Worth Hydrochem of Oklahoma	Maintenacne of Facilities	222.00	222.00
G-02874	Faith Centered Resources	Materials	35.37	35.37
G-02875	Securitas Security USA, Inc.	Security Services	5,040.33	5,040.33
G-02876	Baker & Taylor Books	Materials	447.31	
		Materials	1,369.17	
		Materials	1,471.80	
		Materials	1,520.10	
		Materials	2,372.75	
		Materials	2,772.32	
		Materials	5,553.65	
		Materials	517.55	16,024.65
G-02877	Baker & Taylor Books	Materials	755.26	
		Materials	1,623.84	
		Materials	5,248.52	
		Materials	2,811.14	10,438.76
G-02878	Baker & Taylor Books	Materials	1,565.46	1,565.46
G-02879	Erika Sterling	Maintenance of Facilities	120.00	120.00

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Number	Vendor/Payee	Purpose		Amount
G-02880	Trigen-OKC Energy Corporation	Engery Services	10,098.88	10,098.88
G-02881	Midwest Single Source, Inc.	Supplies	24.42	
		Supplies	121.99	146.41
G-02882	James E. Powell	Maintenance of Facilities	475.00	475.00
G-02883	Micki J. Van Deventer	Library-Related Services	599.37	599.37
G-02884	Baker & Taylor Entertainment	Materials	247.39	247.39
G-02885	Fitz Jennings	Programming Activities	200.00	200.00
G-02886	R. Justin Herwig	Mileage	40.66	40.66
G-02887	Susan G. Brown	Programming Activities	50.00	50.00
G-02888	Thomas McLain	Programming Activities	100.00	100.00
G-02889	Greathall Productions, Inc.	Materials	72.75	72.75
G-02890	Overdrive, Inc.	Materials	646.57	646.57
G-02891	Pacific Telemanagement Service	Telephone Services	78.00	78.00
G-02892	Atlas General Contractors, LLC	Capital Projects	161,478.00	
		Capital Projects	8,740.00	170,218.00
G-02893	Glenn Shepard Seminars	Professional Services	39.97	39.97
G-02894	Oklahoma Department of Labor	Maintenance of Facilities	5.00	5.00
G-02895	American Media	Books & Materials	115.20	115.20
G-02896	Gale Research	Materials	645.00	645.00
G-02897	Baker & Taylor Books	Materials	1,362.70	1,362.70
G-02898	Oasis Audio LLC	Materials	29.98	29.98
G-02899	Recorded Books, LLC	Materials	115.87	115.87
G-02900	The Penworthy Co.	Materials	1,930.95	1,930.95
G-02901	Gale Group	Materials	2,989.88	2,989.88
G-02902	Live Oak Media	Materials	696.14	696.14
G-02903	Blackstone Audio Books	Materials	336.00	336.00
G-02904	Random House, Inc	Materials	2,845.60	2,845.60
G-02905	Ingram Library Service	Materials	1,876.72	1,876.72
G-02906	Audio Editions	Materials	525.70	525.70
G-02907	Ingram Library Service	Materials	392.20	392.20
G-02908	Center Point Large Print	Materials	917.88	917.88
G-02909	Baker & Taylor Books	Materials	4,443.52	4,443.52
G-02910	Baker & Taylor Entertainment	Materials	917.81	917.81
G-02911	Faith Centered Resources	Materials	94.93	94.93
G-02912	Baker & Taylor Books	Materials	811.96	
		Materials	1,993.41	
		Materials	5,069.50	
		Materials	7,616.75	
		Materials	2,128.23	17,619.85
G-02913	Baker & Taylor Books	Materials	2,347.17	
		Materials	2,945.40	
		Materials	6,008.04	11,300.61
G-02914	Baker & Taylor Books	Materials	1,571.30	1,571.30
G-02915	Holly Cleeland	Materials	106.50	106.50
G-02916	Bank of Oklahoma	Payroll Transmittal-Chks	40,307.46	
		Payroll Transmittal-Chks	18,529.97	58,837.43
G-02917	Bank of Oklahoma	Federal Withholding Tax	42,168.60	
		Federal Withholding Tax	2,731.00	44,899.60
G-02918	Oklahoma Tax Commission	State Withholding Tax	13,669.00	
		State Withholding Tax	604.50	14,273.50
G-02919	Mun. Employees Credit Union	Employee Cr Union Deducts	12,011.63	
		Employee Cr Union Deducts	87.50	12,099.13

General Fund F.Y. 08-09

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Number	Vendor/Payee	Purpose		Amount
G-02920	United Way of Central Oklahoma	Employee Deductions	415.56	
		Employee Deductions	40.00	
		Employee Deductions	2.00	457.56
G-02921	Bank of America	Payroll Transmittal-DDep	224,584.00	
		Payroll Transmittal-DDep	29,490.56	254,074.56
G-02922	Nationwide Retirement Solution	Employee Deductions	7,674.92	7,674.92
G-02923	Transamerica Worksite Mrktg.	Employee Deductions	486.42	486.42
G-02924	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,107.29	5,107.29
G-02925	Bank of Oklahoma	Employee Flexplan Deposit	10,396.23	10,396.23
G-02926	Bank of Oklahoma	Employee Soc/Sec Deposits	24,211.15	
		Employee Soc/Sec Deposits	3,453.87	
		Employee Medicare Deposit	5,662.32	
		Employee Medicare Deposit	807.79	
		Employer Soc/Sec Deposits	27,664.87	
		Employer Medicare Deposit	6,469.95	68,269.95
G-02927	MassMutual Financial Group	Employee Contrib -- DC PI	12,310.09	
		Employer Contrib -- DC PI	22,496.81	34,806.90
G-02928	Love, Beal & Nixon, P.C.	Employee Deductions	385.59	385.59
G-02929	ODHS Oklahoma Centralized	Employee Deductions	355.81	355.81
G-02930	Administrative Systems, Inc.	Employee Deductions	1,111.78	1,111.78
G-02931	City of Del City	Rent of Library Buildings	400.00	400.00
G-02932	O G & E	Electrical Services	841.66	841.66
G-02933	Oklahoma Natural Gas Co.	Gas Services	838.16	838.16
G-02934	City of Oklahoma City	Wate & Garbage	366.65	366.65
G-02935	Triangle/A & E	Capital Projects	5.00	
		Capital Projects	13.50	18.50
G-02936	Brodart, Inc.	Supplies	1,176.00	
		Supplies	984.96	2,160.96
G-02937	Southwestern Stationery and	Supplies	1,173.60	1,173.60
G-02938	Locke Supply Co.	Maintenance of Facilities	113.79	
		Maintenance of Facilities	22.39	
		Maintenance of Facilities	12.74	148.92
G-02939	Dagwell Dixie Inc	Maintenance of Facilities	49.56	
		Maintenance of Facilities	13.85	63.41
G-02940	Tech-Lock	Maintenance of Facilities	250.00	
		Maintenance of Facilities	10.50	260.50
G-02941	Demco	Supplies	28.81	
		Supplies	1,064.00	
		Suipplies	1,540.00	
		Supplies	31.41	
		Programming Supplies	60.01	2,724.23
G-02942	City of Warr Acres	Water & Garbage	59.50	59.50
G-02943	Tina Clark	Programming Activities	135.00	135.00
G-02944	Donna Morris	Telephone Services	50.00	50.00
G-02945	Spence & Associates, Inc	Library-Related Services	1,900.00	1,900.00
G-02946	TDS Telecom	Telephone Services	117.06	117.06
G-02947	Pure Service Corp.	Janitorial Services	13,645.00	
		JANITORIAL SERVICES	6,760.00	
		Janitorial Services	753.00	
		Janitorial Services	690.00	
		Janitorial Services	176.00	
		Janitorial Services	10,579.00	

** Continued **

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Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-02947	Pure Service Corp.	Janitorial Services	2,545.00	
		Janitorial Services	450.00	35,598.00
G-02948	Eureka Water Co.	Ralph Ellison Relocation	44.20	44.20
G-02949	Mullin Plumbing West Division	Capital Projects	614.91	614.91
G-02950	Hunter's Battery Warehouse	Maintenance of Facilities	53.20	53.20
G-02951	The Norman Transcript	Subscriptions	216.00	216.00
G-02952	Rosemary Czarski	Postage	84.00	
		Other Commodities	64.32	
		Supplies	22.74	171.06
G-02953	Great American Glass & Tinting	Maintenance of Facilities	1,950.00	1,950.00
G-02954	Culinary Concepts, LLC	Programming Activities	369.00	369.00
G-02955	Harrah Chamber of Commerce	Memberships	100.00	100.00
G-02956	Scovil & Sides Hardware Co.	Maintenance of Facilities	1,493.00	1,493.00
G-02957	Barnes & Noble, Inc.	Programming Activities	81.87	81.87
G-02958	H. Joan Shelton	Programming Activities	63.28	63.28
G-02959	Evans Hardware	Maintenance of Facilities	14.49	
		Maintenance of Facilities	28.47	
		Maintenance of Facilities	26.85	
		Maintenance of Facilities	5.78	75.59
G-02960	Jeffrey J. Crawford	Security Services	475.00	475.00
G-02961	First Edition Cafe	Supplies	120.00	120.00
G-02962	Miguel A. Campos	Security Services	212.50	212.50
G-02963	Jurden Brown, Jr.	Security Services	162.50	162.50
G-02964	Stanley Campbell	Security Services	175.00	175.00
G-02965	Steve's Wholesale Distributors	Maintenance of Facilities	185.80	185.80
G-02966	OPUBCO Communications Group	Publication	278.35	
		Library-Related Services	69.95	
		Library-Related Services	98.15	446.45
G-02967	Hewlett-Packard Co.	Computer Equipment	5,664.00	5,664.00
G-02969	Dowell Parking Center	Parking & Transportation	50.00	50.00
G-02970	Novalco, Inc	Maintenance of Facilities	300.00	300.00
G-02971	City of Oklahoma City	Programming Activities	20.00	20.00
G-02972	Producers Playhouse	Library-Related Services	347.00	347.00
G-02973	AccuZip, Inc.	Postage	1,001.00	1,001.00
G-02974	John L. Hilbert	Programming Activities	43.95	
		Programming Activities	44.19	88.14
G-02975	Giac Quang Temple	Programming Activities	200.00	200.00
G-02976	Susan H. Wood	Programming Activities	250.00	250.00
G-02977	Lesli Jones	Library-Related Services	100.00	100.00
G-02978	Worth Hydrochem of Oklahoma	Maintenance of Facilities	222.00	
		Maintenance of Facilities	222.00	
		Maintenance of Facilities	90.00	534.00
G-02979	AT&T	Telephone Services	58.65	58.65
G-02980	Securitas Security USA, Inc.	Security Services	6,715.21	6,715.21
G-02981	Clarissa Sharp	Programming Activities	150.00	150.00
G-02982	Maria Watkins	Mileage	22.00	22.00
G-02983	Kone Inc	Maintenance of Facilities	975.00	975.00
G-02984	Cox Systems Technology, Inc.	Maintenance of Facilities	90.00	90.00
G-02985	Joshua Pershica	Security Services	325.00	325.00
G-02986	Wayne Stein	Programming Activities	75.00	75.00
G-02987	Jarrod L. Hubbard	Security Services	162.50	162.50

General Fund F.Y. 08-09

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Number	Vendor/Payee	Purpose		Amount
G-02988	Vernon L. Kriethe	Security Services	112.50	112.50
G-02989	Oklahoma Department of Labor	Maintenance of Facilities	100.00	100.00
G-02990	Coastal Training Technologies	Professional Services	1,615.00	1,615.00
G-02991	Jason K. Saxon	Security Services	112.50	112.50
G-02992	Oklahoma City Fire Marshal's	Programming Activities	85.00	85.00
Total of FY 08-09 Warrants Issued				\$ 2,160,145.35

General Fund F.Y. 07-08

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Number	Vendor/Payee	Purpose		Amount
G-05479	Montel Aetnastak, Inc.	Fixtures	6,048.85	
		Fixtures	900.00	6,948.85
		Total of FY 07-08 Warrants Issued		\$ 6,948.85

Special Funds

Warrant Register

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Number	Vendor/Payee	Purpose		Amount
S-14326	John Q. Pongratz	Lost & Paid Book Returned	15.35	15.35
S-14327	Stephen P. Stephens	Lost & Paid Book Returned	18.50	18.50
S-14328	Lavina Bostwick	Lost & Paid Book Returned	12.95	12.95
S-14329	Carolyn S. Mann	Lost & Paid Book Returned	3.70	3.70
S-14330	Jeanette D. Boswell	Lost & Paid Book Returned	3.00	3.00
S-14331	BMI Systems Corp.	Copier Maintenance	78.50	
		Copier Maintenance	31.62	
		Copier Maintenance	36.00	
		Copier Maintenance	148.37	
		Copier Maintenance	152.45	
		Copier Maintenance	59.69	
		Copier Maintenance	49.05	
		Copier Maintenance	71.12	
		Copier Maintenance	78.50	
		Copier Maintenance	49.33	754.63
S-14332	Standley Systems	Copier Usage	239.33	
		Copier Usage	175.40	414.73
S-14333	Jill Vessels	Lee Brawner Scholarship	550.00	550.00
S-14334	Kristin Williamson	Lee Brawner Scholarship	600.00	600.00
S-14335	Stuart Williamson	Lee Brawner Scholarship	900.00	900.00
S-14336	Anna Todd	Lee Brawner Scholarship	1,800.00	1,800.00
S-14337	Barnes & Noble, Inc.	Books	1,067.08	1,067.08
S-14338	Floria S. Watts	Lost & Paid Book Returned	3.00	3.00
S-14339	Teresa L. Mitchell	Lost & Paid Book Returned	7.95	7.95
S-14340	Marty A. Michelson	Lost & Paid Book Returned	3.00	3.00
S-14341	Denise Gaffigan Bender	Lost & Paid Book Returned	3.00	3.00
S-14342	Lorraine Bacon-Barclay	Lost & Paid Book Returned	13.95	13.95
S-14343	Marie A. West	Lost & Paid Book Returned	3.95	3.95
S-14344	University of Oklahoma	Lost Interlibrary Loan Bk	82.00	82.00
S-14345	Kody P. Khodabakhsh	Lost & Paid Book Returned	21.00	21.00
S-14346	Ray G. Rogge	Lost & Paid Book Returned	3.00	3.00
S-14347	Erica R. Illsley	Lost & Paid Book Returned	9.25	9.25
S-14348	James C. Jones	Lost & Paid Book Returned	3.00	3.00
S-14349	Samantha C. Barclay	Lost & Paid Book Returned	14.00	14.00
S-14350	Jacqueline R. Wood	Lost & Paid Book Returned	3.00	3.00
S-14351	Diedra L. Kennedy	Lost & Paid Book Returned	12.95	12.95
S-14352	Donna M. Weber	Lost & Paid Book Returned	16.85	16.85
S-14353	Christian D. Knight	Lost & Paid Book Returned	3.00	3.00
S-14354	Micah A. Heagan	Lost & Paid Book Returned	18.95	18.95
S-14355	Kellie Kauth	Lost & Paid Book Returned	3.00	3.00
S-14356	Rose C. Duerksen	Lost & Paid Book Returned	6.65	6.65
S-14357	Anna K. Stamper	Lost & Paid Book Returned	3.00	3.00
S-14358	Jennifer A. Knight	Lost & Paid Book Returned	3.00	3.00
S-14359	Rebecca A. Scott	Lost & Paid Book Returned	10.95	10.95
S-14360	Theresa A. Powell	Lost & Paid Book Returned	6.00	6.00
S-14361	Carolyn A. Sheppard	Lost & Paid Book Returned	13.00	13.00
S-14362	Susan Pierce	Programming	350.00	
		Noon Tunes Programming	1,700.00	2,050.00
S-14363	Metropolitan Library System	Transfer of Fines & Fees	46,000.00	46,000.00
S-14364	Barnes & Noble, Inc.	Books	87.90	
		Books	873.31	961.21
S-14365	Imagination Promotional Group	Volunteer Recognition	1,000.00	1,000.00

Special Funds


Warrant Register

January 2009

Number	Vendor/Payee	Purpose		Amount
S-14366	Southeastern Public Library	Lost ILL Book	47.95	47.95
S-14367	Oklahoma Tax Commission	State Sales Tax-Dec. 2008	37.28	37.28
S-14368	Teresa L. Mitchell	Lost & Paid Book Returned	26.95	26.95
S-14369	Wesley J. Day	Lost & Paid Book Returned	3.00	3.00
S-14370	Bill A. Lane	Lost & Paid Book Returned	3.00	3.00
S-14371	Alex C. Midyett	Lost & Paid Book Returned	8.15	8.15
S-14372	Kimberly M. Anderson	Lost & Paid Book Returned	14.95	14.95
S-14373	Nathan Metz	Lost & Paid Book Returned	13.95	13.95
S-14374	Amanda J. Gant	Lost & Paid Book Returned	3.00	3.00
S-14375	Aiden Semet	Lost & Paid Book Returned	8.95	8.95
S-14376	Cameron P. Thomas	Lost & Paid Book Returned	17.00	17.00
S-14377	Christin E. Latham	Lost & Paid Book Returned	8.95	8.95
S-14378	Lynda Barnes	Lost & Paid Book Returned	28.80	28.80
S-14379	Commercial Card Solutions	Transaction Fees	59.95	59.95
S-14380	Oklahoma Tax Commission	State Sales Tax-Dec. 2008	494.38	494.38
S-14381	Rhode Island Novelty	Programming Supplies	51.38	51.38
S-14382	Rhode Island Novelty	Programming Supplies	1,185.68	1,185.68
S-14383	Imagination Promotional Group	Volunteer Recognition	170.77	170.77
S-14384	Commercial Card Solutions	Supplies	95.57	95.57
S-14385	Christine Giles	Lost & Paid Book Returned	5.35	5.35
S-14386	Nadja M. Bullis	Lost & Paid Book Returned	9.74	9.74
S-14387	Carl W. Burney	Lost & Paid Book Returned	6.00	6.00
S-14388	Courtney L. Martin	Lost & Paid Book Returned	11.95	11.95
S-14389	Dolores A. Martinez	Lost & Paid Book Returned	10.00	10.00
S-14390	Lauren E. Hill	Lost & Paid Book Returned	14.95	14.95
S-14391	Laura Aguinaga	Lost & Paid Book Returned	3.00	3.00
S-14392	Angellese J. Carr	Lost & Paid Book Returned	5.95	5.95
S-14393	Chenita M. Williams	Lost & Paid Book Returned	18.95	18.95
S-14394	Hoopeston Public Library	Lost ILL Book	16.00	16.00
S-14395	Metropolitan Library System	General Fund Reimbursemnt	20.00	20.00
S-14396	Banc First	Meeting Room Cancelation	250.00	250.00
S-14397	Friends of the Metro. Library	Grant Balance Refund	73.65	73.65
S-14398	Friends of the Metro. Library	Grant Balance Refund	200.00	200.00
Total of Special Funds Warrants Issued				\$ 59,343.80

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

2-12-09
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

February 12, 2009
Date

CONTRACT AWARDS AND PURCHASES

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

Item A: 19,500 lbs GVWR Cab & Chassis

Provided for in the FY 2008-09 budget is the request for a new 19,500 lbs GVWR cab & chassis truck for the Maintenance Center. The new cab & chassis will have a dry freight van box installed and will be used as a mail route truck. The new truck will replace a 1999, 10,500 lbs GVWR Chevrolet van box truck

Specifications were prepared and bids were let for sixteen days and were advertised for two days (January 6 and 8, 2009) in ***The Oklahoman***. Bid packets were also sent to five prospective vendors.

A pre-bid meeting was scheduled for Tuesday, January 13, 2009. No vendors attended.

Bids were received and publicly opened on Tuesday, January 20, 2009. One vendor responded.

Rush Truck Center	GMC C5500 TopKick	\$32,967.00
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Rush Truck Center is located in Oklahoma City.

Rush Truck Center provided the two 19,500 lbs GVWR GMC trucks currently being used as mail route trucks. Rush Truck Center meets specifications and the bid quote is within the budget estimate.

Recommendation:

That the Commission award the contract for one 2009, 19,500 lbs GVWR, GMC cab and chassis to Rush Truck Center in the amount of \$32,967.00. Adequate funding for this purchase is provided for the FY2008-09 budget, account 409.

CONTRACT AWARDS AND PURCHASES

(cnt'd)

Item B: 16' Dry Freight Van Box and 1,600 lbs Lift gate

Provided for in the FY 2008-09 budget is the request for one new dry freight van box with a lift gate to be installed on the new cab and chassis awarded in Item A.

To handle the continuing increase in quantity and weight of the route delivery loads, a 16' dry freight van box and a 1,600 lbs lift gate was recommended by the Facility Manager.

Specifications were prepared and bids were let for sixteen days and were advertised for two days (January 6 and 8, 2009) in ***The Oklahoman***. Bid packets were also sent to six prospective vendors.

A pre-bid meeting was scheduled for Tuesday, January 13, 2009. No vendors attended.

Bids were received and publicly opened on Tuesday, January 20, 2009. Three vendors responded.

Vendors	Van Box & Lift gate	Bid Amount
Caseco Truck Body	Brown Cargo Van & Theiman Lift gate	\$8,858.15
Rush Truck Center	Morgan Cargo Van & Waltco Lift gate	\$8,153.00
Southwest Trailers	ABC Van Body & Eaglelift Lift gate	\$9,494.00

All vendors are located in Oklahoma City and meet specifications.

Rush Truck Center is the best and lowest bidder for the 16' dry freight van body and 1,600 lbs lift gate.

Recommendation:

That the Commission award the contract for one 16' dry freight van box body and 1,600 lbs lift gate to Rush Truck Center in the amount of \$8,153.00. Adequate funding for this purchase is provided for the FY2008-09 budget, account 409.

CONTRACT AWARDS AND PURCHASES

(cnt'd)

Item C: Warr Acres Restroom Remodel

Provided for in the FY 2008-09 budget is the request for the remodel of the two public restrooms at the Warr Acres Library. Meyer Architects was selected to prepare specifications and plans for this construction project.

Bids were let for 23 days and were advertised for three days in ***The Oklahoma*** (January 6, 8 and 13, 2009). Specifications and plans were also provided to three Construction Plan Rooms in Oklahoma City.

Bids were received and publicly opened on Friday, January 30, 2009. Five contractors responded.

Contractor	Base Bid Cost	Alternate Bid #1	Total Cost of Project
Hunts Taylor Creek	\$35,630.60	\$2,000.00	\$38,630.60
SilverCliffe	\$46,500.00	\$1,100.00	\$47,600.00
Homco	\$49,800.00	\$1,080.00	\$50,880.00
J.L. Walker	\$52,900.00	\$1,100.00	\$54,000.00
Beck Industries	\$97,900.00	\$ 775.00	\$98,675.00

Hunts Taylor Creek contractor is located in Gore, Oklahoma, Sequoyah County. The other four contractors are located in Oklahoma County.

Bid Alternate #1 is for new toilets and urinals in the restrooms. The Library wishes to accept this alternate.

The bids submitted by both Hunts Taylor Creek and SilverCliffe are incomplete. These contractors did not submit all the proper documents required by the specifications to provide a complete and valid bid. These two bids are rejected for this reason.

Homco Construction, bidding a total amount for this project of \$50,880.00, is the best and lowest bidder meeting specifications.

Recommendation:

That the Commission award the contract for the restroom remodel at Warr Acres Library to Homco in the amount of \$50,880.00. Adequate funding for this project is provided for the FY2008-09 budget, account 450.

CONTRACT AWARDS AND PURCHASES

(cnt'd)

Item D: Downtown Restroom Entrances Revision

Provided for in the FY 2008-09 budget is the request for the installation of glass doors on all the public restrooms in the Downtown Library and at the entrance of the meeting room on the fourth floor. Meyer Architects was selected to prepare specifications and plans for this construction project.

Bids were let for 23 days and was advertised for three days in ***The Oklahoman*** (January 13, 15 and 20, 2009). Specifications and plans were also provided to three Construction Plan Rooms in Oklahoma City.

A pre-bid meeting was scheduled at the Downtown Library on Thursday, January 22, 2009. Nine prospective contractors attended.

Bids were received and publicly opened on Thursday, February 5, 2009. Two contractors responded.

Contractor	Base Bid
J.L. Walker Construction	\$ 84,973.00
Weaver Construction	\$129,900.00

Both contractors are located in Oklahoma County.

Both contractors meet specifications. J.L. Walker Construction is the best and lowest bidder.

Recommendation:

That the Commission award the contract for the restroom entrance renovations to J.L. Walker Construction in the amount of \$84,973.00. Adequate funding for this project is provided for the FY2008-09 budget, account 450.

CONTRACT AWARDS AND PURCHASES

(cnt'd)

Item E: Automated Materials Handling (AMH) Equipment

Provided for in the FY2008-09 budget is the request for RFID Automated Materials Handling (AMH) Equipment. This equipment will be used at the Service Center that is currently under construction. This equipment will allow for automated sorting of new materials going out to the libraries as well as materials that are being transported between the libraries.

Specifications were prepared and bids were let for sixteen days and were advertised for two days (January 6 and 8, 2009) in ***The Oklahoman***. Bid packets were also sent to four prospective vendors.

A pre-bid conference call was held on Tuesday, January 13, 2009. Six people from two vendors participated in the pre-bid meeting via conference call.

Bids were received and publicly opened on Thursday, January 22, 2009. Two vendors responded.

Automated Materials Handling Equipment				
Item	Integrated Technology Group		FKI Logistics	
	Quantity	Total Cost	Quantity	Total Cost
AMH Equipment	1	\$196,650.00	1	\$251,826.00
Shipping	1	\$3,731.00	1	\$6,254.00
Installation	1	\$18,000.00	1	\$31,141.00
Bins	67	\$85,257.50	71	\$79,686.00
Shipping	1	Included	1	\$4,000.00
Total Cost		\$303,638.50		\$372,907.00

Both vendors are located out of state. Both vendors meet specifications.

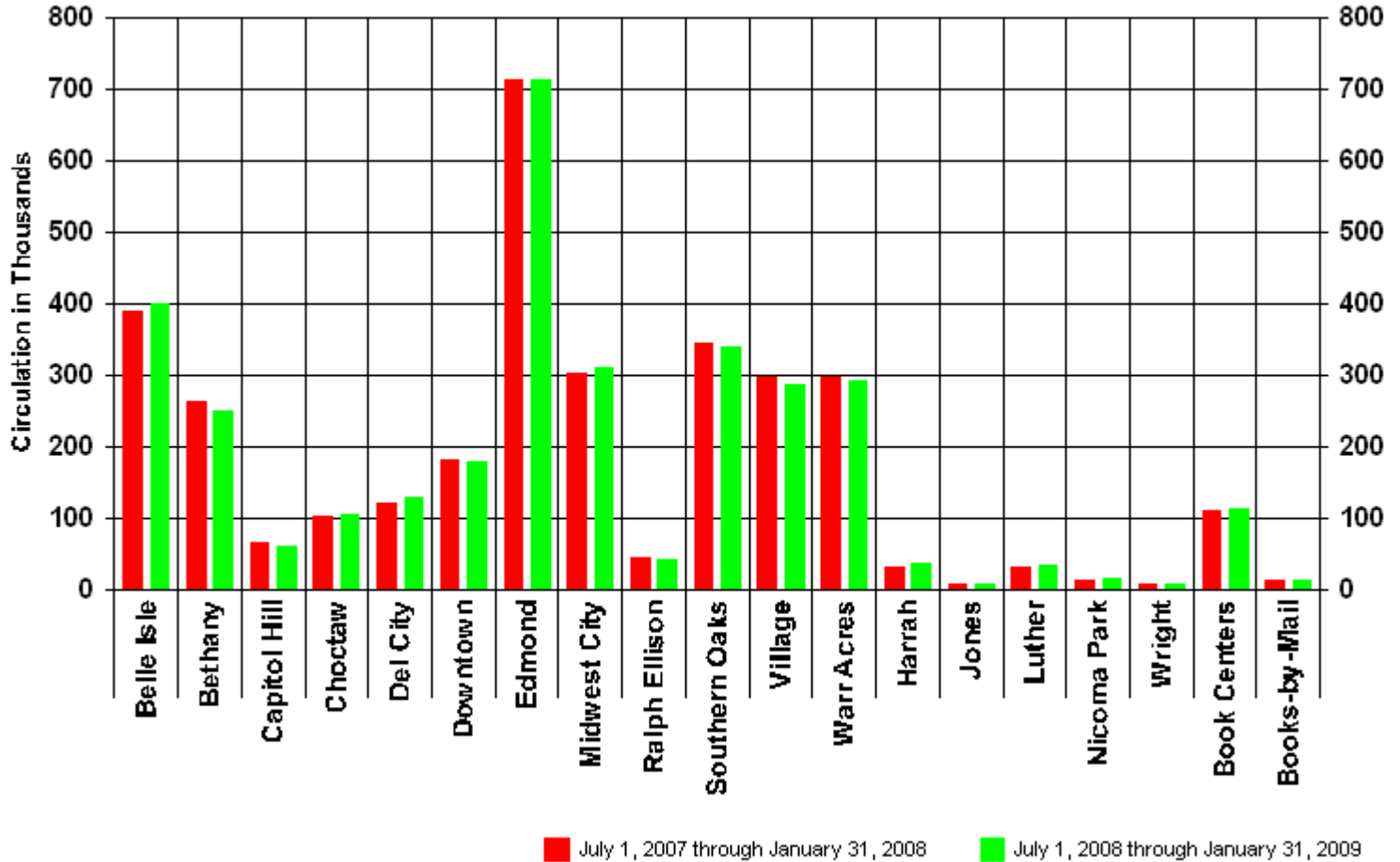
Integrated Technology Group is the best and lowest bidder

RECOMMENDATION:

That the Commission award the contract for AMH equipment to Integrated Technology Group in the amount of \$303,638.50. Adequate funding for this purchase is provided for in the FY2008-09 budget, account 450.

Circulation Gains and Losses

July 1, 2008 through January 31, 2009 (58.33% of the 08-09 Fiscal Year)



Circulation Gains and Losses

July 1, 2008 through January 31, 2009 (58.33% of the 08-09 Fiscal Year)

JANUARY 31, 2009		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
BELLE ISLE	08	43541	296459	12657	92782	56198	389241	
	09	42989	302333	12577	96472	55566	398805	
		-552	5874	-80	3690	-632	9564	2.5
BETHANY	08	25985	180508	10300	81633	36285	262141	
	09	24265	172835	9373	77410	33638	250245	
		-1720	-7673	-927	-4223	-2647	-11896	-4.5
CAPITOL HILL	08	6122	44723	2575	19793	8697	64516	
	09	6653	42490	2281	15976	8934	58466	
		531	-2233	-294	-3817	237	-6050	-9.4
CHOCTAW	08	8647	61571	5428	40001	14075	101572	
	09	8880	65222	5306	39343	14186	104565	
		233	3651	-122	-658	111	2993	2.9
DEL CITY	08	11890	85878	4316	35017	16206	120895	
	09	12424	88265	4597	38933	17021	127198	
		534	2387	281	3916	815	6303	5.2
DOWNTOWN	08	18614	138373	5563	42021	24177	180394	
	09	18739	139199	4772	39626	23511	178825	
		125	826	-791	-2395	-666	-1569	-.9
EDMOND	08	60306	418465	38025	295081	98331	713546	
	09	61788	416369	40539	297141	102327	713510	
		1482	-2096	2514	2060	3996	-36	.0
MIDWEST CITY	08	30107	213670	11978	87659	42085	301329	
	09	30734	220185	10886	89875	41620	310060	
		627	6515	-1092	2216	-465	8731	2.9
RALPH ELLISON	08	5115	33564	1380	11095	6495	44659	
	09	4424	30193	1273	9929	5697	40122	
		-691	-3371	-107	-1166	-798	-4537	-10.2
SOUTHERN OAKS	08	36092	254809	11749	90342	47841	345151	
	09	35194	250594	10562	88861	45756	339455	
		-898	-4215	-1187	-1481	-2085	-5696	-1.7
VILLAGE	08	29172	205548	12076	91248	41248	296796	
	09	27860	197960	11879	87666	39739	285626	
		-1312	-7588	-197	-3582	-1509	-11170	-3.8
WARR ACRES	08	28046	200938	11838	94969	39884	295907	
	09	27929	197668	10916	93596	38845	291264	
		-117	-3270	-922	-1373	-1039	-4643	-1.6

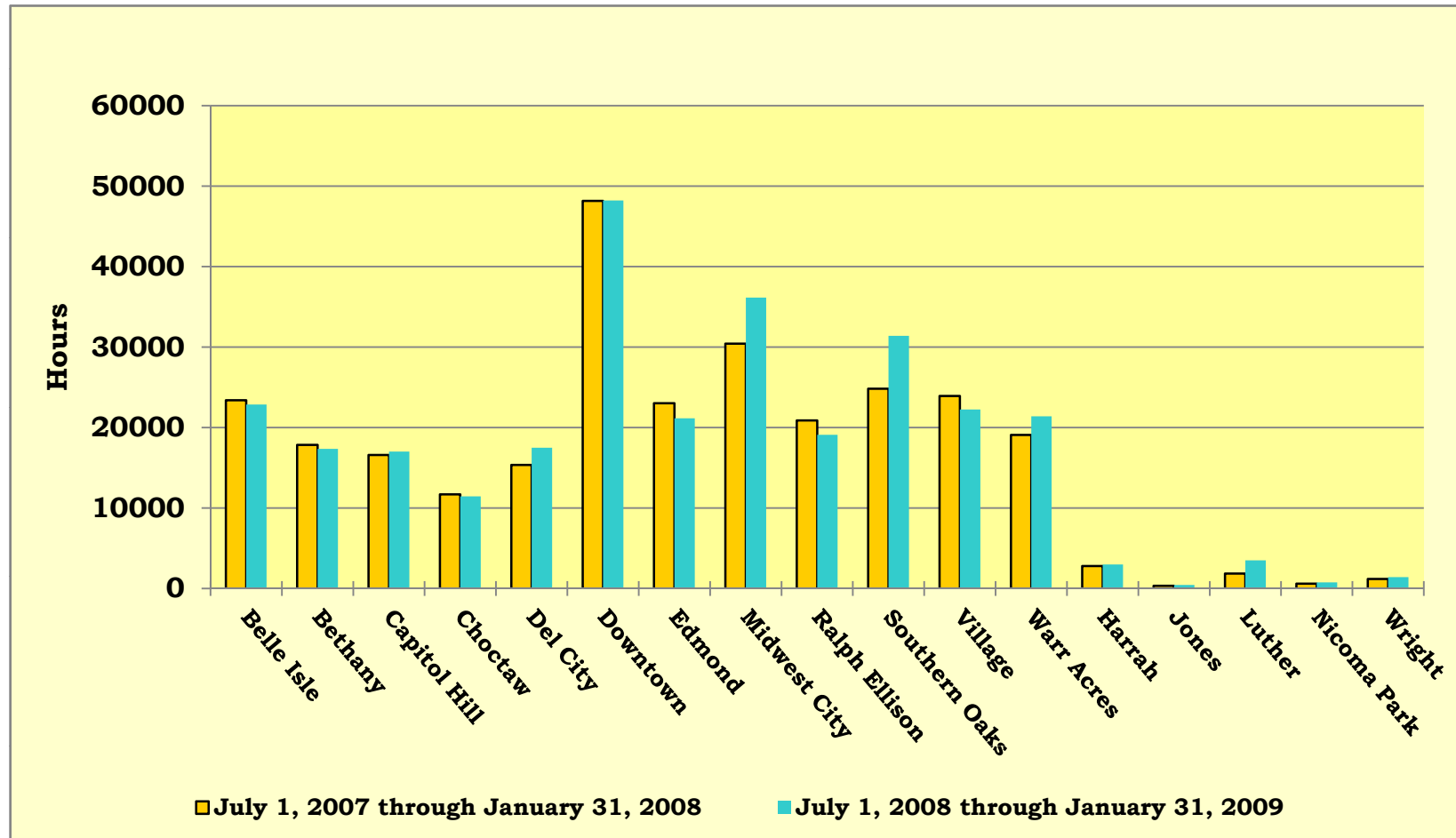
Circulation Gains and Losses

July 1, 2008 through January 31, 2009 (58.33% of the 08-09 Fiscal Year)

JANUARY 31, 2009		<u>ADULT</u> <u>MONTH</u>	<u>ADULT</u> <u>YEAR</u>	<u>JUVENILE</u> <u>MONTH</u>	<u>JUVENILE</u> <u>YEAR</u>	<u>TOTAL</u> <u>MONTH</u>	<u>TOTAL</u> <u>YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
HARRAH	08	3455	21962	1416	9171	4871	31133	
	09	3512	25786	1405	10925	4917	36711	
		57	3824	-11	1754	46	5578	17.9
JONES	08	743	5531	301	1799	1044	7330	
	09	1075	5772	218	1946	1293	7718	
		332	241	-83	147	249	388	5.3
LUTHER	08	3605	23461	869	6525	4474	29986	
	09	3613	25613	648	7548	4261	33161	
		8	2152	-221	1023	-213	3175	10.6
NICOMA PARK	08	1748	10467	225	1830	1973	12297	
	09	1636	11934	700	3441	2336	15375	
		-112	1467	475	1611	363	3078	25.0
WRIGHT	08	712	4722	126	1375	838	6097	
	09	867	5323	102	1102	969	6425	
		155	601	-24	-273	131	328	5.4
<u>OTHER:</u>								
BOOK CENTERS	08	9594	67094	6136	42588	15730	109682	
	09	10035	69496	6181	43337	16216	112833	
		441	2402	45	749	486	3151	2.9
BOOKS-BY-MAIL	08	1851	11976	0	0	1851	11976	
	09	1603	11482	0	0	1603	11482	
		-248	-494	0	0	-248	-494	-4.1
TOTALS	08	325345	2279719	136958	1044929	462303	3324648	
	09	324220	2278719	134215	1043127	458435	3321846	
		-1125	-1000	-2743	-1802	-3868	-2802	-.1

Total Computer Hours Used by Library

July 1, 2008 through January 31, 2009 (58.33% of the 08-09 Fiscal Year)



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Total Computer Usage

July 1, 2008 through January 31, 2009 (58.33% of the 08-09 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	08	287		4,598		3,358.96		3,204		32,746		23,396.94	
	09	222		4,008		2,985.55		3,267		30,623		22,870.45	
		-65	-22.6	-590	-12.8	-373.41	-11.1	63	2.0	-2,123	-6.5	-526.49	-2.3
BETHANY	08	247		3,295		2,505.63		2,541		23,903		17,847.39	
	09	227		2,978		2,279.80		2,512		22,555		17,358.48	
		-20	-8.1	-317	-9.6	-225.83	-9.0	-29	-1.1	-1,348	-5.6	-488.91	-2.7
CAPITOL HILL	08	212		2,887		2,386.64		2,163		20,984		16,594.88	
	09	188		2,611		2,260.22		2,154		20,005		17,015.34	
		-24	-11.3	-276	-9.6	-126.42	-5.3	-9	-.4	-979	-4.7	420.46	2.5
CHOCTAW	08	95		1,826		1,598.43		1,297		14,190		11,699.14	
	09	107		1,710		1,660.05		1,303		12,399		11,441.61	
		12	12.6	-116	-6.4	61.62	3.9	6	.5	-1,791	-12.6	-257.53	-2.2
DEL CITY	08	191		2,639		2,106.12		2,252		20,190		15,346.08	
	09	201		2,836		2,279.91		2,348		21,640		17,494.02	
		10	5.2	197	7.5	173.79	8.3	96	4.3	1,450	7.2	2,147.94	14.0
DOWNTOWN	08	289		9,255		6,901.66		3,231		66,178		48,167.13	
	09	228		8,504		6,292.05		3,172		64,538		48,215.59	
		-61	-21.1	-751	-8.1	-609.61	-8.8	-59	-1.8	-1,640	-2.5	48.46	.1
EDMOND	08	311		4,352		3,340.50		3,588		30,893		23,029.05	
	09	269		3,718		2,918.46		3,277		26,976		21,150.36	
		-42	-13.5	-634	-14.6	-422.04	-12.6	-311	-8.7	-3,917	-12.7	-1,878.69	-8.2
MIDWEST CITY	08	357		6,115		4,456.76		4,560		41,836		30,419.82	
	09	436		6,028		4,751.54		4,668		45,481		36,141.24	
		79	22.1	-87	-1.4	294.78	6.6	108	2.4	3,645	8.7	5,721.42	18.8
RALPH ELLISON	08	197		4,065		3,198.50		2,172		27,645		20,874.66	
	09	175		3,390		2,718.92		2,025		24,216		19,091.22	
		-22	-11.2	-675	-16.6	-479.58	-15.0	-147	-6.8	-3,429	-12.4	-1,783.44	-8.5

Total Computer Usage

July 1, 2008 through January 31, 2009 (58.33% of the 08-09 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	08	375		4,812		3,567.73		4,127		34,007		24,824.79	
	09	379		5,225		4,067.33		4,353		42,086		31,386.74	
		4	1.1	413	8.6	499.60	14.0	226	5.5	8,079	23.8	6,561.95	26.4
VILLAGE	08	306		4,625		3,415.58		3,337		33,068		23,929.73	
	09	283		3,911		3,022.50		3,356		28,640		22,242.26	
		-23	-7.5	-714	-15.4	-393.08	-11.5	19	.6	-4,428	-13.4	-1,687.47	-7.1
WARR ACRES	08	238		3,774		2,789.23		2,679		27,288		19,087.27	
	09	228		3,778		2,976.90		2,768		27,904		21,388.57	
		-10	-4.2	4	.1	187.67	6.7	89	3.3	616	2.3	2,301.30	12.1
HARRAH	08	50		549		432.41		418		3,648		2,789.49	
	09	37		541		415.98		452		3,887		2,989.92	
		-13	-26.0	-8	-1.5	-16.43	-3.8	34	8.1	239	6.6	200.43	7.2
JONES	08	8		70		53.59		60		432		344.22	
	09	2		63		58.60		50		441		436.43	
		-6	-75.0	-7	-10.0	5.01	9.3	-10	-16.7	9	2.1	92.21	26.8
LUTHER	08	34		507		457.44		261		2,243		1,857.61	
	09	23		526		431.76		301		4,227		3,490.47	
		-11	-32.4	19	3.7	-25.68	-5.6	40	15.3	1,984	88.5	1,632.86	87.9
NICOMA PARK	08	7		136		89.16		108		882		607.82	
	09	8		109		80.87		114		930		766.83	
		1	14.3	-27	-19.9	-8.29	-9.3	6	5.6	48	5.4	159.01	26.2
WRIGHT	08	12		271		182.51		135		1,635		1,189.74	
	09	11		238		201.53		131		1,772		1,406.41	
		-1	-8.3	-33	-12.2	19.02	10.4	-4	-3.0	137	8.4	216.67	18.2
TOTAL	08	3,216		53,776		40,840.85		36,133		381,768		282,005.76	
	09	3,024		50,174		39,401.97		36,251		378,320		294,885.94	
		-192	-6.0	-3,602	-6.7	-1,438.88	-3.5	118	.3	-3,448	-.9	12,880.18	4.6

Computer Usage by Adult Customers

July 1, 2008 through January 31, 2009 (58.33% of the 08-09 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	08	231		3,675		2,668.25		2,693		27,964		19,912.96	
	09	187		3,308		2,462.73		2,685		25,006		18,660.94	
		-44	-19.0	-367	-10.0	-205.52	-7.7	-8	-.3	-2,958	-10.6	-1,252.02	-6.3
BETHANY	08	208		2,521		1,895.56		1,996		17,021		12,588.96	
	09	188		2,273		1,746.32		1,965		17,017		13,038.83	
		-20	-9.6	-248	-9.8	-149.24	-7.9	-31	-1.6	-4	.0	449.87	3.6
CAPITOL HILL	08	123		1,346		1,258.75		1,163		9,828		8,455.42	
	09	115		1,510		1,392.00		1,182		10,087		9,144.52	
		-8	-6.5	164	12.2	133.25	10.6	19	1.6	259	2.6	689.10	8.1
CHOCTAW	08	72		1,136		990.03		928		8,731		6,973.97	
	09	85		1,147		1,141.99		901		7,548		6,845.16	
		13	18.1	11	1.0	151.96	15.3	-27	-2.9	-1,183	-13.5	-128.81	-1.8
DEL CITY	08	154		1,887		1,503.87		1,718		13,491		10,227.26	
	09	156		2,045		1,649.20		1,782		14,920		12,081.99	
		2	1.3	158	8.4	145.33	9.7	64	3.7	1,429	10.6	1,854.73	18.1
DOWNTOWN	08	238		8,315		6,176.96		2,682		59,563		43,119.54	
	09	197		7,752		5,683.29		2,620		56,943		42,234.90	
		-41	-17.2	-563	-6.8	-493.67	-8.0	-62	-2.3	-2,620	-4.4	-884.64	-2.1
EDMOND	08	252		3,579		2,767.70		2,827		24,546		18,271.79	
	09	231		3,091		2,437.77		2,668		22,178		17,381.93	
		-21	-8.3	-488	-13.6	-329.93	-11.9	-159	-5.6	-2,368	-9.6	-889.86	-4.9
MIDWEST CITY	08	291		4,292		3,178.31		3,551		29,783		21,959.69	
	09	342		4,109		3,344.33		3,627		30,691		25,283.77	
		51	17.5	-183	-4.3	166.02	5.2	76	2.1	908	3.0	3,324.08	15.1
RALPH ELLISON	08	150		2,601		2,078.54		1,590		15,448		11,906.66	
	09	134		2,115		1,709.56		1,403		12,980		10,610.92	
		-16	-10.7	-486	-18.7	-368.98	-17.8	-187	-11.8	-2,468	-16.0	-1,295.74	-10.9

Computer Usage by Adult Customers

July 1, 2008 through January 31, 2009 (58.33% of the 08-09 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	08	285		3,173		2,393.02		3,033		22,676		16,871.46	
	09	303		3,603		2,868.83		3,149		25,794		20,035.78	
		18	6.3	430	13.6	475.81	19.9	116	3.8	3,118	13.8	3,164.32	18.8
VILLAGE	08	239		3,498		2,599.95		2,613		23,004		16,894.92	
	09	238		2,995		2,355.67		2,632		21,269		16,462.59	
		-1	-.4	-503	-14.4	-244.28	-9.4	19	.7	-1,735	-7.5	-432.33	-2.6
WARR ACRES	08	191		2,520		1,899.72		2,176		18,943		13,386.48	
	09	188		2,847		2,240.19		2,214		19,819		15,341.82	
		-3	-1.6	327	13.0	340.47	17.9	38	1.7	876	4.6	1,955.34	14.6
HARRAH	08	34		365		278.94		271		2,444		1,812.02	
	09	26		374		285.95		283		2,467		1,897.84	
		-8	-23.5	9	2.5	7.01	2.5	12	4.4	23	.9	85.82	4.7
JONES	08	8		55		42.87		40		260		215.66	
	09	1		45		39.69		27		229		215.54	
		-7	-87.5	-10	-18.2	-3.18	-7.4	-13	-32.5	-31	-11.9	-.12	-.1
LUTHER	08	17		178		151.21		126		1,003		834.73	
	09	14		202		153.51		149		1,762		1,422.32	
		-3	-17.6	24	13.5	2.30	1.5	23	18.3	759	75.7	587.59	70.4
NICOMA PARK	08	5		91		56.85		77		598		366.45	
	09	7		79		52.74		91		681		542.31	
		2	40.0	-12	-13.2	-4.11	-7.2	14	18.2	83	13.9	175.86	48.0
WRIGHT	08	8		161		112.30		92		1,021		732.26	
	09	11		221		188.26		98		1,410		1,135.48	
		3	37.5	60	37.3	75.96	67.6	6	6.5	389	38.1	403.22	55.1
TOTAL	08	2,506		39,393		30,052.83		27,576		276,324		204,530.23	
	09	2,423		37,716		29,752.03		27,476		270,801		212,336.64	
		-83	-3.3	-1,677	-4.3	-300.80	-1.0	-100	-.4	-5,523	-2.0	7,806.41	3.8

Computer Usage by Minor Customers

July 1, 2008 through January 31, 2009 (58.33% of the 08-09 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	08	56		923		690.71		511		4,782		3,483.98	
	09	35		700		522.82		582		5,617		4,209.51	
		-21	-37.5	-223	-24.2	-167.89	-24.3	71	13.9	835	17.5	725.53	20.8
BETHANY	08	39		774		610.07		545		6,882		5,258.43	
	09	39		705		533.48		547		5,538		4,319.65	
			.0	-69	-8.9	-76.59	-12.6	2	.4	-1,344	-19.5	-938.78	-17.9
CAPITOL HILL	08	89		1,541		1,127.89		1,000		11,156		8,139.46	
	09	73		1,101		868.22		972		9,918		7,870.82	
		-16	-18.0	-440	-28.6	-259.67	-23.0	-28	-2.8	-1,238	-11.1	-268.64	-3.3
CHOCTAW	08	23		690		608.40		369		5,459		4,725.17	
	09	22		563		518.06		402		4,851		4,596.45	
		-1	-4.3	-127	-18.4	-90.34	-14.8	33	8.9	-608	-11.1	-128.72	-2.7
DEL CITY	08	37		752		602.25		534		6,699		5,118.82	
	09	45		791		630.71		566		6,720		5,412.03	
		8	21.6	39	5.2	28.46	4.7	32	6.0	21	.3	293.21	5.7
DOWNTOWN	08	51		940		724.70		549		6,615		5,047.59	
	09	31		752		608.76		552		7,595		5,980.69	
		-20	-39.2	-188	-20.0	-115.94	-16.0	3	.5	980	14.8	933.10	18.5
EDMOND	08	59		773		572.80		761		6,347		4,757.26	
	09	38		627		480.69		609		4,798		3,768.43	
		-21	-35.6	-146	-18.9	-92.11	-16.1	-152	-20.0	-1,549	-24.4	-988.83	-20.8
MIDWEST CITY	08	66		1,823		1,278.45		1,009		12,053		8,460.13	
	09	94		1,919		1,407.21		1,041		14,790		10,857.47	
		28	42.4	96	5.3	128.76	10.1	32	3.2	2,737	22.7	2,397.34	28.3
RALPH ELLISON	08	47		1,464		1,119.96		582		12,197		8,968.00	
	09	41		1,275		1,009.36		622		11,236		8,480.30	
		-6	-12.8	-189	-12.9	-110.60	-9.9	40	6.9	-961	-7.9	-487.70	-5.4

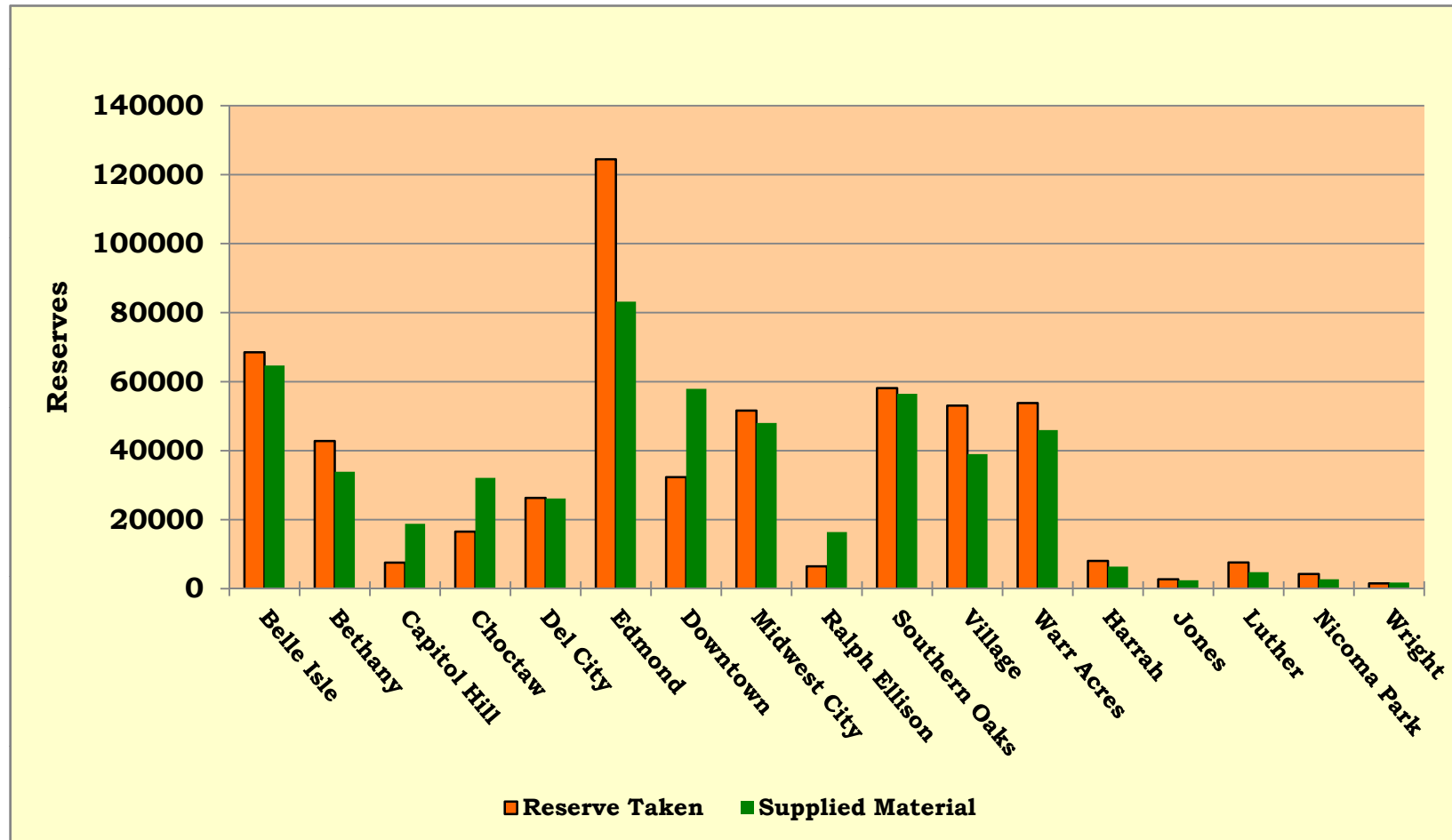
Computer Usage by Minor Customers

July 1, 2008 through January 31, 2009 (58.33% of the 08-09 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	08	90		1,639		1,174.71		1,094		11,331		7,953.33	
	09	76		1,622		1,198.50		1,204		16,292		11,350.96	
		-14	-15.6	-17	-1.0	23.79	2.0	110	10.1	4,961	43.8	3,397.63	42.7
VILLAGE	08	67		1,127		815.63		724		10,064		7,034.81	
	09	45		916		666.83		724		7,371		5,779.67	
		-22	-32.8	-211	-18.7	-148.80	-18.2		.0	-2,693	-26.8	-1,255.14	-17.8
WARR ACRES	08	47		1,254		889.51		503		8,345		5,700.79	
	09	40		931		736.71		554		8,085		6,046.75	
		-7	-14.9	-323	-25.8	-152.80	-17.2	51	10.1	-260	-3.1	345.96	6.1
HARRAH	08	16		184		153.47		147		1,204		977.47	
	09	11		167		130.03		169		1,420		1,092.08	
		-5	-31.3	-17	-9.2	-23.44	-15.3	22	15.0	216	17.9	114.61	11.7
JONES	08			15		10.72		20		172		128.56	
	09	1		18		18.91		23		212		220.89	
		1		3	20.0	8.19	76.4	3	15.0	40	23.3	92.33	71.8
LUTHER	08	17		329		306.23		135		1,240		1,022.88	
	09	9		324		278.25		152		2,465		2,068.15	
		-8	-47.1	-5	-1.5	-27.98	-9.1	17	12.6	1,225	98.8	1,045.27	102.2
NICOMA PARK	08	2		45		32.31		31		284		241.37	
	09	1		30		28.13		23		249		224.52	
		-1	-50.0	-15	-33.3	-4.18	-12.9	-8	-25.8	-35	-12.3	-16.85	-7.0
WRIGHT	08	4		110		70.21		43		614		457.48	
	09			17		13.27		33		362		270.93	
		-4	-100.0	-93	-84.5	-56.94	-81.1	-10	-23.3	-252	-41.0	-186.55	-40.8
TOTAL	08	710		14,383		10,788.02		8,557		105,444		77,475.53	
	09	601		12,458		9,649.94		8,775		107,519		82,549.30	
		-109	-15.4	-1,925	-13.4	-1,138.08	-10.5	218	2.5	2,075	2.0	5,073.77	6.5

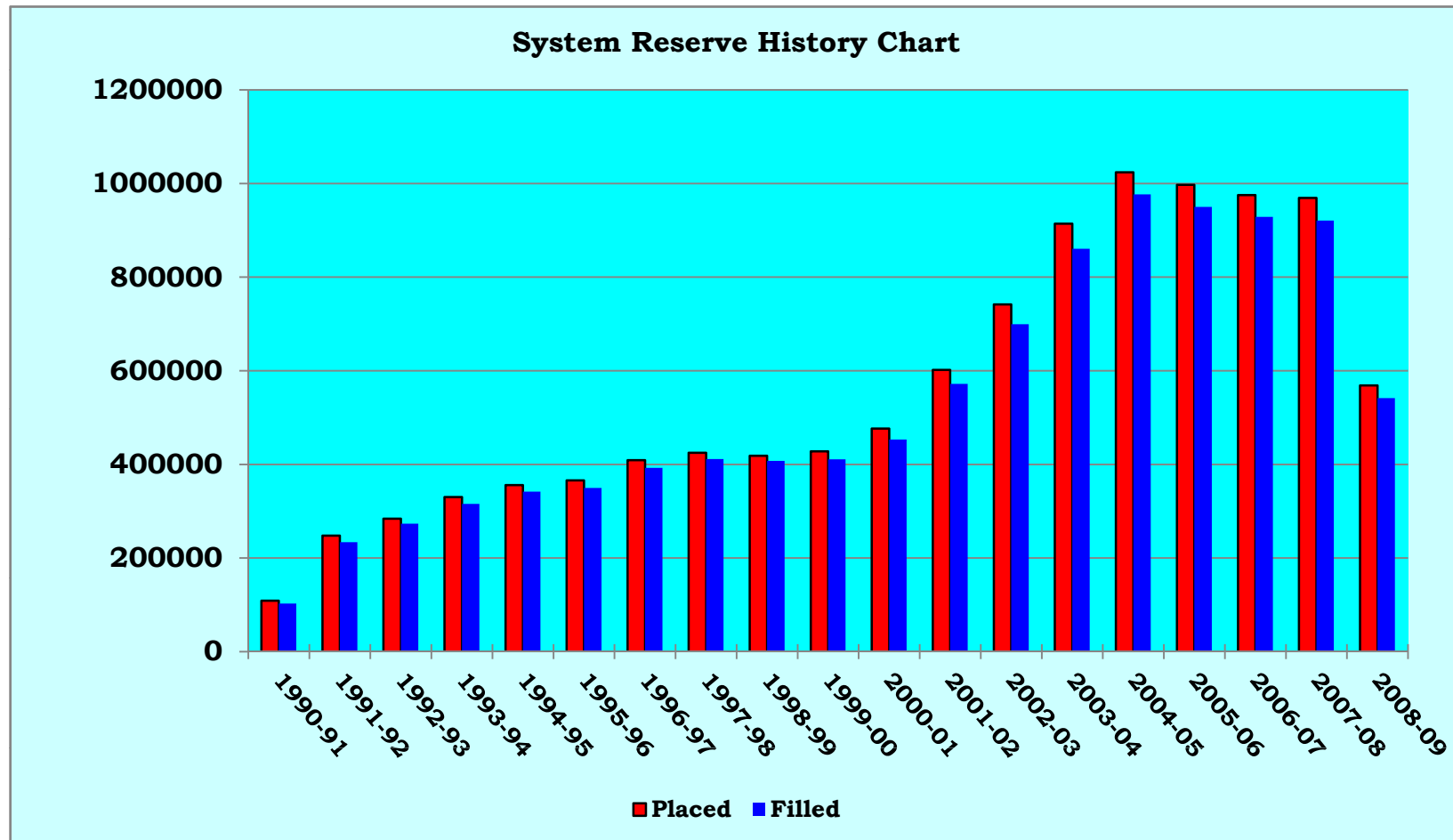
System Reserve Report

July 1, 2008 through January 31, 2009 (58.33% of the 08-09 Fiscal Year)



System Reserve Report

July 1, 2008 through January 31, 2009 (58.33% of the 08-09 Fiscal Year)



System Reserves Report

July 1, 2008 through January 31, 2009 (58.33% of the 08-09 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	08	10,442	65,723		9,845	62,939	
	09	10,208	68,496		9,218	64,852	
		-234	2,773	4.2	-627	1,913	3.0
BETHANY	08	7,199	45,424		6,697	43,405	
	09	6,737	42,785		6,220	40,853	
		-462	-2,639	-5.8	-477	-2,552	-5.9
CAPITOL HILL	08	1,048	8,087		1,016	7,487	
	09	1,297	7,527		1,173	6,798	
		249	-560	-6.9	157	-689	-9.2
CHOCTAW	08	2,383	15,668		2,177	14,883	
	09	2,609	16,515		2,284	15,574	
		226	847	5.4	107	691	4.6
DEL CITY	08	3,504	24,724		3,229	23,546	
	09	3,871	26,283		3,640	25,175	
		367	1,559	6.3	411	1,629	6.9
EDMOND	08	18,752	120,902		18,143	116,345	
	09	20,162	124,463		18,640	118,760	
		1,410	3,561	2.9	497	2,415	2.1
DOWNTOWN	08	4,519	29,906		4,159	28,431	
	09	4,519	32,307		4,149	30,704	
			2,401	8.0	-10	2,273	8.0
MIDWEST CITY	08	7,732	50,873		7,248	48,686	
	09	7,826	51,628		7,222	49,251	
		94	755	1.5	-26	565	1.2
RALPH ELLISON	08	1,287	7,541		1,217	7,225	
	09	956	6,454		902	6,095	
		-331	-1,087	-14.4	-315	-1,130	-15.6
SOUTHERN OAKS	08	8,636	59,428		8,229	56,538	
	09	8,977	58,121		8,280	55,164	
		341	-1,307	-2.2	51	-1,374	-2.4
VILLAGE	08	8,312	56,127		7,977	53,699	
	09	8,018	53,048		7,289	50,436	
		-294	-3,079	-5.5	-688	-3,263	-6.1
WARR ACRES	08	8,008	53,911		7,568	51,826	
	09	8,428	53,790		7,689	51,609	
		420	-121	-.2	121	-217	-.4

System Reserves Report

July 1, 2008 through January 31, 2009 (58.33% of the 08-09 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	08	1,249	6,688		1,089	6,152	
	09	1,225	8,034		1,078	7,425	
		-24	1,346	20.1	-11	1,273	20.7
JONES	08	446	3,131		359	2,988	
	09	490	2,733		428	2,643	
		44	-398	-12.7	69	-345	-11.5
LUTHER	08	1,188	5,989		1,019	5,638	
	09	1,013	7,572		1,021	7,236	
		-175	1,583	26.4	2	1,598	28.3
NICOMA PARK	08	629	3,557		549	3,388	
	09	600	4,251		517	4,049	
		-29	694	19.5	-32	661	19.5
WRIGHT	08	176	1,657		188	1,603	
	09	235	1,545		220	1,493	
		59	-112	-6.8	32	-110	-6.9
BOOKS-BY-MAIL	08	565	3,305		512	3,203	
	09	515	3,467		498	3,348	
		-50	162	4.9	-14	145	4.5
TOTAL	08	86,075	562,644		81,221	537,985	
	09	87,686	569,020		80,468	541,466	
		1,611	6,376	1.1	-753	3,481	.6

EXECUTIVE DIRECTOR'S REPORT

JANUARY 2009

James H. & Madalynne Norick Foundation to donate '4 U 2 Learn' Sculpture to Ronald J. Norick Downtown Library

We are pleased to announce that the Norick Foundation has commissioned an original piece of art to be placed in the children's area at the Downtown Library. The artwork is nearing completion and will be installed with a special unveiling and dedication ceremony on March 25, 2009. Commission members are especially invited to attend as the Norick family has been long-time supporters of the library system. An invitation with the exact time will be sent to each of you in March.

Amendments to the Family Leave and Medical Act

On January 16, 2009, changes to the federal Family and Medical Leave Act became effective. These were the first changes since the adoption of the act 15 years ago. The Amendment Act included approximately 10 changes to existing regulations and was designed to clarify Congressional intent. Additionally two totally new provisions were incorporated into FMLA dealing with military exigency leave and injured service member caregiver leave. These changes, which impact the library systems leave policies, are binding on all covered employers. Accordingly, the administration has updated the leave policies to insure compliance. We are concurrently considering some possible other changes to the leave policy which we will be taking to the Administrative and Personnel Committee and the Commission at a later time.

Staff was sent an email explaining the changes on February 6, 2009 and the new information has been updated on the library staff intranet.

Library expands Marketing Avenues

The library marketing department is attempting to reach new user groups. A unique way of doing this is through "Twitter". Twitter users share short blasts of information to a group of followers. In one week, the library accumulated 77 followers. See how it works by signing up for a free "Twitter" account at www.twitter.com/MetroLibraryOK. Recently some of the things we "twittered" about were Noon Tunes, Underwater Bridge and some new JF books.

Capital Projects Update

Randy Wayland, Southern Oaks Manager of Library Operations, Todd Olberding and I will be joining Oklahoma City Staff to interview architects for the Southern Oaks Library Project. The Library compiled our choices for a short list of architectural firms to be interviewed and forwarded our recommendations to the city for their review. Interviews will take place on February 20, 2009.

We are beginning to think about 'grand opening and grand re-opening' for the Ralph Ellison and Service Center projects. If the schedule holds true, we hope to re-open Ellison before the start of school in August and the Service Center move will take place around the 1st of October. In the

upcoming months you will see a variety of furniture and equipment awards for these two projects.

Design work continues for the Northwest project with an expected construction contract award in early summer. We will be having a furniture planning meeting the first week of March to begin the fun part of the project which involves choosing furniture and fabrics and colors. We have also started discussion with the city regarding groundbreaking activities for the Northwest Library Project.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- Attended ALA Midwinter Conference
- Attended Leadership OKC
- Attended United Way Committee Meeting
- Attended Endowment Trust Meeting
- Attended Literary Voices Meeting
- Attended TIF Meeting @Choctaw

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

David Lubar Author Visit

All Ages

Author David Lubar played in a band and programmed video games before becoming an award-winning young adult author. His books include "Dunk", "Hidden Talents", and "Invasion of the Road Weenies". Come to the library and listen to this hilarious author talk about books, writing, and hungry carnival monsters. Co-sponsor: Friends of the Metropolitan Library System.

Schedule for David Lubar appearances:

March 3, 10:30a, Del City

March 3, 6p, Downtown

March 4, 10a, Bethany

March 4, 6p, Edmond

March 5, 9:15a, Belle Isle

UCO Flute Students present an Afternoon Concert

Saturday, March 7, 2009

Time: 2:00pm-3:00pm

Location: Edmond

Adults

Flute students of UCO's Dr. Emily Butterfield will present a delightful concert that will appeal to all classical music lovers. Free, no pre-registration necessary.

Co-Sponsor: University of Central Oklahoma.

Author William Bernhardt

All Ages

Born and reared in Midwest City, well-known author William Bernhardt will discuss his books and answer questions. Bernhardt pens the popular Ben Kincaid legal thrillers. Co-sponsor: Friends of the Library.

Schedule for William Bernhardt appearances:

March 9, 11a, Warr Acres
March 9, 7p, Southern Oaks
March 10, 2p, The Village
March 15, 2p, Belle Isle
Saturday, March 14, 2009

Irish Folk Dancers

Time: 2:00pm-3:00pm

Location: Bethany

All Ages

Jean Hill and her Irish dancers will entertain and educate on Irish dances while performing many of the traditional dances. Refreshments will be served after the performance.

Leon and Joseph "Chopper" Chavis present a Zydeco Spring Fling

Monday, March 16, 2009

Time: 12:00pm-1:00pm

Location: Ralph Ellison

All Ages

Do you know what Zydeco music is all about and where it came from? If not, come to the library during Spring Break and learn all about the history and raucous sound of Zydeco from Leon Chavis and his mentor and father Joseph "Chopper" Chavis. Put your dancin' shoes on or just get ready to tap your toe to this traditional music from Louisiana USA.

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

The Zydeco performers will appear throughout the library system (11 libraries) during spring break week, March 15-20.

Scottish Heritage and Celtic Folklife Celebration

Saturday, March 21, 2009

Time: 1:00pm-3:30pm

Location: Choctaw

All Ages

Music, dance, genealogy lecture and ethnic food will be the order of this celebration. Oklahoma's own Jean Hill's Irish Dancers and one of Oklahoma's best bagpipers, Mikeal Murray of Guthrie, OK will be the featured entertainment of this event. Come out and join in the celebration. Event is free and open to the public. Co-sponsor: Eastern Oklahoma County Tech Center and Choctaw Library Guild.

Harlem Renaissance: Book Discussion: When Washington Was in Vogue

Saturday, March 28, 2009

Time: 10:30am-12:00pm

Location: Downtown

Adults

This Downtown celebration of Harlem Renaissance creativity includes discussions of literature written during that period of the 20' and 30's by African American authors. Dr. Rita Kresenski, Harlem Renaissance Literature professor from OU, will conclude a two part book discussion series at the Downtown Library with a discussion on March 28 of "When Washington Was in Vogue". This program was planned in cooperation with the Oklahoma City Museum of Art where a "Harlem Renaissance" art exhibit. Those attending the book discussions will receive passes to view their exhibit that day. Books available at libraries or they may be purchased at the Art Museum Book Store. Pre- registration appreciated at Downtown Information desk or call 231-8650.

Art prints from the Harlem Renaissance period will also be on display at the Downtown Library. Co-sponsor: Oklahoma City Museum of Art.

METROPOLITAN LIBRARY COMMISSION

APPOINTMENTS TO STANDING COMMITTEES February 2009 ~ February 2010

<u>STANDING COMMITTEE</u>	<u>TYPICAL AREAS OF RESPONSIBILITY</u>
<u>Administrative & Personnel Committee</u> Carolyn Cornelius, Chair Margaret Graham Cynthia Mitas Mukesh Patel Alexandra Vera	 ➤ Personnel Classification/Compensation Schedules ➤ Personnel policies and benefits ➤ Insurance coverage: property, group medical, liability, vehicles ➤ Conducts Executive Director Evaluation
<u>Finance Committee</u> David Greenwell, Chair (by virtue of office) Nancy Anthony Fran Cory Jim Shonts Greg Womack	 ➤ Review and propose Annual Estimate of Needs (preliminary budget) and Final Budget to Commission ➤ Review and propose any budget amendments to the Commission
<u>Long-Range Planning Committee</u> Penny McCaleb, Chair Ralph Bullard Glenda Choate Deanna Hannah Tracy McGehee Alyne Strube Beth Toland	 ➤ Review and propose plans for library services and facilities that go beyond the current fiscal year ➤ Planning may include: needs assessments, recommendations for new or expanded library buildings, related data to improve services
<u>Public Services Committee</u> Jose Jimenez, Chair Lee Alan Leslie Lori Nelson Kim Patterson Judy Smith	 ➤ Policies for joint services and programs with other community organizations ➤ Policies for loan of books and other materials ➤ Policies and fees for services, use of meeting rooms, etc. ➤ Library programming policies

NOTE: Appointments are made by the Chair of the Metropolitan Library Commission.