

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, March 19, 2009, 3:30 p.m.
Southern Oaks Library
6900 S. Walker
Oklahoma City, OK 73112
(Telephone: 631-4468)

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 #74 – 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 – 4:00 pm CONSENT DOCKET (#75 - #77)

- Document #75 – Approval of Minutes of February 19, 2009 Meeting
- Document #76 – Acceptance of Review of Expenditures for February 2009
- Document #77 – Contract Awards and Purchases
 - Item A: Summer Reading Material
 - Item B: Lawn Maintenance
 - Item C: Furniture and Fixtures for Ralph Ellison Library

4:00 – 4:15 pm SPECIAL PRESENTATIONS

- *MLS 2009 Literary Voices* – Mary Price, Endowment Trustee & Co-Chair of Literary Voices
- *Friends 2009 Booksale update* – Carol Gilbert, Friends Coordinator

4:15 – 4:30 pm INFORMATION REPORTS

- Document #78 – MLS February 2009 Circulation Report
- Document #79 – MLS February 2009 Computer Usage Report
- Document #80 – MLS February 2009 System Reserve Report

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

4:45 – 5:00 pm COMMENTS FROM COMMISSION MEMBERS

A tour of this library will be available for Commission members at the conclusion of the meeting.

NEXT COMMISSION MEETING DATE AND PLACE:

Thursday, April 16, 2009
Midwest City Library, 8143 E. Reno, Midwest City, OK 73110

*MARCH'S REFRESHMENTS HOSTED BY CHOCTAW LIBRARY
ROSEMARY CZARSKI, MANAGER*

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 March 2009:

<u>Employees</u>	<u>Years of Service</u>
Mary L. Strasner, Librarian, Downtown Library	20
Lee Mata, Circulation Clerk, Capitol Hill Library	15
Brenda Ann Hammons, Library Page, Belle Isle Library	5

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

DATE: February 19, 2009 TIME: 3:30 pm

MEETING PLACE: The Village 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 Village Library and Downtown Library, 300 Park Avenue, Oklahoma City, on February 17, 2009, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

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

EXCUSED:

Mick Cornett, Mayor of Oklahoma City
David Greenwell
Jose Jimenez
Penny McCaleb
Tracy McDaniel
Tracy McGehee
Mukesh Patel
Alyne Strube
Alexandra Vera
Greg Womack

Estimate of general public and staff attending: 24

I. The meeting was called to order at 3:34 p.m. by Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Anthony, Bullard, Choate, Cornelius, Cory, Graham, Hannah, Leslie, Mitas, Nelson, Palmer, Patterson, Shonts, Smith, Toland, Rice, (Arrived: Vaughn, 3:41).

II. Mr. Rice introduced Mrs. LaVetta Dent, Manager of The Village Library.

III. Mr. Rice called for Presentations of Service Certificates for February 2009: Shahin S. Asghari, Circulation Clerk, Edmond Library ~10 Years of service; Roy S. Ballou, Employment Manager, Human Resources ~ 10 Years of service; Mark Marshall, Circulation Clerk, The Village Library ~ 10 Years of service; Christopher R. Carroll, Development Specialist, Development/Volunteer Services ~ 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 #68 – Approval of Minutes for January 15, 2009 Meeting; Document #69 – Acceptance of Review of Expenditures for January 2009; Document #70 – Approval of Contract Awards and Purchases.

Mr. Rice called for a motion.

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

VI. Mr. Rice called on Mrs. Nancy Anthony, Chair of the Nominating Committee, to present the nomination of officers for 2009.

Mrs. Anthony stated the Nominating Committee unanimously agreed to recommend to the Commission the following slate of officers; Chairman, Mr. Hugh Rice; Vice-Chairman, Mrs. Carolyn Cornelius; and Disbursing Agent, Mr. David Greenwell. The three individuals have been contacted and have agreed to serve if elected.

Mr. Rice called for nominations from the floor for Chair. There were none.

Mrs. Anthony moved to accept the recommendation from the Nominating Committee to elect Mr. Hugh Rice as Chair. Mr. Ralph Bullard seconded. No further discussion. Motion passed; 16 yes, 1 no (abstain).

Mr. Rice called for nominations from the floor for Vice Chair. There were none.

Mrs. Beth Toland moved to accept the recommendation from the Nominating Committee to elect Mrs. Carolyn Cornelius as Vice-Chair. Mrs. Anthony seconded. No further discussion. Motion passed; 16 yes, 1 no (abstain).

Mr. Rice called for nominations from the floor for Disbursing Agent. There were none.

Mrs. Anthony moved to accept the recommendation from the Nominating Committee to elect Mr. David Greenwell as Disbursing Agent. Mrs. Judy Smith seconded. No further discussion. Motion passed unanimously.

VII. Mr. Rice referred to Special Presentations ~ *Friends Booksale*, Carol Gilbert, Friends Coordinator.

Mrs. Carol Gilbert, Friends Coordinator, provided information regarding the upcoming annual *Friends Booksale*. Tickets to the Friday night sale were handed out to Commission members.

VIII. Mr. Rice referred to the 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

Discussion followed.

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

James H. & Madalynne Norick Foundation announced the donation of "4 U 2 Learn" sculpture to the Ronald J. Norick Downtown Library. Mrs. Morris reported that due to the recent passing of Mrs. Madalynne Norick, the date of the unveiling is uncertain. *[Since the Commission meeting on February 19, 2009 the date of the unveiling has been confirmed for March 25, 2009. – Secretary]*

"Hard hat" tour of the Service Center is tentatively being planned for the first part of May.

Design work continues for the Northwest Library project with an expected construction contract in early summer. Furniture meetings are planned for the first week in March.

Mrs. Morris called on Denyveta Davis, Manager of Library Operations to introduce the newest member of the staff, Mr. Jamar Rahming, Manager of Library Operations~Del City Library.


Mrs. Lori Nelson wanted to report on the "wonderful experience" she and her young son have had at the library.

X. Mr. Rice presented the Commission chair's report on 2009 Standing Committee Assignments.

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

XII. The next Commission meeting will be held at the Southern Oaks Library on March 19, 2009.

There being no further business, the meeting was adjourned at 4:02 p.m.



Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

February 28, 2009

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

For comparison, 66.67% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of February 2009.

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

February 28, 2009

ASSETS

CASH - Overnight Investment Account		\$ 7,738,389.41
INVESTMENTS (Schedule attached)		25,840,003.61
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	(20,857,166.07)	
		3,682,258.93
Total Assets		<u><u>\$37,290,651.95</u></u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2007-08 Reserve for Appropriations	\$124,322.45	
2008-09 Purchase Orders Outstanding	3,790,092.29	
2007-08 Purchase Orders Outstanding	25,952.08	
2008-09 Checks Outstanding	221,790.16	
2007-08 Checks Outstanding	10.25	
Total Liabilities		4,162,167.23

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	3,682,258.93
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FUND BALANCE:

Beginning of the Year		\$28,059,672.84
Add: Revenues		
Budgeted	21,226,166.07	
Other	1,936,420.78	23,162,586.85
Less: Expenditures		(21,776,033.90)
Total Fund Balance		<u>29,446,225.79</u>
Total Liabilities, Deferred Revenue and Fund Balance		<u><u>\$37,290,651.95</u></u>

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

As of February 28, 2009

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	2/3/2009	2/3/2011	2.700%	\$ 95,003.61
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	2/18/2009	3/18/2010	2.800%	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>\$ 25,840,003.61</u>

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

February 1, 2009 to February 28, 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	\$ 307,167.75	\$20,857,166.07	84.99%
State Aid	317,714.00	-	-	0.00%
Fines	482,400.00	45,000.00	369,000.00	76.49%
Total Budgeted Revenue	<u>\$ 25,339,539.00</u>	<u>\$ 352,167.75</u>	<u>\$21,226,166.07</u>	83.77%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 26,299.93	\$ 1,011,649.71	
Gifts and Lost Books Fees		0.00	75,000.00	
Investment Income		45,897.80	733,066.00	
Flexible Benefits Account Balance		0.00	2,088.20	
Sale of Surplus Equipment		0.00	5,795.72	
Miscellaneous		19,924.49	108,821.15	
Total Miscellaneous Revenue		<u>\$ 92,122.22</u>	<u>\$ 1,936,420.78</u>	
Total Revenue	<u>\$ 25,339,539.00</u>	<u>\$ 444,289.97</u>	<u>\$23,162,586.85</u>	91.41%

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

February 28, 2009

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 30,166.37	\$ 5,797.40	\$ 756.06	\$ 35,207.71
810 Prepaid Fees	(387.43)	677.94	0.00	290.51
815 Fines	45,113.84	49,500.87	45,478.85	49,135.86
820 Copy	150,178.64	9,065.72	1,716.00	157,528.36
900 Special Event Fund	1,915.12	0.00	0.00	1,915.12
Total Revolving Funds	\$ 226,986.54	\$ 65,041.93	\$ 47,950.91	\$ 244,077.56
GRANTS:				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<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
894 08/Kirkpatrick/Come Read w/ Me	5,000.00	5,000.00	5,000.00	0.00
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	4,500.00	4,500.00	0.00
929 09/OAC/African American History	4,500.00	0.00	4,500.00	(4,500.00)
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
946 09/Guild/5th Anniversary - Progr	1,500.00	1,500.00	0.00	1,500.00
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
<u>Grants - Friends of MLS, Previous Years</u>				
869 08 Our World - System Prgrmmng	14,400.00	14,400.00	14,400.00	0.00
872 08 Big Cozy Book Furniture	10,000.00	10,000.00	0.00	10,000.00
875 08 Public Art	3,000.00	3,000.00	0.00	3,000.00

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<u>Grants - Friends of MLS, Current Fiscal Year</u>					
901	09 Volunteer Recognition	\$2,000.00	2,000.00	1,000.00	1,000.00
902	09/Staff Recognition	\$6,845.00	6,924.35	6,877.53	46.82
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	9,731.00	3,369.00
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	5,600.00	400.00
909	09 Noon Tunes	\$19,000.00	19,000.00	7,472.00	11,528.00
910	09 Our World - System Programmin	\$18,000.00	18,000.00	15,500.00	2,500.00
911	09 Celebration of Black History & C	\$1,000.00	1,000.00	300.00	700.00
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					<u>\$130,000.69</u>
Total Special Funds					<u>\$ 374,078.25</u>

Metropolitan Library System
Statement of Encumbrances
Month of February 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	807,629.74	6,919,601.12	64.76	10,685,220.00	3,765,618.88
102	Wages - Part-time	114,642.68	997,330.57	59.93	1,664,141.00	666,810.43
103	Payroll Taxes	68,161.22	583,419.38	60.96	957,089.00	373,669.62
109	Workers Comp Insurance	11,445.00	73,155.00	58.43	125,211.00	52,056.00
112	Group Insurance	141,951.68	1,109,185.66	61.10	1,815,292.00	706,106.34
113	Employees' Retirement	45,599.22	1,098,132.79	82.09	1,337,774.00	239,641.21
114	Unemployment Compensation	.00	7,077.95	35.39	20,000.00	12,922.05
Total Personal Services		1,189,429.54	10,787,902.47	64.97	16,604,727.00	5,816,824.53

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	39,098.64	66.49	58,800.00	19,701.36
206	Rent of Equipment	.00	540.00	7.50	7,200.00	6,660.00
207	Janitorial Services	47,484.00	278,405.86	67.47	412,625.00	134,219.14
208	Maintenance of Facilities	19,904.25	155,897.07	47.48	328,354.00	172,456.93
211	Parking & Transportation	13,619.64	104,548.56	61.78	169,216.00	64,667.44
212	Travel Expenses	4,724.80	21,034.95	39.62	53,088.00	32,053.05
213	Professional Services	10,972.19	105,230.86	36.84	285,656.00	180,425.14
214	Security Services	28,672.33	241,872.95	61.10	395,843.00	153,970.05
216	Telephone Services	8,995.08	87,680.69	32.69	268,231.00	180,550.31
217	Electrical Services	28,219.27	338,246.55	67.52	500,950.00	162,703.45
218	Gas Services	12,699.84	45,810.03	72.12	63,516.00	17,705.97
219	Water & Garbage Services	2,315.79	34,217.35	70.97	48,213.00	13,995.65
220	Trigen Energy Services	10,290.10	104,250.67	55.16	189,000.00	84,749.33
226	Memberships	1,024.00	22,885.00	73.68	31,060.00	8,175.00
230	Other Library-related Services	23,218.02	227,604.38	57.04	399,051.00	171,446.62
231	Automation Contractual	64,303.79	225,299.49	62.83	358,570.00	133,270.51
236	Network Catalog Services	.00	46,871.44	78.74	59,525.00	12,653.56
Total Contractual Services		281,280.43	2,218,237.49	58.64	3,782,664.00	1,564,426.51

Metropolitan Library System
Statement of Encumbrances
Month of February 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	13,301.99	83,367.78	51.43	162,100.00	78,732.22
302	Postage	33,283.04	162,724.08	58.29	279,175.00	116,450.92
303	Supplies	13,721.99	245,661.42	58.73	418,318.00	172,656.58
310	Maintenance Supplies	474.93	35,854.06	50.50	71,000.00	35,145.94
312	Safety Supplies & Equipment	-.02	3,720.69	36.48	10,200.00	6,479.31
321	Gasoline & Oil	1,404.30	17,645.59	36.76	48,000.00	30,354.41
322	Vehicle Parts & Repairs	58.37	9,496.26	47.48	20,000.00	10,503.74
330	Programming Activities	14,064.53	90,404.30	44.45	203,395.00	112,990.70
331	Other Commodities	967.28	7,451.62	21.35	34,900.00	27,448.38
Total Commodities		77,276.41	656,325.80	52.63	1,247,088.00	590,762.20

Capital Outlays

401	Books & Materials	239,928.46	2,098,649.82	59.92	3,502,400.00	1,403,750.18
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	6,975.73	138,685.50	90.04	154,020.00	15,334.50
408	Furniture, Fixture, & Equipmnt	15,101.39	62,856.51	10.01	628,227.00	565,370.49
409	Motor Vehicles	41,120.00	57,860.00	77.15	75,000.00	17,140.00
410	Automation System & Equipment	10,060.00	302,212.49	61.00	495,463.00	193,250.51
450	Capital Projects	443,491.64	5,453,303.82	53.09	10,271,327.00	4,818,023.18
490	Capital Reserves - Current	.00	.00	.00	-1,618,109.96	-1,618,109.96
499	Reserve Carryover - Prior	.00	.00	.00	18,249,206.10	18,249,206.10
Total Capital Outlays		756,677.22	8,113,568.14	25.54	31,764,733.14	23,651,165.00
Total Budget		2,304,663.60	21,776,033.90	40.78	53,399,212.14	31,623,178.24

Monthly Journal Entries -- February 2009

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
151	1001	Cash	\$ 1,161.29	
	1101	Investments	\$ 3.61	
	3602	Interest Income		\$ 1,164.90
		Interest from MidFirst Bank CD		
152	1001	Cash	\$ 3,667.52	
	3602	Interest Income		\$ 3,667.52
		Interest from UMB Bank CD		
153	1001	Cash	\$ 39,306.67	
	3602	Interest Income		\$ 39,306.67
		Fed Home LN BKS 10-12, semi-annual interest		
<u>Tax revenues</u>				
154	1001	Cash	\$ 51,516.90	
	1201	Ad Valorem Tax - Current year		\$ 51,516.90
		Ad Valorem Tax apportioned by County for 1/26 to 1/30		
155	1001	Cash	\$ 26,403.83	
	3601	Prior year Tax		\$ 26,299.93
	1201	Ad Valorem Tax - Current year		\$ 103.90
		Ad Valorem Tax apportioned by County for 1/16 to 1/30		
156	1001	Cash	\$ 255,546.95	
	1201	Ad Valorem Tax - Current year		\$ 255,546.95
		Ad Valorem Tax apportioned by County for 2/1 to 2/13		
<u>Miscellaneous revenue</u>				
157	1001	Cash	\$ 19,248.49	
	3605	Mic. Reimbursements		\$ 19,248.49
		<div> <div> OCCC rent6,345.00 insurance-K. Lehr1,223.40 Abitibi19.50 Abitibi16.63 Unit Petro27.18 ALA & Belo23.56 </div> <div> café rent500.00 badges2.00 MLS reimb 8945,000.00 LET reimb6,071.22 912 reimb20.00 Total\$ 19,248.49 </div> </div>		
<u>Fines</u>				
158	1001	Cash	\$ 45,000.00	
	3403	Projected Mic. Revenue - Fines		\$ 45,000.00
		Fines transferred to General Fund in February		
<u>Payable entries</u>				

159	3001	Current Year Reserv. for Appropriations.	\$ 2,304,663.60	
	3011	Current Year P.O. Outstanding		\$ 2,304,663.60
	3002	Prior Year Reserv. for Appropriations.		\$ 6,830.00
	3012	Prior Year P.O. Outstanding	\$ 6,830.00	
		Purchase orders issued in February		
160	3011	Current Year P.O. Outstanding	\$ 2,453,048.01	
	3021	Current Year Warrants Outstanding		\$ 2,453,048.01
	3012	Prior Year P.O. Outstanding	\$ 6,332.50	
	3022	Prior Year Warrants Outstanding		\$ 6,332.50
		Checks issued in February		
161	3021	Current Year Warrants Outstanding	\$ 2,429,592.59	
	1001	Cash		\$ 2,429,592.59
	3022	Prior Year Warrants Outstanding	\$ 6,332.50	
	1001	Cash		\$ 6,332.50
		Checks cleared Bank in February		

Bank interest and fees

162	1001	Cash	\$ 1,758.71	
	3602	Interest Income		\$ 1,758.71
		Interest from GF Checking Acct less fees		
163	8000	Special Fund Cash		\$ 26.98
	8815	Fines Account	\$ 26.98	
		Interest from SF Checking Acct less fees		

Special funds

164	8000	Special Fund Cash	\$ 71,068.91	
	8815	Fines		\$ 42,624.57
	8820	Copy		\$ 9,065.72
	8805	Gift/Lost Books		\$ 5,797.40
	8810	Prepaid Fees		\$ 677.94
	8923	other		\$ 4,500.00
	8946			\$ 1,500.00
	8815			\$ 6,903.28
		Revenues of special funds received in February		
165	8000			\$ 79,106.34
	8815	Fines	\$ 45,478.85	
	8820	Copy	\$ 1,716.00	
	8805	Gift/Lost Books	\$ 756.06	
	8902			\$ 150.00
	8894		\$ 5,000.00	
	8908		\$ 5,600.00	
	8909		\$ 448.00	
	8906		\$ 9,731.00	
	8910		\$ 5,500.00	
	8911		\$ 300.00	

8929		\$	4,500.00
8869		\$	226.43

Expenditures of special funds in February

Corrections, adjustments, and miscellaneous

166	8005		\$	511.00	
	8000				\$ 511.00
		to record the increase in petty cash for the self checkout machines			
167	1001		\$	676.00	
	3605				\$ 676.00
		Miscellaneous revenue - insurance premium from former employee			
168	1001		\$	1,679.64	
	3021				\$ 1,679.64
		Reverse bank duplicate payment of checks			
		Grand Total			
			\$	7,801,952.40	\$ 7,801,952.40
					\$ -

General Fund F.Y. 08-09

Warrant Register

February 2009

Number	Vendor/Payee	Purpose		Amount
G-02993	Metropolitan Library System	Professional Services	30.00	
		Postage	72.60	
		Supplies	132.64	
		Programming Activities	94.18	
		Other Commodities	156.02	485.44
G-02994	Federal Corporation	Maintenance of Facilities	62.85	
		Maintenance of Facilities	68.24	131.09
G-02995	Grainger	Maintenance of Facilities	190.21	
		Maintenance of Facilities	192.79	383.00
G-02996	O G & E	Electrical Services	14,270.68	14,270.68
G-02997	Oklahoma Natural Gas Co.	Gas Services	5,015.38	5,015.38
G-02998	City of Oklahoma City	Water & Garbage	344.21	344.21
G-02999	Triangle/A & E	Capital Projects	8.10	8.10
G-03000	Southwestern Stationery and	Supplies	19.30	
		Supplies	32.36	
		Printing	764.00	815.66
G-03001	Tech-Lock	Maintenance of Facilities	9.99	9.99
G-03002	Demco	Supplies	1,281.00	
		Automation Supplies	28.95	1,309.95
G-03003	MASSCO Maintenance Supply Co.	Maintenance Supplies	596.76	596.76
G-03004	Eales Electronics Corp.	Maintenance of Facilities	20.00	
		Maintenance of Facilities	25.00	
		Maintenance of Facilities	80.00	125.00
G-03005	Gaylord Bros.	Supplies	66.54	66.54
G-03006	Gale Research	Materials	385.00	385.00
G-03007	UNUM Life Insurance	Grp L-T Disab Ins.-FEB	5,197.69	5,197.69
G-03008	AT&T	Telephone Services	139.46	139.46
G-03009	Weston Woods Accts Receivable	Materials	530.40	530.40
G-03010	CompSource Oklahoma	Workers Comp Insurance	11,445.00	11,445.00
G-03011	American Library Assoc.	Programming Supplies	57.00	
		Supplies	34.50	91.50
G-03012	Recorded Books, LLC	Materials	4,778.09	4,778.09
G-03013	Johnstone Supply	Maintenance of Facilities	28.93	28.93
G-03014	Gale Group	Materials	582.96	582.96
G-03015	Hunter's Battery Warehouse	Maintenance of Facilities	63.58	63.58
G-03016	Mutual Assurance	Grp Med/Dtl Ins Prem-Feb	32,086.93	32,086.93
G-03017	Hal Leonard Publishing	Materials	125.45	125.45
G-03018	Library Video Co.	Materials	1,690.15	1,690.15
G-03019	Commercial Concepts	Capital Projects	1,197.48	1,197.48
G-03020	Board of County Commissioners	County Revaluation Cost	138,835.31	138,835.31
G-03021	INTEGRIS Corporate Assistance	Professional Services	870.00	870.00
G-03022	Blackstone Audio Books	Materials	825.00	825.00
G-03023	Random House, Inc	Materials	1,225.60	1,225.60
G-03024	Scott's Printing & Copying	Printing	466.61	
		Printing	1,097.22	
		Printing	1,058.74	
		Printing	86.40	2,708.97
G-03025	Brilliance Corporation	Materials	204.53	204.53
G-03026	Ingram Library Service	Materials	1,416.87	1,416.87
G-03027	High-Tech-Tronics, Inc.	Maintenance of Facilities	344.25	344.25
G-03028	Audio Editions	Materials	485.57	485.57
G-03029	Cummins Southern Plains, Ltd.	Maintenance of Facilities	221.00	221.00

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Warrant Register

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Number	Vendor/Payee	Purpose		Amount
G-03030	Full Cast Audio	Materials	67.95	67.95
G-03031	Ginger Waldrip	Programming Activities	85.00	85.00
G-03032	Ingram Library Service	Materials	1,298.26	1,298.26
G-03033	General Lighting & Sign Serv.	Maintenance of Facilities	842.29	842.29
G-03034	Town of Luther	Water & Garbage	44.25	44.25
G-03035	Landon Holman	Mileage	67.10	67.10
G-03036	Displays 2 Go	Supplies	148.58	148.58
G-03037	Southwest Paper - OKC	Supplies	4,594.24	
		Supplies	77.14	4,671.38
G-03038	Steve's Wholesale Distributors	Maintenance of Facilities	19.73	19.73
G-03039	Kelly Mitchell Osborne	Programming Activities	285.00	285.00
G-03040	BBC Audiobooks America	Materials	248.39	248.39
G-03041	OHC of Oklahoma, L.L.C.	Professional Services	71.50	71.50
G-03042	ULINE	Supplies	93.02	93.02
G-03043	City of Harrah	Water & Garbage Services	61.60	61.60
G-03044	Todd Olberding	Telephone Services	37.30	37.30
G-03045	Baker & Taylor Entertainment	Materials	3,481.33	3,481.33
G-03046	Metropolitan Library System	Grp Med/Dtl Ins Prms-FEB	99,258.46	99,258.46
G-03047	Walmart Community	Supplies	24.07	24.07
G-03048	The Tribune	Library-Related Services	50.00	50.00
G-03049	Allied Waste Services #060	Water & Garbage Services	716.15	716.15
G-03050	Star Lighting	Maintenance of Facilities	48.00	
		Maintenance of Facilities	46.35	
		Maintenance of Facilities	89.70	
		Maintenance of Facilities	56.54	240.59
G-03051	Securitas Security USA, Inc.	Security Services	6,729.88	6,729.88
G-03052	Baker & Taylor Books	Materials	896.99	
		Materials	1,448.70	
		Materials	4,220.41	
		Materials	3,417.26	
		Materials	6,939.16	
		Materials	742.84	17,665.36
G-03053	Baker & Taylor Books	Materials	4,612.47	
		Materials	4,851.63	
		Materials	2,677.37	12,141.47
G-03054	Baker & Taylor Books	Materials	1,436.37	1,436.37
G-03055	COTPA	Parking & Transportation	3,036.00	
		Parking & Transportation	2,116.00	
		Parking & Transportation	4,416.00	9,568.00
G-03056	Midwest Single Source, Inc.	Supplies	16.08	16.08
G-03057	Stacy Schrank	Travel Expenses	332.50	
		Travel Expenses	823.07	1,155.57
G-03058	Postal Customer Council USPS	Other Commodities	18.50	18.50
G-03059	Dan Holman	Telephone Services	38.64	
		Mileage	110.00	148.64
G-03060	H I S Paints	Maintenance of Facilities	37.55	
		Maintenance of Facilities	24.62	
		Maintenance of Facilities	89.73	151.90
G-03061	Overdrive, Inc.	Materials	2,387.04	2,387.04
G-03062	Mobile Mini, Inc.	Ralph Ellison Relocation	123.00	123.00
G-03063	Stanley Convergent Security	Maintenance of Facilities	287.04	287.04
G-03064	City of Midwest City, Inc.	Water & Garbage Services	194.93	194.93

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Warrant Register

February 2009

Number	Vendor/Payee	Purpose		Amount
G-03065	O G & E	Electrical Services	2,998.72	2,998.72
G-03066	Oklahoma Natural Gas Co.	Gas Services	3,044.15	
		Gas Services	154.91	3,199.06
G-03067	City of Oklahoma City	Water & Garbage	75.78	
		Water & Garbage	140.91	216.69
G-03068	City of the Village	Water & Garbage	82.97	82.97
G-03069	Triangle/A & E	Capital Projects	5.00	
		Capital Projects	5.00	10.00
G-03070	Southwestern Stationery and	Supplies	19.73	19.73
G-03071	EBSCO Subscription Services	Subscriptions	30.84	30.84
G-03072	Gaylord Bros.	Supplies	106.03	106.03
G-03073	Gale Research	Materials	1,305.40	1,305.40
G-03074	Highsmith Co., Inc.	Supplies	37.83	37.83
G-03075	Ernestine Clark	Mileage	26.08	26.08
G-03076	Standard Printing Co., Inc.	Supplies	468.00	468.00
G-03077	Weston Woods Accts Receivable	Materials	336.69	336.69
G-03078	Baker & Taylor Books	Materials	6,682.25	6,682.25
G-03079	Donna Morris	Travel Expenses	673.03	
		Travel Expenses	303.00	976.03
G-03080	Central Oklahoma Winnelson	Maintenance of Facilities	135.98	135.98
G-03081	Spence & Associates, Inc	Library-Related Services	1,900.00	1,900.00
G-03082	Mid-west Landscape, LLC	Maintenance of Facilities	1,701.10	
		Maintenance of Facilities	623.92	2,325.02
G-03083	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-03084	Barbara Beasley	Mileage	21.45	21.45
G-03085	Recorded Books, LLC	Materials	764.10	764.10
G-03086	Johnstone Supply	Maintenance of Facilities	102.64	102.64
G-03087	ConocoPhillips Fleet	Gasoline	38.90	38.90
G-03088	City Bites	Other Commodities	187.58	187.58
G-03089	Instructional Video, Inc.	Materials	674.50	674.50
G-03090	Denyveta Davis	Trave Expenses	321.50	
		Travel Expenses	174.38	
		Other Commodities	77.15	
		Mileage	135.23	708.26
G-03091	Gale Group	Materials	4,785.96	4,785.96
G-03092	Anne G. Fischer	Mileage	37.95	
		Telephone Services	50.00	87.95
G-03093	Staples Credit Plan	Supplies	18.99	
		Maintenance Supplies	60.32	79.31
G-03094	Walter Wayne McEvilly	Programming Activities	200.00	200.00
G-03095	Priscilla Doss	Mileage	8.64	8.64
G-03096	Worldwide Directories	Materials	138.34	138.34
G-03097	Random House, Inc	Materials	1,164.80	1,164.80
G-03098	A T & T Mobility	Telephone Services	85.66	85.66
G-03099	Ingram Library Service	Materials	2,273.08	2,273.08
G-03100	Julia Ballou	Mileage	19.53	19.53
G-03101	Audio Editions	Materials	684.52	684.52
G-03102	Lynda G. Bahr	Mileage	248.87	248.87
G-03103	Stuart Williamson	Mileage	83.05	83.05
G-03104	United States Postal Service	Postage	9,000.00	9,000.00
G-03105	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	108.50	108.50
G-03106	Matthew Cotter	Mileage	12.10	12.10

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Number	Vendor/Payee	Purpose		Amount
G-03107	Ingram Library Service	Materials	121.74	121.74
G-03108	Frances V. Harbert	Travel Expenses	7.70	7.70
G-03109	Perry Publishing Co.	Library-Related Services	576.00	576.00
G-03110	Home Depot Credit Services	Supplies	263.91	
		Maintenance of Facilities	50.69	314.60
G-03111	Evans Hardware	Maintenance of Facilities	150.85	150.85
G-03112	Jeffrey J. Crawford	Security Services	325.00	325.00
G-03113	Miguel A. Campos	Security Services	212.50	212.50
G-03114	Jurden Brown, Jr.	Security Services	162.50	162.50
G-03115	Stanley Campbell	Security Services	200.00	200.00
G-03116	OPUBCO Communications Group	Library-Related Services	47.35	47.35
G-03117	Harry Hoang	Programming Activities	125.41	125.41
G-03118	Kelly Fuselier	Programming Activities	100.00	
		Programming Activities	100.00	200.00
G-03119	Ruby Soutiere	Mileage	6.72	6.72
G-03120	Kevin Colwell	Mileage	13.75	13.75
G-03121	Clyde Herrod	Memberships	35.00	35.00
G-03122	OHC of Oklahoma, L.L.C.	Professional Services	143.00	143.00
G-03123	Amazon/GE Money Bank	Supplies	99.99	
		Programming Supplies	20.57	
		supplies	44.97	165.53
G-03124	Oklahoma Press Service	Library-Related Services	191.18	191.18
G-03125	City of Choctaw	Water & Garbage Services	70.94	70.94
G-03126	Office Depot Credit Plan	Supplies	41.94	
		Supplies	35.48	
		Library-Related Services	73.58	151.00
G-03127	Baker & Taylor Entertainment	Materials	1,608.09	1,608.09
G-03128	Walmart Community	Other Commodities	99.23	99.23
G-03129	MetroFamily Magazine	Library-Related Services	1,449.00	1,449.00
G-03130	Reef Shop Warehouse	Maintenance of Facilities	65.45	
		Maintenance of Facilities	91.94	157.39
G-03131	Imagination Promotional Group	Programming Activities	578.09	578.09
G-03132	Carrier North	Maintenance of Facilities	497.43	497.43
G-03133	Pamela Buchanan	Mileage	15.40	15.40
G-03134	Carol Hunter	Mileage	14.85	14.85
G-03135	John Utley	Telephone Services	35.00	
		Mileage	17.60	52.60
G-03136	Melissa Weathers	Mileage	19.75	19.75
G-03137	Cintas Corp.	Maintenance of Facilities	328.76	328.76
G-03138	Lesli Jones	Library-Related Services	70.00	70.00
G-03139	Kelley Hoffman	Mileage	35.26	35.26
G-03140	Securitas Security USA, Inc.	Security Services	5,631.57	5,631.57
G-03141	Baker & Taylor Books	Materials	1,472.31	
		Materials	1,195.54	
		Materials	3,882.19	
		Materials	5,473.20	
		Materials	3,397.73	
		Materials	7,154.24	22,575.21
G-03142	Baker & Taylor Books	Materials	1,822.67	
		Materials	9,142.25	
		Materials	2,885.04	
		Materials	1,135.95	14,985.91

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Number	Vendor/Payee	Purpose		Amount
G-03143	Baker & Taylor Books	Materials	1,525.36	1,525.36
G-03144	Daily Ardmoreite	Subscriptions	115.00	115.00
G-03145	Lloyd Lovely	Mileage	58.50	58.50
G-03146	Angela Wall	Programming Activities	60.00	60.00
G-03147	COTPA	Parking Coupons	200.00	200.00
G-03148	Brian Zabovnik	Programming Activities	200.00	200.00
G-03149	Joshua Pershica	Security Services	275.00	275.00
G-03150	Mackin	Materials	541.37	541.37
G-03151	Thomas B. Horne	Rent of Facility	4,437.33	4,437.33
G-03152	Alexandra Brodt	Programming Activities	150.00	150.00
G-03153	The McCullough Group, LLC	Professional Services	6,750.00	6,750.00
G-03154	Vernon L. Kriethe	Security Services	112.50	112.50
G-03155	Chris Kennedy	Mileage	37.40	37.40
G-03156	Lindsay Jones Egle	Programming Activities	194.26	194.26
G-03157	Jason K. Saxon	Security Services	162.50	162.50
G-03158	Classen School of Advanced	Programming Activities	250.00	250.00
G-03159	Carolyn G. Hart	Programming Activities	2,500.00	2,500.00
G-03160	Nancy Wegge	Supplies	57.50	57.50
G-03161	Bank of Oklahoma	Payroll Transmittal-Chks	40,904.00	
		Payroll Transmittal-Chks	19,148.45	
		Payroll Transmittal-Chks	165.00	60,217.45
G-03162	Bank of Oklahoma	Federal Withholding Tax	40,603.60	
		Federal Withholding Tax	2,868.00	43,471.60
G-03163	Oklahoma Tax Commission	State Withholding Tax	13,219.00	
		State Withholding Tax	640.50	13,859.50
G-03164	Mun. Employees Credit Union	Employee Cr Union Deducts	11,611.63	
		Employee Cr Union Deducts	87.50	11,699.13
G-03165	United Way of Central Oklahoma	Employee Deductions	417.56	
		Employee Deductions	2.00	419.56
G-03166	Bank of America	Payroll Transmittal-DDep	215,635.60	
		Payroll Transmittal-DDep	29,505.79	
		Payroll Transmittal-DDep	1,265.00	246,406.39
G-03167	Nationwide Retirement Solution	Employee Deductions	7,594.92	7,594.92
G-03168	Transamerica Worksite Mrktg.	Employee Deductions	521.09	521.09
G-03169	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,031.17	5,031.17
G-03170	Bank of Oklahoma	Employee Flexplan Deposit	22,397.90	22,397.90
G-03171	Bank of Oklahoma	Employee Soc/Sec Deposits	23,699.96	
		Employee Soc/Sec Deposits	3,508.02	
		Employee Medicare Deposit	5,542.78	
		Employee Medicare Deposit	820.41	
		Employer Soc/Sec Deposits	27,208.01	
		Employer Medicare Deposit	6,363.13	67,142.31
G-03172	MassMutual Financial Group	Employee Contrib -- DC PI	12,518.67	
		Employer Contrib -- DC PI	22,818.57	35,337.24
G-03173	Love, Beal & Nixon, P.C.	Employee Deductions	389.75	389.75
G-03174	Vision Service Plan of	Grp Vision Ins Prem-FEB.	2,269.30	2,269.30
G-03175	ODHS Oklahoma Centralized	Employee Deductions	355.81	355.81
G-03176	Administrative Systems, Inc.	Employee Deductions	1,121.61	1,121.61
G-03177	UNUM Life Insurance	Employee Deductions	1,643.40	
		Employee Deductions	17.40	
		Grp LTC Insurance-FEB	1,709.30	3,370.10
G-03178	Grainger	Safety Supplies/Equipment	92.30	92.30

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Warrant Register

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Number	Vendor/Payee	Purpose		Amount
G-03179	Oklahoma Natural Gas Co.	Gas Services	2,466.44	
		Gas Services	1,297.57	3,764.01
G-03180	City of Oklahoma City	Water & Garbage	325.41	325.41
G-03181	Brodart, Inc.	Furniture	336.85	
		Supplies	513.00	849.85
G-03182	Southwestern Stationery and	Supplies	17.81	
		Supplies	727.60	
		Supplies	8.30	
		Printing	2,480.00	
		Printing	5,038.49	8,272.20
G-03183	Locke Supply Co.	Maintenance of Facilities	24.66	
		Maintenance of Facilities	15.23	
		Maintenance of Facilities	15.42	55.31
G-03184	Demco	Supplies	475.00	
		Supplies	198.39	
		Supplies	141.36	814.75
G-03185	EBSCO Subscription Services	Subscriptions	28.75	28.75
G-03186	Highsmith Co., Inc.	Supplies	330.01	330.01
G-03187	Harvey Janitorial Sales	Maintenance of Facilities	760.00	760.00
G-03188	AT&T	Telephone Services	903.49	
		Telephone Services	765.38	
		Telephone Services	325.58	1,994.45
G-03189	City of Edmond	Electrical Services	4,209.10	4,209.10
G-03190	Baker & Taylor Books	Materials	3,533.22	3,533.22
G-03191	Charles S. Isaacs	Telephone Services	35.00	35.00
G-03192	FedEx	Postage	19.86	19.86
G-03193	Chester 'Jack' Kinzie, Jr.	Mileage	7.98	7.98
G-03194	Sylvia Lawson	Mileage	5.50	5.50
G-03195	Instructional Video, Inc.	Materials	406.59	406.59
G-03196	Oklahoma Genealogical Society	Memberships	70.00	70.00
G-03197	Gale Group	Materials	1,123.08	1,123.08
G-03198	The Edmond Evening Sun	Subscriptions	87.00	87.00
G-03199	Live Oak Media	Materials	425.81	425.81
G-03200	New Atlas dot Com, Inc.	Materials	779.74	779.74
G-03201	Elizabeth Kessler	Mileage	6.05	6.05
G-03202	Janet Brooks	Mileage	17.32	17.32
G-03203	Shawver & Son	Capital Projects	480.01	480.01
G-03204	Municipal Code Corporation	Materials	110.24	110.24
G-03205	Downtown College Consortium	Professional Services	70.00	70.00
G-03206	Linda Hyams	Mileage	15.95	15.95
G-03207	Blackstone Audio Books	Materials	852.75	852.75
G-03208	Random House, Inc	Materials	8,264.00	8,264.00
G-03209	Scott's Printing & Copying	Printing	593.56	
		Printing	670.50	
		Printing	446.82	
		Printing	671.07	2,381.95
G-03210	Brilliance Corporation	Materials	6,666.75	6,666.75
G-03211	Oklahoma Dept. of Commerce	Materials	1,100.00	1,100.00
G-03212	Hobby Lobby	Programming Activities	164.90	164.90
G-03213	Ingram Library Service	Materials	2,558.86	2,558.86
G-03214	Audio Editions	Materials	391.30	391.30
G-03215	Fuelman	Gasoline	1,365.40	

** Continued **

General Fund F.Y. 08-09

Warrant Register

February 2009

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-03215	Fuelman	Vehicle Parts & Repairs	46.37	1,411.77
G-03216	DWe Williams	Programming Activities	2,000.00	2,000.00
G-03217	AV Cafe Inc	Materials	538.61	538.61
G-03218	California Language Labs	Materials	122.08	122.08
G-03219	Ingram Library Service	Materials	295.85	295.85
G-03220	Frances V. Harbert	Mileage	5.61	5.61
G-03221	Studio Architecture PC	Capital Projects	2,749.88	2,749.88
G-03222	Jimmy Welch	Telephone Services	50.00	50.00
G-03223	American Benefit Systems, Inc.	Professional Services	1,000.00	1,000.00
G-03224	Heidi Johnson	Mileage	8.25	
		Memberships	35.00	43.25
G-03225	Medco Supply Company	Safety Supplies	70.70	70.70
G-03226	Kelly Fuselier	Programming Activities	125.00	125.00
G-03227	Novalco, Inc	Maintenance of Facilities	665.00	665.00
G-03228	Kim Ventrella	Programming Activities	111.99	111.99
G-03229	City of Edmond	Water & Garbage Services	211.75	211.75
G-03230	Amazon/GE Money Bank	Library-Related Services	152.17	152.17
G-03231	John Wood	Telephone Services	50.00	50.00
G-03232	Fariba Williams	Mileage	33.28	33.28
G-03233	C. L. Frates & Co.	Professional Services	50.00	50.00
G-03234	Cox Communications, Inc.	Telephone Services	2,037.11	
		Telephone Services	1,860.84	3,897.95
G-03235	Commercial Card Solutions	Travel Expenses	459.30	
		Supplies	38.26	
		Supplies	23.95	
		Professional Services	190.00	
		Automation Supplies	647.45	
		Programming Supplies	62.95	
		Travel Expenses	428.28	
		Professional Services	185.00	
		Travel Expenses	439.70	
		Professional Services	185.00	
		Travel Expenses	439.70	
		Automation Contractual	217.50	
		Furniture	1,189.99	
		Supplies	425.50	
		Professional Services	185.00	
		Furniture	2,048.16	
		Maintenance Supplies	73.55	
		Maintenance Supplies	233.79	
		Professional Services	185.00	
		Automation Supplies	275.50	
		Library-Related Services	141.95	
		Library-Related Services	257.41	
		Travel	269.89	
		Gas Services	153.83	
		Professional Services	170.00	
		Programming Supplies	47.25	
		Registration	67.54	
		Professional Services	24.00	
		Postage	7.00	9,072.45

General Fund F.Y. 08-09

Warrant Register

February 2009

Number	Vendor/Payee	Purpose		Amount
G-03236	Baker & Taylor Entertainment	Materials	4,142.52	4,142.52
G-03237	Walmart Community	Supplies	205.48	
		Other Commodities	126.92	
		Professional Services	49.18	381.58
G-03238	Commercial Card Solutions	Books & Materials	890.10	
		Books & Materials	573.50	
		Books & Materials	272.46	
		Books & Materials	590.38	
		Books & Materials	118.08	
		Books & Materials	319.09	
		Books & Materials	185.27	
		Books & Materials	185.57	
		Books & Materials	213.77	
		Books & Materials	160.23	
		Books & Materials	156.28	
		Books & Materials	57.25	3,721.98
G-03239	Dr. Max Price	Programming Activities	75.00	75.00
G-03240	Preston Bell	Bus Pass	40.00	40.00
G-03241	Oklahoma Department of	Materials	16.00	16.00
G-03242	Donna Morris	Parking & Transportation	450.00	450.00
G-03243	Star Lighting	Maintenance of Facilities	89.24	
		Maintenance of Facilities	206.96	
		Maintenance of Facilities	53.00	
		Maintenance of Facilities	44.70	
		Maintenance of Facilities	200.34	594.24
G-03244	Worth Hydrochem of Oklahoma	Maintenacne of Facilities	222.00	
		Maintenance of Facilities	90.00	312.00
G-03245	Faith Centered Resources	Materials	169.14	169.14
G-03246	Cox Communications, Inc.	Telephone Service	1,908.15	1,908.15
G-03247	Baker & Taylor Books	Materials	1,259.46	
		Materials	2,187.26	
		Materials	2,477.72	
		Materials	1,998.94	
		Materials	3,921.64	
		Materials	5,063.14	
		Materials	5,769.79	
		Materials	1,245.97	23,923.92
G-03248	Baker & Taylor Books	Materials	1,430.66	
		Materials	1,516.17	
		Materials	4,123.02	
		Materials	8,122.99	15,192.84
G-03249	Baker & Taylor Books	Materials	940.48	940.48
G-03250	SimplexGrinnell	Maintenance of Facilities	300.00	300.00
G-03251	Kone Inc	Maintenance of Facilities	975.00	975.00
G-03252	Lloyd Lovely	Mileage	8.80	8.80
G-03253	Erika Sterling	Maintenance of Facilities	120.00	120.00
G-03254	Trigen-OKC Energy Corporation	Energy Services	10,290.10	10,290.10
G-03255	COTPA	Parking	500.00	500.00
G-03256	Christopher Carroll	Mileage	13.24	13.24
G-03257	Carol Cook	Mileage	7.15	7.15
G-03258	R. Justin Herwig	Mileage	30.25	30.25
G-03259	Tyler Outdoor Advertising, LLC	Library-Related Services	3,015.00	3,015.00

General Fund F.Y. 08-09

Warrant Register

February 2009

Number	Vendor/Payee	Purpose		Amount
G-03260	Overdrive, Inc.	Materials	1,359.47	1,359.47
G-03261	City Sentinel	Subscriptions	5.00	5.00
G-03262	Atlas General Contractors, LLC	Capital Projects	569,842.00	
		Capital Projects	9,296.00	579,138.00
G-03263	Glenn Shepard Seminars	Professional Services	39.97	39.97
G-03264	Chisholm Trail Heritage Center	Books & Materials	93.80	93.80
G-03265	California Guitar Trio	Programming Activities	850.00	850.00
G-03266	Gale Research	Materials	768.60	768.60
G-03267	Baker & Taylor Books	Materials	1,524.38	1,524.38
G-03268	Recorded Books, LLC	Materials	834.74	834.74
G-03269	Instructional Video, Inc.	Materials	2,303.27	2,303.27
G-03270	Gale Group	Materials	71.88	71.88
G-03271	Live Oak Media	Materials	283.88	283.88
G-03272	Random House, Inc	Materials	2,684.80	2,684.80
G-03273	Ingram Library Service	Materials	1,060.33	1,060.33
G-03274	Audio Editions	Materials	360.64	360.64
G-03275	AV Cafe Inc	Materials	255.96	255.96
G-03276	Ingram Library Service	Materials	714.75	714.75
G-03277	Center Point Large Print	Materials	521.82	521.82
G-03278	Kino International Corp.	Materials	329.45	329.45
G-03279	Oklahoma Petroleum Directory	Materials	220.00	220.00
G-03280	Baker & Taylor Books	Materials	2,602.83	2,602.83
G-03281	Baker & Taylor Entertainment	Materials	3,455.66	3,455.66
G-03282	Faith Centered Resources	Materials	294.27	294.27
G-03283	Baker & Taylor Books	Materials	2,259.97	
		Materials	1,854.93	
		Materials	3,889.09	
		Materials	3,530.11	
		Materials	1,775.83	
		Materials	4,527.00	
		Materials	16.48	17,853.41
G-03284	Baker & Taylor Books	Materials	2,591.34	
		Materials	6,692.10	
		Materials	2,717.84	12,001.28
G-03285	Baker & Taylor Books	Materials	2,495.47	2,495.47
G-03286	Baker & Taylor Entertainment	Materials	179.64	179.64
G-03287	Mackin	Materials	115.80	115.80
G-03288	Overdrive, Inc.	Materials	1,123.46	1,123.46
G-03289	Metropolitan Library System	Professional Services	40.00	
		Library-Related Services	23.28	
		Supplies	107.02	
		Programming Activities	207.49	
		Other Commodities	117.70	495.49
G-03290	City of Del City	Rent of Library Buildings	400.00	400.00
G-03291	O G & E	Electrical Services	8,890.77	
		Electrical Services	884.62	9,775.39
G-03292	Oklahoma Natural Gas Co.	Gas Services	615.13	615.13
G-03293	City of Bethany	Water & Garbage	145.41	145.41
G-03294	City of Oklahoma City	Wate & Garbage	449.29	449.29
G-03295	Brodart, Inc.	Supplies	12.25	12.25
G-03296	Dagwell Dixie Inc	Maintenance of Facilities	105.92	105.92
G-03297	Demco	Supplies	3,050.00	

** Continued **

General Fund F.Y. 08-09

Warrant Register

February 2009

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-03297	Demco	Supplies	1,262.00	4,312.00
G-03298	Gaylord Bros.	Supplies	87.64	87.64
G-03299	Highsmith Co., Inc.	Equipment	1,362.00	
		Furniture	1,290.75	
		Furniture	216.75	2,869.50
G-03300	City of Warr Acres	Water & Garbage	69.10	69.10
G-03301	Alma L. Brown	Programming Activities	67.05	67.05
G-03302	U.S. Postal Service	Postage	15,000.00	15,000.00
G-03303	TDS Telecom	Telephone Services	116.92	116.92
G-03304	ALA Membership CSC	Memberships	240.00	240.00
G-03305	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	17,923.00	
		Janitorial Services	7,341.00	
		Janitorial Services	196.00	47,484.00
G-03306	Eureka Water Co.	Ralph Ellison Relocation	37.75	
		Ralph Ellison Relocation	70.55	108.30
G-03307	City Bites	Other Commodities	138.30	138.30
G-03308	Greater Oklahoma City	Memberships	50.00	50.00
G-03309	The Edmond Evening Sun	Subscriptions	288.00	288.00
G-03310	Hunter's Battery Warehouse	Maintenance of Facilities	43.90	
		Maintenance of Facilities	21.90	
		Maintenance of Facilities	14.95	
		Maintenance of Facilities	27.50	108.25
G-03311	Staples Business Advantage	Supplies	65.76	65.76
G-03312	Northwest Chamber	Memberships	255.00	255.00
G-03313	BayScan Technologies	Supplies	1,945.80	1,945.80
G-03314	Oklahoma City Comm. College	Library-Related Services	100.00	100.00
G-03315	Great American Glass & Tinting	Maintenance of Facilities	25.00	25.00
G-03316	Jonathan Willis	Telephone Services	35.00	35.00
G-03317	Jill Vessels	Memberships	35.00	35.00
G-03318	Metrocall Wireless	Telephone Services	75.45	75.45
G-03319	Oklahoma Gazette	Library-Related Services	1,175.00	
		Library-Related Services	1,175.00	2,350.00
G-03320	Karen L. Litteral	Mileage	12.10	12.10
G-03321	Phyllis Davidson	Mileage	14.71	14.71
G-03322	Information Today, Inc.	Registration	469.00	469.00
G-03323	XPEDX	Maintenance Supplies	100.83	100.83
G-03324	United States Postal Service	Postage	9,000.00	9,000.00
G-03325	Scovil & Sides Hardware Co.	Maintenance of Facilities	213.00	213.00
G-03326	DWe Williams	Programming Activities	1,600.00	1,600.00
G-03327	Porch School Supply	Supplies	597.08	597.08
G-03328	Ginger Waldrip	Programming Activities	85.00	85.00
G-03329	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	164.50	164.50
G-03330	Jeffrey J. Crawford	Securities Services	487.50	487.50
G-03331	John Mark Dawson	Security Services	300.00	300.00
G-03332	Debbie Robertus	Mileage	18.43	18.43
G-03333	Miguel A. Campos	Security Services	212.50	212.50

General Fund F.Y. 08-09

Warrant Register

February 2009

Number	Vendor/Payee	Purpose		Amount
G-03334	Jurden Brown, Jr.	Security Services	487.50	487.50
G-03335	Stanley Campbell	Security Services	200.00	200.00
G-03336	OSU Oklahoma City	Library-Related Services	100.00	100.00
G-03337	Bank of America	Direct Deposit Fees	178.71	178.71
G-03338	Sharon A. Nolan	Programming Activities	243.32	243.32
G-03339	Dowell Parking Center	Parking & Transportation	50.00	50.00
G-03340	Walterine Alfredia Pickett	Programming Activities	140.00	140.00
G-03341	OHC of Oklahoma, L.L.C.	Professional Services	214.50	214.50
G-03342	Walmart Community	Other Commodities	85.82	85.82
G-03343	Betty Scott	Mileage	18.15	18.15
G-03344	Construction Industries Board	Maintenance of Facilities	300.00	300.00
G-03345	Pamela Buchanan	Telephone Services	35.00	35.00
G-03346	SLRS, Inc.	Programming Activities	166.47	166.47
G-03347	Robyn Poston	Programming Activities	85.00	
		Programming Activities	85.00	
		Programming Activities	85.00	
		Programming Activities	85.00	
		Programming Activities	85.00	340.00
G-03348	Susan H. Wood	Programming Activities	300.00	
		Programming Activities	125.00	
		Programming Activities	380.00	805.00
G-03349	Lesli Jones	Library-Related Services	135.00	135.00
G-03350	Securitas Security USA, Inc.	Security Services	4,646.53	
		Security Services	6,811.34	11,457.87
G-03351	SimplexGrinnell	Maintenance of Facilities	285.26	285.26
G-03352	Pioneer Library System	Professional Services	100.00	100.00
G-03353	Sabre Technologies	Supplies	2,800.00	2,800.00
G-03354	Cheryl Coleman	Mileage	20.90	20.90
G-03355	COTPA	Parking	1,400.00	1,400.00
G-03356	Midwest Single Source, Inc.	Supplies	37.57	
		Supplies	78.40	
		Supplies	26.65	142.62
G-03357	Joshua Pershica	Security Services	275.00	275.00
G-03358	Tyler Outdoor Advertising, LLC	Library-Related Services	4,600.00	
		Library-Related Services	4,240.00	8,840.00
G-03359	Mobile Mini, Inc.	Ralph Ellison Relocation	123.00	123.00
G-03360	Pacific Telemanagement Service	Telephone Services	78.00	78.00
G-03361	Vernon L. Kriethe	Security Services	112.50	112.50
G-03362	Workplace Resource	Furniture	578.06	
		Furniture	578.07	
		Furniture	632.07	1,788.20
G-03363	Jason K. Saxon	Security Services	162.50	162.50
G-03364	St. John Missionary Baptist	Programming Activities	450.00	450.00
G-03365	Bank of Oklahoma	Payroll Transmittal-Chks	42,840.18	
		Payroll Transmittal-Chks	19,548.71	62,388.89
G-03366	Bank of Oklahoma	Federal Withholding Tax	42,654.60	
		Federal Withholding Tax	2,979.00	45,633.60
G-03367	Oklahoma Tax Commission	State Withholding Tax	13,817.00	
		State Withholding Tax	694.50	14,511.50
G-03368	Mun. Employees Credit Union	Employee Cr Union Deducts	11,205.13	
		Employee Cr Union Deducts	87.50	11,292.63
G-03369	United Way of Central Oklahoma	Employee Deductions	413.56	
		Employee Deductions	40.00	

** Continued **

General Fund F.Y. 08-09

Warrant Register

February 2009

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-03369	United Way of Central Oklahoma	Employee Deductions	2.00 455.56
G-03370	Bank of America	Payroll Transmittal-DDep	225,556.41
		Payroll Transmittal-DDep	30,308.52 255,864.93
G-03371	Nationwide Retirement Solution	Employee Deductions	7,594.92 7,594.92
G-03372	Transamerica Worksite Mrktg.	Employee Deductions	451.75 451.75
G-03373	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,055.22 5,055.22
G-03374	Bank of Oklahoma	Employee Flexplan Deposit	10,306.23 10,306.23
G-03375	Bank of Oklahoma	Employee Soc/Sec Deposits	24,434.13
		Employee Soc/Sec Deposits	3,599.85
		Employee Medicare Deposit	5,714.44
		Employee Medicare Deposit	841.93
		Employer Soc/Sec Deposits	28,033.82
		Employer Medicare Deposit	6,556.26 69,180.43
G-03376	MassMutual Financial Group	Employee Contrib -- DC PI	12,481.71
		Employer Contrib -- DC PI	22,780.65 35,262.36
G-03377	Love, Beal & Nixon, P.C.	Employee Deductions	385.59 385.59
G-03378	ODHS Oklahoma Centralized	Employee Deductions	355.81 355.81
G-03379	Administrative Systems, Inc.	Employee Deductions	1,097.21 1,097.21
		Total of FY 08-09 Warrants Issued	\$ 2,453,048.01

General Fund F.Y. 07-08

Warrant Register

February 2009

Number	Vendor/Payee	Purpose		Amount
G-05480	Meyer, Scherer & Rockcastle, Lt	Professional Services	1,732.50	1,732.50
G-05481	Tyler Outdoor Advertising, LLC	Printing	4,600.00	4,600.00
Total of FY 07-08 Warrants Issued				\$ 6,332.50

Special Funds

Warrant Register

February 2009

Number	Vendor/Payee	Purpose		Amount
S-14399	BMI Systems Corp.	Copier Maintenance	78.50	
		Copier Maintenance	31.62	
		Copier Maintenance	36.00	
		Copier Maintenance	142.33	
		Copier Maintenance	152.34	
		Copier Maintenance	65.84	
		Copier Maintenance	49.05	
		Copier Maintenance	71.12	
		Copier Maintenance	78.50	
		Copier Maintenance	49.33	754.63
S-14400	Metropolitan Library System	Read With Me Salary Reimb	5,000.00	5,000.00
S-14401	Doris Beaton	Lost & Paid Book Returned	21.30	21.30
S-14402	Linda R. Harrison	Lost & Paid Book Returned	3.00	3.00
S-14403	Katrina Hammonds	Lost & Paid Book Returned	3.00	3.00
S-14404	David J. Wolf	Lost & Paid Book Returned	4.15	4.15
S-14405	Lavera L. Eudy	Lost & Paid Book Returned	3.00	3.00
S-14406	Oklahoma Tax Commission	State Sales Tax-Jan. 2009	52.24	52.24
S-14407	Lee Williams	Lost & Paid Book Returned	3.00	3.00
S-14408	Reginald Cheech Williams	Lost & Paid Book Returned	6.00	6.00
S-14409	Steven C. Renfro	Lost & Paid Book Returned	13.00	13.00
S-14410	Jacquelynn P. Potter	Lost & Paid Book Returned	3.00	3.00
S-14411	Melissa A. Muir	Lost & Paid Book Returned	19.60	19.60
S-14412	Sheryl M. Rudolph	Lost & Paid Book Returned	3.00	3.00
S-14413	Lily E. Smith	Lost & Paid Book Returned	28.95	28.95
S-14414	Amelia Kaye Jones	Lost & Paid Book Returned	13.85	13.85
S-14415	Linna K. Robinson	Lost & Paid Book Returned	14.95	14.95
S-14416	Gage D. Dyer	Lost & Paid Book Returned	3.00	3.00
S-14417	Nick Shivers	Lost & Paid Book Returned	11.85	11.85
S-14418	Diane K. Malley	Lost & Paid Book Returned	18.60	18.60
S-14419	Dianne L. Hunter	Lost & Paid Book Returned	20.95	20.95
S-14420	Musleh J. Alkathami	Lost & Paid Book Returned	18.45	18.45
S-14421	Doris A. Butler	Lost & Paid Book Returned	17.95	17.95
S-14422	Julia M. Morrison	Lost & Paid Book Returned	12.95	12.95
S-14423	Helen R. Cleary	Lost & Paid Book Returned	3.00	3.00
S-14424	Da'Neille D. Roy	Lost & Paid Book Returned	21.95	21.95
S-14425	Karen S. Rosenberg	Lost & Paid Book Returned	13.75	13.75
S-14426	Miriam A. Woods	Lost & Paid Book Returned	3.95	3.95
S-14427	Maria S. Pallares	Lost & Paid Book Returned	3.00	3.00
S-14428	Curtis W. Woolever	Lost & Paid Book Returned	3.00	3.00
S-14429	Lucy Ann Dunn	Lost & Paid Book Returned	3.00	3.00
S-14430	Adam X. Lawson	Lost & Paid Book Returned	3.00	3.00
S-14431	Kerri L. Bazzell	Lost & Paid Book Returned	18.95	18.95
S-14432	Elizabeth White	Lost & Paid Book Returned	16.95	16.95
S-14433	Yuriko Dery	Lost & Paid Book Returned	3.00	3.00
S-14434	Imagination Promotional Group	Programming	5,600.00	5,600.00
S-14435	Susan Pierce	Programming	448.00	448.00
S-14436	Oklahoma Tax Commission	State Sales Tax-Jan. 2009	541.87	541.87
S-14437	Standley Systems	Copier Usage	248.11	
		Copier Usage	171.39	419.50
S-14438	Wesley J. Day	Lost & Paid Book Returned	3.00	3.00
S-14439	Lauren E. Hill	Lost & Paid Book Returned	9.50	9.50
S-14440	Bilal Siddiqui	Lost & Paid Book Returned	12.95	12.95

Special Funds


Warrant Register

February 2009

Number	Vendor/Payee	Purpose		Amount
S-14441	Caridad R. Gallardo	Lost & Paid Book Returned	28.95	28.95
S-14442	Angela L. Harris	Lost & Paid Book Returned	3.00	3.00
S-14443	Barbara D. Rupert	Lost & Paid Book Returned	3.95	3.95
S-14444	Beth A. Buesing	Lost & Paid Book Returned	3.00	3.00
S-14445	Leslie A. Jernigan	Lost & Paid Book Returned	21.00	21.00
S-14446	Kim L. Hoang	Lost & Paid Book Returned	3.00	3.00
S-14447	Baker & Taylor	Materials	3,231.00	3,231.00
S-14448	DWe Williams	Programming	3,000.00	
		Our World Programming	2,500.00	5,500.00
S-14449	Jahruba Lambeth	Programming	300.00	300.00
S-14450	Metropolitan Library System	Transfer of Fines & Fees	45,000.00	45,000.00
S-14451	Commercial Card Solutions	Transaction Fees	59.95	
		Payflow Credit Card Fee	249.00	308.95
S-14452	University of Delaware	ILL Borrowing Fees	15.00	15.00
S-14453	DWe Williams	African Amer History Mon	4,500.00	4,500.00
S-14454	Friends of the Metro. Library	Grant Balance Refund	226.43	226.43
S-14455	Oklahoma Dept. of Libraries	ILL Bk Replacement Fees	256.57	256.57
S-14456	Nellene S. Perry	Lost & Paid Book Returned	3.00	3.00
S-14457	Samantha C. Turpin	Lost & Paid Book Returned	12.95	12.95
S-14458	Mathew Kim	Lost & Paid Book Returned	3.00	3.00
S-14459	Daquanisha A. Park	Lost & Paid Book Returned	3.00	3.00
S-14460	Charles E. Turnbull	Lost & Paid Book Returned	14.00	14.00
S-14461	Shannon L. Davis	Lost & Paid Book Returned	3.00	3.00
S-14462	Karen L. Fieszel	Lost & Paid Book Returned	9.00	9.00
S-14463	Mai Kamada	Lost & Paid Book Returned	14.75	14.75
S-14464	Mandy C. White	Lost & Paid Book Returned	8.95	8.95
S-14465	Corpus Christi Public Library	ILL Bk Replacement Fees	5.00	5.00
S-14466	David Lubar	Author Visit Programming	6,500.00	6,500.00
S-14467	University of Texas at Austin	Interlibrary Loan Fees	15.00	15.00
S-14468	Jimmy Welch	PayPal Monthly Fees	119.90	119.90
S-14469	University of Washington	Interlibrary Loan Fees	20.00	20.00
S-14470	Christin Tri Handayani	Lost & Paid Book Returned	56.35	56.35
Total of Special Funds Warrants Issued				\$ 79,367.54

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

March 12, 2009
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

MARCH 10, 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: SUMMER READING MATERIAL

Provided for in the FY 2008-09 budget is the annual request for printing Material for the Summer Reading Program 2009, used throughout the Library system.

Specifications were prepared and bids were let for eighteen days and were advertised for two days (February 17 and 19 2009) in ***The Oklahoman***. Bid packets were also sent to nine prospective vendors.

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

Bids were received and publicly opened on Tuesday, February 24, 2009. One vendor responded.

Vendors	Bid Price
B & S Quality Printing	\$17,014.00
Southwestern Stationary	\$14,039.94

Both vendors are located in Oklahoma City.

Both vendors meet specifications and have provided major printing projects to the Library. Southwestern Stationary is the best and lowest bidder.

RECOMMENDATION:

That the Commission award the contract for Material for the Summer Reading Program, 2009, to Southwestern Stationary in the amount of \$14,039.94. Adequate funding for this purchase is provided for the FY2008-09 budget, account 302.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM B: LAWN MAINTENANCE

Provided for in the FY 2008-09 budget is the annual request for year round lawn maintenance service at nine library locations. The nine library locations are: Downtown; Belle Isle; Bethany; Capitol Hill; Ralph Ellison; Southern Oaks; Warr Acres; Wright, and Choctaw libraries.

Specifications were prepared and bids were let for sixteen days and were advertised for two days (January 19 and 24, 2009) in ***The Oklahoman***. Bid packets were also sent to seven prospective vendors.

A pre-bid meeting was scheduled for Tuesday, February 26, 2009. Five vendors attended.

Bids were received and publicly opened on Thursday, March 5, 2009. Three vendors responded.

Vendors	Annual Maintenance for Nine Library Locations	
Myers Landscape Management	Temporary Ralph Ellison Library Location	\$27,540.00
	Permanent Ralph Ellison Library Location	\$29,460.00
Mid-West Landscape	Temporary Ralph Ellison Library Location	\$26,820.00
	Permanent Ralph Ellison Library Location	\$30,720.00
Bill's Lawn Service	Temporary Ralph Ellison Library Location	\$33,340.00
	Permanent Ralph Ellison Library Location	\$33,595.00

All vendors are located in Oklahoma County and meet specifications. Both Myers and Mid-West landscaping firms have provided annual lawn maintenance to the Library in the past.

Factoring the number of times that the permanent Ralph Ellison Library locations is to have lawn maintenance during the possible contract period of three years and the cost of a single mowing rate for the nine library locations; Myers Landscape Management is the best and lowest bidder.

RECOMMENDATION:

That the Commission award the contract for annual lawn maintenance for nine library locations to Myers Landscape Maintenance for the annual amount of \$30,720.00 Adequate funding for this annual service is provided for the FY2008-09 budget, account 208 and will be included in the FY 2009-10 budget estimate of needs.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM C: FURNITURE AND FIXTURES FOR RALPH ELLISON LIBRARY

Provided for in the FY 2008-09 budget is the request for new furniture, shelving and fixtures for the remodeled Ralph Ellison Library. Frankfurt Short Bruza, the architects of record, and the Library staff selected the brand, make and model of furniture and fixtures required and F-S-B prepared the specifications packets.

Bids were let for 30 days and were advertised for three days in ***The Oklahoma*** (February 10, 12 and 17, 2009). Bid packets were sent to 18 prospective vendors. Specifications were also provided to three Construction Plan Rooms in Oklahoma City.

A pre-bid conference was conducted on Thursday, February 19, 2009. Three vendors attended.

Bids were received and publicly opened on Thursday, February 10, 2009. Six vendors responded.

See attached tabulation of bids.

All vendors are located in Oklahoma County and meet specifications.

- Corporate Express is the best and lowest bidder for Furniture Groups: #3 – Global Tables; Fixtures Furniture Tables; #11 – Studio Q Lounge Chairs; #12 – Clocks, and #14 – Balt Tables.
- Scott Rice is best and lowest bidder for Furniture Groups: #5 – Southern Aluminum Folding Tables; #6 – Agati Library Chairs, and #15 – Magnuson Rap Rak.
- Southwest Solution is the best and lowest bidder for Furniture Group #10 – Shelving.
- Southwestern Stationary is best and lowest bidder for Furniture Group #8 – Sit On It Task Chairs.
- Spaces is the best and lowest bidder for Furniture Groups: #1 – BCI; #2 – Jasper Furniture, and #9 – Knoll Furniture.

No bids were received on three Furniture Groups: #7 -- KI Lounge Seating; #12 – Demco Displayers, and #16 – Displays 2 Go Lecterns. It is requested that the Commission authorize the purchase of these three groups of furniture on the open market.

RECOMMENDATION:

That the Commission award the contracts for the new furniture and fixtures for the remodeled Ralph Ellison Library to the following vendors: Corporate Express for five groups of furniture in the amount of \$23,536.41; Scott Rice for three groups of furniture in the amount of \$57,400.15; Southwest Solution for one group of furniture in the amount of \$35,479.00; Southwestern Stationary for one group of furniture in the amount of \$3,007.05, and Spaces for three groups of furniture in the amount of \$147,308.00.

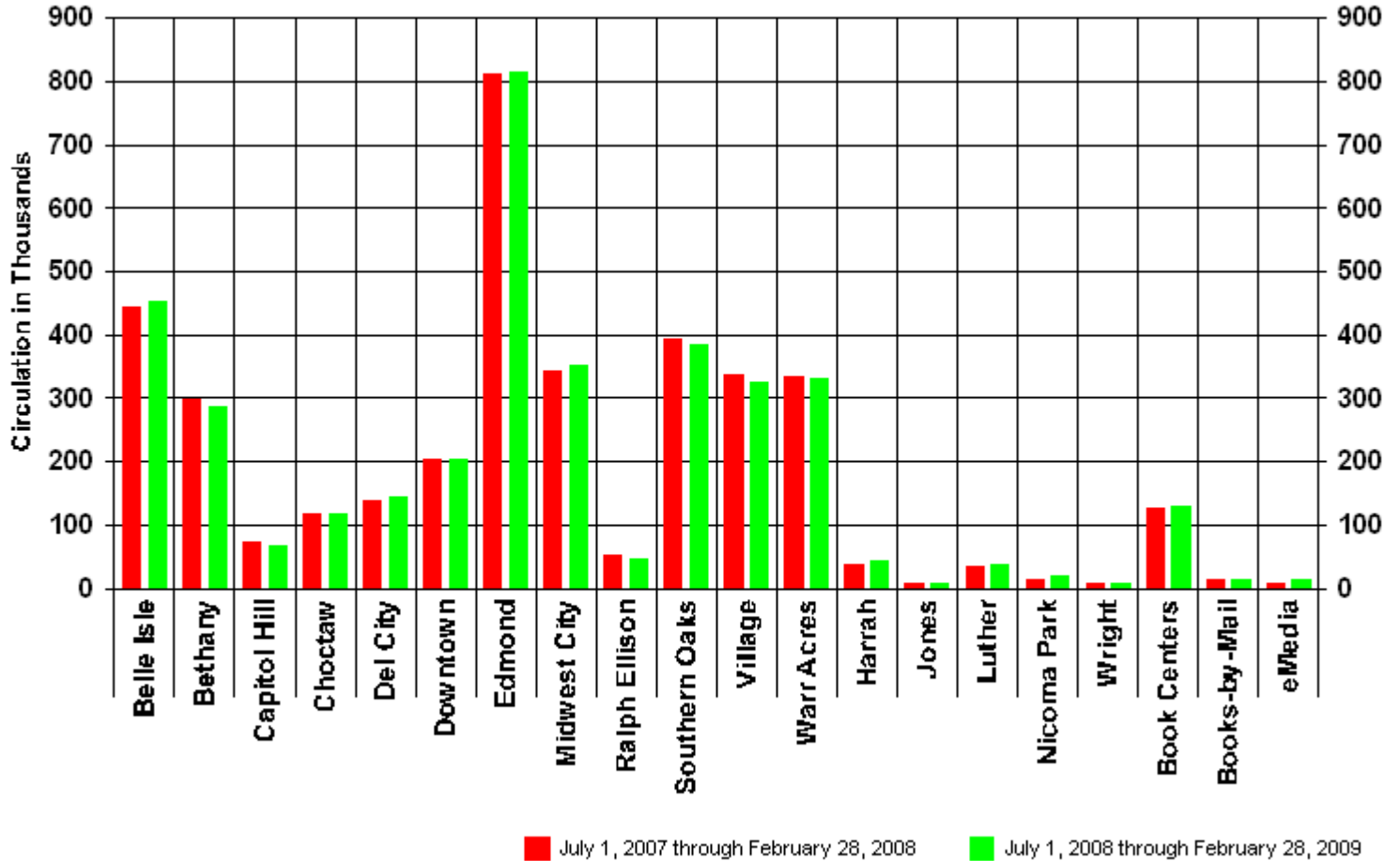
It is also requested that the Commission authorize open market purchase for three furniture groups: #7 – KI Lounge Seating; #12 – Demco Displayers, and #16 – Displays 2 Go Lecterns on which no competitive bids were received. Adequate funding for these purchases is provided for in the FY 2008-09 budget, account 450.

Furniture & Fixtures for Ralph Ellison

Furniture Group	Southwestern Stationary	Spaces	Scott Rice	Corporate Express	Southwest Solutions	Agati
Grp 1: BCI Mezitta Computer Workstations		\$ 89,068.00				
Grp 2: Jasper Furniture		\$ 44,982.00				\$ 45,270.00
Grp 3: Global Tables			\$ 2,862.14	\$ 1,233.61		
Grp 4: Fixtures Furniture Tables	\$ 21,349.00	\$ 21,376.00	\$ 19,409.17	\$ 18,657.64		
Grp 5: Southern Aluminum Tables			\$ 24,478.83	\$ 28,802.91		
Grp 6: Agati Chairs			\$ 32,192.92			
Grp 7: KI Lounge Seating						
Grp 8: Sit on It Task Chairs	\$ 3,007.05	\$ 3,024.00	\$ 3,013.60			
Grp 9: Knoll System Furniture		\$ 13,258.00				
Grp 10: MJ Shelving		\$ 35,900.00			\$ 35,479.00	
Grp 11: Studio Q Lounge Chairs	\$ 4,536.00	\$ 4,656.00	\$ 4,547.66	\$ 3,239.44		
Grp 12: Clock			\$ 274.38	\$ 210.00		
Grp 13: Demco Displayer						
Grp 14: Balt Table			\$ 265.90	\$ 195.72		
Grp 15: Magnuson Rap Rak			\$ 728.40			
Grp 16: Display 2 Go Lectern						

Circulation Gains and Losses

July 1, 2008 through February 28, 2009 (66.67% of the 08-09 Fiscal Year)



Circulation Gains and Losses

July 1, 2008 through February 28, 2009 (66.67% of the 08-09 Fiscal Year)

FEBRUARY 28, 2009		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
Belle Isle	08	42006	338465	12760	105542	54766	444007	
	09	41340	343673	13142	109614	54482	453287	
		-666	5208	382	4072	-284	9280	2.1
Bethany	08	25090	205598	9875	91508	34965	297106	
	09	24383	197218	10198	87608	34581	284826	
		-707	-8380	323	-3900	-384	-12280	-4.1
Capitol Hill	08	6110	50833	2716	22509	8826	73342	
	09	6801	49291	2657	18633	9458	67924	
		691	-1542	-59	-3876	632	-5418	-7.4
Choctaw	08	9408	70979	5604	45605	15012	116584	
	09	8932	74154	5206	44549	14138	118703	
		-476	3175	-398	-1056	-874	2119	1.8
Del City	08	11839	97717	5138	40155	16977	137872	
	09	11430	99695	4810	43743	16240	143438	
		-409	1978	-328	3588	-737	5566	4.0
Downtown	08	18027	156400	6040	48061	24067	204461	
	09	18333	157532	4833	44459	23166	201991	
		306	1132	-1207	-3602	-901	-2470	-1.2
Edmond	08	59722	478187	39209	334290	98931	812477	
	09	59305	475674	40558	337699	99863	813373	
		-417	-2513	1349	3409	932	896	.1
Midwest City	08	29893	243563	12491	100150	42384	343713	
	09	29983	250168	11837	101712	41820	351880	
		90	6605	-654	1562	-564	8167	2.4
Ralph Ellison	08	4918	38482	1167	12262	6085	50744	
	09	4497	34690	1211	11140	5708	45830	
		-421	-3792	44	-1122	-377	-4914	-9.7
Southern Oaks	08	35201	290010	11319	101661	46520	391671	
	09	34480	285074	11478	100339	45958	385413	
		-721	-4936	159	-1322	-562	-6258	-1.6
Village	08	27840	233388	11285	102533	39125	335921	
	09	26893	224853	12444	100110	39337	324963	
		-947	-8535	1159	-2423	212	-10958	-3.3
Warr Acres	08	27003	227941	11335	106304	38338	334245	
	09	28152	225820	11050	104646	39202	330466	
		1149	-2121	-285	-1658	864	-3779	-1.1

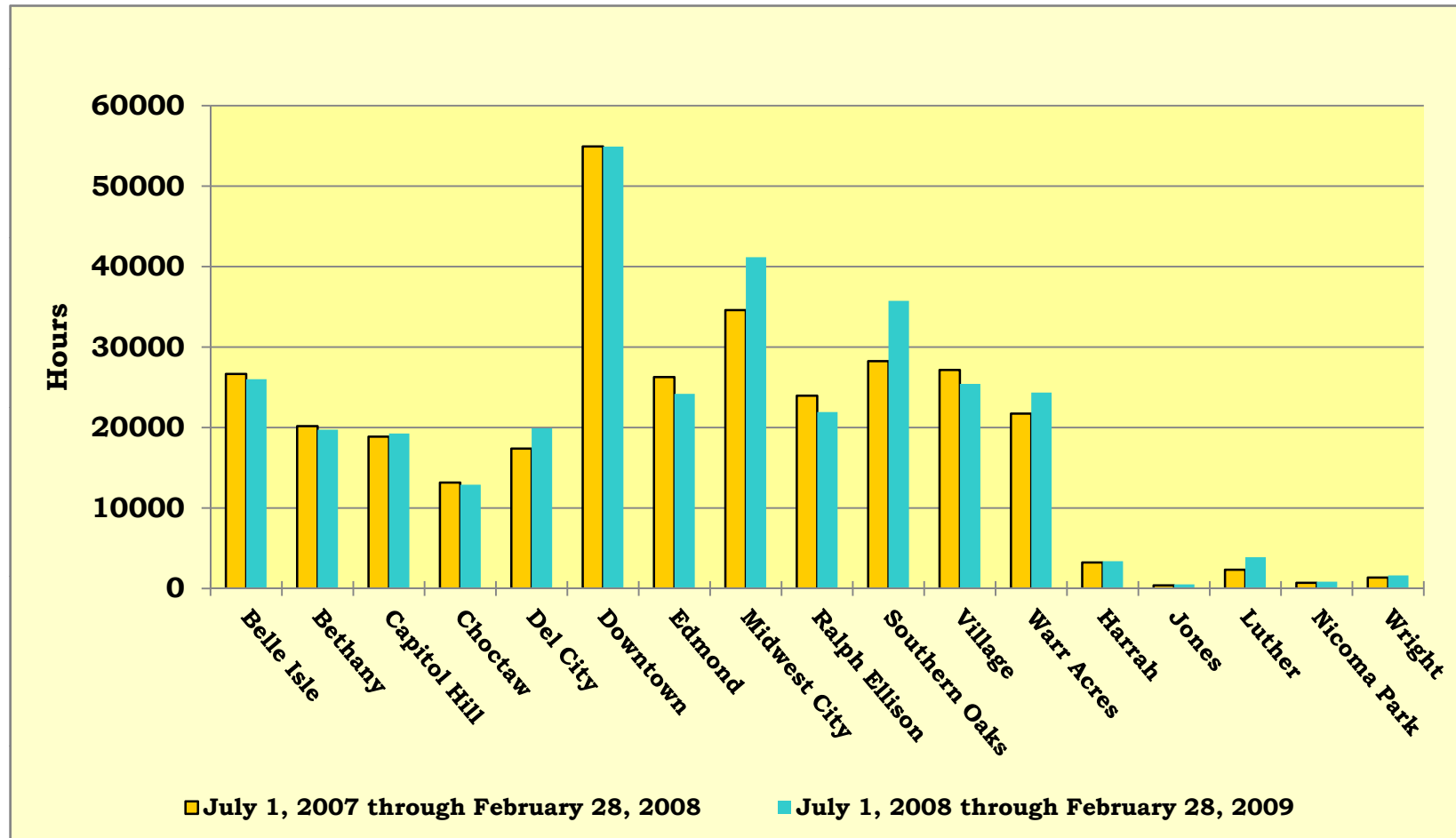
Circulation Gains and Losses

July 1, 2008 through February 28, 2009 (66.67% of the 08-09 Fiscal Year)

FEBRUARY 28, 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	3388	25350	1435	10606	4823	35956	
	09	3877	29663	1587	12512	5464	42175	
		489	4313	152	1906	641	6219	17.3
Jones	08	812	6343	303	2102	1115	8445	
	09	914	6686	176	2122	1090	8808	
		102	343	-127	20	-25	363	4.3
Luther	08	3539	27000	906	7431	4445	34431	
	09	3414	29027	701	8249	4115	37276	
		-125	2027	-205	818	-330	2845	8.3
Nicoma Park	08	2036	12503	330	2160	2366	14663	
	09	1928	13862	1048	4489	2976	18351	
		-108	1359	718	2329	610	3688	25.2
Wright	08	727	5449	141	1516	868	6965	
	09	958	6281	96	1198	1054	7479	
		231	832	-45	-318	186	514	7.4
<u>OTHER:</u>								
Book Centers	08	9725	76819	6134	48722	15859	125541	
	09	10058	79554	6206	49543	16264	129097	
		333	2735	72	821	405	3556	2.8
Books-by-Mail	08	1604	13580	0	0	1604	13580	
	09	1716	13198	0	0	1716	13198	
		112	-382	0	0	112	-382	-2.8
eMedia	08	922	6225	0	0	922	6225	
	09	1970	13829	0	0	1970	13829	
		1048	7604	0	0	1048	7604	122.2
TOTALS	08	319810	2604832	138188	1183117	457998	3787949	
	09	319364	2609942	139238	1182365	458602	3792307	
		-446	5110	1050	-752	604	4358	.1

Total Computer Hours Used by Library

July 1, 2008 through February 28, 2009 (66.67% of the 08-09 Fiscal Year)



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Total Computer Usage

July 1, 2008 through February 28, 2009 (66.67% of the 08-09 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	08	261		4,458		3,265.91		3,463		37,203		26,661.85	
	09	274		4,064		3,133.97		3,539		34,687		26,004.42	
		13	5.0	-394	-8.8	-131.94	-4.0	76	2.2	-2,516	-6.8	-657.43	-2.5
BETHANY	08	225		2,995		2,337.15		2,766		26,898		20,184.54	
	09	233		3,078		2,372.69		2,744		25,632		19,730.17	
		8	3.6	83	2.8	35.54	1.5	-22	-.8	-1,266	-4.7	-454.37	-2.3
CAPITOL HILL	08	164		2,783		2,279.29		2,321		23,763		18,870.59	
	09	178		2,640		2,250.71		2,331		22,644		19,265.48	
		14	8.5	-143	-5.1	-28.58	-1.3	10	.4	-1,119	-4.7	394.89	2.1
CHOCTAW	08	101		1,774		1,463.49		1,397		15,964		13,162.63	
	09	85		1,774		1,455.30		1,388		14,173		12,896.91	
		-16	-15.8		.0	-8.19	-.6	-9	-.6	-1,791	-11.2	-265.72	-2.0
DEL CITY	08	184		2,579		2,034.37		2,434		22,767		17,379.49	
	09	178		2,909		2,422.28		2,525		24,548		19,916.17	
		-6	-3.3	330	12.8	387.91	19.1	91	3.7	1,781	7.8	2,536.68	14.6
DOWNTOWN	08	239		8,489		6,763.85		3,470		74,667		54,930.98	
	09	228		8,926		6,689.81		3,395		73,481		54,915.91	
		-11	-4.6	437	5.1	-74.04	-1.1	-75	-2.2	-1,186	-1.6	-15.07	.0
EDMOND	08	263		4,182		3,244.46		3,848		35,072		26,272.23	
	09	290		3,689		3,043.33		3,566		30,665		24,193.69	
		27	10.3	-493	-11.8	-201.13	-6.2	-282	-7.3	-4,407	-12.6	-2,078.54	-7.9
MIDWEST CITY	08	363		5,582		4,173.28		4,918		47,415		34,590.63	
	09	420		6,105		4,933.86		5,084		51,732		41,166.05	
		57	15.7	523	9.4	760.58	18.2	166	3.4	4,317	9.1	6,575.42	19.0
RALPH ELLISON	08	168		3,740		3,093.57		2,333		31,379		23,965.38	
	09	169		3,495		2,834.20		2,192		27,710		21,924.42	
		1	.6	-245	-6.6	-259.37	-8.4	-141	-6.0	-3,669	-11.7	-2,040.96	-8.5

Total Computer Usage

July 1, 2008 through February 28, 2009 (66.67% of the 08-09 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	08	323		4,606		3,430.49		4,450		38,614		28,256.55	
	09	429		5,818		4,344.55		4,776		47,907		35,733.99	
		106	32.8	1,212	26.3	914.06	26.6	326	7.3	9,293	24.1	7,477.44	26.5
VILLAGE	08	258		4,189		3,230.48		3,594		37,256		27,160.19	
	09	266		3,982		3,187.84		3,619		32,620		25,429.92	
		8	3.1	-207	-4.9	-42.64	-1.3	25	.7	-4,636	-12.4	-1,730.27	-6.4
WARR ACRES	08	210		3,646		2,647.20		2,887		30,932		21,733.07	
	09	251		3,601		2,965.40		3,019		31,505		24,353.97	
		41	19.5	-45	-1.2	318.20	12.0	132	4.6	573	1.9	2,620.90	12.1
HARRAH	08	30		551		444.94		448		4,199		3,234.43	
	09	36		578		410.84		488		4,465		3,400.76	
		6	20.0	27	4.9	-34.10	-7.7	40	8.9	266	6.3	166.33	5.1
JONES	08	3		45		36.36		63		477		380.58	
	09	2		80		69.97		52		521		506.40	
		-1	-33.3	35	77.8	33.61	92.4	-11	-17.5	44	9.2	125.82	33.1
LUTHER	08	17		507		473.84		278		2,750		2,331.45	
	09	19		503		390.56		320		4,730		3,881.03	
		2	11.8	-4	-.8	-83.28	-17.6	42	15.1	1,980	72.0	1,549.58	66.5
NICOMA PARK	08	12		124		91.82		120		1,006		699.64	
	09	9		146		85.08		123		1,076		851.91	
		-3	-25.0	22	17.7	-6.74	-7.3	3	2.5	70	7.0	152.27	21.8
WRIGHT	08	12		221		174.94		146		1,856		1,364.68	
	09	10		292		211.19		141		2,064		1,617.60	
		-2	-16.7	71	32.1	36.25	20.7	-5	-3.4	208	11.2	252.92	18.5
TOTAL	08	2,833		50,471		39,185.44		38,936		432,218		321,178.91	
	09	3,077		51,680		40,801.58		39,302		430,160		335,788.80	
		244	8.6	1,209	2.4	1,616.14	4.1	366	.9	-2,058	-.5	14,609.89	4.5

Computer Usage by Adult Customers

July 1, 2008 through February 28, 2009 (66.67% of the 08-09 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	08	212		3,676		2,701.67		2,902		31,635		22,611.46	
	09	244		3,407		2,638.73		2,929		28,394		21,284.56	
		32	15.1	-269	-7.3	-62.94	-2.3	27	.9	-3,241	-10.2	-1,326.90	-5.9
BETHANY	08	190		2,335		1,815.91		2,187		19,358		14,406.93	
	09	184		2,431		1,883.58		2,148		19,450		14,922.93	
		-6	-3.2	96	4.1	67.67	3.7	-39	-1.8	92	.5	516.00	3.6
CAPITOL HILL	08	107		1,347		1,254.90		1,266		11,170		9,707.60	
	09	105		1,400		1,289.86		1,287		11,487		10,434.38	
		-2	-1.9	53	3.9	34.96	2.8	21	1.7	317	2.8	726.78	7.5
CHOCTAW	08	74		1,062		863.74		1,001		9,789		7,835.97	
	09	63		1,250		997.57		964		8,798		7,842.73	
		-11	-14.9	188	17.7	133.83	15.5	-37	-3.7	-991	-10.1	6.76	.1
DEL CITY	08	151		1,923		1,509.93		1,867		15,412		11,736.23	
	09	148		2,125		1,793.21		1,929		17,044		13,875.07	
		-3	-2.0	202	10.5	283.28	18.8	62	3.3	1,632	10.6	2,138.84	18.2
DOWNTOWN	08	204		7,634		6,068.33		2,892		67,210		49,197.65	
	09	192		8,153		6,069.34		2,810		65,082		48,300.88	
		-12	-5.9	519	6.8	1.01	.0	-82	-2.8	-2,128	-3.2	-896.77	-1.8
EDMOND	08	215		3,467		2,692.47		3,042		28,013		20,964.39	
	09	253		3,145		2,575.94		2,923		25,325		19,958.10	
		38	17.7	-322	-9.3	-116.53	-4.3	-119	-3.9	-2,688	-9.6	-1,006.29	-4.8
MIDWEST CITY	08	292		3,837		2,916.14		3,844		33,720		24,960.95	
	09	333		4,228		3,509.86		3,962		34,950		28,824.71	
		41	14.0	391	10.2	593.72	20.4	118	3.1	1,230	3.6	3,863.76	15.5
RALPH ELLISON	08	122		2,364		2,033.24		1,708		17,804		13,940.90	
	09	133		2,262		1,819.64		1,538		15,280		12,476.00	
		11	9.0	-102	-4.3	-213.60	-10.5	-170	-10.0	-2,524	-14.2	-1,464.90	-10.5

Computer Usage by Adult Customers

July 1, 2008 through February 28, 2009 (66.67% of the 08-09 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	08	263		3,090		2,371.67		3,299		25,849		19,296.69	
	09	322		3,859		2,983.87		3,467		29,641		23,010.63	
		59	22.4	769	24.9	612.20	25.8	168	5.1	3,792	14.7	3,713.94	19.2
VILLAGE	08	196		3,067		2,395.13		2,815		26,081		19,294.98	
	09	215		3,051		2,460.17		2,847		24,323		18,925.60	
		19	9.7	-16	-.5	65.04	2.7	32	1.1	-1,758	-6.7	-369.38	-1.9
WARR ACRES	08	170		2,453		1,818.44		2,344		21,398		15,205.74	
	09	206		2,710		2,249.67		2,420		22,529		17,591.49	
		36	21.2	257	10.5	431.23	23.7	76	3.2	1,131	5.3	2,385.75	15.7
HARRAH	08	21		349		282.16		293		2,798		2,096.55	
	09	16		365		249.24		299		2,832		2,147.08	
		-5	-23.8	16	4.6	-32.92	-11.7	6	2.0	34	1.2	50.53	2.4
JONES	08	1		30		27.15		41		290		242.81	
	09	2		51		42.53		29		280		258.07	
		1	100.0	21	70.0	15.38	56.6	-12	-29.3	-10	-3.4	15.26	6.3
LUTHER	08	11		203		210.65		137		1,206		1,045.38	
	09	11		205		161.10		160		1,967		1,583.42	
			.0	2	1.0	-49.55	-23.5	23	16.8	761	63.1	538.04	51.5
NICOMA PARK	08	9		78		56.21		86		676		422.66	
	09	6		111		53.86		97		792		596.17	
		-3	-33.3	33	42.3	-2.35	-4.2	11	12.8	116	17.2	173.51	41.1
WRIGHT	08	8		159		131.61		99		1,179		863.52	
	09	10		270		198.65		108		1,680		1,334.13	
		2	25.0	111	69.8	67.04	50.9	9	9.1	501	42.5	470.61	54.5
TOTAL	08	2,246		37,074		29,149.35		29,823		313,588		233,830.41	
	09	2,443		39,023		30,976.82		29,917		309,854		243,365.95	
		197	8.8	1,949	5.3	1,827.47	6.3	94	.3	-3,734	-1.2	9,535.54	4.1

Computer Usage by Minor Customers

July 1, 2008 through February 28, 2009 (66.67% of the 08-09 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	08	49		782		564.24		561		5,568		4,050.39	
	09	30		657		495.24		610		6,293		4,719.86	
		-19	-38.8	-125	-16.0	-69.00	-12.2	49	8.7	725	13.0	669.47	16.5
BETHANY	08	35		660		521.24		579		7,540		5,777.61	
	09	49		647		489.11		596		6,182		4,807.24	
		14	40.0	-13	-2.0	-32.13	-6.2	17	2.9	-1,358	-18.0	-970.37	-16.8
CAPITOL HILL	08	57		1,436		1,024.39		1,055		12,593		9,162.99	
	09	73		1,240		960.85		1,044		11,157		8,831.10	
		16	28.1	-196	-13.6	-63.54	-6.2	-11	-1.0	-1,436	-11.4	-331.89	-3.6
CHOCTAW	08	27		712		599.75		396		6,175		5,326.66	
	09	22		524		457.73		424		5,375		5,054.18	
		-5	-18.5	-188	-26.4	-142.02	-23.7	28	7.1	-800	-13.0	-272.48	-5.1
DEL CITY	08	33		656		524.44		567		7,355		5,643.26	
	09	30		784		629.07		596		7,504		6,041.10	
		-3	-9.1	128	19.5	104.63	20.0	29	5.1	149	2.0	397.84	7.0
DOWNTOWN	08	35		855		695.52		578		7,457		5,733.33	
	09	36		773		620.47		585		8,399		6,615.03	
		1	2.9	-82	-9.6	-75.05	-10.8	7	1.2	942	12.6	881.70	15.4
EDMOND	08	48		715		551.99		806		7,059		5,307.84	
	09	37		544		467.39		643		5,340		4,235.59	
		-11	-22.9	-171	-23.9	-84.60	-15.3	-163	-20.2	-1,719	-24.4	-1,072.25	-20.2
MIDWEST CITY	08	71		1,745		1,257.14		1,074		13,695		9,629.68	
	09	87		1,877		1,424.00		1,122		16,782		12,341.34	
		16	22.5	132	7.6	166.86	13.3	48	4.5	3,087	22.5	2,711.66	28.2
RALPH ELLISON	08	46		1,376		1,060.33		625		13,575		10,024.48	
	09	36		1,233		1,014.56		654		12,430		9,448.42	
		-10	-21.7	-143	-10.4	-45.77	-4.3	29	4.6	-1,145	-8.4	-576.06	-5.7

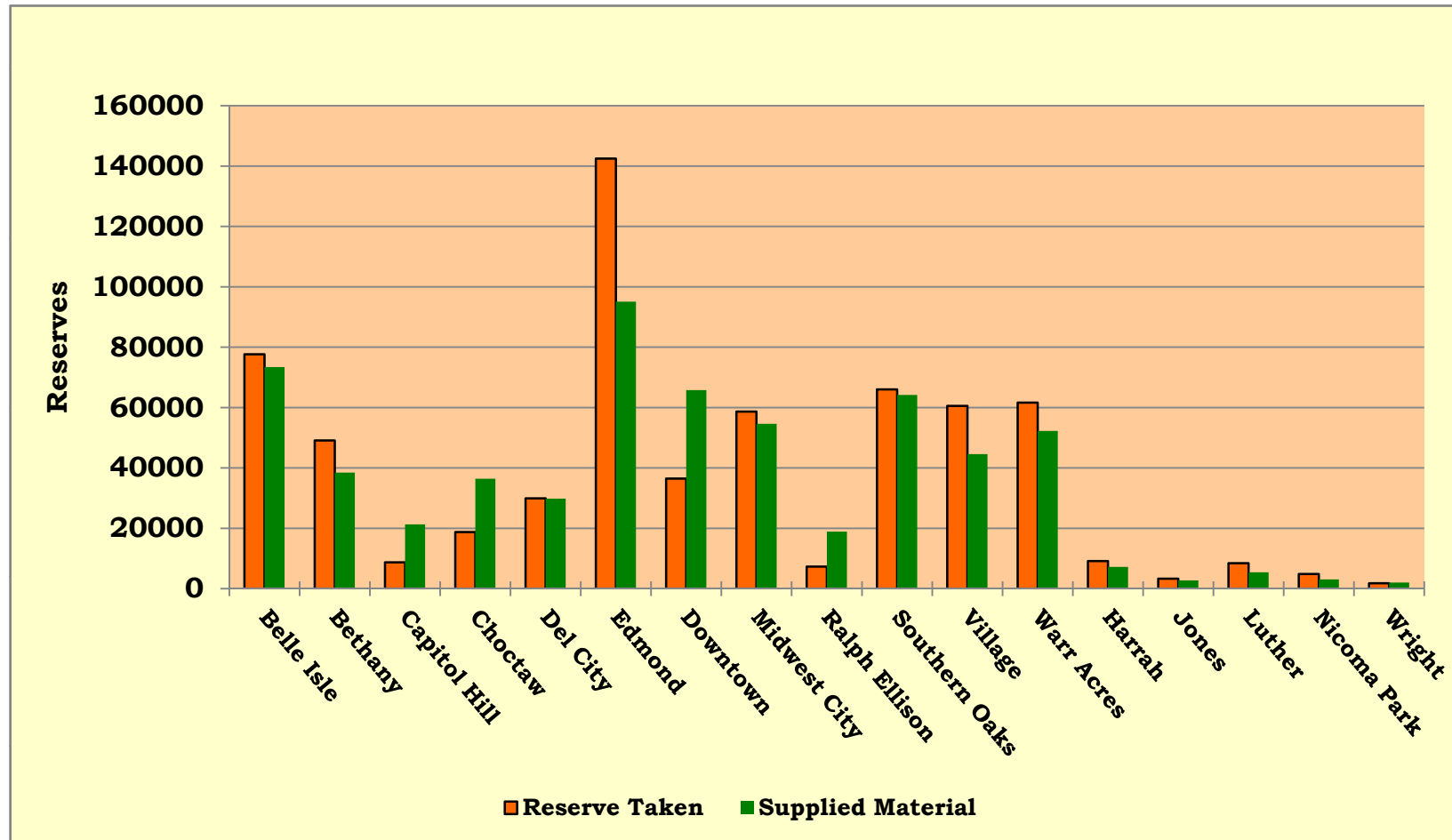
Computer Usage by Minor Customers

July 1, 2008 through February 28, 2009 (66.67% of the 08-09 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	08	60		1,516		1,058.82		1,151		12,765		8,959.86	
	09	107		1,959		1,360.68		1,309		18,266		12,723.36	
		47	78.3	443	29.2	301.86	28.5	158	13.7	5,501	43.1	3,763.50	42.0
VILLAGE	08	62		1,122		835.35		779		11,175		7,865.21	
	09	51		931		727.67		772		8,297		6,504.32	
		-11	-17.7	-191	-17.0	-107.68	-12.9	-7	-.9	-2,878	-25.8	-1,360.89	-17.3
WARR ACRES	08	40		1,193		828.76		543		9,534		6,527.33	
	09	45		891		715.73		599		8,976		6,762.48	
		5	12.5	-302	-25.3	-113.03	-13.6	56	10.3	-558	-5.9	235.15	3.6
HARRAH	08	9		202		162.78		155		1,401		1,137.88	
	09	20		213		161.60		189		1,633		1,253.68	
		11	122.2	11	5.4	-1.18	-.7	34	21.9	232	16.6	115.80	10.2
JONES	08	2		15		9.21		22		187		137.77	
	09			29		27.44		23		241		248.33	
		-2	-100.0	14	93.3	18.23	197.9	1	4.5	54	28.9	110.56	80.2
LUTHER	08	6		304		263.19		141		1,544		1,286.07	
	09	8		298		229.46		160		2,763		2,297.61	
		2	33.3	-6	-2.0	-33.73	-12.8	19	13.5	1,219	79.0	1,011.54	78.7
NICOMA PARK	08	3		46		35.61		34		330		276.98	
	09	3		35		31.22		26		284		255.74	
			.0	-11	-23.9	-4.39	-12.3	-8	-23.5	-46	-13.9	-21.24	-7.7
WRIGHT	08	4		62		43.33		47		677		501.16	
	09			22		12.54		33		384		283.47	
		-4	-100.0	-40	-64.5	-30.79	-71.1	-14	-29.8	-293	-43.3	-217.69	-43.4
TOTAL	08	587		13,397		10,036.09		9,113		118,630		87,348.50	
	09	634		12,657		9,824.76		9,385		120,306		92,422.85	
		47	8.0	-740	-5.5	-211.33	-2.1	272	3.0	1,676	1.4	5,074.35	5.8

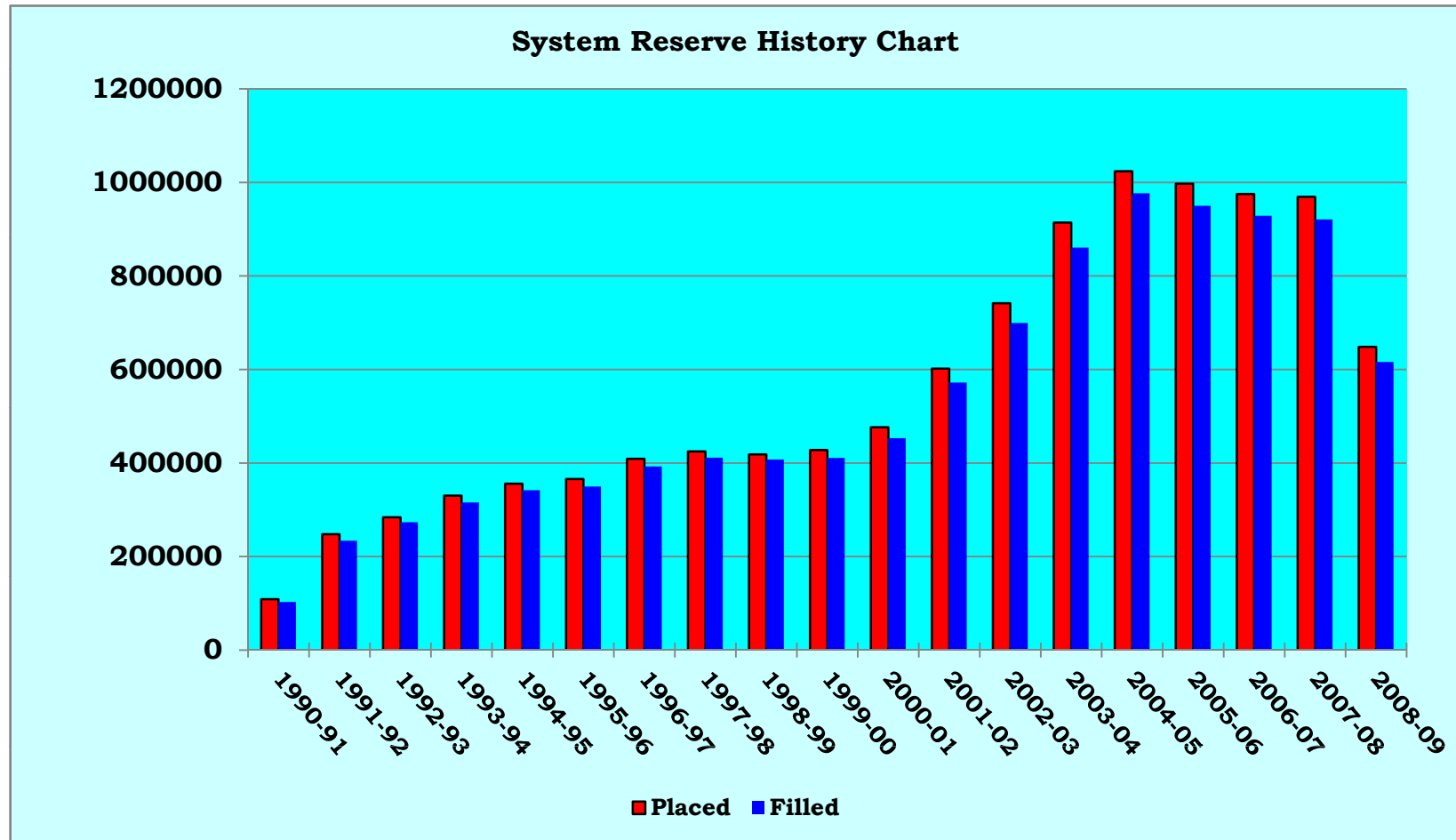
System Reserve Report

July 1, 2008 through February 28, 2009 (66.67% of the 08-09 Fiscal Year)



System Reserve Report

July 1, 2008 through February 28, 2009 (66.67% of the 08-09 Fiscal Year)



System Reserves Report

July 1, 2008 through February 28, 2009 (66.67% of the 08-09 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	08	8,943	74,668		8,590	71,529	
	09	9,158	77,661		8,573	73,425	
		215	2,993	4.0	-17	1,896	2.7
BETHANY	08	6,426	51,853		6,100	49,505	
	09	6,314	49,106		5,860	46,713	
		-112	-2,747	-5.3	-240	-2,792	-5.6
CAPITOL HILL	08	1,157	9,244		1,010	8,497	
	09	1,209	8,736		1,026	7,824	
		52	-508	-5.5	16	-673	-7.9
CHOCTAW	08	2,333	18,002		2,149	17,032	
	09	2,219	18,734		2,162	17,736	
		-114	732	4.1	13	704	4.1
DEL CITY	08	3,380	28,105		3,132	26,678	
	09	3,622	29,907		3,390	28,565	
		242	1,802	6.4	258	1,887	7.1
EDMOND	08	17,947	138,858		17,053	133,394	
	09	18,023	142,494		16,881	135,639	
		76	3,636	2.6	-172	2,245	1.7
DOWNTOWN	08	4,324	34,231		4,032	32,463	
	09	4,158	36,467		3,914	34,618	
		-166	2,236	6.5	-118	2,155	6.6
MIDWEST CITY	08	7,052	57,926		6,770	55,455	
	09	7,026	58,658		6,675	55,926	
		-26	732	1.3	-95	471	.8
RALPH ELLISON	08	1,004	8,545		987	8,212	
	09	834	7,289		810	6,905	
		-170	-1,256	-14.7	-177	-1,307	-15.9
SOUTHERN OAKS	08	8,237	67,670		7,663	64,200	
	09	7,895	66,018		7,559	62,721	
		-342	-1,652	-2.4	-104	-1,479	-2.3
VILLAGE	08	7,979	64,109		7,419	61,117	
	09	7,465	60,522		6,797	57,230	
		-514	-3,587	-5.6	-622	-3,887	-6.4
WARR ACRES	08	7,025	60,944		6,783	58,609	
	09	7,834	61,628		7,385	58,993	
		809	684	1.1	602	384	.7

System Reserves Report

July 1, 2008 through February 28, 2009 (66.67% of the 08-09 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	08	1,041	7,730		1,030	7,182	
	09	1,094	9,129		1,079	8,504	
		53	1,399	18.1	49	1,322	18.4
JONES	08	352	3,483		347	3,335	
	09	569	3,302		427	3,070	
		217	-181	-5.2	80	-265	-7.9
LUTHER	08	877	6,866		760	6,398	
	09	864	8,436		868	8,104	
		-13	1,570	22.9	108	1,706	26.7
NICOMA PARK	08	586	4,143		519	3,907	
	09	592	4,843		543	4,592	
		6	700	16.9	24	685	17.5
WRIGHT	08	152	1,809		143	1,746	
	09	248	1,793		231	1,724	
		96	-16	-.9	88	-22	-1.3
BOOKS-BY-MAIL	08	466	3,771		408	3,611	
	09	514	3,981		458	3,806	
		48	210	5.6	50	195	5.4
TOTAL	08	79,281	641,960		74,895	612,873	
	09	79,638	648,708		74,638	616,099	
		357	6,748	1.1	-257	3,226	.5

EXECUTIVE DIRECTOR'S REPORT

MARCH 2009

Friends Book sale sets all time record for sales!

Congratulations to our amazing Friends of the Library for selling more books this year than any year in the 30-year history of the sale. Gross sales were \$251,599.81! Our thanks to the wonderful volunteers who sort books all year long at the sort site and also to the volunteers who work not only during the 3 day sale, but also the week of the sale during move in, set up, clean up and move out. It is an incredible operation and the library system appreciates all who give their time and energy to this wonderful event.

Good news on library use of Downtown spaces

As we were gathering information about use of the conference spaces in the downtown library, we learned that during the last year over 428 events were held in the downtown library, most of these in the 4th floor conference meeting area. This was double the amount of room bookings at any of our other libraries and calculates to one meeting/event a day and on many days multiple events and meetings. This generated approximately \$43,000 in revenue to the library system. Kudos to Candace McDaniel, our Library Operations Headquarters Manager, who handles all of our downtown conference events and spaces on the 4th floor (and other floors as needed too!) and does a great job of helping those customers and marketing those spaces.

Library receives first half of State aid funding

For those new to the commission, every year public libraries in the state of Oklahoma receive state dollars to support library services. This money comes in two installments each year. We are pleased to report that we received the first half of this payment in the amount of \$177,203.50. We designate those dollars to purchase materials for the system.

MLS staffer's book nominated for award

Several months ago, we told you of a book written by cataloger Jana Hausburg and published by Forty-Sixth Star Press, a new publishing firm owned by downtown librarian Buddy Johnson and his wife Pam Bracken. That book, ***It Wasn't Much: Ten True Tales of Oklahoma Heroes*** has been named as a finalist for the 2009 Oklahoma Book Award in the Children's/Young Adults category. Congratulations to Jana and Buddy!

Capital projects update

The library system and the City of Oklahoma City have recommended Architectural Design Group (ADG) for the Southern Oaks Library project. The city is in the process of contract negotiations with this firm and hopes to award the project to them at the city council meeting on April 7. ADG is a well-known Oklahoma City firm who designed the Bricktown Ballpark. They also designed the city center parking garage and the library has worked with them in conjunction with the garage when it was initially built and also lately as they have worked on the new loading dock in our alley. We are excited to be working with them and their library consultant, Jeffrey Scherer, from the firm MSR, with whom we have worked before.

Other library projects continue to move along in a good fashion and consume much of our time. Last week, interior designers from Richard + Bauer, along with architects from LWPB, and library staff met to go over library finishes and furniture. This is always an exiting presentation as we get to see suggested furniture and fabrics for the new library. In addition, they conducted a "teen charette" with young teens at the Village Library to obtain their ideas on what the teen area should look like. The designer's goal is to reflect a theme via colors that showcase Oklahoma sunsets, prairies, and the "oil landscape" in our state.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- Participated in Northwest Library Project meeting
- Legislative Day @ Capitol
- OU School of Library Information Science Alumni Board meeting
- OLA Legislative Workshop @ Moore Public Library
- Endowment Trust Meeting
- Interview Architect for Southern Oaks Library
- OKC Chamber's Breakfast w/Governor
- United Way Community Investment Subcommittee

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Reptiles and Amphibians!

Thursday, April 2, 2009

Time: 7:30 pm-8:45 pm

Location: Midwest City

All Ages

Come join the Oklahoma City Herpetological Society on the first Thursday of each month at the Midwest City Library! If you are interested in reptiles and amphibians, these meetings are for you. The OCHS promotes the scientific study and conservation of herps, emphasizing regional herpetology. This is your chance to learn about herps, and even show off your own. Any properly caged, non-venomous reptiles or amphibians are welcome. For more information, call Larry Daniel at 737-8331, or send him an e-mail at jostoy1@aol.com.

Co-sponsor: Oklahoma City Herpetological Society.

Flamenco Dancing with Alicia Harris

Saturday, April 4, 2009

Time: 1:00 pm-2:00 pm

Location: Bethany

All Ages

The Oklahoma History Center is presenting a series titled "Old Ways: An Introduction to Oklahoma Folklife" throughout our library system. Flamenco Dancing with Alicia Harris is the first feature in the series. Program includes a short video, followed by a live demonstration, and a question/answer period.

Planning for a Three Decade Retirement

Saturday, April 4, 2009

Time: 2:00 pm-3:00 pm
Location: Edmond
Adults

The three-decade retirement is no longer unusual. To help prepare you for this eventuality, attend a talk presented by professional financial/estate planner David Bernstein. Please pre-register by calling 341-9282.

Bach at Belle Isle featuring Wayne McEvilly

Sunday, April 5, 2009
Time: 2:00 pm-3:00 pm
Location: Belle Isle
Age 6 and older

Wayne McEvilly will perform a piano concert featuring the music of Johann Sebastian Bach.

Native American Springtime Basket Weaving

Sunday, April 5, 2009
Time: 2:00 pm-4:00 pm
Location: Downtown
Ages 11-17

Learn basic basket weaving techniques and complete a Native American style basket in springtime colors. Taught by Julie Ballou, member of the Citizen Potawatomi Nation. Registration is limited. Call 606-3876 for more information.

Watts Green? Introduction to Small Wind Energy

Tuesday, April 7, 2009
Time: 6:30 pm-7:30 pm
Location: Village
Adults

Learn about the operation and sizing of small residential wind systems and various types of turbines and installations, as well as costs and benefits. www.okgreen.org
Co-sponsor: Oklahoma Green Business Alliance.

Native American Basketry

Saturday, April 18, 2009
Time: 1:00 pm-2:00 pm
Location: Southern Oaks
All Ages

The Oklahoma History Center is presenting a series titled "Old Ways: An Introduction to Oklahoma Folklife" throughout our library system. Native American Basketry with Peggy Brennan is the fourth feature in the series. Program includes a short video, followed by a live demonstration, and a question/answer period.
Co-sponsor: Oklahoma History Center.

American Traditional Music

Monday, April 20, 2009

Time: 6:30 pm-7:30 pm
Location: Choctaw
All Ages

The Oklahoma History Center is presenting a series titled "Old Ways: An Introduction to Oklahoma Folklife" throughout our state. American and traditional folk music with Wayne Cantwell is the second feature in the series. Program includes a short video, followed by a live demonstration, and a question/answer period.

Co-sponsor: Oklahoma History Center.

National Poetry Month Read-a-thon

Saturday, April 25, 2009
Time: 9:00 am-10:00 pm
Location: Ralph Ellison
All Ages

Celebrate National Poetry Month at the library with an entire day of poetry reading. The poetry begins early at 9:00 am and continues until midnight. Come for children's readings from 9:00 am to noon, refreshments and music from 12:00 to 1:00 pm, an open mic poetry session at 6:00 pm and keynote speaker Deborah Hunter at 7:00 pm. Make sure to stay for the finale starting at 9:00 pm where you could get a chance to win some awesome prizes. All ages are invited to attend. After 5:00 pm, children 16 and under must be accompanied by a parent or have a permission slip. Call 606-3459 with questions, or to sign up as a poetry reader (spots are limited.)

Celebrate National Poetry Month with the Life and Poetry of Edgar Guest

Saturday, April 25, 2009
Time: 2:00 pm-3:00 pm
Location: Belle Isle
Ages 8 and up

Edgar Guest (1881-1959) was a journalist and a poet. His popularity caused him to be known as the "People's Poet." Born in England, Edgar came to the United States as a boy and later became a writer for the Detroit Free Press. After the publication of his first poem in 1898, he wrote 11,000 poems, which were syndicated in 300 newspapers and collected in more than 20 books, including *A Heap o' Livin'* (1916) and *Just Folks* (1917). His work continues to be quoted. Since April is National Poetry Month, three presenters will share Edgar Guest's poems and give an overview of his life and times. Refreshments provided.