

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, July 16, 2009, 3:30 p.m.
Edmond Library
10 S. Boulevard
Edmond, OK 73003
(Telephone: 341-9282)

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

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

Carolyn Cornelius, Vice-Chair

3:30 – 3:40 pm INTRODUCTIONS

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

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

3:40 – 3:50 pm CONSENT DOCKET (#02 - #04)

- Document #02 – Approval of Minutes of June 18, 2009 Meeting
- Document #03 – Acceptance of Review of Expenditures for June 2009
- Document #04 – Contract Awards and Purchases
 - Item A: Electric Fork Lift Truck
 - Item B: Licenses of 2007 Microsoft Office Software

3:50 – 4:00 pm SPECIAL PRESENTATIONS

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

4:00 – 4:30 pm INFORMATION REPORTS

- Document #05 – MLS Annual Furniture & Equipment Inventory Report FY 08-09
- Document #06 – MLS June 2009 Circulation Report
- Document #07 – MLS June 2009 Computer Usage Report
- Document #08 – MLS June 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, August 27, 2009
Belle Isle Library, 5501 N. Villa, Oklahoma City, OK 73112

*JULY'S REFRESMENTS HOSTED BY BETHANY LIBRARY
KATRINA PRINCE, 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 July 2009:

<u>Employees</u>	<u>Years of Service</u>
Jessica Reagan Kloiber, Library Page, Downtown Library	5
Paula A. Hannapel, Cataloging Technician	10
Mary L. Daugherty, Circulation Clerk, Bethany Library	15
Patricia E. Whisenhunt, Circulation Clerk, Belle Isle Library	15

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

DATE: June 18, 2009

TIME: 3:30 pm

MEETING PLACE: Southern Oaks Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County 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 Southern Oaks Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on June 16, 2009, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Ralph Bullard
Carolyn Cornelius, Vice-Chair
Fran Cory
Margaret Graham
David Greenwell, Disbursing Agent
Deanna Hannah
Lee Alan Leslie
Penny McCaleb
Lori Nelson
Brenda Palmer
Mukesh Patel
Kim Patterson
Jim Shonts
Judy Smith
Alyne Strube
Beth Toland
Hugh Rice, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Nancy Anthony
Glenda Choate
Mick Cornett, Mayor of Oklahoma City
Jose Jimenez
Tracy McDaniel
Tracy McGehee
Cynthia Mitas
Ray Vaughn
Alexandra Vera
Greg Womack

Estimate of general public and staff attending: 23

- I.** The meeting was called to order at 3:30 p.m. by Mr. Hugh Rice, Chair.
- II.** Roll was called to establish a quorum. Present: Bullard, Cory, Graham, Greenwell, Hannah, Leslie, Palmer, Patel, Patterson, Shonts, Smith, Strube, Toland, Rice, (Arrived: Nelson, 3:31; McCaleb, 3:32; Cornelius, 3:33).
- III.** Mr. Rice introduced Mr. Randy Wayland, Manager of the Southern Oaks. Mr. Wayland welcomed the commission. He provided information on the current events at the Southern Oaks Library.
- IV.** Mr. Rice called for Presentation of Service Certificates for June 2009: Charla Rene Aucone, Librarian, Downtown Library ~ 5 years of service; Crystal Dawn Roper, Circulation Clerk, Del City Library ~ 5 years of service; Danielle D. Walker, Library Page, Southern Oaks Library ~ 5 years of service; Stacy G. Schrank, Employee Development Coordinator, Planning ~ 5 years of service; Kimberly A. Edwards, Librarian, Downtown Library ~ 10 years of service; Alan Siavashi, Receiving Technician, Technical Processing ~ 15 years of service; Donna L. Morris, Executive Director, Metropolitan Library System, 40 years of service.
- V.** Mr. Rice called for comments from the general public. There were none.
- VI.** Mr. Rice presented the Consent Docket: Document #97 – Approval of Minutes of May 21, 2009; Document #98 – Acceptance of Review of Expenditures for May 2009; Document #99 – Contract Awards and Purchases.

Mr. Rice called for a motion.

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

- VII.** Mr. Rice referred to Document #100 – Discussion, Consideration, and Possible Action: Report and Minutes from the A & P Committee meeting, May 19, 2009.

Mrs. Carolyn Cornelius provided the report of the A & P Committee meeting. The committee met May 19 to review the annual salary and benefits report as well as revisions to the Metropolitan Library System Policy and Procedure Manual. Mrs. Cornelius stated the committee recommended to the Finance Committee a 4% market adjustment increase and a 0 to 3 % merit increase to be incorporated into the FY 2009-2010 Preliminary Budget. Mr. David Greenwell will present the Preliminary Budget for approval during the Finance Committee Report, which includes the recommendations for Salaries and Benefits.

Mrs. Cornelius reviewed and explained the recommended revisions to the Policy and Procedure Manual.

The motion coming from committee is to approve the recommendation from the Administration and Personnel Committee for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to, SH 120 Hours: Overtime; Breaks; Meal Periods; SH 220 Employee Leave; SH 221 Family and Medical Leave. A motion coming from committee requires no second. Motion passed unanimously.

- VIII.** Mr. Rice referred to Document #101 – Discussion, Consideration, and Possible Action: Report and Recommendations – Finance Committee meeting May 28, 2009 and Document #102 Preliminary Budget FY 2009-10

Mr. David Greenwell, Finance Committee Chair, referred to Document #101 and reviewed the Report and Minutes from the Finance Committee meeting. After reviewing the

recommendations on salaries and benefits from the A & P Committee, the Finance Committee discussed at length the financial standing of the library system. The library system is unique because its main sources of revenue come from property taxes, unlike most government agencies whose main sources of revenue come from income and sales taxes. Those types of revenues are impacted more directly by the economy. MLS is projecting a 2% increase in property taxes this year, which allows an overall expense budget increase of 9.47%. Questions and Discussion followed.

Mr. Ralph Bullard asked if library system has ever had to reduce salaries. Mrs. Morris stated there was a time, before the last millage increase, when the system went through lean budgets. Employees did not receive either a performance raise or a market adjustment increase. In the mid 1970's, we instituted a reduction in service hours and did not fill vacant positions. However, we have been fortunate enough not to have to do that again over the past 20 years because the library's revenue has remained remarkably stable and expenses have also remained very stable and conservative. We compete with Pioneer Library System and Tulsa City-County Library System for employees. Before the meeting today, Mr. Ric Rea, Director of Human Resources, researched current vacancies at Pioneer and Tulsa City-County Library System. Currently, Pioneer has a manager position open at the Norman Public Library. The position is very similar to the manager position at the Edmond Library. The starting salary at Pioneer is \$7,000.00 more than our starting salary. A maintenance mechanic's starting salary at the Tulsa City-County Library System is \$10,000.00 more than our starting salary for a comparable maintenance mechanic position. Since the system has sufficient revenue this year, Administration thought it was important to go ahead with the raises. Discussion followed.

Mr. Greenwell stated the Finance Committee did address these concerns. He added that he believes the library is managed very well and these concerns and issues are taken very seriously. There are two over-riding issues, which have already been addressed, that gives us the confidence and incentive to look at these increases. The library system is currently not competitive in our local market from a salary stand point. Secondly, we are conservatively estimating a 2% increase in overall revenue. Discussion followed.

Mr. Greenwell referred to the Preliminary Budget (Document #102) and provided a brief review. The projected total budget for FY 2009-10 is \$49,447,657.00. The total budget consists of \$29,004,727 for the operating budget; \$3,112,308 for capital projects; and \$1,330,622 for reserves. The operating budget increased 9.47% from last year's budget. Questions and Discussion followed.

Mr. Greenwell concluded his report and reminded commission members the budget to be approved today is preliminary; the final budget will be presented to the commission in August, once the final numbers have been received from the County.

The motion coming from committee is to approve the Metropolitan Library System Preliminary Budget FY 2009-10. A motion coming from committee requires no second. Motion passed; 15 yes, 2 no.

IX. Mr. Rice called on Mrs. Morris to present the Information Reports.

- ◆ Document #103 – MLS May 2009 Circulation Report
- ◆ Document #104 – MLS May 2009 Computer Usage Report
- ◆ Document #105 – MLS May 2009 System Reserve Report
- ◆ Document #106 – MLS Annual Information Technology Report

Questions and discussion followed.

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

Mrs. Morris stated the new Director of Development, Diane Sarantakos, will begin on June 29. She will be introduced at the July Commission meeting.

Service Center tours originally planned for July 21st and July 22nd are being postponed. We will notify commission members of the new tour dates once they are scheduled.

Mrs. Morris thanked the Friends of the Library and the Endowment Trust for their continued support of the library system.

Mrs. Morris showed a video that was featured on *The Today Show* highlighting the state of public libraries and their rise in usage in today's economy.

XI. Mr. Rice called for comments from Commissioners.

XII. The next Commission meeting will be held at the Edmond Library on July 16, 2009. There being no further business, the meeting was adjourned at 4:26 pm.

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

Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

June 30, 2009

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

For comparison, 100.00% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of June 2009.

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

June 30, 2009

ASSETS

CASH - Overnight Investment Account	\$ 4,321,385.31
INVESTMENTS (Schedule attached)	26,120,003.61
PREPAID ACCOUNTS	30,000.00
Total Assets	<u>\$30,471,388.92</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2007-08 Reserve for Appropriations	\$143,879.32	
2008-09 Purchase Orders Outstanding	5,255,270.33	
2007-08 Purchase Orders Outstanding	0.00	
2008-09 Checks Outstanding	138,589.28	
2007-08 Checks Outstanding	0.00	
Total Liabilities		5,537,738.93

FUND BALANCE:

Beginning of the Year		\$28,059,672.84	
Add: Revenues			
Budgeted	26,924,170.23		
Other	<u>2,265,584.97</u>	29,189,755.20	
Less: Expenditures		<u>(32,315,778.05)</u>	
Total Fund Balance			<u>24,933,649.99</u>
Total Liabilities, Deferred Revenue and Fund Balance			<u>\$30,471,388.92</u>

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

As of June 30, 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	6/22/2009	5/22/2010	2.015%	240,000.00
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	5/23/2009	12/23/2009	2.100%	240,000.00
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	6/15/2009	10/15/2009	2.050%	95,000.00
CD - BancFirst	7/28/2004	7/28/2009	3.830%	100,000.00
CD - Rose Rock/Union Bank	9/5/2008	10/5/2009	3.040%	95,000.00
CD - Fidelity Bank	10/19/2004	10/19/2009	4.000%	100,000.00
CD - Quail Creek Bank	6/7/2009	6/7/2011	2.260%	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	3/5/2009	3/5/2010	2.250%	95,000.00
CD - First Citizens 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><u>\$ 26,120,003.61</u></u>

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

June 1, 2009 to June 30, 2009

	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received
<u>BUDGETED:</u>				
2008 Ad Valorem Tax	\$24,539,425.00	\$ 298,416.94	\$26,029,763.23	106.07%
State Aid	317,714.00	-	354,407.00	111.55%
Fines	482,400.00	24,000.00	540,000.00	111.94%
Total Budgeted Revenue	<u>\$ 25,339,539.00</u>	<u>\$ 322,416.94</u>	<u>\$26,924,170.23</u>	106.25%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 29,779.43	\$ 1,097,081.21	
Gifts and Lost Books Fees		0.00	75,000.00	
Investment Income		81,826.82	934,009.42	
Flexible Benefits Account Balance		0.00	2,088.20	
Sale of Surplus Equipment		500.00	6,295.72	
Miscellaneous		8,215.65	151,110.42	
Total Miscellaneous Revenue		<u>\$ 120,321.90</u>	<u>\$ 2,265,584.97</u>	
Total Revenue	<u>\$ 25,339,539.00</u>	<u>\$ 442,738.84</u>	<u>\$29,189,755.20</u>	115.19%

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

June 30, 2009

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 47,528.57	\$ 4,285.99	\$ 510.34	\$ 51,304.22
810 Prepaid Fees	126.26	206.54	0.00	332.80
815 Fines	40,263.13	56,687.44	25,326.54	71,624.03
820 Copy	178,184.88	8,141.13	2,506.27	183,819.74
900 Special Event Fund	1,915.12	1,500.00	0.00	3,415.12
Total Revolving Funds	\$ 268,017.96	\$ 70,821.10	\$ 28,343.15	\$ 310,495.91

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
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Special Grants

857 DN/LC Donations	92,529.29	92,529.29	89,785.96	2,743.33
876 08/Guild/Choctaw Books	10,000.00	7,000.00	6,109.77	890.23
890 08/ALA/Lets Talk About It	2,500.00	2,500.00	2,123.67	376.33
921 09 Walmart Del City	2,000.00	2,000.00	1,663.75	336.25
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	1,190.00	210.00
935 09/Guild/Creative Teen Arts	300.00	300.00	234.10	65.90
936 09/Guild/Scottish Heritage	500.00	500.00	496.21	3.79
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	11,517.70	482.30
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	750.00	2,250.00
946 09/Guild/5th Anniversary - Progr	1,500.00	1,500.00	210.07	1,289.93
948 09/Walmart/MWC Teen Events	1,000.00	1,000.00	0.00	1,000.00
949 09/WalMart/ Del City	1,000.00	1,000.00	0.00	1,000.00
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	1,000.00	0.00
981 Downtown Club/Children's	300.00	300.00	113.29	186.71
991 06 Inasmuch	60,000.00	60,000.00	59,324.49	675.51
994 06 WalMart/Village	2,000.00	2,000.00	2,000.00	0.00

Grants - Friends of MLS, Previous Years

872 08 Big Cozy Book Furniture	10,000.00	10,000.00	10,000.00	0.00
875 08 Public Art	3,000.00	3,000.00	0.00	3,000.00

Grants - Friends of MLS, Current Fiscal Year

902 09/Staff Recognition	\$6,845.00	6,924.35	6,877.53	46.82
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GRANTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
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	3,095.94	4,404.06
906 09 YA Author Visit	\$13,100.00	13,100.00	9,927.90	3,172.10
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	16,217.21	2,782.79
911 09 Celebration of Black History & C	\$1,000.00	1,000.00	1,000.00	0.00
913 09 Teen Café Tables	\$1,420.00	1,420.00	1,192.50	227.50
914 09 Children's Furniture	\$10,000.00	10,000.00	0.00	10,000.00
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	580.69	0.00
918 09 Harlem Renaissance Arts Projec	\$360.00	360.00	345.72	14.28
920 09 MLS TV Ad Production	\$15,000.00	15,000.00	0.00	15,000.00
Total Grants				<u>\$94,533.89</u>
Total Special Funds				<u>\$ 405,029.80</u>

Metropolitan Library System
Statement of Encumbrances
Month of June 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	819,887.26	10,178,940.04	95.26	10,685,220.00	506,279.96
102	Wages - Part-time	117,277.81	1,464,118.32	87.98	1,664,141.00	200,022.68
103	Payroll Taxes	69,284.38	858,829.79	89.73	957,089.00	98,259.21
109	Workers Comp Insurance	8,195.00	105,653.00	84.38	125,211.00	19,558.00
112	Group Insurance	145,224.48	1,691,240.27	93.17	1,815,292.00	124,051.73
113	Employees' Retirement	45,714.99	1,280,064.64	95.69	1,337,774.00	57,709.36
114	Unemployment Compensation	3,000.00	10,697.55	53.49	20,000.00	9,302.45
Total Personal Services		1,208,583.92	15,589,543.61	93.89	16,604,727.00	1,015,183.39

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	11,911.00	86.94	13,700.00	1,789.00
205	Rent of Library Buildings	4,437.33	58,047.96	98.72	58,800.00	752.04
206	Rent of Equipment	164.34	1,574.34	21.87	7,200.00	5,625.66
207	Janitorial Services	30,209.00	392,061.36	95.02	412,625.00	20,563.64
208	Maintenance of Facilities	40,795.50	286,140.24	87.14	328,354.00	42,213.76
211	Parking & Transportation	4,717.01	149,739.01	88.49	169,216.00	19,476.99
212	Travel Expenses	5,380.35	31,565.91	59.46	53,088.00	21,522.09
213	Professional Services	24,497.49	163,021.28	57.07	285,656.00	122,634.72
214	Security Services	49,862.65	392,626.62	99.19	395,843.00	3,216.38
216	Telephone Services	8,521.75	116,255.80	43.34	268,231.00	151,975.20
217	Electrical Services	55,520.94	490,946.37	98.00	500,950.00	10,003.63
218	Gas Services	-2,476.10	53,480.37	84.20	63,516.00	10,035.63
219	Water & Garbage Services	4,236.43	47,269.46	98.04	48,213.00	943.54
220	Trigen Energy Services	25,500.82	164,043.02	86.80	189,000.00	24,956.98
226	Memberships	945.00	26,380.50	84.93	31,060.00	4,679.50
230	Other Library-related Services	89,647.76	380,949.31	95.46	399,051.00	18,101.69
231	Automation Contractual	13,455.92	236,166.22	65.86	358,570.00	122,403.78
236	Network Catalog Services	9,000.00	55,919.44	93.94	59,525.00	3,605.56
Total Contractual Services		364,416.19	3,188,955.21	84.30	3,782,664.00	593,708.79

Metropolitan Library System
Statement of Encumbrances
Month of June 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	17,540.62	155,377.18	95.85	162,100.00	6,722.82
302	Postage	19,216.66	224,648.40	80.47	279,175.00	54,526.60
303	Supplies	56,889.17	368,854.07	88.18	418,318.00	49,463.93
310	Maintenance Supplies	6,003.53	50,022.26	70.45	71,000.00	20,977.74
312	Safety Supplies & Equipment	437.99	6,485.68	63.59	10,200.00	3,714.32
321	Gasoline & Oil	4,846.77	27,748.42	57.81	48,000.00	20,251.58
322	Vehicle Parts & Repairs	6,250.89	19,907.95	99.54	20,000.00	92.05
330	Programming Activities	22,621.78	179,350.04	88.18	203,395.00	24,044.96
331	Other Commodities	5,586.12	22,631.62	64.85	34,900.00	12,268.38
	Total Commodities	139,393.53	1,055,025.62	84.60	1,247,088.00	192,062.38

Capital Outlays

401	Books & Materials	536,469.20	3,502,400.00	100.00	3,502,400.00	.00
404	Government Documents	5,000.00	5,000.00	100.00	5,000.00	.00
405	Book Repairs & Bindings	186.00	2,199.48	99.98	2,200.00	.52
407	Periodicals & Subscriptions	14,755.76	154,019.68	100.00	154,020.00	.32
408	Furniture, Fixture, & Equipmnt	14,734.98	281,444.09	44.80	628,227.00	346,782.91
409	Motor Vehicles	.00	57,860.00	77.15	75,000.00	17,140.00
410	Automation System & Equipment	30,549.25	344,772.21	69.59	495,463.00	150,690.79
450	Capital Projects	1,907,891.97	8,134,558.15	79.20	10,271,327.00	2,136,768.85
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	2,509,587.16	12,482,253.61	39.30	31,764,733.14	19,282,479.53
	Total Budget	4,221,980.80	32,315,778.05	60.52	53,399,212.14	21,083,434.09

Monthly Journal Entries -- June 2009

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
221	1101	Investments	\$ 140,000.00	
	3602	Interest Income		\$ 20,232.64
	1001	Cash		\$ 119,767.36
		Maturity, renewal, and increase of MECU CD		
222	1001	Cash	\$ 31,500.00	
	3602	Interest Income		\$ 31,500.00
		Interest from FED HOME LN 3136f9z30		
223	1001	Cash	\$ 21,000.00	
	3602	Interest Income		\$ 21,000.00
		Interest from FED HOME LN 3128x8cl4		
224	1001	Cash	\$ 3,907.56	
	3602	Interest Income		\$ 3,907.56
		Interest Income from Quail Creek Bank CD		
225	1001	Cash	\$ 423.98	
	3602	Interest Income		\$ 423.98
		CD with Stillwater		
226	1001	Cash	\$ 994.36	
	3602	Interest Income		\$ 994.36
		Qtrly interest from CD with Fidelity Bank		
227	1001	Cash	\$ 215.43	
	3602	Interest Income		\$ 215.43
		CD interest from MidFirst		
228	1001	Cash	\$ 2,373.23	
	3602	Interest Income		\$ 2,373.23
		CD interest from Coppermark		
<u>Tax revenues</u>				
229	1001	Cash	\$ 220,096.06	
	1201	Ad Valorem Tax - Current year		\$ 190,316.63
	3601	Prior year Tax		\$ 29,779.43
		Ad Valorem Tax apportioned by County for 5/16 to 5/29		
230	1001	Cash	\$ 73,301.34	
	1201	Ad Valorem Tax - Current year		\$ 73,301.34
		Ad Valorem Tax apportioned by County for 6/1 to 6/15		
231	1001	Cash	\$ 34,798.97	
	1201	Ad Valorem Tax - Current year		\$ 34,798.97

Ad Valorem Tax apportioned by County for 6/16 to 6/19

Miscellaneous revenue

232	1001	Cash		\$	8,215.65		
	3605	Mic. Reimbursements				\$	8,215.65
		Insurance-J. Taylor	676.00	US conf of mayor	96.02		
		Admin Sys	20.57	badge	1.00		
		LET reimb	6,922.00	bank error	0.06		
		Café rent - June	500.00	total	8,215.65		
233	1001	Cash		\$	500.00		
	3606	surplus sale revenue				\$	500.00
		Sale of computer monitors and miscellaneous					

Fines

234	1001	Cash		\$	24,000.00		
	3403	Projected rev - Fines				\$	24,000.00
		Fines transferred to General fund					

Payable entries

235	3001	Current Year Reserve for Appropriations.		\$	4,222,325.80		
	3011	Current Year P.O. Outstanding				\$	4,222,325.80
	3002	Prior Year Reserv. for Appropriations.				\$	-
	3012	Prior Year P.O. Outstanding		\$	-		
		Purchase orders issued in June					
236	3011	Current Year P.O. Outstanding		\$	2,272,312.48		
	3021	Current Year Warrants Outstanding				\$	2,272,312.48
		Checks issued in June					
237	3021	Current Year Warrants Outstanding		\$	2,330,663.80		
	1001	Current Year Cash				\$	2,330,663.80
		Checks cleared Bank in June					

Bank interest and fees

238	1001	Current Year Cash		\$	1,179.62		
	3602	Interest Income				\$	1,179.62
		Interest from GF Checking Acct less fees					
239	8000	Special Fund Cash		\$	-	\$	67.80
	8815	Fines Account		\$	67.80	\$	-
		Interest from SF Checking Acct less fees					

Special funds

240	8000	Special Fund Cash		\$	71,666.84		
	8815	Fines				\$	44,522.01
	8820	Copy				\$	8,141.13
	8805	Gift/Lost Books				\$	4,285.99

	8810	Prepaid Fees		\$	206.54	
	8900			\$	1,500.00	
	8913			\$	1,420.00	
	8980		\$	605.55		
	8994		\$	32.38		
	8815			\$	12,229.10	
		Revenues of special funds received in June				
241	8000	Special fund cash		\$	35,112.67	
	8815	Fines	\$	25,326.54		
	8820	Copy	\$	2,506.27		
	8805	Gift/Lost Books	\$	510.34		
	8909		\$	2,896.00		
	8981		\$	113.29		
	8911		\$	7.09		
	8921		\$	450.00		
	8872		\$	648.00		
	8916		\$	95.92		
	8934		\$	420.00		
	8905		\$	2,028.86		
	8936		\$	110.36		
		Expenditures of special funds				

Corrections, adjustments, and miscellaneous

242	3021	Current Year Warrants Outstanding	\$	0.06		
	1001	Current Year Cash			\$	0.06
		Correction to checks outstanding				

Grand Total	\$	9,495,293.58	\$	9,495,293.58
			\$	-

General Fund F.Y. 08-09

Warrant Register

June 2009

Number	Vendor/Payee	Purpose		Amount
G-04791	Metropolitan Library System	Professional Services	240.00	
		Postage	119.78	
		Supplies	31.40	
		Programming Activities	152.41	
		Programming Activities	83.97	627.56
G-04792	Bradford Industrial Suppl Corp	Maintenance of Facilities	355.39	
		Maintenance of Facilities	404.86	
		Maintenance of Facilities	26.78	
		Maintenance of Facilities	128.00	
		Maintenance of Facilities	242.97	1,158.00
G-04793	Grainger	Maintenance of Facilities	114.20	114.20
G-04794	O G & E	Electrical Services	16,778.22	16,778.22
G-04795	City of Oklahoma City	Water & Garbage	386.13	386.13
G-04796	Triangle/A & E	Capital Projects	107.50	
		Capital Projects	24.12	131.62
G-04797	Brodart, Inc.	Supplies	3,000.00	
		Supplies	15.43	3,015.43
G-04798	Southwestern Stationers, Inc.	Supplies	355.20	
		Supplies	14.44	369.64
G-04799	Locke Supply Co.	Maintenance of Facilities	27.01	27.01
G-04800	Dagwell Dixie Inc	Maintenance of Facilities	13.80	13.80
G-04801	Emsco Electric Supply	Maintenance of Facilities	93.31	93.31
G-04802	Demco	Furniture	1,149.22	
		Supplies	73.66	
		Supplies	173.74	
		Supplies	1,925.00	
		Supplies	403.33	3,724.95
G-04803	Gale Research	Materials	7,661.64	7,661.64
G-04804	Journey House Travel, Inc.	Travel Expenses	250.40	250.40
G-04805	UNUM Life Insurance	Grp L-T Disab Ins.-June	5,285.02	5,285.02
G-04806	AT&T	Telephone Services	140.14	140.14
G-04807	Ernestine Clark	Mileage	67.32	67.32
G-04808	Frank Ray	Mileage	24.75	24.75
G-04809	Baker & Taylor Books	Materials	1,666.33	1,666.33
G-04810	Central Oklahoma Winnelson	Maintenance of Facilities	120.66	120.66
G-04811	The McGraw - Hill Companies	Materials	7,476.00	7,476.00
G-04812	Bill Warren Office Products	Supplies	485.00	485.00
G-04813	CompSource Oklahoma	Workers Comp Insurance	8,195.00	8,195.00
G-04814	Barbara Beasley	Mileage	52.80	52.80
G-04815	United Refrigeration, Inc.	Maintenance of Facilities	240.49	240.49
G-04816	Facts On File, Inc.	Materials	9,178.90	9,178.90
G-04817	Chester 'Jack' Kinzie, Jr.	Mileage	7.15	7.15
G-04818	Recorded Books, LLC	Materials	867.14	867.14
G-04819	Pure Service Corp.	Janitorial Services	944.50	944.50
G-04820	Johnstone Supply	Maintenance of Facilities	12.90	
		Maintenance of Facilities	21.94	
		Maintenance of Facilities	18.77	
		Maintenance of Facilities	61.33	114.94
G-04821	Instructional Video, Inc.	Materials	1,422.37	1,422.37
G-04822	Denyvetta Davis	Mileage	192.18	192.18
G-04823	Gale Group	Materials	679.00	679.00
G-04824	Urban Libraries Council	Automation Contractual	75.00	75.00

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Warrant Register

June 2009

Number	Vendor/Payee	Purpose		Amount
G-04825	Staples Business Advantage	Supplies	70.32	
		Supplies	134.07	204.39
G-04826	Mutual Assurance	Grp Med/Dtl Ins Prem-June	32,560.40	32,560.40
G-04827	Friday	Subscriptions	25.00	25.00
G-04828	Hambrick-Ferguson, Inc.	Maintenance of Facilities	1,503.94	1,503.94
G-04829	Hal Leonard Publishing	Materials	35.07	35.07
G-04830	Staples Credit Plan	Supplies	36.90	
		Maintenance Supplies	140.40	177.30
G-04831	Elizabeth Kessler	Professional Services	1,800.00	1,800.00
G-04832	Library Video Co.	Materials	59.80	59.80
G-04833	Full Circle Bookstore	Materials	59.80	59.80
G-04834	Mel Bay	Materials	22.47	22.47
G-04835	Great American Glass & Tinting	Maintenance of Facilities	284.50	284.50
G-04836	INTEGRIS Corporate Assistance	Group Insurance	886.00	886.00
G-04837	Oklahoma Air Filter	Maintenance of Facilities	29.88	29.88
G-04838	Linda Hyams	Mileage	44.19	44.19
G-04839	Oklahoma City Employment Guide	Library-Related Services	600.00	
		Library-Related Services	600.00	1,200.00
G-04840	Random House, Inc	Materials	1,840.00	1,840.00
G-04841	Scott's Printing & Copying	Printing	148.12	148.12
G-04842	Little River Zoo	Programming Activities	105.00	
		Programming Activities	105.00	210.00
G-04843	Brilliance Corporation	Materials	431.07	431.07
G-04844	HAJOCA Corporation	Maintenance of Facilities	2,387.03	2,387.03
G-04845	Ingram Library Service	Materials	961.08	961.08
G-04846	Mergent Co., Inc.	Materials	2,310.00	2,310.00
G-04847	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	88.50	88.50
G-04848	AV Cafe Inc	Materials	172.08	172.08
G-04849	Ingram Library Service	Materials	1,088.10	1,088.10
G-04850	Hope Health/ IHAC	Professional Services	1,333.04	1,333.04
G-04851	Town of Luther	Water & Garbage	44.81	44.81
G-04852	Barnes & Noble, Inc.	Programming Activities	40.64	40.64
G-04853	Center Point Large Print	Materials	1,782.42	1,782.42
G-04854	Jeffrey J. Crawford	Security Services	487.50	487.50
G-04855	First Edition Cafe	Supplies	129.00	129.00
G-04856	Miguel A. Campos	Security Services	212.50	212.50
G-04857	Jurden Brown, Jr.	Security Services	325.00	325.00
G-04858	Stanley Campbell	Security Services	200.00	200.00
G-04859	Kimberly Edwards	Programming Activities	122.66	122.66
G-04860	OHC of Oklahoma, L.L.C.	Professional Services	71.50	
		Professional Services	286.00	357.50
G-04861	HF Group, LLC	Book Repairs & Bindings	1,676.88	
		Book Repairs & Bindings	336.60	2,013.48
G-04862	City of Harrah	Water & Garbage Services	48.19	48.19
G-04863	Crowe & Dunlevy	Professional Services	378.00	378.00
G-04864	City of Choctaw	Water & Garbage Services	60.37	60.37
G-04865	Baker & Taylor Entertainment	Materials	2,222.31	
		Materials	1,841.83	4,064.14
G-04866	Metropolitan Library System	Grp Med/Dtl Ins Prms-June	101,030.97	101,030.97
G-04867	Love and Logic Institute	Materials	86.89	86.89
G-04868	Walmart Community	Programming Activities	115.79	115.79
G-04869	Classic Paper Supply	Supplies	695.55	695.55

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Warrant Register

June 2009

Number	Vendor/Payee	Purpose		Amount
G-04870	Allied Waste Services #060	Water & Garbage Services	703.40	703.40
G-04871	Sharon G. Bish	Mileage	25.34	25.34
G-04872	National Center for	Materials	86.07	86.07
G-04873	Teaching Company	Materials	839.55	839.55
G-04874	Star Lighting	Maintenance of Facilities	93.00	
		Maintenance of Facilities	146.66	239.66
G-04875	ESS	Automation Contractual	488.00	488.00
G-04876	Cintas Corp.	Maintenance of Facilities	331.40	331.40
G-04877	Lesli Jones	Library-Related Services	120.00	120.00
G-04878	Cynthia Daniel Wolf	Programming Activities	250.00	250.00
G-04879	Oklahoma City Police Dept.	Maintenance of Facilities	65.00	65.00
G-04880	Myers Landscape Management,	Maintenance of Facilities	1,540.00	
		Maintenance of Facilities	755.00	2,295.00
G-04881	Securitas Security USA, Inc.	Security Services	6,712.99	6,712.99
G-04882	Baker & Taylor Books	Materials	527.79	
		Materials	2,996.20	
		Materials	2,917.54	
		Materials	5,655.88	
		Materials	3,906.29	
		Materials	3,044.92	19,048.62
G-04883	Baker & Taylor Books	Materials	967.22	
		Materials	3,515.03	
		Materials	4,336.05	
		Materials	2,915.63	11,733.93
G-04884	Baker & Taylor Books	Materials	2,317.43	2,317.43
G-04886	Mascots, Etc.	Library-Related Services	280.00	280.00
G-04887	COTPA	Parking & Transportation	3,036.00	
		Parking & Transportation	2,116.00	
		Parking & Transportation	4,665.29	9,817.29
G-04888	Dan Holman	Telephone Services	39.42	
		Mileage	40.70	80.12
G-04889	Joshua Pershica	Security Services	275.00	275.00
G-04890	Baker & Taylor Entertainment	Materials	11.24	11.24
G-04891	Anna Todd	Professional Services	1,800.00	1,800.00
G-04893	Vernon L. Kriethe	Security Service	112.50	112.50
G-04894	Lindsay Jones Egle	Mileage	34.67	
		Programming Activities	83.98	118.65
G-04895	Jason K. Saxon	Security Services	162.50	162.50
G-04896	Strategic Government Resources	Professional Services	994.38	
		Professional Services	994.38	1,988.76
G-04897	Healthy Sounds	Materials	204.00	204.00
G-04898	Allen K. Grimes	Programming Activities	125.00	125.00
G-04899	William Orwell Thompson III	Programming Activities	300.00	300.00
G-04900	Donna Hilton	Programming Activities	1,282.50	1,282.50
G-04901	Matthew Maggiamo	Programming Activities	600.00	600.00
G-04902	Michael Pahsetopah	Programming Activities	1,050.00	1,050.00
G-04903	Moffitt Company	Equipment	208.28	208.28
G-04904	Oakstone Wellness	Safety Supplies	279.30	279.30
G-04905	Essie Childs	Parking	8.00	8.00
G-04906	TablesNChairs	Furniture	3,509.00	3,509.00
G-04907	Jeremiah Blanchard	Security Services	162.50	162.50
G-04908	Bank of Oklahoma	Payroll Transmittal-Chks	40,047.70	

** Continued **

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Warrant Register

June 2009

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-04908	Bank of Oklahoma	Payroll Transmittal-Chks	19,259.96	
		Payroll Transmittal-Chks	165.00	59,472.66
G-04909	Bank of Oklahoma	Federal Withholding Tax	37,108.60	
		Federal Withholding Tax	1,399.00	38,507.60
G-04910	Oklahoma Tax Commission	State Withholding Tax	13,733.00	
		State Withholding Tax	713.50	14,446.50
G-04911	Mun. Employees Credit Union	Employee Cr Union Deducts	11,384.13	
		Employee Cr Union Deducts	87.50	11,471.63
G-04912	United Way of Central Oklahoma	Employee Deductions	415.56	415.56
G-04913	Bank of America	Payroll Transmittal-DDep	225,926.04	
		Payroll Transmittal-DDep	30,550.81	
		Payroll Transmittal-DDep	1,210.00	257,686.85
G-04914	Nationwide Retirement Solution	Employee Deductions	7,314.92	7,314.92
G-04915	Transamerica Worksite Mktg.	Employee Deductions	478.18	478.18
G-04916	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,183.11	5,183.11
G-04917	Bank of Oklahoma	Employee Flexplan Deposit	22,574.78	22,574.78
G-04918	Bank of Oklahoma	Employee Soc/Sec Deposits	24,154.79	
		Employee Soc/Sec Deposits	3,491.80	
		Employee Medicare Deposit	5,649.16	
		Employee Medicare Deposit	816.65	
		Employer Soc/Sec Deposits	27,646.69	
		Employer Medicare Deposit	6,465.68	68,224.77
G-04919	MassMutual Financial Group	Employee Contrib -- DC PI	12,591.35	
		Employer Contrib -- DC PI	22,944.55	35,535.90
G-04920	Love, Beal & Nixon, P.C.	Employee Deductions	397.50	397.50
G-04921	Vision Service Plan of	Grp Vision Ins Prem-June	2,334.12	2,334.12
G-04922	ODHS Oklahoma Centralized	Employee Deductions	338.02	338.02
G-04923	Administrative Systems, Inc.	Employee Deductions	1,109.41	1,109.41
G-04924	UNUM Life Insurance	Employee Deductions	1,652.20	
		Employee Deductions	17.40	
		Grp LTC Insurance-June	1,732.40	3,402.00
G-04925	NCO Financial Systems, INC	Employee Deductions	337.25	337.25
G-04926	EBSCO Subscription Services	Materials	23,900.00	23,900.00
G-04927	Baker & Taylor Books	Materials	1,594.14	1,594.14
G-04928	Recorded Books, LLC	Materials	139.95	139.95
G-04929	Gale Group	Materials	1,527.36	1,527.36
G-04930	Library Video Co.	Materials	1,105.25	1,105.25
G-04931	Full Circle Bookstore	Materials	575.44	575.44
G-04932	Random House, Inc	Materials	1,808.00	1,808.00
G-04933	Brilliance Corporation	Materials	2,776.46	2,776.46
G-04934	Ingram Library Service	Materials	537.79	537.79
G-04935	Audio Editions	Materials	1,744.06	1,744.06
G-04936	Melody House	Materials	52.85	52.85
G-04937	Ingram Library Service	Materials	171.68	171.68
G-04938	Barnes & Noble, Inc.	Materials	1,599.02	1,599.02
G-04939	Center Point Large Print	Materials	346.29	346.29
G-04940	Baker & Taylor Books	Materials	986.57	986.57
G-04941	Baker & Taylor Entertainment	Materials	3,711.22	3,711.22
G-04942	Baker & Taylor Books	Materials	639.37	
		Materials	2,300.39	
		Materials	2,157.68	
	** Continued **			

General Fund F.Y. 08-09

Warrant Register

June 2009

Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-04942	Baker & Taylor Books	Materials	2,116.74	
		Materials	8,612.44	15,826.62
G-04943	Baker & Taylor Books	Materials	597.26	
		Materials	995.44	
		Materials	5,833.67	
		Materials	6,060.12	13,486.49
G-04944	Mackin	Materials	158.22	158.22
G-04945	Overdrive, Inc.	Materials	5,501.62	5,501.62
G-04946	Metropolitan Library System	Maintenance of Facilities	5.70	
		Professional Services	55.00	
		Postage	2.59	
		Supplies	57.09	
		Programming Activities	146.69	
		Programming Activities	58.48	
		Other Commodities	71.10	396.65
G-04947	City of Midwest City, Inc.	Water & Garbage Services	257.87	257.87
G-04948	O G & E	Electrical Services	4,711.94	4,711.94
G-04949	Oklahoma Natural Gas Co.	Gas Services	41.86	
		Gas Services	582.39	
		Gas Services	378.08	
		Gas Services	20.42	1,022.75
G-04950	City of Oklahoma City	Water & Garbage	96.74	
		Water & Garbage	430.95	527.69
G-04951	City of the Village	Water & Garbage	82.97	82.97
G-04952	Brodart, Inc.	Supplies	63.24	63.24
G-04953	Southwestern Stationers, Inc.	Supplies	19.47	
		Printing	5,997.00	6,016.47
G-04954	Tech-Lock	Maintenance of Facilities	5.00	5.00
G-04955	Demco	Supplies	1,046.46	
		Supplies	50.67	
		Supplies	77.31	
		Equipment	431.99	1,606.43
G-04956	Eales Electronics Corp.	Maintenance of Facilities	45.00	45.00
G-04957	Gaylord Bros.	Supplies	378.00	378.00
G-04958	Hewlett-Packard Co.	Automation Contractual	4,701.85	4,701.85
G-04959	Oklahoma Library Association	Professional Services	375.00	
		Professional Services	61.00	
		Professional Services	61.00	497.00
G-04960	U.S. Postal Service	Postage	15,000.00	15,000.00
G-04961	Charles S. Isaacs	Mileage	77.28	77.28
G-04962	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-04963	ConocoPhillips Fleet	Gasoline	50.34	50.34
G-04964	Eureka Water Co.	Ralph Ellison Relocation	44.20	44.20
G-04965	Staples Business Advantage	Supplies	47.98	47.98
G-04966	Anne G. Fischer	Mileage	90.20	
		Telephone Services	50.00	140.20
G-04967	Copelin's Office Center	Supplies	1,675.20	
		Supplies	377.46	2,052.66
G-04968	Walter Wayne McEvilly	Programming Activities	200.00	200.00
G-04969	Janet Brooks	Mileage	43.45	43.45
G-04970	Liberty Flags Inc.	Supplies	87.85	87.85

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Warrant Register

June 2009

Number	Vendor/Payee	Purpose		Amount
G-04971	Shawver & Son	Maintenance of Facilities	126.00	126.00
G-04972	Jonathan Willis	Mileage	79.20	79.20
G-04973	Kristin Williamson	Professional Services	600.00	600.00
G-04974	Melanie Levick	Mileage	18.70	18.70
G-04975	A T & T Mobility	Telephone Services	86.32	86.32
G-04976	Scott's Printing & Copying	Printing	386.45	386.45
G-04977	James E. Nimmo	Transportation	120.00	120.00
G-04978	Lynda G. Bahr	Other Commodities	60.61	60.61
G-04979	Stuart Williamson	Professional Services	900.00	
		Mileage	31.35	931.35
G-04980	Fuelman	Gasoline	1,796.43	
		Vehicle Parts & Repairs	202.70	1,999.13
G-04981	Perfection Truck Parts&Equip.	Maintenance of Facilities	36.00	36.00
G-04982	Porch School Supply	Programming Activities	343.86	343.86
G-04983	Matthew Cotter	Mileage	36.30	36.30
G-04984	Stone Computer & Copier	Supplies	395.00	395.00
G-04985	Frances V. Harbert	Supplies	91.61	
		Mileage	26.51	118.12
G-04986	Landon Holman	Mileage	57.20	57.20
G-04987	Dell Marketing L.P.	Software	133.49	
		Computer Equipment	179.99	313.48
G-04988	Southwest Paper - OKC	Maintenance Supplies	81.94	81.94
G-04989	Heidi Johnson	Other Commodities	90.25	90.25
G-04990	Hudiburg Chevrolet, Inc.	Maintenance of Facilities	1,310.55	
		Vehicle Parts & Repairs	31.27	1,341.82
G-04991	Pleasant Pools	Maintenance of Facilities	191.90	191.90
G-04992	Kevin Colwell	Mileage	8.25	8.25
G-04993	OHC of Oklahoma, L.L.C.	Professional Services	143.00	143.00
G-04994	Amazon/GE Money Bank	Programming Gifts	749.97	749.97
G-04995	Crowe & Dunlevy	Professional Services	661.50	661.50
G-04996	John Wood	Mileage	5.23	5.23
G-04997	Fariba Williams	Mileage	33.00	33.00
G-04998	Office Depot Credit Plan	Supplies	20.81	20.81
G-04999	Todd Olberding	Telephone Services	40.89	
		Mileage	371.28	412.17
G-05000	Sharon Thompson	Professional Services	600.00	600.00
G-05001	Pamela Buchanan	May 2009	105.88	105.88
G-05002	Jennifer Adkisson	Mileage	58.30	58.30
G-05003	Denesa Bennett	Mileage	10.81	10.81
G-05004	John Utley	Telephone Services	35.00	
		Mileage	39.60	74.60
G-05005	Lesli Jones	Library-Related Services	190.00	190.00
G-05006	Kelley Hoffman	Mileage	11.00	11.00
G-05007	Securitas Security USA, Inc.	Security Services	6,792.00	
		Security Services	6,742.02	13,534.02
G-05008	Clarissa Sharp	Programming Activities	150.00	150.00
G-05009	Commercial Furniture	Furniture, Fixture, & Equip	1,581.00	1,581.00
G-05010	Maria Watkins	Mileage	32.12	32.12
G-05011	Cheryl Coleman	Mileage	26.12	26.12
G-05012	Midwest Single Source, Inc.	Supplies	52.64	
		Supplies	50.07	102.71
G-05013	Postal Customer Council USPS	Other Commodities	18.50	18.50

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G-05014	H I S Paints	Maintenance of Facilities	6.12	6.12
G-05015	Fitz Jennings	Programming Activities	1,000.00	1,000.00
G-05016	Thomas B. Horne	Rent of Facility	4,437.33	4,437.33
G-05017	Savannah Mitchell	Programming Activities	150.00	150.00
G-05018	Atlas General Contractors, LLC	Capital Projects	381,038.00	
		Capital Projects	10,329.00	391,367.00
G-05019	Suzette V. Felton	Programming Activities	23.00	23.00
G-05020	JobDig	Library-Related Services	200.00	200.00
G-05021	Chris Kennedy	Mileage	22.00	22.00
G-05022	Lindsay Jones Egle	Programming Activities	186.55	186.55
G-05023	Holly Cleeland	Programming Activities	1,600.00	1,600.00
G-05024	Alison Harris McAnally	Programming Activities	200.00	
		Programming Activities	100.00	300.00
G-05025	Jacquelyn M. Dorsey	Programming Activities	100.00	100.00
G-05026	Bethany's History Book	Books & Materials	270.00	270.00
G-05027	Jennifer M. Cinocco	Programming Activities	150.00	150.00
G-05028	Dustin Gilpin	Programming Activities	125.00	125.00
G-05029	Kaleb Christian Nimz	Programming Activities	125.00	125.00
G-05030	American Floor Mats	Equipment	531.79	531.79
G-05031	Trochta's Flowers & Greenhouse	Other Commodities	177.22	177.22
G-05032	Gale Research	Materials	4,331.90	4,331.90
G-05033	Baker & Taylor Books	Materials	400.00	400.00
G-05034	Recorded Books, LLC	Materials	126.22	126.22
G-05035	Instructional Video, Inc.	Materials	90.75	90.75
G-05036	Gale Group	Materials	1,300.28	1,300.28
G-05037	Random House, Inc	Materials	730.75	730.75
G-05038	Ingram Library Service	Materials	6,366.50	6,366.50
G-05039	Information Today, Inc.	Materials	1,274.20	1,274.20
G-05040	Audio Editions	Materials	227.47	227.47
G-05041	OverDrive, Inc fka	Materials	1,282.33	1,282.33
G-05042	AV Cafe Inc	Materials	397.14	397.14
G-05043	Ingram Library Service	Materials	266.37	266.37
G-05044	Center Point Large Print	Materials	506.22	506.22
G-05045	Info USA Marketing, Inc.	Materials	21,475.00	21,475.00
G-05046	Baker & Taylor Books	Materials	956.67	956.67
G-05047	Baker & Taylor Entertainment	Materials	1,329.45	
		Materials	777.76	2,107.21
G-05048	Baker & Taylor Books	Materials	1,490.88	
		Materials	569.87	
		Materials	2,303.31	
		Materials	6,143.26	
		Materials	7,614.84	
		Materials	2,235.77	20,357.93
G-05049	Baker & Taylor Books	Materials	1,024.16	
		Materials	6,310.82	7,334.98
G-05050	Baker & Taylor Books	Materials	1,857.34	1,857.34
G-05051	Value Line	Materials	17,850.00	17,850.00
G-05052	Metropolitan Library System	Professional Services	60.00	
		Postage	39.54	
		Supplies	33.49	
		Programming Activities	77.83	
		Other Commodities	107.84	318.70

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Number	Vendor/Payee	Purpose		Amount
G-05053	O G & E	Electrical Services	14,957.36	14,957.36
G-05054	Oklahoma Natural Gas Co.	Gas Services	56.15	56.15
G-05055	City of Oklahoma City	Wate & Garbage	817.29	817.29
G-05056	Southwestern Stationers, Inc.	Supplies	65.34	
		Supplies	34.64	
		Supplies	39.10	
		Printing	660.00	799.08
G-05057	Locke Supply Co.	Maintenance of Facilities	20.36	20.36
G-05058	Demco	Supplies	472.01	
		Supplies	159.98	
		Equipment	162.00	
		Programming Supplies	10.47	804.46
G-05059	MASSCO Maintenance Supply Co.	Supplies	107.38	107.38
G-05060	Gaylord Bros.	Supplies	59.50	59.50
G-05061	AT&T	Telephone Services	910.19	
		Telephone Services	766.48	
		Telephone Services	332.32	2,008.99
G-05062	City of Edmond	Electrical Services	3,793.42	3,793.42
G-05063	Alma L. Brown	Programming Activities	34.54	34.54
G-05064	Richard Rea	Mileage	12.65	12.65
G-05065	Standard Printing Co., Inc.	Supplies	468.00	468.00
G-05066	U.S. Postal Service	Postage	185.00	185.00
G-05067	Spence & Associates, Inc	Lirary-Related Services	1,900.00	1,900.00
G-05068	Charles S. Isaacs	Telephone Services	35.00	35.00
G-05069	United Refrigeration, Inc.	Maintenance of Facilities	569.95	
		Maintenance of Facilities	279.55	
		Maintenance of Facilities	701.67	1,551.17
G-05070	Johnstone Supply	Maintenance of Facilities	20.66	20.66
G-05071	Eureka Water Co.	Ralph Ellison Relocation	7.00	7.00
G-05072	BayScan Technologies	Supplies	984.10	984.10
G-05073	Angie Paeltz	Programming Acitivities	56.98	56.98
G-05074	Jean Hill	Programming Activities	450.00	450.00
G-05075	Peak Technologies, Inc.	Maintenance of Facilities	795.60	795.60
G-05076	Full Circle Bookstore	Programming Activities	579.10	579.10
G-05077	Linda Hyams	Mileage	84.70	84.70
G-05078	Metrocall Wireless	Telephone Services	93.64	93.64
G-05079	Oklahoma City Employment Guide	Library-Related Services	600.00	600.00
G-05080	Dana Bickford	Professional Services	600.00	600.00
G-05081	Oklahoma Gazette	Library-Related Services	1,073.75	
		Library-Related Services	1,175.00	2,248.75
G-05082	Scott's Printing & Copying	Printing	344.13	
		Printing	477.90	822.03
G-05083	Phyllis Davidson	Mileage	14.71	14.71
G-05084	Julia Ballou	Mileage	27.69	27.69
G-05085	Albert Bostick	Programming Activities	550.00	550.00
G-05086	James E. Garling	Programming Activities	200.00	200.00
G-05087	Dana Morrow	Professional Services	110.00	
		Other Commodities	96.67	
		Mileage	41.31	247.98
G-05088	FedEx Kinko's Print Services	Supplies	77.83	
		Programming Activities	24.11	101.94
G-05089	Scovil & Sides Hardware Co.	Maintenance of Facilities	2,168.58	2,168.58

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Number	Vendor/Payee	Purpose		Amount
G-05090	Oklahoma County Newspapers	Subscriptions	36.00	36.00
G-05091	Porch School Supply	Programming Activities	153.06	
		Programming Activities	86.15	239.21
G-05092	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	88.50	88.50
G-05093	Voss Lighting	Maintenance of Facilities	302.70	302.70
G-05094	Frances V. Harbert	Supplies	154.53	154.53
G-05095	Best Companies, Inc.	Maintenance of Facilities	580.00	580.00
G-05096	Cherokee Building Materials	Maintenance of Facilities	46.56	46.56
G-05097	Barnes & Noble, Inc.	Programming Activities	867.39	867.39
G-05098	Studio Architecture PC	Capital Projects	2,749.88	2,749.88
G-05099	Deli Partners of Little Rock	Professional Services	170.80	
		Professional Services	200.96	371.76
G-05100	Jimmy Welch	Telephone Services	50.00	50.00
G-05101	Jeffrey J. Crawford	Security Services	325.00	325.00
G-05102	John Mark Dawson	Security Services	412.50	412.50
G-05103	First Edition Cafe	Library-Related Services	48.02	48.02
G-05104	Miguel A. Campos	Security Services	206.25	206.25
G-05105	Jurden Brown, Jr.	Security Services	325.00	325.00
G-05106	Stanley Campbell	Security Services	200.00	200.00
G-05107	Southwest Paper - OKC	Maintenance Supplies	2,294.35	2,294.35
G-05108	Southwest Compressor, Inc.	Maintenance of Facilities	12.00	
		Maintenance of Facilities	73.50	85.50
G-05109	Bank of America	Library-Related Services	188.95	188.95
G-05110	Sharon A. Nolan	Programming Activities	55.05	55.05
G-05111	Ruby Soutiere	Mileage	14.58	14.58
G-05112	Katrina Prince	Other Commodities	72.15	72.15
G-05113	Joy E. Cavett	Programming Activities	100.00	100.00
G-05114	Kim Ventrella	Programming Activities	60.00	60.00
G-05115	City of Edmond	Water & Garbage Services	332.85	332.85
G-05116	Carol L. Roberts	Mileage	59.95	59.95
G-05117	Amazon/GE Money Bank	Supplies	193.47	193.47
G-05118	Oklahoma Press Service	Library-Related Services	260.70	260.70
G-05119	Office Depot Credit Plan	Programming Activities	80.94	80.94
G-05120	Todd Olberding	Telephone Services	37.30	37.30
G-05121	Cox Communications, Inc.	Telephone Services	2,037.11	
		Telephone Services	1,860.84	3,897.95
G-05122	Walmart Community	Programming Activities	33.88	
		Programming Activities	83.42	117.30
G-05123	MetroFamily Magazine	Library-Related Services	2,898.00	2,898.00
G-05124	Evelyn Carol Gilbert	Mileage	47.91	47.91
G-05125	Donna Morris	Parking & Transportation	450.00	450.00
G-05126	Melissa Weathers	May 2009	21.30	21.30
G-05127	Lesli Jones	Library-Related Services	120.00	
		Library-Related Services	120.00	240.00
G-05128	Worth Hydrochem of Oklahoma	Maintenance of Facilities	222.00	222.00
G-05129	Cheryll Smith	Professional Services	600.00	600.00
G-05130	Oklahoma City Police Dept.	Maintenance of Facilities	130.00	130.00
G-05131	Cox Communications, Inc.	Telephone Service	530.24	530.24
G-05132	Securitas Security USA, Inc.	Security Services	5,329.88	5,329.88
G-05133	Kone Inc	Maintenance of Facilities	975.00	975.00
G-05134	Trigen-OKC Energy Corporation	Energy Services	19,000.82	19,000.82
G-05135	Midwest Single Source, Inc.	Supplies	41.02	

** Continued **

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Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-05135	Midwest Single Source, Inc.	Supplies	191.42	232.44
G-05136	McBride Clinic, Inc.	Professional Services	30.00	30.00
G-05137	Joshua Pershica	Security Services	600.00	600.00
G-05138	Provantage	Computer Equipment	1,796.69	1,796.69
G-05139	R. Justin Herwig	Mileage	44.00	44.00
G-05140	Shannon Sommers	Programming Activities	150.00	150.00
G-05141	Jamar Rahming	Mileage	41.93	41.93
G-05142	Ada Berry	Programming Activities	100.00	100.00
G-05143	Michelle Smith	Programming Activities	50.00	50.00
G-05144	Anita Gail Peck	Programming Activities	50.00	50.00
G-05145	Dustin Gilpin	Programming Activities	125.00	125.00
G-05146	Kaleb Christian Nimz	Programming Activities	125.00	125.00
G-05147	William Redenius	Programming Activities	175.00	175.00
G-05148	Bank of Oklahoma	Payroll Transmittal-Chks	41,999.38	
		Payroll Transmittal-Chks	21,177.79	63,177.17
G-05149	Bank of Oklahoma	Federal Withholding Tax	39,031.60	
		Federal Withholding Tax	1,669.00	40,700.60
G-05150	Oklahoma Tax Commission	State Withholding Tax	14,276.00	
		State Withholding Tax	861.50	15,137.50
G-05151	Mun. Employees Credit Union	Employee Cr Union Deducts	11,384.13	
		Employee Cr Union Deducts	87.50	11,471.63
G-05152	United Way of Central Oklahoma	Employee Deductions	415.56	415.56
G-05153	Bank of America	Payroll Transmittal-DDep	233,376.40	
		Payroll Transmittal-DDep	32,499.50	265,875.90
G-05154	Nationwide Retirement Solution	Employee Deductions	7,314.92	7,314.92
G-05155	Transamerica Worksite Mrktg.	Employee Deductions	478.18	478.18
G-05156	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,229.08	5,229.08
G-05157	Bank of Oklahoma	Employee Flexplan Deposit	10,668.13	10,668.13
G-05158	Bank of Oklahoma	Employee Soc/Sec Deposits	24,725.96	
		Employee Soc/Sec Deposits	3,779.39	
		Employee Medicare Deposit	5,782.71	
		Employee Medicare Deposit	883.91	
		Employer Soc/Sec Deposits	28,505.46	
		Employer Medicare Deposit	6,666.55	70,343.98
G-05159	MassMutual Financial Group	Employee Contrib -- DC PI	12,502.67	
		Employer Contrib -- DC PI	22,770.44	35,273.11
G-05160	Love, Beal & Nixon, P.C.	Employee Deductions	463.89	463.89
G-05161	ODHS Oklahoma Centralized	Employee Deductions	338.02	338.02
G-05162	Administrative Systems, Inc.	Employee Deductions	1,118.31	1,118.31
G-05163	NCO Financial Systems, INC	Employee Deductions	369.22	369.22
G-05164	Grainger	Maintenance of Facilities	858.16	
		Maintenance of Facilities	126.00	
		Maintenance of Facilities	117.49	1,101.65
G-05165	O G & E	Electrical Services	990.25	990.25
G-05166	Oklahoma Natural Gas Co.	Gas Services	425.00	425.00
G-05167	City of Bethany	Water & Garbage	116.37	116.37
G-05168	City of Oklahoma City	Water & Garbage	222.35	
		Water & Garbage	328.49	550.84
G-05169	Brodart, Inc.	Equipment	3,474.95	3,474.95
G-05170	Southwestern Stationers, Inc.	Supplies	14.15	
		Supplies	26.04	40.19

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G-05171	Borders Group, Inc.	Programming Activities	436.68	436.68
G-05172	Hunzicker Brothers, Inc.	Maintenance of Facilities	343.78	343.78
G-05173	Dagwell Dixie Inc	Maintenance of Facilities	49.64	49.64
G-05174	Tech-Lock	Maintenance of Facilities	37.50	
		Maintenance of Facilities	106.95	144.45
G-05175	Gale Research	Materials	382.40	382.40
G-05176	Highsmith Co., Inc.	Supplies	20.27	
		Supplies	68.50	88.77
G-05177	Tina Clark	Programming Activities	300.00	300.00
G-05178	Baker & Taylor Books	Materials	1,126.84	1,126.84
G-05179	Spence & Associates, Inc	Library-Related Services	1,900.00	1,900.00
G-05180	Oklahoma Opry, LLC	Programming Activities	75.00	75.00
G-05181	Recorded Books, LLC	Materials	2,612.66	2,612.66
G-05182	Pure Service Corp.	Janitorial Services	13,645.00	
		Janitorial Services	753.00	
		JANITORIAL SERVICES	6,760.00	
		Janitorial Services	690.00	
		Janitorial Services	176.00	
		Janitorial Services	4,955.00	
		Janitorial Services	2,100.00	
		Janitorial Services	130.00	29,209.00
G-05183	Johnstone Supply	Maintenance of Facilities	342.87	
		Maintenance of Facilities	14.43	
		Maintenance of Facilities	271.83	629.13
G-05184	Sylvia Lawson	Mileage	11.00	11.00
G-05185	Encyclopedia Britannica, Inc.	Materials	3,500.00	3,500.00
G-05186	Instructional Video, Inc.	Materials	1,243.66	1,243.66
G-05187	Southwest Trailers & Equipment	Maintenance of Facilities	3,718.00	3,718.00
G-05188	Arphax Publishing Co	Materials	748.17	748.17
G-05189	Gale Group	Materials	186.84	186.84
G-05190	Ann Aliotta	Supplies	82.00	82.00
G-05191	Staples Business Advantage	Supplies	39.99	
		Supplies	31.91	71.90
G-05192	Ebrahim Ejtehad	Programming Activities	150.00	150.00
G-05193	BayScan Technologies	Automation Equipment	953.00	
		Automation Equipment	1,429.50	2,382.50
G-05194	Friday	Subscriptions	25.00	25.00
G-05195	Baudville	Other Commodities	124.38	124.38
G-05196	Walter Wayne McEvilly	Programming Activities	350.00	350.00
G-05197	Library Video Co.	Materials	209.65	209.65
G-05198	Amigos Library Services	Network Catalog Services	9,000.00	9,000.00
G-05199	Oklahoma Air Filter	Maintenance of Facilities	35.28	
		Maintenance of Facilities	322.61	357.89
G-05200	City of Bethany Police Dept.	Maintenance of Facilities	10.00	10.00
G-05201	Shawver & Son	Automation Contractural	539.96	539.96
G-05202	Jonathan Willis	Telephone Services	35.00	35.00
G-05203	Random House, Inc	Materials	6,112.00	6,112.00
G-05204	Scott's Printing & Copying	Printing	1,005.51	1,005.51
G-05205	Crystal Data/Business Products	Supplies	502.00	502.00
G-05206	Brilliance Corporation	Materials	45.24	45.24
G-05207	Allen's Floor Systems, Inc.	Carpet	2,245.00	2,245.00
G-05208	Gateway Films/Vision Video	Materials	67.96	67.96

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Number	Vendor/Payee	Purpose		Amount
G-05209	Ingram Library Service	Materials	2,393.93	2,393.93
G-05210	Sani-Sheen System, Inc.	Maintenance of Facilities	25.00	25.00
G-05211	XPEDX	Maintenance Supplies	149.30	
		Supplies	1,343.18	1,492.48
G-05212	Audio Editions	Materials	636.65	636.65
G-05213	OSCPA	Memberships	195.00	195.00
G-05214	Lakeshore Learning Materials	Programming Activities	144.71	
		Programming Supplies	57.44	202.15
G-05215	OverDrive, Inc fka	Materials	1,180.35	1,180.35
G-05216	Positive Promotions	Other Commodities	91.80	91.80
G-05217	Ginger Waldrip	Programming Activities	100.00	100.00
G-05218	Ingram Library Service	Materials	1,152.73	1,152.73
G-05219	J & B Graphics	Maintenance of Facilities	37.50	37.50
G-05220	Debbie Robertus	Travel Expenses	125.80	125.80
G-05221	Barbara Geary	Programming Activities	750.00	750.00
G-05222	Dean Johnson	Programming Activities	150.00	150.00
G-05223	Priscilla A. Russell	Programming Activities	600.00	600.00
G-05224	John Wood	Telephone Services	50.00	50.00
G-05225	Fariba Williams	Programming Activities	40.65	40.65
G-05226	Office Depot Credit Plan	Supplies	75.96	75.96
G-05227	Baker & Taylor Books	Materials	720.64	720.64
G-05228	Commercial Card Solutions	Programming Supplies	433.95	
		Programming Activities	62.00	
		Reservations	75.00	
		Other Commodities	70.00	
		Maintenance Supplies	103.28	
		Benches	1,090.08	
		Supplies	43.05	
		Programming Activities	200.31	
		Supplies	3.35	
		Supplies	89.88	
		Supplies	94.08	
		Supplies	86.46	
		Programming Supplies	74.92	
		Supplies	79.65	
		Professional Services	240.00	
		Equipment	369.00	
		Annual Fee	25.00	
		Professional Services	60.50	
		Programming Activity	32.00	3,232.51
G-05229	Baker & Taylor Entertainment	Materials	2,508.47	2,508.47
G-05230	Daniel Fields	Programming Activities	208.17	208.17
G-05231	Walmart Community	Programming Activities	67.78	
		Supplies	28.72	96.50
G-05232	Commercial Card Solutions	Professional Services	25.00	
		Books & Materials	219.90	
		Books & Materials	177.08	
		Books & Materials	83.89	505.87
G-05233	Preston Bell	Transportation	40.00	40.00
G-05234	Imagination Promotional Group	Other Commodities	1,082.11	1,082.11
G-05235	Carrier North	Maintenance of Facilities	528.18	
		Maintenance of Facilities	207.84	736.02

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Number	Vendor/Payee	Purpose		Amount
G-05236	Pamela Buchanan	Telephone Services	35.00	35.00
G-05237	Star Lighting	Maintenance of Facilities	232.25	
		Maintenance of Facilities	55.20	
		Maintenance of Facilities	199.70	
		Maintenance of Facilities	114.16	601.31
G-05238	Susan H. Wood	Programming Activities	125.00	
		Programming Activities	105.00	230.00
G-05239	Rondia K. Banks	Mileage	39.24	
		Programming Activities	116.48	155.72
G-05240	Faith Centered Resources	Materials	25.98	25.98
G-05241	Myers Landscape Management,	Maintenance of Facilities	1,790.00	
		Maintenance of Facilities	1,926.00	3,716.00
G-05242	Baker & Taylor Books	Materials	935.79	
		Materials	1,627.57	
		Materials	4,175.47	
		Materials	6,205.32	12,944.15
G-05243	Baker & Taylor Books	Materials	1,504.15	
		Materials	3,391.95	
		Materials	5,129.59	
		Materials	2,625.18	12,650.87
G-05244	Baker & Taylor Books	Materials	4,335.84	4,335.84
G-05245	Clarissa Sharp	Programming Activities	75.00	75.00
G-05246	Emily Williams	Mileage	31.96	31.96
G-05247	Smart Technologies	Construction	5,912.30	5,912.30
G-05248	Erika Sterling	Maintenance of Facilities	120.00	120.00
G-05249	Baker & Taylor Entertainment	Materials	73.64	73.64
G-05250	Fitz Jennings	Programming Activities	600.00	600.00
G-05251	Sheldon Beach	Mileage	33.78	33.78
G-05252	Wayne Stein	Programming Activities	100.00	100.00
G-05253	Savannah Mitchell	Programming Activities	150.00	150.00
G-05254	Mobile Mini, Inc.	Ralph Ellison Relocation	123.00	123.00
G-05255	Linda Cooper	Maintenance of Facilities	525.00	525.00
G-05256	American Media	Books & Materials	28.50	28.50
G-05257	Ada Berry	Programming Activities	100.00	
		Programming Activities	190.00	290.00
G-05258	Boe Toahty	Programming Activities	240.00	240.00
G-05259	Jennifer M. Cinocco	Programming Activities	225.00	225.00
G-05260	Ernestine Clark	Professional Services	137.50	137.50
G-05261	Carco Rentals	Rental of Equipment	464.34	464.34
G-05262	Erin E. Yeaman	Programming Activities	200.00	200.00
G-05263	Robert J. Allen, Jr.	Security Services	212.50	212.50
G-05264	Eddie H. Watts	Mileage	11.55	11.55
G-05265	Borders Group, Inc.	Materials	170.02	170.02
G-05266	Gale Research	Materials	9,126.15	9,126.15
G-05267	Oasis Audio LLC	Materials	91.96	91.96
G-05268	Recorded Books, LLC	Materials	1,894.71	1,894.71
G-05269	Gale Group	Materials	224.40	224.40
G-05270	Hal Leonard Publishing	Materials	287.85	287.85
G-05271	Library Video Co.	Materials	659.46	659.46
G-05272	Price Digests	Materials	659.45	659.45
G-05273	Random House, Inc	Materials	976.00	976.00
G-05274	Ingram Library Service	Materials	837.84	837.84

General Fund F.Y. 08-09

Warrant Register

June 2009

Number	Vendor/Payee	Purpose		Amount
G-05275	OverDrive, Inc fka	Materials	1,088.70	1,088.70
G-05276	Oklahoma Petroleum Directory	Materials	200.00	200.00
G-05277	Baker & Taylor Books	Materials	2,465.78	2,465.78
G-05278	Baker & Taylor Entertainment	Materials	2,179.66	2,179.66
G-05279	Baker & Taylor Books	Materials	1,590.94	
		Materials	1,645.91	
		Materials	2,762.66	
		Materials	3,275.04	
		Materials	4,568.89	13,843.44
G-05280	Baker & Taylor Books	Materials	1,792.70	
		Materials	4,080.64	
		Materials	6,702.62	
		Materials	563.98	13,139.94
G-05281	Baker & Taylor Books	Materials	2,287.58	2,287.58
G-05282	Baker & Taylor Entertainment	Materials	191.49	191.49
G-05283	Value Line	Materials	2,050.00	2,050.00
G-05284	Columbia University Press	Materials	2,300.00	2,300.00
Total of FY 08-09 Warrants Issued				\$ 2,272,312.48

Special Funds

Warrant Register

June 2009

Number	Vendor/Payee	Purpose		Amount
S-14676	David J. Wolf	Lost & Paid Book Returned	4.85	4.85
S-14677	Donna R. Jenkins	Lost & Paid Book Returned	3.00	3.00
S-14678	Karen Y. Stephens	Lost & Paid Book Returned	18.50	18.50
S-14679	Stillwater Public Library	ILL Book Replacement	29.95	29.95
S-14680	Laura R. Henderson	Lost & Paid Book Returned	9.00	9.00
S-14681	Mary K. Sine	Lost & Paid Book Returned	11.95	11.95
S-14682	Caleb M. Tucker	Lost & Paid Book Returned	9.95	9.95
S-14684	Susan Pierce	Noon Tunes	448.00	448.00
S-14685	BMI Systems Corp.	Copier Maintenance	78.50	
		Copier Maintenance	31.62	
		Copier Maintenance	36.00	
		Copier Maintenance	147.43	
		Copier Maintenance	126.17	
		Copier Maintenance	86.91	
		Copier Maintenance	120.17	
		Copier Maintenance	78.50	
		Copier Maintenance	49.33	754.63
S-14686	Baker & Taylor Books	Materials	113.29	113.29
S-14687	Barbara J. Williams	Lost & Paid Book Returned	9.95	9.95
S-14688	Chris J. Eckart	Lost & Paid Book Returned	10.95	10.95
S-14689	Oklahoma Tax Commission	State Sales Tax-May 2009	41.43	41.43
S-14690	Jim R. Hill	Lost & Paid Book Returned	21.95	21.95
S-14691	Borann Thach	Lost & Paid Book Returned	4.95	4.95
S-14692	Gayle L. Brown	Lost & Paid Book Returned	3.00	3.00
S-14693	Annie L. Griffin	Lost & Paid Book Returned	9.00	9.00
S-14695	Alyssa R. Newton	Lost & Paid Book Returned	3.00	3.00
S-14696	Hannah M. Wilkerson	Lost & Paid Book Returned	4.50	4.50
S-14697	Amanda R. Prashun	Lost & Paid Book Returned	18.75	18.75
S-14698	Viola A. Santos	Lost & Paid Book Returned	3.00	3.00
S-14699	Lorena F. Gibson	Lost & Paid Book Returned	13.00	13.00
S-14700	Carissa L. White	Lost & Paid Book Returned	3.00	3.00
S-14701	Friends of the Metro. Library	Grant Balance Refund	7.09	7.09
S-14702	Metropolitan Library System	Transfer of Fines & Fees	24,000.00	24,000.00
S-14703	Imagination Promotional Group	Employee Summer T-shirts	1,146.64	1,146.64
S-14704	Oklahoma Tax Commission	State Sales Tax-May 2009	634.60	634.60
S-14705	City of Del City	Summer Reading Programs	450.00	450.00
S-14706	Friends of the Metro. Library	Grant Balance Refund	648.00	648.00
S-14707	Texas A&M Univ - Corpus Christ	ILL Book Replacement	14.76	14.76
S-14708	Linda R. Malone	Lost & Paid Book Returned	3.00	3.00
S-14709	Norma J. Newton	Lost & Paid Book Returned	3.00	3.00
S-14710	Luella N. Carson	Lost & Paid Book Returned	3.00	3.00
S-14711	Suzanne W. Monroe	Lost & Paid Book Returned	3.00	3.00
S-14712	Daniel J. Marere	Lost & Paid Book Returned	12.00	12.00
S-14713	Travis L. Doolin	Lost & Paid Book Returned	8.50	8.50
S-14714	Georgia S. M. Bootz	Lost & Paid Book Returned	3.00	3.00
S-14715	Earl W. Childress	Lost & Paid Book Returned	3.00	3.00
S-14716	Lisa M. Luse	Lost & Paid Book Returned	24.95	24.95
S-14717	Cade M. Christison	Lost & Paid Book Returned	14.95	14.95
S-14718	Friends of the Metro. Library	Grant Balance Refund	95.92	95.92
S-14719	Christine Francis	Programming Tai Chi Class	420.00	420.00
S-14720	Kathryn E. Reilly	Lost & Paid Book Returned	3.00	3.00
S-14721	Barnes & Noble, Inc.	Programming	2,028.86	2,028.86

Special Funds

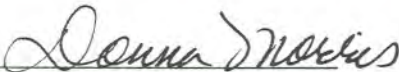
Warrant Register

June 2009

Number	Vendor/Payee	Purpose		Amount
S-14722	Kathryn G. Bledsoe	Lost & Paid Book Returned	3.00	3.00
S-14723	Michelle L. Carnott	Lost & Paid Book Returned	21.00	21.00
S-14724	Maurissa Clark	Lost & Paid Book Returned	16.95	16.95
S-14725	Jennifer J. Maline	Lost & Paid Book Returned	3.00	3.00
S-14726	Carl M. Bielstein	Lost & Paid Book Returned	6.00	6.00
S-14727	Brad K. Rogers	Lost & Paid Book Returned	13.95	13.95
S-14728	Susan W. Russell	Lost & Paid Book Returned	3.00	3.00
S-14729	Leslie C. Creasey	Lost & Paid Book Returned	6.95	6.95
S-14730	Kayla T. Pham	Lost & Paid Book Returned	13.95	13.95
S-14731	Thu-Phi Thi Bui	Lost & Paid Book Returned	3.35	3.35
S-14732	Laurie V. Olsen	Lost & Paid Book Returned	9.95	9.95
S-14733	Judy M. Morris	Lost & Paid Book Returned	3.00	3.00
S-14734	Willie L. Randle, Jr	Lost & Paid Book Returned	8.00	8.00
S-14735	Shannon C. Combs	Lost & Paid Book Returned	6.00	6.00
S-14736	James B. Reeb	Lost & Paid Book Returned	3.00	3.00
S-14737	Commercial Card Solutions	Monthly Fee	119.90	119.90
S-14738	Southwest Regional Folk	Meeting Room Overpayment	60.00	60.00
S-14739	Standley Systems	Copier Usage	286.79	
		Copier Usage	308.73	
		Copier Usage	237.71	
		Copier Usage	283.81	1,117.04
S-14740	Rhonda J. Turley	Lost & Paid Book Returned	32.20	32.20
S-14741	Tracy R. Turner	Lost & Paid Book Returned	3.00	3.00
S-14742	Robert E. Murphy	Lost & Paid Book Returned	3.00	3.00
S-14743	Brianne E. Cole	Lost & Paid Book Returned	3.00	3.00
S-14744	Denise L. Serrano	Lost & Paid Book Returned	3.00	3.00
S-14745	Deidra J. Bowman	Lost & Paid Book Returned	3.00	3.00
S-14746	Frances A. Kilmer	Lost & Paid Book Returned	3.00	3.00
S-14747	Erick M. Lassiter	Lost & Paid Book Returned	5.95	5.95
S-14748	Shirley M. Wood	Lost & Paid Book Returned	25.15	25.15
S-14749	Ashley R. McCauley	Lost & Paid Book Returned	10.00	10.00
S-14750	George R. Gammon	Lost & Paid Book Returned	8.95	8.95
S-14751	Cheryl J.H. Prebula	Lost & Paid Book Returned	3.00	3.00
S-14752	Paula K. Vinson	Lost & Paid Book Returned	3.00	3.00
S-14753	George A. Guinn	Lost & Paid Book Returned	3.00	3.00
S-14754	Susan Pierce	Noon Tunes	2,000.00	
		Noon Tunes	448.00	2,448.00
S-14755	Susie Beasley	Celtic Heritage Event	110.36	110.36
Total of Special Funds Warrants Issued				\$ 35,162.52

I, Donna Morris, certify that:

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


Donna Morris, Executive Director

7-7-09
Date

I, Lloyd Lovely, certify that:

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


Lloyd Lovely, Deputy Executive Director of Finance and Support

7-7-09
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: ELECTRIC FORK LIFT TRUCK

A riding electric fork lift truck has been requested for Maintenance to use in the new Maintenance/Service Center. The electric fork lift truck will have a 3,000 lbs lift capacity, a maximum lift height of not less than 185" and a tight turning radius.

The Friends of the Metropolitan Library have provided a grant for the purchase of this fork lift truck.

Specifications were prepared and bids were let for 16 days and were advertised for two days (June 16 and 18, 2009) in ***The Oklahoman***. Bid packets were also sent to seven prospective vendors.

A pre-bid conference was held on Tuesday, June 23rd, 2009. Two vendors attended.

Bids were received and publicly opened on Tuesday, June 30th, 2009. Six vendors responded.

Vendors	Truck Bid	Basic Price	Mini-Lever Controls	Battery Charger	Extended Warranty	Total Cost
Westquip	Toyota	\$23,343.00	\$627.00	Incl	\$1375.00	\$25,345.00
Capitol Lift	Mitsubishi	\$22,436.00	NB	\$1,782.00	\$1,650.00	\$25,868.00
Sooner	Doosan	\$17,997.00	\$1,398.00	\$5,229.00	\$1,400.00	\$26,024.00
Van Keppel	Hyster	\$21,711.90	\$750.00	\$4,000.00	\$1,000.00	\$27,461.90
Medley	Yale	\$27,178.20	\$626.24	\$1926.10	\$725.12	\$30,455.66
Darr Equip	Caterpillar	\$28,723.00	\$1,250.00	Incl	\$900.00	\$30,873.00

All six vendors are located in Oklahoma County. The Mitsubishi fork lift truck bid by Capitol Lift does not feature mini-lever controls for the driver. This fork lift truck and bid is rejected for not meeting specifications.

Westquip, bidding the Toyota fork lift truck, Model 7FBEU15, is the lowest and best bid meeting specifications.

The Library wishes to purchase the Toyota fork lift truck, with the mini-lever controls, the battery charger and the extended warranty.

RECOMMENDATION:

That the Commission award the contract to Westquip for the Toyota fork lift truck in the amount of \$25,345.00. Funding for this purchase is provided by the grant from the Friends of the Library.

CONTRACT AWARDS AND PURCHASES
(cnt'd)

ITEM B: LICENSES OF 2007 MICROSOFT OFFICE SOFTWARE

Provided for in the FY2008-2009, budget is the request for Licenses for 2007 Microsoft Office software for use throughout the Library. Information Technology wishes to purchase 350 licenses of 2007 Microsoft Office software.

Specifications were prepared and bids were let for 16 days and were advertised for two days (June 18 and 23, 2009) in ***The Oklahoman***. Bids were also sent to six prospective vendors.

A pre-bid conference was scheduled for Tuesday, June 23, 2009. No vendors attended this conference.

Bids were received and publicly opened on Tuesday, June 30, 2009. Three vendors responded.

Vendors	250 -- 2007 Standard Office	50 -- 2007 Professional Office	50 -- 2007 Publisher Office	Total Cost for 350 Licenses
Dell Marketing	\$49.00-- \$12,250.00	\$51.50-- \$2,575.00	\$19.25-- \$962.50	\$15,787.50
PC Mall	\$48.07-- \$12,017.50	\$61.15-- \$3,057.50	\$18.98-- \$949.00	\$16,024.00
Smart Technology	\$51.25-- \$12,812.50	\$64.00-- \$3,200.00	\$20.25-- \$1,012.50	\$17,025.00

Smart Technology is located in Oklahoma County, the other two vendors are located out-of-state. All vendors meet specifications.

The Local Preference option was considered for the Smart Technology bid. However, Smart Technology's bid exceeds the \$1,000.00 limit.

Dell Marketing is the best and lowest bidder meeting specifications.

RECOMMENDATION:

That the Commission award the contract for 350 Licenses for 2007 Microsoft Office software to Dell Marketing in the amount of \$15,787.50. Funding for this purchase is provided for by carry-over funds to the FY 2009-10 budget, account 410.

METROPOLITAN LIBRARY SYSTEM
ANNUAL FURNITURE & EQUIPMENT INVENTORY REPORT
FY 2008 – 2009

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

Below is the summarized listing by major categories of furniture and equipment as of June 30, 2009. A detailed listing of all categories, including the description, location and value of each item, is available for review in the Business Office.

FURNITURE

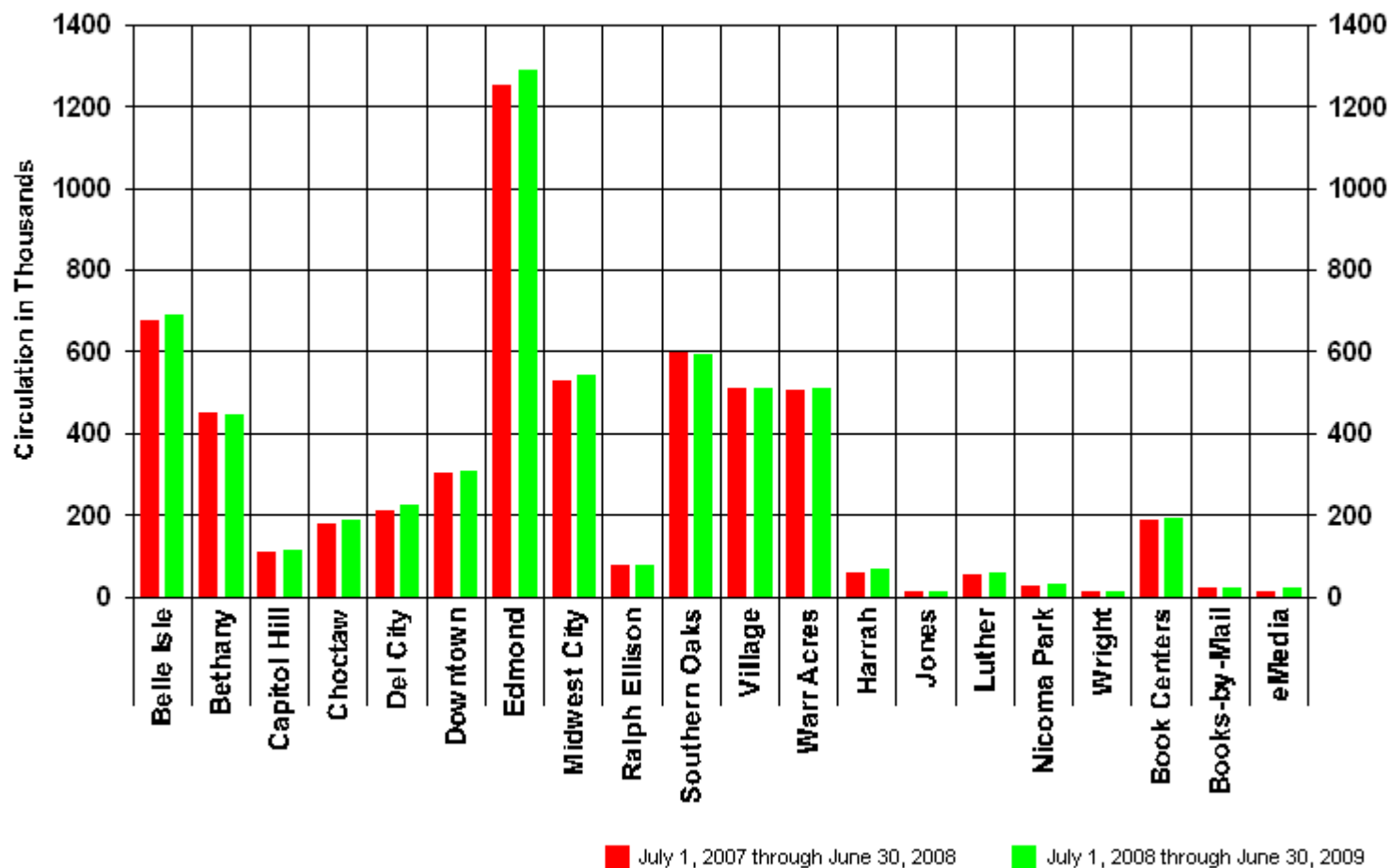
Category	Quantity	Cost
Benches, Chairs, Couches, Stools	622	\$524,577
Buffets, Bulletin Boards, Carrels, Counters, Desks, Workstations	271	\$605,207
Lecterns, Sculptures, Showcases, Stands, Tables	473	\$655,155
Book Bins, Bookcases, Cabinets	290	\$268,470
Clocks, Clothes Racks, Lockers, Open Office Equipment, Panel Systems, Planters	37	\$96,357
Displayers, Easels, Magazine/Newspaper Racks	72	\$69,497
Bookdrops, Booktrucks, Caddies, Carts, Carrying Cases	39	\$30,969

EQUIPMENT

Category	Quantity	Cost
Computer Equipment	1,359	\$1,686,622
Buildings, Property, Trailers and Vehicles	20	\$777,709
Office Production Equipment	84	\$242,890
Audio Visual, Reader/Printers, Security Equipment	128	\$873,011
Kitchen and Lounge Equipment	24	\$36,626
Maintenance Shop Equipment	16	\$33,864
TOTAL INVENTORY	3,435	\$5,900,954

Circulation Gains and Losses

July 1, 2008 through June 30, 2009 (100.00% of the 08-09 Fiscal Year)



Circulation Gains and Losses

July 1, 2008 through June 30, 2009 (100.00% of the 08-09 Fiscal Year)

JUNE 30, 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	45319	509318	18289	164488	63608	673806	
	09	47060	526300	17244	165790	64304	692090	
		1741	16982	-1045	1302	696	18284	2.7
Bethany	08	26825	308387	15801	140408	42626	448795	
	09	29106	307365	17785	138586	46891	445951	
		2281	-1022	1984	-1822	4265	-2844	-.6
Capitol Hill	08	5964	74138	3929	34198	9893	108336	
	09	8009	79938	4697	32084	12706	112022	
		2045	5800	768	-2114	2813	3686	3.4
Choctaw	08	9598	108239	9035	70883	18633	179122	
	09	11399	115079	9979	72700	21378	187779	
		1801	6840	944	1817	2745	8657	4.8
Del City	08	13512	147470	9307	64340	22819	211810	
	09	14914	155865	9449	69214	24363	225079	
		1402	8395	142	4874	1544	13269	6.3
Downtown	08	20627	231598	7581	71329	28208	302927	
	09	21438	239995	8932	69046	30370	309041	
		811	8397	1351	-2283	2162	6114	2.0
Edmond	08	66833	724246	67658	526168	134491	1250414	
	09	71974	744495	73914	545681	145888	1290176	
		5141	20249	6256	19513	11397	39762	3.2
Midwest City	08	33954	370471	20683	157529	54637	528000	
	09	35064	382410	21180	160048	56244	542458	
		1110	11939	497	2519	1607	14458	2.7
Ralph Ellison	08	5366	57497	2623	19097	7989	76594	
	09	7212	58604	3677	19749	10889	78353	
		1846	1107	1054	652	2900	1759	2.3
Southern Oaks	08	38246	438796	17994	157151	56240	595947	
	09	40892	436263	19981	157854	60873	594117	
		2646	-2533	1987	703	4633	-1830	-.3
Village	08	31166	350761	18532	157011	49698	507772	
	09	34477	350353	21272	161079	55749	511432	
		3311	-408	2740	4068	6051	3660	.7
Warr Acres	08	31769	344943	19301	162191	51070	507134	
	09	33172	350077	19860	161204	53032	511281	
		1403	5134	559	-987	1962	4147	.8

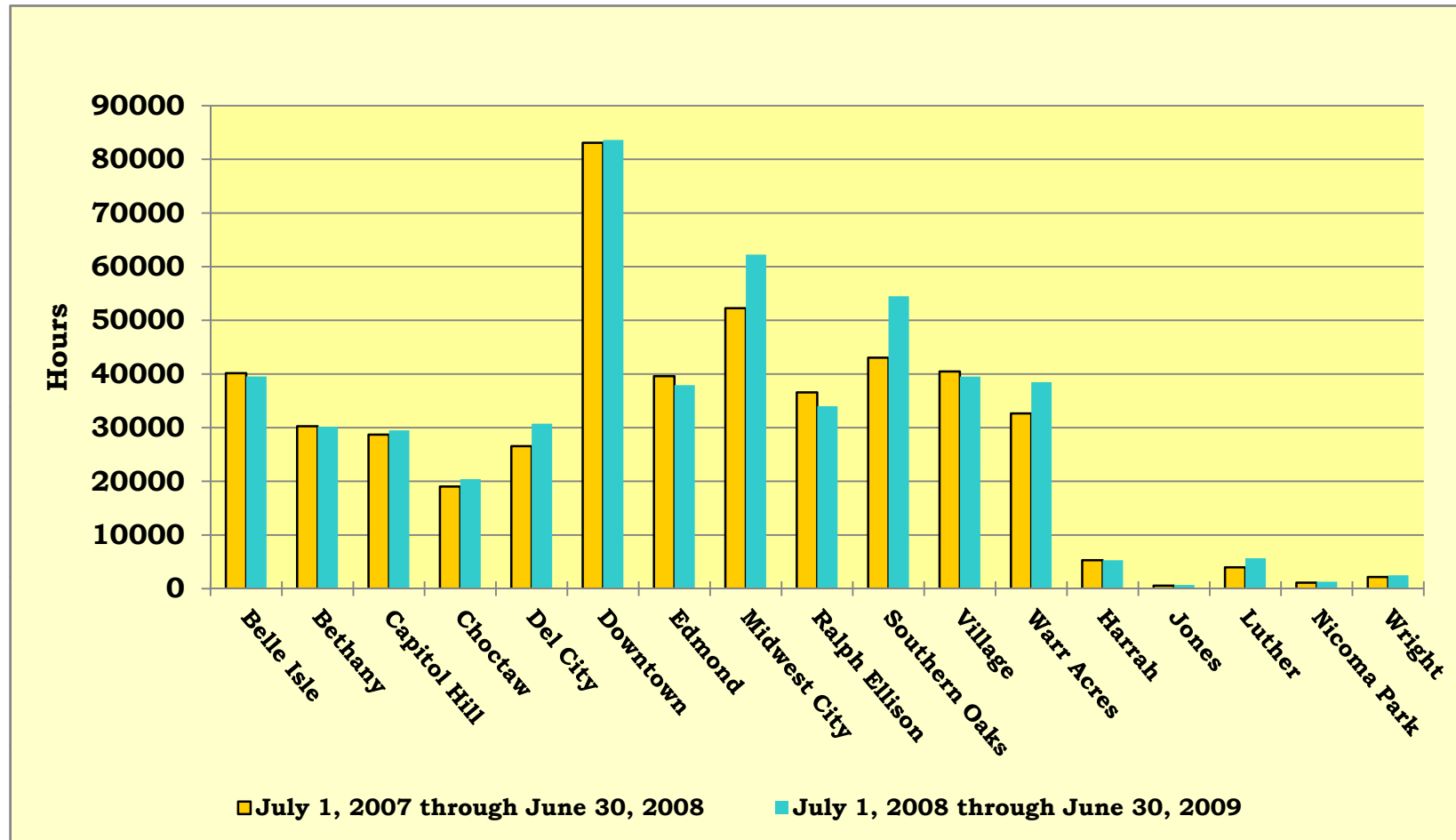
Circulation Gains and Losses

July 1, 2008 through June 30, 2009 (100.00% of the 08-09 Fiscal Year)

JUNE 30, 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>
<u>EXTENSION LIBRARIES:</u>								
Harrah	08	3791	39630	2400	17156	6191	56786	
	09	3550	44204	2659	20712	6209	64916	
		-241	4574	259	3556	18	8130	14.3
Jones	08	818	9386	472	3560	1290	12946	
	09	738	10125	527	3403	1265	13528	
		-80	739	55	-157	-25	582	4.5
Luther	08	4086	42761	1387	11663	5473	54424	
	09	4234	43826	2049	13565	6283	57391	
		148	1065	662	1902	810	2967	5.5
Nicoma Park	08	1622	19813	442	3539	2064	23352	
	09	2176	22261	1394	7835	3570	30096	
		554	2448	952	4296	1506	6744	28.9
Wright	08	782	8944	374	2601	1156	11545	
	09	1075	10203	320	1851	1395	12054	
		293	1259	-54	-750	239	509	4.4
<u>OTHER:</u>								
Book Centers	08	8243	114310	6221	73273	14464	187583	
	09	10027	119743	6121	73765	16148	193508	
		1784	5433	-100	492	1684	5925	3.2
Books-by-Mail	08	1674	20234	0	0	1674	20234	
	09	1835	20437	0	0	1835	20437	
		161	203	0	0	161	203	1.0
eMedia	08	1189	10572	0	0	1189	10572	
	09	2534	23119	0	0	2534	23119	
		1345	12547	0	0	1345	12547	118.7
TOTALS	08	351384	3931514	222029	1836585	573413	5768099	
	09	380886	4040662	241040	1874166	621926	5914828	
		29502	109148	19011	37581	48513	146729	2.5

Total Computer Hours Used by Library

July 1, 2008 through June 30, 2009 (100.00% of the 08-09 Fiscal Year)



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Total Computer Usage

July 1, 2008 through June 30, 2009 (100.00% of the 08-09 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	08	253		4,644		3,423.87		4,441		55,439		40,140.09	
	09	266		4,606		3,524.37		4,531		52,298		39,544.51	
		13	5.1	-38	-.8	100.50	2.9	90	2.0	-3,141	-5.7	-595.58	-1.5
BETHANY	08	203		3,301		2,527.22		3,483		39,830		30,275.05	
	09	207		3,588		2,712.16		3,537		39,300		30,177.53	
		4	2.0	287	8.7	184.94	7.3	54	1.6	-530	-1.3	-97.52	-.3
CAPITOL HILL	08	165		3,001		2,478.39		2,944		35,656		28,713.35	
	09	209		3,431		2,697.67		3,071		34,954		29,492.36	
		44	26.7	430	14.3	219.28	8.8	127	4.3	-702	-2.0	779.01	2.7
CHOCTAW	08	84		1,758		1,599.04		1,744		22,950		19,033.30	
	09	106		2,478		2,287.87		1,770		22,714		20,419.24	
		22	26.2	720	41.0	688.83	43.1	26	1.5	-236	-1.0	1,385.94	7.3
DEL CITY	08	151		3,015		2,303.08		3,072		34,666		26,555.01	
	09	216		3,520		2,845.95		3,305		37,750		30,728.74	
		65	43.0	505	16.7	542.87	23.6	233	7.6	3,084	8.9	4,173.73	15.7
DOWNTOWN	08	227		9,094		7,125.05		4,351		108,946		83,084.03	
	09	212		10,518		7,476.01		4,285		113,423		83,617.87	
		-15	-6.6	1,424	15.7	350.96	4.9	-66	-1.5	4,477	4.1	533.84	.6
EDMOND	08	261		4,363		3,383.55		4,839		52,221		39,583.48	
	09	307		4,735		3,784.94		4,570		47,598		37,914.96	
		46	17.6	372	8.5	401.39	11.9	-269	-5.6	-4,623	-8.9	-1,668.52	-4.2
MIDWEST CITY	08	293		6,186		4,546.87		6,136		70,425		52,251.84	
	09	371		7,052		5,658.47		6,505		77,643		62,259.63	
		78	26.6	866	14.0	1,111.60	24.4	369	6.0	7,218	10.2	10,007.79	19.2
RALPH ELLISON	08	155		4,711		3,283.48		2,897		47,527		36,577.71	
	09	190		4,322		3,323.23		2,875		42,618		33,993.31	
		35	22.6	-389	-8.3	39.75	1.2	-22	-.8	-4,909	-10.3	-2,584.40	-7.1

Total Computer Usage

July 1, 2008 through June 30, 2009 (100.00% of the 08-09 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	08	314		5,193		3,833.37		5,759		58,710		43,039.20	
	09	396		6,657		4,884.91		6,309		72,495		54,496.47	
		82	26.1	1,464	28.2	1,051.54	27.4	550	9.6	13,785	23.5	11,457.27	26.6
VILLAGE	08	197		4,562		3,415.63		4,528		54,328		40,475.48	
	09	251		5,030		3,668.70		4,609		50,791		39,507.82	
		54	27.4	468	10.3	253.07	7.4	81	1.8	-3,537	-6.5	-967.66	-2.4
WARR ACRES	08	228		3,651		2,701.76		3,766		45,739		32,656.16	
	09	235		5,093		3,780.27		3,922		49,981		38,476.15	
		7	3.1	1,442	39.5	1,078.51	39.9	156	4.1	4,242	9.3	5,819.99	17.8
HARRAH	08	33		590		486.99		594		6,859		5,288.84	
	09	32		689		581.12		612		6,877		5,297.61	
		-1	-3.0	99	16.8	94.13	19.3	18	3.0	18	.3	8.77	.2
JONES	08	4		50		40.47		84		704		556.79	
	09	7		68		51.97		73		747		685.68	
		3	75.0	18	36.0	11.50	28.4	-11	-13.1	43	6.1	128.89	23.1
LUTHER	08	31		454		415.39		374		4,499		3,968.70	
	09	30		637		473.21		407		7,103		5,672.09	
		-1	-3.2	183	40.3	57.82	13.9	33	8.8	2,604	57.9	1,703.39	42.9
NICOMA PARK	08	9		153		143.82		150		1,527		1,125.92	
	09	4		188		145.51		150		1,712		1,291.09	
		-5	-55.6	35	22.9	1.69	1.2		.0	185	12.1	165.17	14.7
WRIGHT	08	6		236		199.18		192		2,875		2,178.88	
	09	8		310		232.91		186		3,219		2,503.88	
		2	33.3	74	31.4	33.73	16.9	-6	-3.1	344	12.0	325.00	14.9
TOTAL	08	2,614		54,962		41,907.16		49,354		642,901		485,503.83	
	09	3,047		62,922		48,129.27		50,717		661,223		516,078.94	
		433	16.6	7,960	14.5	6,222.11	14.8	1,363	2.8	18,322	2.8	30,575.11	6.3

Computer Usage by Adult Customers

July 1, 2008 through June 30, 2009 (100.00% of the 08-09 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	08	197		3,580		2,608.98		3,710		46,433		33,462.04	
	09	230		4,149		3,191.66		3,792		43,673		33,096.60	
		33	16.8	569	15.9	582.68	22.3	82	2.2	-2,760	-5.9	-365.44	-1.1
BETHANY	08	159		2,556		1,902.33		2,770		29,512		22,152.99	
	09	147		2,664		2,000.31		2,771		29,734		22,712.44	
		-12	-7.5	108	4.2	97.98	5.2	1	.0	222	.8	559.45	2.5
CAPITOL HILL	08	74		1,384		1,198.90		1,613		17,316		15,168.73	
	09	106		1,450		1,110.63		1,721		18,075		16,231.19	
		32	43.2	66	4.8	-88.27	-7.4	108	6.7	759	4.4	1,062.46	7.0
CHOCTAW	08	48		1,026		809.89		1,237		13,930		11,132.98	
	09	68		1,234		1,060.37		1,222		13,866		12,162.62	
		20	41.7	208	20.3	250.48	30.9	-15	-1.2	-64	-.5	1,029.64	9.2
DEL CITY	08	110		1,972		1,498.02		2,364		23,842		18,166.21	
	09	147		2,456		1,984.10		2,515		26,789		21,933.23	
		37	33.6	484	24.5	486.08	32.4	151	6.4	2,947	12.4	3,767.02	20.7
DOWNTOWN	08	178		7,930		6,181.01		3,626		97,529		73,910.46	
	09	182		9,302		6,545.26		3,557		101,671		74,382.41	
		4	2.2	1,372	17.3	364.25	5.9	-69	-1.9	4,142	4.2	471.95	.6
EDMOND	08	215		3,488		2,677.01		3,885		41,947		31,731.39	
	09	248		3,940		3,145.51		3,768		39,811		31,758.45	
		33	15.3	452	13.0	468.50	17.5	-117	-3.0	-2,136	-5.1	27.06	.1
MIDWEST CITY	08	210		4,000		2,960.58		4,798		49,918		37,551.54	
	09	289		5,185		4,190.83		5,137		54,506		44,864.26	
		79	37.6	1,185	29.6	1,230.25	41.6	339	7.1	4,588	9.2	7,312.72	19.5
RALPH ELLISON	08	87		1,927		1,391.10		2,101		26,372		20,848.34	
	09	127		2,265		1,749.64		2,058		24,321		19,724.48	
		40	46.0	338	17.5	358.54	25.8	-43	-2.0	-2,051	-7.8	-1,123.86	-5.4

Computer Usage by Adult Customers

July 1, 2008 through June 30, 2009 (100.00% of the 08-09 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	08	216		2,908		2,212.39		4,277		38,588		28,937.89	
	09	279		3,790		2,823.11		4,620		44,852		34,957.65	
		63	29.2	882	30.3	610.72	27.6	343	8.0	6,264	16.2	6,019.76	20.8
VILLAGE	08	152		3,338		2,519.74		3,575		39,040		29,421.99	
	09	172		3,312		2,465.81		3,651		38,046		29,678.07	
		20	13.2	-26	-.8	-53.93	-2.1	76	2.1	-994	-2.5	256.08	.9
WARR ACRES	08	167		2,476		1,797.69		3,034		31,267		22,533.70	
	09	175		3,422		2,555.01		3,152		35,726		27,782.73	
		8	4.8	946	38.2	757.32	42.1	118	3.9	4,459	14.3	5,249.03	23.3
HARRAH	08	20		346		251.90		385		4,348		3,260.03	
	09	20		342		247.05		376		4,208		3,166.81	
			.0	-4	-1.2	-4.85	-1.9	-9	-2.3	-140	-3.2	-93.22	-2.9
JONES	08	1		27		19.79		52		442		365.17	
	09	3		39		27.38		43		425		365.18	
		2	200.0	12	44.4	7.59	38.4	-9	-17.3	-17	-3.8	.01	.0
LUTHER	08	13		202		192.77		187		2,020		1,805.70	
	09	11		250		201.51		197		2,890		2,245.18	
		-2	-15.4	48	23.8	8.74	4.5	10	5.3	870	43.1	439.48	24.3
NICOMA PARK	08	7		100		91.50		111		1,013		686.27	
	09	3		146		101.39		116		1,323		938.54	
		-4	-57.1	46	46.0	9.89	10.8	5	4.5	310	30.6	252.27	36.8
WRIGHT	08	5		135		104.02		138		1,898		1,435.65	
	09	7		223		172.03		146		2,631		2,087.95	
		2	40.0	88	65.2	68.01	65.4	8	5.8	733	38.6	652.30	45.4
TOTAL	08	1,859		37,395		28,417.62		37,863		465,415		352,571.08	
	09	2,214		44,169		33,571.60		38,842		482,547		378,087.79	
		355	19.1	6,774	18.1	5,153.98	18.1	979	2.6	17,132	3.7	25,516.71	7.2

Computer Usage by Minor Customers

July 1, 2008 through June 30, 2009 (100.00% of the 08-09 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	08	56		1,064		814.89		731		9,006		6,678.05	
	09	36		457		332.71		739		8,625		6,447.91	
		-20	-35.7	-607	-57.0	-482.18	-59.2	8	1.1	-381	-4.2	-230.14	-3.4
BETHANY	08	44		745		624.89		713		10,318		8,122.06	
	09	60		924		711.85		766		9,566		7,465.09	
		16	36.4	179	24.0	86.96	13.9	53	7.4	-752	-7.3	-656.97	-8.1
CAPITOL HILL	08	91		1,617		1,279.49		1,331		18,340		13,544.62	
	09	103		1,981		1,587.04		1,350		16,879		13,261.17	
		12	13.2	364	22.5	307.55	24.0	19	1.4	-1,461	-8.0	-283.45	-2.1
CHOCTAW	08	36		732		789.15		507		9,020		7,900.32	
	09	38		1,244		1,227.50		548		8,848		8,256.62	
		2	5.6	512	69.9	438.35	55.5	41	8.1	-172	-1.9	356.30	4.5
DEL CITY	08	41		1,043		805.06		708		10,824		8,388.80	
	09	69		1,064		861.85		790		10,961		8,795.51	
		28	68.3	21	2.0	56.79	7.1	82	11.6	137	1.3	406.71	4.8
DOWNTOWN	08	49		1,164		944.04		725		11,417		9,173.57	
	09	30		1,216		930.75		728		11,752		9,235.46	
		-19	-38.8	52	4.5	-13.29	-1.4	3	.4	335	2.9	61.89	.7
EDMOND	08	46		875		706.54		954		10,274		7,852.09	
	09	59		795		639.43		802		7,787		6,156.51	
		13	28.3	-80	-9.1	-67.11	-9.5	-152	-15.9	-2,487	-24.2	-1,695.58	-21.6
MIDWEST CITY	08	83		2,186		1,586.29		1,338		20,507		14,700.30	
	09	82		1,867		1,467.64		1,368		23,137		17,395.37	
		-1	-1.2	-319	-14.6	-118.65	-7.5	30	2.2	2,630	12.8	2,695.07	18.3
RALPH ELLISON	08	68		2,784		1,892.38		796		21,155		15,729.37	
	09	63		2,057		1,573.59		817		18,297		14,268.83	
		-5	-7.4	-727	-26.1	-318.79	-16.8	21	2.6	-2,858	-13.5	-1,460.54	-9.3

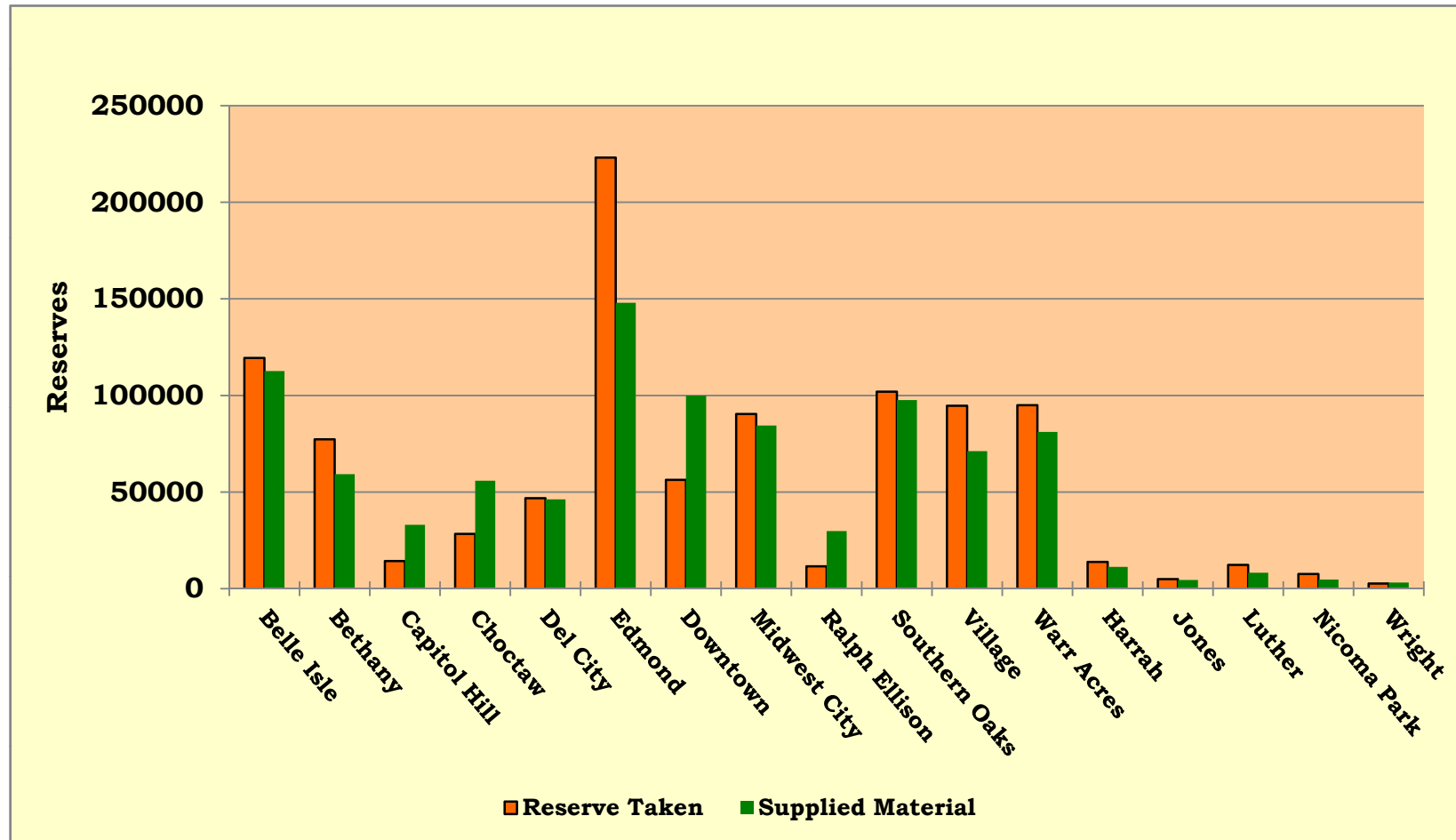
Computer Usage by Minor Customers

July 1, 2008 through June 30, 2009 (100.00% of the 08-09 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	08	98		2,285		1,620.98		1,482		20,122		14,101.31	
	09	117		2,867		2,061.80		1,689		27,643		19,538.82	
		19	19.4	582	25.5	440.82	27.2	207	14.0	7,521	37.4	5,437.51	38.6
VILLAGE	08	45		1,224		895.89		953		15,288		11,053.49	
	09	79		1,718		1,202.89		958		12,745		9,829.75	
		34	75.6	494	40.4	307.00	34.3	5	.5	-2,543	-16.6	-1,223.74	-11.1
WARR ACRES	08	61		1,175		904.07		732		14,472		10,122.46	
	09	60		1,671		1,225.26		770		14,255		10,693.42	
		-1	-1.6	496	42.2	321.19	35.5	38	5.2	-217	-1.5	570.96	5.6
HARRAH	08	13		244		235.09		209		2,511		2,028.81	
	09	12		347		334.07		236		2,669		2,130.80	
		-1	-7.7	103	42.2	98.98	42.1	27	12.9	158	6.3	101.99	5.0
JONES	08	3		23		20.68		32		262		191.62	
	09	4		29		24.59		30		322		320.50	
		1	33.3	6	26.1	3.91	18.9	-2	-6.3	60	22.9	128.88	67.3
LUTHER	08	18		252		222.62		187		2,479		2,163.00	
	09	19		387		271.70		210		4,213		3,426.91	
		1	5.6	135	53.6	49.08	22.0	23	12.3	1,734	69.9	1,263.91	58.4
NICOMA PARK	08	2		53		52.32		39		514		439.65	
	09	1		42		44.12		34		389		352.55	
		-1	-50.0	-11	-20.8	-8.20	-15.7	-5	-12.8	-125	-24.3	-87.10	-19.8
WRIGHT	08	1		101		95.16		54		977		743.23	
	09	1		87		60.88		40		588		415.93	
			.0	-14	-13.9	-34.28	-36.0	-14	-25.9	-389	-39.8	-327.30	-44.0
TOTAL	08	755		17,567		13,489.54		11,491		177,486		132,932.75	
	09	833		18,753		14,557.67		11,875		178,676		137,991.15	
		78	10.3	1,186	6.8	1,068.13	7.9	384	3.3	1,190	.7	5,058.40	3.8

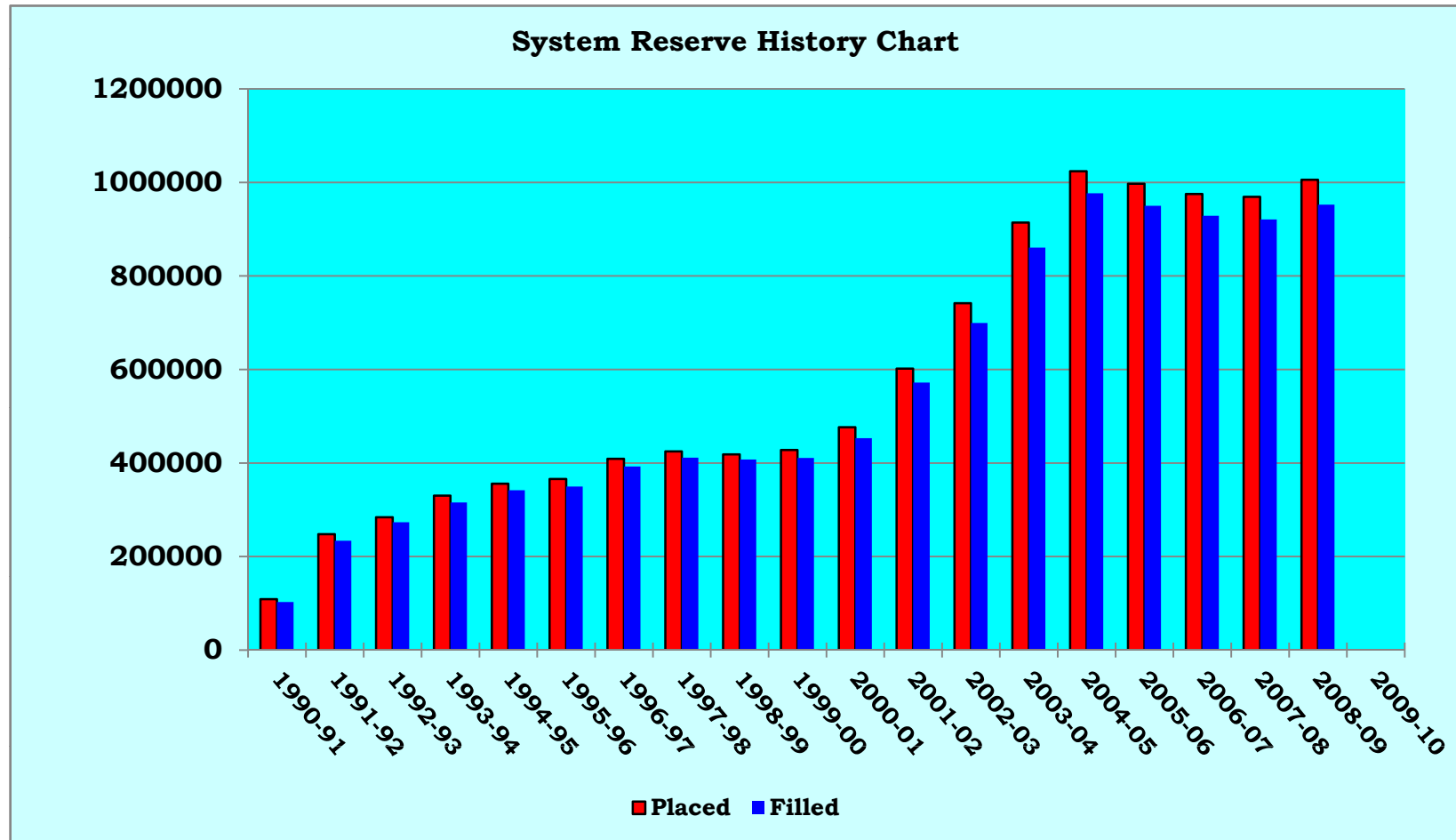
System Reserve Report

July 1, 2008 through June 30, 2009 (100.00% of the 08-09 Fiscal Year)



System Reserve Report

July 1, 2008 through June 30, 2009 (100.00% of the 08-09 Fiscal Year)



System Reserves Report

July 1, 2008 through June 30, 2009 (100.00% of the 08-09 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	08	10,239	113,534		9,456	107,770	
	09	10,452	119,430		9,834	112,304	
		213	5,896	5.2	378	4,534	4.2
BETHANY	08	6,242	77,502		5,935	73,823	
	09	7,403	77,328		7,090	73,269	
		1,161	-174	-.2	1,155	-554	-.8
CAPITOL HILL	08	936	13,452		848	12,238	
	09	1,526	14,311		1,338	12,894	
		590	859	6.4	490	656	5.4
CHOCTAW	08	2,258	27,402		2,146	25,983	
	09	2,449	28,359		2,287	26,846	
		191	957	3.5	141	863	3.3
DEL CITY	08	3,939	42,640		3,719	40,341	
	09	4,102	46,847		4,000	44,548	
		163	4,207	9.9	281	4,207	10.4
EDMOND	08	19,803	211,721		18,253	201,903	
	09	22,497	223,118		21,106	212,030	
		2,694	11,397	5.4	2,853	10,127	5.0
DOWNTOWN	08	5,183	52,384		4,786	49,350	
	09	5,380	56,290		5,044	53,000	
		197	3,906	7.5	258	3,650	7.4
MIDWEST CITY	08	7,795	87,089		7,190	82,924	
	09	8,300	90,421		7,753	85,643	
		505	3,332	3.8	563	2,719	3.3
RALPH ELLISON	08	1,093	12,994		1,009	12,256	
	09	1,317	11,526		1,245	10,865	
		224	-1,468	-11.3	236	-1,391	-11.3
SOUTHERN OAKS	08	8,804	100,976		8,164	95,551	
	09	9,300	101,965		8,884	96,366	
		496	989	1.0	720	815	.9
VILLAGE	08	8,533	95,660		7,882	90,913	
	09	9,148	94,682		8,820	89,165	
		615	-978	-1.0	938	-1,748	-1.9
WARR ACRES	08	8,294	91,721		7,733	87,482	
	09	8,351	94,942		7,980	90,458	
		57	3,221	3.5	247	2,976	3.4

System Reserves Report

July 1, 2008 through June 30, 2009 (100.00% of the 08-09 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	08	1,075	12,001		1,020	11,149	
	09	1,179	13,840		1,056	12,868	
		104	1,839	15.3	36	1,719	15.4
JONES	08	341	4,792		307	4,645	
	09	275	4,942		331	4,833	
		-66	150	3.1	24	188	4.0
LUTHER	08	948	11,002		920	10,252	
	09	862	12,321		865	11,771	
		-86	1,319	12.0	-55	1,519	14.8
NICOMA PARK	08	630	6,334		557	6,028	
	09	611	7,549		620	7,278	
		-19	1,215	19.2	63	1,250	20.7
WRIGHT	08	206	2,766		208	2,658	
	09	185	2,622		218	2,555	
		-21	-144	-5.2	10	-103	-3.9
BOOKS-BY-MAIL	08	520	5,682		483	5,445	
	09	436	5,900		431	5,673	
		-84	218	3.8	-52	228	4.2
TOTAL	08	86,839	969,655		80,616	920,714	
	09	93,773	1,006,399		88,902	952,372	
		6,934	36,744	3.8	8,286	31,658	3.4

EXECUTIVE DIRECTOR'S REPORT

JULY 2009

ALA reports

Commissioner Cindy Mitas and a number of MLS staffers will have just returned from the windy city of Chicago when we meet on the 16th. Cindy has agreed to share with commissioners her experiences at the August meeting. Unfortunately, Beth Toland was unable to attend; but hopefully can make the conference next year. The conference is a wonderful opportunity for staff to learn about new products and programs and we appreciate the commission funding these professional education events.

Manager of Library Operations at Ralph Ellison authors new book

Michael Owens, manager at Ralph Ellison recently published a book entitled: *Yes, I Am, Who I Am: A new Philosophy of Black Identity*. The book is part history, part meditation and part memoir. Chris Carroll of the development staff recently interviewed Michael for his book marking blog on the Oklahoman website. We are proud to have such talented people on our staff!

Service Center tours planned

The tours for library commissioners, friends of the library and library staff have been rescheduled for Tuesday August 4th and Wednesday August 5th. Both tours will run from 4:00pm to 5:00pm. No need to RSVP. We will send you a map that shows available parking via email.

Capital Projects Update

The Ralph Ellison project has experienced some delays and is now about 2-3 weeks behind schedule. We have postponed furniture delivery and installation until August 17th. That task will take approximately 2 weeks and then we expect the move from the temporary location to the remodeled library to take an additional 2 weeks. Our goal is to be ready to open the week of September 14th. We are working with the Oklahoma City and the Ellison staff and Special Friends group to plan the grand opening festivities; however, we can not pinpoint an actual date and time yet. Several of us toured Ellison 2 weeks ago and it is looking fabulous; so we are very anxious to be finished with the project and open for our customers.

The end of October is the expected completion date for the service center with the actual move of the departments and training on the new equipment to take place following substantial completion. Several staff from the departments that will be moving into the service center toured the building last week and were very excited about all of the space that will be available in the building. The installation of the "Big Bin" vertical lift was underway on the day we toured and it looks to be a spectacular piece of equipment.

Work on various other capital projects continued including: meetings related to Southern Oaks; American's with Disability Act improvements to OKC libraries(Wright, Belle Isle and Capitol Hill); Completion of downtown water leak repairs and completion of the bathroom project at Warr Acres.

Get Reading Oklahoma.org

We are pleased to be working with the Oklahoma City Community Foundation and others to publicize the Get Reading Oklahoma project. We have added a link to our website promoting the project and also included a story in the latest *info magazine*. The innovative project seeks to improve the reading skills of adult citizens through readily accessible programming on public and cable television and online video streaming. It includes TV411, an award-winning basic adult skills television program; GED connection; and www.GetReadingOklahoma.org which offers online video streaming of both series. We will also receive DVD's of the series which will be available for check out.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- Attended PLDC Committee Meeting
- Attended Rotary Inaugural of Incoming President
- OLA Legislative Committee Meeting
- Meet with Endowment Trust Officers
- Meet with OKC on Capitol Hill Library ADA Improvements
- Met with Library Pension Fund Manager

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

End of Summer Event

Saturday, August 1, 2009

Time: 2:00pm-3:30pm

Location: Bethany

All Ages

Free ice cream. Say goodbye to summer reading with ice cream. All ages invited to join in the fun and free face painting for children while supplies last.

Job Ready Class

Mondays, August 3 & 17, 2009

Time: 10:00am-11:00am

Location: Midwest City

Adults

Need to revise or create a resume? The Midwest City Library, in partnership with Rose State College Job Placement and Career Services, will offer a Job Ready Class the first and third Monday during the month of August. Class times are 10:00 a.m. - 11:00 a.m. or 6:00 p.m. - 7:00 p.m. To attend please, register at the Information Desk or call 405-732-4828. Co-sponsor: Rose State College.

Library Night at the Ballpark

Monday, August 3, 2009

Time: 7:05pm

Location: Bricktown Ballpark

Children and Teen Readers

It's your night! Readers who completed Goal 2 in the Summer at the Library program, join us for Library Night at the Ballpark! Admission is a summer prize voucher to be redeemed at the Redhawks' ticket office anytime prior to the game.

Knitting and Crocheting

Tuesday, August 4, 2009

Time: 10:00am-12:00pm

Location: Midwest City

All Ages

Crocheting and Knitting is a wonderful hobby for all ages. Instructor Kathy Brown will guide participants, regardless of experience, on how to make wonderful items. This program is free; needles and thread provided by the library. To attend please register at 405-732-4828 or register at the Information Desk.

Sizzlin' Summer Jazzy Concert

Saturday, August 8, 2009

Time: 2:00pm-3:00pm

Location: Belle Isle

All Ages

Come and listen to the vocal styling's of Martha Stallings. This talented singer/pianist will perform a fun concert for an August day! She may even take requests. Refreshments provided.

The Serenity of Bach: Second Sunday Summer Series

Sunday, August 9, 2009

Time: 2:00pm-3:00pm

Location: Downtown

All Ages

Pianist Wayne McEvilly presents a three concert Second Sunday Summer series which features 24 preludes and fugues by Bach. This month's concert is "The Ultimate in Keyboard Music" which includes preludes and fugues 9 - 16. All ages are welcome to attend these free concerts in the 46th Star Auditorium at the Downtown Library.

Tried and True Recipe Taste Testing Recipes

Monday, August 10, 2009

Time: 5:00pm-6:00pm

Location: Choctaw

All Ages

The Choctaw Library Guild, Inc will be hosting a "Recipe Taste Testing" of scrump-delicious recipes for the community from the Tried and True Recipes Cookbook published in 2008 by the Choctaw Library Guild. This event is free and open to the public. The Tried and True Cookbook will be available for purchase as well. Proceeds will support the Guild scholarship program for library science students. The Choctaw Library Guild is a 501 c-3 non-profit organization supporting and promoting the Choctaw Library. Co-Sponsor: Choctaw Library Guild and Eastern Oklahoma County Tech.

Midwest City Library Community Health Fair

Saturday, August 15, 2009

Time: 10:00am-4:00pm

Location: Midwest City

All Ages

The Midwest City Library will host its annual community health fair in the library parking lot. Participants can receive: bone density exams, blood-sugar tests, cholesterol examinations, free food, free immunization for kids, free prizes for all ages. Please register at the Information Desk or call 405-

732-4828. Co-sponsors: Walgreens, Midwest City YMCA, Midwest City Fire Department, Midwest City Police Department.

Finding & Using Historical Newspapers in Genealogical Research

Saturday, August 15, 2009

Time: 2:00pm-4:00pm

Location: Downtown

Adults

Learn about your ancestor's REAL story by reading about them in the newspaper! From obituaries to wedding and birth announcements to military service to visiting kinfolks - it all made the local newspaper. Learn how to find those wonderful gems of information from guest speaker Billie Stone Fogarty, President of Oklahoma Genealogical Society.

Oklahoma Goes to the Movies!

Sunday, August 30, 2009

Time: 2:00pm-5:00pm

Location: Downtown

All Ages

Come see the classic "Sooner" movie *The Grapes of Wrath* in the 46th Star Auditorium followed by a panel discussion on the film and other movies about Oklahoma now included in an anthology titled Sooner Cinema Oklahoma Goes to the Movies (46th Star Press, 2009). The book's editor and several contributors will be present for a question and answer session after the movie, as well as to sign copies of the book available at a special event and library discount. Please call 231-8650 for more information and to sign up to attend.