

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, November 19, 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

Hugh Rice, Chair

3:30 – 3:40 pm INTRODUCTIONS

- Document #26 – 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 (#27 - # 31)

- Document #27 – Approval of Minutes of September 17, 2009 Meeting
- Document #28 – Acceptance of Review of Expenditures for September 2009
- Document #29 – Acceptance of Review of Expenditures for October 2009
- Document #30 – Contract Awards and Purchases
 - Item A: Construction of Bethany's East Parking Lot
 - Item B: Painting of the Exterior of the Warr Acres Library
 - Item C: Cisco Call Manager/VoiceMail System Upgrades
 - Item D: Microcomputers
 - Item E: RFID Tags
 - Item F: Half-Ton Full Size Passenger Van
 - Item G: Mini-Passenger Van
 - Item H: Learning Management System Software Subscription
 - Item I: Surveillance Equipment & Software
- Document #31 – Request to Declare Equipment Surplus

3:50 – 4:15 pm EXECUTIVE SESSION

To discuss the employment, hiring, appointment, promotion, etc., of the Executive Director Pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes §307, (B) (1)

4:15 – 4:20 pm COMMITTEE REPORTS

- Document #32 – Discussion, Consideration, and Possible Action: Report and Recommendations ~ A & P Committee, November 9, 2009

4:20 – 4:30 pm NEW BUSINESS

- Document #33 – Discussion, Consideration and Possible Action: Acceptance of Annual Audit – Eide Bailly LLP
- Document #34 – Discussion, Consideration and Possible Action: Approval of Metropolitan Library Commission Meeting Dates 2010
- Document #35 – Discussion, Consideration and Possible Action: Approval of MLS 2010 Library Holiday and Closing Schedule

4:30 – 4:35 pm SPECIAL PRESENTATIONS

- *Annual Holiday Open House* – Presented by: Candace McDaniel, Headquarters, Manager

4:35 – 4:45 pm INFORMATION REPORTS

- Document #36 – MLS Strategic Plan Year 2 Highlights – Kay Bauman, Deputy Executive Director, Library Operations
- Document #37 – MLS September 2009 Circulation Report

- Document #38 – MLS September 2009 Computer Usage Report
- Document #39 – MLS September 2009 System Reserve Report
- Document #40 – MLS October 2009 Circulation Report
- Document #41 – MLS October 2009 Computer Usage Report
- Document #42 – MLS October 2009 System Reserve Report

4:45 – 4:50 pm **EXECUTIVE DIRECTOR’S REPORT**

4:50 – 5:00 pm **COMMENTS FROM COMMISSION MEMBERS**

NEXT COMMISSION MEETING DATE AND PLACE:

Thursday, December 10, 2009

Downtown Library, 300 Park Avenue, Oklahoma City, OK 73102

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

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

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

Library System staff receiving Certificates of Service in October & November 2009:

<u>Employees</u>	<u>Years of Service</u>
OCTOBER	
Joanne Schneider, Library Page, Edmond Library	15
Rondia Banks, Librarian, Downtown Library	10
Lisa K. Bradley, Librarian, Downtown Library	10
Lena C. Loper, Library Page, Del City Library	10
Wendy J. Gabrielson, Associate Librarian, Downtown	5
Sheldon L. Beach, Librarian, Downtown Library	5
Rosemary Stafford, Library Page, Village	5
Patricia Rivas, Circulation Clerk, Southern Oaks Library	5
Kristin Kelly Williamson, Associate Librarian, Midwest City Library	5
Jessica Y. Little, Library Page, Edmond Library	5
Erica Y. Rutland, Associate Librarian, Warr Acres Library	5
NOVEMBER	
Dana L. Morrow, Director of Outreach Services, Outreach	30
Perry A. Wilson, Security Officer, Downtown Library	25
Joyce A. McCauley-Johnson, Mail Technician, Director's Office	25
Stacey Marie O'Neil, Library Page, Southern Oaks Library	5
Maryl Baird, Library Page, Ralph Ellison Library	5

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

DATE: September 17, 2009 TIME: 3:30 pm

MEETING PLACE: Midwest City Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County 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 Midwest City Library and Downtown Library, 300 Park Avenue, Oklahoma City, on September 15, 2009, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Bose' Akadiri
Nancy Anthony
Ralph Bullard
Carolyn Cornelius, Vice-Chair
Fran Cory
Deanna Hannah
Jose Jimenez
Lee Alan Leslie
Penny McCaleb
Tracy McGehee
Cynthia Mitas
Jim Shonts
Judy Smith
Alyne Strube
Beth Toland
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Glenda Choate
Mick Cornett, Mayor of Oklahoma City
Margaret Graham
David Greenwell, Disbursing Agent
Tracy McDaniel
Lori Nelson
Brenda Palmer
Mukesh Patel
Kim Patterson
Hugh Rice, Chair
Ray Vaughn
Greg Womack

Estimate of general public and staff attending: 15

- I. The meeting was called to order at 3:36 p.m. by Mrs. Carolyn Cornelius, Vice-Chair.
- II. Roll was called to establish a quorum. Present: Akadiri, Bullard, Cornelius, Cory, Hannah, Jimenez, Leslie, McCaleb, McGehee, Mitas, Shonts, Smith, Strube, Toland, (Arrived: Anthony, 3:37).
- III. Mrs. Cornelius introduced Mr. Chris Kennedy, Manager of the Midwest City Library. Mr. Kennedy welcomed the commission.
- IV. Mrs. Cornelius called for Presentation of Service Certificates for September 2009; there were none in attendance.
- V. Mrs. Cornelius called for comments from the general public. There were none.
- VI. Mrs. Cornelius presented the Consent Docket: Document #19 – Approval of Minutes of August 27, 2009 Meeting; and Document #20 – Acceptance of Review of Expenditures for August 2009.

Mrs. Cornelius called for a motion.

Mrs. Alyne Strube moved to accept the consent docket. Mrs. Judy Smith seconded. There was no further discussion. Motion passed unanimously.

- VII. Mrs. Cornelius referred to Document #21 – Discussion, Consideration, and Possible Action: Report and Recommendation from Administration ~ Ralph Ellison Project Amended and Restated Agreement.

Mrs. Cornelius called on Mrs. Morris to detail the amended and restated Ralph Ellison Project Agreement.

Mrs. Morris stated the commission has already approved the project agreement for Ralph Ellison and the project is almost complete. Included in the last agreement, brought to commission in May, was some dollar amounts that were estimates and have since changed. This document reflects the exact amounts that are due to the city. Those are the only changes that have been made to the agreement. Questions and discussion followed.

Mrs. Cornelius called for a motion.

Ms. Nancy Anthony moved to approve the Ralph Ellison Project amended and restated agreement. Mrs. Beth Toland seconded. Discussion followed. Motion passed unanimously.

- VIII. Mrs. Cornelius referred to Document #22 – Discussion, Consideration, and Possible Action: Report and Recommendation from Administration ~ Request for Use of Downtown Public Space.

Mrs. Cornelius called on Mrs. Morris to explain the request for use of Downtown public space. Mrs. Morris stated the Oklahoma Library Association would like to hold their all-conference reception at the Downtown Library on Tuesday, April 20 from 6 to 9 pm. This would be a joint conference with the Mountain Plains Library Association, which represents 12 states across the Mountain Plains Region. Over 600 library professionals are expected to attend the conference and it would be an excellent way for MLS to showcase the Downtown Library and library system. Because the event would require closing the library early in order to allow the Oklahoma Library Association to serve beer and/or wine, it was discussed at great length internally. Mrs. Morris spoke to the Downtown Library Manager as well as the Planning department researcher, Stuart Williams, to find out what the typical usage is for a Tuesday evening at the library. The findings were average; Tuesday evenings typically account for about 2 to 5% of the downtown library's weekly circulation activity. At

this point in time the Oklahoma Library Association and the Mountain Plains Library Association cannot move forward in terms of hiring a caterer for the event until they know that the commission has approved it. Questions and discussion followed.

Mr. Jose Jimenez moved to approve the Request for Use of Downtown public space. Mrs. Cynthia Mitas seconded. No further discussion. Motion passed: 13-Yes, 2-No.

Mrs. Morris will bring the information on the caterer as well as a copy of their ABLE license to the commission in the spring.

IX. Mrs. Cornelius referred to the Special Presentations *Tune In: FOCUS 2009*

Mrs. Cornelius called on Stacy Schrank, Employee Development Coordinator, Planning, to present information on FOCUS 2009. Mr. Schrank invited the Commission to attend the Metropolitan Library System's annual staff development day on Monday, October 12th at the Clarion Meridian Convention Center. Mr. Schrank handed out a brochure of information detailing the specific sessions and events for the day.

X. Mrs. Cornelius referred to the Information Reports.

- ◆Document #23 – MLS August 2009 Computer Usage Report
- ◆Document #24 – MLS August 2009 System Reserve Report
- ◆Document #25 – MLS August 2009 Circulation Report

Questions and discussion followed.

XI. Mrs. Cornelius called on Mrs. Donna Morris to present the Executive Director's Report.

The annual staff recognition event, which is generously funded by the Friends of the Library, will be held on November 14, 2009 at the Clarion Meridian Convention Center. The annual event recognizes MLS staff for their years of service, retirees and the winners of our outstanding service awards. Formal invitations will be sent out soon.

Mrs. Morris recognized the United Way committee for their hard work and dedication. The library system has been one of the leaders in the non-profit division of the United Way campaign for the past couple of years.

Southern Oaks design development continues as we have chosen the conceptual layout of the interior and the front entry.

A firm date has not been decided regarding the opening of Ralph Ellison Library. We now expect to begin the delivery & installation of the shelving and furniture on Oct 12th, and notification will be sent regarding the opening date as soon as it is determined.

XII. Mrs. Cornelius called for comments from Commission members.

XIII. The next Commission meeting will be held at the Del City Library on October 15, 2009.

There being no further business, the meeting was adjourned at 4:20 p.m.


Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

September 30, 2009

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

For comparison, 25.00% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of September 2009.

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

September 30, 2009

ASSETS

CASH - Overnight Investment Account		\$ 3,387,508.92
INVESTMENTS (Schedule attached)		20,310,006.20
PREPAID ACCOUNTS		30,000.00
TAXES RECEIVABLE: 2009-10 Ad Valorem Tax	28,553,467.00	
Less: Reserve for Delinquent Tax	(2,595,770.00)	
Budgeted Tax Revenue	25,957,697.00	
Less: Tax Received	0.00	
		25,957,697.00
Total Assets		<u><u>\$49,685,212.12</u></u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2008-09 Reserve for Appropriations	\$1,876,777.31	
2009-10 Purchase Orders Outstanding	223,497.30	
2008-09 Purchase Orders Outstanding	1,490,544.76	
2009-10 Checks Outstanding	418,604.28	
2008-09 Checks Outstanding	121,995.63	
Total Liabilities		4,131,419.28

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	25,957,697.00
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FUND BALANCE:

Beginning of the Year	\$25,077,529.31	
Add: Revenues		
Budgeted	174,000.00	
Other	686,070.71	860,070.71
Less: Expenditures	(6,341,504.18)	
Total Fund Balance		<u>19,596,095.84</u>
Total Liabilities, Deferred Revenue and Fund Balance		<u><u>\$49,685,212.12</u></u>

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

As of September 30, 2009

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	7/21/2009	7/21/2012	3.056%	\$ 95,006.20
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	7/28/2009	7/27/2012	2.240%	240,000.00
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	7/2/2009	7/2/2014	2.810%	100,000.00
CD - Valliance Bank	3/5/2009	3/5/2010	2.250%	95,000.00
CD - Ironstone	9/23/2009	3/23/2011	2.000%	240,000.00
Fed Home LN BKS 10-12	8/28/2008	8/24/2012	4.020%	2,000,000.00
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
Fed Home LN BKS 09-11	12/30/2008	12/30/2011	2.100%	2,000,000.00
Fed Farm CR BKS 10-13	7/16/2009	7/16/2013	2.450%	1,000,000.00
FED HOME LN MTG CORP 10-13	7/30/2009	1/30/2013	2.350%	2,000,000.00
FED NATL MTG ASSC 10-13	7/22/2009	7/22/2013	2.500%	1,000,000.00
Total Investments				<u>\$ 20,310,006.20</u>

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

September 1, 2009 to September 30, 2009

	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received
<u>BUDGETED:</u>				
2008 Ad Valorem Tax	\$25,030,214.00	\$ -	\$ -	0.00%
State Aid	318,966.00	-	-	0.00%
Fines	486,000.00	103,000.00	174,000.00	35.80%
Total Budgeted Revenue	\$ 25,835,180.00	\$ 103,000.00	\$ 174,000.00	0.67%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 173,560.23	\$ 445,430.96	
Gifts and Lost Books Fees		0.00	0.00	
Investment Income		47,211.20	194,203.40	
Flexible Benefits Account Balance		0.00	0.00	
Sale of Surplus Equipment		0.00	0.00	
Miscellaneous		1,513.50	46,436.35	
Total Miscellaneous Revenue		\$ 222,284.93	\$ 686,070.71	
Total Revenue	\$ 25,835,180.00	\$ 325,284.93	\$ 860,070.71	3.33%

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

September 30, 2009

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 58,541.24	\$ 15,930.89	\$ 7,562.71	\$ 66,909.42
810 Prepaid Fees	(935.76)	0.00	11,656.46	(12,592.22)
815 Fines	103,443.84	47,340.12	103,966.50	46,817.46
820 Copy	157,782.74	8,708.43	9,300.63	157,190.54
900 Special Event Fund	3,215.12	0.00	0.00	3,215.12
Total Revolving Funds	\$ 322,047.18	\$ 71,979.44	\$132,486.30	\$ 261,540.32

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
GRANTS:				
<u>Special Grants</u>				
851 10/OAC/Children's Music Festival	\$3,750.00	\$3,750.00	\$3,750.00	\$0.00
855 10/OAC/Oklahoma Fancy Dancers	\$4,500.00	\$0.00	\$4,500.00	(4,500.00)
856 10/LET/Ralph Ellison Statuary	25,000.00	25,000.00	0.00	25,000.00
857 DN/LC Donations	92,529.29	92,529.29	89,785.96	2,743.33
858 10/LET/Summer Reading	20,000.00	20,000.00	0.00	20,000.00
859 10/LET/Winter Readfest	5,000.00	5,000.00	0.00	5,000.00
860 10/LET/Special Grant	14,840.00	14,840.00	0.00	14,840.00
861 10/MWC/Florence Hughes Memorial	1,600.00	1,340.00	0.00	1,340.00
876 08/Guild/Choctaw Books	10,000.00	10,000.00	8,452.90	1,547.10
890 08/ALA/Lets Talk About It	2,500.00	2,500.00	2,490.95	9.05
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	719.00	281.00
944 09/LET/Gift Materials	33,563.00	33,563.00	0.00	33,563.00
945 09/LET/Piano performances	3,000.00	3,000.00	1,800.00	1,200.00
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	600.00	400.00
963 RE Friends/Programming Grant	5,000.00	4,857.32	2,613.12	2,244.20
981 Downtown Club/Children's	300.00	300.00	120.49	179.51
991 06 Inasmuch	60,000.00	60,000.00	59,928.49	71.51

Grants - Friends of MLS, Previous Years

875 08 Public Art	3,000.00	3,000.00	0.00	3,000.00
902 09 Staff Recognition	\$6,845.00	6,924.35	6,877.53	46.82

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
904	09 Summer at the Library	\$5,000.00	5,000.00	2,050.00	2,950.00
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	19,003.07	(3.07)
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
918	09 Harlem Renaissance Arts Projec	\$360.00	360.00	345.72	14.28

Grants - Friends of MLS, Current Fiscal Year

831	10 Volunteer Recognition	\$2,000.00	2,000.00	0.00	2,000.00
833	10 Summer at the Library	\$10,000.00	10,000.00	0.00	10,000.00
834	10 Children's Music Festival	\$8,000.00	8,000.00	8,000.00	0.00
835	10 L.I.F.E.	\$7,500.00	7,500.00	2,297.21	5,202.79
836	10 ICBIST Teen Film Festival	\$950.00	950.00	450.00	500.00
839	10 Our World/Systemwide Prog	\$26,000.00	0.00	7,300.00	(7,300.00)
841	10 Native American Celebration	\$1,300.00	1,300.00	0.00	1,300.00
842	10 Multicultural Festivals	\$3,000.00	3,000.00	100.00	2,900.00
843	10 Noon Tunes	\$19,900.00	19,900.00	806.14	19,093.86
844	10 Forklift & Pallet Jack	\$35,000.00	35,000.00	0.00	35,000.00
845	10 Furniture & Shelving	\$25,000.00	25,000.00	25,000.00	0.00
848	10 Lee B. Brawner Scholarships	\$15,000.00	15,000.00	2,350.00	12,650.00
850	10 Bethany Centennial Mural	\$5,300.00	5,300.00	0.00	5,300.00

Total Grants

\$215,447.71

Total Special Funds

\$ 476,988.03

Metropolitan Library System
Statement of Encumbrances
Month of September 2009

FY-10

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	797,618.88	2,809,381.88	24.68	11,381,463.00	8,572,081.12
102	Wages - Part-time	117,300.07	437,070.13	24.37	1,793,262.00	1,356,191.87
103	Payroll Taxes	66,680.58	239,419.17	25.40	942,537.00	703,117.83
109	Workers Comp. Insurance	5,948.00	25,548.00	22.74	112,340.00	86,792.00
112	Group Insurance	148,824.38	450,169.17	23.36	1,927,470.00	1,477,300.83
113	Employees' Retirement	45,208.21	159,245.45	9.35	1,702,992.00	1,543,746.55
114	Unemployment Compen.	.00	664.19	3.32	20,000.00	19,335.81
Total Personal Services		1,181,580.12	4,121,497.99	23.05	17,880,064.00	13,758,566.01

Maintenance & Operations - Contractual Services

201	Bldg, Property & Auto Insu.	143,172.00	143,172.00	98.37	145,544.00	2,372.00
202	Liability/Bonding Insurance	6,312.00	6,312.00	47.91	13,175.00	6,863.00
205	Rent of Library Buildings	4,837.33	14,911.99	29.94	49,800.00	34,888.01
206	Rent of Equipment	.00	.00	.00	6,200.00	6,200.00
207	Janitorial Services	25,919.00	116,791.00	27.88	418,925.00	302,134.00
208	Maintenance of Facilities	21,706.14	52,315.69	12.23	427,910.00	375,594.31
211	Parking & Transportation	13,140.82	46,066.05	27.47	167,720.00	121,653.95
212	Travel Expenses	2,563.41	6,198.70	7.33	84,605.00	78,406.30
213	Professional Services	18,566.83	70,099.28	25.34	276,611.00	206,511.72
214	Security Services	38,914.59	94,743.41	22.29	425,123.00	330,379.59
216	Telephone Services	19,447.82	61,237.77	22.29	274,763.00	213,525.23
217	Electrical Services	40,917.00	146,569.09	27.40	534,949.00	388,379.91
218	Gas Services	1,293.31	3,550.31	5.69	62,347.00	58,796.69
219	Water & Garbage Services	3,722.70	13,574.57	25.95	52,320.00	38,745.43
220	Trigen Energy Services	19,213.53	59,151.18	31.13	189,998.00	130,846.82
226	Memberships	766.00	7,619.00	39.18	19,445.00	11,826.00
230	Other Library-Related Serv.	19,452.56	40,797.15	9.12	447,439.00	406,641.85
231	Automation Contractual	59,024.79	76,342.68	27.58	276,841.00	200,498.32
236	Network Catalog Services	5,250.00	40,313.00	86.98	46,350.00	6,037.00
Total Contractual Services		444,219.83	999,764.87	25.50	3,920,065.00	2,920,300.13

Metropolitan Library System
Statement of Encumbrances
Month of September 2009

FY-10

Maintenance & Operations - Commodities

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
301	Printing & Printing Supplies	11,495.35	32,621.35	17.62	185,100.00	152,478.65
302	Postage	24,000.00	79,172.66	28.11	281,650.00	202,477.34
303	Supplies	21,591.13	51,060.65	11.42	447,027.00	395,966.35
310	Maintenance Supplies	389.84	12,650.66	17.82	71,000.00	58,349.34
312	Safety Supplies & Equip.	.00	259.00	2.45	10,550.00	10,291.00
321	Gasoline & Oil	2,189.68	4,347.21	10.11	43,000.00	38,652.79
322	Vehicle Parts & Repairs	1,112.62	2,103.22	8.41	25,000.00	22,896.78
330	Programming Activities	23,797.03	48,733.35	21.59	225,705.00	176,971.65
331	Other Commodities	279.70	2,761.66	8.39	32,904.00	30,142.34
Total Commodities		84,855.35	233,709.76	17.68	1,321,936.00	1,088,226.24
		=====	=====		=====	=====

Capital Outlays

401	Books & Materials	363,876.89	868,798.99	21.72	4,000,000.00	3,131,201.01
404	Government Documents	.00	.00	.00	5,000.00	5,000.00
405	Book Repairs & Bindings	.00	.00	.00	2,200.00	2,200.00
407	Periodicals & Subscriptions	3,712.52	26,897.50	16.97	158,480.00	131,582.50
408	Furniture, Fixture, & Equip.	11,182.59	15,608.77	1.90	820,211.00	804,602.23
409	Motor Vehicles	.00	.00	.00	50,000.00	50,000.00
410	Automation System & Equip.	7,707.86	23,495.36	5.00	469,468.00	445,972.64
450	Capital Projects	35,514.75	51,730.94	1.31	3,942,448.00	3,890,717.06
490	Capital Reserves - Current	.00	.00	.00	2,639,224.17	2,639,224.17
499	Reserve Carryover - Prior	.00	.00	.00	16,631,096.14	16,631,096.14
Total Capital Outlays		421,994.61	986,531.56	3.44	28,718,127.31	27,731,595.75
		=====	=====		=====	=====
Total Budget		2,132,649.91	6,341,504.18	12.23	51,840,192.31	45,498,688.13
		=====	=====		=====	=====

Monthly Journal Entries -- September 2009

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
40	1001	Cash	\$ 423.98	
	3602	Interest Income Stillwater interest		\$ 423.98
41	1001	Cash	\$ 994.36	
	3602	Interest Income Fidelity interest		\$ 994.36
42	1001	Cash	\$ 2,041,250.00	
	1101	Investments		\$ 2,000,000.00
	3602	Interest Income To record FNMA 3136f9h30 maturity		\$ 41,250.00
43	1101	Investments	\$ 141,053.97	
	1001	Cash To record purchase of increased CD at Ironstone bank		\$ 141,053.97
<u>Tax revenues</u>				
44	1001	Cash	\$ 141,460.95	
	3601	Prior year Tax Ad Valorem Tax apportioned by County for 8/17 to 8/31		\$ 141,460.95
45	1001	Cash	\$ 32,099.28	
	3601	Prior year Tax Ad Valorem Tax apportioned by County for 9/1 to 9/15		\$ 32,099.28
<u>Miscellaneous revenue</u>				
46	1001	Cash	\$ 1,632.80	
	3605	Mic. Reimbursements		\$ 1,632.80
		Insurance premium \$ 290.74 Xerox refund \$ 1,023.00		
		Barnes Noble refund \$ 217.56 book refund \$ 15.00		
		Sign of Times comm. 86.50		
		total	1,632.80	
<u>Fines</u>				
47	1001	Cash	\$ 103,000.00	
	3403	Projected Mic. Revenue - Fines Fines transferred to General Fund in September		\$ 103,000.00
<u>Payable entries</u>				
48	3001	Current Year Reserv. for Appropriations.	\$ 2,132,649.91	
	3011	Current Year P.O. Outstanding		\$ 2,132,649.91

	3002	Prior Year Reserv. for Appropriations.	\$	80,473.11	
	3012	Prior Year P.O. Outstanding			\$ 80,473.11
		Purchase orders issued in September			
49	3011	Current Year P.O. Outstanding	\$	2,144,120.41	
	3021	Current Year Warrants Outstanding			\$ 2,144,120.41
	3012	Prior Year P.O. Outstanding	\$	454,596.22	
	3022	Prior Year Warrants Outstanding			\$ 454,596.22
		Checks issued in September			
50	3021	Current Year Warrants Outstanding	\$	1,841,511.63	
	1001	Cash			\$ 1,841,511.63
	3022	Prior Year Warrants Outstanding	\$	341,291.29	
	1001	Cash			\$ 341,291.29
		Checks cleared Bank in September			

Bank interest and fees

51	1001	Cash	\$	596.83	
	3602	Interest Income			\$ 801.56
	3602	Analysis fee	\$	204.73	
		Interest from GF Checking Acct less fees			
52	8000	Special Fund Cash			\$ 62.05
	8815	Interest Income			\$ 131.33
	8815	Analysis fee	\$	193.38	
		Interest from SF Checking Acct less fees			

Special funds

53	8000	Special Fund Cash	\$	198,231.65	
	8815	Fines			\$ 33,395.95
	8820	Copy			\$ 8,708.43
	8805	Gift/Lost Books			\$ 15,930.89
	8810		\$	11,656.46	
	8831				\$ 2,000.00
	8833				\$ 10,000.00
	8834				\$ 8,000.00
	8835				\$ 7,500.00
	8836				\$ 950.00
	8841				\$ 1,300.00
	8842				\$ 3,000.00
	8843				\$ 19,900.00
	8844				\$ 35,000.00
	8845				\$ 25,000.00
	8848				\$ 15,000.00
	8850				\$ 5,300.00
	8851				\$ 3,750.00
	8861				\$ 1,340.00
	8815	charge card revenue			\$ 13,812.84
		Revenues of special funds received in September			

54	8000			\$	653.22	
	8815	charge card fee		\$	653.22	
		Revenues of special funds received in September, continued from entry 53				
55	8000			\$	162,967.65	
	8815		\$	103,119.90		
	8820		\$	9,300.63		
	8805		\$	7,562.71		
	8940		\$	719.00		
	8981		\$	7.20		
	8890		\$	67.08		
	8848		\$	750.00		
	8836		\$	450.00		
	8839		\$	7,300.00		
	8945		\$	700.00		
	8949		\$	600.00		
	8855		\$	4,500.00		
	8876		\$	2,343.13		
	8842		\$	100.00		
	8843		\$	448.00		
	8845		\$	25,000.00		
		Expenditures of special funds in September				

Corrections, adjustments, and miscellaneous

56	3021			\$	231.49	
	3022		\$	112.19		
	3602		\$	119.30		
		corrections to prior months outstanding checks and bank balance				
57	1101	Investments	\$	3,946.03		
	3602	Interest Income			\$	3,946.03
		To record interest income from Ironstone bank, added to new CD				
			\$	9,835,239.35	\$	9,835,239.35
					\$	-

General Fund F.Y. 09-10

Warrant Register

September 2009

Number	Vendor/Payee	Purpose		Amount
G-00694	Metropolitan Library System	Professional Services	38.00	
		Supplies	11.25	
		Programming Activities	53.25	
		Other Commodities	20.00	
		Parking	27.00	
		Professional Services	48.36	
		Library-Related Services	20.00	
		Postage	32.99	
		Supplies	115.59	
		Programming Activities	91.77	
		Programming Activities	74.06	532.27
G-00695	City of Del City	Rent of Library Buildings	400.00	400.00
G-00696	O G & E	Electrical Services	9,844.38	
		Electrical Services	16,470.72	26,315.10
G-00697	Oklahoma Natural Gas Co.	Gas Services	40.36	
		Gas Services	209.90	
		Gas Services	21.85	
		Gas Services	19.13	291.24
G-00698	City of Oklahoma City	Water & Garbage	764.89	
		Water & Garbage	149.57	914.46
G-00699	Brodart, Inc.	Supplies	240.45	240.45
G-00700	Southwestern Stationers, Inc.	Supplies	12.53	12.53
G-00701	Tech-Lock	Maintenance of Facilities	2.20	2.20
G-00702	Demco	Programming Supplies	53.17	53.17
G-00703	Highsmith Co., Inc.	Supplies	97.88	
		Programming Supplies	85.04	182.92
G-00704	Journey House Travel, Inc.	Travel Expenses	30.00	30.00
G-00705	City of Warr Acres	Water & Garbage Services	54.00	54.00
G-00706	AT&T	Telephone Services	143.14	143.14
G-00707	U.S. Postal Service	Postage	15,000.00	15,000.00
G-00708	Spence & Associates, Inc	Library-Related Services	2,735.00	2,735.00
G-00709	Barbara Beasley	Mileage	32.45	32.45
G-00710	United Refrigeration, Inc.	Maintenance of Facilities	662.46	
		Maintenance of Facilities	15.05	677.51
G-00711	FedEx	Postage	7.75	7.75
G-00712	U.S. Postmaster	Postage	47.16	47.16
G-00713	Phillip Tolbert	Supplies	54.98	54.98
G-00714	Johnstone Supply	Maintenance of Facilities	22.52	
		Maintenance of Facilities	7.51	30.03
G-00715	Greater Oklahoma City	Other Commodities	150.00	
		Other Commodities	60.00	210.00
G-00716	Todd T. Yager	Programming Activities	100.00	100.00
G-00717	Staples Business Advantage	Supplies	134.55	
		Supplies	93.58	228.13
G-00718	JoNita Normore	Mileage	16.50	16.50
G-00719	Space Jump of Oklahoma	Programming Activities	138.60	138.60
G-00720	Priscilla Doss	Mileage	9.80	9.80
G-00721	Nancy Lytle	Mileage	16.50	16.50
G-00722	Blackmon-Mooring Steamatic, Inc	Maintenance of Facilities	950.00	950.00
G-00723	Liberty Flags Inc.	Maintenance of Facilities	92.67	92.67
G-00724	Teen Ink	Library-Related Services	189.00	189.00
G-00725	Scott's Printing & Copying	Printing	1,579.02	1,579.02

General Fund F.Y. 09-10

Warrant Register

September 2009

Number	Vendor/Payee	Purpose		Amount
G-00726	Karen R. Bray	Mileage	12.10	12.10
G-00727	Voss Lighting	Maintenance of Facilities	700.00	700.00
G-00728	Evans Hardware	Maintenance of Facilities	3.14	3.14
G-00729	Scholastic Book Clubs	Programming Supplies	97.28	97.28
G-00730	ProQuest	Subscriptions	10,539.36	10,539.36
G-00731	Rainbow Pennant Co.	Supplies	170.00	170.00
G-00732	Dowell Parking Center	Parking & Transportation	50.00	50.00
G-00733	Right Management	Professional Services	10,992.76	10,992.76
G-00734	OASLMS	Professional Services	25.00	25.00
G-00735	Crowe & Dunlevy	Professional Services	1,228.50	1,228.50
G-00736	Todd Olberding	Telephone Services	38.49	38.49
G-00737	Rosemary Ryden	Mileage	8.25	8.25
G-00738	Alice Murphy	Supplies	96.00	96.00
G-00739	Susan Stinson	Mileage	21.45	21.45
G-00740	Daniel Fields	Programming Activities	102.92	102.92
G-00741	Walmart Community	Programming Activities	23.32	23.32
G-00742	Dr. Max Price	Programming Activities	80.00	80.00
G-00743	Betty Scott	Mileage	23.10	23.10
G-00744	Janet Bowen	Mileage	16.50	16.50
G-00745	Mark Robles	Programming Activities	50.00	50.00
G-00746	Star Lighting	Maintenance of Facilities	44.70	44.70
G-00747	Cintas Corp.	Maintenance of Facilities	300.84	300.84
G-00748	AT&T	Telephone Services	59.46	59.46
G-00749	Securitas Security USA, Inc.	Security Services	6,894.41	
		Security Services	6,781.03	13,675.44
G-00750	Kone Inc	Maintenance of Facilities	864.17	864.17
G-00751	COTPA	Parking & Transportation	3,101.29	
		Parking & Transportation	2,116.00	
		Parking & Transportation	4,692.00	9,909.29
G-00752	Stacy Schrank	Memberships	35.00	35.00
G-00753	Denise D. Ryan	Mileage	11.00	11.00
G-00754	Eide Bailly LLP	Professional Services	12,000.00	12,000.00
G-00755	Lindsay Jones Egle	Programming	43.77	
		Programming	10.67	
		Supplies	60.82	115.26
G-00756	IAWP-Job Fair	Library-Related Services	175.00	175.00
G-00757	Shoplet	Supplies	78.98	78.98
G-00758	Patsy J. Smith	Programming Activities	175.00	175.00
G-00761	Metro Parking Garage	Parking	455.00	
		Parking	1,176.00	1,631.00
G-00763	Oklahoma Natural Gas Co.	Gas Services	83.58	
		Gas Services	249.26	332.84
G-00764	City of the Village	Water & Garbage	82.97	82.97
G-00765	Brodart, Inc.	Supplies	11.05	
		Supplies	14.07	25.12
G-00766	Southwestern Stationers, Inc.	Printing	5,136.00	5,136.00
G-00767	Borders Group, Inc.	Materials	79.88	79.88
G-00768	Demco	Supplies	19.45	
		Supplies	46.43	65.88
G-00769	Eales Electronics Corp.	Maintenance of Facilities	765.00	
		Maintenance of Facilities	905.00	
		Maintenance of Facilities	590.00	

** Continued **

General Fund F.Y. 09-10

Warrant Register

September 2009

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-00769	Eales Electronics Corp.	Maintenance of Facilities	45.00	2,305.00
G-00770	Gaylord Bros.	Supplies	696.00	696.00
G-00771	Gale Research	Materials	3,072.50	3,072.50
G-00772	University Printing Services	Printing	95.00	95.00
G-00773	Synergy Datacom Supply, Inc.	Furniture, Fixture & Equip	90.42	90.42
G-00774	Standard Printing Co., Inc.	Supplies	271.70	271.70
G-00775	Oklahoma Library Association	Memberships	32.00	32.00
G-00776	Baker & Taylor Books	Materials	10,027.11	10,027.11
G-00777	Susan Ryan	Parking	126.79	126.79
G-00778	Nutrifit of Oklahoma, LLC	Programming Activities	75.00	75.00
G-00779	Standard & Poor's	Materials	1,150.80	1,150.80
G-00780	Charles S. Isaacs	Mileage	22.83	
		Telephone Services	35.00	57.83
G-00781	A.M. Best Co.	Materials	5,359.75	5,359.75
G-00782	United Refrigeration, Inc.	Maintenance of Facilities	97.54	97.54
G-00783	Recorded Books, LLC	Materials	2,090.47	2,090.47
G-00784	Johnstone Supply	Maintenance of Facilities	22.23	22.23
G-00785	Marilyn E. Backus	Parking	126.79	126.79
G-00786	Eureka Water Co.	Ralph Ellison Relocation	68.29	68.29
G-00787	Instructional Video, Inc.	Materials	9,144.90	9,144.90
G-00788	Denyveta Davis	Mileage	156.31	156.31
G-00789	Gale Group	Materials	5,921.97	5,921.97
G-00790	Hunter's Battery Warehouse	Maintenance of Facilities	160.80	
		Maintenance of Facilities	65.85	226.65
G-00791	Anne G. Fischer	Mileage	86.90	86.90
G-00792	Friday	Library-Related Services	1,280.00	1,280.00
G-00793	Walter Wayne McEvilly	Programming Activities	200.00	200.00
G-00794	Oklahoma City Comm. College	Library- Related Services	100.00	100.00
G-00795	Elizabeth Kessler	Parking	126.79	126.79
G-00796	Full Circle Bookstore	Materials	471.28	471.28
G-00797	Janet Brooks	Mileage	72.28	
		Parking	126.79	199.07
G-00798	Amigos Library Services	Network Catalog Services	4,500.00	
		Materials	6,400.50	10,900.50
G-00799	INTEGRIS Corporate Assistance	Group Insurance	908.00	908.00
G-00800	Jonathan Willis	Mileage	35.75	35.75
G-00801	Diane Sarantakos	Mileage	141.35	141.35
G-00802	Random House, Inc	Materials	5,133.60	5,133.60
G-00803	A T & T Mobility	Telephone Services	92.02	92.02
G-00804	Scott's Printing & Copying	Printing	903.55	903.55
G-00805	Brilliance Corporation	Materials	1,023.78	1,023.78
G-00806	Hobby Lobby	Programming Activites	28.76	28.76
G-00807	Francie Pendleton	Mileage	50.94	50.94
G-00808	Ingram Library Service	Materials	3,898.25	3,898.25
G-00809	R. R. Bowker	Network Catalog Services	750.00	
		Materials	1,020.87	1,770.87
G-00810	Albert Bostick	Programming Activities	200.00	200.00
G-00811	XPEDX	Maintenance Supplies	257.57	257.57
G-00812	James E. Nimmo	Transportation	120.00	120.00
G-00813	Audio Editions	Materials	1,867.91	1,867.91
G-00814	OverDrive, Inc fka	Materials	6,369.50	6,369.50

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September 2009

Number	Vendor/Payee	Purpose		Amount
G-00815	Injoy Videos	Materials	589.65	589.65
G-00816	Stuart Williamson	Mileage	39.60	39.60
G-00817	United States Postal Service	Postage	9,000.00	9,000.00
G-00818	DWe Williams	Programming Activities	200.00	200.00
G-00819	Randy Frazier	Programming Activities	150.00	150.00
G-00820	AV Cafe Inc	Materials	152.16	152.16
G-00821	Matthew Cotter	Mileage	35.48	35.48
G-00822	Ingram Library Service	Materials	950.11	950.11
G-00823	Town of Luther	Water & Garbage Services	44.25	44.25
G-00824	Barnes & Noble, Inc.	Materials	44.73	44.73
G-00825	Center Point Large Print	Materials	275.58	275.58
G-00826	Dana Phillips	Mileage	20.19	20.19
G-00827	Landon Holman	Mileage	55.28	55.28
G-00828	Evans Hardware	Maintenance of Facilities	14.38	14.38
G-00829	Rena Gibson	Mileage	16.50	16.50
G-00830	Associated Appliance, Inc.	Maintenance of Facilities	39.46	39.46
G-00831	Southwest Paper - OKC	Maintenance Supplies	4,370.40	
		Maintenance Supplies	491.64	4,862.04
G-00832	ProQuest	Materials	347.98	347.98
G-00833	Latino Community Development	Other Commodities	280.00	280.00
G-00834	Ruby Soutiere	Mileage	17.61	
		Parking	126.79	144.40
G-00835	BBC Audiobooks America	Materials	496.16	496.16
G-00836	Lisa Coker	Parking	126.79	126.79
G-00837	City of Harrah	Water & Garbage Services	48.97	48.97
G-00838	Amazon/GE Money Bank	Furniture	367.17	
		Supplies	128.99	
		Supplies	85.37	581.53
G-00839	City of Choctaw	Water & Garbage Services	321.34	321.34
G-00840	C. L. Frates & Co.	Insurance	996.00	996.00
G-00841	Progressive Business Pub	Subscriptions	299.00	299.00
G-00842	Baker & Taylor Books	Materials	1,741.85	1,741.85
G-00843	Reduxion Theatre	Programming Activities	900.00	900.00
G-00844	Baker & Taylor Entertainment	Materials	5,424.76	5,424.76
G-00845	Arts Council of Oklahoma City	Programming Activities	8,975.00	8,975.00
G-00846	Walmart Community	Supplies	1,107.31	
		Materials	403.92	1,511.23
G-00847	American Library Association	Materials	121.00	121.00
G-00848	Evelyn Carol Gilbert	Mileage	69.69	69.69
G-00849	Allied Waste Services #060	Water & Garbage Services	752.51	752.51
G-00850	Pamela Buchanan	Mileage	65.18	
		Telephone Services	35.00	100.18
G-00851	Teaching Company	Materials	25.00	25.00
G-00852	John Utley	Telephone Services	35.00	35.00
G-00853	Melissa Weathers	Parking	126.79	126.79
G-00854	OKAN	Professional Services	25.00	25.00
G-00855	Lesli Jones	Library-Related Services	65.00	65.00
G-00856	Kelley Hoffman	Mileage	17.05	17.05
G-00857	Myers Landscape Management,	Maintenance of Facilities	1,540.00	
		Maintenance of Facilities	755.00	2,295.00
G-00858	Baker & Taylor Books	Materials	4,087.72	
		Materials	4,946.41	

** Continued **

General Fund F.Y. 09-10

Warrant Register

September 2009

Number	Vendor/Payee ** Continued **	Purpose	Amount
G-00858	Baker & Taylor Books	Materials	7,806.00
		Materials	5,294.48
		Materials	12,335.41
		Materials	8,922.08
		Materials	8,553.52
		Materials	7,676.34
		Materials	5,091.30
		Materials	2,393.12
		Materials	4,758.01
		Materials	10,208.19
		Materials	9,133.35
		Materials	1,998.17
		Materials	3,156.98
		Mileage	113.29
		Mileage	22.55
		Programming Activities	200.00
		Mileage	16.50
		Supplies	4,030.00
		Mileage	26.07
		Mileage	50.05
		Telephone Services	39.69
		Materials	654.78
		Materials	25.66
		Mileage	139.70
		Rent of Facility	4,437.33
		Parking	126.79
		Transportation	10.00
		Programming Activities	240.00
		Payroll Transmittal-Chks	39,333.20
		Payroll Transmittal-Chks	19,345.62
		Payroll Transmittal-Chks	165.00
		Federal Withholding Tax	35,667.60
		Federal Withholding Tax	1,481.00
		State Withholding Tax	13,175.00
		State Withholding Tax	766.50
		Employee Cr Union Deducts	11,086.13
		Employee Cr Union Deducts	87.50
		Employee Deductions	415.56
		Payroll Transmittal-DDep	219,104.62
		Payroll Transmittal-DDep	32,388.27
		Payroll Transmittal-DDep	1,100.00
		Employee Deductions	7,125.98
		Employee Deductions	477.56
		Employee Contrib -- DB PI	4,906.38
		Employee Flexplan Deposit	23,232.36
		Employee Soc/Sec Deposits	22,982.59
		Employee Soc/Sec Deposits	3,629.97
		Employee Medicare Deposit	5,467.72
		Employee Medicare Deposit	848.97
		Employer Soc/Sec Deposits	26,612.44
		Employer Medicare Deposit	6,316.67

General Fund F.Y. 09-10

Warrant Register

September 2009

Number	Vendor/Payee	Purpose		Amount
G-00886	MassMutual Financial Group	Employee Contrib -- DC PI	12,437.52	
		Employer Contrib -- DC PI	22,562.90	35,000.42
G-00887	Love, Beal & Nixon, P.C.	Employee Deductions	399.89	399.89
G-00888	Robinson & Hoover	Employee Deductions	30.00	30.00
G-00889	ODHS Oklahoma Centralized	Employee Deductions	338.02	338.02
G-00890	Administrative Systems, Inc.	Employee Deductions	1,082.20	1,082.20
G-00891	UNUM Life Insurance	Employee Deductions	1,431.00	
		Employee Deductions	17.40	1,448.40
G-00892	NCO Financial Systems, INC	Employee Deductions	337.67	337.67
G-00893	City of Midwest City, Inc.	Water & Garbage Services	364.09	364.09
G-00894	Strictly Jobs	Library-Related Services	175.00	175.00
G-00895	Baker & Taylor Books	Materials	2,503.52	2,503.52
G-00896	Standard & Poor's	Materials	298.00	298.00
G-00897	CompSource Oklahoma	Workers Comp. Insurance	7,993.00	7,993.00
G-00898	Recorded Books, LLC	Materials	556.87	556.87
G-00899	Instructional Video, Inc.	Materials	42.46	42.46
G-00900	Ann Aliotta	Mileage	11.55	
		Programming	63.96	75.51
G-00901	Del City Chamber of Commerce	Advertising	250.00	250.00
G-00902	Linda Hyams	Mileage	19.25	19.25
G-00903	Blackstone Audio Books	Materials	88.00	88.00
G-00904	Random House, Inc	Materials	1,400.00	1,400.00
G-00905	Scott's Printing & Copying	Printing	1,297.97	
		Printing	292.50	1,590.47
G-00906	Ingram Library Service	Materials	542.44	542.44
G-00907	Julia Ballou	Mileage	10.73	10.73
G-00908	Dinah-Might Adventures, LP	Materials	1,237.40	1,237.40
G-00909	Audio Editions	Materials	2,090.92	2,090.92
G-00910	OverDrive, Inc fka	Materials	9,348.23	9,348.23
G-00911	Frances V. Harbert	Mileage	33.50	33.50
G-00912	Jimmy Welch	Mileage	35.75	35.75
G-00913	OSU Oklahoma City	Library Related Services	100.00	100.00
G-00914	Heidi Johnson	Mileage	25.85	25.85
G-00915	Katrina Prince	Mileage	24.20	24.20
G-00916	Kevin Colwell	Mileage	11.00	11.00
G-00917	Oklahoma Press Service	Other Related Services	272.55	272.55
G-00918	Fariba Williams	Mileage	39.60	39.60
G-00919	Baker & Taylor Books	Materials	3,313.00	3,313.00
G-00920	Baker & Taylor Entertainment	Materials	2,334.16	
		Materials	667.42	3,001.58
G-00921	MetroFamily Magazine	Advertising	523.00	523.00
G-00922	Donna Morris	Parking & Transportation	450.00	450.00
G-00923	John Utley	Mileage	160.05	160.05
G-00924	Melissa Weathers	Mileage	27.04	27.04
G-00925	Baker & Taylor Books	Materials	2,161.74	
		Materials	1,899.80	
		Materials	6,791.72	
		Materials	3,562.82	
		Materials	2,087.70	
		Materials	3,582.99	20,086.77
G-00926	Baker & Taylor Books	Materials	2,883.65	
		Materials	3,536.01	

** Continued **

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	** Continued **			
G-00926	Baker & Taylor Books	Materials	2,482.21	8,901.87
G-00927	Baker & Taylor Books	Materials	2,818.37	2,818.37
G-00928	Erika Sterling	Maintenance of Facilities	120.00	120.00
G-00929	Trigen-OKC Energy Corporation	Energy Services	19,213.53	19,213.53
G-00930	Tyler Outdoor Advertising, LLC	Advertising	4,240.00	4,240.00
G-00931	Mobile Mini, Inc.	Ralph Ellison Relocation	123.00	123.00
G-00932	Chris Kennedy	Mileage	71.50	71.50
G-00933	Lindsay Jones Egle	Programming	50.33	50.33
G-00934	Jamar Rahming	Mileage	62.70	62.70
G-00935	K W T V Channel 9	Advertising	5,100.00	5,100.00
G-00936	Grainger	Maintenance of Facilities	151.70	151.70
G-00937	O G & E	Electrical Services	16,567.45	
		Electrical Services	1,912.26	18,479.71
G-00938	Oklahoma Natural Gas Co.	Gas Services	51.96	51.96
G-00939	City of Bethany	Water & Garbage	124.20	124.20
G-00940	City of Oklahoma City	Water & Garbage	265.64	
		Water & Garbage	261.60	
		Water & Garbage	295.80	
		Water & Garbage	43.26	866.30
G-00941	Triangle/A & E	Capital Projects	36.72	36.72
G-00942	Southwestern Stationers, Inc.	Furniture	300.00	300.00
G-00943	Tech-Lock	Maintenance of Facilities	7.50	
		Maintenance of Facilities	67.00	74.50
G-00944	Eales Electronics Corp.	Maintenance of Facilities	375.00	375.00
G-00945	Hewlett-Packard Co.	Automation Contractual	4,701.85	4,701.85
G-00946	Synergy Datacom Supply, Inc.	Furniture, Fixture & Equip	61.91	61.91
G-00947	AT&T	Telephone Services	1,136.12	
		Telephone Services	782.63	
		Telephone Services	336.71	2,255.46
G-00948	City of Edmond	Electrical Services	3,991.37	3,991.37
G-00949	Richard Rea	Travel Expenses	150.99	150.99
G-00950	Oklahoma Historical Society	Subscriptions	260.00	260.00
G-00951	Weston Woods Accts Receivable	Materials	797.71	797.71
G-00952	U.S. Postal Service	Postage	15,000.00	15,000.00
G-00953	CompSource Oklahoma	Workers Comp. Insurance	7,755.00	7,755.00
G-00954	ALA Membership CSC	Memberships	159.00	159.00
G-00955	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-00956	Blackbaud	Automation Contractual	5,487.70	5,487.70
G-00957	Keystone Tape & Label, Inc.	Printing	1,011.67	1,011.67
G-00958	Recorded Books, LLC	Materials	6.95	6.95
G-00959	Instructional Video, Inc.	Materials	777.24	777.24
G-00960	Journal Record Publishing	Library-Related Services	202.30	202.30
G-00961	Gale Group	Materials	316.32	316.32
G-00962	Business and Legal Reports	Subscriptions	895.00	895.00
G-00963	Staples Business Advantage	Supplies	133.80	133.80
G-00964	JoNita Normore	Mileage	16.50	16.50
G-00965	Mutual Assurance	Grp Med/Dtl Ins. Prem-Sep	30,687.82	30,687.82
G-00966	Anne G. Fischer	Telephone Services	50.00	50.00
G-00967	Light Bulb Supply Co., Inc.	Maintenance of Facilities	104.85	104.85
G-00968	Harmony Business Supplies	Supplies	2,929.45	2,929.45
G-00969	Gabriel Farago	Programming Activities	600.00	600.00

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G-00970	Library Video Co.	Materials	211.50	211.50
G-00971	Anthony Nguyen	Programming Activities	200.00	200.00
G-00972	Chicago Tribune	Subscriptions	468.52	468.52
G-00973	Full Circle Bookstore	Programming Activities	64.00	64.00
G-00974	Downtown College Consortium	Professional Services	80.00	80.00
G-00975	Jonathan Willis	Telephone Services	35.00	35.00
G-00976	Taleo Corporation	Professional Services	4,548.00	4,548.00
G-00977	Blackstone Audio Books	Materials	28.00	28.00
G-00978	Random House, Inc	Materials	1,520.00	1,520.00
G-00979	True Colors	Professional Services	990.00	
		Professional Services	500.00	1,490.00
G-00980	Karen L.Litteral	Mileage	12.10	12.10
G-00981	Hobby Lobby	Programming Activities	34.00	34.00
G-00982	Ingram Library Service	Materials	4,743.55	4,743.55
G-00983	Candace McDaniel	Mileage	44.69	44.69
G-00984	XPEDX	Supplies	433.80	433.80
G-00985	Dana Morrow	Travel Expenses	287.90	
		Travel Expenses	473.82	
		Travel Expenses	212.00	973.72
G-00986	Audio Editions	Materials	378.65	378.65
G-00987	Lakeshore Learning Materials	Programming Activities	67.48	67.48
G-00988	OverDrive, Inc fka	Materials	2,870.63	2,870.63
G-00989	Lynda G. Bahr	Parking	120.25	120.25
G-00990	Linda Temple	Supplies	52.50	52.50
G-00991	Fuelman	Gasoline	2,189.68	
		Vehicle Parts & Repairs	85.38	2,275.06
G-00992	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	88.50	88.50
G-00993	AV Cafe Inc	Materials	57.00	57.00
G-00994	Ingram Library Service	Materials	717.36	717.36
G-00995	Jana Hausburg	Memberships	35.00	35.00
G-00996	Center Point Large Print	Materials	1,030.47	1,030.47
G-00997	Jimmy Welch	Telephone Services	50.00	50.00
G-00998	Evans Hardware	Maintenance of Facilities	21.64	
		Maintenance of Facilities	8.38	30.02
G-00999	Jeffrey J. Crawford	Security Services	325.00	
		Security Services	325.00	650.00
G-01000	John Mark Dawson	Security Services	300.00	300.00
G-01001	Miguel A. Campos	Security Services	212.50	212.50
G-01002	Jurden Brown, Jr.	Security Services	437.50	
		Security Services	325.00	762.50
G-01003	Patrick Sciannella/Double Play	Programming Activities	250.00	
		Programming Activities	250.00	
		Programming Activities	250.00	750.00
G-01004	Stanley Campbell	Security Services	350.00	
		Security Services	212.50	562.50
G-01005	Steve's Wholesale Distributors	Maintenance of Facilities	12.58	12.58
G-01006	OPUBCO Communications Group	Library-Related Services	108.90	108.90
G-01007	ASTD	Memberships	180.00	180.00
G-01008	Bank of America	Library-Related Services	190.21	190.21
G-01009	Oklahoma Center for Nonprofits	Professional Services	40.00	40.00
G-01010	City of Edmond	Water & Garbage Services	448.20	448.20
G-01011	OHC of Oklahoma, L.L.C.	Professional Services	71.50	71.50

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Number	Vendor/Payee	Purpose		Amount
G-01012	SignTec	Capital Projects	10,604.84	10,604.84
G-01013	National Pen Company	Supplies	107.90	107.90
G-01014	John Wood	Telephone Services	50.00	50.00
G-01015	Vision Service Plan of	Grp Vision Ins. Prem	2,470.52	
		Grp Vision Ins. Premium	2,402.14	4,872.66
G-01016	Office Depot Credit Plan	Supplies	86.10	86.10
G-01017	Roy Ballou	Travel Expenses	216.00	216.00
G-01018	Baker & Taylor Books	Materials	1,050.64	1,050.64
G-01019	Commercial Card Solutions	Travel Expenses	712.32	
		Supplies	417.50	
		Postage	89.00	
		Equipment	176.91	
		Supplies	85.00	
		Supplies	1,163.84	
		Supplies	109.98	
		Supplies	110.04	
		Maintenance Supplies	62.50	
		Programming Supplies	92.59	
		Programming Supplies	96.00	
		Programming Supplies	90.78	
		Programming Supplies	44.94	
		Badges	38.55	
		Supplies	195.38	
		Programming Supplies	121.67	
		Programming Supplies	21.82	
		Programming Supplies	148.80	
		Programming Supplies	77.44	
		Registration	199.00	
		Professional Services	16.00	4,070.06
G-01020	Baker & Taylor Entertainment	Materials	5,384.90	5,384.90
G-01021	Metropolitan Library System	Grp Med/Dtl Ins Prems Sep	109,465.60	109,465.60
G-01022	Arts Council of Oklahoma City	Programming Activities	4,500.00	4,500.00
G-01023	Commercial Card Solutions	Books & Materials	804.02	
		Books & Materials	721.84	
		Books & Materials	348.98	
		Books & Materials	1,154.49	
		Books & Materials	119.51	
		Books & Materials	166.20	3,315.04
G-01024	Kimberly A Terry	Mileage	56.46	
		Telephone Services	100.00	156.46
G-01025	Dr. Max Price	Programming Activities	80.00	80.00
G-01026	Preston Bell	Transportation	40.00	40.00
G-01027	Reef Shop Warehouse	Maintenance of Facilities	293.82	293.82
G-01028	Garcia Tire Service, Inc.	Maintenance of Facilities	1,015.24	1,015.24
G-01029	Betty Scott	Mileage	22.44	22.44
G-01030	Coop's Buttons	Supplies	103.49	103.49
G-01031	Linda E. Skinner	Programming Activities	200.00	200.00
G-01032	Star Lighting	Maintenance of Facilities	265.52	265.52
G-01033	Scott Delsigne	Programming Activities	80.00	80.00
G-01034	Lesli Jones	Library-Related Services	65.00	
		Library-Related Services	200.00	265.00
G-01035	Worth Hydrochem of Oklahoma	Maintenance of Facilities	227.00	

** Continued **

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-01035	Worth Hydrochem of Oklahoma	Maintenance of Facilities	95.00	322.00
G-01036	Cox Communications, Inc.	Telephone Services	12.15	12.15
G-01037	Baker & Taylor Books	Materials	1,468.03	
		Materials	2,337.13	
		Materials	1,836.63	
		Materials	8,236.88	
		Materials	5,265.89	
		Materials	4,440.48	
		Materials	6,290.55	29,875.59
G-01038	Baker & Taylor Books	Materials	621.62	
		Materials	9,251.15	
		Materials	6,155.22	16,027.99
G-01039	Baker & Taylor Books	Materials	928.48	928.48
G-01040	Robert Brent Greenwood	Programming Activities	150.00	150.00
G-01041	Andrinetta D. Camp-Tittle	Programming Activities	200.00	200.00
G-01042	Sabre Technologies	Supplies	3,735.00	3,735.00
G-01043	Joshua Pershica	Security Services	487.50	
		Security Services	487.50	975.00
G-01044	Mackin	Materials	61.14	61.14
G-01045	UNUM Life Insurance	Grp LTC Insurance Sept	1,625.30	1,625.30
G-01046	Vernon L. Kriethe	Security Services	112.50	
		Security Services	112.50	225.00
G-01047	Jeremy Johnson	Programming Activities	100.00	100.00
G-01048	Jason K. Saxon	Security Services	162.50	
		Security Services	112.50	275.00
G-01049	Boe Toahy	Programming Activities	60.00	60.00
G-01050	Donna Hilton	Programming Activities	216.00	216.00
G-01051	Shopleet	Supplies	47.34	
		Supplies	81.50	128.84
G-01052	Bank of Oklahoma	Payroll Transmittal-Chks	42,536.43	
		Payroll Transmittal-Chks	19,449.82	61,986.25
G-01053	Bank of Oklahoma	Federal Withholding Tax	37,184.60	
		Federal Withholding Tax	1,367.00	38,551.60
G-01054	Oklahoma Tax Commission	State Withholding Tax	13,723.00	
		State Withholding Tax	728.50	14,451.50
G-01055	Mun. Employees Credit Union	Employee Cr Union Deducts	11,086.13	
		Employee Cr Union Deducts	87.50	11,173.63
G-01056	United Way of Central Oklahoma	Employee Deductions	415.56	415.56
G-01057	Bank of America	Payroll Transmittal-DDep	226,430.99	
		Payroll Transmittal-DDep	32,624.80	259,055.79
G-01058	Nationwide Retirement Solution	Employee Deductions	7,125.98	7,125.98
G-01059	Transamerica Worksite Mrktg.	Employee Deductions	469.29	469.29
G-01060	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,713.84	4,713.84
G-01061	Bank of Oklahoma	Employee Flexplan Deposit	10,879.39	10,879.39
G-01062	Bank of Oklahoma	Employee Soc/Sec Deposits	23,635.49	
		Employee Soc/Sec Deposits	3,642.64	
		Employee Medicare Deposit	5,621.56	
		Employee Medicare Deposit	851.98	
		Employer Soc/Sec Deposits	27,278.15	
		Employer Medicare Deposit	6,473.32	67,503.14
G-01063	MassMutual Financial Group	Employee Contrib -- DC PI	12,481.99	
	** Continued **			

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	** Continued **			
G-01063	MassMutual Financial Group	Employer Contrib -- DC PI	22,645.31	35,127.30
G-01064	Love, Beal & Nixon, P.C.	Employee Deductions	395.42	395.42
G-01065	Robinson & Hoover	Employee Deductions	30.00	30.00
G-01066	ODHS Oklahoma Centralized	Employee Deductions	338.02	338.02
G-01067	Randall's Fudge	Employee Deductions	89.11	89.11
G-01068	Administrative Systems, Inc.	Employee Deductions	1,082.20	1,082.20
G-01069	NCO Financial Systems, INC	Employee Deductions	331.48	331.48
G-01070	Space Jump of Oklahoma	Programming Activities	323.40	323.40
G-01071	Mark Robles	Programming Activities	280.00	280.00
G-01072	City of Del City	Rent of Library Buildings	400.00	400.00
G-01073	O G & E	Electrical Services	15,893.08	15,893.08
G-01074	Oklahoma Natural Gas Co.	Gas Services	304.25	
		Gas Services	22.06	
		Gas Services	84.99	
		Gas Services	34.09	
		Gas Services	108.88	554.27
G-01075	City of Oklahoma City	Water & Garbage	697.41	697.41
G-01076	Southwestern Stationers, Inc.	Printing	974.00	974.00
G-01077	Locke Supply Co.	Maintenance of Facilities	255.75	
		Maintenance of Facilities	4.79	260.54
G-01078	Demco	Supplies	28.47	
		Supplies	61.14	89.61
G-01079	Gaylord Bros.	Furniture	110.40	
		Supplies	30.90	141.30
G-01080	Gale Research	Materials	2,651.90	2,651.90
G-01081	Highsmith Co., Inc.	Supplies	103.56	
		Programming Supplies	67.65	
		Supplies	76.11	
		Supplies	23.42	270.74
G-01082	Marcelle Sharron Harjo	Programming Activities	150.00	150.00
G-01083	City of Warr Acres	Water & Garbage Services	54.00	54.00
G-01084	AT&T	Telephone Services	143.14	143.14
G-01085	Weston Woods Accts Receivable	Materials	485.60	485.60
G-01086	Baker & Taylor Books	Materials	2,383.97	2,383.97
G-01087	Donna Morris	Telephone Services	50.00	50.00
G-01088	Spence & Associates, Inc	Library-Related Services	100.00	
		Library-Related Services	3,800.00	3,900.00
G-01089	H.W. Wilson Company Lockbox	Materials	301.00	301.00
G-01090	American Library Assoc.	Supplies	975.20	
		Programming Supplies	274.70	1,249.90
G-01091	Chester 'Jack' Kinzie, Jr.	Mileage	3.03	3.03
G-01092	Recorded Books, LLC	Materials	1,911.13	1,911.13
G-01093	Pure Service Corp.	Janitorial Services	16,170.00	
		Janitorial Services	8,005.00	
		Janitorial Services	848.00	
		Janitorial Services	715.00	
		Janitorial Services	181.00	25,919.00
G-01094	Johnstone Supply	Maintenance of Facilities	685.74	
		Maintenance of Facilities	813.39	1,499.13
G-01095	Eureka Water Co.	Ralph Ellison Relocation	66.20	66.20
G-01096	Instructional Video, Inc.	Materials	2,493.03	2,493.03

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Number	Vendor/Payee	Purpose		Amount
G-01097	Gale Group	Materials	1,629.64	1,629.64
G-01098	Hunter's Battery Warehouse	Maintenance of Facilities	23.50	23.50
G-01099	LexisNexis Matthew Bender	Materials	121.46	121.46
G-01100	Pacesetters Consulting Group	Professional Services	500.00	500.00
G-01101	Fast Signs	Maintenance of Facilities	92.72	92.72
G-01102	Hal Leonard Publishing	Materials	95.05	95.05
G-01103	Staples Credit Plan	Supplies	31.98	31.98
G-01104	Library Video Co.	Materials	381.68	381.68
G-01105	Random House, Inc	Materials	2,469.07	2,469.07
G-01106	Scott's Printing & Copying	Printing	981.88	
		Printing	802.78	1,784.66
G-01107	Benjamin Harjo, Jr.	Programming Activities	150.00	150.00
G-01108	Brilliance Corporation	Materials	1,575.77	1,575.77
G-01109	RSPT LLC	Materials	8.91	8.91
G-01110	Filtration Services Group, LLC	Maintenance of Facilities	104.98	104.98
G-01111	Ingram Library Service	Materials	3,564.52	3,564.52
G-01112	Dana Morrow	Memberships	130.00	130.00
G-01113	High-Tech-Tronics, Inc.	Maintenance of Facilities	703.80	
		Maintenance of Facilities	209.70	913.50
G-01114	Walker Companies	Programming Activities	460.74	460.74
G-01115	Audio Editions	Materials	722.58	722.58
G-01116	FedEx Kinko's Print Services	Supplies	16.39	16.39
G-01117	Metro Parking Garage	Parking & Transportation	1,980.00	1,980.00
G-01118	Victoria Dixon	Parking	108.38	108.38
G-01119	Chickasaw Telecom, Inc.	Software	30,947.00	30,947.00
G-01120	Full Cast Audio	Materials	371.95	371.95
G-01121	Ginger Waldrip	Programming Activities	100.00	100.00
G-01122	Ingram Library Service	Materials	731.59	731.59
G-01123	Frances V. Harbert	Programming Activities	20.00	20.00
G-01124	Barnes & Noble, Inc.	Programming Activities	165.23	165.23
G-01125	Center Point Large Print	Materials	251.64	251.64
G-01126	Evans Hardware	Maintenance of Facilities	29.98	
		Maintenance of Facilities	15.63	45.61
G-01127	Dowell Parking Center	Parking & Transportation	254.00	254.00
G-01128	Books in Motion	Materials	622.90	622.90
G-01129	Sally Gray	Mileage	10.45	10.45
G-01130	Gregory Bennett	Parking	64.00	64.00
G-01131	C. L. Frates & Co.	Insurance	142,176.00	
		Insurance	6,312.00	148,488.00
G-01132	DailyAccess Corporation	Benefit Calculation	9,370.00	9,370.00
G-01133	Producers Playhouse	Library-Related Services	123.00	123.00
G-01134	Alice Murphy	Library-Related Services	89.65	89.65
G-01135	Baker & Taylor Books	Materials	1,782.48	1,782.48
G-01136	Baker & Taylor Entertainment	Materials	3,102.87	
		Materials	616.42	3,719.29
G-01137	John L. Hilbert	Programming Activities	117.07	
		Programming Activities	170.30	
		Programming Activities	165.03	
		Programming Activities	93.79	546.19
G-01138	Garcia Tire Service, Inc.	Maintenance of Facilities	12.00	12.00
G-01139	Leadership Oklahoma City	Professional Services	400.00	400.00
G-01140	Teaching Company	Materials	219.75	219.75

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G-01141	O'Reilly Automotive, Inc.	Maintenance of Facilities	5.99	5.99
G-01142	Robyn Poston	Programming Activities	190.00	190.00
G-01143	Susan H. Wood	Programming Activities	250.00	250.00
G-01144	AT&T	Telephone Services	59.46	59.46
G-01145	Securitas Security USA, Inc.	Security Services	6,864.10	
		Security Services	6,868.03	
		Security Services	5,800.21	19,532.34
G-01146	Baker & Taylor Books	Materials	1,460.83	
		Materials	2,454.46	
		Materials	2,539.00	
		Materials	4,790.09	
		Materials	3,977.27	
		Materials	6,587.44	
		Materials	19.14	21,828.23
G-01147	Baker & Taylor Books	Materials	1,184.98	
		Materials	5,630.21	
		Materials	8,354.31	
		Materials	26.60	15,196.10
G-01148	Baker & Taylor Books	Materials	1,116.46	1,116.46
G-01149	City of The Village	Maintenance of Facilities	4,300.00	4,300.00
G-01150	Maria Watkins	Mileage	42.57	42.57
G-01151	Kone Inc	Maintenance of Facilities	975.00	975.00
G-01152	Luther Sign Company	Capital Projects	1,543.94	1,543.94
G-01153	Baker & Taylor Entertainment	Materials	265.11	265.11
G-01154	Pacific Telemanagement Service	Telephone Services	78.00	78.00
G-01155	Darin R. Smith	Transportaion	20.00	20.00
G-01156	Chris Kennedy	Travel Expenses	396.90	396.90
G-01157	Strategic Government Resources	Professional Services	635.83	635.83
Total of FY 09-10 Warrants Issued				\$ 2,144,120.41

General Fund F.Y. 08-09

Warrant Register

September 2009

Number	Vendor/Payee	Purpose		Amount
G-05703	Ford Audio-Video	Automation Equipment	2,084.93	2,084.93
G-05704	Commercial Furniture	Furniture	2,108.00	2,108.00
G-05705	KYIS 98.9 FM	Library-Related Services	332.50	332.50
G-05706	Smart Technologies	Construction	6,468.80	
		Construction	1,707.56	8,176.36
G-05707	Homco Construction Company	Capital Projects	2,544.00	
		Capital Projects	1,121.00	3,665.00
G-05708	Random House, Inc	Materials	168.41	168.41
G-05709	Baker & Taylor Entertainment	Materials	926.56	926.56
G-05710	Baker & Taylor Books	Materials	673.91	673.91
G-05711	Baker & Taylor Books	Materials	569.99	569.99
G-05712	Smart Technologies	Construction	1,707.56	1,707.56
G-05713	Ingram Library Service	Materials	39.16	39.16
G-05714	Baker & Taylor Entertainment	Materials	232.59	232.59
G-05715	Baker & Taylor Books	Materials	132.02	132.02
G-05716	Baker & Taylor Books	Materials	235.93	235.93
G-05717	Spaces, Inc.	Furniture	80,161.20	
		Furniture	11,932.69	92,093.89
G-05718	Studio Architecture PC	Capital Projects	2,239.19	2,239.19
G-05719	Ford Audio-Video	Equipment	3,189.22	3,189.22
G-05720	Baker & Taylor Entertainment	Materials	587.73	587.73
G-05721	Baker & Taylor Books	Materials	313.85	313.85
G-05722	Baker & Taylor Books	Materials	78.51	78.51
G-05723	J.L. Walker Construction	Construction	5,947.20	5,947.20
G-05724	Atlas General Contractors, LLC	Capital Project	345.00	
		Capital Projects	211,398.00	
		Capital Projects	509.00	212,252.00
G-05725	Restoration Station L.L.C.	Furniture	750.00	750.00
G-05726	Shawver & Son	Maintenance of Facilities	1,725.00	
		Maintenance of Facilities	6,250.00	7,975.00
G-05727	Random House, Inc	Materials	1,040.00	1,040.00
G-05728	Ingram Library Service	Materials	206.07	206.07
G-05729	Ingram Library Service	Materials	65.33	65.33
G-05730	Integrated Technology Group	Automation Equipment	106,273.48	106,273.48
G-05731	Baker & Taylor Entertainment	Materials	151.60	151.60
G-05732	John L. Hilbert	Programming Activities	29.99	29.99
G-05733	Baker & Taylor Books	Materials	251.42	251.42
G-05734	Baker & Taylor Books	Materials	158.82	158.82
Total of FY 08-09 Warrants Issued				\$ 454,656.22

Special Funds

Warrant Register

September 2009

Number	Vendor/Payee	Purpose		Amount
S-14915	Benny D. Floyd	Lost & Paid Book Returned	3.00	3.00
S-14916	Mason V. Fiedler	Lost & Paid Book Returned	23.50	23.50
S-14917	Debra K. Miller	Lost & Paid Book Returned	15.45	15.45
S-14918	Marti E. Ridley	Lost & Paid Book Returned	11.85	11.85
S-14919	Tamara L. Kelley	Lost & Paid Book Returned	12.55	12.55
S-14920	Pushpa N. Joseph	Lost & Paid Book Returned	3.00	3.00
S-14921	James P. Parker	Lost & Paid Book Returned	10.40	10.40
S-14922	Virginia A. Tonks	Lost & Paid Book Returned	8.45	8.45
S-14923	Lynne A. Davis	Lost & Paid Book Returned	3.00	3.00
S-14924	Suzanne Visnieski	Lost & Paid Book Returned	3.95	3.95
S-14925	Norma G. Farris	Lost & Paid Book Returned	3.00	3.00
S-14926	Sabrina G. Drennan	Lost & Paid Book Returned	9.95	9.95
S-14927	Reginald Williams	Lost & Paid Book Returned	12.95	12.95
S-14928	Mia A. Corcoran	Lost & Paid Book Returned	3.00	3.00
S-14929	BMI Systems Corp.	Copier Maintenance	78.50	
		Copier Maintenance	31.62	
		Copier Maintenance	36.00	
		Copier Maintenance	262.34	
		Copier Maintenance	63.91	
		Copier Maintenance	34.26	
		Copier Maintenance	120.17	
		Copier Maintenance	78.50	
		Copier Maintenance	55.00	760.30
S-14930	Marianne's Rentals	Community Health Fair	434.00	434.00
S-14931	Kristen Anderson	Lost & Paid Book Returned	10.95	10.95
S-14932	Alfie A. Roman	Lost & Paid Book Returned	3.00	3.00
S-14933	Debra B. Logan	Lost & Paid Book Returned	7.85	7.85
S-14934	Monica A. Gutzeit	Lost & Paid Book Returned	16.00	16.00
S-14935	Judy K. Maupin	Lost & Paid Book Returned	16.95	16.95
S-14936	Patricia A. Romero	Lost & Paid Book Returned	16.00	16.00
S-14937	Leslie R. Weiss	Lost & Paid Book Returned	3.00	3.00
S-14938	Michele C. Siler	Lost & Paid Book Returned	8.95	8.95
S-14939	Standley Systems	Copier Usage	215.96	
		Copier Usage	287.65	503.61
S-14940	William Redenius	Community Health Fair	285.00	285.00
S-14941	Baker & Taylor Books	Materials	7.20	7.20
S-14942	Baker & Taylor Books	Materials	67.08	67.08
S-14943	Linda A. Mattingly-Smith	Lost & Paid Book Returned	12.25	12.25
S-14944	Carol K. McCullough	Lost & Paid Book Returned	19.60	19.60
S-14945	Melisa L. Carter	Lost & Paid Book Returned	3.00	3.00
S-14946	Beatriz Santillan	Lost & Paid Book Returned	11.95	11.95
S-14947	Joshua Phillips	Lost & Paid Book Returned	3.00	3.00
S-14948	Esther G. Cha	Lost & Paid Book Returned	12.95	12.95
S-14949	Betty Treadwell	Lost & Paid Book Returned	9.95	9.95
S-14950	Landon Holman	Lee B Brawner Scholarship	750.00	750.00
S-14951	Karen M. Miller	Lost & Paid Book Returned	3.00	3.00
S-14952	Stephen P. Merchant	Lost & Paid Book Returned	6.00	6.00
S-14953	Crystal A. Thompson	Lost & Paid Book Returned	6.50	6.50
S-14954	Julia K. Buzbee	Lost & Paid Book Returned	5.95	5.95
S-14955	Jack T. Greuel	Lost & Paid Book Returned	8.95	8.95
S-14956	Courtney L. Heath	Lost & Paid Book Returned	14.95	14.95
S-14957	Edwin D. Thomas Sr	Lost & Paid Book Returned	3.00	3.00

Special Funds

Warrant Register

September 2009

Number	Vendor/Payee	Purpose	Amount	
S-14958	Oklahoma Tax Commission	Sales Tax	44.62	
		Sales Tax	65.54	110.16
S-14959	Leslie F. Mosley	Lost & Paid Book Returned	3.00	3.00
S-14960	Jerry E. Stephens	Lost & Paid Book Returned	15.95	15.95
S-14961	Metropolitan Library System	Transfer of Fines & Fees	103,000.00	103,000.00
S-14962	Commercial Card Solutions	Fines Account	119.90	119.90
S-14963	Oklahoma Tax Commission	Sales Tax	582.50	
		Sales Tax	597.24	1,179.74
S-14964	Geoffrey L. Smith	Programming Teen Film	450.00	450.00
S-14965	Kricket Rhoads-Connywerdy	Our World Programming	2,000.00	2,000.00
S-14966	Zack T. Morris	Our World Programming	2,000.00	2,000.00
S-14967	Terry Tsotigh	Our World Programming	1,800.00	1,800.00
S-14968	Walter Wayne McEvilly	Programming	700.00	700.00
S-14969	Veronique R. Goodall	09/Walmart/Del City	200.00	200.00
S-14970	Omniplex	Programming	175.00	175.00
S-14971	Kevin Connywerdy	Prgramming	2,000.00	2,000.00
S-14972	Leslie Deer	Programming	2,000.00	2,000.00
S-14973	Steve Littleman	Programming	500.00	500.00
S-14974	Ingram Library Service	Materials	55.78	55.78
S-14975	Steve Littleman	Programming	1,500.00	1,500.00
S-14976	Mari Q. Walker	Lost & Paid Book Returned	3.95	3.95
S-14977	Trista L. Shelton	Lost & Paid Book Returned	18.95	18.95
S-14978	Will E. Krywicki	Lost & Paid Book Returned	12.95	12.95
S-14979	Brint A. Montgomery	Lost & Paid Book Returned	24.45	24.45
S-14980	San N. Tran	Lost & Paid Book Returned	15.95	15.95
S-14981	Dayna L. Wallace	Lost & Paid Book Returned	3.00	3.00
S-14982	Jacquelyne M. Gonzalez	Lost & Paid Book Returned	7.95	7.95
S-14983	Eliada D. Keeling	Lost & Paid Book Returned	9.60	9.60
S-14984	USBSMG	Supplies	7,009.00	7,009.00
S-14985	Standley Systems	Equipment	6,856.98	6,856.98
S-14986	Oklahoma City Zoo Educ. Dept.	Programming	75.00	75.00
S-14987	Gabrielle Padilla	Programming	50.00	50.00
S-14988	Brianna Chavez	Programming	50.00	50.00
S-14989	Susan Pierce	Noon Tunes Programming	448.00	448.00
S-14990	Metropolitan Library System	10/Friends/Svc Ctr Furn	25,000.00	25,000.00
S-14991	Charles Reeves	Programming	150.00	150.00
S-14992	Live Oak Media	Materials	54.90	54.90
S-14993	Library Video Co.	Materials	19.95	19.95
S-14994	Blackstone Audio Books	Materials	91.50	91.50
S-14995	Random House, Inc	Materials	1,100.80	1,100.80
S-14996	Brilliance Corporation	Materials	101.48	101.48
S-14997	Ingram Library Service	Materials	63.83	63.83
S-14998	Findaway World, LLC	Materials	184.00	184.00
S-14999	BBC Audiobooks America	Materials	199.33	199.33
S-15000	Baker & Taylor Entertainment	Materials	87.12	87.12
S-15001	Baker & Taylor Books	Materials	384.44	384.44

Total of Special Funds Warrants Issued \$ 162,967.65

I, Donna Morris, certify that:

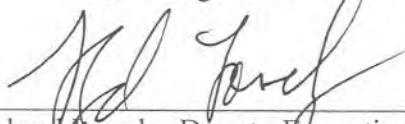
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered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


Donna Morris, Executive Director

10-8-09
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

10-8-09
Date

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

October 31, 2009

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

For comparison, 33.33% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of October 2009.

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

October 31, 2009

ASSETS

CASH - Overnight Investment Account		\$ 6,044,982.31
INVESTMENTS (Schedule attached)		15,313,784.85
PREPAID ACCOUNTS		30,000.00
TAXES RECEIVABLE: 2009-10 Ad Valorem Tax	28,553,467.00	
Less: Reserve for Delinquent Tax	(2,595,770.00)	
Budgeted Tax Revenue	25,957,697.00	
Less: Tax Received	0.00	
		25,957,697.00
Total Assets		<u>\$47,346,464.16</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2008-09 Reserve for Appropriations	\$1,767,305.48	
2009-10 Purchase Orders Outstanding	285,764.14	
2008-09 Purchase Orders Outstanding	1,162,814.69	
2009-10 Checks Outstanding	122,478.73	
2008-09 Checks Outstanding	76,893.59	
Total Liabilities		3,415,256.63

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	25,957,697.00
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FUND BALANCE:

Beginning of the Year	\$25,077,529.31	
Add: Revenues		
Budgeted	220,000.00	
Other	885,238.58	1,105,238.58
Less: Expenditures	(8,209,257.36)	
Total Fund Balance		<u>17,973,510.53</u>
Total Liabilities, Deferred Revenue and Fund Balance		<u>\$47,346,464.16</u>

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

As of October 31, 2009

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	7/21/2009	7/21/2012	3.056%	\$ 95,006.20
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	10/14/2009	6/14/2010	1.800%	95,647.77
CD - BancFirst	7/28/2009	7/27/2012	2.240%	240,000.00
CD - Rose Rock/Union Bank	10/8/2009	4/8/2010	1.500%	98,130.88
CD - Fidelity Bank	10/19/2009	4/19/2011	1.490%	100,000.00
CD - Quail Creek Bank	6/7/2009	6/7/2011	2.260%	240,000.00
CD - Citizen's Bank of Edmond	7/2/2009	7/2/2014	2.810%	100,000.00
CD - Valliance Bank	3/5/2009	3/5/2010	2.250%	95,000.00
CD - Ironstone	9/23/2009	3/23/2011	2.000%	240,000.00
Fed Home LN BKS 10-12	8/28/2008	8/24/2012	4.020%	2,000,000.00
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 08-13	1/22/2008	1/22/2013	4.000%	1,000,000.00
Fed Home LN BKS 09-11	12/30/2008	12/30/2011	2.100%	2,000,000.00
Fed Farm CR BKS 10-13	7/16/2009	7/16/2013	2.450%	1,000,000.00
FED HOME LN MTG CORP 10-13	7/30/2009	1/30/2013	2.350%	2,000,000.00
FED NATL MTG ASSC 10-13	7/22/2009	7/22/2013	2.500%	1,000,000.00
Total Investments				<u>\$ 15,313,784.85</u>

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

October 1, 2009 to October 31, 2009

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2008 Ad Valorem Tax	\$25,030,214.00	\$ -	\$ -	0.00%
State Aid	318,966.00	-	-	0.00%
Fines	<u>486,000.00</u>	<u>46,000.00</u>	<u>220,000.00</u>	45.27%
Total Budgeted Revenue	<u>\$ 25,835,180.00</u>	<u>\$ 46,000.00</u>	<u>\$ 220,000.00</u>	0.85%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 70,278.96	\$ 515,709.92	
Gifts and Lost Books Fees		0.00	0.00	
Investment Income		83,255.77	277,459.17	
Flexible Benefits Account Balance		0.00	0.00	
Sale of Surplus Equipment		0.00	0.00	
Miscellaneous		<u>45,633.14</u>	<u>92,069.49</u>	
Total Miscellaneous Revenue		<u>\$ 199,167.87</u>	<u>\$ 885,238.58</u>	
Total Revenue	<u>\$ 25,835,180.00</u>	<u>\$ 245,167.87</u>	<u>\$ 1,105,238.58</u>	4.28%

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

October 31, 2009

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 66,909.42	\$ 4,054.67	\$ 1,116.66	\$ 69,847.43
810 Prepaid Fees	(12,592.22)	0.00	125.98	(12,718.20)
815 Fines	46,817.46	42,278.44	46,289.20	42,806.70
820 Copy	157,190.54	8,439.55	2,765.13	162,864.96
900 Special Event Fund	3,215.12	900.00	2,470.00	1,645.12
Total Revolving Funds	\$ 261,540.32	\$ 55,672.66	\$ 52,766.97	\$ 264,446.01

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
GRANTS:				
<u>Special Grants</u>				
855 10/OAC/Oklahoma Fancy Dancers	\$4,500.00	\$0.00	\$4,500.00	(4,500.00)
856 10/LET/Ralph Ellison Statuary	25,000.00	25,000.00	0.00	25,000.00
857 DN/LC Donations	92,529.29	92,529.29	89,785.96	2,743.33
858 10/LET/Summer Reading	20,000.00	20,000.00	0.00	20,000.00
859 10/LET/Winter Readfest	5,000.00	5,000.00	0.00	5,000.00
860 10/LET/Special Grant	14,840.00	14,840.00	0.00	14,840.00
861 10/MWC/Florence Hughes Memorial	1,600.00	1,390.00	0.00	1,390.00
876 08/Guild/Choctaw Books	10,000.00	10,000.00	8,918.25	1,081.75
890 08/ALA/Lets Talk About It	2,500.00	2,500.00	2,490.95	9.05
921 09/Walmart Del City	2,000.00	2,000.00	2,100.68	(100.68)
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	725.15	274.85
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	2,500.00	500.00
946 09/Guild/5th Anniversary - Progr	1,500.00	1,500.00	585.07	914.93
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	600.00	400.00
963 RE Friends/Programming Grant	5,000.00	4,857.32	2,613.12	2,244.20
981 Downtown Club/Children's	300.00	300.00	120.49	179.51
991 06/Inasmuch	60,000.00	60,000.00	59,928.49	71.51

Grants - Friends of MLS, Previous Years

875 08 Public Art	3,000.00	3,000.00	0.00	3,000.00
902 09 Staff Recognition	\$6,845.00	6,924.35	6,877.53	46.82
904 09 Summer at the Library	\$5,000.00	5,000.00	2,050.00	2,950.00

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
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	19,000.00	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	1,357.74	8,642.26
915	09 Big Cozy Books Furniture	\$8,000.00	8,000.00	7,598.00	402.00
918	09 Harlem Renaissance Arts Projec	\$360.00	360.00	345.72	14.28

Grants - Friends of MLS, Current Fiscal Year

831	10 Volunteer Recognition	\$2,000.00	2,000.00	0.00	2,000.00
833	10 Summer at the Library	\$10,000.00	10,000.00	0.00	10,000.00
835	10 L.I.F.E.	\$7,500.00	7,500.00	2,297.21	5,202.79
836	10 ICBIST Teen Film Festival	\$950.00	950.00	450.00	500.00
838	10 Winter Readfest	\$7,000.00	7,000.00	0.00	7,000.00
839	10 Our World/Systemwide Prog	\$26,000.00	26,000.00	7,300.00	18,700.00
841	10 Native American Celebration	\$1,300.00	1,300.00	0.00	1,300.00
842	10 Multicultural Festivals	\$3,000.00	3,000.00	1,317.37	1,682.63
843	10 Noon Tunes	\$19,900.00	19,900.00	2,419.21	17,480.79
844	10 Forklift & Pallet Jack	\$35,000.00	35,000.00	0.00	35,000.00
848	10 Lee B. Brawner Scholarships	\$15,000.00	15,000.00	2,350.00	12,650.00
850	10 Bethany Centennial Mural	\$5,300.00	5,300.00	0.00	5,300.00

Total Grants					<u>\$242,329.17</u>
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Total Special Funds					<u>\$ 506,775.18</u>
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Metropolitan Library System
Statement of Encumbrances
Month of October 2009

FY-10

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	810,273.76	3,619,655.64	31.80	11,381,463.00	7,761,807.36
102	Wages - Part-time	124,764.85	561,834.98	31.33	1,793,262.00	1,231,427.02
103	Payroll Taxes	68,141.77	307,560.94	32.63	942,537.00	634,976.06
109	Workers Comp. Insurance	9,800.00	35,348.00	31.47	112,340.00	76,992.00
112	Group Insurance	150,859.87	601,029.04	31.18	1,927,470.00	1,326,440.96
113	Employees' Retirement	23,303.21	182,548.66	10.72	1,702,992.00	1,520,443.34
114	Unemployment Compen.	11,561.46	12,225.65	61.13	20,000.00	7,774.35
Total Personal Services		1,198,704.92	5,320,202.91	29.75	17,880,064.00	12,559,861.09

Maintenance & Operations - Contractual Services

201	Bldg, Property & Auto Insu.	.00	143,172.00	98.37	145,544.00	2,372.00
202	Liability/Bonding Insurance	.00	6,312.00	47.91	13,175.00	6,863.00
205	Rent of Library Buildings	4,837.33	19,749.32	39.66	49,800.00	30,050.68
206	Rent of Equipment	270.00	270.00	4.35	6,200.00	5,930.00
207	Janitorial Services	35,183.40	151,974.40	36.28	418,925.00	266,950.60
208	Maintenance of Facilities	20,442.76	72,587.55	16.96	427,910.00	355,322.45
211	Parking & Transportation	11,094.10	57,160.15	34.08	167,720.00	110,559.85
212	Travel Expenses	12,867.11	19,065.81	22.54	84,605.00	65,539.19
213	Professional Services	24,996.29	95,095.57	34.38	276,611.00	181,515.43
214	Security Services	30,421.43	125,164.84	29.44	425,123.00	299,958.16
216	Telephone Services	2,596.18	63,833.95	23.23	274,763.00	210,929.05
217	Electrical Services	36,344.74	182,913.83	34.19	534,949.00	352,035.17
218	Gas Services	1,019.57	4,569.88	7.33	62,347.00	57,777.12
219	Water & Garbage Services	5,275.48	18,850.05	36.03	52,320.00	33,469.95
220	Trigen Energy Services	16,461.50	75,612.68	39.80	189,998.00	114,385.32
226	Memberships	520.00	8,139.00	41.86	19,445.00	11,306.00
230	Other Library-Related Serv.	17,839.33	58,636.48	13.10	447,439.00	388,802.52
231	Automation Contractual	15,346.41	91,689.09	33.12	276,841.00	185,151.91
236	Network Catalog Services	2,273.24	42,586.24	91.88	46,350.00	3,763.76
Total Contractual Services		237,788.87	1,237,382.84	31.57	3,920,065.00	2,682,682.16

Metropolitan Library System
Statement of Encumbrances
Month of October 2009

FY-10

Maintenance & Operations - Commodities

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
301	Printing & Printing Supplies	13,252.06	45,873.41	24.78	185,100.00	139,226.59
302	Postage	4,280.84	83,453.50	29.63	281,650.00	198,196.50
303	Supplies	42,826.92	93,887.57	21.00	447,027.00	353,139.43
310	Maintenance Supplies	3,436.91	16,087.57	22.66	71,000.00	54,912.43
312	Safety Supplies & Equip.	.00	259.00	2.45	10,550.00	10,291.00
321	Gasoline & Oil	1,978.59	6,325.80	14.71	43,000.00	36,674.20
322	Vehicle Parts & Repairs	3,145.22	5,419.34	21.68	25,000.00	19,580.66
330	Programming Activities	6,985.49	55,568.84	24.62	225,705.00	170,136.16
331	Other Commodities	409.75	3,171.41	9.64	32,904.00	29,732.59
Total Commodities		76,315.78	310,046.44	23.45	1,321,936.00	1,011,889.56

Capital Outlays

401	Books & Materials	340,096.24	1,208,895.23	30.22	4,000,000.00	2,791,104.77
404	Government Documents	.00	.00	.00	5,000.00	5,000.00
405	Book Repairs & Bindings	.00	.00	.00	2,200.00	2,200.00
407	Periodicals & Subscriptions	648.00	27,545.50	17.38	158,480.00	130,934.50
408	Furniture, Fixture, & Equip.	11,188.55	26,797.32	3.27	820,211.00	793,413.68
409	Motor Vehicles	30.00	30.00	.06	50,000.00	49,970.00
410	Automation System & Equip.	3,078.40	26,573.76	5.66	469,468.00	442,894.24
450	Capital Projects	52.42	51,783.36	1.31	3,942,448.00	3,890,664.64
490	Capital Reserves - Current	.00	.00	.00	2,639,224.17	2,639,224.17
499	Reserve Carryover - Prior	.00	.00	.00	16,631,096.14	16,631,096.14
Total Capital Outlays		355,093.61	1,341,625.17	4.67	28,718,127.31	27,376,502.14
Total Budget		1,867,903.18	8,209,257.36	15.84	51,840,192.31	43,630,934.95

Monthly Journal Entries -- October 2009

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
58	1101 3602	Investments Interest Income Renewal of Union/Rose Rock CD	\$ 3,130.88	\$ 3,130.88
59	1101 3602	Investments Interest Income Renewal of Coppermark CD	\$ 647.77	\$ 647.77
60	1001 3602 1101	Cash Interest Income Investments BOK CD maturity	\$ 2,015,871.94	\$ 15,871.94 \$ 2,000,000.00
61	1001 3602	Cash Interest Income Stillwater CD interest	\$ 410.30	\$ 410.30
62	1001 3602	Cash Interest Income Fidelity CD interest	\$ 324.24	\$ 324.24
63	1001 3602 1101	Cash Interest Income Investments Fed Home LN 3133xsh92	\$ 2,041,500.00	\$ 41,500.00 \$ 2,000,000.00
64	1001 3602 1101	Cash Interest Income Investments Fed Home LN 3133xsk56	\$ 1,020,625.00	\$ 20,625.00 \$ 1,000,000.00
<u>Tax revenues</u>				
65	1001 3601	Cash Prior year Tax Ad Valorem Tax apportioned by County for 9/16 to 9/30	\$ 70,256.98	\$ 70,256.98
66	1001 3601	Cash Prior year Tax Ad Valorem Tax apportioned by County for 10/1 to 10/15	\$ 21.98	\$ 21.98
<u>Miscellaneous</u>				
67	1001 3605	Cash Mic. Reimbursements Nationwide refund badge replacements MWC grant reimb	\$ 45,633.14 28.98 Unit Petroleum 20.75 5.00 AT&T 50.00 6.15 AT&T e-rate 19,986.76	\$ 45,633.14

MWC grant reimb	18.33	L Clark ins	290.74
copier fund reimb	17.00	ASI refund	73.01
Friends-for SVC CTR	25,000.00	ASI refund	31.42
Dawn to Dusk	105.00		
		total	45,633.14

Fines

68	1001	Cash	\$	46,000.00	
	3403	Projected Mic. Revenue - Fines			\$ 46,000.00
Fines transferred from Special Funds in October					

Payable entries

69	3001	Current Year Reserv. for Appropriations.	\$	1,867,753.18	
	3011	Current Year P.O. Outstanding			\$ 1,867,753.18
	3002	Prior Year Reserv. for Appropriations.	\$	109,471.83	
	3012	Prior Year P.O. Outstanding			\$ 109,471.83
Purchase orders issued in October					
70	3011	Current Year P.O. Outstanding	\$	1,805,486.34	
	3021	Current Year Warrants Outstanding			\$ 1,805,486.34
	3012	Prior Year P.O. Outstanding	\$	437,201.90	
	3022	Prior Year Warrants Outstanding			\$ 437,201.90
Checks issued in October					
71	3021	Current Year Warrants Outstanding	\$	2,101,611.89	
	1001	Cash			\$ 2,101,611.89
	3022	Prior Year Warrants Outstanding	\$	482,303.94	
	1001	Cash			\$ 482,303.94
Checks cleared Bank in October					

Bank interest and fees

72	1001	Cash	\$	745.64	
	3602	Analysis fee	\$	196.71	
	3602	Interest Income			\$ 942.35
Interest from GF checking account less fees					
73	8000	Special Fund Cash			\$ 47.84
	8815	Analysis fee	\$	169.30	
	8815	Interest Income			\$ 121.46
Interest from SF checking account less fees					

Special funds

74	8000	Special Fund Cash	\$	88,475.22	
	8815	Fines			\$ 30,440.03
	8820	Copy			\$ 8,439.55
	8805	Gift/Lost Books			\$ 4,054.67
	8810	Prepaid Fees	\$	125.98	
	8838				\$ 7,000.00
	8839				\$ 26,000.00

	8861			\$	50.00
	8900			\$	900.00
	8843		\$	3.07	
	8909			\$	3.07
	8815			\$	11,716.95
	Revenues of special funds received in October				
75	8000	Special Fund Cash		\$	58,640.23
	8815	Fines	\$	46,119.90	
	8820	Copy	\$	2,765.13	
	8805	Gift/Lost Books	\$	1,116.66	
	8914		\$	1,357.74	
	8921		\$	436.93	
	8842		\$	1,217.37	
	8876		\$	465.35	
	8940		\$	6.15	
	8945		\$	700.00	
	8900		\$	2,470.00	
	8946		\$	375.00	
	8843		\$	1,610.00	
	Expenditures of special funds paid in October				

Corrections, adjustments, and miscellaneous

Grand Total	\$ 12,196,607.46	\$12,196,607.46
	\$	-

General Fund F.Y. 09-10

Warrant Register

October 2009

Number	Vendor/Payee	Purpose		Amount
G-01158	O G & E	Electrical Services	8,777.76	8,777.76
G-01159	Oklahoma Natural Gas Co.	Gas Services	98.61	
		Gas Services	285.86	
		Gas Services	21.85	406.32
G-01160	City of Oklahoma City	Water & Garbage	149.57	
		Water & Garbage	257.86	407.43
G-01161	Triangle/A & E	Capital Projects	15.10	15.10
G-01162	Hunzicker Brothers, Inc.	Maintenance of Facilities	438.50	438.50
G-01163	Locke Supply Co.	Maintenance of Facilities	143.18	143.18
G-01164	Demco	Supplies	157.79	157.79
G-01165	Eales Electronics Corp.	Maintenance of Facilities	70.00	
		Maintenance of Facilities	940.00	1,010.00
G-01166	Gale Research	Materials	9,215.50	9,215.50
G-01167	Journal Record Publishing	Subscriptions	1,432.00	
		Subscriptions	358.00	1,790.00
G-01168	Richard Rea	Mileage	13.75	13.75
G-01169	Frank Ray	Mileage	63.53	63.53
G-01170	Bruce Caesar	Programming Activities	150.00	150.00
G-01171	Oklahoma Historical Society	Materials	41.91	41.91
G-01172	Baker & Taylor Books	Materials	1,455.48	1,455.48
G-01173	Spence & Associates, Inc	Library-Related Services	1,900.00	1,900.00
G-01174	Charles S. Isaacs	Mileage	8.80	8.80
G-01175	ALA Membership CSC	Memberships	230.00	230.00
G-01176	Barbara Beasley	Supplies	57.97	
		Mileage	15.40	73.37
G-01177	United Refrigeration, Inc.	Maintenance of Facilities	311.85	
		Maintenance of Facilities	739.22	
		Maintenance of Facilities	623.70	1,674.77
G-01178	Sylvia Lawson	Mileage	33.00	33.00
G-01179	Gale Group	Materials	519.00	519.00
G-01180	Ann Aliotta	Mileage	18.70	18.70
G-01181	Live Oak Media	Materials	20.47	20.47
G-01182	Staples Business Advantage	Supplies	277.53	277.53
G-01183	Mutual Assurance	Grp Life/AD&D Ins Prm-OCT	31,003.38	31,003.38
G-01184	Anne G. Fischer	Mileage	28.60	28.60
G-01185	BayScan Technologies	Supplies	1,285.20	
		Automation Equipment	4,710.00	5,995.20
G-01186	Copelin's Office Center	Supplies	483.12	483.12
G-01187	Library Video Co.	Materials	29.90	29.90
G-01188	Full Circle Bookstore	Materials	31.90	31.90
G-01189	Nancy Lytle	Mileage	9.31	9.31
G-01190	INTEGRIS Corporate Assistance	Group Insurance	890.00	890.00
G-01191	Diane Sarantakos	Mileage	198.00	
		Programming Activities	71.42	269.42
G-01192	Melanie Levick	Mileage	11.00	11.00
G-01193	My Supply Depot, Inc.	Library-Related Services	584.00	584.00
G-01194	Random House, Inc	Materials	3,012.00	3,012.00
G-01195	Brilliance Corporation	Materials	1,162.61	1,162.61
G-01196	UCO -School of Music	Programming Activities	100.00	100.00
G-01197	Filtration Services Group, LLC	Maintenance of Facilities	35.28	35.28
G-01198	Ingram Library Service	Materials	1,946.09	1,946.09
G-01199	Phyllis Davidson	Mileage	14.71	14.71

General Fund F.Y. 09-10

Warrant Register

October 2009

Number	Vendor/Payee	Purpose		Amount
G-01200	Julia Ballou	Programming Activities	12.96	12.96
G-01201	Information Today, Inc.	Materials	1,064.00	1,064.00
G-01202	XPEDX	Maintenance Supplies	387.19	387.19
G-01203	Audio Editions	Materials	67.27	67.27
G-01204	Larry G. Johnson	Parking	108.38	108.38
G-01205	OverDrive, Inc fka	Materials	5,389.98	5,389.98
G-01206	Metro Parking Garage	Parking & Transportation	90.00	90.00
G-01207	JoNita White	Mileage	24.75	24.75
G-01208	Matthew Cotter	Mileage	26.68	26.68
G-01209	Ingram Library Service	Materials	614.53	614.53
G-01210	Oklahoma Secretary of State	Programming Activities	25.00	25.00
G-01211	Town of Luther	Water & Garbage Services	44.25	44.25
G-01212	Dana Phillips	Parking	108.38	108.38
G-01213	Kay L. Bauman	Parking	108.38	108.38
G-01214	Anita Roesler	Travel Expenses	128.65	128.65
G-01215	J & B Graphics	Supplies	107.00	107.00
G-01216	Evans Hardware	Maintenance of Facilities	11.04	
		Maintenance of Facilities	13.78	
		Maintenance of Facilities	24.87	49.69
G-01217	Jeffrey J. Crawford	Security Services	325.00	325.00
G-01218	Debbie Robertus	Mileage	118.58	118.58
G-01219	Miguel A. Campos	Security Services	212.50	212.50
G-01220	Jurden Brown, Jr.	Security Services	325.00	325.00
G-01221	Stanley Campbell	Security Services	150.00	150.00
G-01222	OPUBCO Communications Group	Library-Related Services	103.40	103.40
G-01223	Southwest Compressor, Inc.	Maintenance of Facilities	2,774.00	2,774.00
G-01224	Robert Howard Co.	Supplies	312.22	312.22
G-01225	Lisa Walker	Mileage	4.57	4.57
G-01226	Kelly Thompson	Programming Activities	105.00	105.00
G-01227	Ruby Soutiere	Mileage	21.47	21.47
G-01228	Kelley Riha	Mileage	40.74	40.74
G-01229	Novalco, Inc	Maintenance of Facilities	156.00	156.00
G-01230	Kevin Colwell	Mileage	8.25	8.25
G-01231	OHC of Oklahoma, L.L.C.	Professional Services	71.50	71.50
G-01232	C.H. Guernsey & Company	Capital Projects	5,017.60	5,017.60
G-01233	City of Harrah	Water & Garbage Services	47.45	47.45
G-01234	Amazon/GE Money Bank	Equipment	591.96	
		Equipment	117.00	
		Automation Equipment	437.00	1,145.96
G-01235	Teresa Goggins	Parking	108.38	108.38
G-01236	Oklahoma City Community	Materials	1,360.00	1,360.00
G-01237	Abolghasem Siavashi	Mileage	2.75	2.75
G-01238	Todd Olberding	Telephone Services	39.35	39.35
G-01239	Public Library Association	Professional Services	195.00	195.00
G-01240	AT&T Yellow Pages	Library-Related Services	1,164.00	1,164.00
G-01241	Karen L. Bays	Mileage	49.50	49.50
G-01242	Baker & Taylor Books	Materials	3,237.29	3,237.29
G-01243	Cheryl Pernell	Parking	108.38	108.38
G-01244	Baker & Taylor Entertainment	Materials	2,747.36	
		Materials	7,289.21	10,036.57
G-01245	Universal Mercantile Exchange	Programming Supplies	121.66	121.66
G-01246	Metropolitan Library System	Grp Hlth/Dtl Ins Prm-OCT	107,672.61	107,672.61

General Fund F.Y. 09-10

Warrant Register

October 2009

Number	Vendor/Payee	Purpose		Amount
G-01247	Reef Shop Warehouse	Maintenance of Facilities	84.94	84.94
G-01248	Garcia Tire Service, Inc.	Maintenance of Facilities	170.90	170.90
G-01249	Allied Waste Services #060	Water & Garbage Services	755.29	755.29
G-01250	Pamela Buchanan	Mileage	19.80	19.80
G-01251	Christopher Larwig	Mileage	97.90	97.90
G-01252	Melissa Weathers	Mileage	42.16	42.16
G-01253	Cintas Corp.	Maintenance of Facilities	376.05	376.05
G-01254	Emily Bernadette Huber	Programming Activities	150.00	150.00
G-01255	Securitas Security USA, Inc.	Security Services	6,711.03	6,711.03
G-01256	Baker & Taylor Books	Materials	2,271.37	
		Materials	1,455.50	
		Materials	2,296.46	
		Materials	3,327.07	
		Materials	2,937.79	
		Materials	7,205.19	
		Materials	3,973.70	
		Materials	9,239.97	
		Materials	1,764.55	34,471.60
G-01257	Baker & Taylor Books	Materials	2,806.99	
		Materials	3,956.08	
		Materials	4,064.17	
		Materials	3,918.44	14,745.68
G-01258	Baker & Taylor Books	Materials	4,383.00	4,383.00
G-01259	CEBS Program	Professional Services	100.00	100.00
G-01260	Lloyd Lovely	Mileage	50.88	50.88
G-01261	COTPA	Parking & Transportation	1,533.00	
		Parking & Transportation	949.00	2,482.00
G-01262	Lisa Bradley	Parking	108.38	108.38
G-01263	COTPA	Parking & Transportation	2,263.00	2,263.00
G-01264	Stacy Schrank	Parking	108.38	
		Travel Expenses	2,163.00	2,271.38
G-01265	Dan Holman	Mileage	95.70	
		Telephone Services	39.83	135.53
G-01266	Joshua Pershica	Security Services	600.00	600.00
G-01267	Thomas B. Horne	Rent of Facility	4,437.33	4,437.33
G-01268	Mary J. Sholly	Mileage	32.01	32.01
G-01269	Vernon L. Kriethe	Security Services	112.50	112.50
G-01270	Chris Kennedy	Mileage	42.90	42.90
G-01271	Casey Samuel Friedman	Programming Activities	100.00	100.00
G-01272	Lindsay Jones Egle	Mileage	33.00	33.00
G-01273	Jason K. Saxon	Security Services	162.50	162.50
G-01274	Jamar Rahming	Mileage	46.75	
		Other Commodities	54.19	100.94
G-01275	Boe Toahty	Programming Activities	120.00	120.00
G-01276	John Fullbright	Programming Activities	200.00	200.00
G-01277	Bank of Oklahoma	Payroll Transmittal-Chks	39,404.89	
		Payroll Transmittal-Chks	19,921.52	
		Payroll Transmittal-Chks	165.00	59,491.41
G-01278	Bank of Oklahoma	Federal Withholding Tax	35,800.60	
		Federal Withholding Tax	1,758.00	37,558.60
G-01279	Oklahoma Tax Commission	State Withholding Tax	13,260.00	
		State Withholding Tax	889.50	14,149.50

General Fund F.Y. 09-10

Warrant Register

October 2009

Number	Vendor/Payee	Purpose		Amount
G-01280	Mun. Employees Credit Union	Employee Cr Union Deducts	11,086.13	
		Employee Cr Union Deducts	87.50	11,173.63
G-01281	United Way of Central Oklahoma	Employee Deductions	415.56	415.56
G-01282	Alexis J. Austin	STD Premium Refund	9.97	9.97
G-01283	Bank of America	Payroll Transmittal-DDep	223,412.66	
		Payroll Transmittal-DDep	35,858.17	
		Payroll Transmittal-DDep	1,045.00	260,315.83
G-01284	Nationwide Retirement Solution	Employee Deductions	7,125.98	7,125.98
G-01285	Transamerica Worksite Mrktg.	Employee Deductions	469.29	469.29
G-01286	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,668.32	4,668.32
G-01287	Bank of Oklahoma	Employee Flexplan Deposit	23,921.66	23,921.66
G-01288	Bank of Oklahoma	Employee Soc/Sec Deposits	23,283.64	
		Employee Soc/Sec Deposits	3,928.35	
		Employee Medicare Deposit	5,538.12	
		Employee Medicare Deposit	918.73	
		Employer Soc/Sec Deposits	27,212.07	
		Employer Medicare Deposit	6,456.94	67,337.85
G-01289	MassMutual Financial Group	Employee Contrib -- DC PI	12,873.13	12,873.13
G-01290	Love, Beal & Nixon, P.C.	Employee Deductions	399.89	399.89
G-01291	Vision Service Plan of	Grp Vision Insurance-Oct.	2,270.67	2,270.67
G-01292	ODHS Oklahoma Centralized	Employee Deductions	338.02	338.02
G-01293	Randall's Fudge	Employee Deductions	78.49	78.49
G-01294	Patricia Whisenhunt	STD Premium Refund	63.04	63.04
G-01295	Administrative Systems, Inc.	Employee Deductions	1,114.66	1,114.66
G-01296	UNUM Life Insurance	Employee Deductions	1,444.60	
		Employee Deductions	17.40	
		Grp LTC Insurance - Oct.	1,632.20	3,094.20
G-01297	Metropolitan Library System	Professional Services	96.00	
		Automation Contractual	12.89	
		Postage	105.46	
		Postage	30.70	
		Supplies	156.29	
		Vehicle Parts	15.15	
		Programming Activities	101.66	
		Programming Activities	142.94	
		Programming Activities	40.85	
		Other Commodities	127.99	
		Motor Vehicles	30.00	859.93
G-01298	City of Midwest City, Inc.	Water & Garbage Services	236.96	236.96
G-01299	O G & E	Electrical Services	14,274.59	14,274.59
G-01300	Oklahoma Natural Gas Co.	Gas Services	92.83	92.83
G-01301	City of the Village	Water & Garbage	82.97	82.97
G-01302	Brodart, Inc.	Supplies	399.00	
		Supplies	131.72	530.72
G-01303	Southwestern Stationers, Inc.	Supplies	24.22	
		Supplies	12.82	
		Supplies	577.80	
		Supplies	8.52	623.36
G-01304	Dagwell Dixie Inc	Maintenance of Facilities	19.96	19.96
G-01305	Tech-Lock	Maintenance of Facilities	2.00	2.00
G-01306	Demco	Furniture	576.38	
		Supplies	31.12	

** Continued **

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Number	Vendor/Payee ** Continued **	Purpose		Amount
G-01306	Demco	Supplies	1,001.68	1,609.18
G-01307	Gaylord Bros.	Furniture	449.70	449.70
G-01308	Carol Hamilton	Materials	36.00	36.00
G-01309	Gale Research	Materials	6,037.12	6,037.12
G-01310	Journal Record Publishing	Subscriptions	358.00	358.00
G-01311	Anita Fields	Programming Activities	150.00	150.00
G-01312	Hewlett-Packard Co.	Automation Contractual	6,126.10	6,126.10
G-01313	UNUM Life Insurance	Grp L-T Disab Ins Prm-SEP	866.73	
		Grp L-T Disab Ins Prm-OCT	5,201.58	6,068.31
G-01314	City of Edmond	Electrical Services	3,961.60	3,961.60
G-01315	Frank Ray	Parking	54.19	54.19
G-01316	Strictly Jobs	Library-Related Services	175.00	175.00
G-01317	Standard Printing Co., Inc.	Printing	1,396.00	1,396.00
G-01318	Baker & Taylor Books	Materials	1,660.75	1,660.75
G-01319	Central Oklahoma Winnelson	Maintenance of Facilities	89.99	89.99
G-01320	Bill Warren Office Products	Supplies	425.75	425.75
G-01321	Charles S. Isaacs	Telephone Services	35.00	35.00
G-01322	United Refrigeration, Inc.	Maintenance of Facilities	207.75	207.75
G-01323	Recorded Books, LLC	Materials	3,110.39	3,110.39
G-01324	Stryker-Post Publications	Materials	1,116.71	1,116.71
G-01325	Johnstone Supply	Maintenance of Facilities	342.87	
		Maintenance of Facilities	7.66	350.53
G-01326	ConocoPhillips Fleet	Gasoline	59.82	59.82
G-01327	Eureka Water Co.	Ralph Ellison Relocation	7.00	
		Ralph Ellison Relocation	54.25	61.25
G-01328	Jacquelyn J. Taylor	Group Insurance	31.42	31.42
G-01329	Instructional Video, Inc.	Materials	2,532.38	2,532.38
G-01330	Southwest Trailers & Equipment	Maintenance of Facilities	386.59	386.59
G-01331	Denyvetta Davis	Mileage	141.52	141.52
G-01332	Gale Group	Materials	4,243.10	4,243.10
G-01333	DVA, Inc	Materials	1,726.53	1,726.53
G-01334	Hunter's Battery Warehouse	Maintenance of Facilities	10.95	10.95
G-01335	Reliance Label Solutions, Inc	Supplies	4,382.75	4,382.75
G-01336	Anne G. Fischer	Telephone Services	50.00	50.00
G-01337	Light Bulb Supply Co., Inc.	Maintenance of Facilities	64.68	
		Maintenance of Facilities	151.92	216.60
G-01338	Council for Community	Materials	990.00	990.00
G-01339	Jill Justice	Programming Activities	150.00	150.00
G-01340	Library Video Co.	Materials	25.90	25.90
G-01341	Janet Brooks	Mileage	151.49	151.49
G-01342	Blackstone Audio Books	Materials	90.00	90.00
G-01343	Oklahoma Gazette	Library-Related Services	1,175.00	1,175.00
G-01344	Random House, Inc	Materials	1,276.80	1,276.80
G-01345	A T & T Mobility	Telephone Services	89.53	89.53
G-01346	Scott's Printing & Copying	Printing	1,416.57	
		Printing	187.56	1,604.13
G-01347	Brilliance Corporation	Materials	412.81	412.81
G-01348	Ingram Library Service	Materials	1,274.97	1,274.97
G-01349	Dana Morrow	Mileage	85.59	85.59
G-01350	Walker Companies	Supplies	76.35	
		Supplies	48.28	124.63

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Number	Vendor/Payee	Purpose		Amount
G-01351	Audio Editions	Materials	1,449.86	1,449.86
G-01352	Hannelore A. Chan	Programming Activities	105.00	105.00
G-01353	FOI Oklahoma	Professional Services	30.00	
		Professional Services	50.00	
		Professional Services	35.00	115.00
G-01354	Fuelman	Gasoline	1,918.77	
		Vehicle Parts & Repairs	52.74	1,971.51
G-01355	Chickasaw Telecom, Inc.	Automation Equipment	2,353.60	2,353.60
G-01356	Porch School Supply	Programming Activities	28.59	28.59
G-01357	Karen R. Bray	Mileage	3.30	3.30
G-01358	Elizabeth L. Wilson	Mileage	9.63	9.63
G-01359	Ingram Library Service	Materials	302.32	302.32
G-01360	Oklahoma Secretary of State	Library-Related Services	20.00	20.00
G-01361	Voss Lighting	Maintenance of Facilities	917.00	917.00
G-01362	Frances V. Harbert	Travel Expenses	19.65	19.65
G-01363	Center Point Large Print	Materials	251.64	251.64
G-01364	Landon Holman	Mileage	61.05	61.05
G-01365	New Directions Learning &	Professional Services	500.00	500.00
G-01366	Jimmy Welch	Telephone Services	50.00	50.00
G-01367	Heidi Johnson	Mileage	4.13	4.13
G-01368	Medco Supply Company	Supplies	159.55	159.55
G-01369	Fleck L L C, Escrow	Professional Services	1,250.00	1,250.00
G-01370	Sharon A. Nolan	Programming Activities	166.61	166.61
G-01371	BBC Audiobooks America	Materials	82.55	82.55
G-01372	Joy E. Cavett	Programming Activities	95.00	95.00
G-01373	City of Edmond	Water & Garbage Services	456.50	456.50
G-01374	Eastman Kodak Company	Supplies	54.45	54.45
G-01375	Donna Rynda	Professional Services	200.00	200.00
G-01376	World Book School & Library	Materials	3,009.60	3,009.60
G-01377	Office Depot Credit Plan	supplies	54.49	
		Furniture	359.98	
		Supplies	107.98	
		Supplies	300.00	
		Other Commodities	27.26	849.71
G-01378	Public Library Association	Professional Services	195.00	
		Professional Services	195.00	390.00
G-01379	Baker & Taylor Books	Materials	791.71	791.71
G-01380	Baker & Taylor Entertainment	Materials	2,569.37	
		Materials	672.33	3,241.70
G-01381	La'Charles Purvey	Programming Activities	150.00	150.00
G-01382	Pamela Buchanan	Telephone Services	35.00	35.00
G-01383	John Utley	Telephone Services	35.00	
		Mileage	52.25	87.25
G-01384	Oklahoma Watercolor Assoc.	Programming Activities	125.00	125.00
G-01385	Worth Hydrochem of Oklahoma	Maintenance of Facilities	227.00	227.00
G-01386	Myers Landscape Management,	Maintenance of Facilities	1,540.00	
		Maintenance of Facilities	755.00	2,295.00
G-01387	Target Bank	Other Commodities	11.96	11.96
G-01388	Securitas Security USA, Inc.	Security Services	6,821.22	
		Security Services	6,917.10	13,738.32
G-01389	Baker & Taylor Books	Materials	989.28	
		Materials	2,571.10	

** Continued **

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Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-01389	Baker & Taylor Books	Materials	2,581.03	
		Materials	7,593.80	
		Materials	5,246.92	
		Materials	4,153.47	
		Materials	8,237.60	31,373.20
G-01390	Baker & Taylor Books	Materials	1,583.84	
		Materials	3,420.42	
		Materials	2,864.47	7,868.73
G-01391	Baker & Taylor Books	Materials	2,140.95	2,140.95
G-01392	Emily Williams	Mileage	17.82	17.82
G-01393	Sabre Technologies	AutomationContractual	350.00	350.00
G-01394	Trigen-OKC Energy Corporation	Energy Services	16,461.50	16,461.50
G-01395	Cox Systems Technology, Inc.	Maintenance of Facilities	90.00	90.00
G-01396	Baker & Taylor Entertainment	Materials	1,629.82	1,629.82
G-01397	Provantage	Automation Contractual	2,319.94	2,319.94
G-01398	Mackin	Materials	401.16	401.16
G-01399	R. Justin Herwig	Mileage	64.35	64.35
G-01400	Alexandra Brodt	Programming Activities	500.00	500.00
G-01401	Mobile Mini, Inc.	Ralph Ellison Relocation	123.00	123.00
G-01402	Occucare Corporation	Professional Services	75.00	75.00
G-01403	Suzette V. Felton	Mileage	13.20	13.20
G-01404	Chris Kennedy	Progrsmming Activities	100.00	100.00
G-01405	Lindsay Jones Egle	Programming Activities	65.21	65.21
G-01406	Strategic Government Resources	Professional Services	89.00	89.00
G-01407	Sarah Baker	Programming Activities	200.00	200.00
G-01408	Boe Toahty	Programming Activities	60.00	60.00
G-01409	Donna Hilton	Programming Activities	50.00	50.00
G-01410	Gay M. Snyder	Programming Activities	133.00	133.00
G-01411	Kathy C. Brown	Programming Activities	175.00	175.00
G-01412	Oklahoma Natural Gas Co.	Gas Services	285.51	285.51
G-01413	City of Bethany	Water & Garbage	114.40	114.40
G-01414	City of Oklahoma City	Water & Garbage	496.76	496.76
G-01415	Brodart, Inc.	Supplies	5.88	5.88
G-01416	Gale Research	Materials	30,599.00	30,599.00
G-01417	Solution Infusion, LLC	Professional Services	690.00	690.00
G-01418	AT&T	Telephone Services	1,039.11	
		Telephone Services	784.60	
		Telephone Services	338.06	2,161.77
G-01419	Alma L. Brown	Programming Activities	39.26	39.26
G-01420	Oklahoma Historical Society	Subscriptions	290.00	290.00
G-01421	Baker & Taylor Books	Materials	4,658.07	4,658.07
G-01422	Susie Beasley	Programming Activities	82.28	82.28
G-01423	Recorded Books, LLC	Materials	1,969.63	1,969.63
G-01424	Pure Service Corp.	Janitorial Services	16,170.00	
		Janitorial Services	8,005.00	
		Janitorial Services	848.00	
		Janitorial Services	715.00	
		Janitorial Services	181.00	
		Janitorial Services	479.40	
		Janitorial Services	4,800.00	
		Janitorial Services	3,220.00	

** Continued **

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Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-01424	Pure Service Corp.	Janitorial Services	765.00	35,183.40
G-01425	Tracy Stone	Memberships	35.00	35.00
G-01426	Creative Life Studios	Materials	99.75	99.75
G-01427	Instructional Video, Inc.	Materials	351.45	351.45
G-01428	Gale Group	Materials	669.38	669.38
G-01429	Staples Business Advantage	Supplies	36.95	
		Supplies	50.33	87.28
G-01430	Light Bulb Supply Co., Inc.	Maintenance of Facilities	286.56	286.56
G-01431	Baudville	Supplies	225.05	225.05
G-01432	Copelin's Office Center	Supplies	274.44	274.44
G-01433	Rosemary Czarski	Postage	123.25	
		Mileage	81.95	205.20
G-01434	Jonathan Willis	Telephone Services	35.00	35.00
G-01435	Oklahoma History Center	Programming Activities	250.00	250.00
G-01436	Oklahoma Gazette	Library-Related Services	1,175.00	1,175.00
G-01437	Random House, Inc	Materials	2,188.60	2,188.60
G-01438	5th Street Garage	Parking	54.99	54.99
G-01439	Jo Ellyn Wheeler	Programming Activities	75.00	75.00
G-01440	Nicoma Park-Choctaw Business	Memberships	40.00	40.00
G-01441	Ingram Library Service	Materials	2,154.98	2,154.98
G-01442	Julia Ballou	Supplies	27.46	27.46
G-01443	Mergent Co., Inc.	Materials	4,654.00	4,654.00
G-01444	Summit Mailing Systems, Inc.	Maintenance of Facilities	165.00	165.00
G-01445	Walker Companies	Supplies	48.40	48.40
G-01446	OverDrive, Inc fka	Materials	4,153.04	4,153.04
G-01447	Neopost, Inc.	Maintenance of Facilities	225.00	225.00
G-01448	Rotary Club of Oklahoma City	Memberships	135.00	
		Other Commodities	125.00	260.00
G-01449	Ginger Waldrup	Programming Activities	100.00	100.00
G-01450	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	88.50	88.50
G-01451	Ingram Library Service	Materials	27.28	27.28
G-01452	Barnes & Noble, Inc.	Professional Services	95.88	95.88
G-01453	Center Point Large Print	Materials	506.22	506.22
G-01454	Michael Corley	Programming Activities	169.00	169.00
G-01455	Judy Howard	Programming Activities	250.00	250.00
G-01456	David Farris	Programming Activities	100.00	100.00
G-01457	Bank of America	Direct Deposit Fees	191.15	191.15
G-01458	Kelly Thompson	Programming Activities	125.00	125.00
G-01459	Steve Crawford	Programming Activities	200.00	200.00
G-01460	Clearfield Company	Materials	132.80	132.80
G-01461	BBC Audiobooks America	Materials	233.84	233.84
G-01462	Carol L. Roberts	Mileage	49.06	49.06
G-01463	Eastman Kodak Company	Maintenance of Facilities	1,743.00	1,743.00
G-01464	Oklahoma Press Service	Library-Related Services	317.58	317.58
G-01465	John Wood	Telephone Services	50.00	50.00
G-01466	Fariba Williams	Mileage	33.00	33.00
G-01467	Ann Meeks	Mileage	22.55	22.55
G-01468	Gourmet Gallery	Programming Activities	200.00	200.00
G-01469	Public Library Association	Professional Services	195.00	
		Professional Services	195.00	390.00
G-01470	Baker & Taylor Books	Materials	3,195.31	3,195.31

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Number	Vendor/Payee	Purpose		Amount
G-01471	Baker & Taylor Entertainment	Materials	2,567.61	
		Materials	1,616.71	4,184.32
G-01472	MetroFamily Magazine	Library-Related Services	1,449.00	1,449.00
G-01473	Commercial Card Solutions	Books & Materials	1,593.10	
		Books & Materials	272.97	
		Books & Materials	785.56	
		Books & Materials	694.19	
		Books & Materials	106.95	3,452.77
G-01474	Preston Bell	Transportation	40.00	40.00
G-01475	Imagination Promotional Group	Supplies	254.20	254.20
G-01476	Evelyn Carol Gilbert	Mileage	54.45	54.45
G-01477	Donna Morris	Parking & Transportation	450.00	450.00
G-01478	Shirley Henderson	Mileage	4.40	4.40
G-01479	Star Lighting	Maintenance of Facilities	41.88	
		Maintenance of Facilities	510.68	
		Maintenance of Facilities	363.16	
		Maintenance of Facilities	37.25	
		Maintenance of Facilities	77.50	1,030.47
G-01480	Susan H. Wood	Programming Activities	300.00	300.00
G-01481	Lesli Jones	Library-Related Serices	245.00	245.00
G-01482	Baker & Taylor Books	Materials	1,357.08	
		Materials	1,650.68	
		Materials	3,863.29	
		Materials	4,674.07	
		Materials	5,277.44	
		Materials	6,299.45	23,122.01
G-01483	Baker & Taylor Books	Materials	2,934.34	
		Materials	3,787.80	
		Materials	6,022.21	12,744.35
G-01484	Baker & Taylor Books	Materials	3,289.58	3,289.58
G-01485	Cooper Bros., Inc.	Capital Projects	1,385.00	1,385.00
G-01486	Sabre Technologies	Supplies	750.00	750.00
G-01487	COTPA	Parking Coupons	500.00	500.00
G-01488	Erika Sterling	Maintenance of Facilities	120.00	120.00
G-01489	Diane Sharp	Mileage	26.40	26.40
G-01490	Midwest Single Source, Inc.	Supplies	72.01	72.01
G-01491	McBride Clinic, Inc.	Professional Services	60.00	60.00
G-01492	Stacy Schrank	Supplies	113.65	
		Mileage	272.99	386.64
G-01493	H I S Paints	Maintenance of Facilities	66.87	66.87
G-01494	Baker & Taylor Entertainment	Materials	121.55	121.55
G-01495	Tyler Outdoor Advertising, LLC	Library-Related Services	4,240.00	4,240.00
G-01496	KOCO Channel 5	Library-Related Services	3,995.00	3,995.00
G-01497	Savannah Mitchell	Programming Activities	125.00	
		Programming Activities	125.00	250.00
G-01498	Regina Fields	Mileage	2.20	2.20
G-01499	Lindsay Jones Egle	Programming Activities	10.12	
		Supplies	42.44	
		Other Commodities	46.17	98.73
G-01500	PC Mall	Computer Equipment	1,942.32	1,942.32
G-01501	Bank of Oklahoma	Payroll Transmittal-Chks	43,579.78	
		Payroll Transmittal-Chks	19,630.84	63,210.62

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Number	Vendor/Payee	Purpose		Amount
G-01502	Bank of Oklahoma	Federal Withholding Tax	38,074.60	
		Federal Withholding Tax	1,540.00	39,614.60
G-01503	Oklahoma Tax Commission	State Withholding Tax	13,997.00	
		State Withholding Tax	808.50	14,805.50
G-01504	Mun. Employees Credit Union	Employee Cr Union Deducts	10,900.13	
		Employee Cr Union Deducts	87.50	10,987.63
G-01505	United Way of Central Oklahoma	Employee Deductions	415.56	415.56
G-01506	Bank of America	Payroll Transmittal-DDep	230,632.39	
		Payroll Transmittal-DDep	34,638.88	265,271.27
G-01507	Nationwide Retirement Solution	Employee Deductions	7,075.98	7,075.98
G-01508	Transamerica Worksite Mrktg.	Employee Deductions	469.29	469.29
G-01509	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,726.77	4,726.77
G-01510	Bank of Oklahoma	Employee Flexplan Deposit	11,152.25	11,152.25
G-01511	Bank of Oklahoma	Employee Soc/Sec Deposits	24,055.70	
		Employee Soc/Sec Deposits	3,806.98	
		Employee Medicare Deposit	5,719.83	
		Employee Medicare Deposit	890.38	
		Employer Soc/Sec Deposits	27,862.69	
		Employer Medicare Deposit	6,610.07	68,945.65
G-01512	MassMutual Financial Group	Employee Contrib -- DC PI	12,817.93	
		Employer Contrib -- DC PI	23,303.21	36,121.14
G-01513	Love, Beal & Nixon, P.C.	Employee Deductions	395.42	395.42
G-01514	ODHS Oklahoma Centralized	Employee Deductions	338.02	338.02
G-01515	Randall's Fudge	Employee Deductions	155.19	155.19
G-01516	Administrative Systems, Inc.	Employee Deductions	1,114.88	1,114.88
G-01517	City of Del City	Rent of Library Buildings	400.00	400.00
G-01518	Bradford Industrial Suppl Corp	Maintenance of Facilities	28.73	28.73
G-01519	Grainger	Maintenance of Facilities	67.67	67.67
G-01520	O G & E	Electrical Services	16,880.79	
		Electrical Services	2,080.14	18,960.93
G-01521	Oklahoma Natural Gas Co.	Gas Services	51.00	
		Gas Services	22.06	
		Gas Services	46.25	
		Gas Services	193.35	
		Gas Services	37.25	
		Gas Services	25.00	374.91
G-01522	City of Oklahoma City	Water & Garbage	90.52	
		Water & Garbage	491.08	
		Water & Garbage	918.40	
		Water & Garbage	310.81	1,810.81
G-01523	Triangle/A & E	Capital Projects	52.20	
		Capital Projects	10.80	63.00
G-01524	Southwestern Stationers, Inc.	Supplies	15.95	
		Printing	5,955.00	5,970.95
G-01525	Locke Supply Co.	Maintenance of Facilities	332.09	
		Maintenance of Facilities	26.99	
		Maintenance of Facilities	8.53	367.61
G-01526	Emsco Electric Supply	Maintenance of Facilities	45.57	45.57
G-01527	Forest Building Materials	Maintenance of Facilities	10.21	10.21
G-01528	Demco	Fixtures	1,450.02	
		Supplies	415.50	
		Equipment	931.48	2,797.00

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Number	Vendor/Payee	Purpose		Amount
G-01529	Gaylord Bros.	Equipment	377.50	377.50
G-01530	Gale Research	Materials	1,037.70	1,037.70
G-01531	Highsmith Co., Inc.	Supplies	125.80	125.80
G-01532	Journey House Travel, Inc.	Travel Expenses	306.90	306.90
G-01533	City of Warr Acres	Water & Garbage Services	51.60	51.60
G-01534	AT&T	Telephone Services	142.90	142.90
G-01535	Oklahoma Library Association	Professional Services	120.00	
		Professional Services	120.00	240.00
G-01536	Central Oklahoma Winnelson	Maintenance of Facilities	71.23	71.23
G-01537	Spence & Associates, Inc	Library-Related Services	100.00	100.00
G-01538	H.W. Wilson Company Lockbox	Materials	1,113.00	1,113.00
G-01539	West Group Payment Center	Materials	212.00	212.00
G-01540	ALA Membership CSC	Memberships	220.00	220.00
G-01541	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-01542	Barbara Beasley	Professional Services	195.00	
		Travel Expenses	782.90	977.90
G-01543	Chester 'Jack' Kinzie, Jr.	Programming Activities	89.31	89.31
G-01544	Eureka Water Co.	Ralph Ellison Relocation	48.35	48.35
G-01545	Instructional Video, Inc.	Materials	4,005.70	4,005.70
G-01546	Gale Group	Materials	1,219.05	1,219.05
G-01547	TTA-Research and Guidance	Materials	1,805.00	1,805.00
G-01548	Staples Business Advantage	Supplies	37.68	37.68
G-01549	Make a Joyful Noise	Programming Activities	52.00	52.00
G-01550	Staples Credit Plan	Furniture	169.99	169.99
G-01551	Library Video Co.	Materials	1,942.19	1,942.19
G-01552	School of Metaphysics	Programming Activities	50.00	50.00
G-01553	Priscilla Doss	Mileage	4.06	4.06
G-01554	Full Circle Bookstore	Programming Activities	11.99	
		Materials	36.00	47.99
G-01555	Downtown College Consortium	Professional Services	400.00	400.00
G-01556	Beth Wilson	Materials	22.00	22.00
G-01557	Metrocall Wireless	Telephone Services	117.37	117.37
G-01558	Scott's Printing & Copying	Printing	944.14	
		Printing	955.19	
		Printing	393.60	
		Printing	1,638.33	3,931.26
G-01559	Filtration Services Group, LLC	Maintenance of Facilities	401.80	401.80
G-01560	Ingram Library Service	Materials	1,246.53	1,246.53
G-01561	Julia Ballou	Memberships	35.00	35.00
G-01562	XPEDX	Supplies	410.69	
		Supplies	2,681.86	3,092.55
G-01563	Dana Morrow	Travel Expenses	406.94	
		Professional Services	50.00	
		Programming Activities	51.67	508.61
G-01564	High-Tech-Tronics, Inc.	Maintenance of Facilities	344.25	344.25
G-01565	Audio Editions	Materials	731.46	731.46
G-01566	OverDrive, Inc fka	Network Catalog Services	787.50	787.50
G-01567	Chickasaw Telecom, Inc.	Automation Equipment	1,549.40	1,549.40
G-01568	Ingram Library Service	Materials	472.15	472.15
G-01569	L. E. Acker Co.	Maintenance of Facilities	37.52	37.52
G-01570	Jeffrey J. Crawford	Security Services	325.00	325.00
G-01571	John Mark Dawson	Security Services	300.00	300.00

General Fund F.Y. 09-10

Warrant Register

October 2009

Number	Vendor/Payee	Purpose		Amount
G-01572	Debbie Robertus	Mileage	103.02	103.02
G-01573	Nicholas Thompson	Mileage	4.69	4.69
G-01574	Miguel A. Campos	Security Services	212.50	212.50
G-01575	Jurden Brown, Jr.	Security Services	487.50	487.50
G-01576	John Paull	Security Services	312.50	312.50
G-01577	Stanley Campbell	Security Services	200.00	200.00
G-01578	Southwest Paper - OKC	Supplies	2,829.20	2,829.20
G-01579	Steve's Wholesale Distributors	Maintenance of Facilities	12.92	12.92
G-01580	OPUBCO Communications Group	Library-Related Services	73.95	73.95
G-01581	Greenstar	Supplies	38.00	38.00
G-01582	Kelley Riha	Mileage	72.60	72.60
G-01583	Postmaster	Postage	3,000.00	3,000.00
G-01584	Dowell Parking Center	Parking & Transportation	318.00	318.00
G-01585	Omnigraphics, Inc.	Materials	1,690.02	1,690.02
G-01586	BBC Audiobooks America	Materials	123.55	123.55
G-01587	Meyer, Scherer & Rockcastle, Lt	Professional Services	4.14	
		Professional Services	5,033.77	5,037.91
G-01588	Carol L. Roberts	Travel Expenses	7.00	7.00
G-01589	Traces Center for History &	Programming Activities	300.00	300.00
G-01590	Amazon/GE Money Bank	Maintenance of Facilities	63.45	63.45
G-01591	City of Choctaw	Water & Garbage Services	1,402.14	1,402.14
G-01592	Office Depot Credit Plan	Supplies	115.51	115.51
G-01593	Denise Lukes	Mileage	5.96	5.96
G-01594	Producers Playhouse	Library-Related Services	268.00	268.00
G-01595	Commercial Card Solutions	Travel Expenses	633.30	
		Professional Services	195.00	
		Professional Services	300.00	
		Professional Services	300.00	
		Programming Supplies	533.51	
		Programming Supplies	21.68	
		Programming Supplies	22.97	
		Equipment	599.79	
		Supplies	52.06	
		Promotion Supplies	65.00	
		Supplies	172.82	
		Furniture	595.00	
		Programming Supplies	24.49	
		Supplies	23.89	
		Professional Services	200.00	
		Telephone Services	620.50	
		Professional Services	36.00	
		Registration	300.00	
		Registration	300.00	4,996.01
G-01596	Baker & Taylor Entertainment	Materials	8,767.99	8,767.99
G-01597	Walmart Community	Programming Activities	119.55	
		Programming Activities	60.19	179.74
G-01598	C.O.V.A.	Memberships	20.00	20.00
G-01599	Cynthia S. Van Kley	Programming Activities	30.00	30.00
G-01600	Metro Tech	Professional Services	1,390.00	1,390.00
G-01601	Imagination Promotional Group	Professional Services	2,550.65	2,550.65
G-01602	Peggy Brennan	Programming Activities	150.00	150.00
G-01603	Construction Industries Board	Professional Services	75.00	75.00

General Fund F.Y. 09-10

Warrant Register

October 2009

Number	Vendor/Payee	Purpose		Amount
G-01604	Thomas P. Gallagher	Transportation	20.00	20.00
G-01605	O'Reilly Automotive, Inc.	Maintenance of Facilities	162.09	162.09
G-01606	Susan H. Wood	Programming Activities	250.00	250.00
G-01607	Oklahoma City Police Dept.	Maintenance of Facilities	17.00	17.00
G-01608	AT&T	Telephone Services	59.40	59.40
G-01609	Baker & Taylor Books	Materials	1,680.18	
		Materials	1,338.43	
		Materials	6,150.25	
		Materials	5,669.01	
		Materials	6,257.58	
		Materials	6,930.15	28,025.60
G-01610	Baker & Taylor Books	Materials	2,480.58	
		Materials	7,398.51	
		Materials	3,271.75	13,150.84
G-01611	Baker & Taylor Books	Materials	1,632.71	1,632.71
G-01612	Kone Inc	Maintenance of Facilities	975.00	975.00
G-01613	Smart Technologies	Automartion Contractual	290.00	290.00
G-01614	Cheryl Coleman	Mileage	24.20	24.20
G-01615	Joshua Pershica	Security Services	162.50	162.50
G-01616	Baker & Taylor Entertainment	Materials	129.48	129.48
G-01617	Mackin	Materials	190.08	190.08
G-01618	Greathall Productions, Inc.	Materials	153.78	153.78
G-01619	Mary J. Sholly	Programming Activities	174.95	174.95
G-01620	Pacific Telemanagement Service	Telephone Services	78.00	78.00
G-01621	Polina M. Ezhkova	Programming Activities	90.00	
		Programming Activities	90.00	180.00
G-01622	Lindsay Jones Egle	Programming Activities	59.55	59.55
G-01623	Strategic Government Resources	Profesional Services	782.56	782.56
G-01624	Sarah Baker	Programming Activities	100.00	100.00
G-01625	Shoplet	Supplies	112.45	
		Maintenance of Facilities	365.10	477.55
G-01626	Traces Center for History &	Programming Activities	300.00	300.00
Total of FY 09-10 Warrants Issued				\$ 1,805,636.34

General Fund F.Y. 08-09

Warrant Register

October 2009

Number	Vendor/Payee	Purpose		Amount
G-05735	Ingram Library Service	Materials	155.76	155.76
G-05736	Ingram Library Service	Materials	91.33	91.33
G-05737	Kay L. Bauman	Travel Expenses	351.55	351.55
G-05738	Integrated Technology Group	Automation Equipment	45,545.78	45,545.78
G-05739	Baker & Taylor Entertainment	Materials	316.62	316.62
G-05740	Southwestern Bell Telephone	Construction	1,410.12	1,410.12
G-05741	Baker & Taylor Books	Materials	223.32	223.32
G-05742	Baker & Taylor Books	Materials	30.97	30.97
G-05743	Krueger International, Inc.	Furniture	31,605.57	
		Furniture	7,260.00	38,865.57
G-05744	Kapco	Supplies	249.72	249.72
G-05745	Baker & Taylor Entertainment	Materials	99.61	99.61
G-05746	Baker & Taylor Books	Materials	77.53	77.53
G-05747	Office Concepts	Furniture	2,308.80	2,308.80
G-05748	Ingram Library Service	Materials	55.33	55.33
G-05749	Studio Architecture PC	Capital Projects	1,964.20	1,964.20
G-05750	Cox Communications, Inc.	Telephone Services	2,037.11	
		Telephone Services	1,860.84	3,897.95
G-05751	Baker & Taylor Entertainment	Materials	21.55	21.55
G-05752	Baker & Taylor Books	Materials	18.85	18.85
G-05753	J.L. Walker Construction	Construction	7,566.30	7,566.30
G-05754	Atlas General Contractors, LLC	Capital Projects	243,205.00	
		Capital Projects	511.00	
		Capital Projects	11,486.00	255,202.00
G-05755	Scholastic Library	Materials	173.53	173.53
G-05756	Amazon/GE Money Bank	Library Related Services	192.35	192.35
G-05757	Office Depot Credit Plan	Library-Related Service	27.51	27.51
G-05758	Commercial Card Solutions	Furniture	1,280.41	1,280.41
G-05759	Baker & Taylor Entertainment	Materials	26.96	26.96
G-05760	City Treasurer's Office	Capital Projects	71,031.00	71,031.00
G-05761	Baker & Taylor Books	Materials	23.22	23.22
G-05762	Smart Technologies	Construction	5,912.30	5,912.30
G-05763	Teresa Matthews	Programming Activities	81.76	81.76
Total of FY 08-09 Warrants Issued				\$ 437,201.90

Special Funds

Warrant Register

October 2009

Number	Vendor/Payee	Purpose		Amount
S-15002	Annika D. Stillinger	Lost & Paid Book Returned	9.00	9.00
S-15003	Truc Thi-Thanh Tran	Lost & Paid Book Returned	16.95	16.95
S-15004	Dillon A. Brown	Lost & Paid Book Returned	3.00	3.00
S-15005	Sandra S. Cooley	Lost & Paid Book Returned	15.40	15.40
S-15006	Kim H. Tran	Lost & Paid Book Returned	3.00	3.00
S-15007	Danielle V. Kissick	Lost & Paid Book Returned	15.00	15.00
S-15008	Susan E. Battershell	Lost & Paid Book Returned	12.95	12.95
S-15009	James D. Campbell	Lost & Paid Book Returned	3.00	3.00
S-15010	Simona N. Blount	Lost & Paid Book Returned	10.45	10.45
S-15011	Brown to Earth Bag Co.	Library Supplies	465.00	465.00
S-15012	Krueger International, Inc.	Furniture	1,357.74	1,357.74
S-15013	BMI Systems Corp.	Copier Maintenance	78.50	
		Copier Maintenance	31.62	
		Copier Maintenance	36.00	
		Copier Maintenance	236.16	
		Copier Maintenance	42.45	
		Copier Maintenance	139.72	
		Copier Maintenance	120.17	
		Copier Maintenance	78.50	
		Copier Maintenance	55.00	818.12
S-15014	Standley Systems	Copier Usage	268.92	
		Copier Usage	317.12	586.04
S-15015	Damon Frazier	Programming	200.00	200.00
S-15016	Aysia Baker-Kemble	Programming	50.00	50.00
S-15017	Julia Ballou	Programming	37.85	37.85
S-15018	Carole T. Stevens	Programming	150.00	150.00
S-15019	Changing Winds Cultural	Programming	500.00	500.00
S-15020	Barry Buckley	Programming	150.00	150.00
S-15021	Jamar Rahming	Programming	68.60	68.60
S-15022	Live Oak Media	Materials	18.95	18.95
S-15023	Ingram Library Service	Materials	13.42	13.42
S-15024	Baker & Taylor Books	Materials	21.04	21.04
S-15025	Carol K. McCullough	Lost & Paid Book Returned	13.85	13.85
S-15026	Trista L. Shelton	Lost & Paid Book Returned	7.95	7.95
S-15027	Jackie A. Hammons	Lost & Paid Book Returned	13.15	13.15
S-15028	Isabella B. Kearney	Lost & Paid Book Returned	11.95	11.95
S-15029	James W. Porterfield	Lost & Paid Book Returned	21.95	21.95
S-15030	Monica Y. Schoenhals	Lost & Paid Book Returned	38.90	38.90
S-15031	Delaney L. Burrows	Lost & Paid Book Returned	11.65	11.65
S-15032	Jackson B. Walsh	Lost & Paid Book Returned	3.00	3.00
S-15033	Christopher K. Bridge	Lost & Paid Book Returned	3.00	3.00
S-15034	Daniel Cabrera	Lost & Paid Book Returned	23.50	23.50
S-15035	Terry A. Deveney	Lost & Paid Book Returned	9.95	9.95
S-15036	Aeng-Young Sohn	Lost & Paid Book Returned	16.00	16.00
S-15037	Olivia D. Upshaw	Lost & Paid Book Returned	5.95	5.95
S-15038	Susan B Riley	Lost & Paid Book Returned	9.95	9.95
S-15039	Oklahoma Tax Commission	State Sales Tax-Aug. 2009	82.27	82.27
S-15040	Jane C. Crabtree	Lost & Paid Book Returned	13.95	13.95
S-15041	Metropolitan Library System	Transfer of Fines & Fees	46,000.00	46,000.00
S-15042	Metropolitan Library System	Copy Fund	17.00	17.00
S-15043	Oklahoma Tax Commission	State Sales Tax-Aug. 2009	676.12	676.12
S-15044	Metropolitan Library System	Programming	18.33	18.33

Special Funds

Warrant Register

October 2009

Number	Vendor/Payee	Purpose		Amount
S-15045	Metropolitan Library System	09/Sams/Programming MWC	6.15	6.15
S-15046	Georgina Gooden	Programming	100.00	100.00
S-15047	Kennetha Greenwood	Programming	200.00	200.00
S-15048	Walter Wayne McEvilly	Programming	350.00	350.00
S-15049	Recorded Books, LLC	Materials	380.68	380.68
S-15050	Baker & Taylor Books	Materials	14.38	14.38
S-15051	Albert Bostick	Programming	300.00	300.00
S-15052	E J Perry Ensemble	Programming	150.00	150.00
S-15053	Christopher G. Wiser	Programming	500.00	500.00
S-15054	Taylor Fitzgerald Jennings	Programming	500.00	500.00
S-15055	Berta E. De La Garza	Lost & Paid Book Returned	20.95	20.95
S-15056	Charissa A. Lawson	Lost & Paid Book Returned	11.95	11.95
S-15057	Frederick T. Dunham	Lost & Paid Book Returned	3.00	3.00
S-15058	Angela M. Barnes	Lost & Paid Book Returned	4.20	4.20
S-15059	Barry C. James	Lost & Paid Book Returned	7.00	7.00
S-15060	Jay C. Garrett	Lost & Paid Book Returned	3.00	3.00
S-15061	Jeff H. Tallent	Lost & Paid Book Returned	26.95	26.95
S-15062	Jermey M. Daley	Lost & Paid Book Returned	16.00	16.00
S-15063	William H. Wade	Lost & Paid Book Returned	3.00	3.00
S-15064	Christopher L. Stiffler	Lost & Paid Book Returned	3.95	3.95
S-15065	Oklahoma Tax Commission	State Sales Tax-Sept 2009	34.09	34.09
S-15066	Sharon K. Ragland	Lost & Paid Book Returned	3.00	3.00
S-15067	Vicki J. Dimmer	Lost & Paid Book Returned	33.95	33.95
S-15068	Oklahoma Tax Commission	State Sales Tax-Sept 2009	667.85	667.85
S-15069	Julia Ballou	Programming	24.32	24.32
S-15070	Full Circle Bookstore	Programming	285.00	
		Summer Programming	90.00	375.00
S-15071	Ingram Library Service	Materials	16.88	16.88
S-15072	Reduxion Theatre	Special Event	900.00	900.00
S-15073	Clarissa Sharp	Special Event Fund	120.00	120.00
S-15074	Charissa A. Lawson	Lost & Paid Book Returned	19.95	19.95
S-15075	Alyssa M. Medaris	Lost & Paid Book Returned	18.95	18.95
S-15076	Christopher S. Morrison	Lost & Paid Book Returned	23.00	23.00
S-15077	Jody Moss	Lost & Paid Book Returned	3.00	3.00
S-15078	Christa K. Rowland	Lost & Paid Book Returned	3.00	3.00
S-15079	Donald R. Coleman	Lost & Paid Book Returned	11.95	11.95
S-15080	Teresa L. Mitchell	Lost & Paid Book Returned	35.95	35.95
S-15081	Lisa G. Hendrick	Lost & Paid Book Returned	6.00	6.00
S-15082	Aisha M. Parker	Lost & Paid Book Returned	12.00	12.00
S-15083	Samantha J. Snyder	Lost & Paid Book Returned	10.25	10.25
S-15084	Commercial Card Solutions	Fines Account	119.90	119.90
S-15085	Shea D. White	Programming Activities	100.00	100.00
S-15086	Commercial Card Solutions	Programming Supplies	55.20	55.20
S-15087	Susan Pierce	Programming Activities	560.00	
		Programming Activities	1,050.00	1,610.00
S-15088	Walter Wayne McEvilly	09/LET/Piano	350.00	350.00

Total of Special Funds Warrants Issued \$ 58,679.38

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.



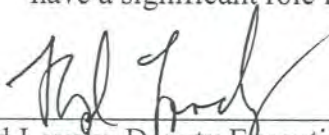
Donna Morris, Executive Director

11-11-09

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

11-10-09

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: CONSTRUCTION OF BETHANY'S EAST PARKING LOT

Provided for in the FY2009-2010 budget is the request to replace the Bethany Library's existing, east asphalt parking lot with a new asphalt parking lot. The existing asphalt parking lot has become very deteriorated. An overlay of asphalt will not stand up to the daily usage.

Specifications were prepared and bids were let for 30 days and were advertised for three days (August 25, 27 and September 1, 2009) in ***The Oklahoman***. Bids were also sent to seven prospective contractors.

A mandatory pre-bid meeting was conducted at the Bethany Library on Thursday, September 10, 2009. Seven contractors attended.

Bids were received and publicly opened on Tuesday, September 22, 2009. Four contractors responded.

Contractors	Construction of Parking Lot
C & A Construction	\$49,477.00
Midwest Paving	\$45,196.00
RDNJ Inc.	\$37,500.00
Rudy Construction	\$26,940.00

All contractors are located in Oklahoma County.

All contractors meet specifications. Rudy Construction is the best and lowest bidder.

RECOMMENDATION:

That the Commission award the contract for the construction of Bethany Library's east parking lot to Rudy Construction in the amount of \$26,940.00. Funding for this purchase is provided for in the FY 2009-10 budget, account 450.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM B: PAINTING OF THE EXTERIOR OF THE WARR ACRES LIBRARY

Provided for in the Fiscal Year 2009-2010 budget is the request to paint the exterior woodwork and trim of the Warr Acres Library. The exterior woodwork and trim of the Warr Acres Library has not been painted in over seven years.

Specifications were prepared and bids were let for eighteen days and were advertised for three days (September 22, 24 and 29, 2009) in ***The Oklahoman***. Bids were also sent to seven prospective contractors.

A mandatory pre-bid meeting was conducted at the Warr Acres Library on Tuesday, September 29, 2009. Fourteen contractors attended.

Bids were received and publicly opened on Thursday, October 8, 2009. Six contractors responded.

Contractors	Exterior Painting
Cooper Brothers, Inc.	\$8,885.00
Norman Construction, Inc.	\$8,092.00
Paragon Painting	\$14,310.00
Legacy Painting	\$14,402.00
Free Properties Construction	\$24,310.00
Reiss Construction	\$3,000.00

Cooper Brothers, Paragon Painting and Legacy Painting are located in Oklahoma County. Norman Construction, Free Properties Construction and Reiss Construction are located in Tulsa, Oklahoma.

The bid submitted by Reiss Construction is rejected for two reasons. The bid proposal did not have the insurance certificates attached as required by specifications. Also the bid is more than \$5,000 dollars lower than the next bidder. The work cannot be done for this bid amount.

With the local preference consideration, Cooper Brothers bidding \$8,885.00 is the best and lowest bidder meeting specifications.

RECOMMENDATION:

That the Commission award the contract for the Exterior Painting of the Warr Acres Library to Cooper Brothers, Inc., in the amount of \$8,885.00. Adequate funding for this painting project is provided for in the FY 2009-2010 budget account 450.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM C: CISCO CALL MANAGER/VOICEMAIL SYSTEM UPGRADES

Provided for in the FY 2009-2010 budget is the request to upgrade the Cisco Call Manager/Voicemail system. The library system purchased the current Call Manager/Voicemail system in early 2004. This system runs on computer servers and the servers are now obsolete and have reached end-of-life/end-of-service with Cisco. This system operates all of the phones and auto-attendant answering systems for the libraries and all of the offices.

There is a state contract for Cisco equipment and installation services. The state contract is: #C070015. The Library's purchasing policy allows the Library to purchase off of any state contract.

Chickasaw Telecom is on this state contract as a vendor. They are located in Oklahoma County. The table below shows the equipment that will be purchased and the pricing of the equipment:

Cisco Networking Equipment	
Equipment/Licenses	Price
Hardware & Licenses	\$24,771.69
Installation & Configuration Assistance	\$ 6,068.00

RECOMMENDATION:

That the Commission approve the upgrade purchase of the Call Manager and Unity Voicemail hardware, licenses, and installation from Chickasaw Telecom in the amount of \$30,839.69. Funding for the purchase is provided for in the FY2009-10 budget, accounts 410 and 231.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM D: MICROCOMPUTERS

Provided for in the FY2009-10 budget is the request for microcomputers. These computers will be used to replace computers normally scheduled for replacement in our technology replacement plan. This includes both staff and public computers. We will also be adding additional public computers.

There are now two state contracts on microcomputers. The State of Oklahoma still participates in the Western States Contracting Alliance for computers under State Contract #SW206. There is also a separate Dell State Contract #SW207. The Library's purchasing policy allows the Library to purchase off of any state contract.

Hewlett-Packard and Dell both participate in the State Contract pricing. The Library's specification for computers was developed and this specification was then priced with each vendor's state contract price. The table below shows the results:

Computers with Monitors	
Vendor	Price Each
Hewlett-Packard	\$938.92
Dell	\$940.00

The Library wishes to purchase 163 microcomputers from Hewlett-Packard.

RECOMMENDATION:

That the Commission approve the purchase of 163 microcomputers to Hewlett-Packard in the amount of \$153,043.96. Funding for the purchase is provided for in the FY2009-10 budget, account 410.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM E: RFID TAGS

Provided for in the FY2009-10 budget is the request for RFID tags for the continuous tagging of material received by the library.

Specifications were prepared and bids were let for 18 days. Bids were published for two days in ***The Oklahoman*** (October 13 and 15, 2009). Bid packets were also sent to five prospective vendors.

A pre-bid conference was scheduled for Tuesday, October 20, 2009. No vendors attended.

A public bid opening was conducted on Thursday, October 29, 2009. Four vendors responded.

Vendors	300,000 RFID Tags		
	Unit Cost per M	Shipping Cost	Total Cost
BayScan Technologies	\$199.00	\$212.00	\$59,912.00
Libramation, Inc	\$225.00	\$150.00	\$67,650.00
Vernon Library Supplies	\$240.00	\$396.00	\$72,396.00
EnvisionWare	\$309.75	Included	\$92,925.00

All vendors are located out of state and meet specifications.

BayScan Technologies is the best and lowest bidder. The library wishes to purchase 300,000 RFID tags.

RECOMMENDATION:

That the Commission award the contract for 300,000 RFID Tags to BayScan Technologies in the amount of \$59,912.00. Funding for these RFID Tags is provided for in the FY 2009-10 budget, account 303.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM F: HALF-TON FULL SIZE PASSENGER VAN

Provided for in the FY 2009-10 budget is the request for a new half-ton, full-size passenger van for the Outreach Services Book Center. The new passenger van will replace a 2002 three-quarter ton passenger van. The Library schedules the replacement of fleet vehicles every seven years.

The Outreach Services Department wishes to obtain a half-ton, full-size passenger van. The half-ton, full-size passenger van that meets the Outreach Services Departments specifications is the Chevrolet Express Van. This Chevrolet van is listed on the Oklahoma State Contract, Vehicles SW0035. The Library's purchasing policy allows the Library to purchase equipment from state contracts.

Carter Chevrolet, located in Okarche, Oklahoma, is the state contracted dealer for the half-ton, full-size passenger van.

Quantity	Model or Code	Description	Contract Price
1	CG13406	Half-ton, Full-Size Chevrolet Express Passenger Van	\$17,526.00
1	C49	Rear Defogger	150.00
1	20	Rear Heat & Air Conditioning	1,010.00
1	41	All Power & Keyless Entry	640.00
1	B30	Carpet Flooring & Mats	180.00
1	16	AM/FM/CD Radio	198.00
1	21	Cloth Seating	175.00
Total Contract Price			\$19,879.00

RECOMMENDATION:

That the Commission award the contract for one Chevrolet Half-Ton, Full Size, Express Passenger Van to Carter Chevrolet in the amount of \$19,879.00. Adequate funding for this purchase is provided for the FY 2009-10 budget, account 409.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM G: MINI-PASSENGER VAN

Provided for in the FY 2009-10 budget is the request for a new mini-passenger van for the Information Technology Department. The new mini-passenger van will replace a 2002 mini-passenger van. The Library schedules the replacement of fleet vehicles every seven years.

The Information Technology Department wishes to obtain a Dodge Grand Caravan, mini-passenger van. This Dodge mini-van is listed on the Oklahoma State Contract, Vehicles SW0035. The Library's purchasing policy allows the Library to purchase equipment from state contracts.

Bob Howard Chrysler and Dodge, located in Oklahoma City, Oklahoma, is the state contracted dealer for the Dodge mini-passenger van.

Quantity	Model or Code	Description	Contract Price
1	RTKH53	Dodge Grand Caravan SE	\$19,485.00
1	20	Rear Heat & Air Conditioning	900.00
1	42	Remote Programmed Doors	145.00
1	Dealer	U-Connect for Hands Free Cell Phone	564.00
Total Contract Price			\$21,094.00

RECOMMENDATION:

That the Commission award the contract for one Dodge Grand Caravan SE Passenger Van to Bob Howard Chrysler Dodge in the amount of \$21,094.00 Adequate funding for this purchase is provided for the FY 2009-10 budget, account 409.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM H: LEARNING MANAGEMENT SYSTEM SOFTWARE SUBSCRIPTION

Provided for in the FY2009-10 budget is the request for Learning Management System Software. This software subscription will allow the Planning department to keep better training records, make those records available to supervisors, and to provide more online, web-based training to library staff.

MLS is required to report staff training to the Oklahoma Department of Libraries in our annual report each year. Staff training is also part of employees' appraisals. The current software is almost 10 years old and can only be accessed by the Training department. The library has been looking for replacement software for the last two years that would provide broader access as well as allow training to incorporate more computer and web-based training. With the large number of employees and the number of locations that we have, it has become more and more difficult to bring staff in and provide classroom training.

Several options were considered and staff worked with vendors to view their products. It was determined that the GeoExpress product from GeoLearning is the product that best meets the goals of the library while also being a lower cost package than others we researched and viewed.

GeoExpress is hosted on the vendor's server so requires no purchase of additional hardware. They have proposed a first year cost of \$19,500 which includes \$6,000 for initial setup, training and support. The library then has the option to renew for two additional years at the cost of \$13,500 per year.

RECOMMENDATION:

That the Commission approve the subscription to GeoExpress from GeoLearning in the amount of \$19,500 for the initial year and renewable for two additional years at a cost of \$13,500 per year. Funding for this project is included in the FY2009-10 budget, Account 410.

CONTRACT AWARDS AND PURCHASES
(cont'd)

ITEM I: SURVEILLANCE EQUIPMENT & SOFTWARE

Provided for in the Construction Carryover FY2008-09 budget is funding to purchase surveillance equipment for the Ralph Ellison Library and the new MLS Service Center. The equipment that was at Ralph Ellison was moved to the temporary site. Both the cameras and the recording equipment are older technology and need to be replaced. After visiting with consultants from Guernsey, it was determined that newer IP technology in surveillance equipment would best meet the library system's needs.

Cisco Systems has IP-based surveillance equipment that is on state contract, C070015. As we are already using Cisco equipment for the library's networking equipment, this will also allow us to integrate the surveillance equipment into the existing network. It will provide access for the Security Manager to be able to view video from her computer without having to go to the library to review DVR footage. This technology will also allow us to use newer HD security cameras which will provide better video when needed. The library will also be able to expand this technology to the Northwest Library and replace old equipment at existing libraries as funding allows.

The cost for each location is outlined below. It includes all cameras, outdoor housings as needed, a media server for each location for storing the video images, enough storage space for a minimum of two weeks of video footage, a switch for connecting the cameras and server into the network, and all related software.

Agency	Cost
Ralph Ellison Library	\$46,323.09
MLS Service Center	\$39,514.51

RECOMMENDATION:

That the Commission approve the purchase of Cisco Surveillance equipment and software from Chickasaw Telecom in the amount of \$85,837.60. Funding for this project is provided for in the Construction Carryover FY2008-09 budget, account 450.

REQUEST TO DECLARE FURNITURE AND EQUIPMENT SURPLUS

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

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

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

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

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

Qty	Description
1	Bookcase
4	Carrels
1	Cart, AV
1	Chair, Lounge
17	Chairs, Straight, with Arms
1	Chair, Swivel, with Arms
1	Computer, Hardware, Communications
3	Computer Hardware, Printers
137	Computer, Micro, Base Units
2	Couches, Lounge Type
1	Counter w/Drawers & or Storage
2	Desks, Executive
1	Display, CD
2	Displays, Literature & Periodical
2	Displays, Paperback
1	Grounds Maintenance Equipment

Qty	Description
1	Lectern
1	Panel System
1	Panel Display
1	Projector, 16 MM
1	Public Address System
3	Show Cases
1	Sign Lettering Machine
1	Stool, Swivel
1	Table, Index
1	Table, Study
2	Typewriters, Electronic
1	Worksurface
**	Miscellaneous Furniture and Equipment
**	Miscellaneous Monitors
**	Miscellaneous Shelving

**Each individual item valued under \$500

RECOMMENDATION:

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

REPORT AND RECOMMENDATIONS FROM A & P COMMITTEE

The A & P Committee met November 9, 2009, for:

I. Discussion, Consideration, and Possible Action: Executive Session

To discuss the employment, hiring, appointment, promotion, etc., of the Executive Director pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(1)

During it's meeting, the A&P Committee:

Reviewed and discussed all items.

COMMISSION ACTION:

1. To approve the Administrative & Personnel Committee's recommendation to renew Donna Morris, Executive Director's employment contract and award her a 6.5% pay increase; 4% for market adjustment and 2.5% for merit increase, effective with the beginning of the pay period, which includes January 1, 2010

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY
ADMINISTRATIVE & PERSONNEL COMMITTEE
MINUTES

DATE: Monday, November 9, 2009 TIME: 3:30 PM
MEETING PLACE: Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(405) 231-8650

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, October 19, 2009. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on November 5, 2009, in conformity with the Oklahoma Open Meeting Act

COMMITTEE MEMBERS PRESENT:

Bose` Akadiri
Cynthia Friedemann
Margaret Graham
Mukesh Patel
Carolyn Willis

COMMITTEE MEMBERS EXCUSED:

COMMISSION MEMBERS PRESENT:

ESTIMATE OF OTHERS PRESENT: 2

I. The meeting was called to order at 3:38 pm by Mrs. Carolyn Willis, Chair.

Roll was called to establish a quorum. Present: Friedemann, Graham, Patel, Willis (Arrived: Akadiri, 3:42).

II. Mrs. Willis called for a motion to move into Executive Session to discuss the Executive Director evaluation.

Mr. Mukesh Patel moved to go into Executive Session. Ms. Margaret Graham seconded. No further discussion. Motion passed unanimously.

The Committee went into Executive Session at 3:41 p.m.

III. Mrs. Willis called for a motion to reconvene.

Ms. Graham moved to reconvene. Mr. Patel seconded. No further discussion. Motion passed unanimously.

The Committee reconvened at 4:48 p.m.

Mr. Patel moved to recommend the Commission renew Donna Morris, Executive Director's employment contract and award her a 6.5% pay increase; 4% for market adjustment and 2.5% for merit increase, effective with the beginning of the pay period, which includes January 1, 2010. Ms. Graham seconded. No further discussion. Motion passed unanimously.

By Committee consensus it will next meet for an Executive Session at 3:00 p.m. on November 19, 2009 prior to the regularly scheduled meeting of the Commission at the Edmond Library.

IV. Mrs. Willis adjourned the meeting at 4:51 p.m.

Respectfully Submitted,
Maria Watkins, Executive Assistant



October 23, 2009

To the Commission
Metropolitan Library System
Oklahoma City, Oklahoma

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Metropolitan Library System for the year ended June 30, 2009, and have issued our report thereon dated October 23, 2009. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility Under U.S. Generally Accepted Auditing Standards and Governmental Auditing Standards

As stated in our engagement letter dated June 22, 2009, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the internal control of Metropolitan Library System. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed test of Metropolitan Library System's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our tests was not to provide an opinion on compliance with such provisions.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter dated June 22, 2009 and separately on August 11, 2009 with audit committee chairperson.

Significant Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we have advised management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Library are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year.

We noted no transactions entered into by the Library during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

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Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements are:

Actuarial Assumptions – Information for the pension fund in the financial statements and related notes are based on actuarial report specially prepared for Metropolitan Library System. The actuary's report was used to evaluate, compare, and create the Library's financial statements and disclosures.

Depreciation and useful lives of Long-lived assets – Management's estimate is based on the straight line method of depreciation using the estimated use lives of various types of property.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The items summarized below are uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole:

- a) At the government-wide level, an accrual is made for payroll that is paid subsequent to June 30, 2009. The client made this accrual but an estimated difference was noted in the amount of \$71,458, which understates the amount of payables and expenditures at June 30, 2009 by this amount.
- b) At the government-wide level, a difference was noted in prepaid expenses for the current year in the amount of \$38,532, which overstates assets and understates expenditures for the current year in the same amount.
- c) Consequently at the government-wide level, a difference in prepaid expenses for the prior year in the amount of \$38,167 this understates net assets for the current year in the same amount.

Proposed audit adjustments were necessary this year, which are also noted in our report over internal controls included with the financial statements. The items summarized below are corrected misstatements of the financial statements. Management has corrected these issues:

- a) At the government-wide level, land in the amount of \$251,311 purchased in fiscal year 2007 for the construction of the new service center was not recorded in capital assets when purchased. Therefore, a prior period adjustment was necessary to record the asset and adjust beginning net assets.
- b) In addition, an entry to increase construction in progress by \$318,688 was made related to the new service center, which increased assets and decreased capital outlays at the government-wide level.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, which could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Library's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management prior to retention as the Library's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Metropolitan Library Commission and management of Metropolitan Library System and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Eide Bailly, LLP

FINANCIAL STATEMENTS
JUNE 30, 2009

METROPOLITAN LIBRARY SYSTEM

METROPOLITAN LIBRARY SYSTEM

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INDEPENDENT AUDITOR'S REPORT

To the Commissioners
Metropolitan Library System
Oklahoma City, Oklahoma:

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of Metropolitan Library System (the Library) as of and for the year ended June 30, 2009, which collectively comprise the Library's basic financial statements, as listed in the table of contents. These basic financial statements are the responsibility of Metropolitan Library System's management. Our responsibility is to express opinions on these basic financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Metropolitan Library System, as of June 30, 2009, and the respective changes in financial position and where applicable, cash flows thereof, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated October 23, 2009, on our consideration of Metropolitan Library System's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants,

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agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and important for assessing the results of our audit.

The Management's Discussion and Analysis, Schedule of Funding Progress, and budgetary comparison information on pages 3 through 8, 32 and 33, respectively, are not a required part of the basic financial statements but are supplementary information required by the accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

As disclosed in Note 11, the Library has identified a prior period adjustment that affected capital assets.

Norman, Oklahoma
October 23, 2009

METROPOLITAN LIBRARY SYSTEM

Management's Discussion and Analysis (Unaudited)

Year Ended June 30, 2009

This discussion and analysis of the financial performance of Metropolitan Library System (the Library) provides an overall review of the Library's financial condition and results of operations for the fiscal year ended June 30, 2009. Readers should read this information in conjunction with the Library's financial statements.

Financial Highlights

For fiscal year 2008-09, the Library's general fund reported an ending fund balance of \$29,746,872, versus \$28,808,576 for fiscal year 2007-08. This increase equaled \$938,296, or 3.3%, of fiscal year 2007-08. Of the 2008-09 year-end totals, \$25,363,633 is unreserved, indicating availability for on-going Library service requirements including the expected capital expenditures for the expansions or renovations of Capitol Hill, Ralph Ellison, Southern Oaks, Belle Isle, a new service center, and a new northwest library. For fiscal year 2007-08, \$28,341,470 was unreserved. Unreserved but designated fund balances for 2008-09 include: \$5,380,000 committed to summer cash flow requirements and \$11,251,096 committed to Library capital improvement projects. Fiscal year 2007-08 unreserved but designated funds were \$4,820,000 committed to summer cash flow requirements and \$13,429,206 committed to Library capital improvement projects. Reserves for encumbrances were \$4,383,239 for fiscal year 2008-09 and \$467,106 for fiscal year 2007-08.

Over the years, the Library administration, with the Commission's approval, has prudently used or committed the money from the reserve fund to alleviate summer cash flow problems and provide funds for capital improvement projects. The Library does not have legal authority to raise tax dollars for capital improvement projects through bond issues as most other local government entities do. Therefore, the money in this reserve fund offers opportunities for the Library to improve and maintain its facilities.

Overview of the Financial Statements

This annual report consists of three parts – management's discussion and analysis, the basic financial statements, and required supplementary information. The basic financial statements include two kinds of statements that present different views of the Library:

The first statements are *government-wide financial statements* that provide information about the Library's overall financial status.

The remaining statements are *fund financial statements* that focus on individual parts of the Library, reporting the Library's operations in more detail than the Library-wide statements. The financial statements also include notes that explain some of the information in the statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the financial statements with a comparison of the Library's budget for the year.

Governmental Funds

The Library has three kinds of funds – Governmental Funds, Proprietary Funds, and Fiduciary Funds:

Governmental Funds encompass two funds: General Fund and an Other Governmental Fund.

General Fund represents unrestricted resources that are available for on-going general library operations. This is the Library's primary operating fund. It includes income from special services, such as copy services, lost book fees, overdue book fines and other miscellaneous services.

Other Governmental Fund includes all the Gift/Grant Funds. Gift/Grant Funds include funds provided by intergovernmental grants and other third parties' gifts and grants. All these funds are generally restricted as to use. Therefore, each fund accounts for its receipts and disbursements of the restricted functions.

Proprietary Fund is the Library's Insurance Fund. The Insurance Fund is used to maintain the Library's health and dental self-insurance plan.

Fiduciary Funds are reported in the fiduciary fund financial statements but are excluded from government-wide reporting. They include the Pension Fund and the Flexible Benefits Fund. Fiduciary fund financial statements report resources that are not available to fund the Library's general operations.

Notes to the Financial Statements

The accompanying notes to the financial statements provide information essential to a full understanding of the Library's fund financial statements.

Supplemental Information

In addition to the basic financial statements and accompanying notes, this report presents certain required supplementary information, such as a comparative statement between budget and actual expenditures, and schedule of funding progress.

The Library System as a Whole

	2008-09	Restated 2007-08
Assets		
Current and Other Assets	\$34,992,711	\$33,383,301
Capital Assets	13,125,081	8,650,568
Total Assets	<u>\$48,117,792</u>	<u>\$42,033,869</u>
Liabilities		
Accounts Payable and Accrued Expenses	\$1,520,311	\$853,748
Compensated Absences Payable	222,861	221,192
Total Liabilities	<u>\$1,743,172</u>	<u>\$1,074,940</u>
Net Assets		
Invested in Capital Assets	\$13,125,081	\$8,650,568
Restricted for Specific Purposes	94,534	39,229
Unrestricted Net Assets	33,155,005	32,269,132
Total Net Assets	<u>\$46,374,620</u>	<u>\$40,958,929</u>
Changes in Net Assets:		
Beginning Net Assets	\$40,958,929	\$37,749,994
Prior Period Adjustment	--	251,311
Net Assets Beginning (as restated)	<u>\$40,958,929</u>	<u>\$38,001,305</u>
Revenues		
Property Taxes	\$26,999,778	\$25,572,796
State Aid	354,407	353,015
Charges for Services	1,159,418	1,173,355
Operating Grants and Contributions	227,800	97,648
Loss from Disposals	(725,897)	(665,513)
Investment Earnings	934,744	1,043,800
Total Revenues	<u>\$28,950,250</u>	<u>\$27,575,101</u>
Expenses		
Public Library Services	\$14,075,903	\$13,868,018
Administrative Services	6,853,952	7,969,455
Depreciation - unallocated	2,604,704	2,780,004
Total Expenses	<u>\$23,534,559</u>	<u>\$24,617,477</u>
Increase in Net Assets	<u>5,415,691</u>	<u>2,957,624</u>
Ending Net Assets	<u>\$46,374,620</u>	<u>\$40,958,929</u>

Financial Analysis of Library's Funds

As financial information is accumulated on a continuous and consistent basis, financial statements and expenditure reports for governmental funds are presented to the Library Commission each month for its acknowledgement.

For fiscal year 2008-09, governmental fund balances increased as follows:

	General Fund	Other Governmental Funds	Total Governmental Funds
Revenues	\$29,259,500	\$ 227,800	\$29,487,300
Expenditures	<u>28,321,204</u>	<u>172,495</u>	<u>28,493,699</u>
Net Increase	<u>\$ 938,296</u>	<u>\$ 55,305</u>	<u>\$ 993,601</u>

For fiscal year 2007-08, governmental fund balances equaled the following:

	General Fund	Other Governmental Funds	Total Governmental Funds
Revenues	\$28,375,693	\$ 97,648	\$28,473,341
Expenditures	<u>24,504,274</u>	<u>179,111</u>	<u>24,683,385</u>
Net Increase	<u>\$ 3,871,419</u>	<u>\$ (81,463)</u>	<u>\$ 3,789,956</u>

General Fund:

The Library is primarily funded by a 5.2 mil ad valorem (property) tax. For fiscal year 2008-09, the County's assessed property value had an increase of 5.6% versus 5.5% for 2007-08. Actual tax collections increased 3.7% for 2008-09 over 2007-08, as compared to a 10.9% increase in 2007-08 over the previous year. Interest income decreased to \$934,744 in fiscal year 2008-09 from \$1,043,800 in fiscal year 2007-08. The decrease is due to lower interest rates, which worked against the larger amounts invested.

The proportionate shares of major expenditure categories were higher in 2008-09 than 2007-08, showing an overall increase of \$3,810,314. Within categories, Personal Services increased 6.3%, lower than the previous year's increase of 7.6%. Maintenance and Operations expenses remained stable, showing only a 1.2% increase. Capital Outlays increased 58.7% because work was begun on the Ralph Ellison expansion and the new service center building. Both of these projects are scheduled to be completed in the fall of 2009. Renovation of the Southern Oaks library should then begin by the summer of 2010.

Other Governmental Funds:

Gift/Grant Funds – \$227,800 grant money was received during this year. This year's largest contributor to the Library was the Friends of the Metropolitan Library System (the Friends), which gave 19 grants for various Library activities with a total amount of \$131,306. Other major grantors include the Library Endowment Trust, the Oklahoma Arts Council, the Village Friends, the Choctaw Guild, and Walmart.

Proprietary Funds:

Insurance Fund	<u>2008-09</u>	<u>2007-08</u>
Revenues	\$ 1,561,648	\$ 1,446,685
Expenditures	<u>1,485,660</u>	<u>1,635,464</u>
Net Increase/(Decrease)	<u>\$ 75,988</u>	<u>\$ (188,779)</u>

The total insurance premium contributed by both the employer and employees to this fund was \$1,479,924 in fiscal year 2008-09 versus \$1,257,076 in fiscal year 2007-08, Claims paid for 2008-09 were \$1,485,660 and for 2007-08 were \$1,705,811.

General Fund Budgetary Highlights

The General Fund budget for fiscal year 2008-09 was \$53,399,212, an increase of \$5,551,161, or 11.6%, over the 2007-08 budget of \$47,848,051. The highlights of the budget included:

- The bulk of the 08-09 budget change occurred in the Capital Reserves - Current category. Three capital improvements - the new Maintenance Center, the new Northwest Library, and the addition to the Ralph Ellison Library – did not begin as scheduled, and were carried over into the next year’s budget. This category alone gave the budget an increase of \$5,563,512.

Capital Assets and Long-term Debt

The Library’s investment in depreciable capital assets, net of accumulated depreciation, on June 30, 2009 was \$12,809,510, and on June 30, 2008 was \$8,334,997. Of the total net depreciable capital assets on June 30, 2009, 31% are furniture, equipment, vehicles, and buildings, while the remaining 69% are books and materials. Those percentages are unchanged from June 30, 2008. Non-depreciable assets on June 30, 2009 and June 30, 2008 represented land owned by the Library.

The Library has one long-term liability - the compensated annual leave payables. The balance on June 30, 2009 is \$222,861, as compared to the balance on June 30, 2008, which was \$221,193.

Economic Environment and Next Year’s Budget

The Library’s primary revenue is ad valorem (property) tax. Barring a voter-approved change in the mill levy, the annual growth in the Oklahoma County’s property values is the most important factor in the Library’s revenue outlook. Currently, the Library collects 5.2 mills of the assessed property values. With voters’ approval, the number of mills could increase to 6.21 mills.

In 1996, state voters approved State Question 676. This state question, with certain exceptions, put a five percent (5%) limitation on the growth of real estate value each year. That has impacted the annual growth of the Library system’s tax revenue.

In general, the Library still expects a continued moderate growth in the tax revenue for the next year. The County Assessor has certified a 5.8% growth in property values for 2009-10, as opposed to 5.6% in 2008-09. Investment income is expected to decrease slightly, as it did last year (2008-09). Real estate prices have cooled, but new construction and population growth continue, so the Library does not expect a decline in its revenue growth.

For fiscal year 2009-10, the Finance Committee of the Library Commission has approved a general fund budget of \$51,840,192, versus \$53,399,212 for fiscal year 2008-09. Of the total 2009-10 budget, \$28,627,424 is for operating costs, \$3,942,448 is for capital projects, and \$19,270,320 is for reserve funds. In the 2008-09 budget, \$26,496,789 was for operating costs, \$10,271,327 was for capital projects, and \$16,631,096 was for reserve funds.

Contacting the Library System's Financial Management

This financial report is designed to provide a general overview of the Metropolitan Library System, comply with finance-related laws and regulations, and demonstrate the Library System's commitment to public accountability. If you have any questions about this report or would like to request additional information, contact the Library's Business Office at 300 Park Avenue, Oklahoma City, Oklahoma.

METROPOLITAN LIBRARY SYSTEM

Statement of Net Assets

June 30, 2009

	<u>Governmental Activities</u>
Assets	
Cash	\$ 17,589,099
Investments	14,230,278
Ad Valorem Tax Receivable, Net of Allowance for Uncollectible Taxes of \$28,280	2,793,048
Accrued Interest Receivable	110,375
Other Current Assets	269,911
Nondepreciated Capital Assets	315,571
Depreciable Capital Assets, Net	<u>12,809,510</u>
 Total Assets	 <u>\$ 48,117,792</u>
Liabilities	
Accounts Payable and Accrued Expenses	\$ 1,520,311
Compensated Absences Payable	<u>222,861</u>
 Total Liabilities	 <u>\$ 1,743,172</u>
Net Assets	
Invested in Capital Assets	\$ 13,125,081
Restricted for Specific Purposes	94,534
Unrestricted Net Assets	<u>33,155,005</u>
 Total Net Assets	 <u><u>\$ 46,374,620</u></u>

METROPOLITAN LIBRARY SYSTEM

Statement of Activities
Year Ended June 30, 2009

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Assets
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Total Governmental Activities
Governmental Activities:					
Public Library Services	\$ 14,075,903	\$ 674,010	\$ 227,800	\$ --	\$ (13,174,093)
Administrative Services	6,853,952	485,408	--	--	(6,368,544)
Depreciation - unallocated	2,604,704	--	--	--	(2,604,704)
	<u>23,534,559</u>	<u>1,159,418</u>	<u>227,800</u>	<u>--</u>	<u>(22,147,341)</u>
General Revenues:					
Property taxes, levied for general purposes					\$ 26,999,778
State aid					354,407
Loss from disposals					(725,897)
Investment earnings					934,744
Total General Revenues					<u>\$ 27,563,032</u>
Change in net assets					\$ 5,415,691
Net assets - beginning, as restated					<u>40,958,929</u>
Net assets - ending					<u><u>\$ 46,374,620</u></u>

(See Notes to Financial Statements)

METROPOLITAN LIBRARY SYSTEM

Balance Sheet Governmental Funds June 30, 2009

ASSETS	General Fund	Other Governmental Funds	Total Governmental Funds
Cash	\$ 16,702,762	\$ 94,534	\$ 16,797,296
Investments	14,230,278	--	14,230,278
Ad Valorem Tax Receivable, Net of Allowance	2,793,048	--	2,793,048
Accrued Interest Receivable	110,375	--	110,375
Prepaid Deposits	30,000	--	30,000
Total Assets	\$ 33,866,463	\$ 94,534	\$ 33,960,997
LIABILITIES AND FUND BALANCES			
Liabilities			
Accounts Payable	\$ 872,030	\$ --	\$ 872,030
Accrued Salaries	571,652	--	571,652
Compensated Absences Payable	222,861	--	222,861
Deferred Revenue	2,453,048	--	2,453,048
Total Liabilities	\$ 4,119,591	\$ --	\$ 4,119,591
Fund Balances			
Unreserved			
Undesignated reported in :			
General Fund	\$ 8,732,537	\$ --	\$ 8,732,537
Designated reported in General Fund:			
Capital Projects	11,251,096	--	11,251,096
Cash Flows	5,380,000	--	5,380,000
Reserved for			
Purpose Restrictions: Grants	--	94,534	94,534
Encumbrances	4,383,239	--	4,383,239
Fund Balances, End of Year	\$ 29,746,872	\$ 94,534	\$ 29,841,406
Total Liabilities and Fund Balances	\$ 33,866,463	\$ 94,534	

Amounts reported for governmental activities in the statement of net assets are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds. The cost of the assets is \$27,331,000 and the accumulated depreciation is \$14,205,919.	13,125,081
Property taxes receivable will be collected this year, but are not available soon enough to pay for the current period's expenditures, and therefore are deferred in the funds.	2,453,048
Internal service fund separately stated as proprietary fund.	882,219
Prepaid insurance in governmental activities are not financial expenditures and therefore are not reported as an asset in governmental funds.	72,866

Total Net Assets - Governmental Activities	<u><u>\$ 46,374,620</u></u>
--	-----------------------------

METROPOLITAN LIBRARY SYSTEM
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
Year Ended June 30, 2009

	General Fund	Other Governmental Funds	Total Governmental Funds
Revenues:			
Property Taxes	\$ 27,136,846	\$ --	\$ 27,136,846
Collections on Book Fines and Copy Services	674,010	--	674,010
Gifts and Grants	--	227,800	227,800
State Revenue	354,407	--	354,407
Interest	934,744	--	934,744
Other	159,493	--	159,493
Total Revenues	<u>\$ 29,259,500</u>	<u>\$ 227,800</u>	<u>\$ 29,487,300</u>
Expenditures			
Personal Services	\$ 15,640,388	\$ --	\$ 15,640,388
Maintenance and Operations			
Contractual Services	3,044,065	111,920	3,155,985
Commodities	1,049,740	2,789	1,052,529
Capital Outlay	8,587,011	57,786	8,644,797
Total Expenditures	<u>\$ 28,321,204</u>	<u>\$ 172,495</u>	<u>\$ 28,493,699</u>
Net Change in Fund Balance	\$ 938,296	\$ 55,305	\$ 993,601
Beginning Fund Balance	<u>\$ 28,808,576</u>	<u>\$ 39,229</u>	<u>\$ 28,847,805</u>
Ending Fund Balances	<u><u>\$ 29,746,872</u></u>	<u><u>\$ 94,534</u></u>	<u><u>\$ 29,841,406</u></u>
Total net changes in fund balances - governmental funds			\$ 993,601

The change in nets assets reported in the statement of activities is different because:

Capital outlays to purchase or build capital assets are reported in governmental funds as expenditures. However, for governmental activities those costs are shown in the statement allocated over their estimated useful lives as annual depreciation expenses in the statement of activities. This is the amount by which capital outlays exceed depreciation during the period.

Depreciation Expense	\$ (2,604,704)	
Capital Outlay	<u>7,871,742</u>	5,267,038

Disposals of capital assets are not considered to be expenditures in the governmental funds. Receipts of funds from the sale of capital assets are considered revenue in the governmental funds. They are however, recorded an overall loss the statement of activities. (792,524)

Because some property taxes will not be collected for several months after the Library's fiscal year ends, they are not considered as "available" revenues in the governmental funds and are, instead counted as deferred revenues. They are however, recorded as revenues in the statement of activities. (137,066)

In the statement of activities, insurance expense is measured by the amount used during the year. In the governmental funds, however, expenditures for insurance are measured by the amount of financial resources used. 217

The statement of activities includes net activity of the internal services fund, which is shown as a proprietary fund in the governmental funds. 84,425

Change in net assets of governmental activities \$ 5,415,691

METROPOLITAN LIBRARY SYSTEM

Balance Sheet
Proprietary Fund
June 30, 2009

	Governmental Activities Internal Service Fund
ASSETS	
Current Assets	
Cash	\$ 791,803
Stop Loss Reimbursement Receivable	<u>167,044</u>
Total Assets	\$ 958,847
LIABILITIES	
Claims Payable	<u>76,628</u>
NET ASSETS	
Unrestricted	<u><u>\$ 882,219</u></u>

METROPOLITAN LIBRARY SYSTEM
 Statement of Revenues, Expenditures and Changes in Net Assets
 Proprietary Fund
 Year Ended June 30, 2009

	Governmental Activities Internal Service Fund
Operating Revenues	
Insurance Premiums	\$ 1,479,924
Stop-Loss Reimbursement	64,657
Refunds and Miscellaneous	<u>17,067</u>
Total Operating Revenues	\$ 1,561,648
Operating Expenses	
Claims	<u>1,485,660</u>
Operating Income	\$ 75,988
Nonoperating Revenue	
Interest Income	<u>8,437</u>
Change in Net Assets	\$ 84,425
Net Assets, Beginning of Year	<u>797,794</u>
Net Assets, End of Year	<u><u>\$ 882,219</u></u>

METROPOLITAN LIBRARY SYSTEM

Statement of Cash Flows Proprietary Fund Year Ended June 30, 2009

	Governmental Activities Internal Service Fund
Cash Flows from Operating Activities	
Cash Received From Other Fund For Services	\$ 1,479,924
Receipts from Reinsurance	122,181
Payments of Claims	(1,620,305)
Other Receipts	<u>17,067</u>
Net Cash Used by Operating Activities	<u>\$ (1,133)</u>
Cash Flows from Investing Activities	
Interest on investments	<u>\$ 8,437</u>
Net Cash Provided by Investing Activities	<u>\$ 8,437</u>
Net Increase in Cash	\$ 7,304
Cash and Cash Equivalents, Beginning of Year	<u>784,499</u>
Cash and Cash Equivalents, End of Year	<u><u>\$ 791,803</u></u>
Reconciliation of Operating Income to Net Cash Provided by Operating Activities	
Operating Income	\$ 75,988
Change in assets:	
Increase in Receivables	(109,520)
Increase in Claims Payable	<u>32,399</u>
Net Cash Used by Operating Activities	<u><u>\$ (1,133)</u></u>

METROPOLITAN LIBRARY SYSTEM

Statement of Fiduciary Net Assets

Fiduciary Funds

June 30, 2009

	Pension Fund	Flex Benefit Fund	Total Fiduciary Funds
ASSETS			
Current Assets			
Cash	\$ 1,422,837	\$ 41,426	\$ 1,464,263
Receivables	138,679	--	138,679
Investments	14,097,421	--	14,097,421
	<u>14,097,421</u>	<u>41,426</u>	<u>14,097,421</u>
Total Assets	<u>\$ 15,658,937</u>	<u>\$ 41,426</u>	<u>\$ 15,700,363</u>
Current Liabilities			
Employee Benefits Payable	\$ 64,608	\$ 16,426	\$ 81,034
Prepayment from MLS	--	25,000	25,000
	<u>64,608</u>	<u>25,000</u>	<u>25,000</u>
Total Current Liabilities	<u>\$ 64,608</u>	<u>\$ 41,426</u>	<u>\$ 106,034</u>
Net Assets			
Held in Trust for Pension			
Benefits and Other Purposes	<u>\$ 15,594,329</u>	<u>\$ --</u>	<u>\$ 15,594,329</u>

METROPOLITAN LIBRARY SYSTEM

Statement of Changes in Fiduciary Net Assets

Fiduciary Funds

Year Ended June 30, 2009

	Pension Fund	Flex Benefit Fund	Total Fiduciary Funds
Additions			
Contributions			
Employer	\$ 712,700	\$ 391,281	\$ 1,103,981
Employee	130,023	--	130,023
Interest and Dividend Income	489,096	34	489,130
Miscellaneous	74	--	74
	<u>1,331,893</u>	<u>391,315</u>	<u>1,723,208</u>
Total Additions	<u>\$ 1,331,893</u>	<u>\$ 391,315</u>	<u>\$ 1,723,208</u>
Deductions			
Net Decrease in the Fair Value of Investments	\$ 2,171,894	\$ --	\$ 2,171,894
Net Realized Loss on Sale of Investments	1,013,190	--	1,013,190
Benefits Paid	888,718	391,315	1,280,033
Trustee and Management Fees	121,110	--	121,110
Interest Expense and Foreign Tax	17,944	--	17,944
	<u>4,212,856</u>	<u>391,315</u>	<u>4,604,171</u>
Total Deductions	<u>\$ 4,212,856</u>	<u>\$ 391,315</u>	<u>\$ 4,604,171</u>
Net Decrease	\$ (2,880,963)	\$ --	(2,880,963)
Net Assets, Beginning of Year	<u>18,475,292</u>	<u>--</u>	<u>18,475,292</u>
Net Assets, End of Year	<u>\$ 15,594,329</u>	<u>\$ --</u>	<u>\$ 15,594,329</u>

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2009

Note 1 – Summary of Significant Accounting Policies

The Metropolitan Library System (the Library) is a corporate body for public purposes created under Title 65 of the Oklahoma Statutes and accordingly is a separate entity for operating and financial reporting purposes.

The Library's financial statements are prepared in accordance with generally accepted accounting principles promulgated by the Governmental Accounting Standards Board (GASB). In the government-wide financial statements and the fund financial statements for proprietary funds, Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, have been applied unless those pronouncements conflict with or contradict GASB pronouncements, in which case, GASB prevails.

The Reporting Entity - The Library is a corporate body for public purposes created under Title 65 of the Oklahoma Statutes and accordingly is a separate entity for operating and financial reporting purposes. There are no component units included within the reporting entity.

Under the Oklahoma Metropolitan Library Act (the Act), the Library is governed by a commission. Effective July 31, 2007, section 554 of the Act was amended, increasing the number of commission members from 19 to 27. Commission members include: 13 voting members who are appointees of the city of Oklahoma City, one voting member who is an appointee of the Oklahoma County Commissioners, and one voting member each from the cities of Bethany, Choctaw, Del City, Edmond, Harrah, Jones, Luther, Midwest City, Nicoma Park, the Village, and Warr Acres; 2 ex-officio members-the Mayor of Oklahoma City and the Chairman of the County commissioners for a total of 27 voting members. The commission also includes one non-voting member, the Librarian, who conducts Library operations.

Basic Financial Statements – Government-Wide Statements

The Library's basic financial statements include both government-wide (reporting the Library as a whole) and fund financial statements (reporting the Library's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. The Library does not have any activities classified as business-type activities. Internal service fund activity is eliminated to avoid "doubling up" revenues and expenses. Fiduciary funds are excluded.

In the government-wide Statement of Net Assets, the Library's governmental activities are reported using the accrual basis of accounting. The Library's net assets are reported in three parts – invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets. Revenues are recognized when earned and expenses are recognized when incurred.

The government-wide Statement of Activities reports both the gross and net cost of each of the Library's programs and functions. The functions are also supported by general government revenues. The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. Program revenues must be directly associated with the function. Charges for services include charges and fees to customers for fines and charges for service provided. Operating

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2009

Note 1 – Summary of Significant Accounting Policies (continued)

grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants.

All inter-fund transactions between governmental funds and internal service funds are eliminated in the government-wide statements.

The net costs are normally covered by general revenue (property taxes, State aid, other taxes etc.).

The government-wide focus is more on the sustainability of the Library as an entity and the change in the Library's net assets resulting from the current year's activities.

Basic Financial Statements – Fund Financial Statements

Fund financial statements report detailed information about the Library. The focus of governmental and enterprise fund financial statements is on major funds rather than reporting funds by type. Non major funds are aggregated and presented in a single column.

All governmental funds are accounted for using the current financial resources measurement focus and the modified accrual basis of accounting. Under this basis revenues are recorded when susceptible to accrual; i.e. both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

Proprietary funds are accounted for using the economic resources measurement focus and the accrual basis of accounting. Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses result from providing services and producing and delivering goods in connection with the proprietary fund's principal ongoing operations. All other revenues and expenses are nonoperating.

Fiduciary funds are accounted for using the economic resources measurement focus and the accrual basis of accounting except for recognition of certain liabilities of defined benefit pension plans. Employer and participant contributions are recognized in the period in which the contributions are due and the Library has made a formal commitment to provide the contributions. Retirement benefits and refunds are recognized when due and payable in accordance with the plan.

The Library reports the following major governmental fund:

General Fund is the primary operating fund of the Library. It is used to account for all financial resources except those required to be accounted for in another fund.

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2009

Note 1 – Summary of Significant Accounting Policies (continued)

Additionally, the Library reports the following fund types:

Governmental Funds:

Gifts and Grant Funds – The Library accounts for resources received from various gifts and grants. These resources are restricted to, or designated for, specific purposes by a grantor.

Proprietary Funds:

Internal Service Funds – Revenues and expenses related to services provided to the Library for employee insurance are accounted for in the internal service fund, the Insurance Fund.

Fiduciary Funds:

Employee Benefit Trust Funds –The pension trust fund and flex benefit fund are used to report resources held in trust for members and beneficiaries of the plans.

Basis of Accounting - Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

Accrual: The government-wide financial statements are presented on the accrual basis of accounting as are the proprietary fund and fiduciary fund financial statements.

Revenues are recognized when earned and expenses are recognized when a liability is incurred. Property taxes are recognized as revenue in the year in which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Modified Accrual: The governmental fund financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e. both measurable and available. “Available” means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2009

Note 1 – Summary of Significant Accounting Policies (continued)

Capital Assets: Capital assets purchased or acquired with an original cost of \$500 or more are reported at historical cost or estimated historical cost. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Buildings	30 years
Furniture and Fixtures	7 years
Computer Equipment	4 years
Vehicles	5 years
Books and Materials	5 years

Compensated Absences: The Library accrues accumulated unpaid annual leave when it has been earned by the employee. Generally, annual leave must be taken during the calendar year earned. Eligible employees who end their employment with the Library are reimbursed for each day of accumulated annual leave.

Budgets and Budgetary Accounting - The Library is required by state law to prepare an annual budget. The Oklahoma County Excise Board formally approves an annual budget for the general fund.

Budgets generally assume the expenditure of all available resources. Therefore, when the legal budget is prepared, it is assumed these funds will not have a carryover balance to a subsequent year. Program revenue received but not spent is restricted and deferred to the subsequent fiscal year. Amounts reported as program revenue includes (1) charges to customers, (2) operating grants and contributions, and (3) capital grants and contributions.

Encumbrances - Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditures of resources are recorded as expenditures of the applicable funds, is used. This is an extension of the formal budgetary integration in the general fund. Encumbrances outstanding at year-end are reported as reservations of fund balances since they do not constitute expenditures or liabilities.

Cash – The Library considers all cash on hand, demand deposits, money market checking and certificates of deposit, held at an individual bank, which are subject to early withdrawal penalties no matter what the maturity period, to be cash.

Investments – In accordance with Governmental Accounting Standards Board Statement No. 31 “Accounting and Financial Reporting for Certain Investments”, investments held at June 30, 2009 with original maturities greater than one year are stated at fair value. All investments not required to be reported at fair value are stated at amortized cost.

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2009

Note 1 – Summary of Significant Accounting Policies (continued)

Property Tax Revenues - The Library is authorized by state law to levy property taxes which consist of ad valorem taxes on real and personal property within the County. The County Assessor, upon receipt of the certification of tax levies from the county excise board, extends the tax levies on the tax roll for submission to the county treasurer prior to October 1. The county treasurer must commence tax collection within fifteen days of receipt of the tax rolls. The first half of taxes is due prior to January 1. The second half is due prior to April 1.

If the first payment is not made timely, the entire tax becomes due and payable on January 1. Second half taxes become delinquent on April 1 of the year following the year of assessment. If not paid by the following October 1, the property is offered for sale for the amount of taxes due. The owner has two years to redeem the property by paying the taxes and penalty owed. If at the end of two years the owner has not done so, the purchaser is issued a deed to the property. The Office of Oklahoma County bills and collects the property taxes and remits to the Library its share.

Receivables - Property taxes receivable by the Library include uncollected taxes assessed as of October 1, 2008 and earlier. The Library considers prior years' experience in estimating uncollectible property taxes. An allowance of \$8,960 has been recorded at June 30, 2009. No provision has been made in the other funds for uncollectible amounts. All property taxes earned at year-end but not yet received are included in receivables reported on the government-wide statements. In the fund financial statements, property taxes are recorded as revenue in the period levied to the extent they are collected within 60 days of year-end. Any remaining property taxes due are deferred until they become available.

State Revenues - The Library receives revenue from the state to administer certain categorical library programs.

Interfund Transfers - During the course of normal operations, the Library has transactions between funds including expenditures and transfers of resources to provide services, purchase assets and service debt. Transactions that are normal and recurring between funds are recorded as operating transfers.

Contributed Facilities and Services - The Library operates several branches located in government-owned buildings and receives certain services without charge. The estimated fair rental value of the premises and service is not reported in the accompanying statement of revenues, expenditures, and changes in fund balance.

Grants - The Library records income from grants in the period received or to the extent of expenses paid prior to reimbursement by a grant.

Income Taxes - The Library was established under the provisions of the Oklahoma Constitution and as such is exempt from income taxes under the Internal Revenue Code as a unit of government.

Prepaid Expenses - The Library records prepaid insurance for that portion of payments which have not been used at year-end for government-wide financial statement purposes. Prepaid insurance is included in other current assets in the statement of net assets.

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2009

Note 1 – Summary of Significant Accounting Policies (continued)

Restricted Resources – The Library records gifts and grants as restricted when the donor specifies a restriction on the timing or use of the gift or grant. Expenses are allocated first to the restricted resource. If additional expense is incurred, the expense is allocated to unrestricted funds when the restriction has been depleted.

Use of Estimates – The preparation of financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Net Assets and Fund Balance

Government-Wide Financial Statements – When the Library incurs an expense for which it may use either restricted or unrestricted net assets, it uses restricted net assets first unless unrestricted net assets will have to be returned because they were not used. Net assets on the Statement of Net Assets include the following:

Investment in Capital Assets, Net of Related Debt – The component of net assets that reports the difference between capital assets less both the accumulated depreciation and the outstanding balance of debt, excluding unspent proceeds, that is directly attributable to the acquisition, construction or improvement of these capital assets.

Restricted – The component of net assets that is to be used for specific purposes as per donor requirements.

Unreserved/Unrestricted – The difference between assets and liabilities that is not reported as restricted or reserved for any particular purpose.

Governmental Fund Financial Statements – In the fund financial statements, governmental funds report fund balances as either a reserved or unreserved fund balance.

Reserved Fund Balance – That portion of fund balance which has been legally segregated for a specific purpose.

Unreserved Fund Balance – Composed of designated and undesignated portions. The undesignated portion of the unreserved fund balance represents that portion of fund balance that is available for budgeting in future periods. Designated fund balances represent tentative plans for future use of financial resources.

Subsequent Events – The Library has evaluated subsequent events through October 23, 2009, the date which the financial statements were available to be issued.

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2009

Note 2 – Cash and Investments

The Library's investment policies are governed by state statutes. Permissible investments include direct obligations of the United States Government and Agencies; negotiable certificates of deposit of savings and loan associations and bank and trust companies; and savings accounts or savings certificates of savings and loan associations and trust companies. Nonnegotiable certificates of deposits are considered to be cash equivalents. Collateral is required for demand deposits and certificates of deposit for all amounts not covered by Federal Deposit Insurance Corporation insurance.

Custodial Credit Risk – Deposits – Custodial credit risk is the risk that in the event of a bank failure, the Library's deposits may not be returned to it. At June 30, 2009, there was no exposure to custodial credit risk because the balance was insured and collateralized.

Investments – Investments are made under the custody of the Library Treasurer in accordance with investment policies complying with State statutes and Library policy.

Custodial Credit Risk – Investments – For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Library will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. Library policy provides that investment collateral is held by a third party custodian with whom the Library has a current custodial agreement in the Library's name or be held in the name of both parties by the Federal Reserve Bank servicing Oklahoma.

Interest Rate Risk – Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Investments held for longer periods are subject to increased risk of adverse interest changes.

As of June 30, 2009, the Library had the following investments and maturities:

Investment Type	Moody's Credit Rating	Fair Value	Investment Maturities (In Years)		%
			Less Than 1	1-5 Years	
Federal Home Loan Association	AAA	\$ 8,200,000	\$ --	\$ 8,200,000	58%
Federal Home Loan Mortgage Corp	AAA	4,021,528	--	4,021,528	28%
Federal National Mortgage Associatic	AAA	2,008,750	--	2,008,750	14%
		<u>\$ 14,230,278</u>	<u>\$ --</u>	<u>\$ 14,230,278</u>	<u>100%</u>

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2009

Note 2 – Cash and Investments (continued)

The investments of the Pension Plan (see also Note 7) are invested in various mutual funds with the Bank of Oklahoma and may be used only for the payment of benefits to the members of the Plan. The composition of the pension trust fund at fair value is shown in the following table.

	<u>Market Value</u>	<u>Exposure as a Percentage of Total Investments</u>
Pension Fund		
Corporate Common Stocks	\$ 6,981,287	45%
Pooled Equity Funds	1,735,877	11%
Fixed Income Funds	5,380,257	35%
Cash and Equivalents	1,411,506	9%
	<u>\$ 15,508,927</u>	<u>100%</u>

Pension Fund Policy

The Metropolitan Library System Pension Plan and Trust provides for investment managers who have full discretion of assets allocated to them subject to the overall investment guidelines set out in the policy. Manager performance is reviewed by a consultant who provides reports to the board. Any changes in the investment management firm must be reported as they occur. Overall investment guidelines provide for diversification and allow investment in domestic and international common stocks, fixed income securities, cash equivalents, index funds, collective trust funds and mutual funds. The Plan addresses custodial credit risk with policy providing for the engagement of a custodian who accepts possession of securities for safekeeping; collects and disburses income; collects principal of sold, matured, or called items; and provides periodic accounting to the board. The pension trust fund holds \$15,658,937 in cash and investments. This amount is held by the investment counterparty, in the name of the pension fund.

Pension Trust investing is restricted by Oklahoma Statutes to the Prudent Investor Rule.

Note 3 – Collections

The Library has not capitalized existing inexhaustible collections, including research books, because the values are not readily determinable.

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2009

Note 4 – Compensated Absences

Compensated absences are liquidated through the General Fund.

	Beginning Balance <u>6/30/2008</u>	<u>Additions</u>	<u>Reductions</u>	Ending Balance <u>6/30/2009</u>	Amounts Due <u>Within One Year</u>
Compensated Absences	\$221,193	769,553	767,885	222,861	\$222,861

The general fund will be used to settle the compensated absences liability.

Note 5 – Property, Plant, and Equipment

Property, plant and equipment of the Library at June 30, 2009 are as follows:

	Beginning <u>Balances</u>	<u>Increases</u>	<u>Decreases</u>	Ending <u>Balances</u>
Capital Assets Not Being Depreciated				
Land	\$315,571	--	--	\$315,571
Capital Assets Being Depreciated				
Library Books	\$15,442,653	\$2,942,261	\$2,406,474	\$15,978,440
Furniture and Fixtures	3,670,934	225,731	340,386	3,556,279
Computer Equipment	1,505,594	242,169	179,900	1,567,863
Vehicles	318,095	--	--	318,095
Buildings and Improvements	1,133,171	4,461,581	--	5,594,752
Total Capital Assets Being Depreciated	<u>\$22,070,447</u>	<u>\$7,871,742</u>	<u>\$2,926,760</u>	<u>\$27,015,429</u>
Less Accumulated Depreciation for:				
Library Books	\$9,645,444	\$2,031,795	\$1,697,400	\$9,979,839
Furniture and Fixtures	2,503,239	287,918	266,999	2,524,158
Computer Equipment	975,474	175,770	169,837	981,407
Vehicles	178,238	44,395	--	222,633
Buildings and Improvements	433,055	64,827	--	497,882
Total Accumulated Depreciation	<u>\$13,735,450</u>	<u>\$2,604,705</u>	<u>\$2,134,236</u>	<u>\$14,205,919</u>
Total Capital Assets Being Depreciated, Net	<u>\$8,334,997</u>	<u>\$5,267,037</u>	<u>\$792,524</u>	<u>\$12,809,510</u>
Governmental Activity Capital Assets, Net	<u>\$8,650,568</u>	<u>\$5,267,037</u>	<u>\$792,524</u>	<u>\$13,125,081</u>

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2009

Note 6 – Operating Lease Commitments

On an ongoing basis, the Library leases one of its branch library buildings from an area city within Oklahoma County. The lease generally provides for renewals by the Library until the facility is no longer being used as part of the Library system or until the withdrawal of the use of the property by the city.

The Library also leased a temporary facility to house one of its branch libraries, the Ralph Ellison Library, while its permanent building undergoes expansion and renovation. That lease ran for one year, with a six-month extension available. The Library has exercised the six-month extension, which expires in December 2009.

Minimum rental payments required under operating leases that have initial or remaining non-cancellable lease terms of one year or more at year-end are not significant.

Total lease expense for the year ending June 30, 2009 was \$58,048.

Note 7 – Retirement Plans

Defined Benefit Plan

Plan Description - The Metropolitan Library System Pension Plan (The Plan) is a single-employer plan that covers some full-time employees of the Library. The Plan is a defined benefit plan which provides for retirement benefits based on length of service and salary. The Plan was amended effective January 1, 2008. This latest amendment lowered the vesting schedule from five years cliff vesting to three years. Death, early and late retirement, and deferred vested benefits are also available under the plan. Assets of the Plan are held separately and may be used only for the payment of benefits to the members of the Plan. Actuarial valuations are performed annually on July 1.

Funding Policy – Participating employees contribute 4% of their compensation to the plan. The Library contributes any additional amount necessary to fund normal cost and to amortize unfunded past service costs over a period of thirty years. The contribution for 2008-2009 was \$712,700 which equaled the annual pension cost for the year. The required contribution for 2009-2010 is \$1,012,622.

Net Pension Obligation and Annual Pension Cost – The required contribution was determined as part of the July 1, 2009 actuarial valuation using the aggregate actuarial cost method, which does not identify and separately amortize unfunded actuarial liabilities. The actuarial assumptions included

- (a) 7% investment rate of return,
- (b) projected salary increases of 5% and
- (c) post-retirement increases of 7%.
- (d) Mortality UP83

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2009

Note 7 – Retirement Plan (continued)

The annual net pension benefit for the current year was as follows:

Net Pension Benefit, Beginning of Year	\$ (5,032,543)
Earnings from Investments	489,096
Unrealized Depreciation	(2,171,894)
Realized Loss	(1,013,190)
Contribution	842,723
Distributions	(888,718)
Fees and Commissions	(138,980)
Change in Valuation	7,135,881
Net Pension Benefit, End of Year	<u><u>\$ (777,625)</u></u>

Present Value of Future Benefits	\$ 14,881,312
Valuation of Assets	15,658,937
Net Pension Benefit	<u><u>\$ (777,625)</u></u>

During 2009, the pension plan realized a net loss of \$1,013,190 from the sale of investments. The calculation of realized losses is independent of the calculation of the net increase in fair value of investment. Realized gains and losses on investment that have been held in more than one fiscal year and sold in the current year may have been recognized as an increase or decrease in fair value of investments reported in the prior year. The unrealized loss, as noted above, was \$2,171,894 for 2009.

Three-year trend information is as follows:

Fiscal Year <u>Ending</u>	Annual Pension Cost (APC) <u>Cost (APC)</u>	Percentage of APC <u>Contributed</u>	Net Pension (Benefit) <u>Obligation</u>
7/1/2007	\$ 802,450	100.0%	(\$5,599,159)
7/1/2008	\$ 712,700	100.0%	(\$5,599,159)
7/1/2009	\$ 1,012,622	100.0%	(\$777,625)

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2009

Note 7 – Retirement Plan (continued)

Funded Status – The funded status of the pension plan as of July 1, 2009, the most recent actuarial valuation date, is as follows:

Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) Entry Age (b)	Overfunded AAL (OAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	OAAL as a Percentage of Covered Payroll [(a-b)/c]
\$18,713,195	\$14,881,312	\$ (3,831,883)	126%	\$3,880,805	99%

The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multi-year trend information about whether the actuarial value of the plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.

The Plan's annual financial report is available from the Finance Office of the Metropolitan Library System of Oklahoma County, 300 Park Avenue, Oklahoma City, Oklahoma 73102.

Also, effective August 29, 2005, a defined contribution plan was established. Participants of the defined benefit plan at that time were given the choice to stay in that plan or transfer their accounts to a new defined benefit plan. All new employees are enrolled in the defined contribution plan.

Defined Contribution Plan

Effective August 29, 2005, the Metropolitan Library System Defined Contribution Plan was established. The plan is intended to be a governmental plan as defined in Internal Revenue Code Section 414(d), and to be approved and qualified by the Internal Revenue Service as satisfying the governmental plan requirements of Sections 401(a), and 501(a) and other pertinent provisions of the Internal Revenue Code of 1986. Under the Plan, the employer's contribution shall be discretionary, to be determined by the Employer and is available to all participants. During 2009, the Library contributed 10% of the participant's compensation. Participants are fully vested in the employer's contributions after 3 years. Participants may make voluntary contributions of 4% or 6% of compensation before-tax. Participants are fully vested in the voluntary contributions. Participants may direct the trustee in the investment of their individual account balances. Normal retirement age is the later of a participant's 65th birthday or the 5th anniversary of the first day of the plan year in which participation in the Plan commenced. For the year ended June 30, 2009, the Library's contribution to the plan was \$625,074.

Note 8 – Self-Insurance Risk of Loss

The Library operates a self-insurance plan to fund its employee health benefits. The plan purchased insurance policies to limit its maximum possible benefit cost on both an employee and an aggregate basis. The Library has a contract with a third party administrator to operate the plan. The Library has limited its risk of loss by purchasing insurance to pay an individual's claim in excess of \$50,000 per year.

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2009

Note 8 – Self-Insurance Risk of Loss (continued)

The carrying amount of liabilities for unpaid claims is equal to the amount of claims unpaid but due at year-end. This amount has been determined by the third party administrator.

Changes in the fund's claims liability amounts for the year ended June 30, 2009 are:

Balance at beginning of year	\$ 44,229
Current year claims	1,652,704
Claim payments	<u>(1,620,305)</u>
Balance at end of year	<u><u>\$ 76,628</u></u>

Note 9 – Designated Fund Balance

The Library has designated portions of its fund balance for specific purposes. A description of the specific purposes follows.

General Fund Designations of Fund Balance

Reserve for Cash Flow	\$ 4,900,000
Reserve for Extra Payday	480,000
Capital Improvement Projects:	
Belle Isle Library	646,719
Bethany Library	442,957
Capital Hill Library	930,503
Del City Library	464,715
New Edmond Library	3,891,907
New Northwest Library	1,407,645
Village Library	491,481
Warr Acres Library	426,522
Future Capital Improvements	<u>2,548,647</u>
Total	<u><u>\$ 16,631,096</u></u>

Note 10 – Risk Management

The Library is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions and natural disasters for which the Library carries commercial insurance. There have been no significant reductions in coverage from the prior year and settlements have not exceeded coverage in the past three years.

METROPOLITAN LIBRARY SYSTEM

Notes to Financial Statements

June 30, 2009

Note 11 – Prior Period Adjustment

During the year, the Library discovered that land purchased for the construction of the new service center was expensed in a prior year. The land was purchased in fiscal year 2007, but was not added to the balance of capital assets until fiscal year 2009. Accordingly, an adjustment was made to correct this error. The effects of the adjustment are summarized below:

	As Previously Reported	As Restated
Statement of Net Assets, June 30, 2008		
Total Nondepreciated Capital Assets	\$ 64,260	\$ 315,571
Total Assets	\$ 41,782,558	\$ 42,033,869
Net Assets - Invested in Capital Assets	\$ 8,399,257	\$ 8,650,568
Net Assets - Ending	\$ 40,707,618	\$ 40,958,929
Statement of Activities, Year Ended June 30, 2008		
Net Assets - Beginning	\$ 37,749,994	\$ 38,001,305
Net Assets - Ending	\$ 40,707,618	\$ 40,958,929

Since the error occurred in fiscal year 2007, there was no effect on the expenses or in the change in net assets in fiscal year 2008.

METROPOLITAN LIBRARY SYSTEM

Schedule of Funding Progress (Unaudited)

June 30, 2009

Required Supplementary Information Schedule of Funding Progress for the Pension Plan

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) Entry Age* (b)	Overfunded AAL (OAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	OAAL as a Percentage of Covered Payroll [(a-b)/c]
July 1, 2007	\$18,055,925	\$13,411,075	\$ (4,644,850)	135%	\$3,967,050	117%
July 1, 2008	\$19,321,173	\$13,669,999	\$ (5,651,174)	141%	\$3,912,043	144%
July 1, 2009	\$18,713,195	\$14,881,312	\$ (3,831,883)	126%	\$3,880,805	99%

* The annual required contribution (ARC) is calculated using the aggregate actuarial cost method. Information in this schedule is calculated using the entry age actuarial cost method as a surrogate of the funding progress of the plan

METROPOLITAN LIBRARY SYSTEM

Budget Comparison Schedule – General Fund (Unaudited)

Year Ended June 30, 2009

	Budgeted Amounts Original	Budgeted Amounts Final	Actual Amounts GAAP Basis	GAAP To Budgetary Basis Adjustments	Actual Amounts Budgetary Basis	Variance with Final Budget Positive(Negative)
Budgetary Fund Balance, July 1	\$ 28,059,673	\$ 28,059,673	\$ 28,808,576	3 \$ 4,762,188	\$ 24,046,388	\$ (4,013,285)
Resources (inflows)						
Property Taxes	24,539,425	24,539,425	27,136,846	10,002	27,126,844	2,587,419
State Revenue	317,714	317,714	354,407	--	354,407	36,693
Interest	--	--	934,744	735	934,009	934,009
Other	--	--	833,503	599,009	234,494	234,494
Transfers from Other Funds	482,400	482,400	--	(540,000)	540,000	57,600
Amounts Available for Appropriation	<u>\$ 53,399,212</u>	<u>\$ 53,399,212</u>	<u>\$ 58,068,076</u>	1 \$ 4,831,934	<u>\$ 53,236,142</u>	<u>\$ (163,070)</u>
Charges to Appropriations (outflows)						
Personal Services	\$ 16,604,727	\$ 16,604,727	\$ 15,640,388	\$ 50,844	\$ 15,589,544	\$ 1,015,183
Maintenance and Operations						
Contractual Services	3,782,664	3,782,664	3,044,065	(144,890)	3,188,955	593,709
Commodities	1,247,088	1,247,088	1,049,740	(5,286)	1,055,026	192,062
Capital Outlay-Operations	21,493,406	21,493,406	8,587,011	(3,895,243)	12,482,254	9,011,152
Other Capital Projects	10,271,327	10,271,327	--	--	--	10,271,327
Total Charges to Appropriations	<u>\$ 53,399,212</u>	<u>\$ 53,399,212</u>	<u>\$ 28,321,204</u>	2 \$ (3,994,575)	<u>\$ 32,315,779</u>	<u>\$ 21,083,433</u>
Budgetary Fund Balance, June 30	<u>\$ --</u>	<u>\$ --</u>	<u>\$ 29,746,872</u>	\$ 8,826,509	<u>\$ 20,920,363</u>	<u>\$ 20,920,363</u>

Budget to Actual Reconciliation:

Revenues on a budgetary basis are based on cash received rather than the modified accrual basis used for financial reporting and revolving fund not reported as part of general fund for budgetary purposes

1 69,746

Encumbrances for supplies and equipment ordered but not received are reported in the year the order is placed for budgetary purposes but in the year the supplies are received for financial reporting. In addition, revolving fund not reported as part of the general fund for budgetary purposes

2 3,994,575

The amount reported as "fund balance" on the budgetary basis of accounting derives from the basis of accounting used in preparing the Library's budget. This amount differs from the fund balance reported in the statement of revenues, expenditures and changes in fund balances because of the cumulative effect of transactions such as those described above.

3 4,762,188

Total Budget to Actual Reconciliations

8,826,509

Under the budgetary basis of accounting revenues are recognized when they are received rather than earned. Purchases of materials, outside services and capital outlay are recognized as expenditures when the commitment to purchase is made (encumbered).



**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Commissioners
Metropolitan Library System
Oklahoma City, Oklahoma:

We have audited the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of Metropolitan Library System as of and for the year ended June 30, 2009, which collectively comprise Metropolitan Library System's basic financial statements and have issued our report thereon dated October 23, 2009. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Metropolitan Library System's (the Library) internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements and not for the purpose of expressing an opinion on the effectiveness of the Library's internal control over financial reporting. Accordingly we do not express an opinion on the effectiveness of the Library's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, we identified a certain deficiency in internal control over financial reporting that we consider to be a significant deficiency.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect

misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control. We consider the deficiency described below to be a significant deficiency in internal control over financial reporting.

2009-1 – Accounting for capital assets.

Condition:	The Library's year end process did not completely identify capital assets.
Criteria:	The entry to record capital assets is required for financial statements prepared in accordance with generally accepted accounting principles.
Cause:	The purchase of land and construction activities are infrequent events that the Library's current process for reporting capital assets did not provide appropriate procedures to capture.
Context:	During the year-end financial reporting process, management identified that land purchased in a previous period was not recorded as a capital asset. Audit procedures identified other construction in progress expenses in the current fiscal year that needed to be reported as capital assets.
Effect:	Capital assets were understated by \$640,915, beginning net assets were understated by \$251,313, and expenses were overstated by \$389,602.
Recommendation:	We recommend that the Library change the process for capturing capital assets at year end to include a retrospective review of all events that should be reported as capital assets.
Response:	Since this is a rare situation, management will seek advice from the finance committee or other professionals regarding capitalization of capital assets.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Library's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, we consider the item described above to be a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Metropolitan Library System's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

The Library's response to the findings identified in our audit is described above. We did not audit the Library's response and accordingly, we express no opinion on it.

We noted certain matters that we reported to management of the Library in a separate letter dated October 23, 2009.

This report is intended solely for the information and use of the members of the board of trustees, management and state awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.

Norman, Oklahoma
October 23, 2009

METROPOLITAN LIBRARY COMMISSION

CALENDAR YEAR 2010 PROPOSED MEETING DATES

<u>2010 DATES</u>	<u>LIBRARY LOCATION</u>	<u>ADDRESS</u>
January 21	Ralph Ellison	200 NE 23rd, Oklahoma City 424-1437
February 18	Service Center Choctaw-Host	300 NE 50 th St., Oklahoma City
March 18	Southern Oaks	6900 S. Walker, Oklahoma City 631-4468
April 15	Belle Isle Warr Acres-Host	5501 N. Villa, Oklahoma City 843-9601
May 20	The Village	10307 N. Penn., Oklahoma City 755-0710
June 17	Downtown	300 Park Ave., Oklahoma City 231-8650
July 15	Edmond Bethany-Host	10 S. Boulevard, Edmond 341-9282
August 26*	Belle Isle	5501 N. Villa, Oklahoma City 843-9601
*Moved to 4th Thursday to accommodate final budget preparations per by-laws		
September 16	Midwest City	8143 E. Reno, Midwest City 732-4828
October 21	Del City	4509 SE 15 th , Del City 672-1377
November 18	Edmond	10 S. Boulevard, Edmond 341-9282
December 9**	Downtown Capitol Hill-Host	300 Park Avenue, Oklahoma City 231-8650

****Moved to 2nd Thursday to accommodate Christmas Break per by-laws**

REPORT AND RECOMMENDATION FROM ADMINISTRATION

MLS 2010 LIBRARY HOLIDAY AND CLOSING SCHEDULE

The proposed Library System Holiday and Closing Schedule for 2010 is attached.

The calendar year 2010 is identical to 2004 and, accordingly, the holiday schedule for 2010 closely follows the 2004 schedule.

The proposed holiday schedule closely follows the Federal Holiday observance calendar. The Federal Holiday for New Year's Day 2011 will be Friday, December 31, 2010. While the library system does not always grant the same holidays as the Federal government, closing on Friday, December 31, 2010 does seem appropriate. Full-time staff will still work a thirty-two hour week, Monday through Thursday; however, the libraries will be closed on both Friday and Saturday. Those libraries that normally open on Sundays would still do so on Sunday, January 2, 2011.

The Friday closing makes staffing the libraries easier since library managers do not have to schedule all full-time staff one day that week which would be the case otherwise. The same is true for the offices; however, it is easier to operate an office short staffed than a direct service library. Additionally, with a Friday closing, additional time would be available to prepare the Downtown Library for the annual Opening Night celebration.

The current Library System policy grants full-time and designated full-time equivalent staff members nine paid holidays per calendar year plus two "floating holidays" to be scheduled by the individual staff member subject to rules listed in the leave policies under floating holidays.

Attachments

- MLS 2010 Library Holiday and Closing Schedule
- MLS ~ Holiday Policy

RECOMMENDATION:

That the Commission approves the MLS 2010 Library Holiday and Closing Schedule as presented.

2010 LIBRARY HOLIDAY AND CLOSING SCHEDULE

F-T Workweek

Workweek of December 21 – December 27, 2009

Sun., December 27, 2009 - Libraries Closed

2010 Library Holiday and Closing Schedule

Workweek of December 28, 2009 – January 3, 2010 (New Year's) 32

Thurs., December 31, 2009 – Libraries Close at 6 p.m. except DN @ 5 p.m.

Fri., January 1, 2010 - Libraries Closed – **Paid Holiday**

Workweek of January 18 - 24, 2010 (Martin Luther King, Jr. Day) 32

Mon., January 18, 2010 - Libraries Closed - **Paid Holiday**

Workweek of March 29 – April 4, 2010 (Easter Week) 40

Sun., April 4, 2010 - Libraries Closed

Workweek of May 24 – 30, 2010 (Memorial Day Weekend) 40

Sun., May 30, 2010 - Libraries Closed

Workweek of May 31 – June 6, 2010 (Memorial Day) 32

Mon., May 31, 2010 - Libraries Closed – **Paid Holiday**

Workweek of June 28 – July 4, 2010 (Independence Day) 32

Sun., July 4, 2010 – Libraries Closed

Mon., July 5, 2010 – Libraries Closed – **Paid Holiday**

Workweek of August 30 – September 5, 2010 (Labor Day Weekend) 40

Sun., September 5, 2010 - Libraries Closed

Workweek of September 6– 12, 2010 (Labor Day) 32

Mon., September 6, 2010 – Libraries Closed - **Paid Holiday**

Workweek of October 11 - 17, 2010, (Staff Development Day) 40

Mon., October 11, 2010 – Libraries Closed

Workweek of November 22 - 28, 2010 (Thanksgiving Period) 24

Wed., November 24, 2010 - Libraries Close at 6 p.m.

Thurs., November 25, 2010 - Libraries Closed - **Paid Holiday**

Fri., November 26, 2010 - Libraries Closed - **Paid Holiday**

Workweek of December 20 - 26, 2010 (Christmas Period) 24

Fri., December 24, 2010 – Libraries Closed - **Paid Holiday**

Sat., December 25, 2010 – Libraries Closed - **Paid Holiday**

Sun., December 26, 2010 – Libraries Closed

2011 Library Holiday and Closing Schedule

Workweek of December 27, 2010 - January 2, 2011 (New Year's) 32

Fri., December 31, 2010 – Libraries Close – **Paid Holiday**

Sat., January 1, 2011 - Libraries Closed

For workweeks with one holiday, libraries and offices will be open their normal schedule with the exception of that holiday; however, full-time employees should be scheduled to work only 32 hours during the week. Employees eligible for partial holiday pay should be prorated accordingly.

For workweeks with two holidays, libraries and offices will be open their normal schedule with the exception of those two holidays; however, full-time employees should be scheduled to work only 24 hours during the week.

Employees eligible for partial holiday pay should be prorated accordingly.

METROPOLITAN LIBRARY SYSTEM HOLIDAY POLICY

1. Current policy grants full-time and designated FTE (budget account 101) staff nine paid holidays per calendar year plus two "floating holidays" (when the libraries are normally open) to be scheduled by the individual employee subject to rules listed in the leave policies under floating holidays.
2. Full-time employees normally work forty hours within a seven-day period known as a workweek.
3. The calendar workweek begins on Monday and ends on Sunday; in a week when a paid holiday is scheduled, the full-time employee's workweek is thirty-two hours rather than forty. When two paid holidays fall during the same week, the full-time employee's workweek is twenty-four hours. Less than full-time employees receive a prorated amount of holiday hours under the provision of category 2 and 3 employees in leave policies.
4. New employees or employees promoting or otherwise moving into category 1, 2, or 3 status will be eligible for paid holidays providing the effective date of employment or other action falls on or prior to the holiday. An employee hired effective the day following a paid holiday or an employee whose status changes the day following a paid holiday will not receive pay for the holiday.
5. An employee in an absent without leave pay status on both the last work day prior to the holiday and the first work day following the holiday will not receive pay for the holiday.
6. Employees terminating employment are required to report to and work the last day and therefore are not eligible to end their employment on a paid holiday or floating holiday. Service terminates with the last day of work regardless of whether there is an annual leave balance to be paid off.
7. If a holiday falls within a period of annual vacation leave, sick leave or other form of paid leave, leave time will not be charged for the holiday.
8. If an employee is required to work on a paid holiday because of weather conditions, equipment change-overs or malfunctions, or other situation, the employee will receive equivalent time off at the earliest practical time within the same work week. If it is known that work will be required on a holiday prior to the date, the in lieu time can be given in advance. Under this situation, should for some reason the employee not work on the actual holiday, the time would need to be charged to annual vacation leave, floating holiday or, in the case of illness, sick leave. If no leave were available or applicable, the time would become an absence without leave. If equivalent time off in the same workweek is not possible, a non-overtime exempt employee would receive time-and-one-half pay for the holiday.



STRATEGIC PLAN 2007-2012

WHERE ARE WE NOW?

Year 2 Highlights



Satisfying Curiosity: Lifelong Learning

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

October 2008

Downtown librarian Buddy Johnson is the speaker for an Oklahoma Historical Society Lunch and Learn program about the MLS resources available in the Oklahoma Room Collection

November 2008

News9 carries a [story](#) about value of libraries during hard economic times

The Downtown Library creates monthly displays featuring the various media formats available in the library

February 2009

A record 3,541 seniors participate in Winter ReadFest 2009

March 2009

News9 [features](#) the free resources available to the public at the Edmond Library

Friends of the Library book sale raises over \$250,000 to fund special library projects

May 2009

Libraries across the system participate in *Free Comic Book Day*

June 2009

Materials Selection purchases several microfilm reels of the Guthrie newspaper from 1891 to 1914

FY08-09 program attendance increases by 25.7% with over 190,000 children, teens, and adults attending events at our libraries

The Library Endowment Trust provides \$25,000 for Summer at the Libray and Winter ReadFest

July 2009

Downloadable EPUB e-books are added to our online e-media offerings

August 2009

MLS sees big increases throughout the system during the 2009 Summer Reading Program with 19,268 children and 3,887 teens participating

info magazine highlights the ten most popular e-media downloadable audio books

September 2009

Downtown librarian Buddy Johnson assists in the creation of a [video blog](#) about the Oklahoma Rooms resources

MLS begins publicity for The Big Read, which centers on the book *The Maltese Falcon*



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

October 2008

MLS partners with the Junior League to create the *Trip Around the World* series of programs throughout 2009
Outreach brings Aboriginal Australian artists to host programs at several libraries, 995 people attend
The Downtown Library hosts their 3rd Annual Teen after dark party, this year celebrating the popular teen book, *Twilight*

November 2008

Downtown librarian Sheldon Beach is [interviewed](#) on NPR's Indian Times about celebrations planned for American Indian Heritage Month
Tuvan throat singers perform at several libraries before a total of 2,241 people

December 2008

The Bethany Library holds its annual international holiday open house with an Irish theme
Chris Carroll [blogs](#) for NewsOK.com about what Oklahomans are reading and literary events in the community
Development/Volunteer Services completes two mailings informing the public about the many opportunities available to support the library through donations and volunteering

January 2009

Downtown staff members Buddy Johnson and Chris Larwig work with the mayor's office to preserve portraits of past mayors
The Downtown Library hosts the Dear Mr. President photo exhibit in conjunction with the inauguration
The Downtown Library provided a live feed of the Presidential Inauguration in the 46th Star Auditorium so that customers could view this historic event



February 2009

The Norick Foundation commissioned and donated a sculpture titled 4 U 2 LEARN to the Downtown Library's children's area
The *Underwater Bridge* play tours the libraries for Black History Month to standing-room-only crowds which total 2,086
The Downtown Library provided [Harlem Renaissance bibliographies](#) to the OKC Museum of Art for display on their website and partnered on some Harlem Renaissance programs to coordinate with the exhibit
Online survey results show a significant increase in awareness of library events, programs, and training classes among respondents
As part of Black History Month, the Downtown Library screens select episodes from the documentary *Eyes on the Prize*
Read About It partners with the OKC Urban League Young Professionals by interviewing authors at the 4th Annual Celebration of [African American Authors](#)

March 2009

NewsOK.com posts a [story](#) about the zydeco performance at the Edmond Library
1,269 people attend zydeco [performances](#) by the Chavis family around the system
Bethany librarian Daniel Fields and Downtown librarian Buddy Johnson begin work on an oral history project to commemorate the City of Bethany's centennial
The OK Railroad Museum, in their [March newsletter](#), picked up one of our OK Images articles from *info Magazine*. It appeared on page one.



April 2009

The Library Endowment Trust brings [Ann Patchett](#) to the Downtown Library for *Author Confidential* as part of the annual *Literary Voices* Endowment Trust fundraiser

The Edmond Library sponsors a Peep Art contest for teens. NewsOK features a story on the winners

Downtown librarian Buddy Johnson is interviewed for a [story](#) in the Journal Record about the history of the Deep Deuce area

May 2009

The Ralph Ellison Library sponsors the *Heroes and Villains* art contest in conjunction with the OKC Museum of Art

The Downtown Library presents *Salute to Veterans: Researching Our Ancestors' Military Service* with guest speaker, Billie Fogarty - President of the Oklahoma Genealogical Society

MLS partners with the Green Business Alliance to offer a series of educational programs on ways to be more energy efficient

June 2009

The Ralph Ellison Library holds its annual Juneteenth celebration at Douglas High School

July 2009

The Capitol Hill Library participates in the Hispanic Expo at the State Fairgrounds. Over 1,500 people stop by their booth which features video games and book giveaways

August 2009

The Downtown Library presents a genealogical program on finding and using historical newspapers

September 2009

Info magazine highlights The Big Read which hopes to develop a community interest in reading *The Maltese Falcon*



Visit a Comfortable Place: Public & Virtual Places

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

October 2008

[New carpet](#) is installed at the Edmond Library

Bethany Library begins a new series called "Coffee, Tea, and Games" to provide opportunities for customers to enjoy interacting in the comfort of their meeting room

December 2008

The design for the new Northwest Library is unveiled for the public at John Marshall High School

Headquarters Manager Candace McDaniel and the Downtown Library host a holiday open house to exhibit meeting room spaces to the downtown business community

January 2009

NewsOK [article](#) features progress on the development of the Northwest Library

The Edmond Library renovates their teen area, adding manga art and bean bag chairs

February 2009

The MLS Construction holds a *Teen Charrette* to gather input about the layout of the NW library teen area



March 2009

ADG, Architecture Design Group, is selected as architect for the Southern Oaks renovation
Bethany Library has its restroom facilities updated

May 2009

The Downtown Library offers a newly relocated YA area which provides a larger and more welcoming space. It is closer to the front of the library to provide easier access to librarian assistance as well as to provide safety and comfort.
Funds are placed in the budget replace the roof at the Midwest City Library
The Warr Acres Library has its restrooms remodeled.

June 2009

Midwest City Library rearranges the quiet reading space to create a more user-friendly approach to providing services

July 2009

Usage of the Downtown Library meeting rooms continues to rise with revenue 25% higher than last year

August 2009

SCORE Business Counseling sessions are held at several libraries this month
Midwest City Library hosts an all day health fair in conjunction with the YMCA, the police and fire departments & Walgreens

September 2009

The Build Your Own Business series begins for the fall at several libraries. This seminar sponsored by the US Small Business Administration and SCORE
Planning partners with a University of Central Oklahoma Statistical Consulting class to asses a new wireless system of door counters

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

October 2008

Several staff members represent the library system in the *Ghouls Gone Wild* Halloween parade in Bricktown
Libraries hold *Twilight* parties and Horror Make-up programs in conjunction with *Books with Bite* - Teen Read Week

November 2008

info magazine carries an article on the wide variety of programs offered at the library

December 2008

300 people attend the Capitol Hill Library's annual holiday open house
The Downtown Library serves as a venue for Opening Night 2009
info magazine highlights the various book discussion groups that meet at the various MLS libraries

January 2009

NewsOK [article](#) reports on the Edmond Library's Manga Club

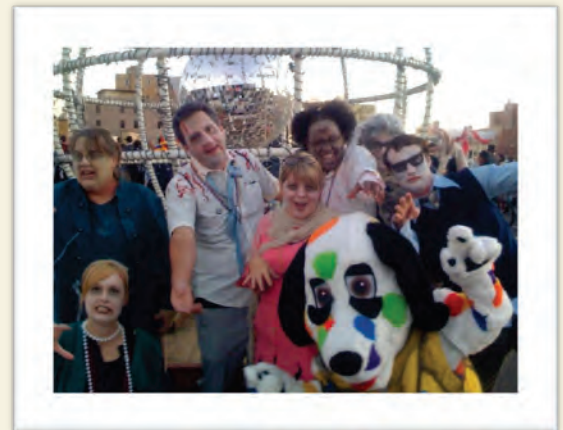
February 2009

Capitol Hill's candle making workshop is featured in the March 12, 2009 Daily Oklahoman.

The Friends of the Library sponsor notable author Carolyn Hart in a series of interactive programs at several of our libraries

March 2009

The Downtown Library conducts *I Can't Believe I Shot That, The Sequel* [teen film contest](#)



The Edmond Library had several photos in the 3/10/09 issue of The Oklahoman. Their creative writing workshop and quilt display were colorful enough to attract newspaper attention.

The Sugar-Free All Stars entertain a school choir group during Noon Tunes

April 2009

On March 31, the Oklahoman ran a nice black and white photo of our 2009 Spring Fling entertainment

The Friends of the Library help bring in author William Bernhardt for programs around the system

The Belle Isle Library purchases a Wii and games for all ages to offer gaming programs on a monthly basis



May 2009

Parents of Oklahoma City public school students receive an automated phone call informing them about Summer at the Library

The Friends of the Village Library Fair is held to raise money to fund special library projects

June 2009

MLS receives \$50,000 from the Endowment Trust and Friends of the Library for public art at Ralph Ellison and Southern Oaks

The Little River Zoo brings animals to the Harrah Library for the public to see and interact with

July 2009

Over 600 people attend a day-long reptiles and amphibians program at the Midwest City Library put on by the Herpetological Society

The Choctaw Library holds a children's bookmark art contest, and the winning designs are printed and available at the library

August 2009

Del City Library hosts a popular First Time Homebuyers Workshop

The Downtown Library begins hosting a series of "Find It: Legal Resources at Your Library", the first month dealing with Preventing Identity Theft.

Midwest City, Southern Oaks & Edmond Libraries host driver's safety courses

"How to do Homework Without Throwing Up" is a popular workshop for elementary age students at many libraries

Warr Acres Library hosts an important "Using Communication Skills to Build Self-Esteem" workshop



September 2009

Super Saturday is a big hit at the Del City Library and is [featured](#) in the Daily Oklahoman

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

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

October 2008

info magazine publishes an article providing information about the staff continuing education performed by Planning's Metro University

FOCUS! 2008 features sessions put on by our own library *Heroes* about the role their departments play
The Downtown Library begins reviewing how to use a different database at each monthly staff meeting
Ralph Ellison librarian Kim Ventrella contributes a book review to School Library Journal

December 2008

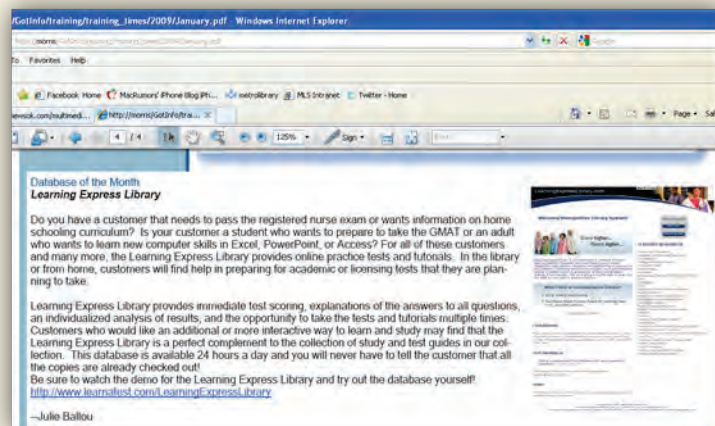
Planning's *Training Times* internal newsletter begins featuring an informative article about one of our databases in each issue

The Leadership II class graduates

January 2009

Southern Oaks librarian Darrie Breathwit begins a monthly bookclub at a local assisted living center that specializes in helping people with memory loss.

Planning joins the *Interagency Training Council* to provide new and innovative training programs for MLS staff



February 2009

Online survey results show a significant increase in perception that library staff is up-to-date and knowledgeable

Planning redesigns the *reports & statistics* page on the intranet to enhance staff access to current and archived internal MLS information

Planning makes Rosetta Stone online courses available to staff that wish to improve their Spanish language skills

March 2009

MLS partners with the Oklahoma Municipal Government Alliance to enable our staff to participate in an 11-month series of supervisory training courses

Planning works with the Business Office to make supply requests more accessible to staff via an online catalog

April 2009

The Leadership III class is announced

The Choctaw Library serves as an evacuation site as wildfires threaten many homes in the community. They stay open late to accommodate the evacuees.

May 2009

Journal Record [article](#) on the naming of city neighborhoods extensively quotes Downtown librarian Buddy Johnson

Employee Development Coordinator, Stacy Schrank, participated in the Rotary International Group Study Exchange (GSE) Program, working with professionals in Bolivia about libraries and learning

Planning works with Marketing to make promotional materials more accessible to staff via an online catalog

June 2009

The Planning and Construction departments create a page on our intranet to keep staff informed about progress on current projects

July 2009

Staff members Stacy Schrank, Janet Brooks, and Debbie Robertus advocate for libraries statewide as officers in the Oklahoma Library Association

September 2009

A new automated staff performance appraisal system is created and supervisors are trained in the new standards set to be implemented on Nov. 1st

Office 2007 is installed on all staff computers

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

October 2008

GED classes continue as a value added service at several libraries, helping individuals obtain a high school equivalency diploma

November 2008

United Way Committee raises \$16,000 from our staff to benefit The United Way of Central Oklahoma

December 2008

Downtown librarian Buddy Johnson gives a presentation on our African-American history resources to the Oklahoma Council of History Symposium

January 2009

Downtown librarian Phyllis Davidson gives a presentation, *Introduction to the Ronald J. Norick Downtown Library* at the Oklahoma Genealogical Society including information on several of our online databases

February 2009

Online survey results show a significant increase among respondents in the perception that library staff takes the time to understand customer needs

MLS partners with AARP to offer tax help to seniors during tax season

March 2009

Nicoma Park's Lois Cross's customer service is highlighted in the 3/25/09 issue of the [Midwest City Sun](#)

April 2009

Wright's Marie Nichols received a Citation of Commendation from the State Senate. The commendation cites Marie as *Librarian Extraordinaire* for her outstanding and dedicated service to the Stockyards Community.

Webmaster, Teresa Goggins, gives presentation to the Oklahoma State Webmagers Group on best practices with placing videos on the web.

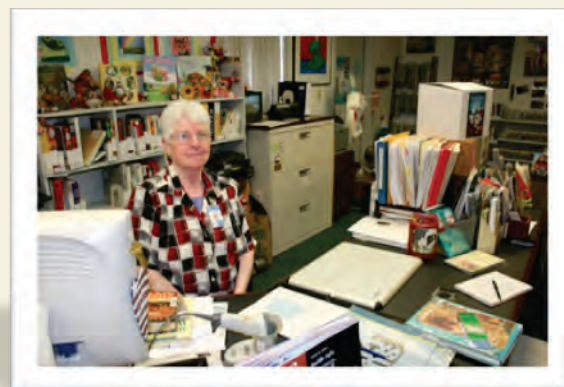
May 2009

Edmond Library Manager Karen Bays makes a well-received presentation on intellectual freedom to a class at the University of Oklahoma

Bethany librarian Daniel Fields receives a letter of accommodation from the Western Heights Board of Education for participating in the parent night

September 2009

Southern Oaks Library begins a homework help program that meets weekly with the help of volunteers



Connect to the Online World: Public Internet Access

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

November 2008

Inter-Library Loan (ILL) and IT work together to integrate ILL circulation into our V-circ software

December 2008

IT upgrades our non-stop server which provides access to critical data for the functioning of the library system. The result is faster, more reliable service for our customers.

info magazine educates customers about our new RSS feed services

The Village Library offers computer classes such as "Introduction to Microsoft Excel" and "Email Expertise"

January 2009

NewsOK [article](#) highlights the one-on-one computer help offered at the Edmond Library

The Downtown Library kicks off a program to offer a new computer skills and internet usage class every month.

February 2009

Online survey results show a significant increase in awareness of both library internet computers and wireless internet access

March 2009

IT installs credit card machines at six libraries for customer convenience in paying fines

May 2009

Emedia are now included in the CyberMARS catalog designated with a new icon

July 2009

The Warr Acres Library begins offering individual computer instruction on Tuesday mornings

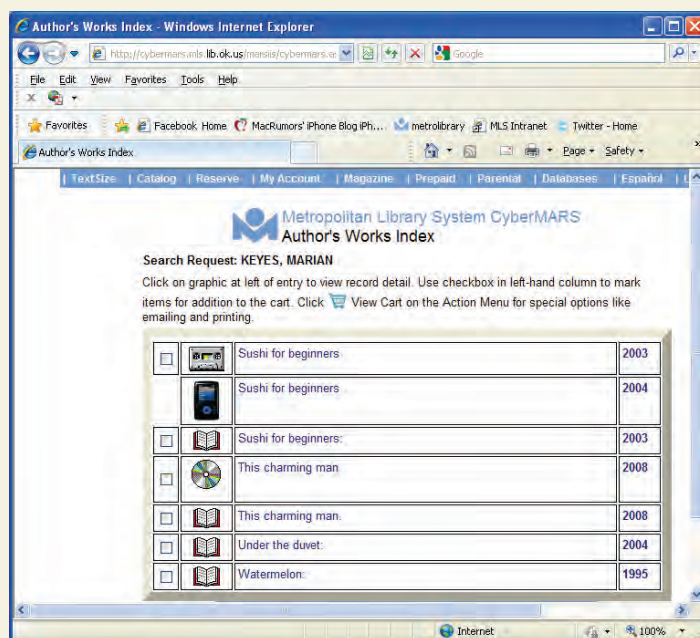
August 2009

The Village Library offers a Working with Windows Vista program for customers wanting to learn more about the latest Microsoft operating system

Staff training begins on enhancements made to system deliveries with the addition of an automated RFID sorter
info magazine features an article on the different computer training classes available at the libraries

September 2009

To decrease customer wait time, the Downtown Library expands the hours the Route 66 Computer Lab is open for public use to include all hours that the lab is not scheduled for programs or training



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

November 2008

Bethany Library holds workshop on Genealogy Resources found on the Internet

The Downtown Library hosts John & Hank Green's *Nerdfighters Tour* to a standing room only audience of teens publicized using Facebook

January 2009

Capitol Hill Library hosts "Internet Basics" to adults & seniors who know very little about the internet but want to know more

February 2009

Edmond Library hosts "CyberMARS for Seniors" to help seniors learn how to use the online catalog

MLS expands its presence on the [metrolibrary YouTube](#) by adding author interviews from our *Read About It* television program

March 2009

Del City teen librarian uses front display window during Teen Tech Week to promote the library website for material reservations, downloadable audio books, online databases, etc.

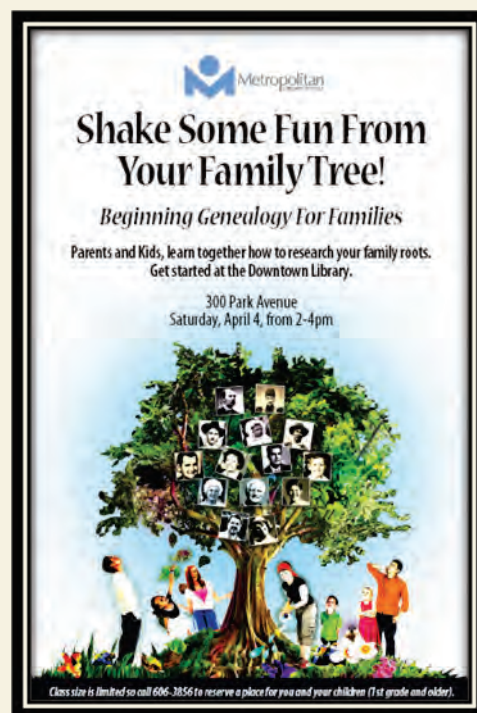
April 2009

The Downtown Library offers a program for parents and kids to research their family trees together online

May 2009

Marketing adds a catalog search tool to the library's [Facebook page](#)

Videos from Downtown Library program *I Can't Believe I Shot That* film contest are posted to the [metrolibrary YouTube](#)



June 2009

From January through June 2009, the Downtown Library Playgroup handout included a website of the month with topics such as the importance of reading, child development, health, and nutrition

July 2009

MLS partners with the Oklahoma City Community Foundation to promote literacy through the Get Reading Oklahoma [website](#)

August 2009

Online survey results show a significant increase in perception that using the internet is beneficial to the development of all ages

September 2009

The children's area of the Downtown Library featured a display about computers and the internet

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

November 2008

Videos about Oklahoma images are added to online Oklahoma Memories [database](#)

info magazine article educates public about library resources accessible from home via our [website](#)

January 2009

info magazine article promotes the [@ Your Service](#) page on our website

Material Selection adds at-home access to the Literature Resource Center, Mergent Online, and Biography Reference Bank databases

February 2009

Marketing creates a [twitter account](#) to share library tweets on the internet

Online survey results show a significant increase in awareness of library website resources among respondents

Material Selection adds Footnote.com to our database collection

March 2009

Warr Acres' Kelly Dalyrmple creates a *Did You Know?* bookmark about how to access the databases from CyberMARS

MLS webpage on volunteering for Summer at the Library gets a facelift

April 2009

The librarians at Belle Isle each select databases to explore and write short informational articles about. These are collected and available for customers.

May 2009

IT adds tags linking to similar items inside CyberMARS records

You Want Website? You Got It! *info* magazine article highlights library resources available online

Planning & IT add a catalog search feature to the MLS [homepage](#)

June 2009

Material Selection acquires new subscriptions to the *Britannica Online* and *Columbia Gazetteer of the World* databases

July 2009

Info magazine features an article about downloadable eBooks



September 2009

Warr Acres librarian Karen Litteral teaches a class for the public on using the *NovellList Plus* database
Kelly at Warr Acres creates a flyer highlighting Grolier Online

All Goals

October 2008

Libraries celebrate The Big Read in conjunction with Rose State College. The Big Read is an initiative for the whole community to read during the month of October, specifically Ray Bradbury's *Fahrenheit 451*

November 2008

Info magazine begins highlighting a different library in the system every month to help customers recognize other libraries within the MLS

January 2009

Marketing releases the 2008 annual report [We Shoot, We Score!](#)

February 2009

Planning conducts a repeat of the 2008 online strategic plan customer survey to gauge progress on our strategic plan goals

MLS enters discussions with Jones and Harrah city officials on improving their library facilities

March 2009

MLS conducts an Organizational Culture Survey to evaluate how the system as a whole can build on its strengths and strengthen its weaknesses

May 2009

The Friends of the Library organization makes grants totaling \$236,151 to fund special library projects

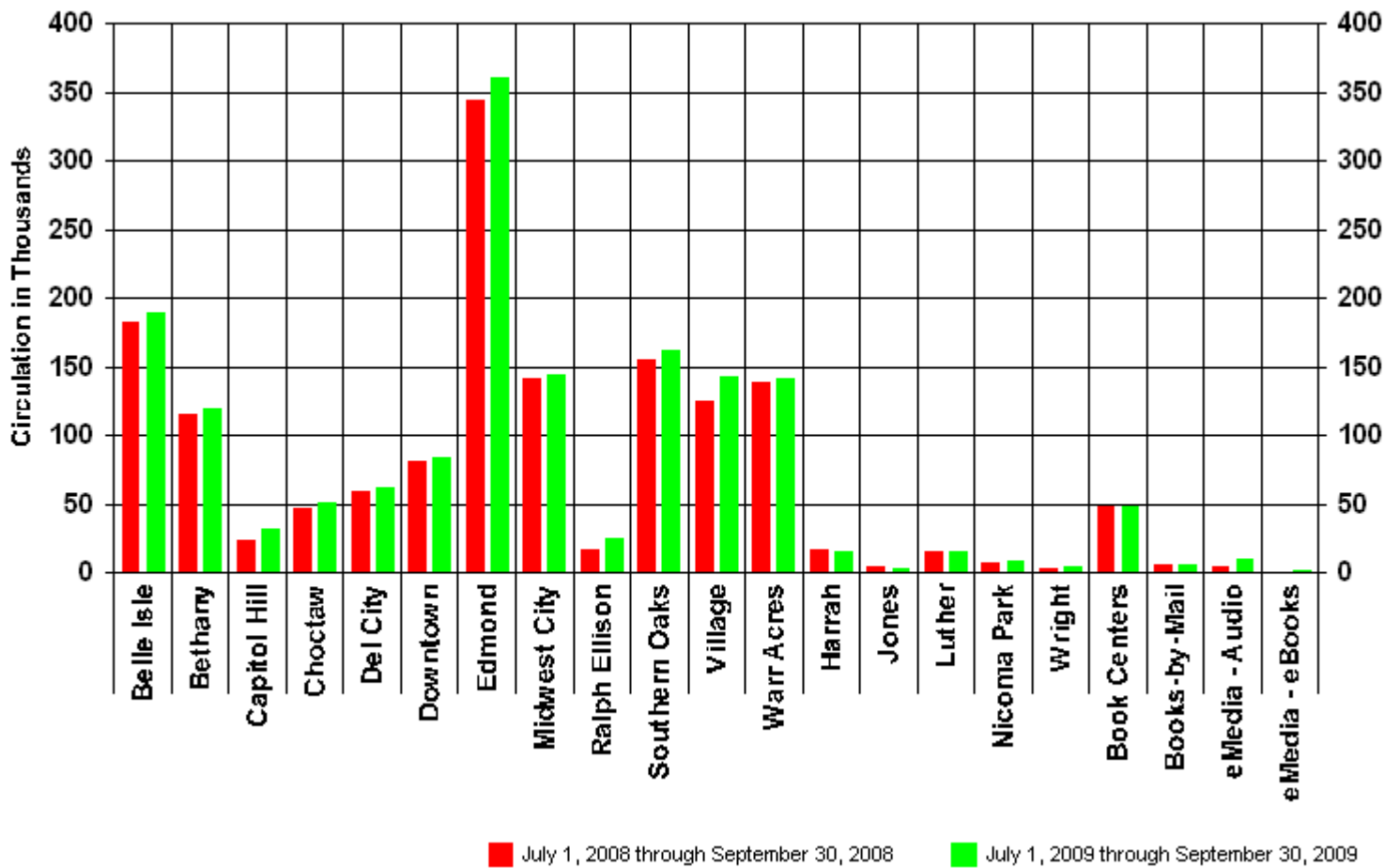
August 2009

Marketing begins running [commercials](#) to educate customers about the resources available at the library



Circulation Gains and Losses

July 1, 2009 through September 30, 2009 (25.00% of the 09-10 Fiscal Year)



Circulation Gains and Losses

July 1, 2009 through September 30, 2009 (25.00% of the 09-10 Fiscal Year)

SEPTEMBER 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	09	42348	136048	14681	45796	57029	181844	
	10	43664	143353	14375	45145	58039	188498	
		1316	7305	-306	-651	1010	6654	3.7
Bethany	09	24538	77827	11758	37466	36296	115293	
	10	25498	81323	11323	37995	36821	119318	
		960	3496	-435	529	525	4025	3.5
Capitol Hill	09	5955	17402	1769	6364	7724	23766	
	10	6763	22798	2600	8831	9363	31629	
		808	5396	831	2467	1639	7863	33.1
Choctaw	09	9546	29074	5973	18255	15519	47329	
	10	10272	31760	6030	19058	16302	50818	
		726	2686	57	803	783	3489	7.4
Del City	09	12501	39492	5288	19780	17789	59272	
	10	13534	42490	5885	19547	19419	62037	
		1033	2998	597	-233	1630	2765	4.7
Downtown	09	19523	62348	5333	18952	24856	81300	
	10	19287	62348	5308	20726	24595	83074	
		-236	0	-25	1774	-261	1774	2.2
Edmond	09	61130	194561	46182	149110	107312	343671	
	10	63970	203839	46796	156630	110766	360469	
		2840	9278	614	7520	3454	16798	4.9
Midwest City	09	31108	99102	12810	42316	43918	141418	
	10	32355	101452	13368	42945	45723	144397	
		1247	2350	558	629	1805	2979	2.1
Ralph Ellison	09	3875	12347	1273	4597	5148	16944	
	10	6018	18321	1645	6009	7663	24330	
		2143	5974	372	1412	2515	7386	43.6
Southern Oaks	09	36759	112550	13432	41916	50191	154466	
	10	37345	118387	13860	43669	51205	162056	
		586	5837	428	1753	1014	7590	4.9
Village	09	19761	85163	8766	38941	28527	124104	
	10	30306	98773	12070	43193	42376	141966	
		10545	13610	3304	4252	13849	17862	14.4
Warr Acres	09	28512	92554	14024	46055	42536	138609	
	10	30662	97453	12367	43376	43029	140829	
		2150	4899	-1657	-2679	493	2220	1.6

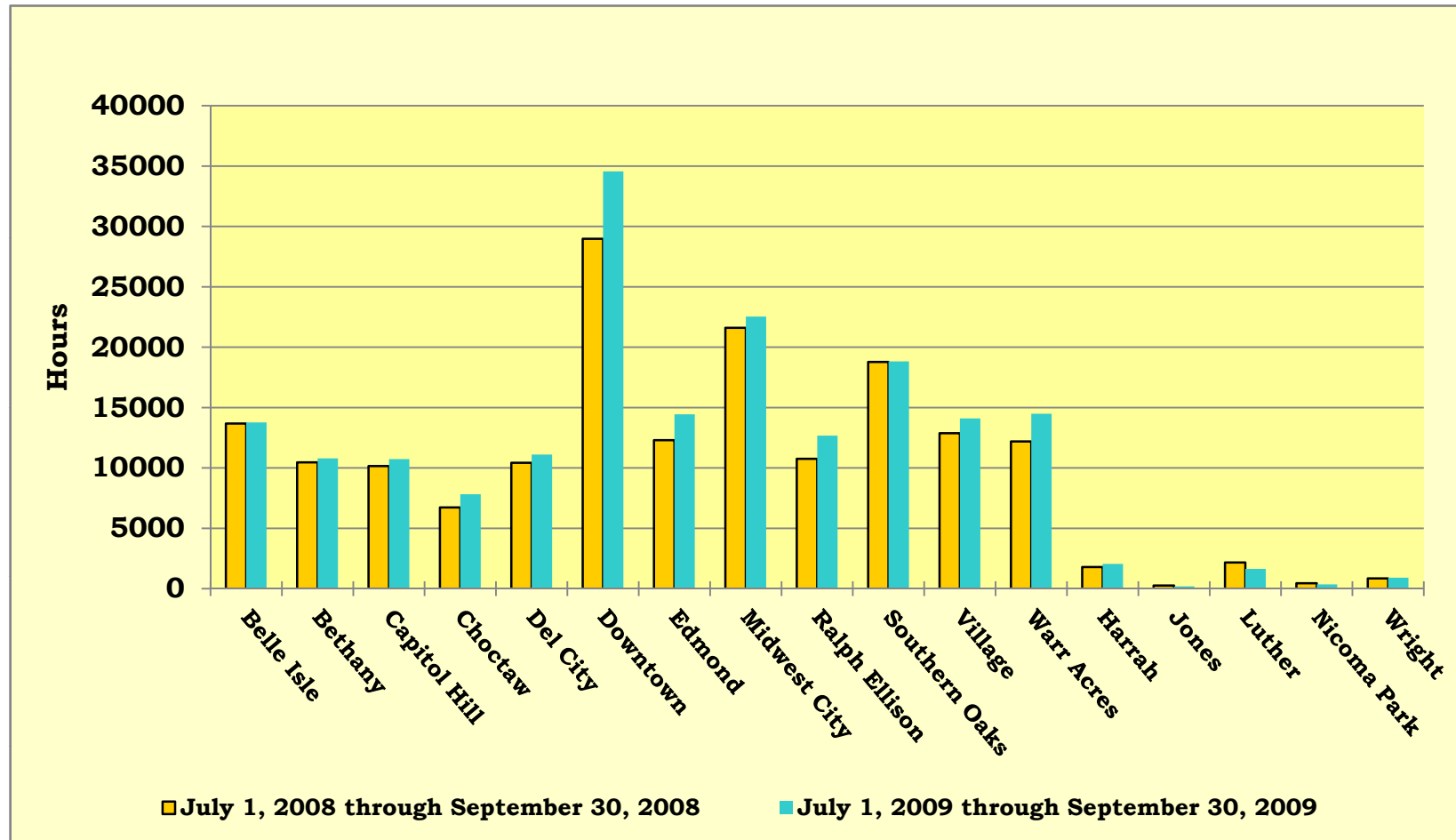
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SEPTEMBER 30, 2009		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
Harrah	09	3954	11412	1743	4740	5697	16152	
	10	3634	10759	1537	4997	5171	15756	
		-320	-653	-206	257	-526	-396	-2.5
Jones	09	712	2537	201	1090	913	3627	
	10	718	2323	181	783	899	3106	
		6	-214	-20	-307	-14	-521	-14.4
Luther	09	3419	10714	1101	3923	4520	14637	
	10	3779	11679	1158	3232	4937	14911	
		360	965	57	-691	417	274	1.9
Nicoma Park	09	1715	5293	412	1490	2127	6783	
	10	2335	6834	510	1958	2845	8792	
		620	1541	98	468	718	2009	29.6
Wright	09	652	1915	67	531	719	2446	
	10	1176	2934	274	973	1450	3907	
		524	1019	207	442	731	1461	59.7
<u>OTHER:</u>								
Book Centers	09	9871	29601	6146	18671	16017	48272	
	10	10049	30167	6085	18422	16134	48589	
		178	566	-61	-249	117	317	.7
Books-by-Mail	09	1372	5190	0	0	1372	5190	
	10	1570	5574	0	0	1570	5574	
		198	384	0	0	198	384	7.4
eMedia - Audio	09	1338	4092	0	0	1338	4092	
	10	3102	9227	0	0	3102	9227	
		1764	5135	0	0	1764	5135	125.5
eMedia - eBooks	09	0	0	0	0	0	0	
	10	273	834	0	0	273	834	
		273	834	0	0	273	834	100.0
TOTALS	09	318589	1029222	150959	499993	469548	1529215	
	10	346310	1102628	155372	517489	501682	1620117	
		27721	73406	4413	17496	32134	90902	5.9

Total Computer Hours Used by Library

July 1, 2009 through September 30, 2009 (25.00% of the 09-10 Fiscal Year)



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Total Computer Usage

July 1, 2009 through September 30, 2009 (25.00% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	09	414		4,634		3,435.38		2,484		18,522		13,674.20	
	10	356		4,488		3,404.61		2,501		18,520		13,773.43	
		-58	-14.0	-146	-3.2	-30.77	-.9	17	.7	-2	.0	99.23	.7
BETHANY	09	250		3,346		2,621.76		1,846		13,666		10,454.73	
	10	266		3,510		2,703.60		1,978		14,173		10,789.35	
		16	6.4	164	4.9	81.84	3.1	132	7.2	507	3.7	334.62	3.2
CAPITOL HILL	09	270		2,984		2,500.98		1,578		12,039		10,150.69	
	10	319		3,366		2,688.31		1,728		13,548		10,724.62	
		49	18.1	382	12.8	187.33	7.5	150	9.5	1,509	12.5	573.93	5.7
CHOCTAW	09	142		1,781		1,570.41		984		7,393		6,723.66	
	10	128		1,840		1,793.20		997		8,161		7,817.25	
		-14	-9.9	59	3.3	222.79	14.2	13	1.3	768	10.4	1,093.59	16.3
DEL CITY	09	255		3,305		2,670.27		1,704		12,902		10,429.35	
	10	270		3,535		2,769.34		1,849		14,158		11,113.10	
		15	5.9	230	7.0	99.07	3.7	145	8.5	1,256	9.7	683.75	6.6
DOWNTOWN	09	317		9,630		7,247.52		2,424		38,896		28,977.75	
	10	361		12,089		9,910.95		2,489		43,665		34,564.28	
		44	13.9	2,459	25.5	2,663.43	36.7	65	2.7	4,769	12.3	5,586.53	19.3
EDMOND	09	218		2,551		2,038.14		2,408		15,985		12,292.23	
	10	378		4,139		3,451.24		2,570		17,927		14,444.25	
		160	73.4	1,588	62.3	1,413.10	69.3	162	6.7	1,942	12.1	2,152.02	17.5
MIDWEST CITY	09	510		6,756		5,474.14		3,481		27,195		21,600.15	
	10	500		6,694		5,583.82		3,608		28,496		22,527.73	
		-10	-2.0	-62	-.9	109.68	2.0	127	3.6	1,301	4.8	927.58	4.3
RALPH ELLISON	09	231		3,964		3,119.28		1,424		13,950		10,750.11	
	10	255		3,901		3,177.15		1,816		16,050		12,672.08	
		24	10.4	-63	-1.6	57.87	1.9	392	27.5	2,100	15.1	1,921.97	17.9

Total Computer Usage

July 1, 2009 through September 30, 2009 (25.00% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	09	529		6,265		4,748.04		3,171		25,631		18,773.45	
	10	526		6,017		4,763.65		3,544		24,721		18,819.63	
		-3	-0.6	-248	-4.0	15.61	.3	373	11.8	-910	-3.6	46.18	.2
VILLAGE	09	394		4,406		3,419.14		2,400		16,810		12,868.85	
	10	396		4,263		3,422.24		2,677		18,397		14,097.66	
		2	.5	-143	-3.2	3.10	.1	277	11.5	1,587	9.4	1,228.81	9.5
WARR ACRES	09	341		4,258		3,430.64		2,066		16,470		12,191.40	
	10	329		4,790		3,574.45		2,272		19,352		14,490.33	
		-12	-3.5	532	12.5	143.81	4.2	206	10.0	2,882	17.5	2,298.93	18.9
HARRAH	09	57		622		466.46		347		2,372		1,791.73	
	10	66		698		518.01		345		2,459		2,049.52	
		9	15.8	76	12.2	51.55	11.1	-2	-0.6	87	3.7	257.79	14.4
JONES	09	3		57		49.41		42		290		256.60	
	10	8		58		59.00		41		231		193.08	
		5	166.7	1	1.8	9.59	19.4	-1	-2.4	-59	-20.3	-63.52	-24.8
LUTHER	09	26		682		516.91		239		2,621		2,171.87	
	10	37		572		429.58		301		2,204		1,636.21	
		11	42.3	-110	-16.1	-87.33	-16.9	62	25.9	-417	-15.9	-535.66	-24.7
NICOMA PARK	09	14		156		104.23		85		562		451.07	
	10	16		119		78.09		108		513		359.42	
		2	14.3	-37	-23.7	-26.14	-25.1	23	27.1	-49	-8.7	-91.65	-20.3
WRIGHT	09	25		299		228.45		99		1,084		845.24	
	10	14		327		239.19		84		1,144		902.42	
		-11	-44.0	28	9.4	10.74	4.7	-15	-15.2	60	5.5	57.18	6.8
TOTAL	09	3,996		55,696		43,641.16		26,782		226,388		174,403.08	
	10	4,225		60,406		48,566.43		28,908		243,719		190,974.36	
		229	5.7	4,710	8.5	4,925.27	11.3	2,126	7.9	17,331	7.7	16,571.28	9.5

Computer Usage by Adult Customers

July 1, 2009 through September 30, 2009 (25.00% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	09	333		3,843		2,841.57		2,043		15,200		11,202.76	
	10	281		3,871		2,966.40		2,087		16,272		12,141.81	
		-52	-15.6	28	.7	124.83	4.4	44	2.2	1,072	7.1	939.05	8.4
BETHANY	09	197		2,428		1,895.57		1,448		10,289		7,813.22	
	10	222		2,768		2,116.77		1,536		10,711		8,106.88	
		25	12.7	340	14.0	221.20	11.7	88	6.1	422	4.1	293.66	3.8
CAPITOL HILL	09	142		1,543		1,396.07		845		5,974		5,327.23	
	10	184		1,959		1,643.38		994		6,938		5,807.71	
		42	29.6	416	27.0	247.31	17.7	149	17.6	964	16.1	480.48	9.0
CHOCTAW	09	103		1,108		992.35		682		4,594		4,163.38	
	10	97		1,296		1,256.96		702		5,207		4,920.28	
		-6	-5.8	188	17.0	264.61	26.7	20	2.9	613	13.3	756.90	18.2
DEL CITY	09	197		2,379		1,919.45		1,298		8,887		7,197.79	
	10	211		2,556		2,000.28		1,384		10,425		8,197.38	
		14	7.1	177	7.4	80.83	4.2	86	6.6	1,538	17.3	999.59	13.9
DOWNTOWN	09	263		8,453		6,338.88		1,992		33,784		25,065.68	
	10	292		11,249		9,195.18		2,036		40,199		31,693.20	
		29	11.0	2,796	33.1	2,856.30	45.1	44	2.2	6,415	19.0	6,627.52	26.4
EDMOND	09	170		2,153		1,723.24		1,967		13,028		10,009.79	
	10	316		3,477		2,937.30		2,115		15,249		12,294.01	
		146	85.9	1,324	61.5	1,214.06	70.5	148	7.5	2,221	17.0	2,284.22	22.8
MIDWEST CITY	09	420		4,749		3,984.97		2,703		18,453		15,207.76	
	10	424		5,042		4,264.28		2,823		21,016		16,834.98	
		4	1.0	293	6.2	279.31	7.0	120	4.4	2,563	13.9	1,627.22	10.7
RALPH ELLISON	09	166		2,219		1,835.82		961		6,832		5,543.46	
	10	198		2,447		1,982.48		1,348		9,546		7,401.80	
		32	19.3	228	10.3	146.66	8.0	387	40.3	2,714	39.7	1,858.34	33.5

Computer Usage by Adult Customers

July 1, 2009 through September 30, 2009 (25.00% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	09	388		4,146		3,222.69		2,252		15,035		11,531.97	
	10	393		4,305		3,445.31		2,551		16,338		12,692.94	
		5	1.3	159	3.8	222.62	6.9	299	13.3	1,303	8.7	1,160.97	10.1
VILLAGE	09	310		3,364		2,577.52		1,876		12,342		9,402.19	
	10	313		3,193		2,577.35		2,115		13,219		10,266.77	
		3	1.0	-171	-5.1	-17	.0	239	12.7	877	7.1	864.58	9.2
WARR ACRES	09	286		3,046		2,490.26		1,635		11,510		8,599.81	
	10	257		3,384		2,573.99		1,770		13,684		10,361.20	
		-29	-10.1	338	11.1	83.73	3.4	135	8.3	2,174	18.9	1,761.39	20.5
HARRAH	09	38		387		283.06		215		1,506		1,150.46	
	10	40		456		331.89		227		1,385		1,063.70	
		2	5.3	69	17.8	48.83	17.3	12	5.6	-121	-8.0	-86.76	-7.5
JONES	09	2		30		22.13		21		120		84.35	
	10	6		47		49.24		28		161		128.62	
		4	200.0	17	56.7	27.11	122.5	7	33.3	41	34.2	44.27	52.5
LUTHER	09	16		302		229.36		120		1,141		931.24	
	10	24		322		262.02		156		1,122		968.95	
		8	50.0	20	6.6	32.66	14.2	36	30.0	-19	-1.7	37.71	4.0
NICOMA PARK	09	12		118		73.53		65		420		315.68	
	10	9		94		64.33		82		424		302.07	
		-3	-25.0	-24	-20.3	-9.20	-12.5	17	26.2	4	1.0	-13.61	-4.3
WRIGHT	09	20		237		188.14		69		798		626.21	
	10	9		281		206.51		66		944		750.73	
		-11	-55.0	44	18.6	18.37	9.8	-3	-4.3	146	18.3	124.52	19.9
TOTAL	09	3,063		40,505		32,014.61		20,192		159,913		124,172.98	
	10	3,276		46,747		37,873.67		22,020		182,840		143,933.03	
		213	7.0	6,242	15.4	5,859.06	18.3	1,828	9.1	22,927	14.3	19,760.05	15.9

Computer Usage by Minor Customers

July 1, 2009 through September 30, 2009 (25.00% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	09	81		791		593.81		441		3,322		2,471.44	
	10	75		617		438.21		414		2,248		1,631.62	
		-6	-7.4	-174	-22.0	-155.60	-26.2	-27	-6.1	-1,074	-32.3	-839.82	-34.0
BETHANY	09	53		918		726.19		398		3,377		2,641.51	
	10	44		742		586.83		442		3,462		2,682.47	
		-9	-17.0	-176	-19.2	-139.36	-19.2	44	11.1	85	2.5	40.96	1.6
CAPITOL HILL	09	128		1,441		1,104.91		733		6,065		4,823.46	
	10	135		1,407		1,044.93		734		6,610		4,916.91	
		7	5.5	-34	-2.4	-59.98	-5.4	1	.1	545	9.0	93.45	1.9
CHOCTAW	09	39		673		578.06		302		2,799		2,560.28	
	10	31		544		536.24		295		2,954		2,896.97	
		-8	-20.5	-129	-19.2	-41.82	-7.2	-7	-2.3	155	5.5	336.69	13.2
DEL CITY	09	58		926		750.82		406		4,015		3,231.56	
	10	59		979		769.06		465		3,733		2,915.72	
		1	1.7	53	5.7	18.24	2.4	59	14.5	-282	-7.0	-315.84	-9.8
DOWNTOWN	09	54		1,177		908.64		432		5,112		3,912.07	
	10	69		840		715.77		453		3,466		2,871.08	
		15	27.8	-337	-28.6	-192.87	-21.2	21	4.9	-1,646	-32.2	-1,040.99	-26.6
EDMOND	09	48		398		314.90		441		2,957		2,282.44	
	10	62		662		513.94		455		2,678		2,150.24	
		14	29.2	264	66.3	199.04	63.2	14	3.2	-279	-9.4	-132.20	-5.8
MIDWEST CITY	09	90		2,007		1,489.17		778		8,742		6,392.39	
	10	76		1,652		1,319.54		785		7,480		5,692.75	
		-14	-15.6	-355	-17.7	-169.63	-11.4	7	.9	-1,262	-14.4	-699.64	-10.9
RALPH ELLISON	09	65		1,745		1,283.46		463		7,118		5,206.65	
	10	57		1,454		1,194.67		468		6,504		5,270.28	
		-8	-12.3	-291	-16.7	-88.79	-6.9	5	1.1	-614	-8.6	63.63	1.2

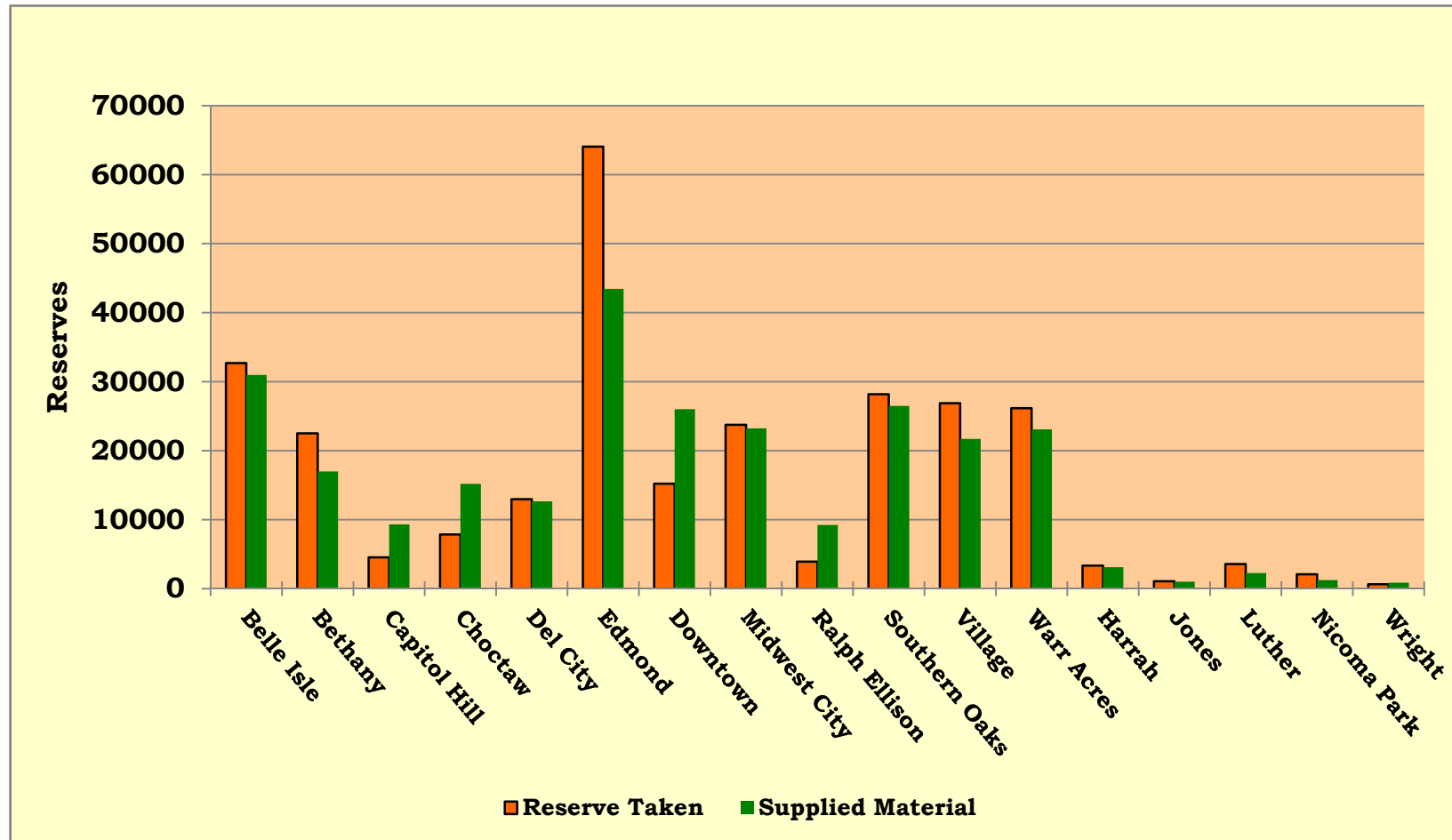
Computer Usage by Minor Customers

July 1, 2009 through September 30, 2009 (25.00% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	09	141		2,119		1,525.35		919		10,596		7,241.48	
	10	133		1,712		1,318.34		993		8,383		6,126.69	
		-8	-5.7	-407	-19.2	-207.01	-13.6	74	8.1	-2,213	-20.9	-1,114.79	-15.4
VILLAGE	09	84		1,042		841.62		524		4,468		3,466.66	
	10	83		1,070		844.89		562		5,178		3,830.89	
		-1	-1.2	28	2.7	3.27	.4	38	7.3	710	15.9	364.23	10.5
WARR ACRES	09	55		1,212		940.38		431		4,960		3,591.59	
	10	72		1,406		1,000.46		502		5,668		4,129.13	
		17	30.9	194	16.0	60.08	6.4	71	16.5	708	14.3	537.54	15.0
HARRAH	09	19		235		183.40		132		866		641.27	
	10	26		242		186.12		118		1,074		985.82	
		7	36.8	7	3.0	2.72	1.5	-14	-10.6	208	24.0	344.55	53.7
JONES	09	1		27		27.28		21		170		172.25	
	10	2		11		9.76		13		70		64.46	
		1	100.0	-16	-59.3	-17.52	-64.2	-8	-38.1	-100	-58.8	-107.79	-62.6
LUTHER	09	10		380		287.55		119		1,480		1,240.63	
	10	13		250		167.56		145		1,082		667.26	
		3	30.0	-130	-34.2	-119.99	-41.7	26	21.8	-398	-26.9	-573.37	-46.2
NICOMA PARK	09	2		38		30.70		20		142		135.39	
	10	7		25		13.76		26		89		57.35	
		5	250.0	-13	-34.2	-16.94	-55.2	6	30.0	-53	-37.3	-78.04	-57.6
WRIGHT	09	5		62		40.31		30		286		219.03	
	10	5		46		32.68		18		200		151.69	
			.0	-16	-25.8	-7.63	-18.9	-12	-40.0	-86	-30.1	-67.34	-30.7
TOTAL	09	933		15,191		11,626.55		6,590		66,475		50,230.10	
	10	949		13,659		10,692.76		6,888		60,879		47,041.33	
		16	1.7	-1,532	-10.1	-933.79	-8.0	298	4.5	-5,596	-8.4	-3,188.77	-6.3

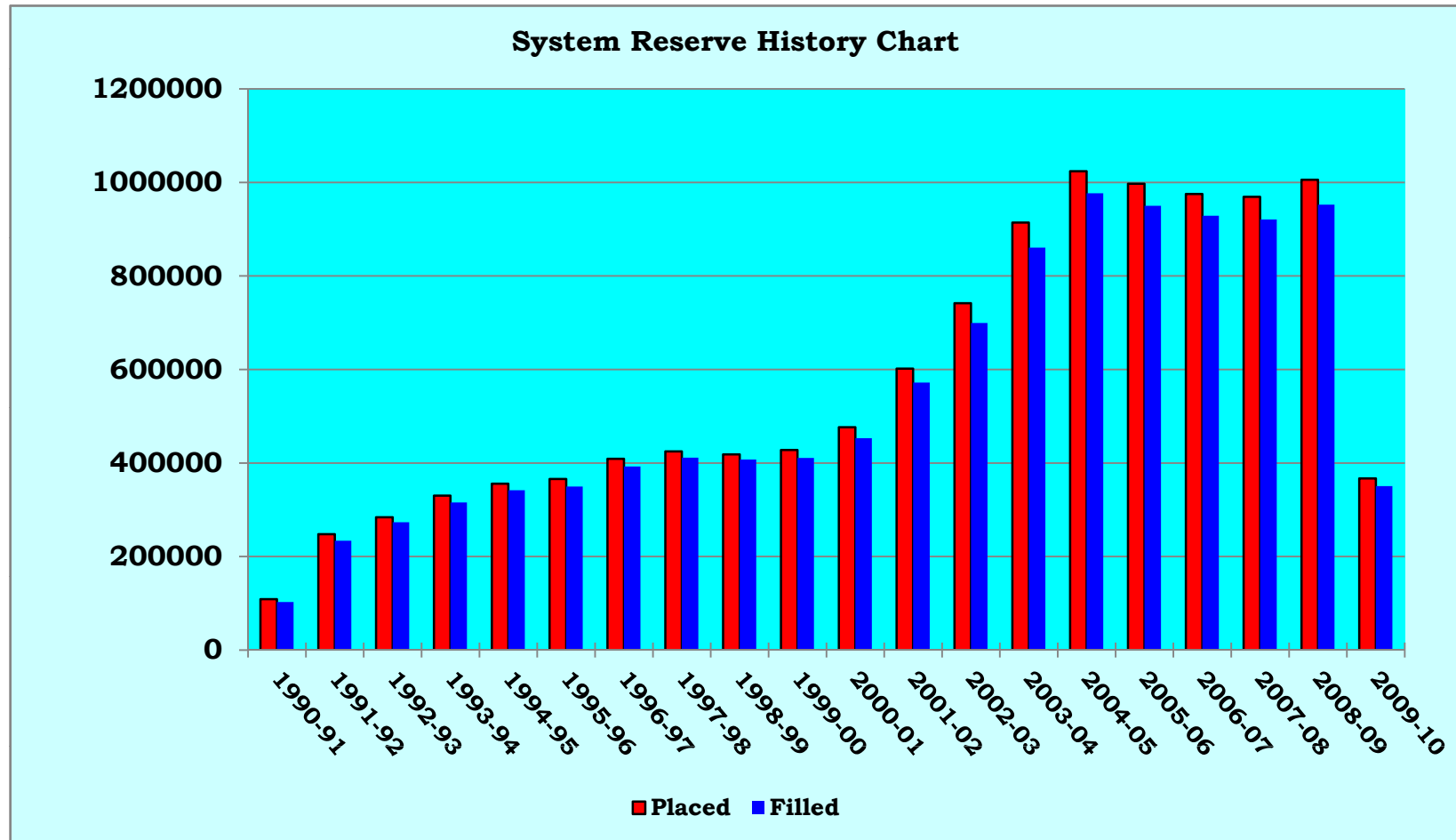
System Reserve Report

July 1, 2009 through September 30, 2009 (25.00% of the 09-10 Fiscal Year)



System Reserve Report

July 1, 2009 through September 30, 2009 (25.00% of the 09-10 Fiscal Year)



System Reserves Report

July 1, 2009 through September 30, 2009 (25.00% of the 09-10 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	09	9,821	31,158		9,423	29,773	
	10	10,171	32,700		9,637	30,776	
		350	1,542	4.9	214	1,003	3.4
BETHANY	09	6,362	19,268		6,187	18,432	
	10	7,165	22,502		6,849	21,362	
		803	3,234	16.8	662	2,930	15.9
CAPITOL HILL	09	947	2,977		868	2,681	
	10	1,389	4,541		1,306	4,174	
		442	1,564	52.5	438	1,493	55.7
CHOCTAW	09	2,621	7,470		2,528	7,067	
	10	2,617	7,861		2,557	7,439	
		-4	391	5.2	29	372	5.3
DEL CITY	09	3,731	11,563		3,605	11,111	
	10	4,329	12,959		3,922	12,003	
		598	1,396	12.1	317	892	8.0
EDMOND	09	18,333	57,899		17,844	55,739	
	10	19,455	64,055		19,068	61,461	
		1,122	6,156	10.6	1,224	5,722	10.3
DOWNTOWN	09	4,791	15,015		4,524	14,207	
	10	4,612	15,218		4,465	14,371	
		-179	203	1.4	-59	164	1.2
MIDWEST CITY	09	7,487	23,484		7,123	22,407	
	10	7,494	23,743		7,406	22,909	
		7	259	1.1	283	502	2.2
RALPH ELLISON	09	945	2,530		926	2,412	
	10	1,325	3,921		1,324	3,746	
		380	1,391	55.0	398	1,334	55.3
SOUTHERN OAKS	09	8,387	25,606		8,048	24,406	
	10	8,823	28,172		8,440	26,966	
		436	2,566	10.0	392	2,560	10.5
VILLAGE	09	6,215	23,950		2,877	19,691	
	10	8,028	26,886		7,535	25,464	
		1,813	2,936	12.3	4,658	5,773	29.3
WARR ACRES	09	8,227	24,564		7,949	23,674	
	10	7,895	26,159		7,654	25,254	
		-332	1,595	6.5	-295	1,580	6.7

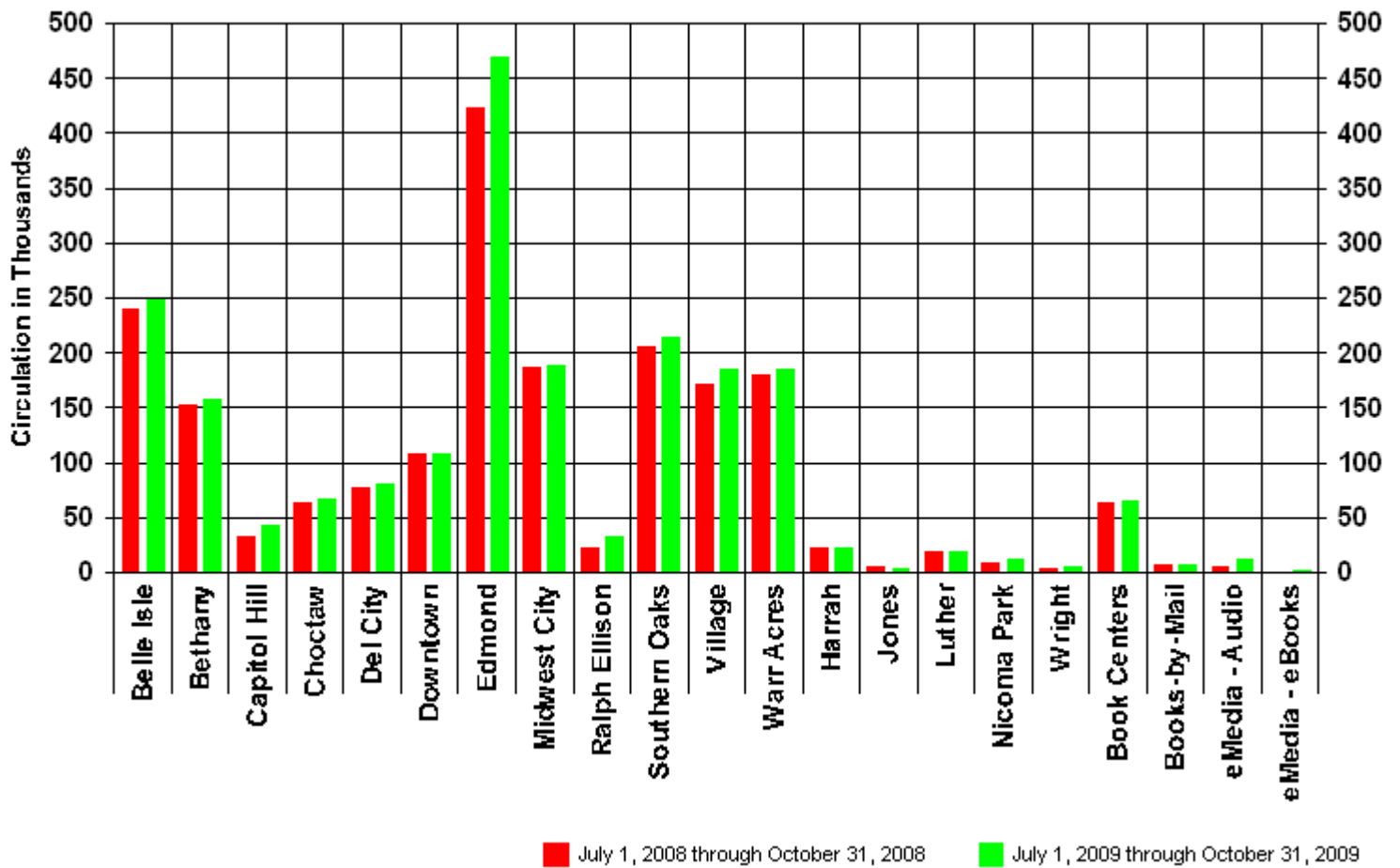
System Reserves Report

July 1, 2009 through September 30, 2009 (25.00% of the 09-10 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	09	1,446	3,582		1,336	3,345	
	10	1,179	3,348		1,101	3,159	
		-267	-234	-6.5	-235	-186	-5.6
JONES	09	338	1,182		338	1,140	
	10	317	1,066		321	1,006	
		-21	-116	-9.8	-17	-134	-11.8
LUTHER	09	1,060	2,996		926	2,815	
	10	1,132	3,571		1,098	3,311	
		72	575	19.2	172	496	17.6
NICOMA PARK	09	546	1,953		538	1,876	
	10	671	2,081		639	1,846	
		125	128	6.6	101	-30	-1.6
WRIGHT	09	155	487		159	492	
	10	207	630		196	588	
		52	143	29.4	37	96	19.5
BOOKS-BY-MAIL	09	464	1,573		390	1,492	
	10	462	1,458		440	1,346	
		-2	-115	-7.3	50	-146	-9.8
TOTAL	09	81,876	257,257		75,589	242,760	
	10	87,271	280,871		83,958	267,181	
		5,395	23,614	9.2	8,369	24,421	10.1

Circulation Gains and Losses

July 1, 2009 through October 31, 2009 (33.33% of the 09-10 Fiscal Year)



Circulation Gains and Losses

July 1, 2009 through October 31, 2009 (33.33% of the 09-10 Fiscal Year)

OCTOBER 31, 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	09	42781	178829	14882	60678	57663	239507	
	10	44161	187514	14927	60072	59088	247586	
		1380	8685	45	-606	1425	8079	3.4
Bethany	09	25242	103069	11932	49398	37174	152467	
	10	26114	107437	11435	49430	37549	156867	
		872	4368	-497	32	375	4400	2.9
Capitol Hill	09	6276	23678	3203	9567	9479	33245	
	10	7466	30264	3642	12473	11108	42737	
		1190	6586	439	2906	1629	9492	28.6
Choctaw	09	9855	38929	6125	24380	15980	63309	
	10	10058	41818	6363	25421	16421	67239	
		203	2889	238	1041	441	3930	6.2
Del City	09	12835	52327	5535	25315	18370	77642	
	10	13532	56022	5672	25219	19204	81241	
		697	3695	137	-96	834	3599	4.6
Downtown	09	20333	82681	6040	24992	26373	107673	
	10	18972	81320	6182	26908	25154	108228	
		-1361	-1361	142	1916	-1219	555	.5
Edmond	09	44714	239275	35255	184365	79969	423640	
	10	62620	266459	45894	202524	108514	468983	
		17906	27184	10639	18159	28545	45343	10.7
Midwest City	09	31305	130407	13571	55887	44876	186294	
	10	31849	133301	12803	55748	44652	189049	
		544	2894	-768	-139	-224	2755	1.5
Ralph Ellison	09	4546	16893	1399	5996	5945	22889	
	10	6244	24565	2085	8094	8329	32659	
		1698	7672	686	2098	2384	9770	42.7
Southern Oaks	09	36175	148725	14177	56093	50352	204818	
	10	37416	155803	15522	59191	52938	214994	
		1241	7078	1345	3098	2586	10176	5.0
Village	09	32019	117182	14485	53426	46504	170608	
	10	31046	129819	12426	55619	43472	185438	
		-973	12637	-2059	2193	-3032	14830	8.7
Warr Acres	09	26844	119398	14007	60062	40851	179460	
	10	30923	128376	12626	56002	43549	184378	
		4079	8978	-1381	-4060	2698	4918	2.7

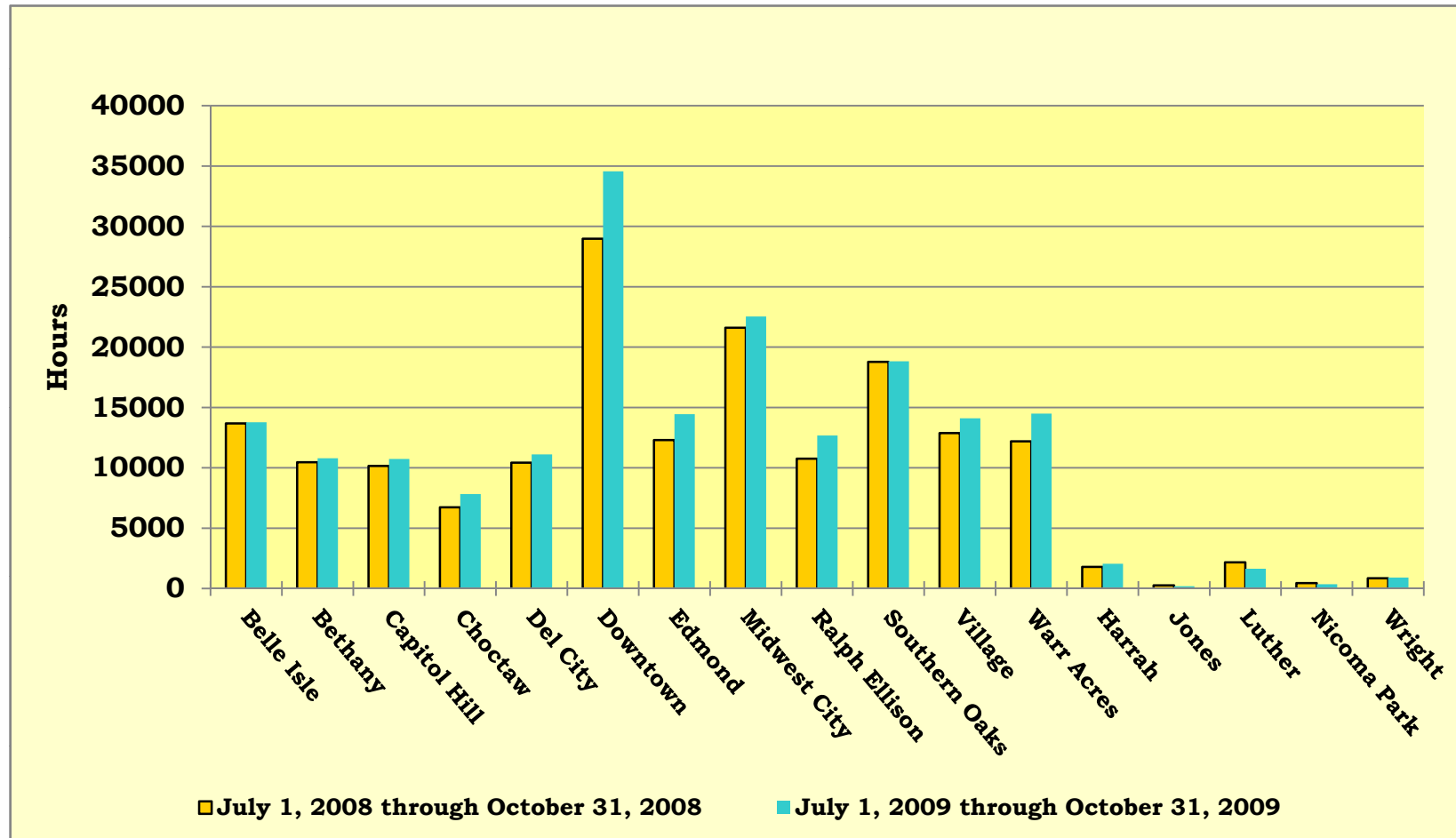
Circulation Gains and Losses

July 1, 2009 through October 31, 2009 (33.33% of the 09-10 Fiscal Year)

OCTOBER 31, 2009		<u>ADULT</u> <u>MONTH</u>	<u>ADULT</u> <u>YEAR</u>	<u>JUVENILE</u> <u>MONTH</u>	<u>JUVENILE</u> <u>YEAR</u>	<u>TOTAL</u> <u>MONTH</u>	<u>TOTAL</u> <u>YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
Harrah	09	3868	15280	2057	6797	5925	22077	
	10	3999	14758	1920	6917	5919	21675	
		131	-522	-137	120	-6	-402	-1.8
Jones	09	670	3207	248	1338	918	4545	
	10	649	2972	231	1014	880	3986	
		-21	-235	-17	-324	-38	-559	-12.3
Luther	09	3680	14394	1003	4926	4683	19320	
	10	3513	15192	999	4231	4512	19423	
		-167	798	-4	-695	-171	103	.5
Nicoma Park	09	1727	7020	336	1826	2063	8846	
	10	2406	9240	615	2573	3021	11813	
		679	2220	279	747	958	2967	33.5
Wright	09	870	2785	169	700	1039	3485	
	10	866	3800	216	1189	1082	4989	
		-4	1015	47	489	43	1504	43.2
<u>OTHER:</u>								
Book Centers	09	9899	39500	6140	24811	16039	64311	
	10	10145	40312	6103	24525	16248	64837	
		246	812	-37	-286	209	526	.8
Books-by-Mail	09	1852	7042	0	0	1852	7042	
	10	1871	7445	0	0	1871	7445	
		19	403	0	0	19	403	5.7
eMedia - Audio	09	1731	5823	0	0	1731	5823	
	10	3194	12421	0	0	3194	12421	
		1463	6598	0	0	1463	6598	113.3
eMedia - eBooks	09	0	0	0	0	0	0	
	10	372	1206	0	0	372	1206	
		372	1206	0	0	372	1206	100.0
TOTALS	09	317222	1346444	150564	650557	467786	1997001	
	10	347416	1450044	159661	677150	507077	2127194	
		30194	103600	9097	26593	39291	130193	6.5

Total Computer Hours Used by Library

July 1, 2009 through October 31, 2009 (33.33% of the 09-10 Fiscal Year)



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Total Computer Usage

July 1, 2009 through October 31, 2009 (33.33% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	09	414		4,634		3,435.38		2,484		18,522		13,674.20	
	10	356		4,488		3,404.61		2,501		18,520		13,773.43	
		-58	-14.0	-146	-3.2	-30.77	-.9	17	.7	-2	.0	99.23	.7
BETHANY	09	250		3,346		2,621.76		1,846		13,666		10,454.73	
	10	266		3,510		2,703.60		1,978		14,173		10,789.35	
		16	6.4	164	4.9	81.84	3.1	132	7.2	507	3.7	334.62	3.2
CAPITOL HILL	09	270		2,984		2,500.98		1,578		12,039		10,150.69	
	10	319		3,366		2,688.31		1,728		13,548		10,724.62	
		49	18.1	382	12.8	187.33	7.5	150	9.5	1,509	12.5	573.93	5.7
CHOCTAW	09	142		1,781		1,570.41		984		7,393		6,723.66	
	10	128		1,840		1,793.20		997		8,161		7,817.25	
		-14	-9.9	59	3.3	222.79	14.2	13	1.3	768	10.4	1,093.59	16.3
DEL CITY	09	255		3,305		2,670.27		1,704		12,902		10,429.35	
	10	270		3,535		2,769.34		1,849		14,158		11,113.10	
		15	5.9	230	7.0	99.07	3.7	145	8.5	1,256	9.7	683.75	6.6
DOWNTOWN	09	317		9,630		7,247.52		2,424		38,896		28,977.75	
	10	361		12,089		9,910.95		2,489		43,665		34,564.28	
		44	13.9	2,459	25.5	2,663.43	36.7	65	2.7	4,769	12.3	5,586.53	19.3
EDMOND	09	218		2,551		2,038.14		2,408		15,985		12,292.23	
	10	378		4,139		3,451.24		2,570		17,927		14,444.25	
		160	73.4	1,588	62.3	1,413.10	69.3	162	6.7	1,942	12.1	2,152.02	17.5
MIDWEST CITY	09	510		6,756		5,474.14		3,481		27,195		21,600.15	
	10	500		6,694		5,583.82		3,608		28,496		22,527.73	
		-10	-2.0	-62	-.9	109.68	2.0	127	3.6	1,301	4.8	927.58	4.3
RALPH ELLISON	09	231		3,964		3,119.28		1,424		13,950		10,750.11	
	10	255		3,901		3,177.15		1,816		16,050		12,672.08	
		24	10.4	-63	-1.6	57.87	1.9	392	27.5	2,100	15.1	1,921.97	17.9

Total Computer Usage

July 1, 2009 through October 31, 2009 (33.33% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	09	529		6,265		4,748.04		3,171		25,631		18,773.45	
	10	526		6,017		4,763.65		3,544		24,721		18,819.63	
		-3	-0.6	-248	-4.0	15.61	.3	373	11.8	-910	-3.6	46.18	.2
VILLAGE	09	394		4,406		3,419.14		2,400		16,810		12,868.85	
	10	396		4,263		3,422.24		2,677		18,397		14,097.66	
		2	.5	-143	-3.2	3.10	.1	277	11.5	1,587	9.4	1,228.81	9.5
WARR ACRES	09	341		4,258		3,430.64		2,066		16,470		12,191.40	
	10	329		4,790		3,574.45		2,272		19,352		14,490.33	
		-12	-3.5	532	12.5	143.81	4.2	206	10.0	2,882	17.5	2,298.93	18.9
HARRAH	09	57		622		466.46		347		2,372		1,791.73	
	10	66		698		518.01		345		2,459		2,049.52	
		9	15.8	76	12.2	51.55	11.1	-2	-0.6	87	3.7	257.79	14.4
JONES	09	3		57		49.41		42		290		256.60	
	10	8		58		59.00		41		231		193.08	
		5	166.7	1	1.8	9.59	19.4	-1	-2.4	-59	-20.3	-63.52	-24.8
LUTHER	09	26		682		516.91		239		2,621		2,171.87	
	10	37		572		429.58		301		2,204		1,636.21	
		11	42.3	-110	-16.1	-87.33	-16.9	62	25.9	-417	-15.9	-535.66	-24.7
NICOMA PARK	09	14		156		104.23		85		562		451.07	
	10	16		119		78.09		108		513		359.42	
		2	14.3	-37	-23.7	-26.14	-25.1	23	27.1	-49	-8.7	-91.65	-20.3
WRIGHT	09	25		299		228.45		99		1,084		845.24	
	10	14		327		239.19		84		1,144		902.42	
		-11	-44.0	28	9.4	10.74	4.7	-15	-15.2	60	5.5	57.18	6.8
TOTAL	09	3,996		55,696		43,641.16		26,782		226,388		174,403.08	
	10	4,225		60,406		48,566.43		28,908		243,719		190,974.36	
		229	5.7	4,710	8.5	4,925.27	11.3	2,126	7.9	17,331	7.7	16,571.28	9.5

Computer Usage by Adult Customers

July 1, 2009 through October 31, 2009 (33.33% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	09	333		3,843		2,841.57		2,043		15,200		11,202.76	
	10	281		3,871		2,966.40		2,087		16,272		12,141.81	
		-52	-15.6	28	.7	124.83	4.4	44	2.2	1,072	7.1	939.05	8.4
BETHANY	09	197		2,428		1,895.57		1,448		10,289		7,813.22	
	10	222		2,768		2,116.77		1,536		10,711		8,106.88	
		25	12.7	340	14.0	221.20	11.7	88	6.1	422	4.1	293.66	3.8
CAPITOL HILL	09	142		1,543		1,396.07		845		5,974		5,327.23	
	10	184		1,959		1,643.38		994		6,938		5,807.71	
		42	29.6	416	27.0	247.31	17.7	149	17.6	964	16.1	480.48	9.0
CHOCTAW	09	103		1,108		992.35		682		4,594		4,163.38	
	10	97		1,296		1,256.96		702		5,207		4,920.28	
		-6	-5.8	188	17.0	264.61	26.7	20	2.9	613	13.3	756.90	18.2
DEL CITY	09	197		2,379		1,919.45		1,298		8,887		7,197.79	
	10	211		2,556		2,000.28		1,384		10,425		8,197.38	
		14	7.1	177	7.4	80.83	4.2	86	6.6	1,538	17.3	999.59	13.9
DOWNTOWN	09	263		8,453		6,338.88		1,992		33,784		25,065.68	
	10	292		11,249		9,195.18		2,036		40,199		31,693.20	
		29	11.0	2,796	33.1	2,856.30	45.1	44	2.2	6,415	19.0	6,627.52	26.4
EDMOND	09	170		2,153		1,723.24		1,967		13,028		10,009.79	
	10	316		3,477		2,937.30		2,115		15,249		12,294.01	
		146	85.9	1,324	61.5	1,214.06	70.5	148	7.5	2,221	17.0	2,284.22	22.8
MIDWEST CITY	09	420		4,749		3,984.97		2,703		18,453		15,207.76	
	10	424		5,042		4,264.28		2,823		21,016		16,834.98	
		4	1.0	293	6.2	279.31	7.0	120	4.4	2,563	13.9	1,627.22	10.7
RALPH ELLISON	09	166		2,219		1,835.82		961		6,832		5,543.46	
	10	198		2,447		1,982.48		1,348		9,546		7,401.80	
		32	19.3	228	10.3	146.66	8.0	387	40.3	2,714	39.7	1,858.34	33.5

Computer Usage by Adult Customers

July 1, 2009 through October 31, 2009 (33.33% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	09	388		4,146		3,222.69		2,252		15,035		11,531.97	
	10	393		4,305		3,445.31		2,551		16,338		12,692.94	
		5	1.3	159	3.8	222.62	6.9	299	13.3	1,303	8.7	1,160.97	10.1
VILLAGE	09	310		3,364		2,577.52		1,876		12,342		9,402.19	
	10	313		3,193		2,577.35		2,115		13,219		10,266.77	
		3	1.0	-171	-5.1	-17	.0	239	12.7	877	7.1	864.58	9.2
WARR ACRES	09	286		3,046		2,490.26		1,635		11,510		8,599.81	
	10	257		3,384		2,573.99		1,770		13,684		10,361.20	
		-29	-10.1	338	11.1	83.73	3.4	135	8.3	2,174	18.9	1,761.39	20.5
HARRAH	09	38		387		283.06		215		1,506		1,150.46	
	10	40		456		331.89		227		1,385		1,063.70	
		2	5.3	69	17.8	48.83	17.3	12	5.6	-121	-8.0	-86.76	-7.5
JONES	09	2		30		22.13		21		120		84.35	
	10	6		47		49.24		28		161		128.62	
		4	200.0	17	56.7	27.11	122.5	7	33.3	41	34.2	44.27	52.5
LUTHER	09	16		302		229.36		120		1,141		931.24	
	10	24		322		262.02		156		1,122		968.95	
		8	50.0	20	6.6	32.66	14.2	36	30.0	-19	-1.7	37.71	4.0
NICOMA PARK	09	12		118		73.53		65		420		315.68	
	10	9		94		64.33		82		424		302.07	
		-3	-25.0	-24	-20.3	-9.20	-12.5	17	26.2	4	1.0	-13.61	-4.3
WRIGHT	09	20		237		188.14		69		798		626.21	
	10	9		281		206.51		66		944		750.73	
		-11	-55.0	44	18.6	18.37	9.8	-3	-4.3	146	18.3	124.52	19.9
TOTAL	09	3,063		40,505		32,014.61		20,192		159,913		124,172.98	
	10	3,276		46,747		37,873.67		22,020		182,840		143,933.03	
		213	7.0	6,242	15.4	5,859.06	18.3	1,828	9.1	22,927	14.3	19,760.05	15.9

Computer Usage by Minor Customers

July 1, 2009 through October 31, 2009 (33.33% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	09	81		791		593.81		441		3,322		2,471.44	
	10	75		617		438.21		414		2,248		1,631.62	
		-6	-7.4	-174	-22.0	-155.60	-26.2	-27	-6.1	-1,074	-32.3	-839.82	-34.0
BETHANY	09	53		918		726.19		398		3,377		2,641.51	
	10	44		742		586.83		442		3,462		2,682.47	
		-9	-17.0	-176	-19.2	-139.36	-19.2	44	11.1	85	2.5	40.96	1.6
CAPITOL HILL	09	128		1,441		1,104.91		733		6,065		4,823.46	
	10	135		1,407		1,044.93		734		6,610		4,916.91	
		7	5.5	-34	-2.4	-59.98	-5.4	1	.1	545	9.0	93.45	1.9
CHOCTAW	09	39		673		578.06		302		2,799		2,560.28	
	10	31		544		536.24		295		2,954		2,896.97	
		-8	-20.5	-129	-19.2	-41.82	-7.2	-7	-2.3	155	5.5	336.69	13.2
DEL CITY	09	58		926		750.82		406		4,015		3,231.56	
	10	59		979		769.06		465		3,733		2,915.72	
		1	1.7	53	5.7	18.24	2.4	59	14.5	-282	-7.0	-315.84	-9.8
DOWNTOWN	09	54		1,177		908.64		432		5,112		3,912.07	
	10	69		840		715.77		453		3,466		2,871.08	
		15	27.8	-337	-28.6	-192.87	-21.2	21	4.9	-1,646	-32.2	-1,040.99	-26.6
EDMOND	09	48		398		314.90		441		2,957		2,282.44	
	10	62		662		513.94		455		2,678		2,150.24	
		14	29.2	264	66.3	199.04	63.2	14	3.2	-279	-9.4	-132.20	-5.8
MIDWEST CITY	09	90		2,007		1,489.17		778		8,742		6,392.39	
	10	76		1,652		1,319.54		785		7,480		5,692.75	
		-14	-15.6	-355	-17.7	-169.63	-11.4	7	.9	-1,262	-14.4	-699.64	-10.9
RALPH ELLISON	09	65		1,745		1,283.46		463		7,118		5,206.65	
	10	57		1,454		1,194.67		468		6,504		5,270.28	
		-8	-12.3	-291	-16.7	-88.79	-6.9	5	1.1	-614	-8.6	63.63	1.2

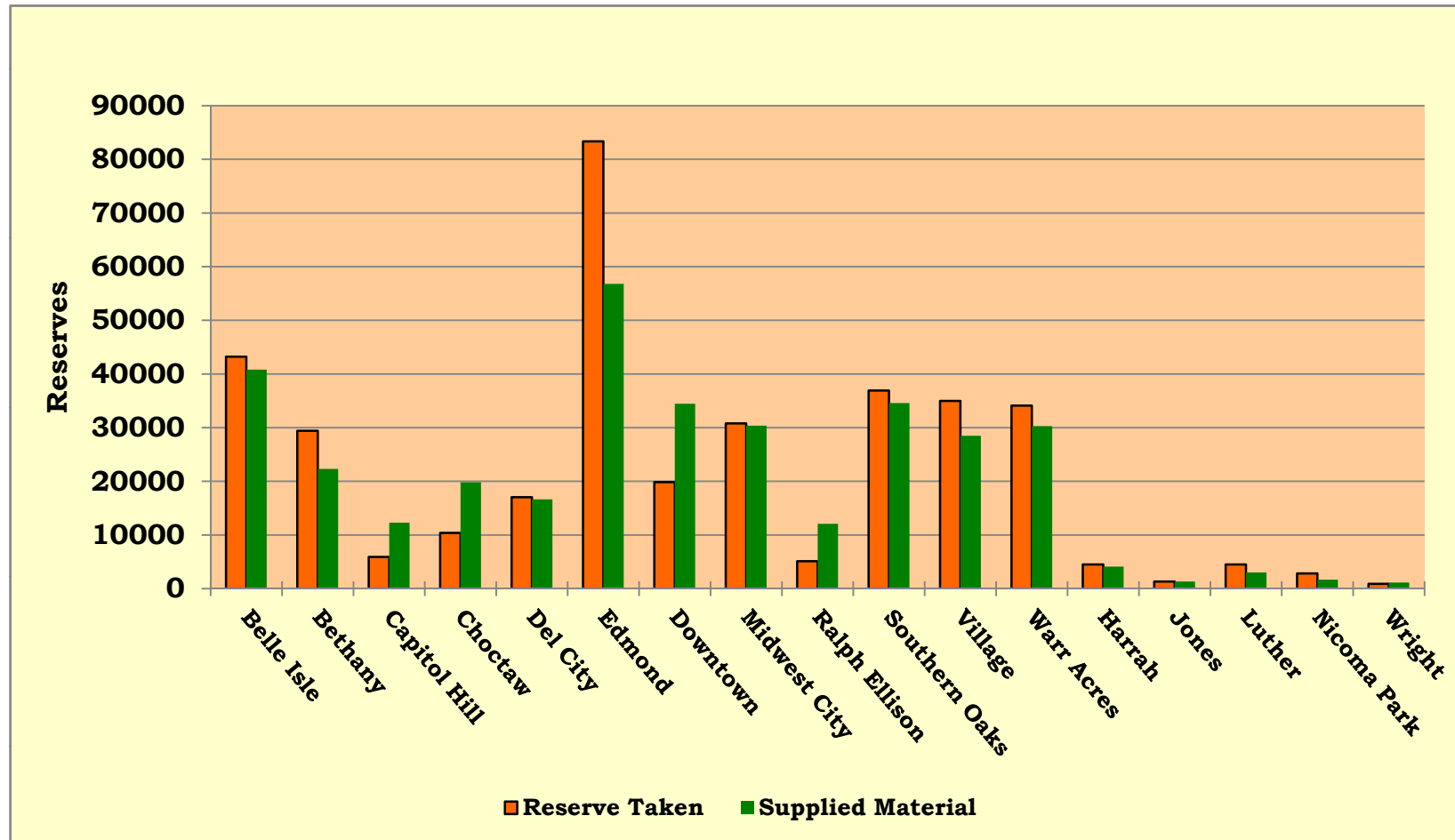
Computer Usage by Minor Customers

July 1, 2009 through October 31, 2009 (33.33% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	09	141		2,119		1,525.35		919		10,596		7,241.48	
	10	133		1,712		1,318.34		993		8,383		6,126.69	
		-8	-5.7	-407	-19.2	-207.01	-13.6	74	8.1	-2,213	-20.9	-1,114.79	-15.4
VILLAGE	09	84		1,042		841.62		524		4,468		3,466.66	
	10	83		1,070		844.89		562		5,178		3,830.89	
		-1	-1.2	28	2.7	3.27	.4	38	7.3	710	15.9	364.23	10.5
WARR ACRES	09	55		1,212		940.38		431		4,960		3,591.59	
	10	72		1,406		1,000.46		502		5,668		4,129.13	
		17	30.9	194	16.0	60.08	6.4	71	16.5	708	14.3	537.54	15.0
HARRAH	09	19		235		183.40		132		866		641.27	
	10	26		242		186.12		118		1,074		985.82	
		7	36.8	7	3.0	2.72	1.5	-14	-10.6	208	24.0	344.55	53.7
JONES	09	1		27		27.28		21		170		172.25	
	10	2		11		9.76		13		70		64.46	
		1	100.0	-16	-59.3	-17.52	-64.2	-8	-38.1	-100	-58.8	-107.79	-62.6
LUTHER	09	10		380		287.55		119		1,480		1,240.63	
	10	13		250		167.56		145		1,082		667.26	
		3	30.0	-130	-34.2	-119.99	-41.7	26	21.8	-398	-26.9	-573.37	-46.2
NICOMA PARK	09	2		38		30.70		20		142		135.39	
	10	7		25		13.76		26		89		57.35	
		5	250.0	-13	-34.2	-16.94	-55.2	6	30.0	-53	-37.3	-78.04	-57.6
WRIGHT	09	5		62		40.31		30		286		219.03	
	10	5		46		32.68		18		200		151.69	
			.0	-16	-25.8	-7.63	-18.9	-12	-40.0	-86	-30.1	-67.34	-30.7
TOTAL	09	933		15,191		11,626.55		6,590		66,475		50,230.10	
	10	949		13,659		10,692.76		6,888		60,879		47,041.33	
		16	1.7	-1,532	-10.1	-933.79	-8.0	298	4.5	-5,596	-8.4	-3,188.77	-6.3

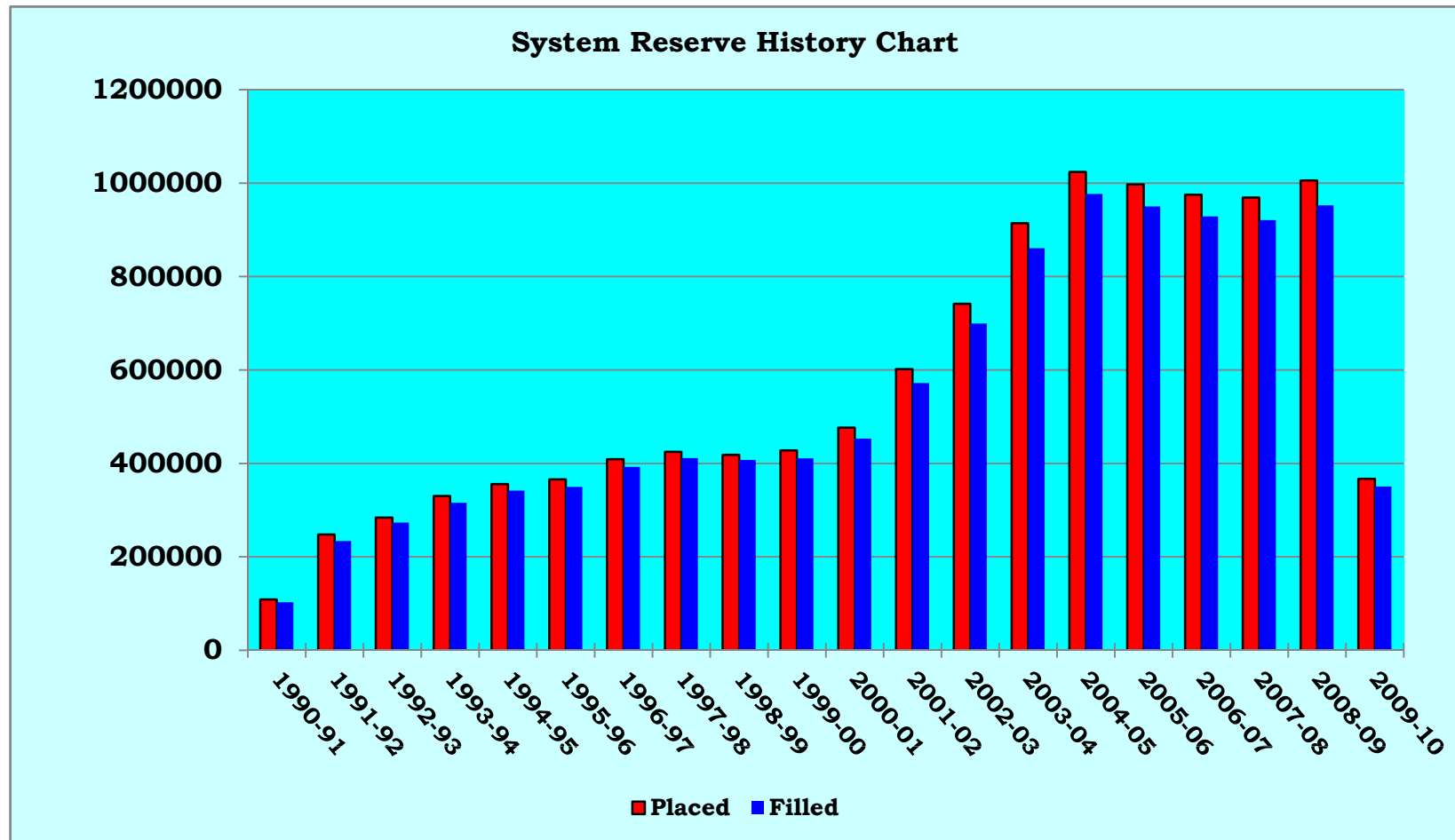
System Reserve Report

July 1, 2009 through October 31, 2009 (33.33% of the 09-10 Fiscal Year)



System Reserve Report

July 1, 2009 through October 31, 2009 (33.33% of the 09-10 Fiscal Year)



System Reserves Report

July 1, 2009 through October 31, 2009 (33.33% of the 09-10 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	09	9,638	40,802		9,306	39,079	
	10	10,522	43,228		9,907	40,681	
		884	2,426	5.9	601	1,602	4.1
BETHANY	09	6,162	25,433		6,035	24,467	
	10	6,920	29,426		6,732	28,094	
		758	3,993	15.7	697	3,627	14.8
CAPITOL HILL	09	1,010	3,993		926	3,607	
	10	1,363	5,904		1,259	5,433	
		353	1,911	47.9	333	1,826	50.6
CHOCTAW	09	2,334	9,805		2,284	9,351	
	10	2,521	10,383		2,424	9,863	
		187	578	5.9	140	512	5.5
DEL CITY	09	3,837	15,403		3,722	14,833	
	10	4,090	17,049		4,085	16,088	
		253	1,646	10.7	363	1,255	8.5
EDMOND	09	13,953	71,861		12,072	67,811	
	10	19,288	83,355		18,857	80,318	
		5,335	11,494	16.0	6,785	12,507	18.4
DOWNTOWN	09	4,708	19,731		4,600	18,807	
	10	4,639	19,861		4,471	18,839	
		-69	130	.7	-129	32	.2
MIDWEST CITY	09	7,163	30,652		6,983	29,389	
	10	7,047	30,790		6,827	29,735	
		-116	138	.5	-156	346	1.2
RALPH ELLISON	09	1,012	3,542		919	3,331	
	10	1,196	5,117		1,150	4,895	
		184	1,575	44.5	231	1,564	47.0
SOUTHERN OAKS	09	8,459	34,071		8,143	32,549	
	10	8,744	36,919		8,379	35,345	
		285	2,848	8.4	236	2,796	8.6
VILLAGE	09	7,690	31,643		10,853	30,543	
	10	8,080	34,970		7,899	33,362	
		390	3,327	10.5	-2,954	2,819	9.2
WARR ACRES	09	7,522	32,091		7,445	31,118	
	10	7,950	34,114		7,737	32,991	
		428	2,023	6.3	292	1,873	6.0

System Reserves Report

July 1, 2009 through October 31, 2009 (33.33% of the 09-10 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	09	1,235	4,817		1,173	4,518	
	10	1,165	4,513		1,144	4,303	
		-70	-304	-6.3	-29	-215	-4.8
JONES	09	461	1,643		403	1,543	
	10	251	1,317		274	1,280	
		-210	-326	-19.8	-129	-263	-17.0
LUTHER	09	1,320	4,317		1,137	3,952	
	10	945	4,516		1,004	4,315	
		-375	199	4.6	-133	363	9.2
NICOMA PARK	09	592	2,545		610	2,486	
	10	755	2,837		679	2,525	
		163	292	11.5	69	39	1.6
WRIGHT	09	302	789		274	766	
	10	268	898		229	817	
		-34	109	13.8	-45	51	6.7
BOOKS-BY-MAIL	09	492	2,065		488	1,980	
	10	457	1,915		430	1,776	
		-35	-150	-7.3	-58	-204	-10.3
TOTAL	09	77,890	335,203		77,373	320,130	
	10	86,201	367,112		83,487	350,660	
		8,311	31,909	9.5	6,114	30,530	9.5

EXECUTIVE DIRECTOR'S REPORT

NOVEMBER 2009

Ralph Ellison Grand Re-Opening Date

We finally have a date for the grand re-opening of the Ralph Ellison Library. Save the date -- Monday, December 14th at 2:00pm. You will be receiving an official invitation in the mail. Councilman Skip Kelly and MLC Chair, Hugh Rice will speak during the short program. Ribbons will be cut and the library will open for business immediately following the ribbon cutting.

Ralph Ellison closing

The temporary Ralph Ellison location will close on Monday, November 30, 2009 in order to move to the newly remodeled library. As mentioned above – we will reopen on Monday December 14th.

Emily Williams selected for Leadership OKC Loyal Class

Our very own Emily Williams, Young Adult Services Coordinator, was selected to this year's Leadership Oklahoma City Loyal class. **LOYAL** (Linking **OKC's** **Y**oung **A**dult **L**eaders) a program which targets young adults just beginning their civic lives, is a series of short programs teaching leadership skills for volunteers. This year's class has 59 members and will be doing all sorts of interesting things including participating in a community project which encourages them to practice the skills they are learning. Commission member Bose Akadari was a member of last year's Loyal class. We are proud of Emily for this achievement.

Kudos to Heidi Port

Heidi Port, Volunteer Coordinator for the Metropolitan Library System, recently received an impressive honor from the American Library Association's publishing division. The authors of the upcoming second edition of the book Managing Library Volunteers, A Practical Toolkit, extensively researched online volunteer resources on library websites, and they requested to use several forms from the MLS website as models for library use around the country. Copies of the volunteer job description, work agreement, and authorization for Background Check developed by Heidi will be highlighted in the book's new edition.

Service Center Change Orders 03 (repeat from last month)

As directed by the Library Commission on October 16th, 2008, change orders for the Service Center Project less than \$25,000 should be reported to the commission individually and cumulatively. This information was provided in last month's executive director report; but since the meeting was cancelled due to the lack of a quorum we are repeating it in this month's report so that it will be part of the permanent record.

During the past several months, we have had 7 items that have required MLS, working with the architect & the contractor, to modify the contract.

Item 1 Proposal Request 9.b-R includes the addition of light fixtures at the underside of the Parking Canopy and modification of the electric panels.

Cost \$5,275.00
Time 0 days

Item 2 Proposal Request 10.R includes the addition of borrowed lite h/m window frame with 1" insulated clear glass and modify the electrical and lighting at Corridor E103.

Cost \$2,332.00
Time 0 days

Item 3 Proposal Request 11 includes the modifications to the overhead doors, their operation and to the counter shutter/service door. Also the field conditions required steel channel jambs to furr-out wall panels.

Cost \$9,068.00
Time 0 days

Item 4 Proposal Request 12 includes the modifications to L102- Trash as described in PR12.1, 12.2 and 12.3 include all labor, equipment and materials to perform the work complete.

Cost \$1,859.00
Time 0 days

Item 5 Proposal Request 13 includes the point-of-use water heaters (3) have to be modified due to field conditions, to match the power supplied, POU w/h will change from 208v to 277v.

Cost \$550.00
Time 0 days

Item 6 Proposal Request 15 includes requested change to modify the Monument Sign will require additional materials and labor by Concrete Enterprises and Quality Interiors.

Cost \$4,257.00
Time 0 days

Item 7 Proposal - Credit the project \$4,000.00 to revise exterior wall detail and provide a 10-year metal wall panel warranty at no cost to the owner.

Deduct Cost <\$4,000.00>
Time 0 days

In Summary

Original Contract Amount (*)	\$ 4,052,600.00
Previously Approved Contract Changes	<u>43,025.00</u>
Contract Amount before this Change	\$ 4,095,625.00
Contact Changes - this Report	<u>19,341.00</u>
Revises Contract Amount	\$ 4,114,966.00

Original Completion Date (390 days)	September 8, 2009
Previous Request for Time	5 days

This Report
Revised Completion Date (395 days)

0 days
September 13, 2009

While contract currently reflects a completion date of 9/13/09, present date is 11/16/09. This revised date, at no cost to MLS, is to be reflected in the next Change Order.

Funding for this work is available in the Service Center 450 account.

Capital Projects Update

- Final details concerning lighting for the Northwest Library are being finished and the city should go out for bid for the general contractor soon
- Staff continue to work on the Southern Oaks project, with schematic design close to completion
- The Service Center will begin installation of the sorting equipment and vertical lift on November 16, 2009. Additional furniture installation will follow those items and all furniture should be installed in about a month's time. Details regarding the actual move of the various departments and exact opening/operational dates are still to be determined.
- Staff continues to dialog with various community and city groups regarding a variety of capital improvement wishes and needs at different locations.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- ODL Legislative Meetings
- Endowment Trust Meetings
- Attended MLS Library Managers Meeting
- Meeting with Edmond Mayor
- Review of Southern Oaks Renovation
- Meeting w/ City Officials Review of Ralph Ellison
- Leadership OKC Luncheon

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Reduce Holiday Stress Workshop

Tuesday, December 1, 2009

Time: 3:30pm-5:00pm

Location: Warr Acres

Adults

Facilitated by Robyn Sears and Deborah Shapiro. Sign up is required by calling Child Guidance at 425-4412. No daycare is provided.

Selections from the Nutcracker with the Academy of Ballet and Theatre Arts

Wednesday, December 2, 2009

Time: 5:00pm-6:00pm

Location: Belle Isle

All Ages

Presented by the Academy of Ballet and Theatre Arts, this program will include narrative and fully costumed dance designed to help everyone more fully appreciate this beautiful traditional ballet.

Also at Del City Library, Dec. 9, 10-11a and Downtown Library, Dec. 13, 2-3p

Wii Bowl

Friday, December 11, 2009

Time: 9:30am-11:00am

Location: Midwest City

Seniors

Wii Bowl is an extraordinary phenomenon for bowlers interested in sharpening their skills or, for those that want to learn. Join us at the Midwest City Library for bowling...21st century style.

Space is limited. Please register at the Information Desk or call 405-732-4828.

Co-Sponsor: Universal American

Music at the Library: a Metro String Holiday

Sunday, December 13, 2009

Time: 2:00pm-3:00pm

Location: Belle Isle

All Ages

The Metro String Quartet is a classically trained group based out of Oklahoma City. They have been performing in the surrounding area for the past 8 years and will bring their music to Belle Isle.

Warr Acres Book Club

Monday, December 14, 2009

Time: 11:00am-12:00pm

Location: Warr Acres

Adults

The Warr Acres Library Book Club meets the second Monday of each month. We will have pot luck and discuss *Shepherds Abiding: a Mitford Christmas Story* by Jan Karon.

Knit Wit Program

Tuesday, December 22, 2009

Time: 10:00am-12:00pm

Location: Midwest City

All Ages

Crocheting and knitting is a hobby for all ages. Instructor Kathy Brown will guide participants, regardless of experience, on how to create 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.

Medicare Q and A

Wednesday, December 23, 2009

Time: 9:30am-11:00am

Location: Del City

Seniors

Seniors! Come to Del City Library to have your Medicare questions answered by professionals. Sponsored by Generations Healthcare. Please call 672-1377 to sign up and for more information.