

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, January 21, 2010, 3:30 p.m.
Ralph Ellison Library
2000 NE 23rd
Oklahoma City, OK 73111
(Telephone: 424-1437)

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 #51 – 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 (#52 - #53)

- Document #52 – Approval of Minutes of December 10, 2009 Meeting
- Document #53 – Acceptance of Review of Expenditures for December 2009

3:50 – 4:00 pm COMMITTEE REPORTS

- Document #54 – Minutes from the A & P Committee Meeting, December 17, 2009.
- Document #55 – Discussion, Consideration, and Possible Action: Report and Recommendation from Nominating Committee – Jose Jimenez, Chair

4:00 – 4:10 pm NEW BUSINESS

- Document #56 – Discussion, Consideration, and Possible Action: Report and Recommendation from Administration ~ Northwest Project Amended and Restated Agreement

4:10 – 4:20 pm SPECIAL PRESENTATIONS

- MLS 2009 Annual Report: ***A Treasure Still Waits to be Discovered*** – Presented by: Kim Terry, Director, Marketing and Communications

4:20 – 4:30 pm INFORMATION REPORTS

- Document #57 – MLS 2009 Annual Report
- Document #58 – MLS December 2009 Circulation Report
- Document #59 – MLS December 2009 Computer Usage Report
- Document #60 – MLS December 2009 System Reserve Report

4:30 – 4:40 pm EXECUTIVE DIRECTOR'S REPORT

4:40 – 5:00 pm COMMENTS FROM COMMISSION MEMBERS

- Request by Commission Chair for 2010 MLC Standing Committee assignments

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

NEXT COMMISSION MEETING DATE AND PLACE:

Thursday, February 18, 2010
Service Center, 300 NE 50th, Oklahoma City, OK 73105

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 January 2010:

<u>Employees</u>	<u>Years of Service</u>
Carol L. Provine, Circulation Clerk, Belle Isle Library	35
Nancy J. Lytle, Communications Specialist, Marketing & Communications	25
Katrina B. Prince, Manager of Library Operations I, Bethany Library	25
Eric G. King, Librarian, Edmond Library	20
Kim Ellen Macarty, Technical Processor, Technical Processing	5
Beth K. Steelman, Page, Edmond Library	5

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

DATE: December 10, 2009 TIME: 3:30 pm

MEETING PLACE: Downtown 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 Downtown Library, 300 Park Avenue, Oklahoma City, on December 7, 2009, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Bose' Akadiri
Ralph Bullard
Fran Cory
Cynthia Friedemann
Margaret Graham
David Greenwell, Disbursing Agent
Deanna Hannah
Penny McCaleb
Tracy McDaniel
Tracy McGehee
Lori Nelson
Kim Patterson
Jim Shonts
Judy Smith
Beth Toland
Greg Womack
Hugh Rice, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Nancy Anthony
Glenda Choate
Mick Cornett, Mayor of Oklahoma City
Jose Jimenez
Lee Alan Leslie
Brenda Palmer
Mukesh Patel
Alyne Strube
Ray Vaughn
Carolyn Willis, Vice-Chair

Estimate of general public and staff attending: 25

- I. The meeting was called to order at 3:34 p.m. by Mr. Hugh Rice, Chair.
- II. Roll was called to establish a quorum. Present: Bullard, Cory, Friedemann, Graham, Hannah, McCaleb, McDaniel, McGehee, Patterson, Shonts, Smith, Toland, Womack, Rice, (Arrived: Akadiri, 3:36; Greenwell, 3:38; Nelson, 3:58).
- III. Mr. Rice introduced this month's host Mr. Phil Tolbert, Manager of the Capitol Hill Library. Mr. Tolbert welcomed the commission and provided information on the current events at the Capitol Library.
- IV. Mr. Rice called for Presentation of Service Certificates for December 2009: Amy Kathryn Upchurch, Project Specialist, Outreach~10 years of service; Reginald Walker, Technology Assistant, Ralph Ellison Library~5 years of service.
- V. Mr. Rice called for comments from the general public. There were none.
- VI. Mr. Rice presented the Consent Docket: Document #44 – Approval of Minutes of November 19, 2009; Document #45 – Acceptance of Review of Expenditures for November 2009.

Mr. Rice called for a motion.

Mrs. Judy Smith moved to accept the consent docket. Mr. Tracy McDaniel seconded.

Mrs. Cynthia Friedemann referred to the minutes of the November 19 commission meeting. She stated the recommendation from the A & P Committee is incorrect as presented. The recommendation should read as:

The Administrative & Personnel Committee recommends 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...

Questions and discussion followed. Motion passed unanimously.

The minutes of November 19, 2009 will be corrected as reflected above.

- VII. Mr. Rice referred to Document #46 – Minutes from the A & P Committee meeting, November 19, 2009.

Mr. Rice stated no action is required from the commission. The minutes are attached for information purposes only.

- VIII. Mr. Rice referred to the Special Presentation – *Leadership MLS Awards Presentation* – Stacy Schrank, Employee Development Coordinator.

Mr. Schrank provided a brief history of the *Leadership MLS* program. He stated the goal of the program is to prepare and develop current employees for their current and future leadership positions within the organization. Mr. Schrank introduced Class III of *Leadership MLS* and presented them with their completion awards; Aaron Killough, Cataloger, Cataloging Dept; Teresa Goggins, Webmaster, Planning Dept; Ann Meeks, Librarian, Belle Isle Library; Chris Carroll, Development Coordinator; and Charla Aucone, Librarian, Downtown Library. Mr. Schrank also presented an award to the MLS Administrative Team, thanking them for their ongoing support of the *Leadership MLS* program.

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

◆ Document #47 – MLS Annual Statistical Report

Mrs. Morris called on Mr. Stuart Williamson, MLS Researcher, Planning Department to present the Annual Statistical Report.

Mr. Williamson explained the process of preparing the Annual Statistical Report. He provided in-depth information regarding the collection, circulation, reserves, programs, and computer usage. Questions and discussion followed.

Mrs. Morris presented the remaining Information Reports.

- ◆ Document #48 – MLS November 2009 Circulation Report
- ◆ Document #49 – MLS November 2009 Computer Usage Report
- ◆ Document #50 – MLS November 2009 System Reserve Report

Questions and discussion followed.

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

Mrs. Morris stated that Mr. Lloyd Lovely has the official hard copies of the audit available for anyone who might want one.

We have had an unexpected closing of the Belle Isle Library, due to a loss of heat. ONG did not expect to have the problem resolved by today and the temperatures are too low to have the staff and customers in the building in those conditions. We are hoping to re-open tomorrow at noon.

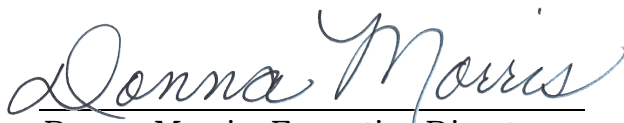
Mrs. Morris reminded the commission of the Re-Opening of the newly renovated Ralph Ellison Library. It will be Monday, December 14th, at 2:00 pm.

Mrs. Morris highlighted the Service Center Change Orders. As directed by the commission, change orders for the service center project less than \$25,000 should be reported to the commission individually and cumulatively.

XI. Mr. Rice announced the nominating committee; Jose Jimenez, Chair; Nancy Anthony, and Beth Toland. The Nominating Committee will be meeting to compile a slate of officers to serve as Chair, Vice-Chair, and Disbursing Agent for the Commission for 2010. The committee will be meeting prior to and making their recommendations at the January Commission meeting. Mr. Rice informed the commission of his desire to step down as Chair.

XII. Mr. Rice called for comments from the Commission. The next Commission meeting will be held at the newly re-opened Ralph Ellison Library on January 21, 2010.

There being no further business, the meeting was adjourned at 4:07 pm.


Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

December 31, 2009

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

For comparison, 50.00% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of December 2009.

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

December 31, 2009

ASSETS

CASH - Overnight Investment Account		\$12,148,619.71
INVESTMENTS (Schedule attached)		17,318,784.85
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	<u>-13,508,832.96</u>	
		12,448,864.04
Total Assets		<u><u>\$41,946,268.60</u></u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2008-09 Reserve for Appropriations	\$1,694,127.41	
2009-10 Purchase Orders Outstanding	648,530.35	
2008-09 Purchase Orders Outstanding	674,870.48	
2009-10 Checks Outstanding	279,922.56	
2008-09 Checks Outstanding	71,596.44	
Total Liabilities		3,369,047.24

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	12,448,864.04
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FUND BALANCE:

Beginning of the Year	\$25,077,529.31	
Add: Revenues		
Budgeted	13,804,832.96	
Other	<u>1,253,456.86</u>	15,058,289.82
Less: Expenditures	<u>(14,007,461.81)</u>	
Total Fund Balance		<u>26,128,357.32</u>
Total Liabilities, Deferred Revenue and Fund Balance		<u><u>\$41,946,268.60</u></u>

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

As of December 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	12/23/2009	5/23/2010	1.800%	240,000.00
CD - National Bank of Commerce.	12/19/2009	12/19/2010	1.850%	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 Natl Mtg Assoc 10-14	11/17/2009	11/17/2014	3.250%	3,000,000.00
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 Home LN BKS 08-13	1/22/2008	1/22/2013	4.000%	1,000,000.00
FED HOME LN MTG CORP 10-13	12/30/2009	12/30/2013	2.250%	1,005,000.00
FED NATL MTG ASSOC 10-13	12/24/2009	6/24/2013	2.125%	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>\$ 17,318,784.85</u>

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

December 1, 2009 to December 31, 2009

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2009 Ad Valorem Tax	\$25,957,697.00	\$ 12,997,877.62	\$13,508,832.96	52.04%
State Aid	318,966.00	-	-	0.00%
Fines	<u>486,000.00</u>	<u>34,000.00</u>	<u>296,000.00</u>	60.91%
Total Budgeted Revenue	<u><u>\$ 26,762,663.00</u></u>	<u><u>\$ 13,031,877.62</u></u>	<u><u>\$13,804,832.96</u></u>	51.58%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 52,113.98	\$ 650,513.31	
Gifts and Lost Books Fees		140,000.00	140,000.00	
Investment Income		60,563.57	338,999.83	
Flexible Benefits Account Balance		1,478.48	1,478.48	
Sale of Surplus Equipment		1,170.00	9,569.77	
Miscellaneous		<u>17,478.89</u>	<u>112,895.47</u>	
Total Miscellaneous Revenue		<u><u>\$ 272,804.92</u></u>	<u><u>\$ 1,253,456.86</u></u>	
Total Revenue	<u><u>\$ 26,762,663.00</u></u>	<u><u>\$ 13,304,682.54</u></u>	<u><u>\$15,058,289.82</u></u>	56.27%

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

December 31, 2009

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 73,669.44	\$ 4,146.93	\$ 2,177.90	\$ 75,638.47
810 Prepaid Fees	(5,044.36)	0.00	179.25	(5,223.61)
815 Fines	34,906.61	45,248.60	35,723.17	44,432.04
820 Copy	166,791.64	7,547.97	148,951.20	25,388.41
900 Special Event Fund	916.77	1,390.00	0.00	2,306.77
Total Revolving Funds	\$ 271,240.10	\$ 58,333.50	\$ 187,031.52	\$ 142,542.08

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

854 10/OAC/Music of Iraq	\$4,750.00	\$0.00	\$4,750.00	(4,750.00)
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	2,990.50	2,009.50
860 10/LET/Special Grant	14,840.00	14,840.00	0.00	14,840.00
861 10/MWC/Florence Hughes Memoriz	1,600.00	1,390.00	0.00	1,390.00
862 10/OCCF/Village	250.00	250.00	0.00	250.00
876 08/Guild/Choctaw Books	10,000.00	10,000.00	9,212.84	787.16
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	1,400.00	0.00
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	175.00	175.00
940 09/Sams/Programming MWC	1,000.00	1,000.00	950.15	49.85
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
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	133.09	166.91
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	6,896.42	27.93
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
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	5,625.35	4,374.65
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
832	10 Staff Recognition	\$9,051.00	9,132.36	9,033.04	99.32
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	4,570.90	2,929.10
836	10 ICBIST Teen Film Festival	\$950.00	950.00	537.07	412.93
838	10 Winter Readfest	\$7,000.00	7,000.00	6,975.00	25.00
839	10 Our World/Systemwide Prog	\$26,000.00	26,000.00	12,550.00	13,450.00
841	10 Native American Celebration	\$1,300.00	1,300.00	938.96	361.04
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	2,755.21	17,144.79
844	10 Forklift & Pallet Jack	\$35,000.00	35,000.00	29,390.00	5,610.00
845	10 Service Center Furniture	\$25,000.00	0.00	350.00	(350.00)
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

\$187,718.65

Total Special Funds

\$ 330,260.73

Metropolitan Library System
Statement of Encumbrances
Month of December 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	1,239,340.17	5,680,107.61	49.91	11,381,463.00	5,701,355.39
102	Wages - Part-time	169,219.65	852,506.07	47.54	1,793,262.00	940,755.93
103	Payroll Taxes	117,655.32	494,341.38	52.45	942,537.00	448,195.62
109	Workers Comp. Insurance	17,134.00	67,027.00	59.66	112,340.00	45,313.00
112	Group Insurance	147,456.33	896,191.30	46.50	1,927,470.00	1,031,278.70
113	Employees' Retirement	71,341.46	1,314,513.91	77.19	1,702,992.00	388,478.09
114	Unemployment Compen.	.00	12,154.87	60.77	20,000.00	7,845.13
Total Personal Services		1,762,146.93	9,316,842.14	52.11	17,880,064.00	8,563,221.86

Maintenance & Operations - Contractual Services

201	Bldg. Property & Auto Insu.	545.00	143,717.00	98.74	145,544.00	1,827.00
202	Liability/Bonding Insurance	.00	6,312.00	47.91	13,175.00	6,863.00
205	Rent of Library Buildings	4,837.33	29,423.98	59.08	49,800.00	20,376.02
206	Rent of Equipment	.00	270.00	4.35	6,200.00	5,930.00
207	Janitorial Services	33,423.60	218,962.00	52.27	418,925.00	199,963.00
208	Maintenance of Facilities	11,871.85	98,056.21	22.92	427,910.00	329,853.79
211	Parking & Transportation	10,987.60	79,271.07	47.26	167,720.00	88,448.93
212	Travel Expenses	5,930.58	31,357.69	37.06	84,605.00	53,247.31
213	Professional Services	5,070.91	113,974.21	41.20	276,611.00	162,636.79
214	Security Services	28,351.13	185,101.96	43.54	425,123.00	240,021.04
216	Telephone Services	7,880.07	63,742.48	23.20	274,763.00	211,020.52
217	Electrical Services	31,659.93	246,744.31	46.12	534,949.00	288,204.69
218	Gas Services	6,471.61	14,574.08	23.38	62,347.00	47,772.92
219	Water & Garbage Services	4,075.91	27,110.52	51.82	52,320.00	25,209.48
220	Trigen Energy Services	16,007.92	106,234.28	55.91	189,998.00	83,763.72
226	Memberships	725.00	12,600.00	64.80	19,445.00	6,845.00
230	Other Library-Related Serv.	17,446.46	95,691.22	21.39	447,439.00	351,747.78
231	Automation Contractual	34,134.95	142,957.34	51.64	276,841.00	133,883.66
236	Network Catalog Services	.00	42,586.24	91.88	46,350.00	3,763.76
Total Contractual Services		219,419.85	1,658,686.59	42.31	3,920,065.00	2,261,378.41

Metropolitan Library System
Statement of Encumbrances
Month of December 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	9,354.94	59,072.78	31.91	185,100.00	126,027.22
302	Postage	24,258.98	138,236.90	49.08	281,650.00	143,413.10
303	Supplies	18,779.04	198,560.72	44.42	447,027.00	248,466.28
310	Maintenance Supplies	2,495.37	20,976.16	29.54	71,000.00	50,023.84
312	Safety Supplies & Equip.	286.30	545.30	5.17	10,550.00	10,004.70
321	Gasoline & Oil	2,261.86	10,828.95	25.18	43,000.00	32,171.05
322	Vehicle Parts & Repairs	519.01	6,036.83	24.15	25,000.00	18,963.17
330	Programming Activities	10,547.52	80,986.90	35.88	225,705.00	144,718.10
331	Other Commodities	980.29	4,810.76	14.62	32,904.00	28,093.24
Total Commodities		69,483.31	520,055.30	39.34	1,321,936.00	801,880.70

Capital Outlays

401	Books & Materials	299,175.30	1,869,494.91	46.74	4,000,000.00	2,130,505.09
404	Government Documents	2,000.00	2,000.00	40.00	5,000.00	3,000.00
405	Book Repairs & Bindings	.00	.00	.00	2,200.00	2,200.00
407	Periodicals & Subscriptions	2,961.80	141,162.16	89.07	158,480.00	17,317.84
408	Furniture, Fixture, & Equip.	10,591.00	37,379.15	4.56	820,211.00	782,831.85
409	Motor Vehicles	1,905.40	44,419.26	88.84	50,000.00	5,580.74
410	Automation System & Equip.	9,048.69	229,963.77	48.98	469,468.00	239,504.23
450	Capital Projects	5,759.35	187,458.53	4.75	3,942,448.00	3,754,989.47
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		331,441.54	2,511,877.78	8.75	28,718,127.31	26,206,249.53
Total Budget		2,382,491.63	14,007,461.81	27.02	51,840,192.31	37,832,730.50

Monthly Journal Entries -- December 2009

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
92	1001	Cash	\$ 122.47	
	3602	Interest Income CD with Fidelity		\$ 122.47
93	1001	Cash	\$ 410.30	
	3602	Interest Income CD with Stillwater		\$ 410.30
94	1001	Cash	\$ 7,218.70	
	3602	Interest Income CD with NBC		\$ 7,218.70
95	1101	Investments	\$ 2,000,000.00	
	1001	Cash Investment 3136fjyu9 purchased from BOK on 12/24/09		\$ 2,000,000.00
96	1101	Investments	\$ 1,005,000.00	
	1001	Cash Investment 3128x9rg7 purchased from BOK on 12/30/09		\$ 1,005,000.00
97	1001	Cash	\$ 2,021,000.00	
	1101	Investments		\$ 2,000,000.00
	3602	Interest Income Investment 3128x8cl4 called		\$ 21,000.00
98	1001	Cash	\$ 2,031,500.00	
	1101	Investments		\$ 2,000,000.00
	3602	Interest Income Called investment - 3136f9z30		\$ 31,500.00
<u>Tax revenues</u>				
99	1001	Cash	\$ 1,275,655.66	
	1201	Ad Valorem Tax - Current year		\$ 1,223,934.96
	3601	Prior year Tax Ad Valorem Tax apportioned by County for 11/16 to 11/30		\$ 51,720.70
100	1001	Cash	\$ 708,339.18	
	1201	Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 12/1 to 12/4		\$ 708,339.18
101	1001	Cash	\$ 1,216,207.58	
	1201	Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 12/7 to 12/11		\$ 1,216,207.58
102	1001	Cash	\$ 2,214,638.82	

1201	Ad Valorem Tax - Current year	\$	2,214,245.54
3601	Prior year Tax	\$	393.28

Ad Valorem tax apportioned by County for 12/1 to 12/15

103	1001	Cash	\$	7,635,150.36	
	1201	Ad Valorem Tax - Current year			\$ 7,635,150.36

Ad Valorem Tax apportioned by County for 12/21 to 12/24

Miscellaneous revenue

104	1001	Cash	\$	18,957.37	
	3605	Mic. Reimbursements			\$ 17,478.89
	3611	Flex Benefits Balance			\$ 1,478.48

OCOC-summer	3,625.00	Friends reimb	\$	9,449.97
Admin Sys refunds	33.90	Friends reimb	\$	217.37
Admin Sys refunds	16.78	Insurance Prem.		1,556.16
Newspaper refunds	79.71	Rose State		2,500.00
		Total	\$	17,478.89

105	1001		\$	1,170.00	
	3606				\$ 1,170.00

Late receipts and returned checks from the surplus sale

Fines and Copy Funds

106	1001	Cash	\$	34,000.00	
	3403	Projected Mic. Revenue - Fines			\$ 34,000.00

Fines transferred to General Fund in Dec.

107	1001	Cash	\$	140,000.00	
	3609	Copy machine revenue			\$ 140,000.00

Revenues transferred from the special funds account

Payable entries

108	3001	Current Year Reserv. for Appropriations.	\$	2,382,310.85	
	3011	Current Year P.O. Outstanding			\$ 2,382,310.85
	3002	Prior Year Reserv. for Appropriations.	\$	80,407.24	
	3012	Prior Year P.O. Outstanding			\$ 80,407.24

Purchase orders issued in December

109	3011	Current Year P.O. Outstanding	\$	2,374,205.32	
	3021	Current Year Warrants Outstanding			\$ 2,374,205.32
	3012	Prior Year P.O. Outstanding	\$	406,446.84	
	3022	Prior Year Warrants Outstanding			\$ 406,446.84

Checks issued in December

110	3021	Current Year Warrants Outstanding	\$	2,237,402.33	
	1001	Cash			\$ 2,237,402.33
	3022	Prior Year Warrants Outstanding	\$	399,789.43	
	1001	Cash			\$ 399,789.43

Checks cleared Bank in December

Bank interest and fees

111	1001	Cash	\$	312.10	
	3602	Analysis fee	\$	214.58	
	3602	Interest Income			\$ 526.68
		Interest Income from GF Checking Acct less fees			
112	8000	Special Fund Cash			\$ 137.26
	8815	Analysis fee	\$	195.10	
	8815	Interest Income			\$ 57.84
		Interest from Special Fund Checking Acct less fees			

Special funds

113	8000	Special Fund Cash	\$	66,189.24	
	8815	Fines			\$ 32,680.01
	8820	Copy			\$ 7,547.97
	8805	Gift & Lost Books			\$ 4,146.93
	8810	Prepaid Acct	\$	179.25	
	8832				\$ 9,051.00
	8862				\$ 250.00
	8900				\$ 1,390.00
	8815	Credit card receipts			\$ 12,510.75
	8815	Credit card expenses	\$	582.90	
	8815	Credit card expenses - October	\$	625.27	
		Revenues of special funds			
114	8000	Special Fund Cash			\$ 203,362.56
	8815	Fines	\$	34,319.90	
	8820	Copy	\$	148,951.20	
	8805	Gift & Lost Books	\$	2,177.90	
	8902		\$	18.89	
	8836		\$	37.91	
	8945		\$	350.00	
	8914		\$	4,267.61	
	8835		\$	2,273.69	
	8838		\$	6,975.00	
	8843		\$	336.00	
	8859		\$	2,990.50	
	8940		\$	225.00	
	8934		\$	210.00	
	8937		\$	175.00	
	8841		\$	53.96	
		Expenditures of special funds			

Corrections, adjustments, and miscellaneous

3609	\$	140,000.00	
3613			\$ 140,000.00
		To correct the account number used when transferring copy machine receipts to general fund	

General Fund F.Y. 09-10

Warrant Register

December 2009

Number	Vendor/Payee	Purpose	Amount
G-02106	Metropolitan Library System	Maintenance of Facilities	37.28
		Parking	6.00
		Professional Services	24.42
		Supplies	91.53
		Supplies	28.39
		Programming Activities	105.50
		Programming Activities	130.39
		Programming Activities	30.10
		Other Commodities	167.64
G-02107	O G & E	Electrical Services	14,667.37
G-02108	Oklahoma Natural Gas Co.	Gas Services	75.08
G-02109	Southwestern Stationers, Inc.	Supplies	1,850.51
G-02110	Locke Supply Co.	Maintenance of Facilities	28.16
		Maintenance of Facilities	41.33
G-02111	Demco	Supplies	34.03
		Supplies	63.72
G-02112	AT&T	Telephone Services	158.58
G-02113	Bill Warren Office Products	Supplies	219.21
		Supplies	45.20
G-02114	C & H Distributors, LLC	Equipment	509.72
G-02115	ALA Membership CSC	Memberships	230.00
		Memberships	2,115.00
		Memberships	159.00
		Memberships	159.00
		Memberships	159.00
G-02116	United Refrigeration, Inc.	Maintenance of Facilities	80.76
		Maintenance of Facilities	56.68
		Maintenance of Facilities	166.60
		Maintenance of Facilities	51.33
G-02117	Johnstone Supply	Maintenance of Facilities	21.15
G-02118	Sylvia Lawson	Mileage	11.00
G-02119	Staples Business Advantage	Supplies	47.98
G-02120	Copelin's Office Center	Supplies	54.89
		Supplies	1,075.00
G-02121	US Markerboard	Equipment	2,217.60
G-02122	Andia Johnson	Programming Activities	125.00
G-02123	Scott's Printing & Copying	Printing	102.70
		Printing	1,361.25
		Printing	677.47
G-02124	Candace McDaniel	Programming Activities	216.53
		Programming Activities	214.64
G-02125	XPEDX	Supplies	366.18
		Maintenance Supplies	387.99
G-02126	Cummins Southern Plains, Ltd.	Maintenance of Facilities	269.00
G-02127	MTM Midwest Trophy	Supplies	114.75
G-02128	Voss Lighting	Maintenance of Facilities	1,239.35
G-02129	Barnes & Noble, Inc.	Programming Activities	93.45
G-02130	Evans Hardware	Maintenance of Facilities	35.25
		Maintenance of Facilities	3.44
		Maintenance of Facilities	17.19
		Maintenance of Facilities	20.94
G-02131	Debbie Robertus	Mileage	43.34

General Fund F.Y. 09-10

Warrant Register

December 2009

Number	Vendor/Payee	Purpose		Amount
G-02132	Heidi A. Port	Travel Expenses	359.54	359.54
G-02133	Southwest Paper - OKC	Maintenance Supplies	1,541.20	1,541.20
G-02134	OPUBCO Communications Group	Advertisement Retail Sale	135.00	
		Legal Advertisement	80.95	215.95
G-02135	Kelly Thompson	Programming Activities	125.00	125.00
G-02136	Party Galaxy M.G.	Professional Services	103.46	103.46
G-02137	Carol L. Roberts	Programming Activities	116.98	116.98
G-02138	Office Depot Credit Plan	Supplies	49.90	49.90
G-02139	Producers Playhouse	Library-Related Services	158.00	158.00
G-02140	Walmart Community	Professional Services	86.66	86.66
G-02141	Gary Good Entertainment &	Programming Activities	450.00	450.00
G-02142	Kevin Sendall	Mileage	45.65	45.65
G-02143	Star Lighting	Maintenance of Facilities	60.98	
		Maintenance of Facilities	30.00	90.98
G-02144	Cintas Corp.	Maintenance of Facilities	469.04	469.04
G-02145	Lesli Jones	Library-Related Services	120.00	120.00
G-02146	AT&T	Telephone Services	59.42	59.42
G-02147	Maria Watkins	Mileage	46.97	46.97
G-02148	Sabre Technologies	Supplies	625.00	625.00
G-02149	Lisa Bradley	Mileage	11.18	11.18
G-02150	Provantage	Supplies	2,025.42	2,025.42
G-02151	Crisis Prevention Institute,	Professional Services	100.00	100.00
G-02152	ASIS International	Memberships	130.00	130.00
G-02153	Shoplet	Printing Supplies	398.12	
		Supplies	53.14	451.26
G-02154	UNUM Life Insurance	Grp L-T Disab Ins Prm-DEC	5,185.64	5,185.64
G-02155	Bank of Oklahoma	Payroll Transmittal-Chks	38,478.10	
		Payroll Transmittal-Chks	17,193.50	
		Payroll Transmittal-Chks	165.00	55,836.60
G-02156	Bank of Oklahoma	Federal Withholding Tax	36,840.60	
		Federal Withholding Tax	1,414.00	38,254.60
G-02157	Oklahoma Tax Commission	State Withholding Tax	13,665.00	
		State Withholding Tax	758.50	14,423.50
G-02158	Mun. Employees Credit Union	Employee Cr Union Deducts	11,625.13	
		Employee Cr Union Deducts	87.50	11,712.63
G-02159	United Way of Central Oklahoma	Employee Deductions	415.56	415.56
G-02160	CompSource Oklahoma	Workers Comp. Insurance	10,934.00	10,934.00
G-02161	Works & Lentz, INC.	Employee Deductions	200.74	200.74
G-02162	Mutual Assurance	Grp Life/AD&D Ins Prm-DEC	30,670.04	30,670.04
G-02163	Bank of America	Payroll Transmittal-DDep	230,293.66	
		Payroll Transmittal-DDep	30,972.60	
		Payroll Transmittal-DDep	990.00	262,256.26
G-02164	Nationwide Retirement Solution	Employee Deductions	7,125.98	7,125.98
G-02165	Transamerica Worksite Mrktg.	Employee Deductions	468.68	468.68
G-02166	Metro Library Sys Pension Trst	Employee Contrib -- DB Pl	4,695.39	4,695.39
G-02167	Bank of Oklahoma	Employee Flexplan Deposit	23,753.63	23,753.63
G-02168	Bank of Oklahoma	Employee Soc/Sec Deposits	23,850.96	
		Employee Soc/Sec Deposits	3,385.45	
		Employee Medicare Deposit	5,670.84	
		Employee Medicare Deposit	791.76	
		Employer Soc/Sec Deposits	27,236.18	
		Employer Medicare Deposit	6,462.54	67,397.73

General Fund F.Y. 09-10

Warrant Register

December 2009

Number	Vendor/Payee	Purpose		Amount
G-02169	MassMutual Financial Group	Employee Contrib -- DC PI	13,176.35	
		Employer Contrib -- DC PI	23,987.40	37,163.75
G-02170	Love, Beal & Nixon, P.C.	Employee Deductions	399.89	399.89
G-02171	Metropolitan Library System	Grp Hlth/Dtl Ins Prm-DEC	105,634.46	105,634.46
G-02172	ODHS Oklahoma Centralized	Employee Deductions	338.02	338.02
G-02173	Randall's Fudge	Employee Deductions	115.15	115.15
G-02174	Administrative Systems, Inc.	Employee Deductions	1,111.70	1,111.70
G-02175	UNUM Life Insurance	Employee Deductions	1,430.40	
		Employee Deductions	34.00	1,464.40
G-02176	Vision Service Plan of	Grp Vision Insurance-Dec.	2,272.71	2,272.71
G-02177	UNUM Life Insurance	Grp LTC Insurance - Dec.	1,611.70	1,611.70
G-02178	Gale Research	Materials	3,205.50	3,205.50
G-02179	Weston Woods Accts Receivable	Materials	755.37	755.37
G-02180	Baker & Taylor Books	Materials	1,106.46	1,106.46
G-02181	H.W. Wilson Company Lockbox	Materials	828.00	828.00
G-02182	Legal Directories Publishing	Materials	361.75	361.75
G-02183	Recorded Books, LLC	Materials	1,253.42	1,253.42
G-02184	Instructional Video, Inc.	Materials	1,233.09	1,233.09
G-02185	Films for the Humanities	Materials	363.69	363.69
G-02186	Gale Group	Materials	4,431.71	4,431.71
G-02187	Live Oak Media	Materials	245.01	245.01
G-02188	Oklahoma Municipal League, Inc.	Materials	550.00	550.00
G-02189	Full Circle Bookstore	Materials	1,406.03	1,406.03
G-02190	Catee's Language World	Materials	2,677.00	2,677.00
G-02191	Blackstone Audio Books	Materials	1,777.50	1,777.50
G-02192	Random House, Inc	Materials	4,315.20	4,315.20
G-02193	Brilliance Corporation	Materials	2,867.05	2,867.05
G-02194	Ingram Library Service	Materials	6,120.32	6,120.32
G-02195	Information Today, Inc.	Materials	2,548.40	2,548.40
G-02196	Audio Editions	Materials	5,541.55	5,541.55
G-02197	American Library Assoc.	Materials	295.00	295.00
G-02198	OverDrive, Inc fka	Materials	7,350.02	7,350.02
G-02199	Injoy Videos	Materials	3,799.30	3,799.30
G-02200	Full Cast Audio	Materials	136.00	136.00
G-02201	Ingram Library Service	Materials	1,628.02	1,628.02
G-02202	Center Point Large Print	Materials	554.76	554.76
G-02203	Hagstrom Map Company	Materials	100.57	100.57
G-02204	Baker & Taylor Entertainment	Materials	1,703.14	
		Materials	7,758.12	9,461.26
G-02205	Baker & Taylor Books	Materials	609.69	
		Materials	1,138.76	
		Materials	1,081.03	
		Materials	1,301.98	
		Materials	3,068.38	
		Materials	5,535.59	
		Materials	6,443.23	
		Materials	1,842.65	21,021.31
G-02206	Baker & Taylor Books	Materials	712.38	
		Materials	1,819.86	
		Materials	8,655.49	
		Materials	11,666.13	22,853.86
G-02207	Baker & Taylor Books	Materials	3,761.84	3,761.84

General Fund F.Y. 09-10

Warrant Register

December 2009

Number	Vendor/Payee	Purpose		Amount
G-02208	Baker & Taylor Entertainment	Materials	571.92	571.92
G-02209	Mackin	Materials	55.35	55.35
G-02210	Greathall Productions, Inc.	Materials	72.78	72.78
G-02211	City of Midwest City, Inc.	Water & Garbage Services	286.32	286.32
G-02212	O G & E	Electrical Services	4,296.87	4,296.87
G-02213	Oklahoma Natural Gas Co.	Gas Services	338.17	
		Gas Services	254.75	592.92
G-02214	City of Oklahoma City	Water & Garbage	167.04	
		Water & Garbage	320.12	487.16
G-02215	Demco	Supplies	1,925.00	
		Supplies	33.90	
		Supplies	1,262.00	3,220.90
G-02216	Bob Howard Chrysler/Dodge	Vehicle	21,094.00	21,094.00
G-02217	Frank Ray	Parking	108.38	
		Mileage	74.25	182.63
G-02218	Oklahoma Tax Commission	Payroll Tax - Penalty/Int	12,902.41	12,902.41
G-02219	The Newspress	Subscriptions	142.80	142.80
G-02220	Charles S. Isaacs	Mileage	51.15	
		Telephone Services	35.00	86.15
G-02221	Barbara Beasley	Supplies	38.49	
		Other Commodities	21.98	60.47
G-02222	FedEx	Automation Contractual	61.08	61.08
G-02223	Stephanie Jackson	Programming Activities	200.00	200.00
G-02224	Ann Aliotta	Programming Activities	198.00	198.00
G-02225	Staples Business Advantage	Printing Supplies	1,595.72	1,595.72
G-02226	Anne G. Fischer	Mileage	47.85	
		Automation Contractual	222.66	270.51
G-02227	Midwest City	Memberships	202.00	202.00
G-02228	Staples Credit Plan	Supplies	13.99	13.99
G-02229	INTEGRIS Corporate Assistance	Group Insurance	910.00	910.00
G-02230	Shawver & Son	Maintenance of Facilities	303.20	303.20
G-02231	Jonathan Willis	Mileage	48.13	48.13
G-02232	Oklahoma City Employment Guide	Library-Related Services	600.00	600.00
G-02233	Melanie Levick	Mileage	16.50	16.50
G-02234	5th Street Garage	Parking	32.29	32.29
G-02235	Hobby Lobby	Programming Activities	73.88	73.88
G-02236	Francie Pendleton	Group Insurance	16.78	16.78
G-02237	James E. Nimmo	Transportation	120.00	120.00
G-02238	Larry G. Johnson	Parking	108.38	108.38
G-02239	Stuart Williamson	mileage	52.53	52.53
G-02240	United States Postal Service	Postage	9,000.00	9,000.00
G-02241	St Luke's United	Professional Services	250.00	250.00
G-02242	Victoria Dixon	Parking	108.38	108.38
G-02243	JoNita White	Mileage	17.05	17.05
G-02244	Ginger Waldrip	Programming Activities	100.00	100.00
G-02245	Matthew Cotter	Mileage	65.18	65.18
G-02246	Town of Luther	Water & Garbage Services	44.25	44.25
G-02247	Barnes & Noble, Inc.	Periodicals	1,926.49	1,926.49
G-02248	Dana Phillips	Parking	108.38	
		Mileage	28.60	136.98
G-02249	Deli Partners of Little Rock	Professional Services	537.96	537.96
G-02250	Kay L. Bauman	Parking	108.38	108.38

General Fund F.Y. 09-10

Warrant Register

December 2009

Number	Vendor/Payee	Purpose		Amount
G-02251	Landon Holman	Mileage	35.20	35.20
G-02252	Cassie Cleveland	Professional Services	225.00	225.00
G-02253	Jimmy Welch	Mileage	36.30	36.30
G-02254	me+mi Publishing, Inc.	Programming Supplies	427.71	427.71
G-02255	Southwest Paper - OKC	Maintenance Supplies	409.70	409.70
G-02256	Lisa Walker	Mileage	8.60	8.60
G-02257	Kelley Riha	Mileage	141.13	141.13
G-02258	Joy E. Cavett	Programming Activities	95.00	95.00
G-02259	Carol L. Roberts	Memberships	35.00	35.00
G-02260	Kevin Colwell	Mileage	2.75	2.75
G-02261	U.S. Postmaster	Postage	56.00	56.00
G-02262	City of Harrah	Water & Garbage Services	66.21	66.21
G-02263	Amazon/GE Money Bank	Supplies	126.23	126.23
G-02264	Crystal Suppes	Mileage	11.52	11.52
G-02265	Teresa Goggins	Parking	108.38	
		Mileage	43.45	151.83
G-02266	City of Choctaw	Water & Garbage Services	61.65	61.65
G-02267	Abolghasem Siavashi	Mileage	2.75	2.75
G-02268	C. L. Frates & Co.	Insurance	545.00	545.00
G-02269	Office Depot Credit Plan	Supplies	12.99	12.99
G-02270	Public Library Association	Professional Services	230.00	
		Professional Services	230.00	460.00
G-02271	Cheryl Pernell	Parking	108.38	108.38
G-02272	Entourage	Programming Activities	200.00	200.00
G-02273	John L. Hilbert	Programming Activities	207.42	
		Programming Activities	30.04	
		Programming Activities	138.11	
		Programming Activities	55.44	431.01
G-02274	Reef Shop Warehouse	Maintenance of Facilities	150.89	
		Maintenance of Facilities	66.95	217.84
G-02275	Imagination Promotional Group	Professional Services	216.10	216.10
G-02276	Allied Waste Services #060	Water & Garbage Services	923.39	923.39
G-02277	Pamela Buchanan	Mileage	72.33	
		Telephone Services	35.00	107.33
G-02278	Kevin Sendall	Mileage	37.40	37.40
G-02279	Oklahoma City Ad Club	Memberships	250.00	250.00
G-02280	John Utley	Mileage	100.65	
		Telephone Services	35.00	135.65
G-02281	Susan H. Wood	Programming Activities	125.00	125.00
G-02282	Kelley Hoffman	Mileage	21.78	21.78
G-02283	Target Bank	Other Commodities	43.04	43.04
G-02284	Securitas Security USA, Inc.	Security Services	6,954.61	6,954.61
G-02285	Beatriz Meyer	Programming Activities	494.00	
		Programming Activities	494.00	988.00
G-02286	Emily Williams	Mileage	49.78	49.78
G-02287	Smart Technologies	Computer Equipment	618.54	
		Automation Contractual	225.00	843.54
G-02288	Lisa Bradley	Parking	108.38	108.38
G-02289	Teresa Matthews	Memberships	35.00	35.00
G-02290	Stacy Schrank	Parking	108.38	108.38
G-02291	Dan Holman	Telephone Services	39.64	
		Mileage	40.70	80.34

General Fund F.Y. 09-10

Warrant Register

December 2009

Number	Vendor/Payee	Purpose		Amount
G-02292	Provantage	Supplies	368.76	368.76
G-02293	R. Justin Herwig	Mileage	49.50	49.50
G-02294	Mobile Mini, Inc.	Ralph Ellison Relocation	123.00	123.00
G-02295	Polina M. Ezhkova	Programming Activities	180.00	180.00
G-02296	JobDig	Library-Related Services	175.00	175.00
G-02297	Darin R. Smith	Transportation	40.00	40.00
G-02298	Chris Kennedy	Mileage	48.95	48.95
G-02299	Lindsay Jones Egle	Programming Activities	76.71	
		Programming Activities	56.01	
		Programming Activities	49.09	
		Programming Activities	40.18	221.99
G-02300	Boe Toahty	Programming Activities	120.00	120.00
G-02301	Kathy C. Brown	Programming Activities	175.00	175.00
G-02302	Diane Sarantakos	Mileage	74.25	74.25
G-02303	Grainger	Maintenance of Facilities	94.06	94.06
G-02304	Oklahoma Natural Gas Co.	Gas Services	367.75	
		Gas Services	1,268.12	1,635.87
G-02305	City of Oklahoma City	Water & Garbage	173.99	173.99
G-02306	City of the Village	Water & Garbage	82.97	82.97
G-02307	Southwestern Stationers, Inc.	Supplies	27.42	27.42
G-02308	Hunzicker Brothers, Inc.	Maintenance of Facilities	8.80	8.80
G-02309	Locke Supply Co.	Maintenance of Facilities	3.51	3.51
G-02310	Dagwell Dixie Inc	Maintenance of Facilities	19.02	19.02
G-02311	Tech-Lock	Maintenance of Facilities	3.00	3.00
G-02312	Emsco Electric Supply	Maintenance of Facilities	178.01	178.01
G-02313	Demco	Supplies	94.69	94.69
G-02314	Eales Electronics Corp.	Maintenance of Facilities	70.00	
		Maintenance of Facilities	81.00	151.00
G-02315	Hewlett-Packard Co.	Automation Contractual	7,227.70	7,227.70
G-02316	City of Edmond	Electrical Services	3,004.41	3,004.41
G-02317	Standard Printing Co., Inc.	Supplies	808.50	808.50
G-02318	Baker & Taylor Books	Materials	6,065.37	6,065.37
G-02319	Spence & Associates, Inc	Library-Related Services	1,150.00	1,150.00
G-02320	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-02321	Keystone Tape & Label, Inc.	Printing	797.06	797.06
G-02322	WCA Waste Corporation	Maintenance of Facilities	32.34	32.34
G-02323	Recorded Books, LLC	Materials	837.44	837.44
G-02324	Phillip Tolbert	Programming Supplies	150.00	150.00
G-02325	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	4,955.00	
		Janitorial Services	2,035.00	
		Janitorial Services	195.00	
		Janitorial Services	319.60	33,423.60
G-02326	Scott Rice Co.	Furniture	5,580.00	5,580.00
G-02327	Instructional Video, Inc.	Materials	2,062.44	2,062.44
G-02328	Denyveta Davis	Mileage	205.85	205.85
G-02329	Gale Group	Materials	3,709.81	3,709.81
G-02330	Hunter's Battery Warehouse	Maintenance of Facilities	43.90	

** Continued **

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-02330	Hunter's Battery Warehouse	Maintenance of Facilities	14.55	58.45
G-02331	Salem Press Accounting Office	Materials	331.00	331.00
G-02332	Staples Business Advantage	Supplies	59.36	59.36
G-02333	Anne G. Fischer	Telephone Services	50.00	50.00
G-02334	Copelin's Office Center	Supplies	66.80	66.80
G-02335	Library Video Co.	Materials	124.75	124.75
G-02336	Neal-Schuman Publishers, Inc.	Materials	214.50	214.50
G-02337	Janet Brooks	Mileage	57.27	57.27
G-02338	Commercial Concepts	Automation Contractual	489.02	489.02
G-02339	Great American Glass & Tinting	Maintenance of Facilities	407.79	407.79
G-02340	Laura Tallant	Mileage	5.83	5.83
G-02341	IPMA-HR	Memberships	145.00	145.00
G-02342	Kristin Williamson	Programming Activities	100.56	100.56
G-02343	Blackstone Audio Books	Materials	108.00	108.00
G-02344	Random House, Inc	Materials	1,469.20	1,469.20
G-02345	A T & T Mobility	Telephone Services	91.50	91.50
G-02346	Scott's Printing & Copying	Printing	1,886.85	1,886.85
G-02347	Brilliance Corporation	Materials	180.95	180.95
G-02348	Karen L.Litteral	Mileage	16.14	16.14
G-02349	Ingram Library Service	Materials	3,195.01	3,195.01
G-02350	James E. Garling	Programming Activities	750.00	750.00
G-02351	Dana Morrow	Mileage	112.26	112.26
G-02352	Audio Editions	Materials	1,135.22	1,135.22
G-02353	OSCPA	Professional Services	219.00	219.00
G-02354	OverDrive, Inc fka	Materials	6,147.36	6,147.36
G-02355	Lynda G. Bahr	Mileage	45.10	45.10
G-02356	Specialty Roll Products	Supplies	739.20	739.20
G-02357	Ingram Library Service	Materials	850.69	850.69
G-02358	Barnes & Noble, Inc.	Materials	707.45	707.45
G-02359	Center Point Large Print	Materials	820.77	820.77
G-02360	Anita Roesler	Mileage	33.94	33.94
G-02361	Jimmy Welch	Telephone Services	50.00	50.00
G-02362	Atlas Business Solutions, Inc.	Automation Contractual	750.00	750.00
G-02363	Evans Hardware	Maintenance of Facilities	2.31	
		Maintenance of Facilities	63.67	65.98
G-02364	Jeffrey J. Crawford	Security Services	162.50	162.50
G-02365	John Mark Dawson	Security Services	300.00	300.00
G-02366	Jurden Brown, Jr.	Security Services	162.50	162.50
G-02367	Stanley Campbell	Security Services	212.50	212.50
G-02368	Jerry's Contracting	Maintenance of Facilities	830.00	830.00
G-02369	Sharon A. Nolan	Programming Activities	233.84	233.84
G-02370	Ruby Soutiere	Mileage	7.94	7.94
G-02371	Westrex International	Supplies	868.10	868.10
G-02372	BBC Audiobooks America	Materials	1,527.31	1,527.31
G-02373	Kim Ventrella	Programming Activities	235.53	235.53
G-02374	City of Edmond	Water & Garbage Services	295.45	295.45
G-02375	Oklahoma Press Service	Library-Related Services	156.42	156.42
G-02376	Richard Palmer	Programming Activities	100.00	100.00
G-02377	Fariba Williams	Mileage	33.00	33.00
G-02378	World Book School & Library	Materials	14,773.00	14,773.00
G-02379	Office Depot Credit Plan	Supplies	263.41	
	** Continued **			

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Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-02379	Office Depot Credit Plan	Supplies	116.15	
		Supplies	50.70	430.26
G-02380	Baker & Taylor Books	Materials	187.37	187.37
G-02381	Cox Communications, Inc.	Construction	2,405.00	
		Telephone Services	3,687.01	
		Telephone Services	2,239.61	8,331.62
G-02382	Baker & Taylor Entertainment	Materials	2,895.77	
		Materials	775.51	3,671.28
G-02383	Walmart Community	Programming Activities	102.92	
		Programming Activities	136.61	
		Programming Activities	180.00	
		Supplies	165.32	584.85
G-02384	MetroFamily Magazine	Library-Related Services	677.00	677.00
G-02385	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	15.00	15.00
G-02386	Thomas P. Gallagher	Transportation	20.00	20.00
G-02387	Donna Morris	Parking & Transportation	450.00	450.00
G-02388	Star Lighting	Maintenance of Facilities	9.75	9.75
G-02389	Lesli Jones	Library-Related Services	55.00	55.00
G-02390	Worth Hydrochem of Oklahoma	Maintenance of Facilities	227.00	227.00
G-02391	Oklahoma City Police Dept.	Maintenance of Facilities	65.00	
		Maintenance of Facilities	65.00	
		Maintenance of Facilities	65.00	195.00
G-02392	Myers Landscape Management,	Maintenance of Facilities	1,540.00	
		Maintenance of Facilities	755.00	2,295.00
G-02393	Cox Communications, Inc.	Telephone Service	1,174.19	1,174.19
G-02394	Target Bank	Programming Activities	32.55	32.55
G-02395	Guthrie Charitable and	Professional Services	450.00	450.00
G-02396	Securitas Security USA, Inc.	Security Services	5,478.15	5,478.15
G-02397	Baker & Taylor Books	Materials	3,321.93	
		Materials	1,473.14	
		Materials	3,789.04	
		Materials	4,052.37	
		Materials	4,578.83	
		Materials	3,350.19	20,565.50
G-02398	Baker & Taylor Books	Materials	2,169.98	
		Materials	4,988.23	
		Materials	3,730.63	10,888.84
G-02399	Baker & Taylor Books	Materials	5,927.19	5,927.19
G-02400	Mario Medrano	Programming Activities	300.00	300.00
G-02401	Kone Inc	Maintenance of Facilities	975.00	975.00
G-02402	William F Comstock, P.C.	Professional Services	875.00	875.00
G-02403	Smart Technologies	Software	319.97	319.97
G-02404	COTPA	Parking & Transportation	1,352.93	
		Parking & Transportation	744.60	
		Parking & Transportation	2,000.20	4,097.73
G-02405	Scholastic Book Fairs	Programming Supplies	999.18	999.18
G-02406	Erika Sterling	Maintenance of Facilities	120.00	120.00
G-02407	Trigen-OKC Energy Corporation	Energy Services	16,007.92	16,007.92
G-02408	Stacy Schrank	Travel Expenses	453.02	
		Mileage	218.66	671.68
G-02409	Baker & Taylor Entertainment	Materials	155.41	155.41

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Number	Vendor/Payee	Purpose		Amount
G-02410	Tyler Outdoor Advertising, LLC	Library-Related Services	4,240.00	4,240.00
G-02411	JobDig	Library-Related Services	175.00	175.00
G-02412	Jennifer I. Jones	Mileage	49.78	49.78
G-02413	Jason K. Saxon	Security Services	112.50	112.50
G-02414	Jamar Rahming	Mileage	48.51	48.51
G-02415	Shoplet	Supplies	279.06	
		Supplies	50.46	329.52
G-02416	K W T V Channel 9	Library-Related Services	5,000.00	5,000.00
G-02417	Bank of Oklahoma	Payroll Transmittal-Chks	40,144.01	
		Payroll Transmittal-Chks	19,240.76	59,384.77
G-02418	Bank of Oklahoma	Federal Withholding Tax	38,716.60	
		Federal Withholding Tax	1,522.00	40,238.60
G-02419	Oklahoma Tax Commission	State Withholding Tax	14,228.00	
		State Withholding Tax	835.50	15,063.50
G-02420	Mun. Employees Credit Union	Employee Cr Union Deducts	11,645.13	
		Employee Cr Union Deducts	87.50	11,732.63
G-02421	United Way of Central Oklahoma	Employee Deductions	415.56	415.56
G-02422	Works & Lentz, INC.	Employee Deductions	195.56	195.56
G-02423	Bank of America	Payroll Transmittal-DDep	237,088.63	
		Payroll Transmittal-DDep	34,336.63	271,425.26
G-02424	Nationwide Retirement Solution	Employee Deductions	7,125.98	7,125.98
G-02425	Transamerica Worksite Mrktg.	Employee Deductions	454.56	454.56
G-02426	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,696.84	4,696.84
G-02427	Bank of Oklahoma	Employee Flexplan Deposit	11,140.35	11,140.35
G-02428	Bank of Oklahoma	Employee Soc/Sec Deposits	25,292.21	
		Employee Soc/Sec Deposits	3,761.04	
		Employee Medicare Deposit	6,014.73	
		Employee Medicare Deposit	879.64	
		Employer Soc/Sec Deposits	29,053.29	
		Employer Medicare Deposit	6,894.28	71,895.19
G-02429	MassMutual Financial Group	Employee Contrib -- DC PI	13,102.89	
		Employer Contrib -- DC PI	23,843.33	36,946.22
G-02430	Love, Beal & Nixon, P.C.	Employee Deductions	391.06	391.06
G-02431	ODHS Oklahoma Centralized	Employee Deductions	338.02	338.02
G-02432	Randall's Fudge	Employee Deductions	78.49	78.49
G-02433	Administrative Systems, Inc.	Employee Deductions	1,082.04	1,082.04
G-02434	Metropolitan Library System	Maintenance of Facilities	12.73	
		Parking	7.00	
		Professional Services	54.18	
		Automation Contractual	6.53	
		Postage	23.80	
		Supplies	26.00	
		Programming Activities	145.10	
		Programming Activities	117.30	
		Programming Activities	125.66	
		Motor Vehicles	30.00	
		Postage	59.29	607.59
G-02435	City of Del City	Rent of Library Buildings	400.00	400.00
G-02436	Grainger	Maintenance of Facilities	134.87	134.87
G-02437	O G & E	Electrical Services	8,990.40	
		Electrical Services	1,003.37	9,993.77
G-02438	Oklahoma Natural Gas Co.	Gas Services	1,088.98	

** Continued **

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Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-02438	Oklahoma Natural Gas Co.	Gas Services	491.93	
		Gas Services	71.83	1,652.74
G-02439	City of Bethany	Water & Garbage	114.40	114.40
G-02440	City of Oklahoma City	Water & Garbage	292.51	292.51
G-02441	Triangle/A & E	Capital Projects	4.00	4.00
G-02442	Southwestern Stationers, Inc.	Supplies	15.93	
		Supplies	931.30	
		Supplies	7.20	954.43
G-02443	Tech-Lock	Maintenance of Facilities	666.00	666.00
G-02444	Demco	Supplies	36.31	36.31
G-02445	EBSCO Subscription Services	Subscriptions	299.59	299.59
G-02446	Gale Research	Materials	1,775.45	1,775.45
G-02447	Highsmith Co., Inc.	Supplies	123.20	
		Supplies	53.02	176.22
G-02448	Superintendent of Documents	Government Doceuments	2,000.00	2,000.00
G-02449	Alma L. Brown	Programming Activities	36.03	
		Supplies	15.26	51.29
G-02450	Oklahoma Library Association	Professional Services	60.00	60.00
G-02451	Baker & Taylor Books	Materials	362.37	362.37
G-02452	Recorded Books, LLC	Materials	2,929.71	2,929.71
G-02453	Johnstone Supply	Maintenance of Facilities	91.28	
		Maintenance of Facilities	18.76	110.04
G-02454	Instructional Video, Inc.	Materials	37.48	37.48
G-02455	Gale Group	Materials	1,322.89	1,322.89
G-02456	Hunter's Battery Warehouse	Maintenance of Facilities	46.54	46.54
G-02457	Randy Wayland	Other Commodities	319.80	319.80
G-02458	Staples Business Advantage	Supplies	93.58	93.58
G-02459	Angie Paeltz	Mileage	23.10	
		Holiday Supplies	55.34	78.44
G-02460	AVID Products	Supplies	1,575.00	1,575.00
G-02461	School of Metaphysics	Programming Activities	50.00	50.00
G-02462	Full Circle Bookstore	Programming Activities	55.44	
		Materials	25.52	80.96
G-02463	Nancy Lytle	Mileage	8.88	8.88
G-02464	Neal-Schuman Publishers, Inc.	Materials	74.00	74.00
G-02465	Commercial Concepts	Automation Contractual	1,085.70	1,085.70
G-02466	Great American Glass & Tinting	Maintenance of Facilities	369.00	369.00
G-02467	Shawver & Son	Maintenance of Facilities	211.50	211.50
G-02468	Jonathan Willis	Telephone Services	35.00	35.00
G-02469	Cheryll Jones	Programming Activities	127.90	127.90
G-02470	Random House, Inc	Materials	4,240.00	4,240.00
G-02471	Brilliance Corporation	Materials	117.98	117.98
G-02472	Hobby Lobby	Programming Activities	86.57	86.57
G-02473	Ingram Library Service	Materials	1,105.28	1,105.28
G-02474	Phyllis Davidson	Mileage	31.21	31.21
G-02475	Candace McDaniel	Holiday Decorations	470.43	
		Programming Activities	141.85	612.28
G-02476	Walker Companies	Supplies	89.85	89.85
G-02477	Lakeshore Learning Materials	Programming Activities	15.88	15.88
G-02478	OverDrive, Inc fka	Materials	2,639.05	2,639.05
G-02479	Norman Transcript	Advertisement Retail Sale	73.20	73.20

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Number	Vendor/Payee	Purpose		Amount
G-02480	Fuelman	Gasoline	2,261.86	
		Vehicle Parts & Repairs	83.48	2,345.34
G-02481	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	88.50	88.50
G-02482	Ingram Library Service	Materials	1,254.76	1,254.76
G-02483	Barnes & Noble, Inc.	Programming Activities	119.01	
		Materials	1,945.15	2,064.16
G-02484	Center Point Large Print	Materials	251.64	251.64
G-02485	Susan Pierce	Programming Activities	300.00	300.00
G-02486	Sarah Grote	Programming Activities	300.00	300.00
G-02487	Cox Media Oklahoma City	Library-Related Service	4,000.00	4,000.00
G-02488	Debbie Robertus	Mileage	42.52	42.52
G-02489	Heidi Johnson	Memberships	35.00	35.00
G-02490	Bank of America	Library-Related Services	193.43	193.43
G-02491	Hudiburg Chevrolet, Inc.	Vehicle Parts & Repairs	420.53	420.53
G-02492	GeoLearning, Inc	Computer Software	19,500.00	19,500.00
G-02493	American Technical Publishers,	Materials	414.59	414.59
G-02494	Kelley Riha	Memberships	35.00	35.00
G-02495	Dowell Parking Center	Parking & Transportation	387.00	387.00
G-02496	Clyde Herrod	Memberships	35.00	35.00
G-02497	Crowe & Dunlevy	Professional Services	94.50	94.50
G-02498	John Wood	Telephone Services	50.00	50.00
G-02499	Office Depot Credit Plan	Supplies	44.25	
		Supplies	113.82	158.07
G-02500	Todd Olberding	Telephone Services	39.76	39.76
G-02501	Alice Murphy	Supplies	45.00	45.00
G-02502	Karen L. Bays	Other Commodities	265.99	
		Other Commodities	39.13	305.12
G-02503	Commercial Card Solutions	Travel Expenses	479.55	
		Supplies	99.00	
		Supplies	46.46	
		Supplies	135.94	
		Travel Expenses	72.14	
		Equipment	788.68	
		Presentation Supplies	32.05	
		Travel Expenses	518.90	
		Travel Expenses	476.88	
		Travel Expenses	400.00	
		Travel Expenses	727.74	
		Postage	225.00	
		Maintenance Supplies	80.47	
		Professional Services	180.00	
		Library-Related Services	319.50	
		Programming Supplies	70.89	
		Supplies	59.98	
		Supplies	139.99	
		Maintenance Supplies	43.16	
		Supplies	90.15	
		Professional Services	4.00	
		Supplies	186.76	5,177.24
G-02504	Baker & Taylor Entertainment	Materials	3,974.50	
		Materials	63.55	4,038.05
G-02505	Manpower, Inc.	Salaries	577.50	

** Continued **

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Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-02505	Manpower, Inc.	Salaries	931.70
		Salaries	939.40
G-02506	Walmart Community	Programming Activities	105.86
G-02507	Commercial Card Solutions	Books & Materials	237.11
		Books & Materials	309.80
		Books & Materials	454.02
G-02508	Preston Bell	Transportation	40.00
G-02509	Betty A. H. Scott	Mileage	11.78
G-02510	Star Lighting	Maintenance of Facilities	1.78
G-02511	MSC Technologies	Automation Contractual	3,862.00
G-02512	Lesli Jones	Library-Related Services	100.00
G-02513	Eric Highley	Programming Activities	30.00
		Programming Activities	240.00
		Programming Activities	300.00
G-02514	Securitas Security USA, Inc.	Security Services	6,578.76
		Security Services	7,371.73
G-02515	Baker & Taylor Books	Materials	1,009.31
		Materials	1,023.08
		Materials	3,335.72
		Materials	5,445.22
		Materials	5,185.43
		Materials	167.89
G-02516	Baker & Taylor Books	Materials	1,474.04
		Materials	10,452.05
		Materials	4,682.23
G-02517	Baker & Taylor Books	Materials	1,964.55
G-02518	Maria Watkins	Mileage	21.67
G-02519	Lloyd Lovely	Mileage	45.10
G-02520	Baker & Taylor Entertainment	Materials	963.25
G-02521	Mackin	Materials	191.74
G-02522	Picture This Photography	Programming Activities	1,138.00
G-02523	Pacific Telemanagement Service	Telephone Services	78.00
G-02524	Polina M. Ezhkova	Programming Activities	180.00
G-02525	Regina Fields	Mileage	4.40
G-02526	Classen School of Advanced	Programming Activities	200.00
G-02527	Strategic Government Resources	Professional Services	733.65
G-02528	Eddie H. Watts	Mileage	28.05
G-02529	Metropolitan Library System	Maintenance of Facilities	11.47
		Professional Services	38.00
		Postage	28.76
		Supplies	9.36
		Programming Activities	91.01
		Other Commodities	22.00
G-02530	O G & E	Electrical Services	14,672.51
		Electrical Services	2,776.93
G-02531	Triangle/A & E	Capital Projects	296.90
G-02532	Southwestern Stationers, Inc.	Supplies	345.60
G-02533	Gaylord Bros.	Supplies	46.08
		Supplies	696.00
G-02534	Gale Research	Materials	1,216.40
G-02535	City of Warr Acres	Water & Garbage Services	51.60

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G-02536	AT&T	Telephone Services	142.98	142.98
G-02537	Baker & Taylor Books	Materials	6,751.32	6,751.32
G-02538	Keystone Tape & Label, Inc.	Printing Supplies	103.94	103.94
G-02539	Tindle Arnold	Mileage	36.30	36.30
G-02540	Recorded Books, LLC	Materials	334.12	334.12
G-02541	Instructional Video, Inc.	Materials	1,743.53	1,743.53
G-02542	Greater Oklahoma City	Registration Fees	300.00	300.00
G-02543	Gale Group	Materials	2,569.50	2,569.50
G-02544	Rand McNally	Materials	1,209.24	1,209.24
G-02545	Staples Credit Plan	Supplies	39.99	39.99
G-02546	Library Video Co.	Materials	149.50	149.50
G-02547	Linda Hyams	Mileage	42.35	42.35
G-02548	Metrocall Wireless	Telephone Services	74.96	74.96
G-02549	Random House, Inc	Materials	480.00	480.00
G-02550	MPLC	Programing	95.00	95.00
G-02551	Chatterbox Books, Inc	Materials	284.00	284.00
G-02552	Matthew Cotter	Mileage	22.00	22.00
G-02553	Ingram Library Service	Materials	255.57	255.57
G-02554	Grey House Publishing	Materials	448.95	448.95
G-02555	Jeffrey J. Crawford	Security Service	162.50	162.50
G-02556	Miguel A. Campos	Security Service	212.50	212.50
G-02557	Jurden Brown, Jr.	Security Service	162.50	162.50
G-02558	John Paull	Security Service	325.00	325.00
G-02559	Contractors Supply Co.	Maintenance of Facilities	7.52	
		Maintenance of Facilities	39.56	47.08
G-02560	Aaron Killough	Mileage	10.18	10.18
G-02562	Alice Murphy	Supplies	24.00	
		Supplies	126.91	150.91
G-02563	Baker & Taylor Books	Materials	1,860.39	1,860.39
G-02564	Baker & Taylor Entertainment	Materials	178.95	178.95
G-02565	LaWana D. Morgan	Mileage	52.18	52.18
G-02566	Teaching Company	Materials	10.00	10.00
G-02567	Darrie Breathwit	Mileage	33.00	33.00
G-02568	Kelley Hoffman	Mileage	5.50	5.50
G-02569	AT&T	Telephone Services	59.42	59.42
G-02570	Baker & Taylor Books	Materials	1,235.13	
		Materials	1,782.03	
		Materials	914.95	
		Materials	4,852.47	
		Materials	1,467.64	
		Materials	3,319.57	13,571.79
G-02571	Baker & Taylor Books	Materials	1,446.05	
		Materials	2,443.35	
		Materials	4,504.76	8,394.16
G-02572	Baker & Taylor Books	Materials	1,061.03	1,061.03
G-02573	Denise D. Ryan	Mileage	16.50	16.50
G-02574	Mackin	Materials	322.59	322.59
G-02575	Vernon L. Kriethe	Security Service	112.50	112.50
G-02576	Chris Kennedy	Other Commodities	311.39	311.39
G-02577	Jennifer I. Jones	Mileage	11.55	11.55
G-02578	Bank of Oklahoma	Payroll Transmittal-Chks	40,535.09	
		Payroll Transmittal-Chks	17,624.07	58,159.16

General Fund F.Y. 09-10

Warrant Register

December 2009

Number	Vendor/Payee	Purpose		Amount
G-02579	Bank of Oklahoma	Federal Withholding Tax	40,395.60	
		Federal Withholding Tax	1,404.00	41,799.60
G-02580	Oklahoma Tax Commission	State Withholding Tax	14,683.00	
		State Withholding Tax	761.00	15,444.00
G-02581	Mun. Employees Credit Union	Employee Cr Union Deducts	11,645.13	
		Employee Cr Union Deducts	87.50	11,732.63
G-02582	Works & Lentz, INC.	Employee Deductions	190.10	190.10
G-02583	Bank of America	Payroll Transmittal-DDep	247,156.55	
		Payroll Transmittal-DDep	29,949.29	277,105.84
G-02584	Nationwide Retirement Solution	Employee Deductions	6,975.98	6,975.98
G-02585	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,730.96	4,730.96
G-02586	Bank of Oklahoma	Employee Soc/Sec Deposits	25,016.14	
		Employee Soc/Sec Deposits	3,345.10	
		Employee Medicare Deposit	5,960.24	
		Employee Medicare Deposit	782.31	
		Employer Soc/Sec Deposits	28,361.30	
		Employer Medicare Deposit	6,742.58	70,207.67
G-02587	MassMutual Financial Group	Employee Contrib -- DC PI	12,918.50	
		Employer Contrib -- DC PI	23,510.73	36,429.23
G-02588	Love, Beal & Nixon, P.C.	Employee Deductions	390.67	390.67
G-02589	ODHS Oklahoma Centralized	Employee Deductions	338.02	338.02
G-02590	Randall's Fudge	Employee Deductions	115.15	115.15
G-02591	Bank of Oklahoma	Employer Soc/Sec Deposits	2.74	2.74
Total of FY 09-10 Warrants Issued				\$ 2,374,495.10

General Fund F.Y. 08-09

Warrant Register

December 2009

Number	Vendor/Payee	Purpose	Amount	
G-05781	Krueger International, Inc.	Furniture	1,132.00	
		Furniture	3,511.73	
		Furniture	5,018.00	9,661.73
G-05782	Spacesaver Storage Systems, Inc.	Furniture	19,128.73	
		Furniture	6,961.68	26,090.41
G-05783	Cooper Bros., Inc.	Capital Projects	937.00	937.00
G-05784	Atlas General Contractors, LLC	Capital Project	5,031.00	
		Capital Projects	168,630.00	
		Capital Projects	1,387.00	
		Capital Projects	6,887.00	
		Capital Projects	21,979.00	203,914.00
G-05785	Southwestern Stationers, Inc.	Furniture	3,007.05	3,007.05
G-05786	Scott Rice Co.	Furniture	2,862.14	
		Furniture	16,689.68	
		Furniture	728.40	20,280.22
G-05787	Staples Business Advantage	Supplies	261.00	261.00
G-05788	Spaces, Inc.	Furniture	24,159.60	
		Furniture	4,960.80	
		Furniture	7,178.40	
		Furniture	3,832.20	
		Furniture	8,906.80	
		Furniture	2,684.40	
		Furniture	551.20	
		Furniture	797.60	
		Furniture	425.80	
		Capital Projects	1,325.85	54,822.65
G-05789	A.R.K. Ramos Foundry &	Capital Projects	1,702.00	1,702.00
G-05790	Westquip, Inc	Capital Projects	135.83	135.83
G-05791	Metro Builders Supply	Capital Projects	1,473.00	1,473.00
G-05792	Brooks Industries	Capital Projects	1,676.11	1,676.11
G-05793	Walmart Community	Capital Projects	74.38	74.38
G-05794	Budget Flag & Banner	Capital Projects	121.40	121.40
G-05795	J.L. Walker Construction	Construction	7,930.10	7,930.10
G-05796	Linda Cooper	Capital Projects	435.00	435.00
G-05797	Demco	Supplies	55.89	
		Supplies	1,512.00	1,567.89
G-05798	A.R.K. Ramos Foundry &	Capital Projects	259.20	259.20
G-05799	Cable Organizer	Equipment	1,516.26	1,516.26
G-05800	Cox Media Oklahoma City	Library-Related Services	475.00	475.00
G-05801	Karen L. Bays	Supplies	125.18	125.18
G-05802	Commercial Card Solutions	Construction	711.96	711.96
G-05803	Corporate Express, Inc.	Furniture	3,239.44	
		Furniture	210.00	
		Furniture	195.72	3,645.16
G-05804	Studio Architecture PC	Capital Projects	1,807.06	1,807.06
G-05805	Karen L. Bays	Professional Services	275.00	
		Travel Expenses	996.25	1,271.25
G-05806	Atlas General Contractors, LLC	Capital Projects	62,546.00	62,546.00
Total of FY 08-09 Warrants Issued				\$ 406,446.84

Special Funds

Warrant Register

December 2009

Number	Vendor/Payee	Purpose		Amount
S-15170	Candace McDaniel	Staff Recognition Event	18.89	18.89
S-15171	Jon M. McKenney	Lost & Paid Book Returned	18.95	18.95
S-15172	Robert L. Mier	Lost & Paid Book Returned	172.60	172.60
S-15173	Sara K. Vesely	Lost & Paid Book Returned	3.00	3.00
S-15174	Michael E. Hatfield	Lost & Paid Book Returned	8.95	8.95
S-15175	Michael Banda	Lost & Paid Book Returned	19.95	19.95
S-15176	Lorena F. Gibson	Lost & Paid Book Returned	4.50	4.50
S-15177	Metropolitan Library System	Transfer of Fines & Fees	140,000.00	140,000.00
S-15178	Metropolitan Library System	ICBIST Teen Film	37.91	37.91
S-15179	Walter Wayne McEvilly	Piano Performances	350.00	350.00
S-15180	Deborah J. Johnson	Lost & Paid Book Returned	3.00	3.00
S-15181	Laryssa E. Lalli	Lost & Paid Book Returned	3.00	3.00
S-15182	Polly S. Montgomery	Lost & Paid Book Returned	30.90	30.90
S-15183	Stephanie A. Davis	Lost & Paid Book Returned	3.00	3.00
S-15184	Daniel S. Evans	Lost & Paid Book Returned	6.00	6.00
S-15185	Kim Kay R. Williams	Lost & Paid Book Returned	5.95	5.95
S-15186	Amanda J. Gooch	Lost & Paid Book Returned	9.95	9.95
S-15187	David V. Wall	Lost & Paid Book Returned	17.95	17.95
S-15188	Angela J. Parker	Lost & Paid Book Returned	3.00	3.00
S-15189	Krueger International, Inc.	Furniture	150.86	150.86
S-15190	Metropolitan Library System	Transfer of Fines & Fees	34,000.00	34,000.00
S-15191	BMI Systems Corp.	Copier Maintenance	78.50	
		Copier Maintenance	31.62	
		Copier Maintenance	36.00	
		Copier Maintenance	201.54	
		Copier Maintenance	158.97	
		Copier Maintenance	29.19	
		Copier Maintenance	90.98	
		Copier Maintenance	78.50	
		Copier Maintenance	55.00	
		Copier Maintenance	28.91	789.21
S-15192	Standley Systems	Copier Usage	286.17	
		Copier Usage	314.73	600.90
S-15193	Barnes & Noble, Inc.	Books	2,273.69	2,273.69
S-15194	Walker Companies	Programming Supplies	6,975.00	6,975.00
S-15195	Susan Pierce	Noon Tunes Programming	336.00	336.00
S-15196	Walker Companies	Programming Supplies	2,990.50	2,990.50
S-15197	Julio Alvarado	Lost & Paid Item Returned	14.00	14.00
S-15198	Judy Schroeder	Lost & Paid Item Returned	3.00	3.00
S-15199	Colleen K. Sarani	Lost & Paid Item Returned	3.00	3.00
S-15200	Sharon A. Nolan	Lost & Paid Item Returned	18.95	18.95
S-15201	Kimberly Lewis	Lost & Paid Item Returned	10.95	10.95
S-15202	Wesley J. Day	Lost & Paid Item Returned	6.00	6.00
S-15203	Edna R. Mahaffey	Lost & Paid Item Returned	22.95	22.95
S-15204	Tamara A. Brandt	Lost & Paid Item Returned	25.10	25.10
S-15205	Brown to Earth Bag Co.	Gift & Books Lost Account	930.00	930.00
S-15206	Lisa M. Luse	Lost & Paid Item Returned	17.95	17.95
S-15207	Scott Rice Co.	Furniture	3,457.67	
		Furniture	659.08	4,116.75
S-15208	James Salvia	Refund of Room Rental	200.00	200.00
S-15209	Business Imaging Systems, Inc.	Copy Fund	992.00	
		Copy Fund	4,871.88	

** Continued **

Special Funds

Warrant Register

December 2009

Number	Vendor/Payee ** Continued **	Purpose	Amount	
S-15209	Business Imaging Systems, Inc.	Copy Fund	1,109.93	6,973.81
S-15210	Hannelore A. Chan	09/Sams/Programming	105.00	105.00
S-15211	Suzette V. Felton	09/Sams- Notary	120.00	120.00
S-15212	Nicole R. Carpenter	Lost & Paid Book Returned	3.00	3.00
S-15213	Melissa Breanna Cadena	Lost & Paid Book Returned	6.95	6.95
S-15214	Marci D. Strait	Lost & Paid Book Returned	11.25	11.25
S-15215	Deborah M. Morris	Lost & Paid Book Returned	11.95	11.95
S-15216	Cathy A. Shaver	Lost & Paid Book Returned	23.95	23.95
S-15217	Linda M. Stevenson	Lost & Paid Book Returned	13.95	13.95
S-15218	Jerry R. Young	Lost & Paid Book Returned	4.95	4.95
S-15219	Iris Kay Landis	Lost & Paid Book Returned	98.40	98.40
S-15220	Elissa M. Moore	Lost & Paid Book Returned	3.00	3.00
S-15221	Trevor B. C. Harding	Lost & Paid Book Returned	3.00	3.00
S-15222	Oklahoma Tax Commission	State Sales Tax-Nov, 2009	34.91	34.91
S-15223	Piper L. Kelly	Cash Deposit Refund	5.00	5.00
S-15224	Donna R. Jenkins	Lost & Paid Item Returned	3.00	3.00
S-15225	OBU Mabee Learning Center	ILL Book Replacement Fees	30.00	30.00
S-15226	Hannah M. Wilkerson	Lost & Paid Item Returned	4.50	4.50
S-15227	Commercial Card Solutions	Fines Account	119.90	119.90
S-15228	Oklahoma Tax Commission	State Sales Tax-Nov. 2009	587.28	587.28
S-15229	Eric Highley	09/Guild/Tai Chi	210.00	210.00
S-15230	Amellis Peart	Spanish Classes	175.00	175.00
S-15231	Metropolitan Library System	10/Friends/Native	53.96	53.96
S-15232	Jon M. McKenney	Lost & Paid Book Returned	4.45	4.45
S-15233	Sara K. Vesely	Lost & Paid Book Returned	4.00	4.00
S-15234	Heidi A. Goyer	Lost & Paid Book Returned	11.25	11.25
S-15235	Kristin Tolbert	Lost & Paid Book Returned	8.95	8.95
S-15236	Kathryn J. Leffel	Lost & Paid Book Returned	26.90	26.90
S-15237	Scott L. Powell	Lost & Paid Book Returned	22.00	22.00
S-15238	Suzanne W. Monroe	Lost & Paid Book Returned	6.00	6.00
S-15239	Xavier R. Zackery	Lost & Paid Book Returned	3.00	3.00
S-15240	John R. Preston, Jr	Lost & Paid Book Returned	6.50	6.50
S-15241	Michael F. Noel	Lost & Paid Book Returned	3.00	3.00
S-15242	Vanessa S. Sizemore	Lost & Paid Book Returned	3.00	3.00
S-15243	Gayle J. Davis	Lost & Paid Book Returned	3.00	3.00
S-15244	Dulaney-Browne Library	Interlibrary Loan Lost Bk	65.00	65.00
S-15245	Bangor Public Library	Interlibrary Loan Lost Bk	13.95	13.95
S-15246	Salvador Enciso, Jr	Lost & Paid Book Returned	15.95	15.95
S-15247	Southeastern Public Library	Interlibrary Loan Lost Bk	31.75	31.75
S-15248	Baylor University	Interlibrary Loan Lost Bk	86.40	86.40
S-15249	Sharon A. Nolan	Lost & Paid Book Returned	75.09	75.09
S-15250	Mid-Continent Public Library	Interlibrary Loan Lost Bk	4.75	4.75
S-15251	Tulsa City/County Library	Interlibrary Loan Lost Bk	101.95	101.95
S-15252	Jimmie M. Stewart	Lost & Paid Book Returned	3.00	3.00
S-15253	University of Oklahoma	Interlibrary Loan Lost Bk	117.00	117.00
S-15254	Voke V Marere	Lost & Paid Book Returned	16.50	16.50

Total of Special Funds Warrants Issued \$ 203,438.46

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.



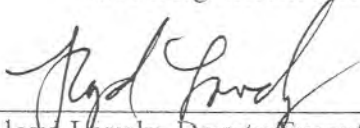
Donna Morris, Executive Director

1-13-10

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

1-11-10

Date

REPORT AND MINUTES FROM A & P COMMITTEE

The A & P Committee met December 17, 2009, for:

I. Executive Session

To discuss the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee, pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(1)

Review the grievance of E. Carol Gilbert, Friends Coordinator, in accordance with the Grievance Procedure of the Metropolitan Library System and render the final decision, regarding employment of said employee, to be implemented by the Executive Director.

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

DATE: Thursday, December 17, 2009 TIME: 2:30 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, December 10, 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 December 15, 2009, in conformity with the Oklahoma Open Meeting Act

COMMITTEE MEMBERS PRESENT:

Bose' Akadiri
Cynthia Friedemann
Margaret Graham
Mukesh Patel
Carolyn Willis, Chair

COMMITTEE MEMBERS EXCUSED:

OTHERS PRESENT:

E. Carol Gilbert
Ric Rea, Director, Human Resources

ESTIMATE OF OTHERS PRESENT: 1

I. The meeting was called to order at 2:31 p.m. by Mrs. Carolyn Willis, Chair.

Roll was called to establish a quorum. Present: Friedemann, Graham, Patel, Willis (Akadiri; 2:35).

II. Mrs. Carolyn Willis called for a motion to move into Executive Session to review the grievance of E. Carol Gilbert, Coordinator of Friends, in accordance with the Grievance Procedure of the Metropolitan Library System and render the final decision, regarding employment of said employee, to be implemented by the Executive Director, pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(1)

Ms. Margaret Graham moved to go into Executive Session. Mrs. Cynthia Friedemann seconded. No further discussion. Motion passed unanimously.

The Committee went into Executive Session at 2:32 p.m.

III. The Committee ended Executive Session at 3:58 p.m.

Ms. Bose' Akadiri moved to end Executive Session. Mr. Mukesh Patel seconded. No further discussion. Motion passed unanimously.

IV. Mrs. Willis called for a motion.

Mrs. Friedemann moved to uphold the Administration's recommendation of termination of Ms. E. Carol Gilbert. Ms. Graham seconded. No further discussion. Motion passed unanimously.

V. Mrs. Willis adjourned the meeting at 4:00 p.m.

Donna Morris,
Executive Director
(Secretary)

Nominating Committee Report

Nancy Anthony
Beth Toland
Jose Jimenez

The nominating committee met on Monday, January 4th at the Belle Isle Library to discuss the recommendation of officers for the 2010 term of the metropolitan library commission. The nominating committee have contacted each of the selected officers and confirmed that they have agreed to serve.

The nominating committee is recommending the following individuals to be presented to the library commission for approval.

Chairman: Carolyn Willis

Vice Chairman: Fran Cory

Disbursing Agent: David Greenwell

This recommendation is presented as our report for the Metropolitan Commission meeting on Thursday, January 21, 2010.

REPORT AND RECOMMENDATIONS FROM ADMINISTRATION

Northwest Library Amended and Restated Project Agreement

The Metropolitan Library System and the City of Oklahoma City are in the final phase of the design of the new Northwest library. Part of the Oklahoma City General Obligation Bond Packages of 2000 and 2007, the contract for this work is expected to be awarded in February.

In order to facilitate this process, the library had entered into an agreement with the city regarding the funding for the architectural services. Several issues have surfaced during design phase which require review by the Metropolitan Library Commission

While MLS has traditionally purchased the shelving directly, due to the design requirements of this project, it is necessary that the furnishing & installation of the shelving be included in the scope of the Construction Contract. The final cost of the shelving will be identified on the City bid form.

Additionally, the design includes a children's patio and an adult patio. While it is hoped that funding will be available within the 2000 and 2007 OKC bond funds, it may not. Because of the concern that this cost may exceed the bond funds, the cost has been isolated and will be identified on the City bid form. If additional funding is needed, it is the desire of MLS to participate in the funding of the patios. The cost outlined in this revised agreement is part of the previously approved funds for the Northwest Library as approved by the commission in capital reserves.

The attached agreement details the amended and restated obligations of the city and the library concerning the project.

ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:

That the Commission approve the Northwest Library Amended and Restated Project Agreement between the City of Oklahoma City and the Metropolitan Library Commission of Oklahoma County.

Funding of the cost of this work is available in the NW 450 account.

**NORTHWEST LIBRARY PROJECT AMENDED AND RESTATED
AGREEMENT**

Participation Agreement for the Northwest Library, Oklahoma City, Oklahoma.

This Agreement amends and restates the Northwest Library Project Amended & Restated Agreement dated June 3, 2008; and is entered into on _____ day of _____, 2010, by and between The City of Oklahoma City, a municipal corporation (hereinafter referred to as “City”) and the Metropolitan Library Commission of Oklahoma County a/k/a Metropolitan Library System, a public agency and body corporate created and existing under the laws of the state of Oklahoma (hereinafter referred to as “MLS”).

WITNESSED:

WHEREAS, the 2000 General Obligation Bond Issue, as passed by the registered voters of the City, contained a \$13,600,000 proposition (#9) for constructing, expanding, renovating, remodeling, repairing, improving, equipping and/or furnishing libraries; and

WHEREAS, Project 1 of Proposition 9 of the 2000 General Obligation Bond Issue, as approved by the registered voters of the City, allows for the, “Design and construct a new library building to be located in Northwest Oklahoma City, which may include related site acquisition and preparation, infrastructure, drainage, utilities, roadways, parking, landscaping and/or fencing” (the “Northwest Library Project” or “Project”), in the amount of \$6,600,000; and

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

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

WHEREAS, prior to finalizing the contract with an Architect for the design of the Northwest Library the final site for construction must be selected and the site acquired; and

WHEREAS, the final construction cost of the project can be affected by the site acquisition costs, which requires the City to begin site acquisition simultaneously with the selection of the Architect; and

WHEREAS, the Northwest Library Project is not yet fully funded; and

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

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

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

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

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

WHEREAS, Project 3 of Proposition 8 of the 2007 General Obligation Bond Issue, as approved by the registered voters of the City, allows the City an additional \$3,240,000 to: "Design and construct a new library building to be located in Northwest

Oklahoma City, which may include related site acquisition and preparation,
infrastructure, drainage, utilities, roadways, parking, landscaping and/or fencing”; and

WHEREAS, it is the desire of the parties to use the additional bond funds to
expand the scope of the Project; and

WHEREAS, it is the desire of the parties that the furnishing & installation of the
shelving, due to the design requirements, be included in the scope of the Construction
Contact; and

WHEREAS, it is the desire of MLS to participate in the funding of work created
under this agreement to include the children’s patio and the adult patio, if funding is not
available within the bond funds; and

WHEREAS, the cost of the shelving and patios will be identified on the City bid
form; and

WHEREAS, MLS, as approved by the Metropolitan Library Commission, has set
aside funding for this additional work.

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

I. OBLIGATIONS OF MLS.

A. MLS shall provide to the City funding, up to but not exceeding, \$1,427,384
983,384.00 (an increase of \$444,000.00 253,384) as described below:

- a. \$865,784 (~~an increase of \$200,784~~) for Architectural, Engineering, and
Consulting design services required for the Northwest Library Project

including site survey, civil engineering, printing, consultants, site visitations and testing costs.

b. \$117,600.00 (~~an increase of \$52,600~~) for design services associated with FF&E to be purchased directly by MLS for the Northwest Library Project.

c. \$444,000 (an increase of \$444,000) for improvement to the NW library such as shelving, children's patio and adult patio if Bond Funds are not adequate.

d. The funding described in items a. and b. above shall be provided to the City 30 days prior to the execution of the contract for described design services.

~~e.e.~~ The funding described in items c. above shall be provided to the City after receipt of the bids and review by MLS.

~~d.f.~~ Should the above amounts need to be increased, the City and MLS, by mutual agreement, shall determine the amount of any additional funds to be provided by MLS.

B. MLS shall communicate with the Architect/Engineer and/or the Project Contractor only through the City, unless otherwise directed in writing by the City.

C. MLS shall provide certain FF&E, to be placed in the Northwest Library. MLS will retain ownership of all FF&E or movable property purchased with MLS funds; provided, if the City provides funding for any movable property for the Northwest Library Project from City bond funds and/or other City and/or City trust revenues, all such property will remain the exclusive

property of the City or City trust, as applicable with the exception of the shelving identified in item c. above, which shelving shall remain the property of MLS upon the termination of the lease between the parties. All FF&E purchased solely with MLS funds will be procured by MLS.

- D. MLS shall provide recommendations to the City for the scope of the proposed project, various components, phases and timetables.
- E. The parties understand and agree the Northwest Library and all “fixtures,” (as defined in 60 Okla. Stat. § 7), to the library itself and/or to the land upon which the library sits, shall be owned exclusively by the City.

II. OBLIGATIONS OF CITY.

- A. It is the City's desire to purchase a site for the future library that is mutually acceptable to the City and MLS. The City will consider recommendations from MLS regarding land sites; however, the City shall retain full discretion regarding the land acquisition site since the land will be purchased in whole with City funds.
- B. The City shall coordinate and keep MLS current in the land acquisition proceedings.
- C. The City shall select and the City shall contract with the A&E, in accordance with the “Resolution for the Selection of Architects, Engineers and Planners” and with this agreement. The City shall coordinate with MLS and the City’s A&E for design of the project and the City will assume the role of Project Manager for the Northwest Library Project. MLS shall be the Department as

such term is defined in the Resolution of Architects, Engineers and Planners
and shall perform such duties.

| D. The City shall secure the review and approval by MLS of the shelving
materials prior to their release for fabrication

| ~~D.E.~~ After completion of the project, the City shall return to MLS any unused
funding provided by MLS as stated in Section I. A. above.

| ~~E.F.~~ Should any of the bond funds sold for Project 1 of Proposition 9 of the
2000 General Obligation Bond Issue remain unused after all construction
(including all change orders, site acquisition, drainage, utilities, parking,
landscaping, fencing, roadways, and infrastructure) on the Project is complete,
upon approval of the Bond Advisory Committee and City Council, said
unused bond funds shall be declared surplus. All such surplus bond funds
shall be used by the City for the same general purpose as listed in Proposition
9 of the 2000 General Obligation Bond Issue official.

| ~~F.G.~~ Should any of the bond funds sold for Project 3 of Proposition 8 of the
2007 General Obligation Bond Issue remain unused after all construction
(including change orders, site acquisition, drainage, utilities, parking,
landscaping, fencing, roadways, and infrastructure) on the Project is complete,
upon approval of the Bond Advisory Committee and City Council of the City,
said unused bond funds shall be declared surplus. All such surplus bond funds
shall be used by the City for the same general purposes as listed in Proposition
8 of the 2007 General Obligation Bond issue.

~~G.H.~~ Quarterly, the City shall provide MLS, in a form acceptable to MLS, an accounting of MLS funds expended as per this agreement. The quarterly reports will consist of accounting of MLS funds

~~H.I.~~ The City shall make a good faith effort to copy MLS in a format mutually acceptable to all, on all Project correspondence and Project documentation between; the City and the A&E; the City and the Contractor; and the A&E and the Contractor at no cost to MLS.

~~I.J.~~ The City shall cause MLS to be named as additional insured in all A&E and Contractor Insurance Certificates on all lines of coverage except Worker's Compensation.

~~J.K.~~ The City shall make a good faith effort to invite MLS to all project and site meetings.

~~K.L.~~ The City shall secure the Review of MLS at each of but not limited to the following stages: a) the City's advertisement for A/E Services; b) the A/E Schematic Design(s); c) the A/E Preliminary Report(s); d) the A/E Construction Documents / Plans and Specifications / Bid Documents; f) the Construction documentation including Submittals and g) Contractor// Building Close-out.

~~L.M.~~ MLS shall have the right to reproduce the Project documents.

~~M.N.~~ The City shall provide MLS access to the Project, as reasonably requested.

~~N.O.~~ All MLS funds shall be placed in an interest bearing account and all interest earned on MLS funds shall be compounded, accrued, and added to the

fund account monthly at the same interest rate received on the City's

Operating Pool.

III. WHOLE AGREEMENT.

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

IV. VENUE AND APPLICABLE LAW.

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

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

IN WITNESS WHEREOF, the Metropolitan Library System adopts and
approves this Agreement this _____ day of _____, 2010.

Metropolitan Library Commission

Chair

ATTEST:

MLC Secretary

IN WITNESS WHEREOF, The City of Oklahoma City adopts and approves this
Agreement this _____ day of _____, 2010.

The City of Oklahoma City

Mayor

ATTEST:

City Clerk

Reviewed for form and legality this ____ day of _____, 2010.

Assistant Municipal Counselor

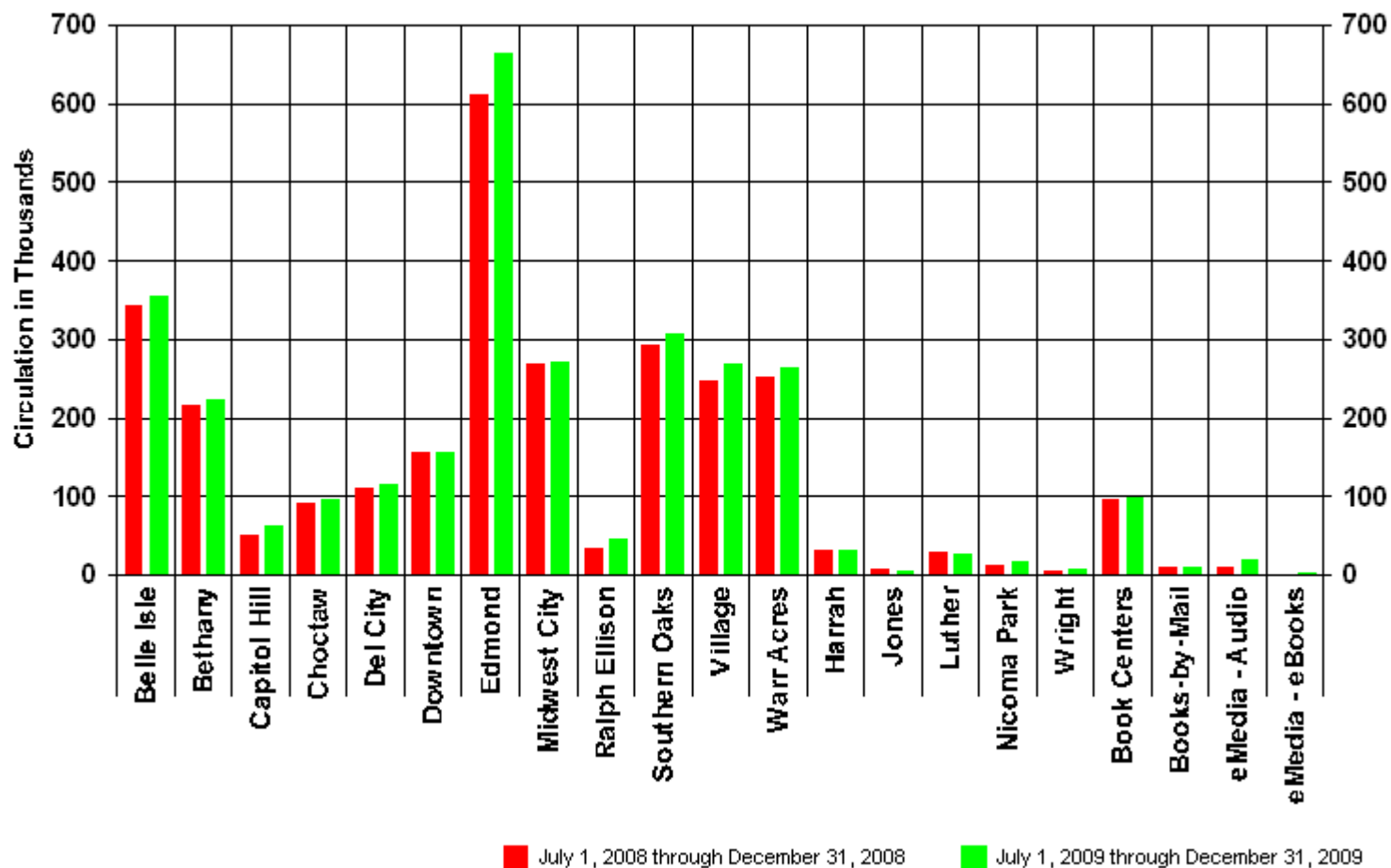
MLS 2009 Annual Report:
A Treasure Still Waits to be Discovered

Kim Terry, Director, Marketing and Communications,
will be presenting the Annual Report as part of the
Special Presentations at the Commission Meeting.

Please go to
www.metrolibrary.org/annualreport
to view this year's annual report.

Circulation Gains and Losses

July 1, 2009 through December 31, 2009 (50.00% of the 09-10 Fiscal Year)



Circulation Gains and Losses

July 1, 2009 through December 31, 2009 (50.00% of the 09-10 Fiscal Year)

DECEMBER 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>
Belle Isle	09	39819	259344	10091	83895	49910	343239	
	10	39855	270848	10221	84736	50076	355584	
		36	11504	130	841	166	12345	3.6
Bethany	09	22805	148570	8453	68037	31258	216607	
	10	23731	154901	7823	67103	31554	222004	
		926	6331	-630	-934	296	5397	2.5
Capitol Hill	09	6535	35837	1826	13695	8361	49532	
	10	6853	43562	2678	18421	9531	61983	
		318	7725	852	4726	1170	12451	25.1
Choctaw	09	9094	56342	4762	34037	13856	90379	
	10	9965	61274	4926	35650	14891	96924	
		871	4932	164	1613	1035	6545	7.2
Del City	09	11971	75841	4371	34336	16342	110177	
	10	11869	80152	3999	34342	15868	114494	
		-102	4311	-372	6	-474	4317	3.9
Downtown	09	18231	120460	4088	34854	22319	155314	
	10	17079	116814	5085	38244	22164	155058	
		-1152	-3646	997	3390	-155	-256	-.2
Edmond	09	59026	354581	33609	256602	92635	611183	
	10	59557	385360	34604	279900	94161	665260	
		531	30779	995	23298	1526	54077	8.8
Midwest City	09	29791	189451	10403	78989	40194	268440	
	10	30404	194046	9597	77710	40001	271756	
		613	4595	-806	-1279	-193	3316	1.2
Ralph Ellison	09	4722	25769	1394	8656	6116	34425	
	10	3887	33885	992	10891	4879	44776	
		-835	8116	-402	2235	-1237	10351	30.1
Southern Oaks	09	33598	215400	9985	78299	43583	293699	
	10	32574	222719	11288	83621	43862	306340	
		-1024	7319	1303	5322	279	12641	4.3
Village	09	26335	170100	10596	75787	36931	245887	
	10	29585	189470	10532	78341	40117	267811	
		3250	19370	-64	2554	3186	21924	8.9
Warr Acres	09	25585	169739	10761	82680	36346	252419	
	10	27635	184258	10858	79116	38493	263374	
		2050	14519	97	-3564	2147	10955	4.3

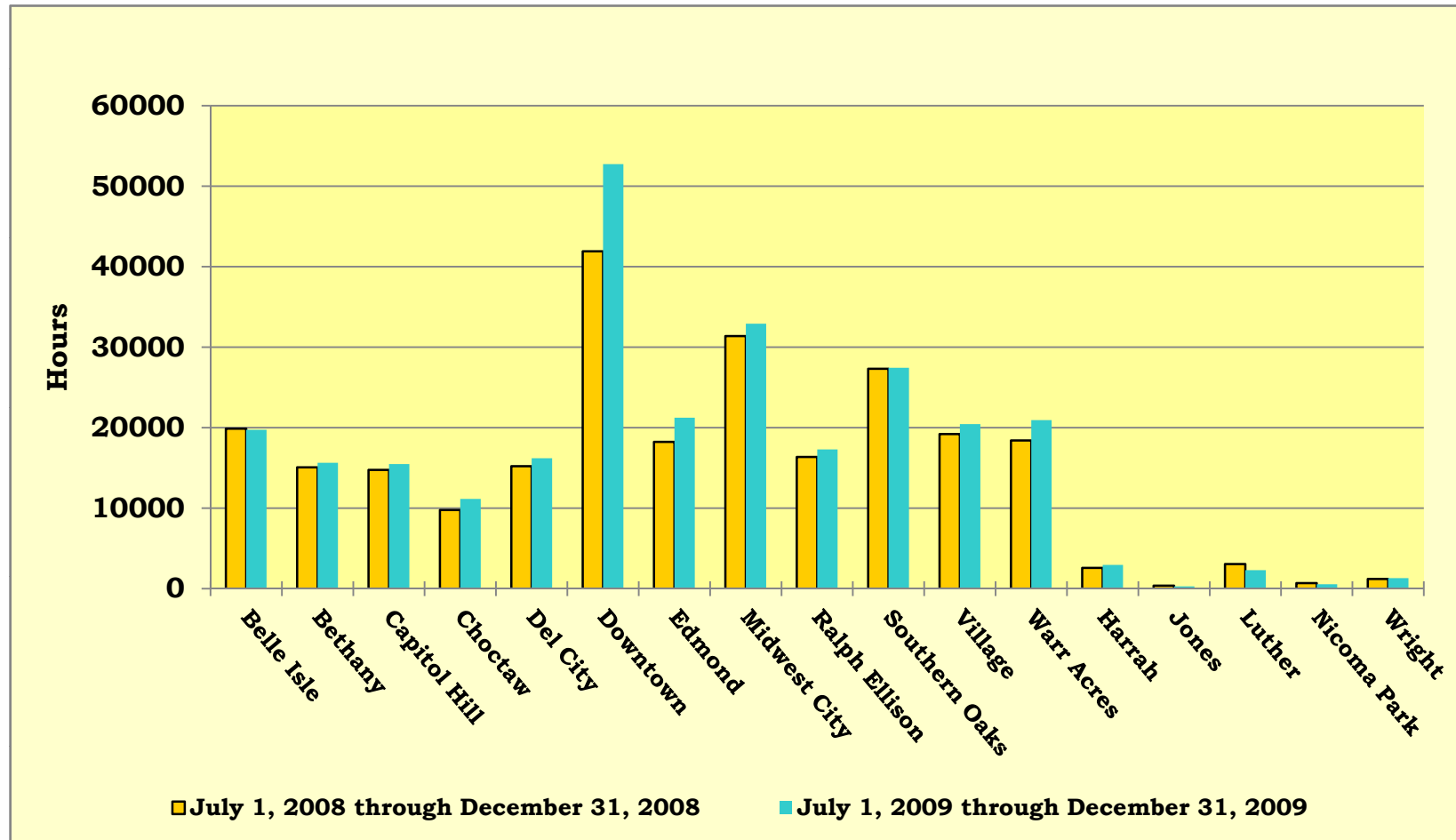
Circulation Gains and Losses

July 1, 2009 through December 31, 2009 (50.00% of the 09-10 Fiscal Year)

DECEMBER 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>
<u>EXTENSION LIBRARIES:</u>								
Harrah	09	3550	22274	1201	9520	4751	31794	
	10	3587	21941	1602	10516	5189	32457	
		37	-333	401	996	438	663	2.1
Jones	09	788	4697	224	1728	1012	6425	
	10	665	4208	175	1353	840	5561	
		-123	-489	-49	-375	-172	-864	-13.4
Luther	09	4186	22000	1003	6900	5189	28900	
	10	3114	20750	988	5878	4102	26628	
		-1072	-1250	-15	-1022	-1087	-2272	-7.9
Nicoma Park	09	1624	10298	489	2741	2113	13039	
	10	1571	12502	317	3318	1888	15820	
		-53	2204	-172	577	-225	2781	21.3
Wright	09	852	4456	154	1000	1006	5456	
	10	1090	5835	163	1504	1253	7339	
		238	1379	9	504	247	1883	34.5
<u>OTHER:</u>								
Book Centers	09	10015	59461	6174	37156	16189	96617	
	10	10138	60564	6200	36914	16338	97478	
		123	1103	26	-242	149	861	.9
Books-by-Mail	09	1432	9879	0	0	1432	9879	
	10	1807	10858	0	0	1807	10858	
		375	979	0	0	375	979	9.9
eMedia - Audio	09	1916	9600	0	0	1916	9600	
	10	3683	20013	0	0	3683	20013	
		1767	10413	0	0	1767	10413	108.5
eMedia - eBooks	09	0	0	0	0	0	0	
	10	673	2261	0	0	673	2261	
		673	2261	0	0	673	2261	100.0
TOTALS	09	311875	1964099	119584	908912	431459	2873011	
	10	319322	2096221	122048	947558	441370	3043779	
		7447	132122	2464	38646	9911	170768	5.9

Total Computer Hours Used by Library

July 1, 2009 through December 31, 2009 (50.00% of the 09-10 Fiscal Year)



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Total Computer Usage

July 1, 2009 through December 31, 2009 (50.00% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	09	273		3,915		3,106.61		3,020		26,603		19,877.45	
	10	273		3,619		2,815.37		3,075		26,228		19,727.07	
			.0	-296	-7.6	-291.24	-9.4	55	1.8	-375	-1.4	-150.38	-.8
BETHANY	09	182		2,996		2,372.72		2,264		19,571		15,073.41	
	10	202		3,038		2,448.41		2,396		20,255		15,634.24	
		20	11.0	42	1.4	75.69	3.2	132	5.8	684	3.5	560.83	3.7
CAPITOL HILL	09	171		2,743		2,409.75		1,946		17,384		14,747.40	
	10	209		2,787		2,369.62		2,130		19,227		15,481.08	
		38	22.2	44	1.6	-40.13	-1.7	184	9.5	1,843	10.6	733.68	5.0
CHOCTAW	09	81		1,604		1,531.74		1,187		10,683		9,777.95	
	10	86		1,731		1,637.73		1,172		11,788		11,154.32	
		5	6.2	127	7.9	105.99	6.9	-15	-1.3	1,105	10.3	1,376.37	14.1
DEL CITY	09	190		3,035		2,476.04		2,132		18,791		15,207.66	
	10	163		3,140		2,576.70		2,201		20,547		16,193.35	
		-27	-14.2	105	3.5	100.66	4.1	69	3.2	1,756	9.3	985.69	6.5
DOWNTOWN	09	215		8,261		6,411.29		2,915		56,017		41,913.47	
	10	272		10,390		8,923.28		3,083		65,274		52,740.34	
		57	26.5	2,129	25.8	2,511.99	39.2	168	5.8	9,257	16.5	10,826.87	25.8
EDMOND	09	274		3,552		2,949.30		2,988		23,249		18,225.75	
	10	268		4,129		3,399.01		3,122		26,200		21,240.84	
		-6	-2.2	577	16.2	449.71	15.2	134	4.5	2,951	12.7	3,015.09	16.5
MIDWEST CITY	09	343		6,205		4,890.14		4,193		39,438		31,382.93	
	10	359		6,265		5,162.57		4,395		41,318		32,922.63	
		16	4.7	60	1.0	272.43	5.6	202	4.8	1,880	4.8	1,539.70	4.9
RALPH ELLISON	09	207		3,481		2,919.64		1,822		20,808		16,361.28	
	10	119		2,053		1,889.51		2,158		21,551		17,294.42	
		-88	-42.5	-1,428	-41.0	-1,030.13	-35.3	336	18.4	743	3.6	933.14	5.7

Total Computer Usage

July 1, 2009 through December 31, 2009 (50.00% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	09	383		5,501		4,272.40		3,933		36,846		27,311.44	
	10	416		5,243		4,237.43		4,391		35,478		27,437.42	
		33	8.6	-258	-4.7	-34.97	-8	458	11.6	-1,368	-3.7	125.98	.5
VILLAGE	09	304		4,032		3,287.80		3,039		24,709		19,210.25	
	10	282		3,867		3,201.68		3,278		26,210		20,446.94	
		-22	-7.2	-165	-4.1	-86.12	-2.6	239	7.9	1,501	6.1	1,236.69	6.4
WARR ACRES	09	222		3,778		3,184.79		2,530		24,117		18,407.17	
	10	235		4,179		3,248.41		2,735		27,660		20,943.08	
		13	5.9	401	10.6	63.62	2.0	205	8.1	3,543	14.7	2,535.91	13.8
HARRAH	09	29		487		390.25		413		3,344		2,572.94	
	10	28		556		419.10		414		3,619		2,943.32	
		-1	-3.4	69	14.2	28.85	7.4	1	.2	275	8.2	370.38	14.4
JONES	09	2		38		54.56		48		378		377.83	
	10	2		42		41.45		46		306		273.70	
			.0	4	10.5	-13.11	-24.0	-2	-4.2	-72	-19.0	-104.13	-27.6
LUTHER	09	19		539		456.87		277		3,701		3,058.71	
	10	23		396		324.70		352		3,051		2,294.08	
		4	21.1	-143	-26.5	-132.17	-28.9	75	27.1	-650	-17.6	-764.63	-25.0
NICOMA PARK	09	9		101		84.47		106		821		685.96	
	10	3		125		98.26		126		761		546.63	
		-6	-66.7	24	23.8	13.79	16.3	20	18.9	-60	-7.3	-139.33	-20.3
WRIGHT	09	11		249		195.60		119		1,533		1,204.48	
	10	9		299		219.14		102		1,694		1,308.78	
		-2	-18.2	50	20.1	23.54	12.0	-17	-14.3	161	10.5	104.30	8.7
TOTAL	09	2,915		50,517		40,993.97		32,932		327,993		255,396.08	
	10	2,949		51,859		43,012.37		35,176		351,167		278,582.24	
		34	1.2	1,342	2.7	2,018.40	4.9	2,244	6.8	23,174	7.1	23,186.16	9.1

Computer Usage by Adult Customers

July 1, 2009 through December 31, 2009 (50.00% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	09	223		3,169		2,528.89		2,485		21,711		16,220.80	
	10	216		3,153		2,479.80		2,549		22,952		17,342.21	
		-7	-3.1	-16	-.5	-49.09	-1.9	64	2.6	1,241	5.7	1,121.41	6.9
BETHANY	09	140		2,176		1,704.89		1,777		14,565		11,120.25	
	10	163		2,419		1,955.19		1,879		15,482		11,914.89	
		23	16.4	243	11.2	250.30	14.7	102	5.7	917	6.3	794.64	7.1
CAPITOL HILL	09	101		1,454		1,374.84		1,066		8,770		7,960.29	
	10	124		1,395		1,273.10		1,238		10,017		8,529.98	
		23	22.8	-59	-4.1	-101.74	-7.4	172	16.1	1,247	14.2	569.69	7.2
CHOCTAW	09	62		1,002		975.34		823		6,633		6,090.92	
	10	60		1,101		1,021.28		830		7,554		7,081.63	
		-2	-3.2	99	9.9	45.94	4.7	7	.9	921	13.9	990.71	16.3
DEL CITY	09	148		2,069		1,698.90		1,629		12,964		10,503.83	
	10	127		2,234		1,833.97		1,669		15,041		11,879.56	
		-21	-14.2	165	8.0	135.07	8.0	40	2.5	2,077	16.0	1,375.73	13.1
DOWNTOWN	09	177		7,460		5,732.12		2,410		49,259		36,647.54	
	10	225		9,551		8,182.26		2,533		60,092		48,371.18	
		48	27.1	2,091	28.0	2,450.14	42.7	123	5.1	10,833	22.0	11,723.64	32.0
EDMOND	09	220		3,000		2,481.86		2,442		19,209		15,056.03	
	10	224		3,594		2,945.81		2,587		22,453		18,207.19	
		4	1.8	594	19.8	463.95	18.7	145	5.9	3,244	16.9	3,151.16	20.9
MIDWEST CITY	09	282		4,146		3,439.44		3,296		27,024		22,312.49	
	10	296		4,650		3,901.04		3,459		30,324		24,551.18	
		14	5.0	504	12.2	461.60	13.4	163	4.9	3,300	12.2	2,238.69	10.0
RALPH ELLISON	09	160		1,994		1,729.72		1,259		10,836		8,902.70	
	10	92		1,177		1,078.07		1,610		12,880		10,254.56	
		-68	-42.5	-817	-41.0	-651.65	-37.7	351	27.9	2,044	18.9	1,351.86	15.2

Computer Usage by Adult Customers

July 1, 2009 through December 31, 2009 (50.00% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	09	287		3,516		2,831.14		2,835		22,255		17,214.07	
	10	332		3,522		2,854.73		3,222		23,738		18,642.29	
		45	15.7	6	.2	23.59	.8	387	13.7	1,483	6.7	1,428.22	8.3
VILLAGE	09	247		3,050		2,473.36		2,388		18,357		14,182.71	
	10	236		3,064		2,492.18		2,611		19,238		15,126.56	
		-11	-4.5	14	.5	18.82	.8	223	9.3	881	4.8	943.85	6.7
WARR ACRES	09	188		2,788		2,376.88		2,032		17,061		13,167.25	
	10	184		3,054		2,369.28		2,151		19,811		15,088.67	
		-4	-2.1	266	9.5	-7.60	-3	119	5.9	2,750	16.1	1,921.42	14.6
HARRAH	09	20		293		229.24		257		2,093		1,611.89	
	10	16		319		232.02		271		2,034		1,549.11	
		-4	-20.0	26	8.9	2.78	1.2	14	5.4	-59	-2.8	-62.78	-3.9
JONES	09	2		33		49.02		27		204		196.86	
	10	2		36		36.55		34		229		202.90	
			.0	3	9.1	-12.47	-25.4	7	25.9	25	12.3	6.04	3.1
LUTHER	09	12		225		169.14		136		1,605		1,287.07	
	10	10		227		215.65		181		1,576		1,389.83	
		-2	-16.7	2	.9	46.51	27.5	45	33.1	-29	-1.8	102.76	8.0
NICOMA PARK	09	9		79		67.38		86		610		493.55	
	10	2		104		82.50		97		631		459.62	
		-7	-77.8	25	31.6	15.12	22.4	11	12.8	21	3.4	-33.93	-6.9
WRIGHT	09	9		219		175.71		86		1,188		946.82	
	10	9		272		202.20		81		1,433		1,112.53	
			.0	53	24.2	26.49	15.1	-5	-5.8	245	20.6	165.71	17.5
TOTAL	09	2,287		36,673		30,037.87		25,034		234,344		183,915.07	
	10	2,318		39,872		33,155.63		27,002		265,485		211,703.89	
		31	1.4	3,199	8.7	3,117.76	10.4	1,968	7.9	31,141	13.3	27,788.82	15.1

Computer Usage by Minor Customers

July 1, 2009 through December 31, 2009 (50.00% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	09	50		746		577.72		535		4,892		3,656.65	
	10	57		466		335.57		526		3,276		2,384.86	
		7	14.0	-280	-37.5	-242.15	-41.9	-9	-1.7	-1,616	-33.0	-1,271.79	-34.8
BETHANY	09	42		820		667.83		487		5,006		3,953.16	
	10	39		619		493.22		517		4,773		3,719.35	
		-3	-7.1	-201	-24.5	-174.61	-26.1	30	6.2	-233	-4.7	-233.81	-5.9
CAPITOL HILL	09	70		1,289		1,034.91		880		8,614		6,787.11	
	10	85		1,392		1,096.52		892		9,210		6,951.10	
		15	21.4	103	8.0	61.61	6.0	12	1.4	596	6.9	163.99	2.4
CHOCTAW	09	19		602		556.40		364		4,050		3,687.03	
	10	26		630		616.45		342		4,234		4,072.69	
		7	36.8	28	4.7	60.05	10.8	-22	-6.0	184	4.5	385.66	10.5
DEL CITY	09	42		966		777.14		503		5,827		4,703.83	
	10	36		906		742.73		532		5,506		4,313.79	
		-6	-14.3	-60	-6.2	-34.41	-4.4	29	5.8	-321	-5.5	-390.04	-8.3
DOWNTOWN	09	38		801		679.17		505		6,758		5,265.93	
	10	47		839		741.02		550		5,182		4,369.16	
		9	23.7	38	4.7	61.85	9.1	45	8.9	-1,576	-23.3	-896.77	-17.0
EDMOND	09	54		552		467.44		546		4,040		3,169.72	
	10	44		535		453.20		535		3,747		3,033.65	
		-10	-18.5	-17	-3.1	-14.24	-3.0	-11	-2.0	-293	-7.3	-136.07	-4.3
MIDWEST CITY	09	61		2,059		1,450.70		897		12,414		9,070.44	
	10	63		1,615		1,261.53		936		10,994		8,371.45	
		2	3.3	-444	-21.6	-189.17	-13.0	39	4.3	-1,420	-11.4	-698.99	-7.7
RALPH ELLISON	09	47		1,487		1,189.92		563		9,972		7,458.58	
	10	27		876		811.44		548		8,671		7,039.86	
		-20	-42.6	-611	-41.1	-378.48	-31.8	-15	-2.7	-1,301	-13.0	-418.72	-5.6

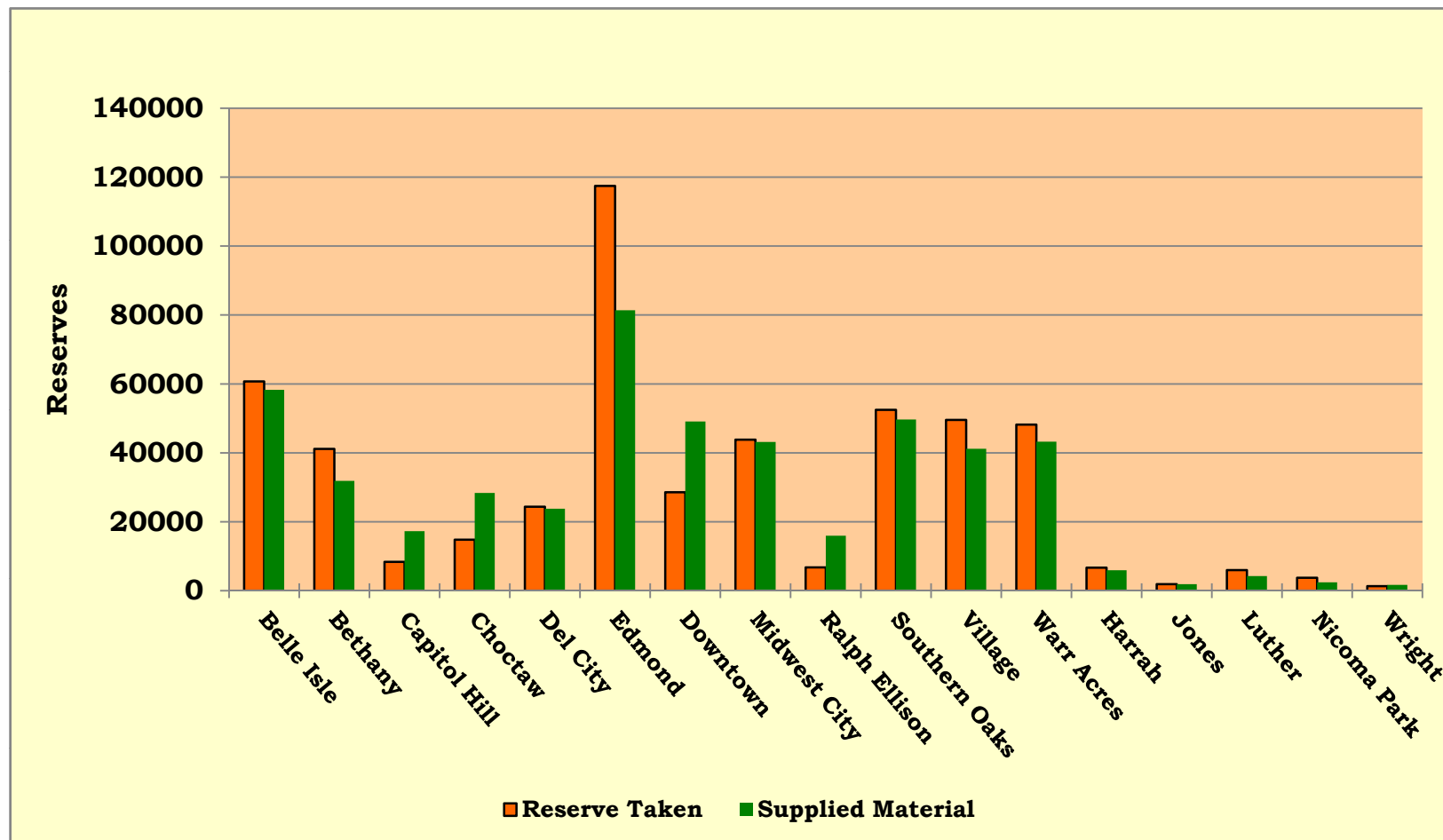
Computer Usage by Minor Customers

July 1, 2009 through December 31, 2009 (50.00% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	09	96		1,985		1,441.26		1,098		14,591		10,097.37	
	10	84		1,721		1,382.70		1,169		11,740		8,795.13	
		-12	-12.5	-264	-13.3	-58.56	-4.1	71	6.5	-2,851	-19.5	-1,302.24	-12.9
VILLAGE	09	57		982		814.44		651		6,352		5,027.54	
	10	46		803		709.50		667		6,972		5,320.38	
		-11	-19.3	-179	-18.2	-104.94	-12.9	16	2.5	620	9.8	292.84	5.8
WARR ACRES	09	34		990		807.91		498		7,056		5,239.92	
	10	51		1,125		879.13		584		7,849		5,854.41	
		17	50.0	135	13.6	71.22	8.8	86	17.3	793	11.2	614.49	11.7
HARRAH	09	9		194		161.01		156		1,251		961.05	
	10	12		237		187.08		143		1,585		1,394.21	
		3	33.3	43	22.2	26.07	16.2	-13	-8.3	334	26.7	433.16	45.1
JONES	09			5		5.54		21		174		180.97	
	10			6		4.90		12		77		70.80	
				1	20.0	-.64	-11.6	-9	-42.9	-97	-55.7	-110.17	-60.9
LUTHER	09	7		314		287.73		141		2,096		1,771.64	
	10	13		169		109.05		171		1,475		904.25	
		6	85.7	-145	-46.2	-178.68	-62.1	30	21.3	-621	-29.6	-867.39	-49.0
NICOMA PARK	09			22		17.09		20		211		192.41	
	10	1		21		15.76		29		130		87.01	
		1		-1	-4.5	-1.33	-7.8	9	45.0	-81	-38.4	-105.40	-54.8
WRIGHT	09	2		30		19.89		33		345		257.66	
	10			27		16.94		21		261		196.25	
		-2	-100.0	-3	-10.0	-2.95	-14.8	-12	-36.4	-84	-24.3	-61.41	-23.8
TOTAL	09	628		13,844		10,956.10		7,898		93,649		71,481.01	
	10	631		11,987		9,856.74		8,174		85,682		66,878.35	
		3	.5	-1,857	-13.4	-1,099.36	-10.0	276	3.5	-7,967	-8.5	-4,602.66	-6.4

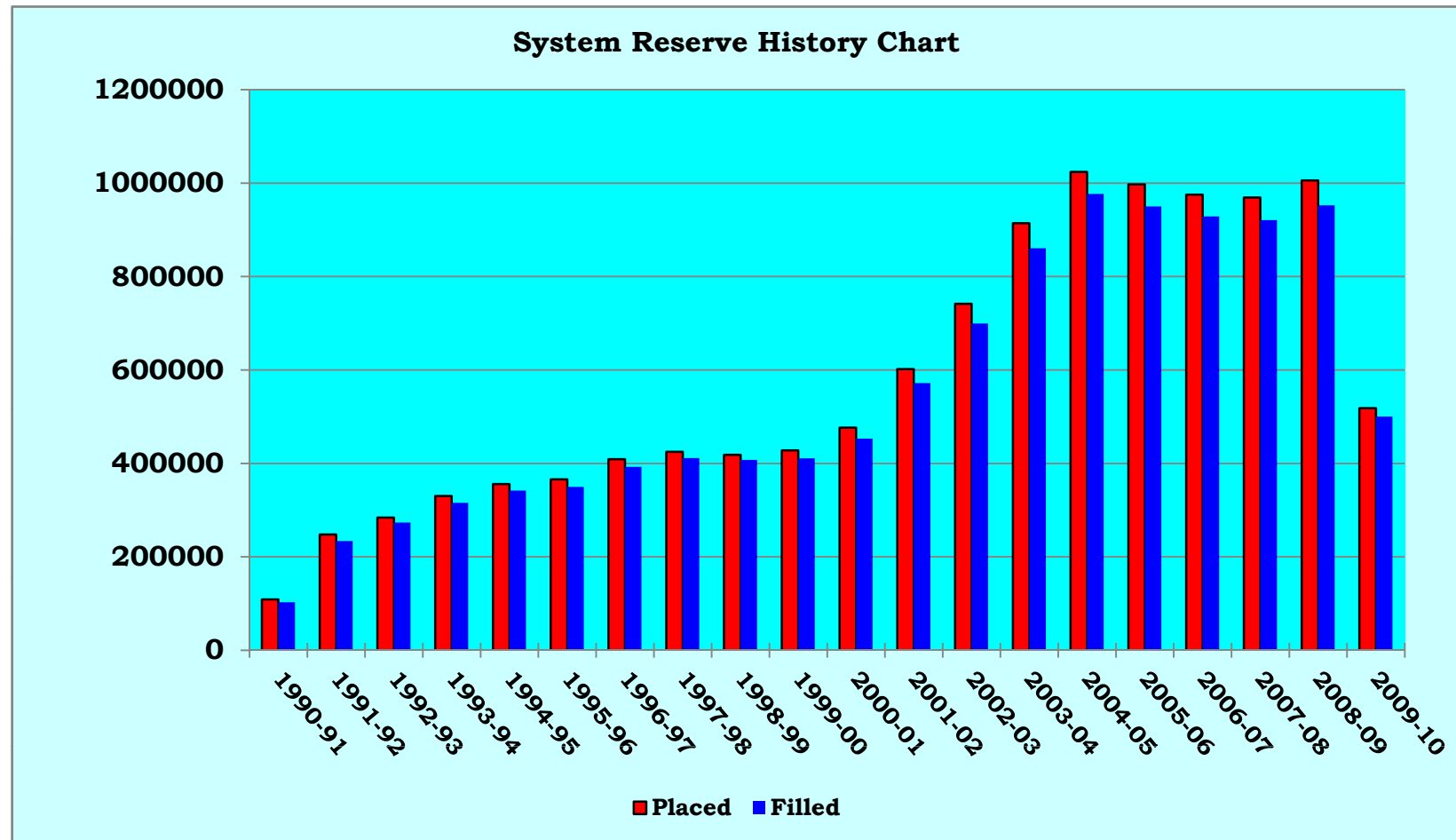
System Reserve Report

July 1, 2009 through December 31, 2009 (50.00% of the 09-10 Fiscal Year)



System Reserve Report

July 1, 2009 through December 31, 2009 (50.00% of the 09-10 Fiscal Year)



System Reserves Report

July 1, 2009 through December 31, 2009 (50.00% of the 09-10 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	09	8,465	58,284		8,750	55,635	
	10	8,170	60,728		8,456	58,111	
		-295	2,444	4.2	-294	2,476	4.5
BETHANY	09	4,879	36,038		5,017	34,633	
	10	5,536	41,148		5,863	39,680	
		657	5,110	14.2	846	5,047	14.6
CAPITOL HILL	09	1,151	6,230		1,067	5,626	
	10	1,038	8,385		1,083	7,777	
		-113	2,155	34.6	16	2,151	38.2
CHOCTAW	09	2,022	13,906		2,146	13,290	
	10	2,131	14,791		2,105	14,175	
		109	885	6.4	-41	885	6.7
DEL CITY	09	3,500	22,410		3,528	21,535	
	10	3,354	24,356		3,384	23,103	
		-146	1,946	8.7	-144	1,568	7.3
EDMOND	09	16,376	104,292		16,410	100,124	
	10	15,826	117,449		16,278	113,842	
		-550	13,157	12.6	-132	13,718	13.7
DOWNTOWN	09	3,936	27,786		3,907	26,555	
	10	3,911	28,584		4,039	27,357	
		-25	798	2.9	132	802	3.0
MIDWEST CITY	09	6,603	43,801		6,752	42,029	
	10	5,978	43,836		6,412	42,662	
		-625	35	.1	-340	633	1.5
RALPH ELLISON	09	956	5,495		963	5,193	
	10	779	6,755		1,117	6,502	
		-177	1,260	22.9	154	1,309	25.2
SOUTHERN OAKS	09	7,284	49,138		7,445	46,884	
	10	7,170	52,489		7,490	50,733	
		-114	3,351	6.8	45	3,849	8.2
VILLAGE	09	6,828	45,007		6,748	43,151	
	10	6,829	49,536		7,134	47,890	
		1	4,529	10.1	386	4,739	11.0
WARR ACRES	09	6,374	45,360		6,592	43,920	
	10	6,613	48,172		6,743	46,736	
		239	2,812	6.2	151	2,816	6.4

System Reserves Report

July 1, 2009 through December 31, 2009 (50.00% of the 09-10 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	09	980	6,807		973	6,347	
	10	947	6,661		980	6,394	
		-33	-146	-2.1	7	47	.7
JONES	09	295	2,244		361	2,215	
	10	273	1,899		273	1,826	
		-22	-345	-15.4	-88	-389	-17.6
LUTHER	09	1,321	6,559		1,365	6,215	
	10	785	5,987		774	5,899	
		-536	-572	-8.7	-591	-316	-5.1
NICOMA PARK	09	541	3,651		552	3,532	
	10	393	3,755		472	3,593	
		-148	104	2.8	-80	61	1.7
WRIGHT	09	269	1,310		284	1,273	
	10	251	1,335		254	1,282	
		-18	25	1.9	-30	9	.7
BOOKS-BY-MAIL	09	461	2,952		461	2,850	
	10	373	2,739		402	2,605	
		-88	-213	-7.2	-59	-245	-8.6
TOTAL	09	72,241	481,270		73,321	461,007	
	10	70,357	518,605		73,259	500,167	
		-1,884	37,335	7.8	-62	39,160	8.5

EXECUTIVE DIRECTOR'S REPORT

JANUARY 2010

Service Center move Underway

As I write this we are well underway with the various departmental moves to the new Service Center. Furniture installation was completed last week and on Monday we began moving staff and made the switch to 3 delivery routes (from 2) and sorted books for the routes on the Automated sorter. Most of the staff will be in their new spaces by the end of the week with the exception of the Friends, who will wait to move until after the Book Sale. Training and learning the new operations are ongoing and will continue for several weeks. We are looking at potential dates to hold an open house for library staff; the commission meeting will be held at the Service Center in February with tours for Commissioners to be given prior to the meeting and the Friends will be having an open house after they move in March.

Thanks go to all of the staff for the tremendous amount of work required to make this move, which was a very complicated one. Maintenance staff had to move the various offices while making the switch to new delivery routes and a new way of sorting materials for the routes. IT staff worked long and hard on the new procedures and routines for the automated materials handling machine and the vertical lift, in addition to the installation of all of the computers for the staff in the building. Tech, Cataloging and ILL staff packed and unpacked and also is involved in learning and refining the procedures and new equipment while continuing to catalog and process new books for our customers without a long lapse in service. Karen Marriott coordinated much of the move process and made signs and floor plans which facilitated the actual move.

In short, it has been a monumental project and I appreciate everyone involved for all of their hard work. We are excited about the new center and the growth potential it promises for the system and are looking forward to showing it off to the commission next month.

Kudos to commission members Tracy McDaniel and David Greenwell

Congratulations to Tracy McDaniel who was recently recognized at one of 2009 Oklahomans of the year in the Oklahoma Magazine!

Tracy was lauded in the area of education for his work as founder and principal of KIPP (Knowledge is Power Program) Reach Preparatory in Oklahoma City. "Under his leadership students of the charter middle school have excelled academically, far outpacing their fellow public school peers in math and reading."

David, once again, has a featured article in the December issue of OK BIZ, about taxes (of all things). Copies of both articles are included in your packet.

We are very proud of our outstanding commission members!

ALA Midwinter

5 MLS staff members will be journeying to Boston this week for the American Library Association Midwinter Conference. This meeting is where the committee work of the association is done and staff must be on an ALA committee or divisional committee to attend. Donna Morris, Kay Bauman, Stacy Schrank, Kim Terry and Denyveta Davis will be attending committee meetings: the John Cotton Dana Award Committee, the Continuing Education Committee, the LAMA mentoring committee, the Black Caucus, the Coretta Scott King Award Jury, the PLA National Conference Program Committee and the ALA Public Awareness Committee. We appreciate the commission's support in allowing us to participate in these professional education opportunities.

Long time Commission Member Jack Whenry passes away

Jack Whenry, a long time library commission member representing the city of Edmond, passed away in early December. Jack was a passionate library supporter and chaired the Long Range Planning Committee for the commission for several years. He was instrumental in working with the City of Edmond to obtain support for an expansion of the Edmond Library in 2000. His work with city officials and the Edmond planning committee in recognizing the need for expanded library facilities paved the way for that project.

Service Center Change Order 05

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.

During the past several months, we have had 2 items that have required MLS, working with the architect & the contractor, to modify the contract.

Item 1 Proposal Request 19 includes modifying the conveyor system by omitting a five foot section of conveyor and furnish/install a five foot swing gate.

Cost \$2,184.00
Time 0 days

Item 2 Proposal Request 20 includes multiple miscellaneous changes throughout the project. These costs included work associated with: OKC's Zoning Department modifications to the handicapped parking spaces; the curb and gutter work on 50th Street; the conveyor and high bay storage systems; the overhead doors safety equipment and for electrical and security work.

Cost \$17,990.00
Time 0 days

In Summary

Original Contract Amount (*)	\$ 4,052,600.00
Previously Approved Contract Changes	<u>85,744.00</u>
Contract Amount before this Change	\$ 4,138,344.00
Contact Changes - this Report	<u>20,174.00</u>
Revises Contract Amount	\$ 4,158,518.00
Original Completion Date (390 days)	September 8, 2009
Previous Request for Time	94 days
This Report	0 days
Revised Completion Date (484 days)	December 11, 2009

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

Capital Projects Update

- The Northwest Library project is out for bid with a bid deadline of January 25th. We are working with the city and the architects to make final changes for addendums to the bid package. Kim Terry and I met with the City Public Relations staff in regards to a potential ground breaking in late March. As soon as we have a confirmed date, we will pass that information on to you.
- We have been working on issues related to the Southern Oaks project this month as well.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- Attended PLDC Committee Meeting
- Attended MAPS Meeting
- Attend OLA Workshop
- Attend ALA Midwinter Conference/Boston

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

2010 Winter Readfest

Monday, February 1, 2010

Location: Every MLS Library

Seniors

If you're going to read anyway, you may as well get gifts and win prizes! For ages 55 plus, sign up to read and get a free book bag from 2-1-10 through 3-31-10. Prizes include gift cards, books, iPods, and other fun things. Call 606-3835 for additional information. Co-sponsor: Friends of the Library, Library Endowment Trust.

Black History Lecture Series

Wednesday, February 3, 2010

Time: 6:00pm-7:00pm

Location: Ralph Ellison

Adults

Learn about current issues in Black History from scholars, community leaders and local authors during our three-part lecture series.

Downtown Asian Festival 2010

Saturday, February 6, 2010

Time: 12:00pm-4:00pm

Location: Downtown

All Ages

Join us at the Downtown Library for the 2010 Downtown Asian Festival! This year's festival will include information booths, food, arts and crafts, and performances. The festival shares past and present Asian cultures with the library community through presentation and performances. Admission is free.

An Author Event: Meet Terrye Robins

Tuesday, February 9, 2010

Time: 11:30am-12:30pm

Location: Southern Oaks

Adults

Terrye Robins, of Chelsea, Oklahoma, will discuss her Christian-fiction books in a fun presentation. She'll discuss her three books, "Trouble in Paradise", "Revenge in Paradise", and the newest addition, "Justice in Paradise", and answer questions. This is a great opportunity for all inspiring authors.

Rhythmically Speaking presents: "The Way It Was: Oklahoma's Soulful Stories"

Month of February

Location: System-Wide (see below for details)

All Ages

Rhythmically Speaking will bring to life the rich history of Oklahoma's black towns and communities. From the one room school house in Chickasha to Black Wall Street in Tulsa and many places in between. This is a show that you will not want to miss. Please celebrate Black History Month with us as we journey through our state

and learn about the lives and towns that have shaped it. Co-sponsor: Friends of the Metropolitan Library System, Oklahoma Arts Council, Arts Council of Oklahoma City, National Endowment for the Arts.
(This program is being held at several MLS locations during February. Please check your *info* magazine or the calendar on the library website www.metrolibrary.org for the full listing.)

Chocolate Festival

Tuesday, February 16, 2010

Time: 5:00pm-7:00pm

Location: Capitol Hill

Teens

Did you know Chocolate has a "rich" history? Come learn the facts and the fiction behind the yummiest treats, make and eat your own chocolate confections, and try your hand at Chocolate trivia. Ages 12 to 17. Seats are limited, please pre-register. 634-6308.

Phil Mitchell's Jazz Band

Wednesday, February 17, 2010

Time: 5:30pm-7:30pm

Location: Ralph Ellison

All Ages

Come to the library and rock out to some super smooth tunes from Phil Mitchell's Jazz Band.

Friends of the Library Booksale

Saturday and Sunday, February 20 and 21, 2010

Time: 9:00am-5:30pm

31st Annual Friends of the Metropolitan Library Booksale, held at the Oklahoma Expo Hall, State Fairgrounds, Oklahoma City.

Lauren Pelon presenting the Living History of Music

Saturday, February 20, 2010

Time: 2:00pm-3:00pm

Location: Belle Isle

Adults

Lauren Pelon traces the story of music and instruments throughout history and performs music from the 1st to the 21st centuries on archlute, guitar, lute-guitar, lyre, recorders, gemshorns, cornamuse, krummhorn, schreierpfeife, shawm, rackett, pennywhistles, concertina, ocarina, hurdy-gurdy, psaltery, eagle bone flute, Kiowa courting flute, electric wind instrument, pedalboard, and voice. Pelon's compositions are featured, along with music from ancient Greece, medieval and renaissance Europe, Asia, Africa, the Middle East, Ireland and the Americas.

Tips from the Consumer Queen

Thursday, February 25, 2010

Time: 6:00pm-7:30pm

Location: Del City

Adults

The reigning Consumer Queen of Edmond, represented by Patsy Smith, will be giving even more expert couponing advice, frugal tips, and helping you fight the rising costs of the economy by changing the way you shop. This session goes above and beyond the last Consumer Queen class and offers advanced couponing tips from an expert. Please call or stop by the Information Desk for more information.