

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

Thursday, February 18, 2010, 3:30 p.m.
Service Center
300 N.E. 50th
Oklahoma City, OK 73105
(Telephone: 606-3536)

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

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

Carolyn Willis, Chair

3:30 – 3:40 pm INTRODUCTIONS

- Document #61 – 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 (#62 - #64)

- Document #62 – Approval of Minutes of January 21, 2010 Meeting
- Document #63 – Acceptance of Review of Expenditures for January 2010
- Document #64 – Contract Awards and Purchases
Item A: Door Counters and Server Software

3:50 – 4:10 pm NEW BUSINESS

- Document #65 – Discussion, Consideration, and Possible Action: Resolution of Appreciation – Hugh Rice

4:10 – 4:20 pm SPECIAL PRESENTATIONS

- *Friends Annual Booksale* – Carol McReynolds
- *Winter ReadFest* – Anita Roesler, Outreach Services
- *Trip Around the World* – Matilda Clements, Junior League and Lisa Wood, Outreach Services

4:20 – 4:30 pm INFORMATION REPORTS

- Document #66 – MLS January 2010 Circulation Report
- Document #67 – MLS January 2010 Computer Usage Report
- Document #68 – MLS January 2010 System Reserve Report

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

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

- MLC 2010 Standing Committee Assignments

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

NEXT COMMISSION MEETING DATE AND PLACE:

March 18, 2010
Southern Oaks Library, 6900 S. Walker, OK 73139

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

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

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

Library System staff receiving Certificates of Service in February 2010:

<u>Employees</u>	<u>Years of Service</u>
James B. Gordon, Tech Assistant, Choctaw	5
Susan K. Beckett, Page, Warr Acres	10
Linda J. Jameson, Circulation Clerk, Del City	20

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

DATE: January 21, 2010 TIME: 3:30 pm

MEETING PLACE: Ralph Ellison Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County November 20, 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 Ralph Ellison Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on January 19, 2010, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Bose' Akadiri
Nancy Anthony
Ralph Bullard
Fran Cory
Cynthia Friedemann
Margaret Graham
David Greenwell, Disbursing Agent
Deanna Hannah
Jose Jimenez
Lee Alan Leslie
Penny McCaleb
Tracy McDaniel
Lori Nelson
Kim Patterson
Jim Shonts
Judy Smith
Beth Toland
Ray Vaughn
Carolyn Willis, Vice-Chair
Hugh Rice, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Glenda Choate
Mick Cornett, Mayor of Oklahoma City
Tracy McGehee
Brenda Palmer
Mukesh Patel
Alyne Strube
Greg Womack

Estimate of general public and staff attending: 20

- I.** The meeting was called to order at 3:31 p.m. by Mr. Hugh Rice, Chair.
- II.** Roll was called to establish a quorum. Present: Anthony, Bullard, Cory, Friedemann, Graham, Hannah, Jimenez, Leslie, McCaleb, McDaniel, Patterson, Shonts, Smith, Toland, Vaughn, Willis, Rice, (Arrived: Akadiri, 3:32; Nelson, 3:46; Greenwell, 3:56).
- III.** Mr. Rice introduced this month's host Mr. Michael Owens, Manager of the Ralph Ellison Library. Mr. Owens welcomed the commission and provided information on the current events at the Ralph Ellison Library.
- IV.** Mr. Rice called for Presentation of Service Certificates for January 2010: Kim Ellen Macarty, Technical Processor ~ 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 #52 – Approval of Minutes of December 10, 2009; Document #53 – Acceptance of Review of Expenditures for December 2009.

Mr. Rice called for a motion.

Mrs. Nancy Anthony moved to accept the consent docket. Mrs. Penny McCaleb seconded. There was no discussion. Motion passed unanimously.

- VII.** Mr. Rice referred to Document #54 – Minutes from the A & P Committee meeting, December 17, 2009.

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

- VIII.** Mr. Rice referred to Document #55 – Report and Recommendation from the Nominating Committee, Jose Jimenez-Chair.

Mr. Jimenez stated the Nominating Committee met on January 4th at the Belle Isle Library. The Nominating Committee recommends the following slate of officers for 2010 commission officers:

- Chair, Carolyn Willis
- Vice-Chair, Fran Cory
- Disbursing Agent, David Greenwell

The three individuals recommended have all agreed to serve for the coming year.

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

The motion coming from the nominating committee is to elect Mrs. Carolyn Willis, Chair; Mrs. Fran Cory, Vice-Chair; and Mr. David Greenwell, Disbursing Agent to serve one-year terms for the Metropolitan Library Commission. A motion coming from Committee requires no second. Motion passed unanimously.

Mr. Rice turned the meeting over to Mrs. Willis. Discussion and congratulations followed.

- IX.** Mrs. Willis referred to Document #56 – Discussion, Consideration, and Possible Action: Report and Recommendation from Administration ~ Northwest Project Amended and Restated Agreement.

Mrs. Morris called on Mr. Todd Olberding, Director of Construction Management, to explain the amendment to the Northwest Project Agreement.

Mr. Olberding explained that the amendment provided for the shelving to be included as part of the construction cost for the Northwest Library. He explained that if the bids for construction came in under budget, the library would be able to award the alternate proposals for the children's and adult patio's. Mr. Olberding, Mrs. Morris, and Mr. Lloyd Lovely helped to detail how the bidding process affects the alternate proposals and outlined the differences in costs to the city and costs to the library.

Questions and discussion followed.

Mrs. Willis called for a motion.

Mrs. Beth Toland moved to approve the Northwest Project amended and restated agreement. Mrs. Judy Smith seconded. Discussion followed. Motion passed unanimously.

X. Mrs. Willis referred to Special Presentations ~ *MLS 2009 Annual Report* – Ms. Kim Terry, Director, Marketing and Communications.

Ms. Terry presented the MLS 2009 Annual Report, which was projected digitally for the Commission to view. The commission was informed that as a way to save costs of printing, the Annual Report was viewable online at metrolibrary.org/annualreport. Most of the statistics and numbers included in the Annual Report were presented in December as part of the Annual Statistical Report. The theme of the Annual Report described MLS as a treasure to be discovered.

XI. Mrs. Willis called on Mrs. Morris to present the Information Reports.

- ◆ Document #57 – MLS 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

Questions and discussion followed.

XII. Mrs. Willis called on Mrs. Morris to present the Executive Director's Report.

Mrs. Morris thanked all those involved with the successful move of the Ralph Ellison Library and all those involved with the opening of the new Service Center.

Mrs. Morris thanked out-going chair Mr. Hugh Rice for his service to the commission and congratulated the new officers.

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.

XIII. Mrs. Willis called for comments from the Commission.

Mrs. Nancy Anthony expressed condolences in the passing of Mr. Jack Whinery, a long time library commission member and Mr. Leo Mayfield, former superintendent of Putnam City Schools. Mr. Mayfield was an integral part in the foundation of the Friends of the Library.

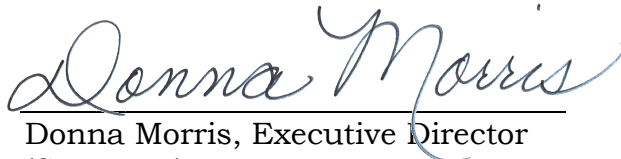
Mr. Lee Alan Leslie introduced Mr. Brent Wendling, chair of the Midwest City Library Advisory Board. Mr. Wendling expressed his gratitude towards the Metropolitan Library System and the commission for all they do.

Mrs. Lori Nelson expressed concern over the lack of electrical outlets available for laptop computers at both the Warr Acres and Village library. Ms. Nelson suggested future research into what can be done to help ease this problem. Brief discussion followed.

Mrs. Willis called for 2010 MLC Standing Committee assignments. Mrs. Willis stated she will be making the Standing Committee Assignments at the February Commission meeting. If there is a particular committee any member is interested in serving on, or if the interest is to remain on the current committee, please notify Administration before the next meeting.

The next Commission meeting will be held at the newly opened Service Center on February 18, 2010.

There being no further business, the meeting was adjourned at 4:19 pm.



Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

January 31, 2010

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of January 2010.

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

COMMISSION ACTION

That the Commission acknowledge the financial report of January 2010.

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

January 31, 2010

ASSETS

CASH - Overnight Investment Account		\$ 7,900,935.10
INVESTMENTS (Schedule attached)		27,318,784.85
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	-21,376,364.22	
		4,581,332.78
Total Assets		<u><u>\$39,831,052.73</u></u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2008-09 Reserve for Appropriations	\$1,772,125.06	
2009-10 Purchase Orders Outstanding	544,603.60	
2008-09 Purchase Orders Outstanding	367,853.44	
2009-10 Checks Outstanding	388,513.41	
2008-09 Checks Outstanding	1,120.17	
Total Liabilities		3,074,215.68

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	4,581,332.78
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FUND BALANCE:

Beginning of the Year	\$25,077,529.31	
Add: Revenues		
Budgeted	21,716,364.22	
Other	<u>1,363,012.72</u>	23,079,376.94
Less: Expenditures	<u>(15,981,401.98)</u>	
Total Fund Balance		<u>32,175,504.27</u>
Total Liabilities, Deferred Revenue and Fund Balance		<u><u>\$39,831,052.73</u></u>

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

As of January 31, 2010

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	1/17/2010	1/18/2015	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
Fed Home LN BKS 10-13	1/25/2010	10/25/2013	2.350%	2,000,000.00
Fed Home LN BKS 11-13	1/25/2010	7/25/2013	2.250%	2,000,000.00
FED NATL MTG ASSC 10-13	1/26/2010	7/26/2013	2.500%	2,000,000.00
FED NATL MTG ASSC 10-14	1/27/2010	1/27/2014	2.450%	2,000,000.00
Fed Home LN BKS 10-12	1/27/2010	7/27/2012	1.700%	2,000,000.00
Total Investments				<u>\$ 27,318,784.85</u>

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

January 1, 2010 to January 31, 2010

	<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	\$ 7,867,531.26	\$21,376,364.22	82.35%
State Aid	318,966.00	-	-	0.00%
Fines	<u>486,000.00</u>	<u>44,000.00</u>	<u>340,000.00</u>	69.96%
Total Budgeted Revenue	<u><u>\$ 26,762,663.00</u></u>	<u><u>\$ 7,911,531.26</u></u>	<u><u>\$21,716,364.22</u></u>	81.14%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 61,328.11	\$ 711,841.42	
Gifts and Lost Books Fees		0.00	140,000.00	
Investment Income		47,381.19	386,381.02	
Flexible Benefits Account Balance		0.00	1,478.48	
Sale of Surplus Equipment		0.00	9,569.77	
Miscellaneous		<u>846.56</u>	<u>113,742.03</u>	
Total Miscellaneous Revenue		<u><u>\$ 109,555.86</u></u>	<u><u>\$ 1,363,012.72</u></u>	
Total Revenue	<u><u>\$ 26,762,663.00</u></u>	<u><u>\$ 8,021,087.12</u></u>	<u><u>\$23,079,376.94</u></u>	86.24%

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

January 31, 2010

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 75,638.47	\$ 3,819.35	\$ 1,424.11	\$ 78,033.71
810 Prepaid Fees	(5,223.61)	0.00	282.65	(5,506.26)
815 Fines	44,432.04	49,772.50	44,931.73	49,272.81
820 Copy	25,388.41	7,348.40	10,238.10	22,498.71
900 Special Event Fund	2,306.77	0.00	350.00	1,956.77
Total Revolving Funds	\$ 142,542.08	\$ 60,940.25	\$ 57,226.59	\$ 146,255.74

	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	\$4,750.00	\$4,750.00	0.00
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	3,504.64	1,495.36
860 10/LET/Special Grant	14,840.00	14,840.00	0.00	14,840.00
861 10/MWC/Florence Hughes Memorial	1,600.00	1,491.00	0.00	1,491.00
862 10/OCCF/Village	250.00	250.00	0.00	250.00
863 10/OCCF/Temple B'nai Israel	3,500.00	3,500.00	0.00	3,500.00
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	2,100.68	2,100.68	0.00
933 09/Rose State/Big Read	3,043.86	3,043.86	1,627.00	1,416.86
934 09/Guild/Tai Chi	1,400.00	1,400.00	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	70.00	930.00
949 09/WalMart/ Del City	1,000.00	1,000.00	700.68	299.32
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

GRANTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
904 09 Summer at the Library	\$5,000.00	5,000.00	2,050.00	2,950.00
906 09 YA Author Visit	\$13,100.00	13,100.00	9,927.90	3,172.10
908 09 System-wide senior programmin	\$6,000.00	6,000.00	5,600.00	400.00
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	1,000.00	1,000.00
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	1,402.37	1,597.63
843 10 Noon Tunes	\$19,900.00	19,900.00	4,291.21	15,608.79
844 10 Forklift & Pallet Jack	\$35,000.00	35,000.00	29,690.00	5,310.00
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	8,500.00	6,500.00
850 10 Bethany Centennial Mural	\$5,300.00	5,300.00	0.00	5,300.00

Total Grants

\$186,414.51

Total Special Funds

\$ 332,670.25

Metropolitan Library System
Statement of Encumbrances
Month of January 2010

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	870,909.41	6,551,017.02	57.56	11,381,463.00	4,830,445.98
102	Wages - Part-time	115,726.48	968,232.55	53.99	1,793,262.00	825,029.45
103	Payroll Taxes	72,614.08	566,955.46	60.15	942,537.00	375,581.54
109	Workers Comp. Insurance	13,114.00	80,141.00	71.34	112,340.00	32,199.00
112	Group Insurance	152,493.04	1,048,684.34	54.41	1,927,470.00	878,785.66
113	Employees' Retirement	49,877.75	1,364,391.66	80.12	1,702,992.00	338,600.34
114	Unemployment Compen.	10,329.58	22,484.45	112.42	20,000.00	-2,484.45
Total Personal Services		1,285,064.34	10,601,906.48	59.29	17,880,064.00	7,278,157.52
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Maintenance & Operations - Contractual Services

201	Bldg. Property & Auto Insu.	1,415.00	145,132.00	99.72	145,544.00	412.00
202	Liability/Bonding Insurance	.00	6,312.00	47.91	13,175.00	6,863.00
205	Rent of Library Buildings	-4,037.33	25,386.65	50.98	49,800.00	24,413.35
206	Rent of Equipment	270.00	540.00	8.71	6,200.00	5,660.00
207	Janitorial Services	39,493.00	258,455.00	61.69	418,925.00	160,470.00
208	Maintenance of Facilities	37,263.67	135,307.88	31.62	427,910.00	292,602.12
211	Parking & Transportation	10,648.09	89,919.16	53.61	167,720.00	77,800.84
212	Travel Expenses	1,581.53	32,939.22	38.93	84,605.00	51,665.78
213	Professional Services	2,571.66	116,545.87	42.13	276,611.00	160,065.13
214	Security Services	25,667.20	210,769.16	49.58	425,123.00	214,353.84
216	Telephone Services	9,738.83	73,481.31	26.74	274,763.00	201,281.69
217	Electrical Services	31,257.58	278,001.89	51.97	534,949.00	256,947.11
218	Gas Services	26,633.47	41,207.55	66.09	62,347.00	21,139.45
219	Water & Garbage Services	2,479.48	29,590.00	56.56	52,320.00	22,730.00
220	Trigen Energy Services	14,793.68	121,027.96	63.70	189,998.00	68,970.04
226	Memberships	1,214.00	13,814.00	71.04	19,445.00	5,631.00
230	Other Library-Related Serv.	145,109.79	241,001.82	53.86	447,439.00	206,437.18
231	Automation Contractual	10,014.57	152,971.91	55.26	276,841.00	123,869.09
236	Network Catalog Services	1,276.50	43,862.74	94.63	46,350.00	2,487.26
Total Contractual Services		357,390.72	2,016,266.12	51.43	3,920,065.00	1,903,798.88
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Metropolitan Library System
Statement of Encumbrances
Month of January 2010

FY-10

Maintenance & Operations - Commodities

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
301	Printing & Printing Supplies	11,590.79	70,663.57	38.18	185,100.00	114,436.43
302	Postage	475.33	138,712.23	49.25	281,650.00	142,937.77
303	Supplies	32,391.05	230,951.77	51.66	447,027.00	216,075.23
310	Maintenance Supplies	12,712.78	33,688.94	47.45	71,000.00	37,311.06
312	Safety Supplies & Equip.	2,493.19	3,038.49	28.80	10,550.00	7,511.51
321	Gasoline & Oil	2,498.50	13,327.45	30.99	43,000.00	29,672.55
322	Vehicle Parts & Repairs	931.53	6,980.36	27.92	25,000.00	18,019.64
330	Programming Activities	14,788.97	95,575.06	42.35	225,705.00	130,129.94
331	Other Commodities	2,134.38	6,945.14	21.11	32,904.00	25,958.86
Total Commodities		80,016.52	599,883.01	45.38	1,321,936.00	722,052.99
		=====	=====		=====	=====

Capital Outlays

401	Books & Materials	192,967.23	2,062,462.14	51.56	4,000,000.00	1,937,537.86
404	Government Documents	.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	2,406.86	143,569.02	90.59	158,480.00	14,910.98
408	Furniture, Fixture, & Equip.	35,885.25	73,264.40	8.93	820,211.00	746,946.60
409	Motor Vehicles	30.00	44,449.26	88.90	50,000.00	5,550.74
410	Automation System & Equip.	1,976.25	231,940.02	49.40	469,468.00	237,527.98
450	Capital Projects	18,203.00	205,661.53	5.22	3,942,448.00	3,736,786.47
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		251,468.59	2,763,346.37	9.62	28,718,127.31	25,954,780.94
		=====	=====		=====	=====
Total Budget		1,973,940.17	15,981,401.98	30.83	51,840,192.31	35,858,790.33
		=====	=====		=====	=====

Monthly Journal Entries -- January 2010

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
116	1001	Cash	\$ 126.55	
	3602	Interest Income		\$ 126.55
		Fidelity interest		
117	1101	Investments	\$ 2,000,000.00	
	1001	Cash		\$ 2,000,000.00
		Purchase Fed Home LN BKS 10-13		
118	1101	Investments	\$ 2,000,000.00	
	1001	Cash		\$ 2,000,000.00
		Purchase Fed Home LN BKS 11-13		
119	1101	Investments	\$ 2,000,000.00	
	1001	Cash		\$ 2,000,000.00
		Purchase Fed Natl Mtg Assoc 10-13		
120	1101	Investments	\$ 2,000,000.00	
	1001	Cash		\$ 2,000,000.00
		Purchase Fed Natl Mtg Assoc 10-14		
121	1101	Investments	\$ 2,000,000.00	
	1001	Cash		\$ 2,000,000.00
		Purchase Fed Home LN BKS 10-12		
122	1001	Cash	\$ 20,000.00	
	3602	Interest Income		\$ 20,000.00
		Fed Home Ln Bks 08-13		
123	1001	Cash	\$ 12,500.00	
	3602	Interest Income		\$ 12,500.00
		Fed Natl Mtg Assoc 10-13		
124	1001	Cash	\$ 12,250.00	
	3602	Interest Income		\$ 12,250.00
		Fed Farm Cr Bks 10-13		
<u>Tax revenues</u>				
125	1001	Cash	\$ 4,412,655.35	
	1201	Ad Valorem Tax - Current year		\$ 4,412,655.35
		Ad Valorem Tax apportioned by County for 12/28 to 12/31		
126	1001	Cash	\$ 61,409.30	
	1201	Ad Valorem Tax - Current year		\$ 81.19
	3601	Prior year Tax		\$ 61,328.11
		Ad Valorem Tax apportioned by County for 12/16 to 12/31		
127	1001	Cash	\$ 2,987,892.74	

1201	Ad Valorem Tax - Current year		\$	2,987,892.74
	Ad Valorem Tax apportioned by County for 1/1 to 1/08			
128	1001 Cash	\$	330,676.92	
	1201 Ad Valorem Tax - Current year		\$	330,676.92
	Ad Valorem Tax apportioned by County for 1/11 to 1/15			
129	1001 Cash	\$	139,225.06	
	1201 Ad Valorem Tax - Current year		\$	139,225.06
	Ad Valorem Tax apportioned by County for 1/19 to 1/22			

Miscellaneous revenue

130	1001 Cash	\$	846.56	
	3605 Mic. Reimbursements		\$	846.56
	Jan Café rent	500.00	Admin Sys	17.20
	Eureka refund	70.00	S Shuler	\$ 259.36
			Total	846.56

Fines

131	1001 Cash	\$	44,000.00	
	3403 Projected Mic. Revenue - Fines		\$	44,000.00
	Fines transferred to General Fund in Jan.			

Payable entries

132	3001 Current Year Reserv. for Appropriations.	\$	1,973,940.17	
	3011 Current Year P.O. Outstanding		\$	1,973,940.17
	3002 Prior Year Reserv. for Appropriations.		\$	77,997.65
	3012 Prior Year P.O. Outstanding	\$	77,997.65	
	Purchase orders issued in January			
133	3011 Current Year P.O. Outstanding	\$	2,077,866.92	
	3021 Current Year Warrants Outstanding		\$	2,077,866.92
	3012 Prior Year P.O. Outstanding	\$	229,019.39	
	3022 Prior Year Warrants Outstanding		\$	229,019.39
	Checks issued in January			
134	3021 Current Year Warrants Outstanding	\$	1,969,276.07	
	1001 Cash		\$	1,969,276.07
	3022 Prior Year Warrants Outstanding	\$	299,495.66	
	1001 Cash		\$	299,495.66
	Checks cleared Bank in January			

Bank interest and fees

135	1001 Cash	\$	2,504.64	
	3602 Interest expense	\$	222.65	
	3602 Interest Income		\$	2,727.29
	Interest from GF checking acct less fees			
136	8000 Special Fund Cash		\$	108.32
	8815 Interest expense	\$	171.10	

8815	Interest Income		\$	62.78
	Interest from SF Checking Acct less fees			

Special funds

137	8000	Special Fund Cash	\$	68,945.82	
	8815	Special Fund Accounts			\$ 34,785.73
	8820				\$ 7,348.40
	8805				\$ 3,819.35
	8810		\$	282.65	
	8854				\$ 4,750.00
	8861				\$ 101.00
	8863				\$ 3,500.00
	8921				\$ 100.68
	8949		\$	100.68	
	8815				\$ 14,923.99
		Revenues of special fund received			

138	8000	Special Fund Cash			\$ 66,427.98
	8815	Special Fund Accounts	\$	44,159.90	
	8820		\$	10,238.10	
	8805		\$	1,424.11	
	8948		\$	70.00	
	8831		\$	1,000.00	
	8843		\$	1,536.00	
	8844		\$	300.00	
	8848		\$	6,150.00	
	8900		\$	350.00	
	8842		\$	85.00	
	8859		\$	514.14	
	8815		\$	600.73	
		Expenditures of special fund			

Corrections, adjustments, and miscellaneous

139	1201	Ad valorem tax - current year	\$	3,000.00	
	1001	Cash			\$ 3,000.00
		to correct Nov entry 127			

Grand Total

\$ 24,790,833.86	\$ 24,790,833.86
\$	-

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General Fund F.Y. 09-10

Warrant Register

January 2010

Number	Vendor/Payee	Purpose		Amount
G-02592	O G & E	Electrical Services	3,512.01	3,512.01
G-02593	Oklahoma Natural Gas Co.	Gas Services	810.29	
		Gas Services	1,262.81	
		Gas Services	780.11	
		Gas Services	321.36	3,174.57
G-02594	City of Oklahoma City	Water & Garbage	294.09	
		Water & Garbage	511.40	
		Water & Garbage	172.54	978.03
G-02595	Brodart, Inc.	Supplies	1,495.00	1,495.00
G-02596	Southwestern Stationers, Inc.	Supplies	953.40	
		Printing	275.00	1,228.40
G-02597	Demco	Equipment	1,207.69	
		Equipment	575.00	
		Supplies	376.54	
		Supplies	1,925.00	4,084.23
G-02598	EBSCO Subscription Services	Subscriptions	25.65	
		Subscriptions	90.84	
		Subscriptions	45.81	
		Subscriptions	238.62	400.92
G-02599	Gale Research	Materials	284.55	284.55
G-02600	Journey House Travel, Inc.	Travel Expenses	368.90	
		Travel Expenses	458.90	827.80
G-02601	Journal Record Publishing	Materials	660.00	660.00
G-02602	Jennifer Bounds	Programming Activities	400.00	400.00
G-02603	Standard Printing Co., Inc.	Supplies	539.00	539.00
G-02604	U.S. Postal Service	Postage	15,000.00	15,000.00
G-02605	CompSource Oklahoma	Workers Comp. Insurance	10,914.00	10,914.00
G-02606	Johnstone Supply	Maintenance of Facilities	1,474.36	1,474.36
G-02607	Mutual Assurance	Grp Life/AD&D Ins Prm-JAN	31,536.59	31,536.59
G-02608	Janet Brooks	Mileage	32.25	32.25
G-02609	INTEGRIS Corporate Assistance	Group Insurance	898.00	898.00
G-02610	Random House, Inc	Materials	192.00	192.00
G-02611	5th Street Garage	Parking	32.29	32.29
G-02612	Scott's Printing & Copying	Printing	838.94	
		Printing	980.70	
		Printing	757.80	2,577.44
G-02613	Ingram Library Service	Materials	1,824.91	1,824.91
G-02614	OverDrive, Inc fka	Materials	2,628.41	2,628.41
G-02615	Metro Parking Garage	Parking & Transportation	1,980.00	
		Parking & Transportation	270.00	2,250.00
G-02616	Chickasaw Telecom, Inc.	Automation Contractual	10,335.00	
		Automation Contractual	819.00	11,154.00
G-02617	Walker Group	Supplies	528.25	528.25
G-02618	Ingram Library Service	Materials	235.47	235.47
G-02619	Town of Luther	Water & Garbage Services	44.25	44.25
G-02620	Barnes & Noble, Inc.	Supplies	19.96	19.96
G-02621	Label Design & Supplies	Supplies	10,862.40	10,862.40
G-02622	ProQuest	Materials	4,740.00	4,740.00
G-02623	Better Containers	Supplies	248.73	248.73
G-02624	ExaminerEnterprise	Subscriptions	192.00	192.00
G-02625	BBC Audiobooks America	Materials	98.33	98.33
G-02626	OHC of Oklahoma, L.L.C.	Professional Services	71.50	71.50

General Fund F.Y. 09-10

Warrant Register

January 2010

Number	Vendor/Payee	Purpose		Amount
G-02627	City of Harrah	Water & Garbage Services	49.48	49.48
G-02628	Amazon/GE Money Bank	Programming Supplies	23.94	
		Supplies	89.43	
		Supplies	84.36	
		Supplies	35.00	
		Supplies	123.26	355.99
G-02629	City of Choctaw	Water & Garbage Services	80.30	80.30
G-02630	Office Depot Credit Plan	Library-Related Services	12.58	12.58
G-02631	Baker & Taylor Entertainment	Materials	252.07	252.07
G-02632	Metropolitan Library System	Grp Hlth/Dtl Ins Prm-JAN	109,696.74	109,696.74
G-02633	Reef Shop Warehouse	Maintenance of Facilities	44.96	44.96
G-02634	Allied Waste Services #060	Water & Garbage Services	823.17	823.17
G-02635	Baker & Taylor Books	Materials	1,149.57	
		Materials	1,829.30	
		Materials	3,021.29	
		Materials	3,389.74	
		Materials	1,614.77	11,004.67
G-02636	Baker & Taylor Books	Materials	2,324.82	
		Materials	5,373.54	7,698.36
G-02637	Emily Williams	Mileage	16.89	16.89
G-02638	Mary Lynn Stephens	Postage	52.80	52.80
G-02639	Sabre Technologies	Supplies	2,800.00	
		Supplies	2,740.00	5,540.00
G-02640	Smart Technologies	Automation Contractual	117.25	117.25
G-02641	Cheryl Coleman	Programming Activiites	113.21	113.21
G-02642	Baker & Taylor Entertainment	Materials	877.48	877.48
G-02643	Suzette V. Felton	Mileage	68.20	
		Programming Activities	47.74	115.94
G-02644	Workplace Resource	Furniture	536.40	536.40
G-02645	Strategic Government Resources	Memberships	175.00	175.00
G-02646	Oakstone Wellness	Safety Supplies & Equip	286.30	286.30
G-02647	Gay M. Snyder	Programming Activities	175.00	175.00
G-02648	Shoplet	Supplies	106.06	106.06
G-02649	Kathy C. Brown	Programming Activities	175.00	175.00
G-02650	Metro Parking Garage	Parking & Transportation	32.50	32.50
G-02651	City of Midwest City, Inc.	Water & Garbage Services	280.20	280.20
G-02652	Oklahoma Natural Gas Co.	Gas Services	759.96	
		Gas Services	2,030.39	
		Gas Services	395.90	
		Gas Services	2,295.10	5,481.35
G-02653	City of Oklahoma City	Water & Garbage	303.33	
		Water & Garbage	179.49	
		Water & Garbage	325.24	808.06
G-02654	Southwestern Stationers, Inc.	Supplies	76.34	
		supplies	125.90	
		Printing	974.00	1,176.24
G-02655	Locke Supply Co.	Maintenance of Facilities	18.48	18.48
G-02656	Demco	Supplies	365.67	365.67
G-02657	Eales Electronics Corp.	Maintenance of Facilities	50.00	
		Maintenance of Facilities	2,273.67	2,323.67
G-02658	EBSCO Subscription Services	Supplies	793.16	
		Supplies	147.73	

** Continued **

General Fund F.Y. 09-10

Warrant Register

January 2010

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-02658	EBSCO Subscription Services	Subscriptions	181.48
		Subscriptions	158.73
		Subscriptions	181.48
		Subscriptions	136.11
			1,598.69
G-02659	Frank Ray	Mileage	31.08
		Parking	108.38
			139.46
G-02660	Standard Printing Co., Inc.	Supplies	215.00
			215.00
G-02661	Donna Morris	Telephone Services	100.00
			100.00
G-02662	Dun & Bradstreet	Materials	39,070.00
			39,070.00
G-02663	Spence & Associates, Inc	Library-Related Services	150.00
			150.00
G-02664	Cheryl Mann	Mileage	36.41
			36.41
G-02665	Charles S. Isaacs	Mileage	5.23
			5.23
G-02666	Maintenance Connection	Maintenance of Facilities	396.00
			396.00
G-02667	United Refrigeration, Inc.	Maintenance of Facilities	138.19
		Maintenance of Facilities	350.10
			488.29
G-02668	FedEx	Postage	38.33
			38.33
G-02669	Recorded Books, LLC	Materials	333.90
			333.90
G-02670	U.S. Postmaster	Postage	49.65
			49.65
G-02671	Johnstone Supply	Maintenance of Facilities	7.32
			7.32
G-02672	City Bites	Other Commodities	42.00
			42.00
G-02673	Instructional Video, Inc.	Materials	59.96
			59.96
G-02674	Denyveta Davis	Mileage	109.76
			109.76
G-02675	LexisNexis Matthew Bender	Materials	2,449.00
			2,449.00
G-02676	Anne G. Fischer	Mileage	44.00
		Automation Contractual	105.14
		Telephone Services	50.00
			199.14
G-02677	Hal Leonard Corporation	Materials	308.69
			308.69
G-02678	Library Video Co.	Materials	3,940.72
			3,940.72
G-02679	Crosslands A&A Rental-All	Maintenance of Facilities	294.00
			294.00
G-02680	Rosemary Czarski	Supplies	41.99
		Programming Activities	38.98
		Mileage	18.15
		Postage	51.18
			150.30
G-02681	Shawver & Son	Maintenance of Facilities	1,005.73
		Maintenance of Facilities	2,524.23
		Maintenance of Facilities	2,482.11
		Maintenance of Facilities	261.00
			6,273.07
G-02682	Cici's Pizza	Programming Activities	40.00
			40.00
G-02683	Jonathan Willis	Mileage	5.50
			5.50
G-02684	Diane Sarantakos	Mileage	52.53
			52.53
G-02685	Random House, Inc	Materials	1,120.00
			1,120.00
G-02686	A T & T Mobility	Telephone Services	91.70
			91.70
G-02687	Scott's Printing & Copying	Printing	1,388.60
		Printing	2,246.50
			3,635.10
G-02688	Ingram Library Service	Materials	2,096.18
			2,096.18
G-02689	XPEDX	Maintenance Supplies	211.74
		Supplies	1,370.50
		Maintenance Supplies	207.60
		Supplies	217.36
			2,007.20
G-02690	High-Tech-Tronics, Inc.	Maintenance of Facilities	703.80
		Maintenance of Facilities	209.70
			913.50

General Fund F.Y. 09-10

Warrant Register

January 2010

Number	Vendor/Payee	Purpose		Amount
G-02691	Walker Companies	Supplies	12.45	
		Library-Related Services	258.25	270.70
G-02692	Larry G. Johnson	Parking	108.38	108.38
G-02693	OverDrive, Inc fka	Materials	5,217.48	5,217.48
G-02694	Neopost, Inc.	Maintenance of Facilities	250.00	250.00
G-02695	Lynda G. Bahr	Mileage	55.94	55.94
G-02696	Stuart Williamson	Mileage	27.78	27.78
G-02697	Ingram Library Service	Materials	281.89	281.89
G-02698	Voss Lighting	Maintenance Supplies	1,095.40	1,095.40
G-02699	Dana Phillips	Mileage	13.51	
		Parking	108.38	121.89
G-02700	Kay L. Bauman	Parking	108.38	108.38
G-02701	Landon Holman	Mileage	67.10	67.10
G-02702	Anita Roesler	Mileage	63.28	63.28
G-02703	Jimmy Welch	Mileage	78.65	
		Telephone Services	50.00	128.65
G-02704	Evans Hardware	Maintenance of Facilities	21.63	
		Maintenance of Facilities	14.96	
		Maintenance of Facilities	21.25	
		Maintenance of Facilities	36.97	
		Maintenance of Facilities	13.98	108.79
G-02705	Debra Jackson	Supplies	115.88	115.88
G-02706	Southwest Paper - OKC	Maintenance Supplies	1,022.80	1,022.80
G-02707	Contractors Supply Co.	Maintenance of Facilities	23.80	23.80
G-02708	Hewlett-Packard Co.	Computer Equipment	2,766.00	2,766.00
G-02709	Ruby Soutiere	Mileage	3.47	3.47
G-02710	U.S. Postmaster	Postage	56.00	56.00
G-02711	Choctaw Chamber of Commerce	Memberships	110.00	110.00
G-02712	Novalco, Inc	Maintenance of Facilities	376.47	
		Maintenance of Facilities	105.00	481.47
G-02713	Westquip, Inc	Maintenance of Facilities	258.00	258.00
G-02714	Carol L. Roberts	Programming Activities	80.37	80.37
G-02715	Sally Gray	Mileage	12.65	12.65
G-02716	Amazon/GE Money Bank	Supplies	107.90	107.90
G-02717	Oklahoma Press Service	Library-Related Services	178.54	178.54
G-02718	Teresa Goggins	Parking	108.38	108.38
G-02719	Todd Olberding	Telephone Services	39.32	39.32
G-02720	Cheryl Pernell	Parking	108.38	108.38
G-02721	Daniel Fields	Programming Activities	34.09	
		Programming Activities	40.54	
		Programming Activities	42.06	
		Programming Activities	80.98	
		Programming Activities	74.34	272.01
G-02722	Walmart Community	Programming Activities	13.14	13.14
G-02723	Kimberly A Terry	Telephone Services	150.00	
		Travel Expenses	100.00	
		Mileage	68.42	318.42
G-02724	USPS/BME	Postage	185.00	185.00
G-02725	Garcia Tire Service, Inc.	Maintenance of Facilities	12.00	
		Maintenance of Facilities	12.00	24.00
G-02726	Imagination Promotional Group	Other Commodities	1,668.71	1,668.71
G-02727	Pamela Buchanan	Mileage	128.15	

** Continued **

General Fund F.Y. 09-10

Warrant Register

January 2010

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-02727	Pamela Buchanan	Telephone Services	35.00	163.15
G-02728	Thomas P. Gallagher	Transportation	20.00	20.00
G-02729	Kevin Sendall	Mileage	23.65	23.65
G-02730	Star Lighting	Maintenance of Facilities	62.00	
		Maintenance of Facilities	39.96	
		Maintenance of Facilities	89.85	191.81
G-02731	John Utley	Telephone Services	35.00	
		Mileage	45.65	80.65
G-02732	Melissa Weathers	Mileage	22.48	22.48
G-02733	Cintas Corp.	Maintenance of Facilities	497.75	
		Maintenance of Facilities	485.05	982.80
G-02734	Accuity	Materials	1,209.00	1,209.00
G-02735	Firetrol Protection Systems	Maintenance of Facilities	300.00	300.00
G-02736	Myers Landscape Management,	Maintenance of Facilities	1,540.00	
		Maintenance of Facilities	1,055.00	2,595.00
G-02737	Baker & Taylor Books	Materials	1,401.04	
		Materials	2,733.11	
		Materials	1,832.25	5,966.40
G-02738	Baker & Taylor Books	Materials	2,667.22	
		Materials	1,670.42	4,337.64
G-02739	Baker & Taylor Books	Materials	784.33	784.33
G-02740	McAlester News Capital	Subscriptions	141.00	141.00
G-02741	Cooper Bros., Inc.	Capital Projects	2,389.00	2,389.00
G-02742	Patrick Williams	Other Commodities	153.16	153.16
G-02743	COTPA	Parking & Transportation	1,441.14	
		Parking & Transportation	866.45	
		Parking & Transportation	2,239.44	4,547.03
G-02744	Lisa Bradley	Parking	108.38	108.38
G-02745	Stacy Schrank	Parking	108.38	
		Mileage	54.84	163.22
G-02746	Dan Holman	Telephone Service	39.64	
		Mileage	28.60	68.24
G-02747	James E. Powell	Capital Projects	1,895.00	1,895.00
G-02748	Baker & Taylor Entertainment	Materials	100.12	100.12
G-02749	R. Justin Herwig	Mileage	68.48	68.48
G-02750	Tyler Outdoor Advertising, LLC	Library-Related Services	3,200.00	3,200.00
G-02751	JobDig	Library Related Services	175.00	
		Library-Related Services	175.00	350.00
G-02752	Chris Kennedy	Mileage	66.00	66.00
G-02753	Strategic Government Resources	Professional Services	635.83	635.83
G-02754	Shopleet	Library Related Service	198.70	
		Supplies	207.22	
		Supplies	78.30	484.22
G-02755	Hiccup Productions, Inc.	Programming Activities	1,800.00	1,800.00
G-02756	Bank of Oklahoma	Payroll Transmittal-Chks	42,069.96	
		Payroll Transmittal-Chks	19,545.50	
		Payroll Transmittal-Chks	165.00	61,780.46
G-02757	Bank of Oklahoma	Federal Withholding Tax	42,008.60	
		Federal Withholding Tax	2,006.00	44,014.60
G-02758	Oklahoma Tax Commission	State Withholding Tax	14,139.00	
		State Withholding Tax	773.50	14,912.50

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Number	Vendor/Payee	Purpose		Amount
G-02759	Mun. Employees Credit Union	Employee Cr Union Deducts	11,470.13	11,470.13
G-02760	United Way of Central Oklahoma	Employee Deductions	448.24	
		Employee Deductions	21.39	469.63
G-02761	Morgan & Associates, P.C.	Employee Deductions	133.01	133.01
G-02762	Works & Lentz, Inc.	Employee Deductions	206.73	206.73
G-02763	Bank of America	Payroll Transmittal-DDep	240,848.13	
		Payroll Transmittal-DDep	31,886.35	
		Payroll Transmittal-DDep	990.00	273,724.48
G-02764	Nationwide Retirement Solution	Employee Deductions	7,015.98	7,015.98
G-02765	Transamerica Worksite Mrktg.	Employee Deductions	463.20	463.20
G-02766	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	5,057.12	5,057.12
G-02767	Bank of Oklahoma	Employee Flexplan Deposit	24,138.15	24,138.15
G-02768	Bank of Oklahoma	Employee Soc/Sec Deposits	25,644.09	
		Employee Soc/Sec Deposits	3,655.78	
		Employee Medicare Deposit	5,997.54	
		Employee Medicare Deposit	854.94	
		Employer Soc/Sec Deposits	29,299.97	
		Employer Medicare Deposit	6,852.32	72,304.64
G-02769	MassMutual Financial Group	Employee Contrib -- DC PI	13,672.82	
		Employer Contrib -- DC PI	24,893.16	38,565.98
G-02770	Love, Beal & Nixon, P.C.	Employee Deductions	413.48	413.48
G-02771	ODHS Oklahoma Centralized	Employee Deductions	338.02	338.02
G-02772	Randall S. Fudge	Employee Deductions	92.29	92.29
G-02773	Administrative Systems, Inc.	Employee Deductions	1,091.54	1,091.54
G-02774	UNUM Life Insurance	Employee Deductions	1,430.40	
		Employee Deductions	34.00	1,464.40
G-02775	Mun. Employees Credit Union	Employee Cr Union Deducts	87.50	87.50
G-02776	UNUM Life Insurance	Grp L-T Disab Ins Prm-JAN	5,220.57	5,220.57
G-02777	Vision Service Plan of	Grp Vision Insurance-JAN	2,361.04	2,361.04
G-02778	UNUM Life Insurance	Grp LTC Insurance - JAN.	1,607.90	1,607.90
G-02779	Grainger	Maintenance of Facilities	851.60	851.60
G-02780	O G & E	Electrical Services	7,288.04	
		Electrical Services	755.82	8,043.86
G-02781	City of Bethany	Water & Garbage	124.20	124.20
G-02782	City of the Village	Water & Garbage	82.97	82.97
G-02783	Triangle/A & E	Capital Projects	56.15	56.15
G-02784	Southwestern Stationers, Inc.	Supplies	9.97	
		Supplies	10.12	
		Printing	1,112.00	1,132.09
G-02785	Tech-Lock	Capital Projects	3.00	3.00
G-02786	Demco	Programming Supplies	46.80	
		Supplies	302.51	
		Supplies	52.45	
		Supplies	151.47	553.23
G-02787	Hewlett-Packard Co.	Automation Contractual	7,231.30	7,231.30
G-02788	City of Edmond	Electrical Services	4,726.71	4,726.71
G-02789	Baker & Taylor Books	Materials	3,664.23	3,664.23
G-02790	Susie Beasley	Programming Activities	54.46	54.46
G-02791	Charles S. Isaacs	Telephone Services	35.00	35.00
G-02792	WCA Waste Corporation	Maintenance of Facilities	35.96	
		Maintenance of Facilities	53.45	89.41
G-02793	Oklahoma Employment	Unemployment Insurance	10,329.58	10,329.58

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Number	Vendor/Payee	Purpose		Amount
G-02794	Greater Oklahoma City	Memberships	150.00	150.00
G-02795	Gale Group	Materials	602.47	602.47
G-02796	Hunter's Battery Warehouse	Maintenance of Facilities	18.76	
		Maintenance of Facilities	10.95	
		Maintenance of Facilities	14.07	43.78
G-02797	Board of County Commissioners	Library Related Services	137,892.32	137,892.32
G-02798	Jonathan Willis	Telephone Services	35.00	35.00
G-02799	Random House, Inc	Materials	680.00	680.00
G-02800	Filtration Services Group, LLC	Maintenance of Facilities	117.84	
		Maintenance of Facilities	412.20	
		Maintenance of Facilities	35.28	
		Maintenance of Facilities	29.88	595.20
G-02801	Ingram Library Service	Materials	2,531.05	2,531.05
G-02802	Julia Ballou	Supplies	76.27	76.27
G-02803	OKC BIZ	Subscriptions	27.00	27.00
G-02804	Harrah Chamber of Commerce	Memberships	100.00	100.00
G-02805	Audio Editions	Materials	351.91	351.91
G-02806	Scovil & Sides Hardware Co.	Maintenance of Facilities	133.38	133.38
G-02807	Victoria Dixon	Parking	108.38	108.38
G-02808	Fuelman	Gasoline	2,498.50	
		Vehicle Parts & Repairs	47.74	2,546.24
G-02809	Ingram Library Service	Materials	30.62	30.62
G-02810	Center Point Large Print	Materials	548.22	548.22
G-02811	Jeffrey J. Crawford	Security Services	275.00	275.00
G-02812	John Mark Dawson	Security Services	300.00	300.00
G-02813	Miguel A. Campos	Security Service	212.50	212.50
G-02814	Jurden Brown, Jr.	Security Services	325.00	325.00
G-02815	Movie Licensing USA	Programming Activities	1,465.00	1,465.00
G-02816	John Paull	Security Services	262.50	262.50
G-02817	Steve's Wholesale Distributors	Maintenance of Facilities	18.76	18.76
G-02818	Bank of America	Library-Related Services	250.51	250.51
G-02819	BBC Audiobooks America	Materials	3,001.08	3,001.08
G-02820	Sam's Club	Memberships	70.00	70.00
G-02821	Metro Builders Supply	Equipment	449.00	449.00
G-02822	Kim Ventrella	Programming Activities	46.99	46.99
G-02823	City of Edmond	Water & Garbage Services	225.20	225.20
G-02824	Timothy W. Brewer, Jr.	Security Services	162.50	162.50
G-02825	Amazon/GE Money Bank	Supplies	54.19	54.19
G-02826	Fariba Williams	Mileage	22.55	22.55
G-02827	Office Depot Credit Plan	Supplies	56.98	56.98
G-02828	Public Library Association	Professional Services	80.00	80.00
G-02829	Cox Communications, Inc.	Telephone Services	3,763.86	
		Telephone Services	2,429.42	6,193.28
G-02830	Baker & Taylor Entertainment	Materials	939.90	939.90
G-02831	Brad Richter	Programming Activities	3,500.00	3,500.00
G-02832	Walmart Community	Maintenance of Facilities	36.44	36.44
G-02833	Commercial Card Solutions	Books & Materials	484.42	
		Books & Materials	971.27	1,455.69
G-02834	Dr. Max Price	Programming Activities	80.00	80.00
G-02835	Preston Bell	Transportation	40.00	40.00
G-02836	Reef Shop Warehouse	Maintenance of Facilities	50.96	50.96
G-02837	University of Oklahoma Press	Materials	78.22	78.22

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Number	Vendor/Payee	Purpose		Amount
G-02838	Donna Morris	Parking & Transportation	450.00	450.00
G-02839	Star Lighting	Maintenance of Facilities	267.30	
		Maintenance of Facilities	119.75	387.05
G-02840	Terrye Robins	Programming Activities	70.00	70.00
G-02841	Susan H. Wood	Programming Activities	125.00	125.00
G-02842	Cox Communications, Inc.	Telephone Service	1,198.59	1,198.59
G-02843	Securitas Security USA, Inc.	Security Services	6,997.49	
		Security Services	5,305.65	
		Security Services	5,605.30	17,908.44
G-02844	Baker & Taylor Books	Materials	1,591.25	
		Materials	1,779.65	
		Materials	2,969.62	
		Materials	2,256.64	
		Materials	3,750.38	12,347.54
G-02845	Baker & Taylor Books	Materials	2,370.92	
		Materials	2,994.86	
		Materials	1,207.94	6,573.72
G-02846	Baker & Taylor Books	Materials	.94	.94
G-02847	Smart Technologies	Automation Contractual	1,620.00	1,620.00
G-02848	Erika Sterling	Maintenance of Facilities	120.00	120.00
G-02849	Baker & Taylor Entertainment	Materials	20.36	20.36
G-02850	Mackin	Materials	266.87	266.87
G-02851	Alexandra Brodt	Programming Activities	100.00	100.00
G-02852	Urban Neighbors	Memberships	100.00	100.00
G-02853	Shoplet	Supplies	47.60	47.60
G-02854	Metropolitan Library System	Travel Expenses	2.20	
		Professional Services	68.24	
		Postage	23.56	
		Supplies	117.77	
		Programming Activities	81.86	
		Programming Activities	72.96	
		Other Commodities	18.90	
		Motor Vehicles	30.00	415.49
G-02855	City of Del City	Rent of Library Buildings	400.00	400.00
G-02856	Federal Corporation	Maintenance of Facilities	108.86	108.86
G-02857	Grainger	Maintenance of Facilities	571.05	
		Maintenance of Facilities	98.70	669.75
G-02858	O G & E	Electrical Services	2,129.50	2,129.50
G-02859	Oklahoma Natural Gas Co.	Gas Services	1,765.26	
		Gas Services	2,000.07	
		Gas Services	1,250.09	
		Gas Services	175.00	
		Gas Services	846.13	6,036.55
G-02860	City of Oklahoma City	Water & Garbage	500.40	
		Water & Garbage	60.71	561.11
G-02861	Triangle/A & E	Capital Projects	5.00	5.00
G-02862	Brodart, Inc.	Supplies	3,000.00	3,000.00
G-02863	Southwestern Stationers, Inc.	Furniture	252.00	
		Supplies	21.56	
		Printing	5,829.00	6,102.56
G-02864	Demco	Furniture	193.50	
		Supplies	3,050.00	

** Continued **

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-02864	Demco	Supplies	38.56	3,282.06
G-02865	EBSCO Subscription Services	Subscriptions	469.80	469.80
G-02866	Gaylord Bros.	Supplies	867.36	867.36
G-02867	City of Warr Acres	Water & Garbage Services	54.00	54.00
G-02868	AT&T	Telephone Services	143.70	143.70
G-02869	Westwood Elementary Music	Programming Activities	100.00	100.00
G-02870	Baker & Taylor Books	Materials	6,660.48	6,660.48
G-02871	Donna Morris	Travel Expenses	727.88	
		Travel Expenses	448.25	1,176.13
G-02872	West Group Payment Center	Materials	1,282.50	1,282.50
G-02873	ALA Membership CSC	Memberships	240.00	240.00
G-02874	United Refrigeration, Inc.	Maintenance of Facilities	690.25	690.25
G-02875	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	10,579.00	
		Janitorial Services	2,545.00	
		Janitorial Services	450.00	39,493.00
G-02876	Instructional Video, Inc.	Materials	89.80	89.80
G-02877	Gale Group	Materials	774.72	774.72
G-02878	Staples Business Advantage	Supplies	139.99	
		Supplies	92.04	232.03
G-02879	Northwest Chamber	Memberships	255.00	255.00
G-02880	BayScan Technologies	Computer Equipment	6,086.25	6,086.25
G-02881	Full Circle Bookstore	Materials	364.41	364.41
G-02882	Shawver & Son	Maintenance of Facilities	337.85	337.85
G-02883	Jill Vessels	Group Insurance	17.20	17.20
G-02884	Metrocall Wireless	Telephone Services	75.08	75.08
G-02885	Random House, Inc	Materials	2,693.60	2,693.60
G-02886	Scott's Printing & Copying	Printing	984.07	984.07
G-02887	Brilliance Corporation	Materials	5,951.88	5,951.88
G-02888	A. Rifkin Co.	Supplies	4,656.16	4,656.16
G-02889	Ingram Library Service	Materials	1,395.58	1,395.58
G-02890	Tanaz Derakshan	Mileage	2.75	2.75
G-02891	Summit Mailing Systems, Inc.	Maintenance of Facilities	473.75	
		Rent of Equipment	270.00	743.75
G-02892	Audio Editions	Materials	1,748.97	1,748.97
G-02893	OverDrive, Inc fka	Network Catalog Services	1,276.50	
		Materials	2,266.00	3,542.50
G-02894	Ginger Waldrip	Programming Activities	100.00	100.00
G-02895	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	88.50	88.50
G-02896	Ingram Library Service	Materials	878.02	878.02
G-02897	Four Corners Productions	Programming Activities	50.00	50.00
G-02898	Barnes & Noble, Inc.	Library-Related Services	629.81	629.81
G-02899	Kay L. Bauman	Travel Expenses	586.34	
		Travel Expenses	380.46	966.80
G-02900	Cox Media Oklahoma City	Library-Related Services	2,000.00	2,000.00
G-02901	Evans Hardware	Maintenance of Facilities	11.38	
		Maintenance of Facilities	15.18	26.56

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Number	Vendor/Payee	Purpose		Amount
G-02902	Presort First Class	Postage	72.07	72.07
G-02903	Heidi A. Port	Mileage	37.40	37.40
G-02904	Steve's Wholesale Distributors	Maintenance of Facilities	26.55	26.55
G-02905	Pacer Fitness Center	Professional Services	490.00	490.00
G-02906	Charnstrom	Equipment	892.40	
		Equipment	446.18	
		Equipment	892.40	
		Equipment	892.40	
		Equipment	892.40	4,015.78
G-02907	Hewlett-Packard Co.	Computer Equipment	4,610.00	
		Computer Equipment	4,610.00	
		Computer Equipment	14,752.00	
		Computer Equipment	17,518.00	
		Computer Equipment	20,284.00	
		Computer Equipment	30,426.00	
		Computer Equipment	23,050.00	
		Computer Equipment	12,908.00	
		Computer Equipment	5,532.00	
		Computer Equipment	4,080.00	137,770.00
G-02908	Oklahoma Today Magazine	Materials	454.80	454.80
G-02909	Dowell Parking Center	Parking & Transportation	387.00	387.00
G-02910	Novalco, Inc	Maintenance of Facilities	737.82	737.82
G-02911	Metro Builders Supply	Furniture	2,367.00	2,367.00
G-02912	Kevin Colwell	Mileage	11.00	11.00
G-02913	Brooks Industries	Equipment	1,741.80	1,741.80
G-02914	Darlene S. Browers	Programming Activities	225.00	225.00
G-02915	John Wood	Telephone Services	50.00	50.00
G-02916	C. L. Frates & Co.	Insurance	870.00	
		Insurance	545.00	1,415.00
G-02917	Office Depot Credit Plan	Supplies	19.49	
		Supplies	59.35	
		Supplies	158.70	237.54
G-02918	Todd Olberding	Mileage	682.77	682.77
G-02919	Baker & Taylor Books	Materials	1,137.01	1,137.01
G-02920	Commercial Card Solutions	Other Commodities	20.00	
		Equipment	480.69	
		Supplies	119.00	
		Professional Services	195.00	
		Professional Services	195.00	
		Supplies	22.85	
		Professional Services	195.00	
		Supplies	51.30	
		Supplies	200.81	
		Automation Contractual	1,779.00	
		Automation Contractual	62.67	
		Supplies	29.99	
		Automation Contractual	584.75	
		Professional Services	8.00	
		Automation Contractual	93.69	4,037.75
G-02921	Baker & Taylor Entertainment	Materials	2,249.99	2,249.99
G-02922	Manpower, Inc.	Salaries	2,864.40	
		Salaries	308.00	3,172.40

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Number	Vendor/Payee	Purpose		Amount
G-02923	Shawnee News - Star	Subscriptions	132.00	132.00
G-02924	Walmart Community	Programming Activities	131.41	
		Supplies	11.64	
		Supplies	70.85	
		Supplies	87.02	
		Safety Supplies	163.19	464.11
G-02925	Mari E. Leslie	Programming Activities	150.00	150.00
G-02926	Dr. Max Price	Programming Activities	80.00	80.00
G-02927	Star Lighting	Maintenance of Facilities	29.00	
		Maintenance of Facilities	62.00	91.00
G-02928	Terrye Robins	Programming Activities	45.00	
		Programming Activities	50.00	95.00
G-02929	Lesli Jones	Library-Related Services	120.00	120.00
G-02930	Worth Hydrochem of Oklahoma	Maintenance of Facilities	227.00	227.00
G-02931	AT&T	Telephone Services	62.52	62.52
G-02932	Baker & Taylor Books	Materials	1,896.64	
		Materials	4,793.52	
		Materials	8,659.66	
		Materials	3,437.35	18,787.17
G-02933	Baker & Taylor Books	Materials	4,548.25	
		Materials	6,239.44	10,787.69
G-02934	Baker & Taylor Books	Materials	4,425.27	4,425.27
G-02935	Kone Inc	Maintenance of Facilities	975.00	975.00
G-02936	Cooper Bros., Inc.	Capital Projects	1,863.00	
		Capital Projects	2,485.00	4,348.00
G-02937	Sabre Technologies	Computer Equipment	1,428.00	
		Computer Equipment	1,428.00	
		Computer Equipment	5,712.00	
		Supplies	3,480.00	12,048.00
G-02938	Trigen-OKC Energy Corporation	Energy Services	14,793.68	14,793.68
G-02939	Cox Systems Technology, Inc.	Maintenance of Facilities	90.00	90.00
G-02940	Baker & Taylor Entertainment	Materials	154.96	154.96
G-02941	Pacific Telemanagement Service	Telephone Services	78.00	78.00
G-02942	Stanley Convergent Security	Maintenance of Facilities	287.04	287.04
G-02943	Bank of Oklahoma	Payroll Transmittal-Chks	41,358.40	
		Payroll Transmittal-Chks	17,624.97	58,983.37
G-02944	Bank of Oklahoma	Federal Withholding Tax	42,378.60	
		Federal Withholding Tax	1,867.00	44,245.60
G-02945	Oklahoma Tax Commission	State Withholding Tax	14,415.00	
		State Withholding Tax	742.50	15,157.50
G-02946	Mun. Employees Credit Union	Employee Cr Union Deducts	11,645.13	
		Employee Cr Union Deducts	87.50	11,732.63
G-02947	United Way of Central Oklahoma	Employee Deductions	448.24	
		Employee Deductions	5.00	
		Employee Deductions	21.39	474.63
G-02948	Morgan & Associates, P.C.	Employee Deductions	133.01	133.01
G-02949	Works & Lentz, Inc.	Employee Deductions	219.06	219.06
G-02950	Bank of America	Payroll Transmittal-DDep	249,509.51	
		Payroll Transmittal-DDep	31,943.89	281,453.40
G-02951	Nationwide Retirement Solution	Employee Deductions	6,881.98	6,881.98
G-02952	Transamerica Worksite Mrktg.	Employee Deductions	464.76	464.76
G-02953	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,820.08	4,820.08

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Number	Vendor/Payee	Purpose		Amount
G-02954	Bank of Oklahoma	Employee Flexplan Deposit	11,298.71	11,298.71
G-02955	Bank of Oklahoma	Employee Soc/Sec Deposits	26,031.13	
		Employee Soc/Sec Deposits	3,519.25	
		Employee Medicare Deposit	6,087.90	
		Employee Medicare Deposit	823.00	
		Employer Soc/Sec Deposits	29,550.67	
		Employer Medicare Deposit	6,911.12	72,923.07
G-02956	MassMutual Financial Group	Employee Contrib -- DC PI	13,715.04	
		Employer Contrib -- DC PI	24,984.59	38,699.63
G-02957	Love, Beal & Nixon, P.C.	Employee Deductions	345.03	345.03
G-02958	ODHS Oklahoma Centralized	Employee Deductions	338.02	338.02
G-02959	Randall S. Fudge	Employee Deductions	104.46	104.46
G-02960	Administrative Systems, Inc.	Employee Deductions	1,091.54	1,091.54
Total of FY 09-10 Warrants Issued				\$ 2,077,866.92

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Number	Vendor/Payee	Purpose		Amount
G-05807	Integrated Technology Group	Capital Projects	45,545.78	
		Capital Projects	30,363.85	75,909.63
G-05808	Southwestern Stationers, Inc.	Furniture	2,048.00	
		Furniture	1,320.00	
		Furniture	132.00	
		Furniture	528.00	
		Furniture	792.00	4,820.00
G-05809	Demco	Supplies	3,047.50	
		Supplies	377.99	
		Programming Supplies	35.22	3,460.71
G-05810	Scott Rice Co.	Furniture	31,533.84	
		Furniture	24,478.83	56,012.67
G-05811	J & B Graphics	Capital Projects	2,740.65	2,740.65
G-05812	Walmart Community	Capital Projects	55.44	
		Capital Projects	11.47	
		Capital Projects	282.65	
		Capital Projects	23.91	373.47
G-05813	Spacesaver Storage Systems, Inc	Furniture	6,567.34	
		Furniture	4,301.38	
		Furniture	717.00	
		Furniture	2,151.00	
		Furniture	956.00	
		Furniture	453.00	
		Furniture	755.00	
		Furniture	13,145.00	
		Furniture	906.00	
		Furniture	1,359.00	
		Ralph Ellison	244.00	31,554.72
G-05814	Blind Alley	Construction	705.00	705.00
G-05815	Phillip Tolbert	Professional Services	185.00	185.00
G-05816	Commercial Concepts	Capital Projects	540.00	
		Capital Projects	2,717.55	3,257.55
G-05817	Amazon/GE Money Bank	Equipment	175.08	175.08
G-05818	Office Depot Credit Plan	Supplies	109.98	109.98
G-05819	Atlas General Contractors, LLC	Capital Projects	199.00	
		Capital Project	330.00	
		Capital Projects	52.00	
		Capital Projects	195.00	
		Capital Projects	464.00	
		Capital Projects	47,321.00	48,561.00
G-05820	Walker Companies	Supplies	377.66	377.66
G-05821	Commercial Card Solutions	Supplies	208.02	
		Furniture	159.96	
		Supplies	70.29	438.27
G-05822	Budget Flag & Banner	Capital Projects	338.00	338.00
Total of FY 08-09 Warrants Issued				\$ 229,019.39

Special Funds

Warrant Register

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Number	Vendor/Payee	Purpose		Amount
S-15255	Charlotte S. Ikelberry	Lost & Paid Book Return	30.90	30.90
S-15256	Marleny M. Reyes	Lost & Paid Book Return	28.90	28.90
S-15257	Heather M. Willman	Lost & Paid Book Return	12.95	12.95
S-15258	Bonnie M. Dayton	Lost & Paid Book Return	3.00	3.00
S-15259	Flora S. Price	Lost & Paid Book Return	3.00	3.00
S-15260	Erica Calzada	Lost & Paid Book Return	14.95	14.95
S-15261	BMI Systems Corp.	Copier Maintenance	78.50	
		Copier Maintenance	31.62	
		Copier Maintenance	36.00	
		Copier Maintenance	206.14	
		Copier Maintenance	154.37	
		Copier Maintenance	38.23	
		Copier Maintenance	81.94	
		Copier Maintenance	78.50	
		Copier Maintenance	55.00	760.30
S-15262	Standley Systems	Copy Fund	6.40	6.40
S-15263	Hannelore A. Chan	09/Walmart/MWC Teen	70.00	70.00
S-15264	Pamela Trawick-Blackbull	Lost & Paid Book Returned	3.00	3.00
S-15265	Don E. McNamara	Lost & Paid Book Returned	4.95	4.95
S-15266	Era Sujaudowla	Lost & Paid Book Returned	3.00	3.00
S-15267	Ryan Dradzynski	Lost & Paid Book Returned	24.95	24.95
S-15268	Hannah E. White	Lost & Paid Book Returned	3.00	3.00
S-15269	Jeff H. Owen	Lost & Paid CD Returned	39.95	39.95
S-15270	Rebecca D. Harjo	Lost & Paid Book Returned	12.97	12.97
S-15271	University of Tulsa	Unreturned ILL Material	315.00	315.00
S-15272	Denton Public Library	Unreturned ILL Material	9.95	9.95
S-15273	Vicki J. Dimmer	Lost & Paid Book Returned	10.95	10.95
S-15274	Eastern Michigan University	Unreturned ILL Material	45.00	45.00
S-15275	Annie L. Griffin	Lost & Paid Book Returned	18.00	18.00
S-15277	BMI Systems	Equipment	5,486.00	
		Equipment	2,950.00	8,436.00
S-15278	Standley Systems	Copier Usage	317.81	
		Copier Usage	176.64	494.45
S-15279	Imagenation Promotional Group	Volunteer Recognition	1,000.00	1,000.00
S-15280	Susan Pierce	Programming Noon Tunes	1,200.00	
		Prgramming Noon Tunes	336.00	1,536.00
S-15281	Westquip, Inc	Equipment	300.00	300.00
S-15282	Kristin Williamson	Lee Brawner Scholarship	600.00	600.00
S-15283	Stuart Williamson	Lee Brawner Scholarship	900.00	900.00
S-15284	Landon Holman	Lee Brawner Scholarship	1,200.00	1,200.00
S-15285	Suzette V. Felton	Lee Brawner Scholarship	1,200.00	1,200.00
S-15286	Walter Wayne McEvilly	Programming	350.00	350.00
S-15287	Jessica K. Puekis	Lost & Paid Book Returned	13.95	13.95
S-15288	Creashon L. Laskey	Lost & Paid Book Returned	15.95	15.95
S-15289	Ronald T. Rataic	Lost & Paid Book Returned	34.95	34.95
S-15290	Madeline Thrush-Cooley	Lost & Paid Book Returned	18.95	18.95
S-15291	Ashley S. McGhee	Lost & Paid Book Returned	14.25	14.25
S-15292	Tiesha C. Jacobs	Lost & Paid Book Returned	27.85	27.85
S-15293	Kayla L. Davis	Lost & Paid Book Returned	15.00	15.00
S-15294	Mary E. Tevington	Lost & Paid Book Returned	24.95	24.95
S-15295	Roger B. Rensvold	Lost & Paid Book Returned	3.00	3.00
S-15296	Rhonda K. Rodericks	Lost & Paid Book Returned	3.90	3.90

Special Funds

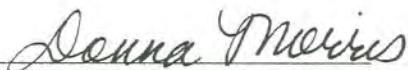
Warrant Register

January 2010

Number	Vendor/Payee	Purpose		Amount
S-15297	Terri A. Lore	Lost & Paid Book Returned	3.00	3.00
S-15298	Kaylyn S. Skinner	Lost & Paid Book Returned	3.00	3.00
S-15299	Judy K. Maupin	Lost & Paid Book Returned	25.00	25.00
S-15300	Daniel J. Marere	Lost & Paid Book Returned	7.85	7.85
S-15301	Metropolitan Library System	Transfer of Fines & Fees	44,000.00	44,000.00
S-15302	Anna Todd	Lee Brawner Scholarship	1,800.00	1,800.00
S-15303	Hannah E. White	Lost & Paid Book Returned	3.00	3.00
S-15304	Kayla L. Davis	Lost & Paid Book Returned	3.00	3.00
S-15305	Victoria S. Perkins	Lost & Paid Book Returned	3.00	3.00
S-15306	Topeka & Shawnee	Lost ILL Fees	19.95	19.95
S-15307	Oklahoma Tax Commission	State Sales Tax-Nov, 2009	629.96	
		State Sales Tax-Dec, 2009	46.10	
		State Sales Tax-Dec, 2009	28.97	705.03
S-15308	Sarah J. Roberts	Lost & Paid Book Returned	25.95	25.95
S-15309	Jackie A. McCabe	Lost & Paid Book Returned	7.95	7.95
S-15310	Sharon A. Nolan	Lost & Paid Book Returned	42.30	42.30
S-15311	Erin N. Kirksey	Annual Card Refund	40.00	40.00
S-15312	Commercial Card Solutions	Fines Account	119.90	119.90
S-15313	Oklahoma Tax Commission	State Sales Tax-Dec. 2009	540.95	540.95
S-15314	Oklahoma City Fire Marshal's	10/Friends/Muticultural	85.00	85.00
S-15315	Elizabeth Kessler	Lee Brawner Scholarship	450.00	450.00
S-15316	Imagenation Promotional Group	Promotional Items	514.14	514.14
Total of Special Funds Warrants Issued				\$ 66,009.34

I, Donna Morris, certify that:

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

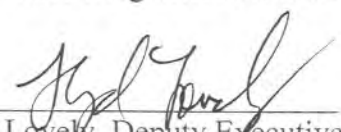

Donna Morris, Executive Director

2-11-10

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

2-11-10

Date

CONTRACT AWARDS AND PURCHASES

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

ITEM A: DOOR COUNTERS AND SERVER SOFTWARE

Provided for in the FY2009-10 budget is the request for Door counters, Sensor Servers, and Management software for these counters. These door counters are bi-directional counters connected through network servers that allow collection of statistics through the network.

The counters currently used do not account for entrance and exit. They also have to be set up manually by the Maintenance department any time counts are needed or required for a survey or report. Staff have to manually read the counters at certain times of the day and the counters do not provide any time of day statistical data. Traffic counts are part of the data collection required by the Oklahoma Department of Libraries (ODL). In the past, MLS was only required to collect this information every four years. However, we have been notified by ODL that this information is going to be required annually within the next two years.

The new door counters can be mounted at each agency's entrances and remain mounted permanently. Data is collected automatically and stored in a centralized database on the network. The library system will be able to analyze statistics that have not been available to us before. We will be able to see how many customers are in the library during special programs, the maximum occupancy of the library, and the peak times of visitors, not just those who have checked out materials.

The door counters are from SenSource. This past year we purchased a set of counters, one server and a trial software package and conducted a pilot project to verify that these counters would allow us to capture the data we needed. The pilot project was conducted at the Village Library and was very successful at providing us with useful data.

We will be purchasing 25 door counters because several libraries have more than one entrance. We have been referred directly to them by resellers of the door counters for best pricing. SenSource is recognized in the American Libraries Buying Guide as the premier supplier of people counting systems for libraries. Because of the quantity of counters we need to cover all libraries, we have been able to obtain a 10% discount on the sensors/servers and have also negotiated a lower price for the management software.

RECOMMENDATION:

That the Commission approve the purchase of 25 door counters, 16 servers, and the management software to SenSource for a total amount of \$32,168. Funding for this project is included in the FY2009-10 budget, Account 410.

**RESOLUTION OF APPRECIATION
FOR LIBRARY COMMISSIONER**

Mr. Hugh Rice

- WHEREAS,** Mr. Hugh Rice was appointed to the Metropolitan Library Commission of Oklahoma County in April of 1992 by Mayor Ron Norick of the City of Oklahoma City and has continued to serve as a member for 18 years; and;
- WHEREAS,** he has guided the Metropolitan Library Commission of Oklahoma County as its elected Chair since January 2005, and;
- WHEREAS,** he has served the commission on a variety of committees, including finance, long range planning, public service, the library retirement pension board and numerous TIF district committees, and;
- WHEREAS,** during his time as chair, he led the library system through a period of strong growth and development of library facilities and services, and a major expansion of the library commission, and;
- WHEREAS,** in his role as chair, was an outstanding spokesperson for the library system at numerous library and community events, public meetings and civic meetings, always bringing a message of service to the community and the importance of public libraries, and;
- WHEREAS,** his tenure as chair was marked by a strong sense of fair play and courteousness to all members of the commission, public, and staff resulting in a reasoned, dedicated examination of all points of view on difficult issues, and;
- WHEREAS,** Hugh's leadership will be greatly missed, however, his expertise in all matters will continue to be a resource to library staff and commissioners as he continues to serve the commission with his usual warm, dignified, professional demeanor and his great sense of humor;
- NOW, THEREFORE, BE IT RESOLVED** that the Metropolitan Library Commission of Oklahoma County extend its gratitude to Mr. Hugh Rice for his distinguished service as Chair of the Commission and his continuing dedicated support of library services for all of the people of Oklahoma County.

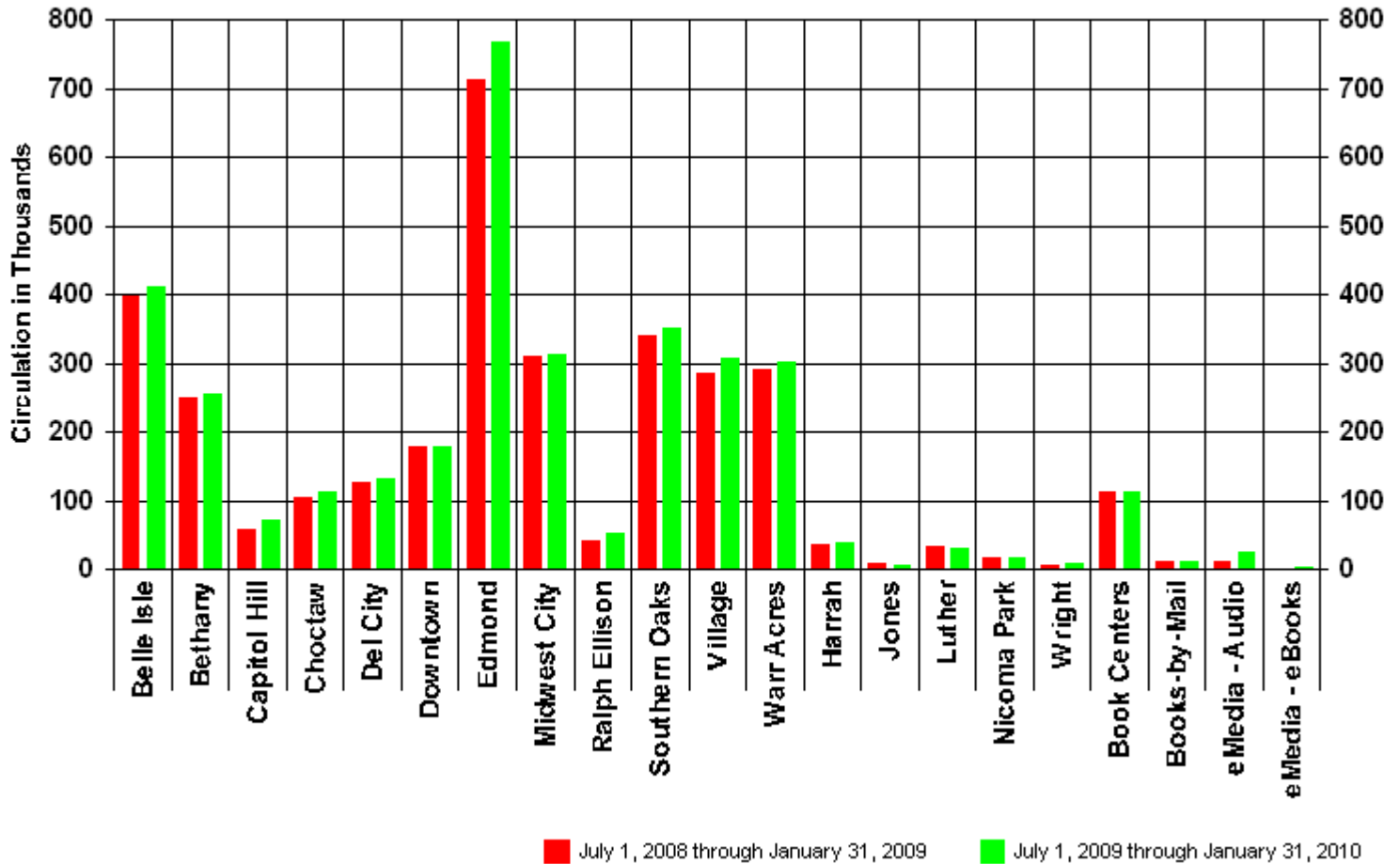
**Approved this 18th day of February 2010
by the Metropolitan Library Commission
of Oklahoma County**

Carolyn Willis, chair
Metropolitan Library Commission
of Oklahoma County

Donna Morris
Executive Director
Metropolitan Library System

Circulation Gains and Losses

July 1, 2009 through January 31, 2010 (58.33% of the 09-10 Fiscal Year)



Circulation Gains and Losses

July 1, 2009 through January 31, 2010 (58.33% of the 09-10 Fiscal Year)

JANUARY 31, 2010		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
Belle Isle	09	42989	302333	12577	96472	55566	398805	
	10	42857	313705	12246	96982	55103	410687	
		-132	11372	-331	510	-463	11882	3.0
Bethany	09	24265	172835	9373	77410	33638	250245	
	10	24653	179554	9448	76551	34101	256105	
		388	6719	75	-859	463	5860	2.3
Capitol Hill	09	6653	42490	2281	15976	8934	58466	
	10	6315	49877	2598	21019	8913	70896	
		-338	7387	317	5043	-21	12430	21.3
Choctaw	09	8880	65222	5306	39343	14186	104565	
	10	10149	71423	5192	40842	15341	112265	
		1269	6201	-114	1499	1155	7700	7.4
Del City	09	12424	88265	4597	38933	17021	127198	
	10	12462	92614	4551	38893	17013	131507	
		38	4349	-46	-40	-8	4309	3.4
Downtown	09	18739	139199	4772	39626	23511	178825	
	10	17606	134420	5011	43255	22617	177675	
		-1133	-4779	239	3629	-894	-1150	-.6
Edmond	09	61788	416369	40539	297141	102327	713510	
	10	62631	447991	40034	319934	102665	767925	
		843	31622	-505	22793	338	54415	7.6
Midwest City	09	30734	220185	10886	89875	41620	310060	
	10	31490	225536	10128	87838	41618	313374	
		756	5351	-758	-2037	-2	3314	1.1
Ralph Ellison	09	4424	30193	1273	9929	5697	40122	
	10	6399	40284	1846	12737	8245	53021	
		1975	10091	573	2808	2548	12899	32.1
Southern Oaks	09	35194	250594	10562	88861	45756	339455	
	10	34295	257014	11019	94640	45314	351654	
		-899	6420	457	5779	-442	12199	3.6
Village	09	27860	197960	11879	87666	39739	285626	
	10	28767	218237	11227	89568	39994	307805	
		907	20277	-652	1902	255	22179	7.8
Warr Acres	09	27929	197668	10916	93596	38845	291264	
	10	28762	213020	10595	89711	39357	302731	
		833	15352	-321	-3885	512	11467	3.9

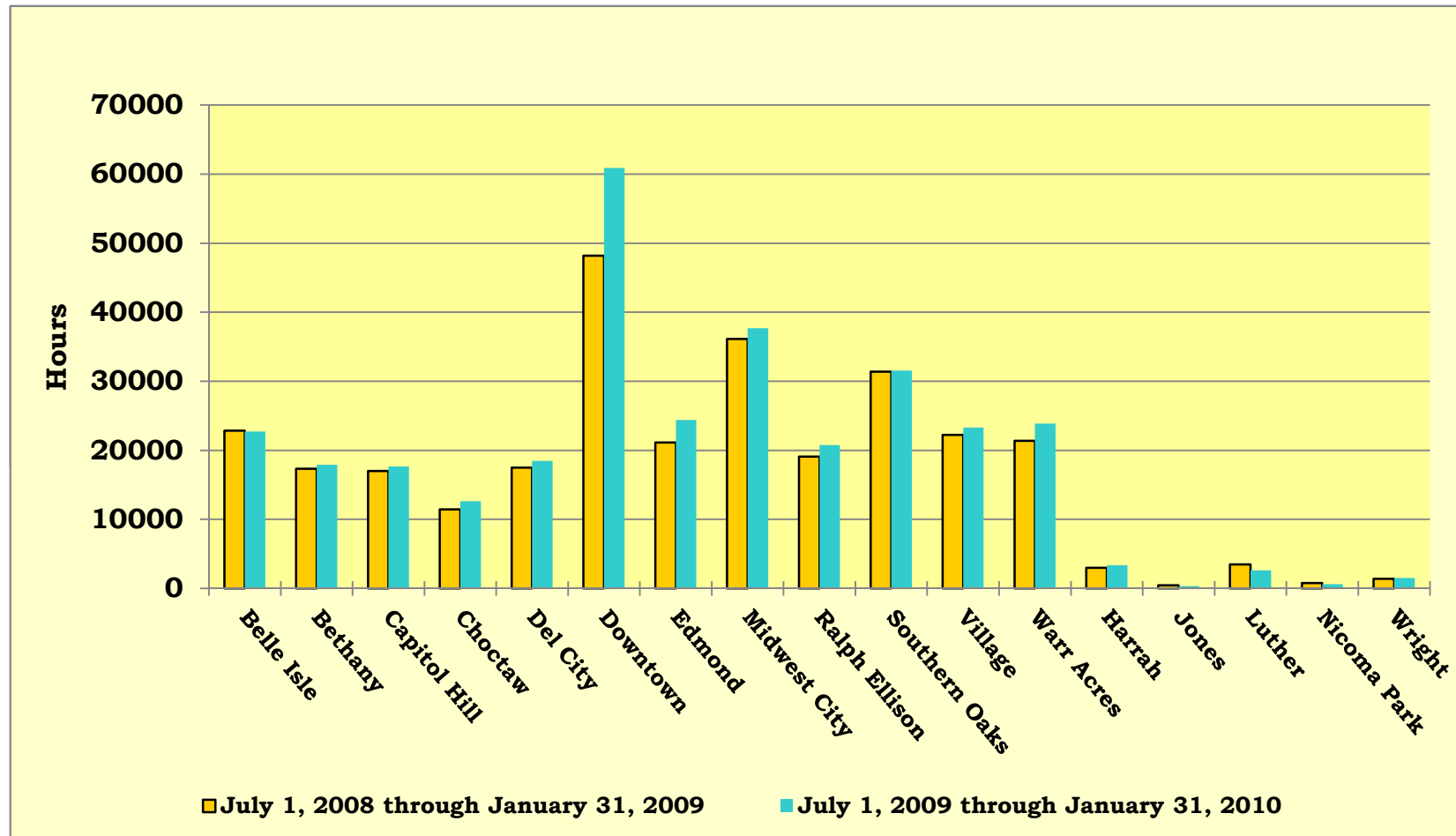
Circulation Gains and Losses

July 1, 2009 through January 31, 2010 (58.33% of the 09-10 Fiscal Year)

JANUARY 31, 2010		<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	3512	25786	1405	10925	4917	36711	
	10	3503	25444	1587	12103	5090	37547	
		-9	-342	182	1178	173	836	2.3
Jones	09	1075	5772	218	1946	1293	7718	
	10	739	4947	214	1567	953	6514	
		-336	-825	-4	-379	-340	-1204	-15.6
Luther	09	3613	25613	648	7548	4261	33161	
	10	3400	24150	752	6630	4152	30780	
		-213	-1463	104	-918	-109	-2381	-7.2
Nicoma Park	09	1636	11934	700	3441	2336	15375	
	10	1727	14229	358	3676	2085	17905	
		91	2295	-342	235	-251	2530	16.5
Wright	09	867	5323	102	1102	969	6425	
	10	878	6713	151	1655	1029	8368	
		11	1390	49	553	60	1943	30.2
<u>OTHER:</u>								
Book Centers	09	10035	69496	6181	43337	16216	112833	
	10	10188	70752	6182	43096	16370	113848	
		153	1256	1	-241	154	1015	.9
Books-by-Mail	09	1603	11482	0	0	1603	11482	
	10	1373	12231	0	0	1373	12231	
		-230	749	0	0	-230	749	6.5
eMedia - Audio	09	2259	11859	0	0	2259	11859	
	10	4267	24280	0	0	4267	24280	
		2008	12421	0	0	2008	12421	104.7
eMedia - eBooks	09	0	0	0	0	0	0	
	10	991	3252	0	0	991	3252	
		991	3252	0	0	991	3252	100.0
TOTALS	09	326479	2290578	134215	1043127	460694	3333705	
	10	333452	2429673	133139	1080697	466591	3510370	
		6973	139095	-1076	37570	5897	176665	5.3

Total Computer Hours Used by Library

July 1, 2009 through January 31, 2010 (58.33% of the 09-10 Fiscal Year)



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Total Computer Usage

July 1, 2009 through January 31, 2010 (58.33% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	09	220		4,008		2,985.55		3,238		30,610		22,862.93	
	10	270		4,088		2,997.14		3,340		30,316		22,724.21	
		50	22.7	80	2.0	11.59	.4	102	3.2	-294	-1.0	-138.72	-.6
BETHANY	09	227		2,978		2,279.80		2,491		22,549		17,353.21	
	10	200		2,885		2,265.79		2,596		23,140		17,900.03	
		-27	-11.9	-93	-3.1	-14.01	-.6	105	4.2	591	2.6	546.82	3.2
CAPITOL HILL	09	187		2,611		2,260.22		2,133		19,995		17,007.62	
	10	195		2,643		2,177.06		2,325		21,870		17,658.14	
		8	4.3	32	1.2	-83.16	-3.7	192	9.0	1,875	9.4	650.52	3.8
CHOCTAW	09	107		1,710		1,660.05		1,293		12,392		11,437.40	
	10	119		1,621		1,463.97		1,291		13,409		12,618.29	
		12	11.2	-89	-5.2	-196.08	-11.8	-2	-.2	1,017	8.2	1,180.89	10.3
DEL CITY	09	201		2,836		2,279.91		2,332		21,626		17,486.57	
	10	180		2,945		2,292.21		2,381		23,492		18,485.56	
		-21	-10.4	109	3.8	12.30	.5	49	2.1	1,866	8.6	998.99	5.7
DOWNTOWN	09	228		8,504		6,292.05		3,143		64,521		48,205.52	
	10	285		9,733		8,165.11		3,367		75,007		60,905.45	
		57	25.0	1,229	14.5	1,873.06	29.8	224	7.1	10,486	16.3	12,699.93	26.3
EDMOND	09	268		3,718		2,918.46		3,255		26,966		21,143.21	
	10	251		3,822		3,165.25		3,373		30,022		24,406.09	
		-17	-6.3	104	2.8	246.79	8.5	118	3.6	3,056	11.3	3,262.88	15.4
MIDWEST CITY	09	435		6,028		4,751.54		4,624		45,465		36,134.29	
	10	373		5,837		4,780.23		4,764		47,155		37,702.86	
		-62	-14.3	-191	-3.2	28.69	.6	140	3.0	1,690	3.7	1,568.57	4.3
RALPH ELLISON	09	174		3,390		2,718.92		1,996		24,198		19,080.20	
	10	231		4,013		3,474.30		2,389		25,564		20,768.72	
		57	32.8	623	18.4	755.38	27.8	393	19.7	1,366	5.6	1,688.52	8.8

Total Computer Usage

July 1, 2009 through January 31, 2010 (58.33% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	09	375		5,225		4,067.33		4,308		42,071		31,378.77	
	10	393		5,387		4,117.75		4,781		40,864		31,554.90	
		18	4.8	162	3.1	50.42	1.2	473	11.0	-1,207	-2.9	176.13	.6
VILLAGE	09	280		3,911		3,022.50		3,318		28,619		22,231.75	
	10	278		3,683		2,863.70		3,555		29,893		23,310.64	
		-2	-.7	-228	-5.8	-158.80	-5.3	237	7.1	1,274	4.5	1,078.89	4.9
WARR ACRES	09	226		3,778		2,976.90		2,756		27,895		21,384.07	
	10	224		3,782		2,939.06		2,959		31,442		23,882.14	
		-2	-.9	4	.1	-37.84	-1.3	203	7.4	3,547	12.7	2,498.07	11.7
HARRAH	09	37		541		415.98		449		3,884		2,988.37	
	10	27		514		396.75		441		4,133		3,340.07	
		-10	-27.0	-27	-5.0	-19.23	-4.6	-8	-1.8	249	6.4	351.70	11.8
JONES	09	2		63		58.60		50		441		436.43	
	10	4		46		46.14		50		352		319.84	
		2	100.0	-17	-27.0	-12.46	-21.3		.0	-89	-20.2	-116.59	-26.7
LUTHER	09	23		526		431.76		300		4,227		3,490.47	
	10	22		380		305.04		374		3,431		2,599.12	
		-1	-4.3	-146	-27.8	-126.72	-29.3	74	24.7	-796	-18.8	-891.35	-25.5
NICOMA PARK	09	8		109		80.87		114		930		766.83	
	10	7		112		78.51		133		873		625.14	
		-1	-12.5	3	2.8	-2.36	-2.9	19	16.7	-57	-6.1	-141.69	-18.5
WRIGHT	09	10		238		201.53		129		1,771		1,406.01	
	10	15		248		200.31		117		1,942		1,509.09	
		5	50.0	10	4.2	-1.22	-.6	-12	-9.3	171	9.7	103.08	7.3
TOTAL	09	3,008		50,174		39,401.97		35,929		378,160		294,793.65	
	10	3,074		51,739		41,728.32		38,236		402,905		320,310.29	
		66	2.2	1,565	3.1	2,326.35	5.9	2,307	6.4	24,745	6.5	25,516.64	8.7

Computer Usage by Adult Customers

July 1, 2009 through January 31, 2010 (58.33% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	09	189		3,308		2,463.01		2,675		25,040		18,701.42	
	10	220		3,567		2,616.78		2,766		26,522		19,962.42	
		31	16.4	259	7.8	153.77	6.2	91	3.4	1,482	5.9	1,261.00	6.7
BETHANY	09	188		2,237		1,702.35		1,967		16,813		12,834.32	
	10	172		2,419		1,878.93		2,053		17,948		13,833.85	
		-16	-8.5	182	8.1	176.58	10.4	86	4.4	1,135	6.8	999.53	7.8
CAPITOL HILL	09	116		1,522		1,401.32		1,183		10,297		9,365.27	
	10	120		1,297		1,145.02		1,358		11,317		9,675.80	
		4	3.4	-225	-14.8	-256.30	-18.3	175	14.8	1,020	9.9	310.53	3.3
CHOCTAW	09	85		1,189		1,234.55		907		7,821		7,324.87	
	10	87		1,138		1,018.12		917		8,692		8,099.75	
		2	2.4	-51	-4.3	-216.43	-17.5	10	1.1	871	11.1	774.88	10.6
DEL CITY	09	160		2,076		1,668.73		1,789		15,040		12,172.03	
	10	136		2,231		1,755.32		1,805		17,269		13,634.45	
		-24	-15.0	155	7.5	86.59	5.2	16	.9	2,229	14.8	1,462.42	12.0
DOWNTOWN	09	199		7,749		5,689.25		2,612		57,018		42,340.64	
	10	252		8,946		7,484.48		2,788		68,827		55,717.71	
		53	26.6	1,197	15.4	1,795.23	31.6	176	6.7	11,809	20.7	13,377.07	31.6
EDMOND	09	234		3,109		2,453.83		2,676		22,318		17,509.21	
	10	214		3,267		2,735.38		2,802		25,721		20,944.57	
		-20	-8.5	158	5.1	281.55	11.5	126	4.7	3,403	15.2	3,435.36	19.6
MIDWEST CITY	09	346		4,157		3,385.66		3,643		31,227		25,727.44	
	10	313		4,386		3,652.43		3,775		34,735		28,223.15	
		-33	-9.5	229	5.5	266.77	7.9	132	3.6	3,508	11.2	2,495.71	9.7
RALPH ELLISON	09	133		2,115		1,710.52		1,395		12,968		10,625.62	
	10	169		2,536		2,290.77		1,781		15,429		12,553.01	
		36	27.1	421	19.9	580.25	33.9	386	27.7	2,461	19.0	1,927.39	18.1

Computer Usage by Adult Customers

July 1, 2009 through January 31, 2010 (58.33% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	09	306		3,581		2,851.38		3,143		25,860		20,081.14	
	10	335		3,847		2,893.00		3,556		27,628		21,561.79	
		29	9.5	266	7.4	41.62	1.5	413	13.1	1,768	6.8	1,480.65	7.4
VILLAGE	09	235		3,031		2,399.00		2,625		21,556		16,794.10	
	10	237		2,891		2,246.85		2,852		22,282		17,542.41	
		2	.9	-140	-4.6	-152.15	-6.3	227	8.6	726	3.4	748.31	4.5
WARR ACRES	09	187		2,842		2,229.36		2,220		19,912		15,401.56	
	10	194		2,971		2,278.35		2,346		22,784		17,368.79	
		7	3.7	129	4.5	48.99	2.2	126	5.7	2,872	14.4	1,967.23	12.8
HARRAH	09	26		375		287.45		283		2,469		1,899.84	
	10	19		286		221.09		290		2,320		1,770.20	
		-7	-26.9	-89	-23.7	-66.36	-23.1	7	2.5	-149	-6.0	-129.64	-6.8
JONES	09	1		53		46.25		28		257		243.11	
	10	2		44		44.89		36		273		247.79	
		1	100.0	-9	-17.0	-1.36	-2.9	8	28.6	16	6.2	4.68	1.9
LUTHER	09	14		210		157.49		151		1,816		1,444.63	
	10	19		220		196.31		200		1,796		1,586.14	
		5	35.7	10	4.8	38.82	24.6	49	32.5	-20	-1.1	141.51	9.8
NICOMA PARK	09	7		80		54.01		93		690		547.56	
	10	5		94		67.97		102		725		527.59	
		-2	-28.6	14	17.5	13.96	25.8	9	9.7	35	5.1	-19.97	-3.6
WRIGHT	09	10		221		188.26		96		1,409		1,135.08	
	10	11		219		179.17		92		1,652		1,291.70	
		1	10.0	-2	-.9	-9.09	-4.8	-4	-4.2	243	17.2	156.62	13.8
TOTAL	09	2,436		37,855		29,922.42		27,486		272,511		214,147.84	
	10	2,505		40,359		32,704.86		29,519		305,920		244,541.12	
		69	2.8	2,504	6.6	2,782.44	9.3	2,033	7.4	33,409	12.3	30,393.28	14.2

Computer Usage by Minor Customers

July 1, 2009 through January 31, 2010 (58.33% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	09	31		700		522.54		563		5,570		4,161.51	
	10	50		521		380.36		574		3,794		2,761.79	
		19	61.3	-179	-25.6	-142.18	-27.2	11	2.0	-1,776	-31.9	-1,399.72	-33.6
BETHANY	09	39		741		577.45		524		5,736		4,518.89	
	10	28		466		386.86		543		5,192		4,066.18	
		-11	-28.2	-275	-37.1	-190.59	-33.0	19	3.6	-544	-9.5	-452.71	-10.0
CAPITOL HILL	09	71		1,089		858.90		950		9,698		7,642.35	
	10	75		1,346		1,032.04		967		10,553		7,982.34	
		4	5.6	257	23.6	173.14	20.2	17	1.8	855	8.8	339.99	4.4
CHOCTAW	09	22		521		425.50		386		4,571		4,112.53	
	10	32		483		445.85		374		4,717		4,518.54	
		10	45.5	-38	-7.3	20.35	4.8	-12	-3.1	146	3.2	406.01	9.9
DEL CITY	09	41		760		611.18		543		6,586		5,314.54	
	10	44		714		536.89		576		6,223		4,851.11	
		3	7.3	-46	-6.1	-74.29	-12.2	33	6.1	-363	-5.5	-463.43	-8.7
DOWNTOWN	09	29		755		602.80		531		7,503		5,864.88	
	10	33		787		680.63		579		6,180		5,187.74	
		4	13.8	32	4.2	77.83	12.9	48	9.0	-1,323	-17.6	-677.14	-11.5
EDMOND	09	34		609		464.63		579		4,648		3,634.00	
	10	37		555		429.87		571		4,301		3,461.52	
		3	8.8	-54	-8.9	-34.76	-7.5	-8	-1.4	-347	-7.5	-172.48	-4.7
MIDWEST CITY	09	89		1,871		1,365.88		981		14,238		10,406.85	
	10	60		1,451		1,127.80		989		12,420		9,479.71	
		-29	-32.6	-420	-22.4	-238.08	-17.4	8	.8	-1,818	-12.8	-927.14	-8.9
RALPH ELLISON	09	41		1,275		1,008.40		601		11,230		8,454.58	
	10	62		1,477		1,183.53		608		10,135		8,215.71	
		21	51.2	202	15.8	175.13	17.4	7	1.2	-1,095	-9.8	-238.87	-2.8

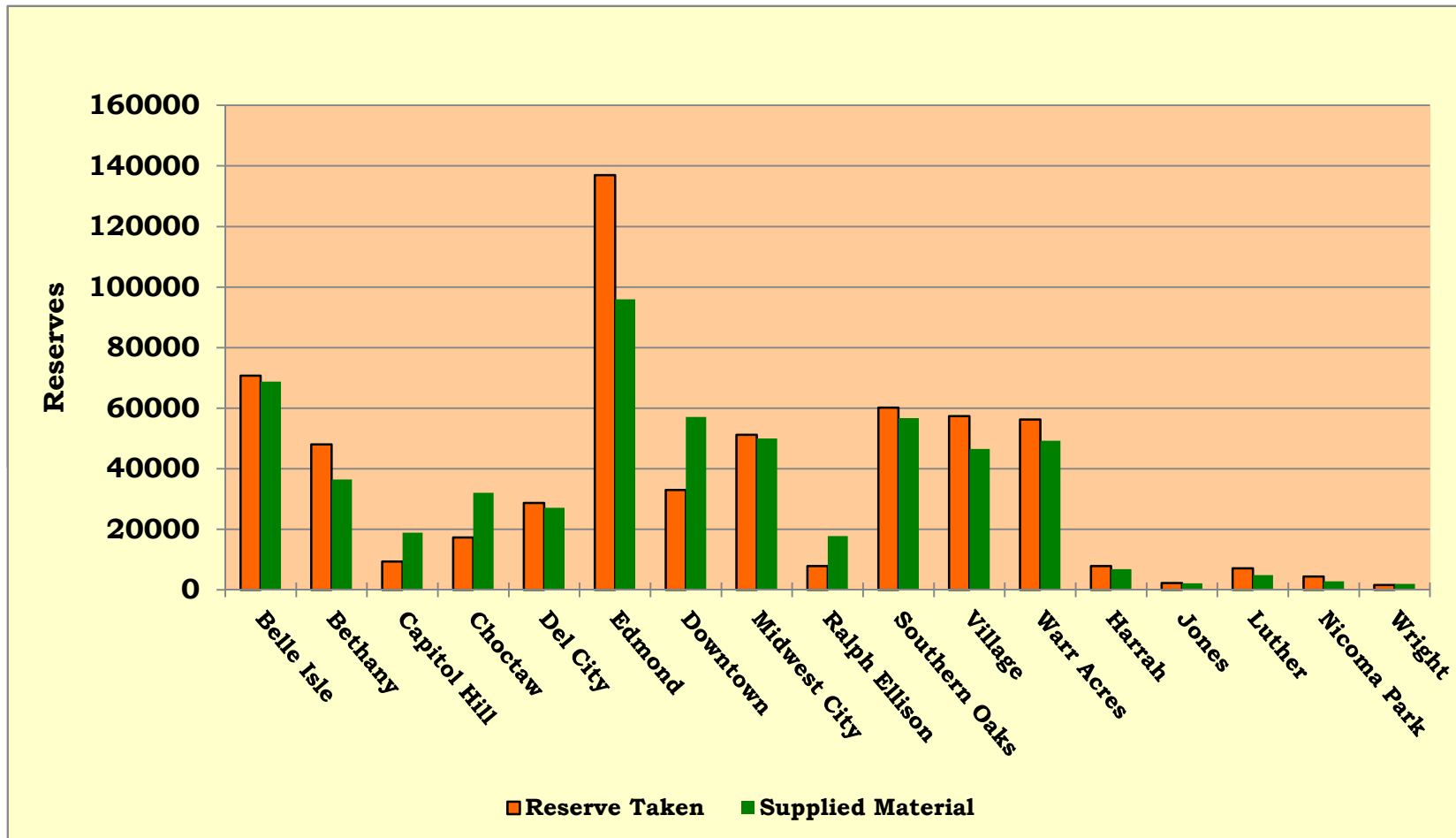
Computer Usage by Minor Customers

July 1, 2009 through January 31, 2010 (58.33% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	09	69		1,644		1,215.95		1,165		16,211		11,297.63	
	10	58		1,540		1,224.75		1,225		13,236		9,993.11	
		-11	-15.9	-104	-6.3	8.80	.7	60	5.2	-2,975	-18.4	-1,304.52	-11.5
VILLAGE	09	45		880		623.50		693		7,063		5,437.65	
	10	41		792		616.85		703		7,611		5,768.23	
		-4	-8.9	-88	-10.0	-6.65	-1.1	10	1.4	548	7.8	330.58	6.1
WARR ACRES	09	39		936		747.54		536		7,983		5,982.51	
	10	30		811		660.71		613		8,658		6,513.35	
		-9	-23.1	-125	-13.4	-86.83	-11.6	77	14.4	675	8.5	530.84	8.9
HARRAH	09	11		166		128.53		166		1,415		1,088.53	
	10	8		228		175.66		151		1,813		1,569.87	
		-3	-27.3	62	37.3	47.13	36.7	-15	-9.0	398	28.1	481.34	44.2
JONES	09	1		10		12.35		22		184		193.32	
	10	2		2		1.25		14		79		72.05	
		1	100.0	-8	-80.0	-11.10	-89.9	-8	-36.4	-105	-57.1	-121.27	-62.7
LUTHER	09	9		316		274.27		149		2,411		2,045.84	
	10	3		160		108.73		174		1,635		1,012.98	
		-6	-66.7	-156	-49.4	-165.54	-60.4	25	16.8	-776	-32.2	-1,032.86	-50.5
NICOMA PARK	09	1		29		26.86		21		240		219.27	
	10	2		18		10.54		31		148		97.55	
		1	100.0	-11	-37.9	-16.32	-60.8	10	47.6	-92	-38.3	-121.72	-55.5
WRIGHT	09			17		13.27		33		362		270.93	
	10	4		29		21.14		25		290		217.39	
		4		12	70.6	7.87	59.3	-8	-24.2	-72	-19.9	-53.54	-19.8
TOTAL	09	572		12,319		9,479.55		8,443		105,649		80,645.81	
	10	569		11,380		9,023.46		8,717		96,985		75,769.17	
		-3	-0.5	-939	-7.6	-456.09	-4.8	274	3.2	-8,664	-8.2	-4,876.64	-6.0

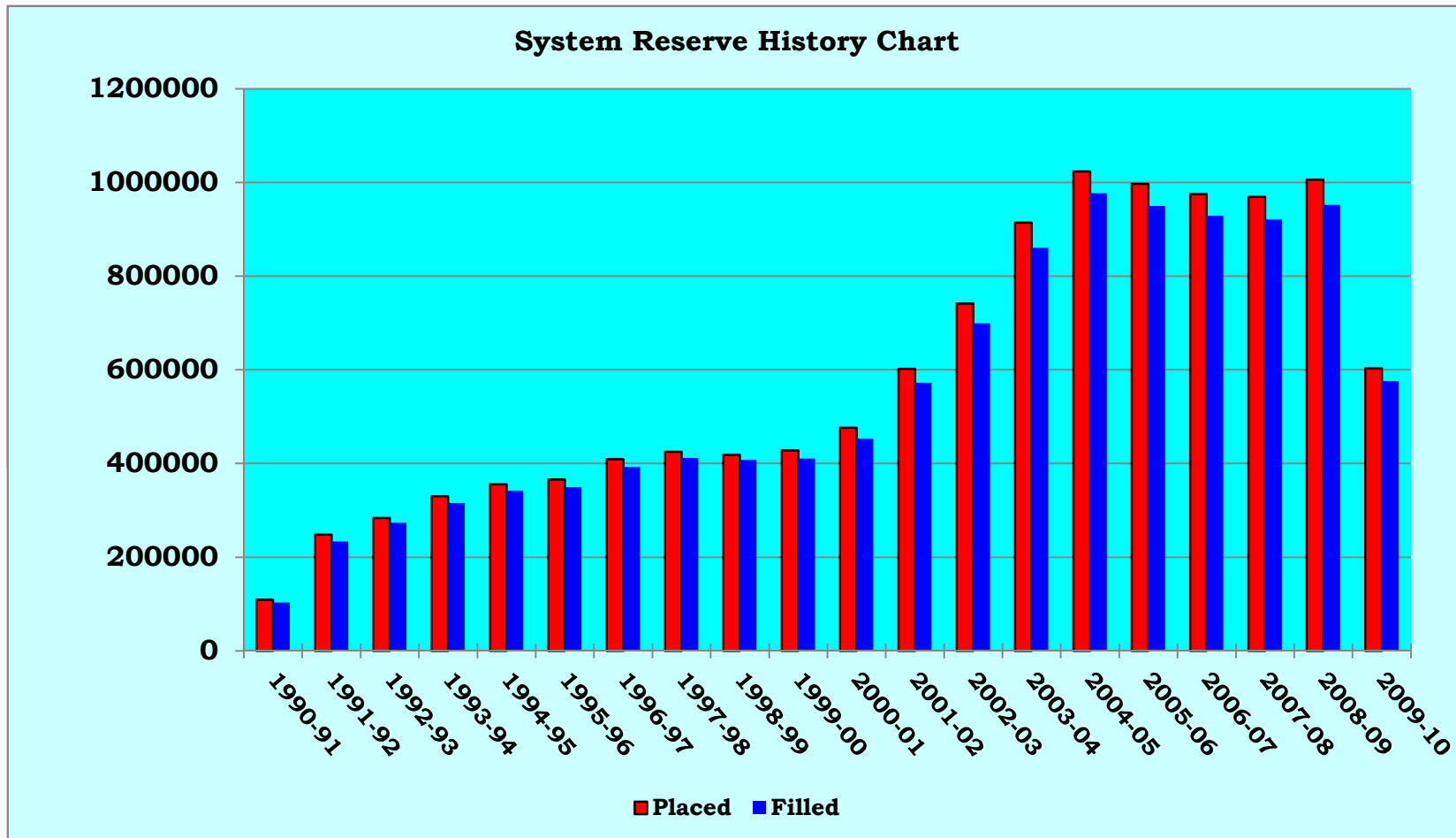
System Reserve Report

July 1, 2009 through January 31, 2010 (58.33% of the 09-10 Fiscal Year)



System Reserve Report

July 1, 2009 through January 31, 2010 (58.33% of the 09-10 Fiscal Year)



System Reserves Report

July 1, 2009 through January 31, 2010 (58.33% of the 09-10 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	09	10,208	68,496		9,218	64,852	
	10	10,039	70,773		8,832	66,941	
		-169	2,277	3.3	-386	2,089	3.2
BETHANY	09	6,737	42,785		6,220	40,853	
	10	6,877	48,028		6,092	45,772	
		140	5,243	12.3	-128	4,919	12.0
CAPITOL HILL	09	1,297	7,527		1,173	6,798	
	10	945	9,330		904	8,680	
		-352	1,803	24.0	-269	1,882	27.7
CHOCTAW	09	2,609	16,515		2,284	15,574	
	10	2,479	17,273		2,301	16,474	
		-130	758	4.6	17	900	5.8
DEL CITY	09	3,871	26,283		3,640	25,175	
	10	4,355	28,707		3,813	26,916	
		484	2,424	9.2	173	1,741	6.9
EDMOND	09	20,162	124,463		18,640	118,760	
	10	19,506	136,962		17,309	131,147	
		-656	12,499	10.0	-1,331	12,387	10.4
DOWNTOWN	09	4,519	32,307		4,149	30,704	
	10	4,441	33,025		4,023	31,380	
		-78	718	2.2	-126	676	2.2
MIDWEST CITY	09	7,826	51,628		7,222	49,251	
	10	7,395	51,233		6,699	49,360	
		-431	-395	-.8	-523	109	.2
RALPH ELLISON	09	956	6,454		902	6,095	
	10	1,144	7,901		1,064	7,565	
		188	1,447	22.4	162	1,470	24.1
SOUTHERN OAKS	09	8,977	58,121		8,280	55,164	
	10	7,664	60,157		6,831	57,563	
		-1,313	2,036	3.5	-1,449	2,399	4.3
VILLAGE	09	8,018	53,048		7,289	50,436	
	10	7,789	57,326		7,062	54,946	
		-229	4,278	8.1	-227	4,510	8.9
WARR ACRES	09	8,428	53,790		7,689	51,609	
	10	8,056	56,232		7,184	53,920	
		-372	2,442	4.5	-505	2,311	4.5

System Reserves Report

July 1, 2009 through January 31, 2010 (58.33% of the 09-10 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	09	1,225	8,034		1,078	7,425	
	10	1,234	7,895		1,090	7,484	
		9	-139	-1.7	12	59	.8
JONES	09	490	2,733		428	2,643	
	10	349	2,248		369	2,195	
		-141	-485	-17.7	-59	-448	-17.0
LUTHER	09	1,013	7,572		1,021	7,236	
	10	1,135	7,122		994	6,893	
		122	-450	-5.9	-27	-343	-4.7
NICOMA PARK	09	600	4,251		517	4,049	
	10	669	4,424		563	4,155	
		69	173	4.1	46	106	2.6
WRIGHT	09	235	1,545		220	1,493	
	10	251	1,586		221	1,503	
		16	41	2.7	1	10	.7
BOOKS-BY-MAIL	09	515	3,467		498	3,348	
	10	295	3,034		301	2,906	
		-220	-433	-12.5	-197	-442	-13.2
TOTAL	09	87,686	569,020		80,468	541,466	
	10	84,623	603,256		75,652	575,800	
		-3,063	34,236	6.0	-4,816	34,334	6.3

EXECUTIVE DIRECTOR'S REPORT

FEBRUARY 2009

Northwest Library Bid comes in under budget

Bids were opened on January 26th for the Northwest Library and we were very excited to learn that the bids came in under the estimate. The low bid was submitted by Atlas Construction in the amount of \$8,045,000.00. This means that both patios can be built and the shelving can be taken from Oklahoma City bond funds rather than dollars set aside for furniture (see minutes from last month). Atlas Construction was the contractor for the service center and we had an excellent relationship with them during that project, so we were pleased that they were the low bidder. The groundbreaking will be held in late March, however, a specific date has not been confirmed by Oklahoma City yet.

Marketing and Communication wins Addy Awards

Congratulations to our fabulous Marketing and Communication department which was recently notified that they had won 4 awards from the Oklahoma City Advertising Club. The pieces that won awards are listed below: We are not sure yet whether these are for 1st place or honorable mention, but we are excited to be recognized.

Metropolitan Library System 63 A "info" magazine, October 2009

Metropolitan Library System 62 B Annual Report FY08

Metropolitan Library System 62 E Downtown Wizard Rock Concert poster

Metropolitan Library System 62 E Netting Your Ancestors

The awards presentation will be held on February 27th at the Skirvin Hotel. Kim Terry, Director of Marketing and Communications and Rick George will accept the awards on our behalf and Kay Bauman and I will be there to clap loud and long for them!

Library in the news

We have included in your packet a couple of articles that were in the paper last week. Very positive, good articles about new services and increased usage.

You might have also seen the news story on all of the local channels about the construction accident at the Devon site. I am happy to report that no one was hurt and that none of the library staff members who park in those 8 spaces behind the library sustained damage to their vehicles, although several of us had to leave our cars overnight while the piers were cleaned up. The library building was not hit and did not sustain damage; however, several of the vehicle stops and the alley surface itself did sustain some damage. Holder/Flintco has been very responsive and have given us parking spaces for the affected staff in their lot. The alley and dock area have reopened, and Holder/Flintco is currently assessing the damage to their structure and the alley.

Don't forget the Booksale!

The Friends of the Library annual Booksale will be held on February 19-21. More information at the meeting!

Service Center Change Order 06

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 month, we have had 1 proposal that has required MLS, working with the architect & the contractor, to modify the contract.

Item 1 Proposal Request 21 Final Misc includes miscellaneous changes the last months of the project to accommodate Library equipment, move-in needs and facility user requests.

- Add 3 stretch posts at south fence to go around power pole
- Add 15 LF of Mission White wainscot & trim + 2 chair-rail end caps
- Prep and paint wire-mold and added conduits at VLS (above floor – below ceiling only)
- Add remote, wireless reception button
- Additional requested door hardware
- Furnish-install black cabinet for pre-action surround
- Install view slats in (3) overhead doors at Dock Area
- Modular furniture extra electrical work, multiple invoices
- Miscellaneous extra electrical work, multiple invoices

Cost \$18,917.00
Time 17 days

In Summary

Original Contract Amount	\$ 4,052,600.00
Previously Approved Contract Changes	<u>105,918.00</u>
Contract Amount before this Change	\$ 4,158,518.00
Contact Changes - this Report	<u>18,917.00</u>
Revises Contract Amount	\$ 4,177,435.00
Original Completion Date (390 days)	September 8, 2009
Previous Request for Time	94 days
This Report	17 days
Revised Completion Date (501 days)	December 28, 2009

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

Capital Projects Update

- We are working on final completion issues for both the Ralph Ellison Library and the Service Center.
- We continue to work with ADG on the Southern Oaks project.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- OLA Legislative Meetings
- Endowment Trust Meetings
- Review of Southern Oaks Renovation

Future Library Events of Special Note

Weaving with Donna Hilton

Wednesday, March 3, 2010

Location: Midwest City

Time: 6:00pm-8:00pm

All Ages

Learn how to weave with Donna Hilton. This four week class meets weekly beginning Wednesday,

March 3, 2010. All materials provided by the library. To attend, please register at the Information Desk or call 405-732-4828. Space is limited.

An Author Event: Meet Terrye Robins

Location: Belle Isle

Thursday, March 4, 2010

Time: 6:30pm-7:30pm

Ages 10 and older

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 good opportunity for all inspiring authors. Refreshments provided and books will be available for purchase and signing.

Canterbury Youth Choruses Apprentice Choir Presents "Nature In Song"

Saturday, March 6, 2010

Time: 2:00pm-3:00pm

Location: Downtown

The Apprentice Choir from the Canterbury Youth Choruses will present a concert in the 4th floor auditorium. Under the direction of Judith Havens and accompanist Kay Boyles, the 27-voiced ensemble will sing a program entitled Nature In Song. The public is invited. A special invitation is extended to children. Co-sponsor: Canterbury Choir.

Teen Tech Week Game Fest

Monday, March 8, 2010

Time: 3:00pm-4:30pm

Location: Edmond

Ages 12-17

Celebrate Teen Tech Week 2010 with the Edmond Library Game Fest. PS2 and Wii games (up to T rating) plus an assortment of retro games just for the fun of it. Free program for young adults 12 to 17 years old. No pre-registration needed. Come and go as time allows.

Secret Agent 23 Skidoo; Positive Hip Hop for Kids

Location: Southern Oaks

Tuesday, March 16, 2010

Time: 1:00pm-2:00pm

All Ages

By combining the world of infectious beats and rhymes that he grew up on with the magical realm of childhood, Agent 23 aims to introduce kids to hip hop without compromising either one. Secret Agent 23 Skidoo has spent over a decade touring nationally in a live hip hop band, and half that time as a Dad, when he realized a need for hip hop both kids and parents could relate to.

<http://www.secretagent23skidoo.com/bio.html>

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

Documentary Film: Grace Paley, Writer and Activist

Location: Midwest City

Sunday, March 21, 2010

Time: 3:00pm-4:30pm

All Ages

The Midwest City Library has been selected to host a pre-release viewing of a documentary about short story writer, poet, and social activist Grace Paley, which has just been completed by award-winning filmmaker Sonya Friedman. The documentary will be shown at the Midwest City Library at 3:00 on Sunday, March 21, and will be followed by readings of Ms. Paley's work and general discussion. The event is free and open to the public.

Ms. Paley was born in 1922 and died in 2007. She was a self-described "combative pacifist and cooperative anarchist," and was involved in number social justice causes. Current Biography says "few writers have ever earned so lustrous a reputation as Grace Paley's solely from a literary commodity of doubtful marketability, the short story." Susan Sontag remarked after the appearance of Grace Paley's first book, *The Little Disturbances of Man*, in 1959 that her readers hear "a voice like no one else's: funny, sad, lean, modest, energetic, and cute."

Sonya Friedman has been an Academy Award Oscar nominee for her documentaries, as well as the recipient of several Emmy awards, a frequent winner of the American Film Festival's Blue Ribbon award, and more. Her films have also been broadcast nationally on PBS.

METROPOLITAN LIBRARY COMMISSION

APPOINTMENTS TO STANDING COMMITTEES February 2010 ~ February 2011

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

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