

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, July 15, 2010, 3:30 p.m.
Edmond Library
10 S. Boulevard
Edmond, OK 73034
(Telephone: 341-9282)

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

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

Carolyn Willis, Chair

3:30 – 3:40 pm INTRODUCTIONS

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

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

3:40 – 4:00 pm CONSENT DOCKET (#02 - #05)

- Document #02 – Approval of Minutes of June 17, 2010 Meeting
- Document #03 – Acceptance of Review of Expenditures for June 2010
- Document #04 – Contract Awards & Purchases
 - Item A: Coin-Operated Copiers
 - Item B: Janitorial and Pest Control Services
- Document #05 – Request for Transfer of Funds

4:00 – 4:15 pm SPECIAL PRESENTATIONS

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

4:15 – 4:35 pm INFORMATION REPORTS

- Document #06 – MLS Annual Furniture & Equipment Inventory Report FY 09-10
- Document #07 – MLS June 2010 Circulation Report
- Document #08 – MLS June 2010 Computer Usage Report
- Document #09 – MLS June 2010 System Reserve Report

4:35 – 4:45 pm EXECUTIVE DIRECTOR'S REPORT

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

NEXT COMMISSION MEETING DATE AND PLACE:

August 26, 2010
Belle Isle Library, 5501 N. Villa, Oklahoma City, OK 73112

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

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

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

Library System staff receiving Certificates of Service in July 2010:

<u>Employees</u>	<u>Years of Service</u>
Aaron G. Killough, Cataloger, Cataloging	5
Russell L. Pierce, Maintenance Technician, Maintenance	10
Kimberly A. Rickey, Materials Selection Assistant, Materials Selection	10
David L. Mack, Maintenance Technician, Maintenance	20
Frances V. Harbert, Librarian, Del City Library	25
Anita F. Roesler, Senior Services Coordinator, Outreach	25
Janet E. Brooks, Materials Selection Manager, Materials Selection	30

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

DATE: June 17, 2010

TIME: 3:30 pm

MEETING PLACE: Downtown Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County 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 Downtown Library, 300 Park Avenue, Oklahoma City, on June 15, 2010, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

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

EXCUSED:

Glenda Choate
Mick Cornett, Mayor of Oklahoma City
Cynthia Friedemann
Margaret Graham
Tracy McGehee
Brenda Palmer
Jim Shonts
Alyne Strube
Greg Womack

Estimate of general public and staff attending: 21

- I.** The meeting was called to order at 3:30 p.m. by Mrs. Carolyn Willis, Chair.
- II.** Roll was called to establish a quorum. Present: Akadiri, Anthony, Bullard, Cory, Greenwell, Hannah, Jimenez, Leslie, Patel, Patterson, Rice, Smith, Vaughn, Willis. (Arrived: Toland, 3:31; McDaniel, 3:31; McCaleb, 3:34; Nelson, 3:41).
- III.** Mrs. Willis called for Presentation of Service Certificates for June 2010: Brandi Gay-Ortiz, Page, Downtown Library ~ 5 years of service; Kimberly Terry, Director of Marketing & Communications ~ 5 years of service; Phyllis Davidson, Librarian, Downtown Library ~ 15 years of service; Susan Stinson, Circulation Clerk, Southern Oaks ~ 30 years of service; Laurie Mack-Clark, Accounting Manager, Business Office ~ 35 years of service.
- IV.** Mrs. Willis introduced Mrs. Julie Ballou, Manager of the Downtown Library. Mrs. Ballou welcomed the Commission.
- V.** Mrs. Willis called for comments from the general public. There were none.
- VI.** Mrs. Willis presented the Consent Docket: Document #95 – Acceptance of Review of Expenditures for May 2010; Document #96 – Approval of Minutes of May 2010 Meeting; Document #97 – Contract Awards & Purchases; Document #98 – Request for Transfer of Funds.

Mrs. Willis called for a motion.

Mr. Tracy McDaniel moved to accept the consent docket. Mrs. Nancy Anthony seconded.

Mr. Hugh Rice referred to Document #98 – Request for Transfer of Funds and asked if the original contract for janitorial services provides for a rate increase. Mr. Lloyd Lovely stated he would review the original contract and report back to the commission at its next meeting. Mr. Rice suggested the approval for the Transfer of Funds for Janitorial Services as well as the Contract Award for the Pure Service Janitorial Company for the coming year be pulled from the consent docket until the current contract has been reviewed. Questions and discussion followed. Mr. Ray Vaughn requested a copy of the janitorial contract be provided to him as well as Mr. Rice.

Grammatical corrections were also made to Document #96 – May 2010 minutes.

The motion to approve the consent docket as amended passed unanimously.

- VII.** Mrs. Willis referred to the Committee Reports: Document #99 – Discussion, Consideration, and Possible Action: Long-Range Planning Committee Meeting May 12, 2010.

Mrs. Penny McCaleb, Long-Range Planning Committee chair, provided the report from the meeting. Questions and Discussion followed.

Mrs. Morris stated since the Long-Range Planning committee met, Mrs. Morris and Mr. Todd Olberding met with the City of Del City and discovered that the Del City Library cannot be expanded in its current location because it is in a flood zone. Since the expansion cannot happen, discussion did take place regarding the possibility of a future new Del City Library. Questions and discussion followed.

- VIII.** Mrs. Willis referred to Document #100 – Discussion, Consideration, and Possible Action: Administrative & Personnel Committee Meeting May 26, 2010.

Mr. Hugh Rice, Administrative & Personnel Committee chair, provided the report and recommendations from the meeting.

The committee reviewed and approved revisions to the MLS Policy and Procedure Manual, SH 110 Salary Administration. The revisions were necessary because all part-time employees are now evaluated with the new performance appraisal system that is used for all employee evaluations. Previously full-time and part-time employees were evaluated by two different methods.

Mrs. Willis called for the motion.

Mr. Rice stated the A & P Committee recommends the Commission approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to SH 110 Salary Administration. A motion coming from committee requires no second. Motion passed unanimously.

Mr. Rice stated the recommendation regarding salaries and benefits was discussed in depth. The committee recommended to the Finance Committee a 4% market adjustment increase and a 0 to 3 % merit increase to be incorporated into the FY 2010-2011 Preliminary Budget. Mr. Rice referred to the attachment to the minutes and explained the chart was provided for clarification purposes only. The library system currently has 69 full time employees who will not receive a merit increase, due to the fact they are at the maximum of the salary range. Instead, they receive a one-time annual bonus equal to three-fourths of the applicable performance award increase percentage of annual base pay. The chart provides two examples; one of an employee who is at the max of their salary range and one of an employee who is not at the max in salary range. The chart includes a scenario of how the performance awards work out for each example. Questions and discussion followed.

IX. Mrs. Willis referred to Document #101 – Discussion, Consideration, and Possible Action: Finance Committee Meeting June 2, 2010 & Document #102 – Discussion, Consideration, and Possible Action: Metropolitan Library System Preliminary Budget FY 2010-2011.

Mr. David Greenwell, Finance Committee Chair, referred to Document #101 and reviewed the Report and Minutes from the Finance Committee meeting. After reviewing the recommendations on salaries and benefits from the A & P Committee, the Finance Committee discussed at length the financial standing of the library system. The library system needs to remain competitive in the local market from a salary stand point. Also, with the increase in health insurance costs there will be some employees at the lower salary ranges (who have family coverage) who will still see a decrease in pay, even with the 4% market adjustment. Discussion followed.

Mr. Greenwell referred to the Preliminary Budget (Document #102) and provided a brief review. The projected total budget for FY 2010-11 is \$50,800,299.00. The total budget consists of \$30,762,409 for the operating budget; \$6,353,848 for capital projects; and \$18,684,042 for reserves. The operating budget increased 7.46% from last year's budget. Questions and Discussion followed.

Mr. Greenwell referred to the projected revenue and stated the library system is taking a conservative approach this year and budgeting a zero percent increase in the amount of revenue received from ad valorem taxes. Questions and discussion followed.

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

The motion coming from committee is to approve the Metropolitan Library System Preliminary Budget FY 2010-11. A motion coming from committee requires no second. Motion passed; 17 yes, 1 no.

X. Mrs. Willis called on Ms. Kim Terry, Director of Marketing and Communication, to provide a Special Presentation on Mango.

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

- ◆ Document #103 – MLS June 2010 Circulation Gains & Losses
- ◆ Document #104 – MLS June 2010 Computer Usage Report
- ◆ Document #105 – MLS June 2010 System Reserve Report
- ◆ Document #106 – MLS June 2010 Annual Information Technology Report

Questions and discussion followed.

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


Mrs. Morris reported her office is in the process of sending out commission reappointment letters. There are 12 commission members whose terms expire July 31 this year. To date, Jim Shonts and Beth Toland have been reappointed.

Additionally, Mrs. Morris reported Karen Marriott, Deputy Executive Director for Materials/Outreach has completed a performance evaluation of Baker & Taylor (our primary book vendor) for the period of July 1, 2009 through April 30, 2010. The evaluation met or exceeded requirements for the current contract for FY 09-10 and continues to be the best option for MLS's primary book vendor in FY 2010-11.

Kim Terry has been selected for Leadership OKC Class of XXIX. She carries on a history of library administrators who have been selected for this leadership development opportunity as past graduates have been Lee Brawner, Ernestine Clark, Denyveta Davis and Donna Morris.

XIII. Mrs. Willis called for comments from Commissioners.

XIV. The next Commission meeting will be held at the Edmond Library on July 15, 2010. There being no further business, the meeting was adjourned at 4:45 pm.


Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

June 30, 2010

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

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

COMMISSION ACTION

That the Commission acknowledge the financial report of June 2010.

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

June 30, 2010

ASSETS

CASH - Overnight Investment Account	\$ 6,610,620.12
INVESTMENTS (Schedule attached)	24,353,879.20
PREPAID ACCOUNTS	307,100.86
Total Assets	<u>\$31,271,600.18</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2008-09 Reserve for Appropriations	\$1,732,441.99	
2009-10 Purchase Orders Outstanding	746,940.58	
2008-09 Purchase Orders Outstanding	0.00	
2009-10 Checks Outstanding	173,089.98	
2008-09 Checks Outstanding	0.00	
Total Liabilities		2,652,472.55

FUND BALANCE:

Beginning of the Year		\$25,077,529.31	
Add: Revenues			
Budgeted	28,248,268.82		
Other	<u>2,066,709.81</u>	30,314,978.63	
Less: Expenditures		<u>(26,773,380.31)</u>	
Total Fund Balance			<u>28,619,127.63</u>
Total Liabilities, Deferred Revenue and Fund Balance			<u>\$31,271,600.18</u>

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

As of June 30, 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	5/28/2010	5/28/2013	2.650%	240,000.00
CD - Weokie Credit Union	1/17/2010	1/18/2015	3.140%	106,899.93
CD - UMB Bank	3/18/2010	2/18/2013	2.000%	97,864.05
CD - Stillwater National Bank	5/23/2010	6/23/2012	2.000%	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	6/14/2010	4/14/2012	2.000%	96,787.60
CD - BancFirst	7/28/2009	7/27/2012	2.240%	240,000.00
CD - Rose Rock/Union Bank	10/8/2009	11/5/2010	1.650%	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%	122,052.12
CD - Valliance Bank	3/5/2010	3/5/2011	2.000%	97,138.42
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	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 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>\$ 24,353,879.20</u>

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

June 1, 2010 to June 30, 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	\$ 298,675.24	\$27,344,041.82	105.34%
State Aid	318,966.00	-	318,227.00	99.77%
Fines	<u>486,000.00</u>	<u>47,000.00</u>	<u>586,000.00</u>	120.58%
Total Budgeted Revenue	<u><u>\$ 26,762,663.00</u></u>	<u><u>\$ 345,675.24</u></u>	<u><u>\$28,248,268.82</u></u>	105.55%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 37,208.35	\$ 866,081.93	
Gifts and Lost Books Fees		0.00	140,000.00	
Investment Income		74,403.86	645,430.14	
Flexible Benefits Account Balance		0.00	1,478.48	
Sale of Surplus Equipment		9,661.34	18,611.11	
Insurance Reimbursements		7,102.39	7,102.39	
Miscellaneous		<u>11,392.06</u>	<u>388,005.76</u>	
Total Miscellaneous Revenue		<u><u>\$ 139,768.00</u></u>	<u><u>\$ 2,066,709.81</u></u>	
Total Revenue	<u><u>\$ 26,762,663.00</u></u>	<u><u>\$ 485,443.24</u></u>	<u><u>\$30,314,978.63</u></u>	113.27%

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

June 30, 2010

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 92,054.11	\$ 4,508.75	\$ 6,735.13	\$ 89,827.73
810 Prepaid Fees	(6,244.16)	0.00	96.34	(6,340.50)
815 Fines	43,641.84	55,890.01	49,116.56	50,415.29
820 Copy	50,228.71	8,480.80	1,951.81	56,757.70
900 Special Event Fund	206.77	0.00	350.00	(143.23)
Total Revolving Funds	\$ 179,887.27	\$ 68,879.56	\$ 58,249.84	\$ 190,516.99

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<u>Special Grants</u>				
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	19,630.23	369.77
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	1,892.46	1,607.54
876 08/Guild/Choctaw Books	10,000.00	10,000.00	9,235.90	764.10
933 09/Rose State/Big Read	3,043.86	3,043.86	1,627.00	1,416.86
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	400.00	(50.00)
944 09/LET/Gift Materials	33,563.00	33,563.00	0.00	33,563.00
945 09/LET/Piano performances	3,000.00	3,000.00	2,850.00	150.00
948 09/Walmart/MWC Teen Events	1,000.00	1,000.00	951.95	48.05
949 09/WalMart/ Del City	1,000.00	1,000.00	914.64	85.36
963 RE Friends/Programming Grant	5,000.00	4,957.32	3,163.12	1,794.20
981 Downtown Club/Children's	300.00	300.00	133.09	166.91

Grants - Friends of MLS, Previous Years

875 08 Public Art	3,000.00	3,000.00	0.00	3,000.00
904 09 Summer at the Library	\$5,000.00	5,000.00	4,989.99	10.01
914 09 Children's Furniture	\$10,000.00	10,000.00	8,829.86	1,170.14
915 09 Big Cozy Books Furniture	\$8,000.00	8,000.00	7,598.00	402.00

Grants - Friends of MLS, Current Fiscal Year

832 10 Staff Recognition	\$9,051.00	9,175.29	9,033.04	142.25
833 10 Summer at the Library	\$10,000.00	10,000.00	9,250.83	749.17

GRANTS:

	<u>GRANT AMOUNT</u>	<u>RECEIPTS TO DATE</u>	<u>EXPEND. TO DATE</u>	<u>ENDING BALANCE</u>
835 10 L.I.F.E.	\$7,500.00	7,500.00	6,792.69	707.31
836 10 ICBIST Teen Film Festival	\$950.00	950.00	950.00	0.00
837 10 Children's Author Visit	\$11,600.00	11,600.00	8,310.09	3,289.91
840 10 Celebration of Black History	\$1,550.00	0.00	1,189.84	(1,189.84)
841 10 Native American Celebration	\$1,300.00	1,300.00	1,288.96	11.04
842 10 Multicultural Festivals	\$3,000.00	3,000.00	2,989.34	10.66
843 10 Noon Tunes	\$19,900.00	19,900.00	9,619.21	10,280.79
844 10 Forklift & Pallet Jack	\$35,000.00	35,000.00	29,690.00	5,310.00
847 10 Public Art for New Construction	\$25,000.00	25,000.00	0.00	25,000.00
848 10 Lee B. Brawner Scholarships	\$15,000.00	15,000.00	14,850.00	150.00
849 10 MLS TV Ads	\$20,000.00	20,000.00	15,000.00	5,000.00
850 10 Bethany Centennial Mural	\$5,300.00	5,300.00	5,296.05	3.95
Total Grants				<u>\$138,357.20</u>
Total Special Funds				<u>\$ 328,874.19</u>

Metropolitan Library System
Statement of Encumbrances
Month of June 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	869,966.59	10,900,935.51	95.78	11,381,463.00	480,527.49
102	Wages - Part-time	118,538.24	1,568,184.14	88.69	1,768,262.00	200,077.86
103	Payroll Taxes	72,778.81	931,293.67	98.81	942,537.00	11,243.33
109	Workers Comp. Insurance	12,627.00	142,340.00	100.00	142,340.00	.00
112	Group Insurance	159,638.80	1,833,950.50	95.15	1,927,470.00	93,519.50
113	Employees' Retirement	51,186.97	1,617,911.16	96.71	1,672,992.00	55,080.84
114	Unemployment Compen.	21,871.55	45,000.00	100.00	45,000.00	.00
Total Personal Services		1,306,607.96	17,039,614.98	95.30	17,880,064.00	840,449.02

Maintenance & Operations - Contractual Services

201	Bldg, Property & Auto Insu.	.00	147,742.00	98.14	150,544.00	2,802.00
202	Liability/Bonding Insurance	.00	10,337.00	78.46	13,175.00	2,838.00
205	Rent of Library Buildings	.00	26,986.65	60.24	44,800.00	17,813.35
206	Rent of Equipment	270.00	1,080.00	17.42	6,200.00	5,120.00
207	Janitorial Services	34,394.00	438,272.00	104.62	418,925.00	-19,347.00
208	Maintenance of Facilities	39,700.50	263,997.32	61.69	427,910.00	163,912.68
211	Parking & Transportation	6,629.32	135,540.04	80.81	167,720.00	32,179.96
212	Travel Expenses	6,766.78	60,777.77	71.84	84,605.00	23,827.23
213	Professional Services	32,752.68	187,012.85	67.61	276,611.00	89,598.15
214	Security Services	50,495.59	401,693.59	94.49	425,123.00	23,429.41
216	Telephone Services	23,309.96	119,968.61	48.03	249,763.00	129,794.39
217	Electrical Services	55,984.91	455,283.24	85.11	534,949.00	79,665.76
218	Gas Services	1,093.28	70,382.66	97.28	72,347.00	1,964.34
219	Water & Garbage Services	8,297.85	51,893.12	99.18	52,320.00	426.88
220	Trigen Energy Services	22,209.01	201,253.03	98.17	204,998.00	3,744.97
226	Memberships	220.00	17,857.58	91.84	19,445.00	1,587.42
230	Other Library-Related Serv.	108,163.89	427,311.27	95.50	447,439.00	20,127.73
231	Automation Contractual	16,118.04	233,156.73	84.22	276,841.00	43,684.27
236	Network Catalog Services	2,487.26	46,350.00	100.00	46,350.00	.00
Total Contractual Services		408,893.07	3,296,895.46	84.10	3,920,065.00	623,169.54

Metropolitan Library System
Statement of Encumbrances
Month of June 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	27,028.02	159,222.24	86.02	185,100.00	25,877.76
302	Postage	3,952.42	226,944.96	80.58	281,650.00	54,705.04
303	Supplies	61,560.22	408,717.16	91.43	447,027.00	38,309.84
310	Maintenance Supplies	5,183.50	43,861.73	61.78	71,000.00	27,138.27
312	Safety Supplies & Equip.	1,794.99	5,730.63	54.32	10,550.00	4,819.37
321	Gasoline & Oil	7,120.29	32,321.68	75.17	43,000.00	10,678.32
322	Vehicle Parts & Repairs	1,944.54	11,145.21	44.58	25,000.00	13,854.79
330	Programming Activities	30,360.84	203,756.60	90.28	225,705.00	21,948.40
331	Other Commodities	3,493.36	22,792.15	69.27	32,904.00	10,111.85
	Total Commodities	142,438.18	1,114,492.36	84.31	1,321,936.00	207,443.64
		=====	=====		=====	=====

Capital Outlays

401	Books & Materials	543,997.26	4,000,000.00	100.00	4,000,000.00	.00
404	Government Documents	3,000.00	5,000.00	100.00	5,000.00	.00
405	Book Repairs & Bindings	2,200.00	2,200.00	100.00	2,200.00	.00
407	Periodicals & Subscriptions	7,066.99	158,450.47	99.98	158,480.00	29.53
408	Furniture, Fixture, & Equip.	12,305.56	96,739.79	11.79	820,211.00	723,471.21
409	Motor Vehicles	.00	44,946.53	89.89	50,000.00	5,053.47
410	Automation System & Equip.	62,226.83	334,226.90	71.19	469,468.00	135,241.10
450	Capital Projects	19,681.77	680,813.82	17.27	3,942,448.00	3,261,634.18
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	650,478.41	5,322,377.51	18.53	28,718,127.31	23,395,749.80
		=====	=====		=====	=====
	Total Budget	2,508,417.62	26,773,380.31	51.65	51,840,192.31	25,066,812.00
		=====	=====		=====	=====

Monthly Journal Entries -- June 2010

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
216	1001	Cash	\$ 4,504.66	
	3602	Interest Income		\$ 4,504.66
		Interest from MECU CD		
217	1001	Cash	\$ 11,306.25	
	3602	Interest Income		\$ 11,306.25
		Interest from FED HOME LN 3128x9rg7		
218	1001	Cash	\$ 21,250.00	
	3602	Interest Income		\$ 21,250.00
		Interest from FED NATL MTG ASSOC 3136fjyu9		
219	1101	Investments	\$ 6,899.93	
	3602	Interest Income		\$ 6,899.93
		to update balance for interest from Weekie CD		
220	1001	Cash	\$ 5,411.40	
	3602	Interest Income		\$ 5,411.40
		Interest Income from Quail Creek Bank CD		
221	1001	Cash	\$ 126.55	
	3602	Interest Income		\$ 126.55
		Interest from CD with Fidelity Bank		
222	1101	Investments	\$ 22,052.12	
	3602	Interest Income		\$ 22,052.12
		to update balance for interest from Citizen's Bank CD		
223	1101	Investments	\$ 1,139.83	
	3602	Interest Income		\$ 1,139.83
		CD interest from Coppermark		
<u>Tax revenues</u>				
224	1001	Cash	\$ 229,465.63	
	1201	Ad Valorem Tax - Current year		\$ 192,257.28
	3601	Prior year Tax		\$ 37,208.35
		Ad Valorem Tax apportioned by County for 5/17 to 5/28		
225	1001	Cash	\$ 66,651.46	
	1201	Ad Valorem Tax - Current year		\$ 66,651.46
		Ad Valorem Tax apportioned by County for 6/1 to 6/15		
226	1001	Cash	\$ 39,766.50	
	1201	Ad Valorem Tax - Current year		\$ 39,766.50
		Ad Valorem Tax apportioned by County for 6/16 to 6/18		

Miscellaneous revenue

227	1001	Cash			\$	9,945.19		
	3605	Mic. Reimbursements					\$	9,945.19
		ACA refund	231.00	Abitibi		19.54		
		OCCC	8,695.00	Abitibi		19.24		
		E Harbert	12.10	Tulsa Library		290.00		
		Café rent - June	500.00	Friends	\$	178.31		
		E Holshouser	259.36	Tour Guard	\$	1,187.52		
				total		9,945.19		
228	1001	Cash			\$	9,661.34		
	3606	surplus sale revenue					\$	9,661.34
		Sale of computer monitors and miscellaneous						
229	1001	Cash			\$	7,102.39		
	3607	Insurance reimbursement					\$	7,102.39
		Van hail damage						

Fines

230	1001	Cash			\$	47,000.00		
	3403	Projected rev - Fines					\$	47,000.00
		Fines transferred to General fund						

Payable entries

231	3001	Current Year Reserve for Appropriations.			\$	2,508,417.62		
	3011	Current Year P.O. Outstanding					\$	2,508,417.62
	3002	Prior Year Reserv. for Appropriations.					\$	-
	3012	Prior Year P.O. Outstanding			\$	-		
		Purchase orders issued in June						
232	3011	Current Year P.O. Outstanding			\$	2,144,841.30		
	3021	Current Year Warrants Outstanding					\$	2,144,841.30
		Checks issued in June						
233	3021	Current Year Warrants Outstanding			\$	2,406,090.40		
	1001	Current Year Cash					\$	2,406,090.40
		Checks cleared Bank in June						

Bank interest and fees

234	1001	Current Year Cash			\$	1,713.12		
	3602	Bank Fees			\$	186.26		
	3602	Interest Income					\$	1,899.38
		Interest from GF Checking Acct less fees						
235	8000	Special Fund Cash					\$	107.11
	8815	Bank Fees			\$	196.62		
	8815	Interest Income					\$	89.51
		Interest from SF Checking Acct less fees						

Special funds

236	8000	Special Fund Cash	\$	67,957.30	
	8815	Fines			\$ 38,875.30
	8820	Copy			\$ 8,480.80
	8805	Gift/Lost Books			\$ 4,508.75
	8810	Prepaid Fees	\$	96.34	
	8815				\$ 16,925.20
	8815		\$	736.41	
		Revenues of special funds received in June			
237	8000	Special fund cash			\$ 81,660.03
	8815	Fines	\$	48,036.52	
	8820	Copy	\$	1,951.81	
	8805	Gift/Lost Books	\$	6,735.13	
	8835		\$	1,434.09	
	8848		\$	4,100.00	
	8900		\$	350.00	
	8833		\$	9,250.83	
	8858		\$	7,630.23	
	8863		\$	52.52	
	8914		\$	1,780.97	
	8836		\$	337.93	
		Expenditures of special funds			

Corrections, adjustments, and miscellaneous

238	1102	Prepaid accounts	\$	277,100.86	
	3021	Warrants outstanding			\$ 277,100.86
		to record auto deposit payroll, pulled by the bank one day early			
239	1001	cash	\$	1,446.87	
	3605	miscellaneous revenue			\$ 1,446.87
		to correct error in posting entry number 227 above			
240	8000				\$ 147.00
	8815		\$	147.00	
		to correct bank charge entry in entry 236			
		Grand Total	\$	7,972,873.38	\$ 7,972,873.38
					\$ -

General Fund F.Y. 09-10

Warrant Register

June 2010

Number	Vendor/Payee	Purpose		Amount
G-04944	Metropolitan Library System	Professional Services	57.00	
		Postage	1.00	
		Supplies	100.30	
		Programming Activities	51.82	
		Other Commodities	49.13	
		Library-Related Services	175.00	434.25
G-04945	Bradford Industrial Suppl Corp	Maintenance of Facilities	79.80	
		Maintenance of Facilities	6.47	86.27
G-04946	O G & E	Electrical Services	15,166.16	15,166.16
G-04947	Oklahoma Natural Gas Co.	Gas Services	233.72	233.72
G-04948	City of Oklahoma City	Water & Garbage	145.04	145.04
G-04949	Triangle/A & E	Capital Projects	7.00	7.00
G-04950	Locke Supply Co.	Maintenance of Facilities	91.64	91.64
G-04951	Demco	Furniture	243.00	
		Supplies	1,925.00	2,168.00
G-04952	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-04953	Gaylord Bros.	Supplies	26.46	26.46
G-04954	UNUM Life Insurance	Grp L-T Disab Ins Prm-JN	5,559.02	5,559.02
G-04955	Standard Printing Co., Inc.	Supplies	539.00	
		Supplies	808.50	1,347.50
G-04956	CompSource Oklahoma	Workers Comp. Insurance	11,688.00	11,688.00
G-04957	Barbara Beasley	Mileage	24.00	24.00
G-04958	Chester 'Jack' Kinzie, Jr.	Mileage	4.75	4.75
G-04959	Staples Business Advantage	Supplies	42.53	
		Supplies	54.35	96.88
G-04960	Mutual Assurance	Grp Life/AD&D Ins Prm-JN	33,234.21	33,234.21
G-04961	Copelin's Office Center	Supplies	1,134.00	1,134.00
G-04962	Walter Wayne McEvilly	Programming Activities	700.00	700.00
G-04963	Jean Hill	Programming Activities	175.00	175.00
G-04964	Shawver & Son	Maintenance of Facilities	129.00	129.00
G-04965	Dominion Enterprises/The	Other-Related Services	398.00	398.00
G-04966	Filtration Services Group, LLC	Maintenance of Facilities	59.76	59.76
G-04967	Charles B. Demery	Security Services	162.50	162.50
G-04968	Walker Companies	Supplies	34.45	34.45
G-04969	Lakeshore Learning Materials	Equipment	174.93	174.93
G-04970	Metro Parking Garage	Parking & Transportation	1,620.00	
		Parking & Transportation	720.00	2,340.00
G-04971	Specialty Roll Products	supplies	739.20	739.20
G-04972	Cox Media Oklahoma City	Library-Related Services	2,000.00	2,000.00
G-04973	Pauline Rodriguez-Atkins	Mileage	19.25	19.25
G-04974	Evans Hardware	Maintenance of Facilities	23.15	
		Maintenance of Facilities	73.45	96.60
G-04975	Jeffrey J. Crawford	Security Services	325.00	325.00
G-04976	Miguel A. Campos	Security Services	212.50	212.50
G-04977	Jurden Brown, Jr.	Security Services	325.00	325.00
G-04978	Michael Corley	Programming Activities	189.00	189.00
G-04979	John Paull	Security Services	325.00	325.00
G-04980	Stanley Campbell	Security Services	200.00	200.00
G-04981	OPUBCO Communications Group	Library-Related Services	225.30	225.30
G-04982	Welch Floors, Inc.	Capital Projects	2,880.00	2,880.00
G-04983	Jerry's Contracting	Maintenance of Facilities	1,100.00	1,100.00
G-04984	Omniplex	Programming Activities	150.00	150.00

General Fund F.Y. 09-10

Warrant Register

June 2010

Number	Vendor/Payee	Purpose		Amount
G-04985	Tomas Daugherty	Security Services	225.00	225.00
G-04986	OHC of Oklahoma, L.L.C.	Professional Services	71.50	71.50
G-04987	City of Harrah	Water & Garbage Services	47.45	47.45
G-04988	Crowe & Dunlevy	Professional Services	1,579.22	1,579.22
G-04989	Teresa Goggins	Travel Expenses	626.22	
		Travel Expenses	626.22	1,252.44
G-04990	City of Choctaw	Water & Garbage Services	676.21	676.21
G-04991	C. L. Frates & Co.	Library-Related Services	30.00	30.00
G-04992	Progressive Business Pub	Subscriptions	299.00	299.00
G-04993	Office Depot Credit Plan	Automation Contractual	54.99	
		Equipment	90.36	145.35
G-04994	Alice Murphy	Supplies	42.00	
		Other Commodities	90.75	132.75
G-04995	Metropolitan Library System	Grp Hlth/Dtl Ins Prm-June	114,448.39	114,448.39
G-04996	Manpower, Inc.	Salaries	400.40	400.40
G-04997	Walmart Community	Other Commodities	184.12	
		Programming Activities	708.70	892.82
G-04998	John L. Hilbert	Programming Activities	137.24	137.24
G-04999	Allied Waste Services #060	Water & Garbage Services	890.87	890.87
G-05000	Sharon G. Bish	Mileage	131.00	131.00
G-05001	Star Lighting	Maintenance of Facilities	48.80	
		Maintenance of Facilities	74.75	123.55
G-05002	Lesli Jones	Library-Related Services	145.00	145.00
G-05003	NAEYC Resource Sales	Programming Activities	184.80	184.80
G-05004	Oklahoma City Police Dept.	Maintenance of Facilities	65.00	65.00
G-05005	Securitas Security USA, Inc.	Security Services	6,896.61	
		Security Services	6,827.78	13,724.39
G-05006	Lab Safety Supply	Programming Activities	187.15	187.15
G-05007	Cooper Bros., Inc.	Construction	8,885.00	
		Capital Projects	427.00	9,312.00
G-05008	Patrick Williams	Vehicle Parts & Repairs	93.99	93.99
G-05009	COTPA	Parking & Transportation	1,387.00	
		Parking & Transportation	584.00	
		Parking & Transportation	2,117.00	4,088.00
G-05010	Teresa Matthews	Programming Activities	55.53	
		Programming Activities	53.71	109.24
G-05011	JobDig/LinkUp	Library-Related Services	350.00	350.00
G-05012	Vernon L. Kriethe	Security Services	112.50	112.50
G-05013	Chris Kennedy	Other Commodities	56.56	
		Travel Expenses	12.00	
		Mileage	34.50	103.06
G-05014	Jason K. Saxon	Security Services	275.00	275.00
G-05015	Shoplet	Supplies	189.80	
		Supplies	140.58	330.38
G-05016	Kathy C. Brown	Programming Activities	175.00	175.00
G-05017	Bank of Oklahoma	Payroll Transmittal-Chks	39,196.40	
		Payroll Transmittal-Chks	17,667.17	
		Payroll Transmittal-Chks	165.00	57,028.57
G-05018	Bank of Oklahoma	Federal Withholding Tax	41,661.60	
		Federal Withholding Tax	2,196.10	43,857.70
G-05019	Oklahoma Tax Commission	State Withholding Tax	14,252.00	
		State Withholding Tax	797.10	15,049.10

General Fund F.Y. 09-10

Warrant Register

June 2010

Number	Vendor/Payee	Purpose		Amount
G-05020	Mun. Employees Credit Union	Employee Cr Union Deducts	11,673.13	
		Employee Cr Union Deducts	87.50	11,760.63
G-05021	United Way of Central Oklahoma	Employee Deductions	439.69	
		Employee Deductions	21.39	461.08
G-05022	Morgan & Associates, P.C.	Employee Deductions	218.82	218.82
G-05023	Works & Lentz, Inc.	Employee Deductions	221.23	221.23
G-05024	Bank of America	Payroll Transmittal-DDep	240,332.70	
		Payroll Transmittal-DDep	36,010.40	
		Payroll Transmittal-DDep	1,100.00	277,443.10
G-05025	John Hardeman, Trustee	Employee Deductions	546.92	546.92
G-05026	Nationwide Retirement Solution	Employee Deductions	7,251.98	7,251.98
G-05027	Transamerica Worksite Mrktg.	Employee Deductions	464.64	464.64
G-05028	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,679.29	4,679.29
G-05029	Bank of Oklahoma	Employee Flexplan Deposit	24,739.79	24,739.79
G-05030	Bank of Oklahoma	Employee Soc/Sec Deposits	25,478.51	
		Employee Soc/Sec Deposits	3,811.89	
		Employee Medicare Deposit	5,958.82	
		Employee Medicare Deposit	891.53	
		Employer Soc/Sec Deposits	29,290.72	
		Employer Medicare Deposit	6,850.07	72,281.54
G-05031	MassMutual Financial Group	Employee Contrib -- DC PI	14,084.61	
		Employer Contrib -- DC PI	25,676.44	39,761.05
G-05032	ODHS Oklahoma Centralized	Employee Deductions	398.30	398.30
G-05033	Randall S. Fudge	Employee Deductions	109.54	109.54
G-05034	Administrative Services	Employee Deductions	1,279.25	1,279.25
G-05035	UNUM Life Insurance	Employee Deductions	1,398.90	
		Employee Deductions	34.00	1,432.90
G-05036	Vision Service Plan of	Grp Vision Insurance-June	2,537.48	2,537.48
G-05037	UNUM Life Insurance	Grp LTC Insurance - June	1,596.70	1,596.70
G-05038	City of Midwest City, Inc.	Water & Garbage Services	283.26	283.26
G-05039	O G & E	Electrical Services	4,853.09	4,853.09
G-05040	Oklahoma Natural Gas Co.	Gas Services	195.20	
		Gas Services	96.50	291.70
G-05041	City of Oklahoma City	Water & Garbage	250.32	
		Water & Garbage	228.99	479.31
G-05042	Borders Group, Inc.	Materials	673.27	673.27
G-05043	Gale Research	Materials	7,920.85	
		Materials	1,663.20	9,584.05
G-05044	Highsmith Co., Inc.	Equipment	1,827.50	1,827.50
G-05045	Frank Ray	Mileage	34.25	
		Parking	108.38	142.63
G-05046	Angela Thornton	Mileage	76.00	76.00
G-05047	Baker & Taylor Books	Materials	121.41	121.41
G-05048	Donna Morris	Other Commodities	60.00	60.00
G-05049	"Stateline" OETA Foundation/	Materials	1,138.39	1,138.39
G-05050	J. Siobhan Morava	Mileage	148.02	148.02
G-05051	Jason Ringenberg	Materials	255.50	255.50
G-05052	Robert A. Burton	Security Services	387.50	387.50
G-05053	Charles S. Isaacs	Telephone Services	35.00	
		Mileage	77.25	112.25
G-05054	Best of Books	Materials	308.00	308.00
G-05055	Blackbaud	Automation Contractual	2,512.30	2,512.30

General Fund F.Y. 09-10

Warrant Register

June 2010

Number	Vendor/Payee	Purpose		Amount
G-05056	United Refrigeration, Inc.	Maintenance of Facilities	52.05	52.05
G-05057	Recorded Books, LLC	Materials	587.24	587.24
G-05058	Instructional Video, Inc.	Materials	7,014.60	7,014.60
G-05059	Films for the Humanities	Materials	427.79	427.79
G-05060	Gale Group	Materials	2,033.81	2,033.81
G-05061	Live Oak Media	Materials	631.10	631.10
G-05062	JoNita Normore	Mileage	28.86	28.86
G-05063	Anne G. Fischer	Mileage	107.00	
		Telephone Services	50.00	157.00
G-05064	Friday	Library-Related Services	1,160.00	1,160.00
G-05065	Harmony Business Supplies	Supplies	2,926.45	2,926.45
G-05066	Walter Wayne McEvilly	Programming Activities	700.00	700.00
G-05067	Library Video Co.	Materials	1,540.82	1,540.82
G-05068	AVID Products	Supplies	396.86	396.86
G-05069	School of Metaphysics	Programming Activities	50.00	50.00
G-05070	Hoover's Inc.	Materials	1,270.00	1,270.00
G-05071	Neal-Schuman Publishers, Inc.	Materials	165.00	165.00
G-05072	Janet Brooks	Mileage	80.77	80.77
G-05073	Jonathan Willis	Mileage	44.25	44.25
G-05074	Diane Sarantakos	Mileage	97.75	97.75
G-05075	Blackstone Audio Books	Materials	1,277.00	1,277.00
G-05076	Oklahoma Gazette	Library-Related Services	2,320.00	
		Library-Related Services	1,592.00	3,912.00
G-05077	Random House, Inc	Materials	2,232.00	2,232.00
G-05078	A T & T Mobility	Telephone Services	87.78	87.78
G-05079	Scott's Printing & Copying	Printing	412.53	
		Printing	280.17	692.70
G-05080	Gateway Films/Vision Video	Materials	139.93	139.93
G-05081	Francie Pendleton	Mileage	20.23	20.23
G-05082	Ingram Library Service	Materials	2,736.80	2,736.80
G-05083	Charles B. Demery	Security Services	112.50	112.50
G-05084	Walker Companies	Supplies	25.32	25.32
G-05085	Audio Editions	Materials	448.62	448.62
G-05086	Larry G. Johnson	Parking	108.38	108.38
G-05087	Angela Rhea Percival	Capital Projects	350.00	350.00
G-05088	Sweat Equity Productions LLC	Library-Related Services	16,725.00	16,725.00
G-05089	OverDrive, Inc fka	Materials	7,054.27	7,054.27
G-05090	Employment Technologies Corp	Professional Services	400.00	
		Professional Services	870.00	1,270.00
G-05091	Victoria Dixon	Parking	108.38	108.38
G-05092	Mometrix Media, LLC	Materials	234.90	234.90
G-05093	Chickasaw Telecom, Inc.	Automation Equipment	26,013.72	
		Automation Contractural	6,068.00	
		Equipment	14,618.35	
		Equipment	9,426.73	
		Equipment	9,280.00	
		Equipment	9,544.76	
		Equipment	13,074.30	
		Equipment	14,594.66	
		Capital Projects	4,657.50	
		Capital Projects	9,398.02	116,676.04
G-05094	AV Cafe Inc	Materials	183.52	183.52

General Fund F.Y. 09-10

Warrant Register

June 2010

Number	Vendor/Payee	Purpose		Amount
G-05095	Matthew Cotter	Mileage	95.75	95.75
G-05096	Ingram Library Service	Materials	600.92	600.92
G-05097	Town of Luther	Water & Garbage Services	47.75	47.75
G-05098	Barnes & Noble, Inc.	Materials	1,877.25	1,877.25
G-05099	Center Point Large Print	Materials	237.27	237.27
G-05100	Dana Phillips	Parking	108.38	108.38
G-05101	Landon Holman	Mileage	39.00	39.00
G-05102	Jeffrey J. Crawford	Security Services	325.00	325.00
G-05103	John Mark Dawson	Security Services	300.00	300.00
G-05104	Debbie Robertus	Mileage	26.34	26.34
G-05105	Miguel A. Campos	Security Services	212.50	212.50
G-05106	Jurden Brown, Jr.	Security Services	325.00	325.00
G-05107	John Paull	Security Services	162.50	162.50
G-05108	Southwest Paper - OKC	Maintenance Supplies	1,806.40	
		Maintenance of Facilities	43.38	1,849.78
G-05109	Video Aided Instruction	Materials	498.89	498.89
G-05110	Thomas Van Etten	Capital Projects	960.50	960.50
G-05111	Ruby Soutiere	Mileage	54.30	54.30
G-05112	Patti-Jill P. Stice	Professional Services	192.50	192.50
G-05113	Clearfield Company	Materials	597.20	597.20
G-05114	Omniplex	Programming Activities	150.00	150.00
G-05115	BBC Audiobooks America	Materials	979.73	979.73
G-05116	Tomas Daugherty	Security Services	150.00	150.00
G-05117	Film Ideas, Inc.	Materials	411.50	411.50
G-05118	Kevin Colwell	Mileage	13.50	13.50
G-05119	ULINE	Equipment	361.70	361.70
G-05120	Amazon/GE Money Bank	Supplies	139.61	
		Supplies	19.06	158.67
G-05121	Josh Castlebury	Security Services	162.50	162.50
G-05122	Oklahoma Press Service	Library-Related Services	124.03	124.03
G-05123	John Wood	Mileage	13.50	
		Automation Contractual	108.95	122.45
G-05124	Abolghasem Siavashi	Mileage	4.50	4.50
G-05126	Cheryl Pernell	Parking	108.38	
		Mileage	9.15	117.53
G-05127	Baker & Taylor Entertainment	Materials	1,980.55	
		Materials	2,746.80	4,727.35
G-05128	Manpower, Inc.	Salaries	462.00	462.00
G-05129	Walmart Community	Programming Activities	193.21	
		Other Commodities	18.73	211.94
G-05130	Public Relations Society of	Memberships	349.00	349.00
G-05131	Tamara Simpson	Programming Activities	50.00	50.00
G-05132	Garcia Tire Service, Inc.	Maintenance of Facilities	542.23	542.23
G-05133	Steve McNutt	Programming Activities	150.00	150.00
G-05134	Pamela Buchanan	Mileage	27.25	
		Telephone Services	35.00	62.25
G-05135	Katia Vissers	Programming Activities	200.00	200.00
G-05136	John Utley	Mileage	42.00	
		Telephone Services	35.00	77.00
G-05137	Friends of the Oklahoma Center	Library-Related Services	100.00	100.00
G-05138	Melissa Weathers	Mileage	4.00	4.00
G-05139	Lesli Jones	Library-Related Services	75.00	75.00

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Number	Vendor/Payee	Purpose		Amount
G-05140	Kelley Hoffman	Mileage	8.56	8.56
G-05141	Myers Landscape Management,	Maintenance of Facilities	1,715.00	
		Maintenance of Facilities	1,205.00	2,920.00
G-05142	Baker & Taylor Books	Materials	1,031.97	
		Materials	2,572.18	
		Materials	3,139.67	
		Materials	7,738.87	
		Materials	6,533.18	21,015.87
G-05143	Baker & Taylor Books	Materials	1,946.22	
		Materials	8,343.20	
		Materials	2,022.29	12,311.71
G-05144	Baker & Taylor Books	Materials	5,728.89	5,728.89
G-05145	Maria Watkins	Mileage	37.50	37.50
G-05146	Sabre Technologies	Supplies	1,200.00	1,200.00
G-05147	Smart Technologies	Computer Equipment	1,436.00	1,436.00
G-05148	Lisa Bradley	Parking	108.38	108.38
G-05149	Stacy Schrank	Parking	108.38	108.38
G-05150	Cobalt Communications, Inc.	Printing	750.00	750.00
G-05151	Postal Customer Council USPS	Other Commodities	18.50	18.50
G-05152	Dan Holman	Telephone Services	37.53	
		Mileage	72.00	109.53
G-05153	Baker & Taylor Entertainment	Materials	506.97	506.97
G-05154	Mackin	Materials	111.86	111.86
G-05155	R. Justin Herwig	Mileage	34.50	34.50
G-05156	Tyler Outdoor Advertising, LLC	Library-Related Services	3,200.00	3,200.00
G-05157	Value Line	Materials	18,600.00	18,600.00
G-05158	Savannah Mitchell	Programming Activities	450.00	
		Programming Activities	200.00	650.00
G-05159	Occucare Corporation	Professional Services	75.00	75.00
G-05160	JobDig/LinkUp	Library-Related Services	300.00	300.00
G-05161	Vernon L. Kriethe	Security Service	112.50	112.50
G-05162	Jason K. Saxon	Security Service	162.50	162.50
G-05163	Alison Harris McAnally	Programming Activities	50.00	50.00
G-05164	O G & E	Electrical Services	12,666.50	12,666.50
G-05165	City of Oklahoma City	Water & Garbage	304.49	
		Water & Garbage	397.05	701.54
G-05166	City of the Village	Water & Garbage	82.97	82.97
G-05167	Brodart, Inc.	Supplies	7,477.50	7,477.50
G-05168	Southwestern Stationers, Inc.	Supplies	22.74	
		Supplies	42.70	
		Printing	5,682.00	5,747.44
G-05169	Dagwell Dixie Inc	Maintenance of Facilities	10.18	10.18
G-05170	Tech-Lock	Maintenance of Facilities	8.00	8.00
G-05171	Demco	Supplies	47.74	47.74
G-05172	EBSCO Subscription Services	Subscriptions	27.42	27.42
G-05173	Journey House Travel, Inc.	Travel Expenses	626.80	626.80
G-05174	Hewlett-Packard Co.	Automation Contractual	7,231.30	7,231.30
G-05175	Superintendent of Documents	Government Documents	2,000.00	2,000.00
G-05176	Doc Savage Supply Co.	Maintenance of Facilities	19.50	19.50
G-05177	City of Edmond	Electrical Services	3,410.95	3,410.95
G-05178	Angela Thornton	Other Commodities	53.84	53.84
G-05179	Oklahoma Library Association	Professional Services	38.00	38.00

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Number	Vendor/Payee	Purpose		Amount
G-05180	Weston Woods Accts Receivable	Materials	2,327.01	2,327.01
G-05181	Baker & Taylor Books	Materials	4,879.71	4,879.71
G-05182	American Express	Postage	89.00	
		Library-Related Services	199.00	
		Supplies	37.11	
		Progarmming Supplies	56.90	
		Equipment	80.78	
		Equipment	218.99	
		Supplies	458.24	
		Equipment	78.87	
		Supplies	89.84	
		Programming Supplies	159.29	
		Supplies	141.92	
		Supplies	44.91	
		Supplies	181.50	
		Programming Supplies	70.93	
		Supplies	76.00	
		Supplies	26.97	
		Programming Supplies	131.83	
		Computer Equipment	932.35	
		Software	786.30	3,860.73
G-05183	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-05184	Upstart	Programming Supplies	44.75	44.75
G-05185	United Refrigeration, Inc.	Maintenance of Facilities	49.95	
		Maintenance of Facilities	16.75	66.70
G-05186	Tindle Arnold	Mileage	20.00	20.00
G-05187	Recorded Books, LLC	Materials	1,672.86	1,672.86
G-05188	Instructional Video, Inc.	Materials	1,222.41	1,222.41
G-05189	Arphax Publishing Co	Materials	616.82	616.82
G-05190	Gale Group	Materials	1,547.36	1,547.36
G-05191	James Davis	Capital Projects	1,750.00	1,750.00
G-05192	Staples Business Advantage	Supplies	45.87	45.87
G-05193	JoNita Normore	Mileage	6.00	6.00
G-05194	Spaces, Inc.	Maintenance of Facilities	295.60	295.60
G-05195	Baudville	Promotional Gifts	143.75	143.75
G-05196	Library Video Co.	Materials	259.55	259.55
G-05197	Full Circle Bookstore	Programming Activities	209.64	209.64
G-05198	Andia Johnson	Programming Activities	150.00	150.00
G-05199	Mel Bay	Materials	134.74	134.74
G-05200	National Archive Publishing Co	Subscriptions	1,856.50	
		Subscriptions	1,864.62	
		Subscriptions	963.28	
		Subscriptions	675.17	5,359.57
G-05201	Dominion Enterprises/The	Library-Related Services	360.00	360.00
G-05202	Kristin Williamson	Programming Activities	111.62	111.62
G-05203	Oklahoma Gazette	Legal Adv.-Retail Sale	68.00	68.00
G-05204	Random House, Inc	Materials	32.92	32.92
G-05205	5th Street Garage	Parking	32.29	32.29
G-05206	Scott's Printing & Copying	Printing	416.52	
		Printing	49.20	
		Printing	802.06	1,267.78
G-05207	Brilliance Corporation	Materials	3,667.36	3,667.36

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Number	Vendor/Payee	Purpose		Amount
G-05208	Filtration Services Group, LLC	Maintenance of Facilities	75.06	
		Supplies	83.36	158.42
G-05209	Ingram Library Service	Materials	4,118.46	
		Materials	87.49	4,205.95
G-05210	R. R. Bowker	Network Catalog Services	1,554.70	1,554.70
G-05211	Phyllis Davidson	Mileage	24.54	24.54
G-05212	XPEDX	Supplies	1,179.83	
		Maintenance Supplies	258.77	
		Supplies	1,343.58	2,782.18
G-05213	High-Tech-Tronics, Inc.	Maintenance of Facilities	2,400.00	
		Maintenance of Facilities	1,857.00	
		Maintenance of Facilities	148.75	4,405.75
G-05214	James E. Nimmo	Transportation	120.00	120.00
G-05215	Audio Editions	Materials	4,514.45	4,514.45
G-05216	OverDrive, Inc fka	Materials	6,538.69	6,538.69
G-05217	Lynda G. Bahr	Mileage	80.20	80.20
G-05218	Porch School Supply	Other Commodities	190.64	190.64
G-05219	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	88.50	88.50
G-05220	Oklahoma City Zoo Educ. Dept.	Programming Activities	75.00	75.00
G-05221	Macey Hernandez	Mileage	32.50	32.50
G-05222	Specialty Roll Products	Supplies	924.00	924.00
G-05223	Ingram Library Service	Materials	3,017.13	3,017.13
G-05224	General Lighting & Sign Serv.	Maintenance of Facilities	172.41	172.41
G-05225	Barnes & Noble, Inc.	Programming Activities	327.27	327.27
G-05226	Center Point Large Print	Materials	1,613.49	1,613.49
G-05227	The Library Store, Inc.	Fixtures	54.49	54.49
G-05228	Critter Tales, Inc.	Programming Activities	150.00	150.00
G-05229	Sarah Grote	Programming Activities	300.00	300.00
G-05230	Jimmy Welch	Telephone Services	50.00	50.00
G-05231	Evans Hardware	Maintenance of Facilities	26.19	
		Maintenance of Facilities	12.78	38.97
G-05232	Displays 2 Go	Supplies	1,043.81	1,043.81
G-05233	OPUBCO Communications Group	Legal Adv-Retail Sale	81.35	
		Legal Adv-Retail Sale	149.45	230.80
G-05234	Heidi Johnson	Other Commodities	120.00	120.00
G-05235	Jerry's Contracting	Maintenance of Facilities	1,980.00	
		Maintenance of Facilities	1,485.00	3,465.00
G-05236	Benjamin Mount	Mileage	8.70	8.70
G-05237	Omniplex	Programming Activities	450.00	450.00
G-05238	PS Print, LLC	Printing	559.32	559.32
G-05239	City of Edmond	Water & Garbage Services	392.75	392.75
G-05240	Carol L. Roberts	Mileage	30.50	30.50
G-05241	Amazon/GE Money Bank	Printer Supplies	1,381.96	
		Equipment	334.99	
		Supplies	89.13	
		Programming Supplies	20.00	
		Supplies	142.20	
		Supplies	2,776.23	4,744.51
G-05242	Carrie Webber	Programming Activities	300.00	300.00
G-05243	Office Depot Credit Plan	Supplies	35.44	35.44
G-05244	Alice Murphy	Supplies	27.00	
		Library-Related Services	25.50	52.50

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Number	Vendor/Payee	Purpose		Amount
G-05245	Baker & Taylor Books	Materials	2,729.81	2,729.81
G-05246	Baker & Taylor Entertainment	Materials	6,503.85	
		Materials	7,191.21	13,695.06
G-05247	Manpower, Inc.	Salaries	462.00	462.00
G-05248	Walmart Community	Supplies	26.25	
		Supplies	18.82	45.07
G-05249	Construction Building	Maintenance of Facilities	1,365.00	1,365.00
G-05250	MetroFamily Magazine	Library-Related Services	1,449.00	1,449.00
G-05251	Chase Card Services	Maintenance Supplies	94.70	
		Professional Services	385.00	
		Professional Services	42.00	521.70
G-05252	Preston Bell	Transportation	40.00	40.00
G-05253	Reef Shop Warehouse	Maintenance of Facilities	60.94	60.94
G-05254	Garcia Tire Service, Inc.	Maintenance of Facilities	200.69	
		Vehicle Parts & Repairs	12.00	212.69
G-05255	Betty A. H. Scott	Mileage	103.90	103.90
G-05256	QuikService Steel Company	Maintenance of Facilities	38.00	38.00
G-05257	Thomas P. Gallagher	Transportation	20.00	20.00
G-05258	Teaching Company	Materials	2,129.05	2,129.05
G-05259	O'Reilly Automotive, Inc.	Vehicle Parts & Repairs	47.88	47.88
G-05260	Magic 104.1 KMGL	Library-Related Services	710.00	710.00
G-05261	Kevin Sendall	Mileage	25.00	25.00
G-05262	Donna Morris	Parking & Transportation	450.00	450.00
G-05263	Cintas Corp.	Maintenance of Facilities	465.54	465.54
G-05264	KOMA-FM Oklahoma City	Library-Related Services	340.00	340.00
G-05265	Panera Bread	Other Commodities	81.64	81.64
G-05266	Worth Hydrochem of Oklahoma	Maintenance of Facilities	227.00	227.00
G-05267	Target Bank	Programming Activities	303.93	303.93
G-05268	Securitas Security USA, Inc.	Security Services	6,857.34	
		Security Services	6,548.59	13,405.93
G-05269	Baker & Taylor Books	Materials	2,461.55	
		Materials	3,432.79	
		Materials	2,509.94	
		Materials	4,816.01	
		Materials	4,255.14	
		Materials	7,333.44	24,808.87
G-05270	Baker & Taylor Books	Materials	1,657.37	
		Materials	5,079.70	
		Materials	3,247.36	9,984.43
G-05271	Baker & Taylor Books	Materials	2,002.39	2,002.39
G-05272	Chase Card Services	Books & Materials	3,536.57	
		Books & Materials	284.80	
		Books & Materials	691.30	
		Books & Materials	23.20	4,535.87
G-05273	Kone Inc	Maintenance of Facilities	975.00	975.00
G-05274	Chem-Can Services, Inc.	Programming Activities	290.00	290.00
G-05275	Cooper Bros., Inc.	Capital Projects	4,883.00	
		Capital Projects	435.00	5,318.00
G-05276	Erika Sterling	Maintenance of Facilities	120.00	120.00
G-05277	Trigen-OKC Energy Corporation	Energy Services	18,759.01	18,759.01
G-05278	Subway Sandwiches & Salads	Other Commodities	95.00	95.00
G-05279	Midwest Single Source, Inc.	Supplies	42.59	42.59

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Number	Vendor/Payee	Purpose		Amount
G-05280	McBride Clinic, Inc.	Professional Services	74.00	74.00
G-05281	Baker & Taylor Entertainment	Materials	121.62	121.62
G-05282	Mackin	Materials	553.50	553.50
G-05283	Erin L. Oldfield	Programming Activities	200.00	200.00
G-05284	Savannah Mitchell	Programming Activities	100.00	100.00
G-05285	Darin R. Smith	Transportation	40.00	40.00
G-05286	Jamar Rahming	Mileage	16.00	16.00
G-05287	Bank of Oklahoma	Payroll Transmittal-Chks	40,740.70	
		Payroll Transmittal-Chks	16,180.48	56,921.18
G-05288	Bank of Oklahoma	Federal Withholding Tax	43,214.60	
		Federal Withholding Tax	2,126.10	45,340.70
G-05289	Oklahoma Tax Commission	State Withholding Tax	14,727.00	
		State Withholding Tax	783.10	15,510.10
G-05290	Mun. Employees Credit Union	Employee Cr Union Deducts	11,673.13	
		Employee Cr Union Deducts	87.50	11,760.63
G-05291	United Way of Central Oklahoma	Employee Deductions	439.69	
		Employee Deductions	21.39	461.08
G-05292	Morgan & Associates, P.C.	Employee Deductions	218.82	
		Employee Deductions	83.01	301.83
G-05293	Bank of America	Payroll Transmittal-DDep	249,801.74	
		Payroll Transmittal-DDep	33,408.91	283,210.65
G-05294	John Hardeman, Trustee	Employee Deductions	546.92	546.92
G-05295	Nationwide Retirement Solution	Employee Deductions	7,251.98	7,251.98
G-05296	Transamerica Worksite Mrktg.	Employee Deductions	464.64	464.64
G-05297	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,744.00	4,744.00
G-05298	Bank of Oklahoma	Employee Flexplan Deposit	11,533.50	11,533.50
G-05299	Bank of Oklahoma	Employee Soc/Sec Deposits	26,156.07	
		Employee Soc/Sec Deposits	3,537.38	
		Employee Medicare Deposit	6,117.15	
		Employee Medicare Deposit	827.29	
		Employer Soc/Sec Deposits	29,693.56	
		Employer Medicare Deposit	6,944.46	73,275.91
G-05300	MassMutual Financial Group	Employee Contrib -- DC PI	13,971.61	
		Employer Contrib -- DC PI	25,510.53	39,482.14
G-05301	ODHS Oklahoma Centralized	Employee Deductions	398.30	398.30
G-05302	Randall S. Fudge	Employee Deductions	126.77	126.77
G-05303	Administrative Services	Employee Deductions	1,279.25	1,279.25
G-05304	Metropolitan Library System	Professional Services	133.00	
		Postage	17.60	
		Supplies	53.93	
		Gasoline	54.20	
		Programming Activities	109.76	
		Programming Activities	62.95	
		Other Commodities	16.30	447.74
G-05305	O G & E	Electrical Services	3,677.25	
		Electrical Services	2,635.74	6,312.99
G-05306	Oklahoma Natural Gas Co.	Gas Services	42.65	
		Gas Services	126.63	
		Gas Services	211.34	
		Gas Services	95.87	
		Gas Services	99.85	576.34
G-05307	City of Bethany	Water & Garbage	119.30	119.30

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Number	Vendor/Payee	Purpose		Amount
G-05308	City of Oklahoma City	Water & Garbage	714.90	
		Water & Garbage	231.51	946.41
G-05309	Brodart, Inc.	Supplies	1,680.00	1,680.00
G-05310	Southwestern Stationers, Inc.	Supplies	35.14	
		Supplies	13.86	
		Furniture	1,054.47	1,103.47
G-05311	Locke Supply Co.	Maintenance of Facilities	32.84	
		Maintenance of Facilities	54.35	87.19
G-05312	Demco	Supplies	1,925.00	
		Supplies	1,262.00	3,187.00
G-05313	Gaylord Bros.	Supplies	533.76	533.76
G-05314	Gale Research	Materials	3,500.00	3,500.00
G-05315	Highsmith Co., Inc.	Furniture	693.85	
		Equipment	229.50	
		Programming Supplies	123.18	1,046.53
G-05316	AT&T	Telephone Services	318.32	
		Telephone Services	304.81	
		Telephone Services	99.67	722.80
G-05317	Alma L. Brown	Programming Activities	40.78	40.78
G-05318	Richard Rea	Other Commodities	76.63	76.63
G-05319	Oklahoma Library Association	Professional Services	77.00	77.00
G-05320	Baker & Taylor Books	Materials	1,144.12	1,144.12
G-05321	Toucan Productions	Programming Activities	842.00	
		Programming Activities	88.00	930.00
G-05322	TDS Telecom	Telephone Services	884.22	884.22
G-05323	American Library Assoc.	Programming Supplies	100.06	100.06
G-05324	WCA Waste Corporation	Maintenance of Facilities	66.43	66.43
G-05325	Recorded Books, LLC	Materials	1,544.61	1,544.61
G-05326	Denyveta Davis	Mileage	300.91	300.91
G-05327	Gale Group	Materials	651.00	651.00
G-05328	Oxford University Press	Materials	2,300.00	2,300.00
G-05329	Hunter's Battery Warehouse	Maintenance of Facilities	14.55	14.55
G-05330	Salem Press Accounting Office	Materials	120.00	120.00
G-05331	Live Oak Media	Materials	518.45	518.45
G-05332	Staples Business Advantage	Equipment	33.60	33.60
G-05333	BayScan Technologies	Supplies	1,194.00	1,194.00
G-05334	Copelin's Office Center	Supplies	567.50	567.50
G-05335	Library Video Co.	Materials	152.74	152.74
G-05336	Debbie Langston	Programming Activities	60.00	60.00
G-05337	Jonathan Willis	Telephone Services	35.00	35.00
G-05338	Metrocall Wireless	Telephone Services	80.79	80.79
G-05339	Blackstone Audio Books	Materials	218.00	218.00
G-05340	Random House, Inc	Materials	506.40	506.40
G-05341	Brilliance Corporation	Materials	1,562.63	1,562.63
G-05342	Ursula Ward	Mileage	4.50	4.50
G-05343	Karen L.Litteral	Programming Activities	58.13	58.13
G-05344	Filtration Services Group, LLC	Maintenance of Facilities	26.88	
		Maintenance of Facilities	54.15	81.03
G-05345	Ingram Library Service	Materials	1,395.01	1,395.01
G-05346	Carrier Enterprise, LLC-S.C.	Maintenance of Facilities	177.87	177.87
G-05347	XPEDX	Fixtures	785.34	785.34
G-05348	Cable Organizer	Supplies	1,270.54	1,270.54

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Number	Vendor/Payee	Purpose		Amount
G-05349	Dana Morrow	Other Commodities	108.00	108.00
G-05350	Walker Companies	Printing	735.00	
		Printing	614.00	1,349.00
G-05351	Audio Editions	Materials	1,336.84	1,336.84
G-05352	OverDrive, Inc fka	Materials	4,101.24	4,101.24
G-05353	Scovil & Sides Hardware Co.	Maintenance of Facilities	407.00	
		Maintenance of Facilities	2,278.80	
		Maintenance of Facilities	2,073.36	4,759.16
G-05354	Fuelman	Gasoline	2,666.09	
		Vehicle Parts & Repairs	41.74	2,707.83
G-05355	Ginger Waldrip	Programming Activities	100.00	100.00
G-05356	General Lighting & Sign Serv.	Maintenance of Facilities	252.30	252.30
G-05357	Voss Lighting	Maintenance Supplies	555.80	555.80
G-05358	Jana Hausburg	Mileage	16.75	16.75
G-05359	Barnes & Noble, Inc.	Materials	403.68	403.68
G-05360	Kay L. Bauman	Parking	108.38	108.38
G-05361	Anita Roesler	Mileage	86.35	86.35
G-05362	Critter Tales, Inc.	Programming Activities	150.00	150.00
G-05363	Cox Media Oklahoma City	Library-Related Services	1,250.00	
		Library-Related Services	2,048.00	
		Library-Related Services	225.00	
		Library-Related Services	5,809.00	9,332.00
G-05364	Evans Hardware	Maintenance of Facilities	57.07	
		Maintenance of Facilities	19.52	76.59
G-05365	Southwest Paper - OKC	Maintenance Supplies	2,004.33	2,004.33
G-05366	Tammie Burlison	Programming Activities	150.00	150.00
G-05367	Bank of America	Library-Related Services	196.16	196.16
G-05368	Better Containers	Supplies	52.93	52.93
G-05369	Steve Vanlandingham	Programming Activities	600.00	600.00
G-05370	Aaron Killough	Mileage	5.50	5.50
G-05371	Postmaster	Postage	3,000.00	3,000.00
G-05372	Joy E. Cavett	Programming Activities	100.00	100.00
G-05373	Amazon/GE Money Bank	Supplies	139.38	
		Supplies	29.95	169.33
G-05374	Crowe & Dunlevy	Professional Services	1,435.00	1,435.00
G-05375	John Wood	Telephone Services	50.00	50.00
G-05376	Baker & Taylor Entertainment	Materials	2,258.21	
		Materials	6,900.58	9,158.79
G-05377	Daniel Fields	Programming Activities	69.53	
		Programming Activities	81.93	
		Programming Activities	28.33	
		Programming Activities	59.45	
		Programming Activities	84.14	323.38
G-05378	Oklahoma Historical Society	Subscriptions	1,680.00	1,680.00
G-05379	Manpower, Inc.	Salaries	369.60	
		Salaries	385.00	
		Salaries	462.00	1,216.60
G-05380	Walmart Community	Programming Activities	12.40	
		Programming Activities	88.95	
		Supplies	41.21	
		Programming Activities	49.77	
		Programming Activities	128.84	

** Continued **

General Fund F.Y. 09-10

Warrant Register

June 2010

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-05380	Walmart Community	Programming Activities	195.52
		Programming Activities	255.40
G-05381	John L. Hilbert	Programming Activities	90.80
		Programming Activities	172.32
G-05382	Imagination Promotional Group	Teen Film Programming	99.69
		Programming Activities	4,600.00
		Library-Related Services	1,730.00
		Library-Related Services	625.78
		Other Commodities	1,044.32
G-05383	Leadership Oklahoma City, Inc.	Professional Services	2,000.00
G-05384	Arts Midwest	Professional Services	355.00
G-05385	Steve McNutt	Programming Activities	300.00
G-05386	Fred Pryor Seminars/	Other Commodities	195.00
G-05387	Star Lighting	Maintenance of Facilities	27.96
G-05388	Susan H. Wood	Programming Activities	125.00
		Programming Activities	210.00
G-05389	Rondia K. Banks	Programming Activities	93.12
		Programming Activities	135.53
		Programming Activities	51.77
G-05390	Chris Downham	Programming Activities	150.00
		Programming Activities	300.00
G-05391	Lesli Jones	Library-Related Services	75.00
		Library-Related Services	75.00
G-05392	Target Bank	Programming Activities	11.76
G-05393	Securitas Security USA, Inc.	Security Services	4,951.25
		Security Services	6,738.31
G-05394	Baker & Taylor Books	Materials	2,424.63
		Materials	1,584.80
		Materials	5,957.81
		Materials	4,242.83
		Materials	1,860.53
G-05395	Baker & Taylor Books	Materials	1,187.99
		Materials	2,893.53
		Materials	3,939.82
G-05396	Baker & Taylor Books	Materials	1,832.48
G-05397	Cooper Bros., Inc.	Capital Projects	2,186.00
G-05398	Stacy Schrank	Travel Expenses	191.04
G-05399	H I S Paints	Maintenance of Facilities	12.48
G-05400	Baker & Taylor Entertainment	Materials	357.83
G-05401	Value Line	Materials	2,100.00
G-05402	Erin L. Oldfield	Programming Activities	50.00
G-05403	Savannah Mitchell	Programming Activities	200.00
G-05404	Jessica Minter	Mileage	13.50
G-05405	Lindsay Jones Egle	Mileage	27.50
G-05406	Alison Harris McAnally	Programming Activities	100.00
G-05407	Crestmark Bank	Programming Supplies	209.42
G-05408	Martha Stallings	Programming Activities	135.00
G-05409	Shoplet	Supplies	95.82
G-05410	Metropolitan Library System	Parking	3.00
		Professional Services	19.00
		Postage	11.60

** Continued **

General Fund F.Y. 09-10

Warrant Register

June 2010

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-05410	Metropolitan Library System	Supplies	54.13
		Programming Activities	167.89
		Programming Activities	62.56
		Other Commodities	39.84
			358.02
G-05411	O G & E	Electrical Services	19,472.22
G-05412	Oklahoma Natural Gas Co.	Gas Services	119.41
		Gas Services	108.98
		Gas Services	177.13
			405.52
G-05413	City of Oklahoma City	Water & Garbage	128.54
G-05414	Triangle/A & E	Capital Projects	117.40
G-05415	Locke Supply Co.	Maintenance of Facilities	13.17
		Maintenance of Facilities	93.22
			106.39
G-05416	Demco	Supplies	3,050.00
		Supplies	950.00
		Supplies	32.36
		Supplies	164.69
			4,197.05
G-05417	City of Warr Acres	Water & Garbage Services	54.45
G-05418	AT&T	Telephone Services	143.74
G-05419	Baker & Taylor Books	Materials	593.47
G-05420	Robert A. Burton	Security Services	150.00
G-05421	Taryn Kingery	Programming Activities	101.94
G-05422	Upstart	Programming Supplies	49.90
G-05423	Chick-Fil-A	Programming Activities	69.36
G-05424	Recorded Books, LLC	Materials	303.07
G-05425	Kapco	Supplies	226.61
G-05426	Instructional Video, Inc.	Materials	2,851.63
G-05427	Films for the Humanities	Materials	1,572.19
G-05428	Gale Group	Materials	3,986.51
G-05429	Live Oak Media	Materials	468.99
G-05430	Anne G. Fischer	Recognition	144.00
G-05431	Staples Credit Plan	Supplies	65.43
G-05432	Library Video Co.	Materials	1,168.05
G-05433	City of Bethany Police Dept.	Maintenance of Facilities	10.00
G-05434	Blackstone Audio Books	Materials	157.50
G-05435	Oklahoma Gazette	Library -Related Services	1,592.00
G-05436	Random House, Inc	Materials	191.76
G-05437	Scott's Printing & Copying	Printing	801.78
		Printing	93.44
			895.22
G-05438	Brilliance Corporation	Materials	1,299.43
G-05439	Gateway Films/Vision Video	Materials	349.77
G-05440	Ingram Library Service	Materials	515.52
G-05441	Charles B. Demery	Security Services	212.50
G-05442	Audio Editions	Materials	947.62
G-05443	OverDrive, Inc fka	Materials	7,520.88
G-05444	AV Cafe Inc	Materials	100.80
G-05445	Ingram Library Service	Materials	1,527.80
G-05446	Jonathan W. LaPuzza	Security Services	250.00
G-05447	Evans Hardware	Maintenance of Facilities	26.23
		Maintenance of Facilities	4.15
			30.38
G-05448	Jeffrey J. Crawford	Security Services	325.00
G-05449	John Mark Dawson	Security Services	300.00

General Fund F.Y. 09-10

Warrant Register

June 2010

Number	Vendor/Payee	Purpose		Amount
G-05450	Debbie Robertus	Travel Expenses	201.00	201.00
G-05451	Miguel A. Campos	Security Services	100.00	100.00
G-05452	Jurden Brown, Jr.	Security Services	325.00	325.00
G-05453	John Paull	Security Services	325.00	325.00
G-05454	Label Design & Supplies	Supplies	4,886.00	4,886.00
G-05455	Southwest Paper - OKC	Supplies	614.55	
		Maintenance Supplies	539.42	1,153.97
G-05456	BBC Audiobooks America	Materials	817.99	817.99
G-05457	Amazon/GE Money Bank	Safety Supplies	42.97	42.97
G-05458	Crowe & Dunlevy	Professional Services	921.00	
		Professional Services	8,397.18	9,318.18
G-05459	Richard Palmer	Other Commodities	97.50	97.50
G-05460	World Book School & Library	Materials	777.00	777.00
G-05461	Baker & Taylor Entertainment	Materials	1,678.48	
		Materials	2,725.39	4,403.87
G-05462	Walmart Community	Supplies	78.76	78.76
G-05463	John L. Hilbert	Mileage	27.00	27.00
G-05464	Barry Buckley	Programming Activities	150.00	150.00
G-05465	Marquis Who's Who	Materials	336.00	336.00
G-05466	Lesli Jones	Library-Related Services	125.00	125.00
G-05467	AT&T	Telephone Services	63.10	63.10
G-05468	Baker & Taylor Books	Materials	2,306.60	
		Materials	1,875.33	
		Materials	3,469.30	
		Materials	5,052.87	
		Materials	7,949.10	
		Materials	3,247.53	23,900.73
G-05469	Baker & Taylor Books	Materials	1,116.75	
		Materials	2,209.36	
		Materials	7,606.33	
		Materials	6,714.50	17,646.94
G-05470	Toby Tobin	Programming Activities	150.00	150.00
G-05471	Spacesaver Storage Systems, Inc	Furniture	1,743.90	1,743.90
G-05472	Sabre Technologies	Supplies	8,615.00	
		Automation Contractual	75.00	8,690.00
G-05473	Teresa Matthews	Programming Activities	126.92	126.92
G-05474	Stacy Schrank	Mileage	25.41	25.41
G-05475	Mackin	Materials	1,552.30	1,552.30
G-05476	Erin L. Oldfield	Programming Activities	300.00	300.00
G-05477	Vernon L. Kriethe	Security Service	112.50	112.50
G-05478	Jason K. Saxon	Security Services	437.50	437.50
G-05479	JoAnn Walkup	Programming Activities	108.73	108.73
G-05480	Metropolitan Library System	Professional Services	38.00	
		Supplies	37.59	
		Programming Activities	71.03	
		Other Commodities	68.34	214.96
G-05481	Tech-Lock	Maintenance of Facilities	5.00	5.00
G-05482	Demco	Supplies	1,276.50	
		Supplies	3,050.00	
		Supplies	1,001.68	
		Supplies	178.25	5,506.43
G-05483	Standard Printing Co., Inc.	Supplies	808.50	808.50

General Fund F.Y. 09-10

Warrant Register

June 2010

Number	Vendor/Payee	Purpose		Amount
G-05484	Susie Beasley	Programming Activities	129.81	
		Programming Activities	54.89	
		Supplies	32.07	
		Programming Activities	32.32	249.09
G-05485	Hunter's Battery Warehouse	Maintenance of Facilities	7.60	7.60
G-05486	Staples Business Advantage	Supplies	1,314.72	1,314.72
G-05487	School Outfitters	Programming Supplies	475.90	475.90
G-05488	Hobby Lobby	Supplies	35.99	35.99
G-05489	XPEDX	Supplies	258.77	258.77
G-05490	High-Tech-Tronics, Inc.	Maintenance of Facilities	895.00	895.00
G-05491	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	88.50	88.50
G-05492	Evans Hardware	Maintenance of Facilities	5.67	5.67
G-05493	Southwest Paper - OKC	Maintenance Supplies	204.85	204.85
G-05494	Bank of Oklahoma	Group Insurance	100.00	100.00
G-05495	Kaplan Early Learning Company	Programming Supplies	287.32	287.32
G-05496	Walmart Community	Maintenance of Facilities	105.50	
		Supplies	40.70	146.20
G-05497	Reef Shop Warehouse	Maintenance of Facilities	66.95	66.95
G-05498	CMP Corporation	Maintenance of Facilities	771.03	771.03
G-05499	Securitas Security USA, Inc.	Security Services	6,600.58	6,600.58
G-05500	Oklahoma Accountancy Board	Memberships	100.00	100.00
G-05501	Event Production, Inc.	Programming Activities	90.00	90.00

Total of FY 09-10 Warrants Issued \$ 2,144,841.30

Special Funds

Warrant Register

June 2010

Number	Vendor/Payee	Purpose		Amount
S-15656	Vanessa S. Sizemore	Lost & Paid Book Returned	3.00	3.00
S-15657	David C. Trent	Lost & Paid Book Returned	12.85	12.85
S-15658	Gerri R. Randolph	Lost & Paid Book Returned	21.95	21.95
S-15659	Kevin L. Mitchner	Lost & Paid Book Returned	3.00	3.00
S-15660	Kiley P. Taft	Lost & Paid Book Returned	3.00	3.00
S-15661	Anazalea A. Hamilton	Lost & Paid Book Returned	8.55	8.55
S-15662	Lori M. Hyde	Lost & Paid Book Returned	18.35	18.35
S-15663	Maggie Y. McGee	Lost & Paid Book Returned	3.00	3.00
S-15664	Luke J. Santos	Lost & Paid Book Returned	11.15	11.15
S-15665	Cathy L. Green	Lost & Paid Book Returned	9.90	9.90
S-15666	Lauren E. McIntosh	Lost & Paid Book Returned	3.00	3.00
S-15667	Michael O. Sherman	Lost & Paid Book Returned	5.35	5.35
S-15668	Katy D. Smith	Lost & Paid Book Returned	20.25	20.25
S-15669	Amber A. Steele	Lost & Paid Book Returned	15.90	15.90
S-15670	Kelly L. Crain	Lost & Paid Book Returned	4.95	4.95
S-15671	Barnes & Noble, Inc.	Give Away Books	905.60	905.60
S-15672	Kristin Williamson	Lee Brawner Scholarship	600.00	600.00
S-15673	Cheryll Jones	Lee Brawner Scholarship	1,200.00	1,200.00
S-15674	Stuart Williamson	Lee Brawner Scholarship	900.00	900.00
S-15675	Suzette V. Felton	Lee Brawner Scholarship	1,400.00	1,400.00
S-15676	Alice M. Pettit	Lost & Paid Book Returned	16.05	16.05
S-15677	Lisa N. Douglas	Lost & Paid Book Returned	7.25	7.25
S-15678	Helen L. Humphrey	Lost & Paid Book Returned	3.00	3.00
S-15679	Delia Lopez	Lost & Paid Book Returned	22.60	22.60
S-15680	Anita J. Yescas	Lost & Paid Book Returned	12.95	12.95
S-15681	Marci L. Littleton	Lost & Paid Book Returned	3.00	3.00
S-15682	Hannah B. Cushman	Lost & Paid Book Returned	39.95	39.95
S-15683	Kathryn M. Ballengee	Lost & Paid Book Returned	3.00	3.00
S-15684	Lori A. Evans	Lost & Paid Book Returned	6.00	6.00
S-15685	Standley Systems	Copier Usage	247.06	
		Copier Usage	311.02	558.08
S-15686	Walter Wayne McEvilly	Programming	350.00	350.00
S-15687	Karch A. Frankenfield	Lost & Paid Book Returned	9.95	9.95
S-15688	Cristie D. Robinson	Lost & Paid Book Returned	3.00	3.00
S-15689	Mary E. Bingaman	Lost & Paid Book Returned	29.65	29.65
S-15690	Jeanine Blount	Lost & Paid Book Returned	6.95	6.95
S-15691	Lee O. Williams	Lost & Paid Book Returned	3.00	3.00
S-15692	Peter A. Terranova	Lost & Paid Book Returned	10.00	10.00
S-15693	Des Plaines Valley PLD	Damaged Interlibrary Loan	17.00	17.00
S-15694	Kelly B. Matteson	Lost & Paid Book Returned	17.75	17.75
S-15695	Annie L. Griffin	Lost & Paid Book Returned	6.00	6.00
S-15696	Edith I. Mitchell	Lost & Paid Book Returned	3.00	3.00
S-15697	Metropolitan Library System	Transfer of Fines & Fees	47,000.00	47,000.00
S-15698	Imagination Promotional Group	Summer Reading Staff Shts	680.09	680.09
S-15699	American Express	Programming Supplies	91.84	91.84
S-15700	Imagination Promotional Group	Summer Programming	522.99	522.99
S-15701	Scholastic Inc	Give Away Books	150.00	150.00
S-15702	American Express	Programming Gifts	4,574.75	
		Programming Gifts	2,519.86	7,094.61
S-15703	Amazon/GE Money Bank	Programming Gifts	535.62	535.62
S-15704	Baker & Taylor Books	Materials	23.23	23.23
S-15705	Chase Card Services	Fines Account	124.60	124.60

Special Funds

Warrant Register

June 2010

Number	Vendor/Payee	Purpose	Amount
S-15706	BMI Systems Corp.	Copier Maintenance	78.50
		Copier Maintenance	31.62
		Copier Maintenance	36.00
		Copier Maintenance	215.64
		Copier Maintenance	64.27
		Copier Maintenance	80.60
		Copier Maintenance	120.17
		Copier Maintenance	78.50
		Copier Maintenance	55.00
S-15707	Andrea M. Alvarez	Lost & Paid Book Returned	8.95
S-15708	Lynda F. Langford	Lost & Paid Book Returned	25.95
S-15709	Joyce F. Broiles-Hill	Lost & Paid Book Returned	41.90
S-15710	Joyce A. Helms	Lost & Paid Book Returned	18.95
S-15711	Laura H. Wilhelm	Lost & Paid Book Returned	13.10
S-15712	Julie A. Hoisington	Lost & Paid Book Returned	4.05
S-15713	Xiaoli Cao	Lost & Paid Book Returned	8.95
S-15714	Amanda K. Allen	Lost & Paid Book Returned	3.00
S-15715	Kelsey M. Reneau	Lost & Paid Book Returned	10.75
S-15716	Jeanine M. Lirley	Lost & Paid Book Returned	3.00
S-15717	Anna N. Zimms	Lost & Paid Book Returned	10.25
S-15718	Oklahoma Tax Commission	State Sales Tax -May 2010	46.44
S-15719	Delana L. Smith	Lost & Paid Book Returned	10.95
S-15720	Linda M. Garza	Lost & Paid Book Returned	3.00
S-15721	USBSMG	Software	5,999.00
S-15722	Lisa M. Luse	Lost & Paid Book Returned	15.15
S-15723	Lakeshore Learning Materials	Programming Supplies	351.70
		Programming Supplies	144.58
S-15724	ULINE	Programming Supplies	275.24
S-15725	Kaplan Early Learning Company	Programming Supplies	172.38
S-15726	Imagination Promotional Group	Teen Film Programming	231.83
S-15727	Oklahoma Tax Commission	State Sales Tax-May 2010	633.43
S-15728	Penn Square Mall	Summer Reading Prizes	4,576.00
S-15729	Oklahoma Zoological Society	Summer @ the Library Prog	1,080.00
S-15730	Sonic Drive-In Inc	Summer @ the Library Prog	1,180.00
S-15731	Omniplex	Summer @ the Library Prog	1,800.00
S-15732	Barnes & Noble, Inc.	Give Away Books	378.49
S-15733	Imagination Promotional Group	Teen Film Programming	337.93
S-15734	Debra B. Logan	Lost & Paid Book Returned	10.95
S-15735	Lynda F. Langford	Lost & Paid Book Returned	3.00
S-15736	Jonathan D. S. Robinson	Lost & Paid Book Returned	16.90
S-15737	Starlena D. Spade	Lost & Paid Book Returned	3.00
S-15738	Amanda B. Martinez	Lost & Paid Book Returned	11.99
S-15739	Christiane Smith	Lost & Paid Book Returned	22.95
S-15740	Rhonda L. Langley	Lost & Paid Book Returned	22.90
S-15741	Loraine K. Crabtree	Lost & Paid Book Returned	3.00
S-15742	Karen Peeler	Lost & Paid Book Returned	3.00
S-15743	Beverly G. Adair	Lost & Paid Book Returned	3.95
S-15744	Linda M. Garza	Lost & Paid Book Returned	3.00
S-15745	Letitia R. Harris	Lost & Paid Book Returned	12.95
S-15746	Christopher P. Conway	Lost & Paid Book Returned	5.90
S-15747	R. Denning Crowe	Lost & Paid Book Returned	29.95
S-15748	Libby A. McCarty	Lost & Paid Book Returned	16.95

Special Funds


Warrant Register

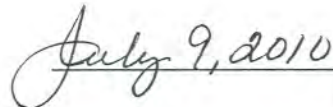
June 2010

Number	Vendor/Payee	Purpose		Amount
S-15749	Baker & Taylor Books	Materials	29.29	29.29
S-15750	Crestmark Bank	Programming Supplies	202.65	
		Programming Supplies	464.25	
		Programming Supplies	170.17	837.07
Total of Special Funds Warrants Issued				\$ 81,682.98

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.

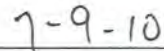

Donna Morris, Executive Director


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


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: COIN-OPERATED COPIERS

The Library wishes to purchase three new Savin 9025 digital coin-operated copiers for public use. The three new Savin copiers would replace 5-year old Savin 2522 and 4022 copiers. The three Savin copiers will be replaced at the Del City Library, Ralph Ellison Library and The Village Library.

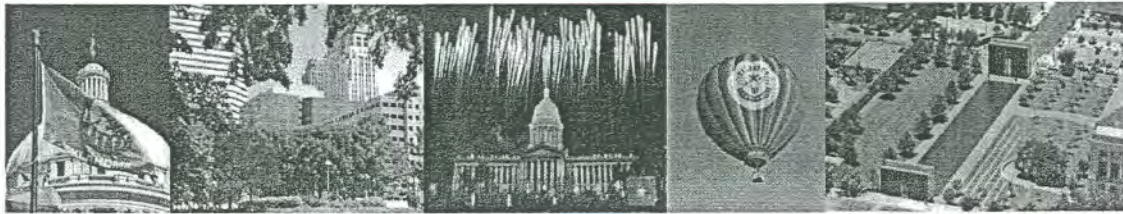
Standley Systems is the local Savin dealer in Oklahoma City. Savin 9025 copiers are included on the Oklahoma State Contract for Copiers #SW0171.

The Savin 9025 coin-op copiers will include the following features: automatic document feeder, reduction and enlargement, automatic duplexing, finisher/staplers, large capacity paper tray and a coin/bill operating feature. Standley Systems also will take the old Savin 2522 and 4022 copiers as trade-in.

Savin 9025 Coin-Op Copier	3 Each	\$7,547.50	\$22,642.50
Trade-In Savin 2522 & 4022 Coin-Op Copiers	3 Each	(\$150.00)	(\$450.00)
Net Amount		\$7,397.50	\$22,192.50

RECOMMENDATION:

That the Commission award the contract for the purchase of three Savin 9025 Coin-Op Copiers to Standley Systems in the amount of \$22,192.50. Funding for this purchase is available in the special fund account 820.



OKLAHOMA COUNTY METROPOLITAN LIBRARY SYSTEM

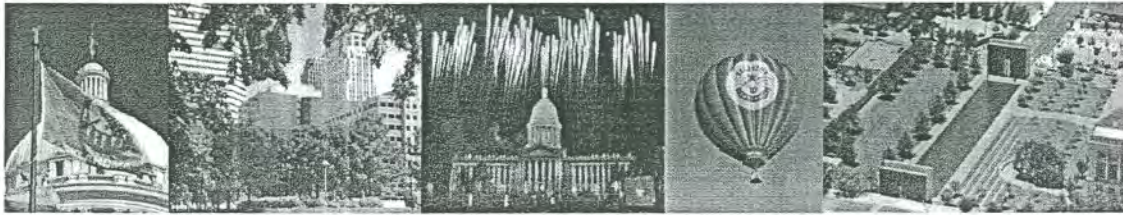
By: Linda S. Helmer

Date: May 20, 2010

www.standleys.com

Standley Systems Inc. | 2601 NW Expressway, Suite 1110 West | Oklahoma City, Oklahoma 73112
T: 405-224-0819 | F: 405-224-3010 | 1-800-522-3725 | standleys.com

COPIERS / PRINTERS / SCANNERS / FAX MACHINES / DIGITAL STORAGE / CONSULTING



Savin 9025b Copier, with ARDF, Duplex, 4 x 500 Sheet Paper Tray, Bridge Unit, & 3050 Stapler Finisher

Purchase Price \$5500

Dollar Changer Coin Op \$2047.50

Maintenance is a CPC at .014

- All parts, labor, toner, staples, training and service calls.
- All monthly impression are at per page cost.
- 4 hour response time in the metro area and next-day service for out-of-town customers.
- EXCLUDES: Paper

Standley Systems Inc. | 2601 NW Expressway, Suite 1110 West | Oklahoma City, Oklahoma 73112
T: 405-224-0819 | F: 405-224-3010 | 1-800-522-3725 | standleys.com

COPIERS / PRINTERS / SCANNERS / FAX MACHINES / DIGITAL STORAGE / CONSULTING

CONTRACT AWARDS AND PURCHASES
(Cont'd)

ITEM B: JANITORIAL AND PEST CONTROL SERVICES

The Library's purchasing policy requires that supply and service contracts be reviewed annually by the Administration. PureService, the Contractor for Janitorial and Pest Control Services for the Library has performed their services in a satisfactory manner and are recommended for renewal of their contract. The price increase is due to the enlarged, Ralph Ellison Library and the new Maintenance/Service Center.

Locations	FY 2009-10 Cost Estimate	FY 2010-11 Cost Estimate
605 – Downtown Library	\$149,654	\$149,654
606 – Belle Isle Library	\$ 21,356	\$ 21,356
607 – Bethany Library	\$ 4,954	\$ 4,954
608 – Capitol Hill Library	\$ 18,224	\$ 18,224
609 – Del City Library	\$ 14,760	\$ 14,760
610 – Edmond Library	\$ 48,752	\$ 48,752
611- Midwest City Library	\$ 35,536	\$ 35,536
612 – Ralph Ellison Library	\$ 19,370	\$ 25,670
613 – Southern Oaks Library	\$ 20,604	\$ 20,604
614—The Village Library	\$ 19,664	\$ 19,664
615 – Warr Acres Library	\$ 18,522	\$ 18,522
631 – Choctaw Library	\$ 15,478	\$ 15,478
632 – Nicoma Park	\$ 10,220	\$ 10,220
633 – Wright Library	\$ 6,976	\$ 6,976
634 – Harrah Library	\$ 8,486	\$ 8,486
641 – Jones Library	\$ 2,006	\$ 2,006
644 – Luther Library	\$ 10,516	\$ 10,516
015 – Maintenance/Service Center	\$ 11,248	\$ 22,132
Total Amount	\$436,326	\$453,510

This is the last renewal permitted under this contract with PureService. This contract will be rebid in March 2011.

RECOMMENDATION:

That the Commission approve the fourth and final renewal on the Contract with PureService for Janitorial and Pest Control Services for the Library for the Fiscal Year 2010-11, in the amount of \$453,510.00. Funding for this service will be made available in the FY 2010-11 budget, account 207.

PureService Corporation

Renewal of Janitorial Services for Fiscal Year 2010-11

COST BREAKDOWN

Library Location	Pest Control	Exterior Window Cleaning	Carpet Cleaning	Wax Hard Floor Surfaces	Dead Bug Removal	Interior Window Cleaning	Nightly Janitorial Services
Belle Isle Library	\$ 100	\$ 285	\$ 1,583	\$ 450	\$ 420	\$ 290	\$ 1,175
Bethany Library	95	315	822	240	370	160	-
Capital Hill Library	100	370	972	400	420	290	1,010
Choctaw Library	95	475	874	420	160	290	825
Del City Library	85	265	735	420	290	210	825
Downtown Library	160	8,250	10,237	2,130	2,100	3,150	8,000
Edmond Library	105	529	2,602	500	475	500	3,190
Harrah Library	90	90	98	240	90	65	520
Jones Library	90	90	98	210	65	-	-
Luther Library	85	210	223	210	290	65	625
Midwest City Library	113	420	1,605	615	525	575	2,225
Nicomā Park Library	85	210	270	210	105	55	625
Ralph Ellison Library	90	420	1,335	475	475	290	1,550
Southern Oaks Library	90	475	1,442	500	475	420	1,075
The Village Library	90	435	1,302	500	485	420	1,025
Warr Acres Library	90	285	1,066	500	510	210	1,025
Wright Library	85	265	98	240	90	65	370
Maintenance Center	96	185	950	525	300	130	1,400
Total per Service	\$ 1,744	\$ 13,574	\$ 26,312	\$ 8,785	\$ 7,645	\$ 7,185	\$ 25,465
Number of Services	12	2	2	2	2	2	12
Annual Cost per Service	\$20,928	\$27,148	\$52,624	\$17,570	\$15,290	\$14,370	\$305,580

Total

\$453,510

ANNUAL COST

PureService Corporation

Renewal of Janitorial Services for Fiscal Year 2009-10

COST BREAKDOWN

Library Location	Pest Control	Exterior Window Cleaning	Carpet Cleaning	Wax Hard Floor Surfaces	Dead Bug Removal	Interior Window Cleaning	Nightly Janitorial Services
Belle Isle Library	\$ 100	\$ 285	\$ 1,583	\$ 450	\$ 420	\$ 290	\$ 1,175
Bethany Library	95	315	822	240	370	160	-
Capital Hill Library	100	370	972	400	420	290	1,010
Choctaw Library	95	475	874	420	160	290	825
Del City Library	85	265	735	420	290	210	825
Downtown Library	160	8,250	10,237	2,130	2,100	3,150	8,000
Edmond Library	105	529	2,602	500	475	500	3,190
Harrah Library	90	90	98	240	90	65	520
Jones Library	90	90	98	210	65		
Luther Library	85	210	223	210	290	65	625
Midwest City Library	113	420	1,605	615	525	575	2,225
Nicoma Park Library	85	210	270	210	105	55	625
Ralph Ellison Library	90	420	1,335	475	475	290	1,025
Southern Oaks Library	90	475	1,442	500	475	420	1,075
The Village Library	90	435	1,302	500	485	420	1,025
Warr Acres Library	90	285	1,066	500	510	210	1,025
Wright Library	85	265	98	240	90	65	370
Maintenance Center	96	185	98	525	300	130	635
Total per Service	\$ 1,744	\$ 13,574	\$ 25,460	\$ 8,785	\$ 7,645	\$ 7,185	\$ 24,175
Number of Services	12	2	2	2	2	2	12
Annual Cost per Service	\$20,928	\$27,148	\$50,920	\$17,570	\$15,290	\$14,370	\$290,100

Total

\$436,326

ANNUAL COST

**METROPOLITAN LIBRARY SYSTEM
TRANSFER OF FUNDS**

In last month's commission meeting, the Commission decided to postpone the budget transfer below, pending more information regarding the cause of the contract variance. At that time, it was thought that the vendor had instituted a mid-year price increase. However, after further review, the error was found to be with the budget process, rather than with the vendor. The problem occurred last year, after the vendor was asked to provide an additional estimate for cleaning the soon-to-be opened Service Center and the new Ralph Ellison library. This estimate was received too late to be included in the Preliminary Budget. The vendor was given the approval to do the additional cleaning, but the Final Budget was never updated to include the higher amount.

Additional Appropriations

		<u>Additional Needed</u>	<u>Account's New Total</u>
Account 207	Janitorial Services	\$20,000.00	\$438,925.00

Canceled Appropriations

		<u>Amount Canceled</u>	<u>Account's New Total</u>
Account 216	Telephone Services	\$20,000.00	\$229,763.00

To prevent an interruption in cleaning services in this current month, the administration of the Library utilized its power under the emergency situation paragraph of the purchasing policy (SF 200, #6) to approve the uninterrupted service from the vendor. The approval of the contract by the Commission is included in a separate document in this month's Commission packet.

Commission Action

That the Library Commission approve the transfer of funds as requested above.

METROPOLITAN LIBRARY SYSTEM

ANNUAL FURNITURE & EQUIPMENT INVENTORY REPORT

FY 2009 – 2010

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

Below is the summarized listing by major categories of furniture and equipment as of June 30, 2010. A detailed listing of all categories, including the description, location and value of each item, is available for review in the Business Office.

FURNITURE

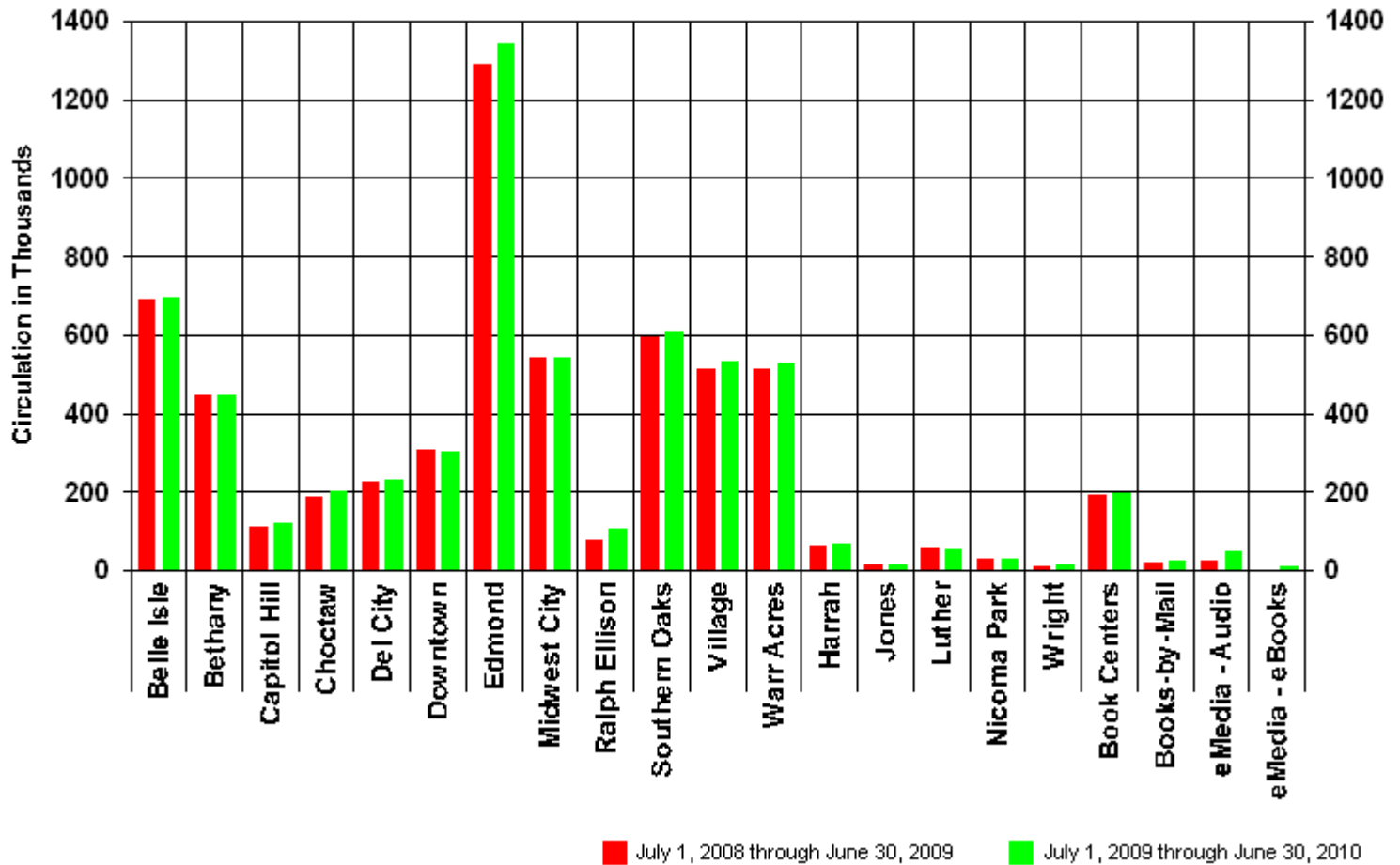
Category	Quantity	Cost
Benches, Chairs, Couches, Stools	713	\$588,859
Buffets, Bulletin Boards, Carrels, Counters, Desks, Workstations	327	\$745,045
Lecterns, Sculptures, Showcases, Stands, Tables	520	\$721,235
Book Bins, Bookcases, Cabinets	314	\$288,556
Clocks, Clothes Racks, Lamps, Lockers, Open Office Equipment, Panel Systems, Planters, Safes	44	\$104,318
Displayers, Easels, Magazine/Newspaper Racks	65	\$63,964
Bookdrops, Booktrucks, Caddies, Carts, Carrying Cases	49	\$37,288

EQUIPMENT

Category	Quantity	Cost
Computer Equipment	1,410	\$2,213,820
Buildings, Property, Trailers and Vehicles	26	\$6,168,435
Office Production Equipment	93	\$256,606
Audio Visual, Reader/Printers, Security Equipment	156	\$909,065
Kitchen and Lounge Equipment	31	\$43,945
Maintenance Shop Equipment	17	\$69,756
TOTAL INVENTORY	3,765	\$12,210,892

Circulation Gains and Losses

July 1, 2009 through June 30, 2010 (100.00% of the 09-10 Fiscal Year)



Circulation Gains and Losses

July 1, 2009 through June 30, 2010 (100.00% of the 09-10 Fiscal Year)

JUNE 30, 2010		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
Belle Isle	09	47060	526300	17244	165790	64304	692090	
	10	46493	531817	18710	165296	65203	697113	
		-567	5517	1466	-494	899	5023	.7
Bethany	09	29106	307365	17785	138586	46891	445951	
	10	28058	310012	16681	135929	44739	445941	
		-1048	2647	-1104	-2657	-2152	-10	.0
Capitol Hill	09	8009	79938	4697	32084	12706	112022	
	10	7742	81690	5328	37615	13070	119305	
		-267	1752	631	5531	364	7283	6.5
Choctaw	09	11399	115079	9979	72700	21378	187779	
	10	13101	127998	11699	74821	24800	202819	
		1702	12919	1720	2121	3422	15040	8.0
Del City	09	14914	155865	9449	69214	24363	225079	
	10	15115	160921	10103	68703	25218	229624	
		201	5056	654	-511	855	4545	2.0
Downtown	09	21438	239995	8932	69046	30370	309041	
	10	20873	229510	8918	74073	29791	303583	
		-565	-10485	-14	5027	-579	-5458	-1.8
Edmond	09	71974	744495	73914	545681	145888	1290176	
	10	74661	775232	75850	567338	150511	1342570	
		2687	30737	1936	21657	4623	52394	4.1
Midwest City	09	35064	382410	21180	160048	56244	542458	
	10	36073	389944	20137	153786	56210	543730	
		1009	7534	-1043	-6262	-34	1272	.2
Ralph Ellison	09	7212	58604	3677	19749	10889	78353	
	10	8666	79501	5260	27033	13926	106534	
		1454	20897	1583	7284	3037	28181	36.0
Southern Oaks	09	40892	436263	19981	157854	60873	594117	
	10	40179	445214	18875	162034	59054	607248	
		-713	8951	-1106	4180	-1819	13131	2.2
Village	09	34477	350353	21272	161079	55749	511432	
	10	34110	371227	23304	161363	57414	532590	
		-367	20874	2032	284	1665	21158	4.1
Warr Acres	09	33172	350077	19860	161204	53032	511281	
	10	34096	370120	21037	156199	55133	526319	
		924	20043	1177	-5005	2101	15038	2.9

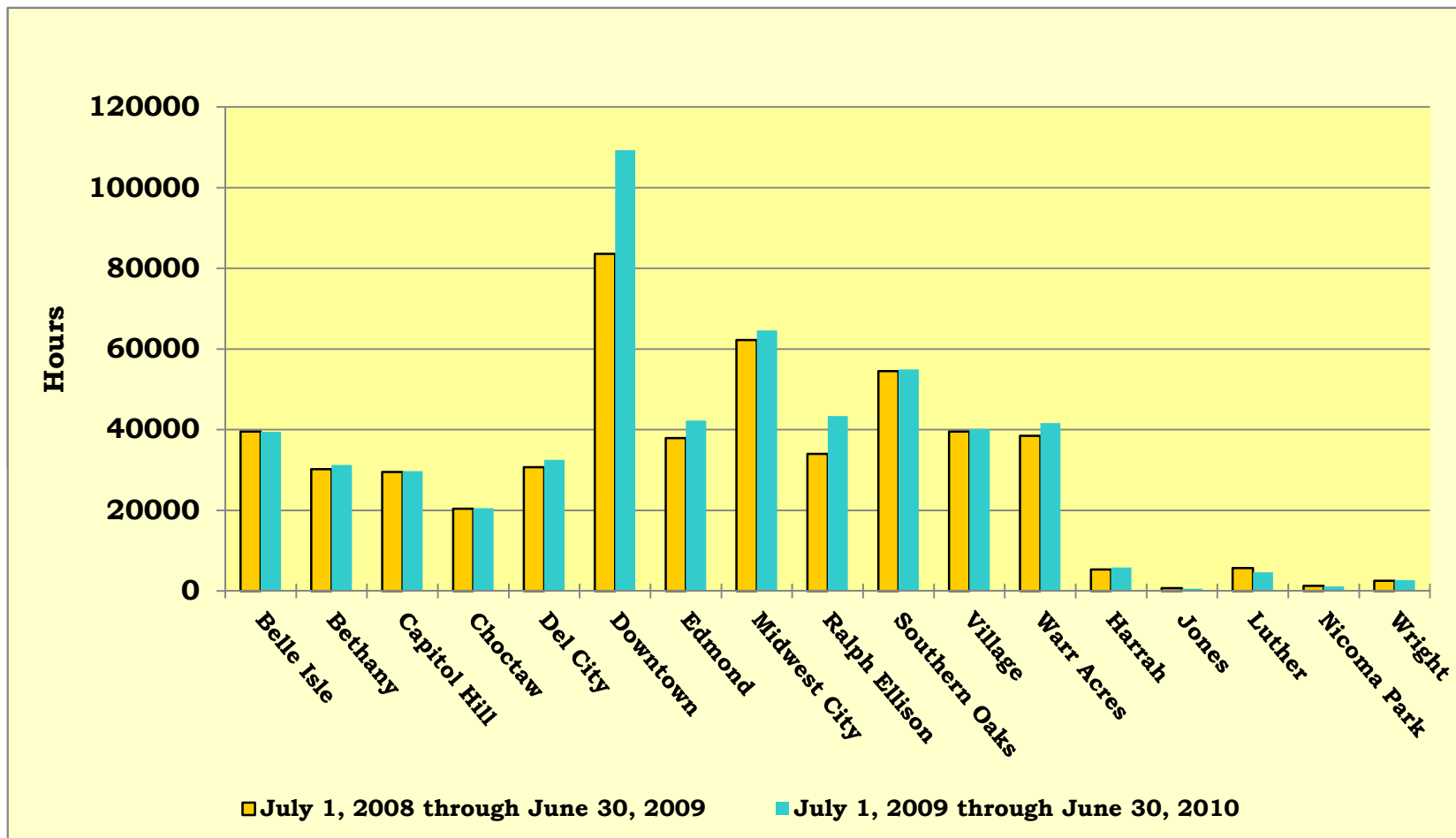
Circulation Gains and Losses

July 1, 2009 through June 30, 2010 (100.00% of the 09-10 Fiscal Year)

JUNE 30, 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	3550	44204	2659	20712	6209	64916	
	10	3762	45065	2670	20940	6432	66005	
		212	861	11	228	223	1089	1.7
Jones	09	738	10125	527	3403	1265	13528	
	10	1052	9110	1072	4451	2124	13561	
		314	-1015	545	1048	859	33	.2
Luther	09	4234	43826	2049	13565	6283	57391	
	10	3326	41449	2037	12831	5363	54280	
		-908	-2377	-12	-734	-920	-3111	-5.4
Nicoma Park	09	2176	22261	1394	7835	3570	30096	
	10	2068	24741	958	6672	3026	31413	
		-108	2480	-436	-1163	-544	1317	4.4
Wright	09	1075	10203	320	1851	1395	12054	
	10	1159	11746	889	3616	2048	15362	
		84	1543	569	1765	653	3308	27.4
<u>OTHER:</u>								
Book Centers	09	10027	119743	6121	73765	16148	193508	
	10	10263	121851	6173	73935	16436	195786	
		236	2108	52	170	288	2278	1.2
Books-by-Mail	09	1835	20437	0	0	1835	20437	
	10	1990	22003	0	0	1990	22003	
		155	1566	0	0	155	1566	7.7
eMedia - Audio	09	2534	23119	0	0	2534	23119	
	10	5346	49380	0	0	5346	49380	
		2812	26261	0	0	2812	26261	113.6
eMedia - eBooks	09	0	0	0	0	0	0	
	10	1710	9845	0	0	1710	9845	
		1710	9845	0	0	1710	9845	100.0
TOTALS	09	380886	4040662	241040	1874166	621926	5914828	
	10	389843	4208376	249701	1906635	639544	6115011	
		8957	167714	8661	32469	17618	200183	3.4

Total Computer Hours Used by Library

July 1, 2009 through June 30, 2010 (100.00% of the 09-10 Fiscal Year)



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Total Computer Usage

July 1, 2009 through June 30, 2010 (100.00% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	09	262		4,606		3,524.37		4,482		52,281		39,533.47	
	10	204		4,734		3,516.95		4,450		52,382		39,427.56	
		-58	-22.1	128	2.8	-7.42	-.2	-32	-.7	101	.2	-105.91	-.3
BETHANY	09	206		3,588		2,712.16		3,513		39,289		30,169.52	
	10	196		3,510		2,699.15		3,552		40,699		31,279.61	
		-10	-4.9	-78	-2.2	-13.01	-.5	39	1.1	1,410	3.6	1,110.09	3.7
CAPITOL HILL	09	208		3,431		2,697.67		3,034		34,942		29,485.14	
	10	184		3,761		2,780.10		3,134		36,778		29,690.87	
		-24	-11.5	330	9.6	82.43	3.1	100	3.3	1,836	5.3	205.73	.7
CHOCTAW	09	105		2,478		2,287.87		1,755		22,705		20,412.85	
	10	108		2,007		2,004.67		1,785		22,070		20,558.49	
		3	2.9	-471	-19.0	-283.20	-12.4	30	1.7	-635	-2.8	145.64	.7
DEL CITY	09	215		3,520		2,845.95		3,282		37,734		30,719.91	
	10	209		3,716		2,964.59		3,251		40,483		32,501.21	
		-6	-2.8	196	5.6	118.64	4.2	-31	-.9	2,749	7.3	1,781.30	5.8
DOWNTOWN	09	211		10,518		7,476.01		4,257		113,407		83,607.04	
	10	221		12,735		9,420.71		4,463		134,571		109,335.12	
		10	4.7	2,217	21.1	1,944.70	26.0	206	4.8	21,164	18.7	25,728.08	30.8
EDMOND	09	307		4,735		3,784.94		4,548		47,585		37,905.84	
	10	272		4,581		3,734.83		4,613		51,182		42,224.80	
		-35	-11.4	-154	-3.3	-50.11	-1.3	65	1.4	3,597	7.6	4,318.96	11.4
MIDWEST CITY	09	370		7,052		5,658.47		6,444		77,620		62,249.75	
	10	350		7,077		5,610.86		6,499		78,981		64,612.13	
		-20	-5.4	25	.4	-47.61	-.8	55	.9	1,361	1.8	2,362.38	3.8
RALPH ELLISON	09	189		4,322		3,323.23		2,842		42,599		33,983.36	
	10	242		6,921		5,277.19		3,491		52,564		43,347.14	
		53	28.0	2,599	60.1	1,953.96	58.8	649	22.8	9,965	23.4	9,363.78	27.6

Total Computer Usage

July 1, 2009 through June 30, 2010 (100.00% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	09	393		6,657		4,884.91		6,252		72,477		54,482.60	
	10	349		6,547		4,829.20		6,579		71,156		54,930.88	
		-44	-11.2	-110	-1.7	-55.71	-1.1	327	5.2	-1,321	-1.8	448.28	.8
VILLAGE	09	249		5,030		3,668.70		4,572		50,771		39,495.64	
	10	280		4,789		3,642.15		4,858		51,080		40,185.34	
		31	12.4	-241	-4.8	-26.55	-.7	286	6.3	309	.6	689.70	1.7
WARR ACRES	09	235		5,093		3,780.27		3,909		49,973		38,472.95	
	10	205		5,112		3,723.26		4,066		55,409		41,639.24	
		-30	-12.8	19	.4	-57.01	-1.5	157	4.0	5,436	10.9	3,166.29	8.2
HARRAH	09	32		689		581.12		607		6,873		5,295.72	
	10	30		590		470.81		591		7,250		5,790.35	
		-2	-6.3	-99	-14.4	-110.31	-19.0	-16	-2.6	377	5.5	494.63	9.3
JONES	09	7		68		51.97		73		747		685.68	
	10	6		76		63.16		69		630		599.04	
		-1	-14.3	8	11.8	11.19	21.5	-4	-5.5	-117	-15.7	-86.64	-12.6
LUTHER	09	30		637		473.21		406		7,103		5,672.09	
	10	31		606		483.16		503		6,044		4,629.19	
		1	3.3	-31	-4.9	9.95	2.1	97	23.9	-1,059	-14.9	-1,042.90	-18.4
NICOMA PARK	09	4		188		145.51		150		1,712		1,291.09	
	10	12		163		105.89		179		1,613		1,135.19	
		8	200.0	-25	-13.3	-39.62	-27.2	29	19.3	-99	-5.8	-155.90	-12.1
WRIGHT	09	8		310		232.91		186		3,219		2,503.88	
	10	5		313		245.04		161		3,383		2,639.42	
		-3	-37.5	3	1.0	12.13	5.2	-25	-13.4	164	5.1	135.54	5.4
TOTAL	09	3,031		62,922		48,129.27		50,312		661,037		515,966.53	
	10	2,904		67,238		51,571.72		52,244		706,275		564,525.58	
		-127	-4.2	4,316	6.9	3,442.45	7.2	1,932	3.8	45,238	6.8	48,559.05	9.4

Computer Usage by Adult Customers

July 1, 2009 through June 30, 2010 (100.00% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	09	228		3,954		3,039.55		3,775		41,907		31,727.03	
	10	161		4,087		3,033.63		3,692		44,203		33,374.19	
		-67	-29.4	133	3.4	-5.92	-.2	-83	-2.2	2,296	5.5	1,647.16	5.2
BETHANY	09	147		2,692		2,028.14		2,776		29,904		22,873.97	
	10	153		2,647		2,055.55		2,832		32,127		24,691.84	
		6	4.1	-45	-1.7	27.41	1.4	56	2.0	2,223	7.4	1,817.87	7.9
CAPITOL HILL	09	110		1,463		1,119.75		1,728		18,079		16,250.86	
	10	91		1,486		1,177.37		1,875		18,550		16,033.81	
		-19	-17.3	23	1.6	57.62	5.1	147	8.5	471	2.6	-217.05	-1.3
CHOCTAW	09	71		1,267		1,081.60		1,233		14,566		13,182.91	
	10	70		1,235		1,155.91		1,288		14,839		13,622.19	
		-1	-1.4	-32	-2.5	74.31	6.9	55	4.5	273	1.9	439.28	3.3
DEL CITY	09	147		2,461		1,987.56		2,515		26,922		22,022.19	
	10	134		2,729		2,188.90		2,474		29,912		24,329.71	
		-13	-8.8	268	10.9	201.34	10.1	-41	-1.6	2,990	11.1	2,307.52	10.5
DOWNTOWN	09	182		9,160		6,451.92		3,561		101,441		74,281.59	
	10	191		11,868		8,724.79		3,759		124,849		101,089.73	
		9	4.9	2,708	29.6	2,272.87	35.2	198	5.6	23,408	23.1	26,808.14	36.1
EDMOND	09	250		3,945		3,145.29		3,782		39,802		31,720.15	
	10	229		3,786		3,077.76		3,862		43,572		35,937.73	
		-21	-8.4	-159	-4.0	-67.53	-2.1	80	2.1	3,770	9.5	4,217.58	13.3
MIDWEST CITY	09	289		5,177		4,184.38		5,137		54,686		45,009.02	
	10	265		4,592		3,700.27		5,171		58,122		48,362.33	
		-24	-8.3	-585	-11.3	-484.11	-11.6	34	.7	3,436	6.3	3,353.31	7.5
RALPH ELLISON	09	128		2,268		1,751.72		2,050		24,255		19,660.21	
	10	163		3,817		2,965.67		2,566		31,846		26,890.11	
		35	27.3	1,549	68.3	1,213.95	69.3	516	25.2	7,591	31.3	7,229.90	36.8

Computer Usage by Adult Customers

July 1, 2009 through June 30, 2010 (100.00% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	09	281		3,791		2,826.18		4,622		45,055		35,102.60	
	10	236		3,994		3,026.38		4,913		48,829		38,068.47	
		-45	-16.0	203	5.4	200.20	7.1	291	6.3	3,774	8.4	2,965.87	8.4
VILLAGE	09	172		3,351		2,497.44		3,647		38,281		29,920.17	
	10	206		3,373		2,571.07		3,922		38,985		30,847.31	
		34	19.8	22	.7	73.63	2.9	275	7.5	704	1.8	927.14	3.1
WARR ACRES	09	177		3,429		2,559.17		3,162		35,705		27,696.90	
	10	157		3,693		2,682.76		3,255		41,087		30,957.42	
		-20	-11.3	264	7.7	123.59	4.8	93	2.9	5,382	15.1	3,260.52	11.8
HARRAH	09	20		346		249.09		376		4,261		3,211.57	
	10	17		407		301.87		391		4,194		3,220.79	
		-3	-15.0	61	17.6	52.78	21.2	15	4.0	-67	-1.6	9.22	.3
JONES	09	3		40		28.38		44		470		406.54	
	10	2		50		41.10		47		488		461.77	
		-1	-33.3	10	25.0	12.72	44.8	3	6.8	18	3.8	55.23	13.6
LUTHER	09	11		248		197.30		200		2,900		2,254.42	
	10	15		260		237.86		264		3,103		2,712.85	
		4	36.4	12	4.8	40.56	20.6	64	32.0	203	7.0	458.43	20.3
NICOMA PARK	09	3		146		101.39		117		1,331		944.89	
	10	7		123		93.72		140		1,341		975.86	
		4	133.3	-23	-15.8	-7.67	-7.6	23	19.7	10	.8	30.97	3.3
WRIGHT	09	7		223		172.03		146		2,631		2,087.95	
	10	3		241		193.14		126		2,917		2,304.59	
		-4	-57.1	18	8.1	21.11	12.3	-20	-13.7	286	10.9	216.64	10.4
TOTAL	09	2,226		43,961		33,420.89		38,871		482,196		378,352.97	
	10	2,100		48,388		37,227.75		40,577		538,964		433,880.70	
		-126	-5.7	4,427	10.1	3,806.86	11.4	1,706	4.4	56,768	11.8	55,527.73	14.7

Computer Usage by Minor Customers

July 1, 2009 through June 30, 2010 (100.00% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	09	34		652		484.82		707		10,374		7,806.44	
	10	43		647		483.32		758		8,179		6,053.37	
		9	26.5	-5	-.8	-1.50	-.3	51	7.2	-2,195	-21.2	-1,753.07	-22.5
BETHANY	09	59		896		684.02		737		9,385		7,295.55	
	10	43		863		643.60		720		8,572		6,587.77	
		-16	-27.1	-33	-3.7	-40.42	-5.9	-17	-2.3	-813	-8.7	-707.78	-9.7
CAPITOL HILL	09	98		1,968		1,577.92		1,306		16,863		13,234.28	
	10	93		2,275		1,602.73		1,259		18,228		13,657.06	
		-5	-5.1	307	15.6	24.81	1.6	-47	-3.6	1,365	8.1	422.78	3.2
CHOCTAW	09	34		1,211		1,206.27		522		8,139		7,229.94	
	10	38		772		848.76		497		7,231		6,936.30	
		4	11.8	-439	-36.3	-357.51	-29.6	-25	-4.8	-908	-11.2	-293.64	-4.1
DEL CITY	09	68		1,059		858.39		767		10,812		8,697.72	
	10	75		987		775.69		777		10,571		8,171.50	
		7	10.3	-72	-6.8	-82.70	-9.6	10	1.3	-241	-2.2	-526.22	-6.1
DOWNTOWN	09	29		1,358		1,024.09		696		11,966		9,325.45	
	10	30		867		695.92		704		9,722		8,245.39	
		1	3.4	-491	-36.2	-328.17	-32.0	8	1.1	-2,244	-18.8	-1,080.06	-11.6
EDMOND	09	57		790		639.65		766		7,783		6,185.69	
	10	43		795		657.07		751		7,610		6,287.07	
		-14	-24.6	5	.6	17.42	2.7	-15	-2.0	-173	-2.2	101.38	1.6
MIDWEST CITY	09	81		1,875		1,474.09		1,307		22,934		17,240.73	
	10	85		2,485		1,910.59		1,328		20,859		16,249.80	
		4	4.9	610	32.5	436.50	29.6	21	1.6	-2,075	-9.0	-990.93	-5.7
RALPH ELLISON	09	61		2,054		1,571.51		792		18,344		14,323.15	
	10	79		3,104		2,311.52		925		20,718		16,457.03	
		18	29.5	1,050	51.1	740.01	47.1	133	16.8	2,374	12.9	2,133.88	14.9

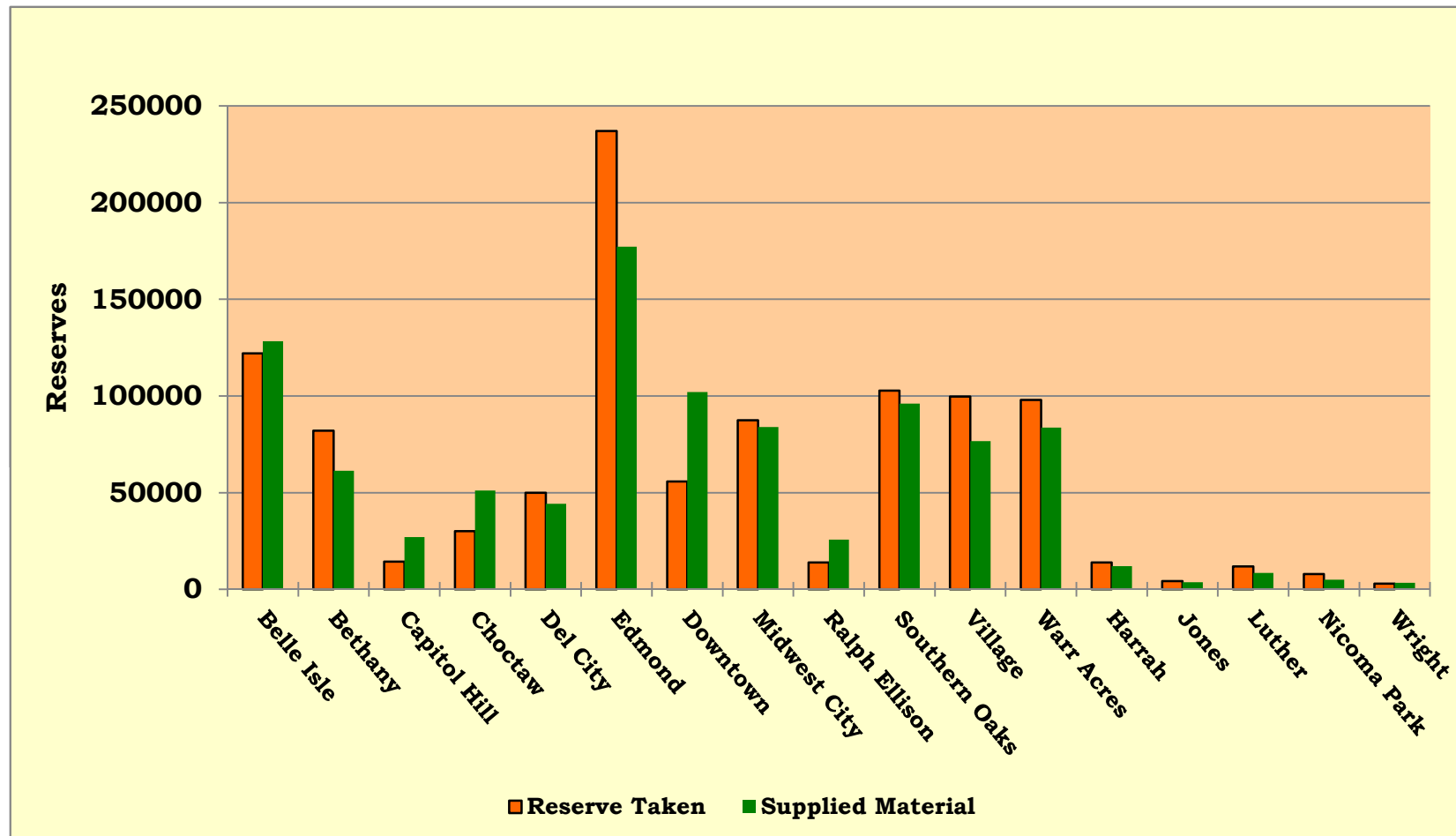
Computer Usage by Minor Customers

July 1, 2009 through June 30, 2010 (100.00% of the 09-10 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	09	112		2,866		2,058.73		1,630		27,422		19,380.00	
	10	113		2,553		1,802.82		1,666		22,327		16,862.41	
		1	.9	-313	-10.9	-255.91	-12.4	36	2.2	-5,095	-18.6	-2,517.59	-13.0
VILLAGE	09	77		1,679		1,171.26		925		12,490		9,575.47	
	10	74		1,416		1,071.08		936		12,095		9,338.03	
		-3	-3.9	-263	-15.7	-100.18	-8.6	11	1.2	-395	-3.2	-237.44	-2.5
WARR ACRES	09	58		1,664		1,221.10		747		14,268		10,776.05	
	10	48		1,419		1,040.50		811		14,322		10,681.82	
		-10	-17.2	-245	-14.7	-180.60	-14.8	64	8.6	54	.4	-94.23	-.9
HARRAH	09	12		343		332.03		231		2,612		2,084.15	
	10	13		183		168.94		200		3,056		2,569.56	
		1	8.3	-160	-46.6	-163.09	-49.1	-31	-13.4	444	17.0	485.41	23.3
JONES	09	4		28		23.59		29		277		279.14	
	10	4		26		22.06		22		142		137.27	
			.0	-2	-7.1	-1.53	-6.5	-7	-24.1	-135	-48.7	-141.87	-50.8
LUTHER	09	19		389		275.91		206		4,203		3,417.67	
	10	16		346		245.30		239		2,941		1,916.34	
		-3	-15.8	-43	-11.1	-30.61	-11.1	33	16.0	-1,262	-30.0	-1,501.33	-43.9
NICOMA PARK	09	1		42		44.12		33		381		346.20	
	10	5		40		12.17		39		272		159.33	
		4	400.0	-2	-4.8	-31.95	-72.4	6	18.2	-109	-28.6	-186.87	-54.0
WRIGHT	09	1		87		60.88		40		588		415.93	
	10	2		72		51.90		35		466		334.83	
		1	100.0	-15	-17.2	-8.98	-14.8	-5	-12.5	-122	-20.7	-81.10	-19.5
TOTAL	09	805		18,961		14,708.38		11,441		178,841		137,613.56	
	10	804		18,850		14,343.97		11,667		167,311		130,644.88	
		-1	-.1	-111	-.6	-364.41	-2.5	226	2.0	-11,530	-6.4	-6,968.68	-5.1

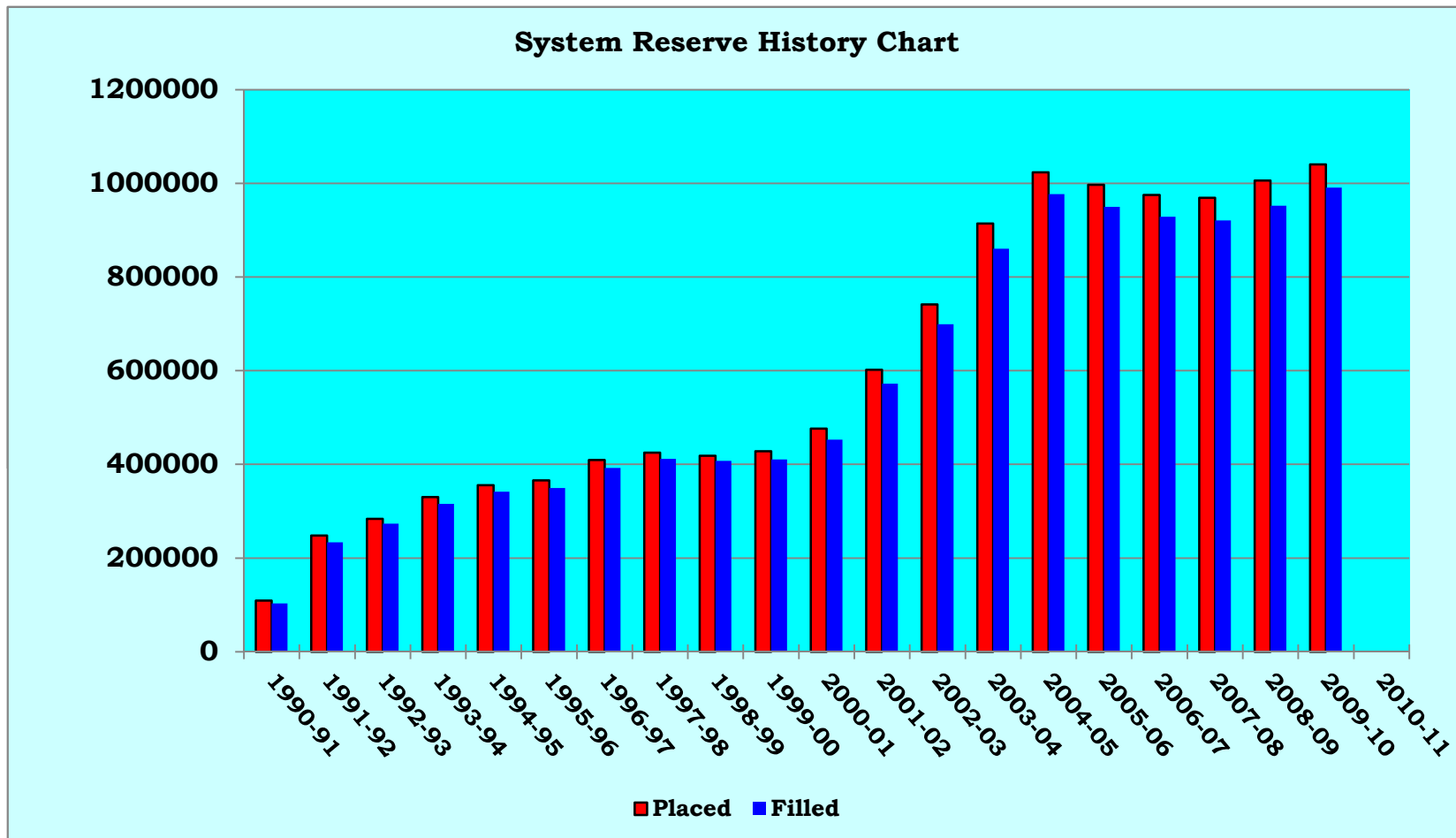
System Reserve Report

July 1, 2009 through June 30, 2010 (100.00% of the 09-10 Fiscal Year)



System Reserve Report

July 1, 2009 through June 30, 2010 (100.00% of the 09-10 Fiscal Year)



System Reserves Report

July 1, 2009 through June 30, 2010 (100.00% of the 09-10 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	09	10,452	119,430		9,834	112,304	
	10	10,647	121,987		10,454	115,133	
		195	2,557	2.1	620	2,829	2.5
BETHANY	09	7,403	77,328		7,090	73,269	
	10	7,261	82,006		6,972	78,104	
		-142	4,678	6.0	-118	4,835	6.6
CAPITOL HILL	09	1,526	14,311		1,338	12,894	
	10	1,187	14,284		1,109	13,288	
		-339	-27	-.2	-229	394	3.1
CHOCTAW	09	2,449	28,359		2,287	26,846	
	10	2,675	30,127		2,695	28,721	
		226	1,768	6.2	408	1,875	7.0
DEL CITY	09	4,102	46,847		4,000	44,548	
	10	4,457	49,982		4,298	46,862	
		355	3,135	6.7	298	2,314	5.2
EDMOND	09	22,497	223,118		21,106	212,030	
	10	22,634	237,042		22,326	226,708	
		137	13,924	6.2	1,220	14,678	6.9
DOWNTOWN	09	5,380	56,290		5,044	53,000	
	10	4,755	55,786		4,623	52,871	
		-625	-504	-.9	-421	-129	-.2
MIDWEST CITY	09	8,300	90,421		7,753	85,643	
	10	7,475	87,396		7,373	84,018	
		-825	-3,025	-3.3	-380	-1,625	-1.9
RALPH ELLISON	09	1,317	11,526		1,245	10,865	
	10	1,371	13,853		1,341	13,213	
		54	2,327	20.2	96	2,348	21.6
SOUTHERN OAKS	09	9,300	101,965		8,884	96,366	
	10	8,823	102,811		8,752	98,099	
		-477	846	.8	-132	1,733	1.8
VILLAGE	09	9,148	94,682		8,820	89,165	
	10	9,635	99,671		9,603	94,750	
		487	4,989	5.3	783	5,585	6.3
WARR ACRES	09	8,351	94,942		7,980	90,458	
	10	8,955	98,025		8,718	93,584	
		604	3,083	3.2	738	3,126	3.5

System Reserves Report

July 1, 2009 through June 30, 2010 (100.00% of the 09-10 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	09	1,179	13,840		1,056	12,868	
	10	951	13,830		998	13,167	
		-228	-10	-.1	-58	299	2.3
JONES	09	275	4,942		331	4,833	
	10	468	4,253		479	4,137	
		193	-689	-13.9	148	-696	-14.4
LUTHER	09	862	12,321		865	11,771	
	10	772	11,862		808	11,461	
		-90	-459	-3.7	-57	-310	-2.6
NICOMA PARK	09	611	7,549		620	7,278	
	10	623	7,831		730	7,435	
		12	282	3.7	110	157	2.2
WRIGHT	09	185	2,622		218	2,555	
	10	279	2,897		310	2,765	
		94	275	10.5	92	210	8.2
BOOKS-BY-MAIL	09	436	5,900		431	5,673	
	10	880	7,170		869	6,724	
		444	1,270	21.5	438	1,051	18.5
TOTAL	09	93,773	1,006,399		88,902	952,372	
	10	93,848	1,040,813		92,458	991,040	
		75	34,414	3.4	3,556	38,668	4.1

EXECUTIVE DIRECTOR'S REPORT

JULY 2010

Commission Reappointments Finalized

This month we are pleased to announce that the following commission members have been reappointed by their respective municipalities: Margaret Graham, Luther, Judy Smith, The Village and Kim Patterson, Harrah.

American Libraries Association Conference in Washington D.C.

Several MLS staffers and Commission member Cindy Friedemann recently returned from the ALA annual conference in Washington DC. At the conference, several of us were on hand as Kim Terry, Director of Marketing and Communications accepted two awards (see below). We attended a variety of meetings and programs. I was pleased to join the Oklahoma group as we visited our congressional delegation and have attached a picture of the Oklahoma Delegation as we prepared for our visits.



Marketing Department receives Awards!

The Marketing & Communications department is pleased to earn top honors at ALA's Swap & Shop, a Committee of the Public Relations and Marketing section of the Library Administration and Management Association (LAMA). The MaC team won the Best of Show award for their *info* magazine in the "Calendars and Newsletters" category for the top tier budget category. The awards recognize the best library public relations and marketing materials from the previous year, across 12 material types and four budget categories. The MaC team also took home Honorable Mention for the first MLS general commercial that was produced in 2009.

Capital Projects Update

Library Staff toured several locations this month in our search for a temporary location for the Southern Oaks Library. There are not many sites that fit our needs so we are continuing to search and hope to have a contract to bring to the commission at the August meeting. Architectural Design Group will be attending the August meeting to give commissioners a brief presentation about the upcoming renovations planned for Southern Oaks.

Work continues on the Northwest Library. Be sure to check the webcam to see live construction activities!

Work will begin this month on the analysis of the existing Capitol Hill Library by Studio Architects and library staff. We have done preliminary estimates of the space and services required and will be working with them on identifying our needs.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- Attended ALA Conference in Washington, DC

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Library Night at the Ballpark

Monday, August 2, 2010

Time: 7:05pm

Children and Teen Readers

Location: Bricktown Ballpark

Tonight's the night! Live it up! We're going to have a baseball game! Readers who completed Goal 2 in the Summer at the Library program, are invited to join us for Library Night at the Ballpark. Admission is a summer prize voucher to be redeemed at the Redhawks ticket office any time prior to the game.

Ice Cream Social

Saturday, August 7, 2010

Time: 2:00pm-3:30pm

Location: Bethany

All Ages

Farewell to Summer. Bethany's annual ice cream social will feature face painting with artist Clarissa Sharp.

Healthy Weight Loss & Disease Prevention Workshop

Wednesday, August 11, 2010

Time: 9:30am-10:30am

Location: Southern Oaks

All Ages

Are you interested in losing weight? Come to the Southern Oaks Library and learn about healthy eating, exercise and lifestyle changes that will help you succeed in reaching your goals. The workshop is free and handouts will be available at each class. Call 631-4468 to register for the workshop or sign up at the reference desk. Co-Sponsor: Oklahoma City County Health Dept.
Saturday, August 14, 2010

Choctaw Story Telling with Greg Rogers

Time: 2:00pm-3:00pm

Location: Belle Isle

All Ages

Author and Choctaw storyteller Greg Rodgers, shares engaging traditional Choctaw and other Native American tales for all ages. Audiences will laugh and play along as they explore the rich images and dynamic characters created in these tales of wonder. Story performances also include music on the Native American flute, rattles, traditional Choctaw songs and chants, as well as the steady rhythmic beat of his deerskin hand drum. Greg is the author of *The Ghost of Mingo Creek*, is a collection of eight short stories based on spooky Oklahoma legends and promises to thrill readers of any age. Books will be available for signing and purchase.

Using Photographs with Computers

Saturday, August 21, 2010

Time: 10:00am-11:30am

Location: Village

Adults

Free computer class for adults! Learn how to transfer pictures from ANY camera (not just a digital camera) to your computer and email them to friends and family! Come in or call to sign-up. Village Library (405) 755-0710.

Jazz Pizzazz

Saturday, August 21, 2010

Time: 2:00pm-3:00pm

Location: Bethany

All Ages

On the 5th anniversary of Hurricane Katrina, Jazz & Blues artist & vocalist, Martha Stallings will perform for Jazz Pizzazz. New Orleans' Jazz is world famous and Martha will be performing some its favorite songs.

Pssst! Secrets to Getting a Children's Book Published

Monday, August 23, 2010

Time: 7:00pm-8:00pm

Location: Edmond

Adults

Tammi Sauer has sold eight picture books to a number of major publishing houses: Bloomsbury, Houghton Mifflin Harcourt, Simon & Schuster, and Sterling. Her latest book, "Chicken Dance," received the 2010 Oklahoma Book Award, the 2009 NAPPA Gold Medal Award, and was named a 2010 Chicago Public Library's, Best-of-the-Best Book, along with being a 2011 Grand Canyon Reader Award Nominee, and a 2010-2011 Buckaroo Book Award Nominee. Registration is necessary. Please call the Edmond Library at 341-9282. Tammi will be talking about ways that you can get your children's book published. She has some great ideas!