

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, August 26, 2010, 3:30 p.m.
Belle Isle Library
5501 N. Villa
Oklahoma City, OK 73112
(Telephone: 843-9601)

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

Fran Cory, Vice-Chair

3:30 – 3:40 pm INTRODUCTIONS

- Document #10 – 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 (#11 - #12)

- Document #11 – Approval of Minutes of July 15, 2010 Meeting
- Document #12 – Acceptance of Review of Expenditures for July 2010

4:00 – 4:20 pm COMMITTEE REPORTS

- Document #13 – Discussion, Consideration and Possible Action: Report and Recommendation from Nominating Committee – Selection of Commission Chair
- Document #14 – Discussion, Consideration and Possible Action: Report and Recommendations from Finance Committee – August 12, 2010 – David Greenwell, Chair
- Document #15 – Metropolitan Library System Fiscal Year 2010–2011 Final Budget
- Document #16 – Report and Recommendation from Administrative & Personnel Committee – August 17, 2010 – Hugh Rice, Chair

4:20 – 4:30 pm REPORTS AND RECOMMENDATIONS FROM ADMINISTRATION

- Document #17 – Discussion, Consideration and Possible Action: Resolution of Appreciation – Mrs. Carolyn Willis

4:30 – 4:45 pm SPECIAL PRESENTATIONS

- *Southern Oaks Library* – Aaron Denker, Architectural Design Services (ADG) Inc.

4:45 – 4:50 pm INFORMATION REPORTS

- Document #18 – MLS July 2010 Library Visits Report
- Document #19 – MLS July 2010 Circulation Report
- Document #20 – MLS July 2010 Computer Usage Report
- Document #21 – MLS July 2010 System Reserve Report

4:50 – 4:55 pm EXECUTIVE DIRECTOR'S REPORT

4:55 – 5:00 pm COMMENTS FROM COMMISSION MEMBERS

NEXT COMMISSION MEETING DATE AND PLACE:

September 16, 2010
Midwest City Library, 8143 E. Reno, Midwest City, OK 73110

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 August 2010:

<u>Employees</u>	<u>Years of Service</u>
Angela L. Hill, Capitol Hill, Associate Librarian	5
Barbara M. Parr, Southern Oaks, Circulation Clerk	5
Vivian A. Stevenson, Belle Isle, Librarian	5
Terrie Lucille Thomas, Belle Isle, Librarian	5
Stephanie D. Gerling, Edmond, Page	10

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

DATE: July 15, 2010

TIME: 3:30 pm

MEETING PLACE: Edmond 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 Edmond Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on July 12, 2010, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Bose' Akadiri
Nancy Anthony
Ralph Bullard
Glenda Choate
Cynthia Friedemann
David Greenwell, Disbursing Agent
Jose Jimenez
Carolyn Leslie
Penny McCaleb
Tracy McGehee
Lori Nelson
Jim Shonts
Alyne Strube
Beth Toland
Greg Womack
Fran Cory, Vice-Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Mick Cornett, Mayor of Oklahoma City
Margaret Graham
Deanna Hannah
Tracy McDaniel
Brenda Palmer
Mukesh Patel
Kim Patterson
Hugh Rice
Judy Smith
Ray Vaughn

Estimate of general public and staff attending: 24

I. The meeting was called to order at 3:30 p.m. by, Mrs. Fran Cory, Vice-Chair.

Roll was called to establish a quorum. Present: Akadiri, Anthony, Bullard, Choate, Friedemann, Jimenez, Leslie, McGehee, Nelson, Shonts, Strube, Toland, Womack, Cory (Arrived: McCaleb, 3:35; Greenwell, 3:48).

II. Mrs. Cory introduced Ms. Katrina Prince, Manager of the Bethany Library. Ms. Prince welcomed the commission and reported on the activities at Bethany Library. Ms. Cory also introduced Ms. Karen Hackett, representative from the OKC Mayors Disability Committee.

III. Mrs. Cory called for the Presentation of Service Certificates for July 2010: Aaron G. Killough, Cataloger, Cataloging ~ 5 years of service; Russell L. Pierce, Maintenance Technician, Maintenance ~ 10 years of service; Frances Harbert, Librarian, Del City Library ~ 25 years of service; and Anita Roesler, Senior Service Coordinator, Outreach ~ 25 years of service.

IV. Mrs. Cory called for comments from the general public. There were none.

V. Mrs. Cory presented the Consent Docket; Document #02 – Approval of Minutes of June 17, 2010 Meeting; Document #03 – Acceptance of Review of Expenditures for June 2010; Document #04 – Contract Awards and Purchases; Document #05 – Request for Transfer of Funds.

Mrs. Nancy Anthony moved to accept the consent docket. Mr. Jim Shonts seconded. Questions and discussion followed.

Mr. Lloyd Lovely explained the Transfer of Funds and contract award for janitorial and pest control services, which was tabled at last month's commission meeting. The under-budgeting problem in the FY 09-10 budget was not the vendor's error, as previously thought. The error actually occurred in the accounting office last year when the Final Budget was not updated to reflect additional cleaning needed for the new Service Center and the temporary Ralph Ellison location.

No further discussion, motion passed unanimously.

VI. Mrs. Cory referred to Special Presentations ~ *Library Night at the Ballpark* – Lisa Wood, Children Services Coordinator & Emily Williams, Young Adult Services Coordinator.

Ms. Wood and Ms. Williams informed the Commission that this year's Summer Reading Program was a tremendous success with an increase in both the number of participants and the number of those participants achieving their goals. Ms. Wood and Ms. Williams also extended an invitation to the upcoming Library Night at the Ballpark, where both MLS and the Pioneer Library System participants will be celebrating the success of the Summer Reading Programs.

VII. Mrs. Cory referred to the 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

VIII. Mrs. Cory called on Mrs. Morris to present the Executive Director's Report.

Mrs. Morris reported that three more commission members have been reappointed by their respective municipalities: Margaret Graham, Luther; Judy Smith, The Village; and Kim Patterson, Harrah.

Several MLS staffers and Commission member Cynthia Friedemann recently returned from the ALA annual conference in Washington, DC.

The Marketing & Communications department was 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 and Honorable Mention for the first MLS general commercial that was produced in 2009.

Architectural Design Group will be attending the August meeting to give commissioners a brief presentation on the upcoming renovations planned for Southern Oaks. Administration continues to search for a temporary location for the Southern Oaks library.

Work will begin this month on the analysis of the existing Capitol Hill Library by Studio Architects and library staff. Preliminary estimates of the space and services required are complete and MLS will be working with them on identifying our needs.


Mrs. Morris reported that Metropolitan Library Commission Chair Carolyn Willis has announced her resignation from the Commission effective immediately, due to health problems. Mrs. Willis wishes to extend her apologies to the Commission and thank them for having been able to serve with them. Mrs. Morris added the Nominating Committee will need to meet to nominate Mrs. Willis' replacement as chair.

IX. Mrs. Cory called for comments from Commission members.

Mrs. Anthony suggested a Resolution of Appreciation for Mrs. Carolyn Willis be brought to the August commission meeting for approval.

X. The next Commission meeting will be held at the Belle Isle Library on August 26, 2010.

There being no further business, the meeting was adjourned at 3:55 pm.


Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

July 31, 2010

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

For comparison, 8.33% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of July 2010.

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

July 31, 2010

ASSETS

CASH - Overnight Investment Account		\$ 11,554,593.24
INVESTMENTS (Schedule attached)		17,353,879.20
PREPAID ACCOUNTS		30,000.00
TAXES RECEIVABLE: 2010-11 Ad Valorem Tax	28,553,467.00	
Less: Reserve for Delinquent Tax	(2,595,770.00)	
Budgeted Tax Revenue	25,957,697.00	
Less: Tax Received	0.00	
		25,957,697.00
Total Assets		<u>\$54,896,169.44</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2009-10 Reserve for Appropriations	\$212,668.39	
2010-11 Purchase Orders Outstanding	220,882.24	
2009-10 Purchase Orders Outstanding	132,087.22	
2010-11 Checks Outstanding	170,669.87	
2009-10 Checks Outstanding	29,699.39	
Total Liabilities		766,007.11

DEFERRED TAX REVENUE:

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

Beginning of the Year		\$30,341,031.66
Add: Revenues		
Budgeted	85,359.00	
Other	310,573.35	395,932.35
Less: Expenditures		(2,564,498.68)
Total Fund Balance		<u>28,172,465.33</u>
Total Liabilities, Deferred Revenue and Fund Balance		<u>\$54,896,169.44</u>

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

As of July 31, 2010

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	7/21/2009	7/21/2012	3.056%	\$ 95,006.20
CD - Municipal Emp. Credit Union	5/28/2010	5/28/2013	2.650%	240,000.00
CD - Weeekie 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 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 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 10-14	1/27/2010	1/27/2014	2.450%	2,000,000.00
Fed Home LN BKS 12-16	7/27/2010	1/27/2016	2.000%	2,000,000.00
Total Investments				<u>\$ 17,353,879.20</u>

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

July 1, 2010 to July 31, 2010

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2010 Ad Valorem Tax	\$25,957,697.00	\$ -	\$ -	0.00%
State Aid	286,404.00	35,359.00	35,359.00	12.35%
Fines	<u>527,400.00</u>	<u>50,000.00</u>	<u>50,000.00</u>	9.48%
Total Budgeted Revenue	<u><u>\$ 26,771,501.00</u></u>	<u><u>\$ 85,359.00</u></u>	<u><u>\$ 85,359.00</u></u>	0.32%
<u>NOT BUDGETED:</u>	251,045.00			
Prior Years Taxes		\$ 107,409.36	\$ 107,409.36	
Gifts and Lost Books Fees		0.00	0.00	
Investment Income		189,404.31	189,404.31	
Flexible Benefits Account Balance		0.00	0.00	
Sale of Surplus Equipment		0.00	0.00	
Insurance Reimbursements		0.00	0.00	
Miscellaneous		<u>13,759.68</u>	<u>13,759.68</u>	
Total Miscellaneous Revenue		<u><u>\$ 310,573.35</u></u>	<u><u>\$ 310,573.35</u></u>	
Total Revenue	<u><u>\$ 26,771,501.00</u></u>	<u><u>\$ 395,932.35</u></u>	<u><u>\$ 395,932.35</u></u>	1.48%

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

July 31, 2010

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 89,827.73	\$ 3,940.79	\$ 1,604.55	\$ 92,163.97
810 Prepaid Fees	(6,340.50)	0.00	101.88	(6,442.38)
815 Fines	50,415.29	53,847.45	51,192.89	53,069.85
820 Copy	56,757.70	8,375.02	9,059.20	56,073.52
900 Special Event Fund	(143.23)	0.00	0.00	(143.23)
Total Revolving Funds	\$ 190,516.99	\$ 66,163.26	\$ 61,958.52	\$ 194,721.73

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

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 Memoriz	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	2,330.54	1,169.46
876 08/Guild/Choctaw Books	10,000.00	10,000.00	9,235.90	764.10
895 11/LET/Bookfest	5,000.00	5,000.00	0.00	5,000.00
896 11/LET/Winter Readfest	5,000.00	5,000.00	0.00	5,000.00
897 11/LET/Summer Reading	20,000.00	20,000.00	0.00	20,000.00
898 11/LET/Interactive Children's	15,000.00	15,000.00	0.00	15,000.00
899 11/LET/Young Professional Adv	3,000.00	3,000.00	0.00	3,000.00
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	300.00	0.00
936 09/Guild/Scottish Heritage	500.00	500.00	500.00	0.00
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	1,003.87	(3.87)
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	3,913.12	1,044.20
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:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
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	9,365.63	634.37
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	1,550.00	1,189.84	360.16
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	12,027.21	7,872.79
844	10 Forklift & Pallet Jack	\$35,000.00	35,000.00	29,690.00	5,310.00
846	10 Public Art	\$3,000.00	3,000.00	0.00	3,000.00
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	15,000.00	0.00
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

Grants - Friends of MLS, Current Fiscal Year

877	11 Summer at the Library	\$20,000.00	20,000.00	0.00	20,000.00
878	11 Children's Music Festival	\$8,000.00	8,000.00	0.00	8,000.00
879	11 L.I.F.E.	\$7,500.00	7,500.00	0.00	7,500.00
880	11 Young Adult Literature Symp	\$5,222.00	2,500.00	0.00	2,500.00
881	11 Bookfest Reading Program	\$5,000.00	5,000.00	0.00	5,000.00
882	11 Noon Tunes	\$12,000.00	12,000.00	0.00	12,000.00
883	11 Lee Brawner Scholarships	\$18,000.00	18,000.00	0.00	18,000.00
891	11 Celebration of Black History	\$1,600.00	1,600.00	0.00	1,600.00

Total Grants

\$261,524.71

Total Special Funds

\$ 456,246.44

Metropolitan Library System
Statement of Encumbrances
Month of July 2010

FY-11

Personal Services

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
101	Salaries	1,301,548.98	1,301,548.98	10.37	12,547,280.00	11,245,731.02
102	Wages - Part-time	193,744.62	193,744.62	10.13	1,912,777.00	1,719,032.38
103	Payroll Taxes	111,332.29	111,332.29	10.58	1,052,433.00	941,100.71
109	Workers Comp Insurance	13,000.00	13,000.00	7.88	164,936.00	151,936.00
112	Group Insurance	185,832.25	185,832.25	7.53	2,469,268.00	2,283,435.75
113	Employees' Retirement	76,968.03	76,968.03	4.63	1,662,096.00	1,585,127.97
114	Unemployment Compensation	.00	.00	.00	40,000.00	40,000.00
Total Personal Services		1,882,426.17	1,882,426.17	9.48	19,848,790.00	17,966,363.83

Maintenance & Operations - Contractual Services

201	Bldg, Property, & Auto Insuran	27.50	27.50	.02	167,039.00	167,011.50
202	Liability/Bonding Insurance	.00	.00	.00	13,175.00	13,175.00
205	Rent of Library Buildings	800.00	800.00	1.04	76,800.00	76,000.00
206	Rent of Equipment	.00	.00	.00	8,480.00	8,480.00
207	Janitorial Services	40,783.00	40,783.00	8.57	475,660.00	434,877.00
208	Maintenance of Facilities	15,492.02	15,492.02	3.44	449,714.00	434,221.98
211	Parking & Transportation	14,841.24	14,841.24	7.94	186,910.00	172,068.76
212	Travel Expenses	5,325.07	5,325.07	6.22	85,654.00	80,328.93
213	Professional Services	3,635.00	3,635.00	.92	394,124.00	390,489.00
214	Security Services	11,412.25	11,412.25	2.71	421,622.00	410,209.75
216	Telephone Services	17,922.19	17,922.19	6.49	276,143.00	258,220.81
217	Electrical Services	53,430.06	53,430.06	9.84	542,863.00	489,432.94
218	Gas Services	1,754.81	1,754.81	2.29	76,654.00	74,899.19
219	Water and Garbage Services	5,525.62	5,525.62	9.99	55,302.00	49,776.38
220	Trigen Energy Services	19,200.00	19,200.00	9.70	198,000.00	178,800.00
226	Memberships	3,628.00	3,628.00	15.89	22,836.00	19,208.00
230	Other Library-related Services	7,675.00	7,675.00	2.09	366,645.00	358,970.00
231	Automation Contractual	12,835.27	12,835.27	3.94	325,944.00	313,108.73
236	Network Catalog Services	59,000.00	59,000.00	79.70	74,025.00	15,025.00
Total Contractual Services		273,287.03	273,287.03	6.48	4,217,590.00	3,944,302.97

Metropolitan Library System
Statement of Encumbrances
Month of July 2010

FY-11

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	6,986.68	6,986.68	3.50	199,400.00	192,413.32
302	Postage	40,489.65	40,489.65	13.82	292,900.00	252,410.35
303	Supplies	13,836.06	13,836.06	2.95	469,147.00	455,310.94
310	Maintenance Supplies	6,615.64	6,615.64	8.94	74,000.00	67,384.36
312	Safety Supplies & Equipment	119.14	119.14	1.15	10,400.00	10,280.86
321	Gasoline & Oil	79.52	79.52	.18	43,000.00	42,920.48
322	Vehicle Parts & Repairs	29.68	29.68	.12	25,000.00	24,970.32
330	Programming Activities	29,127.46	29,127.46	12.04	242,015.00	212,887.54
331	Other Commodities	805.95	805.95	2.27	35,468.00	34,662.05
Total Commodities		98,089.78	98,089.78	7.05	1,391,330.00	1,293,240.22

Capital Outlays

401	Books & Materials	222,568.43	222,568.43	5.29	4,210,800.00	3,988,231.57
404	Government Documents	.00	.00	.00	5,000.00	5,000.00
405	Book Repairs & Bindings	.00	.00	.00	2,200.00	2,200.00
407	Periodicals & Subscriptions	9,912.00	9,912.00	5.86	169,200.00	159,288.00
408	Furniture, Fixtures, & Equipme	409.74	409.74	.18	233,819.00	233,409.26
409	Motor Vehicles	.00	.00	.00	100,000.00	100,000.00
410	Automation System & Equipment	2,811.86	2,811.86	.48	583,680.00	580,868.14
450	Capital Projects	74,993.67	74,993.67	1.18	6,353,848.00	6,278,854.33
490	Capital Reserves - Current	.00	.00	.00	-586,277.52	-586,277.52
499	Reserve Carryover - Prior	.00	.00	.00	19,270,320.31	19,270,320.31
Total Capital Outlays		310,695.70	310,695.70	1.02	30,342,589.79	30,031,894.09
Total Budget		2,564,498.68	2,564,498.68	4.60	55,800,299.79	53,235,801.11

Monthly Journal Entries -- July 2010

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
1	1201	2010 Ad Valorem Tax	\$ 28,553,467.00	
	1251	Reserve for Delinquent Tax		\$ 2,595,770.00
	3900	Fund Balance	\$ 30,351,569.62	
	3401	Projected Mis. Revenue - State Aid	\$ 286,404.00	
	3403	Projected Mis. Revenue - Fines	\$ 527,400.00	
	3001	2010-11 Reserve for Appropriation		\$57,123,070.62
		Opening entry -- setting up appropriation based on preliminary budget approved by the Commission 6/17/10.		

Investments

2	1001	Cash	\$ 122.46	
	3602	Interest Income		\$ 122.46
		Interest from Fidelity CD		
3	1001	Cash	\$ 2,948.08	
	3602	Interest Income		\$ 2,948.08
		Interest from MidFirst CD		
4	1001	Cash	\$ 2,017,000.00	
	1101	Investments		\$ 2,000,000.00
	3602	Interest Income		\$ 17,000.00
		Called 3133xwkc2 Fed Home Ln Bks		
5	1001	Cash		\$ 2,000,000.00
	1101	Investments	\$ 2,000,000.00	
		Purchased 31337ofc7 Fed Home Ln Bks		
6	1001	Cash	\$ 2,040,200.00	
	1101	Investments		\$ 2,000,000.00
	3602	Interest Income		\$ 40,200.00
		Called 3133xrw4 Fed Home Ln Bks		
7	1001	Cash	\$ 2,023,500.00	
	1101	Investments		\$ 2,000,000.00
	3602	Interest Income		\$ 23,500.00
		Called 3128x84g4 Fed Home Ln Mtg Co		
8	1001	Cash	\$ 2,025,000.00	
	1101	Investments		\$ 2,000,000.00
	3602	Interest Income		\$ 25,000.00
		Called 3136fjs51 Fed Natl Mtg Assoc		
9	1001	Cash	\$ 1,012,250.00	
	1101	Investments		\$ 1,000,000.00
	3602	Interest Income		\$ 12,250.00

Called 31331gc23 Fed Farm Cr Bks

10	1001	Cash	\$	20,000.00	
	3602	Interest Income			\$ 20,000.00
		Interest on 3133xp3h5 Fed Home Ln Bks			

11	1001	Cash	\$	24,500.00	
	3602	Interest Income			\$ 24,500.00
		Interest on 3136fjv57 Fed Natl Mtg Assc			

12	1001	Cash	\$	22,500.00	
	3602	Interest Income			\$ 22,500.00
		Interest on 3133xwk65 Fed Home Ln Bks			

Tax revenues

13	1001	Cash	\$	60,770.76	
	3601	Prior year Tax			\$ 60,770.76
		Ad Valorem Tax apportioned by County for 6/21 to 6/30			

14	1001	Cash	\$	46,638.60	
	3601	Prior year Tax			\$ 46,638.60
		Ad Valorem Tax apportioned by County for 7/1 to 7/15			

15	1001	Cash	\$	35,359.00	
	3401	State Aid			\$ 35,359.00
		State Aid, 2009-10 payment			

Miscellaneous revenue

16	1001	Cash	\$	13,759.68	
	3605	Mic. Reimbursements			\$ 13,759.68
		Insurance - Life:	\$ 120.80	LET	\$ 3,760.07
		Hlth Ins		LET	\$ 16.72
		Porter	206.50	Abitibi	17.29
		Patton	3,579.12	St of Okla	703.12
		Lehr	3,579.12	Literacy link copies	66.30
		Name badge	1.00	Café rent	500.00
		Ok county	32.50	Pioneer	100.00
		C L Frates refund	1,078.00	bank errors	\$ (0.86)
				total	13,759.68

Fines

17	1001	Cash	\$	50,000.00	
	3403	Projected Mic. Revenue - Fines			\$ 50,000.00
		Fines transferred to General Fund in July			

Payable entries

18	3001	Current Year Reserv. for Appropriations.	\$	2,564,498.68	
	3011	Current Year P.O. Outstanding			\$ 2,564,498.68

	3002	Prior Year Reserv. for Appropriations.	\$	202,130.53	
	3012	Prior Year P.O. Outstanding			\$ 202,130.53
		Purchase orders issued or cancelled in July			
19	3011	Current Year P.O. Outstanding	\$	2,343,616.44	
	3021	Current Year Warrants Outstanding			\$ 2,343,616.44
	3012	Prior Year P.O. Outstanding	\$	412,722.93	
	3022	Prior Year Warrants Outstanding			\$ 412,722.93
		Checks issued in July			
20	3021	Current Year Warrants Outstanding	\$	2,206,736.04	
	1001	Cash			\$ 2,206,736.04
	3022	Prior Year Warrants Outstanding	\$	551,367.22	
	1001	Cash			\$ 551,367.22
		Checks cleared Bank in July			

Bank interest and fees

21	1001	Cash	\$	1,383.77	
	3602	Bank Fees	\$	204.30	
	3602	Interest Income			\$ 1,588.07
		Interest from GF Checking Acct less fees			
22	8000	Special Fund Cash			\$ 100.97
	8815	Bank Fees	\$	193.74	
	8815	Interest Income			\$ 92.77
		Interest from SF Checking Acct less fees			

Special funds

23	8000	Special Fund Cash	\$	177,218.83	
	8815	Fines			\$ 37,854.90
	8820	Copy			\$ 8,375.02
	8805	Gift/Lost Books			\$ 3,940.79
	8810	Prepaid Fees	\$	101.88	
	8840				\$ 1,550.00
	8846				\$ 3,000.00
	8877				\$ 20,000.00
	8878				\$ 8,000.00
	8879				\$ 7,500.00
	8880				\$ 2,500.00
	8881				\$ 5,000.00
	8882				\$ 12,000.00
	8883				\$ 18,000.00
	8891				\$ 1,600.00
	8895				\$ 5,000.00
	8896				\$ 5,000.00
	8897				\$ 20,000.00
	8898				\$ 15,000.00
	8899				\$ 3,000.00

Revenues of special funds received in July, part 1

24	8000		\$	15,103.06	
	8815				\$ 15,899.78
	8815		\$	796.72	
		Revenues of special funds received in July, part2			
25	8000	Cash			\$ 65,280.66
	8815		\$	50,202.43	
	8820	Copy	\$	9,059.20	
	8805	Gift/Lost Books	\$	1,658.05	
	8948		\$	51.92	
	8963		\$	750.00	
	8863		\$	438.08	
	8833		\$	114.80	
	8843		\$	2,408.00	
	8935		\$	65.90	
	8936		\$	3.79	
	8835		\$	378.49	
	8848		\$	150.00	
		Expenditures of special funds in July			

Corrections, adjustments, and miscellaneous

26	3012		\$	404,260.96	
	3002				\$ 404,260.96
		to reverse and correct JE18, purchase orders issued			
27	1001		\$	33,789.47	
	3021				\$ 33,789.47
	3022		\$	4,746.30	
	1001				\$ 4,746.30
		to correct the amount of checks paid			
28	1001		\$	277,100.86	
	3022				\$ 277,100.86
		to reverse the previous month's accrual for payroll ACH transfers occurring early, in June vs July			
29	3001		\$	10,537.96	
	3002				\$ 10,537.96
		to correct for appropriations not cancelled			
30	8000		\$	431.99	
	8805				\$ 53.50
	8835				\$ 378.49
		to correct for voided checks from the prior year			
		Grand Total		\$ 80,374,641.59	\$80,097,540.73
					\$ 277,100.86

General Fund F.Y. 10-11

Warrant Register

July 2010

Number	Vendor/Payee	Purpose		Amount
G-00001	Bank of Oklahoma	Payroll Transmittal-Chks	39,792.26	
		Payroll Transmittal-Chks	19,091.41	
		Payroll Transmittal-Chks	165.00	59,048.67
G-00002	Bank of Oklahoma	Federal Withholding Tax	40,481.60	
		Federal Withholding Tax	2,567.10	43,048.70
G-00003	Oklahoma Tax Commission	State Withholding Tax	13,895.00	
		State Withholding Tax	915.10	14,810.10
G-00004	Mun. Employees Credit Union	Employee Cr Union Deducts	11,698.13	
		Employee Cr Union Deducts	87.50	11,785.63
G-00005	United Way of Central Oklahoma	Employee Deductions	439.69	
		Employee Deductions	21.39	461.08
G-00006	Morgan & Associates, P.C.	Employee Deductions	218.82	
		Employee Deductions	141.48	360.30
G-00007	Bank of America	Payroll Transmittal-DDep	237,713.92	
		Payroll Transmittal-DDep	38,286.94	
		Payroll Transmittal-DDep	1,100.00	277,100.86
G-00008	John Hardeman, Trustee	Employee Deductions	546.92	546.92
G-00009	Nationwide Retirement Solution	Employee Deductions	7,251.98	7,251.98
G-00010	Transamerica Worksite Mrktg.	Employee Deductions	464.64	464.64
G-00011	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,684.58	4,684.58
G-00012	Bank of Oklahoma	Employee Flexplan Deposit	28,210.75	28,210.75
G-00013	Bank of Oklahoma	Employee Soc/Sec Deposits	25,229.31	
		Employee Soc/Sec Deposits	4,102.67	
		Employee Medicare Deposit	5,900.42	
		Employee Medicare Deposit	959.50	
		Employer Soc/Sec Deposits	29,332.46	
		Employer Medicare Deposit	6,859.99	72,384.35
G-00014	MassMutual Financial Group	Employee Contrib -- DC PI	14,076.42	
		Employer Contrib -- DC PI	25,669.84	39,746.26
G-00015	ODHS Oklahoma Centralized	Employee Deductions	398.30	398.30
G-00016	Randall S. Fudge	Employee Deductions	148.09	148.09
G-00017	Administrative Services	Employee Deductions	1,279.25	1,279.25
G-00018	UNUM Life Insurance	Employee Deductions	1,398.90	
		Employee Deductions	34.00	1,432.90
G-00019	City of Del City	Rent of Library Building	400.00	400.00
G-00020	UNUM Life Insurance	Grp L-T Disab Ins Prm-JL	5,566.62	5,566.62
G-00021	U.S. Postal Service	Postage	185.00	185.00
G-00022	INTEGRIS Corporate Assistance	Group Insurance	904.00	904.00
G-00023	High-Tech-Tronics, Inc.	Maintenance of Facilities	494.10	
		Maintenance of Facilities	419.40	913.50
G-00024	Metro Parking Garage	Parking & Transportation	1,620.00	
		Parking & Transportation	630.00	2,250.00
G-00025	Dowell Parking Center	Parking & Transportation	323.00	323.00
G-00026	Vision Service Plan of	Grp Vision Ins Premium-JL	2,416.42	2,416.42
G-00027	COTPA	Parking & Transportation	1,501.37	
		Parking & Transportation	2,725.34	4,226.71
G-00028	UNUM Life Insurance	Grp LTC Insurance Prem-JL	1,602.80	1,602.80
G-00029	Gale Research	Materials	17,235.15	
		Materials	429.90	17,665.05
G-00030	Frank Ray	Parking	108.38	108.38
G-00031	Oklahoma Library Association	Memberships	111.00	
		Memberships	1,350.00	1,461.00

General Fund F.Y. 10-11

Warrant Register

July 2010

Number	Vendor/Payee	Purpose		Amount
G-00032	U.S. Postal Service	Postage	15,000.00	15,000.00
G-00033	Dun & Bradstreet	Materials	6,522.50	6,522.50
G-00034	Standard & Poor's	Materials	1,150.80	1,150.80
G-00035	Action Safety Supply Company	Programming Activities	1,200.00	1,200.00
G-00036	Andrea Melvin	Programming Activities	100.00	100.00
G-00037	Morningstar	Materials	170.00	170.00
G-00038	Amigos Library Services	Materials	6,400.50	6,400.50
G-00039	Information Today, Inc.	Materials	1,537.25	1,537.25
G-00040	Mergent Co., Inc.	Materials	9,319.00	9,319.00
G-00041	Victoria Dixon	Parking	108.38	108.38
G-00042	Kay L. Bauman	Parking	108.38	108.38
G-00043	ProQuest	Materials	33,350.00	33,350.00
G-00044	Newsbank	Materials	17,260.00	17,260.00
G-00045	Central Oklahoma American	Other Commodities	85.00	85.00
G-00046	IFMA-Headquarters	Memberships	383.00	383.00
G-00047	Learning Express	Materials	9,280.00	9,280.00
G-00048	City of Choctaw	Water & Garbage Services	676.21	676.21
G-00049	Cheryl Pernell	Parking	108.38	108.38
G-00050	Partnership for Philanthropic	Memberships	80.00	80.00
G-00051	John Utley	Telephone Services	35.00	35.00
G-00052	Thomson Reuters	Materials	767.25	767.25
G-00053	Baker & Taylor Books	Materials	4,885.00	4,885.00
G-00054	Toby Tobin	Programming Activities	300.00	300.00
G-00055	Lisa Bradley	Parking	108.38	108.38
G-00056	Savannah Mitchell	Programming Activities	100.00	100.00
G-00057	Martha Stallings	Programming Activities	135.00	135.00
G-00058	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-00059	Gale Research	Materials	8,240.80	8,240.80
G-00060	Hewlett-Packard Co.	Automation Contractual	7,231.30	7,231.30
G-00061	Oklahoma Historical Society	Subscriptions	110.00	110.00
G-00062	Angela Thornton	Supplies	79.89	79.89
G-00063	Edmond Chamber of Commerce	Memberships	313.00	313.00
G-00064	Baker & Taylor Books	Materials	3,250.88	3,250.88
G-00065	ALA Membership CSC	Memberships	159.00	
		Memberships	159.00	318.00
G-00066	Joseph Hodges	Programming Activities	450.00	450.00
G-00067	Mutual Assurance	Grp Life AD&D Ins Prm-JL	37,723.11	37,723.11
G-00068	Library Video Co.	Materials	44.90	44.90
G-00069	Full Circle Bookstore	Programming Activities	152.92	152.92
G-00070	Andia Johnson	Programming Activities	175.00	175.00
G-00071	TheStreet.com	Materials	399.00	399.00
G-00072	Ingram Library Service	Materials	2,105.90	2,105.90
G-00073	Rotary Club of Oklahoma City	Memberships	135.00	
		Other Commodities	125.00	260.00
G-00074	Ginger Waldrip	Programming Activities	100.00	100.00
G-00075	Ingram Library Service	Materials	1,413.62	1,413.62
G-00076	Jonathan W. LaPuzza	Security Services	225.00	225.00
G-00077	Dana Phillips	Parking	108.38	108.38
G-00078	Jeffrey J. Crawford	Security Services	275.00	275.00
G-00079	John Mark Dawson	Security Services	300.00	300.00
G-00080	Patrick Sciannella	Programming Activities	250.00	
		Programming Activities	500.00	

** Continued **

General Fund F.Y. 10-11

Warrant Register

July 2010

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-00080	Patrick Sciannella	Programming Activities	250.00	1,000.00
G-00081	OGS	Professional Services	26.00	26.00
G-00082	Municipal Employees Cr Union	Programming Activities	1,250.00	1,250.00
G-00083	BCALA	Professional Services	225.00	225.00
G-00084	Steve Crawford	Programming Activities	225.00	225.00
G-00085	Tomas Daugherty	Security Services	212.50	212.50
G-00086	Heritage Archives, Inc	Subscriptions	6,723.00	6,723.00
G-00087	Alice Murphy	Supplies	87.00	87.00
G-00088	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-JL	135,776.41	135,776.41
G-00089	Preston Bell	Transportation	40.00	40.00
G-00090	Steve McNutt	Programming Activities	225.00	225.00
G-00091	Thomas P. Gallagher	Transportation	20.00	20.00
G-00092	Susan H. Wood	Programming Activities	250.00	250.00
G-00093	Chris Downham	Programming Activities	225.00	225.00
G-00094	Baker & Taylor Books	Materials	8,019.83	8,019.83
G-00095	Stacy Schrank	Parking	108.38	108.38
G-00096	Dan Holman	Telephone Services	37.65	37.65
G-00097	Baker & Taylor Entertainment	Materials	1,213.35	1,213.35
G-00098	Tyler Outdoor Advertising, LLC	Library-Related Services	3,200.00	3,200.00
G-00099	Erin L. Oldfield	Programming Activities	300.00	300.00
G-00100	Savannah Mitchell	Programming Activities	100.00	200.00
G-00101	Pacific Telemanagement Service	Telephone Services	78.00	156.00
G-00102	Bank of Oklahoma	Payroll Transmittal-Chks	40,175.84	57,870.68
G-00103	Bank of Oklahoma	Payroll Transmittal-Chks	17,694.84	44,907.70
G-00104	Oklahoma Tax Commission	Federal Withholding Tax	42,717.60	15,299.10
G-00105	Mun. Employees Credit Union	Federal Withholding Tax	2,190.10	11,748.13
G-00106	United Way of Central Oklahoma	State Withholding Tax	14,522.00	11,835.63
G-00107	Morgan & Associates, P.C.	State Withholding Tax	777.10	461.08
G-00108	Bank of America	Employee Cr Union Deducts	11,748.13	510.23
G-00109	John Hardeman, Trustee	Employee Cr Union Deducts	87.50	250,504.90
G-00110	Nationwide Retirement Solution	Employee Deductions	439.69	35,408.91
G-00111	Transamerica Worksite Mrktg.	Employee Deductions	21.39	546.92
G-00112	Metro Library Sys Pension Trst	Employee Deductions	21.39	7,351.98
G-00113	Bank of Oklahoma	Employee Deductions	417.75	464.64
G-00114	Bank of Oklahoma	Employee Deductions	92.48	4,780.45
		Payroll Transmittal-DDep	250,504.90	13,066.77
		Payroll Transmittal-DDep	35,408.91	26,143.70
		Employee Deductions	546.92	3,777.92
		Employee Deductions	7,351.98	6,114.20
		Employee Deductions	464.64	883.55
		Employee Contrib -- DB PI	4,780.45	29,921.56
		Employee Flexplan Deposit	13,066.77	6,997.83
		Employee Soc/Sec Deposits	26,143.70	73,838.76
		Employee Soc/Sec Deposits	3,777.92	13,919.03
		Employee Medicare Deposit	6,114.20	25,398.54
		Employee Medicare Deposit	883.55	39,317.57
		Employer Soc/Sec Deposits	29,921.56	
		Employer Medicare Deposit	6,997.83	
G-00115	MassMutual Financial Group	Employee Contrib -- DC PI	13,919.03	
		Employer Contrib -- DC PI	25,398.54	

General Fund F.Y. 10-11

Warrant Register

July 2010

Number	Vendor/Payee	Purpose		Amount
G-00116	ODHS Oklahoma Centralized	Employee Deductions	398.30	398.30
G-00117	Randall S. Fudge	Employee Deductions	148.09	148.09
G-00118	Administrative Services	Employee Deductions	1,279.25	1,279.25
G-00119	City of Midwest City, Inc.	Water & Garbage Services	290.58	290.58
G-00120	O G & E	Electrical Services	3,685.08	3,685.08
G-00121	City of Bethany	Water & Garbage Services	127.56	127.56
G-00122	City of the Village	Water & Garbage	91.41	91.41
G-00123	Southwestern Stationers, Inc.	Supplies	14.24	
		Printing	5,726.00	5,740.24
G-00124	Synergy Datacom Supply, Inc.	Maintenance of Facilities	3.09	3.09
G-00125	AT&T	Telephone Services	281.14	
		Telephone Services	357.48	
		Telephone Services	101.06	739.68
G-00126	City of Edmond	Electrical Services	4,893.47	4,893.47
G-00127	South OKC Chamber of Commerce	Memberships	325.00	325.00
G-00128	Baker & Taylor Books	Materials	4,004.45	4,004.45
G-00129	Susie Beasley	Programming	96.02	96.02
G-00130	Robert A. Burton	Security Services	212.50	212.50
G-00131	Bill Warren Office Products	Supplies	151.20	151.20
G-00132	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-00133	U.S. Postmaster	Postage	50.44	50.44
G-00134	Eureka Water Co.	Maintenance of Facilities	71.97	71.97
G-00135	Gale Group	Materials	604.63	604.63
G-00136	Business and Legal Reports	Subscriptions	895.00	895.00
G-00137	OKCMLC	Memberships	100.00	100.00
G-00138	LexisNexis Matthew Bender	Materials	4,660.50	4,660.50
G-00139	The Norman Transcript	Subscriptions	216.00	216.00
G-00140	California Newsreel	Materials	30.95	30.95
G-00141	Morningstar	Materials	7,200.00	7,200.00
G-00142	Amigos Library Services	Network Catalog Services	59,000.00	
		Materials	1,234.00	60,234.00
G-00143	Price Digests	Materials	659.45	659.45
G-00144	Shawver & Son	Maintenance of Facilities	507.06	507.06
G-00145	Jonathan Willis	Telephone Services	35.00	35.00
G-00146	Metrocall Wireless	Telephone Services	80.68	80.68
G-00147	Random House, Inc	Materials	568.80	568.80
G-00148	Scott's Printing & Copying	Printing	21.00	
		Printing	398.08	419.08
G-00149	Ingram Library Service	Materials	1,561.48	1,561.48
G-00150	Charles B. Demery	Security Services	237.50	237.50
G-00151	Dana Morrow	Other Commodities	129.69	129.69
G-00152	High-Tech-Tronics, Inc.	Maintenance of Facilities	104.85	104.85
G-00153	OverDrive, Inc fka	Materials	6,086.03	6,086.03
G-00154	Ingram Library Service	Materials	808.57	808.57
G-00155	Jonathan W. LaPuzza	Security Services	225.00	225.00
G-00156	Evans Hardware	Maintenance of Facilities	21.68	
		Maintenance of Facilities	67.21	
		Maintenance of Facilities	9.35	
		Maintenance of Facilities	21.58	119.82
G-00157	Jeffrey J. Crawford	Security Services	325.00	325.00
G-00158	Jurden Brown, Jr.	Security Services	150.00	150.00
G-00159	Michael Corley	Programming Activities	189.00	189.00

General Fund F.Y. 10-11

Warrant Register

July 2010

Number	Vendor/Payee	Purpose		Amount
G-00160	John Paul	Security Services	325.00	325.00
G-00161	Stanley Campbell	Security Services	212.50	212.50
G-00162	Jerry's Contracting	Maintenance of Facilities	1,085.00	1,085.00
G-00163	Cultural Arts Series -Oklahoma	Programming Activities	1,728.48	1,728.48
G-00164	City of Edmond	Water & Garbage Services	483.60	483.60
G-00165	Timothy W. Brewer, Jr.	Security Services	162.50	162.50
G-00166	Lisa M. Wood	Other Commodities	123.45	123.45
G-00167	John Wood	Telephone Services	50.00	50.00
G-00168	C. L. Frates & Co.	Insurance	27.50	27.50
G-00169	Baker & Taylor Entertainment	Materials	2,050.66	2,050.66
G-00170	Arts Council of Oklahoma City	Programming Activities	12,035.00	12,035.00
G-00171	Walmart Community	Programming Activities	171.36	171.36
G-00172	MetroFamily Magazine	Library-Related Services	1,449.00	1,449.00
G-00173	Special Ops Security	Security Services	8,362.25	8,362.25
G-00174	Chase Card Services	Professional Services	8.00	8.00
G-00175	John L. Hilbert	Programming Activities	162.50	162.50
G-00176	Reef Shop Warehouse	Maintenance of Facilities	120.93	120.93
G-00177	FOLIO Treasurer	Memberships	100.00	100.00
G-00178	Donna Morris	Parking & Transportation	450.00	450.00
G-00179	Star Lighting	Maintenance of Facilities	75.70	75.70
G-00180	Cox Communications, Inc.	Telephone Service	12.71	12.71
G-00181	Baker & Taylor Books	Materials	13,661.36	13,661.36
G-00182	Baker & Taylor Books	Materials	8,470.09	8,470.09
G-00183	Baker & Taylor Books	Materials	1,246.06	1,246.06
G-00184	Toby Tobin	Programming Activities	400.00	400.00
G-00185	Smart Technologies	AUTOMATION CONTRACTUAL	450.00	450.00
G-00186	Erika Sterling	Maintenance of Facilities	120.00	120.00
G-00187	Cox Systems Technology, Inc.	Maintenance of Facilities	90.00	90.00
G-00188	Alexandra Brodt	Programming Activities	150.00	150.00
G-00189	Erin L. Oldfield	Programming Activities	100.00	100.00
G-00190	Savannah Mitchell	Programming Activities	100.00	100.00
G-00191	Vernon L. Kriethe	Security Services	37.50	37.50
G-00192	Regina Fields	Mileage	5.50	5.50
G-00194	Matthew Maggiacomo	Programming Activities	600.00	600.00
G-00195	Martha Stallings	Programming Activities	100.00	100.00
G-00196	City of Del City	Rent of Library Building	400.00	400.00
G-00197	Bradford Industrial Suppl Corp	Maintenance of Facilities	67.64	67.64
G-00198	O G & E	Electrical Services	17,851.51	17,851.51
G-00199	Oklahoma Natural Gas Co.	Gas Services	105.35	
		Gas Services	118.15	
		Gas Services	233.31	456.81
G-00200	City of Oklahoma City	Water & Garbage Services	1,044.90	
		Water & Garbage Services	255.91	1,300.81
G-00201	Southwestern Stationers, Inc.	supplies	11.10	11.10
G-00202	Demco	Supplies	32.44	
		Programming Supplies	21.60	54.04
G-00203	University Printing Services	Printing	62.23	62.23
G-00204	City of Warr Acres	Water & Garbage Services	55.70	55.70
G-00205	Synergy Datacom Supply, Inc.	Furniture,/Fixtures & Equ	103.88	103.88
G-00206	AT&T	Telephone Services	143.22	143.22
G-00207	Frank Ray	Mileage	22.50	22.50
G-00208	U.S. Postal Service	Postage	15,000.00	15,000.00

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Number	Vendor/Payee	Purpose		Amount
G-00209	Bill Warren Office Products	Supplies	25.70	25.70
G-00210	TDS Telecom	Telephone Services	1,275.68	1,275.68
G-00211	ALA Membership CSC	Memberships	163.00	163.00
G-00212	Blackbaud	Professional Services	1,500.00	1,500.00
G-00213	Keystone Tape & Label, Inc.	Printing	779.37	779.37
G-00214	United Refrigeration, Inc.	Maintenance of Facilities	119.19	119.19
G-00215	Pure Service Corp.	Janitorial Services	16,170.00	
		Janitorial Services	9,295.00	
		Janitorial Services	848.00	
		Janitorial Services	715.00	
		Janitorial Services	181.00	
		Janitorial Services	10,579.00	
		Janitorial Services	2,545.00	
		Janitorial Services	450.00	40,783.00
G-00216	Gale Group	Materials	940.07	940.07
G-00217	Del City Chamber of Commerce	Memberships	120.00	120.00
G-00218	JoNita Normore	Mileage	16.50	16.50
G-00219	Michael Owens	Professional Services	225.00	225.00
G-00220	Library Video Co.	Materials	134.55	134.55
G-00221	Floyd Stokes	Programming Activities	150.00	150.00
G-00222	Commercial Concepts, Inc.	Automation Contractual	236.25	236.25
G-00223	Dominion Enterprises/The	Library-Related Services	360.00	360.00
G-00224	Filtration Services Group, LLC	Maintenance of Facilities	401.80	401.80
G-00225	XPEDX	Maintenance Supplies	76.92	76.92
G-00226	Dana Morrow	Gasoline	79.52	79.52
G-00227	High-Tech-Tronics, Inc.	Maintenance of Facilities	255.00	
		Maintenance of Facilities	344.25	599.25
G-00228	Audio Editions	Materials	548.09	548.09
G-00229	OverDrive, Inc fka	Materials	3,190.53	3,190.53
G-00230	Building Specialties	Maintenance of Facilities	135.36	135.36
G-00231	Chickasaw Telecom, Inc.	Automational Contractual	1,672.00	1,672.00
G-00232	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	88.50	88.50
G-00233	Specialty Roll Products	Maintenance Supplies	924.00	924.00
G-00234	Center Point Large Print	Materials	521.82	521.82
G-00235	Studio Architecture PC	Capital Projects	275.00	275.00
G-00236	Sarah Grote	Programming Activities	100.00	100.00
G-00237	Presort First Class	Postage	85.85	85.85
G-00238	Steve Crawford	Programming Activities	200.00	200.00
G-00239	OPHRA	Professional Services	40.00	
		Memberships	130.00	170.00
G-00240	Omniplex	Programming Activities	150.00	
		Programming Activities	900.00	
		Programming Activities	150.00	1,200.00
G-00241	Bank of Oklahoma	Group Insurance	577.89	577.89
G-00242	Dowell Parking Center	Parking & Transportation	323.00	323.00
G-00243	Novalco, Inc	Maintenance of Facilities	122.40	122.40
G-00244	Amazon/GE Money Bank	Supplies	85.66	
		Supplies	18.32	
		Supplies	46.61	150.59
G-00245	Baker & Taylor Entertainment	Materials	6,585.15	6,585.15
G-00246	Walmart Community	Programming Activities	7.97	
		SAFETY SUPPLIES	119.14	

** Continued **

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July 2010

Number	Vendor/Payee ** Continued **	Purpose		Amount
G-00246	Walmart Community	SUPPLIES	299.85	426.96
G-00247	John L. Hilbert	Mileage	26.50	
		Programming Activities	93.73	120.23
G-00248	USPS/BME	Postage	770.00	770.00
G-00249	Reef Shop Warehouse	Maintenance of Facilities	66.95	66.95
G-00250	Steve McNutt	Programming Activities	150.00	150.00
G-00251	Katia Vissers	Programming Activities	50.00	50.00
G-00252	Susan H. Wood	Programming Activities	210.00	210.00
G-00253	Erin Schalk	Programming Activities	100.00	100.00
G-00254	Chris Downham	Programming Activities	150.00	150.00
G-00255	Staples Advantage	Maintenance Supplies	98.99	98.99
G-00256	Baker & Taylor Books	Materials	5,823.25	
		Materials	4,109.44	9,932.69
G-00257	Baker & Taylor Books	Materials	2,804.67	
		Materials	1,857.28	4,661.95
G-00258	Baker & Taylor Books	Materials	5,505.95	5,505.95
G-00259	Clarissa Sharp	Programming Activities	75.00	75.00
G-00260	Felipe Ayala	Maintenance of Facilities	1,300.00	1,300.00
G-00261	Smart Technologies	Automation Contractual	114.00	114.00
G-00262	Baker & Taylor Entertainment	Materials	1,703.97	1,703.97
G-00263	Provantage	Supplies	358.87	358.87
G-00264	Gregory Rodgers	Programming Activities	450.00	450.00
G-00265	Erin L. Oldfield	Programming Activities	32.50	32.50
G-00266	Jessica Minter	Mileage	13.78	13.78
G-00267	Alison Harris McAnally	Programming Activities	100.00	100.00
G-00268	Michelle Smith	Programming Activities	100.00	100.00
G-00269	Kathy C. Brown	Programming Activities	87.50	87.50
G-00270	Bank of Oklahoma	Payroll Transmittal-Chks	42,299.81	
		Payroll Transmittal-Chks	19,754.92	62,054.73
G-00271	Bank of Oklahoma	Federal Withholding Tax	44,884.60	
		Federal Withholding Tax	2,554.10	47,438.70
G-00272	Oklahoma Tax Commission	State Withholding Tax	15,266.00	
		State Withholding Tax	881.10	16,147.10
G-00273	Mun. Employees Credit Union	Employee Cr Union Deducts	11,810.13	
		Employee Cr Union Deducts	87.50	11,897.63
G-00274	Morgan & Associates, P.C.	Employee Deductions	263.57	
		Employee Deductions	142.76	406.33
G-00275	Bank of America	Payroll Transmittal-DDep	258,012.43	
		Payroll Transmittal-DDep	38,119.66	296,132.09
G-00276	John Hardeman, Trustee	Employee Deductions	546.92	546.92
G-00277	Nationwide Retirement Solution	Employee Deductions	7,305.98	7,305.98
G-00278	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,698.79	4,698.79
G-00279	Bank of Oklahoma	Employee Soc/Sec Deposits	26,844.45	
		Employee Soc/Sec Deposits	4,131.49	
		Employee Medicare Deposit	6,278.14	
		Employee Medicare Deposit	966.21	
		Employer Soc/Sec Deposits	30,976.03	
		Employer Medicare Deposit	7,244.42	76,440.74
G-00280	MassMutual Financial Group	Employee Contrib -- DC PI	14,187.81	
		Employer Contrib -- DC PI	25,899.65	40,087.46
G-00281	ODHS Oklahoma Centralized	Employee Deductions	398.30	398.30

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Number	Vendor/Payee	Purpose		Amount
G-00282	Randall S. Fudge	Employee Deductions	149.83	149.83
Total of FY 10-11 Warrants Issued				\$ 2,343,616.44

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Number	Vendor/Payee	Purpose		Amount
G-05754	Medco Supply Company	Postage	9.95	9.95
G-05755	Crowe & Dunlevy	Professional Services	5,537.50	5,537.50
G-05756	Sharon Thompson	Lee Brawner Scholarship	450.00	450.00
G-05757	Baker & Taylor Entertainment	Materials	1,082.64	1,082.64
G-05758	Teaching Company	Materials	449.70	449.70
G-05759	Baker & Taylor Books	Materials	1,027.78	
		Materials	1,395.91	
		Materials	4,384.28	6,807.97
G-05760	Baker & Taylor Books	Materials	451.55	
		Materials	1,520.09	1,971.64
G-05761	Mackin	Materials	275.65	275.65
G-05762	Shoplet	Supplies	89.90	89.90
Total of FY 09-10 Warrants Issued				\$ 412,727.33

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Number	Vendor/Payee	Purpose		Amount
G-05502	O G & E	Electrical Services	8,143.93	8,143.93
G-05503	Oklahoma Natural Gas Co.	Gas Services	184.63	
		Gas Services	278.74	
		Gas Services	95.87	559.24
G-05504	Brodart, Inc.	Supplies	1,680.00	
		Supplies	2,992.50	
		Supplies	1,794.00	6,466.50
G-05505	Southwestern Stationers, Inc.	Printing	5,154.00	
		Supplies	28.30	5,182.30
G-05506	Demco	Supplies	287.29	
		Supplies	1,925.00	
		Supplies	88.69	2,300.98
G-05507	Alma L. Brown	Programming Activities	17.28	17.28
G-05508	Richard Rea	Mileage	24.50	24.50
G-05509	Frank Ray	Mileage	44.00	44.00
G-05510	Susie Beasley	Supplies	40.93	
		Safety Supplies & Equip	83.77	124.70
G-05511	Donna Morris	Travel Expenses	492.49	
		Travel Expenses	793.75	1,286.24
G-05512	Karen Marriott	Travel Expenses	529.00	
		Travel Expenses	426.50	955.50
G-05513	Cheryl Mann	Mileage	13.50	13.50
G-05514	Charles S. Isaacs	Mileage	42.25	42.25
G-05515	CompSource Oklahoma	Workers Comp. Insurance	11,466.00	11,466.00
G-05516	Action Safety Supply Company	Programming Activities	2,000.00	2,000.00
G-05517	Barbara Beasley	Mileage	11.25	11.25
G-05518	Shayla Law	Mileage	11.50	11.50
G-05519	FedEx	Library-Related Services	9.55	
		Postage	69.10	78.65
G-05520	Recorded Books, LLC	Materials	115.87	115.87
G-05521	Phillip Tolbert	Programming Activities	88.26	
		Programming Activities	92.00	
		Other Commodities	132.00	312.26
G-05522	Pure Service Corp.	Janitorial Services	16,170.00	
		Janitorial Services	9,295.00	
		Janitorial Services	848.00	
		Janitorial Services	715.00	
		Janitorial Services	181.00	
		Janitorial Services	4,955.00	
		Janitorial Services	2,035.00	
		Janitorial Services	195.00	34,394.00
G-05523	Sylvia Lawson	Mileage	10.75	10.75
G-05524	Films for the Humanities	Materials	566.83	566.83
G-05525	Salem Press Accounting Office	Materials	1,675.00	1,675.00
G-05526	TTA-Research and Guidance	Materials	1,895.00	1,895.00
G-05527	Staples Business Advantage	Supplies	53.41	53.41
G-05528	Anne G. Fischer	Mileage	35.50	35.50
G-05529	California Newsreel	Materials	1,328.70	1,328.70
G-05530	Library Video Co.	Materials	371.76	371.76
G-05531	INTEGRIS Corporate Assistance	Group Insurance	898.00	898.00
G-05532	Jonathan Willis	Mileage	24.50	24.50
G-05533	Diane Sarantakos	Travel Expenses	425.50	425.50

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July 2010

Number	Vendor/Payee	Purpose		Amount
G-05534	Random House, Inc	Materials	1,868.60	1,868.60
G-05535	5th Street Garage	Parking	32.29	32.29
G-05536	Scott's Printing & Copying	Printing	13.95	13.95
G-05537	Brilliance Corporation	Materials	1,933.71	1,933.71
G-05538	Ingram Library Service	Materials	2,371.02	2,371.02
G-05539	Julia Ballou	Supplies	64.99	64.99
G-05540	Walker Companies	Supplies	188.15	
		Other Commodities	31.50	219.65
G-05541	Audio Editions	Materials	1,299.61	1,299.61
G-05542	Sweat Equity Productions LLC	Library-Related Services	4,370.00	4,370.00
G-05543	SmileMakers, Inc.	Programming Supplies	119.34	119.34
G-05544	Lynda G. Bahr	Mileage	41.70	41.70
G-05545	Stuart Williamson	Mileage	118.25	
		Supplies	61.16	179.41
G-05546	Lions Club of Oklahoma City	Memberships	120.00	120.00
G-05547	Porch School Supply	Programming Activities	71.66	71.66
G-05548	AV Cafe Inc	Materials	15.00	15.00
G-05549	Matthew Cotter	Mileage	49.00	49.00
G-05550	Ingram Library Service	Materials	45.49	45.49
G-05551	Town of Luther	Water & Garbage Services	55.75	55.75
G-05552	Perry Publishing Co.	Library-Related Services	1,000.00	1,000.00
G-05553	Kay L. Bauman	Travel Expenses	375.00	
		Other Commodities	84.00	459.00
G-05554	Landon Holman	Mileage	51.00	51.00
G-05555	Evans Hardware	Maintenance of Facilities	11.46	11.46
G-05556	Katrina Prince	Other Commodities	180.00	180.00
G-05557	Benjamin Mount	Mileage	19.21	19.21
G-05558	City of Harrah	Water & Garbage Services	47.80	47.80
G-05559	Amazon/GE Money Bank	Programming Supplies	91.61	
		Supplies	93.09	184.70
G-05560	Todd Olberding	Telephone Services	87.02	87.02
G-05561	Baker & Taylor Entertainment	Materials	2,254.82	
		Materials	2,328.91	4,583.73
G-05562	Kimberly A Terry	Travel Expenses	402.80	402.80
G-05563	Allied Waste Services #060	Water & Garbage Services	985.10	985.10
G-05564	Pamela Buchanan	Mileage	83.00	83.00
G-05565	Teaching Company	Materials	1,059.50	1,059.50
G-05566	Clear Channel Broadcasting Inc	Livrary Related Services	2,538.00	2,538.00
G-05567	Star Lighting	Maintenance of Facilities	74.50	
		Maintenance of Facilities	200.34	
		Maintenance of Facilities	77.50	352.34
G-05568	Cintas Corp.	Maintenance of Facilities	520.05	520.05
G-05569	Kelley Hoffman	Mileage	10.50	10.50
G-05570	The Training Network	Safety Supplies & Equip	413.95	413.95
G-05571	Baker & Taylor Books	Materials	3,113.05	
		Materials	1,387.94	
		Materials	2,878.73	
		Materials	4,158.20	
		Materials	280.28	11,818.20
G-05572	Baker & Taylor Books	Materials	947.96	
		Materials	739.59	1,687.55
G-05573	Sabre Technologies	Computer Equipment	3,372.00	3,372.00

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Number	Vendor/Payee	Purpose		Amount
G-05574	Patrick Williams	Professional Services	400.00	400.00
G-05575	Lisa Bradley	Mileage	17.25	17.25
G-05576	Cheryl Coleman	Mileage	37.00	37.00
G-05577	Mackin	Materials	55.20	55.20
G-05578	Jamar Rahming	Other Commodities	56.96	56.96
G-05579	Rainbow Valley Heros	Materials	2,099.93	2,099.93
G-05580	Shoplet	Supplies	712.25	712.25
G-05581	City of Oklahoma City	Water & Garbage	228.89	
		Water & Garbage	239.11	
		Water & Garbage	398.77	866.77
G-05582	Weston Woods Accts Receivable	Materials	857.06	857.06
G-05583	Recorded Books, LLC	Materials	1,301.39	1,301.39
G-05584	Gale Group	Materials	391.40	391.40
G-05585	Live Oak Media	Materials	20.47	20.47
G-05586	Library Video Co.	Materials	205.30	205.30
G-05587	Kultur International Films	Materials	574.23	574.23
G-05588	Blackstone Audio Books	Materials	325.00	325.00
G-05589	Random House, Inc	Materials	493.60	493.60
G-05590	A T & T Mobility	Telephone Services	96.13	96.13
G-05591	XPEDX	Equipment	14,607.74	
		Supplies	1,343.58	15,951.32
G-05592	Audio Editions	Materials	898.57	898.57
G-05593	AV Cafe Inc	Materials	1,314.78	1,314.78
G-05594	Southwest Paper - OKC	Maintenance Supplies	286.79	286.79
G-05595	Baker & Taylor Entertainment	Materials	1,206.11	
		Materials	848.48	2,054.59
G-05596	Baker & Taylor Books	Materials	2,048.93	
		Materials	1,375.05	
		Materials	6,221.72	
		Materials	2,025.55	
		Materials	938.85	12,610.10
G-05597	Baker & Taylor Books	Materials	565.72	
		Materials	2,510.39	
		Materials	4,382.01	
		Materials	404.84	7,862.96
G-05598	Kidsafety of America	Materials	1,077.23	1,077.23
G-05599	Metropolitan Library System	Parking	6.00	
		Professional Services	114.00	
		Postage	48.27	
		Supplies	65.54	
		Programming Activities	114.44	
		Programming Activities	110.77	
		Programming	24.70	
		Other Commodities	122.76	606.48
G-05600	Locke Supply Co.	Maintenance of Facilities	10.32	
		Maintenance of Facilities	94.52	104.84
G-05601	Highsmith Co., Inc.	Supplies	16.92	16.92
G-05602	Angela Thornton	Mileage	57.00	57.00
G-05603	J. Siobhan Morava	Mileage	87.54	87.54
G-05604	American Express	Supplies	27.56	
		Supplies	51.52	
		Furniture	1,457.15	

** Continued **

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Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-05604	American Express	Supplies	633.54	
		Supplies	286.88	
		Supplies	800.75	
		Programming Supplies	794.84	
		Maintenance Supplies	275.37	
		Programming Supplies	78.94	
		Automation Contractual	371.87	
		Automation Contractual	535.56	
		Supplies	188.68	
		Equipment	338.81	
		Supplies	210.65	
		Programming Supplies	27.88	
		Maintenance of Facilities	89.45	
		Safety Supplies	26.92	
		Supplies	223.40	
		Safety Supplies & Equip	296.60	
		Furniture	138.00	
		Supplies	139.74	
		Automation Supplies	1,270.54	
		Automation Software	5,800.00	
		Automation Software	3,500.00	
		Automation Software	200.00	17,764.65
G-05605	KQOB-FM	Library-Related Services	1,560.00	1,560.00
G-05606	KTUZ TV	Library-Related Services	2,520.00	2,520.00
G-05607	Staples Business Advantage	Supplies	48.54	48.54
G-05608	Anne G. Fischer	Telephone Services	50.00	50.00
G-05609	BayScan Technologies	Computer Equipment	6,694.50	6,694.50
G-05610	Rosemary Czarski	Other Commodities	138.28	138.28
G-05611	KTUZ Radio	Library-Related Services	2,160.00	2,160.00
G-05612	Francie Pendleton	Mileage	12.96	12.96
G-05614	Lakeshore Learning Materials	Programming Supplies	342.34	342.34
G-05615	OverDrive, Inc fka	Books & Materials	1,784.16	1,784.16
G-05616	Lynda G. Bahr	Mileage	84.80	84.80
G-05617	Norman Transcript	Legal Adv-Retail Sale	54.00	54.00
G-05618	Vickie Ross	Mileage	4.75	4.75
G-05619	Voss Lighting	Maintenance of Facilities	65.80	65.80
G-05620	Frances V. Harbert	Mileage	10.45	10.45
G-05621	Jonathan W. LaPuzza	Security Services	325.00	325.00
G-05622	Jana Hausburg	Mileage	15.00	15.00
G-05623	Barnes & Noble, Inc.	Books & Materials	1,309.95	1,309.95
G-05624	Anita Roesler	Mileage	74.35	74.35
G-05625	Jimmy Welch	Mileage	13.75	
		Telephone Services	50.00	63.75
G-05626	Cox Media Oklahoma City	Library-Related Services	6,214.00	
		Library-Related Services	1,000.00	
		Library-Related Services	2,195.00	9,409.00
G-05627	Baker & Taylor	Programming Gifts	275.20	275.20
G-05628	Evans Hardware	Maintenance of Facilities	27.75	27.75
G-05629	Jeffrey J. Crawford	Security Services	162.50	162.50
G-05630	Jurden Brown, Jr.	Security Services	325.00	325.00
G-05631	Scholastic Inc	Programming Activities	2,714.35	2,714.35

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Number	Vendor/Payee	Purpose		Amount
G-05632	John Paull	Security Services	325.00	325.00
G-05633	Stanley Campbell	Security Services	212.50	212.50
G-05634	Southwest Paper - OKC	Supplies	199.24	199.24
G-05635	KVSP FM	Library-Related Services	900.00	900.00
G-05636	Sharon A. Nolan	Programming Activities	276.64	276.64
G-05637	Ruby Soutiere	Mileage	3.16	3.16
G-05638	Aaron Killough	Mileage	13.25	13.25
G-05639	Kelley Riha	Mileage	213.30	213.30
G-05640	Novalco, Inc	Maintenance of Facilities	267.00	267.00
G-05641	Carol L. Roberts	Programming Activities	179.13	179.13
G-05642	Kevin Colwell	Mileage	11.25	11.25
G-05643	ULINE	Maintenance Supplies	143.83	143.83
G-05644	Carrie Webber	Programming Activities	100.00	100.00
G-05645	Oklahoma Press Service	Library-Related Services	130.35	130.35
G-05646	Abolghasem Siavashi	Mileage	4.50	4.50
G-05647	KJKE FM Radio	Library-Related Services	1,920.00	1,920.00
G-05648	Todd Olberding	Mileage	213.15	213.15
G-05649	Upstate Networks, Inc.	Supplies	616.90	616.90
G-05650	LaWana D. Morgan	Mileage	6.36	6.36
G-05651	Bill's Pavement Maintenance	Maintenance of Facilities	1,500.00	1,500.00
G-05652	John L. Hilbert	Programming Activities	101.44	101.44
G-05653	Oyate	Programming Activities	1,891.20	1,891.20
G-05654	Children's Software Online	Software	5,168.50	
		Software	3,370.00	8,538.50
G-05655	Magic 104.1 KMGL	Library-Related Services	2,340.00	2,340.00
G-05656	John Utley	Mileage	46.00	46.00
G-05657	Melissa Weathers	Mileage	19.95	19.95
G-05658	KOMA-FM Oklahoma City	Library-Related Services	1,060.00	1,060.00
G-05659	Myers Landscape Management,	Maintenance of Facilities	1,715.00	
		Maintenance of Facilities	1,205.00	
		Maintenance of Facilities	2,070.00	4,990.00
G-05660	Staples Advantage	Supplies	158.85	158.85
G-05661	Securitas Security USA, Inc.	Security Services	6,955.69	6,955.69
G-05662	Trane Co.	Maintenance of Facilities	499.50	499.50
G-05663	WWLS-AM	Library-Related Services	1,700.00	1,700.00
G-05664	KYIS 98.9 FM	Library-Related Services	1,740.00	1,740.00
G-05665	Kyle D. Dake	Security Services	150.00	150.00
G-05666	Christopher Carroll	Mileage	116.88	116.88
G-05667	Dan Holman	Mileage	123.00	123.00
G-05668	R. Justin Herwig	Mileage	59.75	59.75
G-05669	Tyler Outdoor Advertising, LLC	Library-Related Services	1,625.00	1,625.00
G-05670	Benjamin Phillip Smith	Programming Activities	50.00	50.00
G-05671	KRMP AM/UOTV	Library-Related Services	600.00	600.00
G-05672	Stormy Lee	Mileage	2.00	2.00
G-05673	Jason K. Saxon	Security Services	437.50	437.50
G-05674	KKNG FM Radio	Library- Related Services	960.00	960.00
G-05675	Shoplet	Safety Supplies	57.59	57.59
G-05676	Metropolitan Library System	Postage	40.85	
		Supplies	15.08	
		Programming Activities	96.42	
		Other Commodities	72.91	225.26
G-05677	O G & E	Electrical Services	13,812.25	13,812.25

General Fund F.Y. 09-10

Warrant Register

July 2010

Number	Vendor/Payee	Purpose		Amount
G-05678	Oklahoma Natural Gas Co.	Gas Services	278.58	278.58
G-05679	City of Oklahoma City	Water & Garbage	296.48	296.48
G-05680	Southwestern Stationers, Inc.	Printing	674.00	674.00
G-05681	Demco	Supplies	86.04	86.04
G-05682	Highsmith Co., Inc.	Supplies	77.16	77.16
G-05683	Donna Morris	Telephone Services	50.00	
		Donna Morris	50.00	100.00
G-05684	Oklahoma State Association	Professional Services	200.00	200.00
G-05685	Lectorum Publications, Inc	Programming Activities	230.38	230.38
G-05686	Charles S. Isaacs	Telephone Services	35.00	35.00
G-05687	ALA Membership CSC	Memberships	53.36	53.36
G-05688	Arnold M.Upshaw	Security Services	175.00	175.00
G-05689	WCA Waste Corporation	Maintenance of Facilities	26.15	26.15
G-05690	FedEx	Postage	5.13	5.13
G-05691	Recorded Books, LLC	Materials	585.22	585.22
G-05692	Oklahoma Employment	Unemployment Compen.	4,589.00	4,589.00
G-05693	Instructional Video, Inc.	Materials	809.15	809.15
G-05694	Gale Group	Materials	3,695.18	3,695.18
G-05695	Rosemary Czarski	Professional Services	70.00	
		Travel Expense	249.41	319.41
G-05696	Janet Brooks	Mileage	18.45	18.45
G-05697	Shawver & Son	Maintenance of Facilities	305.13	305.13
G-05698	Random House, Inc	Materials	348.30	348.30
G-05699	Scott's Printing & Copying	Printing	971.29	
		Printing	627.34	
		Printing	686.07	2,284.70
G-05700	Brilliance Corporation	Materials	296.90	296.90
G-05701	Ingram Library Service	Materials	905.32	905.32
G-05702	Phyllis Davidson	Mileage	13.37	13.37
G-05703	Summit Mailing Systems, Inc.	Rent of Equipment	270.00	
		Maintenance of Facilities	473.75	743.75
G-05704	Angela Rhea Percival	Capital Projects	300.00	300.00
G-05705	Roland E. Garrett	Security Services	175.00	175.00
G-05706	OverDrive, Inc fka	Books & Materials	846.00	846.00
G-05707	FedEx Kinko's Print Services	Other Commodities	15.00	15.00
G-05708	Fuelman	Maintenance of Facilities	3,005.99	
		Maintenance of Facilities	130.22	3,136.21
G-05709	Ingram Library Service	Materials	44.83	44.83
G-05710	Frances V. Harbert	Mileage	9.75	9.75
G-05711	Barnes & Noble, Inc.	Books & Materials	49.56	49.56
G-05712	Center Point Large Print	Materials	172.56	172.56
G-05713	Pauline Rodriguez-Atkins	Travel Expenses	505.39	
		Travel Expenses	957.24	
		Travel Expenses	343.00	
		Mileage	15.00	1,820.63
G-05714	Dell Marketing L.P.	Computer Equipment	22,382.64	22,382.64
G-05715	Bank of America	Library-Related Services	251.68	251.68
G-05716	Troy G. Childs	Security Services	175.00	175.00
G-05717	Office Depot Credit Plan	Supplies	129.88	129.88
G-05718	Todd Olberding	Professional Services	285.00	
		Travel Expenses	1,777.84	2,062.84
G-05719	Baker & Taylor Entertainment	Materials	1,169.26	1,169.26

General Fund F.Y. 09-10

Warrant Register

July 2010

Number	Vendor/Payee	Purpose		Amount
G-05720	AccuZip, Inc.	Postage	17.07	17.07
G-05721	Construction Building	Maintenance of Facilities	775.00	775.00
G-05722	Chase Card Services	Supplies	114.88	
		Travel Expenses	1,024.80	
		Travel Expenses	1,196.55	
		Postage	265.00	
		Programming Supplies	42.68	
		Professional Services	125.00	
		Professional Services	34.00	2,802.91
G-05723	Pamela Buchanan	Telephone Services	35.00	35.00
G-05724	Worth Hydrochem of Oklahoma	Maintenance of Facilities	227.00	227.00
G-05725	Cox Communications, Inc.	Telephone Service	12.71	12.71
G-05726	Securitas Security USA, Inc.	Security Services	5,536.85	5,536.85
G-05727	Kassan Miles	Security Services	175.00	175.00
G-05728	Baker & Taylor Books	Materials	826.07	
		Materials	1,395.34	
		Materials	7,390.83	
		Materials	2,421.05	12,033.29
G-05729	Baker & Taylor Books	Materials	1,065.51	
		Materials	4,752.41	5,817.92
G-05730	Chase Card Services	Books & Materials	276.21	
		Books & Materials	160.95	
		Books & Materials	2,043.75	2,480.91
G-05731	Emily Williams	Mileage	33.10	33.10
G-05732	Kone Inc	Maintenance of Facilities	975.00	975.00
G-05733	Trigen-OKC Energy Corporation	Energy Expenses	21,441.65	21,441.65
G-05734	Alvin Chandler	Security Services	175.00	175.00
G-05735	Stacy Schrank	Travel Expenses	885.03	
		Travel Expenses	512.00	1,397.03
G-05736	Mackin	Materials	287.13	287.13
G-05737	Lindsay Jones Egle	Mileage	9.25	9.25
G-05738	Shopleet	Supplies	132.91	
		Supplies	39.68	172.59
G-05739	Oklahoma Natural Gas Co.	Gas Services	46.60	
		Gas Services	128.56	
		Gas Services	101.91	277.07
G-05740	Demco	Furniture	283.50	283.50
G-05741	Gaylord Bros.	Equipment	3,769.51	3,769.51
G-05742	Highsmith Co., Inc.	Furniture	652.80	652.80
G-05743	Standard Printing Co., Inc.	Supplies	1,347.50	
		Supplies	1,078.00	
		Supplies	475.00	2,900.50
G-05744	Central Parking System	Parking	270.00	270.00
G-05745	Weston Woods Accts Receivable	Materials	152.88	152.88
G-05746	Recorded Books, LLC	Materials	897.74	897.74
G-05747	Instructional Video, Inc.	Materials	901.84	901.84
G-05748	Angie Paeltz	Programming Activities	101.80	101.80
G-05749	Full Circle Bookstore	Programming Activities	12.00	12.00
G-05750	Random House, Inc	Materials	224.00	224.00
G-05751	Ingram Library Service	Materials	1,882.50	1,882.50
G-05752	Audio Editions	Materials	799.64	799.64
G-05753	Baker & Taylor	Programming Activities	124.65	124.65

Special Funds

Warrant Register

July 2010

Number	Vendor/Payee	Purpose		Amount
S-15751	Jay C. Garrett	Lost & Paid Book Returned	3.00	3.00
S-15752	Andrea M. Alvarez	Lost & Paid Book Returned	3.00	3.00
S-15753	Bryan Tin Nguyen	Lost & Paid Book Returned	22.05	22.05
S-15754	Micah A. Huff	Lost & Paid Book Returned	6.00	6.00
S-15755	Brandi N. Ohlson	Lost & Paid Book Returned	3.00	3.00
S-15756	Lisa Hampton	Lost & Paid Book Returned	35.00	35.00
S-15757	Judith A. Jensen	Lost & Paid Book Returned	3.00	3.00
S-15758	Patricia G. Ehrenberg	Lost & Paid Book Returned	25.50	25.50
S-15759	Christopher I. Gallegos	Lost & Paid Book Returned	3.00	3.00
S-15760	Kallan P Griswold	Lost & Paid Book Returned	10.00	10.00
S-15761	Mason C. Jones	Lost & Paid Book Returned	13.95	13.95
S-15762	Standley Systems	Copier Usage	292.28	
		Copier Usage	333.87	626.15
S-15763	SmileMakers, Inc.	Programming Supplies	51.92	51.92
S-15764	Action Safety Supply Company	RE Friends/Programming	750.00	750.00
S-15765	FedEx	10/OCCF/Temple B'nai	138.08	138.08
S-15766	Victoria S. Perkins	Lost & Paid Book Returned	3.00	3.00
S-15767	Doan T. Lam	Lost & Paid Book Returned	3.00	3.00
S-15768	Cristie D. Robinson	Lost & Paid Book Returned	3.00	3.00
S-15769	Amy C. Wiles	Lost & Paid Book Returned	6.95	6.95
S-15770	Connor M. D. Ford	Lost & Paid Book Returned	14.95	14.95
S-15771	Amber D. Laxton	Lost & Paid Book Returned	14.95	14.95
S-15772	Kemi Rufai	Lost & Paid Book Returned	9.95	9.95
S-15773	Trent C. Hickey	Lost & Paid Book Returned	8.95	8.95
S-15774	Darbie J. Gran	Lost & Paid Book Returned	114.55	114.55
S-15775	Oklahoma Tax Commission	State Sales Tax-June 2010	816.30	816.30
S-15776	Kristin K. Biggs	Lost & Paid Book Returned	51.90	51.90
S-15777	Metropolitan Library System	Transfer of Fines & Fees	50,000.00	50,000.00
S-15778	Oklahoma Tax Commission	State Sales Tax - June	74.23	74.23
S-15779	Oklahoma Tax Commission	State Sales Tax-June 2010	633.01	633.01
S-15780	BMI Systems Corp.	Copier Maintenance	78.50	
		Copier Maintenance	31.62	
		Copier Maintenance	36.00	
		Copier Maintenance	233.32	
		Copier Maintenance	95.04	
		Copier Maintenance	46.09	
		Copier Maintenance	120.17	
		Copier Maintenance	78.50	
		Copier Maintenance	55.00	774.24
S-15781	American Express	10/Friends/Summer @ Libr	114.80	114.80
S-15782	Susan Pierce	Noon Tunes Programming	1,960.00	
		Noon Tunes Programming	448.00	2,408.00
S-15783	Caroline L. Pinkston	Lost & Paid Book Returned	16.95	16.95
S-15784	Robbia B. Robinson	Lost & Paid Book Returned	19.95	19.95
S-15785	Patricia A. Jackson	Lost & Paid Book Returned	17.95	17.95
S-15786	Braxton J. Godfrey	Lost & Paid Book Returned	8.95	8.95
S-15787	Judith A. Jensen	Lost & Paid Book Returned	3.00	3.00
S-15788	Malcolm S. Batchelor II	Lost & Paid Book Returned	9.90	9.90
S-15789	Brehanna F. Pendergraft	Lost & Paid Book Returned	15.00	15.00
S-15790	Melissa R. Denison	Lost & Paid Book Returned	3.95	3.95
S-15791	January D. Tillman-Wells	Lost & Paid Book Returned	6.95	6.95
S-15792	Carol L. Schwabe	Lost & Paid Book Returned	3.00	3.00

Special Funds

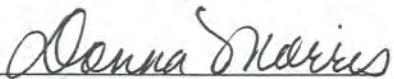
Warrant Register

July 2010

Number	Vendor/Payee	Purpose		Amount
S-15793	Tynetta R. Franklin	Lost & Paid Book Returned	5.15	5.15
S-15794	Leatha J. Aton	Lost & Paid Book Returned	3.00	3.00
S-15795	Georgiana T. Peterson	Lost & Paid Book Returned	24.95	24.95
S-15796	Oral Roberts University	Repl Interlibrary Loan Bk	50.00	50.00
S-15797	Celeste A. Cano	Lost & Paid Book Returned	3.00	3.00
S-15798	Chase Card Services	Fines Account	128.20	128.20
S-15799	Susie Beasley	Programming	65.90	65.90
S-15800	Susie Beasley	Programming	3.79	3.79
S-15801	Marygrace R. Berkowitz	Lost & Paid Book Returned	3.00	3.00
S-15802	Richard R. Walton	Lost & Paid Book Returned	14.40	14.40
S-15803	Felicia L. Kizer	Lost & Paid Book Returned	14.95	14.95
S-15804	Raymeca D. Neeley	Lost & Paid Book Returned	9.15	9.15
S-15805	Alexandra D. Gorman	Lost & Paid Book Returned	11.70	11.70
S-15806	Nancy L. Chandler	Lost & Paid Book Returned	16.85	16.85
S-15807	Cheryl A. Hill	Lost & Paid Book Returned	20.90	20.90
S-15808	Kristina A. Rimmer	Lost & Paid Book Returned	11.85	11.85
S-15809	Lawton Public Library	Interlibrary Loan Bk Repl	78.95	78.95
S-15810	Daniel E. Welch	Lost & Paid Book Returned	3.00	3.00
S-15811	Oral Roberts University	Interlibrary Loan Bk Repl	50.00	50.00
S-15812	Robert R. Powell, Jr	Lost & Paid Book Returned	21.95	21.95
S-15813	Johanna Clevenger	Lost & Paid Book Returned	34.65	34.65
S-15814	Business Imaging Systems, Inc.	Copy Fund	1,984.00	
		Copy Fund	1,848.00	
		Copy Fund	1,109.93	
		Copy Fund	1,091.87	
		Copy Fund	992.00	7,025.80
S-15815	Barnes & Noble, Inc.	10/Friends/L.i.F.E.	378.49	378.49
S-15816	Sharon Thompson	Lee Brawner Scholarship	150.00	150.00
S-15817	Center for Holocaust Humanity	Traveling Exhibit Rental	300.00	300.00
		Total of Special Funds Warrants Issued		\$ 65,280.66

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

8-19-10
Date

I, Lloyd Lovely, certify that:

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


Lloyd Lovely, Deputy Executive Director of Finance and Support

8-19-10
Date

Nominating Committee Report

Nancy Anthony
Beth Toland
Jose Jimenez

The nominating committee met by teleconference to discuss the recommendation for chairman to replace Mrs. Carolyn Willis, who recently resigned from the commission due to health related problems.

The nominating committee is recommending Mrs. Penny McCaleb be appointed as chair of the commission and this recommendation will be presented to the library commission for approval. Mrs. McCaleb has been contacted and is willing to serve in this capacity.

REPORT AND RECOMMENDATIONS FROM FINANCE COMMITTEE

The Finance Committee met August 12, 2010 for:

(Please reference the Finance Committee packet for detailed reports.)

- I.** Discussion, Consideration, and Possible Action: Approval of FY 2010-11 Final Budget
- II.** Discussion, Consideration, and Possible Action: Report and Recommendations from Administration
 - SF 710 Naming of Library Buildings & Spaces Policy
 - SF 910 Fee Schedule

During its meeting, the Committee:

Reviewed and discussed all items in the proposed final budget.

The following recommendations are the result of the discussions.

COMMITTEE RECOMMENDATION FOR COMMISSION ACTION:

1. To approve the Metropolitan Library System Proposed Final Budget for FY 2010-11 totaling \$57,726,198.
2. To approve the recommendation for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to, SF 710 Naming of Library Building & Spaces, and SF 910 Fee Schedule.

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

FINANCE COMMITTEE

MINUTES

DATE: Thursday, August 12, 2010 TIME: 3:30 PM
MEETING PLACE: Downtown Library
300 Park Avenue, Classrooms A & B
Oklahoma City, OK 73102
(405) 231-8650

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, August 4, 2010. 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 August 10, 2010, in conformity with the Oklahoma Open Meeting Act.

COMMITTEE MEMBERS PRESENT:

David Greenwell, Chair
Nancy Anthony
Fran Cory
Jim Shonts

COMMITTEE MEMBERS EXCUSED:

Greg Womack

COMMISSION MEMBERS PRESENT:

Donna Morris, Executive Director

ESTIMATE OF OTHERS PRESENT: 13

I. Mr. David Greenwell called the meeting to order at 3:34 p.m. Roll was called to establish a quorum. Present: Anthony, Cory, Shonts, Greenwell.

II. Mr. Greenwell called on Mr. Lloyd Lovely, Deputy Executive Director/Finance & Support, to present the Metropolitan Library System FY 2010-11 Final Budget.

Mr. Lovely stated the final assessment numbers from the county came in with a 2.36% increase, which amounts to about \$613,000, over last year's tax revenues. A 0% increase was estimated in the preliminary budget. Back taxes came in at \$202,000 higher than what was originally estimated in the preliminary budget. Overall the revenues are up 1.9 million over the preliminary budget.

Mr. Lovely reviewed the list of changes to the preliminary budget which are included in the proposed final budget. He explained in detail some of the main changes from the preliminary budget.

- \$67,995 Extra payday (27 vs 26) for Part time employees
- (\$130,834) Lower health rates than preliminary
- \$200,000 Add'l for 2 years rent on temp. location for Southern Oaks
- \$100,000 Wash building exterior Downtown – carryover
- \$500,000 Additional Materials – system-wide
- \$550,000 Furniture at renovated Southern Oaks
- (\$688,000) Expansion construction for Del City – not to be done this year
- (\$450,000) Move from 408 – construction for Southern Oaks to 450 for furniture

Questions and discussion followed.

He stated the proposed final budget of \$57,726,198 consists of \$32,225,980 for the operating budget, \$6,328,848 for capital projects, and \$19,171,370 for reserves. The operating budget is an increase of \$3,598,556 or 12.57% from last year's budget.

Questions and discussion followed.

Mrs. Nancy Anthony moved to approve the MLS FY 2010-11 Final Budget as presented. Mr. Jim Shonts seconded. No further discussion. Motion passed unanimously.

III. Mr. Greenwell called on Mrs. Donna Morris, Executive Director, to present the recommended revisions to the MLS Policy and Procedure Manual – Stewardship of Financial Resources – SF 710 Naming of Library Building & Spaces and SF 910 Fee Schedule.

Mrs. Morris reviewed the proposed changes to SF 710 Naming of Library Building & Spaces. The proposed policy is significantly different than what it was before and would allow for the library system to recognize the generosity of an individual, foundation, and/or other donors creating specific naming designations for a library building or portion of a building. Questions and Discussion followed

Mr. Greenwell referred to page 1 of 2, paragraph II of the policy and suggested Paragraph A be revised to not only be specific to grant naming opportunities for monetary donations, but also include any other contributions that have a clearly defined valuation. Questions and Discussion Followed.

The paragraph will be revised as follows:

Naming opportunities within a building will only be granted for monetary or other contributions that have a clearly defined market value as opposed to in kind donations.

Mrs. Fran Cory moved to approve the revision of the MLS Policy and Procedure Manual – SF 710 Naming of Library Buildings & Spaces Policy with the recommended revisions. Mr. Jim Shonts seconded. No further discussion. Motion passed unanimously.

Mrs. Morris referred to SF 910 Fee Schedule policy. The main change to this policy is to change the overdue fines of video recordings. Questions and discussion followed.

Mrs. Nancy Anthony moved to approve the revision of the MLS Policy and Procedure Manual – SF 910 Fee Schedule. Mrs. Fran Cory seconded. No further discussion. Motion passed unanimously.

IV. There being no further business, Mr. Greenwell adjourned the meeting at 4:22 p.m.

Donna Morris, Executive Director
(Secretary)

Final Budget
FY 2010 – 2011
(July 1, 2010 to June 30, 2011)

**Please remember to bring your BLUE
FY 2010-11 Final Budget Binder
to the Commission meeting August 26, 2010**

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

DATE: Tuesday, August 17, 2010 TIME: 9:30 AM
MEETING PLACE: Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(405) 231-8650

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, August 5, 2010. 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 August 13, 2010, in conformity with the Oklahoma Open Meeting Act

COMMITTEE MEMBERS PRESENT:

Bose' Akadiri
Ralph Bullard
Mukesh Patel
Judy Smith
Hugh Rice, Chair

COMMITTEE MEMBERS EXCUSED:

Cynthia Friedemann
Margaret Graham

OTHERS PRESENT:

Michael Owens, Grievant

ESTIMATE OF OTHERS PRESENT: 4

I. The meeting was called to order at 9:34 a.m. by Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Akadiri, Bullard, Patel, Smith, Rice.

II. Mr. Rice explained the purpose and conduct for today's hearing.

III. Mr. Rice called for a motion to move into Executive Session to review the grievance of Michael Owens, Manager of Library Operations-Ralph Ellison Library, in accordance with the Grievance Procedure of the Metropolitan Library System and render the final decision, regarding employment of said employee, to be implemented by the Executive Director, pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(1)

Mrs. Judy Smith moved to go into Executive Session. Ms. Bose' Akadiri seconded. No further discussion. Motion passed unanimously.

Mr. Rice asked for everyone except the Committee to leave the room.

The Committee went into Executive Session at 9:35 a.m.

In Open Meeting, Ms. Akadiri moved to reconvene. Mr. Mukesh Patel seconded. No further discussion. Motion passed unanimously.

The Committee reconvened at 10:00 a.m.

IV. Mr. Rice asked Mr. Owens and Mrs. Denyveta Davis if they are both open to mediation, both parties agreed. Mr. Rice stated the consensus of the committee is that both parties proceed to mediation in lieu of a decision regarding the grievance at hand. Mr. Rice stated mediation has been used in the past for issues of this nature, and the committee believes this is the direction that needs to be taken.

Mr. Rice referred to the Grievance Policy, specifically under Regulation 1 c. performance evaluations and 1 f. written or oral reprimands and stated the committee's recommendation is that they have a separate section and follow the same procedure as the other grievances through the Executive Director, but at that point there is no appellate process to the A & P Committee, rather it goes to mediation. Those items deal with the day to day operations of the library and employees are evaluated on an annual basis.

Mr. Patel moved that both parties proceed to meditation in lieu of a decision regarding the grievance at hand and that the Grievance Policy be revised as specified by Mr. Hugh Rice. Mrs. Smith seconded. No further discussion. Motion passed unanimously.

Mrs. Morris stated the policies will be revised and brought back to the committee for final review and approval.

V. Mr. Rice called for a motion to adjourn the hearing.

Mr. Patel moved to adjourn. Mrs. Smith seconded. No further discussion. Motion passed unanimously.

The meeting was adjourned at 10:12 a.m.

Donna Morris,
Executive Director
(Secretary)

RESOLUTION OF APPRECIATION FOR LIBRARY COMMISSIONER

Mrs. Carolyn Cornelius Willis

- WHEREAS,** Carolyn Willis, appointed August 25, 1998, by Oklahoma City Mayor Kirk Humphreys, has served as a member of the Metropolitan Library Commission of Oklahoma County for 12 years; and,
- WHEREAS,** she served as Vice Chairman of the Metropolitan Library Commission in 2009, and was elected chair of the Commission in 2010. During her short time as Commission chair, she exhibited great leadership, grace and a strong sense of humor; and,
- WHEREAS,** she has been a member of the Library Commission's Administrative and Personnel Committee from 1999 to 2010, and served as chair of this committee from 2008-2010. Carolyn led this committee in an outstanding fashion and prior to becoming chair was an excellent committee member attending and participating in all sessions as an informed, active member. She was involved from beginning to end in the process of re-inventing the evaluation procedure for the executive director and also was excellent in passing on commission comments and direction to the staff on behalf of the committee; and,
- WHEREAS,** she also served as a member of the 1999 nominating committee, and a very valuable member of the ad hoc special committee on the collection from 2005-2006. This committee required several meetings, had to read and digest a great deal of information in order to come up with an acceptable solution for all of the commission on a controversial and difficult topic. She was the epitome of grace and professionalism as she helped to resolve this difficult and emotional issue in the best interest of the commission and the community; and,
- WHEREAS,** she has been a strong advocate for outstanding library service to the community and a great supporter of library customers and staff during her tenure. She has exhibited outstanding support of the mission of the library with her attendance at commission and committee meetings and also by her attendance at many library events and activities. The staff, in particular, has always felt great support and encouragement from her in her efforts to see that salaries and benefits remained competitive and strong and also that she supported the library's overall mission in the community.
- NOW, THEREFORE, BE IT RESOLVED** that the Metropolitan Library Commission of Oklahoma County extend its gratitude to Mrs. Carolyn Cornelius Willis for her distinguished service on the Commission and her dedicated support of library services for the people of Oklahoma County.

**Approved this 26th day of August 2010
by the Metropolitan Library Commission
of Oklahoma County**

Penny McCaleb, chair
Metropolitan Library Commission
of Oklahoma County

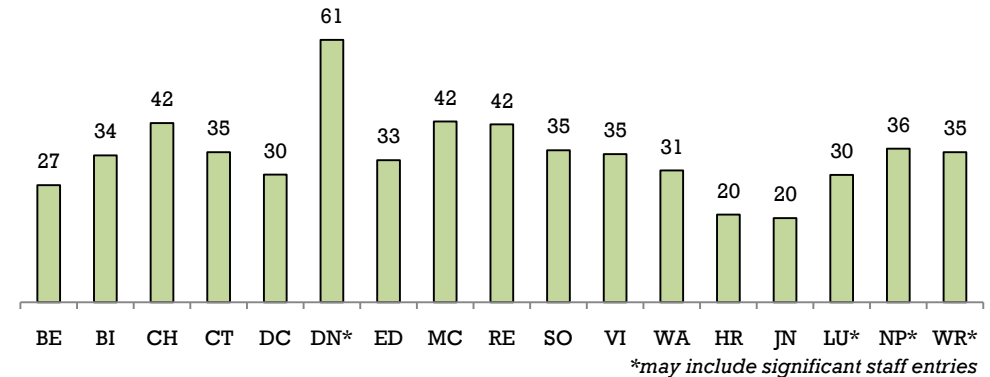
Donna Morris
Executive Director
Metropolitan Library System

MLS Library Visits

Visits and occupancy are an important component of library usage that may not show up in other measures. Wireless door counters installed around the library system record the number of entries and exits at each library in fifteen minute intervals. The occupancy of each library throughout the day (below) and expected average visit length (right) can be estimated from this data.

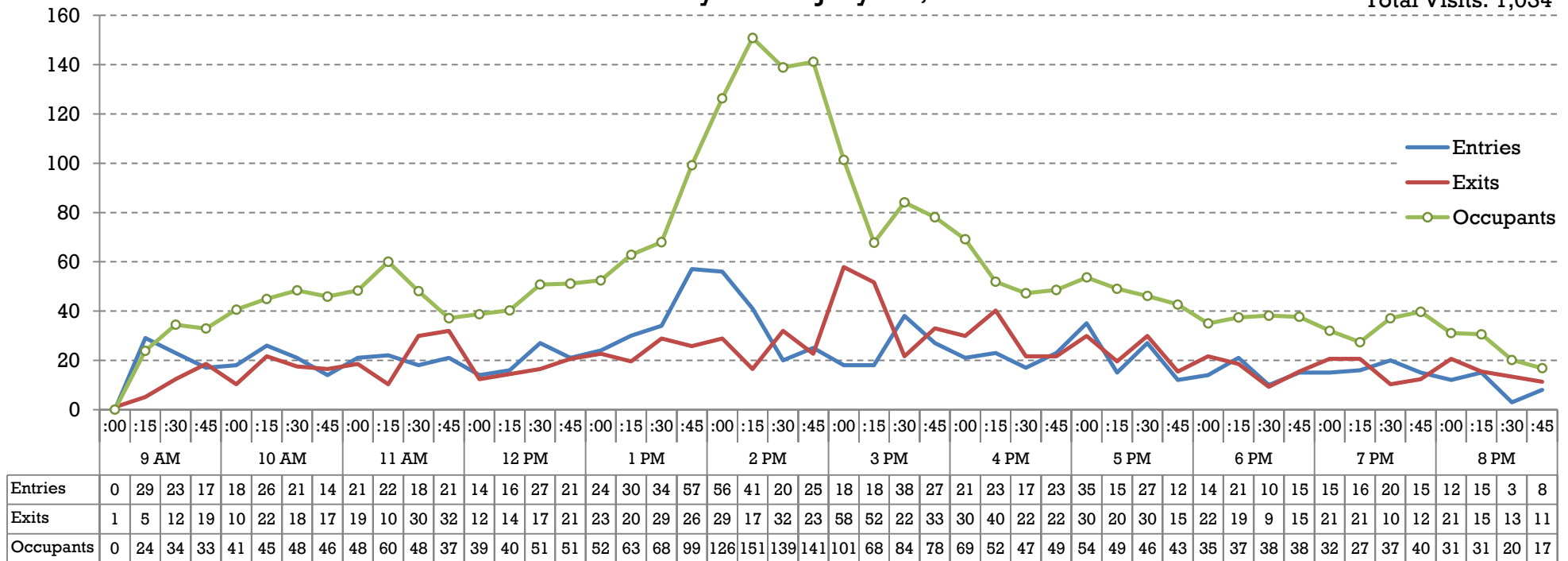
The chart below illustrates the data gathered at the Warr Acres Library on Wednesday, July 28th, 2010. This day featured a performance by *Mr. Stinky Feet and the Hiccups* from 2 - 3pm as part of Metro Music Fest. A total of 1,034 customers visited the Warr Acres Library during the period shown below, each spending an expected average of 37 minutes inside.

July 2010 Avg Visit Length (minutes)



WA Library Visits July 28, 2010

Total Visits: 1,034

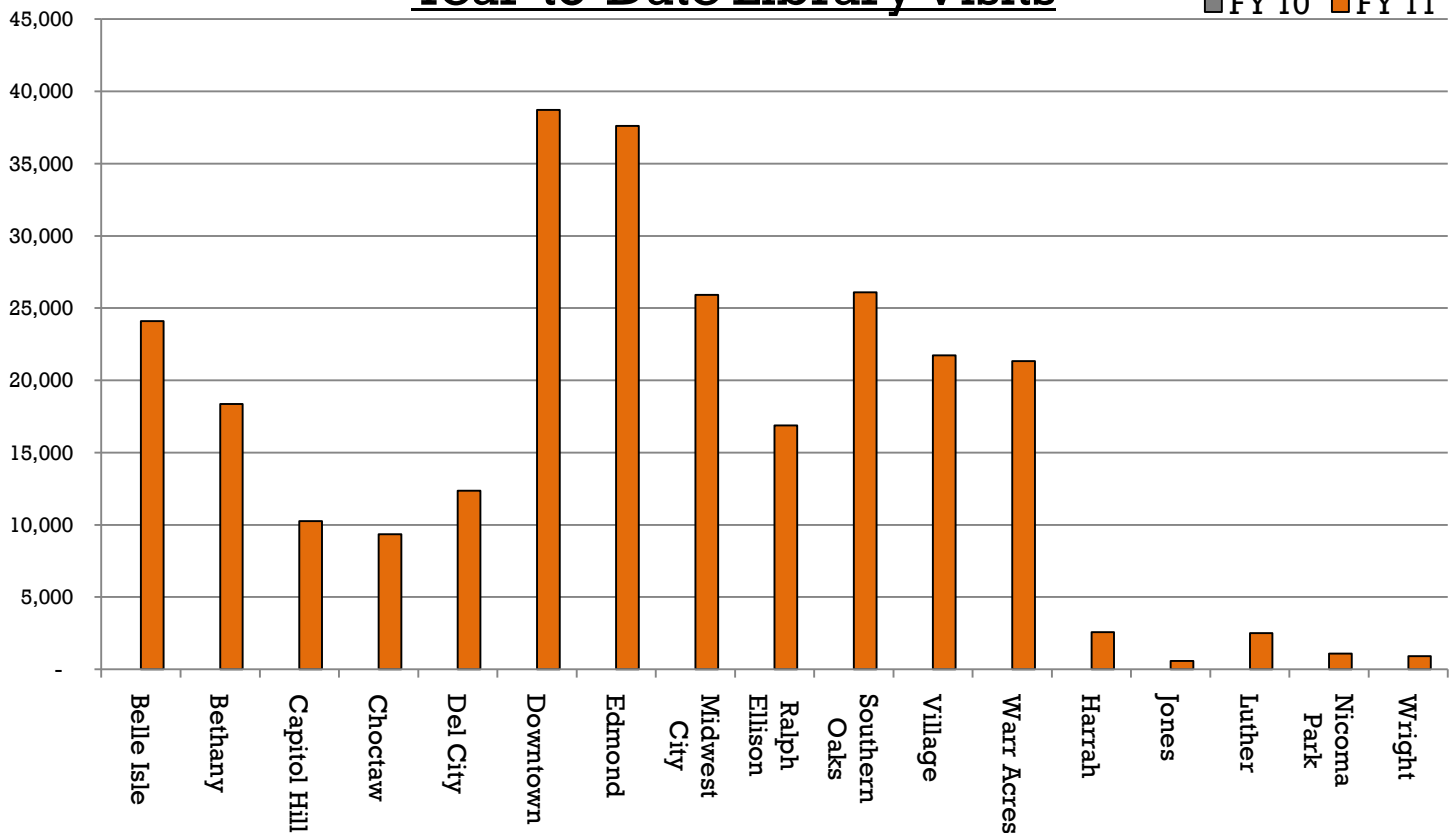


MLS Library Visits

July 1, 2010 - July 31, 2010 (8.33% of the 10-11 Fiscal Year)

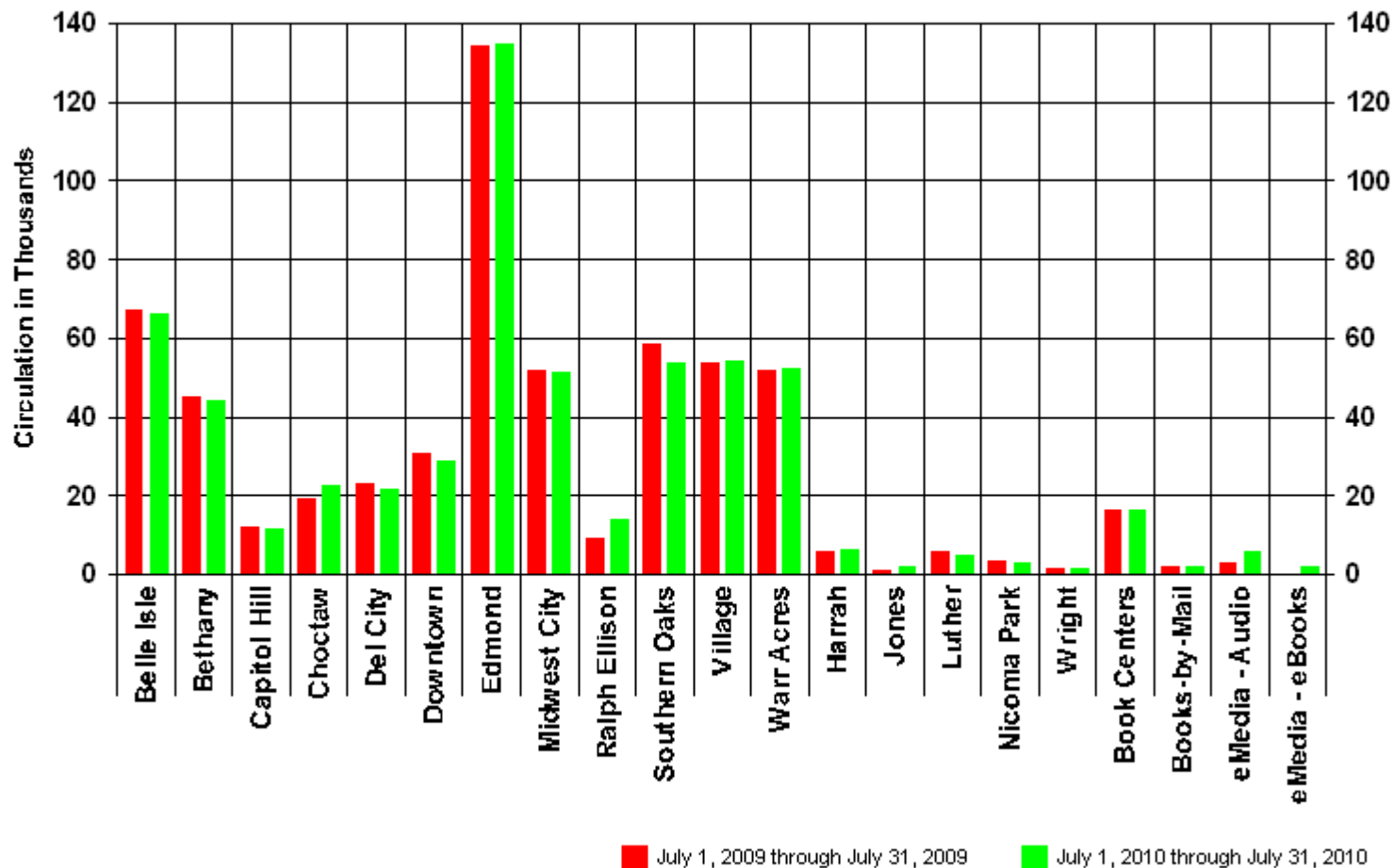
July	FY 10		FY 11		Pct. Change	
<u>Library</u>	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>
Belle Isle	N/A	N/A	24,090	24,090	N/A	N/A
Bethany	N/A	N/A	18,368	18,368	N/A	N/A
Capitol Hill	N/A	N/A	10,262	10,262	N/A	N/A
Choctaw	N/A	N/A	9,353	9,353	N/A	N/A
Del City	N/A	N/A	12,359	12,359	N/A	N/A
Downtown	N/A	N/A	38,712	38,712	N/A	N/A
Edmond	N/A	N/A	37,599	37,599	N/A	N/A
Midwest City	N/A	N/A	25,914	25,914	N/A	N/A
Ralph Ellison	N/A	N/A	16,880	16,880	N/A	N/A
Southern Oaks	N/A	N/A	26,091	26,091	N/A	N/A
Village	N/A	N/A	21,739	21,739	N/A	N/A
Warr Acres	N/A	N/A	21,327	21,327	N/A	N/A
Harrah	N/A	N/A	2,566	2,566	N/A	N/A
Jones	N/A	N/A	579	579	N/A	N/A
Luther	N/A	N/A	2,499	2,499	N/A	N/A
Nicoma Park	N/A	N/A	1,091	1,091	N/A	N/A
Wright	N/A	N/A	918	918	N/A	N/A
Total	N/A	N/A	270,345	270,345	N/A	N/A

Year-to-Date Library Visits



Circulation Gains and Losses

July 1, 2010 through July 31, 2010 (8.33% of the 10-11 Fiscal Year)



Circulation Gains and Losses

July 1, 2010 through July 31, 2010 (8.33% of the 10-11 Fiscal Year)

JULY 31, 2010		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
Belle Isle	10	50404	50404	16839	16839	67243	67243	
	11	48818	48818	17428	17428	66246	66246	
		-1586	-1586	589	589	-997	-997	-1.5
Bethany	10	29705	29705	15264	15264	44969	44969	
	11	28768	28768	15172	15172	43940	43940	
		-937	-937	-92	-92	-1029	-1029	-2.3
Capitol Hill	10	8176	8176	3879	3879	12055	12055	
	11	7076	7076	4277	4277	11353	11353	
		-1100	-1100	398	398	-702	-702	-5.8
Choctaw	10	11418	11418	7612	7612	19030	19030	
	11	13101	13101	9451	9451	22552	22552	
		1683	1683	1839	1839	3522	3522	18.5
Del City	10	14946	14946	8119	8119	23065	23065	
	11	14110	14110	7611	7611	21721	21721	
		-836	-836	-508	-508	-1344	-1344	-5.8
Downtown	10	21498	21498	9215	9215	30713	30713	
	11	20947	20947	7813	7813	28760	28760	
		-551	-551	-1402	-1402	-1953	-1953	-6.4
Edmond	10	72267	72267	61883	61883	134150	134150	
	11	73873	73873	61123	61123	134996	134996	
		1606	1606	-760	-760	846	846	.6
Midwest City	10	35091	35091	16784	16784	51875	51875	
	11	35576	35576	15802	15802	51378	51378	
		485	485	-982	-982	-497	-497	-1.0
Ralph Ellison	10	6237	6237	2719	2719	8956	8956	
	11	9373	9373	4522	4522	13895	13895	
		3136	3136	1803	1803	4939	4939	55.1
Southern Oaks	10	41617	41617	16742	16742	58359	58359	
	11	39061	39061	14906	14906	53967	53967	
		-2556	-2556	-1836	-1836	-4392	-4392	-7.5
Village	10	35756	35756	18147	18147	53903	53903	
	11	35061	35061	19346	19346	54407	54407	
		-695	-695	1199	1199	504	504	.9
Warr Acres	10	33884	33884	18152	18152	52036	52036	
	11	34833	34833	17325	17325	52158	52158	
		949	949	-827	-827	122	122	.2

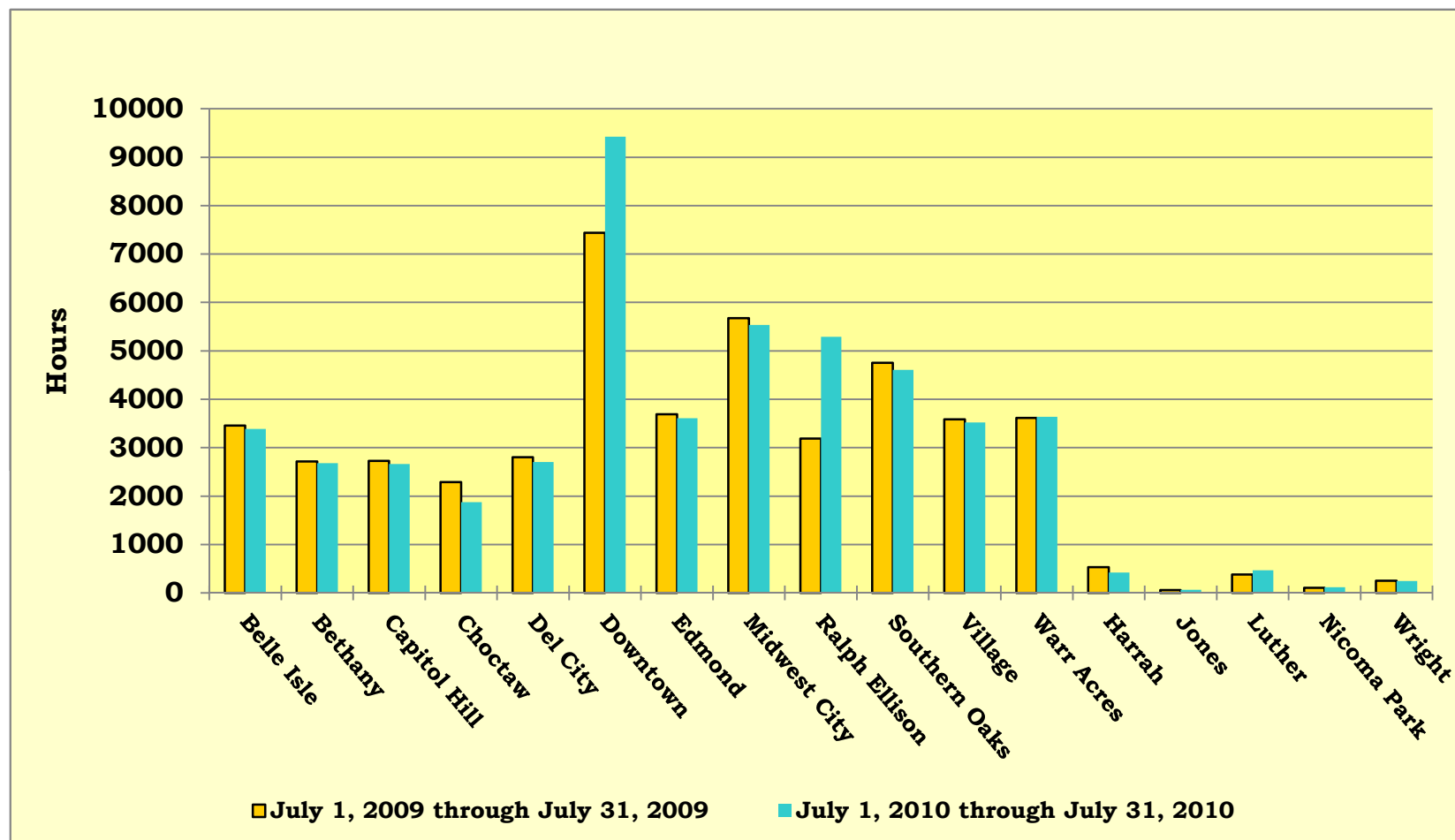
Circulation Gains and Losses

July 1, 2010 through July 31, 2010 (8.33% of the 10-11 Fiscal Year)

JULY 31, 2010		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
Harrah	10	3548	3548	2173	2173	5721	5721	
	11	3969	3969	2265	2265	6234	6234	
		421	421	92	92	513	513	9.0
Jones	10	736	736	428	428	1164	1164	
	11	1043	1043	895	895	1938	1938	
		307	307	467	467	774	774	66.5
Luther	10	4459	4459	1295	1295	5754	5754	
	11	3192	3192	1817	1817	5009	5009	
		-1267	-1267	522	522	-745	-745	-12.9
Nicoma Park	10	2258	2258	962	962	3220	3220	
	11	2241	2241	902	902	3143	3143	
		-17	-17	-60	-60	-77	-77	-2.4
Wright	10	890	890	374	374	1264	1264	
	11	1043	1043	467	467	1510	1510	
		153	153	93	93	246	246	19.5
<u>OTHER:</u>								
Book Centers	10	10040	10040	6176	6176	16216	16216	
	11	10229	10229	6331	6331	16560	16560	
		189	189	155	155	344	344	2.1
Books-by-Mail	10	2081	2081	0	0	2081	2081	
	11	2122	2122	0	0	2122	2122	
		41	41	0	0	41	41	2.0
eMedia - Audio	10	3113	3113	0	0	3113	3113	
	11	5762	5762	0	0	5762	5762	
		2649	2649	0	0	2649	2649	85.1
eMedia - eBooks	10	237	237	0	0	237	237	
	11	2091	2091	0	0	2091	2091	
		1854	1854	0	0	1854	1854	782.3
TOTALS	10	388361	388361	206763	206763	595124	595124	
	11	392289	392289	207453	207453	599742	599742	
		3928	3928	690	690	4618	4618	.8

Total Computer Hours Used by Library

July 1, 2010 through July 31, 2010 (8.33% of the 10-11 Fiscal Year)



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Total Computer Usage

July 1, 2010 through July 31, 2010 (8.33% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	10	1,154		4,581		3,456.47		1,154		4,581		3,456.47	
	11	1,082		4,545		3,386.41		1,082		4,545		3,386.41	
		-72	-6.2	-36	-.8	-70.06	-2.0	-72	-6.2	-36	-.8	-70.06	-2.0
BETHANY	10	903		3,613		2,716.16		903		3,613		2,716.16	
	11	842		3,587		2,682.06		842		3,587		2,682.06	
		-61	-6.8	-26	-.7	-34.10	-1.3	-61	-6.8	-26	-.7	-34.10	-1.3
CAPITOL HILL	10	777		3,542		2,727.80		777		3,542		2,727.80	
	11	785		3,539		2,664.48		785		3,539		2,664.48	
		8	1.0	-3	-.1	-63.32	-2.3	8	1.0	-3	-.1	-63.32	-2.3
CHOCTAW	10	492		2,317		2,289.23		492		2,317		2,289.23	
	11	508		2,010		1,876.16		508		2,010		1,876.16	
		16	3.3	-307	-13.2	-413.07	-18.0	16	3.3	-307	-13.2	-413.07	-18.0
DEL CITY	10	874		3,572		2,804.39		874		3,572		2,804.39	
	11	759		3,226		2,704.01		759		3,226		2,704.01	
		-115	-13.2	-346	-9.7	-100.38	-3.6	-115	-13.2	-346	-9.7	-100.38	-3.6
DOWNTOWN	10	1,215		10,450		7,440.83		1,215		10,450		7,440.83	
	11	1,277		12,418		9,423.54		1,277		12,418		9,423.54	
		62	5.1	1,968	18.8	1,982.71	26.6	62	5.1	1,968	18.8	1,982.71	26.6
EDMOND	10	1,164		4,636		3,689.13		1,164		4,636		3,689.13	
	11	1,057		4,453		3,610.83		1,057		4,453		3,610.83	
		-107	-9.2	-183	-3.9	-78.30	-2.1	-107	-9.2	-183	-3.9	-78.30	-2.1
MIDWEST CITY	10	1,632		7,541		5,674.84		1,632		7,541		5,674.84	
	11	1,576		7,158		5,532.99		1,576		7,158		5,532.99	
		-56	-3.4	-383	-5.1	-141.85	-2.5	-56	-3.4	-383	-5.1	-141.85	-2.5
RALPH ELLISON	10	838		4,216		3,188.55		838		4,216		3,188.55	
	11	1,079		7,255		5,289.59		1,079		7,255		5,289.59	
		241	28.8	3,039	72.1	2,101.04	65.9	241	28.8	3,039	72.1	2,101.04	65.9

Total Computer Usage

July 1, 2010 through July 31, 2010 (8.33% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	10	1,568		6,549		4,752.77		1,568		6,549		4,752.77	
	11	1,441		6,404		4,605.40		1,441		6,404		4,605.40	
		-127	-8.1	-145	-2.2	-147.37	-3.1	-127	-8.1	-145	-2.2	-147.37	-3.1
VILLAGE	10	1,125		5,011		3,584.08		1,125		5,011		3,584.08	
	11	1,184		4,612		3,518.79		1,184		4,612		3,518.79	
		59	5.2	-399	-8.0	-65.29	-1.8	59	5.2	-399	-8.0	-65.29	-1.8
WARR ACRES	10	1,042		4,845		3,615.11		1,042		4,845		3,615.11	
	11	969		4,833		3,637.23		969		4,833		3,637.23	
		-73	-7.0	-12	-.2	22.12	.6	-73	-7.0	-12	-.2	22.12	.6
HARRAH	10	155		606		534.37		155		606		534.37	
	11	126		506		423.46		126		506		423.46	
		-29	-18.7	-100	-16.5	-110.91	-20.8	-29	-18.7	-100	-16.5	-110.91	-20.8
JONES	10	21		70		58.95		21		70		58.95	
	11	15		72		66.42		15		72		66.42	
		-6	-28.6	2	2.9	7.47	12.7	-6	-28.6	2	2.9	7.47	12.7
LUTHER	10	142		495		378.46		142		495		378.46	
	11	170		559		466.96		170		559		466.96	
		28	19.7	64	12.9	88.50	23.4	28	19.7	64	12.9	88.50	23.4
NICOMA PARK	10	58		134		105.96		58		134		105.96	
	11	42		141		118.43		42		141		118.43	
		-16	-27.6	7	5.2	12.47	11.8	-16	-27.6	7	5.2	12.47	11.8
WRIGHT	10	42		308		253.80		42		308		253.80	
	11	37		277		243.86		37		277		243.86	
		-5	-11.9	-31	-10.1	-9.94	-3.9	-5	-11.9	-31	-10.1	-9.94	-3.9
TOTAL	10	13,202		62,486		47,270.90		13,202		62,486		47,270.90	
	11	12,949		65,595		50,250.62		12,949		65,595		50,250.62	
		-253	-1.9	3,109	5.0	2,979.72	6.3	-253	-1.9	3,109	5.0	2,979.72	6.3

Computer Usage by Adult Customers

July 1, 2010 through July 31, 2010 (8.33% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	10	980		3,862		2,918.69		980		3,862		2,918.69	
	11	908		3,743		2,794.12		908		3,743		2,794.12	
		-72	-7.3	-119	-3.1	-124.57	-4.3	-72	-7.3	-119	-3.1	-124.57	-4.3
BETHANY	10	668		2,643		1,980.18		668		2,643		1,980.18	
	11	664		2,648		2,010.03		664		2,648		2,010.03	
		-4	-6	5	.2	29.85	1.5	-4	-6	5	.2	29.85	1.5
CAPITOL HILL	10	403		1,589		1,227.07		403		1,589		1,227.07	
	11	408		1,579		1,223.60		408		1,579		1,223.60	
		5	1.2	-10	-.6	-3.47	-.3	5	1.2	-10	-.6	-3.47	-.3
CHOCTAW	10	325		1,279		1,185.15		325		1,279		1,185.15	
	11	360		1,331		1,192.36		360		1,331		1,192.36	
		35	10.8	52	4.1	7.21	.6	35	10.8	52	4.1	7.21	.6
DEL CITY	10	632		2,460		1,937.60		632		2,460		1,937.60	
	11	563		2,430		2,029.50		563		2,430		2,029.50	
		-69	-10.9	-30	-1.2	91.90	4.7	-69	-10.9	-30	-1.2	91.90	4.7
DOWNTOWN	10	976		9,194		6,506.40		976		9,194		6,506.40	
	11	1,087		11,442		8,669.55		1,087		11,442		8,669.55	
		111	11.4	2,248	24.5	2,163.15	33.2	111	11.4	2,248	24.5	2,163.15	33.2
EDMOND	10	950		3,880		3,063.63		950		3,880		3,063.63	
	11	885		3,710		2,998.31		885		3,710		2,998.31	
		-65	-6.8	-170	-4.4	-65.32	-2.1	-65	-6.8	-170	-4.4	-65.32	-2.1
MIDWEST CITY	10	1,235		5,456		4,147.63		1,235		5,456		4,147.63	
	11	1,176		4,907		3,840.86		1,176		4,907		3,840.86	
		-59	-4.8	-549	-10.1	-306.77	-7.4	-59	-4.8	-549	-10.1	-306.77	-7.4
RALPH ELLISON	10	595		2,316		1,735.90		595		2,316		1,735.90	
	11	763		3,893		2,936.67		763		3,893		2,936.67	
		168	28.2	1,577	68.1	1,200.77	69.2	168	28.2	1,577	68.1	1,200.77	69.2

Computer Usage by Adult Customers

July 1, 2010 through July 31, 2010 (8.33% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	10	1,080		3,817		2,833.36		1,080		3,817		2,833.36	
	11	1,037		3,759		2,843.88		1,037		3,759		2,843.88	
		-43	-4.0	-58	-1.5	10.52	.4	-43	-4.0	-58	-1.5	10.52	.4
VILLAGE	10	866		3,276		2,395.95		866		3,276		2,395.95	
	11	917		3,379		2,607.45		917		3,379		2,607.45	
		51	5.9	103	3.1	211.50	8.8	51	5.9	103	3.1	211.50	8.8
WARR ACRES	10	802		3,290		2,502.24		802		3,290		2,502.24	
	11	772		3,635		2,770.82		772		3,635		2,770.82	
		-30	-3.7	345	10.5	268.58	10.7	-30	-3.7	345	10.5	268.58	10.7
HARRAH	10	95		278		208.63		95		278		208.63	
	11	90		339		279.73		90		339		279.73	
		-5	-5.3	61	21.9	71.10	34.1	-5	-5.3	61	21.9	71.10	34.1
JONES	10	12		42		31.37		12		42		31.37	
	11	10		59		56.66		10		59		56.66	
		-2	-16.7	17	40.5	25.29	80.6	-2	-16.7	17	40.5	25.29	80.6
LUTHER	10	66		210		188.19		66		210		188.19	
	11	83		248		216.67		83		248		216.67	
		17	25.8	38	18.1	28.48	15.1	17	25.8	38	18.1	28.48	15.1
NICOMA PARK	10	45		115		95.42		45		115		95.42	
	11	30		121		108.07		30		121		108.07	
		-15	-33.3	6	5.2	12.65	13.3	-15	-33.3	6	5.2	12.65	13.3
WRIGHT	10	32		233		197.88		32		233		197.88	
	11	25		186		172.30		25		186		172.30	
		-7	-21.9	-47	-20.2	-25.58	-12.9	-7	-21.9	-47	-20.2	-25.58	-12.9
TOTAL	10	9,762		43,940		33,155.29		9,762		43,940		33,155.29	
	11	9,778		47,409		36,750.58		9,778		47,409		36,750.58	
		16	.2	3,469	7.9	3,595.29	10.8	16	.2	3,469	7.9	3,595.29	10.8

Computer Usage by Minor Customers

July 1, 2010 through July 31, 2010 (8.33% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	10	174		719		537.78		174		719		537.78	
	11	174		802		592.29		174		802		592.29	
			.0	83	11.5	54.51	10.1		.0	83	11.5	54.51	10.1
BETHANY	10	235		970		735.98		235		970		735.98	
	11	178		939		672.03		178		939		672.03	
		-57	-24.3	-31	-3.2	-63.95	-8.7	-57	-24.3	-31	-3.2	-63.95	-8.7
CAPITOL HILL	10	374		1,953		1,500.73		374		1,953		1,500.73	
	11	377		1,960		1,440.88		377		1,960		1,440.88	
		3	.8	7	.4	-59.85	-4.0	3	.8	7	.4	-59.85	-4.0
CHOCTAW	10	167		1,038		1,104.08		167		1,038		1,104.08	
	11	148		679		683.80		148		679		683.80	
		-19	-11.4	-359	-34.6	-420.28	-38.1	-19	-11.4	-359	-34.6	-420.28	-38.1
DEL CITY	10	242		1,112		866.79		242		1,112		866.79	
	11	196		796		674.51		196		796		674.51	
		-46	-19.0	-316	-28.4	-192.28	-22.2	-46	-19.0	-316	-28.4	-192.28	-22.2
DOWNTOWN	10	239		1,256		934.43		239		1,256		934.43	
	11	190		976		753.99		190		976		753.99	
		-49	-20.5	-280	-22.3	-180.44	-19.3	-49	-20.5	-280	-22.3	-180.44	-19.3
EDMOND	10	214		756		625.50		214		756		625.50	
	11	172		743		612.52		172		743		612.52	
		-42	-19.6	-13	-1.7	-12.98	-2.1	-42	-19.6	-13	-1.7	-12.98	-2.1
MIDWEST CITY	10	397		2,085		1,527.21		397		2,085		1,527.21	
	11	400		2,251		1,692.13		400		2,251		1,692.13	
		3	.8	166	8.0	164.92	10.8	3	.8	166	8.0	164.92	10.8
RALPH ELLISON	10	243		1,900		1,452.65		243		1,900		1,452.65	
	11	316		3,362		2,352.92		316		3,362		2,352.92	
		73	30.0	1,462	76.9	900.27	62.0	73	30.0	1,462	76.9	900.27	62.0

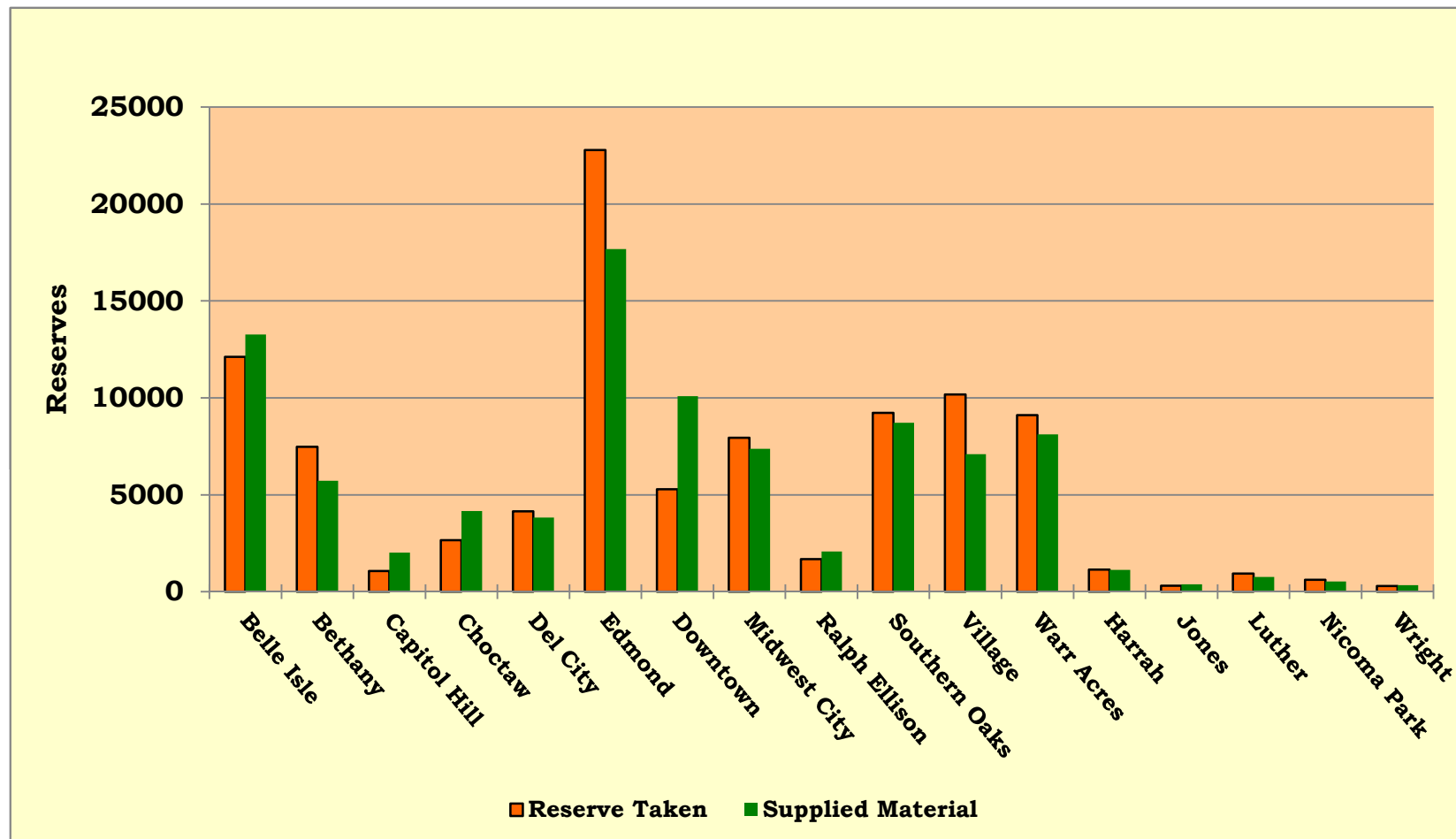
Computer Usage by Minor Customers

July 1, 2010 through July 31, 2010 (8.33% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	10	488		2,732		1,919.41		488		2,732		1,919.41	
	11	404		2,645		1,761.52		404		2,645		1,761.52	
		-84	-17.2	-87	-3.2	-157.89	-8.2	-84	-17.2	-87	-3.2	-157.89	-8.2
VILLAGE	10	259		1,735		1,188.13		259		1,735		1,188.13	
	11	267		1,233		911.34		267		1,233		911.34	
		8	3.1	-502	-28.9	-276.79	-23.3	8	3.1	-502	-28.9	-276.79	-23.3
WARR ACRES	10	240		1,555		1,112.87		240		1,555		1,112.87	
	11	197		1,198		866.41		197		1,198		866.41	
		-43	-17.9	-357	-23.0	-246.46	-22.1	-43	-17.9	-357	-23.0	-246.46	-22.1
HARRAH	10	60		328		325.74		60		328		325.74	
	11	36		167		143.73		36		167		143.73	
		-24	-40.0	-161	-49.1	-182.01	-55.9	-24	-40.0	-161	-49.1	-182.01	-55.9
JONES	10	9		28		27.58		9		28		27.58	
	11	5		13		9.76		5		13		9.76	
		-4	-44.4	-15	-53.6	-17.82	-64.6	-4	-44.4	-15	-53.6	-17.82	-64.6
LUTHER	10	76		285		190.27		76		285		190.27	
	11	87		311		250.29		87		311		250.29	
		11	14.5	26	9.1	60.02	31.5	11	14.5	26	9.1	60.02	31.5
NICOMA PARK	10	13		19		10.54		13		19		10.54	
	11	12		20		10.36		12		20		10.36	
		-1	-7.7	1	5.3	-1.18	-1.7	-1	-7.7	1	5.3	-1.18	-1.7
WRIGHT	10	10		75		55.92		10		75		55.92	
	11	12		91		71.56		12		91		71.56	
		2	20.0	16	21.3	15.64	28.0	2	20.0	16	21.3	15.64	28.0
TOTAL	10	3,440		18,546		14,115.61		3,440		18,546		14,115.61	
	11	3,171		18,186		13,500.04		3,171		18,186		13,500.04	
		-269	-7.8	-360	-1.9	-615.57	-4.4	-269	-7.8	-360	-1.9	-615.57	-4.4

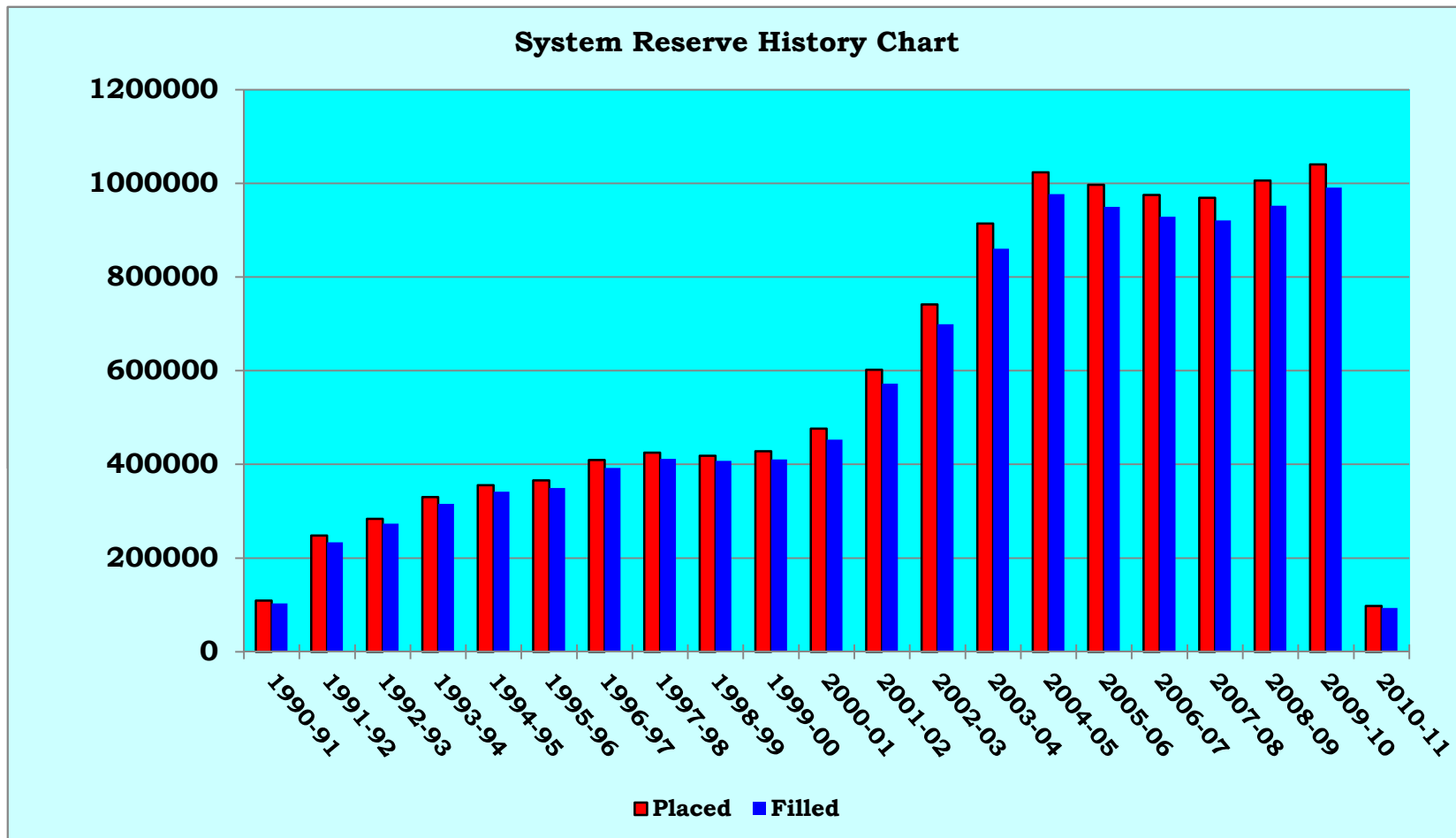
System Reserve Report

July 1, 2010 through July 31, 2010 (8.33% of the 10-11 Fiscal Year)



System Reserve Report

July 1, 2010 through July 31, 2010 (8.33% of the 10-11 Fiscal Year)



System Reserves Report

July 1, 2010 through July 31, 2010 (8.33% of the 10-11 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	10	11,554	11,554		10,635	10,635	
	11	12,117	12,117		11,145	11,145	
		563	563	4.9	510	510	4.8
BETHANY	10	7,763	7,763		7,350	7,350	
	11	7,470	7,470		7,213	7,213	
		-293	-293	-3.8	-137	-137	-1.9
CAPITOL HILL	10	1,566	1,566		1,391	1,391	
	11	1,071	1,071		1,048	1,048	
		-495	-495	-31.6	-343	-343	-24.7
CHOCTAW	10	2,642	2,642		2,526	2,526	
	11	2,651	2,651		2,508	2,508	
		9	9	.3	-18	-18	-.7
DEL CITY	10	4,396	4,396		4,075	4,075	
	11	4,140	4,140		4,017	4,017	
		-256	-256	-5.8	-58	-58	-1.4
EDMOND	10	22,095	22,095		20,935	20,935	
	11	22,789	22,789		21,958	21,958	
		694	694	3.1	1,023	1,023	4.9
DOWNTOWN	10	5,378	5,378		4,882	4,882	
	11	5,290	5,290		4,920	4,920	
		-88	-88	-1.6	38	38	.8
MIDWEST CITY	10	8,169	8,169		7,887	7,887	
	11	7,949	7,949		7,485	7,485	
		-220	-220	-2.7	-402	-402	-5.1
RALPH ELLISON	10	1,343	1,343		1,227	1,227	
	11	1,674	1,674		1,591	1,591	
		331	331	24.6	364	364	29.7
SOUTHERN OAKS	10	9,895	9,895		9,308	9,308	
	11	9,220	9,220		8,822	8,822	
		-675	-675	-6.8	-486	-486	-5.2
VILLAGE	10	9,841	9,841		9,274	9,274	
	11	10,176	10,176		9,660	9,660	
		335	335	3.4	386	386	4.2
WARR ACRES	10	9,300	9,300		8,806	8,806	
	11	9,111	9,111		8,897	8,897	
		-189	-189	-2.0	91	91	1.0

System Reserves Report

July 1, 2010 through July 31, 2010 (8.33% of the 10-11 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	10	1,167	1,167		1,128	1,128	
	11	1,137	1,137		1,103	1,103	
		-30	-30	-2.6	-25	-25	-2.2
JONES	10	338	338		359	359	
	11	314	314		342	342	
		-24	-24	-7.1	-17	-17	-4.7
LUTHER	10	1,119	1,119		1,139	1,139	
	11	939	939		890	890	
		-180	-180	-16.1	-249	-249	-21.9
NICOMA PARK	10	659	659		596	596	
	11	612	612		618	618	
		-47	-47	-7.1	22	22	3.7
WRIGHT	10	153	153		155	155	
	11	287	287		264	264	
		134	134	87.6	109	109	70.3
BOOKS-BY-MAIL	10	515	515		450	450	
	11	883	883		943	943	
		368	368	71.5	493	493	109.6
TOTAL	10	97,893	97,893		92,123	92,123	
	11	97,830	97,830		93,424	93,424	
		-63	-63	-.1	1,301	1,301	1.4

EXECUTIVE DIRECTOR'S REPORT

AUGUST 2010

Commission Reappointments Finalized

We are pleased to announce that the following commission members have been reappointed by their respective municipalities since our last meeting: Oklahoma City reappointed the following commission members to new 3 year terms: Fran Cory, David Greenwell, Jose Jiminez, and Tracy McDaniel. Jones reappointed commission member Glenda Choate to a new term and Beth Toland was reappointed by Warr Acres to a new 3 year term.

Lease Agreement with Downtown Consortium Renewed

As agreed upon initially by the Downtown College Consortium and the Metropolitan Library System, the lease between the two parties is to be reviewed and updated, if needed, annually. Each year, Headquarters Manager, Candace McDaniel; Downtown College Consortium Director, Gus Pekara; and Deputy Executive Director/Finance & Support, Lloyd Lovely; review the agreement and determine if any changes, additions or deletions need to be made. If changes are required or needed, the document would be brought back to the commission for approval. I am pleased to report that all is working well between the two parties and no changes have been presented for this year.

We worked with the consortium to make modifications to their existing office space and continue to be pleased with our excellent partnership with the consortium and the 5 colleges. Enrollment continues to be good and it is a real service to the downtown community and students across the metropolitan area to be able to offer credit and non-credit courses in our excellent facility.

Lease Agreement with Downtown Café Operators Renewed

The downtown library is pleased to be able to renew its lease with the operators of the First Edition Café (The Cosmic Bean) for the coming year. As agreed upon initially, the lease is to be reviewed by Headquarters Manager, Candace McDaniel, and changes are to be brought to the director and commission as needed. This year, no changes in the lease are recommended. The café is thriving and has a steady business of library staff and customers and downtown office workers.

SO Temporary Location

Library Staff has been working diligently to find a suitable temporary location for the Southern Oaks Library. Our timetable originally called for us to move out of Southern Oaks the last two weeks of October and reopen in the temporary location around November 1st. However, it appears that this might be delayed if a suitable location cannot be found. Currently we are negotiating for space in the Southern Hills Shopping Center in the former Burlington Coat Factory and are also discussing with AT & T the possibility of leasing one of their unoccupied buildings at SW61st and Walker. Both have distinct advantages and disadvantages and while both should work for our needs; problems are present at each site. We had hoped to bring a contract to the commission for approval at this meeting; but have not been able to finalize exact lease or remodeling costs for each location.

Capital Projects Update

Activity on other projects has been slow this month as we worked to finalize the budget and have primarily focused on finding a suitable site for Southern Oaks.

Director on Vacation

I will be gone on vacation from August 30 through September 10th as Kenny and I take a delayed 40th anniversary trip to England, Scotland and Ireland. Jim Welch will be in charge while I am absent and Maria, Fran, and JR should be able to answer any questions you might have or direct you to a staff member who can help.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- OLA Legislative Meetings
- Public Arts Committee Meeting

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

LibraryFest: Celebrate our 9th annual Library Card Sign-Up

Wednesday, September 1, 2010

Time: 9:00am-9:00pm

Location: Southern Oaks

All Ages

September is Library Card Sign-Up Month. A library card connects people of all ages to the whole world of ideas and information. We encourage people to check out what's new at the library by signing up for a library card. It's also a perfect time to encourage school children to get a library card and to remind parents and teachers that going back to school includes using the library. Visit the Southern Oaks Library anytime during the month of September to enter our drawing for an MP3 player, DVD player and an assortment of other gifts.

Exhibit: OSBI & the History of Forensic Science Exhibit

Exhibit: Sept. 1-30, During Library Hours

Location: Choctaw

All Ages

Materials and items associated with Forensic Science will be on display at the Choctaw Library during library hours the Month of September. This display complements the book talk with Emma "Jean" Stover author of "The Sirloin Stockade Slaughter: Murder on the Run".

Co-sponsor: Oklahoma State Bureau of Investigation and Eastern Oklahoma County Tech Center.

Adult Scrabble Challenge

Saturday, September 4, 2010

Time: 2:00pm-4:00pm

Location: Ralph Ellison

Adults

Scrabble games for adults. Prizes for winners. Call 424-1437 to sign up. Preregistration is required.

Marcin Parys, Pianist

Sunday, September 12, 2010

Time: 2:00pm-3:00pm

Location: Downtown

Adults

Everyone is invited to hear Marcin Parys perform in concert. Music lovers will be delighted by this talented young Polish musician who has been winning piano competitions since the age of nine when he won the "J.S. Bach" International Piano Competition in "Gorzów Wielkopolski" in 1993. Besides many other appearances around the world, he was featured as a soloist during the 2009 OK MOZART International Festival in Oklahoma. He is currently doing graduate study with Amy Cheng at OCU.

History Book Club

Thursday, September 16, 2010

Time: 6:30pm-8:00pm

Location: Edmond

Adults

Join the newly organized book club for history buffs. *Last Stand* by Nathaniel Philbrick is the selection for the month. A guest speaker from UCO will be present.

Home Energy Assessment

Wednesday, September 22, 2010

Time: 6:00pm-7:00pm

Location: Del City

Adults

OG&E is seeking to help individuals lower their monthly utility bills by giving away free energy efficiency upgrades to the tune of \$2500! Come to this Q&A presented by The Urban League and learn more about this opportunity.

Genealogy Class

Saturday, September 25, 2010

Time: 11:00am-1:00pm

Location: Midwest City

All Ages

Interested in learning the basics of genealogy research? Join Librarian Phyllis Davidson for an introduction to basic genealogy, the library system's genealogy databases, and some of her favorite websites. This program is free and open to the public. To attend please, register at the Information Desk or call 405-732-4828.