



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, March 17, 2011, 3:30 p.m.
Midwest City Library
8143 E. Reno
Midwest City, OK 73110
(Telephone: 732-4828)

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, Chair

3:30 – 3:35 pm INTRODUCTIONS

- Document #82 – 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.

3:35 – 3:45 pm CONSENT DOCKET (#83 - #85)

- Document #83 – Approval of Minutes of February 17, 2011 Meeting
- Document #84 – Acceptance of Review of Expenditures for February 2011
- Document #85 – Contract Awards & Purchases
 - Item A: Summer Reading Material
 - Item B: Summer Reading Award Ribbons
 - Item C: Carpet Installation at Six Libraries

3:45 – 4:15 pm SPECIAL PRESENTATIONS

- *Friends Booksale Update* – Joe McReynolds, Booksale Coordinator

4:15 – 4:30 pm INFORMATION REPORTS

- Document #86 - MLS February 2011 Library Visits Report
- Document #87 – MLS February 2011 Circulation Report
- Document #88 – MLS February 2011 Computer Usage Report
- Document #89 – MLS February 2011 System Reserve Report

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

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

NEXT COMMISSION MEETING DATE AND PLACE:

April 21, 2011
Belle Isle Library, 5501 N. Villa , Oklahoma City, OK 73112

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

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

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

Library System staff receiving Certificates of Service in March 2011:

<u>Employees</u>	<u>Years of Service</u>
Vincent D. Armijo, Library Page, Village Library	10
Darcus D. Smith, Librarian, Belle Isle Library	25

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

DATE: February 17, 2011 TIME: 3:30 pm

MEETING PLACE: Downtown Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County November 15, 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 February 15, 2011, in conformity with the Oklahoma Open Meeting Act §311.

Members

PRESENT:

Nancy Anthony
Ralph Bullard
Cynthia Friedemann
Deanna Hannah
Helene Harpman
Jose Jimenez
Willa Johnson
Carolyn Leslie
Penny McCaleb
Brenda Palmer
Hugh Rice
Vanna Shaw
Judy Smith, Vice-Chair
Beth Toland
Greg Womack
Fran Cory, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Bose' Akadiri
Glenda Choate
Mick Cornett, Mayor of Oklahoma City
David Greenwell, Disbursing Agent
Tracy McDaniel
Tracy McGehee
Lori Nelson
Mukesh Patel
Kim Patterson
Jim Shonts
Alyne Strube

Estimate of general public and staff attending: 20

I. The meeting was called to order at 3:31 p.m. by Mrs. Fran Cory, Chair.

Roll was called to establish a quorum. Present: Anthony, Bullard, Friedemann, Hannah, Harpman, Jimenez, Johnson, Leslie, McCaleb, Palmer, Rice, Shaw, Smith, Toland, Womack, Cory.

II. Mrs. Cory welcomed the new Commissioners: Mrs. Helene Harpman, appointed by Oklahoma City, Mrs. Vanna Shaw, appointed by Luther, and Mrs. Willa Johnson, Chair of the Board of County Commissioners.

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

IV. Mrs. Cory called for Presentation of Service Certificates for February 2011: Darlene S. Browsers, Librarian, Downtown ~ 15 years of service.

V. Mrs. Cory presented the Consent Docket: Document #75 – Approval of Minutes of January 20, 2011 Meeting; Document #76 – Acceptance of Review of Expenditures for January 2011.

Questions and discussion followed.

Mrs. Cory called for a motion.

Mrs. Nancy Anthony moved to accept the consent docket. Mrs. Willa Johnson seconded. No further discussion, motion passed unanimously.

VI. Mrs. Cory referred to Special Presentations.

Mrs. Cory called on Mr. Joe McReynolds, Friends Booksale Coordinator, to provide information on the upcoming Booksale. Mr. McReynolds handed out tickets and invited the commission to attend the booksale. This year will be the _ booksale and the Friends have given back over \$2,743,695 to the library system. Questions and Discussion followed.

Mrs. Cory called on Ms. Kim Terry, Marketing and Communications Director to present the MLS 2010 Annual Report “Thinking Outside the Books”. Ms. Terry stated most of the statistics and numbers included in the Annual Report were presented in December as part of the Annual Statistical Report. Questions and Discussion followed.

Mrs. Cory called on Anita Roesler, Senior Services Coordinator , Outreach Services for the *Winter ReadFest* presentation. Mrs. Roesler stated this is the _ year for *Winter ReadFest* and she outlined the changes in this year’s program in relation to previous years. Mrs. Roesler also detailed the various prizes that participants are eligible to win. Questions and Discussion followed.

VII. Mrs. Cory referred to the Information Reports.

- ◆ Document #77 – MLS 2011 Annual Report
- ◆ Document #78 – MLS January 2011 Library Visits Report
- ◆ Document #79 – MLS January 2011 Circulation Report
- ◆ Document #80 – MLS January 2011 Computer Usage Report
- ◆ Document #81 – MLS January 2011 System Reserve Report

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

Mrs. Morris reported that Mrs. Nancy Anthony was honored by the Journal Record as one of Oklahoma’s most admired CEOs.

Mrs. Morris congratulated Ms. Emily Williams, Young Adult Coordinator for Outreach, who was selected for the Leadership Arts 2011 class.

Mrs. Morris informed the Commission that although library administration had recommended that once the new service center was completed, the library system would sell the old maintenance building located at . & Kate, it has now been determined that the best use of that building is to keep it and use it as a system wide storage facility. Keeping the maintenance building allows the library to store all unused furniture and equipment at one location and then hold the bi-annual surplus sale from that one location, rather than having to move items from three separate facilities. MLS will continue to maintain insurance coverage and pay utility costs for the building; both of which are relatively minor in nature.

Mrs. Morris reported on the library closings that took place during the recent inclement weather days. She thanked Mr. Patrick Williams, and the Maintenance staff for doing a great job at getting the sidewalks and parking lots cleared in a timely manner.


Lastly, Mrs. Morris informed the Commission that Mr. David Greenwell, long time Commission member and current disbursing agent for the Commission has announced his candidacy for the Ward 5 seat on the Oklahoma City Council. The election will be held on March 1, 2011.

IX. Mrs. Cory referenced the appointments to Standing Committees for February 2011-February 2012. She called for any questions or comments to the appointments made.

X. Mrs. Cory called for comments from Commissioners. Discussion followed.

XI. The next Commission meeting will be held at the Midwest City Library on March 17, 2011.

There being no further business, the meeting was adjourned at 4:06 pm.


Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

February 28, 2011

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of February 2011.

For comparison, 66.67% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of February 2011.

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

February 28, 2011

ASSETS

CASH - Overnight Investment Account		\$ 4,739,259.24
INVESTMENTS (Schedule attached)		32,334,759.30
PREPAID ACCOUNTS		30,000.00
TAXES RECEIVABLE: 2010-11 Ad Valorem Tax	29,227,702.00	
Less: Reserve for Delinquent Tax	(2,657,064.00)	
Budgeted Tax Revenue	26,570,638.00	
Less: Tax Received	(22,258,428.36)	
		4,312,209.64
Total Assets		<u>\$41,416,228.18</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2009-10 Reserve for Appropriations	\$158,237.61	
2010-11 Purchase Orders Outstanding	333,657.20	
2009-10 Purchase Orders Outstanding	14,950.59	
2010-11 Checks Outstanding	575,765.86	
2009-10 Checks Outstanding	5,992.00	
Total Liabilities		1,088,603.26

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	4,312,209.64
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FUND BALANCE:

Beginning of the Year	\$30,341,031.66	
Add: Revenues		
Budgeted	22,778,572.36	
Other	<u>1,852,205.95</u>	24,630,778.31
Less: Expenditures	<u>(18,956,394.69)</u>	
Total Fund Balance		<u>36,015,415.28</u>
Total Liabilities, Deferred Revenue and Fund Balance		<u>\$41,416,228.18</u>

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

As of February 28, 2011

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	7/21/2009	7/21/2012	3.056%	\$ 95,006.20
CD - Municipal Emp. Credit Union	5/28/2010	5/28/2013	2.650%	240,000.00
CD - Weokie Credit Union	1/17/2010	1/18/2015	3.140%	106,899.93
CD - UMB Bank	3/18/2010	2/18/2013	2.000%	97,864.05
CD - Stillwater National Bank	5/23/2010	6/23/2012	2.000%	240,000.00
CD - National Bank of Commerce.	12/19/2009	12/19/2010	1.850%	240,000.00
CD - Kirkpatrick Bank, Edmond	12/12/2008	12/12/2011	3.030%	95,000.00
CD - Coppermark Bank	6/14/2010	4/14/2012	2.000%	96,787.60
CD - BancFirst	7/28/2009	7/27/2012	2.240%	240,000.00
CD - Rose Rock/Union Bank	11/9/2010	11/5/2013	2.000%	99,733.20
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
Fannie Mae	11/29/2010	11/29/2016	2.000%	2,000,000.00
Fed Home LN BKS 08-13	1/22/2008	1/22/2013	4.000%	1,000,000.00
FNMA 2.05	12/30/2010	12/30/2015	2.050%	2,000,000.00
FHLMC 2 1/4	12/21/2010	12/21/2015	2.250%	2,000,000.00
Fed Home LN BKS 11-13	1/25/2010	7/25/2013	2.250%	2,000,000.00
Fed Home LN BKS 12-16	7/27/2010	1/27/2016	2.000%	2,000,000.00
FNMA	9/30/2010	12/30/2015	2.000%	2,000,000.00
FNMA 11-16	9/8/2010	3/8/2016	2.000%	1,000,000.00
FNMA 2.4	12/30/2010	12/30/2015	2.400%	2,000,000.00
FNMA 2 1/8	12/30/2010	12/30/2015	2.125%	2,000,000.00
FHLB 2	12/13/2010	6/13/2016	2.000%	2,000,000.00
FNMA 2	1/21/2011	1/21/2015	2.000%	2,000,000.00
Fed Natl Mtg Assoc 12-15	1/10/2011	12/15/2015	2.199%	1,984,277.78
Freddie Mac	2/17/2011	8/17/2015	2.125%	2,000,000.00
FNMA	2/10/2011	2/10/2015	2.000%	2,000,000.00
FNMA	2/10/2011	8/10/2015	2.150%	2,000,000.00
Total Investments				<u>\$ 32,334,759.30</u>

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

February 1, 2011 to February 28, 2011

	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received
<u>BUDGETED:</u>				
2010 Ad Valorem Tax	\$26,570,638.00	\$ 326,208.74	\$22,258,428.36	83.77%
State Aid	286,404.00	159,785.00	195,144.00	68.14%
Fines	527,400.00	-	325,000.00	61.62%
Total Budgeted Revenue	\$ 27,384,442.00	\$ 485,993.74	\$22,778,572.36	83.18%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 73,838.57	\$ 935,002.85	
Gifts and Lost Books Fees		0.00	0.00	
Investment Income		1,701.20	398,795.09	
Flexible Benefits Account Balance		0.00	429.24	
Sale of Surplus Equipment		0.00	0.00	
Insurance Reimbursements		0.00	469,085.55	
Miscellaneous		11,862.71	48,893.22	
Total Miscellaneous Revenue		\$ 87,402.48	\$ 1,852,205.95	
Total Revenue	\$ 27,384,442.00	\$ 573,396.22	\$24,630,778.31	89.94%

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

February 28, 2011

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 111,653.13	\$ 7,548.57	\$ 278.38	\$ 118,923.32
810 Prepaid Fees	(7,070.25)	0.00	113.99	(7,184.24)
815 Fines	46,775.00	36,737.66	1,032.05	82,480.61
820 Copy	71,134.11	7,521.85	1,135.96	77,520.00
900 Special Event Fund	(143.23)	0.00	0.00	(143.23)
Total Revolving Funds	\$ 222,348.76	\$ 51,808.08	\$ 2,560.38	\$ 271,596.46

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	8,575.00	16,425.00
857 DN/LC Donations	92,529.29	92,529.29	90,085.95	2,443.34
860 10/LET/Special Grant	14,840.00	14,840.00	0.00	14,840.00
861 10/MWC/Florence Hughes Memorial	1,491.00	1,491.00	0.00	1,491.00
862 10/OCCF/Village	500.00	500.00	0.00	500.00
863 10/OCCF/Temple B'nai Israel	3,500.00	3,500.00	3,574.59	(74.59)
865 11/OAC/Black History Month	3,061.00	0.00	3,061.00	(3,061.00)
867 11/OAC/Manding Jata	5,043.00	0.00	2,750.00	(2,750.00)
870 11/ODL/College Sweepstakes/DC	1,000.00	1,000.00	466.88	533.12
871 11/ODL/College Sweepstakes/CT	1,000.00	1,000.00	0.00	1,000.00
872 11/Kirkpatrick/After School	9,600.00	9,600.00	2,800.00	6,800.00
873 11/Bethany Bench	1,000.00	1,000.00	0.00	1,000.00
876 08/Guild/Choctaw Books	10,000.00	10,000.00	9,856.14	143.86
893 11/Guild/Western Books	1,000.00	1,000.00	684.61	315.39
894 11/Guild/Fiction and Music CD	2,000.00	2,000.00	1,382.74	617.26
897 11/LET/Summer Reading	20,000.00	20,000.00	5,284.79	14,715.21
898 11/LET/Interactive Children's	25,000.00	25,000.00	0.00	25,000.00
899 11/LET/Young Professional Adv	3,000.00	3,000.00	0.00	3,000.00
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	3,000.00	0.00
949 09/WalMart/ Del City	1,000.00	1,000.00	1,000.00	0.00
963 RE Friends/Programming Grant	5,000.00	4,957.32	4,885.12	72.20
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
843 10 Noon Tunes	\$19,900.00	19,900.00	19,900.00	0.00
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	6,800.55	18,199.45

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
849	10 MLS TV Ads	\$20,000.00	20,000.00	15,042.44	4,957.56
<u>Grants - Friends of MLS, Current Fiscal Year</u>					
877	11 Summer at the Library	\$20,000.00	20,010.01	0.00	20,010.01
879	11 L.I.F.E.	\$7,500.00	7,500.00	3,762.67	3,737.33
881	11 Bookfest Reading Program	\$5,000.00	5,000.00	4,950.05	49.95
882	11 Noon Tunes	\$12,000.00	12,000.00	3,780.21	8,219.79
883	11 Lee Brawner Scholarships	\$18,000.00	18,000.00	7,400.00	10,600.00
884	11 Volunteer Recognition	\$2,000.00	2,000.00	0.00	2,000.00
886	11 Our World Series	\$26,000.00	26,000.00	18,177.00	7,823.00
887	11 NW Interactive-Children's	\$25,000.00	25,000.00	0.00	25,000.00
888	11 Staff Recognition	\$9,440.00	9,653.00	8,219.09	1,433.91
889	11 YA Author Visit	\$13,600.00	13,600.00	841.30	12,758.70
891	11 Celebration of Black History	\$1,600.00	1,600.00	806.84	793.16
Total Grants					<u>\$238,323.56</u>
Total Special Funds					<u>\$ 509,920.02</u>

Metropolitan Library System
Statement of Encumbrances
Month of February 2011

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	904,781.79	7,902,663.85	62.98	12,547,280.00	4,644,616.15
102	Wages - Part-time	131,962.05	1,118,793.46	55.75	2,006,777.00	887,983.54
103	Payroll Taxes	76,264.49	662,644.76	62.96	1,052,433.00	389,788.24
109	Workers Comp Insurance	19,643.00	114,149.00	69.21	164,936.00	50,787.00
112	Group Insurance	180,128.17	1,431,217.94	61.20	2,338,434.00	907,216.06
113	Employees' Retirement	55,031.66	1,470,426.35	83.14	1,768,596.00	298,169.65
114	Unemployment Compensation	.00	6,015.56	15.04	40,000.00	33,984.44
Total Personal Services		1,367,811.16	12,705,910.92	63.79	19,918,456.00	7,212,545.08
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Maintenance & Operations - Contractual Services

201	Bldg, Property, & Auto Insuran	50.00	166,872.50	99.90	167,039.00	166.50
202	Liability/Bonding Insurance	.00	.00	.00	13,175.00	13,175.00
205	Rent of Library Buildings	400.00	267,254.00	96.55	276,800.00	9,546.00
206	Rent of Equipment	.00	540.00	6.37	8,480.00	7,940.00
207	Janitorial Services	53,521.00	321,181.20	67.52	475,660.00	154,478.80
208	Maintenance of Facilities	19,175.29	149,971.31	27.04	554,714.00	404,742.69
211	Parking & Transportation	10,767.86	87,295.14	46.70	186,910.00	99,614.86
212	Travel Expenses	6,338.43	35,127.63	41.01	85,654.00	50,526.37
213	Professional Services	32,072.41	203,118.06	49.17	413,124.00	210,005.94
214	Security Services	23,721.43	219,447.52	52.05	421,622.00	202,174.48
216	Telephone Services	8,632.76	78,930.69	28.58	276,143.00	197,212.31
217	Electrical Services	33,002.48	316,868.30	58.37	542,863.00	225,994.70
218	Gas Services	11,669.48	38,896.86	50.74	76,654.00	37,757.14
219	Water and Garbage Services	3,365.15	36,329.68	65.69	55,302.00	18,972.32
220	Trigen Energy Services	10,844.40	117,520.54	59.35	198,000.00	80,479.46
226	Memberships	508.00	15,357.00	67.09	22,891.00	7,534.00
230	Other Library-related Services	12,450.13	209,816.08	57.23	366,645.00	156,828.92
231	Automation Contractual	8,376.89	156,444.61	47.27	330,944.00	174,499.39
236	Network Catalog Services	.00	63,289.24	85.50	74,025.00	10,735.76
Total Contractual Services		234,895.71	2,484,260.36	54.64	4,546,645.00	2,062,384.64
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Metropolitan Library System
Statement of Encumbrances
Month of February 2011

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	11,560.32	85,368.55	42.81	199,400.00	114,031.45
302	Postage	9,472.36	151,263.76	51.64	292,900.00	141,636.24
303	Supplies	25,926.13	240,832.24	51.33	469,147.00	228,314.76
310	Maintenance Supplies	3,961.80	44,830.24	60.58	74,000.00	29,169.76
312	Safety Supplies & Equipment	.00	984.94	9.47	10,400.00	9,415.06
321	Gasoline & Oil	3,181.80	20,151.33	46.86	43,000.00	22,848.67
322	Vehicle Parts & Repairs	97.08	23,968.07	95.87	25,000.00	1,031.93
330	Programming Activities	6,854.25	101,592.28	41.98	242,015.00	140,422.72
331	Other Commodities	472.11	11,005.76	30.94	35,568.00	24,562.24
Total Commodities		61,525.85	679,997.17	48.87	1,391,430.00	711,432.83

Capital Outlays

401	Books & Materials	283,380.04	2,384,291.40	50.61	4,710,800.00	2,326,508.60
404	Government Documents	.00	650.00	13.00	5,000.00	4,350.00
405	Book Repairs & Bindings	.00	.00	.00	2,200.00	2,200.00
407	Periodicals & Subscriptions	310.84	137,199.26	81.09	169,200.00	32,000.74
408	Furniture, Fixtures, & Equipme	2,607.31	104,622.83	13.35	783,569.00	678,946.17
409	Motor Vehicles	.00	110,574.00	98.73	112,000.00	1,426.00
410	Automation System & Equipment	.00	185,470.50	31.61	586,680.00	401,209.50
450	Capital Projects	16,853.83	163,418.25	2.58	6,328,848.00	6,165,429.75
490	Capital Reserves - Current	.00	.00	.00	-98,950.01	-98,950.01
499	Reserve Carryover - Prior	.00	.00	.00	19,270,320.31	19,270,320.31
Total Capital Outlays		303,152.02	3,086,226.24	9.68	31,869,667.30	28,783,441.06
Total Budget		1,967,384.74	18,956,394.69	32.84	57,726,198.30	38,769,803.61

Monthly Journal Entries -- February 2011

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
139	1001	Cash	\$ 126.54	
	3602	Interest Income Interest from Fidelity CD		\$ 126.54
140	1101	Investments	\$ 2,000,000.00	
	1001	Cash Purchase of Freddie Mac investment		\$ 2,000,000.00
141	1101	Investments	\$ 2,000,000.00	
	1001	Cash Purchase of FNMA investment		\$ 2,000,000.00
142	1101	Investments	\$ 2,000,000.00	
	1001	Cash Purchase of FNMA investment		\$ 2,000,000.00
<u>Tax revenues</u>				
143	1001	Cash	\$ 145,002.84	
	1201	Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 1/24 to 1/31		\$ 145,002.84
144	1001	Cash	\$ 73,857.98	
	3601	Prior year Tax		\$ 73,838.57
	1201	Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 1/17 to 1/31		\$ 19.41
145	1001	Cash	\$ 181,186.49	
	1201	Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 2/1 to 2/15		\$ 181,186.49
146	1001	Cash	\$ 159,785.00	
	3401	State Aid State Aid, 1st payment		\$ 159,785.00
<u>Miscellaneous revenue</u>				
147	1001	Cash	\$ 12,314.07	
	3605	Mic. Reimbursements		\$ 12,314.07
		OCCC rent 9,830.00 Friends reimb 1,527.77		
		café rent 500.00 LET reimb 343.85		
		PBD 110.45 Name badges 2.00		
		Total \$ 12,314.07		

Payable entries

148	3001	Current Year Reserv. for Appropriations.	\$	1,967,212.24	
	3011	Current Year P.O. Outstanding			\$ 1,967,212.24
	3002	Prior Year Reserv. for Appropriations.			\$ 318.02
	3012	Prior Year P.O. Outstanding	\$	318.02	
		Purchase orders issued in February			
149	3011	Current Year P.O. Outstanding	\$	2,151,174.98	
	3021	Current Year Warrants Outstanding			\$ 2,151,174.98
	3012	Prior Year P.O. Outstanding	\$	5,992.00	
	3022	Prior Year Warrants Outstanding			\$ 5,992.00
		Checks issued in February			
150	3021	Current Year Warrants Outstanding	\$	2,037,199.79	
	1001	Cash			\$ 2,037,199.79
	3022	Prior Year Warrants Outstanding	\$	6.00	
	1001	Cash			\$ 6.00
		Checks cleared Bank in February			

Bank interest and fees

151	1001	Cash	\$	1,574.66	
	3602	Bank Fees	\$	227.10	
	3602	Interest Income			\$ 1,801.76
		Interest and fees from GF checking account			
152	8000	Special Fund Cash			\$ 32.26
	8815	Bank Fees	\$	145.94	
	8815	Interest Income			\$ 113.68
		Interest and fees from SF checking account			

Special funds

153	8000	Special Fund Cash	\$	61,328.84	
	8815	Fines			\$ 23,961.15
	8820	Copy			\$ 7,521.85
	8805	Gift/Lost Books			\$ 7,548.57
	8810	Prepaid Fees	\$	113.99	
	8872	other			\$ 9,600.00
	8873				\$ 1,000.00
	8949		\$	85.36	
	8815				\$ 12,662.83
	8815		\$	766.21	
		Revenues of special funds received in February			
154	8000				\$ 19,372.95
	8815	Fines	\$	119.90	
	8820	Copy	\$	1,135.96	
	8805	Gift/Lost Books	\$	278.38	
	8945		\$	150.00	
	8863		\$	49.19	

8865	\$	3,061.00
8886	\$	6,939.00
8894	\$	35.15
8872	\$	2,400.00
8891	\$	806.84
8897	\$	1,749.48
8843	\$	2,348.00
8881	\$	300.05

Expenditures of special funds in February

Corrections, adjustments, and miscellaneous

155	1001	\$	55.00	
	3021	\$	4,230.83	
	3012			\$ 452.26
	3011			\$ 4,284.93
	3605			\$ 0.90
	3605	\$	452.26	

To adjust for voided checks - Feb

156	8882	\$	827.21	
	8843			\$ 827.21

To transfer the overspent amount in prior year's grant to the current year's grant

Grand Total		\$	12,822,529.09	\$12,822,529.09
		\$	-	-

General Fund F.Y. 10-11

Warrant Register

February 2011

Number	Vendor/Payee	Purpose	Amount
G-03038	Metropolitan Library System	Parking	4.00
		Automation Contractual	40.08
		Postage	63.16
		Supplies	39.58
		Programming Activities	85.95
		Other Commodities	30.32
G-03039	City of Midwest City, Inc.	Water & Garbage Services	271.68
G-03040	Grainger	Maintenance of Facilities	851.60
G-03041	O G & E	Electrical Services	14,795.89
		Electrical Services	3,432.84
G-03042	Oklahoma Natural Gas Co.	Gas Services	1,671.29
		Gas Services	1,368.80
		Gas Services	1,341.86
		Gas Services	456.15
G-03043	Triangle/A & E	Printing	138.75
G-03044	Brodart, Inc.	Supplies	19.45
G-03045	Locke Supply Co.	Maintenance of Facilities	89.49
		Maintenance of Facilities	14.71
G-03046	Tech-Lock	Maintenance of Facilities	50.00
G-03047	Demco	Supplies	336.60
		Supplies	40.30
G-03048	Eales Electronics Corp.	Maintenance of Facilities	50.00
G-03049	EBSCO Subscription Services	Supplies	834.24
		Supplies	52.14
G-03050	UNUM Life Insurance	Grp L-T Disab Ins Prm-FEB	6,077.78
G-03051	City of Warr Acres	Water & Garbage Services	54.45
G-03052	AT&T	Telephone Services	138.22
G-03053	Standard Printing Co., Inc.	Supplies	539.00
G-03054	Oklahoma Library Association	Professional Services	60.00
		Professional Services	60.00
G-03055	ALA Order Fulfillment	Other Commodities	110.45
G-03056	CompSource Oklahoma	Workers Comp Insurance	19,143.00
G-03057	Keystone Tape & Label, Inc.	Printing	1,604.39
G-03058	Chester 'Jack' Kinzie, Jr.	Mileage	2.81
G-03059	Ann Aliotta	Mileage	17.34
G-03060	Northwest Chamber	Memberships	225.00
G-03061	JoNita Normore	Mileage	26.52
G-03062	Mutual Assurance	Grp Life AD&D Ins Prm-FEB	37,281.59
G-03063	Harmony Business Supplies	Supplies	2,926.45
G-03064	Copelin's Office Center	Supplies	26.99
G-03065	Andia Johnson	Programming Activities	150.00
G-03066	Board of County Commissioners	Library-Related Services	134,651.29
G-03067	Southwest Solutions Group, Inc	Capital Projects	1,800.00
G-03068	Shawver & Son	Automation Contractual	264.49
G-03069	AT&T	Telephone Services	1,553.72
G-03070	Cheryll Jones	Mileage	5.61
G-03071	5th Street Garage	Parking & Transportation	32.29
G-03072	Scott's Printing & Copying	Printing	582.75
		Printing	491.61
G-03073	Weokie Credit Union	Programming Activities	1,060.00
G-03074	Hobby Lobby	Programming Activities	152.30
G-03075	Francie Pendleton	Mileage	8.62

General Fund F.Y. 10-11

Warrant Register

February 2011

Number	Vendor/Payee	Purpose		Amount
G-03076	ALA Advance Registration	Professional Services	190.00	190.00
G-03077	Filtration Services Group, LLC	Maintenance of Facilities	136.08	136.08
G-03078	XPEDX	Maintenance supplies	109.56	109.56
G-03079	High-Tech-Tronics, Inc.	Maintenance of Facilities	1,400.00	1,400.00
G-03080	Harrah Chamber of Commerce	Memberships	25.00	25.00
G-03081	OverDrive, Inc fka	Network Catalog Services	1,800.00	1,800.00
G-03082	Metro Parking Garage	Parking & Transportation	1,620.00	
		Parking & Transportation	990.00	2,610.00
G-03083	Michael Fresonke	Programming Activities	350.00	350.00
G-03084	Cummins Southern Plains, Ltd.	Maintenance of Facilities	710.12	710.12
G-03085	Perfection Truck Parts&Equip.	Maintenance of Facilities	48.25	48.25
G-03086	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	88.50	88.50
G-03087	Town of Luther	Water & Garbage Services	48.18	48.18
G-03088	Barnes & Noble, Inc.	Automation Sys & Equipmen	1,358.70	1,358.70
G-03089	Studio Architecture PC	Capital Projects	11,715.00	11,715.00
G-03090	Home Depot Credit Services	Furniture	76.97	76.97
G-03091	Evans Hardware	Maintenance of Facilities	127.69	
		Maintenance of Facilities	22.71	150.40
G-03092	Debbie Robertus	Mileage	24.48	24.48
G-03093	Kimberly Edwards	Programming Activities	99.99	99.99
G-03094	Hudiburg Chevrolet, Inc.	Maintenance of Facilities	1,136.87	1,136.87
G-03095	Jerry's Contracting	Maintenance of Facilities	300.00	300.00
G-03096	Mailing Services -134730000	Printing	55.10	55.10
G-03097	Postmaster	Postage	3,000.00	3,000.00
G-03098	City of Harrah	Water & Garbage Services	57.45	57.45
G-03099	Crowe & Dunlevy	Professional Services	915.50	
		Professional Services	257.00	
		Professional Services	2,470.00	3,642.50
G-03100	City of Choctaw	Water & Garbage Services	67.43	67.43
G-03101	Todd Olberding	Telephone Services	46.71	46.71
G-03102	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-FEB	130,741.35	130,741.35
G-03103	Walmart Community	Programming Activities	38.95	
		Other Commodities	48.34	87.29
G-03104	Allied Waste Services #060	Water & Garbage Services	791.17	791.17
G-03105	Darrie Breathwit	Mileage	20.50	20.50
G-03106	Star Lighting	Maintenance of Facilities	304.22	304.22
G-03107	Cintas Corp.	Maintenance of Facilities	473.21	473.21
G-03108	Rondia K. Banks	Supplies	73.97	73.97
G-03109	Constructive Playthings	Programming Activities	83.35	83.35
G-03110	Kelley Hoffman	Mileage	21.93	21.93
G-03111	Myers Landscape Management,	Maintenance of Facilities	1,715.00	
		Maintenance of Facilities	1,205.00	
		Maintenance of Facilities	1,715.00	
		Maintenance of Facilities	1,205.00	5,840.00
G-03112	Estate of Clyde S. McLaughlin	Group Insurance	9.60	9.60
G-03113	Maria Watkins	Mileage	8.62	8.62
G-03114	COTPA	Parking & Transportation	1,387.00	
		Parking & Transportation	2,628.00	4,015.00
G-03115	Clark Equipment Co. d/b/a	Maintenance of Facilities	149.98	149.98
G-03116	Strategic Government Resources	Professional Services	5,059.42	5,059.42
G-03117	Oklahoma Natural Gas Co.	Gas Services	732.02	
		Gas Services	369.89	1,101.91

General Fund F.Y. 10-11

Warrant Register

February 2011

Number	Vendor/Payee	Purpose		Amount
G-03118	Brodart, Inc.	Supplies	1,995.00	1,995.00
G-03119	Southwestern Stationers, Inc.	Supplies	34.40	
		Supplies	1,481.75	
		Supplies	92.60	1,608.75
G-03120	Demco	Supplies	45.80	45.80
G-03121	Gale Research	Materials	530.10	530.10
G-03122	Alma L. Brown	Programming Activities	76.50	
		Programming Activities	49.89	126.39
G-03123	Baker & Taylor Books	Materials	2,028.49	2,028.49
G-03124	American Express	Automation Contractual	69.95	
		Professional Services	20.00	89.95
G-03125	WCA Waste Corporation	Maintenance of Facilities	31.34	31.34
G-03126	Recorded Books, LLC	Materials	11,559.40	11,559.40
G-03127	Greater Oklahoma City	Memberships	80.00	80.00
G-03128	Gale Group	Materials	2,540.23	2,540.23
G-03129	Brendan Parker	Materials	70.00	70.00
G-03130	Hal Leonard Corporation	Materials	97.50	97.50
G-03131	Walter Wayne McEvilly	Programming Activities	150.00	150.00
G-03132	Full Circle Bookstore	Programming Activities	63.14	63.14
G-03133	Andia Johnson	Programming Activities	125.00	125.00
G-03134	Worldwide Directories	Materials	142.76	142.76
G-03135	INTEGRIS Corporate Assistance	Group Insurance	890.00	890.00
G-03136	Green Corn Revival	Materials	73.50	73.50
G-03137	Cory Jordan Phillips	Programming Activities	75.00	75.00
G-03138	Blackstone Audio Books	Materials	2,904.05	2,904.05
G-03139	Random House, Inc	Materials	1,461.16	1,461.16
G-03140	Scott's Printing & Copying	Printing	971.16	971.16
G-03141	Brilliance Corporation	Materials	2,457.07	2,457.07
G-03142	Hobby Lobby	Programming Activities	36.65	36.65
G-03143	Ingram Library Service	Materials	1,544.12	1,544.12
G-03144	Audio Editions	Materials	1,756.81	1,756.81
G-03145	OverDrive, Inc fka	Materials	2,075.61	2,075.61
G-03146	Matthew Cotter	Telephone Services	35.00	35.00
G-03147	Ingram Library Service	Materials	1,211.46	1,211.46
G-03148	Love Envelopes Inc	Supplies	3,115.41	3,115.41
G-03149	Jonathan W. LaPuzza	Security Services	375.00	375.00
G-03150	Center Point Large Print	Materials	537.42	537.42
G-03151	The Library Store, Inc.	Supplies	960.78	960.78
G-03152	Evans Hardware	Maintenance of Facilities	16.48	16.48
G-03153	Dell Marketing L.P.	Automation Contractual	992.22	992.22
G-03154	ProQuest	Materials	14,029.50	14,029.50
G-03155	AudioGo	Materials	359.76	359.76
G-03156	PrinterSupplies.com	Supplies	97.99	97.99
G-03157	Amazon/GE Money Bank	Automation Sys & Equipmen	463.41	
		Automation Contractual	149.97	613.38
G-03158	Office Depot Credit Plan	Supplies	75.45	75.45
G-03159	Baker & Taylor Books	Materials	3,152.27	3,152.27
G-03160	Baker & Taylor Entertainment	Materials	2,156.02	
		Materials	4,224.76	6,380.78
G-03161	Garcia Tire Service, Inc.	Maintenance of Facilities	12.00	12.00
G-03162	University of Oklahoma Press	Materials	26.34	26.34
G-03163	Pamela Buchanan	Telephone Services	35.00	35.00

General Fund F.Y. 10-11

Warrant Register

February 2011

Number	Vendor/Payee	Purpose		Amount
G-03164	Thomas P. Gallagher	Transportation	25.00	25.00
G-03165	John Utley	Telephone Services	35.00	35.00
G-03166	Baker & Taylor Books	Materials	711.61	
		Materials	679.11	
		Materials	3,368.89	
		Materials	1,775.94	
		Materials	6,427.61	
		Materials	5,619.52	
		Materials	10,406.79	
		Materials	4,208.67	33,198.14
G-03167	Baker & Taylor Books	Materials	630.72	
		Materials	4,408.48	
		Materials	4,257.03	
		Materials	12,840.40	22,136.63
G-03168	Baker & Taylor Books	Materials	1,726.83	1,726.83
G-03169	Krueger International, Inc.	Furniture	9,075.00	9,075.00
G-03170	Cooper Bros., Inc.	Maintenance of Facilities	225.00	
		Maintenance of Facilities	265.00	
		Maintenance of Facilities	1,865.00	2,355.00
G-03171	Personalized Prevention	Professional Services	606.00	606.00
G-03172	Baker & Taylor Entertainment	Materials	4,068.51	4,068.51
G-03173	Alexandra Brodt	Programming Activities	150.00	150.00
G-03174	Eide Bailly LLP	Professional Services	5,300.00	5,300.00
G-03175	Bank of Oklahoma	Payroll Transmittal-Chks	36,264.69	
		Payroll Transmittal-Chks	17,239.72	
		Payroll Transmittal-Chks	110.00	53,614.41
G-03176	Bank of Oklahoma	Federal Withholding Tax	47,667.00	
		Federal Withholding Tax	4,266.00	51,933.00
G-03177	Oklahoma Tax Commission	State Withholding Tax	14,657.00	
		State Withholding Tax	846.00	15,503.00
G-03178	Mun. Employees Credit Union	Employee Cr Union Deducts	11,370.13	
		Employee Cr Union Deducts	87.50	11,457.63
G-03179	United Way of Central Oklahoma	Employee Deductions	546.17	
		Employee Deductions	65.00	611.17
G-03180	Clerk, U.S. District	Employee Deductions	112.99	
		Employee Deductions	112.99	225.98
G-03181	Morgan & Associates, P.C.	Employee Deductions	154.02	154.02
G-03182	United States Treasury	Employee Deductions	50.50	50.50
G-03183	Bank of America	Payroll Transmittal-DDep	257,492.45	
		Payroll Transmittal-DDep	38,491.67	
		Payroll Transmittal-DDep	935.00	296,919.12
G-03184	John Hardeman, Trustee	Employee Deductions	546.92	546.92
G-03185	Nationwide Retirement Solution	Employee Deductions	7,559.58	7,559.58
G-03186	Transamerica Worksite Mktg.	Employee Deductions	418.87	418.87
G-03187	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,762.76	4,762.76
G-03188	Bank of Oklahoma	Employee Flexplan Deposit	28,203.54	28,203.54
G-03189	Bank of Oklahoma	Employee Soc/Sec Deposits	17,848.10	
		Employee Soc/Sec Deposits	2,724.32	
		Employee Medicare Deposit	6,161.92	
		Employee Medicare Deposit	940.57	
		Employer Soc/Sec Deposits	30,368.85	
		Employer Medicare Deposit	7,102.29	65,146.05

General Fund F.Y. 10-11

Warrant Register

February 2011

Number	Vendor/Payee	Purpose		Amount
G-03190	MassMutual Financial Group	Employee Contrib -- DC PI	15,110.27	
		Employer Contrib -- DC PI	27,509.77	42,620.04
G-03191	ODHS Oklahoma Centralized	Employee Deductions	398.30	398.30
G-03192	Randall S. Fudge	Employee Deductions	108.95	108.95
G-03193	Administrative Services	Employee Deductions	1,381.19	1,381.19
G-03194	UNUM Life Insurance	Employee Deductions	1,355.30	
		Employee Deductions	34.00	1,389.30
G-03195	Vision Service Plan of	Grp Vision Ins Prem-FEB.	2,486.55	2,486.55
G-03196	UNUM Life Insurance	Grp LTC Insurance Prm-FEB	1,605.90	1,605.90
G-03197	Grainger	Maintenance of Facilities	350.88	350.88
G-03198	O G & E	Electrical Services	1,385.30	1,385.30
G-03199	City of Bethany	Water & Garbage Services	117.64	117.64
G-03200	City of Oklahoma City	Water & Garbage Services	134.42	
		Water & Garbage Services	251.12	
		Water & Garbage Services	159.06	
		Water & Garbage Services	234.86	
		Water & Garbage Services	307.67	1,087.13
G-03201	City of the Village	Water & Garbage	91.41	91.41
G-03202	Southwestern Stationers, Inc.	Supplies	42.54	
		Supplies	25.64	68.18
G-03203	Demco	Supplies	163.43	163.43
G-03204	Gaylord Bros.	Furniture	769.45	
		Supplies	870.28	1,639.73
G-03205	AT&T	Telephone Services	705.06	
		Telephone Services	664.91	
		Telephone Services	406.89	1,776.86
G-03206	City of Edmond	Electrical Services	4,177.66	4,177.66
G-03207	Richard Rea	Mileage	15.30	15.30
G-03208	Angela Thornton	Mileage	21.42	21.42
G-03209	Weston Woods Accts Receivable	Materials	458.62	458.62
G-03210	Baker & Taylor Books	Materials	3,188.81	3,188.81
G-03211	J. Siobhan Morava	Mileage	66.84	66.84
G-03212	Charles S. Isaacs	Mileage	51.26	51.26
G-03213	ALA Membership CSC	Memberships	159.00	159.00
G-03214	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-03215	FedEx	Postage	102.12	102.12
G-03216	Recorded Books, LLC	Materials	4,568.80	4,568.80
G-03217	Arphax Publishing Co	Materials	306.14	306.14
G-03218	Greater Oklahoma City	Other Commodities	120.00	120.00
G-03219	Denyveta Davis	Mileage	142.69	142.69
G-03220	Gale Group	Materials	1,468.83	1,468.83
G-03221	Staples Business Advantage	Supplies	152.49	152.49
G-03222	Harvey Sales, Inc.	Maintenance Supplies	833.00	833.00
G-03223	Anne G. Fischer	Telephone Services	50.00	
		Mileage	29.00	79.00
G-03224	Light Bulb Supply Co., Inc.	Maintenance of Facilities	138.75	138.75
G-03225	Library Video Co.	Materials	1,966.34	1,966.34
G-03226	Wellness Councils of America	Professional Services	324.50	324.50
G-03227	Full Circle Bookstore	Programming Activities	141.45	
		Programming Activities	131.76	273.21
G-03228	Michael's Arts & Crafts	Programming Activities	36.82	36.82
G-03229	Janet Brooks	Mileage	12.60	12.60

General Fund F.Y. 10-11

Warrant Register

February 2011

Number	Vendor/Payee	Purpose		Amount
G-03230	Teen Ink	Library-Related Services	189.00	189.00
G-03231	Shawver & Son	Maintenance of Facilities	243.38	
		Automation Contractual	668.19	911.57
G-03232	Jonathan Willis	Mileage	39.27	39.27
G-03233	Diane Sarantakos	Mileage	158.10	158.10
G-03234	Random House, Inc	Materials	500.90	500.90
G-03235	A T & T Mobility	Telephone Services	87.93	87.93
G-03236	Scott's Printing & Copying	Printing	1,302.88	1,302.88
G-03237	Hobby Lobby	Supplies	232.03	232.03
G-03238	Ingram Library Service	Materials	677.99	677.99
G-03239	Phyllis Davidson	Mileage	13.64	13.64
G-03240	High-Tech-Tronics, Inc.	Maintenance of Facilities	1,086.68	
		Maintenance of Facilities	1,006.00	2,092.68
G-03241	Audio Editions	Materials	95.88	95.88
G-03242	OverDrive, Inc fka	Materials	15,024.92	
		Materials	419.26	15,444.18
G-03243	Victoria Dixon	Parking	108.38	108.38
G-03244	Fuelman	Gasoline	3,181.80	
		Vehicle Parts & Repairs	63.73	3,245.53
G-03245	Porch School Supply	Programming Supplies	100.80	100.80
G-03246	AV Cafe Inc	Materials	2,062.40	2,062.40
G-03247	Matthew Cotter	Mileage	19.89	19.89
G-03248	Elizabeth L. Wilson	Memberships	35.00	35.00
G-03249	Perry Publishing Co.	Library-Related Services	576.00	576.00
G-03250	Center Point Large Print	Materials	537.42	537.42
G-03251	Dana Beach	Parking	108.38	108.38
G-03252	Kay L. Bauman	Parking	108.38	108.38
G-03253	Landon Holman	Mileage	45.90	45.90
G-03254	Jimmy Welch	Telephone Services	50.00	50.00
G-03255	Evans Hardware	Maintenance of Facilities	12.07	
		Maintenance of Facilities	39.92	51.99
G-03256	American Benefit Systems, Inc.	Professional Services	2,043.75	2,043.75
G-03257	OPUBCO Communications Group	Other Library Related Svc	60.50	60.50
G-03258	Aesthetic Videosource	Materials	1,727.68	1,727.68
G-03259	Medco Supply Company	Supplies	24.90	24.90
G-03260	Ruby Soutiere	Mileage	9.05	9.05
G-03261	J & I Trailer Hitches	Maintenance of Facilities	175.00	175.00
G-03262	Joy E. Cavett	Programming Activities	250.00	250.00
G-03263	City of Edmond	Water & Garbage Services	252.90	252.90
G-03264	Kevin Colwell	Mileage	18.36	18.36
G-03265	Clyde Herrod	Memberships	35.00	35.00
G-03266	OHC of Oklahoma, L.L.C.	Professional Services	75.00	75.00
G-03268	Oklahoma Press Service	Library-Related Services	135.09	135.09
G-03269	C. L. Frates & Co.	Insurance	50.00	50.00
G-03270	Todd Olberding	Travel Expenses	1,250.99	
		Professional Services	350.00	1,600.99
G-03271	Alice Murphy	Supplies	21.00	21.00
G-03272	Baker & Taylor Books	Materials	478.98	478.98
G-03273	Cox Communications, Inc.	Telephone Services	1,991.95	
		Telephone Services	1,380.00	3,371.95
G-03274	Cheryl Pernell	Parking	108.38	108.38
G-03275	Baker & Taylor Entertainment	Materials	923.00	

** Continued **

General Fund F.Y. 10-11

Warrant Register

February 2011

Number	Vendor/Payee ** Continued **	Purpose		Amount
G-03275	Baker & Taylor Entertainment	Materials	3,200.47	4,123.47
G-03276	MetroFamily Magazine	Library-Related Services	1,449.00	1,449.00
G-03277	Chase Card Services	Travel Expenses	652.96	
		Programming Activities	20.14	
		Automation Sys & Equip	1,497.00	
		Automation Contractual	44.02	
		Professional Svs-Training	250.00	
		Supplies	497.90	
		Supplies	525.00	
		Professional Services	60.00	
		Registration	600.00	
		Travel Expenses	304.80	
		Professional Services	185.00	
		Professional Services	67.54	
		Supplies	15.39	
		Supplies	178.00	
		Programming Activities	312.16	
		Programming Activities	39.99	5,249.90
G-03278	Preston Bell	Transportation	50.00	50.00
G-03279	Reef Shop Warehouse	Maintenance of Facilities	66.95	66.95
G-03280	Pamela Buchanan	Mileage	5.61	5.61
G-03281	Teaching Company	Materials	684.70	684.70
G-03282	Donna Morris	Parking & Transportation	450.00	450.00
G-03283	Star Lighting	Maintenance of Facilities	54.92	
		Maintenance of Facilities	62.96	
		Maintenance of Facilities	135.72	253.60
G-03284	John Utey	Mileage	26.01	26.01
G-03285	Faith Centered Resources	Materials	416.51	416.51
G-03286	Oklahoma City Police Dept.	Maintenance of Facilities	195.00	
		Maintenance of Facilities	17.00	
		Maintenance of Facilities	17.00	229.00
G-03287	Cox Communications, Inc.	Telephone Service	1,092.21	1,092.21
G-03288	Baker & Taylor Books	Materials	1,083.69	
		Materials	1,721.79	
		Materials	909.41	
		Materials	1,310.97	
		Materials	2,698.98	
		Materials	5,295.19	
		Materials	6,390.46	19,410.49
G-03289	Baker & Taylor Books	Materials	1,300.26	
		Materials	1,974.12	
		Materials	4,274.37	
		Materials	439.36	7,988.11
G-03290	Baker & Taylor Books	Materials	260.96	260.96
G-03291	Chase Card Services	Books & Materials	716.34	
		Books & Materials	235.53	
		Books & Materials	212.86	
		Books & Materials	869.07	
		Books & Materials	251.49	
		Books & Materials	450.71	
		Books & Materials	81.45	2,817.45

General Fund F.Y. 10-11

Warrant Register

February 2011

Number	Vendor/Payee	Purpose		Amount
G-03292	Conrad Doty	Maintenance of Facilities	37.38	
		Supplies	13.96	51.34
G-03293	Sabre Technologies	Supplies	2,805.00	2,805.00
G-03294	Lisa Bradley	Mileage	17.60	
		Parking	108.38	125.98
G-03295	Erika Sterling	Maintenance of Facilities	120.00	120.00
G-03296	Stacy Schrank	Parking	108.38	108.38
G-03297	Dan Holman	Telephone Services	33.20	33.20
G-03298	Mackin	Materials	267.80	267.80
G-03299	R. Justin Herwig	Mileage	123.68	
		Mileage	25.50	149.18
G-03300	Tyler Outdoor Advertising, LLC	Library-Related Services	3,200.00	3,200.00
G-03301	Darin R. Smith	Transportation	50.00	50.00
G-03302	Oklahoma Department of Labor	Maintenance of Facilities	25.00	25.00
G-03303	City of Del City	Rent of Library Building	400.00	400.00
G-03304	O G & E	Electrical Services	1,998.96	
		Electrical Services	6,486.83	8,485.79
G-03305	Oklahoma Natural Gas Co.	Gas Services	127.90	
		Gas Services	1,337.74	
		Gas Services	873.85	
		Gas Services	878.73	
		Gas Services	905.25	4,123.47
G-03306	City of Oklahoma City	Water & Garbage Services	478.83	
		Water & Garbage Services	46.88	525.71
G-03307	Brodart, Inc.	Supplies	26.17	
		Supplies	2,990.00	3,016.17
G-03308	Southwestern Stationers, Inc.	Supplies	34.19	
		Printing	5,293.00	5,327.19
G-03309	Demco	Supplies	147.99	
		Supplies	1,925.00	
		Supplies	314.08	
		Supplies	3,050.00	5,437.07
G-03310	EBSCO Subscription Services	Subscriptions	30.84	
		Materials	8,400.00	8,430.84
G-03311	Gaylord Bros.	Supplies	57.35	
		Supplies	48.32	105.67
G-03312	Gale Research	Materials	1,394.60	1,394.60
G-03313	Hewlett-Packard Co.	Automation Contractual	7,128.70	7,128.70
G-03314	Oklahoma Library Association	Professional Services	60.00	60.00
G-03315	Robert A. Burton	Security Services	225.00	225.00
G-03316	Standard & Poor's	Materials	3,732.90	3,732.90
G-03317	Charles S. Isaacs	Telephone Services	35.00	35.00
G-03318	ALA Order Fulfillment	Programming Activities	106.85	106.85
G-03319	ALA Membership CSC	Memberships	159.00	159.00
G-03320	Recorded Books, LLC	Materials	4,759.95	4,759.95
G-03321	Greater Oklahoma City	Library-Related Services	200.00	200.00
G-03322	Gale Group	Materials	2,644.81	2,644.81
G-03323	Live Oak Media	Materials	258.77	258.77
G-03324	Copelin's Office Center	Supplies	592.50	592.50
G-03325	Library Video Co.	Materials	179.55	179.55
G-03326	Full Circle Bookstore	Programming Activities	134.73	
		Materials	286.07	

** Continued **

General Fund F.Y. 10-11

Warrant Register

February 2011

Number	Vendor/Payee ** Continued **	Purpose		Amount
G-03326	Full Circle Bookstore	Programming Activities	111.73	532.53
G-03327	Liberty Flags Inc.	Supplies	36.10	36.10
G-03328	Municipal Code Corporation	Materials	110.24	110.24
G-03329	Jonathan Willis	Telephone Services	35.00	35.00
G-03330	Diane Sarantakos	Professional Services	61.00	61.00
G-03331	Metrocall Wireless	Telephone Services	142.20	142.20
G-03332	Dominion Enterprises/The	Library-Related Services	597.00	597.00
G-03333	Blackstone Audio Books	Materials	1,852.50	1,852.50
G-03334	Oklahoma Gazette	Library-Related Services	3,232.00	3,232.00
G-03335	Random House, Inc	Materials	1,401.82	1,401.82
G-03336	Scott's Printing & Copying	Printing	2,871.20	2,871.20
G-03337	Oklahoma Dept. of Commerce	Materials	1,100.00	1,100.00
G-03338	ALA Advance Registration	Professional Services	190.00	
		Professional Services	185.00	375.00
G-03339	Ingram Library Service	Materials	4,555.42	4,555.42
G-03340	XPEDX	Supplies	325.22	325.22
G-03341	Audio Editions	Materials	99.59	99.59
G-03342	Larry G. Johnson	Parking	108.38	108.38
G-03343	OverDrive, Inc fka	Materials	13,832.67	13,832.67
G-03344	United States Postal Service	Postage	9,000.00	9,000.00
G-03345	DWe Williams	Programming Activities	2,000.00	2,000.00
G-03346	Russell Interiors	Capital Projects	2,146.00	2,146.00
G-03347	Ginger Waldrip	Programming Activities	100.00	100.00
G-03348	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	88.50	88.50
G-03349	AV Cafe Inc	Materials	316.21	316.21
G-03350	Ingram Library Service	Materials	1,871.21	1,871.21
G-03351	Frances V. Harbert	Mileage	4.18	4.18
G-03352	Jonathan W. LaPuzza	Security Services	475.00	475.00
G-03353	Vernon Library Supply	Supplies	20.83	20.83
G-03354	Center Point Large Print	Materials	2,727.42	2,727.42
G-03355	Oklahoma Museums Association	Programming Activities	125.00	125.00
G-03356	John Mark Dawson	Security Services	150.00	150.00
G-03357	Bank of America	Library-Related Services	311.76	311.76
G-03358	Contractors Supply Co.	Maintenance of Facilities	4.86	4.86
G-03359	Kelly Thompson	Programming Activities	100.00	100.00
G-03360	Kelley Riha	Mileage	45.90	45.90
G-03361	Dowell Parking Center	Parking & Transportation	267.00	267.00
G-03362	AudioGo	Materials	3,066.30	3,066.30
G-03363	Amazon/GE Money Bank	Other Lib. Rel. Svcs	57.05	
		Library-Related Services	77.26	
		Supplies	41.19	175.50
G-03364	John Wood	Telephone Services	50.00	50.00
G-03365	DailyAccess Corporation	Professional Services	165.00	165.00
G-03366	Alice Murphy	Supplies	18.00	18.00
G-03367	Baker & Taylor Books	Materials	2,140.82	2,140.82
G-03368	Baker & Taylor Entertainment	Materials	4,633.71	
		Materials	860.15	5,493.86
G-03369	Walmart Community	Programming Activities	28.22	
		Other Commodities	42.31	70.53
G-03370	Oklahoma Food Cooperative	Programming Activities	258.75	258.75
G-03371	Teaching Company	Materials	11.00	11.00

General Fund F.Y. 10-11

Warrant Register

February 2011

Number	Vendor/Payee	Purpose		Amount
G-03372	Kevin Sendall	Mileage	25.50	25.50
G-03373	John Townsend	Security Services	212.50	212.50
G-03374	Star Lighting	Maintenance of Facilities	44.70	
		Maintenance of Facilities	10.00	54.70
G-03375	Melissa Weathers	Mileage	8.20	8.20
G-03376	Downtown Tire & Auto Svc, Inc.	Vehicle Parts & Repairs	33.35	33.35
G-03377	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	
		Maintenance of Facilities	95.00	327.00
G-03378	Oklahoma City Police Dept.	Maintenance of Facilities	65.00	65.00
G-03379	Christian Book Distributors	Books & Materials	68.70	68.70
G-03380	Securitas Security USA, Inc.	Security Services	4,954.18	
		Security Services	5,890.70	
		Security Services	5,717.56	16,562.44
G-03381	Baker & Taylor Books	Materials	1,364.14	
		Materials	1,718.02	
		Materials	2,600.86	
		Materials	5,672.41	
		Materials	5,708.73	
		Materials	3,239.47	
		Materials	3,680.06	23,983.69
G-03382	Baker & Taylor Books	Materials	3,900.23	
		Materials	2,069.29	
		Materials	2,207.39	
		Materials	1,935.01	10,111.92
G-03383	Baker & Taylor Books	Materials	1,266.74	1,266.74
G-03384	Rush Truck Center	Motor Vehicles	110,574.00	110,574.00
G-03385	Daily Ardmoreite	Subscriptions	139.00	139.00
G-03386	McAlester News Capital	Subscriptions	141.00	141.00
G-03387	Agati	Furniture	878.08	878.08
G-03388	Sabre Technologies	Supplies	3,925.00	3,925.00
G-03389	Smart Technologies	Automation Contractual	580.00	580.00
G-03390	Veolia Energy Oklahoma City,	Trigen Energy Services	10,844.40	10,844.40
G-03391	Kiona Millirons	Programming Activities	50.00	50.00
G-03392	The Tribune	Library-Related Services	21.07	21.07
G-03393	Dan Holman	Mileage	47.43	47.43
G-03394	Baker & Taylor Entertainment	Materials	1,781.44	1,781.44
G-03395	Mackin	Materials	410.94	410.94
G-03396	Pacific Telemanagement Service	Telephone Services	78.00	78.00
G-03397	Chris Kennedy	Mileage	22.95	22.95
G-03398	Oklahoma Department of Labor	Maintenance of Facilities	25.00	25.00
G-03399	Kathy C. Brown	Programming Activities	87.50	87.50
G-03400	Bank of Oklahoma	Payroll Transmittal-Chks	35,330.74	
		Payroll Transmittal-Chks	17,493.19	52,823.93
G-03401	Bank of Oklahoma	Federal Withholding Tax	50,544.00	
		Federal Withholding Tax	4,412.00	54,956.00
G-03402	Oklahoma Tax Commission	State Withholding Tax	15,495.00	
		State Withholding Tax	880.00	16,375.00
G-03403	Mun. Employees Credit Union	Employee Cr Union Deducts	11,370.13	
		Employee Cr Union Deducts	87.50	11,457.63
G-03404	United Way of Central Oklahoma	Employee Deductions	520.17	
		Employee Deductions	65.00	585.17
G-03405	Clerk, U.S. District	Employee Deductions	129.64	
	** Continued **			

General Fund F.Y. 10-11

Warrant Register

February 2011

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-03405	Clerk, U.S. District	Employee Deductions	129.64 259.28
G-03406	Morgan & Associates, P.C.	Employee Deductions	73.40 73.40
G-03407	United States Treasury	Employee Deductions	50.50 50.50
G-03408	Bank of America	Payroll Transmittal-DDep	271,288.15
		Payroll Transmittal-DDep	40,244.18 311,532.33
G-03409	John Hardeman, Trustee	Employee Deductions	546.92 546.92
G-03410	Nationwide Retirement Solution	Employee Deductions	7,559.58 7,559.58
G-03411	Transamerica Worksite Mrktg.	Employee Deductions	418.87 418.87
G-03412	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,795.67 4,795.67
G-03413	Bank of Oklahoma	Employee Flexplan Deposit	12,663.63 12,663.63
G-03414	Bank of Oklahoma	Employee Soc/Sec Deposits	18,480.13
		Employee Soc/Sec Deposits	2,818.06
		Employee Medicare Deposit	6,380.08
		Employee Medicare Deposit	972.92
		Employer Soc/Sec Deposits	31,440.40
		Employer Medicare Deposit	7,352.95 67,444.54
G-03415	MassMutual Financial Group	Employee Contrib -- DC PI	15,116.35
		Employer Contrib -- DC PI	27,521.89 42,638.24
G-03416	ODHS Oklahoma Centralized	Employee Deductions	409.83 409.83
G-03417	Randall S. Fudge	Employee Deductions	108.95 108.95
G-03418	Administrative Services	Employee Deductions	1,381.19 1,381.19
		Total of FY 10-11 Warrants Issued	\$ 2,151,174.98

General Fund F.Y. 09-10

Warrant Register

February 2011

Number	Vendor/Payee	Purpose		Amount
G-05912	Marpro Label Inc.	Supplies	5,797.00	5,797.00
G-05913	Oklahoma City Police Dept.	Maintenance of Facilities	195.00	195.00
Total of FY 09-10 Warrants Issued				\$ 5,992.00

Special Funds

Warrant Register

February 2011

Number	Vendor/Payee	Purpose		Amount
S-16295	Standley Systems	Copier Usage	213.40	
		Copier Usage	244.74	458.14
S-16296	Walter Wayne McEvilly	Piano Performances	150.00	150.00
S-16297	Baker & Taylor Books	Materials	35.35	35.35
S-16298	DWe Williams	Black History Month Progr	3,061.00	3,061.00
S-16299	DWe Williams	Black History Month Progr	1,939.00	1,939.00
S-16300	AV Cafe Inc	Materials	19.95	19.95
S-16301	Michael O. Sherman	Lost & Paid Book Returned	10.15	10.15
S-16302	Crystal G. Schoon	Lost & Paid Book Returned	12.10	12.10
S-16303	Jennifer T. Markcum	Lost & Paid Book Returned	3.00	3.00
S-16304	Elizabeth Sherwin	Lost & Paid Book Returned	3.00	3.00
S-16305	Matthew J. Allen	Lost & Paid Book Returned	13.95	13.95
S-16306	Norma J. Sanders	Lost & Paid Book Returned	20.35	20.35
S-16307	Evelyn Valdez	Lost & Paid Book Returned	16.95	16.95
S-16308	Donald L. Lewis Jr	Lost & Paid Book Returned	15.95	15.95
S-16309	Jackie A. Ford	Lost & Paid Book Returned	7.35	7.35
S-16310	Carrie E. Gary	Lost & Paid Book Returned	16.80	16.80
S-16311	Rochelle D. Converse	Lost & Paid Book Returned	25.75	25.75
S-16312	Naomi R. Pearson	Lost & Paid Book Returned	3.00	3.00
S-16313	Bridget F. Rodgers	Lost & Paid Book Returned	15.75	15.75
S-16314	Tamika M. Williams	Lost & Paid Book Returned	3.00	3.00
S-16315	Sharon A. Nolan	Lost & Paid Book Returned	14.95	14.95
S-16317	Linda M. Schumann	Lost & Paid Book Returned	12.00	12.00
S-16318	Marla V. Hodgson	Lost & Paid Book Returned	15.00	15.00
S-16319	Nancy J. Williams	Lost & Paid Book Returned	3.00	3.00
S-16320	Betty J. Johnson	Lost & Paid Book Returned	3.00	3.00
S-16321	Chase Card Services	Fines Account	119.90	119.90
S-16322	Baker & Taylor Books	Materials	13.84	13.84
S-16323	Kiona Millirons	After School Programming	400.00	400.00
S-16324	Savannah Mitchell	After School Programming	400.00	400.00
S-16325	DWe Williams	Black History Month Progr	5,000.00	5,000.00
S-16326	Made By Me Publications, Inc.	Black History Programming	25.00	25.00
S-16327	Chase Card Services	Friends Celebration	75.00	75.00
S-16328	Chase Card Services	Summer Reading	1,749.48	1,749.48
S-16329	Edwin D. Thomas Sr	Lost & Paid Book Returned	3.00	3.00
S-16330	Yvonne D. Jones	Lost & Paid Book Returned	3.00	3.00
S-16331	Jessica N. Eccellente	Lost & Paid Book Returned	14.75	14.75
S-16332	Lori A. Cassity	Lost & Paid Book Returned	3.00	3.00
S-16333	Connie L. Standridge	Lost & Paid Book Returned	14.95	14.95
S-16334	Misty A. Jobe	Lost & Paid Book Returned	6.75	6.75
S-16335	Patricia Scheihing	Lost & Paid Book Returned	3.00	3.00
S-16336	McAllen Memorial Library	Unreturned Interlibr Loan	19.95	19.95
S-16337	Oklahoma Tax Commission	State Sales Tax-Jan. 2011	55.73	55.73
S-16338	Donna M. Goode	Lost & Paid Book Returned	5.95	5.95
S-16339	Rebecca L. Jolley	Lost & Paid Book Returned	16.95	16.95
S-16340	Tina R. Snodgrass	Lost & Paid Book Returned	4.95	4.95
S-16341	Oklahoma Tax Commission	State Sales Tax-Jan. 2011	677.82	677.82
S-16342	Susan Pierce	Noon Tunes Programming	448.00	
		Noon Tunes Programming	1,900.00	2,348.00
S-16343	Nathan Lee	After School Programming	800.00	800.00
S-16344	Kiona Millirons	After School Programming	400.00	400.00
S-16345	Savannah Mitchell	After School Programming	400.00	400.00

Special Funds

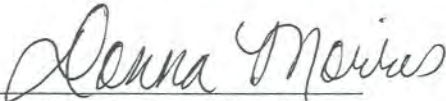
Warrant Register

February 2011

Number	Vendor/Payee	Purpose		Amount
S-16346	Peterson Industries	Bookfest Prizes	300.05	300.05
S-16347	Roosevelt Turner, IV	Black History Month Celeb	100.00	100.00
S-16348	Kendal S. Turner	Black History Month Celeb	100.00	100.00
S-16349	LaRhonda Darby	Black History Month Celeb	100.00	100.00
S-16350	Subway Sandwiches & Salads	Black History Month Celeb	406.84	406.84
S-16351	Ingram Library Service	Materials	15.20	15.20
Total of Special Funds Warrants Issued				\$ 19,461.60

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

3-9-11

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

3-9-11

Date

CONTRACT AWARDS AND PURCHASES

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

ITEM A: SUMMER READING MATERIAL

Provided for in the FY2010-11 budget is the request for printed materials for the Summer Reading Program. The original bid was approved March 19, 2009 with the option to renew the contract for two additional years. This will be the final renewal for the contract.

Vendor	Total Cost For Summer Reading Materials
Southwest Stationers	\$13,961

RECOMMENDATION:

That the Commission approve the renewal of the contract for Summer Reading Materials to Southwest Stationers in the amount of \$13,961. Funding for the purchase is provided for in the FY2010-11 budget, account 301.

CONTRACT AWARDS AND PURCHASES
(Cont'd)

ITEM B: SUMMER READING AWARD RIBBONS

Provided for in the FY2010-11 budget is the request for the production of Summer Reading Award Ribbons. The Library solicited bids for 13,000 ribbons.

Specifications were prepared and the bid was advertised for two days (February 22 and 24, 2011) in The Oklahoman. Bids were sent to five prospective bidders.

A pre-bid meeting was scheduled on Wednesday, March 2, 2011. One vendor attended.

Bids were received and publicly opened on Tuesday, March 08, 2011. Five vendors responded.

Summer Reading Award Ribbons	
Vendor	Bid
IPGI	\$15,210
Walker Companies	\$15,600
Midwest Single Source	\$17,160
MTM Recognition Corporation	\$18,070
Southwest Stationery	\$19,735

IPGI is the lowest bidder for the production of the 13,000 Award Ribbons.

RECOMMENDATION:

That the Commission award the contract for the production of Summer Reading Award Ribbons to IPGI in the amount of \$15,210. Adequate funding is available in the FY 2010-2011 budget, account 330.

CONTRACT AWARDS AND PURCHASES
(Cont'd)

ITEM C: CARPET INSTALLATION AT SIX LIBRARIES

Provided for in the FY2010-11 budget is funding for carpet and floor replacement at the Bethany, Harrah, Jones, Luther, Nicoma Park, and Wright libraries.

Specifications were prepared and the bid was advertised for two days (January 20 and 25, 2011) in The Oklahoman. Bids were sent to five prospective bidders.

A pre-bid meeting was scheduled on Tuesday, February 8, 2011. Five vendors attended.

Bids were received and publicly opened on Wednesday, February 16, 2011. Two vendors responded.

Carpet and Floor Replacement		
Library	Bryan's Flooring	Broncho Flooring
Bethany	\$57,612.58	\$52,932.00
Harrah	\$10,062.87	\$13,968.00
Jones	\$2,709.23	\$6,487.00
Luther	\$8,154.32	\$13,543.00
Nicoma Park	\$15,739.36	\$19,901.00
Wright	\$6,321.54	\$9,448.00
Total	100,599.90	\$116,279.00

Bryan's Flooring is the lowest bidder for the carpet and floor replacement.

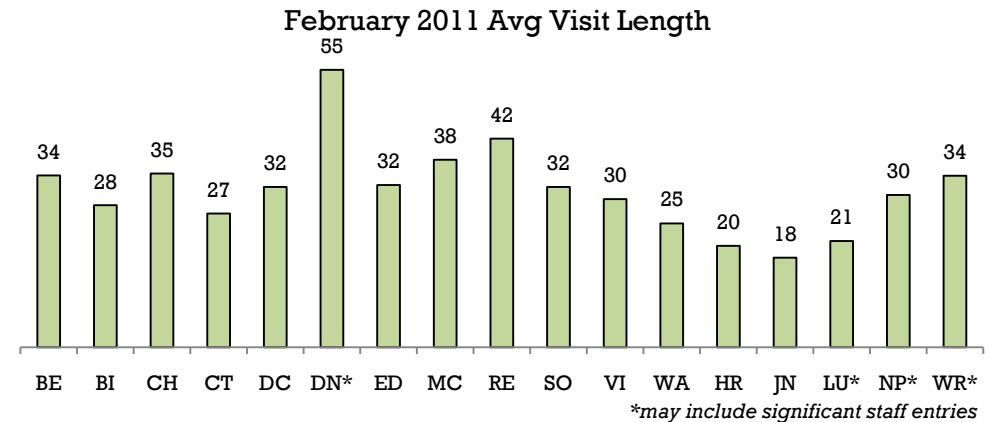
RECOMMENDATION:

That the Commission award the contract for the carpet and floor replacement at the six libraries to Bryan's Flooring in the amount of \$100,599.90. Adequate funding is available in the FY 2010-2011 budget, account 450.

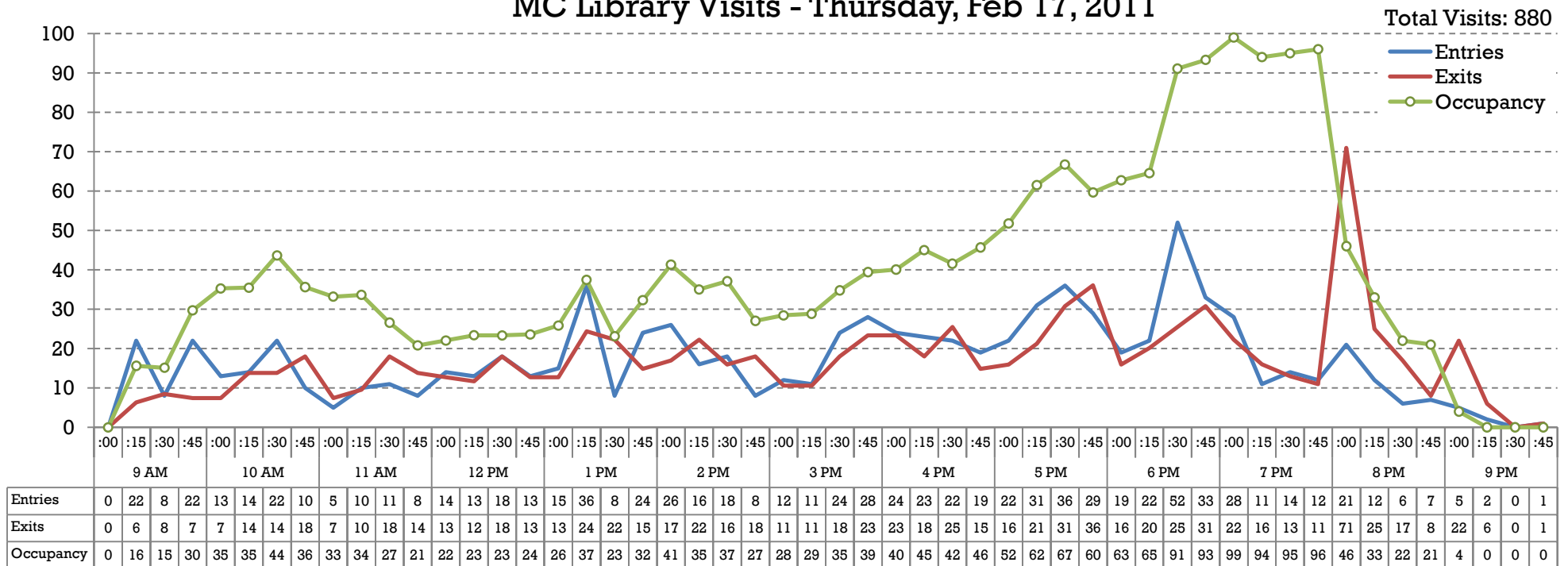
MLS Library Visits

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. In addition to total visits, expected average visit length (right) and the occupancy of each library throughout the day (example below) can be estimated from this data.

The chart below illustrates data gathered at the Midwest City Library on Thursday, February 17, 2011. This day was notable for the program *Rhythmically Speaking presents: Bedpans, Blackball, and Bank Robbery* which was put on at libraries around the system during February to celebrate Black History Month. This program attracted a large crowd of customers in the evening and brought total visits for the day to 880.



MC Library Visits - Thursday, Feb 17, 2011

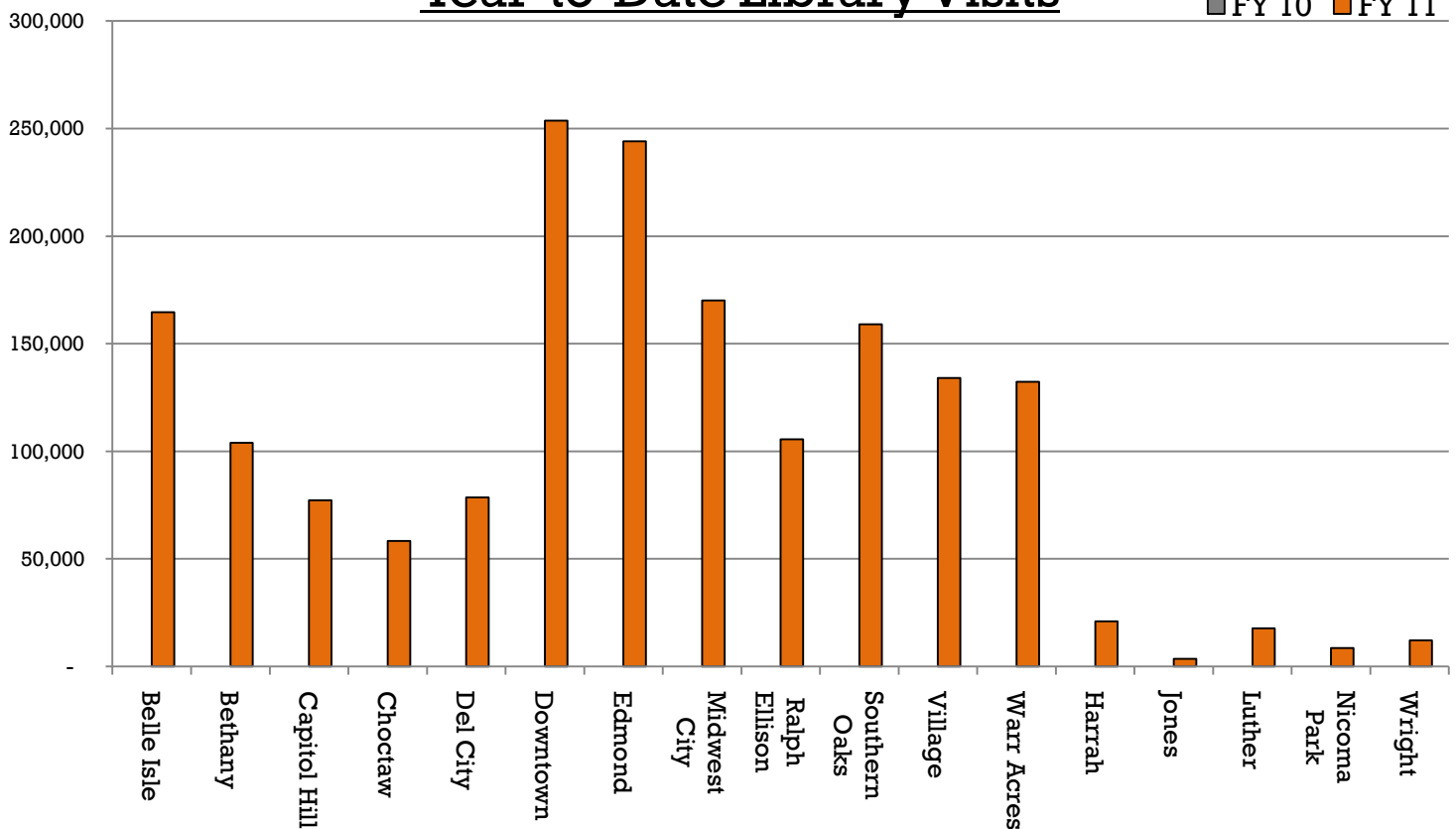


MLS Library Visits

July 1, 2010 - February 28, 2011 (66.67% of the 10-11 Fiscal Year)

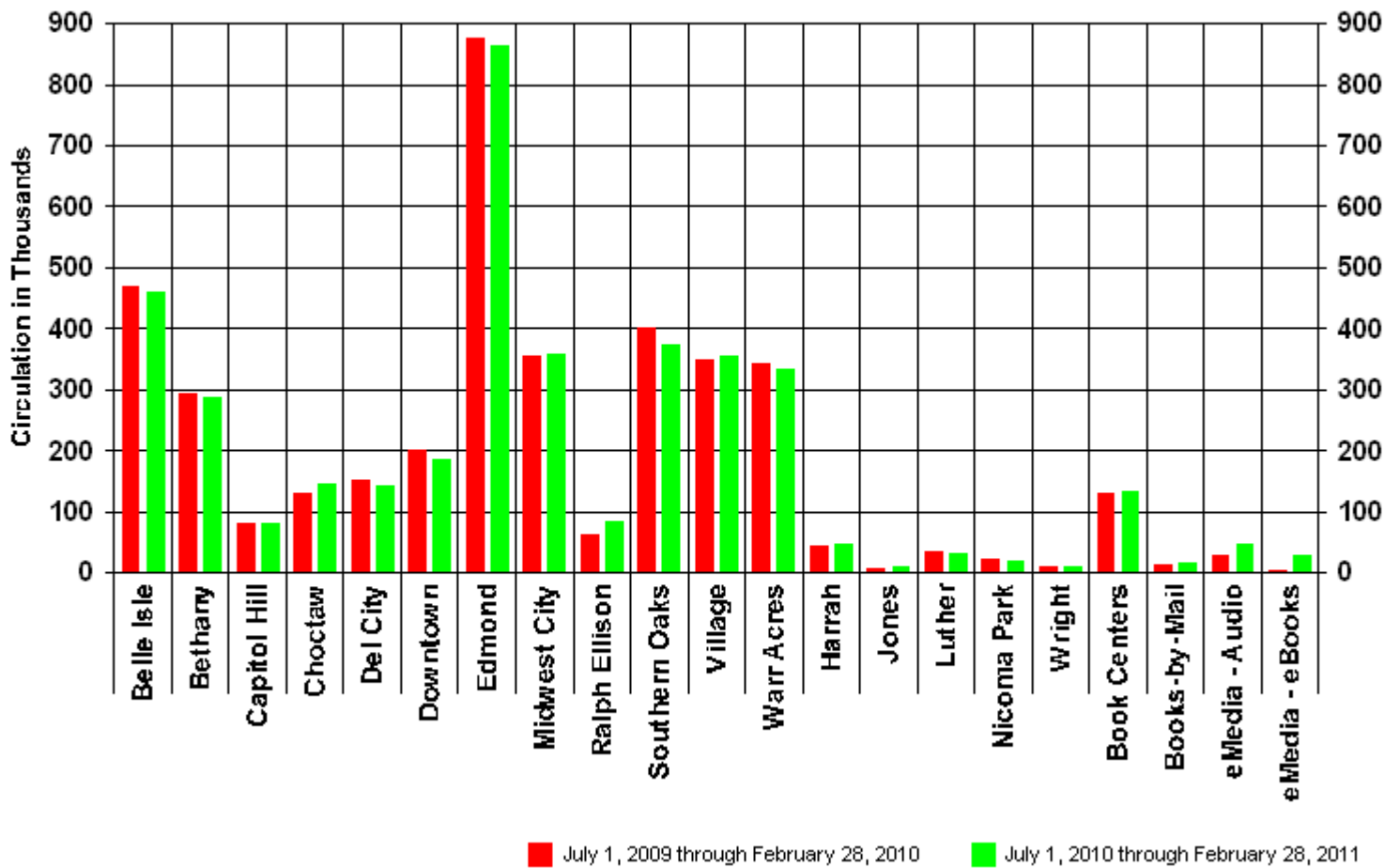
February	FY 10		FY 11		Pct. Change	
<u>Library</u>	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>
Belle Isle	N/A	N/A	17,323	164,636	N/A	N/A
Bethany	N/A	N/A	10,847	103,933	N/A	N/A
Capitol Hill	N/A	N/A	7,968	77,290	N/A	N/A
Choctaw	N/A	N/A	5,992	58,364	N/A	N/A
Del City	N/A	N/A	6,337	78,558	N/A	N/A
Downtown	N/A	N/A	24,407	253,723	N/A	N/A
Edmond	N/A	N/A	24,826	244,152	N/A	N/A
Midwest City	N/A	N/A	16,235	170,084	N/A	N/A
Ralph Ellison	N/A	N/A	7,891	105,570	N/A	N/A
Southern Oaks	N/A	N/A	15,546	159,075	N/A	N/A
Village	N/A	N/A	14,527	134,097	N/A	N/A
Warr Acres	N/A	N/A	10,930	132,303	N/A	N/A
Harrah	N/A	N/A	2,212	21,004	N/A	N/A
Jones	N/A	N/A	317	3,544	N/A	N/A
Luther	N/A	N/A	1,561	17,715	N/A	N/A
Nicoma Park	N/A	N/A	873	8,569	N/A	N/A
Wright	N/A	N/A	1,287	12,101	N/A	N/A
Total	N/A	N/A	169,078	1,744,718	N/A	N/A

Year-to-Date Library Visits



Circulation Gains and Losses

July 1, 2010 through February 28, 2011 (66.67% of the 10-11 Fiscal Year)



Circulation Gains and Losses

July 1, 2010 through February 28, 2011 (66.67% of the 10-11 Fiscal Year)

FEBRUARY 28, 2011		<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	43303	357008	13597	110579	56900	467587	
	11	39189	354712	11035	105299	50224	460011	
		-4114	-2296	-2562	-5280	-6676	-7576	-1.6
Bethany	10	25595	205149	10813	87364	36408	292513	
	11	22017	200423	8897	85129	30914	285552	
		-3578	-4726	-1916	-2235	-5494	-6961	-2.4
Capitol Hill	10	6536	56413	3455	24474	9991	80887	
	11	6041	54216	2797	27548	8838	81764	
		-495	-2197	-658	3074	-1153	877	1.1
Choctaw	10	10349	81772	5616	46458	15965	128230	
	11	11168	91929	5864	52500	17032	144429	
		819	10157	248	6042	1067	16199	12.6
Del City	10	13502	106116	5261	44154	18763	150270	
	11	10792	99087	3806	42155	14598	141242	
		-2710	-7029	-1455	-1999	-4165	-9028	-6.0
Downtown	10	18240	152660	5387	48642	23627	201302	
	11	14802	142352	4102	43235	18904	185587	
		-3438	-10308	-1285	-5407	-4723	-15715	-7.8
Edmond	10	62664	510655	44209	364143	106873	874798	
	11	56551	510460	37685	351492	94236	861952	
		-6113	-195	-6524	-12651	-12637	-12846	-1.5
Midwest City	10	31021	256557	11206	99044	42227	355601	
	11	28922	260898	9676	96785	38598	357683	
		-2099	4341	-1530	-2259	-3629	2082	.6
Ralph Ellison	10	7186	47470	2065	14802	9251	62272	
	11	6240	62585	1499	20258	7739	82843	
		-946	15115	-566	5456	-1512	20571	33.0
Southern Oaks	10	36122	293136	11659	106299	47781	399435	
	11	30580	277164	10617	97283	41197	374447	
		-5542	-15972	-1042	-9016	-6584	-24988	-6.3
Village	10	28642	246879	11946	101514	40588	348393	
	11	27626	247025	10947	107929	38573	354954	
		-1016	146	-999	6415	-2015	6561	1.9
Warr Acres	10	29676	242696	11420	101131	41096	343827	
	11	27121	236610	9655	95894	36776	332504	
		-2555	-6086	-1765	-5237	-4320	-11323	-3.3

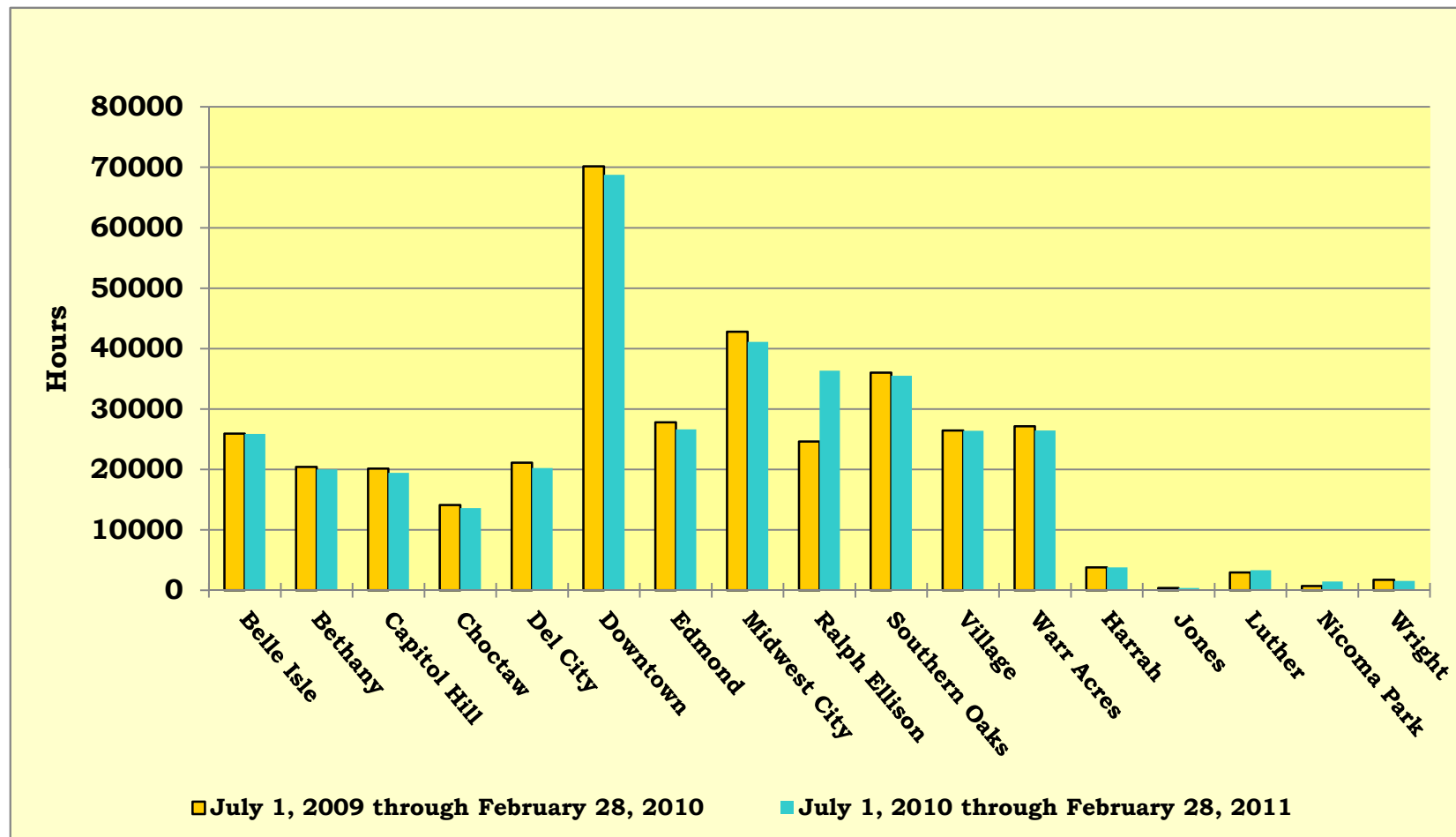
Circulation Gains and Losses

July 1, 2010 through February 28, 2011 (66.67% of the 10-11 Fiscal Year)

FEBRUARY 28, 2011		<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	4358	29802	1751	13854	6109	43656	
	11	3655	31745	1683	13833	5338	45578	
		-703	1943	-68	-21	-771	1922	4.4
Jones	10	827	5774	418	1985	1245	7759	
	11	818	6593	440	3740	1258	10333	
		-9	819	22	1755	13	2574	33.2
Luther	10	3585	27735	909	7539	4494	35274	
	11	2271	23334	753	8140	3024	31474	
		-1314	-4401	-156	601	-1470	-3800	-10.8
Nicoma Park	10	2039	16268	462	4138	2501	20406	
	11	1669	15311	303	3884	1972	19195	
		-370	-957	-159	-254	-529	-1211	-5.9
Wright	10	914	7627	142	1797	1056	9424	
	11	676	7805	224	2553	900	10358	
		-238	178	82	756	-156	934	9.9
<u>OTHER:</u>								
Book Centers	10	10175	80927	6191	49287	16366	130214	
	11	10205	81726	6278	50673	16483	132399	
		30	799	87	1386	117	2185	1.7
Books-by-Mail	10	1780	14011	0	0	1780	14011	
	11	1578	14797	0	0	1578	14797	
		-202	786	0	0	-202	786	5.6
eMedia - Audio	10	4302	28582	0	0	4302	28582	
	11	6091	47795	0	0	6091	47795	
		1789	19213	0	0	1789	19213	67.2
eMedia - eBooks	10	1029	4281	0	0	1029	4281	
	11	6984	29263	0	0	6984	29263	
		5955	24982	0	0	5955	24982	583.6
TOTALS	10	341845	2771518	146507	1227204	488352	3998722	
	11	314996	2795830	126261	1208330	441257	4004160	
		-26849	24312	-20246	-18874	-47095	5438	.1

Total Computer Hours Used by Library

July 1, 2010 through February 28, 2011 (66.67% of the 10-11 Fiscal Year)



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Total Computer Usage

July 1, 2010 through February 28, 2011 (66.67% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	10	223		4,257		3,197.07		3,530		34,573		25,921.28	
	11	234		3,462		2,698.78		3,392		33,892		25,878.19	
		11	4.9	-795	-18.7	-498.29	-15.6	-138	-3.9	-681	-2.0	-43.09	-.2
BETHANY	10	194		3,286		2,536.66		2,778		26,426		20,436.69	
	11	173		2,272		1,921.86		2,656		25,553		20,013.55	
		-21	-10.8	-1,014	-30.9	-614.80	-24.2	-122	-4.4	-873	-3.3	-423.14	-2.1
CAPITOL HILL	10	199		3,064		2,462.42		2,511		24,932		20,119.06	
	11	130		2,310		1,948.55		2,503		24,378		19,421.74	
		-69	-34.7	-754	-24.6	-513.87	-20.9	-8	-.3	-554	-2.2	-697.32	-3.5
CHOCTAW	10	103		1,684		1,468.42		1,387		15,093		14,086.71	
	11	67		1,310		1,297.04		1,378		14,213		13,589.81	
		-36	-35.0	-374	-22.2	-171.38	-11.7	-9	-.6	-880	-5.8	-496.90	-3.5
DEL CITY	10	190		3,165		2,617.95		2,565		26,657		21,103.51	
	11	157		1,889		1,810.92		2,467		23,917		20,205.96	
		-33	-17.4	-1,276	-40.3	-807.03	-30.8	-98	-3.8	-2,740	-10.3	-897.55	-4.3
DOWNTOWN	10	238		11,216		9,279.59		3,582		86,223		70,185.04	
	11	171		7,821		5,625.26		3,269		88,080		68,764.47	
		-67	-28.2	-3,395	-30.3	-3,654.33	-39.4	-313	-8.7	1,857	2.2	-1,420.57	-2.0
EDMOND	10	248		3,972		3,377.55		3,608		33,994		27,783.64	
	11	200		3,152		2,755.21		3,398		31,662		26,616.94	
		-48	-19.4	-820	-20.6	-622.34	-18.4	-210	-5.8	-2,332	-6.9	-1,166.70	-4.2
MIDWEST CITY	10	363		5,912		5,097.70		5,098		53,067		42,800.56	
	11	310		4,444		3,995.51		4,878		48,720		41,088.00	
		-53	-14.6	-1,468	-24.8	-1,102.19	-21.6	-220	-4.3	-4,347	-8.2	-1,712.56	-4.0
RALPH ELLISON	10	225		4,485		3,860.47		2,589		30,048		24,628.82	
	11	187		3,459		3,435.96		3,189		44,525		36,364.00	
		-38	-16.9	-1,026	-22.9	-424.51	-11.0	600	23.2	14,477	48.2	11,735.18	47.6

Total Computer Usage

July 1, 2010 through February 28, 2011 (66.67% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	10	336		5,499		4,441.72		5,092		46,363		35,996.62	
	11	309		4,276		3,522.64		4,979		45,641		35,509.37	
		-27	-8.0	-1,223	-22.2	-919.08	-20.7	-113	-2.2	-722	-1.6	-487.25	-1.4
VILLAGE	10	273		3,757		3,127.34		3,806		33,649		26,437.18	
	11	230		3,188		2,606.74		3,700		33,503		26,414.89	
		-43	-15.8	-569	-15.1	-520.60	-16.6	-106	-2.8	-146	-.4	-22.29	-.1
WARR ACRES	10	256		4,171		3,273.13		3,189		35,612		27,154.74	
	11	207		3,076		2,529.49		3,125		34,074		26,428.00	
		-49	-19.1	-1,095	-26.3	-743.64	-22.7	-64	-2.0	-1,538	-4.3	-726.74	-2.7
HARRAH	10	27		606		458.84		468		4,739		3,798.91	
	11	21		469		392.14		409		4,513		3,776.78	
		-6	-22.2	-137	-22.6	-66.70	-14.5	-59	-12.6	-226	-4.8	-22.13	-.6
JONES	10	4		59		57.50		54		411		377.34	
	11	2		29		31.19		50		450		377.56	
		-2	-50.0	-30	-50.8	-26.31	-45.8	-4	-7.4	39	9.5	.22	.1
LUTHER	10	25		505		363.09		395		3,934		2,960.46	
	11	14		351		306.76		467		4,115		3,330.78	
		-11	-44.0	-154	-30.5	-56.33	-15.5	72	18.2	181	4.6	370.32	12.5
NICOMA PARK	10	7		126		99.11		140		999		724.25	
	11	5		169		175.61		153		1,553		1,440.69	
		-2	-28.6	43	34.1	76.50	77.2	13	9.3	554	55.5	716.44	98.9
WRIGHT	10	11		281		214.87		128		2,223		1,723.96	
	11	10		162		131.57		142		1,840		1,551.17	
		-1	-9.1	-119	-42.3	-83.30	-38.8	14	10.9	-383	-17.2	-172.79	-10.0
TOTAL	10	2,922		56,045		45,933.43		40,920		458,943		366,238.77	
	11	2,427		41,839		35,185.23		40,155		460,629		370,771.90	
		-495	-16.9	-14,206	-25.3	-10,748.20	-23.4	-765	-1.9	1,686	.4	4,533.13	1.2

Computer Usage by Adult Customers

July 1, 2010 through February 28, 2011 (66.67% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	10	191		3,400		2,542.32		2,948		28,652		21,513.96	
	11	195		2,993		2,325.42		2,844		28,900		22,152.81	
		4	2.1	-407	-12.0	-216.90	-8.5	-104	-3.5	248	.9	638.85	3.0
BETHANY	10	162		2,784		2,141.77		2,222		20,868		16,094.77	
	11	142		1,892		1,599.28		2,134		20,724		16,265.33	
		-20	-12.3	-892	-32.0	-542.49	-25.3	-88	-4.0	-144	-.7	170.56	1.1
CAPITOL HILL	10	133		1,586		1,382.18		1,512		13,139		11,252.60	
	11	87		1,215		1,125.35		1,494		11,719		10,316.56	
		-46	-34.6	-371	-23.4	-256.83	-18.6	-18	-1.2	-1,420	-10.8	-936.04	-8.3
CHOCTAW	10	85		1,271		1,106.40		1,009		10,028		9,263.19	
	11	47		845		772.43		989		9,449		8,695.10	
		-38	-44.7	-426	-33.5	-333.97	-30.2	-20	-2.0	-579	-5.8	-568.09	-6.1
DEL CITY	10	148		2,345		2,000.23		1,969		19,755		15,747.32	
	11	132		1,514		1,409.48		1,932		18,790		15,920.94	
		-16	-10.8	-831	-35.4	-590.75	-29.5	-37	-1.9	-965	-4.9	173.62	1.1
DOWNTOWN	10	207		10,439		8,595.17		2,985		79,065		64,157.25	
	11	149		7,516		5,393.36		2,803		83,121		64,777.40	
		-58	-28.0	-2,923	-28.0	-3,201.81	-37.3	-182	-6.1	4,056	5.1	620.15	1.0
EDMOND	10	219		3,475		2,966.71		3,023		28,983		23,749.94	
	11	164		2,753		2,406.25		2,820		26,971		22,590.28	
		-55	-25.1	-722	-20.8	-560.46	-18.9	-203	-6.7	-2,012	-6.9	-1,159.66	-4.9
MIDWEST CITY	10	290		4,457		3,907.42		4,077		39,429		32,293.97	
	11	256		3,256		2,996.69		3,853		35,986		30,912.03	
		-34	-11.7	-1,201	-26.9	-910.73	-23.3	-224	-5.5	-3,443	-8.7	-1,381.94	-4.3
RALPH ELLISON	10	150		2,757		2,553.21		1,934		18,421		15,286.16	
	11	142		2,371		2,462.85		2,392		27,172		23,703.75	
		-8	-5.3	-386	-14.0	-90.36	-3.5	458	23.7	8,751	47.5	8,417.59	55.1

Computer Usage by Adult Customers

July 1, 2010 through February 28, 2011 (66.67% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	10	267		3,908		3,156.29		3,833		31,673		24,826.19	
	11	251		2,960		2,450.83		3,708		30,773		24,462.17	
		-16	-6.0	-948	-24.3	-705.46	-22.4	-125	-3.3	-900	-2.8	-364.02	-1.5
VILLAGE	10	239		3,118		2,560.28		3,093		25,502		20,177.59	
	11	191		2,468		2,042.93		2,931		25,236		20,066.31	
		-48	-20.1	-650	-20.8	-517.35	-20.2	-162	-5.2	-266	-1.0	-111.28	-.6
WARR ACRES	10	208		3,194		2,539.71		2,547		25,784		19,761.35	
	11	176		2,685		2,217.15		2,602		28,666		22,151.54	
		-32	-15.4	-509	-15.9	-322.56	-12.7	55	2.2	2,882	11.2	2,390.19	12.1
HARRAH	10	18		365		279.70		319		2,794		2,125.57	
	11	14		314		270.23		272		2,997		2,483.26	
		-4	-22.2	-51	-14.0	-9.47	-3.4	-47	-14.7	203	7.3	357.69	16.8
JONES	10	3		47		45.41		38		319		293.13	
	11	2		26		26.51		34		365		320.58	
		-1	-33.3	-21	-44.7	-18.90	-41.6	-4	-10.5	46	14.4	27.45	9.4
LUTHER	10	9		277		206.30		210		2,078		1,779.89	
	11	10		198		173.38		236		1,891		1,561.82	
		1	11.1	-79	-28.5	-32.92	-16.0	26	12.4	-187	-9.0	-218.07	-12.3
NICOMA PARK	10	6		98		79.86		109		824		607.68	
	11	3		135		143.49		109		1,266		1,227.34	
		-3	-50.0	37	37.8	63.63	79.7		.0	442	53.6	619.66	102.0
WRIGHT	10	7		251		195.83		99		1,903		1,487.53	
	11	8		148		123.78		101		1,476		1,295.99	
		1	14.3	-103	-41.0	-72.05	-36.8	2	2.0	-427	-22.4	-191.54	-12.9
TOTAL	10	2,342		43,772		36,258.79		31,927		349,217		280,418.09	
	11	1,969		33,289		27,939.41		31,254		355,502		288,903.21	
		-373	-15.9	-10,483	-23.9	-8,319.38	-22.9	-673	-2.1	6,285	1.8	8,485.12	3.0

Computer Usage by Minor Customers

July 1, 2010 through February 28, 2011 (66.67% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	10	32		857		654.75		582		5,921		4,407.32	
	11	39		469		373.36		548		4,992		3,725.38	
		7	21.9	-388	-45.3	-281.39	-43.0	-34	-5.8	-929	-15.7	-681.94	-15.5
BETHANY	10	32		502		394.89		556		5,558		4,341.92	
	11	31		380		322.58		522		4,829		3,748.22	
		-1	-3.1	-122	-24.3	-72.31	-18.3	-34	-6.1	-729	-13.1	-593.70	-13.7
CAPITOL HILL	10	66		1,478		1,080.24		999		11,793		8,866.46	
	11	43		1,095		823.20		1,009		12,659		9,105.18	
		-23	-34.8	-383	-25.9	-257.04	-23.8	10	1.0	866	7.3	238.72	2.7
CHOCTAW	10	18		413		362.02		378		5,065		4,823.52	
	11	20		465		524.61		389		4,764		4,894.71	
		2	11.1	52	12.6	162.59	44.9	11	2.9	-301	-5.9	71.19	1.5
DEL CITY	10	42		820		617.72		596		6,902		5,356.19	
	11	25		375		401.44		535		5,127		4,285.02	
		-17	-40.5	-445	-54.3	-216.28	-35.0	-61	-10.2	-1,775	-25.7	-1,071.17	-20.0
DOWNTOWN	10	31		777		684.42		597		7,158		6,027.79	
	11	22		305		231.90		466		4,959		3,987.07	
		-9	-29.0	-472	-60.7	-452.52	-66.1	-131	-21.9	-2,199	-30.7	-2,040.72	-33.9
EDMOND	10	29		497		410.84		585		5,011		4,033.70	
	11	36		399		348.96		578		4,691		4,026.66	
		7	24.1	-98	-19.7	-61.88	-15.1	-7	-1.2	-320	-6.4	-7.04	-.2
MIDWEST CITY	10	73		1,455		1,190.28		1,021		13,638		10,506.59	
	11	54		1,188		998.82		1,025		12,734		10,175.97	
		-19	-26.0	-267	-18.4	-191.46	-16.1	4	.4	-904	-6.6	-330.62	-3.1
RALPH ELLISON	10	75		1,728		1,307.26		655		11,627		9,342.66	
	11	45		1,088		973.11		797		17,353		12,660.25	
		-30	-40.0	-640	-37.0	-334.15	-25.6	142	21.7	5,726	49.2	3,317.59	35.5

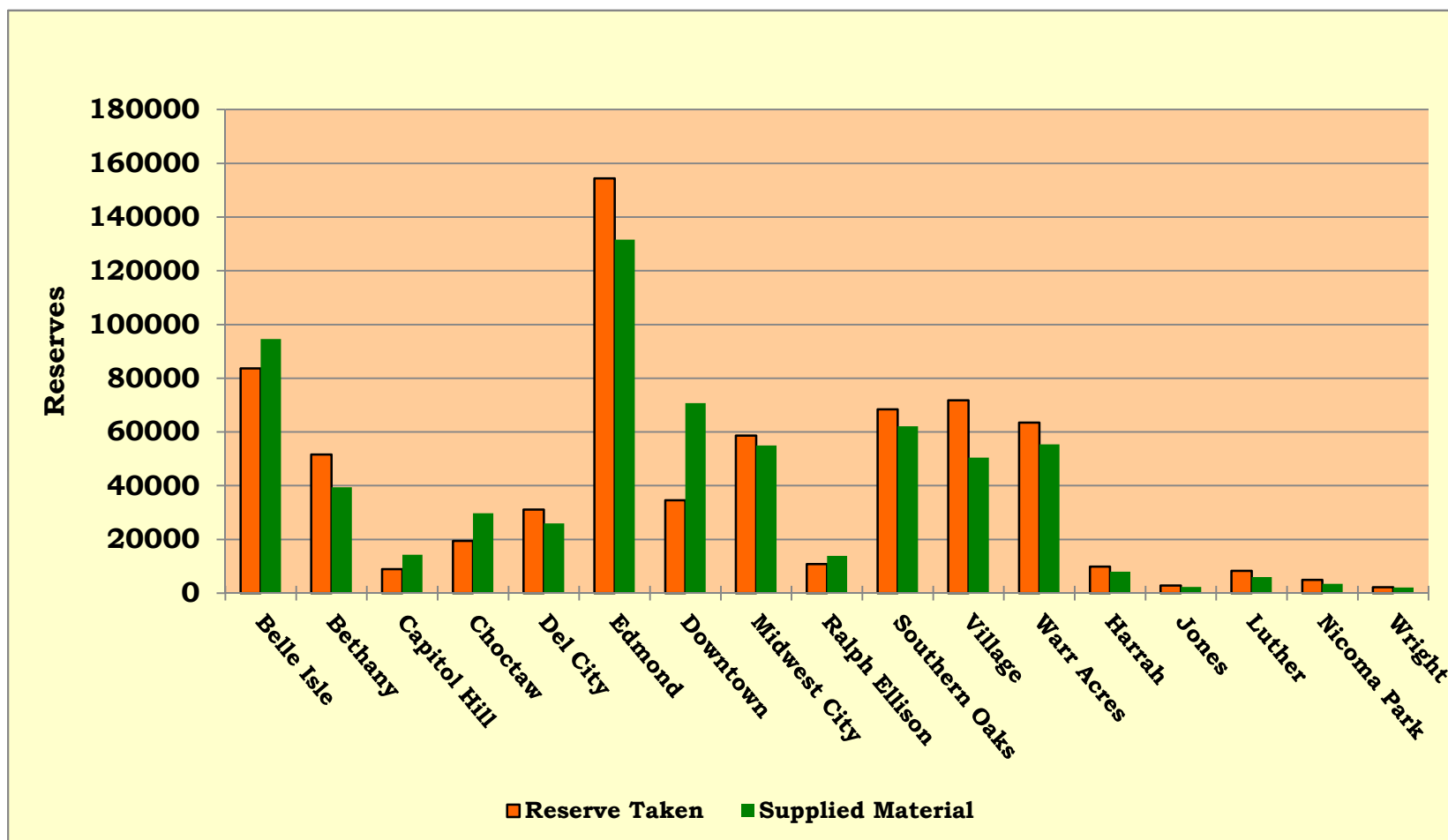
Computer Usage by Minor Customers

July 1, 2010 through February 28, 2011 (66.67% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	10	69		1,591		1,285.43		1,259		14,690		11,170.43	
	11	58		1,316		1,071.81		1,271		14,868		11,047.20	
		-11	-15.9	-275	-17.3	-213.62	-16.6	12	1.0	178	1.2	-123.23	-1.1
VILLAGE	10	34		639		567.06		713		8,147		6,259.59	
	11	39		720		563.81		769		8,267		6,348.58	
		5	14.7	81	12.7	-3.25	-.6	56	7.9	120	1.5	88.99	1.4
WARR ACRES	10	48		977		733.42		642		9,828		7,393.39	
	11	31		391		312.34		523		5,408		4,276.46	
		-17	-35.4	-586	-60.0	-421.08	-57.4	-119	-18.5	-4,420	-45.0	-3,116.93	-42.2
HARRAH	10	9		241		179.14		149		1,945		1,673.34	
	11	7		155		121.91		137		1,516		1,293.52	
		-2	-22.2	-86	-35.7	-57.23	-31.9	-12	-8.1	-429	-22.1	-379.82	-22.7
JONES	10	1		12		12.09		16		92		84.21	
	11			3		4.68		16		85		56.98	
		-1	-100.0	-9	-75.0	-7.41	-61.3		.0	-7	-7.6	-27.23	-32.3
LUTHER	10	16		228		156.79		185		1,856		1,180.57	
	11	4		153		133.38		231		2,224		1,768.96	
		-12	-75.0	-75	-32.9	-23.41	-14.9	46	24.9	368	19.8	588.39	49.8
NICOMA PARK	10	1		28		19.25		31		175		116.57	
	11	2		34		32.12		44		287		213.35	
		1	100.0	6	21.4	12.87	66.9	13	41.9	112	64.0	96.78	83.0
WRIGHT	10	4		30		19.04		29		320		236.43	
	11	2		14		7.79		41		364		255.18	
		-2	-50.0	-16	-53.3	-11.25	-59.1	12	41.4	44	13.8	18.75	7.9
TOTAL	10	580		12,273		9,674.64		8,993		109,726		85,820.68	
	11	458		8,550		7,245.82		8,901		105,127		81,868.69	
		-122	-21.0	-3,723	-30.3	-2,428.82	-25.1	-92	-1.0	-4,599	-4.2	-3,951.99	-4.6

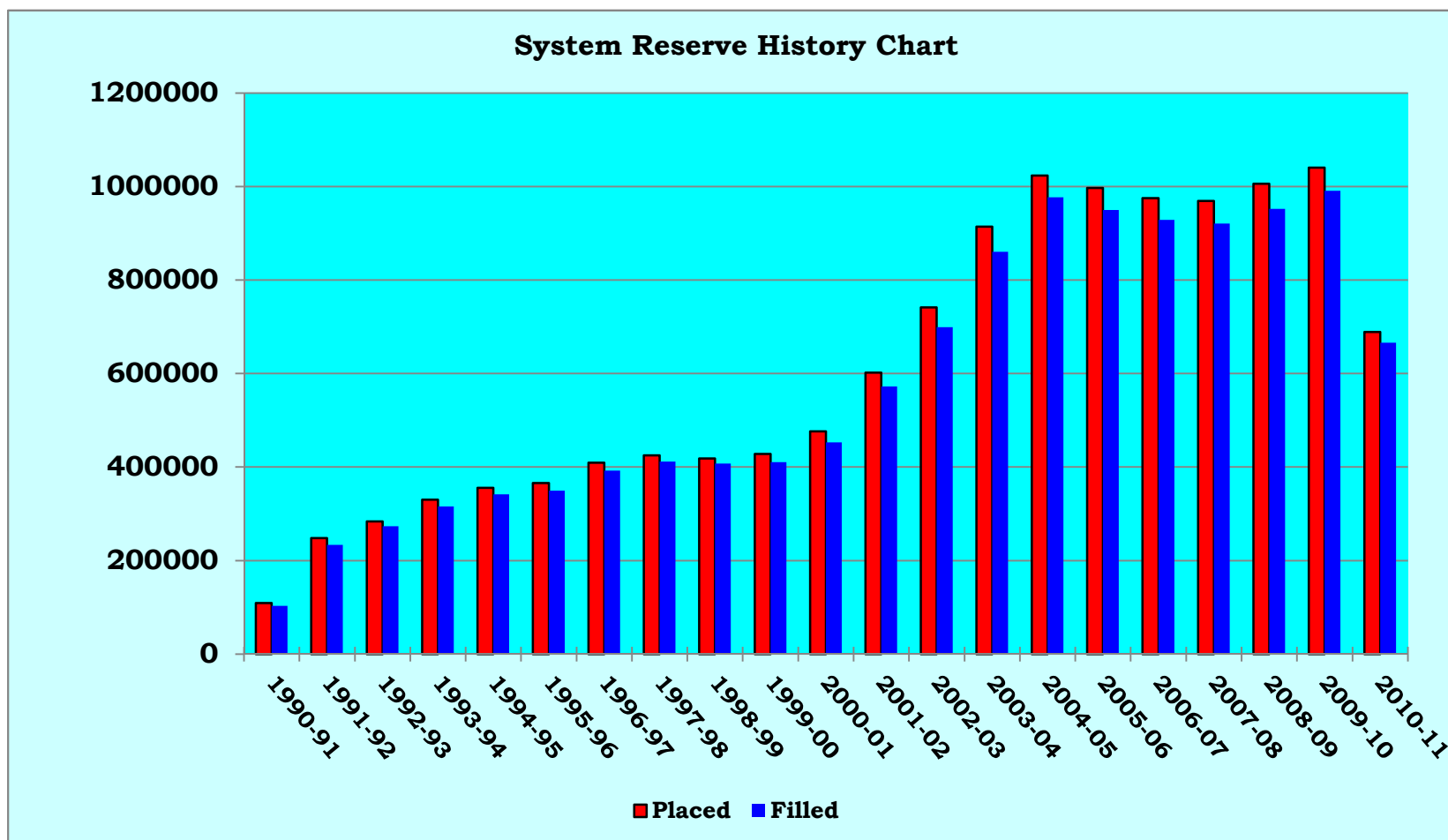
System Reserve Report

July 1, 2010 through February 28, 2011 (66.67% of the 10-11 Fiscal Year)



System Reserve Report

July 1, 2010 through February 28, 2011 (66.67% of the 10-11 Fiscal Year)



System Reserves Report

July 1, 2010 through February 28, 2011 (66.67% of the 10-11 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	10	9,832	80,610		9,249	76,189	
	11	8,842	83,661		8,275	79,608	
		-990	3,051	3.8	-974	3,419	4.5
BETHANY	10	6,729	54,759		6,516	52,288	
	11	5,639	51,597		5,306	49,979	
		-1,090	-3,162	-5.8	-1,210	-2,309	-4.4
CAPITOL HILL	10	975	10,305		948	9,628	
	11	862	8,986		898	8,691	
		-113	-1,319	-12.8	-50	-937	-9.7
CHOCTAW	10	2,561	19,835		2,397	18,871	
	11	2,299	19,448		2,172	18,733	
		-262	-387	-2.0	-225	-138	-.7
DEL CITY	10	4,399	33,106		4,187	31,103	
	11	3,169	31,115		3,021	29,815	
		-1,230	-1,991	-6.0	-1,166	-1,288	-4.1
EDMOND	10	18,820	155,793		18,282	149,428	
	11	16,798	154,418		15,984	149,356	
		-2,022	-1,375	-.9	-2,298	-72	.0
DOWNTOWN	10	4,370	37,395		4,150	35,529	
	11	3,650	34,561		3,455	32,931	
		-720	-2,834	-7.6	-695	-2,598	-7.3
MIDWEST CITY	10	7,195	58,433		6,864	56,224	
	11	6,501	58,609		6,101	56,304	
		-694	176	.3	-763	80	.1
RALPH ELLISON	10	1,103	9,005		1,037	8,601	
	11	1,173	10,823		1,050	10,399	
		70	1,818	20.2	13	1,798	20.9
SOUTHERN OAKS	10	8,060	68,227		7,668	65,231	
	11	7,187	68,449		6,820	65,553	
		-873	222	.3	-848	322	.5
VILLAGE	10	7,458	64,790		7,197	62,141	
	11	7,579	71,771		7,161	68,993	
		121	6,981	10.8	-36	6,852	11.0
WARR ACRES	10	7,786	64,023		7,390	61,309	
	11	6,811	63,479		6,540	61,468	
		-975	-544	-.8	-850	159	.3

System Reserves Report

July 1, 2010 through February 28, 2011 (66.67% of the 10-11 Fiscal Year)

		Month	Year		Month	Year	
		Placed	Placed	%	Filled	Filled	%
HARRAH	10	1,376	9,272		1,278	8,762	
	11	1,087	9,902		1,130	9,577	
		-289	630	6.8	-148	815	9.3
JONES	10	385	2,633		398	2,593	
	11	373	2,816		384	2,758	
		-12	183	7.0	-14	165	6.4
LUTHER	10	1,093	8,215		966	7,859	
	11	756	8,276		807	7,956	
		-337	61	.7	-159	97	1.2
NICOMA PARK	10	663	5,087		666	4,821	
	11	524	4,966		482	4,840	
		-139	-121	-2.4	-184	19	.4
WRIGHT	10	275	1,861		259	1,762	
	11	222	2,206		212	2,148	
		-53	345	18.5	-47	386	21.9
BOOKS-BY-MAIL	10	645	3,679		586	3,492	
	11	758	6,729		708	6,515	
		113	3,050	82.9	122	3,023	86.6
TOTAL	10	83,725	687,028		80,038	655,831	
	11	74,230	691,812		70,506	665,624	
		-9,495	4,784	.7	-9,532	9,793	1.5

EXECUTIVE DIRECTOR'S REPORT

MARCH 2011

Flex audit Completed

Eide Bailly recently completed a successful audit of our Flex account and provided a clean audit opinion. If you are interested in reviewing the audit, please contact Lloyd Lovely or the Director's office, as we have copies available.

Temporary Closures of Bethany and Southern Oaks

The Southern Oaks Library will be closing at its normal location on Monday April 4, 2011. This closing will allow for the library to move to its new temporary location in the Almonte Shopping Center at SW 59th and May Avenue. The library will reopen in the temporary space on April 25th. We expect to be in that location for about 1 year.

The Bethany library will be closed on April 25th for installation of new carpet. They will reopen on Monday, May 2nd.

Oklahoma Library Association holds annual meeting

The Oklahoma Library Association will hold its annual meeting in Tulsa at the Southern Hills Marriott from March 30 through April 1. Many MLS staffers will be attending the conference and several others are among the presenters and speakers. Oklahoma author Billie Letts will be the key speaker at the Wednesday night banquet and ALA Executive Director Kieth Michael Fiels will be the featured speaker for the FOLIO (Friends of libraries in Oklahoma) luncheon on Friday. We appreciate the commission providing funding for front line staff to attend this continuing education event.

David Greenwell elected as new Ward 5 City councilman!

Congratulations to David Greenwell who was elected on March 1, 2011 to be the new city councilman for Ward 5!

Reduxion Theatre performances of Shakespeare big Hit at Local Libraries

In Wednesday's Oklahoman there was a nice story and pictures about Reduxion theatres performance of "A Midsummer Nights' Dream." The pictures were taken at the Edmond Library and were preceded by a workshop. This tour will include stops at Midwest City, Downtown Library, Ralph Ellison and The Village. These performances are sponsored by Reduxion Theatre, Oklahoma Arts Council, National Endowment for the Arts and the Metropolitan Library System. If you have a chance – go check it out!

Capital Projects Update

The Southern Oaks construction bids are scheduled to be opened on April 12 and we expect actual work to begin in early May. We are hoping for a completion date of May 2012 so they newly renovated library can open before Summer Reading.

The Assessment of the Capitol Hill Library is nearly complete and staff will be meeting with the city shortly to determine the next step in the renovation or construction of a new facility.

The Town of Jones continues to move forward with fundraising for a new library and MLS staff is working with city officials on building requirements.

Del City has requested supporting materials from the library system so that they can begin to move forward with plans to include a new library as part of their sales tax initiative in 2012. We are excited that the city has made a new library a priority in their future planning.

DIRECTOR OUTREACH ACTIVITIES

- ☐ Attended Rotary 29 Club Meetings
- ☐ PLDC Meetings
- ☐ OLA Legislative Meeting at the State Capitol
- ☐ OU Library Alumni Board Meeting

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Central Oklahoma Polymer Clay Guild Exhibit

Exhibit: April 1-30

Location: Midwest City

All Ages

The Midwest City Library will host an exhibit of work by the members of the Central Oklahoma Polymer Clay Guild during the month of April. Polymer clay is a pliable, blendable polymer compound for artists and crafters. The work of the local guild demonstrates the versatility of polymer clay--it comes in dozens of colors, can be blended like paints, and can be used for a myriad of arts projects. The exhibit is free and open to the public during all library hours

Downtown International Festival

Saturday, April 2, 2011

Time: 11:00am-4:00pm

Location: Downtown

All Ages

Come to the Downtown Library and celebrate the cultures of the world with musical performances, dancing, demonstrations, arts, and crafts. Cultures from South Pacific to South America to right here in Oklahoma will be represented. For more information about this free, fun-family event please call us at 231-8650, ext. 3.

Maureen Johnson Author Visit

Time and Locations below

Teens and adults

Come hear bestselling young adult author and Twitter legend Maureen Johnson speak at the library! Maureen lives in New York City and has published 7 books for teens. Her book *Suite Scarlett* is on Oklahoma's 2011 High School Sequoyah Masterlist. This event is free and open to the public, but seating may be limited. For more information, call (405) 606-3834.

Maureen Johnson will be speaking at the following libraries:

Tues, April 5- Bethany Library @ 9:30am

Wed, April 6 -Edmond Library @ 9:30am

Wed, April 6 - Midwest City Library @ 1:00pm

Wed, April 6 - The Village Library @ 7:00pm

Thurs, April 7 - Capitol Hill Library @ 9:30am
Cosponsor: Friends of the Metropolitan Library System

Author Event: Ballad in Novel with Sam Sackett

Saturday, April 9, 2011

Time: 2:00pm-3:00pm

Location: Belle Isle

Age 10 - adult

Oklahoma author Sam Sackett will show us what the words ballad and novel have in common.

Sackett has recently published two novels based on ballads. *Sweet Betsy from Pike* is a historical novel of the California gold rush, based on the ballad of the same name. *The Robin Hood Chronicles* is based on the eight earliest ballads about the legendary outlaw hero.

In addition to presenting the program, Sackett will sign copies of the book.

Reduxion Theatre presents "A Midsummer Night's Dream on Tour"

Saturday, April 9, 2011

Time: 2:00pm-4:00pm

Location: Ralph Ellison

Ages 6 to Adult

Midsummer Night's Dream is lively and colorful. Reduxion Theatre's fresh take on this classic comedy featuring diaphanous costumes, transformative set design and an original score designed to explore the music, dance and fantasy of Shakespeare's most beloved romantic comedy set in the world of classical Greece. Fairies and lovers, nobles and working class, none are exempt from the folly of love. Cosponsor: Reduxion Theatre, Oklahoma Arts Council, National Endowment for the Arts.

Reduxion Theatre presents "A Midsummer Night's Dream on Tour" also at The Village Library, Saturday, April 23, 2-4pm. For ages 6 to adult.

Discovering Your Symphony

Tuesday, April 12, 2011

Time: 7:00pm-8:30pm

Location: Downtown

Adults

The Roots of Symphony will be Mr. Callum Clarke's topic for the second in a four part series called Discovering Your Symphony. The theory of generational aural conditioning demonstrated with the Odyssey Flute, Horn, String, Drum and Bowed String/Voice will inform the listener.

This free program in the 46th Star Auditorium is open to everyone who loves symphonic music or just wants to understand it better.