



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, August 25, 2011, 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, Chair

3:30 – 3:45 pm INTRODUCTIONS

- Document #12 – 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.

3:45 – 3:55 pm CONSENT DOCKET (#13 - #14)

- Document #13 – Approval of Minutes of July 21, 2011 Meeting
- Document #14 – Acceptance of Review of Expenditures for July 2011

3:55 – 4:20 pm COMMITTEE REPORTS

- Document #15 – Discussion, Consideration and Possible Action: Report and Recommendations from Finance Committee – August 11, 2011 – Nancy Anthony, Chair
- Document #16 – Metropolitan Library System Fiscal Year 2011–2012 Final Budget

4:20 – 4:45 pm INFORMATION REPORTS

- Document #17 – MLS July 2011 Library Visits
- Document #18 – MLS July 2011 Circulation Report
- Document #19 – MLS July 2011 Computer Usage Report
- Document #20 – MLS July 2011 System Reserve Report

4:45 – 4:50 pm EXECUTIVE DIRECTOR'S REPORT

4:50 – 5:00 pm COMMENTS FROM COMMISSION MEMBERS

NEXT COMMISSION MEETING DATE AND PLACE:

September 15, 2011
Ralph Ellison Library, 2000 NE 23rd, Oklahoma City, OK 73111

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 2011:

<u>Employees</u>	<u>Years of Service</u>
Stormy Dawn Lee, Interlibrary Loan Technician, Interlibrary Loan	5
Elizabeth Leann Wilson, Librarian, Midwest City Library	5
David L. Calhoun, Page, Belle Isle Library	10
Kim L. Cobb, Librarian, Belle Isle Library	10
John D. Wood, Information Technology Manager, Information Technology	10
Karen L. Litteral, Librarian, Warr Acres Library	15
Kelly M. Dalrymple, Associate Librarian, Warr Acres Library	20

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

DATE: July 21, 2011

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, 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 July 19, 2011, in conformity with the Oklahoma Open Meeting Act §311.

Members

PRESENT:

Bose' Akadiri
Nancy Anthony
Ralph Bullard
Cynthia Friedemann
Deanna Hannah
Helene Harpman
Jose Jimenez
Willa Johnson
Carolyn Leslie
Penny McCaleb
Tracy McGehee
Lori Nelson
Kim Patterson
Hugh Rice
Vanna Shaw
Jim Shonts
Alyne Strube
Beth Toland
Greg Womack
Judy Smith
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Mick Cornett, Mayor of Oklahoma City
Tracy McDaniel
Brenda Palmer
Mukesh Patel

Estimate of general public and staff attending: 22

- I. The meeting was called to order at 3:34 p.m. by Mrs. Judy Smith, Vice-Chair.
- II. Roll was called to establish a quorum. Present: Akadiri, Anthony, Bullard, Hannah, Harpman, Jimenez, Johnson, Leslie, McCaleb, McGehee, Rice, Shaw, Shonts, Smith Strube, Toland, Womack. (Arrived: Patterson; 3:35: Friedemann; 3:40, Nelson; 3:41).
- III. Mrs. Smith introduced Mrs. Barbara Beasley, Manager of the Warr Acres Library. Mrs. Beasley welcomed the commission and provided information on the current events at the Warr Acres Library.
- IV. Mrs. Smith called for Presentation of Service Certificates for July 2011: Lisa M. Wood, Children's Services Coordinator, Outreach ~10 years of service.
- V. Mrs. Smith called for comments from the general public. There were none.
- VI. Mrs. Smith presented the Consent Docket: Document #02 – Approval of Minutes of June 16, 2011; Document #03 – Acceptance of Review of Expenditures for June 2011; Document #04 – Contract Awards & Purchases; Document #05 – Request to Declare Equipment Surplus.

Mrs. Smith called for a motion.

Mrs. Penny McCaleb moved to accept the consent docket. Mrs. Willa Johnson seconded. No further discussion. Motion passed unanimously.

- VII. Mrs. Smith referred to Document #06 – Discussion, Consideration, and Possible Action: Request for Use of Downtown Library Public Space.

Mrs. Smith called on Mrs. Donna Morris to provide information on the Request from Administration.

Mrs. Morris stated that various library departments and the Downtown Library have been working on ways to attract a new demographic of young professionals to the library. The criteria for hosting a library related after-hours event were met and approval was granted by Mrs. Morris. The request to the commission is approval to serve wine and beer at the monthly event by an Oklahoma ABLE Commission licensed caterer.

Mrs. Morris called on Mrs. Diane Sarantakos, Development Director to provide more information. The proposed event will be called "Jazzed at the Library". Live music for the event will be provided by the new contemporary music school, located in the Bricktown area. Iguana Grill has agreed to provide all the food at no cost to the Library as well as run the cash bar. Iguana Grill is ABLE certified and a copy of the certification will be provided to the commission, once it is received from them. The event will take place on the fourth Friday of the month, in the atrium of the Downtown Library, from 6:30 to 8:30 p.m. after regular library hours. Because of the holidays, the event will not take place in November and December. Advertisement for the event will be done mainly through social media outlets. There will be an invitation that will go out with an RSVP requested. Questions and Discussion followed.

Mr. Jose Jimenez moved to approve the recommendation allowing the library to hold monthly "Jazzed at the Library" events on the fourth Friday of the month at the Downtown Library and have wine/beer served by an Oklahoma ABLE licensed caterer. Mr. Jim Shonts seconded.

Mr. Ralph Bullard expressed his concerns about the event.

No further discussion, Motion passed 15 yes, 5 no.

VIII. Mrs. Smith referred to Discussion, Consideration, and Possible Action: Executive Session. Confidential communications between a public body and its attorney concerning pending litigation, in the case of *Joanie Porter v. Metropolitan Library System*, a political subdivision which is sued in the name of the Metropolitan Library Commission, United States District Court Case N. CIV-10-1201-R pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(4)

Mrs. Smith called for a motion to enter into Executive Session.

Mrs. Nancy Anthony moved to enter into Executive Session. Mr. Hugh Rice seconded. No further discussion, motion passed unanimously.

The Commission entered into Executive Session at 3:53 p.m.

Mrs. Smith called for a motion to return to Open Meeting.

Mrs. Anthony moved to return to Open Meeting. Mrs. Johnson seconded. No further discussion, motion passed unanimously.

The Commission returned to Open Meeting at 4:51 p.m.

Mrs. Smith called for a motion resulting from the discussion in Executive Session.

Mrs. Johnson moved to proceed as discussed in Executive Session. Mr. Shonts seconded. No further Discussion, motion passed unanimously.

IX. Mrs. Smith referred to Special Presentation – *Summer Reading Update*~ Emily Williams, Young Adult Services Coordinator, Outreach.

Mrs. Emily Williams invited the Commission to a reception to celebrate the Summer at the Library sponsors. The reception will take place at the Downtown Library at 1:00 p.m. on Sunday, July 24. Immediately following the reception will be the kickoff of the Children's Metro Music Fest.

X. Mrs. Smith called on Mrs. Donna Morris to present the Information Reports.

- ⌘ Document #07 – MLS Annual Furniture & Equipment Inventory Report FY 10-11
- ⌘ Document #08 – MLS June 2011 Library Visit
- ⌘ Document #09 – MLS June 2011 Circulation Report
- ⌘ Document #10 – MLS June 2011 Computer Report
- ⌘ Document #11 – MLS June 2011 System Reserve Report

XI. Mrs. Smith called on Mrs. Morris to present the Executive Director's Report.

In the interest of time, Mrs. Morris did not go into detail of the Executive Director's Report. Mrs. Morris called for questions about the report; there were none.

XII. Mrs. Smith called for comments from Commissioners.

XIII. The next Commission meeting will be held at the Belle Isle Library on August 25, 2011.

There being no further business, the meeting was adjourned at 4:55 pm.



Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

July 31, 2011

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

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

This is the first monthly report for 2011-12. The revenue budget and expenditure appropriations are based upon the Preliminary Budget approved by the Commission on June 16, 2011.

COMMISSION ACTION

That the Commission acknowledge the financial report of July 2011.

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

July 31, 2011

ASSETS

CASH - Overnight Investment Account		\$13,799,269.36
INVESTMENTS (Schedule attached)		17,772,424.39
PREPAID ACCOUNTS		30,000.00
TAXES RECEIVABLE: 2011-12 Ad Valorem Tax	29,227,702.00	
Less: Reserve for Delinquent Tax	<u>-2,657,064.00</u>	
Budgeted Tax Revenue	26,570,638.00	
Less: Tax Received	<u>0.00</u>	
		26,570,638.00
Total Assets		<u>\$58,172,331.75</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2010-11 Reserve for Appropriations	\$293,152.45	
2011-12 Purchase Orders Outstanding	191,910.65	
2010-11 Purchase Orders Outstanding	1,054,769.28	
2011-12 Checks Outstanding	166,636.18	
2010-11 Checks Outstanding	93,613.09	
Total Liabilities		1,800,081.65

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	26,570,638.00
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FUND BALANCE:

Beginning of the Year	\$31,224,796.50	
Add: Revenues		
Budgeted	57,000.00	
Other	<u>392,509.80</u>	449,509.80
Less: Expenditures	<u>(1,872,694.20)</u>	
Total Fund Balance		<u>29,801,612.10</u>
Total Liabilities, Deferred Revenue and Fund Balance		<u>\$58,172,331.75</u>

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

As of July 31, 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.	12/19/2010	12/19/2011	1.000%	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 - Citizen's Bank of Edmond	7/2/2009	7/2/2014	2.810%	122,052.12
CD - Valliance Bank	3/5/2011	3/5/2012	1.600%	99,081.29
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
FHLMC 2 1/4	12/21/2010	12/21/2015	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
FHLB 2	12/13/2010	6/13/2016	2.000%	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>\$ 17,772,424.39</u>

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

July 1, 2011 to July 31, 2011

	<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	\$26,570,638.00	\$ -	\$ -	0.00%
State Aid	320,335.47	-	-	0.00%
Fines	<u>486,360.00</u>	<u>57,000.00</u>	<u>57,000.00</u>	11.72%
Total Budgeted Revenue	<u><u>\$ 27,377,333.47</u></u>	<u><u>\$ 57,000.00</u></u>	<u><u>\$ 57,000.00</u></u>	0.21%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 140,213.88	\$ 140,213.88	
Gifts and Lost Books Fees		0.00	0.00	
Investment Income		87,142.74	87,142.74	
Flexible Benefits Account Balance		0.00	0.00	
Sale of Surplus Equipment		0.00	0.00	
Insurance Reimbursements		118,056.54	118,056.54	
Miscellaneous		<u>47,096.64</u>	<u>47,096.64</u>	
Total Miscellaneous Revenue		<u><u>\$ 392,509.80</u></u>	<u><u>\$ 392,509.80</u></u>	
Total Revenue	<u><u>\$ 27,377,333.47</u></u>	<u><u>\$ 449,509.80</u></u>	<u><u>\$ 449,509.80</u></u>	1.64%

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

July 31, 2011

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 13,249.53	\$ 3,355.86	\$ 644.47	15,960.92
810 Prepaid Fees	(7,891.99)	0.00	198.93	(8,090.92)
815 Fines	57,555.32	42,832.76	61,441.47	38,946.61
820 Copy	69,021.41	7,392.80	5,697.33	70,716.88
Total Revolving Funds	\$ 260,649.67	\$ 53,581.42	\$ 67,982.20	\$ 117,533.49

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	5,218.04	9,621.96
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
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	826.83	173.17
872 11/Kirkpatrick/After School	9,600.00	9,600.00	4,800.00	4,800.00
873 11/Bethany Bench	1,000.00	1,000.00	881.71	118.29
876 08/Guild/Choctaw Books	10,000.00	10,000.00	10,000.00	0.00
893 11/Guild/Western Books	1,000.00	1,000.00	1,000.00	0.00
894 11/Guild/Fiction and Music CD	2,000.00	2,000.00	2,000.00	0.00
897 11/LET/Summer Reading	20,000.00	20,000.00	18,946.90	1,053.10
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	31,790.66	1,772.34
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	304.48	(4.48)
982 12/OAC/Children's Music Festival	3,600.00	0.00	3,600.00	(3,600.00)
985 12/LET/Summer Reading	20,000.00	20,000.00	0.00	20,000.00
986 12/LET/ReadFest	10,000.00	10,000.00	0.00	10,000.00
987 12/LET/Read Y'all	3,000.00	3,000.00	0.00	3,000.00
988 12/LET/NW Public Art	4,000.00	4,000.00	0.00	4,000.00
989 12/LET/NW Grand Opening	5,000.00	5,000.00	0.00	5,000.00
990 12/LET/Commercials	12,000.00	12,000.00	0.00	12,000.00
991 12/LET/Materials	10,274.00	10,274.00	0.00	10,274.00

Grants - Friends of MLS, Previous Years

875 08 Public Art	3,000.00	3,000.00	0.00	3,000.00
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	15,000.00	5,000.00
877	11 Summer at the Library	\$20,000.00	20,010.01	9,942.61	10,067.40
879	11 L.I.F.E.	\$7,500.00	7,500.00	5,132.34	2,367.66
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	10,056.21	1,943.79
883	11 Lee Brawner Scholarships	\$18,000.00	18,000.00	13,628.42	4,371.58
884	11 Volunteer Recognition	\$2,000.00	2,000.00	0.00	2,000.00
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	8,954.09	698.91
889	11 YA Author Visit	\$13,600.00	13,600.00	13,732.45	(132.45)
891	11 Celebration of Black History	\$1,600.00	1,600.00	1,301.24	298.76

Grants - Friends of MLS, Current Fiscal Year

901	12 Juneteenth	\$3,100.00	3,100.00	0.00	3,100.00
911	12 Staff Recognition	\$11,000.00	11,000.00	0.00	11,000.00
912	12 Summer at the Library	\$20,000.00	20,000.00	0.00	20,000.00
913	12 Children's Music Festival	\$8,000.00	8,000.00	8,000.00	0.00
914	12 Lee Brawner Scholarships	\$12,000.00	12,000.00	0.00	12,000.00
915	12 Presenting Information	\$1,000.00	1,000.00	0.00	1,000.00
916	12 Bench and Bike Rack	\$11,000.00	11,000.00	0.00	11,000.00
983	12 Thomas the Train table	\$650.00	650.00	598.60	51.40
984	12 L.I.F.E.	\$7,500.00	7,500.00	0.00	7,500.00

Total Grants \$269,189.49

Total Special Funds \$ 386,722.98

Metropolitan Library System
Statement of Encumbrances
Month of July 2011

FY-12

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	924,714.27	924,714.27	6.98	13,238,685.00	12,313,970.73
102	Wages - Part-time	142,982.32	142,982.32	6.47	2,210,140.00	2,067,157.68
103	Payroll Taxes	78,365.14	78,365.14	6.98	1,123,302.00	1,044,936.86
109	Workers' Comp Insurance	13,500.00	13,500.00	7.05	191,369.00	177,869.00
112	Group Insurance	167,258.10	167,258.10	6.10	2,743,515.00	2,576,256.90
113	Employees' Retirement	57,549.42	57,549.42	3.17	1,816,108.00	1,758,558.58
114	Unemployment Compensation	.00	.00	.00	30,000.00	30,000.00
Total Personal Services		1,384,369.25	1,384,369.25	6.48	21,353,119.00	19,968,749.75

Maintenance & Operations - Contractual Services

201	Bldg, Property & Auto Insur	.00	.00	.00	223,018.00	223,018.00
202	Liability/Bonding Insurance	.00	.00	.00	13,175.00	13,175.00
205	Rent of Library Buildings	800.00	800.00	1.23	64,800.00	64,000.00
206	Rent of Equipment	.00	.00	.00	2,800.00	2,800.00
207	Janitorial Services	29,578.90	29,578.90	6.60	448,500.00	418,921.10
208	Maintenance of Facilities	65,649.38	65,649.38	12.54	523,720.00	458,070.62
211	Parking & Transportation	16,305.10	16,305.10	9.00	181,120.00	164,814.90
212	Travel Expenses	1,157.40	1,157.40	1.27	91,065.00	89,907.60
213	Professional Services	6,021.37	6,021.37	1.93	312,595.00	306,573.63
214	Security Services	19,939.36	19,939.36	4.82	413,523.00	393,583.64
216	Telephone Services	14,171.48	14,171.48	4.50	315,203.00	301,031.52
217	Electrical Services	50,065.03	50,065.03	7.72	648,504.00	598,438.97
218	Gas Services	2,233.22	2,233.22	2.90	77,117.00	74,883.78
219	Water & Garbage Services	6,972.69	6,972.69	10.49	66,494.00	59,521.31
220	Trigen Energy Services	22,300.00	22,300.00	11.26	198,000.00	175,700.00
226	Memberships	3,943.00	3,943.00	16.66	23,663.00	19,720.00
230	Other Library-Related Services	8,944.06	8,944.06	2.46	364,195.00	355,250.94
231	Automation Contractual	23,679.76	23,679.76	6.43	368,054.00	344,374.24
236	Network Catalog Services	.00	.00	.00	78,625.00	78,625.00
Total Contractual Services		271,760.75	271,760.75	6.16	4,414,171.00	4,142,410.25

Metropolitan Library System
Statement of Encumbrances
Month of July 2011

FY-12

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	5,791.80	5,791.80	2.72	212,950.00	207,158.20
302	Postage	15,191.67	15,191.67	5.23	290,650.00	275,458.33
303	Supplies	22,477.54	22,477.54	4.83	465,054.00	442,576.46
310	Maintenance Supplies	5,004.78	5,004.78	6.76	74,000.00	68,995.22
312	Safety Supplies & Equipment	.00	.00	.00	7,100.00	7,100.00
321	Gasoline & Oil	.00	.00	.00	43,000.00	43,000.00
322	Vehicle Parts & Repairs	.00	.00	.00	32,000.00	32,000.00
330	Programming Activities	26,020.84	26,020.84	9.47	274,903.00	248,882.16
331	Other Commodities	803.99	803.99	2.05	39,256.00	38,452.01
Total Commodities		75,290.62	75,290.62	5.23	1,438,913.00	1,363,622.38

Capital Outlays

401	Books & Materials	117,057.88	117,057.88	2.37	4,945,000.00	4,827,942.12
404	Government Documents	.00	.00	.00	5,500.00	5,500.00
405	Book Repairs & Bindings	.00	.00	.00	2,100.00	2,100.00
407	Periodicals & Subscriptions	12,383.48	12,383.48	6.88	179,900.00	167,516.52
408	Furniture, Fixtures, & Equip	4,907.22	4,907.22	.20	2,400,137.00	2,395,229.78
409	Motor Vehicles	.00	.00	.00	64,500.00	64,500.00
410	Automation System & Equipment	.00	.00	.00	762,678.00	762,678.00
450	Capital Projects	6,925.00	6,925.00	.22	3,177,963.00	3,171,038.00
490	Capital Reserves - Current	.00	.00	.00	-1,864,957.42	-1,864,957.42
499	Reserve Carryover - Prior	.00	.00	.00	19,171,370.30	19,171,370.30
Total Capital Outlays		141,273.58	141,273.58	.49	28,844,190.88	28,702,917.30
Total Budget		1,872,694.20	1,872,694.20	3.34	56,050,393.88	54,177,699.68

Monthly Journal Entries -- July 2011

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
1	1201	2011 Ad Valorem Tax	\$ 29,227,702.00	
	1251	Reserve for Delinquent Tax		\$ 2,657,064.00
	3900	Fund Balance	\$ 31,224,796.50	
	3401	Projected Mis. Revenue - State Aid	\$ 320,335.47	
	3403	Projected Mis. Revenue - Fines	\$ 486,360.00	
	3001	2011-12 Reserve for Appropriation		\$58,602,129.97
		Opening entry -- setting up appropriation based on preliminary budget approved by the Commission 6/16/11.		

Investments

2	1001	Cash	\$ 2,948.08	
	3602	Interest Income		\$ 2,948.08
		Interest from MidFirst CD		
3	1001	Cash	\$ 20,000.00	
	3602	Interest Income		\$ 20,000.00
		Interest from 3133xp3h5		
4	1001	Cash	\$ 20,000.00	
	3602	Interest Income		\$ 20,000.00
		Interest from 313370fc7		
5	1001	Cash	\$ 2,020,000.00	
	1101	Investments		\$ 2,000,000.00
	3602	Interest Income		\$ 20,000.00
		Called investment 3136fp2h9		
6	1001	Cash	\$ 2,022,500.00	
	1101	Investments		\$ 2,000,000.00
	3602	Interest Income		\$ 22,500.00
		Called 3133xwk65		

Tax revenues

7	1001	Cash	\$ 30,678.27	
	3601	Prior year Tax		\$ 30,678.27
		Ad Valorem Tax apportioned by County for 6/22 to 6/30		
8	1001	Cash	\$ 81,234.80	
	3601	Prior year Tax		\$ 81,234.80
		Ad Valorem Tax apportioned by County for 6/16 to 6/30		
9	1001	Cash	\$ 28,300.81	
	3601	Prior year Tax		\$ 28,300.81
		Ad Valorem Tax apportioned by County for 7/1 to 7/15		

Miscellaneous revenue

10	1001	Cash		\$	47,096.64	
	3605	Mic. Reimbursements				\$ 47,096.64
		Insurance - Life:	\$ 76.80	LET	\$ 2,709.24	
		Hlth Ins	\$ 7,730.88	Abibow	\$ 19.66	
				Abibow	17.36	
		Café	500.00	Friends	176.90	
		OCCE copies	661.22	Literacy link copies	54.58	
		MWC	35,000.00	Literacy link ins	150.00	
				total	47,096.64	
11	1001	Cash		\$	118,056.54	
	3607	Mic. Reimbursements				\$ 118,056.54
		Additional insurance proceeds for roof replacements				

Fines

12	1001	Cash		\$	57,000.00	
	3403	Projected Mic. Revenue - Fines				\$ 57,000.00
		Fines transferred to General Fund in July				

Payable entries

13	3001	Current Year Reserv. for Appropriations.		\$	1,872,694.20	
	3011	Current Year P.O. Outstanding				\$ 1,872,694.20
	3002	Prior Year Reserv. for Appropriations.				\$ 293,152.45
	3012	Prior Year P.O. Outstanding		\$	293,152.45	
		Purchase orders issued or cancelled in July				
14	3011	Current Year P.O. Outstanding		\$	1,680,783.55	
	3021	Current Year Warrants Outstanding				\$ 1,680,783.55
	3012	Prior Year P.O. Outstanding		\$	491,426.78	
	3022	Prior Year Warrants Outstanding				\$ 491,426.78
		Checks issued in July				
15	3021	Current Year Warrants Outstanding		\$	1,514,147.37	
	1001	Cash				\$ 1,514,147.37
	3022	Prior Year Warrants Outstanding		\$	1,267,181.85	
	1001	Cash				\$ 1,267,181.85
		Checks cleared Bank in July				

Bank interest and fees

16	1001	Cash		\$	1,694.66	
	3602	Bank Fees		\$	247.64	
	3602	Interest Income				\$ 1,942.30
		Interest and fees from GF checking account				

17	8000	Special Fund Cash		\$	209.61
	8815	Bank Fees	\$	270.16	
	8815	Interest Income		\$	60.55
		Interest and fees from SF checking account			

Special funds

18	8000	Special Fund Cash	\$	123,654.20	
	8815	Fines		\$	28,688.49
	8820	Copy		\$	7,392.80
	8805	Gift/Lost Books		\$	3,355.86
	8810	Prepaid Fees	\$	198.93	
	8911			\$	11,000.00
	8912			\$	20,000.00
	8913			\$	8,000.00
	8914			\$	12,000.00
	8915			\$	1,000.00
	8916			\$	11,000.00
	8983			\$	650.00
	8984			\$	7,500.00
	8815	Credit card receipts		\$	14,083.72
	8815	Credit card expenses	\$	817.74	
		Revenues of special funds received in July			

19	8000	Cash		\$	83,161.99
	8815		\$	60,353.57	
	8820	Copy	\$	5,697.33	
	8805	Gift/Lost Books	\$	644.47	
	8860		\$	218.04	
	8944		\$	633.95	
	8882		\$	2,220.00	
	8883		\$	450.00	
	8871		\$	303.27	
	8877		\$	442.76	
	8913		\$	8,000.00	
	8982		\$	3,600.00	
	8983		\$	598.60	
		Expenditures of special funds in July			

Corrections, adjustments, and miscellaneous

20	3021		\$	869,368.16	
	3022			\$	869,368.16
	3011		\$	1,839,348.51	
	3012			\$	1,839,348.51
		To move beginning balances to the correct year's account			
		Grand Total		\$ 75,745,157.30	\$75,745,157.30
				\$	-

General Fund F.Y. 11-12

Warrant Register

July 2011

Number	Vendor/Payee	Purpose		Amount
G-00001	City of Del City	Rent of Library Building	400.00	400.00
G-00002	Metro Parking Garage	Parking & Transportation	1,710.00	
		Parking & Transportation	1,080.00	2,790.00
G-00003	Dowell Parking Center	Parking	292.00	292.00
G-00004	COTPA	Parking & Transportation	1,387.00	
		Parking & Transportation	2,774.00	4,161.00
G-00005	Ingram Library Service	Materials	102.86	102.86
G-00006	UNUM Life Insurance	Grp L-T Disab Ins Prm-JL	5,866.27	5,866.27
G-00007	Walter Wayne McEvilly	Programming Activities	600.00	600.00
G-00008	Scott Filleman	Programming Activities	75.00	75.00
G-00009	INTEGRIS Corporate Assistance	Group Insurance	934.00	934.00
G-00010	Debbie Langston	Programming Activities	70.00	70.00
G-00011	High-Tech-Tronics, Inc.	Maintenance of Facilities	679.95	
		Maintenance of Facilities	419.40	1,099.35
G-00012	Kendal S. Turner	Programming Activities	100.00	100.00
G-00013	Critter Tales, Inc.	Programming Activities	150.00	150.00
G-00014	John D Taylor	Programming Activities	150.00	150.00
G-00015	IFMA-Headquarters	Memberships	383.00	383.00
G-00016	FOLIO Treasurer	Memberships	100.00	100.00
G-00017	Partnership for Philanthropic	Memberships	80.00	80.00
G-00018	John Utley	Telephone Services	35.00	35.00
G-00019	Monica Buck	Programming Activities	300.00	300.00
G-00020	Personalized Prevention	Professional Services	606.00	606.00
G-00021	Pacific Telemanagement Service	Telephone Services	78.00	78.00
G-00022	Gale Research	Materials	12,009.70	12,009.70
G-00023	Dun & Bradstreet	Materials	6,772.50	6,772.50
G-00024	World Trade Press	Materials	2,550.00	2,550.00
G-00025	Morningstar	Materials	170.00	170.00
G-00026	Mergent Co., Inc.	Materials	2,505.00	2,505.00
G-00027	Grey House Publishing	Materials	25.05	25.05
G-00028	Baker & Taylor, Inc.	Materials	4,885.00	4,885.00
G-00029	Newsbank	Materials	17,950.00	17,950.00
G-00030	Learning Express	Materials	9,555.00	9,555.00
G-00031	Thomson Reuters	Materials	841.81	841.81
G-00032	City of Midwest City, Inc.	Water & Garbage Services	298.32	298.32
G-00033	O G & E	Electrical Services	3,164.93	3,164.93
G-00034	City of Oklahoma City	Water & Garbage Services	228.18	228.18
G-00035	City of the Village	Water & Garbage Services	91.41	91.41
G-00036	Triangle/A & E	Capital Projects	6.50	
		Capital Projects	7.50	14.00
G-00037	Southwestern Stationers, Inc.	Printing	5,738.00	5,738.00
G-00038	Oklahoma Library Association	Memberships	1,350.00	1,350.00
G-00039	American Library Association	Memberships	240.00	240.00
G-00040	Oklahoma Genealogical Society	Other Commodities	20.00	20.00
G-00041	Walter Wayne McEvilly	Programming Activities	300.00	300.00
G-00042	Great American Glass & Tinting	Maintenace of Facilities	160.00	160.00
G-00043	Debbie Langston	Programming Activities	105.00	
		Programming Activities	60.00	165.00
G-00044	Carolyn Sue Fish	Programming Activities	600.00	600.00
G-00045	Diamond Electric	Capital Projects	442.00	442.00
G-00046	Gardiner Arts Network	Programming Activities	1,000.00	1,000.00
G-00047	The Okee Dokee Brothers	Programming Activities	3,150.00	3,150.00

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Warrant Register

July 2011

Number	Vendor/Payee	Purpose		Amount
G-00048	OSCPA	Professional Services	223.00	223.00
G-00049	Larry G. Johnson	Parking	108.38	108.38
G-00050	Victoria Dixon	Parking	108.38	108.38
G-00051	Oklahoma City Zoo Educ. Dept.	Programming Events	150.00	
		Programming Activities	150.00	300.00
G-00052	Life Changing Skills, LLC	Programming Activities	66.67	66.67
G-00053	Kay L. Bauman	Parking	108.38	108.38
G-00054	Jahruba Lambeth	Programming Activities	200.00	200.00
G-00055	NIGP	Professional Services	330.00	330.00
G-00056	Science Museum Oklahoma	Programming Activities	150.00	150.00
G-00057	City of Choctaw	Water & Garbage Services	298.80	298.80
G-00058	Cheryl Pernell	Parking	108.38	108.38
G-00059	Alison Harris	Programming Activities	100.00	100.00
G-00060	Lisa Bradley	Parking	108.38	108.38
G-00061	Kiona Millirons	Programming Activities	400.00	400.00
G-00062	Dan Holman	Telephone Services	37.66	37.66
G-00063	Tyler Outdoor Advertising, LLC	Library-related Services	2,160.00	2,160.00
G-00064	Erin L. Oldfield	Programming Activities	48.75	48.75
G-00065	Society for Human Resource	Library-related services	180.00	180.00
G-00066	Bank of Oklahoma	Payroll Transmittal-Chks	34,983.80	
		Payroll Transmittal-Chks	17,986.40	
		Payroll Transmittal-Chks	55.00	53,025.20
G-00067	Bank of Oklahoma	Federal Withholding Tax	50,234.00	
		Federal Withholding Tax	4,470.00	54,704.00
G-00068	Oklahoma Tax Commission	State Withholding Tax	15,081.00	
		State Withholding Tax	935.00	16,016.00
G-00069	Mun. Employees Credit Union	Employee Cr Union Deducts	11,712.13	
		Employee Cr Union Deducts	87.50	11,799.63
G-00070	United Way of Central Oklahoma	Employee Deductions	515.17	
		Employee Deductions	55.00	570.17
G-00071	Clerk, U.S. District	Employee Deductions	115.30	
		Employee Deductions	115.30	230.60
G-00072	Jennifer R. Needham	Employee Deductions	103.48	103.48
G-00073	United States Treasury	Employee Deductions	50.50	50.50
G-00074	Bank of America	Payroll Transmittal-DDep	262,399.61	
		Payroll Transmittal-DDep	42,476.89	
		Payroll Transmittal-DDep	1,100.00	305,976.50
G-00075	Nationwide Retirement Solution	Employee Deductions	7,933.53	7,933.53
G-00076	Transamerica Worksite Mrktg.	Employee Deductions	418.87	418.87
G-00077	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,660.63	4,660.63
G-00078	Bank of Oklahoma	Employee Flexplan Deposit	30,582.76	30,582.76
G-00079	Bank of Oklahoma	Employee Soc/Sec Deposits	18,246.12	
		Employee Soc/Sec Deposits	2,940.69	
		Employee Medicare Deposit	6,299.29	
		Employee Medicare Deposit	1,015.24	
		Employer Soc/Sec Deposits	31,275.92	
		Employer Medicare Deposit	7,314.50	67,091.76
G-00080	MassMutual Financial Group	Employee Contrib -- DC PI	15,924.05	
		Employer Contrib -- DC PI	28,902.96	44,827.01
G-00081	Oklahoma Guaranteed	Employee Deductions	155.22	155.22
G-00082	ODHS Oklahoma Centralized	Employee Deductions	467.72	467.72
G-00083	Randall S. Fudge	Employee Deductions	162.60	162.60

General Fund F.Y. 11-12

Warrant Register

July 2011

Number	Vendor/Payee	Purpose		Amount
G-00084	Tower Loans	Employee Deductions	515.45	515.45
G-00085	Administrative Services	Employee Deductions	1,350.35	1,350.35
G-00086	UNUM Life Insurance	Employee Deductions	1,526.10	
		Employee Deductions	34.00	1,560.10
G-00087	NCO Financial Systems, INC	Employee Deductions	323.42	323.42
G-00088	Vision Service Plan of	Grp Vision Ins Prem-July	2,455.27	2,455.27
G-00089	UNUM Life Insurance	Grp LTC Insurance Prm-JL	1,557.50	1,557.50
G-00090	O G & E	Electrical Services	3,138.69	3,138.69
G-00091	City of Bethany	Water & Garbage Services	130.56	130.56
G-00092	City of Oklahoma City	Water & Garbage Services	739.78	
		Water & Garbage Services	893.58	1,633.36
G-00093	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-00094	Hewlett-Packard Co.	Automation Contractual	7,128.70	7,128.70
G-00095	City of Edmond	Electrical Services	4,163.16	4,163.16
G-00096	South OKC Chamber of Commerce	Memberships	325.00	325.00
G-00097	Baker & Taylor Books	Materials	8,441.10	8,441.10
G-00098	Donna Morris	Other Commodities	71.53	71.53
G-00099	U.S. Postal Service	Postage	15,000.00	15,000.00
G-00100	American Express	Professional Services	69.95	69.95
G-00101	American Library Association	Memberships	159.00	159.00
G-00102	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-00103	Recorded Books, LLC	Materials	297.00	297.00
G-00104	Mullin Plumbing West Division	Maintenance of Facilities	122.00	122.00
G-00105	Ann Aliotta	Postage	56.80	56.80
G-00106	Del City Chamber of Commerce	Memberships	120.00	120.00
G-00107	Hannah Harder	Programming Activities	300.00	300.00
G-00108	Central Oklahoma Volunteer	Memberships	20.00	20.00
G-00109	Honor McFarland	Programming Activities	75.00	75.00
G-00110	Full Circle Bookstore	Programming Activities	175.07	175.07
G-00111	Morningstar	Materials	6,645.00	
		Materials	925.00	7,570.00
G-00112	Amigos Library Services	Materials	7,850.19	7,850.19
G-00113	Planned Parenthood of	Other Commodities	87.26	87.26
G-00114	Samaritan Technologies	Automation	8,600.00	8,600.00
G-00115	Diane Sarantakos	Other Commodities	60.00	60.00
G-00116	USA Mobility Wireless, Inc	Telephone Services	110.58	110.58
G-00117	Filtration Services Group, LLC	Maintenance of Facilities	136.08	136.08
G-00118	Mergent Co., Inc.	Materials	9,785.00	9,785.00
G-00119	Walker Companies	Supplies	71.80	71.80
G-00120	OverDrive, Inc fka	Materials	8,862.23	8,862.23
G-00121	Metro Parking Garage	Parking	106.00	106.00
G-00122	Perfection Truck Parts&Equip.	Maintenance of Facilities	32.21	32.21
G-00123	Jonathan W. LaPuzza	Security Services	225.00	225.00
G-00124	Evans Hardware	Maintenance of Facilities	37.48	
		Maintenance of Facilities	29.66	
		Maintenance of Facilities	37.98	105.12
G-00125	John Mark Dawson	Security Services	150.00	150.00
G-00126	Michael Corley	Programming Activities	219.00	
		Programming Activities	600.00	819.00
G-00127	Smith Farm & Garden	Maintenance of Facilities	169.49	169.49
G-00128	City of Edmond	Water & Garbage Svcs - Ju	817.44	817.44
G-00129	Amazon/GE Money Bank	Programming Activities	27.98	27.98

General Fund F.Y. 11-12

Warrant Register

July 2011

Number	Vendor/Payee	Purpose		Amount
G-00130	Office Depot Credit Plan	Supplies	15.16	
		Supplies	54.94	70.10
G-00131	Alice Murphy	Other Commodities	92.23	92.23
G-00132	Arts Council of Oklahoma City	Programming Activities	7,275.00	7,275.00
G-00133	Walmart Community	Other Commodities	31.96	31.96
G-00134	MetroFamily Magazine	Library-related Services	1,449.00	1,449.00
G-00135	Chase Card Services	Equipment	1,425.00	1,425.00
G-00136	Tamara Simpson	Programming Activities	50.00	50.00
G-00137	Preston Bell	Transportation	50.00	50.00
G-00138	Thomas P. Gallagher	Transportation	25.00	25.00
G-00139	The Great Courses	Materials	30.00	30.00
G-00140	Donna Morris	Parking & Transportation	450.00	450.00
G-00141	Accuity	Materials	450.00	450.00
G-00142	Susan H. Wood	Programming Activities	250.00	250.00
G-00143	Cox Communications, Inc.	Telephone Service	12.86	12.86
G-00144	Christian Book Distributors	Materials	1.49	1.49
G-00145	Baker & Taylor Books	Materials	296.59	296.59
G-00146	Felipe Ayala	Maintenance of Facilities	700.00	700.00
G-00147	Cox Systems Technology, Inc.	Maintenance of Facilities	90.00	90.00
G-00148	Kiona Millirons	Programming Activities	300.00	300.00
G-00149	Baker & Taylor Entertainment	Materials	95.04	95.04
G-00150	KOCO	Library Related Services	1,770.00	1,770.00
G-00151	Pacific Telemanagement Service	Telephone Services	78.00	78.00
G-00152	Careerbuilder, LLC	Library-related Services	460.90	460.90
G-00153	Linda Cooper	Maintenance of Facilities	525.00	525.00
G-00154	Solomon Bassoff	Capital Projects	1,750.00	1,750.00
G-00155	Dayton Claudio	Capital Projects	1,750.00	1,750.00
G-00156	Michael Clapper	Capital Projects	1,750.00	1,750.00
G-00157	Gale Research	Materials	200.00	200.00
G-00158	Baker & Taylor Books	Materials	1,451.83	1,451.83
G-00159	Recorded Books, LLC	Materials	82.80	82.80
G-00160	Gale Group	Materials	594.56	594.56
G-00161	Ingram Library Service	Materials	1,747.66	1,747.66
G-00162	OverDrive, Inc fka	Materials	4,710.43	4,710.43
G-00163	Ingram Library Service	Materials	496.42	496.42
G-00164	Center Point Large Print	Materials	537.42	537.42
G-00165	AudioGo	Materials	93.51	93.51
G-00166	Baker & Taylor Entertainment	Materials	658.73	658.73
G-00167	Melissa Weathers	Materials	359.21	359.21
G-00168	Baker & Taylor Books	Materials	1,450.83	1,450.83
G-00169	Baker & Taylor Books	Materials	2,124.94	2,124.94
G-00170	Baker & Taylor Entertainment	Materials	1,503.98	1,503.98
G-00171	Bank of Oklahoma	Payroll Transmittal-Chks	36,751.28	
		Payroll Transmittal-Chks	20,184.20	56,935.48
G-00172	Bank of Oklahoma	Federal Withholding Tax	51,945.00	
		Federal Withholding Tax	4,775.00	56,720.00
G-00173	Oklahoma Tax Commission	State Withholding Tax	15,731.00	
		State Withholding Tax	1,009.00	16,740.00
G-00174	Mun. Employees Credit Union	Employee Cr Union Deducts	11,712.13	
		Employee Cr Union Deducts	87.50	11,799.63
G-00175	United Way of Central Oklahoma	Employee Deductions	515.17	
		Employee Deductions	55.00	570.17

General Fund F.Y. 11-12

Warrant Register

July 2011

Number	Vendor/Payee	Purpose	Amount
G-00176	Clerk, U.S. District	Employee Deductions	75.16
		Employee Deductions	75.16
		Employee Deductions	75.16
			225.48
G-00177	Morgan & Associates, P.C.	Employee Deductions	64.95
G-00178	Jennifer R. Needham	Employee Deductions	101.33
G-00179	United States Treasury	Employee Deductions	50.50
G-00180	Bank of America	Payroll Transmittal-DDep	273,424.88
		Payroll Transmittal-DDep	42,616.45
			316,041.33
G-00181	Nationwide Retirement Solution	Employee Deductions	7,933.53
G-00182	Transamerica Worksite Mrktg.	Employee Deductions	418.87
G-00183	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,637.11
G-00184	Bank of Oklahoma	Employee Flexplan Deposit	13,902.03
G-00185	Bank of Oklahoma	Employee Soc/Sec Deposits	18,772.49
		Employee Soc/Sec Deposits	3,064.48
		Employee Medicare Deposit	6,480.95
		Employee Medicare Deposit	1,058.02
		Employer Soc/Sec Deposits	32,235.73
		Employer Medicare Deposit	7,538.99
			69,150.66
G-00186	MassMutual Financial Group	Employee Contrib -- DC PI	15,813.59
		Employer Contrib -- DC PI	28,646.46
			44,460.05
G-00187	Oklahoma Guaranteed	Employee Deductions	152.00
G-00188	ODHS Oklahoma Centralized	Employee Deductions	467.72
G-00189	Randall S. Fudge	Employee Deductions	108.95
G-00190	Tower Loans	Employee Deductions	31.81
G-00191	Administrative Services	Employee Deductions	1,350.35
G-00192	NCO Financial Systems, INC	Employee Deductions	378.70
G-00193	City of Del City	Rent of Library Building	400.00
G-00194	O G & E	Electrical Services	21,398.25
G-00195	Oklahoma Natural Gas Co.	Gas Services	98.22
		Gas Services	35.99
		Gas Services	205.01
			339.22
G-00196	City of Oklahoma City	Water & Garbage Services	573.95
		Water & Garbage Services	401.92
			975.87
G-00197	Triangle/A & E	Capital Projects	31.00
G-00198	Locke Supply Co.	Maintenace of Facilities	640.93
		Maintenace of Facilities	22.62
		Maintenace of Facilities	42.87
			706.42
G-00199	Tech-Lock	Maintenace of Facilities	9.50
		Maintenace of Facilities	10.00
			19.50
G-00200	Oklahoma Library Association	Memberships	107.00
G-00201	FedEx	Automation Contractual	7.92
G-00202	Kasandra Dewbre-Burrows	Mileage	2.95
G-00203	Business and Legal Reports	Periodicals/Subscriptions	995.00
G-00204	Mutual Assurance	Grp Life AD&D Ins Prm-JL	11,667.97
			11,667.97
G-00205	Indepenent Stationers	Printing Supplies	53.80
G-00206	Full Circle Bookstore	Programming Activities	345.41
G-00207	Howard Owen	Security Services	225.00
G-00208	Boone & Boone Sales Co., Inc.	Maintenace of Facilities	1,908.59
G-00209	Jason Burkhart	Programming Activities	100.00
G-00210	National Archive Publishing	Periodicals/Subscriptions	2,105.53
		Periodicals/Subscriptions	897.66
		Periodicals/Subscriptions	1,050.03

** Continued **

General Fund F.Y. 11-12

Warrant Register

July 2011

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-00210	National Archive Publishing	Periodicals/Subscriptions	573.26	4,626.48
G-00211	Jonathan Willis	Telephone Services	35.00	35.00
G-00212	Scott's Printing & Copying	Library-related Services	566.15	566.15
G-00213	Hobby Lobby	Programming Activities	61.92	61.92
G-00214	Carrier Enterprise, LLC-S.C.	Maintenance of Facilities	535.68	
		Maintenance of Facilities	267.84	803.52
G-00215	Central Oklahoma Winnelson	Maintenance of Facilities	17.31	17.31
G-00216	High-Tech-Tronics, Inc.	Maintenance of Facilities	167.50	
		Maintenance of Facilities	344.25	511.75
G-00217	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	91.50	91.50
G-00218	General Lighting & Sign Serv.	Maintenance of Facilities	150.00	150.00
G-00219	Jonathan W. LaPuzza	Security Services	150.00	150.00
G-00220	Bharathi Srinivasan	Programming Activities	100.00	100.00
G-00221	Dana Beach	Parking	108.38	108.38
G-00222	Oklahoma Building Services, Inc	Janitorial Service - July	24,832.00	
		Janitorial Services	3,221.90	
		Pest Control Service	1,015.00	
		Pest Control Service-July	450.00	
		Pest Control Service-July	60.00	29,578.90
G-00223	Evans Hardware	Maintenance of Facilities	50.06	
		Maintenance of Facilities	14.52	
		Maintenance of Facilities	12.78	77.36
G-00224	Contractors Supply Co.	Maintenance of Facilities	19.90	
		Maintenance of Facilities	18.80	
		Maintenance of Facilities	79.44	118.14
G-00225	Steve Crawford	Programming Activities	200.00	200.00
G-00226	Science Museum Oklahoma	Programming Activities	600.00	600.00
G-00227	Dowell Parking Center	Parking	312.00	312.00
G-00228	Novalco, Inc	Maintenance of Facilities	330.00	330.00
G-00229	Heritage Archives, Inc	Periodicals & Subscriptio	6,723.00	6,723.00
G-00230	John Wood	Telephone Services	50.00	50.00
G-00231	Alice Murphy	Supplies	21.00	21.00
G-00232	KFOR-TV	Library Related Services	1,525.00	1,525.00
G-00233	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-JL	143,622.09	143,622.09
G-00234	Arts Council of Oklahoma City	Memberships	100.00	100.00
G-00235	Construction Building	Capital Projects	1,188.00	1,188.00
G-00236	Louise Goldberg	Programming Activities	600.00	600.00
G-00237	Susan H. Wood	Programming Activities	220.00	220.00
G-00238	Alison Harris	Programming Activities	200.00	200.00
G-00239	AT&T	Telephone Services	65.47	65.47
G-00240	Securitas Security USA, Inc.	Security Services	5,714.35	5,714.35
G-00241	Clarissa Sharp	Programming Activities	75.00	75.00
G-00242	Kelly Dalrymple	Programming Activities	56.24	56.24
G-00243	Smart Technologies	Automation	4,416.58	
		Automation Contractual	120.00	4,536.58
G-00244	Erika Sterling	Maintenance of Facilities	120.00	
		Maintenance of Facilities	89.44	209.44
G-00245	Kiona Millirons	Programming Activities	100.00	100.00
G-00246	Teresa Matthews	Programming Activities	66.31	66.31
G-00247	Stacy Schrank	Parking	108.38	108.38
G-00248	Wayne Stein	Programming Activities	125.00	125.00

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Warrant Register

July 2011

Number	Vendor/Payee	Purpose		Amount
G-00249	Linda Cooper	Maintenance of Facilities	920.00	920.00
G-00250	Chris Kennedy	Supplies	53.94	53.94
G-00251	Erica Rutland	Mileage	21.65	21.65
G-00252	Strategic Government Resources	Professional Services	5,059.42	5,059.42
G-00253	Matthew Maggiamo	Programming Activities	500.00	500.00
G-00254	Kathy C. Brown	Programming Activities	87.50	87.50
Total of FY 11-12 Warrants Issued				\$ 1,680,783.55

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Warrant Register

July 2011

Number	Vendor/Payee	Purpose		Amount
G-05475	Metropolitan Library System	Professional Services	114.00	
		Supplies	114.74	
		Programming Activities	63.33	
		Programming Activities	127.15	
		Programming Activities	58.90	
		Other Commodities	51.33	529.45
G-05476	O G & E	Electrical Services	19,728.12	19,728.12
G-05477	Oklahoma Natural Gas Co.	Gas Services	177.45	177.45
G-05478	Triangle/A & E	Capital Projects	10.70	10.70
G-05479	Brodart, Inc.	Furniture	359.27	359.27
G-05480	Southwestern Stationers, Inc.	Supplies	5.88	5.88
G-05481	Locke Supply Co.	Maintenance of Facilities	26.27	
		Maintenance of Facilities	8.08	34.35
G-05482	Emsco Electric Supply	Maintenance of Facilities	152.60	
		Maintenance of Facilities	35.31	187.91
G-05483	Demco	Supplies	79.76	79.76
G-05484	Gaylord Bros.	Supplies	136.82	136.82
G-05485	Gale Research	Materials	1,225.50	1,225.50
G-05486	Oriental Trading Company	Programming Activities	81.99	81.99
G-05487	Bradley M. Dunn	Security Services	250.00	250.00
G-05488	Weston Woods Accts Receivable	Materials	44.03	44.03
G-05489	Donna Morris	Travel Expenses	373.25	
		Travel Expenses	375.72	748.97
G-05490	Karen Marriott	Travel Expenses	626.19	
		Travel Expenses	373.50	999.69
G-05491	Cheryl Mann	Mileage	18.87	18.87
G-05492	Keystone Tape & Label, Inc.	Printing/Printing Supply	726.04	726.04
G-05493	Recorded Books, LLC	Materials	1,141.00	1,141.00
G-05494	Yancy Forbes	Security Services	200.00	200.00
G-05495	Gale Group	Materials	4,038.84	4,038.84
G-05496	Hannah Harder	Programming Activities	85.00	85.00
G-05497	Library Video Co.	Materials	709.05	709.05
G-05498	Honor McFarland	Programming Activities	80.00	80.00
G-05499	Travis Smith	Security Services	250.00	250.00
G-05500	Howard Owen	Security Services	562.50	562.50
G-05501	Debbie Langston	Programming Activities	105.00	105.00
G-05502	Shawver & Son	Maintenance of Facilities	98.00	98.00
G-05503	Jonathan Willis	Mileage	29.58	29.58
G-05504	Diane Sarantakos	Travel Expenses	476.20	
		Mileage	69.36	545.56
G-05505	Blackstone Audio Books	Materials	819.90	819.90
G-05506	Cheryll Jones	Mileage	4.08	4.08
G-05507	Random House, Inc	Materials	1,542.00	1,542.00
G-05508	Ingram Library Service	Materials	2,965.49	2,965.49
G-05509	Tanaz Derakhshan	Mileage	13.77	13.77
G-05510	Summit Mailing Systems, Inc.	Postage	139.45	139.45
G-05511	Audio Editions	Materials	2,640.70	2,640.70
G-05512	OverDrive, Inc fka	Materials	2,158.95	2,158.95
G-05513	Chickasaw Telecom, Inc.	Automation	1,672.00	1,672.00
G-05514	Ingram Library Service	Materials	2,398.44	2,398.44
G-05515	General Lighting & Sign Serv.	Maintenance of Facilities	345.61	345.61
G-05516	Jonathan W. LaPuzza	Security Services	375.00	375.00

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Warrant Register

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Number	Vendor/Payee	Purpose		Amount
G-05517	Town of Luther	Water & Garbage Services	44.98	44.98
G-05518	Kay L. Bauman	Travel Expenses	578.91	
		Travel Expenses	306.50	885.41
G-05519	Landon Holman	Mileage	52.02	52.02
G-05520	Pauline Rodriguez-Atkins	Travel Expenses	350.00	
		Travel Expenses	770.32	
		Travel Expenses	337.25	
		Travel Expenses	387.16	
		Travel Expenses	124.25	1,968.98
G-05521	Evans Hardware	Maintenance of Facilities	22.64	
		Maintenance of Facilities	14.98	
		Maintenance of Facilities	25.47	63.09
G-05522	Jeffrey J. Crawford	Security Services	250.00	250.00
G-05523	John Mark Dawson	Security Services	150.00	150.00
G-05524	Dell Marketing L.P.	Automation	1,580.85	1,580.85
G-05525	Southwest Paper - OKC	Maintenance Supplies	3,115.20	3,115.20
G-05526	AudioGo	Materials	617.05	617.05
G-05527	Novalco, Inc	Maintenance of Facilities	715.00	715.00
G-05528	City of Harrah	Water & Garbage Services	62.14	62.14
G-05529	Gregory Bennett	Mileage	10.20	10.20
G-05530	Carrie Webber	Programming Activities	100.00	100.00
G-05531	Crowe & Dunlevy	Professional Services	7,725.69	7,725.69
G-05532	Abolghasem Siavashi	Mileage	4.59	4.59
G-05533	Roy Ballou	Travel Expenses	528.00	
		Travel Expenses	248.50	776.50
G-05534	Baker & Taylor Entertainment	Materials	3,284.49	
		Materials	3,983.10	
		Materials	727.69	7,995.28
G-05535	Walmart Community	Programming Activities	238.07	
		Maintenance of Facilities	150.79	
		Programming Supplies	121.84	
		Postage	17.60	528.30
G-05536	Barnum Plumbing, Inc.	Maintenance of Facilities	189.00	189.00
G-05537	John L. Hilbert	Mileage	26.01	26.01
G-05538	Allied Waste Services #060	Water & Garbage Services	937.15	937.15
G-05539	Pete Roberson	Mileage	29.06	29.06
G-05540	O'Reilly Automotive, Inc.	Maintenance of Facilities	69.43	69.43
G-05541	Darrie Breathwit	Mileage	15.30	15.30
G-05542	University of Central Oklahoma	Professional Services	200.00	200.00
G-05543	Star Lighting	Maintenance of Facilities	140.16	
		Maintenance of Facilities	44.70	184.86
G-05544	John Utley	Mileage	24.48	24.48
G-05545	Cintas Corporation 064	Maintenance of Facilities	465.46	465.46
G-05546	OHCE Genealogy Group	Materials	405.00	405.00
G-05547	Kelley Hoffman	Mileage	17.45	17.45
G-05548	Faith Centered Resources	Materials	91.48	91.48
G-05549	Myers Landscape Management,	Maintenance of Facilities	1,445.00	
		Maintenance of Facilities	1,205.00	2,650.00
G-05550	Bryan's Flooring	Capital Projects	9,171.54	9,171.54
G-05551	Baker & Taylor Books	Materials	1,439.00	
		Materials	2,704.07	
		Materials	2,120.18	

** Continued **

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Warrant Register

July 2011

Number	Vendor/Payee ** Continued **	Purpose	Amount	Amount
G-05551	Baker & Taylor Books	Materials	4,905.00	
		Materials	5,091.34	
		Materials	2,834.68	
		Materials	1,065.11	20,159.38
G-05552	Baker & Taylor Books	Materials	570.15	
		Materials	6,147.12	
		Materials	2,696.92	
		Materials	4,770.23	
		Materials	442.35	14,626.77
G-05553	Baker & Taylor Books	Materials	3,261.88	3,261.88
G-05554	Lloyd Lovely	Mileage	26.52	26.52
G-05555	Chem-Can Services, Inc.	Programming Activities	245.00	245.00
G-05556	Cooper Bros., Inc.	Capital Projects	2,282.00	2,282.00
G-05557	Mallory Weigl	Programming Supplies	203.89	203.89
G-05558	Erika Sterling	Maintenance of Facilities	120.00	120.00
G-05559	Veolia Energy Oklahoma City,	Maintenance of Facilities	874.00	874.00
G-05560	Teresa Matthews	Programming Activities	85.26	85.26
G-05561	Alvin Chandler	Security Services	250.00	250.00
G-05562	Stacy Schrank	Travel Expenses	1,184.13	
		Supplies	56.00	1,240.13
G-05563	Postal Customer Council USPS	Other Commodities	20.00	20.00
G-05564	Baker & Taylor Entertainment	Materials	27.12	27.12
G-05565	Mackin	Materials	144.36	144.36
G-05566	Linda Cooper	Maintenance of Facilities	475.00	475.00
G-05567	Metropolitan Library System	Parking & Transportation	3.00	
		Professional Services	38.00	
		Postage	66.00	
		Supplies	67.58	
		Programming Activities	88.92	
		Programming Activities	59.95	
		Other Commodities	74.01	397.46
G-05568	CompSource Oklahoma	Workers Comp Insurance	13,209.00	13,209.00
G-05569	Barbara Beasley	Supplies	62.80	62.80
G-05570	Jimmy Welch	Mileage	54.06	54.06
G-05571	Kevin Colwell	Mileage	4.59	4.59
G-05572	LaVetta Kinsey Dent	Travel Expenses	303.42	
		Travel Expenses	233.00	536.42
G-05573	LaWana D. Morgan	Mileage	14.00	14.00
G-05574	Kimberly A Terry	Travel Expenses	535.50	535.50
G-05575	Emily Williams	Mileage	45.49	45.49
G-05576	Metropolitan Library System	Professional Services	19.00	
		Programming Activities	112.23	
		Programming Activities	10.94	
		Supplies	131.33	
		Other Commodities	48.00	321.50
G-05577	Grainger	Supplies	837.24	837.24
G-05578	Oklahoma Natural Gas Co.	Gas Services	198.06	
		Gas Services	101.89	299.95
G-05579	Brodart, Inc.	Supplies	2,875.00	2,875.00
G-05580	Southwestern Stationers, Inc.	Printing/Print Supply	598.00	
		Supplies	67.85	665.85

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Warrant Register

July 2011

Number	Vendor/Payee	Purpose		Amount
G-05581	Hunzicker Brothers, Inc.	Southern Oaks Renovation	445.00	445.00
G-05582	Tech-Lock	Maintenance of Facilities	18.00	
		Maintenance of Facilities	20.00	38.00
G-05583	Gaylord Bros.	Furniture	419.28	419.28
G-05584	Highsmith	Furniture	914.25	914.25
G-05585	Kathryn Thurman	Programming Activities	135.00	135.00
G-05586	Alma L. Brown	Programming Activities	78.92	78.92
G-05587	Oklahoma Library Association	Professional Services	85.00	85.00
G-05588	Weston Woods Accts Receivable	Materials	127.29	127.29
G-05589	Susie Beasley	Professional Services	70.00	
		Travel Expenses	224.04	294.04
G-05590	J. Siobhan Morava	Mileage	79.69	79.69
G-05591	Charles S. Isaacs	Mileage	3.83	3.83
G-05592	United Refrigeration, Inc.	Maintenance of Facilities	14.06	
		Maintenance of Facilities	59.40	
		Maintenance of Facilities	57.97	
		Maintenance of Facilities	59.25	
		Maintenance of Facilities	1,292.95	
		Maintenance of Facilities	26.23	
		Maintenance of Facilities	14.06	
		Maintenance of Facilities	16.06	1,539.98
G-05593	Recorded Books, LLC	Materials	748.40	748.40
G-05594	Johnstone Supply	Maintenance of Facilities	105.49	105.49
G-05595	Marilyn E. Backus	Mileage	75.39	75.39
G-05596	American Library Association	Programming Activities	60.02	
		Programming Activities	28.43	88.45
G-05597	Arphax Publishing Co	Materials	363.75	363.75
G-05598	Infobase Publishing	Materials	342.30	342.30
G-05599	Orbis Corporation	Capital Projects	14,555.10	14,555.10
G-05600	Safeguard	Supplies	124.65	
		Supplies	8.52	133.17
G-05601	Anne G. Fischer	Telephone Services	50.00	50.00
G-05602	Rosemary Czarski	Postage	73.00	
		Mileage	66.30	139.30
G-05603	Genealogical Publishing Co, Inc	Materials	40.50	40.50
G-05604	Library Journals, LLC	Library-related Services	395.00	395.00
G-05605	Jason Burkhart	Programming Activities	100.00	100.00
G-05606	Liberty Flags Inc.	Supplies	138.60	138.60
G-05607	DPS Printing	Printing	200.00	200.00
G-05608	Random House, Inc	Materials	746.25	746.25
G-05609	5th Street Garage	Parking & Transportation	32.29	32.29
G-05610	Ingram Library Service	Materials	685.28	685.28
G-05611	Phyllis Davidson	Mileage	13.64	13.64
G-05612	Walker Companies	Supplies	285.00	285.00
G-05613	Audio Editions	Materials	413.89	413.89
G-05614	OverDrive, Inc fka	Books & Materials	1,178.45	
		Books & Materials	1,307.36	
		Books & Materials	301.84	2,787.65
G-05615	Injoy Videos	Materials	373.75	373.75
G-05616	Tera McAmis	Other Commodities	173.75	173.75
G-05617	Positive Promotions	Other Commodities	200.95	200.95
G-05618	Oklahoma City Zoo Educ. Dept.	Programming Activities	75.00	75.00

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Warrant Register

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Number	Vendor/Payee	Purpose		Amount
G-05619	AV Cafe Inc	Materials	1,120.44	1,120.44
G-05620	Matthew Cotter	Mileage	10.71	10.71
G-05621	Ingram Library Service	Materials	705.63	705.63
G-05622	General Lighting & Sign Serv.	Maintenance of Facilities	470.88	470.88
G-05623	Bharathi Srinivasan	Programming Activities	200.00	200.00
G-05624	Cherokee Building Materials	Maintenance of Facilities	100.22	
		Maintenance of Facilities	200.45	300.67
G-05625	Barnes & Noble, Inc.	Programming Activities	4,998.67	4,998.67
G-05626	Anita Roesler	Mileage	36.11	36.11
G-05627	Guildcraft	Programming Activities	169.20	
		Programming Activities	18.03	
		Programming Activities	19.88	207.11
G-05628	Baker & Taylor	Programming Activities	434.30	434.30
G-05629	Franklin Covey Co.	Supplies	16.36	16.36
G-05630	Scholastic Inc	Programming Activities	4,746.75	4,746.75
G-05631	Displays 2 Go	Programming Activities	117.08	117.08
G-05632	Ruby Soutiere	Mileage	9.61	9.61
G-05633	Katrina Prince	Other Commodities	103.43	103.43
G-05634	AudioGo	Materials	311.94	311.94
G-05635	Westquip, Inc	Maintenance of Facilities	160.00	160.00
G-05636	Carol L. Roberts	Programming Activities	224.32	224.32
G-05637	Amazon/GE Money Bank	Programming Supplies	238.69	238.69
G-05638	John Wood	Mileage	6.12	6.12
G-05639	Office Depot Credit Plan	Supplies	494.60	494.60
G-05640	Baker & Taylor Books	Materials	824.98	824.98
G-05641	Baker & Taylor Entertainment	Materials	3,092.77	
		Materials	976.43	4,069.20
G-05643	Oyate	Programming Activities	2,454.72	2,454.72
G-05644	Cynthia Friedemann	Professional Services	25.00	
		Travel Expenses	108.97	133.97
G-05645	Pamela Buchanan	Telephone Services	35.00	
		Mileage	113.98	148.98
G-05646	Oklahoma City County Health	Programming Activities	75.00	75.00
G-05647	Star Lighting	Maintenance of Facilities	269.04	
		Maintenance of Facilities	89.70	
		Maintenance of Facilities	20.36	
		Maintenance of Facilities	45.00	
		Maintenance of Facilities	210.00	634.10
G-05648	John Rahhal	Mileage	97.46	97.46
G-05649	Baker & Taylor Books	Materials	686.78	
		Materials	4,782.26	
		Materials	8,265.59	
		Materials	249.33	13,983.96
G-05650	Baker & Taylor Books	Materials	1,195.21	
		Materials	5,097.68	6,292.89
G-05651	William F Comstock, P.C.	Other Commodities	2,468.75	2,468.75
G-05652	Smart Technologies	Automation Contractual	280.00	
		Automation Contractual	125.00	405.00
G-05653	Veolia Energy Oklahoma City,	Trigen Energy Services	22,265.26	22,265.26
G-05654	Dan Holman	Mileage	133.62	133.62
G-05655	Baker & Taylor Entertainment	Materials	83.16	83.16
G-05656	Mackin	Materials	482.65	482.65

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Number	Vendor/Payee	Purpose		Amount
G-05657	KOCO	Library-related Services	6,930.00	6,930.00
G-05658	Shoplet	Supplies	46.56	
		Supplies	45.40	91.96
G-05659	Kathy C. Brown	Programming Activities	87.50	87.50
G-05660	Grainger	Maintenance of Facilities	121.59	121.59
G-05661	O G & E	Electrical Services	3,087.41	
		Electrical Services	16,119.39	19,206.80
G-05662	Oklahoma Natural Gas Co.	Gas Services	127.89	127.89
G-05663	City of Oklahoma City	Water & Garbage Services	276.00	276.00
G-05664	Demco	Programming Activities	74.79	
		Furniture	199.44	274.23
G-05665	Harvey Janitorial Sales	Safety Supplies	1,032.00	1,032.00
G-05666	Standard Printing Co., Inc.	Supplies	2,318.00	2,318.00
G-05667	Angela Thornton	Travel Expenses	517.69	
		Travel Expenses	410.50	928.19
G-05668	American Express	Supplies	55.85	
		Programming Supplies	215.44	
		Programming Supplies	392.84	
		Programming Supplies	79.45	
		Programming Supplies	258.35	
		Programming Supplies	61.92	
		Programming Supplies	64.94	
		Professional Services	42.00	1,170.79
G-05669	Charles S. Isaacs	Telephone Services	35.00	35.00
G-05670	Recorded Books, LLC	Materials	11,796.95	11,796.95
G-05671	Oklahoma Employment	Unemployment Compensation	2,032.38	2,032.38
G-05672	Denyveta Davis	Travel Expenses	254.75	254.75
G-05673	Gale Group	Materials	732.21	732.21
G-05674	Harmony Business Supplies	Supplies	851.48	851.48
G-05675	Rosemary Czarski	Professional Services	70.00	
		Travel Expenses	265.61	335.61
G-05676	Janet Brooks	Mileage	32.61	32.61
G-05677	Conney Safety Products	Safety Supplies	36.53	36.53
G-05678	Dominion Enterprises/The	Library-related Services	381.00	381.00
G-05679	Oklahoma Gazette	Library-Related Services	1,616.00	1,616.00
G-05680	Random House, Inc	Materials	886.99	886.99
G-05681	A T & T Mobility	Telephone Services	82.56	82.56
G-05682	Brilliance Corporation	Materials	2,704.61	2,704.61
G-05683	RSPT LLC	Materials	91.51	91.51
G-05684	Filtration Services Group, LLC	Maintenance of Facilities	98.34	
		Maintenance of Facilities	78.84	177.18
G-05685	Ingram Library Service	Materials	258.52	258.52
G-05686	Audio Editions	Materials	179.14	179.14
G-05687	Neopost, Inc.	Maintenance of Facilities	280.00	
		Maintenance of Facilities	260.00	540.00
G-05688	Lynda G. Bahr	Telephone Services	35.00	35.00
G-05689	Fuelman	Vehicle Parts & Repairs	114.23	
		Gasoline and Oil	4,185.51	4,299.74
G-05690	Porch School Supply	Programming Activities	68.69	
		Programming Activities	10.17	78.86
G-05691	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	128.50	128.50
G-05692	Matthew Cotter	Telephone Services	35.00	35.00

General Fund F.Y. 10-11

Warrant Register

July 2011

Number	Vendor/Payee ** Continued **	Purpose	Amount
G-05710	Chase Card Services	Supplies	45.18
		Supplies	292.05
		Equipment	34.99
		Automation	199.99
		Programming Activities	218.60
		Programming Activities	15.80
		Telephone Services	82.96
		Equipment	323.98
		Equipment	200.95
		Memberships	35.00
		Automation	1,280.00
		Automation	1,359.60
		Automation	24.90
		Supplies	29.99
		Supplies	544.50
G-05711	John L. Hilbert	Programming Activities	121.09
		Programming Activities	31.21
G-05712	The Great Courses	Materials	789.55
G-05713	Star Lighting	Maintenance of Facilities	222.60
		Maintenance of Facilities	23.00
		Maintenance of Facilities	55.92
G-05714	Melissa Weathers	Mileage	20.12
G-05715	Cox Communications, Inc.	Telephone Service	1,268.69
G-05716	Securitas Security USA, Inc.	Security Services	6,685.65
		Security Services	6,853.18
G-05717	Baker & Taylor Books	Materials	872.23
		Materials	1,043.41
		Materials	2,872.34
		Materials	3,502.66
		Materials	9,731.51
		Materials	288.33
G-05718	Baker & Taylor Books	Materials	2,579.17
		Materials	3,706.02
		Materials	2,764.33
		Materials	5,561.54
G-05719	Chase Card Services	Books & Materials	165.25
		Books & Materials	299.57
		Books & Materials	71.91
G-05720	City of The Village	Maintenance of Facilities	4,300.00
G-05721	Mallory Weigl	Programming Activities	75.00
G-05722	Erika Sterling	Maintenance of Facilities	69.45
G-05723	Global Industrial Equipment	Supplies	42.01
G-05724	McBride Clinic, Inc.	Professional Services	74.00
G-05725	Baker & Taylor Entertainment	Materials	1,905.06
G-05726	Provantage	Automation	563.49
G-05727	Mackin	Materials	920.94
G-05728	R. Justin Herwig	Mileage	181.31
G-05729	Ryan Lee Robertson	Security Services	312.50
G-05730	Atlas General Contractors, LLC	Capital Projects	13,180.00
G-05731	JobDig/LinkUp	Library-related Services	314.00
G-05732	Urban Neighbors	Memberships	100.00

General Fund F.Y. 10-11

Warrant Register

July 2011

Number	Vendor/Payee	Purpose	Amount	
G-05733	Chris Kennedy	Travel Expenses	821.08	
		Travel Expenses	323.12	1,144.20
G-05734	Recorded Books, LLC	Materials	2,787.40	2,787.40
G-05735	Arphax Publishing Co	Materials	107.22	107.22
G-05736	Gale Group	Materials	735.78	735.78
G-05737	Live Oak Media	Materials	264.55	264.55
G-05738	Library Video Co.	Materials	1,108.50	1,108.50
G-05739	Blackstone Audio Books	Materials	2,638.50	2,638.50
G-05740	Random House, Inc	Materials	2,204.77	2,204.77
G-05741	Brilliance Corporation	Materials	6,082.09	6,082.09
G-05742	Ingram Library Service	Materials	204.81	204.81
G-05743	Audio Editions	Materials	3,118.56	3,118.56
G-05744	AV Cafe Inc	Materials	1,411.10	1,411.10
G-05745	Ingram Library Service	Materials	515.52	515.52
G-05746	Center Point Large Print	Materials	1,244.49	1,244.49
G-05747	AudioGo	Materials	276.20	276.20
G-05748	Baker & Taylor Books	Materials	3,761.74	3,761.74
G-05749	Baker & Taylor Entertainment	Materials	2,034.50	
		Materials	43.16	2,077.66
G-05750	The Great Courses	Materials	449.80	449.80
G-05751	Baker & Taylor Books	Materials	929.77	
		Materials	970.52	
		Materials	1,844.31	
		Materials	1,279.12	
		Materials	3,948.72	
		Materials	5,443.30	
		Materials	4,562.80	
		Materials	2,449.60	21,428.14
G-05752	Baker & Taylor Books	Materials	1,628.97	
		Materials	3,701.11	
		Materials	4,751.64	
		Materials	1,570.41	
		Materials	1,189.60	12,841.73
G-05753	Mackin	Materials	1,444.34	1,444.34
G-05754	Metropolitan Library System	Supplies	56.09	
		Programming Activities	31.06	
		Other Commodities	20.85	108.00
G-05755	O G & E	Electrical Services	4,304.30	4,304.30
G-05756	Brodart, Inc.	Supplies	82.97	82.97
G-05757	Hunzicker Brothers, Inc.	Supplies	37.84	37.84
G-05758	Demco	Furniture	199.70	199.70
G-05759	Susie Beasley	Professional Services	345.00	
		Travel Expenses	838.00	1,183.00
G-05760	Jessica Morris	Mileage	20.16	20.16
G-05761	Upstart	Programming Activities	49.00	
		Programming Supplies	51.90	
		Programming Activities	12.61	113.51
G-05762	FedEx	Supplies	54.55	54.55
G-05763	Davis Pipe & Supply, Inc.	Maintenance of Facilities	42.23	
		Maintenance of Facilities	21.68	
		Maintenance of Facilities	52.05	115.96
G-05764	Safeguard	Supplies	74.70	74.70

General Fund F.Y. 10-11

Warrant Register

July 2011

Number	Vendor/Payee	Purpose		Amount
G-05765	Copelin's Office Center	Supplies	214.92	214.92
G-05766	Conney Safety Products	Safety Supplies & Equip.	10.70	10.70
G-05767	Carrier Enterprise, LLC-S.C.	Maintenance of Facilities	3.57	3.57
G-05768	Summit Mailing Systems, Inc.	Rent of Equipment	270.00	
		Maintenance of Equipment	473.75	743.75
G-05769	OverDrive, Inc fka	Network Catalog Services	2,568.00	2,568.00
G-05770	Porch School Supply	Programming Activities	105.50	
		Programming Activities	30.73	136.23
G-05771	Melissa O'Neil	Programming Activities	141.20	141.20
G-05772	Debra Jackson	Mileage	16.83	16.83
G-05773	Bank of America	Library-related services	218.05	218.05
G-05774	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	232.00
G-05775	Kone Inc	Maintenance of Facilities	865.00	865.00
G-05776	Erika Sterling	Maintenance of Facilities	69.45	69.45
G-05777	Christopher Carroll	Mileage	157.70	157.70
G-05778	Environments, Inc.	Programming Activities	171.42	
		Programming Activities	29.95	201.37
Total of FY 10-11 Warrants Issued				\$ 504,706.78

Special Funds

Warrant Register

July 2011

Number	Vendor/Payee	Purpose	Amount	Amount
S-16712	John J. Gorman	Lost & Paid Book Returned	10.35	10.35
S-16713	Merlin A. Mosher	Lost & Paid Book Returned	3.00	3.00
S-16714	Kirstin N. Baker	Lost & Paid Book Returned	16.00	16.00
S-16715	Benny D. Floyd	Lost & Paid Book Returned	16.00	16.00
S-16716	Christina Y. Berg	Lost & Paid Book Returned	11.95	11.95
S-16717	Samuel E. Scobey	Lost & Paid Book Returned	10.85	10.85
S-16718	Demita R. Henderson	Lost & Paid Book Returned	17.40	17.40
S-16719	Pamela D. Sanchez	Lost & Paid Book Returned	3.00	3.00
S-16720	Angelica Cameron	Lost & Paid Book Returned	4.60	4.60
S-16721	Jennifer L. Tiernan	Lost & Paid Book Returned	3.00	3.00
S-16722	Virginia R. Gurney	Lost & Paid Book Returned	44.80	44.80
S-16723	Cole L. Owens	Lost & Paid Book Returned	12.99	12.99
S-16724	Marqutta S. Reed	Lost & Paid Book Returned	3.00	3.00
S-16725	Nicole L. Knox	Lost & Paid Book Returned	11.90	11.90
S-16726	BMI Systems Corp.	Copier Maintenance	78.50	
		Copier Maintenance	78.50	
		Copier Maintenance	36.00	193.00
S-16727	Standley Systems	Copier Usage	295.54	
		Copier Usage	318.96	614.50
S-16728	Oklahoma Correctional	10/LET/Special Grant	218.04	218.04
S-16729	Baker & Taylor Books	Materials	306.85	306.85
S-16730	Melissa D. Wolf	Lost & Paid Book Returned	3.05	3.05
S-16731	Timothy J. Wolf	Lost & Paid Book Returned	12.95	12.95
S-16732	Joyce H. Gully	Lost & Paid Book Returned	14.95	14.95
S-16733	Tiffany C. Caldwell	Lost & Paid Book Returned	5.85	5.85
S-16734	Liza B. Cryder	Lost & Paid Book Returned	14.50	14.50
S-16735	Brytney L. Weist	Lost & Paid Book Returned	35.95	35.95
S-16736	Michelle I. Teter	Lost & Paid Book Returned	10.95	10.95
S-16737	Natalie J. Konan	Lost & Paid Book Returned	21.95	21.95
S-16738	Susan A. Hinson	Lost & Paid Book Returned	15.95	15.95
S-16739	Sharon A. Nolan	Lost & Paid Book Returned	16.95	16.95
S-16740	Christina A. Eckert	Lost & Paid Book Returned	3.00	3.00
S-16741	Dawn C. LaFollette	Lost & Paid Book Returned	3.00	3.00
S-16742	Lydia T. Harris	Lost & Paid Book Returned	3.00	3.00
S-16743	Paul Engelken	Meeting Room Refund	570.00	570.00
S-16744	Business Imaging Systems, Inc.	Annual Maintenance	3,931.87	3,931.87
S-16745	Standley Systems	Copier Maintenance	192.30	
		Copier Maintenance	31.96	
		Copier Maintenance	80.70	
		Copier Maintenance	84.37	
		Copier Maintenance	5.04	394.37
S-16746	Susan Pierce	11/Friends/Noon Tunes	448.00	
		11/Friends/Noon Tunes	1,660.00	
		11/Friends/Noon Tunes	112.00	2,220.00
S-16747	Jessica Morris	Lee B Brawner Scholarship	450.00	450.00
S-16748	Xiaoli Cao	Lost & Paid Book Returned	13.95	13.95
S-16749	Jerry A. Pickering	Lost & Paid Book Returned	11.95	11.95
S-16750	Oklahoma Tax Commission	State Sales Tax-June 2011	80.47	80.47
S-16751	Grace M. Gandy	Lost & Paid Book Returned	13.00	13.00
S-16752	Andrea L. Moyer	Lost & Paid Book Returned	3.00	3.00
S-16753	J. Bart Ware	Lost & Paid Book Returned	7.80	7.80
S-16754	Lillian N. Potters	Lost & Paid Book Returned	3.00	3.00

Special Funds

Warrant Register

July 2011

Number	Vendor/Payee	Purpose		Amount
S-16755	Dearian D. Thompson	Lost & Paid Book Returned	3.95	3.95
S-16756	Sarasota County Library System	Lost Book Fee	27.98	27.98
S-16757	Marian E. Jeter	Lost & Paid Book Returned	9.05	9.05
S-16758	Oklahoma Tax Commission	State Sales Tax-June 2011	88.69	88.69
S-16759	Chase Card Services	Fines Account	121.20	121.20
S-16760	Oklahoma Tax Commission	State Sales Tax-June 2011	563.59	563.59
S-16761	Baker & Taylor Books	Materials	282.80	282.80
S-16762	Chase Card Services	Furniture Fixtures Equip.	303.27	303.27
S-16763	Amazon/GE Money Bank	Friends Summer at the Lib	442.76	442.76
S-16764	Xiaoli Cao	Lost & Paid Book Returned	26.60	26.60
S-16765	Ellen L. Newman	Lost & Paid Book Returned	3.00	3.00
S-16766	Stephen F. Lalli	Lost & Paid Book Returned	12.95	12.95
S-16767	Bryan R. Eckert	Lost & Paid Book Returned	3.00	3.00
S-16768	James A. Bowman	Lost & Paid Book Returned	23.95	23.95
S-16769	Xana R. Howard	Lost & Paid Book Returned	4.95	4.95
S-16770	Tera K. Lyons	Lost & Paid Book Returned	10.65	10.65
S-16771	Lorraine D. Fahrenkamp	Lost & Paid Book Returned	13.95	13.95
S-16772	Twilla K. Johnson	Lost & Paid Book Returned	3.00	3.00
S-16773	Sydney M. Flores	Lost & Paid Book Returned	3.00	3.00
S-16774	Harold D. Nichols	Lost & Paid Book Returned	3.00	3.00
S-16775	Rhonda J. Turley	Lost & Paid Book Returned	17.45	17.45
S-16776	Jennifer L. Marr	Lost & Paid Book Returned	3.00	3.00
S-16777	Madison L. Miller	Lost & Paid Book Returned	3.00	3.00
S-16778	Apple-Eye Productions, LLC	12/Friends/Children's	8,000.00	8,000.00
S-16779	Metropolitan Library System	Transfer of Fines & Fees	57,000.00	57,000.00
S-16780	Imagenation Promotional Group	Customer Bag Sales	2,573.68	2,573.68
S-16781	Baker & Taylor Books	Materials	44.30	44.30
S-16782	The Okee Dokee Brothers	12/OAC/Children's Music	3,600.00	3,600.00
S-16783	Learning Tree	12/Friends/Thomas -Train	598.60	598.60
S-16784	Baker & Taylor Entertainment	Materials	11.88	11.88
Total of Special Funds Warrants Issued				\$ 83,165.94

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

8-17-11

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

8-17-11

Date

REPORT AND RECOMMENDATIONS FROM FINANCE COMMITTEE

The Finance Committee met August 11, 2011 for:

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

- I.** Compensation, Classification, and Benefits Study Presentation – Laura Francisco, Singer Group
- II.** Discussion, Consideration, and Possible Action: Report and Recommendations from Administration
 - Compensation, Classification, and Benefits Study
- III.** Discussion, Consideration, and Possible Action: Approval of FY 2011-12 Final Budget
- IV.** Discussion, Consideration, and Possible Action: Report and Recommendations from Administration
 - SF 200 Purchasing Policy

During its meeting, the Committee:

Reviewed and discussed all items.

The following recommendations are the result of the discussions.

COMMITTEE RECOMMENDATION FOR COMMISSION ACTION:

- 1.** To approve the 3 recommendations relating to Compensation, Classification, and Benefits

RECOMMENDATION NUMBER 1: That the Finance Committee recommend to the Metropolitan Library Commission the approval of a new salary structure which moves 14 positions within the schedule. These changes amount to \$13,670.80. Funding for this is available in the 2011-12 fiscal year budget, account 101.

RECOMMENDATION NUMBER 2: That the Finance Committee direct the administration to review the recommendations by the Singer Group regarding the library system's benefit package and to bring recommendations to the A & P committee in the spring of next year in accordance with the budget planning cycle and the timelines required for implementation of benefit packages. Recommendations for benefit changes that do not require a specific timeline can be brought to the A & P prior to the above (example – leave benefits).

RECOMMENDATION NUMBER 3: That the Finance Committee recommend to the Metropolitan Library Commission that the Executive Director receive the same market adjustment that is recommended for staff (2.5%) and that the additional \$500 a month that is being contributed to her 457 be stopped on or around January 1, 2012.

- 2.** To approve the Metropolitan Library System Proposed Final Budget for FY 2011-12.
- 3.** To approve the revision of the MLS Policy and Procedure Manual - SF 200 Purchasing Policy.

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

FINANCE COMMITTEE

MINUTES

DATE: Thursday, August 11, 2011 TIME: 3:30 PM
MEETING PLACE: Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(405) 231-8650

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, August 1, 2011. 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 09, 2011, in conformity with the Oklahoma Open Meeting Act.

COMMITTEE MEMBERS PRESENT:

Nancy Anthony, Chair
Jim Shonts
Judy Smith
Beth Toland

COMMITTEE MEMBERS EXCUSED:

Greg Womack

COMMISSION MEMBERS PRESENT:

Cynthia Friedemann
Donna Morris, Executive Director

ESTIMATE OF OTHERS PRESENT: 16

I. Mrs. Nancy Anthony called the meeting to order at 3:28 p.m. Roll was called to establish a quorum. Present: Shonts, Smith, Toland, Anthony.

II. Mrs. Anthony called on Mrs. Donna Morris, Executive Director, to provide a background on the timing of the Compensation and Classification Study.

Mrs. Morris reported last year's budget included dollars to complete a compensation and classification study. The study began in December, with hopes to be completed by the end of April to be presented to the A & P Committee when they met in May. Due to several factors, the completion of the study fell a couple weeks behind and was not ready to be presented to the A & P Committee or Finance Committee in May. The study is now complete, and Mrs. Laura Francisco with the Singer Group is going to provide a summary of the overall project and their findings and recommendations. Because changes to the insurance plan have to be done at the enrollment period, there are no recommendations for changes to the benefits being made today. Mrs. Anthony clarified that the A & P Committee will be reviewing the recommended changes to the benefits in further detail as the dates approach to have those changes made. The Finance committee will be approving only changes with respect to the compensation and classification piece.

Mrs. Laura Francisco provided a PowerPoint Presentation summarizing the entire project. The Singer Group began the project by looking at several key pieces which included:

- 1.** Looking at how the positions align within the library system related to each other and also how their pay compares to similar positions of other libraries and other employers.
- 2.** To make sure the pay employees receive is both fair and competitive, because you want to be able to not only recruit the best, highest performing employees but also be able to keep them once you have them here.
- 3.** An extensive review of benefits.

A project review committee was formed which included several employees in different positions and locations. The Singer Group met with the Project Review Committee four times. They also met with the Administrative Team during the process. At the beginning of the project an employee survey was conducted. It was an individual email link sent out to every employee asking them individually their thoughts about compensation, classification and benefits here at the Metropolitan Library System. The survey was completely confidential and did not require the employee to provide their name or location. Every employee was also asked to fill out a questionnaire, which gave the employees an opportunity to explain their personal job duties and responsibilities in detail. Questions and Discussion followed.

There were a few positions the Singer Group identified which were behind market. Additionally, there were a few positions that needed to be reclassified due to the level of duties and responsibilities. The salary survey also indicated that some of the pay range maximums fell behind the market, particularly at the professional and management levels. Mrs. Francisco highlighted the 14 positions being proposed for reclassification. Mrs. Morris reminded the committee that no

employee will lose any pay due to the reclassifications. Questions and Discussion followed.

Lastly, Mrs. Francisco explained the benefits portion of the study. Overall, the library system's health, prescription, vision and dental plans all compare very well to the market. The library system contributes 41% of payroll to cover employee benefits. Administration will be reviewing the full report and benefits package in detail and looking into ways to improve the areas that need to be improved.

Mrs. Anthony suggested that Mrs. Laura Francisco make the same presentation to the A & P Committee in the future, if possible.

Mrs. Anthony referred to the three recommendations from Administration regarding the Compensation, Classification, and Benefits.

RECOMMENDATION NUMBER 1: That the Finance Committee recommend to the Metropolitan Library Commission the approval of a new salary structure which moves 14 positions within the schedule. These changes amount to \$13,670.80. Funding for this is available in the 2011-12 fiscal year budget, account 101.

RECOMMENDATION NUMBER 2: That the Finance Committee direct the administration to review the recommendations by the Singer Group regarding the library system's benefit package and to bring recommendations to the A & P committee in the spring of next year in accordance with the budget planning cycle and the timelines required for implementation of benefit packages. Recommendations for benefit changes that do not require a specific timeline can be brought to the A & P prior to the above (example – leave benefits).

RECOMMENDATION NUMBER 3: That the Finance Committee recommend to the Metropolitan Library Commission that the Executive Director receive the same market adjustment that is recommended for staff (2.5%) and that the additional \$500 a month that is being contributed to her 457 be stopped on or around January 1, 2012.

Mrs. Anthony called for a motion.

Mrs. Judy Smith moved to approve the three recommendations from Administration as presented. Mr. Jim Shonts seconded. No further discussion. Motion passed unanimously.

III. Mrs. Anthony referred to Discussion, Consideration, and Possible Action: Approval of FY 2011-12 Final Budget.

Mr. Lovely stated the final assessment numbers from the county came in with a 2.6% increase over last year, which amounts to about \$690,000 in additional revenue. A 0% increase was estimated in the preliminary budget. Overall the revenues are up 3.2 million over the preliminary budget.

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

\$103,500 Contingency for non-performance of contract
\$265,800 Additional Materials
\$150,000 Digital signage
\$450,000 Contingency for additional location or service (reflected in accounts 101,

102, 205, 303, 401, 410, and 450)
\$61,000 Extending hours (reflected in accounts 101, 102, and 214)
\$165,000 Opening on Sunday (reflected in accounts 101,102, and 214)

Questions and discussion followed.

He stated the proposed final budget of \$59,253,623 consists of \$36,694,019 for the operating budget, \$3,225,963 for capital projects, and \$19,333,641 for reserves. The operating budget is an increase of \$4,468,039 or 13.86% from last year's budget.

Mrs. Anthony called for a motion to approve the Fiscal Year 2011-12 Final Budget.

Mr. Jim Shonts moved to approve the Metropolitan Library System proposed Final Budget for FY 2011-12 as presented. Mrs. Beth Toland seconded. No further discussion. Motion passed unanimously.

IV. Mrs. Anthony referred to Discussion, Consideration, and Possible Action: Report and Recommendations from Administration: SF 200 Purchasing Policy.

Mrs. Morris stated this policy was recently revised at the May commission meeting. After completing those revisions, it was revealed there was no inclusion in the policy on how the library will handle bids for insurance. The proposed revision to the policy now includes that language.

Mrs. Toland moved to approve the revision of the MLS Policy and Procedure Manual – SF 200 Purchasing as presented. Mrs. Smith seconded. No further discussion. Motion passed unanimously.

V. There being no further business, Mrs. Anthony adjourned the meeting at 4:58 p.m.

Donna Morris, Executive Director
(Secretary)

Metropolitan Library System Compensation Philosophy

The Metropolitan Library System (MLS) seeks to provide competitive and equitable compensation to all positions and to lead the market in Oklahoma for professional librarians and management staff within our identified markets by offering pay, benefits, professional development and other rewards designed to attract and retain talented and motivated employees dedicated to providing exemplary service to our customers.

Identified markets for employees and job candidates are comprised of:

- Local and regional public libraries and library systems;
- local governments and government employers, public school districts and institutions of higher education; and
- other local employers, particularly private sector firms to whom MLS might lose talent or from whom MLS recruits employees.

A broader geographic market will be considered for professional-level staff and library managers.

MLS recognizes that pay is only one of several factors involved in successful recruitment and retention. MLS also considers the value of other indirect components of compensation, including a comprehensive benefits package, the importance of work/life balance (providing opportunity for both work and personal pursuits), professional development and a pleasant and positive work environment, among other workplace attributes and opportunities.

The goals of compensation plan are to:

- Recruit, develop and retain creative, flexible, engaged and high performing employees in order to provide 21st century library services and outstanding customer service to best meet the needs of our customers;
- Establish and maintain a compensation program that is competitive with or leads the identified market, particularly in the State of OK;
- Establish and maintain internal and external equity among positions; and
- Maintain a workplace that respects and appreciates the efforts of all employees.

To achieve these goals MLS will strive to:

- Be competitive (set pay ranges and benefits at or above market rates) with the identified market;
- Provide appropriate training, development and career opportunities to enhance employee and organization development as well as succession planning, recruitment and retention efforts;
- Adjust pay and pay ranges as appropriate and when warranted by changing economic and competitive factors as determined by salary surveys and budgetary considerations conducted on a periodic basis;
- Comply with applicable laws, regulations and contracts;
- Review the classification and compensation plan regularly, in line with the review of market data mentioned above.
- Communicate compensation and classification policies and action clearly and transparently, educate all employees about how decisions are made.
- Establish, implement and maintain a successful and effective succession planning effort in order to ensure that employees are developed and prepared for key positions.

The Executive Director assumes responsibility for the on-going administration, updating and revision of the compensation and classification plans and compensation philosophy. Library leadership will also ensure that employees are informed about changes to the compensation philosophy and any associated compensation policy.

Final Budget
FY 2011 – 2012
(July 1, 2011 to June 30, 2012)

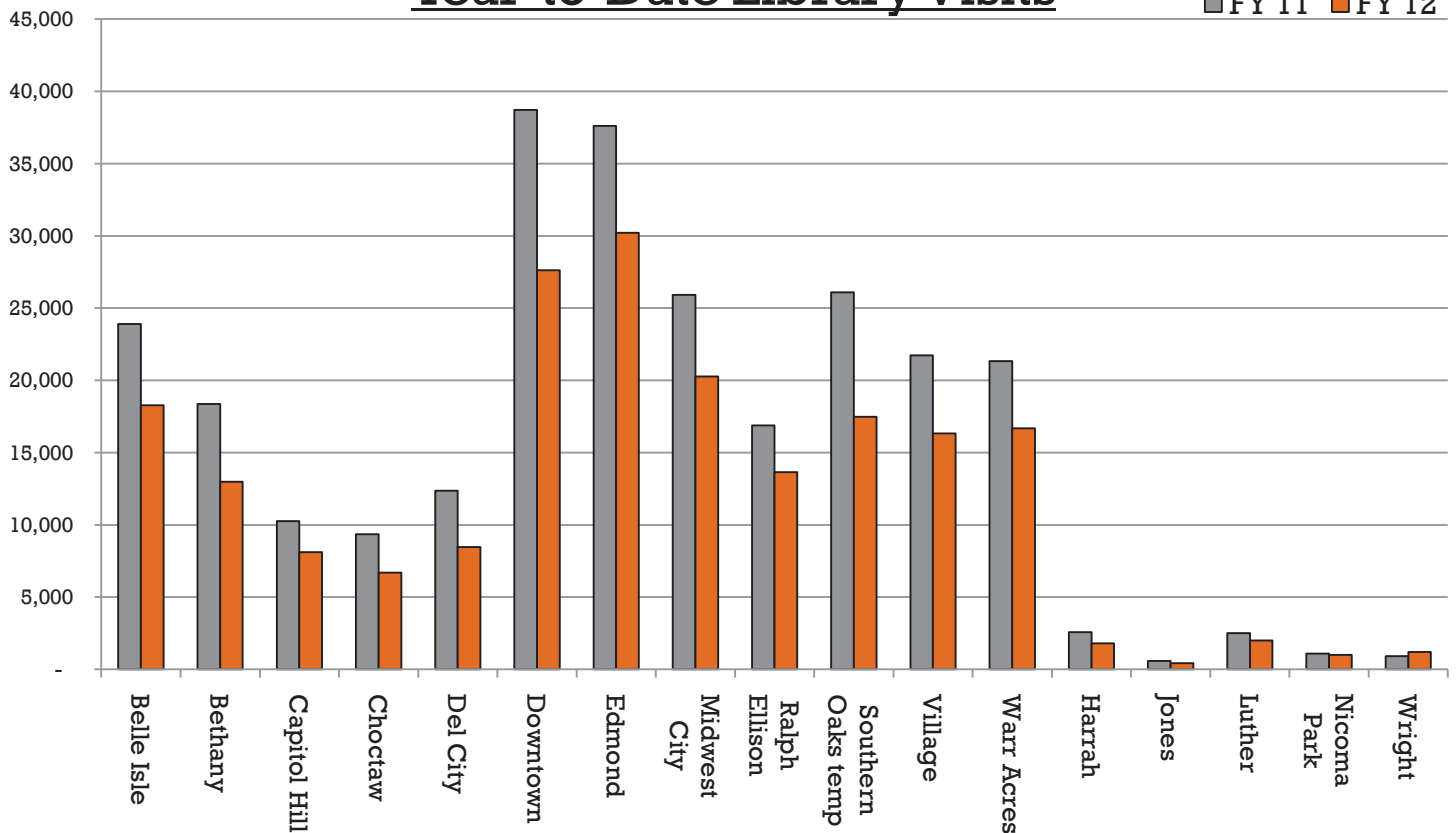
**Please remember to bring your GREEN
FY 2011-12 Final Budget Binder
to the Commission meeting August 25, 2011**

MLS Library Visits

July 1, 2011 - July 31, 2011 (8.33% of the 11-12 Fiscal Year)

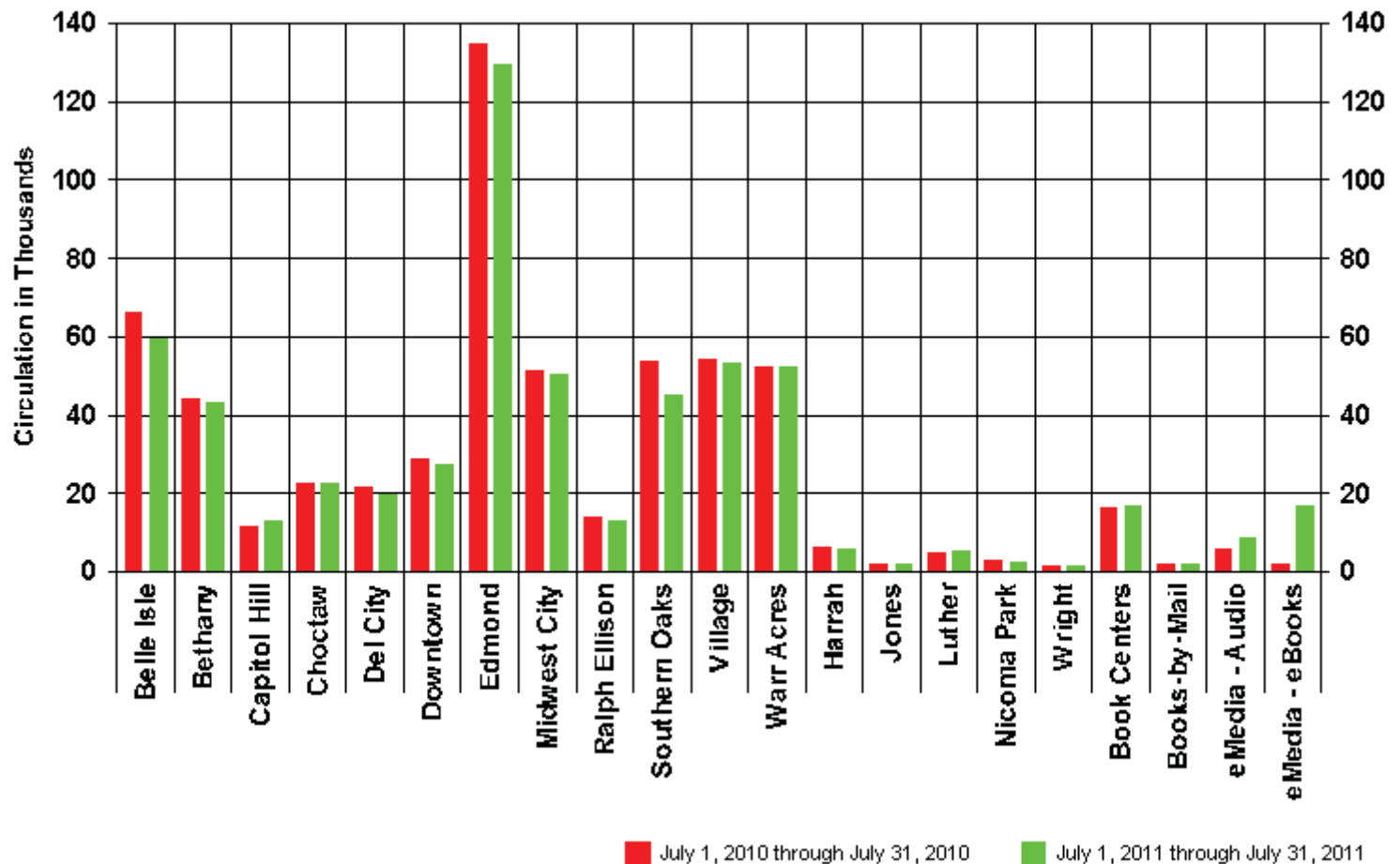
July	FY 11		FY 12		Pct. Change	
<u>Library</u>	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>
Belle Isle	23,904	23,904	18,268	18,268	-23.6%	-23.6%
Bethany	18,368	18,368	12,988	12,988	-29.3%	-29.3%
Capitol Hill	10,262	10,262	8,117	8,117	-20.9%	-20.9%
Choctaw	9,353	9,353	6,685	6,685	-28.5%	-28.5%
Del City	12,359	12,359	8,457	8,457	-31.6%	-31.6%
Downtown	38,712	38,712	27,631	27,631	-28.6%	-28.6%
Edmond	37,599	37,599	30,220	30,220	-19.6%	-19.6%
Midwest City	25,914	25,914	20,275	20,275	-21.8%	-21.8%
Ralph Ellison	16,880	16,880	13,647	13,647	-19.2%	-19.2%
Southern Oaks temp	26,088	26,088	17,474	17,474	-33.0%	-33.0%
Village	21,739	21,739	16,329	16,329	-24.9%	-24.9%
Warr Acres	21,327	21,327	16,685	16,685	-21.8%	-21.8%
Harrah	2,566	2,566	1,805	1,805	-29.7%	-29.7%
Jones	579	579	417	417	-27.9%	-27.9%
Luther	2,499	2,499	1,990	1,990	-20.4%	-20.4%
Nicoma Park	1,091	1,091	1,001	1,001	-8.2%	-8.2%
Wright	918	918	1,192	1,192	29.8%	29.8%
Total	270,156	270,156	203,182	203,182	-24.8%	-24.8%

Year-to-Date Library Visits



Circulation Gains and Losses

July 1, 2011 through July 31, 2011 (8.33% of the 11-12 Fiscal Year)



Circulation Gains and Losses

July 1, 2011 through July 31, 2011 (8.33% of the 11-12 Fiscal Year)

JULY 31, 2011		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
Belle Isle	11	48818	48818	17428	17428	66246	66246	
	12	43803	43803	15762	15762	59565	59565	
		-5015	-5015	-1666	-1666	-6681	-6681	-10.1
Bethany	11	28768	28768	15172	15172	43940	43940	
	12	27837	27837	15375	15375	43212	43212	
		-931	-931	203	203	-728	-728	-1.7
Capitol Hill	11	7076	7076	4277	4277	11353	11353	
	12	7995	7995	4959	4959	12954	12954	
		919	919	682	682	1601	1601	14.1
Choctaw	11	13101	13101	9451	9451	22552	22552	
	12	13029	13029	9458	9458	22487	22487	
		-72	-72	7	7	-65	-65	-.3
Del City	11	14110	14110	7611	7611	21721	21721	
	12	13462	13462	6299	6299	19761	19761	
		-648	-648	-1312	-1312	-1960	-1960	-9.0
Downtown	11	20947	20947	7813	7813	28760	28760	
	12	19462	19462	7676	7676	27138	27138	
		-1485	-1485	-137	-137	-1622	-1622	-5.6
Edmond	11	73873	73873	61123	61123	134996	134996	
	12	68871	68871	60680	60680	129551	129551	
		-5002	-5002	-443	-443	-5445	-5445	-4.0
Midwest City	11	35576	35576	15802	15802	51378	51378	
	12	34321	34321	16060	16060	50381	50381	
		-1255	-1255	258	258	-997	-997	-1.9
Ralph Ellison	11	9373	9373	4522	4522	13895	13895	
	12	8909	8909	4111	4111	13020	13020	
		-464	-464	-411	-411	-875	-875	-6.3
Southern Oaks	11	39061	39061	14906	14906	53967	53967	
	12	31450	31450	13553	13553	45003	45003	
		-7611	-7611	-1353	-1353	-8964	-8964	-16.6
Village	11	35061	35061	19346	19346	54407	54407	
	12	34566	34566	18823	18823	53389	53389	
		-495	-495	-523	-523	-1018	-1018	-1.9
Warr Acres	11	34833	34833	17325	17325	52158	52158	
	12	35426	35426	17021	17021	52447	52447	
		593	593	-304	-304	289	289	.6

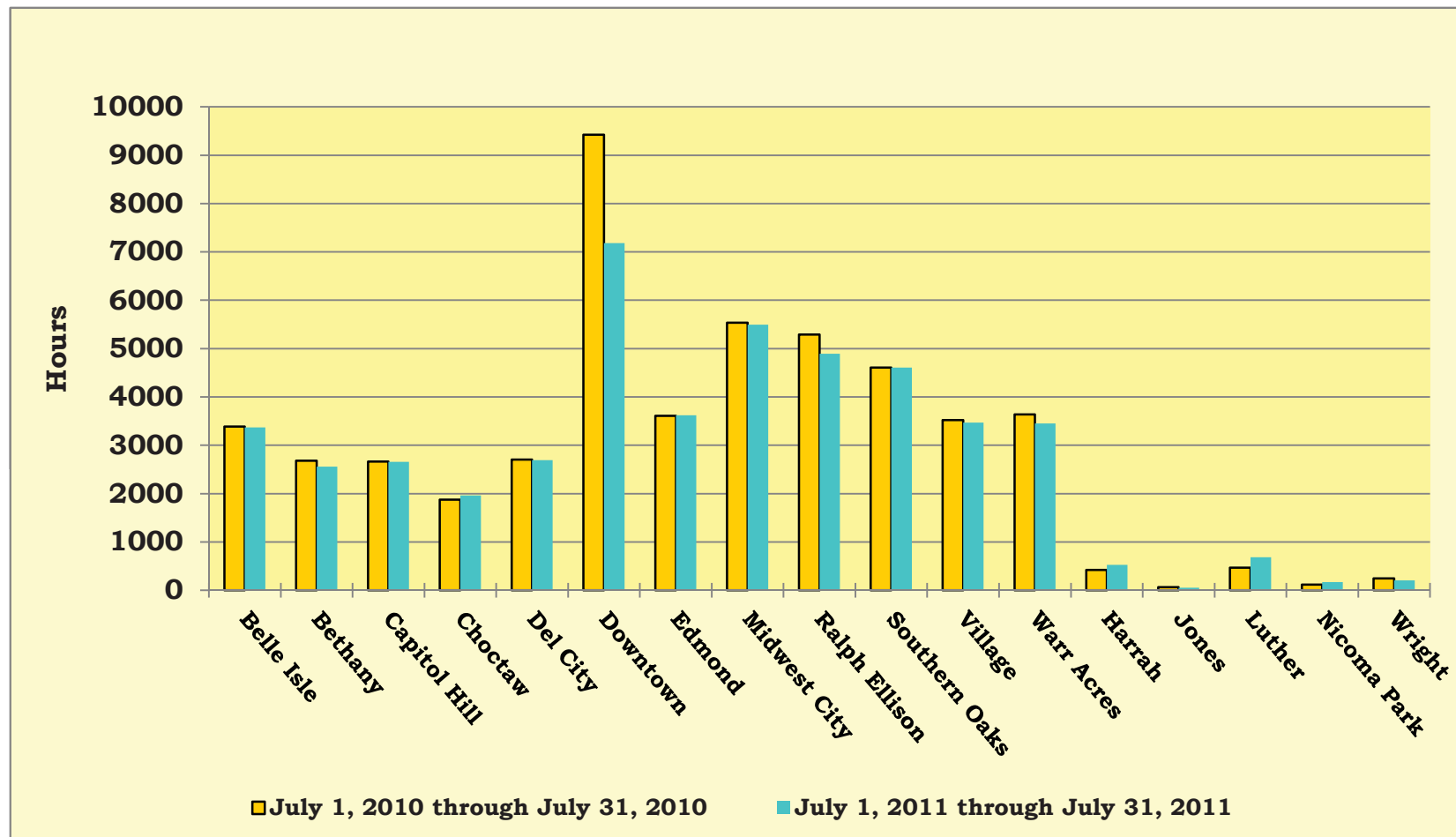
Circulation Gains and Losses

July 1, 2011 through July 31, 2011 (8.33% of the 11-12 Fiscal Year)

JULY 31, 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	11	3969	3969	2265	2265	6234	6234	
	12	3905	3905	1890	1890	5795	5795	
		-64	-64	-375	-375	-439	-439	-7.0
Jones	11	1043	1043	895	895	1938	1938	
	12	958	958	765	765	1723	1723	
		-85	-85	-130	-130	-215	-215	-11.1
Luther	11	3192	3192	1817	1817	5009	5009	
	12	3539	3539	1910	1910	5449	5449	
		347	347	93	93	440	440	8.8
Nicoma Park	11	2241	2241	902	902	3143	3143	
	12	1785	1785	873	873	2658	2658	
		-456	-456	-29	-29	-485	-485	-15.4
Wright	11	1043	1043	467	467	1510	1510	
	12	992	992	402	402	1394	1394	
		-51	-51	-65	-65	-116	-116	-7.7
<u>OTHER:</u>								
Book Centers	11	10229	10229	6331	6331	16560	16560	
	12	10187	10187	6436	6436	16623	16623	
		-42	-42	105	105	63	63	.4
Books-by-Mail	11	2122	2122	0	0	2122	2122	
	12	2189	2189	0	0	2189	2189	
		67	67	0	0	67	67	3.2
eMedia - Audio	11	5762	5762	0	0	5762	5762	
	12	8485	8485	0	0	8485	8485	
		2723	2723	0	0	2723	2723	47.3
eMedia - eBooks	11	2091	2091	0	0	2091	2091	
	12	16777	16777	0	0	16777	16777	
		14686	14686	0	0	14686	14686	702.3
TOTALS	11	392289	392289	207453	207453	599742	599742	
	12	387948	387948	202053	202053	590001	590001	
		-4341	-4341	-5400	-5400	-9741	-9741	-1.6

Total Computer Hours Used by Library

July 1, 2011 through July 31, 2011 (8.33% of the 11-12 Fiscal Year)



Total Computer Usage

July 1, 2011 through July 31, 2011 (8.33% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	11	1,075		4,545		3,386.41		1,075		4,545		3,386.41	
	12	1,073		4,503		3,370.48		1,073		4,503		3,370.48	
		-2	-.2	-42	-.9	-15.93	-.5	-2	-.2	-42	-.9	-15.93	-.5
BETHANY	11	836		3,586		2,681.64		836		3,586		2,681.64	
	12	882		3,394		2,555.22		882		3,394		2,555.22	
		46	5.5	-192	-5.4	-126.42	-4.7	46	5.5	-192	-5.4	-126.42	-4.7
CAPITOL HILL	11	774		3,538		2,663.50		774		3,538		2,663.50	
	12	814		3,640		2,659.61		814		3,640		2,659.61	
		40	5.2	102	2.9	-3.89	-.1	40	5.2	102	2.9	-3.89	-.1
CHOCTAW	11	507		2,010		1,876.16		507		2,010		1,876.16	
	12	464		1,816		1,964.34		464		1,816		1,964.34	
		-43	-8.5	-194	-9.7	88.18	4.7	-43	-8.5	-194	-9.7	88.18	4.7
DEL CITY	11	757		3,226		2,704.01		757		3,226		2,704.01	
	12	772		3,215		2,695.36		772		3,215		2,695.36	
		15	2.0	-11	-.3	-8.65	-.3	15	2.0	-11	-.3	-8.65	-.3
DOWNTOWN	11	1,267		12,418		9,423.54		1,267		12,418		9,423.54	
	12	1,120		9,854		7,180.04		1,120		9,854		7,180.04	
		-147	-11.6	-2,564	-20.6	-2,243.50	-23.8	-147	-11.6	-2,564	-20.6	-2,243.50	-23.8
EDMOND	11	1,052		4,453		3,610.83		1,052		4,453		3,610.83	
	12	1,105		4,529		3,620.97		1,105		4,529		3,620.97	
		53	5.0	76	1.7	10.14	.3	53	5.0	76	1.7	10.14	.3
MIDWEST CITY	11	1,569		7,158		5,532.99		1,569		7,158		5,532.99	
	12	1,583		7,371		5,496.90		1,583		7,371		5,496.90	
		14	.9	213	3.0	-36.09	-.7	14	.9	213	3.0	-36.09	-.7
RALPH ELLISON	11	1,074		7,254		5,289.51		1,074		7,254		5,289.51	
	12	1,290		6,877		4,893.60		1,290		6,877		4,893.60	
		216	20.1	-377	-5.2	-395.91	-7.5	216	20.1	-377	-5.2	-395.91	-7.5

Total Computer Usage

July 1, 2011 through July 31, 2011 (8.33% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	11	1,422		6,404		4,605.40		1,422		6,404		4,605.40	
	12	1,316		6,004		4,604.67		1,316		6,004		4,604.67	
		-106	-7.5	-400	-6.2	-.73	.0	-106	-7.5	-400	-6.2	-.73	.0
VILLAGE	11	1,179		4,612		3,518.79		1,179		4,612		3,518.79	
	12	1,196		4,661		3,468.27		1,196		4,661		3,468.27	
		17	1.4	49	1.1	-50.52	-1.4	17	1.4	49	1.1	-50.52	-1.4
WARR ACRES	11	963		4,833		3,637.23		963		4,833		3,637.23	
	12	969		4,843		3,450.60		969		4,843		3,450.60	
		6	.6	10	.2	-186.63	-5.1	6	.6	10	.2	-186.63	-5.1
HARRAH	11	124		506		423.46		124		506		423.46	
	12	119		590		524.41		119		590		524.41	
		-5	-4.0	84	16.6	100.95	23.8	-5	-4.0	84	16.6	100.95	23.8
JONES	11	15		72		66.42		15		72		66.42	
	12	26		73		53.67		26		73		53.67	
		11	73.3	1	1.4	-12.75	-19.2	11	73.3	1	1.4	-12.75	-19.2
LUTHER	11	170		559		466.96		170		559		466.96	
	12	161		773		685.56		161		773		685.56	
		-9	-5.3	214	38.3	218.60	46.8	-9	-5.3	214	38.3	218.60	46.8
NICOMA PARK	11	42		141		118.43		42		141		118.43	
	12	49		168		171.90		49		168		171.90	
		7	16.7	27	19.1	53.47	45.1	7	16.7	27	19.1	53.47	45.1
WRIGHT	11	37		277		243.86		37		277		243.86	
	12	60		268		207.35		60		268		207.35	
		23	62.2	-9	-3.2	-36.51	-15.0	23	62.2	-9	-3.2	-36.51	-15.0
TOTAL	11	12,863		65,592		50,249.14		12,863		65,592		50,249.14	
	12	12,999		62,579		47,602.95		12,999		62,579		47,602.95	
		136	1.1	-3,013	-4.6	-2,646.19	-5.3	136	1.1	-3,013	-4.6	-2,646.19	-5.3

Computer Usage by Adult Customers

July 1, 2011 through July 31, 2011 (8.33% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	11	906		3,732		2,784.73		906		3,732		2,784.73	
	12	926		4,016		2,998.78		926		4,016		2,998.78	
		20	2.2	284	7.6	214.05	7.7	20	2.2	284	7.6	214.05	7.7
BETHANY	11	664		2,665		2,026.66		664		2,665		2,026.66	
	12	701		2,541		1,904.30		701		2,541		1,904.30	
		37	5.6	-124	-4.7	-122.36	-6.0	37	5.6	-124	-4.7	-122.36	-6.0
CAPITOL HILL	11	409		1,583		1,226.36		409		1,583		1,226.36	
	12	438		1,484		1,138.58		438		1,484		1,138.58	
		29	7.1	-99	-6.3	-87.78	-7.2	29	7.1	-99	-6.3	-87.78	-7.2
CHOCTAW	11	365		1,344		1,203.36		365		1,344		1,203.36	
	12	320		1,119		1,049.32		320		1,119		1,049.32	
		-45	-12.3	-225	-16.7	-154.04	-12.8	-45	-12.3	-225	-16.7	-154.04	-12.8
DEL CITY	11	566		2,430		2,032.18		566		2,430		2,032.18	
	12	579		2,431		1,991.54		579		2,431		1,991.54	
		13	2.3	1	.0	-40.64	-2.0	13	2.3	1	.0	-40.64	-2.0
DOWNTOWN	11	1,081		11,420		8,648.24		1,081		11,420		8,648.24	
	12	976		9,198		6,681.36		976		9,198		6,681.36	
		-105	-9.7	-2,222	-19.5	-1,966.88	-22.7	-105	-9.7	-2,222	-19.5	-1,966.88	-22.7
EDMOND	11	882		3,698		2,988.73		882		3,698		2,988.73	
	12	949		3,807		3,035.27		949		3,807		3,035.27	
		67	7.6	109	2.9	46.54	1.6	67	7.6	109	2.9	46.54	1.6
MIDWEST CITY	11	1,184		4,956		3,888.05		1,184		4,956		3,888.05	
	12	1,217		4,943		3,710.84		1,217		4,943		3,710.84	
		33	2.8	-13	-.3	-177.21	-4.6	33	2.8	-13	-.3	-177.21	-4.6
RALPH ELLISON	11	767		3,893		2,943.59		767		3,893		2,943.59	
	12	874		3,791		2,821.32		874		3,791		2,821.32	
		107	14.0	-102	-2.6	-122.27	-4.2	107	14.0	-102	-2.6	-122.27	-4.2

Computer Usage by Adult Customers

July 1, 2011 through July 31, 2011 (8.33% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	11	1,041		3,864		2,902.60		1,041		3,864		2,902.60	
	12	934		3,820		3,006.50		934		3,820		3,006.50	
		-107	-10.3	-44	-1.1	103.90	3.6	-107	-10.3	-44	-1.1	103.90	3.6
VILLAGE	11	918		3,390		2,620.32		918		3,390		2,620.32	
	12	951		3,351		2,498.45		951		3,351		2,498.45	
		33	3.6	-39	-1.2	-121.87	-4.7	33	3.6	-39	-1.2	-121.87	-4.7
WARR ACRES	11	772		3,619		2,760.67		772		3,619		2,760.67	
	12	783		3,669		2,602.76		783		3,669		2,602.76	
		11	1.4	50	1.4	-157.91	-5.7	11	1.4	50	1.4	-157.91	-5.7
HARRAH	11	91		341		282.25		91		341		282.25	
	12	88		360		304.10		88		360		304.10	
		-3	-3.3	19	5.6	21.85	7.7	-3	-3.3	19	5.6	21.85	7.7
JONES	11	10		59		56.66		10		59		56.66	
	12	17		59		45.45		17		59		45.45	
		7	70.0		.0	-11.21	-19.8	7	70.0		.0	-11.21	-19.8
LUTHER	11	85		251		218.28		85		251		218.28	
	12	77		315		289.23		77		315		289.23	
		-8	-9.4	64	25.5	70.95	32.5	-8	-9.4	64	25.5	70.95	32.5
NICOMA PARK	11	30		121		108.07		30		121		108.07	
	12	36		128		126.72		36		128		126.72	
		6	20.0	7	5.8	18.65	17.3	6	20.0	7	5.8	18.65	17.3
WRIGHT	11	25		186		172.30		25		186		172.30	
	12	36		159		121.89		36		159		121.89	
		11	44.0	-27	-14.5	-50.41	-29.3	11	44.0	-27	-14.5	-50.41	-29.3
TOTAL	11	9,796		47,552		36,863.05		9,796		47,552		36,863.05	
	12	9,902		45,191		34,326.41		9,902		45,191		34,326.41	
		106	1.1	-2,361	-5.0	-2,536.64	-6.9	106	1.1	-2,361	-5.0	-2,536.64	-6.9

Computer Usage by Minor Customers

July 1, 2011 through July 31, 2011 (8.33% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	11	169		813		601.68		169		813		601.68	
	12	147		487		371.70		147		487		371.70	
		-22	-13.0	-326	-40.1	-229.98	-38.2	-22	-13.0	-326	-40.1	-229.98	-38.2
BETHANY	11	172		921		654.98		172		921		654.98	
	12	181		853		650.92		181		853		650.92	
		9	5.2	-68	-7.4	-4.06	-.6	9	5.2	-68	-7.4	-4.06	-.6
CAPITOL HILL	11	365		1,955		1,437.14		365		1,955		1,437.14	
	12	376		2,156		1,521.03		376		2,156		1,521.03	
		11	3.0	201	10.3	83.89	5.8	11	3.0	201	10.3	83.89	5.8
CHOCTAW	11	142		666		672.80		142		666		672.80	
	12	144		697		915.02		144		697		915.02	
		2	1.4	31	4.7	242.22	36.0	2	1.4	31	4.7	242.22	36.0
DEL CITY	11	191		796		671.83		191		796		671.83	
	12	193		784		703.82		193		784		703.82	
		2	1.0	-12	-1.5	31.99	4.8	2	1.0	-12	-1.5	31.99	4.8
DOWNTOWN	11	186		998		775.30		186		998		775.30	
	12	144		656		498.68		144		656		498.68	
		-42	-22.6	-342	-34.3	-276.62	-35.7	-42	-22.6	-342	-34.3	-276.62	-35.7
EDMOND	11	170		755		622.10		170		755		622.10	
	12	156		722		585.70		156		722		585.70	
		-14	-8.2	-33	-4.4	-36.40	-5.9	-14	-8.2	-33	-4.4	-36.40	-5.9
MIDWEST CITY	11	385		2,202		1,644.94		385		2,202		1,644.94	
	12	366		2,428		1,786.06		366		2,428		1,786.06	
		-19	-4.9	226	10.3	141.12	8.6	-19	-4.9	226	10.3	141.12	8.6
RALPH ELLISON	11	307		3,361		2,345.92		307		3,361		2,345.92	
	12	416		3,086		2,072.28		416		3,086		2,072.28	
		109	35.5	-275	-8.2	-273.64	-11.7	109	35.5	-275	-8.2	-273.64	-11.7

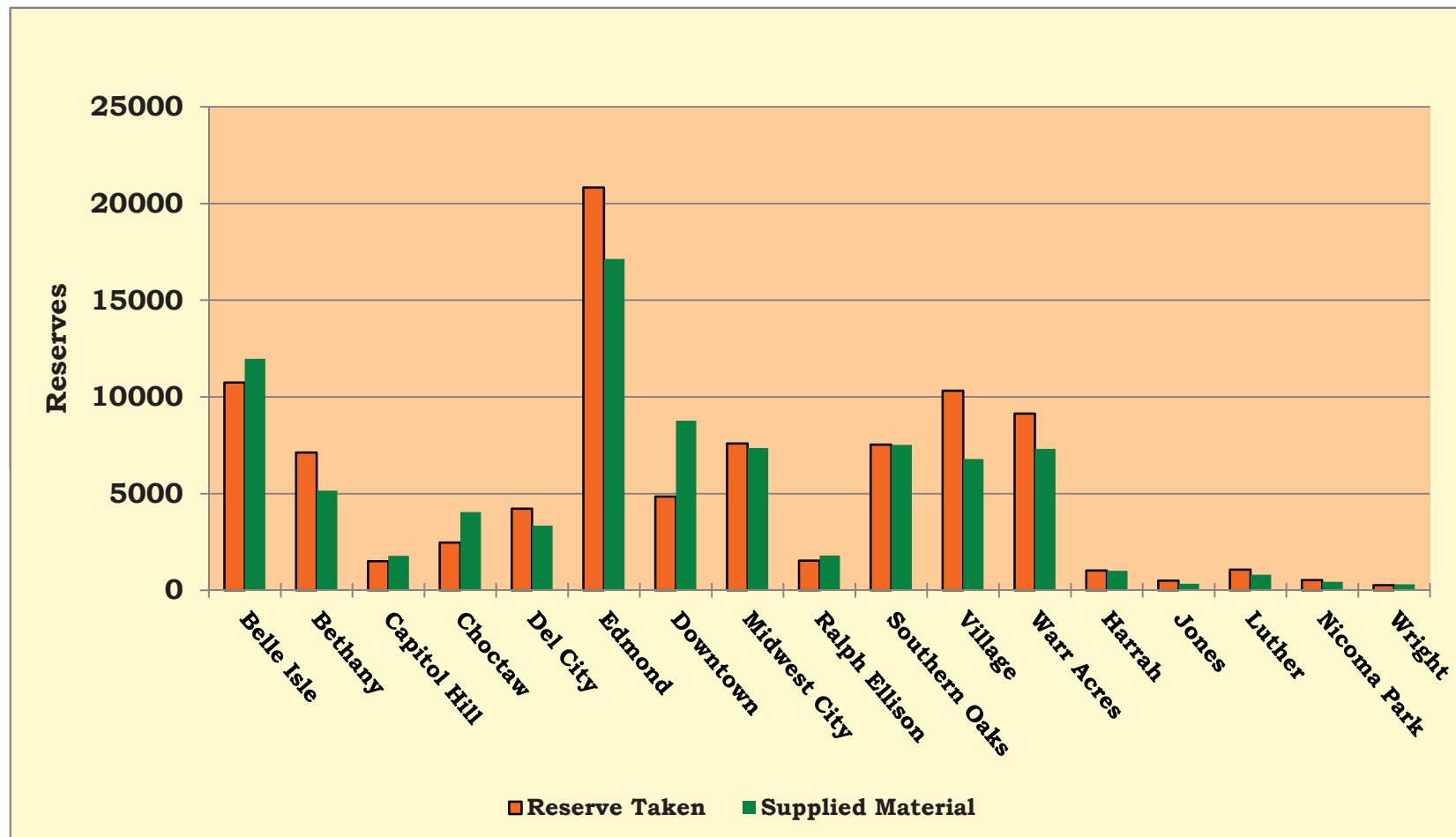
Computer Usage by Minor Customers

July 1, 2011 through July 31, 2011 (8.33% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	11	381		2,540		1,702.80		381		2,540		1,702.80	
	12	382		2,184		1,598.17		382		2,184		1,598.17	
		1	.3	-356	-14.0	-104.63	-6.1	1	.3	-356	-14.0	-104.63	-6.1
VILLAGE	11	261		1,222		898.47		261		1,222		898.47	
	12	245		1,310		969.82		245		1,310		969.82	
		-16	-6.1	88	7.2	71.35	7.9	-16	-6.1	88	7.2	71.35	7.9
WARR ACRES	11	191		1,214		876.56		191		1,214		876.56	
	12	186		1,174		847.84		186		1,174		847.84	
		-5	-2.6	-40	-3.3	-28.72	-3.3	-5	-2.6	-40	-3.3	-28.72	-3.3
HARRAH	11	33		165		141.21		33		165		141.21	
	12	31		230		220.31		31		230		220.31	
		-2	-6.1	65	39.4	79.10	56.0	-2	-6.1	65	39.4	79.10	56.0
JONES	11	5		13		9.76		5		13		9.76	
	12	9		14		8.22		9		14		8.22	
		4	80.0	1	7.7	-1.54	-15.8	4	80.0	1	7.7	-1.54	-15.8
LUTHER	11	85		308		248.68		85		308		248.68	
	12	84		458		396.33		84		458		396.33	
		-1	-1.2	150	48.7	147.65	59.4	-1	-1.2	150	48.7	147.65	59.4
NICOMA PARK	11	12		20		10.36		12		20		10.36	
	12	13		40		45.18		13		40		45.18	
		1	8.3	20	100.0	34.82	336.1	1	8.3	20	100.0	34.82	336.1
WRIGHT	11	12		91		71.56		12		91		71.56	
	12	24		109		85.46		24		109		85.46	
		12	100.0	18	19.8	13.90	19.4	12	100.0	18	19.8	13.90	19.4
TOTAL	11	3,067		18,040		13,386.09		3,067		18,040		13,386.09	
	12	3,097		17,388		13,276.54		3,097		17,388		13,276.54	
		30	1.0	-652	-3.6	-109.55	-.8	30	1.0	-652	-3.6	-109.55	-.8

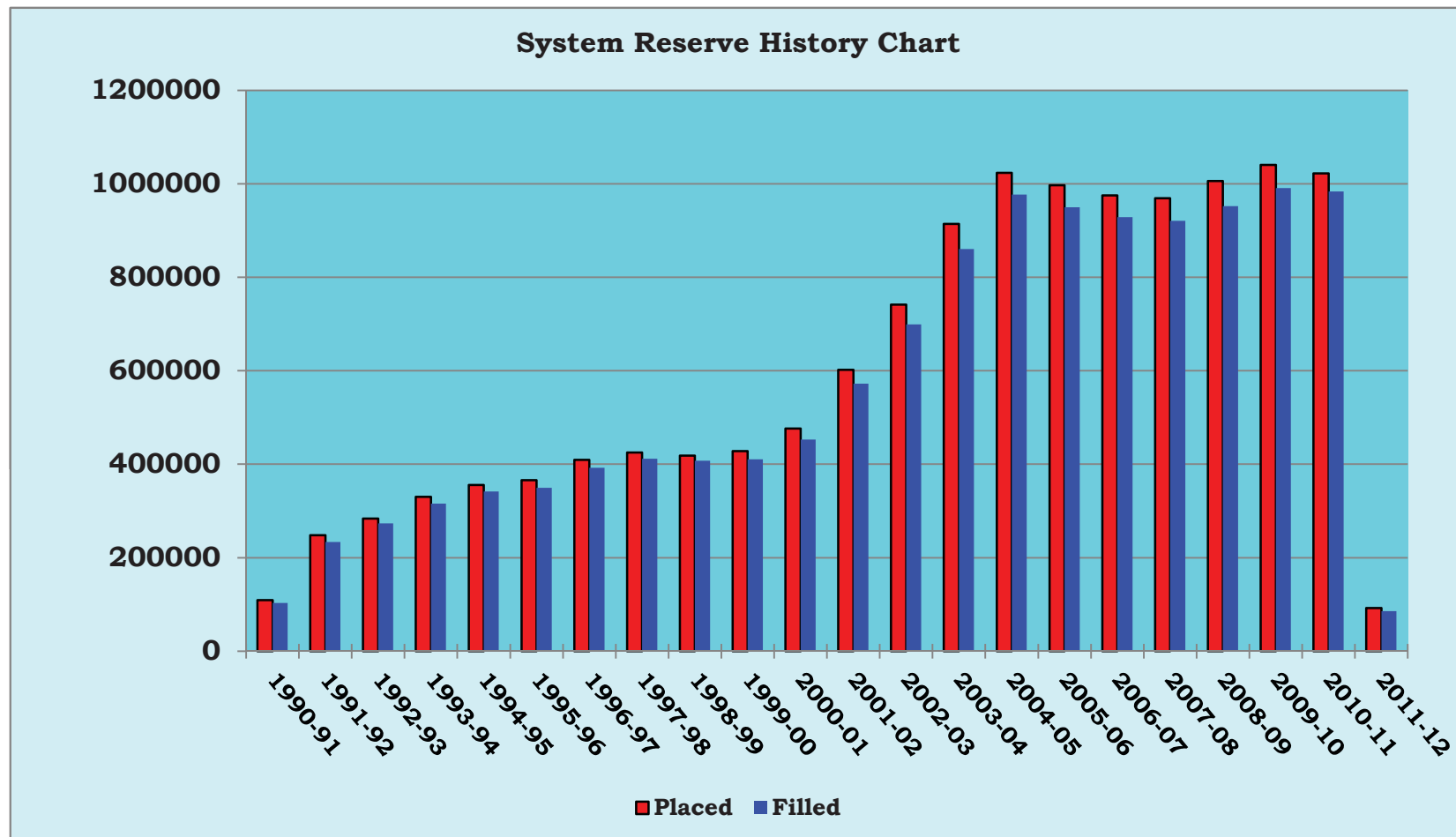
System Reserve Report

July 1, 2011 through July 31, 2011 (8.33% of the 11-12 Fiscal Year)



System Reserve Report

July 1, 2011 through July 31, 2011 (8.33% of the 11-12 Fiscal Year)



System Reserves Report

July 1, 2011 through July 31, 2011 (8.33% of the 11-12 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	11	12,117	12,117		11,145	11,145	
	12	10,742	10,742		9,914	9,914	
		-1,375	-1,375	-11.3	-1,231	-1,231	-11.0
BETHANY	11	7,470	7,470		7,213	7,213	
	12	7,128	7,128		6,370	6,370	
		-342	-342	-4.6	-843	-843	-11.7
CAPITOL HILL	11	1,071	1,071		1,048	1,048	
	12	1,505	1,505		1,472	1,472	
		434	434	40.5	424	424	40.5
CHOCTAW	11	2,651	2,651		2,508	2,508	
	12	2,475	2,475		2,352	2,352	
		-176	-176	-6.6	-156	-156	-6.2
DEL CITY	11	4,140	4,140		4,017	4,017	
	12	4,225	4,225		3,687	3,687	
		85	85	2.1	-330	-330	-8.2
EDMOND	11	22,789	22,789		21,958	21,958	
	12	20,828	20,828		19,543	19,543	
		-1,961	-1,961	-8.6	-2,415	-2,415	-11.0
DOWNTOWN	11	5,290	5,290		4,920	4,920	
	12	4,850	4,850		4,622	4,622	
		-440	-440	-8.3	-298	-298	-6.1
MIDWEST CITY	11	7,949	7,949		7,485	7,485	
	12	7,592	7,592		7,129	7,129	
		-357	-357	-4.5	-356	-356	-4.8
RALPH ELLISON	11	1,674	1,674		1,591	1,591	
	12	1,529	1,529		1,450	1,450	
		-145	-145	-8.7	-141	-141	-8.9
SOUTHERN OAKS	11	9,220	9,220		8,822	8,822	
	12	7,533	7,533		6,830	6,830	
		-1,687	-1,687	-18.3	-1,992	-1,992	-22.6
VILLAGE	11	10,176	10,176		9,660	9,660	
	12	10,320	10,320		9,599	9,599	
		144	144	1.4	-61	-61	-.6
WARR ACRES	11	9,111	9,111		8,897	8,897	
	12	9,135	9,135		8,756	8,756	
		24	24	.3	-141	-141	-1.6

System Reserves Report

July 1, 2011 through July 31, 2011 (8.33% of the 11-12 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	11	1,137	1,137		1,103	1,103	
	12	1,026	1,026		1,009	1,009	
		-111	-111	-9.8	-94	-94	-8.5
JONES	11	314	314		342	342	
	12	498	498		451	451	
		184	184	58.6	109	109	31.9
LUTHER	11	939	939		890	890	
	12	1,072	1,072		1,148	1,148	
		133	133	14.2	258	258	29.0
NICOMA PARK	11	612	612		618	618	
	12	533	533		484	484	
		-79	-79	-12.9	-134	-134	-21.7
WRIGHT	11	287	287		264	264	
	12	270	270		273	273	
		-17	-17	-5.9	9	9	3.4
BOOKS-BY-MAIL	11	883	883		943	943	
	12	858	858		863	863	
		-25	-25	-2.8	-80	-80	-8.5
TOTAL	11	97,830	97,830		93,424	93,424	
	12	92,119	92,119		85,952	85,952	
		-5,711	-5,711	-5.8	-7,472	-7,472	-8.0

EXECUTIVE DIRECTOR'S REPORT

AUGUST 2011

Congratulations to Commissioner Alyne Strube

Choctaw Commissioner Alyne Strube recently received the 2010-2011 Service above Self Award from the Rotary Club of East Oklahoma County. She was one of the original founders of the Miss Choctaw pageant and is still active on the pageant committee. She has been an active member of the Metropolitan Library Commission for 18 years in addition to being an accomplished artist. In 2009, the city of Choctaw proclaimed March 26 of that year as "Alyne Strube Day" in Choctaw. Our congratulations to Alyne on this outstanding honor.

Library Commissioner Re-appointments

I am pleased to announce that the Oklahoma City Council recently approved unanimously the re-appointments of Hugh Rice, Penny McCaleb, Tracy McGehee, and Cynthia Friedemann for new three year terms on the Metropolitan Library Commission. We are very pleased that they will continue on our library board.

Northwest Library Staff hiring underway

Northwest Library manager, Julie Ballou, and the Human Resources (HR) office have begun the very big task of advertising for new employees for the Northwest Library. Currently we are recruiting for assistant half time librarians, librarians and circulation clerks. Julie, Library Operations, and HR have developed a hiring timeline which outlines the recruitment, interviews and start times in phases over the next few months. We expect a lot of movement among existing staff to NW which will create openings in other locations as well as hiring new employees from outside the system. Training of these employees will be done in various locations across the system.

Capital Projects Update

- Paving is about halfway done at the Northwest library location. It should be completed in about 2 weeks. We would like to schedule **hard hat tours** for the library commission, staff, friends and trust board members, beginning the week of September 6th. An email will be sent to you shortly asking you to RSVP for a tour.
- If you are in South Oklahoma City, drive by Southern Oaks and you can see the outline of the new North driveway. It is exciting to see the work begin on this renovation. In the meantime, business is good at the new temporary location.
- Library staff are beginning meetings this week to discuss the logistics of the move to Northwest. The most complicated portion will be moving of over 100,000 books in storage at 3 different locations to the new library.

DIRECTOR OUTREACH ACTIVITIES

- ♣ Attended Rotary 29 Club Meetings
- ♣ Endowment Trust Meeting
- ♣ Library Endowment Trust Art Meeting
- ♣ OLA Legislative Meeting
- ♣ Meeting with Director of Tulsa City-County Library System
- ♣ Meeting with Mayor of Bethany

- ♣ Public Library Directors Council
- ♣ Spoke to Task Force-Study State Tax Credits & Economic Incentives (HB1285) @State Capitol

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Banned Books Display

Sept 1-Oct 1

Time: 9:00am-8:00pm

Location: Choctaw

All Ages

During Library Hours

Banned Books Week (BBW) Sept 24-Oct 1 is an annual event celebrating the freedom to read and the importance of the First Amendment. Held during the last week of September, Banned Books Week highlights the benefits of free and open access to information while drawing attention to the harms of censorship by spotlighting actual or attempted banning of books across the United States.

Friday-Films, Family & Fun

Friday, September 9, 2011

Time: 9:00am-6:00pm

Location: Southern Oaks

All Ages

Looking for fun on a Friday night! Come to the library every Friday to check out our movie collection. Free popcorn & candy for every five items checked out. Fun for the entire family & it's free! Please limit one gift per family.

Laughter Yoga

Saturday, September 10, 2011

Time: 2:00pm-3:00pm

Location: Bethany

Adults

A fun, interactive exercise of directed laughter, stretching and breathing. No sense of humor is required, no hard moves, easy for all ages. Laughter is a natural pain killer, promotes anti-aging, and provides relaxation. Join us for the fun of it. Light refreshments provided after the program.

2nd Sunday Concert with Jeongwon Ham

Sunday, September 11, 2011

Time: 2:00pm-3:00pm

Location: Downtown

All Ages

Join us Sunday September 11th at the Ronald J. Norick Downtown Library for our 2nd Sunday Concert featuring pianist Jeongwon Ham. Ms. Ham's world renowned talent will delight and amaze you, your friends and family during this free concert. Concert is in the 46th Star Auditorium on the 4th floor. Doors open at 1:30.

When Ireland Fell Silent

Monday, September 12, 2011

Time: 7:00pm-8:00pm

Location: Belle Isle

Adults

Harolyn Ennis, author of "When Ireland Fell Silent" combines her love of writing and a life-long fascination with history to create an historical fictional novel that entertains and educates. She takes us to 1845-1849 during the Great Irish Famine in a gripping story of the worst human tragedy of the 19th century. She will discuss her book and answer questions.

Facebook for Seniors

Saturday, September 17, 2011

Time: 1:00pm-2:00pm

Location: Capitol Hill

Adults

Want to learn what Facebook is or how to keep up with the Grandkids? Learn how to upload pictures, share them, and find long lost friends in this introductory workshop. Call Angela at 634-6308 to sign up or to get more information.

City Arts Center Presents: Your Life in History

Saturday, September 24, 2011

Time: 9:30am-12:30pm

Location: Belle Isle

Adults

Everyone has a story to tell. That's why the contemporary memoir has become such a popular phenomenon. In this workshop, you will learn how to focus your life stories, give them purpose and apply such craft elements as character, plot, dialogue and setting, especially pertaining to Oklahoma history. Whether you attend one or all twelve sessions, you will undoubtedly learn how to best tell the stories of your life. Pre-registration required. Class limit - 2.

Co-Sponsor: City Arts Center

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.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/26/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TOMLINSON INSURANCE AGENCY 1324 NW 12th St Moore, OK 73170	CONTACT NAME: PHONE (A/C, No, Ext): (405)794-9977 FAX (A/C, No): (405)895-6400 E-MAIL: mtomlinson@farmersagent.com, crosslandlc@yahoo.com ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Iguana Mexican Grill, LLC 1015 N. Broadway, Ste. 300 Okla. City, OK 73102 405-590-2133	INSURER A: Truck Insurance Exchange	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			60465-81-14	06/15/11	06/15/12	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 75,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						Liquor Liab. \$ 1,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALLOWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			A0215-39-41	06/15/11	06/15/12	<input type="checkbox"/> WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Event: September 23rd. 2011

CERTIFICATE HOLDER Metropolitan Library	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>D. Mark Tomlinson</i>
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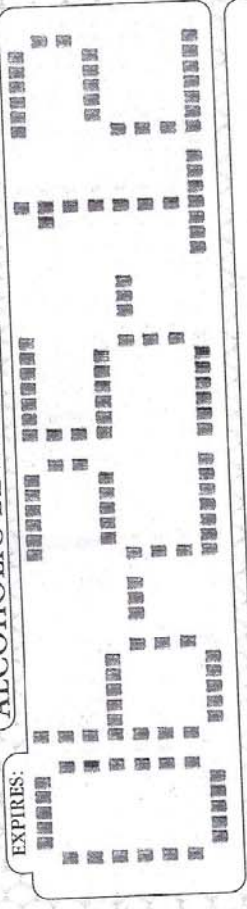
(THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE)

ALCOHOLIC BEVERAGE LAW'S ENFORCEMENT COMMISSION

LICENSE NO. CMB 504833
EFFECTIVE 06/26/2011
LICENSE FEE \$1250.00



STATE
OF
OKLAHOMA



ISSUED TO: IGUANA MEXICAN GRILL
PREMISE: 9 NORTHWEST 9TH
OKLAHOMA CITY, OK 73102
MAILING: 844 NORTHWEST 50TH
OKLAHOMA CITY, OK 73118

CUCINA DE MARIE INC

[Signature]
DIRECTOR