



## **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

Thursday, December 8, 2011, 3:30 p.m.  
Capitol Hill Library  
334 SW 26<sup>th</sup>  
Oklahoma City, OK 73106  
(Telephone: 634-6308)

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 #51 – 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 – 4:00 pm CONSENT DOCKET (#52 - #55)**

- Document #52 – Approval of Minutes of November 17, 2011 Meeting
- Document #53 – Acceptance of Review of Expenditures for November 2011
- Document #54 – Contract Awards and Purchases  
Item A: Digital Signage Equipment
- Document #55 – Request for Transfer of Funds

### **4:00 – 4:15 pm COMMITTEE REPORTS**

- Document #62 – Discussion, Consideration, and Possible Action – Report and Recommendations: A & P Committee Meeting, 12-01-11

### **4:15 – 4:30 pm RECOMMENDATIONS FROM ADMINISTRATION**

- Document #56 – Discussion, Consideration, and Possible Action – Naming of the New Northwest Library
- Document #57 – Discussion, Consideration, and Possible Action – Jones Library Project Agreement

### **4:30 – 4:45 pm INFORMATION REPORTS**

- Document #58 – MLS November 2011 Library Visits
- Document #59 – MLS November 2011 Circulation Report
- Document #60 – MLS November 2011 Computer Usage Report
- Document #61 – MLS November 2011 System Reserve Report

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

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

Appointment of Nominating Committee – Mrs. Fran Cory

#### ***NEXT COMMISSION MEETING DATE AND PLACE:***

January 19, 2012

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 December 2011:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Kellie Jean Delaney, Planning, Manager of Web Development	5
Joshua Donald Lewis, Library Operations, Extension Specialist	5
Rosemary G. Ryden, Bethany Library, Page	15

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

DATE: November 17, 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 Edmond Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on November 15, 2011, in conformity with the Oklahoma Open Meeting Act §311.**

## **Members**

### **PRESENT:**

Nancy Anthony, Disbursing Agent  
Rozz Grigsby  
Deanna Hannah  
Helene Harpman  
Willa Johnson  
Carolyn Leslie  
Penny McCaleb  
Tracy McDaniel  
Lori Nelson  
Brenda Palmer  
Kim Patterson  
Hugh Rice  
Vanna Shaw  
Judy Smith, Vice-Chair  
Alyne Strube  
Beth Toland  
Susan Tucker  
Greg Womack  
Fran Cory, Chair  
Donna Morris, Executive Director  
**(Secretary)**

### **EXCUSED:**

Bose' Akadiri  
Ralph Bullard  
Mick Cornett, Mayor of Oklahoma City  
Cynthia Friedemann  
Jose Jimenez  
Tracy McGehee  
Mukesh Patel  
Jim Shonts

Estimate of general public and staff attending: 20

- I.** The meeting was called to order at 3:34 p.m. by Mrs. Fran Cory, Chair.
- II.** Roll was called to establish a quorum. Present: Anthony, Grigsby, Hannah, Harpman, Johnson, Leslie, McCaleb, Palmer, Patterson, Smith, Toland, Tucker, Womack, Cory. (Arrived: McDaniel, 3:38; Shaw, 3:39; Rice, 3:40; Strube, 3:42; Nelson, 4:02).
- III.** Mrs. Cory introduced Ms. Ann Aliotta, Assistant Manager of the Edmond Library. Ms. Aliotta welcomed the Commission and provided information on the current events at the Edmond Library.
- IV.** Mrs. Cory introduced Mrs. Susan Tucker the newest member of the library commission appointed by the Town of Jones.
- V.** Mrs. Cory called for Presentation of Service Certificates for November 2011. Although they were unable to attend the meeting, Mrs. Cory recognized the following employees for their years of service: David French, Librarian, Belle Isle Library – 10 years of service; Debra Jackson, Administrative Assistant, Maintenance – 15 years of service; and Preston Bell, Library Assistant, Downtown Library – 25 years of service.
- VI.** Mrs. Cory called for comments from the general public. There were none.
- VII.** Mrs. Cory presented the Consent Docket: Document #43 – Approval of Minutes of October 20, 2011 Meeting; Document #44 – Acceptance of Expenditures for October 2011; Document #45 – Contract Awards & Purchases.

Mrs. Cory called for a motion.

**Mr. Greg Womack moved to accept the consent docket. Mrs. Nancy Anthony seconded. Questions and discussion followed; motion passed unanimously.**

- VIII.** Mrs. Cory called on Mrs. Morris to present the Information Reports.

- Document #46 – MLS Strategic Plan Year 4 Highlights – Kay Bauman, Deputy Executive, Library Operations
- Document #47 – MLS October 2011 Library Visits
- Document #47 – MLS October 2011 Circulation Report
- Document #48 – MLS October 2011 Computer Usage Report
- Document #49 – MLS October 2011 System Reserve Report

Mrs. Morris called on Mrs. Kay Bauman, Deputy Executive Director, Library Operations to provide information on the MLS Strategic Plan Year 4 Highlights.

Mrs. Bauman explained the current Strategic Plan and provided some highlights of the goals and responses from the past year. She shared some responses received from customers, which helps to achieve the vision of the library system “The library is your inviting, innovative link to the World”. The Strategic Plan and Vision helps us understand the importance of working together and that what we are working towards is creating and sustaining meaningful libraries in this community.

Mrs. Cory thanked Mrs. Bauman for her report.

- IX.** Mrs. Cory called on Mrs. Morris to present the Executive Director’s Report.

Mrs. Morris reported that the A & P committee will be meeting on Thursday, December 1, 2011 at 4:00 p.m. at the Belle Isle Library. Laura Francisco, a consultant for the Singer Group, will be making her presentation from the Classification, Compensation and Benefits Study, which was previously presented to the Finance Committee. This committee meeting

will also include staff recommendations on leave policy changes in conjunction with the findings from the benefits study. Mrs. Morris invited and encouraged the commission to attend the meeting, if they are available.

On Saturday, November a number of MLS staff, city officials, community leaders and residents of the Town of Jones met at the future location of the Jones Library for a site dedication.

The library system will close for Thanksgiving at 6:00pm on Wednesday, November and will be closed all day on Thursday, November and Friday November . We will be reopening for business on Saturday morning, November .

**X.** Mrs. Cory called for comments from Commissioners.

Mrs. Cory referred to a recent article in the paper about former Mayor Patience Latting and the upcoming proposal to name the new Northwest Library after her. Mrs. Cory met with Mayor Cornett, City Councilman Pat Ryan, and former Mayor Latting recently and she is thrilled and delighted at the proposal. The resolution for approval will be on the December Commission Agenda.

**XI.** The next Commission meeting will be held at the Capitol Hill Library on December 8, 2011.

There being no further business, the meeting was adjourned at 4:03 pm.

A handwritten signature in cursive script that reads "Donna Morris". The signature is written in dark ink and is positioned above a horizontal line.

Donna Morris, Executive Director  
(Secretary)

## **FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES**

November 30, 2011

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

For comparison 41.67% of the fiscal year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of November 2011.

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

**November 30, 2011**

**ASSETS**

CASH		\$ 5,939,571.09
INVESTMENTS (Schedule attached)		16,772,424.39
PREPAID ACCOUNTS		341,266.53
TAXES RECEIVABLE: 2011-12 Ad Valorem Tax	29,988,898.00	
Less: Reserve for Delinquent Tax	<u>-2,726,263.00</u>	
Budgeted Tax Revenue	27,262,635.00	
Less: Tax Received	<u>-618,246.38</u>	
		26,644,388.62
<b>Total Assets</b>		<b><u>\$49,697,650.63</u></b>

**LIABILITIES, DEFERRED REVENUE AND FUND BALANCE**

**LIABILITIES:**

2010-11 Reserve for Appropriations	\$166,603.19	
2011-12 Purchase Orders Outstanding	1,017,366.70	
2010-11 Purchase Orders Outstanding	309,215.95	
2011-12 Checks Outstanding	183,782.13	
2010-11 Checks Outstanding	1,479.59	
<b>Total Liabilities</b>		<b>1,678,447.56</b>

**DEFERRED TAX REVENUE:**

Current Year Ad Valorem Tax	26,644,388.62
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**FUND BALANCE:**

Beginning of the Year	\$31,225,521.14	
Add: Revenues		
Budgeted	842,246.38	
Other	<u>968,156.79</u>	1,810,403.17
Less: Expenditures	<u>(11,661,109.86)</u>	
<b>Total Fund Balance</b>		<b><u>21,374,814.45</u></b>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>		<b><u>\$49,697,650.63</u></b>



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

**As of November 30, 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
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 c
Fed Home LN BKS 12-16	7/27/2010	1/27/2016	2.000%	2,000,000.00 c
FNMA	9/30/2010	12/30/2015	2.000%	2,000,000.00
FNMA	9/21/2011	3/21/2016	1.220%	2,000,000.00
FHLB 2	12/13/2010	6/13/2016	2.000%	2,000,000.00 c
FNMA	9/28/2011	9/28/2016	1.400%	2,000,000.00
FNMA	9/21/2011	9/21/2016	1.500%	2,000,000.00 c
Total Investments				<u>\$ 16,772,424.39</u>

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

**November 1, 2011 to November 30, 2011**

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<b><u>BUDGETED:</u></b>				
2011 Ad Valorem Tax	\$27,262,635.00	\$ 618,246.38	\$ 618,246.38	2.27%
State Aid	290,807.00	-	-	0.00%
Fines	474,660.00	41,000.00	224,000.00	47.19%
<b>Total Budgeted Revenue</b>	<b><u>\$ 28,028,102.00</u></b>	<b><u>\$ 659,246.38</u></b>	<b><u>\$ 842,246.38</u></b>	<b>3.01%</b>
<b><u>NOT BUDGETED:</u></b>				
Prior Years Taxes		\$ 64,670.06	\$ 606,402.17	
Gifts and Lost Books Fees		0.00	0.00	
Investment Income		20,278.58	162,946.10	
Flexible Benefits Account Balance		0.00	0.00	
Sale of Surplus Equipment		210.00	16,803.79	
Insurance Reimbursements		0.00	118,056.54	
Miscellaneous		2,383.88	63,948.19	
<b>Total Miscellaneous Revenue</b>		<b><u>\$ 87,542.52</u></b>	<b><u>\$ 968,156.79</u></b>	
<b>Total Revenue</b>	<b><u>\$ 28,028,102.00</u></b>	<b><u>\$ 746,788.90</u></b>	<b><u>\$ 1,810,403.17</u></b>	<b>6.46%</b>



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

**November 30, 2011**

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 27,402.71	\$ 4,508.58	\$ 1,823.14	\$ 30,088.15
810 Prepaid Fees	(9,121.58)	0.00	408.18	(9,529.76)
815 Fines	41,816.39	35,505.79	42,084.17	35,238.01
820 Copy	91,582.78	7,774.66	1,657.42	97,700.02
<b>Total Revolving Funds</b>	<b>\$ 151,680.30</b>	<b>\$ 47,789.03</b>	<b>\$ 45,972.91</b>	<b>\$ 153,496.42</b>

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<b><u>Special Grants</u></b>				
856 10/LET/Ralph Ellison Statuary	\$ 25,000.00	\$ 25,000.00	\$ 10,625.55	\$ 14,374.45
857 DN/LC Donations	92,529.29	92,529.29	90,798.91	1,730.38
860 10/LET/Special Grant	14,840.00	14,840.00	5,218.04	9,621.96
861 10/MWC/Florence Hughes Memoriz	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
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	12,500.00	12,500.00
899 11/LET/Young Professional Adv	3,000.00	3,000.00	0.00	3,000.00
926 12/OAC/Hawaiian Guitar and Hula	3,100.00	0.00	3,100.00	(3,100.00)
927 12/OAC/Bluegrass Band	3,544.00	3,544.00	3,544.00	0.00
928 12/ODL/College/Saving	1,000.00	1,000.00	0.00	1,000.00
929 12/ODL/Early Literacy	2,500.00	2,500.00	0.00	2,500.00
931 12/ODL/Digital Inclusion	7,500.00	7,500.00	1,435.44	6,064.56
932 12/Walmart/MWC	2,000.00	2,000.00	0.00	2,000.00
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
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
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	\$ -	\$ 3,000.00
846 10 Public Art	3,000.00	3,000.00	0.00	3,000.00
849 10 MLS TV Ads	20,000.00	20,000.00	15,000.00	5,000.00
882 11 Noon Tunes	12,000.00	12,000.00	12,000.00	0.00
883 11 Lee Brawner Scholarships	18,000.00	18,000.00	14,628.42	3,371.58

GRANTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
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	9,452.06	200.94

**Grants - Friends of MLS, Current Fiscal Year**

911 12 Staff Recognition	\$ 11,000.00	\$ 11,177.50	\$ 10,649.39	\$ 528.11
912 12 Summer at the Library	20,000.00	20,000.00	0.00	20,000.00
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	255.65	744.35
916 12 Bench and Bike Rack	11,000.00	11,000.00	218.04	10,781.96
917 12 After School Program	9,600.00	9,600.00	4,800.00	4,800.00
918 12 Noon Tunes	11,000.00	11,000.00	4,452.21	6,547.79
919 12 Our World Series	30,000.00	30,000.00	15,356.00	14,644.00
920 12 Open House NW Library	5,000.00	5,000.00	0.00	5,000.00
921 12 Children's Author Visit	10,392.00	10,392.00	0.00	10,392.00
922 12 Winter ReadFest	12,000.00	12,000.00	0.00	12,000.00
923 12 OSP "A Christmas Carol"	3,000.00	3,000.00	1,000.00	2,000.00
930 12 Activity Tables	600.00	0.00	565.60	(565.60)
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	5,469.20	2,030.80

**Total Grants**

\$ 258,087.61

**Total Special Funds**

\$ 411,584.03



**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of November 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	955,734.60	4,656,202.92	34.63	13,447,084.00	8,790,881.08
102	Wages - Part-time	129,473.12	662,900.86	29.59	2,240,488.00	1,577,587.14
103	Payroll Taxes	78,922.03	386,786.58	34.43	1,123,302.00	736,515.42
109	Workers' Comp Insurance	16,298.00	70,336.00	35.28	199,369.00	129,033.00
112	Group Insurance	200,053.15	965,463.26	35.98	2,683,442.00	1,717,978.74
113	Employees' Retirement	60,019.55	290,913.40	16.02	1,816,108.00	1,525,194.60
114	Unemployment Compensation	.00	6,647.57	22.16	30,000.00	23,352.43
Total Personal Services		1,440,500.45	7,039,250.59	32.68	21,539,793.00	14,500,542.41

**Maintenance & Operations - Contractual Services**

201	Bldg, Property & Auto Insur	.00	169,000.50	75.78	223,018.00	54,017.50
202	Liability/Bonding Insurance	.00	6,808.00	51.67	13,175.00	6,367.00
205	Rent of Library Buildings	400.00	2,400.00	2.29	104,800.00	102,400.00
206	Rent of Equipment	.00	270.00	9.64	2,800.00	2,530.00
207	Janitorial Services	29,578.90	147,894.50	26.79	552,000.00	404,105.50
208	Maintenance of Facilities	26,585.70	224,239.13	38.42	583,720.00	359,480.87
211	Parking & Transportation	11,554.45	59,840.41	32.95	181,620.00	121,779.59
212	Travel Expenses	3,804.55	22,211.20	22.79	97,465.00	75,253.80
213	Professional Services	31,705.82	124,799.15	39.63	314,930.00	190,130.85
214	Security Services	35,144.03	137,853.54	32.17	428,523.00	290,669.46
216	Telephone Services	7,733.58	40,541.74	12.85	315,383.00	274,841.26
217	Electrical Services	33,577.43	233,160.47	35.95	648,504.00	415,343.53
218	Gas Services	2,851.20	7,848.42	10.18	77,117.00	69,268.58
219	Water & Garbage Services	6,071.75	34,324.40	51.62	66,494.00	32,169.60
220	Trigen Energy Services	11,180.72	98,035.46	49.51	198,000.00	99,964.54
226	Memberships	570.00	10,642.00	43.99	24,193.00	13,551.00
230	Other Library-Related Services	157,186.08	233,893.91	64.22	364,195.00	130,301.09
231	Automation Contractual	12,193.94	140,385.99	38.14	368,054.00	227,668.01
236	Network Catalog Services	3,785.17	26,096.69	33.19	78,625.00	52,528.31
Total Contractual Services		373,923.32	1,720,245.51	37.05	4,642,616.00	2,922,370.49

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of November 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	10,251.62	46,327.10	21.75	212,950.00	166,622.90
302	Postage	15,326.62	98,895.63	34.03	290,650.00	191,754.37
303	Supplies	15,249.30	116,710.85	23.72	492,054.00	375,343.15
310	Maintenance Supplies	8,323.42	25,749.24	34.80	74,000.00	48,250.76
312	Safety Supplies & Equipment	98.70	2,328.11	32.79	7,100.00	4,771.89
321	Gasoline & Oil	3,312.59	15,843.96	36.85	43,000.00	27,156.04
322	Vehicle Parts & Repairs	1,706.36	6,398.41	20.00	32,000.00	25,601.59
330	Programming Activities	15,346.17	71,436.28	25.52	279,903.00	208,466.72
331	Other Commodities	627.34	9,242.89	23.54	39,268.00	30,025.11
Total Commodities		70,242.12	392,932.47	26.71	1,470,925.00	1,077,992.53

**Capital Outlays**

401	Books & Materials	469,659.30	1,450,001.72	26.80	5,410,800.00	3,960,798.28
404	Government Documents	2,300.00	4,300.00	78.18	5,500.00	1,200.00
405	Book Repairs & Bindings	.00	.00	.00	2,100.00	2,100.00
407	Periodicals & Subscriptions	111,773.32	139,734.46	77.67	179,900.00	40,165.54
408	Furniture, Fixtures, & Equip	10,588.73	493,172.54	20.54	2,401,207.00	1,908,034.46
409	Motor Vehicles	25,830.02	25,830.02	40.05	64,500.00	38,669.98
410	Automation System & Equipment	143,428.18	200,678.65	20.55	976,678.00	775,999.35
450	Capital Projects	168,472.09	194,963.90	6.04	3,225,963.00	3,030,999.10
490	Capital Reserves - Current	.00	.00	.00	162,270.84	162,270.84
499	Reserve Carryover - Prior	.00	.00	.00	19,171,370.30	19,171,370.30
Total Capital Outlays		932,051.64	2,508,681.29	7.94	31,600,289.14	29,091,607.85
Total Budget		2,816,717.53	11,661,109.86	19.68	59,253,623.14	47,592,513.28



**Monthly Journal Entries -- November 2011**

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<b><u>Investments</u></b>				
73	1001	Cash	\$ 2,020,000.00	
	3602	Interest Income		\$ 20,000.00
	1101	Investments		\$ 2,000,000.00
		Called investment FNMA 3136fpm2		
<b><u>Tax revenues</u></b>				
74	1001	Cash	\$ 64,124.80	
	3601	Prior year Tax		\$ 64,124.80
		Ad Valorem Tax apportioned by County for 10/17 to 10/31		
75	1001	Cash	\$ 618,791.64	
	3601	Prior year Tax		\$ 545.26
	1201	Ad Valorem Tax - Current year		\$ 618,246.38
		Ad Valorem Tax apportioned by County for 11/1 to 11/15		
<b><u>Miscellaneous</u></b>				
76	1001	Cash	\$ 3,118.52	
	3605	Mic. Reimbursements		\$ 3,118.52
		Friends 1,180.60 Abibow 15.41		
		café rent \$ 500.00 LET 25.24		
		Fedex reimbursement \$ 858.54 T. Fisher badge 1.00		
		Fedex reimbursement 537.73 <b>total</b> 3,118.52		
77	1001	Cash	\$ 210.00	
	3606	Surplus Sale		\$ 210.00
		Late sale item		
<b><u>Fines</u></b>				
78	1001	Cash	\$ 41,000.00	
	3403	Projected Mic. Revenue - Fines		\$ 41,000.00
		Fines transferred to General Fund in November		

**Payable entries**

79	3001	Current Year Reserv. for Appropriations.	\$	2,816,915.58	
	3011	Current Year P.O. Outstanding			\$ 2,816,915.58
	3002	Prior Year Reserv. for Appropriations.	\$	5,062.30	
	3012	Prior Year P.O. Outstanding			\$ 5,062.30
		Purchase orders issued in November			
80	3011	Current Year P.O. Outstanding	\$	2,635,633.96	
	3021	Current Year Warrants Outstanding			\$ 2,635,633.96
	3012	Prior Year P.O. Outstanding	\$	179,302.80	
	3022	Prior Year Warrants Outstanding			\$ 179,302.80
		Checks issued in November			
81	3021	Current Year Warrants Outstanding	\$	2,859,257.39	
	1001	Cash			\$ 2,859,257.39
	3022	Prior Year Warrants Outstanding	\$	179,294.01	
	1001	Cash			\$ 179,294.01
		Checks cleared Bank in November			

**Bank interest and fees**

\$ 3,038,777.99

82	1001	Cash	\$	278.58	
	3602	Bank Fees	\$	226.59	
	3602	Interest Income			\$ 505.17
		Interest and fees from GF checking account			
83	8000	Special Fund Cash			\$ 111.56
	8815	Bank Fees	\$	152.40	
	8815	Interest Income			\$ 40.84
		Interest and fees from SF checking account			

**Special funds**

84	8000	Special Fund Cash	\$	109,505.64	
	8815	Fines			\$ 21,962.00
	8820	Copy			\$ 7,774.66
	8805	Gift/Lost Books			\$ 3,420.08
	8810	Prepaid Fees	\$	408.18	
	8911				\$ 90.00
	8919				\$ 30,000.00
	8920				\$ 5,000.00
	8921				\$ 10,392.00
	8922				\$ 12,000.00
	8923				\$ 3,000.00
	8927				\$ 3,544.00
	8815		\$	771.87	
	8815	Credit card receipts			\$ 13,502.95
	8000		\$	1,088.50	
	8805				\$ 1,088.50
		Revenues of special funds received in November			



85	8000			\$	83,898.03
	8815	Fines	\$	41,159.90	
	8820	Copy	\$	1,657.42	
	8805	Gift/Lost Books	\$	1,823.14	
	8917		\$	400.00	
	8919		\$	6,900.00	
	8926		\$	3,100.00	
	8931		\$	282.00	
	8918		\$	3,040.00	
	8911		\$	10,649.39	
	8930		\$	565.60	
	8888		\$	497.97	
	8898		\$	12,500.00	
	8857		\$	322.61	
	8923		\$	1,000.00	

Expenditures of special funds in November

**Corrections, adjustments, and miscellaneous**

86	3001		\$	290.82	
	3605		\$	734.64	
	1001				\$ 1,015.46
	3022				\$ 10.00

Miscellaneous entries from October

87	1102		\$	311,266.53	
	3021				\$ 311,266.53

To record ACH transaction for Dec 1, occurring early

Grand Total			\$	11,931,332.78	\$ 11,931,332.78
			\$		-

General Fund F.Y. 11-12

Warrant Register

November 2011

Number	Vendor/Payee	Purpose	Amount	
G-01644	Bank of Oklahoma	Payroll Transmittal-Chks	34,496.82	
		Payroll Transmittal-Chks	15,937.77	
		Payroll Transmittal-Chks	55.00	50,489.59
G-01645	Bank of Oklahoma	Federal Withholding Tax	50,119.85	
		Federal Withholding Tax	4,149.00	54,268.85
G-01646	Oklahoma Tax Commission	State Withholding Tax	15,256.00	
		State Withholding Tax	848.00	16,104.00
G-01647	Mun. Employees Credit Union	Employee Cr Union Deducts	11,716.51	
		Employee Cr Union Deducts	87.50	11,804.01
G-01648	United Way of Central Oklahoma	Employee Deductions	507.17	
		Employee Deductions	55.00	562.17
G-01649	Clerk, U.S. District	Employee Deductions	76.87	
		Employee Deductions	76.87	
		Employee Deductions	76.87	230.61
G-01650	Jennifer R. Needham	Employee Deductions	103.48	103.48
G-01651	United States Treasury	Employee Deductions	50.50	50.50
G-01652	Bank of America	Payroll Transmittal-DDep	269,639.42	
		Payroll Transmittal-DDep	39,658.80	
		Payroll Transmittal-DDep	1,155.00	310,453.22
G-01653	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-01654	Nationwide Retirement Solution	Employee Deductions	7,933.53	7,933.53
G-01655	Transamerica Worksite Mrktg.	Employee Deductions	418.87	418.87
G-01656	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,614.86	4,614.86
G-01657	Bank of Oklahoma	Employee Flexplan Deposit	31,168.34	31,168.34
G-01658	Bank of Oklahoma	Employee Soc/Sec Deposits	18,288.54	
		Employee Soc/Sec Deposits	2,705.98	
		Employee Medicare Deposit	6,416.09	
		Employee Medicare Deposit	934.21	
		Employer Soc/Sec Deposits	30,991.84	
		Employer Medicare Deposit	7,350.12	66,686.78
G-01659	MassMutual Financial Group	Employee Contrib -- DC PI	16,548.44	
		Employer Contrib -- DC PI	29,874.04	46,422.48
G-01660	Oklahoma Guaranteed	Employee Deductions	155.22	155.22
G-01661	ODHS Oklahoma Centralized	Employee Deductions	531.81	531.81
G-01662	United States Treasury	Employee Deductions	555.57	555.57
G-01663	Randall S. Fudge	Employee Deductions	108.95	108.95
G-01664	Administrative Services	Employee Deductions	1,363.37	1,363.37
G-01665	UNUM Life Insurance	Employee Deductions	1,547.30	
		Employee Deductions	37.30	1,584.60
G-01666	City of Del City	Rent of Library Buildings	400.00	400.00
G-01667	Federal Corporation	Maintenance of Facilities	110.58	110.58
G-01668	O G & E	Electrical Services	17,813.00	
		Electrical Services	2,370.59	20,183.59
G-01669	Oklahoma Natural Gas Co.	Gas Services	230.34	230.34
G-01670	City of Oklahoma City	Water & Garbage Services	24.67	
		Water & Garbage Services	328.46	353.13
G-01671	Triangle/A & E	Printing/ Printing Supply	40.00	40.00
G-01672	Southwestern Stationers, Inc.	Supplies	16.84	16.84
G-01673	Hunzicker Brothers, Inc.	Maintenance of Facilities	241.47	241.47
G-01674	Locke Supply Co.	Maintenance of Facilities	127.56	127.56
G-01675	Tech-Lock	Maintenance of Facilities	108.00	108.00
G-01676	Gaylord Bros.	Furniture	1,700.33	
	** Continued **			



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Warrant Register

November 2011

Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-01676	Gaylord Bros.	Programming Activities	128.98	
		Supplies	838.07	
		Supplies	21.25	
		Supplies	82.53	2,771.16
G-01677	Standard Printing Co., Inc.	Supplies	1,078.00	
		Supplies	555.00	1,633.00
G-01678	Donna Morris	Telephone Services	50.00	50.00
G-01679	Central Oklahoma Winnelson	Maintenance of Facilities	35.44	35.44
G-01680	U.S. Postal Service	Postage	190.00	190.00
G-01681	CompSource Oklahoma	Worker's Comp Insurance	16,298.00	16,298.00
G-01682	Barbara Beasley	Mileage	13.60	13.60
G-01683	Upstart	Programming Activities	98.55	
		Supplies	52.35	150.90
G-01684	Chester 'Jack' Kinzie, Jr.	Mileage	4.55	4.55
G-01685	Oklahoma Employment	Unemployment Compensation	6,647.57	6,647.57
G-01686	Randy Wayland	Mileage	17.21	17.21
G-01687	Karen Prior	Programming Activities	120.00	120.00
G-01688	BayScan Technologies	Automation	1,324.90	
		Automation	3,974.70	5,299.60
G-01689	Copelin's Office Center	Supplies	1,128.00	1,128.00
G-01690	Anne M. LaPuzza	Security Services	537.50	537.50
G-01691	Walter Wayne McEvilly	Programming Activities	600.00	600.00
G-01692	AVID Products	Automation	293.38	293.38
G-01693	INTEGRIS Corporate Assistance	Group Insurance	910.00	
		Group Insurance	918.00	1,828.00
G-01694	Liberty Flags Inc.	Supplies	39.15	39.15
G-01695	Downtown College Consortium	Professional Services	80.00	80.00
G-01696	Scott's Printing & Copying	Printing/Printing Supplie	102.40	
		Printing & Printing Suppl	111.72	
		Printing & Printing Suppl	1,055.29	1,269.41
G-01697	Walker Companies	Programming Activities	223.80	223.80
G-01698	Building Specialties	Maintenance of Facilities	62.09	62.09
G-01699	Finley & Cook	Professional Services	1,200.00	1,200.00
G-01700	United States Postal Service	Postage	9,000.00	9,000.00
G-01701	Metro Parking Garage	Parking & Transportation	1,980.00	
		Parking & Transportation	1,080.00	3,060.00
G-01702	Scovil & Sides Hardware Co.	Maintenance of Facilities	315.00	315.00
G-01703	Linda Temple	Memberships	35.00	35.00
G-01704	Ginger Waldrip	Programming Activities	100.00	100.00
G-01705	S & S Promotions, Inc.	Supplies	64.00	64.00
G-01706	Meghan Attalla	Programming Activities	54.10	54.10
G-01707	Melody A. Kellogg	Mileage	18.32	18.32
G-01708	Evans Hardware	Maintenance of Facilities	9.87	
		Maintenance of Facilities	62.45	
		Maintenance of Facilities	54.45	126.77
G-01709	Southwest Paper - OKC	Supplies	2,512.00	2,512.00
G-01710	OESC	Library-related Services	200.00	200.00
G-01711	HK&S Iron Company, Inc.	Capital Projects	391.00	391.00
G-01712	Hudiburg Chevrolet, Inc.	Maintenance of Facilities	40.80	40.80
G-01713	Oklahoma Center for Nonprofits	Professional Services	50.00	50.00
G-01714	Samuel D Kahre	Programming Activities	100.00	100.00



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Warrant Register

November 2011

Number	Vendor/Payee	Purpose		Amount
G-01715	Kelley Riha	Memberships	35.00	35.00
G-01716	Dowell Parking Center	Parking	312.00	312.00
G-01717	Public Relations Society	Professional Services	20.00	20.00
G-01718	Oklahoma Literacy Coalition	Programming Activities	132.00	132.00
G-01719	Eaton-Quade Plastics Co.	Maintenance of Facilities	20.00	20.00
G-01720	United Parcel Service	Postage	6.68	6.68
G-01721	Alice Murphy	Supplies	72.00	72.00
G-01722	Oklahoma City Human Resource	Library-Related Services	30.00	30.00
G-01723	John L. Hilbert	Mileage	53.77	53.77
G-01724	Metro Tech	Professional Services	150.00	150.00
G-01725	Garcia Tire Service, Inc.	Maintenance of Facilities	30.00	30.00
G-01726	Construction Industries Board	Professional Services	150.00	150.00
G-01727	Allied Waste Services #060	Water & Garbage Services	805.51	805.51
G-01728	Darrie Breathwit	Mileage	14.43	
		Programming Activities	122.30	136.73
G-01729	Cintas Corporation 064	Maintenance of Facilities	473.46	473.46
G-01730	York International Corp.	Maintenance of Facilities	172.00	172.00
G-01731	Securitas Security USA, Inc.	Security Services	5,992.84	5,992.84
G-01732	Lloyd Lovely	Mileage	123.49	123.49
G-01733	Cooper Bros., Inc.	Capital Projects	9,888.00	9,888.00
G-01734	Sabre Technologies	Other Library Rel Svcs	663.00	
		Automation Contractual	130.00	793.00
G-01735	Smart Technologies	Automation Contractual	440.00	440.00
G-01736	COTPA	Parking & Transportation	1,095.00	
		Parking & Transportation	2,766.94	3,861.94
G-01737	Stacy Schrank	Mileage	116.30	
		Mileage	152.47	
		Mileage	39.19	307.96
G-01738	Erica Rutland	Mileage	21.65	21.65
G-01739	Knoll, Inc.	Furniture	607.09	607.09
G-01740	Sarah Baker	Programming Activities	100.00	100.00
G-01741	UNUM Life Insurance	Grp L-T Disab Ins Prm-Nov	6,012.00	6,012.00
G-01742	Mutual Assurance	Grp Life AD&D Ins Prm-Nov	45,782.36	45,782.36
G-01743	Vision Service Plan of	Grp Vision Ins Prem-Nov.	2,533.02	2,533.02
G-01744	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-Nov	141,995.17	141,995.17
G-01745	UNUM Life Insurance	Grp LTC Insurance Prm-Nov	1,590.60	1,590.60
G-01746	Gale Research	Materials	4,469.30	4,469.30
G-01747	Baker & Taylor Books	Materials	8,529.70	8,529.70
G-01748	Legal Directories Publishing	Materials	379.75	379.75
G-01749	Recorded Books, LLC	Materials	4,796.60	4,796.60
G-01750	The Penworthy Co.	Materials	4,403.00	4,403.00
G-01751	Gale Group	Materials	11,030.65	11,030.65
G-01752	Live Oak Media	Materials	553.95	553.95
G-01753	Library Video Co.	Materials	479.70	479.70
G-01754	Full Circle Bookstore	Materials	418.47	418.47
G-01755	Mardel, Inc.	Materials	65.39	65.39
G-01756	Blackstone Audio Books	Materials	366.00	366.00
G-01757	Random House, Inc	Materials	4,329.40	4,329.40
G-01758	Brilliance Corporation	Materials	6,534.26	6,534.26
G-01759	Ingram Library Service	Materials	1,679.89	1,679.89
G-01760	Information Today, Inc.	Materials	2,429.35	2,429.35
G-01761	Audio Editions	Materials	407.35	407.35



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Number	Vendor/Payee	Purpose		Amount
G-01762	OverDrive, Inc fka	Materials	9,376.83	
		Materials	5,650.60	15,027.43
G-01763	Findaway World, LLC	Materials	5,185.50	5,185.50
G-01764	AV Cafe Inc	Materials	259.42	259.42
G-01765	Ingram Library Service	Materials	1,402.82	1,402.82
G-01766	Grey House Publishing	Materials	434.05	434.05
G-01767	Baker & Taylor Books	Materials	6,730.12	6,730.12
G-01768	Baker & Taylor Entertainment	Materials	1,137.51	
		Materials	10,213.31	
		Materials	2,683.94	14,034.76
G-01769	The Great Courses	Materials	64.00	64.00
G-01770	Faith Centered Resources	Materials	47.83	47.83
G-01771	Baker & Taylor Books	Materials	2,141.29	
		Materials	1,767.79	
		Materials	3,134.73	
		Materials	3,517.81	
		Materials	1,311.92	
		Materials	3,527.35	
		Materials	6,493.26	
		Materials	5,939.82	
		Materials	13,197.99	
		Materials	7,560.35	48,592.31
G-01772	Baker & Taylor Books	Materials	1,001.06	
		Materials	3,349.25	
		Materials	6,191.03	
		Materials	11,178.43	
		Materials	3,272.27	24,992.04
G-01773	Baker & Taylor Books	Materials	6,391.53	6,391.53
G-01774	Baker & Taylor Entertainment	Materials	2,809.20	2,809.20
G-01775	Mackin	Materials	2,056.67	2,056.67
G-01776	Grainger	Maintenance of Facilities	69.60	
		Maintenance of Facilities	74.25	143.85
G-01777	O G & E	Electrical Services	1,794.80	1,794.80
G-01778	Oklahoma Natural Gas Co.	Gas Services	177.68	
		Gas Services	97.57	275.25
G-01779	City of Oklahoma City	Water & Garbage Services	32.51	
		Water & Garbage Services	902.08	
		Water & Garbage Services	139.74	1,074.33
G-01780	Brodart, Inc.	Supplies	90.71	
		Supplies	2,593.50	2,684.21
G-01781	Southwestern Stationers, Inc.	Supplies	1,878.18	
		Supplies	330.43	
		Supplies	675.00	2,883.61
G-01782	Dagwell Dixie Inc	Maintenance of Facilities	16.27	16.27
G-01783	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-01784	Superintendent of Documents	Government Documents	1,500.00	1,500.00
G-01785	Synergy Datacom Supply, Inc.	Furniture, Fixtures & Equ	944.06	
		Supplies	8.16	952.22
G-01786	City of Edmond	Electrical Services	3,199.40	3,199.40
G-01787	Alma L. Brown	Postage	.44	
		Programming Activities	68.37	68.81
G-01788	American Express	Memberships	235.00	
	** Continued **			



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Warrant Register

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Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-01788	American Express	Automation Contractual	69.95	
		Professional Services	30.00	334.95
G-01789	Charles S. Isaacs	Mileage	42.46	
		Telephone Services	35.00	77.46
G-01790	Barbara Beasley	Mileage	26.36	26.36
G-01791	Chester 'Jack' Kinzie, Jr.	Programming Activities	125.97	
		Programming Activities	19.94	145.91
G-01792	Library of Congress	Government Documents	800.00	800.00
G-01793	Johnstone Supply	Maintenance of Facilities	119.85	119.85
G-01794	Denyveta Davis	Transportation	149.25	149.25
G-01795	Anne G. Fischer	Mileage	44.40	44.40
G-01796	Light Bulb Supply Co., Inc.	Maintenance of Facilities	26.94	26.94
G-01797	Crestline	Programming Activities	426.52	426.52
G-01798	Baudville	Programming Activities	45.35	45.35
G-01799	Harmony Business Supplies	Supplies	1,967.95	1,967.95
G-01800	Independent Stationers	Supplies	30.36	
		Supplies	19.64	
		Supplies	29.58	
		Supplies	118.58	198.16
G-01801	Walter Wayne McEvilly	Programming Activities	300.00	
		Programming Activities	600.00	900.00
G-01802	Priscilla Doss	Memberships	35.00	35.00
G-01803	Full Circle Bookstore	Programming Activities	79.11	79.11
G-01804	Rosemary Czarski	Commission Meeting	83.48	
		Supplies	24.99	
		Parking	32.19	140.66
G-01805	Nancy Lytle	Parking	108.38	108.38
G-01806	Janet Brooks	Parking & Transportation	54.06	54.06
G-01807	Great American Glass & Tinting	Maintenance of Facilities	125.00	125.00
G-01808	Board of County Commissioners	Library-Related Services	149,692.48	149,692.48
G-01809	Debbie Langston	Programming Activities	60.00	60.00
G-01810	Shawver & Son	Maintenance of Facilities	1,472.10	
		Maintenance of Facilities	1,500.00	
		Maintenance of Facilities	2,291.66	5,263.76
G-01811	Samaritan Technologies	Professional Services	500.00	500.00
G-01812	Jonathan Willis	Mileage	87.41	87.41
G-01813	Diane Sarantakos	Transportation	189.81	189.81
G-01814	5th Street Garage	Parking	32.29	32.29
G-01815	A T & T Mobility	Telephone Services	84.66	84.66
G-01816	Hobby Lobby	Programming Activities	69.20	69.20
G-01817	Francie Pendleton	Mileage	10.22	10.22
G-01818	Phyllis Davidson	Mileage	25.94	25.94
G-01819	Dana Morrow	Travel Expenses	524.73	524.73
G-01820	Summit Mailing Systems, Inc.	Postage	120.95	
		Maintenance of Facilities	544.82	665.77
G-01821	Larry G. Johnson	Parking	108.38	108.38
G-01822	Victoria Dixon	Parking	108.38	108.38
G-01823	Norman Transcript	Advertisement-Retail Sale	70.00	70.00
G-01824	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	91.50	91.50
G-01825	Matthew Cotter	Mileage	17.15	17.15
G-01826	Pony Party Express, LLC	Programming Activities	200.00	200.00



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Number	Vendor/Payee	Purpose		Amount
G-01827	Town of Luther	Water & Garbage Services	45.28	45.28
G-01828	Barnes & Noble, Inc.	Programming Activities	498.00	498.00
G-01829	Dana Beach	Parking	108.38	108.38
G-01830	Deli Partners of Little Rock	Professional Services	151.89	151.89
G-01831	Kay L. Bauman	Parking	108.38	108.38
G-01832	Landon Holman	Mileage	19.98	19.98
G-01833	Glen A Collymore	Maintenance of Facilities	500.00	500.00
G-01834	Evans Hardware	Maintenance of Facilities	19.96	
		Maintenance of Facilities	28.19	
		Maintenance of Facilities	23.97	
		Maintenance of Facilities	5.89	78.01
G-01835	Associated Appliance, Inc.	Maintenance of Facilities	21.05	
		Maintenance of Facilities	49.64	70.69
G-01836	Ram Products	Maintenance of Facilities	100.89	100.89
G-01837	Presort First Class	Postage	157.20	157.20
G-01838	Kimberly Edwards	Programming Activities	56.39	56.39
G-01839	Jerry's Contracting	Maintenance of Facilities	1,950.00	
		Maintenance of Facilities	250.00	2,200.00
G-01840	Mailing Services -134730000	Printing/Printing Supply	75.62	75.62
G-01841	Ruby Soutiere	Mileage	16.98	16.98
G-01842	Kelley Riha	Mileage	154.68	154.68
G-01843	Bibliotheca ITG, LLC	Automation Contractual	18,583.43	18,583.43
G-01844	Envisionware	Automation Contractual	5,867.05	5,867.05
G-01845	City of Edmond	Water & Garbage Svcs- Aug	757.84	757.84
G-01846	Carol L. Roberts	Mileage	42.18	42.18
G-01847	ULINE	Supplies	102.61	102.61
G-01848	City of Harrah	Water & Garbage Services	76.19	76.19
G-01849	Luzeta Phillips	Programming Activities	50.00	50.00
G-01850	Crowe & Dunlevy	Professional Services	4,699.49	4,699.49
G-01851	Linda Jameson	Programming Activities	86.61	86.61
G-01852	City of Choctaw	Water & Garbage Services	305.96	305.96
G-01853	Reduxion Theatre	Programming Activities	200.00	200.00
G-01854	Cheryl Pernel	Parking	108.38	108.38
G-01855	Focal Point Consulting, LLC	Professional Services	500.00	500.00
G-01856	Walmart Community/GEMB	Programming Activities	371.71	
		Supplies	42.62	
		Programming Activities	210.41	
		Programming Activities	50.88	
		Programming Activities	19.41	695.03
G-01857	Pamela Buchanan	Telephone Services	35.00	
		Mileage	33.02	68.02
G-01858	O'Reilly Automotive, Inc.	Maintenance of Facilities	47.94	47.94
G-01859	Darrie Breathwit	Mileage	22.20	22.20
G-01860	Barbara A. Johnson	Mileage	20.54	20.54
G-01861	American Library Association	Library-related Services	229.50	229.50
G-01862	Star Lighting	Maintenance of Facilities	27.96	
		Maintenance of Facilities	139.80	
		Maintenance of Facilities	136.75	
		Maintenance of Facilities	104.75	409.26
G-01863	John Utley	Mileage	86.58	
		Telephone Services	35.00	121.58
G-01864	Myers Landscape Management,	Maintenance of Facilities	1,445.00	
	** Continued **			



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Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-01864	Myers Landscape Management,	Maintenance of Facilities	1,205.00	2,650.00
G-01865	Securitas Security USA, Inc.	Security Services	6,790.05	6,790.05
G-01866	Rush Truck Center	Maintenance of Facilities	69.15	69.15
G-01867	Emily Williams	Travel Expenses	199.10	199.10
G-01868	Tulin LaFollette	Programming Activities	87.48	87.48
G-01869	Felipe Ayala	Capital Projects	900.00	900.00
G-01870	COTPA	Parking	600.00	600.00
G-01871	Lisa Bradley	Parking	108.38	108.38
G-01872	Cheryl Coleman	Programming Activities	105.86	105.86
G-01873	Total Equipment and Rental, LL	Maintenance of Facilities	944.00	944.00
G-01874	Stacy Schrank	Travel Expenses	400.00	
		Travel Expenses	457.32	
		Travel Expenses	400.00	
		Travel Expenses	457.32	
		Travel Expenses	400.00	
		Travel Expenses	457.32	
		Parking	108.38	
		Memberships	35.00	2,715.34
G-01875	Dan Holman	Telephone Services	37.46	
		Parking & Transportation	121.55	159.01
G-01876	Provantage	Automation	213.78	213.78
G-01877	R. Justin Herwig	Mileage	85.47	85.47
G-01878	Gregory Rodgers	Programming Activities	150.00	
		Programming Activities	150.00	300.00
G-01880	SenSource, Inc.	Automation	822.99	822.99
G-01881	Baker & Taylor Books	Materials	495.85	495.85
G-01882	Standard & Poor's	Materials	12,071.30	12,071.30
G-01883	A.M. Best Co.	Materials	75.00	75.00
G-01884	Recorded Books, LLC	Materials	1,181.60	1,181.60
G-01885	Infobase Publishing	Materials	363.69	363.69
G-01886	Gale Group	Materials	103.80	103.80
G-01887	Library Video Co.	Materials	249.50	249.50
G-01888	Full Circle Bookstore	Materials	244.96	244.96
G-01889	Blackstone Audio Books	Materials	272.00	272.00
G-01890	Random House, Inc	Materials	680.50	680.50
G-01891	Gateway Films/Vision Video	Materials	233.84	233.84
G-01892	Ingram Library Service	Materials	6,883.85	6,883.85
G-01893	Audio Editions	Materials	79.96	79.96
G-01894	OverDrive, Inc fka	Materials	7,670.37	7,670.37
G-01895	AV Cafe Inc	Materials	1,168.93	1,168.93
G-01896	Ingram Library Service	Materials	915.83	915.83
G-01897	Barnes & Noble, Inc.	Materials	1,217.40	1,217.40
G-01898	Center Point Large Print	Materials	1,381.71	1,381.71
G-01899	AudioGo	Materials	1,281.25	1,281.25
G-01900	Books in Motion	Materials	84.12	84.12
G-01901	Baker & Taylor Books	Materials	5,603.85	5,603.85
G-01902	Baker & Taylor Entertainment	Materials	2,528.70	
		Materials	4,989.00	
		Materials	345.38	7,863.08
G-01903	Baker & Taylor Books	Materials	1,312.99	
		Materials	1,399.46	
	** Continued **			



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Number	Vendor/Payee ** Continued **	Purpose	Amount
G-01903	Baker & Taylor Books	Materials	2,576.01
		Materials	2,436.70
		Materials	1,725.87
		Materials	4,398.54
		Materials	5,532.08
		Materials	5,269.82
		Materials	7,745.97
			32,397.44
G-01904	Baker & Taylor Books	Materials	2,170.39
		Materials	4,538.55
		Materials	6,335.60
		Materials	3,970.86
			17,015.40
G-01905	Baker & Taylor Books	Materials	2,147.89
G-01906	Baker & Taylor Entertainment	Materials	2,037.86
G-01907	Mackin	Materials	611.58
G-01908	Metropolitan Library System	Books & Materials	33.95
		Professional Services	95.00
		Parking	30.00
		Postage	5.80
		Supplies	36.46
		Programming Activities	125.70
		Programming Activities	94.98
		Programming Activities	16.96
		Other Commodities	53.71
			492.56
G-01909	City of Midwest City, Inc.	Water & Garbage Services	324.78
G-01910	Federal Corporation	Maintenance of Facilities	212.89
		Maintenance of Facilities	69.96
		Maintenance of Facilities	138.69
			421.54
G-01911	City of Oklahoma City	Water & Garbage Services	839.17
G-01912	City of the Village	Water & Garbage Services	91.41
G-01913	Brodart, Inc.	Supplies	2,520.00
		Supplies	255.00
			2,775.00
G-01914	Southwestern Stationers, Inc.	Supplies	89.00
		Printing/Printing Supply	5,212.00
			5,301.00
G-01915	Locke Supply Co.	Maintenance of Facilities	85.04
		Maintenance of Facilities	13.34
		Maintenance of Facilities	4.86
		Maintenance of Facilities	22.39
			125.63
G-01916	Emsco Electric Supply	Automation	4,847.15
G-01917	Demco	Supplies	1,276.50
G-01918	Gaylord Bros.	Furniture	551.44
		Furniture	604.08
			1,155.52
G-01919	The University of Oklahoma	Printing/Printing Supply	44.00
G-01920	Journal Record Publishing Co.	Subscriptions	189.00
		Library-related Services	1,440.00
			1,629.00
G-01921	Hewlett-Packard Co.	Automation Contractual	7,128.70
G-01922	Angela Thornton	Mileage	44.96
G-01923	Susie Beasley	Memberships	35.00
G-01924	J. Siobhan Morava	Transportation	79.89
G-01925	Maintenance Connection	Maintenance of Facilities	396.00
G-01926	Barbara Beasley	Professional Services	215.00
		Travel Expenses	501.50
			716.50



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Number	Vendor/Payee	Purpose		Amount
G-01927	Upstart	Supplies	25.35	25.35
G-01928	Blackbaud	Automation Contractual	7,532.53	7,532.53
G-01929	Bill Veazey's Party Store	Programming Activities	131.73	131.73
G-01930	The Edmond Sun	Subscriptions	203.30	203.30
G-01931	Hunter's Battery Warehouse	Maintenance of Facilities	27.00	27.00
G-01932	James Davis	Capital Projects	3,000.00	3,000.00
G-01933	Anne G. Fischer	Telephone Services	50.00	50.00
G-01934	U.S. Postmaster	Postage	56.00	56.00
G-01935	Anne M. LaPuzza	Security Services	150.00	150.00
G-01936	Independent Stationers	Other Library Related Svc	53.80	53.80
G-01937	Oklahoma Gazette	Library-related Services	1,616.00	1,616.00
G-01938	Scott's Printing & Copying	Printing/Printing Supply	1,154.02	
		Printing/Printing Supply	455.80	1,609.82
G-01939	MPLC	Programming Activities	160.00	160.00
G-01940	Filtration Services Group, LLC	Maintenance of Facilities	167.76	
		Maintenance of Facilities	88.08	
		Maintenance of Facilities	37.20	293.04
G-01941	ALA-PLA/Experient	Professional Services	215.00	
		Professional Services	530.00	745.00
G-01942	Fuelman	Gasoline & Oil	3,312.59	
		Vehicle Parts & Repairs	235.21	3,547.80
G-01943	PAR Sprinkler, Inc.	Maintenance of Facilities	3,859.82	3,859.82
G-01944	Angel M Thrasher-Banker	Programming Activities	50.00	50.00
G-01945	General Lighting & Sign Serv.	Maintenance of Facilities	519.32	519.32
G-01946	Voss Lighting	Maintenance of Facilities	14.20	14.20
G-01947	Jonathan W. LaPuzza	Security Services	225.00	225.00
G-01948	Beaver Express	Programming Activities	108.62	108.62
G-01949	Melody A. Kellogg	Memberships	35.00	35.00
G-01950	Cisco-Eagle, Inc.	Maintenance of Facilities	530.00	530.00
G-01951	Jimmy Welch	Telephone Services	50.00	50.00
G-01952	Jamshid Pourtorkan	Programming Activities	50.00	50.00
G-01953	John Mark Dawson	Security Services	150.00	150.00
G-01954	Debbie Robertus	Mileage	13.99	13.99
G-01955	Iguana Mexican Grill	Programming Activities	1,000.00	1,000.00
G-01956	Melissa O'Neil	Programming Activities	200.00	200.00
G-01957	American Benefit Systems, Inc.	Professional Services	1,168.75	1,168.75
G-01958	Apple Inc.	Automation	5,561.70	
		Automation	5,561.70	
		Automation	5,561.70	
		Automation	10,011.06	26,696.16
G-01959	Patricia Ortiz	Mileage	13.32	13.32
G-01960	Contractors Supply Co.	Maintenance of Facilities	28.20	28.20
G-01961	Mailing Services -134730000	Printing/Printing Supplie	134.90	134.90
G-01962	Amazon/GE Money Bank	Programming Activities	72.95	72.95
G-01963	Oklahoma Press Service	Library-related Services	160.10	160.10
G-01964	Linda Jameson	Mileage	17.76	17.76
G-01965	CPI Office Products	Supplies	23.70	23.70
G-01966	Alice Murphy	Supplies	32.50	
		Supplies	32.50	65.00
G-01967	Cox Communications, Inc.	Telephone Services	1,823.95	
		Telephone Services	1,260.00	3,083.95
G-01968	DailyAccess Corporation	Professional Services	9,135.00	9,135.00



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Number	Vendor/Payee	Purpose		Amount
G-01969	Walmart Community/GEMB	Programming Activities	88.06	88.06
G-01970	MetroFamily Magazine	Library-related Services	1,449.00	1,449.00
G-01971	Barnum Plumbing, Inc.	Maintenance of Facilities	385.00	385.00
G-01972	Imagination Promotional Group	Library-related Services	1,585.12	1,585.12
G-01973	O'Reilly Automotive, Inc.	Maintenance of Facilities	209.99	209.99
G-01974	Donna Morris	Parking & Transportation	450.00	450.00
G-01975	Star Lighting	Maintenance of Facilities	109.84	
		Maintenance of Facilities	29.98	
		Maintenance of Facilities	72.42	
		Maintenance of Facilities	59.25	
		Maintenance of Facilities	376.34	647.83
G-01976	Susan H. Wood	Programming Activities	125.00	
		Programming Activities	380.00	505.00
G-01977	Sheila Fixel	Mileage	17.76	17.76
G-01978	Alison Harris	Programming Activities	35.00	35.00
G-01979	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	
		Maintenance of Facilities	95.00	327.00
G-01980	Kelley Hoffman	Mileage	10.77	10.77
G-01981	Myers Landscape Management,	Maintenance of Facilities	2,170.00	2,170.00
G-01982	Cox Communications, Inc.	Telephone Service	1,249.72	1,249.72
G-01983	Securitas Security USA, Inc.	Security Services	6,876.51	6,876.51
G-01984	Chase Card Services	Professional Services	215.00	215.00
G-01985	Tulin LaFollette	Mileage	17.54	17.54
G-01986	Timothy M. Ramsey	Programming Activities	100.00	100.00
G-01987	Sabre Technologies	Automation	3,320.00	
		Supplies	2,652.00	5,972.00
G-01988	Smart Technologies	Automation Contractual	790.00	790.00
G-01989	Veolia Energy Oklahoma City,	Veolia Energy Services	11,180.72	11,180.72
G-01990	Teresa Matthews	Memberships	35.00	35.00
G-01991	McBride Clinic, Inc.	Professional Services	148.00	148.00
G-01992	Joe H Shelton	Transportation	21.65	21.65
G-01993	H I S Paints	Maintenance of Facilities	87.55	
		Maintenance of Facilities	28.59	116.14
G-01994	Tyler Outdoor Advertising, LLC	Library-Related Services	2,160.00	2,160.00
G-01995	Anna Todd	Programming Activities	62.64	
		Programming Activities	19.10	81.74
G-01996	Pacific Telemanagement Service	Telephone Services	78.00	78.00
G-01997	Chris Kennedy	Mileage	8.88	8.88
G-01998	Express, Inc.	Supplies	1,960.00	1,960.00
G-01999	Kathy C. Brown	Programming Activities	43.75	43.75
G-02000	Kaeli Dunn	Mileage	14.99	14.99
G-02001	Bank of Oklahoma	Payroll Transmittal-Chks	36,547.03	
		Payroll Transmittal-Chks	17,786.89	54,333.92
G-02002	Bank of Oklahoma	Federal Withholding Tax	55,515.85	
		Federal Withholding Tax	4,167.00	59,682.85
G-02003	Oklahoma Tax Commission	State Withholding Tax	16,564.00	
		State Withholding Tax	839.00	17,403.00
G-02004	Mun. Employees Credit Union	Employee Cr Union Deducts	11,942.51	
		Employee Cr Union Deducts	87.50	12,030.01
G-02005	United Way of Central Oklahoma	Employee Deductions	507.17	
		Employee Deductions	55.00	562.17
G-02006	Clerk, U.S. District	Employee Deductions	75.16	

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Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-02006	Clerk, U.S. District	Employee Deductions	75.16	
		Employee Deductions	75.16	225.48
G-02007	Jennifer R. Needham	Employee Deductions	101.33	101.33
G-02008	United States Treasury	Employee Deductions	50.50	50.50
G-02009	Bank of America	Payroll Transmittal-DDep	288,348.98	
		Payroll Transmittal-DDep	38,385.37	326,734.35
G-02010	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-02011	Nationwide Retirement Solution	Employee Deductions	7,933.53	7,933.53
G-02012	Transamerica Worksite Mrktg.	Employee Deductions	418.87	418.87
G-02013	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,990.13	4,990.13
G-02014	Bank of Oklahoma	Employee Flexplan Deposit	14,111.15	14,111.15
G-02015	Bank of Oklahoma	Employee Soc/Sec Deposits	19,456.73	
		Employee Soc/Sec Deposits	2,731.93	
		Employee Medicare Deposit	6,881.96	
		Employee Medicare Deposit	943.17	
		Employer Soc/Sec Deposits	32,754.88	
		Employer Medicare Deposit	7,825.19	70,593.86
G-02016	MassMutual Financial Group	Employee Contrib -- DC PI	16,672.83	
		Employer Contrib -- DC PI	30,145.51	46,818.34
G-02017	Oklahoma Guaranteed	Employee Deductions	152.00	152.00
G-02018	ODHS Oklahoma Centralized	Employee Deductions	531.81	531.81
G-02019	United States Treasury	Employee Deductions	633.63	633.63
G-02020	Randall S. Fudge	Employee Deductions	108.95	108.95
G-02021	Administrative Services	Employee Deductions	1,363.37	1,363.37
G-02022	Standard & Poor's	Materials	3,732.90	3,732.90
G-02023	Rowman & Littlefield Pub. Co.	Materials	1,191.25	1,191.25
G-02024	Gale Group	Materials	485.51	485.51
G-02025	Library Video Co.	Materials	10,338.68	10,338.68
G-02026	Mel Bay	Materials	49.62	49.62
G-02027	Blackstone Audio Books	Materials	405.00	405.00
G-02028	Random House, Inc	Materials	294.00	294.00
G-02029	Brilliance Corporation	Materials	483.82	483.82
G-02030	Ingram Library Service	Materials	2,569.23	2,569.23
G-02031	Audio Editions	Materials	415.87	415.87
G-02032	OverDrive, Inc fka	Materials	12,179.32	12,179.32
G-02033	Findaway World, LLC	Materials	7,096.50	7,096.50
G-02034	Ingram Library Service	Materials	1,113.41	1,113.41
G-02035	Center Point Large Print	Materials	1,116.18	1,116.18
G-02036	AudioGo	Materials	129.88	129.88
G-02037	Baker & Taylor Books	Materials	5,399.09	5,399.09
G-02038	Baker & Taylor Entertainment	Materials	1,416.30	
		Materials	2,074.51	3,490.81
G-02039	Baker & Taylor Books	Materials	1,360.91	
		Materials	1,666.08	
		Materials	1,853.79	
		Materials	2,890.86	
		Materials	2,935.71	
		Materials	5,363.71	
		Materials	6,608.70	
		Materials	7,925.04	
		Materials	5,837.26	36,442.06

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Number	Vendor/Payee	Purpose		Amount
G-02040	Baker & Taylor Books	Materials	2,237.14	
		Materials	3,179.52	
		Materials	7,747.52	
		Materials	1,755.79	14,919.97
G-02041	Baker & Taylor Books	Materials	2,245.41	2,245.41
G-02042	Baker & Taylor Entertainment	Materials	107.84	107.84
G-02043	Mackin	Materials	592.71	592.71
G-02044	Forty-Sixth Star Press	Materials	329.34	329.34
G-02045	Metropolitan Library System	Professional Services	54.26	
		Parking	10.00	
		Supplies	38.46	
		Programming Activities	115.18	
		Programming Activities	85.71	
		Programming Activities	145.24	
		Programming Activities	67.20	
		Other Commodities	46.20	562.25
G-02046	O G & E	Electrical Services	2,269.62	
		Electrical Services	9,642.01	
		Electrical Services	940.46	12,852.09
G-02047	Oklahoma Natural Gas Co.	Gas Services	45.24	
		Gas Services	177.52	
		Gas Services	125.62	
		Gas Services	65.30	
		Gas Services	348.85	762.53
G-02048	City of Bethany	Water & Garbage Services	125.53	125.53
G-02049	City of Oklahoma City	Water & Garbage Services	391.98	391.98
G-02050	Demco	Supplies	154.67	154.67
G-02051	EBSCO Subscription Services	Subscriptions	27,534.65	
		Subscriptions	20,753.04	
		Subscriptions	19,648.41	
		Subscriptions	11,305.86	
		Subscriptions	11,742.73	
		Subscriptions	5,991.72	
		Subscriptions	8,161.04	
		Subscriptions	1,921.87	
		Subscriptions	1,747.30	108,806.62
G-02052	Gaylord Bros.	Furniture	579.09	579.09
G-02053	Highsmith	Supplies	4,060.00	4,060.00
G-02054	JoNita Normore	Transportation	12.77	12.77
G-02055	Mutual Assurance	Professional Services	606.00	606.00
G-02056	Jose Acevedo	Programming Activities	500.00	500.00
G-02057	Solomon Bassoff	Capital Projects	753.00	
		Capital Projects	12,300.00	13,053.00
G-02058	Jonathan Willis	Telephone Services	35.00	35.00
G-02059	USA Mobility Wireless, Inc	Telephone Services	109.04	109.04
G-02060	Scott's Printing & Copying	Printing/Printing Supply	1,163.46	1,163.46
G-02061	OCLC, Inc.	Network Catalog Services	3,785.17	3,785.17
G-02062	Hobby Lobby	Furniture, Fixtures & Equ	49.90	49.90
G-02063	IDville	Supplies	33.40	33.40
G-02064	Filtration Services Group, LLC	Maintenance of Facilities	36.24	
		Maintenance of Facilities	26.00	
		Maintenance of Facilities	93.96	156.20



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Number	Vendor/Payee	Purpose		Amount
G-02065	XPEDX	Supplies-Lounge	936.50	936.50
G-02066	High-Tech-Tronics, Inc.	Furniture, Fixtures & Equ	2,490.00	
		Maintenance of Facilities	150.00	2,640.00
G-02067	FedEx Office	Programming Activities	52.00	52.00
G-02068	Linda Temple	Transportation	13.54	13.54
G-02069	Chickasaw Telecom, Inc.	Automation	4,797.00	4,797.00
G-02070	Ginger Waldrip	Programming Activities	100.00	100.00
G-02071	Anita Roesler	Transportation	107.39	107.39
G-02072	Gail Cully	Programming Activities	100.00	100.00
G-02073	Jamshid Pourtorkan	Programming Activities	100.00	100.00
G-02074	Bank of America	Library-related Services	209.63	209.63
G-02075	Sharon A. Nolan	Programming Activities	141.08	
		Programming Activities	79.00	
		Programming Activities	96.65	316.73
G-02076	Chase Card Services	Travel	135.09	
		Furniture	234.85	
		Programming Activities	26.98	
		Supplies	57.03	
		Professional Services	500.00	
		Supplies	139.93	
		Professional Services	199.00	
		Memberships	107.00	
		Professional Services	60.00	
		Supplies	89.95	
		Programming Activities	13.04	
		Professional Services	199.00	
		Automation	825.06	
		Supplies	25.00	
		Other Library Related Svc	68.27	
		Travel - Air Fare	99.40	
		Travel	99.40	
		Equipment	1,425.00	
		Programming Activities	74.95	
		Travel	1,096.87	
		Programming Activities	43.00	
		Professional Services	208.00	
		Supplies	75.93	
		Automation	58.59	
		Furniture	272.35	6,133.69
G-02077	Walgreen Co.	Professional Services	4,420.00	4,420.00
G-02078	John Wood	Telephone Services	50.00	50.00
G-02079	Kimberly A Terry	Telephone Services	100.00	
		Mileage	24.48	124.48
G-02080	Preston Bell	Transportation	50.00	50.00
G-02081	Thomas P. Gallagher	Transportation	25.00	25.00
G-02082	Okla. Philharmonic Orchestra	Programming Activities	250.00	250.00
G-02083	Cox Communications, Inc.	Telephone Service	12.86	12.86
G-02084	International Foundation of	Professional Services	707.36	707.36
G-02085	Smart Technologies	Automation	888.48	888.48
G-02086	Personalized Prevention	Professional Services	6,875.00	6,875.00
G-02087	Cynthia Selinger	Mileage	27.75	27.75
G-02088	Knoll, Inc.	Furniture, Fix. & Equip.	73.00	73.00

General Fund F.Y. 11-12

Warrant Register

November 2011

Number	Vendor/Payee	Purpose		Amount
G-02089	Oklahoma Department of Labor	Maintenance of Facilities	75.00	75.00
G-02090	Comfort Inn @ Founders Towers	Programming Activities	402.00	402.00
G-02091	Shopleet	Supplies	49.83	49.83
G-02092	OHC of the Southwest, P.A.	Professional Services	79.00	79.00
G-02093	Employment Technologies Corp	Professional Services	125.00	125.00
G-02094	Matthew Cotter	Telephone Services	35.00	35.00
G-02095	Jerry's Contracting	Maintenance of Facilities	2,230.00	2,230.00
G-02096	Walmart Community/GEMB	Programming Activities	253.29	253.29
G-02097	Oklahoma City Ad Club	Memberships	250.00	250.00
G-02098	2M Solutions, Inc	Maintenance of Facilities	743.61	743.61
G-02099	Securitas Security USA, Inc.	Security Services	6,629.80	6,629.80
G-02100	Kone Inc	Maintenance of Facilities	865.00	865.00
G-02101	Oklahoma Department of Labor	Maintenance of Facilities	25.00	25.00
G-02102	Oklahoma City-County Health	Programming Activities	150.00	
		Programming Activities	150.00	
		Programming Activities	150.00	
		Programming Activities	300.00	
		Programming Activities	150.00	
		Programming Activities	50.00	950.00
G-02103	Kathy C. Brown	Programming Activities	43.75	43.75
G-02104	Metropolitan Library System	Automation Contractual	31.43	
		Professional Services	36.07	
		Parking	16.00	
		Postage	61.20	
		Programming Activities	51.69	
		Programming Activities	43.19	
		Programming Activities	66.16	
		Programming Activities	103.33	
		Other Commodities	64.15	
		Supplies	44.35	517.57
G-02105	City of Del City	Rent of Library Buildings	400.00	400.00
G-02106	Federal Corporation	Maintenance of Facilities	40.15	40.15
G-02107	Grainger	Maintenance of Facilities	4.85	
		Maintenance of Facilities	350.51	355.36
G-02108	O G & E	Electrical Services	14,617.55	14,617.55
G-02109	Oklahoma Natural Gas Co.	Gas Services	601.88	
		Gas Services	444.65	
		Gas Services	623.83	
		Gas Services	67.72	1,738.08
G-02110	City of Oklahoma City	Water & Garbage Services	44.01	
		Water & Garbage Services	260.65	
		Water & Garbage Services	680.28	984.94
G-02111	Tech-Lock	Maintenance of Facilities	17.00	17.00
G-02112	Demco	Supplies	26.99	26.99
G-02113	Highsmith	Fixtures	601.02	
		Programming Activities	44.13	
		Programming Activities	60.83	
		Programming Activities	54.60	
		Programming Activities	61.97	822.55
G-02114	The University of Oklahoma	Printing & Printing Suppl	533.00	
		Printing/ Printing Supply	512.00	1,045.00
G-02115	City of Warr Acres	Water & Garbage Services	50.70	50.70



General Fund F.Y. 11-12

Warrant Register

November 2011

Number	Vendor/Payee	Purpose		Amount
G-02116	AT&T	Telephone Services	139.86	139.86
G-02117	U.S. Postal Service	Postage	15,000.00	15,000.00
G-02118	TDS Telecom	Telephone Services	1,288.14	1,288.14
G-02119	ALA Order Fulfillment	Programming Activities	63.65	63.65
G-02120	United Refrigeration, Inc.	Maintenance of Facilities	306.58	
		Maintenance of Facilities	41.46	348.04
G-02121	Infobase Learning	Materials	13,365.35	13,365.35
G-02122	FedEx	Capital Projects	96.27	
		Supplies	23.06	119.33
G-02123	Recorded Books, LLC	Materials	445.20	445.20
G-02124	Gale Group	Materials	279.92	279.92
G-02125	Hal Leonard Corporation	Materials	43.74	43.74
G-02126	Staples Credit Plan	Supplies	70.45	70.45
G-02127	Independent Stationers	Supplies	33.25	
		Supplies	100.14	133.39
G-02128	Library Video Co.	Materials	11,340.71	11,340.71
G-02129	Priscilla Doss	Transportation	11.10	11.10
G-02130	Debbie Langston	Programming Activities	60.00	60.00
G-02131	Shawver & Son	Maintenance of Facilities	236.13	236.13
G-02132	Random House, Inc	Materials	621.00	621.00
G-02133	Scott's Printing & Copying	Printing & Printing Suppl	966.82	966.82
G-02134	Hobby Lobby	Supplies	38.95	
		Programming Activities	57.87	
		Furniture, Fixtures, Equip	47.31	
		Programming Activities	19.46	163.59
G-02135	Nicoma Park-Choctaw Business	Memberships	40.00	40.00
G-02136	Filtration Services Group, LLC	Maintenance of Facilities	39.72	39.72
G-02137	Ingram Library Service	Materials	3,317.17	3,317.17
G-02138	Dana Morrow	Other Commodities	366.33	366.33
G-02139	Walker Companies	Supplies	26.45	26.45
G-02140	Audio Editions	Materials	472.94	472.94
G-02141	OverDrive, Inc fka	Materials	3,967.47	3,967.47
G-02142	Jo Nita White	Transportation	24.42	24.42
G-02143	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	108.50	108.50
G-02144	Ingram Library Service	Materials	591.62	591.62
G-02145	Jonathan W. LaPuzza	Security Services	700.00	700.00
G-02146	Cherokee Building Materials	Maintenance of Facilities	101.12	101.12
G-02147	Barnes & Noble, Inc.	Periodicals/Subscriptions	2,574.40	2,574.40
G-02148	Ling Y Miller	Programming Activities	50.00	50.00
G-02149	Midwest City High School Band	Programming Activities	150.00	150.00
G-02150	Oklahoma Building Services, Inc	Janitorial Service - Aug	24,832.00	
		Janitorial Services - Aug	3,221.90	
		Pest Control Service -Aug	1,015.00	
		Pest Control Service-Aug	450.00	
		Pest Control Service-Aug	60.00	29,578.90
G-02151	Evans Hardware	Maintenance of Facilities	20.98	20.98
G-02152	Southwest Paper - OKC	Maintenance Supplies	150.00	150.00
G-02153	Walter Wayne McEvilly	Materials	200.00	200.00
G-02154	Dowell Parking Center	Parking	464.00	464.00
G-02155	Joy E. Cavett	Programming Activities	160.00	160.00
G-02156	Sam's Club	Memberships	105.00	105.00
G-02157	Westquip, Inc	Maintenance of Facilities	219.10	219.10



General Fund F.Y. 11-12

Warrant Register

November 2011

Number	Vendor/Payee	Purpose		Amount
G-02158	ULINE	Supplies	114.11	
		Supplies	55.15	
		Supplies	48.69	217.95
G-02159	Stacey O'Neil	Transportation	14.99	14.99
G-02160	People Friendly Places, Inc.	Programming Activities	774.00	774.00
G-02161	Office Depot Credit Plan	Supplies	128.92	128.92
G-02162	Alice Murphy	Supplies	52.00	52.00
G-02163	Baker & Taylor Books	Materials	2,374.44	2,374.44
G-02164	Baker & Taylor Entertainment	Materials	881.96	881.96
G-02165	Daniel Fields	Programming Activities	75.76	
		Programming Activities	60.00	135.76
G-02166	Walmart Community/GEMB	Programming Activities	153.27	
		Programming Activities	26.40	
		Programming Activities	144.85	324.52
G-02167	Vinci Barron	Transportation	5.66	5.66
G-02168	Darrie Breathwit	Programming Activities	124.81	124.81
G-02169	Phillip M. Mitchell	Programming Activities	500.00	500.00
G-02170	Star Lighting	Maintenance of Facilities	113.40	113.40
G-02171	AT&T	Telephone Services	74.78	74.78
G-02172	Securitas Security USA, Inc.	Security Services	6,927.19	6,927.19
G-02173	Baker & Taylor Books	Materials	2,333.87	
		Materials	2,227.52	
		Materials	1,759.49	
		Materials	4,816.86	
		Materials	11,701.36	
		Materials	8,990.27	
		Materials	1,400.91	33,230.28
G-02174	Baker & Taylor Books	Materials	2,696.47	
		Materials	6,372.92	9,069.39
G-02175	Baker & Taylor Books	Materials	1,162.10	1,162.10
G-02176	Beatriz Meyer	Programming Activities	456.00	456.00
G-02177	Mascots, Etc.	Library-related Services	75.00	75.00
G-02178	Dan Holman	Telephone Service	37.37	37.37
G-02179	Provantage	Automation	214.67	214.67
G-02180	Spiritful Voices Community	Programming Activities	75.00	75.00
Total of FY 11-12 Warrants Issued				\$ 2,635,633.96

General Fund F.Y. 10-11

Warrant Register

November 2011

Number	Vendor/Payee	Purpose		Amount
G-05956	Oklahoma Roofing &	Capital Projects	166,010.50	166,010.50
G-05957	Random House, Inc	Materials	513.00	513.00
G-05958	Brilliance Corporation	Materials	2,523.67	2,523.67
G-05959	Ingram Library Service	Materials	27.37	27.37
G-05960	The Great Courses	Materials	569.70	569.70
G-05961	Baker & Taylor Books	Materials	303.22	303.22
G-05962	Ingram Library Service	Materials	55.45	55.45
G-05963	Ingram Library Service	Materials	87.61	87.61
G-05964	Baker & Taylor Books	Materials	198.54	198.54
G-05965	Knoll, Inc.	Furniture, Fix. & Equip.	866.00	866.00
G-05966	Chickasaw Telecom, Inc.	Automation	7,364.00	7,364.00
G-05967	Baker & Taylor Entertainment	Materials	25.96	25.96
G-05968	Personalized Prevention	Professional Services	606.00	606.00
G-05969	Baker & Taylor Books	Materials	151.78	151.78
Total of FY 10-11 Warrants Issued				\$ 179,302.80



Special Funds

Warrant Register

November 2011

Number	Vendor/Payee	Purpose		Amount
S-17017	Brittany M. Lamb	Lost & Paid Book Returned	3.00	3.00
S-17018	Rita G. Moore	Lost & Paid Book Returned	10.95	10.95
S-17019	Boyd W. Kilgore	Lost & Paid Book Returned	9.95	9.95
S-17020	Chassie D. Walcher	Lost & Paid Book Returned	13.20	13.20
S-17021	Olivia M. Winegeart	Lost & Paid Book Returned	16.95	16.95
S-17022	Leeandra M. Canann	Lost & Paid Book Returned	11.25	11.25
S-17023	University of Oklahoma	Lost Book Fees	67.00	67.00
S-17024	Florence Goins	Room Rental Refund	20.00	20.00
S-17025	Nathan Lee	12/Friends/After School	400.00	400.00
S-17026	Keola Beamer Productions, Inc.	Hawaiian Guitar & Hula	6,900.00	6,900.00
S-17027	BMI Systems Corporation	Copier Maintenance	78.50	
		Copier Maintenance	36.00	
		Copier Maintenance	78.50	193.00
S-17028	Standley Systems	Copier Maintenance	106.09	
		Copier Maintenance	26.48	
		Copier Maintenance	52.34	
		Copier Maintenance	44.06	
		Copier Usage	226.74	
		Copier Usage	342.65	798.36
S-17029	Keola Beamer Productions, Inc.	Hawaiian Guitar & Hula	3,100.00	3,100.00
S-17030	Alice Murphy	Digital Inclusion Forum	282.00	282.00
S-17031	Esther C. Kim	Lost & Paid Book Returned	3.00	3.00
S-17032	Cindy Watts	Lost & Paid Book Returned	10.00	10.00
S-17033	Raeleen C. Cumings	Lost & Paid Book Returned	3.00	3.00
S-17034	Austin Public Library ILL	ILL Lost Book Fee	28.95	28.95
S-17035	Susan M. Lundy	Lost & Paid Book Returned	3.00	3.00
S-17036	Gaye Lynn Miller	Lost & Paid Book Returned	15.25	15.25
S-17037	Josiah B. Zupan	Lost & Paid Book Returned	7.95	7.95
S-17038	Sydney M. Ashby	Lost & Paid Book Returned	56.85	56.85
S-17039	Tammy L. Scales	Lost & Paid Book Returned	3.00	3.00
S-17040	Michael P. Lasala	Lost & Paid Book Returned	32.00	32.00
S-17041	Mason N. Latham	Lost & Paid Book Returned	3.00	3.00
S-17042	Priscilla Alvarado	Lost & Paid Book Returned	3.00	3.00
S-17043	Lou Dean Lieberz	Lost & Paid Book Returned	70.90	70.90
S-17044	Regan G. Nichols	Lost & Paid Book Returned	3.00	3.00
S-17045	Teresa A. Stotler	Lost & Paid Book Returned	9.20	9.20
S-17046	Susan Pierce	Noon Tunes	2,200.00	
		Noon Tunes	448.00	2,648.00
S-17047	Ned's Catering	Staff Recognition Dinner	8,950.50	8,950.50
S-17048	Vernon A. Cole	Lost & Paid Book Returned	27.95	27.95
S-17049	Adam B. Kilbourne	Lost & Paid Book Returned	7.95	7.95
S-17050	Mary L. Busic	Lost & Paid Book Returned	7.00	7.00
S-17051	Kaye E. Wilson	Lost & Paid Book Returned	17.95	17.95
S-17052	Haleigh B. Jones	Lost & Paid Book Returned	15.95	15.95
S-17053	Kayte A. Spillman	Lost & Paid Book Returned	32.90	32.90
S-17054	Jasmyn D. Titsworth	Lost & Paid Book Returned	16.00	16.00
S-17055	Beverly G. Rosenberg	Lost & Paid Book Returned	19.95	19.95
S-17056	Dorothy C. Weaver	Lost & Paid Book Returned	8.55	8.55
S-17057	Jennifer G. Monroe	Lost & Paid Book Returned	17.50	17.50
S-17058	Tia A. Wise	Lost & Paid Book Returned	3.00	3.00
S-17059	Edward V. Whitson	Lost & Paid Book Returned	29.05	29.05
S-17060	Angela Thornton	Lost & Paid Book Returned	19.95	19.95



I, Donna Morris, certify that:

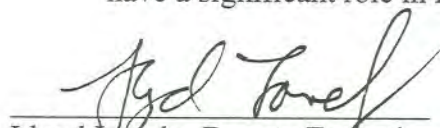
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered 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

12-2-11  
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

12-1-11  
Date

## **CONTRACT AWARDS AND PURCHASES**

### **REVISED**

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

#### **ITEM A: DIGITAL SIGNAGE EQUIPMENT**

Provided for in the FY2011-12 budget is the request for equipment to implement Digital Signage at 13 libraries. This signage will allow the library to provide digital displays similar to what is seen in many businesses that will give customers information about programs, what's happening throughout the library system, allow playing of library commercials and also provide RSS feeds about items that are important to the library. It will also allow playing of a live TV feed. All of this information can be controlled from a central location and displayed on each individual screen at the library.

The Library's purchasing policy allows the Library to purchase off of any state contract. All Cisco equipment is included on State Contract C070015.

The equipment includes a Cisco Digital Media Manager Server, licenses for up to 50 DMPs, 13 Digital Media Players, an AS5100 Encoder, and 14 Cisco LCD Professional displays. The cost to provide this solution at 13 libraries is \$133,648.27.

#### **RECOMMENDATION:**

That the Commission approve the purchase of the Cisco Digital Signage solution from Chickasaw Telecom in the amount of \$133,648.27. Funding for the purchase is provided for in the FY2011-12 budget, account 410.

**METROPOLITAN LIBRARY SYSTEM  
TRANSFER OF FUNDS**

From time to time, the administration has to request transfer of funds between accounts to reconcile budget fluctuations during a fiscal year.

**Additional Appropriations**

		<u>Additional Needed</u>	<u>Account's New Total</u>
Account 113	Employees' Retirement	\$100,000.00	\$1,916,108.00

**Canceled Appropriations**

		<u>Amount Canceled</u>	<u>Account's New Total</u>
Account 101	Salaries	\$100,000.00	\$13,347,084.00

The actuary report for the Defined Benefit Plan was received too late to be included in the Final Budget calculations for this current year, and the contribution recommended in that report was higher than the amount budgeted.

**COMMISSION ACTION**

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

## **REPORT AND RECOMMENDATIONS FROM A & P COMMITTEE**

**REVISED**

### **The A & P Committee met December 1, 2011, for:**

- I. Compensation, Classification, and Benefits Study Presentation – Laura Francisco, Singer Group
- II. Discussion, Consideration, and Possible Action: Report and Recommendations from Administration
  - Recommended changes to employee leave benefits based on results of Singer Study
- III. Discussion, Consideration, and Possible Action: Report and Recommendations from Administration
  - SH 220 Employee Leave Policy
  - SH 221 Family and Medical Leave Policy
  - SH 410 Discipline Policy
  - SH 530 Due Process Hearing in Certain Employment Actions Policy
  - SH 610 Facility Access Policy
  - SH 620 Staff Use of Library Property and Services Policy

### **During its meeting, the A&P Committee:**

Reviewed and discussed all items.

### **COMMISSION ACTION:**

- I. To approve the recommended changes to employee leave benefits based on results of the Singer Study
- II. To approve the recommended revisions and addition to the Metropolitan Library System Policy & Procedure Manual

# **METROPOLITAN LIBRARY COMMISSION** **OF OKLAHOMA COUNTY**

## **ADMINISTRATIVE & PERSONNEL COMMITTEE**

### **MINUTES**

DATE: Thursday, December 1, 2011 TIME: 4:00 PM  
MEETING PLACE: Belle Isle Library  
5501 N. Villa  
Oklahoma City, OK 73112  
(405) 843-9601

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, November 18, 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 Belle Isle Library and Downtown Library, 300 Park Avenue, Oklahoma City, on November 29, 2011, in conformity with the Oklahoma Open Meeting Act

#### **COMMITTEE MEMBERS PRESENT:**

Bose' Akadiri  
Ralph Bullard  
Cynthia Friedemann  
Helene Harpman  
Mukesh Patel  
Hugh Rice, Chair

#### **COMMISSION MEMBER PRESENT:**

Fran Cory

#### **ESTIMATE OF OTHERS PRESENT: 15**



I. The meeting was called to order at 4:02 p.m. by Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Akadiri, Bullard, Harpman, Patel, and Rice (Arrived: Friedemann, 4:03 p.m.).

II. Mr. Rice called on Mrs. Laura Francisco for the Classification, Compensation, and Benefits Study Presentation.

Mrs. Laura Francisco explained the study and what it contained. At the beginning of the study, a project review committee was formed, which included several employees in different positions and locations. The Singer Group met with the Project Review Committee and Administrative Team several times during the process. An employee web survey was also conducted at the beginning of the process, and was sent out to all employees asking for their thoughts about compensation, classification and benefits with the Metropolitan Library System. The survey was completely confidential and employees were not required to provide their name or location. All employees were also asked to fill out a questionnaire regarding their specific job and to detail the duties and responsibilities of the job. An external compensation and benefits survey was also conducted and included other library systems within the region as well as city government and corporate employers.

The Singer Group identified a few positions which were behind market, as well as a few positions that needed to be reclassified due to the level of duties and responsibilities. There were a total of 14 positions that were recommended for reclassification and no employee lost pay due to the reclassifications. The survey indicated that some of the pay range maximums fell behind the market, particularly at the professional and management levels. It was recommended those pay ranges be widened. Questions and Discussion followed.

Mrs. Francisco referred to the benefits portion of the study. Overall, the library system's health, prescription, vision and dental plans all compare very well to the market. Mrs. Francisco reviewed the benefits report in detail and summarized the findings. Questions and Discussion followed.

III. Mr. Rice called on Mrs. Donna Morris to present the recommended changes to the employee leave benefits based on the results of the Singer Study.

Mrs. Morris reviewed the Singer Analysis of the employee leave benefits and recommendations (if any) from Administration.

**PTO (Paid Time Off) Plans** – In their analysis, the Singer Group stated several employers have moved to PTO plans, though not a majority of the survey participants. MLS is within market in not offering such a plan; however, it may be worth considering a PTO plan to alleviate some of the perceived (or real) abuse of the doctor/dental and sick leave benefits.

Recommendation from Administration: Administration does not recommend a PTO plan at this time. Complexity of implementation and other issues related to changes in software and management do not make this currently feasible, but could be an option in the future.

**Sick & Doctor/Dental Leave** – MLS leads the market in sick leave hours accrued at 120 annually.

Recommendation from Administration:

- 1.) Eliminate doctor/dental leave

2.) Reduce sick leave accrual from 10 hours a month to 8 hours a month.

**Sick Leave Accrual** – MLS is competitive for sick leave accrual. Approximately ½ of organizations surveyed provide some payout for sick leave at retirement; therefore MLS is within market by not providing this benefit.

Recommendation from Administration: Administration does not recommend any changes in the maximum accrual amount of 960 hours and does not recommend a payout for unused sick leave.

**Leave Bank** – Employees have expressed a desire to have a leave bank; however, it is extremely complex to administer, including decisions about how much leave can be donated, under what circumstances, and at what hourly rate the leave can be used by those it is donated to. If MLS desires in the future, the Singer Group could conduct additional follow-up with survey participants offering this benefit to obtain more information.

Recommendation from Administration: Administration does not recommend a leave bank at this time.

**Vacation Earnings** – The Singer analysis reflects that MLS is competitive to slightly below market at entry-level vacation earnings and leads the market at 16+ year earnings.

Recommendation from Administration: Administration does not recommend any changes.

**Flextime** – The Singer analysis reflects that there is some trend toward flextime in the other surveyed library systems and is a benefit that could be considered in certain areas and/or departments of MLS.

Recommendation from Administration: Administration does not recommend a change as flex scheduling can and does happen now with supervisor approval.

**Part-Time Leave Benefits** – The Singer analysis reflects that the 3 years of continuous service required by MLS in order to be eligible for part-time leave benefits may be excessive and was mentioned by employees during the project. If MLS desires the Singer Group can follow-up with participants for more information.

Recommendation from Administration: Administration does not recommend any changes to the 3 years of continuous service for part-time employees at this time.

Questions and Discussion followed.

Mr. Rice called for a motion.

**Ms. Helene Harpman moved to approve the recommended changes to employee leave benefits based on the results of the Singer Study. Mr. Mukesh Patel seconded. No further discussion. Motion passed unanimously.**

IV. Mr. Rice referred to Agenda Item IV – Report and Recommendation from Administration – Revisions to Metropolitan Library System Policy and Procedure Manual.

Mrs. Morris stated the SH 512 Firearms policy needs to be reviewed in further detail and has been pulled from the agenda. The policy will be brought back to the A & P Committee at a later date.

Mrs. Morris called on Mrs. Kay Bauman, Deputy Executive Director, Library Operations to present the recommended revisions to the MLS Policy and Procedure manual.

**SH 220 Employee Leave Policy** – Mrs. Bauman stated three changes were made to the Employee Leave policy. Two of those changes are based on the recommendations from the

classification and compensation study. The three hour doctor/dental leave was eliminated from the policy and the sick leave earn rate for Category 1 employees was changed from 10 to 8 hours per month. The third recommended revision to the policy eliminates the six month eligibility period for annual vacation leave for category 1 and category 2 employees. Questions and discussion followed.

**SH 221 Family and Medical Leave Policy** – Mrs. Bauman stated the revision to this policy clarifies that all accumulated leave must be used before leave without pay for FMLA qualifying conditions can be used.

**SH 410 Discipline Policy** – Mrs. Bauman reported SH 410 is a new policy that explains the process to address undesirable employee behavior and/or performance issues. This policy has been reviewed by the library's attorney.

**SH 530 Due Process Policy** - this policy has been revised to match the library's attorney's recommendation to include that in an action involving termination, an employee may be placed on suspension *with* or *without* pay pending a decision.

**SH 610 Facility Access Policy** – The recommended revisions to this policy include: 1). Clarification of building and operating hours with explanation that the Commission is to approve library operating hours; 2). Clarification of hours of access to the facilities as well as security codes, keys, etc; and 3). Staff access of building outside of established operating hours must be authorized according to SH 610.1 Facility Access Procedures. Several housekeeping revisions and rearrangements were also made to the policy.

**SH 620 Staff Use of Library Property and Services:** There were several housekeeping revisions made and some rearrangements to SH 620.

Questions and Discussion Followed.

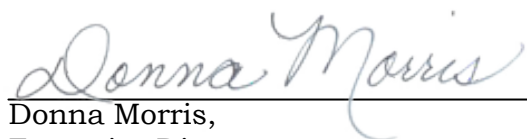
Mr. Rice called for a motion.

**Mrs. Friedemann moved to approve the recommended revisions and addition to the Metropolitan Library System Policy & Procedure Manual excluding SH 512 Firearms Policy. Mr. Patel seconded. No further discussion. Motion passed unanimously.**

Mrs. Morris stated Administration will begin working on benefit recommendations relating to insurance using the data received from the Singer Group. This will also be a task for the A & P Committee to work on in the spring. Mr. Rice suggested the complete benefits survey report be re-issued to the A & P Committee members at that time.

Mr. Patel asked Mrs. Francisco how often a Classification and Compensation Study should be done. Mrs. Francisco suggested conducting smaller studies about every three years; focusing on employees input and key in on particular areas of interest. Discussion followed.

Mrs. Rice called for any further questions or comments. The meeting was adjourned at 5:20 p.m.



Donna Morris,  
Executive Director  
(Secretary)

## **REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

### **RECOMMENDED CHANGES TO EMPLOYEE LEAVE BENEFITS BASED ON RESULTS OF SINGER STUDY**

**Singer Analysis:** Several employers have moved to PTO (personal time off) plans, though not a majority of the survey participants. MLS is within market in not offering such a plan; however, it may be worth considering such a plan as it may alleviate some of the perceived (or real) abuse of the doctor/dental and sick leave benefits.

**MLS Recommendation:** We do not recommend a PTO plan at this time. Complexity of implementation and other issues related to changes in software and management do not make this currently feasible and a majority of survey respondents are not using PTO plans.

**Singer Analysis:** MLS leads the market in sick leave hours accrued at 120 annually. Given concern with doctor/dental leave voiced by employees during the project, this may be an area for consideration and/or consider moving to a PTO plan to consolidate leave and encourage employees to be responsible for their own leave use.

**MLS recommendation:** 1) Eliminate doctor/dental leave  
2) Reduce sick leave accrual from 10 hours a month to 8 hours a month

**Singer Analysis:** MLS is competitive for sick leave accrual. Approximately ½ of organizations surveyed provide some payout for sick leave at retirement, therefore MLS is within market by not providing this benefit.

**MLS Recommendation:** 1) Maintain maximum accrual amount of 960 hours (no change)  
2) No payout for unused sick leave (no change)

**Singer Analysis:** MLS does not offer a leave bank benefit. Though employees often express a desire to have this benefit it is extremely complex to administer, including decisions about how much leave can be donated, under what circumstances, and at what hourly rate the leave can be used by those it is donated to. If desired we can conduct additional follow-up with survey participants offering this benefit to obtain more detail about their leave bank benefits and how they work.

**MLS Recommendation:** No leave bank at this time

**Singer Analysis:** MLS is competitive to slightly below market at entry-level vacation earnings; MLS leads the market at 16+ year earnings.

**MLS recommendation:** No change

**Singer Analysis:** It appears there is some trend toward flextime in the other surveyed library systems and is a benefit that could be considered in certain areas/departments of MLS (or run as a pilot program in a few test departments). Paid holidays include MLS' 2 floating holidays and MLS is competitive with this benefit.

**MLS recommendation:** Supervisors are currently allowed to flex time for employees, however, MLS does not have a formal flex time policy or procedure. We do not recommend a change as flex scheduling can and does happen now with supervisor approval.

**Singer Analysis:** The 3 years of continuous service required by MLS in order to be eligible for part-time leave benefits may be excessive (and was mentioned by employees during the project), though this question was not asked directly. We can follow-up with participants if desired.

**MLS Recommendation:** No changes are recommended at this time to the 3 years of continuous service for part-time employees.



## **REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

### **REVISIONS TO METROPOLITAN LIBRARY SYSTEM POLICY AND PROCEDURE MANUAL**

MLS policies contained in the Policy and Procedure Manual periodically require updating as a result of decisions or recommendations from the Library Commission, changes in federal and state laws and regulations, and the necessity to operate the library system in a more efficient, effective manner.

The administration recommends for your consideration, a revision to several policies as well as a new policy for your review.

- 1. SH 220 Employee Leave:** The revisions to this policy match the recommendations of the Class & Comp study.
  - a. Elimination of three hour doctor/dental leave
  - b. Change sick leave earn rate for Category 1 employees from 10 to 8 hours per month
  - c. 6 month eligibility period for annual vacation leave for category 1 & category 2 employees eliminated
- 2. SH 221 Family and Medical Leave:** The revision to this policy clarifies that all accumulated leave must be used before using leave without pay for FMLA qualifying conditions.
- 3. SH 410 Discipline Policy:** This is a new policy that explains the process to address undesirable employee behavior and/or performance issues.
- 4. SH 530 Due Process**
  - a. Revision to match our attorney's recommendation to include that in an action involving termination, an employee may be placed on suspension with or without pay pending a decision
- 5. SH 610 Facility Access**
  - a. Revision includes:
    - i. Clarification of building and operating hours with explanation that the Metropolitan Library Commission is to approve library operating hours
    - ii. Clarification of hours of access to the facilities as well as security codes, keys, etc.
    - iii. Staff access of buildings outside of established operating hours must be authorized according to SH 610.1 Facility Access Procedures
  - b. Several housekeeping revisions and rearrangements
- 6. SH 620 Staff Use of Library Property and Services:** Several housekeeping revisions and rearrangements.

### **ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:**

To approve the recommended revisions to the Metropolitan Library System Policy & Procedure Manual as well as a new policy, as detailed above.

# SH 200 Benefits

## SH 220 Employee Leave

Revised: 12/02, 7/06, 1/09, 6/09, 7/11, draft 11/11

### Policy

The Employee Leave policy ensures that the Metropolitan Library System has established a set of rules, procedures and guidelines in accordance with applicable federal and local laws, which govern the process, timeframes and reporting procedures for time taken off work.

### Regulations

#### 1. Eligibility

Library system employees become eligible for certain leave benefits following eligibility rules described in this Policy.

Variables that may affect eligibility include payroll/budget status; number of hours regularly worked in a pay period and length of service. See the appropriate section of this document for details on which leave benefits are granted to which categories of employees, waiting periods, etc.

#### 2. Definitions

- Workweek – A seven-day period, beginning on a Monday and ending on a Sunday, during which a full-time employee must account for 40 hours.
- Pay period – Two consecutive workweeks based on pay schedules, during which a full-time employee must account for 80 hours.
- Budget-authorized position – As used here, any positions, generally full-time (but may be half time or other fraction), listed in terms of Full-Time Equivalents (FTE's) in the annual budget, ordinarily under Account 101-Salaries.
- Category 1 Employee – Generally, one who normally works a 40-hour week and an 80-hour pay period in a budget-authorized position and is commonly known as a full-time (1.0 FTE) staff member.
- Category 2 Employee –fills a budget-authorized position on a regular reduced work schedule of a fixed number of hours such as 20 or 30 hours per work week – 40 or 60 hours per pay period – and is more commonly known as a designated FTE, but in any case has budget-designated hours normally funded in account 101.
- Category 3 Employee –Does NOT occupy a budget-authorized position but, instead, is hired within a part-time hour allotment budgeted for each library agency or department, is more commonly known as a part-time employee and is ordinarily compensated from budget account 102 - Part-time Wages – at an hourly rate. Some part-time employees work a regular schedule; others work a varying schedule from day-to-day or week-to-week, depending on

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Revised: 12/02, 7/06, 1/09, 6/09, 7/11, draft 11/11  
supervisors' needs.

- Immediate family is defined as
  - spouse
  - employee's and/or spouse's natural, adopted, step or foster: children, siblings, parents, grandparents or grandchildren
  - wards or guardians

#### 3. Leave Use

Certain rules are universal to leave among the general rules are:

- a) All leave requests should be submitted in advance and approved by the employee's supervisor
  - For scheduled leave such as Annual Vacation Leave the employee should apply for the leave as far in advance as possible to help ensure adequate staffing. (Relief or substitute help is not ordinarily provided during vacation periods.)
  - For unscheduled leave such as emergencies, including illness, the employee must notify his/her supervisor as soon as possible and submit the paperwork for approval immediately after the employee returns to work.

Deleted: , doctor/dental appointments and the like,

**Note:** *Unauthorized absences are grounds for dismissal.*

- b) When entering leave, the requester must enter the exact amount, in hours, and, if a portion of an hour is involved, to the nearest 15 minutes, taken or expected to be taken. (Leave is "rounded" to the nearest quarter hour: .25 for 15 minutes, .50 for 30 minutes and .75 for 45 minutes.)
- c) If an employee is off work on approved leave and his or her library building (work place) is unexpectedly closed due to weather conditions or the like, the leave will still be charged to the employee.

## SH 200 Benefits

### SH 220 Employee Leave

Revised: 12/02, 7/06, 1/09, 6/09, 7/11, draft 11/11

#### Leave Types Defined (alphabetically arranged)

##### 1) Administrative Leave with Pay

Definition – The Executive Director, or the designated Deputy Executive Director in the director's absence, may place an employee on an Administrative Leave with pay when deemed appropriate. Examples:

- a need to conduct an investigation of possible wrong doing on the part of the employee, or
- A need in the Due Process Procedure for the absence of the employee pending a due process hearing under the policy established for the same within the adopted Policies of the Metropolitan Library Commission.

##### a) Category 1, 2 & 3 Employees

- i) Eligibility Period: NA
- ii) Earn Rate: NA
- iii) Explanatory Notes:

(1) In no case, shall such Administrative Leave with Pay exceed thirty (30) workdays.

##### 2) Annual Vacation Leave (AVL)

Definition – Annual Vacation Leave is paid time off from work.

##### a) Category 1 Employees

- i) Eligibility Period: none
- ii) Earn Rate: Category 1 employee earns 8 hours of AVL each month for a total of 48 hours. The earn rate increases each additional five years of employment until it reaches the maximum.

Years of Employment	Hours/Minutes of AVL Earned per Month	Hours of AVL Earned per Year
1-5 years	8 hours	96 hours
6-10 years	10 hours	120 hours
11-15 years	13 hours & 20 minutes	160 hours
16+ years	16 hours & 40 minutes	200 hours

Deleted: 6 months

Deleted: <#>The eligibility period is not applicable to individuals moving from category 2 or 3 who have met the eligibility requirements for those categories. It is waived for non-leave earning Category 3 part-time employees who have five or more years of continuous service with the library system. At that point, the employee is credited with 48 hours of AVL, based on an earn rate of 8 hours per month. This earn rate, which equals 96 hours per year, continues until the employee has completed 5 years of service. ¶

Deleted: During the eligibility period, the

##### iii) Explanatory Notes:

(1) During the first 6 months of employment employees may only use accrued AVL.

(2) Because vacations must be taken in advance to help ensure efficient operation, there may be occasions upon which an employee takes AVL in



## SH 200 Benefits

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#### Leave Types Defined (alphabetically arranged)

excess of what s/he has accrued but for which s/he would have been eligible by the end of the calendar year. Supervisors may approve no more than forty hours of requested AVL in excess of that which a Category 1 employee has earned at a given point (and a lesser, pro-rata maximum for Category 2 employees). Approval of projected leave beyond those limits must be authorized by the appropriate Administrative Team member. If the employee then terminates employment after taking such projected (but unearned) leave his/her final paycheck will have deducted from it any such unearned leave.

- (3) An employee whose employment terminates after six months of employment is compensated for earned-but-unused AVL.
- (4) An employee may carry over no more than 25% of his/her AVL from one calendar year to the next without prior approval from the appropriate Administrative Team member and prior reporting of the approval to the Director of Human Resources. Any excess carryover not authorized will be lost on January 1 if not used by then.
- (5) Re-hired employees may be credited with prior service in the Metropolitan Library System to establish their AVL rate, with the approval of the Executive Director.
- (6) Additional AVL hours, known as "Bonus Hours," are awarded at the end of each calendar year to be taken in the following year, as follows:
  - (a) 16 bonus AVL hours next year for using no more than 24 hours of Sick Leave this year; or
  - (b) 8 bonus AVL hours next year for using over 24 but 48 hours or less of Sick Leave this year.
  - (c) A new employee who worked less than a full year may be awarded bonus hours on a pro-rata basis; i.e., a fraction of the above bonus hours equal to the fraction of the year worked. Example: a new employee works the last six months of the calendar year, during which time s/he used no more than 12 hours of Sick Leave. S/he earns 8 bonus AVL hours for the new calendar year.
- (7) Supervisors are not to approve requests for AVL periods over three weeks in length without the prior approval from the appropriate Administrative Team member.

Deleted: <#>A new hire whose employment terminates before the end of six months receives no AVL or compensation for same. ¶

#### b) Category 2 Employees

- i) Eligibility Period: none
- ii) Earn Rate: The earn rate figures are translated to the pro-rata allotments, depending on the budget authorized full-time equivalency. For example, a half-time Category 2 employee will earn AVL at a rate of 4 hours per month

Deleted: 6 months

Deleted: during the eligibility period,

## SH 200 Benefits

### SH 220 Employee Leave

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#### Leave Types Defined (alphabetically arranged)

giving them a total of 24 hours at the end of the eligibility period. The earn rate increases each additional five years to the prorated maximum shown for Category 1 employees.

- iii) Explanatory Notes: same as for Category 1 employees except on a prorated basis

#### c) Category 3 Employees

- i) Eligibility Period: 36 months (three years) of current, unbroken, continuous service and consistently works a minimum of 40 hours per pay period.
- ii) Earn Rate: After completing the eligibility period and consistent hours requirement, the Category 3 employee begins to earn AVL credits from that point onward at a fixed annual rate; that is, the AVL Category 3 allotment does not change with additional years of service. The earn rate chart below illustrates this fixed rate.

Earn rate of AVL for Category 3 Employees

Part-Time Fractional Status of Employee	Hours of AVL Earned per Month	Hours of AVL per Year
Three/fourths-time	6 hours	72 hours
Half-time	4 hours	48 hours

- iii) Explanatory Notes:

- (1) Because the Category 3 employee does not begin to accumulate AVL until after completing three years of service, described above, there is no paid time off or compensation for AVL if the employee terminates before completing the eligibility period.
- (2) Failure to work his or her usual schedule (i.e., no less than 60 hours for a three/quarter-time employee, no less than 40 hours for a half-time employee, in a pay period) during four pay periods in a calendar year will result in a reduction or outright loss of the AVL benefit.
- (3) Supervisors are not authorized to project AVL benefits for Category 3 employees; i.e., the employee may only take the exact amount of AVL earned to date. Any excess taken will result in a dock in pay and may be grounds for termination.
- (4) An employee may carry over no more than 25 %of his/her AVL from one calendar year to the next without prior approval from the appropriate Administrative Team member and prior reporting of the approval to the Director of Human Resources. Any excess carryover not authorized will be lost as of January 1 if not used by then.
- (5) Category 3 employees are not eligible for Sick Leave; therefore, no AVL

## SH 200 Benefits

### SH 220 Employee Leave

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#### Leave Types Defined (alphabetically arranged)

bonus hours are awarded to them.

- (6) See "General Rules Governing the Use of Leave" for other guidelines and procedures on requesting and using this benefit.

#### 3) Bereavement Leave

Definition – Bereavement leave is paid leave that an employee may receive at the time of a death in his/her immediate family as defined at the beginning of this policy.

##### a) Category 1 Employees

- i) Eligibility Period: upon employment
- ii) Earn Rate: NA
- iii) Explanatory Notes:
  - (1) A Category 1 employee may take up to five days (40 hours) of Bereavement Leave at the time of a death in the immediate family. This time is not deducted from Sick Leave, Annual Vacation Leave or Floating Holiday time, and does not affect bonus AVL.
  - (2) Additional time desired for bereavement must be taken from other accrued leave the employee may have.

##### b) Category 2 Employees

- i) Eligibility Period: upon employment
- ii) Earn Rate: NA
- iii) Explanatory Notes: same as Category 1 employees except:
  - (1) The 40-hour maximum leave limit is translated to the pro-rata allotments. Examples: a half-time Category 2 employee is eligible for up to 20 hours of Bereavement Leave; a three-fourths-time employee is eligible for up to 30 hours.

##### c) Category 3 Employees

- i) Eligibility Period: 36 months (three years) of current, unbroken, continuous service and consistently works a minimum of 40 hours per pay period.
- ii) Earn Rate: NA
- iii) Explanatory Notes: same as Category 1 employees except:
  - (1) The 40-hour maximum leave limit is translated to the pro-rata allotments, either 50 percent or 75 percent, depending on whether the work schedule is half-time or three-fourths-time: a half-time Category 3 employee is eligible for up to 20 hours of Bereavement Leave; a three-fourths-time employee is eligible for up to 30 hours.

#### 4) Floating Holiday Leave

**Deleted: <#>Doctor/Dental Leave ¶**  
Definition – an employee is allowed up to three hours of paid time for his/her doctor or dentist appointment. ¶  
**<#>Category 1 Employees¶**  
<#>Eligibility Period: upon employment ¶  
<#>Earn Rate: NA ¶  
<#>Explanatory Notes:¶  
<#>This is not deducted from accrued leave time unless the doctor/dentist appointment spans more than three hours in which case all of the time off will be charged to Sick Leave, Annual Vacation Leave or Floating Holiday as available and chosen by the employee. ¶  
<#>When the doctor/dentist appointment occurs on a day when the employee also wishes or needs to take Sick Leave, Annual Vacation Leave or Floating Holiday time, doctor/dental leave may be taken only if the employee actually works a minimum of one hour between the time used for the doctor/dental leave and any other form of leave; otherwise the entire amount must be charged against the Sick Leave, Annual Vacation Leave or Floating Holiday accrual, as appropriate. ¶  
Examples including one hour for lunch:¶  
<#>doctor/dental leave from 8 a.m. to 10 a.m., works from 10 a.m. to 11 a.m., and take AVL from 11 a.m. to 5 p.m.¶  
<#>doctor/dental from 8 a.m. to 10 a.m., work 10 a.m. to 3 p.m., and doctor/dental from 3 p.m. to 5 p.m. Each example includes one hour for lunch.) ¶  
<#>Doctor/Dental Leave applies only to appointments for the employee. Leave used to take an immediate family member to such an appointment is Sick Leave, Annual Vacation Leave, or Floating Holiday.¶  
**<#>Category 2 Employees¶**  
<#>Eligibility Period: same as for Category 1 employees ¶  
<#>Earn Rate: NA¶  
<#>Explanatory Notes: same as for Category 1 employees except,¶  
<#>The time allotment for Doctor/Dental Leave is not prorated for Category 2 employees. ¶  
**<#>Category 3 Employees ¶**  
<#>Eligibility: NA¶  
<#>Earn rate: NA¶  
<#>Explanatory Notes: NA¶



## SH 200 Benefits

### SH 220 Employee Leave

*Revised: 12/02, 7/06, 1/09, 6/09, 7/11, draft 11/11*

#### Leave Types Defined (alphabetically arranged)

Definition – Floating Holiday leave is paid time off scheduled at the employee's convenience, subject to supervisor's approval, when the libraries are open. It supplements the system's annual Holiday Calendar, which lists legal holidays when libraries are closed.

##### a) Category 1 Employees

- i) Eligibility Period: after completing 30 calendar days of employment
- ii) Earn Rate: 16 hours per calendar year maximum (See limitations below)
- iii) Explanatory Notes:
  - (1) Is not considered Annual Vacation Leave (AVL); however, it must be requested in the same manner as AVL and approved by the supervisor.
  - (2) Employees may not schedule less than 15 minutes of Floating Holiday time per occurrence.
  - (3) May be taken in conjunction with Annual Vacation Leave, Sick Leave or legal holidays or independently.
  - (4) Limitations
    - New employees hired on or after July 1 are eligible for one floating holiday for that calendar year, except new employees hired on or after December 1 are not eligible for this benefit in that calendar year.
    - No carryover privilege from one calendar year to the next
    - Employees will not be compensated for unused Floating Holiday time

##### b) Category 2 Employees

- i) Eligibility Period: after completing 30 calendar days of employment
- ii) Earn Rate: pro rata basis
- iii) Explanatory Notes: same as Category 1 employees

##### c) Category 3 Employees

- i) Eligibility Period: after 36 months (three years) of current, unbroken, continuous service and consistently works minimum of 40 hours per pay period.
- ii) Earn Rate: pro rata basis
- iii) Explanatory Notes: same as Category 1 employees

#### 5) **Jury/Court Leave**

Definition - Jury/Court Leave is for any trial, hearing or public meeting at which "The People's Business" is conducted; i.e., any event in which the participant helps to serve the public interest and to which s/he is summoned to appear as one of the

## SH 200 Benefits

### SH 220 Employee Leave

*Revised: 12/02, 7/06, 1/09, 6/09, 7/11, draft 11/11*

#### Leave Types Defined (alphabetically arranged)

following:

- Grand juror
- Trial juror
- Witness and/or victim
- Expert or specialist in a field or area involved in a court's or legislative body's effort to determine truth, administer justice, write legislation, etc.

#### a) Category 1, 2 and 3 Employees

- i) Eligibility Period: upon employment
- ii) Earn Rate: Category 1 employees at full benefit, Category 2 and 3 employees at pro-rated benefit. Those employees not eligible for paid leave will not be compensated by the library system.
- iii) Explanatory Notes:
  - (1) The employee must present to his/her supervisor an official, written summons (subpoena, court order, letter of request, etc.) to assist in conducting public business.
  - (2) Any fees received for performing this public business need not be given to the Library System unless paid as a direct result of the employee's having represented the Library System on library time.
  - (3) Does not include a civil or criminal event or proceeding in which the employee has a private interest.
  - (4) Any employee absent from work because of personal business will be charged Annual Vacation Leave or Floating Holiday leave; any absence from work for which sufficient accumulated leave is not available will be deducted from pay.

#### 6) **Military Leave**

Definition – Reserve or National Guard members, when ordered to active duty, are entitled to leave with pay and will be granted in accordance with Federal and State Laws and such rights and privileges as it provides.

#### a) Category 1 Employees

- i) Eligibility Period: upon employment
- ii) Earn Rate: NA
- iii) Explanatory Notes:
  - (1) Reserve or National Guard members, when ordered to active duty, are entitled to leave with pay for the first thirty (30) calendar days per each federal fiscal year of the tour of active duty.
  - (2) The employee must notify his or her supervisor verbally or in writing as

## SH 200 Benefits

### SH 220 Employee Leave

Revised: 12/02, 7/06, 1/09, 6/09, 7/11, draft 11/11

#### Leave Types Defined (alphabetically arranged)

far in advance as possible of the call-up or orders. It is preferred, but not required, that a copy of the Reservist's or National Guard member's orders be forwarded to the Human Resources Office in advance.

- (3) For Military Exigency and Military Caregiver provisions of the Family and Medical Leave Act, see the SH 221 Family and Medical Leave policy.

#### b) Category 2 Employees

- i) Eligibility Period: upon employment
- ii) Earn Rate: NA
- iii) Explanatory Notes: same as for Category 1 employees except,
  - (1) Category 2 employees are entitled to leave with pay on a prorated basis.

#### c) Category 3 Employees

- i) Eligibility Period: upon employment
- ii) Earn Rate: NA
- iii) Explanatory Notes: same as for Category 1 employees except,
  - (1) Any part-time employee will be granted Military Leave for Reserve or National Guard service in accordance with Oklahoma State Law and compensated for the average number of hours scheduled by the supervisor to work.

#### 7) **Professional Short Term Leave**

Definition – Professional Short Term leave is authorized leave with pay to attend professional meetings or conferences, workshops, or other approved work-related training at the employee's or at the library system's expense.

#### a) Category 1, 2 and 3 Employees

- i) Eligibility Period: upon employment
- ii) Earn Rate: NA
- iii) Explanatory Notes:
  - (1) Used to document absences from normal work site for a period of a full work day or longer.
  - (2) Must be approved in advance by supervisor
  - (3) Procedures for requesting approval of, and reimbursement for, travel and other expenses are detailed in Policy SF 600 Travel Expense Reimbursement
  - (4) Compensation of non-exempt employees while attending or traveling to professional, qualifying activities for the library's benefit will be governed



## SH 200 Benefits

### SH 220 Employee Leave

*Revised: 12/02, 7/06, 1/09, 6/09, 7/11, draft 11/11*

#### Leave Types Defined (alphabetically arranged)

by the Fair Labor Standards Act.

- (5) A Category 1 employee, with her/his supervisor's approval, may be authorized to attend classes, short courses or summer sessions of an undergraduate or graduate school. The employee taking such leave may be required to make up the time, depending on library needs.

#### 8) **Sabbatical Leave**

Definition – Sabbatical Leave is a suspension of employment for up to 12 months to attend a library school for the purpose of acquiring a master's degree in library science

##### a) Category 1 & 2 Employees

- i) Eligibility Period: one year of employment
- ii) Earn rate: NA
- iii) Explanatory Notes:
  - (1) This leave must be applied for at least three months in advance, in writing, and approved by the Executive Director.
  - (2) The employee on Sabbatical Leave receives no pay; however, benefits will be provided in accordance with the individual plan documents.
  - (3) The employee on Sabbatical Leave does not lose accrued Sick Leave and Annual Vacation Leave; nor does s/he lose any accredited service insofar as the retirement pension plan is concerned; however, no Sick Leave or Annual Vacation Leave is accrued by the employee during the Sabbatical Leave.
  - (4) Upon returning to work, the employee is guaranteed a position paying no less than the salary received prior to the Sabbatical Leave.
  - (5) To assure proper planning and staffing, the employee on Sabbatical Leave is asked to inform the Director of Human Resources of her/his intentions, either to return to work or to resign, no later than two weeks (14 calendar days) prior to the end of the Sabbatical Leave.
  - (6) By accepting Sabbatical Leave, the employee agrees to work for the library system for a period of 12 months at the conclusion of the sabbatical or to reimburse the library system all premium costs contributed by the library system on the employee's behalf for any benefits continued during the sabbatical.

##### b) Category 3 Employees

- i) Eligibility: 36 months (three years) of current, unbroken, continuous service and consistently works a minimum of 40 hours per pay period.

## SH 200 Benefits

### SH 220 Employee Leave

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#### Leave Types Defined (alphabetically arranged)

ii) Earn Rate: NA

iii) Explanatory Notes:

(1) Same as for Category 1 employees

#### 9) Sick Leave

Definition – Sick Leave is only granted for the illness of an employee, for situations requiring the employee's care of a member of her/his immediate family as defined at the beginning of this document or for other Family and Medical Leave Act qualifying situations. Qualifying family under the Family and Medical Leave Act differs from the definition of "immediate family" in this document and is the controlling definition in FMLA situations. (See policy SH 221 Family and Medical Leave.) Sick leave may be used for an employee's own doctor/dental appointment and when possible these are to be scheduled in advance. Leave used to take an immediate family member to a doctor/dental appointment is Sick Leave, Annual Vacation Leave, or Floating Holiday.

##### a) Category 1 Employees

i) Eligibility Period: upon employment

ii) Earn rate: 8 hours per month

Deleted: 10

iii) Explanatory Notes:

- (1) When an employee is unable to report for work because of illness or other allowable Sick Leave usage, the employee, or someone on his/her behalf, must call the immediate supervisor or person-in-charge at his/her work site or agency, if possible, at least thirty (30) minutes prior to the employee's scheduled start of work. If the employee believes the absence is or may be Family and Medical Leave qualifying, the employee needs to notify the supervisor or person-in-charge at that time. If the employee fails to indicate this possibility, the person receiving the message is to make the inquiry.
- (2) A Category 1 employee on Sick Leave more than 40 consecutive working hours must provide a doctor's statement upon returning to work.
- (3) If an employee's sick period lasts longer than accrued Sick Leave, the employee may use accrued, but not advanced, Annual Vacation Leave or Floating Holiday time. If s/he has no other accrued paid leave, time off past accrued Sick Leave will be an absence without approved leave. The library makes no guarantee of continued employment, outside of the Family and Medical Leave Act, or the continuation of benefits other than through COBRA.
- (4) Leave available is the "current balance" at the beginning of the sick leave. Leave that is accrued during an absence (sick, AVL, etc.) is available

## SH 200 Benefits

### SH 220 Employee Leave

*Revised: 12/02, 7/06, 1/09, 6/09, 7/11, draft 11/11*

#### Leave Types Defined (alphabetically arranged)

only after the employee has returned to work.

(5) Illness during a period of other paid leave, such as Annual Vacation Leave, counts as that type of leave and is not considered Sick Leave.

(6) An employee can accrue (be credited with) no more than 960 hours of Sick Leave.

(7) There is no compensation for unused Sick Leave.

(8) Accrued Sick Leave in a previous term of service is not considered in a subsequent term of service. In this respect, a re-hired employee is considered a new employee.

#### b) Category 2 Employees –

i) Eligibility Period: same as Category 1 employees.

ii) Earn Rate: are translated to the pro-rata allotments. Example: a half-time Category 2 employee is credited with 5 hours of Sick Leave, not 10 per month; a three-fourths-time Category 2 employee is credited with 7.5 hours, not 10.

#### iii) Explanatory Notes

(1) Category 2 employees are subject to the same call-in provisions as stated in Explanatory Notes for Category 1 employees.

(2) The number of hours of sick leave absence before requiring a doctor's statement for return to work should be translated to the pro-rate amounts depending on the normal hours per week of the employee. Example: a half-time Category 2 employee would be required to have a doctor's statement after an absence of 20 hours.

#### c) Category 3 Employees

i) Eligibility: NA

ii) Earn Rate: N/A

#### iii) Explanatory Notes:

(1) Category 3 employees are subject to the same call-in provisions as stated in Explanatory Notes for Category 1 employees.

(2) A doctor's statement is required for Category 3 employees after they have missed three consecutive shifts.

#### 10) **Vote Leave**

Definition - Oklahoma law specifies that employees who are registered voters and whose work schedule hampers their ability to vote in a public election may have time off with pay to vote.



## SH 200 Benefits

### SH 220 Employee Leave

*Revised: 12/02, 7/06, 1/09, 6/09, 7/11, draft 11/11*

#### Leave Types Defined (alphabetically arranged)

a) Category 1, 2, and 3 Employees

i) Eligibility Period: upon employment

ii) Earn Rate: NA

iii) Explanatory Notes:

(1) Must meet the eligibility criteria:

(a) Must be a registered voter

(b) Must be scheduled to work on Election Day within three hours after the polls open and three hours before the polls close. Examples with the polls open 7 a.m. to 7 p.m.:

- Employee is scheduled to work from 8 a.m. to 5 p.m. Employee may request up to two hours of paid leave to vote.
- Employee is scheduled to work from 8:30 a.m. to 5:30 p.m. Employee may request up to two hours of paid leave to vote.
- Employee is scheduled to work from 12:30 p.m. to 9 p.m. Employee is not eligible for leave to vote.
- Employee is scheduled to work from 7:30 a.m. to 4:00 p.m. Employee is not eligible for leave to vote.

(2) Registered voters not eligible for such paid leave are those employees, normally part-time, hourly workers, whose work schedule can be arranged to allow them sufficient free time (three hours) before or after work to vote.

(3) Anyone who is otherwise eligible and who is the only employee normally on duty in a particular work unit during the above time frame may request leave to vote; upon such a request, the supervisor should arrange for a substitute if it is necessary for the work unit to be open during the regular employee's absence.

(4) A registered voter eligible for, and needing, paid time off to vote must ask the supervisor for such leave no later than one working day before the election.

(5) The supervisor has the authority to set the time period for the employee to take the leave so as to assure the most efficient staffing for the work unit. In a case where two or more eligible employees request the same time period, the supervisor may "stagger" the time off on the basis of who asked for the leave first.

(6) Leave to vote must be reported on the employee's time sheet

(7) If an employee is off work on leave of any kind, leave to vote will not be

## SH 200 Benefits

### SH 220 Employee Leave

*Revised: 12/02, 7/06, 1/09, 6/09, 7/11, [draft 11/11](#)*

#### Leave Types Defined (alphabetically arranged)

authorized—the assumption being that the employee is either too sick to visit the polls or has sufficient time while on leave or Floating Holiday to vote.

# **SH 200 Benefits**

## **SH 221 Family and Medical Leave**

Revised: 12/02, 7/06, 1/09, 6/09

### **Policy**

The Family and Medical Leave policy ensures that the Metropolitan Library System has established a set of rules, procedures and guidelines in accordance with federal law and regulations governing Family and Medical Leave.

### **Regulations**

#### **1. Family and Medical Leave**

Definitions – All definitions and terms used in reference to Family and Medical Leave are established by federal law and regulations and, in case of disagreement with those elsewhere in the leave policy, are governing for FMLA. For non-FMLA applications, the definitions elsewhere in this policy are governing.

- Benefits – all programs such as group life insurance, health insurance, disability insurance, sick leave, annual leave, retirement pension, educational benefit regardless of whether the benefits are provided by a practice or written policy of the library system or through an employee benefit plan.
- Health care provider – anyone designated by the U.S. Secretary of Labor to be capable of providing health care services.
- Parent – biological parent or person charged with the duties and responsibilities of a parent excluding parent-in-law.
- Son or daughter – a biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis, any one of whom is younger than 18 years old, or is 18 years old or older and incapable of self-care because of a mental or physical disability. Military exigency leave and military caregiver leave under the FMLA have no age limit for the child.
- Spouse – husband or wife as recognized by Oklahoma law for marriage.
- Serious health condition – an illness, injury, impairment or physical or mental condition that involves: 1) inpatient care in a hospital, hospice or residential medical facility or 2) continuing treatment by a health care provider as defined in the act.

#### **a) Category 1 Employees**

- i) Eligibility Period: a total of one year of employment and at least 1250 hours worked or on approved paid leave during the previous 12 months before the request for leave.
- ii) Earn Rate: NA
- iii) Explanatory Notes:



## SH 200 Benefits

### SH 221 Family and Medical Leave

Revised: 12/02, 7/06, 1/09, 6/09

(1) An eligible employee may take up to 12 weeks (480 hours if taken intermittently) of leave during any 12 month period\* for:

- the birth of a child
- the placement of a child with the employee for adoption or foster care
- to care for a spouse, son, daughter or parent with a serious health condition
- Because of the employee's own serious health condition.

**Note:** *\*Any 12 month period is interpreted as 12 months following the end of the last twelve weeks of Family and Medical Leave, whether continuous or intermittent.*

(2) Leave for adoption, foster care, or birth of a child generally may not be taken intermittently or on a reduced schedule unless the supervisor and the employee agree to such an arrangement. An intermittent or reduced leave schedule may be taken for leave related to serious health conditions, if such an arrangement is medically necessary. If an employee requests this intermittent or reduced leave, based on planned medical treatment, the library system may require that the employee transfer temporarily to another job with equivalent pay and benefits that better accommodate the employee's need for recurring periods of leave.

(3) As a part of the 12-weeks, any paid leave accumulated by the first date of absence must be used by the employee.

Deleted: accumulated annual sick leave and any accumulated annual vacation leave

(4) When both husband and wife work for the library system, the full amount of leave is limited to an aggregate of 12 weeks when the leave is for the birth, adoption or foster care of a child or to care for a sick parent. However, if the reason is the illness of a child or either spouse, each spouse is entitled to 12 weeks of leave.

(5) The request for leave must be supported by a health care provider's certification of the medical condition of the person affected. Employees must provide this certification within 15 calendar days, unless it is not practicable to do so under the circumstances. The certification should be in a format acceptable to the Human Resources Office and contain sufficient information to meet the requirements or on the U.S. Department of Labor form.

The benefits section of the Human Resources Office will review the certification. A written approval/non approval response will be sent within five business days to the employee by the Human Resources Office. If the form is incomplete, a request will be sent to the employee who is then given seven calendar days to provide the completed form.

If the Director of Human Resources has reason to doubt the validity of the

## **SH 200 Benefits**

### **SH 221 Family and Medical Leave**

Revised: 12/02, 7/06, 1/09, 6/09

original certification, the library system may require a second opinion – paid for by the library system – from a health care provider who is designated or approved by the library system.

The employee may obtain a third opinion--at the library system's expense – when the second opinion differs from the first. The health care provider for the third opinion must be someone designated or approved by the library system. This third opinion is considered final and binding on both the library system and the employee.

- (6) An employee returning from FMLA qualifying personal illness or injury leave may be required to provide a fitness for duty certification (as allowed and described in the Act) from the medical care provider treating the employee.
- (7) The employee, on return from leave, is entitled to his or her former position, or an equivalent position, with equivalent employment benefits, pay and other terms and conditions of employment.
- (8) An employee on family and medical leave will not lose any benefits that accrued before the leave began; however, an employee will not be eligible to use any leave accrued during the absence until the employee has returned to work.
- (9) Group health/dental insurance plan coverage will be continued during the leave at the same level and conditions of coverage that would have been provided had the employee not taken leave. The Library System will continue to contribute the library's share of premiums during the leave. The library system may recover its share of premiums for the employee during unpaid leave when the employee does not return from leave for reasons other than a continuation, recurrence or onset of a serious health condition.

#### **b) Category 2 Employees**

- i) Eligibility Period: same as for Category 1 employees and supersede other provisions for establishing categories.
- ii) Earn Rate: NA
- iii) Explanatory Notes: Benefits not otherwise provided to Category 2 Employees are not granted by provisions of this leave program

#### **c) Category 3 Employees**

- i) Eligibility Period: same as for Category 1 employees and supersede other provisions for establishing categories.
- ii) Earn Rate: NA
- iii) Explanatory Notes: Benefits not otherwise provided to Category 3 Employees

## **SH 200 Benefits**

### **SH 221 Family and Medical Leave**

Revised: 12/02, 7/06, 1/09, 6/09

are not granted by provisions of this leave program

#### **2. Military Family Leave Entitlements under Family and Medical Leave**

Definition – Exigency Leave may occur when a qualifying exigency (emergency) arises out of the fact that a spouse, son or daughter, or parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves. Qualifying Exigency includes one or more of the following:

- Short notice (seven days or less) deployment
- Military events and related activities
- Alternative childcare arrangement
- School activities (excluding sporting events)
- Financial and legal arrangements
- Counseling provided the need for counseling arises from the active duty or call to active duty status
- Rest and recuperation up to five days
- Post-deployment activities conducted within 90 days of the termination of active duty status
- Additional activities resulting from the active duty or call to active duty status that the employer or employee have agreed upon.

##### **a) Category 1 Employees**

- i) Eligibility Period: a total of one year of employment and at least 1250 hours worked or on approved paid leave during the previous 12 months before the request for leave.
- ii) Earn Rate: NA
- iii) Explanatory Notes:
  - (1) An eligible employee may take up to 12 weeks (480 hours if taken intermittently) of leave during any 12 month period. Any 12 month period is interpreted as 12 months following the end of the last twelve weeks of Family and Medical Leave, whether continuous or intermittent.
  - (2) For qualifying military exigency leave, annual leave and floating holiday time, but not sick leave, may be used to prevent loss of pay.

##### **b) Category 2 Employees**

- i) Eligibility Period: same as for Category 1 employees and supersede other provisions for establishing categories.
- ii) Earn Rate: NA



## **SH 200 Benefits**

### **SH 221 Family and Medical Leave**

Revised: 12/02, 7/06, 1/09, 6/09

- iii) Explanatory Notes: Benefits not otherwise provided to Category 2 Employees are not granted by provisions of this leave program

c) Category 3 Employees

- i) Eligibility Period: same as for Category 1 employees and supersede other provisions for establishing categories.
- ii) Earn Rate: NA
- iii) Explanatory Notes: Benefits not otherwise provided to Category 3 Employees are not granted by provisions of this leave program

### **3. Military Caregiver Leave under Family and Medical Leave**

Definition – Military Caregiver Leave for the care of a spouse, son or daughter, parent, or next-of-kin (as defined in the act) of a covered service member, or for a qualifying service member on a temporary disability retired list who has incurred a serious illness in the line of duty on active duty.

a) Category 1 Employees

- i) Eligibility Period: a total of one year of employment and at least 1250 hours worked or on approved paid leave during the previous 12 months before the request for leave.
- ii) Earn Rate: NA
- iii) Explanatory Notes:
  - (1) The caregiver leave applies on a per-covered service member, per-injury basis so that an eligible employee may be entitled to take more than one period of 26 weeks of leave if the leave is to care for different covered service members or to care for the same member with a subsequent (different) serious injury or illness.
  - (2) An eligible employee is entitled to a combined total of 26 weeks of leave for any FMLA qualifying reason during the 12 month period. If 12 weeks of FMLA qualifying leave is taken by the employee for other than military caregiver purposes, only 14 weeks remain available for military caregiver purposes. However, if only 12 weeks of military caregiver leave is taken, the employee is eligible for no more than 12 weeks of non caregiver purposes.
  - (3) If an employee does not take all of his or her 26 weeks of Military Caregiver leave to care for a covered service member during the single 12-month period (as defined by the act), the remaining part of his or her 26 weeks is forfeited.

b) Category 2 Employees

- i) Eligibility Period: same as for Category 1 employees and supersede other

## **SH 200 Benefits**

### **SH 221 Family and Medical Leave**

Revised: 12/02, 7/06, 1/09, 6/09

provisions for establishing categories.

ii) Earn Rate: NA

iii) Explanatory Notes: Benefits not otherwise provided to Category 2 Employees are not granted by provisions of this leave program

c) Category 3 Employees

i) Eligibility Period: same as for Category 1 employees and supersede other provisions for establishing categories.

ii) Earn Rate: NA

iii) Explanatory Notes: Benefits not otherwise provided to Category 3 Employees are not granted by provisions of this leave program

# SH 400 Job Performance

## SH 410 Discipline Policy

Draft 11/11

### Policy

The Discipline Policy provides a process to address undesirable behavior and/or performance issues with library employees.

#### Background

All employees are expected to meet performance standards and behave appropriately in the workplace. When that does not happen, the Discipline Policy is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. It models progressive discipline, which is defined as a series of disciplinary actions or steps that are progressively more severe leading to improvement of performance or termination from employment. The primary purpose of progressive discipline is to help employees understand that a severe performance problem may exist and there is an opportunity for improvement.

Progressive discipline is not a RIGHT; but an opportunity, offered by the library system, to correct performance on the job.

### Regulations

- 1) A progressive discipline system may consist of the following stages:
  - a) Stage 1: A verbal warning
  - b) Stage 2: A written warning
  - c) Stage 3: Suspension
  - d) Stage 4: Recommendation for termination
- 2) Normally, the employee's immediate supervisor will administer any appropriate corrective or disciplinary action. Appropriate action will be determined based on factors such as severity, frequency, and degree of deviation from expectations and length of time involved.
- 3) The progressive discipline process may take place independent of the regular performance appraisal process and schedule.
- 4) The library reserves the right to combine or skip steps depending upon facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered depend upon whether the offense is repeated despite coaching, counseling and/or training, the employee's work record and the impact the conduct and performance issues have on the organization.
- 5) When suspension is involved, it may be without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws as well as SH 530 Due Process Hearing in Certain Employment Actions.

# SH 400 Job Performance

## SH 410 Discipline Policy

Draft 11/11

- a) Nonexempt/hourly employees may not substitute or use any accrued paid vacation or sick day in lieu of any unpaid suspension.
  - b) Pay may be restored to the employees if an investigation of the incident or infraction absolves the employee.
- 6) Behavior that is illegal is not subject to progressive discipline and may be reported to local law enforcement. Theft, intoxication at work, fighting and other acts of violence are also not subject to progressive discipline and may be grounds for immediate termination (see SH 512 Firearms/Weapons & Workplace Violence Policy & SH 630 Alcohol and Drug Use Policy).



# SH 500 Rights of Employees

## SH 530 Due Process Hearing in Certain Employment Actions

*Adopted: 6/85, Revised: 4/90, 2/03, 9/07, draft 11/11*

### Policy

The Due Process Hearing in Certain Employment Actions policy ensures the procedural due process of law as required by the Fourteenth Amendment to the United States Constitution. The United States Supreme Court has declared that before any action can be taken against an employee of a governmental entity, who has a reasonable expectation of continued employment, which would result in the loss of liberty or property rights, that employee must be given the opportunity to have a meaningful pre-action hearing to determine whether there are reasonable grounds to believe that the charges against the employee are true and support the proposed action.

To comply with this decision, the Metropolitan Library Commission hereby adopts the following definitions:

Liberty rights as defined by the court protect the individual from action, which would damage the employee's reputation, good name, standing in the community or curtailment of opportunities for future employment.

Property rights as defined by the court protect the individual's continued expectation of employment and include actions, which would result in suspension, demotion or termination of employment.

### Regulations

1. Before an action can be taken by the library against an employee who has a reasonable expectation of continued employment that would result in suspension, termination or demotion, the employee will be given the opportunity to have a meaningful pre-action hearing to determine whether there are reasonable grounds to believe that the charges against the employee are true and support the proposed action.
2. The employee is to be given either oral or written notice of the charges, an explanation of the evidence and an opportunity to respond to the charges.
3. When the proposed action involves termination of employment, the employee may be placed on suspension with or without pay pending a decision in the pre-action hearing or may be directed to continue working regularly scheduled hours.
4. This pre-action hearing does not preclude an eligible employee from any right to appeal the action after it has been implemented through the proper grievance procedure.
5. Nothing in this policy prohibits the library from terminating employees as a result of reductions in force, reorganizations, or lay-offs for economic or budgetary reasons.

# SH 600 Responsibilities of Employees

## SH 610 Facility Access

*Revised: 10/94, 2/03, 1/06, draft 7/11*

### Policy

The Facilities Access policy ensures that the Metropolitan Library System takes appropriate steps to protect library personnel and property.

### Regulations

#### 1. Building Hours

- a) Normal hours for staff access to each building (working hours) will be established and approved by administration.
- b) For buildings that open to the public, operating hours (hours open to the public) will be established by the Executive Director with final approval by the Metropolitan Library Commission.
- c) Access to buildings by staff or the public beyond these established hours must be authorized in accordance with SH 610.1 Facility Access Procedures

#### 2. Security Alarm Systems and Codes

- a) The Director of Facilities Maintenance is the control officer for the issuance of all security alarm codes.
- b) The Director of Facilities Maintenance, in conjunction with administration and agency managers, designates personnel authorized to be issued the security alarm codes.
- c) The Executive Director assigns responsibility for unlocking each building and deactivating the security alarm system for normal working hours, and for locking the building and activating the security alarm system after all persons have left the building.

#### 3. Keys, Key cards and fobs

- a) The Director of Facilities Maintenance is the control officer who oversees the issuance, security and return of all system keys, key cards and fobs (hereafter referred to as keys).
- b) Supervisors will determine which of their staff members require keys and arrange for the issuance of them.
- c) Personnel will receive and retain only those keys necessary to fulfill their job duties.
- d) Keys issued to staff members are for their exclusive use and are not to be loaned.
- e) Unless requested or authorized by the Director of Facilities Maintenance, no staff member may duplicate, or cause to be duplicated, any key.
- f) Supervisors are responsible for retrieving keys from staff members who are terminating employment or no longer require them due to a change in job responsibilities.

#### 4. Door Lock Codes

- a) The Director of Facilities Maintenance is the control officer for issuing and changing codes for all push button door locks for either building or room access.

# SH 600 Responsibilities of Employees

## **SH 610 Facility Access**

*Revised: 10/94, 2/03, 1/06, draft 7/11*

- b) Supervisors will determine which of their staff members require door lock codes and request any necessary changes.
  - c) Personnel will receive and retain only those door lock codes necessary to fulfill their job duties.
  - d) Employees with knowledge of door lock codes must maintain the confidentiality of the codes.
5. Any violation of this policy or associated procedures may result in disciplinary action up to and including termination of employment.

# **SH 600 Responsibilities of Employees**

## **SH 620 Staff Use of Library Property and Services**

*Revised: 12/02, draft 7/11*

### **Policy**

The Staff Use of Library Property and Services Policy ensures that Metropolitan Library System employees make appropriate use of library owned property and services for the benefit of the library's customers.

### **Regulations**

1. Public employees have a special responsibility to avoid not only the wrongful act but also to avoid the appearance of wrongdoing. Library employees observing a violation of this policy are expected to report it immediately to a superior as a matter of professional ethics.
2. Equipment and services covered by this policy include but are not limited to the following:
  - Library materials including, but not limited to, books, video and audio recordings, electronic media, magazines, newspapers
  - Personal computers and software
  - All databases available to the public including the library catalog and subscription databases
  - Internet access
  - Library maintained Email accounts
  - Business equipment such as photocopier, fax machines, telephones, typewriters
  - Library vehicles
  - Maintenance tools and equipment
  - Library furniture
  - Consumable office supplies such as paper, pens, pencils, binders/folders, notebooks
3. Library employees will obey all laws including compliance with U.S. copyright act regarding books and materials, and computer software.
4. Use of any library equipment, materials or services by library employees while on duty is for library business only. However, limited, occasional or incidental use for personal, non-business purposes is allowed provided it is:
  - a. in compliance with this policy and all other applicable policies, procedures and guidelines of the Library; and
  - b. reasonable in amount and does not interfere with work performance or Library business needs, and the work supervisor is in agreement with it. It should normally be limited to break and lunch times.
5. Off-duty library employees (employees on rest break, lunch break or otherwise not on duty) may use library equipment, materials, or services normally available to the public according to normal policy, procedures and guidelines for such uses.



# **SH 600 Responsibilities of Employees**

## **SH 620 Staff Use of Library Property and Services**

*Revised: 12/02, draft 7/11*

6. Library employees must not use their knowledge of or access to library equipment, software or records for personal financial gain.
7. Library employees may not remove or alter records obligating friends, family members, themselves or others for return of materials when materials have not been returned.
8. Library employees must not use their knowledge of or access to library equipment, software or records to circumvent nor attempt to circumvent any library policies by such things as intentionally issuing fraudulent or duplicate borrowers cards.
9. Library employees may not store personal files, electronic or hard copy, on library premises. This includes any type of document, spreadsheet or media file including music and podcasts.
10. Library employees may not install on library computer equipment, computer software (including application software), screen savers, wallpaper, games, etc. that have not been authorized by library information technology staff through established procedures.
11. Employees violating this policy are subject to disciplinary action up to and including termination of employment.

## **REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

### **NAMING OF THE NEW NORTHWEST LIBRARY**

The commission has received a formal request from Mayor Mick Cornett to consider an “official” name for the Northwest Library (see attached letter).

The library does have a naming policy which states in part “Responsibility for the naming of buildings rests with the Metropolitan Library System, the Metropolitan Library Commission and the owning municipality. Buildings will be named with a preference for geographic or functional designations. Exceptions may be considered when the owning city determines there is a strong community need for a specific name of a building.”

In this case, the System agrees that former Mayor Patience S. Latting is a very deserving candidate for an “exception” to be made as she is the only woman to serve as Oklahoma City’s mayor and was an active, voting member of the library commission during her tenure as mayor.

The monumental sign will bear her name as well as the building plaque and other official signs. However, the system will continue to refer to the library as the Northwest library in the catalog, and on internal reports, correspondence, etc. In addition, over 150,000 books and materials have been purchased over the last few years and will have the code NW on the library bar code which identifies the material.

### **COMMISSION ACTION:**

That the Commission officially recommends to the City of Oklahoma City that the newest OKC and MLS library be named the “Patience S. Latting Northwest Library.



OFFICE OF THE MAYOR

MICK CORNETT, MAYOR  
MUNICIPAL BUILDING  
200 NORTH WALKER  
OKLAHOMA CITY, OKLAHOMA 73102

Nov. 22, 2011

Metropolitan Library Commission  
Fran Cory, Chair  
300 Park Avenue  
Oklahoma City, OK 73102

Dear Madam Chair and Members of the Metropolitan Library Commission:

Oklahoma City's newest library, the Northwest Library at 5600 NW 122nd Street, is nearing completion and is scheduled to open in the first quarter of 2012.

After discussions with members of the Oklahoma City City Council and leadership of the Metropolitan Library Commission, it was enthusiastically agreed that it would be entirely appropriate to name the new facility in honor of former Oklahoma City Mayor Patience S. Latting – a voracious reader and champion of our library system.

Given the circumstances of this issue, we met with Mayor Latting and her family to inform them of our intentions prior to bringing it to the entire Commission. Mayor Latting graciously accepted the honor with the hope that future generations would get as much pleasure from the new library and its services as she has from other libraries in Oklahoma City through the years.

Mayor Latting is the only woman to serve as Oklahoma City's mayor and the City was the largest in the country to ever have a female mayor at the time. She has been a tireless advocate of libraries and reading. It's our hope that the entire body of the Metropolitan Library Commission will agree that it's fitting and appropriate that the iconic new library should be named after our groundbreaking former Mayor.

Thank you for all you do for Oklahoma City. Thanks also for your official review and consideration of our request.

Sincerely,

Mick Cornett  
Mayor



DO IT WE & WE 11-7-11

# New library to be named in honor of former mayor



Former Mayor Patience Latting smiles as she is interviewed in September 2005 after the unveiling of a bronze bust of her likeness at City Hall.

PHOTO BY JIM BECKEL, THE OKLAHOMAN ARCHIVES

BY MICHAEL KIMBALL

Staff Writer  
mkimball@opubco.com

A library with a distinctive design in northwest Oklahoma City will bear the name of groundbreaking former Mayor Patience Latting, city officials told her on Tuesday.

Mayor Mick Cornett and Ward 8 Councilman Pat Ryan visited Latting, 93, at her home in the Epworth Villa retirement community and informed her that a resolution will be introduced at an upcoming council meeting to name the library at NW 122 and MacArthur Boulevard after her.

Latting smiled as Cornett held her hand while kneeling at her side and said she was happy with the honor.

"I hope that people using that library will get as much pleasure from using it as I have today," Latting said.

Latting is the only woman to serve as Oklahoma City's mayor, and the city was the largest in the

country to ever have a female mayor at the time. She served as mayor from 1971-83, and in 1967, she was the first woman elected to the Oklahoma City Council.

Latting and Cornett are two of only four Oklahoma City mayors to win three terms.

The library's unique design incorporates part of a hill, large windows to allow for natural light and decorative construction resembling oil derricks. It's scheduled to be finished early next year.

"It's going to be an iconic library," Ryan said. "It's going to be a real tribute to her."

Cornett and Ryan said city officials wanted to honor Latting beyond a street downtown that already bears her name with a distinctive building that reflected her important work for the city. Latting took a particular interest in libraries when she was mayor, making the new library a fitting choice.

"She spent time laying the groundwork for a lot of the great library components we have today," Cornett said.



## **REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

### **JONES LIBRARY PROJECT AGREEMENT**

The Library System and the Town of Jones City are beginning the architect selection process for the Jones Extension Library.

In order to facilitate this process, the library needs to enter into an agreement with the town regarding the funding for the project.

This agreement details the obligations of the town and the library concerning the project.

### **ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:**

To Approve the Jones Library Project Agreement between the Town of Jones City and the Metropolitan Library Commission of Oklahoma County.

## **JONES LIBRARY PROJECT AGREEMENT**

### **Participation Agreement for the Jones Library, Town of Jones City, Oklahoma.**

This Jones Library Project Agreement (herein “Agreement”) is entered into on \_\_\_\_\_ day of \_\_\_\_\_, 2011, by and between The Town of Jones City, a municipal corporation (hereinafter referred to as “Jones”) and the Metropolitan Library Commission of Oklahoma County a/k/a Metropolitan Library System, a public agency and body corporate created and existing under the laws of the State of Oklahoma (hereinafter referred to as “MLS”).

#### **WITNESSETH:**

**WHEREAS**, MLS began serving Jones via a book mobile in 1982 and has operated an extension library in Jones since 1997; and

**WHEREAS**, it is the desire of Jones and MLS to expand the services provided to the growing community of Jones and the surrounding area; and

**WHEREAS**, the BancFirst has conveyed to Jones approximately 2.9 acres of land for the express purpose of the construction of a permanent library (herein “Jones Library”); and

**WHEREAS**, it is the desire of Jones and MLS to build a 2,250 to 3,000 square foot library building which can be expanded in the future; and

**WHEREAS**, it is the desire of MLS to participate with Jones in the design and construction costs associated with the Jones Library; and

**WHEREAS**, Jones and MLS intend to work together to achieve a successful outcome to the construction of the Jones Library; and

**WHEREAS**, MLS, as approved by the Metropolitan Library Commission, has set aside funding for certain costs associated with the design and construction of the Jones Library.

**NOW, THEREFORE**, in consideration of the various covenants and promises set forth hereinafter and as further outlined above, the parties agree as follows:

**I. OBLIGATIONS OF MLS.**

- A. MLS shall provide funding to Jones for the design and construction of the Jones Library in accordance with the amounts described in the MLS Funding Schedule, attached hereto as “Exhibit A.”
- B. Should the amounts described in the Funding Schedule need to be revised, Jones and MLS, by mutual agreement, shall determine the amount of any funds to be provided by MLS.
- C. MLS shall provide recommendations to Jones for the scope of the Jones Library construction and its various components, phases and timetables.
- D. MLS shall communicate with the Jones Library’s architects, engineers and contractors only through Jones, unless otherwise directed or authorized by Jones.
- E. MLS shall provide certain furniture, fixtures and equipment (“FF&E”) to be placed in the Jones Library. MLS will retain ownership of all FF&E and movable property purchased with MLS funds. All FF&E purchased solely with MLS funds shall be procured by MLS.

## **II. OBLIGATIONS OF CITY.**

- A. Jones shall comply with the requirements outlined in the MLS Funding Schedule.
- B. Jones shall acquire ownership of the land described in “Exhibit B.”
- C. Jones has approved and secured funding in an amount not to exceed \$578,000 for the construction of the Jones Library.
- D. Jones and MLS shall select the architect for the Jones Library and Jones shall contract with said architect in accordance with a “Request for Qualifications” process that is mutually agreeable to both parties hereto and as Approved by the Town of Jones City. A suggested outline of the proposed selection process is attached hereto as “Exhibit C.”
- E. At the completion of the construction of the Jones Library, but prior to the acceptance and occupancy and operation of the Jones Library by MLS, Jones and MLS shall enter into a lease agreement in the form and substance as shown in the attached “Exhibit D.”
- F. Jones shall cause MLS to be named as an additional insured in all design and construction insurance policies pertaining to the construction of the Jones Library.
- G. Jones shall make a good faith effort to invite MLS to all project and site meetings and to copy MLS on all correspondence pertaining to the design and construction of the Jones Library.



- H. Jones shall allow the review by MLS of all plans and documents pertaining to the construction of the Jones Library. This provision shall be incorporated in all contracts entered into by Jones which pertain to the design and construction of the Jones Library.
- I. As-built plans and documents pertaining to the construction of the Jones Library shall be provided by Jones to MLS in both written and in an electronic format acceptable to MLS.
- J. MLS shall have the right to reproduce and retain all plans and documents pertaining to the Jones Library.

### **III. WHOLE AGREEMENT.**

This Agreement constitutes the entire understanding between the parties and no other documents or oral discussions modify this written document. All amendments to this Agreement shall be in writing and shall be signed by both parties in order to have legal effect.

### **IV. VENUE AND APPLICABLE LAW.**

Any dispute between the parties hereto arising out of or in connection with this Agreement shall be adjudicated before a court located in Oklahoma City, Oklahoma, in accordance with the laws of Oklahoma.

**IN WITNESS WHEREOF**, the Metropolitan Library System adopts and  
approves this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

**Metropolitan Library Commission**

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
MLC Secretary

**IN WITNESS WHEREOF**, The Town of Jones City adopts and approves this  
Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

**The Town of Jones City**

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

Reviewed for form and legality this \_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Jones Municipal Counselor

**FUNDING OBLIGATIONS OF MLS.**

- A. MLS shall provide to the City funding, up to but not exceeding, \$249,000 in accordance the Agreement and below for the new Jones Library:
  - a. \$60,000 for Architectural, Engineering, and Consulting design services required for the Jones Library Project including site survey, civil engineering, printing, consultants, site visitations and testing costs; and
  - b. \$189,000 for construction as further described below.
  - c. The funding described above shall be provided to the City 30 days prior to the execution of the contract for described work.
- B. These dollars shall not be used for the purchase of land or for any development outside of the tract of land set aside for the library.
- C. All MLS funds shall be placed in an interest bearing account and all interest earned shall be used for the construction of the Jones Library.
- D. Quarterly, the City shall provide MLS, an accounting of all funds held and expended on this project.
- E. After completion of the project, the City shall return to MLS any unused funding provided by MLS. In no case shall the amount of funding provided by MLS exceed 30% of the construction costs. The project costs include all oversight, testing, design and construction. The cost used in this calculation excludes all land cost, all FF&E & all library materials cost any work not constructed on the library site.

**IN WITNESS WHEREOF**, the Metropolitan Library System adopts and  
approves this "Exhibit A" this \_\_\_\_\_ day of \_\_\_\_\_, 20011.

**Metropolitan Library Commission**

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
MLC Secretary

**IN WITNESS WHEREOF**, The Town of Jones City adopts and approves this "Exhibit A"  
this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

**The Town of Jones City**

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Reviewed for form and legality this \_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Jones Municipal Counselor





A Request for Qualifications (RFQ) process shall be developed and adopted by Jones with input from MLS staff for the selection of the Architect for the new Jones Library. The intent of the process is outlined below.

1. Jones and MLS shall prepare a detailed written description of the project including its purpose, function, location, capacity, site, restrictions, schedule, preliminary budget and other key information.
2. Jones & MLS will develop a list of design professionals that are to be invited to submit statements of qualifications for the project. Whether Jones will need to advertize this request is to be determined by Jones.
3. Jones & MLS will conduct a formal evaluation of the statements of qualifications submitted by the firms and develops a short list of the most qualified firms.
4. When necessary, the short-listed firms will be invited to tour the project site or similar facilities.
5. Jones will requests a technical proposal from each of the short-listed firms and, if desired, interviews representatives of each of the firms. MLS shall be a party to the interviews.
6. The short-listed firms are evaluated based on their technical proposals and interviews
7. The firms are ranked in order and Jones opens formal discussions with the highest-ranked firm. MLS shall be kept advised of these discussions.
8. If an agreement is reached on the specific scope of services for the project and the fee for services, Jones and selected design professional enter into a contract and the design process begins

The final procedure shall submitted to and approved by the Jones Board of Trustees prior to the start of this process.

Jones Library  
Town of Jones City, Oklahoma  
Jones & MLS Project Agreement - 2011

JONES / MLS LEASE  
EXHIBIT D

**LEASE AGREEMENT**

**THIS LEASE AGREEMENT** (herein "Lease Agreement") is made and entered into on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the Town of Jones City, a municipal corporation (herein "Lessor" or "Jones"), and the Metropolitan Library Commission of Oklahoma County, Oklahoma, (herein "Lessee" or "MLC").

**WITNESSETH:**

**WHEREAS**, MLC currently operates a public library for the benefit of the citizens of Oklahoma County; and

**WHEREAS**, at 12900 East Britton Road, Jones, OK 73049, Jones has caused to be designed and constructed, a building for library purposes (herein "the Leased Premises"); and

**WHEREAS**, it is the intention of Lessor that the Leased Premises be operated so that the citizens of Jones and its environs shall have the benefit of an excellent public library, consistent with the library and educational purposes for which Jones is constructing on the said Leased Premises; and

**WHEREAS**, Lessor recognizes that Jones and Oklahoma County will receive substantial public benefit during the term of this Lease from Lessee's operation and management of the Leased Premises; and

**WHEREAS**, by reason of the foregoing, Lessor finds it to be of benefit to the citizens of Jones and Oklahoma County for Lessor to enter into this Lease Agreement with Lessee.

**NOW, THEREFORE**, in consideration of the foregoing and the mutual covenants and agreements contained in this Lease Agreement, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Leased Premises

1.1 Lease. Lessor does hereby lease, let and demise unto Lessee, and Lessee does hereby lease, hire and take from Lessor the Leased Premises, together with all the rights, easements, entrances, approaches and exits appurtenant to or located on the Leased Premises and any designated parking dedicated to the Leased Premises. The Leased Premises are described and set forth in Exhibit A, which is attached here to and made a part hereof.

1.2 Lessee's Rights. Subject to the further provisions of this Lease, during the Initial Lease Term and any Extended Term, as herein defined, Lessee will have the sole right to continuous and exclusive use, and occupancy, management and operation of the Leased Premises for library and educational purposes, including, without limitation, the sole and exclusive right:

1.21. to schedule, promote, operate, and set fees for any library and educational activities, concerts, programs, meetings, exhibitions and any other related activities and events;

1.22 to broadcast, disseminate, reproduce or transmit by television, radio, telephone, cable, satellite, wire, or any other method or medium of reproduction, transmission or communication, including live or tape-delayed coverage, all, or any part of any



events or to sell or license the rights thereto;

1.23 to place signs, banners and other signage, both permanent and temporary, in the interior and on the exterior of the Leased Premises; and

1.24 to place works of art and artistic expressions on or outside the main library building located on the Leased Premises.

1.3 Lessor's Right To Use Leased Premises For Non-Profit Public Events.

Notwithstanding any other provision of this Lease Agreement, Lessor reserves the right to sponsor and conduct five (5) non-profit events of its choosing on the Leased Premises during each and every yearly term hereof. In any year in which Lessor elects to sponsor and conduct any such event, Lessor shall give notice of such election to Lessee not less than two (2) months prior to the date on which said event would take place on the Leased Premises. No event to be sponsored and conducted by Lessor pursuant to this Section 1.3 shall conflict with the events already scheduled by Lessee prior to the receipt of notice thereof from Lessor. If Lessor elects to sponsor and conduct any such events on the Leased Premises, Lessee will operate and manage the Leased Premises on the event day and (a) Lessor will provide all labor and materials necessary for conducting the event, and (b) Lessor will reimburse Lessee for all costs, except utility costs, related to events held pursuant to this Section 1.3, including, without limitation, all labor and event day cleanup costs within thirty (30) days written notice by Lessee of such costs. Lessor's use of the Leased Premises shall be subject to the rules, regulations, hours of operations and/or policies adopted by MLC pertaining to the use of the Leased Premises. Lessor and Lessee

may agree to additional hours of operation for events upon prior written agreement. Any conflict between the provisions of this section 1.3 and the rules, regulations and/or policies of MLC shall be governed by the provisions of this section 1.3.

1.4. Right of Lessor to Inspect Leased Premises. Notwithstanding any other provision of this Lease, Lessor and its agents and representatives shall, upon reasonable prior notice to Lessee, have the right to enter into and upon any and all parts of the Leased Premises for the purpose of examining the same. No prior written notice to Lessee shall be required in the event of emergencies threatening the public health, safety or welfare.

2. Term. The initial term of this Lease will run and extend for one (1) year from and after the Commencement Date as set forth below, unless sooner terminated as herein provided. The parties may extend this Agreement for ten (10) additional (1) year terms upon agreement of the parties and upon written notice by the Lessee not later than ninety (90) days before expiration of an existing lease term. This Lease Agreement shall automatically renew for an additional one (1) year term in the absence of any written notice required pursuant to this provision.

2.1 Commencement Date. The Initial Term of this Lease shall commence (the "Commencement Date") on the first day after the expiration of sixty (60) days after Lessee has accepted the Leased Premises from Lessor. Provided, however, if the Commencement Date of the Initial Term has been agreed to between the parties as evidenced by a Commencement Date Acknowledgment executed in the same manner as this Lease Agreement, Lessee shall be permitted to enter the Leased Premises prior to the Commencement Date for purposes of storing

and/or installing fixtures and equipment, receiving merchandise and preparing for opening its operations.

3. Consideration. During the term of this Lease Agreement, Lessee agrees to pay to Jones the sum of One Dollar (\$1.00) per year, and other valuable consideration, including but not limited to certain capital improvements as may be agreed upon by the Parties.

4. Lessee's Covenants, Agreements and Representations. In addition to all other covenants and agreements by Lessee contained in this Lease Agreement, Lessee hereby specifically covenants, agrees, and represents as follows:

4.1 Authorization, Validity and Binding Nature. This Lease Agreement is a legal, valid and binding obligation of the Lessee enforceable in accordance with its terms, the making and performance of which has been duly authorized by all necessary MLC actions.

4.2. No Unlawful Purpose. In using the Leased Premises, Lessee shall comply with all applicable laws of the State of Oklahoma and all applicable ordinances and regulations of Oklahoma County and Jones.

4.3 Non-Discrimination. Lessee represents and agrees it is Lessee's policy, and shall remain Lessee's policy, to operated the Leased Premises so as not to discriminate against any employee or applicant for employment because of race, creed, color, religion, sex, national origin, age, citizenship status, veteran status or disability, including but not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment

advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

4.4 Use of Leased Premises for Library and Education. Lessee covenants that during the Initial Term or any Extended Term of this Lease, the Leased Premises shall be used primarily for library and educational related purposes.

4.5 Assignment by Lessee. Lessee may not assign this Lease Agreement, or any portion thereof, or any part of Lessee's rights hereunder without prior written approval by the Lessor.

4.6 Subleases and Licenses by Lessee. Lessee is granted the right to license any portion of the Leased Premises on a short-term basis without the prior consent of Lessor.

5. Lessor's Covenants, Agreements and Representations.

5.1 Utilities. Lessee will contract and pay for the utility services which it uses at the Leased Premises, including electricity, natural gas, water, sanitary sewer services, garbage and trash service. Electricity shall be metered under Lessee's name. Lessee shall pay to the utility companies the actual amounts billed for utility services to the Leased Premises.

5.2 Compliance with Laws. Lessor represents and warrants to Lessee that to the best of its knowledge on the Commencement Date of the Lease Agreement, the Leased Premises shall comply with all laws, ordinances, rules and regulations of the United States of America, the State of Oklahoma, Oklahoma County, and The Town of Jones City,



Oklahoma. Lessor agrees to make, at Lessor's own cost and expense, all necessary changes, remodeling, additions, alterations and improvements to the Leased Premises and appurtenances thereto, that may be required at any time during the Initial Term or any Extended Term of this Lease Agreement to make the Leased Premises comply with all laws, ordinances, rules and regulations of the United States of America, the State of Oklahoma, Oklahoma County, and The Town of Jones City, Oklahoma, including without limitation, The Americans with Disabilities Act.

6. Capital Improvement Responsibilities.

6.1 Capital Improvement Responsibilities. Lessee shall be responsible for (a) the day-to-day operating costs, janitorial costs, landscaping of the immediate areas adjacent to the library (unused areas of the library site are to be maintained by Jones and general clean up expenses for the Leased Premises; (b) day-to-day maintenance of the Leased Premises; and capital maintenance expenses such as painting, interior and exterior doors and locks, glass breakage and routine roof repair. Notwithstanding, Lessor shall be responsible for all maintenance and upkeep those portion(s) of the property described on Exhibit "A" which are not used by Lessee for library purposes. Lessee shall be responsible for capital improvements necessary to keep the Leased Premises in the same condition as when completed by Jones, ordinary wear and tear excepted. Lessor's responsibility for capital improvements shall include, without limitation, capital improvements to all of the library building, including repair of any structural defect (both interior and exterior), provided Lessor shall not be responsible for capital

improvements necessitated by Lessee's misuse of the Leased Premises. For purposes of this Section 6, the term "Lessee Misuse" shall not include ordinary wear and tear on the Leased Premises, but shall mean any act that causes damage to the Leased Premises or any part thereof and that arises out of uses of the Leased Premises not permitted by the terms of this Lease Agreement or that is caused by negligent or willful acts of Lessee, its employees, agents, contractors, concessionaires, invitees, customers or users.

6.2 Redecoration and Remodeling. During the Initial Term or any Extended Term, at its sole expense Lessee shall have the right and the privilege, subject to the prior approval of Lessor, which approval shall not be unreasonably withheld, to perform nonstructural redecoration and remodeling to the Leased Premises from time to time as it will see fit. Ordinary maintenance items, including but not limited to painting, installation of lights, shelving, partitions, fixtures, signs and other improvements in, upon and about the Leased Premises, as in Lessee's judgment may be necessary or desirable in the conduct of its operation, shall not be subject to prior approval by Lessor.

6.3 Definitions. For the purposes of this Section 6, and as used elsewhere in this Lease Agreement, the following words and terms shall have the following meanings: (i) "day-to-day operating costs" shall mean and refer to all daily expenses related to using or conducting business on the Leased Premises; (ii) "day-to-day maintenance" shall mean and refer to all actions necessary for the daily upkeep of the Leased Premises; (iii) "capital expenses" shall mean and refer to all expenses necessary to provide a "capital improvement" or

"capital improvements" to the Leased Premises; and (iv) "capital improvement" or "capital improvements" shall mean and refer to permanent, long-term betterments of the Leased Premises, including, without limitation, all portions of the Leased Premises described in Exhibit A.

7. Insurance.

7.1 Before this Lease Agreement may become effective, Lessee shall provide Jones with a certificate of insurance evidencing Lessee's coverage.

The insurance requirements set forth herein shall not be deemed to limit or define the obligations of the Lessee set forth in this paragraph. Further, the termination, cancellation or expiration of this Lease Agreement shall not affect the obligations and rights established by this Lease Agreement which the parties expressly agree shall survive completion, cancellation, termination and expiration.

7.2 Prior to its occupancy of the Leased Premises, the Lessee shall obtain and furnish to Jones current copies of certificates of insurance as set forth below. The required insurance shall be maintained in full force and effect for the initial time of the lease and any extended terms. The Lessee shall maintain insurance, written with an insurance company acceptable to Jones, for the coverages and amounts of coverages not less than those set forth below. The insurance certificates shall provide that there may be no termination, non-renewal or modification of such coverage without thirty (30) days prior written notice to Jones, in conformance with the provisions of this Lease Agreement. The amounts of such coverage shall

be:

7.2.1 All risk property insurance for real and personal property in an amount equal to the full replacement value of the building and its permanent fixtures.

7.2.2 Adequate workers' compensation coverage to comply with state laws and employer's liability coverage in the minimum amount of \$100,000.

7.2.3 Commercial general liability coverage sufficient to meet the Jones' maximum liability under the Government Tort Claims Act (51 O.S. 151 et seq.) and any amendment or addition thereto. The current required minimum commercial general liability coverage is: \$175,000 per person for bodily injury or death, \$25,000 for property damage and \$1,000,000 for any number of claims arising out of a single accident or occurrence. All insurance provided hereunder shall name Jones as an additional insured.

7.2.4 Comprehensive automobile liability coverage sufficient to meet Jones' maximum liability under the Governmental Tort Claims Act (51 O.S. 151 et seq.) and any amendment or addition thereto. The current required minimum comprehensive automobile liability coverage is: \$175,000 per person for bodily injury or death, \$25,000 for property damage and \$1,000,000 for any number of claims arising out of a single accident or occurrence. All insurance provided hereunder shall name Jones as an additional insured.

7.3 The requirements of the insurance provisions listed above shall survive the completion, expiration, cancellation or termination of this Lease Agreement. All policies shall remain in full force and effect until the final termination of this Lease.



7.4 The lapse of any of the insurance coverages required above is deemed to be a breach of this Lease Agreement. Jones may, at its option, suspend, cancel or terminate this Lease Agreement until there is full compliance with this paragraph, or cancel and/or seek damages for the breach of this Lease Agreement.

8. Destruction of Leased Premises. In the event the Leased Premises should be partially destroyed (less than twenty percent (20%) as a result of fire or other casualty, regardless of the cause, then Lessor will, at its sole cost and expense, promptly, and in any event within thirty (30) days after receipt of insurance proceeds, or within such longer period of time as may be necessary for Lessor to comply with public competitive bidding laws, commence to build or replace the same in as good condition as prior to such casualty, or if Lessor is unable to commence such rebuilding or replacement within thirty (30) days then as promptly thereafter as possible. In the event the Leased Premises should be substantially (twenty percent (20%) or more) destroyed as a result of fire or other casualty, regardless of the cause, or it should be untenable and unfit for occupancy at any time during the Initial Term or any Extended Term of this Lease, then, Lessor may at its sole option terminate the Lease Agreement or Extended Agreement. Lessor will have no interest or claim to any portion of the proceeds of any insurance carried by Lessee on Lessee's personal property, and Lessee will have no interest in any portion of the proceeds of any insurance carried by Lessor or Lessor's property. Notwithstanding the foregoing provisions of this Section 8, it is expressly understood and agreed that any promise of Lessor hereunder to build, rebuild, or replace the Leased Premises in the event of destruction

thereof shall be subject to the availability of sufficient insurance proceeds for such purposes and that if Lessor does not have sufficient insurance proceeds therefore, then the Leased Premises will not be built, rebuilt, or replaced by Lessor.

8.1 Eminent Domain Affecting Leased Premises. In the event any part of the Leased Premises should be taken by any public authority under the power of eminent domain or by transfer in lieu thereof, then the terms of this Lease shall cease on that part of the Leased Premises on the date of condemnation or transfer in lieu thereof, and the rent shall be paid up to that day, and from that day, the rent due under this Lease shall be reduced in proportion to the amount of the Leased Premises taken. Provided, however, that should five percent (5%) or more of the Leased Premises be taken by the power of eminent domain or by transfer in lieu thereof, Lessor shall give Lessee written notice thereof and Lessee shall have the option, to be exercised within sixty (60) days after receipt or written notice, to terminate this Lease and declare the same null and void effective on the date such option is exercised.

9. Default and Termination of Lease.

9.1 Lessee's Default; Lessor's Right to Terminate on Default. In the event Lessee should (i) default in payment of rent or (ii) make a misrepresentation, breach of warranty or default in fulfillment of any of the covenants, warranties or agreements of this Lease, Lessor may terminate this lease without further obligation to Lessee. To exercise such right of termination, Lessor will give Lessee written notice of such default by certified mail, and Lessee will have thirty (30) days from the date of receiving such notice to correct same. Should Lessee

fail to correct such default in said thirty (30) day period, Lessor may, in addition to all other rights available to Lessor under Oklahoma law, at its option, terminate this Lease.

9.2 Lessee's Use and Enjoyment Subject to Further Regulation and Control By Lessor to Extent Required by Law. Lessee's use and enjoyment of the Leased Premises shall be subject to further regulation and control by Lessor, but only to the extent, if any, determined by a court of competent jurisdiction to be essential to the legal validity hereof. The provisions of this Section shall be cumulative of and in addition to all other provisions of this Lease relating to Lessor's control of the use and enjoyment of the Leased Premises by Lessee.

9.3 Redelivery of Leased Premises. Lessee shall, at the termination or expiration of this Lease Agreement or any extension thereof, peacefully quit, surrender and deliver up to Lessor, its successors or assigns, the Leased Premises in good condition, with the exception of usual wear and tear.

9.4 Holding Over. In the event the Lessee remains in possession of the Leased Premises after expiration of this Lease Agreement without the execution of a new lease, Lessee shall be deemed to be occupying the Leased Premises as a tenant from month to month subject to all the conditions, provisions and obligations of this Lease Agreement insofar as the same are applicable to a month to month tenancy, provided that the rent payable under this Lease Agreement will be calculated and paid on the same basis as in effect on the date of expiration.

9.5 Discretionary Termination. The Lessee or Lessor may cancel this Lease Agreement at its discretion or may elect not to renew this Lease Agreement by giving the other party ninety (90) days advance written notice.

10. Notices.

10.1 Methods of Giving Notice. All notices required or options granted under this Lease will be given or exercised in writing, and will be deemed to be properly served if (i) sent by certified mail with return receipt requested, (ii) sent by facsimile, (iii) sent by receipted overnight delivery service or (iv) personally delivered to the address hereinafter identified. Except as herein otherwise specifically provided to the contrary, the effective date of such notice or exercise of any option will be the date which is stamped by the United States Postal Service on the envelope enclosing same as the date received by the addressee, the date of the receipt for the overnight delivery or the date on which personal delivery is made, as appropriate. The parties hereto will not refuse to accept delivery of said notices.

10.2 Notice Addresses. Until changed by written notice from the appropriate party to the other, the addresses of the parties are and will be:

LESSOR: The Town of Jones City  
ATTN: Ray Poland Mayor  
110 East Main Street  
Town of Jones City , Oklahoma 73149

LESSEE: Metropolitan Library Commission of Oklahoma County  
ATTN: Donna Morris, Executive Director  
300 Park Ave.  
Oklahoma City, Oklahoma 73102

11. Memorandum of Lease. Lessor agrees that it will not record this Lease Agreement, but contemporaneously herewith, will execute a Memorandum of Lease, in the form

of attached Exhibit B, which will set forth a legal description of the Leased Premises, the Initial Term of the Lease, the option for one or more Extended Terms and any other provisions hereof as Lessee may request, and Lessee may, at its option, record such Memorandum of Lease in the real property records of the Oklahoma County Clerk's office.

12. Miscellaneous.

12.1 Force Majeure. Failure in performance by either party hereunder shall not be deemed a default or breach hereunder and the non occurrence of any condition hereunder shall not give rise to any right otherwise provided herein when such failure or non occurrence is due to war; insurrection; strikes; lock outs; riots; floods; earthquakes; fires, acts of God; acts of the public enemy; epidemics; quarantine restrictions; freight embargoes; lack of transportation; governmental restrictions; unusually severe weather or any other causes beyond the control and without the fault, of the party claiming an extension of time to perform.

12.2 No Partnership. It is not the intention of the parties hereto that a lessor-lessee relationship be created by this Lease Agreement, and that nothing herein contained will be deemed to constitute the creation of a partnership or joint venture.

12.3 Entire Agreement. It is intended by the parties that this Lease Agreement will supersede, nullify and void any previous agreements, contracts, leases and supplements thereto between the parties herein or the predecessors and interests.

12.4 Binding Effect. This Lease and any renewal or extension thereof will be



binding upon and will add inure to the benefit of the parties hereto, their respective successors and assigns.

12.5 Time of the Essence. Time is of the essence of this Lease Agreement.

12.6 Non-Waiver. The failure of either party, at any time or times hereafter, to require strict performance by the other party of any provision of this Lease Agreement will not constitute a waiver or affect or diminish any right of any party thereafter and demands strict compliance and performance therewith. Any suspension or waiver by the party of a default of any occasion under this Lease Agreement, will not suspend, constitute a waiver or affect any other default by the party.

12.7 Governing Law. This Lease Agreement and any performance under this Lease Agreement shall be construed, and enforced in accordance with, and governed by, the laws of the State of Oklahoma.

12.8 Counterparts. This Lease Agreement may be executed in one or more counterparts, each of which shall, for all purposes of this Lease Agreement, be deemed an original, but all of which shall constitute one and same agreement.

12.9 Remedies Cumulative. No remedy conferred under this Lease Agreement shall be exclusive of any other remedy, and each remedy shall be cumulative and shall be in addition to every other remedy provided for this in Lease Agreement or now or hereafter existing at law, in equity, by statute or otherwise. The election of any one or more remedies by a party hereto shall not be deemed, and shall not constitute, a waiver of that party's right to pursue any other available remedy or remedies.

12.10 Binding Effect. All terms, provisions, covenants and conditions of this Lease Agreement shall bind and inure to the benefit of the legal representatives, successors and assigns of the respective parties hereto.

12.11 Severability. If any one or more of the covenants, agreements or provisions of this Lease Agreement shall be determined by a court of competent jurisdiction to be invalid, the invalidity of such covenants, agreements and provisions shall in no way affect the validity or effectiveness of the remainder of this Lease Agreement and this Lease Agreement shall continue in force to the fullest extent permitted by law.

12.12 Recitals. The Recitals contained in this Lease Agreement are incorporated herein as fully set out in this lease Agreement.

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Jones Library  
Town of Jones City, Oklahoma  
Jones & MLS Project Agreement - 2011

JONES / MLS LEASE  
EXHIBIT D

**IN WITNESS WHEREOF**, this Lease Agreement has been duly executed effective as  
of the day and year first above written.

LESSOR: THE TOWN OF JONES CITY, a municipal  
corporation

By: \_\_\_\_\_  
MAYOR

ATTEST:  
\_\_\_\_\_  
Town Clerk

LESSEE: METROPOLITAN LIBRARY COMMISSION OF  
OKLAHOMA COUNTY, OKLAHOMA

By: \_\_\_\_\_

ATTEST:  
\_\_\_\_\_  
Secretary

APPROVED as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Municipal Counselor

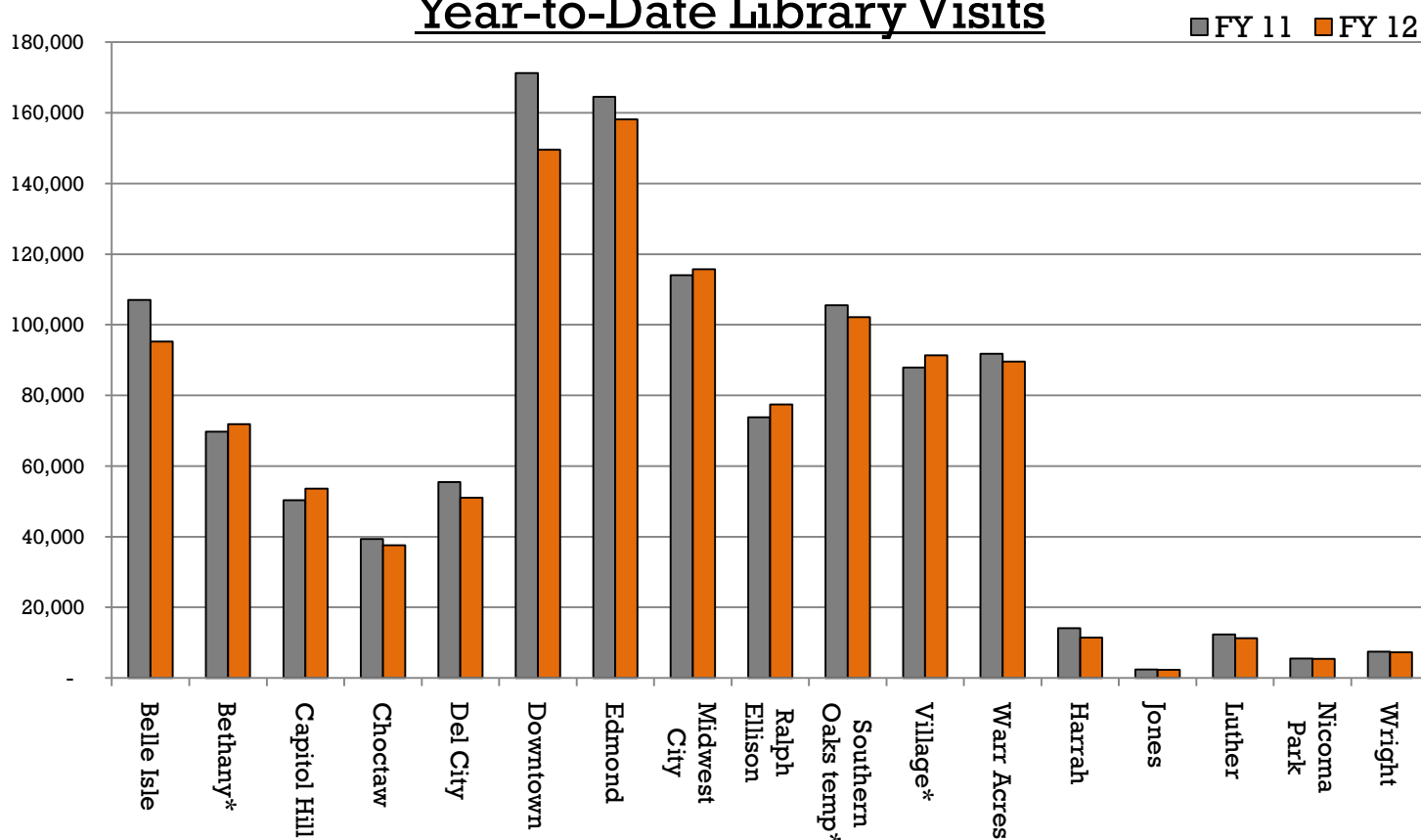
# MLS Library Visits

July 1, 2011 - November 30, 2011 (41.67% of the 11-12 Fiscal Year)

November	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	16,517	107,064	15,211	95,249	-7.9%	-11.0%
Bethany*	7,020	69,739	12,624	71,901	79.8%	3.1%
Capitol Hill	9,610	50,326	10,466	53,597	8.9%	6.5%
Choctaw	7,257	39,307	6,490	37,601	-10.6%	-4.3%
Del City	9,202	55,442	9,654	51,017	4.9%	-8.0%
Downtown	28,914	171,301	25,745	149,569	-11.0%	-12.7%
Edmond	28,785	164,524	27,804	158,155	-3.4%	-3.9%
Midwest City	20,497	114,068	20,723	115,730	1.1%	1.5%
Ralph Ellison	11,806	73,829	13,288	77,402	12.6%	4.8%
Southern Oaks temp*	13,812	105,541	18,548	102,158	34.3%	-3.2%
Village*	11,504	87,888	15,872	91,347	38.0%	3.9%
Warr Acres	16,313	91,751	15,638	89,561	-4.1%	-2.4%
Harrah	2,648	14,073	2,243	11,435	-15.3%	-18.7%
Jones	447	2,421	436	2,322	-2.5%	-4.1%
Luther	2,211	12,295	1,923	11,222	-13.0%	-8.7%
Nicoma Park	999	5,477	966	5,455	-3.4%	-0.4%
Wright	1,832	7,488	1,542	7,286	-15.9%	-2.7%
<b>Total</b>	<b>189,375</b>	<b>1,172,532</b>	<b>199,171</b>	<b>1,131,007</b>	<b>5.2%</b>	<b>-3.5%</b>

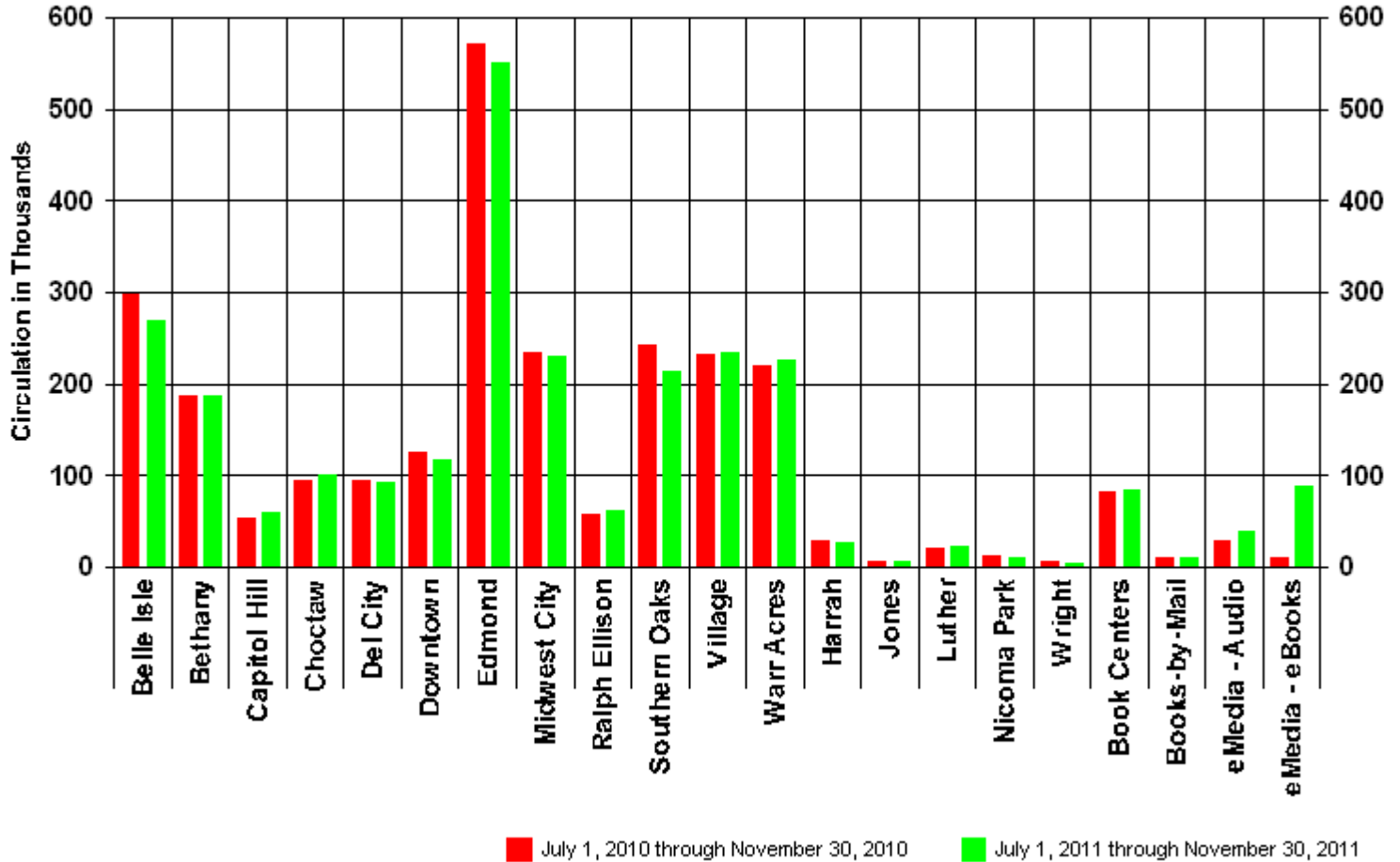
\* FY11 Month of November reflects counter calibration.

## Year-to-Date Library Visits



## **Circulation Gains and Losses**

**July 1, 2011 through November 30, 2011 (41.67% of the 11-12 Fiscal Year)**







## **Circulation Gains and Losses**

**July 1, 2011 through November 30, 2011 (41.67% of the 11-12 Fiscal Year)**

<b>NOVEMBER 30, 2011</b>		<b><u>ADULT MONTH</u></b>	<b><u>ADULT YEAR</u></b>	<b><u>JUVENILE MONTH</u></b>	<b><u>JUVENILE YEAR</u></b>	<b><u>TOTAL MONTH</u></b>	<b><u>TOTAL YEAR</u></b>	<b><u>%</u></b>
Belle Isle	11	42126	226023	12461	71065	54587	297088	
	12	37359	200854	12047	69061	49406	269915	
		<b>-4767</b>	<b>-25169</b>	<b>-414</b>	<b>-2004</b>	<b>-5181</b>	<b>-27173</b>	<b>-9.1</b>
Bethany	11	24407	129183	10370	58256	34777	187439	
	12	22973	125926	10261	60310	33234	186236	
		<b>-1434</b>	<b>-3257</b>	<b>-109</b>	<b>2054</b>	<b>-1543</b>	<b>-1203</b>	<b>-.6</b>
Capitol Hill	11	7270	34797	3585	18092	10855	52889	
	12	7250	37467	4525	22387	11775	59854	
		<b>-20</b>	<b>2670</b>	<b>940</b>	<b>4295</b>	<b>920</b>	<b>6965</b>	<b>13.2</b>
Choctaw	11	10944	58146	6616	35938	17560	94084	
	12	11389	61351	7308	39290	18697	100641	
		<b>445</b>	<b>3205</b>	<b>692</b>	<b>3352</b>	<b>1137</b>	<b>6557</b>	<b>7.0</b>
Del City	11	11935	64507	5496	29336	17431	93843	
	12	12845	65781	5060	26047	17905	91828	
		<b>910</b>	<b>1274</b>	<b>-436</b>	<b>-3289</b>	<b>474</b>	<b>-2015</b>	<b>-2.1</b>
Downtown	11	16637	95108	5326	30170	21963	125278	
	12	15975	87543	5064	28812	21039	116355	
		<b>-662</b>	<b>-7565</b>	<b>-262</b>	<b>-1358</b>	<b>-924</b>	<b>-8923</b>	<b>-7.1</b>
Edmond	11	58512	330722	41502	239801	100014	570523	
	12	55664	305036	43146	244889	98810	549925	
		<b>-2848</b>	<b>-25686</b>	<b>1644</b>	<b>5088</b>	<b>-1204</b>	<b>-20598</b>	<b>-3.6</b>
Midwest City	11	31061	167870	11757	66758	42818	234628	
	12	29855	160629	12200	69569	42055	230198	
		<b>-1206</b>	<b>-7241</b>	<b>443</b>	<b>2811</b>	<b>-763</b>	<b>-4430</b>	<b>-1.9</b>
Ralph Ellison	11	7679	41891	2422	14827	10101	56718	
	12	8975	45752	2835	15326	11810	61078	
		<b>1296</b>	<b>3861</b>	<b>413</b>	<b>499</b>	<b>1709</b>	<b>4360</b>	<b>7.7</b>
Southern Oaks	11	32815	178831	12011	64672	44826	243503	
	12	27711	151544	11594	62831	39305	214375	
		<b>-5104</b>	<b>-27287</b>	<b>-417</b>	<b>-1841</b>	<b>-5521</b>	<b>-29128</b>	<b>-12.0</b>
Village	11	29417	158789	12892	73632	42309	232421	
	12	28448	158452	13043	75388	41491	233840	
		<b>-969</b>	<b>-337</b>	<b>151</b>	<b>1756</b>	<b>-818</b>	<b>1419</b>	<b>.6</b>
Warr Acres	11	28122	152880	11977	67171	40099	220051	
	12	28499	158362	11732	68184	40231	226546	
		<b>377</b>	<b>5482</b>	<b>-245</b>	<b>1013</b>	<b>132</b>	<b>6495</b>	<b>3.0</b>

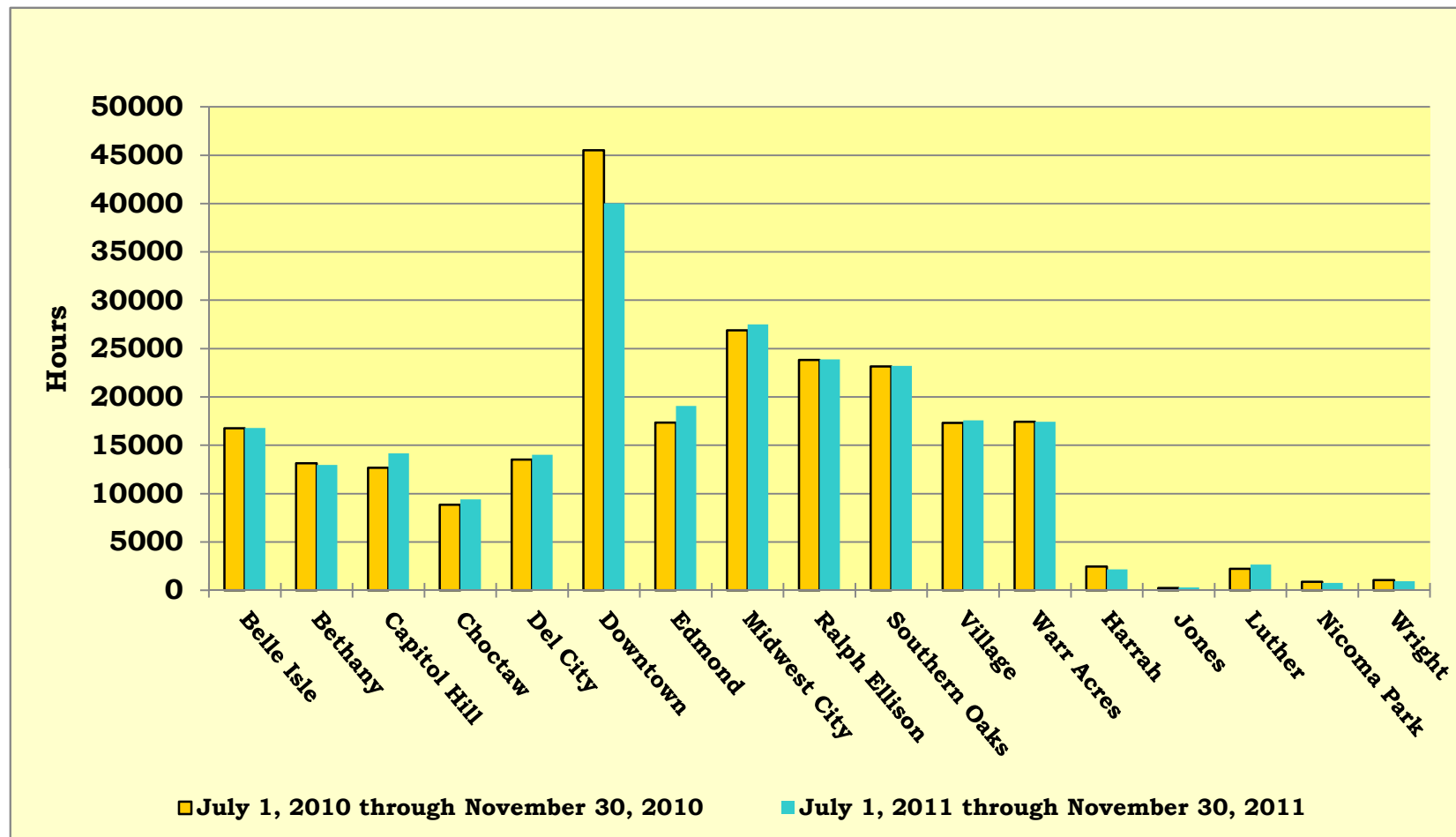
## **Circulation Gains and Losses**

**July 1, 2011 through November 30, 2011 (41.67% of the 11-12 Fiscal Year)**

<b>NOVEMBER 30, 2011</b>		<b><u>ADULT</u> <u>MONTH</u></b>	<b><u>ADULT</u> <u>YEAR</u></b>	<b><u>JUVENILE</u> <u>MONTH</u></b>	<b><u>JUVENILE</u> <u>YEAR</u></b>	<b><u>TOTAL</u> <u>MONTH</u></b>	<b><u>TOTAL</u> <u>YEAR</u></b>	<b><u>%</u></b>
<b><u>EXTENSION LIBRARIES:</u></b>								
Harrah	11	4097	19921	1818	9013	5915	28934	
	12	3894	18337	1952	7959	5846	26296	
		<b>-203</b>	<b>-1584</b>	<b>134</b>	<b>-1054</b>	<b>-69</b>	<b>-2638</b>	<b>-9.1</b>
Jones	11	824	4226	347	2359	1171	6585	
	12	703	3878	385	2230	1088	6108	
		<b>-121</b>	<b>-348</b>	<b>38</b>	<b>-129</b>	<b>-83</b>	<b>-477</b>	<b>-7.2</b>
Luther	11	3055	15530	903	5808	3958	21338	
	12	2925	14801	1299	7011	4224	21812	
		<b>-130</b>	<b>-729</b>	<b>396</b>	<b>1203</b>	<b>266</b>	<b>474</b>	<b>2.2</b>
Nicoma Park	11	1842	10080	450	2782	2292	12862	
	12	1739	8172	404	2453	2143	10625	
		<b>-103</b>	<b>-1908</b>	<b>-46</b>	<b>-329</b>	<b>-149</b>	<b>-2237</b>	<b>-17.4</b>
Wright	11	1143	5111	391	1668	1534	6779	
	12	522	3438	280	1531	802	4969	
		<b>-621</b>	<b>-1673</b>	<b>-111</b>	<b>-137</b>	<b>-732</b>	<b>-1810</b>	<b>-26.7</b>
<b><u>OTHER:</u></b>								
Book Centers	11	10215	51038	6339	31747	16554	82785	
	12	10516	52006	6340	31713	16856	83719	
		<b>301</b>	<b>968</b>	<b>1</b>	<b>-34</b>	<b>302</b>	<b>934</b>	<b>1.1</b>
Books-by-Mail	11	1795	9419	0	0	1795	9419	
	12	1917	10045	0	0	1917	10045	
		<b>122</b>	<b>626</b>	<b>0</b>	<b>0</b>	<b>122</b>	<b>626</b>	<b>6.6</b>
eMedia - Audio	11	5666	28802	0	0	5666	28802	
	12	7694	40031	0	0	7694	40031	
		<b>2028</b>	<b>11229</b>	<b>0</b>	<b>0</b>	<b>2028</b>	<b>11229</b>	<b>39.0</b>
eMedia - eBooks	11	2347	11059	0	0	2347	11059	
	12	18643	88856	0	0	18643	88856	
		<b>16296</b>	<b>77797</b>	<b>0</b>	<b>0</b>	<b>16296</b>	<b>77797</b>	<b>703.5</b>
TOTALS	11	331909	1793933	146663	823095	478572	2617028	
	12	335496	1798261	149475	834991	484971	2633252	
		<b>3587</b>	<b>4328</b>	<b>2812</b>	<b>11896</b>	<b>6399</b>	<b>16224</b>	<b>.6</b>

## Total Computer Hours Used by Library

July 1, 2011 through November 30, 2011 (41.67% of the 11-12 Fiscal Year)



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## Total Computer Usage

July 1, 2011 through November 30, 2011 (41.67% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	11	279		4,045		3,152.20		2,573		21,964		16,763.22	
	12	255		4,085		3,236.17		2,637		21,817		16,801.68	
		<b>-24</b>	<b>-8.6</b>	<b>40</b>	<b>1.0</b>	<b>83.97</b>	<b>2.7</b>	<b>64</b>	<b>2.5</b>	<b>-147</b>	<b>-.7</b>	<b>38.46</b>	<b>.2</b>
BETHANY	11	237		3,024		2,464.64		2,044		17,160		13,127.40	
	12	223		3,119		2,448.51		2,193		16,786		12,958.57	
		<b>-14</b>	<b>-5.9</b>	<b>95</b>	<b>3.1</b>	<b>-16.13</b>	<b>-.7</b>	<b>149</b>	<b>7.3</b>	<b>-374</b>	<b>-2.2</b>	<b>-168.83</b>	<b>-1.3</b>
CAPITOL HILL	11	191		2,970		2,458.23		1,919		16,192		12,686.09	
	12	278		3,370		2,804.33		2,289		18,114		14,173.86	
		<b>87</b>	<b>45.5</b>	<b>400</b>	<b>13.5</b>	<b>346.10</b>	<b>14.1</b>	<b>370</b>	<b>19.3</b>	<b>1,922</b>	<b>11.9</b>	<b>1,487.77</b>	<b>11.7</b>
CHOCTAW	11	111		1,813		1,612.42		1,150		9,543		8,841.82	
	12	104		1,539		1,749.10		1,098		8,870		9,408.59	
		<b>-7</b>	<b>-6.3</b>	<b>-274</b>	<b>-15.1</b>	<b>136.68</b>	<b>8.5</b>	<b>-52</b>	<b>-4.5</b>	<b>-673</b>	<b>-7.1</b>	<b>566.77</b>	<b>6.4</b>
DEL CITY	11	185		3,022		2,612.81		1,927		16,464		13,507.21	
	12	215		3,620		2,714.96		1,903		18,247		14,014.24	
		<b>30</b>	<b>16.2</b>	<b>598</b>	<b>19.8</b>	<b>102.15</b>	<b>3.9</b>	<b>-24</b>	<b>-1.2</b>	<b>1,783</b>	<b>10.8</b>	<b>507.03</b>	<b>3.8</b>
DOWNTOWN	11	262		10,246		8,452.13		2,625		58,605		45,523.89	
	12	230		9,773		7,832.97		2,514		51,543		40,015.92	
		<b>-32</b>	<b>-12.2</b>	<b>-473</b>	<b>-4.6</b>	<b>-619.16</b>	<b>-7.3</b>	<b>-111</b>	<b>-4.2</b>	<b>-7,062</b>	<b>-12.1</b>	<b>-5,507.97</b>	<b>-12.1</b>
EDMOND	11	295		3,631		3,165.06		2,679		20,971		17,351.76	
	12	294		4,109		3,900.72		2,838		21,894		19,056.26	
		<b>-1</b>	<b>-.3</b>	<b>478</b>	<b>13.2</b>	<b>735.66</b>	<b>23.2</b>	<b>159</b>	<b>5.9</b>	<b>923</b>	<b>4.4</b>	<b>1,704.50</b>	<b>9.8</b>
MIDWEST CITY	11	439		5,567		5,024.04		3,799		32,400		26,898.17	
	12	362		6,231		5,187.59		3,875		35,058		27,510.44	
		<b>-77</b>	<b>-17.5</b>	<b>664</b>	<b>11.9</b>	<b>163.55</b>	<b>3.3</b>	<b>76</b>	<b>2.0</b>	<b>2,658</b>	<b>8.2</b>	<b>612.27</b>	<b>2.3</b>
RALPH ELLISON	11	247		5,173		4,530.85		2,519		29,958		23,814.00	
	12	306		5,021		4,391.12		2,989		30,320		23,884.77	
		<b>59</b>	<b>23.9</b>	<b>-152</b>	<b>-2.9</b>	<b>-139.73</b>	<b>-3.1</b>	<b>470</b>	<b>18.7</b>	<b>362</b>	<b>1.2</b>	<b>70.77</b>	<b>.3</b>

## Total Computer Usage

July 1, 2011 through November 30, 2011 (41.67% of the 11-12 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	11	442		5,746		4,505.03		3,828		30,361		23,145.16	
	12	351		5,318		4,417.41		3,258		28,939		23,198.59	
		<b>-91</b>	<b>-20.6</b>	<b>-428</b>	<b>-7.4</b>	<b>-87.62</b>	<b>-1.9</b>	<b>-570</b>	<b>-14.9</b>	<b>-1,422</b>	<b>-4.7</b>	<b>53.43</b>	<b>.2</b>
VILLAGE	11	298		4,107		3,312.73		2,873		22,250		17,309.15	
	12	317		3,952		3,311.21		3,091		22,099		17,563.81	
		<b>19</b>	<b>6.4</b>	<b>-155</b>	<b>-3.8</b>	<b>-1.52</b>	<b>.0</b>	<b>218</b>	<b>7.6</b>	<b>-151</b>	<b>-.7</b>	<b>254.66</b>	<b>1.5</b>
WARR ACRES	11	300		4,357		3,346.71		2,402		22,678		17,428.80	
	12	263		4,182		3,296.12		2,442		23,226		17,422.23	
		<b>-37</b>	<b>-12.3</b>	<b>-175</b>	<b>-4.0</b>	<b>-50.59</b>	<b>-1.5</b>	<b>40</b>	<b>1.7</b>	<b>548</b>	<b>2.4</b>	<b>-6.57</b>	<b>.0</b>
HARRAH	11	36		569		461.62		322		2,980		2,459.65	
	12	34		427		373.54		312		2,516		2,148.79	
		<b>-2</b>	<b>-5.6</b>	<b>-142</b>	<b>-25.0</b>	<b>-88.08</b>	<b>-19.1</b>	<b>-10</b>	<b>-3.1</b>	<b>-464</b>	<b>-15.6</b>	<b>-310.86</b>	<b>-12.6</b>
JONES	11	3		55		40.86		39		304		244.28	
	12	6		59		57.09		48		309		282.87	
		<b>3</b>	<b>100.0</b>	<b>4</b>	<b>7.3</b>	<b>16.23</b>	<b>39.7</b>	<b>9</b>	<b>23.1</b>	<b>5</b>	<b>1.6</b>	<b>38.59</b>	<b>15.8</b>
LUTHER	11	38		541		430.21		395		2,847		2,215.83	
	12	27		388		395.51		321		2,803		2,673.04	
		<b>-11</b>	<b>-28.9</b>	<b>-153</b>	<b>-28.3</b>	<b>-34.70</b>	<b>-8.1</b>	<b>-74</b>	<b>-18.7</b>	<b>-44</b>	<b>-1.5</b>	<b>457.21</b>	<b>20.6</b>
NICOMA PARK	11	14		190		187.38		129		978		871.67	
	12	8		168		167.48		102		797		775.46	
		<b>-6</b>	<b>-42.9</b>	<b>-22</b>	<b>-11.6</b>	<b>-19.90</b>	<b>-10.6</b>	<b>-27</b>	<b>-20.9</b>	<b>-181</b>	<b>-18.5</b>	<b>-96.21</b>	<b>-11.0</b>
WRIGHT	11	9		224		188.81		101		1,218		1,040.05	
	12	14		227		169.64		147		1,188		926.21	
		<b>5</b>	<b>55.6</b>	<b>3</b>	<b>1.3</b>	<b>-19.17</b>	<b>-10.2</b>	<b>46</b>	<b>45.5</b>	<b>-30</b>	<b>-2.5</b>	<b>-113.84</b>	<b>-10.9</b>
TOTAL	11	3,386		55,280		45,945.73		31,324		306,873		243,228.15	
	12	3,287		55,588		46,453.47		32,057		304,526		242,815.33	
		<b>-99</b>	<b>-2.9</b>	<b>308</b>	<b>.6</b>	<b>507.74</b>	<b>1.1</b>	<b>733</b>	<b>2.3</b>	<b>-2,347</b>	<b>-.8</b>	<b>-412.82</b>	<b>-.2</b>

## Computer Usage by Adult Customers

**July 1, 2011 through November 30, 2011 (41.67% of the 11-12 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	11	234		3,389		2,660.17		2,160		18,581		14,258.24	
	12	215		3,536		2,812.67		2,205		19,062		14,758.71	
		<b>-19</b>	<b>-8.1</b>	<b>147</b>	<b>4.3</b>	<b>152.50</b>	<b>5.7</b>	<b>45</b>	<b>2.1</b>	<b>481</b>	<b>2.6</b>	<b>500.47</b>	<b>3.5</b>
BETHANY	11	193		2,524		2,054.23		1,632		13,870		10,628.65	
	12	179		2,566		2,029.86		1,774		13,338		10,330.90	
		<b>-14</b>	<b>-7.3</b>	<b>42</b>	<b>1.7</b>	<b>-24.37</b>	<b>-1.2</b>	<b>142</b>	<b>8.7</b>	<b>-532</b>	<b>-3.8</b>	<b>-297.75</b>	<b>-2.8</b>
CAPITOL HILL	11	122		1,525		1,364.63		1,123		7,610		6,547.65	
	12	183		1,855		1,683.13		1,381		8,941		7,641.47	
		<b>61</b>	<b>50.0</b>	<b>330</b>	<b>21.6</b>	<b>318.50</b>	<b>23.3</b>	<b>258</b>	<b>23.0</b>	<b>1,331</b>	<b>17.5</b>	<b>1,093.82</b>	<b>16.7</b>
CHOCTAW	11	85		1,100		1,008.66		842		6,513		5,946.29	
	12	69		1,030		1,120.55		780		5,973		5,878.73	
		<b>-16</b>	<b>-18.8</b>	<b>-70</b>	<b>-6.4</b>	<b>111.89</b>	<b>11.1</b>	<b>-62</b>	<b>-7.4</b>	<b>-540</b>	<b>-8.3</b>	<b>-67.56</b>	<b>-1.1</b>
DEL CITY	11	162		2,406		2,076.45		1,497		12,974		10,698.19	
	12	171		2,914		2,220.77		1,478		14,655		11,284.79	
		<b>9</b>	<b>5.6</b>	<b>508</b>	<b>21.1</b>	<b>144.32</b>	<b>7.0</b>	<b>-19</b>	<b>-1.3</b>	<b>1,681</b>	<b>13.0</b>	<b>586.60</b>	<b>5.5</b>
DOWNTOWN	11	219		9,686		7,971.46		2,266		55,097		42,725.27	
	12	203		9,299		7,430.71		2,201		49,200		38,125.28	
		<b>-16</b>	<b>-7.3</b>	<b>-387</b>	<b>-4.0</b>	<b>-540.75</b>	<b>-6.8</b>	<b>-65</b>	<b>-2.9</b>	<b>-5,897</b>	<b>-10.7</b>	<b>-4,599.99</b>	<b>-10.8</b>
EDMOND	11	233		3,026		2,624.79		2,226		17,687		14,581.93	
	12	246		3,404		3,239.50		2,385		18,446		16,064.58	
		<b>13</b>	<b>5.6</b>	<b>378</b>	<b>12.5</b>	<b>614.71</b>	<b>23.4</b>	<b>159</b>	<b>7.1</b>	<b>759</b>	<b>4.3</b>	<b>1,482.65</b>	<b>10.2</b>
MIDWEST CITY	11	372		4,205		3,898.87		3,002		24,360		20,600.99	
	12	295		4,779		4,081.49		3,094		25,513		20,445.82	
		<b>-77</b>	<b>-20.7</b>	<b>574</b>	<b>13.7</b>	<b>182.62</b>	<b>4.7</b>	<b>92</b>	<b>3.1</b>	<b>1,153</b>	<b>4.7</b>	<b>-155.17</b>	<b>-.8</b>
RALPH ELLISON	11	196		3,303		3,113.11		1,894		17,955		15,237.93	
	12	253		3,509		3,224.29		2,205		19,128		16,112.24	
		<b>57</b>	<b>29.1</b>	<b>206</b>	<b>6.2</b>	<b>111.18</b>	<b>3.6</b>	<b>311</b>	<b>16.4</b>	<b>1,173</b>	<b>6.5</b>	<b>874.31</b>	<b>5.7</b>

## Computer Usage by Adult Customers

**July 1, 2011 through November 30, 2011 (41.67% of the 11-12 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	11	309		3,971		3,158.41		2,830		20,615		16,116.39	
	12	240		3,862		3,288.40		2,364		19,971		16,513.22	
		<b>-69</b>	<b>-22.3</b>	<b>-109</b>	<b>-2.7</b>	<b>129.99</b>	<b>4.1</b>	<b>-466</b>	<b>-16.5</b>	<b>-644</b>	<b>-3.1</b>	<b>396.83</b>	<b>2.5</b>
VILLAGE	11	233		3,062		2,515.22		2,282		16,751		13,186.96	
	12	255		2,899		2,437.61		2,488		16,339		13,103.42	
		<b>22</b>	<b>9.4</b>	<b>-163</b>	<b>-5.3</b>	<b>-77.61</b>	<b>-3.1</b>	<b>206</b>	<b>9.0</b>	<b>-412</b>	<b>-2.5</b>	<b>-83.54</b>	<b>-.6</b>
WARR ACRES	11	246		3,735		2,841.21		1,986		18,849		14,404.18	
	12	219		3,338		2,641.83		2,028		18,779		14,047.69	
		<b>-27</b>	<b>-11.0</b>	<b>-397</b>	<b>-10.6</b>	<b>-199.38</b>	<b>-7.0</b>	<b>42</b>	<b>2.1</b>	<b>-70</b>	<b>-.4</b>	<b>-356.49</b>	<b>-2.5</b>
HARRAH	11	27		396		319.42		215		1,931		1,563.02	
	12	21		257		204.41		219		1,593		1,273.97	
		<b>-6</b>	<b>-22.2</b>	<b>-139</b>	<b>-35.1</b>	<b>-115.01</b>	<b>-36.0</b>	<b>4</b>	<b>1.9</b>	<b>-338</b>	<b>-17.5</b>	<b>-289.05</b>	<b>-18.5</b>
JONES	11	1		41		29.85		23		240		201.46	
	12	3		50		49.09		32		260		251.76	
		<b>2</b>	<b>200.0</b>	<b>9</b>	<b>22.0</b>	<b>19.24</b>	<b>64.5</b>	<b>9</b>	<b>39.1</b>	<b>20</b>	<b>8.3</b>	<b>50.30</b>	<b>25.0</b>
LUTHER	11	17		259		206.10		193		1,284		1,032.45	
	12	18		227		226.54		169		1,487		1,460.06	
		<b>1</b>	<b>5.9</b>	<b>-32</b>	<b>-12.4</b>	<b>20.44</b>	<b>9.9</b>	<b>-24</b>	<b>-12.4</b>	<b>203</b>	<b>15.8</b>	<b>427.61</b>	<b>41.4</b>
NICOMA PARK	11	10		138		140.36		94		809		754.88	
	12	6		153		156.73		84		703		686.21	
		<b>-4</b>	<b>-40.0</b>	<b>15</b>	<b>10.9</b>	<b>16.37</b>	<b>11.7</b>	<b>-10</b>	<b>-10.6</b>	<b>-106</b>	<b>-13.1</b>	<b>-68.67</b>	<b>-9.1</b>
WRIGHT	11	7		178		155.81		72		940		835.99	
	12	11		154		124.13		102		829		681.10	
		<b>4</b>	<b>57.1</b>	<b>-24</b>	<b>-13.5</b>	<b>-31.68</b>	<b>-20.3</b>	<b>30</b>	<b>41.7</b>	<b>-111</b>	<b>-11.8</b>	<b>-154.89</b>	<b>-18.5</b>
TOTAL	11	2,666		42,944		36,138.75		24,337		236,066		189,320.47	
	12	2,587		43,832		36,971.71		24,989		234,217		188,659.95	
		<b>-79</b>	<b>-3.0</b>	<b>888</b>	<b>2.1</b>	<b>832.96</b>	<b>2.3</b>	<b>652</b>	<b>2.7</b>	<b>-1,849</b>	<b>-.8</b>	<b>-660.52</b>	<b>-.3</b>

## Computer Usage by Minor Customers

**July 1, 2011 through November 30, 2011 (41.67% of the 11-12 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	11	45		656		492.03		413		3,383		2,504.98	
	12	40		549		423.50		432		2,755		2,042.97	
		<b>-5</b>	<b>-11.1</b>	<b>-107</b>	<b>-16.3</b>	<b>-68.53</b>	<b>-13.9</b>	<b>19</b>	<b>4.6</b>	<b>-628</b>	<b>-18.6</b>	<b>-462.01</b>	<b>-18.4</b>
BETHANY	11	44		500		410.41		412		3,290		2,498.75	
	12	44		553		418.65		419		3,448		2,627.67	
			<b>.0</b>	<b>53</b>	<b>10.6</b>	<b>8.24</b>	<b>2.0</b>	<b>7</b>	<b>1.7</b>	<b>158</b>	<b>4.8</b>	<b>128.92</b>	<b>5.2</b>
CAPITOL HILL	11	69		1,445		1,093.60		796		8,582		6,138.44	
	12	95		1,515		1,121.20		908		9,173		6,532.39	
		<b>26</b>	<b>37.7</b>	<b>70</b>	<b>4.8</b>	<b>27.60</b>	<b>2.5</b>	<b>112</b>	<b>14.1</b>	<b>591</b>	<b>6.9</b>	<b>393.95</b>	<b>6.4</b>
CHOCTAW	11	26		713		603.76		308		3,030		2,895.53	
	12	35		509		628.55		318		2,897		3,529.86	
		<b>9</b>	<b>34.6</b>	<b>-204</b>	<b>-28.6</b>	<b>24.79</b>	<b>4.1</b>	<b>10</b>	<b>3.2</b>	<b>-133</b>	<b>-4.4</b>	<b>634.33</b>	<b>21.9</b>
DEL CITY	11	23		616		536.36		430		3,490		2,809.02	
	12	44		706		494.19		425		3,592		2,729.45	
		<b>21</b>	<b>91.3</b>	<b>90</b>	<b>14.6</b>	<b>-42.17</b>	<b>-7.9</b>	<b>-5</b>	<b>-1.2</b>	<b>102</b>	<b>2.9</b>	<b>-79.57</b>	<b>-2.8</b>
DOWNTOWN	11	43		560		480.67		359		3,508		2,798.62	
	12	27		474		402.26		313		2,343		1,890.64	
		<b>-16</b>	<b>-37.2</b>	<b>-86</b>	<b>-15.4</b>	<b>-78.41</b>	<b>-16.3</b>	<b>-46</b>	<b>-12.8</b>	<b>-1,165</b>	<b>-33.2</b>	<b>-907.98</b>	<b>-32.4</b>
EDMOND	11	62		605		540.27		453		3,284		2,769.83	
	12	48		705		661.22		453		3,448		2,991.68	
		<b>-14</b>	<b>-22.6</b>	<b>100</b>	<b>16.5</b>	<b>120.95</b>	<b>22.4</b>		<b>.0</b>	<b>164</b>	<b>5.0</b>	<b>221.85</b>	<b>8.0</b>
MIDWEST CITY	11	67		1,362		1,125.17		797		8,040		6,297.18	
	12	67		1,452		1,106.10		781		9,545		7,064.62	
			<b>.0</b>	<b>90</b>	<b>6.6</b>	<b>-19.07</b>	<b>-1.7</b>	<b>-16</b>	<b>-2.0</b>	<b>1,505</b>	<b>18.7</b>	<b>767.44</b>	<b>12.2</b>
RALPH ELLISON	11	51		1,870		1,417.74		625		12,003		8,576.07	
	12	53		1,512		1,166.83		784		11,192		7,772.53	
		<b>2</b>	<b>3.9</b>	<b>-358</b>	<b>-19.1</b>	<b>-250.91</b>	<b>-17.7</b>	<b>159</b>	<b>25.4</b>	<b>-811</b>	<b>-6.8</b>	<b>-803.54</b>	<b>-9.4</b>



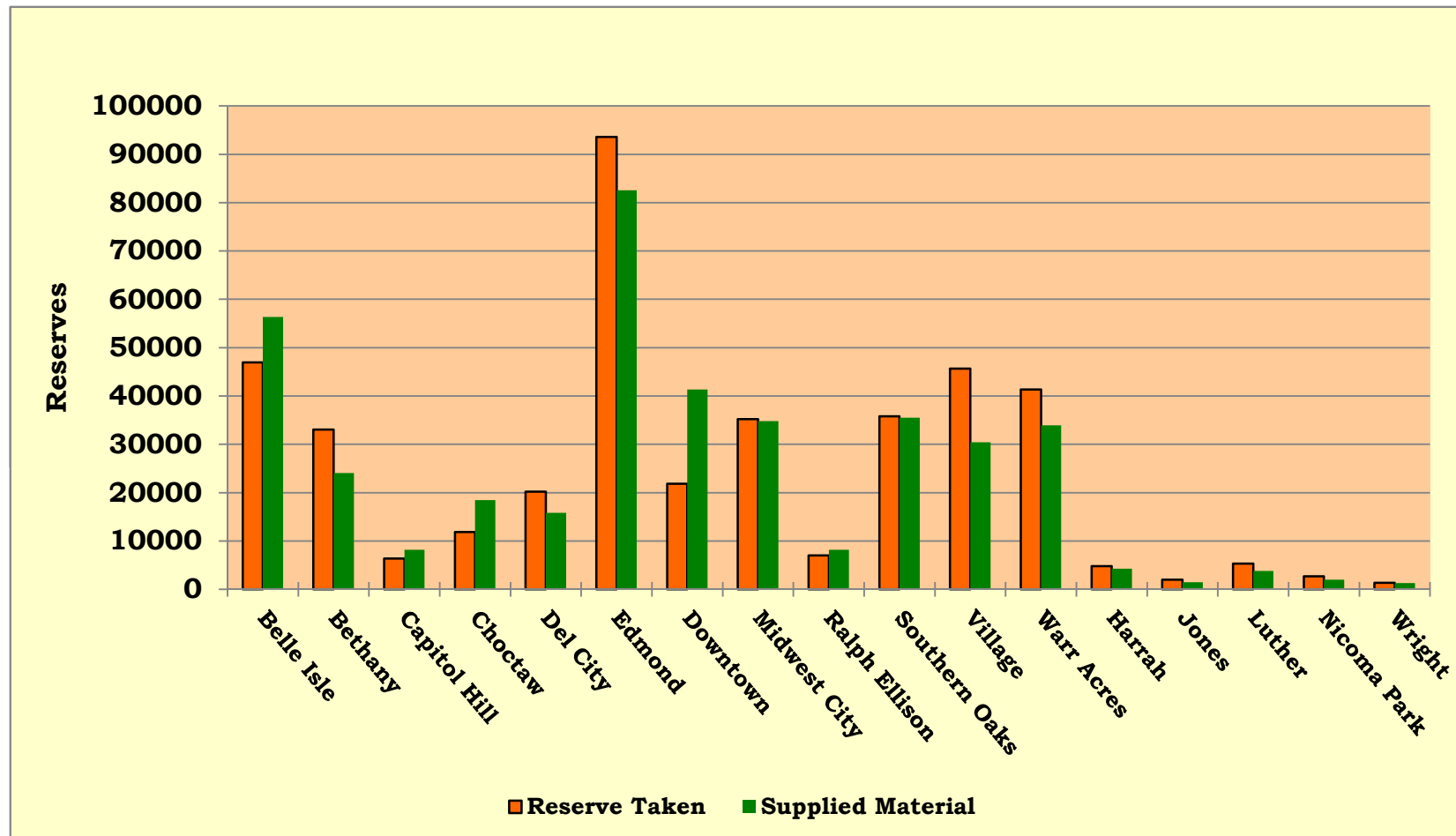
## Computer Usage by Minor Customers

**July 1, 2011 through November 30, 2011 (41.67% of the 11-12 Fiscal Year)**

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	11	133		1,775		1,346.62		998		9,746		7,028.77	
	12	111		1,456		1,129.01		894		8,968		6,685.37	
		<b>-22</b>	<b>-16.5</b>	<b>-319</b>	<b>-18.0</b>	<b>-217.61</b>	<b>-16.2</b>	<b>-104</b>	<b>-10.4</b>	<b>-778</b>	<b>-8.0</b>	<b>-343.40</b>	<b>-4.9</b>
VILLAGE	11	65		1,045		797.51		591		5,499		4,122.19	
	12	62		1,053		873.60		603		5,760		4,460.39	
		<b>-3</b>	<b>-4.6</b>	<b>8</b>	<b>.8</b>	<b>76.09</b>	<b>9.5</b>	<b>12</b>	<b>2.0</b>	<b>261</b>	<b>4.7</b>	<b>338.20</b>	<b>8.2</b>
WARR ACRES	11	54		622		505.50		416		3,829		3,024.62	
	12	44		844		654.29		414		4,447		3,374.54	
		<b>-10</b>	<b>-18.5</b>	<b>222</b>	<b>35.7</b>	<b>148.79</b>	<b>29.4</b>	<b>-2</b>	<b>-.5</b>	<b>618</b>	<b>16.1</b>	<b>349.92</b>	<b>11.6</b>
HARRAH	11	9		173		142.20		107		1,049		896.63	
	12	13		170		169.13		93		923		874.82	
		<b>4</b>	<b>44.4</b>	<b>-3</b>	<b>-1.7</b>	<b>26.93</b>	<b>18.9</b>	<b>-14</b>	<b>-13.1</b>	<b>-126</b>	<b>-12.0</b>	<b>-21.81</b>	<b>-2.4</b>
JONES	11	2		14		11.01		16		64		42.82	
	12	3		9		8.00		16		49		31.11	
		<b>1</b>	<b>50.0</b>	<b>-5</b>	<b>-35.7</b>	<b>-3.01</b>	<b>-27.3</b>		<b>.0</b>	<b>-15</b>	<b>-23.4</b>	<b>-11.71</b>	<b>-27.3</b>
LUTHER	11	21		282		224.11		202		1,563		1,183.38	
	12	9		161		168.97		152		1,316		1,212.98	
		<b>-12</b>	<b>-57.1</b>	<b>-121</b>	<b>-42.9</b>	<b>-55.14</b>	<b>-24.6</b>	<b>-50</b>	<b>-24.8</b>	<b>-247</b>	<b>-15.8</b>	<b>29.60</b>	<b>2.5</b>
NICOMA PARK	11	4		52		47.02		35		169		116.79	
	12	2		15		10.75		18		94		89.25	
		<b>-2</b>	<b>-50.0</b>	<b>-37</b>	<b>-71.2</b>	<b>-36.27</b>	<b>-77.1</b>	<b>-17</b>	<b>-48.6</b>	<b>-75</b>	<b>-44.4</b>	<b>-27.54</b>	<b>-23.6</b>
WRIGHT	11	2		46		33.00		29		278		204.06	
	12	3		73		45.51		45		359		245.11	
		<b>1</b>	<b>50.0</b>	<b>27</b>	<b>58.7</b>	<b>12.51</b>	<b>37.9</b>	<b>16</b>	<b>55.2</b>	<b>81</b>	<b>29.1</b>	<b>41.05</b>	<b>20.1</b>
TOTAL	11	720		12,336		9,806.98		6,987		70,807		53,907.68	
	12	700		11,756		9,481.76		7,068		70,309		54,155.38	
		<b>-20</b>	<b>-2.8</b>	<b>-580</b>	<b>-4.7</b>	<b>-325.22</b>	<b>-3.3</b>	<b>81</b>	<b>1.2</b>	<b>-498</b>	<b>-.7</b>	<b>247.70</b>	<b>.5</b>

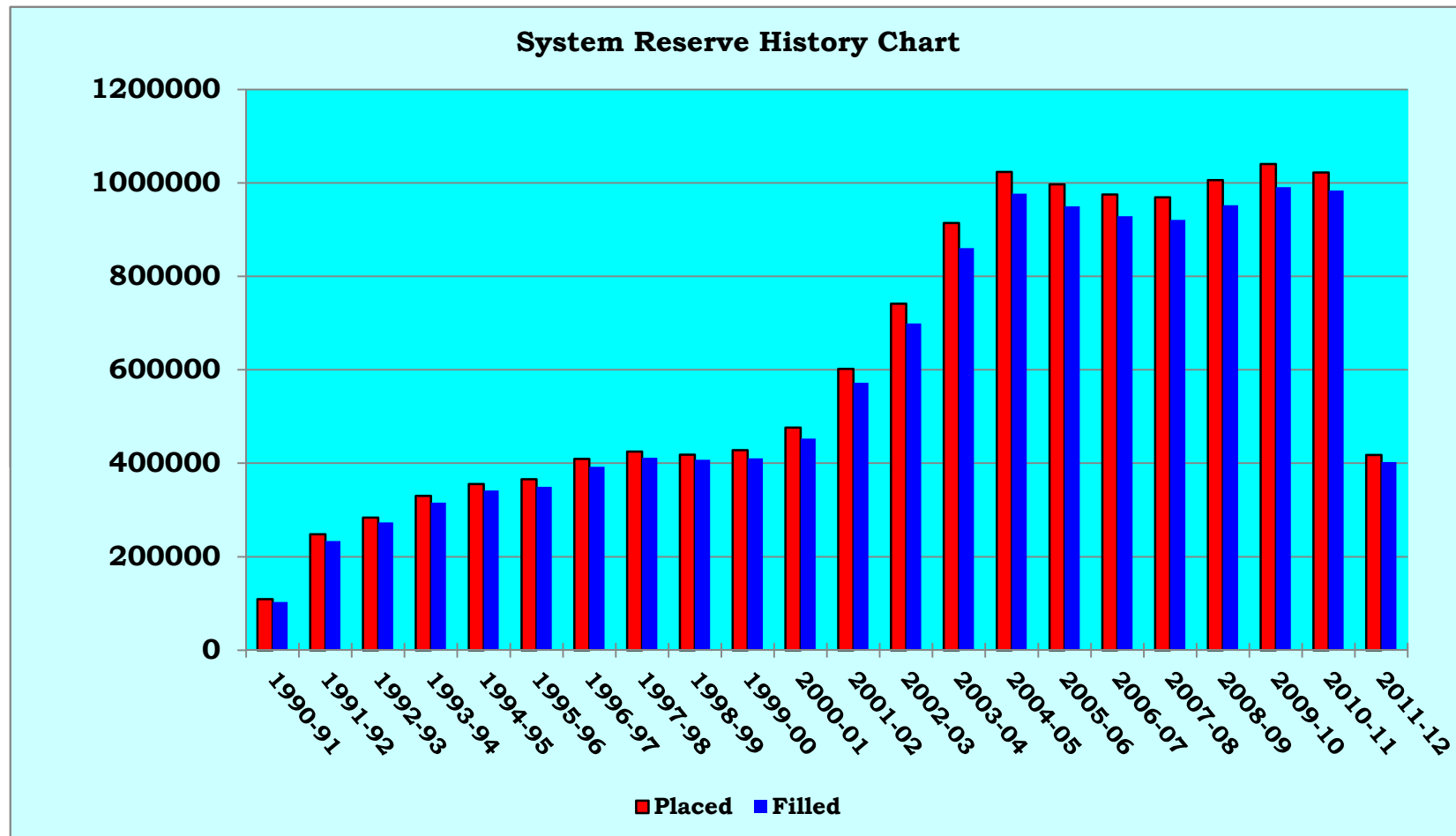
## System Reserve Report

July 1, 2011 through November 30, 2011 (41.67% of the 11-12 Fiscal Year)



## System Reserve Report

July 1, 2011 through November 30, 2011 (41.67% of the 11-12 Fiscal Year)



## System Reserves Report

July 1, 2011 through November 30, 2011 (41.67% of the 11-12 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	11	10,516	54,984		10,272	51,861	
	12	8,292	46,944		8,114	44,976	
		<b>-2,224</b>	<b>-8,040</b>	<b>-14.6</b>	<b>-2,158</b>	<b>-6,885</b>	<b>-13.3</b>
BETHANY	11	6,011	33,692		5,846	32,415	
	12	5,895	33,067		5,851	31,318	
		<b>-116</b>	<b>-625</b>	<b>-1.9</b>	<b>5</b>	<b>-1,097</b>	<b>-3.4</b>
CAPITOL HILL	11	1,097	5,719		1,076	5,471	
	12	1,180	6,393		1,126	6,217	
		<b>83</b>	<b>674</b>	<b>11.8</b>	<b>50</b>	<b>746</b>	<b>13.6</b>
CHOCTAW	11	2,175	12,399		2,142	11,960	
	12	2,041	11,882		1,959	11,388	
		<b>-134</b>	<b>-517</b>	<b>-4.2</b>	<b>-183</b>	<b>-572</b>	<b>-4.8</b>
DEL CITY	11	4,017	20,484		3,842	19,432	
	12	3,712	20,199		3,406	18,205	
		<b>-305</b>	<b>-285</b>	<b>-1.4</b>	<b>-436</b>	<b>-1,227</b>	<b>-6.3</b>
EDMOND	11	17,536	101,347		17,689	97,764	
	12	16,557	93,600		16,458	90,630	
		<b>-979</b>	<b>-7,747</b>	<b>-7.6</b>	<b>-1,231</b>	<b>-7,134</b>	<b>-7.3</b>
DOWNTOWN	11	3,821	23,317		3,884	22,091	
	12	3,699	21,819		3,769	21,038	
		<b>-122</b>	<b>-1,498</b>	<b>-6.4</b>	<b>-115</b>	<b>-1,053</b>	<b>-4.8</b>
MIDWEST CITY	11	6,827	38,125		6,777	36,405	
	12	6,689	35,223		6,691	34,071	
		<b>-138</b>	<b>-2,902</b>	<b>-7.6</b>	<b>-86</b>	<b>-2,334</b>	<b>-6.4</b>
RALPH ELLISON	11	1,378	7,161		1,367	6,872	
	12	1,262	7,024		1,243	6,781	
		<b>-116</b>	<b>-137</b>	<b>-1.9</b>	<b>-124</b>	<b>-91</b>	<b>-1.3</b>
SOUTHERN OAKS	11	8,494	44,458		8,228	42,241	
	12	6,585	35,825		6,483	34,307	
		<b>-1,909</b>	<b>-8,633</b>	<b>-19.4</b>	<b>-1,745</b>	<b>-7,934</b>	<b>-18.8</b>
VILLAGE	11	8,389	46,278		8,361	44,410	
	12	7,971	45,672		8,035	43,996	
		<b>-418</b>	<b>-606</b>	<b>-1.3</b>	<b>-326</b>	<b>-414</b>	<b>-.9</b>
WARR ACRES	11	7,847	41,714		7,707	40,101	
	12	7,511	41,369		7,521	40,047	
		<b>-336</b>	<b>-345</b>	<b>-.8</b>	<b>-186</b>	<b>-54</b>	<b>-.1</b>

## System Reserves Report

July 1, 2011 through November 30, 2011 (41.67% of the 11-12 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	11	1,296	6,285		1,271	6,031	
	12	929	4,815		950	4,648	
		<b>-367</b>	<b>-1,470</b>	<b>-23.4</b>	<b>-321</b>	<b>-1,383</b>	<b>-22.9</b>
JONES	11	352	1,686		352	1,636	
	12	405	1,991		409	1,955	
		<b>53</b>	<b>305</b>	<b>18.1</b>	<b>57</b>	<b>319</b>	<b>19.5</b>
LUTHER	11	1,152	5,537		1,187	5,231	
	12	1,105	5,333		1,051	5,244	
		<b>-47</b>	<b>-204</b>	<b>-3.7</b>	<b>-136</b>	<b>13</b>	<b>.2</b>
NICOMA PARK	11	533	3,180		583	3,040	
	12	483	2,664		530	2,569	
		<b>-50</b>	<b>-516</b>	<b>-16.2</b>	<b>-53</b>	<b>-471</b>	<b>-15.5</b>
WRIGHT	11	255	1,419		260	1,365	
	12	251	1,344		244	1,298	
		<b>-4</b>	<b>-75</b>	<b>-5.3</b>	<b>-16</b>	<b>-67</b>	<b>-4.9</b>
BOOKS-BY-MAIL	11	853	4,341		779	4,148	
	12	818	4,163		826	4,044	
		<b>-35</b>	<b>-178</b>	<b>-4.1</b>	<b>47</b>	<b>-104</b>	<b>-2.5</b>
TOTAL	11	82,549	452,126		81,623	432,474	
	12	75,385	419,327		74,666	402,732	
		<b>-7,164</b>	<b>-32,799</b>	<b>-7.3</b>	<b>-6,957</b>	<b>-29,742</b>	<b>-6.9</b>



# **EXECUTIVE DIRECTOR'S REPORT**

**DECEMBER 2011**

## **Opening Night**

The library will, once again, host an entertainment venue for the annual Opening Night celebration produced by the Arts Council of Oklahoma City. This year's entertainment will feature Brianna Gaither, folk artist, and Campari, jazz band, in the auditorium. Plus, La Internacional Sonora Sabrozona, a Latin/Salsa band, in the atrium all evening.

We will also be the venue for the hospitality suite sponsored by the Arts Council for their volunteers and entertainers.

## **Holiday Open House**

The annual library Open House Holiday Festival will take place on Sunday, December 11, from 1:30pm-4:30pm. This year, our theme is Festival of Trees. Many of the libraries and departments are participating by decorating a small tree in the theme of a favorite book. The day's activities will include craft workshops; face painting, photos with Santa, cookies and hot chocolate. We will have the First Presbyterian Church Choir, Cleveland Elementary Choir and our Second Sunday Concert featuring Hyunsoon Whang, classic pianist. At 4:00pm we will show Disney's Christmas Carol with Jim Carey.

## **Holiday Closings**

The library system will close for Christmas on Saturday, December 24<sup>th</sup>, Sunday, December 25<sup>th</sup> and Monday, December 26<sup>th</sup>. We will re open on Tuesday, the 27<sup>th</sup>. For New Years, we will be closed on Sunday, January 1<sup>st</sup>, and Monday, January 2<sup>nd</sup>, and re open on Tuesday the 3<sup>rd</sup>.

## **Kay Bauman to chair ALA committee**

Kay Bauman, Deputy Executive Director/Library Operations & Planning has been named chair of the LLAMA (Library administrative and Management Section) Mentoring Committee and will be heavily involved in their mentoring program which pairs librarians in leadership positions with librarians who are interested in becoming leaders. We applaud Kay for taking a leadership role at a national level in this program aimed at developing new leaders. It is something that we are very interested in here at MLS.

## ***DIRECTOR OUTREACH ACTIVITIES***

- ♣ Attended Rotary 29 Club Meetings
- ♣ OLA Legislative Meeting
- ♣ Tour Northwest Library Site

## ***FUTURE LIBRARY EVENTS OF SPECIAL NOTE***

### ***Holiday Concert with Spiritful Voices Choir***

Dec 4 | Sun | 3-4p

Location: Belle Isle

All ages

Belle Isle is fortunate to start the holiday season with a free concert for the whole family. Spiritful Voices Choir is independent all volunteer adult mixed choir. This non-profit organization, formed to serve our community by promoting singers who share a love of music, will perform selections sure to please everyone.

### ***All About Hanukkah!***

Dec 13 | Tue | 6:30-7:15p

Location: Bethany

All ages

Learn about the origins of Hanukkah, its meaning and traditions. Play the dreidel game and stay for a Hanukkah treat. Please pre-register at the information desk or call 789-8363, ext. 3.

### ***Pajama Jam***

Dec 28 | Wed | 2-3:30p

Location: Capitol Hill

Ages 8-12

Wear your new pajamas to the library and relax with a book. Music, snacks, and board games will be offered. This is a great opportunity to read and relax with friends. Call 634-6308 for more information. Children under 10 must be accompanied by an adult.

### ***Heartland Voices:***

In Concert

Dec 6 | Tue | 6-7p

Location: Choctaw

All ages

The Choctaw Library extends an invitation to the community to come out and listen to the talented Heartland Voices: In Concert. Heartland Voices will present a selection of inspiring holiday music that will set the tone for the season. Light refreshments will be served.

### ***Holiday Tree Lighting***

Dec 2 | Fri | 6-8p

Location: Del City

All ages

Join the Del City Library and the Del City Community Center for music, crafts, and hot chocolate as we kick off the holiday season with the annual tree lighting.

### ***Holiday Open House A Festival of Trees***

Dec 11 | Sun | 1:30-4:30p

Location: Downtown

All ages

Enjoy a day of family fun and get to know your library. Get a free photo with Santa, Craft Workshops and Entertainment all day. It's all free and open to the public.

1:30p First Presbyterian Choir - Atrium

2p Hyunsoon Whang - Classic Piano-

46th Star Auditorium - Second

Sunday Concert

### ***Beginning ESL***

Dec 5, 7 | Mon & Wed

5:30-8:30p

Location: Edmond

Adults

Beginning English as a Second Language (ESL) teaches students how to improve their conversational and listening skills in English. Enroll with the instructor on the first day you attend class. Class and materials are free. Cosponsor: OCCC

### ***Winter Wii Fest***

Dec 1-30 | 9:30a-6p (Library Hours)

Location: Luther

All ages

We have video games all month for the children to play. Drop in and have a great time. We have games like Super Smash Bros, Super Monkey Ball 2, Sonic Heroes and Mario Kart Double Dash. Any day and time is video game time at the Library.

### ***Children Reading to Dogs***

Dec 1, 15 | Thur

4:00-4:45p

Location: Nicoma Park

Ages 4 and older

Children improve their skills by reading to

D'Leo and his owner, who are trained and certified as a therapy team by Therapy Dogs International. For more information, please call the library at 769-9452.

### ***Author Visit with Fred Sellers***

Dec 3 | Sat | 2-3:30p

Location: Ralph Ellison

All ages

Visit Ralph Ellison Library as we host Oklahoma author Fred Sellers for a book talk and book signing event. Sellers is author of *The Prophet of Vail Mountain*, a fast paced love story set primarily in Oklahoma. Visit [www.prophetofvailmountain.com](http://www.prophetofvailmountain.com), call 424-1437, or visit the library for more information.

### ***Friday: Films, Family & Fun***

Dec 2, 9, 16, 23, 30 | Fri | 9a-6p

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.

