

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, October 18, 2007, 3:30 p.m.

Del City Library
4509 SE 15th Street
Del City, OK 73115
(Telephone: 672-1377)

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

Dr. Ann Caine, Vice Chair

3:30 – 3:45 pm INTRODUCTIONS

- Document #27 – 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 (#28 - #30)

- Document #28 – Approval of Minutes of September 20, 2007 Meeting
- Document #29 – Acceptance of Review of Expenditures for September 2007
- Document #30 – Approval of Contract Awards and Purchases
Item A: Hewlett Packard Printers

4:00 – 4:15 pm COMMITTEE REPORTS

- Document #31 – Discussion, Consideration, and Possible Action: Report and Recommendations ~ A & P Committee meeting, October 16, 2007 – Dr. Ann Caine, Chair

4:15 – 4:30 pm NEW BUSINESS

- Document #32 – Discussion, Consideration and Possible Action: Approval of MLS 2008 Library Holiday and Closing Schedule
- Document #33 – Discussion, Consideration and Possible Action: Approval of Metropolitan Library Commission Meeting Dates 2008
- Document #34 – Discussion, Consideration and Possible Action: Resolution of Appreciation – Millicent Gillogly
- Document #35 – Discussion, Consideration and Possible Action: Resolution of Appreciation – Scott Duncan
- Document #36 – Discussion, Consideration and Possible Action: Proposed Revision to Metropolitan Library Commission By-Laws

4:30 – 4:40 pm INFORMATION REPORTS

- Document #37 – MLS September 2007 Circulation Report
- Document #38 – MLS September 2007 Computer Usage Report
- Document #39 – MLS September 2007 System Reserve Report

4:40 – 4:45 pm EXECUTIVE DIRECTOR'S REPORT

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

NEXT COMMISSION MEETING DATE AND PLACE:

Thursday, November 15, 2007
Edmond, 10 S. Boulevard, Edmond, OK 73034

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 October 2007:

<u>Employees</u>	<u>Years of Service</u>
Francie L. Pendleton, Administrative Specialist, Director's Office	35
Steven B. Jenkins, Book Center Coordinator, Outreach	20
Karen L. Bays, Library Manager II, Edmond Library	15
Susan J. Hutchins, Associate Librarian, Del City Library	5
Thuy Thi Mai Nguyen, Associate Librarian, Library Operations	5
Rachel B. Smoot, Page, Southern Oaks Library	5
Melissa K. Weathers, Library Manager I, Del City Library	5

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

DATE: September 20, 2007 TIME: 3:30 pm

MEETING PLACE: Midwest City Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County October 16, 2006. 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 Midwest City and Downtown Library, 300 Park Avenue, Oklahoma City, on September 18, 2007, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Ralph Bullard
Glenda Choate
Fran Cory
Margaret Graham
David Greenwell, Disbursing Agent
Deanna Hannah
Jose Jimenez
Lee Alan Leslie
Penny McCaleb
Lori Nelson
Kim Patterson
Marguerite Ross
Jim Shonts
Judy Smith
Alyne Strube
Beth Toland
Alexandra Vera
Hugh Rice, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Nancy Anthony
Dr. Ann Caine, Vice-Chair
Carolyn Cornelius
Mick Cornett, Mayor of Oklahoma City
Scott Duncan
Tracy McGehee
Ray Vaughn, Chair, Board of County
Commissioners
Greg Womack

Estimate of general public and staff attending: 26

The meeting was called to order at 3:36 p.m. by, Mr. Hugh D. Rice, Chair.

Roll was called to establish a quorum. Present: Bullard, Choate, Cory, Graham, Greenwell, Hannah, Jimenez, Leslie, McCaleb, Nelson, Patterson, Ross, Shonts, Smith, Strube, Toland, Vera, Rice.

I. Mr. Rice introduced Ms. Deb Willis, Manager of the Midwest City Library. Ms. Willis welcomed the Commission and expressed her gratitude and thanks for everything the commission does for the library system and citizens of Oklahoma County.

Mr. Rice introduced Mrs. Rondia Banks, Chairman of the Staff Recognition Dinner Committee. Mrs. Banks issued a personal invitation to each commission member to attend the annual staff recognition dinner to be held November 10, at 6:30 p.m. at the Centre. The dinner recognizes staff for their years of service with the system.

II. Mr. Rice welcomed and introduced the new commissioners in attendance.

III. Mr. Rice presented the Metropolitan Library Commission of Oklahoma County Service Certificate recipients for August 2007: Glenn E. Webb Jr., Associate Librarian, Library Operations, 10 years of service; September 2007: Karen L. Marriott, Deputy Executive Director/Materials & Outreach, 30 years of service; Kay Bauman, Deputy Executive Director/Library Operations, 25 years of service; Van R. Bielstein, Circulation Clerk, Village Library, 5 years of service; Stuart H. Williamson, Researcher, Planning, 5 years of service.

IV. Mr. Rice called for comments from the general public. There were none.

V. Mr. Rice presented the Consent Docket; Document #14 – Approval of minutes of July 19, 2007 Meeting; Document #15 – Acceptance of Review of Expenditures for July 2007; Document #16 – Acceptance of Review of Expenditures for August 2007; Document #17 – Approval of Contract Awards and Purchases.

Mr. Rice called for a motion.

Mrs. Alyne Strube moved to accept the consent docket. Ms. Marguerite Ross seconded. Questions and discussion followed. Motion passed unanimously.

VI. Mr. Rice presented Document #18 – Discussion, Consideration, and Possible Action: Report and Recommendation ~ Finance Committee meeting September 7, 2007; Document #19 – Final Budget ~ July 1, 2007-June 30, 2008 – David Greenwell, Chair.

Mr. David Greenwell referred to the recommended purchasing policy changes. He reviewed and explained the proposed changes. In addition to some of the grammatical changes, and changes in titles, a paragraph was added to the policy to allow the library system to contract with employees or other associated individuals, who might otherwise be prohibited from performing special services. Examples were given and discussion followed. The proposed language states the Executive Director will make a disclosure to the Commission at its regular monthly meeting whenever a specific situation occurs and the policy specifically states that employees are not authorized to approve payments to family members or to themselves.

Mr. Greenwell stated the motion coming from committee is to approve the revised Stewardship of Financial Resources SF 200 Purchasing policy. A motion coming from committee requires no second. Discussion followed. Motion passed unanimously.

Mr. Greenwell referred to Document #19 ~ Final Budget ~ July 1, 2007-June 30, 2008.
(Mrs. Lori Nelson and Ms. Alexandra Vera excused themselves from the room prior to the recommendation and vote at 4:00 p.m.)

Mr. Greenwell stated the total proposed final budget of \$47,848,051 represents a decrease of \$4,973 from the preliminary budget approved by the Commission on June 21, 2007. The decrease from the preliminary budget is a result of the following changes in funding sources:

Tax Revenues	\$ 110,035
Miscellaneous Income	0
Lapsed and Cancelled	<u>(115,008)</u>
Total	<u>\$(4,973)</u>

Mr. Greenwell called for questions. Discussion followed.

Mr. Greenwell stated the motion coming from committee is to approve Document # 19 Metropolitan Library System Final Budget Fiscal Year 2007 – 2008. A motion coming from Committee requires no second. Motion passed unanimously. (Mrs. Nelson and Ms. Vera returned after the vote at 4:08 p.m.)

VII. Mr. Rice referred to Document #20 – Discussion, Consideration and Possible Action: Acceptance of Annual Audit ~ Murrell, Hall, McIntosh & Co., PLLP.

Mr. Greenwell introduced Ms. Carolyn Levings from Murrell, Hall, McIntosh & Co., PLLP.

Mr. Greenwell referred to the first couple of pages of the auditor's report, which identifies that the opinion is an "unqualified or clean opinion". Mr. Greenwell stated the auditor's did have some recommendations resulting from the audit. The Finance Committee has chosen to wait to present those comments and recommendations until next month's commission meeting in order to allow management enough time to provide a response.

Mr. Greenwell moved to accept the Audit as presented. Mr. Jim Shonts seconded. Discussion followed. Motion passed unanimously.

VIII. Mr. Rice referred to the Special Presentations – *MLS: Transforming Lives: FOCUS 2007* – Stacy Schrank, Employee Development Coordinator, Planning.

Mr. Schrank stated FOCUS (the annual staff development day) will be October 8 at the Clarion Meridian Convention Center. He presented each commission member with a brochure of the day's events and extended an invitation for each commission member to attend.

Mr. Rice referred to Document #21 – 26 Information Reports.

- ♦ Document #21 – MLS July 2007 Circulation Report
- ♦ Document #22 – MLS July 2007 Computer Usage Report
- ♦ Document #23 – MLS July 2007 System Reserve Report
- ♦ Document #24 – MLS August 2007 Circulation Report
- ♦ Document #25 – MLS August 2007 Computer Usage Report
- ♦ Document #26 – MLS August 2007 System Reserve Report

Discussion followed.

IX. Mr. Rice called on Mrs. Morris to present the Executive Director's Report.

Mrs. Morris introduced Ms. Linda Temple, the new President of the MLS Staff Association.

The commission membership as of today stands at 26. We have not received word from Del City as to a replacement for Cynthia Trent. Once that replacement has been made the quorum requirement for commission meetings will be 14 members.

Suggested revisions to the Commission Bylaws have been reviewed by Bill Comstock and Commission chair, Hugh Rice. These revisions relate to changes needed in light of the increase in number of library commissioners. The commission will need to review and recommend changes to the bylaws to reflect the new legislation.

The library system and Oklahoma City will be holding a community meeting on Tuesday, October 16th, from 7:00 pm to 9:00pm to discuss the new Northwest Library. The meeting will be held at Crossings Community Church, located at 14600 N. Portland. This meeting will give citizens the opportunity to provide input on what they would like to see in the future library. A brochure is being developed with specific information and will be sent out to the commission.

The City Council did approve the 2007 General Obligation Bond Package on Tuesday, September 11th. The election is scheduled to be held on December 11, 2007. The bond Officials from Oklahoma City will be invited to speak to the commission in October about the upcoming election.

The City of Edmond sent a letter to the commission expressing interest in providing a 2nd library for the Edmond community. The letter provides details as to the inclusion of the library as part of Edmond's 2007-2009 Strategic Plan.

X. Mr. Rice called for comments from Commission members.

The next Commission meeting will be held at the Del City Library on October 18, 2007.

There being no further business, the meeting was adjourned at 4:31pm.



Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

September 30, 2007

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of September 2007.

For comparison, 25.00% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of September 2007.

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

September 30, 2007

ASSETS

CASH - Overnight Investment Account	\$ 5,241,031.52
INVESTMENTS (Schedule attached)	15,998,184.53
Total Assets	<u><u>\$21,239,216.05</u></u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2006-07 Reserve for Appropriations	\$149,451.38	
2007-08 Purchase Orders Outstanding	854,309.69	
2006-07 Purchase Orders Outstanding	205,179.22	
2007-08 Checks Outstanding	199,369.27	
2006-07 Checks Outstanding	<u>1,960.66</u>	
Total Liabilities		1,410,270.22

FUND BALANCE:

Beginning of the Year		\$23,823,209.10	
Add: Revenues			
Budgeted	152,000.00		
Other	<u>1,723,405.46</u>	1,875,405.46	
Less: Expenditures		<u>(5,869,668.73)</u>	
Total Fund Balance			<u>19,828,945.83</u>
Total Liabilities, Deferred Revenue and Fund Balance			<u><u>\$21,239,216.05</u></u>

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

As of September 30, 2007

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	9/24/2002	11/13/2007	5.100%	\$ 98,336.68
CD - Municipal Emp. Credit Union	6/18/2003	6/18/2009	3.750%	100,000.00
CD - Weokie Credit Union	1/17/2003	1/18/2010	4.100%	100,000.00
CD - UMB Bank	2/12/2003	2/18/2008	3.500%	100,000.00
Money Market - Yukon Bank	2/27/2003		4.100%	100,000.00
CD - Stillwater National Bank	4/23/2003	5/23/2009	4.250%	100,000.00
CD - National Bank of Commerce.	6/21/2003	12/20/2007	5.060%	100,000.00
CD - Kirkpatrick Bank, Edmond	7/18/2004	3/16/2008	5.150%	100,000.00
CD - Coppermark Bank	7/18/2004	3/18/2008	5.050%	100,000.00
CD - BancFirst	7/28/2004	7/28/2009	5.050%	100,000.00
CD - Rose Rock Bank	10/15/2003	10/5/2007	5.130%	96,750.00
CD - Fidelity Bank	10/19/2004	10/19/2009	4.000%	100,000.00
CD - Quail Creek Bank	12/7/2004	12/7/2007	4.840%	100,000.00
CD - Citizen's Bank of Edmond	7/2/2004	7/2/2009	4.060%	100,000.00
CD - Intrust Bank	7/9/2007	7/7/2008	5.050%	100,000.00
FHLB notes	2/25/2005	8/27/2008	4.000%	1,000,025.00
CD - Valliance Bank	3/3/2005	3/5/2008	5.200%	100,000.00
FNMA 06-08	8/3/2005	6/30/2008	4.300%	1,072,211.33
Fed Home LN 06-08	8/1/2005	2/25/2008	4.400%	2,000,000.00
Fed Home LN MC '07	12/29/2006	11/13/2007	5.100%	2,392,115.97
Fed Home LN MC '07	12/29/2006	10/16/2007	5.120%	2,400,979.17
FNMA 08-09	2/2/2007	1/16/2009	5.267%	2,004,684.44
FNMA Notes 07/08	2/2/2007	10/3/2008	5.146%	2,033,081.94
Fed Home LN 08-09	7/16/2007	7/16/2009	5.250%	1,500,000.00
Total Investments				<u><u>\$ 15,998,184.53</u></u>

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

September 1, 2007 to September 30, 2007

	<u>Budget</u>	<u>Current Month Receipts</u>	<u>Year To Date Receipts</u>	<u>Percent Budget Received</u>
<u>BUDGETED:</u>				
2007 Ad Valorem Tax	\$23,228,906.00	\$ -	\$ -	0.00%
State Aid	282,936.00	-	-	0.00%
Fines	<u>513,000.00</u>	<u>97,000.00</u>	<u>152,000.00</u>	29.63%
Total Budgeted Revenue	<u>\$ 24,024,842.00</u>	<u>\$ 97,000.00</u>	<u>\$ 152,000.00</u>	0.63%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 883,244.13	\$ 1,219,952.90	
Gifts and Lost Books Fees		0.00	75,000.00	
Investment Income		81,109.14	368,530.77	
Flexible Benefits Account Balance		0.00	0.00	
Sale of Surplus Equipment		0.00	4,794.88	
Miscellaneous		<u>3,630.28</u>	<u>55,126.91</u>	
Total Miscellaneous Revenue		<u>\$ 967,983.55</u>	<u>\$ 1,723,405.46</u>	
Total Revenue	<u>\$ 24,024,842.00</u>	<u>\$ 1,064,983.55</u>	<u>\$ 1,875,405.46</u>	7.81%

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

September 30, 2007

	<u>BEGINNING OF MONTH</u>	<u>RECEIPTS September</u>	<u>EXPEND. September</u>	<u>ENDING BALANCE</u>
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 16,419.10	\$ 7,572.66	\$ 4,910.84	\$ 19,080.92
810 Prepaid Fees	(689.99)	0.00	983.73	(1,673.72)
815 Fines	97,742.04	40,565.06	97,000.00	41,307.10
820 Copy	112,689.12	3,545.45	16,985.93	99,248.64
900 Special Event Fund	2,300.92	0.00	150.00	2,150.92
Total Revolving Funds	<u>\$ 228,461.19</u>	<u>\$ 51,683.17</u>	<u>\$ 120,030.50</u>	<u>\$ 160,113.86</u>

	<u>GRANT AMOUNT</u>	<u>RECEIPTS TO DATE</u>	<u>EXPEND. TO DATE</u>	<u>BALANCE BALANCE</u>
GRANTS:				
<u>Special Grants</u>				
857 DN/LC Donations	92,000.00	91,879.29	89,785.96	2,093.33
859 OCCF/Invisible Man	26,721.81	26,721.81	25,014.44	1,707.37
876 08/Guild/Choctaw Books	3,500.00	3,500.00	0.00	3,500.00
878 08/Country/Warr Acres Insur Reimb	6,310.00	6,310.00	0.00	6,310.00
898 06 Endowment/Summer Reading	12,121.50	12,121.50	12,121.50	0.00
901 07/Endowment/Vehicle	18,000.00	18,000.00	16,548.51	1,451.49
902 07/Endowment/Summer Reading	12,000.00	12,000.00	12,000.00	0.00
919 07/OAC/Hinkles Puppets	250.00	250.00	0.00	250.00
924 07/Guild/Choctaw Spanish Classes	800.00	800.00	750.00	50.00
926 07/Kirkpatrick/Come Read With Me	5,000.00	5,000.00	0.00	5,000.00
928 07/LET/Summer Reading	12,000.00	12,000.00	38.63	11,961.37
939 YMCA/21st Century Grant	9,907.50	9,907.50	3,660.00	6,247.50
943 Junior League/MWC	750.00	750.00	750.00	0.00
947 Endowment/ Choctaw Childrens	4,500.00	4,500.00	4,467.79	32.21
952 Human Rights Video Project	750.00	750.00	0.00	750.00
963 RE Friends/Programming Grant	4,000.00	3,857.32	2,613.12	1,244.20
978 06/ALA/Let's Talk About It: Jewish L	1,500.00	1,500.00	1,500.00	0.00
980 05 WalMart Children's	1,000.00	1,000.00	394.45	605.55
981 05 Downtown Club/Children's	1,900.00	1,900.00	1,817.23	82.77
991 06 Inasmuch	60,000.00	60,000.00	39,072.89	20,927.11
993 06 WalMart/Edmond Library	2,000.00	2,000.00	1,990.75	9.25
994 06 WalMart/Village	2,000.00	2,000.00	1,806.05	193.95
995 06 WalMart/Midwest City	1,977.41	1,977.41	1,711.10	266.31
996 06 Endowment/Read to Me Pack	2,500.00	2,500.00	2,500.00	0.00
997 06 Eagle Scout/Village	630.00	630.00	0.00	630.00
998 06 Sonic/Ralph Ellison	500.00	500.00	500.00	0.00

Grants - Friends of MLS

938 03 VI - Library Sign	5,000.00	5,000.00	0.00	5,000.00
960 05 OK Reads OK	0.00	0.00	0.00	0.00
877 06 Las Clases Espanolas	8,000.00	8,000.00	5,450.00	2,550.00

GRANTS:

	GRANT AMOUNT	RECEIPTS TO DATE	EXPENSE TO DATE	BALANCE BALANCE
881 06 Toys for the Library	750.00	750.00	750.00	0.00
883 06 Local History Materials Binding	3,000.00	3,000.00	2,015.30	984.70
893 06 Lee B Brawner Scholarship	8,300.00	8,300.00	8,287.47	12.53
904 07 Volunteer Recognition	2,000.00	2,000.00	2,000.00	0.00
905 07 Staff Recognition	6,100.00	6,170.64	5,966.83	203.81
906 07 Summer at the Library	5,000.00	5,000.00	4,702.68	297.32
908 07 LIFE Come Read with Me	7,500.00	9,737.94	7,500.00	2,237.94
909 07 Author Visit - David Lubar	12,600.00	12,600.00	8,619.91	3,980.09
910 07 System-wide adult prgrmmng	6,300.00	6,781.62	6,381.62	400.00
912 07 Looking at Jazz - Downtown	925.00	925.00	900.00	25.00
913 07 Oklahoma Voices	11,175.00	11,175.00	9,070.11	2,104.89
915 07 Library Enhancement - CH	1,108.00	1,108.00	962.97	145.03

Grants - Friends of MLS

860 08 Volunteer Recognition	2,000.00	2,000.00	206.34	1,793.66
861 08 Staff Recognition	6,845.00	6,845.00	200.00	6,645.00
863 08 123 Play with Me	3,000.00	3,000.00	230.00	2,770.00
864 08 LIFE	7,500.00	7,500.00	1,669.05	5,830.95
870 08 Oklahoma Voices - Phase 3	5,000.00	5,000.00	0.00	5,000.00
871 08 Wii Equipment	770.00	770.00	0.00	770.00
873 08 Teen & Children's Furnishings	1,713.00	1,713.00	0.00	1,713.00

Total Grants\$105,776.33**Total Special Funds**\$ 265,890.19

Metropolitan Library System
Statement of Encumbrances
Month of September 2007

FY-08

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	710,189.79	2,488,062.79	25.03	9,939,418.00	7,451,355.21
102	Wages - Part-time	102,675.94	401,647.64	23.31	1,722,782.00	1,321,134.36
103	Payroll Taxes	59,428.76	213,728.50	26.48	807,177.00	593,448.50
109	Workers Comp Insurance	8,730.00	28,330.00	23.73	119,370.00	91,040.00
112	Group Insurance	124,309.42	373,432.17	23.13	1,614,468.00	1,241,035.83
113	Employees' retirement	38,310.92	134,688.38	10.26	1,312,852.00	1,178,163.62
114	Unemployment Compen.	.00	.00	.00	20,000.00	20,000.00
Total Personal Services		1,043,644.83	3,639,889.48	23.43	15,536,067.00	11,896,177.52

Maintenance & Operations - Contractual Services

201	Bldg, Property, & Auto Insur.	.00	.00	.00	166,865.00	166,865.00
202	Liability/Bonding Insurance	.00	.00	.00	5,500.00	5,500.00
205	Rent of Library Buildings	400.00	1,600.00	33.33	4,800.00	3,200.00
206	Rent of Equipment	496.50	496.50	7.41	6,700.00	6,203.50
207	Janitorial Services	18,884.00	94,328.00	26.48	356,180.00	261,852.00
208	Maintenance of Facilities	21,988.27	64,615.55	23.09	279,875.00	215,259.45
211	Parking & Transportation	12,029.16	41,185.52	23.63	174,265.00	133,079.48
212	Travel Expenses	6,437.78	8,344.49	10.09	82,708.00	74,363.51
213	Professional Services	18,139.59	29,928.83	7.81	383,045.00	353,116.17
214	Security Services	27,322.64	82,442.71	20.99	392,693.00	310,250.29
216	Telephone Services	21,046.37	65,621.42	23.19	282,960.00	217,338.58
217	Electrical Services	44,985.37	140,108.56	27.18	515,530.00	375,421.44
218	Gas Services	872.42	3,003.53	4.44	67,585.00	64,581.47
219	Water & Garbage Services	4,671.91	15,345.60	32.30	47,510.00	32,164.40
220	Trigen Energy Services	20,154.65	55,406.52	30.28	183,000.00	127,593.48
226	Memberships	1,991.00	5,179.50	19.00	27,255.00	22,075.50
230	Other Library-Related Services	5,498.48	32,878.35	9.96	330,087.00	297,208.65
231	Automation Contractual	53,516.79	84,000.81	25.58	328,417.00	244,416.19
236	Network Catalog Services	770.00	54,638.00	87.04	62,775.00	8,137.00
Total Contractual Services		259,204.93	779,123.89	21.07	3,697,750.00	2,918,626.11

Metropolitan Library System
Statement of Encumbrances
Month of September 2007

FY-08

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	28,523.82	40,818.40	19.97	204,420.00	163,601.60
302	Postage	21,921.13	64,868.89	23.44	276,765.00	211,896.11
303	Supplies	401,988.35	442,417.45	66.62	664,100.00	221,682.55
310	Maintenance Supplies	5,573.47	8,571.46	12.07	71,000.00	62,428.54
312	Safety Supplies & Equipment	.00	1,311.66	10.17	12,900.00	11,588.34
321	Gasoline & Oil	2,676.31	5,450.91	12.11	45,000.00	39,549.09
322	Vehicle Parts & Repairs	542.02	1,276.01	7.09	18,000.00	16,723.99
330	Programming Activities	4,068.38	34,460.99	17.02	202,525.00	168,064.01
331	Other Commodities	211.18	3,377.75	10.89	31,015.00	27,637.25
Total Commodities		465,504.66	602,553.52	39.49	1,525,725.00	923,171.48

Capital Outlays

401	Books & Materials	224,584.98	618,937.56	18.90	3,275,170.00	2,656,232.44
404	Government Documents	.00	.00	.00	5,000.00	5,000.00
405	Book Repairs & Bindings	.00	.00	.00	2,200.00	2,200.00
407	Periodicals & Subscriptions	10,297.67	21,726.91	14.03	154,830.00	133,103.09
408	Furniture, Fixture, & Equipmnt	1,079.32	1,624.32	.99	164,569.00	162,944.68
409	Motor Vehicles	.00	.00	.00	50,000.00	50,000.00
410	Automation System & Equipment	175,982.28	187,191.28	39.02	479,719.00	292,527.72
450	Capital Projects	2,712.00	18,621.77	.40	4,707,815.00	4,689,193.23
490	Capital Reserves - Current	.00	.00	.00	5,089,179.10	5,089,179.10
499	Reserve Carryover - Prior	.00	.00	.00	13,160,027.00	13,160,027.00
Total Capital Outlays		414,656.25	848,101.84	3.13	27,088,509.10	26,240,407.26
Total Budget		2,183,010.67	5,869,668.73	12.27	47,848,051.10	41,978,382.37

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Number	Vendor/Payee	Purpose		Amount
G-00636	Federal Corporation	Maintenance of Facilities	3.36	3.36
G-00637	O G & E	Electrical Services	17,725.63	
		Electrical Services	9,021.31	26,746.94
G-00638	City of Oklahoma City	Water & Garbage Services	1,172.47	1,172.47
G-00639	Triangle/A & E	Printing	21.06	
		Printing	195.81	
		Printing	540.00	756.87
G-00640	Southwestern Stationery and	Supplies	36.06	
		Supplies	53.76	
		Printing	3,921.00	4,010.82
G-00641	Locke Supply Co.	Maintenance of Facilities	6.51	
		Maintenance of Facilities	23.80	
		Maintenance of Facilities	95.04	125.35
G-00642	Tech-Lock	Maintenance of Facilities	31.95	31.95
G-00643	Emsco Electric Supply	Maintenance of Facilities	51.65	
		Maintenance of Facilities	571.05	622.70
G-00644	MASSCO Maintenance Co.	Maintenance Supplies	1,746.78	1,746.78
G-00645	Eales Electronics Corp.	Maintenance of Facilities	25.00	25.00
G-00646	Gaylord Bros.	Supplies	39.87	39.87
G-00647	Journey House Travel, Inc.	Travel Expense	301.60	301.60
G-00648	UNUM Life Insurance	Grp L-T Disability Ins-SP	6,606.19	6,606.19
G-00649	Ernestine Clark	Mileage	73.96	73.96
G-00650	Alma L. Brown	Postage	57.40	57.40
G-00651	Frank Ray	Mileage	30.56	30.56
G-00652	Standard Printing Co., Inc.	Printing	750.00	750.00
G-00653	Edmond Chamber of Commerce	Memberships	270.00	270.00
G-00654	CompSource Oklahoma	Workers' Comp Insurance	8,730.00	8,730.00
G-00655	United Refrigeration, Inc.	Maintenance of Facilities	14.48	14.48
G-00656	KTUZ TV	Library-Related Services	780.00	780.00
G-00657	David French	Mileage	7.03	7.03
G-00658	Johnstone Supply	Maintenance of Facilities	160.00	
		Maintenance of Facilities	38.15	198.15
G-00659	Tracy Stone	Professional Services	55.00	55.00
G-00660	Traci Jinkens	Mileage	41.20	41.20
G-00661	Reliance Label Solutions, Inc	Supplies	7,594.42	7,594.42
G-00662	Staples Business Advantage	Supplies	69.49	69.49
G-00663	Darcus Smith	Mileage	7.03	7.03
G-00664	Mutual Assurance	Grp Life/AD&D Ins Prm-SEP	30,300.04	30,300.04
G-00665	Priscilla Doss	Mileage	7.52	7.52
G-00666	Full Circle Bookstore	Programming Activities	11.96	11.96
G-00667	Janet Brooks	Mileage	60.87	60.87
G-00668	Jonathan Willis	Mileage	64.02	64.02
G-00669	Linda Hyams	Mileage	84.42	
		Mileage	34.68	119.10
G-00670	Dana Bickford	Professional Services	1,200.00	1,200.00
G-00671	Oklahoma Gazette	Library-Related Services	1,676.70	1,676.70
G-00672	Culinary Concepts, LLC	Professional Services	242.94	242.94
G-00673	Scott's Printing & Copying	Printing	752.31	752.31
G-00674	Nicoma Park-Choctaw Business	Memberships	40.00	40.00
G-00675	Walker Companies	Programming Activities	118.00	118.00
G-00676	Scovil & Sides Hardware Co.	Maintenance of Facilities	150.00	150.00
G-00677	Karen R. Bray	Mileage	3.40	3.40

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Number	Vendor/Payee	Purpose		Amount
G-00678	Minuteman Press	Printing	148.15	148.15
G-00679	Voss Lighting	Maintenance of Facilities	442.20	
		Maintenance of Facilities	47.50	489.70
G-00680	Cherokee Building Materials	Maintenance of Facilities	62.22	
		Maintenance of Facilities	31.11	93.33
G-00681	Cox Media Oklahoma City	Library-Related Services	6,296.00	
		Library-Related Services	544.00	6,840.00
G-00682	Melissa O'Neil	Mileage	11.16	11.16
G-00683	OPUBCO Communications Group	Library-Related Services	303.27	
		Library-Related Services	76.04	379.31
G-00684	ASTD	Memberships	169.00	169.00
G-00685	Equipment Service, Inc.	Library-Related Services	115.00	115.00
G-00686	Harry Hoang	Mileage	13.97	13.97
G-00687	Dowell Parking Center	Parking & Transportation	200.00	200.00
G-00688	Nick Pittman	Mileage	9.70	9.70
G-00689	Direct Safety Co.	Safety Supplies	193.12	
		Safety Supplies	193.12	
		Safety Supplies	193.12	
		Safety Supplies	168.84	
		Safety Supplies	72.42	820.62
G-00690	Lisa M. Wood	Professional Services	300.00	300.00
G-00691	Ford Audio-Video	Automation Contractual	55.00	
		Maintenance of Equipment	145.00	200.00
G-00692	Oklahoma Press Service	Library-Related Services	146.88	146.88
G-00693	Office Depot Credit Plan	Supplies	124.49	
		Supplies	171.15	
		Supplies	10.87	306.51
G-00694	Todd Olberding	Telephone Services	45.51	45.51
G-00695	CPI Office Products	Supplies	134.85	134.85
G-00696	Metropolitan Library System	Grp Med/Dtl Ins Prem-SEP	84,014.76	84,014.76
G-00697	Walmart Community	Safety Supplies	50.64	
		Other Commodities	47.96	98.60
G-00698	Metro Family	Library-Related Services	683.00	
		Library-Related Services	683.00	1,366.00
G-00699	Garcia Tire Service, Inc.	Maintenance of Facilities	527.40	
		Vehicle Parts & Repairs	24.00	551.40
G-00700	Carrier North	Maintenance of Facilities	4,653.00	
		Maintenance of Facilities	58.01	4,711.01
G-00701	Kathryn M. Dunn	Mileage	25.71	25.71
G-00702	York International Corp.	Maintenance of Facilities	155.00	155.00
G-00703	Lesli Jones	Library-Related Services	110.00	110.00
G-00704	Kelley Hoffman	Mileage	25.41	25.41
G-00705	Corporate Express, Inc.	Supplies	5.96	5.96
G-00706	Securitas Security USA, Inc.	Security Services	6,263.05	6,263.05
G-00707	SimplexGrinnell	Maintenance of Facilities	870.00	870.00
G-00708	KYIS 98.9 FM	Library-Related Services	1,554.00	1,554.00
G-00709	Sabre Technologies	Printer Supplies	1,509.00	1,509.00
G-00710	Jean Wilburn	Mileage	14.07	14.07
G-00711	Smart Technologies	Automation Contractual	197.50	197.50
G-00712	COTPA	Staff Parking	2,576.00	
		Staff Parking	2,926.20	
		Staff Parking	3,534.68	9,036.88

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Number	Vendor/Payee	Purpose		Amount
G-00713	Midwest Single Source, Inc.	Supplies	65.58	65.58
G-00714	Gale Research	Materials	4,717.88	4,717.88
G-00715	Baker & Taylor Books	Materials	2,054.44	2,054.44
G-00716	Stryker-Post Publications	Materials	861.78	861.78
G-00717	Instructional Video, Inc.	Materials	4,415.83	4,415.83
G-00718	Gale Group	Materials	1,346.16	1,346.16
G-00719	Library Video Co.	Materials	2,032.06	2,032.06
G-00720	Full Circle Bookstore	Materials	53.60	53.60
G-00721	Mel Bay	Materials	49.27	49.27
G-00722	Genealogical Publishing Co, Inc	Materials	53.95	53.95
G-00723	Kultur International Films	Materials	330.07	330.07
G-00724	Blackstone Audio Books	Materials	94.50	94.50
G-00725	Random House, Inc	Materials	2,722.20	2,722.20
G-00726	Brilliance Corporation	Materials	449.90	449.90
G-00727	Ingram Library Service	Materials	4,638.58	4,638.58
G-00728	Audio Editions	Materials	1,935.38	1,935.38
G-00729	Digital Library Reserve, Inc	Materials	5,250.00	5,250.00
G-00730	Ingram Library Service	Materials	1,077.16	1,077.16
G-00731	Center Point Large Print	Materials	498.42	498.42
G-00732	Baker & Taylor Entertainment	Materials	8,938.10	
		Materials	2,790.29	11,728.39
G-00733	Baker & Taylor Books	Materials	1,220.54	
		Materials	5,291.72	
		Materials	4,912.20	
		Materials	14,284.55	
		Materials	10,458.11	
		Materials	6,279.88	42,447.00
G-00734	Baker & Taylor Books	Materials	1,473.53	
		Materials	6,637.25	
		Materials	5,280.09	13,390.87
G-00735	Baker & Taylor Books	Materials	2,194.69	2,194.69
G-00736	Bank of Oklahoma	Payroll Transmittal-Chks	41,486.56	
		Payroll Transmittal-Chks	19,167.41	
		Payroll Transmittal-Chks	220.00	60,873.97
G-00737	Bank of Oklahoma	Federal Withholding Tax	35,111.60	
		Federal Withholding Tax	2,844.00	37,955.60
G-00738	Oklahoma Tax Commission	State Withholding Tax	12,907.00	
		State Withholding Tax	1,116.50	14,023.50
G-00739	Mun. Employees Credit Union	Employee Cr Union Deducts	10,955.51	
		Employee Cr Union Deducts	227.50	11,183.01
G-00740	United Way of Central Oklahoma	Employee Deductions	388.08	
		Employee Deductions	3.00	391.08
G-00741	Oklahoma Tax Commission	Employee Deductions	308.87	308.87
G-00742	Rausch, Sturm, Israel & Hornik	Employee Deductions	150.09	150.09
G-00743	Bank of America	Payroll Transmittal-DDep	184,196.15	
		Payroll Transmittal-DDep	24,570.70	
		Payroll Transmittal-DDep	935.00	209,701.85
G-00744	Nationwide Retirement Solution	Employee Deductions	7,898.69	7,898.69
G-00745	Transamerica Worksite Mrktg.	Employee Deductions	562.43	562.43
G-00746	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,862.21	4,862.21
G-00747	Bank of Oklahoma	Employee Flexplan Deposit	19,048.07	19,048.07
G-00748	Bank of Oklahoma	Employee Soc/Sec Deposits	20,473.82	

** Continued **

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Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-00748	Bank of Oklahoma	Employee Soc/Sec Deposits	3,295.25	
		Employee Medicare Deposit	4,869.29	
		Employee Medicare Deposit	770.65	
		Employer Soc/Sec Deposits	23,769.37	
		Employer Medicare Deposit	5,640.02	58,818.40
G-00749	MassMutual Financial Group	Employee Contrib -- DC PI	10,468.64	
		Employer Contrib -- DC PI	19,250.45	29,719.09
G-00750	Love, Beal & Nixon, P.C.	Employee Deductions	85.00	85.00
G-00751	ODHS Oklahoma Centralized	Employee Deductions	102.55	102.55
G-00752	Administrative Systems, Inc.	Employee Deductions	987.57	987.57
G-00753	Metropolitan Library System	Maintenance of Facilities	38.08	
		Parking	27.00	
		Professional Services	15.00	
		Postage	173.35	
		Supplies	66.98	
		Programming Activities	50.43	
		Programming Activities	36.70	
		Other Commodities	114.53	
		Equipment	45.00	567.07
G-00754	City of Midwest City	Water & Garbage Services	400.82	400.82
G-00755	Bradford Industrial Suppl Corp	Maintenance of Facilities	95.95	
		Maintenance of Facilities	206.38	
		Maintenance of Facilities	19.94	
		Maintenance of Facilities	197.27	
		Maintenance of Facilities	16.00	
		Maintenance of Facilities	28.37	563.91
G-00756	Grainger	Maintenance of Facilities	286.54	286.54
G-00757	Oklahoma Natural Gas Co.	Gas Services	350.89	
		Gas Services	75.92	426.81
G-00758	City of the Village	Water & Garbage Services	80.98	80.98
G-00759	Southwestern Stationery and	Supplies	355.70	355.70
G-00760	Dagwell Dixie Inc	Maintenance of Facilities	721.88	721.88
G-00761	Demco	Supplies	194.42	194.42
G-00762	Highsmith Co., Inc.	Supplies	50.97	50.97
G-00763	Hewlett-Packard Co.	Automation Contractual	12,029.00	12,029.00
G-00764	Amazon Credit Plan	Material	34.64	34.64
G-00765	Susan Ryan	Mileage	29.10	29.10
G-00766	Charles S. Isaacs	Mileage	36.13	
		Telephone Services	35.00	71.13
G-00767	ALA Membership CSC	Memberships	160.00	160.00
G-00768	Barbara Beasley	Mileage	15.76	15.76
G-00769	David French	Mileage	6.79	6.79
G-00770	Marilyn E. Backus	Mileage	31.53	31.53
G-00771	Denyveta Davis	Mileage	228.68	228.68
G-00772	Anne G. Fischer	Mileage	134.83	134.83
G-00773	Oklahoma City Comm. College	Job Fair Registration	75.00	75.00
G-00774	Chicago Tribune	Subscriptions	468.52	468.52
G-00775	Rosemary Czarski	Mileage	81.00	81.00
G-00776	INTEGRIS Corporate Assistance	Professional Services	814.00	814.00
G-00777	Frances Kay Samaripa	Mileage	65.48	65.48
G-00778	Downtown College Consortium	Professional Services	70.00	70.00

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Number	Vendor/Payee	Purpose		Amount
G-00779	AT&T	Telephone Services	893.75	893.75
G-00780	Julia Ballou	Mileage	17.31	17.31
G-00781	FedEx Kinko's Print Services	Programming Activites	4.05	4.05
G-00782	Linda Temple	Programming Activities	73.11	73.11
G-00783	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	70.00	70.00
G-00784	Patricia Jan Hall	Programming Activities	75.00	75.00
G-00785	Matthew Cotter	Mileage	76.87	76.87
G-00786	Minuteman Press	Printing	143.74	143.74
G-00787	Frances V. Harbert	Travel Expense	6.00	
		Mileage	.82	
		Mileage	12.13	18.95
G-00788	Town of Luther	Water & Garbage	44.25	44.25
G-00789	Landon Holman	Mileage	20.86	20.86
G-00790	Rose State College	Career Fair Registration	85.00	85.00
G-00791	Evans Hardware	Maintenance of Facilities	3.52	
		Maintenance of Facilities	2.80	
		Maintenance of Facilities	81.00	
		Maintenance of Facilities	17.42	104.74
G-00792	Jeffrey J. Crawford	Security Services	325.00	325.00
G-00793	John Mark Dawson	Security Services	300.00	300.00
G-00794	Miguel A. Campos	Security Services	325.00	325.00
G-00795	Jurden Brown, Jr.	Security Services	612.50	612.50
G-00796	Franklin Covey Co.	Supplies	231.72	231.72
G-00797	Judy Howard	Programming Activities	266.00	266.00
G-00798	John Paull	Security Services	325.00	325.00
G-00799	Stanley Campbell	Security Services	212.50	212.50
G-00800	BMI Systems Corp.	Maintenance of Facilities	49.33	
		Maintenance of Facilities	31.62	
		Maintenance of Facilities	275.88	
		Maintenance of Facilities	106.02	
		Maintenance of Facilities	98.78	561.63
G-00801	Elizabeth A. Craig	Professional Services	320.00	320.00
G-00802	OSU Oklahoma City	Job Fair Registration	75.00	75.00
G-00803	Nicklas S. Wald	Security Services	112.50	112.50
G-00804	Hudiburg Chevrolet, Inc.	Vehicle Maintenance	28.15	
		Vehicle Parts & Repairs	259.65	287.80
G-00805	Oklahoma Center for Nonprofits	Professional Services	160.00	160.00
G-00806	Ruby Soutiere	Mileage	39.77	39.77
G-00807	Cox Channel	Library-Related Services	1,290.00	
		Library-Related Services	690.00	1,980.00
G-00808	Joy E. Cavett	Programming Activities	60.00	60.00
G-00809	Stanley Taucer	Mileage	10.19	10.19
G-00810	Selma Zuhdi	Mileage	3.40	3.40
G-00811	City of Harrah	Water & Garbage	55.15	55.15
G-00812	Crowe & Dunlevy	Professional Services	128.00	128.00
G-00813	Oklahoma Press Service	Library-Related Services	140.80	140.80
G-00814	Crystal Suppes	Mileage	9.70	9.70
G-00815	Linda Jameson	Mileage	1.94	1.94
G-00816	City of Choctaw	Water & Garbage Services	85.32	85.32
G-00817	Vision Service Plan of	Grp Vision Ins Prem-Sept.	2,233.43	2,233.43
G-00818	Office Depot Credit Plan	Supplies	21.94	
		Supplies	27.94	49.88

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Number	Vendor/Payee	Purpose		Amount
G-00819	Roy Ballou	Mileage	32.01	32.01
G-00820	FBD Consulting, Inc.	Professional Services	9,420.00	9,420.00
G-00821	LaVetta Kinsey Dent	Mileage	38.80	38.80
G-00822	Walmart Community	Supplies	113.99	113.99
G-00823	Preston Bell	Transportation	40.00	40.00
G-00824	Allied Waste Services #060	Garbage Services	609.96	609.96
G-00825	Pamela Buchanan	Mileage	57.23	57.23
G-00826	Karen K. Bailey	Programming Activities	100.00	100.00
G-00827	Pamela Barrymore	Programming Activities	100.00	100.00
G-00828	Securitas Security USA, Inc.	Security Services	6,454.25	6,454.25
G-00829	Sabre Technologies	Computer Equipment	1,541.00	1,541.00
G-00830	Brenda Hammons	Mileage	5.09	5.09
G-00831	Gale Research	Materials	1,303.35	1,303.35
G-00832	Baker & Taylor Books	Materials	6,389.46	6,389.46
G-00833	Recorded Books, LLC	Materials	3,854.45	3,854.45
G-00834	Instructional Video, Inc.	Materials	1,492.84	1,492.84
G-00835	Gale Group	Materials	3,663.02	3,663.02
G-00836	Hoover's, Inc.	Materials	907.50	907.50
G-00837	Random House, Inc	Materials	668.80	668.80
G-00838	Brilliance Corporation	Materials	191.95	191.95
G-00839	Ingram Library Service	Materials	806.10	806.10
G-00840	R. R. Bowker	Materials	2,591.68	2,591.68
G-00841	Audio Editions	Materials	477.44	477.44
G-00842	Center Point Large Print	Materials	1,285.65	1,285.65
G-00843	Schiffer Publishing	Materials	154.23	154.23
G-00844	Baker & Taylor Books	Materials	2,112.26	2,112.26
G-00845	Baker & Taylor Entertainment	Materials	3,791.26	3,791.26
G-00846	Lexis Nexis Business	Materials	115.55	115.55
G-00847	Baker & Taylor Books	Materials	905.56	
		Materials	3,736.40	
		Materials	2,202.61	
		Materials	2,701.58	
		Materials	7,063.99	
		Materials	5,290.78	
		Materials	1,835.14	23,736.06
G-00848	Baker & Taylor Books	Materials	2,818.21	
		Materials	664.10	
		Materials	3,552.24	7,034.55
G-00849	Baker & Taylor Books	Materials	569.96	569.96
G-00850	Federal Corporation	Maintenance of Facilities	167.48	167.48
G-00851	O G & E	Electrical Services	14,203.63	14,203.63
G-00852	City of Oklahoma City	Water & Garbage Services	1,389.74	1,389.74
G-00853	Triangle/A & E	Printing	65.16	
		Printing	16.20	
		Printing	66.15	
		Printing	394.54	
		Library-Related Services	90.00	632.05
G-00854	Southwestern Stationery and	Printing	4,713.00	4,713.00
G-00855	Locke Supply Co.	Maintenance of Facilities	13.63	13.63
G-00856	Tech-Lock	Maintenance of Facilities	15.50	
		Maintenance of Facilities	7.50	
		Maintenance of Facilities	6.79	29.79

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Number	Vendor/Payee	Purpose		Amount
G-00857	Demco	Supplies	524.76	
		Supplies	475.00	999.76
G-00858	Gaylord Bros.	Supplies	106.92	106.92
G-00859	Highsmith Co., Inc.	Supplies	167.45	167.45
G-00860	AT&T	Telephone Services	932.13	
		Telephone Services	1,309.82	
		Telephone Services	327.27	2,569.22
G-00861	City of Edmond	Electrical Services	4,034.80	4,034.80
G-00862	Oklahoma Historical Society	Subscriptions	40.00	40.00
G-00863	Oklahoma Library Association	Professional Services	50.00	50.00
G-00864	Mid-west Landscape, LLC	Maintenance of Facilities	1,510.00	
		Maintenance of Facilities	935.00	2,445.00
G-00865	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-00866	FedEx	Postage	34.81	34.81
G-00867	Johnstone Supply	Maintenance of Facilities	84.64	84.64
G-00868	ConocoPhillips Fleet	Gasoline	74.89	74.89
G-00869	Greater Oklahoma City	Memberships	1,345.00	1,345.00
G-00870	Anne G. Fischer	Telephone Services	50.00	50.00
G-00871	Oklahoma Air Filter	Maintenance of Facilities	69.96	
		Maintenance of Facilities	47.52	
		Maintenance of Facilities	49.95	167.43
G-00872	Jonathan Willis	Telephone Services	35.00	35.00
G-00873	Metrocall Wireless	Telephone Services	52.54	52.54
G-00874	Oklahoma City Employment Guide	Library-Related Services	390.00	390.00
G-00875	Scott's Printing & Copying	Printing	406.75	
		Printing	31.00	437.75
G-00876	Capitol Hill Main Street	Memberships	150.00	150.00
G-00877	Phyllis Davidson	Membership	35.00	35.00
G-00878	XPEDX	Supplies	2,272.11	2,272.11
G-00879	Summit Mailing Systems, Inc.	Meter Rental	270.00	
		Maintenance of Facilities	228.75	
		Maintenance of Facilities	337.50	
		Rent of Equipment	226.50	
		Maintenance of Facilities	138.75	1,201.50
G-00880	United States Postal Service	Postage	800.00	800.00
G-00881	Fuelman	Gasoline	2,676.31	2,676.31
G-00882	Jason's Deli/Deli Partners	Professional Services	46.13	46.13
G-00883	Anita Roesler	Mileage	13.58	13.58
G-00884	Jimmy Welch	Telephone Services	46.32	46.32
G-00885	Deborah Willis	Mileage	52.14	52.14
G-00886	Southwest Paper - OKC	Maintenance Supplies	345.44	345.44
G-00887	OPUBCO Communications Group	Library-Related Services	554.62	554.62
G-00888	Southwest Compressor, Inc.	Maintenance of Facilities	42.66	42.66
G-00889	Heidi Johnson	Mileage	26.19	26.19
G-00890	ProQuest	Subscriptions	9,789.15	9,789.15
G-00891	Bank of America	Library-Related Services	129.68	129.68
G-00892	Joan Porter	Mileage	12.61	12.61
G-00893	Steve Crawford	Programming Activities	150.00	150.00
G-00894	The Aegis Protection Group Inc	Registration	450.00	450.00
G-00895	American Solutions	Computer Equipment	7,995.00	7,995.00
G-00896	DLT Solutions	Software	464.46	464.46
G-00897	Quail Springs Automotive	Vehicle Parts & Repairs	233.99	233.99

General Fund F.Y. 07-08

Warrant Register

September 2007

Number	Vendor/Payee	Purpose		Amount
G-00898	TLM Solutions	Professional Services	180.00	180.00
G-00899	City of Edmond	Water& Garbage Services	625.95	625.95
G-00900	Kevin Colwell	Mileage	12.13	12.13
G-00901	Bryan Smythe	Mileage	14.55	14.55
G-00902	Fariba Williams	Mileage	48.99	48.99
G-00903	Office Depot Credit Plan	Supplies	35.93	35.93
G-00904	Cheryl Pernel	Mileage	5.82	5.82
G-00905	Commercial Card Solutions	Maintenance of Facilities	556.09	
		Supplies	60.63	
		Supplies	79.25	
		Maintenance Supplies	64.64	
		Programming Supplies	27.00	
		Programming Supplies	287.22	
		Programming Supplies	98.94	
		Programming Supplies	106.00	
		Supplies	123.91	
		Equipment	602.00	
		Telephone Service	827.56	
		Telephone Service	360.70	
		Professional Services	12.00	
		Registration	330.00	3,535.94
G-00906	Walmart Community	Programming Activities	113.51	113.51
G-00907	Commercial Card Solutions	Books & Materials	163.66	
		Books & Materials	285.93	
		Books & Materials	154.90	
		Books & Materials	209.82	
		Books & Materials	192.94	
		Books & Materials	153.80	
		Books & Materials	99.80	1,260.85
G-00908	Reef Shop Warehouse	Maintenance of Facilities	63.98	63.98
G-00909	Classic Paper Supply	Maintenance Supplies	889.20	889.20
G-00910	Coop's Buttons	Supplies	51.12	51.12
G-00911	PSI	Capital Projects	2,625.00	2,625.00
G-00912	Donna Morris	Parking & Transportation	450.00	450.00
G-00913	Robyn Poston	Programming Activities	85.00	85.00
G-00914	Cintas Corp.	Maintenance of Facilities	409.25	409.25
G-00915	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00	210.00
G-00916	Securitas Security USA, Inc.	Security Services	6,294.48	
		Security Services	4,937.51	11,231.99
G-00917	Trane Co.	Maintenance of Facilities	49.96	49.96
G-00918	Kone Inc	Maintenance of Facilities	975.00	975.00
G-00919	Patricia Whisenhunt	Mileage	7.28	7.28
G-00920	Angela Wall	Programming Activities	60.00	60.00
G-00921	Trigen-OKC Energy Corporation	Engery Services	19,154.65	19,154.65
G-00922	COTPA	Parking	500.00	
		Parking	100.00	600.00
G-00923	Midwest Single Source, Inc.	Supplies	72.87	
		Supplies	51.70	
		Supplies	66.98	
		Supplies	49.53	
		Supplies	41.40	282.48
G-00924	Stacy Schrank	Mileage	111.61	111.61

General Fund F.Y. 07-08

Warrant Register

September 2007

Number	Vendor/Payee	Purpose		Amount
G-00925	Gale Research	Materials	2,487.55	2,487.55
G-00926	Baker & Taylor Books	Materials	3,457.36	3,457.36
G-00927	Standard & Poor's	Materials	298.00	298.00
G-00928	Recorded Books, LLC	Materials	1,993.47	1,993.47
G-00929	Instructional Video, Inc.	Materials	858.06	858.06
G-00930	Gale Group	Materials	880.20	880.20
G-00931	Salem Press Accounting Office	Materials	2,167.50	2,167.50
G-00932	Library Video Co.	Materials	334.25	334.25
G-00933	Full Circle Bookstore	Materials	779.35	779.35
G-00934	Blackstone Audio Books	Materials	81.00	81.00
G-00935	Random House, Inc	Materials	2,408.41	2,408.41
G-00936	Brilliance Corporation	Materials	455.41	455.41
G-00937	Ingram Library Service	Materials	3,070.41	3,070.41
G-00938	Audio Editions	Materials	464.26	464.26
G-00939	Full Cast Audio	Materials	316.90	316.90
G-00940	Ingram Library Service	Materials	926.39	926.39
G-00941	Tandem Library Group	Materials	50.09	50.09
G-00942	Barnes & Noble, Inc.	Materials	594.56	594.56
G-00943	Anderson News, LLC	Materials	124.54	124.54
G-00944	BBC Audiobooks America	Materials	246.00	246.00
G-00945	Baker & Taylor Books	Materials	3,038.36	3,038.36
G-00946	Baker & Taylor Entertainment	Materials	2,021.66	2,021.66
G-00947	Baker & Taylor Books	Materials	807.65	
		Materials	792.16	
		Materials	1,316.71	
		Materials	4,132.70	
		Materials	5,426.98	
		Materials	8,926.18	
		Materials	292.07	21,694.45
G-00948	Baker & Taylor Books	Materials	1,241.92	
		Materials	5,556.62	
		Materials	2,155.56	8,954.10
G-00949	Baker & Taylor Books	Materials	2,133.61	2,133.61
G-00950	Bank of Oklahoma	Payroll Transmittal-Chks	42,038.15	
		Payroll Transmittal-Chks	20,793.69	62,831.84
G-00951	Bank of Oklahoma	Federal Withholding Tax	36,879.60	
		Federal Withholding Tax	2,568.00	39,447.60
G-00952	Oklahoma Tax Commission	State Withholding Tax	13,483.00	
		State Withholding Tax	991.50	14,474.50
G-00953	Mun. Employees Credit Union	Employee Cr Union Deducts	11,180.51	
		Employee Cr Union Deducts	217.50	11,398.01
G-00954	United Way of Central Oklahoma	Employee Deductions	388.08	
		Employee Deductions	3.00	391.08
G-00955	Oklahoma Tax Commission	Employee Deductions	303.43	303.43
G-00956	Rausch, Sturm, Israel & Hornik	Employee Deductions	150.09	150.09
G-00957	Bank of America	Payroll Transmittal-DDep	190,947.22	
		Payroll Transmittal-DDep	22,230.05	213,177.27
G-00958	Nationwide Retirement Solution	Employee Deductions	7,898.69	7,898.69
G-00959	Transamerica Worksite Mrktg.	Employee Deductions	562.43	562.43
G-00960	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,846.24	4,846.24
G-00961	Bank of Oklahoma	Employee Flexplan Deposit	9,015.78	9,015.78
G-00962	Bank of Oklahoma	Employee Soc/Sec Deposits	21,120.98	

** Continued **

General Fund F.Y. 07-08

Warrant Register

September 2007

Number	Vendor/Payee ** Continued **	Purpose	Amount
G-00962	Bank of Oklahoma	Employee Soc/Sec Deposits	3,142.28
		Employee Medicare Deposit	5,021.59
		Employee Medicare Deposit	734.91
		Employer Soc/Sec Deposits	24,263.08
		Employer Medicare Deposit	5,756.29
G-00963	MassMutual Financial Group	Employee Contrib -- DC PI	10,316.75
		Employer Contrib -- DC PI	19,060.47
G-00964	Love, Beal & Nixon, P.C.	Employee Deductions	85.00
G-00965	ODHS Oklahoma Centralized	Employee Deductions	102.55
G-00966	Administrative Systems, Inc.	Employee Deductions	987.57
G-00967	Metropolitan Library System	Parking	40.00
		Professional Services	165.00
		Telephone Services	31.66
		Postage	41.61
		Supplies	42.65
		Programming Activities	138.70
		Programming Activities	103.38
		Other Commodities	84.85
G-00968	Del Technical Coatings, Inc.	Maintenance of Facilities	39.55
		Maintenance of Facilities	16.75
G-00969	Oklahoma Natural Gas Co.	Gas Services	352.21
		Gas Services	93.40
G-00970	City of Bethany	Water & Garbage Services	148.75
G-00971	Triangle/A & E	Printing	558.00
G-00972	Southwestern Stationery and	Supplies	131.96
		Supplies	4.74
		Supplies	33.91
G-00973	Emsco Electric Supply	Maintenance of Facilities	146.41
G-00974	Amazon Credit Plan	Supplies	42.00
G-00975	Synergy Datacom Supply, Inc.	Maintenance of Facilities	2.67
G-00976	Ernestine Clark	Membership	35.00
G-00977	Standard Printing Co., Inc.	Printing	1,290.00
G-00978	Central Parking System	Parking	54.00
G-00979	Oklahoma Library Association	Professional Services	50.00
		Memberships	100.00
G-00980	Susie Beasley	Registration	225.00
G-00981	TDS Telecom	Telephone Services	423.39
		Telephone Services	841.77
G-00982	Pure Service Corp.	Janitorial Services	18,110.00
		Janitorial Services	6,105.00
		Janitorial Services	501.00
		Janitorial Services	11,220.00
		Janitorial Services	6,135.00
		Janitorial Services	713.00
		Janitorial Services	650.00
		Janitorial Services	166.00
G-00983	Staples Business Advantage	Supplies	158.57
		Supplies	81.96
G-00984	JoNita Normore	Mileage	14.55
G-00985	Susan L. James	Programming Activities	100.00
G-00986	Harmony Business Supplies	Supplies	2,274.95

General Fund F.Y. 07-08

Warrant Register

September 2007

Number	Vendor/Payee	Purpose		Amount
G-00987	Rosemary Czarski	Travel Expense	6.00	6.00
G-00988	Kristin Williamson	Mileage	27.65	
		Memberships	35.00	
		Programming Activities	108.21	170.86
G-00989	Joyce McCauley Johnson	Mileage	7.28	7.28
G-00990	Culinary Concepts, LLC	Professional Services	179.10	179.10
G-00991	HAJOCA Corporation	Maintenance of Facilities	988.29	
		Maintenance of Facilities	1,983.87	2,972.16
G-00992	American Library Association	Registration	285.00	
		Registration	285.00	
		Registration	285.00	855.00
G-00993	OSCPA	Registration	219.00	219.00
G-00994	Sam Richards	Programming Activities	64.49	64.49
G-00995	Patricia Jan Hall	Programming Activities	75.00	75.00
G-00996	Desiree Webber	Programming Activities	100.00	100.00
G-00997	Elizabeth L. Wilson	Mileage	9.70	9.70
G-00998	Regina Kirkham	Mileage	7.03	7.03
G-00999	Voss Lighting	Maintenance of Facilities	1,634.42	
		Maintenance of Facilities	363.60	
		Maintenance of Facilities	190.00	
		Maintenance of Facilities	95.00	
		Maintenance of Facilities	47.50	
		Maintenance of Facilities	95.00	2,425.52
G-01000	L. E. Acker Co.	Maintenance of Facilities	9.96	9.96
G-01001	J & B Graphics	Maintenance of Facilities	65.00	65.00
G-01002	Evans Hardware	Maintenance of Facilities	26.18	
		Maintenance of Facilities	14.32	
		Maintenance of Facilities	13.52	
		Maintenance of Facilities	2.99	
		Maintenance of Facilities	32.18	89.19
G-01003	Heidi A. Port	Mileage	19.01	19.01
G-01004	American Benefit Systems, Inc.	Professional Services	868.75	868.75
G-01005	Custom Stainless	Capital Projects	2,712.00	2,712.00
G-01006	Midland Recycling	Maintenance of Facilities	60.00	60.00
G-01007	Kellie Bradford	Mileage	10.19	10.19
G-01008	MCC Centers of Oklahoma	Vehicle Parts & Repairs	20.23	20.23
G-01009	Novalco, Inc	Maintenance of Facilities	36.00	36.00
G-01010	Priscilla A. Russell	Programming Activities	100.00	100.00
G-01011	National Pen Corp.	Supplies	91.90	91.90
G-01012	John Wood	Telephone Services	50.00	50.00
G-01013	Galen Kurth	Mileage	25.22	25.22
G-01014	Joshua Schell	Supplies	56.69	
		Mileage	6.79	63.48
G-01015	Garcia Tire Service, Inc.	Maintenance of Facilities	12.00	12.00
G-01016	Sharon G. Bish	Memberships	35.00	35.00
G-01017	O'Reilly Auto Parts	Maintenance of Facilities	16.98	16.98
G-01018	Susan H. Wood	Programming Activities	125.00	
		Programming Activities	300.00	425.00
G-01019	Rondia K. Banks	Supplies	63.68	63.68
G-01020	Karole Stout	Programming Activities	150.00	150.00
G-01021	Gresly Printing, Inc.	Supplies	478.05	478.05
G-01022	Patrick Williams	Professional Services	50.00	50.00

General Fund F.Y. 07-08

Warrant Register

September 2007

Number	Vendor/Payee	Purpose		Amount
G-01023	Erika Diel	Maintenance of Facilities	120.00	120.00
G-01024	Kiona Millirons	Programming Activities	150.00	150.00
Total of FY 07-08 Warrants Issued				\$ 1,568,202.17

General Fund F.Y. 06-07

Warrant Register

September 2007

Number	Vendor/Payee	Purpose		Amount
G-05334	Pipkin Cameras	Maintenance of Facilities	68.50	68.50
G-05335	Keystone Tape & Label, Inc.	Library-Related Services	920.01	920.01
G-05336	Margaret A. Gaeddert	Library-Related Services	300.00	300.00
G-05337	Linda Hyams	Mileage	29.10	29.10
G-05338	SimplexGrinnell	Maintenance of Facilities	637.50	637.50
G-05339	Metropolitan Library System	Supplies	14.54	14.54
G-05340	Ingram Library Service	Materials	117.38	117.38
G-05341	Baker & Taylor Books	Materials	367.56	367.56
G-05342	Baker & Taylor Books	Materials	519.90	
		Materials	746.38	1,266.28
G-05343	Heartland Payphone Service	Telephone Services	14.20	
		Telephone Services	204.50	218.70
G-05344	Mullin Plumbing West Division	Construction	2,075.00	2,075.00
G-05345	Live Oak Media	Materials	101.38	101.38
G-05346	Full Circle Bookstore	Materials	468.21	468.21
G-05347	Studio Architecture PC	Capital Projects	34,491.84	34,491.84
G-05348	PrinterSupplies.com	Supplies	247.10	247.10
G-05349	Imagenation Promotional Group	Library-Related Services	1,821.55	
		Library-Related Services	747.00	
		Library-Related Services	1,692.00	4,260.55
G-05350	Baker & Taylor Books	Materials	698.87	698.87
G-05351	Baker & Taylor Books	Materials	31.07	31.07
G-05352	Baker & Taylor Books	Materials	59.10	59.10
G-05353	Margaret A. Gaeddert	Library-Related Services	300.00	
		Library-Related Services	560.00	860.00
G-05354	Karen Lehr	Programming Activities	70.19	70.19
G-05355	Dana Morrow	Travel Expenses	864.98	864.98
G-05356	Ingram Library Service	Materials	121.61	121.61
G-05357	Baker & Taylor Books	Materials	54.80	54.80
Total of FY 06-07 Warrants Issued				\$ 48,344.27

Special Funds

Warrant Register

September 2007

Number	Vendor/Payee	Purpose		Amount
S-13182	Imagenation Promotional Group	Volunteer Recognition	224.85	224.85
S-13183	Lavera L. Eudy	Lost & Paid Book Returned	3.00	3.00
S-13184	Toni E. Bradley	Lost & Paid Book Returned	8.95	8.95
S-13185	Phuong Lan Ha	Lost & Paid Book Returned	3.00	3.00
S-13186	Antonio Martinez	Lost & Paid Book Returned	3.00	3.00
S-13187	Katrina R. Gordon	Lost & Paid Book Returned	3.00	3.00
S-13188	William T. Selby, Jr	Lost & Paid Book Returned	3.00	3.00
S-13189	Zackary S. Abshire	Lost & Paid Book Returned	21.50	21.50
S-13190	Donald W. VanBebber	Lost & Paid Book Returned	3.00	3.00
S-13191	Cameron E. Patten	Lost & Paid Book Returned	17.95	17.95
S-13192	Cassandra B. Martin	Lost & Paid Book Returned	3.00	3.00
S-13193	Latisha D. Grant	Lost & Paid Book Returned	4.49	4.49
S-13194	Lori A. Evans	Lost & Paid Book Returned	3.00	3.00
S-13195	Sara J. Moon	Lost & Paid Book Returned	3.00	3.00
S-13196	Lynda K. Griffin	Lost & Paid Book Returned	10.89	10.89
S-13197	Imagenation Promotional Group	Other Commodities	1,814.72	1,814.72
S-13198	Eudoxia M. Jason	Lost & Paid Book Returned	3.00	3.00
S-13199	Sheila Alexandra Moyer	Lost & Paid Book Returned	4.50	4.50
S-13200	Jason Meyers	Programming	203.00	203.00
S-13201	Susan Pierce	Programming	119.00	
		Programming	42.00	161.00
S-13202	Claudia C. Marin	Programming	120.00	120.00
S-13203	Silberia Lorenzo	Lost & Paid Book Returned	3.00	3.00
S-13204	Darryl E. Vaughn	Lost & Paid Book Returned	14.95	14.95
S-13205	Carol S. Bledsoe	Lost & Paid Book Returned	24.95	24.95
S-13206	Vickie D. Nicholas	Lost & Paid Book Returned	3.00	3.00
S-13207	Standley Systems	Copier Usage	234.62	
		Copier Usage	407.72	642.34
S-13208	Amalia M Cruzan	Lost & Paid Book Returned	3.00	3.00
S-13209	Texas A&M University	Interlibrary Loan Fee	20.00	20.00
S-13210	Oklahoma Tax Commission	State Sales Tax-Aug 2007	85.54	85.54
S-13211	Amarillo Public Library	Lost ILL Material	21.98	21.98
S-13212	Betty J. Allen	Lost & Paid Book Returned	3.00	3.00
S-13213	Lauren Wible	Lost & Paid Book Returned	12.67	12.67
S-13214	Sheena D. Taylor	Lost & Paid Book Returned	11.95	11.95
S-13215	Elle K. Fitzpatrick	Lost & Paid Book Returned	5.95	5.95
S-13216	Morgan N. Fowler	Lost & Paid Book Returned	3.00	3.00
S-13217	CartCirculation- Jan Eric	Lost ILL Material	90.00	90.00
S-13218	Oral Roberts University	Lost ILL Material	50.00	50.00
S-13219	Linda M. Schumann	Lost & Paid Book Returned	3.00	3.00
S-13220	Jason Meyers	Programming	343.00	343.00
S-13221	Commercial Card Solutions	Supplies	57.94	57.94
S-13222	Oklahoma Tax Commission	State Sales Tax-Aug 2007	300.59	300.59
S-13223	BMI Systems	Equipment	7,573.00	7,573.00
S-13224	Claudia C. Marin	Programming	120.00	120.00
S-13225	Mickey Sherman	Programming	70.00	70.00
S-13226	Municipal Employees Cr Union	United Way Prizes	150.00	150.00
S-13227	Kim M. Cummings	Lost & Paid Book Returned	9.05	9.05
S-13228	Heather E. Nearman	Lost & Paid Book Returned	19.99	19.99
S-13229	Marilyn N. Krell	Lost & Paid Book Returned	13.98	13.98
S-13230	Tina M. Vann	Lost & Paid Book Returned	6.99	6.99
S-13231	Olatokunbo M. Isiaka	Lost & Paid Book Returned	5.97	5.97

Special Funds


Warrant Register

September 2007

Number	Vendor/Payee	Purpose		Amount
S-13232	Loretta Washington	Lost & Paid Book Returned	3.00	3.00
S-13233	Charles R. Saunders	Lost & Paid Book Returned	3.00	3.00
S-13234	Zane M. Lindley	Lost & Paid Book Returned	12.25	12.25
S-13235	John R. Hurt	Lost & Paid Book Returned	13.95	13.95
S-13236	Elizabeth M. Fleming	Lost & Paid Book Returned	3.00	3.00
S-13237	Sara M. Hale	Lost & Paid Book Returned	3.00	3.00
S-13238	Imagenation Promotional Group	Other Commodities	2,547.67	2,547.67
S-13239	Metropolitan Library System	07/Friends/Oklahoma Voice	43.00	43.00
S-13240	Jason Meyers	Programming	315.00	315.00
S-13241	Susan Pierce	Programming	112.00	112.00
S-13242	Metropolitan Library System	Transfer of Fines & Fees	97,000.00	97,000.00
S-13243	BMI Systems	Equipment	8,470.00	8,470.00
S-13244	Spaces, Inc.	Furniture	57.03	57.03
S-13245	Garcia S Tarver Jr	Staff Recognition	200.00	200.00
S-13246	Community Playthings	Programming	230.00	230.00
S-13247	Spaces, Inc.	Furniture	1,611.10	1,611.10
Total of Special Funds Warrants Issued				\$ 122,914.69

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

10-10-07
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

10-9-07
Date

CONTRACT AWARDS AND PURCHASES

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

ITEM A: HEWLETT PACKARD PRINTERS

Provided for in the FY2007-08 budget are requests for nineteen (19) Hewlett Packard color laserjet printers to replace color inkjet printers that are seven years old. The inkjet printers have been failing and it is extremely difficult to find parts to repair them because of their age.

The printers being requested are HP3600dn model printers. They will be used by staff by preparing documents and fliers for various programs and other needs.

The State of Oklahoma participates in the Western States Contracting Alliance (WSCA) for computers under State Contract SW206. The Library's purchasing policy allows the Library to purchase off of any state contract. Hewlett Packard is a printer manufacturer listed on the WSCA state contract.

Manufacturer	Model	Quantity	Unit Price	Total Price
Hewlett Packard	Color Laser 3600dn	19	\$799	\$15,181

RECOMMENDATION:

That the Commission approve the purchase of nineteen (19) HP Color Laserjet 3600dn printers from Hewlett Packard in the amount of \$15,181. Funding for this purchase is provided for in the FY2007-08 budget, Account 410.

REPORT FROM A & P COMMITTEE

The A & P Committee met October 16, 2007, for:

- I. Discussion, Consideration, and Possible Action: Revisions to the MLS Policy and Procedure Manual
- SH 510 Civil Rights Policy
 - SH 510.1 Civil Rights Complaint Resolution Procedures
 - SH 511 Complaint Resolution Policy (new)
 - SH 511.1 Complaint Resolution Procedures (new)
 - SH 520 Grievance Policy
 - SH 520.1 Grievance Policy Procedures
 - SH 530 Due Process in Certain Employment Actions
 - SH530.1 Administrative Procedures for Due Process Hearing in Certain Employment Actions

COMMISSION ACTION:

No Commission Action being requested at this time. Revisions to the MLS Policy & Procedure Manual will be brought to the November Commission meeting for approval.

REPORT AND RECOMMENDATION FROM ADMINISTRATION

MLS 2008 LIBRARY HOLIDAY AND CLOSING SCHEDULE

Attached is the proposed Library System Holiday and Closing Schedule for 2008.

The current Library System policy grants full-time and designated full-time equivalent staff members nine paid holidays per calendar year plus two "floating holidays" to be scheduled by the individual staff member subject to rules listed in the leave policies under floating holidays. The proposed holiday schedule closely follows the Federal Holiday observance calendar.

Attachments

- MLS 2008 Library Holiday and Closing Schedule
- MLS ~ Holiday Policy

RECOMMENDATION:

That the Commission approves the MLS 2008 Library Holiday and Closing Schedule as presented.

2008 LIBRARY HOLIDAY AND CLOSING SCHEDULE

F-T Workweek

Workweek of December 24 – December 30, 2007

Sun., December 30, 2007 - Libraries Closed

2008 Library Holiday and Closing Schedule

Workweek of December 31, 2007 – January 6, 2008 (New Year's) 32

Mon., December 31, 2007 – Libraries Close at 6 p.m. except DN @ 5 p.m.

Tues., January 1, 2008 - Libraries Closed – **Paid Holiday**

Workweek of January 21 - 27, 2008 (Martin Luther King, Jr. Day) 32

Mon., January 21, 2008 - Libraries Closed - **Paid Holiday**

Workweek of March 17 - 23, 2008 (Easter Week) 40

Sun., March 23, 2008 - Libraries Closed

Workweek of May 19 – 25, 2008 (Memorial Day Weekend) 40

Sun., May 25, 2008 - Libraries Closed

Workweek of May 26 – June 1, 2008 (Memorial Day) 32

Mon., May 26, 2008 - Libraries Closed – **Paid Holiday**

Workweek of June 30 – July 6, 2008 (Independence Day) 32

Fri., July 4, 2008 – Libraries Closed – **Paid Holiday**

Workweek of August 24 – 31, 2008 (Labor Day Weekend) 40

Sun., August 31, 2008 - Libraries Closed

Workweek of September 1– 7, 2008 (Labor Day) 32

Mon., September 1, 2008 – Libraries Closed - **Paid Holiday**

Workweek of October 13 - 19, 2008, (Staff Development Day) 40

Mon., October 13, 2008 – Libraries Closed

Workweek of November 24 - 30, 2008 (Thanksgiving Period) 24

Wed., November 26, 2008 - Libraries Close at 6 p.m.

Thurs., November 27, 2008 - Libraries Closed - **Paid Holiday**

Fri., November 28, 2008 - Libraries Closed - **Paid Holiday**

Workweek of December 15 - 21, 2008 (Christmas Period) 40

Sun., December 21, 2008 – Libraries Closed

Workweek of December 22 - 28, 2008 (Christmas Period) 24

Wed., December 24, 2008 - Libraries Closed - **Paid Holiday**

Thurs., December 25, 2008 – Libraries Closed - **Paid Holiday**

Sun., December 28, 2008 – Libraries Closed

2009 Library Holiday and Closing Schedule

Workweek of December 29, 2008 - January 4, 2009 (New Year's) 32

Wed., December 31, 2008 – Libraries Close at 6 p.m. except DN @ 5 p.m.

Thurs., January 1, 2009 - Libraries Closed – **Paid Holiday**

For workweeks with one holiday, libraries and offices will be open their normal schedule with the exception of that holiday; however, full-time employees should be scheduled to work only 32 hours during the week. Employees eligible for partial holiday pay should be prorated accordingly.

For workweeks with two holidays, libraries and offices will be open their normal schedule with the exception of those two holidays; however, full-time employees should be scheduled to work only 24 hours during the week.

Employees eligible for partial holiday pay should be prorated accordingly.

METROPOLITAN LIBRARY SYSTEM HOLIDAY POLICY

1. Current policy grants full-time and designated FTE (budget account 101) staff nine paid holidays per calendar year plus two "floating holidays" (when the libraries are normally open) to be scheduled by the individual employee subject to rules listed in the leave policies under floating holidays.
2. Full-time employees normally work forty hours within a seven-day period known as a workweek.
3. The calendar workweek begins on Monday and ends on Sunday; in a week when a paid holiday is scheduled, the full-time employee's workweek is thirty-two hours rather than forty. When two paid holidays fall during the same week, the full-time employee's workweek is twenty-four hours. Less than full-time employees receive a prorated amount of holiday hours under the provision of category 2 and 3 employees in leave policies.
4. New employees or employees promoting or otherwise moving into category 1, 2, or 3 status will be eligible for paid holidays providing the effective date of employment or other action falls on or prior to the holiday. An employee hired effective the day following a paid holiday or an employee whose status changes the day following a paid holiday will not receive pay for the holiday.
5. An employee on leave without pay status on both the last work day prior to the holiday and the first work day following the holiday will not receive pay for the holiday.
6. Employees terminating employment are required to report to and work the last day and therefore are not eligible to end their employment on a paid holiday or floating holiday. Service terminates with the last day of work regardless of whether there is an annual leave balance to be paid off.
7. If a holiday falls within a period of annual vacation leave, sick leave or other form of paid leave, leave time will not be charged for the holiday.
8. If an employee is required to work on a paid holiday because of weather conditions, equipment change-overs or malfunctions, or other situation, the employee will receive equivalent time off at the earliest practical time within the same work week. If it is known that work will be required on a holiday prior to the date, the in lieu time can be given in advance. Under this situation, should for some reason the employee not work on the actual holiday, the time would need to be charged to annual vacation leave, floating holiday or, in the case of illness, sick leave. If no leave were available or applicable, the time would become leave without pay. If equivalent time off in the same workweek is not possible, a non-overtime exempt employee would receive time-and-one-half pay for the holiday.

METROPOLITAN LIBRARY COMMISSION

CALENDAR YEAR 2008 MEETING DATES

<u>2008 DATES</u>	<u>LIBRARY LOCATION</u>	<u>ADDRESS</u>
January 17	Belle Isle	5501 N. Villa, Oklahoma City 843-9601
February 21	The Village	10307 N. Penn., Oklahoma City 755-0710
March 20	Southern Oaks	6900 S. Walker, Oklahoma City 631-4468
April 17	Ralph Ellison	2000 NE 23 rd , Oklahoma City 424-1437
May 15	Downtown	300 Park Avenue, Oklahoma City 231-8650
June 19	Southern Oaks	6900 S. Walker, Oklahoma City 631-4468
July 17	Edmond	10 S. Boulevard, Edmond 789-8363
August 28*	Belle Isle	5501 N. Villa, Oklahoma City 843-9601
*Moved to 4th Thursday to accommodate final budget preparations per by-laws		
September 18	Midwest City	8143 E. Reno, Midwest City 732-4828
October 16	Del City	4509 SE 15 th , Del City 672-1377
November 20	Edmond	10 S. Boulevard, Edmond 341-9282
December 11*	Downtown	300 Park Avenue, Oklahoma City 231-8650

***Moved to 2nd Thursday to accommodate Christmas Break per by-laws**

RESOLUTION OF APPRECIATION FOR OUTGOING LIBRARY COMMISSIONER MILLICENT GILLOGLY

WHEREAS, Millicent Gillogly, appointed in February, 1999 by the Mayor of Oklahoma City, has served as a member of the Metropolitan Library Commission of Oklahoma County for 8 years; and,

WHEREAS, she has served as a member of the Library Commission's Long Range Planning Committee from 1999 to 2007, including 4 years as chair of that committee, and in that role as chair she worked with staff and community leaders to assist in securing funding and location for a northwest library and fully supported all capital projects for the library system; and,

WHEREAS, she represented the Metropolitan Library Commission as a member of the special committee on collections in 2006; and at the American Library Association's National Library Legislative Day in May of 2000; and,

WHEREAS, she was a strong and passionate supporter of library staff and services during difficult times and worked with all commissioners and staff to resolve difficult issues with a sense of fairness and compromise; and,

WHEREAS, she demonstrated a strong personal commitment to her service to the community and library by her attendance at commission and committee meetings,

NOW, THEREFORE, BE IT RESOLVED that the Library Commission extend its gratitude to Millicent Gillogly for her distinguished service on the Commission and her dedicated support of library services for the people of Oklahoma County.

**APPROVED THIS 18TH DAY OF OCTOBER 2007
BY THE METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

Hugh Rice, Chair
Metropolitan Library Commission

Donna Morris, Executive Director
Metropolitan Library System

RESOLUTION OF APPRECIATION FOR OUTGOING LIBRARY COMMISSIONER SCOTT DUNCAN

WHEREAS, Scott Duncan, appointed in August 1998, by the Mayor of Oklahoma City, has served as a member of the Metropolitan Library Commission of Oklahoma County for 9 years; and,

WHEREAS, he has served as a member of the Library Commission's Finance Committee from 1999 to 2007 serving a critical role on that committee and providing excellent financial acumen and advice to library staff on all matters relating to finance, investments, pensions and audits. He has also been spokesperson for this committee in the absence of the chair at many commission meetings during his tenure; and,

WHEREAS, he served as chair of the ad hoc committee on the director's evaluation and in that role, he and his committee developed an evaluation form and process for the commission to use in the yearly evaluation of the executive director; and

WHEREAS, he also chaired the 2006 special committee on the collection, which was an arduous job and required many months of meetings and research in order to come up with an acceptable solution to the committee and commission. As the issue of the special collection was sensitive and controversial in nature, his leadership as chair of the committee was outstanding. He handled it with grace, professionalism and a sense of fairness; and,

WHEREAS, he demonstrated a strong personal commitment in his service to the community and library by his attendance at commission and committee meetings and his leadership role;

NOW, THEREFORE, BE IT RESOLVED that the Library Commission extends its gratitude to Scott Duncan for his distinguished service on the Commission and his dedicated support of library services for the people of Oklahoma County.

**APPROVED THIS 18TH DAY OF OCTOBER 2007
BY THE METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

Hugh Rice, Chair
Metropolitan Library Commission

Donna Morris, Executive Director
Metropolitan Library System

RECOMMENDATION FROM ADMINISTRATION

Revisions to Metropolitan Library Commission Bylaws

As a result of the recently passed legislation changing the composition and number of members of the Metropolitan Library Commission, the Bylaws of the Metropolitan Library Commission need to be changed.

Attached for your review are the proposed changes to the Bylaws. Changes are highlighted in red and copies of the original policy with changes noted will be available at the meeting.

The procedure for the bylaws to be changed is as follows: "these by-laws may be amended at any regular quorum of the commission by a $\frac{3}{4}$ vote of those present, provided the amendment was submitted in writing at a previous meeting of the Commission."

ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:

No action required at this meeting; however, these revisions to the bylaws will be presented for official action at the November meeting.

VG 100 Governance and Oversight

VG 110 Metropolitan Library Commission By-Laws

Adopted: 10/77, Revised: 10/82; 7/86; 3/98, 12/99; 07

I. Name:

The name of this Commission shall be the Metropolitan Library Commission of Oklahoma County, herein called the "Commission." The name of the system shall be the "Metropolitan Library System."

II. Membership:

A. Commission membership shall conform to provisions of the Oklahoma Metropolitan Library Act. (65 O.S. 2001, Section 554, rev. 2007)

1) The Metropolitan Library Commission of Oklahoma County shall consist of twenty seven (27) members

a) Thirteen (13) members shall be appointed by the mayor of the county seat city, subject to the approval of the governing body of that city.

b) One (1) member shall be appointed by the board of county commissioners to serve as an at-large member of the commission representing citizens living in areas of the county not otherwise represented by an appointee.

c) One (1) member from each municipality in the county which has a library or library extension located within the boundaries of the municipality and which is a part of the Metropolitan Library System, who shall be appointed by the mayor of each municipality respectively, subject to the approval of the governing body of each municipality.

d) The mayor of the county seat city and the chairman of the board of Oklahoma County commissioners shall be ex officio members and shall be entitled to vote on all matters.

2) The terms of appointments by either the county seat city, the mayors of the municipalities or the county at large seat shall be for three year terms. Terms begin August 1 and expire July 31 except in the case of an appointment to fill a vacancy in the membership of the commission, which latter appointment shall be for the balance of the unexpired term of the vacated seat.

B. Commission members should reside within the corporate boundaries of Oklahoma County and/or Oklahoma City.

C. Oath of Office. All present, appointed Commission members and future, appointed Commission members shall affirm and sign an Oath of Office; see Attachment A.

D. Conflict of Interest Statement. All present, appointed Commission members and future, appointed Commission members shall affirm and sign a Conflict of Interest Statement; see Attachment B.

III. Officers:

VG 100 Governance and Oversight

VG 110 Metropolitan Library Commission By-Laws

*Adopted: 10/77, Revised: 10/82; 7/86; 3/98, 12/99; **07***

- A. Titles. The Metropolitan Library Commission's officers shall include a Chairman, a Vice-Chairman and a Disbursing Agent, all of whom are entitled to a vote on any question before the Commission, and a Secretary, who does not have the right to vote on matters before the Commission.
- B. Each officer-elect shall serve a term of one (1) year or until a successor is elected. Each officer-elect shall be eligible for re-election and there is no limit on the number of terms any elected officer may serve. The Secretary shall serve at the discretion of the Commission.
- C. Duties of Officer-Electors.
1. The Chairman shall preside at all meetings of the Commission, appoint all standing and special committees, issue policy statements adopted by the Commission from time to time, and execute such documents as may be necessary in the performance of the Commission's function. The Chairman shall also serve as an ex-officio (non-voting) member of all committees except the Nominating Committee. The Chairman is authorized to countersign checks.
 2. The Vice-Chairman shall perform all of the duties of the Chairman during the Chairman's absence or during any disability, which prevents the Chairman from performing his duties. In the event the office of Chairman is vacated and the vacancy occurs no more than 60 days in advance of the annual election of officers in January, the Vice-Chairman shall serve as Chairman until the new election. If the vacancy occurs more than 60 days in advance of the annual election of officers in January, a special election shall be held as specified in the By-Laws of the Metropolitan Library Commission Section III G - Vacancy in Office. The Vice-Chairman is authorized to countersign checks.
 3. The Disbursing Agent shall chair the Finance **and Audit** Committee and conduct meetings in the absence of the Chairman and Vice-Chairman. The Disbursing Agent is authorized to countersign checks.
- D. Duties of the Secretary.

The Executive Director, who shall serve as Secretary to the Commission, shall have sole charge of the Administration of the library system under the authority and review of the Commission. The Executive Director shall be held responsible for the care of the buildings and equipment owned or leased by the library system, for the employment and direction of the staff, the collection of library books and other library materials and various services and information to the public, and for the operation of the library system within the provisions of the annual budget. The Executive Director, as Secretary to the Commission, shall

VG 100 Governance and Oversight

VG 110 Metropolitan Library Commission By-Laws

Adopted: 10/77, Revised: 10/82; 7/86; 3/98, 12/99; 07

attend all meetings except those at which his appointment, salary or relations with other members of the staff are to be discussed or decided. The Secretary shall be responsible for keeping full and complete minutes and records of all proceedings and business of the Commission, including committee proceedings, shall give due notice of all meetings and shall countersign checks.

E. Nomination of Officers.

At the regular meeting in December of each year, the Chairman shall appoint a Nominating Committee of three Commission members and designate the chairman of the committee. The Chairman, the Secretary and elected (ex-officio) members are not eligible to serve on the Nominating Committee. If no December meeting is held, the Chairman shall notify all members of the Commission, in writing, of the names of those appointed to the Nominating Committee. This written notification shall be mailed before December 31. Members of the Nominating Committee shall hold at least one meeting between the time of their appointment and the January meeting, which is the annual election meeting.

F. Election of Officers.

The Nominating Committee shall present nominations for Chairman, Vice-Chairman, and Disbursing Agent at the January meeting. If, for any reason, the election is not held during the month of January, it shall be held at the next regular meeting of the Commission.

G. Vacancy in Office

Special elections to fill unexpired terms of all officers except the office of Chairman as described in Section III C-2 above shall be scheduled as follows: a Nominating Committee shall be formed at the first regular meeting of the Commission following word of the vacancy and an election shall be held at the subsequent regular meeting.

H. Installation of Officers

Newly elected officers shall assume their offices immediately following the balloting at the election meeting.

IV. Meetings.

All meetings of the Commission and its committees shall conform to provisions of the Oklahoma Open Meeting Act; adequate, advance, public notice of each

VG 100 Governance and Oversight

VG 110 Metropolitan Library Commission By-Laws

*Adopted: 10/77, Revised: 10/82; 7/86; 3/98, 12/99; **07***

meeting shall be provided by the Secretary or the Chairman; all meetings except those authorized to be held in Executive Sessions* shall be open to the public; votes shall be by roll call; and minutes shall record individual members' votes on each motion. Commission members shall respect the confidentiality of all matters discussed and reviewed in Executive Sessions. Any notes taken by Commission members in Executive Sessions which serve as a record of what transpired during an Executive Session with the exception of motions to be made in the subsequent open session shall be turned over to the Secretary for retention. The Secretary shall retain such notes along with the minutes taken by the Secretary of the Executive Session.

A. Regularly Scheduled.

Regular Commission meetings shall be held on the third Thursday of each month with the exception of meetings in August and December; the August meeting shall be held on the fourth **Thursday** to accommodate action on the final annual budget and the December meeting shall be held on the second Thursday to accommodate seasonal holiday scheduling conflicts. The date, time and place of any regular monthly meeting may be changed in compliance with the Oklahoma Open Meeting Act.

*Executive sessions of public bodies, according to the Open Meeting Act, such as the Metropolitan Library Commission, will be permitted only for the purpose of:

1. Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee.
2. Discussing negotiations concerning employees and representatives of employee groups.
3. Discussing the purchase or appraisal of real property.
4. Confidential communications between a public body and its attorney concerning a pending investigation, claim or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest.
5. Discussing any matter where disclosure of information would violate confidentiality requirements of state or federal law.

B. Irregularly Scheduled.

VG 100 Governance and Oversight

VG 110 Metropolitan Library Commission By-Laws

Adopted: 10/77, Revised: 10/82; 7/86; 3/98, 12/99; 07

Special meetings of the Commission-as-a-whole may be held on call of the Chairman at such times and places as may be designated by the Chairman. Other officers may also call special meetings of the Commission-as-a-whole on petition of a minimum of seven (7) voting members (electors) of the Commission. Gatherings of committees at the call of the Chairman or Secretary or an individual committee chairman shall be considered "special meetings" of the Commission. Public notice shall be given at least two (2) working days before special meetings and all members shall take care to see that all other provisions of the Oklahoma Open Meeting Act are observed. Emergency meetings shall be at the call of the Commission officers and shall be in conformity with relevant provisions of the Oklahoma Open Meeting Act.

C. Parliamentary Authority

The rules contained in the latest Robert's Rules of Order shall govern parliamentary procedure at each meeting in all cases to which they apply and in which they are not inconsistent with the Metropolitan Library Act or other By-Laws of the Metropolitan Library Commission.

D. Procedure.

Action by the Commission on any matter to be decided by it shall be by majority vote of those present, provided a quorum is present.

E. Placing Items on Agenda.

The Chairman of the Commission or a designated Chairman appointed by the Chairman shall, in consultation with the Secretary and Committee Chairman set the agenda for all Commission meetings and Committee meetings to include:

1. Committee meetings, reports and proposed actions or motions proposed for Commission review or action.
2. Proposed reports or motions from the Secretary on behalf of the library system.
3. Any other related reports or presentations proposed for Commission review or action.
4. An action or motion for Commission or Committee review or action presented to the Chairman or elected Commission officer in the form of a petition of a minimum of seven (7) voting members (electors) of the Commission shall be placed on the agenda for the next respective scheduled Commission or Committee meeting.

F. Attendance at Meetings.

Barring notice of an emergency and unforeseen circumstances, appointed members of the Commission are urged to attend at least sixty percent (60%) of

VG 100 Governance and Oversight

VG 110 Metropolitan Library Commission By-Laws

Adopted: 10/77, Revised: 10/82; 7/86; 3/98, 12/99; 07

Commission meetings and respective or appointed appropriate Committee meetings.

G. Vote to "Abstain" Recorded as "No (Abstain)".

A vote by a Commission member on a motion to "Abstain" shall be recorded as a negative, "No (Abstain)" vote in the minutes. Members present who fail to vote for any reason may affect the voting result negatively. Members desiring not to vote on a motion as an expression of neutrality or to avoid any appearance of conflict of interest are encouraged to vacate the meeting room during said voting, returning immediately after same. The minutes will reflect their absence during said vote.

V. Committees.

The following standing committees, consisting of no fewer than five (5) nor more than seven (7) members each, shall be appointed by the Chairman, with each member serving for a term of one (1) year or until a successor is appointed:

A. Administrative and Personnel Committee;

B. Finance and Audit Committee;

C. Long-Range Planning Committee;

D. Public Services Committee.

Special committees may be appointed by the Chairman to handle matters clearly outside the purview of the standing committees.

VI. Defense against Claims or Actions; Indemnification.

A. The library system shall maintain an adequate level of liability insurance coverage for library trust (Commissioners), officers, employees and volunteers.

B. In cases not covered by insurance or state statute, when a trustee, officer, employee or volunteer is sued over an alleged act or omission while acting in good faith for a purpose considered to be in the best interest of the library system and within the scope of his/her duties as a trustee, officer, employee or volunteer, the library system should, at the request of the trustee, officer, employee or volunteer:

1. Appear and defend against the claim or action; and

2. Pay or indemnify the trustee, officer, employee or volunteer for judgment and court costs based on such claim or action; and

VG 100 Governance and Oversight

VG 110 Metropolitan Library Commission By-Laws

*Adopted: 10/77, Revised: 10/82; 7/86; 3/98, 12/99; **07***

3. Pay or indemnify the trustee, officer, employee or volunteer for a compromise or settlement of such claims or action, providing the settlement is approved by the Metropolitan Library Commission.
- C. The decision as to whether the system shall retain its own attorney or reimburse the trustee, officer, employee or volunteer expenses for his/her own legal counsel shall rest with the Metropolitan Library Commission and shall be determined by the nature of the claim or action.
- D. The term trustee, officer, employee or volunteer shall include any former trustee, officer, employee or volunteer of the library system.

VII. Amendments to By-Laws.

VIII.

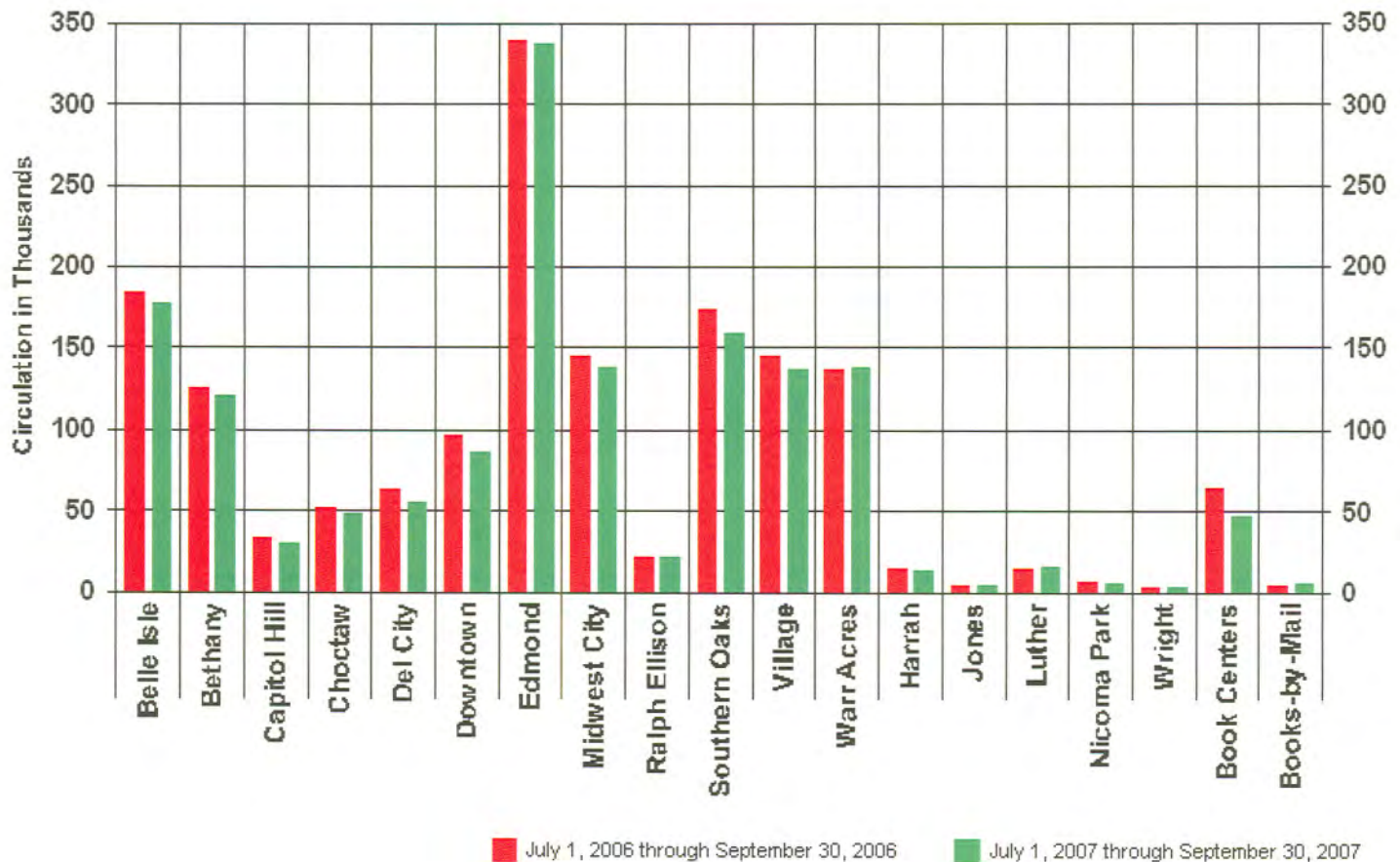
These By-Laws may be amended at any regular quorum of the Commission by a three-fourths vote of those present, provided the amendment was submitted in writing at a previous meeting of the Commission. These By-Laws shall automatically be amended to the extent required by a valid constitutional amendment or change in the laws governing the Commission or its operation.

The above By-Laws were duly amended by resolution of the Commission at a regular meeting thereof held on

Donna L. Morris, Secretary

Circulation Gains and Losses

July 1, 2007 through September 30, 2007 (25.00% of the 07-08 Fiscal Year)



Circulation Gains and Losses

July 1, 2007 through September 30, 2007 (25.00% of the 07-08 Fiscal Year)

SEPTEMBER 30, 2007		<u>ADULT</u> <u>MONTH</u>	<u>ADULT</u> <u>YEAR</u>	<u>JUVENILE</u> <u>MONTH</u>	<u>JUVENILE</u> <u>YEAR</u>	<u>TOTAL</u> <u>MONTH</u>	<u>TOTAL</u> <u>YEAR</u>	%
BELLE ISLE	07	42779	137944	15876	46519	58655	184463	
	08	41076	133800	13630	43312	54706	177112	
		-1703	-4144	-2246	-3207	-3949	-7351	-4.0
BETHANY	07	25842	84692	12587	40441	38429	125133	
	08	25063	81364	12718	38864	37781	120228	
		-779	-3328	131	-1577	-648	-4905	-3.9
CAPITOL HILL	07	7124	21775	3355	11165	10479	32940	
	08	6591	20528	2567	9077	9158	29605	
		-533	-1247	-788	-2088	-1321	-3335	-10.1
CHOCTAW	07	10090	31960	6236	19620	16326	51580	
	08	8656	28881	5754	18685	14410	47566	
		-1434	-3079	-482	-935	-1916	-4014	-7.8
DEL CITY	07	13383	44221	5415	18793	18798	63014	
	08	11596	38351	4806	16283	16402	54634	
		-1787	-5870	-609	-2510	-2396	-8380	-13.3
DOWNTOWN	07	22213	71663	7207	25191	29420	96854	
	08	19956	65033	5667	20541	25623	85574	
		-2257	-6630	-1540	-4650	-3797	-11280	-11.6
EDMOND	07	58448	193771	45064	145485	103512	339256	
	08	57101	192241	43375	145640	100476	337881	
		-1347	-1530	-1689	155	-3036	-1375	-.4
MIDWEST CITY	07	31905	102970	12016	41576	43921	144546	
	08	30096	97717	12237	40647	42333	138364	
		-1809	-5253	221	-929	-1588	-6182	-4.3
RALPH ELLISON	07	5017	16059	1688	5393	6705	21452	
	08	4581	15397	1365	5489	5946	20886	
		-436	-662	-323	96	-759	-566	-2.6
SOUTHERN OAKS	07	40354	129233	13486	44196	53840	173429	
	08	34764	116333	12344	42706	47108	159039	
		-5590	-12900	-1142	-1490	-6732	-14390	-8.3
VILLAGE	07	30474	97302	14809	47680	45283	144982	
	08	28121	94467	12270	42090	40391	136557	
		-2353	-2835	-2539	-5590	-4892	-8425	-5.8
WARR ACRES	07	26993	90835	13885	46104	40878	136939	
	08	27750	92713	12821	44763	40571	137476	
		757	1878	-1064	-1341	-307	537	.4

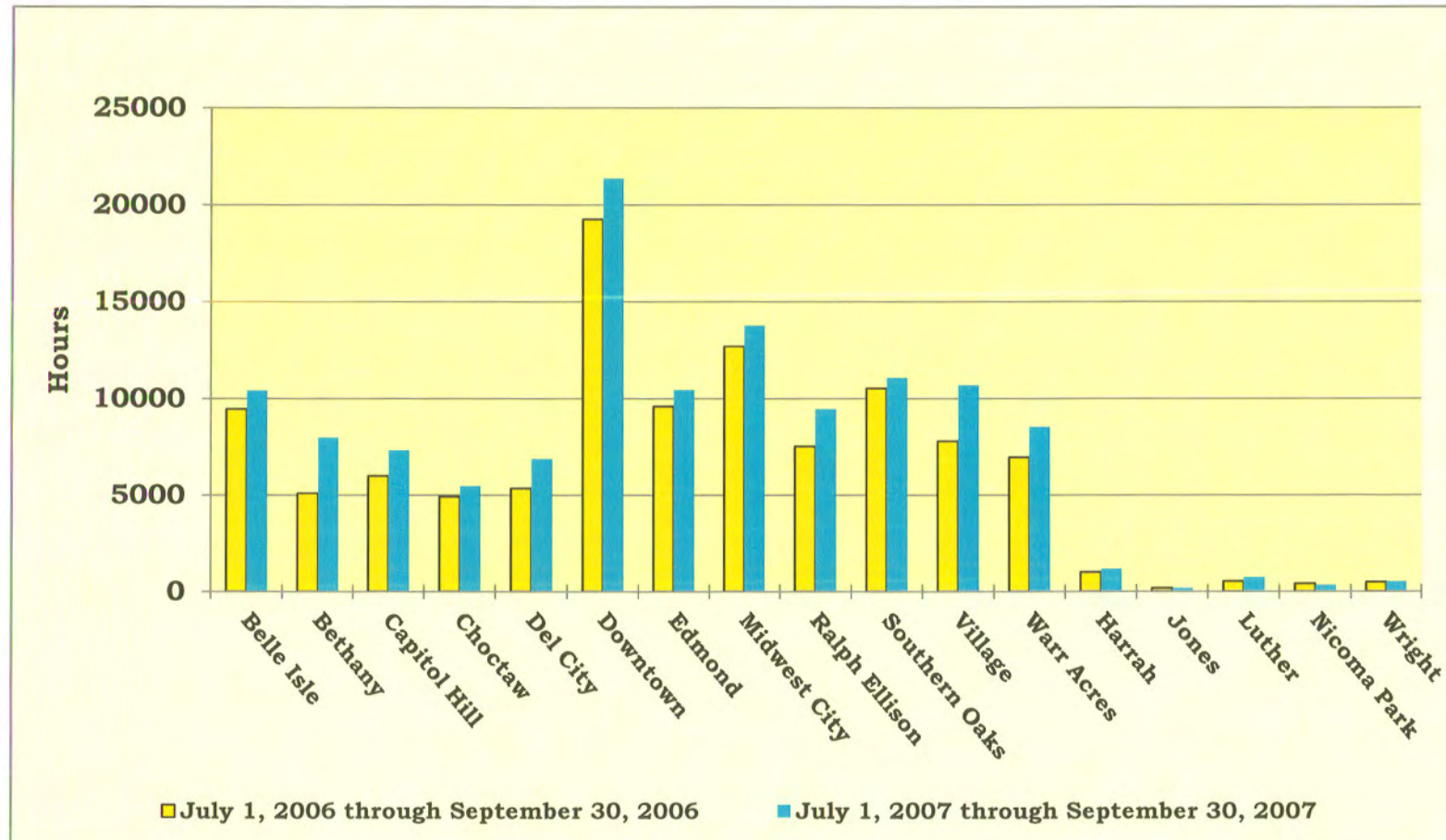
Circulation Gains and Losses

July 1, 2007 through September 30, 2007 (25.00% of the 07-08 Fiscal Year)

SEPTEMBER 30, 2007		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
HARRAH	07	3508	10198	1322	4527	4830	14725	
	08	2776	9500	1279	4114	4055	13614	
		-732	-698	-43	-413	-775	-1111	-7.5
JONES	07	1109	3502	265	831	1374	4333	
	08	898	2808	212	867	1110	3675	
		-211	-694	-53	36	-264	-658	-15.2
LUTHER	07	3673	10577	1070	3673	4743	14250	
	08	3367	11551	1035	3693	4402	15244	
		-306	974	-35	20	-341	994	7.0
NICOMA PARK	07	1907	5455	489	1437	2396	6892	
	08	1367	4064	255	812	1622	4876	
		-540	-1391	-234	-625	-774	-2016	-29.3
WRIGHT	07	679	1916	132	511	811	2427	
	08	579	2035	152	724	731	2759	
		-100	119	20	213	-80	332	13.7
<u>OTHER:</u>								
BOOK CENTERS	07	9323	27953	11873	35870	21196	63823	
	08	9492	28611	6035	18171	15527	46782	
		169	658	-5838	-17699	-5669	-17041	-26.7
BOOKS-BY-MAIL	07	955	4596	0	0	955	4596	
	08	1515	5426	0	0	1515	5426	
		560	830	0	0	560	830	18.1
TOTALS	07	335776	1086622	166775	539012	502551	1625634	
	08	315345	1040820	148522	496478	463867	1537298	
		-20431	-45802	-18253	-42534	-38684	-88336	-5.4

Total Computer Hours Used by Library

July 1, 2007 through September 30, 2007 (25.00% of the 07-08 Fiscal Year)



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Total Computer Usage

July 1, 2007 through September 30, 2007 (25.00% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	07	460		4,468		3,142.02		2,189		13,598		9,449.85	
	08	374		4,613		3,235.72		2,000		14,752		10,402.85	
		-86	-18.7	145	3.2	93.70	3.0	-189	-8.6	1,154	8.5	953.00	10.1
BETHANY	07	240		2,306		1,661.81		1,245		7,268		5,096.97	
	08	314		3,362		2,497.42		1,594		10,912		7,967.95	
		74	30.8	1,056	45.8	835.61	50.3	349	28.0	3,644	50.1	2,870.98	56.3
CAPITOL HILL	07	280		2,471		1,819.20		1,275		8,261		5,990.75	
	08	254		2,830		2,205.03		1,373		9,670		7,315.97	
		-26	-9.3	359	14.5	385.83	21.2	98	7.7	1,409	17.1	1,325.22	22.1
CHOCTAW	07	163		1,869		1,576.98		833		5,647		4,921.65	
	08	147		2,097		1,668.06		884		6,731		5,460.24	
		-16	-9.8	228	12.2	91.08	5.8	51	6.1	1,084	19.2	538.59	10.9
DEL CITY	07	253		2,383		1,763.08		1,230		7,341		5,348.77	
	08	259		2,730		2,081.95		1,455		9,349		6,870.78	
		6	2.4	347	14.6	318.87	18.1	225	18.3	2,008	27.4	1,522.01	28.5
DOWNTOWN	07	448		8,242		6,308.38		2,347		24,567		19,265.89	
	08	338		9,380		6,723.75		2,074		30,166		21,339.65	
		-110	-24.6	1,138	13.8	415.37	6.6	-273	-11.6	5,599	22.8	2,073.76	10.8
EDMOND	07	469		4,414		3,139.37		2,383		13,881		9,589.49	
	08	431		4,338		3,185.25		2,243		14,497		10,438.76	
		-38	-8.1	-76	-1.7	45.88	1.5	-140	-5.9	616	4.4	849.27	8.9
MIDWEST CITY	07	640		5,559		4,073.31		3,024		17,774		12,702.28	
	08	552		5,920		4,263.74		2,922		19,343		13,759.70	
		-88	-13.8	361	6.5	190.43	4.7	-102	-3.4	1,569	8.8	1,057.42	8.3
RALPH ELLISON	07	312		3,180		2,470.45		1,525		9,384		7,520.27	
	08	328		3,712		2,889.82		1,403		13,144		9,433.56	
		16	5.1	532	16.7	419.37	17.0	-122	-8.0	3,760	40.1	1,913.29	25.4

Total Computer Usage

July 1, 2007 through September 30, 2007 (25.00% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	07	573		4,699		3,348.22		2,686		15,428		10,527.82	
	08	501		4,670		3,431.09		2,559		15,549		11,067.34	
		-72	-12.6	-29	-6	82.87	2.5	-127	-4.7	121	.8	539.52	5.1
VILLAGE	07	394		3,800		2,547.84		2,023		11,822		7,794.52	
	08	427		4,502		3,257.67		2,112		15,525		10,672.63	
		33	8.4	702	18.5	709.83	27.9	89	4.4	3,703	31.3	2,878.11	36.9
WARR ACRES	07	331		3,323		2,278.25		1,685		10,139		6,954.39	
	08	303		3,892		2,666.92		1,657		12,728		8,510.75	
		-28	-8.5	569	17.1	388.67	17.1	-28	-1.7	2,589	25.5	1,556.36	22.4
HARRAH	07	41		478		359.67		212		1,363		1,011.07	
	08	51		499		348.76		265		1,587		1,173.86	
		10	24.4	21	4.4	-10.91	-3.0	53	25.0	224	16.4	162.79	16.1
JONES	07	8		81		52.84		40		252		180.88	
	08	11		73		45.22		39		212		166.93	
		3	37.5	-8	-9.9	-7.62	-14.4	-1	-2.5	-40	-15.9	-13.95	-7.7
LUTHER	07	28		214		148.44		161		681		536.87	
	08	22		270		209.77		169		946		743.42	
		-6	-21.4	56	26.2	61.33	41.3	8	5.0	265	38.9	206.55	38.5
NICOMA PARK	07	13		93		62.66		68		498		423.22	
	08	9		115		70.99		63		436		318.19	
		-4	-30.8	22	23.7	8.33	13.3	-5	-7.4	-62	-12.4	-105.03	-24.8
WRIGHT	07	11		278		167.33		72		791		496.31	
	08	13		223		158.73		77		711		511.07	
		2	18.2	-55	-19.8	-8.60	-5.1	5	6.9	-80	-10.1	14.76	3.0
TOTAL	07	4,664		47,858		34,919.85		22,998		148,695		107,811.00	
	08	4,334		53,226		38,939.89		22,889		176,258		126,153.65	
		-330	-7.1	5,368	11.2	4,020.04	11.5	-109	-5	27,563	18.5	18,342.65	17.0

Computer Usage by Adult Customers

July 1, 2007 through September 30, 2007 (25.00% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	07	372		3,827		2,687.60		1,872		11,933		8,300.06	
	08	305		4,052		2,821.47		1,679		13,035		9,140.04	
		-67	-18.0	225	5.9	133.87	5.0	-193	-10.3	1,102	9.2	839.98	10.1
BETHANY	07	181		1,968		1,415.66		992		6,064		4,267.11	
	08	238		2,434		1,794.81		1,214		7,583		5,518.09	
		57	31.5	466	23.7	379.15	26.8	222	22.4	1,519	25.0	1,250.98	29.3
CAPITOL HILL	07	140		1,069		851.74		700		3,411		2,641.78	
	08	133		1,434		1,211.05		721		4,397		3,552.93	
		-7	-5.0	365	34.1	359.31	42.2	21	3.0	986	28.9	911.15	34.5
CHOCTAW	07	123		1,242		1,048.20		579		3,689		3,166.17	
	08	102		1,200		950.36		602		4,012		3,122.52	
		-21	-17.1	-42	-3.4	-97.84	-9.3	23	4.0	323	8.8	-43.65	-1.4
DEL CITY	07	191		1,959		1,443.28		971		5,988		4,366.27	
	08	211		1,831		1,386.41		1,108		6,116		4,434.98	
		20	10.5	-128	-6.5	-56.87	-3.9	137	14.1	128	2.1	68.71	1.6
DOWNTOWN	07	361		7,612		5,858.34		1,954		21,690		17,128.60	
	08	281		8,516		6,051.80		1,706		26,700		18,731.68	
		-80	-22.2	904	11.9	193.46	3.3	-248	-12.7	5,010	23.1	1,603.08	9.4
EDMOND	07	374		3,681		2,615.60		1,928		11,419		7,816.47	
	08	327		3,404		2,499.03		1,760		11,227		8,076.37	
		-47	-12.6	-277	-7.5	-116.57	-4.5	-168	-8.7	-192	-1.7	259.90	3.3
MIDWEST CITY	07	504		4,234		3,116.56		2,413		13,301		9,593.06	
	08	437		4,293		3,162.66		2,220		13,522		9,775.09	
		-67	-13.3	59	1.4	46.10	1.5	-193	-8.0	221	1.7	182.03	1.9
RALPH ELLISON	07	232		2,424		1,856.10		1,151		6,787		5,164.63	
	08	251		2,238		1,721.98		986		6,568		4,851.83	
		19	8.2	-186	-7.7	-134.12	-7.2	-165	-14.3	-219	-3.2	-312.80	-6.1

Computer Usage by Adult Customers

July 1, 2007 through September 30, 2007 (25.00% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	07	410		3,324		2,433.13		1,984		10,161		7,125.67	
	08	374		3,282		2,434.21		1,842		10,264		7,449.51	
		-36	-8.8	-42	-1.3	1.08	.0	-142	-7.2	103	1.0	323.84	4.5
VILLAGE	07	301		2,741		1,861.80		1,585		8,594		5,744.22	
	08	343		3,197		2,316.47		1,636		10,217		7,119.55	
		42	14.0	456	16.6	454.67	24.4	51	3.2	1,623	18.9	1,375.33	23.9
WARR ACRES	07	276		2,586		1,782.07		1,377		7,798		5,413.84	
	08	248		2,886		1,990.99		1,321		8,656		5,846.31	
		-28	-10.1	300	11.6	208.92	11.7	-56	-4.1	858	11.0	432.47	8.0
HARRAH	07	32		346		237.89		149		982		663.83	
	08	36		366		257.15		169		1,062		752.32	
		4	12.5	20	5.8	19.26	8.1	20	13.4	80	8.1	88.49	13.3
JONES	07	3		24		13.35		18		97		75.43	
	08	6		41		26.20		21		103		78.47	
		3	100.0	17	70.8	12.85	96.3	3	16.7	6	6.2	3.04	4.0
LUTHER	07	17		118		96.22		84		346		279.82	
	08	16		138		99.93		80		459		350.08	
		-1	-5.9	20	16.9	3.71	3.9	-4	-4.8	113	32.7	70.26	25.1
NICOMA PARK	07	8		54		30.16		39		211		134.71	
	08	4		87		52.54		43		270		163.31	
		-4	-50.0	33	61.1	22.38	74.2	4	10.3	59	28.0	28.60	21.2
WRIGHT	07	8		233		146.40		49		649		419.82	
	08	8		147		109.69		53		452		316.04	
			.0	-86	-36.9	-36.71	-25.1	4	8.2	-197	-30.4	-103.78	-24.7
TOTAL	07	3,533		37,442		27,494.10		17,845		113,120		82,301.49	
	08	3,320		39,546		28,886.75		17,161		124,643		89,279.12	
		-213	-6.0	2,104	5.6	1,392.65	5.1	-684	-3.8	11,523	10.2	6,977.63	8.5

Computer Usage by Minor Customers

July 1, 2007 through September 30, 2007 (25.00% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	07	88		641		454.42		317		1,665		1,149.79	
	08	69		561		414.25		321		1,717		1,262.81	
		-19	-21.6	-80	-12.5	-40.17	-8.8	4	1.3	52	3.1	113.02	9.8
BETHANY	07	59		338		246.15		253		1,204		829.86	
	08	76		928		702.61		380		3,329		2,449.86	
		17	28.8	590	174.6	456.46	185.4	127	50.2	2,125	176.5	1,620.00	195.2
CAPITOL HILL	07	140		1,402		967.46		575		4,850		3,348.97	
	08	121		1,396		993.98		652		5,273		3,763.04	
		-19	-13.6	-6	-.4	26.52	2.7	77	13.4	423	8.7	414.07	12.4
CHOCTAW	07	40		627		528.78		254		1,958		1,755.48	
	08	45		897		717.70		282		2,719		2,337.72	
		5	12.5	270	43.1	188.92	35.7	28	11.0	761	38.9	582.24	33.2
DEL CITY	07	62		424		319.80		259		1,353		982.50	
	08	48		899		695.54		347		3,233		2,435.80	
		-14	-22.6	475	112.0	375.74	117.5	88	34.0	1,880	139.0	1,453.30	147.9
DOWNTOWN	07	87		630		450.04		393		2,877		2,137.29	
	08	57		864		671.95		368		3,466		2,607.97	
		-30	-34.5	234	37.1	221.91	49.3	-25	-6.4	589	20.5	470.68	22.0
EDMOND	07	95		733		523.77		455		2,462		1,773.02	
	08	104		934		686.22		483		3,270		2,362.39	
		9	9.5	201	27.4	162.45	31.0	28	6.2	808	32.8	589.37	33.2
MIDWEST CITY	07	136		1,325		956.75		611		4,473		3,109.22	
	08	115		1,627		1,101.08		702		5,821		3,984.61	
		-21	-15.4	302	22.8	144.33	15.1	91	14.9	1,348	30.1	875.39	28.2
RALPH ELLISON	07	80		756		614.35		374		2,597		2,355.64	
	08	77		1,474		1,167.84		417		6,576		4,581.73	
		-3	-3.8	718	95.0	553.49	90.1	43	11.5	3,979	153.2	2,226.09	94.5

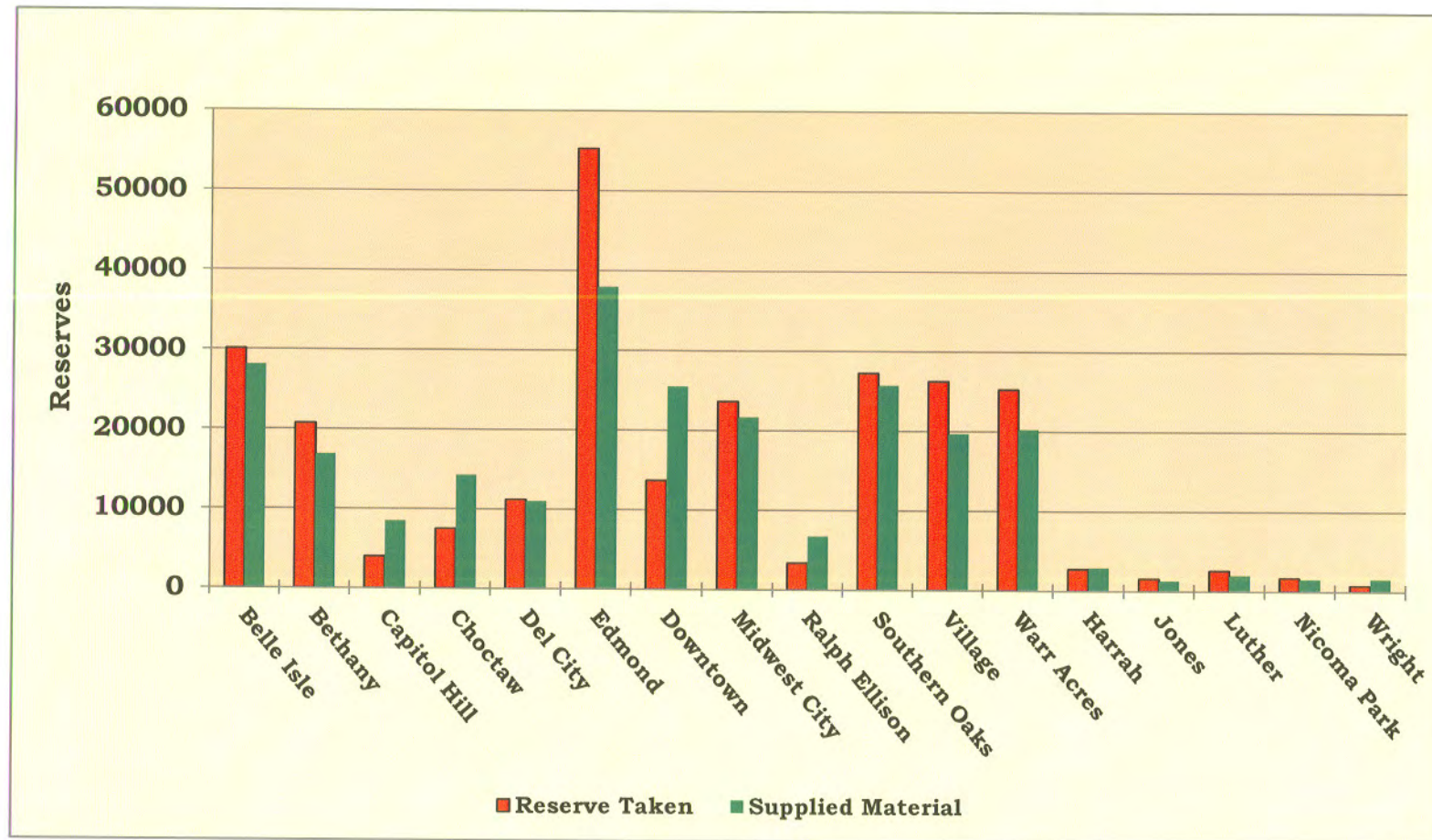
Computer Usage by Minor Customers

July 1, 2007 through September 30, 2007 (25.00% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	07	163		1,375		915.09		702		5,267		3,402.15	
	08	127		1,388		996.88		717		5,285		3,617.83	
		-36	-22.1	13	.9	81.79	8.9	15	2.1	18	.3	215.68	6.3
VILLAGE	07	93		1,059		686.04		438		3,228		2,050.30	
	08	84		1,305		941.20		476		5,308		3,553.08	
		-9	-9.7	246	23.2	255.16	37.2	38	8.7	2,080	64.4	1,502.78	73.3
WARR ACRES	07	55		737		496.18		308		2,341		1,540.55	
	08	55		1,006		675.93		336		4,072		2,664.44	
			.0	269	36.5	179.75	36.2	28	9.1	1,731	73.9	1,123.89	73.0
HARRAH	07	9		132		121.78		63		381		347.24	
	08	15		133		91.61		96		525		421.54	
		6	66.7	1	.8	-30.17	-24.8	33	52.4	144	37.8	74.30	21.4
JONES	07	5		57		39.49		22		155		105.45	
	08	5		32		19.02		18		109		88.46	
			.0	-25	-43.9	-20.47	-51.8	-4	-18.2	-46	-29.7	-16.99	-16.1
LUTHER	07	11		96		52.22		77		335		257.05	
	08	6		132		109.84		89		487		393.34	
		-5	-45.5	36	37.5	57.62	110.3	12	15.6	152	45.4	136.29	53.0
NICOMIA PARK	07	5		39		32.50		29		287		288.51	
	08	5		28		18.45		20		166		154.88	
			.0	-11	-28.2	-14.05	-43.2	-9	-31.0	-121	-42.2	-133.63	-46.3
WRIGHT	07	3		45		20.93		23		142		76.49	
	08	5		76		49.04		24		259		195.03	
		2	66.7	31	68.9	28.11	134.3	1	4.3	117	82.4	118.54	155.0
TOTAL	07	1,131		10,416		7,425.75		5,153		35,575		25,509.51	
	08	1,014		13,680		10,053.14		5,728		51,615		36,874.53	
		-117	-10.3	3,264	31.3	2,627.39	35.4	575	11.2	16,040	45.1	11,365.02	44.6

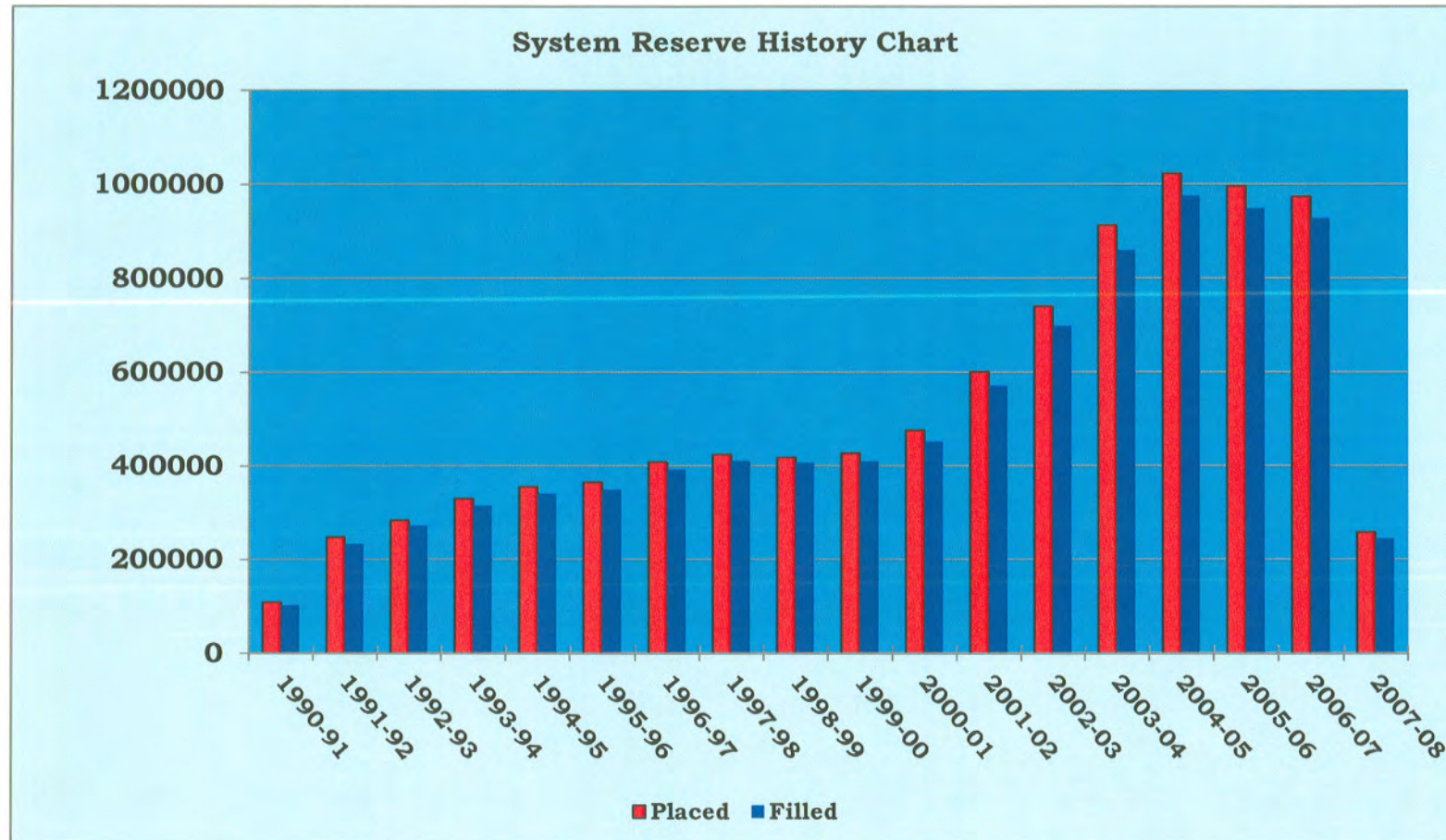
System Reserve Report

July 1, 2007 through September 30, 2007 (25.00% of the 07-08 Fiscal Year)



System Reserve Report

July 1, 2007 through September 30, 2007 (25.00% of the 07-08 Fiscal Year)



System Reserves Report

July 1, 2007 through September 30, 2007 (25.00% of the 07-08 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	07	9,713	30,333		9,309	28,885	
	08	9,247	30,089		8,559	28,665	
		-466	-244	-8	-750	-220	-8
BETHANY	07	6,389	20,920		5,405	19,138	
	08	6,434	20,737		6,044	19,724	
		45	-183	-9	639	586	3.1
CAPITOL HILL	07	1,312	4,000		1,227	3,679	
	08	1,261	4,014		1,137	3,651	
		-51	14	.4	-90	-28	-8
CHOCTAW	07	2,388	7,786		2,317	7,430	
	08	2,218	7,519		2,110	7,057	
		-170	-267	-3.4	-207	-373	-5.0
DEL CITY	07	3,516	11,796		3,416	11,394	
	08	3,499	11,200		3,290	10,562	
		-17	-596	-5.1	-126	-832	-7.3
EDMOND	07	16,778	53,038		16,249	51,291	
	08	17,208	55,258		16,164	52,650	
		430	2,220	4.2	-85	1,359	2.6
DOWNTOWN	07	4,492	14,501		4,280	13,708	
	08	4,074	13,684		3,854	12,908	
		-418	-817	-5.6	-426	-800	-5.8
MIDWEST CITY	07	6,961	23,334		6,743	22,440	
	08	7,225	23,649		6,821	22,559	
		264	315	1.3	78	119	.5
RALPH ELLISON	07	1,224	3,747		1,216	3,562	
	08	908	3,372		870	3,196	
		-316	-375	-10.0	-346	-366	-10.3
SOUTHERN OAKS	07	8,419	27,751		8,159	26,143	
	08	8,218	27,253		7,700	25,663	
		-201	-498	-1.8	-459	-480	-1.8
VILLAGE	07	7,940	26,074		7,693	24,774	
	08	8,242	26,278		7,653	24,898	
		302	204	.8	-40	124	.5
WARR ACRES	07	7,139	24,045		6,909	23,108	
	08	7,660	25,264		7,289	24,259	
		521	1,219	5.1	380	1,151	5.0

System Reserves Report

July 1, 2007 through September 30, 2007 (25.00% of the 07-08 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	07	901	2,474		894	2,444	
	08	948	2,779		830	2,568	
		47	305	12.3	-64	124	5.1
JONES	07	550	2,123		658	1,962	
	08	545	1,579		419	1,521	
		-5	-544	-25.6	-239	-441	-22.5
LUTHER	07	916	2,553		756	2,346	
	08	750	2,620		611	2,366	
		-166	67	2.6	-145	20	.9
NICOMA PARK	07	832	1,808		466	1,425	
	08	609	1,710		468	1,481	
		-223	-98	-5.4	2	56	3.9
WRIGHT	07	191	744		191	729	
	08	220	755		249	730	
		29	11	1.5	58	1	.1
BOOKS-BY-MAIL	07	353	1,730		409	1,673	
	08	366	1,346		352	1,347	
		13	-384	-22.2	-57	-326	-19.5
TOTAL	07	80,014	258,760		76,297	246,133	
	08	79,632	259,109		74,420	245,808	
		-382	349	.1	-1,877	-325	-.1

EXECUTIVE DIRECTOR'S REPORT

OCTOBER 2007

COMMISSION UPDATE

Mr. Tracy McDaniel has been appointed by Oklahoma City Mayor, Mick Cornett, to replace Scott Duncan. Mr. McDaniel is the principal/headmaster at Kipp Reach College Preparatory School in northeast Oklahoma City. Welcome Tracy!

AUDIT RECOMMENDATIONS AND MANAGEMENT RESPONSE

As requested by the Finance Committee last month, we have attached the auditor's management letter and the MLS response.

STAFF RECOGNITION EVENT

The annual staff recognition event will be held on Saturday, November 10th at 6:30 pm. The event will be held again this year at the Centre, 4325 NW 50th. Our thanks to the Friends of the Metropolitan Library System who have so graciously provided the funding for many years to make this night possible. I would like to invite all commission members to attend this annual affair which celebrates the MLS staff. Please rsvp to Fran in the director's office if you would like to attend.

OKLAHOMA MOMENTS

Take time to check out a new feature on our website – "Oklahoma Moments." These are unique video spots about some of our state's best known personalities and events; but also many of the lesser known figures. The idea for these special centennial pieces was generated by television program coordinator BJ Williams, the spots were written by Larry Johnson, and are narrated by former Governor George Nigh who agreed to be the library spokesman. They originally aired on the library's television program "Read About It" and will continue to run on the program and will also be accessible on the library web site. Kudos to Governor Nigh, BJ and Buddy for this excellent promotion of our state and our library system

OKLAHOMA IMAGES BROCHURE

At your table you will find one of our newest pieces from our outstanding marketing department labeled the "Oklahoma Images Collection". This beautifully produced booklet, which was solely funded by the Inasmuch Foundation, provides visitors to the Downtown Library a numbered map of the historical photos that are on display throughout the Ronald J. Norick Downtown Library. Funding for much of the work in digitizing the Oklahoma Images Collection was also provided by the Inasmuch Foundation.

OKLAHOMA CAPITAL PROJECTS UPDATE

Tuesday, October 16, 2007 from 7:00 to 9:00 pm, MLS hosted the **Northwest Library Community Meeting**. This meeting was held to conduct an "Idea Harvesting" process from community residents. Information collected included: words that might describe a "dream" library; a "Visual Preference Survey" and sub-group discussions on Children's, Teen, and Adult area, Meeting rooms, and Technology needs for their new library.

The purchase contract for the **Northwest Site** was approved by OKC on October 9, 2007. It is located on the south side of NE 122nd St, about a ¼ mile east of MacArthur. It is just west of Glenhurst Boulevard and is approximately 5 acres. The closing date is set for no later than December 1, 2007.



The last design phase for the **Service Center**, "Construction Documents" is well underway. This phase will conclude with the issuance of the bid documents in January 2008. Studio Architects will provide a progress update of the project at the December MLS meeting. We have also begun the task of developing the Furniture, Fixtures & Equipment bid documents and are tentatively planning a ground breaking ceremony in February 2008.

Work on the **Ralph Ellison** project continues. The construction contract is to be awarded in June of 2008.

OKC continues to work with the contractor, BMI and his subcontractors to correct the leaks at the **Downtown Library**.

MLS will meet with the City of Edmond on October 15th to review the steps necessary for building a **2nd Edmond Library**.

DIRECTOR OUTREACH ACTIVITIES

- Attended Rotary 29 Club Meetings
- Speaker at Women's Book Club
- Attended Legislative meeting @ ODL
- Attended PLDC Meetings
- Attended OKC Community Meeting ~ Northwest Library
- Will be attending the Oklahoma Literary Landmark ~ Claremore

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Genealogy: Diverse Population Groups: African-American, Native American, Latino and Others

Saturday, November 3, 2007

Time: 10:00am-12:00pm

Location: Choctaw Library

Adults

Genealogy workshop with coverage of diverse population groups: African-American, Native American and Latino to name a few. Resource materials will be provided. Co-sponsor: Eastern Oklahoma County Tech Center.

Midwest City's All Day Community Health Fair

Monday, November 5, 2007

Time: 3:00 pm – 7:00 pm

Location: Midwest City Library

All Ages

Join us at Midwest City Library for a Health Fair extravaganza! The Oklahoma Lion's Mobile Health Screening Unit will provide the following free tests & screenings: hearing, eye, glaucoma,

blood pressure, blood sugar (fasting for 12 hours required for accurate testing—only water, black coffee, or plain tea), & bone density (please wear socks instead of pantyhose). Allow at least 30 minutes to complete all tests. Other health booths and information will be available, as well as free seminars and health classes throughout the day. Don't miss out on the free messages, foot examinations for diabetics, healthy snacks, and even door prizes. Call 732-4828 or visit the information desk for more information.

Co-Sponsor: Literacy Link, Midwest City Lion's Club, Midwest Regional Health Center, Autumn Bridge Hospice, Alterra Sterling House.

Social Security

Monday, November 5, 2007

Time: 1:45 – 2:45 pm

Location: Midwest City Library

Adults

Is social security a mystery to you? Then join Larry Jones from the Social Security Administration with this presentation on the future of Social Security and an update on what's happening and changing with the program in 2007! Register at the Information Desk or call 732-4828

Co-Sponsor: Larry Jones – Social Security Administration

Our World

Strumming On Soul: Classical Music of India

Instrument is only a means, not an end, and true music emanates from within, not the instrument."

So says sarod master Pt. Brij Narayan. The strings of the sarod radiate with brilliance through the playing of Bombay-born Brij Narayan.

Aabhijit Banerjee, considered to be one of the top ranking table players of the present generation, will accompany.

Schedule:

November 11, 2:00 pm & 3:30 pm, Downtown Library

November 12, 10:00 am, Ralph Ellison Library

November 12, 7:00 pm, Belle Isle Library

November 13, 6:30 pm, Bethany Library

November 14, 1:00 pm, Southern Oaks Library

November 15, 7:00 pm, Midwest City Library

November 16, 10:00 am, Village Library

November 16, 4:00 pm, Warr Acres Library

Preparing for College

Tuesday, November 13, 2007

Time: 7:00 pm – 8:30 pm

Location: Warr Acres Library

Teens & Adults

Don't know where to begin in the college process? A Rose State College staff member will provide insight on the process to begin your college career. Topics include admission, testing, class schedule options, enrollment, financial aid, scholarship, campus visits, concurrent enrollment and degree plans. Adults, parents and teens bring your questions and concerns.

Co-Sponsor: Rose State College



October 12, 2007

Finance and Audit Committee
Board of Commissioners
Metropolitan Library System
Oklahoma City, OK 73102

Ladies and Gentlemen:

The annual management letter from Murrell, Hall, McIntosh, and Company, concerning their audit for the year ended June 30, 2007, includes two suggestions for strengthening the Library's internal control. The suggestions and the Library's responses are:

Disbursement Documentation. The auditors suggest that each invoice should be initialed and dated for approval to pay. Initialing invoices has been the Library's procedure for all but the recurring items. The Business Office feels that other safeguards, such as the annual budget process and specialized reports that track these recurring invoices give adequate control. However, the suggestion is not difficult to accomplish and will give added safeguards, so the Business Office concurs with the suggestion and will implement it immediately.

Separation of Accounts Payable. The auditors suggest a more accurate method of classifying payables and encumbrances at yearend. The Library has viewed the classifications as immaterial to financial statements taken as a whole, and, accordingly, had not spent much time in researching the status of its yearend invoices. However, the Library concurs with this suggestion also and will prepare the yearend financial statements accordingly.

Very truly yours,

METROPOLITAN LIBRARY SYSTEM OF OKLAHOMA COUNTY

Signed *Denna Davis* Date : 10-12-07
Title Executive Director

Signed *Paul Torrey* Date : 10-12-07
Title Director of Finance

PHO 405 | 606 | 3726
FAX 405 | 606 | 3722
EML director@metrolibrary.org
URL www.metrolibrary.org



September 19, 2007

To the Metropolitan Library Commission Members
of Oklahoma County
Oklahoma City, Oklahoma:

In planning and performing our audit of the financial statements of Metropolitan Library System of Oklahoma County, for the year ended June 30, 2007, we considered the District's internal control structure to plan our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control.

However, during our audit we became aware of the several matters that are opportunities for strengthening internal controls and operating efficiency. The items below summarize our comments and suggestions regarding those matters. This letter does not affect our report dated September 19, 2007, on the financial statements of Metropolitan Library System of Oklahoma County.

Disbursement Documentation

In our test of disbursements, we noted that one of the invoices for a recurring monthly expense was not initialed and dated as approved for payment. Each invoice should be initialed and dated for approval to pay, so that it is clear as to when that the invoice has been reviewed and is approved for payment.

Separation of Accounts Payable

As a part of the year-end separation of actual accounts payable from outstanding encumbrances, several items were missed that should have been included in accounts payable. The cause of this situation was the use of a blanket encumbrance for unpaid items at year-end. The business office should develop a procedure for separation of all amounts in the blanket encumbrances for which a subsequent invoice is received that relates to goods or services received prior to year end.

Metropolitan Library Commission
September 19, 2007
Page 2

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with various Library personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Very truly yours,

MURRELL, HALL, McINTOSH & CO., PLLP

Murrell, Hall, McIntosh & Co., PLLP