

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, November 15, 2007, 3:30 p.m.

Edmond Library
10 S. Boulevard
Edmond, OK 73034
(Telephone: 341-9282)

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

Hugh Rice, Chair

3:30 – 3:45 pm INTRODUCTIONS

- Dennis Clowers, Director, OKC Public Works Dept.
- Document #40 – Presentation of Service Certificates for Library Staff

COMMENTS FROM GENERAL PUBLIC (Limited to 3 minutes per speaker or 15 minutes total with time pro-rated among speakers. Preference will be given to residents of Oklahoma County. Persons signing up to address the Commission must list their residential address and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue.) Please be advised that public seating is limited; seating capacity at the individual meeting sites vary in occupancy limits.

3:45 – 3:55 pm CONSENT DOCKET (#41 - #42)

- Document #41 – Approval of Minutes of October 18, 2007 Meeting
- Document #42 – Acceptance of Review of Expenditures for October 2007

3:55 – 4:15 pm COMMITTEE REPORTS

- Document #43 – Discussion, Consideration, and Possible Action: Report and Recommendations – A & P Committee meeting, October 16, 2007 – Dr. Ann Caine, Chair
- Document #44 – Discussion, Consideration, and Possible Action: Report and Recommendations – Long-Range Planning Committee meeting, November 6, 2007 – Penny McCaleb, Chair

4:15 – 4:30 pm OLD BUSINESS

- Document #45 – Discussion, Consideration and Possible Action: Revision to Metropolitan Library Commission By-Laws

4:30 – 4:40 pm INFORMATION REPORTS

- Document #46 – MLS October 2007 Circulation Report
- Document #47 – MLS October 2007 Computer Usage Report
- Document #48 – MLS October 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, December 13, 2007
Downtown Library, 300 Park Avenue, Oklahoma City, OK 73102

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 November 2007:

<u>Employees</u>	<u>Years of Service</u>
Denyvetta Davis, Director of Library Operations	25
Randy E. Wayland, Library Manager II, Southern Oaks Library	25
Kathryn A. Williams, Page, Southern Oaks Library	15
Cheryl Ann Coleman, Associate Librarian, Southern Oaks Library	5
Serina L. Garcia, Page, Midwest City Library	5
John C. R. Utley, Computer Operations Supervisor, Information Technology	5

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

DATE: October 18, 2007

TIME: 3:30 pm

MEETING PLACE: Del 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 Del City and Downtown Library, 300 Park Avenue, Oklahoma City, on October 16, 2007, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Nancy Anthony
Carolyn Cornelius
Margaret Graham
Jose Jimenez
Lee Alan Leslie
Penny McCaleb
Tracy McGehee
Lori Nelson
Kim Patterson
Marguerite Ross
Jim Shonts
Judy Smith
Alyne Strube
Beth Toland
Ray Vaughn
Alexandra Vera
Greg Womack
Dr. Ann Caine, Vice-Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Ralph Bullard
Glenda Choate
Mick Cornett, Mayor of Oklahoma City
Frances Cory
David Greenwell, Disbursing Agent
Deanna Hannah
Tracy McDaniel
Hugh Rice, Chair

Estimate of general public and staff attending: 17

- I. The meeting was called to order at 3:30 p.m. by, Dr. Ann Caine, Vice-Chair.
Roll was called to establish a quorum. Present: Anthony, Graham, Jimenez, Leslie, McCaleb, McGehee, Patterson, Ross, Shonts, Smith, Strube, Toland, Vaughn, Vera, Womack, Caine (Arrived: Cornelius, 3:31 pm; Nelson, 3:31 pm).
- II. Dr. Caine welcomed and introduced new commission member Mrs. Tracy McGehee.
- III. Dr. Caine introduced Mrs. Melissa Weathers, Manager of the Del City Library. Mrs. Weathers welcomed the Commission and expressed her gratitude and thanks for everything the commission does for the library system and citizens of Oklahoma County.
- IV. Dr. Caine presented the Metropolitan Library Commission of Oklahoma County Service Certificate recipients for October 2007: Francie L. Pendleton, Administrative Specialist, Director's Office~35 years of service; Karen L. Bays, Library Manager II, Edmond Library~15 years of service; Melissa K. Weathers, Library Manager I, Del City Library~5 years of service.
- V. Dr. Caine called for comments from the general public. There were none.
- VI. Dr. Caine presented the Consent Docket; Document #28 – Approval of Minutes for September 20, 2007 Meeting; Document # 29 – Acceptance of Review of Expenditures for September 2007; Document #30 – Approval of Contract Awards and Purchases.

Dr. Caine called for a motion.

Mrs. Nancy Anthony moved to accept the consent docket. Mr. Lee Alan Leslie seconded. Questions and discussion followed. Motion passed unanimously.

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

Dr. Caine reported the A & P Committee met on October 16, 2007. The committee approved revisions to the Executive Director Evaluation Process. Each commission member was issued a packet containing the process and an evaluation form which needs to be completed and returned to Mrs. Carolyn Cornelius by October 26. The A & P Committee will provide the results of the Executive Director evaluation in Executive Session at the November Commission meeting. Dr. Caine explained the process for the new commission members and referred to a memo also explaining the process included in each packet.

The A & P Committee also approved revisions to the MLS Policy and Procedure Manual. Those recommendations will be brought to the November Commission meeting for approval.

- VIII. Dr. Caine presented Document #32 – Discussion, Consideration and Possible Action: Approval of MLS 2008 Library Holiday and Closing Schedule.

Mrs. Nancy Anthony moved to accept the 2008 Library Holiday and Closing schedule. Mrs. Carolyn Cornelius seconded. Questions and discussion followed. Motion passed unanimously.

- IX. Dr. Caine referred to Document #33 – Discussion, Consideration and Possible Action: Approval of Metropolitan Library Commission Meeting Dates 2008.

Mr. Ray Vaughn moved to approve the Metropolitan Library Commission Meeting Dates for 2008. Mrs. Penny McCaleb seconded. Questions and discussion followed. Motion passed unanimously.

X. Dr. Caine referred to Document #34 – Discussion, Consideration and Possible Action: Resolution of Appreciation – Millicent Gillogly and Document #35 – Discussion, Consideration and Possible Action: Resolution of Appreciation – Scott Duncan.

Mr. Lee Alan Leslie moved to approve the Resolutions of Appreciation for Mrs. Millicent Gillogly and Mr. Scott Duncan. Mrs. Beth Toland seconded. No further discussion. Motion passed unanimously.

XI. Dr. Caine referred to Document #36 – Discussion, Consideration and Possible Action: Proposed Revision to Metropolitan Library Commission By-Laws.

Mrs. Morris stated with the change in legislation the MLC By-Laws have become out of date. Mrs. Morris referred to the document and noted the revisions listed in red font. The library's attorney, Mr. Bill Comstock, has reviewed the revisions. No action is required at this meeting. The bylaws state the commission needs to receive the bylaws but not vote on them until the following month. The revisions will be presented for official action at the November meeting.

VIII. Dr. Caine referred to Document #37 – 39 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

Discussion followed.

IX. Dr. Caine called on Mrs. Morris to present the Executive Director's Report.

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.

Mrs. Morris stated the audit recommendations and management response is attached to the Executive Director's Report as requested by the Finance Committee last month.

The community meeting for the Northwest Library was held on Tuesday, October 16. Mrs. Morris thanked the commission members who attended the meeting.

MLS met with Edmond City officials on Monday, October 15 to discuss the steps necessary for building a second Edmond Library.

XII. Dr. Caine called for comments from Commission members.

The next Commission meeting will be held at the Edmond Library on November 15, 2007.

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


Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

October 31, 2007

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

For comparison, 33.33% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of October 2007.

[This page is intentionally left blank]

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

October 31, 2007

ASSETS

CASH - Overnight Investment Account	\$ 1,792,542.57
INVESTMENTS (Schedule attached)	17,862,373.42
Total Assets	<u>\$19,654,915.99</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2006-07 Reserve for Appropriations	\$161,123.40	
2007-08 Purchase Orders Outstanding	764,388.95	
2006-07 Purchase Orders Outstanding	168,410.45	
2007-08 Checks Outstanding	240,860.28	
2006-07 Checks Outstanding	<u>1,689.80</u>	
Total Liabilities		1,336,472.88

FUND BALANCE:

Beginning of the Year		\$23,823,209.10	
Add: Revenues			
Budgeted	193,141.91		
Other	<u>1,998,515.98</u>	2,191,657.89	
Less: Expenditures		<u>(7,696,423.88)</u>	
Total Fund Balance			<u>18,318,443.11</u>
Total Liabilities, Deferred Revenue and Fund Balance			<u>\$19,654,915.99</u>

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

As of October 31, 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
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	9/5/2008	5.010%	95,000.00
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
FNMA 08-09	2/2/2007	1/16/2009	5.267%	2,004,684.44
Fed Home LN 08-09	7/16/2007	7/16/2009	5.250%	1,500,000.00
Fed Home LN BKS 08-10	10/29/2007	10/29/2010	5.000%	1,000,000.00
Fed Home LN MTG CORP 08-10	10/1/2007	4/1/2010	5.000%	2,400,000.00
Fed Home LN BKS 08-09	10/23/2007	10/23/2009	4.800%	1,000,000.00
Fed Home LN BKS 08-09	10/30/2007	10/30/2009	4.580%	2,000,000.00
Total Investments				<u>\$ 17,862,373.42</u>

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

October 1, 2007 to October 31, 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	\$ 141.91	\$ 141.91	0.00%
State Aid	282,936.00	-	-	0.00%
Fines	<u>513,000.00</u>	<u>41,000.00</u>	<u>193,000.00</u>	37.62%
Total Budgeted Revenue	<u>\$ 24,024,842.00</u>	<u>\$ 41,141.91</u>	<u>\$ 193,141.91</u>	0.80%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 94,759.30	\$ 1,314,712.20	
Gifts and Lost Books Fees		0.00	75,000.00	
Investment Income		145,719.06	514,249.83	
Flexible Benefits Account Balance		0.00	0.00	
Sale of Surplus Equipment		0.00	4,794.88	
Miscellaneous		<u>34,632.16</u>	<u>89,759.07</u>	
Total Miscellaneous Revenue		<u>\$ 275,110.52</u>	<u>\$ 1,998,515.98</u>	
Total Revenue	<u>\$ 24,024,842.00</u>	<u>\$ 316,252.43</u>	<u>\$ 2,191,657.89</u>	9.12%

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

October 31, 2007

	BEGINNING OF MONTH	RECEIPTS October	EXPEND. October	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 19,080.92	\$ 6,830.08	\$ 1,026.09	\$ 24,884.91
810 Prepaid Fees	(1,673.72)	0.00	69.76	(1,743.48)
815 Fines	41,307.10	44,687.07	41,047.00	44,947.17
820 Copy	99,248.64	4,141.21	853.99	102,535.86
900 Special Event Fund	2,150.92	0.00	0.00	2,150.92
Total Revolving Funds	\$ 160,113.86	\$ 55,658.36	\$ 42,996.84	\$ 172,775.38

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
GRANTS:				
<u>Special Grants</u>				
857 DN/LC Donations	92,000.00	92,029.29	89,785.96	2,243.33
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	1,102.64	2,397.36
878 08/Country/Warr Acres Insur Reimb	6,310.00	6,310.00	6,310.00	0.00
901 07/Endowment/Vehicle	18,000.00	18,000.00	17,470.83	529.17
919 07/OAC/Hinkles Puppets	250.00	250.00	250.00	0.00
924 07/Guild/Choctaw Spanish Classes	800.00	800.00	800.00	0.00
926 07/Kirkpatrick/Come Read With Me	5,000.00	5,000.00	5,000.00	0.00
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	9,907.50	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	5,000.00	4,857.32	2,613.12	2,244.20
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	41,543.89	18,456.11
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
997 06 Eagle Scout/Village	630.00	630.00	0.00	630.00

Grants - Friends of MLS, Previous Years

938 03 VI - Library Sign	5,000.00	5,000.00	0.00	5,000.00
877 06 Las Clases Espanolas	8,000.00	8,000.00	5,830.00	2,170.00
883 06 Local History Materials Binding	3,000.00	3,000.00	3,000.00	0.00
893 06 Lee B Brawner Scholarship	8,300.00	8,300.00	8,300.00	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	9,737.94	9,737.94	7,500.00	2,237.94

GRANTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
909 07 Author Visit - David Lubar	12,600.00	12,600.00	12,600.00	0.00
910 07 System-wide adult prgrmmng	6,300.00	6,781.62	6,781.62	0.00
912 07 Looking at Jazz - Downtown	925.00	925.00	925.00	0.00
913 07 Oklahoma Voices	11,175.00	11,175.00	10,317.20	857.80
915 07 Library Enhancement - CH	1,108.00	1,108.00	962.97	145.03

Grants - Friends of MLS, Current Fiscal Year

860 08 Volunteer Recognition	2,000.00	2,000.00	206.34	1,793.66
861 08 Staff Recognition	6,845.00	6,987.50	200.00	6,787.50
863 08 123 Play with Me	3,000.00	3,000.00	2,459.31	540.69
864 08 LIFE	7,500.00	7,500.00	1,669.05	5,830.95
868 08 Author Visit - Bob Burke	3,266.00	3,266.00	0.00	3,266.00
869 08 Our World - System Prgrmmng	14,400.00	14,400.00	0.00	14,400.00
870 08 Oklahoma Voices - Phase 3	5,000.00	5,000.00	917.00	4,083.00
871 08 Wii Equipment	770.00	770.00	770.00	0.00
873 08 Teen & Children's Furnishings	1,713.00	1,713.00	0.00	1,713.00

Total Grants

\$91,435.65

Total Special Funds

\$ 264,211.03

Metropolitan Library System
Statement of Encumbrances
Month of October 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	715,161.14	3,203,223.93	32.23	9,939,418.00	6,736,194.07
102	Wages - Part-time	98,316.58	499,964.22	29.02	1,722,782.00	1,222,817.78
103	Payroll Taxes	59,398.37	273,126.87	33.84	807,177.00	534,050.13
109	Workers Comp Insurance	12,735.00	41,065.00	34.40	119,370.00	78,305.00
112	Group Insurance	118,888.06	492,320.23	30.49	1,614,468.00	1,122,147.77
113	Employees' retirement	38,244.94	172,933.32	13.17	1,312,852.00	1,139,918.68
114	Unemployment Compen.	7,535.00	7,535.00	37.68	20,000.00	12,465.00
Total Personal Services		1,050,279.09	4,690,168.57	30.19	15,536,067.00	10,845,898.43
		=====	=====		=====	=====

Maintenance & Operations - Contractual Services

201	Bldg. Property, & Auto Insur.	128,989.00	128,989.00	77.30	166,865.00	37,876.00
202	Liability/Bonding Insurance	.00	.00	.00	5,500.00	5,500.00
205	Rent of Library Buildings	400.00	2,000.00	41.67	4,800.00	2,800.00
206	Rent of Equipment	.00	496.50	7.41	6,700.00	6,203.50
207	Janitorial Services	18,884.00	113,212.00	31.79	356,180.00	242,968.00
208	Maintenance of Facilities	24,623.05	88,837.81	31.74	279,875.00	191,037.19
211	Parking & Transportation	11,084.02	52,269.54	29.99	174,265.00	121,995.46
212	Travel Expenses	10,482.81	18,827.30	22.76	82,708.00	63,880.70
213	Professional Services	48,593.68	78,572.51	20.51	383,045.00	304,472.49
214	Security Services	29,191.77	111,634.48	28.43	392,693.00	281,058.52
216	Telephone Services	-11,387.69	54,233.73	19.17	282,960.00	228,726.27
217	Electrical Services	41,236.20	181,344.76	35.18	515,530.00	334,185.24
218	Gas Services	989.10	3,992.63	5.91	67,585.00	63,592.37
219	Water & Garbage Services	3,230.07	18,575.67	39.10	47,510.00	28,934.33
220	Trigen Energy Services	14,533.49	69,940.01	38.22	183,000.00	113,059.99
226	Memberships	1,654.00	6,833.50	25.07	27,255.00	20,421.50
230	Other Library-Related Services	7,019.67	39,898.02	12.09	330,087.00	290,188.98
231	Automation Contractual	20,847.31	104,848.12	31.93	328,417.00	223,568.88
236	Network Catalog Services	1,490.00	56,128.00	89.41	62,775.00	6,647.00
Total Contractual Services		351,860.48	1,130,633.58	30.58	3,697,750.00	2,567,116.42
		=====	=====		=====	=====

Metropolitan Library System
Statement of Encumbrances
Month of October 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	2,554.97	43,373.37	21.22	204,420.00	161,046.63
302	Postage	7,827.77	72,696.66	26.27	276,765.00	204,068.34
303	Supplies	26,275.04	468,642.49	70.57	664,100.00	195,457.51
310	Maintenance Supplies	8,622.87	17,194.33	24.22	71,000.00	53,805.67
312	Safety Supplies & Equipment	.00	1,311.66	10.17	12,900.00	11,588.34
321	Gasoline & Oil	2,388.74	7,839.65	17.42	45,000.00	37,160.35
322	Vehicle Parts & Repairs	609.76	2,286.56	12.70	18,000.00	15,713.44
330	Programming Activities	12,413.59	46,874.58	23.15	202,525.00	155,650.42
331	Other Commodities	1,906.15	5,283.90	17.04	31,015.00	25,731.10
Total Commodities		62,598.89	665,503.20	43.62	1,525,725.00	860,221.80

Capital Outlays

401	Books & Materials	324,803.01	943,740.57	28.82	3,275,170.00	2,331,429.43
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	2,128.00	23,854.91	15.41	154,830.00	130,975.09
408	Furniture, Fixture, & Equipmnt	14,051.51	15,675.83	9.53	164,569.00	148,893.17
409	Motor Vehicles	.00	.00	.00	50,000.00	50,000.00
410	Automation System & Equipment	21,010.25	208,201.53	43.40	479,719.00	271,517.47
450	Capital Projects	23.92	18,645.69	.40	4,707,815.00	4,689,169.31
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		362,016.69	1,210,118.53	4.47	27,088,509.10	25,878,390.57
Total Budget		1,826,755.15	7,696,423.88	16.09	47,848,051.10	40,151,627.22

General Fund F.Y. 07-08

Warrant Register

October 2007

Number	Vendor/Payee	Purpose		Amount
G-01025	City of Del City	Rent of Library Buildings	400.00	400.00
G-01026	Grainger	Maintenance of Facilities	136.12	136.12
G-01027	City of Oklahoma City	Water & Garbage Services	1,850.68	1,850.68
G-01028	Locke Supply Co.	Maintenance of Facilities	107.39	107.39
G-01029	Demco	Supplies	30.66	30.66
G-01030	Gale Research	Materials	3,128.50	3,128.50
G-01031	Highsmith Co., Inc.	Supplies	142.71	142.71
G-01032	UNUM Life Insurance	Grp L-T Disab. Ins.-OCT	6,533.98	6,533.98
G-01033	City of Warr Acres	Water & Garbage Services	54.70	54.70
G-01034	AT&T	Telephone Services	141.58	141.58
G-01035	Oklahoma Library Association	Memberships	32.00	
		Memberships	32.00	
		Memberships	32.00	96.00
G-01036	Baker & Taylor Books	Materials	35.69	35.69
G-01037	Donna Morris	Telephone Services	50.00	50.00
G-01038	U.S. Postal Service	Postage	15,000.00	15,000.00
G-01039	Spence & Associates, Inc	Library-Related Services	1,900.00	
		Library-Related Services	670.00	2,570.00
G-01040	CompSource Oklahoma	Workers' Comp Insurance	12,735.00	12,735.00
G-01041	Barbara Beasley	Mileage	12.61	12.61
G-01042	United Refrigeration, Inc.	Maintenance of Facilities	751.62	751.62
G-01043	Johnstone Supply	Maintenance of Facilities	12.66	
		Maintenance of Facilities	8.35	21.01
G-01044	The Penworthy Co.	Materials	1,010.03	1,010.03
G-01045	Sylvia Lawson	Mileage	11.88	11.88
G-01046	Instructional Video, Inc.	Materials	2,728.05	2,728.05
G-01047	Gale Group	Materials	934.46	934.46
G-01048	Hunter's Battery Warehouse	Maintenance of Facilities	49.00	
		Maintenance of Facilities	119.00	168.00
G-01049	Kimbo Educational	Materials	214.85	214.85
G-01050	Darcus Smith	Mileage	6.79	6.79
G-01051	Production Services	Library-Related Services	690.00	690.00
G-01052	Mutual Assurance	Grp Life/AD&D Ins Prm-OCT	29,156.88	29,156.88
G-01053	Pacesetters Consulting Group	Professional Services	600.00	600.00
G-01054	Light Bulb Supply Co., Inc.	Maintenance of Facilities	16.95	16.95
G-01055	Staples Credit Plan	Supplies	111.34	
		Supplies	131.99	243.33
G-01056	Janet Brooks	Mileage	35.41	35.41
G-01057	Mel Bay	Materials	202.60	202.60
G-01058	Linda Hyams	Travel Expense	149.24	149.24
G-01059	Random House, Inc	Materials	1,278.92	1,278.92
G-01060	Culinary Concepts, LLC	Professional Services	226.92	226.92
G-01061	Brilliance Corporation	Materials	1,015.86	1,015.86
G-01062	Ingram Library Service	Materials	43.32	43.32
G-01063	High-Tech-Tronics, Inc.	Maintenance of Facilities	703.80	
		Maintenance of Facilities	209.70	913.50
G-01064	James E. Nimmo	Transportation	120.00	120.00
G-01065	Audio Editions	Materials	950.35	950.35
G-01066	Lakeshore Learning Materials	Programming Activities	73.49	73.49
G-01067	Lynda G. Bahr	Mileage	40.95	40.95
G-01068	United States Postal Service	Postage	6,000.00	6,000.00
G-01069	JoNita White	Mileage	6.31	6.31

General Fund F.Y. 07-08

Warrant Register

October 2007

Number	Vendor/Payee	Purpose		Amount
G-01070	Chickasaw Telecom, Inc.	Maintenance	27,315.59	
		Software	1,058.81	28,374.40
G-01071	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	81.50	81.50
G-01072	California Language Labs	Materials	47.96	47.96
G-01073	Ingram Library Service	Materials	714.77	714.77
G-01074	Tandem Library Group	Materials	22.12	22.12
G-01075	Town of Luther	Water & Garbage	44.25	44.25
G-01076	Sears Commercial One Account	Maintenance of Facilities	529.87	529.87
G-01077	Schiffer Publishing	Materials	118.17	118.17
G-01078	Critter Tales, Inc.	Programming Activities	90.00	90.00
G-01079	Jeffrey J. Crawford	Security Services	162.50	162.50
G-01080	Dell Marketing L.P.	Software	50.00	50.00
G-01081	Miguel A. Campos	Security Services	325.00	325.00
G-01082	Jurden Brown, Jr.	Security Services	487.50	487.50
G-01083	John Paull	Security Services	487.50	487.50
G-01084	Stanley Campbell	Security Services	212.50	212.50
G-01085	Tammie Burlison	Programming Activities	140.00	140.00
G-01086	Nicklas S. Wald	Security Services	112.50	112.50
G-01087	Dowell Parking Center	Parking & Transportation	200.00	200.00
G-01088	Walterine Alfredia Pickett	Programming Activities	140.00	140.00
G-01089	Kyndall Overstreet	Mileage	9.70	9.70
G-01090	PsPrint.com	Printing	262.19	262.19
G-01091	City of Harrah	Water & Garbage	62.11	62.11
G-01092	City of Choctaw	Water & Garbage Services	108.18	108.18
G-01093	Producers Playhouse	Library-Related Services	114.00	114.00
G-01094	Public Library Association	Registration	250.00	
		Registration	250.00	
		Registration	250.00	
		Professional Services	180.00	930.00
G-01095	Baker & Taylor Books	Materials	840.75	840.75
G-01096	Christy O'Brien	Mileage	8.97	8.97
G-01097	Baker & Taylor Entertainment	Materials	4,534.82	
		Materials	2,835.31	7,370.13
G-01098	Metropolitan Library System	Grp Med/Dtl Ins Prem-OCT	79,820.66	79,820.66
G-01099	Love and Logic Institute	Materials	56.93	56.93
G-01100	AFP Oklahoma	Other Commodities	45.00	45.00
G-01101	Reef Shop Warehouse	Maintenance of Facilities	157.96	157.96
G-01102	American Library Association	Programming Activities	201.17	201.17
G-01103	Carrier North	Maintenance of Facilities	83.73	
		Maintenance of Facilities	632.20	715.93
G-01104	Construction Industries Board	Maintenance of Facilities	75.00	75.00
G-01105	Carol Hunter	Mileage	14.55	14.55
G-01106	Saisri V. McCormick	Mileage	6.31	6.31
G-01107	Robyn Poston	Programming Activities	85.00	85.00
G-01108	Rondia K. Banks	Other Commodities	52.71	52.71
G-01109	Lesli Jones	Library-Related Services	170.00	
		Library-Related Services	230.00	400.00
G-01110	AT&T	Telephone Services	55.44	55.44
G-01111	Target Bank	Professional Services	168.98	168.98
G-01112	Securitas Security USA, Inc.	Security Services	6,075.07	6,075.07
G-01113	Oklahoma Business Forms	Supplies	4,654.26	4,654.26
G-01114	Baker & Taylor Books	Materials	1,211.19	

** Continued **

General Fund F.Y. 07-08

Warrant Register

October 2007

Number	Vendor/Payee	Purpose	Amount
** Continued **			
G-01114	Baker & Taylor Books	Materials	2,485.76
		Materials	3,010.01
		Materials	4,413.66
		Materials	3,529.24
		Materials	3,607.10
		Materials	7,022.43
		Materials	6,165.89
			31,445.28
G-01115	Baker & Taylor Books	Materials	783.16
		Materials	2,095.45
		Materials	6,393.36
			9,271.97
G-01116	Baker & Taylor Books	Materials	4,777.16
			4,777.16
G-01117	SimplexGrinnell	Maintenance of Facilities	1,187.00
			1,187.00
G-01118	Karen Zanfardino, M.S.	Programming Activities	85.00
		Programming Activities	85.00
			170.00
G-01119	Angela Wall	Programming Activities	60.00
			60.00
G-01120	COTPA	Staff Parking	2,576.00
		Staff Parking	2,668.00
		Staff Parking	3,452.87
			8,696.87
G-01121	Baker & Taylor Books	Materials	3,227.70
			3,227.70
G-01122	Recorded Books, LLC	Materials	2,258.98
			2,258.98
G-01123	Instructional Video, Inc.	Materials	725.91
			725.91
G-01124	Gale Group	Materials	3,263.95
			3,263.95
G-01125	Hal Leonard Publishing	Materials	325.32
			325.32
G-01126	Full Circle Bookstore	Materials	1,331.15
			1,331.15
G-01127	Mel Bay	Materials	292.32
			292.32
G-01128	Random House, Inc	Materials	5,142.40
			5,142.40
G-01129	Ingram Library Service	Materials	2,611.02
			2,611.02
G-01130	Information Today, Inc.	Materials	1,026.20
			1,026.20
G-01131	Audio Editions	Materials	317.48
			317.48
G-01132	Digital Library Reserve, Inc	Materials	826.08
			826.08
G-01133	Ingram Library Service	Materials	1,248.43
			1,248.43
G-01134	Tandem Library Group	Materials	51.05
			51.05
G-01135	Film Ideas, Inc.	Materials	189.00
			189.00
G-01136	Baker & Taylor Books	Materials	67.88
			67.88
G-01137	Baker & Taylor Entertainment	Materials	3,370.69
			3,370.69
G-01138	Baker & Taylor Books	Materials	6,391.57
		Materials	3,162.46
		Materials	4,216.64
		Materials	6,292.73
		Materials	4,532.95
			24,596.35
G-01139	Baker & Taylor Books	Materials	4,698.11
			4,698.11
G-01140	Bank of Oklahoma	Payroll Transmittal-Chks	39,770.08
		Payroll Transmittal-Chks	19,084.80
		Payroll Transmittal-Chks	220.00
			59,074.88
G-01141	Bank of Oklahoma	Federal Withholding Tax	36,385.60
		Federal Withholding Tax	2,482.00
			38,867.60
G-01142	Oklahoma Tax Commission	State Withholding Tax	13,179.00
		State Withholding Tax	990.50
			14,169.50
G-01143	Mun. Employees Credit Union	Employee Cr Union Deducts	11,180.51
		Employee Cr Union Deducts	217.50
			11,398.01
G-01144	United Way of Central Oklahoma	Employee Deductions	382.56
** Continued **			

General Fund F.Y. 07-08

Warrant Register

October 2007

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-01144	United Way of Central Oklahoma	Employee Deductions	3.00 385.56
G-01145	Oklahoma Tax Commission	Employee Deductions	308.87 308.87
G-01146	Rausch, Sturm, Israel & Hornik	Employee Deductions	150.09 150.09
G-01147	Bank of America	Payroll Transmittal-DDep	188,046.51
		Payroll Transmittal-DDep	23,375.49
		Payroll Transmittal-DDep	935.00 212,357.00
G-01148	Nationwide Retirement Solution	Employee Deductions	7,888.69 7,888.69
G-01149	Transamerica Worksite Mktg.	Employee Deductions	553.77 553.77
G-01150	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,894.88 4,894.88
G-01151	Bank of Oklahoma	Employee Flexplan Deposit	18,861.80 18,861.80
G-01152	Bank of Oklahoma	Employee Soc/Sec Deposits	20,818.66
		Employee Soc/Sec Deposits	3,098.61
		Employee Medicare Deposit	4,949.92
		Employee Medicare Deposit	724.65
		Employer Soc/Sec Deposits	23,917.21
		Employer Medicare Deposit	5,674.62 59,183.67
G-01153	MassMutual Financial Group	Employee Contrib -- DC PI	10,526.90
		Employer Contrib -- DC PI	19,375.87 29,902.77
G-01154	Love, Beal & Nixon, P.C.	Employee Deductions	85.00 85.00
G-01155	ODHS Oklahoma Centralized	Employee Deductions	102.55 102.55
G-01156	Administrative Systems, Inc.	Employee Deductions	986.86 986.86
G-01157	Metropolitan Library System	Professional Services	15.00
		Automation Contractual	20.00
		Postage	29.98
		Supplies	62.56
		Programming Activities	151.89
		Programming Activities	114.28
		Programming Activities	82.61
		Other Commodities	28.62 504.94
G-01158	O G & E	Electrical Services	18,435.34
		Electrical Services	8,492.31 26,927.65
G-01159	Oklahoma Natural Gas Co.	Gas Services	84.47 84.47
G-01160	Triangle/A & E	Printing	36.00 36.00
G-01161	Demco	Supplies	1,262.00
		Supplies	1,540.00 2,802.00
G-01162	Eales Electronics Corp.	Maintenance of Facilities	25.00 25.00
G-01163	Journey House Travel, Inc.	Travel Expense	509.60 509.60
G-01164	Amazon Credit Plan	Maintenance of Building	49.21 49.21
G-01165	Ernestine Clark	Mileage	54.33 54.33
G-01166	Frank Ray	Mileage	30.07 30.07
G-01167	Oklahoma Library Association	Professional Services	50.00
		Professional Services	50.00
		Professional Services	50.00
		Professional Services	50.00
		Professional Services	50.00
		Memberships	111.00 361.00
G-01168	Donna Morris	Travel Expense	80.26
		Professional Services	40.00 120.26
G-01169	Susan Ryan	Mileage	20.37 20.37
G-01170	Charles S. Isaacs	Mileage	44.38 44.38
G-01171	ALA Membership CSC	Memberships	150.00
	** Continued **		

General Fund F.Y. 07-08

Warrant Register

October 2007

Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-01171	ALA Membership CSC	Memberships	150.00	
		Memberships	150.00	450.00
G-01172	Johnstone Supply	Maintenance of Facilities	539.91	539.91
G-01173	Marilyn E. Backus	Mileage	20.37	20.37
G-01174	Journal Record Publishing	Library Related Services	89.60	89.60
G-01175	Denyvetta Davis	Mileage	189.39	189.39
G-01176	Hunter's Battery Warehouse	Maintenance of Facilities	52.50	
		Maintenance of Facilities	79.00	131.50
G-01177	Staples Business Advantage	Supplies	124.95	124.95
G-01178	Anne G. Fischer	Mileage	63.78	63.78
G-01179	Copelin's Office Center	Supplies	3,299.00	3,299.00
G-01180	Staples Credit Plan	Supplies	56.97	56.97
G-01181	Angie Paeltz	Mileage	14.07	
		Mileage	32.01	46.08
G-01182	OfficeMax Incorporated	Supplies	218.78	218.78
G-01183	INTEGRIS Corporate Assistance	Professional Services	818.00	818.00
G-01184	Rosemary Stafford	Mileage	11.16	11.16
G-01185	Oklahoma Air Filter	Maintenance of Facilities	65.76	65.76
G-01186	Jonathan Willis	Mileage	39.04	39.04
G-01187	Kristin Williamson	Mileage	26.92	26.92
G-01188	A T & T Mobility	Telephone Services	89.77	89.77
G-01189	Scott's Printing & Copying	Printing	1,190.01	1,190.01
G-01190	Julia Ballou	Mileage	27.65	27.65
G-01191	XPEDX	Supplies	2,455.86	
		Maintenance Supplies	76.28	2,532.14
G-01192	OSCPA	Professional Services	438.00	438.00
G-01193	FOI Oklahoma	Professional Services	35.00	
		Professional Services	35.00	
		Professional Services	35.00	105.00
G-01194	Chickasaw Telecom, Inc.	Automation Contractual	295.00	295.00
G-01195	Brett Heitzke	Programming Activities	150.00	150.00
G-01196	Matthew Cotter	Mileage	24.25	24.25
G-01197	Frances V. Harbert	Mileage	3.88	
		Memberships	35.00	38.88
G-01198	Landon Holman	Mileage	17.95	17.95
G-01199	Anita Roesler	Travel Expenses	228.91	
		Mileage	44.52	273.43
G-01200	Jimmy Welch	Mileage	18.19	18.19
G-01201	Jeffrey J. Crawford	Security Services	325.00	325.00
G-01202	Miguel A. Campos	Security Services	325.00	325.00
G-01203	Jurden Brown, Jr.	Security Services	650.00	650.00
G-01204	John Paull	Security Services	325.00	325.00
G-01205	Stanley Campbell	Security Services	212.50	212.50
G-01206	Westlake Hardware	Maintenance of Facilities	36.58	36.58
G-01207	BMI Systems Corp.	Maintenance of Facilities	31.62	
		Maintenance of Facilities	313.23	
		Maintenance of Facilities	94.43	
		Maintenance of Facilities	73.02	
		Maintenance of Facilities	78.50	
		Maintenance of Facilities	78.50	669.30
G-01208	Mary Daugherity	Mileage	6.55	6.55

General Fund F.Y. 07-08

Warrant Register

October 2007

Number	Vendor/Payee	Purpose		Amount
G-01209	OU Improv Group	Programming Activities	400.00	400.00
G-01210	Ruby Soutiere	Mileage	40.74	40.74
G-01211	University of Central Oklahoma	Books & Materials	160.00	160.00
G-01212	Travis E. Serna	Security Services	112.50	112.50
G-01213	Kelley Riha	Professional Services	120.00	
		Mileage	70.81	190.81
G-01214	Quail Springs Automotive	Vehicle Parts & Repairs	491.81	491.81
G-01215	The Richardson Company	Professional Services	1,278.00	1,278.00
G-01216	Solid Border	Software	5,460.00	5,460.00
G-01217	Rebecca L. Peters	Mileage	14.07	14.07
G-01218	Anetra Alexander	Mileage	4.85	4.85
G-01219	K-Log Inc.	Furniture	2,463.76	2,463.76
G-01220	Kevin Colwell	Mileage	9.70	9.70
G-01221	Crystal Suppes	Mileage	7.52	7.52
G-01222	Vision Service Plan of	Grp Vision Ins Prem-Oct.	2,221.54	2,221.54
G-01223	Fariba Williams	Mileage	14.55	14.55
G-01224	C. L. Frates & Co.	Insurance	4,442.00	
		Insurance	11,050.00	
		Insurance	15,617.00	
		Insurance	15,217.50	
		Insurance	9,972.00	
		Insurance	33,074.00	
		Insurance	31,079.00	
		Insurance	7,980.15	
		Insurance	557.35	128,989.00
G-01225	Todd Olberding	Telephone Services	45.51	45.51
G-01226	Roy Ballou	Mileage	23.28	23.28
G-01227	Public Library Association	Professional Services	180.00	180.00
G-01228	LaVetta Kinsey Dent	Postage	51.40	51.40
G-01229	LaWana D. Morgan	Mileage	9.70	9.70
G-01230	John L. Hilbert	Programming Supplies	66.63	
		Programming Activities	17.42	
		Programming Activities	28.74	112.79
G-01231	Preston Bell	Transportation	40.00	40.00
G-01232	Murrell, Hall, McIntosh & Co.	Professional Services	15,000.00	15,000.00
G-01233	Danny Gordon	Programming Activities	150.00	150.00
G-01234	Garcia Tire Service, Inc.	Maintenance of Facilities	259.03	
		Vehicle Parts & Repairs	141.76	400.79
G-01235	Allied Waste Services #060	Water & Garbage	540.73	540.73
G-01236	Pamela Buchanan	Mileage	54.81	54.81
G-01237	Star Lighting	Maintenance of Facilities	29.97	29.97
G-01238	Melissa Weathers	Mileage	28.13	
		Programming Activities	100.75	128.88
G-01239	Cintas Corp.	Maintenance of Facilities	671.06	671.06
G-01240	Kelley Hoffman	Mileage	12.13	12.13
G-01241	Corporate Express, Inc.	Supplies	29.52	29.52
G-01242	Securitas Security USA, Inc.	Security Services	6,015.58	6,015.58
G-01243	Emily Williams	Mileage	22.50	22.50
G-01244	Sabre Technologies	Supplies	2,950.00	2,950.00
G-01245	Claudia Clark	Programming Activities	300.00	300.00
G-01246	City of Midwest City	Water & Garbage Services	283.20	283.20
G-01247	Bradford Industrial Suppl Corp	Maintenance of Facilities	37.58	37.58

General Fund F.Y. 07-08

Warrant Register

October 2007

Number	Vendor/Payee	Purpose		Amount
G-01248	Grainger	Maintenance of Facilities	149.20	149.20
G-01249	Oklahoma Natural Gas Co.	Gas Services	332.60	332.60
G-01250	City of Oklahoma City	Water & Garbage Services	1,325.09	1,325.09
G-01251	City of the Village	Water & Garbage Services	80.98	80.98
G-01252	Southwestern Stationery and	Supplies	1,256.40	
		Supplies	7.70	1,264.10
G-01253	Locke Supply Co.	Maintenance of Facilities	480.00	
		Maintenance of Facilities	44.91	
		Maintenance of Facilities	22.06	
		Maintenance of Facilities	6.54	
		Maintenance of Facilities	32.83	
		Maintenance of Facilities	22.78	609.12
G-01254	R.K. Black, Inc.	Equipment	714.00	714.00
G-01255	Tech-Lock	Maintenance of Facilities	69.90	69.90
G-01256	Demco	Furniture	244.19	
		Furniture	112.50	356.69
G-01257	Gaylord Bros.	Supplies	23.08	23.08
G-01258	Journal Record Publishing	Subscriptions	1,183.00	
		Subscriptions	338.00	1,521.00
G-01259	Hewlett-Packard Co.	Automation Contractual	12,029.00	12,029.00
G-01260	Amazon Credit Plan	Supplies	27.00	27.00
G-01261	AT&T	Telephone Services	938.35	
		Telephone Services	1,318.42	
		Telephone Services	327.27	2,584.04
G-01262	City of Edmond	Electrical Services	3,606.42	3,606.42
G-01263	Oklahoma Library Association	Professional Services	700.00	
		Professional Services	100.00	
		Professional Services	310.00	
		Professional Services	125.00	
		Professional Services	50.00	1,285.00
G-01264	Baker & Taylor Books	Materials	1,899.46	1,899.46
G-01265	Spence & Associates, Inc	Library-Related Services	2,725.00	2,725.00
G-01266	Mid-west Landscape, LLC	Maintenance of Facilities	1,490.00	
		Maintenance of Facilities	935.00	2,425.00
G-01267	Bill Warren Office Products	Supplies	89.20	
		Supplies	37.46	126.66
G-01268	Charles S. Isaacs	Telephone Services	35.00	35.00
G-01269	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-01270	WCA Waste Corporation	Maintenance of Facilities	25.08	25.08
G-01271	Recorded Books, LLC	Materials	2,166.50	2,166.50
G-01272	Pure Service Corp.	Maintenance of Facilities	5,010.00	
		Maintenance of Facilities	2,700.00	
		Maintenance of Facilities	625.00	8,335.00
G-01273	Instructional Video, Inc.	Materials	420.14	420.14
G-01274	Gale Group	Materials	1,327.63	1,327.63
G-01275	Staples Business Advantage	Supplies	74.28	74.28
G-01276	Production Services	Library-Related Services	460.00	460.00
G-01277	LexisNexis Matthew Bender	Materials	311.65	311.65
G-01278	Anne G. Fischer	Telephone Services	50.00	50.00
G-01279	Hal Leonard Publishing	Materials	362.21	362.21
G-01280	Priscilla Doss	Memberships	35.00	35.00
G-01281	Frances Kay Samaripa	Mileage	76.15	76.15

General Fund F.Y. 07-08

Warrant Register

October 2007

Number	Vendor/Payee	Purpose		Amount
G-01282	Karen Lehr	Mileage	9.70	9.70
G-01283	AT&T	Telephone Services	893.75	893.75
G-01284	Random House, Inc	Materials	1,790.50	1,790.50
G-01285	Christine Francis	Programming Activities	280.00	280.00
G-01286	Francie Pendleton	Mileage	4.85	
		Mileage	9.22	14.07
G-01287	Ingram Library Service	Materials	391.11	391.11
G-01288	R. R. Bowker	Software	1,475.32	1,475.32
G-01289	XPEDX	Supplies	371.50	371.50
G-01290	United States Postal Service	Postage	500.00	500.00
G-01291	Fuelman	Gas Services	2,388.74	2,388.74
G-01292	Chickasaw Telecom, Inc.	Equipment	639.64	
		Automation Contractual	501.50	1,141.14
G-01294	Ingram Library Service	Materials	147.33	147.33
G-01295	Voss Lighting	Maintenance of Facilities	106.80	
		Maintenance of Facilities	47.50	
		Maintenance of Facilities	301.92	
		Maintenance of Facilities	47.50	
		Maintenance of Facilities	163.80	
		Maintenance of Facilities	1,136.48	1,804.00
G-01296	Jimmy Welch	Telephone Services	46.46	46.46
G-01297	Simona Long	Travel Expense	6.00	
		Professional Services	25.00	31.00
G-01298	Evans Hardware	Maintenance of Facilities	8.36	
		Maintenance of Facilities	5.58	
		Maintenance of Facilities	17.15	
		Maintenance of Facilities	8.17	
		Maintenance of Facilities	27.53	
		Maintenance of Facilities	17.06	
		Maintenance of Facilities	23.16	
		Maintenance of Facilities	17.39	124.40
G-01299	Debbie Robertus	Memberships	35.00	35.00
G-01300	Southwest Paper - OKC	Maintenance Supplies	5,524.56	5,524.56
G-01301	Kimberly Edwards	Programming Activities	199.18	199.18
G-01302	Heidi Johnson	Mileage	9.70	9.70
G-01303	Latino Community Development	Other Commodities	140.00	140.00
G-01304	Bank of America	Library-Related Services	142.21	142.21
G-01305	PsPrint.com	Printing	600.24	600.24
G-01306	Hillas Packaging, Inc.	Equipment	1,714.11	1,714.11
G-01307	The Candy Basket	Programming Activities	179.50	179.50
G-01308	Peltier Pen Productions	Materials	137.50	137.50
G-01309	John Hinkle	Programming Activities	1,600.00	
		Programming Activities	600.00	2,200.00
G-01310	City of Edmond	Water & Garbage Services	357.65	357.65
G-01311	Todd Olberding	Mileage	123.09	123.09
G-01312	Producers Playhouse	Library-Related Services	55.00	55.00
G-01313	AT&T Yellow Pages	Library-Related Services	696.00	696.00
G-01314	Baker & Taylor Books	Materials	712.50	712.50
G-01315	Baker & Taylor Entertainment	Materials	4,336.00	4,336.00
G-01316	Walmart Community	Other Commodities	16.26	16.26
G-01317	Metro Family	Library-Related Services	683.00	683.00
G-01318	Luann Sewell Waters	Programming Activities	125.00	125.00

General Fund F.Y. 07-08

Warrant Register

October 2007

Number	Vendor/Payee	Purpose		Amount
G-01319	Imagination Promotional Group	Other Commodities	1,118.93	1,118.93
G-01320	Bryan Dahlvang	Programming Activities	200.00	200.00
G-01321	Donna Morris	Parking & Transportation	450.00	450.00
G-01322	Robyn Poston	Programming Activities	85.00	85.00
G-01323	Lesli Jones	Library-Related Services	180.00	180.00
G-01324	Worth Hydrochem of Oklahoma	Maintenance of Facilities	210.00	210.00
G-01325	Faith Centered Resources	Materials	18.88	18.88
G-01326	Securitas Security USA, Inc.	Security Services	5,920.91	5,920.91
G-01327	Baker & Taylor Books	Materials	1,258.11	
		Materials	2,596.63	
		Materials	3,992.56	
		Materials	4,060.36	
		Materials	2,202.61	
		Materials	2,454.21	16,564.48
G-01328	Baker & Taylor Books	Materials	1,004.02	
		Materials	4,564.28	
		Materials	314.38	5,882.68
G-01329	Baker & Taylor Books	Materials	1,599.31	1,599.31
G-01330	Maria Watkins	Mileage	9.22	9.22
G-01331	Stephanie Kotzum	Programming Activities	400.00	400.00
G-01332	Kone Inc	Maintenance of Facilities	975.00	975.00
G-01333	Erma Stewart	Programming Activities	150.00	150.00
G-01334	Sabre Technologies	Equipment	770.00	
		Supplies	2,525.00	3,295.00
G-01335	Trigen-OKC Energy Corporation	Engery Services	14,533.49	14,533.49
G-01336	Midwest Single Source, Inc.	Supplies	67.96	
		Supplies	61.56	129.52
G-01337	Stacy Schrank	Memberships	50.00	
		Professional Services	27.35	77.35
G-01338	Gale Research	Materials	43,459.65	43,459.65
G-01339	Baker & Taylor Books	Materials	4,268.19	4,268.19
G-01340	H.W. Wilson Company Lockbox	Materials	1,375.00	1,375.00
G-01341	Recorded Books, LLC	Materials	556.87	556.87
G-01342	Gale Group	Materials	841.96	841.96
G-01343	Hal Leonard Publishing	Materials	392.20	392.20
G-01344	Library Video Co.	Materials	578.27	578.27
G-01345	Morningstar	Materials	145.00	145.00
G-01346	Taylor & Francis/Routledge	Materials	833.24	833.24
G-01347	Blackstone Audio Books	Materials	67.50	67.50
G-01348	Random House, Inc	Materials	1,096.00	1,096.00
G-01349	Ingram Library Service	Materials	3,495.77	3,495.77
G-01350	Ingram Library Service	Materials	946.76	946.76
G-01351	Tandem Library Group	Materials	1,256.15	1,256.15
G-01352	Baker & Taylor Books	Materials	926.25	926.25
G-01353	Baker & Taylor Entertainment	Materials	2,020.46	2,020.46
G-01354	Baker & Taylor Books	Materials	640.94	
		Materials	704.65	
		Materials	1,612.73	
		Materials	1,906.57	
		Materials	3,099.29	
		Materials	5,361.86	13,326.04
G-01355	Baker & Taylor Books	Materials	666.85	

** Continued **

General Fund F.Y. 07-08

Warrant Register

October 2007

Number	Vendor/Payee ** Continued **	Purpose	Amount
G-01355	Baker & Taylor Books	Materials	6,638.91
		Materials	10,013.37
G-01356	Baker & Taylor Books	Materials	316.43
G-01357	Bank of Oklahoma	Payroll Transmittal-Chks	42,145.90
		Payroll Transmittal-Chks	19,490.21
G-01358	Bank of Oklahoma	Federal Withholding Tax	36,559.60
		Federal Withholding Tax	2,401.00
G-01359	Oklahoma Tax Commission	State Withholding Tax	13,403.00
		State Withholding Tax	943.50
G-01360	Mun. Employees Credit Union	Employee Cr Union Deducts	11,280.51
		Employee Cr Union Deducts	217.50
G-01361	United Way of Central Oklahoma	Employee Deductions	382.56
		Employee Deductions	3.00
G-01362	Oklahoma Tax Commission	Employee Deductions	303.43
G-01363	Rausch, Sturm, Israel & Hornik	Employee Deductions	150.09
G-01364	Bank of America	Payroll Transmittal-DDep	190,829.73
		Payroll Transmittal-DDep	21,586.68
G-01365	Nationwide Retirement Solution	Employee Deductions	7,888.69
G-01366	Transamerica Worksite Mrktg.	Employee Deductions	553.77
G-01367	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,788.84
G-01368	Bank of Oklahoma	Employee Flexplan Deposit	8,804.03
G-01369	Bank of Oklahoma	Employee Soc/Sec Deposits	21,093.45
		Employee Soc/Sec Deposits	2,997.19
		Employee Medicare Deposit	5,015.19
		Employee Medicare Deposit	700.95
		Employer Soc/Sec Deposits	24,090.60
		Employer Medicare Deposit	5,715.94
G-01370	MassMutual Financial Group	Employee Contrib -- DC PI	10,233.26
		Employee Contrib -- DC PI	18,869.07
G-01371	Love, Beal & Nixon, P.C.	Employee Deductions	85.00
G-01372	ODHS Oklahoma Centralized	Employee Deductions	102.55
G-01373	Administrative Systems, Inc.	Employee Deductions	971.15
G-01374	City of Bethany	Water & Garbage Services	130.11
G-01375	Triangle/A & E	Printing	36.00
		Printing	36.00
G-01376	Southwestern Stationery and	Printing	4,769.00
		Supplies	30.66
		Supplies	609.00
		Capital Projects	14.20
G-01377	Synergy Datacom Supply, Inc.	Automation Contractual	72.27
G-01378	Oklahoma Library Association	Registration	35.00
G-01379	Donna Morris	Other Commodities	115.04
G-01380	United Way of Central Oklahoma	Professional Services	40.00
G-01381	American Library Assoc.	Promotional Material	49.00
G-01382	FedEx	Postage	17.64
G-01383	Oklahoma Employment	Unemployment Compen	7,535.00
G-01384	Hunter's Battery Warehouse	Maintenance of Facilities	24.10
		Maintenance of Facilities	49.49
G-01385	Fast Signs	Library-Related Services	44.00
G-01386	Staples Credit Plan	Furniture	199.97
G-01387	Sydna Yellowfish	Programming Activities	165.00

General Fund F.Y. 07-08

Warrant Register

October 2007

Number	Vendor/Payee	Purpose		Amount
G-01388	Julianna Link	Other Commodities	65.86	65.86
G-01389	Amigos Library Services	Professional Services	335.00	335.00
G-01390	Oklahoma Air Filter	Maintenance of Facilities	46.08	
		Maintenance of Facilities	18.24	64.32
G-01391	Shawver & Son	Automation Contractual	325.00	325.00
G-01392	Jonathan Willis	Telephone Services	35.00	35.00
G-01393	Taleo Corporation	Professional Services	4,548.00	4,548.00
G-01394	Karen Lehr	Programming Activities	79.82	79.82
G-01395	Dana Bickford	Professional Services	600.00	600.00
G-01396	Scott's Printing & Copying	Printing	566.88	
		Printing	175.00	741.88
G-01397	Hobby Lobby	Professional Services	72.93	
		Professional Services	17.96	90.89
G-01398	Lynda G. Bahr	Memberships	35.00	35.00
G-01399	Rotary Club of Oklahoma City	Memberships	54.50	
		Other Commodities	188.50	243.00
G-01400	Chickasaw Telecom, Inc.	Equipment	19,848.90	19,848.90
G-01401	Stockyards City Main St., Inc.	Memberships	33.00	33.00
G-01402	Oklahoma City Zoo Educ. Dept.	Programming Activities	75.00	75.00
G-01403	Barnes & Noble, Inc.	Professional Services	136.05	
		Professional Services	119.85	255.90
G-01404	Anita Roesler	Memberships	35.00	35.00
G-01405	Debbie Robertus	Mileage	21.15	21.15
G-01406	David Farris	Programming Activities	50.00	50.00
G-01407	OPUBCO Communications Group	Library-Related Services	329.80	329.80
G-01408	Elizabeth A. Craig	Professional Services	320.00	320.00
G-01409	Best Buy Co., Inc.	Programming Supplies	10.71	10.71
G-01410	OSU Oklahoma City	Professional Services	450.00	450.00
G-01411	Kimberly Edwards	Programming Activities	92.53	92.53
G-01412	OU Improv Group	Programming Activities	400.00	400.00
G-01413	Postmaster	Postage	500.00	500.00
G-01414	Clarion Meridian Hotel	Professional Services	10,325.22	
		Professional Services	270.00	10,595.22
G-01415	Integrated Technology Group	Equipment	5,492.38	5,492.38
G-01416	McCloud Weekly News LLC	Subscriptions	25.00	25.00
G-01417	Norman Supply Company	Maintenance of Facilities	227.53	227.53
G-01418	ACRL Oklahoma Chapter	Professional Services	25.00	25.00
G-01419	Jonathan G. Hall	Programming Activities	100.00	100.00
G-01420	Kerry Hubbs	Professional Services	80.00	80.00
G-01421	Windsor Door Co. of OK, Inc.	Maintenance of Facilities	125.00	125.00
G-01422	National Pen Corp.	Supplies	14.00	14.00
G-01423	Crowe & Dunlevy	Professional Services	3,849.00	3,849.00
G-01424	Oklahoma Press Service	Library-Related Services	134.30	134.30
G-01425	John Wood	Telephone Services	50.00	50.00
G-01426	Office Depot Credit Plan	Supplies	53.84	
		Supplies	77.24	
		Supplies	122.97	
		Supplies	99.50	353.55
G-01427	AFP	Professional Expense	510.00	
		Travel Expense	150.00	660.00
G-01428	Commercial Card Solutions	Travel Expense	368.04	
		Telephone Services	89.92	

** Continued **

General Fund F.Y. 07-08

Warrant Register

October 2007

Number	Vendor/Payee	Purpose	Amount
** Continued **			
G-01428	Commercial Card Solutions	Maintenance of Buildings	85.43
		Supplies	19.93
		Programming Supplies	133.00
		Travel Expense	423.00
		Travel Expense	327.10
		Travel Expense	811.68
		Automation Equipment	470.81
		Promotional Gifts	36.85
		Supplies	181.00
		Programming Gifts	210.00
		Travel Expense	14.71
		Professional Service	2.00
		Travel Expense	747.00
G-01429	Walmart Community	Professional Services	202.60
G-01430	The Meadows	Document Destruction	114.80
G-01431	Commercial Card Solutions	Other Commodities	69.28
		Books & Materials	158.80
		Books & Materials	133.04
		Books & Materials	453.61
		Books & Materials	311.57
		Books & Materials	342.58
G-01432	Dr. Max Price	Programming Activities	75.00
		Programming Activities	75.00
G-01433	Garcia Tire Service, Inc.	Maintenance of Facilities	28.95
G-01434	Imagination Promotional Group	Professional Services	244.20
G-01435	MagnetStreet	Programming Supplies	205.50
G-01436	Bryan Dahlvang	Programming Activities	300.00
G-01437	Darrie Breathwitt	Programming Activities	68.70
G-01438	American Library Association	Library-Related Services	214.70
G-01439	Star Lighting	Maintenance of Facilities	23.96
G-01440	John Utley	Telephone Services	35.00
G-01441	Susan H. Wood	Programming Activities	250.00
G-01442	Oklahoma Insurance Dept.	Books & Materials	320.00
G-01443	Target Bank	Supplies	149.81
G-01444	RDJ Specialties, Inc.	Programming Activities	72.42
G-01445	Corporate Express, Inc.	Supplies	9.52
G-01446	Emily Williams	Memberships	35.00
G-01447	Cheryl Coleman	Mileage	18.92
G-01448	Cox Systems Technology, Inc.	Maintenance of Facilities	90.00
G-01449	Midwest Single Source, Inc.	Supplies	22.70
		Supplies	32.88
G-01450	Stacy Schrank	Mileage	161.23
		Professional Services	62.33
G-01451	City of Del City	Rent of Library Buildings	400.00
G-01452	O G & E	Electrical Services	10,702.13
G-01453	Oklahoma Natural Gas Co.	Gas Services	465.18
		Gas Services	106.85
G-01454	City of Oklahoma City	Water & Garbage Services	919.99
G-01455	Brodart, Inc.	Supplies	984.96
		Supplies	14.67
G-01456	Locke Supply Co.	Maintenance of Facilities	28.84
** Continued **			

General Fund F.Y. 07-08

Warrant Register

October 2007

Number	Vendor/Payee ** Continued **	Purpose		Amount
G-01456	Locke Supply Co.	Maintenance of Facilities	14.88	
		Maintenance of Facilities	13.18	56.90
G-01457	Tech-Lock	Maintenance of Facilities	8.49	8.49
G-01458	Emsco Electric Supply	Maintenance of Facilities	5.55	
		Maintenance of Facilities	16.92	22.47
G-01459	Demco	Supplies	2,031.00	
		Supplies	1,015.50	
		Supplies	1,064.00	4,110.50
G-01460	Gaylord Bros.	Supplies	494.90	494.90
G-01461	Gale Research	Materials	666.00	666.00
G-01462	City of Warr Acres	Water & Garbage Services	57.10	57.10
G-01463	AT&T	Telephone Services	141.58	141.58
G-01464	Ernestine Clark	Postage	82.00	82.00
G-01465	Alma L. Brown	Mileage	11.64	11.64
G-01466	Frank Ray	Mileage	43.89	43.89
G-01467	Strictly Publishing, Inc.	Library-Related Services	190.00	190.00
G-01468	Weston Woods Accts Receivable	Materials	897.81	897.81
G-01469	Baker & Taylor Books	Materials	1,485.16	1,485.16
G-01470	H.W. Wilson Company Lockbox	Materials	876.00	876.00
G-01471	C & H Distributors, LLC	Maintenance Supplies	1,934.00	
		Supplies	322.40	2,256.40
G-01472	TDS Telecom	Telephone Services	115.47	115.47
G-01473	ALA Membership CSC	Memberships	220.00	220.00
G-01474	KKWD FM	Library-Related Services	432.00	432.00
G-01475	Recorded Books, LLC	Materials	6.95	6.95
G-01476	Pure Service Corp.	Janitorial Services	11,220.00	
		Janitorial Services	6,135.00	
		Janitorial Services	713.00	
		Janitorial Services	650.00	
		Janitorial Services	166.00	18,884.00
G-01477	Instructional Video, Inc.	Materials	9,682.20	9,682.20
G-01478	Gale Group	Materials	1,071.90	1,071.90
G-01479	JoNita Normore	Mileage	11.16	11.16
G-01480	Baudville	Supplies	158.75	158.75
G-01481	Staples Credit Plan	Supplies	172.71	172.71
G-01482	Library Video Co.	Materials	359.40	359.40
G-01483	Great American Glass & Tinting	Maintenance of Facilities	1,580.00	
		Maintenance of Facilities	814.22	2,394.22
G-01484	Rockhurst University	Professional Services	411.95	411.95
G-01485	Jill Vessels	Professional Services	437.47	
		Memberships	35.00	472.47
G-01486	Kristin Williamson	Professional Services	62.41	62.41
G-01487	Random House, Inc	Materials	288.00	288.00
G-01488	Brilliance Corporation	Materials	958.52	958.52
G-01489	Karen L.Litteral	Memberships	35.00	
		Mileage	5.34	40.34
G-01490	Ingram Library Service	Materials	772.66	772.66
G-01491	Mergent Co., Inc.	Materials	4,185.00	4,185.00
G-01492	High-Tech-Tronics, Inc.	Maintenance of Facilities	344.25	344.25
G-01493	Summit Mailing Systems, Inc.	Supplies	204.75	204.75
G-01494	Audio Editions	Materials	32.00	32.00

General Fund F.Y. 07-08

Warrant Register

October 2007

Number	Vendor/Payee	Purpose		Amount
G-01495	Neopost, Inc.	Maintenance of Facilities	225.00	225.00
G-01496	United States Postal Service	Postage	6,000.00	6,000.00
G-01497	Debra O. Spindle	Programming Activities	75.00	75.00
G-01498	DWe Williams	Programming Services	3,000.00	3,000.00
G-01499	Ingram Library Service	Materials	2,945.83	2,945.83
G-01500	Tandem Library Group	Materials	216.17	216.17
G-01501	Voss Lighting	Maintenance of Facilities	489.70	
		Maintenance of Facilities	47.50	
		Maintenance of Facilities	537.20	
		Maintenance of Facilities	308.52	
		Maintenance of Facilities	80.67	
		Maintenance of Facilities	348.48	1,812.07
G-01502	Center Point Large Print	Materials	498.42	498.42
G-01503	Liberty Flags & Specialty Co.	Supplies	115.45	115.45
G-01504	Kricket Rhoads	Programming Activities	200.00	200.00
G-01505	Evans Hardware	Maintenance of Facilities	17.14	
		Maintenance of Facilities	13.05	30.19
G-01506	Jeffrey J. Crawford	Security Services	325.00	325.00
G-01507	John Mark Dawson	Security Services	300.00	300.00
G-01508	Miguel A. Campos	Security Services	325.00	325.00
G-01509	Jurden Brown, Jr.	Security Services	487.50	487.50
G-01510	Deborah Willis	Supplies	56.64	56.64
G-01511	Associated Appliance, Inc.	Maintenance of Facilities	459.07	459.07
G-01512	Michael Corley	Programming Activities	145.00	145.00
G-01513	John Paull	Security Services	412.50	412.50
G-01514	Stanley Campbell	Security Services	212.50	212.50
G-01515	Southwest Paper - OKC	Maintenance Supplies	6,022.40	6,022.40
G-01516	Walter Wayne McEvilly	Materials	90.00	90.00
G-01517	Sharon A. Nolan	Programming Activities	75.79	
		Programming Activities	95.47	171.26
G-01518	Kelley Riha	Memberships	35.00	35.00
G-01519	Dowell Parking Center	Parking & Transportation	150.00	
		Parking	15.00	165.00
G-01520	MCC Centers of Oklahoma	Vehicle Parts & Labor	20.98	
		Vehicle Parts & Labor	49.61	70.59
G-01521	Walterine Alfredia Pickett	Programming Activities	140.00	140.00
G-01522	Kerry Hubbs	Professional Services	50.00	50.00
G-01523	Lisa Coker	Memberships	25.50	25.50
G-01524	Right Management	Professional Services	6,750.00	6,750.00
G-01525	Patricia A. Pearson	Programming Activities	150.00	150.00
G-01526	Donna Rynda	Professional Services	200.00	200.00
G-01527	Joshua Schell	Mileage	29.10	29.10
G-01528	Todd Olberding	Telephone Services	45.67	45.67
G-01529	CPI Office Products	Supplies	129.99	129.99
G-01530	Baker & Taylor Books	Materials	2,354.86	2,354.86
G-01531	International School Services	Books & Materials	410.64	410.64
G-01532	Baker & Taylor Entertainment	Materials	1,928.29	1,928.29
G-01533	Manpower, Inc.	Salaries	499.38	
		Salaries	499.38	
		Salaries	499.38	1,498.14
G-01534	LaWana D. Morgan	Mileage	7.28	7.28
G-01535	Francis Tuttle	Professional Services	400.00	400.00

General Fund F.Y. 07-08

Warrant Register

October 2007

Number	Vendor/Payee	Purpose		Amount
G-01536	Teaching Company	Materials	284.85	284.85
G-01537	Marquis Who's Who	Materials	2,556.00	2,556.00
G-01538	Cintas Corp.	Maintenance of Facilities	254.97	254.97
G-01539	Lesli Jones	Library-Related Services	55.00	55.00
G-01540	Faith Centered Resources	Materials	508.16	508.16
G-01541	AT&T	Telephone Services	55.44	55.44
G-01542	Postal Customer Council	Other Commodities	18.50	18.50
G-01543	Securitas Security USA, Inc.	Security Services	6,049.72	
		Security Services	5,129.42	11,179.14
G-01544	Baker & Taylor Books	Materials	765.78	
		Materials	2,332.13	
		Materials	5,306.50	
		Materials	2,949.93	
		Materials	8,342.55	
		Materials	806.24	20,503.13
G-01545	Baker & Taylor Books	Materials	2,859.11	
		Materials	4,511.40	
		Materials	3,092.16	10,462.67
G-01546	Baker & Taylor Books	Materials	5,816.15	5,816.15
G-01547	SimplexGrinnell	Maintenance of Facilities	463.50	463.50
G-01548	Maria Y. Bozarth	Programming Activities	150.00	150.00
G-01549	Smart Technologies	Automation Contractual	845.00	845.00
G-01550	Erika Diel	Maintenance of Facilities	120.00	120.00
G-01551	Midwest Single Source, Inc.	Equipment	699.82	
		Furniture	774.88	
		Supplies	38.76	
		Supplies	42.51	
		Supplies	17.86	
		Supplies	46.75	
		Supplies	139.04	1,759.62
G-01552	Stacy Schrank	Memberships	35.00	35.00
Total of FY 07-08 Warrants Issued				\$ 1,916,675.89

General Fund F.Y. 06-07

Warrant Register

October 2007

Number	Vendor/Payee	Purpose		Amount
G-05358	Library Video Co.	Materials	213.47	213.47
G-05359	Ingram Library Service	Materials	105.54	105.54
G-05360	Robert L. Davis, II	Programming	25.00	25.00
G-05361	Imagination Promotional Group	Professional Services	674.29	
		Professional Services	984.26	1,658.55
G-05362	Baker & Taylor Books	Materials	456.64	456.64
G-05363	Baker & Taylor Books	Materials	208.24	208.24
G-05364	Baker & Taylor Books	Materials	10.43	10.43
G-05365	Holly S. Roach	Programming	177.00	177.00
G-05366	Baker & Taylor Entertainment	Materials	655.77	655.77
G-05367	Recorded Books, LLC	Materials	6.95	6.95
G-05368	DPS Printing	Printing	6,812.45	6,812.45
G-05369	Ingram Library Service	Materials	188.09	188.09
G-05370	Studio Architecture PC	Capital Projects	11,621.93	11,621.93
G-05371	Baker & Taylor	Gift Material	302.50	302.50
G-05372	Todd Olberding	Mileage	24.25	24.25
G-05373	Baker & Taylor Books	Materials	41.15	41.15
G-05374	Baker & Taylor Books	Materials	28.53	28.53
G-05375	Sabre Technologies	Computer Equipment	718.00	718.00
G-05376	Live Oak Media	Materials	81.10	81.10
G-05377	Ingram Library Service	Materials	14.34	14.34
G-05378	Baker & Taylor Books	Materials	35.55	35.55
G-05379	Southwestern Stationery and	Printing	758.00	758.00
G-05380	Commercial Card Solutions	Programming Supplies	72.27	72.27
G-05381	MASSCO Maintenance Co.	Furniture	757.00	757.00
G-05382	American Library Association	Materials	99.00	99.00
G-05383	Dowell Parking Center	Parking	25.00	25.00
Total of FY 06-07 Warrants Issued				\$ 25,096.75

Special Funds

Warrant Register

October 2007

Number	Vendor/Payee	Purpose		Amount
S-13248	Ruth Ann Martin	Lost & Paid Book Returned	21.95	21.95
S-13249	Ramona H. French	Lost & Paid Book Returned	3.00	3.00
S-13250	Walker Companies	Gift	25.00	25.00
S-13251	Truyen C. Truong	Lost & Paid Book Returned	11.98	11.98
S-13252	Callie B. Shepard	Lost & Paid Book Returned	12.99	12.99
S-13253	Pat A. Vaught	Lost & Paid Book Returned	12.00	12.00
S-13254	Mike S. Koehler	Lost & Paid Book Returned	15.45	15.45
S-13255	Ada B. Northcutt	Lost & Paid Book Returned	12.00	12.00
S-13256	Nola T. Chamberlain	Lost & Paid Book Returned	3.09	3.09
S-13257	Burnice T. Hill	Lost & Paid Book Returned	21.35	21.35
S-13258	Jason Meyers	Programming	343.00	343.00
S-13259	Susan Pierce	Programming	231.00	
		Programming	63.00	294.00
S-13260	Lakeshore Learning Materials	123 Play With Me	259.80	
		123 Play With Me	154.78	414.58
S-13261	Toys to Grow On	123 Play with Me	109.16	109.16
S-13262	HandTrucks.com	123 Play with Me	99.98	99.98
S-13263	Beyond Play	123 Play with Me	214.60	
		123 Play with Me	204.65	
		123 Play with Me	137.75	
		123 Play with Me	244.19	801.19
S-13264	Claudia C. Marin	Programming	120.00	120.00
S-13265	Mickey Sherman	Programming	70.00	70.00
S-13266	Priscilla K. Beattie	Lost & Paid Book Returned	6.55	6.55
S-13267	Jennifer Reyes	Lost & Paid Book Returned	3.00	3.00
S-13268	Courtney Boneta	Lost & Paid Book Returned	5.99	5.99
S-13269	Nicole R. Davis	Lost & Paid Book Returned	18.99	18.99
S-13270	Henriette G. Schoenrock	Lost & Paid Book Returned	6.00	6.00
S-13271	Erica Ngo	Lost & Paid Book Returned	15.98	15.98
S-13272	Tyler B. Chandler	Lost & Paid Book Returned	5.23	5.23
S-13273	Dawn Wood	Lost & Paid Book Returned	12.95	12.95
S-13274	Marsha J. Daggs	Lost & Paid Book Returned	12.00	12.00
S-13275	Lauren M. Daugherty	Lost & Paid Book Returned	64.94	64.94
S-13276	Gina M.A. Fergeson	Lost & Paid Book Returned	11.35	11.35
S-13277	Zachary A. Wilson	Lost & Paid Book Returned	24.95	24.95
S-13278	Friends of the Metro. Library	Refund Grant Money	3,980.09	3,980.09
S-13279	Friends of the Metro. Library	Refund	400.00	400.00
S-13280	Friends of the Metro. Library	Refund Grant Money	25.00	25.00
S-13281	University of Arkansas	ILL Borrowing Fee	30.00	30.00
S-13282	Metropolitan Library System	Refund	250.00	250.00
S-13283	Metropolitan Library System	Reimbursement	5,000.00	5,000.00
S-13284	Metropolitan Library System	Reimbursement	6,247.50	6,247.50
S-13285	Kaplan - First 3 Years	123 Play with Me	195.65	
		123 Play with Me	233.61	429.26
S-13286	Fox Companies Corp.	Construction	6,310.00	6,310.00
S-13287	Friends of the Metro. Library	Refund Grant Money	984.70	984.70
S-13288	Jeanette A. Grafton	Lost & Paid Book Returned	3.00	3.00
S-13289	Jacquelyn J. Taylor	Lost & Paid Book Returned	341.76	341.76
S-13290	Erin E. Stewart	Lost & Paid Book Returned	7.10	7.10
S-13291	Terry L. Harrison	Lost & Paid Book Returned	16.95	16.95
S-13292	Roseanne B. Alonzo	Lost & Paid Book Returned	3.00	3.00
S-13293	Tara K. Hendricks	Lost & Paid Book Returned	8.99	8.99

Special Funds

Warrant Register

October 2007

Number	Vendor/Payee	Purpose		Amount
S-13294	Alex K. Varughese	Lost & Paid Book Returned	4.95	4.95
S-13295	Patricia L. Olson	Lost & Paid Book Returned	12.65	12.65
S-13296	Linda M. Schumann	Lost & Paid Book Returned	3.00	3.00
S-13297	Metropolitan Library System	Transfer of Fines & Fees	41,000.00	41,000.00
S-13298	Standley Systems	Copier Usage	234.18	
		Copier Usage	338.58	572.76
S-13299	Baker & Taylor Entertainment	Materials	14.23	14.23
S-13300	Claudia C. Marin	Programming	120.00	120.00
S-13301	Oxford University Press	Materials	925.04	925.04
S-13302	Baker & Taylor Books	Materials	21.90	21.90
S-13303	Baker & Taylor Books	Materials	19.74	19.74
S-13304	Full Circle Bookstore	Materials	59.95	59.95
S-13305	Ingram Library Service	Materials	49.39	49.39
S-13306	Baker & Taylor Books	Materials	807.09	807.09
S-13307	Barbara J. Williams	Lost & Paid Book Returned	18.95	18.95
S-13308	Judy K. Maupin	Lost & Paid Book Returned	11.41	11.41
S-13309	Pamela Kosted	Lost & Paid Book Returned	21.95	21.95
S-13310	Oklahoma Tax Commission	State Sales Tax-Sept 2007	74.74	74.74
S-13311	Jamie L. Haddad	Lost & Paid Book Returned	3.00	3.00
S-13312	Howard M. Hinton	Lost & Paid Book Returned	8.98	8.98
S-13313	Alford E. Treadwell Jr	Lost & Paid Book Returned	20.00	20.00
S-13314	Alan Wilson	Lost & Paid Book Returned	12.99	12.99
S-13315	Sheila A. McPherson	Lost & Paid Book Returned	15.98	15.98
S-13316	Deanna J. Barksdale	Lost & Paid Book Returned	5.99	5.99
S-13317	Belynda A. Wilson	Lost & Paid Book Returned	37.95	37.95
S-13318	M. Ann Carney	Lost & Paid Book Returned	3.00	3.00
S-13319	V. Michelle Green	Lost & Paid Book Returned	11.78	11.78
S-13320	Lisa K. Mullins	Lost & Paid Book Returned	3.00	3.00
S-13321	Susan Pierce	Programming	336.00	
		Programming	274.09	610.09
S-13322	University of Denver	Loan Fees	17.00	17.00
S-13323	Oklahoma Tax Commission	State Sales Tax-Sept 2007	281.23	281.23
S-13324	Commercial Card Solutions	123 Play with Me	235.44	
		123 Play with Me	54.70	290.14
S-13325	Jason Meyers	Programming	917.00	917.00
S-13326	Best Buy Co., Inc.	Friends/Wii Equipment	770.00	770.00
S-13327	Mickey Sherman	Programming	70.00	70.00
S-13328	Southwestern Publishing	Printing	2,471.00	2,471.00
S-13329	Julie E. Marquardt	Lost & Paid Book Returned	3.00	3.00
S-13330	Jamie L. Haddad	Lost & Paid Book Returned	3.00	3.00
S-13331	Elizabeth M. Fleming	Lost & Paid Book Returned	6.00	6.00
S-13332	Sherry L. Marshall	Lost & Paid Book Returned	13.00	13.00
S-13333	Shannon E. Dennis	Lost & Paid Book Returned	10.93	10.93
S-13334	Ronald E. Moglia	Lost & Paid Book Returned	14.15	14.15
S-13335	Lorraine M. Thomas	Lost & Paid Book Returned	8.39	8.39
S-13336	Deneen L. Adams	Lost & Paid Book Returned	6.00	6.00
S-13337	Maria Y. Bozarth	Programming	50.00	50.00
S-13338	Robyn Poston	Programming	85.00	85.00
S-13339	Library Video Co.	Materials	89.85	89.85
S-13340	Baker & Taylor Books	Materials	82.13	82.13
S-13341	Jill Vessels	Brawner Scholarship	12.53	12.53

Total of Special Funds Warrants Issued \$ 76,286.86

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

11-8-07
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

11-7-07
Date

REPORT AND RECOMMENDATIONS 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

During it's meeting, the A&P Committee:

Reviewed and discussed all items.

The A&P committee requested several changes be made to the policies. In making the requested changes, staff noticed the need for additional changes that include:

1. SH 511.1 Due Process in Certain Employment Actions – Clarification changes:
 - Changed "outline the appropriate method" to "list the appropriate steps".
 - Added last sentence in step 1: The supervisor will then counsel the employee on the appropriate plan of action based on the complaint."
 - Added more definition to last step ("...that the employee present the complaint in writing..." instead of "...have the complaint in writing..."
2. SH 520 Grievance Policy: Removed "Transfers". Transfers are included in SH 110 Salary Administration and employees should use SH 511 Complaint Resolution Policy and Procedures for their issues.

COMMISSION ACTION:

To approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to, SH 510 Civil Rights Policy; SH 510.1 Civil Rights Complaint Resolution Procedures; SH511 Complaint Resolution Policy; SH511.1 Complaint Resolution Procedures; SH 520 Grievance Policy; SH520.1 Grievance Policy Procedures; SH 530 Due Process in Certain Employment Actions; SH530.1 Administrative Procedures for Due Process Hearing in Certain Employment Actions

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY
ADMINISTRATIVE & PERSONNEL COMMITTEE
MINUTES

DATE: Tuesday, October 16, 2007 TIME: 2:30 PM
MEETING PLACE: Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(405) 231-8650

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, October 9, 2007. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on October 12, 2007, in conformity with the Oklahoma Open Meeting Act

COMMITTEE MEMBERS PRESENT:

Ann Caine, Chair
Carolyn Cornelius
Marguerite Ross

COMMITTEE MEMBERS EXCUSED:

COMMISSION MEMBERS PRESENT:

Donna Morris, Executive Director

ESTIMATE OF OTHERS PRESENT: 10

The meeting was called to order at 2:33 p.m., by Dr. Ann Caine, Chair.

Roll was called to establish a quorum. Present: Cornelius, Caine (Arrived: Ross, 2:48).

I. Dr. Caine referred to the Discussion, Consideration, and Possible Action: Revision of the Executive Director Evaluation Process.

Dr. Caine stated she has been working on simplifying the Executive Director Evaluation Process. She referred to the draft with revisions to the evaluation form. One main change made to the evaluation form was that the rating system was changed from 1-10 to 1-4. The statements on the evaluation form have been simplified and grouped by Administration, Leadership, Communication, Community Outreach, and Commission Relations. Dr. Caine suggested the evaluation only be sent to the Administrative Team and to the Commission for input. In years past, the evaluation form was sent to the Mayors and other groups associated with the library system. The feedback from those individuals was minimal, if any at all. Discussion followed.

Dr. Caine suggested the evaluation forms and packets be mailed out to the Commission and Administrative Team by Thursday, October 18 with a response date of Friday, October 26. Mrs. Carolyn Cornelius agreed to receive and tabulate the completed evaluation forms. The information and comments received will be provided to Mrs. Morris in Executive Session 30 minutes prior to the November Commission meeting. The results will then be provided to the full commission in Executive Session.

Mrs. Morris stated there will probably be questions from the recently appointed members on how to handle the evaluation. Most likely the majority of the new members will not be prepared or able to provide any feedback for the evaluation. Discussion followed. Dr. Caine suggested Mrs. Morris contact Mr. Hugh Rice for suggestions on how to proceed. Dr. Caine's thoughts are to include a letter with the Evaluation packets stating the new members may choose not to participate in the evaluation process this year, but are encouraged to take part in the vote of the recommendation from the A & P Committee.

Dr. Caine called for a motion.

Mrs. Carolyn Cornelius moved to accept the revisions to the Executive Director Evaluation Process. Ms. Marguerite Ross seconded. Discussion followed; motion passed unanimously.

II. Dr. Caine referred to Discussion, Consideration, and Possible Action: Revision to the MLS Policy and Procedure Manual

Mrs. Morris stated the Policy and Procedure Committee has been working on several policies as well as a new policy and procedure as previously requested by the A & P Committee. The recommendations made today will be taken to the Commission meeting November 15 for approval.

Mrs. Morris called on Mrs. Kay Bauman, Deputy Executive Director/Library Operations.

Mrs. Bauman stated at the previous request of the A & P Committee, a complaint resolution policy and a complaint resolution procedure has been added to the policies and procedures. In conjunction with the new policy and procedures, some revisions have been made to other policies and are being brought to the A & P Committee for approval. The revised policies and procedures include; SH 510 Civil Rights Policy; SH 510.1 Civil Rights Complaint Resolution Procedures; SH 520 Grievance Policy; SH 520.1 Grievance Procedures; SH 530 Due Process Policy; and SH 530.1 Due Process Procedures. Mrs. Bauman highlighted the changes made and stated the changes were "housekeeping" in nature and not content related. The policies and procedures needed to be cleaned up and consistent. Discussion Followed.

Mrs. Bauman referred to SH 511 Complaint Resolution Policy and SH 511.1 Complaint Resolution Procedures. The Complaint Resolution policy is a new policy and provides the mechanism for employee or volunteer complaints that are not specifically covered by the grievance or civil rights policy. In addition, the Complaint Resolution Procedures, list the appropriate steps for presenting employee or volunteer complaints, relating to employment, which is not specifically covered by the grievance or civil rights policies. Discussion followed.

Some grammatical changes were recommended to the presented policies and procedures. The Policy and Procedure committee will make the recommended changes and the final draft of the documents will be brought to the November Commission meeting for approval.

Dr. Caine called for a motion.

Ms. Ross moved to approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to, SH 510 Civil Rights Policy; SH 510.1 Civil Rights Complaint Resolution Procedures; SH 511 Complaint Resolution Policy; SH 511.1 Complaint Resolution Procedures; SH 520 Grievance Policy; SH 520.1 Grievance Policy Procedures; SH 530 Due Process in Certain Employment Actions; SH 530.1 Administrative Procedures for Due Process Hearing in Certain Employment Actions. Mrs. Cornelius seconded. No further discussion; motion passed unanimously.

III. No further business, Dr. Caine adjourned the meeting at 3:34 p.m.



Donna Morris, Executive Director
(Secretary)

SH 510 Civil Rights

P&P Changes to the policy since the A&P met:

- Changed "their" to his/her or s/he throughout

P&P Changes to the overall policy

Minor housekeeping changes

SH 500 Rights of Employees

SH 510 Civil Rights

Revised: 3/97, 2/03, Draft: 9/07

Policy

All employees, and all other persons, have certain rights and responsibilities that they can justly expect in their employment and other dealings with the Metropolitan Library System including equal employment opportunities, equal application of benefits, expected behavior and conduct, and the benefit of due process prior to the exclusion of legitimate property or liberty rights.

Deleted: which

Regulations

Deleted: Policies

The Metropolitan Library System will take measures to ensure that:

- ☒ All employees are aware and understand the goals of equal employment opportunity and freedom from illegal harassment. This communication is crucial to the System's success in achieving its goals. Employment policies will be communicated to all agency heads and supervisors who are involved with appointment, transfer and promotion of the System's personnel. This policy will be furnished to each new employee of the System. Policies on illegal harassment will be communicated to vendors and customers as needed.
- ☒ Processing of complaints of discrimination or harassment will be done fairly and impartially and free from reprisal and retaliation. Additionally, any employee who feels that he or she has not been afforded equal opportunity for promotion or transfer or other terms or conditions of employment because of prohibited discriminatory factors or subjected to illegal harassment of any form may submit a complaint as provided in SH 510.1 Civil Rights Complaint Resolution Procedures.
- ☒ No action will be taken against an employee for making a complaint in good faith, even if any facts alleged in the complaint are not confirmed by subsequent investigation.

Deleted: statement

1. Gender Harassment or Discrimination

The library system will not tolerate gender discrimination or harassment of any employee or volunteer by any other employee or volunteer. Any employee or volunteer who feels that s/he has been or are actively being discriminated against or harassed because of his/her gender by another employee or volunteer needs to immediately follow the complaint resolution procedure contained in SH 510.1. Complaints of sexual harassment by a customer or vendor should be submitted using the procedure for reporting unusual incidents.

Deleted: the following procedures. Complaints of prohibited discrimination or harassment will be handled by a complaint procedure separate from the Grievance Procedure.

Deleted: filing a grievance

Deleted: grievance

Deleted: I.

Deleted: they

Deleted: ve

Deleted: their

Deleted: this policy

Deleted: problem customers

2. Racial or Ethnic Harassment or Discrimination

The library system will not tolerate racial or ethnic discrimination or harassment of any employee or volunteer by any other employee or

volunteer. This includes discrimination or harassment based on race, color or national origin. Any employee or volunteer who feels that s/he has been or are actively being discriminated against or harassed because of race or ethnicity by another employee or volunteer needs to immediately follow the complaint resolution procedure contained in SH 510.1. Complaints of racial or ethnic harassment by a vendor or customer should be submitted using the procedure for reporting unusual incidents.

Deleted: they

Deleted: ve

Deleted: this policy

Deleted: problem customers

3. Religious Harassment or Discrimination

The library system will not tolerate religious discrimination or harassment of any employee or volunteer by any other employee or volunteer. Any employee or volunteer who feels that s/he has been or are actively being discriminated against or harassed because of his/her religious beliefs by another employee or volunteer needs to immediately follow the complaint resolution procedure contained in SH 510.1. Complaints of religious harassment by a vendor or customer should be submitted using the procedure for reporting unusual incidents.

Deleted: they

Deleted: ve

Deleted: their

Deleted: this policy

Deleted: problem customers

4. Age Harassment or Discrimination

The library system will not tolerate discrimination or harassment based on the age of any employee or volunteer by any other employee or volunteer, except in cases where state or federal law places minimum age requirements for work in certain types of employment, the number of hours an individual of a certain age may work, and the time of day an individual of a certain age may work. Any employee or volunteer who feels that s/he has been or are actively being discriminated against or harassed because of his/her age by another employee or volunteer needs to immediately follow the complaint resolution procedure contained in SH 510.1. Complaints of age harassment by a vendor or customer should be submitted using the procedure for reporting unusual incidents.

Deleted: they

Deleted: ve

Deleted: their

Deleted: this policy

Deleted: problem customers

5. Veteran Status Harassment or Discrimination

The library system will not tolerate discrimination or harassment based on veteran status of any employee or volunteer by any other employee or volunteer. Any employee or volunteer who feels that s/he has been or are actively being discriminated against or harassed because of his/her veteran status by another employee or volunteer needs to immediately follow the complaint resolution procedure contained in SH 510.1. Complaints of harassment because of veteran status by a vendor or customer should be submitted using the procedure for reporting unusual incidents.

Deleted: they

Deleted: ve

Deleted: their

Deleted: this policy

Deleted: problem customers

6. Physical or Mental Disability Harassment or Discrimination

The library system will not tolerate discrimination based on physical or mental disability, except where physical or mental ability is a bonafide occupational qualification or reasonable accommodation cannot be made. Nor will the library system tolerate harassment based on physical or mental ability of any employee or volunteer by any other employee or volunteer. Any employee or

volunteer who feels that s/he has been or are actively being discriminated against or harassed because of his/her physical or mental disability by another employee or volunteer needs to immediately follow the complaint resolution procedure contained in SH 510.1. Complaints of harassment because of physical or mental disability by a vendor or customer should be submitted using the procedure for reporting unusual incidents.

Deleted: they

Deleted: ve

Deleted: their

Deleted: this policy

Deleted: problem customers

7. Firearms in Library Facilities

No person shall carry a firearm, concealed or otherwise, into any library facility or library vehicle unless licensed to carry one under state or federal law. Under current law, possession of a Self-Defense Act Concealed Carry Permit is not sufficient licensing as all library facilities are owned or operated by a public agency for public services. The Executive Director or manager of the facility, may authorize other individuals to bring firearms into library facilities for special events, activities, displays, theatrical performances, living history presentations, etc. In situations where unauthorized firearms are observed, contact 911 and then the facility supervisor. Employees violating this provision are subject to disciplinary action including termination of employment in addition to any criminal prosecution. Members of the public, whether customers, visitors, vendors or contractor personnel, are subject to revocation of library privileges and/or contracts for violation of this provision in addition to criminal prosecution.

Deleted: manager

8. Violence in the Workplace

No employee or volunteer shall engage in acts of physical violence on or verbal abuse of any other person while in a library facility or library vehicle or while engaged in library business except in the case of acts of self-defense. No employee or volunteer will communicate by voice, mail, phone or any other means any threat of violence or abusive statement from any library facility or library vehicle or to any one in a library or library vehicle. Complaints of threats of physical violence or verbal abuse from other employees or volunteers should be handled through the Grievance Procedure SH 520.1. Employees violating this provision are subject to disciplinary action including termination of employment in addition to any criminal prosecution. Members of the public, whether customers, visitors, vendors or contractor personnel, are subject to revocation of library privileges and/or contracts for violation of this provision in addition to criminal prosecution. Complaints of threats of physical violence or verbal abuse from customers or vendors should be reported using the procedure for reporting unusual incidents.

Deleted: shall

Deleted: problem customers

9. Compliance

If the persons responsible for personnel actions or employees in their personal actions do not abide by the spirit as well as the letter of these policies and procedures, they are subject to disciplinary action including termination of employment.

SH 510.1 Civil Rights Complaint Resolution Procedures

P&P Changes to the policy since the A&P met:

- Changed "their" to his/her or s/he throughout
- Changed first sentence to say "The Civil Rights Complaint Resolution procedure ..."

P&P Changes to the overall policy

- Added "Contact information for the Administrative and Personnel Committee chairperson is available on the MLS website."
- Minor housekeeping changes

SH 500 Rights of Employees

SH 510.1 Civil Rights Complaint Resolution Procedure

Original adopted/revised: 3/97, 2/03, Draft 9/07

Deleted: s

Procedures

The Civil Rights Complaint Resolution procedure covers employment-based discrimination and sexual, racial or ethnic harassment complaints as identified in SH510 Civil Rights Policy.

Deleted: This resolution procedure

Deleted: in lieu of the Grievance Procedure contained elsewhere in the Policies and Procedures of the library system

Deleted: he or she

1. Any employee or volunteer who feels that s/he has been discriminated against based on race, color, religion, gender, age, national origin, veteran status, or any physical or mental disability or subjected to sexual, racial or ethnic harassment should discuss the matter with either his/her immediate supervisor or any administrative team member. If discussed with an immediate supervisor, the supervisor must notify an administrative team member of the matter.

Deleted: their

Deleted: manager

Deleted: manager

2. In cases where an administrative team member is alleged to be the discriminating or harassing party or where the administrative team member is unable to resolve the matter, the employee or volunteer should discuss the matter with the Executive Director.

Deleted: manager

Deleted: manager

3. In cases where the Executive Director is alleged to be the discriminating or harassing party, the employee or volunteer should take the matter to the chairperson of the Administrative and Personnel Committee of the library commission. Contact information for the Administrative and Personnel Committee chairperson is available on the MLS website.

4. The Metropolitan Library System via this policy endeavors to resolve any complaint in these types of matters. Therefore, an employee or volunteer alleging illegal discrimination or harassment is expected to complete these administrative complaint resolution procedures before presenting the matter to the Oklahoma Human Rights Commission, the U.S. Equal Employment Opportunity Commission or the courts.

Deleted: exhaust

SH 511 Complaint Resolutions Policy- revisions recap

P&P Changes to the policy since the A&P met:

In order to have consistent language in the policy and the procedure, the policy statement was changed to reflect the same wording as in the procedures statement.

Changed "... employee or volunteer complaints that are not specifically covered by the grievance or civil rights policy and assures employees or volunteers who present a complaint in good faith will be free from restraint, reprisal or retaliation."

To: "... employee or volunteer complaints regarding conditions of work, interpretation of policies and procedures, or any other complaint that is not specifically covered by the grievance or civil rights policies and assures employees or volunteers who present a complaint in good faith will be free from restraint, reprisal or retaliation."

P&P Changes to the overall policy:

New Policy

SH 500 Rights of Employees

SH 511 Complaint Resolution

Draft 9/07

Policy

The Complaint Resolution policy provides the mechanism for employee or volunteer complaints regarding conditions of work, interpretation of policies and procedures, or any other complaint that is not specifically covered by the grievance or civil rights policies and assures employees or volunteers who present a complaint in good faith will be free from restraint, reprisal or retaliation.

Regulations

1. Any employee or volunteer may present a complaint.
2. A complaint regarding an immediate supervisor or an administrative team member may be presented to the next level supervisor.
3. Employees and volunteers must complete the procedures outlined in SH 511.1 – Complaint Resolution Procedures.
4. No action will be taken against an employee for filing a complaint in good faith, even if any facts alleged in the complaint are not confirmed by subsequent investigation.

SH 511.1 Complaint Resolutions Procedures– revisions recap

P&P Changes to the policy since the A&P met:

- Changed “outline the appropriate method” to “list the appropriate steps”.
- Added last sentence in step 1: The supervisor will then counsel the employee on the appropriate plan of action based on the complaint.”
- Added more definition to last step (“...that the employee present the complaint in writing...” instead of “...have the complaint in writing...”

P&P Changes to the overall policy

New P&P

SH 500 Rights of Employees

SH 511.1 Complaint Resolution Procedures

Draft 9/07

Procedures

Complaint Resolution procedures list the appropriate steps for presenting employee or volunteer complaints regarding conditions of work, interpretation of policies and procedures, or any other complaint that is not specifically covered by the grievance or civil rights policies.

1. Any employee or volunteer who feels that he or she has a complaint regarding work conditions or interpretation of policies or procedures must first communicate this with his or her immediate supervisor. The supervisor will then counsel the employee on the appropriate plan of action based on the complaint.
2. If the employee or volunteer has a complaint regarding the supervisor, the employee must request a meeting with the next level supervisor. The next level supervisor will then counsel the employee on the appropriate plan of action based on the complaint.
3. This plan of action may include requiring that the employee present the complaint in writing.

SH 520 Grievance Policy- revisions recap

P&P Changes to the policy since the A&P met:

- Deleted transfers as a grievable action. Reason: Transfers are included in SH 110 Salary Administration and employees should use SH 511 Complaint Resolution Policy and Procedures for their issues.
SH 110 allows that employees may be transferred to another department or location in a similar position, and such transfer shall not change the employee's pay grade or the date from which eligibility for consideration for a performance increase will be counted.

P&P Changes to the overall policy

- Listed grievable actions in list format rather than stating them in a paragraph – easier to find
- Wording changes (deleted “work-related problems or disagreements”;
- Added last regulation that No action will be taken against an employee for filing a grievance in good faith...” to make consistent with other policy regulations

SH 500 Rights of Employees

SH 520 Grievance Policy

Adopted: 2/81, Revised 12/02, 7/06, Draft -9/07

Policy

The Grievance Policy serves to assure employees that their grievance issues will be considered fairly and without undue delay, and that any employee who presents a complaint in good faith shall be free from restraint or reprisal.

Regulations

1. A grievance can be filed for the following work related issues:

- a. pay increases
- b. promotions and/or demotions
- c. performance evaluations
- d. suspensions
- e. terminations
- f. written or oral reprimands

2. All full-time and designated part-time FTE (i.e., one-half time, three-fourths-time, four-fifths-time, etc. and budgeted in Account 101) employees with at least six months' service in the system shall have the right to appeal through the proper grievance channels on matters which directly affect them.

Employees must follow procedures outlined on SH 520 1 Grievance Policy-Procedures.

3. If the grievance concerns a termination, the affected individual's employment status with the library system will be terminated. However, if the final decision in the grievance procedure is rendered in favor of the grievant, the individual shall be reinstated with no loss of salary, fringe benefits or seniority to that employee as follows:

- a. The individual opted for continuation of coverage under COBRA, made timely premium payments as required by COBRA, and returns to "actively at work" status within the eighteen (18) months of COBRA eligibility, the individual will be reinstated to the Employee Benefit Plan and other such insurance plans as may be provided by the library system. The library's share of insurance premiums will be reimbursed to the individual only if the final decision favors reinstatement of the grievant.
- b. If the individual opted not to have COBRA continuation of coverage, for whatever reason, or failed to make timely premium payments as required by COBRA, the reinstated employee will be treated as a new hire and subject to all provision of the Employee Benefit Plan for new employees.

Deleted: It is the purpose of

Deleted: 1

Deleted: and Procedure

Deleted: work-related problems or disagreements

Deleted: shall

Deleted: The policy is designed primarily to promote reaching the right decision rather than determining who is "right" or who is "wrong."

Deleted: Policy

Deleted: <#>transfers</#>

Formatted: Bullets and Numbering

SH 500 Rights of Employees

SH 520 Grievance Policy

Adopted: 2/81, Revised 12/02, 7/06, Draft -9/07

4. No action will be taken against an employee for filing a grievance in good faith, even if any facts alleged in the grievance are not confirmed by subsequent investigation.

SH 520.1 Grievance Provisions- revisions recap

P&P Changes to the overall policy

- Moved statement from Step 3 to Step 2 to clarify: If the next level supervisor in Step 2 is the Executive Director, Step 3 & 4 are not applicable.
- Changed to reflect that the Human Resources representative will present the findings of the review to the ED within 10 working days after the conclusion of the review. Previously stated that the review will be conducted within 10 working days.
- Changed first sentence to say "The Grievance Procedures detail..."
- Changed that the Director of HR will provide a written recommendation to all parties and the ED to reflect that HR will present the findings to the ED who will issue the written recommendation.

SH 500 Rights of Employees

SH 520.1 Grievance Procedures

Adopted: 2/81, Revised 12/02 Draft 9/07

Procedures

The Grievance Procedures detail the steps that must be taken when an employee has a complaint that falls into the categories that may be grieved as identified in the SH520 Grievance Policy.

Deleted: These procedures

Step 1: An employee shall first discuss a grievance with his/her immediate supervisor in an attempt to reach a reasonable conclusion. If the grievance involves an improper action by a direct supervisor, the employee may go directly to a Human Resources representative or the next level supervisor who will then counsel the employee on the appropriate plan of action.

Such discussion shall be initiated within five (5) working days from the date of the incident complained of, or within five (5) working days from the date the employee became aware of the incident, whichever is later.

In this step, it is not mandatory to have the grievance in writing. This step is for employees to discuss problems with their supervisor to foster better understanding. In every instance, the supervisor and employee are encouraged to settle the matter between them.

Deleted: selves

The supervisor's decision shall be given to the employee within five (5) working days. *

Step 2: A grievance not resolved at Step 1 must then be presented in writing by the grievant within five (5) working days* to the next level supervisor, who will review the grievance, discuss it with all concerned, and render a decision in writing within five (5) working days* to the employee, with a copy to the supervisor. If the next level supervisor in Step 2 is the Executive Director, Step 3 & 4 are not applicable.

Formatted: Bullets and Numbering

Deleted: shall

Formatted: Bullets and Numbering

Deleted:)

Deleted: shall

Deleted: If the next level supervisor in Step 2 is the Executive Director, Step 3 is not applicable. ¶
This review may include, but is not restricted to, interviewing all parties concerned and making an effort to reach a fair and reasonable conclusion within ten (10) working days after the conclusion of the review. *A written recommendation will be made by the Director of Human Resources to all parties and the Executive Director. ¶
A grievance not resolved during the first three steps may be presented in writing by the grievant within five (5) working days*

Step 3: If not satisfied with the decision in step 2, a grievant has five (5) working days* from the point of receiving the decision in which to appeal, in writing, to the Director of Human Resources or to a person designated by the Executive Director to act in the Director of Human Resources' absence, who will conduct a review of the matter. This review might include gathering facts or interviewing appropriate parties. The Human Resources representative will present the findings to the Executive Director within ten (10) working days after the conclusion of the review. The Executive Director will make a decision within fifteen (15) working days and notify all parties.

Inserted: in Step 2

Deleted: to

Step 4: Either party may appeal the decision of the Executive Director by requesting a review, in writing and within five (5) working days*, by the Administrative and Personnel Committee of the Library Commission. The

Deleted: who may conduct an investigation and will render a decision within

SH 500 Rights of Employees

SH 520.1 Grievance Procedures

Adopted: 2/81, Revised 12/02 Draft 9/07

Committee may review all previous testimony and evidence, conduct an investigation or interview affected parties if it deems necessary, and render the final decision, to be implemented by the Executive Director.

Note: *The Executive Director may extend deadlines due to extenuating circumstances.

SH 530 Due Process Policy- revisions recap

P&P Changes to the policy since the A&P met:

- "This policy .." to "The Due Process Hearing in Certain Employment Actions policy ..."
- Insure to Ensure - "... policy ensures the procedural due process..."

P&P Changes to the overall policy

Minor consistency wording changes (changed "Background Policy" to "Policy"; changed "Policy Regulations" to "Regulations")

SH 500 Rights of Employees

SH 530 Due Process Hearing in Certain Employment Actions

Adopted: 6/85, Revised: 4/90, 2/03 ~~draft 9/07 (includes A&P recommendations – insure to ensure, etc.)~~

Policy

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

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

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

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

Regulations

1. Before an action can be taken by the library against an employee who has a reasonable expectation of continued employment that would result in suspension, termination or demotion, the employee will be given the opportunity to have a meaningful pre-action hearing to determine whether there are reasonable grounds to believe that the charges against the employee are true and support the proposed action.
2. The employee is to be given either oral or written notice of the charges, an explanation of the evidence and an opportunity to respond to the charges.
3. When the proposed action involves termination of employment, the employee may be placed on suspension with pay pending a decision in the pre-action hearing or may be directed to continue working regularly scheduled hours.
4. This pre-action hearing does not preclude an eligible employee from any right to appeal the action after it has been implemented through the proper grievance procedure.
5. Nothing in this policy prohibits the library from terminating employees as a result of reductions in force, reorganizations, or lay-offs for economic or budgetary reasons.

Formatted: Font: 10 pt

Deleted: Background

Deleted: This policy

Inserted: This policy is t

Deleted: is t

Deleted: T

Deleted: i

Deleted: o

Deleted: , t

Deleted: f
Q

Formatted: Underline

Formatted: Underline

Deleted: Policy

SH 530.1 Due Process Procedures – revisions recap

P&P Changes to the policy since the A&P met:

- Changed "These procedures ..." to "The Due Process Procedures ..."
- Insure to Ensure - "These procedures implement the policy of the Metropolitan Library Commission ensuring procedural..."

P&P Changes to the overall policy

- Minor wording changes (which to that, explanation to expectation)
- Changed notification from "agency head" to "his/her own supervisor" throughout
- Changed supervisor "shall review" the evidence to "must study" the evidence
- Deleted "In the pre-action hearing" in step 3
- Changed that the hearing office will forward the his/her decision to the ED, the affected employee, the agency head and the supervisor to reflect that the hearing officer will forward his/her opinion to the ED.

SH 530 Due Process Hearing in Certain Employment Actions

SH 530.1 Due Process Procedures

Adopted: 6/85, Revised: 2/03, Draft 9/07

The Due Process Procedures implement the policy of the Metropolitan Library Commission ensuring procedural due process of law as required by the Fourteenth Amendment to the United States Constitution.

Procedure

Before any action is taken ~~that~~ results in the suspension, demotion or termination of employment of a library employee who has a reasonable expectation of continued employment the following procedures will be followed:

1. When a supervisor believes that there is sufficient cause and evidence to discipline an employee through suspension, demotion or to terminate an employee, the supervisor will notify ~~his/her own supervisor~~.
2. ~~That reviewing supervisor must study~~ the evidence and, if in agreement, notify the Director of Human Resources of the proposed action.
3. When the proposed action involves termination of employment, the employee may be placed on leave with pay, with the approval of the Executive Director, until a decision is reached. Otherwise, the employee will be expected to continue to work the scheduled hours.
4. The Director of Human Resources or other individual designated by the Director of Human Resources, serving as hearing officer, will establish a time, date and place for a pre-action hearing and will notify the affected employee, the supervisor and agency head of the hearing. At that time, the employee will be given notice of the charges and an explanation of the evidence. The employee may waive the right to a hearing or may request that the hearing go forward.
5. At the hearing, the charges will be summarized, the evidence will be recapped and the employee will be given the opportunity to respond orally, in writing or both.
6. The hearing officer will render ~~an opinion within seventy-two (72) working hours of the close of the hearing and that opinion will be forwarded to the Executive Director. The hearing officer must determine the following:~~
 - a. ~~whether or not there are reasonable grounds to believe that the charge(s) are true~~
 - b. ~~whether or not the recommended action is appropriate for the charge(s)~~
7. The Executive Director has the following options:
 - a. When the decision indicates that there are reasonable grounds to believe that the charges are true the Executive Director may direct the implementation of the action or an alternate action.

Deleted: I

Deleted: which

Deleted: explanation

Deleted: or

Deleted: the agency head

Deleted: e

Deleted: agency head

Inserted: agency head

Deleted: who

Deleted: shall review

Deleted: will

Inserted: e

Deleted: in the pre-action hearing.

Deleted: decision within seventy-two (72) working hours of the close of the hearing. The results of the hearing will be forwarded to the Executive Director, the affected employee, the agency head and the supervisor. §

SH 530 Due Process Hearing in Certain Employment Actions

SH 530.1 Due Process Procedures

Adopted: 6/85, Revised: 2/03, Draft 9/07

- b. When the decision indicates that there are not reasonable grounds to believe that the charges are true, the Executive Director may direct that there be no further action taken.

Note: This pre-action hearing does not preclude an eligible employee from any right to appeal the action after it has been implemented through the proper grievance procedure.

Deleted: will

Deleted: <#>§

<#>6. When the decision indicates that the evidence does not support the proposed action, the matter will be dropped. §

When the decision indicates that there are reasonable grounds to believe that the charges are true and support the proposed action, the Executive Director may direct the implementation of the action.

REPORT AND RECOMMENDATIONS **FROM LONG-RANGE PLANNING COMMITTEE**

The Long-Range Planning Committee met on November 6, 2007, for:

- I. Discussion, Consideration, and Possible Action regarding the staff recommendation on the Inventory of Library Facilities Improvements

During its meeting, the Committee:

Reviewed and discussed the historical background regarding library facilities planning and the role of the Long-Range Planning committee.

Reviewed and discussed **current** library facilities improvements and their approved costs which are currently included in the cash reserve accounts: These are:

Bethany
Capitol Hill (2000 OKC Bond Package)
Del City
Northwest (2000 OKC Bond Package)
Southern Oaks (2000 OKC Bond Package)
The Village
Warr Acres

Reviewed and discussed **proposed** library facilities improvements and their estimated costs which are not currently included in the cash reserve accounts: These are:

Belle Isle (2007 OKC Bond Package)
Capitol Hill (2007 OKC Bond Package)
Edmond 2
Northwest (2007 OKC Bond Package)
Harrah
Jones
Service Center

Specific information on the process used to identify individual library improvement needs will be presented along with updated budget information in the spring.

Staff recommends that the Long-Range Planning committee meet in the spring (and every spring thereafter) to review and recommend to the Finance committee the projects to be added to the schedule of cash reserves as Future Capital Improvements.

COMMISSION ACTION:

To approve the direction outlined in the Inventory of Library Facilities Improvements.

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

LONG-RANGE PLANNING COMMITTEE

MINUTES

DATE: Tuesday, November 6, 2007 TIME: 3:30 PM
MEETING PLACE: Belle Isle Library
5501 N. Villa
Oklahoma City, OK 73112
(405) 843 - 9601

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, October 29, 2007. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Belle Isle Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on November 2, 2007, in conformity with the Oklahoma Open Meeting Act.

COMMITTEE MEMBERS PRESENT:

Penny McCaleb, Chair
Ralph Bullard
Alyne Strube
Greg Womack

COMMITTEE MEMBERS EXCUSED:

Deanna Hannah

COMMISSION MEMBERS PRESENT:

Donna Morris, Executive Director
Glenda Choate

ESTIMATE OF OTHERS PRESENT: 8

I. The meeting was called to order at 3:30 p.m. by Mrs. Penny McCaleb, Chair.

Roll was called to establish a quorum. Present: Strube, Womack, McCaleb (Arrived: Bullard, 3:32).

II. Mrs. McCaleb referred to the Discussion, Consideration, and Possible Action: Report and Recommendation from Administration – Inventory of Library Facilities Improvements.

Mrs. McCaleb called on Mrs. Donna Morris, Executive Director to provide an update.

Mrs. Morris stated the Library system has maintained an Inventory of Library Facilities Improvements for a number of years. The document was last approved by the Long-Range Planning Committee in 1999 and has been under revision for many months. As movement came on the horizon with new projects, such as a second Edmond Library and renovations to the Del City Library and Community Center, staff developed a new inventory which is being presented today for the Long-Range Planning Committee review and/or approval.

Mrs. Morris referred to the information included in the packet and stated with all the new Commission members, she believed it was important to discuss how new buildings come about and how improvements take place. The Long-Range Planning Committee is charged with reviewing and/or revising the library system's Inventory of Long-Range Library Facilities Improvements. The inventory represents the administration's assessment of major facility needs and provides general cost estimates. Discussion followed.

Mrs. Morris called on Mr. Todd Olberding, Director of Construction Management to present the revised Inventory of Library Facilities Improvements Attachment A and Attachment B.

Mr. Olberding referred to Attachment A and stated it represents the current library facilities improvements and their approved costs which are currently included in the cash reserve accounts.

Mr. Olberding highlighted the Capitol Hill Library Project and stated it was significantly under funded in the 2000 OKC Bond Issue. Since that time the City has been working with the library and has included in the 2007 Bond Package enough dollars to renovate the Capitol Hill Library completely. At this point, we are suggesting, with the exception of Capitol Hill, the total dollars listed in Attachment A be carried forward in future budgets. The Capitol Hill Library project will be replaced as listed on Attachment B. Mr. Olberding referred to the Northwest Library Project and stated the original dollars set aside for the project are not sufficient. As a result, OKC has included in the 2007 Bond Package an additional 3.2 million dollars to supplement the 6.6 million dollars already funded for the Northwest Library. The dollars shown on Attachment A for the Northwest Library will be an addition to the dollars shown on Attachment B. Questions and Discussion followed.

Mr. Olberding referred to Attachment B and stated it represents the proposed library facilities improvements and their estimated costs which are not currently included in the cash reserve accounts. He highlighted Belle Isle, Capitol Hill, and Northwest. The dollars reflected in those projects as MLS costs, represent the dollars needed to support the work that is included in the OKC 2007 Bond Package. The projected city funding reflects the dollar amounts that will be listed in the 2007 Bond Election.

Mr. Olberding stated that he, Mrs. Morris, and Mr. Womack met with Edmond City officials on October 16 to review Edmond's formal request for a second library.

In addition to Edmond, columns were added to Attachment B for Harrah and Jones in the next five years, as staff have identified improvement needs for those locations. Mrs. Morris met with

representatives from the City of Jones in the early spring and there is interest on their part to provide a city owned library building and improve services in Jones.

Mrs. Morris called on Mr. Lloyd Lovely, Deputy Executive Director/Finance & Support.

Mr. Lovely referred to Attachment C – Schedule of Cash Reserve.

Mr. Lovely stated the Schedule of Cash Reserves is how the reserves look today. Projections have been made through 2013. At this point, the money is available for the proposed projects and Mr. Lovely anticipates having sufficient funds in reserves as he projects forward for the next five years. Questions and discussion followed.

Mr. Bullard asked how the Inventory of Library Facilities Improvements would be affected if the Bond Election in December does not pass. Mrs. Morris answered; the inventory would still be listed as needed although the majority of the projects would need to be put on hold until sufficient funds were available. The Northwest Library would still be built but it would be considerably smaller than needed. The Capitol Hill Library cannot be renovated without bringing the building up to code. Belle Isle would be in the same situation as Capitol Hill without additional dollars from the City. Discussion followed.

Mrs. Morris stated the staff would like to know the general feeling of the committee on the proposed projects. If the committee approves the projects as presented, updated dollar figures will be reviewed in the spring and recommendations sent to the Finance Committee for possible approval and implementation into the budget. Questions and Discussion followed.

Mr. Bullard moved to approve the Inventory of Library Facilities Improvements as presented. Mrs. Alyne Strube seconded. Discussion followed. Motion passed unanimously.

Suggestions were made on how the committee would like the information to be presented in the future. Mrs. Morris concluded the staff appreciates the feedback and will be reviewing the suggestions made for future presentations.

III. No further business, Mrs. McCaleb adjourned the meeting at 4:31 p.m.



Donna Morris, Executive Director
(Secretary)

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:

To approve the proposed revisions to the Metropolitan Library Commission By-laws as presented.

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.

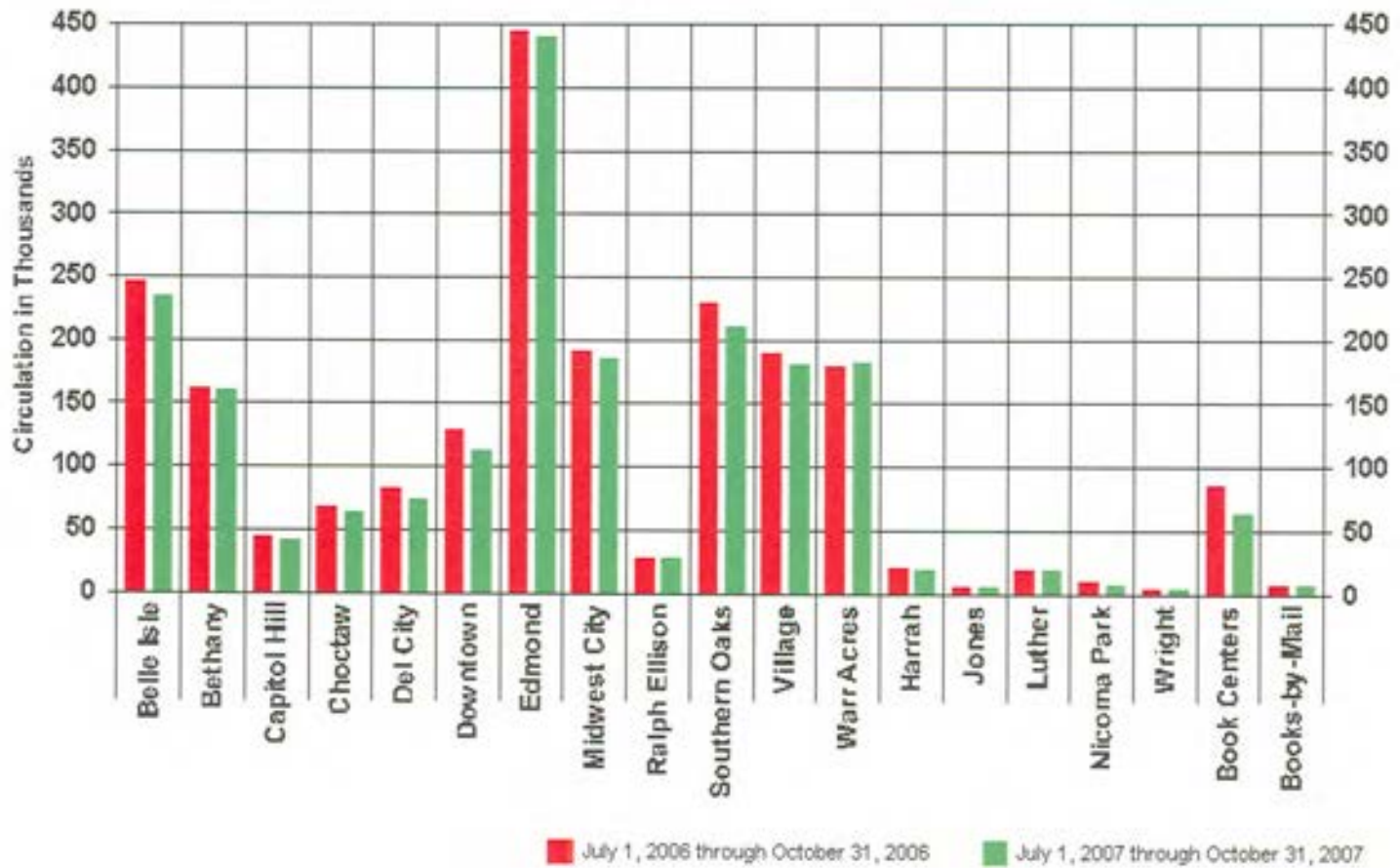
These By-Laws may be amended at any regular quorum of the Commission by a three-fourths vote of those present, provided the amendment was submitted in writing at a previous meeting of the Commission. These By-Laws shall automatically be amended to the extent required by a valid constitutional amendment 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 October 31, 2007 (33.33% of the 07-08 Fiscal Year)



Circulation Gains and Losses

July 1, 2007 through October 31, 2007 (33.33% of the 07-08 Fiscal Year)

OCTOBER 31, 2007		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
BELLE ISLE	07	44687	182631	15777	62296	60464	244927	
	08	42719	176519	14256	57568	56975	234087	
		-1968	-6112	-1521	-4728	-3489	-10840	-4.4
BETHANY	07	23648	108340	11531	51972	35179	160312	
	08	26332	107696	13094	51958	39426	159654	
		2684	-644	1563	-14	4247	-658	-.4
CAPITOL HILL	07	6902	28677	4154	15319	11056	43996	
	08	7148	27676	3588	12665	10736	40341	
		246	-1001	-566	-2654	-320	-3655	-8.3
CHOCTAW	07	10217	42177	6408	26028	16625	68205	
	08	9178	38059	6466	25151	15644	63210	
		-1039	-4118	58	-877	-981	-4995	-7.3
DEL CITY	07	14072	58293	6000	24793	20072	83086	
	08	13168	51519	5546	21829	18714	73348	
		-904	-6774	-454	-2964	-1358	-9738	-11.7
DOWNTOWN	07	22928	94591	7860	33051	30788	127642	
	08	20034	85067	6051	26592	26085	111659	
		-2894	-9524	-1809	-6459	-4703	-15983	-12.5
EDMOND	07	58819	252590	46070	191555	104889	444145	
	08	58422	250663	43694	189334	102116	439997	
		-397	-1927	-2376	-2221	-2773	-4148	-.9
MIDWEST CITY	07	32877	135847	13789	55365	46666	191212	
	08	32019	129736	13683	54330	45702	184066	
		-858	-6111	-106	-1035	-964	-7146	-3.7
RALPH ELLISON	07	5114	21173	1592	6985	6706	28158	
	08	4932	20329	1598	7087	6530	27416	
		-182	-844	6	102	-176	-742	-2.6
SOUTHERN OAKS	07	40232	169465	15084	59280	55316	228745	
	08	36722	153055	14340	57046	51062	210101	
		-3510	-16410	-744	-2234	-4254	-18644	-8.2
VILLAGE	07	30490	127792	13803	61483	44293	189275	
	08	29863	124330	13565	55655	43428	179985	
		-627	-3462	-238	-5828	-865	-9290	-4.9
WARR ACRES	07	27598	118433	14454	60558	42052	178991	
	08	28828	121541	14763	59526	43591	181067	
		1230	3108	309	-1032	1539	2076	1.2

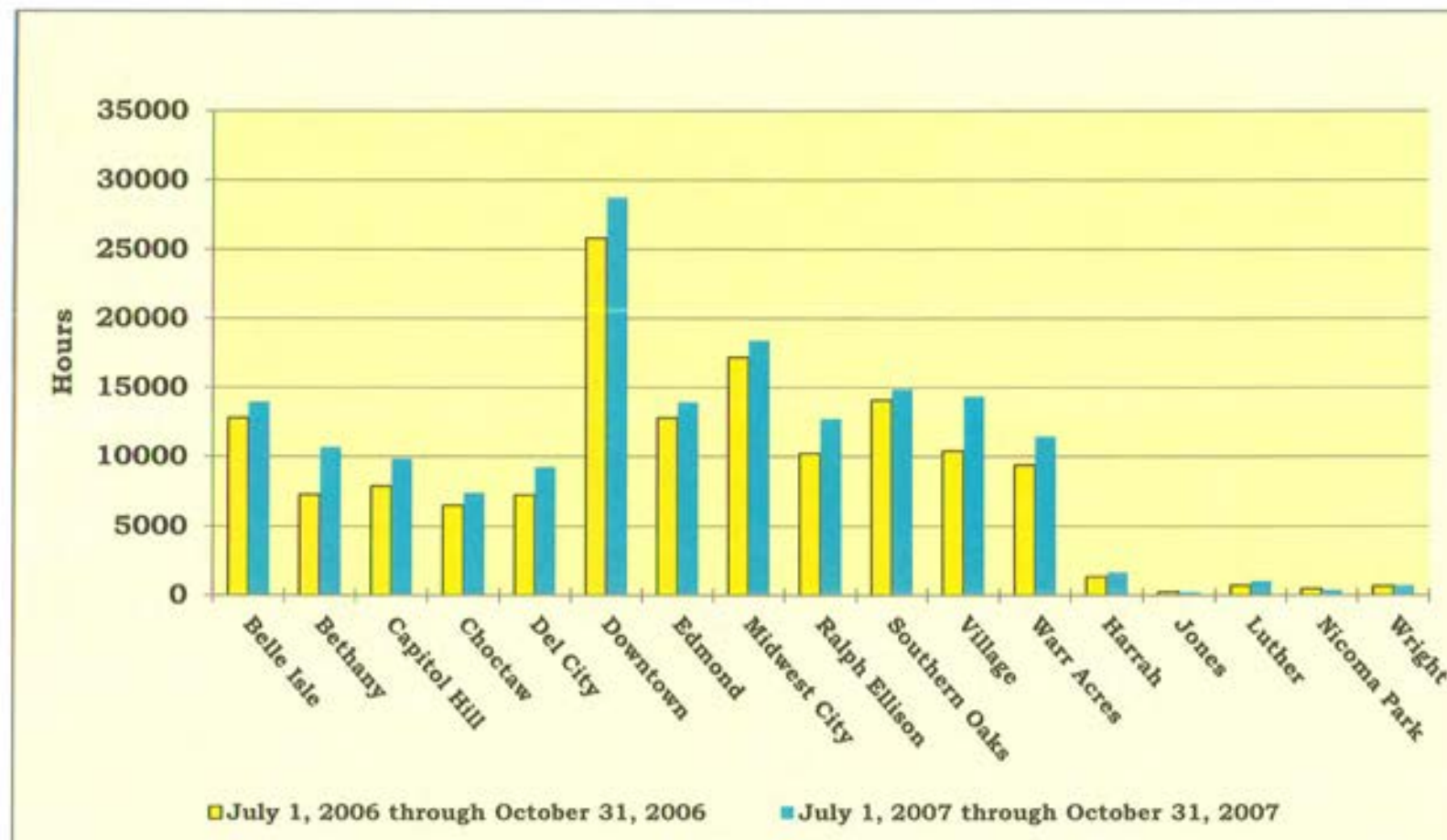
Circulation Gains and Losses

July 1, 2007 through October 31, 2007 (33.33% of the 07-08 Fiscal Year)

OCTOBER 31, 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	3415	13613	1497	6024	4912	19637	
	08	3290	12790	1567	5681	4857	18471	
		-125	-823	70	-343	-55	-1166	-5.9
JONES	07	1072	4574	324	1155	1396	5729	
	08	790	3598	235	1102	1025	4700	
		-282	-976	-89	-53	-371	-1029	-18.0
LUTHER	07	3294	13871	1088	4761	4382	18632	
	08	2848	14399	853	4546	3701	18945	
		-446	528	-235	-215	-681	313	1.7
NICOMA PARK	07	1714	7169	457	1894	2171	9063	
	08	1683	5747	311	1123	1994	6870	
		-31	-1422	-146	-771	-177	-2193	-24.2
WRIGHT	07	617	2533	178	689	795	3222	
	08	657	2692	197	921	854	3613	
		40	159	19	232	59	391	12.1
<u>OTHER:</u>								
BOOK CENTERS	07	9398	37351	11891	47761	21289	85112	
	08	9561	38172	6071	24242	15632	62414	
		163	821	-5820	-23519	-5657	-22698	-26.7
BOOKS-BY-MAIL	07	1804	6400	0	0	1804	6400	
	08	1810	7236	0	0	1810	7236	
		6	836	0	0	6	836	13.1
TOTALS	07	338898	1425520	171957	710969	510855	2136489	
	08	330004	1370824	159878	656356	489882	2027180	
		-8894	-54696	-12079	-54613	-20973	-109309	-5.1

Total Computer Hours Used by Library

July 1, 2007 through October 31, 2007 (33.33% of the 07-08 Fiscal Year)



This page is intentionally blank

Total Computer Usage

July 1, 2007 through October 31, 2007 (33.33% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	07	344		4,762		3,346.62		2,532		18,359		12,795.80	
	08	340		4,959		3,541.73		2,338		19,711		13,944.58	
		-4	-1.2	197	4.1	195.11	5.8	-194	-7.7	1,352	7.4	1,148.78	9.0
BETHANY	07	285		2,720		2,136.33		1,530		9,988		7,233.30	
	08	278		3,648		2,698.31		1,872		14,560		10,666.26	
		-7	-2.5	928	34.1	561.98	26.3	342	22.4	4,572	45.8	3,432.96	47.5
CAPITOL HILL	07	243		2,413		1,861.78		1,516		10,672		7,851.76	
	08	263		3,166		2,519.18		1,636		12,836		9,835.15	
		20	8.2	753	31.2	657.40	35.3	120	7.9	2,164	20.3	1,983.39	25.3
CHOCTAW	07	127		1,865		1,602.88		959		7,511		6,524.26	
	08	149		2,351		1,897.93		1,033		9,082		7,358.17	
		22	17.3	486	26.1	295.05	18.4	74	7.7	1,571	20.9	833.91	12.8
DEL CITY	07	210		2,485		1,845.68		1,439		9,826		7,194.45	
	08	216		2,982		2,335.75		1,671		12,331		9,206.53	
		6	2.9	497	20.0	490.07	26.6	232	16.1	2,505	25.5	2,012.08	28.0
DOWNTOWN	07	359		8,607		6,534.04		2,706		33,174		25,799.93	
	08	368		10,186		7,393.65		2,442		40,352		28,733.30	
		9	2.5	1,579	18.3	859.61	13.2	-264	-9.8	7,178	21.6	2,933.37	11.4
EDMOND	07	398		4,557		3,194.29		2,776		18,438		12,783.78	
	08	418		4,598		3,470.11		2,651		19,095		13,908.87	
		20	5.0	41	.9	275.82	8.6	-125	-4.5	657	3.6	1,125.09	8.8
MIDWEST CITY	07	551		6,108		4,472.03		3,573		23,880		17,173.65	
	08	531		6,298		4,640.35		3,448		25,638		18,397.60	
		-20	-3.6	190	3.1	168.32	3.8	-125	-3.5	1,758	7.4	1,223.95	7.1
RALPH ELLISON	07	280		3,376		2,705.03		1,794		12,758		10,224.14	
	08	313		4,413		3,273.10		1,705		17,557		12,706.66	
		33	11.8	1,037	30.7	568.07	21.0	-89	-5.0	4,799	37.6	2,482.52	24.3

Total Computer Usage

July 1, 2007 through October 31, 2007 (33.33% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	07	548		4,881		3,554.01		3,232		20,308		14,081.75	
	08	471		5,075		3,774.11		3,027		20,623		14,840.45	
		-77	-14.1	194	4.0	220.10	6.2	-205	-6.3	315	1.6	758.70	5.4
VILLAGE	07	320		3,840		2,614.05		2,342		15,661		10,407.97	
	08	401		5,004		3,658.85		2,511		20,528		14,331.20	
		81	25.3	1,164	30.3	1,044.80	40.0	169	7.2	4,867	31.1	3,923.23	37.7
WARR ACRES	07	278		3,356		2,430.83		1,963		13,495		9,385.22	
	08	296		4,061		2,912.22		1,952		16,789		11,422.97	
		18	6.5	705	21.0	481.39	19.8	-11	-6	3,294	24.4	2,037.75	21.7
HARRAH	07	40		448		336.39		252		1,811		1,347.46	
	08	53		611		475.97		318		2,198		1,649.83	
		13	32.5	163	36.4	139.58	41.5	66	26.2	387	21.4	302.37	22.4
JONES	07	8		84		54.73		48		336		235.61	
	08	6		65		48.27		45		277		215.20	
		-2	-25.0	-19	-22.6	-6.46	-11.8	-3	-6.3	-59	-17.6	-20.41	-8.7
LUTHER	07	26		241		181.66		187		922		718.53	
	08	27		306		270.08		196		1,252		1,013.50	
		1	3.8	65	27.0	88.42	48.7	9	4.8	330	35.8	294.97	41.1
NICOMA PARK	07	11		101		71.54		79		599		494.76	
	08	13		104		72.05		76		540		390.24	
		2	18.2	3	3.0	.51	.7	-3	-3.8	-59	-9.8	-104.52	-21.1
WRIGHT	07	12		242		175.99		84		1,033		672.30	
	08	14		234		185.67		91		945		696.74	
		2	16.7	-8	-3.3	9.68	5.5	7	8.3	-88	-8.5	24.44	3.6
TOTAL	07	4,040		50,086		37,117.88		27,012		198,771		144,924.67	
	08	4,157		58,061		43,167.33		27,012		234,314		169,317.25	
		117	2.9	7,975	15.9	6,049.45	16.3		.0	35,543	17.9	24,392.58	16.8

Computer Usage by Adult Customers

July 1, 2007 through October 31, 2007 (33.33% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	07	278		4,176		2,925.50		2,150		16,115		11,229.19	
	08	268		4,191		3,004.44		1,948		17,230		12,146.88	
		-10	-3.6	15	.4	78.94	2.7	-202	-9.4	1,115	6.9	917.69	8.2
BETHANY	07	215		2,168		1,733.82		1,209		8,234		6,002.11	
	08	217		2,618		1,899.45		1,433		10,229		7,443.55	
		2	.9	450	20.8	165.63	9.6	224	18.5	1,995	24.2	1,441.44	24.0
CAPITOL HILL	07	135		1,018		858.32		833		4,428		3,499.68	
	08	130		1,451		1,283.42		851		5,858		4,845.94	
		-5	-3.7	433	42.5	425.10	49.5	18	2.2	1,430	32.3	1,346.26	38.5
CHOCTAW	07	89		1,150		945.12		667		4,838		4,111.02	
	08	108		1,415		1,110.55		711		5,428		4,233.75	
		19	21.3	265	23.0	165.43	17.5	44	6.6	590	12.2	122.73	3.0
DEL CITY	07	158		1,860		1,354.11		1,128		7,842		5,715.53	
	08	155		2,022		1,584.98		1,264		8,141		6,022.89	
		-3	-1.9	162	8.7	230.87	17.0	136	12.1	299	3.8	307.36	5.4
DOWNTOWN	07	285		7,831		5,964.33		2,241		29,523		23,095.01	
	08	304		9,320		6,744.20		2,010		36,021		25,476.53	
		19	6.7	1,489	19.0	779.87	13.1	-231	-10.3	6,498	22.0	2,381.52	10.3
EDMOND	07	314		3,724		2,631.50		2,243		15,181		10,522.60	
	08	317		3,719		2,788.82		2,073		14,897		10,835.89	
		3	1.0	-5	-.1	157.32	6.0	-170	-7.6	-284	-1.9	313.29	3.0
MIDWEST CITY	07	402		4,274		3,178.61		2,817		17,578		12,774.22	
	08	402		4,505		3,366.40		2,619		18,023		13,138.90	
			.0	231	5.4	187.79	5.9	-198	-7.0	445	2.5	364.68	2.9
RALPH ELLISON	07	222		2,406		1,946.56		1,364		9,024		6,987.17	
	08	231		2,698		2,018.63		1,207		9,104		6,718.80	
		9	4.1	292	12.1	72.07	3.7	-157	-11.5	80	.9	-268.37	-3.8

Computer Usage by Adult Customers

July 1, 2007 through October 31, 2007 (33.33% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	07	402		3,527		2,570.91		2,388		13,697		9,700.55	
	08	355		3,342		2,551.72		2,196		13,605		9,999.95	
		-47	-11.7	-185	-5.2	-19.19	-7	-192	-8.0	-92	-7	299.40	3.1
VILLAGE	07	241		2,690		1,858.31		1,826		11,284		7,602.53	
	08	302		3,422		2,576.37		1,936		13,637		9,695.54	
		61	25.3	732	27.2	718.06	38.6	110	6.0	2,353	20.9	2,093.01	27.5
WARR ACRES	07	220		2,713		1,976.54		1,598		10,512		7,391.38	
	08	236		2,940		2,120.14		1,557		11,597		7,967.45	
		16	7.3	227	8.4	143.60	7.3	-41	-2.6	1,085	10.3	576.07	7.8
HARRAH	07	28		295		203.46		178		1,299		897.27	
	08	34		416		310.55		203		1,478		1,062.87	
		6	21.4	121	41.0	107.09	52.6	25	14.0	179	13.8	165.60	18.5
JONES	07	6		34		19.69		24		131		95.12	
	08	3		40		33.04		24		143		111.51	
		-3	-50.0	6	17.6	13.35	67.8		.0	12	9.2	16.39	17.2
LUTHER	07	16		116		104.83		101		463		384.67	
	08	15		141		149.01		95		600		499.09	
		-1	-6.3	25	21.6	44.18	42.1	-6	-5.9	137	29.6	114.42	29.7
NICOMA PARK	07	7		72		45.52		47		284		181.48	
	08	8		75		46.13		52		346		209.69	
		1	14.3	3	4.2	.61	1.3	5	10.6	62	21.8	28.21	15.5
WRIGHT	07	5		183		147.68		54		832		567.50	
	08	8		141		111.71		61		593		427.75	
		3	60.0	-42	-23.0	-35.97	-24.4	7	13.0	-239	-28.7	-139.75	-24.6
TOTAL	07	3,023		38,237		28,464.81		20,868		151,265		110,757.03	
	08	3,093		42,456		31,699.56		20,240		166,930		120,836.98	
		70	2.3	4,219	11.0	3,234.75	11.4	-628	-3.0	15,665	10.4	10,079.95	9.1

Computer Usage by Minor Customers

July 1, 2007 through October 31, 2007 (33.33% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	07	66		586		421.12		382		2,244		1,566.61	
	08	72		768		537.29		390		2,481		1,797.70	
		6	9.1	182	31.1	116.17	27.6	8	2.1	237	10.6	231.09	14.8
BETHANY	07	70		552		402.51		321		1,754		1,231.19	
	08	61		1,030		798.86		439		4,331		3,222.71	
		-9	-12.9	478	86.6	396.35	98.5	118	36.8	2,577	146.9	1,991.52	161.8
CAPITOL HILL	07	108		1,395		1,003.46		683		6,244		4,352.08	
	08	133		1,715		1,235.76		785		6,978		4,989.21	
		25	23.1	320	22.9	232.30	23.1	102	14.9	734	11.8	637.13	14.6
CHOCTAW	07	38		715		657.76		292		2,673		2,413.24	
	08	41		936		787.38		322		3,654		3,124.42	
		3	7.9	221	30.9	129.62	19.7	30	10.3	981	36.7	711.18	29.5
DEL CITY	07	52		625		491.57		311		1,984		1,478.92	
	08	61		960		750.77		407		4,190		3,183.64	
		9	17.3	335	53.6	259.20	52.7	96	30.9	2,206	111.2	1,704.72	115.3
DOWNTOWN	07	74		776		569.71		465		3,651		2,704.92	
	08	64		866		649.45		432		4,331		3,256.77	
		-10	-13.5	90	11.6	79.74	14.0	-33	-7.1	680	18.6	551.85	20.4
EDMOND	07	84		833		562.79		533		3,257		2,261.18	
	08	101		879		681.29		578		4,198		3,072.98	
		17	20.2	46	5.5	118.50	21.1	45	8.4	941	28.9	811.80	35.9
MIDWEST CITY	07	149		1,834		1,293.42		756		6,302		4,399.43	
	08	129		1,793		1,273.95		829		7,615		5,258.70	
		-20	-13.4	-41	-2.2	-19.47	-1.5	73	9.7	1,313	20.8	859.27	19.5
RALPH ELLISON	07	58		970		758.47		430		3,734		3,236.97	
	08	82		1,715		1,254.47		498		8,453		5,987.86	
		24	41.4	745	76.8	496.00	65.4	68	15.8	4,719	126.4	2,750.89	85.0

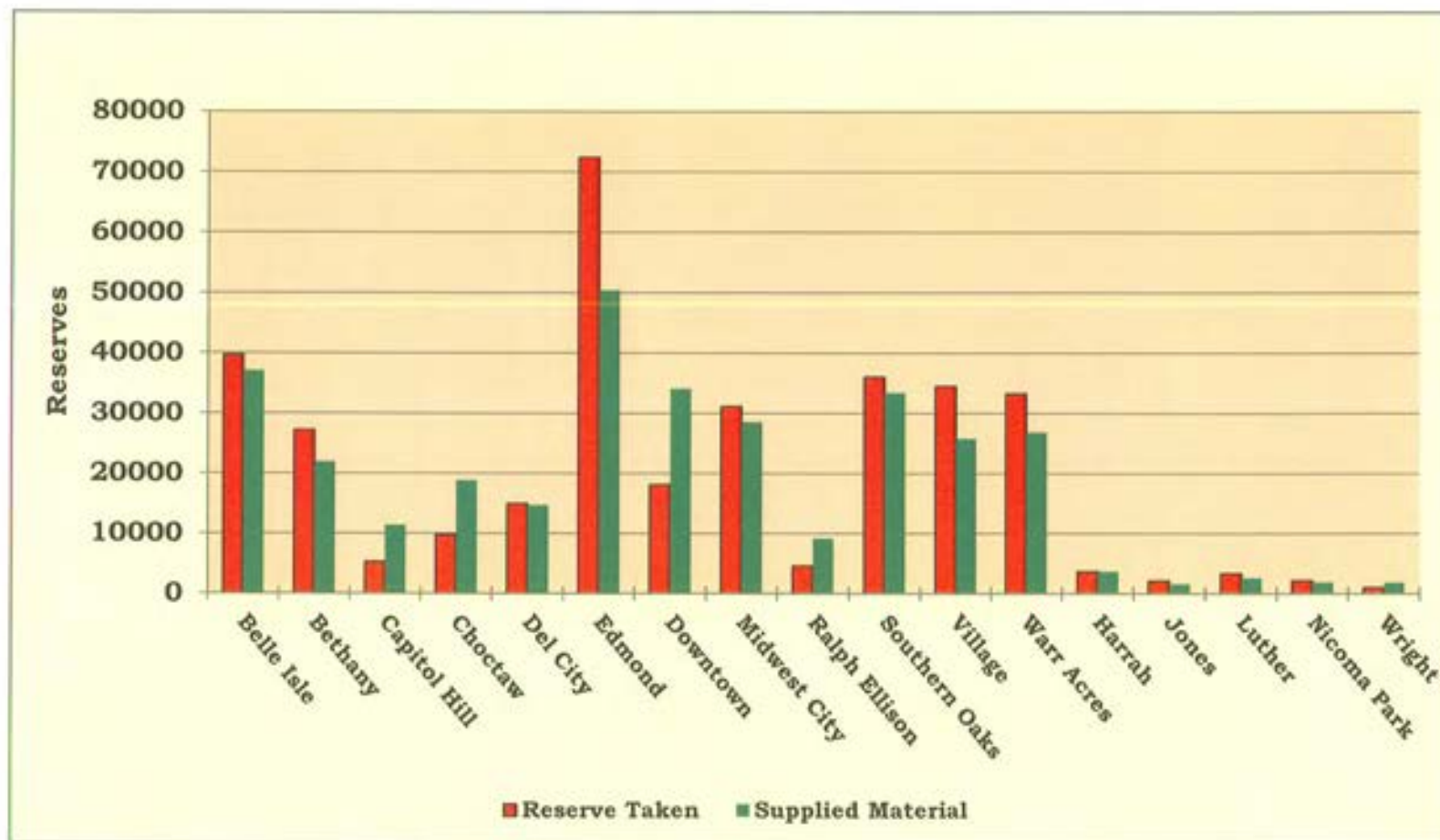
Computer Usage by Minor Customers

July 1, 2007 through October 31, 2007 (33.33% of the 07-08 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	07	146		1,354		983.10		844		6,611		4,381.20	
	08	116		1,733		1,222.39		831		7,018		4,840.50	
		-30	-20.5	379	28.0	239.29	24.3	-13	-1.5	407	6.2	459.30	10.5
VILLAGE	07	79		1,150		755.74		516		4,377		2,805.44	
	08	99		1,582		1,082.48		575		6,891		4,635.66	
		20	25.3	432	37.6	326.74	43.2	59	11.4	2,514	57.4	1,830.22	65.2
WARR ACRES	07	58		643		454.29		365		2,983		1,993.84	
	08	60		1,121		792.08		395		5,192		3,455.52	
		2	3.4	478	74.3	337.79	74.4	30	8.2	2,209	74.1	1,461.68	73.3
HARRAH	07	12		153		132.93		74		512		450.19	
	08	19		195		165.42		115		720		586.96	
		7	58.3	42	27.5	32.49	24.4	41	55.4	208	40.6	136.77	30.4
JONES	07	2		50		35.04		24		205		140.49	
	08	3		25		15.23		21		134		103.69	
		1	50.0	-25	-50.0	-19.81	-56.5	-3	-12.5	-71	-34.6	-36.80	-26.2
LUTHER	07	10		125		76.83		86		459		333.86	
	08	12		165		121.07		101		652		514.41	
		2	20.0	40	32.0	44.24	57.6	15	17.4	193	42.0	180.55	54.1
NICOMA PARK	07	4		29		26.02		32		315		313.28	
	08	5		29		25.92		24		194		180.55	
		1	25.0		.0	-.10	-.4	-8	-25.0	-121	-38.4	-132.73	-42.4
WRIGHT	07	7		59		28.31		30		201		104.80	
	08	6		93		73.96		30		352		268.99	
		-1	-14.3	34	57.6	45.65	161.3		.0	151	75.1	164.19	156.7
TOTAL	07	1,017		11,849		8,653.07		6,144		47,506		34,167.64	
	08	1,064		15,605		11,467.77		6,772		67,384		48,480.27	
		47	4.6	3,756	31.7	2,814.70	32.5	628	10.2	19,878	41.8	14,312.63	41.9

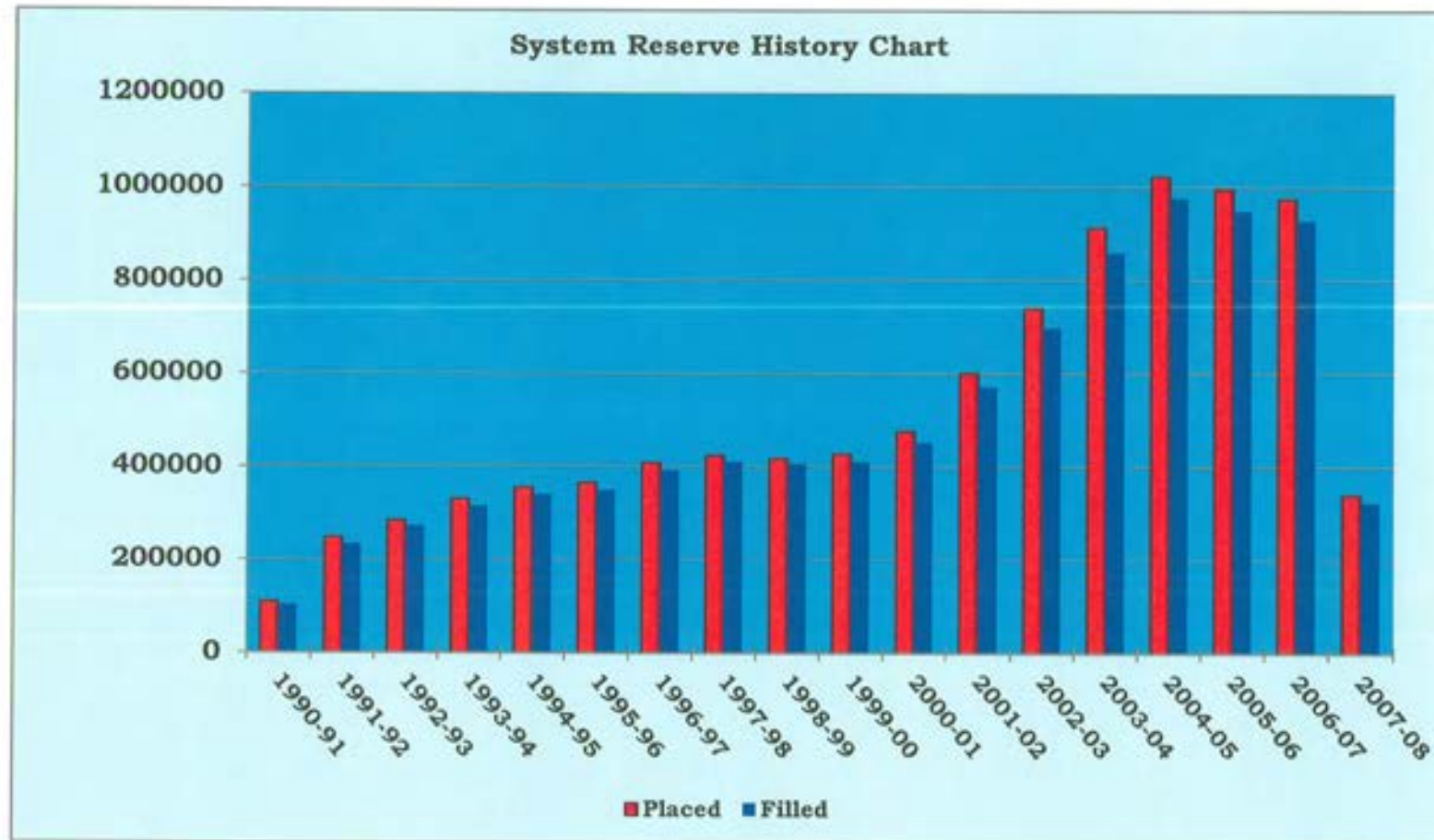
System Reserve Report

July 1, 2007 through October 31, 2007 (33.33% of the 07-08 Fiscal Year)



System Reserve Report

July 1, 2007 through October 31, 2007 (33.33% of the 07-08 Fiscal Year)



System Reserves Report

July 1, 2007 through October 31, 2007 (33.33% of the 07-08 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	07	9,344	39,679		8,901	37,786	
	08	9,516	39,617		9,098	37,763	
		172	-62	-1.2	197	-23	-1
BETHANY	07	6,121	27,045		6,533	25,671	
	08	6,438	27,178		6,169	25,893	
		317	133	.5	-364	222	.9
CAPITOL HILL	07	1,315	5,315		1,183	4,862	
	08	1,236	5,250		1,103	4,754	
		-79	-65	-1.2	-80	-108	-2.2
CHOCTAW	07	2,540	10,326		2,440	9,868	
	08	2,254	9,773		2,196	9,253	
		-286	-553	-5.4	-244	-615	-6.2
DEL CITY	07	4,179	15,975		3,827	15,221	
	08	3,686	14,887		3,516	14,073	
		-493	-1,088	-6.8	-311	-1,148	-7.5
EDMOND	07	16,819	69,862		16,015	67,294	
	08	17,143	72,408		16,821	69,468	
		324	2,546	3.6	806	2,174	3.2
DOWNTOWN	07	4,711	19,213		4,583	18,291	
	08	4,411	18,096		4,228	17,136	
		-300	-1,117	-5.8	-355	-1,155	-6.3
MIDWEST CITY	07	7,837	31,171		7,494	29,932	
	08	7,451	31,106		7,087	29,642	
		-386	-65	-1.2	-407	-290	-1.0
RALPH ELLISON	07	1,247	4,994		1,211	4,773	
	08	1,201	4,573		1,142	4,338	
		-46	-421	-8.4	-69	-435	-9.1
SOUTHERN OAKS	07	9,092	36,843		8,453	34,596	
	08	8,766	36,022		8,241	33,903	
		-326	-821	-2.2	-212	-693	-2.0
VILLAGE	07	8,046	34,123		7,646	32,418	
	08	8,168	34,452		7,784	32,680	
		122	329	1.0	138	262	.8
WARR ACRES	07	7,994	32,039		7,436	30,544	
	08	7,966	33,236		7,487	31,744	
		-28	1,197	3.7	51	1,200	3.9

System Reserves Report

July 1, 2007 through October 31, 2007 (33.33% of the 07-08 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	07	901	3,375		809	3,252	
	08	912	3,692		832	3,400	
		11	317	9.4	23	148	4.6
JONES	07	594	2,717		595	2,557	
	08	550	2,129		429	1,950	
		-44	-588	-21.6	-166	-607	-23.7
LUTHER	07	684	3,237		775	3,121	
	08	732	3,352		791	3,157	
		48	115	3.6	16	36	1.2
NICOMA PARK	07	610	2,418		643	2,068	
	08	481	2,191		529	2,010	
		-129	-227	-9.4	-114	-58	-2.8
WRIGHT	07	171	915		184	913	
	08	266	1,021		216	946	
		95	106	11.6	32	33	3.6
BOOKS-BY-MAIL	07	720	2,450		687	2,360	
	08	629	1,975		531	1,878	
		-91	-475	-19.4	-156	-482	-20.4
TOTAL	07	82,925	341,701		79,415	325,529	
	08	81,806	340,961		78,200	323,991	
		-1,119	-740	-.2	-1,215	-1,538	-.5

EXECUTIVE DIRECTOR'S REPORT

NOVEMBER 2007

RFID (RADIO FREQUENCY IDENTIFICATION DEVICE) UPDATE

We have embarked on our RFID adventure and started the long anticipated process of tagging over 1 million MLS books. Southern Oaks Library was chosen as the pilot library and in less than a month, IT and Southern Oaks staff members have tagged over 56,000 books. They are tagging approximately 7-8,000 books a day. IT staff tested the equipment and tags by doing a test of over 500 books in the compact shelving section at the Downtown Library. Watch for updates as this process winds throughout the system this year. Kudos to Anne Fischer, her staff, and the staff of Southern Oaks for their work in beginning this exciting project

UNITED WAY CAMPAIGN A BIG SUCCESS

Thanks to Heidi Port and her committee for making our annual United Way campaign such a success. This year we had 138 staff participate and raised \$13,356.60 for the campaign. This was a 10% increase in both donations and participants.

STAFF RECOGNITION EVENT

By the time of our meeting, we will have celebrated MLS staff at the annual staff recognition event, which is funded by the Friends of the Library. I know several commission members and Friends board members plan to attend and I want to thank all of them for helping to celebrate our "outstanding staff." Thanks again for our wonderful Friends of the Library who make this special night possible. The entire MLS staff really appreciates their support.

CAPITAL PROJECTS UPDATE

The **Service Center** Project continues to be on schedule for a February groundbreaking. 50% construction documents are currently being reviewed by staff. Additionally, several furniture meetings have been held. At the December MLS meeting, Studio Architects will present the design, materials and colors of the project.

Northwest Library Building consultant Jeffrey Schere and library staff hosted the Northwest Community meeting on October 16th. A small crowd, including commissioners Judy Smith and Jose Jimenez attended. All viewed visual images of other libraries and were asked to share words that described their "dream" library. We also divided into sub-group discussion specific desires for Children's, Teen, and Adult areas, Meeting rooms and Technology.

Following that meeting, the library placed a link, http://www.metrolibrary.org/mls/mls_library/nw.html on its website inviting citizens to view the PowerPoint presentation and visual images survey. Visitors are to send their input to the library with comments and ideas for the new library. We have received a number of comments and are forwarding them to Jeff who will provide the results of the survey to the staff. This information along with that gathered at a staff meeting, will be incorporated into the building program which is to be completed by December 31st.



Work associated with the purchase of the site continues with the closing date being set for no later than December 1st.

OKC continues to work with the contractor, BMI and his subcontractors to correct the leaks at the **Downtown Library**. The closing date for the sale of the old Downtown library is expected in December. This sale will provide approximately \$400,000 to OKC which must be used on OKC libraries.

Library staff and Allen Brown, architect for the **Ralph Ellison** expansion project, are working to verify concepts for the project, space requirements and shelving needs. A needs assessment and estimate prepared by Allen Brown indicated that the approved funding was not adequate for the entire "wish" list so adjustments are being made. The construction contract is to be awarded in June of 2008.

DIRECTOR OUTREACH ACTIVITIES

- ♦ Attended Rotary 29 Club Meetings
- ♦ Attended Legislative meetings at ODL
- ♦ Attended Professional Day
- ♦ Attended Literary Voices meeting

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Holiday Open House:

Saturday, December 1, 2007

Time: 2:00pm – 3:00pm

Location: Bethany Library

All Ages

We'll have a special treat this year to finish Oklahoma's Centennial Year. The Falderal String Band will play traditional music of the Southern Plains. Holiday treats will be served at the end of this free event. Your favorite little person can have his/her picture taken for free.

Holiday Celebration

Saturday, December 1, 2007

Time: 2:00pm – 4:00pm

Location: Ralph Ellison Library

All Ages

Kids! Come join us in this holiday celebration. There will be snacks and drinks, and prizes will be given out to everyone! Pre-registration is required.

Tribute to Honor Bob Burke and Oklahoma 100 Years

Sunday, December 2, 2007

Time: 2:00pm – 3:00pm

Location: Downtown Library

All Ages

Everyone is invited to celebrate Oklahoma's 100th birthday at the Downtown Library with a special tribute to honor Oklahoman Bob Burke, the most prolific writer of Oklahoma history. Following an introduction by Jayne Jayroe, Mr. Burke will share stories about Oklahoma and some of the fascinating characters that have helped create our state. Oklahoma musician, Brad Bengel, will give a spirited musical tribute of music that Oklahomans love. Co-sponsor: Friends of the Metropolitan Library System.

Sugar-Free Allstars Family Concert

Sunday, December 2, 2007

Time: 2:00pm – 3:00pm

Location: Edmond Library

All Ages

The Sugar-Free Allstars are a fun and funky two-piece band with lots of energy. This organ and drum duo sing songs from their band new children's album about bath time, petting zoos, banana pudding and pet cats. These guys will make you want to clap your hands and sing along!

Admission is free.

Holiday Open House

Tuesday, December 4, 2007

Time: 11:00am – 5:00pm

Location: Downtown Library

All Ages

Mark your calendars for December 4th when MLS will be hosting its second annual Holiday Open House at the Ronald J. Norick Downtown Library. Refreshments and entertainment will be provided.

Pick Out Books in Your Pajamas

Sunday, December 8, 2007

Time: 9:30am – 11:00am

Location: Midwest City Library

Adults

CyberMARS 101: A guided tour of the electronic catalog. (And you can pick out books from the comfort of your own home.) Come to the Midwest City Library and learn how to browse our collection from the comfort of your own home. In this class, you will learn how to find and reserve books in the online catalog, and create your own personal reading list with our new "shopping cart" function. Space is limited to eight participants, so sign-up early! Register at the Information Desk, or call 732-4828.

Holiday Open House

Sunday, December 8, 2007

Time: 12:00pm – 4:00pm

Location: Capitol Hill Library

All Ages

Come celebrate the Christmas Holiday at our annual open house. There will be musical entertainment, pictures with Santa, storytelling for children, and holiday craft programs for all ages. (Advanced registration is required for the photos with Santa.)

Toys, Toys, Toys

Monday, December 10, 2007

Time: 10:00am – 11:00am

Location: Choctaw Library

Adults

This free workshop will discuss age appropriate toy selection and toy safety. Ideas for toys you can make at home will also be discussed. Facilitated by Teresa Widick from the OCCHD. Pre-registration is required, to register please call 425-4412.

Beaded Icicle Ornaments

Tuesday, December 11, 2007

Time: 6:30pm – 7:30pm

Location: Del City Library

Adults

Would you like to create a beautiful holiday ornament to give to someone else, or to keep for yourself? Beaded icicle ornaments can brighten up any holiday tree or home for the season. The library will provide the supplies. Call 672-1377 to pre-register.

Live Holiday Music with the Justice System!

Tuesday, December 11, 2007

Time: 7:00pm – 8:30pm

Location: Warr Acres Library

All Ages

Oklahoma harpist Jill Justice + multi-instrumentalist Joel McClung=The Justice System! This talented husband and wife duo have been delighting Oklahoma audiences for 10 years with their 5 C's: Christian, Celtic, Country, Classical and Contemporary music.

The rich sound of the harp-with Joel's fiddle, mandolin, guitar, banjo, dobro, and Celtic flutes will make for a joyful Christmas concert. Come hear The Justice System.

A Horseshoe Road Christmas: It's More Than Caroling

Saturday, December 15, 2007

Time: 11:00am – 12:00pm

Location: Belle Isle Library

All Ages

Horseshoe Road is a collaboration of Oklahoma musicians Kyle Dillingham, fiddle/vocals; and Brad Benge, guitar/vocals; in an acoustic setting. Styles of music range from Blues to Bluegrass...Gypsy Jazz to Western Swing...Country, Rock, Gospel and everything in between, there is sure to be something for everyone. The group's passion for music can be seen in their performance-a high energy, uplifting musical experience that blends captivating virtuosity and heartfelt sincerity.

Craft Spectacular!

Saturday, December 22, 2007

Time: 2:00-m – 4:00pm

Location: Southern Oaks Library.

Ages 10 & Older

Come join the Southern Oaks Library Teen Advisory Board for their craft spectacular! You can make shrinky dinks, beaded jewelry and more. Call 631-4468 to pre-register.

Co-sponsor: Southern Oaks Library Ten Advisory Board.

THANK YOU
MS. KELLEY



Putnam City Baptist Church

Preschool & Pre-K

Thank you for
reading to us
Ms. Kelley!

Mrs. Julie & Mrs. Kristen's
Class at PCBC
Playschool!

Emily

Jackson

Kyle

Lindsey

Mia

newborn

newborn

Ms. Kelly, you need
 to send at least
 1000 to cover
 a fund for
 a fund for
 a fund for
 a fund for

Parker

1000

Molly

Philip

Kamryn

Guenevere

William

Kenn

Robert

Nash

KATHRYN
KATHRYN

Ms. Brenda
Oster

Life Xamyrn
Averie

- SS-0102
older 301055-

PCBC Pre-K2

Rafael

Paameron

Saxon

x

COTE Benjamin

CHRISTOPHER

Grab

GAKIIN

Ms. Kelly, you are the very
best! Thank you so
very much! Ms.
NOREN Carolyn
Ms. Nimm

A

Jake

Seth

7/1/20

Yael